



Alberni-Clayoquot Regional District

ELECTORAL AREA DIRECTORS COMMITTEE – FINANCIAL PLANNING MEETING

WEDNESDAY, FEBRUARY 6, 2013, 10:00 AM

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

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
2. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
3. <u>REQUEST FOR DECISIONS & BYLAWS</u>	
a. REQUEST FOR DECISION Re: 2013-2017 Financial Plan – Vancouver Island Regional Library	3-33
<i>THAT the Electoral Area Directors review the Vancouver Island Regional Library proposed budget, make amendments if required, and approve for consideration by the Board of Directors.</i>	
b. REQUEST FOR DECISION Re: 2013-2017 Financial Plan – Management of Development – Rural Planning	34-38
<i>THAT the Electoral Area Directors review the Management of Development – Rural Planning proposed budget, make amendments if required, and approve for consideration by the Board of Directors.</i>	
c. REQUEST FOR DECISION Re: 2013-2017 Financial Plan – Building Inspection	39-41
<i>THAT the Electoral Area Directors review the Building Inspection proposed budget, make amendments if required, and approve for consideration by the Board of Directors.</i>	
d. REQUEST FOR DECISION Re: 2013-2017 Financial Plan – Electoral Area Administration	42-44
<i>THAT the Electoral Area Directors review the Electoral Area Administration proposed budget, make amendments if required, and approve for consideration by the Board of Directors.</i>	

e. **REQUEST FOR DECISION**

Re: 2013-2017 Financial Plan – 2013 Regional Water Improvement Project **45-53**

*THAT the Electoral Area Directors Committee recommends to the Board of Directors the allocation of \$2.25 million of gas tax funds for the Regional District's **2013 Regional Water Improvement Project.***

4. **UNFINISHED BUSINESS**

5. **NEW BUSINESS**

6. **ADJOURN**



REQUEST FOR DECISION

To: Electoral Area Directors Committee

From: Teri Fong, CGA, Manager of Finance

Meeting Date: February 6, 2013

Subject: Vancouver Island Regional Library

Recommendation:

That the Electoral Area Directors review the Vancouver Island Regional Library proposed budget, make amendments if required, and approve for consideration by the Board of Directors.

2012 Highlights:

At the February 1, 2012 Electoral Area Directors Financial Planning Meeting the following motion was passed:

Moved by T. Bennett, seconded by P. Cote, "That the Electoral Area Directors recommend that the Alberni-Clayoquot Regional District Board of Directors amend Bylaw 896, Vancouver Island Regional Library District Participation Establishment changing the apportionment structure for the service to 50% based on population and 50% based on land and improvements."

Opposed Director McNabb

"Carried"

Staff will be bringing an amendment to the Library establishing bylaw, with the proposed new apportionment structure, for consideration at the Board of Directors meeting on February 27th, 2013. This date will allow for the new director of Electoral Area 'F' – Cherry Creek to be present for the discussion. The effect on the tax requisition by area will be presented at that time.

Upcoming for 2013:

The following resolution was also made at the February 1, 2012 Electoral Area Directors Financial Planning Meeting:

Moved by T. Bennett, seconded by J. McNabb, "That the Electoral Area Directors recommend that the Alberni-Clayoquot Regional District pursue discussions with the City of Port Alberni, District of Tofino, District of Ucluelet, North Island College and School District No. 70 to discuss the future of library services in the Alberni-Clayoquot region."

"Carried"

Staff will organize a joint meeting to discuss the future of library services in the Alberni-Clayoquot region.

Background:

The Vancouver Island Regional Library 2013 budget was adopted at their September 15th, 2012 meeting.

Financial:

The requisition is 7.14% higher than that of the prior year. The residential tax rate has increased from \$0.172 to \$0.185 per \$1,000 of assessed value.



Submitted by: _____

Teri Fong, CGA, Manager of Finance



Approved by: _____

Russell Dyson, Chief Administrative Officer



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2013-2017 FINANCIAL PLAN
VANCOUVER ISLAND REGIONAL LIBRARY
PARTICIPANTS: ELECTORAL AREAS**

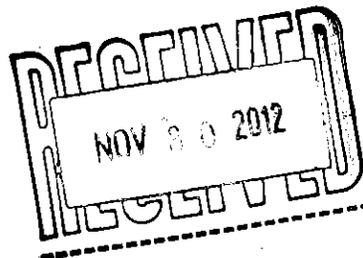
Draft for Discussion
Purposes

Line	History			Budget					Line
	2012 ACTUAL	2012 PLAN		2013	2014	2015	2016	2017	
REVENUE									
1	\$ 9,752	\$ 9,752	Surplus (deficit) from prior years	\$ 6,212	\$ -	\$ -	\$ -	\$ -	1
2	342,348	342,348	Tax requisition	366,788	397,000	431,700	461,100	492,300	2
3	10,240	5,000	Grant in lieu of taxes	5,000	5,000	5,000	5,000	5,000	3
4	\$ 362,340	\$ 357,100	TOTAL REVENUE	\$ 378,000	\$ 402,000	\$ 436,700	\$ 466,100	\$ 497,300	4
EXPENDITURES									
5	\$ 100	\$ 100	Administrative charge	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	5
6	356,028	357,000	Operating costs	375,000	399,000	433,700	463,100	494,300	6
7	\$ 356,128	\$ 357,100	TOTAL EXPENDITURES	\$ 378,000	\$ 402,000	\$ 436,700	\$ 466,100	\$ 497,300	7
8	\$ 6,212	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	8
9	9,752	9,752	Deduct: Surplus from previous year	6,212	-	-	-	-	9
10	-\$ 3,540	-\$ 9,752	ANNUAL SURPLUS/(DEFICIT) (for Financial Reporting purposes)	-\$ 6,212	\$ -	\$ -	\$ -	\$ -	10



November 28, 2012

Mr Russell Dyson
Chief Administrative Officer
Alberni-Clayoquot Regional District
3008 Fifth Ave
Port Alberni B.C. V9Y 2E3



Dear Sir/madam

Re: LIBRARY BUDGET AND LEVY TO MEMBERS

The Vancouver Island Regional Library (VIRL) Board adopted the 2013 budget at its September 15, 2012 Board meeting.

Building on the momentum of previous years, and following adoption of the Consolidated Facilities Master Plan and Facilities Policy, VIRL continues to move forward with improvements and changes to create a revitalized service that is first and foremost an effective and efficient response to the needs and expectations of the Island communities we serve. The library of the 21st Century must be relevant and responsive to ensure continued success.

The development of the 2013-2017 Financial Plan was driven by VIRL's Strategic Priorities:

1. **Collection** - VIRL will continue to develop its collection, enhance access to its collection, and build a maximum degree of diversity in the collection to provide the greatest choices possible for customers in both small and large branches.
2. **Communication with Stakeholders** - VIRL will foster strong external and internal communications and promote a broad awareness of the library and its diverse range of resources, services and programs to ensure their optimal use.
3. **Facilities and Operations** - VIRL will be welcoming places and community hubs for informational, inspirational, cultural, and recreational needs and interests of our diverse customers and communities.
4. **Information Technology** - VIRL will optimize the use and benefits of technology to enhance the library experience for customers, and develop library branches as learning facilities for information technology.
5. **Delivery of Quality Service** - VIRL will have a supportive work environment that embraces a culture of continuous improvement and enables all staff to provide high-quality, cost-effective service that meets customer's constantly changing needs for the library services.

Strong Libraries ■ Strong Communities

Bella Coola Bowen Campbell River Chatham's Covey Cortes Island Courtenay Cowichan Cowichan Lake Cumberland
Cape Horn Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo Wellington Parksville
Port Alberni Port Alice Port Clements Port Hardy Port Mudge Bay Port Renfrew Quadra Island Qualicum Beach Queen Charlotte
Sandspit Sayward Sidney/North Saanich Sooke South Cowichan Tofino Ucluelet Union Bay West



Additionally VIRL will continue to strive to:

- Maintain excellence in the services and programs outlined in the strategic plan.
- Provide core services more effectively and efficiently.
- Utilize stakeholders, partners and staff feedback from the last strategic planning process.
- Create welcoming environments that are pleasing and safe.
- Gain efficiencies through diligent resource stewardship, high performance and accountability on the part of all staff.
- Provide staff training and support that will attract and retain talented high quality staff.
- Act on Consolidated Facilities Master Plan recommendations and correct long standing budgetary issues with respect to maintenance and provision of useable space.

The 2013-2017 Financial Plan will see a 5.95% general increase to member levies, which includes 1.25% dedicated to new or expanded long term facility issues, and 1% dedicated to funding correction of substantial deferred maintenance, ultimately correcting and providing appropriate funding for maintenance, furniture, fixtures and equipment as approved at the June 19, 2010 Board meeting. These last two items represent the third year of a ten year transitional funding strategy. 2013 also sees increased staffing on Quadra and Gabriola Island, the opening of libraries and or substantial work on libraries in Port Renfrew, Cortes Island, Cumberland, Cowichan Lake, and Nanaimo. The communities of Sooke, Campbell River, and North Cowichan amongst others are also seeking opportunities for the future.

The Vancouver Island Regional Library Board's strategy in dealing with facility maintenance and long term planning issues is to minimize impact by spreading the additional levies required to correct the issues over a long span. This responsible, reasonable, long term approach explains why the long term plans and in particular the budget again saw overwhelming approval of the budget 34 of 36 members voting in favor, an approval rating of over 94%.

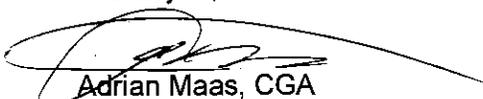
The budget document is attached and the levy information is on page 20. Detail on populations and assessments used for apportioning the levy are on pages 18 and 19.

Following is the detail on the first payment due before March 1, 2013. A formal invoice will follow.

	Quarterly Installment	Annual Amount
Population portion	42,015	168,061
Assessment portion	<u>51,640</u>	<u>206,559</u>
2013 First Quarter Total Levy	\$93,655	\$374,620

Please do not hesitate to contact us if you have any questions.

Thank you,



Adrian Maas, CGA
Director of Finance

Strong Libraries • Strong Communities

Delta Coast Cowichan Campbell River Chemainus Cortes Cortes Island Courtenay Cowichan Cowichan Lake Cumberland
Gabriola Island Gold River Hornby Island Ladysmith Nanaimo Nanaimo Harbourfront Nanaimo Westridge Parksville
Port Alberni Port Alton Port Clements Port Hardy Port Mudge Port Renfrew Quadra Island Qualicum Beach Queen Charlotte
Sandspit Sayward Sidney/North Saanich Sooke Sooke South Cowichan Talsik Tofino Ucluelet Union Bay West



2013 – 2017 Adopted Financial Plan

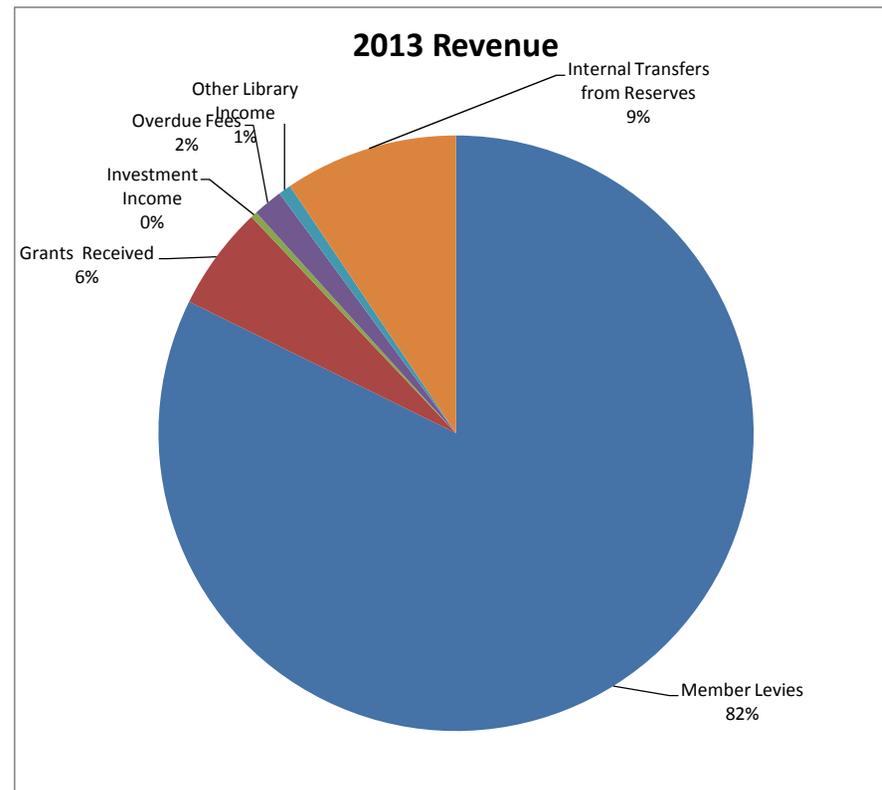
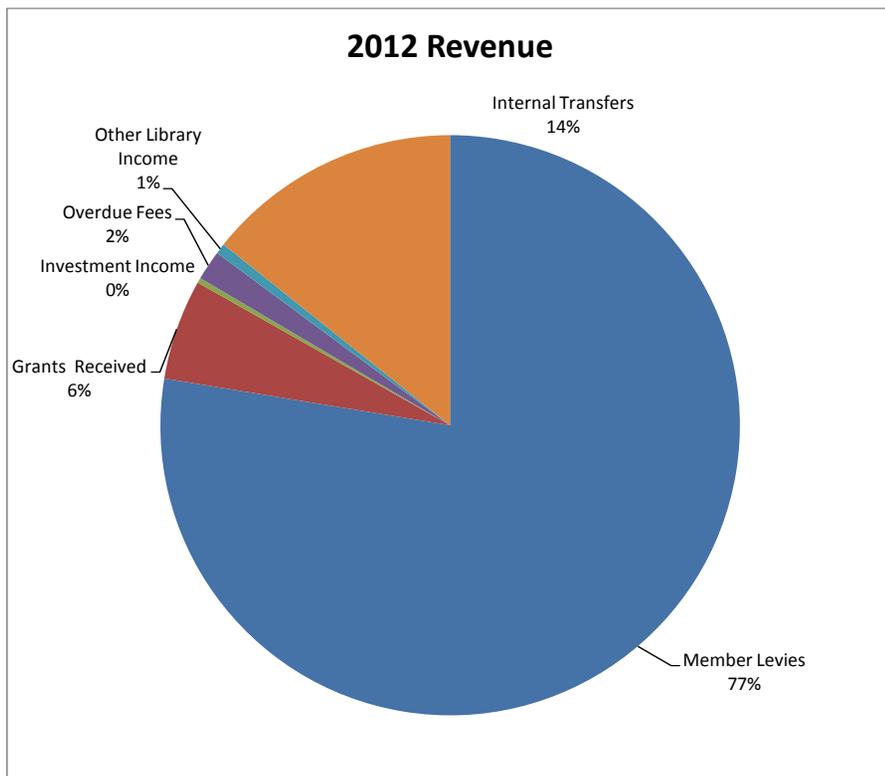
Vancouver Island Regional Library
2013 - 2017 Adopted Financial Plan

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2012		
Member Levies	16,486,603	77.59%
Grants Received	1,188,026	5.59%
Investment Income	60,250	0.28%
Overdue Fees	351,930	1.66%
Other Library Income	127,097	0.60%
Internal Transfers	3,034,550	14.28%
	<u>21,248,456</u>	

2013		
Member Levies	17,466,796	82.28%
Grants Received	1,200,765	5.66%
Investment Income	75,250	0.35%
Overdue Fees	340,300	1.60%
Other Library Income	145,345	0.68%
Internal Transfers from Reserves	2,001,213	9.43%
	<u>21,229,670</u>	

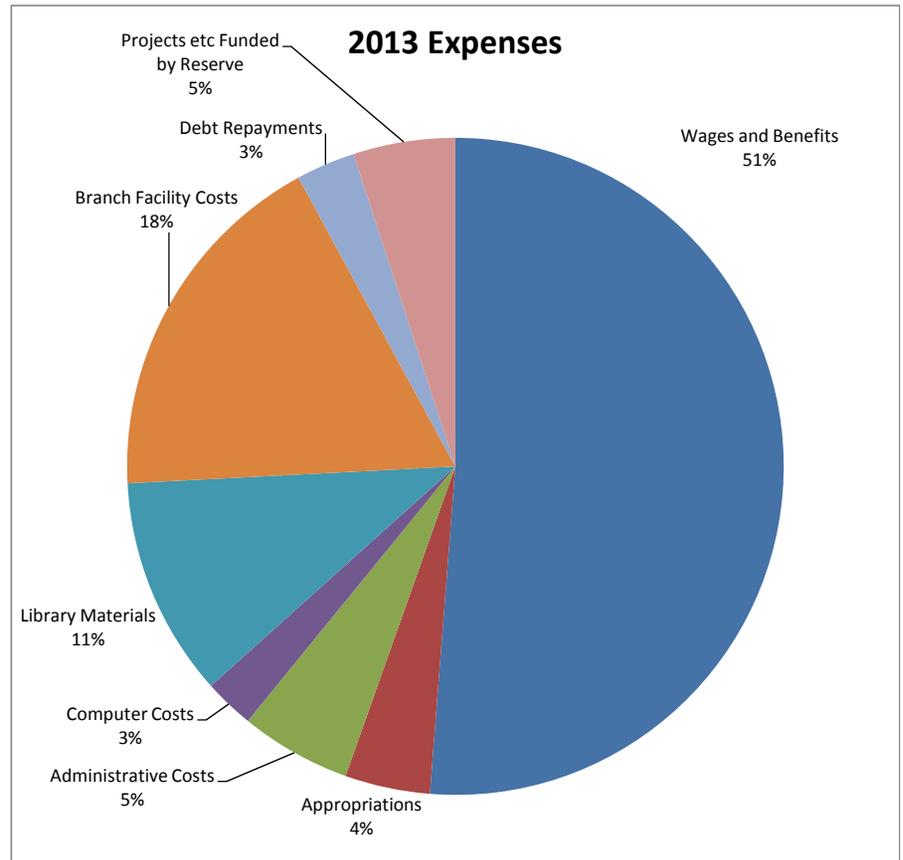
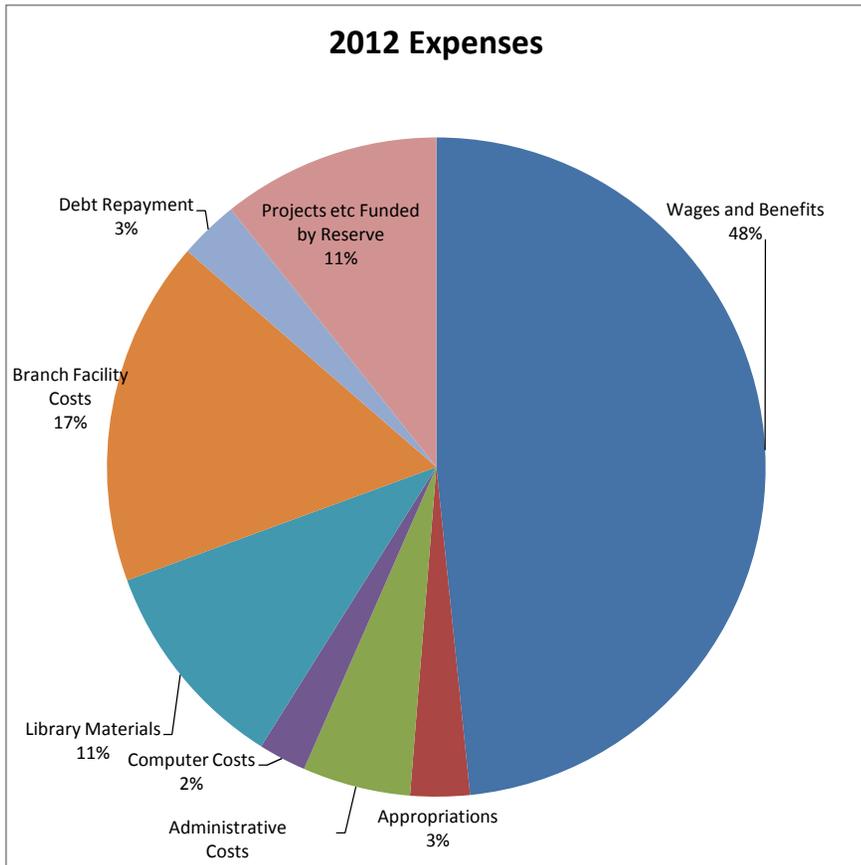


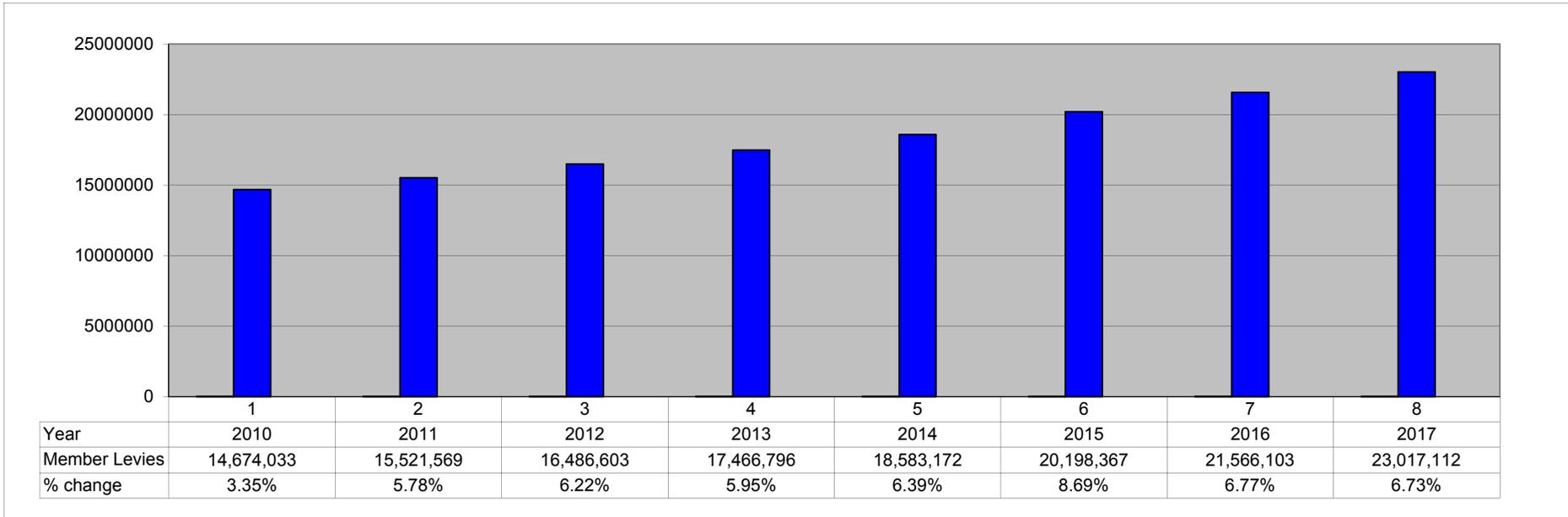
Vancouver Island Regional Library

Expense by Major Category

	2012
Wages and Benefits	10,274,975
Appropriations	619,039
Administrative Costs	1,127,564
Computer Costs	498,224
Library Materials	2,228,283
Branch Facility Costs	3,603,398
Debt Repayment	619,000
Projects etc Funded by Reserve	2,277,975
	<u><u>21,248,456</u></u>

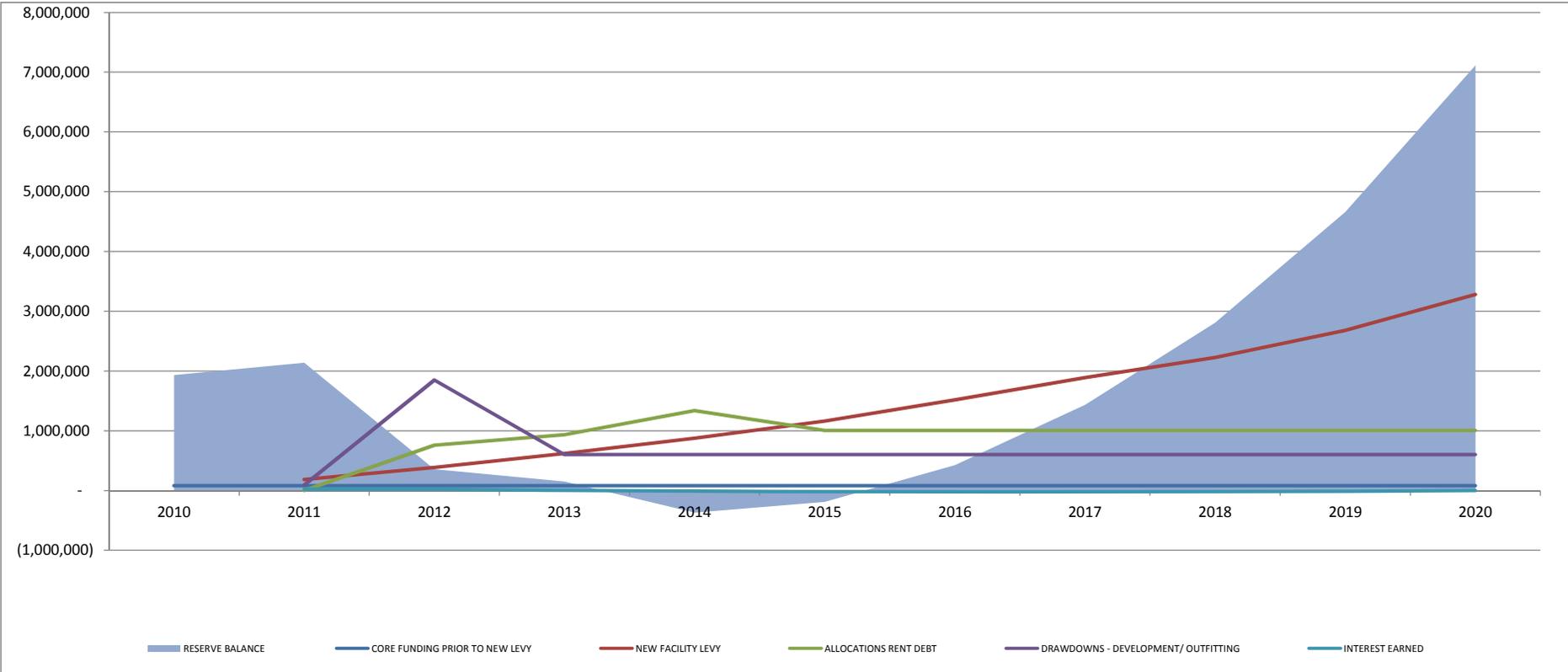
	2013
Wages and Benefits	10,878,496
Appropriations	888,985
Administrative Costs	1,157,758
Computer Costs	525,213
Library Materials	2,295,109
Branch Facility Costs	3,799,191
Debt Repayments	619,000
Projects etc Funded by Reserve	1,065,918
	<u><u>21,229,670</u></u>





	2013	\$	Per Cap	
Effect of Inflation, adjustment within operations or CORE	2.08%	299,579	0.72	Note: Approved by Board in June 2010 10 year plan Beginning in 2011 Special Levies of 1.0% - 5/8th to Maintenance, 3/8ths to Fixtures, Furniture & Equipment 1.25 % for Facilities Reserve
Maintenance Furniture Fixture and Equipment Levy	1.00%	184,167	0.44	
Facility Levy for 10 years beginning in 2011	1.25%	230,209	0.55	
Nanaimo North - new branch	0.75%	124,418	0.30	
Gabriola staff	0.86%	141,820	0.34	
TOTAL	5.95%	\$ 980,193	\$ 2.34	
ITEMS IN BUDGET AND FUNDED BY NEW LEVIES				
Quadra staff	0.32%	53,480	0.13	Funded by New Facility Levy
Cumberland staff	0.16%	26,740	0.06	Funded by facility levy - reduces to implicaton defer facility plans
Facilities staff	0.43%	71,384	0.17	Funded by new maintenance levy. \$71,384 (.43%) .17 per capita
	0.92%		0.36	
	6.86%	\$ 151,604	\$ 2.70	
ITEM INCLUDED IN BUDGET AND PHASED OVER 5 YEARS				
Useful replacement	0.85%	140,000	0.33	Phased in over 5 years - funded by allocation from FF&E portion of new Levy
PROPOSALS NOT INCLUDED IN BUDGET				
Systems Staff	0.43%	71,344	0.17	implication possible deferment of plans and or fall behind on regular maintenance.
Shipping staff	0.37%	60,760	0.15	Do not initiate - implication public service not improved. Alternatives being sought
Increase in shipping frequency	0.65%	168,048	0.40	Do not initiate - implication public service not improved. Alternatives being sought
	9.17%	\$ 440,152	\$ 3.75	

Chart 1



Vancouver Island Regional Library

Financial Plan by Nature of
Revenue or Expense

Description	2011 Actuals	Adopted 2012 Budget	2013 Proposed Budget	% OF Total Budget	% Change	2012 2013 Change	2014 Projected Budget	2015 Projected Budget	2016 Projected Budget	2017 Projected Budget
REVENUES										
Member Levies	(15,521,569)	(16,486,603)	(17,466,796)	82.3%	5.95	980,193	(18,583,172)	(20,198,367)	(21,566,103)	(23,017,112)
Grants Received	(1,533,764)	(1,188,026)	(1,200,765)	5.7%	1.07	12,739	(1,201,211)	(1,201,545)	(1,201,878)	(1,202,223)
Investment Income	(68,164)	(60,250)	(75,250)	0.4%	24.90	15,000	(76,758)	(78,295)	(79,864)	(81,464)
Book Bag Sales	(1,980)	(4,000)	(2,500)	0.0%	(37.50)	(1,500)	(2,525)	(2,550)	(2,576)	(2,602)
Overdue Fees	(328,463)	(351,930)	(340,300)	1.6%	(3.30)	(11,630)	(343,703)	(347,140)	(350,611)	(354,118)
Internet Cost Recoveries	(30,359)	(28,321)	(28,539)	0.1%	0.77	218	(28,824)	(29,113)	(29,404)	(29,698)
Lost Books / Cards	(34,485)	(39,294)	(34,166)	0.2%	(13.05)	(5,128)	(34,508)	(34,853)	(35,201)	(35,553)
Misc and Non Resident Fees	(12,359)	(2,000)	(2,300)	0.0%	15.00	300	(2,323)	(2,346)	(2,370)	(2,393)
Photocopiers	(14,442)	(15,720)	(14,505)	0.1%	(7.73)	(1,215)	(14,650)	(14,797)	(14,945)	(15,094)
Book and Promotional Item Sales	(41,835)	(35,762)	(35,335)	0.2%	(1.19)	(427)	(35,688)	(36,045)	(36,406)	(36,770)
Transfer from Reserves or Surplus	(285,151)	(3,034,550)	(2,001,213)	9.4%	(34.05)	(1,033,337)	(2,410,531)	(2,090,036)	(2,099,731)	(2,109,620)
Fundraising / Donations	(24,330)	(2,000)	(28,000)	0.1%	1,300	26,000	(28,280)	(28,563)	(28,848)	(29,137)
TOTAL REVENUES	(17,896,902)	(21,248,456)	(21,229,669)	100.0%	(0.09)	(18,787)	(22,762,173)	(24,063,650)	(25,447,936)	(26,915,783)

VIRL Board is not bound by future years expenditure estimates

Vancouver Island Regional Library

Financial Plan by Nature of
Revenue or Expense

Description	2011 Actuals	Adopted 2012 Budget	2013 Proposed Budget	% OF Total Budget	% Change	2012 2013 Change	2014 Projected Budget	2015 Projected Budget	2016 Projected Budget	2017 Projected Budget
<u>EXPENDITURES</u>										
<u>WAGES AND BENEFITS</u>										
TOTAL WAGES AND BENEFITS	9,447,617	10,274,975	10,878,496	51.2%	5.87	(603,521)	11,638,747	12,288,706	12,764,565	13,269,950
<u>AUTOMOTIVE, TRAVEL & VEHICLE OPERATION</u>										
Fuel, Insurance, R&M, Truck Rental	48,859	53,430	52,000	0.2%	(2.68)	1,430	53,040	54,101	55,183	56,286
Travel	96,123	116,041	112,641	0.5%	(2.93)	3,400	114,894	117,192	119,536	121,926
TOTAL AUTOMOTIVE TRAVEL AND VEHICLE OPERATION	144,982	169,472	164,641	0.8%	(2.85)	4,831	167,934	171,292	174,718	178,213
<u>BUILDING AND EQUIPMENT MAINTENANCE</u>										
Storage	-	-	-	-	-	-	-	-	-	-
Furniture & Equipment Repairs	12,900	27,230	29,244	0.1%	7.40	(2,014)	29,829	30,425	31,034	31,655
Branch Repairs & Maintenance	19,339	245,019	289,144	1.4%	18.01	(44,125)	417,730	562,846	740,643	927,825
Central Service Repairs & Maintenance	35,488	86,722	89,752	0.4%	3.49	(3,030)	91,547	93,378	95,246	97,151
TOTAL BUILDING/EQUIPMENT MAINTNCE	67,727	358,971	408,140	1.9%	13.70	(49,169)	539,107	686,650	866,923	1,056,631
<u>CONSULTING AND PROFESSIONAL</u>										
Audit Fees	21,850	19,342	22,000	0.1%	13.74	(2,658)	22,440	22,889	23,347	23,814
Consulting	58,689	29,614	28,114	0.1%	(5.07)	1,500	28,676	29,250	29,835	30,431
Legal	52,861	28,695	29,370	0.1%	2.35	(675)	29,957	30,557	31,168	31,791
TOTAL CONSULTING PROFESSIONAL	133,400	77,651	79,484	0.4%	2.36	(1,833)	81,074	82,695	84,349	86,036
<u>MISCELLANEOUS</u>										
Inter Library Loans	3,125	7,500	7,500	0.0%	-	-	7,650	7,803	7,959	8,118
Miscellaneous	139,031	3,191	19,200	0.1%	501.69	(16,009)	19,584	19,976	20,375	20,783
Branch Discretionary Materials	3,121	8,380	8,175	0.0%	(2.45)	205	8,339	8,505	8,675	8,849
Dues and Association Fees	4,706	3,650	3,950	0.0%	8.22	(300)	4,029	4,110	4,192	4,276
TOTAL MISCELLANEOUS	149,983	22,721	38,825	0.2%	70.88	(16,104)	39,602	40,394	41,201	42,025

VIRL Board is not bound by future years expenditure estimates

Vancouver Island Regional Library

Financial Plan by Nature of
Revenue or Expense

Description	2011 Actuals	Adopted 2012 Budget	2013 Proposed Budget	% OF Total Budget	% Change	2012 2013 Change	2014 Projected Budget	2015 Projected Budget	2016 Projected Budget	2017 Projected Budget
<u>OFFICE PHOTOCOPIER AND SUPPLIES</u>										
Processing and Cataloguing supplies	21,298	19,000	20,500	0.1%	7.89	(1,500)	20,910	21,328	21,755	22,190
Cleaning and Lighting Supplies	23,698	28,600	28,600	0.1%	-	-	29,172	29,755	30,351	30,958
Office Supplies	74,208	81,106	80,345	0.4%	(0.94)	761	81,952	83,591	85,263	86,968
Printing Signage and Supplies	51,021	45,309	43,100	0.2%	(4.88)	2,209	43,938	44,793	45,664	46,552
TOTAL OFFICE PHOTOCOPIER AND SUPPLIES	170,225	174,015	172,545	0.8%	(0.85)	1,470	175,972	179,467	183,032	186,668
<u>POSTAGE MAIL AND COURIER</u>										
TOTAL POSTAGE MAIL COURIER	143,691	153,793	154,126	0.7%	0.22	(333)	157,208	160,353	163,560	166,831
<u>PROMOTION AND ADVERTISING</u>										
Programming	15,423	-	-	-	-	-	-	-	-	-
Hiring Costs	18,339	14,000	14,280	0.1%	2.00	(280)	14,566	14,857	15,154	15,457
Promotion and Advertising	28,682	45,211	46,817	0.2%	3.55	(1,606)	47,753	48,708	49,683	50,676
TOTAL PROMOTION AND ADVERTISING	62,444	59,211	61,097	0.3%	3.19	(1,886)	62,319	63,565	64,837	66,133
<u>TRAINING AND WORKSHOPS</u>										
Continuing Education	33,260	38,272	36,640	0.2%	(4.26)	1,632	37,213	37,797	38,393	39,001
Internal Training	20,115	25,623	26,050	0.1%	1.67	(427)	26,571	27,102	27,644	28,197
TRAINING & WORKSHOPS	53,375	63,895	62,690	0.3%	(1.89)	1,205	63,784	64,899	66,037	67,198
<u>UTILITIES AND TELECOMMUNICATIONS</u>										
Central Services Utilities	42,479	39,560	46,520	0.2%	17.59	(6,960)	47,450	48,399	49,367	50,355
Branch Telecommunications	71,676	78,990	78,520	0.4%	(0.60)	470	80,090	81,692	83,326	84,993
Central Services Telecommunications	46,641	46,000	48,000	0.2%	4.35	(2,000)	48,960	49,939	50,938	51,957
TOTAL UTILITIES & TELECOMMUNICATIONS	160,796	164,550	173,040	0.8%	5.16	(8,490)	176,501	180,031	183,631	187,304
<u>BANK CHARGES AND THIRD PARTY PROCESSINGS</u>										
Bank Charges	5,350	4,716	5,735	0.0%	21.61	(1,019)	5,850	5,967	6,086	6,208
Debit / Credit card costs	10,476	10,860	11,075	0.1%	1.98	(175)	11,297	11,522	11,753	11,988
Payroll Prod. Costs	47,829	48,100	49,000	0.2%	1.87	(900)	49,980	50,980	51,999	53,039
TOTAL BANK THIRD PARTY PROCESSING	63,655	63,676	65,810	0.3%	3.35	(2,134)	67,126	68,469	69,838	71,235

VIRL Board is not bound by future years expenditure estimates

Vancouver Island Regional Library

Financial Plan by Nature of
Revenue or Expense

Description	2011 Actuals	Adopted 2012 Budget	2013 Proposed Budget	% OF Total Budget	% Change	2012 2013 Change	2014 Projected Budget	2015 Projected Budget	2016 Projected Budget	2017 Projected Budget
<u>EXPENDITURES CONTINUED</u>										
<u>BOARD EXPENSES</u>										
Meetings- Accomodation	11,558	15,000	15,000	0.1%	-	-	15,300	15,606	15,918	16,236
Meetings- Air Fare	11,911	12,000	12,000	0.1%	-	-	12,240	12,485	12,734	12,989
Conventions	407	4,000	4,000	0.0%	-	-	4,080	4,162	4,245	4,330
Dues & Assoc. Fees	7,704	9,000	9,000	0.0%	-	-	9,180	9,364	9,551	9,742
Catering- Food & Beverage	17,127	17,500	17,500	0.1%	-	-	17,850	18,207	18,571	18,943
Meetings Mileage & Travel	26,823	22,000	27,000	0.1%	22.73	(5,000)	27,540	28,091	28,653	29,226
Miscellaneous	3,911	3,080	4,000	0.0%	29.87	(920)	4,080	4,162	4,245	4,330
TOTAL BOARD EXPENSES	79,441	82,580	88,500	0.4%	7.17	(5,920)	90,270	92,075	93,917	95,795
<u>COMPUTER NETWORKING COSTS</u>										
Network Maintenance Licensing Programmi	174,331	146,608	196,700	0.9%	34.17	(50,092)	200,634	204,647	208,740	212,914
Network Communications	230,384	310,616	286,693	1.4%	(7.70)	23,923	292,427	298,275	304,241	310,326
Computer Equipment Expenses	67,001	41,000	41,820	0.2%	2.00	(820)	42,656	43,510	44,380	45,267
TOTAL COMPUTER NETWORKING COSTS	471,717	498,224	525,213	2.5%	5.42	(26,989)	535,717	546,432	557,360	568,507
<u>INSURANCE</u>	93,404	96,000	97,000	0.5%	1.04	(1,000)	98,940	100,919	102,937	104,996

VIRL Board is not bound by future years expenditure estimates

Vancouver Island Regional Library

Financial Plan by Nature of
Revenue or Expense

Description	2011 Actuals	Adopted 2012 Budget	2013 Proposed Budget	% OF Total Budget	% Change	2012 2013 Change	2014 Projected Budget	2015 Projected Budget	2016 Projected Budget	2017 Projected Budget
<u>EXPENDITURES CONTINUED</u>										
<u>CONTINGENCY</u>										
Contingency	-	-	-	-	-	-	-	-	-	-
Contingency - Shipping & Receiveing	-	-	-	-	-	-	-	-	-	-
TOTAL CONTINGENCY	-	-	-				-	-	-	-
<u>APPROPRIATIONS / INTERNAL TRANSFERS</u>										
TOTAL APPROPRIATIONS INTERNAL TRANSFERS	519,872	619,039	888,985	4.2%	43.61	(269,946)	1,278,940	1,568,070	1,922,542	2,295,762
PROJECTS ETC FUNDED BY RESE	844,379	2,277,975	1,065,918	5.0%	(53.21)	1,212,057	1,075,236	1,084,741	1,094,436	1,104,325
<u>FURNITURE AND EQUIPMENT</u>										
Furniture and Equipment Capital	90,895	142,411	119,257	0.6%	(16.26)	23,154	114,052	201,025	307,606	419,816
Furniture and Equip Lease and Mtce.	-	-	-	-	-	-	-	-	-	-
Furniture and Equip Expensed.	72,271	52,403	78,156	0.4%	49.15	(25,754)	79,720	81,314	82,940	84,599
TOTAL FURNISHINGS AND EQUIPMENT	163,165	194,814	197,414	0.9%	1.33	(2,600)	193,772	282,339	390,546	504,415
LIBRARY MATERIALS	2,192,835	2,228,283	2,295,109	10.8%	3.00	(66,826)	2,363,954	2,434,865	2,507,903	2,583,133
BRANCH AND FACILITY COSTS	2,800,908	3,668,613	3,812,637	18.0%	3.93	(144,024)	3,955,971	3,967,687	4,115,601	4,280,625
TOTAL EXPENSES	17,763,618	21,248,456	21,229,669	100.0%	(0.09)	18,788	22,762,173	24,063,649	25,447,935	26,915,782
Net (Revenue) / Expense	(133,284)	0	(0)	0.0%		0	0	(0)	(0)	(0)

VIRL Board is not bound by future years expenditure estimates

Vancouver Island Regional Library

Variance Analysis

Description	2011 Actuals	2012 Approved Budget	2013 Proposed Budget	% OF Total Budget	% Change	2012 2013 Change	Variance Explanation for items over 5% and \$50,000
<u>REVENUES</u>							
Member Levies	(15,521,569)	(16,486,603)	(17,466,796)	82.3%	5.95	980,193	Levy increase for operating costs, and Facilities upgrades
Grants Received	(1,533,764)	(1,188,026)	(1,200,765)	5.7%	1.07	12,739	Does not include any conditional grants / funding
Investment Income	(68,164)	(60,250)	(75,250)	0.4%	24.90	15,000	Additional MFA funding - is offset by interest payments
Book Bag Sales	(1,980)	(4,000)	(2,500)	0.0%	(37.50)	(1,500)	Decreased based on 2011 actuals
Overdue Fees	(328,463)	(351,930)	(340,300)	1.6%	(3.30)	(11,630)	Decreased based on 2011 actuals
Internet Cost Recoveries	(30,359)	(28,321)	(28,539)	0.1%	0.77	218	
Lost Books / Cards	(34,485)	(39,294)	(34,166)	0.2%	(13.05)	(5,128)	Decreased based on 2011 actuals
Misc and Non Resident Fees	(12,359)	(2,000)	(2,300)	0.0%	15.00	300	
Photocopiers	(14,442)	(15,720)	(14,505)	0.1%	(7.73)	(1,215)	Printing and copying reduced due to digital storage
Book and Promotional Item Sales	(41,835)	(35,762)	(35,335)	0.2%	(1.19)	(427)	
Transfer from Reserves or Surplus	(285,151)	(3,034,550)	(2,001,213)	9.4%	(34.05)	(1,033,337)	Based on Facilities Master Plan
Fundraising / Donations	(24,330)	(2,000)	(28,000)	0.1%	1.300	-	Fund Development Plans being investigated
TOTAL REVENUES	(17,896,902)	(21,248,456)	(21,229,669)	100.0%	(0.09)	(18,787)	
<u>EXPENDITURES</u>							
<u>WAGES AND BENEFITS</u>							
TOTAL WAGES AND BENEFITS	9,447,617	10,274,975	10,878,496	48.4%	5.87	(603,521)	Additional branches coming on line
<u>AUTOMOTIVE, TRAVEL & VEHICLE OPERATION</u>							
Fuel, Insurance, R&M, Truck Rental	48,859	53,430	52,000	0.2%	(2.68)	1,430	Additional vehicle added to fleet
Travel	96,123	116,041	112,641	0.5%	(2.93)	3,400	
TOTAL AUTOMOTIVE TRAVEL AND VEHICLE OPERATION	144,982	169,472	164,641	0.8%	(2.85)	4,831	
<u>BUILDING AND EQUIPMENT MAINTENANCE</u>							
Storage	-	-	-			-	
Furniture & Equipment Repairs	12,900	27,230	29,244	0.1%	7.40	(2,014)	Additional Photocopier service
Branch Repairs & Maintenance	19,339	245,019	289,144	1.4%	18.01	(44,125)	Increased for facilities levy being utilized to address facility concerns
Central Service Repairs & Maintenance	35,488	86,722	89,752	0.4%	3.49	(3,030)	
TOTAL BUILDING/EQUIPMENT MAINTNCE	67,727	358,971	408,140	1.9%	13.70	(49,169)	

Note: Only significant variances shown

VIRL Board is not bound by future years expenditure estimates

Vancouver Island Regional Library

Variance Analysis

Description	2011 Actuals	2012 Approved Budget	2013 Proposed Budget	% OF Total Budget	% Change	2012 2013 Change	Variance Explanation for items over 5% and \$50,000
<u>EXPENDITURES CONTINUED</u>							
<u>CONSULTING AND PROFESSIONAL</u>							
Audit Fees	21,850	19,342	22,000	0.1%	13.74	(2,658)	Additional branch audit work
Consulting	58,689	29,614	28,114	0.1%	(5.07)	1,500	
Legal	52,861	28,695	29,370	0.1%	2.35	(675)	
TOTAL CONSULTING PROFESSIONAL	133,400	77,651	79,484	0.4%	2.36	(1,833)	
<u>MISCELLANEOUS</u>							
Inter Library Loans	3,125	7,500	7,500	0.0%	-	-	
Miscellaneous	139,031	3,191	19,200	0.1%	501.69	(16,009)	Additional money for Funds Development plans
Branch Discretionary Materials	3,121	8,380	8,175	0.0%	(2.45)	205	
Dues and Association Fees	4,706	3,650	3,950	0.0%	8.22	(300)	
TOTAL MISCELLANEOUS	149,983	22,721	38,825	0.2%	70.88	(16,104)	
<u>OFFICE PHOTOCOPIER AND SUPPLIES</u>							
Processing and Cataloguing supplies	21,298	19,000	20,500	0.1%	7.89	(1,500)	Supply prices increasing
Cleaning and Lighting Supplies	23,698	28,600	28,600	0.1%	-	-	
Office Supplies	74,208	81,106	80,345	0.4%	(0.94)	761	
Printing Signage and Supplies	51,021	45,309	43,100	0.2%	(4.88)	2,209	Summer Reading program moved to branch activities
TOTAL OFFICE PHOTOCOPIER AND SUPPLIES	170,225	174,015	172,545	0.8%	(0.85)	1,470	
<u>POSTAGE MAIL AND COURIER</u>							
TOTAL POSTAGE MAIL COURIER	143,691	153,793	154,126	0.7%	0.22	(333)	Additional courier service to meet demand of additional material runs
<u>PROMOTION AND ADVERTISING</u>							
Programming	15,423	-	-	-	-	-	
Hiring Costs	18,339	14,000	14,280	0.1%	2.00	(280)	
Promotion and Advertising	28,682	45,211	46,817	0.2%	3.55	(1,606)	Promotion of Library
TOTAL PROMOTION AND ADVERTISING	62,444	59,211	61,097	0.3%	3.19	(1,886)	
<u>TRAINING AND WORKSHOPS</u>							
Continuing Education	33,260	38,272	36,640	0.2%	(4.26)	1,632	
Internal Training	20,115	25,623	26,050	0.1%	1.67	(427)	
TRAINING & WORKSHOPS	53,375	63,895	62,690	0.3%	(1.89)	1,205	

Note: Only significant variances shown

VIRL Board is not bound by future years expenditure estimates

Description	2011 Actuals	2012 Approved Budget	2013 Proposed Budget	% OF Total Budget	% Change	2012 2013 Change	Variance Explanation for items over 5% and \$50,000
<u>UTILITIES AND TELECOMMUNICATIONS</u>							
Central Services Utilities	42,479	39,560	46,520	0.2%	17.59	(6,960)	Heat and Hydro rates increasing
Branch Telecommunications	71,676	78,990	78,520	0.4%	(0.60)	470	
Central Services Telecommunications	46,641	46,000	48,000	0.2%	4.35	(2,000)	
TOTAL UTILITIES & TELECOMMUNICATIONS	160,796	164,550	173,040	0.8%	5.16	(8,490)	
<u>EXPENDITURES CONTINUED</u>							
<u>BANK CHARGES AND THIRD PARTY PROCESSINGS</u>							
Bank Charges	5,350	4,716	5,735	0.0%	21.61	(1,019)	Increased debit use costs
Debit / Credit card costs	9,089	9,450	9,625	0.0%	1.85	(175)	
Payroll Prod. Costs	47,829	48,100	49,000	0.2%	1.87	(900)	
TOTAL BANK THIRD PARTY PROCESSING	63,655	63,676	65,810	0.3%	3.35	(2,134)	
<u>BOARD EXPENSES</u>							
Meetings- Accomodation	11,558	15,000	15,000	0.1%	-	-	Based on 2011 levels
Meetings- Air Fare	11,911	12,000	12,000	0.1%	-	-	
Conventions	407	4,000	4,000	0.0%	-	-	
Dues & Assoc. Fees	7,704	9,000	9,000	0.0%	-	-	
Catering- Food & Beverage	17,127	17,500	17,500	0.1%	-	-	
Meetings Mileage & Travel	26,823	22,000	27,000	0.1%	22.73	(5,000)	
Miscellaneous	3,911	3,080	4,000	0.0%	29.87	(920)	
TOTAL BOARD EXPENSES	79,441	82,580	88,500	0.4%	7.17	(5,920)	
<u>COMPUTER NETWORKING COSTS</u>							
Network Maintenance Licensing Programming	174,331	146,608	196,700	0.9%	34.17	(50,092)	Increased software costs to maintain and improve service
Network Communications	230,384	310,616	286,693	1.4%	(7.70)	23,923	Branch internet now included in branch costs
Computer Equipment Expenses	67,001	41,000	41,820	0.2%	2.00	(820)	Grant info not available at this time
TOTAL COMPUTER NETWORKING COSTS	471,717	498,224	525,213	2.5%	5.42	(26,989)	
<u>INSURANCE</u>							
	93,404	96,000	97,000	0.5%	1.04	(1,000)	
<u>EXPENDITURES CONTINUED</u>							
<u>APPROPRIATIONS / INTERNAL TRANSFERS</u>							
TOTAL APPROPRIATIONS INTERNAL TRANSFERS	519,872	619,039	888,985	4.2%	43.61	(269,946)	Includes 1.25% facilities reserve levy

Note: Only significant variances shown

VIRL Board is not bound by future years expenditure estimates

Description	2011 Actuals	2012 Approved Budget	2013 Proposed Budget	% OF Total Budget	% Change	2012 2013 Change	Variance Explanation for items over 5% and \$50,000
<u>PROJECTS ETC FUNDED BY RESERVES</u>	844,379	2,277,975	1,065,918	5.0%	(53.21)	1,212,057	Based on Facilities Master Plan
<u>FURNITURE AND EQUIPMENT</u>							
Furniture and Equipment Capital	90,895	142,411	119,257	0.6%	(16.26)	23,154	Includes 1% furniture, fixtures, and F& E levy
Furniture and Equip Lease and Mtce.	-	-	-	-	-	-	
Furniture and Equip Expensed.	72,271	52,403	78,156	0.4%	49.15	(25,754)	Update branches based on Facility requirements
<u>TOTAL FURNISHINGS AND EQUIPMENT</u>	163,165	194,814	197,414	0.9%	1.33	(2,600)	
<u>LIBRARY MATERIALS</u>	2,192,835	2,228,283	2,295,109	10.8%	3.00	(66,826)	Standard 3% year over year
<u>BRANCH AND FACILITY COSTS</u>	2,800,908	3,668,613	3,812,637	18.0%	3.93	(144,024)	Lease cost increases, increased Property tax for new branches, and general increase in utilities
<u>TOTAL EXPENSES</u>	17,763,618	21,248,456	21,229,669	100.0%	(0.09)	18,788	
<u>Net (Revenue) / Expense</u>	(133,284)	0	(0)	0.0%	-	1	

Note: Only significant variances shown
VIRL Board is not bound by future years expenditure estimates

Vancouver Island Regional Library

Financial Plan Expenditures by Department

Description	2011 Actuals	2012 Approved Budget	2013 Proposed Budget	% CHANGE	2012 2013 Change	2014 Projected Budget	2015 Projected Budget	2016 Projected Budget	2017 Projected Budget
10 - EXECUTIVE DIRECTOR	280,479	275,806	307,287	11.41	(31,481)	288,799	294,575	302,778	311,213
11 - BOARD EXPENSES	79,441	82,580	88,500	7.17	(5,920)	90,270	92,075	93,917	95,795
20 - 90 TOTAL BRANCH OPERATIONS	5,918,443	6,433,588	6,720,213	4.46	(286,625)	7,354,257	7,742,980	7,963,883	8,189,967
22 - SYSTEMS/TECHNICAL SERVICES	-	-	-	-	-	-	-	-	-
23 - SYSTEMS	545,359	621,340	650,551	4.70	(29,212)	663,838	677,114	691,598	706,400
24 - COMMUNICATIONS & STRATEGIC INITIA	114,074	264,082	283,251	7.26	(19,169)	290,029	296,251	304,386	312,751
27 - TECHNICAL SERVICES	337,231	388,705	394,802	1.57	(6,096)	402,190	413,450	404,829	416,890
30 - 31 - FINANCE ACCOUNTING	495,052	543,829	553,689	1.81	(9,860)	565,881	578,781	594,106	609,849
32 - GENERAL PURCHASING	216,519	263,085	264,738	0.63	(1,653)	271,499	278,224	285,123	292,199
35 - 37 - FACILITY COSTS	3,058,614	4,342,493	4,574,390	5.34	(231,897)	4,844,370	5,095,428	5,535,123	6,007,093
38 - SHIPPING RECEIVING	285,394	345,860	341,665	(1.21)	4,195	348,065	356,562	365,274	374,209
39 - BENEFITS	2,081,269	2,200,512	2,411,383	9.58	(210,871)	2,525,984	2,743,857	2,964,542	3,187,581
40 - HUMAN RESOURCES	534,531	354,530	357,438	0.82	(2,908)	366,475	373,643	383,803	394,250
81 - INTER LIBRARY LOANS	5,196	7,500	7,500	-	-	7,650	7,803	7,959	8,118
82 - LIBRARY DESIGN	-	-	-	-	-	-	-	-	-
84 - MATERIALS / COLLECTIONS	2,160,920	2,227,533	2,294,359	3.00	(66,826)	2,363,189	2,434,085	2,507,108	2,582,321
91 - PROGRAMS	36,697	0	-	(100.00)	0	-	-	-	-
00 - APPROPRIATION TRANSFER etc	519,872	619,039	888,985	43.61	(269,946)	1,278,940	1,568,070	1,922,542	2,295,762
96 - 97 - FUNDRAISING	26,858	-	25,000	-	(25,000)	25,500	26,010	26,530	27,061
98 - SPENDING FROM RESERVES	899,228	2,277,975	1,065,918	(53.21)	1,212,057	1,075,236	1,084,741	1,094,436	1,104,325
99 - MISC GRANTS	168,441	-	-	-	-	-	-	-	-
NET TOTAL	17,763,618	21,248,456	21,229,669		18,788	22,762,173	24,063,649	25,447,935	26,915,782

Reserve	Current \$ Est.	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Summary of Planned Contributions											
Vehicle Replacements		21,510	21,316	20,829	20,655	20,862	21,070	20,367	20,097	20,067	20,268
Systems and Network		111,196	99,888	105,214	176,061	188,257	188,182	187,686	188,228	189,208	190,103
Integrated Library System		38,035	38,101	2,482	38,506	2,892	2,920	(3,770)	(3,808)	(3,846)	(3,884)
Furnishings and Equipment		20,410	51,165	112,594	86,529	193,039	298,113	407,136	434,969	469,431	511,722
Long Term Maintenance		30,000	30,000	-	-	-	-	-	-	-	-
		221,151	240,470	241,119	321,752	405,050	510,287	611,419	639,486	674,860	718,208
Summary of Planned Expenditures											
Vehicle Replacements		(23,541)	(70,000)	(38,202)	-	-	(91,462)	(47,279)	(23,270)	-	-
Systems and Network		(126,658)	(341,000)	(160,000)	(171,000)	(261,500)	(304,892)	(202,000)	(160,000)	(171,000)	(261,500)
Integrated Library System		-	-	-	-	-	(671,958)	-	-	-	-
Furnishings and Equipment		(22,042)	(61,494)	(79,573)	(94,374)	(97,546)	(35,706)	(61,494)	(79,573)	(94,374)	(82,308)
Materials Reserve		-	-	-	-	-	-	-	-	-	-
Long Term Maintenance		-	(42,482)	(95,143)	-	-	-	-	-	-	-
		(172,241)	(514,976)	(372,918)	(265,374)	(359,046)	(1,104,018)	(310,772)	(262,843)	(265,374)	(343,808)
Summary of Reserve Balances (year end projection)											
Vehicle Replacements		81,589	32,905	15,533	36,188	57,050	(13,341)	(40,253)	(43,426)	(23,359)	(3,090)
Systems and Network		338,775	97,663	106,117	175,683	168,235	118,636	172,775	270,825	360,252	361,497
Integrated Library System		210,066	248,167	250,649	289,155	292,047	(376,991)	(380,761)	(384,568)	(388,414)	(392,298)
Furnishings and Equipment		24,614	14,286	47,307	39,462	134,955	397,362	743,005	1,098,401	1,473,457	1,902,871
Long Term Maintenance		265,933	256,110	163,528	165,163	166,815	168,483	170,168	171,870	173,588	175,324
		920,978	649,131	583,134	705,651	819,101	294,149	664,934	1,113,101	1,595,524	2,044,304

NOTE - highlighting indicates probable shortfall of funding based on most recent plan.

NOTE - Where projects are "in stream" the current years budget is carried over to allow for full funding of the project in the subsequent year - This is necessary as budget is adopted before year end.

RESERVE - OUTFITTING NEW AND EXPANDED BRANCHES	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
New Facility Levy (3101-50102)	-	(183,425)	(388,039)	(618,248)	(873,340)	(1,161,448)	(1,514,878)	(1,887,034)	(2,226,700)	(2,677,607)	(3,280,068)
Allocated to Rent for Quadra			43,575	43,575	43,575	43,575	43,575	43,575	43,575	43,575	43,575
Allocated to Rent for Cortes			17,500	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000
Allocated to Rent for Gabriola			26,500	26,500	26,500	26,500	26,500	26,500	26,500	26,500	26,500
Allocated to Rent for Sooke				100,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Allocated to Rent for Cumberland			50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Allocated to Rent for CHEMAINUS Not Yet in Stream						100,000	100,000	100,000	100,000	100,000	100,000
Allocated to Wages for Quadra Island	53,480			53,480	53,480	53,480	53,480	53,480	53,480	53,480	53,480
Allocated to Wages for Cumberland	26,740			26,740	26,740	26,740	26,740	26,740	26,740	26,740	26,740
Allocated to Wages for Gabriola	141,820										
Allocated to Wages for other branches					300,000						
Allocated to Debt for Lake Cowichan			74,000	74,000	74,000	74,000	74,000	74,000	74,000	74,000	74,000
Allocated to Debt for 30 year Nanaimo North			545,000	545,000	545,000	415,000	415,000	415,000	415,000	415,000	415,000
Total Allocations	-		756,575	935,295	1,335,295	1,005,295	1,005,295	1,005,295	1,005,295	1,005,295	1,005,295
Remainder to or draw from Facility Reserve		(183,425)	368,536	317,047	461,955	(156,153)	(509,583)	(881,739)	(1,221,405)	(1,672,312)	(2,274,773)
CORE FUNDING PRIOR TO NEW LEVY	82,000	82,000	82,000	82,000	82,000	82,000	82,000	82,000	82,000	82,000	82,000
NEW FACILITY LEVY		183,425	388,039	618,248	873,340	1,161,448	1,514,878	1,887,034	2,226,700	2,677,607	3,280,068
ALLOCATIONS RENT DEBT			756,575	935,295	1,335,295	1,005,295	1,005,295	1,005,295	1,005,295	1,005,295	1,005,295
DRAWDOWNS - DEVELOPMENT/ OUTFITTING		88,982	1,850,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000
INTEREST EARNED 1%		21,566	21,386	235	(8,113)	(17,994)	(21,792)	(22,095)	(18,678)	(11,831)	(406)
Transfer Current Maintenance Reserve				233,250							
Reallocate Core funding for long term maintenance reserve			30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Presumed available from surplus or other sources		8,990	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Allocate Furn Equip / Mtce Levy Max 37.5%	31%		153,325	216,588	288,039	375,690	467,984	487,984	507,984	527,984	547,984
RESERVE BALANCE	1,931,630	2,138,629	356,804	151,830	(368,200)	(192,351)	425,423	1,435,052	2,807,764	4,658,229	7,112,581
		actuals	Amended 2012								
Nanaimo North - Design Planning \$300 K const 8 million			150,000								
Chemainus - 4000 sq ft (6,000?)			400,000								
Cowichan Lake - 4000 sq ft			400,000								
Cumberland - 2750 sq ft			200,000								
Gabriola - 1000 sq ft addition			100,000								
Quadra Island - 3000 sq ft			300,000								
Cortes Island - 1500			150,000								
Hornby - 1500 sq ft			150,000								
South Cowichan			126,662								
Rurals to be determined					600,000	600,000	600,000	600,000	600,000	600,000	600,000
Sooke - 6000 sq now 8,000-10,000 ?			600,000	600,000							
Bella Coola Special Case		88,982									
TOTAL ALLOCATIONS FROM RESERVE		88,982	1,850,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000
RESERVE BALANCE if last 4 actions not taken	1,931,630	2,138,629	23,478	(811,334)	(1,799,403)	(2,179,243)	(2,209,453)	(1,867,809)	(1,183,082)	(40,601)	1,715,766

Vancouver Island Regional Library

Full Time Equivalency Comparison

<u>2013</u>	<u>EXEMPT</u>	<u>LIBRARIANS</u>	<u>CLERICALS</u>	<u>PAGES</u>	<u>TOTAL</u>	<u>CHANGE</u>
Executive Director's Office	2.00				2.00	-1.00
Systems & Technical Services					0.00	0.00
Systems & Network	1.00		3.00		4.00	-0.01
Communications and Strategic Int.	2.00				2.00	-0.05
Technical Services		1.00	7.51		8.51	0.51
Finance/Accounting	2.00		3.25		5.25	0.00
Purchasing			2.70		2.70	0.10
Shipping & Receiving			3.64		3.64	0.00
Human Resources	3.00				3.00	-1.00
Programs					0.00	-0.50
Facilities	2.00				2.00	1.00
Public Services	3.00	33.29	90.35	20.96	147.60	9.55
TOTALS	15.00	34.29	110.45	20.96	180.70	8.60

<u>2012</u>	<u>EXEMPT</u>	<u>LIBRARIANS</u>	<u>CLERICALS</u>	<u>PAGES</u>	<u>TOTAL</u>	<u>CHANGE</u>
Executive Director's Office	3.00				3.00	0.00
Systems & Technical Services					0.00	-1.00
Systems & Network	1.00		3.01		4.01	-0.99
Promotion & Advertising	1.00		1.05		2.05	-0.41
Technical Services		1.00	7.00		8.00	2.35
Finance/Accounting	2.00		3.25		5.25	0.00
Purchasing			2.60		2.60	0.00
Shipping & Receiving			3.64		3.64	-1.84
Human Resources	4.00				4.00	-1.17
Programs			0.50		0.50	0.00
Facilities	1.00				1.00	0.00
Public Services	3.00	32.00	82.67	20.38	138.05	5.13
TOTALS	15.00	33.00	103.72	20.38	172.10	2.07

<u>2011</u>	<u>EXEMPT</u>	<u>LIBRARIANS</u>	<u>CLERICALS</u>	<u>PAGES</u>	<u>TOTAL</u>	<u>CHANGE</u>
Executive Director's Office	3.00				3.00	0.00
Systems & Technical Services	1.00				1.00	0.00
Systems & Network	1.00	1.00	3.00		5.00	0.00
Promotion & Advertising	1.00		1.46		2.46	0.00
Technical Services		1.00	4.65		5.65	0.00
Finance/Accounting	2.00		3.25		5.25	0.00
Purchasing			2.60		2.60	0.00
Shipping & Receiving			5.48		5.48	0.38
Human Resources	3.00		2.17		5.17	0.00
Programs			0.50		0.50	0.00
Facilities	1.00				1.00	0.00
Public Services	4.00	28.00	80.54	20.38	132.92	0.62
TOTALS	16.00	30.00	103.65	20.38	170.03	1.00

Vancouver Island Regional Library

Population Portion of Levy

Municipalities	2011 Net Population	2012 Net Population	2013 Population	Less Band Population	2013 Net Population	Population Increase (Decrease) from Previous Year	Population % Change From Previous Year	Change in Levy from previous year	% Change in Levy From Prev Year	2013 Population Portion of Levy	1% Maint, Fixtures & F&E 3rd year	1.25% - Facilities Reserve 3rd year	Total 2013 Levy
1 Campbell River	31,550	31,802	32,582	(670)	31,912	110	0.35%	21,752	3.62%	623,028	18,885	23,548	665,461
2 Comox	13,444	13,644	13,493		13,493	(151)	-1.11%	5,463	2.12%	263,428	8,048	10,100	281,576
3 Courtenay	24,216	24,589	24,967		24,967	378	1.54%	22,538	4.85%	487,439	14,496	18,201	520,136
4 Cumberland	3,163	3,253	3,311		3,311	58	1.78%	3,138	5.10%	64,642	1,893	2,407	68,942
5 Duncan	5,008	4,987	4,900		4,900	(87)	-1.74%	1,375	1.46%	95,664	2,999	3,695	102,358
6 Gold River	1,425	1,411	1,386		1,386	(25)	-1.77%	381	1.43%	27,059	852	1,046	28,957
7 Ladysmith	8,118	8,243	8,328		8,328	85	1.03%	6,741	4.33%	162,590	4,859	6,102	173,551
8 Lake Cowichan	3,182	3,184	3,140		3,140	(44)	-1.38%	1,104	1.83%	61,303	1,904	2,358	65,565
9 Lantzville	3,701	3,689	3,641		3,641	(48)	-1.30%	1,337	1.92%	71,084	2,215	2,733	76,032
10 Masset	929	920	924		924	4	0.43%	646	3.71%	18,040	556	682	19,278
11 Nanaimo	84,228	85,512	86,961		86,961	1,449	1.69%	81,005	5.01%	1,697,768	50,419	63,299	1,811,486
12 North Cowichan	29,493	29,837	30,125		30,125	288	0.97%	24,016	4.26%	588,140	17,655	22,090	627,885
13 North Saanich	11,021	11,112	11,128		11,128	16	0.14%	7,163	3.41%	217,256	6,598	8,228	232,082
14 Parksville	11,783	11,831	11,584		11,584	(247)	-2.09%	2,471	1.10%	226,158	7,053	8,762	241,973
15 Port Alberni	17,741	17,752	17,836		17,836	84	0.47%	12,583	3.75%	348,218	10,619	13,149	371,986
16 Port Alice	842	843	837		837	(6)	-0.71%	403	2.53%	16,341	503	624	17,468
17 Port Clements	453	456	457		457	1	0.22%	300	3.48%	8,922	271	338	9,531
18 Port Hardy	3,986	3,950	3,917		3,917	(33)	-0.84%	1,791	2.40%	76,473	2,387	2,927	81,787
19 Port McNeill	2,618	2,648	2,633		2,633	(15)	-0.57%	1,340	2.68%	51,405	1,568	1,960	54,933
20 Qualicum Beach	8,766	8,729	8,646		8,646	(83)	-0.95%	3,761	2.28%	168,799	5,247	6,467	180,513
21 Queen Charlotte	961	959	952		952	(7)	-0.73%	454	2.50%	18,586	575	710	19,871
22 Sayward	331	334	339		339	5	1.50%	303	4.80%	6,618	198	247	7,063
23 Sidney	11,578	11,600	11,583		11,583	(17)	-0.15%	6,819	3.11%	226,139	6,931	8,592	241,662
24 Sooke	10,540	10,876	10,919		10,919	43	0.40%	7,544	3.67%	213,175	6,309	8,045	227,529
25 Tahsis	381	380	372		372	(8)	-2.11%	78	1.09%	7,263	228	282	7,773
26 Tofino	1,829	1,895	1,922		1,922	27	1.42%	1,696	4.73%	37,524	1,095	1,402	40,021
27 Ucluelet	1,591	1,605	1,634		1,634	29	1.81%	1,555	5.12%	31,901	953	1,188	34,042
28 Zeballos	161	166	171		171	5	3.01%	199	6.34%	3,338	97	123	3,558
29	293,039	296,207	298,688	-670	298,018	1,811	0	217,956	3.89%	5,818,301	175,413	219,305	6,213,019
30 Regional Districts													
31 Alberni-Clayoquot	8,318	8,320	10,272	(2,232)	8,040	(280)	-3.37%	(337)	-0.21%	156,968	4,930	6,163	168,061
32 Capital	4,324	4,410	5,511	(639)	4,872	462	10.48%	11,739	14.08%	95,118	2,611	3,264	100,993
33 Central Coast	1,179	1,235	3,182	(2,010)	1,172	(63)	-5.10%	(469)	-2.01%	22,881	730	913	24,524
34 Comox Valley	22,989	22,884	23,034	(251)	22,783	(101)	-0.44%	12,135	2.80%	444,800	13,563	16,954	475,317
35 Cowichan Valley	32,297	33,029	36,807	(4,244)	32,563	(466)	-1.41%	11,263	1.80%	635,738	19,553	24,442	679,733
36 Mount Waddington	2,496	2,506	4,102	(1,653)	2,449	(57)	-2.27%	432	0.91%	47,813	1,485	1,856	51,154
37 Nanaimo	38,553	39,090	39,800	(949)	38,851	(239)	-0.61%	19,432	2.63%	758,501	23,150	28,937	810,588
38 Powell River	371	373	438		438	65	17.43%	1,499	21.26%	8,551	221	276	9,048
39 Skeena-Queen Charlotte	842	791	2,239	(1,323)	916	125	15.80%	2,928	19.58%	17,883	470	587	18,940
40 Strathcona	8,727	8,679	9,648	(919)	8,729	50	0.58%	6,326	3.86%	170,419	5,144	6,430	181,993
41	120,096	121,317	135,033	(14,220)	120,813	-504	0	64,948	2.83%	2,358,672	71,857	89,822	2,520,351
42 TOTALS	413,135	417,524	433,721	(14,890)	418,831	1,307	0	282,904	3.58%	8,176,975	247,299	309,124	8,733,370

Comox Strathcona split 2008

Municipalities	2011 Converted Hospital Assessment	2012 Converted Hospital Assessment	2013 Converted Hospital Assessment	Assessment Increase (Decrease) from Previous Year	% Change From Previous Year	Change in Levy from previous year	% Change in Levy From Prev Year	2013 Assessment Portion of Levy	1% - Maint, Fixtures & F&E 3rd year	1.25% - Facilities Reserve 3rd year	Total 2013 Levy
Campbell River	485,750,881	492,276,859	465,331,585	-26,945,274	-5.5%	(26,866)	-5.62%	450,871	13,636	17,045	481,552
Comox	205,084,459	219,176,170	218,198,425	-977,745	-0.4%	(1,285)	-0.60%	211,418	6,394	7,992	225,804
Courtenay	427,610,609	449,480,392	458,898,246	9,417,854	2.1%	8,433	1.93%	444,638	13,447	16,809	474,894
Cumberland	45,053,841	47,587,137	48,516,020	928,883	2.0%	826	1.79%	47,008	1,422	1,777	50,207
Duncan	78,485,269	81,887,701	80,544,245	-1,343,456	-1.6%	(1,427)	-1.80%	78,041	2,360	2,950	83,351
Gold River	15,205,293	14,446,484	13,746,158	-700,326	-4.8%	(701)	-5.00%	13,319	403	504	14,226
Ladysmith	120,435,672	127,281,856	125,529,727	-1,752,129	-1.4%	(1,894)	-1.53%	121,629	3,678	4,598	129,905
Lake Cowichan	41,226,073	41,989,808	42,377,267	387,459	0.9%	311	0.76%	41,060	1,242	1,552	43,854
Lantzville	70,152,099	75,869,617	74,397,966	-1,471,651	-1.9%	(1,543)	-2.10%	72,086	2,180	2,725	76,991
Masset	7,987,002	8,351,167	7,890,399	-460,768	-5.5%	(460)	-5.68%	7,645	231	289	8,165
Nanaimo	1,475,894,492	1,564,477,422	1,558,364,118	-6,113,304	-0.4%	(8,335)	-0.55%	1,509,938	45,666	57,082	1,612,686
North Cowichan	510,511,211	533,839,855	531,504,592	-2,335,263	-0.4%	(3,086)	-0.60%	514,988	15,575	19,469	550,032
North Saanich	408,537,347	415,311,596	410,032,540	-5,279,056	-1.3%	(5,755)	-1.43%	397,291	12,015	15,019	424,325
Parksville	248,217,582	261,447,650	256,592,919	-4,854,731	-1.9%	(5,107)	-2.01%	248,619	7,519	9,399	265,537
Port Alberni	222,571,416	227,583,740	221,038,181	-6,545,559	-2.9%	(6,693)	-3.03%	214,169	6,477	8,096	228,742
Port Alice	18,125,126	17,660,537	17,686,359	25,822	0.1%	(2)	-0.01%	17,137	518	648	18,303
Port Clements	3,533,929	3,610,510	3,361,080	-249,430	-6.9%	(246)	-7.02%	3,257	98	123	3,478
Port Hardy	40,796,259	41,890,024	41,338,929	-551,095	-1.3%	(599)	-1.47%	40,054	1,211	1,514	42,779
Port McNeill	24,569,950	28,762,717	28,604,517	-158,200	-0.6%	(198)	-0.71%	27,716	838	1,048	29,602
Qualicum Beach	201,103,644	206,320,668	203,131,219	-3,189,449	-1.5%	(3,408)	-1.70%	196,819	5,952	7,441	210,212
Queen Charlotte	9,763,381	10,002,616	9,942,827	-59,789	-0.6%	(73)	-0.75%	9,634	291	364	10,289
Sayward	3,906,832	3,881,211	3,609,287	-271,924	-7.0%	(270)	-7.17%	3,497	106	132	3,735
Sidney	327,982,895	346,603,488	343,687,279	-2,916,209	-0.8%	(3,361)	-1.00%	333,007	10,071	12,589	355,667
Sooke	206,066,041	219,741,426	221,519,818	1,778,392	0.8%	1,385	0.65%	214,636	6,491	8,114	229,241
Tahsis	5,067,578	5,394,055	4,741,257	-652,798	-12.1%	(641)	-12.24%	4,594	139	174	4,907
Tofino	95,790,185	98,887,149	92,927,420	-5,959,729	-6.0%	(5,927)	-6.18%	90,040	2,723	3,404	96,167
Ucluelet	62,297,698	60,668,527	56,244,298	-4,424,229	-7.3%	(4,380)	-7.44%	54,497	1,648	2,060	58,205
Zeballos	1,638,968	1,699,589	1,666,791	-32,798	-1.9%	(35)	-2.12%	1,615	49	61	1,725
TOTALS	5,363,365,732	5,606,129,971	5,541,423,469	-64,706,502	-1.2%	(71,337)	-1.31%	5,369,223	162,380	202,978	5,734,581
Regional Districts											
Alberni-Clayoquot	193,012,752	197,525,209	199,601,583	2,076,374	1.1%	1,708	0.89%	193,399	5,849	7,311	206,559
Capital	141,198,794	138,130,234	138,851,762	721,528	0.5%	486	0.36%	134,537	4,069	5,086	143,692
Central Coast	19,946,667	19,947,887	20,595,994	648,107	3.2%	596	3.08%	19,956	604	754	21,314
Comox Valley	521,849,058	532,608,210	523,468,148	-9,140,062	-1.7%	(9,677)	-1.87%	507,201	15,339	19,174	541,714
Cowichan Valley	733,667,850	751,695,370	777,126,360	25,430,990	3.4%	23,482	3.22%	752,977	22,773	28,466	804,216
Mount Waddington	73,902,991	67,080,252	66,816,331	-263,921	-0.4%	(359)	-0.55%	64,740	1,958	2,447	69,145
Nanaimo	880,813,318	905,203,299	900,974,661	-4,228,638	-0.5%	(5,492)	-0.63%	872,977	26,402	33,002	932,381
Powell River	15,390,132	15,314,489	14,241,201	-1,073,288	-7.0%	(1,064)	-7.16%	13,799	417	522	14,738
Skeena-QC	21,245,256	20,773,313	19,085,290	-1,688,023	-8.1%	(1,668)	-8.27%	18,492	559	699	19,750
Strathcona	243,838,522	239,755,602	237,038,763	-2,716,839	-1.1%	(3,002)	-1.29%	229,673	6,946	8,683	245,302
TOTALS	2,844,865,340	2,888,033,865	2,897,800,093	9,766,228	0.3%	5,010	0.18%	2,807,751	84,916	106,144	2,998,811
TOTALS	8,208,231,072	8,494,163,836	8,439,223,562	-54,940,274	-0.6%	(66,326)	-0.80%	8,176,975	247,299	309,124	8,733,398

Note: Previous Years Assessment used for current year allocation

Note: Comox Strathcona Split in 2008

Vancouver Island Regional Library

Total Member Levies

Municipalities	Total 2011 Levy - including Facilities	Total 2012 Levy - including Facilities	2013 - Levy	Change in Levy before Facilities	% Change in Levy before Facilities	1% - Maintenance Fixtures & F&E - 3rd year	1.25% - Facilities Reserve - 3rd year	Total 2013 Levy - including Facilities	Change in Total Levy from Previous Year	% Change in Total Levy	2013 Quarterly Billing
Campbell River	1,051,929	1,105,683	1,073,899	15,125	1.37%	32,521	40,593	1,147,013	41,330	3.74%	286,753
Comox	446,445	482,033	474,846	13,189	2.74%	14,442	18,092	507,380	25,347	5.26%	126,845
Courtenay	859,192	921,576	932,077	49,451	5.37%	27,943	35,010	995,030	73,454	7.97%	248,758
Cumberland	102,014	110,359	111,650	5,921	5.37%	3,315	4,184	119,149	8,790	7.96%	29,787
Duncan	168,282	177,991	173,705	3,314	1.86%	5,359	6,645	185,709	7,718	4.34%	46,427
Gold River	41,145	41,902	40,378	274	0.65%	1,255	1,550	43,183	1,281	3.06%	10,796
Ladysmith	266,365	286,234	284,219	10,080	3.52%	8,537	10,700	303,456	17,222	6.02%	75,864
Lake Cowichan	98,753	103,637	102,363	3,141	3.03%	3,146	3,910	109,419	5,782	5.58%	27,355
Lantzville	135,851	146,504	143,170	2,913	1.99%	4,395	5,458	153,023	6,519	4.45%	38,256
Masset	25,002	26,284	25,685	530	2.02%	787	971	27,443	1,159	4.41%	6,861
Nanaimo	2,977,640	3,206,237	3,207,706	136,993	4.27%	96,085	120,381	3,424,172	217,935	6.80%	856,043
North Cowichan	1,036,699	1,107,130	1,103,128	42,879	3.87%	33,230	41,559	1,177,917	70,787	6.39%	294,479
North Saanich	593,294	622,456	614,547	18,483	2.97%	18,613	23,247	656,407	33,951	5.45%	164,102
Parksville	456,027	487,374	474,777	8,113	1.66%	14,572	18,161	507,510	20,136	4.13%	126,878
Port Alberni	543,698	571,494	562,387	15,247	2.67%	17,096	21,245	600,728	29,234	5.12%	150,182
Port Alice	32,955	33,788	33,478	1,127	3.34%	1,021	1,272	35,771	1,983	5.87%	8,943
Port Clements	11,851	12,508	12,179	202	1.61%	369	461	13,009	501	4.01%	3,252
Port Hardy	113,450	118,705	116,527	2,914	2.45%	3,598	4,441	124,566	5,861	4.94%	31,142
Port McNeill	72,409	80,192	79,121	2,325	2.90%	2,406	3,008	84,535	4,343	5.42%	21,134
Qualicum Beach	354,808	372,675	365,618	8,836	2.37%	11,199	13,908	390,725	18,050	4.84%	97,681
Queen Charlotte	27,282	28,651	28,220	792	2.76%	866	1,074	30,160	1,509	5.27%	7,540
Sayward	9,912	10,361	10,115	193	1.86%	304	379	10,798	437	4.22%	2,700
Sidney	527,593	565,475	559,146	17,709	3.13%	17,002	21,181	597,329	31,854	5.63%	149,332
Sooke	392,823	427,792	427,811	17,963	4.20%	12,800	16,159	456,770	28,978	6.77%	114,193
Tahsis	11,949	12,742	11,857	-341	-2.68%	367	456	12,680	(62)	-0.49%	3,170
Tofino	124,925	133,341	127,564	-165	-0.12%	3,818	4,806	136,188	2,847	2.14%	34,047
Ucluelet	88,788	90,568	86,398	-330	-0.36%	2,601	3,248	92,247	1,679	1.85%	23,062
Zeballos	4,575	4,926	4,953	234	4.75%	146	184	5,283	357	7.25%	1,321
TOTALS	10,575,656	11,288,618	11,187,524	377,112	3.34%	337,793	422,283	11,947,600	658,982	5.84%	2,986,900
Regional Districts							0				
Alberni-Clayoquot	338,743	356,027	350,367	9,492	2.67%	10,779	13,474	374,620	18,593	5.22%	93,655
Capital	214,728	221,086	229,655	17,904	8.10%	6,680	8,350	244,685	23,599	10.67%	61,171
Central Coast	41,006	43,707	42,837	948	2.17%	1,334	1,667	45,838	2,131	4.88%	11,460
Comox Valley	925,244	968,976	952,001	24,356	2.51%	28,902	36,128	1,017,031	48,055	4.96%	254,258
Cowichan Valley	1,300,363	1,381,272	1,388,715	65,651	4.75%	42,326	52,908	1,483,949	102,677	7.43%	370,987
Mount Waddington	116,761	114,590	112,553	2,831	2.47%	3,443	4,303	120,299	5,709	4.98%	30,075
Nanaimo	1,557,005	1,650,128	1,631,478	51,157	3.10%	49,552	61,939	1,742,969	92,841	5.63%	435,742
Powell River	21,521	22,228	22,350	1,065	4.79%	638	798	23,786	1,558	7.01%	5,947
Skeena-Queen Charlotte	35,904	35,826	36,375	2,114	5.90%	1,029	1,286	38,690	2,864	7.99%	9,673
Strathcona	394,480	404,144	400,092	13,181	3.26%	12,090	15,113	427,295	23,150	5.73%	106,824
TOTALS	4,945,755	5,197,984	5,166,423	188,699	3.63%	156,773	195,966	5,519,162	321,177	6.18%	1,379,790
TOTALS	15,521,405	16,486,603	16,353,947	565,811	3.43%	494,566	618,249	17,466,762	980,159	5.95%	4,366,690
Per Capita change				1.35		0.44	0.55	2.34			1

Municipalities	% Change in Total Levy 2007	% Change in Total Levy 2011	% Change in Total Levy 2012	2013 - Levy	Change in Levy before Facilities	% Change in Levy before Facilities	1% - Maintenance Fixtures & F&E	1.25% - Facilities Reserve	Total 2013 Levy - including Facilities	Change in Total Levy from Previous Year	% Change in Total Levy 2013
Campbell River	4.18%	4.13%	5.11%	1,073,899	15,125	1.37%	32,521	40,593	1,147,013	41,330	3.74%
Comox	5.39%	6.38%	7.97%	474,846	13,189	2.74%	14,442	18,092	507,380	25,347	5.26%
Courtenay	6.30%	7.51%	7.26%	932,077	49,451	5.37%	27,943	35,010	995,030	73,454	7.97%
Cumberland	6.38%	7.67%	8.18%	111,650	5,921	5.37%	3,315	4,184	119,149	8,790	7.96%
Duncan	-0.23%	5.67%	5.77%	173,705	3,314	1.86%	5,359	6,645	185,709	7,718	4.34%
Gold River	-3.07%	4.68%	1.84%	40,378	274	0.65%	1,255	1,550	43,183	1,281	3.06%
Ladysmith	5.65%	5.73%	7.46%	284,219	10,080	3.52%	8,537	10,700	303,456	17,222	6.02%
Lake Cowichan	3.38%	8.73%	4.95%	102,363	3,141	3.03%	3,146	3,910	109,419	5,782	5.58%
Lantzville	3.66%	2.82%	7.84%	143,170	2,913	1.99%	4,395	5,458	153,023	6,519	4.45%
Masset	-1.10%	7.35%	5.13%	25,685	530	2.02%	787	971	27,443	1,159	4.41%
Nanaimo	3.03%	6.91%	7.68%	3,207,706	136,993	4.27%	96,085	120,381	3,424,172	217,935	6.80%
North Cowichan	1.68%	6.41%	6.79%	1,103,128	42,879	3.87%	33,230	41,559	1,177,917	70,787	6.39%
North Saanich	2.00%	5.75%	4.92%	614,547	18,483	2.97%	18,613	23,247	656,407	33,951	5.45%
Parksville	3.35%	5.00%	6.87%	474,777	8,113	1.66%	14,572	18,161	507,510	20,136	4.13%
Port Alberni	2.83%	5.89%	5.11%	562,387	15,247	2.67%	17,096	21,245	600,728	29,234	5.12%
Port Alice	-6.65%	6.43%	2.53%	33,478	1,127	3.34%	1,021	1,272	35,771	1,983	5.87%
Port Clements	-1.74%	7.28%	5.54%	12,179	202	1.61%	369	461	13,009	501	4.01%
Port Hardy	-2.78%	9.68%	4.63%	116,527	2,914	2.45%	3,598	4,441	124,566	5,861	4.94%
Port McNeill	-0.44%	4.97%	10.75%	79,121	2,325	2.90%	2,406	3,008	84,535	4,343	5.42%
Qualicum Beach	9.95%	5.30%	5.04%	365,618	8,836	2.37%	11,199	13,908	390,725	18,050	4.84%
Queen Charlotte	-5.23%	9.61%	5.02%	28,220	792	2.76%	866	1,074	30,160	1,509	5.27%
Sayward	3.11%	2.73%	4.53%	10,115	193	1.86%	304	379	10,798	437	4.22%
Sidney	3.35%	5.93%	7.18%	559,146	17,709	3.13%	17,002	21,181	597,329	31,854	5.63%
Sooke	6.16%	6.41%	8.90%	427,811	17,963	4.20%	12,800	16,159	456,770	28,978	6.77%
Tahsis	0.95%	3.40%	6.64%	11,857	-341	-2.68%	367	456	12,680	(62)	-0.49%
Tofino	6.97%	6.21%	6.74%	127,564	-165	-0.12%	3,818	4,806	136,188	2,847	2.14%
Ucluelet	15.34%	1.39%	2.00%	86,398	-330	-0.36%	2,601	3,248	92,247	1,679	1.85%
Zeballos	-1.50%	-1.23%	7.67%	4,953	234	4.75%	146	184	5,283	357	7.25%
Regional Districts	3.62%	6.15%	6.74%	11,187,524	377,112	3.34%	337,793	422,283	11,947,600	658,982	5.84%
Alberni-Clayoquot	2.33%	1.67%	5.10%	350,367	9,492	2.67%	10,779	13,474	374,620	18,593	5.22%
Capital	3.55%	5.48%	2.96%	229,655	17,904	8.10%	6,680	8,350	244,685	23,599	10.67%
Central Coast	-5.66%	10.05%	6.59%	42,837	948	2.17%	1,334	1,667	45,838	2,131	4.88%
Comox Valley	5.13%	3.37%	4.73%	952,001	24,356	2.51%	28,902	36,128	1,017,031	48,055	4.96%
Cowichan Valley	2.15%	6.37%	6.22%	1,388,715	65,651	4.75%	42,326	52,908	1,483,949	102,677	7.43%
Mount Waddington	0.32%	9.42%	-1.86%	112,553	2,831	2.47%	3,443	4,303	120,299	5,709	4.98%
Nanaimo	3.96%	5.40%	5.98%	1,631,478	51,157	3.10%	49,552	61,939	1,742,969	92,841	5.63%
Powell River	2.92%	6.25%	3.29%	22,350	1,065	4.79%	638	798	23,786	1,558	7.01%
Skeena-Queen Charlotte	-16.45%	10.99%	-0.22%	36,375	2,114	5.90%	1,029	1,286	38,690	2,864	7.99%
Strathcona	3.10%	2.45%	4.00%	400,092	13,181	3.26%	12,090	15,113	427,295	23,150	5.73%
TOTALS	3.52%	5.77%	6.22%	16,353,947	565,811	3.43%	494,566	618,249	17,466,762	980,159	5.95%
Per Capita change					1.36		0.44	0.55	2.35		

Year	1986	1987	1988	1989	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999
Member Levies	3,589,894	4,179,220	4,497,610	5,233,966	5,898,788	6,580,713	7,080,807	7,546,487	8,315,354	8,823,100	8,908,708	9,770,243	10,236,511	10,855,411
Provincial Per Capita Grant	1,015,980	1,015,980	1,054,389	1,119,734	1,054,389	1,054,389	1,054,389	1,067,582	1,036,536	1,083,293	1,044,734	1,067,599	1,062,930	1,085,316
Other Provincial Grants	43,000	-	54,349	39,400	34,400	38,100	45,100	50,100	51,500					
Fines & Other Revenue Sources	126,100	147,000	208,494	204,006	231,436	353,514	368,703	461,982	513,792	557,168	602,582	766,078	746,965	806,120
Total	4,774,974	5,342,200	5,814,842	6,597,106	7,219,013	8,026,716	8,548,999	9,126,151	9,917,182	10,463,561	10,556,024	11,603,920	12,046,406	12,746,847
% of Total														
Member Levies	75%	78%	77%	79%	82%	82%	83%	83%	84%	84%	84%	84%	85%	85%
Provincial Per Capita Grant	21%	19%	18%	17%	15%	13%	12%	12%	10%	10%	10%	9%	9%	9%
Other Grants	1%	0%	1%	1%	0%	0%	1%	1%	1%	0%	0%	0%	0%	0%
Fines & Other Revenue Sources	3%	3%	4%	3%	3%	4%	4%	5%	5%	5%	6%	7%	6%	6%
% change in Member Levies	10.48%	16.42%	7.62%	16.37%	12.70%	11.56%	7.60%	6.58%	10.19%	6.11%	0.97%	9.67%	4.77%	6.05%

Year	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012 Budget	2013 Budget
Member Levies	11,360,344	11,653,389	11,699,902	11,892,794	12,303,872	12,546,664	12,914,851	13,369,621	13,770,934	14,198,908	14,674,033	15,521,569	16,486,603	17,466,796
Provincial Per Capita Grant	1,071,307	1,076,576	1,055,456	1,086,489	1,010,552	1,140,115	1,162,591	1,179,056	1,179,056	1,179,056	1,179,056	1,188,026	1,188,026	1,200,765
Other Provincial Grants					109,939	67,533	203,211	248,577	748,605	297,882	150,469	97,741		
Fines & Other Revenue Sources	1,064,061	1,246,783	901,276	991,526	1,013,507	662,045	632,009	830,059	783,232	705,577	761,133	819,958	539,277	560,895
Total	13,495,712	13,976,748	13,656,634	13,970,809	14,437,870	14,416,357	14,912,662	15,627,313	16,481,827	16,381,423	16,764,691	17,627,294	18,213,906	19,228,456
% of Total														
Member Levies	84%	83%	86%	85%	85%	87%	87%	86%	84%	87%	88%	88%	91%	91%
Provincial Per Capita Grant	8%	8%	8%	8%	7%	8%	8%	8%	7%	7%	7%	7%	7%	6%
Other Grants	0%	0%	0%	0%	1%	0%	1%	2%	5%	2%	1%	1%	0%	0%
Fines & Other Revenue Sources	8%	9%	7%	7%	7%	5%	4%	5%	5%	4%	5%	5%	3%	3%
% change in Member Levies	4.65%	2.58%	0.40%	1.65%	3.46%	1.97%	2.93%	3.52%	3.00%	3.11%	3.35%	5.78%	6.22%	5.95%

- 1986 to 1994 Provincial Grant are budget numbers as Financial Statement does not designate (not recorded separately)
- 1995 to 2008 all are actual numbers
- 2012 and 2013 are budget only
- Excludes reserves spending and fundraising

Vancouver Island Regional Library
Weighted Votes

Municipality/Regional District	2013 Levies	Votes
Campbell River	1,147,013	26
Comox	507,380	12
Courtenay	995,030	23
Cumberland	119,149	3
Duncan	185,709	4
Gold River	43,183	1
Ladysmith	303,456	7
Lake Cowichan	109,419	3
Lantzville	153,023	4
Masset	27,443	1
Nanaimo	3,424,172	78
North Cowichan	1,177,917	27
North Saanich	656,407	15
Parksville	507,510	12
Port Alberni	600,728	14
Port Alice	35,771	1
Port Clements	13,009	1
Port Hardy	124,566	3
Port McNeill	84,535	2
Qualicum Beach	390,725	9
Queen Charlotte	30,160	1
Sayward	10,798	1
Sidney	597,329	14
Sooke	456,770	10
Tahsis	12,680	1
Tofino	136,188	3
Ucluelet	92,247	2
Zeballos	5,283	1
Alberni-Clayoquot Regional District	374,620	9
Capital Regional District	244,685	6
Central Coast Regional District	45,838	1
Comox Valley Regional District	1,017,031	23
Cowichan Valley Regional District	1,483,949	34
Mount Waddington Regional District	120,299	3
Nanaimo Regional District	1,742,969	40
Powell River Regional District	23,786	1
Skeena-Queen Charlotte Regional District	38,690	1
Strathcona Regional District	427,295	10
TOTAL Local Levies	17,466,762	407

1/4% of Total Local Levies means Value for one vote = 43,667

Internal Note:

June 2002 Board meeting the following motion was adopted - please refer to Weighted Vote Information file in Board files

VIRL BR 02061:8

That the Board approve a new weighted vote formula in which each member jurisdiction receives 1 weighted vote plus 1 additional vote for each 1/4 percent of total VIRL tax contributions after the first 1/4 percent. Where the formula results in a fraction of a vote, normal rounding will apply.

Vancouver Island Regional Library
Box 3333, 6250 Hammond Bay Road
Nanaimo, BC V9R 5N3

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland
Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo Wellington Parksville
Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte
Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay



REQUEST FOR DECISION

To: Electoral Area Directors Committee

From: Teri Fong, CGA, Manager of Finance

Meeting Date: February 6, 2013

Subject: Management of Development – Rural Planning

Recommendation:

That the Electoral Area Directors review the Management of Development – Rural Planning proposed budget, make amendments if required, and approve for consideration by the Board of Directors.

2012 Highlights:

The Rural Planning service was very busy in 2012 as they were completing a number of projects including:

- Bamfield Official Community Plan – Draft plan was developed and further public consultation is planned for 2013.
- Beaufort Official Community Plan – Adopted in October 2012.
- Sproat Lake Official Community Plan – Draft plan was developed and further public consultation is planned for 2013.
- Beaver Creek Official Community Plan – Bylaw has gone through the public consultation process and has been given three readings by the Board of Directors. The bylaw will be adopted once a review has been conducted by the Ministry of Community, Sport and Cultural Development.
- Cherry Creek Official Community Plan – Adopted in September 2012.
- Aerial photos were flown in partnership with other agencies such as adjacent Regional District's and Provincial Ministries.

Upcoming for 2013:

The projects planned for 2013 include:

- Line 30 – Improvements to the GIS mapping data to increase reliability. This is to be cost shared with Regional Planning and a grant may be forthcoming but it is unknown at this time.
- Line 31 – The completion of the Bamfield and Sproat Lake Official Community Plans.
- Line 32 – A rewrite of the Regional District's Zoning Bylaw.

Background:

This budget was developed with input from the Planning Department and Chief Administrative Officer.

Financial:

The requisition is 2.10% lower than that of the prior year. The residential tax rate has decreased from \$0.147 to \$0.145 per \$1,000 of assessed value.

Disclosure:

The prior year actual balances may still change as 2012 invoices are still trickling in.

Submitted by: 

Teri Fong, CGA, Manager of Finance

Approved by: 

Russell Dyson, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2013-2017 FINANCIAL PLAN
 MANAGEMENT OF DEVELOPMENT - RURAL AREAS
 PARTICIPANTS: ELECTORAL AREAS

Draft for Discussion
 Purposes

Line	History			Budget					Line
	2012 ACTUAL	2012 PLAN		2013	2014	2015	2016	2017	
REVENUE									
1	\$ 64,968	\$ 61,359	Surplus (deficit) from prior years	\$ 39,877	\$ -	\$ -	\$ -	\$ -	1
2	293,141	293,141	Tax requisition	287,123	277,700	280,900	294,200	297,600	2
3	30,000	30,000	Contracts with Municipalities	7,000	7,000	7,000	7,000	7,000	3
4	8,915	3,000	Grant in lieu of taxes	3,000	3,000	3,000	3,000	3,000	4
5	17,960	40,000	Sales of services	35,000	35,000	35,000	35,000	35,000	5
6	\$ 414,984	\$ 427,500	TOTAL REVENUE	\$ 372,000	\$ 322,700	\$ 325,900	\$ 339,200	\$ 342,600	6
EXPENDITURES									
7	\$ 20,000	\$ 20,000	Administration charge	\$ 79,000	\$ 79,000	\$ 79,000	\$ 79,000	\$ 79,000	7
8	10,000	10,000	Capital fund contribution	10,000	10,000	10,000	10,000	10,000	8
9			<i>Labour & related costs</i>						9
10	940	3,000	Convention/professional development	3,000	3,000	3,000	3,000	3,000	10
11	223,344	222,000	Labour & benefits	158,000	161,200	164,400	167,700	171,100	11
12	-	500	Recruiting costs	500	500	500	500	500	12
13	224,284	225,500	Total labour & related costs	161,500	164,700	167,900	171,200	174,600	13
14			<i>Office costs</i>						14
15	5,428	5,000	Office operations	7,000	7,000	7,000	7,000	7,000	15
16	5,867	10,000	Computer operations	8,000	8,000	8,000	8,000	8,000	16
17	550	1,500	Memberships/subscriptions	1,500	1,500	1,500	1,500	1,500	17
18	11,845	16,500	Total office costs	16,500	16,500	16,500	16,500	16,500	18
19			<i>Other costs</i>						19
20	8,338	6,000	Advertising & publicity	8,000	8,000	8,000	8,000	8,000	20
21	791	2,000	APC costs	2,000	2,000	2,000	2,000	2,000	21
22	-	-	Board of variance costs	5,000	5,000	5,000	5,000	5,000	22
23	2,256	2,500	Travel & accomodation	2,500	2,500	2,500	2,500	2,500	23
24	11,385	10,500	Total other costs	17,500	17,500	17,500	17,500	17,500	24

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2013-2017 FINANCIAL PLAN
 MANAGEMENT OF DEVELOPMENT - RURAL AREAS (continued)
 PARTICIPANTS: ELECTORAL AREAS

Draft for Discussion
 Purposes

Line	History			Budget					Line
	2012 ACTUAL	2012 PLAN		2013	2014	2015	2016	2017	
	EXPENDITURES (continued)								
	<i>Professional fees</i>								
25									25
26	\$ 25,471	\$ 25,000	Aerial photos	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	26
27	35,000	35,000	Clayoquot & Barclay Sound Coastal Plan*	-	-	-	-	-	27
28	-	10,000	Consultant costs	10,000	10,000	10,000	10,000	10,000	28
29	11,616	20,000	Legal costs	15,000	15,000	15,000	15,000	15,000	29
30	-	-	Mapping update	12,500	5,000	5,000	5,000	5,000	30
31	25,506	30,000	OCP rewrites	10,000	-	-	10,000	10,000	31
32	-	25,000	Zoning bylaw rewrite	35,000	-	-	-	-	32
33	97,593	145,000	Total professional fees	87,500	35,000	35,000	45,000	45,000	33
34	\$ 375,107	\$ 427,500	TOTAL EXPENDITURES	\$ 372,000	\$ 322,700	\$ 325,900	\$ 339,200	\$ 342,600	34
35	\$ 39,877	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	35
36	10,000	10,000	Add: Transfer to reserves	10,000	10,000	10,000	10,000	10,000	36
37	4,400	4,400	Deduct: Estimated amortization not included	4,400	4,400	4,400	4,400	4,400	37
38	64,968	61,359	Surplus from previous year	39,877	-	-	-	-	38
39	-\$ 19,491	-\$ 55,759	ANNUAL SURPLUS/(DEFICIT)	-\$ 34,277	\$ 5,600	\$ 5,600	\$ 5,600	\$ 5,600	39

(for Financial Reporting purposes)

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

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2013-2017 FINANCIAL PLAN
 MANAGEMENT OF DEVELOPMENT - RURAL AREAS (continued)
 PARTICIPANTS: ELECTORAL AREAS

Draft for Discussion
 Purposes

Line	History			Budget					Line
	2012 ACTUAL	2012 PLAN		2013	2014	2015	2016	2017	
			CAPITAL FUND						
40	\$ 26,338	\$ 26,338	Balance, beginning of year	\$ 36,659	\$ 28,559	\$ 38,959	\$ 49,459	\$ 60,159	40
41	10,000	10,000	Contribution from operating fund	10,000	10,000	10,000	10,000	10,000	41
42	321	300	Interest earnings	400	400	500	700	800	42
43			<i>Less - capital expenditures</i>						43
45	-	-	City View^	-	-	-	-	-	45
46	-	2,500	Color printer^	2,500	-	-	-	-	46
44	-	7,500	Mapping software^	7,500	-	-	-	-	44
47	-	-	Plotter^	8,500	-	-	-	-	47
48	-	10,000	Total capital expenditures	18,500	-	-	-	-	48
49	\$ 36,659	\$ 26,638	BALANCE, END OF YEAR	\$ 28,559	\$ 38,959	\$ 49,459	\$ 60,159	\$ 70,959	49

^costs shared with Regional Planning



REQUEST FOR DECISION

To: Electoral Area Directors Committee

From: Teri Fong, CGA, Manager of Finance

Meeting Date: February 6, 2013

Subject: Building Inspection

Recommendation:

That the Electoral Area Directors review the Building Inspection proposed budget, make amendments if required, and approve for consideration by the Board of Directors.

2012 Highlights:

The Building Inspection service is relatively consistent year over year and 2012 was no exception. The building inspection fees were increased in September 2012 to better reflect the cost of providing the service but the impacts of these increases on revenues will be solely based on the building trends in the area.

Upcoming for 2013:

The 2013 draft Building Inspection budget includes increased funds for legal fees as there are a few outstanding legal matters. Besides the legal fees budget the other expenses are anticipated to be very similar to that of the prior year.

Background:

This budget was developed with input from the Planning Department and Chief Administrative Officer.

Financial:

The requisition has risen by 23.54% from the prior year. The residential tax rate has increased from \$0.065 to \$0.081 per \$1,000 of assessed value.

Disclosure:

The prior year actual balances may still change as 2012 invoices are still trickling in.

Submitted by: 
Teri Fong, CGA, Manager of Finance

Approved by: 
Russell Dyson, Chief Administrative Officer



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2013-2017 FINANCIAL PLAN
BUILDING INSPECTION
PARTICIPANTS: ELECTORAL AREAS**

Draft for Discussion
Purposes

Line	History			Budget					Line
	2012 ACTUAL	2012 PLAN		2013	2014	2015	2016	2017	
REVENUE									
1	\$ 7,881	\$ 7,211	Surplus (deficit) from prior years	\$ 24,275	\$ -	\$ -	\$ -	\$ -	1
2	129,289	129,289	Tax requisition	159,725	157,100	160,200	163,400	166,700	2
3	76,613	75,000	Sales of services	75,000	75,000	75,000	75,000	75,000	3
4	1,520	-	Contracts with Municipalities	-	-	-	-	-	4
5	3,647	1,000	Grant in lieu of taxes	1,000	1,000	1,000	1,000	1,000	5
6	\$ 218,950	\$ 212,500	TOTAL REVENUE	\$ 260,000	\$ 233,100	\$ 236,200	\$ 239,400	\$ 242,700	6
EXPENDITURES									
7	\$ 10,000	\$ 10,000	Administration charge	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	7
8		-	Capital fund contribution	-	10,000	10,000	10,000	10,000	8
9			<i>Labour & related costs</i>						9
10	1,019	2,000	Convention/professional development	2,000	2,000	2,000	2,000	2,000	10
11	162,521	179,000	Labour & benefits	154,000	157,100	160,200	163,400	166,700	11
12	163,540	181,000	Total labour & related costs	156,000	159,100	162,200	165,400	168,700	12
13			<i>Legal & professional fees</i>						13
14	735	1,000	Legal fees	60,000	20,000	20,000	20,000	20,000	14
15	1,381	1,000	Professional fees	1,500	1,500	1,500	1,500	1,500	15
16	2,116	2,000	Total legal & professional fees	61,500	21,500	21,500	21,500	21,500	16
17	5,953	8,500	Office costs	8,500	8,500	8,500	8,500	8,500	17
18			<i>Travel costs</i>						18
19	12,955	10,000	Automobile expenses	15,000	15,000	15,000	15,000	15,000	19
20	111	1,000	Travel & accomodation	1,000	1,000	1,000	1,000	1,000	20
21	13,066	11,000	Total travel costs	16,000	16,000	16,000	16,000	16,000	21
22	\$ 194,675	\$ 212,500	TOTAL EXPENDITURES	\$ 260,000	\$ 233,100	\$ 236,200	\$ 239,400	\$ 242,700	22
23	\$ 24,275	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	23
24	-	-	Add: Transfer to reserves	-	10,000	10,000	10,000	10,000	24
25	-	5,900	Deduct: Estimated amortization not included	5,900	5,900	5,900	5,900	5,900	25
26	7,881	7,211	Surplus from previous year	24,275	-	-	-	-	26
27	\$ 16,394	-\$ 13,111	ANNUAL SURPLUS/(DEFICIT)	-\$ 30,175	\$ 4,100	\$ 4,100	\$ 4,100	\$ 4,100	27

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2013-2017 FINANCIAL PLAN
 BUILDING INSPECTION (continued)
 PARTICIPANTS: ELECTORAL AREAS

Draft for Discussion
 Purposes

Line	History			Budget					Line
	2012 ACTUAL	2012 PLAN		2013	2014	2015	2016	2017	
			CAPITAL FUND						
28	\$ 36,966	\$ 36,966	Balance, beginning of year	\$ 37,432	\$ 37,932	\$ 8,232	\$ 18,432	\$ 28,732	28
29	-	-	Contribution from operating fund	-	10,000	10,000	10,000	10,000	29
30	466	500	Interest earnings	500	300	200	300	400	30
31			<i>Less - capital expenditures</i>						31
32	-	-	Cityview software	-	-	-	-	-	32
33	-	-	Vehicle	-	40,000	-	-	-	33
34	-	-	Total capital expenditures	-	40,000	-	-	-	34
35	\$ 37,432	\$ 37,466	BALANCE, END OF YEAR	\$ 37,932	\$ 8,232	\$ 18,432	\$ 28,732	\$ 39,132	35



REQUEST FOR DECISION

To: Electoral Area Directors Committee

From: Teri Fong, CGA, Manager of Finance

Meeting Date: February 6, 2013

Subject: Electoral Area Administration

Recommendation:

That the Electoral Area Directors review the Electoral Area Administration proposed budget, make amendments if required, and approve for consideration by the Board of Directors.

2012 Highlights:

The Electoral Area Administration function includes the Federal Gas Tax grants and the following projects were started in 2012:

- Beaver Creek Water System – upon conversion of the former Improvement District in June a new reservoir was started and is expected to be completed in mid February.
- Bamfield Water System – a chlorination project was started.

Upcoming for 2013:

The following items are to be noted when reviewing the budget:

- Line 9 - In February a By-Election will be conducted to elect a new Director for Electoral Area 'F' – Cherry Creek as well as a new School District #70 Trustee. The costs of this election will be shared equally with the School District.
- Lines 21-24 - Russell Dyson, Chief Administrative Officer has prepared a separate report providing options for utilizing the Gas Tax funding. Once direction is provided by the committee the planned expenditures will be incorporated into the budget.

Background:

This budget was developed with input from the Manager of Administrative Services and Chief Administrative Officer.

Financial:

The requisition has risen by 5.30% from the prior year. The residential tax rate has increased from \$0.034 to \$0.036 per \$1,000 of assessed value.

Disclosure:

The prior year actual balances may still change as 2012 invoices are still trickling in.

Submitted by: 
Teri Fong, CGA, Manager of Finance

Approved by: 
Russell Dyson, Chief Administrative Officer



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2013-2017 FINANCIAL PLAN
ELECTORAL AREA ADMINISTRATION
PARTICIPANTS: ELECTORAL AREAS**

Draft for Discussion
Purposes

Line	History			Budget					Line
	2012 ACTUAL	2012 PLAN		2013	2014	2015	2016	2017	
REVENUE									
1	\$ 23,083	\$ 25,184	Surplus (deficit) from prior years	\$ 20,590	\$ -	\$ -	\$ -	\$ -	1
2	2,139,638	2,137,538	Committed surplus from prior year	2,028,436	-	-	-	-	2
3	67,816	67,816	Tax requisition	71,410	79,500	109,500	79,500	79,500	3
4	2,142	500	Grant in lieu of taxes	500	500	500	500	500	4
5	452,069	452,069	Federal government grant	452,069	-	-	-	-	5
6	27,778	10,000	Other sources	10,000	10,000	10,000	10,000	10,000	6
7	\$ 2,712,526	\$ 2,693,107	TOTAL REVENUE	\$ 2,583,005	\$ 90,000	\$ 120,000	\$ 90,000	\$ 90,000	7
EXPENDITURES									
8	\$ 40,000	\$ 40,000	Administration charge	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	8
9	926	5,000	Elections & referenda	7,500	5,000	35,000	5,000	5,000	9
10			<i>Electoral area administration</i>						10
11	70	1,000	Area 'A' - Bamfield administration	1,000	1,000	1,000	1,000	1,000	11
12	59	1,000	Area 'B' - Beaufort administration	1,000	1,000	1,000	1,000	1,000	12
13	77	1,000	Area 'C' - Long Beach administration	1,000	1,000	1,000	1,000	1,000	13
14	1,173	2,000	Area 'D' - Sproat Lake administration	2,000	2,000	2,000	2,000	2,000	14
15	130	1,000	Area 'E' - Beaver Creek administration	1,000	1,000	1,000	1,000	1,000	15
16	3,000	4,500	Area 'F' - Cherry Creek administration	2,000	2,000	2,000	2,000	2,000	16
17	7,292	10,000	AVICC dues & convention expenses	10,000	10,000	10,000	10,000	10,000	17
18	19,724	28,000	UBCM dues & convention expenses	28,000	28,000	28,000	28,000	28,000	18
19	31,525	48,500	Total electoral area administration	46,000	46,000	46,000	46,000	46,000	19
20			<i>Gas tax initiatives</i>						20
21	-	-	Bamfield water system upgrades	27,851	-	-	-	-	21
22	582,400	800,000	Beaver Creek water system upgrades	217,600	-	-	-	-	22
23	8,649	1,799,607	Other gas tax rebate initiatives	2,245,054	-	-	-	-	23
24	591,049	2,599,607	Total gas tax initiatives	2,490,505	-	-	-	-	24
25	-	-	Labour & benefits	4,000	4,000	4,000	4,000	4,000	25
26	\$ 663,500	\$ 2,693,107	TOTAL EXPENDITURES	\$ 2,583,005	\$ 90,000	\$ 120,000	\$ 90,000	\$ 90,000	26
27	\$ 2,049,026	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	27
28	2,162,721	2,162,722	Deduct: Surplus from previous year	2,049,026	-	-	-	-	28
29	-\$ 113,695	-\$ 2,162,722	ANNUAL SURPLUS/(DEFICIT)	-\$ 2,049,026	\$ -	\$ -	\$ -	\$ -	29



REQUEST FOR DECISION

To: Electoral Area Directors Committee
From: Russell Dyson, Chief Administrative Officer
cc: Senior Staff
Meeting Date: February 6, 2013
Subject: **2013 Regional Water Improvement Project**

Recommendation:

*That the Electoral Area Directors Committee recommends to the Board of Directors the allocation of \$2.25 million of gas tax funds for the Regional District's **2013 Regional Water Improvement Project.***

Summary:

The 2013 Regional Water Improvement Project would be an investment in needed infrastructure for the four community water systems under the regional districts control that provide water to domestic users. The project, if adopted would demonstrate the regional districts commitment to quality water services.

There are many potential uses for the gas tax funds. But, the most pressing issue for the regional district is the state of its four community water systems and the **\$8,400,000** in estimated upgrades required to bring these systems up to current standards. These water systems serve small populations, some in remote locations and the capacity for the users to bear the costs of required upgrades is unrealistic. Federal and provincial grants for such works are presently not readily available. The regional district was just denied for the third time an application for improvements to the Beaver Creek water system valued at \$800,000 (letter attached). Clearly the regional district needs to take the initiative to commence the work and the only alternative source of funding is the gas tax funds. All water users will continue to be responsible for the majority of costs.

It is proposed that the regional district adopt a comprehensive regional water improvement project with the gas tax funds to get a start on the required works. Such a project would satisfy the criteria of gas tax funds one of the purposes is defined as follows:

Request for Decision - 2013 Regional Water Improvement Project

Developing or upgrading drinking water systems to improve water quality and reduce water use, increase energy efficiency, and secure water supply in the face of drought.

While the allocation of the funds does not reflect population across the electoral areas, this is not a condition of the program. All Directors can take pride in a program that emphasizes the value of quality water systems.

Background for the Gas Tax Program

An extension has been provided to the Gas Tax program which delays the deadline for spending funds and will likely include additional annual contributions, but no information is available yet regarding new monies to be allocated to the ACRD.

Gas Tax funds may be allocated among electoral areas or used for projects of mutual benefit to several or all of the electoral areas. They may also be used for projects benefitting the entire regional district and can be added to funds contributed from other sources. The funds must be spent on services / works that are owned and operated by the Regional District. However UBCM has indicated that the gas tax agreement can be amended to enable the regional district to allocate funds to other agencies. Given the needs of the regional district for its own works, this is not recommended. The allocation of the funds rests with the Regional Board and one or more projects can be decided upon.

The Board has been considering various purposes for the funds and at one point contemplated pooling the funds for a micro hydro investment. In 2011 the Board narrowed its interest in potential Gas Tax Projects to enable staff to prepare more detailed costs and benefits before a commitment to one or more projects is made. The focus was water systems, parks, the administration building and solid waste.

In a strategic planning session the board tasked staff with evaluating the state of its water systems, this has been done through a review in the field, analysis of engineer's assessments, consultations with the regional districts operators and technicians. The result of this review is the emphasis on the need for funds to be allocated to water infrastructure works, over and above any other potential use for the gas tax funds.

To date the regional district has allocated \$836,500 of its total gas tax funds. Beaver Creek was allocated \$800,000 for the new reservoir and Bamfield \$36,500 for water treatment upgrades. The remaining money is in excess of \$2,250,000. A breakdown is as follows:

Request for Decision - 2013 Regional Water Improvement Project

Estimate of Funds Available

Balance December 31, 2011	\$2,138,446.00
Contributions 2012	\$452,069.13
Contributions 2013	\$452,069.13
Interest 2012	\$27,000.00
Interest 2013	\$20,000.00
	<u>\$3,089,584.26</u>
BCWS Reservoir	-\$800,000.00
BWS Upgrades	-\$36,500.00
	<u><u>\$2,253,084.26</u></u>

Background for the Regional Districts Water Systems Providing Domestic Supply

The regional district is responsible for four water systems providing supply to domestic users, they include:

Millstream:

50 connections, and 125 people

Total Cost Estimates for system upgrades: \$568,300 or \$11,366/connection

Long Beach Airport:

5 connections but the system provides water to Tla-o-qui-aht which has 176 people on the Esowista Reserve

Total Cost Estimates for system upgrades: \$770,500

Beaver Creek:

987 connections, serving approximately 2,885 people

Total Cost Estimates for system upgrades and water treatment: is \$5,020,000 or \$5,086/connection

Bamfield:

207 connections, and 192 people

Total Cost Estimates for system upgrades: \$2,029,500 or \$9,804/connection.

The regional district is responsible for other water systems, which include Cougar Smith Park, the Alberni Valley Airport etc. Each of these smaller systems has been evaluated for potential needs and they are not significant in cost.

Request for Decision - 2013 Regional Water Improvement Project

The regional districts water systems have had various assessments and analysis to determine the state of infrastructure and the need for upgrades. The total cost is substantial and well beyond the means of the independent water users. The needs are serious; water quality, security, and efficiency are at stake if a comprehensive plan is not adopted to fund and implement these works.

The regional district has made attempts to secure additional grant funding for the systems, but there are few options.

Addressing the infrastructure needs of these systems is the number one priority from staff's perspective for the use of any gas tax funds.

Outline of the 2013 Regional Improvement Project

The Regional District's 2013 Regional Water Improvement Project would include an expenditure of \$2.25 million of gas tax funds for the following specific projects:

Bamfield

Replacement of 65 meters of water main DB2	\$22,000
Replacement of 391 meters of water main at Seabird Way	\$128,000
Support Tower Road suspended waterline	\$5,000

Millstream

Interconnection to Ucluelet water main	\$73,800
Replace 150 m Lee Street water main	\$48,000

Long Beach Airport

50% cost of new well development and connection	\$125,000
Replacement of 650 m cast iron water main	\$210,000

Beaver Creek

Strick Road Pump station and 710m water main	\$850,000
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Alberni Valley Regional Water

Integration of Cherry Creek and Beaver Creek distribution systems	\$500,000
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The expenditure of monies on the integration of Cherry Creek and Beaver Creek would first require an engineering assessment of the required works, costs and benefits, followed by consultation and agreement with the Cherry Creek Improvement District. It is proposed that

Request for Decision - 2013 Regional Water Improvement Project

the engineering study be funded by the Beaver Creek water system, followed by consultations with CCID in 2013. In the event that the project does not proceed, these funds could be considered for other purposes in 2014. This project is being initiated in order to benefit the Beaver Creek water system with alternative supply. However it is of mutual benefit to both systems if designed to allow water flow in either direction. While Cherry Creek has expressed the preference to remain independent this project would offer them opportunities to be involved in a regional system at some point in the future.

This 2013 Regional Water Improvement Project does not solve all infrastructure problems with respect to the water systems, however it is a good start. Substantial costs will continue to be incurred by all water users.

Time Requirements – Staff & Elected Officials:

This will require substantial time on the part of Environmental Services staff to coordinate engineering design, tendering and overseeing each project.

Policy or Legislation:

Agreement between the ACRD/UBCM and Federal Government stipulates conditions of the Gas Tax Program.



Submitted by: _____
Russell Dyson, Chief Administrative Officer

UNION OF
BRITISH
COLUMBIA
MUNICIPALITIES

Administration provided
By UBCM

Funding provided by:
Government of Canada

Canada

In partnership with:
The Province of BC



Gas Tax Program Services

Local Government House
525 Government St
Victoria BC V8V 0A8

Phone: 250 356-5134
Fax: 250 356-5119

Website:

www.ubcm.ca
under
Funding Programs

Gas Tax Fund, Gas Tax
Agreement

Gas Tax Program Services

...delivering the federal gas tax agreement funding in British Columbia

January 26, 2013

RECEIVED

JAN 30 2013

Russell Dyson
Chief Administrative Officer
Regional District of Alberni-Clayoquot
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3

Dear Mr. Dyson:

Re: GAS TAX GENERAL STRATEGIC PRIORITIES FUND AND INNOVATIONS FUND APPLICATIONS

Thank you for submitting your 2012 General Strategic Priorities Fund (GSPF)/ Innovations Fund (IF) application for funding under the Gas Tax Program. We have now completed approvals and unfortunately your application for the Beaver Creek Booster Pump Station project, was not approved for funding.

In total, 53 projects have been approved totaling over \$53 million in GSPF and IF funding for capital and capacity building projects. These approvals, along with the approvals made under the 2011 intake, fully commit the GSPF and IF allocation for the 2010-2014 Gas Tax extension funding. Consequently, there is no further funding available under these programs.

The 2012 intake was oversubscribed by a considerable margin, with over 200 applications received totaling over \$440 million in grant funding requested, outweighing available funds by almost 8:1. This did not allow for all worthy applications to be funded.

A list of successful projects will be available on our website at (<http://www.ubcm.ca/EN/main/funding/gas-tax-fund.html>) after all of the media events and announcements have been made.

We wish to thank you for taking the time to develop and forward your application.

Sincerely,

Gary MacIsaac, Chair
Management Committee

Beaver Creek

Total Cost Estimates for system upgrades: 2013 to 2018 is \$2,130,000 \$2,158/connection

Strick Rd Pump Station and Water main (710 m) Estimated \$800,000

Beaver Creek Rd from North Booster to corner (500m)

Kitsucksis Reservoir Condition Assessment repair / demolition

Water Model Update

Beaver Creek Rd Water main from Corner to Dobie (480m)

Tomswood Rd from Railway row to Gordon (250m)

Piercy Rd from Beaver Creek to Strick (320m)

Holey from Gordon Ave to Maple (550m)

Saunders to Georgia (300m)

Walker Rd from Wadena to Kellow (810m)

Kellow Rd from Walker to Lamarque (370m)

Darnley Road Pump Station Modifications

****These projects and costs are identified in the Nov 26, 2012 "5 Year Water Capital Plan" by Koers & Ass. Engineering**

Funding Source: Service Area Gas Tax

	Service Area	Gas Tax
		850,000
	150,000	
	50,000	
	15,000	
	145,000	
	65,000	
	80,000	
	200,000	
	75,000	
	210,000	
	100,000	
	25,000	
Total:	1,115,000	850,000

Beaver Creek - Cherry Creek

Study costs, feasibility and benefits of interconnection of the two water systems

Installations and upgrades to two systems as required for interconnection

	15,000	
		500,000
Total:	15,000	500,000

Long Beach Airport Water System

Total Cost Estimates for system upgrades: \$520,500

Water Treatment System

****The current system of discharging waste salt is environmentally unsustainable**

New well development and connection

Original (70 years old) eight inch iron pipe replacement (650 meters)

****The water main is well past its life expectancy**

Small heater inside pumphouse under electrical control panel

****A heater may solve some electrical control issues by keeping contacts dry**

large alders to be removed around reservoir

****Currently the alders shed organic material onto the reservoir**

Have the pumphouse repainted

****Repainting will add life to building by slowing down wood rot**

	105,000	
	125,000	125,000
		210,000
	500	
	5,000	
	2,000	
Total:	237,500	335,000

Millstream

Total Cost Estimates for system upgrades: \$568,300 - \$11,366/connection

Water connection to Ucluelet water main

***Temporary water supply for periods of maintenance or drought*

Lee Street water main replacement (150 meters Hwy to Mavis)

***This main replacement would be in conjunction with the Ucluelet connection*

North west of Albion Crescent (70 meters)

***Partial replacement of AC pipe (43 years old)*

East Albion Crescent (170 meters)

***Partial replacement of AC pipe (43 years old)*

Complete replacement of AC pipe (43 years old)(1000 meters)

***Water distribution past its life span and experiencing regular water leaks*

Fire Hydrants (4)

***There is only one fire hydrant in the community*

Reservoir cleaning and mechanical inspection (budgeted for 2013)

***Since the reservoir was constructed in the early 1990's there hasn't been any cleaning or mechanical inspection*

Installation of standpipes at the end of the line

***The standpipes will enable complete water flushing of water lines*

Replumb pumphouse because of settling (Sch.40)

***As the pumphouse has settled the water lines have been twisted*

Power pole replacement at pumphouse

***Significant deterioration of the wood has created a need for replacement*

Funding Source: Service Area Gas Tax

	73,800
	48,000
23,000	
56,000	
325,000	
20,000	
53,000	
1,000	
1,000	
2,000	
Total:	<u>481,000</u> <u>121,800</u>

Gas Tax Grand Total

2,286,800