



Alberni-Clayoquot Regional District

SPECIAL BOARD OF DIRECTORS MEETING PUBLIC CONSULTATION 2014-2018 FINANCIAL PLAN WEDNESDAY, MARCH 12, 2014, 6:00 PM

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

AGENDA

PAGE #

1. **CALL TO ORDER**

Recognition of Traditional Territories.

2. **APPROVAL OF AGENDA**

(motion to approve, including late items requires 2/3 majority vote)

3. **PUBLIC CONSULTATION**

a. **Introduction and Overview**

Alberni-Clayoquot Regional District – R. Dyson, CAO

b. **Overview of 2014-2018 Alberni-Clayoquot Regional District Financial Plan** – T. Fong, Manager of Finance

c. **Overview of 2014-2018 Alberni-Clayoquot Regional Hospital District Annual Budget** – T. Fong, Manager of Finance

d. **Public Input and Questions**

4. **CORRESPONDENCE**

a. **Cherry Creek Community Recreation Commission**

Amendment to Grant-In-Aid Request

4

THAT this correspondence be received.

5. **2014-2018 REGIONAL DISTRICT FINANCIAL PLAN**

a. **REQUEST FOR DECISION**

Bylaw No. F1109 – 2nd Reading of 2014-2018 Financial Plan
(Financial Plan Attached Separately)

5-11

1. *THAT the Board of Directors give second reading to Bylaw cited as '2014 to 2018 Financial Plan Bylaw No. F1109'.*

2. THAT the Board of Directors amend the Health Network portion of General Government Services, page 7 –as follows:

| Budget | 2014 | 2015 |
|--|------------------|------------------|
| Line 2 – Committed surplus from prior | | \$188,827 |
| Line 13 – Coordinator | \$55,000 | \$55,000 |
| Line 14 – Labour & benefits | \$16,000 | \$16,000 |
| Line 15 – Operating | \$82,000 | \$117,827 |
| Line 16 – Total Health Network costs | \$153,000 | \$188,827 |

3. THAT the Board of Directors amend the Grant in Aid to the Island Corridor Foundation, page 11 as follows:

| Budget | 2014 | 2015 |
|--|-----------------|-----------------|
| Line 2 – Tax requisition | \$0 | \$44,924 |
| Line 6 – Contribution from the City of Port | \$22,711 | \$22,710 |
| Line 7 – Contribution from the District of | \$5,498 | \$5,497 |
| Line 8 – Contribution from Area A – | \$2,732 | \$2,732 |
| Line 9 – Contribution from Area D – Sproat | \$7,423 | \$7,422 |
| Line 10 – Contribution from Area E – Beaver | \$3,126 | \$3,125 |
| Line 11 – Contribution from Area F – Cherry | \$3,439 | \$3,438 |

4. That the Board of Directors amend the Alberni Valley Grants-in-Aid, page 26 as follows:

| Budget | 2014 | 2015-2018 |
|--|-----------------|------------------|
| Line 2 – Tax requisition | \$11,607 | \$8,000 |
| Line 14 – Sproat Lake Marine Patrol | \$0 | \$0 |

5. That the Board of Directors amend the West Coast Emergency Planning budget, page 39 as follows:

| Budget Line | 2014 |
|---|-----------------|
| Line 5 – Tax requisition, Area A, Bamfield | \$9,857 |
| Line 15 – Emergency Planning Costs, Area A, Bamfield | \$10,000 |

6. That the Board of Directors amend the Sproat Lake Parks budget, page 69 as follows:

| Budget Line | 2014 |
|--|-----------------|
| Line 8 – Capital fund contribution from operating | \$10,000 |
| Line 10 – Labour & related costs | \$5,000 |
| Line 11 – Operating costs | \$42,000 |

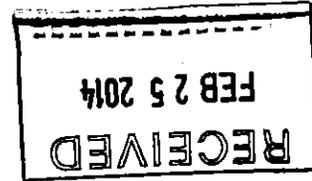
7. That the Board of Directors amend the Sproat Lake Volunteer Fire Department budget, page 74 as follows:

| Budget Line | 2014 |
|---|------------------|
| Line 24 – Dry hydrants | \$30,000 |
| Line 25 – Seismic upgrades | \$14,000 |
| Line 26 – Training site upgrades | \$20,000 |
| Line 28 – Total capital expenditures | \$64,000 |
| Line 29 – Balance, end of year | \$681,462 |

b. **2014 Alberni-Clayoquot Regional District Draft Requisition Summary** 12

THAT the Board of Directors of the Alberni-Clayoquot Regional District receive the memorandum regarding the 2014 Alberni-Clayoquot Regional District Draft Requisition Summary.

6. **ADJOURN**



February 18, 2014

Alberni Clayoquot Regional District
3008 5th Ave.
Port Alberni, B.C.
V9Y 2E3

Cherry Creek Community Recreation Commission
3720 Moore Road
Port Alberni, B.C.
V9Y 8R8

Re: Grant-in-Aid Application Form

Dear Sir/Madam:

Please accept my request to amend my grant-in-aid application request from \$30,000 to \$20,000. This money will be used for the replacement of the roof over the banquet room. Please delete my request for the \$10,000 for operating costs. (Refer to 8. (c).

Amendment to Question 6. Please list all other grants received and/or applied for from other Governments or Service Organizations:

Cherry Creek Community Recreation Commission applied to the Gaming Policy and Enforcement Branch – Licensing and Grants Division for a gaming grant. We have just received notification that we were successful in receiving \$23,000 in Gaming Grants from the BC Gaming Commission. This money will allow us to cover our operating costs for the upcoming year. While it looks like there is an excess, we recently suffered water damage when water pipes that were located in the attic burst due to the cold weather. Insurance will cover the damage; however, we are responsible for the deductible and the plumbing repairs. During the repair work, it came to our attention that our hot water tank is now ten years old and needs replacing and as the current one is located in a partially insulated attic space. We have been advised it would be wise to relocate the tank to a more appropriate location. At that time we would ensure that the tank and plumbing were properly insulated so as not to have this happen again.

If you have any questions regarding this matter, please do not hesitate to contact me.

Yours truly,

A handwritten signature in cursive script, appearing to read "Deb Haggard".

Deb Haggard
Chairperson



REQUEST FOR DECISION

To: Board of Directors

From: Teri Fong, CGA, Manager of Finance

Meeting Date: March 12, 2014

Subject: 2nd Reading of 2014-2018 Financial Plan

Recommendation:

1. That the Board of Directors give second reading to Bylaw cited as '2014 to 2018 Financial Plan Bylaw No. F1109'. (Prior to voting on second reading staff will lead directors through each page of the attached budget document making any motions to amend and then vote on second reading as amended.)
2. That the Board of Directors amend the Health Network portion of General Government Services, page 7 –as follows:

| Budget Line | 2014 | 2015 |
|---|-----------|-----------|
| Line 2 – Committed surplus from prior years | | \$188,827 |
| Line 13 – Coordinator | \$55,000 | \$55,000 |
| Line 14 – Labour & benefits | \$16,000 | \$16,000 |
| Line 15 – Operating | \$82,000 | \$117,827 |
| Line 16 – Total Health Network costs | \$153,000 | \$188,827 |

3. That the Board of Directors amend the Grant in Aid to the Island Corridor Foundation, page 11 as follows:

| Budget Line | 2014 | 2015 |
|---|----------|----------|
| Line 2 – Tax requisition | \$0 | \$44,924 |
| Line 6 – Contribution from the City of Port Alberni | \$22,711 | \$22,710 |
| Line 7 – Contribution from the District of Ucluelet | \$5,498 | \$5,497 |
| Line 8 – Contribution from Area A – Bamfield | \$2,732 | \$2,732 |
| Line 9 – Contribution from Area D – Sproat Lake | \$7,423 | \$7,422 |
| Line 10 – Contribution from Area E – Beaver Creek | \$3,126 | \$3,125 |
| Line 11 – Contribution from Area F – Cherry Creek | \$3,439 | \$3,438 |

4. That the Board of Directors amend the Alberni Valley Grants-in-Aid, page 26 as follows:

| Budget Line | 2014 | 2015-2018 |
|-------------------------------------|----------|-----------|
| Line 2 – Tax requisition | \$11,607 | \$8,000 |
| Line 14 – Sproat Lake Marine Patrol | \$0 | \$0 |

5. That the Board of Directors amend the West Coast Emergency Planning budget, page 39 as follows:

| Budget Line | 2014 |
|--|----------|
| Line 5 – Tax requisition, Area A, Bamfield | \$9,857 |
| Line 15 – Emergency Planning Costs, Area A, Bamfield | \$10,000 |

6. That the Board of Directors amend the Sproat Lake Parks budget, page 69 as follows:

| Budget Line | 2014 |
|---|----------|
| Line 8 – Capital fund contribution from operating | \$10,000 |
| Line 10 – Labour & related costs | \$5,000 |
| Line 11 – Operating costs | \$42,000 |

7. That the Board of Directors amend the Sproat Lake Volunteer Fire Department budget, page 74 as follows:

| Budget Line | 2014 |
|--------------------------------------|-----------|
| Line 24 – Dry hydrants | \$30,000 |
| Line 25 – Seismic upgrades | \$14,000 |
| Line 26 – Training site upgrades | \$20,000 |
| Line 28 – Total capital expenditures | \$64,000 |
| Line 29 – Balance, end of year | \$681,462 |

After final amendments vote on second reading as amended.

Summary:

Attached separately is the draft for second reading of the Financial Plan for 2014-2018 for the Regional District that will be considered at the March 12, 2014 Special Board meeting. The tax requisition of the proposed budget is \$3.7 million, which is 2.15% higher than the prior year. A comparison of the residential tax rates has also been provided for your information at the end of this memo.

The following are highlights of the 2014-2018 Financial Plan:

- **General Government Services**
 - Page 7, line 1 – Due to the large amount of activity in this service in 2013 the accumulated service decreased by over \$200,000 from the prior year. This in turn has created a 28.22% increase in this service’s tax requisition in 2014.
 - Page 7, lines 12 to 16 – The Alberni-Clayoquot Health Network was formed in 2012 with funding provided by the Island Health. The Network recently developed a budget for 2014 and 2015 and the Financial Plan requires an amendment to reflect their plan as seen in 2. above. The operating costs include forums and planning costs.
 - Page 9, line 70 – A significant upgrade to the heating and cooling system of the Regional District office planned for 2014.
- **Grants-in-aid Economic Development** – the contribution from Huu-ay-aht First Nations has been included at \$2,000 but is subject to approval by their government. Direction is requested from Director Jack if this amount is to be changed.
- **Grant-in-Aid Island Corridor Foundation** – this grant was a two year commitment made in 2013 that included conditions such as the need to secure an agreement with VIA Rail to operate the railway. To date, this condition has not been met and therefore staff recommends that we do

not requisition the second half of the funding until all requirements are fulfilled. A motion is proposed in 3. above.

- **Regional Parks**, page 15 – The Board of Directors is currently reviewing the future of this service by undertaking a Regional Parks and Trails plan. It is anticipated that this service will undergo change in 2015 as a result of the recommendations from the Parks and Trails plan.
- **Regional Planning**, page 16 – The Agricultural Development Committee has requested \$45,000 in resources to support the implementation of the recommendations from the Agricultural Plan including the hiring of a contractor to assist the committee in these initiatives. This funding is a combination of surplus from the prior year agricultural initiatives budget and additional funds requisitioned in 2014.
- **Electoral Area Administration**, Page 20, line 9 – 2014 is an election year and therefore a budget has been included in order to conduct elections in each of the electoral areas if necessary.
 - Lines 19-28 - The use of the Gas Tax funds for the Water Improvement Projects continues in 2014. Future funding from the Federal Government has been committed but the details of how the money will be allocated to the Regional District are unknown at this time and have therefore not been budgeted.
- **Management of Development – Rural Areas**, page 23, line 32 – The Planning Department will be rewriting the Regional District’s Zoning Bylaw this year as it is a top priority in the action items coming from the Strategic Plan.
- **Alberni Valley Emergency Planning**, page 25, line 6 – The emergency plan was updated in 2013 and in reviewing the Alberni Valley’s preparedness it has been identified that Emergency Social Services is an area of concern. Therefore, resources are being put towards further developing this aspect of the emergency program including creating a plan to activate the reception centers.
- **Alberni Valley Grant-in-Aid**
 - **Great Central Lake Rd Sani-Station**, page 26, line 13– This fund has been available for many years to assist with the costs of developing a Sani-Station at Sproat Lake. Staff presented a report to the Board of Directors in November of 2013 recommending that a letter be sent to the Province requesting the project be realized and offers the funds to assist with the costs. The report further recommended that if the Province not commit to the project that the money be made available for other Alberni Valley Grants-in-Aid. A motion was made at that meeting to refer the report to the Sproat Lake Community Association for discussion and therefore the amount remains available for the Sani-Station project only.
 - **Sproat Lake Marine Patrol**, page 26, line 14 – There was an error in the draft for first reading of the 2014-2018 Financial Plan as a contribution from the Alberni Valley to the Sproat Lake Marine Patrol is not required in 2014. Motion 4. listed above is require to correct this error. A Federal grant has been confirmed for the years 2014-2016 and the surplus that is currently available in the service will be sufficient to fund the matching portion of the program.

- **Alberni Valley & Bamfield Waste Management**, page 27, line 8 – The recycling program in the Alberni Valley will undergo some changes this year as the Multi Material BC (MMBC) program begins. There will potentially be changes to both the curbside pickup and the recycling depots based on the new program. MMBC continues to develop the program and staff will educate the public of the changes once they are known.
 - Page 28, line 44 – The landfill operator’s contract expires this fall and will be tendered with assistance from our engineers.
 - Page 29, line 70 – The Solid Waste Management Plan expired in 2012 and the Ministry of Environment requires that the plan be updated. Staff is working with the Ministry to develop a process that would see an update of our prior plan and then the remaining money used to investigate initiatives such as a curbside organics program.
- **Alberni Valley Regional Airport**, page 31, line 34 – Infrastructure improvements such as a GPS system have been identified by the Board as priorities and will be investigated by the Airport Superintendent.
- **Alberni Valley Regional Water Proposed Service**, page 32 – Sproat Lake is going to be investigated as an option for an Alberni Valley supply of water in order to achieve the water regulations set out by Island Health. The feasibility of the water supply will be explored to assist in determining the future direction of the multiple water systems in the Valley. This proposed service will be funded by the City of Port Alberni, Electoral Area ‘E’ – Beaver Creek and Electoral Area ‘F’ – Cherry Creek.
- **Sproat Lake Marine Patrol Proposed Service**, page 35 – A referendum is planned, in conjunction with the November elections, to properly establish the Sproat Lake Marine Patrol as a separate service.
- **Long Beach Airport**, page 36 – The operating budget is very tight this year, as it has been in the past few years, and staff is going to investigate the process for amending the establishing bylaw and make a recommendation to the West Coast Committee later in the year.
 - Page 38, lines 71-74 – Significant water system upgrades are planned for 2014 and will be partially funded by the Federal Gas Tax Funds. The Regional District is also working with Tla-o-qui-aht First Nations to develop a partnership for these upgrades as the main water customer is Esowista.
- **West Coast Emergency Planning**, page 39 – The Emergency Planning Coordinator for Bamfield has met with the committee and developed a budget of \$10,000 as there are several issues that need to be addressed including training, signage and frequency changes. The required amendment is listed above in 5.
- **West Coast Waste Management**, page 41, line 9 – The recycling program on the West Coast will undergo some changes this year as the Multi Material BC (MMBC) program begins. The curbside pickup will see minimal changes but the recycling depots may be discontinued as the ACRD opted out of this portion of the MMBC program due to the financial implications. The depots may be continued directly through MMBC but will not be run by the Regional District.
 - Page 43, line 57 – The Solid Waste Management Plan expired in 2012 and the Ministry of Environment requires that the plan be updated. As in the Alberni Valley, staff is

working with the Ministry to develop a process that would see an update of our prior plan and then use the remaining funding would be used to investigate initiatives such as a curbside organics program.

- **Millstream Water System**, page 53 – The operating costs of the Millstream Water System are continuing to rise as the infrastructure ages and repairs become more frequent. As a result, staff will be presenting a rate increase for consideration later this year.
- **Salmon Beach Recreation**, page 57, line 18 – The boat ramp project has been recommended by the Salmon Beach Committee to be included in the 2014 budget but at the committee’s recommendation the project will not be permitted to proceed until it is considered at the May public meeting and is supported by the community.
- **Sproat Lake Community Park**, page 69 – Staff met with the Sproat Lake Parks Chair and the area Director on February 24th to discuss the operating budget for 2014. Based on the plan presented to the Parks Commission the amendment in item 6. above is required.
- **Sproat Lake Volunteer Fire Department**, page 74 – Staff met with Sproat Lake Fire Chief and the area Director on February 27th to discuss the operating and capital budget for the department. The plan for capital expenditures was further developed and the amendment listed in 7. above is required.
- **Beaver Creek Water System**, page 84 to 87 – The planned operating and capital budget was presented to the Beaver Creek Water System Advisory Committee on February 28th and they reviewed and supported the plan as provided.
- **Cherry Creek Animal Control**, page 89 – This is a new service in 2014 and the budget is dependent upon the adoption of the establishing bylaw prior to March 31st.



Submitted by: _____
Teri Fong, CGA, Manager of Finance



Approved by: _____
Russell Dyson, Chief Administrative Officer

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2014 RESIDENTIAL TAX RATE & PARCEL TAX SUMMARY
BASED ON SECOND READING**

| <u>MUNICIPALITIES - RESIDENTIAL TAX RATES</u> | <u>2014</u> | <u>2013</u> | <u>% Change</u> | <u>2014 Estimate Based on \$200,000 Assessed Value</u> |
|--|-------------|-------------|-----------------|--|
| CITY OF PORT ALBERNI | 0.311 | 0.264 | 17.68% | 62.14 |
| DISTRICT OF TOFINO | 0.430 | 0.433 | -0.85% | 85.94 |
| DISTRICT OF UCLUELET | 0.433 | 0.441 | -1.76% | 86.67 |
| Yuułııı?ıı?atı GOVERNMENT | 0.120 | 0.092 | 29.94% | 24.03 |
| HUU-AY-AHT FIRST NATIONS | 1.114 | 0.092 | 1105.16% | 222.86 |
| UCHUCKLESAHT TRIBE GOVERNMENT | 0.133 | n/a | n/a | 26.51 |
| | | | | |
| <u>ELECTORAL AREAS - RESIDENTIAL TAX RATES</u> | <u>2014</u> | <u>2013</u> | <u>% Change</u> | |
| ELECTORAL AREA 'A' - BAMFIELD | 1.095 | 0.967 | 13.26% | 218.97 |
| ELECTORAL AREA 'B' - BEAUFORT | 0.757 | 0.754 | 0.35% | 151.34 |
| ELECTORAL AREA 'C' - LONG BEACH | 0.824 | 0.940 | -12.27% | 164.89 |
| ELECTORAL AREA 'D' - SPROAT LAKE | 0.816 | 0.819 | -0.42% | 163.12 |
| ELECTORAL AREA 'E' - BEAVER CREEK | 0.895 | 0.889 | 0.66% | 179.08 |
| ELECTORAL AREA 'F' - CHERRY CREEK | 0.928 | 0.830 | 11.77% | 185.61 |
| | | | | |
| <u>SPECIFIED AREAS - RESIDENTIAL TAX RATES</u> | <u>2014</u> | <u>2013</u> | <u>% Change</u> | |
| A - BAMFIELD FIRE PROTECTION | 0.877 | 0.924 | -5.07% | 175.45 |
| A - BAMFIELD COMMUNITY PARK | 0.052 | 0.069 | -24.72% | 10.42 |
| C - SOUTH LONG BEACH FIRE PROTECTION | 0.392 | 0.317 | 23.65% | 78.47 |
| C - SOUTH LONG BEACH STREET LIGHTING | 0.023 | 0.025 | -7.05% | 4.64 |
| | | | | |
| <u>SERVICE AREA - RESIDENTIAL TAX RATES</u> | <u>2014</u> | <u>2013</u> | <u>% Change</u> | |
| E - GRANVILLE ROAD FIRE PROTECTION | 0.754 | 0.774 | -2.55% | 150.81 |
| E - ARVAY ROAD STREET LIGHTING | 0.335 | 0.422 | -20.60% | 67.02 |
| D - SPROAT LAKE FIRE PROTECTION | 0.458 | 0.544 | -15.80% | 91.56 |
| D - SPROAT LAKE COMMUNITY PARK | 0.086 | 0.089 | -3.41% | 17.24 |
| B - MOUNTAIN RANCH ROAD FIRE PROTECTION | 0.754 | 0.774 | -2.57% | 150.84 |
| E - BEAVER CREEK FIRE PROTECTION | 0.754 | 0.770 | -2.14% | 150.79 |
| F - FRANKLIN RIVER ROAD FIRE PROTECTION | 0.200 | 0.208 | -4.13% | 39.93 |
| | | | | |
| <u>PARCEL TAXES PER PARCEL</u> | <u>2014</u> | <u>2013</u> | <u>% Change</u> | |
| A - BAMFIELD WATER SYSTEM | 237.39 | 237.39 | 0.00% | |
| C - SLB MULTI-PURPOSE PATH CONTR. | 66.85 | 69.28 | -3.51% | |
| C - SALMON BEACH SEWER | 141.04 | 135.68 | 3.96% | |
| C - SALMON BEACH SECURITY | 71.16 | 100.19 | -28.97% | |
| C - SALMON BEACH GARBAGE | 51.99 | 64.52 | -19.42% | |
| C - SALMON BEACH RECREATION | 55.45 | 59.96 | -7.52% | |
| C - SALMON BEACH TRANSPORATION | 340.39 | 324.92 | 4.76% | |
| C - SALMON BEACH WATER | 31.53 | 30.91 | 2.00% | |
| D - SPROAT LAKE COMMUNITY ASSOC. | 11.53 | 11.53 | 0.00% | |
| C - SALMON BEACH POWER | 243.64 | 246.76 | -1.27% | |
| E - BEAVER CREEK WATER SYSTEM | 238.00 | 238.00 | 0.00% | |
| CITY OF PORT ALBERNI ARENA | 27.42 | 27.26 | 0.61% | |
| D - SPROAT LAKE ARENA | 28.50 | 27.67 | 2.99% | |
| E - BEAVER CREEK ARENA | 27.25 | 27.42 | -0.60% | |
| F - CHERRY CREEK ARENA | 27.40 | 27.61 | -0.77% | |



Alberni-Clayoquot Regional District

Bylaw No. F1109

A bylaw to adopt the 2014 to 2018 Financial Plan

The Board of Directors for the Alberni-Clayoquot Regional District in open meeting assembled enacts as follows:

1. This Bylaw may be cited as the ***“2014 to 2018 Financial Plan Bylaw No. F1109”***.
2. Schedule “A” attached hereto and forming part of this Bylaw is the 2014 to 2018 Financial Plan.

Read a first time this 26th day of February, 2014.

Read a second time this day of , 2014.

Read a third time this day of , 2014.

Adopted this day of , 2014.

Chairperson

Chief Administrative Officer

