



Alberni-Clayoquot Regional District

MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE MEETING HELD ON TUESDAY, SEPTEMBER 19, 2017, 10:30 AM

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

DIRECTORS PRESENT: Keith Wyton, Director, Chairperson, Electoral Area "A" (Bamfield)
Mike Kokura, Director, Electoral Area "B" (Beaufort)
Tony Bennett, Director, Electoral Area "C" (Long Beach)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
John McNabb, Director, Electoral Area "E" (Beaver Creek)
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)

STAFF PRESENT: Douglas Holmes, Chief Administrative Officer
Andrew McGifford, Manager of Environmental Services
Teri Fong, Manager of Finance
Mike Irg, Manager of Planning and Development
Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

The Chairperson called the meeting to order at 10:35 am.

The Chairperson recognized the meeting today being held in the Tseshaht First Nation and the Hupacasath First Nation Traditional Territories.

2. APPROVAL OF AGENDA

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. **Electoral Area Directors Committee Meeting – May 23, 2017.**

MOVED: Director Kokura

SECONDED: Director McNabb

THAT the minutes of the Electoral Area Directors Committee meeting held on May 23, 2017 be adopted.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. **Geo Monrufet, Sproat Lake Community Association, request for funding from Gas Tax Funds for the Sproat Lake Hall property.**

Mr. Monrufet spoke to the letter from Mr. Greg Steel, President of the Sproat Lake Community Association requesting the Regional District consider allocating \$100,000 of gas tax funds for required upgrades to the Sproat Lake Community Hall. He provided an update on the various types of users and events held at the hall and required upgrades to the hall, including new washrooms.

Director Bennett entered the meeting at 10:42 am.

The Manager of Finance provided an overview of the eligibility requirements for gas tax funds.

MOVED: Director McNabb

SECONDED: Director Banton

THAT the Electoral Area Directors Committee recommend that the ACRD Board of Directors instruct staff to move forward with the request from the Sproat Lake Community Association to allocate \$100,000 of gas tax funds for required upgrades to the community hall and investigate what renovations can be completed under the gas tax criteria and report back to the ACRD Board of Directors.

CARRIED

5. CORRESPONDENCE FOR ACTION/INFORMATION

6. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Alberni Valley Regional Airport – Request for Community Works Funding.**

MOVED: Director McNabb

SECONDED: Director Banton

THAT staff be instructed to develop a plan allocated by population for the contribution of gas tax funds in 2018 for the Alberni Valley Regional Airport expansion project and bring forward for consideration at the Alberni Valley and Bamfield Services Committee which will allow gas tax funds to flow from the rural areas and be supported by the City of Port Alberni.

CARRIED

b. Request for Decision regarding Community Works Fund Update & Policy.

MOVED: Director McNabb

SECONDED: Director Bennett

THAT the Electoral Area Directors Committee receive the Community Works Fund Update and recommend that the Board of Directors direct staff to draft a Community Works Funding Use policy for consideration at the next Electoral Area Directors Committee meeting.

CARRIED

c. Request for Decision regarding Development Variance Permit Procedures.

MOVED: Director Bennett

SECONDED: Director McNabb

THAT the Electoral Area Directors Committee receive the staff memorandum.

CARRIED

d. Administrative Memorandum regarding Keeping of Animals.

MOVED: Director Bennett

SECONDED: Director McNabb

THAT the Electoral Area Directors Committee receive the report.

CARRIED

e. Administrative Memorandum regarding Rural Planning Projects.

MOVED: Director McNabb

SECONDED: Director Cote

THAT the Electoral Area Directors Committee support the additional staff time to work on rural planning projects.

CARRIED

7. REPORTS

a. Building Inspection Report – M. Irg (verbal)

MOVED: Director Banton

SECONDED: Director Bennett

THAT the Electoral Area Directors Committee receives this verbal report.

CARRIED

8. UNFINISHED BUSINESS

9. LATE BUSINESS

10. ADJOURN

MOVED: Director Kokura

SECONDED: Director McNabb

THAT this meeting be adjourned 12:17 pm.

CARRIED

Certified Correct:

Keith Wyton,
Chairperson

Douglas Holmes,
Chief Administrative Officer