



## Electoral Area Directors Committee Meeting

Wednesday, September 27, 2023

Zoom/Board Room (Hybrid) – 3008 Fifth Avenue, Port Alberni, BC

10:00am

### Regular Agenda

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Watch the meeting live at <https://www.acrd.bc.ca/events/27-9-2023/>

Register to participate via Zoom Webinar at: [https://acrd-bc-ca.zoom.us/webinar/register/WN\\_eIA25pDEQmOpUGulcCw0\\_g#/registration](https://acrd-bc-ca.zoom.us/webinar/register/WN_eIA25pDEQmOpUGulcCw0_g#/registration)

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- |   | <b>PAGE #</b> |
|---|---------------|
| <b>1. <u>CALL TO ORDER</u></b>  |               |
| <b>Recognition of Territories.</b>  |               |
| Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website. |               |
| Introductions - Committee Members and Staff present in the Boardroom and on Zoom.   |               |
| <b>2. <u>APPROVAL OF AGENDA</u></b>   |               |
| <i>(motion to approve, including late items requires 2/3 majority vote)</i>   |               |
| <b>3. <u>MINUTES</u></b>  |               |
| a. <b>Electoral Area Directors Committee Meeting held May 18, 2023</b>  | <b>3-6</b>    |
| <i>THAT the minutes of the Electoral Area Directors Committee meeting held on May 18, 2023 be received.</i>                         |               |
| <b>4. <u>REQUEST FOR DECISIONS</u></b>  |               |
| a. <b>REQUEST FOR DECISION</b>  | <b>7-10</b>   |
| Accessory Dwelling Unit (ADU) Minimum Lot Size  |               |
| <i>THAT the Electoral Area Directors Committee receive for information and discussion.</i>  |               |

- b. **REQUEST FOR DECISION**  
Community Planning Engagement Program – Fall 2023

**11-13**

*THAT the Electoral Area Directors receive the report.*

5. **REPORTS**

6. **LATE BUSINESS**

7. **QUESTION PERIOD**

Questions/Comments from the public:

- Participating in Person in the Board Room
- Participating in the Zoom meeting
- Emailed to the ACRD at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca)

8. **ADJOURN**



# Alberni-Clayoquot Regional District

## MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE

MEETING HELD ON THURSDAY, MAY 18, 2023, 1:30 PM

Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

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### **DIRECTORS**

Susan Roth, Director, (Chair) Electoral Area “E” (Beaver Creek)

### **PRESENT:**

Bob Beckett, Director, (Vice-Chair), Electoral Area “A” (Bamfield)

Fred Boyko, Director, Electoral Area “B” (Beaufort)

Vaida Siga, Director, Electoral Area “C” (Long Beach)

Penny Cote, Director, Electoral Area “D” (Sproat Lake)

Mike Sparrow, Director, Electoral Area “F” (Cherry Creek)

### **STAFF PRESENT:**

Daniel Sailland, Chief Administrative Officer

Mike Irg, General Manager of Planning & Development

Alex Dyer, Manager of Planning

Wendy Thomson, General Manager of Administrative Services

Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:

<https://www.acrd.bc.ca/events/18-5-2023/>

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

The Chairperson called the meeting to order at 1:30 pm.

The Chairperson recognized this meeting is being held throughout the Nuu-chah-nulth territories.

The Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

Introductions- Committee Members and Staff present in the Boardroom.

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

*MOVED: Director Boyko*

*SECONDED: Director Beckett*

*THAT the agenda be approved as circulated.*

**CARRIED**

### **3. MINUTES**

a. **Electoral Area Directors Committee Meeting – February 23, 2023**

MOVED: Director Boyko  
SECONDED: Director Sparrow

*THAT the minutes of the Electoral Area Directors Committee Meeting held on February 23, 2023 be received.*

**CARRIED**

**4. PETITIONS, DELEGATIONS & PRESENTATIONS**

**5. CORRESPONDENCE**

**6. REQUEST FOR DECISIONS**

**a. Request for Decision regarding rezoning application procedure options.**

MOVED: Director Beckett  
SECONDED: Director Boyko

*THAT the Electoral Area Directors Committee recommend the Board of Directors direct staff to prepare rezoning application reports with the option to give notice a public hearing will not be held, as per Section 467 of the Local Government Act, when the proposed rezoning complies with the electoral area Official Community Plan.*

**CARRIED**

**b. Request for Decision regarding Development Permit and Development Variance Permit Procedures Options.**

MOVED: Director Cote  
SECONDED: Director Boyko

*That the Electoral Area Directors Committee recommend to the ACRD Board of Directors that the Development Procedures and Fees Bylaw P1403 be amended to delegate minor development variance permits and form and character development permits to the CAO or GM of Planning and Development.*

**CARRIED**

**c. Request for Decision regarding Development Procedures and Fees Bylaw Updates.**

MOVED: Director Beckett  
SECONDED: Director Cote

*THAT the Electoral Area Directors Committee recommend that the Board of Directors direct staff to prepare amendments to the Development Procedures and Fees Bylaw P1403 updating the development fees and sign requirements for development*

*applications AND FURTHER the Bylaw be brought back to the Board every five years for review.*

**CARRIED**

d. **Request for Decision regarding Options for Public Hearing Procedures.**

*MOVED: Director Beckett*

*SECONDED: Director Cote*

*That the Electoral Area Directors Committee recommend that the ACRD Board of Directors instruct staff to develop policy guidelines and procedures for required statutory public meetings and public hearings for consideration by the Board of Directors.*

**CARRIED**

**7. REPORTS**

a. **Bylaw Enforcement Policy and Procedures**

*MOVED: Director Boyko*

*SECONDED: Director Sparrow*

*THAT the Electoral Area Directors Committee receives this report.*

**CARRIED**

**8. LATE BUSINESS**

**9. QUESTION PERIOD**

Questions/Comments from the public. The Corporate Officer advised there were no questions or comments respecting an agenda topic from public:

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca).

**10. ADJOURN**

*MOVED: Director Boyko*

*SECONDED: Director Sparrow*

*THAT this meeting be adjourned 3:23 pm.*

**CARRIED**

Certified Correct:

*Susan Roth*

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Susan Roth,  
Chairperson

*Wendy Thomson*

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Wendy Thomson,  
General Manager of Administrative Services



**To:** Electoral Area Directors Committee

**From:** Mike Irg, GM of Planning and Development

**Meeting Date:** September 27, 2023

**Subject:** Accessory Dwelling Unit (ADU) Minimum Lot Size

**Recommendation:**

That the Electoral Area Directors Committee receive for information and discussion.

**Desired Outcome:**

To explore options for allowing ADUs on lots less than 0.404 ha (1 ac) to provide additional housing options for residents.

**Summary:**

At the July 26, 2023, regular Board of Directors Meeting, the Board passed the following resolution:

*“THAT the ACRD Board of Directors forward for discussion at the next Electoral Area Directors Committee regarding the feasibility of allowing Accessory Dwelling Units on smaller parcels.”*

Since the introduction of ADUs, the ACRD has received requests to reduce the minimum 0.404 ha lot area requirements for ADUs. As the ACRD is starting the initial community engagement as part of the electoral area OCP reviews, this is an appropriate time to include ADUs in the housing discussion. It is important to hear from all community members before making changes. Key factors to consider are the need for additional housing and diversity of housing types, appropriate density considerations, servicing requirements that include septic and water, and impact on neighbouring properties.

**Background:**

The ACRD zoning bylaw was updated in 2015 to allow ADUs and then further amended in 2023 to increase the permitted floor area and allow ADUs on 0.404 ha lots across all OCP areas. Attached to this report is the ACRD ADU information sheet which summaries the various forms and sizes of permitted ADUs.

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

The review of ADU options would be part of the overall review of housing options in each electoral area OCP and would not add additional time requirements to the existing work plan.

**Financial:**

Amendments to ADU OCP and zoning regulations can be incorporated into the existing review of the six Electoral Area OCPs.

**Strategic Plan Implications:**

Rural Land Use planning is a core service of the ACRD.

**Policy or Legislation:**

**The Local Government Act (LGA)** sets the legislated requirements for OCPs and zoning.

**Official Community Plan:** All six (6) OCPs have policies that support ADUs on rural and residential properties that are 0.404 ha (1 ac) or greater.

**Zoning:** The current ACRD zoning bylaw allows ADUs with a maximum floor area 90 sq m (968 sq ft) on lots with a minimum of 0.404 ha (1 ac) . ADUs are only permitting within OCP areas.

Any change to the ACRD zoning bylaw would need to comply with each of the electoral area OCP ADU policies.

**Options Considered:**

1. Gather community input through community engagement and OCP review process in each electoral area. Staff recommend this option as it would incorporate comprehensive community input as well as technical referral input as part of the comprehensive OCP reviews.
2. Maintain the current ADU regulations.
3. Introduce changes to the ADU regulations as separate OCP and zoning text amendments.

Submitted by: Michael Irg  
Mike Irg, MCIP, RPP, GM of Planning and Development

Reviewed by: Wendy Thomson  
Wendy Thomson, General Manager of Administrative Services

Approved by: Teri Fong  
for: Daniel Sailland, MBA, Chief Administrative Officer





# ACCESSORY DWELLING UNITS

**An Accessory Dwelling Unit (ADU) can come in various forms including:**

- Secondary Suite located within a Dwelling (ie. basement suite)
- Suite located within an Accessory Building (ie. a suite above a garage or in a barn, etc)
- Carriage Home, Cabin, Cottage, Garden Suite or Granny Flat

**An ADU can be Permitted on Properties that are:**

- Within the Official Community Plan Area for Electoral Area A (Bamfield), B (Beaufort), C (South Long Beach), D (Sproat Lake), E (Beaver Creek), or F (Cherry Creek);
- 0.404 hectare (1.0 acre) or greater in size; and
- Zoned Residential or Rural (RA1, RA2, RA3, R1, R2, A1, A2, A3, or A4).

## Criteria for a Permitted ADU:

- The permitted maximum floor area of an ADU is 90 m<sup>2</sup> (968 ft<sup>2</sup>).
- Only one (1) ADU is allowed per legal lot. If more than one dwelling exists on any lot – in any form – an ADU is not permitted.
- Septic capability and potable water must be proven and approved by the Island Health Authority.
- An ADU will only be allowed on a lot that already has a principal dwelling or will have a principal dwelling constructed at the same time.
- All ADU's must be constructed in compliance with all aspects of the BC Building Code.
- Building permit and setback requirements apply to construction of all ADU's.



## Accessory Dwelling Unit (ADU) Construction Guidelines:

- An ADU may only be one (1) storey.
- An ADU shall not be located, unless otherwise provided for in this Bylaw:
  - within a required front yard; and
  - within 3 meters (9.8 feet) of a side or rear yard lot line.
- An ADU shall not exceed 3.7 meters (12.1 feet) in height except as otherwise provided for in this Bylaw.
- An ADU, if located within the principal dwelling unit or within a non-residential accessory building, shall have an entrance that is separate from that of the main building.
- An ADU shall include facilities for storing, preparing and cooking food, sanitary facilities and a bedroom.
- An ADU shall be provided with potable water and sewer disposal facilities approved by the Island Health Authority.
- No person shall occupy an ADU unless an occupancy permit has been issued for it.
- One off-street parking space shall be provided for the exclusive use of the ADU.

## What about Existing ADU's?:

- ACRD staff will work with and provide information to property owners who have an existing ADU located on their property and would like to bring it into compliance.
  - Discussion and inspections by ACRD Building Inspection and/or Planning staff will likely be necessary as well as a review of safety and BC Building Code regulations and requirements.
  - These will be dealt with on an individual basis and concerns will vary depending on various criteria.



## **PLEASE NOTE:**

This handout is intended to provide general information only!  
For further information, please contact the ACRD Planning Department.  
Email: [planning@acrd.bc.ca](mailto:planning@acrd.bc.ca) Phone: (250)720-2700



**To:** Electoral Area Directors Committee

**From:** Alex Dyer, Planning Manager

**Meeting Date:** September 27, 2023

**Subject:** Community Planning Engagement Program – Fall 2023

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**Recommendation:** *THAT the Electoral Area Directors receive the report.*

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**Summary:** The staff report is provided as an update and overview on the community planning open houses and workshops planned for fall 2023. The report provides an initial discussion on the development of community visions, goals, and objectives to be included in the comprehensive updates to the six Electoral Area Official Community Plans (OCPs) and considers next steps for Board direction on community planning projects following the public engagement final report to be presented to the Board in November 2023.

**Background:**

Community Planning Engagement – Fall 2023

On June 14, 2023, the Board endorsed a communication plan for additional public input on the draft updated Zoning Bylaw as well as initial dialogue on the comprehensive updates to the six Electoral Area OCPs. The engagement plan included in-person open houses and workshops in each Electoral Area to be held over fall 2023 as well as online survey and social media engagement.

The public engagement intends to provide the framework and discussion around initial community visions for the comprehensive OCP updates which staff anticipate will get underway in 2024. Much of the recent public input on the draft updated Zoning Bylaw has highlighted the need to engage in more community conversations on comprehensive updates to the OCPs. The goals of the community planning open houses and online engagement are to create opportunities for dialogue with the public, better understand the needs of the communities, identify challenges and opportunities within the region, clarify existing regulations, and rebuild trust in the planning process.

Open Houses and Workshops

Staff have organized open houses and workshops to be held in each of the six Electoral Areas over October and November. The open houses will be held from 4pm to 7pm with facilitated workshop discussions starting at 5:30pm. The workshop will be led by staff and will include tabletop discussions on key topics where attendees can rotate around to different tables to provide input. There will also be

display boards with information, opportunities to provide written input, and survey takeaways. The goal is to create opportunities for open dialogue with the public about community planning. Staff will be there to actively listen and participate in discussion with residents. The [ACRD Community Planning](#) webpage will be updated throughout the engagement and the online survey will be launched in the first week of October.

The open houses and workshops will be advertised widely throughout the region. Promotion for the events includes mailouts, newsletters, newspaper advertisements, sandwich boards, signage, social media posts, and online engagement through the ACRD Community Planning webpage and Let's Connect ACRD platform. There is also an opportunity to provide input outside of the open houses and workshops through the online survey, reviewing the workshop materials online, and providing input to Planning staff in-person or by email to [communityplanning@acrd.bc.ca](mailto:communityplanning@acrd.bc.ca).

Table 1: Open House and Workshop Schedule

Electoral Area	Date	Location
Beaufort Electoral Area 'B'	Tuesday, October 10	Beaver Creek Community Hall
Cherry Creek Electoral Area 'F'	Thursday, October 12	Cherry Creek Community Hall
Beaver Creek Electoral Area 'E'	Monday, October 16	Beaver Creek Fire Hall
Sproat Lake Electoral Area 'D'	Monday, October 23	Sproat Lake Community Hall
Long Beach Electoral Area 'C'	To be determined	Ucluelet Community Centre
Bamfield Electoral Area 'A'	To be determined	Bamfield Community School

The engagement will be inclusive of all public input on community planning, but the facilitated discussions will focus on key topics highlighted through recent public interactions on the Zoning Bylaw Review Project. There will be broad questions along these themes to promote dialogue that identifies community values and interests and discusses challenges and opportunities unique to each Electoral Area. The topics will include:

- OCPs and Zoning Bylaw.
- Recreational Vehicles (RVs) and Housing
- Parking and Private Moorage Facilities (Docks) - docks only in Bamfield and Sproat Lake
- Home-Based Businesses and Home Industry
- Agriculture and Animals

At the July 26, 2023 meeting, the Board received a report discussing individual Electoral Area Zoning Bylaws. The Board resolved to refer the option for individual Zoning Bylaws to the community planning engagement taking place over the fall in order to gather public input prior to making any decision on one or more Zoning Bylaws. The discussion about individual Zoning Bylaws will be included as part of the OCPs and Zoning Bylaw facilitated discussion table and questions will be included as part of the in-person materials and online survey.

#### Comprehensive Updates to the six Electoral Area OCPs

The comprehensive updates to each of the six Electoral Area OCPs will be discussed as part of the community planning engagement. The current OCPs were adopted from 2007-2014 and in many ways the policies and objectives included in the Plans do not reflect the current realities within each community. The South Long Beach OCP was adopted in 2007, the four Alberni Valley Electoral Area OCPs were adopted from 2012-2014 and the Bamfield OCP was adopted in 2014.

The need to discuss challenges and opportunities with community members has been highlighted by the input received as part of the engagement over the past year on the draft updated Zoning Bylaw and associated OCP amendments. Many of these values, concerns, and singular community contexts are unique to each Electoral Area and the Community Plans are the opportunity for those areas to establish updated goals and objectives that are guided by their unique values and interests.

The ACRD has received a \$150k UBCM grant to assist in dialogue with residents on the establishment of community visions, goals, and objectives to be included in the development of updated OCPs. The Board has also dedicated Community Works Funds to be used for comprehensive OCP update projects. Public engagement activities as part of the development of updated OCPs would include in-person open houses, workshops, focus groups, online and social media engagement. Staff anticipate that this work will begin in 2024 and the order and schedule of OCP update projects will be discussed as part of a report to the Board in late November following the initial community planning engagement taking place in October and early November 2023.

#### Next Steps

The public input received as part of the community planning engagement program will be compiled by staff and presented to the Board in November 2023. The community dialogue will include the workshop discussions and public interactions from the open houses, online survey results, and any other feedback received by staff as part of the engagement project.

The November Board report will include recommendations for next steps on the overall community planning workplan anticipated in 2024 including the comprehensive OCP updates, the draft updated Zoning Bylaw P1333, and the consideration of individual Zoning Bylaws. The report will include a detailed summary of the public input received and analysis of the options presented for Board direction.

Reviewed by: Michael Irg  
Mike Irg, MCIP, RPP, General Manager of Planning & Development

Reviewed by: Wendy Thomson  
Wendy Thomson, General Manager of Administrative Services

Approved by: Teri Fong  
for: Daniel Sailland, MBA, Chief Administrative Officer