



Electoral Area Directors Committee Meeting

Wednesday, April 17, 2024

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

1:30 pm

Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/17-4-2024/>

Register to participate via Zoom Webinar at: https://acrd-bc-ca.zoom.us/webinar/register/WN_AKlgX5RPQ9619Sdtm9G0yQ#/registration

- | | PAGE # |
|---|---------------|
| 1. <u>CALL TO ORDER</u> | |
| Recognition of Territories. | |
| 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 via Zoom. | |
| 2. <u>APPROVAL OF AGENDA</u>
<i>(motion to approve, including late items requires 2/3 majority vote)</i> | |
| 3. <u>DECLARATIONS</u>
<i>(conflict of interest)</i> | |
| 4. <u>MINUTES</u> | |
| a. Electoral Area Directors Committee Meeting held February 29, 2024 | 3-6 |
| <i>THAT the minutes of the Electoral Area Directors Committee meeting held on February 29, 2024 be adopted.</i> | |
| 5. <u>CORRESPONDENCE</u> | |
| a. UNION OF BRITISH COLUMBIA MUNICIPALITIES
Update on the Canada Community-Building Fund Renewal | 7-8 |
| <i>THAT this correspondence be received.</i> | |

6. **REQUEST FOR DECISIONS**

a. **REQUEST FOR DECISION**

Official Community Plan Updates Resource Options

9-16

THAT the Electoral Area Directors Committee recommend to the Board of Directors that the anticipated 2024 Community Works Fund grant of approximately \$540,000 be allocated to the Official Community Plan (OCP) updates.

7. **LATE BUSINESS**

8. **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

9. **ADJOURN**



Alberni-Clayoquot Regional District

MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE MEETING HELD ON THURSDAY, FEBRUARY 29, 2024, 1:30 PM

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

DIRECTORS

Susan Roth, Director, Electoral Area "E" (Beaver Creek)

PRESENT:

Bob Beckett, Director, Electoral Area "A" (Bamfield)

Jack McLeman, Alternate Director, Electoral Area "B" (Beaufort)

Vaida Siga, Director, Electoral Area "C" (Long Beach)

Rene Lacoursiere, Alternate Director, Electoral Area "D" (Sproat Lake)

Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)

REGRETS:

Penny Cote, Director, Electoral Area "D" (Sproat Lake)

Fred Boyko, Director, Electoral Area "B" (Beaufort)

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer

Teri Fong, Chief Financial Officer

Mike Irg, General Manager of Planning & Development

Alex Dyer, Planning Manager

Charlie Starratt, Regional Fire Services Manager

Cynthia Dick, General Manager of Administrative Services

Heather Zenner, 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/29-2-2024/>

1. CALL TO ORDER

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

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

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

Introductions - Committee Members and Staff present in the Boardroom and via Zoom.

2. ELECTION OF CHAIRPERSON/VICE-CHAIRPERSON FOR 2024

ELECTION OF CHAIRPERSON

The Manager of Administrative Services (MAS) conducted the election for Chairperson of the Electoral Area Directors Committee for 2024.

The MAS declared Director Sparrow Chairperson of the Electoral Area Directors Committee for 2024.

ELECTION OF VICE-CHAIRPERSON

The MAS conducted the election of Vice-Chairperson of the Electoral Area Directors Committee for 2024.

The MAS declared Director Roth Vice-Chairperson of the Electoral Area Directors Committee for 2024.

Director Sparrow assumed the Chair.

3. APPROVAL OF AGENDA

MOVED: Director Roth

SECONDED: Director Beckett

THAT the agenda be approved as circulated.

CARRIED

4. MINUTES

a. Electoral Area Directors Committee Meeting – November 29, 2023.

MOVED: Director Roth

SECONDED: Director Lacoursiere

THAT the minutes of the Electoral Area Directors Committee Meeting held on November 29, 2023 be adopted.

CARRIED

5. REQUEST FOR DECISIONS

a. Request for Decision regarding 2024-2028 Draft Financial Plan – Electoral Area Sub-Regional Services

MOVED: Director Roth

SECONDED: Director Lacoursiere

THAT the Electoral Area Directors Committee recommend the Building Inspection proposed budget, as presented, be included in the first reading of the 2024-2028 Alberni-Clayoquot Regional District Financial Plan bylaw.

CARRIED

MOVED: Director Roth
SECONDED: Director Lacoursiere

THAT the Electoral Area Directors Committee recommend the Electoral Area Administration proposed budget, as presented, be included in the first reading of the 2024-2028 Alberni-Clayoquot Regional District Financial Plan bylaw.

CARRIED

MOVED: Director Roth
SECONDED: Director Lacoursiere

THAT the Electoral Area Directors Committee recommend the Management of Development – Rural Areas proposed budget, as presented, be included in the first reading of the 2024-2028 Alberni-Clayoquot Regional District Financial Plan bylaw.

CARRIED

MOVED: Director Beckett
SECONDED: Director Siga

THAT the Electoral Area Directors Committee recommend to the ACRD Board of Directors to direct staff to draft a letter to the Vancouver Island Regional Library (VIRL) Board of Directors expressing their disappointment with the 2024 VIRL budget and the expectation that future budgets be more reflective of the VIRL fiscal responsibilities and citizens cost of living.

CARRIED

b. Request for Decision regarding Annual Review – Electoral Area Committee Terms of Reference, 2024

MOVED: Director Roth
SECONDED: Director McLeman

THAT the Electoral Area Directors Committee re-confirm their Terms of Reference for 2024 as presented.

CARRIED

c. Request for Decision regarding Zoning Bylaw Options

MOVED: Director Roth
SECONDED: Director Siga

THAT the Electoral Area Directors receive the Zoning Bylaw Options Request for Decision and recommend to the Board of Directors that a decision on one or

more zoning bylaws be made following the comprehensive review of the six Electoral Area Official Community Plans.

CARRIED

6. LATE BUSINESS

7. QUESTION PERIOD

Questions/Comments from the public. The General Manager of Administrative Services 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.

8. IN-CAMERA

9. ADJOURN

MOVED: Director Roth

SECONDED: Director Siga

THAT this meeting be adjourned 2:33pm.

CARRIED

Certified Correct:

Mike Sparrow,
Chairperson

Cynthia Dick,
General Manager of Administrative Services

Date: March 6, 2024
To: CAO's
From: Union of BC Municipalities
RE: Update on the Canada Community-Building Fund Renewal

Dear Daniel Sailland,

The current 10-year Canada Community-Building Fund program is set to expire on March 31, 2024. Over the past year, UBCM, the Province and the Government of Canada have been actively engaged in discussions on a long-term renewal of the CCBF. UBCM's goal has been to ensure that local governments in BC continue to receive the funds in a dedicated, flexible and predictable manner and that there be no disruption to the timing of future payments.

Status of negotiation:

In 2023, UBCM conducted a member survey on elements of the current agreement as the basis of our advocacy position for the renewed agreement. The results of that survey indicated broad support for the current model which included the direct allocation Community Works Fund program with a funding floor, the application-based Strategic Priorities Fund, and a pooled public transit fund for Metro Vancouver.

In September 2023, UBCM and the Province formalized a joint advocacy approach to renewal discussions with the Government of Canada noting several key areas of alignment. This advocacy position included:

- A long-term predictable source of funding for local governments
- A flexible and effective funding and programming
- A doubling of the fund
- Removal of the current stacking provision
- A review and increase of the indexing model
- Continue to enhance and improve local government capacity to implement asset management best practices

In the winter, the Government of Canada distributed a CCBF position paper identifying three key areas of focus for a renewed agreement. These include: new reporting conditions for both signatories and recipients; new housing requirements for communities over 30,000; and reporting on housing outputs on a project level.

UBCM and the Province have identified concerns with these proposed reporting and housing conditions. We have communicated these concerns to the Government of Canada both formally and informally throughout the renegotiation process. The continuing discussions remain positive and we anticipate reaching effective and workable solutions.

Next Community Works Fund payment:

Although we do not expect the federal government will commit to doubling the CCBF at this time, we do anticipate that the program will continue at current funding levels with indexing. The expected Community Works Fund payment for the Alberni-Clayoquot Regional District in the 2024/25 reporting year is: \$542,759.95

Please note that any change to this payment amount from last year is the result of incorporating the most current Canada census populations for British Columbia (2021) in the program's allocation formula.

2023 Annual Expenditure Reporting

On April 15, UBCM will be opening the CCBF reporting for the 2023 calendar year. This will be the final report under the 2014-2024 agreement and will include additional reporting to identify and provide timelines for the use of remaining unspent Community Works Funds. The report will also highlight local communications activities and use of signage for active projects. This report will be due June 1, 2024 and will be a pre-condition of future CCBF funding.

Instructions on how to submit your 2023 AER will be provided in advance of April 15.

Next steps:

UBCM, the Province and the Government of Canada continue to have positive discussions on the terms of a renewed long-term agreement. We will continue to raise the above-mentioned concerns and aim to be in a position to have a 10-year Agreement signed in advance of the first expected Community Works Fund payment in July. Until that Agreement is signed, the program will continue to operate under the terms and conditions of the existing CCBF Agreement.

We will continue to provide updates on the progress of CCBF discussions through our online Compass.

Sincerely,



Brant Felker
Manager, Gas Tax Program Services, UBCM

CC: Teri Fong



To: Electoral Area Directors Committee

From: Mike Irg, General Manager of Planning and Development

Meeting Date: April 17, 2024

Subject: Official Community Plan Updates Resource Options

Recommendation:

That the Electoral Area Directors Committee recommend to the Board of Directors that the anticipated 2024 Community Works Fund grant of approximately \$540,000 be allocated to the Official Community Plan (OCP) updates.

Desired Outcome:

To complete updates to the six Electoral Area OCPs.

Summary:

The Alberni-Clayoquot Regional District (ACRD) has completed a Request for Proposals (RFP) to hire a consultant to lead updates to the six Electoral Area OCPs. One proposal was received, this is likely due to the high demand for planning services needed to address the provincially mandated housing regulations and the relatively small budget that was indicated in the RFP compared to the scope of work. Prior to making a recommendation to the Board of Directors to award the contract based on the budget included through grant funding in the 2024-2028 Financial Plan, a consideration could be made by the Electoral Area Directors to increase the grant allocation and increase the overall budget for the project.

Through the RFP process it has become apparent that additional resources will be required to complete comprehensive reviews of the six Electoral Area OCPs. The current budget will limit the consultant scope to writing the OCP however all background review and engagement will need to be led by ACRD staff. The timeline to complete the reviews will be significantly extended without this consultant support to provide a thorough background review of each OCP area and to conduct the expected, required and broad engagement with each community, First Nations, agencies, and other partners. Components of the engagement are required by the *Local Government Act (LGA)*, and will be completed through community engagement, resulting in community plans reflective of and supported by the Electoral Area residents.

There is the option to use the recently announced 2024 Community Works Fund (CWF) grant of approximately \$540,000 to support comprehensive reviews of the six OCPs. Having the 2024 CWF

available would allow the OCP review and updates to align with the OCP work plan and community engagement strategy endorsed by the Board on January 24, 2024, attached as Appendix A.

Time Requirements – Staff & Elected Officials:

This is a multiyear project that is supported by the ACRD Planner. Each OCP will require approximately 1,000 hours of staff time.

Financial:

Union of BC Municipalities (UBCM) recently advised the ACRD that they anticipate a new Canada Community Building Fund agreement to be signed prior to July 2024 and that the anticipated CWF grant amount for the ACRD is approximately \$540,000 in 2024 and a letter from UBCM is included in the agenda. The current 2024-2028 Financial Plan does not include any allocation of these new funds and they are therefore available for discussion. The current grant allocation and consultant budget is \$80,000 per OCP. This additional \$540,000 of funding would increase the total consultant budget to \$1,020,000 or \$170,000 per OCP. The bulk of the additional funding would be allocated for more comprehensive community engagement with residents, First Nations, and all interested parties. Engagement activities would include community open houses and workshops, facilitated discussions with community members, pop-up events, online and social media engagement, early and ongoing dialogue with First Nations, and meetings with community service agencies.

If the Electoral Area Directors recommend to the Board that the 2024 CWF be allocated to the OCP projects, the financial plan will require amendment.

Strategic Plan Implications:

The ACRD Strategic Plan 2024-2027 includes strategies and objectives that align with community planning projects. Strategy 1.2 – Sustainable land use planning and growth management includes an objective to “undertake a comprehensive review and revision of the electoral area OCPs and zoning bylaws.”

Policy or Legislation:

Part 14 of the *Local Government Act* regulates the adoption of OCP bylaws.

Options Considered:

1. Proceed with the current budget for OCP updates recognizing significantly reduced engagement, background research, visioning, and policy development. Based on the feedback from the open houses and engagement held in the fall, this option may not meet community expectations.
2. Complete one OCP at a time with ACRD staff supporting more of the engagement. The grant funding available cannot be used to pay existing staff wages and the timeline to complete the OCPs will be significantly increased.

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

Approved by: Cynthia Dick
Cynthia Dick, General Manager of Administrative Services

Appendix A

OFFICIAL COMMUNITY PLAN (OCP) UPDATES - WORK PLAN AND COMMUNITY ENGAGEMENT STRATEGY

Notes:

- Draft work plan and community engagement strategy to be refined once consultant is hired.
- Project initiation for each Electoral Area OCP will have staggered start dates, and community engagement and policy development for a maximum of two Electoral Area OCPs will be worked on at once.

Background:

Fall 2023 Community Planning Engagement

Additional information on the Fall 2023 Community Planning Engagement is available:

www.acrd.bc.ca/communityplanning.

Rationale for OCP Updates

There are a number of reasons why comprehensive updates are being undertaken to the Electoral Area OCPs, some of which include:

- The six current ACRD Electoral Area OCPs were adopted between 2007 and 2014, making the oldest OCP 17 years old in 2024, and only minor updates have been completed to the OCPs.
- Much has changed in each of the Electoral Areas over that time, and updates are required to bring the OCPs up to date to address current challenges and the community's needs, and to align with updated legislation that affect many of the OCP components.
 - In Fall 2023 the Province of BC passed comprehensive housing legislation (Bills 35, 44 and 47) to deliver more homes for people faster in every part of BC, as part of the Province's *Homes for People Action Plan*. Further details will be provided, and engagement with the Province and local governments is currently underway, but this updated legislation also affirms the need for updates to the OCPs.
- Recent community input on the draft updated Zoning Bylaw, and Community Planning Engagement in Fall 2023, has highlighted the need to engage in more community conversations on comprehensive updates to the OCPs.
- 2021 Census data shows that all six Electoral Areas grew in population since the 2016 Census: 5.3% growth in Bamfield, 19.9% in Beaufort, 29.2% in Long Beach, 14% in Sproat Lake, 7% in Beaver Creek, 2% in Cherry Creek.
- To incorporate a number of other ACRD plans and strategies that have been completed, some of which include Alberni Valley Age Friendly Plan, Housing Needs Reports, Transportation Management Plans, Parks Master Plans, Solid and Liquid Waste Management Plans.

Highlights of Development Activity

Table 1: Highlights of Development Activity by Electoral Area Over the Past Five Years

	Building Permits issued 2018-2023	Development applications* 2018-2023	Subdivision applications 2018-2023
A – Bamfield	30	44	7
B – Beaufort	36	14	4
C – Long Beach	69	49	2
D – Sproat Lake	245	142	26
E – Beaver Creek	201	77	46
F – Cherry Creek	93	44	14
Total	674	370	99

*Note: Development applications include those considered under Part 14 of the LGA – Rezoning, OCP amendments, Temporary Use Permits, Development Variances, Development Permits.

OCP Update Process Phases

Following the hiring of a consultant through a RFP process, the OCP update process will include a number of phases, including but not limited to the following:

- **Background Research:** Before creating a vision for tomorrow, we must understand how an Electoral Area functions today. This stage will include exploring existing conditions, reviewing existing plans and strategies, and provide early community engagement activities.
- **Vision and Goals:** This stage will focus on extensive engagement with a wide variety of community members, partners, etc. The engagement will help to create an early updated vision to guide the updated OCP development.
- **Create the Plan/Refine the Goals:** Planning for the next 20 years presents both opportunities and challenges. In order to make informed decisions about how the Electoral Areas should grow, options will be created to allocate where the growth should be planned for. This stage will also include many engagement activities to ask the community and other interested and affected parties about their preferences, which will inform the basis for the new OCPs. Engagement can be tailored to what works best for each area to ensure the ACRD receives as much input as possible to inform policy development.
- **Complete the Plan:** Putting together an OCP is a complex task with many different things to consider. This stage will allow for final input to be received from all community members, and interested and affected parties, all of which will help to refine the OCP into a final version.

Staff recommend that the six OCPs will be updated over the next few years in the following order (South Long Beach, Sproat Lake, Beaver Creek, Beaufort, Bamfield, Cherry Creek), with project initiation for each Electoral Area OCP having staggered start dates, and community engagement and policy development for a maximum of two Electoral Area OCPs being worked on at once.

Community Engagement Strategy:

Purpose: Community engagement during an OCP review or amendment is a legislative requirement, as per the *Local Government Act*. Staff have developed a draft community engagement strategy to guide activities with community members, and other interested and affected parties while undertaking each Electoral Area OCP update. Once a consultant is hired, the community engagement strategy will be further refined and finalized. Staff recommend that the Board endorse the work plan and strategy to

provide an initial outline and clarity for the OCP updates.

Objectives and Values: Over the course of the OCP updates, the scale of engagement will vary. Creating spaces for feedback and input is critical in all stages, along with the foundational work of informing the community. The ACRD follows best practices and models laid out by the International Association for Public Participation (IAP2) when addressing community engagement, and the level of community participation for the OCP updates will be based on IAP2 guiding principles.

The strategy guides external engagement and is based on the following objectives to **raise awareness** about the process and opportunities for involvement; **obtain input** from as many community members, and interested and affected parties as possible; **build capacity** among community members to participate in the planning process and provide a vision for the future of their community; **generate excitement and ownership** over the updated OCPs to support implementation. The values under which the strategy will be conducted intend to promote dialogue that is transparent and inclusive utilizing simplified direct communication and visuals to help promote accessibility.

The refined community engagement strategy will include additional details on why the ACRD is engaging; what we are saying and asking; how and when we are engaging; and with whom we are engaging. The engagement strategy is presented below for the Board's consideration, including proposed events and activities. The engagement will be inclusive of all community input to date, and will include significant engagement with community partners including meetings and ongoing dialogue with the ten First Nations in the region, and engagement with community associations, service providers, government agencies, Board Directors, and ACRD staff.

Interested and Affected Parties

Various levels of input are desired and required to inform the OCP updates. This ensures a broad representation of interests and perspectives to be reflected in the OCPs. The following includes an initial list of groups who will be vital to the development of the updated OCPs:

- **Consultant:** A consultant will be hired to lead the OCP updates.
- **ACRD staff:** Planning staff will provide overall project management to support the consultant in all aspects of the OCP updates (professional advice, organize, coordinate and facilitate community engagement, draft and finalize OCP updates). ACRD staff from other departments will be part of the OCP update process as part of an interdepartmental Technical Advisory Working Group.
- **Community Members, Interested and Affected Parties:** Input will be gathered from a wide variety of individuals, special interest groups, businesses, government agencies, First Nations, etc. through a variety of engagement methods and activities, as well as the public hearings.
- **Electoral Area Directors:** To provide situational leadership throughout the OCP update process, and report to the Board on the process as required.
- **Board of Directors:** Will be involved throughout the update process, and are the final decision makers that will inform the OCPs and approve the updated documents.
- **Electoral Area Advisory Planning Commissions (APCs):** APCs will advise the project team and Board on all matters related to the comprehensive OCP updates. They will review the project and final plans from a community, regional and sub-regional perspective and make recommendations to the Board about OCP amendments.
- **Committees and Working Groups:** Existing ACRD Committees and other Committees and Working Groups will be provided project updates and invited to participate in the OCP updates

process, some of which will include Agriculture Committees, Parks Commissions, Water Advisory Committees, and others.

Table 2: OCP Updates Draft Work Plan and Community Engagement Strategy

Note: The following stages of the work plan will be applied to each Electoral Area OCP update

OCP Update Project / Engagement Activity	Timeline
Issue Request for Proposals (RFP) to hire consultant	February 2024
Award OCP Updates contract to consultant	March 2024
Refine draft work plan and engagement strategy with consultant <ul style="list-style-type: none"> • Finalize project stages including list of tasks (including a summary report for each stage) and key engagement activities for each stage Develop Terms of Reference	March-April 2024
Project branding and launch <ul style="list-style-type: none"> • Develop project name and brand identity (to establish the overall appearance for the OCP updates including logo, tag line, and colours) • Develop online information and engagement (ACRD Let's Connect engagement platform, project webpage on ACRD website, social media) • Gradual project launch and online and in-person community and First Nations engagement (events, media releases, website, social media, radio, etc.) 	March-April 2024
Initial project introduction meeting with Electoral Area Advisory Planning Commissions (APCs)	April-May 2024
Stage 1: Background Research <ul style="list-style-type: none"> • Review relevant ACRD plans and strategies • Research and analysis (best practices research, review technical information, gather information and input from community members) • First Nations engagement (early, ongoing, and comprehensive) • Workshops with Board of Directors, Senior Management Team, and interdepartmental staff teams • Meetings with Electoral Area APCs, Agriculture Committees, Technical Advisory Group (ACRD staff) • Broad online and in-person engagement with community, and interested and affected parties (road show and meetings at various locations and events to create project awareness and collect input on existing policies currently working well and those recommended to be updated) • Develop Background Research Report • Present Background Research Report to Board 	Completed within +/-4 months
Stage 2: Vision and Goals <ul style="list-style-type: none"> • Develop vision, themes and goals • First Nations engagement • Broad online and in-person engagement with community, and interested and affected parties (road show, pop-up events, community information meetings/town halls, open houses, survey #1, community conversations, speaker event, photo contest, etc.) • Meetings and workshops with Electoral Area APCs, Agriculture Committees, Technical Advisory Group (ACRD staff), and Senior Management Team 	Completed within +/-4 months

<ul style="list-style-type: none"> • Board and Senior Management Team presentation • Develop themes and goals report • Present themes and goals report to Board 	
<p>Stage 3: Create the Plan/Refine the Goals</p> <ul style="list-style-type: none"> • Develop land use scenarios • Create neighbourhood/community planning framework • Establish infill and redevelopment guidelines • Review current objectives and policies, and in particular review: Crown land related challenges; foreshore, riparian and hazard area policies and development permit areas; agricultural policies; housing policies (incorporate most recent housing needs reports) • First Nations engagement • Continued broad engagement with community, and interested and affected parties (survey #2, open houses, community conversations, etc.) • Meetings and workshops with Electoral Area APCs, Technical Advisory Group (ACRD staff), and Senior Management Team • Board workshop • Develop first draft of Updated OCP • Early referral to agencies and First Nations • Present draft Updated OCP to community • Present first draft of Updated OCP to Board 	Completed within +/-4 months
<p>Stage 4: Complete the Plan</p> <ul style="list-style-type: none"> • Refine draft OCP • Various presentations • Present to Board for First Reading of Bylaw • Formal Bylaw referral to agencies and First Nations • Public hearing (final opportunity for community input) • Second and Third Readings of Bylaw • Adopt Bylaw • Present and communicate updated OCP Bylaw 	Completed within +/-3 months