



Electoral Area Directors Committee Meeting

Wednesday, June 18, 2025

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/18-6-2025/>

Register to participate via Zoom Webinar at: https://acrd-bc-ca.zoom.us/webinar/register/WN_hl5SgkthTAuDC-VD_WXMFg#/registration

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|---|---------------|
| 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 April 16, 2025 | 3-5 |
| <i>THAT the minutes of the Electoral Area Directors Committee meeting held on April 16, 2025 be adopted.</i> | |
| 5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10-minute maximum)</u> | |
| 6. <u>CORRESPONDENCE FOR ACTION/INFORMATION</u> | |
| 7. <u>REQUEST FOR DECISIONS</u> | |

- a. **REQUEST FOR DECISION** **6-8**
Major Planning Projects Discussion at Electoral Area Directors
Committee Meetings

THAT the Electoral Area Directors Committee recommend that the Board of Directors add major planning project discussion at Electoral Area Directors Committee meetings as part of the ACRD Procedures Bylaw review project.

8. REPORTS

- a. Area C (Long Beach) and Area D (Sproat Lake) Official Community Plans
Projects Updates – Verbal (A. Dyer)

THAT the Electoral Area Directors Committee receives reports a for information.

9. LATE BUSINESS

10. 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

11. ADJOURN



Alberni-Clayoquot Regional District

MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE MEETING HELD ON WEDNESDAY, APRIL 16, 2025, 10:00 AM

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

- DIRECTORS PRESENT:** Mike Sparrow, Chairperson, Electoral Area "F" (Cherry Creek)
Susan Roth, Director, Electoral Area "E" (Beaver Creek)
Fred Boyko, Director, Electoral Area "B" (Beaufort)
Vaida Siga, Director, Electoral Area "C" (Long Beach)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
- REGRETS:** Bob Beckett, Vice-Chairperson, Director, Electoral Area "A" (Bamfield)
- STAFF PRESENT:** Daniel Sailland, Chief Administrative Officer
Alex Dyer, Planning Manager
Mike Irg, General Manager of Planning & Development
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/16-4-2025/>

1. **CALL TO ORDER**

The Chairperson called the meeting to order at 1:32 pm.

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

The Chairperson reported this meeting is being recorded via Teams and will be added to the Regional District website as soon as possible.

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

2. **APPROVAL OF AGENDA**

MOVED: Director Cote

SECONDED: Director Siga

THAT the agenda be approved as circulated.

CARRIED

3. **DECLARATIONS**

4. MINUTES

a. Electoral Area Directors Committee Meeting held February 20, 2025

MOVED: Director Cote

SECONDED: Director Siga

THAT the minutes of the Electoral Area Directors Committee meeting held on February 20, 2025 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. Jenna Hildebrand, Project Planner, Sandy Mackay, Housing Research & Policy Lead, M'akola Development Services regarding update on the ACRD Housing Needs Report (Project Update and Preliminary Data Findings).**

6. CORRESPONDENCE

7. REQUEST FOR DECISIONS

8. REPORTS

- a. Discussion on Planning Applications at Electoral Area Services Meetings – A. Dyer/H. Zenner**

MOVED: Director Cote

SECONDED: Director Boyko

THAT the Electoral Area Directors direct staff to investigate the criteria for adding major projects for review at Electoral Area Director committee meetings, including a cost estimate for staff and directors.

CARRIED

9. LATE BUSINESS

10. QUESTION PERIOD

Questions/Comments from the public. The 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
- Submissions received by email at responses@acrd.bc.ca.

11. ADJOURN

MOVED: Director Cote

SECONDED: Director Roth

THAT this meeting be adjourned 3:16 pm.

CARRIED

Certified Correct:

Mike Sparrow,
Chairperson

Heather Zenner,
Manager of Administrative Services



To: ACRD Electoral Area Directors Committee

From: Alex Dyer, MCIP, RPP, Planning Manager

Meeting Date: June 18, 2025

Subject: Major Planning Projects Discussion at Electoral Area Director Committee Meetings

Recommendation:

THAT the Electoral Area Directors Committee recommend that the Board of Directors add major planning project discussion at Electoral Area Directors Committee meetings as part of the ACRD Procedures Bylaw review project.

Desired Outcome:

That the Electoral Area (EA) Directors Committee discuss criteria for major planning projects to be reviewed at an EA Directors Committee meeting prior to consideration by the Board of Directors.

Summary:

At the April 16, 2025 EA Directors Committee meeting, the Committee passed the following resolution:

“THAT the Electoral Area Directors direct staff to investigate the criteria for adding major projects for review at Electoral Area Director committee meetings, including a cost estimate for staff and directors.”

Staff have reviewed the types of development applications that could benefit from additional Committee discussion and considered the applications received in past years. If the Board is considering adding the initial discussion of major planning projects to the EA Directors Committee, the following criteria are recommended:

- i. Rezoning and OCP amendment applications that involve Comprehensive Development uses or a mix of residential and commercial, industrial, or institutional uses on the same property.
- ii. Rezoning applications where the use would change from a residential or rural use to a commercial, industrial, or institutional use.
- iii. Residential rezoning applications where an OCP amendment bylaw is required and where more than 3 new lots would be created.
- iv. Any other individual development application that is referred to the Committee by the Board of Directors or at the request of the Electoral Area Director.

Staff are seeking direction from the EA Directors Committee on major planning projects with the Committee's recommendations to be included as part of the Board of Director's discussion on the review of the ACRD Procedures Bylaw.

Background:

The EA Directors Committee currently reviews planning policy projects, such as Official Community Plan updates, comprehensive Zoning Bylaw updates, and Housing Needs Reports, regulatory bylaws that impact the Electoral Areas, and procedure updates to the planning and development process. The EA Directors meeting provides an opportunity for discussion on policy projects and procedure updates with Committee recommendations considered by the Board of Directors.

The intent of adding the discussion of major planning projects to the EA Directors Committee would be to allow for more opportunity for discussion on significant development applications that have a potential greater impact on the community. The initial discussion could allow an opportunity for staff and the applicant to address questions raised by the Committee and the process could require that the applicant hold a public information meeting to encourage community discussion as part of their application. The procedure update would intend to streamline the discussion of planning matters at the subsequent Board of Directors meeting. The EA Directors discussion would take place following engagement with the Electoral Area Advisory Planning Commission and prior to consideration at a regular Board of Directors meeting. The major planning project discussion would be in addition to the planning policy projects that are regularly reviewed by the Committee.

It is anticipated that there would be 3-4 major planning project discussions with the EA Directors Committee per year. Adding the additional meeting to review significant development applications would extend the overall timeline to review those types of applications. Staff recommend that the EA Directors meetings are scheduled as needed to encourage a more efficient process for application review.

Figure 1: Typical process flow for the review of significant rezoning application projects if the EA Directors Committee review is added.



Time Requirements – Staff & Elected Officials:

Adding the EA Directors Committee review of major planning projects would increase the overall review timeline for these types of applications and will require additional staff and elected official time. It is anticipated that adding the Committee review would require an additional 40 hours of staff time per development application to organize and participate in the Committee discussion and follow up with the applicants to address any questions. It is anticipated that the additional review step would extend the overall review timeline for major planning projects by 1-3 months.

Financial:

The financial impact would be the additional resource allocation required to conduct the Committee meeting. The Electoral Area Directors Committee typically meets 4 times per year. The additional review of major planning projects would likely result in a need for the Committee to meet 4-6 times per year depending on the types of applications received. The development application fees are provided in the Development Procedures and Fees Bylaw P1528 and adding the additional Committee meeting would not result in any direct cost increase to the applicant, other than the potential cost of extending the overall application review timeline.

Strategic Plan Implications:

The review of zoning amendment and OCP amendment applications is a core function of the rural planning service of the Regional District.

Policy or Legislation:

Part 14 of the *Local Government Act* governs the management and regulation of development in the Regional District. The six Electoral Areas participate in Part 14 planning matters and the District of Tofino participates in planning matters that impact land use policies and development within the Clayoquot Sound Biosphere.

Options Considered:

1. That the Electoral Area Directors recommend that additional criteria and additional types of applications be added for the review of major planning projects at EA Directors Committee meetings.
2. That the Electoral Area Directors recommend that the Board of Directors do not amend the Procedures Bylaw to add major planning projects for discussion at the EA Directors Committee meetings.

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

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

Approved by: Daniel Sailland
Daniel Sailland, MBA, Chief Administrative Officer