



Alberni-Clayoquot Regional District

MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE MEETING HELD ON WEDNESDAY, MAY 27, 2015, 10:00 AM

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

DIRECTORS PRESENT: John McNabb, Chairperson, Electoral Area "E" (Beaver Creek)
Keith Wyton, Director, 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)
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)
Josie Osborne, Chair of Board, Mayor, District of Tofino

STAFF PRESENT: Russell Dyson, Chief Administrative Officer
Andrew McGifford, Acting Manager of Finance
Mike Irg, Manager of Planning and Development
Wendy Thomson, Manager of Administrative Services
Alex Dyer, Planner
Heather Adair, Junior Planner

1. CALL TO ORDER

The Chief Administrative Officer called the meeting to order at 10:00 am.

The Chief Administrative Officer recognized the meeting is being held in the Tseshaht First Nation and the Hupacasath First Nation Traditional Territories.

2. APPROVAL OF AGENDA

MOVED: Director Kokura

SECONDED: Director McNabb

THAT the agenda be approved as circulated with addition of the following late items: Election of Committee Chair for 2015 and discussion on surface runoff and where property owners manipulate drainage that impacts their neighbouring property.

CARRIED

The Chief Administrative Officer called for nominations for Chairperson of the Electoral Area Directors Committee for 2015 for a first time.

Director Kokura nominated Director McNabb for Chairperson of the Electoral Area Directors Committee for 2015. Director McNabb accepted the nomination.

The Chief Administrative Officer called for nominations two more times. There being no further nominations, Director McNabb was declared Chairperson of the Electoral Area Directors Committee for 2015.

Chairperson McNabb assumed the Chair.

3. REPORTS

- a. **ADMINISTRATIVE MEMO**
 Zoning Bylaw Review Update

The Manager of Planning and Development provided an overview of the zoning bylaw update.

- b. **ADMINISTRATIVE MEMO**
 Development Cost Charges for Community Parkland Acquisition

Director Cote entered the meeting at 10:08 am

The Manager of Planning and Development spoke to the report and recommendations.

- c. **ADMINISTRATIVE MEMO**
 Zoning Bylaw Text Amendment for Riparian Setbacks within all Electoral Area Official Community Plan Areas.

The Manager of Planning and Development provided an overview of the report. The Committee discussed reclassifying minor and major streams.

MOVED: Director Kokura
SECONDED: Director Banton

THAT the Electoral Area Directors Committee instruct planning department staff to re-designate major and minor streams within all electoral area official community plan areas.

CARRIED

- d. **ADMINISTRATIVE MEMO**
 A Zoning Bylaw Update to Allow Accessory Dwelling Units (ADUs) with all Electoral Area Official Community Plan Areas

The Manager of Planning and Development provided an overview of the report and recommendation on accessory dwelling units. He advised this has also been reviewed with the Advisory Planning Committees. The Committee discussed the staff report and recommendations on allowing accessory dwelling units in all electoral area official community plan areas.

MOVED: Director Bennett
SECONDED: Director Kokura

THAT the Electoral Area Directors Committee recommend that the ACRD Board of Directors give first reading to bylaw P1327 and delegate the public hearing.

CARRIED

MOVED: Director Banton
SECONDED Director Kokura

THAT the Electoral Area Directors Committee instruct staff to amend the Zoning Bylaw P1327 by adding the following section to the bylaw: for clarity, the accessory dwelling units are for primary residents, not a vacation rentals.

CARRIED

e. GAS TAX – BUDGET ALLOCATIONS & UPCOMING FUNDING

The Committee reviewed the gas tax budget allocation and upcoming funding report.

MOVED: Director Cote
SECONDED: Director Banton

THAT the Electoral area Directors Committee request staff to bring back a report with more information on possible uses for the gas tax funds and funds allocated on a per capita basis.

CARRIED

f. SURFACE RUNOFF AND WHERE PROPERTY OWNERS MANIPULATE DRAINAGE THAT IMPACTS THEIR NEIGHBOURING PROPERTY – (Discussion)

Director Banton reported on an issue in Cherry Creek with property owners manipulating drainage on their property which is impacting neighbouring properties, particularly during heavy rainfall events.

The Manager of Planning and Development provided a brief overview on historic drainage issues in the area. When a building permit is reviewed drainage is considered. There was discussion regarding the possibility of developing a drainage bylaw. No direction was provided.

MOVED: Director Bennett
SECONDED: Director Banton

THAT the Electoral Area Directors Committee receive the reports a to f.

CARRIED

4. LATE BUSINESS

5. IN CAMERA

MOVED: Director Banton

SECONDED: Director Kokura

THAT this meeting be closed to the public to discuss matters relating to:

- i. litigation or potential litigation affecting the Regional District;*
- ii. Receiving advice from the Regional District solicitor that is subject to solicitor-client privilege including communications necessary for that purpose.*

CARRIED

The meeting was closed to the public at 11:00 am.

The meeting was re-opened to the public at 11:52 am.

6. RECOMMENDATIONS FROM IN-CAMERA

MOVED: Director Cote

SECONDED: Director Banton

THAT the Electoral Area Directors Committee instructs staff to bring a report to the Board on options for dealing with vacation rentals.

CARRIED

7. ADJOURN

MOVED: Director Bennett

SECONDED: Director Kokura

THAT this meeting be adjourned 11:52 am.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Russell Dyson,
Chief Administrative Officer