



# Alberni-Clayoquot Regional District

## MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE

MEETING HELD ON WEDNESDAY, NOVEMBER 4, 2015

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

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**DIRECTORS** John McNabb, Chair, Director, Electoral Area "E" (Beaver Creek)

**PRESENT:** 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)

**STAFF PRESENT:** Russell Dyson, Chief Administrative Officer  
Andrew McGifford, Acting Manager of Finance/Manager of Environmental Services  
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 1:30 pm.

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

### 2. APPROVAL OF AGENDA

*MOVED: Director Bennett*

*SECONDED: Director Kokura*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. ADOPTION OF MINUTES

a. **Electoral Area Directors Committee Meeting – May 27, 2015**

*MOVED: Director Kokura*

*SECONDED: Director Bennett*

*THAT the minutes of the Electoral Area Directors Committee Meeting held on May 27, 2015 be received.*

**CARRIED**

**4. CORRESPONDENCE FOR ACTION/INFORMATION**

**5. REQUEST FOR DECISIONS & BYLAWS**

- a. **Request for Decision regarding Electoral Area Directors Committee – Terms of Reference.**

*MOVED: Director Bennett*

*SECONDED: Director Kokura*

*THAT the Electoral Area Directors Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve the Terms of Reference for the Electoral Area Directors Committee.*

**CARRIED**

- b. **Request for Decision regarding Development Procedures.**

The Manager of Planning and Development provided an overview of development procedures and the ability to delegate certain powers to issue development permits to staff.

*MOVED: Director Kokura*

*SECONDED: Director Banton*

*THAT the Electoral Area Directors Committee direct staff to prepare a Development Approval Procedures Bylaw that includes a section that delegates the power to issue Development Permits, under sections 919.1 (1) (a) protection of the natural environment and (b) protection of development from hazardous conditions only, to the CAO.*

*MOVED: Director Bennett*

*SECONDED: Director Cote*

*THAT the main motion be amended to include the following: THAT the draft bylaw forwarded to the Electoral Area Directors Committee prior to going to the Board of Directors.*

**CARRIED**

The main motion as amended was;

**CARRIED**

- c. **Request for Decision regarding Willowbrae Creek Restoration Plan.**

*MOVED: Director Bennett*

*SECONDED: Director Kokura*

*THAT the Electoral Area Directors Committee recommend that the Board of Directors authorize \$2,000 for a fish habitat assessment and restoration plan for Willowbrae Creek with the funds coming from the Rural Planning budget.*

**CARRIED**

MOVED: Director Bennett

SECONDED: Director Cote

*THAT funding for fish habitat assessments and restorations in the electoral areas be referred for consideration during 2016 budget discussions.*

**CARRIED**

## **6. REPORTS**

### **a. Update on Zoning Bylaw Project – October 27, 2015**

MOVED: Director Kokura

SECONDED: Director Bennett

*THAT the report on the Zoning Bylaw Project be received.*

**CARRIED**

### **b. Building Inspection Services – M. Irg (verbal)**

The Manager of Planning and Development provided an update on the Building Inspection Department.

### **c. Contracts with Municipalities and First Nations – M. Irg (verbal)**

The Manager of Planning and development discussed possible contracts with Municipalities and First Nations for building inspection services.

### **d. Community Works Fund (CWF) 2014-18**

The Manager of Environmental Services/Acting Manager of Finance provided an update on gas tax funding allocation and eligible projects. The Committee discussed allocation of funds and possible projects. The CAO confirmed that the funds do not have to be allocated by electoral area based on population. He stated that staff recommends the funding be allocated to critical infrastructure projects especially water improvements. At the next Electoral Area Directors Committee meeting staff will bring back recommendations on allocation of gas tax funds and Electoral Area Directors will bring back possible projects within their areas.

e. **Other Reports**

*MOVED: Director Kokura*

*SECONDED: Director Bennett*

*THAT the Electoral Area Directors receives reports a-e.*

**CARRIED**

7. **UNFINISHED BUSINESS**

8. **LATE BUSINESS**

9. **ADJOURN**

*MOVED: Director Bennett*

*SECONDED: Director Kokura*

*THAT this meeting be adjourned 3:15 pm.*

**CARRIED**

Certified Correct:

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John McNabb,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer