



Alberni-Clayoquot Regional District

MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE FINANCIAL PLANNING MEETING

HELD ON THURSDAY, FEBRUARY 4, 2016, 1:30 PM

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

DIRECTORS PRESENT: Lucas Banton, Chairperson, Director, Electoral Area "F" (Cherry Creek)
Keith Wyton, Director, Electoral Area "A" (Bamfield)
Mike Kokura, Director, Electoral Area "B" (Beaufort)
Tony Bennett, Director, Electoral Area "C" (Long Beach) (via Teleconference)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
John McNabb, Director, Electoral Area "E" (Beaver Creek)
Josie Osborne, Mayor, District of Tofino

STAFF PRESENT: Russell Dyson, Chief Administrative Officer (CAO)
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 CAO called the meeting to order at 1:30 pm.

The CAO recognized the meeting today is being held in the Tseshaht First Nation and the Hupacasath First Nation Traditional Territories.

2. ELECTION OF CHAIRPERSON FOR 2016

The CAO requested nominations for the position of Chairperson of the Electoral Area Directors Committee for 2016 for a first time.

Director Cote nominated Director Director Banton for the position of Chairperson. Director Banton accepted the nomination.

The CAO requested nominations for the position of Chairperson of the Electoral Area Directors Committee for a second time and third time. There being no further nominations the CAO declared Director Banton Chairperson of the Electoral Area Directors Committee for 2016.

Director Banton assumed the Chair.

3. APPROVAL OF AGENDA

MOVED: Director Cote
SECONDED: Director McNabb

THAT the agenda be approved as circulated.

CARRIED

4. ADOPTION OF MINUTES

a. Electoral Area Directors Committee Meeting held November 4, 2015

MOVED: Director Kokura
SECONDED: Director Cote

THAT the minutes of the Electoral Area Directors Committee meeting held on November 4, 2015 be adopted.

CARRIED

5. REQUEST FOR DECISIONS & BYLAWS

a. REQUEST FOR DECISION
2016-2020 Financial Plan – Building Inspection

MOVED: Director Kokura
SECONDED: Director Wyton

THAT the Electoral Area Directors Committee approve the Building Inspection proposed budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

b. REQUEST FOR DECISION
2016-2020 Financial Plan – Electoral Area Administration

MOVED: Director McNabb
SECONDED: Director Bennett

THAT the Electoral Area Directors Committee approve the Electoral Area Administration draft budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

c. **REQUEST FOR DECISION**

2016-2020 Financial Plan – Management of Development –Rural Planning

MOVED: Director Kokura

SECONDED: Director McNabb

THAT the Electoral Area Directors Committee approve the Management of Development - Rural Planning proposed budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

d. **REQUEST FOR DECISION**

2015-2019 Financial Plan – Vancouver Island Regional Library

MOVED: Director Cote

SECONDED: Director Kokura

THAT the Electoral Area Directors Committee approve the Vancouver Island Regional Library proposed budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

e. **REQUEST FOR DECISION**

Finalizing and Archiving Old/Expired Building Permits

MOVED: Director Wyton

SECONDED: Director Kokura

THAT the Electoral Area Directors Committee recommends that the Board of Directors authorize the closing and archiving of building permits 10 years and older as of the date of issuance due to inactivity, if the determination of the Building Official is that no significant or unacceptable conditions exist in relation to the Building Permit issued.

CARRIED

6. REPORTS

a. **Zoning Bylaw Update - M. Irg (Verbal)**

The Manager of Planning and Development reported on the zoning bylaw update. Regional District staff is currently reviewing the draft zoning bylaw update. Changes have been made by the Consultant following the public open houses. Next steps will be the legal review and agency referrals. Another set of open houses will be held prior to bringing the updated Zoning Bylaw to the Board for consideration of first reading.

MOVED: Director Kokura
SECONDED: Director Wyton

THAT the Electoral Area Director's Committee receive this verbal report.

CARRIED

b. **Memorandum**
Community Works Fund - (CWF)

MOVED: Director Bennett
SECONDED: Director Cote

THAT the Electoral Area Directors Committee instruct staff to develop a policy for consideration by the ACRD Board of Directors that addresses allocation of gas tax funds to outside groups including the following:

- *determines the total \$\$ value of available funds and conditions for allocation*
- *terms for groups to submit their detailed proposals and rationale for the funds*
- *identifies conditions for funding equivalent to those that ACRD is responsible for in term of capital planning and accounting*
- *specifies an application process which is advertised and open to all qualified organizations*
- *requires some form of financial planning information including submission of financial statements.*

Directors McNabb, Kokura, Wyton and Cote voted in the positive.
Director Banton voted in the negative.

the motion was

CARRIED

MOVED: Director McNabb
SECONDED: Director Cote

THAT the memorandum regarding the Community Works Fund be received.

CARRIED

7. LATE BUSINESS

8. ADJOURN

MOVED: Director Bennett
SECONDED: Director Cote

THAT this meeting be adjourned at 3:41 pm.

CARRIED

Certified Correct:

Lucas Banton

Lucas Banton,
Chairperson



Russell Dyson,
Chief Administrative Officer