



# Alberni-Clayoquot Regional District

## MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE FINANCIAL PLANNING MEETING HELD ON FEBRUARY 15, 2017, 1:30 PM

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

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

**STAFF PRESENT:** Russell Dyson, Chief Administrative Officer  
Andrew McGifford, Manager of Environmental Services  
Teri Fong, Manager of Finance  
Mike Irg, Manager of Planning and Development  
Wendy Thomson, Manager of Administrative Services  
Alex Dyer, Planner  
Shelli Lyle, Administrative Assistant

### 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

#### a. **Election of Chairperson – 2017**

The CAO conducted the election for Chairperson of the Electoral Area Directors Committee for 2017.

The CAO requested nominations for the position of Chairperson of the Electoral Area Directors Committee for 2017 for the first time.

Director Banton nominated Director Wyton for the position of Chairperson of the Electoral Area Directors Committee for 2017. Director Wyton accepted the nomination.

The CAO request nominations for the position of Chairperson of the Electoral Area Directors Committee for 2017 for the second time.

Director McNabb nominated Director Banton for the position of Chairperson of the Electoral Area Directors Committee for 2017. Director Banton declined the nomination.

The CAO requested nominations for the position of Chairperson of the Electoral Area Directors Committee for 2017 a third time.

There being no further nominations, the CAO declared Director Wyton to the position of Chairperson of the Electoral Area Directors Committee for 2017.

Chairperson Wyton assumed the Chair.

### **3. APPROVAL OF AGENDA**

*MOVED: Director Kokura*  
*SECONDED: Director McNabb*

*THAT the agenda be approved as circulated.*

**CARRIED**

### **4. ADOPTION OF MINUTES**

#### **a. Electoral Area Directors Committee Meeting held October 5, 2016.**

*MOVED: Director McNabb*  
*SECONDED: Director Banton*

*THAT the minutes of the Electoral Area Directors Committee Meeting held on October 5, 2016 be received.*

**CARRIED**

### **5. REQUEST FOR DECISIONS & BYLAWS**

Director Cote entered the meeting at 1:35 pm.

#### **a. Request for Decision regarding 2017 – 2021 Financial Plan – Vancouver Island Regional Library.**

*MOVED: Director McNabb*  
*SECONDED: Director Kokura*

*THAT the Electoral Area Directors Committee recommend the Vancouver Island Regional Library proposed budget be included in the first reading of the 2017 Budget of the Alberni-Clayoquot Regional District Financial Plan.*

**CARRIED**

*MOVED: Director Banton*  
*SECONDED: Director Kokura*

*THAT the Electoral Area Directors Committee instruct staff to determine resources required to investigate options for library services for consideration by the ACRD Board of Directors.*

**CARRIED**

**b. Request for Decision regarding 2017 – 2021 Financial Plan – Building Inspection.**

*MOVED: Director Banton*  
*SECONDED: Director McNabb*

*THAT the Electoral Area Directors Committee recommend the Building Inspection proposed budget be included in the first reading of the 2017-2021 Alberni-Clayoquot Regional District Financial Plan.*

**CARRIED**

**c. Request for Decision regarding 2017 – 2021 Financial Plan – Management of Development – Rural Area.**

*MOVED: Director McNabb*  
*SECONDED: Director Cote*

*THAT the Electoral Area Directors Committee recommend the Management of Development – Rural Area proposed budget to be included in the first reading of the 2017-2021 Alberni-Clayoquot Regional District Financial Plan.*

**CARRIED**

**d. Request for Decision regarding 2017 – 2021 Financial Plan – 2017-2021 Financial Plan – Electoral Area Administration.**

*MOVED: Director McNabb*  
*SECONDED: Director Kokura*

*THAT the Electoral Area Directors Committee recommend the Electoral Area Administration proposed budget to be included in the first reading of the 2017-2021 Alberni-Clayoquot Regional District Financial Plan.*

**CARRIED**

**e. Request for Decision regarding 2017 Grant In Aid – Beaver Creek Community Club.**  
(referred from February 8, 2017 Committee-of-the-Whole Meeting)

*MOVED: Director McNabb*  
*SECONDED: Director Kokura*

*THAT the grant-in-aid for the Beaver Creek Community Club be referred back to staff to investigate and report back to the Board on the following two options: use of gas tax funds or grant-in-aid.*

**CARRIED**

- f. **Request for Decision regarding 2017 Grant In Aid – Cherry Creek Community Recreation Commission.**  
(referred from February 8, 2017 Committee-of-the-Whole Meeting)

*MOVED: Director Cote*  
*SECONDED: Director Kokura*

*THAT the Electoral Area Directors Committee recommend that a grant-in-aid be awarded to the Cherry Creek Community Recreation Commission in 2017 in the amount of \$20,000 with the following areas participating: "E" (Beaver Creek) \$3,000, "B" (Beaufort) \$1,000 and "F" (Cherry Creek) \$16,000.00.*

**CARRIED**

W. Thomson left the meeting at 3:00 pm.

S. Lyle assumed responsibility for recording the minutes.

- g. **Request for Decision regarding Building Setbacks from Water Courses, Lakes and Oceans – M. Irg (Verbal Update)**  
(Referred from January 25, 2017 Board Meeting)

*MOVED: Director Cote*  
*SECONDED: Director McNabb*

*THAT the Electoral Area Directors Committee instruct staff to prepare a Zoning Bylaw text amendment to amend Section 6.2: increasing the vertical setback to 4 metres from the natural boundary of a water course, water body, lake or ocean; increasing the horizontal setback to 15 metres from the natural boundary of a water body, lake or ocean; and limiting the ceiling height of any non-habitable space within the 4 metre vertical setback to 1.5 metres or less.*

*MOVED: Director Bennett*  
*SECONDED: Director Cote*

*THAT the main motion be amended by replacing prepare with investigate in the first paragraph of the resolution.*

**CARRIED**

*The main motion as amended was*

**CARRIED**

## **6. REPORTS**

### **a. Discussion on Service Levels – R. Dyson (Verbal)**

CAO explained information was provided through prepared budgets and work plans for 2017 and asked Directors to reflect on these and asked if there are services beyond the work plan that should have reflection by the Board?

*MOVED: Director McNabb*

*SECONDED: Director Kokura*

*THAT the Electoral Area Directors Committee recommend that the ACRD Board of Directors instruct staff to investigate the development of a community improvement fund for Electoral Area "E" (Beaver Creek).*

**CARRIED**

### **b. Woodstove and Backyard Burning Report – A. McGifford (Verbal)**

A. McGifford provided background on the woodstove program and current backyard burning bylaws, requesting Directors offer direction on how to proceed.

*MOVED: Director Kokura*

*SECONDED: Director Banton*

*THAT the Electoral Area Directors Committee request staff to develop a budget for the production of two educational pamphlets on Woodstove and Backyard Burning in 2017.*

**CARRIED**

## **7. LATE BUSINESS**

## **8. ADJOURN**

*MOVED: Director McNabb*

*SECONDED: Director Kokura*

*THAT this meeting be adjourned at 4:00 pm.*

**CARRIED**

Certified Correct:

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Keith Wyton,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer