



# Alberni-Clayoquot Regional District

## MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE MEETING HELD ON WEDNESDAY, DECEMBER 5, 2018, 1:30 PM

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

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**DIRECTORS PRESENT:** Penny Cote, Chairperson, Director, Electoral Area "D" (Sproat Lake)  
John McNabb, Director, Electoral Area "E" (Beaver Creek)  
Bob Beckett, Director, Electoral Area "A" (Bamfield)  
Tanya Shannon, Director, Electoral Area "B" (Beaufort)  
Kel Roberts, Director, Electoral Area "C" (Long Beach)  
Dianne Bodnar, Director, Electoral Area "F" (Cherry Creek)

**STAFF PRESENT:** Douglas Holmes, Chief Administrative Officer  
Mike Irg, Manager of Planning and Development  
Wendy Thomson, Manager of Administrative Services  
Alex Dyer, Planner

### 1. CALL TO ORDER

The Chief Administrative Officer (CAO) called the meeting to order at 1:30 pm.

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

### 2. ELECTION OF CHAIRPERSON AND VICECHAIRPERSON FOR 2018/2019

#### a. ELECTION OF CHAIRPERSON FOR 2018/2019

The CAO conducted the election for Chairperson of the Electoral Area Directors Committee for 2018/2019.

The CAO requested nominations three times. Director Cote accepted the nomination. There being no further nominations, the CAO declared Director Cote Chairperson of the Electoral Area Directors Committee for 2018/2019.

The Chairperson assumed the Chair.

#### b. ELECTION OF VICE CHAIRPERSON FOR 2018/2019

The CAO conducted the election for Vice-Chair of the Electoral Area Directors Committee for 2018/2019.

The CAO requested nominations three times. Director Shannon accepted the nomination. There being no further nominations, the CAO declared Director Shannon Vice-Chairperson of the Electoral Area Directors Committee for 2018/2019.

**3. APPROVAL OF AGENDA**

*MOVED: Director McNabb*  
*SECONDED: Director Shannon*

*THAT the agenda be approved as circulated.*

**CARRIED**

**4. ADOPTION OF MINUTES**

**a. Electoral Area Directors Committee Meeting – October 17, 2018**

*MOVED: Director McNabb*  
*SECONDED: Director Shannon*

*THAT the minutes of the Electoral Area Directors Committee Meeting held on October 17, 2018 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**6. CORRESPONDENCE FOR INFORMATION**

**a. Correspondence November 16, 2018 from Premier John Horgan regarding Congratulations on 2018 Local Government General Elections.**

*MOVED: Director McNabb*  
*SECONDED: Director Roberts*

*THAT the correspondence be received for information.*

**CARRIED**

**7. REQUEST FOR DECISIONS**

**a. Request for Decision regarding Accessory Dwelling Units – Minimum Lot Area Requirements**

The Manager of Planning and Development provided an overview of accessory dwelling units and minimum lot area requirements and options for changing the minimum requirements.

*MOVED: Director McNabb*  
*SECONDED: Director Shannon*

*THAT the Electoral Area Directors Committee instruct staff to incorporate a review of Accessory Dwelling Units minimum lot area requirements as part of the zoning bylaw review.*

**CARRIED**

**b. Request for Decision regarding Production of Non-Medical Cannabis**

The Planner provided an overview of the regulations implemented by the Regional District for production of non-medical cannabis and options for additional regulations.

*MOVED: Director McNabb*  
*SECONDED: Director Shannon*

*THAT the Electoral Area Directors Committee instruct staff to investigate and bring back options for additional regulations of non-medical cannabis production with respect to lighting and building size related to setbacks, setbacks from neighbouring properties, noise control and odour control.*

**CARRIED**

**8. REPORTS**

**a. Rural Planning Overview – M. Irg**

The Manager of Planning and Development provided an overview of the public hearing process and provided the Committee with information on chairing a public hearing.

*MOVED: Director McNabb*  
*SECONDED: Director Roberts*

*THAT this verbal report be received.*

**CARRIED**

The Manager of Planning and Development reported on the following:

- Zoning bylaw update process commencing January 2019
- Overview of Advisory Planning Commissions
- Options for municipal participation in rural planning

*MOVED: Director McNabb*  
*SECONDED: Director Shannon*

*THAT the reports be received.*

**CARRIED**

9. **UNFINISHED BUSINESS**

10. **ADJOURN**

*MOVED: Director McNabb*

*SECONDED: Director Shannon*

*THAT this meeting be adjourned at 3:20 pm.*

**CARRIED**

Certified Correct:



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Penny Cote,  
Chairperson



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Wendy Thomson,  
Manager of Administrative Services