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**Alberni-Clayoquot Regional District**

**Electoral Area Directors Financial Plan Meeting Minutes**

**Tuesday, February 2, 2010**

**Regional District Board Room**

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Present: Directors: Tony Bennett, Penny Cote, Patty Edwards, Mike Kokura, Stefan Ochman, Glenn Wong

Staff: Wendy Thomson, Acting Chief Administrative Officer, Tom Gowan, Manager of Finance, Mike Irg, Manager of Planning and Development, Teri Fong, Assistant Accountant, J. Hill, Grants & Administration

1. The meeting was chaired by Director Wong.
2. The meeting was called to order at 10:05 am.

**Correspondence**

3. Correspondence from the Alberni Valley Chamber of Commerce requesting funding from the Regional District for the Operation of the Alberni Valley Regional Visitor Centre. (referred from the December 11, 2009 Board Meeting to 2010 Budget Discussions).  
Moved by M. Kokura, seconded by P. Edwards, "That the Electoral Area Directors recommend that the Board of Directors not participate in funding the Alberni Valley Chamber of Commerce."

"Carried"

**Administration**

4. Administrative Memo regarding Planning Department Staffing. M. Irg discussed the upcoming changes to staffing in the Planning Department and the need to fill the Junior Planner/Bylaw Enforcement Officer position immediately to allow for training time with the incumbent, with the costs being paid by Rural Planning, Alberni Valley (OCP Background). There was discussion regarding the Planning Department tracking time spent on all planning tasks which could be used for staffing purposes.

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by P. Edwards, “That the Junior Planner/Bylaw be filled immediately to allow for training time with the incumbent, with the costs being paid by Rural Planning, Alberni Valley Vision (OCP Background).”

“Carried”

5. Moved by M. Kokura, seconded by P. Cote, “That staff be instructed to investigate and implement a staff time tracking system.”

“Carried”

6. Administrative Memo regarding 2010 – 2014 Financial Plan. The Manager of Finance spoke to his memo and provided an overview of the 2010 – 2014 Financial Plan for services paid for the electoral Areas “A” (Bamfield), “B” (Beaufort), “C” (Long Beach), “D” (Sproat Lake), “E” (Beaver Creek) and “F” (Cherry Creek). Staff answered questions from Directors.

7. **Electoral Area Administration** – the Manager of Finance spoke to each director regarding their allotted administration costs. All directors agreed to keep the same budget as last year.

8. **Building Inspection** - Discussion was held over the \$2,000.00 for professional fees. M. Irg explained that this is for training the new Building Inspector to be WETT certified to do woodstove inspections. There was discussion regarding increasing the tax requisition.

9. Moved by T. Bennett, seconded by P. Edwards, “That the Building Inspection budget be amended as follows: increase tax requisition to \$100,000.00 and increase contribution to capital by \$15,012.00.”

“Carried”

10. **Emergency Planning** – the Manager of Finance explained that he has reduced the administration cost allocated for Area “C” (Long Beach) and Bamfield from \$2500.00 to \$1250.00 because the previous allocation was too high. Moved by T. Bennett, seconded by S. Ochman, “That staff be instructed to investigate Area “C” (Long Beach) participating in the District of Ucluelet’s Emergency Planning Program.”

“Carried”

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– **Rural Areas** – the Manager of Finance explained the budget for this department from \$217,904 to \$260,592. This is due to the large number of projects such as the Alberni Valley Vision, OCP rewrites, Agriculture Plan and Mapping updates.

Moved by T. Bennett, seconded by S. Ochman, “That the 2010 budget for Management of Development – Rural Areas be amended as follows: increase the 2010 ‘Contracts with Municipalities’ allocation to \$30,000, increase ‘Clayoquot Sound and Barclay Sound Coastal Plan’ allocation to \$34,000 and decrease Agriculture Plan to \$15,000, which increases the tax requisition by \$6,000.”

“Carried”

12. S. Ochman inquired about having a Co-op Student complete Bamfield’s OCP. Mike Irg will look into this and follow-up with S. Ochman.

13. **Computer Upgrades** – the Manager of Finance expressed concern with the way the Regional District backs up electronic data. He said that back up tapes are currently used and need to be backed up on weekends. The IT department has to come in on overtime to carry this out. Mr. Gowan recommended purchasing a swappable hard drive to do the backups and eliminate the overtime.

Moved by M. Kokura, seconded by P. Edwards, “That the Manager of Finance investigate options for backing up the Regional District’s electronic data and submit a report to the Board of Directors.”

“Carried”

14. **Vancouver Island Library Service** – T. Bennett commented that there should be some autonomy between the School District and the Regional Libraries. P. Cote stated that a study being conducted on incorporating schools and community facilities. There was also discussion regarding First Nations participation in the Library service.

Moved by M. Kokura, seconded by P. Cote, “That the budget for the Vancouver Island Library Service be approved.”

“Carried”

15. **McLean Mill Grant-In-Aid** – the contribution to the City for operating McLean Mill is capped at \$30,000 per year.

Moved by M. Kokura, seconded by P. Cote, “That the contribution to McLean Mill in 2010 stay at \$30,000.”

“Carried”

by P. Edwards, “That the meeting be closed to the potential litigation affecting the Regional District.”

“Carried”

17. The meeting was closed to the public at 12:05 pm.
18. The meeting was re-opened at 12:13 pm.
19. Moved by S. Ochman, seconded by M. Kokura, “That this meeting now stand adjourned.”

“Carried”

20. The meeting adjourned at 12:15 p.m.

Certified Correct:

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Glenn Wong,  
Chairperson

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Wendy Thomson,  
Acting Chief Administrative Officer