



Alberni-Clayoquot Regional District

**Electoral Area Directors Meeting
Minutes**

Tuesday, January 18, 2011

Regional District Board Room

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

Staff: Russell Dyson, Chief Administrative Officer, Wendy Thomson, Deputy Corporate Officer, Mike Irg, Manager of Planning and Development, Carla Connelly, Planner, Teri Fong, Accounting Assistant, Rob Gaudreault, Building Inspector.

1. The meeting was called to order at 10:35 a.m.

Administration

2. Administrative Memo regarding the 2011 to 2015 Financial Planning – Meetings with Individual Directors.

Moved by T. Bennett, seconded by P. Edwards, "That this correspondence be received."

"Carried"

3. Administrative Memo regarding Gas Tax Funds.
There was discussion regarding possible projects with the gas tax funds. To date, there is \$1,664,151.33 in the Gas Tax account. The funds the Regional District receives must be used for projects that directly benefit the electoral areas in the region. Any unspent funds as of March 31, 2015 must be returned to the Federal Government.

Moved by T. Bennett, seconded by P. Edwards, "That this correspondence be received."

"Carried"

4. Director Ochman entered the meeting at 10:41 a.m.
5. Staff were instructed to come back with possible projects using the gas tax funds including: incineration project, water systems, public transit and partnering in a micro-hydro project. Staff to confirm if funds can be used to purchase existing shares in a micro-hydro project. Staff will investigate and report back on how the federal government allocates the gas tax funds to the electoral areas in the ACRD.

6. Administrative Memo regarding Procedure for Placing Notice on Title. The Manager of Planning and Development provided an overview on the proposal for placing notice on title for buildings where work has been completed without permits and/or inspections. Staff answered questions from Directors.
Moved by M. Kokura, seconded by S. Ochman, "That this correspondence be received."
- "Carried"*
7. Administrative Memo regarding Introducing Secondary Suites. The Manager of Planning and Development provided an overview on the proposal to hire Landworks Consultants Inc. to conduct the *Introducing Secondary Suites* study. Staff answered questions from Directors. There was discussion regarding developing partnerships with educational institutes such as VIU and UVIC to assist with developing OCP reviews etc. Staff to explore this option.
Moved by S. Ochman, seconded by P. Cote, "That this correspondence be received and that staff be authorized to proceed with hiring Landworks Consultant Inc. to conduct the Introducing Secondary Suites study at a cost not to exceed \$5,000.00."
- "Carried"*
8. Administrative Memo regarding Planning and Development Update. The Manager of Planning and Development provided an overview of the proposed work plan for Planning and Development for 2011. Staff answered questions from Directors.
Moved by M. Kokura, seconded by T. Bennett, "That the Electoral Area Directors approve the 2011 report and general work plan for the Planning and Development Department."
- "Carried"*
9. *Moved by M. Kokura, seconded by S. Ochman, "That this meeting now stand adjourned."*
- "Carried"*
10. The meeting adjourned at 12:15 p.m.

Certified Correct:

Glenn Wong,
Chairperson

Russell Dyson,
Chief Administrative Officer