



# Alberni-Clayoquot Regional District

## ELECTORAL AREA DIRECTORS MEETING WEDNESDAY, APRIL 25, 2012, 10:30 AM

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

### AGENDA

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	PAGE #
1. <b><u>CALL TO ORDER</u></b>	
2. <b><u>APPROVAL OF AGENDA</u></b> <i>(motion to approve, including late items)</i>	
3. <b><u>ADOPTION OF MINUTES</u></b>	
a. Electoral Area Directors Meeting – February 1, 2012 <i>(motion to receive)</i>	1-4
4. <b><u>PETITIONS, DELEGATIONS &amp; PRESENTATIONS</u></b>	
a. Ted Onlyk, BC Hydro - Smart Meters	
5. <b><u>CORRESPONDENCE FOR ACTION/INFORMATION</u></b>	
6. <b><u>REQUEST FOR DECISIONS &amp; BYLAWS</u></b>	
a. <b>MEMORANDUM</b> Cherry Creek Official Community Plan – Bylaw P1278	5-11
<i>THAT the Electoral Area Directors receive the staff memo for information.</i>	
7. <b><u>REPORTS</u></b>	
a. Vancouver Island Regional Library Service – Change of Apportionment - W. Thomson	
8. <b><u>NEW BUSINESS</u></b> <i>(requires 2/3 majority vote)</i>	
9. <b><u>IN-CAMERA</u></b>	
<i>Motion to close the meeting to discuss matters relating to:</i>	
i. <i>Litigation or potential litigation affecting the Regional District</i>	
10. <b><u>ADJOURN</u></b>	





**MINUTES OF THE ELECTORAL AREA DIRECTORS  
2012 – 2016 FINANCIAL PLANNING MEETING  
HELD ON WEDNESDAY, FEBRUARY 1, 2012**

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

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**DIRECTORS PRESENT:** Glenn Wong, Chairperson, Electoral Area "F" (Cherry Creek)  
Eric Geall, Electoral Area "A" (Bamfield)  
Mike Kokura, Electoral Area "B" (Beaufort)  
Tony Bennett, Electoral Area "C" (Long Beach)  
Penny Cote, Electoral Area "D" (Sproat Lake)  
John McNabb, Electoral Area "E" (Beaver Creek)

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

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

2. **FINANCIAL PLAN ELECTORAL AREA SERVICES**

A. **Administrative Memo – Development Rural Areas**

Electoral Area Directors reviewed the draft 2012 – 2016 Financial Plan for Development Rural Areas line by line and discussions ensued regarding rate of inflation, cost saving measures, etc. Staff was requested to review the draft budget for Development of Rural areas and come back with recommendations on cost saving measures.

B. **Administrative Memo – Electoral Area Administration**

Electoral Area Directors reviewed the draft 2012 – 2016 Financial Plan for Electoral Area Administration and staff answered questions.

*Moved by P. Cote, seconded by J. McNabb, "That the 2012- 2016 draft Financial Plan for Electoral Area Administration be amended by increasing Line 16, Area "F", Cherry Creek Administration from \$2,000.00 to \$4,500.00."*

*"Carried"*

C. **Administrative Memo- Building Inspection**

Electoral Area Directors reviewed the draft 2012 - 2016 Financial Plan for the Building Inspection service.

*Moved by T. Bennett, seconded by P. Cote, "That Regional District Staff be instructed to conduct a review of the Building permit fees."*

*"Carried"*

*Moved by T. Bennett, seconded by M. Kokura, "That the 2012 – 2016 draft Financial Plan for Building Inspection be amended by reducing Line 7, Capital Fund Contribution (vehicle purchase) from \$10,000 to \$ 0."*

*"Carried"*

**D. Administrative Memos**

- **Vancouver Island Regional Library (referred from August 24, 2011 Electoral Area Directors Meeting**
- **Apportionment by other Regional Districts**

*Moved by T. Bennett, seconded by P. Cote, "That the Electoral Area Directors recommend that the Alberni-Clayoquot Regional District Board of Directors amend Bylaw 896, Vancouver Island Regional Library District Participation Establishment changing the apportionment structure for the service to 50% based on population and 50% based on land and improvements."*

*Opposed Director McNabb*

*"Carried"*

*Moved by T. Bennett, seconded by J. McNabb, "That the Electoral Area Directors recommend that the Alberni-Clayoquot Regional District pursue discussions with the City of Port Alberni, District of Tofino, District of Ucluelet, North Island College and School District No. 70 to discuss the future of library services in the Alberni-Clayoquot region."*

*"Carried"*

- **Vancouver Island Regional Library**

Directors reviewed the draft 2012 – 2016 Financial Plan for the Vancouver Island Regional Library service.

R. Dyson entered the meeting at 11:55 a.m.

**4. REPORTS**

**A. Business Licensing**

*Moved by T. Bennett, seconded by J. McNabb, "That Regional District Staff be instructed to investigate and identify the issues regarding licensing fees for businesses in the Electoral Areas and report back to the Electoral Area Directors Committee."*

*"Carried"*

5. **OTHER BUSINESS**

6. **NEW BUSINESS**

7. **ADJOURNMENT**

*Moved b M. Kokura, seconded by T. Bennett, "That this meeting be adjourned."*

*"Carried"*

The meeting adjourned at 12:15 p.m.

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Chairperson

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Chief Administrative Officer





## MEMORANDUM

**TO:** Russell Dyson, CAO; Board of Directors, Alberni-Clayoquot Regional District; and the Electoral Area Directors Committee

**FROM:** Mike Irg, Manager of Planning and Development

**DATE:** April 17, 2012

**SUBJECT:** Cherry Creek Official Community Plan – Bylaw P1278

### Recommendation

That the Regional Board:

- 1/ Receive the staff memorandum;
- 2/ Amend the Cherry Creek Official Community Plan, Bylaw P1278 as outlined in Appendix A;
- 3/ Give second reading to Bylaw P1278 as amended.

### Procedures

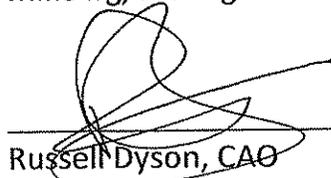
As this bylaw has already received first reading, any changes made require the Board to amend the Bylaw. As a result, the Board must first make the motion amend Bylaw P1278 and then give second reading as amended.

### Background

Staff recommends the Cherry Creek OCP Bylaw P1278 be amended as per Appendix A. These changes are a result of referral agency comments, maintaining consistency between all of the Alberni Valley OCPs, and correcting some minor typing errors.

By making the amendments prior to the public hearing, the Regional District can present the changes to the proposed Cherry Creek OCP to the public.

Submitted by:   
Mike Irg, Manager of Planning and Development

Reviewed by:   
Russell Dyson, CAO

## **CHERRY CREEK OCP – APPENDIX "A"**

### **Cherry Creek Draft OCP: Changes to be made after 1<sup>st</sup> reading and before 2<sup>nd</sup> reading:**

#### **\*\*Changes made April 18, 2012\*\***

1. In Section 1.1, 3<sup>rd</sup> paragraph: Add the words "in heavy black outline" after the word "shown" and before the word "on".
2. In Section 1.1, add to the end of 3<sup>rd</sup> paragraph: "For certainty, where there is a discrepancy between Map No. 1 and the letters patent of the Regional District, the definition of electoral area boundary in the letters patent will prevail."
3. In Section 1.3, 3<sup>rd</sup> paragraph: Delete the word "now".
4. In Section 1.3: Delete final paragraph entirely (add to bylaw).
5. In Section 1.4, 2<sup>nd</sup> paragraph: Add the words "Crown uses on" after the word "to" and before "Crown land."
6. In Section 1.4, add the following sentence to the end of the last paragraph: "Development permits may also be required from the Regional District prior to subdivision approval from the Approving Officer."
7. In Section 1.5: Add the words "Structure of" before the words "The Plan" in the heading, make "the" lower-case.
8. In Section 1.7, definition of "Accessory residential dwelling unit": Add the following words to the end of the last sentence: "and may be constructed in any zone in which accessory residential use is permitted."
9. In Section 1.7, definition of "Comprehensive development": Add the word "generally" after the word "and" and before "incorporates ..."
10. In Section 1.7, definition of "Comprehensive development area": Delete the word "designed" in the first line and replace with "designated".
11. In Section 1.7, definition of "Corridor area": delete the words "the Alberni Highway (Johnston Road) and the Port Alberni Highway (Redford Street)" and add "a highway or road".
12. In Section 1.7, definition of "Density averaging": Delete the word "site" (two instances) and replace with the word "parcel"; delete the words "cluster housing" and replace with the word "clustering".
13. In Section 1.7, definition of "Home industry": Delete the word "amenity" and replace with the word "amenities"; to the end of this sentence add the words "or contaminate water sources"; add an "s" to the word "resident".
14. In Section 1.7, definition of "Qualified environmental professional": Add the acronym in brackets "(QEP)" after "professional" and before "means".
15. In Section 1.7, definition of "Small-scale food production": Delete the words "without the use of mechanized equipment, chemical pesticides or fertilizer. Generally this activity will take place".
16. In Section 2.2, Goal 2): Add the words "water quality and" after the word "protect" and before the word "areas".
17. In Section 2.2, Goal 6): Add the words "Alberni Highway and Port Alberni Highway" after "within the" and before "corridor area"; change "area" to "areas".
18. In Section 2.3, 2<sup>nd</sup> paragraph: Delete the words "In order to comply with Section 877(1) of the LGA,"; capitalize the t in "the".

19. In Section 2.3, list of designations: Delete the word "Institutional" and replace with "Community Service".
20. In Section 3.1, Objective 3.1.3: Add the words "and public parks" at the end.
21. In Section 3.2, Policy 3.2.5: Delete the word "developable" and substitute the words "development in"; delete the word "susceptible" and replace with "susceptibility".
22. In Section 3.2, Policy 3.2.6: Add the words "subdivisions of" after the word "on" and before the words "the non-agricultural" (second instance); delete the word "the" before "non-agricultural" (second instance); delete the words "10-metre" and add at the end of the sentence "as recommended by the provincial guidelines in the *Guide to Edge Planning*."
23. In Section 3.2, Policy 3.2.8: Delete the "s" from the word "uses".
24. In Section 3.2, delete Policy 3.2.9 and substitute the following: "Only permit **home industry use** in accordance with the following:
  - (a) the parcel is a minimum of 2 hectares in size;
  - (b) an appropriate 10-metre screened and buffered area between home industry use and adjacent properties is provided; and
  - (c) setbacks of not less than 15 metres from the property line are maintained where home industry use is accommodated within an accessory building and not less than 30 metres from the property line if the use is not located in a building.
25. In Section 3.2: delete policies 3.2.10 and 3.2.11, and re-number remaining policies.
26. In Section 3.2, delete Policy 3.2.10 (formerly 3.2.12) and substitute with the following: "Permit one **accessory residential dwelling unit** on all lots in all designations where:
  - (a) the principle use is a single-family dwelling;
  - (b) the lot is not less than 0.4 hectares in size; and
  - (c) the lot is capable of meeting all building code requirements, as well as health requirements for sewage disposal and potable water.
 On lots 0.8 hectares or more in size, one accessory residential dwelling unit or one manufactured home is permitted in addition to the principle dwelling. Accessory residential dwelling units within the ALR require approval from the ALC."
27. In Section 3.2, Policy 3.2.22 (formerly 3.2.24): Delete the words "at least 30 metres" and the word "ALC's" and replace the latter with the word "provincial". After the word "in" and before the word "Guide", add the word "the" and italicize "*Guide to Edge Planning*".
28. In Section 3.2, add new Policy 3.2.23: "Encourage existing developments adjacent to forestry lands to **minimize the risk of wildfire** by reducing the amount of potential fire fuel between the trees and any buildings."
29. In the heading for Section 4.0, change "AGRICULTURE" to "AGRICULTURAL".
30. In Section 4.1, Objective 4.1.4, change "Agriculture" to "Agricultural".
31. In Section 4.2: add new Policy 4.2.2:
 

"Maintain a **minimum lot size** of 2 hectares, subject to approval by the ALC, in areas designated for Agricultural use.";

and re-number subsequent policies in this section.
32. In Section 4.2: Add "Policy 4.2.6: "Discourage the subdivision of land within the

- ALR, which requires the approval of the ALC, into small uneconomic lots.”
33. In Section 4.2: Add “Policy 4.2.7: “Encourage the production of non-genetically-modified organisms, the use of best practices and the avoidance of chemical pesticides.”
  34. In Section 5.1, Objective 5.1.1: Delete the words “and foster” and replace with “a forested land base that contributes to fostering”.
  35. In Section 5.1, Objective 5.1.2: Delete entire objective and replace with “Maintain forest cover throughout the Plan area so that the hydrological integrity of the watersheds is maintained in order to protect drinking water sources.”
  36. In Section 5.2, Policy 5.2.3: Delete the word “forestry” and replace with “forest”; delete the word and comma “silviculture,”.
  37. In Section 5.2, Policy 5.2.4: Delete the words “and to” and replace with the words “by using selective harvesting methods and practices that protect and”.
  38. In Section 5.2, Policy 5.2.6: Delete the word “develop” and replace with “monitor the effectiveness of”.
  39. In Section 6.1: Add new Objective 6.1.2: “Provide opportunities for home industry, implemented with minimal disturbance to neighbours.”
  40. In Section 7.2, Policy 7.2.2: Add the word “Road” after “Cherry Creek” and before “Corridor Area”.
  41. In Section 9.2, Policy 9.2.2: Delete the words “one (1)” and replace with “0.4”.
  42. In Section 10.2, Policy 10.2.2: Delete “o” after “219”.
  43. In Section 11 (throughout): Delete the word “institutional” and replace with “community service”.
  44. In Section 12.0: Add the following sentence to the 3<sup>rd</sup> paragraph in the preamble: “In accordance with Section 941 of the *LGA*, the Regional District has identified with a “P” on Map No. 2 the approximate location of desired parkland in the Plan area.”
  45. In Section 12.2, Policy 12.2.1: After the first comma add the words “First Nations,”; after the word “owners” add a comma and the words “the Trails Committee”.
  46. In Section 12.2, Policy 12.2.4: Delete the word “available” and substitute “appropriate, through dedication in accordance with Section 941 of the *LGA*.”
  47. In Section 12.2, Policy 12.2.5: Add the words “or property owner” at the end.
  48. In Section 12.2, Policy 12.2.7: Add the word “only” after the word “and” and before the word “consider”.
  49. In Section 14.0: In the 2<sup>nd</sup> paragraph, add the words “communal or community” after the word “a” and before the words “water system”; add the words “and properties” at end of the 2<sup>nd</sup> sentence after the word “residents”.
  50. In Section 14.2, Policy 14.2.4: Delete the word “resource” (first occurrence only).
  51. In Section 15.0, last line in 2<sup>nd</sup> paragraph: Add the word “generally” after the comma and before “as shown ...”
  52. In Section 15.0, end of 3<sup>rd</sup> paragraph: Add the sentences “One means of addressing this issue is to encourage residents to walk or bicycle whenever possible, rather than using their vehicles. The development of a comprehensive network of trails and roadside pathways would facilitate this.”
  53. In Section 15.0, add a new 4<sup>th</sup> paragraph: “Another means of reducing greenhouse gas emissions is to concentrate development in existing neighbourhoods, particularly those serviced or provided with a communal or



- community water system. This includes strategies such as densification or the addition of an accessory residential dwelling unit."
54. In Section 15.0, Target 1: Change 2013 to 2014.
55. In Section 15.1: Add new objective:  
**Objective 15.1.5 Minimize the spread of invasive species.**
56. In Section 15.2: Add new Policy 15.2.7:  
**"Work with provincial authorities to prevent the introduction and spread of invasive plant and animal species."; renumber subsequent policies, moving newly-numbered 15.2.8 to Advocacy Policy.**
57. In Section 15.3: Add new action:  
**Action #4 The Regional District will investigate the viability of a paratransit system.**
58. Insert page break between Parts II and III (after new Action #4).
59. In Section 16.0, last paragraph: Add the words "or phased" after "comprehensive" and before "development agreement"; delete the word "with" in the fourth line.
60. In Section 16.1: Add the words ", other special conditions or to satisfy other objectives in relation to the above-noted purposes for a DPA designation" at the end of the 2<sup>nd</sup> paragraph after the word "conditions".
61. In Section 16.1, 3<sup>rd</sup> paragraph: Add the words "the approximate locations of which are" after the first comma and before the word "identified". Delete extra tab after DPA III.
62. In Section 16.2, Guideline 16.2.1: Delete the words "and only one permit fee will be charged".
63. In Section 16.2: Add the following additional guideline:  
**"Guideline 16.2.3 The Regional District may consider issuing a development permit to vary or supplement a bylaw or to set standards in accordance with Section 920 (2) of the LGA."**
64. In Section 16.3, *Guideline iv*: Add the words "Coastal Invasive Plant Committee's" after the word the word "the" (second occurrence) and before the word "website"; add a footnote after the word "website" with the following footnote:  
**"<http://coastalinvasiveplants.com/invasive-plants/priority-plants> at the time of adoption of this Plan"**
65. In Section 16.3, *Guideline vii*: Add the words ", such as those described in the Provincial Emergency Program," after the word "property" and before the word "including"; in *c*): Add the words "in accordance with the *Water Act*" at the end; and in *d*): italicize "*Water Act*".
66. In Section 16.4, *Category*, 4<sup>th</sup> line: Delete the words "intends to" and add an "s" to the word "designate"; 6<sup>th</sup> line: Add the words ", as defined by provincial regulations" after the word "watercourses" (first instance) and change "and include" to "including".
67. In Section 16.4, *Justification*: Delete the colon after the word "features".
68. In Section 16.4, *Guideline ii*: Delete the word "riparian"; *c*): Delete the words "and/or"; *d*) delete period and replace with semi-colon; add "e) do not impact sensitive habitat; and f) no motorized vehicles are permitted." (extra clauses from *Guideline viii*.)
69. In Section 16.4, *Guideline v*: Add the words "free from development" after the

- word "watercourses" and before the second comma.
70. In Section 16.4, *Guidelines*: Delete *Guideline viii* (redundant, does not apply to DP area).
  71. In Section 16.4: Add paragraph at the end: "It is noted that the provincial ministry responsible for agriculture has developed setback distances for farm buildings and watercourses on existing farmland and for new agricultural buildings. The following website should be referred to:  
[http://www.agf.gov.bc.ca/resmgmt/publist/800Series/823400-1\\_Agriculture\\_Building\\_Setback\\_Factsheet.pdf](http://www.agf.gov.bc.ca/resmgmt/publist/800Series/823400-1_Agriculture_Building_Setback_Factsheet.pdf)."
  72. In Section 16.5, *Category*: Delete the word "degrees" and replace with "percent"; add the word "generally" after the words "DPA II," and before the words "as shown"; delete the final sentence, "Where a portion ...", entirely (applies to Form and Character only).
  73. In Section 16.5, *Guideline v*: Delete the word "degrees" and replace with "percent".
  74. In Section 16.5, *Guideline vi*: Delete the words "for a DPA II".
  75. In Section 16.5, *Guideline x*: Delete the words "from an environmental perspective".
  76. In Section 16.5, *Guideline xi*: Delete the word "determined" and replace with the word "recommended".
  77. In Section 16.5: Add the following guideline:  
"xiv. In order to minimize the risk of fire spreading either to or from significant tree cover, new development adjacent to forestry lands is required to plan for a 10-metre fuel-free or fuel-reduced buffer zone between the forested land and any buildings."
  78. In Section 16.6, *Category*: Delete the words "fronting on" and replace with "within"; delete the "s" from "Highways"; add the words "corridor areas" after "Highway" and before "and are shown ..."
  79. In Section 16.6, *Guideline iii*: Delete the words "adjacent to" and replace with "within"; delete the "s" from "Highways"; add the words "corridor areas" after "Highway" and before "should place ..."
  80. Edit footer date, delete "draft" and delete watermark.
  81. Update Table of Contents.

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1278

A BYLAW TO ADOPT THE CHERRY CREEK  
(ELECTORAL AREA F) OFFICIAL COMMUNITY PLAN

WHEREAS Section 876 of the *Local Government Act* empowers the Board to adopt one or more community plans for one or more areas, by bylaw;

AND WHEREAS the Board has consulted in accordance with Sections 879 and 881 of the *Local Government Act*;

NOW THEREFORE the Board of the Regional District of Alberni-Clayoquot in open meeting assembled enacts as follows:

1. This Bylaw is applicable to Electoral Area F (Cherry Creek) of the Regional District of Alberni-Clayoquot.
2. The community plan, including objectives, policies, and plan maps 1, 2, 2A, 3, 3A, 4, and 4A attached as Schedule "A" to this Bylaw constitutes the Official Community Plan of the area referred to in Section 1.
3. If any schedule, section, subsection, sentence, clause, or phrase of this Bylaw is held to be invalid by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Bylaw.
4. This Bylaw may be cited as the "Regional District of Alberni-Clayoquot Cherry Creek (Electoral Area F) Official Community Plan Bylaw P1278, 2012."

Cherry Creek Official Community Plan Bylaw No. 626 is hereby repealed.

Read a first time this 22<sup>nd</sup> day of February, 2012

Read a second time this XXX day of XXX, 2012

Read a third time this XXX day of XXX, 2012

I hereby certify this to be a true and correct copy of Bylaw P1278 as read a third time by the Board of the Regional District of Alberni-Clayoquot on the XXX day of XXX, 2012.

\_\_\_\_\_  
Chief Administrative Officer

Approved by the Minister of Community, Sport and Cultural Development this XXX day of XXX, 2012

Adopted this XXX day of XXX, 2012

\_\_\_\_\_  
Chairperson

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Chief Administrative Officer

