



Alberni-Clayoquot Regional District

MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE MEETING HELD ON SEPTEMBER 19, 2012, 1:30PM

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

DIRECTORS PRESENT: Glenn Wong, Chairperson, Electoral Area "F" (Cherry Creek)
Eric Geall, Electoral Area "A" (Bamfield)
Penny Cote, Electoral Area "D" (Sproat Lake)
John McNabb, Electoral Area "E" (Beaver Creek)

REGRETS: Mike Kokura, Electoral Area "B" (Beaufort)
Tony Bennett, Electoral Area "C" (Long Beach)

STAFF PRESENT: Russell Dyson, Chief Administrative Officer
Alex Dyer, Planner
Teri Fong, Manager of Finance
Mike Irg, Manager of Planning and Development
Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

The Chairperson called the meeting to order at 1:35 pm.

2. APPROVAL OF AGENDA

MOVED: Director McNabb

SECONDED: Director Geall

THAT the agenda be approved as circulated with the addition of the following late items: Request from the Port Alberni Port Authority - ring road scoping exercise and discussion regarding staffing in Environmental Services Department.

CARRIED

3. ADOPTION OF MINUTES

a. Electoral Area Directors Meeting – April 25, 2012

MOVED: Director McNabb

SECONDED: Director Geall

THAT the minutes of the Electoral Area Directors Meeting held on April 25, 2012 be adopted.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

5. CORRESPONDENCE FOR ACTION/INFORMATION

6. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Gas Tax Funds

MOVED: Director McNabb
SECONDED: Director Geall

THAT the Electoral Area Directors Committee receives this report and refer to the next Electoral Area Directors meeting for discussion.

CARRIED

b. Memorandum regarding Gas Tax Fund for Bamfield Water Chlorination

Director Geall discussed required upgrades to the Bamfield Water System and allocation of Gas Tax Funds. He raised concerns in the community with regards to water quality and what the ACRD is doing to address these concerns. The public perception in Bamfield of the ACRD needs improvement.

MOVED: Director McNabb
SECONDED: Director Geall

THAT the Electoral Area Directors recommend to the Board of Directors that \$36,500 of Gas Tax funding be allocated to the Bamfield Water System Chlorination project.

CARRIED

c. Request from Port Alberni Port Authority – Funding Ring Road Study

The Chairperson reported on his attendance at the Port Alberni Port Authority (PAPA) Transportation Committee meeting yesterday. The Committee has been investigating options for a truck route into Port Alberni. The Committee is proposing a ring road route starting at either the top or bottom of the hump, through Island Timberland's property and linking up with Ship Creek Road. The PAPA is requesting the ACRD Board to consider paying for the cost of a study of the proposed route. The estimated cost of the study is between \$5,000 and \$10,000 dollars.

MOVED: Director McNabb
SECONDED: Director Geall

That the Electoral Area Directors Committee agree in principle to funding a study of the ring road route proposed by the PA Port Authority subject to the Regional District securing the funds.

CARRIED

d. Environmental Services Department Staffing Review

Director McNabb discussed issues with the levels of efficiency and allocation of staff time in the Environmental Services Department. He requested management staff to look at ways of improving efficiencies in the department.

MOVED: Director McNabb

SECONDED: Director Geall

THAT the Chief Administrative Officer be instructed to evaluate staffing in the Environmental Services Department and provide options for consideration by the ACRD Board during 2013 budget discussions.

CARRIED

The Chief Administrative Officer left the meeting at 2:15 pm.

e. Request for Decision regarding Bylaw Enforcement Procedures

The Manager of Planning and Development provided an overview of the proposed changes to the ACRD bylaw enforcement procedures in order to improve efficiency of the bylaw enforcement process and to insure a timely resolution to infractions. The Committee discussed the proposed procedure amendments.

MOVED: Director McNabb

SECONDED: Director Cote

THAT the Electoral Area Committee recommends to the Board the following:

- 1. Amend the Bylaw Enforcement procedures to allow staff to make contact with the owner/resident of a property in person prior to issuing a letter*
- 2. Proceed with updating the Zoning Bylaw*
- 3. Provide public information through a bylaw pamphlet*
- 4. Seek public input regarding the new process and report back to the Board*

CARRIED

f. Request for Decision regarding Management of Rural Development (Part 26) and Regional Planning Fees and Application Requirements

The Manager of Planning and Development provided an overview of the ACRD planning process and recommended changes. The Committee reviewed the proposed amendments.

MOVED: Director McNabb

SECONDED: Director Cote

THAT the Electoral Area Directors Committee consider the following options to improve the efficient review of planning applications:

1. *Carefully consider and limit the use of covenants in the rezoning process.*
2. *Only refer ALR applications for subdivision and nonfarm use within the ALR to the Agricultural Advisory Committee. Current practice is to refer to both the Agricultural Advisory Committee and the area APC. The APC would review the application at the rezoning stage if required.*
3. *Only refer applications to APCs once, but provide the option for the ACRD Board to refer applications back to APCs.*
4. *Streamline and reduce the number of commercial zones when the zoning bylaw is updated.*
5. *Staff responds directly to Crown lease Referrals with consultation from area director.*
6. *Update the development application procedures and prepare a handout that is available at the front counter for applicants and the public.*
7. *Contact members of the development community and explain the application process. This can be done with the help of the Economic Development Officer.*

CARRIED

g. Memorandum regarding Modern Building Regulatory System: Provincial White Paper

MOVED: Director McNabb

SECONDED: Director Geall

THAT the Electoral Area Directors Committee receives this report.

CARRIED

7. REPORTS

9. IN CAMERA

MOVED: Director McNabb

SECONDED: Director Cote

THAT the meeting be closed to the public to discuss matters relating to litigation or potential litigation affecting the Regional District.

CARRIED

The meeting was closed to the public at 3:02 pm.

The meeting was re-opened to the public at 3:20 pm.

10. ADJOURN

MOVED: Director McNabb

SECONDED: Director Geall

THAT this meeting be adjourned 3:20 pm.

CARRIED

Certified Correct:

Glenn Wong,
Chairperson

Russell Dyson,
Chief Administrative Officer