



Board of Directors Meeting  
Wednesday, June 14, 2023

Zoom/Board Room (Hybrid) – 3008 Fifth Avenue, Port Alberni, BC  
1:30 pm

**Regular Agenda**

Watch the meeting live at <https://www.acrd.bc.ca/events/14-6-2023/>

Register to participate via Zoom Webinar at:

[https://portalberni.zoom.us/webinar/register/WN\\_YV8gV6O1S\\_6rqvGS6n9xFw](https://portalberni.zoom.us/webinar/register/WN_YV8gV6O1S_6rqvGS6n9xFw)

	<b>PAGE #</b>
<b>1. <u>CALL TO ORDER</u></b>	
<b>Recognition of Territories.</b>	
Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.	
Introductions - Board Members and Staff present in the Boardroom.	
<b>2. <u>APPROVAL OF AGENDA</u></b>	
<i>(motion to approve, including late items required ALL VOTE 2/3 majority vote)</i>	
<b>3. <u>DECLARATIONS</u></b>	
<i>(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Community Charter)</i>	
<b>4. <u>ADOPTION OF MINUTES</u></b>	
(ALL/UNWEIGHTED)	
a. <b>Board of Directors Meeting – May 24, 2023</b>	<b>9-17</b>
<i>THAT the minutes of the Board of Directors meeting held on May 24, 2023 be adopted.</i>	
b. <b>Alberni Valley Regional Airport (AVRA) Advisory Committee Meeting – June 6, 2023</b>	<b>18-19</b>
<i>THAT the minutes of the AVRA Advisory Committee meeting held on June 6, 2023 be adopted.</i>	

c. **West Coast Committee Meeting – June 7, 2023**

**20-23**

*THAT the minutes of the West Coast Committee meeting held on June 7, 2023 be adopted.*

5. **PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)**

a. **Presentations:**

- **Brett Mortlock, Building Inspector/Building Bylaw Enforcement Officer**  
5 year Service Recognition
- **Wendy Hayes, Community Services Assistant**  
5 year Service Recognition
- **Teri Fong, Chief Financial Officer**  
15 year Service Recognition

6. **CORRESPONDENCE FOR ACTION**

(ALL/UNWEIGHTED)

a. **REQUEST FOR UBCM CHILDCARE RESOLUTION**

**24-25**

Email from The Coalition of Child Care Advocates of BC dated June 7, 2023, regarding UBCM Child Care Resolution.

Possible Motion:

*THAT the Alberni-Clayoquot Regional District Board of Directors vote to adopt a resolution that urges the Ministry of Education and Child Care to provide multi-year funding to local and Indigenous governments and nonprofit organizations to enhance their organizational capacity to coordinate the current grant application process.*

b. **REQUEST FOR SUPPORT FOR INTERNATIONAL OVERDOSE AWARENESS DAY 2023.**

**26-27**

Email from the Port Alberni Community Action Team regarding International Overdose Awareness Day 2023

Possible Motions:

*THAT the Alberni-Clayoquot Regional District Board of Directors Attend and promote the IOAD 2023 conference, August 31, 2023 at Echo Centre.*

*THAT the Alberni-Clayoquot Regional District Board of Directors issue a proclamation recognizing August 31st as International Overdose Awareness Day in the ACRD (draft proclamation attached).*

*THAT the Alberni-Clayoquot Regional District Board of Directors advocate for*

*access to lifesaving Narcan (naloxone) or opioid substitution therapies that help them stay safe.*

*THAT the Alberni-Clayoquot Regional District Board of Directors invite the community to light candles in their homes to remember people who passed away from an overdose.*

**7. CORRESPONDENCE FOR INFORMATION**  
(ALL/UNWEIGHTED)

- a. **ALBERNI FARMERS' INSTITUTE** **28**  
Letter dated May 24, 2023, opposing bylaw changes that impact small food producers, small businesses, and market gardeners.

*THAT the Board of Directors receive this item for information.*

**8. REQUEST FOR DECISIONS & BYLAWS**

- a. **REQUEST FOR DECISION** **29-31**  
Amendment to Bylaw A1087, ACRD Freedom of Information and Protection of Privacy, 2019  
(ALL/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw A1087-1, Alberni-Clayoquot Regional District Freedom of Information and Protection of Privacy Amendment, 2023.*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw A1087-1, Alberni-Clayoquot Regional District Freedom of Information and Protection of Privacy Amendment, 2023.*

*THAT the Alberni-Clayoquot Regional District give third reading to Bylaw A1087-1, Alberni-Clayoquot Regional District Freedom of Information and Protection of Privacy Amendment, 2023.*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw A1087-1, Alberni-Clayoquot Regional District Freedom of Information and Protection of Privacy Amendment, 2023.*

- b. **REQUEST FOR DECISION** **32-91**  
2023 UBCM Convention – Meeting Requests – Premier, Cabinet Ministers & Ministry Staff  
(ALL/UNWEIGHTED)

*THAT the ACRD Board of Directors provide direction to the General Manager of Administrative Services by Friday, June 23rd on meeting requests with the*

*Premier, Cabinet Ministers and/or Provincial Ministry staff in conjunction with the 2023 Union of British Columbia Convention respecting issues/concerns impacting communities in the Alberni-Clayoquot region.*

- c. **REQUEST FOR DECISION** **92-94**  
UBCM Complete Communities Grant – Official Community Plan Public Engagement  
(ALL/UNWEIGHTED)

*THAT the Board of Directors support the grant application to the UBCM Complete Communities grant program for \$150,000 in funding for the Official Community Plan Public Engagement project and direct staff to provide overall grant management for the project, if successful.*

- d. **REQUEST FOR DECISION** **95-96**  
Fire Smart Vehicle Lease  
(ALL/WEIGHTED)

*THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors exempt the lease of a one-ton truck from the ACRD's Purchasing Policy Request for Proposal process; and further,*

*THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors authorize the lease of a one-ton truck from Pacific Chevrolet for the Fire Smart program for a maximum lease length of 24 months and the maximum lease cost of \$51,601.20 plus applicable taxes and delegate authority to the Chief Administrative Officer to authorize the lease.*

- e. **REQUEST FOR DECISION** **97-107**  
ACRD Solid Waste Management Plan Advisory Committee Terms of Reference  
(ALL/UNWEIGHTED)

*THAT the ACRD Board of Directors endorse the Solid Waste Management Plan Advisory Committee (SWMPAC) terms of reference for circulation as part of the SWMPAC recruitment process; and*

*THAT the ACRD Board of Directors appoint the Chair of the ACRD Board to the Committee; and*

*THAT the ACRD Board of Directors appoint Director \_\_\_\_\_ to the Committee; and*

*THAT the ACRD Board of Directors appoint Director \_\_\_\_\_ as an alternate member to the Committee.*

f. **REQUEST FOR DECISION**

**108-112**

R1036-2 West Coast Waste Materials Regulation and Charges 2023  
Amendment  
(ALL/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1036-2, West Coast Waste Materials Regulation and Charges Amendment, 2023.*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1036-2, West Coast Waste Materials Regulation and Charges Amendment, 2023.*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1036-2, West Coast Waste Materials Regulation and Charges Amendment, 2023.*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1036-2, West Coast Waste Materials Regulation and Charges Amendment, 2023.*

g. **REQUEST FOR DECISION**

**113-119**

R1033-4 West Coast Landfill Tipping Fee Bylaw Amendment  
(ALL/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1033-4, West Coast Landfill Tipping Fee and Regulation Amendment, 2023.*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1033-4, West Coast Landfill Tipping Fee and Regulation Amendment, 2023.*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1033-4, West Coast Landfill Tipping Fee and Regulation Amendment, 2023.*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1033-4, West Coast Landfill Tipping Fee and Regulation Amendment, 2023.*

h. **REQUEST FOR DECISION**

**120-153**

West Coast Transit Service Contract  
(ALL/WEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors award the West Coast Transit service provision contract to Pacific Western Transportation (PWT)*

*up to a maximum amount of \$535,000 (excluding GST) and authorize the CAO to negotiate and execute the West Coast Transit service provision contract on behalf of the Regional District; and*

*THAT the Alberni-Clayoquot Regional District Board of Directors support staff submitting a grant application to the Rural Transit Solutions Fund – Capital Stream for the West Coast Transit service.*

- i. **REQUEST FOR DECISION** **154-155**  
Salmon Beach Solid Waste Hauling Contract  
(ALL/WEIGHTED)

*THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors award the Salmon Beach Solid Waste Hauling contract to Ucluelet Rent-It-Center Ltd. in the amount of \$1,799.60 per month (May through September) and \$425.00 per round trip (October through April) plus an annual increase of 3% per year over a 3 year term, with two additional 1 year renewal terms upon mutual agreement and authorize the CAO to negotiate and execute the Salmon Beach Solid Waste Hauling contract on behalf of the Regional District.*

## 9. **PLANNING MATTERS**

### 9.1 **ELECTORAL AREA DIRECTORS** (PARTICIPANTS/UNWEIGHTED)

- a. **REZONING APPLICATION PROCEDURE OPTIONS** **156-160**  
Request for Decision

*THAT the Board of Directors direct staff to prepare rezoning application reports with the option to give notice that a public hearing will not be held, as per Section 467 of the Local Government Act, when the proposed rezoning complies with the electoral area Official Community Plan.*

- b. **RD22007, DANIELSEN, 7655 TRILL PIT ROAD (SPROAT LAKE)** **161-174**  
Rezoning Application – Report and Bylaws P1461 and P1462

*THAT Bylaw P1461, Sproat Lake Official Community Plan Amendment Bylaw, be read a first time;*

*THAT Bylaw P1462, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a first time;*

*THAT the public hearing for Bylaws P1461 and P1462 be delegated to the Director for Electoral Area 'D', the Alternate Director or the Chairperson of the Regional District;*

*THAT the Board of Directors confirm that adoption of Bylaws P1461 and P1462 is subject to:*

*Confirmation from a Registered On-Site Wastewater Practitioner that the property is capable of accommodating on-site sewage disposal to a minimum 0.8 ha density;*

*Meeting technical referral agency requirements.*

**9.2 ELECTORAL AREA DIRECTORS AND TOFINO**  
(PARTICIPANTS/UNWEIGHTED)

- a. **ZONING BYLAW REVIEW PROJECT – COMMUNICATION PLAN** **175-180**  
Request for Decision

*THAT the Board of Directors endorse the Communication Plan for the next phase of the Zoning Bylaw Review Project.*

**10. REPORTS**

**10.1 STAFF REPORTS**  
(ALL/UNWEIGHTED)

- a. **Updates to the FireSmart Program and highlight goals for the 2023-25 Grant – R. Thoen, FireSmart Coordinator**

*THAT the Board of Directors receives the Staff Report.*

**11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**

**13. QUESTION PERIOD**

**Questions/Comments from the public:**

- **Participating in Person in the Board Room**
- **Participating in the Zoom meeting**
- **Emailed to the ACRD at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca)**

**14. RECESS**  
(ALL/UNWEIGHTED)

*Motion to recess the Regular Board of Directors Meeting in order to conduct the Regional Hospital District Meeting.*

**15. RECONVENE**

**16. IN CAMERA**  
(ALL/UNWEIGHTED)

*Motion to close the meeting to the public as per the Community Charter, section(s):*

- i. 90 (1) (a): personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district;*
- ii. 90 (1) (f): law enforcement, if the board considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;*

**17. REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA**

**18. ADJOURN**  
(ALL/UNWEIGHTED)

**Next Board of Directors Meeting: Wednesday, June 28, 2023, 1:30pm**  
**Regional District Board Room & Zoom**



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, MAY 24, 2023, 1:30 PM

Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

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### **DIRECTORS**

Debbie Haggard, Vice-Chair, Councillor, City of Port Alberni

### **PRESENT:**

Bob Beckett, Director, Electoral Area "A" (Bamfield)

Fred Boyko, Director, Electoral Area "B" (Beaufort)

Vaida Siga, Director, Electoral Area "C" (Long Beach)

Penny Cote, Director, Electoral Area "D" (Sproat Lake)

Susan Roth, Director, Electoral Area "E" (Beaver Creek)

Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)

Cindy Solda, Alternate Director, Councillor, City of Port Alberni

Marilyn McEwen, Mayor, District of Ucluelet

Tom Stere, Councillor, District of Tofino

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

Kirsten Johnsen, Member of Council, Toquaht Nation

### **REGRETS:**

John Jack, Chairperson, Councillor, Huu-ay-aht First Nation

Sharie Minions, Mayor, City of Port Alberni

Yuulu?if?ath Government, Member of Legislature (vacant)

### **STAFF PRESENT:**

Daniel Sailland, Chief Administrative Officer

Mike Irg, General Manager of Planning & Development

Jenny Brunn, General Manager of Community Services

Wendy Thomson, General Manager of Administrative Services

Heather Zenner, Protective Services Manager

Charlie Starratt, Regional Fire Services Manager

Michael McGregor, Lands and Resources Coordinator

Jodie Frank, Organics Diversion Coordinator

Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:

<https://www.acrd.bc.ca/events/24-5-2023/>

### **1. CALL TO ORDER**

The Vice-Chairperson called the meeting to order at 1:30 pm.

The Vice-Chairperson recognized this meeting is being held throughout the Nuu-chah-nulth territories.

The Vice-Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

Introductions – Directors and Staff present in the Boardroom.

**2. APPROVAL OF AGENDA**

*MOVED: Director Solda*

*SECONDED: Director Sparrow*

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. DECLARATIONS**

Vice-Chairperson Haggard declared a conflict-of-interest respecting agenda item 9.1 (b) Rezoning Application, RF22005, Von Brendel, 5447 Maebelle Road (Cherry Creek).

**4. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – May 10, 2023**

*MOVED: Director Stere*

*SECONDED: Director Cote*

*THAT the minutes of the Board of Directors Meeting held on May 24, 2023 be adopted.*

**CARRIED**

**b. Alberni Valley & Bamfield Services Committee Meeting – May 18, 2023**

*MOVED: Director Cote*

*SECONDED: Director Sparrow*

*THAT the minutes of the Alberni Valley & Bamfield Services Committee meeting held on May 18, 2023 be adopted.*

**CARRIED**

**c. Electoral Area Directors Committee Meeting – May 18, 2023**

*MOVED: Director Sparrow*

*SECONDED: Director Stere*

*THAT the minutes of the Electoral Area Directors Committee meeting held on May 18, 2023 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

- a. **Leigh Campbell, Planner/BCLSA Intern and Catherine Orr, Landscape Architect, MDI Landscape Architects Inc., presenting Options Report for the Park Management Plan for the Log Train Trail Regional Park.**

The delegation presented the Log Train Trail Park Management Plan Options Report conducted on behalf of the Regional District.

- b. **Renée LaBoucane, Strathcona Regional District and Christina Owen, Baylinks Networks regarding the Connected Coast Project.**

The delegation presented the Connected Coast Project bringing high-speed internet to rural and remote communities along the BC coastline, Haida Gwaii and Vancouver Island. This project is a joint venture between the Strathcona Regional District and CityWest.

**6. CORRESPONDENCE FOR ACTION**

**7. CORRESPONDENCE FOR INFORMATION**

- a. **DISTRICT OF COLDSTREAM**  
Letter dated May 9, 2023 regarding Homes for People Action Plan.
- b. **YUUKU?IŁ?ATH? GOVERNMENT**  
Press Release dated May 16, 2023 announcing the Members of Legislature for the 2023-2027 term.
- c. **PACIFIC RIM NATIONAL PARK RESERVE**  
Joint Provincial News Release dated May 16, 2023 regarding unauthorized camping.
- d. **ISLAND COASTAL ECONOMIC TRUST**  
Email received May 16, 2023 regarding Stories on the Coast.
- e. **FISHERIES AND OCEANS CANADA**  
Report received May 18, 2023 regarding Pacific Aquaculture Transition – What We Heard Report Phase 1 and 2.

*MOVED: Director Solda*

*SECONDED: Director Siga*

*THAT the Board of Directors receive items a-e for information.*

**CARRIED**

**8. REQUEST FOR DECISIONS & BYLAWS**

**a. Request for Decision regarding Adoption – Bylaw 1056, Beaver Creek Fire Protection Service Area Amendment, 2023.**

*MOVED: Director Boyko*  
*SECONDED: Director Roth*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw E1052-6, cited as Beaver Creek Fire Protection Service Area Amendment, 2023.*

**CARRIED**

**b. Request for Decision regarding R1029-6 Alberni Valley Landfill Tipping Fee Bylaw Amendment.**

*MOVED: Director Cote*  
*SECONDED: Director Solda*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1029-6, Alberni Valley Tipping Fee and Regulation Amendment, 2023.*

**CARRIED**

Directors Beckett, Boyko, Siga, Cote, Solda, McEwen, Sparrow, Stere, Cootes, Johnsen and Haggard voted in favour of the motion.  
Director Roth voted against the motion.

*MOVED: Director Cote*  
*SECONDED: Director Solda*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1029-6, Alberni Valley Tipping Fee and Regulation Amendment, 2023.*

**CARRIED**

Directors Beckett, Boyko, Siga, Cote, Solda, McEwen, Sparrow, Stere, Cootes, Johnsen and Haggard voted in favour of the motion.  
Director Roth voted against the motion.

*MOVED: Director Cote*  
*SECONDED: Director Solda*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1029-6, Alberni Valley Tipping Fee and Regulation Amendment, 2023.*

**CARRIED**

Directors Beckett, Boyko, Siga, Cote, Solda, McEwen, Sparrow, Stere, Cootes, Johnsen and Haggard voted in favour of the motion.  
Director Roth voted against the motion.

*MOVED: Director Cote*  
*SECONDED: Director Solda*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1029-6, Alberni Valley Tipping Fee and Regulation Amendment, 2023.*

**CARRIED**

Directors Beckett, Boyko, Siga, Cote, Solda, McEwen, Sparrow, Stere, Cootes, Johnsen and Haggard voted in favour of the motion.

Director Roth voted against the motion.

**c. Request for Decision regarding ACRD Solid Waste Management Plan Update and Advisory Committee Recruitment Process.**

*MOVED: Director Stere*  
*SECONDED: Director Solda*

*THAT the ACRD Board of Directors endorse the process of renewing the Solid Waste Management Plan (SWMP) and direct staff to notify the public and the Ministry of Environment and Climate Change Strategy of its intent to renew the plan and begin a process of consultation.*

**CARRIED**

*MOVED: Director Stere*  
*SECONDED: Director Solda*

*THAT ACRD Board of Directors endorse the process for member recruitment for the Solid Waste Management Plan Advisory Committee (SWMPAC) and direct staff to bring forward the associated terms of reference for approval to the ACRD Board for consideration and approval.*

**CARRIED**

**9. PLANNING MATTERS**

**9.1 ELECTORAL AREA DIRECTORS ONLY**

**a. DPA22026, 1230751 BC LTD., 721 BAMFIELD ROAD (BAMFIELD)**  
Form and Character Development Permit Application – Report and Permit

*MOVED: Director Beckett*  
*SECONDED: Director Cote*

*THAT the Board of Directors issue development permit DPA22026.*

**CARRIED**

Vice-Chairperson Haggard declared a conflict of interest respecting agenda item 9.1 (a) and left the meeting at 2:33 pm.

Director Cote assumed the Chair.

- b. RF22005, VON BRENDDEL, 5447 MAEBELLE ROAD (CHERRY CREEK)**  
Rezoning Application – Memorandum and Bylaw P1454

*MOVED: Director Sparrow*

*SECONDED: Director Boyko*

*THAT Bylaw P1454, Cherry Creek Official Community Plan Amendment Bylaw be adopted.*

**CARRIED**

Vice-Chairperson Haggard re-entered the meeting at 2:35 pm and re-assumed the Chair.

- c. ZONING BYLAW TEXT AMENDMENT – INCREASED PERMITTED FLOOR AREA FOR ACCESSORY DWELLING UNITS**  
Report and Bylaw P1473

*MOVED: Director Roth*

*SECONDED: Director Sparrow*

*THAT the Board of Directors consider first reading of Bylaw P1473, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw at a future date, and that notice be given in accordance with section 467 of the Local Government Act AND FURTHER*

*THAT staff be directed to provide supplementary public notice on the ACRD Facebook page and through a mailout.*

**CARRIED**

## **10. REPORTS**

### **10.1 STAFF REPORTS**

- a. **Meeting Schedule – June 2023**  
b. **Building Report – April 2023**  
c. **Log Train Trail Management Plan – M. McGregor, Lands & Resources Coordinator**

*MOVED: Director Solda*

*SECONDED: Director Cote*

*THAT the Board of Directors receives the staff reports a-c.*

**CARRIED**

## 10.2 COMMITTEE REPORTS

## 10.3 MEMBER REPORTS

- a. 9-1-1 Corporation – B. Beckett – No Report
- b. Vancouver Island Regional Library – P. Cote – No Report
- c. Alberni Valley Chamber of Commerce – S. Minions – No Report
- d. Air Quality Council, Port Alberni – S. Roth – No Report
- e. West Coast Aquatic Board – T. Stere – No Report
- f. Association of Vancouver Island & Coastal Communities – P. Cote

Director Cote reported they are currently working on transitioning the Executive Coordinator from being an employee of UBCM to an employee of AVICC.

- g. Beaver Creek Water Advisory Committee – S. Roth – No Report
- h. Tsawak-qin Public Advisory Group (WIWAG) – S. Roth – No Report
- i. Agricultural Development Committee – F. Boyko – No Report
- k. Other Reports

*MOVED: Director Sparrow*

*SECONDED: Director Siga*

*THAT the Board of Directors receive the Member Reports.*

**CARRIED**

## 11. UNFINISHED BUSINESS

## 12. LATE BUSINESS

## 13. QUESTION PERIOD

Questions/Comments from the public. The Corporate Officer advised there were no questions or comments respecting an agenda topic from public:

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca).

## 14. IN-CAMERA

*MOVED: Director Solda*

*SECONDED: Director Sparrow*

*THAT the meeting be closed to the public as per the Community Charter, sections:*

- i. 90 (1) (a) : personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district;*
- ii. 90 (1) (c) : labour relations or other employee relations.*

**CARRIED**

The meeting was closed to the public at 3:14 pm.

The meeting was re-opened to the public at 3:55 pm.

## **15. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA**

The following resolution passed at the in-camera portion of the Board of Directors meeting were reported out in the open portion of the Board meeting:

*THAT the ACRD Board of Directors instruct staff to bring back options for increasing benefits coverage for Directors and options for benefits being paid by the Regional District.*

*THAT the Alberni-Clayoquot Regional District Board of Directors ratify the 2023 to 2026 collective agreement with CUPE Local 118.*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the creation of a full-time Solid Waste Projects Coordinator that will replace the full-time Organics Diversion Coordinator term position.*

*THAT the Board of Directors appoint the following individuals to the Beaufort APC for a two-year term: Ted McGill, Peter Dekens, Claude Lessard, Les Toth, Steve Mabley, and Douglas Hedman.*

*THAT the Board of Directors appoint the following individuals to the Long Beach APC for a two-year term: Sarah Hagar, Rachael O'Callahan, Jennifer Fitzgerald, Nicky Ling, and Janet Busby.*

*THAT the Board of Directors appoint the following individuals to the Sproat Lake APC for a two-year term: Joe Lamoureux, Geo Monruffet, Sheri Gerigk and Mark Marley.*

*THAT the Board of Directors appoint the following individuals to the Beaver Creek APC for a two-year term: Gordon Blakey, Heather Persons, Nicholas Thierstein, Clark Power, Jim Warm, Ellen Flood, and Sue Thomas.*

*THAT the Board of Directors appoint the following individuals to the Cherry Creek APC for a two-year term: Carrie Smith, Ken Wilson, John Versteeg Jr., Mike Jones, Marina Gaiga, and Charlaine Lacroix.*

**16. ADJOURN**

*MOVED: Director Solda*

*SECONDED: Director Roth*

*THAT this meeting be adjourned at 3:55 pm.*

**CARRIED**

Certified Correct:

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Debbie Haggard,  
Vice- Chairperson

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Wendy Thomson,  
General Manager of Administrative Services



# Alberni-Clayoquot Regional District

## MINUTES OF THE ALBERNI VALLEY REGIONAL AIRPORT ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY, JUNE 6, 2023, 10:00 AM.

Via Zoom

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### MEMBERS

Penny Cote, Director, Electoral Area "D" (Sproat Lake)

### PRESENT:

Mike Ruttan, Chair, Member at Large, Alberni Valley

Dan Savard, Member at Large

Shelley Chrest, Port Alberni Port Authority

Pat Deakin, City of Port Alberni

### REGRETS:

Steven Jones, Alternate Member at Large from Alberni Valley

Cindy Solda, ACRD Director from City of Port Alberni

Dean Sept, Member at Large, Alberni Valley

Mark Fortune, Airport Manager

Michael Hoff, Member at Large, Electoral Area "D" (Sproat Lake)

Chris Washington, Alberni Valley Chamber of Commerce

Mike Cann, Sproat Lake Volunteer Fire Department

### STAFF PRESENT:

Jenny Brunn, General Manager of Community Services

Wendy Hayes, Community Services Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at

<https://www.acrd.bc.ca/events/6-6-2023/>

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 10:05 am.

The Chairperson recognized the meeting this morning is being held throughout the Nuu-chah-nulth territories.

The Chairperson reported this meeting is being recorded and will be livestreamed to YouTube

### 2. APPROVAL OF AGENDA

*MOVED: S. Chrest*

*SECONDED: P. Cote*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. ADOPTION OF MINUTES

- a. **AVRA Advisory Committee meeting held on January 19, 2023.**

*MOVED: P. Cote*  
*SECONDED: S. Chrest*

*THAT the minutes of the AVRA Advisory Committee meeting held on January 19, 2023, be received.*

**CARRIED**

### 4. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. **Wayne Coulson, Coulson Group of Companies, presenting plans/options for the Martin Mars.**

**The delegation presented a verbal report on the status of the Martin Mars Water Bombers and the process/issues surrounding finding a new home for them as well as concern on OLS clearing/permits.**

### 5. LATE BUSINESS

### 6. QUESTION PERIOD

Questions/Comments from the public: The Chairperson advised there were no questions or comments respecting an agenda topic from public:

- Participating in the Zoom webinar
- Emailed to the ACRD at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca)

### 7. ADJOURN

*MOVED: D. Savard*  
*SECONDED: S. Chrest*

*THAT the meeting be adjourned at 11:14 am.*

**CARRIED**

Certified Correct:

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Mike Ruttan,  
Chairperson

---

Jenny Brunn,  
GM Community Services



# Alberni-Clayoquot Regional District

## MINUTES OF THE WEST COAST COMMITTEE MEETING HELD ON WEDNESDAY, JUNE 7, 2023, 10:00 AM

Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

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### MEMBERS

Tom Stere, Chairperson, Councillor, District of Tofino, Chair

### PRESENT:

Marilyn McEwan, Vice-Chairperson, Mayor, District of Ucluelet

Vaida Siga, Director, Electoral Area "C" (Long Beach)

Kirsten Johnsen, Member of Council, Toquaht Nation

Jim Chisholm, Administrator, Tla-o-qui-aht First Nation

Nany Noel, Acting Park Superintendent, Pacific Rim Nation Park

### REGRETS:

Levana Mastrangelo, Member of the Legislature, Yuułu?it̓ath Government

John Rampanen, Chief Councillor, Ahousaht First Nation

Bob Anderson, Administrator, Hesquiaht First Nation

### STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer

Jenny Brunn, General Manager of Community Services

Paulo Eichelberger, Solid Waste Manager

Eddie Kunderman, Operations Manager

Wendy Thomson, General Manager of Administrative Services

Heather Zenner, Manager of Administrative Services

Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at

<https://www.acrd.bc.ca/events/7-6-2023/>

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 10:00 am.

The Chairperson recognized this meeting is being held throughout the Nuu-chah-nulth territories.

The Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

### 2. APPROVAL OF AGENDA

*MOVED: Director McEwan*

*SECONDED: Director Siga*

*THAT the agenda be approved as circulated.*

**CARRIED**

### **3. MINUTES**

#### **a. West Coast Committee Meeting Minutes – March 1, 2023**

*MOVED: Director Johnsen*

*SECONDED: Director Siga*

*THAT the minutes of the West Coast Committee meeting held on March 1, 2023 be received.*

**CARRIED**

### **4. REQUESTS FOR DECISIONS**

#### **a. Request for Decision regarding West Coast Transit.**

*MOVED: Director McEwan*

*SECONDED: Director Johnsen*

*THAT the West Coast Committee recommends that the Alberni-Clayoquot Regional District Board of Directors award the West Coast Transit service provision contract to Pacific Western Transportation (PWT) up to a maximum amount of \$535,000 (excluding GST) and authorize the CAO to negotiate and execute the West Coast Transit service provision contract on behalf of the Regional District.*

*Director Siga entered the meeting at 10:19am.*

**CARRIED**

#### **b. Request for Decision regarding Long Beach Airport Ha-Huulthii Memorandum of Understanding.**

*MOVED: Director Siga*

*SECONDED: Director McEwen*

*THAT the West Coast Committee recommend that the ACRD Board of Directors authorize the CAO to enter into a Memorandum of Understanding regarding the Long Beach Airport between the Tla-o-qui-aht First Nation and the Alberni-Clayoquot Regional District, for a term commencing the 1st of July, 2023 and ending on the 31st of June, 2026.*

**CARRIED**

#### **c. Request for Decision regarding R1036-2 West Coast Waste Materials Regulation and Charges 2023 Amendment.**

*MOVED: Director Johnsen*  
*SECONDED: Director McEwan*

*THAT the West Coast Committee recommend that the ACRD Board of Directors give three readings and adoption to Bylaw R1036-2 West Coast Waste Materials Regulation and Charges 2023 Amendment.*

**CARRIED**

**d. Request for Decision regarding R1033-4 West Coast Landfill Tipping Fee Bylaw Amendment.**

*MOVED: Director McEwan*  
*SECONDED: Director Siga*

*THAT the West Coast Committee recommend that the ACRD Board of Directors give three readings and adoption to Bylaw R1033-4, West Coast Landfill Tipping Fee and Regulation Amendment, 2023.*

**CARRIED**

**5. REPORTS**

- a. **Invitation for West Coast Landfill Upgrades Grand Opening Event**
- b. **West Coast- Sort'nGo Three-Stream Waste Collection 6-Month Update**
- c. **2022 West Coast Landfill Annual Operating and Environmental Reports**
- d. **How Recycling Works – Presentation – P. Eichelberger**
- e. **Ex-Officio Member Updates**
  - Tla-o-qui-aht First Nation Update  
Appreciative of all the solid waste work done on the West Coast. This is encouraging and nation is thankful.

*MOVED: Director McEwan*  
*SECONDED: Director Johnsen*

*THAT the West Coast Committee receive reports a-e.*

**CARRIED**

**6. LATE BUSINESS**

**7. QUESTION PERIOD**

Questions/Comments from the public. The Manager of Administrative Services advised there were no questions or comments respecting an agenda topic from public:

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca).

**8. ADJOURN**

*MOVED: Director McEwan*

*SECONDED: Director Siga*

*THAT this meeting be adjourned 11:33 am.*

**CARRIED**

Certified Correct:

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Tom Stere,  
Chairperson

---

Heather Zenner,  
Manager of Administrative Services

Sharon Gregson  
Coalition of Child Care Advocates of BC  
2772 East Broadway  
Vancouver, BC V5M 1Y8

Chairperson John Jack  
The Regional District of Alberni-Clayoquot  
Huu-ay-aht First Nations  
3008 Fifth Avenue, Port Alberni, BC V9Y 2E3

Subject: Urgent - UBCM Child Care Resolution

To Regional District Chairperson John Jack of Huu-ay-aht First Nations,

The Coalition of Child Care Advocates of BC is a longstanding, non-profit organization dedicated to the creation of a high-quality, affordable, accessible child care system in BC. We appreciate that your Council shares this vision to support families with young children, and the local economy in your district.

In recent years there has been measurable progress toward a quality child care system in BC with historic provincial and federal investments. New publicly-funded affordability measures for families including \$10aDay sites, wage enhancements for educators, and more licensed programs are making a positive difference.

However, local and Indigenous governments and nonprofit organizations across BC are still facing significant child care challenges, with demand for licensed child care outstripping supply, and a severe shortage of early childhood educators.

One of the major obstacles facing local governments when they want to expand child care in their communities is the grant-based application process required to access provincial capital funding. The current process places a major burden on applicants, usually local government staff working with non-profit agencies, requiring them to coordinate all aspects of design, development, and implementation. Significant technical expertise and organizational capacity are also necessary to complete the online applications, which often does not exist at the local level or pulls resources away from other municipal duties.

To address this urgent issue, we request that your Regional District vote to adopt the resolution shared below, as originally supported by the Regional District of Nanaimo, or a similar resolution. Once adopted we ask that you forward your resolution to your local area association and on to the 2023 UBCM Convention.

This resolution urges the Ministry of Education and Child Care to provide multi-year funding to local and Indigenous governments and non-profit organizations to enhance their organizational capacity to coordinate the current grant applications process.

The resolution further requests the Ministry of Education and Child Care to replace the current grant-based application process with a systematic expansion of universal child care that upholds UNDRIP obligations and supports the involvement of, but does not rely on, local and Indigenous governments and nonprofit organizations to coordinate design and implementation.

Evidence-based research makes clear that such a systemic approach will lead to a more equitable and accessible child care system across British Columbia.

Thank you for your attention to this matter, and for recognizing that child care is a priority for healthy communities. Please reach out should any clarification be required.

Yours sincerely,

A handwritten signature in black ink on a yellow rectangular background. The signature appears to read "Sharon Gregson".

Sharon Gregson  
Spokesperson \$10aDay  
Coalition of Child Care Advocates of BC

### **Sample Resolution**

WHEREAS the Ministry of Education and Child Care is responsible for B.C.'s \$10/day child care program, and ChildCareBC's growing system of universal child care has been life-changing for families, with demand far outstripping supply;

AND WHEREAS the current grant-based process to expand universal child care relies on grant applicants to coordinate all aspects of design and implementation, and local and Indigenous governments and nonprofit organizations often lack the resources to successfully manage this process in accordance with UBCM-funded child care needs assessments and action plans:

THEREFORE BE IT RESOLVED that while the Province continues to rely on individual grant applicants to plan and develop child care expansion, that instead, the Province provide multi-year funding to local and Indigenous governments and nonprofit organizations to support resources to coordinate this process:

AND BE IT FURTHER RESOLVED that UBCM urge the Ministry of Education and Child Care to replace the current grant-based application process with a systematic expansion of universal child care that upholds UNDRIP obligations and supports the involvement of, but does not rely on, local and Indigenous governments and nonprofit organizations to coordinate design and implementation.



---

Att: Mr. John Jack  
ACRD Chairperson  
3008 Fifth Ave  
Port Alberni, BC V9Y 2E3

June 8, 2023

**Subject: International Overdose Awareness Day 2023**

Dear Mr. Jack:

On Wednesday, August 31<sup>st</sup>, 2023, people around the world will observe the 23rd [International Overdose Awareness Day](#). International Overdose Awareness Day (IOAD) is the world's annual campaign to end overdose, remember those who have died without stigma, and acknowledge the grief of the family and friends left behind.

The BC Coroners Service report [Unregulated Drug Deaths](#), released on April 30, 2023, noted that in 2022 the Alberni Clayoquot region had 28 deaths, and from January to April 2023, we had 9 deaths due to the unregulated drug supply.

This year, the Port Alberni Community Action Team (CAT) is hosting an afternoon conference at the Echo Centre with our CAT members from 12-6 pm. The event is open to the public, and the topic of discussion is around reducing stigma in the Alberni Clayoquot Regional District (ACRD) around the toxic drug crisis.

We are asking for your support for the following:

- Attend and promote the IOAD 2023 conference.
- Issue a proclamation recognizing August 31<sup>st</sup> as International Overdose Awareness Day in the ACRD (draft proclamation attached).
- Fly flags at half-mast over government buildings.
- Continue to make it easier for people to access lifesaving Narcan (naloxone) or opioid substitution therapies that help them stay safe.
- Invite the community to light candles in their homes to remember people who passed away from an overdose.

Together, we can make a difference on this International Overdose Awareness Day. Thank you for your continual support to the Port Alberni Community Action Team.

Sincerely,

A handwritten signature in black ink that reads "Ron Merk".

Ron Merk  
Co-Chair  
Port Alberni Community Action Team  
250-731-8627  
[ron.merk@telus.net](mailto:ron.merk@telus.net)



*WHEREAS, the Regional District of Alberni Clayoquot does affirm and acknowledge the harm and hardship caused by the unregulated drug supply; and*

*WHEREAS, we recognize the purpose of International Overdose Awareness Day as remembering loved ones lost to overdose and ending the stigma of drug-related deaths; and*

*WHEREAS, we resolve to play our part in reducing the toll of the unregulated drug supply in our community, which claimed the lives of 28 people in 2022, and 9 people from January to April 2023, in the Alberni Clayoquot region, and*

*WHEREAS, we affirm that the people affected by overdose are our sons and daughters, our mothers and fathers, our brothers and sisters, and deserving of our love, compassion and support;*

*THEREFORE, I, John Jack, ACRD Chairperson, do hereby proclaim August 31st, 2023, as Overdose Awareness Day in the Regional District of Alberni Clayoquot.*



May 24<sup>th</sup>, 2023

Alberni Clayoquot Regional District  
3008 5<sup>th</sup> Ave,  
Port Alberni, BC  
V9Y 2E3

To whom it may concern,

On behalf of the Alberni Valley Farmers' Institute, I wish to express the collective support of our membership in the formation of this letter.

The Alberni Farmers' Institute (AFI) is one of the oldest Farmer's Institutes in the province of British Columbia and has just celebrated its 125<sup>th</sup> anniversary. We offer our membership a valley-wide voice to promote agriculture as we are an inclusive group, ranging from small micro farms to large scale commercial farms. The following statement was crafted and voted on by our membership.

We, the members of the AFI, stand with concerned members of the public in opposing restrictive new bylaws. These changes can be tone-deaf to the needs of citizens living outside urban centers and have a particularly harmful impact on small food producers, small businesses, and market gardeners. We call for an immediate moratorium on the proposed bylaws and that extensive and thorough consultation continues with residents, farmers and agricultural operations. It is crucial that the Alberni Clayoquot Regional District focuses on supporting farmers and food sovereignty through collaboration, not through enforcement and restrictive bylaws. All rules and regulations proposed for this region should be reflective of each unique electoral area and should champion the needs of producers growing, investing, and operating in this region.

Sincerely,

Lisa Aylard, President  
Alberni Farmers' Institute

AFI - Feeding Our Community for over 125 years  
[albernifarmersinstitute@gmail.com](mailto:albernifarmersinstitute@gmail.com)



## REQUEST FOR DECISION

**To:** ACRD Board of Directors

**From:** Wendy Thomson, General Manager of Administrative Services

**Meeting Date:** June 14, 2023

**Subject:** Amendment to Bylaw A1087, ACRD Freedom of Information and Protection of Privacy, 2019

---

### **Recommendation:**

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw A1087-1, Alberni-Clayoquot Regional District Freedom of Information and Protection of Privacy Amendment, 2023.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw A1087-1, Alberni-Clayoquot Regional District Freedom of Information and Protection of Privacy Amendment, 2023.

THAT the Alberni-Clayoquot Regional District give third reading to Bylaw A1087-1, Alberni-Clayoquot Regional District Freedom of Information and Protection of Privacy Amendment, 2023.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw A1087-1, Alberni-Clayoquot Regional District Freedom of Information and Protection of Privacy Amendment, 2023.

### **Desired Outcome:**

To amend the Alberni-Clayoquot Regional District (ACRD) Freedom of Information and Protection of Privacy Bylaw (A1087), appointing the Manager of Administrative Services as the Information and Privacy Coordinator.

### **Summary:**

The *Freedom of Information and Protection of Privacy Act* (FOIPPA) requires local governments to appoint a Head for the purposes of the Act. The Head is ultimately responsible for any decisions or actions taken under the Act, ensuring compliance. The Act authorizes the Head to appoint Information and Privacy Coordinators to assist the Head with processing freedom of information and protection of privacy (FOI) requests.

Bylaw A1087, *ACRD Freedom of Information and Protection of Privacy, 2019* designates the General Manager of Administrative Services as the Head and the Information and Privacy Coordinator for the purposes of the Act.

### **Background:**

At the end of May 2023, the ACRD hired a Manager of Administrative Services to support the General Manager of Administrative Services in the Administration Department. Part of the role of the Manager is to act as the Information & Privacy Coordinator, supporting the Head with FOI requests.

Attached for consideration of three readings and adoption by the Board of Directors is an amending bylaw designating the Manager of Administrative Services as the Information and Privacy Coordinator.

**Time Requirements – Staff & Elected Officials:**

Approximately one hour of staff time to update the bylaw and ACRD FOIPP contact information internally and for the public.

**Financial:**

n/a

**Strategic Plan Implications:**

Not part of the Strategic Plan as this is core Corporate Administration work.

**Policy or Legislation:**

The *Freedom of Information and Protection of Privacy Act* applies.

Submitted by: Wendy Thomson  
Wendy Thomson, General Manager of Administrative Services

Approved by: Daniel Sailland  
Daniel Sailland, MBA, Chief Administrative Officer



## Alberni-Clayoquot Regional District

### Bylaw A1087-1

A bylaw to amend the Alberni-Clayoquot Regional District  
Freedom of Information and Protection of Privacy Bylaw, A1087

---

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

#### 1. CITATION

This Bylaw may be cited for all purposes as *“Bylaw A1087-1, Alberni-Clayoquot Regional District Freedom of Information and Protection of Privacy Amendment, 2023.”*

#### 2. AMENDMENT

Bylaw A1087, “Alberni-Clayoquot Regional District Freedom of Information and Protection of Privacy Bylaw, 2019” is hereby amended as follows:

Replacing Section 3 (b) with the following:

- (b) The Manager of Administrative Services is designated the Information and Privacy Coordinator for the purposes of the Act;

Read a first time this	day of	2023.
Read a second time this	day of	2023.
Read a third time this	day of	2023.
Adopted this	day of	2023.

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Chairperson

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Corporate Officer



## REQUEST FOR DECISION

**To:** ACRD Board of Directors

**From:** Wendy Thomson, General Manager of Administrative Services

**Meeting Date:** June 14, 2023

**Subject:** 2023 UBCM Convention – Meeting Requests – Premier, Cabinet Ministers & Ministry Staff

---

### **Recommendation:**

THAT the ACRD Board of Directors provide direction to the General Manager of Administrative Services by Friday, June 23<sup>rd</sup> on meeting requests with the Premier, Cabinet Ministers and/or Provincial Ministry staff in conjunction with the 2023 Union of British Columbia Convention respecting issues/concerns impacting communities in the Alberni-Clayoquot region.

### **Desired Outcome:**

To request and secure meetings with the Premier, Cabinet Ministers and/or staff from Ministries, Agencies, Commissions and Corporations in conjunction with the 2023 Union of British Columbia Municipalities (UBCM) Convention on issues/concerns impacting communities in the region.

### **Summary:**

UBCM was formed to provide a common voice for local government. The annual convention continues to be the main forum for UBCM policy-making. It provides an opportunity for local governments of all sizes and from all areas of the province to come together, share their experiences and take a united position. This year the UBCM Convention will be held in-person, September 18<sup>th</sup> to 22<sup>nd</sup> in Vancouver, BC.

### **Background:**

Attached please find a request from Premier David Eby and Minister Kang, Minister of Municipal Affairs inviting local governments to meet with them and other cabinet Ministers at the annual UBCM Convention. The deadline to request meetings with the Premier and Cabinet Ministers is June 30<sup>th</sup>.

There is also an opportunity for Directors to meet with provincial staff during the Convention. The 2023 Provincial Appointments Book is attached to this report which provides guidance on Ministry portfolios. The deadline to request staff level meetings is August 30<sup>th</sup>.

Meetings with the Premier, Ministers and Ministry staff are a good opportunity for local governments to bring community issues/concerns to the attention of the Provincial Government and lobby for change. Last year, ACRD elected officials met with the following Ministers:

Minister	Topic
Minister of Municipal Affairs Honourable Nathan Cullen	Provincial Commitment to First Nations Inclusive Regional Governance
Minister of Municipal Affairs Honourable Nathan Cullen	Legislative Reform Initiative: Local Government Act Modernization
Minister of Finance Honourable Selina Robinson	Rising cost of farm insurance for agricultural producers
Premier and Provincial Cabinet Ministers Honourable John Horgan	Dispersed Camping on the West Coast of Vancouver Island on provincial land in the back country.
Minister of Transportation and Infrastructure Honourable Rob Fleming	West Coast Transit service start date and Interregional Transit Exploration Study

As in previous years, Regional District staff will coordinate meeting requests with the City of Port Alberni, District of Ucluelet and District of Tofino.

At the West Coast Committee meeting held on June 7<sup>th</sup>, the following meeting requests were identified:

- Minister of Environment and Climate Change regarding the expansion of Recycling Regulation to include ICI(Commercial) materials in rural Regional Districts and to get an update on the timeline for creating a stewardship program for Mattress Recycling.
- Minister of Transportation and Infrastructure regarding funding for the West Coast Transit Service

**Time Requirements – Staff & Elected Officials:**

Approximately 8 – 10 hours of staff time to prepare the request, back-up documentation and coordinate with the Municipalities, depending on the number of meeting requests.

**Financial:**

Associated costs budgeted through General Government services.

**Strategic Plan Implications:**

The Plan may apply, depending on the issue of the meeting request.

**Policy or Legislation:**

Provincial Government procedures apply.

Submitted by: Wendy Thomson  
Wendy Thomson, General Manager of Administrative Services

Approved by: Daniel Sailland  
Daniel Sailland, MBA, Chief Administrative Officer



May 24, 2023

Ref: 272632

Dear Mayors and Regional District Chairs:

It is my pleasure to write to you as the Minister of Municipal Affairs regarding the process for requesting a meeting with me, or provincial staff, during the upcoming 2023 UBCM Convention taking place from September 18–22, 2023 in Vancouver, B.C.

You will receive a separate letter from the Honourable David Eby, Premier, containing information about the online process for requesting a meeting with the Premier or other Cabinet Ministers.

If you would like to meet with me, please complete the online request form at [MUNI Minister's Meeting](#) and submit it to the Ministry of Municipal Affairs by **June 30, 2023**. Meeting dates and times will be confirmed in late August. I will do my best to accommodate as many meeting requests as possible. If I am unable to meet with you, arrangements may be made for a meeting post-Convention.

To get the most out of your delegation's meeting with me, it continues to be helpful for you to provide as much detail as possible in the online form on topics you wish to discuss. Providing this information in advance gives me a better understanding of your delegation's interests and our discussion can be more productive.

Ministry staff will email you shortly with the Provincial Appointment Book. This document lists all ministry, agency, commission, and corporation (MACC) staff available to meet with delegates at Convention, as well as details on how to submit an online staff meeting request.

While this will be my first UBCM Convention as Minister responsible for local government, my background has focused on community, as a three-term Burnaby City Councillor and a teacher in the Burnaby school system. I understand the importance of these opportunities to connect in person and have enjoyed meeting with many communities during my first six months in this portfolio to hear more about challenges and accomplishments. I look forward to continuing these meetings this summer and at Convention. As partners, we can build vibrant and healthy communities.

Sincerely,

Anne Kang  
Minister

pc: Honourable David Eby, Premier  
Jen Ford, President, Union of BC Municipalities



May 24, 2023

Dear Mayors and Regional District Chairs:

The 2023 Union of British Columbia Municipalities (UBCM) Convention will be held in Vancouver from September 18-22. As we prepare for the upcoming convention, my caucus colleagues and I are looking forward to meeting and working with you to continue building strong, sustainable and vibrant communities throughout our province.

We all have a role to play in finding ways to ensure our communities thrive, and UBCM provides a wonderful opportunity to listen to one another, share ideas and find new approaches. With local, provincial, federal and First Nations governments working together, we can continue to build a better BC and ensure high-quality and affordable housing for all.

If you would like to request a meeting with me or one of my Cabinet colleagues, please register online at <https://ubcmreg.gov.bc.ca/> (live, as of today). Please note that this year's invitation code is **MeetingRequest2023** and it is case sensitive. The deadline to submit your meeting requests is June 30, 2023. If you have any questions, please contact [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca) or phone 250-213-3856.

I look forward to once again being part of your convention, meeting with many of you and exploring ways that we can partner together to address the urgent need for housing and other common issues.

Sincerely,

  
David Eby, KC  
Premier

# 2023 PROVINCIAL APPOINTMENT BOOK

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## Meeting Requests with:

The Premier, Cabinet Ministers, and  
Provincial Government Staff from Ministries,  
Agencies, Commissions, and Corporations (MACC)  
at the 2023 UBCM CONVENTION  
September 18 – 22, 2023

Vancouver Convention Centre  
Vancouver, British Columbia



Ministry of  
Municipal Affairs



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## INTRODUCTION

The Provincial Appointment Book provides UBCM Local Government and First Nations members instructions on how to request a meeting with the Premier, Cabinet Ministers, and provincial ministries, agencies, commissions, and corporations (MACC) staff, to be scheduled during the week of 2023 UBCM Convention.

Within this document are three individual links to meeting request forms for meetings with:

1. Premier and Cabinet Ministers;
2. Host Minister, Honourable Anne Kang, Municipal Affairs; and
3. Provincial Ministries, Agencies, Commissions, and Corporations staff (MACCs).

Information on the MACCs available to meet is also included.

All meetings for the 2023 UBCM Convention will take place in person only. Details will be provided when meetings are confirmed.

## Meeting Dates

Meetings with the **Premier and Cabinet Ministers, including the Minister of Municipal Affairs**, will be 15 minutes in length and will take place in person during the following dates:

**Vancouver Convention Centre, East Building**  
**Monday, September 18**  
**to**  
**Friday, September 22**

Meetings with **MACC staff** will be 30 minutes in length (20 minutes for the Ministry of Transportation and Infrastructure only), and will take place in person during the following dates

**Pan Pacific Hotel, R Level – Cypress Suite**  
**Tuesday, September 19**

**Vancouver Convention Centre, East Building – Exhibition Hall C**  
**Wednesday, September 20 &**  
**Thursday, September 21**

## On-Site Provincial Appointment Desk

Provincial Appointment Desk staff will be available on-site to schedule meetings with MACC Staff at the following locations:

**Monday, September 18 &**  
**Tuesday, September 19**  
Vancouver Convention Centre,  
East Building – Lobby  
8:30 am – 4:00 pm

**Wednesday, September 20 &**  
**Thursday, September 21**  
Vancouver Convention Centre,  
East Building – Exhibition Hall C  
8:30 am – 4:00 pm

## MEETING REQUEST INFORMATION AND LINKS

### Honourable David Eby, Premier and Cabinet Ministers

(Except Minister of Municipal Affairs)

**Click:** [Premier and Cabinet Ministers Meeting Requests](#)

**Invitation Code:** MeetingRequest2023  
(case sensitive)

**Deadline:** June 30, 2023

#### Questions:

Contact the Premier's UBCM Meeting Request Coordinator, Marlène Behrens by email at: [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca), or by telephone at: 250 213-3856

### Honourable Anne Kang, Minister of Municipal Affairs

**Click:** [Municipal Affairs Minister's Meeting Requests](#)

**Deadline:** June 30, 2023

#### Questions:

Contact the MUNI Minister's Meeting Coordinator, Katie Carrothers, by email at: [MUNI.UBCM.MeetingRequests@gov.bc.ca](mailto:MUNI.UBCM.MeetingRequests@gov.bc.ca), or by telephone at: 236 478-0537

### Provincial Government (MACC) Staff

(Ministries, Agencies, Commissions, and Corporations)

**Click:** [MACC Staff Meeting Requests](#)

**Deadline:** August 30, 2023

#### Questions:

Contact the MACC Staff Meeting Coordinator, Sarah Staszkiel, by phone at: 778 405-1784, or the Assistant MACC Staff Meeting Coordinator, Casey Cathcart, by phone at 778 405-3140.

You may also reach them by email at: [MUNI.UBCM.MeetingRequests@gov.bc.ca](mailto:MUNI.UBCM.MeetingRequests@gov.bc.ca),

Once meetings have been scheduled, confirmations will be sent to UBCM Local Government and First Nations members **via email**.

# PROVINCIAL GOVERNMENT MINISTRIES AVAILABLE DURING THE 2023 UBCM CONVENTION

## MINISTRY OF AGRICULTURE AND FOOD

DIVISION/BRANCH	TOPIC
<b><i>Business Risk Management Branch</i></b>	<ul style="list-style-type: none"> <li>Helps producers manage risks such as weather hazards, natural disasters, wildlife, diseases, pests and market declines, that cause income losses and lead to financial instability. The Branch delivers three programs to help farmers manage financial risk: Production Insurance - offers insurance protection for agricultural crops against weather perils; Agri-Stability - protects farm enterprises from the financial impacts of significant margin declines which can be caused by increasing input costs or reduced agricultural revenues; and Wildlife Damage Compensation - compensates farmers for losses due to wildlife.</li> </ul>
<b><i>Corporate, Policy and Priorities Branch</i></b>	<ul style="list-style-type: none"> <li>Provides corporate leadership, coordination and analysis of policy, legislative and data issues related to the ministry's mandate. The Branch guides the development of ministry policy and legislation, including managing stakeholder relationships, participating in provincial policy and legislation development, and overseeing policy and legislative projects. The Branch serves as the central resource for internal and external clients on relevant, comprehensive, high-quality, and timely economic and social data on the province's farming, commercial fishing, aquaculture and food and beverage processing industries.</li> </ul>
<b><i>Extension and Support Services Branch</i></b>	<ul style="list-style-type: none"> <li>Identifies and promotes agriculture and food production/processing systems that are sustainable and enhance the economic benefits to the province. The Branch maintains operations in all agriculture regions of the province to deliver ministry programs and services through a network of regional agrologists, land use planners, technical and industry specialists. The Branch works through a variety of strategic partnerships and is the primary point of contact for the ministry's agriculture clients, both businesses and associations. The Branch also provides professional agricultural support to local government planning and emergency response processes, and to both the Agricultural Land Commission and the Farm Industry Review Board.</li> </ul>

## MINISTRY OF AGRICULTURE AND FOOD CONTINUED...

<p><b><i>Food and Beverage Branch</i></b></p>	<ul style="list-style-type: none"> <li>Leads market and business development activities for farmers, food and beverage processors and Indigenous communities as well as key initiatives such as Grow BC, Feed BC, Buy BC, and the BC Food Hub Network. The Branch works in partnership across regional stakeholders, industry, public sector organizations and levels of government to enhance the agriculture and food and beverage sector’s capacity, inclusivity, and competitiveness, grow provincial food system resilience, promote career opportunities, and support current and next generation entrepreneurs.</li> </ul>
<p><b><i>Food Safety Inspection Branch</i></b></p>	<ul style="list-style-type: none"> <li>Safeguards public health by ensuring that agri-food, meat and seafood produced in the province is safe and wholesome. The Branch works in partnership with other federal and provincial agencies to facilitate food safety through three main program areas which are led by an Executive Director and supported by a team of administrative and policy and program advisory staff. The Branch also supports food safety through the Canadian Agricultural Partnership by administering On-Farm Food Safety and Post-Farm Food Safety.</li> </ul>
<p><b><i>Office of the Chief Veterinarian</i></b></p>	<ul style="list-style-type: none"> <li>Provides provincial leadership on regulated animal and zoonotic diseases, One Health and One Welfare in British Columbia. The Branch works to build resilient animal health systems for B.C. in collaboration with Provincial ministries, the Federal Government, Livestock industry, and Veterinary professionals.</li> </ul>
<p><b><i>Plant and Animal Health Branch</i></b></p>	<ul style="list-style-type: none"> <li>Supports the sustainability of animal and plant agriculture while serving to protect the well-being of the people of British Columbia through diagnostic services, surveillance, risk assessment, and the development of strategies to address identified risks. The Branch addresses plant health risks and issues that affect plant and agriculture productivity, environmental sustainability and competitiveness of agricultural crops in British Columbia. Through diagnostic services and surveillance, the Branch helps protect human health with the timely and accurate diagnosis of zoonotic diseases in the public health and food safety sectors (e.g., SARS-CoV-2, influenza, Salmonella).</li> </ul>

## MINISTRY OF AGRICULTURE AND FOOD CONTINUED...

<p><b>Regenerative Agriculture and Climate Initiatives</b></p>	<ul style="list-style-type: none"> <li>• Supports formulation of strategies, identifies opportunities, and drives the development and implementation of regenerative agriculture, innovation, climate initiatives and emergency management. This includes advancing B.C. as a leader in food security and the emerging agri-tech sector, helping companies bring innovation to agriculture and position B.C. as an agri-tech leader. Developing strategies and plans to maintain a new regenerative agricultural network, creating opportunities for farmers and greater food security by bringing together natural systems of production with agri-technologies that enhance production. Developing strategies and plans to achieve CleanBC climate action plan goals, helping farmers, ranchers and food processors prepare for climate impacts and ensure food security. Oversight of the ministry’s Emergency Management function, including management of issues relating to avian influenza, wildfire, floods, and other natural or unexpected emergencies.</li> </ul>
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## ATTORNEY GENERAL

DIVISION/BRANCH	TOPIC
<p><i>Court Services Branch</i></p>	<ul style="list-style-type: none"> <li>• Responsible for case documentation and adjudication support for all matters going before the court, including case initiation and processing, fee collection, file and exhibit management, court clerking, court records and transcripts, interpreter services and the preparation and dissemination of court orders. In addition, the Court Services Branch is responsible for courtroom and courthouse security, prisoner custody and escort, document service, and jury administration.</li> </ul>
<p><i>Indigenous Justice Secretariat</i></p>	<ul style="list-style-type: none"> <li>• Responsible for working with external partners and stakeholders to develop and implement the provincial Indigenous justice strategies, and for the ongoing development of provincial policy and legislation reforms to improve outcomes for Indigenous people congruent with the Indigenous justice strategies, which includes national law reform, as well as federal/ provincial/ territorial linkages, while ensuring reforms are consistent with the United Nations Declaration on the Rights of Indigenous People (UNDRIP) and the Declaration on the <i>Rights of Indigenous People Act (DRIPA)</i>.</li> </ul>

## ATTORNEY GENERAL CONTINUED...

<p><b><i>Justice Services Branch</i></b></p>	<ul style="list-style-type: none"> <li>• Improving users’ access to justice and experience with the administration of justice in B.C. by transforming elements of the justice system. The Branch also works with and provides support to tribunals, agencies, and independent offices, and delivers programs and services relating to family justice and access to justice in B.C.</li> </ul>
<p><b><i>Multiculturalism and Anti-Racism Branch</i></b></p>	<ul style="list-style-type: none"> <li>• Anti-Racism Data legislation.</li> <li>• <i>Anti-Racism Act</i>.</li> <li>• Multiculturalism and Anti-Racism Grant program.</li> <li>• Multiculturalism and Anti-Racism Awards.</li> <li>• Historical Wrongs Initiatives.</li> <li>• Report on Multiculturalism.</li> <li>• Resilience BC anti-racism network and provincial coordination on anti-racism and anti-hate initiatives.</li> <li>• Multicultural Advisory Council (MAC).</li> <li>• Proclamations Program.</li> <li>• Anti-Racism Training (Institutional Change Initiative).</li> </ul>

## MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT

DIVISION/BRANCH	TOPIC
<p><b><i>Deputy Minister’s Office and Executive Operations, Strategic Services Branch</i></b></p>	<ul style="list-style-type: none"> <li>• The Strategic Services Branch provides expertise to enable the large-scale, cross Divisional and complex transformation envisioned in the ministry’s Strategic Framework. The Branch leads:               <ul style="list-style-type: none"> <li>○ Project management– supports strategic initiatives and continuous improvement through assessing and making recommendations on project risks, mitigation strategies and resource deployment.</li> <li>○ Change management – champions organizational change and effective implementation of significant change initiatives with staff and external partners and service providers.</li> <li>○ Implementation oversight - oversees operational implementation of priority transformation projects to comply with legislative and policy requirements and ensure operational needs are met.</li> <li>○ Strategic planning and engagement – directs planning, reporting, internal, external, and web-based communications and engagement.</li> </ul> </li> </ul>

## MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT CONTINUED...

<p><b><i>Service Delivery Division</i></b></p>	<ul style="list-style-type: none"> <li>• Service Delivery Division is responsible for delivering community services to children, youth and families across the province, including adoption and guardianship, child and youth mental health, children and youth with support needs, (including specialized provincial services, Autism Information Services, and Provincial Deaf and Hard of Hearing Services) child protection and family services, resources, Services to Adults with Developmental Disabilities, Specialized Intervention and Youth Justice, and forensics Early Years, and supporting youth transitioning to adulthood.</li> <li>• Our professional and support staff work closely with families, extended families, Indigenous Child and Family Services Agencies, First Nations, Métis and Inuit partners, foster caregivers, community social service agencies, service providers and ministry partners.</li> </ul>
<p><b><i>Strategic Integration, Policy and Legislation Division / Policy and Strategic Integration</i></b></p>	<ul style="list-style-type: none"> <li>• The Policy and Strategic Integration Branch identifies and addresses opportunities and risks for integration across the ministry in support of systemic reform and quality assurance. The team develops strategic and operational policy to improve outcomes for children, youth, and their families in the area of Child and Youth Mental Health (CYMH), child welfare, reconciliation/Indigenous Jurisdiction, and specialized homes and support services.</li> </ul>
<p><b><i>Strategic Integration, Policy and Legislation Division / Policy, Legislation and Litigation</i></b></p>	<ul style="list-style-type: none"> <li>• The Policy, Legislation and Litigation Branch serves as the hub for cross-Ministry services and supports related to legislation and legal support, litigation, strategic policy, research, and engagement. Each team is responsible for a distinct portfolio of programs and services.</li> </ul>
<p><b><i>Strategic Integration, Policy and Legislation Division / Strategic Initiatives</i></b></p>	<ul style="list-style-type: none"> <li>• The Strategic Initiatives Branch is responsible for the strategic design and policy for transforming supports for youth and young adults transitioning into adulthood; strategic and operational policy for the fall 2022 legislative amendments and broader systemic reform to the <i>Adoption Act</i>; and service design and strategic policy for Prevention and Family Supports. The Branch also leads the Service Frameworks for each of these areas.</li> </ul>
<p><b><i>Strategic Integration, Policy and Legislation Division / Strategic Youth Justice</i></b></p>	<ul style="list-style-type: none"> <li>• The Branch is responsible for changing the landscape for youth justice services in B.C. to ensure that our justice system is responsive, trauma-informed, and culturally grounded to better support relational accountability, public safety, and the needs of youth at all stages of intervention.</li> </ul>

## MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT CONTINUED...

<p><b><i>Strategic Integration, Policy and Legislation Division / Early Years and Inclusion Policy, Communications and Engagement</i></b></p>	<ul style="list-style-type: none"> <li>• The Early Years and Inclusion Policy, Communication &amp; Engagement Branch provides support for early childhood development programs and services for children and youth with support needs (CYSN) through the development of strategic policy initiatives. The team incorporates a cross government approach for programs and services for children and families and is currently working to co-develop and improved system of services for children and youth with support needs (CYSN). Policy staff also research and develop innovative approaches for citizen engagement and program delivery.</li> </ul>
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## MINISTRY OF CITIZENS' SERVICES

DIVISION/BRANCH	TOPIC
<p><b><i>BC Data Service</i></b></p>	<ul style="list-style-type: none"> <li>• BC Data Service (BCDS) is a leader, convener and a trusted advisor for collaborative data solutions that enable government to better serve the people of B.C. BCDS enables teams across government to better deliver services by leading data policy development and management and providing data analysis, tools, platforms, training, and support. The BCDS is the trusted go-to leader for data analysis, statistics about people in B.C. and data management.</li> <li>• BCDS delivers several data access, analysis and use programs that support the modernization of government, including BC Stats, DataBC, the Data Innovation Program and the Data Science Partnerships Program. The Division also provides additional data services including, Strategic Data Management, Web Mapping, Location Services, API Services, Data Discovery and Publication and Research and Analytics.</li> <li>• BCDS is primarily responsible for two major government priorities: implementation of B.C.'s <i>Anti-Racism Data Act</i> and delivery of the BC Data Plan which includes co-development commitments on Indigenous data sovereignty and a framework for using Indigenous languages when interacting with government.</li> </ul>

## MINISTRY OF CITIZENS' SERVICES CONTINUED...

### **Connectivity**

- Internet and Cellular connectivity: The Division provides guidance on planning for broadband internet (including wired, wireless and satellite) to communities and highway and community cellular coverage to municipal and regional governments and oversees the Connecting British Columbia and the Connecting Communities BC funding programs.
- Local and Regional Government connectivity planning resources and tools: Programming supports local governments, First Nations, and regional districts by assisting with connectivity planning and helping communities to better understand how to achieve greater economic, environmental, public safety and social benefits enabled through high-speed internet.
- Local and Regional Government supports for NG911: The Division is supporting Next Generation 911 (NG911) implementation through funding to UBCM to enable municipalities to build the capacity and resources they require to make decisions and implement updated technical infrastructure required by NG911. The funding will be provided to UBCM to distribute to municipalities to address staffing, training, education, quality assurance, program delivery support, public outreach, and audit readiness. Public Safety Broadband Network (PSBN): Public Safety Broadband is a Canadian initiative led by the federal government to establish a secure, high-speed, and mobile wireless communications network. The network can be used by first responders and public safety personnel to communicate, access, and share information during day-to-day operations, weather-related incidents, natural disasters, emergencies, and major events.

## MINISTRY OF CITIZENS' SERVICES CONTINUED...

<p><b><i>Government Digital Experience</i></b></p>	<ul style="list-style-type: none"> <li>• GDx provides the technical infrastructure that enables gov.bc.ca, and manages high priority web content, including the translation of content for COVID-19 and vaccinations. As well, the Division is responsible to help determine opportunities for how government can approach translation of its information and services more broadly.</li> <li>• The Division also leads government's efforts to gather feedback from people in the province, and to provide expert advice for how to design programs and services that work for those who use them. This means leading service design and public engagement work for ministries, including gathering in-person and online feedback from people in B.C. about government policies, programs, and services, and better connecting digital services with the information people are looking for.</li> <li>• GDx is responsible for government's web training, standards and digital accessibility and supports plain language, easy to navigate and access information.</li> <li>• The Division also delivers digital policy advice and technology services to Government Communication and Public Engagement (GCPE) to support its day-to-day operations.</li> </ul>
<p><b><i>Office of Chief Information Officer</i></b></p>	<ul style="list-style-type: none"> <li>• The OCIO supports the transformation of government services through integration, collaboration, and innovation. It leads strategy, policy and standards that support digital government and information management including information technology, IT security, integrated data, privacy, and the management of the Information Management/IT investment portfolio for the province.</li> <li>• The OCIO provides leadership and expertise for telecommunications services, vendor management, innovation, and technology that enable the digital transformation of government work environments and communities in every corner of the province.</li> <li>• The OCIO is responsible for the province's technology infrastructure and provides a range of corporate enablers to support digital service delivery and business transformation for government and Broader Public Sector organizations.</li> <li>• It provides corporate information management services to government including Freedom of Information; proactive disclosures of information; privacy, records management, and elements of information security.</li> </ul>

## MINISTRY OF CITIZENS' SERVICES CONTINUED...

### ***Procurement and Supply***

- The Division plays a leadership role in government procurement and supply services. These activities serve the provincial government, the broader public sector, the public and, in some cases, municipalities. For example, municipalities use BC Bid to provide vendors with information on upcoming procurement operations and Asset Investment Recovery to dispose of municipal surplus assets in a convenient, environmentally friendly manner that returns a fair market value to the municipality.
- The Division is the lead for coordinating access to the Federal National Memorandum of Understanding (NMUA) which grants access to provinces and territories to numerous Corporate Supply Agreements created by the Federal Government.
- The new modernized BC Bid is government's online procurement tool for accessing and competing on public sector procurement opportunities. Used by hundreds of publicly funded organizations, such as Crown Corporations, health authorities and municipalities, the modernized application will make it easier for businesses of all sizes to take advantage of public sector contracts available.
- BC Bid is also connected to CanadaBuys which is the federal site for all Canadian provinces and territories allowing B.C. to comply with the Comprehensive Economic and Trade Agreement (CETA). Opportunities on BC Bid are posted overnight to CanadaBuys, increasing the pool of suppliers that will see and potentially bid on opportunities from the various Municipalities, Academic Institutions, Schools, and Hospitals.
- In collaboration with the Ministry of Indigenous Relations and Reconciliation (MIRR), the Division has formed an External Advisory Committee under the Indigenous Procurement Initiative (IPI) to determine actions to take in order to reduce barriers to government procurement opportunities and better support participation by Indigenous businesses and communities.

## MINISTRY OF CITIZENS' SERVICES CONTINUED...

<p><b>Real Property</b></p>	<ul style="list-style-type: none"> <li>• The Real Property Division (RPD) provides everything needed to design, set up and manage a government workplace. RPD has responsibility for the province's real estate portfolio including office space, special-purpose facilities (such as courthouses, laboratories, and correctional facilities), and parking. Real estate for schools, post-secondary institutions, hospitals, and municipalities are excluded from RPD's responsibilities. RPD provides cost-effective services related to government workplaces for ESG management, asset management, leasing, facilities management, project and construction management, furniture procurement, information and technology management, strategic real estate advice, acquisitions, dispositions, and space planning. RPD is also responsible to modernize government workplaces to align with future of work - Hybrid Workplace and ShareSpace requirements. RPD's client base includes ministry (mandated) as well as broader sector (voluntary) customers.</li> </ul>
<p><b>Service BC</b></p>	<ul style="list-style-type: none"> <li>• Service BC (SBC) is government's chief provider of services to B.C. residents and businesses. Through a provincial network of 65 service centres and the SBC Provincial Contact Centre, SBC provides approximately 300 government services on behalf of more than 40 partner ministries and agencies. The Division enables the design and delivery of accessible, responsive, and cost-effective services, making it easier for residents and businesses to interact with government.</li> <li>• The BC Corporate Registries Branch facilitates and supports commerce in the province through administration and verification of business, personal property, and manufactured home registrations. The Provincial Identity Information Management Program delivers trusted, secure identity service to support access to digital government services and information.</li> </ul>

## MINISTRY OF EDUCATION AND CHILD CARE

DIVISION/BRANCH	TOPIC
<i>Child Care Division</i>	<ul style="list-style-type: none"> <li>• The Child Care Division leads the development and implementation of ChildCare BC, government’s 10-year strategy launched in 2018. This strategy is building affordable, accessible, quality, inclusive child care as a core service for families, and plays a key role in government’s commitment to putting people first.</li> <li>• Through provincial programs and through partnership with the federal government, the Child Care Division delivers a wide variety of programs. Key programs delivered under through the Child Care Division include those providing operational funding for child care providers and cost-saving fee reductions for parents, capital grant programs for expanding and maintaining child care spaces, education and professional development supports for learners, and supports for community-based programs such as Child Care Resource and Referral Centres and Young Parent Program. In addition, the Division supports programs that help families and children access and participate in fully inclusive child care settings, as well as funding and supporting the development and expansion of distinctions-based Indigenous-led child care.</li> <li>• The Ministry, through the Child Care Division, has oversight of the Early Childhood Educator Registry, which issues provincial certifications, accesses and recommends approval for ECE post-secondary programs, and investigates complaints regarding ECE and ECEA conduct and competence.</li> <li>• The Division oversees the child care budget of \$827.377M for FY 23/24.</li> </ul>
<i>Resource Management Division</i>	<ul style="list-style-type: none"> <li>• The Resource Management Division is responsible for the oversight and management of approximately \$7.8 billion in operating funding to the K-12 sector; the K-12 funding formula; and school district shared services initiatives and childcare initiatives and programs. In addition, the Division is responsible for the ministry’s overall budget and financial oversight and a wide range of corporate services: financial services; strategic human resources; risk management; and planning/reporting.</li> </ul>

## MINISTRY OF EMERGENCY MANAGEMENT AND CLIMATE READINESS

DIVISION/BRANCH	TOPIC
<i>Corporate Services Division</i>	<ul style="list-style-type: none"> <li>• Responsible for the provision of strategic advice and the delivery of corporate services to support EMCR programs and services.</li> <li>• Manages the Disaster Financial Assistance Arrangements (DFAA) claim administration and provincial cost tracking.</li> </ul>

## MINISTRY OF EMERGENCY MANAGEMENT AND CLIMATE READINESS CONTINUED...

<p><b><i>Disaster Recovery</i></b></p>	<ul style="list-style-type: none"> <li>• Leads coordination of provincial agency supports for communities following a disaster.</li> <li>• Implements the disaster financial assistance (DFA) program, and when DFA is not available, seeks alternative government and non-government funding opportunities to assist impacted parties.</li> <li>• Responsible for disaster recovery operational policy, cross government integrated disaster recovery framework, and recovery specialists who are ready to deploy to assist communities when a disaster strikes.</li> <li>• A Community Recovery team oversees the extensive community recovery needs following the 2021 Lytton Wildfire and the November Atmospheric River Event. This team is providing dedicated assistance to 2021 impacted communities to support their community lead recovery initiatives.</li> </ul>
<p><b><i>Disaster Risk Management</i></b></p>	<ul style="list-style-type: none"> <li>• Leads emergency management and provincial business continuity management planning.</li> <li>• Conducts emergency management training and exercises.</li> <li>• Undertakes strategic after actions reviews of disaster events, undertaking provincial and regional disaster and climate risk assessments.</li> <li>• Provides funding to First Nations and local governments to advance disaster risk reduction through planning and mitigation activities.</li> <li>• Advances policy, programs, and strategies to reduce disaster and climate risks.</li> <li>• Supports development of the <a href="https://ClimateReadyBC.bc.ca">ClimateReadyBC.bc.ca</a> platform as a one-stop information resource for disaster mitigation and climate adaptation.</li> </ul>
<p><b><i>Policy &amp; Legislation</i></b></p>	<ul style="list-style-type: none"> <li>• Delivers EMCR’s strategic policy and legislation. This work includes leading EMCR’s efforts to repeal and replace the <i>Emergency Program Act</i>. Modernized legislation will include a new statute and regulations, such as the Local Authorities Regulation and Compensation &amp; Disaster Financial Assistance Regulation.</li> </ul>
<p><b><i>Public Education &amp; Digital Services</i></b></p>	<ul style="list-style-type: none"> <li>• Leads the delivery of PreparedBC, the province’s preparedness public education program serving First Nations communities, local authorities, and the public.</li> <li>• Provides oversight to a variety of guides, resources, programs, and social media campaigns aimed at influencing positive behaviour change at the individual level, but also the household and community level.</li> </ul>

## MINISTRY OF EMERGENCY MANAGEMENT AND CLIMATE READINESS CONTINUED...

<p><b><i>Regional Operations</i></b></p>	<ul style="list-style-type: none"> <li>• Leads and coordinates the preparedness and response to provincial land regional-level emergencies and disasters and supporting other authorities within their areas of jurisdiction, working directly with First Nations, local authorities, provincial ministries and agencies, federal departments, other jurisdictions, industry, and volunteers.</li> <li>• Leads and coordinates 24/7 emergency management capability through six regional offices located in Surrey, Kamloops, Nelson, Prince George, and Terrace, with the Vancouver Island Regional Office co-located at the EMCR Headquarters in Victoria. In addition, EMCR HQ houses the Emergency Coordination Centre and Provincial Duty Managers providing 24/7 situational awareness, activation of response to emergencies, including broadcast intrusive alerting.</li> <li>• Coordinates BC’s Public Safety Lifeline Volunteer groups, who provide an array of critical, front-line emergency services, including Ground Search and Rescue, Air Search and Rescue, Road Rescue, Emergency Support Services, and Emergency Radio Communications.</li> </ul>
<p><b><i>Strategic Partnerships</i></b></p>	<ul style="list-style-type: none"> <li>• Leads the development and implementation of the Ministry of Emergency Management and Climate Readiness’ (EMCR) inter-agency and inter-governmental partnerships.</li> <li>• Works to enhance BC’s emergency preparedness, response and recovery efforts while strengthening EMCR capabilities and capacity to address catastrophic events by establishing and leading regional emergency management partnership agreements with the federal government, local governments, First Nations, emergency management partner agencies and critical infrastructure operators.</li> <li>• Leads EMCR’s partnership arrangements with intergovernmental, nongovernmental, faith-based, and other emergency management partners and agencies.</li> </ul>

# MINISTRY OF ENERGY, MINES AND LOW CARBON INNOVATION

DIVISION/BRANCH	TOPIC
<p><i>Electricity and Alternative Energy Division</i></p>	<ul style="list-style-type: none"> <li>• The Division is responsible for British Columbia’s electricity and alternative energy sectors, including BC Hydro. These sectors are made up of diverse interests that develop electricity generation, transmission and distribution infrastructure, clean or renewable energy sources, including biomass, biogas, hydrogen, geothermal, hydro, solar, ocean, wind and low- carbon transportation fuels, and advance energy efficiency. The Division is taking a lead role in the development of a Climate Aligned Energy Framework for the province.</li> <li>• The Division is responsible for policies and programs that advance energy efficient, low-carbon technologies and practices in the built environment through R&amp;D, incentives, and standards. This portfolio includes the CleanBC Building Innovation Fund, CleanBC Better Homes and Better Buildings Program and the Energy Efficiency Standards Regulation.</li> <li>• The Division is responsible for developing and implementing legislation, policies, and programs to decarbonize the transportation sector and spur growth in the clean transportation industry in BC. This portfolio includes the <i>Zero Emission Vehicles (ZEV) Act</i>, the ZEV Regulation, and the CleanBC Go Electric Program.</li> <li>• The Division is responsible for B.C.’s low-carbon energy market transformation, driving a range of actions to support all stages of clean energy development and adoption, including through implementation of the BC Hydrogen Strategy and administration of the BC Hydrogen Office. The Division also administers the Innovative Clean Energy (ICE) Fund, a special account used to further the energy and environmental priorities of the government.</li> <li>• The Division supports the Minister’s oversight of BC Hydro and is responsible for public utility regulatory policy under the <i>Utilities Commission Act</i>. The Division will lead provincial collaboration with the British Columbia Utilities Commission to reframe the Commission’s current role as an economic regulator in alignment with the province’s climate action and affordability objectives.</li> <li>• The Division is responsible for co-leading the Indigenous Clean Energy Opportunities (ICEO) process with the First Nations Energy and Mining.</li> <li>• Council which is seeking to engage with First Nations rights holders and organizations in a collaborative dialogue to:             <ul style="list-style-type: none"> <li>○ position First Nations to fully participate in current and future opportunities in British Columbia’s clean energy sector; and</li> <li>○ align the province’s strategic clean energy policy and legislation with the United Nations Declaration on the Rights of Indigenous people.</li> </ul> </li> </ul>

## MINISTRY OF ENERGY, MINES AND LOW CARBON INNOVATION CONTINUED...

<p><b>LNG Canada Implementation Secretariat</b></p>	<ul style="list-style-type: none"> <li>• This Division is responsible for the effective implementation of LNG Canada and its associated pipeline, Coastal GasLink by liaising with federal, provincial, municipal governments, Indigenous Nations, and the companies on key implementation issues management.</li> </ul>
<p><b>Mines Competitiveness and Authorizations Division</b></p>	<ul style="list-style-type: none"> <li>• Responsible for managing authorizations, geoscience and policy for the mining cycle from early mineral exploration, development of major and regional mines, and mine closure and reclamation.</li> <li>• Supports the competitiveness of B.C.'s mining sector, including critical minerals and helps position B.C. as an attractive jurisdiction for investment by providing fair, effective, and transparent authorizations, and focusing on regulatory certainty, Indigenous reconciliation and partnerships, world-class geoscience, innovation, and leading environmental standards.</li> </ul>
<p><b>Mines Health, Safety and Enforcement Division</b></p>	<ul style="list-style-type: none"> <li>• The Division was created in 2019 and is responsible for mine worker health and safety, compliance verification and enforcement, and investigations of serious incidents at mines.</li> <li>• Oversees the regulation of abandoned mines.</li> <li>• Manages the ongoing review and revision of the Health, Safety and Reclamation Code for Mines in B.C.</li> <li>• Oversees policy and Indigenous engagement in its core business areas.</li> <li>• The Division includes the Chief Auditor, responsible for conducting audits evaluating effectiveness of B.C.'s mining regulatory framework.</li> </ul>
<p><b>Strategic and Indigenous Affairs Division</b></p>	<ul style="list-style-type: none"> <li>• Supports mandate delivery of the Ministry of Energy, Mines and Low Carbon Innovation (EMLI) and EMLI's Divisions on its energy, mining, and natural gas mandates.</li> <li>• Supports EMLI efforts to advance reconciliation with Indigenous Nations including supporting the negotiation of revenue sharing and accommodation agreements and Reconciliation Agreements, engaging with Indigenous Nations on strategic policy matters. This work is consistent with Government's objectives under the <i>Declaration on the Rights of Indigenous Peoples Act</i> and ensures that First Nations actively participate in natural resource development in their Traditional Territories.</li> <li>• Corporate oversight and coordination of policies, land use planning, intergovernmental relations, service plan development, and reporting requirements by SIAD to ensure that EMLI takes a strategic approach to the delivery of its programs and services. Examples include Energy and Mines Ministers' Conference, Council of the Federation, and Federal/Provincial forums. SIB also supports energy and climate policy relating to CleanBC.</li> </ul>

## MINISTRY OF ENERGY, MINES AND LOW CARBON INNOVATION CONTINUED...

<p><b><i>Oil and Gas Division</i></b></p>	<ul style="list-style-type: none"> <li>• The Oil and Gas Division (Division) guides the responsible and sustainable development of publicly owned natural gas and oil resources to supply domestic and international energy needs. The Division develops and implements programs, policies, regulations, and best practices to ensure that British Columbia’s resources are developed in a way that aligns with government’s strategic priorities and delivers maximum economic benefits to British Columbians. The Division works closely with other natural resource agencies in the Public Service to deliver on its mandate.</li> <li>• The Division is responsible for the issuance, administration and access to oil and gas subsurface tenures, facilitating the implementation of interprovincial pipelines and related infrastructure projects, oversight of oil and gas royalties, design of stringent and competitive regulatory and policy frameworks for oil and gas, analyzing current and future oil and gas market trends, revenue and activity forecasting, and profiling opportunities for development of projects that could bring additional value to the province’s oil and gas resources. The Division plays a leading role in assisting the province in achieving its environmental and emissions reduction goals, such as the near elimination of methane emissions by 2035 and ensuring that all other commitments under CleanBC and the Roadmap to 2030 for the oil and natural gas sector are met. The Division manages program delivery to support accelerating the reclamation of dormant and legacy sites and supporting the province’s commitments to reconciliation. The Division is government’s primary liaison with the independent regulator for the oil and gas industry - the BC Energy Regulator.</li> <li>• The Division supports the Ministry by facilitating the responsible development of EMLI Service Plan Goal #3 by ensuring that “B.C.’s oil and gas industry reduces its carbon footprint in a manner that supports economic sustainability, advances Indigenous reconciliation and exhibits high environmental, social and governance (ESG) performance.”</li> </ul>
<p><b><i>Woodfibre Implementation Group</i></b></p>	<ul style="list-style-type: none"> <li>• Responsible for facilitating the development and implementation of the Woodfibre LNG facility by liaising with federal, provincial, municipal governments and First Nations. Providing a central point of contact for the proponent of Woodfibre LNG on regulatory and issues management.</li> </ul>

## MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY

DIVISION/BRANCH	TOPIC
<b><i>Conservation and Recreation</i></b>	<ul style="list-style-type: none"> <li>• Responsible for all matters (policy, planning and management) of conservation, recreation and cultural values in the province’s parks and protected areas, and for developing, maintaining, and managing a network of recreation sites and recreation trails on Crown land throughout the province.</li> <li>• Conservation Officer Service: A natural resource law enforcement agency responsible for enforcing federal and provincial statutes, public safety as it relates to human-wildlife conflict, commercial environmental and industrial investigations and compliance and enforcement activities.</li> </ul>
<b><i>Climate Action Secretariat</i></b>	<ul style="list-style-type: none"> <li>• Province-wide coordination and management of systems to address and respond to climate change including: CleanBC, CleanBC Roadmap to 2030, CleanBC Communities Fund, Industrial carbon pricing and climate programs (CleanBC Industry Fund, CleanBC Industrial Incentive Program, B.C. Output Based Pricing System for Industry), B.C. Offset Program, Climate Preparedness and Adaptation Strategy, Carbon Neutral Government (Public Sector Organizations – schools, universities and colleges and hospitals), Climate Solutions Council, GHG Provincial Inventory, including the community GHG Inventory and new Local Government Climate Action Program. Climate action pieces of legislation related to climate change including <i>Greenhouse Gas Industrial Reporting and Control Act</i>, <i>Climate Change Accountability Act</i>, <i>Renewable and Low Carbon Fuel Requirements Act</i>, <i>Vehicle Emissions Standards Act</i>, <i>Clean Energy Act</i>, <i>Greenhouse Gas Reduction - Emissions Standards</i>, and Carbon Tax.</li> </ul>

## MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY CONTINUED...

<p><b><i>Environmental Assessment Office</i></b></p>	<ul style="list-style-type: none"> <li>• The Environmental Assessment Office (EAO) is a neutral regulatory agency that reviews proposed major projects such as mines, oil and gas facilities and large infrastructure projects.</li> <li>• Under the legal framework of the 2018 <i>Environmental Assessment Act</i> (the Act), the EAO implements a process to ensure that any environmental, economic, social, cultural and health effects that may occur during the lifetime of a project are thoroughly assessed.</li> <li>• The EAO coordinates its work with federal and provincial agencies, local governments, and First Nations, and engages the public throughout the environmental assessment process, to inform provincial Ministers’ decision whether projects should be approved to proceed.</li> <li>• The EAO also has a reconciliation purpose under the Act, and accordingly works jointly with B.C. First Nations to assess a proposed project’s impact on Nations and their rights.</li> <li>• If a project is approved to proceed, the EAO monitors and enforces compliance with its requirements to ensure that projects are designed, built, operated, decommissioned, and reclaimed in compliance with the conditions of their approval.</li> </ul>
<p><b><i>Environmental Protection Division</i></b></p>	<ul style="list-style-type: none"> <li>• Air quality, reducing toxins, pollution prevention, environmental emergencies/provincial spill response, <i>Environmental Management Act</i>, contaminated sites, brownfields, hazardous and industrial waste, <i>Integrated Pest Management Act</i>, extended producer responsibility, recycling, CleanBC Plastics Action Plan, organics infrastructure funding programs, Clean Coast Clean Waters fund, Plastic Action Fund, Community Woodsmoke Reduction Program, Public Interest Bonding Strategy, circular economy, local government waste management planning, waste management (incineration, landfilling, municipal liquid and solid waste), permitting and compliance reporting for industrial operations’ emissions; groundwater hydrology; water and air quality monitoring (Federal-Provincial Trend Monitoring Network, BC Lake Monitoring Network), groundwater level and quality monitoring (Provincial Groundwater Observation Well Network), hydrometric and climate monitoring networks; environmental databases; State of Environment Reporting; snow survey; ambient air quality; water stewardship outreach (<a href="#">B.C. Lake Stewardship and Monitoring Program</a> – volunteer based- ); environmental and analytical chemistry laboratory services , provincial laboratory quality assurance and standards; Indigenous relations and partnership development related to environmental quality and monitoring; Compliance and enforcement for industrial, commercial activities and sectors regulated under the <i>Environmental Management Act</i> regarding discharges to the environment, and under the <i>Integrated Pest Management Act</i> as it relates to pesticide use and storage; compliance planning.</li> </ul>

## MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY CONTINUED...

<b>Strategic Services</b>	<ul style="list-style-type: none"> <li>• Coordination of cross-ministry policy initiatives and corporate support for policy development, legislation, and inter-governmental relations; business improvement and corporate reporting; ministry-wide integration and delivery of digital and service transformation opportunities; advice and recommendations on cross-cutting Indigenous initiatives, Indigenous relationship practices evaluation, strategies, and guiding principles development for partnerships with First Nations.</li> </ul>
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## MINISTRY OF FINANCE

DIVISION/BRANCH	TOPIC
<b>Crown Agencies Secretariat</b>	<ul style="list-style-type: none"> <li>• Leadership and support for board appointments and development for Public Sector Organizations; and for the annual performance management and reporting cycle for ministries and crown agencies</li> <li>• Strategic oversight and support to specific Crowns, agencies, or organizations, including:               <ul style="list-style-type: none"> <li>○ The BC Lottery Corporation (BCLC), including BCLC’s oversight of casinos and community gaming facilities.</li> <li>○ The Liquor Distribution Branch (LDB) sales and policy, including BC Liquor Stores and BC Cannabis Stores.</li> <li>○ Insurance Corporation of BC (ICBC) provides direct support to the Minister of Public Safety and Solicitor General.</li> </ul> </li> </ul> <p><b>**For <u>Minister</u> meeting requests for the Liquor Distribution Branch or the Insurance Corporation of BC please direct these to the <a href="#">Ministry of Public Safety and Solicitor General</a>.</b></p> <p><b>**For <u>staff</u> meeting requests for the Liquor Distribution Branch please direct these to the <a href="#">Ministry of Public Safety and Solicitor General</a>.</b></p> <p><b>**For <u>staff</u> meeting requests for the Insurance Corporation of BC please see their description in the <a href="#">Provincial Agencies, Commissions, and Corporations section</a>.</b></p>
<b>Policy and Legislation Division / Financial and Corporate Sector Policy Branch</b>	<ul style="list-style-type: none"> <li>• Anti-money laundering in real estate and the financial sector, including beneficial ownership transparency initiatives.</li> <li>• Corporate and financial sector policy including:               <ul style="list-style-type: none"> <li>○ Securities</li> <li>○ Real Estate (including mortgage brokers and real estate developers)</li> <li>○ Financial institutions</li> <li>○ Pensions</li> <li>○ Business Organizations (including companies, societies, and cooperative associations)</li> </ul> </li> </ul>

## MINISTRY OF FINANCE CONTINUED...

<p><b><i>Policy and Legislation Division / Intergovernmental Fiscal Relations</i></b></p>	<ul style="list-style-type: none"> <li>• Federal-provincial fiscal relations (e.g., intergovernmental transfers).             <ul style="list-style-type: none"> <li>○ Support Premier’s participation at Premiers’ and First Ministers’ tables.</li> <li>○ Support Finance Minister’s participation at provincial-territorial and federal-provincial-territorial Finance Ministers’ tables.</li> </ul> </li> <li>• Joint federal-provincial social policy priorities (e.g., income security and pensions).</li> <li>• Cannabis revenue sharing with Indigenous Relations and Reconciliation.</li> <li>• Local government fiscal relations, with Municipal Affairs</li> <li>• First Nations fiscal relations, and Indigenous Relations and Reconciliation with Finance.</li> </ul>
<p><b><i>Policy &amp; Legislation Division / Property Tax and Assessment Policy</i></b></p>	<ul style="list-style-type: none"> <li>• Property tax and assessment policy including:             <ul style="list-style-type: none"> <li>○ Provincial property assessment policy, legislation, and methodology (e.g., crown leases, affordability impacts &amp;, evaluation of development lands).</li> <li>○ Oversight of BCA and the Property Assessment Review panels.</li> <li>○ Provincial property taxes (school, rural, police)</li> <li>○ Property Transfer Tax</li> <li>○ Speculation and Vacancy Tax</li> <li>○ Purpose built rentals</li> </ul> </li> </ul>
<p><b><i>Policy and Legislation Division / Tax Policy Branch</i></b></p>	<ul style="list-style-type: none"> <li>• Provincial tax policy, including:             <ul style="list-style-type: none"> <li>○ Provincial property taxes (school, rural, police)</li> <li>○ Property Transfer Tax</li> <li>○ Speculation and Vacancy Tax</li> <li>○ Provincial Sales Tax</li> <li>○ Municipal and Regional District Tax</li> <li>○ Carbon Tax</li> <li>○ Motor Fuel Tax</li> <li>○ Provincial Income Tax</li> <li>○ Indigenous Taxation</li> <li>○ Employer Health Tax</li> </ul> </li> </ul>

## MINISTRY OF FORESTS

DIVISION/BRANCH	TOPIC
<i>Associate Deputy Minister's Office</i>	<ul style="list-style-type: none"> <li>Permitting Process Improvements, Business Effectiveness, Strategic Projects (e.g., Old Growth), FSA Modernization, and Operation Services for FrontCounter B.C.</li> </ul>
<i>BC Wildfire Service</i>	<ul style="list-style-type: none"> <li>Wildfire Suppression, Wildfire Prevention and Community Resiliency Initiative.</li> <li>Wildfire Recovery and All Hazard Response.</li> </ul>
<i>Indigenous Relations Branch</i>	<ul style="list-style-type: none"> <li>Supports the province's goal of reconciliation with Indigenous peoples through the implementation of the UN Declaration on the Rights of Indigenous Peoples (UNDRIP) and the <i>Declaration Act</i> Action Plan.</li> <li>First Nations Reconciliation &amp; Negotiations Strategy, New Fiscal Framework &amp; Revenue Sharing, First Nations Forest Tenure, First Nations Forestry Council Engagement, and Consultation Systems &amp; Information Management.</li> </ul>
<i>Integrated Resource Operations Division</i>	<ul style="list-style-type: none"> <li>Archaeology; Compliance and Enforcement; Fish and Wildlife, Water Management, Engineering, Forest Tenures, Crown land Opportunities and Restoration, and Lands.</li> </ul>
<i>Office of the Chief Forester</i>	<ul style="list-style-type: none"> <li>The Office of the Chief Forester provides provincial leadership for forest management and stewardship. Activities that occur within the Office of the Chief Forester include, continuous improvement of policies, legislation and practices, acquisition and update of forest inventory, spatial analysis and reporting of timber and non-timber values, allowable annual cut determination, silviculture, seed supply, forest health, land-based research, climate change, carbon management, integrated planning, forest genetic resource management, developing the bio economy and strategic old growth support. All these activities are carried out to achieve sustainable management of B.C.'s forests and maintain a balance between a healthy environment and economic sustainability. This Division is comprised of the Office of the Chief Forester and six Branches: Forest Analysis and Inventory Branch, Forest Improvement and Research Management Branch, Forest Carbon and Climate Services Branch, Forest Investment and Reporting Branch and Forest Science, Planning and Practices Branch and Innovation, Bioeconomy and Indigenous Opportunities Branch and Provincial Old Growth Strategy.</li> </ul>

## MINISTRY OF FORESTS CONTINUED...

<p><b><i>Regional Operations</i></b></p>	<ul style="list-style-type: none"> <li>Regional Operations covers the entire province of British Columbia and is separated into three areas: North, South and Coast. Activities that occur within regional operations include: Forestry, range, water, land, wildlife and fish authorizations and monitoring, Indigenous consultation, major projects authorizations, operation of regional offices providing client access to natural resource authorizations (Front Counter BC), geographic information and Crown land sales, revenue management, drought and flood response, Emergency Management BC and BC Wildfire Service (BCWS) support, wildfire risk reduction, wildfire rehabilitation and recovery, resource stewardship (resource value monitoring and assessment), BC Timber Sales regional timber sales, investment and reporting on forest management to the Office of the Chief Forester and timber sales reviews for regions, strategic initiatives and forest landscape planning, silviculture project delivery, and resource roads and infrastructure including access and land management issues.</li> </ul>
<p><b><i>Timber, Range and Economics</i></b></p>	<ul style="list-style-type: none"> <li>Economics, Trade, Export Policy, Softwood Lumber, Timber Pricing, stumpage, Competitiveness and Compensation policy, Resource worker safety, value added forestry, range policy and planning, modernizing forest policy, forest sector transformation, BC Timber Sales provincial operations.</li> </ul>

## MINISTRY OF HEALTH

<p><b>DIVISION/BRANCH</b></p>	<p><b>TOPIC</b></p>
<p><b><i>Finance and Corporate Services</i></b></p>	<ul style="list-style-type: none"> <li>Supports programs and health authorities by managing and ensuring a consistent approach to financial and corporate services planning, policy, performance oversight/reporting, and critical financial and corporate services issues management.</li> <li>Services provided include, Health Authority Regional Grants Decision Support, Finance and Decision Support, Capital Services Management, and Audit and Investigations.</li> </ul>
<p><b><i>Health Sector Workforce and Beneficiary Services</i></b></p>	<ul style="list-style-type: none"> <li>Responsible for operational delivery of beneficiary and diagnostic services and workforce strategies that contribute to effectively meeting patient and population health needs and improving patient outcomes through the efficient delivery of health services.</li> </ul>

## MINISTRY OF HEALTH CONTINUED...

<p><b><i>Hospital and Provincial Health Services</i></b></p>	<ul style="list-style-type: none"> <li>• Focuses on implementing specialized community and surgical services and programs, provincial health service, and regional hospital-based services, and provides provincial oversight of Medical Assistance in Dying (MAID).</li> <li>• Works towards service transformation across the acute and provincial health sector and streamlines bilateral efforts between the ministry and health authorities by bringing together key mandated initiatives.</li> <li>• Works on continuing to implement the Surgical Renewal Commitment to address and improve patient access and wait times for surgical and diagnostic imaging services while also increasing surgical and diagnostic capacity in the province.</li> </ul>
<p><b><i>Office of Indigenous Health</i></b></p>	<ul style="list-style-type: none"> <li>• Works in partnership with B.C. First Nations, Métis and urban Indigenous partners, regional health authorities, across provincial ministries, and with Indigenous Services Canada to ensure the implementation of key strategic priorities and commitments regarding Indigenous health and wellness.</li> <li>• Key focus: Using the Recommendations of the <i>In Plain Sight</i> report as a blueprint for action to address Indigenous-specific racism and discrimination across the B.C. health care system.</li> </ul>
<p><b><i>Population and Public Health</i></b></p>	<ul style="list-style-type: none"> <li>• Focuses on improving the overall health and well-being of the population by promoting good health and wellness, preventing disease, injury, and illness, and protecting people from harm.</li> </ul>
<p><b><i>Primary Care</i></b></p>	<ul style="list-style-type: none"> <li>• Responsible for primary care policy direction, strategy development implementation, results monitoring, quality improvement and evaluation oversight. The current priorities of the Division are: Increasing attachment and access through Primary care networks; Urgent and primary care centres; Community health centres; First Nations Led Primary Care Initiatives, Interdisciplinary team based primary care services both in person and virtual; integration of primary care services with specialized community services programs.</li> <li>• The Division also includes HealthLink BC due to its role as a key community services enabler of primary care.</li> </ul>
<p><b><i>Seniors Services</i></b></p>	<ul style="list-style-type: none"> <li>• Responsibility for Home Health, Long-Term care and Assisted Living policy development and implementation.</li> <li>• Ministry policy and actions related to the Assisted Living Registry operations and oversight.</li> </ul>

## MINISTRY OF HOUSING

DIVISION/BRANCH	TOPIC
<b><i>Building and Safety Standards Branch</i></b>	<ul style="list-style-type: none"> <li>• Buildings, Construction, and Technical Systems: The regulatory framework for buildings and technical systems, including development of building, plumbing, fire, electrical, gas, elevator, and energy codes, safety standards for technical systems, homeowner protection (e.g., home warranties), oversight of certain industry professionals and trades (e.g., home builder licensing and mandatory building official qualifications), and policy advice relating to the built environment, including climate leadership and accessibility for new buildings. Liaison with BC Housing Licensing and Consumer Services, Technical Safety BC, Building Officials Association of BC, National Research Council and Accessibility Standards Canada.</li> <li>• Technical requirements for existing buildings related to CleanBC, climate adaptation, and disaster mitigation (e.g., earthquakes, flooding, and wildfires).</li> <li>• Nationally harmonized technical requirements to make new buildings more accessible.</li> </ul>
<b><i>Engagement and Encampment Response Branch</i></b>	<ul style="list-style-type: none"> <li>• Coordinated encampment response including leading the DTES plan and the Provincial Encampment Response Framework.</li> <li>• Delivering and engaging on the province’s Homelessness Plan.</li> <li>• Provincial engagement and coordination across government with partners and interested parties to develop a more united approach to addressing homelessness.</li> <li>• Supporting initiatives such as the Rent Bank, Community Action Grants, Indigenous Advisory Committee and People with Lived Expertise on homelessness committee.</li> <li>• Engages Indigenous Peoples with land in a specified municipality.</li> </ul>
<b><i>Governance and Accountability Branch</i></b>	<ul style="list-style-type: none"> <li>• Leads governance and oversight for BC Housing as well as BC Housing performance monitoring/reporting. Responsible for developing strong partnerships to support the work of BC Housing.</li> <li>• BC Housing is responsible for implementation of Building BC programs that are helping government deliver on its goal to deliver 114,000 units of affordable housing including the following programs: Supportive Housing Fund, Women’s Transition Housing Fund, Community Housing Fund, Indigenous Housing Fund, Rapid Response to Homelessness, Deepening Affordability program. It is also responsible for HousingHub which works with communities, governments, non-profit and private sector stakeholders to facilitate the creation of new affordable rental housing and homeownership options for middle-income households.</li> </ul>

## MINISTRY OF HOUSING CONTINUED...

<b><i>Housing Policy Branch</i></b>	<ul style="list-style-type: none"> <li>• Housing policy and program development, including market and non-market housing; legislation governing strata properties; coordination of the provincial housing strategy; policy on short-term rentals, long-term residential leases; Crown grants for housing.</li> </ul>
<b><i>Housing Targets Branch</i></b>	<ul style="list-style-type: none"> <li>• Under the authorities set out in the <i>Housing Supply Act</i> and Regulations Administers the program to issue housing targets for specified municipalities.</li> <li>• Undertakes analysis to select specified municipalities, forecast housing needs and produce housing targets.</li> <li>• Consults specified municipalities, issues timebound Housing Target Orders and monitors progress toward meeting housing targets: 1) housing units by type, tenure, and affordability; and 2) municipal processes to facilitate housing supply (land use bylaws, permitting and approval processes).</li> </ul>
<b><i>Residential Tenancy Branch</i></b>	<ul style="list-style-type: none"> <li>• The regulatory framework for landlords and tenants, including conventional residential and manufactured home park tenancies; information services and disputes resolution for landlord and tenant disputes.</li> </ul>
<b><i>Strategic Results Management Branch</i></b>	<ul style="list-style-type: none"> <li>• Provides strategic project leadership, planning and performance reporting, as well as engagement and internal communications for key initiatives.</li> </ul>

## MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION

<b>DIVISION/BRANCH</b>	<b>TOPIC</b>
<b><i>Negotiations and Regional Operations Division</i></b>	<ul style="list-style-type: none"> <li>• Leads provincial engagement with First Nations to advance reconciliation initiatives, including negotiating and implementing agreements with First Nations partners in conjunction with other provincial agencies, federal and local government, and working with stakeholders to ensure the success of reconciliation initiatives.</li> <li>• Leads and collaborates with other Ministries to advance shared decision-making initiatives with First Nations, consistent with sections 6 and 7 of the <i>Declaration Act</i>.</li> </ul>

**MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION  
CONTINUED...**

<p><b>Reconciliation Transformation and Strategies Division</b></p>	<ul style="list-style-type: none"> <li>• Leads provincial development and implementation of strategic reconciliation initiatives, such as the <i>Declaration on the Rights of Indigenous People Act</i>.</li> <li>• Facilitates collaboration and partnership between Indigenous and non-Indigenous peoples, stakeholders, and all levels of government to build capacity and support outcomes that advance reconciliation at the local, regional, and provincial levels.</li> <li>• Provides strategic advice and coordination to support Indigenous economic development and sustainability as a means to advance self-determination.</li> </ul>
<p><b>Strategic Partnerships and Initiatives Division</b></p>	<ul style="list-style-type: none"> <li>• Leads and supports the development and implementation of key strategies to strengthen the socio-economic conditions of Indigenous people in B.C.</li> <li>• Leads B.C.'s efforts in socio-cultural reconciliation with Indigenous communities and the development of provincial strategies for improving outcomes for Métis and urban Indigenous populations.</li> <li>• Leads community engagement and the coordination of the provincial response to residential school sites in B.C.</li> <li>• Supports the negotiation of land packages and project manages the transfer of provincial Crown land to First Nations as part of provincial agreements.</li> <li>• Leads the provincial efforts to bring modern treaties into effect and fosters long-term relationships between treaty partners, First Nations, Canada, and B.C.</li> </ul>

## MINISTRY OF JOBS, ECONOMIC DEVELOPMENT AND INNOVATION

DIVISION/BRANCH	TOPIC
<p><i>Small Business and Economic Development Division</i></p>	<ul style="list-style-type: none"> <li>• Delivers on-the-ground regional, rural, and Indigenous economic development and diversification supports, and assists rural communities in accessing funding, and implementing projects such as business retention and expansion, investor readiness, and sector development. This includes supporting communities responding to economic shocks (such as mill or mine closures) or needing assistance after an environmental disaster.</li> <li>• Coordinates the Forest Worker and Community Supports programs to support recommendations under the Old Growth Strategic Review and leads the BC Manufacturing Jobs Fund (MJF), Rural Diversification and Infrastructure Program (REDIP), Rural Business and Community Recovery Initiative (RBCRI) Forest Employment Program (FEP) and the community transition services.</li> <li>• With \$180 million over three years, the BC Manufacturing Jobs Fund (MJF) will support economic diversification by funding capital projects that bring benefits to local workers and communities, particularly in areas impacted by economic downturns.             <ul style="list-style-type: none"> <li>○ MJF will fund up to \$10 million for manufacturing infrastructure and up to \$50,000 for final stage business planning for a capital project.</li> <li>○ Intake opened on February 28, 2023, and will remain open for up to two years, or until funds are allocated.</li> <li>○ All manufacturing sectors are eligible, with a particular focus on supporting value-added forestry projects.</li> </ul> </li> <li>• Economic analysis and policy, including LNG economic and workforce impacts and opportunities; StrongerBC Young Leaders Council; Business growth and scale-up, including the B.C. supplier development pilot; Better Regulations for British Columbians.</li> <li>• Leads the development and delivery of policies, programs and initiatives supporting inclusive economic recovery, local, regional, and Indigenous economic development, outreach, engagement, and community investment readiness.</li> <li>• Small business initiatives, outreach and engagement including the Small Business Roundtable, programs, resources, and available supports including Small Business BC; Mobile Business Licenses; BizPal and Sector and Regulatory Competitiveness</li> <li>• Manages the provincial legislation and relationships with the northern, southern interior, and island-coastal economic trusts. Focus on increasing Indigenous participation in the economy by upholding the province’s commitment to reconciliation in the <i>Declaration on the Rights of Indigenous Peoples Act</i> and the StrongerBC Economic Plan.</li> </ul>

## MINISTRY OF JOBS, ECONOMIC DEVELOPMENT AND INNOVATION CONTINUED...

- Provides guidance, support and coordination on Indigenous engagement, policy and economic development opportunities and builds enduring relationships with Indigenous partner organizations and communities to advance Indigenous economic initiatives.
- Responsible for InBC - a \$500 million strategic investment fund with a “triple bottom line” mandate that invests in high-growth potential businesses to help them scale up.
- Facilitates investments through the Major Investments Office:
  - Assesses the technical, financial, and strategic scope of investment opportunities to determine the appropriate level of ministry engagement.
  - Engages with potential investors who have a viable project opportunity and provides customized support to enable the investment to advance in B.C.
  - Works closely with the Ministry of Energy, Mines, and Low Carbon Innovation to boost B.C. as a global exporter of climate solutions, carbon capture, storage, and other low carbon technologies.
  - Leads and/or collaborates on complex cross ministry/government activities or strategic initiatives, including economic recovery.
  - Develops partnerships with investors to match project financing needs with strategic sources of capital.
  - Develops relationships with industry associations, investors, and other investment focused stakeholders to identify projects that could benefit from the Branch’s involvement.
  - Leads the ministry’s investment evaluation process.
- Lead the development and implementation of a Life Sciences and Biomanufacturing Strategy to position B.C. as a hub for the biotechnology sector. Conduct life sciences policy analysis and provide advice and recommendations on policy direction. Develop new concepts and initiatives that support the long-term goals of the Strategy. Develop and maintain sector intelligence resources on B.C.’s life sciences sector, including through engagement with sector stakeholders and in collaboration with BC Stats.

## MINISTRY OF JOBS, ECONOMIC DEVELOPMENT AND INNOVATION CONTINUED...

### ***Trade and Industry Development Division***

- Delivers “StrongerBC” initiatives that help B.C. businesses adapt and recover from the impacts of COVID-19 (Agritech, Manufacturing, Supply Chain).
- Develops programming and strategies for major and emerging sectors of B.C.’s economy.
- Spurs economic opportunities through Canada’s free trade agreements and our own international networks in support of diversified and growing exports and investment attraction.
- Drives prosperity and global opportunities for B.C. businesses in collaboration with Global Affairs Canada in the USA, Europe, and Asia.
- Develops and delivers events and outreach to support awareness and networking for B.C. businesses in B.C. and overseas.
- Delivers and coordinates trade readiness and trade services programs serving communities across the province including indigenous communities, helping develop prosperous exporting companies positively impacting these communities.
- Supports the delivery of the Export Navigator Program.
- Supports the delivery of the Agritech Concierge Program and co-lead for implementation of the recommendations of the Food Security Task Force.
- Develops and delivers initiatives to attract and retain international investors and businesses, including support for site selection, aligning efforts with B.C. communities and federal partners to optimize the best investment opportunities for B.C.
- Advances and defends B.C. interests in international and domestic trade negotiations, agreements, and disputes.
- Monitors, analyzes, and communicates trends in investment, exports, and policy, connecting to the B.C. industry development context, and providing the evidence base for sound strategy development and decision making.
- Leads the development of a Trade Diversification Strategy and an Industrial and Manufacturing Strategy.
- Tasked with advancing the Mass Timber Action Plan. Expanding the use of mass timber in building construction which will assist our forestry sector transition to high value over high-volume production.
- Expected outcomes include opportunities for local workers, strong partnerships with First Nations and greater economic opportunity while making a significant contribution to advancing CleanBC, cross-government and external partner co-ordination/collaboration and supporting the Minister’s Mass Timber Advisory Council.

## MINISTRY OF JOBS, ECONOMIC DEVELOPMENT AND INNOVATION CONTINUED...

<p><b><i>Innovation, Technology, and Investment Capital Division</i></b></p>	<ul style="list-style-type: none"> <li>• B.C.'s technology and innovation policy and programming, including responsibility for Innovate BC.</li> <li>• Intellectual Property.</li> <li>• Coordination of the province's StrongerBC economic plan and associated programming.</li> <li>• Province's participation in the Digital Supercluster and Quantum Algorithms Institute.</li> <li>• Small Business Venture Capital Tax Credit Act and Program.</li> <li>• Integrated Marketplace Initiative and support to the BC Innovation Commissioner.</li> <li>• Venture Capital Tax Credit.</li> <li>• Secretariat for StrongerBC, Economic Plan coordination, tracking and reporting.</li> <li>• BC Knowledge Development Fund.</li> <li>• Cannabis economic development.</li> <li>• Clean technology, hydrogen, and low carbon innovation.</li> </ul>
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## MINISTRY OF LABOUR

DIVISION/BRANCH	TOPIC
<p><b><i>Employment Standards</i></b></p>	<ul style="list-style-type: none"> <li>• Administration of the <i>Employment Standards Act</i> to ensure employees receive basic standards of compensation and conditions of employment, including the minimum wage. Provide fair and efficient procedures for resolving employment standards disputes between employees and employers. Responsible for the Employment Standards Branch and the Employment Standards Tribunal. Responsible for enforcement of the <i>Temporary Foreign Worker Protection Act</i>.</li> </ul>
<p><b><i>Forest Worker Support</i></b></p>	<ul style="list-style-type: none"> <li>• Delivery of the Bridging to Retirement program which supports forestry workers, contractors and their employees impacted by Old Growth deferrals who are 55+ to transition to retirement in their communities and also enables workers in working forestry operations to voluntarily retire, with employer participation.</li> </ul>
<p><b><i>Labour Relations</i></b></p>	<ul style="list-style-type: none"> <li>• Administration of the Labour Relations Code through the independent quasi-judicial B.C. Labour Relations Board. The ministry also promotes stable labour relations by monitoring collective bargaining disputes and providing formal and informal assistance to the parties. Also, responsible for the <i>Fire and Police Services Collective Bargaining Act</i> and the <i>Fire Department Act</i>.</li> </ul>

## MINISTRY OF LABOUR CONTINUED....

<p><b>Workers' Compensation</b></p>	<ul style="list-style-type: none"> <li>• Administration of the <i>Workers Compensation Act</i> through WorkSafeBC (provincial Workers' Compensation Board). WorkSafeBC provides compensation services, health care and vocational rehabilitation to injured workers. WorkSafeBC also has authority to develop, enact and enforce the Occupational Health and Safety Regulation. The ministry is also responsible for the Employers' Advisers Office, the Workers' Advisers Office, and the Workers' Compensation Appeal Tribunal.</li> </ul>
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## MINISTRY OF MENTAL HEALTH AND ADDICTIONS

DIVISION/BRANCH	TOPIC
<p><b>Child, Youth and Mental Health Policy Division</b></p>	<ul style="list-style-type: none"> <li>• Set strategic direction and lead initiatives related to child and youth mental health and substance use, including the expansion of Foundry Youth Centres, Foundry Virtual, developing a youth substance use system of care, including youth substance treatment beds and services, and implementing integrated child and youth teams.</li> <li>• Supporting Indigenous-led solutions for mental health and substance use needs through Indigenous partnerships and advancing broader commitments to Indigenous reconciliation, land-based healing initiatives, and First Nations-run treatment centres.</li> <li>• Leading mental health initiatives such as the expansion of affordable community counselling.</li> <li>• Developing programs to serve people with complex mental health and substance use needs, including implementation of complex care housing.</li> <li>• Coordinate with the Ministry of Public Safety and the Solicitor General (PSSG) on services and supports for people who are causing detrimental harm to themselves and others as a result of mental health or substance use.</li> <li>• Lead for community-based mental health crisis response services including Peer Assisted Care Teams (PACT) and mobile integrated crisis response teams, also known as Car programs.</li> </ul>
<p><b>Corporate Services Division</b></p>	<ul style="list-style-type: none"> <li>• Lead for public information, social marketing, and anti-stigma campaigns for substance use in the province.</li> </ul>

## MINISTRY OF MENTAL HEALTH AND ADDICTIONS CONTINUED...

<p><b>Substance Use Policy Division</b></p>	<ul style="list-style-type: none"> <li>• Lead for substance use policy, system integration and innovation, including the overdose public health emergency. This includes the full continuum of substance use services and supports from prevention, early intervention, and harm reduction.</li> <li>• Lead for the toxic drug crisis, including the Overdose Emergency Response Centre (OERC), overdose prevention services, prescribed safer supply, opioid agonist treatment, drug checking and peer/community engagement in the public health emergency.</li> </ul>
<p><b>Treatment and Recovery Division</b></p>	<ul style="list-style-type: none"> <li>• Lead for adult substance use treatment and recovery – this includes withdrawal management through to longer-term aftercare, including both outpatient and bed-based services.</li> <li>• Lead for decriminalization of illicit drugs for personal possession in B.C.</li> <li>• Leads and/or supports initiatives and provides strategic advice on workplace mental health. Works collaboratively with community partners, unions, and employer groups to ensure employees and leaders have the tools and training they need to foster psychologically healthy and safe workplaces.</li> </ul>

## MINISTRY OF MUNICIPAL AFFAIRS

DIVISION/BRANCH	TOPIC
<p><i>Immigration Services and Strategic Planning Division</i></p>	
<p><b>Community Gaming Grants</b></p>	<ul style="list-style-type: none"> <li>• Community Gaming Grants support eligible not-for-profit organizations delivering community programs that benefit the citizens of British Columbia. Grants are awarded in several sectors including Arts and Culture, Sport, Public Safety, Environment, Human and Social Services and Parent Advisory Councils.</li> <li>• Eligible not-for-profit can also apply for Capital Grants through the program.</li> </ul>
<p><b>Immigration Services</b></p>	<ul style="list-style-type: none"> <li>• Immigration policy, programs, and services; including Provincial Nominee Program (PNP) supporting the attraction of international skilled and semi-skilled workers and entrepreneurs to all regions. Priority occupations include Health, Child Care and Tech, plus attraction to smaller centres; Settlement and Integration services; Refugees and displaced Ukrainians.</li> </ul>

## MINISTRY OF MUNICIPAL AFFAIRS CONTINUED...

<p><b><i>Strategic Planning and Legislative Services Branch</i></b></p>	<ul style="list-style-type: none"> <li>• The Branch provides services and leadership in the areas of legislative services, community policy, corporate priorities and strategic planning related to local governments and communities.</li> <li>• The Branch is responsible for and executes the legislative program and coordinates Orders in Council (OIC), Ministerial Orders and board appointments for the ministry.</li> </ul>
<p><b><i>Local Government Division</i></b></p>	
<p><b><i>Governance Structures Governance Services Governance Relations</i></b></p>	<ul style="list-style-type: none"> <li>• Incorporation, restructure, boundary extensions, structure-related legislation and processes, and local and regional governance.</li> <li>• Local government administration, elections, governance operations-related legislative requirements/powers and local and regional services.</li> <li>• Local government-First Nations/Indigenous relations, Crown Grant/Nominal Rent Tenure sponsorships, Business Improvement Areas, and Resort Associations.</li> <li>• Dispute resolution related to Regional District service review/withdrawal, RGS and other intergovernmental disputes.</li> </ul>
<p><b><i>Infrastructure and Engineering</i></b></p>	<ul style="list-style-type: none"> <li>• Asset management, drinking water, wastewater, stormwater, solid waste, green energy, community, recreation and other capital grants, infrastructure planning grants and programs [Investing in Canada Infrastructure Program (Environmental Quality; Community, Culture and Recreation, Rural and Northern Communities, CleanBC Communities Fund, COVID-19 Resilience Infrastructure Stream), Community Economic Recovery Infrastructure Program, Clean Water and Wastewater Fund and NBCF-Small Communities Fund].</li> </ul>
<p><b><i>Local Government Finance</i></b></p>	<ul style="list-style-type: none"> <li>• Local government finance, including:             <ul style="list-style-type: none"> <li>○ budgeting and financial plans.</li> <li>○ audited financial statements.</li> <li>○ unconditional grants; Growing Communities Fund; Safe Restart – Local Government grants; reserve funds.</li> <li>○ investments and municipal corporations; long-term liabilities.</li> <li>○ development financing (including Development Cost Charges).</li> <li>○ user-fees.</li> <li>○ taxation (including tax sale).</li> </ul> </li> </ul>

## MINISTRY OF MUNICIPAL AFFAIRS CONTINUED...

<p><b>Local Government Policy, Research and Legislation</b></p>	<ul style="list-style-type: none"> <li>• Overall responsibility for local government legislation development for <i>Community Charter, Local Government Act, Local Elections Campaign Financing Act</i>, and other local government legislation. Broad responsibility for forward-looking policy development in relation to various local government authorities.</li> <li>• Broad responsibility for forward-looking policy development in relation to various local government authorities.</li> <li>• Responsibility for the coordination and provincial response to UBCM resolutions.</li> </ul>
<p><b>Land Use / Planning Programs</b></p>	<ul style="list-style-type: none"> <li>• Local government planning and land use management framework and public hearings (in support with the Ministry of Housing), other local planning and land use tools; Ministerial approvals of some official community plans; Regional Growth Strategies (RGSS)</li> <li>• Socio-economic effects of LNG Canada and Coastal GasLink’s LNG projects on local governments and Indigenous Nations in Northern B.C.</li> <li>• Funding programs: Northern Healthy Communities Fund.</li> </ul>
<p><b>Public Libraries Branch (PLB)</b></p>	<ul style="list-style-type: none"> <li>• Work with public library boards, library staff, and local governments to improve and ensure public access to information, resources, and services under the <i>Library Act</i>.</li> <li>• Advice and guidance on related legislation, governance, financial reporting, provincial funding, digital infrastructure, provincial-wide services, and provincial policies.</li> <li>• Apportionment of provincial public library grants (not capital).</li> <li>• Local government questions about financing new library buildings or significant renovations Infrastructure questions should be directed to Local Government Infrastructure and Finance Branch, but PLB may also be included.</li> </ul>

## MINISTRY OF POST-SECONDARY EDUCATION AND FUTURE SKILLS

DIVISION/BRANCH	TOPIC
<p><b>Finance, Technology and Management Services Division</b></p>	<ul style="list-style-type: none"> <li>• Operating and capital grants to 25 PSIs, FTE and PSI financial health monitoring and reporting, ministry’s 10-year capital plan, PSI property acquisition and disposition, manage ministry budget, maintain ministry IT systems and digital information security, Administrative Service Delivery Transformation Initiative, lead ministry’s business continuity and emergency response readiness with PSIs. Division responsible for student housing on Post-Secondary campuses in B.C.</li> </ul>

## MINISTRY OF POST-SECONDARY EDUCATION AND FUTURE SKILLS CONTINUED...

<p><b><i>Governance and Corporate Planning Division</i></b></p>	<ul style="list-style-type: none"> <li>Ministry’s corporate planning and reporting, legislative development, OIC board appointments, labour relations and governance, data visualization, reporting and advice through sector data management and analysis to support decision making and inform policy development. Also responsible for the Office of the Superintendent of Professional Governance (OSPG) and for public and private post-secondary institution accountability including mandate direction and accountability reporting, strategic and sector labour relations policy, and governance and the regulation and monitoring of over 300 private training institutions, and student protection.</li> </ul>
<p><b><i>Post-Secondary Policy and Programs Division</i></b></p>	<ul style="list-style-type: none"> <li>25 public post-secondary institutions (PSIs) and their programs including: Indigenous Education, Adult Education, StudentAid BC including the BC Access Grant, Science, Technology, Engineering and Math (STEM) programs, and health and medical education. Enhancing the learner experience through student mental health initiatives, combatting sexualized violence, promoting work integrated learning and co-ops, micro-credentials and improving foreign/international credential recognition, Education Quality Assurance designation, and advise and recommendations to the Minister on new degree programs through the Degree Quality Assessment Board. The Division is also responsible for international education, leading strategic policy/liason function for the sector, and intergovernmental relations.</li> </ul>
<p><b><i>Workforce Development and Skills Training Division</i></b></p>	<ul style="list-style-type: none"> <li>Development and management of targeted labour market and workforce development policies and programs to help people get the information and skills they need to participate in B.C.’s labour market. This includes oversight of B.C.’s Future Ready Plan, of the trades training system, including Skilled Trades Certification and the Crown agency responsible, SkilledTradesBC (formerly the Industry Training Authority), and of a number of programs for people, employers, and communities. These include the Sector Labour Market Partnerships program, the Community Workforce Response Grant, the BC Employer Training Grant, Skills Training for Employment programs, and Indigenous skills training. The Division produces a wide range of labour market information and insights, including BC’s Labour Market Outlook, and disseminates labour market information, career planning tools, and other resources through the WorkBC.ca website.</li> </ul>

## MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

DIVISION/BRANCH	TOPIC
<b><i>BC Coroners Service</i></b>	<ul style="list-style-type: none"> <li>• Responsible for investigating and determining the circumstances of all unnatural, sudden, and unexpected, unexplained, or unattended deaths in the province.</li> <li>• Makes recommendations to improve public safety and prevent death in similar circumstances.</li> <li>• Responsible for the investigation of all child death (under the age of 19 years) in B.C. and for investigating all deaths in custody.</li> </ul>
<b><i>BC Corrections</i></b>	<ul style="list-style-type: none"> <li>• Responsible for the supervision of individuals, 18 years or older, on bail or serving a sentence in the community, and the supervision of individuals in custody awaiting trial, serving a sentence under two years.</li> </ul>
<b><i>Cannabis, Consumer Protection, and Corporate Policy Branch</i></b>	<ul style="list-style-type: none"> <li>• Responsible for consumer protection policy, which includes consumer contracts, cost of credit disclosure, ticket sales, film classification, and licensing of travel agents, motor dealers, funeral services, payday lenders, high-cost credit grantors, debt collectors, and home inspectors.</li> <li>• Responsible for leading and supporting the development and implementation of provincial cannabis policy, leading negotiation of government-to-government agreements with Indigenous nations pursuant to Section 119 of the <i>Cannabis Control and Licensing Act</i> and working with First Nations and key partners to advance a collaborative approach to cannabis-related governance and jurisdiction, as outlined in the DRIPA Action Plan commitment 4.47.</li> </ul>
<b><i>Community Safety and Crime Prevention Branch</i></b>	<ul style="list-style-type: none"> <li>• Responsible for coordinating a provincial network of programs and services for victims of crime including programming for violence against women, gender-based violence, and sexual assault.</li> <li>• Responsible for coordinating the province’s work in the areas of restorative justice, and human trafficking.</li> <li>• Includes the Civil Forfeiture Office which manages the Civil Forfeiture Crime Prevention and Remediation Grant Program and the Crime Victim Assistance Program.</li> </ul>

## MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL CONTINUED...

<p><b><i>Gaming Policy and Enforcement Branch</i></b></p>	<ul style="list-style-type: none"> <li>• Regulates all gambling in British Columbia and ensures the integrity of gambling industry companies, people, and equipment.</li> <li>• Regulates oversight of commercial gambling conducted and managed by the British Columbia Lottery Corporation (e.g., lotteries, casinos, community gaming centres, commercial bingo halls and online gambling on PlayNow.com), British Columbia’s horse racing industry, and licensed charitable gambling events.</li> <li>• Administers the Gambling Support BC program, which includes a continuum of responsible and problem gambling prevention and treatment services.</li> <li>• Administers Host Financial Assistance Agreements with local governments that host a gaming facility within their jurisdiction.</li> </ul>
<p><b><i>Insurance Corporation of BC (ICBC)</i></b></p>	<ul style="list-style-type: none"> <li>• ICBC is mandated to provide universal compulsory auto insurance to drivers in B.C.</li> <li>• ICBC provides British Columbians with Optional auto insurance products and driver licensing services.</li> <li>• ICBC champions a safe driving culture by working with communities, law enforcement, and other stakeholders on various road safety campaigns and initiatives.</li> <li>• ICBC is responsible to the Minister of Public Safety and Solicitor General, who is supported within government by the Crown Agencies Secretariat in the Ministry of Finance.</li> </ul> <p><b><i>**For Minister meeting requests for the Insurance Corporation of BC please direct these to the <a href="#">Ministry of Public Safety and Solicitor General</a>.</i></b></p> <p><b><i>**For staff meeting requests for the Insurance Corporation of BC please see their description in the <a href="#">Provincial Agencies, Commissions, and Corporations section</a>.</i></b></p>
<p><b><i>Liquor and Cannabis Regulation Branch</i></b></p>	<ul style="list-style-type: none"> <li>• Issues liquor and cannabis retail store licenses.</li> <li>• Educates establishments about cannabis laws and rules.</li> <li>• Takes enforcement action when licensed establishments do not follow the <i>Cannabis Control and Licensing Act</i> and the <i>Liquor Control and Licensing Act</i>, associated regulations or their specific terms and conditions.</li> <li>• Delivers social responsibility training programs including Selling It Right and Serving It Right.</li> <li>• Works with local government, Indigenous nations, and industry and other stakeholders to develop liquor and retail cannabis policy and provide advice to government concerning decisions related to liquor and non-medical cannabis policy.</li> </ul>

## MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL CONTINUED...

<p><b>Liquor Distribution Branch</b></p>	<ul style="list-style-type: none"> <li>• The Liquor Distribution Branch (LDB) is responsible to the Minister of Public Safety and Solicitor General, who is supported within the government by the Crown Agencies Secretariat in the Ministry of Finance.</li> </ul> <p><b>**For Minister meeting requests and for staff meeting requests for the Liquor Distribution Branch please direct these to the Ministry of Public Safety and Solicitor General.</b></p>
<p><b>Office of the Fire Commissioner</b></p>	<ul style="list-style-type: none"> <li>• Also, within PSSG is the Office of the Fire Commissioner (OFC). The OFC is the senior fire authority in the province with respect to fire safety and prevention. Issues liquor and cannabis retail store licenses.</li> <li>• Educates establishments about cannabis laws and rules.</li> <li>• Takes enforcement action when licensed establishments do not follow the <i>Cannabis Control and Licensing Act</i> and the <i>Liquor Control and Licensing Act</i>, associated regulations or their specific terms and conditions.</li> <li>• Delivers social responsibility training programs including Selling It Right and Serving It Right.</li> <li>• Works with local government, Indigenous nations, and industry and other stakeholders to develop liquor and retail cannabis policy and provide advice to government concerning decisions related to liquor and non-medical cannabis policy.</li> </ul>
<p><b>RoadSafetyBC</b></p>	<ul style="list-style-type: none"> <li>• RoadSafetyBC is responsible for road safety in the province, working with our partners to help reach our goal of zero traffic fatalities and serious injuries.</li> <li>• The Branch operates provincial road safety programs and is the policy and regulatory agency responsible for ensuring the safe and responsible operation of motor vehicles in B.C.</li> <li>• The Superintendent of Motor Vehicles is the administrative authority governing drivers and has authority to:             <ul style="list-style-type: none"> <li>○ Prohibit a person from driving a motor vehicle.</li> <li>○ Require a driver to take part in a program to improve their driving.</li> <li>○ Review and make decisions about sanctions, driving prohibitions and ICBC licensing decisions.</li> </ul> </li> <li>• Make sure B.C. drivers are medically fit to drive.</li> </ul>

## MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL CONTINUED...

### ***Policing and Security Branch***

- The Branch superintends and provides central oversight of B.C. policing and law enforcement by developing and administering policing policy, programs, and provincial standards. The Branch ensures the adequate and effective delivery of policing throughout the province.
- Security Programs Division administers the Criminal Record Review Program, Protection Order Registry, security screening for cannabis workers and retail applicants, and regulates the security industry, metal dealers and recyclers, pill presses, and armored vehicles / body armor.
- The Policy, Legislation and Modernization Division develops and coordinates policies and legislative initiatives, and is the lead on diversity, mental health, and addiction issues in relation to policing. This Division is also the lead for policing modernization and coordinating responses to the report of the Special Committee on Reforming the *Police Act*.
- Municipal Policing, Governance and Oversight Division is responsible for superintending, oversight and alignment of municipal police and their boards. The Division also has responsibility for areas including provincial policing standards, compliance and training, crime data, police technologies, special police constable appointments and designation, and decriminalization. Additionally, the Community Safety Unit delivers a province-wide regulatory cannabis compliance and enforcement program to address the illegal sale and production of cannabis.
- The Serious and Organized Crime Division is responsible for oversight and policy development in the areas of organized crime, gang violence and serious crime, as well as innovative crime prevention responses, such as Situation Tables.
- The Indigenous, Core Policing, and Contract Management Division provides oversight of provincial, municipal, and Indigenous policing agreements, and works with Public Safety Canada in support of the First Nations Policing Program. The Division also has responsibility for oversight of police model transitions.
- A Public Safety Transformation Taskforce is linked to the Policing and Security Branch with a focus on Policing and Public Safety Modernization, Next Generation 911, the Safer Communities Action Plan as well as justice and public safety related recommendation from the Commission of Inquiry into Money Laundering in B.C. (the Cullen Commission Report).

# MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION

DIVISION/BRANCH	TOPIC
<p><b>Accessibility Directorate</b></p>	<ul style="list-style-type: none"> <li>• Providing cross-government advice and support to promote greater accessibility and inclusivity of policies and programs.</li> <li>• Implementation of the <i>Accessible British Columbia Act</i>, which seeks to identify, remove, and prevent barriers to inclusion experienced by people with disabilities.</li> <li>• Development of accessibility standards for service delivery and accessible employment.</li> <li>• Implementation of the <i>Accessible B.C. Regulation</i>, which requires local governments to implement an accessibility plan, accessibility committee, and an accessibility feedback tool.</li> <li>• Supports the Parliamentary Secretary for Accessibility.</li> <li>• Support for Ministerial Advisory Committees, including Presidents Group, Registered Disability Savings Plan Action Group, and Provincial Accessibility Committee.</li> </ul>
<p><b>Employment and Labour Market Services Division</b></p>	<ul style="list-style-type: none"> <li>• WorkBC Employment Services is the largest network of employment providers in the province and supports all British Columbians seeking work regardless of where they live or employment barriers they may face. Services are delivered through 102 WorkBC Centres as well as through a strong online presence, accessible from anywhere in the province. Services include access to individualized employment counselling, job search resources, employment planning, skills training, financial supports, wage subsidy placements, assistive technology supports, apprentice services and more.</li> <li>• WorkBC Community and Employer Partnerships (CEP) provide work experience and training opportunities in communities across B.C. to address local labour market issues. The CEP fund supports community-based initiatives to help individuals and the broader community. With the help of this fund, communities see positive social impacts, economic growth, and more employment opportunities for unemployed British Columbians</li> <li>• To support recovery efforts, CEP is ensuring funding is accessible and equitably distributed throughout the province and prioritizing applications that:             <ul style="list-style-type: none"> <li>• Create work experience and training opportunities to prepare job seekers for occupations that have a strong labour market outlook; and</li> <li>• Support an inclusive economic recovery in B.C. communities.</li> </ul> </li> </ul>

## MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION CONTINUED...

<p><b>Research, Innovation and Policy Division</b></p>	<ul style="list-style-type: none"> <li>• Provides research, policy and legislation support to the ministry to deliver income and disability assistance to British Columbians most in need.</li> <li>• Leads development, evaluation, and implementation of the government’s policies on income and disability assistance.</li> <li>• Leads government’s work on Together BC, B.C.’s Poverty Reduction Strategy, and leads the ministry’s work on mandate items regarding food security and period poverty.</li> <li>• Supports the Parliamentary Secretary for Community Development and Non-Profits.</li> <li>• Leads ministry intergovernmental relations, Indigenous policy and Declaration on the <i>Rights of Indigenous Peoples Act</i> accountabilities.</li> <li>• Provides reconsideration services for clients disputing eligibility decisions regarding income assistance, disability assistance and child care subsidy</li> </ul>
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## MINISTRY OF TOURISM, ARTS, CULTURE AND SPORT

DIVISION/BRANCH	TOPIC
<p><b>Arts and Culture</b></p>	<ul style="list-style-type: none"> <li>• Supports the arts and culture sectors with funding, policy, and programs.</li> <li>• Administers grant programs for artists, creators, and non-profit arts and culture organizations.</li> <li>• Provides secretariat support and administration for the BC Arts Council.</li> <li>• Provides oversight, strategic direction, and corporate support for the Royal BC Museum.</li> <li>• Leads implementation of cultural infrastructure projects, including the Royal BC Museum Collections and Research Building, Chinese Canadian Museum, South Asian Museum, provincial Filipino cultural center, as well as supporting the redevelopment of the Jewish Community Centre of Greater Vancouver, the Vancouver Art Gallery, and the Art Gallery of Greater Victoria.</li> </ul>
<p><b>BC Athletic Commission</b></p>	<ul style="list-style-type: none"> <li>• Legislation and regulatory oversight of professional boxing, kickboxing, and mixed martial arts, as well as amateur kickboxing, mixed martial arts, Muay Thai and pankration.</li> </ul>

## MINISTRY OF TOURISM, ARTS, CULTURE AND SPORT CONTINUED...

<b><i>Creative Sector</i></b>	<ul style="list-style-type: none"> <li>• Lead on cross-ministry and intergovernmental coordination, policy development and research to support the growth of B.C.'s creative sector (i.e., film, television, interactive digital media, music, and publishing) and work with industry stakeholders to advance opportunities. Provides oversight and strategic direction for Creative BC and the Knowledge Network.</li> </ul>
<b><i>Heritage</i></b>	<ul style="list-style-type: none"> <li>• Provides advice and information on British Columbia's historic places, paleontological resources, and geographical names. Exercises regulatory authority and develops policy under the <i>Heritage Conservation Act</i> and the <i>Land Act</i> regarding the identification, formal recognition, commemoration, protection and celebration of heritage and fossil sites, management of provincial heritage sites and the management of the BC Register of Historic Places and the BC Geographical Names office.</li> </ul>
<b><i>Mountain Resorts</i></b>	<ul style="list-style-type: none"> <li>• Delivers a one window regulatory approach for resort development and community ski area administration and the review and authorization of expansions and new proposals on Crown land across the province. Evaluates phased development plans and conducts major project reviews, leading work teams that include other natural resource agencies and consulting with local governments, public recreation users, and First Nations.</li> </ul>
<b><i>Sport</i></b>	<ul style="list-style-type: none"> <li>• Lead on policy development and program implementation related to amateur sport development in B.C. Manages the Major Event Program (MEP) for financial support for major sporting events and considers opportunities associated with marquee events, such as FIFA World Cup, Invictus Games and Olympics and Paralympics. Work is guided by B.C.'s Sport Framework (<i>Pathways to Sport</i>) which identifies three key priority areas of focus for the provincial sport system: sport participation; athlete development; sport event hosting. Provides oversight and strategic direction to viaSport and the BC Games Society.</li> </ul>
<b><i>Tourism</i></b>	<ul style="list-style-type: none"> <li>• Policies, programs, destination development and strategic engagement to support B.C. tourism sector's recovery and resilience; manages the Resort Municipality Initiative (RMI), Tourism Event Program and Municipal Regional District Tax program (MRDT), jointly with Ministry of Finance and Destination BC. Provides oversight of Destination BC (tourism marketing) and BC Pavilion Corporation (BC Place and Vancouver Convention Centre) and leads development and implementation of provincial tourism framework.</li> </ul>

## MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

DIVISION/BRANCH	TOPIC
<p><b><i>Highways and Regional Services Division</i></b></p>	<ul style="list-style-type: none"> <li>• The Highways and Regional Services Division is responsible for:               <ul style="list-style-type: none"> <li>○ Developing, maintaining, and operating safe, secure provincial and regional transportation networks.</li> <li>○ Leading the ministry in provincial issue management, emergency response and preservation of infrastructure.</li> <li>○ Promoting compliance of safety regulations within the transport sector, with the goal of increasing road safety and protecting public health, the environment, and transportation infrastructure.</li> <li>○ Planning and delivering rehabilitation and capital projects in the region.</li> <li>○ Fostering partnerships and delivering on commitments with First Nations and Indigenous communities.</li> <li>○ Supporting provincial economic growth through regional work and development services.</li> <li>○ Implementing sustainable, resilient, and innovative transportation solutions.</li> </ul> </li> <li>• The Division, through their Commercial Vehicle Safety Enforcement (CVSE) program, also:               <ul style="list-style-type: none"> <li>○ Regulates and manages commercial vehicle activities on the provincial highway network and aligns requirements with neighboring provinces to ensure the safe and efficient movement of goods within B.C. and beyond.</li> </ul> </li> <li>• This Division also includes the Passenger Transportation Branch, which regulates commercial passenger vehicles including taxis, ride hailing companies, limousines, charter, and inter-city (scheduled) buses, in accordance with the <i>Passenger Transportation Act</i>.</li> </ul>

## MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE CONTINUED...

<p><b><i>Integrated Transportation and Infrastructure Services Division</i></b></p>	<ul style="list-style-type: none"> <li>• The Integrated Transportation and Infrastructure Services Division (ITIS) provides cross ministry planning, engineering, and property services, and oversees major infrastructure projects.</li> <li>• ITIS is responsible for:             <ul style="list-style-type: none"> <li>○ All aspects of strategic planning, capital programming, including development and management of the provincial 10-year Transportation Investment Plan.</li> <li>○ Management of federal and community cost sharing programs.</li> <li>○ The delivery of the major transportation projects throughout the province.</li> <li>○ Engineering and environmental solutions to support the provincial transportation system.</li> </ul> </li> <li>• The Division oversees the acquisition, management, and disposition of the ministry’s thousands of properties and land interests, including those owned by the BC Transportation Financing Authority and BC Railway Company.</li> <li>• Through the Chief Engineer’s Office, the Division is also responsible for ensuring that the ministry’s designs and standards are adapting to climate change.</li> </ul>
<p><b><i>Policy, Programs and Partnerships Division</i></b></p>	<ul style="list-style-type: none"> <li>• The Policy, Programs and Partnerships Division is responsible for aspects of strategic transportation policy, legislation, and grant programs in British Columbia. This includes:             <ul style="list-style-type: none"> <li>○ Air, rail, public transit service delivery through BC Transit, TransLink, and coastal and inland ferry delivery.</li> <li>○ Governmental relations.</li> <li>○ Active transportation.</li> <li>○ Airport grant programs.</li> <li>○ Clean BC and climate change initiatives.</li> </ul> </li> <li>• The Division has direct oversight of the province’s coastal ferry service through BC Ferries.</li> </ul>

## MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE CONTINUED...

### ***Strategic and Corporate Priorities Division***

- The Strategic and Corporate Priorities Division leads the key strategic cross ministry and corporate initiatives, enabled by talent, technology, and operational services. This includes:
  - Developing and coordinating ministry strategy, priorities, and performance management.
  - Coordinating cross ministry support and tracking on corporate and priority initiative.
  - Coordinating corporate and ministry-level reconciliation efforts.
  - Aligning talent and technology efforts to enable strategic goals and outcomes.
  - Facilitating a learning culture where everyone is valued.
  - Prioritizing solutions that help people do meaningful work.
  - Promoting innovation through investment in people, culture, and technology.
  - Leading strategic HR initiatives and operations, in partnership with the PSA.
- Within the Division, the Information Management Branch (IMB) also helps design, build, and run all technology solutions for the ministry.

## MINISTRY OF WATER, LAND AND RESOURCE STEWARDSHIP

DIVISION/BRANCH	TOPIC
<p><b><i>Land Use Policy, Planning and Ecosystems</i></b></p>	<ul style="list-style-type: none"> <li>• Responsible for leading B.C.'s land stewardship strategies, supported by science and knowledge, that promote and guide the province's goals for reconciliation with First Nations, ecosystem health and biodiversity, conservation of wildlife and habitat and economic diversity and sustainability.</li> <li>• Responsible for delivering the following programs:               <ul style="list-style-type: none"> <li>○ Modernized Land Use Planning delivered in partnership with First Nations.</li> <li>○ Collaborative Indigenous Stewardship Framework.</li> <li>○ Together for Wildlife Strategy.</li> <li>○ Cumulative Effects Framework.</li> <li>○ Conservation Science and Research</li> <li>○ Species at Risk Recovery and the Provincial Caribou Recovery Program.</li> <li>○ Recommendations within the Old Growth Report, including ecosystem health and biodiversity.</li> <li>○ Regional Management Committees.</li> </ul> </li> </ul>
<p><b><i>Water, Fisheries and Coastal Policy and Planning</i></b></p>	<ul style="list-style-type: none"> <li>• The Water, Fisheries and Coastal Policy &amp; Planning Division brings together program areas responsible for the Watershed Security Strategy and associated Fund, Wild Salmon Strategy, and Coastal Marine Strategy.</li> <li>• It works to support functioning and resilient marine, aquatic, and coastal ecosystems that support a diversity of economic activities and provide the foundation for vibrant and thriving coastal communities and cultures.</li> <li>• The Division provides provincial leadership on water and coordinates government's strategy on 'source to tap' drinking water protection. It is also responsible for watershed-related strategic planning, policy, and science for B.C. and for setting objectives for water quality and sustainability.</li> <li>• The Division supports restoration and rebuilding of wild fish populations and provides leadership for aquatic habitat policy and restoration. It also sets fisheries and aquaculture policy, develops new strategies to protect and revitalize B.C.'s wild salmon populations, and is the provincial lead for interfacing with Fisheries and Oceans Canada (DFO).</li> <li>• The Division is the provincial hub for marine and coastal policy and planning, providing expertise to drive development and implementation of strategic and operational policies and plans that lead the way on collaborative decision-making with First Nations and Canada.</li> </ul>

## MINISTRY OF WATER, LAND AND RESOURCE STEWARDSHIP

### CONTINUED...

<p><b><i>Reconciliation and Natural Resource Sector Policy</i></b></p>	<ul style="list-style-type: none"> <li>• This Division provides leadership in developing a “roadmap” for the natural resource sector to support the effective operationalization and implementation of the <i>Declaration on the Rights of Indigenous Peoples Act</i>, including working with the <i>Declaration Act Secretariat</i> on the alignment of natural resource sector laws and development of sector-specific tools and supports to advance reconciliation more effectively (e.g., policy, legislation, processes, etc.); this will include co-developing a foundation for co-management and shared decision making with Indigenous governments.</li> <li>• Some of the primary objectives of the Reconciliation and Natural Resource Sector Policy Division include:</li> <li>• Strategic land and resource reconciliation policy/frameworks including:             <ul style="list-style-type: none"> <li>○ Land and natural resource assets.</li> <li>○ Governance/co-management.</li> <li>○ Engagement.</li> </ul> </li> <li>• Cross-sector policy.</li> <li>• Working with the <i>Declaration Act Secretariat</i> to coordinate alignment of Natural Resource Sector laws.</li> <li>• Co-ordinating today’s efforts and building future legislative and policy frameworks for cumulative effects, shared decision making and climate change.</li> <li>• Support for Regional Management Committees.</li> </ul>
<p><b><i>Permitting, Authorizations and Statutory Decision Making Solutions</i></b></p>	<ul style="list-style-type: none"> <li>• Working across the natural resource sector and transportation to address priority projects and permitting caseload; examining legislative and policy barriers; enhancing systems and data, policy, and tools to support decision-making; examining government’s fee structure to ensure cost-recovery principles are met; and piloting new decision-making models, all while considering the need for Indigenous co-management and shared decision making.</li> <li>• Advancing novel permitting solutions through the priority projects of Housing and Connectivity.             <ul style="list-style-type: none"> <li>○ The Housing project is to provide a single, co-ordinated approach to housing-related permits and authorizations through the Housing Action Taskforce.</li> <li>○ The Connectivity project is to bring high-speed internet into remote and underserved communities.</li> </ul> </li> </ul>
<p><b><i>Cumulative Effects NRS Solutions</i></b></p>	<ul style="list-style-type: none"> <li>• Leading a natural resource sector coordinated approach to multi-agreement implementation with Treaty 8 First Nations.</li> <li>• Building cumulative effects management responses from experiences in Treaty 8 territory that could be considered elsewhere in B.C., at a regional level.</li> </ul>

## MINISTRY OF WATER, LAND AND RESOURCE STEWARDSHIP CONTINUED...

### ***Natural Resource Information and Digital Services***

- Provides essential Information Management (IM) services by way of the creation, maintenance, and publication of foundational datasets and geospatial information – this also includes operation of the Provincial aerial imagery and LiDAR programs, maintenance of land survey monumentation and data, and species and ecosystems information. This work provides essential context and intelligence to support decision making across the natural resource ministries and beyond. The IM offerings include ready-made, authoritative, spatial information about the shape, landscape, environment, and condition of B.C. as well as offering on-demand custom analysis, visualization, and mapping products for the Natural Resource Ministries.

## PROVINCIAL AGENCIES, COMMISSIONS, AND CORPORATIONS AVAILABLE DURING THE UBCM 2023 CONVENTION

DIVISION/BRANCH	TOPIC
<b><i>Agricultural Land Commission</i></b>	<ul style="list-style-type: none"> <li>Information and advice regarding the Agricultural Land Reserve (ALR) and work of the Provincial Agricultural Land Commission (ALC). ALC Chair and/or Chief Executive Officer will be in attendance.</li> </ul>
<b><i>BC Emergency Health Services (BCEHS)</i></b>	<ul style="list-style-type: none"> <li>As part of the Provincial Health Services Authority, BCEHS governs the emergency medical services system in B.C. and provides pre-hospital emergency and inter-facility patient transfer services. BCEHS paramedics, emergency medical call takers and dispatch staff provide pre-hospital emergency care and medically necessary transport (ground and air ambulances) for British Columbians. BCEHS also oversees patient inter-facility transfers in the province, working with health authorities to coordinate the transfer of acute and critically ill patients to an appropriate level of care both within and outside of B.C.               <ul style="list-style-type: none"> <li>Members of the BCEHS executive team look forward to participating in productive and engaging sessions with municipal leaders.</li> </ul> </li> </ul>
<b><i>BC Energy Regulator</i></b>	<ul style="list-style-type: none"> <li>The British Columbia Energy Regulator oversees the full life cycle of energy resource activities in B.C. from site planning to restoration. This includes oil, gas, geothermal and will also include hydrogen, ammonia, and methanol. We look forward to addressing any questions you may have on our regulatory oversight.</li> </ul>
<b><i>BC Housing</i></b>	<ul style="list-style-type: none"> <li>BC Housing works in partnership with private and non-profit sectors, provincial health authorities and ministries, other levels of government and community groups to develop a range of housing options. These affordable housing options span the housing continuum, including emergency shelter and housing for the homeless, transitional supportive and assisted living, independent social housing, rent assistance in the private market, and affordable owner-purchase housing.</li> <li>Through the <i>Homeowner Protection Act</i>, BC Housing also licenses residential builders, administers owner builder authorizations, ensures that mandatory licensing and home warranty insurance provisions are complied with, oversees the third-party home-warranty insurance, and carries out research and education that benefits the residential construction industry, consumers, and the affordable housing sector.</li> </ul>
<b><i>BC Hydro</i></b>	<ul style="list-style-type: none"> <li>BC Hydro's mission is to safely provide our customers with reliable, affordable, clean electricity. Our vision celebrates our clean energy advantage and our environmental stewardship role in B.C. Sustainability is about making the best choices with available resources, which means leveraging our clean electricity for all British Columbians. BC Hydro's Community Relations staff look forward to addressing any questions that you may have related to our operations.</li> </ul>

## PROVINCIAL AGENCIES, COMMISSIONS AND CORPORATIONS AVAILABLE DURING THE UBCM 2023 CONVENTION CONTINUED...

<p><b><i>BC Transit</i></b></p>	<ul style="list-style-type: none"> <li>• From small towns to large urban centres outside of Metro Vancouver, BC Transit delivers safe, reliable, customer focused transportation services you can rely on. BC Transit would be pleased to discuss any questions you may have regarding our services. In order to provide you with the best information possible, please provide specifics relating to your questions within the meeting request.</li> </ul>
<p><b><i>Insurance Corporation of British Columbia (ICBC)</i></b></p>	<ul style="list-style-type: none"> <li>• ICBC provides universal compulsory auto insurance (basic insurance) to drivers in British Columbia, with rates regulated by the British Columbia Utilities Commission (BCUC) and sells optional auto insurance in a competitive marketplace.</li> <li>• Insurance products are available across B.C. through a network of independent brokers, and claims services are provided at ICBC claims handling facilities located throughout the province.</li> <li>• ICBC invests in road safety and loss management programs to reduce traffic-related deaths, injuries and crashes, auto crime and fraud.</li> <li>• In addition, provides driver licensing, vehicle registration and licensing services, and fines collection on behalf of the provincial government at locations across the province.</li> <li>• ICBC will have staff at the Convention who would be pleased to discuss or meet on any issues related to ICBC's operations.</li> </ul>
<p><b><i>Office of the Seniors Advocate (OSA)</i></b></p>	<ul style="list-style-type: none"> <li>• OSA monitors and analyzes seniors' services and issues in B.C. and makes recommendations to government and service providers to address systemic issues. The Office also provides information and referrals for individuals who are navigating seniors services and tracks their concerns, which helps inform future work. The services which the Office monitors are in five key areas: health care, housing, income supports, community supports and transportation.</li> <li>• The Office collaborates with service providers, government, and health authorities to improve effectiveness, efficiency, and outcomes for seniors.</li> </ul>
<p><b><i>The Land Title and Survey Authority of British Columbia (LTSA)</i></b></p>	<ul style="list-style-type: none"> <li>• LTSA is a statutory corporation responsible for operating BC's land title and survey systems and the Land Owner Transparency Registry (LOTR).</li> <li>• LTSA processes over seven million online transactions annually and provides land information and datasets to the province, local governments, and other public agencies. The services include mapped databases such as ParcelMap BC and AUTOPROP. ParcelMap BC is the current, complete, and trusted mapped representation of titled and Crown land parcels across British Columbia, considered to be the point of truth for the graphical representation of property boundaries.</li> </ul>

## PROVINCIAL AGENCIES, COMMISSIONS AND CORPORATIONS AVAILABLE DURING THE UBCM 2023 CONVENTION CONTINUED...

<p><b><i>Police Victim Services British Columbia (PVSBC)</i></b></p>	<ul style="list-style-type: none"> <li>• Police Victim Services of British Columbia Society (PVSBC) is the B.C. registered not for profit charity membership organization mandated to be the primary advocate for all (95+) police-based victim service (PBVS) organizations within the province.</li> <li>• PBVS local organizations are physically embedded with the municipal or RCMP detachment delivering ongoing police-based victim services to the citizens of each community.</li> <li>• Our Vision is - All victims of crime and trauma across B.C. receive compassionate, professional, and consistent services.</li> <li>• PVSBC advocates, represents, lobbies, and communicates with members, partners and stakeholders on the development and delivery of PVSBC trauma informed programs, baseline and advanced training, professional development and member support programs.</li> <li>• Funding is provided by the Provincial and Federal Governments, with additional resources from corporate and individual contributions, sponsorships, and program revenues.</li> <li>• PVSBC will have staff present at the Convention to engage Delegates in any issue related to the delivery of police-based victim services as well as the linkage to police and other local partner/stakeholders within their community.</li> </ul>
<p><b><i>Royal Canadian Mounted Police (RCMP)</i></b></p>	<ul style="list-style-type: none"> <li>• The Royal Canadian Mounted Police (RCMP), Canada's national police force, provides policing services to most of British Columbia, including 150 municipalities. These services include, but are not limited to, uniformed patrols, response to calls for service, investigative services, community-based policing and traffic enforcement. Additionally, the BC RCMP is part of a number of integrated teams operating throughout the province who provide specialized police services to British Columbians. The BC RCMP values ongoing collaboration and meaningful communication with our partners. Representatives of the BC RCMP's Senior Management Team look forward to hearing your feedback and answer any questions you may have about its services so that we can work together towards our common goal of providing your community with a professional, efficient, and effective police service.</li> </ul>



Ministry of  
Municipal Affairs





## REQUEST FOR DECISION

**To:** ACRD Board of Directors

**From:** Amy C Mayo, Asset Management & Grant Coordinator; and  
Alex Dyer, Planning Manager

**Meeting Date:** June 14, 2023

**Subject:** UBCM Complete Communities Grant – Official Community Plan Public Engagement

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**Recommendation:**

*THAT the Board of Directors support the grant application to the UBCM Complete Communities grant program for \$150,000 in funding for the Official Community Plan Public Engagement project and direct staff to provide overall grant management for the project, if successful.*

**Desired Outcome:**

To apply for grant funding support for public engagement on the comprehensive updates to the six Electoral Area Official Community Plans (OCPs).

**Summary:**

The Union of BC Municipalities (UBCM) Complete Communities program supports local governments in advancing community goals through the creation of more complete communities. The program supports communities in undertaking projects that inform land use decision-making that take into consideration the four lenses identified in the BC Ministry of Housing's Complete Communities Guide: housing, transportation, infrastructure, and daily needs.

As part of the Zoning Bylaw Review Project, the ACRD has been engaged in public dialogue on community planning throughout the region and have begun conversations with the public on the comprehensive updates to the six Electoral Area OCPs. The region has seen growth of over 10% in total population across all Electoral Areas since the 2016 census and the current OCPs were adopted by the Board between 2007 and 2014. Engaging with the public in the development of new and updated OCPs in each area will allow the Regional District to better respond to the current and future needs of the communities in the region: access to housing, economic development, transportation, sustainability, recognition of UNDRIP, and responding to climate change.

Updated OCPs that reflect the current realities of the communities in the region will guide better decision-making in where and how future growth may occur. Staff propose that the UBCM Complete Communities grant funding could provide \$25,000 in each Electoral Area to assist with thorough and inclusive dialogue with residents on the development of the community visions, goals, and objectives to be included in the new OCPs. Activities would likely include in-person open houses, workshops, focus groups, online and social media engagement.

**Background:**

The UBCM Complete Communities program provides a definition of complete communities as those which provide a diversity of housing to meet identified community needs and accommodate people at all stages of life, and provide a wider range of employment opportunities, amenities, and services with access to a diversity of transportation options. In the context of a Regional District, this could include community hubs that are part of a connected regional network of communities.

The program provides 100% funding for eligible activities up to \$150,000. Project activities must be completed within one year from the date of grant approval. The current grant intake deadline is June 16, 2023 with a 90-day decision turnaround. Eligible activities include reviewing community context and identifying community goals; preparing engagement strategies and scope of work; data collection; spatial analysis; assessment of strengths, opportunities, and challenges in becoming more complete; determining and analyzing the impact of potential actions; and the development of an implementation plan based on identified actions. Eligible costs include incremental staff time, contractor support, engagement with experts and knowledge keepers, and public engagement workshops.

The comprehensive updates to the six Electoral Area OCPs were originally envisioned to begin following the completion of the Zoning Bylaw Review Project. Much of the recent public input on the draft updated Zoning Bylaw, and the associated minor amendments to the existing OCPs, has highlighted the need to have more fulsome dialogue with the public on meeting the current needs of residents, updating the community visions and goals, and responding to challenges and opportunities presented throughout the region.

Staff envision utilizing this funding to develop and implement communication strategies for inclusive and accessible dialogue on the development of community planning visions, goals, and objectives within each of the six Electoral Areas. The engagement program would be led by Planning staff with contractor support in developing and delivering communication strategies. The communication plan would include opportunities for in-person and online engagement with citizens, stakeholders, and First Nation partners to gain a wide range of perspectives. The goal would be to develop visions, goals, and objectives that are community-minded and focused on the values represented within each community.

**Time Requirements – Staff & Elected Officials:**

The preparation of the grant application will require 20 hours of staff time as Planning staff work with the Grant Coordinator to complete the application for submission deadline. If successful, further grant administration staff time of approximately 15 hours will be committed to completing progress reports, submitting expenditure claims and the final project report.

Planning Department staff would participate in the project with the Planner acting as the Project Lead and committing approximately 400 hours over the year-long project to develop communication strategies, manage the consultant, participate in public dialogue opportunities, and report to the Board. A further 200 hours of staff time would be committed by Planning Department staff to support the project and participate in the public open houses.

The comprehensive development of the six OCPs was already anticipated within the Planning Department work plan over 2023-25 as the Board had allocated Community Works Funds to the OCP updates. The successful grant application would accelerate the development of community visions, goals, and objectives over the next year to guide the OCP update projects in each area.

**Financial:**

The UBCM Complete Communities grant program provides 100% funding up to \$150,000 for eligible projects. The Board has allocated Community Works Funds for the comprehensive updates to the Electoral Area OCPs and, if successful, the

Serving Port Alberni, Tofino, Ucluelet, Treaty First Nations: Huu-ay-aht, Yuułu?it̓ath̓, Uchucklesaht Tribe Government, and Toquaht Nation, and six electoral areas: "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek).

Complete Communities funding would accelerate development of community visions, goals, and objectives through initial public dialogue in each of the communities over the next year.

**Strategic Plan Implications:**

Public dialogue on the comprehensive OCP updates and the grant program to support the project aligns with Strategy 1.2 Leveraging Community Works Funds and Other Grants and 5.1 Engagement with Community Partners.

**Options Considered:**

1. That this grant opportunity not be pursued at this time and that the comprehensive OCP updates proceed with other funding.

Submitted by: *Amy Mayo*  
Amy C Mayo, Asset Management & Grant Coordinator

*Alex Dyer*  
Alex Dyer, MCIP, RPP, Planning Manager

Reviewed by: *Michael Irg*  
Mike Irg, MCIP, RPP, General Manager of Planning & Development

Approved by: *Daniel Sailland*  
Daniel Sailland, MBA, Chief Administrative Officer



**To:** Board of Directors

**From:** Teri Fong, CPA, CGA, Chief Financial Officer

**Meeting Date:** June 14, 2023

**Subject:** Fire Smart Vehicle Lease

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors exempt the lease of a one-ton truck from the ACRD's Purchasing Policy Request for Proposal process; and further,***

***THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors authorize the lease of a one-ton truck from Pacific Chevrolet for the Fire Smart program for a maximum lease length of 24 months and the maximum lease cost of \$51,601.20 plus applicable taxes and delegate authority to the Chief Administrative Officer to authorize the lease.***

**Desired Outcome:**

To lease a 1-ton heavy duty truck for Fire Smart Coordinator use to deliver the Fire Smart program to the region.

**Summary:**

The Procurement Coordinator issued a Request for Quotation (RFQ) for the truck on May 30, 2023. The truck specifications were listed as ¾ or 1-ton as the Fire Smart Coordinator will be travelling throughout the region including Bamfield and Long Beach. The lease will end on March 31, 2025, as that is the end date for the Fire Smart program grant. The RFQ opportunity was emailed to local dealerships and closed on June 2, 2023.

**Background:**

Only one submission was received and is as follows:

Proponent	Criteria Met	Monthly Lease Payment (Excluding GST)
Pacific Chevrolet	Yes	\$2,150.05

Feedback was received from a second dealership that they appreciated the opportunity however they did not have a lease term short enough to meet the ACRD's needs.

**Time Requirements – Staff & Elected Officials:**

It is estimated that four hours of ACRD staff time will be required to complete the purchase of this vehicle.

**Financial:**

The costs of the leased vehicle will be covered 100% by the funding received from UBCM through the Community Resiliency Investment program. There will be an option to buy-out the lease at the end of the term if the ACRD so chooses. If staff recommend the buy-out option at that time, then another report will be brought back to the Board for direction.

**Strategic Plan Implications:**

This project aligns with Strategic Priority 1.2 regarding leveraging grants for delivering services.

**Policy or Legislation:**

A Request for Quotation was issued in this scenario as, due to the short length of the lease, staff considered it important to have a local supplier. This does not align with the ACRD's Purchasing Policy as all contracts that exceed \$35,000 require a formal Request for Proposal (RFP) process including advertising and posting on the ACRD website. Staff are requesting an exemption from this formal RFP process and feel the RFQ process is adequate for this situation. The end date for the grant program is not flexible and therefore it is important to secure a vehicle quickly.

**Options Considered:**

If the Board does not support the Purchasing Policy exemption and the RFQ opportunity that was followed, then the Board could choose not to approve this lease and request staff complete the formal RFP process instead. Staff do not recommend this option as it is challenging to get lease terms less than 24 months and if we exceed the end date of the grant then the ACRD will need to fund the lease costs through other budget options than the grant funding.

Prepared by: Teri Fong  
Teri Fong, CPA, CGA, Chief Financial Officer

Reviewed by: Wendy Thomson  
Wendy Thomson, GM of Administrative Services

Approved by: Daniel Sailland  
Daniel Sailland, MBA, Chief Administrative Officer



## REQUEST FOR DECISION

**To:** ACRD Board of Directors

**From:** Jodie Frank, Solid Waste Project Coordinator  
Paulo Eichelberger, Solid Waste Manager

**Meeting Date:** June 14, 2023

**Subject:** ACRD Solid Waste Management Plan Advisory Committee Terms of Reference

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### **Recommendation:**

***THAT the ACRD Board of Directors endorse the Solid Waste Management Plan Advisory Committee (SWMPAC) terms of reference for circulation as part of the SWMPAC recruitment process; and***

***THAT the ACRD Board of Directors appoint the Chair of the ACRD Board to the Committee; and***

***THAT the ACRD Board of Directors appoint Director \_\_\_\_\_ to the Committee; and***

***THAT the ACRD Board of Directors appoint Director \_\_\_\_\_ as an alternate member to the Committee.***

### **Summary:**

- The SWMPAC is anticipated to meet four to six times per year, for the duration of the SWMP process which is anticipated could be a term of two to three years.
- The Chair and appointed Board member will act as Chair and Vice-chair of the SWMPAC.
- Representatives from all 10 First Nations in the ACRD will be invited to participate in the SWMPAC.
- Public membership will be selected to represent a broad sector of those interested in solid waste management in our community, individuals and organizations.
- Technical members of the committee will include representatives from Regional District staff, Municipal staff and Provincial Agencies.

### **Background:**

At the May 24<sup>th</sup>, 2023 ACRD Board Meeting, staff presented the attached report and passed the following resolution:

***THAT ACRD Board of Directors endorse the process for member recruitment for the Solid Waste Management Plan Advisory Committee (SWMPAC) and direct staff to bring forward the associated terms of reference for approval to the ACRD Board for consideration and approval.***

During this meeting, there was discussion that Board representation should not be limited to the roles of Chair and Vice-chair and that there would be value including a West Coast representative. ACRD staff requested feedback from other municipalities, technical advisors experienced with the SWMP process and the Ministry for Environment and Climate Change Strategy SWMP Guidelines on this request. Leading practice is to have only 2 representatives from a Regional Board on the Committee to stay aligned with the intended process of an emphasis on community participation and involvement. The SWMPAC will report to the Board and the Board will be involved and consulted at key points in the

Plan development. The attached Terms of Reference have identified the Board Chair as the Chair of the Committee and staff are requesting the appointment of the second member to the committee and an alternate to sit on the Committee.

**Time Requirements – Staff & Elected Officials:**

Time required for the Chair and Vice-chair as members of the Advisory Committee is approximately 60 hours (30 hours for each member) – this includes attendance and preparation time for approximately 10-12 meetings over the next 18 months.

**Financial:**

The 2023 budget for SWMP renewal and consultation is \$105,000, as reflected in the 2023 Annual Financial Plan. Work in 2023 will primarily focus on development of the terms of reference, public recruitment for the SWMPAC, and compilation and engagement of the current solid waste management system. Committee members will not be reimbursed for their participation in meetings.

**Strategic Plan Implications:**

3.2 Solid Waste Management Plan Implementation is dedicated to managing solid waste in the Alberni Valley and West Coast Waste Sheds. As a result, renewal of this plan is in line with the Board Strategic Plan.

**Policy or Legislation:**

The *Environmental Management Act* requires that all regional districts have a current SWMP approved by Province of BC. Final plans are approved by the Minister of Environment and Climate Change Strategy.

**Options Considered:**

The Board could also appoint more or less Board Directors to the Committee and direct staff to amend the terms of reference accordingly with the following resolutions:

*THAT the ACRD Board of Directors appoint \_\_\_\_\_ to the Committee; and*

*THAT the ACRD Board of Directors endorse the Solid Waste Management Plan Advisory Committee (SWMPAC) terms of reference, with amendments to reflect the number of appointed Board Members, for circulation as part of the SWMPAC recruitment process;*

Submitted by: *Jenny Brunn*  
Jenny Brunn, General Manager of Community Services

Reviewed by: *Wendy Thomson*  
Wendy Thomson, General Manager of Administrative Services

Approved by: *Daniel Sailland*  
Daniel Sailland, MBA, Chief Administrative Officer



## Alberni-Clayoquot Regional District

### Terms of Reference Solid Waste Management Plan Advisory Committee

#### Introduction

The Alberni-Clayoquot Regional District (ACRD) is undertaking the renewal of the ACRD Solid Waste Management Plan (SWMP). As such, a single public and technical advisory committee will provide input from a variety of community perspectives on solid waste management matters to meet the requirements of the Ministry of Environment and Climate Change Strategy's *Guide to the Preparation of Regional Solid Waste Management Plans*.

Public consultation, representative to the diversity of the ACRD, is essential to the SWMP process. The SWMP Advisory Committee (the Committee) will help facilitate participation from local government, First Nations, business and community interests within the ACRD on matters associated with the development and implementation of the Solid Waste Management Plan (SWMP).

THE SWMP Advisory Committee is a standing committee of the ACRD and will report directly to the Alberni-Clayoquot Regional District Board of Directors.

#### Definitions

**ACRD** means the Alberni-Clayoquot Regional District.

**Board** means the Alberni-Clayoquot Regional District Board of Directors.

**Committee** means the Solid Waste Management Plan Advisory Committee.

#### Objective

To provide input and knowledge on matters associated with the development and implementation of the Solid Waste Management Plan (SWMP). Engage in discussion and provide comments for consideration as the plan is developed.

Potential topics for engagement with the Committee include the circular economy, waste reduction and recycling, greenhouse gas emissions, residuals management, asset and risk management, innovation, climate change resilience, affordability, as well as collaboration and engagement.

## Roles and Responsibilities

The role of the Committee is to:

- a. Represent the balance of community interests;
- b. Act as an advisory committee to the ACRD Board on the development of the Solid Waste Management Plan;
- c. Review guiding principles and provide feedback for the SWMP;
- d. Review information provided by staff and consultants and provide comments and suggestions as well as highlighting information gaps in the proposed plan;
- e. Provide input on design and implementation of public surveys and consultation processes;
- f. Receive and examine information related to the renewal of the solid waste management plan, providing advice on relevant topics;
- g. Contribute to the development and evaluation of a variety of options and strategies for the proposed plan;
- h. Participate in public consultation, as required (for example, attendance at open houses, or virtual meetings);
- i. Review and provide input on plan-related reports and technical memoranda;
- j. Review public consultation results providing input on the final plan; and
- k. Ensure that proposed programs and policies are in the best interests of all residents of the region, balancing both community and industry needs and technical requirements.

## Membership

### First Nations Membership

Representatives of the 10 First Nations with community members within the ACRD area who are our partners in achieving our diversion goals, will be invited to observe and or participate in committee meetings at their preference through a representative or designated alternate of their choosing. Their participation is in addition to selected committee members, and they will not be required to attend meetings to maintain their status on the Committee, with the understanding that representatives may choose not to attend, or not be able to attend all meetings.

The First Nations to be invited to each send one representative at a time to the SWMP are:

- Huu-ay-aht
- Yuułu?if?at
- Uchucklesaht Tribe Government
- Toquaht Nation
- Ahousaht
- Ditidaht
- Hesquiaht
- Hupacasath
- Tla-o-qui-aht
- Tseshah

Minutes of all SWMPAC meetings will be distributed to all First Nations with traditional territory within the ACRD as identified above.

### **ACRD Board Membership**

Two representatives from the ACRD Board will sit on the Committee along with one alternate director who will join the meeting in the event that one of the members is unable to attend. The ACRD Board Chair will act as the Chair of this Committee and an appointed Board Director will act as the Vice-Chair. An alternate member will be appointed by the Board to stand in for these roles in the event of an absence.

### **General Membership**

The Committee membership will be selected to represent a broad sector of those interested in solid waste management in our community, individuals and organizations.

### **Public Advisory Members**

Up to 15 members representing a diversity of community interests and sectors. The following is a list of sectors/interests that could be represented by committee members (not all sectors will have representation):

- Agriculture
- Circular economy
- Construction, renovation, deconstruction and demolition
- Extended producer responsibility programs
- Fisheries and Aquaculture
- Food service
- Forestry residuals
- Government agencies and health authorities
- House moving
- Large waste generators (e.g. academic institutions, school boards, health authority)
- Multi-family residences (e.g. residents, landlords, property management associations)
- Non-governmental/non-profit organizations and environmental stewardship groups
- Organics processing
- Public members-at-large (e.g. youth, seniors, and multicultural, accessibility, and resident/community associations)
- Recycling industry
- Reduction/repair/reuse/refill industry
- Retail/grocery
- Rural and remote communities
- Small and medium-sized businesses, and business improvement associations, chambers of commerce, boards of trade
- Tourism and hospitality
- Waste industry
- Wood waste processing
- Workers/unions

**Technical Advisory Members:**

Up to 11 members representing agencies including:

- Regional District Staff
- Municipal Staff
- Provincial Agencies

**Selection Process**

Public advisory Committee member positions (excluding First Nations representatives, technical advisory members, chair and vice-chair) will be filled through a public call for applications. Selection of members will attempt to create a committee with a balance of representation geographically, demographically, and with a variety of perspectives and experience, lived or technical, as it relates to solid waste. Committee members will be appointed by the Alberni Clayoquot Regional District Board of Directors (the Board) through an application process. Technical advisory members will be appointed by the representative government or committee. First Nations members will be designated by their respective Nation.

**Appointment and Term**

The Committee will serve until the completion of the updated plan.

Membership will last the duration of the solid waste management plan renewal process. Committee members should be prepared to participate through the full term. The Committee will conclude its work when the SWMP has been approved by the ACRD Board. Members will be asked to commit for up to three years.

The ACRD Board may, at any time, remove any member of the Committee and any member of the Committee may resign at any time upon sending written notice to the Chairperson of the Committee.

Non ACRD members of the Committee serve without remuneration.

In the event of a vacancy occurring during the regular term of office, the vacancy may be filled for the remainder of the term by an alternate nominated by the Committee and approved by the ACRD Board of Directors.

**Meeting Procedures**

- a) Meetings will be held approximately 4 – 6 times per year for the duration of the solid waste management plan update process.
- b) The meeting dates and times will be determined by the chair and vice-chair in consultation with ACRD staff and committee members and will be scheduled at intervals during business hours, or weekday evenings as needed.
- c) Meetings of the Committee shall be conducted and held in accordance with the ACRD's Meeting Procedures Bylaw.

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- d) ACRD staff will provide support to the Committee including preparing agendas and reports, recording minutes of all meetings and ensuring Committee agendas, minutes, etc. are forwarded electronically for circulation to all members.
  - e) Members will provide advance written notice to ACRD staff and make arrangements for their designate alternate if they are unable to attend a meeting. There will be no alternates for public committee members.
  - f) The meetings will be structured to encourage dialogue and collaboration on relevant issues within the constraints of the planned agendas.
  - g) Meetings will be held virtually or in person – locations to be determined. If unable to attend a meeting in person, a member may participate via teleconference or videoconference unless in person attendance is deemed necessary, for example, for tours of facilities.
  - h) The Committee may invite groups and subject matter experts to present and provide advice and feedback on specific agenda items, at the discretion of the chair and vice-chair.

### Reporting

Committee recommendations must be adopted by the Committee by way of motions, prior to presentation for consideration by the Board.

The Board Committee members will provide a verbal status report to the Board each month. The Committee will report to the ACRD Board annually on the activities of the Committee.

Regional District staff will provide advice and professional assistance to the Committee including drafting correspondence and reports.

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## REQUEST FOR DECISION

**To:** ACRD Board of Directors

**From:** Jodie Frank, Solid Waste Project Coordinator

**Meeting Date:** May 24, 2023

**Subject:** ACRD Solid Waste Management Plan Update and Advisory Committee Recruitment Process

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### Recommendation:

***THAT the ACRD Board of Directors endorse the process of renewing the Solid Waste Management Plan (SWMP) and direct staff to notify the public and the Ministry of Environment and Climate Change Strategy of its intent to renew the plan and begin a process of consultation;***

***THAT ACRD Board of Directors endorse the process for member recruitment for the Solid Waste Management Plan Advisory Committee (SWMPAC) and direct staff to bring forward the associated terms of reference for approval to the ACRD Board for consideration and approval.***

### Desired Outcome:

That the ACRD Board endorse moving forward with the proposed SWMP renewal process and the recruitment plan for the SWMPAC, as presented.

### Summary:

- The creation of a Solid Waste Management Plan (SWMP or Plan) is mandated by the Province through the Environmental Management Act for all regional districts to complete, and a 10-year renewal is recommended by the Ministry of Environment and Climate Change Strategy (Ministry) to ensure that the plan reflects best practice and the evolving realities of solid waste management.
- The ACRD's adopted 2008 SWMP was reviewed in 2017 to ensure that the plan reflected the current needs of the regional district, as well as current market conditions, technologies and regulations. With recent implementation of the Regional Organics Diversion Sort'nGo program, the 2008 SWMP targets and strategies have now been completed and the ACRD needs a revised SWMP to set future direction.
- The SWMPAC is a requirement of the SWMP process as outlined in the *Guide to Solid Waste Management Planning* and members will play an integral part in the plan process that will be dedicated to receiving and reviewing information and advice on topics related to the renewal of the Plan. Committee members will be invited to pose questions, engage in discussions, and provide comments for consideration as the plan is developed.

- A SWMP renewal is a multi-year process that will have extensive public consultation in all communities of the ACRD including urban, rural, remote and first nation communities to gain feedback and determine key solid waste priorities (present and future) and SWMP components that will meet expectations across all community demographics.

### **Background:**

A SWMP sets the direction for disposal and diversion programs related to solid waste operations in the region. The Plan identifies diversion initiatives, bylaws and potential capital projects to be undertaken in the coming 5-10 years to achieve the detailed solid waste objectives, while also taking into consideration system financing. The authority given by the SWMP comes as a result of the robust consultation that is undertaken during the development of the Plan, and a foundation of that is the ideas, analysis and feedback that originates from the advisory committee of the SWMP. The Plan is a tool to support responsible management of the solid waste generated in our entire region (both the Alberni Valley & Bamfield Waste Shed as well as the West Coast Waste Shed).

This SWMP update will focus efforts on the five levels of the 5 R pollution prevention hierarchy (Reduce, Reuse, Recycle, Recover, and Residuals Management). Potential topics for engagement with the committee include the circular economy, waste reduction and recycling, greenhouse gas emissions, residuals management, asset and risk management, innovation, climate change resilience, affordability, as well as with key regional collaborators and the general public.

Extensive public consultation that is representative of the diversity of the entire community is integral to the process. In accordance with the Ministry's Guide to the Preparation of Regional Solid Waste Management Plans, a combined public and technical advisory committee is being proposed and will act as a "sounding board" of community interests to provide advice to the ACRD Board and Committees. The SWMPAC will receive and review information, and, as a result, advise on topics related to the renewal of the solid waste management plan. Committee members will be invited to pose questions, engage in discussions, and provide comments for consideration as the Plan is developed.

There will be consultation directly with and specific to each First Nation in our region. First Nation communities are an important part of the overall conversation on solid waste: to that end, each of the ten nations in our region will be invited to send a representative to the SWMP Advisory Committee meetings and engaged directly at key points throughout the planning process.

Awareness for the SWMP process and the call for ACRD SWMPAC members will be created through online, print and radio ads to include materials developed through an advertising campaign. A news release will also support the application period that is tentatively scheduled between June 15<sup>th</sup>- 30<sup>th</sup>, in order to be completed before the summer holiday season. To recruit public representation on the SWMPAC a project email will be developed for community members to submit their electronic application form or handwritten application forms will also be accepted.

ACRD staff will review applications and recommend up to fifteen members from the public to the ACRD Board for approval in September 2023. The SWMPAC membership will be selected to represent a broad sector of those interested in solid waste management in our region. Waste haulers, recycling depot operators, extended producer responsibility programs, construction associations, not-for profit resellers are examples of stakeholders that will be contacted directly about the SWMP and SWMPAC opportunity. Members will be asked to commit to the entire SWMP renewal timeline, which is anticipated could be up to three years for adoption.

It is recommended that the Chair and Vice-Chair of the ACRD Board be the Chairs of the SWMPAC. This will provide for further transparency to all ACRD Board members on the discussions regarding the Plan, in addition to the minutes prepared by ACRD staff. This structure has been employed in other Regional Districts and found to be an effective SWMPAC model.

Technical members of the committee will include up to 10 representatives. This will include some but not all

municipalities within the service area and representation from rural and urban areas of the ACRD.

The first round of public engagement is expected to be conducted in Fall 2023. More details on the early part of the planning and key milestones are provided below:

<b>Phase 1: Initiation – Spring 2023</b>	
June 2023	Seek approval for the SWMPAC recruitment process
	Commence SWMPAC recruitment process
July/August 2023	Engagement and consultation planning
September 2023	Seek ACRD Board approval for the SWMPAC Terms of Reference
	Officially notify stakeholders and interested parties that the SWMP process is underway
September 2023	SWMP appointments, initiation and kick off meeting
<b>Phase 2: Set Plan Direction</b>	
October – December 2023	SWMPAC - Set scope of SWMP, review existing system, guiding principles and set direction for plan renewal
	Initial consultation and engagement with the public – review current systems and gather feedback, identify direction and consider new priorities and options based on public interactions and areas of success from other regions
<b>Phase 3: Determine Strategies and Targets</b>	
January – February 2024	Review public feedback and propose new options and strategies for consideration.
<b>Phase 4: Plan Development and Finalization</b>	
March - October 2024	(Draft SWMP) report back to SWMPAC and ACRD Board for review
	Second Phase Consultation on the proposed SWMP
	Obtain input, revise draft – Submit to ACRD Board/ SWMPAC for final review
	Submit to MOE
Spring 2025	MOE approval

#### **Time Requirements – Staff & Elected Officials:**

Successful implementation of this project will require one dedicated project manager to lead the planning, development, community engagement and final creation of the ACRD Solid Waste Management Plan framework and implementation strategy including contracting and administering agreements for technical/area experts. Additional staff time from the Community Services Department of approximately 600 hrs will be required along with approximately 300 hrs from support departments including Finance, Legislative Services, Communications and Planning will be required.

Time required for the Chair and Vice-chair as members of the Advisory Committee is approximately 60 hours (30 hours for each member) – this includes attendance and preparation time for approximately 12 meetings over the next 18 months.

#### **Financial:**

The 2023 budget for SWMP renewal and consultation is \$105,000, as reflected in the 2023 Annual Financial Plan. Work in 2023 will primarily focus on development of the terms of reference, public recruitment for the SWMPAC, and compilation and engagement of the current solid waste management system. Committee members will not be reimbursed for their participation in meetings.

**Strategic Plan Implications:**

3.2 Solid Waste Management Plan Implementation is dedicated to managing solid waste in the Alberni Valley and West Coast Waste Sheds. As a result, renewal of this plan is in line with the Board Strategic Plan.

**Policy or Legislation:**

The *Environmental Management Act* requires that all regional districts have a current SWMP approved by Province of BC. Final plans are approved by the Minister of Environment and Climate Change Strategy.

Submitted by: *Jenny Brunn*  
Jenny Brunn, General Manager of Community Services

Reviewed by: *Wendy Thomson*  
Wendy Thomson, General Manager of Administrative Services

Approved by: *Daniel Sailland*  
Daniel Sailland, MBA, Chief Administrative Officer



## REQUEST FOR DECISION

**To:** ACRD Board of Directors

**From:** West Coast Committee  
Wendy Hayes, Community Services Assistant  
Paulo Eichelberger, Solid Waste Manager

**Meeting Date:** June 14, 2023

**Subject:** R1036-2 West Coast Waste Materials Regulation and Charges 2023 Amendment

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**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1036-2, West Coast Waste Materials Regulation and Charges Amendment, 2023.***

***THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1036-2, West Coast Waste Materials Regulation and Charges Amendment, 2023.***

***THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1036-2, West Coast Waste Materials Regulation and Charges Amendment, 2023.***

***THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1036-2, West Coast Waste Materials Regulation and Charges Amendment, 2023.***

**Summary:**

At the June 7, 2023, West Coast Committee meeting, staff presented the attached report and recommended that the Board give three readings and adoption to attached bylaw amendment R1036-2.

Submitted by: *Jenny Brunn*  
Jenny Brunn, General Manager of Community Services

Reviewed by: *Wendy Thomson*  
Wendy Thomson, General Manager of Administrative Services

Approved by: *Daniel Sailland*  
Daniel Sailland, MBA, Chief Administrative Officer



## REQUEST FOR DECISION

**To:** West Coast Committee  
**From:** Brenda Sauve – Solid Waste Coordinator  
**Meeting Date:** June 7, 2023  
**Subject:** R1036-2 West Coast Waste Materials Regulation and Charges 2023 Amendment

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### **Recommendation:**

***THAT the West Coast Committee recommend that the ACRD Board of Directors give three readings and adoption to Bylaw R1036-2 West Coast Waste Materials Regulation and Charges 2023 Amendment.***

### **Summary:**

Staff are proposing an amendment to Bylaw R1036 to change the set-out time requirements of the Garbage, Recycling and Organic Carts for the West Coast 3-Stream collection program. This will allow collection drivers to start their routes earlier to allow them more time to drop off the materials at the West Coast Landfill prior to its closing at 4:00pm. The previous collection time began at 8 am and this amendment will allow a start time of 7 am. If supported by Committee and passed by the Board, staff will work with the collection contractor to communicate the change to the communities prior to implementation.

### **Background:**

The attached amending bylaw will replace the previous set out schedule with the following:

### **SOLID WASTE SET-OUT REQUIREMENT**

- 29. a. place Collection Carts with the lids in the closed position, no earlier than 5 AM and prior to 7 AM
- 29. b. ensure all latching devices on the Collection Carts, if any, are unlatched by 7 AM

### **Time Requirements – Staff & Elected Officials:**

Minimal staff time will be required to implement the bylaw and communicate to the public.

### **Financial:**

There is no financial implication to this amendment.

### **Strategic Plan Implications:**

This initiative supports the ACRD's Strategic Objective 3.2 (Solid Waste Management Plan Implementation) to improve recycling and diversion programs throughout the region.

**Policy or Legislation:**

As per our Solid Waste Management Plan and Bylaw No. R1036-2 West Coast Waste Materials Regulation and Charges Amendment, 2023.

Submitted by: *Jenny Brunn*  
Jenny Brunn, General Manager of Community Services

Reviewed by: *Wendy Thomson*  
Wendy Thomson, General Manager of Administrative Services

Approved by: *Daniel Sailland*  
Daniel Sailland, MBA, Chief Administrative Officer



Certified true and correct copy of “West Coast  
Waste Materials **Regulation and Charges**  
**Bylaw No. R1036-2, 2023**”

The Corporate seal of the Regional District of  
Alberni-Clayoquot was hereto affixed in the  
presence of:

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Wendy Thomson  
General Manager of Administrative Services

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John Jack  
Chair



## REQUEST FOR DECISION

**To:** ACRD Board of Directors

**From:** West Coast Committee  
Wendy Hayes, Community Services Assistant  
Paulo Eichelberger, Solid Waste Manager

**Meeting Date:** June 14, 2023

**Subject:** R1033-4 West Coast Landfill Tipping Fee Bylaw Amendment

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**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1033-4, West Coast Landfill Tipping Fee and Regulation Amendment, 2023.***

***THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1033-4, West Coast Landfill Tipping Fee and Regulation Amendment, 2023.***

***THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1033-4, West Coast Landfill Tipping Fee and Regulation Amendment, 2023.***

***THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1033-4, West Coast Landfill Tipping Fee and Regulation Amendment, 2023.***

**Summary:**

At the June 7, 2023, West Coast Committee meeting, staff presented the attached report and recommended that the Board give three readings and adoption to attached bylaw amendment R1033-4.

Submitted by: *Jenny Brunn*  
Jenny Brunn, General Manager of Community Services

Reviewed by: *Wendy Thomson*  
Wendy Thomson, General Manager of Administrative Services

Approved by: *Daniel Sailland*  
Daniel Sailland, MBA, Chief Administrative Officer



## REQUEST FOR DECISION

**To:** West Coast Committee

**From:** Brenda Sauve – Solid Waste Coordinator  
Paulo Eichelberger – Solid Waste Manager

**Meeting Date:** June 7, 2023

**Subject:** R1033-4 West Coast Landfill Tipping Fee Bylaw Amendment

**Recommendation:**

*THAT the West Coast Committee recommend that the ACRD Board of Directors give three readings and adoption to Bylaw R1033-4, West Coast Landfill Tipping Fee and Regulation Amendment, 2023.*

**Desired Outcome:**

To amend Bylaw R1033-4 to see an increase in Commercial Cardboard and Mattresses/Box springs. Furthermore, a new Schedule B containing Policies and Procedures is to be added to Bylaw R1033-4.

**Summary:**

The following amendments to Schedule A “Charges” are as followed:

<b>Recyclable Materials</b>	<b>Current Tipping Fee</b>	<b>New Tipping Fee</b>
Mattresses	\$20.00 each	\$23.00 each
Corrugated Cardboard	\$200/tonne \$15/min	\$350/tonne \$20/min

Schedule B has been amended to outline the collection process as it relates to credit accounts. Accounts that are ninety (90) days or more delinquent will result in account suspension and access to the landfill will be suspended until payments are received in full. If a customer receives an account suspension twice in a 12-month period, the customer will no longer have a landfill charge account and all amounts will need to be paid in full before accessing the landfill. The Board of Directors will be able to reverse a permanent suspension upon appeal for reinstatement. This section has been amended to provide finance staff a stronger mechanism for collection as there are a few accounts that frequently create collection issues.

**Time Requirements – Staff & Elected Officials:**

Minimal staff time will be required to implement the bylaw and implement the steps required in Schedule “B”.

**Financial:**

The increase in the Mattress fees is intended to cover the costs that are required for transporting and processing the mattresses at Recycle Matters.

Since January 1, 2022 to April 30, 2023 the total expense to collect the Corrugated Cardboard bin from the West Coast landfill is \$7,578.13. The revenue received for this material from tipping fees collected is \$2,277.40 a difference of \$5,300.73 that is not covered by the current tipping fees of \$200/tonne with a \$15/min.

Staff are recommending a dual pronged approach which includes a fee increase to \$350/tonne (which will align with the cardboard rate charged at the Alberni Valley Sort'nGo Centre) with a \$20 minimum charge, and reducing operational costs by adjusting the pick up schedule. Staff believe there is an opportunity to reduce cardboard pick-up frequency and this should help reduce overall costs for receiving this material at the site. We will review this approach (revenue/expenses) in one years' time to see if this has resulted in cost recovery for this material.

**Options Considered:**

1. Eliminate the Corrugated Cardboard bin from the West Coast Landfill as there are options for private collection on the West Coast. For context, the 16-month data shown above represents approximately 11 customer transactions per month (182 total).
2. Keep the service but increase the tipping fee to offset the cost difference noted above. In this scenario, it would be recommended to increase the tipping fee to \$700/tonne with a \$40 minimum charge.

**Strategic Plan Implications:**

This initiative supports the ACRD's Strategic Objective 3.2 (Solid Waste Management Plan Implementation) to improve recycling and diversion programs throughout the region.

**Policy or Legislation:**

As per our Solid Waste Management Plan and Bylaw No. R1033-4, West Coast Landfill Tipping Fee and Regulation Amendment, 2023.

Submitted by: *Jenny Brunn*  
Jenny Brunn, General Manager of Community Services

Reviewed by: *Wendy Thomson*  
Wendy Thomson, General Manager of Administrative Services

Approved by: *Daniel Sailland*  
Daniel Sailland, MBA, Chief Administrative Officer

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. R1033-4**

A Bylaw to Provide for  
the Regulation of Recycling, Solid Waste Disposal and Tipping Fees  
at the West Coast Landfill

**WHEREAS** by Supplementary Letters Patent, dated August 10, 1973 as amended, the Regional District of Alberni-Clayoquot was granted the function of Garbage Disposal under Division XIV of its Letters Patent;

**AND WHEREAS** the Regional District of Alberni-Clayoquot is empowered to establish a scale of charges payable for depositing Municipal Solid Waste at the West Coast Landfill;

**AND WHEREAS** the Board of Directors of the Regional District of Alberni-Clayoquot deems it advisable to enact regulations pertaining to solid waste disposal and to establish a charge for depositing Municipal Solid Waste;

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

1. Bylaw No. R1033, cited as “West Coast Landfill Tipping Fee and Regulation Bylaw No. R1033, 2019” is hereby amended as follows:
  - a) Replacing Schedule “A” with Schedule “A” attached to and forming part of this bylaw.
  - b) Adding Schedule “B” attached to and forming part of this bylaw.
1. This bylaw will come into effect on July 1, 2023.
2. This bylaw may be cited as “West Coast Landfill Tipping Fee and Regulation Amendment Bylaw No. R1033-4, 2023”.

Read a first time this	day of	2023.
Read a second time this	day of	2023.
Read a third time this	day of	2023.
ADOPTED this	day of	2023.

Certified true and correct copy of “**West Coast Landfill Tipping Fee and Regulation Bylaw No. R1033-4, 2023**”

The Corporate seal of the Regional District of Alberni-Clayoquot was hereto affixed in the presence of:

\_\_\_\_\_  
Wendy Thomson,  
General Manager of Administrative Services

\_\_\_\_\_  
John Jack,  
Chairperson

**Schedule A  
Charges**

<b>Solid Waste</b>	<b>Tipping Fee</b>	<b>Other Charges</b>
Loads of 83 kg or greater	\$140.00 per tonne	\$15.00 minimum
Loads under 83 kg (each garbage bag or can)	\$3.00 each	\$6.00 minimum \$15.00 maximum
Recreational Vehicle	\$240.00 per tonne	\$300.00 minimum
Surcharge for loads containing Recyclable Materials or Controlled Waste	Double the standard tipping fee	
Surcharge for Unsecured loads	\$240.00 per tonne	
Weighing service		\$10.00 each occurrence

<b>Recyclable Materials</b>	<b>Tipping Fee</b>	<b>Other Charges</b>
Corrugated Cardboard	\$350.00 per tonne	\$20.00 minimum
Metal, including appliances	No Charge	
Clean wood waste	\$120.00 per tonne	\$10.00 minimum
Car batteries	No Charge	
Tires	\$170 per tonne	\$2.00 each tire minimum
Residential Yard and Garden Waste	No charge	
Fish Nets and Rope	\$150.00 per tonne	\$15.00 minimum
Mattress or Box Spring	\$23.00 each	
Organics	\$115.00 per tonne	\$5.00 minimum
Residential Branches	\$5.00 per load	
Commercial Branches	\$120.00 per tonne	\$10.00 minimum
Grass and Leaves Material	No charge	
Dewatered Biosolids	\$175.00 per tonne	\$10.00 minimum

<b>Controlled Waste</b>	<b>Tipping Fee</b>	<b>Other Charges</b>
Construction/Demolition Waste	\$175.00 per tonne	\$15.00 minimum
Land clearing debris	\$240.00 per tonne	\$15.00 minimum
Pumpings from domestic septic tanks	\$160.00 per tonne	
Catch basin and manhole material	\$160.00 per tonne	\$150.00 minimum
Fish, shrimp shells, and animal carcasses	\$200.00 per tonne	\$100.00 minimum
Medical Facility Waste	\$132.00 per tonne	
Loads containing fish feed totes	\$400.00 per tonne	\$160.00 minimum
<b>Contaminated Soils:</b>		
Provided that the Ministry of Environment has approved of disposal of the contaminated soil, without treatment, at the Alberni Landfill	\$50.00 per tonne	
Provided that the Ministry of Environment has approved of the treatment and disposal of the contaminated soil at the Alberni Landfill	\$100.00 per tonne	Plus estimated out-of-pocket treatment costs

## **Schedule B**

### **Policies and Procedures**

#### **GENERAL**

1. In the event that the scales provided are not operational, weight shall be estimated by the Scale Clerk employed by the Regional District of Alberni- Clayoquot.
2. All charges payable under this Bylaw shall be paid prior to the deposit of the solid waste for which the charge is made unless it is necessary to weigh the vehicle depositing solid waste loaded and empty to determine the weight of solid waste, in which case the charge shall be paid immediately after weighing the vehicle empty.
3. The person paying a charge shall obtain a receipt for such payment and shall produce such receipt for inspection on request of a person employed for that purpose at a disposal site as a condition of depositing solid waste at a disposal site.

#### **CREDIT ACCOUNTS**

4. Notwithstanding anything to the contrary in this Bylaw, persons depositing solid waste at a disposal site on a regular basis may apply to the Regional District for credit and if credit is granted to that person, then payment of the charge imposed under Schedule A shall be made and the credit extended on condition that:
  - a. Payment in full shall be received by the Regional District within thirty (30) days of the last day of the month for which an invoice has been submitted. The Regional District will invoice monthly for material delivered during the preceding month. The invoice amount will be based on the total quantity of the Municipal Solid Waste delivered during the month, and the posted disposal rates in effect at the time of delivery.
5. The Chief Financial Officer (CFO) may approve or deny a Credit Application in any of the following circumstances:
  - a. where the CFO has determined that the Applicant is not creditworthy; or
  - b. where the Applicant, or any principal, partner, director, or officer of the Applicant has had a Charge Account cancelled within the previous five (5) years.

#### **COLLECTION PROCESS**

6. If payment is not received by the due date the account will be considered in arrears and the customer will receive an invoice statement indicating their account is "Past Due,"
7. In order to reflect the additional administration costs associated with accounts in arrears, an overdue charge will be calculated monthly as the greater of:
  - c. \$2.00; or
  - d. Interest of 2% per month (effective interest rate of 26.824%) on the unpaid balance.
8. If a payment on an invoice is not received within sixty (60) days, the account will be considered delinquent and will result in a "Suspension Warning" being issued on the account statement; payment must be provided within thirty (30) days of this statement to avoid "Account Suspension".
9. If a payment on an invoice is not received within ninety (90) days, the delinquency will result in an "Account Suspension," this will be indicated on the account statement. Landfill staff will be notified to withhold access to the account holder until payment is received in full along with all interest charges.

10. If a customer receives an "Account Suspension" twice within a twelve (12) month period, the customer will no longer have a charge account with the Solid Waste Department. Their outstanding balance will need to be paid in full before accessing the landfill. All future charges will need to be paid at time of service.
11. Funds that are not recovered within six (6) months of the "Account Suspension" will be forwarded to a collection agency for recovery.
12. The Regional District reserves the right to cancel the credit offered herein for late payment, non-payment, or other justified cause.
13. Accounts under permanent suspension may appeal to the Board of Directors for reinstatement.



## REQUEST FOR DECISION

**To:** ACRD Board of Directors

**From:** West Coast Committee  
Eddie Kunderman, Operations Manager

**Meeting Date:** June 14, 2023

**Subject:** West Coast Transit Service Contract

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### Recommendation:

***THAT the Alberni-Clayoquot Regional District Board of Directors award the West Coast Transit service provision contract to Pacific Western Transportation (PWT) up to a maximum amount of \$535,000 (excluding GST) and authorize the CAO to negotiate and execute the West Coast Transit service provision contract on behalf of the Regional District; and***

***THAT the Alberni-Clayoquot Regional District Board of Directors support staff submitting a grant application to the Rural Transit Solutions Fund – Capital Stream for the West Coast Transit service.***

### Summary:

At the June 7, 2023, West Coast Committee meeting, staff presented the attached report, and the Committee passed the first resolution above.

Staff are recommending that a grant application be submitted to the Rural Transit Solutions Fund (RTSF) to assist with infrastructure for the service, including bus stops, bus shelters and necessary bus stop construction work. Staff will look to partner with the District of Tofino, District of Ucluelet, Ucluelet First Nation and Tla-o-qui-aht First Nation on the grant application, which would be supported within this stream. WATT Consulting will provide support on the grant application, as they have recently submitted a RTSF – Capital Stream grant application on behalf of another municipality.

### Staff Time:

It is expected that the grant application will take between 10-20 hours for the Grant Coordinator and 10 hours for the Operations Manager.

Submitted by: Jenny Brunn  
Jenny Brunn, General Manager of Community Services

Reviewed by: Wendy Thomson  
Wendy Thomson, General Manager of Administrative Services

Approved by: *Daniel Sailland*  
Daniel Sailland, MBA, Chief Administrative Officer



## REQUEST FOR DECISION

**To:** West Coast Committee  
**From:** Eddie Kunderman, Operations Manager  
**Meeting Date:** June 7, 2023  
**Subject:** West Coast Transit

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### Recommendation:

***THAT the West Coast Committee recommends that the Alberni-Clayoquot Regional District Board of Directors award the West Coast Transit service provision contract to Pacific Western Transportation (PWT) up to a maximum amount of \$535,000 (excluding GST) and authorize the CAO to negotiate and execute the West Coast Transit service provision contract on behalf of the Regional District.***

### Desired Outcome:

To implement an interim transit service for the residents of the West Coast as soon as possible that can be further expanded when a BC Transit service, with provincial funding, again becomes available.

### Summary:

Staff have been working closely with WATT Consulting to conduct a feasibility study on interim transit options for the West Coast service, in lieu of the provincially supported model that had been worked on with BC Transit. WATT Consulting has completed the study, and the final report is attached for review.

At the December 7, 2022, West Coast Committee meeting, staff presented a report giving background on the steps that would be taken with the interim feasibility study. The West Coast Transportation working group, led by the Alberni-Clayoquot Health Network, hosted a kick-off meeting for the study on January 18, 2023, and WATT Consulting has been working to gather information and research since that meeting.

In communicating with local transportation options in the Region, WATT Consulting determined that there were enough interested transportation providers who could feasibly assist with the introduction of a service in a shorter time frame and had expressed interested in providing the service. It was decided at this point to undertake what was called a Guided Quote Process (GQP) with the potential providers and use this information to determine cost estimates with various levels of service. ACRD operations and procurement staff worked closely with WATT Consulting throughout this process, and determined it was necessary to make the expression of interest a public process, if the end goal was to ultimately enter into a partnership for the provision of transit.

Staff determined it would be best to post a Request for Expression of Interest (REI), which received four responses from parties interested in being a part of the GQP. WATT Consulting then worked with the interested parties, providing a publicly available document to each that detailed the Scope of Work. This process was communicated to the West Coast Transportation working group, who were supportive of the process.

An evaluation committee for potential responses, consisting of representatives from the District of Tofino, District of Ucluelet, ACRD, ʔaʔuukʷiʔaʔh (Tla-o-qui-aht) First Nation (TFN), and Yuuʔuʔiʔaʔh (Ucluelet) First Nation (UFN).

The GQP process ran from May 1, 2023, until May 19, 2023, at which point just one of the four interested parties submitted a completed questionnaire and costing spreadsheet. One potential provider was unable to provide year round service, and another cited labour shortages and challenges hiring drivers as their reason to withdraw their submission.

The one submission received was from Pacific Western Transportation (PWT). PWT currently operates transit services in Port Alberni, Comox Valley, Campbell River, and Mount Waddington on the Island, and is a very experienced and well regarded transportation provider. The proposal received was very thorough, detailed the ability to provide year-round service, the ability to be flexible with how and when service was delivered, and outlines the potential for future opportunities (inter-regional transit, charter services, local employer, and resort partnerships). The proposal also included a plan for personnel (all key personnel located on Vancouver Island) and included the proponent procuring three (3) new light-duty vehicles that will include a bike rack and some rear storage for items such as surfboards (size to be determined).

As mentioned earlier, it was deemed important to ensure that any interim options are able to be aligned with the longer-term goal of a provincially funded BC Transit service. As PWT currently operates BC Transit funded services on Vancouver Island, if provincial funding was made available, a transition to a BC Transit service would be as seamless as possible.

If successful, staff would work to finalize contract details with PWT and develop a detailed implementation timeline with WATT Consulting and PWT. The realistic goal is to have the service implemented and running in January 2024. The evaluation committee was unanimously in favour of moving forward with the submission received.

### **Background:**

A pre-feasibility study was first conducted by BC Transit for the West Coast Transit service in 2011. The ACRD approached BC Transit in 2017 for the completion of a Market Demand Analysis and a feasibility study for the service was completed in 2018. Electoral assent was then gained through an alternative approval process in accordance with the Local Government Act for service establishment in 2019.

Since that time, ACRD staff, the West Coast Transportation group and BC Transit have been working towards service implementation. This has been delayed numerous times due to a lack of the provincial share of funding being made available. There have been issues with the ability to procure buses, a freeze on expansion funding due to Covid and then for the past two (2) years the province has asked BC Transit to use funds to streamline existing transit services, rather than allocate any money to the implementation of new services. In Fall of 2022, it was communicated to the ACRD and West Coast municipalities at UBCM that there again would not be any funding made available for the West Coast Transit service in the 2023-24 fiscal year and that any funding in the short-term should not be expected.

At this point, the ACRD Board directed staff to deviate from the plans to implement a BC Transit led service in favour of a, yet to be identified, alternative. Staff worked with a reinvigorated West Coast Transportation Working Group and WATT Consulting to discuss and identify alternate service options that could fit within the established service requisition levels. The recommended approach is the result of their collective work.

### **Time Requirements – Staff & Elected Officials:**

The negotiation and implementation of the service will take approximately 100 hours of Community Services staff time and 20 hours of Finance staff time.

**Financial:**

The initial proposal submitted by PWT was \$522,424 to provide annual service and is under the maximum tax requisition of \$550,000 as per Establishing Bylaw No. E1062. Revenue received from fare collection will further offset the requisition necessary, making the proposal well within the financial restraints of the service. Estimated service revenue was anticipated at approximately \$105,000 by BC Transit, dependent on the fare structure. As a reference, the estimated annual costs for the BC Transit provided service was \$1,014,318 annually with the estimated municipal cost being \$588,295 before estimated revenue being factored in. The BC Transit shared services model shares the cost of the service at 53.31% Municipal funded and 46.69% Provincially funded. The recommendation of \$535,000 as a maximum allows for some room in negotiations to allow for service to adequately address the needs of West Coast residents.

There is no tax requisition in the current 2023-2027 Financial Plan, given the uncertainty surrounding the service. Prior to the tax requisition being removed in 2023, the requisition was anticipated to run from \$515,000 to \$539,000 from 2023-2026 in prior Financial Plans. The updated requisition will be added to the Financial Plan for the projected implementation date of January 2024.

The additional cost for implementation support, as budgeted would be approximately \$18,500. This has been budgeted and can be funded from the current West Coast Transit service operating account. This amount is within the current purchasing authority for staff and does not require a Board resolution to proceed.

Staff will also be identifying and applying for grants from the Rural Transit Solutions Fund to assist with the necessary infrastructure for the service.

**Policy or Legislation:**

As per Establishing Bylaw No. E1062

Submitted by: *Jenny Brunn*  
Jenny Brunn, General Manager of Community Services

Reviewed by: *Wendy Thomson*  
Wendy Thomson, General Manager of Administrative Services

Approved by: *Daniel Sailland*  
Daniel Sailland, MBA, Chief Administrative Officer

## MEMORANDUM

**To:** Eddie Kunderman –Alberni-Clayoquot Regional District  
**cc:** Tania Wegwitz – WATT Consulting Group  
**From:** Shilpa Panicker – WATT Consulting Group  
**Our File #:** 3446.B01  
**Project:** West Coast Transit Implementation Support  
**Date:** May 31, 2023  
**RE:** Phase I Progress Report

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### BACKGROUND

The purpose of the memorandum is to provide an overview of the work completed to date on the West Coast Transit Implementation project. This project was undertaken to confirm potential service delivery, pricing and service options for an interim transit solution connecting Tofino, Ucluelet and surrounding areas.

ACRD in collaboration with its West Coast Committee member First Nations, municipalities and agencies had been working with BC Transit to undertake planning and preparation for the implementation of transit service. However, implementation of the service has been delayed due to lack of the provincial share of funding. Given the current financial climate, BC Transit has also advised that the provincial government is unable to support expansion funding for new transit services in BC in the near term. As a result, the ACRD is keen on exploring other interim public transit options that can be implemented, until such time that the provincial government is able to contribute funding towards a BC Transit-administered service.

An interim transit service is envisioned to be one that can be locally funded and developed with the support and involvement of key community, transportation, health, and hospitality stakeholders in the area. It is anticipated that any interim solution recommended for implementation would be undertaken in such a way that its components (service design, service area / stops, name / branding, etc.) could then be further refined and expanded as needed into the envisioned permanent BC Transit service when provincial funding for transit again becomes

available. The West Coast Transit Implementation Project was proposed as a two-phase project. **This update is specific to Phase 1, which is almost 90% complete.**

### **Phase 1: Updating and Confirming Interim Approaches**

This phase seeks to review and update any planning work and community-related information gathered to-date in order to confirm potential service model(s), operating structure and costs for an interim West Coast Transit option.

### **Phase 2: Preparing for and Supporting Implementation**

This phase provides expertise and assistance to support the implementation of service. Together, both phases are intended to ensure planning and implementation of an interim service in the region.

## **PHASE I HIGHLIGHTS: BACKGROUND RESEARCH AND ENGAGEMENT**

As part of Phase I, WATT undertook comprehensive background research and targeted stakeholder engagement to develop an understanding of travel needs, origins and destinations, and major players in transportation in the region. Guiding this process was a Steering Committee led by the ACRD and its West Coast Committee member First Nations, municipalities and agencies.

### **Background Research**

#### **Population**

The two municipalities of Tofino and Ucluelet are the primary communities in the Alberni-Clayoquot Regional District (ACRD); in addition to these two communities, the ACRD Electoral Area C, and the 5 Nuu-Chah-Nulth Nations (Hesquiaht, Ahousaht, Tla-o-qui-aht, Yuu-thlu-ilth-aht and Toquaht) are also part of the ACRD. This study focuses on travel between the two communities of Tofino and Ucluelet along Highway 4 and Port Albion Road and includes adjacent communities of Hitacu, Esowista, Ty-Histanis and ACRD Electoral Area C.

The 2016 Census recorded a permanent population of approximately 5,340 residents in the west coast communities with over 3,228 square kilometres of diverse geography. In 2021, a minor increase in this permanent population was recorded at 5,483. There is a seasonal, temporary increase in the population given that the region is a major tourist destination on Vancouver Island. This study, however, focuses primarily on the needs of the local, permanent resident population of the area.

According to the Clayoquot Living Wage calculation, 40% of residents earn less than or close to minimum wage and 67% of residents earn less than the calculated living wage of \$20.11. This underscores the need for public transportation in the region. In addition, most employment opportunities are in the municipalities of Ucluelet and Tofino, with ongoing economic and community growth that amplify the need for housing and transportation services within and between communities.

### **Transportation Options**

Transportation options in the region are limited. As with many rural communities, walking and cycling infrastructure can be limited in certain sections of each community; shoulders on highways are narrow if present at all. During the summer (May through September generally speaking), also the “tourist season” in the region, a few different transportation choices are available, but still provide limited connectivity.

The Tofino Free Shuttle is a service administered by the District of Tofino. It offers a free daytime shuttle from late June to early September through a contract with Wilson’s Transportation (Tofino Bus), funded by the province’s Resort Municipality Initiative (RMI). Service runs from Downtown Tofino to Cox Bay, from 8:00 AM to 8:00 PM, with half-hourly service between 10:00 AM – 6:00 PM and hourly service prior and afterward. This service caters largely to the visiting tourist population.

Vancouver Island Connector’s Tofino Bus is an inter-regional service that connects Tofino to Victoria. What used to be year-round service has recently been reduced to seasonal service with it now running only from May through October.

Wheels for Wellness used to operate in the region to provide rides for west coast residents to non-emergency medical appointments to Port Alberni, Parksville and other communities, but ceased operations earlier this year.

Wilson’s Transportation operates a school bus service to the elementary schools and high school during the school year; however, after school activities are not covered by this service.

In addition to these services, some ride-hailing and taxi services also exist in the region. Whistle! (Tofino) and Kabu (Ucluelet) are the two ride-hailing services in the region and local taxi services, such as Tiki Cab, Tofino Taxi and Ucluelet Taxi, provide an alternative transportation option, along with Pacific Rim Navigators that provides inter-city private car and shuttle service, as well as an airport shuttle service.

Overall, transportation choices for everyday activities like going to work, appointments, shopping, etc. are limited in the region and the options that are available can be very expensive for daily use and do not represent a sustainable choice for most people travelling to jobs, shopping and services in the region.

### Engagement

With the above context and background, the project team spent some time trying to understand existing travel patterns in the region by reaching out to the transportation and community stakeholders identified by the Steering Committee. The stakeholders contacted included:

- Wilson’s Transportation
- Pacific Rim Navigators
- Tiki Cab
- District of Tofino: Weagle Wagon and Tofino Free Shuttle
- Whistle!
- Tourism Tofino: Tofino Free Shuttle
- Pacific Rim Hospice

This outreach work confirmed general service levels for interim transit that could potentially be introduced within the available envelope of local funding. It also identified a few existing local service providers that:

- a) are currently operating in the area and who could therefore feasibly assist with the introduction of interim transit service in a relatively short time frame, and
- b) have expressed interest in potentially operating the service or supporting it otherwise.

As a way of gathering detailed service pricing and operating information in a fair manner, WATT, with the guidance of the ACRD and the Steering Committee, undertook a “Guided Quote Process” (GQP) with these potential service providers, with the objective of using the information gathered through this GQP to, expediently, refine cost estimates and proposed service levels. It could also then form the basis for contracting the service if it was approved to move forward by the West Coast Committee and ACRD Board.

### GUIDED QUOTE PROCESS

This process builds from a Request for Expressions of Interest (REI) procurement process, which allows for more discussion and dialog with proponents (if required) than a more formal Request for Proposals. Instead, this proposed Guided Quote Process would aid proponents as required

as they develop and submit their quotes for service and thereby expedite the submittal process, while keeping the process within ACRD procurement guidelines.

The process had three distinct steps:

1) **Step 1: Posting a Request for Expression of Interest (REI)**

A publicly posted call for expression of interest in submitting for the Guided Quote Process.

2) **Step 2: Developing and Distributing a Guided Quote Process Document**

A confidential process of submitting information about qualifications, methodology and pricing by each proponent that had submitted an REI in step 1.

3) **Step 3: Evaluating Completed Guided Quote Process Documents**

An objective process of evaluating responses of each proponent to identify a successful candidate.

## **STEP 1: POSTING A REQUEST FOR EXPRESSION OF INTEREST (REI)**

To support this process, WATT staff developed a short scope and submission guidelines Request for Expression of Interest (REI) document that:

- Outlined the desired transit service levels to be operated, noting that there is some flexibility in scheduling if proponents can present a way to optimize service.
- Outlined other supporting operational and administrative services that are desired in conjunction with service operation.
- Noted that a potential outcome of the process for the successful proponent(s) would be to enter contract negotiations with the ACRD to operate the service, if it is approved to move forward by the ACRD Board.
- In collaboration with ACRD Procurement, developed scoring criteria to be used in evaluation of the submissions, with the acknowledgement that further discussion may take place after their receipt to clarify and refine submissions and that the lowest cost quote may not necessarily rank highest.
- The above document and the list of intended recipients was reviewed with ACRD Operations and Procurement staff to ensure alignment with the Regional District's needs and practices.
- Once confirmed, this document was posted by ACRD Procurement publicly for a three-week period, resulting in interested candidates submitting an expression of interest form and requesting the Guided Quote Process Document and Costing Spreadsheet to fill out and submit.

At the end of the three-week period, the project team had received responses from four (4) interested proponents:

- Tofino Bus Services Inc. (Wilson’s Transportation)
- Pacific Rim Navigators (PRN)
- Pacific Western Transportation (PWT)
- Will Jenkins

## **STEP 2: DEVELOPING AND DISTRIBUTING A GUIDED QUOTE PROCESS DOCUMENT**

### **Guided Quote Process Document**

While the Guided Quote Process Document gave the proponents a publicly available document that provided details of the expected Scope of Work (SOW), its primary purpose was to:

- Gather details from the proponents on their experience and ability to complete the described scope of work, methodology and approach to successfully implement the service and provide an estimate of costs for the described scope of work.
- Provide any alternate suggestions on providing transportation services in the region.
- Understand challenges and opportunities of providing transportation services in the region, from the perspective of the proponent.

**Appendix A** has a copy of the document provided to the proponents, including a fillable Costing Spreadsheet that was sent to the interested parties. Proponents were given three weeks to fill out this document and submit it back to WATT and ACRD Procurement.

## **STEP 3: EVALUATING COMPLETED GUIDED QUOTE PROCESS DOCUMENTS**

### **Evaluation Matrix**

To complete an objective and fair in the evaluation of submittals, an Evaluation Matrix was developed with ACRD Operations and Procurement staff. The evaluation parameters were identified and weighted in alignment with typical ACRD Procurement practices.

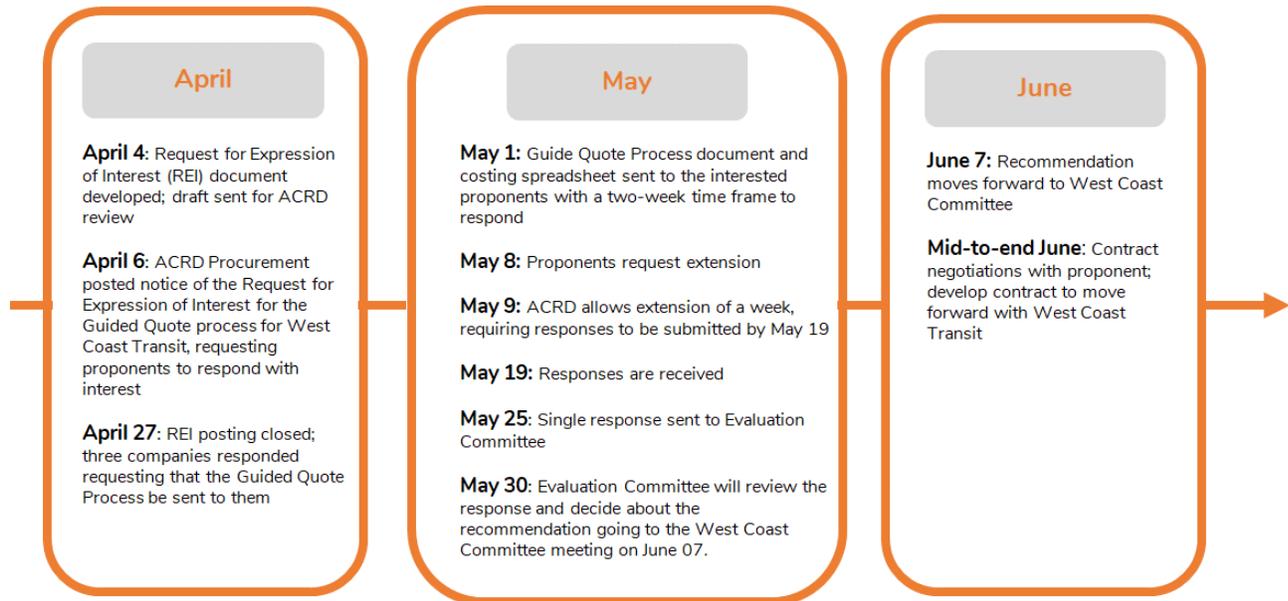
<b>Evaluation Criteria</b>	<b>Points</b>	<b>Weighting</b>	<b>Max Score</b>	<b>Section</b>
<b>Service Reliability</b> <ul style="list-style-type: none"> <li>- Company profile</li> <li>- Capacity to deliver – staff, vehicles and expertise</li> <li>- Year-long availability of service</li> <li>- Company proposed plans and demonstrated experience with respect to ensuring optimal performance around the following:                             <ul style="list-style-type: none"> <li>o Customer service</li> <li>o Safe and effective operations</li> <li>o Security and managing risk</li> <li>o Maintenance</li> <li>o Administration</li> </ul> </li> </ul>	<b>/30</b>	<b>3.0</b>	<b>30</b>	<b>1</b>
<b>Local Knowledge and Benefit</b> <ul style="list-style-type: none"> <li>- Local knowledge</li> <li>- Degree to which the service supports the local economy</li> <li>- Social Procurement questionnaire</li> </ul>	<b>/20</b>	<b>2.0</b>	<b>20</b>	<b>2</b>
<b>Cost (Value for Money)</b> <ul style="list-style-type: none"> <li>- Level of service to be provided for the cost</li> <li>- Ability for service to meet local needs</li> <li>- Fleet and maintenance benefits</li> </ul>	<b>/30</b>	<b>3.0</b>	<b>30</b>	<b>3</b>
<b>Ease of Implementation</b> <ul style="list-style-type: none"> <li>- Feasibility of starting the service within the desired timelines</li> </ul>	<b>/20</b>	<b>2.0</b>	<b>20</b>	<b>4</b>
<b>Total</b>	<b>/100</b>		<b>100</b>	

### **Evaluation Committee**

To ensure representation from West Coast Committee member First Nations, municipalities and agencies, an Evaluation Committee was organized by ACRD Operations and Procurement staff. This Committee included representatives from the Districts of Tofino and Ucluelet, Ucluelet First Nation, Tla-o-qui-aht First Nation, and the ACRD. Tania Wegwitz from Watt Consulting Group was included as part of the Evaluation Committee given her extensive experience with starting up transit services across BC.

## GUIDED QUOTE PROCESS: TIMELINE

Based on discussions with the ACRD, the following timeline was followed for the Guided Quote Process.



## SUBMISSIONS

The Guided Quote Process submission deadline closed at 5:00 PM on Friday, May 19. The Project Team had initially received interest from four proponents, however only one provided a completed submission.

- **Pacific Rim Navigators (PRN):** did not submit a completed questionnaire, as they indicated an inability to provide year-round service. They notified the project team that they would be withdrawing from the process due to this deficiency on their end.
- **Pacific Western Transit (PWT):** submitted a completed questionnaire and costing spreadsheet.
- **Tofino Bus Services Inc. (Wilson’s Transportation):** submitted a withdrawal letter from the process citing labour shortages and challenges hiring drivers as their reason to withdraw their submittal.
- **Will Jenkins:** the project team received no response from this proponent.

The submission from PWT was complete and met all the requirements outlined in the Guided Quote Process Document. Highlights of the PWT submittal are as follows:

- 1) The firm has requisite experience in operating and administering transportation services. PWT has over 40 years of combined experience in bus transportation, between management, mechanics, and operations.
- 2) All key personnel are located on Vancouver Island – two in Comox Valley (GM and Director of Operations) and two in Port Alberni (Operations Supervisor and Lead Hand Mechanic).
- 3) Capable of providing year-round service with three new 24-passenger vehicles.
- 4) All vehicles and drivers will be fully available to West Coast Transit service year-round, with plans to store vehicles at Long Beach Airport.
- 5) The proposal provides daily trips from Monday to Friday during morning and evening peak hours and the mid-day.
- 6) The proposed recruitment, hiring and training practices meet industry standards.
- 7) Outlines potential for future opportunities: inter-city transit to larger centres (i.e. Port Alberni), charter services, partnerships with local employers, and partnerships with local resorts/hotels/inns.
- 8) The costs proposed for the service fall within the limits of the local funding.
- 9) PWT is able to start service as soon as possible but identifies January as a feasible timeframe, given the need to buy vehicles and the lag associated with this key activity.

The proposal outlines a feasible solution for interim service within the available envelope of local funding and has been forwarded to the Evaluation Committee for their consideration and deliberation.

## **FINAL OUTCOMES**

The Evaluation Committee, after a lengthy discussion, has recommended continuing onto negotiations with Pacific Western Transportation, with the objective of finalizing a contract to provide fixed route transportation services in the region.

## Appendix A

# GUIDED QUOTE QUESTIONNAIRE

West Coast Transit



**Alberni-Clayoquot**  
Regional District

**Eddie Kunderman**  
Operations Manager  
Alberni-Clayoquot Regional District

**Shilpa Panicker, MUEP, B.Arch**  
Senior Transportation Planner & Transit Lead  
WATT Consulting Group

**WATT** VICTORIA  
302 – 740 Hillside Ave  
Victoria, BC V8T 1Z4  
250-388-9877

## GUIDED QUOTE QUESTIONNAIRE

### PROCESS OVERVIEW

This document provides the template that should be used to provide a quote for the provision of interim public transit service in the Alberni-Clayoquot Regional District.

- Proponents should use this template for their submission. It can be completed within the fillable fields of the PDF. A costing spreadsheet is also required for submission (see Excel attachment), which can be attached as a separate document. The costing spreadsheet calculates anticipated service hours and costs for providing the proposed service. If there are any issues with the PDF form template and/or the costing spreadsheet, please contact [mlowes@wattconsultinggroup.com](mailto:mlowes@wattconsultinggroup.com).
- The final PDF file and costing spreadsheet submission should be sent via email to [mlowes@wattconsultinggroup.com](mailto:mlowes@wattconsultinggroup.com) and [procurement@acrd.bc.ca](mailto:procurement@acrd.bc.ca). Paper copies will not be accepted.
- **Submissions must be received by 5:00 PM (Pacific Daylight Savings Time) on May 12, 2023.**
- If any questions on the form or to access up to three meetings with the WATT team to clarify your responses and proposed approach to service, please contact [mlowes@wattconsultinggroup.com](mailto:mlowes@wattconsultinggroup.com).
- Please refer to the Request for Expressions of Interest document for detailed project information and context.

### ABOUT THIS QUOTE QUESTIONNAIRE

This form is broken into the following sections that align with the evaluation criteria. Evaluation sections and weighting are as follows:

Evaluation Criteria	Points	Weighting	Max Score	Section
<b>Service Reliability</b> <ul style="list-style-type: none"> <li>- Company profile</li> <li>- Capacity to deliver – staff, vehicles and expertise</li> <li>- Year-long availability of service</li> <li>- Company proposed plans and demonstrated experience with respect to ensuring optimal performance around the following:               <ul style="list-style-type: none"> <li>o Customer service</li> <li>o Safe and effective operations</li> <li>o Security and managing risk</li> <li>o Maintenance</li> <li>o Administration</li> </ul> </li> </ul>	/30	3.0	30	1
<b>Local Knowledge and Benefit</b> <ul style="list-style-type: none"> <li>- Local knowledge</li> <li>- Degree to which the service supports the local economy</li> <li>- Social Procurement questionnaire</li> </ul>	/20	2.0	20	2
<b>Cost (Value for Money)</b> <ul style="list-style-type: none"> <li>- Level of service to be provided for the cost</li> <li>- Ability for service to meet local needs</li> <li>- Fleet and maintenance benefits</li> </ul>	/30	3.0	30	3
<b>Ease of Implementation</b> <ul style="list-style-type: none"> <li>- Feasibility of starting the service within the desired timelines</li> </ul>	/20	2.0	20	4
<b>Total</b>	<b>/100</b>		<b>100</b>	

Point Scoring /10	
<b>0-3</b>	Incomplete response Doesn't meet expectations Missing/mismatched attributes Poor level of details in response Unsupported claim(s)
<b>4-7</b>	Mostly complete response Partially meets expectations Partially fits desired attributes Medium level of detail in response Partially supported claim(s)
<b>8-10</b>	Meets or exceeds expectations Strongly fits desired attributes High level of detail in response Well-supported claim(s)

**Section 3: Service Scope** requests that respondents provide a description of the service levels and costs for one or more service scenarios. These scenarios reflect different potential options for the implementation of interim public transit service in the ACRD. These scenarios have been developed to take advantage of the existing transportation patterns in the Tofino-Ucluelet area as well as to offer local service providers an opportunity to support their community and improve business prospects while doing so.

Respondents should respond to at least one service scenario. They may respond to more than one if they choose and feel like they could operate the service in more than one way. However, respondents are not obligated to respond to more than one and can leave those sections blank if not responding (all other sections should be completed).

The service scenarios that may be responded to are as follows. Please see the respective scenario descriptions in Section 3.0 for further details on when, where and how each operates:

- **Service Scenario 1: Fixed Route Only** anticipates providing regularly scheduled service on a defined route with designated stops (stops would be implemented by the ACRD), with trips operating in the morning and afternoon peak commuter times, as well as some trips in the midday.<sup>1</sup>
- **Service Scenario 2: Fixed Route Plus On-Demand Service** anticipates providing fixed-route schedule trips during the morning and afternoon peak commuter times, coupled with On-Demand service during middays.
- **Service Scenario 3: On-Demand Service Only** would consist of providing On-Demand service operating as requested by passengers between origins and destinations. The On-Demand service would be available during three time periods or trip windows: morning peak commuter period, a defined midday period, and an afternoon commuter period.

**Additional information on the service requirements that apply to all scenarios is as follows:**

- Service occurs year-round (January to December).
- Service occurs on weekdays only, no weekend service is planned for initially, with the opportunity to expand to weekend and holidays if ridership warrants it.
- ACRD will not be providing vehicles for this service. It is the expectation of the ACRD that service providers will provide vehicles, staff and all relevant equipment/items needed for service delivery.
- Any passenger information (such as website describing the service, printed maps and schedules for the service, etc.) as well as any physical infrastructure required to support the service (such as bus stop posts in the case of fixed route service) would be the responsibility of the ACRD, with the input of the selected proponent(s).
- Any dispatch or trip booking equipment or software required to support service would be the responsibility of the proponent.

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<sup>1</sup> Peak times have been determined based on typical commuter hours in the morning and afternoon.

## Section 1 – Service Reliability

1.1 Please describe your firm’s experience providing transportation services:

1.2 Please describe your team, roles and responsibilities of members of your team you expect will be involved with this service and their experience and qualifications as it relates to the scope identified in this Guided Quote Process:

1.3 Please describe the capacity of your team to provide year-round service for the service option(s) (option 1, 2, 3 or a combination of the three) you are submitting for:

1.4	<b>Please describe the driver hiring and training practices that take place in your company.</b>
1.5	<b>How will you ensure that service is operated safely and reliably and offers good customer service?</b>

## Section 2 – Local Knowledge and Benefit

2.1

Please describe your firm's understanding of the transportation challenges and opportunities in the Tofino / Ucluelet area:

2.2

Please describe the benefit (supporting local economy, local travel needs, job creation etc.) your firm brings to the operation of this interim transit service:



<b>2.3</b>	<b>Social Procurement Questionnaire</b>
<b>2.3.1</b>	<b>Does your company pay Fair Wages and/or Living Wages?</b>
<b>2.3.2</b>	<b>Does your company support gender equity?</b>
<b>2.3.3</b>	<b>Does your company participate in apprenticeships or any other employee training and development programs?</b>
<b>2.3.4</b>	<b>Does your company have an environmental and social governance policy?</b>
<b>2.3.5</b>	<b>Does your company work with employment support services within the communities you operate?</b>
<b>2.3.6</b>	<b>Does your company work with Social Enterprises in any manner?</b>
<b>2.3.7</b>	<b>Does your company provide other services which would support our social procurement values?</b>
<b>2.3.8</b>	<b>Does your company track diversity in its supply chain?</b>

## Section 3 – Service Scope & Cost (Value for Money)

### Section 3.1 – Trip Information

Described below are three potentially feasible service scenarios for an interim transportation solution. Pick the scenario that most aligns with your experience and respond to all questions about that scenario. If a proponent believes that more than one scenario may be possible for them to operate, they can choose to submit more than one, however only one is required.

#### Service Scenario 1: Fixed Route Only

This option assumes that a fixed route service would operate on a regular schedule and route. This fixed route service will connect the communities of Tofino, Ty-Histanis, Ucluelet and Hitacu. Trips will have fixed drop-off and pick up stop locations (these will be finalized as part of the contract negotiations). Suggested trip times (see below) are based on existing transportation services and needs in the region. Suggested trips would include two round trips occurring in the morning commuter peak, two round trips in the afternoon peak, and one round trip in the mid-day. One-way trips may be considered if the proponent can show how these feasibly integrate around other services they may be providing.

This service scenario is intended to be year-round service that provides a stable connection between communities alongside current transportation services. Service occurs on weekdays only, no weekend service is planned for initially, with the opportunity to expand to weekend and holidays if ridership warrants it.

#### Suggested Trip Times:

- Two peak AM round trips to Tofino (approximately operating between 7:00 AM – 9:00 AM, exact time to be proposed by the proponent / TBD)
- Two peak PM round trips to Ucluelet (between approximately 2:30 PM – 4:30 PM, exact time to be proposed by the proponent / TBD)
- Midday service period between approximately 11:30 AM and 1:30 PM (exact time to be proposed by the proponent / TBD)

<b>3.1.1A</b>	<b>Are you interested in responding to this option?</b>		
	Yes		No

3.1.1B	<b>If yes, which trips would your company be able to provide? Please select all that apply.</b>		
<b>High Season (June – September)</b>		<b>Low Season (January - May &amp; October - December)</b>	
	Morning Peak Round Trips (7 AM – 9 AM)		Morning Peak Round Trips (7 AM – 9 AM)
	Afternoon Peak Round Trips (2:30 PM – 4:30 PM)		Afternoon Peak Round Trips (2:30 PM – 4:30 PM)
	Mid-day Trips (11:30 AM – 1:30 PM)		Mid-day Trips (11:30 AM – 1:30 PM)
3.1.1C	<b>Please describe any limitations/conditions associated with your selections:</b>		
3.1.1D	<b>If you have an alternate suggestion for how fixed route service can be provided in a more efficient and cost-effective manner, please describe below (i.e., trip times, trip direction, number of trips in the high or low season, etc.):</b>		
3.1.1E	<b>Any additional comments?</b>		

## Service Scenario 2: Fixed Route Plus On-Demand

The Fixed Route Plus On-Demand option assumes that a fixed route service would operate during morning and afternoon peak commuter times and On-Demand service will be provided during the mid-day time period. Both fixed route service and On-Demand service will connect the communities of Tofino, Ty-Histanis, Ucluelet and Hitacu. The On-Demand component would provide service from curb to curb (i.e., where the passenger requests a pick-up to where the passenger requests to be dropped off). The Fixed Route portion of service would operate on a defined schedule and route, with fixed drop-off and pick up stop locations (these will be finalized as part of the contract negotiations).

### Suggested Trip Times:

- Two peak AM round trips to Tofino (approximately operating between 7:00 AM – 9:00 AM, exact time to be proposed by the proponent / TBD)
- Two peak PM round trips to Ucluelet (between approximately 2:30 PM – 4:30 PM, exact time to be proposed by the proponent / TBD)
- Midday service period between approximately 11:30 AM and 1:30 PM that would be serviced by On-Demand.

### 3.1.2A Are you interested in responding to this option?

Yes

No

### 3.1.2B If yes, which trips would your company be able to provide? Please select all that apply.

#### High Season (June – September)

#### Low Season (January - May & October - December)

Morning Peak Round Trips (7 AM – 9 AM)

Morning Peak Round Trips (7 AM – 9 AM)

Afternoon Peak Round Trips (2:30 PM – 4:30 PM)

Afternoon Peak Round Trips (2:30 PM – 4:30 PM)

Mid-day Trips (11:30 AM – 1:30 PM)

Mid-day Trips (11:30 AM – 1:30 PM)

### 3.1.2C Please describe any limitations/conditions associated with your selections:



3.1.2D	<b>If you have an alternate suggestion for how this combination of Fixed Route service and On Demand service can be provided in a more efficient cost-effective manner, please describe below (i.e., trip times, trip direction, number of trips in the high or low season, etc.):</b>
3.1.2E	<b>Any additional comments?</b>

### Service Scenario 3: On-Demand Service Only

This option assumes that only an On-Demand service will be provided in the service area. The On-Demand service will connect the communities of Tofino, Ty-Histanis, Ucluelet and Hitacu. On-Demand service will operate curb to curb (i.e., where the passenger requests a pick-up to where the passenger requests to be dropped off). The service would use “Trip Windows” or periods of time when the service would be available for booking.

#### Three Trip Windows:

- AM Window (approximately operating between 7:00 AM – 9:00 AM, exact time to be proposed by the proponent / TBD)
- PM Window (approximately operating between 2:30 PM – 4:30 PM, exact time to be proposed by the proponent / TBD)
- Mid-day Window (approximately operating between 11:30 AM – 1:30 PM, exact times to be proposed by the proponent / TBD). All times between the AM and PM windows are considered the Mid-day Window

#### 3.1.3A Are you interested in responding to this option?

Yes

No

#### 3.1.3B If yes, which trips would your company be able to provide? Please select all that apply.

##### High Season (June – September)

##### Low Season (January - May & October - December)

Morning Peak Trips (7 AM – 9 AM)

Morning Peak Trips (7 AM – 9 AM)

Afternoon Peak Trips (2:30 PM – 4:30 PM)

Afternoon Peak Trips (2:30 PM – 4:30 PM)

Mid-day Trips (11:30 AM – 1:30 PM)

Mid-day Trips (11:30 AM – 1:30 PM)

#### 3.1.3C Please describe any limitations/conditions associated with your selections.

#### 3.1.3D If you have an alternate suggestion for how On-Demand service can be provided in a more efficient, cost-effective manner, please describe below:



<b>3.1.3E</b>	<b>Any additional comments?</b>

## Section 3.2 – Vehicle Information

**For the service scenario(s) and trips you have selected above, please describe the following:**

<b>3.2.1</b>	<b>Number of vehicles proposed to be used for service:</b>	
<b>3.2.2</b>	<b>Do you own or lease these vehicles?</b>	
<b>3.2.3</b>	<b>Please provide the year, make and model of the vehicles:</b>	
<b>3.2.4</b>	<b>What is the engine / propulsion type of the vehicle(s) (i.e. gas, diesel, electric, etc.)?</b>	
<b>3.2.5</b>	<b>Please describe the storage capacity in the vehicle(s). In other words, does it have anticipated space within or outside the vehicle for passenger items (parcels, bicycles, surfboards, etc.):</b>	
<b>3.2.6</b>	<b>Do the vehicle(s) have features making them accessible to passengers with mobility disabilities (i.e. ramp, lift, mobility aid securement or storage areas.)?</b>	
<b>3.2.7</b>	<b>Please describe where the vehicle(s) would be stored and maintained:</b>	
<b>3.2.8</b>	<b>Is fare collection possible in the vehicle(s)?</b>	
<b>3.2.8A</b>	<b>If yes, please provide details, including the end of day cash security operations:</b>	



3.2.8B	If no, please describe your process for fare collection and your checks and balances process to ensure safety and security of fare collected:
3.2.9	What are your contingency plans in case of mechanical breakdown at the start of service or if a vehicle is in service? How would you address any maintenance issues? Is there an ability to notify the public of any potential service disruptions?
3.2.10	Do your buses undergo a set preventative maintenance program?
3.2.11	What insurance levels do your vehicles hold?

### Section 3.3 – Cost Information

3.3.1	The separate costing spreadsheet calculates anticipated service hours and costs for providing the proposed service. Based on what was calculated in the spreadsheet, please note the total annual cost of service here. Please also ensure that the completed costing spreadsheet is attached to your submission	
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## Section 3.4 – Dispatch, Trip Booking and Customer Service Information

For the service scenario(s) and trips you have selected above:

3.4.1 Please describe your firm’s ability to provide dispatch services:

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3.4.2 Please describe your firm’s ability to provide trip booking or customer call taking services:

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3.4.3 How would you accommodate customer enquiries (phone-in, online, email, etc.)? How would you handle any lost and found items that are turned in?

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3.4.4 How would you handle any lost and found items that are turned in?

--	--

3.4.5 Please describe you company’s ability to respond to customer queries (fare, route, schedule, enquiries)?

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3.4.6 If using an app for trip booking, please describe in detail the use of the app from a customer’s perspective:

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3.4.7	<b>What advantage would this app provide the interim service?</b>
3.4.8	<b>Please describe, very briefly, your company's policies for handling the following scenarios:</b> <ul style="list-style-type: none"><li>a. Passenger gets on the bus without paying fare</li><li>b. Passenger requests a ride, but consistently does not show up</li><li>c. Passenger does not have exact change</li><li>d. Passenger on bus gets into an altercation with the driver</li><li>e. Passenger on bus appears to be drunk and boisterous but not harmful to anyone else</li></ul>

## Section 4 – Service Start-up

<b>4.1</b>	<b>If chosen, are you able to start-up services by September 2023 including organizing operators, administrative staff and vehicles needed for this service?</b>		
	Yes		No
<b>4.2</b>	<b>If no, please provide a brief explanation for this as well as an alternate date for being able to start-up service:</b>		

<b>Please provide the required information below.</b>	
<b>Name:</b>	<b>Signature:</b>
<b>Name of Company:</b>	<b>Date:</b>
<b>Email:</b>	<b>Phone Number:</b>

Thank you for the time you have taken to respond to this Guided Quote Process.



## REQUEST FOR DECISION

**To:** ACRD Board of Directors

**From:** Shane Koren, Procurement Coordinator  
Eddie Kunderman, Operations Manager

**Meeting Date:** June 14, 2023

**Subject:** Salmon Beach Solid Waste Hauling Contract

### Recommendation:

*THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors award the Salmon Beach Solid Waste Hauling contract to Ucluelet Rent-It-Center Ltd. in the amount of \$1,799.60 per month (May through September) and \$425.00 per round trip (October through April) plus an annual increase of 3% per year over a 3 year term, with two additional 1 year renewal terms upon mutual agreement and authorize the CAO to negotiate and execute the Salmon Beach Solid Waste Hauling contract on behalf of the Regional District.*

### Desired Outcome:

To ensure Salmon Beach Recreational Village receives cost-effective and reliable solid waste hauling services.

### Summary:

A Request for Proposal (RFP) for Waste Hauling Services in Salmon Beach was issued in early May and closed on May 31, 2023. Only one submission was received from the Ucluelet Rent-it-Center Ltd. for \$1,799.60 per month (May through September) and \$425.00 per round trip (October through April) with an annual increase of 3% per year. The proposal was evaluated by ACRD staff to ensure it met the requirements of RFP.

Ucluelet Rent-It-Center Ltd. has been performing the waste hauling service for the Salmon Beach Recreational Village without a contract since 2021. The Salmon Beach Committee is in favour of moving forward with the proposed contract, and the updated rates it provides. The rate per round trip was \$407.11 and the proposed increase to \$425 is not unexpected, nor abnormal given the inflation that has been seen during this timeframe.

ACRD staff are recommending an award to Ucluelet Rent-It-Center Ltd.

### Time Requirements – Staff & Elected Officials:

The following estimated ACRD time requirements are needed to complete this project:

- Procurement Coordinator – (3 hours) contract review, project support as needed
- Operations Manager – (3 hours) contract review, general oversight

**Financial:**

The Solid Waste Hauling for Salmon Beach is charged to the Salmon Bach Garbage Service. The following price breakdown shows the expected cost over an initial 3 year term:

Year	Ucluelet Rent-It-Center Ltd
July 1, 2023 – Dec 31, 2023	\$7,948.80
Jan 1, 2024 – Dec 31, 2024	\$15,186.46
Jan 1, 2025 – Dec 31, 2025	\$15,642.06
Jan 1, 2026 – June 30, 2026	\$7,425.45

**Strategic Plan Implications:**

N/A

**Policy or Legislation:**

Establishing Bylaw No. E1037 gives the ACRD the authority to operate a garbage collection service within Salmon Beach.

An RFP was issued in this scenario as the ACRD’s Purchasing Policy requires a Tender (or similar public offering) if the expected value of a contract exceeds \$35,000.

**Options Considered:**

If the Board would like further information regarding the details of the contract prior to making a decision, then the full contract could be brought forward in-camera at the next scheduled Board meeting.

Submitted by: Jenny Brunn  
Jenny Brunn, General Manager of Community Services

Reviewed by: Wendy Thomson  
Wendy Thomson, General Manager of Administrative Services

Approved by: Daniel Sailland  
Daniel Sailland, MBA, Chief Administrative Officer



## REQUEST FOR DECISION

**To:** ACRD Board of Directors  
**From:** Mike Irg, GM of Planning and Development  
**Meeting Date:** June 14, 2023  
**Subject:** Rezoning Application Procedure Options

### **Recommendation from the May 18, 2023, Electoral Area Directors Committee:**

THAT the Board of Directors direct staff to prepare rezoning application reports with the option to give notice that a public hearing will not be held, as per Section 467 of the *Local Government Act*, when the proposed rezoning complies with the electoral area Official Community Plan.

### **Desired Outcome:**

To improve efficiencies when considering rezoning applications that comply with existing OCPs by providing the option to not hold a public hearing and give public notice as per Section 467 of the *Local Government Act*.

### **Process**

When considering rezoning applications that comply with the existing OCP, the ACRD is not required by the *LGA* to hold a public hearing. Planning reports will be presented to the Board with two options as shown in the following example.

#### Example recommendation:

THAT the Board of Directors consider first reading of Bylaw PXXXX, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw at a future date, and that notice be given in accordance with section 467 of the *Local Government Act*.

THAT the Board of Directors confirm that adoption of Bylaw PXXXX is subject to:

- List conditions of rezoning

Note: If the Board wishes to hold a public hearing for bylaw PXXXX, the appropriate motion would be:

THAT Bylaw XXXX, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.

THAT the public hearing for Bylaw PXXXX be delegated to the Director for Electoral Area 'X', the Alternate Director or the Chairperson of the Regional District.

THAT the Board of Directors confirm that adoption of Bylaw PXXXX is subject to:

- List conditions of rezoning

**Time Requirements – Staff & Elected Officials:**

Reducing the number of public hearings held will increase efficiencies by reducing the number of meetings organized and conducted by staff and Directors. Only rezoning applications that comply with the existing OCP, and are potentially not contentious, would be recommended by staff for this process. Approximately 30+ hours of staff time could be saved per application. Additionally, the area Director would not have to chair the public hearing and the processing time for the rezoning application could be reduced by three weeks.

**Financial:**

Staff time saved will be dedicated to other rural planning applications and initiatives such as supporting Official Community Plan reviews and reducing overall application processing time.

**Strategic Plan Implications:**

The administration and management of zoning and OCP amendment applications is a core service of the ACRD.

**Policy or Legislation:**

Section 467 of the *Local Government Act* provides the option to give notice instead of holding a public hearing.

**Options Considered:**

1. Continue holding public hearings for all rezoning applications.

Submitted by: Michael Irg  
Mike Irg, MCIP, RPP, GM of Planning and Development

Reviewed by: Wendy Thomson  
Wendy Thomson, General Manager of Administrative Services

Approved by: Daniel Sailland  
Daniel Sailland, MBA, Chief Administrative Officer



## REQUEST FOR DECISION

**To:** The Electoral Area Directors Committee  
**From:** Mike Irg, GM of Planning and Development  
**Meeting Date:** May 18, 2023  
**Subject:** Rezoning Application Procedure Options

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### **Recommendation:**

THAT the Electoral Area Directors Committee recommend the Board of Directors direct staff to prepare rezoning application reports with the option to give notice a public hearing will not be held, as per Section 467 of the *Local Government Act*, when the proposed rezoning complies with the electoral area Official Community Plan.

### **Desired Outcome:**

To provide efficient, transparent, and accessible public service while meeting the statutory requirements when considering rezoning applications that comply with the Official Community Plan.

### **Background:**

In 2021 and 2022 the ACRD held 27 public hearings. There have been 13 public hearings held to date in 2023 relating to rezoning applications and the Zoning Bylaw Review Project and based on current applications received and in process, staff expect that there are another 12 public hearings to be held in 2023.

The *Local Government Act (LGA)* does not require public hearings for certain zoning amendment bylaws. The *LGA* does not require a public hearing for zoning amendment bylaws when the rezoning complies with the Official Community Plan. A scenario where this would be applicable would be a rezoning from a rural or residential zone, to higher-density residential zone, to facilitate subdivision of property. If the property is already designated "Residential Use" in the OCP and the desired minimum lot size is supported by the OCP, a public hearing is not required by the *LGA*. If the ACRD chooses to not hold a public hearing, notice must be given to neighbouring residents and property owners and advertised in two consecutive issues of the newspaper prior to first reading. This provides an opportunity for the public to provide input on the rezoning application by written correspondence. All correspondence received is considered by the Board before making a decision on the bylaws. This process is similar to the temporary use permit process currently followed by the ACRD.

If the Board receives correspondence indicating neighborhood concern related to a development, the Board would still have the option to direct a formal public hearing be held. Alternatively, if limited or no correspondence is received, the Board could move forward with the decision-making process in a more efficient manner.

The following table outlines the current process for rezoning applications when a public hearing is held and the process required under section 467 of the *LGA*.

<b>With Public Hearing Steps Required</b>	<b>No Public Hearing Steps Required</b>
Staff prepare report and bylaw	Staff prepare report and bylaw
APC meet to review and make recommendations	APC meet to review and make recommendations
Board considers application, 1 <sup>st</sup> reading, conditions for adoption and public hearing delegated	Board considers application, resolves to provide public notice under section 467 of LGA, consider 1 <sup>st</sup> reading at a future date, and sets conditions for adoption
Public hearing date set, advertising and notices prepared 5 weeks before Board meeting.	Public notice set, advertising and notices prepared 2 weeks before Board meeting
Public Hearing held; minutes report prepared	Advertising and notices sent out.
Board considers public hearing report, public hearing minutes and 2 <sup>nd</sup> & 3 <sup>rd</sup> readings	Board considers 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> readings
Applicant meets conditions of rezoning	Applicant meets conditions of rezoning
Board considers adoption	Board considers adoption

**Process**

When considering rezoning applications that comply with the existing OCP, the ACRD is not required by the LGA to hold a public hearing. If the change in process is supported, planning staff will provide reports with the appropriate resolutions to proceed without holding a public hearing and will also include optional resolutions to hold a public hearing if that is the direction of the Board.

Example recommendation:

- That the Board of Directors consider first reading of Bylaw PXXXX, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw at a future date, and that notice be given in accordance with section 467 of the *Local Government Act*.
- THAT the Board of Directors confirm that adoption of Bylaw PXXXX is subject to:
  - o List conditions of rezoning

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Note: If the Board wishes to hold a public hearing for bylaw PXXXX, the appropriate motion would be:

- THAT Bylaw XXXX, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.
- THAT the public hearing for Bylaw PXXXX be delegated to the Director for Electoral Area 'X', the Alternate Director or the Chairperson of the Regional District.
- THAT the Board of Directors confirm that adoption of Bylaw PXXXX is subject to:
  - o List conditions of rezoning

**Time Requirements – Staff & Elected Officials:**

Reducing the number of public hearings held will increase efficiencies by reducing the number of meetings organized and conducted by staff and Directors. Only rezoning applications that comply with the existing OCP, and are potentially not contentious, would be recommended by staff for this process. Approximately 30+ hours of staff time could be saved per application. Additionally, the area Director would not have to chair the public hearing and the processing time for

the rezoning application could be reduced by three weeks.

**Financial:**

Staff time saved will be dedicated to other rural planning applications and initiatives such as supporting Official Community Plan reviews and reducing overall application processing time.

**Strategic Plan Implications:**

The administration and management of zoning and OCP amendment applications is a core service of the ACRD.

**Policy or Legislation:**

Section 467 of the *Local Government Act* provides the option to give notice instead of holding a public hearing.

**Options Considered:**

1. Direct staff to continue holding public hearings for all rezoning applications.

Submitted by: Michael Irg  
Mike Irg, MCIP, RPP, GM of Planning and Development

Reviewed by: Wendy Thomson  
Wendy Thomson, General Manager of Administrative Services

Approved by: Teri Fong  
for: Daniel Sailland, MBA, Chief Administrative Officer



**To:** ACRD Board of Directors

**Meeting Date:** June 14, 2023

**From:** Amy Needham, Junior Planner

**File #:** PL20220030/RD22007

**Application Type:** Rezoning

**Electoral Area:** 'D' Sproat Lake

**Recommendation:**

- THAT Bylaw P1461, Sproat Lake Official Community Plan Amendment Bylaw, be read a first time;
- THAT Bylaw P1462, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a first time;
- THAT the public hearing for Bylaws P1461 and P1462 be delegated to the Director for Electoral Area 'D', the Alternate Director or the Chairperson of the Regional District;
- THAT the Board of Directors confirm that adoption of Bylaws P1461 and P1462 is subject to:
  - a. Confirmation from a Registered On-Site Wastewater Practitioner that the property is capable of accommodating on-site sewage disposal to a minimum 0.8 ha density;
  - b. Meeting technical referral agency requirements.

**Development Proposal:** The property owner is applying to rezone their 7 ha (17.5 acre) property located on Trill Pit Road from Forest Rural (A3) District to Small Holdings (A1) District in order to accommodate a six-lot subdivision. The applicant has provided a conceptual subdivision plan demonstrating a layout of six 1.0 to 1.4 ha (2.5 to 3.5 acre) lots. This rezoning application will also require an OCP Amendment from Rural Use to Residential Use to accommodate the zoning change.

**Advisory Planning Commission Recommendation:** This application was reviewed at the May 29, 2023 Sproat Lake APC Meeting and the APC passed a resolution to support staff's recommendation.

**Property Owner(s)/Applicant(s):** Myles Danielsen

**Property Information:**

Civic Address	7655 Trill Pit Road						
Legal Description	LOT 1, DISTRICT LOT 86, ALBERNI DISTRICT, PLAN 43803						
PID	004-466-799	Folio	1049.100	ALR? (Y/N)	No	Lot Size	7 ha (17.5 ac)

Current Zoning	Forest Rural (A3) District	Proposed Zoning	Small Holdings (A1) District
Current OCP	Rural Use	Proposed OCP	Residential Use
Development Permit Area(s)	DPA I – Riparian & Foreshore Areas Protection		

**PL20220030/RD22007**

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułu?iit'ath Government, Huu-ay-aht First Nations, Uchucklesaht Tribe, Toquaht Nation  
Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)

The 7 ha (17.5 acre) property was created by subdivision in 1985 from the ALR portion to the north. It is currently undeveloped and much of the east half of the property has been logged. There are three creeks that run through the west side of the property from north to south. The irregularly shaped parcel runs 414 m (1358 ft) along the south road ROW dedication, 504 m (1653 ft) along the Catalyst Paper pipeline ROW to the north, 128 m (419 ft) along the west property boundary, and 336 m (1102 ft) along the east property boundary.

**Current Use & Description** The property is situated in an area of large rural lots. Neighboring properties are a mixture of Small Holdings (A1) District, Rural (A2) District, and Forest Rural (A3) District. The land to the north and west of the property is within the ALR.

**Surrounding Zoning and Land Use**

North	Rural (A2) District within the ALR - residential	South	Forest Rural (A3) District – vacant, treed
East	Forest Rural (A3) District – vacant, treed	West	Forest Rural (A3) District within the ALR – contains one single family dwelling

**Services:**

- a) **Sewage Disposal:** On-site sewage disposal. As a condition of rezoning, planning staff recommend that the applicants engage a Registered On-site Wastewater Practitioner to assess the capability of the land to accommodate on-site sewage disposal to a minimum 0.8 ha density.
- b) **Water Supply:** No water supply as yet. Future development will utilize on-site water.
- c) **Fire Protection:** Sproat Lake Fire Department Service Area
- d) **Access:** Access is via a panhandle to Trill Pit Road. There is a gravel driveway constructed within the dedicated road ROW along the southern boundary of the property. The driveway was developed to access the area that was logged and to provide future access to the new lots connecting to a proposed 20 m road allowance that would run north and east into the property to service Proposed Lots E & F.
  - i. **Parcel Frontage Waiver:** This parcel currently has only panhandle access to a road. Depending on the final lot layout, a parcel frontage waiver may be required as a condition of future subdivision.

**Planning Policy Discussion:**

- a) **Official Community Plan:** The Sproat Lake Official Community Plan designates the property as “Rural Use.” The objective of the Rural Use designation is to maintain the predominantly rural character of the area. The designation supports a minimum lot size of 2 hectares.

The applicant intends to make six lots, each 1.0 to 1.4 ha (2.5 to 3.5 acres) in size. Minimum lot size for the Rural Use designation is 2 ha (5 acres). To permit the 1 ha (2.5 acre) lots to be created by subdivision, the Sproat lake OCP must be amended to designate the subject property Residential Use. The objective of the Residential Use designation is to allow a range of housing options within the plan area. Therefore, the proposed rezoning would be in keeping with this land use designation.

This proposed development is the first of its kind in this relatively undeveloped forested area. Policy 3.2.4 of the Sproat Lake OCP supports the requirement of a 10 m fuel free or fuel-reduced buffer between forested lands

and any building or structure for development adjacent to forested lands and woodlots of 20 ha (49 acres) or more. The Crown Provincial resource land to the south of the subject property is greater than 20 ha and this policy should be considered at the subdivision stage. It is possible that the dedicated road right-of-way would fulfill this requirement if it is developed across the entire south boundary of the lot to service subdivided parcels.

Conflicts with agricultural lands, operations and uses may occur when development occurs adjacent to ALR land. Policy 3.2.6 of the Sproat Lake OCP supports the requirement of a treed, vegetated buffer between agricultural land and non-agricultural development to help mitigate these issues. ALR edge planning should be considered at subdivision for the new parcels which will border the ALR land located to the north and west of the subject property. The water pipeline right-of-way bordering the property provides a 30 metre wide buffer between the subject property and the ALR lands for the north.

Policy 10.2.5 considers density averaging for subdivision applications with communal or community sewer servicing is provided. This could be considered at the subdivision stage if the proponent were to consider focusing development into smaller parcels located away from the riparian areas within a bare land strata subdivision with communal sewer.

The subject property is affected by a Development Permit Area for DPA I – Riparian Areas Protection. A qualified environmental professional will need to prepare a report identifying and describing the impacts of any development on the riparian areas within the subject property, such as road building and subdivision.

***This proposal will require an amendment to the Sproat Lake OCP to designate the parcel ‘Residential Use.’ A development permit application will be required at the subdivision stage to satisfy the requirements of the DPA I – Riparian Area Protection zone, as well as for road development across the creeks on the property.***

- b) Zoning:** Minimum lot size for the Forest Rural (A3) District is 4 ha (10 acres). In order to facilitate a future six lot subdivision, the property must be rezoned to Small Holdings (A1) District, which allows a minimum lot size of 0.8 ha (2 acres).
  - i. Parkland Dedication:** This property is being rezoned in order to facilitate a six-lot subdivision. Parkland dedication will be required at time of subdivision in the form of either 5% of the land as dedicated parkland or 5% of the appraised market value of the land as cash-in-lieu of parkland.

	Current: A3	Proposed: A1
Minimum Lot Area (ha)	4	0.8
Minimum Lot Width (m)	100	50
Principal & Accessory Front Yard Setback (m)	15.2	7.6
Principal Side Yard Setback (m)	4.6	1.5
Principal Rear Yard Setback (m)	9.1	9.1
Accessory Side Yard Setback (m)	4.6	4.6
Accessory Rear Yard Setback (m)	4.6	4.6
Watercourse Setback	30	30

***The subject property requires rezoning from Forest Rural (A3) District to Small Holdings (A1) District to facilitate a six-lot subdivision.***

**Comments:**

Rezoning is the first step in the applicant's proposal to subdivide the property into six lots. If the rezoning application proceeds, the following items would need to be addressed at the subdivision stage:

- Confirmation of safe and suitable access to the property, and to the proposed subdivision, as the maintenance status of Trill Pit Road is unknown. The Ministry of Transportation & Infrastructure would be included in the agency referral process completed ahead of the public hearing.
- At time of original subdivision from the ALR portion to the north in 1985, the ALC indicated this parcel (south of the Catalyst Paper water pipeline ROW) is too wet to farm and contains three creeks, two of which are fish bearing. The presence of these waterways triggers the DPA I – Riparian & Foreshore Areas Protection requirements on a significant portion of the parcel's west side and will influence future subdivision proposals and road development. DPA I includes all lands within 15 metres of a minor stream.
- As future subdivision would result in more than three lots, parkland dedication or cash-in-lieu will be required. This may be a good use for the large riparian area in the parcel, both to protect it from development encroachment and also to provide the future residents with dedicated parkland to enjoy, as outlined in the Sproat Lake OCP policy 3.2.18. However, this area has not been identified in the OCP for potential future parkland and dedicating parkland would impact the overall design of the subdivision considering the riparian areas. Parkland dedication would be determined at the subdivision stage.
- Consider bare land strata development and density averaging to conserve the sensitive riparian ecosystem and fish habitat on the west portion of the lot. Smaller strata lots concentrated on the east side of the property may also reduce the amount of land required for road dedication.

Planning staff recommend that confirmation of on-site sewage disposal capability to a 0.8 ha minimum density be required as a condition of rezoning approval. Staff are initially supportive of the zoning and OCP amendment bylaws proceeding to the public hearing process to gather public input on the application. While there are no other properties in this area designated as Residential Use in the Sproat Lake OCP, there are a number of A1-zoned parcels in the vicinity with a similar 0.8-1.0 hectare density and the development would allow for additional rural residential lots close to community amenities in the Alberni Valley.

*Amy Needham*

Submitted by: Amy Needham, P. Ag, Junior Planner

*Alex Dyer*

Reviewed by: Alex Dyer, MCIP, RPP, Planning Manager

*Daniel Sailland*

Approved by: Daniel Sailland, MBA, Chief Administrative Officer

**PLAN SHOWING PROPOSED SUBDIVISION**

**LOT 1, DISTRICT LOT 86,  
ALBERNI DISTRICT, PLAN 43803.**

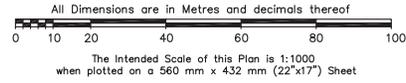
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PREPARED FOR  
**MYLES DANIELSEN**

OUR FILE : 62129-1      DATE : MAY 2, 2023.

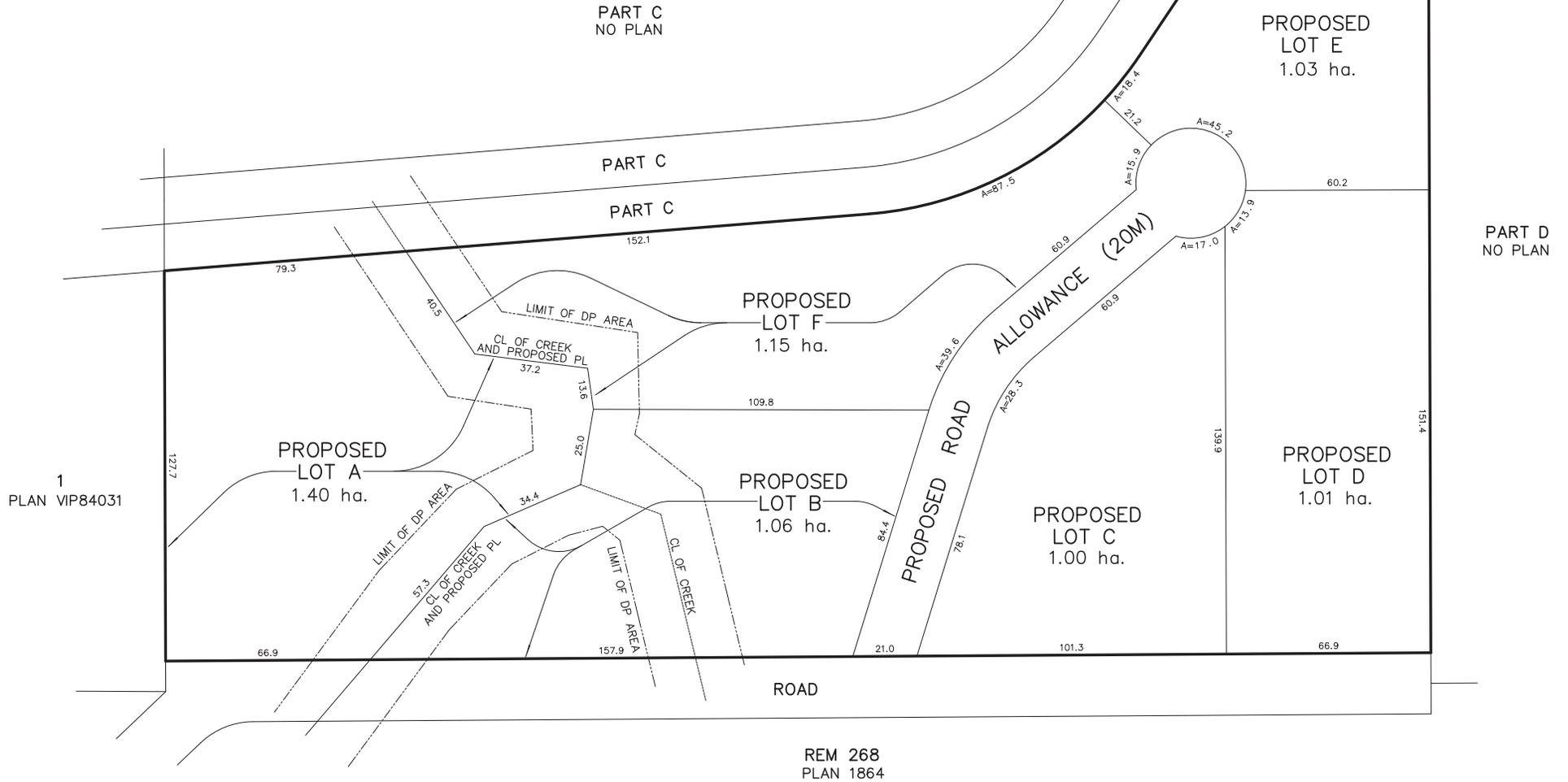
**JE A** JE ANDERSON  
& ASSOCIATES

SURVEYORS AND ENGINEERS  
# 203 - 177 WELD ST., PO BOX 247  
PARKSVILLE, B.C. V9P 2G4  
250-248-5755    parksville@jeanderson.com



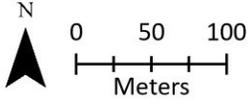
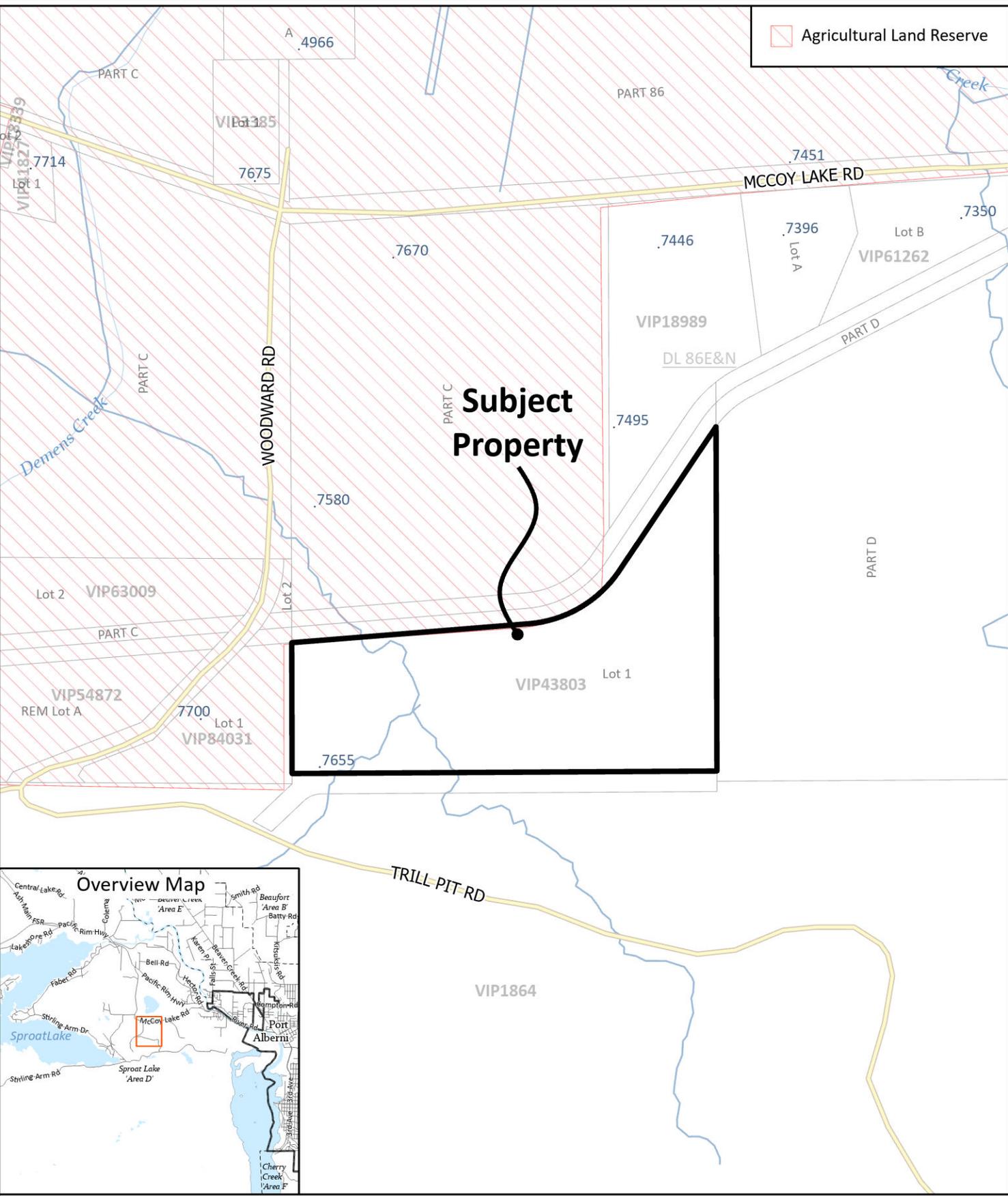
**NOTE:**

- CL DENOTES CENTERLINE
- DP DENOTES DEVELOPMENT PERMIT
- PL DENOTES PROPERTY LINE



REM 268  
PLAN 1864

□ Agricultural Land Reserve

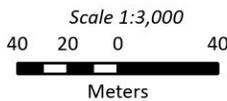


□ 7655 Trill Pit Road  
 LOT 1, DISTRICT LOT 86, ALBERNI DISTRICT, PLAN 43803



7655 Trill Pit Road  
LOT 1, DISTRICT LOT 86, ALBERNI DISTRICT, PLAN 43803

 Subject Property



Prepared 2023-05-17  
Sources: © OpenStreetMap  
(and) contributors, CC-BY-SA;  
ParcelMapBC; GeoBC

*This product is intended for general reference use only and should not be used for navigation or legal purposes.*

Site Pictures – 7655 Trill Pit Road



Logging road running along the south border of the property



One of three creeks running through the property



Logged portion of property on east side – facing north



Logged portion of property on east side – facing west



A BYLAW TO AMEND BYLAW NO. P1310  
SPROAT LAKE OFFICIAL COMMUNITY PLAN

WHEREAS by Section 478(2) of the *Local Government Act*, all bylaws enacted by the Regional Board must be consistent with an existing official community plan;

AND WHEREAS the Regional Board may amend an existing official community plan;

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

1. TITLE

This bylaw may be cited as the Sproat Lake Official Community Plan Amendment Bylaw P1461.

2. Schedule A of Bylaw P1310, Plan Map 2 – Land Use Designations, is hereby amended by redesignating: LOT 1, DISTRICT LOT 86, ALBERNI DISTRICT, PLAN 43803 from Rural Use to Residential Use as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.

3. This bylaw shall come into force and take effect upon the adoption thereof.

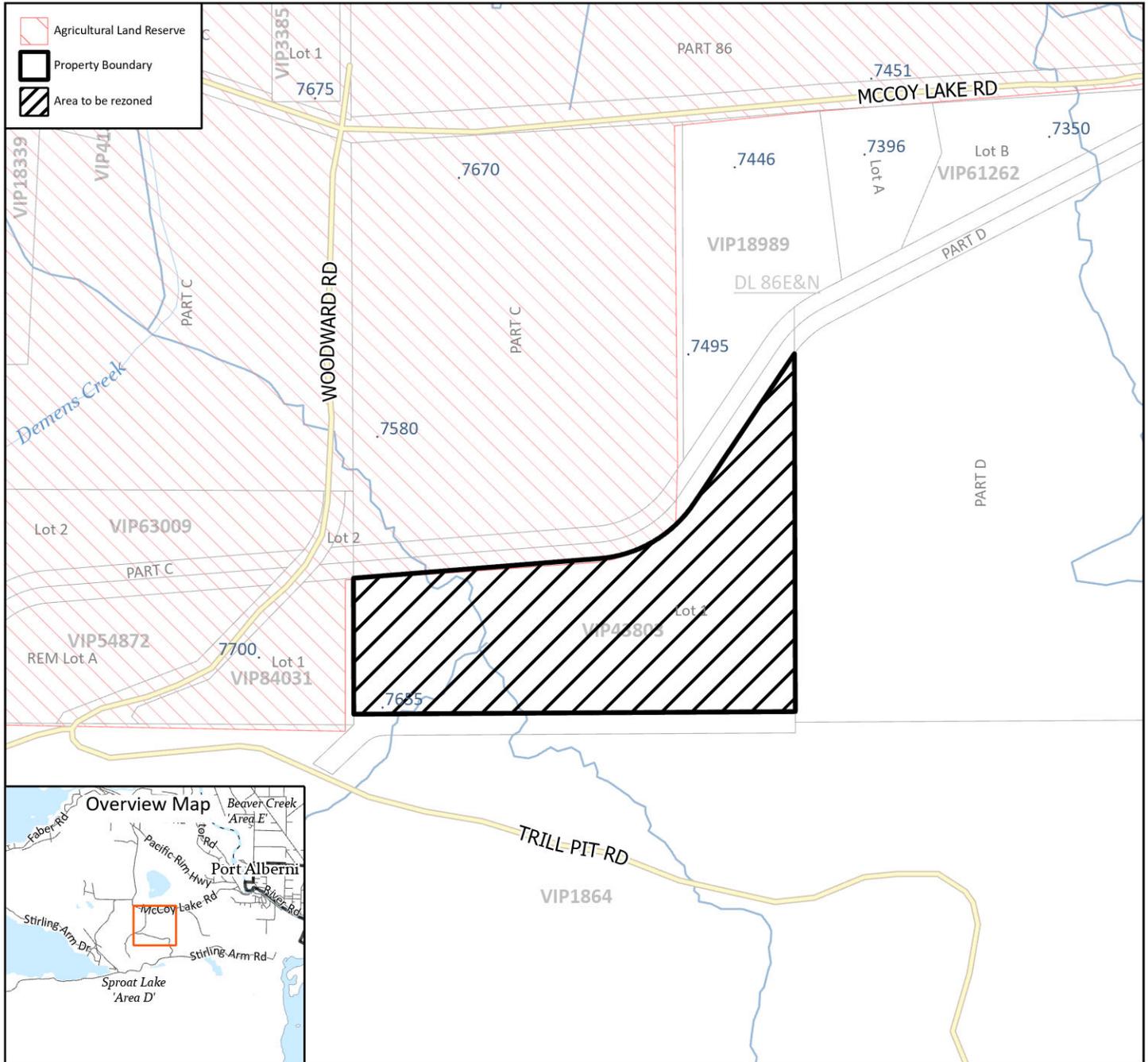
Read a first time this	day of	,
Public hearing held this	day of	,
Read a second time this	day of	,
Read a third time this	day of	,
Adopted this	day of	,

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Chair of the Regional Board

# Schedule 'A'

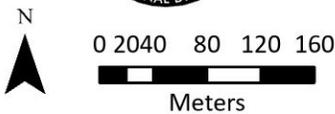
This schedule is attached to and forms part of Bylaw No. P1461, Sproat Lake Official Community Plan amendment bylaw, 2023



Legal description: LOT 1, DISTRICT LOT 86, ALBERNI DISTRICT, PLAN 43803



To be redesignated from Rural Use to Residential Use.





A BYLAW TO AMEND THE REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT ZONING BYLAW NO. 15, 1971

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 464, 465, 470 and 479 of the *Local Government Act*;

AND WHEREAS an application has been made to rezone a property;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the Official Zoning Atlas of the Regional District of Alberni-Clayoquot Zoning Bylaw No. 15, 1971:

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1462.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning:

LOT 1, DISTRICT LOT 86, ALBERNI DISTRICT, PLAN 43803 from Forest Rural (A3) District to Small Holdings (A1) District as shown on Schedule 'A' which is attached to and forms part of this bylaw.

3. This bylaw shall come into force and take effect upon the adoption thereof.

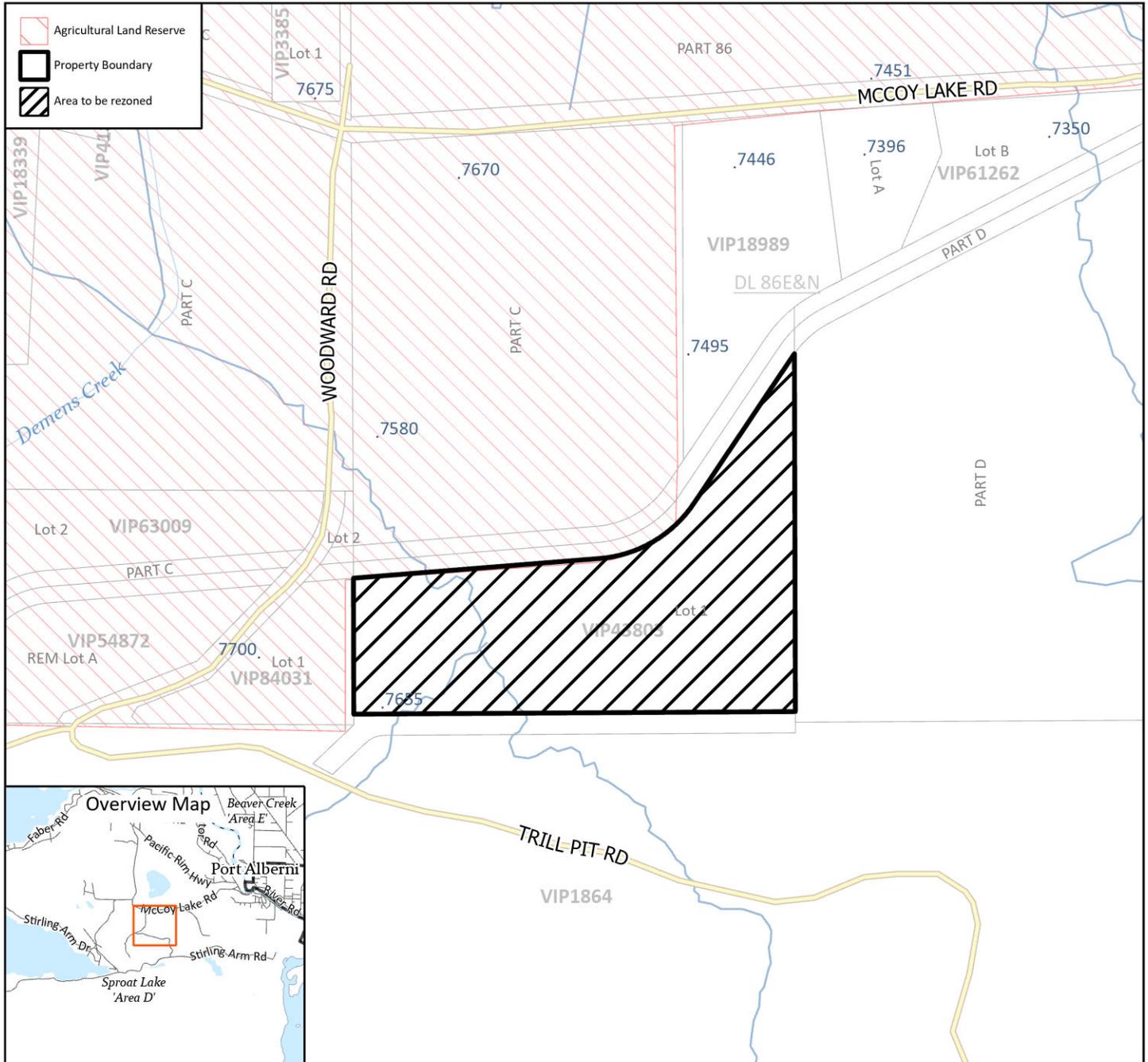
Read a first time this	day of	,
Public hearing held this	day of	,
Read a second time this	day of	,
Read a third time this	day of	,
Adopted this	day of	,

\_\_\_\_\_  
Corporate Officer

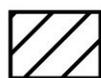
\_\_\_\_\_  
Chair of the Regional Board

# Schedule 'A'

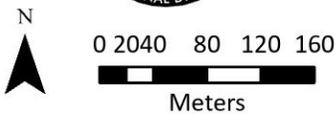
This schedule is attached to and forms part of Bylaw No. P1462, Zoning Atlas Amendment Bylaw, 2023



Legal description: LOT 1, DISTRICT LOT 86, ALBERNI DISTRICT, PLAN 43803



To be rezoned from Forest Rural (A3) District to Small Holdings (A1) District.





## REQUEST FOR DECISION

**To:** ACRD Board of Directors

**From:** Alex Dyer, Planning Manager

**Meeting Date:** June 14, 2023

**Subject:** Zoning Bylaw Review Project – Communication Plan

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### **Recommendation:**

THAT the Board of Directors endorse the Communication Plan for the next phase of the Zoning Bylaw Review Project.

### **Desired Outcome:**

To provide clarity on the next steps for public engagement on the Zoning Bylaw Review (ZBR) Project. This would include additional public input on the draft updated Zoning Bylaw P1333 as well as initial dialogue on the comprehensive updates to the six Electoral Area Official Community Plans (OCPs). Planning staff would work with a professional communication contractor to help develop communication strategies that intend to respond to areas of conflict and miscommunication within the region. The public engagement strategy and communication plan would include online and social media engagement over the summer and in-person open houses to be held in September-October.

### **Summary:**

At the May 10, 2023 Board meeting, staff provided an update on the current status of the Zoning Bylaw Review Project and proposed next steps. At that meeting, the Board resolved to “direct staff to organize in-person open houses to be held in each Electoral Area to engage with community members on the draft updated Zoning Bylaw prior to the Board considering the bylaw for first reading.”

Staff have developed a communication plan to guide public engagement on the project over summer and fall 2023. As part of the communication activities that would take place over the coming months, staff propose including initial engagement on the development of new OCPs within each Electoral Area. The current OCPs were adopted from 2007-2014 and much of the recent public input on the draft updated Zoning Bylaw has highlighted the need to engage in more community conversations on comprehensive updates to the OCPs. The public engagement program guided by the communication plan will intend to provide the framework and initial community visions for the comprehensive OCP updates. Staff will work with a communication professional to develop clear and direct communication materials that outline the tools available within a Zoning Bylaw and individual Official Community Plans and highlight the benefits and opportunities that updating these policies can present to the communities in the region.

The report also provides a summary of the key public engagement and project activities completed to date as well as a summary of engagement with the agricultural community and the benefits to agriculture included within the October 2022 draft of the proposed Zoning Bylaw P1333. One of the goals of the communication plan would be to provide clarity to the public on the intent of the draft zoning regulations and to correct some of the miscommunication that has occurred within the region about the impact of the proposed regulations.

**Background:**Public Engagement and Project Activities to Date

Over the course of the Zoning Bylaw Review Project the Board has directed staff to undertake a number of activities to gain public input on the draft Zoning Bylaw and associated OCP amendments. This work has taken many years and has included 21 open houses, 17 Advisory Planning Commission and Agricultural Committee meetings, 7 public hearings held for the OCP amendment bylaws, 11 ZBR Project updates to the Board of Directors or Electoral Area Directors Committee since 2019, online survey and website engagement, and numerous interactions with members of the public. The table below summarizes the public engagement activities that have taken place since June 2021.

Table 1: Completed ZBR Project Activities 2021-23

<b>Project Activity</b>	<b>Timeline</b>
June 2021 draft of proposed Zoning Bylaw P1333 published after engagement with the Board, referral agencies, First Nations, and the public	June 2021
Online survey posted on Let's Connect ACRD receiving ~ 340 detailed responses	June-September 2021
APC meetings held with each area to discuss June 2021 draft	October 2021-February 2022
March 2022 draft of proposed Zoning Bylaw P1333 published after considering engagement since previous June 2021 version	March 2022
In-person open houses held in Sproat Lake and Cherry Creek and online open house held by Zoom	April 2022
First reading given to the six Official Community Plan amendment bylaws associated with the project. Anticipated timeline for completion of the project considered by the Board	April 2022
APC meetings held with each area and with Agriculture Committees to discuss key topics identified throughout engagement	May-June 2022
Updates to draft Zoning Bylaw directed by the Electoral Area Directors Committee following Spring 2022 engagement. Revised anticipated timeline considered by the Committee.	July 2022
Meeting held with Council of Agricultural Water Supply	September 2022
October 2022 draft of proposed Zoning Bylaw P1333 published after considering engagement since previous March 2022 version	October 2022
Project update provided to Electoral Area Directors Committee	November 2022
Stakeholder meetings held with agriculture focus group and developer focus group	January 2023
Project update provided to the Board and direction provided on revised anticipated timeline for the completion of the ZBR Project	February 2023
Seven public hearings held for the associated OCP amendment bylaws. Five of the six OCP amendment bylaws have now been adopted by the Board with Cherry Creek being the only area without an adopted amendment bylaw	October 2022-May 2023
Board direction provided to hold additional in-person open houses to discuss the draft updated Zoning Bylaw	May 2023

Engagement with Agriculture Community

The ACRD has received a letter dated May 24, 2023 from the Alberni Farmers' Institute that "opposes the restrictive new bylaws ... [and] calls for an immediate moratorium on the proposed bylaws and that extensive and thorough consultation continues with residents, farms and agricultural operations". The correspondence will be received by the Board at the June 14, 2023 meeting.

Planning staff have led a number of engagement activities specifically with the agricultural community over the course of the Zoning Bylaw Review Project. These activities have most recently included meetings with the Agricultural Advisory Committee and Agricultural Development Committee in May 2022, the Council for Agricultural Water Supply in September 2022, and an agriculture stakeholder focus group in January 2023. Staff heard concerns about the impact of adding more regulations to farmers and food producers where Provincial regulations and market dynamics are already challenging. This feedback helped guide the proposed agriculture and keeping of animals regulations in the draft updated Zoning Bylaw and focused attention on removing any barriers and adding new opportunities, where possible. In many respects, staff believe the draft updated Zoning Bylaw P1333 is now more permissive and supportive of agricultural uses than the current 1973 Zoning Bylaw.

A summary of the key changes to agriculture and keeping of animals in the draft updated Zoning Bylaw P1333 include:

- Including agriculture as a permitted use in the Residential zones. This includes farm gate sales.
- Aligning zoning with new opportunities in the Agricultural Land Reserve that would permit a diversity of uses for agricultural operations such as agri-tourism, agri-tourism accommodation (up to 10 short term rental bedrooms and/or campsites) and gathering for an event.
- Greater flexibility for on-farm meat processing with smaller scale farm-gate abattoirs permitted in RU1 zone and larger abattoirs permitted in RU2 and RU3 zones. Abattoirs are currently only permitted in industrial zones.
- Revised the keeping of animals regulations to be much more permissive on the keeping of livestock, poultry and bees on Residential and Rural zoned properties. In Beaver Creek and Beaufort, there would be no maximum number of poultry on lots with a minimum lot size of 0.6 acre. The keeping of animals regulations would not apply to any property in the ACRD that is either within the ALR or has a minimum lot size of 5 acres (2 hectares).
- Clarified that off-street parking regulations do not apply to Rural zoned properties. Greater flexibility for parking provided in Residential zones.
- Increased permitted lot coverage for greenhouses in Rural and Residential zones.
- Added Controlled Environment Structure to the definition of Agriculture Use to allow for intensive crop rotation and vertical farming uses.
- Revised definitions to align with Provincial legislation and policies.

### **Communication Plan**

**Purpose:** Staff have developed a communication plan for the next steps in the project and to guide communication activities with the public over summer and fall 2023. Staff recommend that the Board endorse the communication plan to provide certainty and clarity for the project.

**Goals and Values:** The goals of the communication plan are to create opportunities for dialogue with the public, better understand the needs of the communities, clarify existing regulations and opportunities presented in the new draft, and rebuild trust in the planning process. The values under which the communication plan will be conducted intend to promote dialogue that is accessible and inclusive. Staff will focus on simplified and more direct language in communication with the public, actively listen and report back to the Board in a transparent and timely manner, and utilize more diagrams and maps to help build knowledge and understanding.

The communication plan is presented below for the Board's consideration, including engagement activities and anticipated timeline. The engagement will be inclusive of all public input but will focus on key topics identified throughout the recent public interactions on the project:

- **Home occupations:** There has been some miscommunication in recent public engagement about the difference between home occupations and home industry. Home occupations are currently permitted on any Residential or Rural property with no minimum lot size. Home occupations are typically smaller-scale businesses that would operate out of a home including, but not limited to, a hairdresser, accountant, doctor. The new draft zoning proposes to expand this use to also a business to be located within an accessory building or accessory dwelling unit, for example a small engine repair mechanic.

- **Home industry:** Home industry is a new opportunity that is not currently permitted on any Residential or Rural property. The proposed home industry uses would allow for lower-intensity light industrial uses such as manufacturing of products and machinery repair. These uses would be secondary to the residential use of a property and would be limited to a 5 acre minimum lot size, as supported in the Official Community Plans.
- **Agriculture:** Agriculture and keeping of animal uses have been expanded throughout the draft Zoning Bylaw to remove barriers to food production and to take advantage of new opportunities in the agriculture community. Farm stands would continue to be permitted wherever agriculture is a permitted use, and the proposed zoning would expand agriculture uses into Residential zones.
- **Off-street parking:** The number of boats, RVs and trailers that can be parked on a Residential lot is proposed to expand from 1 of each to any combination of 4 in total to allow for more flexibility and more parking overall. There would continue to be no limit to off-street parking for properties in a Rural zone.
- **Docks:** The introduction of proposed dock regulations in freshwater and marine environments has been discussed at length with the communities. The Bamfield Community Affairs Society provided a letter in May 2023 requesting that any dock regulations that would apply to Bamfield be removed. A letter was received from the Sproat Lake Community Association in June 2022 requesting additional engagement on dock regulations.

Table 2: Communication Plan for ZBR Project Engagement in 2023

Public Engagement or Project Activity	Anticipated Timeline
Update Let's Connect ACRD online engagement platform and ZBR Project website	June 2023
Weekly "Zoning Bylaw Facts" posts shared by ACRD Facebook and Twitter	July-September 2023
Bulk mailout in the Alberni Valley and direct mailout in Bamfield and Long Beach	July 2023
Online survey on key topics: home occupations, home industry, off-street parking, temporary buildings, and docks	July-September 2023
In-Person Open Houses held in each Electoral Area. Open houses to be advertised by mail, newspaper ads, sandwich boards, signage and online engagement.	September-October 2023
Updated draft of proposed Zoning Bylaw P1333 based on input received	November 2023
Report to Board with recommendations for next steps on proposed Zoning Bylaw P1333, a second public hearing for the Cherry Creek OCP Amendment Bylaw, and for the comprehensive updates to the six Electoral Area OCPs	November 2023

Staff believe that it is advantageous for the Regional District to proceed with the updated Zoning Bylaw P1333 prior to undertaking the full comprehensive OCP updates. Finalizing the Zoning Bylaw Review Project and adopting an updated Zoning Bylaw that is modernized with more efficient, readable, and accessible language will set a consistent region-wide framework for land use regulations. The comprehensive OCP updates would then provide the opportunity for residents to engage in discussions that are specific to their communities about what their values and vision are for their own community and where they want to see growth and improvement within their neighbourhoods over the long-term. The unified updated Zoning Bylaw would provide the mechanics for land use regulations that would implement the community-specific vision presented within each individual OCP.

#### **Time Requirements – Staff & Elected Officials:**

The Zoning Bylaw Review Project continues to be a project focus for the Planning Department in 2023. As reported in the May 10, 2023 update to the Board, significant staff time will be required in the second half of 2023 to hold additional public open houses and conduct online engagement outlined in the communication plan, and to finalize the Project. Planning staff hours on the Project are estimated to be approximately 550 hours from June to October in order to organize and conduct the additional open houses, develop communication materials, and engage with community members. An additional 300 hours is estimated to incorporate updates to the Zoning Bylaw, engage with referral agencies and First Nations, conduct the public hearing and prepare the Board reports required for the updated Zoning Bylaw P1333.

### Planning Policy Projects Timeline

The additional staff time required to conduct the public input outlined in the communication plan will likely extend the completion of the Zoning Bylaw Review Project to the end of 2023 at the earliest. Other planning projects in the work plan that were anticipated to begin in 2023, such as the comprehensive OCP updates and the Bamfield Development Plan, will be delayed as a result of the additional time required for the updated Zoning Bylaw. Planning staff are also working on the Accessory Dwelling Units zoning amendments and the Land Use Contract zoning amendments, as directed by the Board.

At the May 10, 2023 meeting, the Board also directed staff to prepare a report for consideration by the Board in July 2023 on what it would look like if each Electoral Area had individual zoning bylaws. Staff are preparing a report for the Board and intend to present the report and recommendations separately from the additional public engagement on the ZBR Project.

### Development Applications

Planning staff are working on a large number of development applications as the development activity in the region continues to be very active. There are 13 active rezoning applications that are either new applications yet to be considered a first time by the Board, or previous applications awaiting submission of additional information to proceed. An additional 37 active development permit, development variance, temporary use permit, subdivision referral and miscellaneous referral applications are currently under review or waiting to be reviewed by planning staff.

### Financial:

The Zoning Bylaw Review Project is led by Planning staff and is included within the Planning Department work plan that is budgeted within the 2023-2027 Financial Plan under the Rural Planning service. Planning staff will engage a communications consultant to provide support with designing communication materials and wording.

### Strategic Plan Implications:

The ACRD Strategic Plan 2021-2024 includes strategies and objectives that align with the goals of the Zoning Bylaw Review Project including: 1.4 Enhance Agricultural Development; and 5.1 Engagement with community partners – Engage with community partners to review respective goals and strategies and identify opportunities for alignment and cooperation.

### Policy or Legislation:

Part 14 of the *Local Government Act* regulates the adoption of zoning bylaws and Official Community Plan amendment bylaws.

### Options Considered:

1. Proceed with consideration of draft Zoning Bylaw P1333 without conducting additional public engagement.
2. Pause engagement on the draft Zoning Bylaw P1333 and proceed with comprehensive updates to the six Electoral Area OCPs prior to proceeding with the draft updated Zoning Bylaw.

Submitted by: *Alex Dyer*  
 Alex Dyer, MCIP, RPP, Planning Manager

Reviewed by: Michael Irg  
Mike Irg, MCIP, RPP, General Manager of Development Services

Approved by: Daniel Sailland  
Daniel Sailland, MBA, Chief Administrative Officer