



Board of Directors Meeting  
Wednesday, Aug 28, 2024

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/28-8-2024/>

Register to participate via Zoom Webinar at: [https://acrd-bc-ca.zoom.us/webinar/register/WN\\_9Lr\\_EC3GSc6SO1CK43-9cQ#/registration](https://acrd-bc-ca.zoom.us/webinar/register/WN_9Lr_EC3GSc6SO1CK43-9cQ#/registration)

		<b>PAGE #</b>
<b>1.</b>	<b><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 and on Zoom.	
<b>2.</b>	<b><u>APPROVAL OF AGENDA</u></b>	
	<i>(motion to approve, including late items required ALL VOTE 2/3 majority vote)</i>	
<b>3.</b>	<b><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.</b>	<b><u>ADOPTION OF MINUTES</u></b>	
	(ALL/UNWEIGHTED)	
a.	<b>Board of Directors Meeting – July 24, 2024</b>	<b>11-26</b>
	<i>THAT the minutes of the Board of Directors meeting held on July 24, 2024 be adopted.</i>	
b.	<b>Alberni Valley &amp; Bamfield Services Committee Meeting – July 24, 2024</b>	<b>27-29</b>
	<i>THAT the minutes of the Alberni Valley &amp; Bamfield Services Committee meeting held on July 24, 2024 be received.</i>	

- c. **Transportation Advisory Committee Meeting – July 30, 2024** **30-34**

*THAT the minutes of the Transportation Advisory Committee meeting held on July 30, 2024 be received.*

- d. **Bamfield Area Services Committee Meeting – August 13, 2024** **35-37**

*THAT the minutes of the Bamfield Area Services Committee meeting held on August 13, 2024 be received.*

- e. **Agriculture Development Committee Meeting – August 20, 2024** **38-42**

*THAT the minutes of the Agriculture Development Committee meeting held on August 20, 2024 be received.*

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

- a. **Katherine McDougall, Climate Planning & Research Specialist, Community Energy Association presenting ACRD Corporate Energy and Emissions Plan.**
- b. **Clark Power, Agent for Property Owner, regarding Rezoning Application RE23011.**
- c. **Greg Poznikoff, Property Owner, regarding Development Variance Application DVA24002.**

**6. CORRESPONDENCE FOR ACTION  
(ALL/UNWEIGHTED)**

- a. **REQUEST FOR LETTER OF SUPPORT** **43-52**  
Port Alberni Air Quality Council requesting letter of support to Ministry of Forests regarding discouragement of slash-pile burning in populated areas.

Possible Motion:

*THAT the Alberni-Clayoquot Regional District Board of Directors provide a letter of support to the Ministry of Forests discouraging slash-pile burning in populated areas.*

- b. **REQUEST FOR LETTER OF SUPPORT** **53**  
Emerald Sea Protection Society requesting a letter of support to Clean Coast Clean Waters Initiative Fund to conduct shoreline cleanup of remote beaches on the Bamfield Peninsula.

Possible Motion:

*THAT the Alberni-Clayoquot Regional District Board of Directors provide a letter of support to Clean Coast Clean Waters Initiative Fund for cleanup scheduled for September 11-18, 2024 at 5 locations on the Bamfield Peninsula, subject to Emerald Sea Protection Society bringing in ocean cleanup debris as Coastal Clean-up Waste under Bylaw 1033, paying \$175 per tonne while ensuring no hazardous material is brought in.*

- c. **REQUEST FOR SUPPORT** **54-57**  
Canadian Coast Guards – News Release. Light keeper functions to cease at Carmanah Point and Pachena Point.

Possible Motion:

*THAT the ACRD Board of Directors direct staff to write a letter to the Department of Fisheries and Oceans Canada requesting that the Carmanah Point and Pachena Point lighthouse remain staffed.*

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

- a. **SPROAT LAKE COMMUNITY ASSOCIATION REPORT** **58-76**  
Use of Community Works Funding by Sproat Lake Community Association
- b. **MINISTRY OF WATER, LAND, AND RESOURCE STEWARDSHIP** **77-79**  
Change of Legal Name - Catalyst Paper
- c. **SPIRIT SQUARE FARMER'S MARKET BOARD** **80-81**  
Equinox Garlic Festival
- d. **SAGE HAVEN** **82**  
Thank You Letter
- e. **HFN FORESTRY LP** **83**  
[HFN Forest Stewardship Plan Amendment 1](#)
- f. **UU-A-THLUK** **84-85**  
Donation Letter
- g. **FISHERIES AND OCEANS CANADA** **86-94**  
Consultation on Marine Shellfish License  
Reissuance **95-100**
- h. **VANCOUVER ISLAND ECONOMIC ALLIANCE** **101-142**  
2024 State of the Island Economic Summit Update
- i. **NORTH ISLAND COLLEGE** **143-144**  
North Island College Strategic Plan
- j. **CITY OF VERNON** **145-146**  
UBCM Resolution Consideration
- k. **MINISTRY OF AGRICULTURE AND FOOD** Addressing Drought Challenges

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

**8. REQUEST FOR DECISIONS & BYLAWS**

- a. **REQUEST FOR DECISION** **147-148**  
[Cherry Creek Waterworks District Conversion Study - Final Report](#)  
(ALL/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors receive the Cherry Creek Waterworks District (CCWWD) Conversion Study Final Report as presented.*

- b. **REQUEST FOR DECISION** **149-154**  
Proposed East Bamfield Sewer Referendum Question and Synopsis  
(ALL/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the East Bamfield Sewer referendum synopsis for Bylaws E1065 and F1163 as presented, and approve the following referendum question:*

*Are you in favour of the Alberni-Clayoquot Regional District adopting the following bylaws:*

- 1. East Bamfield Sewer Collection System Service Establishment Bylaw No. E1065, which will permit the Alberni-Clayoquot Regional District to establish and operate a sewer collection system in East Bamfield; and*
- 2. East Bamfield Sewer Collection System Loan Authorization Bylaw No. F1163, which will permit the Alberni-Clayoquot Regional District to borrow up to \$1,500,000 over a period not exceeding 20 years for the purpose of constructing a sewer collection system in East Bamfield?*

- c. **REQUEST FOR DECISION** **155-160**  
Proposed West Bamfield Sewer Referendum Question and Synopsis  
(ALL/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the West Bamfield Sewer referendum synopsis for Bylaws E1066 and F1164 as presented, and approve the following referendum question:*

*Are you in favour of the Alberni-Clayoquot Regional District adopting the following bylaws:*

1. *West Bamfield Sewer Collection System Service Establishment Bylaw No. E1066, which will permit the Alberni-Clayoquot Regional District to establish and operate a sewer collection system in West Bamfield; and*
2. *West Bamfield Sewer Collection System Loan Authorization Bylaw No. F1164, which will permit the Alberni-Clayoquot Regional District to borrow up to \$2,400,000 over a period not exceeding 20 years for the purpose of constructing a sewer collection system in West Bamfield?*

- d. **REQUEST FOR DECISION** **161-163**  
[Corporate Energy & Emissions Plan](#)  
(ALL/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt the Corporate Energy & Emissions Plan.*

- e. **REQUEST FOR DECISION** **164-165**  
EOC and ESS Training Services  
(ALL/WEIGHTED)

*THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors award the Emergency Operations Centre and Emergency Support Services Training and Exercises contract to Strategic Alliance for Emergency Resilience Inc. for a 1-year term in the amount of 34,759.50 (excluding GST), and authorize the CAO to negotiate and execute the contract on behalf of the ACRD.*

- f. **REQUEST FOR DECISION** **166-167**  
2024 Bamfield Sewer Referendum – Alternative Methods of Advertising  
(ALL/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors accept the legal advertising plan for Bamfield Sewer Referendums in East and West Bamfield in the fall of 2024.*

- g. **REQUEST FOR DECISION** **168-169**  
Bamfield Waste Hauling Services  
(ALL/WEIGHTED)

*THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors award the Bamfield Waste Hauling Services contract to Nicklin Waste Disposal for a 3-year term in the amount of \$60.00 per bin per haul (excluding GST), with the option to renew for an additional 3-year term and authorize the CAO to negotiate and execute the contract on behalf of the ACRD.*

**9. PLANNING MATTERS**

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

- a. **DVA24002, POZNIKOFF, LOT 67, HAGGARD COVE (BAMFIELD)** **170-178**  
Development Variance Permit – Memorandum and Permit

*THAT the Board of Directors issue development variance permit DVA24002.*

- b. **TUP24006, FINLEY, 8262 MESHES ROAD (BEAUFORT)** **179-185**  
Temporary Use Permit – Report

*THAT the Board of Directors consider Temporary Use Permit application TUP24006 subject to neighbourhood notification as per Local Government Act s. 494.*

- c. **DVD24005, SAYWELL DEVELOPMENTS, 10411 MARINA VISTA DRIVE (SPROAT LAKE)** **186-190**  
Development Variance Permit – Memorandum and Permit

*THAT the Board of Directors issue development variance permit DVD24005.*

- d. **RD24005, STRACHAN, 10787 KIMOLA ROAD (SPROAT LAKE)** **191-204**  
Rezoning – Report and Bylaws P1509 and P1510

*THAT Bylaw P1509, Sproat Lake Official Community Plan Amendment Bylaw be read a first time.*

*THAT Bylaw P1510, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.*

*THAT the public hearing for Bylaws P1509 and P1510 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 P1509 and P1510 are subject to:*

- a. *Confirmation from a Registered On-Site Wastewater Practitioner that the parcel can accommodate on-site sewage disposal to a 0.8 hectare minimum lot size.*
- b. *Meeting all technical referral agency requirements.*
- e. **TUP19018R, BRAIDEN, 8467 BOTHWELL ROAD (SPROAT LAKE)** **205-209**  
Temporary Use Permit – Memorandum and Permit

*THAT the Board of Directors issue temporary use permit TUP19018R.*

- f. **TUP19020R, CURTIS, 8279 DICKSON DRIVE (SPROAT LAKE)** **210-214**  
Temporary Use Permit – Memorandum and Permit

*THAT the Board of Directors issue temporary use permit TUP19020R.*

- g. **DVE24006, ELLIOT, 5424 GORDON AVENUE (BEAVER CREEK)** **215-218**  
Development Variance Permit – Memorandum and Permit

*THAT the Board of Directors issue development variance permit DVE24006.*

- h. **RE23011, POWER/HYGGEN, 5522 MAPLE STREET (BEAVER CREEK)** **219-228**  
Rezoning – Memorandum and Bylaw 1494

*THAT the Board of Directors add an additional condition of approval to the adoption of Bylaw P1494 that includes the applicant agreeing to a Restrictive Covenant requiring that a stormwater detention and drainage system designed to engineering standards be installed in conjunction with any cottage development on the property.*

*THAT Bylaw P1494, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.*

*THAT Bylaw P1494, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time.*

*THAT Bylaw P1494, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.*

- i. **RE24001, TARDIF, 6467 WALKER ROAD (BEAVER CREEK)** **229-234**  
Rezoning – Memorandum and Bylaw 1493

*THAT Bylaw P1493, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a first time.*

*THAT Bylaw P1493, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a second time.*

*THAT Bylaw P1493, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a third time.*

- j. **RE24006, SMITH-STEPHENS, 6416 BEAVER CREEK ROAD (BEAVER CREEK)** **235-244**  
Rezoning – Report and Bylaw 1511

*THAT the Board of Directors consider first reading of Bylaw P1511, 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 P1511 is subject to:*

- a. Confirmation from a Registered On-Site Wastewater Practitioner (ROWP) that the portion of the property to be rezoned is capable of supporting on-site sewage disposal to a minimum 0.24 hectare density.*
- b. Meeting all technical referral agency requirements.*

- k. DVF24007, PALMER, 6860 CYPRESS BOULEVARD (CHERRY CREEK) 245-249**  
Development Variance Permit – Memorandum and Permit

*THAT the Board of Directors issue development variance permit DVF24007.*

- l. DVF24009, DOCKENDORFF, 6635 CYPRESS BOULEVARD (CHERRY CREEK) 250-253**  
Development Variance Permit – Memorandum and Permit

*THAT the Board of Directors issue development variance permit DVF24009.*

## **10. REPORTS**

### **10.1 STAFF REPORTS**

(ALL/UNWEIGHTED)

- a. Meeting Schedule – September 2024 254**
- b. Building Report – July 2024 255**

*THAT the Board of Directors receives the Staff Reports a-b.*

### **10.2 AREA REPORTS**

(ALL/UNWEIGHTED)

- a. Electoral Area “A” (Bamfield) – B. Beckett
- b. Electoral Area “B” (Beaufort) – F. Boyko
- c. Electoral Area “C” (Long Beach) – V. Siga
- d. Electoral Area “D” (Sproat Lake) – P. Cote
- e. Electoral Area “E” (Beaver Creek) – S. Roth
- f. Electoral Area “F” (Cherry Creek) – M. Sparrow
- g. City of Port Alberni – S. Minions/D. Haggard

- h. District of Tofino – T. Stere
- i. District of Ucluelet – M. McEwen
- j. Huu-ay-aht First Nations – J. Jack
- k. Toquaht Nation – K. Johnsen
- l. Uchucklesaht Tribe Government – M. Cootes
- m. Yuułuʔiłʔatḥ Government – L. Mastrangelo

*THAT the Board of Directors receive the Area Reports*

**10.3 MEMBER REPORTS**  
(ALL/UNWEIGHTED)

- a. 9-1-1 Corporation – B. Beckett
- b. Vancouver Island Regional Library – P. Cote
- c. Alberni Valley Chamber of Commerce – S. Minions
- d. Air Quality Council, Port Alberni – M. Sparrow
- e. Association of Vancouver Island & Coastal Communities – P. Cote
- f. Tsawak-qin Public Advisory Group – M. Sparrow
- g. Other Reports

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

**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) (j) : information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;*
- ii. 91 (2) (a) (i) : in the case of a meeting that must be closed under section 90 (2), if the board considers this necessary and the person (i) already has knowledge of the confidential information,*

*Motion to close the meeting to the public as per the Freedom of Information and Protection of Privacy Act, section:*

- iii. 21 (1) (a) (ii) : The head of a public body must refuse to disclose to an applicant information (a) that would reveal (ii) commercial, financial, labour relations, scientific or technical information of or about a third party*

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

**18. ADJOURN**

(ALL/UNWEIGHTED)

**Next Board of Directors Meeting: Wednesday, September 11, 2024 at 1:30 pm  
Regional District Board Room & Zoom**



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JULY 24, 2024, 1:30 PM

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

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- DIRECTORS PRESENT:**
- Debbie Haggard, Vice-Chair, Councillor, City of Port Alberni
  - 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)
  - Sharie Minions, Mayor, City of Port Alberni
  - Tom Stere, Councillor, District of Tofino
  - Moriah Cootes, Councillor, Uchucklesaht Tribe Government
  - Kirsten Johnsen, Member of Council, Toquaht Nation
  - Levana Mastrangelo, Executive Legislator, Yuułu?if?ath Government
  - Marilyn McEwen, Mayor, District of Ucluelet
- REGRETS:**
- John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nations
- STAFF PRESENT:**
- Daniel Sailland, Chief Administrative Officer
  - Teri Fong, Chief Financial Officer
  - Mike Irg, General Manager of Planning & Development
  - Cynthia Dick, General Manager of Administrative Services
  - Heather Zenner, Manager of Administrative Services
  - Paulo Eichelberger, Solid Waste Manager
  - Alex Dyer, Planning Manager
  - Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
<https://www.acrd.bc.ca/events/24-7-2024/>

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

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

**Moment of Silence** – The Board of Directors conducted a moment of silence in memory of Gerard Janssen, former Alberni MLA, and John Douglas, City of Port Alberni Councillor, and to acknowledge the tragic plane crash that occurred at the Long Beach Airport on July 18, 2024.

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.

Director McEwen entered the meeting at 1:33 pm.

Introductions – Directors and Staff present in the Boardroom and via Zoom.

**2. APPROVAL OF AGENDA**

*MOVED: Director Cootes*

*SECONDED: Director Sparrow*

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. DECLARATIONS**

Director Roth declared a conflict-of-interest respecting agenda item 9.1(i) Rezoning Application RE24001, Tardiff, 6467 Walker Road.

Director Minions declared a conflict-of-interest respecting agenda item 9.1(d) Temporary Use Permit, TUP19018R, Braiden, 8467 Bothwell Road.

**4. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – June 26, 2024**

*MOVED: Director Johnsen*

*SECONDED: Director Cote*

*THAT the minutes of the Board of Directors meeting held on June 26, 2024 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**a. Ron Merk, Co-Chair, Port Alberni Community Action Team presenting the Blueprint of Transformative Strategies to the Toxic Drugs Catastrophe.**

Ron Merk and Ellen Froot provided a presentation on the toxic drug crisis in the Alberni Valley. They requested that the ACRD Board of Directors appoint an ACRD Director to the Port Alberni Community Action Team (PACAT). PACAT would also like the ACRD to consider providing awareness information in communications such as electoral area newsletters, around our region,

information contained in utility bills, and include a link to on ACRD website to the PACAT.

## 6. CORRESPONDENCE FOR ACTION

- a. **Correspondence from Alberni Valley Makerspace requesting a letter of support for an application to CleanBC Plastics Action Fund.**

*MOVED: Director Cote*

*SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District Board of Directors provide a letter of support to Alberni Valley Makerspace regarding an application to CleanBC Plastics Action Fund.*

**CARRIED**

- b. **Correspondence from the Huu-ay-aht First Nations requesting a letter of support regarding an application to the British Columbia Community Workforce Response Grant.**

*MOVED: Director Beckett*

*SECONDED: Director McEwen*

*THAT the Alberni-Clayoquot Regional District Board of Directors provide a letter of support to the Huu-ay-aht First Nations supporting their grant application to the British Columbia Community Workforce Response Grant to deliver a Wildfire Crew Member Training Program in Anacla during October in partnership with North Island College.*

**CARRIED**

- c. **Correspondence from the Port Alberni Air Quality Council requesting a letter to the Ministry of Forests.**

*MOVED: Director Sparrow*

*SECONDED: Director Siga*

*THAT the Alberni-Clayoquot Regional District Board of Directors table the Port Alberni Air Quality Council request for a letter of support to allow staff to gain further information about this request.*

**CARRIED**

## 7. CORRESPONDENCE FOR INFORMATION

- a. **PORT ALBERNI AIR QUALITY COUNCIL**

- Letter Regarding Permit PA-1863 of Catalyst Paper
- b. **ISLAND RAIL CORPORATION**  
Joint Venture Partnership with Western Marine Express
  - c. **CLAYOQUOT BIOSPHERE TRUST**  
2023 Annual Report
  - d. **DISTRICT OF SAANICH**  
UBCM Resolution – BC Hydro Projects
  - e. **MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY**  
Amendment of Spheres of Concurrent Jurisdiction - Environment and Wildlife Regulation
  - f. **MINISTRY OF WATER, LAND AND RESOURCE STEWARDSHIP**  
New BC Coastal Marine Strategy
  - g. **ENVIRONMENTAL ASSESSMENT OFFICE**  
Legislative Review of Environmental Assessment Act, 2018
  - h. **WATER FINANCE RESEARCH FOUNDATION**  
New Report on Water Main Break Rates in the USA and Canada

*MOVED: Director Cote*

*SECONDED: Director Johnsen*

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

**CARRIED**

## **8. REQUEST FOR DECISIONS & BYLAWS**

- a. **Request for Decision regarding Appointment of Election Officers – 2024 Bamfield Sewer Referendum.**

*MOVED: Director Beckett*

*SECONDED: Director Cootes*

*THAT the Alberni-Clayoquot Regional District Board of Directors appoint Cynthia Dick to the position of Chief Election Officer and Heather Zenner to the position of Deputy Chief Election Officer for the purposes of organizing and conducting the Bamfield Sewer Referendums in East and West Bamfield in the fall of 2024.*

**CARRIED**

- b. **Request for Decision regarding Bylaw No. E1065. East Bamfield Sewer Collection System Establishing Bylaw, and; Bylaw No. F1163. East Bamfield Sewer Collection System Loan Authorization Bylaw.**

*MOVED: Director Beckett*

*SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw cited as "East Bamfield Sewer Collection System Service Establishment Bylaw No. E1065, 2024"*

**CARRIED**

*MOVED: Director Beckett  
SECONDED: Director Johnsen*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw cited as "East Bamfield Sewer Collection System Service Establishment Bylaw No. E1065, 2024".*

**CARRIED**

*MOVED: Director Beckett  
SECONDED: Director Cootes*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw cited as "East Bamfield Sewer Collection System Service Establishment Bylaw No. E1065, 2024".*

**CARRIED**

*MOVED: Director Beckett  
SECONDED: Director Cootes*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw cited as "East Bamfield Sewer Loan Authorization Bylaw No. F1163, 2024".*

**CARRIED**

*MOVED: Director Beckett  
SECONDED: Director Johnsen*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw cited as "East Bamfield Sewer Loan Authorization Bylaw No. F1163, 2024".*

**CARRIED**

*MOVED: Director Beckett  
SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw cited as "East Bamfield Sewer Loan Authorization Bylaw No. F1163, 2024".*

**CARRIED**

**c. Request for Decision regarding Bylaw No. E1066. West Bamfield Sewer**

**Collection System Establishing Bylaw, and; Bylaw No. F1164. West Bamfield Sewer Collection System Loan Authorization Bylaw.**

*MOVED: Director Beckett*  
*SECONDED: Director Johnsen*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw cited as "West Bamfield Sewer Collection System Service Establishment Bylaw No. E1066, 2024".*

**CARRIED**

*MOVED: Director Beckett*  
*SECONDED: Director Johnsen*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw cited as "West Bamfield Sewer Collection System Service Establishment Bylaw No. E1066, 2024".*

**CARRIED**

*MOVED: Director Beckett*  
*SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw cited as "West Bamfield Sewer Collection System Service Establishment Bylaw No. E1066, 2024".*

**CARRIED**

*MOVED: Director Beckett*  
*SECONDED: Director Cootes*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw cited as "West Bamfield Sewer Loan Authorization Bylaw No. F1164, 2024".*

**CARRIED**

*MOVED: Director Beckett*  
*SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw cited as "West Bamfield Sewer Loan Authorization Bylaw No. F1164, 2024".*

**CARRIED**

*MOVED: Director Beckett*  
*SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw cited as "West Bamfield Sewer Loan Authorization Bylaw No. F1164, 2024".*

**CARRIED**

**d. Request for Decision regarding CMHC Housing Accelerator Fund.**

*MOVED: Director Cote*

*SECONDED: Director Johnsen*

*THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to the Housing Accelerator Fund Program, second round of intake for the incentive funding, for the ACRD to create conditions to increase housing supply.*

**CARRIED**

**e. Request for Decision regarding Agricultural Water Plan - Consulting Services Award.**

*MOVED: Director Cote*

*SECONDED: Director Johnsen*

*THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors award the ACRD's Agricultural Water Plan (AWP) Consulting Services contract to Upland Agricultural Consulting Ltd. in the amount of \$126,585.00 (excluding GST) and authorize the CAO to negotiate and execute the contract on behalf of the Regional District.*

*Directors Haggard, Johnsen, Cootes, Sparrow, Cote, Siga, McEwen, Beckett, Minions, Stere, Mastrangelo voted in favour of the motion.*

*Directors Roth and Boyko voted against the motion.*

**CARRIED**

**f. Request for Decision regarding Grant Funding Application with NETP – Special Projects.**

*MOVED: Director Cote*

*SECONDED: Director Cootes*

*THAT the Alberni-Clayoquot Regional District Board of Directors support the Special Projects funding application to the Nuu-chah-nulth Employment and Training Program for the project management regional training opportunity in fall 2024.*

**CARRIED**

**g. Request for Decision regarding 2024-2034 Community Works Fund Agreement.**

*MOVED: Director Cote*

*SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve entering into the 2024-2034 Community Works Fund Agreement under the Administrative Agreement on the Canada Community-Building Fund with the Union of BC Municipalities and authorize the Chair and Chief Administrative Officer to sign on behalf of the Alberni-Clayoquot Regional District.*

**CARRIED**

*MOVED: Director Cote*

*SECONDED: Director Johnsen*

*THAT the Alberni-Clayoquot Regional District Board of Directors directs staff to develop a five-year Canada Community Building Funding allocation strategy for consideration as part of the 2025-2029 Financial Plan discussions.*

**CARRIED**

**9. PLANNING MATTERS**

**9.1 ELECTORAL AREA DIRECTORS ONLY**

**a. TUP24005, DONALDSON, 1360 SMITH-DALE ROAD (LONG BEACH)**

Temporary Use Permit Renewal Application – Memorandum and Permit

*MOVED: Director Siga*

*SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District Board of Directors issue temporary use permit TUP24005.*

**CARRIED**

**b. DVD24005, DON SAYWELL DEVELOPMENTS LTD., 10411 MARINA VISTA DRIVE (SPROAT LAKE)**

Development Variance – Report

*MOVED: Director Cote*

*SECONDED: Director Sparrow*

*THAT the Board of Directors consider issuing Development Variance Permit DVD24005, subject to neighbouring properties being notified as per Local Government Act s. 499.*

**CARRIED**

**c. RD23016, COULSON FOREST PRODUCTS LTD., LOT 2, STIRLING ARM CRESCENT (SPROAT LAKE)**

Rezoning Application – Report and Bylaws P1506, P1507 and P1508

*MOVED: Director Cote*

*SECONDED: Director Sparrow*

*THAT Bylaw P1506, Sproat Lake Official Community Plan Amendment Bylaw be read a first time.*

**CARRIED**

*MOVED: Director Cote*

*SECONDED: Director Sparrow*

*THAT Bylaw P1507, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be read a first time.*

**CARRIED**

*MOVED: Director Cote*

*SECONDED: Director Sparrow*

*THAT Bylaw P1508, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.*

**CARRIED**

*MOVED: Director Cote*

*SECONDED: Director Sparrow*

*THAT the public hearing for Bylaws P1506, P1507 and P1508 be delegated to the Director for Electoral Area 'D', the Alternate Director, or the Chairperson of the Regional District.*

**CARRIED**

*MOVED: Director Cote*

*SECONDED: Director Sparrow*

*THAT the Board of Directors confirm that adoption of Bylaws P1506, P1507 and P1508 is subject to:*

- a. Confirmation from the Sproat Lake Fire Department that access and fire safety measures are in place to provide adequate fire protection to the site.*
- b. Meeting all technical referral agency requirements.*

**CARRIED**

Director Minions declared a conflict-of-interest respecting agenda item 9.1(d) and left the meeting at 3:14 pm.

**d. TUP19018R, BRAIDEN, 8467 BOTHWELL ROAD (SPROAT LAKE)**  
Temporary Use Permit Renewal Application – Report

*MOVED: Director Cote*  
*SECONDED: Director Sparrow*

*THAT the Board of Directors consider Temporary Use Permit renewal application TUP19018R subject to the following:  
Neighbourhood notification as per Local Government Act s. 494.*

**CARRIED**

**e. TUP19020R, CURTIS, 8279 DISTRICT DRIVE (SPROAT LAKE)**  
Temporary Use Permit Renewal Application – Report

*MOVED: Director Cote*  
*SECONDED: Director Sparrow*

*THAT the Board of Directors consider Temporary Use Permit application TUP19020R subject to the following:  
Neighbourhood notification as per Local Government Act s. 494.*

**CARRIED**

**f. TUP24002, PICHOR, 10250 STIRLING ARM CRESCENT (SPROAT LAKE)**  
Temporary Use Application – Memorandum and Permit

*MOVED: Director Cote*  
*SECONDED: Director Sparrow*

*THAT the Board of Directors issue temporary use permit TUP24002.*

**CARRIED**

**g. DVE24006, ELLIOTT, 5424 GORDON AVENUE (BEAVER CREEK)**  
Development Variance – Report

*MOVED: Director Roth*  
*SECONDED: Director Siga*

*THAT the Board of Directors consider issuing Development Variance Permit DVE24006 subject to neighbouring properties being notified as per Local Government Act s. 499.*

**CARRIED**

**h. RE23002, HODGSON, 6525 PLESTED ROAD (BEAVER CREEK)**  
Rezoning Application – Memorandum and Bylaw P1481

Director Minions re-entered the meeting at 3:26 pm.

*MOVED: Director Roth*  
*SECONDED: Director Sparrow*

*THAT Bylaw P1481, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a first time.*

**CARRIED**

*MOVED: Director Roth*  
*SECONDED: Director Cote*

*THAT Bylaw P1481, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a second time.*

**CARRIED**

*MOVED: Director Roth*  
*SECONDED: Director Cote*

*THAT Bylaw P1481, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a third time.*

**CARRIED**

Director Roth declared a conflict-of-interest respecting agenda item 9.1(i) and left the meeting at 3:27 pm.

**i. RE24001, TARDIF, 6467 WALKER ROAD (BEAVER CREEK)**  
Rezoning Application – Report and Bylaw P1493

*MOVED: Director Boyko*  
*SECONDED: Director Cote*

*THAT the Board of Directors consider first reading of Bylaw P1493, Regional District of Alberni – Clayoquot Zoning Amendment Bylaw at a future date, and that notice be given in accordance with section 467 of the Local Government Act.*

**CARRIED**

*MOVED: Director Boyko*  
*SECONDED: Director Cote*

*THAT the Board of Directors confirm that adoption of Bylaw P1493 is subject to:*

- a. *Confirmation from a Registered On-Site Wastewater Practitioner (ROWP) that the portion of the property to be rezoned is capable of supporting on-site sewage disposal to a minimum 0.24 hectare density.*
- b. *Meeting all technical referral agency requirements.*

**CARRIED**

Director Roth re-entered the meeting at 3:30 pm.

- j. **DVF24007, PALMER, 6860 CYPRESS BOULEVARD (CHERRY CREEK)**  
Development Variance Permit – Report

*MOVED: Director Sparrow*

*SECONDED: Director Cote*

*THAT the Board of Directors consider issuing Development Variance Permit DVF24007 subject to neighbouring properties being notified as per Local Government Act s. 499.*

**CARRIED**

- k. **DVF24009, DOCKENDORFF, 6635 CYPRESS BOULEVARD (CHERRY CREEK)**  
Development Variance Permit – Report

*MOVED: Director Sparrow*

*SECONDED: Director Cote*

*THAT the Board of Directors consider issuing Development Variance Permit DVF24009 subject to neighbouring properties being notified as per Local Government Act s. 499.*

**CARRIED**

- l. **TUP23003, HOLLIE'S GOLF COURSE, 3133 ALBERNI HIGHWAY (CHERRY CREEK)**  
Temporary Use Permit – Memorandum

*MOVED: Director Sparrow*

*SECONDED: Director Cote*

*THAT the Board of Directors receive the report.*

**CARRIED**

## **9.2 ALL DIRECTORS**

- a. **REQUEST FOR DECISION**  
Rogers Communications Cell Tower Site W3579 – Debeaux Road

*MOVED: Director Roth*

*SECONDED: Director Boyko*

*THAT the Board of Directors direct staff to issue a letter that says we do not approve of cell tower site #W3579.*

Directors Roth and Boyko voted in favour of the motion.

Directors Haggard, Johnsen, Cootes, McEwen, Stere, Sparrow, Minions, Mastrangelo, Siga, Sparrow, Beckett voted against the motion.

**DEFEATED**

*MOVED: Director Johnsen*

*SECONDED: Director Stere*

*THAT the Board of Directors direct staff to issue a letter of land use concurrence for Rogers Communications File #W3579 noting that the ACRD supports the cell tower location.*

Directors Siga, Haggard, Beckett, Johnsen, Cote, McEwen, Stere, Mastrangelo, Minions, Cootes, Sparrow voted in favour of the motion.

Roth and Boyko voted against the motion.

**CARRIED**

## **10. REPORTS**

### **10.1 STAFF REPORTS**

- a. Meeting Schedule – August 2024**
- b. Building Report – June 2024**
- c. Monthly Agreement & Grant Delegation Report – June 1 – June 30, 2024**

*MOVED: Director Sparrow*

*SECONDED: Director Johnsen*

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

**CARRIED**

### **10.2 MEMBER REPORTS**

(ALL/UNWEIGHTED)

- a. 9-1-1 Corporation – B. Beckett. Met late last month. Tla’amin Nation has been voted in as a shareholder in the 911 corporation and has been welcomed in. Have extended a backup agreement extension with the Fraser Fort George Regional District to provide backup coverage if Campbell River Dispatch ever failed. Received a statistical report that indicated Thursday at 4pm is the busiest time for call volume. Calls are up 20% over last year.
- b. Vancouver Island Regional Library – P. Cote. No report, meeting this Friday.
- c. Alberni Valley Chamber of Commerce – S. Minions. No report.

- d. Air Quality Council, Port Alberni – M. Sparrow. New public service announcement is being broadcast on the local radio related to do-it-yourself air clearers. Requested a letter of support from ACRD related to pile burning.
- e. Association of Vancouver Island & Coastal Communities – P. Cote. UBCM registration is open including AVICC luncheon. Next meeting August 9<sup>th</sup>.
- f. Tsawak-qin Public Advisory Group – M. Sparrow. Acknowledged the passing of John Douglas, a member of Tsawak-qin Public Advisory Group.
- g. Other Reports

*MOVED: Director Cootes*

*SECONDED: Director Johnsen*

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

**CARRIED**

### **10.3 AREA REPORTS**

(ALL/UNWEIGHTED)

- a. Electoral Area “A” (Bamfield) – B. Beckett. The Pachena Music Festival and the Music by the Sea event were recently held. The Bamfield Volunteer Fire Department is hosting their fishing tournament on August 3, 4, 5<sup>th</sup>.
- b. Electoral Area “B” (Beaufort) – F. Boyko. Quiet in Beaufort, folks are farming, getting ready for second cut of hay. Rages had a farm market last week and will be hosting more. Next town hall meeting will be near the end of September.
- c. Electoral Area “C” (Long Beach) – V. Siga. Attended the recognition of the carving that was completed by Clifford George at the South entrance to the Pacific Rim National Park. A sign to acknowledge the Clayoquot Biosphere Trust area is being installed at the Tofino Ucluelet junction.
- d. Electoral Area “D” (Sproat Lake) – P. Cote. Sproat Lake is busy. The Sproat Lake Community Association is hosting the Farwell to the Martin Mars on Saturday July 27<sup>th</sup> at the Sproat Lake Community Hall. Limited parking. Had a successful Lightning on the Lake event. Lake is busy with Dragon Boaters. Della’s Café has renovated and Kleehkoot Marina is open for fuel sales.
- e. Electoral Area “E” (Beaver Creek) – S. Roth. No report.
- f. Electoral Area “F” (Cherry Creek) – M. Sparrow. Water Conversion Study is progressing as well as Firehall discussions.
- g. City of Port Alberni – S. Minions/D. Haggard. Celebration of Life for Councillor John Douglas will be held at Canal Beach on August 6 at 6pm. Staff and Directors are invited.
- h. District of Tofino – T. Stere. The ‘Limits to Growth Policy’ was brought forward to Council yesterday, centered around the water allocation in the region, will

have impacts on development in the district. Council was also presented with the Zoning Bylaw Review, framework was outlined by staff.

- i. District of Ucluelet – M. McEwen. At July 9<sup>th</sup> meeting, we had several reports about the Ucluelet Fire Department including the Fire Underwriters Survey review. Overall good report but there are 16 recommendations for the Fire Department to work on. Council also approved the sole sourcing for a 2025 Fort Garry Fire Pumper Apparatus. This weekend is Ukee Days and this is the 50<sup>th</sup> Anniversary.
- j. Huu-ay-aht First Nations – J. Jack. No report.
- k. Toquaht Nation – K. Johnsen. Toquaht has recently joined AVICC and UBCM. Toquaht having a music festival on August 31<sup>st</sup>. Lots of capital projects happening including outdoor workout area, playground, and lodge.
- l. Uchucklesaht Tribe Government – M. Cootes. The Youth Treaty Simulation was a wonderful turnout, youth enjoyed themselves, looking forward to continuing in future years. End of this month having the annual Uchucklesaht Citizen Picnic with 50 – 70 people in the Village.
- m. Yuułuꞑiꞑath Government – L. Mastrangelo. Currently recruiting for CFO and Director of Operations. Planning for citizens to come home for YG Days during September.

*MOVED: Director Johnsen*

*SECONDED: Director Cootes*

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

**CARRIED**

**11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**

**13. QUESTION PERIOD**

Questions/Comments from the public. The Manager of Administration advised there were no questions or comments respecting an agenda topic from public received by email at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca).

Heather from Hollies golf course asked questions related to the security for Temporary Use Permit TUP23003 and asked for the Board to remove the security.

Staff read out a question from Mike Lesosky in Zoom related to the Rogers Cell Phone tower.

**14. RECESS**

*MOVED: Director Cootes*  
*SECONDED: Director Cote*

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

**CARRIED**

The meeting was recessed at 4:28 pm.

**15. RECONVENE**

The meeting was reconvened at 4:36 pm.

**16. IN-CAMERA**

*MOVED: Director Cootes*  
*SECONDED: Director Sparrow*

*THAT the meeting be closed to the public as per the Community Charter, sections:*  
*i. 90 (1) (c): labour relations or other employee relations.*

**CARRIED**

The meeting was closed to the public at 4:36 pm.

The meeting was re-opened to the public at 5:23 pm.

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

**16. ADJOURN**

*MOVED: Director Sparrow*  
*SECONDED: Director Cootes*

*THAT this meeting be adjourned at 5:24 pm.*

**CARRIED**

Certified Correct:

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Debbie Haggard,  
Vice-Chairperson

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Heather Zenner,  
Manager of Administrative Services



# Alberni-Clayoquot Regional District

## MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING HELD ON WEDNESDAY, JULY 24, 2024, 10:00 AM

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

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**DIRECTORS PRESENT:** Deb Haggard, Chairperson, Councillor, City of Port Alberni  
Bob Beckett, Director, Electoral Area "A" (Bamfield)  
Fred Boyko, Director, Electoral Area "B" (Beaufort)  
Penny Cote, Director, Electoral Area "D" (Sproat Lake)  
Susan Roth, Director, Electoral Area "E" (Beaver Creek)  
Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)  
Sharie Minions, Mayor, City of Port Alberni  
Moriah Cootes, Councillor, Uchucklesaht Tribe Government

**REGRETS:** John Jack, Chief Councillor, Huu-ay-aht First Nations

**STAFF PRESENT:** Daniel Sailland, Chief Administrative Officer  
Teri Fong, Chief Financial Officer  
Mike Irg, General Manager of Planning & Development  
Cynthia Dick, General Manager of Administrative Services  
Heather Zenner, Manager of Administrative Services

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
<https://www.acrd.bc.ca/events/24-7-2024/>

### 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.

Introductions - Committee Members and Staff present in the Boardroom and via Zoom.

### 2. **APPROVAL OF AGENDA**

*MOVED: Director Cote*

*SECONDED: Director Cootes*

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. DECLARATIONS**

**4. MINUTES**

**a. Alberni Valley & Bamfield Services Committee Meeting held June 19, 2024**

*MOVED: Director Cootes*

*SECONDED: Director Sparrow*

*THAT the minutes of the Alberni Valley & Bamfield Committee meeting held on June 19, 2024 be adopted.*

**CARRIED**

Director Minions entered the meeting at 10:08 am.

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**6. CORRESPONDENCE**

**7. REQUEST FOR DECISIONS**

**a. Request for Decision regarding Alberni Valley Aquatic Centre Governance – 2nd Discussion.**

*MOVED: Director Cootes*

*SECONDED: Director Sparrow*

*THAT the Alberni Valley & Bamfield Services Committee directs staff to add Uchucklesaht Tribe Government as a service participant to the draft Alberni Valley Aquatics Establishing Bylaw.*

**CARRIED**

*MOVED: Director Sparrow*

*SECONDED: Director Beckett*

*THAT the Alberni Valley & Bamfield Services Committee directs staff to work with City of Port Alberni staff to develop options for location and operational model of a new Aquatic Centre for consideration by this Committee at a future meeting.*

**CARRIED**

*MOVED: Director Sparrow*

*SECONDED: Director Haggard*

*THAT the Alberni Valley & Bamfield Services Committee approve the design as presented by HCMA.*

*MOVED: Director Sparrow*  
*SECONDED: Director Haggard*

*THAT the main motion be amended in bold as follows:*  
***THAT the Alberni Valley & Bamfield Services Committee rescind the above motion as this motion was previously passed at the February 28, 2024 Alberni-Clayoquot Regional District Board of Directors meeting.***

**CARRIED**

*The main motion as amended was*

**CARRIED**

**8. REPORTS**

**9. LATE BUSINESS**

**10. 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).

**11. ADJOURN**

*MOVED: Director Sparrow*  
*SECONDED: Director Cootes*

*THAT the meeting be adjourned at 11:19 am.*

**CARRIED**

Certified Correct:

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Deb Haggard,  
Chairperson

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Heather Zenner,  
Manager of Administrative Services



# Alberni-Clayoquot Regional District

## TRANSPORTATION ADVISORY COMMITTEE MEETING

HELD ON July 30, 2024, 10:00 AM

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

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### MEMBERS

#### PRESENT:

Bob Beckett, Chairperson, Director, Area "A" Bamfield  
Mike Sparrow, Director, Area "F" Cherry Creek  
Cindy Solda, Councillor, City of Port Alberni  
Marilyn McEwen, Director, Mayor, District of Ucluelet  
Dan Law, Mayor, District of Tofino  
Arne Elias, Director, Port Alberni Port Authority  
Zoran Knezevic, President and CEO, Port Alberni Port Authority  
Jolleen Dick, Chief Executive Officer, Alberni Valley Chamber of Commerce  
Samantha Hackett, Executive Director, Tofino-Long Beach Chamber of Commerce  
Dean Fauchon, Manager, Contract Services, Tsawak-quin Forestry  
Colin Koszman, Land Use Forester, Mosaic Forest Management  
Michael Pearson, District Manager, Transportation, Vancouver Island, Ministry of Transportation & Infrastructure  
Marcie Dewitt, Alberni-Clayoquot Health Network  
John McNabb, Member at Large  
Ken McRae, Member at Large

#### REGRETS:

Levana Mastrangelo, Director, Executive Legislature, Yuułuꞵiꞵath Government  
Josh Jenkins, Executive Director, Ucluelet Chamber of Commerce  
Brandy Lauder, Chief Councillor, Hupacasath First Nation  
Ken Watts, Chief Councillor, Tseshah First Nation  
Bella Fred, Tseshah First Nation  
Judith Sayers, President, Nuu-chah-nulth Tribal Council  
Molly Hudson, Mosaic Forest Management

#### STAFF PRESENT:

Mike Irg, General Manager of Planning & Development  
Kristin Kerr-Donohue, Administrative Assistant

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

<https://www.acrd.bc.ca/events/30-7-2024/>

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

The Chairperson called the meeting to order at 10:01 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.

Introductions - Committee Members and Staff present in the Boardroom and via Zoom.

## 2. **APPROVAL OF AGENDA**

*MOVED:* J. McNabb

*SECONDED:* C. Solda

*THAT the agenda be approved with the addition of item 6. a.*

**CARRIED**

## 3. **DECLARATIONS**

## 4. **MINUTES**

### a. **Transportation Advisory Committee Minutes – February 9, 2024**

*MOVED:* K. McRae

*SECONDED:* M. Sparrow

*THAT the minutes of the Transportation Advisory Committee meeting held on February 9, 2024 be adopted.*

**CARRIED**

## 5. **PRESENTATIONS**

### a. **Micheal Pearson, Director, Vancouver Island District, BC Ministry of Transportation and Infrastructure & Ken Curry, Parsons Consulting presenting the Highway 4 Emergency Access Route Study Status Update.**

Ministry of Transportation & Infrastructure (MOTI) & Parsons Consulting staff presented an overview of the first phase of the study, the history of why the Transportation Committee and MOTI have taken this on, and the full scope of the study.

Members requested clarity on the mapping and background data, what the consultants are looking for, and what qualifies as a “better route”. The consultant provided information as to how they have classified the identified route options presented.

Members requested clarity on what is currently the emergency alternate route and the process of making it available in the event of another closure on Highway 4. Ministry staff confirmed that the emergency route utilized last summer is still the alternate route in case of emergency and would be ready for all vehicle traffic within 24-hours of a closure on Highway 4.

Members requested clarity on whether this study is going to be focused on emergency detours only or if a full-time secondary route will be included. Ministry staff confirmed that the current study is focused on emergency routes and that a business case will need to be presented to MOTI to proceed with a full-time secondary route.

Members voiced their concerns with the emergency route used in 2023 as it was not a viable option for all traffic, both commercial and personal, and the closure caused financial strain to businesses and other issues in the affected communities. Ministry staff agreed that, while there have been significant upgrades to a portion of the road, this route is not accessible to all. Ministry staff reiterated that this study is looking into options for emergency routes only.

The consultant presented Phase 2 of the study and reviewed the various routes that were identified for further assessment. Next steps in Phase 2 will be field verification of conditions and technical memorandums to be able to report back in early 2025. Geotechnical engineers will be working in the field in the coming months to review the conditions on the reported route options.

Members discussed what other identified routes are ready in the event of another long-term closure, and if any of these routes would be able to be ready for the community and the traffic to get through. The potential to have multiple alternate routes was also discussed, a shorter route for regular vehicle traffic and a longer route for truck traffic.

Members requested clarity as to what the final report will provide the committee. Ministry staff confirmed that there will be a summary of each corridor identified and a qualitative multiple account evaluation which will compare each route against the others. This will allow the ACRD to move forward with its business case to MOTI requesting a permanent secondary route.

Committee members requested that a discussion regarding parking and safety issues in MacMillan Provincial Park be put on a future ACRD Board of Directors Meeting agenda.

Given the emergency route that was utilized in 2023 and only saw six to eight percent of regular vehicle traffic, members requested clarity as to how the identified routes will handle the full volume of daily traffic. Ministry staff confirmed that reliance on an emergency route is only ever going to be a short-term option, the intent is to

accommodate as much traffic as possible, as safely as possible, but that it is not expected 100% of the traffic would be able to make it through via the emergency route.

Members discussed upgrades that will need to be made to bridges along the emergency route to accommodate two-lane traffic and questioned whose responsibility it is to upkeep the road and bridges on the portion of the emergency route between Port Alberni and Youbou. Ministry staff identified that ownership of the roads in the identified routes is a complicated issue as they are primarily privately owned, and the MOTI has no jurisdiction outside of emergency situations.

Members discussed different businesses and industries to reach out to when presenting the business case to MOTI in the future.

Question from the public via Zoom regarding options for railway as a secondary transportation option. Ministry staff confirmed that it is still working with Regional Districts and First Nations on a large study regarding the Island Transportation Corridor. K. McRae suggested that the new CEO of the Island Corridor Foundation, Thomas Bevan, be invited to the next Transportation Committee meeting.

## **6. CORRESPONDENCE FOR ACTION/INFORMATION**

### **a. Update from ACRD CAO Daniel Sailland, presented by Director Beckett regarding funds allocated to participate in the Business Case Study.**

In March 2024 the ACRD Board of Directors approved a \$70,000 budget for the Transportation Advisory Committee to present a Business Case Study to MOTI to support a permanent secondary route out of Port Alberni. Staff will be issuing an RFP to find the resources within the 2024 ACRD budget to help the committee with this work. Prior to issuing the RFP, ACRD staff are waiting on the initial report from MOTI on alternate emergency routes and will ensure they are sufficiently advanced with the work of the Alberni Valley Rail Corridor Study Working Group's public outreach in September, as these will impact the work of the Transportation Committee and will allow for a clear understanding of what needs to be focused on.

Members discussed the date of the next meeting to allow for review of the draft RFP and correspond with the next Alberni Valley Rail Corridor Study Working Group meeting on October 2, 2024.

*MOVED: J. McNabb*

*MOVED: C. Solda*

*THAT the next meeting of the Transportation Advisory Committee will be held on October 2, 2024.*

**CARRIED**

7. **REQUEST FOR DECISIONS**

8. **REPORTS**

9. **LATE BUSINESS**

10. **QUESTION PERIOD**

Questions/Comments from the public. The Administrative Assistant 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).

11. **ADJOURN**

*MOVED: J. McNabb*  
*SECONDED: M. Sparrow*

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

**CARRIED**

Certified Correct:

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Bob Beckett,  
Chairperson

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Kristin Kerr-Donohue,  
Administrative Assistant



# Alberni-Clayoquot Regional District

## MINUTES OF THE BAMFIELD AREA SERVICES COMMITTEE MEETING HELD ON TUESDAY, AUGUST 13, 2024, 6:00 PM

Zoom

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**DIRECTORS PRESENT:** Bob Beckett, Chairperson, Director, Electoral Area "A" (Bamfield)  
John Jack, Chief Councillor, Huu-ay-aht First Nations  
Moriah Cootes, Councillor, Uchucklesaht Tribe Government  
Christine Gruman, Community Volunteer  
Lisa Bye, Community Volunteer  
John Mass, Community Volunteer  
Bob Schmitt, Community Volunteer

### REGRETS:

**STAFF PRESENT:** Jenny Brunn, General Manager of Community Services  
Cynthia Dick, General Manager of Administrative Services  
Paulo Eichelberger, Solid Waste Manager  
Eddie Kunderman, Operations Manager

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
<https://www.acrd.bc.ca/events/13-8-2024/>

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 6:11 pm.

The Chairperson recognized this meeting is being held throughout the Nuuchahnulth territories.

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

Introductions - Committee Members and Staff present in the Boardroom and via Zoom.

### 2. APPROVAL OF AGENDA

*MOVED: Christine Gruman*

*SECONDED: John Mass*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. DECLARATIONS

**4. MINUTES**

**a. Bamfield Area Services Committee Minutes – April 16, 2024**

*MOVED: John Jack*  
*SECONDED: Moriah Cootes*

*THAT the minutes of the Bamfield Area Services Committee meeting held on April 16, 2024 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

- a. Huu-ay-aht Group of Businesses, Chief Executive Officer, Patrick Schmidt, Request for public garbage pick-up at East Dock.**
- b. Great Pacific Engineering, Civil Engineer, Brandon Powers, West Bamfield Submarine Watermain Update**

*MOVED: Lisa Bye*  
*SECONDED: John Jack*

*THAT the Bamfield Area Services Committee request staff to provide a report at a future Bamfield Area Services Committee meeting to investigate options for expansion of services for solid waste in Bamfield.*

**CARRIED**

**6. CORRESPONDENCE**

**7. REQUEST FOR DECISIONS**

- a. REQUEST FOR DECISION**  
Proposed West Bamfield Sewer Referendum Questions and Synopsis
- b. REQUEST FOR DECISION**  
Proposed East Bamfield Sewer Referendum Questions and Synopsis

**8. REPORTS**

- a. Bamfield Waste Hauling Services Update – P. Eichelberger, Solid Waste Manager**

*MOVED: Christine Gruman*  
*SECONDED: Bob Schmitt*

*THAT the Bamfield Area Services Committee receives report a for information.*

**CARRIED**

**9. LATE BUSINESS**

**10. QUESTION PERIOD**

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

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

**11. ADJOURN**

*MOVED: John Mass*  
*SECONDED: Bob Schmitt*

*THAT the meeting be adjourned at 7:54 PM.*

**CARRIED**

Certified Correct:

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Bob Beckett,  
Chairperson

---

Cynthia Dick,  
General Manager of Administrative Services



# Alberni-Clayoquot Regional District

## MINUTES OF THE AGRICULTURAL DEVELOPMENT COMMITTEE MEETING HELD ON TUESDAY, AUGUST 20, 2024, 9:30 AM

Via Zoom

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### **MEMBERS**

Fred Boyko, Director, Electoral Area “B” (Beaufort)

### **PRESENT:**

Pat Deakin, City of Port Alberni

Thom O’Dell, Ministry of Agriculture & Food

Erika Goldt, Coastal Food Roundtable, Eat West Coast

Anna Lewis, Alberni Valley Food Security Society

Tanya Shannon, Shannon Farms

Lisa Aylard, Alberni Farmers’ Institute, Stonehaven Farm

### **REGRETS:**

Heather Shobe, Chairperson, Eden Tree Farm

Ann Siddall, Alberni District Fall Fair Association

Helen Zanette, SD70 Trustee

Patty Radcliffe, 4H

Kaley Ruel, Island Health

Cecilia Addy, Port Alberni Port Authority

Jen Cody, Nuu-chah-nulth Tribal Council

Bob Collins, Arrowvale Farm

Victoria Lake, Effingham Oyster

Alex Taylor, Shelter Farm

Claire Boudreau, Spirit Square Farmers Market, Shelter Farm

### **STAFF PRESENT:**

Amy Needham, Sustainability Planner

Kristin Kerr-Donohue, Administrative Assistant

Note: Quorum was not achieved for this committee meeting; therefor meeting was held for information purposes.

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

<https://www.acrd.bc.ca/events/20-8-2024/>

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

The Chairperson called the meeting to order at 9:31 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.

Introductions - Committee Members and Staff via Zoom.

2. **APPROVAL OF AGENDA**

3. **DECLARATIONS**

4. **MINUTES**

5. **PETITIONS, DELEGATIONS & PRESENTATIONS**

- a. **Ione Smith, Project Manager, Upland Agricultural Consulting introducing the ACRD Food Security Emergency Planning and Agricultural Water Plan Projects.**

The Consultant highlighted the consulting team working on the projects, provided an overview of the two projects, and what they will focus on during each phase.

The consulting team will be engaging with local governments, agricultural producers and food system organizations on several occasions, for both projects, between September 2024 and February 2025.

The presentation can be found on the ACRD webpage here:  
[https://www.acrd.bc.ca/dms/documents/2024-agendas/presentation\\_upland\\_agricultural\\_consulting.pdf](https://www.acrd.bc.ca/dms/documents/2024-agendas/presentation_upland_agricultural_consulting.pdf)

6. **CORRESPONDENCE**

- a. **BC GOVERNMENT NEWS**  
Automation, Robotics Help Farmers Strengthen Food Security
- b. **INVASIVE SPECIES COUNCIL OF BC**  
Invasive Species Strategy for British Columbia 2024-2028
- c. **AGRISERVICE BC**  
Islands Edition – Regional Newsletter – August 2024
- d. **TOFINO COMMUNITY FOOD INITIATIVE**  
Impact Report 2023
- e. **CARIBOO CARBON SOLUTIONS**  
Vancouver Island Private Land Restoration

P. Deakin joined at 9:48 am.

7. **REPORTS**

- a. Alberni-Clayoquot Regional District – A. Needham
- Fall Fair Agriculture Table Volunteering  
A. Needham requested committee members reach out to her if they are interested in volunteering at the ACRD Agricultural Table at the Fall Fair between Sept 5-8. A. Lewis is the general contact for the Agriculture Building.
  - Met with Hupacasath First Nation for potential to use farm on Beaver Creek Rd for a greenhouse growers' program through North Island College. Awaiting further information to clarify student eligibility requirements to take the program, as well as funding sources available.
  - Met with BC Centre for Agritech Innovation group regarding engagement at events on Vancouver Island. Potentially later in the Fall. Also requested they present to the ADC as a delegation in October.
  - Island Health has a Climate Change and Health Department. Focus is on how climate adaptation relates to the public's health. Met with consultant, Savannah Barrett, who is currently mapping out social assets that exist for climate security. Request for members to reach out with any climate initiatives Savannah might be interested in. Contact A. Needham for more information.
- b. City of Port Alberni – P. Deakin
- Joining with A. Needham to meet with BC Centre for Agritech Innovation and TerraForma Systems who have a smart and scalable composter for organic waste. Will be discussing processing of organic seafood waste at the Dock+.

T. O'Dell left the meeting at 9:56 am.

- c. Ministry of Agriculture & Food - T. O'Dell via Zoom Chat
- Knowledge and Technology Transfer Program  
Registration opens September 9 and is now first come, first served. Up to \$7,500 per activity, intended for hands-on learning activities such as (but not limited to) field days, community farm tours and short courses. Up to \$1,500 per activity intended for Subject Matter Expert for (SME) activities such as (but not limited to) industry expert presentations, conferences, community gatherings and annual general meetings.  
<https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/programs/knowledge-transfer-events>
  - Agricultural Water Infrastructure Program  
Assessments, Engineering Studies or Plans (Stream 3) has launched. More information can be found here:  
<https://iafbc.ca/agriculture-water-infrastructure-program/stream3/>
  - B.C. On-Farm Technology Adoption Program:  
<https://www.innovatebc.ca/programs/bc-on-farm>

- This program provides a 65% cost-share reimbursement from a minimum of \$1,000 to a maximum of \$100,000 to farms who adopt innovative technology that can improve labour efficiency.
- Upcoming irrigation workshops dates to be determined, will be held in Duncan and Courtenay.
  - Island Agriculture Show will be held February 2 & 3, 2025  
Planning for presentations happening now. Ideas for talks or workshops can be sent to Thom.odell@gov.bc.ca
- d. Alberni Farmers' Institute – L. Aylard
- No meetings over the summer. Will be arranging a meeting with members to discuss volunteering at the Fall Fair.
- e. Alberni District Fall Fair – A. Siddall
- A. Lewis is overseeing the Agricultural Education portion. There is a sign-up sheet for volunteering, reach out to A. Lewis for more information.
  - Old MacDonald's Farmyard is being renamed to Old Farmer Bill's Farmyard and will be relocated next to the 4-H Barn. 4-H will be overseeing the farmyard.
  - There will be a kid zone and Yukon Dan Gold Panning next to the Agricultural Building with a clear path into the building this year.
  - Mount Klitsa Garden Club will be situated at the entrance to the building.
- f. Alberni Valley Food Security Society – A. Lewis
- Gleaning is well underway with over 2000lbs of produce gleaned. Always looking for more homeowners to host a pick.
  - Anna is coordinating the Fall Fair agriculture building and volunteer bracelets. Connect with her if you are wanting to volunteer for a shift. ACRD, Spirit Square Farmers' Market, Fiber Guild, Klitsa Garden Club, and Alberni Valley Food Security Society (AVFSS) will all be in the building.
  - Family Farms Day scheduled for Sept 15, 2024. Seven sites participating this year. Information will be going up on AVFSS and ACRD websites as it comes available.
- g. Spirit Square Farmers' Market
- Members commented that the Children's Market held on August 17 was well attended. Lots of different products being sold and will become a more regular event.
- h. 4-H – P. Radcliffe
- Project meetings have continued over the summer where members learn about their specific projects and work with their animals.
  - Beef project members have been very active, two members attended and showed their project animals at the Coombs Fair and did very well considering this was their first show. Two other members showed at the Coombs Fair with Poultry and Cavy (guinea pig) projects.
  - Cloverbuds (6-8 year olds) learned about home safety, biosecurity on farms, beef cattle and toured the Coombs Fair.
  - Plans are underway for all members to show at Alberni District Fall Fair and hopefully have the Dairy Bar open and possibly run a petting farm area.

- Active recruitment campaign this fall for 4-H for 2025 to attract more new members.
- i. Primary Agricultural Producers
- L. Aylard - Stonehaven Farm has been very busy and beef is selling faster than they can process it.
  - T. Shannon – Shannon Farms held their Gather and Graze event again this year with a second night added. Hosted 187 people over the two nights with majority of produce locally sourced. 2025 tickets are mostly pre-sold already from attendees of 2024 event. On-farm market being held on August 20. Hosting a less formal, appetizer night, Heifers & Hors D’oeuvres, on September 7.
  - A. Lewis – Sproat Starts Farm has sold out of everything, including fall starters. Seeing an increase in interest from people looking to extend their growing season.

## 8. **QUESTION PERIOD**

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

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

## 9. **ADJOURN**

The meeting was adjourned at 10:13 am.

Certified Correct:

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Tanya Shannon,  
Vice-Chairperson

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Kristin Kerr-Donohue,  
Administrative Assistant



Port Alberni  
Air Quality  
Council

August 15, 2024

Board of Directors  
Alberni-Clayoquot Regional District  
3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3

Attention: John Jack, Chairperson

Dear John,

Further to our recent request to the ACRD Board of Directors (in our letter dated 2 July 2024) for a letter of support to the Ministry of Forests regarding open burning of wood residue in the forestry industry, we understand that clarification has been requested, which we provide below.

In our recent letter to the Ministry of Forests, we stated:

*We believe that a precondition to any forest harvesting project should be a comprehensive plan for wise management of residues, in order to minimize harm to human health and the global climate.*

The Ministry's response letter stated:

*In June 2023, the Chief Forester's office released the 'Chief Forester Forest Management Options for Reducing Slash Pile Burning: Best Management Practices', which include planning, silviculture and harvesting practices considerations to minimize slash pile burning. This document contains recommended harvest practices like creating windrows (brush mats), redistributing woody material within the block, and piling in a way that facilitates biomass extraction.*



The Province provides valuable geographic guidance in its OBSCR Smoke Sensitivity Zones maps<sup>1</sup>. The relevant maps for the ACRD are Maps 62, 63, and 69. AQC urges the Ministry to prevent slash-pile burning (SPB) in High Smoke Sensitivity Zones (red zones on the maps). We also urge them to minimize SPB in Medium Smoke Sensitivity Zones (yellow zones on the maps). Of course, no burning should be done when the Province's ventilation index website states that conditions are not appropriate for burning.

AQC's stated request uses the phrase "especially near populated areas," and the OBSCR Smoke Sensitivity Zones were created by government to protect populated areas. The Ministry has provided best practices that AQC believes should be embraced by the industry. Our desire is to state clearly to the Ministry that:

- AQC advocates for Ministry best practices to become industry norms, both in proximity to our ACRD communities and everywhere else in the ACRD;
- AQC will vigorously represent the interests of residents, their health, and the global environment; and
- the ACRD Board of Directors supports the AQC's efforts in this regard.

We are grateful to the Board of Directors for the opportunity to clarify our request. We hope this letter provides the necessary detail and context. We are happy to provide any additional information that may be required.

Sincerely,



Ken McBride  
Chair  
Port Alberni Air Quality Council



Keith Wyton  
President  
Alberni Air Quality Society

Attachments:

April 17<sup>th</sup> AQC letter to the Ministry of Forests

May 2<sup>nd</sup> letter to AQC from James Proteau, MOF District Manager

July 2<sup>nd</sup> AQC letter to ACRD Board of Directors

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<sup>1</sup> <https://www2.gov.bc.ca/gov/content/environment/air-land-water/air/air-pollution/smoke-burning/regulations/openburningregulation/regional-smoke-sensitivity-zone-mapsheets>



Port Alberni  
Air Quality  
Council

April 17, 2024

Ministry of Forests, Lands, and Natural Resource Operations  
South Island Natural Resource District (DSI)  
4885 Cherry Creek Road  
Port Alberni, BC V9Y 8E9

Attention: James Proteau, District Manager, South Island NRD  
Matthew Macdonald, Stewardship Officer, South Island NRD  
Honourable Bruce Ralston, Minister of Forests

Dear James,

The Port Alberni Air Quality Council (AQC) is an organization that works closely with the Alberni-Clayoquot Regional District (ACRD) to promote better air quality in the ACRD and the Alberni Valley. We operate with support from the ACRD and the BC Ministry of Environment.

Part of our mission is to reduce the open burning of brush in the ACRD by private citizens and by industry. We believe that the common forestry industry practice of slash-pile burning (SPB) should be replaced wherever possible by other approaches to residue management. SPB by the BC forestry industry is a significant source of greenhouse gases, particulates, and other air pollutants. The consequences, including immediate harmful health effects from particulates (including PM<sub>2.5</sub> fine particulates), as well as exacerbation of global climate change, demonstrate an urgent need to curtail the use of SPB.

In the Alberni Valley, concerns have been expressed by Port Alberni city council members and others about SPB and related practices. Residents have raised the question of how fair it is for them to be asked to avoid burning brush on their properties while forest industry burning is done as standard practice. We believe that, especially near populated areas, SPB and other practices with serious health risks should not be permitted.



Wherever possible, other methods of residue management should be used by the forestry industry. A few examples of cleaner methods<sup>1</sup> are:

- Harvesting of small-dimension roundwood as feedstock for firewood, fenceposts, rail ties, and other products
- Creation of brush-mats from residual branches and small roundwood to reduce rutting and compaction from heavy equipment
- Use of logging residue as feedstock for biofuels such as pellets, briquettes, and liquid fuels, potentially displacing some fossil fuels such as coal or gasoline
- Leaving residual materials in the cutting area, in sorted and oriented piles or decks, which can facilitate future harvesting as new uses and markets emerge
- Redistribution of residual materials in the cutting area, either leaving them whole or modifying them by chipping or other methods, which can provide wildlife habitat and enhance soil
- Where necessary, use of mobile burning units, air curtain burning, and other higher efficiency incineration methods to reduce harmful particulate emissions

We believe that a precondition to any forest harvesting project should be a comprehensive plan for wise management of residues, in order to minimize harm to human health and the global climate. We urge the Ministry to take aggressive action to make health and climate change mitigation central to BC forestry practices.

A 2019 economic and trade report<sup>2</sup> suggests that promoting the harvesting of waste wood on Vancouver Island offers both potential economic benefits (e.g. fibre for Catalyst and other mills; product exports) and environmental and health benefits (e.g. reduced PM<sub>2.5</sub> and CO<sub>2</sub> emissions). We believe that such changes in forestry practices represent potentially transformative win-win opportunities for both local industries and quality of life in the Alberni Valley and elsewhere.

The Forest Enhancement Society of BC (FESBC) plays an important role in enabling waste wood use. We strongly encourage long-term commitments to fund the work of FESBC. We also support the use of commercial forest thinning practices such as those used in Finland, which can reduce wildfire severity and associated health risks, and promote fibre production.

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<sup>1</sup> Source: "The burning question: Addressing harvest residue management in BC," E. Nance et al, *Canadian Biomass*, 15 February 2023

<sup>2</sup> *Marketable Waste Wood on Vancouver Island*, B. Collins and J. McCannel, prepared for the Vancouver Island Economic Alliance and Foreign Trade Zone Vancouver Island, February, 2019 ([ftzvi.com/wp-content/uploads/2019/11/Marketable-Waste-Wood-on-Vancouver-Island.pdf](http://ftzvi.com/wp-content/uploads/2019/11/Marketable-Waste-Wood-on-Vancouver-Island.pdf))

The multi-stakeholder AQC represents the communities of the ACRD on matters of airshed management and protection. Forest practices affect all ACRD communities, and we would appreciate being involved in decisions regarding forestry activities affecting our communities' airsheds. We invite you to meet with us as soon as possible to discuss forestry policies.

We look forward to your response.

Sincerely,



Ken McBride  
Chair  
Port Alberni Air Quality Council



Keith Wyton  
President  
Alberni Air Quality Society



Reference: 278464

May 2, 2024

VIA EMAIL: [aqc.coordinator@gmail.com](mailto:aqc.coordinator@gmail.com)

Ken McBride, Chair, Port Alberni Air Quality Council  
Keith Wyton, President, Alberni Air Quality Society

Dear Ken and Keith,

Thank you for your letter of April 17, 2024, detailing your concerns regarding air pollution related to current forestry practices in the Alberni-Clayoquot Regional District (ACRD). I understand that the Air Quality Council's mission is to reduce the open burning of brush in the ACRD. I recognize that private citizens might view an unfairness in adhering to limits to burning on their properties, while industry burning occurs as a standard practice.

Under the *Wildfire Act*, a person carrying out an industrial activity or prescribed activity is required to assess and abate fire hazards as necessary. Moreover, it is particularly important to ensure that fires do not threaten communities, critical infrastructure, or other significant values. Currently, slash pile burning is the most common tool used to ensure the reduction of wildfire risk.

The province is aware of the need to minimize the burning of slash piles. The Ministry's 2021 report on [Modernizing Forest Policy in British Columbia](#) speaks to this desired intention, to both increase fibre access for value-added domestic manufacturers and to reduce emissions. The following are examples of Provincial initiatives that have been designed to better facilitate the reduction of slash pile burning:

### **Chief Forester Forest Management Options for Reducing Slash Pile Burning: Best Management Practices**

In June 2023, the Chief Forester's office released the [Chief Forester Forest Management Options for Reducing Slash Pile Burning: Best Management Practices](#), which include planning, silviculture and harvesting practices considerations to minimize slash pile burning. This document contains recommended harvest practices like creating windrows (brush mats), redistributing woody material within the block, and piling in a way that facilitates biomass extraction.

### **Coast Concurrent Residual Harvest System Process**

Page 1 of 3

Ministry of Forests

South Island Natural Resource  
District

Mailing Address:  
4885 Cherry Creek Road  
Port Alberni, BC V9Y 8E9

Tel: 250 731-3000  
Fax: 250 731-3010  
Website: [www.gov.bc.ca/for](http://www.gov.bc.ca/for)

In 2019, the Ministry introduced the [Coast Concurrent Residual Harvest System Process \(CRHS\)](#). The primary purpose of this system is to provide an alternative method of scale for low quality timber harvested on the Coast. The objective is to reduce the administrative burden associated with timber delivered to secondary manufacturing facilities, and thereby improve the utilization of forest resources. This is intended for products like pellets, post and rail, firewood, cants, or pulp.

Another initiative supporting improved fibre utilization and the reduction of burning was the establishment of a Coast Fibre Recovery Zone. The zone was established on Crown lands on the coast and within proximity to communities, including lands around the Alberni Valley, Bamfield and the ACRD. Within this zone, forest licensees pay increased stumpage rates if the volumes of logs left behind in harvested cutblocks are more than what have been established as acceptable levels.

### **Forest Enhancement Society of BC**

As you have indicated, the Forest Enhancement Society of BC (FESBC) plays an important role in enabling waste wood use on Crown lands. FESBC funds projects that increase residual fibre utilization by non-lumber producing facilities, utilize fibre from fire and insect damaged stands, and minimize emissions associated with open burning. Funding these projects also encourages diversity and innovation by the forest sector to utilize otherwise uneconomical residual fibre located on provincial crown land.

Prior to 2023, British Columbia mills received \$18.3 million from FESBC. From 2023-2025, FESBC has provided an additional \$6.5 million in funding to Paper Excellence, Alberni, and Crofton mills, to help cover the incremental costs in hauling fibre to their mills. Further, in 2023, the province announced funding for forty-two new FESBC projects across BC. We continue to encourage, throughout the province, applications for FESBC funding and specifically for potential Alberni-focused projects that meet the criteria of this program.

### **Commercial Thinning**

The expansion of commercial thinning on provincial Crown land is a priority objective in our Ministry of Forests Action Plan for 2024. While the practice has occurred on Crown land for many years, commercial thinning has traditionally been best suited to area-based tenure holders (TFLs), community forests, woodlots, and private lands, because the future benefits of these practices will flow directly to the tenure holder. As you suggest, there may also be benefits from commercial thinning in helping to reduce wildfire risks.

These Ministry of Forests initiatives on Crown lands represent some of the important work being done in an attempt to facilitate the reduction of slash pile burning that occurs in the province. As a District Manager, I will communicate through our organization that local groups like the AQC are looking for improvements in the Province's approach. I also encourage the AQC to reach out directly to Private organizations around the ACRD who manage forest lands, including Mosaic Forest Management. Local input is important and encourages continuous improvement and development of tools that can ultimately lead to a reduction of pile burning in the future.

Ken McBride, Keith Wyton

Thank you for writing to share your suggestions. If you have any questions, please reach out to Heidi Reinikka, Land and Resource Specialist, South Island Natural Resource District, 250-736-6878, heidi.reinikka@gov.bc.ca.

Sincerely,

James Proteau, RPF  
District Manager  
South Island Natural Resource District

Pc. Honourable Bruce Ralston, Minister of Forests  
Shane Berg, Assistant Deputy Minister, Chief Forester, Minister of Forests  
Heidi Reinikka, Land and Resource Specialist, South Island Natural Resource District



Port Alberni  
Air Quality  
Council

July 2, 2024

Board of Directors  
Alberni-Clayoquot Regional District  
3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3

Attention: John Jack, Chairperson

Dear John,

As you will recall, AQC received generous support from the Board of Directors following our presentation to the Board last February 28<sup>th</sup>. In addition to the valuable letter of support to the Ministry of Environment regarding Catalyst Paper's emissions permit, the Board also offered support for our efforts to promote cleaner alternatives to the open burning of wood residue in the forestry industry.

Last April 17<sup>th</sup>, AQC submitted a detailed letter to the Ministry of Forests (MOF) to propose specific actions we believe the MOF and the forestry industry should take to increase the use of cleaner residue management methods. James Proteau, the local MOF District Manager, responded with a detailed letter on May 2<sup>nd</sup>. Copies of both of these letters are attached for your reference.

We would now like to request a letter of support from the Board of Directors to the MOF, to give greater weight to our recommendations. Any such support from the Board would be invaluable as we work to discourage the use of common forestry practices such as slash-pile burning – especially in populated areas, where the health effects can be most serious.

In a June 5<sup>th</sup> e-mail to Heather, we have submitted some suggested verbiage. Of course, we are happy to respond to any questions or concerns you may have.



As always, we are extremely grateful to the ACRD for its generous support of the AQC. We look forward to continued cooperation as we work toward cleaner and healthier air in Port Alberni and our entire region.

Sincerely,



Ken McBride  
Chair  
Port Alberni Air Quality Council



Keith Wyton  
President  
Alberni Air Quality Society

Attachments:

April 17<sup>th</sup> AQC letter to the Ministry of Forests

May 2<sup>nd</sup> letter to AQC from James Proteau, MOF District Manager

**From:** [Laura White](#)  
**To:** [Heather Zenner](#)  
**Cc:** [Bourton Scott](#)  
**Subject:** Bamfield Peninsula Shoreline Cleanup Letter of Support Request  
**Date:** August 21, 2024 4:53:00 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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**[CAUTION]** This email originated from outside of the ACRD

Hi Heather.

Thanks for the call today. As discussed, we (Emerald Sea Protection Society) have been awarded a provincial grant to conduct shoreline debris cleanup of remote beaches on the Bamfield Peninsula. The funding body is the Clean Coast Clean Waters fund: [Clean Coast Clean Waters Initiative Fund \(bccleancoast.ca\)](#). They require Letters of Support from the Nation, Parks Canada, and the Regional District. This email is to please request a letter of support from the ACRD.

We will be conducting shoreline clean up of 5 sites, from September 11<sup>th</sup>-18<sup>th</sup> 2024. The 5 sites include Pachena Beach, Brady's Beach, Second Beach, Tapolatas Beach and Keeha. Debris will be sorted and collected into super sacks above the highwater mark which will be heli long lined to a barge located off the beach. The barge will transport the collected debris up the Alberni Inlet for offloading at Shoemaker Bay. Non recyclable material will go to the west coast landfill, recyclable materials will go to the Ocean Legacy Depo in Richmond.

As we are mobbing to site soon (Sept 11<sup>th</sup>) to take advantage of the good weather for the helicopter and barge work, we could appreciate a letter of support as soon as possible please. The province will then advance a portion of the funds so that we can order the necessary equipment to conduct the clean up.

Please let me know if you have any questions or require any additional information.

Many thanks.

Regards, Laura



**LAURA WHITE, PH.D., R.P.BIO.**  
Principal, Marine Biologist

**MOBILE:** 604.379.2251

**EMAIL:** [lwhite@legacyenv.ca](mailto:lwhite@legacyenv.ca)

251 – 409 Granville Street  
Vancouver, BC V6C 1T2

[www.legacyenvironmental.ca](http://www.legacyenvironmental.ca)





# Canadian Coast Guard to cease light keeper functions at Carmanah Point and Pachena Point light stations due to safety concerns

From: [Canadian Coast Guard](#)

## News release

July 31, 2024

Victoria, British Columbia - The Canadian Coast Guard is responsible for many light stations across Canada that help to keep Canadian waterways safe. At the same time, the safety of personnel is the highest priority. Therefore, the Canadian Coast Guard has made the difficult decision to cease light keeper functions at both the Carmanah Point and Pachena Point light stations in British Columbia due to recently identified safety risks. Aids to Navigation at both sites will continue to operate and support the safety of mariners and other users travelling on the waters off the southwest coast of Vancouver Island.

A geotechnical investigation and geological hazard assessment found that many of the buildings at both Carmanah Point and Pachena Point light stations are within an area of increased vulnerability. The soil conditions mean that some facilities are no longer safe to use. While the Canadian Coast Guard

is working with Fisheries and Oceans Canada to investigate long-term options for the sites, the priority is to ensure the safety of the light keepers, who will be moved out of the buildings before the winter weather creates additional challenges.

The two light house towers and other heritage buildings will remain in place and under the care of Fisheries and Oceans Canada. The Canadian Coast Guard will continue to operate navigational aids from both sites using available technologies such as solar power and automated lights.

The light keepers will be offered an alternate position at other light stations or within the Canadian Coast Guard. The Canadian Coast Guard is grateful to the many light keepers who have worked at the Carmanah Point and Pachena Point light stations over the years.

Carmanah Point and Pachena Point light stations hold cultural and historical interest to the people of British Columbia and Canada, and especially to those who live in the area and hikers using the West Coast Trail. The Canadian Coast Guard is working with other departments and stakeholders, who also use the two sites for non-Canadian Coast Guard related purposes, to plan next steps.

The Canadian Coast Guard continues to keep mariners safe on the British Columbia coast with more than 3,500 other navigational aids, 121 vessels, 15 Lifeboat Stations, four Inshore Rescue Bases, and five environmental response depots.

## Quick facts

- The land underneath the Pachena Point and Carmanah Point light stations is not stable enough for the Canadian Coast Guard's requirements and is impacting use of the stations. For example:

- the winch building at Carmanah and its associated system have been condemned,
- and the helipad at Carmanah was condemned due to ground settlement.
- The instability of the land under the stations also increases the risk of a slope failure in the event of a large earthquake. While earthquakes occur in all regions across Canada, Vancouver Island is rated as having a high probability of experiencing a large earthquake.
- Long-term options, which include the cost of stabilizing the two sites or moving the highest risk buildings to safer ground, are being assessed. However, those options are expected to be complex and could be cost-prohibitive.
- Available technologies such as solar power will support ongoing navigation service to mariners and other users. Automated lights have already been in use at Carmanah Point and Pachena Point light stations since 2003.
- The twenty-five other staffed light stations on the British Columbia coast will continue with normal operations as part of the Canadian Coast Guard's network of navigational aids on the British Columbia coast.

## Related products

- [Canadian Coast Guard's Aids to Navigation program](#)
- [The Canadian Aids to Navigation System \(video\)](#).

## Associated links

- [Carmanah Point Lighthouse](#)
- [Pachena Point Lighttower](#)

## Contacts

Media Relations

Canadian Coast Guard, Western Region

[media.pac@dfo-mpo.gc.ca](mailto:media.pac@dfo-mpo.gc.ca)

## Stay Connected

- Follow the Canadian Coast Guard on [X](#), [Facebook](#), [Instagram](#) and [YouTube](#).

Search for related information by keyword: [Lighthouses](#) | [Canadian Coast Guard](#) | [Fisheries and Oceans Canada](#) | [Canada](#) | [Marine emergencies](#) | [Navigation and marine conditions](#) | [Personal safety on the water](#) | [Ports and harbours](#) | [general public](#) | [news releases](#) | [Hon. Diane Lebouthillier](#)

**Date modified:**

2024-07-31

# Use of Community Works Funding for the



# Community Works Funding Provided

- Hall Phase 1 & 2: \$180,000
- Hall Phase 3: \$70,000
- Court Project: \$75,000

# Community Works Funds Phase 1 & 2

## Project Outcomes:

- Kitchen renovated
- Bathrooms renovated, with wheelchair accessibility improved
- Windows replaced, blinds installed
- Exterior doors replaced with Panic bar exits
- Driveway improved at rear of building to add Wheelchair access
- Entry stairs replaced and widened

# Kitchen



# Bathroom & Hall



# Phase 3:

## Project Outcomes:

- Deck added
- Mini-split Ductless Heat Pumps installed, reduced reliance on Propane
- Electrical panel upgrade
- Sub-panel replaced (it was scary!)
- Bar renovation expanded into storage room, now includes small office space



# 70<sup>th</sup> Anniversary of the Sproat Lake Community Hall: 1953-2023. A well attended event!



# Deck Construction complete & in use at the 70<sup>th</sup> Anniversary Celebration



Renewed vitality of the Hall, these signs anonymously appeared before the 70<sup>th</sup>!

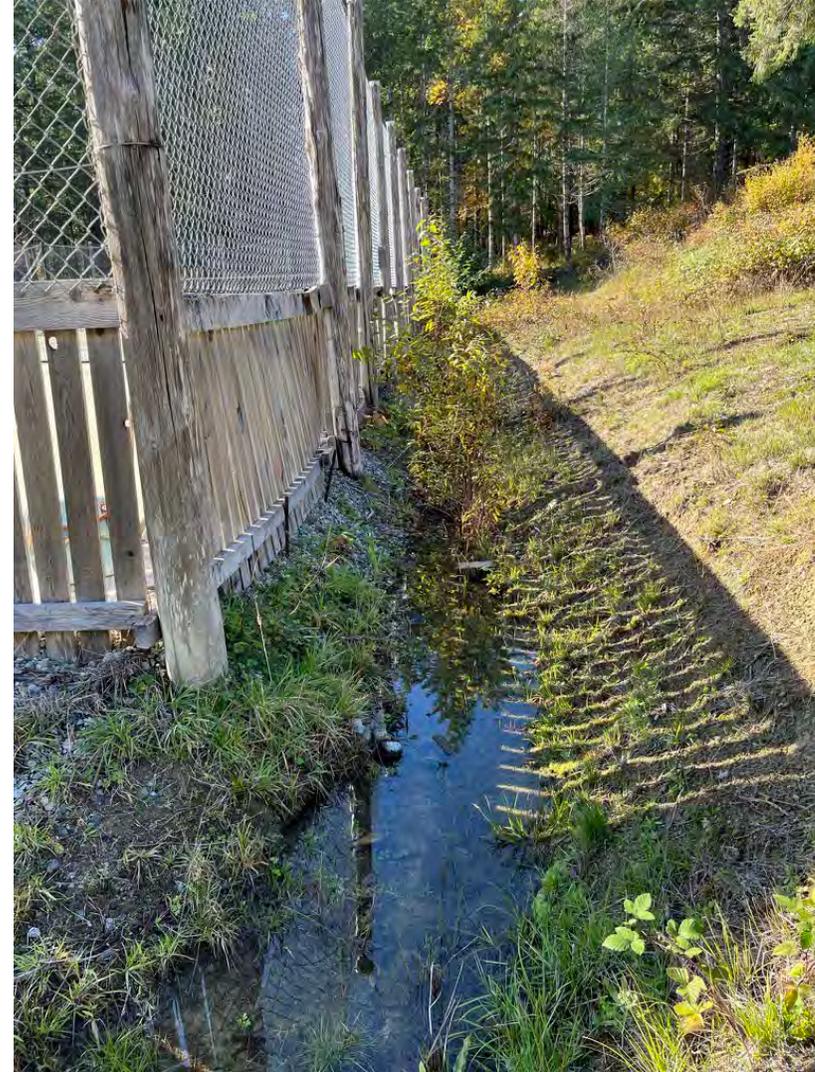


# Multi-purpose Court Project: conversion of Tennis Court lined for Pickleball, Tennis & a Basketball net

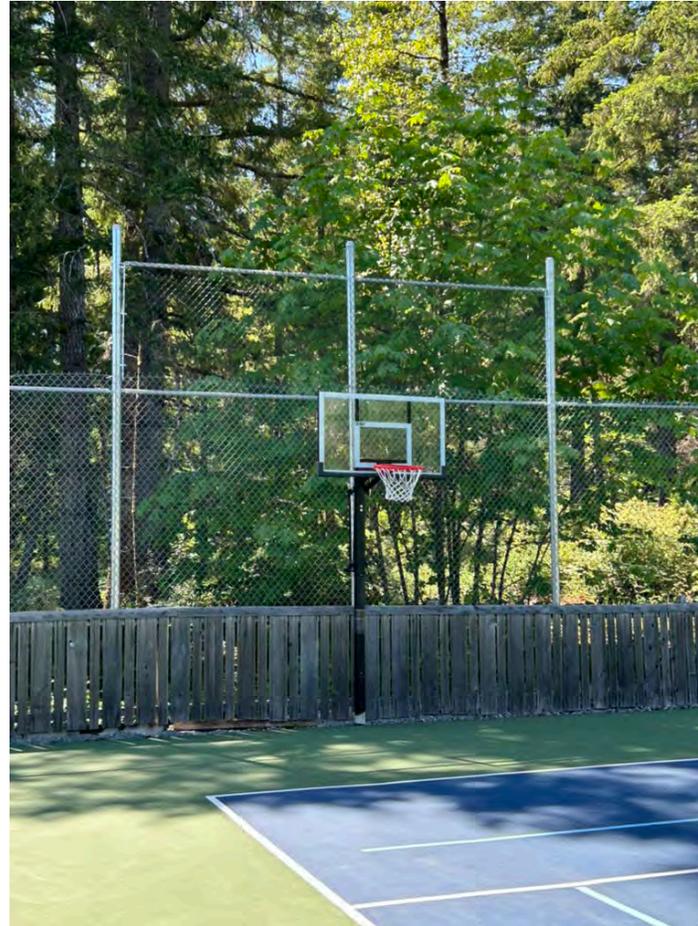
Thanks to Craig Bowerman for a major donation on preparatory work!



# Completion of the Pickleball Courts and Perimeter: Before



After: Metal Posts & Perimeter drainage: Completed use of Community Works project Funding with additional SLCA funds used.



# Bar project: Before



# After

We were unable to secure a General Contractor for this project, so many volunteer hours given in preparation for trades, as well as stunning shelves Custom built & donated!



# Project Completion

- 94% of \$250,000 used. The remaining 6% (\$15, 913.98) will be used to improve building envelope ventilation, then to begin work on a basement room currently only roughed in. Hopeful completion by end of 2024.
- Court Project: \$75,000 100% Complete!

# The Community Works funds have also provided work for many of our Local contractors:

## Major Contractors

- Mahoe Properties: General Construction
- Marley Brothers Excavating Ltd
- Diewold Homes & Design
- Alberni Paving & Contracting
- Dolans Gas Fitting & Heating Ltd
- Aines & Tyler Electric Co Ltd
- Warbrick Contracting
- Dolan's Concrete Ltd
- McLean & Higgins Ltd
- The Flooring Depot
- Schmidt Bobcat & Trucking Ltd
- Stevens, Ross Welding Ltd

With the support of the Community Works Funds, and our amazing volunteers, the Hall, Courts and grounds are able to host our Farewell to the Bombers!

## Farewell to the Martin Mars Water Bombers

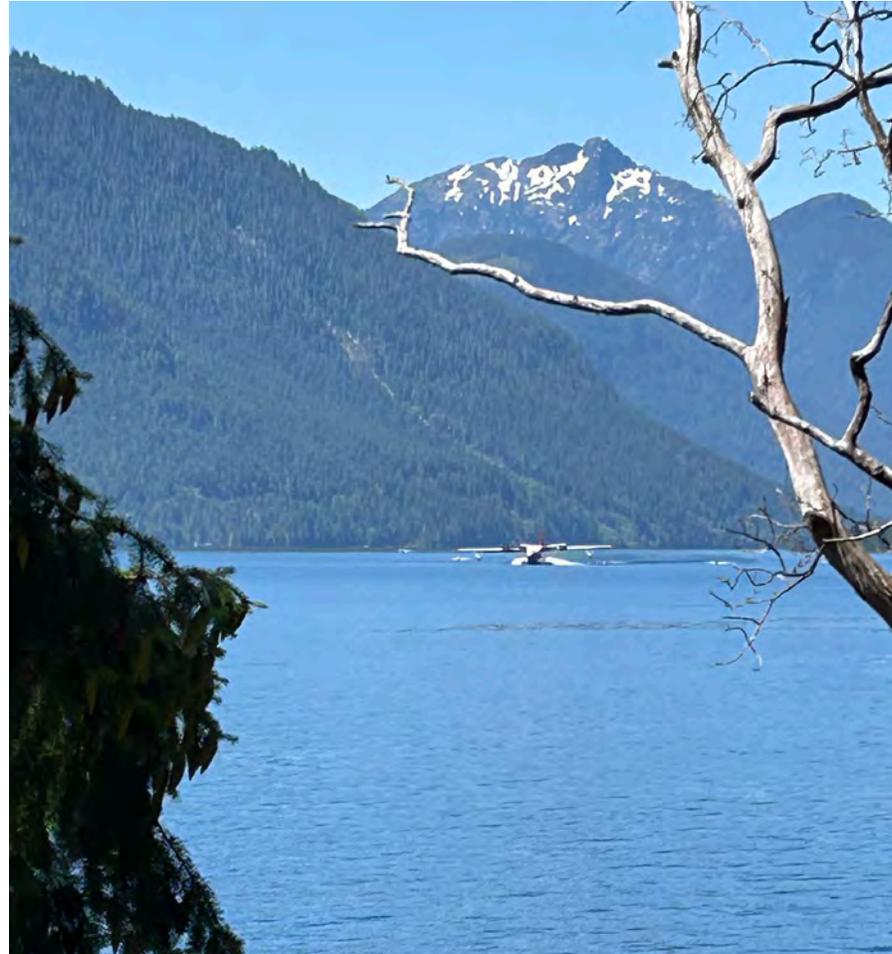


**Sproat Lake Community Hall**  
**Saturday, July 27**  
**11am to 3pm**

Limited Parking so please carpool, walk, or ride.

- Live Music
- Guest Speakers
- Bomber Museum
- Bomber Photo Opp.
- Food Concession \$
- Bomber Merchandise \$
- Activities for all ages
- Door Prizes & Raffles \$

Thank you for your support of our Sproat Lake  
Community Association





July 25, 2024

Our File No: 11200-06-x013  
Your File No: See Attached Schedule

Sent via email to: [nate.toddjones@paperexcellence.com](mailto:nate.toddjones@paperexcellence.com), [contract.notices@paperexcellence.com](mailto:contract.notices@paperexcellence.com)  
HARD COPIES TO FOLLOW

DOMTAR INC  
2<sup>nd</sup> Floor, 3600 Lysander Lane  
Richmond, BC V7B 1C3  
Attention: Nate Todd-Jones – Associate General Counsel & Assistant Corporate Secretary

Dear Mr. Todd-Jones:

**Re: Change of Legal Name – Catalyst Paper Corp to Domtar Inc**

We hereby confirm that the Crown Land tenure agreements on the attached Schedule have been endorsed as follows:

**Recorded in the name of DOMTAR INC Registration No. A0130687 effective July 23, 2024 by reason of a Certificate of Amalgamation dated January 1, 2024**

The Statutory Right of Way tenure agreements will require a Land Title and Survey Authority Form C – General Instrument documents to be prepared and signed by yourself and the Province. You will be contacted by a member of the respective Land Authorization Region’s Tenure Administration Team to prepare and submit those documents.

Please attach this letter and respective Endorsement Schedule to your respective Crown tenures as they form an integral part of the Agreement.

Should you have any questions regarding this matter, please do not hesitate to contact me.

Sincerely,

**Amanda McRitchie**  
**Legal Documents Officer**  
Lands Program | Lands Branch  
Reconciliation, Lands and Natural Resource Policy Division  
**Ministry of Water, Land, and Resource Stewardship**  
Ph: 236-468-1444 | E: [CLRHelp@gov.bc.ca](mailto:CLRHelp@gov.bc.ca)

**Enclosures**

**cc:** Shelley Jackson, Senior Portfolio Administrator, Land Authorizations Branch – West Coast Region  
Maxine Davie, Senior Portfolio Administrator, Land Authorizations Branch – South Coast Region  
Corporate Services for the Natural Resource Ministries – Revenue Branch  
BC Assessment Authority Property Information Department

**pc:** Cowichan Valley Regional District  
Regional District of Alberni-Clayoquot  
qathet Regional District



## SCHEDULE OF TENURES

<b>File No.</b>	<b>Tenure Description</b>	<b>Legal Description</b>	<b>Authorization Region</b>
0214352	SROW No. 827	DISTRICT LOT 407, COWICHAN DISTRICT; DISTRICT LOT 419, COWICHAN DISTRICT; DISTRICT LOT 506, COWICHAN DISTRICT;	West Coast (Nanaimo)
0325636	SROW No. 105212	Block E, District Lots 2008, 565, 676, Cowichan District	West Coast (Nanaimo)
0336263	Lease No. 106051	Block E, District Lots 2008, 565, 676, Cowichan District	West Coast (Nanaimo)
0055061	Lease No. V923817	Block B, District Lot 161, Cowichan District, shown outlined on sketch below, containing 0.595 hectares, more or less	West Coast (Nanaimo)
0336165	Lease No. V927226	Block D, District Lot 107G, Chemainus District	West Coast (Nanaimo)
0336166	Lease No. V931112	Blocks A and B, District Lot 107G, Chemainus District	West Coast (Nanaimo)
0354972	SROW No. 237937	RIGHT OF WAY OVER UNSURVEYED CROWN LAND BEING PART OF THE BED OF THE STRAIT OF GEORGIA, SHOWN OUTLINED ON REFERENCE PLAN 15517 AND PLAN LMP49887, FILED IN LAND TITLE OFFICE AT NEW WESTMINSTER	South Coast (Surrey)
0154810	EXPIRED LEASE No. 233204 <i>*Pending replacement</i>	DISTRICT LOTS 4071, 4072, 5922, 5923, 5924, 6071, 6174 AND 6237A, GROUP 1, NEW WESTMINSTER DISTRICT	South Coast (Surrey)



July 24, 2024

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

Dear Regional District Members,

My name is Kirsty Allen, I am a member of the Spirit Square Farmers Market Board. I am writing to introduce an exciting new event that we believe aligns perfectly with the District's commitment to community engagement and support. On September 21, 2024, the Spirit Square Farmer's Market at Harbour Quay will host the first annual Equinox Garlic Festival.

This unique festival aims to celebrate local agriculture, food, and crafts, with a particular focus on the versatile and beloved garlic. The event will feature educational workshops, activities for all ages, and various vendors showcasing local produce and artisanal goods. We anticipate a significant turnout from both local residents and visitors, making it a vibrant and impactful community event.

To ensure the success of the Equinox Garlic Festival, we are seeking sponsorships in the form of donations of cash or in-kind. Your support will be instrumental in covering essential costs such as event infrastructure, promotional materials, and activities. In return, we are pleased to offer several benefits to our sponsors, including:

- Prominent recognition on the event's promotional materials, including social media.
- Space at the festival to showcase your products or services.
- Acknowledgment of your amazing support during the event's opening and closing ceremonies.

We believe that your partnership will not only contribute to the festival's success but also provide valuable exposure for your organization to a diverse and engaged audience.

We would be delighted to discuss this opportunity further, and any donations large or small would be greatly appreciated

Thank you for considering our request. We are confident that with your support, the Equinox Garlic Festival will be a memorable event for our community. Please feel free to contact me directly at 250-913-2099 or [equinoxgarlicfestival2024@googlegroups.com](mailto:equinoxgarlicfestival2024@googlegroups.com) to discuss this opportunity in more detail.

Sincerely,

*K. Allen*

Kirsty Allen

Spirit Square Farmer's Market Board

Equinox Garlic Festival Organizing Committee Member

[equinoxgarlicfestival2024@googlegroups.com](mailto:equinoxgarlicfestival2024@googlegroups.com)

250-913-2099



Aug 1, 2024

Alberni Clayoquot Regional District  
3008 5th Avenue  
Port Alberni, BC, V9Y 2E3



Dear Alberni Clayoquot Regional District

I am writing to express my deepest gratitude for your generous gift of \$4,300.00 to Sage Haven Society. Your support means the world to us as we strive to provide essential support and services to our valued clients.

Our Second Stage Housing project Wiikšahiqu?i (Safe Place), is currently operating at full capacity. This remarkable 22-unit housing complex offers program participants a safe and nurturing environment for up to 18 months. During their stay, they receive the necessary assistance to continue their healing journey. Additionally, our Transition House is available 24/7 to provide emergency shelter and support. In addition to housing, we offer a range of services including counseling, victim support, outreach programs, and a welcoming drop-in center.

We would be delighted to keep you updated on our latest endeavors. If you would like to be added to our mailing list, please email us at [office@sagehavensociety.org](mailto:office@sagehavensociety.org).

Once again, thank you for your unwavering commitment to Sage Haven and the individuals we serve. If you wish to learn more about our programs or explore other ways to support our cause, please do not hesitate to contact me at 250-736-0702.

With warm regards,

Ellen Flood  
Executive Director

*We are most thankful  
for the continued  
support from AZRD!*

*'Understanding the past, building futures'*

Sage Haven Society



# HFN FORESTRY LP

Meridian Forest Services Ltd

RE: HFN Forest Stewardship Plan Amendment 1(2021-2026)

Dear Stakeholder:

This letter is to inform you that the HFN Forest Stewardship Plan Amendment 1 (2021-2026) is available to review and comment at the following addresses:

- Huu-ay-aht Group of Businesses- HFN Forestry LP, 4576 Adelaide St, Port Alberni, B.C V9Y 6N3
- Anacla Government Office, 170 Nookemus Road, Anacla, BC V0R 1B0
- Or on the HFN Group of Businesses website <https://hfngroup.ca/>

Monday to Friday 8:30 to 4:30 pm from July 29, 2024 to August 26, 2024

The Forest Stewardship Plan (FSP) Amendment 1 is a landscape plan that states measurable, enforceable results and strategies that must be consistent with objectives set by government for a variety of forest values (e.g. fish, water, biodiversity cultural and heritage resources, etc). It is the plan which shows how HFN will manage all stated government objectives for a period of five years.

Once approved, the document will replace the current HFN Forest Stewardship Plan.

For questions or additional information please contact myself at 250-202-4528 or via email: [hfn.fsp@meridianforest.ca](mailto:hfn.fsp@meridianforest.ca)

Sincerely,

Kate Roth, RPF

On behalf of HFN Forestry LP

Meridian Forest Services Ltd.

# FROM OUR ROOTS TO THE SKIES: UU-A-THLUK SCIENCE CAMPS

**Dear friend of Uu-a-thluk,**

Since we wrote to you over a month ago, we've been feeling the same connectedness we experienced witnessing the aurora borealis each time one of you has donated toward our camps.



We raise our hands to say *λlecko λlecko* (thank you) to those who were able to respond to our first call for support. Every gift (no matter the size) from individuals, organizations and businesses has made it possible for us to launch our summer science camps for Nuu-chah-nulth youth.

**On July 8, we kicked off our first camp, but we still need contributions from supporters like you to run the remainder of our camps.**

So far, we've raised \$5,664 toward our goal of sending 150 Nuu-chah-nulth children to science camps in their home communities. It costs \$59,700 to meet that goal, which is why we still need your help.



**Will you help young minds soar by supporting our science camps?**



Your generosity will help a child from one of Vancouver Island's remote west coast First Nation communities spend an entire week exploring biology, chemistry, physics, engineering and traditional Nuu-chah-nulth practices in a fun and engaging way.

A gift of \$398 will send one child to camp for one week. Your donation of any amount will assist us in reaching our goal and empowering our youth to explore science.

**One hundred per cent of your tax-deductible donation will be used to cover the cost of a child's attendance at camp.**



When you support Uu-a-thluk's summer science camps, you are enhancing the lives of First Nations youth and investing in our collective future.

GROWING STRONG MINDS THROUGH THE POWER OF  
SCIENCE AND CULTURE

# FROM OUR ROOTS TO THE SKIES: UU-A-THLUK SCIENCE CAMPS

**To donate online, please visit:** <https://uuathluk.ca/send-a-youth-to-science-camp/>.

**To send your gift by cheque, please mail a cheque payable to University of Victoria, to the following address:**

Development Office  
University of Victoria  
Re: Uu-a-thluk Science Venture Camp  
PO Box 1700, Victoria, BC  
V8W 2Y2  
Canada



The University of Victoria will mail you an official tax receipt for your donation.

## Why support our science camps?

Currently, Nuuchahnulth people are underrepresented in ocean-based careers like fisheries biology and management despite a connection to the ocean that spans millennia. Science camps help foster enthusiasm for science from a young age, encouraging youth to explore the field in a fun and interactive way while connecting to their roots.

For the past 19 years, Uu-a-thluk has partnered with the University of Victoria's Science Venture program to deliver camps right to Nuuchahnulth communities, making it easy for children of all ages to attend. To learn more about our camps, please visit [www.uuathluk.ca](http://www.uuathluk.ca). To learn more about Science Venture, visit [www.scienceventure.ca](http://www.scienceventure.ca).

With deep gratitude,

Irine Polyzogopoulos  
Communications and Development Coordinator  
Uu-a-thluk, Nuuchahnulth Tribal Council

Alison Wale  
Capacity Building Coordinator  
Uu-a-thluk, Nuuchahnulth Tribal Council

Uu-a-thluk proudly  
delivers camps in  
partnership with:



GROWING STRONG MINDS THROUGH THE POWER OF  
SCIENCE AND CULTURE

YOUR SUPPORT HELPS THEM REACH NEW HEIGHTS



Aquaculture Management Division  
Pacific Region  
1965 Island Diesel Way  
Nanaimo, British Columbia  
V9S 5W8

Division de la gestion de l'aquaculture  
Région du Pacifique  
1965, voie Island Diesel  
Nanaimo, C.-B.  
V9S 5W8

August 15, 2024

Dear Aquaculture Advisory Group Members, Stakeholders & Regulatory Partners,

Re: Consultation on Marine Shellfish Licence Reissuance and Conditions of Licence

This is to notify you that existing shellfish aquaculture licences expire on April 30, 2025, and licences with updated conditions will be considered for licence reissuance effective May 1, 2025.

DFO is contemplating proposed licence condition changes for this renewal related to: control of harvest for the Canadian Shellfish Sanitation Program; transfer of fish and aquatic invasive species; and protection of fish and fish habitat; and is also contemplating some administrative improvements. We invite your feedback on DFO's proposed licence changes, and any changes you propose. For your reference, attached is the "2025 Shellfish Aquaculture Licence Review & Reissuance Timeline", which includes an overview of engagement opportunities and key milestones.

Information received through consultations will be used to inform any potential changes to conditions with the goal of continued improvement in the management and regulation of the aquaculture industry in BC.

To support your review and feedback, please find attached to this letter a document entitled "*Summary of Contemplated Changes to 2025 Shellfish Conditions of Licence*". This document provides an overview of the contemplated changes to conditions of licence. In addition, please find linked a detailed [list](#) and a [map](#) of all currently licensed shellfish aquaculture facilities in BC, and current [shellfish aquaculture conditions of licence](#). Note that DFO conditions of licence are designed to ensure the proper management and control of the fishery and the conservation and protection of fish.

If you wish to discuss the shellfish licence review, please contact Amber Neuman, Senior Aquaculture Coordinator, at 250-618-1022 or [amber.neuman@dfo-mpo.gc.ca](mailto:amber.neuman@dfo-mpo.gc.ca).

Written feedback for this consultation may be directed to [DFO.AQConsult-AQConsultez.MPO@dfo-mpo.gc.ca](mailto:DFO.AQConsult-AQConsultez.MPO@dfo-mpo.gc.ca) by **October 31, 2024**.



Fisheries and Oceans  
Canada

Pêches et Océans  
Canada

Sincerely,

Reagan, Newcomb  
A/Operations Director, Aquaculture Management Division

Attachments (2):

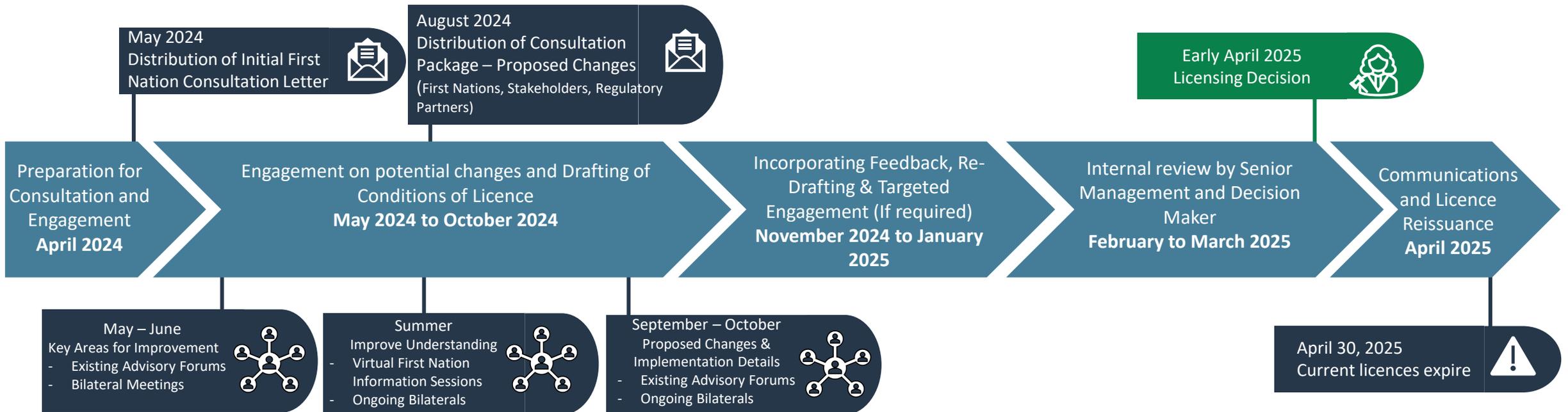
- *2025 Shellfish Aquaculture Licence Review & Reissuance Timeline*
- *Summary of Contemplated Changes to 2025 Shellfish Conditions of Licence*

# Shellfish Aquaculture 2025 Licence Issuance

## Process to Meet April 1, 2025, Decision Timeline

### Background

This document outlines the key milestones to reach a decision on shellfish aquaculture licences by April 1, 2025.



## Summary of Contemplated Changes to 2025 Shellfish Conditions of Licence

Fisheries and Oceans Canada (DFO) has started consultation and engagement in advance of the reissuance of 2025 Shellfish Conditions of Licence. The planned issuance for new conditions of licence is May 1, 2025. DFO may implement licence conditions for the proper management and control of fisheries, or for the conservation and protection of wild fish.

Current [marine shellfish aquaculture conditions of licence](#), expiring on April 30, 2025, are accessible on the DFO website.

Please direct any questions, comments, suggestions, or requests for follow-up conversations to: [DFO.AQConsult-AQConsultez.MPO@dfo-mpo.gc.ca](mailto:DFO.AQConsult-AQConsultez.MPO@dfo-mpo.gc.ca).

### Summary of Contemplated Changes to General Conditions

Item #	Identified Gap or Concern	Contemplated Change
1.	There are terms not previously used or defined in the conditions of licence.	Add new definitions for: <ul style="list-style-type: none"> <li>• acoustic deterrent</li> <li>• floating surface culture gear</li> <li>• gear identification tag</li> <li>• growing waters</li> <li>• intertidal stream channel</li> <li>• oyster setting tubes</li> <li>• pinniped</li> <li>• salmonid bearing stream</li> </ul>
2.	Some current definitions require updates for consistency with other regulations, clarity, and improved language.	Review and update definitions for: <ul style="list-style-type: none"> <li>• approved area</li> <li>• DFO</li> <li>• important and sensitive habitat</li> <li>• introduction</li> <li>• marine mammal</li> <li>• refuse</li> <li>• transfer</li> <li>• transport water</li> </ul>
3.	Some current definitions are no longer relevant or are being replaced by other definitions.	Remove definitions for <ul style="list-style-type: none"> <li>• biofouling</li> <li>• fishery tag</li> <li>• salt marsh</li> </ul>

Summary of Contemplated Changes to 2025 Shellfish Conditions of Licence

4.	Current conditions do not specify a date when payment of annual access to resource fees is required.	Require Licence Holders to pay access to resource fees annually no later than the anniversary date of the licence.
5.	Current conditions exclude reference to seals.	Update conditions that refer to individual species of pinnipeds (e.g., seal lions) to “all pinnipeds.”
6.	The implementation dates for multiple conditions in Part B. Section 9 have passed.	Remove reference to implementation dates in 2021 and 2023, and instead identify these conditions as required.
7.	The Canadian Food Inspection Agency has identified biotoxin monitoring constraints with Geoduck Clam and Giant Rock Scallop.	Remove Geoduck Clam and Giant Rock Scallop from select licensed facilities.
8.	Horse Clam, a bycatch species of Geoduck Clam, requires the same reporting and notification requirements. These requirements are not adequately captured under the current conditions.	Apply licence conditions applicable to Geoduck Clam (i.e. Part B. Section 3. Transfer of Fish, Part C. Section 3. General culture of geoduck, Appendix IX) to Horse Clam.
9.	Licence Holders have increased or moved infrastructure without applying through the harmonized application process, to those agencies with authority (Province of BC and Transport Canada).	Removal of Appendix II for standard equipment or infrastructure.  Additionally, update Part B, Section 1.2 of the licence conditions to clarify when a harmonized application is required to amend the DFO facility management plan.

**Summary of Contemplated Changes for the Control of Harvest**

Item #	Identified Gap or Concern	Contemplated Change
10.	Harvested product has been discovered without harvest tags, which contributes to gaps in product traceability/control of harvest.	Require tags not be removed from any container until the harvested product has landed at a facility licensed by the Canadian Food Inspection Agency (CFIA).
11.	Current conditions do not specify that records and reports must be complete and accurate	Reports relating to aquaculture activities must be complete and accurate. This aligns with language used in the 2024 Freshwater/Land-based conditions of licence
12.	Current conditions do not include certain authorized product movement activities.	Add product movement activity codes to Part B. Section 15.3.
13.	Product movement records did not require recording of source culture type, which is needed to discern between culture types, where more than one exists on a single facility.	Add requirement for recording product movements to document culture type for source shellfish. This will result in an additional column for "source" in electronic recording of product movement records.
14.	There is no ongoing need to identify the CFIA facility licence number in product movement records, as this is extraneous data for DFO.	Remove requirement for this data.
15.	Industry has shared that the application and review process for addition of site-specific condition of licence for floating surface culture gear is administratively burdensome.	<ul style="list-style-type: none"> <li>• Create a new condition for floating surface culture gear which would prohibit harvest or transfer of product from floating surface culture gear unless in possession of a valid <i>Management of Contaminated Fisheries Regulations</i> licence.</li> <li>• Consider other management approaches during engagement.</li> </ul>

**Summary of Contemplated Changes to Fish Transfer and Aquatic Invasive Species (AIS) Conditions**

<b>Item #</b>	<b>Identified Gap or Concern</b>	<b>Contemplated Change</b>
16.	Industry has identified the need for clarity on requirements for shellfish transfers, including but not limited to Horse Clam and Pacific Oyster.	Update language in transfer conditions to better articulate requirements around transfers of adult bivalves, including those intended for broodstock purposes only.
17.	It was identified that Section 3 of the shellfish conditions of licence should be updated to align with the updated 2024 Freshwater/Land-based conditions on authorized movements between zones.	Update language in Part B. Section 3(c) conditions to clarify authorized movement of Pacific Oyster and Manila Clams between zones and permit additional movements with DFO approval through an Introduction and Transfer licence.
18.	It was identified that Section 3 of the shellfish conditions of licence does not include a condition identifying who should hold a valid Introduction and Transfer licence	Add a new condition outlining that the receiving facility shall possess a valid Introduction and Transfer licence, for any transfers requiring a licence. This would be consistent with the 2024 Freshwater/Land-based conditions of licence.
19.	It was identified that Section 3 of the shellfish conditions of licence, does not include a condition clarifying when a Licence Holder must possess a valid Introduction and Transfer licence a	Add a new condition confirming that Licence Holders must possess a valid Introductions and Transfers Licence unless otherwise authorized by these conditions of licence. This would be consistent with the 2024 Freshwater/Land-based conditions of licence.
20.	It was identified that Section 3.1 (e) of the shellfish conditions of licence should be updated to align with the updated 2024 Freshwater/Land-based condition regarding symptoms of disease or infections.	Update condition of licence in Section 3.1 (e) to clarify that Licence Holders must ensure that, prior to transfer, fish or shellfish do not display any observable symptoms of diseases or infections that are of concern to the BC Introductions and Transfer Committee.

**Summary of Contemplated Changes to Fish and Fish Habitat Protection Conditions**

*Sorted by General Theme*

<i>Facility Inspections and Gear Storage</i>		
<b>Item #</b>	<b>Identified Gap or Concern</b>	<b>Contemplated Change</b>
21.	Lack of maintenance and proper use and securing of gear continues to be an issue.	Strengthen requirements around inspections, i.e., frequency by culture type, maintenance of records, etc.
22.	Current conditions do not specify a date by which facility inspections are to be completed or differentiate by culture method.	Update Part B. Section 2. to clarify when facility inspections are required based on culture method or infrastructure type.
23.	Monitoring has shown that rafts used to store gear are more likely to generate debris on the seafloor.	Restrict the manner and location in which gear may be stored within both deepwater and intertidal licensed facilities.
<i>Gear Interactions with Wild Fish and Sensitive Habitat</i>		
<b>Item #</b>	<b>Identified Gap or Concern</b>	<b>Contemplated Change</b>
24.	Overlapping infrastructure makes the maintenance of predator netting difficult and poses a risk of fish entrapment, which is particularly problematic in important and sensitive habitat including salmon bearing streams.	Phase in two new conditions by September 2025: <ul style="list-style-type: none"> <li>• No aquaculture infrastructure shall be installed within 75m of salmon bearing streams, including braided and seasonal flowing stream channels.</li> <li>• Licence Holder shall not install overlapping intertidal infrastructure.</li> </ul>
25.	Predator netting is consistently found to be improperly secured.	Require that predator netting be secured tightly to the substrate around the netting perimeter.
26.	There is redundancy with a current condition requiring equipment to function as intended.	In condition 7.2, remove the need for regular cleaning of predator netting to minimize "biofouling".

Summary of Contemplated Changes to 2025 Shellfish Conditions of Licence

<i>Equipment Types, Identification, and Marine Mammals</i>		
<b>Item #</b>	<b>Identified Gap or Concern</b>	<b>Contemplated Change</b>
27.	French tubes are highly prone to becoming marine plastic debris.	Restricting the use of “French Tubes” or permit them to only under an approved management plan.
28.	Current condition outlining actions the Licence Holder must take upon discovery of an entangled marine mammal does not fully align with current marine mammal, shark, and sea turtle reporting guidelines.	Update condition to align with the <i>Species at Risk Act</i> and current DFO <i>Marine Mammal Regulations</i> guidance including incident reporting and mention of sharks and sea-turtles of concern.
29.	Current conditions do not clearly outline that new types of gear identification tags, besides existing commercial fishing ones, may be considered for approval.	Amend condition for equipment identification allowing innovation and ability for industry associations to submit additional tag types for DFO approval.
<i>Seafloor Surveys</i>		
<b>Item #</b>	<b>Identified Gap or Concern</b>	<b>Contemplated Change</b>
30.	Current condition does not specify a completion date for seafloor cleanups.	Require the annual sea floor clean-up be completed annually by April 1, unless otherwise authorized by DFO.
31.	Current conditions require gear and equipment found on seafloor be removed, potentially leading to confusion that gear actively being used must also be removed.	Update conditions to clarify the intent that only gear on the seafloor that is lost, not being actively used in the location it is found, and/or not serving a function be removed.
32.	Licence Holders have identified that Appendix VI provides limited options for survey technology to conduct seafloor surveys.	Update Appendix VI language to clarify that Licence Holders may use innovative survey methods and equipment to conduct seafloor surveys and clean-ups provided they are using scientifically defensible methods and equipment.
33.	DFO is unable to adequately audit seafloor survey and clean-up records without a detailed map being provided.	Create a new reporting criterion in Appendix VI which will require a facility area map which clearly shows the location of all completed survey transects.

2024 STATE OF THE ISLAND ECONOMIC

SUMMIT

OCTOBER  
23 & 24

**The 18th Annual 'State of the Island' Economic Summit will take place on October 23 and 24 at the Vancouver Island Conference Centre in Nanaimo**

*"This event is timely, relevant, and eye-opening for anyone interested in what is happening economically on Vancouver Island; more than that, it's a great way to connect with island businesses, to learn about special places and products or services, and to support a collaborative VI-focused mindset to help set our wonderful region apart." - 2023 Summit Attendee*

[Register Now!](#)



## Convene - Connect - Collaborate

### Susan Mowbray to Speak at Opening Lunch



Connecting to Vision 2050, [Susan Mowbray](#), Partner, Economics and Research at [MNP](#) will present at the opening Lunch at the Economic Summit. Susan will dive into the themes highlighted in the [economic dashboard](#), offering a glimpse into the forces that will shape the economic future. Don't miss out on these valuable insights!

---

### Visit the Spotlight Rooms at the Summit



## Wednesday, October 23, 2024, 9:00 am to 11:00 am

- **Speed Networking: Build Connections in Record Time**
- **Lightning Talks: Fueled by Passion** - Short passionate presentations and talks on various topics.
- **Rising Stars: Businesses to Watch** - Meet the region's innovative and creative entrepreneurs—businesses that are making waves.
- **The Future is Bright: Youth-Led Ideas & Initiatives** - Discover the vision, inspiration, and direction driven by today's youth.
- **Indigenous Ingenuity: Paving Paths for Progressive Development** - Explore the groundbreaking contributions of Indigenous entrepreneurs.

Don't miss this opportunity to connect, learn, and be inspired!



# Research Partnerships Powering Island Potential

The Vancouver Island region is home to three Universities and two Colleges. Together, these Post-Secondary institutions collaborate with industry, community and government partners on applied research projects that stimulate new insights and innovation in the region. In this session, a panel will highlight three examples where applied research is contributing to the growth of seafood, seaweed, and clean energy sectors. Delegates will gain awareness about the intellectual capital in the region and an understanding about how to access partnerships with our regional post-secondaries for applied research and innovation.

## Moderator

- [Lindsay Frehlick](#), Director of Research Services, [Vancouver Island University](#)

## Panelists

- [Carl Butterworth](#), Director of Research Operations and Industry Engagement, [Vancouver Island University](#)
- [Robert Maylath](#), Director, Partnerships and Engagement, Accelerating Community Energy Transformation (ACET), [University of Victoria](#)
- [Naomi Tabata](#), Director of Centre for Applied Research, Technology and Innovation, [North Island College](#)

Stay tuned for more session features, as we have much more in the works!

Register Now!

## Thank You to Our Summit Sponsors!

Their support makes this event possible, and we couldn't do it without them.

The image displays a grid of sponsor logos categorized by tier. At the top, there is a decorative horizontal bar with segments of green, yellow, blue, red, green, yellow, blue, and red. Below this, the categories and their respective sponsors are as follows:

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VIEA operates on the traditional and unceded lands of the Coast Salish, Kwakwaka'wakw and Nuu-chah-nulth Peoples.

[Click here to read this newsletter online.](#)

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You are receiving this email because you have attended VIEA events, asked to receive information, you are a VIEA member, or have been referred by a colleague as someone interested in the vitality of the Vancouver Island economy.

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Contact VIEA

250-668-5389

[julie@viea.ca](mailto:julie@viea.ca)

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Vancouver Island

Economic Alliance, P.O.

Box 76, Station A,

Nanaimo, BC V9R 5K4

Canada

## Charlene Harrison

---

**From:** NIC President <president@nic.bc.ca>  
**Sent:** July 23, 2024 1:36 PM  
**To:** ACRD Administration  
**Subject:** NIC's Strategic Plan Year 3 Dashboard Report

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**[CAUTION]** This email originated from outside of the ACRD

Dear Chair and Directors,

I am very pleased to share [BUILD 2026 Strategic Plan and Year 3 Dashboard](#), which provides updates on the itemized, measurable goals of our strategic plan. [BUILD 2026](#) was developed through meaningful consultation with the Nations and communities we have the privilege to serve. Your ongoing input continues to inform this responsive document, as it navigates us toward our mission of working together to build healthy and thriving communities, one student at a time.

*BUILD 2026* serves in tandem with NIC's overarching Indigenization plan, *Working Together*. These plans are further supported by *Journeying Together* (connecting international students and faculty with Indigenous perspectives), *Widening Our Doorways* (ensuring all learning at NIC is relevant and accessible), *Thriving Together* (NIC's first people plan) and *The CARE<sup>2</sup> Plan* (supporting the mental health and wellbeing of all members of the college community). The six plans and their dashboard reports (as published) are shared on [Engage NIC](#), where we encourage your feedback.

If you have thoughts about how North Island College can better support the communities in our region through post-secondary education, please contact Emily Haagerup ([Emily.Haagerup@nic.bc.ca](mailto:Emily.Haagerup@nic.bc.ca) or 250-334-5270) who will be pleased to coordinate a connection for us.

Thank you for your continued support and guidance.

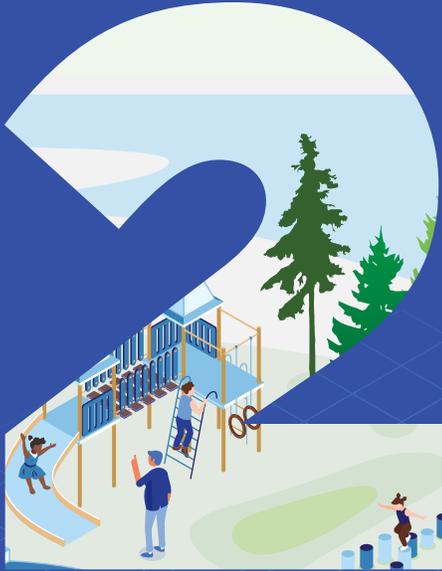
Sincerely,



**Lisa Domae, PhD, RPP**  
President and CEO  
North Island College  
2300 Ryan Road, Courtenay, BC V9N 8N6  
250.334.5270  
[lisa.domae@nic.bc.ca](mailto:lisa.domae@nic.bc.ca)

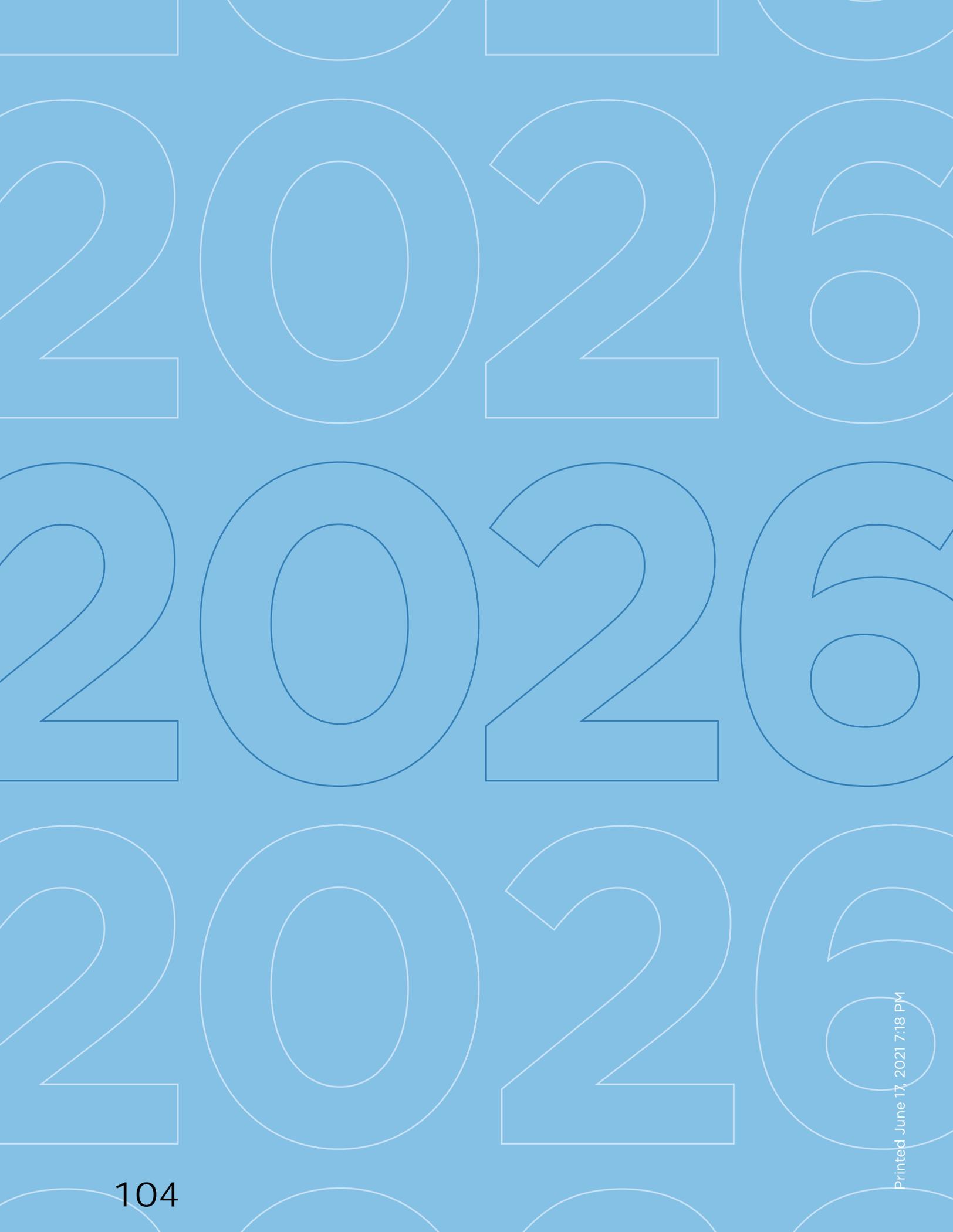
North Island College is honoured to acknowledge the traditional territories of the combined 35 First Nations of the Nuu-chah-nulth, Kwakwaka'wakw and Coast Salish traditions, on whose traditional and unceded territories the College's campuses are situated.

# BUILD



• EDUCATION AND TRAINING BUILT FOR YOU •

North Island College Strategic Plan 2021-2026



North Island College is honoured to acknowledge the traditional territories of the combined 35 First Nations of the Nuu-chah-nulth, Kwakwaka'wakw and Coast Salish peoples, on whose traditional and unceded territories the College's campuses are situated.



The **BUILD 2026 vision** uses architecture as an analogy to illustrate a responsive, student-centred strategic plan. It envisions stronger, thriving, more integrated places of learning that reflect and support the richness of the region. It opens the College to the communities we serve, creating a welcoming educational home for students and communities to call their own.

7 A **roof**, or values of governance, that promotes resiliency and creates a safe place where all students and employees belong.

6 **Windows** that allow the world to see who we are.

2 A solid **foundation and frame** that supports students and employees and provides a basis to build upon.

3

1 A team of dedicated **people**, or employees, who are supported and committed to the work ahead.

4 Accessible **doorways and rooms**, or programs, that are open to all, making education more attainable and responsive for everyone.

5





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Look for the *Working Together* symbol to see how *BUILD 2026* supports and works with NIC's Indigenization Plan.

# WELCOME

This strategic plan is founded in our passionate belief that learning empowers people and builds healthier and more resilient communities.

*BUILD 2026* is North Island College's commitment to ensure students are at the centre of everything we do. It is our promise to support unique people and communities through individualized learning.

## MISSION

WORKING TOGETHER,  
NIC BUILDS HEALTHY AND  
THRIVING COMMUNITIES,  
ONE STUDENT AT A TIME.

In many ways, *BUILD 2026* represents a strengthening of our commitment to the many and diverse communities we serve. It is about us raising our ambitions together, with community. In many ways, we are putting our roots down and we are asking you to join us.

NIC has never been a traditional, one-size-fits-all college, NIC began in 1975 as an innovative experiment

to bring education and training to people in every corner of the vast 80,000-square km region we serve. While we now operate campuses in the Comox Valley, Campbell River, Port Alberni, the Mixalakwa campus in Port Hardy, a regional learning centre in Ucluelet, as well as a temporary location at St. Joe's in Comox, we also serve an increasing number of students from across BC and around the world. We have adapted many times to students' changing personal, professional, and educational needs.

During our short history, we have evolved from tutors visiting logging camps and remote coastal communities in school buses and a former whaling boat, to mobile training units, to four campuses and digital learning technologies that sustain our in-community program delivery and regional learning. Though our delivery methods and programs have changed, our commitment to student-centred learning and the communities we serve has never wavered.

Throughout the next five years, we will take individualized education



Lisa Domaie



Eric Mosley

and training further so more people can discover, grow, and transform themselves through education, as they prepare for rewarding careers, participate in shifting economies, and contribute to more diverse and just societies.

Though our vision is ambitious, we are ready. This plan meets the needs of an ever-changing and globalizing world, punctuated most recently by COVID-19. The pandemic has helped to focus our gaze, clarify our strengths and limitations, and renew our sense of purpose.

*BUILD 2026* requires us to meet students' and communities' needs now, during the pandemic, and in coming years. It invites us to re-focus every aspect of our operations as we realize our new reality.

We are grateful to align *BUILD 2026* with NIC's first Indigenization Plan. Together, the two plans will guide the

College as we work to meet our obligations to Indigenous peoples across the region.

## **WHAT IS COMMUNITY? WHAT IS COLLEGE?**

Throughout *BUILD 2026*, you will see many references to college and community. And, while these words are at the heart of who we are and what we do, their definitions have never been more complex.

For nearly 50 years, our overarching mandate has been to serve the educational needs of adults from Bamfield on Vancouver Island's West Coast to Bella Coola on the BC Central Coast. We continue to proudly serve the region's people and communities, whose rich cultures, demographics, economies and educational goals are defined by more than geography. Together, we are constantly changing.

We are honoured to live and learn on the territories of 35 First Nations of the Nuu-chah-nulth, Kwakwaka'wakw and Coast Salish traditions. We are committed to Indigenous-led programs and services and we acknowledge education's important role in reconciliation. We pledge to continuously learn as we work to support diverse learning needs across the region together.

## VISION

# BY 2026, NIC WILL DELIVER BC'S BEST INDIVIDUALIZED EDUCATION AND TRAINING EXPERIENCE.

Our strategy will adapt to place the individual learning needs of people at its core. It will include students who are the first in their family to attend college, workers who are reshaping their careers, high school graduates and non-graduates, university students learning new skills, international students, Indigenous students, and many others who rely on education to realize their goals and dreams.

The students and communities we serve have always driven our program development, services, and delivery. Though we are comparatively small, very few colleges across BC offer the same range or depth of programming as NIC.

More than 1,500 community members shared their educational priorities during our strategic planning consultations before the pandemic. Since then, COVID-19 and the rapid expansion of digital learning have eliminated some geographic barriers for some students while raising new obstacles for many others. Economies are continuing to shift and students and communities have not been affected equally.

*BUILD 2026* is our commitment to keep listening and responding with educational programs, services, and delivery methods that meet students and communities where they are now and where they want to be in the future.

Our ambitious vision is to deliver BC's best individualized education and training experience for students. So we need to know, what do you need from NIC now and in future years? How can we work together to deliver this vision for you?



**Lisa Domae** PhD, RPP  
President and CEO,  
North Island College



**Eric Mosley**  
Chair, North Island College  
Board of Governors

Visit [engage.nic.bc.ca](https://engage.nic.bc.ca) to share your voice as we continue building NIC together.

## Working together toward lasting and meaningful reconciliation

Working together with the Indigenous Education Council and the Director of Indigenous Education, **we are grateful to co-launch *BUILD 2026* with the first Indigenization Plan in NIC history.** This plan, called *Working Together*, will guide NIC operations as the College works to meet its obligations to Indigenous peoples across the region. The two plans will work in tandem over the next five years with separate and supported goals, measures and targets that work toward lasting and meaningful reconciliation.



Look for the *Working Together* symbol through-out this document to see how the *BUILD 2026* actions support the goals from NIC's first Indigenization Plan.

## From Consultation to Commitments and Action

*BUILD 2026* builds on the values and core ideas heard during the strategic planning process in 2019 and 2020 and integrates them into our academic plan, *Widening our Doorways - COVID-19 & a 10-Point Plan to Reset, Reshape and Renew Learning at NIC*, created in the fall of 2020.

Together, they reflect a new COVID-19 informed reality, the understandings of which continue to be enhanced by ongoing discussions with students, Indigenous Nations and organizations, employers, industry, business, not-for profit organizations, alumni, employees and the many demographic communities we serve across the region.

We are thankful for your participation, ideas, insights, and knowledge throughout NIC's strategic planning process. These consultations continue through [engage.nic.bc.ca](https://engage.nic.bc.ca), a new online engagement website committed to continuing our conversations together. **We look forward to hearing from you.**



## Pre-pandemic Strategic Planning Consultations

(2019 and 2020)

**471** EMPLOYEE  
IDEAS  
EXCHANGED

**14** CONSULTATIONS WITH  
LOCAL GOVERNMENTS  
AND SCHOOL DISTRICTS

### Regional Community Forums

**4**

LOCATIONS

**8**

INDIGENOUS NATIONS  
AND ORGANIZATIONS

**51**

COMMUNITY LEADERS  
AND ORGANIZATIONS

### Survey on College Values

**1509\***

PARTICIPANTS

\* Some participants identified in more than one category

**271**

EMPLOYEES

**686**

EMPLOYERS, COMMUNITY  
PARTNERS AND ALUMNI

**630**

STUDENTS

## 26 Commitments

NIC's commitments were confirmed during the 2019 consultation with employees, students and community members. In 2021, the commitments were further defined, integrated and amended to meet students' changing learning needs.

These commitments inspired our *People* action statements.

### ENGAGING PEOPLE

1. Health and Well-being
2. Workplace Excellence
3. Employee Engagement and Collaboration

These commitments inspired our *Frame, Doorways and Rooms* action statements.

### SUPPORTING STUDENTS

#### Caring and Supportive

4. Student Well-being
5. Student Support and Persistence

#### Access

6. Program Entry
7. Learning and Services
8. Pathways to Learning

#### Learning and Programming

9. Indigenous-led Education
10. Community Connected Learning
11. Flexible Learning
12. Global Learning
13. Program Response and Renewal

These commitments inspired our *Foundation, Windows and Roof* action statements.

### STRENGTHENING THE COLLEGE

#### Enrolment Services

14. Brand and Identity
15. Integrated Enrolment

#### Infrastructure

16. Teaching and Learning
17. Fiscal Sustainability
18. Information Technology
19. Campuses and Centres

#### Leadership

20. Reconciliation
21. Diversity, Equity and Inclusion
22. Transparency and Accountability
23. Enrolment Planning

These commitments inspired our *Environment and Communities* action statements.

### SERVING COMMUNITIES

24. Climate and Sustainability
25. Community Engagement
26. Social and Economic Development of the Region

## 9 Action Statements

Our vision, while ambitious, will be realized when we turn our commitments into action statements.

### People

1. We will recruit, encourage, develop and retain a supportive, inclusive and diverse community of employees.

These action statements were inspired by our *Engaging People* commitments.

### Foundation

2. We will strengthen our core operations to make NIC more resilient and agile.

These action statements were inspired by our *Strengthening the College* commitments.

### Frame

3. We will embed caring learning services that support students in their studies.

### Doorways

4. We will increase the many ways students can access education and training at NIC.

### Rooms

5. We will examine and renew our programs, the types of credentials we offer, and the needs of the unique communities we serve.

These action statements were inspired by our *Supporting Students* commitments.

### Windows

6. We will raise awareness about the quality and diversity of learning at NIC.

### Roof

7. We will develop diverse, inclusive, and accountable processes that support college employees and provide new opportunities to contribute.

These action statements were inspired by our *Strengthening the College* commitments.

### Environment

8. We will implement practices that acknowledge the cultural significance of the traditional lands on which we are gathered and sustain the planet for future generations.

### Communities

9. We will serve the social and economic development needs of the people and region.

These action statements were inspired by our *Serving Communities* commitments.

# How the Plan Works

BUILD 2026’s success requires a nimble and responsive organization and a clear vision, direction, and scope. It has measurable outcomes and five-year targets. It relies on a number of integrated initiatives to ensure creative and informed people can develop flexible plans and strategies in annual planning processes for a fast-changing educational, economic, and social landscape. The example below shows how we intend to use the plan.

## EXAMPLE

The power of NIC lies in the strength, commitment, and diversity of our people and workplaces. In our fast-changing digital world, our ability to act quickly, creatively and entrepreneurially requires a collaborative culture of growth and innovation. **We will recruit, encourage, develop and retain a supportive, inclusive, and diverse community of employees.**

### “ACTION” STATEMENT

How will we act on our commitments?

### 1.1 HEALTHY AND PRODUCTIVE WORKPLACES

Positive workplaces are cultivated. Care for our employees’ physical and psychological health leads to greater satisfaction, commitment, and productivity. A healthy workplace promotes healthy lifestyles, safe physical environments, diverse and culturally safe and supportive work cultures, and strong mental health for employees, and ultimately, the students we serve. **We will instill health and wellness more intentionally into our college structures and operations.**

**Outcome: Healthier employees working in safe and supportive workplaces**

MEASURABLE(S)	CURRENT STATE	YEAR 5 TARGET(S)	INITIATIVE(S)
<a href="#">National Standard of Canada for Psychological Health and Safety in the Workplace</a>	Establish benchmark	Implementation	<ul style="list-style-type: none"> <li>Wellness programming</li> <li>Mental health strategies</li> <li>Policy review and consolidation</li> </ul>

### MEASURABLE(S)

What data or process will we use to track our progress? They will be renewed, revised, and evaluated regularly to ensure they are relevant and we are on track to meet our outcomes.

### YEAR 5 TARGET(S)

Where do we want to be in five years?

### CURRENT STATE

Where are we now?

### INITIATIVE(S)

How will we use to meet our outcomes? These plans and strategies may change in response to the environment.



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# People

The power of NIC lies in the strength, commitment, and diversity of our people and workplaces. In our fast-changing digital world, our ability to act quickly, creatively, and entrepreneurially requires a collaborative culture of growth and innovation. **We will recruit, encourage, develop, and retain a supportive, inclusive, and diverse community of employees.**

## 1.1 HEALTHY AND PRODUCTIVE WORKPLACES

Positive workplaces are cultivated. Care for our employees’ physical and psychological health leads to greater satisfaction, commitment, and productivity. A healthy workplace promotes healthy lifestyles, safe physical environments, diverse and culturally safe and supportive work cultures, and strong mental health for employees, and ultimately, the students we serve. **We will instill health and wellness more intentionally into college structures and operations.**

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MEASURABLE(S)	CURRENT STATE	YEAR 5 TARGET(S)	INITIATIVE(S)
<a href="#">National Standard of Canada for Psychological Health and Safety in the Workplace</a>	Establish benchmark	Implementation	<ul style="list-style-type: none"> <li>• Wellness programming</li> <li>• Mental health strategies</li> <li>• Policy review and consolidation</li> </ul>

NIC will commit to increasing the number of Indigenous employees with ongoing appointments throughout the institution, including Indigenous senior administrators.

## 1.2 PEOPLE DEVELOPMENT

NIC's people are our pillars of strength and our competitive advantage. Professional, dedicated and caring employees are at the heart of our student experience. **Excellent people, working together with support and development, will realize our vision and achieve our strategic goals.**

**Outcome: Thriving, inspired and productive employees**

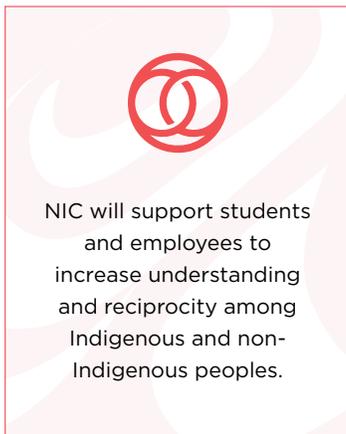
MEASURABLE(S)	CURRENT STATE	YEAR 5 TARGET(S)	INITIATIVE(S)
People Strategy operational	Establish People Strategy 210 employees complete professional development annually (average, 2017/18 to 2019/20)	Implement recommendations for improvements and change	People Strategy

## 1.3 EMPLOYEE ENGAGEMENT AND COLLABORATION

All NIC employees are valued. The ability to share perspectives with colleagues across college campuses, groups and department areas creates a culture of collaboration that shares knowledge and makes NIC a more positive, engaging place to work. **We will empower people to collaborate, inspire, and support each other.**

**Outcome: A culture of collaboration supported by peer networks**

MEASURABLE(S)	CURRENT STATE	YEAR 5 TARGET(S)	INITIATIVE(S)
Employee Engagement Survey results and actions	Establish employee engagement survey schedule	Regularly implement actions and improvements for change	People Strategy





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# Foundation

The quality of NIC’s teaching and learning experiences, its financial health, information technology framework, and its campuses and centres are the foundation for the delivery of NIC’s education and training programs. They provide the basis necessary to achieve our vision, mission, and mandate. Properly laid, the foundation also withstands the unavoidable pressures on today’s operating environment. **We will strengthen our core operations to make NIC more resilient and agile.**

## 2.1 TEACHING AND LEARNING

Exceptional teaching and learning experiences are key to each student’s academic success. While the educational landscape continues to change, we will support students’ learning needs and experiences by encouraging excellence and learning within our faculty groups. **We will systemically support and enhance the quality of instruction at NIC through the development of a comprehensive teaching and learning strategy.**

### Outcome: Teaching excellence

MEASURABLE(S)	CURRENT STATE	YEAR 5 TARGET(S)	INITIATIVE(S)
Student assessment of the quality of instruction – % very good or good	2019 data: <ul style="list-style-type: none"> <li>• Diploma, associates, certificates: 95.2%</li> <li>• Trades: 97.4%</li> <li>• Apprenticeships: 96.1%</li> <li>• Bachelor degree: 86.7%</li> </ul>	Maintain or Increase (Ministry target $\geq 90\%$ )	Teaching and Learning Strategy
Teaching and Learning Strategy Operational	Establish processes	<ul style="list-style-type: none"> <li>• Teaching and Learning feedback processes implemented</li> <li>• Student Learning Experience survey implemented</li> </ul>	Teaching and Learning Strategy

NIC will commit to making Indigenous Education a priority.

## 2.2 FINANCES

NIC has a long history of strong and sound financial management, in keeping with our responsibility to the Province and people of this region. This ensures our sustainability over the long term, giving confidence to students and employees, even as we recover from the pandemic and guard against future challenges and threats to our financial security. **We will develop a responsive financial model to eliminate our deficit and create fiscal health.**

### Outcome: Fiscal strength

MEASURABLE(S)	CURRENT STATE	YEAR 5 TARGET(S)	INITIATIVE(S)
Balanced budget within three years of the pandemic ending	2021 projected deficit \$1.56 million	Balanced budget in 2024 (projected)	Multi-year deficit reduction planning
Long-term financial health (positive net asset position)	Net assets declining to cover projected losses	Begin recovery of net asset growth to pre-pandemic levels in fiscal year 2024/25 (projected)	<ul style="list-style-type: none"> <li>• New, responsive and diversified business models</li> <li>• Provincial Funding Review</li> </ul>

## 2.3 INFORMATION TECHNOLOGY

NIC's need for a more robust and effective Information Technology (IT) framework was reinforced throughout the pandemic. A solid network, resilient hardware and an integrated suite of applications and services for students and employees require additional investment to meet 21st-century learning needs. **We will actively and intentionally leverage our IT capacity through planning and investment.**

### Outcome: Resilient, stable and secure IT services with predictable costs

MEASURABLE(S)	CURRENT STATE	YEAR 5 TARGET(S)	INITIATIVE(S)
IT Service Management (ITSM*) model operational	Establish formal ITSM model	<ul style="list-style-type: none"> <li>• ITSM model implementation</li> <li>• Funded multi-year budget</li> </ul>	Widening Our Doorways Academic Plan

\* IT Service Management Model (ITSM) is a set of policies, practices and procedures for consistently improving the processes, activities and supports required to deliver customer-service oriented technologies in alignment with business goals.

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## 2.4 CAMPUSES AND CENTRES

Since 1975, NIC’s facilities have changed with the region’s needs. Once a collection of 27 regional learning centres, NIC now operates four campuses in Campbell River, Comox Valley, Port Alberni and Mixalakwa (Port Hardy) and the Ucluelet centre. In 2019, we opened the temporary St. Joe’s location of the Comox Valley campus to meet burgeoning program needs. **We will review the capacity of our teaching locations, reimagine our places, spaces and programming, and support the development of living-learning communities through student housing.**

### Outcome: Thriving, inspired and integrated campuses and centres

MEASURABLE(S)	CURRENT STATE	YEAR 5 TARGET(S)	INITIATIVE(S)
Optimum enrolment at each location	Establish campus instructional capacity and future needs	Define and implement optimum enrolment at each location	Widening Our Doorways Academic Plan
Campus Master Planning	Review campus learning spaces and environments	Concepts developed and shared with communities	Published campus plans for the Comox Valley, Campbell River, Alberni Valley, and Mixalakwa campuses, as well as the Ucluelet centre
NIC Housing Commons (Comox Valley) operational	NIC Housing Commons business case developed and submitted	Establish a living-learning community* at the Comox Valley campus	NIC Housing Commons Business Case

\* Living-learning communities are places where students live in a supported environment that directly connects them to peers and supports.



# Frame

From the moment students enter the college, our services support their learning experiences. With “we are NICe” setting the tone, our learning services integrate with our many and varied courses and programs to ensure students are supported. **We will embed caring learning services that support students in their studies.**

## 3.1 STUDENT WELL-BEING

Health and wellness begins with knowing students as individuals, treating each student fairly and equitably, and celebrating and learning from their diversity. **We will embed student well-being into programming to improve accessibility and build connections between students as they balance their responsibilities.**

### Outcome: Increased student-well-being

MEASURABLE(S)	CURRENT STATE	YEAR 5 TARGET(S)	INITIATIVE(S)
Canadian Campus Wellbeing Survey - overall mental well-being	81% (average or high mental well-being, indexed score, 2020)	Maintain or increase	Supporting Students Strategy
Student Service Customer Satisfaction Survey - overall satisfaction	90% satisfied in services (2019/20)	Maintain or increase	Supporting Students Strategy

NIC will establish Indigenous-centred holistic learning environments for learner success.

### 3.2 STUDENT SUPPORT AND PERSISTENCE

NIC students are never alone on their educational path. While each student’s situation is unique, financial stress, lack of child care, the wrong learning path, under-developed study skills, learning struggles, inter-personal conflict, and feeling a lack of belonging can all factor into their ability to reach their educational goals. **We will seamlessly integrate in-class and out-of-class experiences to support students in completing their studies.**

#### Outcome: Retain students with proactive support strategies

MEASURABLE(S)	CURRENT STATE	YEAR 5 TARGET(S)	INITIATIVE(S)
% first-year student retention (fall to fall)	47% (2020 Fall Term)	Increase	Widening Our Doorways Academic Plan
\$ scholarships, bursaries, awards, and emergency funds disbursed to students	\$503,785 in scholarships and bursaries (2020)	Maintain or increase	Supporting Students Strategy
# of child care spaces and early childhood care and education program seats	Establish benchmark	Increase	Working with community partners to increase child care seats and programming across the region

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# Doorways

Learning is a journey towards self-discovery, personal growth, and socio-economic prosperity. At NIC, our passionate commitment to life-long learning ensures we provide relevant and accessible learning opportunities for all. For many students, access also means valuing their life experiences and being able to choose what, how, and when they progress through their studies. **We will increase the many ways students can access education and training at NIC.**

## 4.1 PROGRAM ENTRY

At NIC we recognize that learning happens in a variety of ways both inside and outside traditional classrooms. We will enable more students to achieve their goals through NIC. **We will review programs to ensure they support students with multiple access points and provide pathways to learning for under-represented students.**

\* Full-time Equivalent (FTE) is the metric used to measure enrolment across BC public post-secondary institutions. Full-time students count as one FTE while students taking part-time course loads count as less than one FTE.

\*\* Access includes off-campus, non-traditional credit courses delivered at a time or place that is more available to students. This involves programs delivered off-campus, face-to-face, across the region, Adult Basic Education, Employment Transition, Joy of Lifelong Learning, dual credit and dual admission courses as well as evening and weekend courses.

### Outcome: Wider access to courses and programs

MEASURABLE(S)	CURRENT STATE	YEAR 5 TARGET(S)	INITIATIVE(S)
% of FTEs* in access** courses and initiatives	40% (2019/20)	Increase	Widening Our Doorways Academic Plan

## 4.2 LEARNING AND SERVICES

Time and place can render post-secondary learning and services inaccessible for students with multiple family and work commitments. **We will increase access to education and training by offering students flexible learning and service options.**

**Outcome: Serve more adult students through flexible delivery**

MEASURABLE(S)	CURRENT STATE	YEAR 5 TARGET(S)	INITIATIVE(S)
% of courses with more than one entry point/year	27% (2019/20)	Increase	Widening Our Doorways Academic Plan
% of courses with multiple modes of delivery	9% (2019/20)	Increase	Widening Our Doorways Academic Plan
Digital learning strategy developed and operational	Establish strategy	Digital learning strategy implemented	Widening Our Doorways Academic Plan
Digital service strategy developed and operationalized	Establish strategy	Digital service strategy implemented	Supporting Students Strategy

## 4.3 PATHWAYS TO LEARNING

NIC links students, community, employers, industry, and educational institutions. We welcome students from education institutions around the world; from within BC as part of BC's transfer system, and from Vancouver Island. We are a gateway for learning. **We will connect students to learning opportunities close to home and across BC.**

**Outcome: Seamless transitions to and from NIC**

MEASURABLE(S)	CURRENT STATE	YEAR 5 TARGET(S)	INITIATIVE(S)
% of BC high school students who transition to NIC within two years of graduation	1.09% (2016/17)	Increase	Widening Our Doorways Academic Plan
# students participating in post-secondary pathway agreements	195 (2019/20)	Maintain or Increase	Widening Our Doorways Academic Plan



# Rooms

Learning is NIC's reason for being. Our high-quality, relevant and responsive programming draws students from across BC and around the world. COVID-19 has shifted local and global industries, regional labour markets, employment rates and individual student needs. **We will examine and renew our programs, the types of credentials we offer, and the needs of the unique communities we serve.**

## 5.1 INDIGENOUS\* EDUCATION

Serving the unique 35 First Nations of the Nuu-chah-nulth, Kwakwaka'wakw and Coast Salish traditions has strengthened NIC's programming, spaces and services. With the guidance of Indigenous leadership, Elders, students, and employees, we are committed to supporting Indigenous-led education and celebrating Indigenous knowledge. **We will work collaboratively with Indigenous communities to develop and deliver unique programming that incorporates Indigenous knowledge, language, and culture.**



NIC will implement intellectual and cultural traditions of Indigenous peoples through curriculum and learning approaches relevant to learners and communities.

\* Inclusive of First Nations, Métis, Inuit, and their communities, arts, cultures, and histories in Canada.

### Outcome: Indigenous-led learning

MEASURABLE(S)	CURRENT STATE	YEAR 5 TARGET(S)	INITIATIVE(S)
% of full-time equivalent Indigenous students	18% (2018/19)	Maintain or increase based on 2021 Census data	NIC's Indigenization Plan
% of Indigenous students satisfied with NIC's help in achieving educational goals	95% (2020)	Maintain or increase (Ministry target >=90%)	NIC's Indigenization Plan
# of Indigenization Plan recommendations operational	Establish baseline	# Implemented	NIC's Indigenization Plan

## 5.2 COMMUNITY-CONNECTED LEARNING

1

Community-driven, applied learning provides students with tactile understandings of their studies and new connections to employers and industry. **We will enrich student learning through student-centred, community-relevant learning.**

2

### Outcome: Place-based learning

3

MEASURABLE(S)	CURRENT STATE	YEAR 5 TARGET(S)	INITIATIVE(S)
# students participating in co-ops, practicums, internships and work-integrated-learning experiences	700 students (2019/20)	Maintain or increase	Widening our Doorways Academic Plan
Place-based learning strategy operational	Establish place-based learning strategy	Implement strategy	Widening our Doorways Academic Plan
Child care and learning facility operational	Comox Valley proposal submitted	Child care and learning facility established	An expanded, integrated child care and learning facility at the Comox Valley campus

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## 5.3 SELF-DIRECTED AND CUSTOMIZED LEARNING

9

Rapid economic and social change is being unevenly felt across the region. Students now need more accessible skills and credentials that provide access to changing economies. **We will offer individualized and customized education and training to meet the changing needs of students, industry, and communities.**

### Outcome: Individualized advising support and customizable training or programs

MEASURABLE(S)	CURRENT STATE	YEAR 5 TARGET(S)	INITIATIVE(S)
# of students with advising support	425 students	Increase	Widening our Doorways Academic Plan
# of short-term customized micro-credentials and programs	29 micro-credentials, certificates, and shorter programs (2020)	Maintain or increase	Widening our Doorways Academic Plan

## 5.4 GLOBAL LEARNING

Global learning enriches the educational experience of all students at NIC, builds a diverse campus community, and supports NIC's sustainability. It brings the world to NIC and provides all students opportunities to study, learn and gain international experience. COVID-19 is affecting student mobility worldwide, with many students beginning their studies in their home countries. We value international students' many contributions to the communities we serve and look forward to connecting international and Indigenous students with communities through learning. **We will develop a phased plan to broaden and renew international education at NIC.**

### Outcome: Revitalize and diversify international engagement at NIC

MEASURABLE(S)	CURRENT STATE	YEAR 5 TARGET(S)	INITIATIVE(S)
# new international student enrolment each semester	214 new students (2019/20)	Increase through an established, sustainable international enrolment and service model	International Reset, Renew, Reshape Strategy
# of active capacity-building agreements	Establish baseline of existing contracts, projects, cohorts	# of agreements including one international project by 2023 and 20+ students internationally engaged annually	International Reset, Renew, Reshape Strategy
International student agreement that NIC provides a supportive learning environment (agree/strongly agree)	81% (2020)	Maintain or increase	International Reset, Renew, Reshape Strategy

## 5.5 PROGRAM RESPONSE AND RENEWAL

1

NIC’s courses and programs must continuously evolve to continue to be responsive to the changing needs of students, communities, businesses, and industries across the region. In a world where there are growing questions about the value and relevancy of post-secondary education, we strive to be the touch point for the region’s students. **NIC will continue to deliver high-quality, relevant, and responsive programming.**

2

3

### Outcome: High-quality, relevant and responsive programming

4

MEASURABLE(S)	CURRENT STATE	YEAR 5 TARGET(S)	INITIATIVE(S)
# of programs with Program renewal plans*	None, work begins in 2021/22	All	Widening Our Doorways Academic Plan
Quality Assurance Process Audit (QAPA**), Province of BC	Establish QAPA process	Provincial audit completed	Widening Our Doorways Academic Plan

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\* Program renewal plans provide programming and embedded services for workers, small business owners and industries negatively affected by the pandemic.

\*\* An external review process, required by all public post-secondary institutions, Government of BC website: [bit.ly/BCQAPA](https://bit.ly/BCQAPA)



# Windows

At NIC, we champion the value of post-secondary education and training and deliver high-quality learning and training experiences. When asked, 94%<sup>1</sup> of students tell us they are satisfied with their education, 95% say our quality of instruction is high and 98% feel well prepared for further studies. Yet, there remains a lack of awareness about who we are, what we do, and what sets us apart from other post-secondary institutions. **We will raise awareness about the quality and diversity of learning at NIC.**

## 6.1 BRAND AND IDENTITY

NIC operates in an increasingly crowded post-secondary marketplace occupied by public and private post-secondary institutions and non-traditional digital providers. **We will build on history and culture to establish our distinct place in an increasingly competitive post-secondary landscape.**

**Outcome: Clearly describe who we are, what we do, and for whom we do it**



NIC will support students and employees to increase understanding and reciprocity among Indigenous and non-Indigenous peoples.

MEASURABLE(S)	CURRENT STATE	YEAR 5 TARGET(S)	INITIATIVE(S)
Better defined overall role and scope of the College	Conduct market research study	Establish brand	<ul style="list-style-type: none"> <li>• Community Engagement Strategy</li> <li>• Brand development (review college name)</li> </ul>

<sup>1</sup> Based on BC Accountability Framework Performance Measures, 2019/20 reporting cycle.

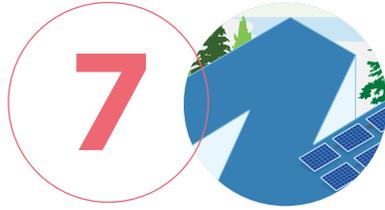
## 6.2 INTEGRATED ENROLMENT

Engaging marketing, relevant recruitment, and supportive advising will enable more students to meet their goals. NIC’s digital presence must be responsive to a rapidly changing online landscape to effectively empower student recruitment, retention, and engagement. **We will integrate marketing, recruitment, and advising strategies to better serve students.**

**Outcome: Better coordinate and strengthen how we communicate the value of our programs to prospective students\***

MEASURABLE(S)	CURRENT STATE	YEAR 5 TARGET(S)	INITIATIVE(S)
% of programs with a clearly defined student audience profile	Establish student profile	All programs	Widening our Doorways Academic Plan
% programs with integrated enrolment strategies	Establish integrated enrolment strategy	All programs	Widening our Doorways Academic Plan
Measured and qualified digital performance	<ul style="list-style-type: none"> <li>• Conduct a digital presence audit</li> <li>• Define a digital marketing strategy</li> </ul>	Implement strategy	Digital Marketing Strategy

\* A person from any demographic or community who has expressed interest in studying at NIC for any amount of time.



# Roof

Good governance puts values and principles into practice every day. It ensures programs are accountable to the people who fund our work including governments; the public; students; and our social responsibilities to each other and the planet. **We will develop diverse, inclusive, and accountable processes that support college employees and provide new opportunities to contribute.**

## 7.1 RECONCILIATION

Meaningful reconciliation with Indigenous Peoples and communities requires inclusive policies and processes that invite Indigenous participation and perspectives in NIC decision-making. **We will include Indigenous worldviews in governance processes across the College.**

**Outcome: Adoption of the Truth and Reconciliation Commission’s (TRC) Calls to Action for education and the UN Declaration on the Rights of Indigenous Peoples**

NIC will ensure governance structures recognize and respect Indigenous Peoples.

MEASURABLE(S)	CURRENT STATE	YEAR 5 TARGET(S)	INITIATIVE(S)
% of employees who participate in educational initiatives and intercultural competency training.	Establish core competency training	75% of employees with training	Indigenization Plan
# of named program areas with clear and measurable commitments to address specific TRC calls to action for education	# of named program areas (social work, early childhood care and education, health care, business and Indigenous language programs) addressed	All	Indigenization Plan

## 7.2 DIVERSITY, EQUITY, AND INCLUSION

Everybody has the right to see themselves respectfully represented in the NIC community and its places. This is a core value, central to our mission, and integral to students and employees alike. **We will meaningfully foster diversity, equity, and inclusion by creating safe learning and work places and eliminating the inequities in NIC classrooms, systems, and structures.**

**Outcome: A diverse, equitable and inclusive college that welcomes all**

MEASURABLE(S)	CURRENT STATE	YEAR 5 TARGET(S)	INITIATIVE(S)
% students (college-wide) that agree or strongly agree with “I am respected regardless of my personal characteristics, identity or background.”	88% (2020 Canadian Campus Wellbeing survey)	Maintain or increase	Diversity, Equity and Inclusion Strategy
% students (college-wide) that agree or strongly agree with “My institution values diversity.”	88% (2020 Canadian Campus Wellbeing survey)	Maintain or increase	Diversity, Equity and Inclusion Strategy
Diversity, Equity and Inclusion Strategy operational	Develop strategy	Implement strategy	Diversity, Equity and Inclusion Strategy
% students and employees who self-report as a member of a marginalized group protected from discrimination by the BC Human Rights Code	Establish baseline	Increase	Diversity, Equity and Inclusion Strategy Student survey

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### 7.3 TRANSPARENCY AND ACCOUNTABILITY

Transparent decision-making builds a culture of trust and respect. **We will facilitate open dialogue, collaboration, and consultation, to manage risk, achieve our goals, and obtain results.**

**Outcome: Clear, productive, and accountable organizational structure that uses a respectful and consultative decision-making framework**

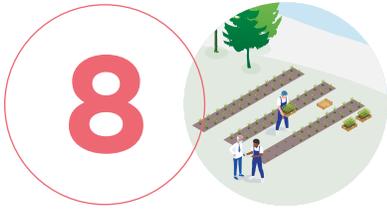
MEASURABLE(S)	CURRENT STATE	YEAR 5 TARGET(S)	INITIATIVE(S)
New structures, teams and committees operational	Establish new structures	Administrative review implemented and revised, as needed, to meet strategic and operational needs.	Organizational structure and leadership review to support the integration and achievement of the strategic plan
Regular engagement with the North Island Students' Union	Establish baseline	Increase	Strategy to increase student participation

### 7.4 ENROLMENT PLANNING

Enrolment planning is a collaborative, college-wide process to ensure NIC offers a forward-thinking and relevant mix of program types and student spaces in the region and beyond. Important planning considerations include government priorities, labour market needs and, most importantly, student demand. **We will adjust our offerings through data-driven, program-specific, regionally responsive, collaborative enrolment planning and review that responds to student demand and guides our resourcing.**

**Outcome: Optimum college-wide domestic and international enrolment**

MEASURABLE(S)	CURRENT STATE	YEAR 5 TARGET(S)	INITIATIVE(S)
Enrolment targets for all programs	Establish targets	Implement	Widening Our Doorways Academic Plan



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# Environment

The places where we live, learn, work and play matter. The incredibly biodiverse coastal mountains, ocean, and forests which form the landscape we live on are key to our identities, inspire us, and support the health and economies of people. **We will implement practices that acknowledge the cultural significance of the traditional lands on which we are gathered and sustain the planet for future generations.**

## 8.1 CLIMATE AND SUSTAINABILITY

As a forward-focused organization that improves people’s futures through education and training, NIC is grateful to support people in the region in their environmental efforts. This includes the most vulnerable members of society, who disproportionately experience the impacts of climate change. **We will combat climate change through education, research, and operations.**

### Outcome: Climate change education and research

MEASURABLE(S)	CURRENT STATE	YEAR 5 TARGET(S)	INITIATIVE(S)
Create benchmarks and targets to understand and improve efforts to reduce climate change	Establish process to track sustainability	Implement process	Work with communities toward adoption of the UN Sustainable Development Goals
# of courses, research, and applied learning initiatives that include sustainability	Establish process to track data	Implement process	Widening Our Doorways Academic Plan
Retrofits and construction that reduce energy use and greenhouse gas emissions	Establish benchmark	Implement process	Facilities Planning



# Communities

Communities come together through NIC. We anchor the region’s communities through education, training, knowledge and innovation. We work with people, industry, Indigenous, and not-for-profit organizations to enrich learning. The mutually beneficial exchange of knowledge and resources leads to healthy and thriving people and communities. It also leads to a healthy college. **We will serve the social and economic development needs of the people and region.**

## 9.1 SERVING THE PEOPLE OF THE REGION

Each of the communities in the region we serve is unique in their cultures, economies, and access to digital technology and infrastructure. Before the pandemic, fewer people across the region were prepared for further education than the provincial average; and the pandemic may have created new obstacles on their educational path. We believe all students and communities should have access to education. **We will serve all communities, including those with barriers to participation in education and the economy.**

### Outcome: Higher enrolment from within the region



NIC will build relationships and be accountable to Indigenous communities in support of self-determination through education, training and applied research.

MEASURABLE(S)	CURRENT STATE	YEAR 5 TARGET(S)	INITIATIVE(S)
% of in-region public high school graduates who attend NIC within two years of graduation	31% (2016/17 graduation year)	Increase	Widening Our Doorways Academic Plan

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## 9.2 COMMUNITY ENGAGEMENT

NIC is a meeting place where communities come together and work to enrich the region’s health and sustainability through education. This is possible only if we are in conversation with those around us, if we are open to hearing a diverse range of voices, and if we are committed to work in concert to tackle the issues in front of us. **We will support the people and communities we serve through active collaboration and engagement.**

**Outcome: To be at the heart of civic conversations**

MEASURABLE(S)	CURRENT STATE	YEAR 5 TARGET(S)	INITIATIVE(S)
<ul style="list-style-type: none"> <li>Community Engagement Strategy created</li> <li>Alumni Association operational</li> </ul>	<ul style="list-style-type: none"> <li>Establish strategy</li> <li>Re-establish alumni association</li> </ul>	<ul style="list-style-type: none"> <li>Engagement process in place</li> <li>Alumni Association implemented</li> </ul>	Community Engagement Strategy, including (but not limited to) youth, mature learners, not-for profit groups and organizations, local government, industry, employers, and alumni

## 9.3 SOCIAL AND ECONOMIC DEVELOPMENT OF THE REGION

NIC is a publicly funded college established by the provincial government to serve the people and communities of the region. In doing so, we support the region’s health and sustainability. **We will intentionally use human, financial, and physical resources to promote social and economic development.**

**Outcome: To be a hub for knowledge, service and innovation in the North Island**

MEASURABLE(S)	CURRENT STATE	YEAR 5 TARGET(S)	INITIATIVE(S)
# of active community partnerships	Establish baseline	Increase	Community Engagement Strategy
# of students involved in research projects	13 students (2019/20)	Increase	Widening our Doorways Academic Plan

## KEY CONCEPTS (GLOSSARY)

TERM	DEFINITION	SOURCE
Mission	The mission statement defines our central purpose, what we do, or our reason for operating.	The Complete Guide to Strategic Planning from <a href="https://onstrategyhq.com/">https://onstrategyhq.com/</a>
Vision	The vision describes our desired future and provides direction for where we are going as an organization.	The Complete Guide to Strategic Planning from <a href="https://onstrategyhq.com/">https://onstrategyhq.com/</a>
Individualized learning	Individualized learning includes flexible, customized programs, services, and delivery methods tailored to the learning needs of students.	NIC operational definition
Outcome	Outcomes are broad, long-term goals that further define our vision and provide the reason why we are taking specific actions. Outcomes may require further strategies or plans along the way.	The Complete Guide to Strategic Planning from <a href="https://onstrategyhq.com/">https://onstrategyhq.com/</a>
Reconciliation, Indigenization, and Decolonization	<p>The processes of Indigenization, decolonization and reconciliation each require specific interrelated actions and commitments, which are further defined and contextualized in NIC's Indigenization Plan. The Plan calls for the meaning and use of these terms to be revisited continually. For <i>BUILD 2026</i>, we refer to the following concepts and ask that readers review the full descriptions within the Indigenization Plan itself.</p> <ul style="list-style-type: none"> <li>• Reconciliation: More than anything, reconciliation is about action and commitment. It's about restoring balance and initiating measures to address the social divide, the rampant racism and socio-economic inequity that exists for Indigenous people along every social determinant of health. NIC is committed to engage in meaningful conversations, education and training by adopting the Truth and Reconciliation Commission's guiding principles.</li> <li>• Indigenization: Indigenization calls upon us to create environments that support weaving together the distinct knowledge systems reflected in our college community with local Indigenous knowledge systems such that learners, faculty, and staff come to understand, appreciate, and mutually respect one another.</li> <li>• Decolonization: Sometimes described as the unraveling of colonization, the true essence of decolonization results in the removal of all power, dominance, and control over Indigenous programming, development, and implementation. This re-balancing will lead to a place where Indigenous ways of being and doing are perceived as equal and presented equitably across our academy.</li> </ul>	NIC Indigenization Plan 2021-2026
Measurable	The measurable is the data or process will we use to track our progress. They will be renewed, revised, and evaluated regularly to ensure they are relevant and we are on track to meet our outcomes.	NIC operational definition

TERM	DEFINITION	SOURCE
5-Year Target	The five-year target uses measurable data to indicate where we want to be in five years.	NIC operational definition
Initiative	The general method, sub-plan or action required to meet our outcome. The initiative is designed to be flexible and change over time. It answers the question: how will we meet our outcome?	NIC operational definition
Full-time Equivalent (FTE)	Full-time Equivalent (FTE) is the metric used to measure enrolment across BC public post-secondary institutions. Full-time students count as one FTE while students taking part-time course loads count as less than one FTE.	<a href="https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/data-research/enrolment-data">https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/data-research/enrolment-data</a>
In-community programming	In-community programming consists of courses or programs delivered face-to-face in the region, usually outside of traditional campus classrooms, at the request of communities, or with community involvement or support.	NIC operational definition
Remote learning	Remote learning includes digital courses and programs delivered anywhere students are able to participate.	NIC operational definition
IT Service Management Model (ITSM)	IT Service Management Model (ITSM) is a set of policies, practices and procedures for consistently improving the processes, activities and supports required to deliver customer-service oriented technologies in alignment with business goals.	<a href="https://www.cio.com/article/3228122/what-is-itsm-managing-it-to-serve-business-needs.html">https://www.cio.com/article/3228122/what-is-itsm-managing-it-to-serve-business-needs.html</a>
Prospective Student	A person from any demographic or community who has expressed interest in studying at NIC for any amount of time.	NIC operational definition
Place-based Learning	Place-based learning is an educational approach that draws on local history, culture, economics, environment, and circumstances as a curriculum source, sometimes with the explicit goal of connecting students to their community and thereby promoting citizenship, entrepreneurship, community sustainability, or environmental stewardship.	<a href="https://eric.ed.gov/?ti=Place+Based+Education">https://eric.ed.gov/?ti=Place+Based+Education</a>
Living-learning Community	Living-learning communities are places where students live in a supported environment that directly connects them to peers and supports. They are proven to enhance students' college experience, engagement and personal growth by increasing student academic success and social integration. Research points to the increased success of low-income, Indigenous, student-parents and adults re-training students in living-learning communities.	Spanierman, Lisa B., Jason R. Soble, Jennifer B. Mayfield, Helen A. Neville, Mark Aber, Lydia Khuri, and Belinda De La Rosa. 2013. "Living Learning Communities and Students' Sense of Community and Belonging." <i>Journal of Student Affairs Research and Practice</i> 50 (3):308-325. McPherson, Penny E. "Leading and Developing a First-year Learning Community for Opportunity Program Students." 2015 Theses and Dissertations 565. <a href="http://rdw.rowan.edu/etd/565">http://rdw.rowan.edu/etd/565</a> .

## **ACKNOWLEDGMENTS**

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### **Board of Governors**

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### **Community**

Thank you to many the many Nations, councils, committees, organizations, local governments, students, employees and members of the greater community who continue to strengthen this plan through ongoing consultations, idea generation, and feedback.

## **DATA SOURCES**

[engage.nic.bc.ca](https://engage.nic.bc.ca)

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BUILD 2026

EDUCATION  
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your voice and continue building NIC together.



THE CORPORATION OF THE CITY OF VERNON

3400 - 30TH STREET VERNON, BRITISH COLUMBIA V1T 5E6

TELEPHONE (250) 545-1361 FAX (250) 545-4048

File: 0360-20-27

OFFICE OF THE MAYOR

July 30, 2024

To British Columbia Municipalities

via email

Dear Mayor and Members of Council:

Re: Eliminate Fossil Fuel Funding of SILGA and UBCM

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At it's Regular Meeting held on February 26, 2024, City of Vernon Council passed the following motion:

"THAT the City of Vernon request that SILGA and UBCM no longer accept funding from the fossil-fuel industry and its lobby groups at meetings and conventions;

AND FURTHER, that the City of Vernon submit the following resolution to the 2024 SILGA and UBCM conventions:

'WHEREAS burning carbon-based fuel causes climate warming with harmful socio-economic and environmental consequences; and in response Canada and B.C. have developed legislation, targets and incentive programs to rapidly decarbonize the economy; and local governments must assist in achieving these goals, and have developed Climate Action Plans and decarbonization programs to do so;

AND WHEREAS the fossil-fuel industry funds conventions and meetings of local government associations, which benefits the industry while the rising costs of delay are borne by governments and society;

THEREFORE BE IT RESOLVED THAT the Southern Interior Local Government Association (SILGA) and the Union of B.C. Municipalities (UBCM) will no longer accept funding from the fossil-fuel industry and its lobby groups in support of conventions and meetings.'

This resolution has been submitted to UBCM for consideration at the 2024 UBCM Convention. You will find background information enclosed.

Sincerely,

Victor I. Cumming  
Mayor

Copy: City of Vernon Council

Enclosure

Vernon background for resolution submission to UBCM:

Throughout our province we are all living with the devastating impacts of fires and floods, which are made worse by climate change. Burning fossil fuels is the major cause of climate change. Today we are all reliant on gasoline, diesel, and natural gas. However, the transition to a low or zero-carbon future is underway, led by higher levels of government in Canada and around the world. This transition will take several years, and there will be challenges to overcome along the way. The transition will be costly, but less costly than the ongoing and worsening impacts of climate change, and it will require sustained leadership from all levels of government.

In B.C. we have a better alternative to burning fossil fuels. BC Hydro produces much cleaner renewable electricity and has plans to accommodate the additional demand that will result from broad-based electrification. The fossil fuel industry is competing against electrification. Their best efforts to become “sustainable” will not substantially reduce their greenhouse gas emissions. Their primary objective is self-preservation, rather than helping us prepare for the future. Their messaging at our conventions promotes complacency among us. This messaging is not helpful – instead we need to be acting boldly and doing more to prepare for the electrified future. The City of Vernon respectfully requests SILGA and UBCM members’ consideration of this resolution.

**From:** [Raymond, Mark AF:EX](#)  
**To:** [AGRIServiceBC AF:EX](#)  
**Subject:** Addressing Drought Challenges: Important Resources for Local Governments and their Agricultural Communities  
**Date:** July 19, 2024 12:01:06 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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**[CAUTION]** This email originated from outside of the ACRD

Dear Chair and Board of Directors and Chief Administrative Officer,

We are reaching out to local governments across British Columbia regarding the increasing challenges posed by drought and extreme weather events on our freshwater resources, which have significantly impacted the agriculture sector in recent years and are expected to continue doing so. We are writing to ensure you are aware of the information, tools, financial supports, and other resources available to help both local governments and their agricultural constituents prepare for and respond to drought conditions.

To help with these goals, we encourage you to:

- Get the information out! Review and share the [2024 Quick Guide to Drought Resources](#), a comprehensive two-page document that highlights water-related resources and supports, available through the link above or at our Drought in Agriculture webpage (<http://www.gov.bc.ca/AgDrought>), with your staff and the agricultural communities within your jurisdiction.
- Sign up for and promote our [Regional AgriService BC E-bulletins](#) (a link is also available in the Quick Guide), which provide timely and regionally specific information on programs, events, and resources.
- Visit the Investment Agriculture Foundation website for information on funding opportunities available to local governments through the [Agriculture Water Infrastructure Program](#) and [Beneficial Management Practices Program - Plans & Designs](#) to support your agricultural community.

For more information on:

- Agricultural resources, please contact AgriService BC at [AgriServiceBC@gov.bc.ca](mailto:AgriServiceBC@gov.bc.ca) or 1-888-221-7141.
- Current drought levels in your area, visit the [Drought Information Portal](#).
- Water licensing, please contact FrontCounter BC at [FrontCounterBC@gov.bc.ca](mailto:FrontCounterBC@gov.bc.ca) or 1-877-855-3222.

We would like to extend our sincere appreciation for your local government's dedication to sustainable water management and support of your agricultural community during these challenging times. Thank you for your continued commitment and leadership.

Warm regards,



**Mark Raymond**  
Executive Director  
Extension and Support Services Branch  
B.C. Ministry of Agriculture and Food



Ministry of  
Agriculture  
and Food



**To:** ACRD Board of Directors

**From:** Cynthia Dick, General Manager of Administrative Services

**Meeting Date:** August 28, 2024

**Subject:** Cherry Creek Waterworks District Conversion Study- Final Report

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors receive the Cherry Creek Waterworks District (CCWWD) Conversion Study Final Report as presented.***

**Desired Outcome:**

To receive the Cherry Creek Waterworks District Conversion Study Final Report provided by Connections Planning Associates Ltd.

**Summary:**

Connections Planning Associates Ltd. completed the Cherry Creek Waterworks District Conversion Study. The goal of this process was to provide a comprehensive overview of governance options for the Cherry Creek Waterworks District by assessing the existing services and structure and the possible conversion to an ACRD service. This included service delivery, governance, and financial components of each option. This report has been presented to the CCWWD Board of Trustees and will be presented to the public on November 6, 2024. CCWWD Board of Trustees will determine next steps, including if they will be proceeding with a referendum, following further public engagement.

**Background:**

In 2023, at the request of the Cherry Creek Waterworks District, the ACRD applied for Restructure Planning Grant funding from the Ministry of Municipal Affairs. This application was successful in the amount of \$35,000 to be used to study alternate governance options for the Cherry Creek Waterworks District, including the potential conversion to a service of the Alberni-Clayoquot Regional District. The contract to complete this work was awarded to Connections Planning Associates Ltd. in fall 2023.

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

The total staff time required to support the consultant and the conversion study has been approximately 100 hours. This includes staff time from finance, administration, and community services. Additional time requirements for staff and elected officials will be dependent on the next steps determined by the Cherry Creek Waterworks District Board of Trustees and ACRD Board of Directors.

**Financial:**

The Cherry Creek Waterworks District Conversion Study consultant contract was \$40,000. The Ministry of Municipal Affairs provided \$35,000 in funding from the 'Restructure Planning Grant' for this project. The Alberni-Clayoquot Regional District and the Cherry Creek Waterworks District each contributed \$2,500 to cover the remaining costs.

**Strategic Plan Implications:**

This aligns with 2.0 Managing Our Assets and Infrastructure of the 2024-2027 Strategic Plan, specifically 2.3- Infrastructure Climate Resiliency- to review options available for maintaining long-term security of public water sources and watersheds (e.g., Cherry Creek watershed).

**Policy or Legislation:**

A Request for Proposal was issued for this contract in accordance with the ACRD's Purchasing Policy.

The Local Government Act and Community Charter applies to the creation of services. The following sections of legislation apply:

- Part 10- Regional Districts: Service Structure and Establishing Bylaws
- Division 5- Local Service Taxes

**Options Considered:**

- 1) Direct staff to invite representatives from Connections Planning Associates Ltd., as a delegation, to present the Cherry Creek Waterworks District Conversion Study Final Report at a future meeting.

Submitted by: *Cynthia Dick*  
Cynthia Dick, General Manager of Administrative Services

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



**To:** ACRD Board of Directors  
**From:** Cynthia Dick, General Manager of Administrative Services  
**Date:** August 28, 2024  
**Subject:** Proposed East Bamfield Sewer Referendum Question and Synopsis

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors approve the East Bamfield Sewer referendum synopsis for Bylaws E1065 and F1163 as presented, and approve the following referendum question:***

***Are you in favour of the Alberni-Clayoquot Regional District adopting the following bylaws:***

- 1. East Bamfield Sewer Collection System Service Establishment Bylaw No. E1065, which will permit the Alberni-Clayoquot Regional District to establish and operate a sewer collection system in East Bamfield; and***
- 2. East Bamfield Sewer Collection System Loan Authorization Bylaw No. F1163, which will permit the Alberni-Clayoquot Regional District to borrow up to \$1,500,000 over a period not exceeding 20 years for the purpose of constructing a sewer collection system in East Bamfield?***

**Desired Outcome:**

For the Alberni-Clayoquot Regional District (ACRD) Board of Directors to review and provide approval for the East Bamfield Sewer Collection System referendum question and synopsis.

**Summary:**

The ACRD is proceeding with a referendum in the fall/winter of 2024 to gain consent of the electorate in order for the ACRD to establish and operate a sewer collection system service within a defined portion of Electoral Area "A" (Bamfield) known as East Bamfield and borrow up to a maximum of \$1,500,000 for construction costs over a 20-year period.

**Background:**

The ACRD Board of Directors at their regular meeting held on July 24, 2024, gave three readings to the East Bamfield Sewer Collection Establishing Bylaw (Bylaw No. E1065) and the East Bamfield Sewer

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Collection System Loan Authorization Bylaw (Bylaw No. F1163). These bylaws were sent to the Inspector of Municipalities with the Ministry of Municipal Affairs for approval. Approval can take approximately 4-6 weeks and once received the Election Officials must proceed with the referendum within 80 days. Election Officials are anticipating that the referendum will take place in November 2024, however, will need to await approval until a date can be set. If the referendum receives approval by the electorate, the bylaws will be brought back to the ACRD Board of Directors for consideration of adoption.

The next step in the referendum process is to gain approval of the Board of Directors, by resolution, of the question to be used for the voting.

The Bamfield Area Services Committee met on August 13, 2024, and reviewed the draft referendum question and synopsis. Members of the committee provided the following recommendations:

- To clearly outline the cost recovery method(s), especially the actual cost per parcel
- To include the map/ schedule with the referendum synopsis
- To include resource materials for eligible voters to make an informed vote

The recommendations and feedback provided by the committee were used to make revisions and are reflected in this report. The map showing the service area will be included with all legal notices and continue to be shared through the public engagement process. Community engagement will continue with an in-person open house scheduled for September 15<sup>th</sup>, a virtual open-house scheduled for September 26<sup>th</sup> and a mail out providing detailed information about the proposed service being shared with the community in September. The question has also been amended to include required information with more details being outlined in the synopsis to help inform the public. The revised question and synopsis have been circulated to the Bamfield Areas Services Committee members for consideration and staff will verbally report responses received to the Board.

### **Drafting the Question**

There are no special procedures required to establish a question for assent voting. It is recommended, that the Governing Body establishes the question either by resolution of the Board or by bylaw. Where the proposed bylaws to be voted on are closely connected, they can be combined into a single question. For example, if a regional district board proposes to borrow money for the start of a service, the establishing bylaw and the loan authorization bylaw must be dealt with as if they were one bylaw. This means that one question covering both bylaws must be developed for the ballot.

The assent voting process is based on the presentation of a question to electors. The question must be framed clearly and concisely – and in such a way to elicit a yes or no response – so that electors can fully understand the implications of the final vote.

### **Bylaw Synopsis**

Legislation requires Regional Districts to provide legal notice of the referendum in local papers for two consecutive weeks. The legal notice must include:

- the question that is to be voted on;
- the voting area;
- elector qualifications;
- date, location and hours of General Voting Day;

- 
- documents required to register as an elector at the time of voting;

If the assent voting is on a bylaw being submitted for assent of the electors or is authorized by a bylaw, the notice must also include:

- a copy of the full bylaw; OR
- if approved by the Governing Body, a synopsis of the bylaw including:
  - the intent,
  - the subject area,
  - the amount of borrowing authorized, and
  - a statement that the synopsis is not an interpretation of the bylaw.

The synopsis must also include where the full bylaw may be inspected by the public. A full copy of the bylaw must be available for inspection at the local government office and at each place where voting is conducted.

A bylaw synopsis is a concise summary of the bylaw and provides a clear and accessible overview of the bylaw, making it easier for the public to understand. Local governments often utilize a bylaw synopsis rather than publishing the entire bylaw in the legal notice of assent voting (referendum) as its easier for the reader to understand and less costly than publishing the entire bylaw.

Attached to this report for consideration of endorsement by the Board of Directors is the proposed synopsis for bylaws E1065 and F1163. Regional District staff are recommending the synopsis be used for the legal notice of assent voting for the East Bamfield Sewer Collection System Referendum. The synopsis will also be posted on the ACRD website and on the Bamfield bulletin board, along with the full bylaws.

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

A substantial amount of staff time is required for both the referendum process and to oversee the project. The staff time required to run a referendum includes approximately 200 hours of administration time plus approximately 235 hours of poll clerk time to run two advance votes and one general voting day in Bamfield.

#### **Financial:**

The estimated cost for the two referendums (East and West Bamfield) combined is approximately \$16,000. This will be paid for by the Canada Community-Building funding allocated to this project.

As per Bylaw E1065, the maximum amount that may be requisitioned annually for this service shall not exceed \$127,500 or \$2.117 per \$1,000 of net taxable value of land and improvements, whichever is greater. The annual costs for this service will be recovered by one or more of the following methods: parcel taxes, fees and charges, revenues raised by other means and revenues received by way of agreement, enterprise, gift, grant or otherwise.

As per Bylaw F1163, the maximum amount that may be borrowed is \$1,500,000 over a term not to exceed 20 years in order to finance the construction costs. The estimated total cost of the sewer collection system construction, including expenses is \$11,000,000. A majority of grant funding (90%) will

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be required for the construction of the shared regional infrastructure. The ACRD’s authority to borrow under this bylaw ends five years from the date of the bylaw adoption. If grant funding is not secured within those five years the bylaw will expire and the service assent process would need to start again.

**Strategic Plan Implications:**

The initiative aligns to the 2024-2027 Strategic Plan priority 1.2 Sustainable land use planning and growth as well as priority 2.3 Infrastructure Climate Resiliency, specifically to establish policies that provide criteria and process for regional collaboration that fosters the development, effective use of, or climate related upgrades, to new or existing water/sewer utilities.

**Policy or Legislation:**

*The Local Government Act and Community Charter applies to the creation of services and loan authorization bylaws.*

The following sections of legislation apply to this process:

- Part 10 – Regional Districts: Service Structure and Establishing Bylaws – of the *Local Government Act* applies to the development of this service establishing bylaw.
- Part 4- Assent Voting of the *Local Government Act* applies to the referendum process.
- Sections 406 and 407 of the *Local Government Act* as well as Section 179 of the *Community Charter* applies to the loan authorization bylaw.

Submitted by: Cynthia Dick  
Cynthia Dick, General Manager of Administrative Services

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

**Alberni-Clayoquot Regional District**  
**Synopsis of Bylaws E1065 and F1163**

**Bylaw E1065, East Bamfield Sewer Collection System Service, 2024**

The intent of Bylaw E1065 is to establish a service for the purpose of creating and operating a sewer collection service in a portion of Electoral Area “A” (Bamfield), known as East Bamfield as specified on the boundary map attached to this synopsis.

The maximum amount that may be requisitioned annually for this service shall not exceed \$127,500 or \$2.117 per \$1,000 of net taxable value of land and improvements, whichever is greater. The annual costs for this service will be recovered by one or more of the following methods:

- Parcel taxes;
- Fees and charges;
- Revenues raised by other means; and,
- Revenues received by way of agreement, enterprise, gift, grant or otherwise.

**Bylaw F1163, East Bamfield Sewer Collection System Loan Authorization, 2024**

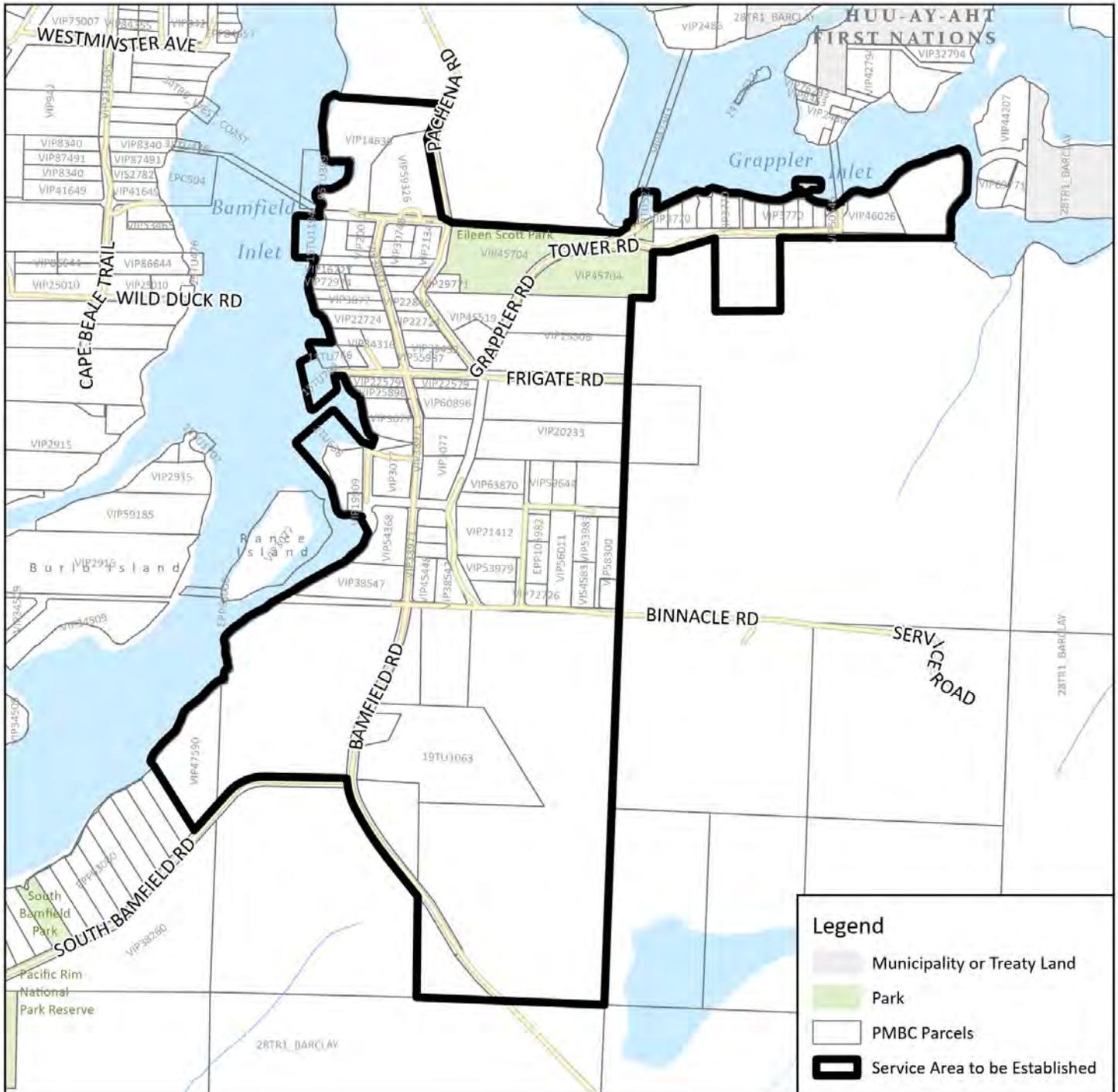
The intent of Bylaw F1163 is to authorize the Regional District to borrow a maximum of \$1,500,000 over a term not to exceed 20 years in order to finance the construction of a sewer collection system in East Bamfield.

The estimated total cost of the sewer collection system construction, including expenses is \$11,000,000.

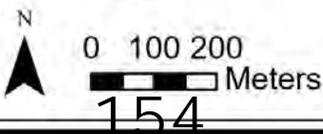
Bylaws E1065 and F1163 may be viewed on the Regional District website at [www.acrd.bc.ca](http://www.acrd.bc.ca) or at the Regional District Office during regular office hours, 3008 Fifth Avenue, Port Alberni, BC. This synopsis is not an interpretation of the Bylaws.

# Schedule 'A'

This schedule is attached to and forms part of the East Bamfield Sewer Collection System Service Establishment Bylaw No. E1065, 2024



 East Bamfield Sewer Collection System Service Area





**To:** ACRD Board of Directors  
**From:** Cynthia Dick, General Manager of Administrative Services  
**Date:** August 28, 2024  
**Subject:** Proposed West Bamfield Sewer Referendum Question and Synopsis

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**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors approve the West Bamfield Sewer referendum synopsis for Bylaws E1066 and F1164 as presented, and approve the following referendum question:***

***Are you in favour of the Alberni-Clayoquot Regional District adopting the following bylaws:***

- 1. West Bamfield Sewer Collection System Service Establishment Bylaw No. E1066, which will permit the Alberni-Clayoquot Regional District to establish and operate a sewer collection system in West Bamfield; and***
- 2. West Bamfield Sewer Collection System Loan Authorization Bylaw No. F1164, which will permit the Alberni-Clayoquot Regional District to borrow up to \$2,400,000 over a period not exceeding 20 years for the purpose of constructing a sewer collection system in West Bamfield?***

**Desired Outcome:**

For the Alberni-Clayoquot Regional District (ACRD) Board of Directors to review and provide approval for the West Bamfield Sewer Collection System referendum question and synopsis.

**Summary:**

The ACRD is proceeding with a referendum in the fall/winter of 2024 to gain consent of the electorate in order for the ACRD to establish and operate a sewer collection system service within a defined portion of Electoral Area "A" (Bamfield) known as West Bamfield and borrow up to a maximum of \$2,400,000 for construction costs over a 20-year period.

**Background:**

The ACRD Board of Directors at their regular meeting held on July 24, 2024, gave three readings to the

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West Bamfield Sewer Collection Establishing Bylaw (Bylaw No. E1066) and the West Bamfield Sewer Collection System Loan Authorization Bylaw (Bylaw No. F1164). These bylaws were sent to the Inspector of Municipalities with the Ministry of Municipal Affairs for approval. Approval can take approximately 4-6 weeks and once received the Election Officials must proceed with the referendum within 80 days. Election Officials are anticipating that the referendum will take place in November 2024, however, will need to await approval until a date can be set. If the referendum receives approval by the electorate, the bylaws will be brought back to the ACRD Board of Directors for consideration of adoption.

The next step in the referendum process is to gain approval of the Board of Directors, by resolution, of the question to be used for the voting.

The Bamfield Area Services Committee met on August 13, 2024, and reviewed the draft referendum question and synopsis. Members of the committee provided the following recommendations:

- To clearly outline the cost recovery method(s), especially the actual cost per parcel
- To include the map/ schedule with the referendum synopsis
- To include resource materials for eligible voters to make an informed vote

The recommendations and feedback provided by the committee were used to make revisions and are reflected in this report. The map showing the service area will be included with all legal notices and continue to be shared through the public engagement process. Community engagement will continue with an in-person open house scheduled for September 15<sup>th</sup>, a virtual open-house scheduled for September 26<sup>th</sup> and a mail out providing detailed information about the proposed service being shared with the community in September. The question has also been amended to include required information with more details being outlined in the synopsis to help inform the public. The revised question and synopsis have been circulated to the Bamfield Areas Services Committee members for consideration and staff will verbally report responses received to the Board.

### **Drafting the Question**

There are no special procedures required to establish a question for assent voting. It is recommended, that the Governing Body establishes the question either by resolution of the Board or by bylaw. Where the proposed bylaws to be voted on are closely connected, they can be combined into a single question. For example, if a regional district board proposes to borrow money for the start of a service, the establishing bylaw and the loan authorization bylaw must be dealt with as if they were one bylaw. This means that one question covering both bylaws must be developed for the ballot.

The assent voting process is based on the presentation of a question to electors. The question must be framed clearly and concisely – and in such a way to elicit a yes or no response – so that electors can fully understand the implications of the final vote.

### **Bylaw Synopsis**

Legislation requires Regional Districts to provide legal notice of the referendum in local papers for two consecutive weeks. The legal notice must include:

- the question that is to be voted on;
- the voting area;
- elector qualifications;

- 
- date, location and hours of General Voting Day;
  - documents required to register as an elector at the time of voting;

If the assent voting is on a bylaw being submitted for assent of the electors or is authorized by a bylaw, the notice must also include:

- a copy of the full bylaw; OR
- if approved by the Governing Body, a synopsis of the bylaw including:
  - the intent,
  - the subject area,
  - the amount of borrowing authorized, and
  - a statement that the synopsis is not an interpretation of the bylaw.

The synopsis must also include where the full bylaw may be inspected by the public. A full copy of the bylaw must be available for inspection at the local government office and at each place where voting is conducted.

A bylaw synopsis is a concise summary of the bylaw and provides a clear and accessible overview of the bylaw, making it easier for the public to understand. Local governments often utilize a bylaw synopsis rather than publishing the entire bylaw in the legal notice of assent voting (referendum) as its easier for the reader to understand and less costly than publishing the entire bylaw.

Attached to this report for consideration of endorsement by the Board of Directors is the proposed synopsis for bylaws E1066 and F1164. Regional District staff are recommending the synopsis be used for the legal notice of assent voting for the West Bamfield Sewer Collection System Referendum. The synopsis will also be posted on the ACRD website and on the Bamfield bulletin board, along with the full bylaws.

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

A substantial amount of staff time is required for both the referendum process and to oversee the project. The staff time required to run a referendum includes approximately 200 hours of administration time plus approximately 235 hours of poll clerk time to run two advance votes and one general voting day in Bamfield.

#### **Financial:**

The estimated cost for the two referendums (East and West Bamfield) combined is approximately \$16,000. This will be paid for by the Canada Community-Building funding allocated to this project.

As per Bylaw E1066, the maximum amount that may be requisitioned annually for this service shall not exceed \$195,000 or \$2.208 per \$1,000 of net taxable value of land and improvements, whichever is greater. The annual costs for this service will be recovered by one or more of the following methods: parcel taxes, fees and charges, revenues raised by other means and revenues received by way of agreement, enterprise, gift, grant or otherwise.

As per Bylaw F1164, the maximum amount that may be borrowed is \$2,400,000 over a term not to exceed 20 years in order to finance the construction costs. The estimated total cost of the sewer

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collection system construction, including expenses is \$12,000,000. A majority of grant funding (90%) will be required for the construction of the shared regional infrastructure. The ACRD's authority to borrow under this bylaw ends five years from the date of the bylaw adoption. If grant funding is not secured within those five years the bylaw will expire and the service assent process would need to start again.

**Strategic Plan Implications:**

The initiative aligns to the 2024-2027 Strategic Plan priority 1.2 Sustainable land use planning and growth as well as priority 2.3 Infrastructure Climate Resiliency, specifically to establish policies that provide criteria and process for regional collaboration that fosters the development, effective use of, or climate related upgrades, to new or existing water/sewer utilities.

**Policy or Legislation:**

*The Local Government Act and Community Charter applies to the creation of services and loan authorization bylaws.*

The following sections of legislation apply to this process:

- Part 10 – Regional Districts: Service Structure and Establishing Bylaws – of the *Local Government Act* applies to the development of this service establishing bylaw.
- Part 4- Assent Voting of the *Local Government Act* applies to the referendum process.
- Sections 406 and 407 of the *Local Government Act* as well as Section 179 of the *Community Charter* applies to the loan authorization bylaw.

Submitted by: Cynthia Dick  
Cynthia Dick, General Manager of Administrative Services

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

**Alberni-Clayoquot Regional District**  
**Synopsis of Bylaws E1066 and F1164**

**Bylaw E1066, West Bamfield Sewer Collection System Service, 2024**

The intent of Bylaw E1066 is to establish a service for the purpose of creating and operating a sewer collection service in a portion of Electoral Area “A” (Bamfield), known as West Bamfield as specified on the boundary map attached to this synopsis.

The maximum amount that may be requisitioned annually for this service shall not exceed \$195,000 or \$2.208 per \$1,000 of net taxable value of land and improvements, whichever is greater. The annual costs for this service will be recovered by one or more of the following methods:

- Parcel taxes;
- Fees and charges;
- Revenues raised by other means; and,
- Revenues received by way of agreement, enterprise, gift, grant or otherwise.

**Bylaw F1164, West Bamfield Sewer Collection System Loan Authorization, 2024**

The intent of Bylaw F1164 is to authorize the Regional District to borrow a maximum of \$2,400,000 over a term not to exceed 20 years in order to finance the construction of a sewer collection system in West Bamfield.

The estimated total cost of the sewer collection system construction, including expenses is \$12,000,000.

Bylaws E1066 and F1164 may be viewed on the Regional District website at [www.acrd.bc.ca](http://www.acrd.bc.ca) or at the Regional District Office during regular office hours, 3008 Fifth Avenue, Port Alberni, BC. This synopsis is not an interpretation of the Bylaws.





**To:** ACRD Board of Directors  
**From:** Amy Needham, Sustainability Planner  
**Meeting Date:** August 28, 2024  
**Subject:** Corporate Energy & Emissions Plan

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors adopt the Corporate Energy & Emissions Plan.***

**Desired Outcome:**

That the ACRD make consistent and measurable progress towards decreasing greenhouse gas (GHG) emissions and increasing energy efficiency throughout its administration and operations.

**Summary:**

The Province of BC has outlined planned mitigation strategies in their [Clean BC Roadmap to 2030](#), a series of climate actions meant to achieve 100% of emissions targets while building a cleaner economy that benefits everyone. The executive summary indicates that ‘...the Roadmap will help increase [low-carbon technology] adoption on a wider scale through targeted supports, regulations and other policies.’ One of these targeted supports was the institution of the Local Government Climate Action Program (LGCAP), which supplies local governments with stable annual funding to undertake climate action initiatives that will contribute to BC achieving GHG emissions reduction goals, such as the development and implementation of Corporate and Community Climate Action Plans.

The ACRD’s Corporate Energy & Emissions Plan was undertaken from Fall 2023 to Summer of 2024 by the Community Energy Association and included engagement with staff and contractors, review and updating of GHG emissions spreadsheets and construction of the final document.

Reference to Climate Action targets is increasingly required by granting programs for mitigation (e.g. fleet electrification) and adaptation (e.g. municipal building heat pump retrofit) initiatives funding. For example, the Green Municipal Fund’s ‘Retrofit of existing municipal buildings’ program requires that the retrofits they fund are part of a local government’s retrofit pathway, which is a series of GHG reduction measures that allow municipal buildings to achieve significant emissions reduction over time, such as those that are outlined in the Corporate Energy & Emissions Plan. Without set targets showing

improvement over time that are endorsed by a local government's Board or Council, eligibility for funding to accomplish municipal building upgrades will be reduced.

**Background:**

Climate action was formally recognized as a priority by the ACRD when the Board signed B.C.'s Climate Action Charter in 2017 after a resolution to do so was carried at the November 9, 2016 Board meeting. The Climate Action Charter states that:

- Governments urgently need to implement effective measures to reduce GHG emissions and anticipate and prepare for climate change impacts; and
- Signatory local governments agree to develop strategies and take actions to become carbon neutral in respect of their operations.

In order to access Local Government Climate Action Plan (LGCAP) funding, the ACRD has been required to report GHG emissions annually. Adopting the Corporate Energy and Emissions Plan will support measurable and targeted actions to reduce operational GHG emissions and allow comparison of actual versus targeted emissions, as well as outline both successes and shortfalls that may then lead the next project. The LGCAP program was renewed for three years in Q2 of 2024.

This Corporate Energy and Emissions Plan focuses solely on the ACRD's corporate operations, which are considered 'under the government's control.' Once the corporate plan is adopted and implementation is underway, the Board may consider direction to staff to begin undertaking a Community Climate Action Plan, which focuses more broadly on community GHG emissions reductions, particularly in the areas of transportation and housing, and what collaborative or widespread initiatives may be successful in reducing overall GHG emissions across all residents and areas of the regional district. This plan may also explore climate adaptation, which are initiatives that will help residents prepare for and withstand the negative effects of climate change. Some examples of climate adaptation actions are tree planting projects to provide shade for residential homes, and land use planning amendments that slowly move infrastructure out of the zone of future sea level rise.

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

Implementation of the Corporate Energy & Emissions Plan, if adopted, will require approximately eight to fifteen hours of time from the Sustainability Planner and/or the Property Maintenance Coordinator each month.

Securing grant funding to implement specific initiatives will require approximately 4 hours of Grants Coordinator time per month.

ACRD-wide corporate initiatives from the plan (e.g. routine checks of fleet vehicle systems to reduce emissions and costs) will require variable but consistent amounts of time from all staff.

**Financial:**

Relative costs of plan implementation are estimated in Appendix A for the Board's consideration. If the plan is endorsed by the Board, specific budget requests that would aim to leverage grant funding will be discussed with the Board of Directors annually to achieve implementation according to the timeline in the plan.

Development of the Corporate Energy and Emissions Plan was fully grant funded through a combination of LGCAP funds and a \$10,000 grant from the Ministry of Municipal Affairs.

**Strategic Plan Implications:**

The ACRD's 2024-2027 Strategic Plan envisions a future in which 'we have implemented measures to adapt to and mitigate the impacts of climate change.' To achieve this future, there are several Focus Area Strategies & Objectives that support the implementation of a corporate energy and emissions plan:

- 1.5 – Leverage grants toward creating regional and community benefit - Actively pursue grants that align with or advance the regions' strategic and operational needs.
- 2.3 – Infrastructure climate resiliency - Establish policies that provide criteria and process for regional collaboration that fosters the development, effective use of, or climate related upgrades to, new or existing water/sewer utilities.
- 2.4 – Emergency management and climate adaptation – including the examination of the impacts of drought on the security of our water systems, and identify and consider the impacts of climate change as it relates to hazard and risk assessments.

**Policy or Legislation:**

Climate adaptation policies were added to all electoral area Official Community Plans in 2012, with one of the associated policies being to 'participate in provincial and federal initiatives that help reduce GHG emissions.' This includes the development and implementation of a corporate energy and emissions plan.

[CleanBC](#) is the provincial government's roadmap for administering climate action goals and legislation, a suite of which can be found [here](#). From the *Climate Change Accountability Act* setting provincial greenhouse gas reduction targets of 40% below 2007 levels by 2030, to the *Environmental Management Act* outlining greenhouse gas management at solid waste management facilities, climate action legislation is influencing our region at every level. Implementing consistent, measurable improvements in corporate climate mitigation will ensure all legislative requirements are being fulfilled across the District and that the ACRD is eligible for the maximum amount of funding available.

**Options Considered:**

1. That the Board refer consideration of the ACRD Corporate Energy & Emissions Plan to a Committee of the Whole meeting to allow for more discussion on plan implementation.

Submitted by: *Alex Dyer*  
Alex Dyer, RPP, MCIP, Planning Manager

Reviewed by: *Cynthia Dick*  
Cynthia Dick, General Manager of Administrative Services

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



**To:** Alberni-Clayoquot Regional District Board of Directors

**From:** Shane Koren, Manager of Financial Services  
Karen Freethy, Protective Services Manager

**Meeting Date:** August 28, 2024

**Subject:** EOC and ESS Training Services

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors award the Emergency Operations Centre and Emergency Support Services Training and Exercises contract to Strategic Alliance for Emergency Resilience Inc. for a 1-year term in the amount of 34,759.50 (excluding GST), and authorize the CAO to negotiate and execute the contract on behalf of the ACRD.***

**Desired Outcome:**

To secure an experienced contractor to provide Emergency Operations Centre (EOC) and Emergency Support Services (ESS) training sessions and exercises.

**Summary:**

The Alberni-Clayoquot Regional District (ACRD) provides EOC and ESS services throughout the region. The objectives of these trainings are to design and deliver comprehensive training sessions for the EOC covering key sections: management, operations, planning, logistics, and finance. Additionally, the training aims to provide practical, hands-on exercises to reinforce the training and improve participants' knowledge, skills, and confidence in emergency response. Specialized ESS training will be provided to the Alberni Valley ESS team, focusing on the use of the Evacuee and Registration Assistance (ERA) tool. A full-day training session will be conducted for the Bamfield Volunteer Emergency Program, including classroom learning and practical application of operating a reception centre

**Background:**

Three (3) submissions were received for this Request for Proposal. All bids were evaluated based on relevant company background, experience, qualifications, project understanding, approach and proposed schedule, references, price, and social procurement. The evaluation was completed by ACRD staff and the Protective Services Manager. Strategic Alliance for Emergency Resilience Inc was the selected vendor having demonstrated the greatest value scores for the Experience & Qualifications, Project Understanding, and Approach & Schedule categories. The price and ranked results of the bids received were as follows:

Proponent	Price (excluding GST)	Rating (/100)
Strategic Alliance for Emergency Resilience Inc.	\$34,759.50	94
Calian Ltd.	\$33,979.00	89
Knudsen Taylor Limited	\$33,620.00	73

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

- Procurement Coordinator – (3 hours) contract review, project support as needed.
- Protective Services Manager – (30 hours) contract review, exercise design and development
- Protective Services Coordinator – (20 hours) exercise development and preparations
- ACRD Staff training – Full day training session and .75 day for functional exercise per participating staff

**Financial:**

These services are fully grant funded, with up to \$34,800.00 being provided by the Union of BC Municipalities.

**Strategic Plan Implications:**

This training opportunity aligns with Strategic Priority 1.5 whereby efforts will be made to leverage grants toward creating regional and community benefit.

**Policy or Legislation:**

A Request for Proposal 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.

In accordance with the *Emergency and Disaster Management Act*, local governments are required to conduct emergency management training and exercise programs.

**Options Considered:**

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

Submitted by: *Karen Freethy*  
Karen Freethy, Protective Services Manager

Reviewed by: *Cynthia Dick*  
Cynthia Dick, General Manager of Administrative Services

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



**To:** ACRD Board of Directors

**From:** Heather Zenner, Manager of Administrative Services

**Meeting Date:** August 28, 2024

**Subject:** **2024 Bamfield Sewer Referendum – Alternative Methods of Advertising**

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors accept the legal advertising plan for Bamfield Sewer Referendums in East and West Bamfield in the fall of 2024.***

**Desired Outcome:**

To inform the Board of the advertising plan for the 2024 Bamfield Sewer Referendums in a portion of East and West Bamfield.

**Background:**

The *Local Government Act* and the *Community Charter* define advertising requirements for assent voting. Section 94.1 (1) of the *Community Charter* requires a notice published in a weekly newspaper for two consecutive weeks. Where this advertising is not practicable the *Community Charter* allows for notice to be given by alternative means utilizing the same time periods and frequency as the newspaper notices, along with support from the ACRD Board.

Given that Bamfield does not have a weekly paper that can be utilized to advertise the assent voting opportunity, the Bamfield referendum voting opportunities will be advertised utilizing the following methods:

- Legal notices in Alberni Valley News
- Legal notices posted on ACRD Notice Board & ACRD website (public notice posting place – as per ACRD procedures bylaw)
- Printed legal notices displayed in the community (Community Bulletin Board near Market)
- Sandwich Boards will advertise voting times and locations (East and West Bamfield)
- ACRD social media that will be shared to the Bamfield Corkboard (Facebook)
- The New Bamfielder website (upon approval from editor)

Given that many communities across the province are losing their local newspapers and the ability to meet the legal advertising requirements, local governments now have the ability to adopt a Public Notice Bylaw. The Public Notice Bylaw allows local governments to define alternative methods of advertising for matters of public interest such as public meetings, elections, public hearings, and

disposition of land. Alternative methods of advertising are not defined in legislation, and could include any type of notice that the Board believes will adequately reach the community and meet the legislative requirements, such as online advertising, direct mailing, social media, and/or radio ad. The adoption of an ACRD Public Notice Bylaw could be utilized to ensure that residents in all areas of the ACRD, especially outside of the Alberni Valley where advertising options are more limited. It is not recommended to adopt a Public Notice Bylaw just prior to an election as there needs to be sufficient time for the public to know about any changes to public notice, however, this may want to be implemented in the future.

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

It will take approximately 20 hours of staff time to complete the legal and additional advertising requirements for the Bamfield Referendums.

**Financial:**

The estimated cost for advertising the two referendums combined is approximately \$2,000. This will be paid for by the Canada Community-Building funding allocated to this project.

**Strategic Plan Implications:**

N/A

**Policy or Legislation:**

*Local Government Act, Local Elections Campaign Financing Act, and the Community Charter* apply to conducting referendums.

Submitted by: Heather Zenner  
Heather Zenner, MA, RPF, Manager of Administrative Services

Reviewed by: Cynthia Dick  
Cynthia Dick, General Manager of Administrative Services

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



**To:** Alberni-Clayoquot Regional District Board of Directors

**From:** Kyle Ilett, Procurement Coordinator  
Shane Koren, Manager of Financial Services  
Paulo Eichelberger, Solid Waste Manager

**Meeting Date:** August 28, 2024

**Subject:** Bamfield Waste Hauling Services

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors award the Bamfield Waste Hauling Services contract to Nicklin Waste Disposal for a 3-year term in the amount of \$60.00 per bin per haul (excluding GST), with the option to renew for an additional 3-year term and authorize the CAO to negotiate and execute the contract on behalf of the ACRD.***

**Desired Outcome:**

To secure an experienced contractor to provide waste hauling services in Bamfield and Anacla, ensuring efficient and effective waste management for the community.

**Summary:**

The Alberni-Clayoquot Regional District (ACRD) coordinates solid waste collection services for East Bamfield, the Huu-ay-aht First Nation (HFN) and the Bamfield Marine Science Centre (BMSC) through a consolidated contract for waste collection. The ACRD recently purchased wildlife-resistant bins, transitioning from rented bins to ACRD-owned bins. This move ensures better maintenance and infrastructure ownership and was implemented in anticipation of this RFP to reduce barriers for hauling contractors, and to hopefully achieve more competitive service pricing.

**Background:**

Two (2) submissions were received for this Request for Proposal. All bids were evaluated based on relevant company information and profile (experience, equipment, location, employee profiles), references, price, and social procurement. The evaluation was completed by ACRD staff and the Solid Waste Manager. The price and ranked results of the bids received were as follows:

Proponent	Price Per bin (excluding GST)	Hourly Rate – Addt'l Work	Rating (/100)
Nicklin Waste Disposal	\$60.00	\$115.00	98
Waste Management of Canada Corp.	\$205.00	\$150.00	76

As a result of the evaluation, staff is recommending that Nicklin Waste Disposal be awarded the contract for Bamfield Waste Hauling Services, with a scheduled start date of December 1<sup>st</sup>, 2024.

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

- Procurement Coordinator – (4 hours) contract review, project support as needed.
- Solid Waste Manager/ GM of Community Services – (10 hours) contract review, inspection of constructed and delivered bins.

**Financial:**

The expected net annual cost to the ACRD is \$20,000 per year, which equates to \$60,000 over the term of the contract. The 2024 – 2028 Financial Plan includes dedicated funding for waste hauling services within the operational budget, with allocations specified for each fiscal year.

**Strategic Plan Implications:**

This project aligns with Strategic Focus Area #2 -Managing our Assets and Infrastructure - To manage our infrastructure to ensure maintaining high level of services; Strategic Focus Area #4 - Advocacy and Service: Representing and advancing the interests of our region with other levels of government and agencies.

**Policy or Legislation:**

A Request for Proposal 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 deciding, 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: Cynthia Dick  
Cynthia Dick, General Manager of Administrative Services

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



**To:** ACRD Board of Directors

**From:** Brooke Eschuk, Planner I

**Meeting Date:** August 28<sup>th</sup>, 2024

**Voting Structure:** Electoral Area Directors

**Subject:** Development Variance DVA24002 (Poznikoff) – Lot 67, Haggard Cove

**Recommendation:**

***THAT the Board of Directors issue development variance permit DVA24002.***

Civic Address	Lot 67, Haggard Cove						
Legal Description	STRATA LOT 67 DISTRICT LOT 1630 CLAYOQUOT DISTRICT STRATA PLAN VIS1238 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V						
PID	027-764-842	Folio	3637.067	ALR? (Y/N)	N	Lot Size	0.06 ha (0.15 ac)
Current Zoning	Single Family Residential (R1) District			Proposed Zoning	n/a		
Current OCP	n/a			Proposed OCP	n/a		
Development Permit Area(s)	n/a						

**Development Proposal:** The property owners intend to construct a two-bedroom, two-storey single-family vacation home on the parcel located in the Haggard Cove strata development in Barkley Sound. The 978 square foot house with a 383 square foot attached deck would face the waterfront and be partially constructed on stilts to account for the sloping topography. The property owners have applied for a development variance to reduce the front yard building setback from 7.6 m (25 ft) to 5.8 m (19 ft) to allow for a more suitable building setback on an existing plateau. The front yard setback is measured from the north lot line fronting the strata access road.

**Background:** The Board considered the application a first time at the May 8, 2024 meeting where the Board resolved to consider issuing the variance permit following neighbourhood notification as per *Local Government Act s. 499*. On May 24, notification was sent to all property owners and residents within 100 metres of the subject property. At the June 12, 2024 meeting, three (3) letters of public correspondence were received expressing general opposition to the variance application, and two separate delegations representing five (5) property owners within the Haggard Cove development spoke in opposition to the variance. At the June 12 meeting, the Board resolved to defer a decision on DVA24002 to a future meeting.

**PL20240026 / DVA24002**

**August 2024 update:** Following the June 12 Board meeting and after discussion about further engagement with the Haggard Cove community, the applicant organized two separate meetings with the community. An on-site meeting was held on July 25 and an online meeting through Microsoft Teams was held on August 1. The Haggard Cove community members were invited to attend the meetings and ACRD Planning staff participated in the online meeting. There were four neighbours that participated in the online meeting where the applicant detailed their proposal, staff outlined the development variance process, and neighbouring residents asked questions.

Additionally, the applicant held one-on-one discussions with Haggard Cove residents and received verbal feedback in support of the variance. In an email to the Planning Department on August 20, a resident representing three of the neighbouring property owners that appeared as a delegation at the June 12 Board meeting, rescinded their opposition to the variance as a result of the additional communication from the applicant. Planning staff have also received verbal and written statements from three other neighbours in support of the application. The applicant will present as a delegation at the August 28, 2024 Board meeting to discuss their proposal and the additional community engagement.

The desired reduction in the front yard setback from 7.6 m (25 ft) to 5.79m (19 ft) would allow for a building site for the two-storey house that would cut further into the natural plateau at the top of the property, enabling a reduction in building height and reducing the visual impact of the structure from neighbouring upland properties. The main floor elevation of the house would be approximately 2 m (6.5 ft) below the grade of the strata road that provides access to the property. The building elevation drawings submitted by the applicant provide a 20 ft 4-inch building height at the front-facing north elevation. The maximum building height permitted in the R1 District zoning is 35 feet, measured from average natural grade to mid-truss of the roof structure. The proposed siting would be approximately 36 m (118 ft) from the natural boundary of the sea, and above the minimum flood construction level, which complies with the requirements of a restrictive covenant registered on title.

Given the optimal siting of the proposed 978 square foot vacation house, the topography at the site, the reasonable 6-foot front yard variance request, and the support of neighbours following the additional engagement held by the applicant over the summer, staff recommend that the Board issue development variance DVA24002.

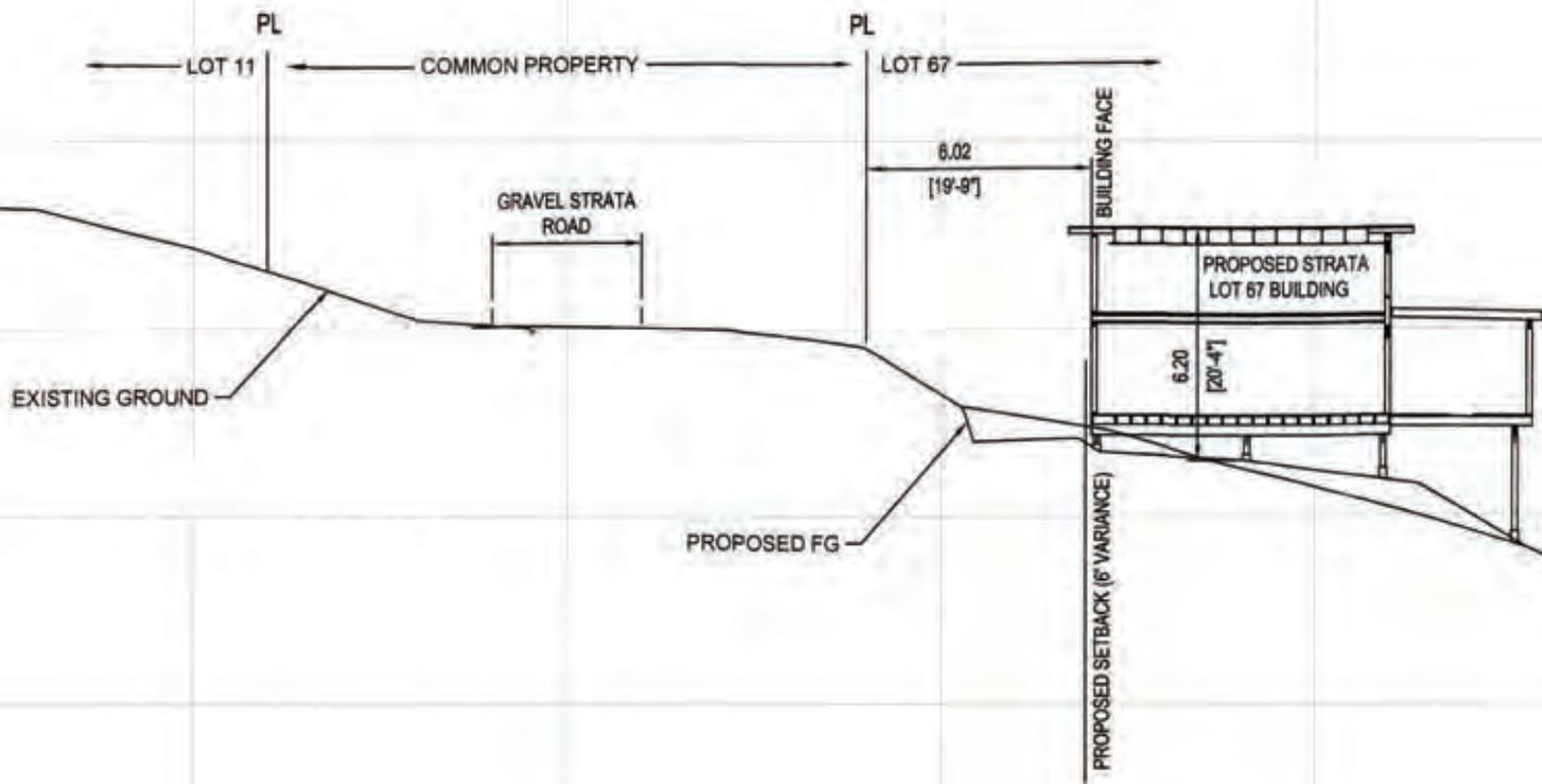
Submitted by: *Alex Dyer*  
Alex Dyer, MCIP, RPP, Manager of Planning

Reviewed by: *Cynthia Dick*  
Cynthia Dick, General Manager of Administrative Services

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



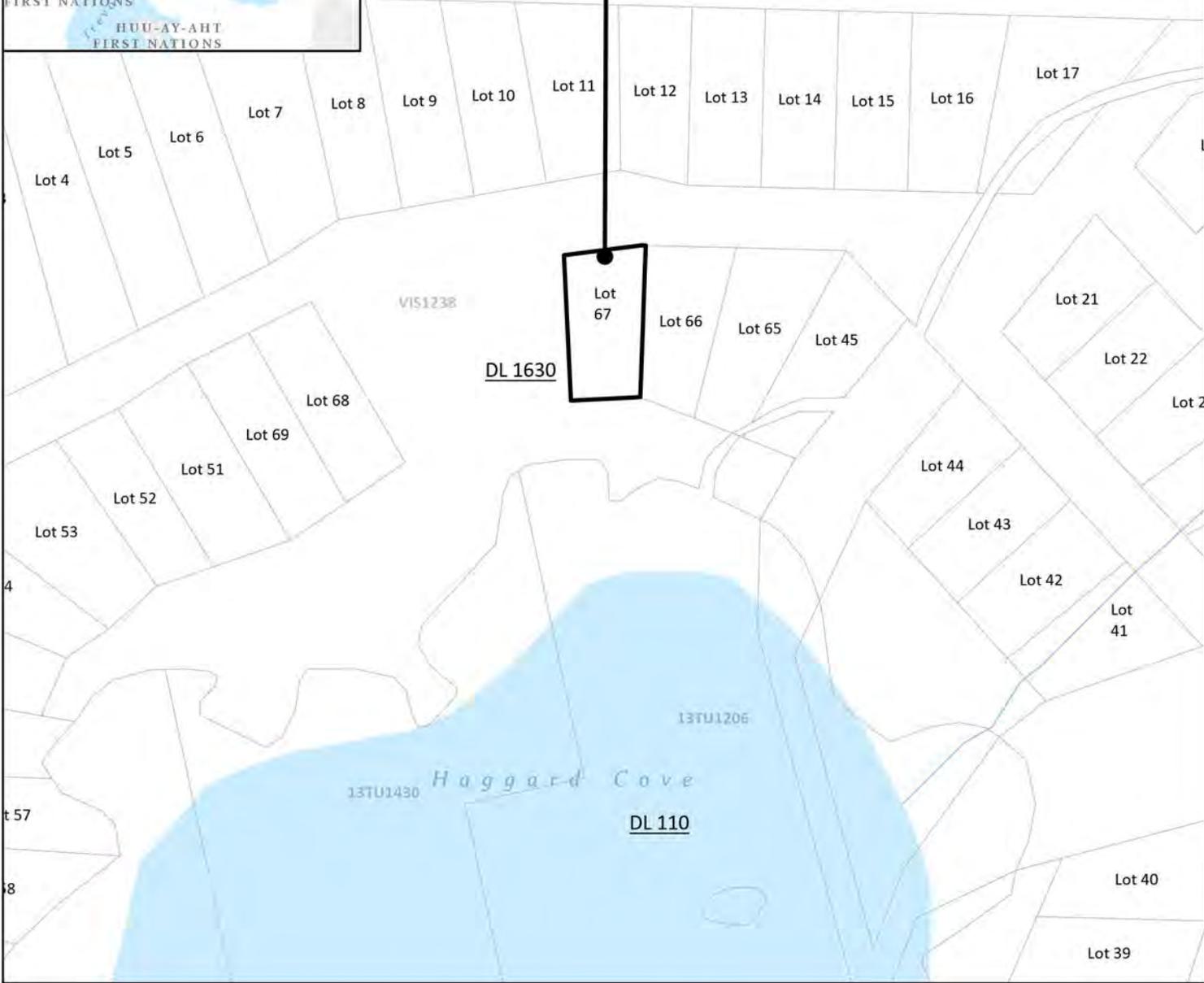




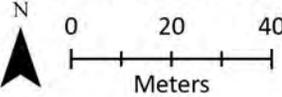


 Subject Property

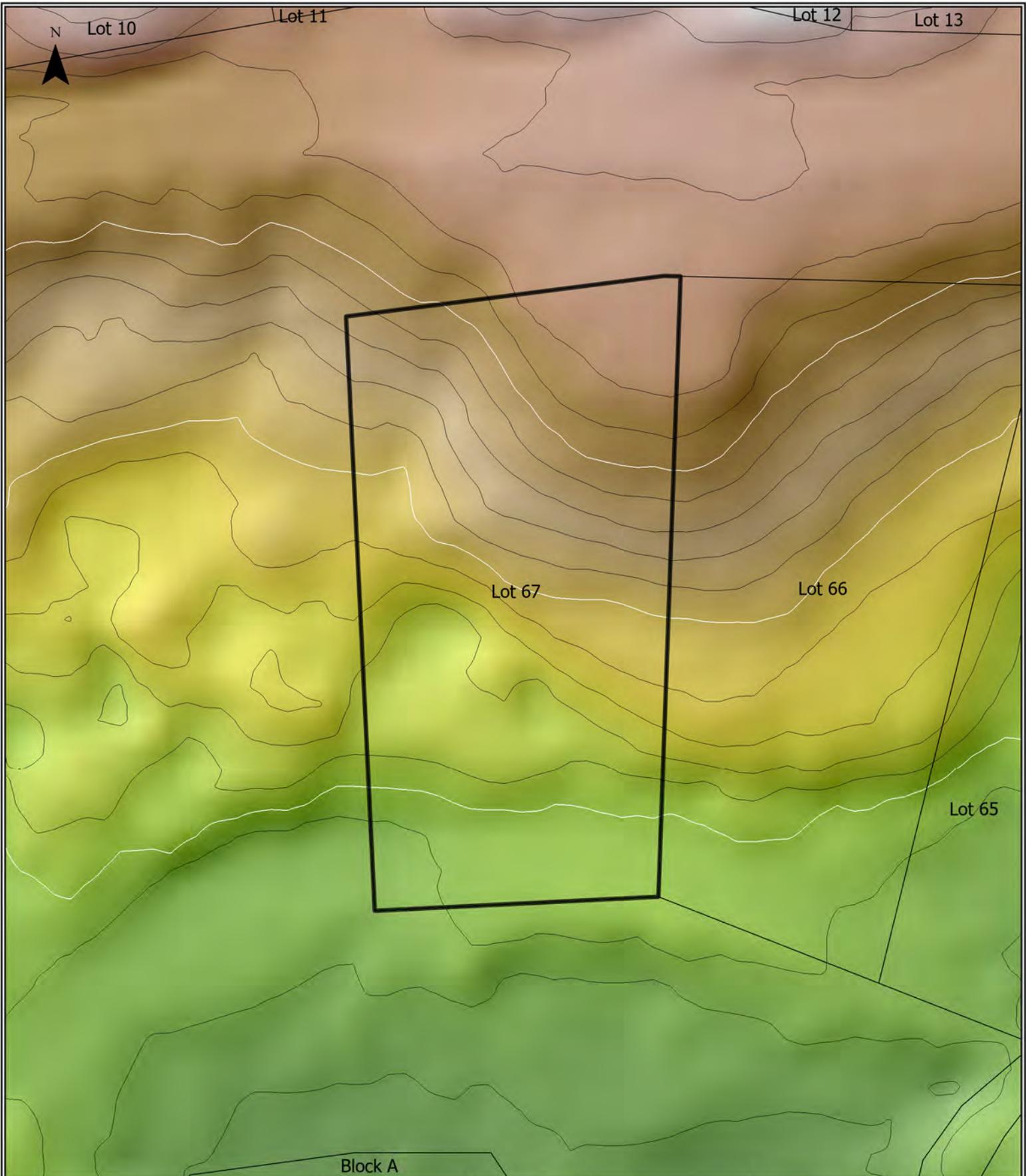
**Subject  
Property**



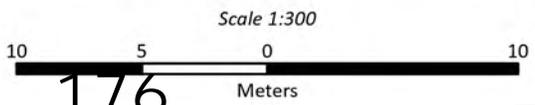
ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



 Legal Description: STRATA LOT 67 DISTRICT LOT 1630 CLAYOQUOT DISTRICT STRAT PLAN VIS1238



STRATA LOT 67 DISTRICT LOT 1630 CLAYOQUOT  
DISTRICT STRAT PLAN VIS1238



 Subject Property  
 Parcel  
 Elevation (m)  
 20m  
 0m



Prepared 2024-04-11  
 Sources: Esri Community Maps  
 Contributors, Esri Canada, Esri,  
 TomTom, Garmin, SafeGraph,  
 GeoTechnologies, Inc, METI/NASA,  
 USGS, EPA, US Census Bureau,

*This product is intended for general reference use only and should not be used for navigation or legal purposes.*

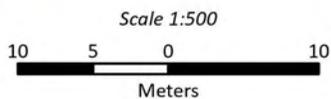


STRATA LOT 67 DISTRICT LOT 1630 CLAYOQUOT  
DISTRICT STRAT PLAN VIS1238

-  Subject Property
-  Parcel



Prepared 2024-04-11  
Sources: ESRI and contributors,  
ParcelMapBC; GeoBC; ACRD



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**DVA24002**

Whereas, pursuant to Section 498 of the *Local Government Act*, a local government may by resolution, on application of a property owner, vary the provisions of a bylaw under Division 5 of Part 14 of the *Local Government Act*;

A Development Variance Permit is hereby issued to:

**Name:** Greg and Nicole Poznikoff  
**Address:** Strata Lot 67, Haggard Cove

With respect to:

**Legal Description:** STRATA LOT 67 DISTRICT LOT 1630 CLAYOQUOT DISTRICT STRATA PLAN VIS1238 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V

**PID:** 027-764-842

The provisions of the Regional District of Alberni-Clayoquot Bylaw No. 15 are hereby varied as follows:

- i. Development variance of the ACRD Zoning Bylaw, Section 200, Schedule II – Bulk and Site Regulations, to reduce the required front yard setback from the north lot line in the Single Family Residential (R1) District from 7.6 m (25 ft) to 5.8 m (19 ft) to allow for the construction of a single family vacation home on the subject property.

In accordance with the provision of Section 498 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on \_\_\_\_\_, 2024.

This permit was issued this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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Daniel Sailland, MBA  
Chief Administrative Officer

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Chair of the Board of Directors



**To:** ACRD Board of Directors

**Meeting Date:** August 28<sup>th</sup>, 2024

**From:** Brooke Eschuk, Planner I

**File #:** PL20240054 / TUP24006

**Application Type:** Temporary Use Permit

**Voting Structure:** Electoral Area Directors

**Electoral Area:** Beaufort 'B'

**Subject:** Temporary Use Permit TUP24006 (Finley) – 8262 Meshers Road

**Recommendation:**

**THAT the Board of Directors consider Temporary Use Permit application TUP24006 subject to neighbourhood notification as per Local Government Act s. 494.**

**Development Proposal:** The property owners have applied for a Temporary Use Permit (TUP) to allow a 300 square foot Accessory Dwelling Unit (ADU) to be used as Short Term Rental (STR) accommodation. The applicants reside on the property in a single family dwelling. The proposed rental of the ADU will not remove a long term rental unit from the housing stock in Beaufort.

**Advisory Planning Commission (APC) Recommendation:** The Beaufort APC considered this application at their August 12, 2024 meeting where the APC members in attendance recommended support for the application as presented.

**Property Owner(s)/Applicant(s):** Jocelyn Finley

**Property Information:**

Civic Address	8262 Meshers Road						
Legal Description	LOT 1 DISTRICT LOT 80 ALBERNI DISTRICT PLAN 34508						
PID	000-292-958	Folio	1023.015	ALR? (Y/N)	N	Lot Size (ha)	0.81 (2 ac)

Current Zoning	Small Holdings (A1) District	Proposed Zoning	N/A
Current OCP	Small Lot Rural Use	Proposed OCP	N/A
Development Permit Area(s)	N/A		

**Current Use & Description** The 0.81 ha parcel contains a single family dwelling (SFD), and a series of small accessory buildings. The applicant resides full time in the SFD on the southern portion of the property. A 300 square foot cabin on the parcel is proposed to be used as an STR. The property is wedge shaped with access on both Beaver Creek Road and Meshers Road. Access for the ADU is from Meshers Road. Agricultural Land Reserve (ALR) borders the west and east sides of the subject property. The applicant has satisfied all health and safety requirements from ACRD Building Inspection and is not responsible to complete any further repairs.

PL20240054 / TUP24006

Surrounding Zoning and Land Use			
North	Small Holdings (A1) District	South	Park and Public Use (P2) District / ALR
East	Rural (A2) District	West	Rural (A2) District / ALR

**Services:**

- a) **Sewage Disposal:** On-site sewage wastewater disposal system.
- b) **Water Supply:** On-site water system.
- c) **Fire Protection:** The parcel is not protected by fire services.
- d) **Access:** The parcel has two access points. The single family house is accessed from a driveway on Beaver Creek Road, while the cabin (proposed STR) is accessed from a gate on Meshers Road.

**Planning Policy Discussion:**

- a) **Official Community Plan (OCP):** The parcel is designated as Small Lot Rural Use in the Beaufort Official Community Plan. Beaufort is a rural area with large lots and acreages.

*The application is consistent with the policies and objectives of the Beaufort OCP.*

- b) **Zoning:** The parcel is zoned Small Holdings (A1) District. This designation supports rural activities such as farming, and gardening.

	Current: A1
Minimum Lot Area (ha)	0.8
Minimum Lot Width (m)	50.2
Principal & Accessory Front Yard Setback (m)	7.6
Principal Side Yard Setback (m)	1.5
Principal Rear Yard Setback (m)	9.1
Accessory Side Yard Setback (m)	4.5
Accessory Rear Yard Setback (m)	4.5
Watercourse Setback (m)	30

*The proposal does not comply with the permitted uses of the A1 District set out in the ACRD Zoning Bylaw. The issuance of a temporary use permit is required to allow the applicant to provide short-term rental accommodation on the property.*

**Temporary Use Permit Conditions:**

The Temporary Use Permit to allow the short-term rental of an existing 300 square foot Accessory Dwelling Unit on the property may be issued subject to the following conditions and any other conditions that the ACRD Board of Directors deem appropriate at the time of issuance:

1. This permit is issued for the operation of a 1-bedroom, 300 square foot Accessory Dwelling Unit (ADU) located at 8262 Meshers Road.
2. The TUP is limited to the existing ADU. A maximum occupancy of two (2) persons per bedroom shall be permitted. The STR use of the property shall not change the residential appearance of the property.
3. The owner or a caretaker must live on-site or be available to attend the property within 20 minutes.
4. Contact information for the owner or caretaker and a copy of the TUP must be visible in a public location.

5. This permit is valid for a term of three (3) years from the date of execution.
6. At the time the permit expires, the property owner may apply to renew the TUP, apply to rezone the parcel, or return the property to the original use permitted under the current zoning.
7. If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

**Comments:**

The parcel is wedge shaped with one access points to the ADU on Meshers Road, and one access for the Single Family Dwelling on Beaver Creek Road. The parcel is bordered on either side by Agricultural Land Reserve (ALR). Staff recommend that the Board consider the TUP and proceed with the public input process for the application.

Submitted by: Michael Irg  
Mike Irg, MCIP, RPP, Planning Manager

Reviewed by: Cynthia Dick  
Cynthia Dick, General Manager of Administrative Services

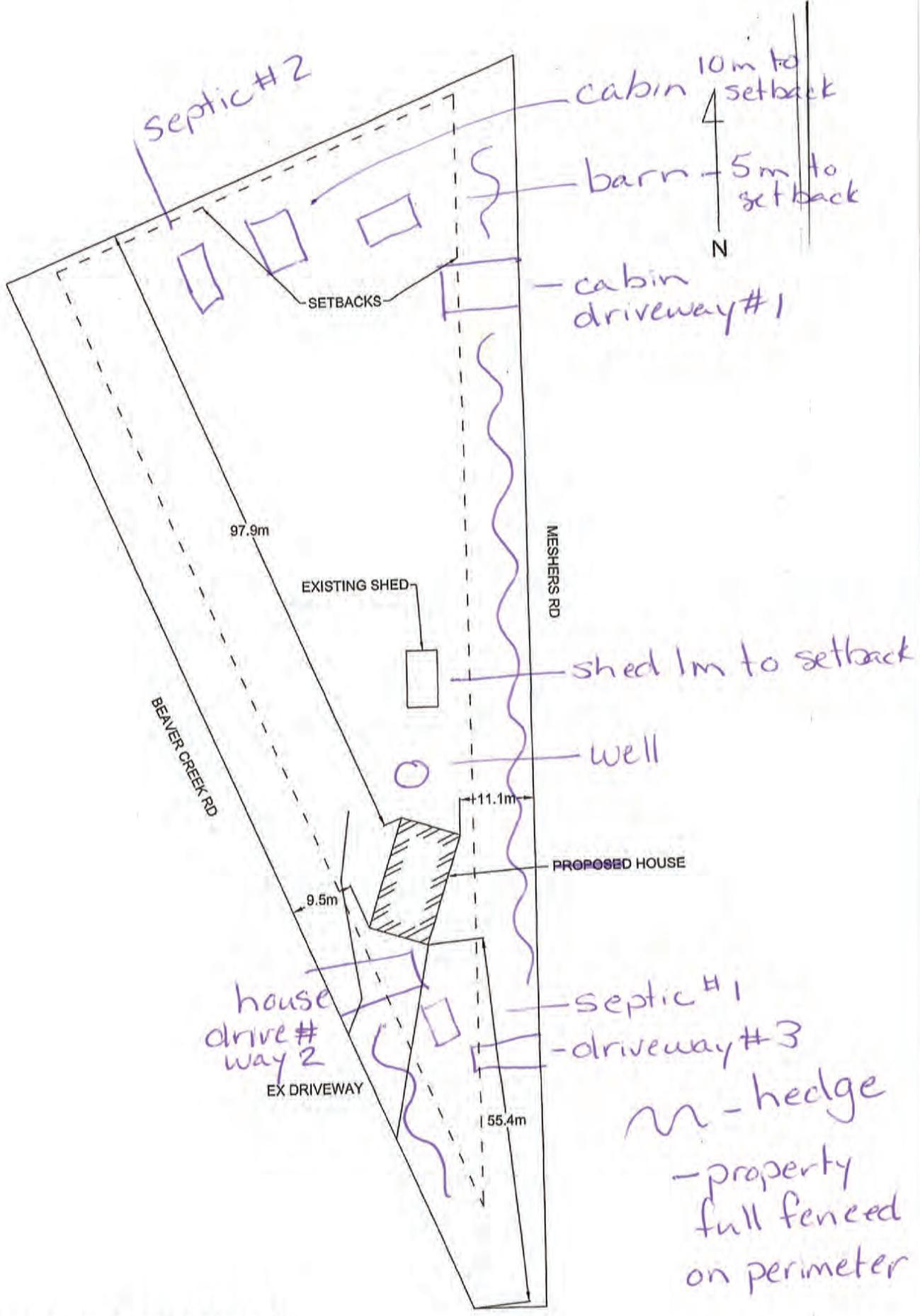
Approved by: Daniel Sailland  
Daniel Sailland, MBA, Chief Administrative Officer



View west from the entrance gate on Meshers Road.

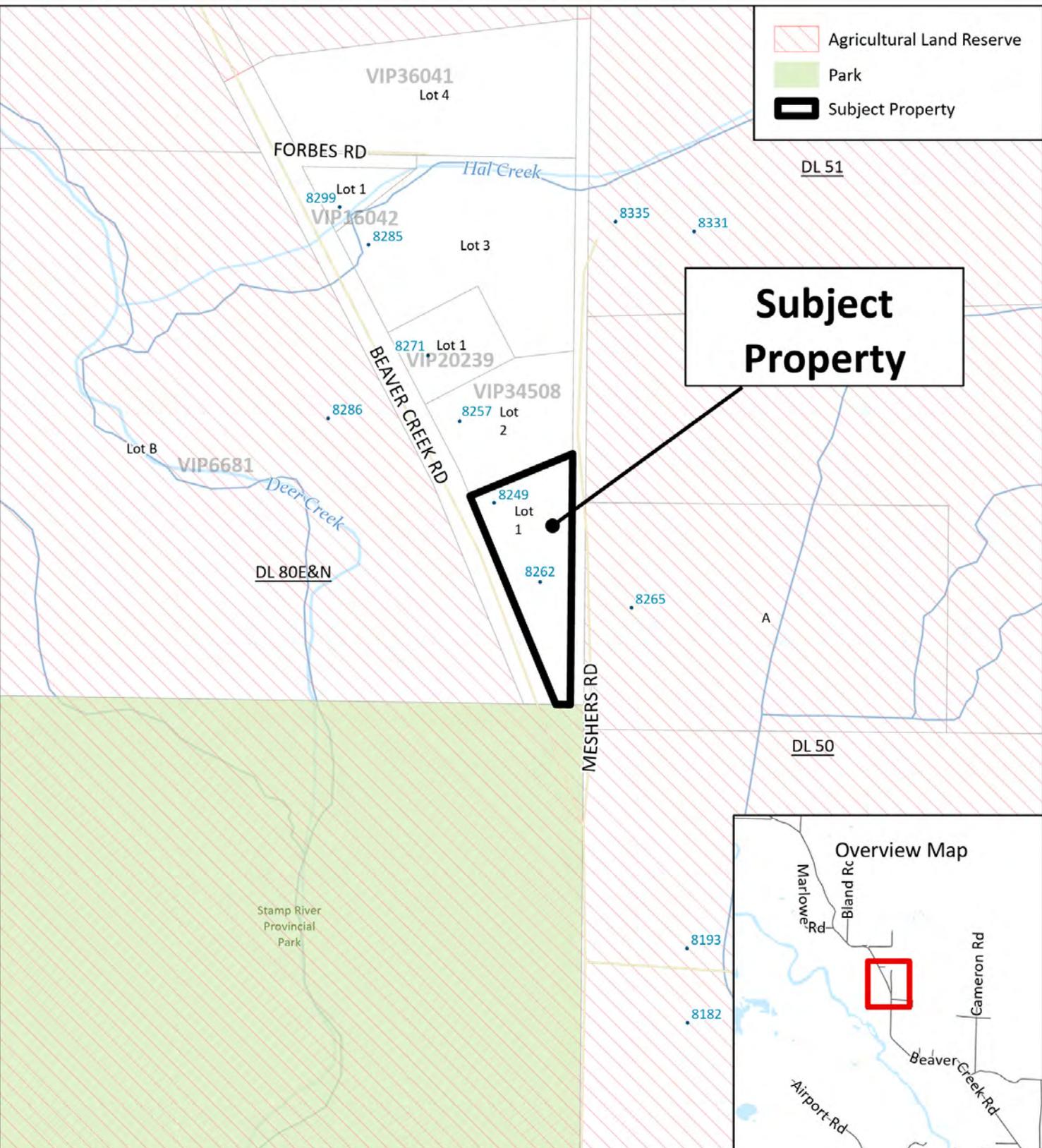


Proposed Short Term Rental – 300 sf Accessory Dwelling Unit.



8262 MESHERS RD SITE PLAN  
 SCALE = 1:500

-  Agricultural Land Reserve
-  Park
-  Subject Property



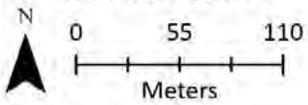
**Subject Property**

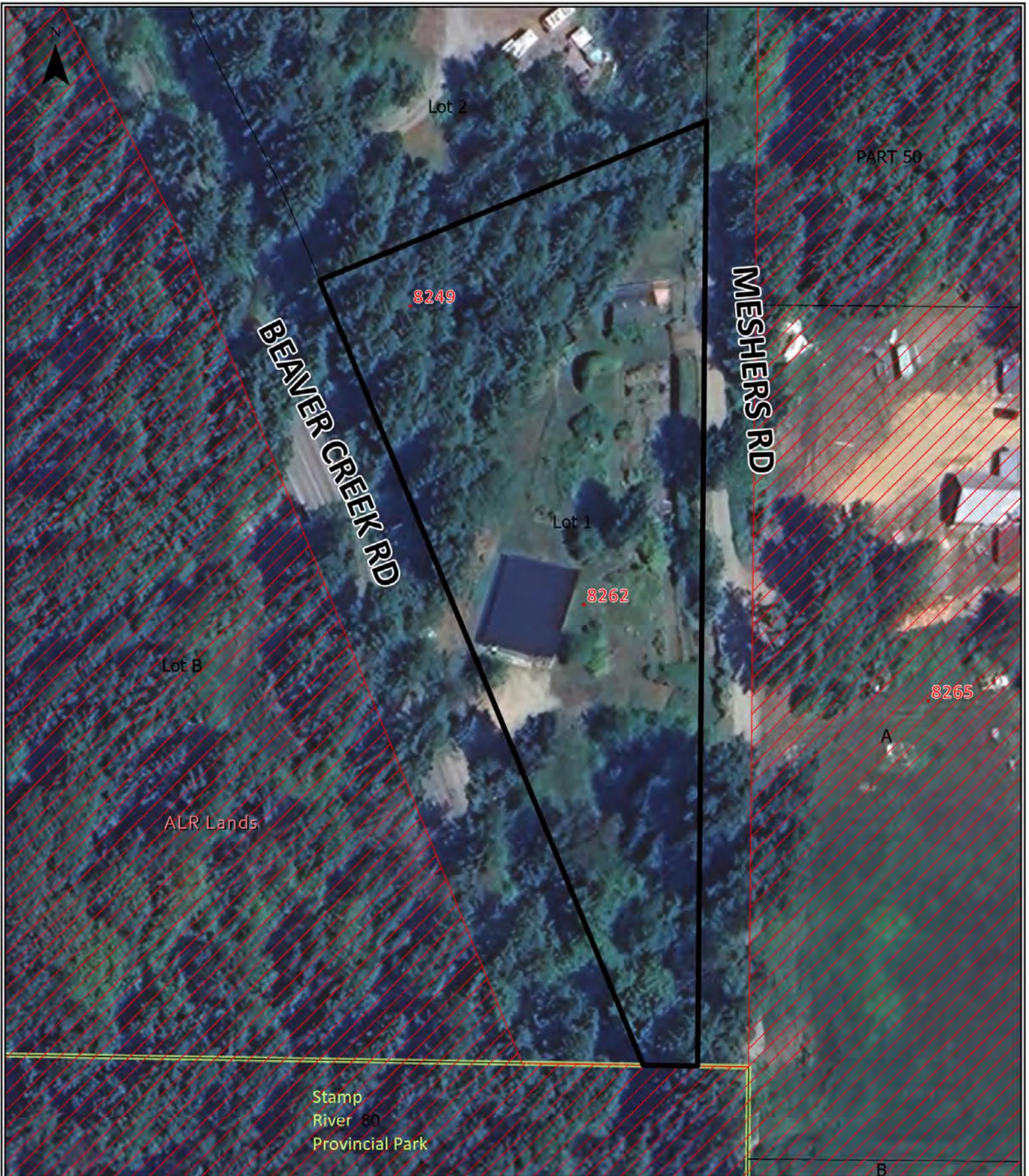


 Civic Address: 8262 Meshers Road  
 Legal Description: LOT 1 DISTRICT LOT 80 ALBERNI DISTRICT PLAN 34508

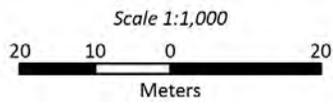


ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT





8262 Meshers Road  
 LOT 1 DISTRICT LOT 80 ALBERNI DISTRICT PLAN  
 34508



-  Subject Property
-  Agricultural Land Reserve
-  Parcels
-  Park



Prepared 2024-05-22  
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**To:** ACRD Board of Directors **Voting Structure:** Electoral Area Directors  
**From:** Brooke Eschuk, Planner I  
**Meeting Date:** August 28<sup>th</sup>, 2024  
**Subject:** Development Variance DVD24005 (Saywell Developments) – 10411 Marina Vista Drive

**Recommendation:**  
**THAT the Board of Directors issue development variance permit DVD24005.**

**Property Information:**

Civic Address	10411 Marina Vista Drive						
Legal Description	STRATA LOT 3 DISTRICT LOT 204 ALBERNI DISTRICT STRATA PLAN EPS681 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V						
PID	028-853-512	Folio	1666.053	ALR? (Y/N)	N	Lot Size	0.08 ha (0.195 ac)

**Background:**

The applicants propose to construct a single family dwelling with a two-car garage below. The proposed dwelling includes an attached deck that extends 3.05 m (10 ft) into the required front yard building setback.

The proposed front yard setback reduction from 7.62 m (25 ft) to 4.57 m (15 ft) would not be out of character with the newly constructed single family dwellings on Marina Vista Drive and would not appear to impact neighbouring views. The shape of the parcel is the shallowest of those within the development. The proposed building must be sited closer to the front yard setback to account for the width in the rear yard that is tapered and limited to accommodate the adjacent communal wastewater disposal system on the north side.

The Sproat Lake Advisory Planning Commission reviewed the application on July 15<sup>th</sup> and passed a motion to support the application. The ACRD Board first considered the application at the July 24<sup>th</sup> Board of Directors meeting and resolved to consider issuing the variance permit following neighbourhood notification as per *Local Government Act s. 499*. On August 9<sup>th</sup>, notification was sent to all property owners and residents within 100 metres of the subject property. To date, no responses from the public have been received. If any responses are received prior to the August 28<sup>th</sup> meeting, staff will inform the Board. Staff recommend that the Board issue the development variance permit.

PL20240036 / DVD24005

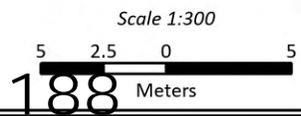
Submitted by: Alex Dyer  
Alex Dyer, MCIP, RPP, Planning Manager

Reviewed by: Cynthia Dick  
Cynthia Dick, General Manager of Administrative Services

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



10411 Marina Vista Drive  
STRATA LOT 3 DISTRICT LOT 204 ALBERNI  
DISTRICT STRATA PLAN



- Subject Property
- Parcels

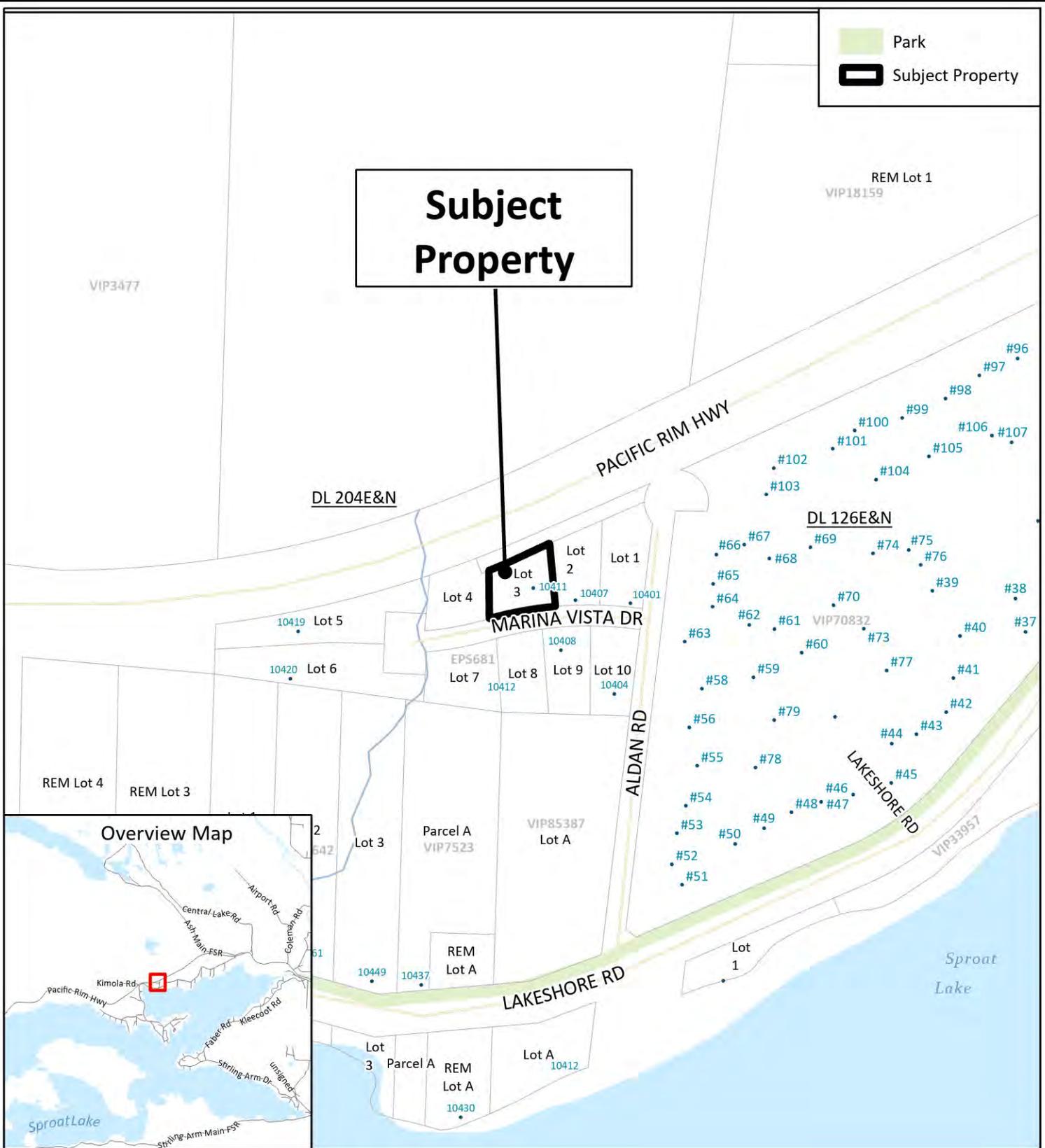


Prepared 2024-06-24  
Sources: © OpenStreetMap (and) contributors, CC-BY-SA, ParcelMapBC; GeoBC; ACRD

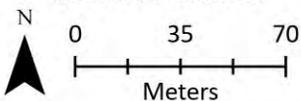
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 Park  
 Subject Property

**Subject Property**



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



Civic Address: 10411 Marina Vista Drive  
 Legal Description: STRATA LOT 3 DISTRICT LOT 204  
 ALBERNI DISTRICT STRATA PLAN EPS681 TOGETHER WITH  
 AN INTEREST IN THE COMMON PROPERTY IN  
 PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA  
 LOT AS SHOWN ON FORM V



**DVD24005**

Whereas, pursuant to Section 498 of the *Local Government Act*, a local government may by resolution, on application of a property owner, vary the provisions of a bylaw under Division 5 of Part 14 of the *Local Government Act*;

A Development Variance Permit is hereby issued to:

**Name:** Don Saywell Developments Ltd., Inc. No. BC0699694

**Address:** 10411 Marina Vista Drive, Port Alberni

With respect to:

**Legal Description:** STRATA LOT 3 DISTRICT LOT 204 ALBERNI DISTRICT STRATA PLAN EPS681 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V

**PID:** 028-853-512

The provisions of the Regional District of Alberni-Clayoquot Bylaw No. 15 are hereby varied as follows:

- a) Development variance of the ACRD Zoning Bylaw, Section 200, Schedule No. II Bulk and Site Regulations to reduce the front yard setback in the Single Family Residential (R1) District from 7.62 m (25 ft) to 4.57 m (15 ft) for an attached deck to the single family dwelling, including projections.

In accordance with the provision of Section 498 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on , 2024.

This permit was issued this day of , 2024.

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Daniel Sailland, MBA  
Chief Administrative Officer

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Chair of the Board of Directors



To: ACRD Board of Directors

Meeting Date: August 28<sup>th</sup>, 2024

From: Brooke Eschuk, Planner I

Voting Structure: Electoral Area Directors

Electoral Area: 'D' Sproat Lake

Subject: Rezoning Application RD24005 (Strachan) – 10787 Kimola Road

**Recommendation:**

*THAT Bylaw P1509, Sproat Lake Official Community Plan Amendment Bylaw be read a first time.*

*THAT Bylaw P1510, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.*

*THAT the public hearing for Bylaws P1509 and P1510 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 P1509 and P1510 are subject to:*

- a. Confirmation from a Registered On-Site Wastewater Practitioner that the parcel can accommodate on-site sewage disposal to a 0.8 hectare minimum lot size.*
- b. Meeting all technical referral agency requirements.*

**Development Proposal:** The property owners intend to rezone the property from Forest Rural (A3) District to Small Holdings (A1) District to facilitate a future 3 lot subdivision. The proposed rezoning will require an amendment to the Sproat Lake Official Community Plan designation from Rural Use to Residential Use.

The proposed subdivision plan indicates panhandle access to the original lot from Kimola Road requiring a parcel frontage waiver. Each of the three proposed lots meet the minimum 0.8 ha lot area requirements for the Small Holdings (A1) District.

**Advisory Planning Commission (APC) Recommendation:** The Sproat Lake APC considered the application at their August 19<sup>th</sup> meeting where the APC passed a recommendation to support the application.

**Property Owner(s)/Applicant(s):** Les and Sue Strachan

**Property Information:**

Civic Address	10787 Kimola Road						
Legal Description	LOT A SECTION 91 CLAYOQUOT DISTRICT PLAN EPP2899						
PID	028-132-653	Folio	3269.025	ALR? (Y/N)	N	Lot Size	3.2 ha

PL20240044 / RD24005

Alberni-Clayoquot Regional District | 3008 Fifth Avenue, Port Alberni, BC V9Y 2E3 | 250.720.2700 | www.acrd.bc.ca

Serving Port Alberni, Tofino, Ucluelet, Treaty First Nations: Huu-ay-aht, Yuuluḡiḡath, 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).

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 Areas Protection (15m)		
Current Use & Description	The 3.2 ha (7.9 ac) property is approximately 140m by 230 metres and contains a single family dwelling, and accessory buildings – a workshop, a power shed and some open storage. The parcel is mostly forested and is impacted by DPA I – Riparian Areas (15m) in the southeast corner of the property. The applicants must apply for a development permit to address DPA I as a condition of subdivision approval.		

Surrounding Zoning and Land Use			
North	Kimola Road Forest Reserve (A4) District	South	Forest Rural (A3) District
East	Forest Rural (A3) District	West	Forest Rural (A3) District

#### Services:

- a) **Sewage Disposal:** On-site septic system. As a condition of rezoning, it is recommended that the applicants engage a Registered On-site Wastewater Practitioner to assess the property and confirm that individual on-site sewage disposal can be accommodated to a 0.8 ha minimum density to support the proposed three-lot subdivision.
- b) **Water Supply:** On-site water system.
- c) **Fire Protection:** Sproat Lake Fire Protection Area.
- d) **Access:** The parcel is accessed from Kimola Road. The property lies within 800 metres of a Controlled Access Highway and Ministry of Transportation & Infrastructure approval will be required under the *Transportation Act* prior to the Board considering the zoning amendment bylaw for adoption.

#### Planning Policy Discussion:

- a) **Official Community Plan (OCP):** The parcel is designated Rural Use. The applicants intend to redesignate the parcel to Residential Use with a minimum lot size requirement of 0.8 ha to facilitate a future subdivision. Sproat Lake is predominately a residential area surrounded by rural and resource use parcels. The applicant's property and neighbouring parcels to the north of Highway 4 are designated as Rural or Resource Use and range between 3 and 5 ha in size. Though the parcel meets minimum size requirements for Residential Use and a future subdivision, the subject property would be the only parcel north of Highway 4 with a Residential Use designation. Parcels south of Highway 4 are primarily designated as Residential and Commercial Use.

If the zoning is successful, and if property owners proceed with subdivision, they must adhere to Policy 10.2.7 of the OCP which requires that lots created by subdivision are to be one (1) hectare or greater, where serviced with on-site water and individual sewage disposal systems. The OCP amendment to redesignate the property from Rural Use to Residential Use will require a public hearing.

The parcel is impacted by DPA I – Riparian Areas Protection (15m). Prior to Subdivision approval, the applicant must apply for a development permit to satisfy the requirements of the DPA. The DPA consists of a water course as well as a wetland area to the southeast of the property line.

***This proposal does not comply with the objectives and policies of the Sproat Lake Official Community Plan***

- b) **Zoning:** The parcel is zoned Forest Rural (A3) District. To facilitate a three-lot subdivision to allow further residential development on Kimola Road, the parcel must first be rezoned to Small Holdings (A1) District which would allow a minimum lot size of 0.8 ha. The rezoning would increase the density of the area as neighbouring

parcels range from 3-5 ha in size. The applicant will propose three (3) 1 ha lot parcels to allow each lot to have one (1) single family dwelling and an accessory dwelling unit.

	Current: A3	Proposed: A1
Minimum Lot Area (ha)	4	0.8
Minimum Lot Width (m)	100.5	50.2
Principal & Accessory Front Yard Setback (m)	15.2	7.6
Principal Side Yard Setback (m)	4.5	1.5
Principal Rear Yard Setback (m)	30	9.1
Accessory Side Yard Setback (m)	4.5	4.5
Accessory Rear Yard Setback (m)	4.5	4.5
Watercourse Setback (m)	30	30

***The proposal to create three (3) 1 ha parcels does not comply with the minimum parcel size requirements set out in the ACRD zoning bylaw. The applicants require an amendment to the bylaw to rezone the parcel from A3 to A1.***

**Comments:** Subdividing the parcel into three (3) 1 ha lots will allow for the future development of housing within the Sproat Lake Electoral Area. The applicants must address the development permit area at the rear of the property at the subdivision stage of development.

The parcel is approximately 140 m wide by 230 m long. Creating three lots will necessitate the development of panhandle access to the original lot and will require a parcel frontage waiver as a condition of subdivision.

A public hearing must be held for this application as the rezoning includes an OCP amendment to redesignate the property from Rural Use to Residential Use in the Sproat Lake OCP. Staff initially support proceeding with the public input process for the application and recommend that the Board proceed with first reading of the bylaws and delegating the public hearing to be held.

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

Reviewed by: Cynthia Dick  
Cynthia Dick, General Manager of Administrative Services

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



Looking southeast toward DPA I Riparian Areas Protection (15 m) at the rear of the parcel.



Looking southeast toward the proposed centre lot.



Looking south toward the proposed centre lot.

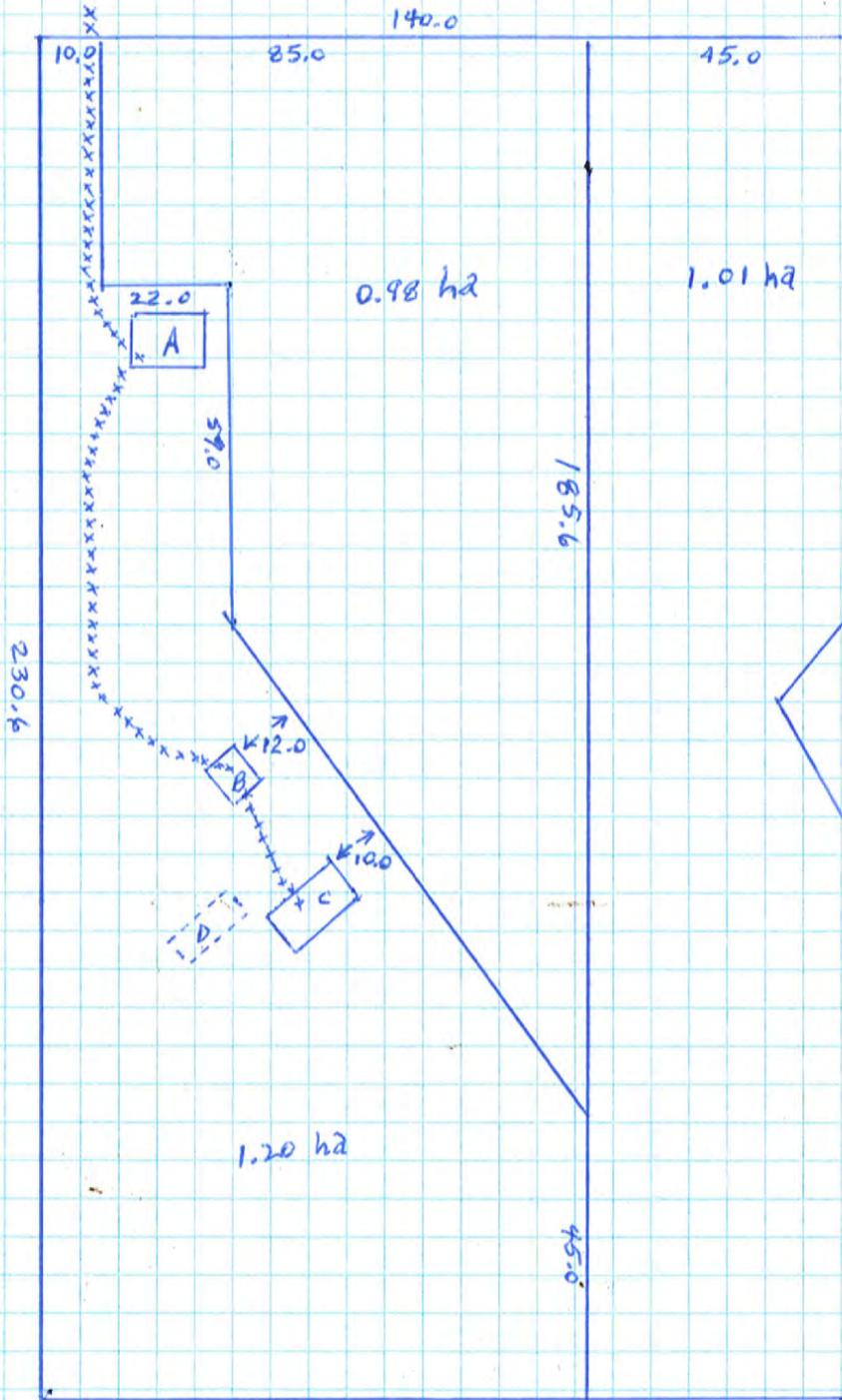


Looking east toward proposed easternmost lot according to subdivision plan.



Looking South from top of driveway on Kimola Road. Proposed lots to the east of the image. The driveway would be the panhandle access to the original property.

LOT 3, SEC 91, PL. 2634



- A - WORKSHOP
- B - POWER SHED
- C - DWELLING
- D - SEPTIC FIELD

 Park  
 Subject Property

# Subject Property

Bk 208

VIP3477

Sec 76  
14TR2\_WEST\_COAST

EPP85666

KIMOLA RD



Lot 4

EPP2899  
Lot A

VIP2634  
REM Lot 3

Lot 2

Lot A  
Lakeshore  
Road Trail  
Corridor Lo

Lot A

EPP122173  
Lot A  
VIP31720

PEACOCK

DL 950

EPP85665

PART 91

Sec 91

Lot A  
VIP34205

Lot 1  
VIP39242

Lot 2

VIP32403  
Lot 1

LAKESHORE RD

Lot 1  
VIP31169

PACIFIC RIM HWY

TILLY RD

Lot 1

VIP36025  
Lot 2

PART 91

Lot A  
VIP27730

L 622 VIP12452

VIP945

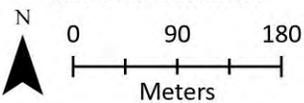
## Overview Map



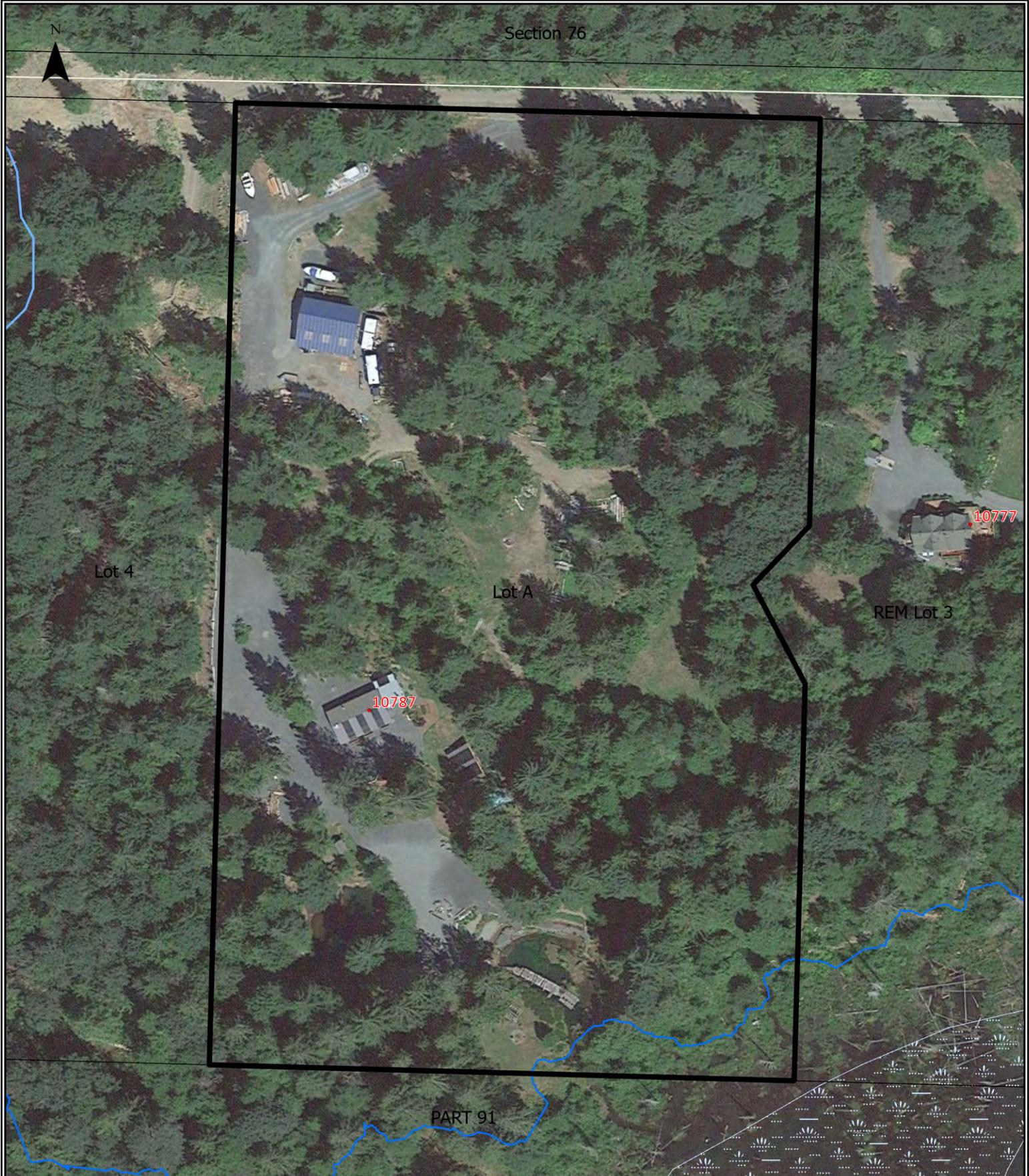
ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



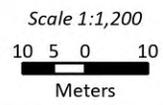
Civic Address: 10787 Kimola Road  
Legal Description: LOT A SECTION 91 CLAYOQUOT  
DISTRICT PLAN EPP2899



198



10787 Kimola Road  
 LOT A SECTION 91 CLAYOQUOT DISTRICT PLAN  
 EPP2899



- Subject Property
- AV Stream Atlas
- Parcels



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N

Section 76

Lot 4

Lot A

REM Lot 3

.10787

.10777

PART 91

10787 Kimola Road  
LOT A SECTION 91 CLAYOQUOT DISTRICT PLAN  
EPP2899

Scale 1:1,200

10 5 0 10

200 Meters

-  Subject Property
-  AV Stream Atlas
-  Parcels
- Elevation (m)
  -  36.09
  -  29.68



Prepared 2024-06-17  
Sources: ParcelMapBC; GeoBC;  
ACRD

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**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1509**

**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 No. P1509.
2. Schedule A of Bylaw P1509, Map No. 2 Land Use Designations, is hereby amended by redesignating LOT A SECTION 91 CLAYOQUOT DISTRICT PLAN EPP2899 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                      ,

Read a second time this                      day of                      ,

Read a third time this                      day of                      ,

Adopted this                                      day of                      ,

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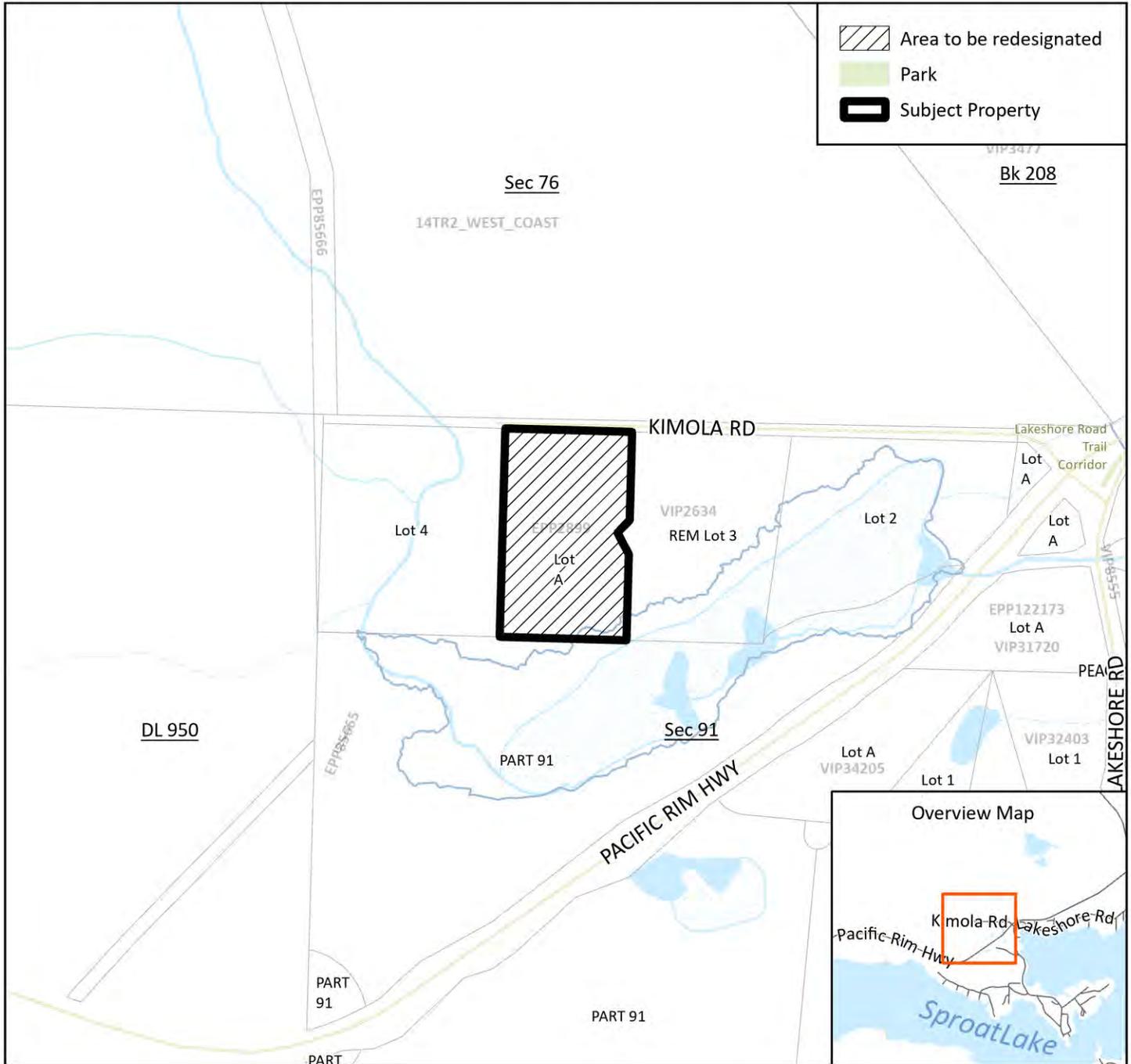
Corporate Officer

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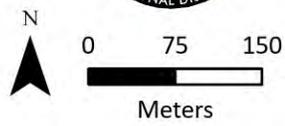
Chair of the Regional Board

# Schedule 'A'

This schedule is attached to and forms part of Bylaw No. P1509, Sproat Lake Official Community Plan Amendment Bylaw, 2024



Civic Address: 10787 Kimola Road  
Legal Description: LOT A SECTION 91 CLAYOQUOT DISTRICT PLAN EPP2899



 To be redesignated from Rural Use to Residential Use.



**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1510**

**OFFICIAL ZONING ATLAS AMENDMENT NO. 787**

---

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law 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 By-law No. 15, 1971:

1. TITLE  
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1510.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT A SECTION 91 CLAYOQUOT DISTRICT PLAN EPP2899 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                      ,  
 Read a second time this                      day of                      ,  
 Read a third time this                      day of                      ,

Approved by the Province as per the *Transportation Act* this      day of                      ,

Adopted this                                      day of                      ,

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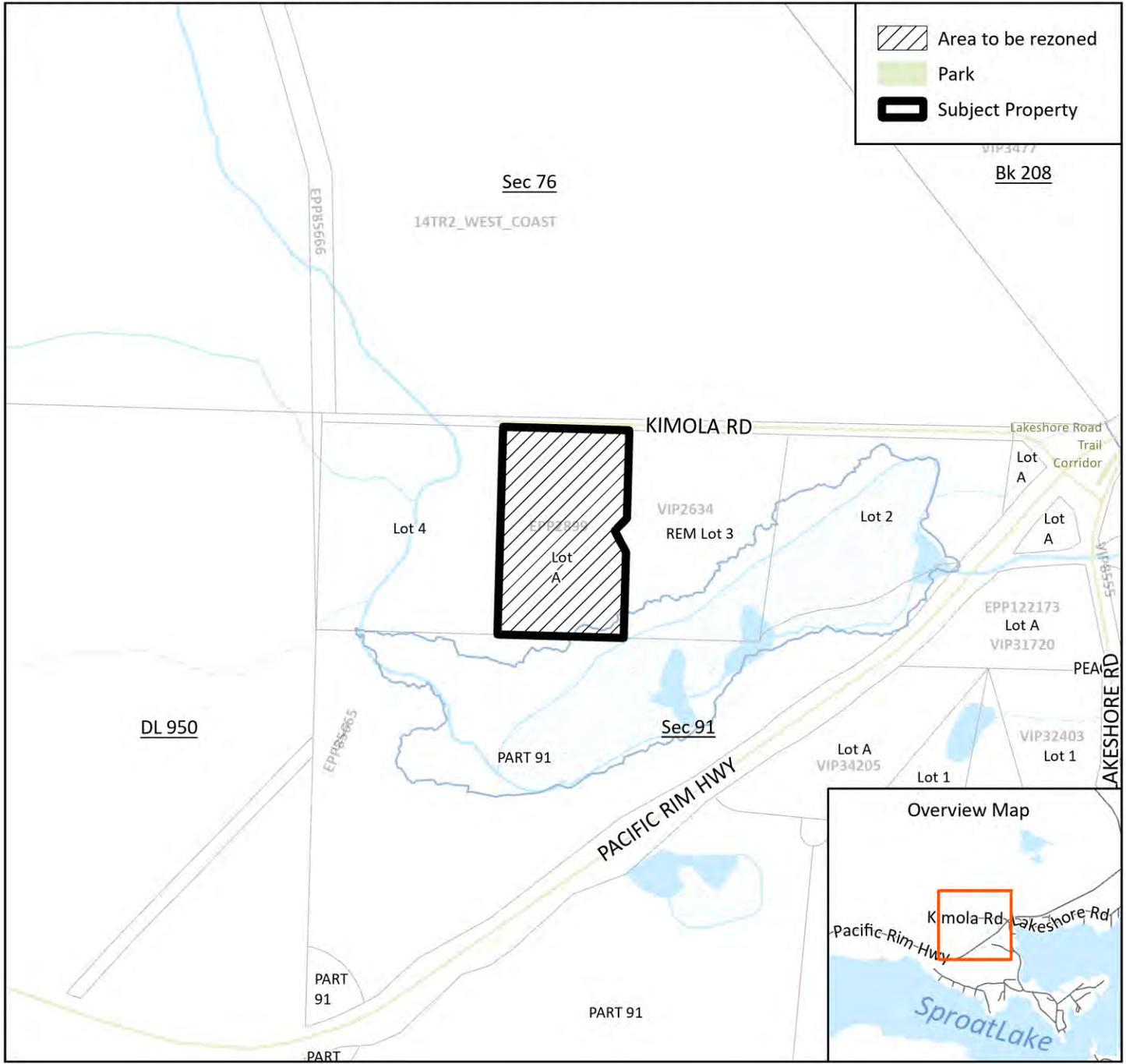
Corporate Officer

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Chair of the Regional Board

# Schedule 'A'

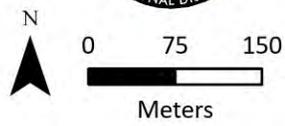
This schedule is attached to and forms part of Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1510, 2024



- Area to be rezoned
- Park
- Subject Property



Civic Address: 10787 Kimola Road  
Legal Description: LOT A SECTION 91 CLAYOQUOT DISTRICT  
PLAN EPP2899



To be rezoned from Forest Rural (A3) District to Small Holdings (A1) District.



**To:** ACRD Board of Directors **Voting Structure:** Electoral Area Directors

**From:** Brooke Eschuk, Planner I

**Meeting Date:** August 28<sup>th</sup>, 2024

**Subject:** Temporary Use Permit TUP19018R (Braiden) – 8467 Bothwell Road

**Recommendation:**  
**THAT the Board of Directors issue temporary use permit TUP19018R.**

**Property Information:**

Civic Address	8467 Bothwell Road						
Legal Description	LOT A DISTRICT LOT 41 ALBERNI DISTRICT PLAN EPP128996						
PID	032-090-510	Folio	0781.002	ALR? (Y/N)	N	Lot Size	Lot Size (ha) 1.6

**Background:**

The applicants received a Temporary Use Permit (TUP) in 2000 to operate a 350 square foot cabin on their property as short-term rental accommodation and is seeking to renew the TUP. A renewal will allow the continued rental of the cabin for an additional three years. The 1.6 ha parcel is mostly treed and accessed by a long driveway. The cabin is not visible from the road or neighbouring properties. The applicant resides at the property full time and the Regional District is not aware of any complaints regarding the short-term rental.

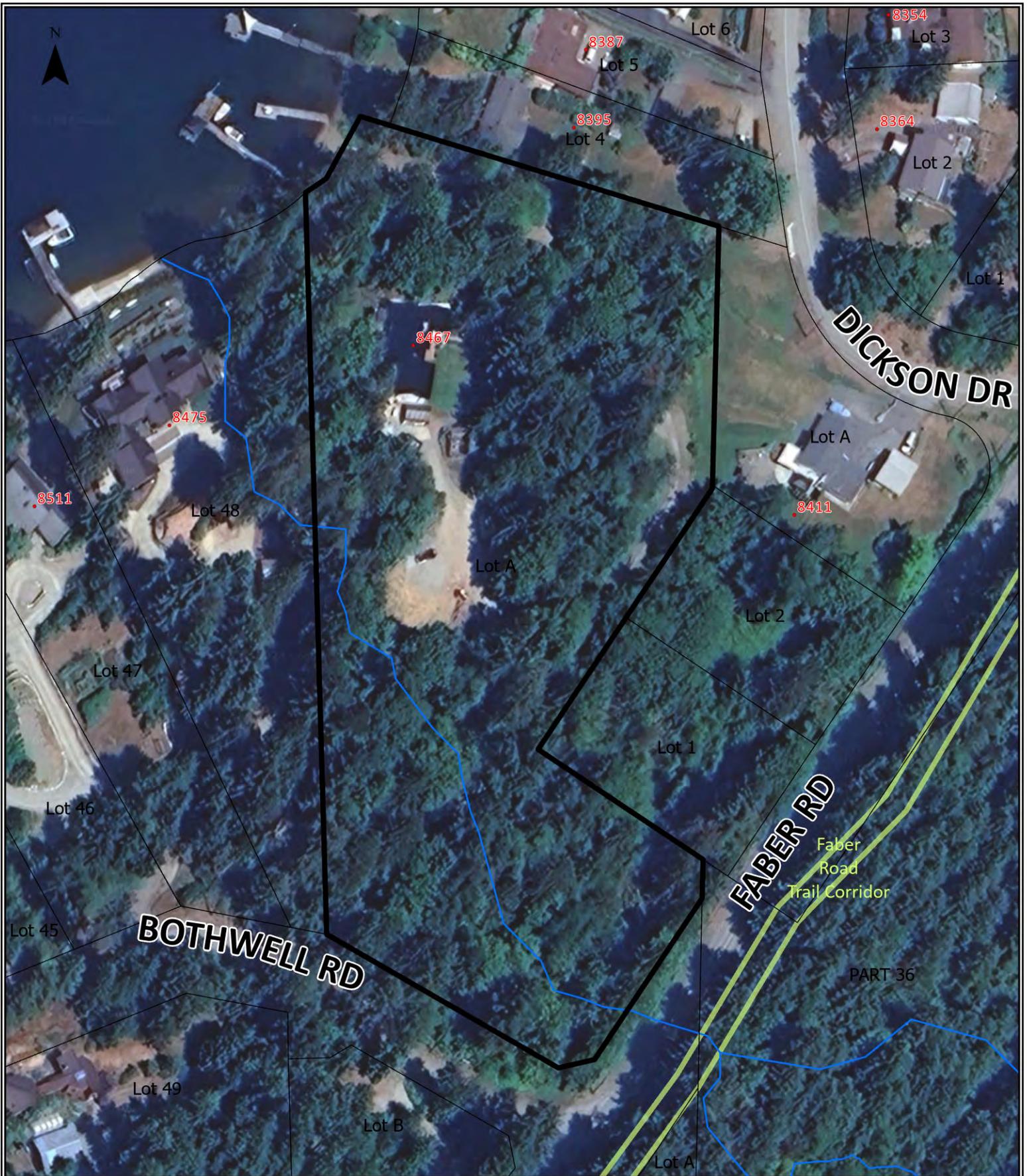
The ACRD Board reviewed this application at the July 24<sup>th</sup> meeting and resolved to consider issuing the Temporary Use Permit following public notification as per the *Local Government Act s. 494*. An advertisement was placed in the August 21<sup>st</sup> edition of the Alberni Valley News. Notification was sent to all owners and occupants of properties within 100m of the subject property. To date, no public responses have been received. If the Planning Department receives any comments prior to the August 28<sup>th</sup> meeting, Staff will inform the Board.

Planning staff recommend that the Board issue Temporary Use Permit TUP19018R for a period of three years subject to the conditions outlined within the TUP.

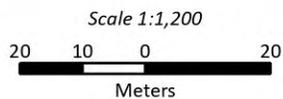
Submitted by: Alex Dyer  
 Alex Dyer, MCIP, RPP, Planning Manager

Reviewed by: *Cynthia Dick*  
Cynthia Dick, General Manager of Administrative Services

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



8467 Bothwell Road  
 LOT A DISTRICT LOT 41 ALBERNI DISTRICT PLAN  
 EPP128996



-  Subject Property
-  AV Stream Atlas
-  Parcels
-  Park

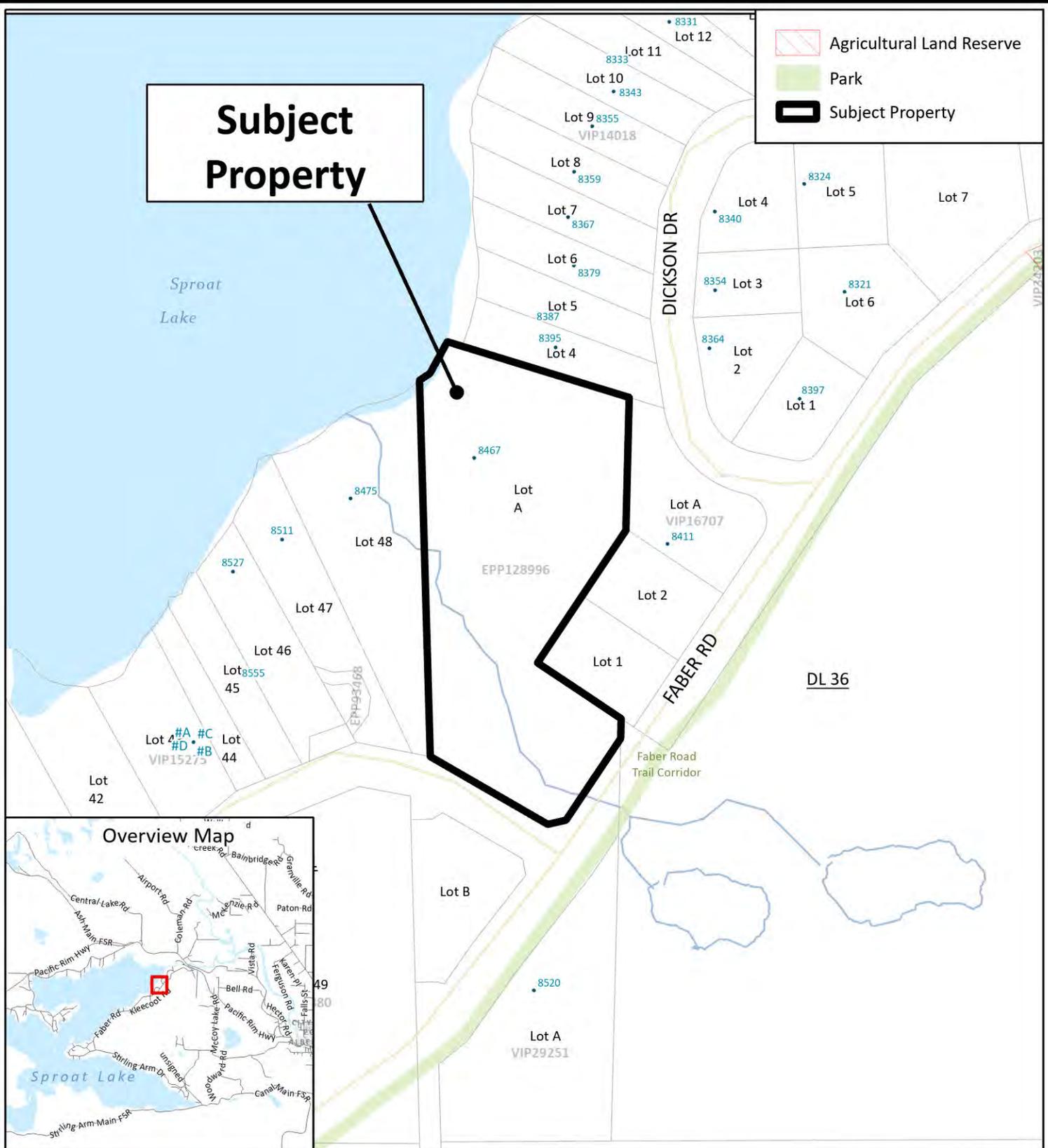


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# Subject Property

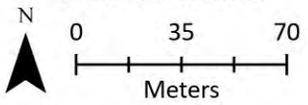
-  Agricultural Land Reserve
-  Park
-  Subject Property



 Civic Address: 8467 Bothwell Road  
 Legal Description: LOT A DISTRICT LOT 41 ALBERNI  
 DISTRICT PLAN EPP128996



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT





**TUP19018R**

Whereas, pursuant to Section 493 of the *Local Government Act*, a local government may by resolution, on application of a property owner, issue a temporary use permit;

A Temporary Use Permit is hereby issued to:

**Name:** Catherine Braiden  
**Address:** 8467 Bothwell Road, Port Alberni

With respect to:

**Legal Description:** LOT A DISTRICT LOT 41 ALBERNI DISTRICT PLAN EPP128996  
**PID:** 032-090-510

The Alberni-Clayoquot Regional District (ACRD) hereby issues a Temporary Use Permit (TUP) subject to the conditions as follows:

1. This permit is issued to allow the short-term rental (STR) of a 350 square foot studio cabin located on the applicant's property at 8467 Bothwell Road.
2. The STR is limited to an occupancy of two (2) guests at one time.
3. The STR use is limited to the existing Accessory Dwelling Unit (Cabin) on the subject property.
4. The owner or caretaker must live onsite or be able to attend the property within 20 min.
5. Contact information for the owner or caretaker and a copy of the TUP must be visible in a public location.
6. This permit is valid for a term of three (3) years from the date of execution.
7. At the time the permit expires, the property owner may apply for a TUP with a different use, apply to rezone the parcel, or return the property to the original use permitted under the current zoning.
8. If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

In accordance with the provision of Section 493 of the *Local Government Act*, approval of this permit was given by resolution of the Regional District of Alberni-Clayoquot Board of Directors on \_\_\_\_\_, 2024.

This permit was issued this \_\_\_\_\_ of \_\_\_\_\_, 2024.

---

Daniel Sailland, MBA  
Chief Administrative Officer

---

Chair of the Board of Directors



To: ACRD Board of Directors

Voting Structure: Electoral Area Directors

From: Brooke Eschuk, Planner I

Meeting Date: August 28<sup>th</sup>, 2024

Subject: Temporary Use Permit TUP19020R (Curtis) – 8279 Dickson Drive

**Recommendation:**

**THAT the Board of Directors issue temporary use permit TUP19020R.**

**Property Information:**

Civic Address	8279 Dickson Drive						
Legal Description	AMENDED LOT 16, (DD 93068N), BLOCK 1, DISTRICT LOT 36, ALBERNI DISTRICT, PLAN 14018						
PID	004-469-381	Folio	0712.030	ALR? (Y/N)	N	Lot Size	Lot Size (ha) 0.32

**Background:**

The applicants have applied for a Temporary Use Permit to continue utilizing a two bedroom single family dwelling on Dickson Drive as a short-term rental. The 0.32 ha (0.79 ac) parcel is mostly treed and fronts onto Sproat Lake. The single family dwelling is used by the applicants for longer stays over the fall, winter and spring. The property owners rent the dwelling on a short-term basis through the months of June, July, and August.

The ACRD Board reviewed this application at the July 24<sup>th</sup> meeting and resolved to consider issuing the Temporary Use Permit following public notification as per the *Local Government Act s. 494*. An advertisement was placed in the August 21<sup>st</sup> edition of the Alberni Valley News. Notification was sent to all owners and occupants of properties within 100m of the subject property. To date, no public responses have been received. If the Planning Department does receive comments prior to the August 28<sup>th</sup> meeting, staff will inform the Board.

Planning staff recommend that the Board issue Temporary Use Permit TUP19020R for a period of three years subject to the conditions outlined within the TUP.

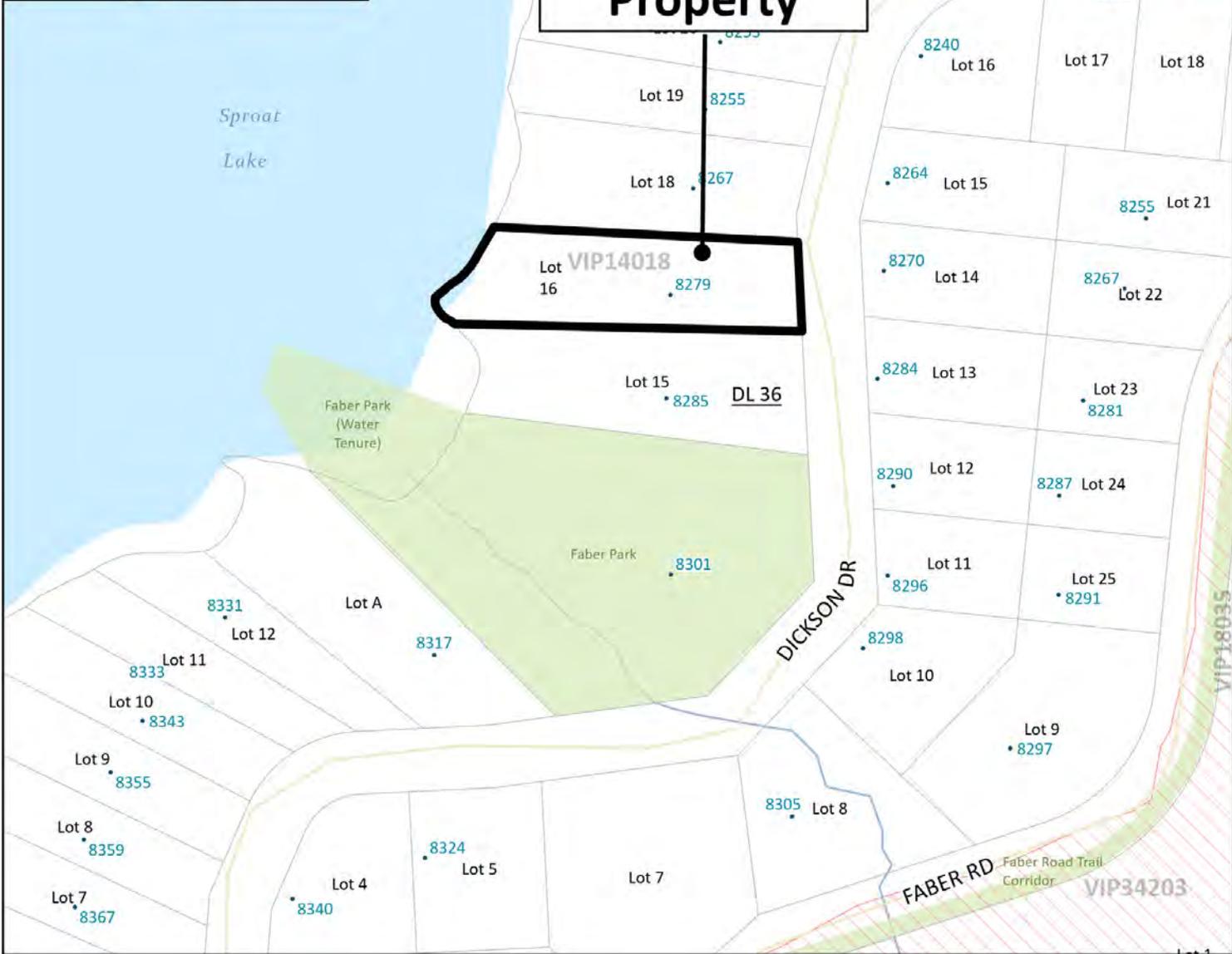
Submitted by: Alex Dyer  
Alex Dyer, MCIP, RPP, Planning Manager

Reviewed by: Cynthia Dick  
Cynthia Dick, General Manager of Administrative Services

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



 Agricultural Land Reserve  
 Park  
 Subject Property





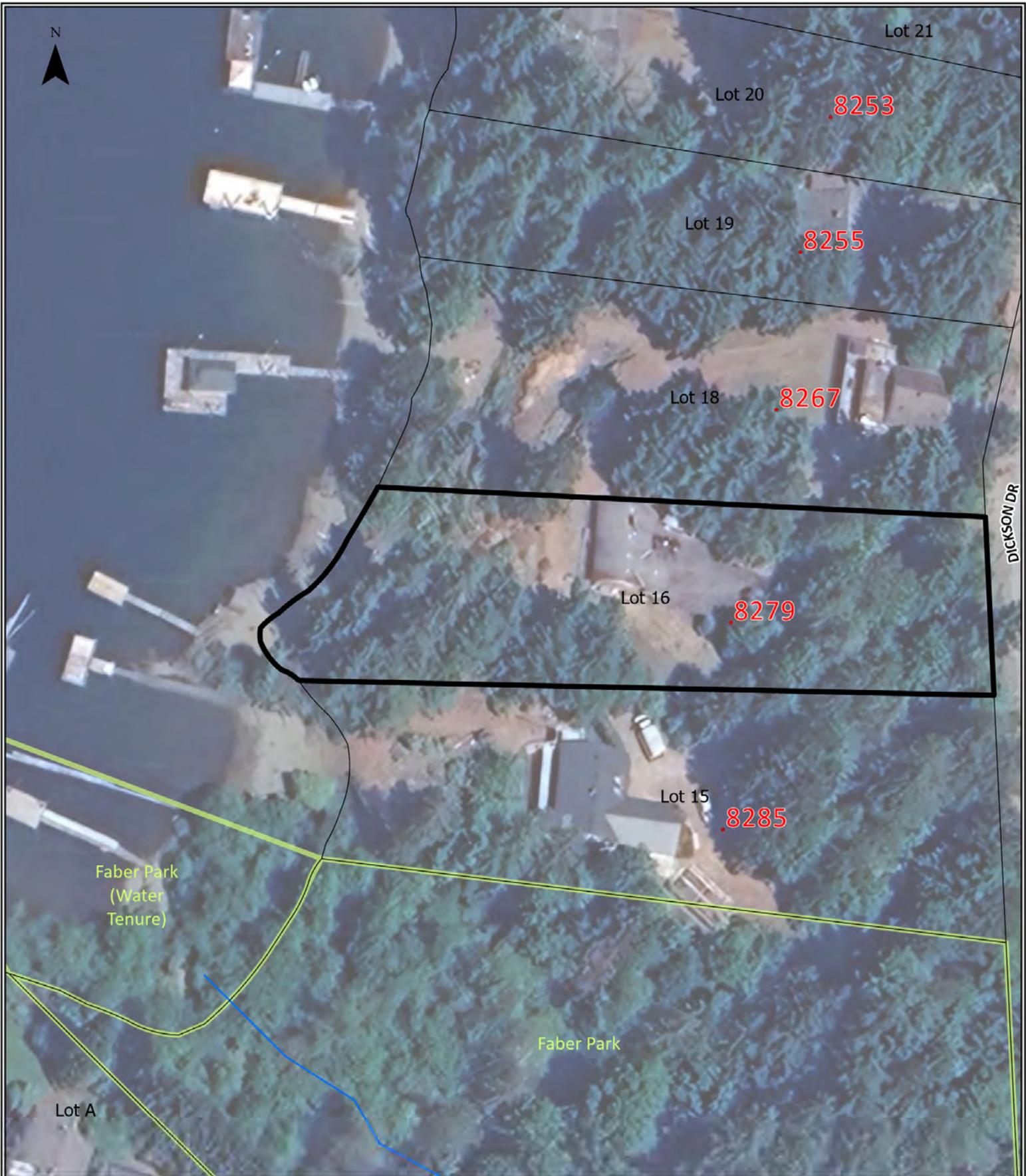
**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

0 25 50  
Meters

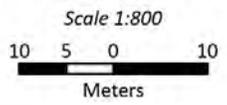
**212**

**Civic Address: 8279 Dickson Dr.**  
**Legal Description: AMENDED LOT 16, (D.D.93068N), BLOCK 1,  
 DISTRICT LOT 36, ALBERNI DISTRICT, PLAN 14018.**

2024-05-10



8279 Dickson Dr.  
 AMENDED LOT 16, (D.D.93068n), BLOCK 1, DISTRICT  
 LOT 36, ALBERNI DISTRICT, PLAN 14018



-  Subject Property
-  AV Stream Atlas
-  Parcels
-  Park



Prepared 2024-05-10  
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**TUP19020R**

Whereas, pursuant to Section 493 of the *Local Government Act*, a local government may by resolution, on application of a property owner, issue a temporary use permit;

A Temporary Use Permit is hereby issued to:

**Name:** Ross and Loraine Curtis  
**Address:** 8279 Dickson Drive, Port Alberni

With respect to:

**Legal Description:** AMENDED LOT 16, (DD 93068N), BLOCK 1, DISTRICT LOT 36, ALBERNI DISTRICT, PLAN 14018

**PID:** 004-469-381

The Alberni-Clayoquot Regional District (ACRD) hereby issues a Temporary Use Permit (TUP) subject to the conditions as follows:

1. This permit is issued to allow the short term rental (STR) of a two (2) bedroom single family house with a maximum of four (4) guests at any one time located at 8279 Dickson Drive.
2. The STR use of the property shall not change the residential appearance of the single family dwelling.
3. The property owner must indicate that a caretaker can attend the property within 20 minutes.
4. The contact information of the owner or caretaker and a copy of the TUP must be posted in a location visible to the public.
5. This permit is valid for a term of three (3) years from the date of execution.
6. At the time the permit expires, the property owner may apply for a TUP with a different use, apply to rezone the parcel, or return the property to the original use permitted under the current zoning bylaw.
7. If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

In accordance with the provision of Section 493 of the *Local Government Act*, approval of this permit was given by resolution of the Regional District of Alberni-Clayoquot Board of Directors on \_\_\_\_\_, 2024.

This permit was issued this \_\_\_\_\_ of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Daniel Sailland, MBA  
Chief Administrative Officer

\_\_\_\_\_  
Chair of the Board of Directors



**To:** ACRD Board of Directors **Voting Structure:** Electoral Area Directors

**From:** Charity Hallberg Dodds, Planning Technician

**Meeting Date:** August 28, 2024

**Subject:** Development Variance DVE24006 (Elliot) – 5424 Gordon Avenue

**Recommendation:**  
**THAT the Board of Directors issue development variance permit DVE24006.**

**Property Information:**

Civic Address	5424 Gordon Avenue						
Legal Description	LOT 2 DISTRICT LOT 20 ALBERNI DISTRICT PLAN EPP11956						
PID	028-605-918	Folio	00539.020	ALR? (Y/N)	N	Lot Size	0.6 ha (1.4 ac)

**Background:**

The applicants intend to construct an Accessory Dwelling Unit (ADU) on the subject property. In order to match the height and roof design of the existing home, the property owners have applied to increase the permitted ADU height from 3.7 m (12 ft) to 5.7 m (19 ft).

The Board reviewed this application at the July 24<sup>th</sup> meeting and resolved to consider issuance following neighbour notification as per the *Local Government Act s. 499*. On August 9<sup>th</sup>, notice was sent to owners and occupants of properties within 100 m of the subject property. To date, no responses have been received. If any responses are received prior to the August 28<sup>th</sup> meeting, staff will inform the Board.

Submitted by: Alex Dyer  
 Alex Dyer, MCIP, RPP, Planning Manager

Reviewed by: Cynthia Dick  
 Cynthia Dick, General Manager of Administrative Services

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

PL20240049/DVE24006



# GORDON AVE

Lot A **5427**

Lot B

Lot A

Lot 1

Lot 2

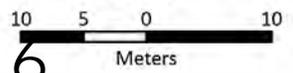
**5424**

Lot C

Lot 13

5424 Gordon Ave  
LOT 2 DISTRICT LOT 20 ALBERNI DISTRICT PLAN  
EPP11956

Scale 1:600



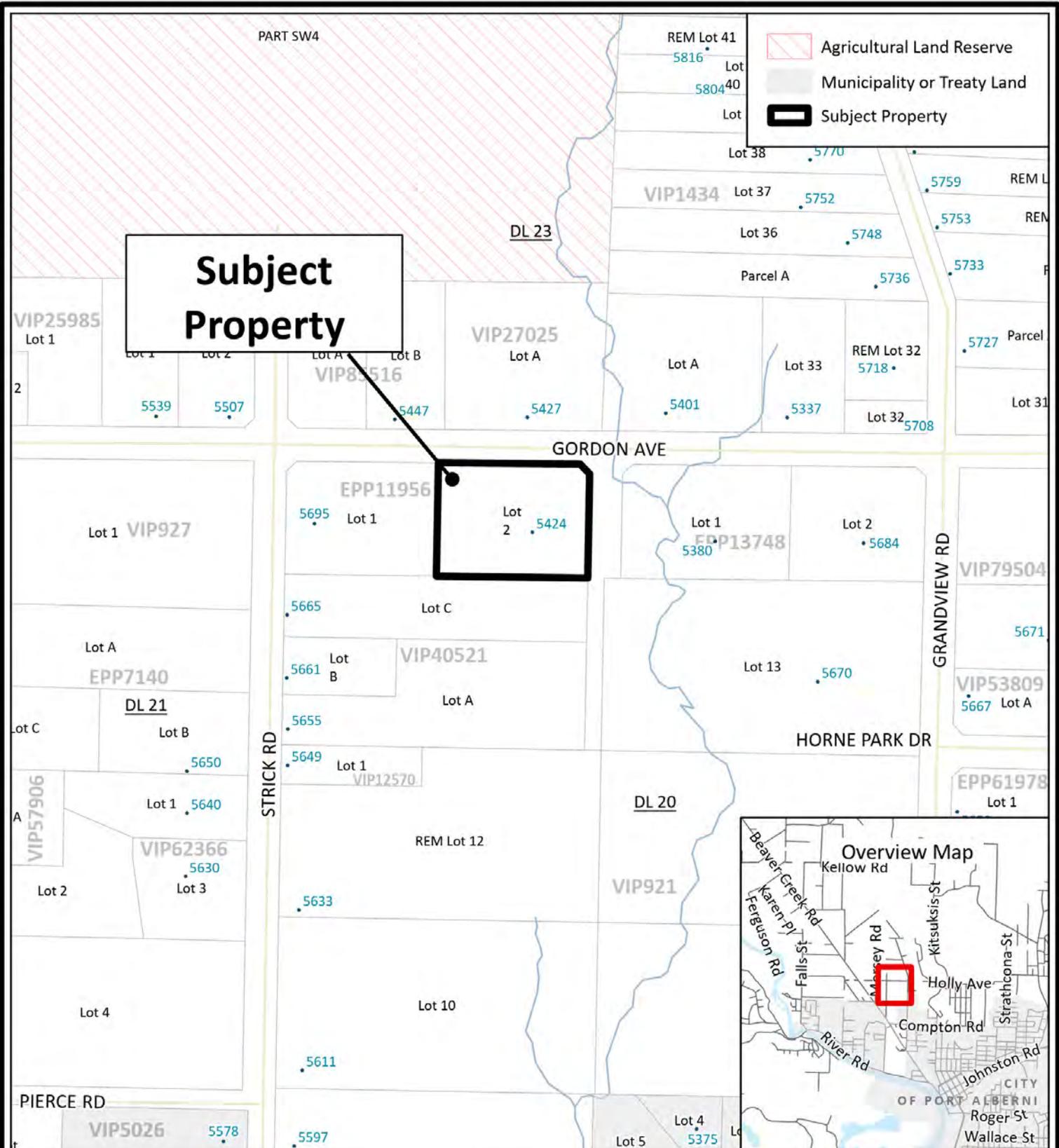
216

-  Subject Property
-  AV Stream Atlas
-  Parcels



Prepared 2024-05-16  
Sources: © OpenStreetMap (and) contributors, CC-BY-SA, Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community, ParcelMapBC; GeoBC; ACRD

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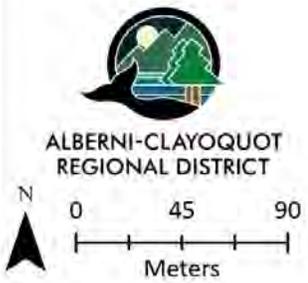


**Subject Property**

-  Agricultural Land Reserve
-  Municipality or Treaty Land
-  Subject Property



 Civic Address: 5424 Gordon Ave  
 Legal Description: LOT 2 DISTRICT LOT 20 ALBERNI DISTRICT PLAN EPP11956





**DVE24006**

Whereas, pursuant to Section 498 of the *Local Government Act*, a local government may by resolution, on application of a property owner, vary the provisions of a bylaw under Division 5 of Part 14 of the *Local Government Act*;

A Development Variance Permit is hereby issued to:

**Name:** David and Tammy Elliot  
**Address:** 5424 Gordon Avenue, Port Alberni

With respect to:

**Legal Description:** LOT 2 DISTRICT LOT 20 ALBERNI DISTRICT PLAN EPP11956  
**PID:** 028-605-918

The provisions of the Regional District of Alberni-Clayoquot Bylaw No. 15 are hereby varied as follows:

- Development variance of the ACRD Zoning Bylaw, Section 6.5(4)(h), to increase the maximum height of an Accessory Dwelling Unit from 3.7 m (12 ft) to 5.7 m (19 ft).

In accordance with the provision of Section 498 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on \_\_\_\_\_, 2024.

This permit was issued this \_\_\_\_ of \_\_\_\_\_, 2024.

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Daniel Sailland, MBA  
Chief Administrative Officer

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Chair of the Board of Directors



**To:** ACRD Board of Directors  
**From:** Alex Dyer, MCIP, RPP, Planning Manager  
**Meeting Date:** August 28, 2024  
**Subject:** Rezoning Application RE23011 (Power/Hyggen) – 5522 Maple Street

**Recommendation:**

***THAT the Board of Directors add an additional condition of approval to the adoption of Bylaw P1494 that includes the applicant agreeing to a Restrictive Covenant requiring that a stormwater detention and drainage system designed to engineering standards be installed in conjunction with any cottage development on the property.***

***THAT Bylaw P1494, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.***

***THAT Bylaw P1494, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time.***

***THAT Bylaw P1494, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.***

Civic Address	5522 Maple Street						
Legal Description	LOT E (DD ED3677), BLOCK 11, DISTRICT LOT 100, ALBERNI DISTRICT, PLAN 1488						
PID	015-470-768	Folio	1207.021	ALR? (Y/N)	N	Lot Size (ha)	0.5
Current Zoning	Single Family Residential (R1) District			Proposed Zoning	Cottage Residential (RC-1) District		
Current OCP	Residential Use			Proposed OCP	n/a		
Development Permit Area(s)	n/a						

**Development Proposal:** The applicant is seeking to rezone the parcel from Single Family Residential (R1) District to Cottage Residential (RC-1) District. The rezoning would allow for the construction of up to four cottages with a maximum footprint of 500 square feet and to allow the cottages to be operated as short-term vacation rentals or short-term housing units. The parcel measures 1.28 ac (0.5 ha). The west side of the parcel is adjacent to the E & N Railway and is largely forested. A single-family detached house is present on the east side of the parcel fronting Maple Street. If the rezoning application is successful, the applicant will be required to apply for building permits for the construction of the cottages.

**Background:** At the March 27, 2024 meeting, the Board resolved to consider the first reading of Bylaw P1494 at a future date and that notice be given in accordance with section 467 of the *Local Government Act*. A development application sign was posted on the subject property and the notice and information package were posted on the ACRD webpage. The notice was mailed to all property owners and residents within 100 meters of the property on April 23 and advertisements were placed in the April 24 and May 1 editions of the Alberni Valley News. On May 8, the Board received five (5) letters from neighbouring property owners expressing general opposition to the rezoning application. Respondents voiced concerns regarding increased density, noise, traffic, parking, air quality and drainage problems, impacts on property values, and concerns about the size of the proposed cottages.

At the May 8, 2024 meeting, the Board passed the following resolution: *“That the Alberni-Clayoquot Regional District Board of Directors defer a decision on Rezoning Application RE23011 and Bylaw P1494 to allow staff to work with the applicants to consider options for next steps.”*

The area to be rezoned to accommodate the cottage residential development is designated as Residential Use in the Beaver Creek Official Community Plan (OCP). The objective of the Residential Use designation is to allow a range of housing options and Policy 8.2.1 provides that the principal use in Residential Use areas must be residential. The RC-1 District is a residential-focused zone that allows additional cottage uses on a lot if a residential use is in place. The Residential Use objectives and policies generally support cottage residential development. As this rezoning is consistent with the policies in the OCP, a public hearing was not held. The neighbour notification and public notice advertising process was conducted in lieu of the public hearing to provide the opportunity for public input on the application.

**August 2024 Update:** Following the May 8, 2024 Board direction to defer a decision on Bylaw P1494, staff engaged with the applicants to consider next steps. The applicant has now submitted a revised site plan that demonstrates proposed siting for up to four cottages with a 500 square foot footprint that would comply with the minimum building setbacks and provide two off-street parking spaces for each cottage. The conceptual site design would comply with the requirements of the Cottage Residential (RC-1) District in the current Zoning Bylaw.

The applicant has submitted an assessment from a Registered On-Site Wastewater Practitioner that confirms that the soil profiles and percolation test rates comply with Island Health standards to accommodate on-site sewage disposal for the proposed four cottages. The applicant has also submitted a letter from a Professional Engineer discussing stormwater detention and site drainage. As part of the development, a detention system and controlled outlet would be designed to engineering specifications that would limit the post development peak flow so that it does not exceed the pre development drainage of the site. Staff recommend that the Board require the applicant to agree to a Restrictive Covenant as a condition of rezoning to ensure that the stormwater detention and drainage system be installed as part of any future cottage development at the site.

The applicant will present as a delegation at the August 28, 2024 Board meeting to discuss their development application.

When the application was first considered by the Board on March 27<sup>th</sup>, the Board confirmed that adoption of the rezoning is subject to:

- a. Updated site plan indicating cottages no larger than 500 square feet on the main floor as required by the RC-1 District zoning.

- b. Confirmation from a Registered On-Site Wastewater Practitioner that the property to be rezoned can support on-site sewage disposal.
- c. Confirmation that the Beaver Creek Community Water System can accommodate the proposed development.
- d. Confirmation from the Beaver Creek Fire Department that the proposed access is adequate for fire protection.
- e. Meeting all technical referral agency requirements.

A condition of approval that remains to be addressed, if the Board proceeds with the application, is confirmation from the Beaver Creek Fire Department that adequate fire protection can be provided to the site.

In consideration of the additional information provided by the applicant, Planning staff recommend that the Board proceed with the rezoning and give three readings to Bylaw P1494 with the additional condition of rezoning approval that the applicant agree to register a Restrictive Covenant regarding stormwater management. After third reading and if all conditions of rezoning are satisfied, the bylaw would be presented for further consideration at a subsequent Board meeting.

Given the correspondence already received by the Board in opposition to the rezoning and the applicant making a delegation to the Board to discuss their proposal, if the Board is considering not supporting the application at this time, the Board has the option to either defer a decision on the application at this time and seek additional public input, or to deny the application.

**Options Considered:**

1. That the Board direct staff to seek additional public input on the application prior to the Board considering making a decision on rezoning application RE23011 and Zoning Atlas Amendment Bylaw P1494.
2. That the Board deny rezoning application RE23011.

Submitted by: *Alex Dyer*  
Alex Dyer, MCIP, RPP, Planning Manager

Reviewed by: *Cynthia Dick*  
Cynthia Dick, General Manager of Administrative Services

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



**SITE INFORMATION**

THERE SHALL BE A MAXIMUM DENSITY OF ONE UNIT PER 100 SQUARE METERS OF LOT AREA. FOR THE PURPOSES OF THIS SECTION A "UNIT" REFERS TO BOTH SINGLE FAMILY DWELLING AND COTTAGES.

LOT = 5180m<sup>2</sup>  
 DENSITY = 1/5180 OR 5.1 (5 UNITS ALLOWED)

**SITE INFORMATION**

LOT AREA = 5180 m<sup>2</sup> (2023m<sup>2</sup> REQ'D [0.5 ac])  
 LOT WIDTH = 40.9m (27m MIN)

MIN SETBACKS:  
 FRONT YARD - 12.2m  
 REAR YARD - 9.1m  
 SIDE YARD - 4.6m

\*INFORMATION FROM ACRD BYLAW ZONING FOR RC - COTTAGE RESIDENTIAL DISTRICT\*

H:\45004598 POWER 5522 Maple St\Drawings\M4598.dwg 6 June 2018 2:39 PM



**McGILL & ASSOCIATES  
 ENGINEERING LTD.**  
 PERMIT TO PRACTICE No. 1002564  
 4610 ELIZABETH STREET  
 PORT ALBERNI, B.C., V9Y 6L7  
 Tel: (250) 724-3400 Fax: (250) 724-4400  
 E-mail: office@mcgilleng.com

SEAL:

**CLARK POWER  
 5522 MAPLE ST.  
 SITE PLAN**

A		ISSUED FOR REVIEW	2023/08/24	CJM	DATE:	AUG. 2023
REV:	DESC:		DATE:	BY:	SCALE:	1:400

DWG: **4598 - FIG 1**

**B. Pletti Contracting Inc.**  
Registered Onsite Wastewater Practitioner  
PO BOX 128, Port Alberni, BC, V9Y 7M6  
Cell [REDACTED] Home Office [REDACTED]  
Email: [REDACTED]

**Site investigation For 4 Proposed Dwellings**

**Date:** June 4, 2024

**Legal Description:** Lot E, District Lot 100, Alberni District, Plan 1488  
PID 007 408 277

**Street Address:** 5522 Maple Street, Port Alberni.

**Property Owner:** Betty Power & Trevor Hyggen  
5522 Maple Street, Port Alberni, BC  
Phone [REDACTED]

**Summary of Proposed Works:**

On May 16<sup>th</sup> 2024, I completed a site investigation regarding suitable wastewater conditions, soil profiles, percolation tests & suitable areas for a primary / reserve dispersal system locations for 4 proposed cottage / dwellings. Test pits & percolation pits were hand excavated with shovel & augering. The property soils profiles & percolation tests comply with island health & subdivision standards. The existing residence wastewater system is sized & functioning properly with no visible potential issues. The property is serviced by Beaver Creek community water system. There is adequate room in multiple locations to allow for wastewater dispersal to accommodate the 4 proposed dwellings.



**clark@powerhousesells.ca**

---

**From:** Mike Lange <MLange@mcgilleng.com>  
**Sent:** June 10, 2024 8:25 AM  
**To:** [REDACTED]  
**Subject:** 5522 Maple Street - Stormwater Management

Good morning Clark,

Thanks for reaching out to discuss your project. We have reviewed your concept for the property and do not foresee any issues providing stormwater detention for the property. As per typical engineering specifications, we would design a detention system with a controlled outlet to limit the post development peak flow so that it does not exceed the pre development peak flow for the required design storm specified by the municipality.

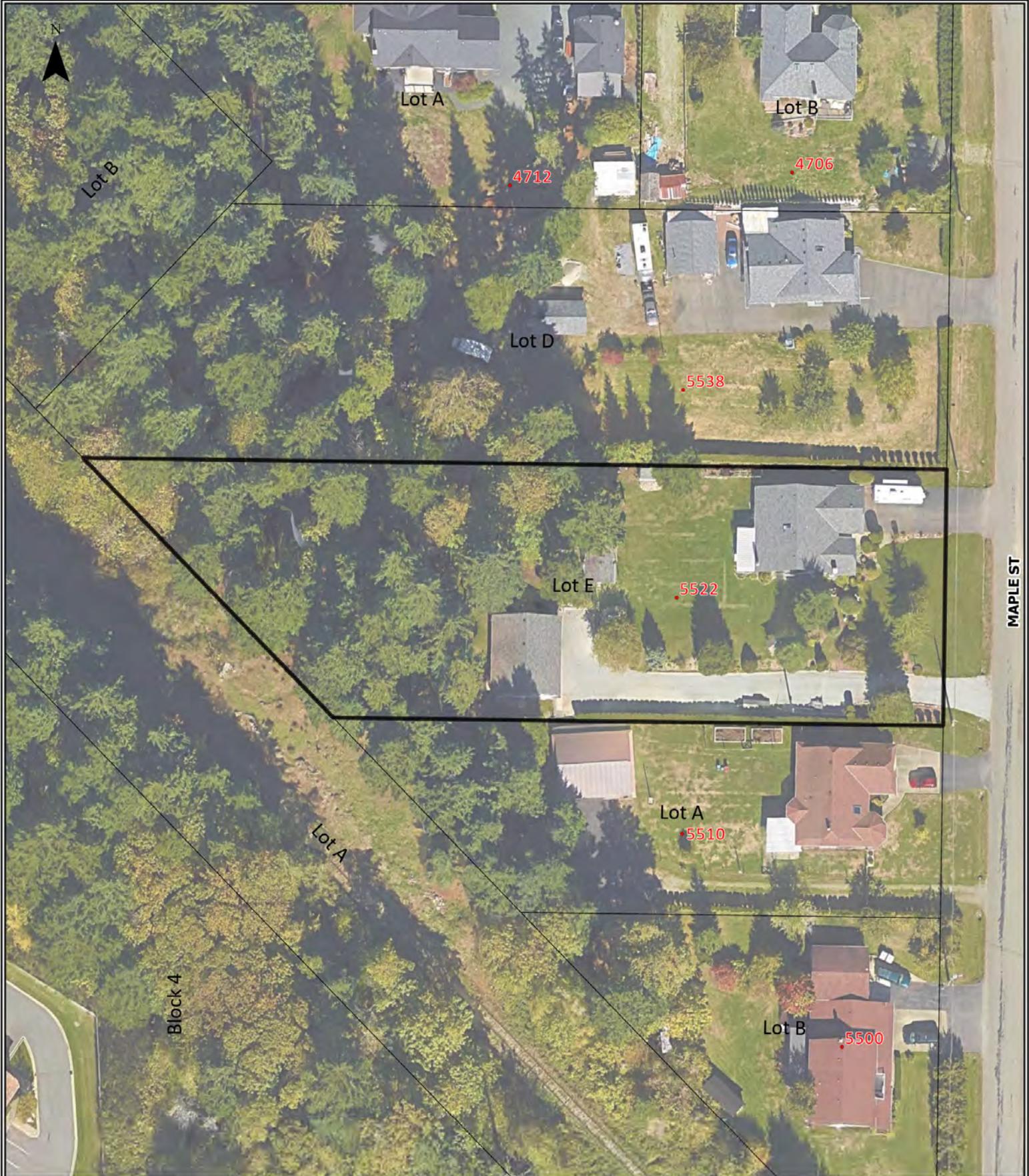
If you require anything else, please let me know.

Regards,

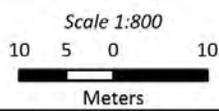
Mike Lange, P. Eng  
McGILL & ASSOCIATES ENGINEERING LTD.  
4610 Elizabeth Street  
Port Alberni, BC, V9Y 6L7  
Ph: (250) 724-3400



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5522 Maple Street  
 LOT E (DD ED3677), BLOCK 11, DISTRICT LOT 100,  
 ALBERNI DISTRICT, PLAN 1488

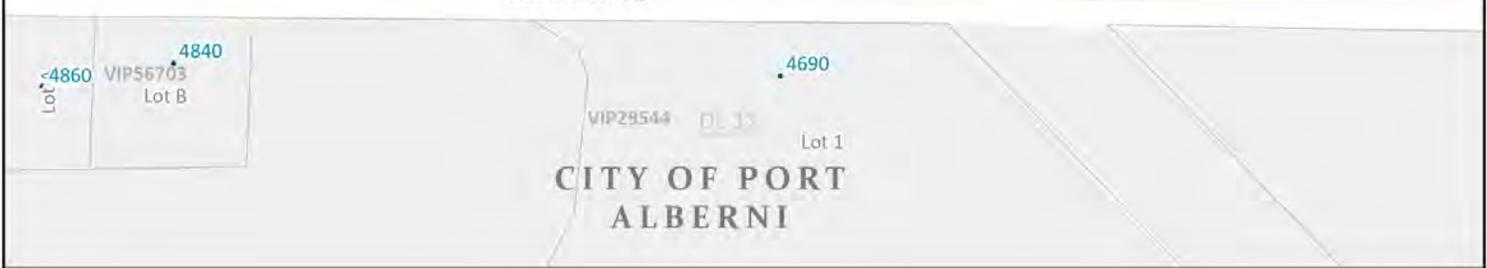
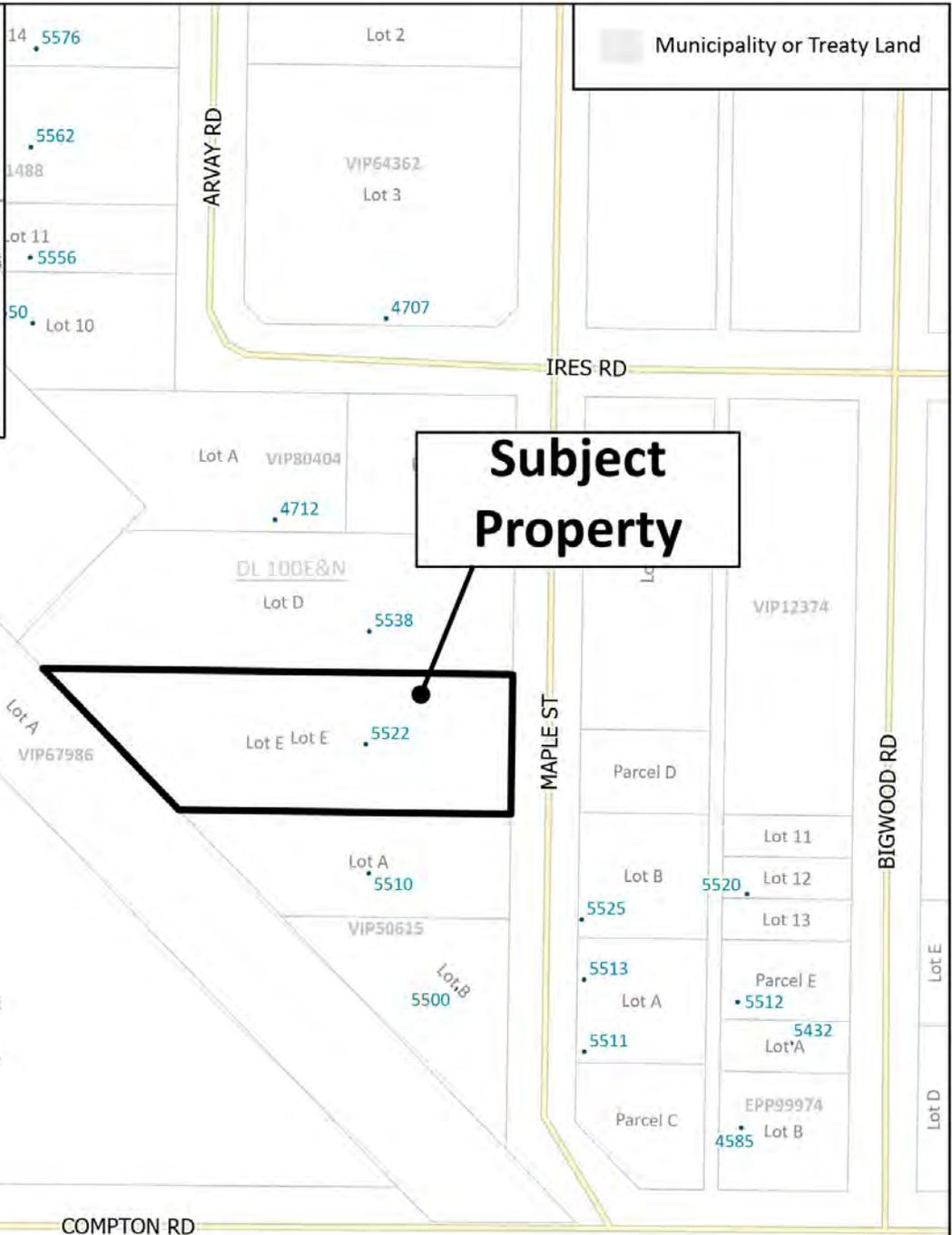


-  Subject Property
-  Parcels

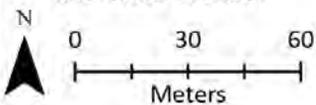


Prepared 2024-03-04  
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ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



226

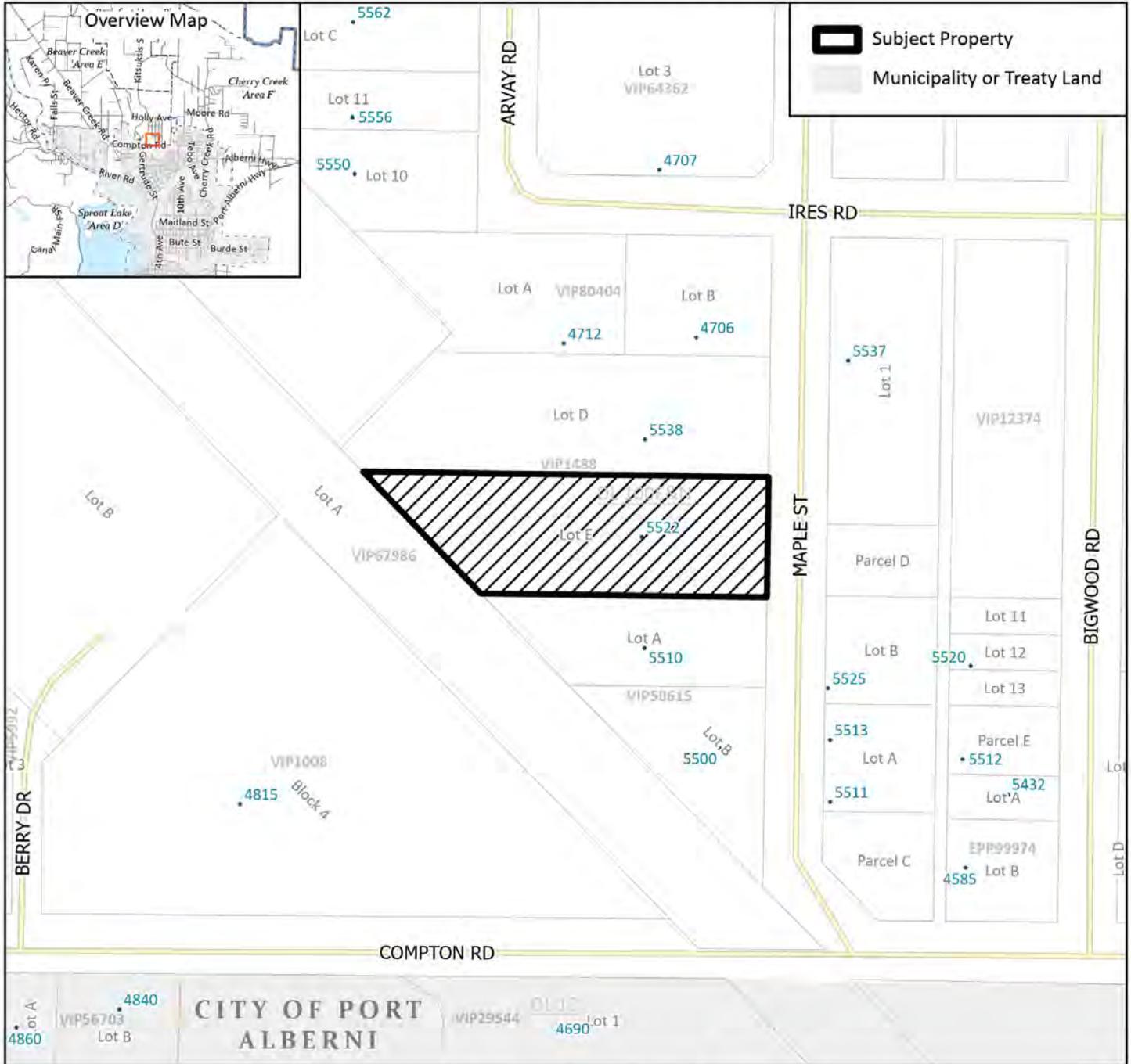


Civic Address: 5522 Maple Street  
Legal Description: LOT E (DD ED3677), BLOCK 11,  
DISTRICT LOT 100, ALBERNI DISTRICT, PLAN 1488



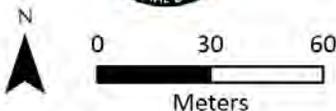
# Schedule 'A'

This schedule is attached to and forms part of Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1494, 2024



Civic Address: 5522 Maple Street

Legal Description: LOT E (DD ED3677), BLOCK 11, DISTRICT LOT 100, ALBERNI DISTRICT, PLAN 1488



 To be rezoned from Single Family Residential (R1) District to Cottage Residential (RC-1) District



**To:** ACRD Board of Directors **Voting Structure:** Electoral Area Directors

**From:** Brooke Eschuk, Planner I

**Meeting Date:** August 28<sup>th</sup>, 2024

**Subject:** Rezoning Application RE24001 (Tardif) – 6467 Walker Road

**Recommendation:**

***THAT Bylaw P1493, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a first time.***

***THAT Bylaw P1493, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a second time.***

***THAT Bylaw P1493, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a third time.***

**Property Information:**

Civic Address	6467 Walker Road						
Legal Description	LOT 1, DISTRICT LOT 24, ALBERNI DISTRICT, PLAN 15614						
PID	004-523-245	Folio	659.000	ALR? (Y/N)	N	Lot Size	0.93 ha

**Development Proposal:**

The applicants wish to rezone the 0.93 ha (2.3 ac) parcel from Small Holdings (A1) District to Acreage Residential (RA3) District as the first step in creating a three-lot bare-land strata subdivision. Proposed Strata Lot A (SL A) is 0.22 ha; SL B is 0.12 ha and SL C is 0.29 ha. SL B and C would each contain one existing single family dwelling and a series of accessory buildings used as sheds and for farm purposes. SL A is currently vacant. The applicants will utilize strata lot averaging of the common property to ensure the lots meet the required minimum lot size of 0.24 ha for the Acreage Residential (RA3) District zone. The bare land strata development would incorporate a communal wastewater disposal system.

**Background:**

At the July 24<sup>th</sup> meeting the Board resolved to consider first reading of Bylaw P1493 at a future date and that notice be given in accordance with Section 467 of the *Local Government Act*. On August 9<sup>th</sup> notice was mailed to all property owners and residents within 100 metres of the property. Notices were also advertised in the August 14<sup>th</sup> and August 21<sup>st</sup>, 2024 editions of the Alberni Valley News. The notice and information package were posted

on the ACRD webpage and a notice of first reading date was placed on the development application sign at the property. As this rezoning is consistent with the Residential Use policies in the Beaver Creek Official Community Plan, a public hearing was not held. The neighbour notification and public notice advertising provided the opportunity for public input on the application process.

To date, no letters from the public have been received. If any correspondence is received prior to the August 28<sup>th</sup> Board meeting, staff will inform the Board.

Technical agency referral requests were sent out on July 26<sup>th</sup>. Referral responses have been received from the Ministry of Transportation and Infrastructure (MOTI) and Island Health. MOTI indicated that the property is outside 800 m controlled area requiring referral under the *Transportation Act* and that the new driveway access will require a culvert for drainage management. Island Health provided initial comments on sewage disposal and water supply. Both agencies recommended approval of the bylaws. If any additional referral responses are received, staff will inform the Board.

Staff recommend that the Board proceed with the rezoning and give three readings to Bylaw P1493. After third reading, the applicants would need to provide confirmation from a Registered On-Site Wastewater Practitioner that the portion of the property to be rezoned is capable of supporting on-site sewage disposal to a minimum 0.24 hectare density, and that any agency referral requirements are met. If the conditions of rezoning are satisfied, the bylaw would be presented to the Board for consideration of adoption at a subsequent Board meeting.

Submitted by: *Alex Dyer*  
Alex Dyer, MCIP, RPP, Planning Manager

Reviewed by: *Cynthia Dick*  
Cynthia Dick, General Manager of Administrative Services

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

5925 VIP15359

5905

DL 25

5803

 Agricultural Land Reserve

 Subject\_Property

KELLOW RD

# Subject Property

5954

6594 Lot 2

6574 Lot B

VIP46582 Lot A

VIP14790 Lot 3

6550

VIP17938 Lot B

6524

6561 Lot 1

VIP15654 REM Lot 5

6525 Lot 2

Lot A VIP14502

Lot 3 6511

Lot 4 6497

6467

Lot 1

DL 24

Lot 1 6494

Lot 2 6470

DL 108E&N

Parcel A 6456

REM Lot 3 6440

VIP16941

Lot 4 6426

Lot 5 6412

Lot 6 6398

Lot 16 6362

VIP1439

Lot 9 6336

WALKER RD

6447 Lot 2

6429 Lot 3

VIP15614

6415

6399 REM Lot 4

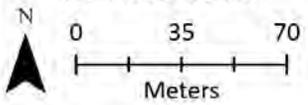
6379 Parcel A

6335 Lot 1

VIP14949



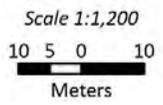
ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



Address: 6467 Walker Road  
Legal Description: LOT 1, DISTRICT LOT 24, ALBERNI DISTRICT,  
PLAN 15614



6467 Walker Road  
 LOT 1, DISTRICT LOT 24, ALBERNI DISTRICT, PLAN  
 15614



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-  Subject Property
-  Agricultural Land Reserve
-  Parcels



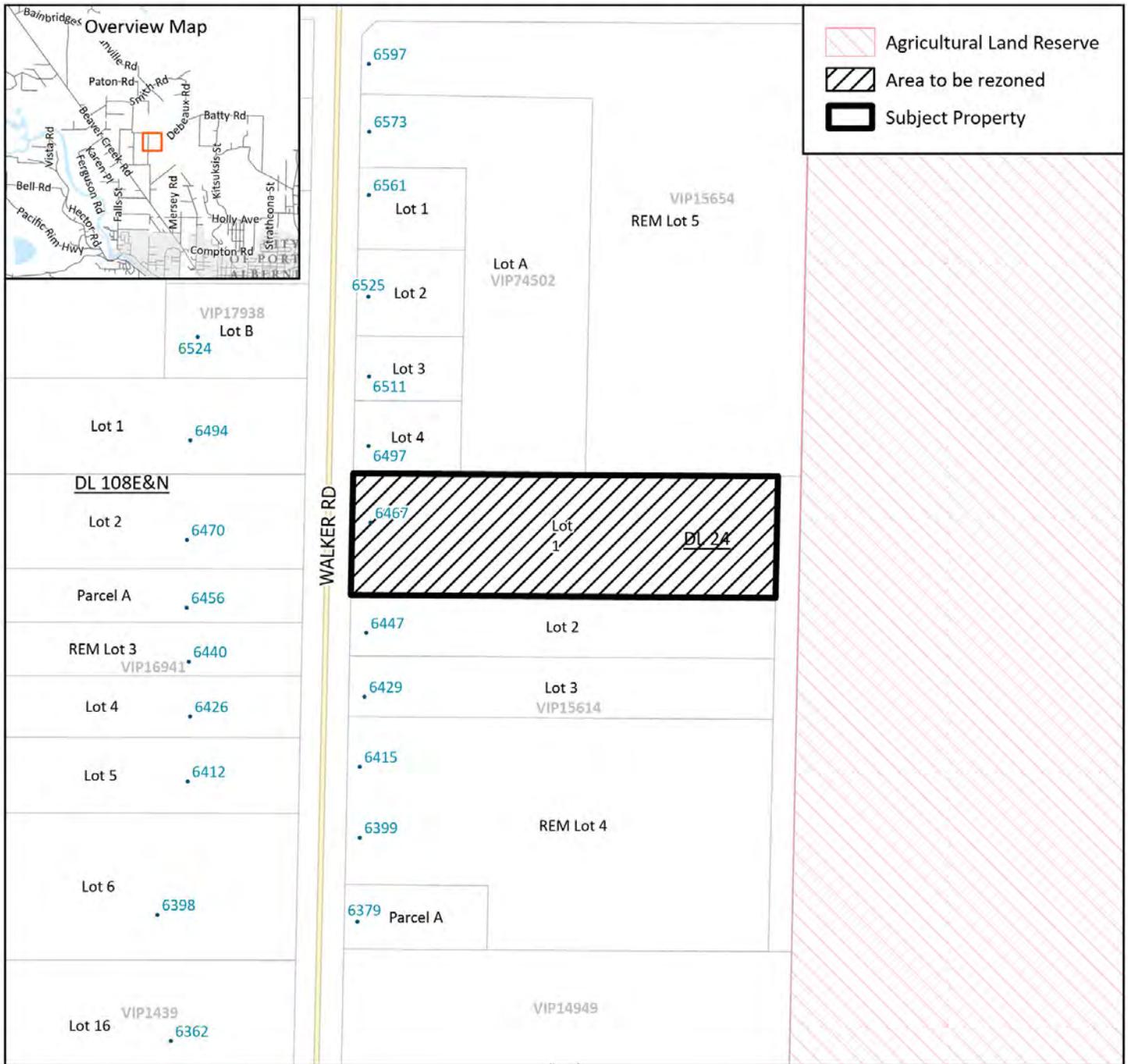
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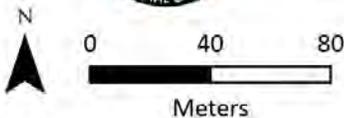


# Schedule 'A'

This schedule is attached to and forms part of Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1493, 2024



Address: 6467 Walker Road  
 Legal Description: LOT 1, DISTRICT LOT 24, ALBERNI DISTRICT,  
 PLAN 15614



 To be rezoned from Small Holdings (A1) District to Acreage Residential (RA3) District.



**To:** ACRD Board of Directors

**Meeting Date:** August 28<sup>th</sup>, 2024

**From:** Brooke Eschuk, Planner I

**Voting Structure:** Electoral Area Directors

**Electoral Area:** "E" Beaver Creek

**Subject:** Rezoning Application RE24006 (Smith-Stephens) – 6416 Beaver Creek Road

**Recommendation:**

**THAT the Board of Directors consider first reading of Bylaw P1511, 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 P1511 is subject to:**

- a. Confirmation from a Registered On-Site Wastewater Practitioner (ROWP) that the portion of the property to be rezoned is capable of supporting on-site sewage disposal to a minimum 0.24 hectare density.**
- b. Meeting all technical referral agency requirements.**

Note: The *Housing Statutes (Residential Development) Amendment Act* (Bill 44) was enacted in November 2023 as part of several legislative changes relating to housing. The new legislation phased out one-off, site-by-site public hearings for housing projects that are consistent with area OCPs. As this rezoning is consistent with the Residential Use policies in the Beaver Creek Official Community Plan (OCP), a public hearing will not be held. The neighbour notification and public notice advertising provides the opportunity for public input on the application process.

**Development Proposal:** The property owners are applying to rezone the parcel from Small Holdings (A1) District to Acreage Residential (RA3) as the first stage of creating a two-lot subdivision. Once subdivided, the applicants propose to construct a single family dwelling (SFD) on the rear lot and provide the single family dwelling fronting Beaver Creek Road as a long term rental.

**Advisory Planning Commission Recommendation:**

The Beaver Creek Advisory Planning Commission (APC) reviewed the application at their August 20<sup>th</sup> meeting where the APC members recommended support for the rezoning application as presented.

**Property Owner(s)/Applicant(s):** Caden Smith – Stephens

**Property Information:**

Civic Address	6416 Beaver Creek Road						
Legal Description	LOT 2, DISTRICT LOT 40, ALBERNI DISTRICT, PLAN 7729						
PID	005-669-090	Folio	0737.000	ALR? (Y/N)	N	Lot Size (ha)	0.8 (1.9 ac)

PL20240052 / RE24006

Alberni-Clayoquot Regional District | 3008 Fifth Avenue, Port Alberni, BC V9Y 2E3 | 250.720.2700 | www.acrd.bc.ca

*Serving Port Alberni, Tofino, Ucluelet, Treaty First Nations: Huu-ay-aht, Yuuluʔiʔath, 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).*

Current Zoning	Small Holdings (A1) District	Proposed Zoning	Acreage Residential (RA3) District
Current OCP	Residential Use	Proposed OCP	N/A
Development Permit Area(s)	N/A		
Current Use & Description	The parcel is 600' x 132' and fronts Beaver Creek Road. It contains a single family dwelling and a small accessory building is used as a garage/workshop located adjacent to the single family dwelling. The parcel is roughly divided in half with the rear of the parcel cleared of trees and used as pasture for livestock. Surrounding properties along Beaver Creek Road are of similar size.		

Surrounding Zoning and Land Use			
North	Small Holdings (A1) District	South	Small Holdings (A1) District
East	Beaver Creek Road Acreage Residential (RA2) District	West	Small Holdings (A1) District

**Services:**

- a) **Sewage Disposal:** Onsite Septic. The applicant has submitted a report from a Registered Onsite Wastewater Practitioner indicating the site meets the standards for sewerage system installation and Island Health's requirements for subdivision.
- b) **Water Supply:** Beaver Creek Community Water System. If the property owner proceeds with subdivision, the applicant will need to apply for new Beaver Creek Water System (BCWS) services, satisfy the requirements of Development Cost Charge Bylaw F1133-1, and satisfy any BCWS water connection requirements identified by ACRD Community Services staff.
- c) **Fire Protection:** The parcel is within the Beaver Creek Fire protection Area.
- d) **Access:** Access to the property is via Beaver Creek Rd.

**Planning Policy Discussion:****a) Official Community Plan:**

The Beaver Creek OCP designates this parcel as 'Residential use'. A minimum lot size of 0.24 ha is permitted when subdividing. The objective of the Residential Use designation is to provide a range of housing options within the plan area. The proposed development would result in the addition of one residential property to the Beaver Creek housing stock. The parcel is not impacted by a Development Permit Area.

***This proposal complies with the objectives and policies of the Beaver Creek Official Community Plan.***

**b) Zoning:**

The parcel is designated Small Holdings (A1) District. The applicants are proposing to rezone the parcel to RA3 Acreage Residential District as the first stage in a future subdivision. The applicants intend to construct a single family dwelling as permitted by the RA3 district and provide the existing SFD as a long term rental.

	Current: Small Holdings (A1) District	Proposed: Acreage Residential (RA3)
Minimum Lot Area (ha)	0.8	<b>0.24</b>
Minimum Lot Width (m)	50.2	<b>29.9</b>
Principal & Accessory Front Yard Setback (m)	7.6	<b>12.2</b>

Principal Side Yard Setback (m)	1.5	<b>4.6</b>
Principal Rear Yard Setback (m)	9.1	<b>9.1</b>
Accessory Side Yard Setback (m)	4.5	<b>0.9</b>
Accessory Rear Yard Setback (m)	4.5	<b>0.9</b>
Watercourse Setback (m)	30	<b>30</b>

***This proposal does not comply with the ACRD zoning bylaw. The parcel will need to be rezoned to RA3 to accommodate the proposed subdivision.***

**Comments:**

The applicants have submitted a subdivision application to the Ministry of Transportation and Infrastructure. Planning staff advised the applicants they must first rezone the parcel to facilitate the proposed subdivision. The applicants intend to construct a single family dwelling on the rear lot once the parcel is subdivided. They then intend to rent the existing SFD on a long-term basis. The parcel is not out of character with neighbouring properties.

The parcel is long and relatively narrow, necessitating a panhandle driveway to the rear lot. The applicants will need to apply for a parcel frontage waiver and a development variance permit for lot width as a condition of subdivision.

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

Reviewed by: Cynthia Dick  
Cynthia Dick, General Manager of Administrative Services

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



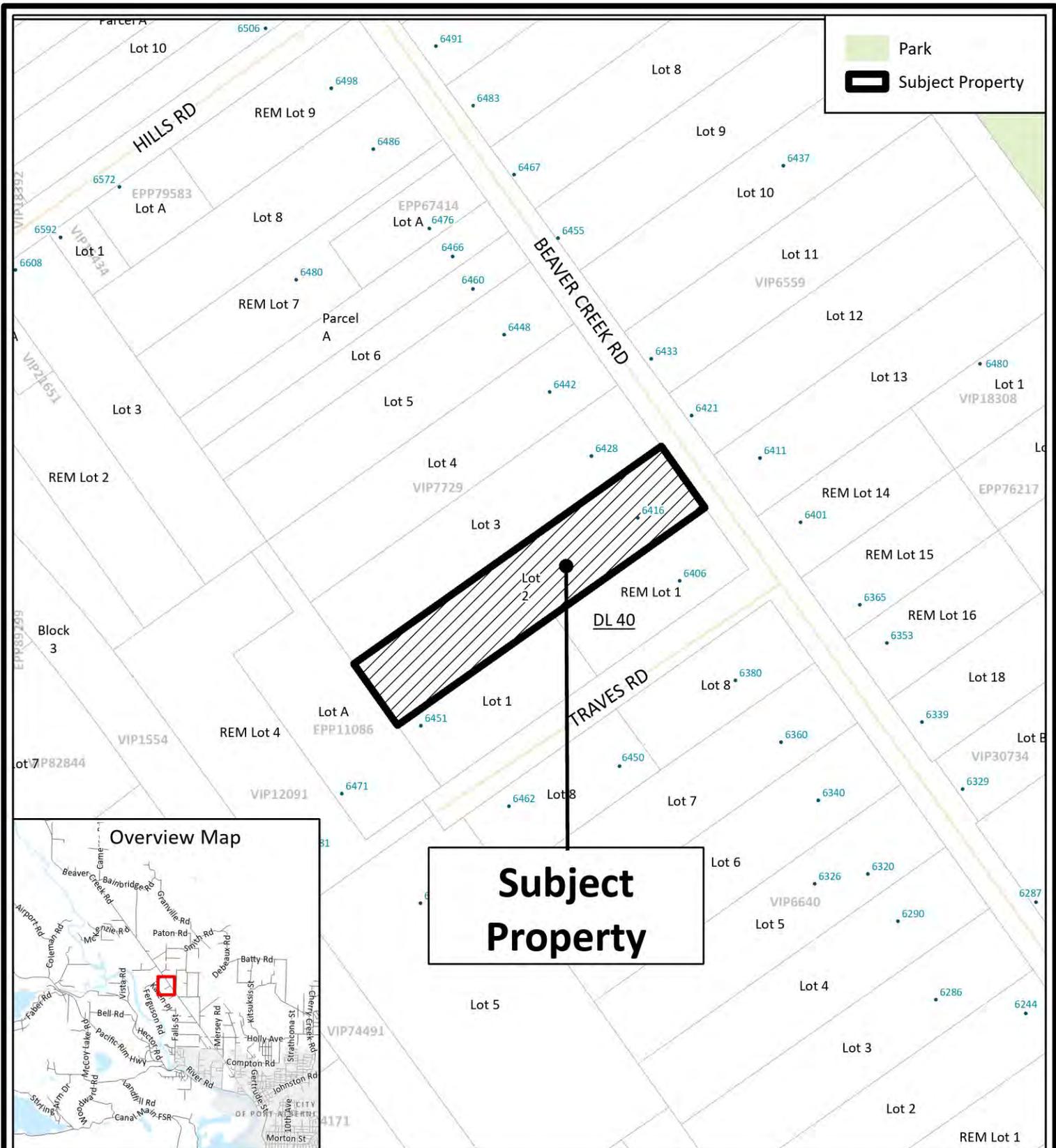
Looking from top of driveway on Beaver Creek Road south. Proposed lot to the rear of the parcel.



Looking north from midpoint of property toward Beaver Creek Road.



Looking southeast from midpoint of property toward proposed new lot



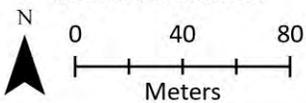
**Subject  
Property**



Overview Map



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



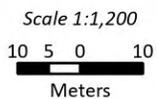
240



Civic Address: 6416 Beaver Creek Road  
Legal Description: LOT 2, DISTRICT LOT 40, ALBERNI  
DISTRICT, PLAN 7729



6416 Beaver Creek Road  
 LOT 2, DISTRICT LOT 40, ALBERNI DISTRICT, PLAN  
 7729



-  Subject Property
-  Parcels



Prepared 2024-06-17  
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**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1511**

**OFFICIAL ZONING ATLAS AMENDMENT NO. 788**

---

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning 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 By-law No. 15, 1971:

1. TITLE  
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1511.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT 2, DISTRICT LOT 40, ALBERNI DISTRICT, PLAN 7729 from Small Holdings (A1) District to Acreage Residential (RA3) 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                    ,  
Read a second time this                day of                    ,  
Read a third time this                  day of                    ,  
  
Adopted this                                day of                    ,

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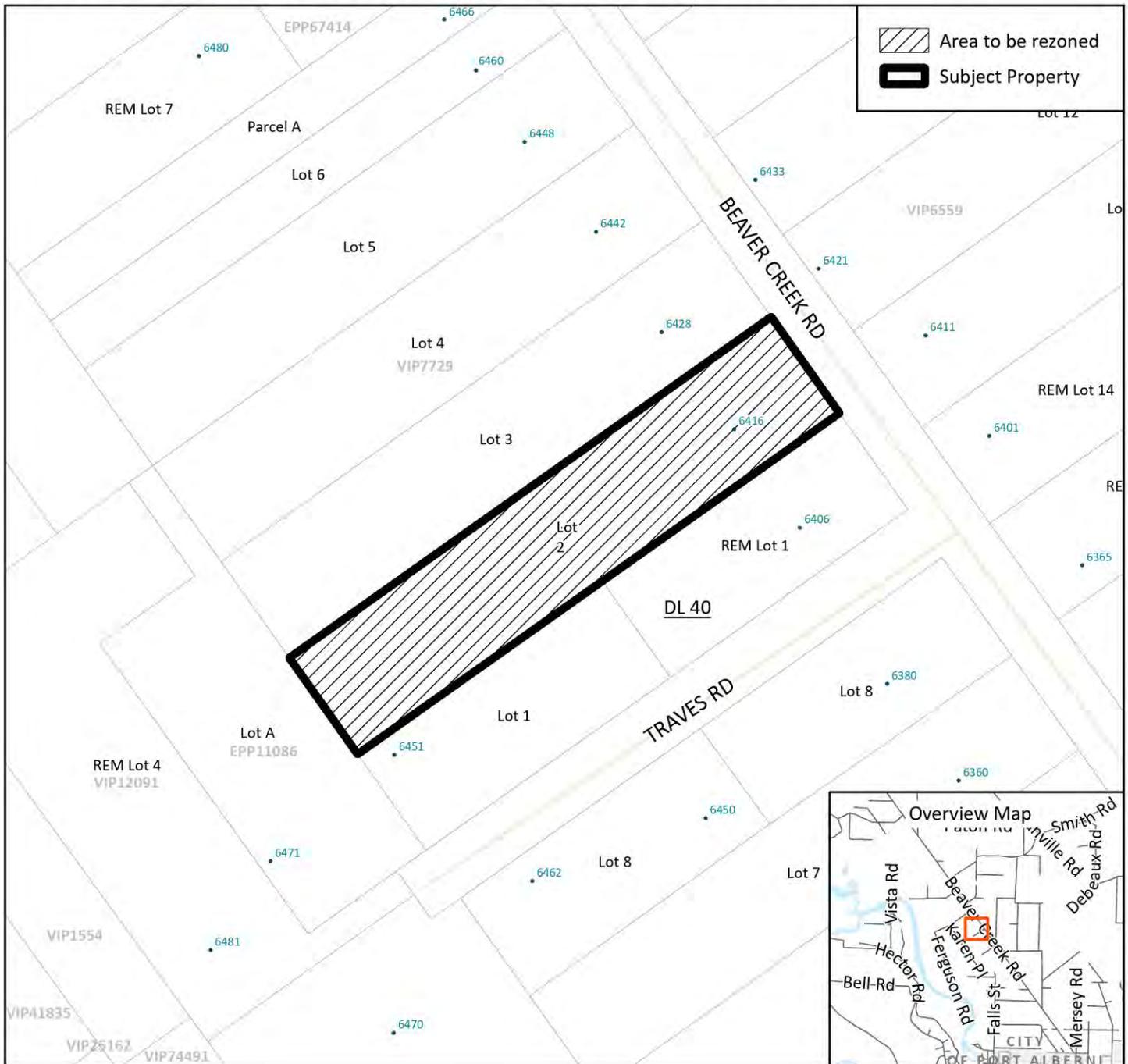
Corporate Officer

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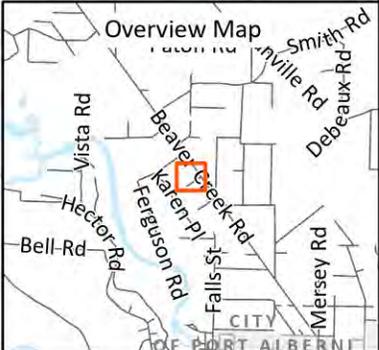
Chair of the Regional Board

# Schedule 'A'

This schedule is attached to and forms part of Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1511, 2024

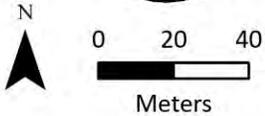


 Area to be rezoned  
 Subject Property



Civic Address: 6416 Beaver Creek Road  
Legal Description: LOT 2, DISTRICT LOT 40, ALBERNI DISTRICT, PLAN 7729

 To be rezoned from Small Holdings (A1) District to Acreage Residential (RA3) District.





To: ACRD Board of Directors

Voting Structure: Electoral Area Directors

From: Brooke Eschuk, Planner I

Meeting Date: August 28<sup>th</sup>, 2024

Subject: Development Variance DVF24007 (Palmer) – 6860 Cypress Boulevard

**Recommendation:**

**THAT the Board of Directors issue development variance permit DVF24007.**

**Property Information:**

Civic Address	6860 Cypress Boulevard						
Legal Description	LOT A (DD ES36271) DISTRICT LOT 111 ALBERNI DISTRICT PLAN 1731						
PID	025-036-700	Folio	01288.100	ALR? (Y/N)	Y	Lot Size	3.8 (9.5 ac)

**Background:**

The applicants intend to construct a new single family dwelling (SFD) on the 3.8 ha property. The variance permit will reduce the required watercourse setback from 30 m to 15 m to allow for optimal siting of the dwelling on the parcel. The siting of the proposed house is within the required 30 m watercourse setback outlined in the ACRD Zoning Bylaw, but outside the 15 m DPA I – Riparian Areas Protection. The requirements for a 30 metre setback from all watercourses does not align with the Official Community Plan (OCP) guidelines for minor streams. Once the new SFD has been constructed, the original SFD will be removed.

The Board reviewed this application at the July 24<sup>th</sup> meeting and resolved to consider issuing the variance permit following neighbourhood notification as per *Local Government Act s. 499*. On August 9<sup>th</sup> letters were sent to owners and occupiers of properties within 100m of the subject property. To date, no responses have been received. If any comments are submitted prior to the August 28<sup>th</sup> meeting, Staff will inform the Board. Staff recommend that the Board issue DVF24007.

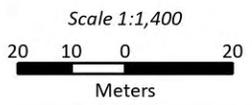
Submitted by: Alex Dyer  
Alex Dyer, MCIP, RPP, Planning Manager

Reviewed by: Cynthia Dick  
Cynthia Dick, General Manager of Administrative Services

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



6860 Cypress Blvd  
 LOT A (DD ES36271) DISTRICT LOT 111 ALBERNI  
 DISTRICT PLAN 1731



-  Subject Property
-  AV Stream Atlas
-  Parcels

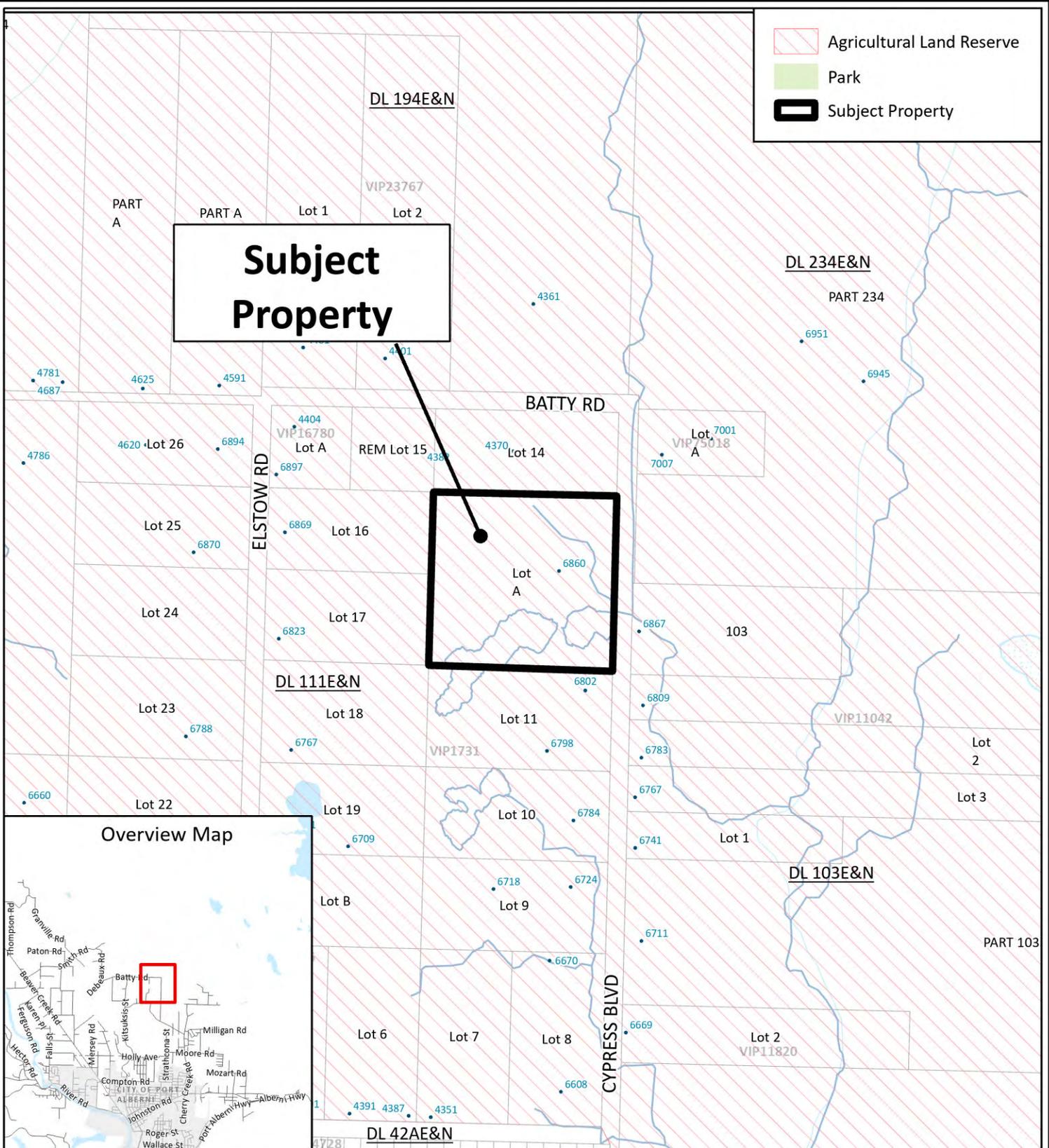


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-  Agricultural Land Reserve
-  Park
-  Subject Property

**Subject  
Property**



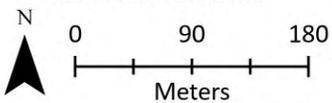
**Overview Map**



Civic Address: 6860 Cypress Blvd  
 Legal Description: LOT A (DD ES36271) DISTRICT LOT 111  
 ALBERNI DISTRICT PLAN 1731



ALBERNI-CLAYOQUOT  
 REGIONAL DISTRICT





**DVF24007**

Whereas, pursuant to Section 498 of the *Local Government Act*, a local government may by resolution, on application of a property owner, vary the provisions of a bylaw under Division 5 of Part 14 of the *Local Government Act*;

A Development Variance Permit is hereby issued to:

**Name:** Mark and Patricia Palmer  
**Address:** 6860 Cypress Boulevard, Port Alberni

With respect to:

**Legal Description:** LOT A (DD ES36271) DISTRICT LOT 111 ALBERNI DISTRICT PLAN 1731  
**PID:** 025-036-700

The provisions of the Regional District of Alberni-Clayoquot Bylaw No. 15 are hereby varied as follows:

- a) Development variance of Section 6.2(4)(a), to reduce the watercourse setback from 30 m (100 ft) to 15 m (50 ft) to allow for the siting of a single family dwelling on the property.

In accordance with the provision of Section 498 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on \_\_\_\_\_, 2024.

This permit was issued this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

---

Daniel Sailland, MBA  
Chief Administrative Officer

---

Chair of the Board of Directors



**To:** ACRD Board of Directors **Voting Structure:** Electoral Area Directors

**From:** Charity Hallberg Dodds, Planning Technician

**Meeting Date:** August 28, 2024

**Subject:** Development Variance DVF24009 (Dockendorff) – 6635 Cypress Boulevard

**Recommendation:**  
**THAT the Board of Directors issue development variance permit DVF24009.**

**Property Information:**

Civic Address	6635 Cypress Boulevard						
Legal Description	LOT 103, ALBERNI DISTRICT, EXCEPT THE NORTH 26 CHAINS 25 LINKS AND EXCEPT THOSE PARTS DESCRIBED AS (1) THE WEST 50 LINKS AND (2) THAT PART OF THE SOUTH 50 LINKS LYING WEST OF THE EXTENSION NORTHERLY OF THE EAST BOUNDARY OF ARLINGTON STREET SHOWN ON PLAN 1768						
PID	001-169-467	Folio	01224.000	ALR? (Y/N)	Y	Lot Size	21.6 ha (53.4 ac)

**Background:**

The applicants intend to construct an accessory building to be used as a pool shed. The proposed shed is sited within 30 m of the present natural boundary of a watercourse but outside the 15 m Development Permit Area I (DPA I) – Riparian Areas Protection as identified in the Cherry Creek Official Community Plan.

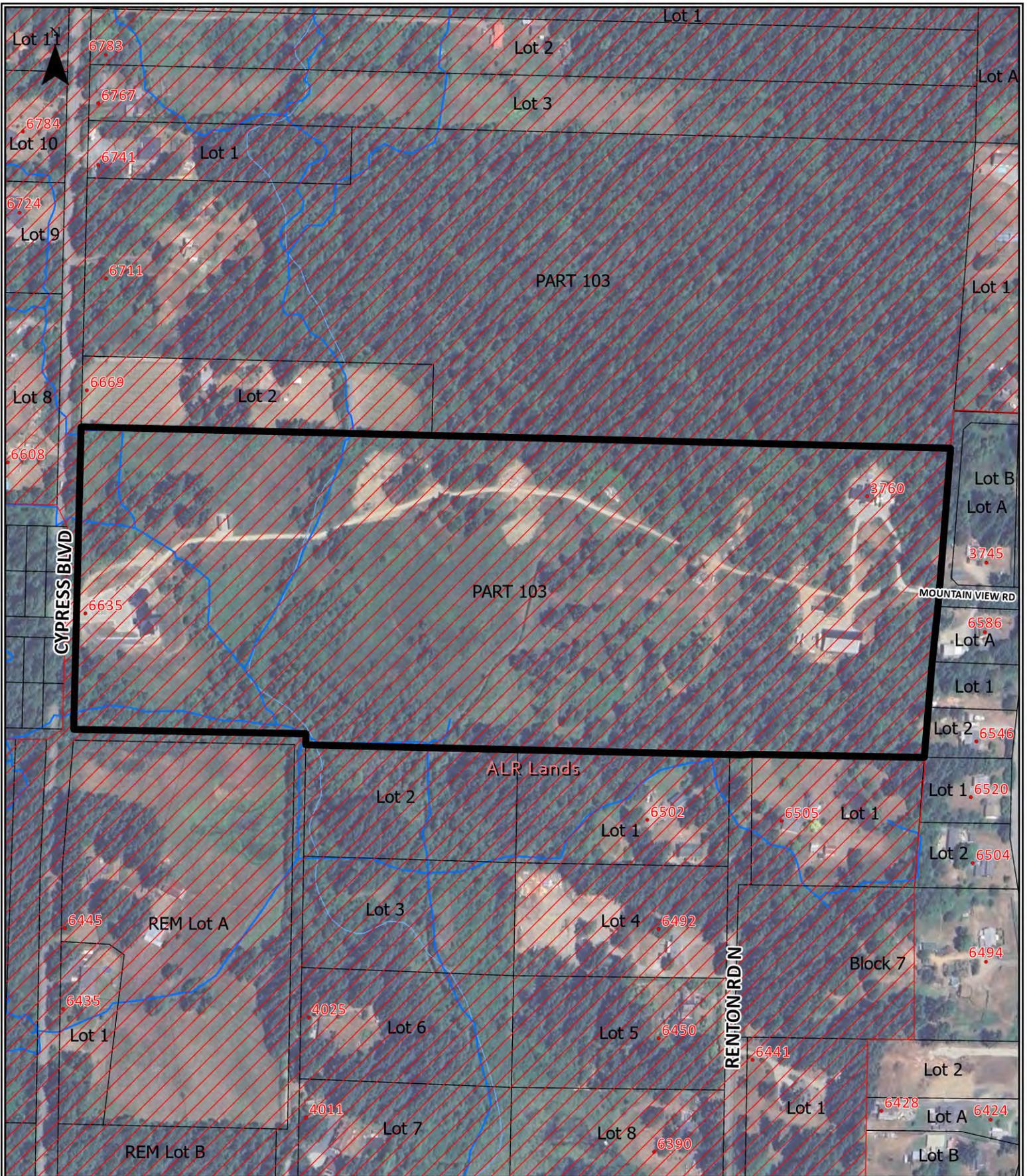
The Board reviewed this application at the July 24<sup>th</sup> meeting and resolved to consider issuance following neighbour notification as per the *Local Government Act s. 499*. On August 9<sup>th</sup>, notice was sent to owners and occupants of properties within 100 m of the subject property. To date, no responses have been received. If any responses are received prior to the August 28<sup>th</sup> meeting, staff will inform the Board.

Submitted by: Alex Dyer  
 Alex Dyer, MCIP, RPP, Planning Manager

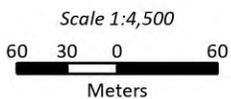
Reviewed by: Cynthia Dick  
 Cynthia Dick, General Manager of Administrative Services

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

PL20240064/DVF24009



6635 Cypress Boulevard  
 LOT 103, ALBERNI DISTRICT  
 PID 001-169-467

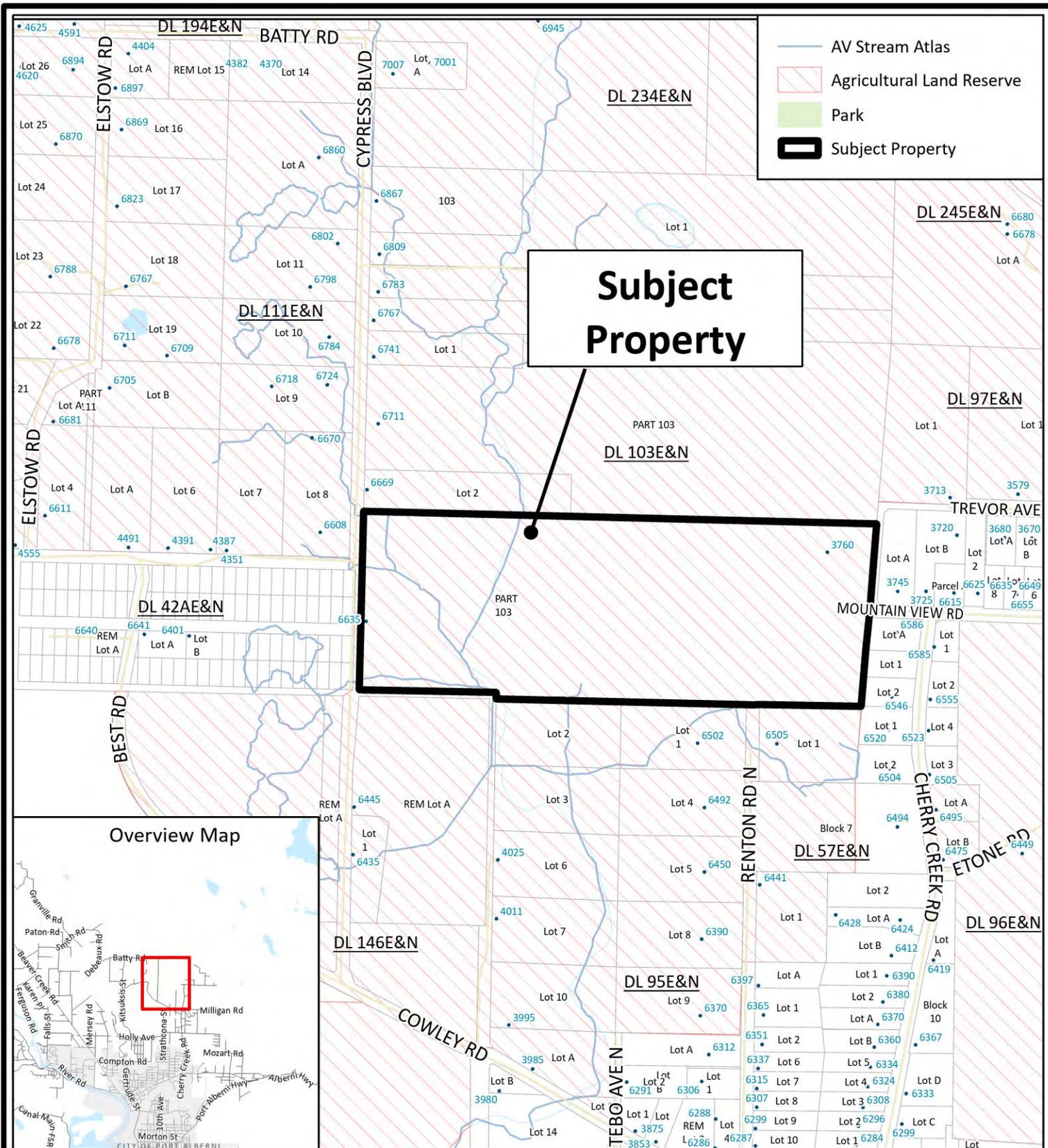


-  Subject Property
-  AV Stream Atlas
-  Agricultural Land Reserve
-  Parcels



Prepared 2024-08-20  
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-  AV Stream Atlas
-  Agricultural Land Reserve
-  Park
-  Subject Property

**Subject  
Property**



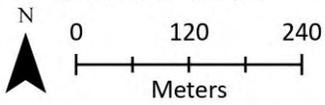
Overview Map

**Civic Address: 6635 Cypress Boulevard**

**Legal Description: LOT 103, ALBERNI DISTRICT, EXCEPT THE NORTH 26 CHAINS 25 LINKS AND EXCEPT THOSE PARTS DESCRIBED AS (1) THE WEST 50 LINKS AND (2) THAT PART OF THE SOUTH 50 LINKS LYING WEST OF THE EXTENSION NORTHERLY OF THE EAST BOUNDARY OF ARLINGTON STREET SHOWN ON PLAN 1768**



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



252



**DVF24009**

Whereas, pursuant to Section 498 of the *Local Government Act*, a local government may by resolution, on application of a property owner, vary the provisions of a bylaw under Division 5 of Part 14 of the *Local Government Act*;

A Development Variance Permit is hereby issued to:

**Name:** Dwight and Candace Dockendorff  
**Address:** 6635 Cypress Boulevard, Port Alberni

With respect to:

**Legal Description:** LOT 103, ALBERNI DISTRICT, EXCEPT THE NORTH 26 CHAINS 25 LINKS AND EXCEPT THOSE PARTS DESCRIBED AS (1) THE WEST 50 LINKS AND (2) THAT PART OF THE SOUTH 50 LINKS LYING WEST OF THE EXTENSION NORTHERLY OF THE EAST BOUNDARY OF ARLINGTON STREET SHOWN ON PLAN 1768

**PID:** 001-169-467

The provisions of the Regional District of Alberni-Clayoquot Bylaw No. 15 are hereby varied as follows:

- Development variance of the ACRD Zoning Bylaw, Section 6.2(4)(a), to reduce the watercourse setback from 30 m (100 ft) to 25 m (82 ft) to allow for construction of an accessory building to be used as a pool shed.

In accordance with the provision of Section 498 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on \_\_\_\_\_, 2024.

This permit was issued this \_\_\_ of \_\_\_\_\_, 2024.

---

Daniel Sailland, MBA  
Chief Administrative Officer

---

Chair of the Board of Directors



Alberni-Clayoquot Regional District

**Board of Directors Meeting Schedule  
September 2024**

<b>DATE</b>	<b>MEETING</b>	<b>TIME &amp; LOCATION</b>	<b>ATTENDEES</b>
Wednesday, September 4 <sup>th</sup>	West Coast Committee Meeting	10:00 am - Zoom/Board Room (Hybrid)	Committee, Staff
Wednesday, September 11 <sup>th</sup>	Committee-of-the-Whole Meeting	10:00 am – Zoom/Board Room (Hybrid)	Directors, Staff
	Board of Directors Meeting	1:30 pm - Zoom/Board Room (Hybrid)	Directors, Staff
	Regional Hospital District Meeting	(immediately following above)	Directors, Staff
Tuesday, September 17 <sup>th</sup>	Agriculture Development Committee Meeting	9:30 am - Zoom	Committee, Staff
Wednesday, September 25 <sup>th</sup>	Alberni Valley & Bamfield Services Committee Meeting	10:00 am - Zoom/Board Room (Hybrid)	Directors, Staff
	Board of Directors Meeting	1:30 pm - Zoom/Board Room (Hybrid)	Directors, Staff

August 23, 2024

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT  
JULY, 2024**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	1	592,828												592,828
Mobile Homes														0
Multi-Family														0
Adds&Rens														0
Commercial														0
Institutional														0
Industrial														0
Miscellenaous														0
<b>Totals</b>	<b>1</b>	<b>592,828</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>592,828</b>

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT  
JULY, 2024 TO DATE**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	2	781,077	2	492,982	3	1,026,970	9	3,828,593	5	1,891,613	2	520,998	16	8,542,233
Mobile Homes	0	0	0	0	0	0	1	184,362	0	0	1	112,358	1	296,720
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adds&Rens	0	0	1	10,241	3	185,207	3	638,375	5	636,034	1	74,171	8	1,544,028
Commercial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Institutional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Industrial	0	0	0	0	0	0	0	0	0	0	1	1,070,504	1	1,070,504
Miscellenaous	0	0	3	277,875	2	510,965	13	766,591	10	736,606	7	662,993	29	2,955,030
<b>Totals</b>	<b>2</b>	<b>188,249</b>	<b>6</b>	<b>781,098</b>	<b>8</b>	<b>1,723,142</b>	<b>26</b>	<b>5,638,894</b>	<b>20</b>	<b>3,264,253</b>	<b>12</b>	<b>2,441,024</b>	<b>74</b>	<b>14,629,488</b>

	BAMFIELD	BEAUFORT/	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
<b>WOODSTOVE INSPECTIONS</b>	<b>1</b>					<b>1</b>	<b>12</b>

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2023	62	11,266,122	107	21,617,844					
2022	75	16,084,876	127	27,309,617					
2021	68	9,394,091	109	15,945,961					
2020	60	7,927,932	121	16,119,274					
2019	57	6,978,624	109	14,925,682					
2018	66	8,342,628	104	12,305,797					
2017	53	7,345,864	103	12,826,449					
2016	48	6,425,577	82	10,545,063					
2015	53	4,503,156	89	8,577,170					
2014	57	5,115,428	73	7,121,200					
2013	45	5,380,655	81	8,208,948					
2012	55	4,670,900	92	9,011,700					
2011	86	6,823,377	120	9,221,498					
2010	108	16,860,885	149	21,524,170					
2009	63	6,581,912	123	11,302,380	1999	37	1,805,788	80	3,348,092
2008	73	9,556,826	147	22,682,130	1998	41	1,650,426	75	3,320,890
2007	73	7,016,424	163	15,007,877	1997	48	2,779,466	104	10,025,166
2006	84	7,663,595	161	15,909,705	1996	69	5,542,700	128	9,050,554
2005	74	8,278,645	138	12,962,379	1995	61	5,910,000	116	9,641,300
2004	77	6,842,554	133	11,036,854	1994	92	6,327,000	151	7,915,500
2003	37	3,671,688	97	6,925,356	1993	82	5,774,000	167	10,864,000
2002	42	1,754,970	76	2,986,134	1992	87	5,660,000	173	11,192,500
2001	40	3,734,396	89	5,790,126	1991	57	3,115,520	126	7,155,120
2000	43	2,009,157	88	4,095,339	1990	53	5,240,500	118	6,323,900