



Board of Directors Meeting  
Wednesday, June 12, 2024

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

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## Regular Agenda

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Watch the meeting live at: <https://www.acrd.bc.ca/events/12-6-2024/>

Register to participate via Zoom Webinar at: [https://acrd-bc-ca.zoom.us/webinar/register/WN\\_rgUx6w4ARfmM0JL-0Qonvw#/](https://acrd-bc-ca.zoom.us/webinar/register/WN_rgUx6w4ARfmM0JL-0Qonvw#/)

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|----------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>1. <u>CALL TO ORDER</u></b>                                                                                                               |               |
| <b>Recognition of Territories.</b>                                                                                                           |               |
| Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.          |               |
| Introductions - Board Members and Staff present in the Boardroom and on Zoom.                                                                |               |
| <b>2. <u>APPROVAL OF AGENDA</u></b><br><i>(motion to approve, including late items required ALL VOTE 2/3 majority vote)</i>                  |               |
| <b>3. <u>DECLARATIONS</u></b><br><i>(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Community Charter)</i> |               |
| <b>4. <u>ADOPTION OF MINUTES</u></b><br>(ALL/UNWEIGHTED)                                                                                     |               |
| a. <b>Board of Directors Meeting – May 22, 2024</b>                                                                                          | <b>10-19</b>  |
| <i>THAT the minutes of the Board of Directors meeting held on May 22, 2024 be adopted.</i>                                                   |               |
| b. <b>West Coast Committee Meeting – June 5, 2024</b>                                                                                        | <b>20-23</b>  |
| <i>THAT the minutes of the West Coast Committee meeting held on June 5, 2024 be received.</i>                                                |               |

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

- a. **Gary Hackney, Alex Merbich and John Cedargreen regarding objection to Variance Application, DVA24002.**
- b. **Tim Paugh and Dave Dugan, Property Owners regarding Variance Application, DVA24002.**
- c. **Heather Powell, Property Owner requesting reconsideration of \$10,000 bond for Temporary Use Permit Application, TUP23003.**

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

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

- a. **BC FERRY AUTHORITY** **24-25**  
Appointment to the BC Ferry Authority Board of Directors
- b. **CITY OF PORT ALBERNI** **26-28**  
Hope Air Day
- c. **BC PARKS** **29-30**  
Proposal to Rename Maquinna Marine Park to Nis̓maakqin Park
- d. **CITY OF CAMPBELL RIVER** **31-32**  
Letter to Minister of Forests
- e. **UBCM** **33-34**  
Nominations for Convention 2024

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

8. **REQUEST FOR DECISIONS & BYLAWS**

- a. **REQUEST FOR DECISION** **35-43**  
ACRD Asset Management Policy Amendment  
(ALL/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt the amended Asset Management Policy as presented.*

- b. **REQUEST FOR DECISION** **44-48**  
Emergency Program Executive Committee – Terms of Reference Amendment  
(ALL/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the amended Terms of Reference for the Emergency Program Executive Committee as presented.*

- c.       **REQUEST FOR DECISION** **49-53**  
          West Coast Transit – Schedule Change and Update  
          (PARTICIPANTS/WEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors approve a schedule change for the West Coast Transit service to alleviate the labour issues created by the gap in the midday service of the current schedule.*

- d.       **REQUEST FOR DECISION** **54-55**  
          Food Security Emergency Planning – Consulting Services Award  
          (ALL/WEIGHTED)

*THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors award the ACRD’s Food Security Emergency Planning (FSEP) Consulting Services contract to Upland Agricultural Consulting Ltd. in the amount of \$160,980.00 (excluding GST) and authorize the CAO to negotiate and execute the contract on behalf of the Regional District.*

- e.       **REQUEST FOR DECISION** **56-58**  
          Grant Funding Application with Ministry of Municipal Affairs  
          (ALL/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the Building Energy Efficiency Assessment of the ACRD 5th Avenue Administrative Building.*

*THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the Building Energy Efficiency Assessment of the Beaver Creek Fire Hall.*

*THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the Building Energy Efficiency Assessment of the Sproat Lake Fire Department - Harold Bishop Fire Hall.*

*THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the Building Energy Efficiency Assessment of the Sproat Lake Fire Department - Lakeshore Fire Hall.*

*THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the Building Energy Efficiency Assessment of the East Bamfield Fire Hall.*

*THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the Building Energy Efficiency Assessment of the Bamfield Community Parks - Eileen Scott Centennial Park Building.*

*THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the Building Energy Efficiency Assessment of the Long Beach Airport Terminal Building.*

- f.       **REQUEST FOR DECISION** **59-126**  
2024 UBCM Convention Meeting Requests- Premier, Cabinet Ministers,  
MUNI Minister & MACC Staff  
(ALL/UNWEIGHTED)

*THAT the ACRD Board of Directors provide direction to the General Manager of Administrative Services by Monday, June 17, 2024, on meeting requests with the Premier, Cabinet Ministers, Minister of Municipal Affairs, and provincial Ministry, Agency, Commission, and Corporation (MACC) staff in conjunction with the 2024 Union of British Columbia Municipalities Convention respecting issues/concerns impacting communities in the Alberni-Clayoquot region.*

- g.       **REQUEST FOR DECISION** **127-140**  
Notice on Title – 5661 Strick Road, Port Alberni (Lenard and Cherish  
Clement)  
(ALL/UNWEIGHTED)

*THAT the Board of Directors resolve to register a Notice on Title to LOT B, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 40521 (5661 Strick Road) as per Section 57 of the Community Charter.*

## **9. PLANNING MATTERS**

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

- a.       **DVA24002, POZNIKOFF, LOT 67, HAGGARD COVE (BAMFIELD)** **141-149**  
Development Variance Application – Memorandum and Permit

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

- b. **DVD22003, HETHERINGTON, 8542 STIRLING ARM DRIVE (SPROAT LAKE)** **150-157**  
Development Variance Application – Report and Permit

*THAT the Board of Directors consider issuing Development Variance Permit DVD22003, subject to neighbouring properties being notified as per Local Government Act s. 499.*

- c. **RD23017, 0742476 BC LTD. – SPROAT LAKE CAMPGROUND, 18001 STIRLING ARM ROAD (SPROAT LAKE)** **158-172**  
Rezoning Application – Report and Bylaws P1498 and P1499

*THAT Bylaw P1498, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be read a first time.*

*THAT Bylaw P1499, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.*

*THAT the public hearing for Bylaws P1498 and P1499 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 P1498 and P1499 is subject to:*

- a. Confirmation from a Registered On-Site Wastewater Practitioner that the portion of property within CD 565/567 B can accommodate on-site sewage disposal to a 1 hectare minimum lot size for subdivision.*
- b. Meeting all technical referral agency requirements.*

- d. **TUP23006, WEIGHTMAN & ARMSTRONG, 8558 STIRLING ARM DRIVE (SPROAT LAKE)** **173-177**  
Short Term Rental Temporary Use Permit Application – Memorandum and Permit

*THAT the Board of Directors issue temporary use permit TUP23006.*

- e. **DVE24003, WILSON, 7250 BEAVER CREEK ROAD (BEAVER CREEK)** **178-183**  
Development Variance Application – Memorandum and Permit

*THAT the Board of Directors issue development variance permit DVE24003.*

- f. **RE23002, HODGSON, 6525 PLESTED ROAD (BEAVER CREEK)** **184-193**  
Rezoning Application – Report and Bylaw P1481

*THAT the Board of Directors consider first reading of Bylaw P1481, 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 P1481 is subject to:

- a. Confirmation from a Registered On-Site Wastewater Practitioner that the property is capable of accommodating on-site sewage disposal to a 0.24 ha (0.6 ac) density; and
- b. Meeting technical referral agency requirements.

- g. **TUP24001, MELVILLE, 6546 SMITH ROAD (BEAVER CREEK)** **194-198**  
Short Term Rental Temporary Use Permit Application – Memorandum and Permit

THAT the Board of Directors issue temporary use permit TUP24001.

- h. **SE23008, 447927 BC LTD. - GOORTS, 5597 STRICK ROAD (BEAVER CREEK)** **199-204**  
Parcel Frontage Waiver Application – Subdivision Report

THAT the Board of Directors waive the 10% road frontage requirement for proposed Lot A as per subdivision plan of LOT 8, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 921 EXCEPT THAT PART IN PLAN 9142.

- i. **RF22013, MCLELLAN, 2787 ALBERNI HIGHWAY (CHERRY CREEK)** **205-215**  
Rezoning Application – Memorandum and Bylaws P1475, P1476 and P1483

THAT Bylaw P1475, Cherry Creek Official Community Plan Amendment Bylaw be adopted.

THAT Bylaw P1476, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be adopted.

THAT Bylaw P1483, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be adopted.

- j. **TUP21002R, SMITH, 3240 CLAYTON ROAD (CHERRY CREEK)** **216-220**  
Temporary Use Permit Renewal Application – Memorandum and Permit

THAT the Board of Directors issue temporary use permit TUP21002R.

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

- a. **ZONING BYLAW TEXT AMENDMENT – SMALL-SCALE MULTI-UNIT HOUSING – SECONDARY SUITES** **221-231**

Rezoning Text Amendment – Report and Bylaw P1500

*THAT Bylaw P1500, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be read a first time.*

*THAT Bylaw P1500, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be read a second time.*

*THAT Bylaw P1500, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be read a third time.*

**b. FORMER LAND USE CONTRACTS**

**232-268**

Zoning Bylaw Text and Atlas Amendment – Memorandum and Bylaws P1496 and P1497

*THAT Bylaw P1496, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw, be adopted.*

*THAT Bylaw P1497, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.*

**9.3 ALL DIRECTORS**

(ALL/WEIGHTED)

**a. REQUEST FOR DECISION**

**269-270**

South Long Beach and Sproat Lake Official Community Plan Updates – Consulting Award

*THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors award the South Long Beach and Sproat Lake Official Community Plan Updates Consulting Services contract to Urban Systems Ltd. in the amount of \$155,000.00 (excluding GST) and authorize the CAO to negotiate and execute the contract on behalf of the Regional District.*

**10. REPORTS**

**10.1 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.*

**11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**

**13. QUESTION PERIOD**

**Questions/Comments from the public:**

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

**14. RECESS**

(ALL/UNWEIGHTED)

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

**15. RECONVENE**

**16. IN CAMERA**

(ALL/UNWEIGHTED)

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

- i. *90 (1) (a) : personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district;*
- ii. *90 (2) (b) : the consideration of information received and held in confidence relating to negotiations between the regional district and a provincial government or the federal government or both, or between a*

*provincial government or the federal government or both and a third party.*

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

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

**Next Board of Directors Meeting: Wednesday, June 26 at 1:30 pm**  
**Regional District Board Room & Zoom**



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, MAY 22, 2024, 1:30 PM

Hybrid - Zoom/Board Room, 500 Matterson Drive, Ucluelet, BC

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### **DIRECTORS**

John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nations

### **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)

Todd Patola, Alternate, Councillor, City of Port Alberni

Marilyn McEwen, Mayor, District of Ucluelet

Tom Stere, Councillor, District of Tofino

Sabrina Crowley, Alternate, Councillor, Uchucklesaht Tribe Government

Kirsten Johnsen, Member of Council, Toquaht Nation

Levana Mastrangelo, Executive Legislator, Yuułu?if?ath Government

### **STAFF PRESENT:**

Daniel Sailland, Chief Administrative Officer

Mike Irg, General Manager of Planning & Development

Jenny Brunn, General Manager of Community Services

Cynthia Dick, General Manager of Administrative Services

Shane Koren, Manager of Financial Services

Janice Hill, Executive Assistant

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

<https://www.acrd.bc.ca/events/22-5-2024/>

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

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

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 – Directors and Staff present in the Council Chambers and via Zoom.

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

*MOVED: Director McEwen*  
*SECONDED: Director Mastrangelo*

*THAT the agenda be approved as amended with the following late items:*

*9.1(a) DVD23012, Development Variance Permit for 8243 Dickson Drive (neighbour letter)*  
**CARRIED**

**3. DECLARATIONS**

**4. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – May 8, 2024**

*MOVED: Director Johnsen*  
*SECONDED: Director McEwen*

*THAT the minutes of the Board of Directors Meeting held on May 8, 2024 be adopted.*

**CARRIED**

**b. Committee of the Whole Meeting – May 8, 2024**

*MOVED: Director Stere*  
*SECONDED: Director McEwen*

*THAT the minutes of the Committee of the Whole meeting held on May 8, 2024 be received.*

**CARRIED**

**c. Agricultural Development Committee Meeting – May 14, 2024**

*MOVED: Director Boyko*  
*SECONDED: Director Sparrow*

*THAT the minutes of the Agricultural Development Committee meeting held on May 14, 2024 be received.*

**CARRIED**

**d. Accessibility Committee Meeting – May 14, 2024**

*MOVED: Director Stere*  
*SECONDED: Director Sparrow*

*THAT the minutes of the Accessibility Committee meeting held on May 14, 2024 be received.*

**CARRIED**

**e. Emergency Program Executive Committee Meeting – May 15, 2024**

*MOVED: Director Stere*

*SECONDED: Director Sparrow*

*THAT the minutes of the Emergency Program Executive Committee meeting held on May 15, 2024 be received.*

**CARRIED**

Director Patola entered the meeting at 1:44 pm

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**6. CORRESPONDENCE FOR ACTION**

**7. CORRESPONDENCE FOR INFORMATION**

- a. CHRIS BARATTO PARTICIPANT TOUR DE ROCK**  
Request for Support Regarding How to Donate
- b. DISTRICT OF LOGAN LAKE**  
Letter of Support for Bill-34
- c. PROOF**  
New Data on Household Food Insecurity in 2023

*MOVED: Director Beckett*

*SECONDED: Director Stere*

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

**CARRIED**

**8. REQUEST FOR DECISIONS & BYLAWS**

- a. Request for Decision regarding Long Beach Airport Line Marking Contract Award**

*MOVED: Director Stere*

*SECONDED: Director Johnsen*

*THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors award the Long Beach Airport (LBA) Line Marking contract to Dan-Mark Runway*

*Grooving Ltd. in the amount of \$89,360 (excluding GST) and authorize the CAO to negotiate and execute the LBA Line Marking contract on behalf of the ACRD.*

**CARRIED**

**b. Request for Decision regarding Bamfield Free Tipping Fee Pilot Program**

MOVED: Director Beckett

SECONDED: Director Stere

*THAT the Alberni-Clayoquot Regional District Board of Directors approve a permanent Bamfield Tipping Fee Voucher Policy.*

MOVED: Director Beckett

SECONDED: Director Stere

*The main motion be amended in **bold** as follows:*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve a permanent Bamfield Tipping Fee Voucher Policy **with an amendment to exclude commercial businesses and construction/demolition projects of a large nature.***

**CARRIED**

*The main motion as amended was:*

**CARRIED**

**c. Request for Decision regarding Alberni Valley Landfill Tipping Fee and Regulation Bylaw Amendment R1029-8**

MOVED: Director Haggard

SECONDED: Director Stere

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1029-8 Amendment - Alberni Valley Landfill Tipping Fee and Regulation Bylaw.*

**CARRIED**

MOVED: Director Haggard

SECONDED: Director Stere

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1029-8 Amendment - Alberni Valley Landfill Tipping Fee and Regulation Bylaw.*

**CARRIED**

MOVED: Director Haggard

SECONDED: Director Stere

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1029-8 Amendment - Alberni Valley Landfill Tipping Fee and Regulation Bylaw.*

**CARRIED**

*MOVED: Director Haggard*

*SECONDED: Director Stere*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1029-8 Amendment - Alberni Valley Landfill Tipping Fee and Regulation Bylaw.*

**CARRIED**

**d. Request for Decision regarding R1033-6 West Coast Landfill Tipping Fee Bylaw Amendment**

*MOVED: Director Stere*

*SECONDED: Director Johnsen*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1033-6 Amendment - West Coast Landfill Tipping Fee and Regulation Bylaw.*

**CARRIED**

*MOVED: Director Stere*

*SECONDED: Director Johnsen*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1033-6 Amendment - West Coast Landfill Tipping Fee and Regulation Bylaw.*

**CARRIED**

*MOVED: Director Stere*

*SECONDED: Director Johnsen*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1033-6 Amendment, West Coast Landfill Tipping Fee and Regulation Bylaw.*

**CARRIED**

*MOVED: Director Stere*

*SECONDED: Director Johnsen*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1033-6 Amendment, West Coast Landfill Tipping Fee and Regulation Bylaw.*

**CARRIED**

**e. Request for Decision regarding Grant Funding Application with Island Coastal Economic Trust (ICET) - Capital and Innovation Program**

*MOVED: Director Stere*  
*SECONDED: Director McEwen*

*THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Island Coastal Economic Trust (ICET) for funding the design of new terminal building at the Long Beach Airport.*

**CARRIED**

**f. Request for Decision regarding Agricultural Water Assessment Study Funding Opportunity – Watershed Security Fund and Local Government Climate Action Program (LGCAP)**

*MOVED: Director Cote*  
*SECONDED: Director Johnsen*

*THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to the Watershed Security Fund for up to \$35,000 to conduct an agricultural water assessment in the Alberni Valley.*

**CARRIED**

*MOVED: Director Cote*  
*SECONDED: Director Haggard*

*THAT if the application is unsuccessful, the Alberni-Clayoquot Regional District Board of Directors, approve funding up to a maximum of \$35,000 from the Local Government Climate Action Program (LGCAP) fund for the agricultural water assessment study in the Alberni Valley.*

**CARRIED**

**g. Request for Decision regarding ACRD Elections and Assent Voting Bylaw A1089-1 Amendment**

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

*THAT the Alberni-Clayoquot Regional District Board of Directors decline the Alberni-Clayoquot Regional District Elections and Assent Voting Bylaw A1089-1 Amendment as presented.*

*Directors Mastrangelo, Sparrow, McEwen, Stere, Patola, Roth, Boyko, Siga, Beckett, Crowley voted in favour of the motion.*

*Directors Haggard, Cote, Johnsen voted against the motion.*

**CARRIED**

**h. Request for Decision regarding Notice on Title NOT2024-04 – 8682  
Stirling Arm Drive (David Hermansen & Charlotte Faulkner)**

*MOVED: Director Cote*  
*SECONDED: Director Patola*

*THAT the Alberni-Clayoquot Regional District Board of Directors register a Notice on Title on LOT 10, DISTRICT LOT 120, ALBERNI DISTRICT, PLAN 42043, EXCEPT PART IN PLAN 45044 as per Section 57 of the Community Charter.*

**CARRIED**

**i. Request for Decision regarding Primary Care Recruitment and Retention  
– Phase 1 Report**

*MOVED: Director Stere*  
*SECONDED: Director Haggard*

*THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors receive the Phase 1 Health Professional Recruitment and Retention in the Alberni Clayoquot report.*

**CARRIED**

*MOVED: Director Stere*  
*SECONDED: Director Haggard*

*THAT the Alberni-Clayoquot Regional District Board of Directors instruct staff to add primary care recruitment and retention to a future Committee of the Whole/ Workshop meeting to better establish the details of the next phase of work in exploring a possible new service or services.*

**CARRIED**

The meeting was recessed at 3:32 pm.

The meeting was reconvened at 3:41 pm.

Director Crowley left the meeting at 3:45 pm.

**9. PLANNING MATTERS**

**9.1 ELECTORAL AREA DIRECTORS**

**a. DVD23012, NASH & LOTHROP, 8243 DICKSON DRIVE (SPROAT LAKE)  
Development Variance Permit – Memorandum**

*MOVED: Director Cote*

*SECONDED: Director Beckett*

*THAT the Board of Directors issue development variance permit DVD23012.*

**CARRIED**

- b. **RE23007, BRAR, 6210 DRINKWATER ROAD (BEAVER CREEK)**  
Rezoning Application – Memorandum and Bylaw P1487

*MOVED: Director Roth*

*SECONDED: Director Sparrow*

*THAT Bylaw P1487, Regional District of Alberni-Clayoquot Zoning Atlas Amendment  
Bylaw be adopted.*

**CARRIED**

## **9.2 ELECTORAL AREA DIRECTORS AND TOFINO**

- a. **PUBLIC HEARING REPORT – FORMER LAND USE CONTRACTS**  
Memorandum and Bylaws P1496 & P1497

*MOVED: Director Cote*

*SECONDED: Director Sparrow*

*THAT the Board of Directors receive the public hearing report.*

**CARRIED**

*MOVED: Director Cote*

*SECONDED: Director Sparrow*

*THAT the Board of Directors receive the public hearing minutes.*

**CARRIED**

*MOVED: Director Cote*

*SECONDED: Director Sparrow*

*THAT Bylaw P1496, Regional District of Alberni-Clayoquot Zoning Text Amendment  
Bylaw be read a second time.*

**CARRIED**

*MOVED: Director Cote*

*SECONDED: Director Siga*

*THAT Bylaw P1496, Regional District of Alberni-Clayoquot Zoning Text Amendment  
Bylaw be read a third time.*

**CARRIED**

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

*THAT Bylaw P1497, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a second time.*

**CARRIED**

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

*THAT Bylaw P1497, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a third time.*

**CARRIED**

## **10. REPORTS**

### **10.1 STAFF REPORTS**

- a. Meeting Schedule – June 2024**
- b. Building Report – April 2024**

*MOVED: Director McEwen*  
*SECONDED: Director Boyko*

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

**CARRIED**

### **10.2 MEMBER REPORTS (ALL/UNWEIGHTED)**

- a. 9-1-1 Corporation – B. Beckett- no report
- b. Vancouver Island Regional Library – P. Cote- initiated a new financial committee, had first meeting with executive last week, nothing further at this time to report.
- c. Alberni Valley Chamber of Commerce – S. Minions- no report.
- d. Air Quality Council, Port Alberni –M. Sparrow- public education on radio highlights smoke hazards during wildfire season and listeners are directed to ACRD website. AQC submitted letter to Ministry of Forests to request reductions in slash pile burning, with a favorable response received. Will be submitting a request for a letter of support from ACRD regarding slash pile burning.
- e. Association of Vancouver Island & Coastal Communities – P. Cote- orientation on Friday.

- f. Tsawak-qin Public Advisory Group (WIWAG) – M. Sparrow- no report.
- g. Other Reports

*MOVED: Director Roth*

*SECONDED: Director Stere*

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

**CARRIED**

**11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**

**13. QUESTION PERIOD**

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

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

**14. IN-CAMERA**

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

**16. ADJOURN**

*MOVED: Director Siga*

*SECONDED: Director Roth*

*THAT this meeting be adjourned at 3:54 pm.*

**CARRIED**

Certified Correct:

---

John Jack,  
Chairperson

---

Cynthia Dick,  
General Manager of Administrative Services



# Alberni-Clayoquot Regional District

## MINUTES OF THE WEST COAST COMMITTEE MEETING HELD ON WEDNESDAY, JUNE 5, 2024, 10:00 AM

Hybrid - Zoom/Tofino Council Chambers, 380 Campbell Street, Tofino, BC

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- MEMBERS PRESENT:** Tom Stere, Chairperson, Councillor, District of Tofino  
Marilyn McEwen, Mayor, District of Ucluelet  
Vaida Siga, Director, Electoral Area "C" (Long Beach)  
Kirsten Johnsen, Member of Council, Toquaht Nation  
Ross MacLeod, Finance Manager, Pacific Rim National Park  
Levana Mastrangelo, Executive Legislator, Yuułuʔiłʔatḥ Government
- REGRETS:** Jim Chisholm, Administrator, Tla-o-qui-aht First Nation  
Dave Tovell, Acting Park Superintendent, Pacific Rim National Park  
John Rampanen, Chief Councillor, Ahousaht First Nation  
Bob Anderson, Administrator, Hesquiaht First Nation
- STAFF PRESENT:** Daniel Sailland, Chief Administrative Officer  
Jenny Brunn, General Manager of Community Services  
Teri Fong, Chief Financial Officer  
Mark Fortune, Airport Manager  
Heather Zenner, Manager of Administrative Services  
Eddie Kunderman, Operations Manager  
Paulo Eichelberger, Solid Waste Manager  
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
<https://www.acrd.bc.ca/events/5-6-2024/>

### 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 Stere*  
*SECONDED: Director Siga*

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. DECLARATIONS**

Director Mastrangelo entered the meeting at 10:05 am.

**4. MINUTES**

**a. West Coast Committee Meeting Minutes – February 28, 2024**

*MOVED: Director Stere*

*SECONDED: Director Siga*

*THAT the minutes of the West Coast Committee meeting held on February 28, 2024 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**6. CORRESPONDENCE**

**7. REQUESTS FOR DECISIONS**

**a. Request for decision regarding West Coast Transit – Schedule Change and Update**

*MOVED: Director Stere*

*SECONDED: Director McEwen*

*THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve a schedule change for the West Coast Transit service to alleviate the labour issues created by the gap in the midday service of the current schedule.*

**CARRIED**

**8. REPORTS**

**a. Ex-Officio Member Updates**

- Pacific Rim National Park Update. Annual visitation 1.11 million visitors in the Long Beach Unit (down from previous years, likely due to Cameron Lake Bluffs wildfire and general downward trends in visitation). There have been behavioral concerns with wolves in the

region in high human use areas (one wolf approached a dog, and another dog was possibly killed by a wolf. Engaging with First Nations, agencies and public to share information and seek further information. Garbage at the Pacific Rim Visitor Centre has been an ongoing concern for over 10 years. People have been dropping residential and commercial waste at this site with Parks Canada staff dealing with this issue, but it is no longer sustainable. Parks will be formally asking for support from the other local governments in the area to help solve the problem and share the costs. Parks Canada will reach out with a meeting invitation.

- Ahousaht First Nation Update. No report.
- Tla-o-qui-aht First Nation Update. No report.
- Hesquiaht First Nation Update. No report.

*MOVED: Director Stere*

*SECONDED: Director Siga*

*THAT the West Coast Committee receive the verbal reports.*

**CARRIED**

**b. Reports for Information (with staff presentation)**  
2023 West Coast Landfill Annual Reports

*MOVED: Director Stere*

*SECONDED: Director Siga*

*THAT the West Coast Committee receive the reports.*

**CARRIED**

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

**11. IN-CAMERA**

*MOVED: Director Stere*

*SECONDED: Director Siga*

*THAT the meeting be closed to the public as per the Community Charter, section(s):*

- i. 90 (1) (c): labour relations or other employee relations;  
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. 21 (1) (a) (ii) of FOIPPA: commercial, financial, labour relations, scientific or technical information of or about a third party.*

**CARRIED**

The meeting was closed to the public at 10:57 am.

The meeting was re-opened to the public at 11:00 am.

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

**13. ADJOURN**

*This meeting was adjourned 11:59 am.*

Certified Correct:

---

Tom Stere,  
Chairperson

---

Heather Zenner,  
Manager of Administrative Services

# B.C. Ferry Authority

---

OFFICE OF THE CHAIR

P.O. Box 8023 VICTORIA PO CENTRAL  
Victoria, BC V8W 3S1

Tel (250) 893-7376

May 21, 2024

Vanessa Craig, Chair  
Nanaimo Regional District  
6300 Hammond Bay Rd  
Nanaimo, BC  
V9T 6N2

John Jack, Chair  
Alberni-Clayoquot Regional  
District  
3008 5th Avenue  
Port Alberni, BC V9Y 2E3

Clay Brander, Chair  
qathet Regional District  
#202 - 4675 Marine  
Avenue,  
Powell River, B.C.  
V8A 2L2

Will Cole-Hamilton, Chair  
Comox Valley Regional  
District  
770 Harmston Avenue  
Courtenay, BC V9N 0G8

Mark Baker, Chair  
Strathcona Regional District  
990 Cedar Street  
Campbell River, BC  
V9W 7Z8

## **APPOINTMENT TO THE B.C. FERRY AUTHORITY BOARD OF DIRECTORS**

Dear Chairs:

On behalf of the B.C. Ferry Authority, I am writing to thank the regional districts for submitting nominees for consideration to serve as a Director on the Board of the B.C. Ferry Authority.

The Authority carefully considered the four nominees submitted for the Central Vancouver Island – Northern Georgia Strait appointment area. I am pleased to advise you that Claire Trevena has been appointed by the Board to serve as a director for a three-year term, effective April 1, 2024. Ms. Trevena was nominated by the qathet Regional District.

Strong regional representation is critical for the health of the Authority Board and in achieving its mandate to oversee the strategic direction of BC Ferries in the public interest. Thank you again for your support.

Sincerely,



David Levi  
Chair, Board of Directors  
B.C. Ferry Authority

cc: William Beale, Executive Director, B.C. Ferry Authority  
Daniel Sailland, Chief Administrative Officer, Alberni-Clayoquot Regional District  
James Warren, Chief Administrative Officer, Comox Valley Regional District  
Douglas Holmes, Chief Administrative Officer, Regional District of Nanaimo  
David Leitch, Chief Administrative Officer, Strathcona Regional District



COPY

City Hall · 4850 Argyle Street · Port Alberni, BC · V9Y 1V8

Office of the Mayor

Phone: 250.723.2146

Fax: 250.723.1003

portalberni.ca



Our File No: 0630-01

May 16, 2024

BC Rural Health Network  
PO Box 940  
Princeton, BC V0X 1W0  
by email: [phoebe.lazier@bcruralhealth.org](mailto:phoebe.lazier@bcruralhealth.org)

**Attn: Phoebe Lazier, Community Engagement**

Dear Ms. Lazier

**Re: Hope Air Day**

Thank you for your May 1, 2024 email requesting a proclamation on behalf of BC Rural Health Network.

Your email was considered by Council at its Regular meeting held on May 13, 2024. Please be advised that Council for the City of Port Alberni proclaimed June 17, 2024 as 'Hope Air Day' in the City of Port Alberni.

On behalf of Council we thank you for bringing the significant and essential work of Hope Air to our attention. We are pleased to recognize Hope Air and encourage their mission to ensure no one has to forego medical care due to travel costs.

Yours truly  
CITY OF PORT ALBERNI

A blue ink handwritten signature, appearing to read "Sharie Minions".

Sharie Minions  
Mayor

c: **Alberni-Clayoquot Regional District**

RECEIVED

MAY 01 2024

CITY OF PORT ALBERNI

- Council
  - Mayor
  - CAO
  - Finance
  - Corporate Services
  - Agenda
  - Economic Development
  - Engineering/PW
  - Parks, Rec. & Heritage
  - Development Services
  - Community Safety
  - Other
- File # RCM May 13/24  
0630-01

From: Phoebe Lazier <[phoebe.lazier@bcruralhealth.org](mailto:phoebe.lazier@bcruralhealth.org)>

Sent: Wednesday, May 1, 2024 9:09 AM

Subject: Declaring June 17th Hope Air Day

Good morning,

I am reaching out to you today to request your assistance and support for Hope Air.

**Hope Air** provides essential services to rural and remote communities across the country and the majority of their work is done here in British Columbia. Not only does Hope Air provide air transportation to patients and their caregivers but also provides accommodations, meals and ground transportation. Their charitable services need to continue and to be enhanced, to ensure equitable access to care for all of us who are forced to leave our communities for care and treatments.

In 2023, Hope Air supported over 14,100 travel arrangements for patients across British Columbia. Hope Air had an infusion of support from the Government of B.C. to support the needs of cancer patients and steadfast support from the Provincial Health Service Authority, community foundations, and corporate and individual donors. And yet, the demand continues to soar.

The BC Rural Health Network has been working closely with Hope Air and promoting their services to many who haven't been aware of their significant and essential services. Their no patient left behind policy could be jeopardized if their funding is not sufficient or stable. Over the past year, we have been promoting the services of Hope Air and as people become aware of what services they can provide, the more these services are utilized.

On **June 17th**, Hope Air is working with municipalities across the province to declare this day, "**Hope Air Day**" in British Columbia. They are choosing this day to shine the spotlight on the unique medical travel needs of thousands of residents each year. In turn, we must continue to bring awareness to the issue of equitable access to health care for all.

I am writing to request your consideration that your Municipality adopt the attached proclamation declaring June 17th, Hope Air Day. We would be grateful for this support, in joining cities and towns across B.C. to recognize the impact of Hope Air.

I have attached a draft of the proclamation for your review.

Thank you for your time and consideration. Please let me know if you have any questions regarding this proclamation.

Yours in health and wellness,

Phoebe Lazier

Community Engagement

BC Rural Health Network

Phoebe Lazier || She/Her || Community Outreach || [BC Rural Health Network](#) ||

|| Cell: (250) 505-3049 || <https://bcruralhealth.org/> || [phoebe.lazier@bcruralhealth.org](mailto:phoebe.lazier@bcruralhealth.org) || [LinkedIn](#)

Municipal Proclamation

**Hope Air Day**

June 17, 2024

Whereas, access to healthcare is a fundamental right for all citizens, regardless of their geographic location;

Whereas, Hope Air, a charitable organization, has been tirelessly dedicated to providing access to healthcare by facilitating free flights and other services for patients living in rural and underserved communities in British Columbia, ensuring they can receive vital medical treatment regardless of distance or financial means;

Whereas, Hope Air has been instrumental in bridging the gap between smaller communities and hospitals far from home, reducing the barriers that often prevent individuals from reaching medical care;

Whereas, the impact of Hope Air extends beyond the individual patients served, positively affecting families, communities, and the healthcare system as a whole by promoting wellness and reducing the burden of untreated medical conditions;

Whereas, the compassion, dedication, and commitment demonstrated by Hope Air and its volunteers embody the spirit of community and the belief in the inherent value of every individual's well-being;

Now, therefore, be it proclaimed by the [Name of Municipality] that June 17th, 2024, shall be known as "Hope Air Day" in recognition of the invaluable contributions made by Hope Air to the health and well-being of individuals in British Columbia's remote, rural and underserved communities.

We urge all citizens to join us in celebrating Hope Air Day and to reflect on the significance of ensuring equitable access to healthcare for all members of our society. Let us reaffirm our commitment to supporting initiatives that promote health equity and extend our gratitude to Hope Air for their unwavering dedication to serving those in need.

Signed,

[Mayor's Signature]

[Mayor's Name]

Mayor of [Name of Municipality]

[Seal of the Municipality]

**From:** [Jacobsen, Catherine ENV:EX](#)  
**To:** [ACRD Administration](#)  
**Cc:** [Grandbois, Michael ENV:EX](#)  
**Subject:** Referral: Proposal to rename Maquinna Marine Park to Nismaakqin Park  
**Date:** May 22, 2024 2:41:07 PM  
**Attachments:** [20240522 Maquinna Park Map.pdf](#)  
[Outlook-Logo\\_Desc.png](#)

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

Good afternoon,

This email is to notify the ACRD that BC Parks is proposing to rename Maquinna Marine Park to Nismaakqin Park. The Nuuchahnulth name, Nismaakqin, meaning “our land that we care for,” was proposed by Ahousaht Nation. Hesquiaht First Nation has also been invited to comment on the proposal.

Maquinna Marine Park is a 2,613-hectare Class A provincial park, extending from Hot Springs Cove to Rondeault Point in Hesquiaht Harbour (map attached). The Park is named and described in Schedule D of the *Protected Areas of British Columbia Act*. The proposed renaming requires a legislative amendment to this Act.

Could you please direct this email to the appropriate department(s) for their information?

If the ACRD has any comments or questions, please contact me at Catherine.Jacobsen@gov.bc.ca (up to May 31) or Mike Grandbois, Clayoquot Area Supervisor at Michael.Grandbois@gov.bc.ca (after May 31). If the ACRD would like to comment on this proposal, we kindly request a response by June 21, 2024.

Thank you,

Catherine Jacobsen (she/her)  
A/Sr. Planner  
BC Parks | Ministry of Environment and Climate Change Strategy  
250-331-9919 | [Catherine.Jacobsen@gov.bc.ca](mailto:Catherine.Jacobsen@gov.bc.ca)

*With gratitude I live and work on the traditional territories of the K'omoks, We Wai Kai, Wei Wai Kum and Xwemalhkwa (Homalco) First Nations.*



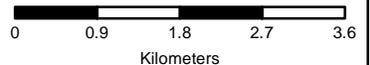
# Maquinna Marine Park (proposed renaming to Nis̓maakqin Park)



 Maquinna Marine Park



BRITISH COLUMBIA  
[www.gov.bc.ca](http://www.gov.bc.ca)  
 Ministry of Environment & Climate Change Strategy  
 BC Parks



**Disclaimer:**  
 This map is intended for general information only. Accordingly, this map only should be used for reference purposes.



City of Campbell River  
From the Office of the Mayor

May 28, 2024

The Honorable Bruce Ralston  
Minister of Forests  
Room 138 Parliament Buildings  
Victoria, BC V8V 1X4

Via email: [FLNR.Minister@gov.bc.ca](mailto:FLNR.Minister@gov.bc.ca)

Dear Minister Ralston,

I am writing to express my deep concern regarding the provincial government's recent management of forest practices, which are having severe repercussions on local communities and the broader provincial economy. As you may be aware, two weeks ago, Canfor Corporation announced its decision to close a sawmill in Bear Lake, curtail production at a pulp mill in Prince George, and suspend plans for a new mill in Houston, BC. This announcement has sent shockwaves through these three BC communities, resulting in hundreds of job losses that support families and sustain local economies.

The forest sector in BC is facing significant challenges, compounded by uncertainties surrounding fibre supply and the BC Government's Forest policies and directives. Our forests have supported communities and families for generations, and it is essential to maintain this legacy.

According to the BC Council of Forest Industries' 2024 report, the forest industry in BC supports approximately 100,000 jobs across the province. The industry contributes \$17.4 billion in value-added activity, with significant portions derived from forestry, logging supported activities, wood products manufacturing, and pulp and paper manufacturing. Additionally, the sector generates approximately \$9.1 billion in labour income and contributes \$6.6 billion in government revenue, benefitting provincial, federal and municipal levels.

This decline in the forest sector is not just a statistic; it represents a real crisis affecting people and communities. It is imperative that all levels of government take immediate and decisive action to protect good forestry jobs and ensure a sustainable future for this vital industry.

Without significant change, announcements like the one Canfor made two weeks ago will become more frequent, affecting communities across BC, including Campbell River. It is vital that we prioritize the health and sustainability of our forest sector to protect our communities, families, and the economy. I urge you to consider the far-reaching impacts of current forest management practices and to work

collaboratively with industry stakeholders to develop policies that support the long-term viability of BC's Forest sector.

Sincerely,

A handwritten signature in blue ink, appearing to read "K Dahl". The signature is stylized and cursive.

Kermit Dahl  
Mayor

---

**From:** Raelene Adamson <[ubcm@ubcm.ca](mailto:ubcm@ubcm.ca)>  
**Sent:** Thursday, June 6, 2024 8:55 AM  
**To:** Cynthia Dick <[cynthiad@acrd.bc.ca](mailto:cynthiad@acrd.bc.ca)>  
**Subject:** Nominations for Convention 2024

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

## Nominations for Convention 2024

### PLEASE DISTRIBUTE ACCORDINGLY

A Call for Nominations has been issued to local elected officials wishing to serve on the 2024-2025 UBCM Executive. The deadline for all nominations is **Wednesday July 31, 2024 at 4:00pm**.

The Call for Nominations package is now available: [Memo](#), [Nominations Form](#) (Appendix A), [Background Information](#) (Appendix B), [Nominations and Elections Procedures](#) (Appendix C) and relevant extracts from [UBCM Bylaws](#) (Appendix D).

UBCM constitutes a Nominating Committee to oversee the nominations process for the UBCM Executive. As per the UBCM Bylaws, the 2024 Nominating Committee will consist of a Past President and a representative from each of the five Area Associations. The members of the 2024 Nominating Committee are:

- Councillor Laurey-Anne Roodenburg, Past President, UBCM, Chair
- Director Judy Greenaway, North Central Local Government Association
- Councillor Louise Wallace-Richmond, Southern Interior Local Government Association
- Councillor Keith Page, Association of Kootenay & Boundary Local Governments
- Councillor Paul Albrecht, Lower Mainland Local Government Association
- Councillor Ben Geselbracht Association of Vancouver Island & Coastal Communities

As part of the nominations process, the Committee issues a [Call for Nominations](#) and reviews the qualifications of each candidate.

Nominations are accepted for the following 13 elected positions on the UBCM Executive:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Metro Area Representative (2 positions)

Following the advance nominations process, the Committee issues a report compiling all nominations received by the nominations deadline of **Wednesday, July 31, 2024 at 4:00pm**. Candidates meeting the advance nominations deadline will also have the opportunity to submit a 2-minute video message that will be uploaded to the UBCM website for viewing by Convention delegates. Parameters for these video messages are outlined in the Call for Nominations memo.

Candidates who do not meet the advance nominations deadline, will still have an opportunity to run 'off the floor' during Convention. Candidates are asked to review the final Convention program to confirm the designated time to run 'off the floor'.

Elections are held at the Annual Convention.



Union of BC Municipalities | 60-10551 Shellbridge Way | Richmond, BC V6X 2W9 CA

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**To:** ACRD Board of Directors

**From:** Amy C Mayo, Asset Management Coordinator  
Teri Fong, CPA, CGA, Chief Financial Officer

**Meeting Date:** June 12, 2024

**Subject:** ACRD Asset Management Policy Amendment

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors adopt the amended Asset Management Policy as presented.***

**Desired Outcome:**

To update the Asset Management Policy, in order to continue advancing the ACRD's Asset Management System to include natural assets in asset management plans and define the roles of the Board and staff.

**Summary:**

Asset Management BC (AMBC) provides resources and training for BC local governments to advance their asset management systems. Changes recommended from AMBC to local governments' asset management plans are to include natural assets and their lifecycle costs, and the addition of climate adaptation options for infrastructure and equipment to mitigate against climate hazards and risks. The amendments to the policy are to expand the scope to include natural assets with engineered assets and expand the key objectives and principles to include climate focused objectives in the asset management system. The amendments to the policy are recommended to clarify the expectations of asset management for the ACRD; policy statements were defined to guide the process, and responsibilities of Board and staff to ensure the effective management of assets continue for the benefit of the community.

**Background:**

The current Asset Management Policy was approved by the Board in January 2018, with the asset management implementation program, funded by the Union of BC Municipalities (UBCM) – Strategic Priorities Fund, to meet the requirement of the Federal Gas Tax Agreement that local governments work towards the development of an asset management program. Following the 2018 policy each of the ACRD's services that include infrastructure, equipment, and motorized vehicles, had an asset management plan developed over the years of 2018-2021. With asset management plans developed,

the focus shifted to advancing the Asset Management System, and progressing along the AMBC: Roadmap. Projects completed in past two years for asset management include condition assessments of buildings, natural assets training and inventory, development of water systems risk matrix and methodology, and establishing asset spatial data inventory to map ACRD assets in GIS(Esri).

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

Significant amount of staff time will be required to continue implementing Asset Management Policy and continued progress of Asset Management System. The Asset Management Committee and the Board will also be involved in the process by setting direction, assisting in determination of level of service, and reviewing the other components of the system.

**Financial:**

Staff time was the only cost related to the amendments of the ACRD Asset Management Policy. There will be financial requirements to some components of developing the program, staff will bring these forward to the Board as they are determined. Asset Management grant funding opportunities are available to offset the increased financial resources that will be required to implement the Asset Management System.

**Strategic Plan Implications:**

This amendment to policy aligns with the Strategic Priority 2.1 Advance the development of an asset management program.

**Policy or Legislation:**

Federal Gas Tax Agreement – UBCM, Schedule F: Asset Management, states that developing asset management program is a condition of the funding agreement.

**Options Considered:**

To continue with the current policy and exclude green assets, engineered, enhanced and natural assets, in ACRD asset management plans. Staff do not recommend this option as it goes against the recommendation of AMBC.

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

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

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



<b>Title:</b>	Asset Management Policy	
<b>Departments:</b>	Finance	
<b>ACRD Board Policy</b> <input checked="" type="checkbox"/>	<b>Date Adopted:</b>	
<b>Administrative Policy</b> <input type="checkbox"/>	<b>Effective Date:</b>	

**PURPOSE:**

The Asset Management Policy is the foundation of the Alberni-Clayoquot Regional District’s (ACRD’s) approach to Asset Management. It confirms the commitment to managing ACRD assets and sets out principles that will be adopted in applying an Asset Management System to achieve the Board’s strategic objectives:

- a) Establish responsible governance for the practice of asset management by ACRD.
- b) Document the commitment to asset management and the continuous improvement of asset management practices by the ACRD.
- c) Aid in managing new and existing assets to maximize use of financial resources long-term, reduce risk, and provide a prioritized view for service continuity and improvements.
- d) Effectively manage ACRD infrastructure to ensure that the organization is able to maintain high levels of service and to mitigate future costs.

**SCOPE:**

This policy applies to all assets owned and/or managed by the ACRD that deliver services to the community and citizens. The Asset Management System should inform existing corporate strategy, business planning and budget management systems and processes already in place. The Asset Management System complements and align to these initiatives.

The table below provides examples of the assets owned by the ACRD:

<b>Service</b>	<b>Asset Types</b>
Water	Treatment Plant, Reservoirs, Distribution System, Pumping Stations
Sanitary	Treatment Plant, Collection System, Septic Fields
Storm Water	Storm Mains, Culverts, Ditches, Catch Basins
Transportation	Roads, Bridges, Airports and Multi-use Pathways
Solid Waste	Landfills/Transfer Station, Compost Facility
Parks & Recreation	Playfields, Playgrounds, Trails
Facilities	Civic Office, Public Works Garages, and Fire Halls
Fleet & Equipment	Fire Apparatus, Vehicles, Heavy Equipment
Information Technology Systems	Hardware, Software, Communication Equipment

Service	Asset Types
Enhanced Infrastructure	Bioswales, Stormwater Ponds, Urban Forest, Green Roofs, Permeable Pavement, Cistern
Natural Infrastructure	Parkland, Forests, Wetlands, Lakes/River/Creeks, Coastal Marshes

**POLICY:**

Asset Management is a broad strategic framework that encompasses many disciplines and involves the entire organization. The ACRD is committed to consistent, systematic Asset Management practices in its strategic planning, operations, and financial management processes to deliver sustainable, cost-effective services to its communities in a socially, economically, and environmentally responsible manner. To achieve this, the ACRD has the following policy statements developed to guide the Regional District.

- a) ACRD will maintain and manage assets at defined levels to support public safety, community well-being and community goals.
- b) ACRD will monitor standards and service levels to ensure that they meet/support community and Board's goals and objectives.
- c) ACRD will develop and maintain asset inventories of all its assets; engineered, enhanced and natural.
- d) ACRD will establish asset replacement strategies through the use of full life cycle costing principles.
- e) ACRD will plan financially for the appropriate level of maintenance of assets to deliver service levels and extend the useful life of assets.
- f) ACRD will plan for and provide stable long-term funding to replace and/or renew and/or decommission community assets.
- g) Where appropriate, ACRD will consider and incorporate asset management in its other corporate plans.
- h) ACRD will report to Board of Directors regularly on the status and performance of work related to the implementation of this Asset Management Policy.

**Key Objectives & Principles:**

To maximize the benefits of asset management, the ACRD will strive to ensure the following principles are applied to all asset management initiatives, strategies, procedures tools, components, and plan:

1. **Customer Focused** – Define levels of service that ensure regulatory compliance and balance customer expectations with risk, affordability and timing constraints that support the Board and communities' priorities. A process for Asset Management that is systematic and methodical; the process must be clear, repeatable, and consistent across all assets in a manner that supports the ACRD's goals and objectives.
2. **Service Focused** – Will consider all the assets in a service context and consider their interrelationships as opposed to optimizing individual assets in isolation.
3. **Community Focused** – Shall promote community benefits, being the supplementary social and economic benefits arising from a community asset project that are intended to improve the

well-being of a community affected by the project, such as local job creation and training opportunities, improvement of public space within the community, and promoting accessibility for persons with disabilities.

4. **Risk-Based** – Will manage the asset risk associated with attaining the target Level of Service by focusing resources, expenditures, and priorities based on risk assessments and cost/benefit analysis recognizing that public safety is critical and community consultation, is important.
5. **Valued-Based** – Will choose practices, interventions and operations that aim at reducing the life-cycle cost of asset, while satisfying target levels of service. Monitor the performance of the assets and track deficiencies of the asset management practices with a view to continuous improvement. Entrench lifecycle costing when evaluating competing asset investment needs across ACRD assets.
6. **Holistic** – Will take a comprehensive approach that looks at the big picture and consider the combined impact of managing all aspects of asset lifecycle. This includes the functional interdependencies and contributions of assets within asset systems and the different management of assets across all lifecycle phases.
7. **Sustainability** –Where practical, strive to go beyond minimum legislative solutions to make ACRD assets more resilient to changing social, environmental, and economic conditions. An effective allocation of financial resources promoting a long-term strategic view based on operational maintenance, renewal/replacement and decommissioning of assets. Will make appropriate decisions that aligns with demonstrable best-practices and ensures assets will meet future challenges including customer expectations and service expectations based on an inspection regime, changing demographics, population, environmental factors, and regulations.
8. **Systematic** – Will take a methodical approach to the management of assets which is formal, repeatable, and consistent, that will ensure services are provided in the most effective manner. Leveraging available data for evidence-based decision-making
9. **Environmentally Conscious** – Shall minimize the impact of community assets on the environment by; respecting and helping maintain ecological and biological health, augmenting resilience to the effects of climate change, and endeavouring to make use of acceptable recycled aggregates. Maintain assets in the most natural, energy-efficient, and reliable manner over the life cycle of the asset.
10. **Financial Reality** – Will make informed decisions based on evaluations of alternatives that consider trade-offs between competing factors of service level benefits (including asset performance), risk and cost over the long term and full lifecycle of assets. Seek funding and service delivery opportunities to address infrastructure investment pressures.
11. **Innovation** – Recognizes continual improvement is necessary to ensure processes and practices are adjusted to changing circumstances.
12. **Prioritizing** – Shall clearly identify asset priorities which will drive investment decisions. Considering the likelihood of asset failure and the consequence of a failure with regards to impacts on safety and levels of service.
13. **Consistency** – Shall ensure the continued provision of core public services. Establish, document, and continually adhere to the industry recognized asset management protocols.

14. **Aligned** – The Asset Management System complements and contributes to achievement of the strategic objectives of the ACRD, as well as complying with the relevant legislation and regulations.
15. **Awareness** - Develop asset management knowledge and competencies aligned with recognized competency frameworks and adequate staffing/capacity.

#### **Benefits of Compliance:**

The continue development of ACRD Asset Management practices will:

- Improve the information that is provided to the Board of Directors for decision making, as well as accountability and transparency.
- Reduce Lifecycle Costs while ensuring sustainable service delivery.
- Link infrastructure investment decisions to service outcomes.
- Open doors to grant funding for infrastructure projects and Asset Management education, plan, and development.
- Assist staff in developing Proposed Initiative Cases (PIC's) for new infrastructures or services.
- Supports the ACRD's Strategic Plan goal "to effectively manage our infrastructure to ensure that we are able to maintain high levels of service and mitigate future costs".

#### **PROCEDURES:**

This policy requires the commitment of key stakeholders within the ACRD's organizational structure. The following details the responsibilities of the key stakeholders within the ACRD, for establishing and implementing asset management policies, objectives, and practices.

##### **Board of Directors:**

- ❖ Approve by resolution the Asset Management Plans and their updates, on as required basis.
- ❖ Approve policies, procedures, and guidelines as they relate to asset management.
- ❖ Support ongoing efforts to continuously improve and implement the Asset Management System.
- ❖ Setting priorities for Asset Management and articulating community values.
- ❖ To provide strategic direction and leadership in the management of infrastructure assets. To act as custodians for the community assets.
- ❖ To set the target levels of service, risk, and cost standards.
- ❖ Approving asset funding through the five-year Financial Plan and the 10-year Long-Term Capital Plan.
- ❖ Maintain the necessary corporate capacity to support the elements and practices of an Asset Management System.
- ❖ Provide consistent and transparent decision making based on adopted criteria.
- ❖ Review the key strategic Asset Management documents on as needed basis.
- ❖ To continually promote Asset Management with the community.

### **Chief Administrative Officer**

- ❖ Implementation of this Asset Management Policy and supporting Asset Management System including the provision of appropriate and timely advice regarding its effectiveness in the supporting achievement of Board's strategic goals.
- ❖ Maintain compliance with the Asset Management Policy and provincial asset management regulations.
- ❖ To provide strategic direction and leadership in the management of infrastructure assets.

### **Chief Financial Officer**

- ❖ Planning financially for the appropriate level of maintenance for assets to deliver established Levels of Service with the goal to extend the useful life.
- ❖ Developing a financial plan, for consideration by Board, that will work towards stable, long-term funding for replacement, renewal and/or disposal of assets.
- ❖ Develop and update this Policy as necessary and present changes to Board.
- ❖ Apply principles of the Asset Management Policy in Asset Management planning.
- ❖ To implement the Asset Management System with agreed resources.

### **Asset Management Coordinator**

- ❖ Support the development and updates of this policy.
- ❖ Coordinate the development and updates to the Asset Management Plans.
- ❖ Oversee Asset Management planning activities that fall within the different service areas and departments.
- ❖ Manage asset systems to ensure it is maintained and updated.
- ❖ Develop and implement maintenance, refurbishment, and capital works (refurbishment and renewal) programs in accordance with Asset Management Plans and report to the Department Managers and to the Board.

### **Department Managers**

- ❖ Work with Chief Financial Officer and the Asset Management Coordinator to develop, implement, and update the Asset Management Plans.
- ❖ Oversee the asset management planning activities that fall within their service area and in support of others.
- ❖ To develop and implement maintenance, refurbishment, and capital works programs in accordance with the Asset Management Plans and Strategy, the Strategic Plan, and the 5-year Financial Plan.
- ❖ To manage infrastructure assets in consideration of their long-term sustainability.
- ❖ Deliver Board approved "Level of Service" to agreed risk and cost standards.

### Asset Management Committee

- ❖ To aid in development of the Asset Management System, implementation of the program, and continuous review of the Policy, Strategy, and Plans.
- ❖ Providing support, address issues, and provide direction on recommendations made by the Asset Management Coordinator.

### Key Strategic Asset Management Documents Required:

The key strategic Asset Management documents, in addition to the 5-year financial plans form part of the ACRD's overall approach to Asset Management:

- Asset Management Policy - This document establishes the board's expectations around the management of the ACRD's physical assets. It is to be approved by the board and reviewed once per term of the Board of Directors.
- Asset Management Strategy - This document defines the organizations commitment and approach to achieving the boards approved policy.
- Asset Management Plans - Document how the assets are being managed through their lifecycle in support of the delivery of services. The plan by service area will first be approved at the departmental level with final approval by the Board.
- State of the Assets Report - This document provides information on the state of the ACRD's physical assets, which can be referenced when making infrastructure asset investment decisions as part of the annual budget, and long-range financial planning processes. This is to be submitted to the board for information.

### DEFINITIONS:

- **Asset Management:** Co-ordinated activity of an organization to realize value from its assets. Asset Management involves the balancing of costs, opportunities, and risks against the desired performance of assets in order to achieve organizational objectives. Asset management enables an organization to examine the need for, and performance of, assets and asset systems at different levels and in conjunction with non-asset solutions. Additionally, it enables the application of analytical approaches towards managing assets over the different stages of their lifecycle.
- **Asset Management Strategy:** Documented information that specifies; how organizational objectives are converted into asset management objectives; the scope and role of the asset management system in supporting achievement of the asset management objectives; and the approach for developing asset management plans. The Asset Management Strategy provides a clear "line of sight" between high-level objectives and the day-to-day activities carried out to deliver services and manage assets.
- **Asset Management System:** The complete set of interrelated or interacting elements used to affect the Asset Management Policy and support the development and continuous improvement of asset management practices that will deliver sustainable, affordable services to required standards. Asset Management System elements include documents, procedures, tools, data, and the assets. Together, these elements create the total management system for asset management.

- **Asset Management Plans:** Plans developed for the management of infrastructure assets that combines multi-disciplinary management strategies (including technical and financial) over the lifecycle of the asset in the most cost-effective manner to deliver a specified Level of Service. It specifies the activities, resources and timescales required for individual assets (or asset groups) to achieve the organization’s asset management objectives. A significant component of the Asset Management Plans is therefore a long-term program of works and cash flow projection for the activities.
- **Assets:** Assets managed or stewarded by the ACRD on behalf of the community to deliver, or support delivery of, essential services. Includes traditional assets (roads and utilities) and natural assets that are used in or impacted by the delivery of services (trees, parks, land, water).
- **Engineered Natural Asset:** are built or manufactured structures intended to mimic natural functions, particularly hydrologic functions, at the site-specific scale. They generally do not have a “green”/vegetated component.
- **Enhanced Natural Asset:** incorporate land, water, and vegetation features alongside human-made elements to sustain ecosystem functions and services. The enhancement of conventional grey infrastructure with nature-based elements, in order to achieve the active and everyday management of the full rainfall-runoff spectrum.
- **Level of Service (LOS):** the parameters or combination of parameters that reflect the social, political, economic, and environmental outcomes that the organization delivers. Levels of service statements describe the outputs or objectives an organization or activity intends to deliver to customers.
- **Lifecycle Costs:** refers to the total cost of ownership over the life of an asset. This may include but is not limited to capital costs, operating costs, maintenance costs, renewal costs, replacement costs, environmental costs, and user delay.
- **Natural Asset:** refers to the use of preserved, restored, or enhanced elements/combinations or vegetation and associated biology, land, water and naturally occurring ecological processes to meet targeted infrastructure outcomes. This also includes artificial features that mimic naturally occurring features like ditches, ponds, and wetlands. If these assets did not exist, Engineered Infrastructure would be required to provide these services.
- **Sustainability:** The pillars of sustainability include ensuring that current socio-cultural, economic, and environmental commitments are considered in investment decisions and do not compromise the ability of future generations to meet their own needs.



**To:** ACRD Board of Directors

**From:** Heather Zenner, Manager of Administrative Services and Karen Freethy, Protective Services Manager

**Meeting Date:** June 12, 2024

**Subject:** Emergency Program Executive Committee – Terms of Reference Amendment

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors approve the amended Terms of Reference for the Emergency Program Executive Committee as presented.***

**Desired Outcome:**

To support the requested change to the Emergency Program Executive Committee Terms of Reference as requested by the Emergency Program Executive Committee.

**Background:**

The ACRD Board of Directors adopted the Emergency Program Executive Committee Terms of Reference on April 26, 2023 and the first Committee meeting was held on May 15, 2024. At that meeting the Committee requested that the Emergency Program Executive Committee Terms of Reference be amended to add the ACRD Chief Administrative Officer (CAO) and City of Port Alberni CAO to the list of committee members.

The amended Emergency Program Executive Committee Terms of Reference are attached for the Board's consideration.

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

It will take less than one hour of staff time to update documents.

**Financial:**

There are no financial implications to this change in the Terms of Reference.

**Strategic Plan Implications:**

This committee aligns with ACRD Strategic Plan 3.0 Partnerships and Communications under strategy 3.2 – Regional Governance Alignment.

**Policy or Legislation:**

The *Local Government Act* provides the designated authority for Regional District Boards to create standing committees.

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



## **Alberni-Clayoquot Regional District**

### **Terms of Reference Emergency Program Executive Committee**

#### **1. Introduction**

- 1.1 The Alberni-Clayoquot Regional District (ACRD) has established, by bylaw, the ACRD Emergency Program Executive Committee to consider issues and to make recommendations to the ACRD Board pertaining to the ACRD Emergency Program services.
- 1.2 The Emergency Program Executive Committee is a Standing Committee of the Board of Directors.

#### **2. Objective**

- 2.1 The Emergency Program Executive Committee advises the Board on budget, policy, infrastructure needs and any other issues relating to the service.

#### **3. Scope of Work**

- 3.1 To achieve this objective, the Emergency Program Executive Committee will undertake the following activities:
  - Provide strategic direction to the Emergency Program Leadership Group,
  - Recommend the appointment of non-voting ex-officio members to the Board, and
  - Review and recommend to the Board adoption of emergency plans.

#### **4. Membership**

- 4.1 Membership on the Committee is as follows:
  - One (1) Director elected to the Board representing Electoral Area "A" Bamfield, or their alternate;
  - One (1) Director elected to the Board representing Electoral Area "B" Beaufort, or their alternate;

- One (1) Director elected to the Board representing Electoral Area “C” Long Beach, or their alternate;
- One (1) Director elected to the Board representing Electoral Area “D” Sproat Lake, or their alternate;
- One (1) Director elected to the Board representing Electoral Area “E” Beaver Creek, or their alternate;
- One (1) Director elected to the Board representing Electoral Area “F” Cherry Creek, or their alternate;
- Chief Administrative Officer of ACRD;
- Chief Administrative Officer of City of Port Alberni;
- Mayor of the City of Port Alberni, or their designate;
- One (1) City of Port Alberni Councilor;
- Other non-voting ex-officio members as appointed by the Board, on the recommendation of the Emergency Program Executive Committee.

## **5. Appointment and Term**

- 5.1 Appointments to this Committee shall be for the term they are representatives of the organizations listed.
- 5.2 Committee appointments are re-confirmed by the Chair of the Board at the Regular ACRD Board of Directors Meeting in January of each year.
- 5.3 The Chair of the Board may appoint persons who are not Directors of the ACRD Board to the Committee as ex-officio non-voting Members. These Members sit without remuneration. The ACRD Board may consider reimbursement for travel expenses for ex-officio non-voting Members upon recommendation from the Committee.

## **6. Committee Chair**

- 6.1 The Committee will elect a Chair and vice-Chair from amongst its members at the first meeting of each year.

## **7. Meeting Procedures**

- 7.1 Meetings of the Committee shall be held semi-annually or at the call of the Committee Chairperson;
- 7.2 A quorum for a meeting of the Committee shall be the majority of the voting members of the Committee;

7.3 Meetings of the Committee shall be conducted and held in accordance with the Regional District’s Procedures Bylaw;

## **8. Reporting to the Board**

8.1 The Committee Chair will report to the ACRD Board on the activities of the Committee.

8.2 Recommendations from the Committee to the Board must be adopted by the Committee prior to presentation to the ACRD Board.

8.3 All Committee deliberations and recommendations to the Board respecting the Emergency Program will be guided by the ACRD Strategic Plan.

## **9. Resources**

9.1 On behalf of the Committee, ACRD staff will provide advice and professional assistance to the Committee including writing letters and preparing reports to the ACRD Board.

9.2 ACRD staff will provide support to the Committee including preparing agendas, recording the minutes of meetings and ensuring Committee agenda’s, minutes etc. are circulated electronically to all Committee Members and the ACRD Board.

<b>Approved by the ACRD Board:</b>	April 26, 2023
<b>Revised by the Board:</b>	



**To:** ACRD Board of Directors  
**From:** Eddie Kunderman, Operations Manager  
**Meeting Date:** June 12, 2024  
**Subject:** West Coast Transit – Schedule Change and Update

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors approve a schedule change for the West Coast Transit service to alleviate the labour issues created by the gap in the midday service of the current schedule.***

**Summary:**

At the June 5, 2024, West Coast Committee meeting, the attached report was presented for a committee recommendation. Upon presentation, the West Coast Committee recommended that the ACRD Board of Directors approve the recommendation as presented.

**Strategic Plan Implications:**

Strategy 1.3 Viable and Responsive: Complete the West Coast and Regional Transit service reviews.

**Policy or Legislation:**

As per Establishing Bylaw No. E1062

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

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

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



**To:** West Coast Committee  
**From:** Eddie Kunderman, Operations Manager  
**Meeting Date:** June 5, 2024  
**Subject:** West Coast Transit – Schedule Change and Update

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**Recommendation:**

***THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve a schedule change for the West Coast Transit service to alleviate the labour issues created by the gap in the midday service of the current schedule.***

**Desired Outcome:**

To create an updated schedule for the West Coast Transit service to help incorporate feedback that has been received from the public, and address labour issues that the current schedule creates.

**Summary:**

The West Coast transit service launched on April 2, 2024, and was communicated to be an introductory level of service intending to remove barriers and provide a much-needed transportation link to the residents of the West Coast. The service has met those goals to this point, but feedback has been received on some opportunities to optimize the service hours available within the approved budget while addressing some operational issues that have arisen.

**Background:**

***Minor Schedule Change to Address Labour Challenges***

While the current schedule contains a good balance of morning and afternoon hours, ridership has proven to be stronger on the afternoon trips. The 6:30 AM round trip from Ucluelet to Tofino and back to Ucluelet, in particular, has seen low ridership. The schedule also has a gap in service in the middle of the day, which has been the source of labour challenges for PWTransit. These challenges have resulted in some service being missed, primarily on Mondays, as the lengthy split-shift can be difficult to fill. There is an opportunity to re-optimize the schedule, removing the lowest ridership trip and adding an additional midday trip to help address the labour issue being faced and stay within the current allotment of budgeted hours. If the recommendation is approved, staff will fine-tune the schedule to remove the 6:30 AM round trip from Ucluelet and add a corresponding trip later in the day.

***Optional Service to Millstream***

Along with the midday and labour issues the current schedule faces, there has also been feedback regarding the lack of stops for the community of Millstream. Providing stops at the Highway adjacent to

the Millstream community has challenges, largely due to the reduced sightlines in and around Lee Avenue. Staff have communicated with the Ministry of Transportation and Infrastructure (MOTI) and MOTI has confirmed that the sightlines are not appropriate for pedestrian crossings in the vicinity of Lee Road. Due to this, the only way to safely service the community for any trip heading from Tofino to Ucluelet is to deviate off of the highway at Lee Road and provide a loop within the community before turning left back on to the highway. This deviation takes about four (4) minutes depending on passenger activity in the area. Heading from Ucluelet to Tofino, the buses could stop on the side of the highway rather than making the four minute deviation into the Millstream community. While having two different servicing scenarios for Millstream wouldn't be perfect, it would reduce the financial impact of servicing the community. This option would mean an increase of approximately 200 annual service hours to the system.

A potential option to add service to Millstream without increasing the budgeted hours would be to create a "peak" Spring-Summer schedule and an "off-peak" Fall-Winter schedule. The thought behind this would be that you would see a decrease in hours for the off-peak periods, that would allow you to increase the peak period slightly and service Millstream. This option would entail a much more thorough review and overhaul of the current schedule. Staff are recommending that this be considered for implementation later in the year when more data collection has occurred.

### **Bus Software**

It was intended to have real-time information available for the service upon startup, but the bus technology is still waiting to be installed. PWTransit has communicated that their technology provider Paseo will be on site at some point in mid-June to install the routers. The validators from Token Transit are being delivered and will be installed once they arrive and the routers are on board. This will allow passengers to track buses in real-time and allow the service to be as user-friendly as possible. This will also allow for more complete data to be collected and tracked as far as transit use by trip time, fare type and stop location. In discussing potential options with the West Coast Transportation Working Group, it was recommended to not do a drastic overhaul of the schedule without the more detailed ridership information. When this ridership data is available will depend on the installation timelines for the validators and routers. If installed by mid to late June, a suitable sample size of data could be available by the end of the Summer. Currently, total ridership as shown, is being collected by bus operators.



***Bike Racks***

The current buses came to the service without bike racks and although they had been ordered prior to the start of service, they have still not yet arrived or been installed. There has been a delay in the shipping of the bike racks that have been ordered that the operating company is hoping to have cleared up shortly. The hope is that the bike racks will have arrived and be installed in the next week or two.

***Senior Fare Discount***

Another of the items that staff have been working on is the implementation of a reduced fare system for Seniors. We have ordered trial reduced fare ticket booklets for Seniors and will distribute them through some of our partner organizations. Staff are trying to continue to reduce as many barriers as possible for accessing the service and are looking at other opportunities or vendors to sell West Coast Transit tickets in order to maximize the accessibility of the service.

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

The total staff time required to implement the recommended changes are 12 hours to update transit schedules, communicate changes, update marketing materials, meet with the operating company and make any other necessary updates.

**Financial:**

The minor schedule change carries limited financial impact. The annual service hours would remain the same, however, the removal of a morning trip and the addition of an afternoon trip could lead to increased ridership and revenue.

The financial impact of providing optional service to Millstream without creating a peak and off-peak schedule would be approximately \$20,000 annually.

The financial impact of creating a peak and off-peak schedule to provide service to Millstream would be close to neutral, as annual service hours would be close to the same. There is the chance that ridership and revenue could be negatively affected in the off-peak service periods.

The West Coast Transit service has seen \$14,500 in ticket sales to vendors and \$7,319 in revenue received through the Token Transit app in the first seven (7) weeks of service.

**Strategic Plan Implications:**

Strategy 1.3 Viable and Responsive: Complete the West Coast and Regional Transit service reviews.

**Policy or Legislation:**

As per Establishing Bylaw No. E1062

**Options Considered:**

While staff are recommending that the West Coast Committee proceed with the resolution presented above, and allow time for more data collection to occur prior to making further modifications, staff also present the following options for the West Coast Committee to consider:

- 1) The West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve a schedule change, to allow for the provision of service to the community of Millstream by increasing annual service hours by 200 hours, for the West Coast Transit service.

Or:

- 2) The West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to develop a peak and off-peak schedule for the West Coast Transit service to alleviate the labour issues created by the current schedule and to allow for the provision of service to the community of Millstream without increasing operating costs.

Alternatively:

- 3) The West Coast Committee could choose none of the options and continue with the current schedule.

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:** Alberni-Clayoquot Regional District Board of Directors

**From:** Amy Needham, Sustainability Planner  
Kyle Ilett, Procurement Coordinator

**Meeting Date:** June 12, 2024

**Subject:** Food Security Emergency Planning - Consulting Services Award

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors award the ACRD’s Food Security Emergency Planning (FSEP) Consulting Services contract to Upland Agricultural Consulting Ltd. in the amount of \$160,980.00 (excluding GST) and authorize the CAO to negotiate and execute the contract on behalf of the Regional District.***

**Desired Outcome:**

To hire a consultant to guide and facilitate the ACRD’s Food Security Emergency Planning (FSEP) project.

**Summary:**

The ACRD issued a Request For Proposals (RFP) to conduct a two-phase project to explore and define food system and agricultural emergency planning within its administrative borders. Phase One will produce a livestock emergency plan and an in-depth report on food security challenges and opportunities in the Alberni Valley, including the City of Port Alberni. Phase Two will explore food security definitions and needs specific to the West Coast electoral areas (Bamfield and Long Beach) as well as collaborating with First Nations and West Coast member municipalities (Districts of Tofino and Ucluelet).

**Background:**

Three (3) submissions were received for this Request for Proposal. All bids were evaluated based on relevant experience and qualifications, references, approach and schedule, price, social procurement, and project understanding/proposal quality. The evaluation was completed by ACRD staff and the General Manager of Planning and Development. The price and ranked results of the bids received were as follows:

Proponent	Price (excluding GST)	Rating (/100)
Upland Agricultural Consulting Ltd.	\$160,980	87.08
Elucidate Consulting	\$199,939	72.42

Serecon Inc.	\$81,800	57.25
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**Time Requirements – Staff & Elected Officials:**

- Procurement Coordinator – 4 hours – Contract Creation and Administration
- Sustainability Planner - 4 Hours – Contract Review

**Financial:**

The ACRD has obtained grant funding through the Ministry of Agriculture and Food in the amount of \$223,655.00 to complete this project. The Upland Agricultural Consulting submission was a value of \$160,980.00 excluding GST. Additional costs outside of the contract cost, including additional First Nations engagement, may be billed at an hourly rate up to the maximum amount of the grant allocation.

**Strategic Plan Implications:**

This consulting services agreement aligns with Strategic Objective 1.2 – Sustainable land use planning and growth, Strategic Objective 3.3 - Optimize communication platforms and practices, and Strategic Objective 2.4 - Emergency management and climate adaptation.

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

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:** Amy C Mayo, Grant Coordinator  
Amy Needham, Sustainability Planner  
Luc Stefani, Property Maintenance Coordinator

**Meeting Date:** June 12, 2024

**Subject:** Grant Funding Application with Ministry of Municipal Affairs

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the Building Energy Efficiency Assessment of the ACRD 5<sup>th</sup> Avenue Administrative Building.***

***THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the Building Energy Efficiency Assessment of the Beaver Creek Fire Hall.***

***THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the Building Energy Efficiency Assessment of the Sproat Lake Fire Department - Harold Bishop Fire Hall.***

***THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the Building Energy Efficiency Assessment of the Sproat Lake Fire Department - Lakeshore Fire Hall.***

***THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the Building Energy Efficiency Assessment of the East Bamfield Fire Hall.***

***THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the Building Energy Efficiency Assessment of the Bamfield Community Parks - Eileen Scott Centennial Park Building.***

***THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the Building Energy Efficiency Assessment of the Long Beach Airport Terminal Building.***

**Desired Outcome:**

To secure funding from the Province of BC, Local Government Infrastructure Grant Program, to complete energy assessments for several of the ACRD's buildings.

**Summary:**

The Infrastructure Planning Grant Program (Program) assists local governments in developing well planned community infrastructure that will improve public health and safety, encourage resilient communities, and protect the natural environment while strengthening local and regional economies. Projects selected for grant funding are to be focused on the principles of sustainability and resilience.

ACRD staff recommend submitting the seven separate grant applications as there is no limit on application quantity. The order that the resolutions appear at the beginning of this report show priority order which message will be conveyed to the grant provider. This grant program keeps applications for two intakes and therefore there is no advantage to dividing the applications as sometimes the program is undersubscribed and could work to the ACRD's advantage.

**Background:**

As part of the greenhouse gas emissions tracking completed by ACRD for the Local Government Climate Action Program (LGCAP), many older buildings owned and operated by ACRD were identified as high emitters for their service. With the development of the draft Corporate Energy and Emissions Plan, funding recommendations will include completing energy assessments for buildings to reduce reliance on fossil fuels, improve energy efficiency and reduce cost of operations for buildings. The Corporate Energy and Emissions Plan is anticipated to be presented to the Board in the next couple of months. The energy assessment of each building will identify energy retrofit opportunities for emissions reduction and cost savings.

The ACRD has recently been successful in securing a similar grant for investigation of the West Bamfield Fire Hall design for replacement.

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

The preparation and submission of each grant application will require up to 4 hours of staff time as the Project Lead works with the Grant Coordinator to complete the application for the submission deadline. If successful with the grant funding program, further grant administration staff time will be committed to complete progress reports, submit expenditure claims, and write the final report. This grant administration staff time is in addition to the staff time required to complete the proposed project.

**Financial:**

The grant, if successful, will provide up to \$10,000 towards each building energy assessment. The Infrastructure Planning Grant Program will provide 100% reimbursement for the first \$5,000 of eligible project costs and 50% reimbursement for the next \$10,000 or less of eligible project costs.

**Strategic Plan Implications:**

This grant opportunity aligns with Strategic Priority 1.5 to 'leverage grants toward creating regional and community benefit' and 2.3 for Infrastructure Climate Resiliency.

**Options Considered:**

Staff have also considered the following options:

1. Wait for the Corporate Energy and Emissions Plan to be adopted by the Board prior to applying for these grants. Staff do not recommend this option as there is a current open intake that provide opportunity.
2. Complete the building energy assessments with LGCAP funds, and no applications are submitted to Infrastructure Planning Grant Program. This will reduce the length of time that the Sustainability Planner's wages are partially covered by the LGCAP funds and staff recommend leveraging other grants wherever possible.
3. Not complete building energy assessments and submit no grant application for funding. The energy assessment are anticipated to provide further grant opportunities that will not be available without the reports.

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

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:** Cynthia Dick, General Manager of Administrative Services

**Meeting Date:** June 12, 2024

**Subject:** 2024 UBCM Convention Meeting Requests- Premier, Cabinet Ministers, MUNI Minister & MACC Staff

**Recommendation:**

THAT the ACRD Board of Directors provide direction to the General Manager of Administrative Services by Monday, June 17, 2024, on meeting requests with the Premier, Cabinet Ministers, Minister of Municipal Affairs, and provincial Ministry, Agency, Commission, and Corporation (MACC) staff in conjunction with the 2024 Union of British Columbia Municipalities Convention respecting issues/concerns impacting communities in the Alberni-Clayoquot region.

**Desired Outcome:**

To request and secure meetings with the Premier, Cabinet Ministers, Minister of Municipal Affairs, and provincial Ministry, Agency, Commission, and Corporation (MACC) staff with the 2024 Union of British Columbia Municipalities (UBCM) Convention on issues/concerns impacting communities in the region.

**Summary:**

UBCM was formed to provide a common voice for local government. The annual convention continues to be the main forum for UBCM policy-making. It provides an opportunity for local governments of all sizes and from all areas of the province to come together, share their experiences and take a united position. This year the UBCM Convention will be held in-person, September 16-20, 2024, in Vancouver, BC.

**Background:**

Attached please find a request from Premier David Eby and Minister Kang, Minister of Municipal Affairs, inviting local governments to meet with them and other cabinet Ministers at the annual UBCM Convention. The deadline to request meetings with the Premier and Cabinet Ministers is June 21, 2024.

There is also an opportunity for Directors to meet with provincial staff during the Convention. The 2024 Provincial Appointments Book is attached to this report which provides guidance on Ministry portfolios. The deadline to request staff level meetings is August 21, 2024.

Meetings with the Premier, Ministers and Ministry staff are a good opportunity for local governments to bring community issues/concerns to the attention of the Provincial Government and lobby for change. In 2023, ACRD elected officials met with the following Ministers:

Minister	Topic
Minister of Mental Health and Addictions Honourable Jennifer Whiteside	Ongoing poisoned drug crisis in the region
Minister of Health Honourable Adrian Dix	Continued secured funding for the Community Health Networks
Parliamentary Secretary of Environment Aman Singh, MLA	Expansion of Recycling Regulation to include ICI recyclables and mattress recycling stewardship program

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

The District of Ucluelet will be requesting meetings with the following Ministers and have requested that they be joint meetings with representatives from the ACRD Board of Directors and Council for the District of Tofino:

Minister	Topic
Minister of Citizens' Services Honourable George Chow	Highway 4 Cellphone Service
Minister of Tourism, Arts, Culture and Sport Honourable Lana Popham	Reinstating the Lifeguard Program at Long Beach

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

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

#### **Financial:**

Associated costs budgeted through General Government services.

#### **Strategic Plan Implications:**

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

#### **Policy or Legislation:**

Provincial Government procedures apply.

**Options Considered:**

1. Not request any meetings with the Premier, Cabinet Ministers, Minister of Municipal Affairs, and provincial Ministry, Agency, Commission, and Corporation (MACC) staff in conjunction with the 2024 Union of British Columbia Municipalities Convention.

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

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



May 15, 2024

Dear Mayors and Regional District Chairs:

The 2024 Union of British Columbia Municipalities (UBCM) Convention will be held in Vancouver from September 16-20, 2024. As we prepare for the upcoming convention, my caucus colleagues and I are looking forward to meeting and working with you to continue building strong, sustainable and vibrant communities throughout our province.

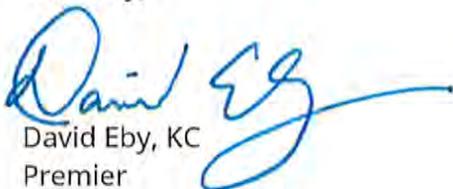
We all have a role to play in finding ways to ensure our communities thrive, and UBCM provides a wonderful opportunity to listen to one another, share ideas and find new approaches. With local, provincial, federal and First Nations governments working together, we can continue to build a better BC for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

If you would like to request a meeting with me or one of my Cabinet colleagues, please register online at <https://ubcmreg.gov.bc.ca/> (live, as of today). Please note that this year's invitation code is **MeetingRequest2024** and it is case sensitive. The deadline to submit your meeting requests is June 21, 2024. If you have any questions, please contact [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca) or phone 250-213-3856.

As well, further to invitations that were sent out by the Ministry of Municipal Affairs in April, I would like to remind you of two upcoming information sessions being held via Microsoft Teams on May 16 and 28, 2024. The content for each session will be identical, with ministry staff providing a technical overview of the meeting request process.

I look forward to once again being part of your convention, meeting with many of you and exploring ways that we can partner together to address the cost of living, public safety and other common issues.

Sincerely,



David Eby, KC  
Premier

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**Office of the  
Premier**

**Web Site:**  
[www.gov.bc.ca](http://www.gov.bc.ca)

**Mailing Address:**  
PO Box 9041 Stn Prov Govt  
Victoria BC V8W 9E1

**Location:**  
Parliament Buildings  
Victoria



May 15, 2024

Ref: 274670

Dear Mayors and Regional District Chairs:

It is my pleasure to write to you as the Minister of Municipal Affairs regarding the process for requesting a meeting with me, or with provincial staff, during the upcoming 2024 UBCM Convention in Vancouver from September 16–20, 2024.

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

If you would like to meet with me, please complete the online request form at: [MUNI Minister's Meeting](#) and submit it to the Ministry of Municipal Affairs by **June 21, 2024**. This year's invitation code is **MUNIMin2024** and is case sensitive. Meeting dates and times will be confirmed in late August. I will do my best to accommodate as many meeting requests as possible.

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

Ministry staff will email you shortly with the Provincial Appointment Book. This document lists all the ministry, agency, commission, and corporation staff available to meet with delegates at Convention and which topics, projects, or programs fall under their purview. Importantly, it will also provide details on how to submit an online staff meeting request. Ministry staff are also hosting identical information sessions on May 16 and May 28, 2024, via Microsoft Teams, providing a technical overview of the meeting request processes; invitations were sent in April.

This will be my second UBCM Convention as the minister responsible for local governments. I appreciated the opportunities to connect in person last year, and our conversations are always illuminating. I have also enjoyed meeting with many communities and regions since Convention, to hear more about your challenges and accomplishments. I look forward to continuing our collaborative work this summer and at Convention in September.

Sincerely,

Anne Kang  
Minister of Municipal Affairs

pc: Honourable David Eby, Premier  
Trish Mandewo, President, Union of BC Municipalities

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Ministry of Municipal Affairs

Office of the Minister

Mailing Address:  
PO Box 9056 Stn Prov Govt  
Victoria BC V8W 9E2  
Phone: 250 387-2283  
Fax: 250 387-4312

Location:  
Parliament Buildings  
Victoria BC V8V 1X4  
<http://www.gov.bc.ca/muni>

# 2024 PROVINCIAL APPOINTMENT BOOK

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## Meeting Requests with:

The Premier, Cabinet Ministers, and  
Provincial Government Staff from Ministries,  
Agencies, Commissions, and Corporations (MACC)  
at the 2024 UBCM CONVENTION  
September 16 – 20, 2024

Vancouver, British Columbia



Ministry of  
Municipal Affairs



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## INTRODUCTION

The Provincial Appointment Book provides UBCM Local Government and First Nations members instructions on how to request a meeting with the Premier, Cabinet Ministers, and provincial Ministries, Agencies, Commissions, and Corporations (MACC) staff, to be scheduled during the week of 2024 UBCM Convention.

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

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

Information on each MACC's programs, projects, and scope of work is also included.

## Meeting Details

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

**Monday, September 16 to  
Friday, September 20**

Vancouver Convention Centre,  
East Building

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

**New for 2024: Monday, September 16**

Fairmont Waterfront Hotel,  
Concourse Level — Malaspina Room

**Tuesday, September 17 to  
Thursday, September 19**

Fairmont Waterfront Hotel,  
Concourse Level — MacKenzie Ballroom

## On-Site Provincial Appointment Desk

Provincial Appointment Desk staff will be available on-site to receive meeting requests for MACC staff at the following locations:

**Monday, September 16**

Vancouver Convention Centre,  
East Building — Lobby  
8:30 am — 4:00 pm

**Tuesday, September 17 to  
Thursday, September 19**

Fairmont Waterfront Hotel,  
Concourse Level — MacKenzie Ballroom  
8:30 am — 4:00 pm

Please note that MACC staff availability may be limited on-site.

## MEETING REQUEST INFORMATION AND LINKS

### Honourable David Eby, Premier and Cabinet Ministers

(Except Minister of Municipal Affairs)

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

**Invitation Code:** MeetingRequest2024  
(case sensitive)

**Deadline:** June 21, 2024

**Contact:**

Marlène Behrens  
Premier's UBCM Meeting Request Coordinator  
250 213-3856  
[UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca)

### Honourable Anne Kang, Minister of Municipal Affairs

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

**Invitation Code:** MUNIMin2024  
(case sensitive)

**Deadline:** June 21, 2024

**Contact:**

Katie Carrothers  
MUNI-UBCM Minister's Meeting Coordinator  
236 478-0537  
[MUNI.UBCM.MeetingRequests@gov.bc.ca](mailto:MUNI.UBCM.MeetingRequests@gov.bc.ca)

### Provincial Government MACC Staff

(Ministries, Agencies, Commissions, and Corporations)

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

**Invitation Code:** MACCStaff2024  
(case sensitive)

**Deadline:** August 21, 2024

**Contact:**

Sarah Staszkiel  
MACC Staff Meeting Coordinator  
778 405-1784  
[MUNI.UBCM.MeetingRequests@gov.bc.ca](mailto:MUNI.UBCM.MeetingRequests@gov.bc.ca)

Casey Cathcart  
Assistant MACC Staff Meeting Coordinator  
778 405-3140  
[MUNI.UBCM.MeetingRequests@gov.bc.ca](mailto:MUNI.UBCM.MeetingRequests@gov.bc.ca)

Once MACC staff meetings have been scheduled, confirmations will be sent to UBCM Local Government and First Nations members **via email by September 11.**

# PROVINCIAL GOVERNMENT MINISTRIES AVAILABLE DURING THE 2024 UBCM CONVENTION

## MINISTRY OF AGRICULTURE AND FOOD

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

## MINISTRY OF AGRICULTURE AND FOOD CONTINUED...

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

## MINISTRY OF AGRICULTURE AND FOOD CONTINUED...

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

## ATTORNEY GENERAL

DIVISION/BRANCH	TOPIC
<p><b><i>Court Services Branch</i></b></p>	<ul style="list-style-type: none"> <li>• Responsible for case documentation and adjudication support for all matters going before the court, including case initiation and processing, fee collection, file and exhibit management, court clerking, court records and transcripts, interpreter services, and the preparation and dissemination of court orders. In addition, the Court Services Branch is responsible for courtroom and courthouse security, prisoner custody and escort, document service, and jury administration.</li> </ul>

## ATTORNEY GENERAL CONTINUED...

DIVISION/BRANCH	TOPIC
<b><i>Indigenous Justice Secretariat</i></b>	<ul style="list-style-type: none"> <li>Leads the implementation of the First Nations Justice Strategy (“the Strategy”) within government, including influencing social sector areas that provide health and housing supports for individuals in the justice system. At the core of the Strategy is the rebuilding of First Nations justice systems as an expression of self-determination. As such, the Indigenous Justice Secretariat has a vital role in supporting First Nations in that rebuilding work. This includes the Secretariat advancing changes within government to laws, policies, and practices that are directly responsive to what First Nations determine is needed for Strategy implementation and rebuilding of their justice systems. In addition, the Indigenous Justice Secretariat is responsible for cross-ministry implementation of the Strategy and operationalization of the identified priorities within government. This includes implementation of the <i>Declaration Act</i> where it intersects with justice, as well as supporting relationships with the province and Canada to advance jointly identified priorities, funding, and partnership opportunities where the Strategy aligns with provincial and federal mandates.</li> </ul>
<b><i>Justice Services Branch</i></b>	<ul style="list-style-type: none"> <li>Improves users' access to justice and experience with the administration of justice in B.C. by transforming elements of the justice system. The Justice Services Branch delivers programs and services relating to family justice, Indigenous justice, and access to justice. The branch also develops policy and legislation and supports tribunals, agencies, and independent offices within the ministry, and leads strategic projects to create change and systemic impact on the justice sector.</li> </ul>
<b><i>Multiculturalism and Anti-Racism Branch</i></b>	<ul style="list-style-type: none"> <li><i>Anti-Racism Data Act.</i></li> <li><i>Anti-Racism Act.</i></li> <li>Multiculturalism and Anti-Racism Grant program.</li> <li>Multiculturalism and Anti-Racism Awards.</li> <li>Historical Wrongs Initiatives.</li> <li>Racist Incident Support Line.</li> <li>Report on Multiculturalism.</li> <li>Resilience BC anti-racism network and provincial coordination on anti-racism and anti-hate initiatives.</li> <li>Multicultural Advisory Council (MAC).</li> <li>Proclamations Program.</li> </ul>

# MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT

DIVISION/BRANCH	TOPIC
<p><b>Strategic Services Division</b></p>	<ul style="list-style-type: none"> <li>• The Strategic Services Division provides expertise to enable large-scale, cross-ministry, and complex system transformation as envisioned in the ministry’s Strategic Framework. The division leads:               <ul style="list-style-type: none"> <li>◦ Project management — supports strategic initiatives and continuous improvement through tracking, assessing and making recommendations on project risks, mitigation strategies and resource deployment.</li> <li>◦ Change management — champions organizational change and effective implementation of significant change initiatives with staff and external partners and service providers.</li> <li>◦ Transformation integration — oversees alignment and integration of priority transformation projects to support the roll-out of system wide changes in a coordinated way and to ensure operational needs are met.</li> </ul> </li> <li>• Strategic planning and communications – directs, coordinates, and manages planning, reporting, internal, external, and web-based communications and engagement.</li> </ul>
<p><b>Service Delivery Division</b></p>	<ul style="list-style-type: none"> <li>• Service Delivery Division provides critical services to children, youth, young adults, and families throughout the province, including child protection and family support, children and youth with support needs, child and youth mental health, adoption and guardianship, youth justice, and supports for youth transitioning to adulthood. Services, including 24/7 operations, are delivered through 169 community-based District Offices, Provincial Centralized Services Centre, Maples Adolescent Treatment Centre, Child &amp; Youth Mental Health Intake Clinics, Victory Hill Dorm, Burnaby Youth Custody Centre, Inpatient Assessment Unit, Youth Forensic Services, and Family Connections Centres.</li> </ul>

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

DIVISION/BRANCH	TOPIC
<b><i>Strategic Integration, Policy and Legislation Division</i></b>	<ul style="list-style-type: none"> <li>• Offers a variety of programs and services, including adoption, programs for children with support needs and mental health concerns, community resources for children and youth in or transitioning from government care, child welfare, and support for youth involved in the justice system’s practices.</li> </ul>
<b><i>Strategic Integration, Policy and Legislation Division / Early Years and Inclusion Policy, Communications and Engagement</i></b>	<ul style="list-style-type: none"> <li>• The Early Years and Inclusion Policy, Communications and Engagement branch provides development and oversight of strategic and operational policy for early childhood development programs and services for children and youth with support needs (CYSN). The team incorporates a cross-government approach for programs and services for children and families and is currently working to co-develop an improved system of services for CYSN. Policy staff also research and develop innovative approaches for citizen engagement and program delivery.</li> </ul>

**MINISTRY OF CITIZENS’ SERVICES**

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

## MINISTRY OF CITIZENS' SERVICES CONTINUED...

DIVISION/BRANCH	TOPIC
<b><i>Connectivity</i></b>	<ul style="list-style-type: none"> <li>• Internet and cellular connectivity: The division provides guidance on planning for broadband internet (including wired, wireless and satellite) to communities and highway and community cellular coverage to municipal and regional governments and oversees the Connecting British Columbia and the Connecting Communities BC funding programs.</li> <li>• Local and regional government connectivity planning resources and tools: Programming supports local governments, First Nations, and regional districts by assisting with connectivity planning and helping communities to better understand how to achieve greater economic, environmental, public safety and social benefits enabled through high-speed internet.</li> <li>• Local and regional government supports for NG911: The division is supporting Next Generation 911 (NG911) implementation through funding provided to UBCM in 2023 to enable municipalities to build the capacity and resources they require to make decisions and implement updated technical infrastructure required by NG911.</li> </ul>
<b><i>Government Digital Experience</i></b>	<ul style="list-style-type: none"> <li>• GDx provides the technical infrastructure that enables gov.bc.ca, and manages high priority web content, including the translation of content for COVID-19 and vaccinations.</li> <li>• The division also leads government's efforts to gather feedback from people in the province, and to provide expert advice for how to design programs and services that work for those who use them.</li> <li>• GDx is responsible for government's web training, standards and digital accessibility and supports plain language, easy to navigate and access information.</li> </ul>

**MINISTRY OF CITIZENS' SERVICES CONTINUED...**

DIVISION/BRANCH	TOPIC
<p><b><i>Office of Chief Information Officer</i></b></p>	<ul style="list-style-type: none"> <li>• The OCIO supports the transformation of government services through integration, collaboration, and innovation. It leads strategy, policy and standards that support digital government and information management including information technology, IT security, integrated data, privacy, and the management of the Information Management/IT investment portfolio for the province.</li> <li>• It provides corporate information management services to government including Freedom of Information; proactive disclosures of information; privacy, records management, and elements of information security.</li> <li>• Through the CyberBC program, the OCIO provides broader B.C. public sector organizations with resources to help improve cybersecurity. Specifically, it covers the foundations of cybersecurity including security frameworks, policy, standards, assessments of threats and weaknesses, and minimization of risks. Additionally, in 2024 procurement for advisory as well as operational security services will be completed and allow broader B.C. public sector organizations to access these through a corporate supply arrangement. The goal is to raise the collective bar for cybersecurity across the province in the face of increased threats.</li> </ul>
<p><b><i>Procurement and Supply</i></b></p>	<ul style="list-style-type: none"> <li>• The division plays a leadership role in government procurement and supply services. These activities serve the provincial government, the broader public sector, the public and, in some cases, municipalities. For example, municipalities use BC Bid to provide vendors with information on upcoming procurement operations and Asset Investment Recovery to dispose of municipal surplus assets in a convenient, environmentally friendly manner that returns a fair market value to the municipality.</li> <li>• The division is the lead for coordinating access to the Federal National Memorandum of Understanding (NMUA) which grants access to provinces and territories to numerous Corporate Supply Agreements created by the federal government.</li> <li>• BC Bid is also connected to CanadaBuys which is the federal site for all Canadian provinces and territories allowing B.C. to comply with the Comprehensive Economic and Trade Agreement (CETA). Opportunities on BC Bid are posted overnight to CanadaBuys, increasing the pool of suppliers that will see and potentially bid on opportunities from the various municipalities, academic institutions, schools, and hospitals.</li> </ul>

## MINISTRY OF CITIZENS' SERVICES CONTINUED...

DIVISION/BRANCH	TOPIC
<b><i>Real Property</i></b>	<ul style="list-style-type: none"> <li>The Real Property Division (RPD) provides everything needed to design, set up and manage a government workplace. RPD has responsibility for the province's real estate portfolio. Real estate for schools, post-secondary institutions, hospitals, and municipalities are excluded from RPD's responsibilities. RPD provides strategic real estate advice, acquisitions, dispositions, and space planning. RPD's client base includes ministry (mandated) as well as broader sector (voluntary) customers.</li> </ul>
<b><i>Service BC</i></b>	<ul style="list-style-type: none"> <li>Service BC (SBC) is government's chief provider of services to B.C. residents and businesses. Through a provincial network of 65 service centres and the SBC Provincial Contact Centre, SBC provides approximately 300 government services on behalf of more than 40 partner ministries and agencies. The division enables the design and delivery of accessible, responsive, and cost-effective services, making it easier for residents and businesses to interact with government.</li> <li>The BC Corporate Registries Branch facilitates and supports commerce in the province through administration and verification of business, personal property, and manufactured home registrations. The Provincial Identity Information Management Program delivers trusted, secure identity service to support access to digital government services and information.</li> </ul>

# MINISTRY OF EDUCATION AND CHILD CARE

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

# MINISTRY OF EMERGENCY MANAGEMENT AND CLIMATE READINESS

DIVISION/BRANCH	TOPIC
<b>Corporate Services Division</b>	<ul style="list-style-type: none"> <li>• Responsible for the provision of strategic advice and the delivery of corporate services to support Ministry programs and services.</li> <li>• Manages the Disaster Financial Assistance Arrangements (DFAA) claim administration and provincial cost tracking.</li> <li>• Responsible for public education initiatives including:               <ul style="list-style-type: none"> <li>◦ The delivery of PreparedBC, the Province’s preparedness public education program serving First Nations communities, local authorities and the public.</li> <li>◦ The development of resources, programs, and social media campaigns aimed at influencing positive disaster risk reductions.</li> </ul> </li> </ul>
<b>Disaster Recovery</b>	<ul style="list-style-type: none"> <li>• Leads coordination of provincial ministry and agency supports for communities following a disaster with regionally-based teams.</li> <li>• Implements the Disaster Financial Assistance (DFA) program, and when DFA is not available, seeks alternative government and non-government funding opportunities to assist impacted parties.</li> <li>• Administers DFA appeals process.</li> <li>• Responsible for disaster recovery operational policy including national flood insurance program development, cross government disaster recovery framework, and recovery specialists who are ready to deploy to assist communities when a disaster strikes.</li> </ul>
<b>Disaster Risk Management</b>	<ul style="list-style-type: none"> <li>• Leads emergency management and provincial business continuity management planning.</li> <li>• Conducts emergency management training and exercises.</li> <li>• Undertakes strategic after actions reviews of disaster events, undertaking provincial and regional disaster and climate risk assessments.</li> <li>• Administers funding programs for First Nations and local governments to advance disaster risk reduction through planning and mitigation activities.</li> <li>• Advances policy, programs, and strategies to reduce disaster and climate risks.</li> </ul>

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

<b>DIVISION/BRANCH</b>	<b>TOPIC</b>
<b><i>Partnerships, Engagement and Legislation</i></b>	<ul style="list-style-type: none"> <li>• Delivers ministry’s strategic policy and legislation. This work includes providing guidance on EMCR’s modernized legislation, the <i>Emergency and Disaster Management Act</i> (EDMA), and the development of new regulations, such as the Local Authorities Regulation and Compensation and Disaster Financial Assistance Regulation.</li> <li>• Leads the development and implementation of EMCR’s inter-agency and inter-governmental partnerships.</li> <li>• Leads EMCR’s emergency management partnership agreements with the federal government, local governments, First Nations, emergency management partner agencies, critical infrastructure operators, non-governmental, faith-based, and other emergency management partners and agencies.</li> </ul>
<b><i>Regional Operations</i></b>	<ul style="list-style-type: none"> <li>• Leads and coordinates the preparedness and response to provincial and regional-level emergencies and disasters, supporting other authorities within their areas of jurisdiction by working directly with First Nations, local authorities, provincial ministries and agencies, federal departments, other jurisdictions, industry, and volunteers.</li> <li>• Leads and coordinates 24/7 emergency management capability through six regional offices located in Surrey, Kamloops, Nelson, Prince George, and Terrace, with the Vancouver Island Regional Office co-located at the Ministry of Emergency Management and Climate Readiness (EMCR) Headquarters (HQ) in Victoria. In addition, EMCR HQ houses the Emergency Coordination Centre and Provincial Duty Managers providing 24/7 situational awareness, activation of response to emergencies, including broadcast intrusive alerting.</li> <li>• Coordinates BC’s Public Safety Lifeline Volunteer groups, who provide an array of critical, front-line emergency services, including Ground Search and Rescue, Air Search and Rescue, Road Rescue, Emergency Support Services, and Emergency Radio Communications.</li> </ul>

# MINISTRY OF ENERGY, MINES, AND LOW CARBON INNOVATION

DIVISION/BRANCH	TOPIC
<p><b>Energy Resources Division</b></p>	<ul style="list-style-type: none"> <li>• The division is accountable for the management and responsible development of the province’s energy resources. It issues and administers Crown petroleum, natural gas, geothermal and carbon capture related subsurface tenures and tenure revenues; and maintains petroleum geology databases and systems.</li> <li>• The division oversees the province’s royalty system (with the Ministry of Finance); develops policy, statutes and regulations that apply to the energy resource sector and to support achieving greenhouse gas reduction targets as it relates to the sector, including methane emissions targets.</li> <li>• The division collaborates across-government on Indigenous reconciliation initiatives and environmental monitoring and research programs, conducts oil and gas resource assessments, manages resource development planning and cumulative effects, guides modernized land use planning, develops environmental practices and initiates and administers oil and natural gas restoration programs.</li> <li>• The Clean Energy and Major Projects Office (CEMPO) is the main point of contact for proponents looking to bring clean energy projects to British Columbia and works across government to support clean energy projects, including hydrogen, biofuels, and renewable natural gas. CEMPO is responsible for the effective implementation of LNG Canada, Cedar LNG, Woodfibre, and the associated pipelines.</li> </ul>

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

DIVISION/BRANCH	TOPIC
<p><b><i>Electricity and Utility Regulation Division</i></b></p>	<ul style="list-style-type: none"> <li>• The division is responsible for British Columbia’s electricity and alternative energy sectors, including BC Hydro. These sectors are made up of diverse interests that develop electricity generation, transmission, and distribution infrastructure, clean or renewable energy sources, including biomass, biogas, hydrogen, geothermal, hydro, solar, ocean, and wind. The division is taking a lead role in the development of a Climate Aligned Energy Framework for the province.</li> <li>• The division focuses on increasing electrification, and deployment of low carbon energy by supporting BC Hydro’s 2024 call for power, and implementing policies and legislation to support BC Utilities Commission oversight of B.C.’s regulated energy utilities, including BC Hydro, FortisBC and Pacific Northern Gas, in their delivery of conventional and low-carbon clean energy across the province.</li> <li>• In association with the Ministry of Environment and Climate Change Strategy, the division has responsibility for policies, programs, regulations and legislation to support the province’s legislated short and long-term; greenhouse gas (GHG) reduction targets, including: the Greenhouse Gas Reduction (Clean Energy) Regulation, the <i>Utilities Commission Act</i>, and the <i>Clean Energy Act</i>.</li> <li>• The division supports the Minister’s oversight of BC Hydro and is responsible for public utility regulatory policy under the <i>Utilities Commission Act</i>. The division leads provincial collaboration with the British Columbia Utilities Commission to reframe the Commission’s current role as an economic regulator to align with the province’s climate action, energy and affordability objectives, especially for low-income households.</li> <li>• The division also administers the Innovative Clean Energy (ICE) Fund, a special account used to further the energy and environmental priorities of the government.</li> <li>• The division is responsible for co-leading the Indigenous Clean Energy Opportunities (ICEO) process with the First Nations Energy and Mining Council which engages with First Nations rights holders and organizations in a collaborative dialogue to:             <ul style="list-style-type: none"> <li>◦ Fully participate in current and future clean energy opportunities.</li> <li>◦ Align the Province’s strategic clean energy policy and legislation with the United Nations Declaration on the Rights of Indigenous people.</li> </ul> </li> </ul>

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

DIVISION/BRANCH	TOPIC
<p><b><i>Energy Decarbonization Division</i></b></p>	<ul style="list-style-type: none"> <li>• The division is responsible for policies and programs that advance energy efficient, low-carbon technologies and practices in the built environment through incentives and standards. This portfolio includes the CleanBC Better Homes and Better Buildings Program and the Energy Efficiency Standards Regulation.</li> <li>• The division develops policy and program initiatives to decarbonize community energy systems through the implementation of clean energy projects in communities across British Columbia, including grid-connected local governments, Indigenous communities, and non-grid connected remote communities. This portfolio includes the CleanBC Remote Community Energy Strategy.</li> <li>• The division is responsible for developing and implementing legislation, policies, and programs to decarbonize the transportation sector and spur growth in the clean transportation industry in B.C. This portfolio includes the <i>Zero Emission Vehicles (ZEV) Act</i>, the ZEV Regulation, and the CleanBC Go Electric Program.</li> <li>• The division is responsible for the implementation of BC's Low Carbon Fuel Standard that requires fuel suppliers to reduce the carbon intensity of their fuels used in transportation and other applicable purposes. With a 30 percent reduction in carbon intensity for diesel and gasoline class fuels by 2030, and a 10 percent reduction by 2030 for jet fuels.</li> </ul>
<p><b><i>Responsible Mining and Competitiveness Division</i></b></p>	<ul style="list-style-type: none"> <li>• Responsible for managing authorizations, geoscience and policy for the mining cycle from early mineral exploration, development of major and regional mines, and mine closure and reclamation.</li> <li>• Supports the competitiveness of B.C.'s mining sector, including critical minerals and helps position B.C. as an attractive jurisdiction for investment by providing a fair, effective, and transparent authorizations, and focusing on regulatory certainty, Indigenous reconciliation and partnerships, world-class geoscience, innovation, and leading environmental standards.</li> </ul>

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

<b>DIVISION/BRANCH</b>	<b>TOPIC</b>
<p><b><i>Mines Health, Safety and Enforcement Division</i></b></p>	<ul style="list-style-type: none"> <li>• The division is responsible for mine workers’ health and safety, compliance verification and enforcement, and investigations of serious incidents at mines. The division:               <ul style="list-style-type: none"> <li>◦ Oversees the regulation of abandoned mines.</li> <li>◦ Manages the ongoing review and revision of the Health, Safety and Reclamation Code for Mines in B.C.</li> <li>◦ Oversees policy Indigenous engagement, inspector training, and compliance data and reporting in its core business areas.</li> <li>◦ The division includes the Chief Auditor, responsible for conducting audits evaluating effectiveness of B.C.’s mining regulatory framework.</li> </ul> </li> </ul>
<p><b><i>Strategic and Indigenous Partnerships Division</i></b></p>	<ul style="list-style-type: none"> <li>• Supports delivery of the Ministry of Energy, Mines and Low Carbon Innovation (EMLI) and EMLI’s Divisions on its energy, mining and natural gas mandates.</li> <li>• Leads strategic initiatives and supports EMLI’s mandate to advance reconciliation with Indigenous Nations including the negotiation of revenue sharing and Accommodation Agreements and Reconciliation Agreements and engaging with Indigenous Nations on policy matters. This work is consistent with Government’s objectives under the <i>Declaration on the Rights of Indigenous Peoples Act</i> and ensures that First Nations actively participate in natural resource development in their Traditional Territories.</li> <li>• Provides corporate oversight and coordination of policies, land use planning, intergovernmental relations, Cabinet and legislative coordination, employee recognition and engagement, EMLI communications, service plan development, and reporting requirements to ensure that EMLI takes a strategic approach to the delivery of its programs and services. Examples include Energy and Mines Ministers’ Conference, Council of the Federation, and federal/provincial forums. The Strategic Initiatives Branch (SIB) also supports energy and climate policy relating to CleanBC.</li> </ul>

# MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY

DIVISION/BRANCH	TOPIC
<p><b><i>Conservation and Recreation</i></b></p>	<ul style="list-style-type: none"> <li>• BC Parks is a land management, regulatory and recreation service provision program that is responsible for the acquisition, designation, administration, planning, management and regulation of natural resources and activities occurring on over 14 percent of the provincial land base. British Columbia has the highest percentage of its land base dedicated to protected areas of all provincial Canadian jurisdictions. There are 1,036 provincial parks, recreation areas, conservancies, ecological reserves, and protected areas within the system.</li> <li>• The Conservation Officer Service (COS) provides public safety and environmental enforcement services to British Columbians. The agency’s core mandates include natural resource law enforcement and human-wildlife conflicts prevention and response. The COS is the lead agency in B.C. to respond to problem wildlife, including predator attacks on people that cause serious injury and death.</li> <li>• Recreation Sites and Trails B.C. (RSTBC) provides public recreation opportunities by developing, maintaining, and managing a network of recreation sites and recreation trails throughout the province.</li> </ul>
<p><b><i>Climate Action Secretariat</i></b></p>	<ul style="list-style-type: none"> <li>• Province-wide coordination and management of systems to address and respond to climate change including: CleanBC, CleanBC Roadmap to 2030, Local Government Climate Action Program (LGCAP), CleanBC Communities Fund, Industrial carbon pricing and climate programs (CleanBC Industry Fund, CleanBC Industrial Incentive Program, B.C. Output Based Pricing System for Industry), B.C. Offset Program, Climate Preparedness and Adaptation Strategy, Carbon Neutral Government (Public Sector Organizations – schools, universities and colleges, and hospitals), Climate Solutions Council, GHG Provincial Inventory, including the community energy and GHG emissions Inventory. Climate action pieces of legislation related to climate change including <i>Greenhouse Gas Industrial Reporting and Control Act</i>, <i>Climate Change Accountability Act</i>, <i>Renewable and Low Carbon Fuel Requirements Act</i>, <i>Vehicle Emissions Standards Act</i>, <i>Clean Energy Act</i>, <i>Greenhouse Gas Reduction - Emissions Standards</i>, and <i>Carbon Tax</i>.</li> </ul>

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

DIVISION/BRANCH	TOPIC
<p><b><i>Environmental Assessment Office</i></b></p>	<ul style="list-style-type: none"> <li>• The Environmental Assessment Office (EAO) is a neutral regulatory agency that reviews proposed major projects such as mines, oil and gas facilities, and large infrastructure projects.</li> <li>• Under the legal framework of the 2018 <i>Environmental Assessment Act</i> (the Act), the EAO implements a process to ensure that any environmental, economic, social, cultural and health effects that may occur during the lifetime of a project are thoroughly assessed.</li> <li>• The EAO coordinates its work with federal and provincial agencies, local governments, and First Nations, and engages the public throughout the environmental assessment process, to inform provincial Ministers' decision whether projects should be approved to proceed.</li> <li>• The EAO also has a reconciliation purpose under the Act, and accordingly works jointly with B.C. First Nations to assess a proposed project's impact on Nations and their rights.</li> <li>• If a project is approved to proceed, the EAO monitors and enforces compliance with its requirements to ensure that projects are designed, built, operated, decommissioned, and reclaimed in compliance with the conditions of their approval.</li> </ul>

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

DIVISION/BRANCH	TOPIC
<p><b><i>Environmental Protection Division</i></b></p>	<ul style="list-style-type: none"> <li>• Air quality, reducing toxins, pollution prevention, environmental emergencies/ provincial spill response, <i>Environmental Management Act</i>, contaminated site remediation, brownfields, hazardous and industrial waste, <i>Integrated Pest Management Act</i>, extended producer responsibility, recycling, CleanBC Plastics Action Plan, organics infrastructure funding programs, Clean Coast Clean Waters fund, Plastic Action Fund, Community Woodsmoke Reduction Program, Public Interest Bonding Strategy, circular economy, local government waste management planning, waste management (incineration, landfilling, municipal liquid and solid waste), permitting and compliance reporting for industrial operations' emissions; environmental impact assessment for waste discharge authorizations, provincial environmental monitoring networks (air and water quality, hydrometric, snow survey, groundwater, climate), environmental databases, State of Environment reporting, air and water quality stewardship &amp; partnerships; analytical chemistry laboratory services, provincial laboratory quality assurance and standards; Indigenous relations and partnership development related to environmental quality and monitoring; Compliance and enforcement for industrial, commercial activities and sectors regulated under the <i>Environmental Management Act</i> regarding discharges to the environment, and under the <i>Integrated Pest Management Act</i> as it relates to pesticide use.</li> </ul>
<p><b><i>Strategic Services</i></b></p>	<ul style="list-style-type: none"> <li>• Coordination of cross-ministry policy initiatives and corporate support for policy development, legislation, and inter-governmental relations; business improvement and corporate reporting; ministry-wide integration and delivery of digital and service transformation opportunities; advice and recommendations on cross-cutting Indigenous initiatives, Indigenous relationship practices evaluation, strategies, and guiding principles development for partnerships with First Nations.</li> </ul>

# MINISTRY OF FINANCE

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

## MINISTRY OF FINANCE CONTINUED...

DIVISION/BRANCH	TOPIC
<b><i>Policy and Legislation Division / Intergovernmental Fiscal Relations</i></b>	<ul style="list-style-type: none"> <li>• Federal-provincial fiscal relations (e.g., intergovernmental transfers).</li> <li>• Joint federal-provincial social policy priorities (e.g., income security and pensions).</li> <li>• Cannabis revenue sharing, with Indigenous Relations and Reconciliation.</li> <li>• Local government fiscal relations with Municipal Affairs.</li> <li>• First Nations fiscal relations, with Indigenous Relations and Reconciliation.</li> </ul>
<b><i>Policy and Legislation Division / Property Tax and Assessment Policy</i></b>	<ul style="list-style-type: none"> <li>• Property tax and assessment policy including:               <ul style="list-style-type: none"> <li>◦ Provincial property assessment policy, legislation, and methodology.</li> <li>◦ Oversight of BC Assessment (BCA) and the Property Assessment Review panels.</li> <li>◦ Provincial property taxes (school, rural, police).</li> <li>◦ Property Transfer Tax.</li> <li>◦ Speculation and Vacancy Tax.</li> </ul> </li> </ul>
<b><i>Policy and Legislation Division / Tax Policy Branch</i></b>	<ul style="list-style-type: none"> <li>• Provincial tax policy, including:               <ul style="list-style-type: none"> <li>◦ Provincial Sales Tax.</li> <li>◦ Municipal and Regional District Tax.</li> <li>◦ Carbon Tax.</li> <li>◦ Motor Fuel Tax.</li> <li>◦ Provincial Income Tax.</li> <li>◦ Indigenous Taxation.</li> <li>◦ Employer Health Tax.</li> <li>◦ Flipping Tax.</li> </ul> </li> </ul>
<b><i>Gender Equity Office</i></b>	<ul style="list-style-type: none"> <li>• Pay Transparency Reporting.</li> <li>• Gender-Based Analysis Plus (GBA+).</li> </ul>

## MINISTRY OF FORESTS

DIVISION/BRANCH	TOPIC
<b>Associate Deputy Minister's Office</b>	<ul style="list-style-type: none"> <li>• Permitting Process Improvements and Performance Measures.</li> <li>• Emerging Strategic Projects: Wosk Centre for Dialogue Series on Wildfire Mitigation, Premier's Expert Task Force Engagement.</li> <li>• Forestry Digital Services Program.</li> <li>• Supports the province's goal of reconciliation with Indigenous peoples through the implementation of the UN Declaration on the Rights of Indigenous Peoples (UNDRIP) and the <i>Declaration Act</i> Action Plan.</li> <li>• First Nations Reconciliation &amp; Negotiations Strategy, New Fiscal Framework and Revenue Sharing, First Nations Forest Tenure, First Nations Forestry Council Engagement and Consultation Systems and Information Management.</li> </ul>
<b>BC Wildfire Service</b>	<ul style="list-style-type: none"> <li>• Wildfire Suppression, Wildfire Prevention and Community Resiliency Initiative.</li> <li>• Wildfire Recovery and All Hazard Response.</li> </ul>
<b>Forest Resiliency and Archaeology</b>	<ul style="list-style-type: none"> <li>• Old growth deferrals.</li> <li>• Provincial Forest Landscape Planning.</li> <li>• Archaeology Branch.</li> <li>• <i>The Heritage Conservation Act Transformation Project</i> (HCATP).</li> </ul>
<b>Integrated Resource Operations Division</b>	<ul style="list-style-type: none"> <li>• Compliance and Enforcement.</li> <li>• Engineering.</li> <li>• Forest Tenures.</li> <li>• Resource Worker Safety.</li> </ul>
<b>Office of the Chief Forester</b>	<ul style="list-style-type: none"> <li>• Provides provincial leadership for forest management and stewardship.</li> <li>• Continuous improvement of forest management policies, legislation and practices.</li> <li>• Acquisition and update of forest inventory, spatial analysis and reporting of timber and non-timber values.</li> <li>• Allowable annual cut determination and silviculture.</li> <li>• Forest genetic resource management, seed supply and forest health.</li> <li>• Land-based research, climate change and carbon management.</li> <li>• Integrated planning, developing the bio economy and strategic old growth support.</li> </ul>

## MINISTRY OF FORESTS CONTINUED...

DIVISION/BRANCH	TOPIC
<b><i>Regional Operations</i></b>	<ul style="list-style-type: none"> <li>• Activities that occur within regional operations include: forestry, range tenure management and authorizations and indigenous consultation.</li> <li>• Operation of regional and District offices that support providing client access to natural resource authorizations (in partnership with the Ministry of Water, Land and Resource Stewardship (WLRS) and Front Counter BC) geographic information and, forest revenue management.</li> <li>• Emergency Management and Climate Readiness and BC Wildfire Service support, wildfire risk reduction, wildfire rehabilitation and recovery, resource stewardship (resource value monitoring and assessment).</li> <li>• BC Timber Sales regional timber sales, investment and reporting on forest management to the Office of the Chief Forester and timber sales reviews for regions.</li> <li>• Strategic initiatives and forest landscape planning, silviculture project delivery, and resource roads and infrastructure including access and land management issues.</li> </ul>
<b><i>Timber, Range and Economics</i></b>	<ul style="list-style-type: none"> <li>• Forest sector economics and transformation.</li> <li>• Trade and Log Export Policy.</li> <li>• Softwood lumber.</li> <li>• Timber pricing, timber measurements and stumpage.</li> <li>• Value added forestry, range policy and planning.</li> <li>• Invasive plants.</li> <li>• Modernizing forest policy.</li> <li>• BC Timber Sales provincial operations.</li> <li>• Fibre supply and access.</li> <li>• Pulp and paper and utilization policy.</li> <li>• Wildfire salvage.</li> </ul>

**MINISTRY OF HEALTH**

DIVISION/BRANCH	TOPIC
<b><i>Finance and Corporate Services</i></b>	<ul style="list-style-type: none"> <li>• Supports programs and health authorities by managing and ensuring a consistent approach to financial and corporate services planning, policy, performance oversight/reporting, and critical financial and corporate services issues management.</li> <li>• Services provided include, Health Authority Regional Grants Decision Support, Finance and Decision Support, Capital Services Management, and Audit and Investigations.</li> </ul>
<b><i>Health Sector Workforce and Beneficiary Services</i></b>	<ul style="list-style-type: none"> <li>• Responsible for operational delivery of beneficiary and diagnostic services and workforce strategies that contribute to effectively meeting patient and population health needs and improving patient outcomes through the efficient delivery of health services.</li> </ul>
<b><i>Hospital and Provincial Health Services</i></b>	<ul style="list-style-type: none"> <li>• Focuses on implementing specialized community and surgical services and programs, provincial health service, and regional hospital-based services, and provides provincial oversight of Medical Assistance in Dying (MAID).</li> <li>• Works towards service transformation across the acute and provincial health sector and streamlines bilateral efforts between the ministry and health authorities by bringing together key mandated initiatives.</li> <li>• Works on continuing to implement the Surgical Renewal Commitment to address and improve patient access and wait times for surgical and diagnostic imaging services while also increasing surgical and diagnostic capacity in the province.</li> </ul>
<b><i>Office of Indigenous Health</i></b>	<ul style="list-style-type: none"> <li>• Works in partnership with B.C. First Nations, Métis and urban Indigenous partners, regional health authorities, across provincial ministries, and with Indigenous Services Canada to ensure the implementation of key strategic priorities and commitments regarding Indigenous health and wellness.</li> <li>• Key focus: Using the Recommendations of the <i>In Plain Sight</i> report as a blueprint for action to address Indigenous-specific racism and discrimination across the B.C. health care system.</li> </ul>

## MINISTRY OF HEALTH CONTINUED...

DIVISION/BRANCH	TOPIC
<b><i>Population and Public Health</i></b>	<ul style="list-style-type: none"> <li>• Focuses on improving the overall health and well-being of the population by promoting good health and wellness, preventing disease, injury, and illness, and protecting people from harm.</li> </ul>
<b><i>Primary Care</i></b>	<ul style="list-style-type: none"> <li>• Responsible for primary care policy direction, strategy development implementation, results monitoring, quality improvement and evaluation oversight. The current priorities of the division are: Increasing attachment and access through Primary care networks; Urgent and primary care centres; Community health centres; First Nations Led Primary Care Initiatives, Interdisciplinary team based primary care services both in person and virtual; integration of primary care services with specialized community services programs.</li> <li>• The division also includes HealthLink BC due to its role as a key community services enabler of primary care.</li> </ul>
<b><i>Seniors Services</i></b>	<ul style="list-style-type: none"> <li>• Responsibility for Home Health, Long-Term care and Assisted Living policy development and implementation.</li> <li>• Ministry policy and actions related to the Assisted Living Registry operations and oversight.</li> </ul>

# MINISTRY OF HOUSING

DIVISION/BRANCH	TOPIC
<p><b><i>Governance and Accountability Branch</i></b></p>	<ul style="list-style-type: none"> <li>• Governance and oversight for BC Housing as well as BC Housing performance monitoring/reporting. Responsible for developing strong partnerships to support the work of BC Housing.</li> <li>• Ministry’s overall approach to engagement, consultation, and partnership with Indigenous Peoples; supports alignment between provincial housing initiatives and the province’s commitments to reconciliation; advises on housing-related topics of mutual interest to Indigenous Peoples and local governments.</li> </ul> <p><b>BC Housing:</b></p> <ul style="list-style-type: none"> <li>• BC Housing is responsible for implementation of Building BC programs that are helping government deliver on its goal to deliver 114,000 units of affordable housing including the following programs: Supportive Housing Fund, Women’s Transition Housing Fund, Community Housing Fund, Indigenous Housing Fund, Rapid Response to Homelessness, Deepening Affordability program. It is also responsible for BC Builds and HousingHub which works with communities, governments, non-profit and private sector stakeholders to facilitate the creation of new affordable rental housing.</li> </ul>
<p><b><i>Housing Innovations Division</i></b></p>	<ul style="list-style-type: none"> <li>• Supports innovations in the approvals and construction of housing.               <ul style="list-style-type: none"> <li>◦ Digital Permitting.</li> <li>◦ Prefabricated housing and panels.</li> <li>◦ Standardized housing designs.</li> </ul> </li> <li>• Development of ongoing programs and tools design to support BC Builds.</li> <li>• Housing development partnerships.</li> <li>• Process development with other governments (First Nation and federal) and provincial ministries and agencies to identify land for housing.</li> </ul>
<p><b><i>Housing Policy Branch</i></b></p>	<ul style="list-style-type: none"> <li>• Housing policy and program development, including market and non-market housing, legislation governing strata properties, coordination of the provincial housing strategy, legislation regulating short-term rentals, purpose built rental housing, long-term leaseholds, and secondary suites incentive program.</li> </ul>

## MINISTRY OF HOUSING CONTINUED...

DIVISION/BRANCH	TOPIC
<b><i>Building and Safety Standards Branch</i></b>	<ul style="list-style-type: none"> <li>• Buildings, Construction, and Technical Systems: The regulatory framework for buildings and technical systems, including development of building, plumbing, fire, electrical, gas, elevator, and energy codes, safety standards for technical systems, homeowner protection (e.g., home warranties), oversight of certain industry professionals and trades (e.g., home builder licensing and mandatory building official qualifications), and policy advice relating to the built environment, including climate leadership and accessibility for new buildings.</li> <li>• Liaison with BC Housing Licensing and Consumer Services, Technical Safety BC, Building Officials Association of BC, National Research Council and Accessibility Standards Canada.</li> <li>• Technical requirements for existing buildings related to CleanBC, climate adaptation, and disaster mitigation (e.g., earthquakes, flooding, and wild-fires).</li> <li>• Nationally harmonized technical requirements for new buildings.</li> </ul>
<b><i>Short-Term Rental Branch</i></b>	<ul style="list-style-type: none"> <li>• Compliance and enforcement of short-term rental legislation and regulations, local government short-term rental data sharing, and delisting requests.</li> </ul>
<b><i>Housing Targets Branch</i></b>	<ul style="list-style-type: none"> <li>• Administers the housing targets program to issue targets for specified municipalities under the authorities set out in the <i>Housing Supply Act</i> and regulations.</li> <li>• Analysis to select specified municipalities for targets assessment, forecast housing needs and produce housing targets.</li> <li>• Consultation with specified municipalities and first nations with land interests, issues timebound Housing Target Orders and evaluates progress reports that track progress toward meeting housing targets: 1) housing units by type, tenure, and affordability; and 2) municipal processes to increase housing supply (housing policies, bylaws, development approvals and permitting).</li> <li>• Consideration of compliance measures if satisfactory progress has not been made by municipalities to meet housing targets.</li> </ul>
<b><i>Planning and Land Use Management Branch</i></b>	<ul style="list-style-type: none"> <li>• Land use planning policy and program development.</li> <li>• Legislation and program supports for: <ul style="list-style-type: none"> <li>◦ Small-scale, multi-unit housing.</li> <li>◦ Housing needs reports.</li> <li>◦ Proactive zoning.</li> <li>◦ Amenity cost charges.</li> <li>◦ Inclusionary zoning.</li> </ul> </li> </ul>

**MINISTRY OF HOUSING CONTINUED...**

<b>DIVISION/BRANCH</b>	<b>TOPIC</b>
<b><i>Residential Tenancy Branch</i></b>	<ul style="list-style-type: none"> <li>• Oversight of the <i>Residential Tenancy Act</i> and <i>Manufactured Home Park Tenancy Act</i>, the regulatory framework for landlords and tenants, including conventional residential and manufactured home park tenancies.</li> <li>• Information services, disputes resolution, and compliance &amp; enforcement for landlord and tenant disputes.</li> </ul>
<b><i>Strategic Results Management Branch</i></b>	<ul style="list-style-type: none"> <li>• Project leadership, planning and support.</li> <li>• Oversight on housing and homelessness strategy implementation, monitoring, and reporting.</li> <li>• Intergovernmental relations on housing and homelessness.</li> </ul>
<b><i>Engagement and Encampment Response Branch</i></b>	<ul style="list-style-type: none"> <li>• Provincial coordination lead for cross-ministry encampment responses including HEART/HEARTH programs and the Provincial Encampment Response Framework.</li> <li>• Oversight of the province’s Homelessness Plan, Belonging in BC (BiBC).</li> <li>• Engagement to inform the implementation and development of future phases of BiBC, including the Indigenous Advisory Committee and People with Lived Experience Advisory Committee.</li> <li>• Provincial coordination and development of a more collaborative approach to addressing homelessness with federal and local governments, provincial agencies, Indigenous and community partners.</li> <li>• Provincial shelter policy.</li> <li>• Support for the Downtown Eastside – Provincial Partnership Plan.</li> </ul>
<b><i>Homelessness and Supportive Housing Policy Branch</i></b>	<ul style="list-style-type: none"> <li>• Research and policy development related to homelessness, supportive housing and rent supplements.</li> <li>• Development and implementation of several initiatives within the Belonging in BC Homelessness Plan, including:               <ul style="list-style-type: none"> <li>◦ Integrated Support Framework to coordinate and streamline access to supports.</li> <li>◦ Supportive Rent Supplement Program.</li> <li>◦ Point in Time Homelessness Count.</li> <li>◦ Preventing and Reducing Homelessness Integrated Data Project.</li> </ul> </li> <li>• Research and policy development related to rental assistance, including:               <ul style="list-style-type: none"> <li>◦ Rental Assistance Program.</li> <li>◦ Shelter Aid for Elderly Renters Program.</li> <li>◦ Canada-BC Housing Benefit.</li> <li>◦ Homeless Prevention Program.</li> <li>◦ BC Rent Bank.</li> </ul> </li> </ul>

# MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION

DIVISION/BRANCH	TOPIC
<p><b><i>Negotiations and Regional Operations Division</i></b></p>	<ul style="list-style-type: none"> <li>• Leads provincial engagement with First Nations to advance reconciliation initiatives, including negotiating and implementing agreements with First Nations partners in conjunction with other provincial agencies, federal and local government, and working with stakeholders to ensure the success of reconciliation initiatives.</li> <li>• Leads and collaborates with other Ministries to advance shared decision-making initiatives with First Nations, consistent with sections 6 and 7 of the <i>Declaration on the Rights of Indigenous Peoples Act</i>.</li> </ul>
<p><b><i>Reconciliation Transformation and Strategies Division</i></b></p>	<ul style="list-style-type: none"> <li>• Leads provincial development and implementation of strategic reconciliation initiatives, such as the <i>Declaration on the Rights of Indigenous Peoples Act</i>. Facilitates collaboration and partnership between Indigenous and non-Indigenous peoples, stakeholders, and all levels of government to build capacity and support outcomes that advance reconciliation at the local, regional, and provincial levels.</li> </ul>
<p><b><i>Strategic Partnerships and Initiatives Division</i></b></p>	<ul style="list-style-type: none"> <li>• Leads and supports the development and implementation of key strategies to strengthen the socio-economic conditions of Indigenous people in B.C.</li> <li>• Leads B.C.’s efforts in socio-cultural reconciliation with Indigenous communities and the development of provincial strategies for improving outcomes for Métis and urban Indigenous populations. Leads community engagement and the coordination of the provincial response to residential school sites in B.C.</li> </ul>

**MINISTRY OF JOBS, ECONOMIC DEVELOPMENT AND INNOVATION**

DIVISION/BRANCH	TOPIC
<p><b><i>Small Business and Economic Development Division</i></b></p>	<ul style="list-style-type: none"> <li>• Development and delivery of policies, initiatives and funding programs to support inclusive economic development and diversification in rural, regional, and Indigenous communities.</li> <li>• Provide direct assistance to rural communities in developing economic strategies, accessing funding, and implementing projects such as business retention and expansion, investment readiness, and sector development. This includes support to the community after an economic shock (such as mill or mine closures) or an environmental disaster.</li> <li>• Economic analysis and policy development; Better Regulations for British Columbians; and StrongerBC Young Leaders Council.</li> <li>• Small business programs, resources, and available supports including Mobile Business Licenses and BizPaL.</li> <li>• Manages the provincial legislation and relationships with the northern, southern interior, and island-coastal economic trusts.</li> <li>• Funding programs include: Securing Small Business Rebate Program, BC Manufacturing Jobs Fund (MJF) and Forest Worker and Community Supports programs - Rural Diversification and Infrastructure Program (REDIP), Rural Business and Community Recovery Initiative (RBCRI), Forest Employment Program (FEP).</li> </ul>

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

DIVISION/BRANCH	TOPIC
<b><i>Investment Division</i></b>	<ul style="list-style-type: none"> <li>• Responsible for InBC Investment Corporation, a \$500 million strategic investment fund that invests in B.C.'s high-growth potential businesses to help them scale up.</li> <li>• Facilitates investments through the Major Investments Office:               <ul style="list-style-type: none"> <li>◦ Assesses the technical, financial, and strategic scope of investment opportunities to determine the appropriate level of ministry engagement.</li> <li>◦ Engages with potential investors who have a viable project opportunity and provides customized support to enable the investment to advance in B.C.</li> <li>◦ Works closely with other Ministries to boost B.C. as a global exporter of climate solutions, carbon capture, storage, and other low carbon technologies.</li> <li>◦ Leads and/or collaborates on complex cross ministry/government activities or strategic initiatives.</li> <li>◦ Develops partnerships with investors to match project financing needs with strategic sources of capital.</li> <li>◦ Leads the ministry's investment evaluation process.</li> </ul> </li> <li>• Develops and implements the Province's Life Sciences and Biomanufacturing Strategy to position B.C. as a hub for the biotechnology sector:               <ul style="list-style-type: none"> <li>◦ Conducts life sciences policy analysis.</li> <li>◦ Develops and maintains sector intelligence resources on B.C.'s life sciences sector, including through engagement with sector stakeholders and in collaboration with BC Stats.</li> </ul> </li> </ul>
<b><i>Trade and Industry Development Division</i></b>	<ul style="list-style-type: none"> <li>• Facilitates trade promotion, investment attraction, industry development, and supports initiatives to increase export capacity in all regions of the province.</li> <li>• Works collaboratively with key stakeholders, industry, and all levels of government to build an inclusive, sustainable, and innovative economy.</li> </ul>

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

DIVISION/BRANCH	TOPIC
<p><b><i>Trade and Industry Development Division Continued...</i></b></p>	<ul style="list-style-type: none"> <li>• Facilitates trade promotion, investment attraction, industry development, and supports initiatives to increase export capacity in all regions of the province.</li> <li>• Works collaboratively with key stakeholders, industry, and all levels of government to build an inclusive, sustainable, and innovative economy.</li> <li>• Establishes and delivers integrated trade, investment, and industry development programs to help B.C. increase exports, solidify international alliances, attract foreign direct investment, and eliminate protectionist measures, including:             <ul style="list-style-type: none"> <li>◦ Develops and delivers events and outreach to support awareness and networking for B.C. businesses in B.C. and abroad.</li> <li>◦ Delivers and coordinates export readiness and export services programs serving communities across the province including indigenous communities and helping develop prosperous exporting companies positively impacting these communities.</li> <li>◦ Supports the delivery of the Export Navigator Program and Trade Accelerator Program.</li> <li>◦ Delivery of the Agritech Concierge Program.</li> <li>◦ Delivers the Environmental, Social and Governance (ESG) Centre of Excellence (COE) to support trade, investment and economic development in the province through championing ESG.</li> <li>◦ Develop and deliver initiatives to attract and retain international investors and businesses, including support for site selection, aligning efforts with municipal and federal partners to optimize the best investment opportunities for B.C.</li> <li>◦ Advance and defend B.C. interests in international and domestic trade negotiations, agreements, and disputes.</li> </ul> </li> <li>• Monitor, analyze, and communicate trends in investment, exports, and policy, connecting to the B.C. industry development context, and providing the evidence base for sound strategy development and decision making.             <ul style="list-style-type: none"> <li>◦ Implement the Trade Diversification Strategy.</li> <li>◦ Develop policy and identify, develop, and implement industrial and manufacturing programs and resources such as the Manufacturing Action Plan, the BC Maritime Industries Strategy and the Agritech Concierge Program.</li> </ul> </li> </ul>

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

DIVISION/BRANCH	TOPIC
<p><b><i>Trade and Industry Development Division Continued...</i></b></p>	<ul style="list-style-type: none"> <li>• Advance the Mass Timber Action Plan. Expanding the use of mass timber in building construction which will assist our forestry sector transition to high-value over high-volume production and create opportunities for local workers, strong partnerships with First Nations and greater economic opportunity while making a significant contribution to advancing CleanBC.</li> </ul>
<p><b><i>Sustainable Economy Division</i></b></p>	<ul style="list-style-type: none"> <li>• Development and coordination of the province’s StrongerBC economic plan and associated programming.</li> <li>• Develop and deliver policy and programming for B.C.’s technology and innovation sectors, including responsibility for Innovate BC and emerging technology sectors like artificial intelligence and quantum computing.</li> <li>• Advance the Province’s Intellectual Property Strategy to build the province’s intellectual property capacity by increasing the awareness, use and protection of intellectual property by small and medium-sized enterprises.</li> <li>• Leads the Province’s participation in the Digital Supercluster and Quantum Algorithms Institute.</li> <li>• Operation of the Small Business Venture Capital Tax Credit Program for individuals that invest in shares of a registered venture capital corporation or eligible business corporation. The small business venture capital tax credit encourages investors to make equity capital investments in B.C. small businesses to help them develop and grow by providing a 30% tax credit to offset some of the risk of investing in BC’s start-up and early-stage businesses, primarily those developing technologies and in small business manufacturing.</li> <li>• Develop and support the Integrated Marketplace (IM) initiative to increase innovation and technology adoption by linking industry with local innovation suppliers to implement, scale, and ultimately export B.C. tech solutions. The initiative is helping industry address its business needs while helping reduce carbon emissions, increase productivity and resiliency, or increase safety with domestic innovative solutions. The Province’s Crown agency, Innovate BC, helps deliver the program.</li> <li>• Oversight of the BC Knowledge Development Fund (BCKDF) that supports the development of research infrastructure, like labs and equipment. The BCKDF helps B.C.’s institutions attract researchers, skilled technicians, and research users. Supporting research infrastructure can foster innovation and help institutions collaborate with industry.</li> </ul>

# MINISTRY OF LABOUR

DIVISION/BRANCH	TOPIC
<b>Employment Standards</b>	<ul style="list-style-type: none"> <li>Administration of the <i>Employment Standards Act</i> to ensure employees receive basic standards of compensation and conditions of employment, including the minimum wage. Provide fair and efficient procedures for resolving employment standards disputes between employees and employers. Responsible for the Employment Standards Branch and the Employment Standards Tribunal. Responsible for enforcement of the <i>Temporary Foreign Worker Protection Act</i>.</li> </ul>
<b>Bridging to Retirement Program (Forest Worker Supports)</b>	<ul style="list-style-type: none"> <li>Delivery of the Bridging to Retirement program which supports forestry workers, contractors and their employees impacted by Old Growth deferrals who are 55+ to transition to retirement in their communities and also enables workers in working forestry operations to voluntarily retire, with employer participation.</li> </ul>
<b>Labour Relations</b>	<ul style="list-style-type: none"> <li>Administration of the Labour Relations Code through the independent quasi-judicial B.C. Labour Relations Board. The ministry also promotes stable labour relations by monitoring collective bargaining disputes and providing formal and informal assistance to the parties. Also, responsible for the <i>Fire and Police Services Collective Bargaining Act</i> and the <i>Fire Department Act</i>.</li> </ul>
<b>Workers' Compensation</b>	<ul style="list-style-type: none"> <li>Administration of the <i>Workers Compensation Act</i> through WorkSafeBC (provincial Workers' Compensation Board). WorkSafeBC provides compensation services, health care and vocational rehabilitation to injured workers. WorkSafeBC also has authority to develop, enact and enforce the Occupational Health and Safety Regulation. The ministry is also responsible for the Employers' Advisers Office, the Workers' Advisers Office, and the Workers' Compensation Appeal Tribunal.</li> </ul>

## MINISTRY OF MENTAL HEALTH AND ADDICTIONS

DIVISION/BRANCH	TOPIC
<b><i>Child, Youth and Mental Health Policy Division</i></b>	<ul style="list-style-type: none"> <li>• Setting strategic direction and leading initiatives related to child and youth mental health and substance use, including the expansion of Foundry Youth Centres, Foundry Virtual, developing a youth substance use system of care, including youth substance treatment beds and services, and implementing integrated child and youth teams.</li> <li>• Supporting Indigenous-led solutions for mental health and substance use needs through Indigenous partnerships and advancing broader commitments to Indigenous reconciliation, land-based healing initiatives, and First Nations-run treatment centres.</li> <li>• Leading mental health initiatives such as the expansion of affordable community counselling.</li> <li>• Developing programs to serve people with complex mental health and substance use needs, including implementation of complex care housing.</li> <li>• Lead for community-based mental health crisis response services including Peer Assisted Care Teams (PACT) Mobile Integrated Crisis Response teams, also known as Car programs, and provincial crisis line services.</li> </ul>
<b><i>Corporate Services Division</i></b>	<ul style="list-style-type: none"> <li>• Lead for public information, social marketing, and anti-stigma campaigns for substance use in the province.</li> <li>• Lead for sector-wide mental health and substance use strategy, planning and progress reporting, including A Pathway to Hope: A roadmap for making mental health and addictions care better for people in British Columbia.</li> </ul>
<b><i>Substance Use Policy Division</i></b>	<ul style="list-style-type: none"> <li>• Lead for substance use policy, system integration and innovation, including the overdose public health emergency. This includes the full continuum of substance use services and supports.</li> <li>• Lead for the toxic drug crisis, including the Overdose Emergency Response Centre (OERC), overdose prevention services, prescribed safer supply, opioid agonist treatment, drug checking and peer/community engagement in the public health emergency.</li> </ul>
<b><i>Treatment and Recovery Division</i></b>	<ul style="list-style-type: none"> <li>• Lead for adult substance use treatment and recovery – this includes withdrawal management through to longer-term aftercare, including both outpatient and bed-based services.</li> <li>• Lead for decriminalization of illicit drugs for personal possession in B.C.</li> <li>• Leads and/or supports initiatives and provides strategic advice on workplace mental health. Works collaboratively with community partners, unions, and employer groups to ensure employees and leaders have the tools and training they need to foster psychologically healthy and safe workplaces.</li> </ul>

## MINISTRY OF MUNICIPAL AFFAIRS

DIVISION/BRANCH	TOPIC
<b><i>Immigration Services and Strategic Planning Division</i></b>	
<b><i>Community Gaming Grants</i></b>	<ul style="list-style-type: none"> <li>Community Gaming Grants supports eligible not-for-profit organizations delivering community programs that benefit the citizens of B.C.</li> <li>Grants are awarded in several sectors including Arts and Culture, Sport, Public Safety, Environment, Human and Social Services, and Parent Advisory Councils.</li> </ul>
<b><i>Immigration Services</i></b>	<ul style="list-style-type: none"> <li>Immigration policy, programs, and services; including Provincial Nominee Program (PNP) supporting the attraction of international skilled and semi-skilled workers and entrepreneurs to all regions. Priority occupations include Health, Childcare, and Tech, plus attraction to smaller centres.</li> <li>Settlement and integration services for newcomers.</li> </ul>
<b><i>Strategic Planning and Legislative Services Branch</i></b>	<ul style="list-style-type: none"> <li>The branch provides services and leadership in the areas of legislative services, community policy, corporate priorities, and strategic planning related to local governments and communities.</li> <li>The branch is responsible for and executes the legislative program and coordinates Orders in Council (OIC), Ministerial Orders, and board appointments for the ministry.</li> </ul>
<b><i>Local Government Division</i></b>	
<b><i>Governance Structures</i></b>	<ul style="list-style-type: none"> <li>Incorporation, restructuring, boundary extensions, structure-related legislation and processes, and local and regional governance.</li> <li>Local government administration, elections, governance operations-related legislative requirements/powers, and local and regional services.</li> <li>Local government-First Nations/Indigenous relations, Crown Grant/Nominal Rent Tenure sponsorships, Business Improvement Areas, and Resort Associations.</li> <li>Dispute resolution related to Regional District service reviews/withdrawals and other intergovernmental disputes.</li> </ul>
<b><i>Governance Services</i></b>	
<b><i>Governance Relations</i></b>	

**MINISTRY OF MUNICIPAL AFFAIRS CONTINUED...**

DIVISION/BRANCH	TOPIC
<i>Local Government Division Continued...</i>	
<b>Infrastructure and Engineering</b>	<ul style="list-style-type: none"> <li>• Asset management, drinking water, wastewater, stormwater, solid waste, green energy, community, recreation, and other capital grants, infrastructure planning grants and programs: Investing in Canada Infrastructure Program (Environmental Quality; Community, Culture and Recreation, Rural and Northern Communities, CleanBC Communities Fund, COVID-19 Resilience Infrastructure Stream), Community Economic Recovery Infrastructure Program, Critical Community Infrastructure, and New Building Canada Fund—Small Communities Fund.</li> </ul>
<b>Local Government Finance</b>	<ul style="list-style-type: none"> <li>• Local government finance, including:               <ul style="list-style-type: none"> <li>◦ Budgeting and financial plans.</li> <li>◦ Audited financial statements.</li> <li>◦ Unconditional grants; Growing Communities Fund; reserve funds.</li> <li>◦ Investments and municipal corporations; long-term liabilities.</li> <li>◦ Development financing (including Development Cost Charges).</li> <li>◦ Property tax, user-fees, and other sources of revenue.</li> </ul> </li> </ul>
<b>Local Government Policy, Research and Legislation</b>	<ul style="list-style-type: none"> <li>• Overall responsibility for local government legislation development for the <i>Community Charter</i>, <i>Local Government Act</i>, <i>Local Elections Campaign Financing Act</i>, <i>Vancouver Charter</i>, and other local government legislation.</li> <li>• Broad responsibility for forward-looking policy development in the local government sphere including monitoring trends and developments in other jurisdictions and reviewing UBCM resolutions.</li> <li>• Provide advice and support, both internal to the ministry and to other ministries, on the development of Memorandums of Understanding and other agreements between the province and local governments or UBCM.</li> <li>• Provide advice and support to other ministries in the development of legislation or policies that impact local governments.</li> </ul>

**MINISTRY OF MUNICIPAL AFFAIRS CONTINUED...**

DIVISION/BRANCH	TOPIC
<i>Local Government Division Continued...</i>	
<b>Land Use / Planning Programs</b>	<ul style="list-style-type: none"> <li>• Local government planning, land use management framework, and public hearings (in support with the Ministry of Housing), along with other local planning and land use tools through the <i>Local Government Act</i> and <i>Community Charter</i>.</li> <li>• Responsible for supporting topics such as the implementation of regional growth strategies, land use bylaw approvals (Islands Trust, Sun Peaks, UBC), and collaborating on climate mitigation with the Joint Provincial-UBCM Green Communities Committee.</li> <li>• Providing cross-ministry support and advice on issues that intersect with land use planning.</li> <li>• Supporting work on inclusive regional governance.</li> <li>• Developing and implementing policies and programs while collaborating with local governments, other provincial ministries, and interested parties.</li> <li>• Monitoring of socio-economic effects of Liquefied Natural Gas (LNG) Canada and Coastal GasLink’s LNG projects on local governments and Indigenous Nations in Northern B.C.</li> <li>• Funding programs: Northern Healthy Communities Fund.</li> <li>• Support for all phases of emergency management (preparation, response, recovery, mitigation) at both a provincial level and local government level.</li> </ul>
<b>Public Libraries Branch (PLB)</b>	<ul style="list-style-type: none"> <li>• Working with public library boards, library staff, and local governments, in their roles and responsibilities under the <i>Library Act</i>.</li> <li>• Helping communities improve and access public library services.</li> <li>• Provides advice and guidance on related legislation, governance, financial reporting, provincial funding, digital infrastructure, provincial-wide services, and provincial policies.</li> <li>• Apportionment of provincial public library grants (not capital).</li> <li>• Local government questions about financing new library buildings/significant renovations, ownership, or infrastructure questions should be directed to Local Government Infrastructure and Finance Branch, but PLB may also be included.</li> </ul>

# MINISTRY OF POST-SECONDARY EDUCATION AND FUTURE SKILLS

DIVISION/BRANCH	TOPIC
<p><b><i>Finance, Technology And Management Services Division</i></b></p>	<ul style="list-style-type: none"> <li>Operating and capital grants to 25 PSIs, FTE and PSI financial health monitoring and reporting, ministry’s 10-year capital plan, PSI property acquisition and disposition, manage ministry budget, maintain ministry IT systems and digital information security, Administrative Service Delivery Transformation Initiative, lead ministry’s business continuity and emergency response readiness with PSIs, and strategic HR for the ministry.</li> </ul>
<p><b><i>Governance, Legislation and Engagement Division</i></b></p>	<ul style="list-style-type: none"> <li>Responsible for the ministry’s legislative development, as well as OIC board appointments, labour relations and governance, Indigenous policy &amp; engagement, Indigenous programs &amp; partnerships, and intergovernmental relations and corporate reporting.</li> <li>The division includes the Office of the Superintendent of Professional Governance (OSPG) and is also responsible for improving foreign/international credential recognition.</li> </ul>
<p><b><i>Post-Secondary Policy and Programs Division</i></b></p>	<ul style="list-style-type: none"> <li>Twenty-Five public post-secondary institutions (PSIs) and their programs including: Indigenous Education, Adult Education, StudentAid BC including the BC Access Grant, Science, Technology, Engineering and Math (STEM) programs, the Provincial Tuition Waiver for Former Youth in Care and the BC Loan Forgiveness Program, tech-relevant programs, adult basic education, and health and medical education. Enhancing the learner experience through student mental health initiatives, combatting sexualized violence, promoting work integrated learning and co-ops, micro-credentials and improving foreign/international credential recognition, Education Quality Assurance designation, and advice and recommendations to the Minister on new degree programs through the Degree Quality Assessment Board.</li> <li>The division is responsible for public and private post-secondary institution accountability including mandate direction and accountability reporting.</li> <li>Governance, regulation and monitoring of over 300 private training institutions, including student protection.</li> <li>Reporting and advice through sector data management and analysis to support decision making and inform policy development.</li> </ul>

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

<b>DIVISION/BRANCH</b>	<b>TOPIC</b>
<p><b><i>Post-Secondary Policy and Programs Division Continued...</i></b></p>	<ul style="list-style-type: none"> <li>• BC’s Post-Secondary Digital Learning Strategy and Digital Services Strategy which aim to improve how digital technologies support access to flexible, high-quality post-secondary education.</li> <li>• Division is also responsible for international education, leading strategic policy/liaison function for the sector, and providing oversight for the Crown corporation - the British Columbia Council for International Education (BCCIE).</li> </ul>
<p><b><i>Labour Market Development Division</i></b></p>	<ul style="list-style-type: none"> <li>• Responsible for the development and management of targeted labour market and workforce development policies and programs to help people get the information and skills they need to participate in B.C.’s labour market. This includes oversight of B.C.’s StrongerBC Future Ready Action Plan, the trades training system, including Skilled Trades Certification and the Crown agency responsible, SkilledTradesBC.</li> <li>• Responsible for a number of programs for people, employers, and communities. These include the Sector Labour Market Partnerships program, the Community Workforce Response Grant, the BC Employer Training Grant, Skills Training for Employment programs, and skills training for forestry dependent communities.</li> <li>• The division produces a wide range of labour market information and insights, including BC’s Labour Market Outlook, and disseminates labour market information, career planning tools, and other resources through the WorkBC.ca website.</li> </ul>

# MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

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

MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL CONTINUED...

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

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

DIVISION/BRANCH	TOPIC
<b>Liquor and Cannabis Regulation Branch Continued...</b>	<ul style="list-style-type: none"> <li>• Works with local government, Indigenous nations, and industry and other stakeholders to develop liquor and retail cannabis policy and provide advice to government concerning decisions related to liquor and non-medical cannabis policy.</li> </ul>
<b>Liquor Distribution Branch</b>	<ul style="list-style-type: none"> <li>• The Liquor Distribution Branch is responsible to the Minister of Public Safety and Solicitor General, who is supported within the government by the Crown Agencies Secretariat in the Ministry of Finance.</li> </ul> <p><b>**For <u>Minister meeting requests</u> and for <u>staff meeting requests for the Liquor Distribution Branch</u> please direct these to the <u>Ministry of Public Safety and Solicitor General</u>.</b></p>
<b>Office of the Fire Commissioner</b>	<ul style="list-style-type: none"> <li>• The Office of the Fire Commissioner (OFC) is the senior fire authority in the province with respect to fire safety and prevention.</li> <li>• Services include administration and enforcement of fire safety legislation, provision of training and appointment of local assistants to the fire commissioner, provision of firefighter medals and awards, fire loss statistics collection, fire investigation, fire inspection, response to major fire emergencies such as the Provincial fire department, guidance to local governments on delivery of fire protection services, public fire prevention and safety education, and structure firefighter training standards.</li> <li>• The OFC works with the BC Wildfire Service, which helps to protect communities and other critical infrastructure during wildland urban interface fires.</li> </ul>
<b>RoadSafetyBC</b>	<ul style="list-style-type: none"> <li>• RoadSafetyBC is responsible for road safety in the province, working with our partners to help reach our goal of zero traffic fatalities and serious injuries.</li> <li>• The branch operates provincial road safety programs and is the policy and regulatory agency responsible for ensuring the safe and responsible operation of motor vehicles in B.C.</li> </ul>

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

DIVISION/BRANCH	TOPIC
<p><b>RoadSafetyBC</b> <i>Continued...</i></p>	<ul style="list-style-type: none"> <li>• The Superintendent of Motor Vehicles is the administrative authority governing drivers and has authority to:                             <ul style="list-style-type: none"> <li>◦ Prohibit a person from driving a motor vehicle.</li> <li>◦ Require a driver to take part in a program to improve their driving.</li> <li>◦ Review and make decisions about sanctions, driving prohibitions and ICBC licensing decisions.</li> <li>◦ Make sure B.C. drivers are medically fit to drive.</li> </ul> </li> </ul>
<p><b>Policing and Security Branch</b></p>	<ul style="list-style-type: none"> <li>• The branch superintends and provides central oversight of B.C. policing and law enforcement by developing and administering policing policy, programs, and provincial standards. The branch ensures the adequate and effective delivery of policing throughout the province.</li> <li>• Security Programs Division administers the Criminal Record Review Program, Protection Order Registry, security screening for cannabis workers and retail applicants, and regulates the security industry, metal dealers and recyclers, pill presses, and armored vehicles / body armor.</li> <li>• The Policy, Legislation and Modernization Division develops and coordinates policies and legislative initiatives, and is the lead on diversity, mental health, and addiction issues in relation to policing. This Division is also the lead for policing modernization and coordinating responses to the report of the Special Committee on Reforming the <i>Police Act</i>.</li> <li>• Municipal Policing, Governance and Oversight Division is responsible for superintending, oversight and alignment of municipal police and their boards. The division also has responsibility for areas including provincial policing standards, compliance and training, crime data, police technologies, special police constable appointments and designation, and decriminalization. Additionally, the Community Safety Unit delivers a province-wide regulatory cannabis compliance and enforcement program to address the illegal sale and production of cannabis.</li> <li>• The Serious and Organized Crime Division is responsible for oversight and policy development in the areas of organized crime, gang violence and serious crime, as well as innovative crime prevention responses, such as Situation Tables.</li> <li>• The Indigenous, Core Policing, and Contract Management Division provides oversight of provincial, municipal, and Indigenous policing agreements, and works with Public Safety Canada in support of the First Nations Policing Program. The division also has responsibility for oversight of police model transitions.</li> </ul>

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

DIVISION/BRANCH	TOPIC
<b><i>Policing and Security Branch Continued...</i></b>	<ul style="list-style-type: none"> <li>• A Public Safety Transformation Taskforce is linked to the Policing and Security Branch with a focus on Policing and Public Safety Modernization, Next Generation 911, the Safer Communities Action Plan as well as justice and public safety related recommendation from the Cullen Commission of Inquiry into Money Laundering in British Columbia.</li> </ul>

## MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION

DIVISION/BRANCH	TOPIC
<b><i>Accessibility Directorate</i></b>	<ul style="list-style-type: none"> <li>• Providing cross-government advice and support to promote greater accessibility and inclusivity of policies and programs.</li> <li>• Implementation of the <i>Accessible British Columbia Act</i>, which seeks to identify, remove, and prevent barriers to inclusion experienced by people with disabilities.</li> <li>• Development of accessibility standards for service delivery and accessible employment.</li> <li>• Implementation of the <i>Accessible B.C. Regulation</i>, which requires local governments to implement an accessibility plan, accessibility committee, and an accessibility feedback tool.</li> <li>• Supports the Parliamentary Secretary for Accessibility.</li> <li>• Support for Ministerial Advisory Committees, including Registered Disability Savings Plan Action Group, and Provincial Accessibility Committee.</li> </ul>
<b><i>Employment and Labour Market Services Division</i></b>	<ul style="list-style-type: none"> <li>• WorkBC Employment Services is the largest network of employment providers in the province and supports all British Columbians seeking work regardless of where they live or employment barriers they may face. Services are delivered through 102 WorkBC Centres as well as through a strong online presence, accessible from anywhere in the province. Services include access to individualized employment counselling, job search resources, employment planning, skills training, financial supports, wage subsidy placements, assistive technology supports, apprentice services and more.</li> </ul>

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

DIVISION/BRANCH	TOPIC
<p><b><i>Employment and Labour Market Services Division Continued...</i></b></p>	<ul style="list-style-type: none"> <li>• WorkBC Community and Employer Partnerships (CEP) provide work experience and training opportunities in communities across B.C. to address local labour market issues. The CEP fund supports community-based initiatives to help individuals and the broader community. With the help of this fund, communities see positive social impacts, economic growth, and more employment opportunities for unemployed British Columbians.</li> <li>• To support recovery efforts, CEP is ensuring funding is accessible and equitably distributed throughout the province and prioritizing applications that:               <ul style="list-style-type: none"> <li>◦ Create work experience and training opportunities to prepare job seekers for occupations that have a strong labour market outlook.</li> <li>◦ Support an inclusive economic recovery in B.C. communities.</li> </ul> </li> </ul>
<p><b><i>Research, Innovation and Policy Division</i></b></p>	<ul style="list-style-type: none"> <li>• Provides research, policy and legislation support to the ministry to deliver income and disability assistance to British Columbians most in need.</li> <li>• Leads development, evaluation, and implementation of the government’s policies on income and disability assistance.</li> <li>• Leads government’s work on Together BC, B.C.’s Poverty Reduction Strategy, and leads the ministry’s work on mandate items regarding food security and period poverty.</li> <li>• Supports the Parliamentary Secretary for Community Development and Non-Profits.</li> <li>• Leads ministry intergovernmental relations related to social services, Indigenous policy and Declaration on the <i>Rights of Indigenous Peoples Act</i> accountabilities.</li> <li>• Provides reconsideration services for clients disputing eligibility decisions regarding income assistance, disability assistance and child care subsidy.</li> </ul>

# MINISTRY OF TOURISM, ARTS, CULTURE AND SPORT

DIVISION/BRANCH	TOPIC
<b>Arts and Culture</b>	<ul style="list-style-type: none"> <li>• Supports the arts and culture sectors with funding, policy, and programs.</li> <li>• Administers grant programs for artists, creators, and non-profit arts and culture organizations.</li> <li>• Provides secretariat support and administration for the BC Arts Council.</li> <li>• Provides oversight, strategic direction, and corporate support for the Royal BC Museum.</li> <li>• Leads implementation of cultural infrastructure projects, including the Royal BC Museum Provincial Archives, Collections and Research Building, Chinese Canadian Museum, Canadians of South Asian Heritages Museum, provincial Filipino cultural center, as well as supporting the redevelopment of the Jewish Community Centre of Greater Vancouver, the Vancouver Art Gallery, and the Art Gallery of Greater Victoria.</li> </ul>
<b>BC Athletic Commission</b>	<ul style="list-style-type: none"> <li>• Legislation and regulatory oversight of professional boxing, kickboxing, and mixed martial arts, as well as all amateur combat sports.</li> </ul>
<b>Creative Sector</b>	<ul style="list-style-type: none"> <li>• Lead on cross-ministry and intergovernmental coordination, policy development and research to support the growth of B.C.’s creative sector (i.e., film, television, interactive digital media, music, and publishing) and work with industry stakeholders to maximize event opportunities including the 2025 JUNOs. Provides oversight and strategic direction for Creative BC and the Knowledge Network.</li> </ul>
<b>Heritage</b>	<ul style="list-style-type: none"> <li>• Provides advice and information on British Columbia’s historic places, paleontological resources, and geographical names. Exercises regulatory authority and develops policy under the <i>Heritage Conservation Act</i> and the <i>Land Act</i> regarding the identification, formal recognition, commemoration, protection and celebration of heritage and fossil sites, management of provincial heritage sites and the management of the BC Register of Historic Places and the BC Geographical Names office.</li> </ul>
<b>Mountain Resorts</b>	<ul style="list-style-type: none"> <li>• Delivers a one window regulatory approach for resort development and community ski area administration and the review and authorization of expansions and new proposals on Crown land across the province. Evaluates phased development plans and conducts major project reviews through working with First Nations, public engagement, and community and stakeholder engagement. Provides advice and information on resort development policy and programs.</li> </ul>

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

<b>DIVISION/BRANCH</b>	<b>TOPIC</b>
<b><i>Amateur Sport</i></b>	<ul style="list-style-type: none"> <li>Amateur sport contributes to the health and wellness of British Columbians and the vibrancy of communities. Funding is provided to support participation in organized sport as a way to lead active, healthy lives; facilitate the development of competitive athletes, coaches, officials, volunteers and sport administrators; and support the social and economic development of communities throughout British Columbia through event hosting. Provides oversight and strategic direction to viaSport and the BC Games Society as well as funding support to the Indigenous Sport, Physical Activity and Recreation Council.</li> </ul>
<b><i>Marquee Sports</i></b>	<ul style="list-style-type: none"> <li>The Marquee Sport Branch is responsible for maximizing the power of marquee sport events to ensure positive long term social and economic impacts for the province. This includes provincial oversight of the planning and delivery of marquee sports events which the province is investing, such as the 2024 Grey Cup, 2025 Invictus Games and FIFA World Cup 2026™. This branch works with multiple stakeholders, event rights holders and all levels of government to ensure successful event delivery in our province.</li> </ul>
<b><i>Tourism</i></b>	<ul style="list-style-type: none"> <li>The Tourism Branch is responsible for providing policy expertise, programs, destination development and strategic engagement to support success of the B.C. tourism sector; manages the Resort Municipality Initiative (RMI), Tourism Event Program. Jointly administers the Municipal Regional District Tax program (MRDT) with Ministry of Finance and Destination BC. Provides oversight of Destination BC (tourism marketing) and BC Pavilion Corporation (BC Place and Vancouver Convention Centre) and leads development and implementation of provincial tourism framework.</li> </ul>

# MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

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

**MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE  
CONTINUED...**

DIVISION/BRANCH	TOPIC
<p><b><i>Integrated Transportation and Infrastructure Services Division</i></b></p>	<ul style="list-style-type: none"> <li>• Integrated Transportation and Infrastructure Services Division develops and promotes a world class transportation network through innovation and collaboration.</li> <li>• The division oversees aspects of strategic planning, capital programming, engineering, land management and major project delivery for the ministry.</li> <li>• The division is also the primary interface between the government and two Crown Corporations: BC Rail and Transportation Investment Corporation (TI Corp).</li> <li>• The division’s key functions include:               <ul style="list-style-type: none"> <li>◦ Integrated Transportation Planning.</li> <li>◦ Goods Movement.</li> <li>◦ Properties and Land Management.</li> <li>◦ Transit Oriented Development and Land Value Capture.</li> <li>◦ Major project policy and delivery including the TI Corp relationship.</li> <li>◦ Engineering and Technical Services.</li> <li>◦ Engineering Standards.</li> </ul> </li> </ul>
<p><b><i>Policy, Programs and Partnerships Division</i></b></p>	<ul style="list-style-type: none"> <li>• The Policy, Programs, and Partnerships Division is responsible for all aspects of strategic transportation policy and legislation, including transit, ferries, passenger vehicles, passenger directed services, active transportation, rail safety, airports, rural, remote and intercity transportation, emerging transportation technology, and the <i>Motor Vehicle Act</i>.</li> <li>• In addition:               <ul style="list-style-type: none"> <li>◦ The division administers a number of grant programs to support the transportation sector and services, including passenger accessibility, airports, and active transportation.</li> <li>◦ Manages the relationship with transportation service delivery partners including BC Transit, TransLink, BC Ferries, ride hail, taxi, inland ferry operators, airlines, etc.</li> <li>◦ Inter-governmental relations.</li> <li>◦ Leads the ministry’s participation in CleanBC and climate change initiatives.</li> </ul> </li> </ul>

# MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE CONTINUED...

DIVISION/BRANCH	TOPIC
<p><b><i>Strategic and Corporate Priorities Division</i></b></p>	<ul style="list-style-type: none"> <li>• The Strategic and Corporate Priorities Division is responsible for leading a wide range of strategic cross-ministry and corporate initiatives.</li> <li>• The division leads and supports cross-ministry and cross-government services and programs including:               <ul style="list-style-type: none"> <li>◦ Coordinating the delivery of the ministry’s strategic plan and ministry specific commitments under the <i>Declaration on the Rights of Indigenous Peoples Act</i>.</li> <li>◦ Leading the ministry’s Journey Toward Reconciliation, GBA+ and diversity, equity, and inclusion work, and is responsible for leading the development and implementation of the ministry’s People Plan and Digital Strategy.</li> <li>◦ Delivering culture and engagement programs and leading the ministry’s corporate communications strategies.</li> </ul> </li> <li>• The division also delivers information management, privacy, security and digital services in partnership with our clients.</li> </ul>

# MINISTRY OF WATER, LAND AND RESOURCE STEWARDSHIP

DIVISION/BRANCH	TOPIC
<p><b><i>Land Use Planning and Cumulative Effects</i></b></p>	<ul style="list-style-type: none"> <li>• Responsible for leading B.C.’s land stewardship strategies, supported by science and knowledge, that promote and guide the province’s goals for reconciliation with First Nations.</li> <li>• Responsible for delivering the following programs:               <ul style="list-style-type: none"> <li>◦ Modernized Land Use Planning delivered in partnership with First Nations.</li> <li>◦ Collaborative Indigenous Stewardship Framework.</li> <li>◦ Cumulative Effects Framework.</li> <li>◦ Recommendations within the Old Growth Report, including ecosystem health and biodiversity.</li> <li>◦ Regional Management Committees.</li> </ul> </li> </ul>

# MINISTRY OF WATER, LAND AND RESOURCE STEWARDSHIP

DIVISION/BRANCH	TOPIC
<p><b><i>Water, Fisheries and Coast</i></b></p>	<ul style="list-style-type: none"> <li>• The Water, Fisheries and Coast Division brings together program areas responsible for the Watershed Security Strategy and implementation, Water Management, Wild Salmon Strategy, and Coastal Marine Planning.</li> <li>• It works to support functioning and resilient marine, aquatic, and coastal ecosystems that support a diversity of economic activities and provide the foundation for vibrant and thriving coastal communities and cultures.</li> <li>• The division provides provincial leadership on water and coordinates government’s strategy on ‘source to tap’ drinking water protection. It is also responsible for watershed-related strategic planning, policy, science, assessments and analysis tools for B.C., as well supporting the use of water governance and planning tools in the <i>Water Sustainability Act</i> (e.g., water sustainability plans and water objectives). This work is collaborative by design and will include First Nations, local governments, and other interested parties.</li> <li>• B.C. and for setting objectives for water quality and sustainability.</li> <li>• The division leads the implementation of the <i>Water Sustainability Act</i> and other water related legislation and regulations as it pertains to the management of water allocation, dam safety and flood safety with a focus on public safety and resiliency of the environment. It also leads on policy, planning and supports in relation to water-related hazards such as flood and drought for the province.</li> <li>• The division supports restoration and rebuilding of wild fish populations and provides leadership for aquatic habitat policy and restoration. It also sets fisheries and aquaculture policy, develops new strategies to protect and revitalize B.C.’s wild salmon populations, and is the provincial lead for interfacing with Fisheries and Oceans Canada (DFO).</li> <li>• Is the Statutory Decision Maker (SDM) under the <i>Wildlife Act</i> for BC’s recreational freshwater fisheries as well as administration of the <i>Riparian Areas Protection Act</i>.</li> <li>• Leads prevention and provincial response to aquatic invasives.</li> <li>• In natural disaster response, leads actions and direction to protect or recover aquatic ecosystems and the aquatic/fish species that rely on them.</li> <li>• The division is the provincial hub for marine and coastal policy, planning, and science providing expertise to drive development and implementation of strategic and operational policies and plans that lead the way on collaborative decision-making with First Nations and Canada.</li> </ul>

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

DIVISION/BRANCH	TOPIC
<p><b><i>Reconciliation, Lands and Natural Resource Policy</i></b></p>	<ul style="list-style-type: none"> <li>• This Division provides leadership in developing a “roadmap” for the natural resource sector to support the effective operationalization and implementation of the <i>Declaration on the Rights of Indigenous Peoples Act</i>.</li> <li>• Lands Branch works closely with the Permitting Authorizations division to provide operational policy support for implementation of <i>Land Act</i> tenures and transfers. Lands Branch is also responsible for the Crown Land Registry, the record of all Crown land transactions, and provides legislative and policy support for the <i>Land Title Act</i> and other private land legislation.</li> <li>• The Crown Land Opportunities and Restoration consists of the Crown Land Opportunities Program (CLO) and the Crown Contaminated Sites Program (CCSP). CLO provides a centre of excellence for priority Crown land sales and transfers in support of Ministry goals such as reconciliation and housing. CCSP is the lead agency for the remediation of prioritized, high-risk contaminated sites on vacant Crown land.</li> <li>• First Nation Land Transfers branch: supports negotiations as partner to the Ministry of Indigenous Relations and Reconciliation and leads the implementation of agreements committing to the transfer of land to First Nations.</li> </ul>
<p><b><i>Permitting Transformation Division</i></b></p>	<ul style="list-style-type: none"> <li>• The division covers the entire province of British Columbia and activities that occur across the land base including water and land authorizations and monitoring, Indigenous consultation, and major projects authorizations.</li> <li>• Regional offices provide client access to natural resource authorizations expertise and supports through Front Counter BC.</li> <li>• The division also holds responsibility for the Housing Action Taskforce to support provincial housing authorizations, as well as delivery of Connectivity permits and the Call for Power Projects through BC Hydro.</li> <li>• Additional prioritization is on advancing the necessary strategic, policy, process and technology work required to transform and shift permitting across the Ministry of Water, Land and Resource Stewardship (WLRS) and the Natural Resource Ministries as a whole.</li> </ul>

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

DIVISION/BRANCH	TOPIC
<p><b>Natural Resource Information and Digital Services (NRIDS)</b></p>	<ul style="list-style-type: none"> <li>• Provides essential Information Management (IM) services by way of the creation, maintenance, and publication of foundational datasets and geospatial information – this also includes operation of the provincial aerial imagery and LiDAR programs, maintenance of land survey monumentation and data, and species and ecosystems information. This work provides essential context and intelligence to support decision making across the Natural Resource Ministries (NRM) and beyond. The Digital Road Atlas (DRA) program provides GIS business processes that support BC’s current 9-1-1 requirements. For the implementation of Next Generation 9-1-1 (NG9-1-1), NRIDS is advocating for improved public access to high quality geospatial data that delivers the broadest and best use as a strategic asset. The IM offerings include ready-made, authoritative, spatial information about the shape, landscape, environment, and condition of B.C. as well as offering on-demand custom analysis, visualization, and mapping products for the NRM.</li> </ul>
<p><b>Resource Stewardship Division</b></p>	<ul style="list-style-type: none"> <li>• The division is responsible for the Together for Wildlife Strategy, wildlife policy regulations and allocation, ecosystem health and biodiversity, conservation of wildlife and habitat and economic diversity and sustainability, fish and wildlife angling and hunting opportunities, Tripartite Agreement of Nature Conservation (implementation planning and fund coordination), the draft Biodiversity and Ecosystem Health Framework and advancing wildlife co-management with First Nations and partnerships to support shared stewardship of wildlife.</li> <li>• Responsible for delivering the following core programs:             <ul style="list-style-type: none"> <li>◦ Wildlife Management.</li> <li>◦ <i>Wildlife Act</i> and its regulation and policy framework.</li> <li>◦ Fish and Wildlife Population Assessment and Decision Support.</li> <li>◦ Regional Action Planning for fish and wildlife stewardship and Management.</li> <li>◦ First Nations Partnerships and Co-management.</li> <li>◦ Biodiversity Conservation Science and Research.</li> <li>◦ Species at Risk Recovery and Implementation.</li> <li>◦ Invasive Aquatic and Terrestrial Species Management.</li> <li>◦ Species at Risk Recovery and the Provincial Caribou Recovery Program.</li> </ul> </li> </ul>

## PROVINCIAL AGENCIES, COMMISSIONS, AND CORPORATIONS AVAILABLE DURING THE UBCM 2024 CONVENTION

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

## PROVINCIAL AGENCIES, COMMISSIONS, AND CORPORATIONS AVAILABLE DURING THE UBCM 2024 CONVENTION CONTINUED....

MACC	TOPIC
<b><i>BC Hydro</i></b>	<ul style="list-style-type: none"> <li>• BC Hydro’s mission is to safely provide our customers with reliable, affordable, clean electricity. Our vision celebrates our clean energy advantage and our environmental stewardship role in B.C. Sustainability is about making the best choices with available resources, which means leveraging our clean electricity for all British Columbians. BC Hydro’s Community Relations staff look forward to addressing any questions that you may have related to our operations.</li> </ul>
<b><i>BC Transit</i></b>	<ul style="list-style-type: none"> <li>• From small towns to large urban centres outside of Metro Vancouver, BC Transit delivers safe, reliable, customer focused transportation services you can rely on. BC Transit would be pleased to discuss any questions you may have regarding our services. In order to provide you with the best information possible, please provide specifics relating to your questions within the meeting request.</li> </ul>
<b><i>Insurance Corporation of British Columbia (ICBC)</i></b>	<ul style="list-style-type: none"> <li>• ICBC provides universal compulsory auto insurance (basic insurance) to drivers in British Columbia, with rates regulated by the British Columbia Utilities Commission (BCUC) and sells optional auto insurance in a competitive marketplace.</li> <li>• Insurance products are available across B.C. through a network of independent brokers, and claims services are provided at ICBC claims handling facilities located throughout the province.</li> <li>• ICBC invests in road safety and loss management programs to reduce traffic-related deaths, injuries and crashes, auto crime and fraud.</li> <li>• In addition, provides driver licensing, vehicle registration and licensing services, and fines collection on behalf of the provincial government at locations across the province.</li> <li>• ICBC will have staff at the Convention who would be pleased to discuss or meet on any issues related to ICBC’s operations.</li> </ul>

## PROVINCIAL AGENCIES, COMMISSIONS, AND CORPORATIONS AVAILABLE DURING THE UBCM 2024 CONVENTION CONTINUED....

MACC	TOPIC
<p><b><i>Office of the Seniors Advocate (OSA)</i></b></p>	<ul style="list-style-type: none"> <li>OSA monitors and analyzes seniors' services and issues in B.C. and makes recommendations to government and service providers to address systemic issues. The Office also provides information and referrals for individuals who are navigating seniors services and tracks their concerns, which helps inform future work. The services which the Office monitors are in five key areas: health care, housing, income supports, community supports and transportation.</li> <li>The Office collaborates with service providers, government, and health authorities to improve effectiveness, efficiency, and outcomes for seniors.</li> </ul>
<p><b><i>The Land Title and Survey Authority of British Columbia (LTSA)</i></b></p>	<ul style="list-style-type: none"> <li>LTSA is a statutory corporation responsible for operating BC's land title and survey systems and the Land Owner Transparency Registry (LOTR).</li> <li>LTSA processes over seven million online transactions annually and provides land information and datasets to the province, local governments, and other public agencies. The services include mapped databases such as ParcelMap BC and AUTOPROP. ParcelMap BC is the current, complete, and trusted mapped representation of titled and Crown land parcels across British Columbia, considered to be the point of truth for the graphical representation of property boundaries.</li> </ul>

**PROVINCIAL AGENCIES, COMMISSIONS, AND CORPORATIONS  
AVAILABLE DURING THE UBCM 2024 CONVENTION CONTINUED....**

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



Ministry of  
Municipal Affairs





**To:** ACRD Board of Directors

**From:** Cynthia Dick, General Manager of Administrative Services  
Brett Mortlock, Building & Plumbing Inspector/ Building Bylaw Enforcement Officer

**Meeting Date:** June 12, 2024

**Subject:** Notice on Title – 5661 Strick Road, Port Alberni (Lenard and Cherish Clement)

**Recommendation:**

*THAT the Board of Directors resolve to register a Notice on Title to LOT B, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 40521 (5661 Strick Road) as per Section 57 of the Community Charter.*

**Desired Outcome:**

That a legal notation be placed on the subject property's Certificate of Title to provide notification of outstanding building safety concerns and ACRD building bylaw contraventions.

**Background:**

This is the second request by ACRD Building staff to place a Notice on Title (NOT) for the building contravention on the property located at 5661 Strick Road. The first request was considered by the Board at the March 22, 2023 Board meeting where the Board resolved to "defer placing a notice on title on 5661 Strick Road and instruct staff to work with the property owners to find a resolution and further instruct staff to bring back more information to the Board on this issue".

The building contravention relates to the floor area of the accessory building (shop) constructed in 2022-2023 exceeding the maximum permitted for accessory buildings on a lot – 5% of the total lot area. The shop has a floor area of 897 square feet and an existing accessory building on the property has a floor area of 560 square feet for a combined total of 1,457 square feet. The maximum permitted on the lot is 1,306 square feet, equivalent to 5% of the 26,136 square feet of total lot area. The building was brought into further non-compliance when a 400 square foot lean-to was added onto it without a building permit and not meeting the minimum standard of construction as set out by the BC Building Code.

ACRD Building staff reached out to property owners Lenard and Cherish Clement, by mail and email on April 3, 2023, providing options for compliance and requesting contact by April 17, 2023. An email was received from Cherish Clement on April 16, 2023, proposing compliance by development variance permit. A development variance permit is not an option for compliance, as per section 498(2)(a) of the

*Local Government Act.* A development variance permit can not be issued to vary density, and lot coverage is considered density. For clarity, this was not included as an option for compliance provided by ACRD Building staff and was explained verbally during the March 22, 2023 Board meeting as well as during our multiple site visits.

A timeline of activities related to this Notice on Title and communication with the property owners is provided below for more information:

- **2022:**
  - March 25 – Building permit application was received by the ACRD. A plan review was completed and identified a potential issue with permitted lot coverage for detached accessory buildings. A discussion between Building staff and the contractor confirmed that the structure is attached to the single-family dwelling and would be considered a part of the 25% overall lot coverage, not the 5% accessory lot coverage, as permitted in the Acreage Residential (RA1) District.
  - April 26 – Building permit (attached as Appendix A) was issued.
  - April 27 – The footing inspection (attached as Appendix B) was called for and completed but did not pass due to concerns with lot coverage. It was observed by Building staff that adjoining structures were not considered attached to the single-family dwelling as required by the ACRD Zoning Bylaw. A reinspection by Building staff was required, following resolution by the property owners to bring the new proposed structure into compliance. No response was received, and construction proceeded without approval.
  - November 3 - Drive-by site observations made by ACRD staff. The completed shop structure was observed.
  - November 24 - Site visit completed by Building and Bylaw staff. Discussion with the property owner on building contraventions including the addition of a lean-to without a building permit. ACRD staff assured to provide a follow-up with an email outlining contraventions and options for compliance.
- **2023:**
  - January 9 – A site visit follow-up email (attached as Appendix C) was sent from Building staff to an email address provided by the property owner. The email included options for building bylaw compliance. No response was received.
  - January 30 - Email from property owner received by ACRD staff. The email includes comments related to the shop construction and building bylaw enforcement.
  - February 8 - Notice on Title procedure started with 1st letter, for building bylaw contraventions. No response was received.
  - February 21 - 2nd Notice on Title letter sent. No response was received.
  - March 7 - 3rd Notice on Title letter sent. No response was received.
  - March 22 – Ms. Clement and Mr. Daoust presented as a delegation to the Board regarding the Notice on Title.
  - March 22 - The Board deferred decision on the Notice on Title, instructed staff to work with the property owners to meet compliance, and come back to the Board with more information.
  - April 3 – A letter was sent by mail and email, to both property owners, outlining options for building bylaw compliance and requesting contact with Building staff by April 17, 2023.
  - April 16 – Email response from property owner requesting to proceed with a development variance permit to achieve compliance.

- April 17 – Email response from staff explaining that a development variance permit is not an option for compliance.
- May 3 – Site Visit completed by Building Inspector with property owner, Mr. Daoust and their contractor to discuss what building details and plan details would be required to bring the permitted and un-permitted structure into compliance.
- June 6 – Email sent by staff to property owner to ask for a building permit/ plan update.
- June 16 – Email from property owner to staff. The email updates staff that they are searching for a new contractor, not the contractor that staff met and discussed the details of the project with previously on May 3<sup>rd</sup>.
- June 23 – Email from property owner stating that a new contractor was scheduled to come next week to review the project.
- July 12 – Email was sent to property owner to ask for an update on progress.
- July 16 – Email from property owner asking for another site visit with their new contractor. This is the last correspondence received from the property owner.
- July 18 – Email sent to property owner stating that if the contractor has questions, they are welcome to come into the office to discuss with staff. No contractor has come into the office or called to discuss.
- November 28 – Email sent to property owner to ask for an update on progress. No response was received.
- **2024:**
  - January 12 – Email sent to property owner to ask for an update on progress. No response was received.
  - February 2 – Email sent to property owner to ask for an update on progress. No response was received.
  - March 15 – Email sent to property owner to ask for an update on progress. No response was received.
  - April 17 – ACRD staff sent the first registered letter following the Notice on Title procedure advising that the contravention would be brought to the Board with a recommendation to place a notice on title. No response was received.
  - May 1 – ACRD staff sent the second registered letter following the Notice on Title procedure advising that the contravention would be brought to the Board with a recommendation to place a notice on title. No response was received.
  - May 16 – ACRD staff sent the third registered letter following the Notice on Title procedure advising that the contravention would be brought to the Board with a recommendation to place a notice on title. No response was received.

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

An estimated two hours of staff time is required to manage the file and register the notice with the Land Title and Survey Authority (LTSA). A resolution from the Board is required prior to sending the request to the LTSA for placement.

This file has taken additional time as staff were directed by the Board of Directors to make further efforts to work with the property owners for compliance. Since April 27, 2022, staff has made several requests to the property owners for compliance. To date, no significant efforts have been made or compliance options pursued by the property owners.

**Financial:**

The Notice on Title process provides the Regional District with a cost-efficient method for placing a Notice on Title on properties with illegal or sub-Building Code construction. An alternative option is to proceed with more costly legal action. There are minimal financial implications for registration. The removal of the Notice can be applied for upon remediation with a \$700 fee as per Bylaw F1091.

**Strategic Plan Implications:**

Building inspection is a core service.

**Policy or Legislation:**

Section 57 of the *Community Charter* allows a Building Inspector who observes work done to a building, land, or other structure without the required building permit or inspections, or observes a contravention of a Regional District bylaw, to request that the Board consider the registration of a Notice on Title. In 2011, the ACRD Board adopted the Notice on Title Procedures and Bylaw No. F1091 establishes the fees for removing a Notice on Title.

**Options Considered:**

- THAT the Board of Directors do not place a Notice on Title on the subject property to provide notification of multiple building contraventions.

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


**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3  
Telephone:  
(250) 720-2700  
Fax (250) 723-1327

**BUILDING PERMIT NO. BC22-09**
**DATE April 21<sup>st</sup>, 2022**
**REVIEWED BY BM**

FILE COPY

The attached drawings and specifications have been reviewed and are subject to compliance with the corrections and additions as indicated below.

This sheet forms part of the permit drawings and shall remain attached thereto and be kept on the job site until completion of construction.

Review of the drawings, specifications and issuance of the building permit does not prevent the building inspector from thereafter requesting the correction of errors in the application or specifications and in no way relieves the owner from full responsibility for compliance with the requirements of the BC Building Code (current edition) and all applicable bylaws.

1. **All construction to meet the 2018 BC Building Code.**
2. **All plumbing to adhere to 2018 BC Building and Plumbing Codes - protect water lines from freezing.**
3. **Surveyor's Certificate may be required by Field Inspector.**
4. **Exterior foundation walls shall extend minimum 6" above finished grade (9.15.4.6).**
5. **Provide minimum 2" clearance between cladding and concrete sidewalks or patios.**
6. **Remove all organic matter from beneath building- footings to extend to undisturbed soil-footings to be a minimum 18" below grade (9.15.3.2).**
7. **Floors on ground in non-living spaces to 9.16 (bearing, slope, thickness, bond break).**
8. **Engineer's certification for trusses required - accommodate truss uplift as per manufacturer's specifications.**
9. **Electrical final required prior to occupancy/ final inspection.**
10. **Provide roof space ventilation to 9.19.1 minimum 25% at top and 25% at bottom.**
11. **All members shall be so framed, anchored, fastened, tied and braced to provide the necessary strength and rigidity.**
12. **All lumber is to be identified by a grade stamp (9.3.2.1).**
13. **Siding to 9.27- flash all openings not protected by roof overhang.**
14. **Roofing to 9.26. Roofing to manufacturer's specifications.**
15. **All construction shall be started (one required inspection requested and approved) within six (6) months from the date of issuing the Permit; work shall not be discontinued or suspended (one required inspection requested and approved) for a period of more than one (1) year; all Permits shall expire two (2) years from the date of issue; if construction is not completed when a Permit expires, a new Permit shall be required for the remaining construction.**



# Alberni-Clayoquot Regional District BUILDING PERMIT

Electoral Area: E - Beaver Creek

Folio #: 00537.000

Building Inspector: Brett Mortlock

Permit #: BC22-09

Application Received: 03-25-2022

Date Entered: 03-25-2022

**Owner Information:**

**Contractor Information (if applicable):**

Name:	CHERISH CLEMENT	
Mailing Address:	5661 STRICK RD	
City/Town:	PORT ALBERNI	
Province/State:	BC	
Postal/Zip Code:	V9Y 8W4	
Phone #:	[REDACTED]	
Alternate Phone #:		
Email Address:	[REDACTED]	

Applicant Name & Phone #  
(if different): \_\_\_\_\_

Architect Name & Phone #  
(if applicable): \_\_\_\_\_

Type of Building:	140-Accessory Building - Residential - Shed	Type of Work:	01-New construction
Dimensions of Building (Width x Depth x Height):	40' x 24' x 15'	Estimated Square Footage:	960 SF

Inspector's Comments: **\*\*PLEASE CALL FOR ALL RELEVANT INSPECTIONS AS NOTED. BUILDING IS TO COMPLY WITH THE 2018 BC BUILDING CODE\*\***  
Construct new shop.

ESTIMATED CONSTRUCTION VALUE: **\$62,614.66**

BUILDING PERMIT FEE: **\$377.00**

**REQUIRED INSPECTIONS**

You must notify the Regional District when the following stages of work have been completed so that inspections can be carried out:

- Excavation
- Footing and Forms (prior to pour)
- Foundation & Damp Proofing
- Drains & Drain Rock
- Framing
- Chimney & Fireplace
- Rough Plumbing
- Insulation & Vapour Barrier
- Heating Installation
- Cladding – Interior & Exterior
- Solid Fuel Burning Appliance(s)
- Final Inspection before Occupancy

**\*\*Failure to notify will be deemed a violation of the Regional District Building Bylaw!\*\***



# Alberni-Clayoquot Regional District BUILDING PERMIT

Owner Name: CHERISH CLEMENT Permit #: BC22-09  
Civic Address: 5661 STRICK RD Contractor: R Schut Construction

This permit authorizes CHERISH CLEMENT to construct 140-Accessory Building - Residential - Shed, 01-New construction on lands legally described as:

Lot: B District Lot: 20 Land District: 01 Plan: VIP40521  
Block: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

located at:

Civic Address: 5661 STRICK RD BC  
Folio #: 00537.000 Electoral Area: E - Beaver Creek

All construction and work shall be carried out in strict accordance with the Building Bylaw of the Regional District, the Building Regulations of British Columbia, the application for the Building Permit including plans submitted to the Regional District in support of the application and all other enactments, including bylaws applicable to the construction and use of the proposed building or structure. The Regional District does not imply any warranty for building inspection services.

### PERMIT CONDITIONS

Every Permit is issued upon the following conditions:

- that the Permit shall **expire two (2) years after the signature date** (below);
- that construction shall be started within six (6) months from the date of issuing the Permit;
- that the work is not to be discontinued or suspended for a period of more than six (6) months;
- that the Permit shall lapse in the event that either of the preceding two conditions are not met;
- that a lapsed Permit shall not be renewed nor the fee refunded;
- if the work is not completed when a Permit lapses or expires, a new Permit for the remaining construction shall be applied for;
- that, at any time after the issuance of a Permit but before the work under the Permit has commenced, the Permit holder may apply for cancellation of the Permit. Upon receipt of such application, the Building Inspector, if satisfied that the work has not commenced, shall cancel the Permit and shall refund to the Permit holder fifty percent (50%) of the original fee paid by the Permit holder; and
- that the registered owner of the land authorizes/signs this permit.

If a sewage disposal permit should be altered so that the building authorized by this building permit must be changed, then an amendment to this building permit is required.

The Regional District may revoke a building permit where a sewage disposal permit is revoked or where a material term or condition of the sewage disposal permit is altered.

### Agreement, Release and Indemnity

I/we agree that the information in this application or gathered by the Regional District of Alberni-Clayoquot in connection with a building permit may be used by the Regional District of Alberni-Clayoquot for any purpose connected with the exercise of its powers or the performance of its duties including enforcement of Regional District of Alberni-Clayoquot bylaws. In consideration of the granting of a building permit, I/we agree to release and indemnify the Regional District of Alberni-Clayoquot, its board members, employees and agents from and against all liability, demands, claims of action, suits, judgements, losses, damages, costs, expenses of whatever kind which I/we or any other person, partnership or corporation or my/our respective heirs, successors, administrators or assignees may have or incur in consequence of or incidental to the granting of this permit or any inspection, failure to inspect, certification, approval, enforcement, or failure to enforce the Regional District of Alberni-Clayoquot Building Bylaw or the British Columbia Building Code and I/we agree that the Regional District of Alberni-Clayoquot owes me/us no duty of care in respect of these matters.

I have read the above Agreement, Release and Indemnity and understand it.

[Redacted Signature]

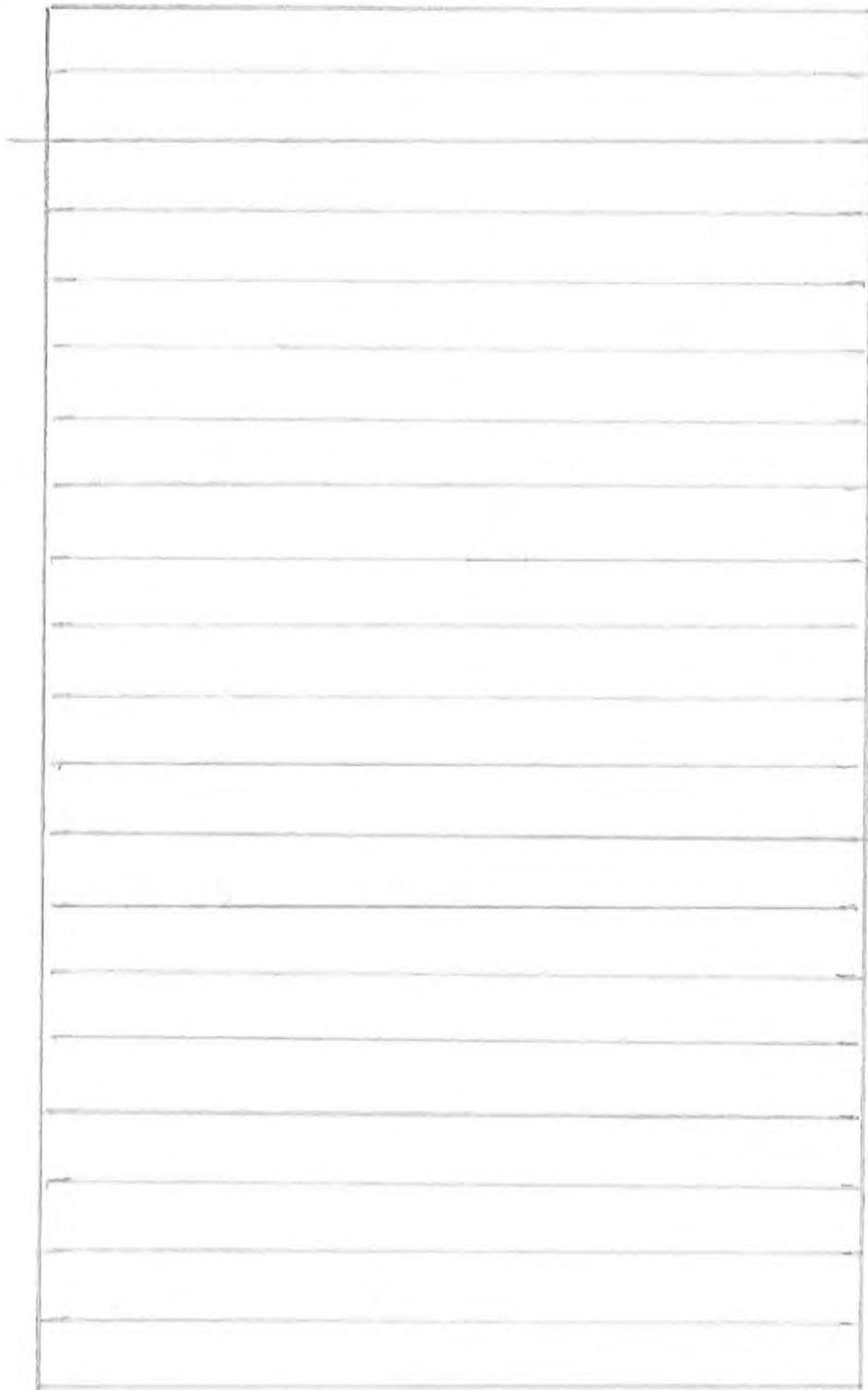
OWNER'S SIGNATURE

April 26/22

SIGNATURE DATE

Truss lay out 2' o.c

24'

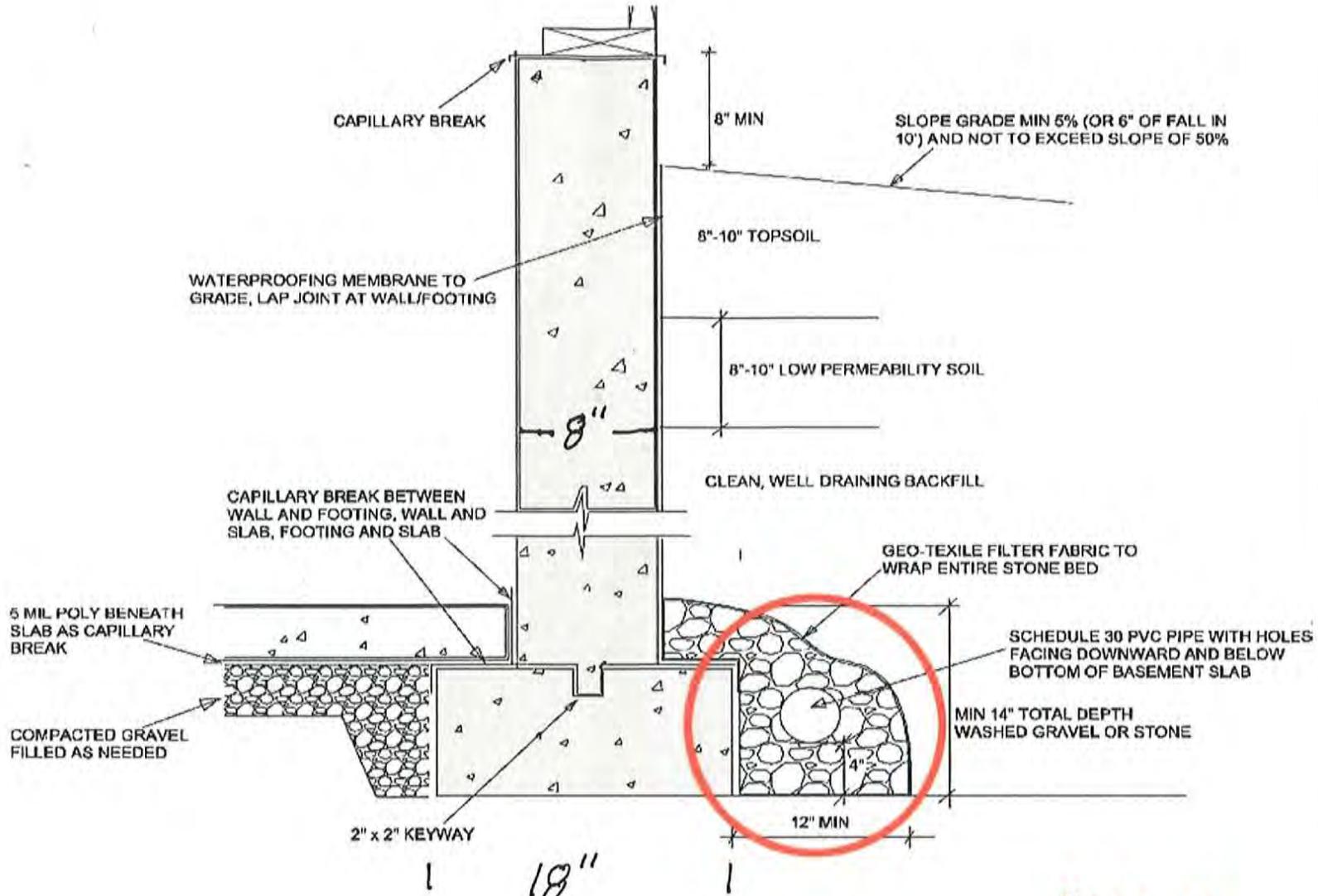


40'

Truss's from Hi-Tech

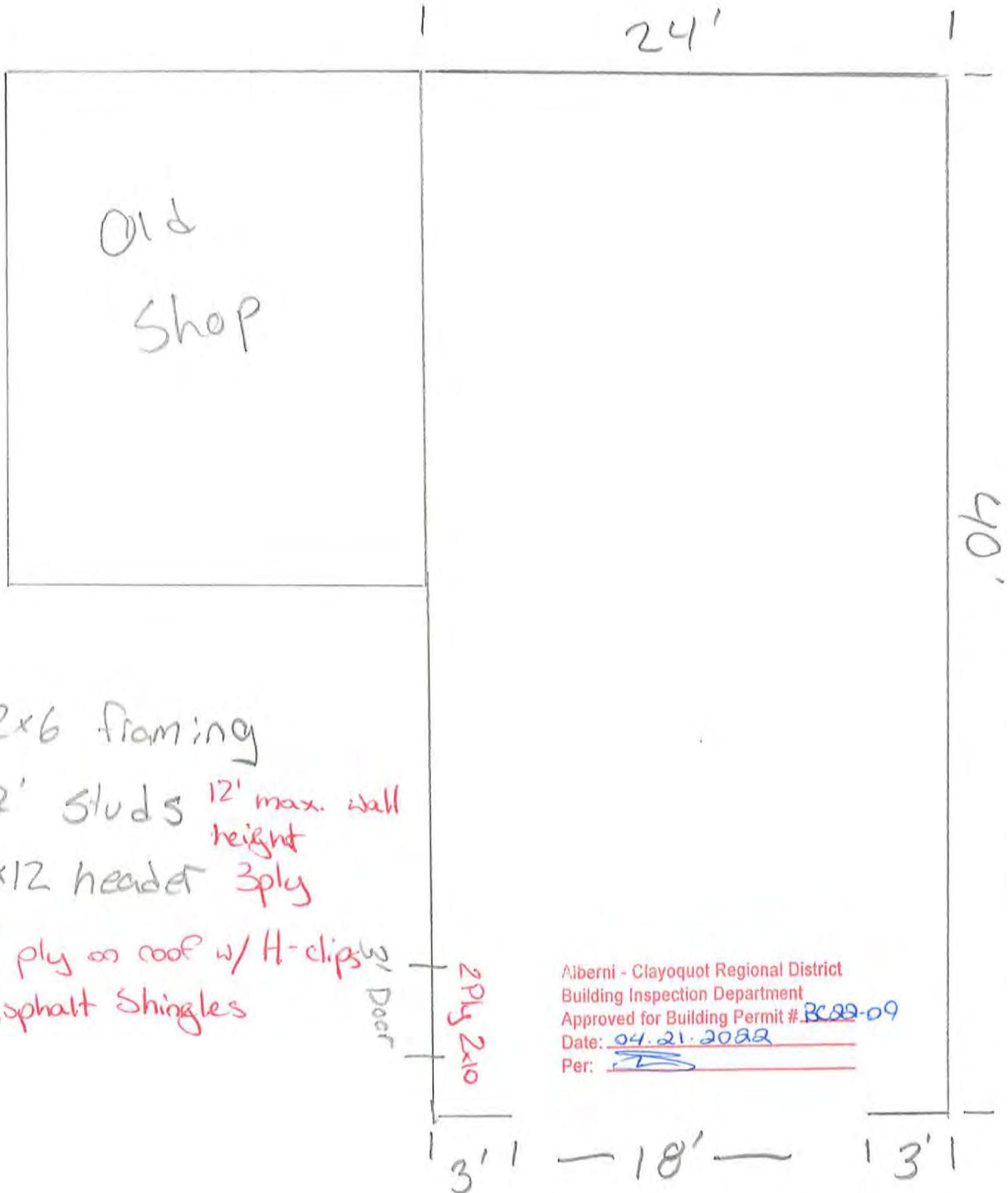
134

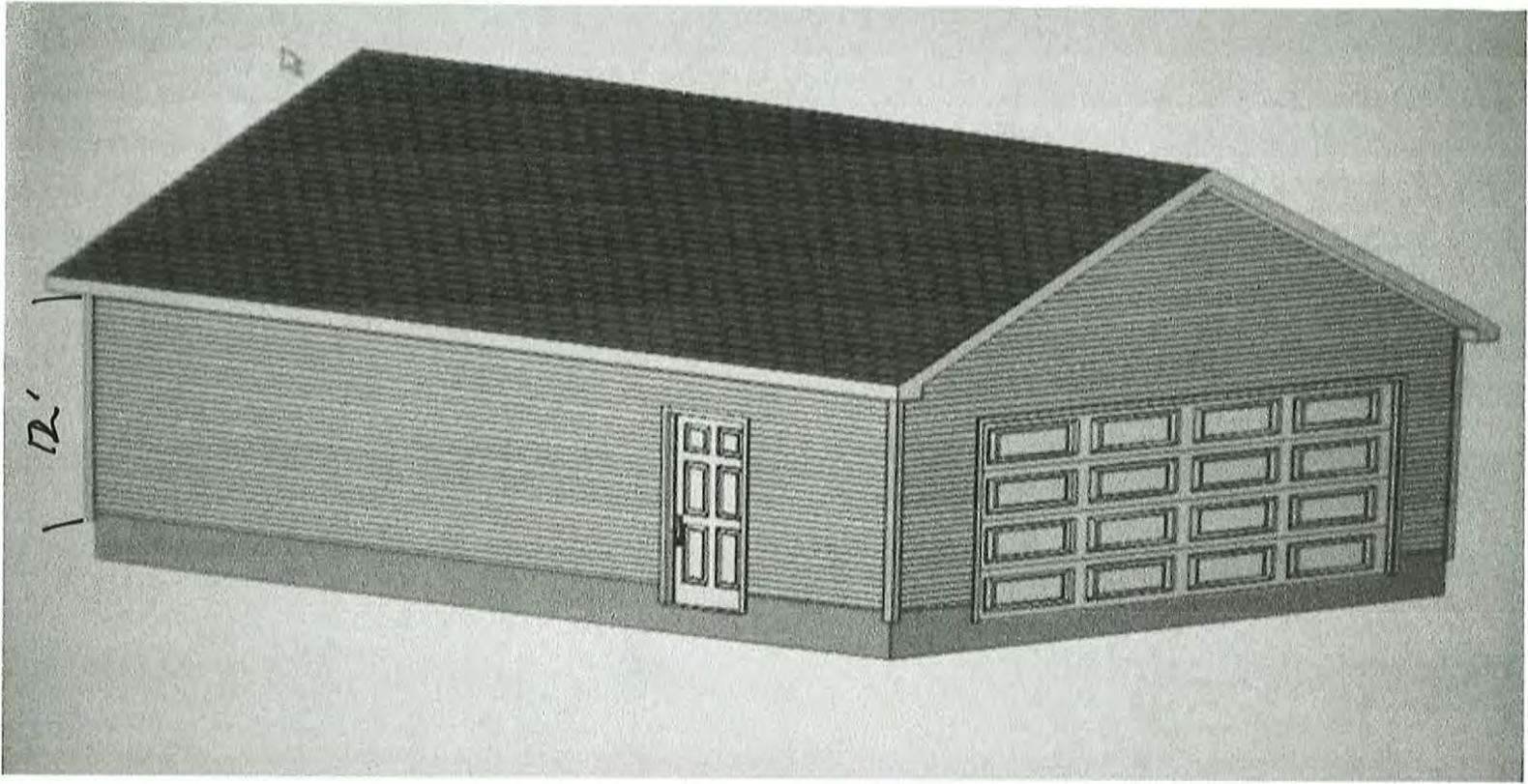
4/12 Pitch



BC22-09

(Bern) - Clayoquot Regional District  
 Building Inspection Department  
 Approved for Building Permit # BC22-09  
 Date: 04.21.2022  
 Per: [Signature]

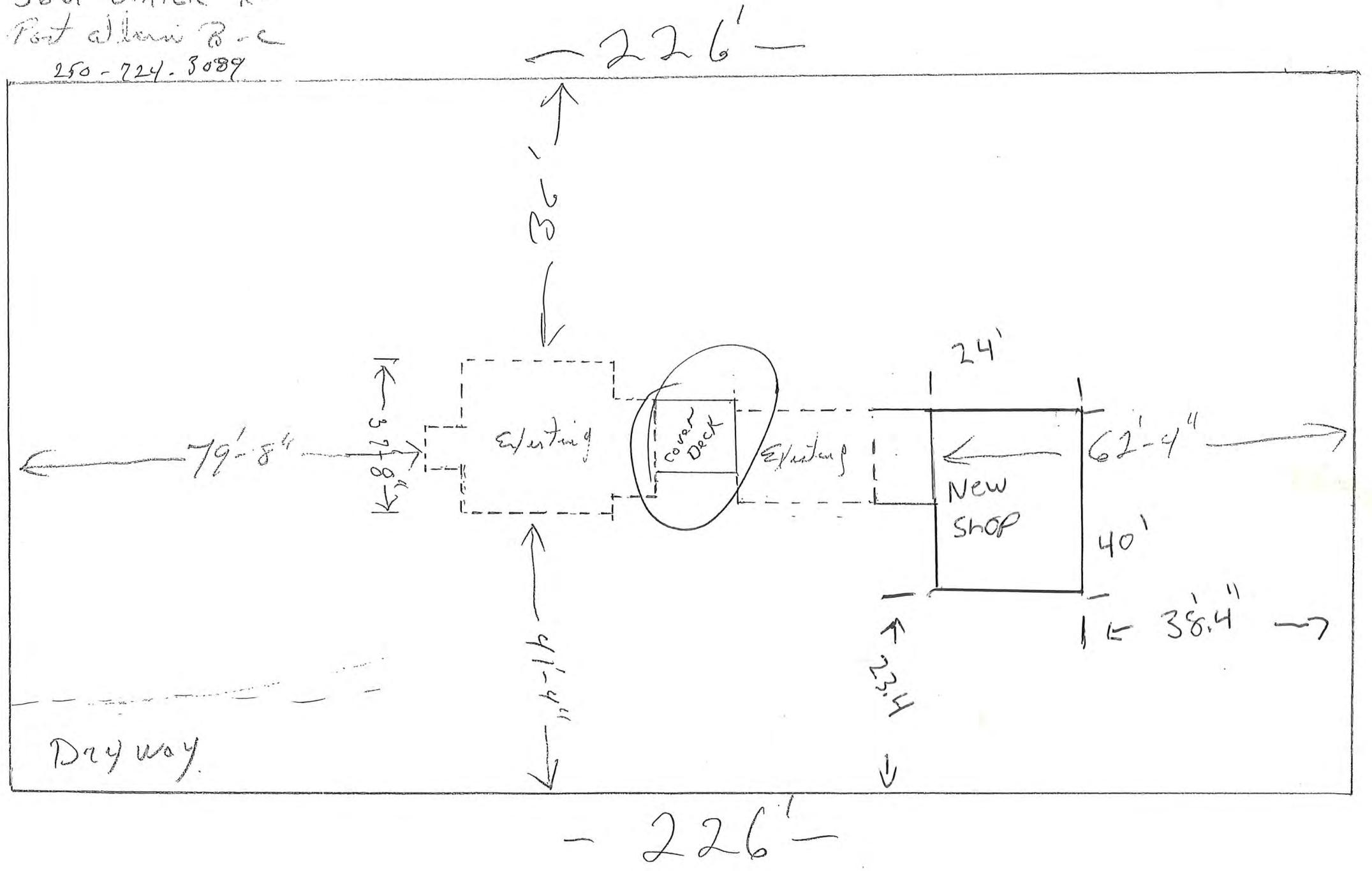




Henry Clement  
5661 STRICK RD  
Port Allen La - e  
250-724-3089

BC22-09

STRICK RD 115'





# Alberni-Clayoquot Regional District

3008 5<sup>th</sup> Avenue, Port Alberni, BC V9Y 2E3 Phone: 250-720-2700 mailbox@acrd.bc.ca

## Appendix B

### BUILDING INSPECTION SHEET

DATE: APRIL 27<sup>TH</sup>, 2022 BUILDING PERMIT NO. 06-22-09  
 NAME: CLEMENT ADDRESS: 5661 STRICK RD.

INSPECTION PERFORMED:					
EXCAVATION & FOOTING	DRAINS & DRAIN ROCK	ROUGH PLUMBING	FRAMING	INSULATION	FINAL INSPECTION

REMARKS: ° FLOOR AREA OF PERMITTED ACCESSORY BUILDINGS APPEARS TO EXCEED 5%. EXISTING ACC. BLDG. INSIDE DIMENSIONS TOTAL 560 SF. NEW PORTION IS PROPOSED TO BE 960 SF (897 SF INSIDE). 897 SF + 560 SF 1457 SF. MAX. ALLOWABLE IS 1306 SF THEREFORE BEING 151 SF OVER ALLOWABLE.  
 \* DECREASE INTERIOR DIMENSIONS BY 151 SF. PLEASE RE-SCHEDULE INSPECTION WHEN COMPLETE.  
 ° FOOTINGS ARE 18" x 6" WITH WEST SIDE BEING INCREASED TO 24" x 6" TO ACCOMMODATE TIE-IN TO EXISTING BUILDING. TWO BARS OF 10-M REINFORCING STEEL PROVIDED. DETAILS DISCUSSED.  
 ° BEARING CAPACITY OF SUB-GRADE IS ACCEPTABLE.  
 ° DRAINAGE OPTIONS DISCUSSED. DRAINS TO TERMINATE ON-SITE UNLESS CONSENT FROM NEIGHBORS IS RECEIVED. OPTIONS INCLUDE INFILTRATOR-STYLE ROCK-PIT, GEOTECHNICAL CURBAGE PILING OR DAY-LIGHT WITH NEIGHBOR'S CONSENT / LOCAL CONSENT.

FLOOR AREA CONFIRMATION

REINSPECTION REQUIRED:

YES

NO

[Signature]  
 BUILDING INSPECTOR

**From:** [Brett Mortlock](#)  
**To:** [Charity Hallberg Dodds](#); [REDACTED]  
**Cc:** [Mike Irg](#)  
**Subject:** RE: 5661 Strick Road - Site Inspection Follow-up  
**Date:** January 9, 2023 3:17:09 PM

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Hi Cherish and Levi,

After reviewing the site conditions and talking to our planning staff about the connection to the home, we have come up with a solution that would allow the accessory building to fit within the zoning regulations. If you were to apply for a building permit to enclose the covered patio, that would place the rest of the “connected” buildings into the SFD and you would no longer be over on your max. accessory building lot coverage of 5%. This could be made of, but not limited to screen walls, exterior walls or windows. You will be required to complete the building permit and inspections for the enclosure in order to bring the shop into conformance. Once the building permit is issued, we will begin the process of inspecting the shop that was built without inspections which will be difficult, but I am willing to find a solution that works for all parties involved.

The lean-to that was added on to the shop would fit into the lot allowance for accessory buildings as long as the above steps are completed. The issue that we will have with the lean-to, is that the construction of the lean to does not meet the BC Building Code and no building permit was taken out to complete this. This building will need to be remediated as discussed previously.

Please let me know how you would like to move forward with this process. If you have further questions or concerns, please don't hesitate to be in contact with me.

Best Regards,

**Brett Mortlock RBO, RSE**  
Building Inspector

**Alberni-Clayoquot Regional District**

3008 5th Ave  
Port Alberni, BC V9Y 2E3  
T: (250) 720-2722  
C: (250) 735-9211  
Email: [bmortlock@acrd.bc.ca](mailto:bmortlock@acrd.bc.ca)

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**To:** ACRD Board of Directors

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

**Meeting Date:** June 12, 2024

**Voting Structure:** Electoral Area Directors

**Subject:** Development Variance DVA24002 – Lot 67, Haggard Cove (Poznikoff)

**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						

**Background:**

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.

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, 2024, 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 June 12, 2024, meeting, staff will inform the Board.

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

**PL20240026 / DVA24002**

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 considering the topography at the site and the reasonable 6-foot front yard variance request, staff recommend that the Board issue development variance permit DVA24002.

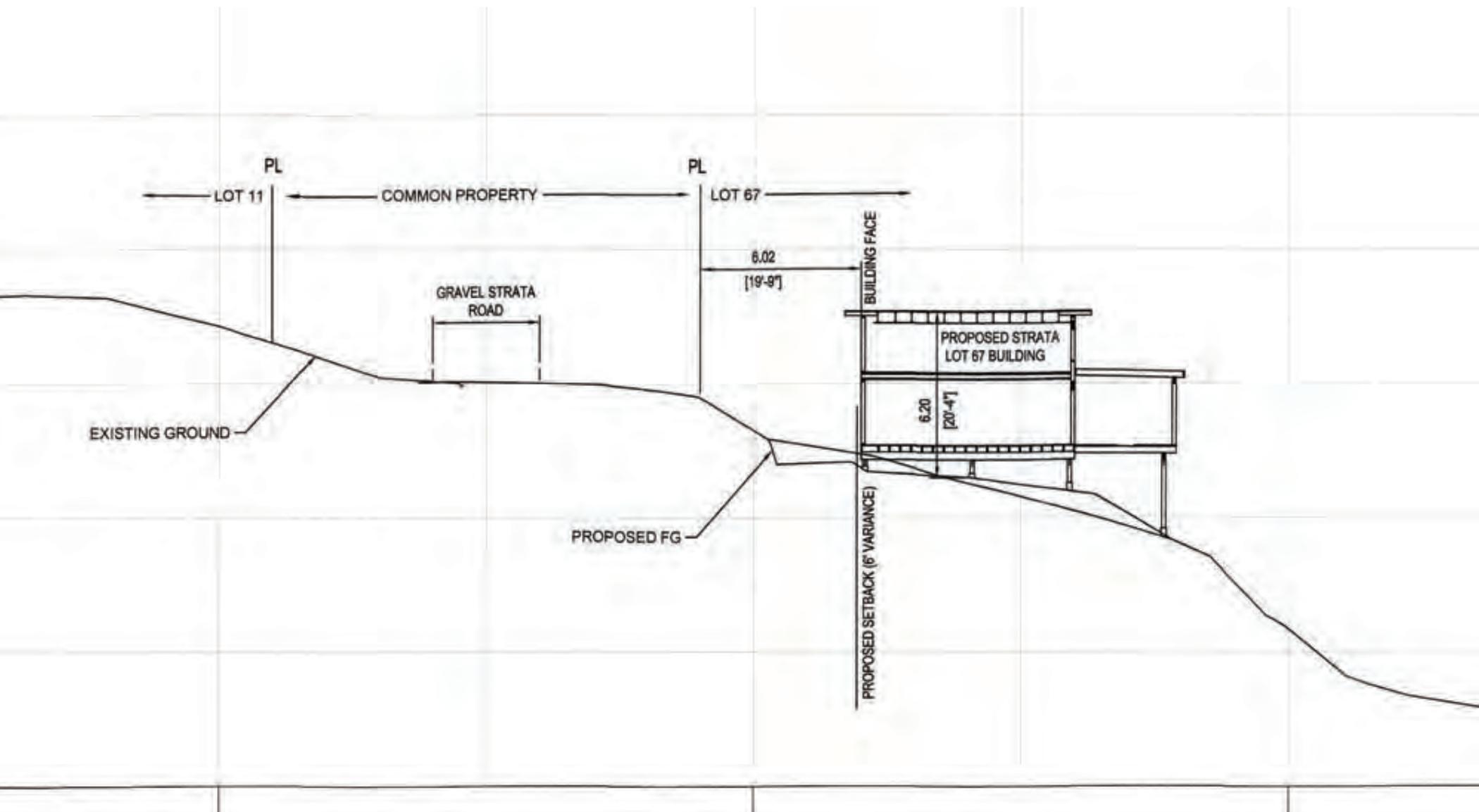
Submitted by: Michael Irg  
Mike Irg, MCIP, RPP, General Manager of Planning & Development

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

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



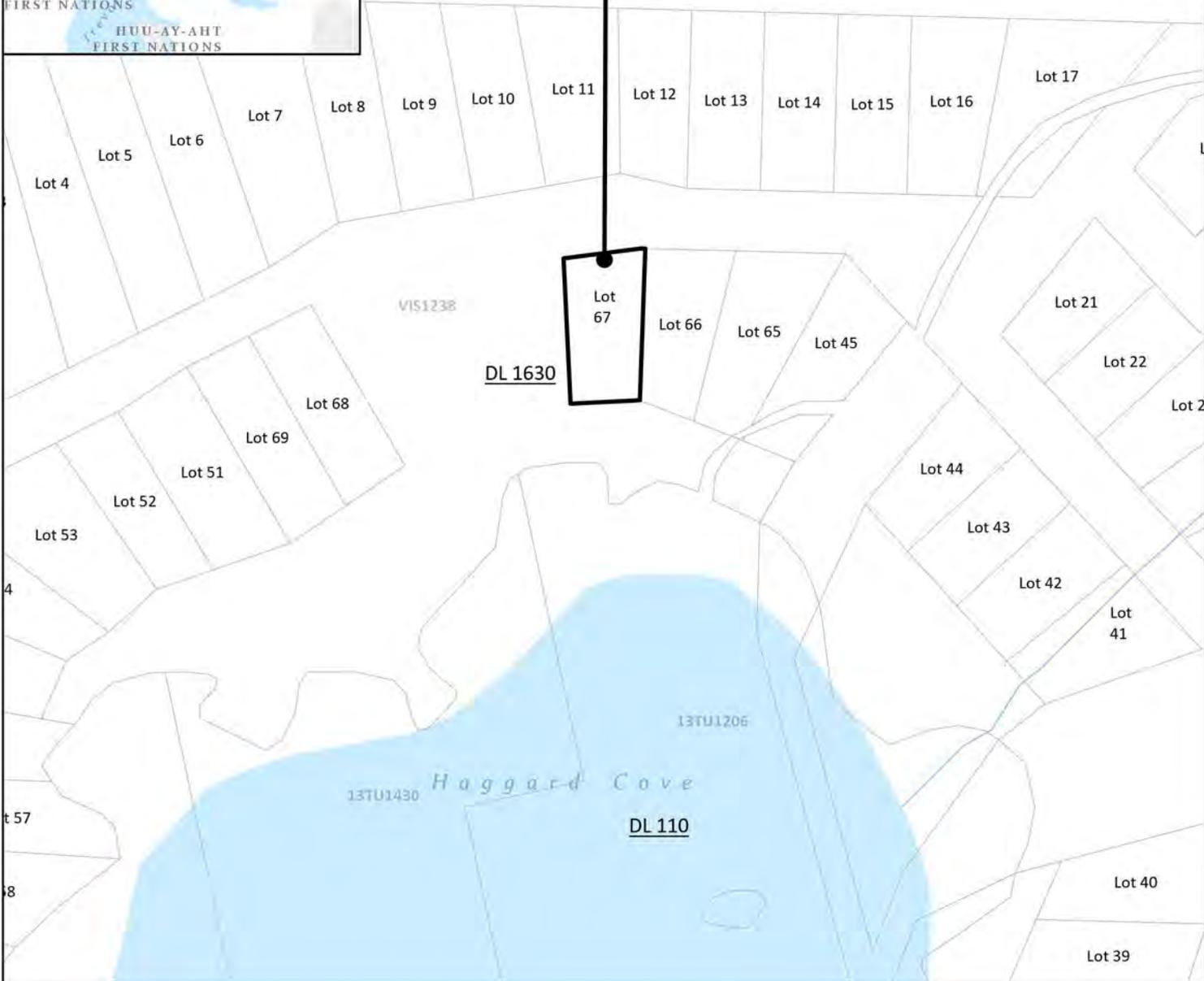




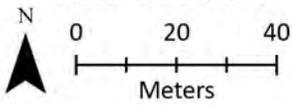


 Subject Property

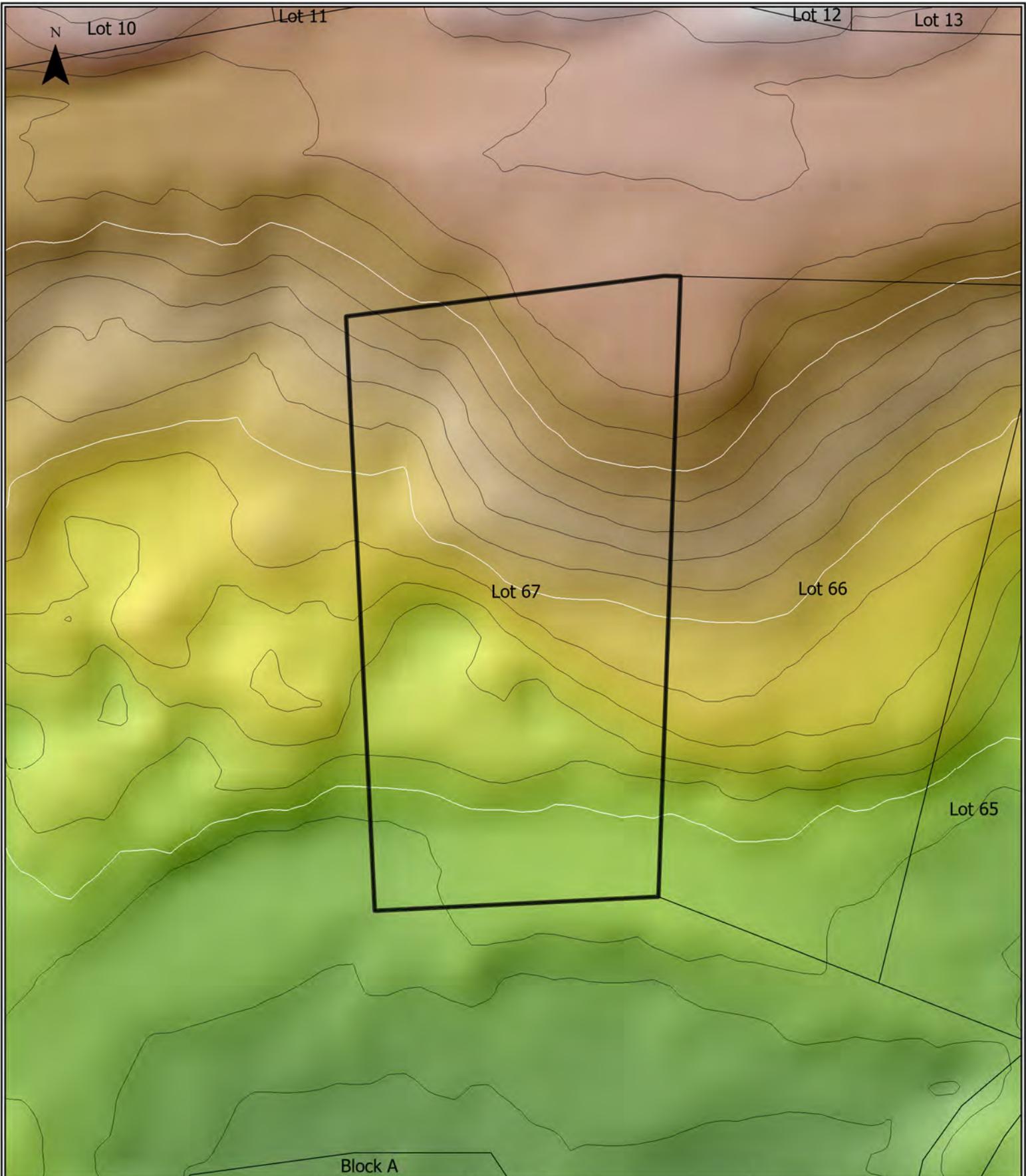
**Subject  
Property**



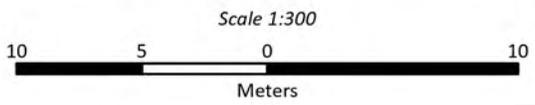
ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



 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.*

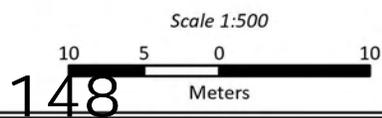


STRATA LOT 67 DISTRICT LOT 1630 CLAYOQUOT  
DISTRICT STRAT PLAN VIS1238

-  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:** June 12, 2024

**From:** Charity Hallberg Dodds, Planning Technician

**File #:** PL20220075/DVD22003

**Application Type:** Development Variance Permit

**Voting Structure:** Electoral Area Directors

**Electoral Area:** D – Sproat Lake

**Subject:** Development Variance DVD22003 – 8542 Stirling Arm Drive (Hetherington)

**Recommendation:**

*THAT the Board of Directors consider issuing Development Variance Permit DVD22003, subject to neighbouring properties being notified as per Local Government Act s. 499.*

Development Variance DVD22003:

i. Development variance of the ACRD Zoning Bylaw:

- Section 6.2 (4) (a) to reduce the required setback to the natural boundary of Sproat Lake from 7.6 m (25 ft) to 5.2 m (17 ft) for construction of a new deck on the existing principal residence; and
- Schedule No. II - Bulk and Site Regulations to reduce the required front yard setback in RA1 District from 12.2 m (40 ft) to 8 m (26 ft) for construction of a new deck on the existing principal residence; and
- Schedule No. II - Bulk and Site Regulations to reduce the required side yard setback in RA1 District from 4.6 m (15 ft) to 1.5 m (5 ft), on the western property boundary, for construction of a new deck and covered entryway with stairs and retaining wall on the existing principal residence; and
- Schedule No. II - Bulk and Site Regulations to reduce the required side yard setback in RA1 District from 4.6 m (15 ft) to 0.9 m (3 ft), on the eastern property boundary, for construction of a new garage addition on the existing principal residence.

**Development Proposal:** The property owners intend to build a covered entryway with stairs and a retaining wall, and replace an existing deck and carport with a new deck and expanded garage within a similar footprint. The existing principal residence appears to have been built prior to zoning and is non-conforming with current setback requirements.

**Advisory Planning Commission (APC) Recommendation:** The Sproat Lake APC reviewed this proposal at their May 27<sup>th</sup> meeting and passed a motion to support the application as presented.

**Property Owners/Applicants:** Peter and Susan Hetherington

**Property Information:**

Civic Address	8542 Stirling Arm Drive						
Legal Description	LOT 4, DISTRICT LOT 120, ALBERNI DISTRICT, PLAN 42043						
PID	001-104-489	Folio	01570.000	ALR? (Y/N)	N	Lot Size	0.44 ha (1.08 ac)

**PL20220075/DVD22003**

**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, Yuułu?ił'ath, 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	Acreage Residential (RA1) District	Proposed Zoning	n/a
Current OCP	Residential Use	Proposed OCP	n/a
Development Permit Area(s)	Development Permit Area I (DPA I) – Foreshore and Riparian Areas Protection		
Current Use & Description	Residential. The property is mostly developed and landscaped. Improvements include the principal residence near the waterfront, an accessory dwelling, and a detached garage. The property slopes from Stirling Arm Drive down to the lake.		

Surrounding Zoning and Land Use			
North	Forest Reserve (A4) District – Forest Land	South	Waterfront (WF1) District – Sproat Lake
East	Acreage Residential (RA1) District	West	Acreage Residential (RA1) District

#### Services:

- a) **Sewage Disposal:** Onsite sewage disposal.
- b) **Water Supply:** Onsite water supply.
- c) **Fire Protection:** Sproat Lake Fire Protection Area.
- d) **Access:** Stirling Arm Drive.

#### Planning Policy Discussion:

- a) **Official Community Plan:** The Sproat Lake Official Community Plan (OCP) designates the subject property Residential Use. The property is affected by DPA I – Foreshore and Riparian Areas Protection. DPA I includes all development within 30 m inward and outward of the natural boundary of Sproat Lake. Issuance of a development permit is required prior to issuance of a building permit for the project. The property owners have submitted an application including the required assessment completed by a Qualified Environmental Professional (QEP). The QEP recommendation supports the plan to replace the existing deck with a new deck in a similar footprint provided the environmental mitigation and protection plans outlined in the report are followed.

***This proposal complies with the Sproat Lake OCP. Issuance of a development permit is required.***

- b) **Zoning:** Acreage Residential (RA1) District. The existing principal residence and proposed improvements fall within the required setbacks in the RA1 District zoning. Any new construction must comply with the required setbacks and the property owners have applied for a development variance permit to reduce the setback requirements to facilitate construction.

	Current:	Proposed:
Minimum Lot Area (ha)	0.17 (0.4 ac)	-
Minimum Lot Width (m)	27.4 m (90 ft)	-
Principal & Accessory Front Yard Setback (m)	<b>12.2 m (40 ft)</b>	<b>8 m (26 ft)</b>
Principal Side Yard Setback (m)	<b>4.6 m (15 ft)</b>	<b>1.5 m (5 ft) – West side 0.9 m (3 ft) – East side</b>
Principal Rear Yard Setback (m)	9.1 m (30 ft)	-
Accessory Side Yard Setback (m)	0.91 m (3 ft)	-
Accessory Rear Yard Setback (m)	0.91 m (3 ft)	-
Watercourse Setback (m)	30.5 m (100 ft)	-
Natural Boundary Setback (m)	<b>7.6 m (25 ft)</b>	<b>5.2 m (17 ft)</b>

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***This proposal complies with the permitted uses of the RA1 District zoning. A development variance permit is necessary to reduce the required setbacks to facilitate construction of the new deck and garage addition.***

**Comments:** The existing principal residence on the property appears to have been built prior to zoning and does not conform with current setback requirements. The property owners want to replace the existing deck and carport with new improvements within a similar footprint.

The site plan submitted by the property owners shows the new covered entryway (canopy) with stairs and a retaining wall, existing and new deck, and new garage additions. The garage addition closest to the home is considered an attached garage and a part of the principal residence. Since the second garage is attached by less than 66% of the joining wall, it is considered a detached garage and meets all setback requirements for an accessory building. The existing garage to be removed is 46.8 m<sup>2</sup> (503.7 ft<sup>2</sup>) and the new garage addition and accessory building combined are 87.2 m<sup>2</sup> (938.6 ft<sup>2</sup>).

Issuance of a development permit is required for the project and the property owners have submitted an application including an assessment completed by a Qualified Environmental Professional. Planning staff feels the variance is reasonable and recommends consideration beginning with neighbour notification as required by section 499 of the *Local Government Act*.

Submitted by: *Alex Dyer*  
Alex Dyer, MCIP, RPP, Planning Manager

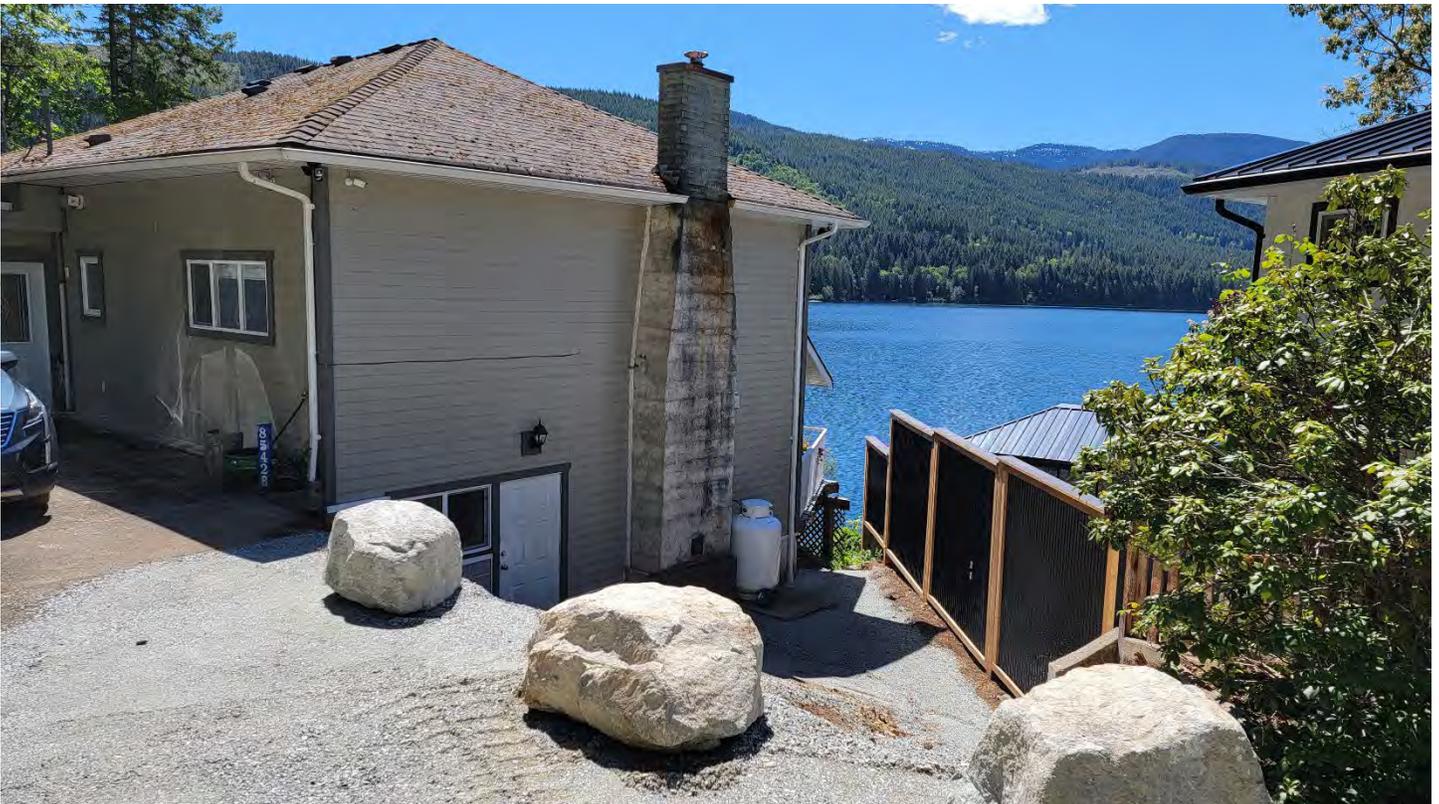
Reviewed by: *Cynthia Dick*  
Cynthia Dick, General Manager of Administrative Services

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

**DVD22003 – Hetherington, 8542 Stirling Arm Drive  
Site Photos taken May 22, 2024**



Looking south at existing home. Photo shows carport to be demolished.



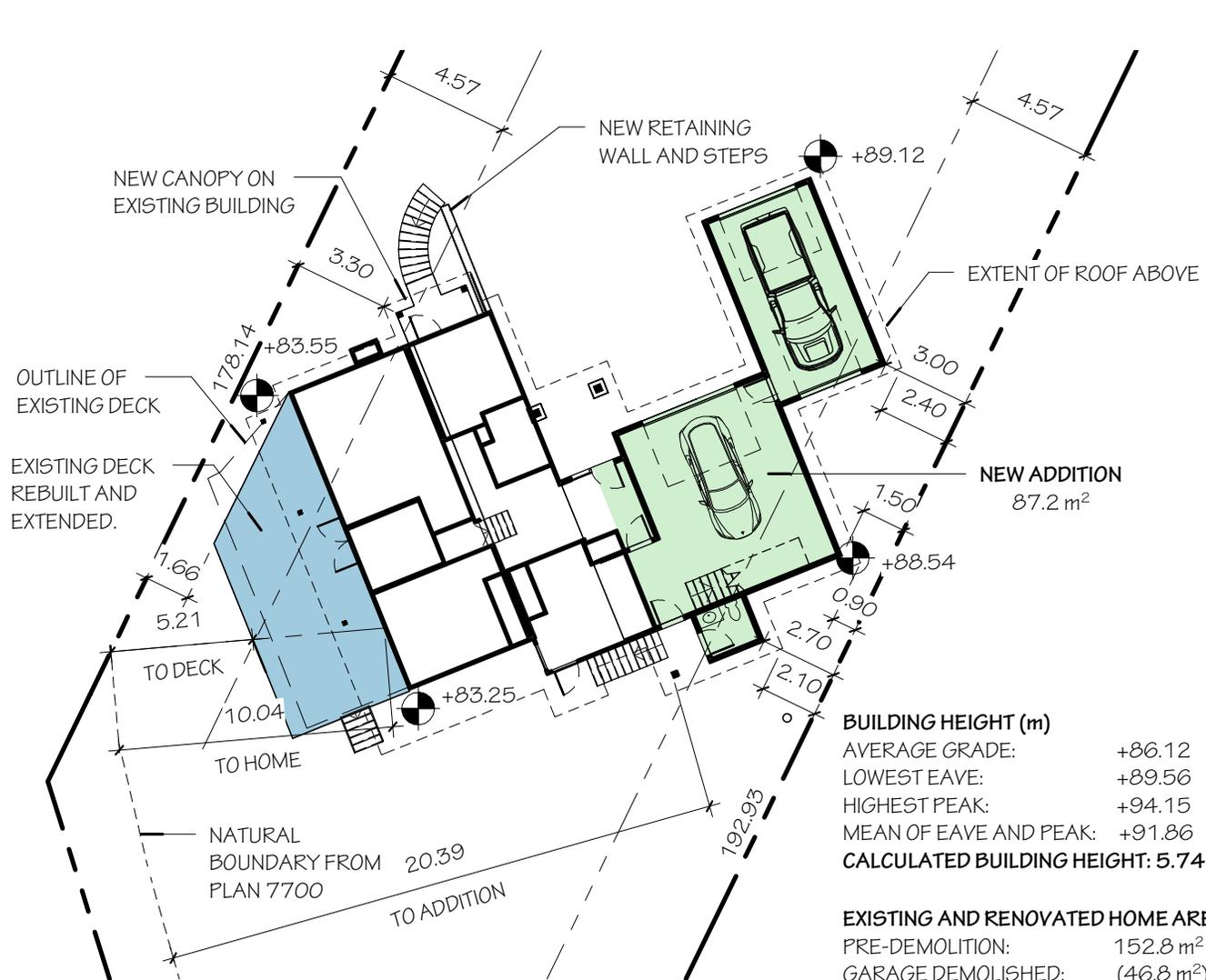
Looking at area for new entryway (to the left of the brick chimney) and space between existing deck (white railing) and fence.



Looking west at existing and proposed deck location.



Looking west toward existing home, back of carport to be removed, and area for new garage addition and accessory garage building.



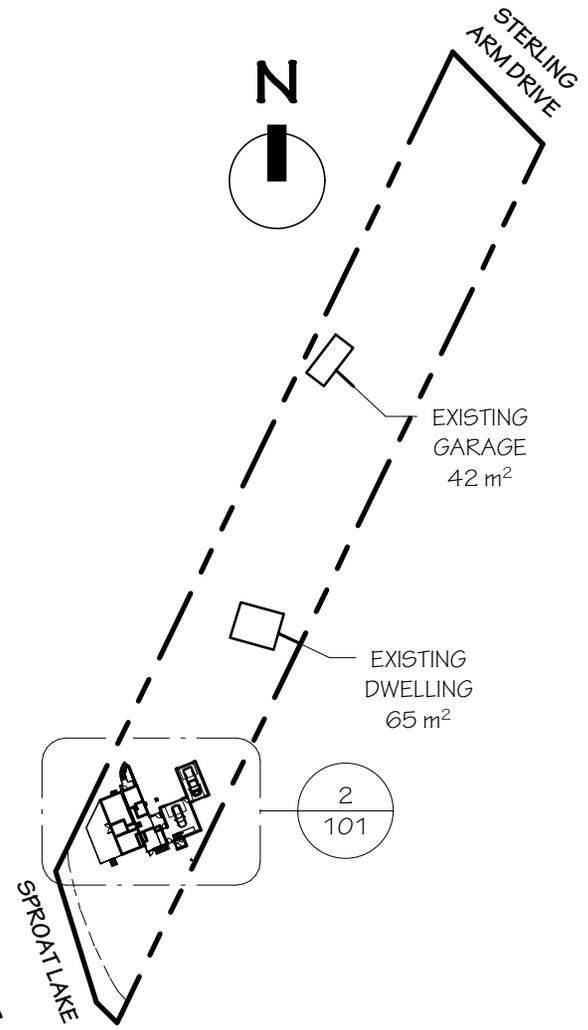
**2 SITE PLAN**  
1 : 250

**BUILDING HEIGHT (m)**

AVERAGE GRADE:	+86.12
LOWEST EAVE:	+89.56
HIGHEST PEAK:	+94.15
MEAN OF EAVE AND PEAK:	+91.86
<b>CALCULATED BUILDING HEIGHT:</b>	<b>5.74</b>

**EXISTING AND RENOVATED HOME AREA**

PRE-DEMOLITION:	152.8 m <sup>2</sup>
GARAGE DEMOLISHED:	(46.8 m <sup>2</sup> )
NEW ADDITION:	87.2 m <sup>2</sup>
<b>COMPLETED AREA:</b>	<b>193.2 m<sup>2</sup></b>



**1 KEY PLAN**  
1 : 1500

RENOVATION & ADDITION  
SITE PLAN

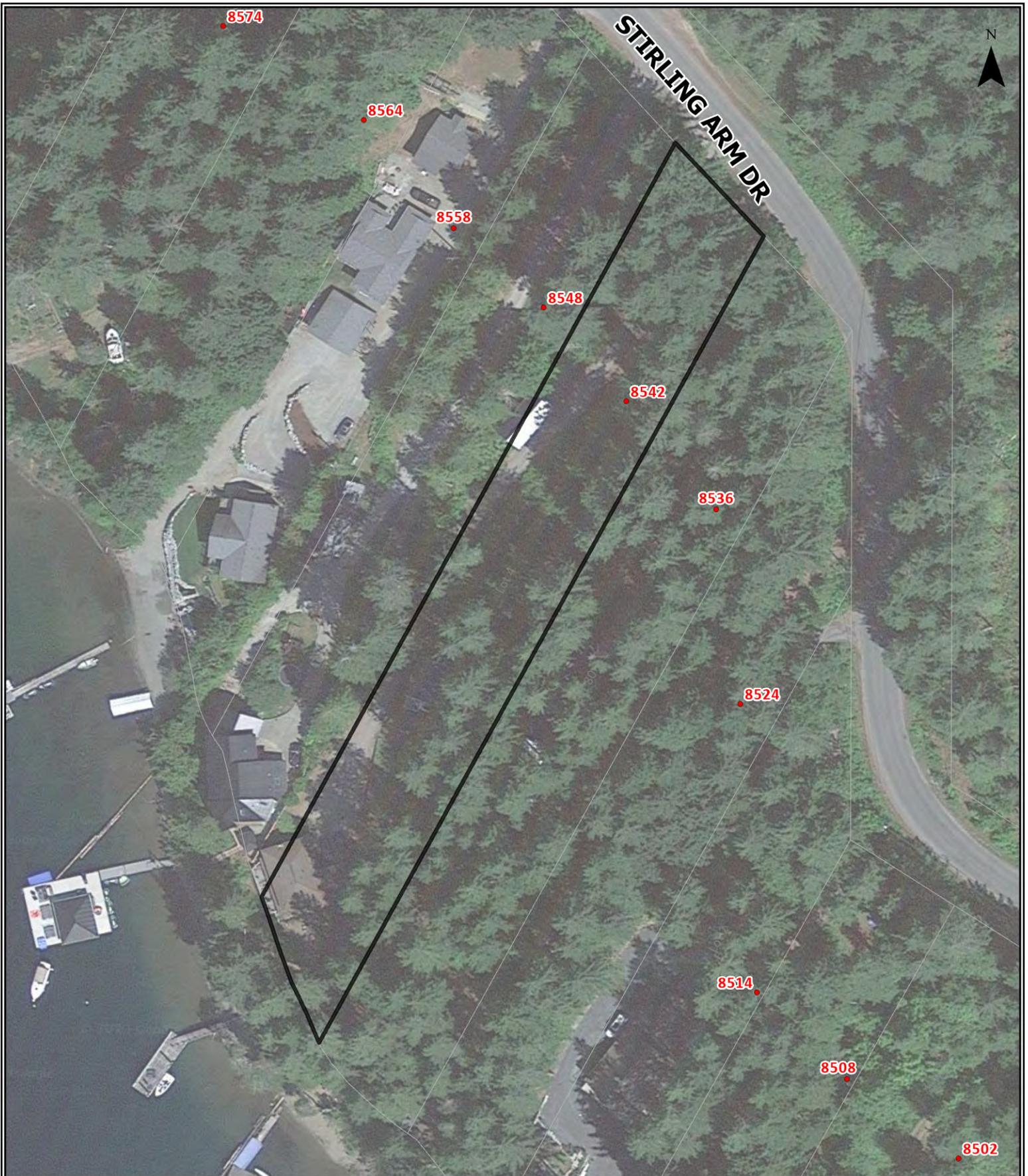
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APR. 18, 2024  
SCALE: As indicated

**8542 STERLING ARM DR.**

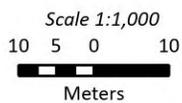
SKOOKUM DESIGN SERVICES  
t. 250-702 3744  
e. niklas@skookumdesigns.com





8542 Stirling Arm Drive  
 LOT 4, DISTRICT LOT 120, ALBERNI DISTRICT, PLAN 42043

 Subject Property



Prepared 2023-05-17  
 Sources: © OpenStreetMap  
 (and) contributors, CC-BY-SA;  
 ParcelMapBC; GeoBC

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 only and should not be used for navigation or legal  
 purposes.*



**To:** ACRD Board of Directors

**Meeting Date:** June 12, 2024

**From:** Brooke Eschuk, Jr. Planner

**File #:** PL2020008 / RD23017

**Application Type:** Rezoning Application

**Voting Structure:** Electoral Area Directors

**Electoral Area:** "D" Sproat Lake

**Subject:** Rezoning Application RD23017 – 18001 Stirling Arm Road (0742476 BC Ltd. – Sproat Lake Campground)

**Recommendation:**

*THAT Bylaw P1498, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be read a first time.*

*THAT Bylaw P1499, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be read a first time.*

*THAT the public hearing for Bylaws P1498 and P1499 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 P1498 and P1499 is subject to:*

- a. Confirmation from a Registered On-Site Wastewater Practitioner that the portion of property within CD 565/567 B can accommodate on-site sewage disposal to a 1 hectare minimum lot size for subdivision.*
- b. Meeting all technical referral agency requirements.*

**Development Proposal:** The Sproat Lake Campground property on Two Rivers Arm is zoned Comprehensive Development Lot 565/567 (CD 565/567) District and is split into two sub-zones. The applicants are proposing a zoning bylaw amendment to increase the number of campsites from 50 to 55 within the CD 565/567 A sub-zone on the westernmost portion of the property and to reduce the minimum lot size from 1.6 ha (4 ac) to 1 ha (2.5 ac) within the CD 565/567 B sub-zone on the east side of the property to facilitate a future two-lot subdivision within this area. The applicants are also proposing to adjust the zoning boundary between the two sections of the parcel as shown on the site plan provided with the application.

**Advisory Planning Commission (APC) Recommendation:** This application was considered by the Sproat Lake APC at their May 27, 2024 meeting. The APC resolved to support the rezoning application as presented.

**Property Owner(s)/Applicant(s):** 0742479 BC Ltd. (Dennis Swanson, Vicki Swanson, Brad Rodway, and Phil Savage)

**Property Information:**

Civic Address	18001 Stirling Arm Road						
Legal Description	LOT 1 DISTRICT LOTS 565 AND 567 CLAYOQUOT DISTRICT PLAN EPP73383						
PID	030-553-091	Folio	3503.020	ALR? (Y/N)	N	Lot Size	4.78 ha (11.83 ac)

PL20240009 / RD23017

Current Zoning	CD 565/567 A & CD 565/567 B	Proposed Zoning	CD 565/567 A & CD 565/567 B (amended)
Current OCP	Comprehensive Development Area	Proposed OCP	n/a
Development Permit Area(s)	DPA I – Riparian Areas Protection DPA IV – Natural Hazard Areas Protection		
Current Use & Description	<p>The property is 4.78 ha (11.84 ac) and is used for un-serviced seasonal waterfront camping. The campsite previously operated under temporary use permits issued in 2015 and 2017 to allow for up to 30 sites. The parcel was rezoned to a comprehensive development zone in 2019. The comprehensive development zone is split into two sub-zones; CD 565/567 A allows one seasonal campground with up to 50 camping sites, and CD 565/567 B allows up to four cottages to be used as vacation or seasonal residences.</p> <p>The campground is bisected by two creeks that drain into Sproat Lake. The western side of the parcel within sub-zone A is developed as a campground and accessed from Stirling Arm Main. The easternmost side of the parcel within sub-zone B is largely undeveloped.</p>		

Surrounding Zoning and Land Use			
North	WF1 / Sproat Lake	South	A4 / Resource Use
East	A4 / Resource Use	West	A4 / Resource Use

#### Services:

- a) **Sewage Disposal:** Campsite users are serviced by pump trucks for sewage removal. The seasonal cottage uses would be serviced by on-site sewage disposal. The property owner is expected to provide a report from a Registered Onsite Wastewater Practitioner (ROWP) indicating that the sub-zone B area is capable of accommodating on-site sewage disposal to a 1 hectare minimum lot size for future subdivision.
- b) **Water Supply:** The parcels are not serviced. Campsite users supply their own water.
- c) **Fire Protection:** The parcels are not within a fire protection area.
- d) **Access:** Access to the property is by water from Sproat Lake and by two access points from Stirling Arm Main Forest Service Road on the south side of Sproat Lake. There is an internal road system that provides access to each individual campsite. The property includes shared marina access facilities for the users of the campground.

#### Planning Policy Discussion:

- a) **Official Community Plan:** The parcels are designated as Comprehensive Development Area which allows for a mix of land uses that are reflective of the uniqueness of a parcel and considers how the development interacts with environmental and topographic features on a site-specific property. The parcels are impacted by two Development Permit Areas (DPAs): DPA I – Foreshore and Riparian Areas Protection and DPA II – Natural Hazard Areas Protection.

DPA I includes a 30 metre riparian area measured in both upland and foreshore directions from the natural boundary of the lake. DPA I also includes a 15 metre riparian area surrounding the creeks that dissect the property. A development permit application and assessment from a Qualified Environmental Professional will be required prior to any development of new campsites, cottages or subdivision within the riparian areas.

DPA II includes land that may be at risk of natural hazards such as flooding, slides, or erosion. The upland areas on the south side of Two Rivers Arm are identified as areas of potential natural hazard risk due to steep slopes. A development permit application and assessment by a Professional Engineer will be required prior to any new

development within this area. The applicants have previously provided a Geotechnical Engineering assessment from 2015. An updated assessment will be required prior to the development of new campsites or cottages.

***This proposal complies with the objectives and policies of the Sproat Lake Official Community Plan (OCP) provided all development permit requirements are satisfied prior to any development at the site.***

- b) Zoning:** The Comprehensive Development Lot 565/567 (CD 565/567) District provides for the development of parcels intended for recreational use without the provision of water, sewage disposal, or fire protection services by the regional district. Occupancy is intended to be seasonal for half the year. This zone is divided into two sub zones “CD565/567 A” and “CD565/567 B”. The applicants wish to increase the number of campsites on the parcel designated CD 565/567 A from 50 to 55 requiring a text amendment to Section 165.1 (2) of the ARCD Zoning Bylaw.

The applicants also intend to reduce the minimum lot size from 1.6 ha (4 ac) to 1 ha (2.5 ac) in the CD 565/567 B area to accommodate future subdivision. An amendment to the Zoning Atlas would relocate the boundary slightly between CD 565/567 A and CD 565/567 B to better align with the topography and existing uses at the site. The adjusted zoning boundaries would result in a 2.5 ha portion of land across the west half of the property in sub-zone A and a 2.29 ha portion of land on the east half of the property in sub-zone B.

	Current: CD 565/567 B	Proposed: CD 565/567 B
<b>Minimum Lot Area (ha)</b>	<b>1.6 (4 ac)</b>	<b>1.0 (2.5 ac)</b>
Minimum Lot Width (m)	-	-
Principal & Accessory Front Yard Setback (m)	15.2	-
Principal Side Yard Setback (m)	4.5	-
Principal Rear Yard Setback (m)	9.1	-
Accessory Side Yard Setback (m)	n/a	-
Accessory Rear Yard Setback (m)	n/a	-
Watercourse Setback (m)	30m	-

***This proposal requires an amendment to the Comprehensive Development (CD565/567 A and B) District set out in the ARCD Zoning Bylaw.***

**Comments:** The proposed campsites are to be located on the undeveloped portion of the parcel on the westernmost end of the property. The proposed sites will be within the DPA I (30m) riparian area along the shore of Sproat Lake. If the rezoning is adopted, the applicants will need to apply for a development permit to satisfy the requirements of DPA I and DPA II in the Sproat Lake OCP prior to any new campsite development, cottage construction, or subdivision of the site. The development permit application would include an updated site plan and assessments from Qualified Environmental Professionals. Any new dock construction would also require a development permit application to satisfy the foreshore development guidelines provided in DPA I.

The Sproat Lake Campground development has been operating as an un-serviced, seasonal campground for many years. The development provides for regulated camping on the Sproat Lake waterfront in accordance with the conditions of use outlined in the comprehensive development zone and the development permit area guidelines in the Sproat Lake OCP. The campground is operated over the spring and summer months with individual campsites rented long-term for the entire season. The applicants intend to add 5 additional campsites to the development to allow for overflow camping and family camping for their long-term renters. The applicants also intend to reduce the minimum lot size in

sub-zone B to allow for this area to be subdivided into two lots in the future. The subdivision would not allow for additional cottages to be built within this area; the zoning limits the number of cottages to four within the area zoned CD 565/567 B.

Planning staff recommend that the Board proceed with first reading of the bylaws and delegate a public hearing to be held to gather public input on the rezoning application.

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



Looking east toward the undeveloped Lot 565/567 B



Looking East along the lower internal road system



Looking east opposite the westernmost creek.



DPA – I (15m) looking towards the undeveloped westernmost side of the parcel.



looking North toward Stirling Arm Main, and south toward Sproat lake (DPA I – easternmost creek).



New dock infrastructure to be installed in the future. A development permit is required prior to beginning this work.





WF1

WF2

CD 565/567A

CD 565/567B

Lot 1

STIRLING ARM MAIN FSR

Section 78

PART:  
DL 833

DL 568

A4

DL 565

LOT 1 DISTRICT LOTS 565 AND 567 CLAYOQUOT  
DISTRICT PLAN EPP73383

-  Subject Property
-  ACRD Zoning Bylaw15
-  Parcels



Prepared 2024-06-05  
Sources: © OpenStreetMap (and)  
contributors, CC-BY-SA,  
ParcelMapBC; GeoBC; ACRD

Scale 1:4,000



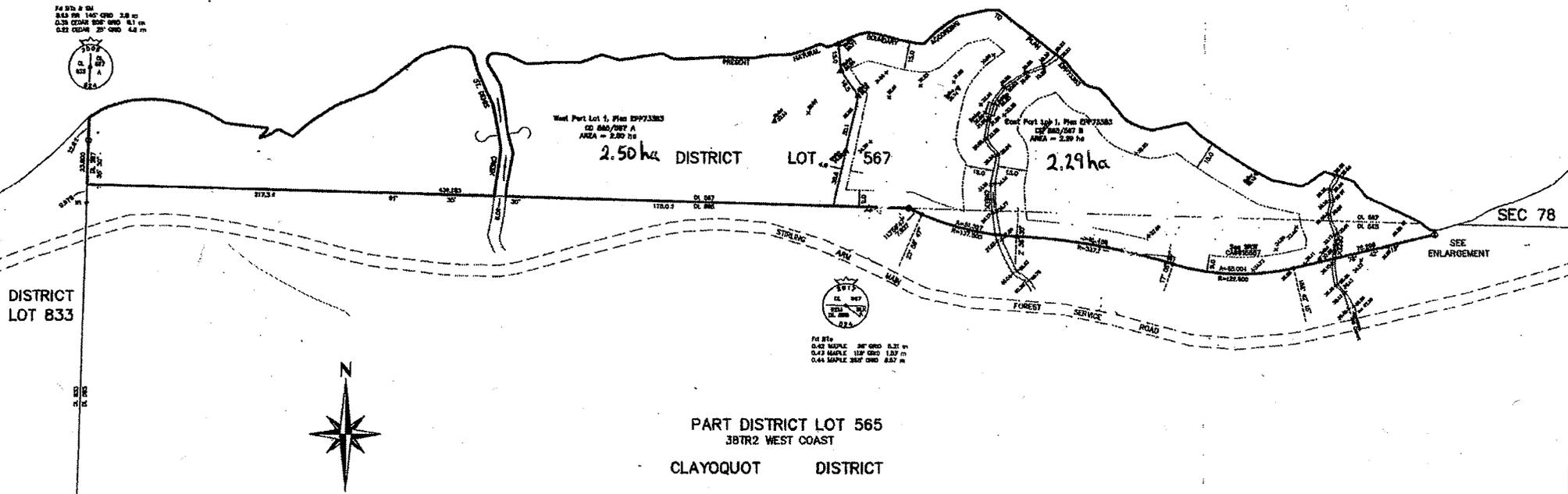
166 Meters

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SKETCH PLAN TO ACCOMPANY A REZONING TO COMPREHENSIVE DEVELOPMENT  
 LOT 1 DISTRICT LOTS 565 AND 567 CLAYOQUOT DISTRICT PLAN EPP73383

BCOS 92F.025 & 92F.026  
 PID 030-553-091

SPROAT LAKE  
 TWO RIVERS ARM



PART DISTRICT LOT 565  
 3BTR2 WEST COAST

CLAYOQUOT DISTRICT



■ DENOTES PROPOSED CASH (A)  
 --- DENOTES PROPOSED OVERLAY

**REVISIONS**  
 Comments/Changes are in CORRECTED Analysis Detail  
 and are dated from the Civil Practice Public Footcoring  
 Final Construction Land use per Municipal Hydrology  
 Classification Report dated May 1, 2025 in Clonville 3183 m  
 Property Line Boundaries are Carried from Plan EPP73383

J.E. ANDERSON & ASSOCIATES  
 84 Linn Highway & Commercial Highway  
 P.O. Box 127 P.O. Box 267  
 Pictou, NS B9A 2P6  
 204-548-4388  
 Fax: 61948-3

All Dimensions are in Metres and Decimals thereof  
 0 10 20 40 60 80 100  
 The Interval Scale of this Plan is 1:1000  
 Note plotted on a 250 mm x 350 mm (10" x 14") sheet

THIS PLAN LIES WITHIN THE ALBERTA-CLAYOQUOT REGIONAL DISTRICT

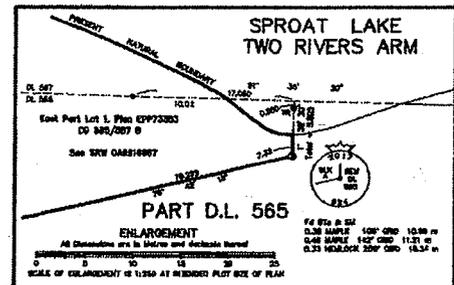
**LEGAL NOTATIONS**  
 PUBLIC CHARGES & CAMBIO - Copied  
 Underwritten Encumbrances and Mortgages CAMBIO - Part in DL 983  
 2ND CHARGES - Part of DL - Part in DL 568  
 Comments CAMBIO 8 & 5475971 - A.C.B.A.

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 in whole or in part without the consent of the signatory.

This Plan has been Prepared in Accordance with the Professional Reference  
 Manual and is Certified Correct 9th 9th Day of October, 2025.

Prepared by  
 Karaneth Nyles  
 North Star Design  
 7400 MILLIKEN DRIVE  
 STW

This document is not valid unless digitally signed.



SHOWING LOCATIONS OF IMPROVEMENTS THEREON  
 BCGS 92F.025 & 92F.026

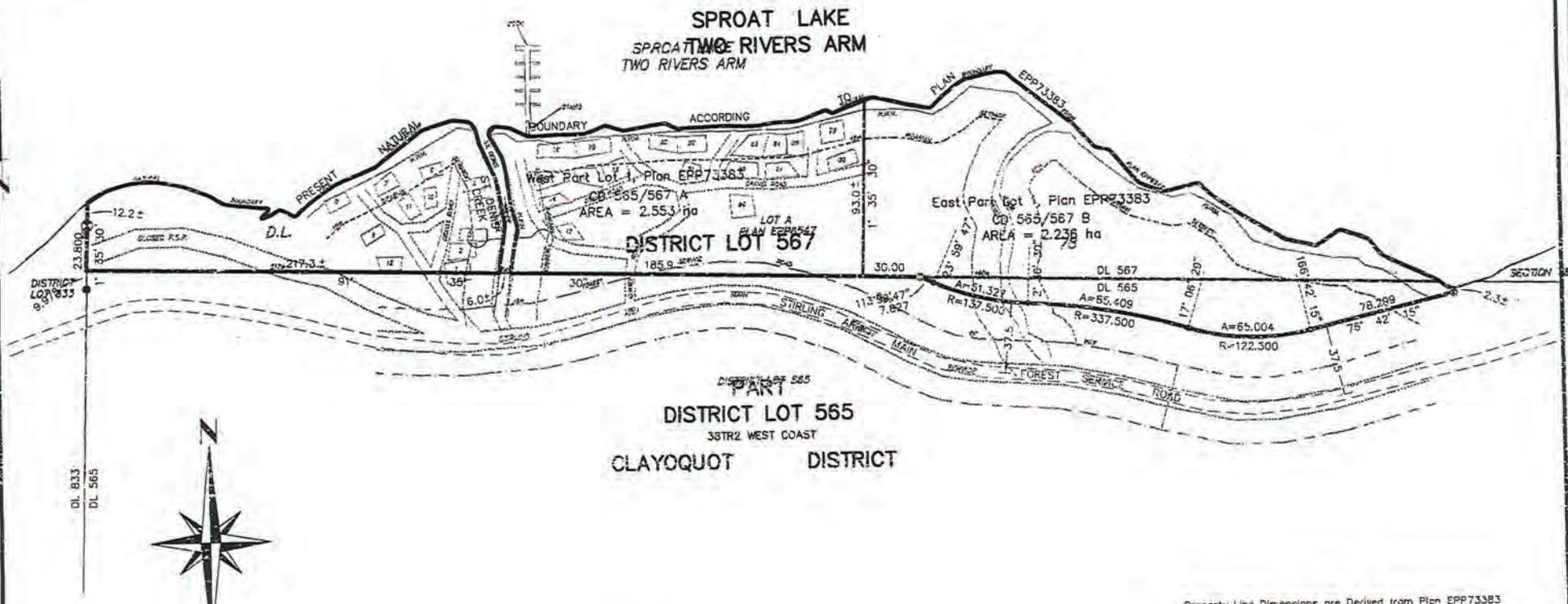


The drawing shall also be shown in plan by 500mm in height  
 (2 1/2") when printed at a scale of 1:1000

**LEGEND**  
 All dimensions are in metres (432 mm sheet)  
 All dimensions are from Plan EPP73383 and are subject to that plan  
 (M) denotes plan from BCGS as follows by 700 and 1000mm (28" x 39" sheet)  
 (S) denotes R.V. symbols

# SKETCH PLAN TO ACCOMPANY A REZONING TO COMPREHENSIVE DEVELOPMENT LOT 1 DISTRICT LOTS 565 AND 567 CLAYOQUOT DISTRICT PLAN EPP73383

NOTE: PLAN EPP73383 HAS NOT BEEN REGISTERED AS OF THIS DATE  
 BCGS 92F.025 & 92F.026

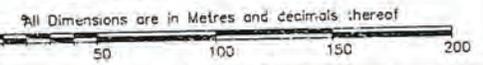


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 No person may copy, reproduce, transmit or alter this document  
 in whole or in part without the consent of the signatory.  
 This Plan has been Prepared in Accordance with the Professional Reference  
 Manual and is Certified Correct this 12th Day of April, 2018.

**J.E. ANDERSON & ASSOCIATES**  
 Professional Land Surveyors & Consulting Engineers  
 203 - 177 Weld St., PO Box 247  
 Parkville, BC V9P 2G4  
 Phone: 250-755-5755  
 Email: parkville@jeanderson.com

Property Line Dimensions are Derived from Plan EPP73383

**LEGEND**  
 ● DENOTES STANDARD IRON POST FOUND  
 ⊕ DENOTES STANDARD CAPPED POST FOUND



All Dimensions are in Metres and decimals thereof  
 The intended scale of this Plan is 1:2000  
 when plotted on a 280 mm x 432 mm (11"x17") Sheet

File : 60182-6

This document is not valid unless digitally signed.



## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

### BYLAW NO. P1498

#### OFFICIAL ZONING TEXT AMENDMENT

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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 upon the affirmative vote of the directors in accordance with Sections 464, 465, 470 and 479 of the *Local Government Act*;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the text 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 Text Amendment Bylaw No. P1498.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by:

- a. Replacing Section 165.1(2) with: “One (1) seasonal campground with a maximum of Fifty-Five (55) camping sites. Occupancy is limited to 153 days per calendar year.”
- b. Replacing Section 165.2(1) with: “CD 565/567 A will permit one campground with a maximum of 55 camping sites.”
- c. Replacing Section 165.2(2) with: “CD 565/567 B will permit a maximum of four cottages.”
- d. Replacing Section 165.2(3) with: “The area zoned CD 565/567 A and CD 565/567 B shall only be subdivided into a maximum of three (3) fee simple or bare land strata lots.”
- e. By amending Section 200, Schedule II – Bulk and Site Regulations as follows:

Zoning District or Use	Minimum Lot Width (feet)	Minimum Lot Area	Maximum Lot Coverage	Minimum Setbacks (Feet)			Maximum Height (feet)
				Front	Rear	Side	
<b>CD 565/567 B</b>	<b>150</b>	<b>1 hectare</b>	<b>10%</b>	<b>50</b>	<b>30</b>	<b>15</b>	<b>18</b>

3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this        day of        ,

Public Hearing held this    day of        ,

Read a second time this    day of        ,

Read a third time this      day of        ,

Adopted this                day of        ,

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Chair of the Regional Board

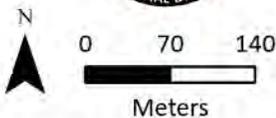


# Schedule 'A'

This schedule is attached to and forms part of Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1499, 2024



Legal Description: LOT 1 DISTRICT LOTS 565 AND 567 CLAYOQUOT DISTRICT PLAN EPP73383



-  To be rezoned to Comprehensive Development Lot 565/567 District (CD 565/567 A)
-  To be rezoned to Comprehensive Development Lot 565/567 District (CD 565/567 B)



**To:** ACRD Board of Directors

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

**Meeting Date:** June 12, 2024

**Voting Structure:** Electoral Area Directors

**Subject:** Short Term Rental Temporary Use Permit Application TUP23006  
8558 Stirling Arm Drive (Weightman/Armstrong)

**Recommendation:**

*THAT the Board of Directors issue temporary use permit TUP23006.*

Civic Address	8558 Stirling Arm Drive						
Legal Description	LOT 77, DISTRICT LOT 120, ALBERNI DISTRICT, PLAN 7770						
PID	005-671-515	Folio	1568.000	ALR? (Y/N)	N	Lot Size	0.83 ha (2.05 ac)
Current Zoning	Acreage Residential (RA1) District			Proposed Zoning	n/a		
Current OCP	Residential Use			Proposed OCP	n/a		
Development Permit Area(s)	DPA – I Foreshore and Riparian Areas Protection						

**Background:**

The property owners have applied for a Temporary Use Permit (TUP) to allow for the operation of a short-term vacation rental (STR) in a 624 square foot single family dwelling located on the property. The applicants reside in one of the dwellings on the property and provide additional units as long-term rentals. The applicants are proposing to use the cabin for friends and family in addition to short term vacation rentals.

The 0.83 ha (2.05 ac) parcel has a total of six dwelling units. The structure located closest to Sproat Lake contains three units, a duplex structure located in the centre of the parcel contains two one-bedroom units, and the cabin located on the north east side of the property would be utilized as an STR.

The Board reviewed this application at the April 24, 2024 meeting and resolved to consider issuing the temporary use permit following public notification as per the *Local Government Act* s. 494, completion of the building permit process for renovations to the cabin, and confirmation that adequate fire protection can be provided to the site.

An advertisement was placed in the June 5, 2024, edition of the Alberni Valley News and on May 24, 2024, notification was sent to all owners and occupants of properties within 100 m of the subject property. To date, no public responses have been received. If any are received prior to the June 12, 2024, meeting, staff will inform the Board.

**PL20230065/TUP23006**

The Building Inspector issued an occupancy permit for building permit SL21-40 on April 23, 2024 which completed the building permit process for the renovations to the cabin. The completion of the building permit included Island Health certification for a new sewage disposal system installed in 2023 and confirmation that potable water is provided to the dwelling. Island Health regulates on-site sewage disposal and domestic drinking water and a condition has been included in the TUP to ensure compliance with all Island Health requirements.

The development was referred to Sproat Lake Fire Department and no concerns were expressed regarding the ability to provide adequate fire protection. As part of the TUP application review, the Regional District issued updated civic addresses to the existing units on the property, and required posting at the site, to clarify emergency response to the property. The driveway access to the cabin is approximately 8 metres wide and there is adequate turnaround and parking area provided adjacent to the unit.

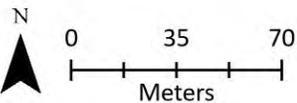
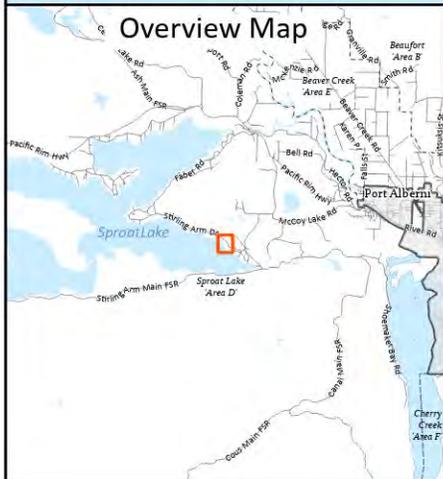
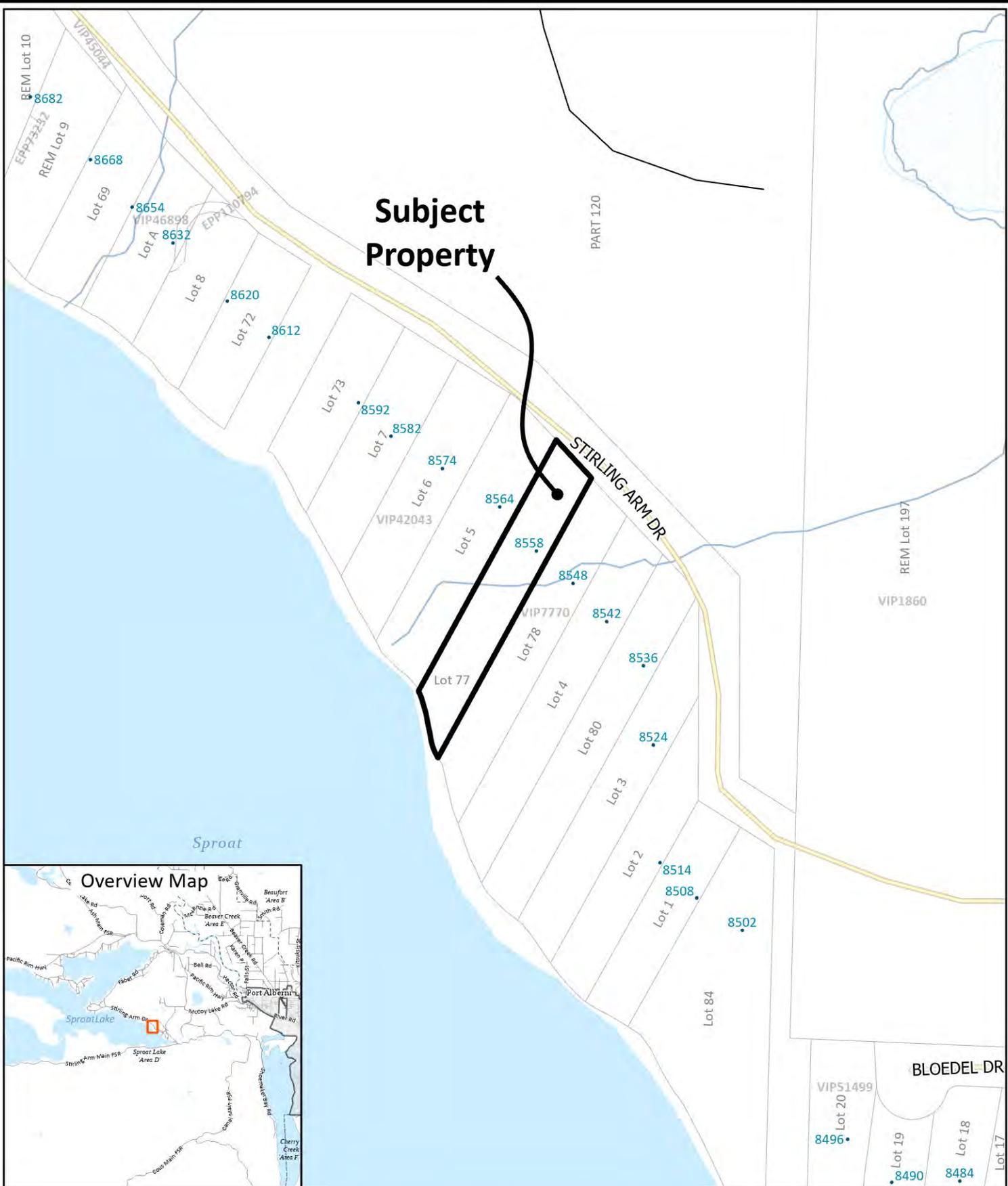
Planning staff recommend that the Board issue Temporary Use Permit TUP23006 for a period of three years.

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

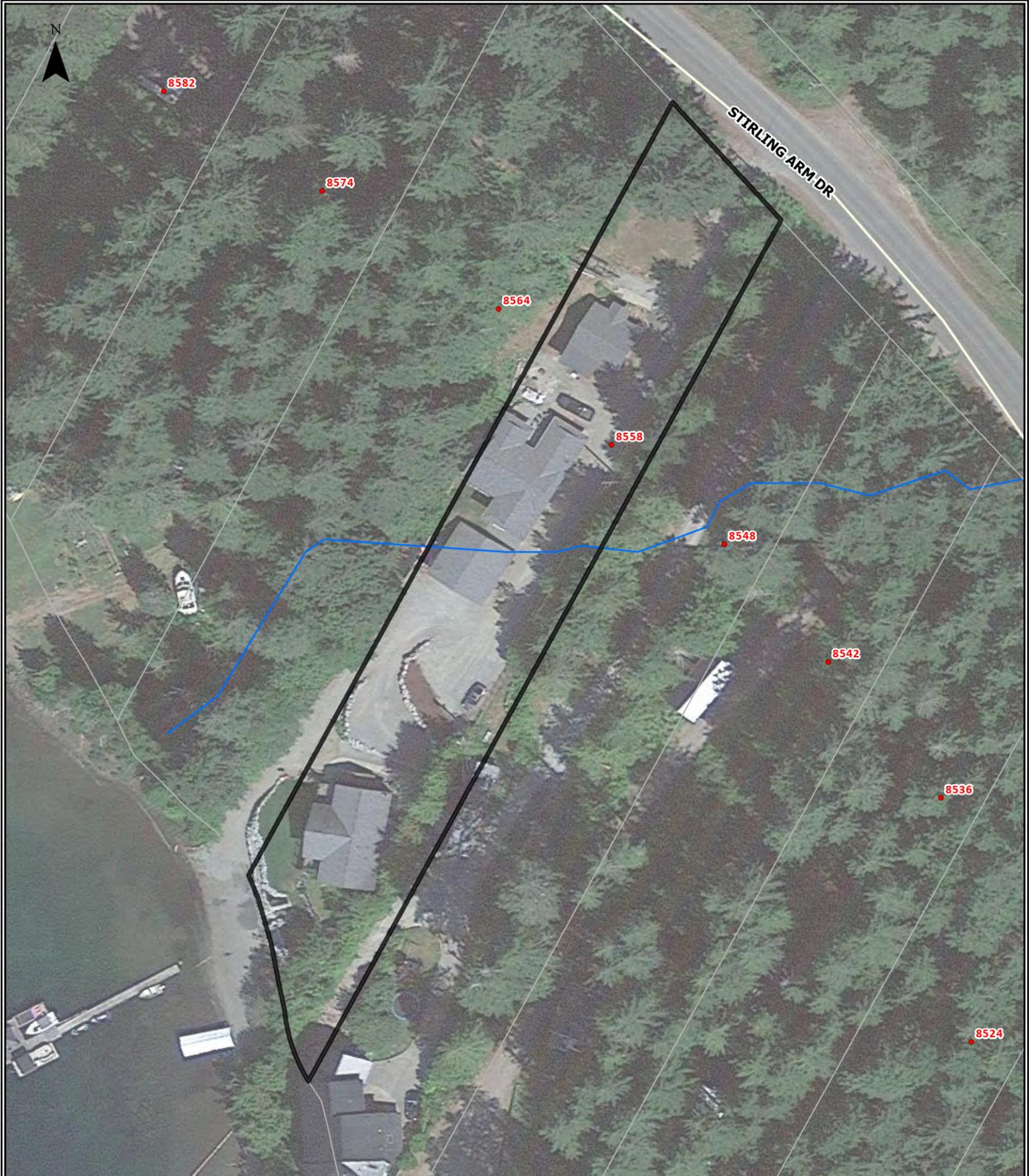
Reviewed by: Cynthia Dick  
Cynthia Dick, General Manager of Administrative Services

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

# Subject Property



Address: 8558 Stirling Arm Drive  
Legal Description: LOT 77, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 7770

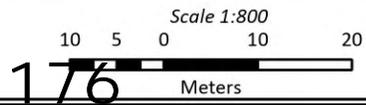


8558 Stirling Arm Drive  
 LOT 77, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN  
 7770

-  Subject Property
-  Parcel Map BC Cadastre
-  AV Stream Atlas



Prepared 2023-12-05  
 Sources: © OpenStreetMap  
 (and) contributors, CC-BY-SA;  
 ParcelMapBC; GeoBC; ACRD



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**TUP23006**

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:** Jen Weightman and Kevin Armstrong  
**Address:** 8558 Stirling Arm Drive, Port Alberni

With respect to:

**Legal Description:** LOT 77, DISTRICT LOT 120, ALBERNI DISTRICT, PLAN 7770  
**PID:** 005-671-515

The Alberni-Clayoquot Regional District (ACRD) hereby issues a Temporary Use Permit (TUP) subject to the conditions as follows:

1. This permit is issued for the operation of a 1-bedroom short-term vacation rental (STR) unit within the existing 624 square foot single family dwelling located on the property.
2. A maximum occupancy of two (2) persons per bedroom shall be permitted.
3. The STR use is limited to the 624 square foot cabin on the property.
4. The STR use is subject to the completion of the building permit process for Building Permit SL21-40 and the issuance of an occupancy permit.
5. The STR use is subject to compliance with all Island Health requirements for drinking water and on-site sewage disposal.
6. The owner or a caretaker must live on-site or be available to attend the property within 20 minutes.
7. Contact information for the owner or caretaker and a copy of the TUP must be visible in a public location.
8. This permit is valid for a term of three (3) years from the date of execution.
9. 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.
10. 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 \_\_\_\_\_ day of \_\_\_\_\_, 2024.

---

Daniel Sailland, MBA  
Chief Administrative Officer

---

Chair of the Board of Directors



**To:** ACRD Board of Directors

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

**Meeting Date:** June 12, 2024

**Voting Structure:** Electoral Area Directors

**Subject:** Development Variance DVE24003 – 7250 Beaver Creek Road (Wilson)

**Recommendation:**

*THAT the Board of Directors issue development variance permit DVE24003.*

Civic Address	7250 Beaver Creek Road						
Legal Description	PARCEL 1 (DD 26540W), LOT A, DISTRICT LOT 166, ALBERNI DISTRICT, PLAN 18342						
PID	000-895-687	Folio	1939.020	ALR? (Y/N)	N	Lot Size	0.11 ha (0.27 ac)
Current Zoning	Rural (A2) District			Proposed Zoning	n/a		
Current OCP	Rural Use			Proposed OCP	n/a		
Development Permit Area(s)	n/a						

**Background:**

The property owners have applied to reduce the side yard setback from 4.57 m (15 ft) to 0.9 m (3 ft) to accommodate the siting and construction of a detached garage along the north lot line behind the existing house. The proposed garage would be 22.5 ft by 26 ft with a maximum building height of 16 feet. The 0.11 ha (0.27 ac) property is a small residential-sized lot located in an area of primarily acreage rural residential properties.

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, 2024, 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 June 12, 2024, meeting, staff will inform the Board.

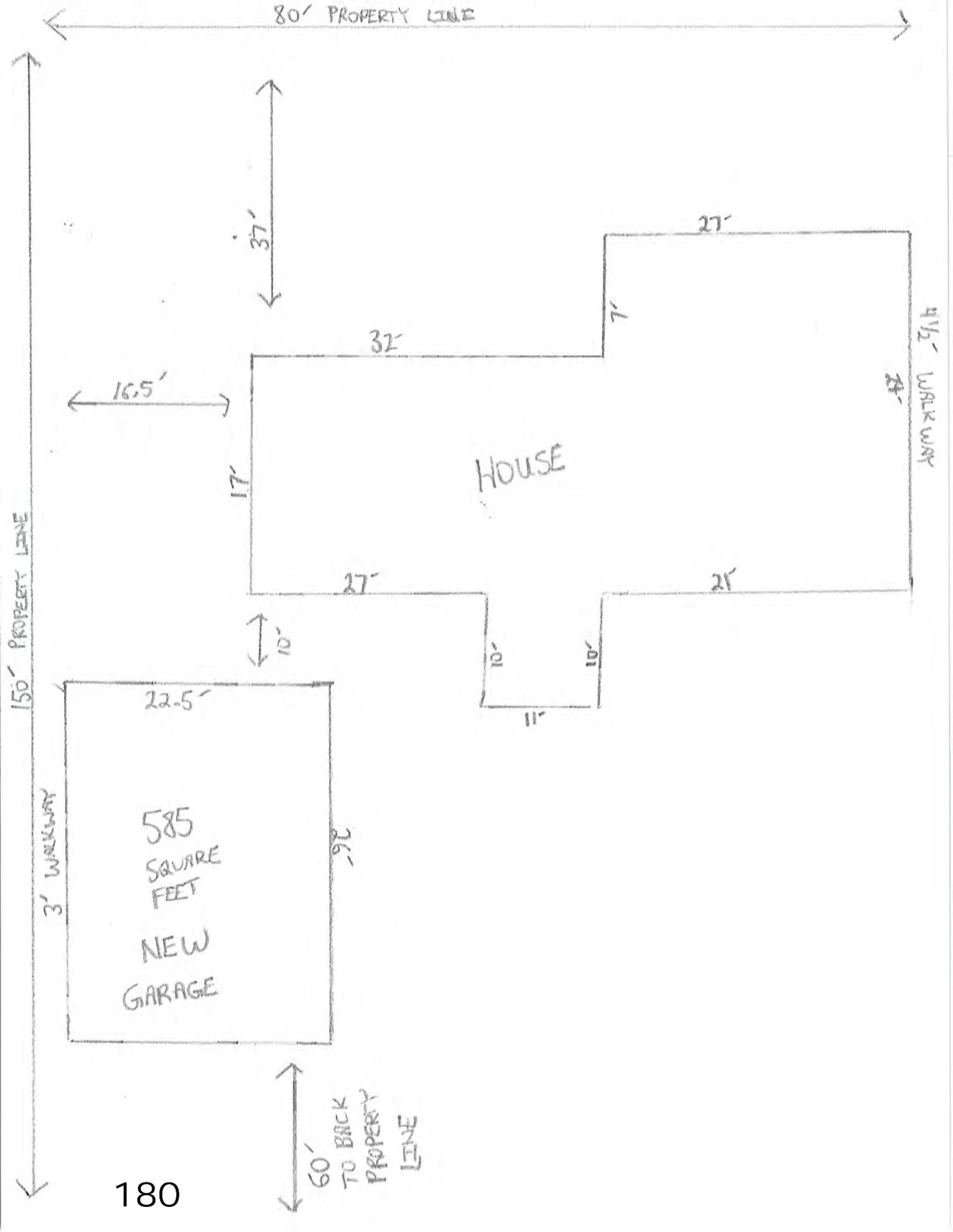
The reduction in the side yard setback from 4.57 m to 0.9 m for the proposed one-storey 585 square foot accessory building would align with the setback required for an accessory building in a Residential zone. Staff recommend that the Board issue development variance DVE24003.

**PL20240025 / DVE24003**

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

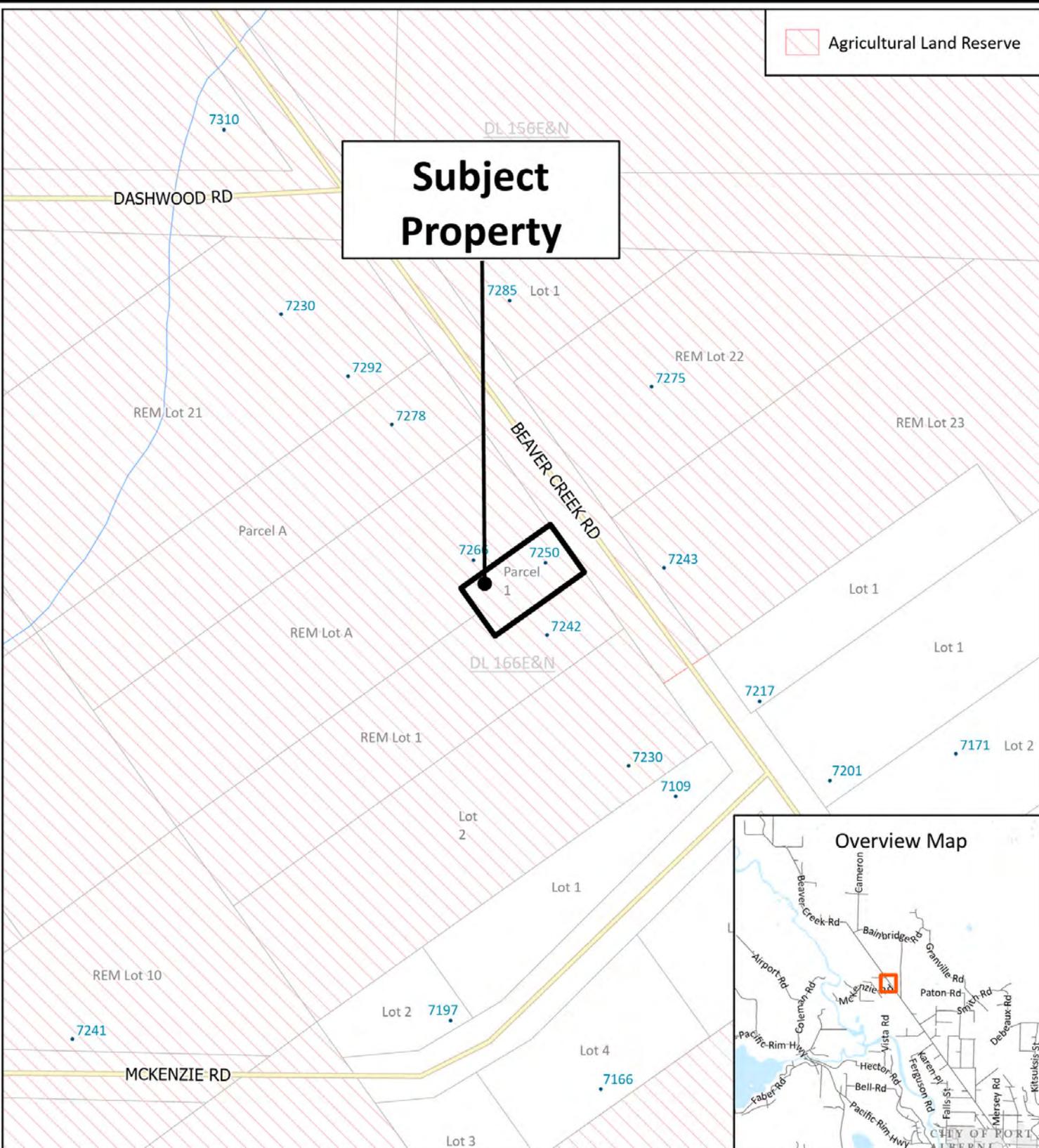
Reviewed by: Cynthia Dick  
Cynthia Dick, General Manager of Administrative Services

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



 Agricultural Land Reserve

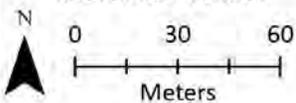
# Subject Property



 Address: 7250 Beaver Creek Road  
Legal Description: PARCEL 1 (DD 26540W), LOT A, DISTRICT LOT 166, ALBERNI DISTRICT, PLAN 18342

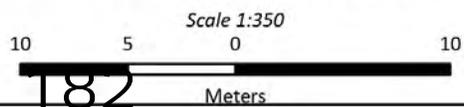


ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT





7250 Beaver Creek Road  
 PARCEL 1 (DD 26540W), LOT A, DISTRICT LOT 166,  
 ALBERNI DISTRICT, PLAN 18342



-  Subject Property
-  Agricultural Land Reserve
-  Parcels



Prepared 2024-03-28  
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 ParcelMapBC; GeoBC; ACRD

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 purposes.*



**DVE24003**

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:** Duncan & Roberta Wilson  
**Address:** 7250 Beaver Creek Road, Port Alberni

With respect to:

**Legal Description:** PARCEL 1 (DD 26540W), LOT A, DISTRICT LOT 166, ALBERNI DISTRICT, PLAN 18342  
**PID:** 000-895-687

The provisions of the Regional District of Alberni-Clayoquot Bylaw No. 15 are hereby varied as follows:

- i. Development variance of ACRD Zoning Bylaw, Section 6.5.2(c)(ii), to reduce the required accessory building setback from the north side lot line in the Rural (A2) District from 4.572 metres (15 feet) to 0.914 metre (3 feet) to allow for the construction of a detached 585 square foot garage with a maximum 16 foot building height.

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

**Meeting Date:** June 12, 2024

**From:** Charity Hallberg Dodds, Planning Technician

**File #:** PL20220051/RE23002

**Application Type:** Rezoning

**Voting Structure:** Electoral Area Directors

**Electoral Area:** E - Beaver Creek

**Subject:** Rezoning Application RE23002 – 6525 Plested Road (Hodgson)

**Recommendation:**

*THAT the Board of Directors consider first reading of Bylaw P1481, 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 P1481 is subject to:*

- a. Confirmation from a Registered On-Site Wastewater Practitioner that the property is capable of accommodating on-site sewage disposal to a 0.24 ha (0.6 ac) density; and*
- b. Meeting technical referral agency requirements.*

Note: The *Housing Statutes (Residential Development) Amendment Act* (Bill 44) was enacted in 2023 as part of a number of 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 Official Community Plans (OCPs). As this rezoning is consistent with the Residential Use policies in the Beaver Creek Official Community Plan, a public hearing cannot be held. The neighbour notification and public notice advertising provides the opportunity for public input on the application process.

**Development Proposal:** The property owner has applied to rezone the 0.62 ha (1.53 ac) parcel located at 6525 Plested Road from Small Holdings (A1) District to Acreage Residential (RA3) District in order to facilitate a two-lot subdivision. If approved, the subdivision would create a vacant 0.36 ha (0.9 ac) lot on the north side of the property accessed from Lothian Road South and a 0.25 ha (0.63 ac) lot containing the existing single family dwelling accessed from Plested Road.

**Advisory Planning Commission (APC) Recommendation:** The Beaver Creek APC reviewed this application at their June 3, 2024, meeting where the APC passed a motion to support the rezoning application as presented.

**Property Owner/Applicant:** Lawrence Hodgson

**Property Information:**

Civic Address	6525 Plested Road						
Legal Description	LOT 4, DISTRICT LOTS 40 AND 162, ALBERNI DISTRICT, PLAN 20492						
PID	000-472-174	Folio	754.030	ALR? (Y/N)	No	Lot Size	0.62 ha (1.53 ac)

**PL20220051 / RE23002**

**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)	DPA I – Riparian Areas Protection		
Current Use & Description	The 0.62 ha (1.53 acre) property is mostly cleared and contains a single family dwelling in the southwest corner along Plested Road. The property drops significantly in elevation from south to north and a watercourse runs through the northwest corner of the property.		
<b>Surrounding Zoning and Land Use</b>			
North	Small Holdings (A1) District and land within the AR	South	Small Holdings (A1) District
East	Small Holdings (A1) District	West	Acreage Residential (RA3) District – rezoned in 2022

**Services:**

- a) **Sewage Disposal:** Onsite sewage disposal. As a condition of rezoning, the applicant must provide confirmation from a Registered On-site Wastewater Practitioner (ROWP) that the property is capable of supporting on-site sewage disposal to a 0.24 ha (0.6 ac) density.
- b) **Water Supply:** Beaver Creek Water System. Prior to subdivision approval, the applicant will have to satisfy the requirements for connection to the community water system including the requirements of Development Cost Charge Bylaw F1133 and amendments and payment of all applicable fees.
- c) **Fire Protection:** Beaver Creek Fire Protection Area.
- d) **Access:** Plested Road and Lothian Road South. There is an existing driveway to the house from Plested Road and the proposed vacant lot would be accessed off Lothian Road South
  - i. **Parcel Frontage Waiver:** Section 512 of the *Local Government Act* requires that a minimum of 10% of the parcel's perimeter be located along road frontage. As proposed, a parcel frontage waiver would likely be required for the northern 0.36 ha (0.9 ac) lot prior to subdivision approval.

**Planning Policy Discussion:**

- a) **Official Community Plan:** The Beaver Creek Official Community Plan designates the property as "Residential Use." The objective of the Residential Use designation is to provide a range of housing options within the plan area. The designation supports a 0.24 ha (0.6 ac) minimum lot size for lots serviced by community/communal water or sewer. The proposed lots would be connected to the Beaver Creek Community Water System.

The property is affected by Development Permit Area I (DPA I) – Riparian Areas Protection. DPA I designates a 15 metre riparian area along Plested Creek which dissects the north west corner of the property. Prior to subdivision approval, the applicant would be required to apply for a development permit and engage a Qualified Environmental Professional to prepare a report detailing site conditions and describing any measures that must be taken to protect the riparian area during subdivision and future development.

***This proposal complies with the policies and objectives of the Beaver Creek OCP. Issuance of a development permit would be required prior to subdivision approval.***

- b) **Zoning:** This parcel is currently zoned Small Holdings (A1) District which permits one single family dwelling, one Accessory Dwelling Unit, and accessory buildings and uses.

	Current (A1):	Proposed (RA3):
Minimum Lot Area (ha)	0.8	0.24
Minimum Lot Width (m)	50	30
Principal & Accessory Front Yard Setback (m)	7.6	15
Principal Side Yard Setback (m)	1.5	5
Principal Rear Yard Setback (m)	9	10
Accessory Side Yard Setback (m)	4.5	0.91
Accessory Rear Yard Setback (m)	4.5	0.91
Watercourse Setback (m)	30	30

***This proposal involves rezoning the subject property from Small Holdings (A1) District to Acreage Residential (RA3) District to facilitate a two-lot subdivision. As shown on the site plan provided by the applicant, the two proposed lots appear to meet the lot area and width requirements of RA3 District.***

**Comments:** The proposed development complies with the policies and objectives of the Residential Use designation in the Beaver Creek OCP. The rezoning and subsequent subdivision provides an opportunity for additional housing in the community and in-fill development in an area serviced by community water and fire protection.

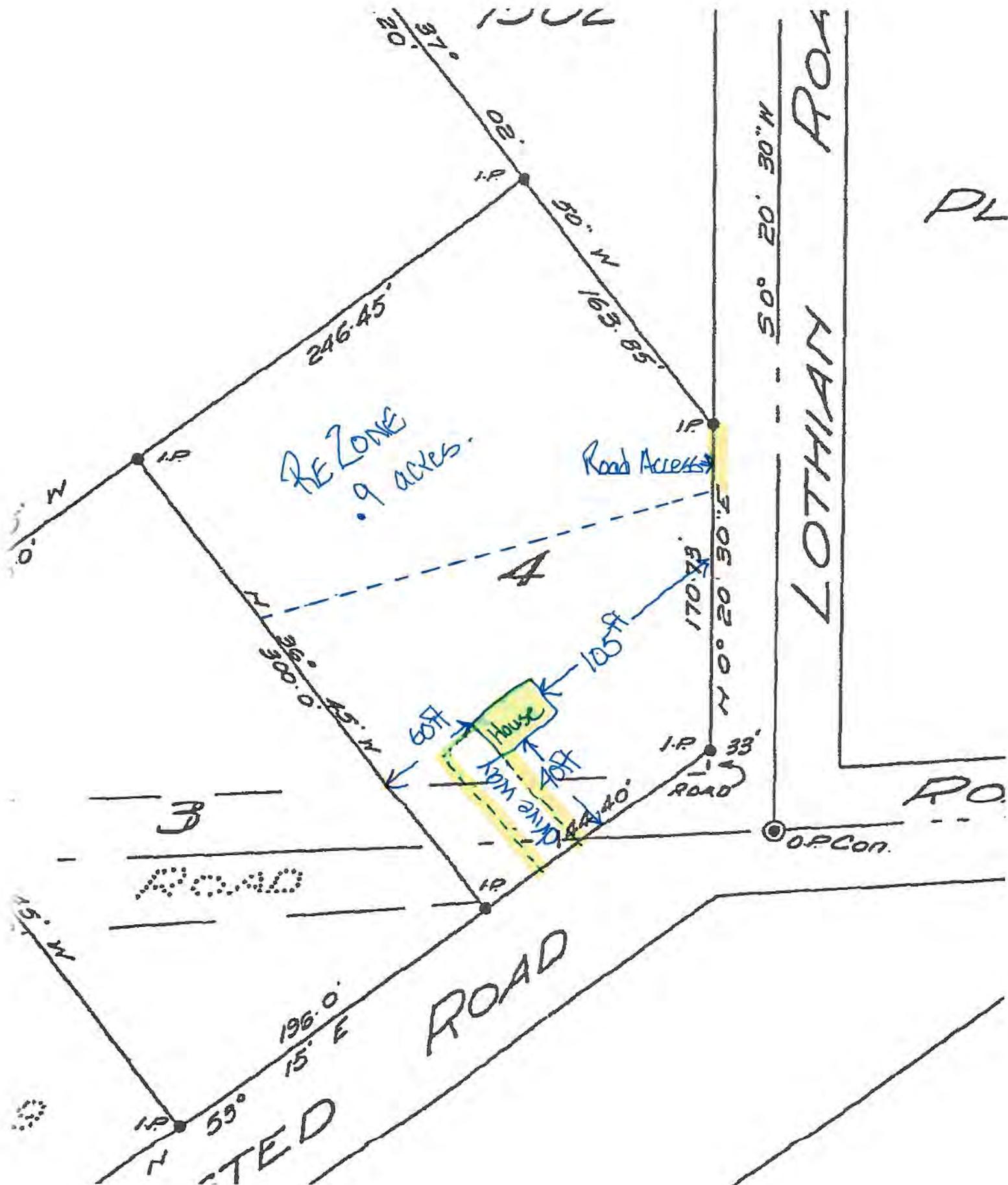
As a condition of rezoning, staff recommend that the applicants be required to engage a Registered On-site Wastewater Practitioner to assess the capability of the land in accommodating on-site sewage disposal to a 0.24 ha density.

Planning staff are initially supportive of the rezoning application and recommend that the Board consider first reading of Bylaw P1481 at a future date, and that neighbourhood notification be provided in accordance with Section 467 of the *Local Government Act*.

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 Pictures – 6525 Plested Road**



Single family dwelling on south side of lot



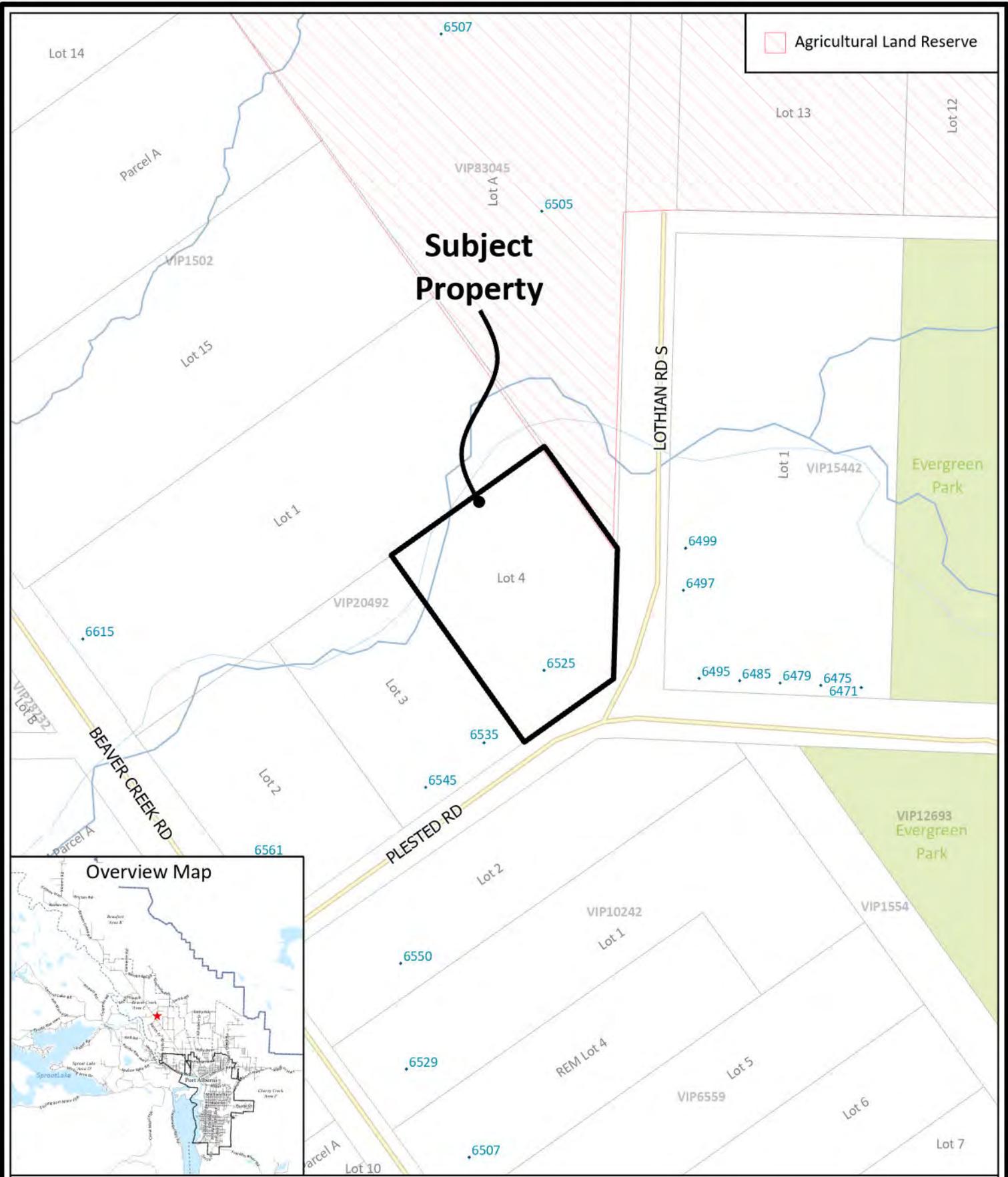
Side yard along Lothian Road



Vacant north half of property



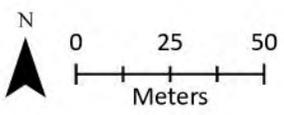
Creek on north boundary of property



 Agricultural Land Reserve

**Subject Property**

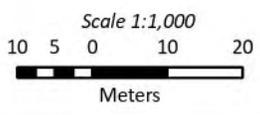
**Overview Map**



 6525 Pledsted Road  
 LOT 4, DISTRICT LOTS 40 AND 162, ALBERNI DISTRICT, PLAN 20492



6525 Plested Road  
 LOT 4, DISTRICT LOTS 40 AND 162, ALBERNI DISTRICT, PLAN  
 20492



-  Subject Property
-  Agricultural Land Reserve



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**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1481**

**OFFICIAL ZONING ATLAS AMENDMENT NO. 785**

---

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. P1481.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT 4, DISTRICT LOTS 40 AND 162, ALBERNI DISTRICT, PLAN 20492 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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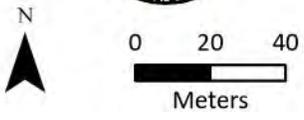
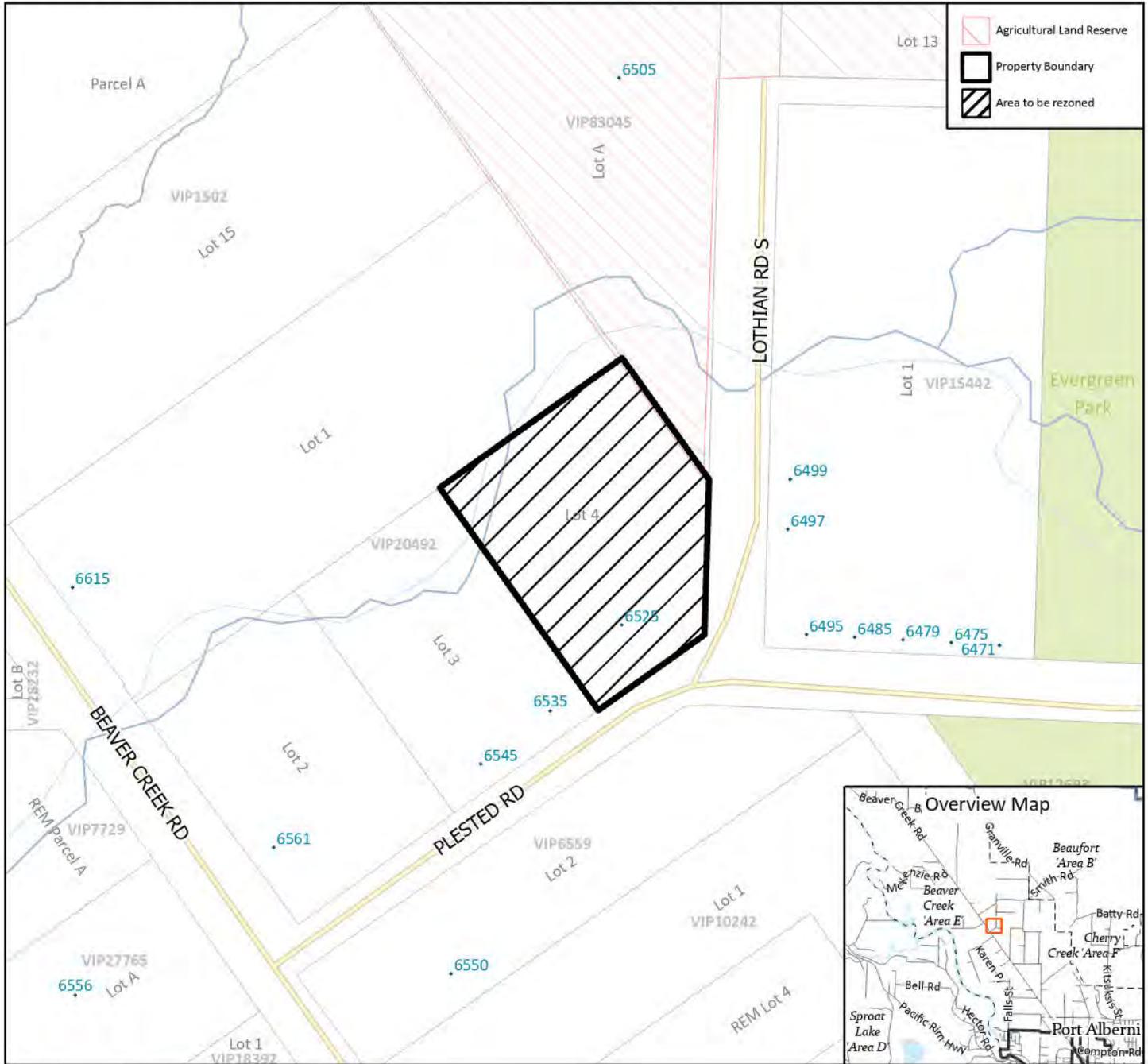
Corporate Officer

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Chair of the Regional Board

# Schedule 'A'

This schedule is attached to and forms part of Bylaw No. P1481, Zoning Atlas Amendment Bylaw, 2023



Legal description: LOT 4, DISTRICT LOTS 40 AND 162, ALBERNI DISTRICT, PLAN 20492



To be rezoned from Small Holdings (A1) District to Acreage Residential (RA3) District.



**To:** ACRD Board of Directors

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

**Meeting Date:** June 12, 2024

**Voting Structure:** Electoral Area Directors

**Subject:** Short Term Rental Temporary Use Permit Application TUP24001  
6546 Smith Road (Melville)

**Recommendation:**

*THAT the Board of Directors issue temporary use permit TUP24001.*

Civic Address	6546 Smith Road						
Legal Description	LOT 1 DISTRICT LOT 162 ALBERNI DISTRICT PLAN EPP67467						
PID	030-053-561	Folio	1897.020	ALR? (Y/N)	N	Lot Size	0.46 ha (1.13 ac)
Current Zoning	Acreage Residential (RA2) District			Proposed Zoning	n/a		
Current OCP	Residential Use			Proposed OCP	n/a		
Development Permit Area(s)	n/a						

**Background:**

The property owners have applied to utilize an existing 840 square foot Accessory Dwelling Unit (ADU) as a short-term rental (STR). The applicants intend to operate the ADU, located within an accessory building built in 2021-2022 on the 0.46 ha (1.13 ac) property, as an STR during the summer months and for longer periods of up to six months for temporary workers and seasonal accommodation.

An occupancy permit was issued for the ADU in November 2022 to satisfy all requirements of the building permit and a new septic system was installed and certified in 2022 to serve the ADU. The ADU is located at the rear of the property with buffering from neighbouring properties and its own dedicated driveway access to Smith Road. The property owners reside in the single family dwelling located on the property.

The Board reviewed this application at the May 8, 2024, 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 May 24, 2024, edition of the Alberni Valley News and on June 05, 2024, notification was sent to all owners and occupants of properties within 100 m of the subject property. To date, no public responses have been received. If any are received prior to the June 12, 2024, meeting, staff will inform the Board.

Planning staff recommend that the Board issue Temporary Use Permit TUP24001 for a period of three years.

**PL20240030 / TUP24001**

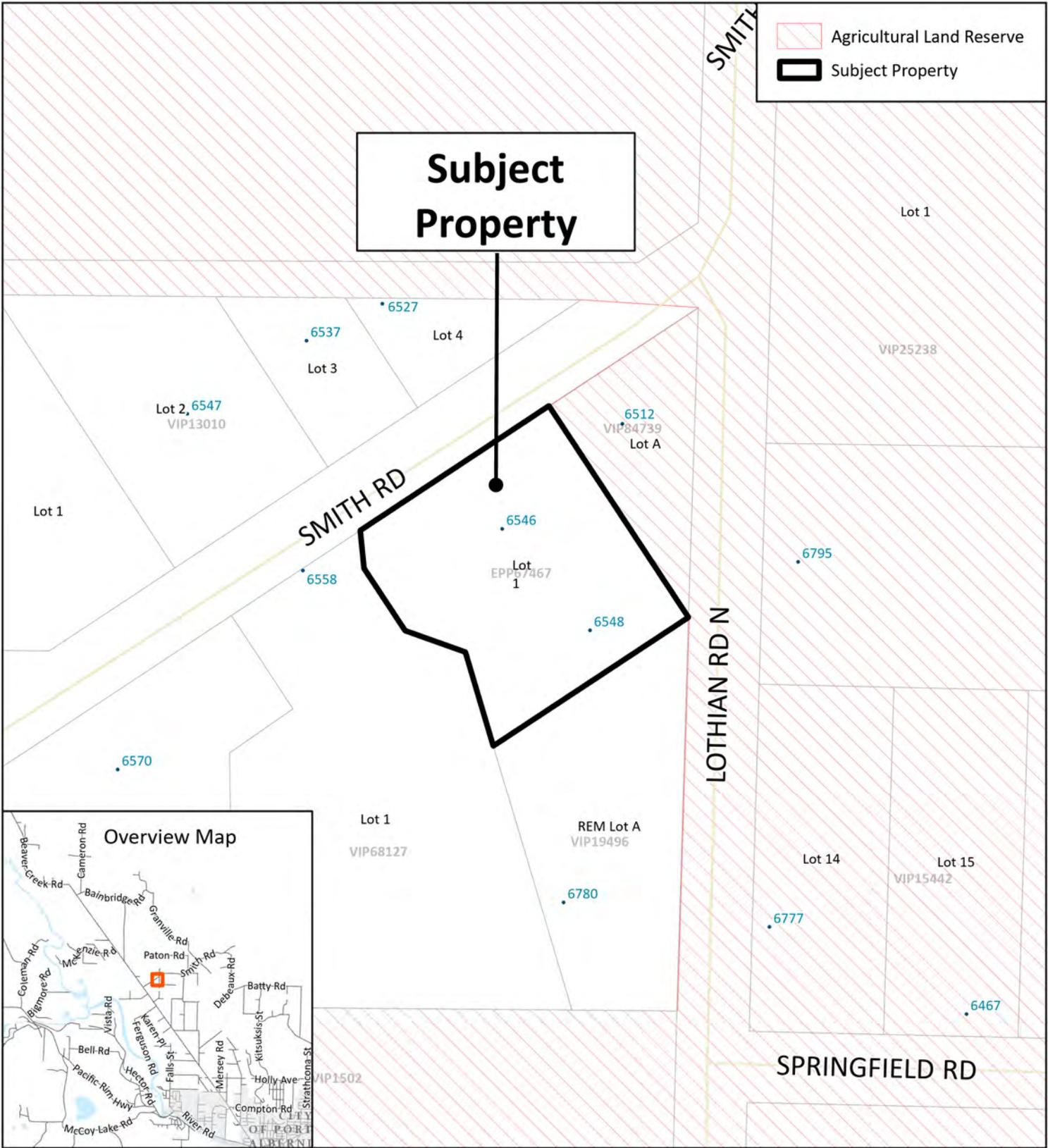
Submitted by: Michael Irg  
Mike Irg, MCIP, RPP, General Manager of Planning & Development

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

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

-  Agricultural Land Reserve
-  Subject Property

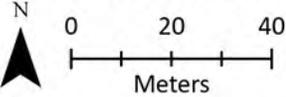
**Subject Property**



 Address: 6546 Smith Road  
 Legal Description: LOT 1 DISTRICT LOT 162 ALBERNI DISTRICT PLAN EPP67467



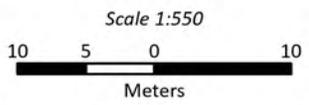
ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



196



6546 Smith Road  
 LOT 1 DISTRICT LOT 162 ALBERNI DISTRICT PLAN  
 EPP67467



-  Subject Property
-  Agricultural Land Reserve
-  Parcels



Prepared 2024-04-25  
 Sources: © OpenStreetMap (and) contributors, CC-BY-SA, ParcelMapBC; GeoBC; ACRD

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**TUP24001**

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:** Caroline and Scott Melville  
**Address:** 6546 Smith Road, Port Alberni

With respect to:

**Legal Description:** LOT 1 DISTRICT LOT 162 ALBERNI DISTRICT PLAN EPP67467  
**PID:** 030-053-561

The Alberni-Clayoquot Regional District (ACRD) hereby issues a Temporary Use Permit (TUP) subject to the conditions as follows:

1. This permit is issued for the operation of a 1-bedroom short-term vacation rental (STR) unit within the existing Accessory Dwelling Unit (ADU) on the property.
2. A maximum occupancy of two (2) persons per bedroom shall be permitted.
3. The STR use is limited to the existing ADU.
4. The owner or a caretaker must live on-site or be available to attend the property within 20 minutes.
5. Contact information for the owner or caretaker and a copy of the TUP must be visible in a public location.
6. One (1) dedicated off-street parking space shall be provided for the STR use.
7. This permit is valid for a term of three (3) years from the date of execution.
8. 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.
9. 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 \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Daniel Sailland, MBA  
Chief Administrative Officer

\_\_\_\_\_  
Chair of the Board of Directors



**To:** ACRD Board of Directors

**Meeting Date:** June 12, 2024

**From:** Charity Hallberg Dodds, Planning Technician

**File #:** PL20230037/SE23008

**Application Type:** Subdivision – Parcel Frontage Waiver

**Voting Structure:** Electoral Area Directors

**Electoral Area:** E - Beaver Creek

**Subject:** Parcel Frontage Waiver Application – 5597 Strick Road (447927 BC Ltd - Goorts)

**Recommendation:**

*THAT the Board of Directors waive the 10% road frontage requirement for proposed Lot A as per subdivision plan of LOT 8, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 921 EXCEPT THAT PART IN PLAN 9142.*

**Development Proposal:** The property owner has applied to subdivide the 1.82 ha (4.5 ac) subject property into three (3) lots – two 0.25 ha (0.61 ac) vacant lots on the west half of the property along Strick Road and the remaining 1.32 ha (3.25 ac) lot on the east side of the property containing the single family dwelling and accessory buildings.

**Advisory Planning Commission (APC) Recommendation:** The Beaver Creek APC reviewed this application at their June 3, 2024, meeting where the APC passed a motion to support the parcel frontage waiver as presented.

**Property Owner/Applicant:** 447927 BC Ltd (Goorts)

**Agent:** Rachel Hamling, Prism Land Surveying

**Property Information:**

Civic Address	5597 Strick Road						
Legal Description	LOT 8, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 921 EXCEPT THAT PART IN PLAN 9142						
PID	008-184-615	Folio	529.000	ALR? (Y/N)	N	Lot Size	1.82 ha (4.5 ac)

Current Zoning	Acreage Residential (RA3/RA2) District	Proposed Zoning	n/a
Current OCP	Residential Use	Proposed OCP	n/a

Development Permit Area(s)	DPA I – Riparian Areas Protection DPA II – Natural Hazard Areas Protection
----------------------------	-------------------------------------------------------------------------------

Current Use & Description	The 1.82 ha (4.5 ac) property is mostly level and cleared, and contains a 4,800 sq ft single family dwelling in the southeast corner and two accessory buildings (shops) in the northeast corner. One shop with an area of 1,920 sq ft and the other 3,720 sq ft. The property has a regular rectangular shape, except for its boundary with a 0.2 ha (0.5 ac) lot in the southwest corner. There is a small watercourse that runs down the eastern side of the property.
---------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Surrounding Zoning and Land Use			
North	Rural (A2) District	South	Rural (A2) District

**PL20230037 / SE23008**

**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, Yuułu?ił'ath, 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).*

East	City of Port Alberni - 12-lot Otter Place residential development	West	City of Port Alberni
------	-------------------------------------------------------------------	------	----------------------

**Services:**

- a) **Sewage Disposal:** Onsite sewage disposal. The applicant has submitted a report from a Registered On-site Wastewater Practitioner that confirms each proposed lot can accommodate on-site sewage disposal.
- b) **Water Supply:** Beaver Creek Water System. To finalize the subdivision, the applicant must satisfy the requirements for connection to the Beaver Creek Water System including payment of development cost charges and all applicable fees.
- c) **Fire Protection:** Beaver Creek Fire Protection Area.
- d) **Access:** 5597 Strick Road.
  - i. Parcel Frontage Waiver: Proposed Lot A will be accessed by a 12 m wide panhandle access that connects to Strick Road. The lot layout does not satisfy the 10% road frontage requirement, as per section 512 the *Local Government Act (LGA)*, and a parcel frontage waiver is required for Lot A.

**Planning Policy Discussion:**

- a) **Official Community Plan (OCP):** Residential Use. The Residential Use designation supports a 0.24 ha (0.6 ac) minimum lot size where the lots are connected to communal or community water or sewer services. All three proposed lots will be serviced by the Beaver Creek Water System.

***This proposal complies with the Beaver Creek Official Community Plan.***

- b) **Zoning:** Acreage Residential (RA3) District and Acreage Residential (RA2) District. The RA3 District zoning requires a 0.24 ha (0.6 ac) minimum lot area and a 30 m (98.4 ft) minimum lot width, and the RA2 District zoning requires a 0.4 ha (1 ac) minimum lot area and a 36.6 m (120 ft) minimum lot width. All three proposed lots meet these minimum requirements.

***This proposal complies with the ACRD Zoning Bylaw.***

**Comments:** The property owner rezoned a portion of the subject property to RA3 District in April 2023 to facilitate subdivision. The subdivision would create two 0.25 ha (0.61 ac) vacant lots on the west half of the property along Strick Road (Lots B and C) and a remainder 1.32 ha (3.25 ac) lot on the east side of the property containing the single family dwelling and accessory buildings (Lot A).

Lot A would be accessed by a 12 m wide (39 ft) panhandle on the north side of the lot where the existing driveway is located. The panhandle is wider than a standard panhandle to access one lot. The additional width accommodates services to the existing house and accessory buildings and allows for future improvements to the driveway access. Due to the larger 1.3 ha area of Lot A and the panhandle access, the lot does not meet the 10% minimum road frontage required by Section 512 of the *LGA* and the property owner has applied to the Regional District to exempt the frontage requirement.

The proposed subdivision complies with the Zoning Bylaw and the Beaver Creek OCP. Planning staff recommend that the Board issue the parcel frontage waiver for proposed Lot A to allow the applicants to proceed with finalizing the subdivision.

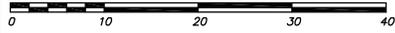
Submitted by: Alex Dyer  
 Alex Dyer, MCIP, RPP, Planning Manager

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

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

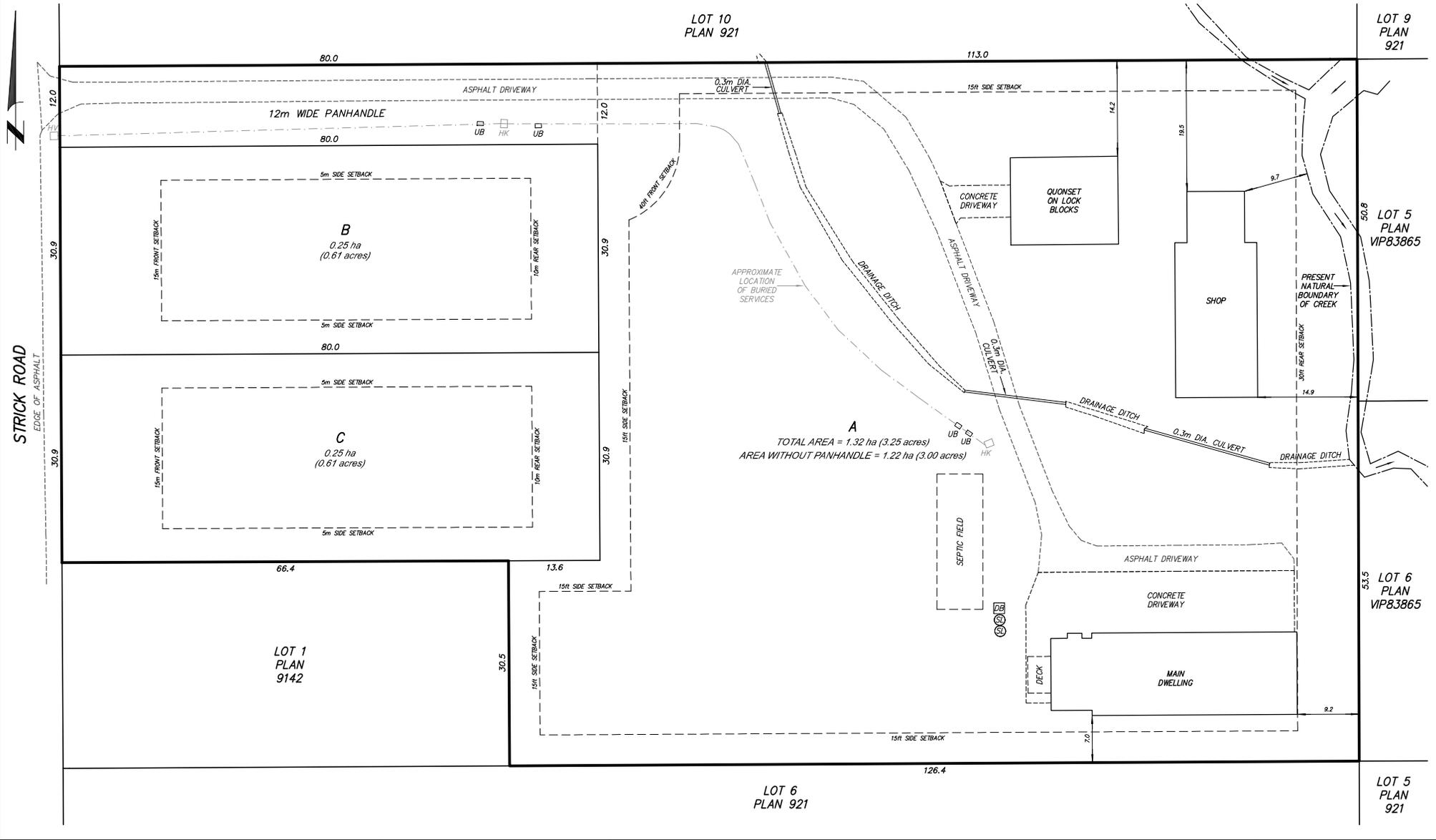
**PROPOSED SUBDIVISION PLAN OF LOT 8, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 921, EXCEPT THAT PART IN PLAN 9142.**

SCALE 1:400



THE INTENDED PLOT SIZE IS 560mm IN WIDTH AND 432mm IN HEIGHT (C SIZE) WHEN PLOTTED AT A SCALE OF 1:400.

PARCEL FRONTAGE TABLE			
PARCEL	PERIMETER	FRONTAGE	RATIO
A	621.8m	12.0m	1.9%
B	221.8m	30.9m	13.9%
C	221.8m	30.9m	13.9%



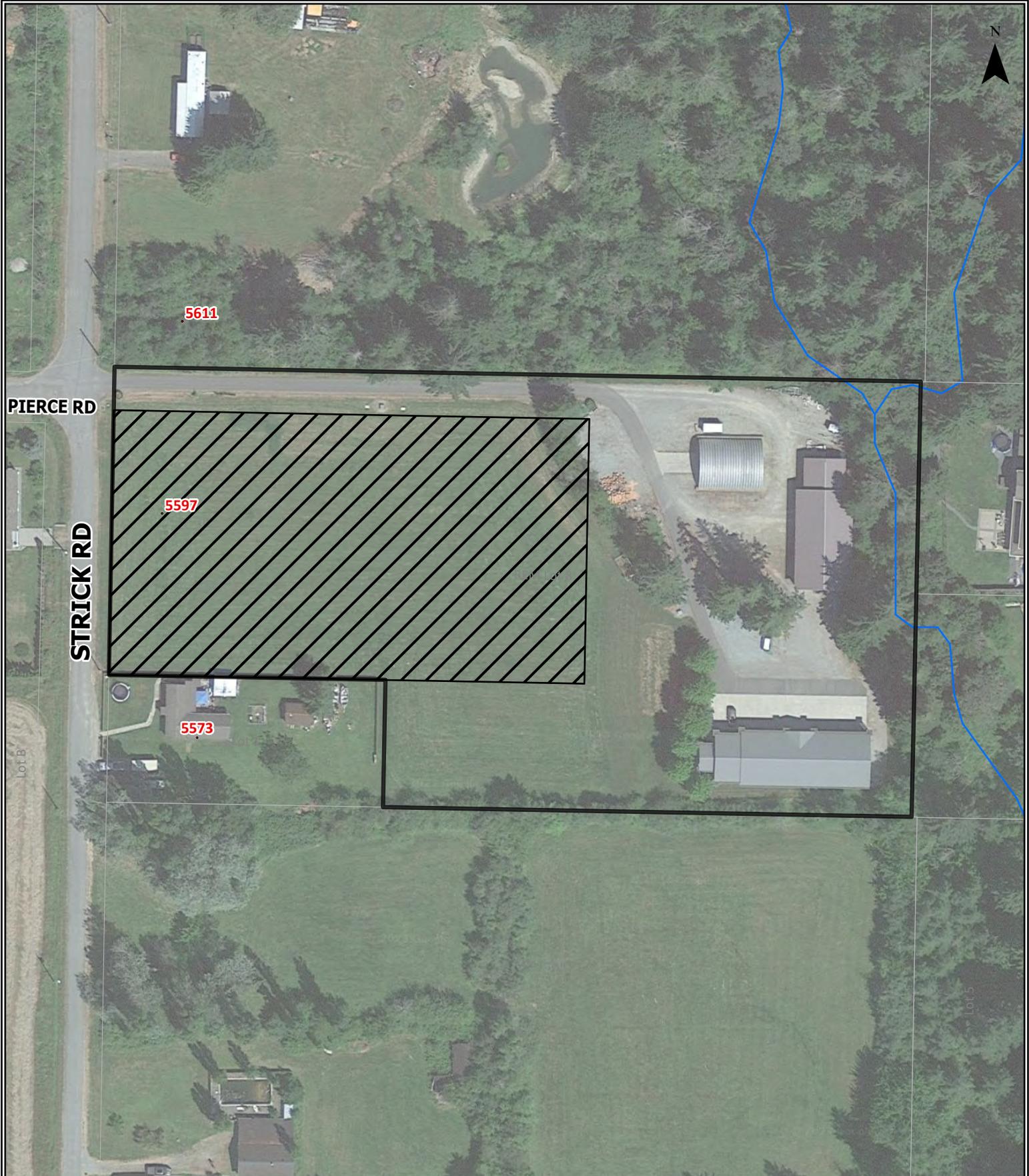
**NOTES:**  
 THIS PLAN IS NOT TO BE USED TO RE-ESTABLISH PROPERTY BOUNDARIES.  
 ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF UNLESS OTHERWISE INDICATED AND ARE DERIVED FROM LTO RECORDS AND FIELD MEASUREMENTS.  
 JURISDICTION: ALBERNI-CLAYQUOT REGIONAL DISTRICT  
 PARCEL ZONING (PROPOSED LOT A): ACREAGE RESIDENTIAL DISTRICT (RA 2)  
 PARCEL ZONING (PROPOSED LOTS B AND C): ACREAGE RESIDENTIAL DISTRICT (RA 3)  
 PID NO: 008-184-615  
 THIS LOT IS SUBJECT TO LTO CHARGE NUMBERS: M76300, EX147939, AND EX147940.  
 CIVIC ADDRESS: 5597 STRICK ROAD, FORT ALBERNI, BC

**LEGEND**

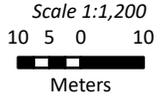
DL	DENOTES DISTRICT LOT
REM	DENOTES REMAINDER
ha	DENOTES HECTARES
HV □	DENOTES HYDRO VAULT
HK □	DENOTES HYDRO KIOSK
UB □	DENOTES UTILITY BOX
DB □	DENOTES SEPTIC DISTRIBUTION BOX
ST	DENOTES SEPTIC TANK LID

No.	DATE	REVISION
1	2023/04/19	INITIAL 3 LOT PROPOSAL
2	2023/04/20	MODIFY SETBACKS FOR PROPOSED LOT A.

**PRISM**  
 LAND SURVEYING LTD.  
 223 FERN ROAD W.  
 QUALICUM BEACH, B.C. V9K 1S4  
 PHONE: 250-752-9121  
 FAX: 250-752-9241  
 FILE NUMBER: 23-060-5  
 DRAWING NUMBER: 23-060 P2.DWG  
 DATE: 2023/04/20



5597 Strick Road  
 LOT 8, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN VIP921,  
 EXCEPT PLAN 9142



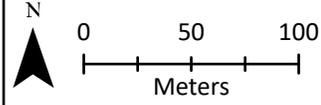
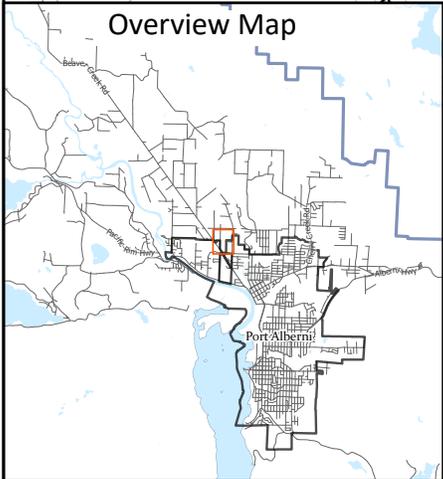
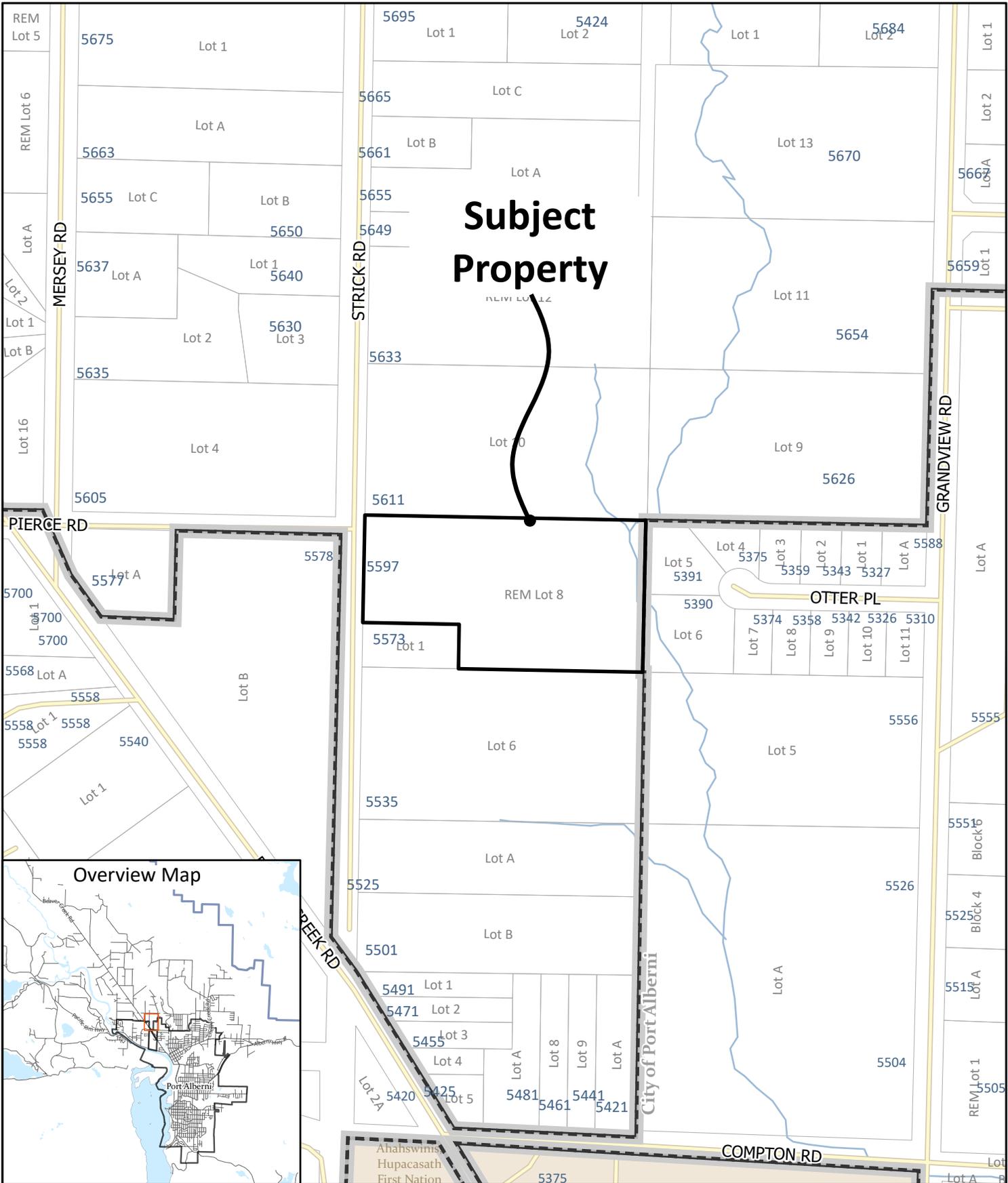
- Subject Property
- Area to be Rezoned



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# Subject Property



5597 Strick Road  
 LOT 8, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN VIP921, EXCEPT  
 PLAN 9142



**To:** ACRD Board of Directors

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

**Meeting Date:** June 12, 2024

**Voting Structure:** Electoral Area Directors

**Subject:** Rezoning Application RF22013 – 2787 Alberni Highway (Mclellan)

**Recommendation:**

*THAT Bylaw P1475, Cherry Creek Official Community Plan Amendment Bylaw be adopted.*

*THAT Bylaw P1476, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be adopted.*

*THAT Bylaw P1483, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be adopted.*

Civic Address	2787 Alberni Highway						
Legal Description	LOT C DISTRICT LOT 135 ALBERNI DISTRICT PLAN EPP30733						
PID	029-109-841	Folio	1700.030	ALR? (Y/N)	N	Lot Size	1.37 ha (3.4 ac)
Current Zoning	Winery and Cidery (WC) District			Proposed Zoning	Highway Commercial (C4-A) District		
Current OCP	Residential Use			Proposed OCP	Commercial Use		
Development Permit Area(s)	DPA III – Objectives for Form and Character						

**Development Proposal:** The property owners intend to rezone the 1.37 ha (3.4 ac) property from Winery and Cidery (WC) District to a new Highway Commercial (C4-A) District to allow for a range of commercial uses on the property. The applicants previously operated a winery and wine retail shop from the property, which has since ceased operation. The new C4-A zone would allow for a diversity of commercial uses including food products and general retail stores, restaurants, vehicle and boat dealerships, personal services, and one dwelling. The C4-A zone would not permit gas stations, car washes, or the sale of bulk petroleum.

The C4-A zone would require a 0.4 ha minimum lot size for subdivision and a 10 m (32.8 ft) minimum building setback in the rear and side yards to allow for greater setbacks from neighbouring uses. The application includes an amendment to the Cherry Creek Official Community Plan (OCP) to facilitate the commercial rezoning and the property is located within Development Permit Area (DPA) III – Objectives for Form and Character. Any future commercial development on the property would require a development permit application to satisfy the DPA III guidelines for commercial development along the highway corridor.

**PL20220064/RF22013**

**Background:** The OCP amendment, zoning text amendment, and zoning atlas amendment bylaws were given first reading by the Board on February 28, 2024. Following a public hearing held on April 16, 2024, the Board received the public hearing report and gave the bylaws second and third readings at their April 24, 2024 meeting.

When the bylaws were considered for first reading, the Board confirmed that adoption of the rezoning would be subject to approval from the Ministry of Transportation & Infrastructure (MOTI) and meeting all technical referral agency requirements. MOTI approved the zoning bylaw amendments pursuant to Section 52 of the *Transportation Act* on May 24, 2024. This is a requirement of the rezoning process as the property lies within 800 metres of a Controlled Access Highway.

The applicants noted during the public hearing that they are willing to work with the Ministry and the ACRD to remove the access from Maebelle Road and to maintain the access into the property from Old Nanaimo Highway. In their approval letter, MOTI indicated that they would not support access from Maebelle Road and the Regional District will ensure that road access is considered as part of the form and character development permit required prior to any future commercial uses at the property.

It is staff's opinion that all conditions of rezoning have now been satisfied. Staff recommend that the Board adopt Bylaws P1475, P1476, and P1483.

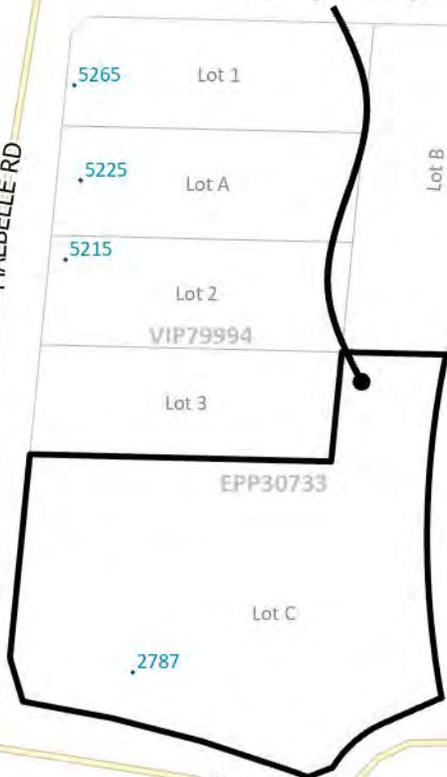
Submitted by: Michael Irg  
Mike Irg, MCIP, RPP, General Manager of Planning & Development

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

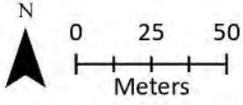
Approved by: Daniel Sailland  
Daniel Sailland, MBA, Chief Administrative Officer

 Agricultural Land Reserve

**Subject Property**



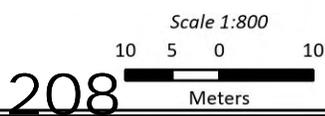
**Overview Map**



 LOT C DISTRICT LOT 135 ALBERNI DISTRICT PLAN EPP30733



2787 Alberni Highway  
 LOT C DISTRICT LOT 135 ALBERNI DISTRICT PLAN EPP30733



208

- Subject Property
- Parcel Map BC Cadastre
- 3m Landscaping
- 10m Building Setback



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**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1475**

**A BYLAW TO AMEND BYLAW NO. P1278  
CHERRY CREEK 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 Cherry Creek Official Community Plan Amendment Bylaw No. P1475.
2. Schedule A of Bylaw P1278, Map No. 2 Land Use Designations, is hereby amended by redesignating LOT C DISTRICT LOT 135 ALBERNI DISTRICT PLAN EPP30733 from “Residential Use” to “Commercial 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 28<sup>th</sup> day of February, 2024

Public Hearing held this 16<sup>th</sup> day of April, 2024

Read a second time this 24<sup>th</sup> day of April, 2024

Read a third time this 24<sup>th</sup> day of April, 2024

Adopted this                      day of                      ,

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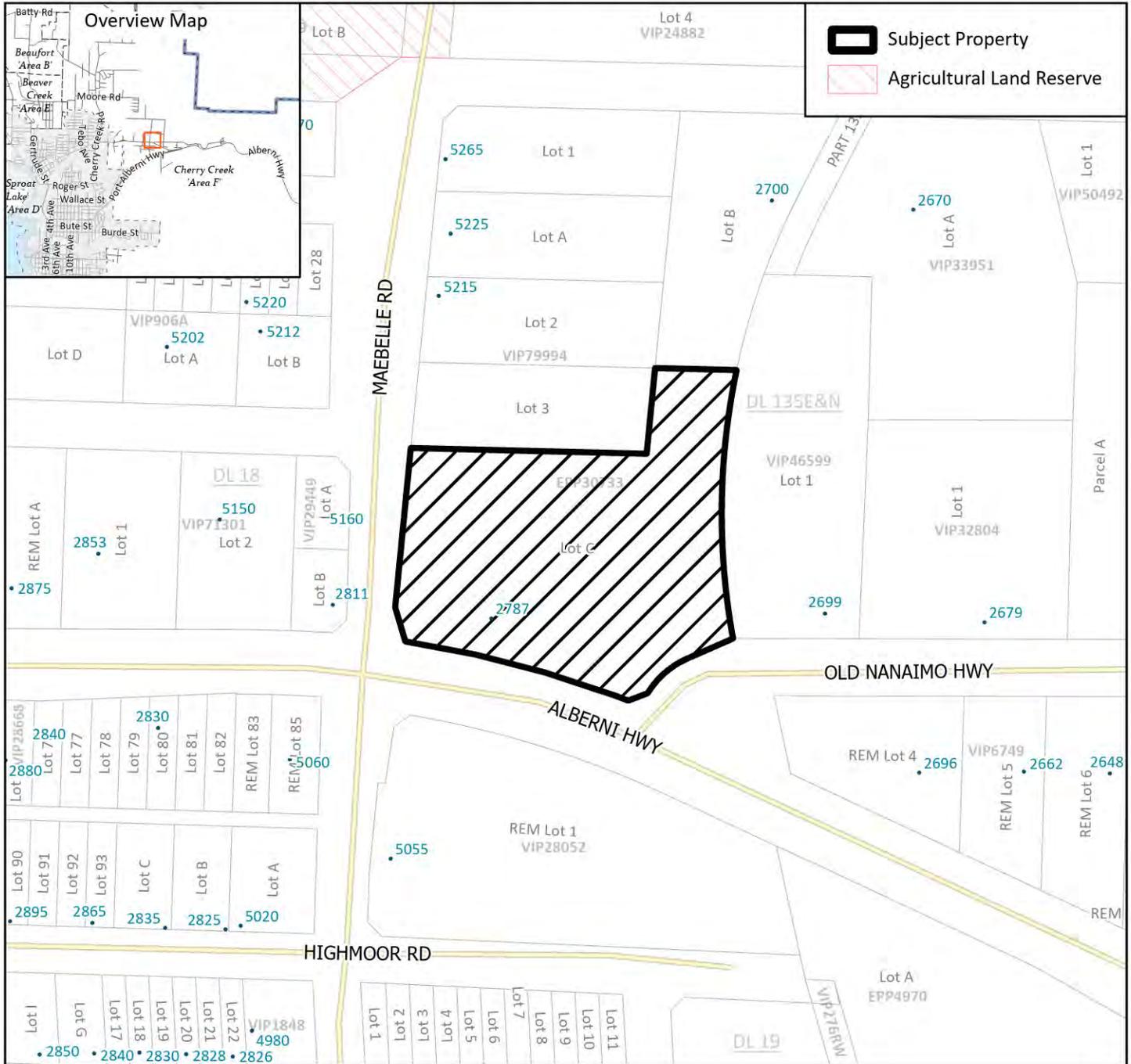
Corporate Officer

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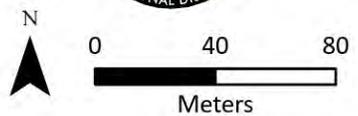
Chair of the Regional Board

# Schedule 'A'

This schedule is attached to and forms part of Bylaw No. P1475, Cherry Creek Official Community Plan amendment bylaw, 2024



2787 Alberni Highway  
 LOT C DISTRICT LOT 135 ALBERNI DISTRICT PLAN EPP30733



 To be redesignated from Residential Use to Commercial Use.



## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

### BYLAW NO. P1476

#### OFFICIAL ZONING TEXT AMENDMENT

---

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 upon the affirmative vote of the directors in accordance with Sections 464, 465, 470 and 479 of the *Local Government Act*;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the text 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 Text Amendment Bylaw No. P1476.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by:

- a. Adding section “124A Highway Commercial (C4-A) District” and subsections to read as follows:

124A Highway Commercial (C4-A) District

This District provides for the accommodation of vehicular-oriented commercial uses of low intensity and for services essential to, or dependent upon highway traffic.

124A.1 Uses Permitted

- (1) The following Retailers of Automotive Products:

- (a) Motor Vehicle Dealers
- (b) Motor Vehicle Repair Shops including Auto Body repair shops and Auto Body spray painting shops
- (c) Boat repair and maintenance, small engine repair and service and boat storage facilities.

- (2) The following Retail outlets, provided that the retail floor area shall not exceed 185.806 square meters [2,000 square feet]:
  - (a) Food Stores
  - (b) General Merchandise Stores
  - (c) Other enterprises oriented to highway traffic, such as garden supplies, or gift shops
  - (d) ship chandlery goods and sale of marine components and equipment.
- (3) The following Personal Services:
  - (a) Barber and Beauty shops
  - (b) Self-service Laundries and Dry Cleaners
  - (c) Tourist guide service.
- (4) The following Other Services Industries:
  - (a) Motor Vehicle Rental facilities.
- (5) Restaurants and the like.
- (6) One dwelling on the same lot as a permitted business or undertaking, for accommodation of the immediate family of the caretaker, manager or proprietor of the particular premises or centre, provided that:
  - (a) Such dwelling may be contained in the same building as uses listed under clauses (2) and (3) above, where such uses are conducted within a completely closed building, in which case the permitted dwelling unit shall be located behind the commercial use and not closer than 6.096 meters [20 feet] to the front of the building, and shall be fully separated from the commercial use with the principal access to the dwelling unit being entirely separate from the related commercial use.
  - (b) In the case of other types of business or undertaking, a permitted dwelling unit shall be located in a structure clearly separated from the related commercial use.
  - (c) Not less than 46.452 square meters [500 square feet] of usable open space shall be provided in conjunction with the dwelling unit.
- (7) Accessory buildings and uses.

#### 124A.1 Conditions of Use

- (1) Every business or undertaking shall be conducted within a completely enclosed building except for drive-in businesses, fruit and vegetable markets, ice dispensaries and vending machines, outdoor garden shops, parking and loading facilities.
- (2) All goods produced on the premises shall be sold at retail on the same





**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1483**

**OFFICIAL ZONING ATLAS AMENDMENT NO. 769**

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. P1483.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT C DISTRICT LOT 135 ALBERNI DISTRICT PLAN EPP30733 from Winery and Cidery (WC) District to Highway Commercial (C4-A) 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 28<sup>th</sup> day of February, 2024

Public Hearing held this 16<sup>th</sup> day of April, 2024

Read a second time this 24<sup>th</sup> day of April, 2024

Read a third time this 24<sup>th</sup> day of April, 2024

Adopted this \_\_\_\_\_ day of \_\_\_\_\_,

Approved pursuant to section 52(3)(a) of the *Transportation Act*

this 27 day of May 2024

Ministry of Transportation and Infrastructure

Corporate Officer

Chair of the Regional Board





**To:** ACRD Board of Directors

**From:** Brooke Eschuk, Junior Planner

**Meeting Date:** June 12, 2024

**Voting Structure:** Electoral Area Directors

**Subject:** Temporary Use Permit Renewal Application TUP21002R – 3240 Clayton Road (Smith)

**Recommendation:**

*THAT the Board of Directors issue temporary use permit TUP21002R.*

Civic Address	3240 Clayton Road						
Legal Description	LOT 1, DISTRICT LOT 246, ALBERNI DISTRICT, PLAN 30949						
PID	001-200-828	Folio	2055.012	ALR? (Y/N)	N	Lot Size	0.4 ha (1 ac)
Current Zoning	Acreage Residential (RA2) District			Proposed Zoning	n/a		
Current OCP	Residential Use			Proposed OCP	n/a		
Development Permit Area(s)	n/a						

**Background:**

The property owners have applied to renew Temporary Use Permit TUP21002, issued in June 2021, to allow for the continued operation of a commercial cidery from the detached garage located on the 0.4 ha (1 ac) property. The TUP allows for the production of hard cider from the property for sale off-site. The cidery does not include any tasting room, on-site retail sales, or any public access to the property. The renewal of the TUP would allow the cidery to continue operating for a period of three years.

The Board reviewed this application at the May 8, 2024, 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 June 5, 2024, edition of the Alberni Valley News and on May 24, 2024, notification was sent to all owners and occupants of properties within 100 m of the subject property. To date, no public responses have been received. If any are received prior to the June 12, 2024, meeting, staff will inform the Board.

The applicants have submitted details regarding the production of hard cider on the property. The process produces minimal waste, noise, and is only completed four times each year. The bottling and packaging of cider would be limited to a maximum of twelve days per year. The applicant has confirmed with the Alberni Valley Landfill that the facility can handle any solid waste that is produced. Cherry Creek Cidery Ltd. has obtained all necessary permits and approvals required by the BC Liquor and Cannabis Regulation Branch and Island Health. Planning staff recommend that the Board issue Temporary Use Permit renewal application TUP21002R for a period of three years.

**PL20240004 / TUP21002R**

Alberni-Clayoquot Regional District | 3008 Fifth Avenue, Port Alberni, BC V9Y 2E3 | 250.720.2700 | www.acrd.bc.ca

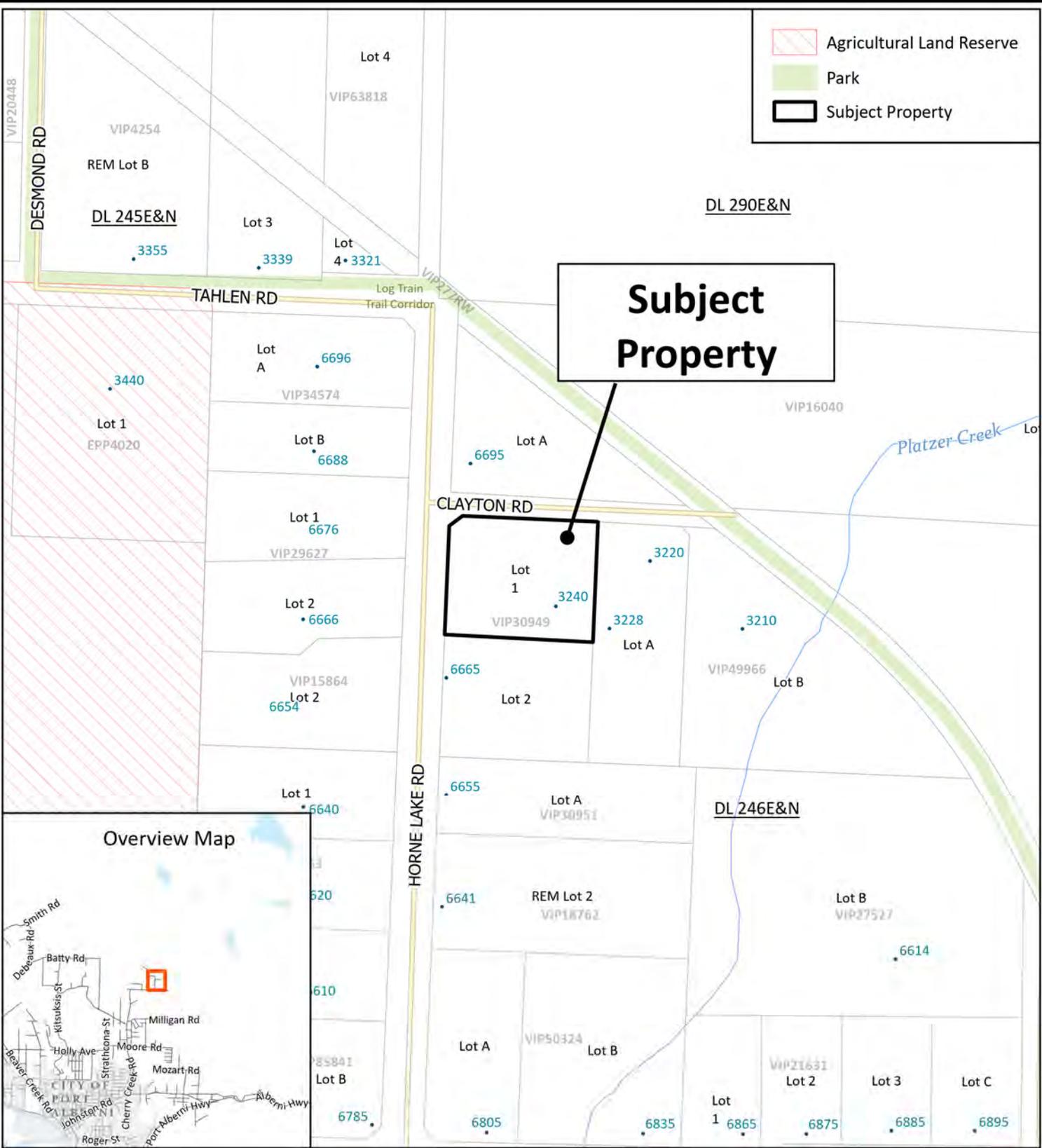
*Serving Port Alberni, Tofino, Ucluelet, Treaty First Nations: Huu-ay-aht, Yuułuʔiłʔatḥ, Uchucklesaht Tribe Government, and Toquaht Nation, and Six Electoral Areas: "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek).*

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

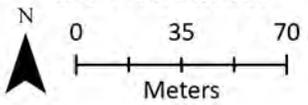
-  Agricultural Land Reserve
-  Park
-  Subject Property



**Subject  
Property**



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



218

 Address: 3240 Clayton Road  
 Legal Description: LOT 1. DISTRICT LOT 246, ALBERNI DISTRICT,  
 PLAN 30949



6695

Lot A

CLAYTON RD

3240

Lot 1

Lot A

3228

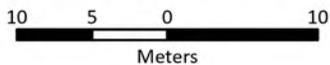
HORNE LAKE RD

Lot 2

6665

3240 Clayton Road  
LOT 1. DISTRICT LOT 246, ALBERNI DISTRICT, PLAN  
30949

Scale 1:500



-  Subject Property
-  Parcel



Prepared 2024-04-11  
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**TUP21002R**

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:** Jennifer and Owen Smith  
**Address:** 3240 Clayton Road, Port Alberni

With respect to:

**Legal Description:** LOT 1, DISTRICT LOT 246, ALBERNI DISTRICT, PLAN 30949  
**PID:** 001-200-828

The Alberni-Clayoquot Regional District (ACRD) hereby issues a Temporary Use Permit (TUP) subject to the conditions as follows:

1. This permit is issued for the operation of a commercial cidery, which includes the production, manufacturing, and packaging of hard cider within the existing accessory building on the property.
2. The operation of the commercial cidery must be in compliance with any requirements of the BC Liquor and Cannabis Regulation Branch and Island Health.
3. The bottling and packaging of cider is limited to a maximum of twelve (12) days per year.
4. There shall be no public consumption of cider and no retail sale of cider on-site. All public consumption and sales must occur off-site.
5. All solid waste created from the production of cider is to be processed off-site. Any liquid waste created from the production of cider is to be processed on-site in the existing sewage disposal system.
6. One (1) dedicated off-street loading space shall be provided on the property for the delivery of equipment and supplies to the property and for the pick-up of solid waste and finished product from the property.
7. This permit is valid for three (3) years from the date of execution.
8. At the time of the expiry of this permit, the property owners may apply to the Regional District to rezone the property to allow for the use or return the property to the original use permitted under the current zoning.
9. If the conditions of this permit are not met, or if there is a change of ownership of the property, the Regional District 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 \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Daniel Sailland, MBA  
Chief Administrative Officer

\_\_\_\_\_  
Chair of the Board of Directors



**To:** ACRD Board of Directors

**Meeting Date:** June 12, 2024

**From:** Amy Anaka, MCIP, RPP, Planner

**File #:** RT24004

**Application Type:** Rezoning Text Amendment

**Voting Structure:** Electoral Area Directors and Tofino

**Electoral Areas:** A - Bamfield, B - Beaufort, C - Long Beach, D - Sproat Lake, E - Beaver Creek, F - Cherry Creek

**Subject:** Zoning Bylaw Text Amendment Bylaw P1500 - Small-Scale Multi-Unit Housing - Secondary Suites

---

**Recommendations:**

*THAT Bylaw P1500, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be read a first time.*

*THAT Bylaw P1500, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be read a second time.*

*THAT Bylaw P1500, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw be read a third time.*

---

**Background:**

At the May 8, 2024 Board of Directors meeting the Board resolved to proceed with public notice under section 467 of the *Local Government Act (LGA)* to consider Bylaw P1500. The zoning text amendment bylaw will permit one (1) secondary suite within the principal dwelling (not detached Accessory Dwelling Units (ADUs) or suites within an accessory building) on all lots with no minimum lot size that are zoned for only single-family residential use. The bylaw amendment will ensure compliance with changes to the *LGA*, enacted through the Housing Statutes (Residential Development) Amendment Act, 2023. This would enable Small-Scale Multi-Unit Housing (SSMUH) legislation to allow secondary suites in all single-family zones, prior to the statutory deadline of June 30, 2024.

The following zones are included: Single Family Residential (R1) District, Two Family Residential (R2) District, Acreage Residential (RA1) District, Acreage Residential (RA2) District, and Acreage Residential (RA3) District. The zoning will continue to permit ADUs as detached units or within accessory buildings on lots that are larger than 0.4 hectare (1 acre), with an overall maximum of two dwellings on a residential or rural lot. The bylaw also includes updates to the setbacks and lot coverage in the Acreage Residential (RA3) District to be less restrictive on housing development.

SSMUH legislation prohibits local governments from holding a public hearing on amendments to a zoning bylaw proposed for the sole purpose of complying with the legislation, therefore a public hearing was not held for the consideration of Bylaw P1500.

A notice was published in two consecutive newspaper advertisements in the Alberni Valley and Westerly News on May 29 and June 5, 2024, as required under section 467 of the *LGA*. In addition, information was included in the ACRD Around the Region newspaper advertisements on May 29, 2024, posted on the What's New section of the ACRD website and June 12, 2024 Board of Directors meeting event ([www.acrd.bc.ca/events/12-6-2024/](http://www.acrd.bc.ca/events/12-6-2024/)), and through ACRD social media. To date, no public input has been received. If public input is received, the comments will be included as a late agenda item.

RT24004

Additionally, there will be more opportunities for community members to be involved in shaping their communities through the comprehensive Official Community Plan (OCP) updates to be completed in all six Electoral Areas, starting in June 2024 for the South Long Beach and Sproat Lake Electoral Areas. The OCP update projects, which include a full community engagement program and a public hearing, will provide for more meaningful engagement opportunities for a greater number of community members to participate, and will include discussions around increasing the housing supply and promoting greater housing diversity across the ACRD.

An agency and First Nation bylaw referral was sent on May 14, 2024, and responses were received from five agencies: Cherry Creek Waterworks District - CCWD, Cherry Creek Volunteer Fire Department, District of Tofino, Island Health and ACRD Building Inspection (Appendix A). The referral responses received either noted that their interests were unaffected or recommended that the bylaws be approved subject to conditions outlined in the responses.

- CCWD stated that new connections would be subject to their Board approval and applicable fees.
- Island Health stated that SSMUH legislation has the potential to affect the capacity of drinking water and wastewater infrastructure, and residences must be in compliance with Island Health regulations for drinking water and on-site sewage disposal.
- ACRD Building Inspection stated that secondary suites or ADUs constructed without building permits, or that are not Building Code compliant, will not be legalized with the adoption of Bylaw P1500, and that staff would work with property owners on a case-by-case basis to bring existing dwellings into compliance.

As per the May 8, 2024 Provincial Ministerial Order, Ministry of Transportation and Infrastructure approval, in accordance with Section 52 of the *Transportation Act*, is not required as the bylaw amendment is for the sole purpose of complying with SSMUH legislation.

Staff recommend the Board proceed with three readings of Bylaw P1500. After third reading, the bylaw will be presented to the Board for adoption at the June 26, 2024 Board Meeting, prior to the statutory deadline of June 30, 2024.

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



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

BYLAW REFERRAL RESPONSE

**BYLAW NO.: P1500 - Small-Scale Multi-Unit Housing - Secondary Suites**  
**ACRD FILE NO.: RT24004**

ACRD CONTACT: Amy Anaka, Planner  
Date of Referral: May 14, 2024

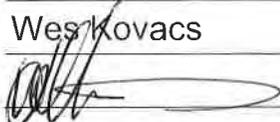
Approval Recommended for  
Reasons Outlined Below

Interests Unaffected by Bylaws

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due  
to Reasons Outlined Below

No objections to changes; however, new water connections are subject to board approval and applicable fees.

Agency (please print): Cherry Creek Waterworks District  
Name (please print): Wes Kovacs Title: Office Administrator  
Signature:  Date: \_\_\_\_\_

RT24004

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*Serving Port Alberni, Tofino, Ucluelet, Treaty First Nations: Huu-ay-aht, Yuulu?il?ath, 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).*



**BYLAW NO.: P1500 - Small-Scale Multi-Unit Housing - Secondary Suites**  
**ACRD FILE NO.: RT24004**

ACRD CONTACT: Amy Anaka, Planner  
Date of Referral: May 14, 2024

Approval Recommended for  
Reasons Outlined Below

Interests Unaffected by Bylaws

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due  
to Reasons Outlined Below

Agency (please print): Cherry Creek Fire Department  
Name (please print): Lucas Banton Title: Fire Chief  
Signature: *Lucas Banton* Date: 15 May 2024

RT24004



**BYLAW NO.: P1500 - Small-Scale Multi-Unit Housing - Secondary Suites  
ACRD FILE NO.: RT24004**

ACRD CONTACT: Amy Anaka, Planner  
Date of Referral: May 14, 2024

Approval Recommended for  
Reasons Outlined Below

Interests Unaffected by Bylaws

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due  
to Reasons Outlined Below

Agency (please print): \_\_\_\_\_

Name (please print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Pete Thiele*

**RT24004**



May 31, 2024

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

Dear Amy,

**RE: File # RT24004 zoning bylaw text amendment – Small-Scale multi-unit housing – secondary suites**

Thank you for the opportunity to provide comments on the zoning bylaw text amendment. The Health Authority acknowledges the need for more housing of a varied stock to serve all the communities within our region. We also acknowledge the importance of a clean, safe, and sustainable drinking water supply and the capacity to appropriately manage the additional wastewater created through densification. Our comments carefully consider these two, sometimes competing, interests and reflect the best interests of the overall public health of the communities.

Housing that is good quality, accessible, appropriate, and affordable can support the health and well-being of individuals and communities, contributing to an increased sense of safety, decreased crime, greater social well-being and improved quality of life. Providing the option of various forms of housing allows for more options to suit the different needs, and price points for occupants. This also supports affordability for owners to have additional income to offset the increase in housing costs. Densifying existing areas reduces infrastructure costs and prevents urban sprawl which tend to be more car-dependent areas.

The SSMUH Legislation change has the potential to affect the capacity of drinking water and wastewater infrastructure. Environmental Health Officers (EHO) / Drinking Water Officers (DWO) have the legislative authority to ensure water and on-site sewage systems are compliant under the Drinking Water Protection Act and Regulation and Sewerage System Regulation respectively. Securing a safe drinking water source and adequate supply is already proving to be difficult in many areas, especially with climate-related risks such as drought and saltwater intrusion affecting water sources. If the property is connected to a permitted drinking water system and / or a community sewer service, consideration must be given to the capacity of those existing systems to meet the additional demand that potentially could be created.

If the property is not connected to a permitted drinking water system, the addition of a second dwelling may then require the owner of the water system to comply with the [Drinking Water Protection Act and Regulation](#)

Residential lots that add on a secondary suite within the same physical structure (i.e. a suite in the basement of a house) would be considered a single living unit and not two dwellings on one source of water (i.e. two separate houses connected to the same well), which makes it exempt from the Drinking Water Protection Act. In this case, the [Health Hazard Regulation](#) would apply and the landlord is required to ensure the provision of potable water to the tenants.

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**Environmental Public Health**

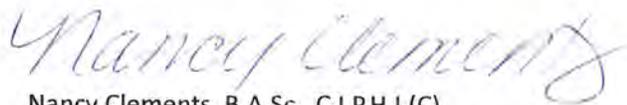
#200 - 1100 Island Highway | Campbell River, BC V9W 8C6 Tel: 250.850.2111 | Fax: 250.850.2455 Email:  
[nancy.clements@islandhealth.ca](mailto:nancy.clements@islandhealth.ca) [www.islandhealth.ca](http://www.islandhealth.ca)

Excellent health and care, for everyone, everywhere, every time.

For properties that are not connected to community water / wastewater services, increasing density may threaten the long-term self-sufficiency of the parcel(s) as it could increase potential for health hazards, such as malfunctioning systems or contamination of ground and surface water if the on-site sewage system cannot support the increased demand. Although EHOs can take action to address health hazards, it is generally difficult to link the treatment designs back to health hazards; and EHOs are only involved when there is a need for an investigation to address complaints of health hazards and issuance of holding tank permits (i.e. not involved with site assessment, design and installation of the on-site sewage system). This is why consideration of these long-term issues are important at the front end of the process. Our general recommendation is for properties serviced by onsite sewage disposal systems follow the minimum lot size and soil depths as outlined in our [Subdivision Standards](#) to ensure suitable site conditions for long term sustainability.

Thank you for the opportunity to provide feedback as you move forward to comply with the small-scale multi-unit housing legislation.

Regards



Nancy Clements, B.A.Sc., C.I.P.H.I.(C)  
Healthy Built Environment Consultant

CC Leni Rose EHO – Port Alberni / West Coast  
Jasmine Lee, HBE Consultant – Central Island

---

**Environmental Public Health**

#200 - 1100 Island Highway | Campbell River, BC V9W 8C6 Tel: 250.850.2111 | Fax: 250.850.2455 Email:  
[nancy.clements@islandhealth.ca](mailto:nancy.clements@islandhealth.ca) [www.islandhealth.ca](http://www.islandhealth.ca)

Excellent health and care, for everyone, everywhere, every time.



**BYLAW NO.: P1500 - Small-Scale Multi-Unit Housing - Secondary Suites  
ACRD FILE NO.: RT24004**

ACRD CONTACT: Amy Anaka, Planner  
Date of Referral: May 14, 2024

Approval Recommended for  
Reasons Outlined Below

Interests Unaffected by Bylaws

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due  
to Reasons Outlined Below

Secondary suites or accessory dwelling units that were constructed without building permits and not Building Code compliant will not be made legal with the adoption of Bylaw P1500. Where the property is zoned for that use and it is safe to do so, staff will work with property owners on a case by case basis to bring existing suites into compliance. ACRD does not consider existing suites to be an issue unless we are made aware of safety concerns.

Agency (please print): Alberni-Clayoquot Regional District

Name (please print): Luc Stefani

Title: Building Inspector

Signature:

*Luc Stefani*

Date: June 3rd, 2024

**RT24004**



## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

### BYLAW NO. P1500

#### OFFICIAL ZONING TEXT AMENDMENT

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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 upon the affirmative vote of the directors in accordance with the *Local Government Act*;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the text 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 Text Amendment Bylaw No. P1500.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended as follows:

- a. Section 3 is hereby amended by deleting the definition of "granny flat" and "secondary suite" and replacing them with the following:

*"Granny Flat means carriage house."*

*"Secondary Suite means a second dwelling unit that is located within or attached to and forms part of a principal dwelling unit."*

- b. Section 6.5 Accessory Buildings and Uses is hereby amended by adding subsection 6.5(5) to read as follows:

"Secondary Suites - Secondary dwellings within or attached to a principal dwelling

- (a) a maximum of one (1) secondary suite is permitted per lot in the following districts: R1, R2, RA1, RA2, and RA3, provided the principal use of the lot is a single-family dwelling or two family dwelling.

- (b) there shall be a maximum of two (2) dwelling units per lot in the R1, R2, RA1, RA2, and RA3 Districts.
  - i. a lot in the Two Family Residential (R2) District is only permitted two (2) dwelling units; one (1) single-family dwelling and one (1) attached secondary suite, or one (1) two family dwelling.
- (c) there is no minimum lot area required for a secondary suite that is located within or attached to and forms part of a principal dwelling unit.
- (d) a secondary suite shall only be permitted to be erected on a lot where it is located within or attached to a principal dwelling unit.
- (e) a secondary suite shall have a total floor area of not more than 90 m<sup>2</sup>.
- (f) a secondary suite shall only be one (1) storey.
- (g) a secondary suite shall have an entrance that is separate from that of the principal dwelling unit.
- (h) a secondary suite shall include facilities for storing, preparing and cooking food, sanitary facilities and a bedroom.
- (i) a secondary suite must be provided with potable water and sewage disposal facilities approved by the local health authority.
- (j) no person shall occupy a secondary suite unless an occupancy permit has been issued for it.
- (k) one (1) off-street parking space shall be provided for the exclusive use of the secondary suite.
- (l) the principal dwelling unit or the secondary suite must be occupied as a principal residence.
- (m) a secondary suite may not be a separate strata unit.

For clarity, secondary suites are for primary residents, not vacation rentals.”

c. Amending Schedule No. II – Section 200 – Bulk and Site Regulations as follows:

Zoning District or Use	Minimum Lot Width (feet)	Minimum Lot Area	Maximum Lot Coverage	Minimum Setbacks (Feet)			Maximum Height (feet)
				Front	Rear	Side	
RA3	98.4	0.24 hectare	25%	40	30	15	32.8

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            ,

---

Corporate Officer

---

Chair of the Regional Board



**To:** ACRD Board of Directors

**From:** Amy Anaka, MCIP, RPP, Planner

**Meeting Date:** June 12, 2024

**Voting Structure:** Electoral Area Directors and Tofino

**Subject:** Zoning Bylaw Text and Atlas Amendment Bylaws P1496 and P1497 - Former Land Use Contracts

---

**Recommendations:**

*THAT Bylaw P1496, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw, be adopted.*

*THAT Bylaw P1497, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.*

---

**Background:**

In 2014, the *Local Government Act* was amended by the Provincial government to terminate all existing Land Use Contracts (LUCs) on June 30, 2024. There are currently nine (9) LUCs in the ACRD that include specific land use and development regulations for the properties on which they are registered.

Bylaw P1496 is a zoning text amendment bylaw and Bylaw P1497 is a zoning atlas amendment bylaw to amend the ACRD Zoning Bylaw No. 15 to include site-specific districts for properties that are currently regulated by a LUC. These unique zones reflect the same uses and development regulations as contained within the LUCs.

Bylaws P1496 and P1497 were given first reading by the Board on March 27, 2024. Following a public information session and public hearing held on May 13, 2024, the Board received the public hearing report and gave the bylaws second and third readings at their May 22, 2024 meeting.

Ministry of Transportation and Infrastructure approved the zoning bylaw amendments pursuant to Section 52 of the *Transportation Act* on May 27, 2024. This is a requirement of the rezoning process as some of the subject properties lie within 800 metres of a Controlled Access Highway.

It is staff's opinion that all conditions of rezoning have now been satisfied. Staff recommend that the Board adopt Bylaws P1496 and P1497.

---

RT24003

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

Vargas  
Island  
Park

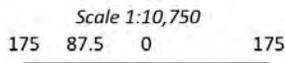


DISTRICT LOT 1161 (WICKANINNISH ISLAND),  
CLAYOQUOT DISTRICT

-  Subject Property
-  Parcels
-  Park

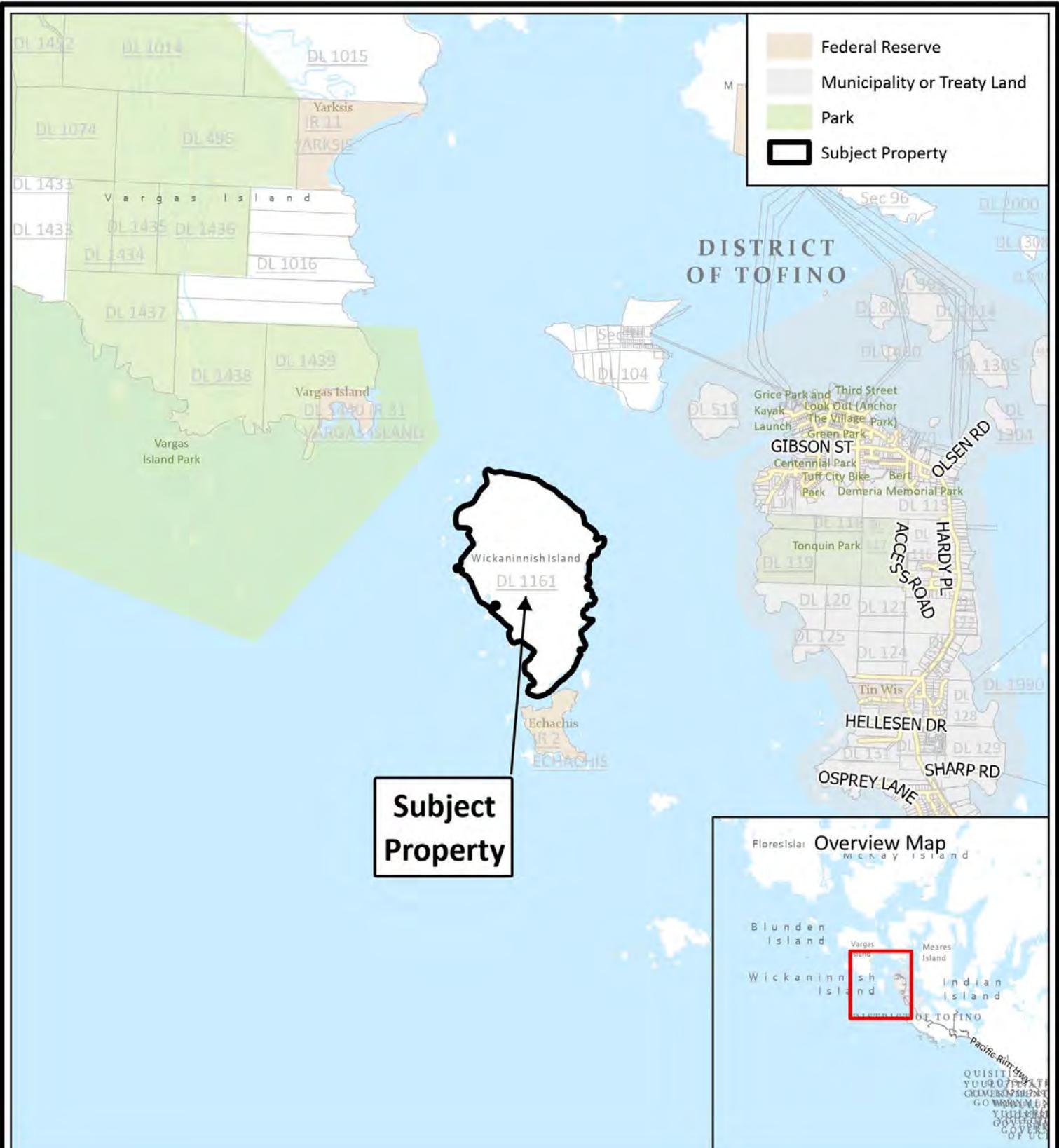


Prepared 2024-03-15  
 Sources: © OpenStreetMap (and contributors, CC-BY-SA), ParcelMapBC; GeoBC; ACRD



234 Meters

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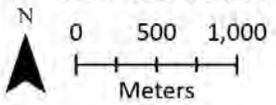


- Federal Reserve
- Municipality or Treaty Land
- Park
- Subject Property

**Subject Property**



**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**



Legal Description: DISTRICT LOT 1161 (WICKANINNISH ISLAND), CLAYOQUOT DISTRICT

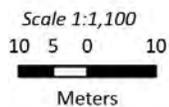


LOT B DISTRICT LOT 468 CLAYOQUOT DISTRICT PLAN  
VIP87429

-  Subject Property
-  Parcels
-  Park

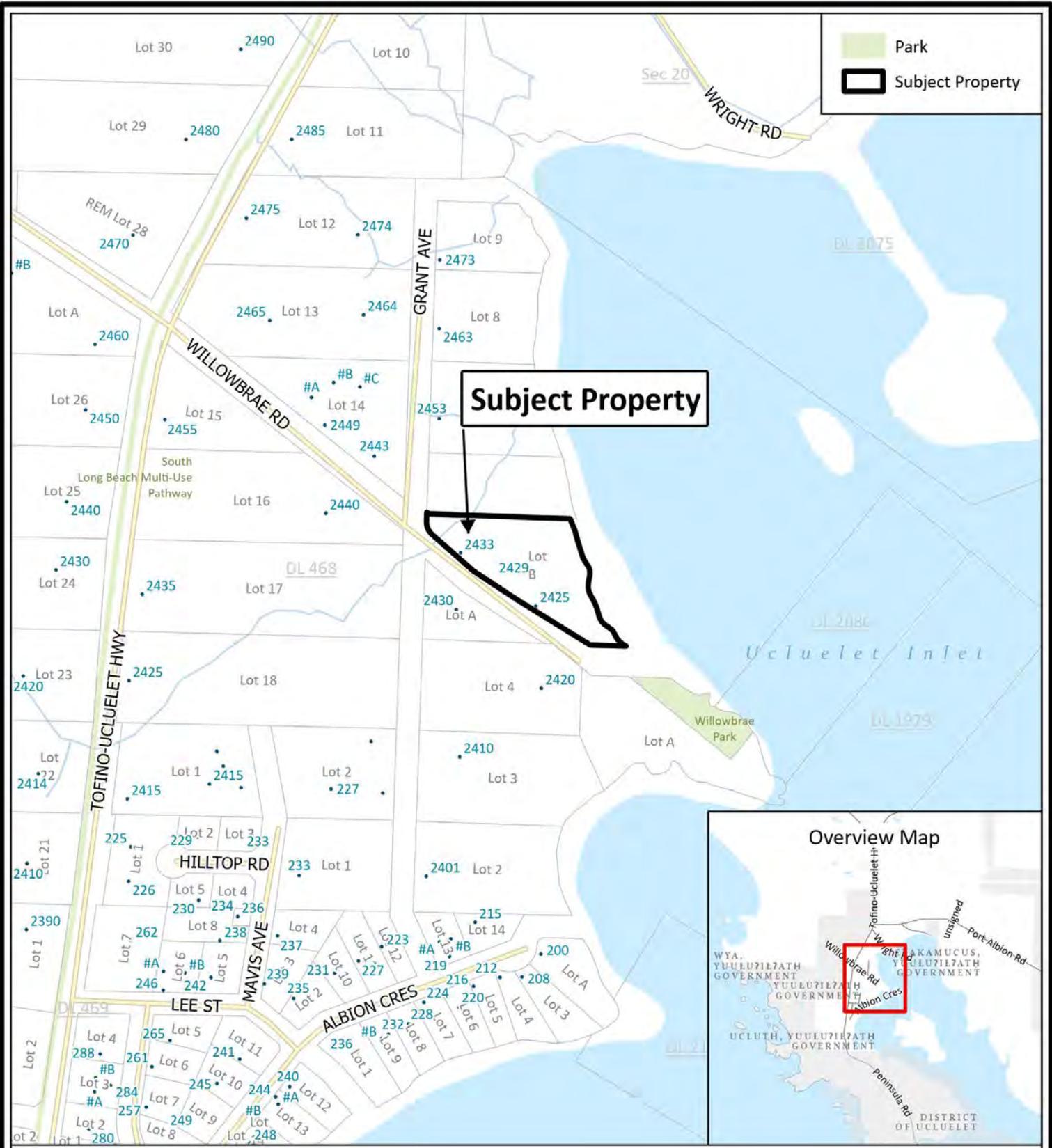


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236

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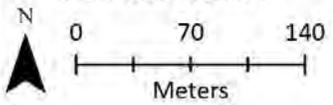


 Park  
 Subject Property

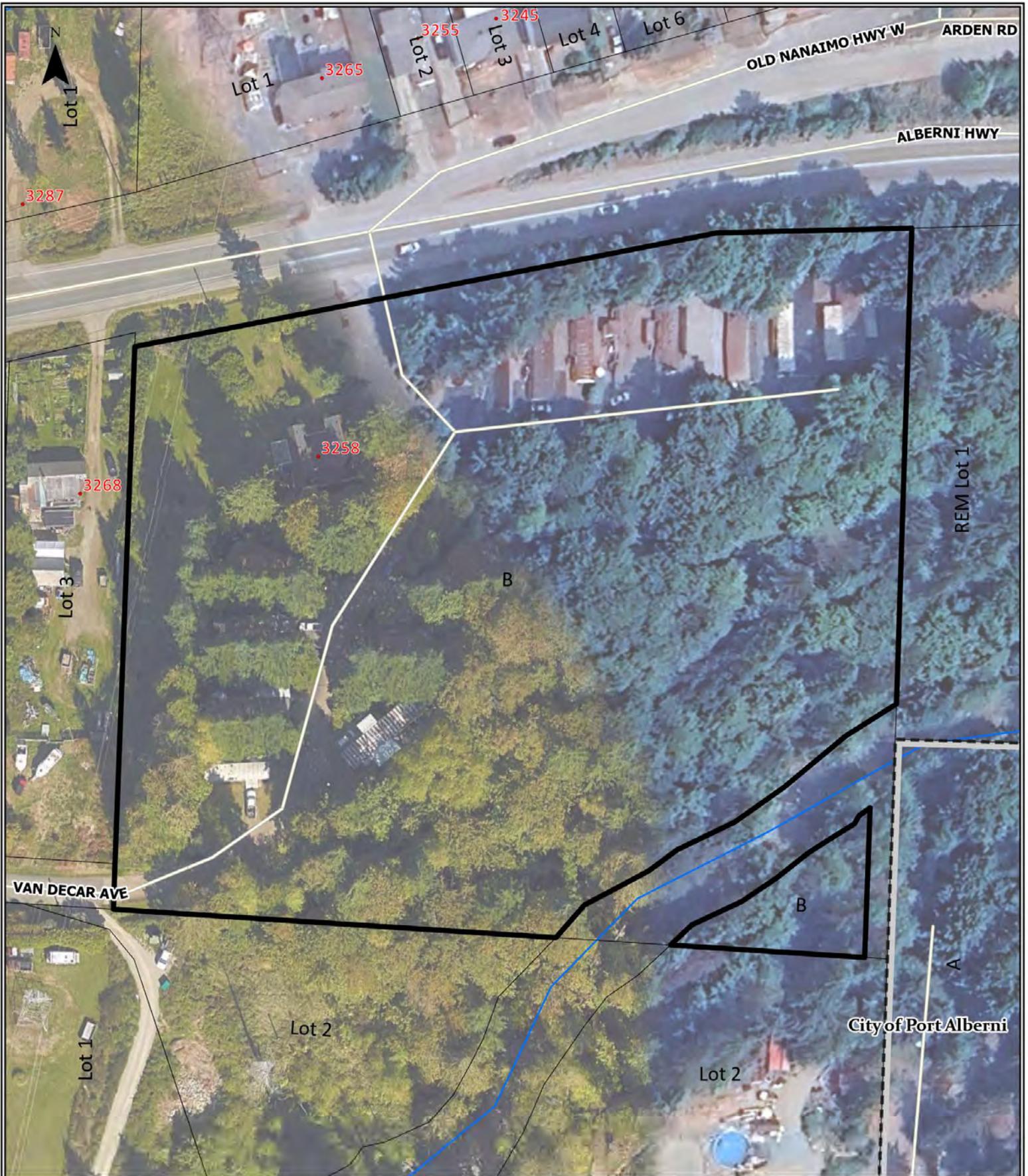
**Subject Property**



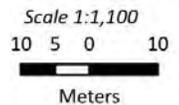
ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



 Legal Description: LOT B DISTRICT LOT 468 CLAYOQUOT DISTRICT  
 PLAN VIP87429



PARCEL B (DD 18416N) OF DISTRICT LOT 152, ALBERNI DISTRICT



238

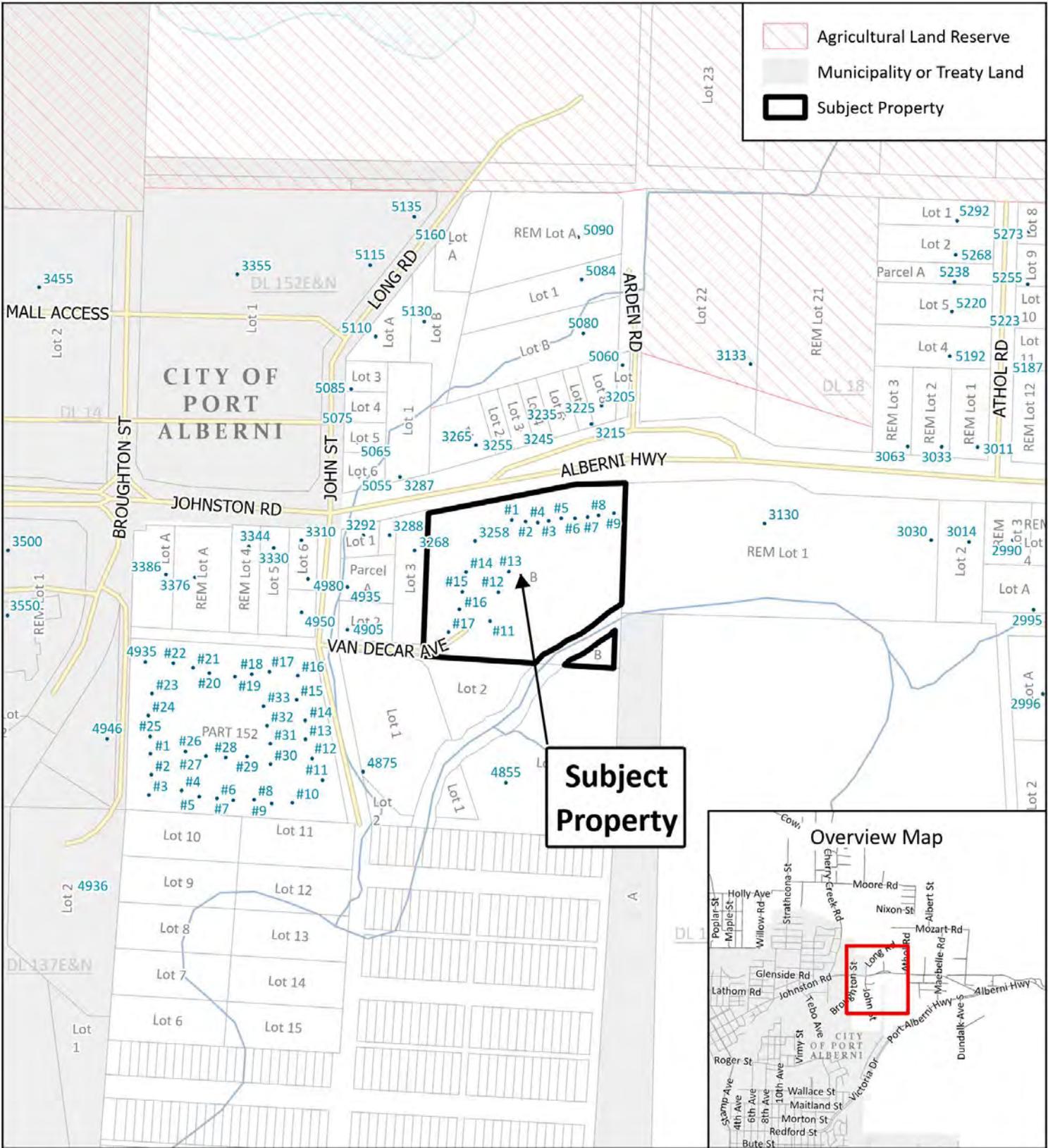
- Subject Property
- AV Stream Atlas
- Parcels
- Administrative Areas



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 Sources: © OpenStreetMap (and contributors, CC-BY-SA), ParcelMapBC; GeoBC; ACRD

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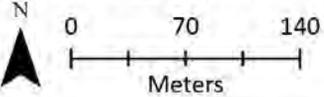
-  Agricultural Land Reserve
-  Municipality or Treaty Land
-  Subject Property



**Subject Property**



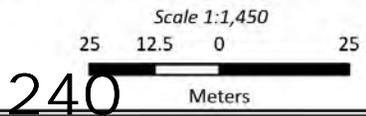
ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



 Legal Description: PARCEL B (DD 18416N) OF DISTRICT LOT 152, ALBERNI DISTRICT



THAT PART OF DISTRICT LOT 152, ALBERNI DISTRICT, LYING TO THE SOUTH OF THE SOUTHERLY BOUNDARY OF PLAN 7451 AND TO THE WEST OF THE WESTERLY BOUNDARY OF JOHN STREET, AS SAID STREET IS SHOWN ON PLAN 1539

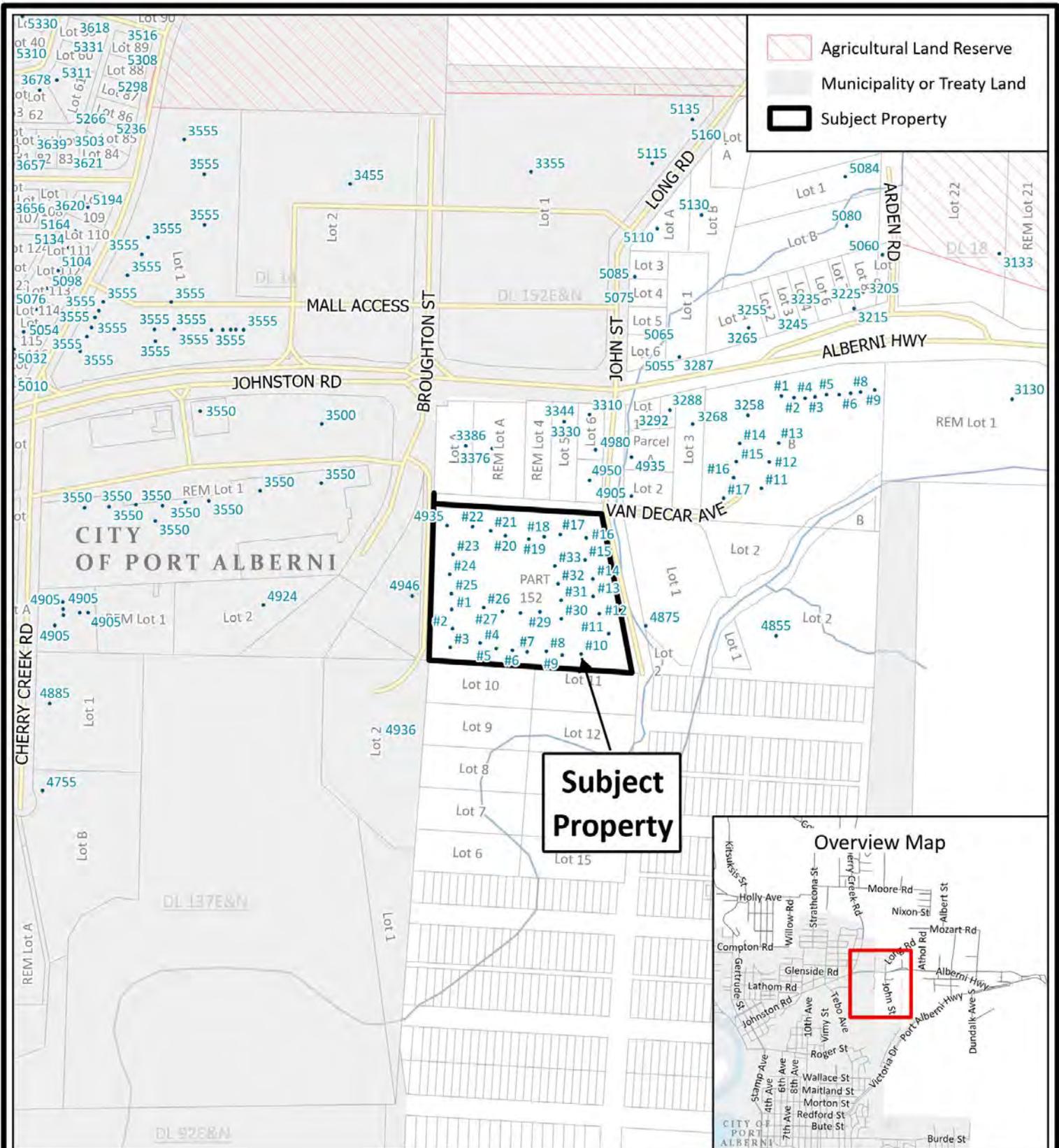


-  Subject Property
-  AV Stream Atlas
-  Parcels
-  Administrative Areas



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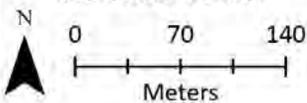


**Subject Property**

 Legal Description: THAT PART OF DISTRICT LOT 152, ALBERNI DISTRICT, LYING TO THE SOUTH OF THE SOUTHERLY BOUNDARY OF PLAN 7451 AND TO THE WEST OF THE WESTERLY BOUNDARY OF JOHN STREET, AS SAID STREET IS SHOWN ON PLAN 1539



ALBERNI-CLAYOQUOT REGIONAL DISTRICT



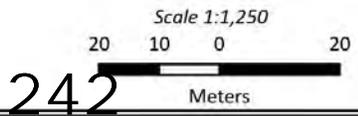


LOT 17, DISTRICT LOT 18, ALBERNI DISTRICT, PLAN 906  
EXCEPT PART IN PLAN 2051 RW

-  Subject Property
-  AV Stream Atlas
-  Agricultural Land Reserve
-  Parcels

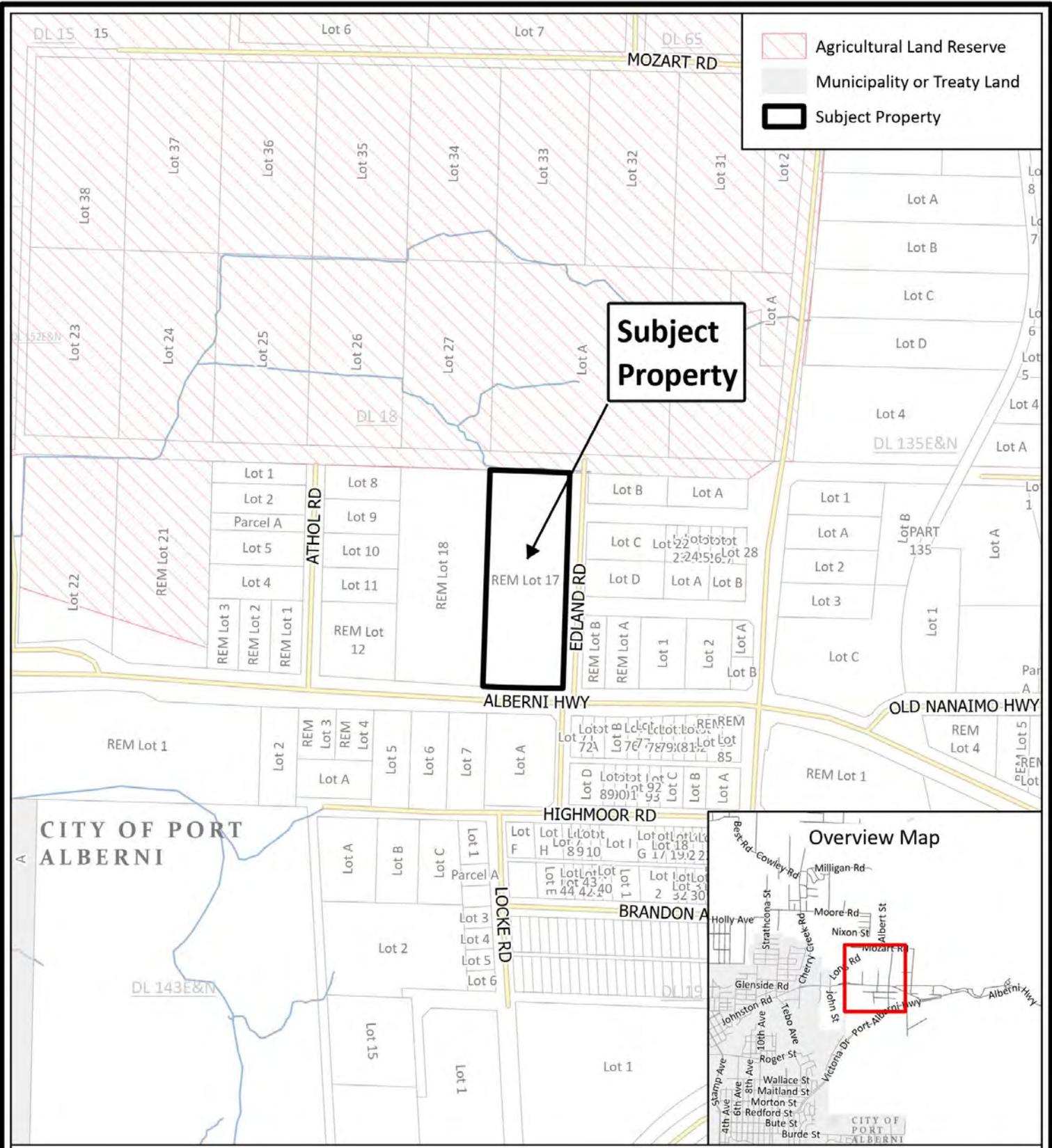


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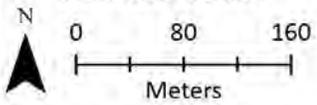
242



 Legal Description: LOT 17, DISTRICT LOT 18, ALBERNI DISTRICT, PLAN 906 EXCEPT PART IN PLAN 2051 RW



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



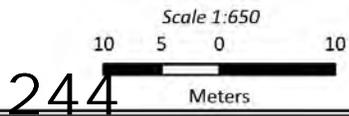


LOT 11 DISTRICT LOT 18 ALBERNI DISTRICT PLAN 7319  
 and LOT 12 DISTRICT LOT 18 ALBERNI DISTRICT PLAN  
 7319 EXCEPT PART IN PLAN 2051 RW

-  Subject Property
-  Parcels



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 ParcelMapBC; GeoBC; ACRD



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 Agricultural Land Reserve

 Subject Property

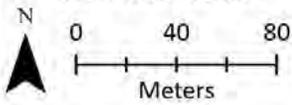
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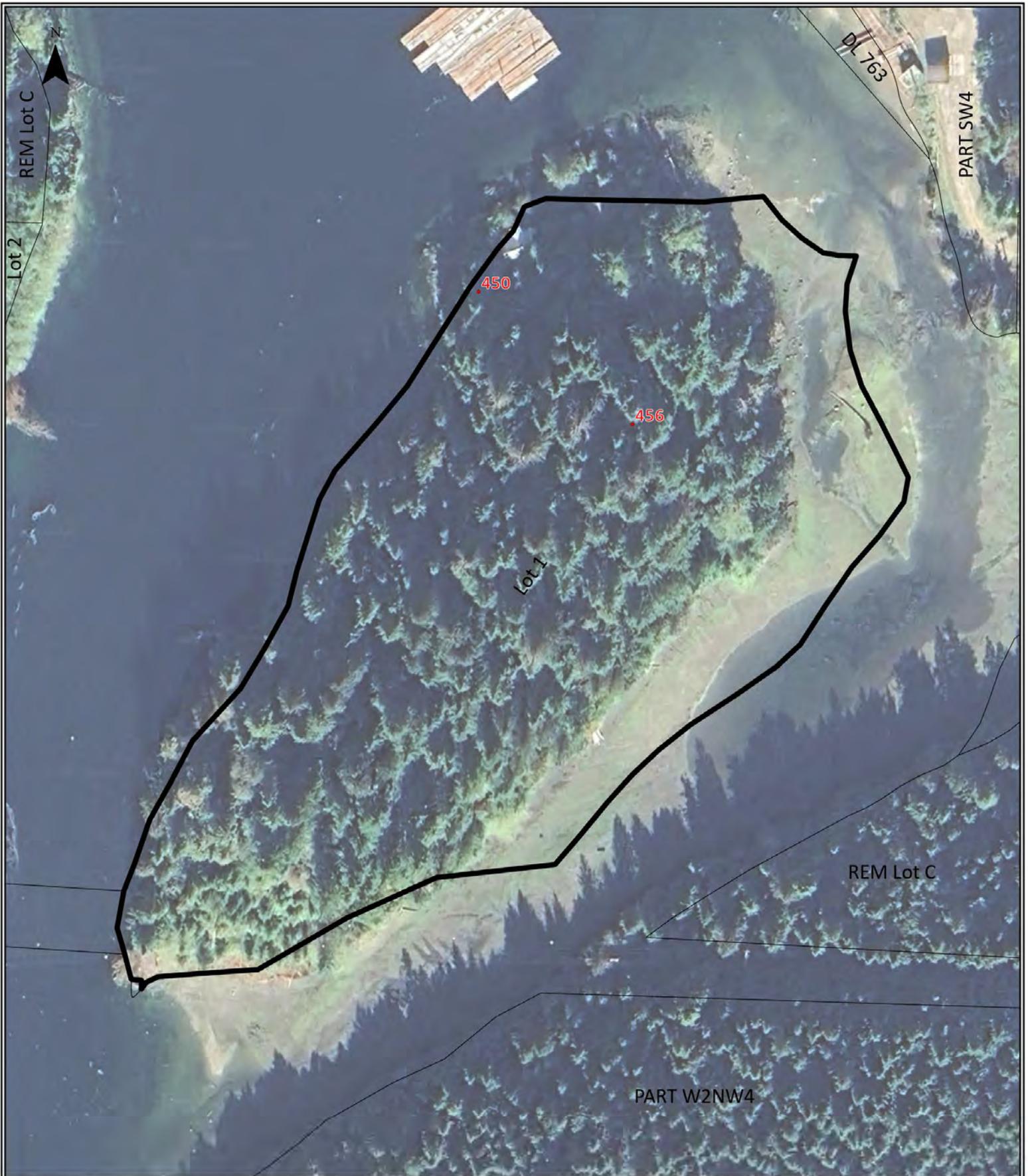
## Overview Map



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



 Legal Description: LOT 11 DISTRICT LOT 18 ALBERNI DISTRICT PLAN 7319 and LOT 12 DISTRICT LOT 18 ALBERNI DISTRICT PLAN 7319 EXCEPT PART IN PLAN 2051 RW



LOT 1, SECTION 20, TOWNSHIP 1, BARCLAY DISTRICT,  
PLAN 3077

-  Subject Property
-  Parcels

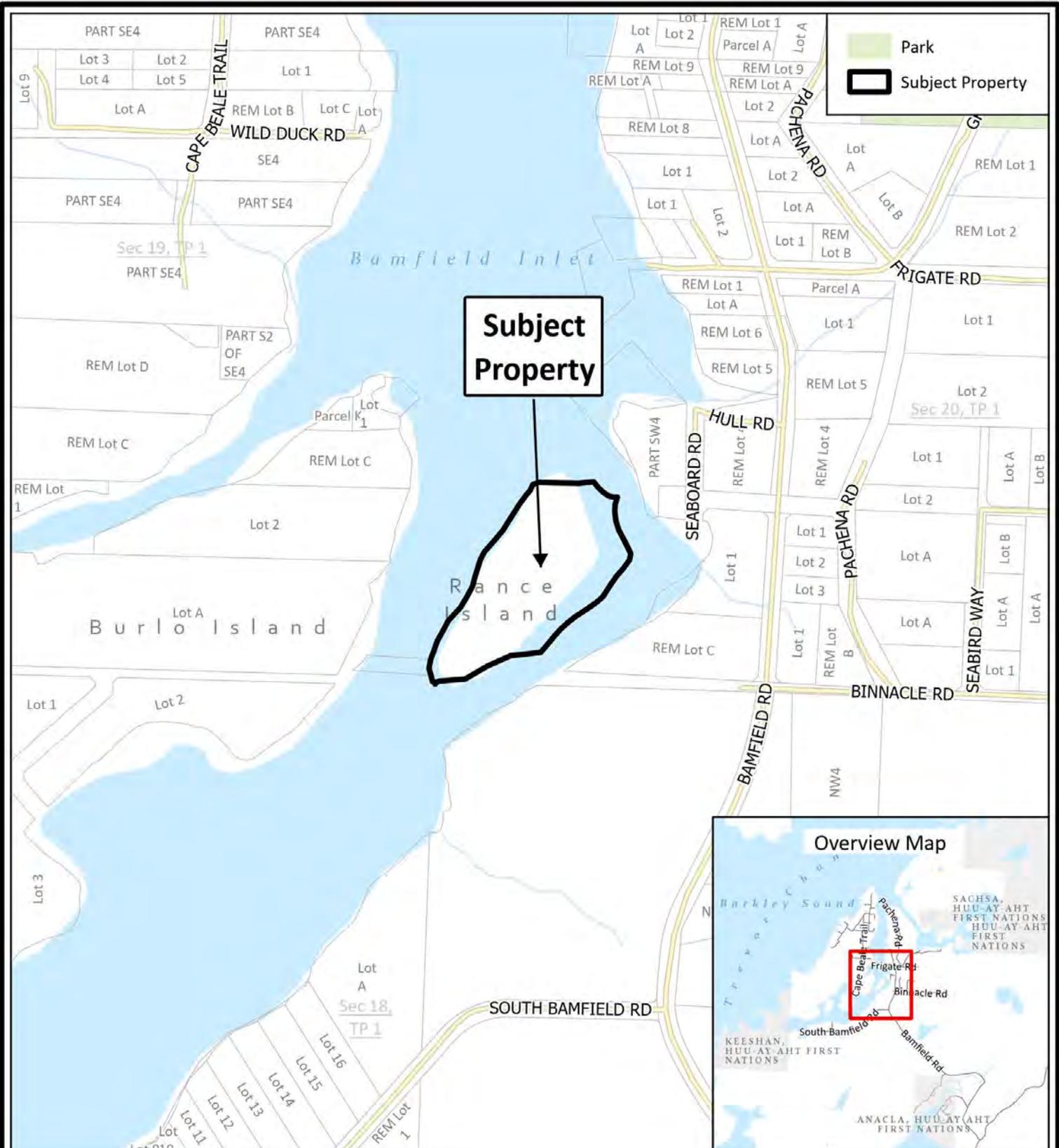


Prepared 2024-03-15  
Sources: © OpenStreetMap (and)  
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ParcelMapBC; GeoBC; ACRD

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246 Meters

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purposes.*



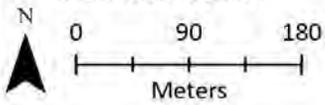
**Subject Property**

 Park  
 Subject Property

 Legal Description: LOT 1, SECTION 20, TOWNSHIP 1, BARCLAY DISTRICT, PLAN 3077



ALBERNI-CLAYOQUOT REGIONAL DISTRICT





LOT 42, 43, 44, DISTRICT LOT 41, ALBERNI DISTRICT,  
PLAN 15275

-  Subject Property
-  Parcels



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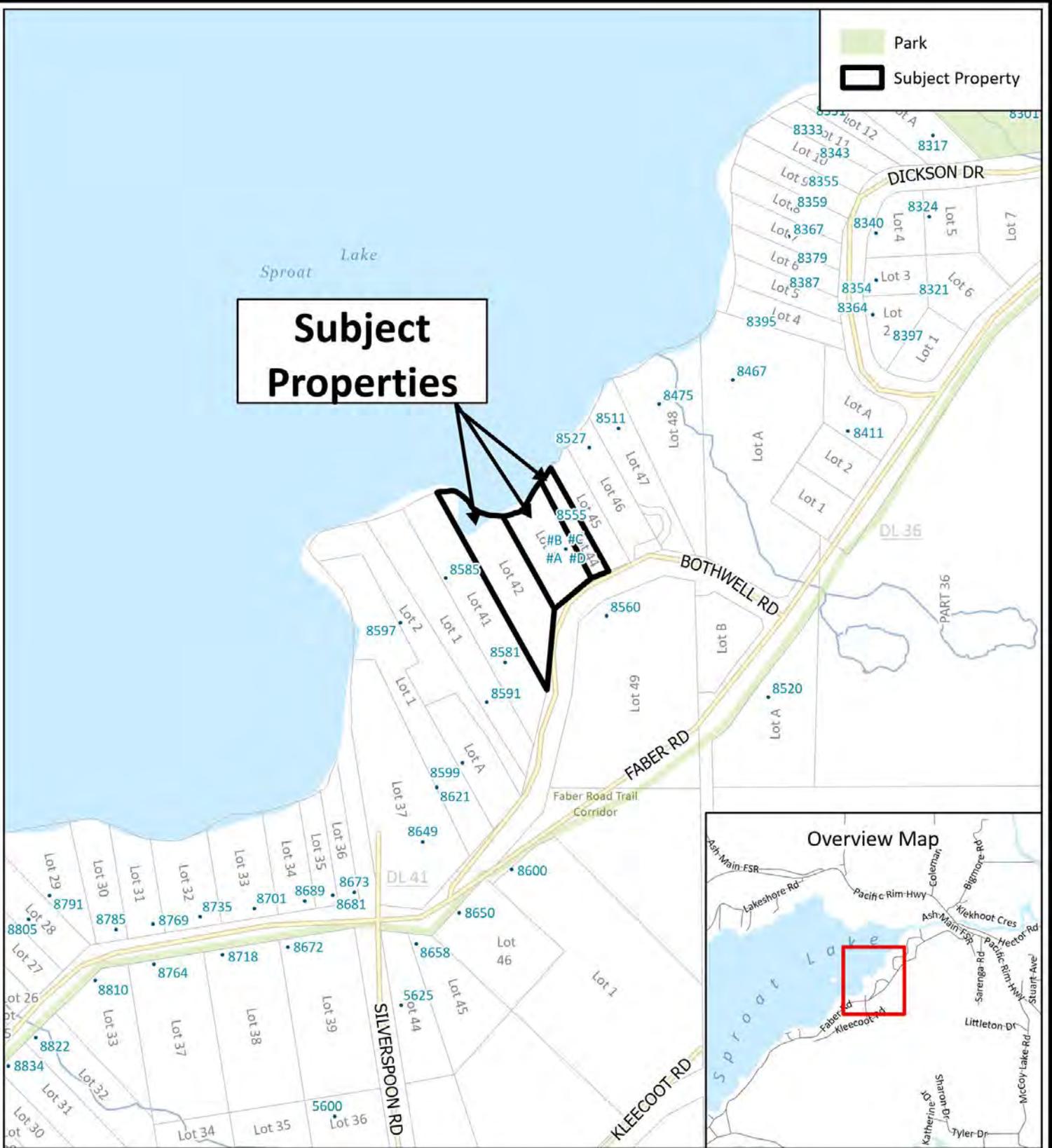
248

Meters

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-  Park
-  Subject Property

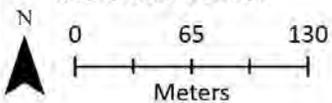
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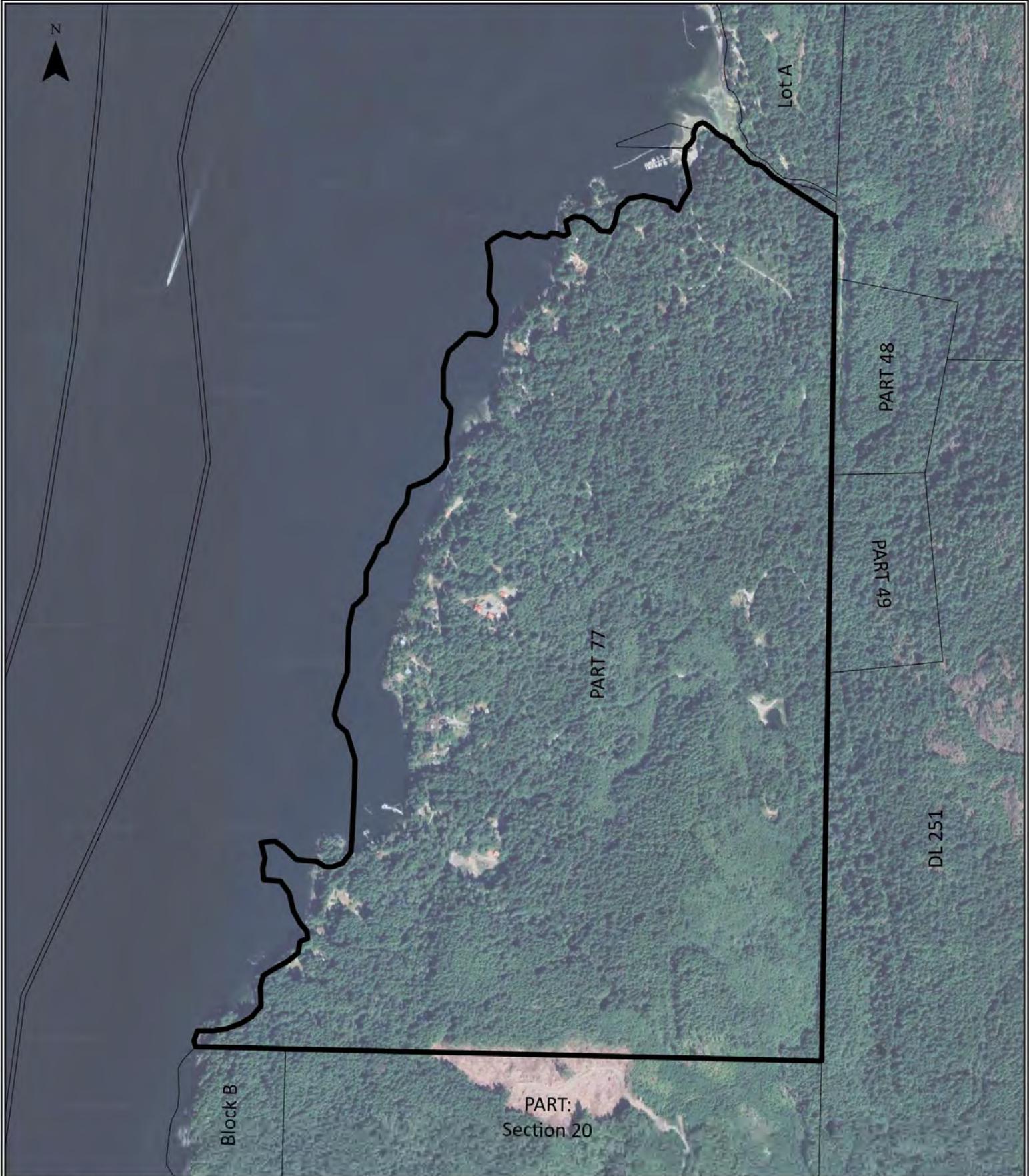


 Legal Description: LOT 42, 43, 44, DISTRICT LOT 41, ALBERNI DISTRICT, PLAN 15275



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



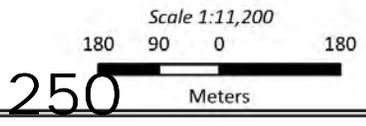


SECTION 77 ALBERNI DISTRICT (SITUATE IN BARCLAY DISTRICT) EXCEPT PART IN PLAN 38569

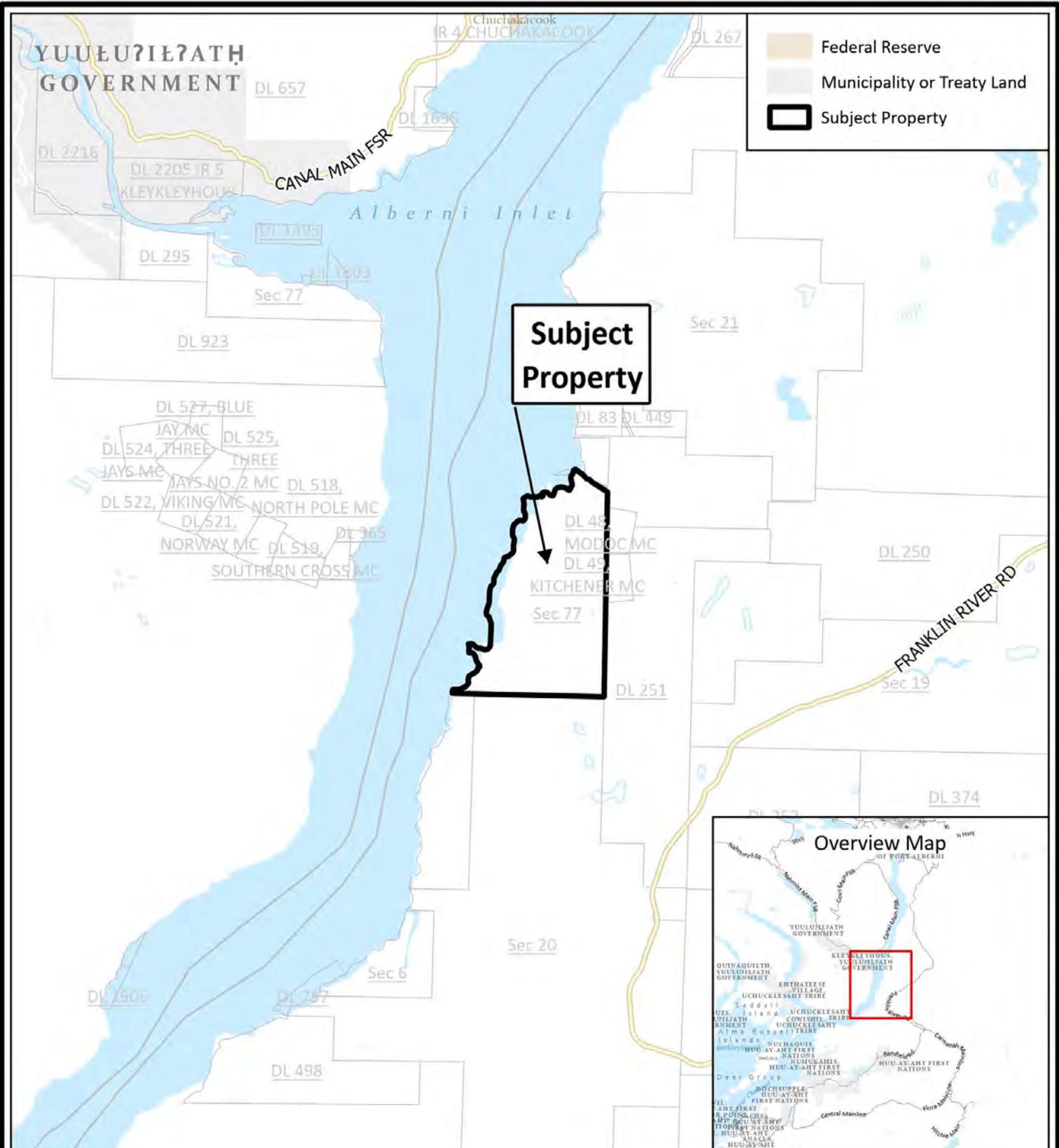
-  Subject Property
-  Parcels



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 Sources: © OpenStreetMap (and) contributors, CC-BY-SA, ParcelMapBC; GeoBC; ACRD



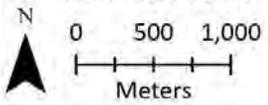
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 Legal Description: SECTION 77 ALBERNI DISTRICT (SITUATE IN BARCLAY DISTRICT) EXCEPT PART IN PLAN 38569



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT





## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

### BYLAW NO. P1496

#### OFFICIAL ZONING TEXT AMENDMENT

---

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 upon the affirmative vote of the directors in accordance with the *Local Government Act*;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the text 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 Text Amendment Bylaw No. P1496.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by:

a. Adding the following to “Section 4.3, Interpretation (1) Use of Short Designations”:

“Site specific districts for former land use contracts shall mean the RVH-WI, A3-W, RMH-C, RMH-G, RMH-JL, C3-ARN, A1-RI, C1-FD, RVH-HB districts.”

b. Adding a new “Schedule No. VI - Site Specific Districts For Former Land Use Contracts” to read as follows:

“600 Within the area to which this Bylaw applies, land use contracts (LUCs) formerly governed the use and development of site-specific properties. As per Section 547 of the *Local Government Act*, all LUCs are terminated on June 30, 2024, and lands within the former LUC area are subject to this Bylaw.

601 Wickaninnish Island Vacation Home District (RVH-WI)

601.1 This district applies only to Wickaninnish Island Estates, DISTRICT LOT 1161 (WICKANINNISH ISLAND), CLAYOQUOT DISTRICT, and is intended to reflect the terms of a former land use contract for the island. The LUC provided for temporary accommodation and year-round caretaker use without any services

provided by the ACRD. Vacation Home District (RVH) uses and density apply, and are varied as follows:

- (1) Additional Permitted Principal Uses:
  - (a) Common amenity building
  - (b) Guest cottages
- (2) Additional Permitted Accessory Use:
  - (a) Greenhouses
- (3) Maximum Density:
  - (a) 35 seasonal dwellings
  - (b) 4 guest cabins
- (4) Additional Condition of Use:
  - (a) Only one (1) of the dwelling units may be used as a year-round caretaker's residence.

602 Willowbrae Road Forest Rural District (A3-W)

602.1 This district applies only to LOT B DISTRICT LOT 468 CLAYOQUOT DISTRICT PLAN VIP87429, and is intended to reflect the terms of a former land use contract permitting wood processing. Forest Rural District (A3) uses and density apply, and are varied as follows:

- (1) For Clarity, the Following Uses are Not Permitted:
  - (a) Medical cannabis production
  - (b) Non-medical cannabis production
- (2) Permitted Principal Uses are Restricted to the Following:
  - (a) Shake-and-shingle mill use including a lumber saw
- (3) Permitted Accessory Uses are Restricted to the Following:
  - (a) Retail sales of products processed on lot
  - (b) Indoor and outdoor storage
  - (c) Wood waste disposal necessary to the operation of the mill
  - (d) Single family dwelling
- (4) Additional Conditions of Use:
  - (a) Outdoor storage and the stockpiling of wood waste materials shall not be located within setback areas of a minimum of 12 m from the lot line adjoining Willowbrae Road and a minimum of 90 m from the southeast corner of the lot or on the foreshore.
  - (b) A continuous 12 m deep vegetative buffer shall be maintained along all lot lines except for the access on Willowbrae Road and along the boundary of Ucluelet Inlet. The screening shall cover that portion of the lot within 104 m of the southeast corner of the lot.
  - (c) The single detached dwelling must be located a minimum of 104 m from the southeast corner of the lot.

- 603 Cougar Mobile-Home Residential District (RMH-C)
- 603.1 This district applies only to Cougar Mobile Home Park, PARCEL B (DD 18416N) OF DISTRICT LOT 152, ALBERNI DISTRICT, and is intended to reflect the terms of a former land use contract for a mobile home park. Mobile-Home Residential District (RMH) uses and density apply, and are varied as follows:
- (1) Principal uses and number of dwellings within this district are limited to a maximum of 16 mobile homes.
  - (2) Additional Condition of Use:
    - (a) A 45.7 m setback from Roger Creek shall be retained in its natural state as potential park land reserve or greenspace.
- 604 Greenridge Mobile-Home Residential District (RMH-G)
- 604.1 This district applies only to Greenridge/Larsen Mobile Home Park, THAT PART OF DISTRICT LOT 152, ALBERNI DISTRICT, LYING TO THE SOUTH OF THE SOUTHERLY BOUNDARY OF PLAN 7451 AND TO THE WEST OF THE WESTERLY BOUNDARY OF JOHN STREET, AS SAID STREET IS SHOWN ON PLAN 1539, and is intended to reflect the terms of a former land use contract for a mobile home park. Mobile-Home Residential District (RMH) uses and density apply, and are varied as follows:
- (1) Principal uses and number of dwellings within this district are limited to a maximum of 33 mobile homes.
- 605 Jay-Lee Mobile-Home Residential District (RMH-JL)
- 605.1 This district applies only to Jay-Lee Mobile Home Park, LOT 17, DISTRICT LOT 18, ALBERNI DISTRICT, PLAN 906 EXCEPT PART IN PLAN 2051 RW, and is intended to reflect the terms of a former land use contract for a mobile home park. Mobile-Home Residential District (RMH) uses and density apply, and are varied as follows:
- (1) Principal uses and number of dwellings within this district are limited to a maximum of 24 mobile homes and two (2) single family dwellings.
  - (2) Additional Condition of Use:
    - (a) A continuous 10 m deep vegetative buffer shall be maintained along the entire lot line adjoining Edland Road, except for vehicle access points to the lot.
- 606 Athol Road North Service Commercial District (C3-ARN)
- 606.1 This district applies only to LOT 11 DISTRICT LOT 18 ALBERNI DISTRICT PLAN 7319 and LOT 12 DISTRICT LOT 18 ALBERNI DISTRICT PLAN 7319 EXCEPT PART IN PLAN 2051 RW, on the Alberni Highway at Athol Road North, and is intended to reflect the terms of a former land use contract. Small Holdings District (A1), Single Family Residential District (R1), and Service Commercial District (C3) uses and density apply, and are varied as follows:

- (1) Additional Conditions of Use:
  - (a) Uses permitted in A1 district are restricted to those portions of the property adjoining Athol Road North, except for area described in (b) below, and adjoining the Alberni Highway for a depth of 15 m from the exterior lot lines and along the interior lot line for a distance of 22.9 m from the eastern side lot line and a depth of 38.1 m from the front lot line on the Alberni Highway.
  - (b) Uses permitted in R1 district are restricted to an area of 1,137 m<sup>2</sup> with 22.9 m of frontage on Athol Road North commencing 15.8 m from the northern lot line of Lot 11 and continuing for a distance of 22.9 m along Athol Road North.
  - (c) Uses permitted in the C3 district are restricted to those listed in Section 123.1(2)(a)(c) and are limited to the remaining portions of the properties, outside the areas where A1 and R1 uses are permitted.
  - (d) A continuous vegetative buffer not less than 1.8 m in height shall be maintained along the northern lot line of Lot 11 and the eastern lot lines of Lot 11 and the remainder of Lot 12 where C3 uses are permitted.

607 Rance Island Small Holdings District (A1-RI)

607.1 Applies only to LOT 1, SECTION 20, TOWNSHIP 1, BARCLAY DISTRICT, PLAN 3077, in Bamfield Inlet, and is intended to reflect the terms of a former land use contract that permits the property owner to pursue a boat-building and boat-repair business. Small Holdings District (A1) uses and density apply, and are varied as follows:

- (1) Additional Permitted Accessory Uses:
  - (a) Boat-building and boat-repair within an enclosed building and outside within 15 m of the building
  - (b) Storage of small watercraft
- (2) Additional Lot Regulation:
  - (a) Any foreshore building, structure, use or work ancillary to the business of boat-building and boat-repair shall be permitted only within the boundaries of a water lease approved and granted by the relevant provincial authority.

608 Fish and Duck Local Commercial District (C1-FD)

608.1 Applies only to LOT 42, 43 and 44, DISTRICT LOT 41, ALBERNI DISTRICT, PLAN 15275, known as the Fish and Duck Pub and Marina, and is intended to reflect the terms of a former land use contract for a neighbourhood pub. Local Commercial District (C1) uses and density apply, and are varied as follows:

- (1) Permitted Principal Uses are Restricted to the Following:
  - (a) Neighbourhood pub
  - (b) Single family dwelling
  - (c) Seasonal cottage rental
  - (d) Retail sales of fishing gear and supplies

(e) Houseboat and waterski rental office

(2) Permitted Accessory Uses are Restricted to the Following:

- (a) Secondary suite attached to the pub for caretaker use
- (b) Accessory buildings, structures and uses
- (c) Houseboat maintenance, service and repair
- (d) Storage of equipment related to the permitted principal and accessory uses
- (e) Boat fuel pumps
- (f) Pump-and-haul facilities

(3) Additional Lot Regulation:

- (a) The maximum total retail commercial use floor area is 186 m<sup>2</sup>.

(4) Maximum Density:

- (a) 5 seasonal cottages
- (b) 2 single family dwelling and caretaker's residence

609 Headquarters Bay Vacation Home District (RVH-HB)

609.1 Applies only to SECTION 77 ALBERNI DISTRICT (SITUATE IN BARCLAY DISTRICT) EXCEPT PART IN PLAN 38569, known as Headquarters Bay, and is intended to reflect the terms of a former land use contract for temporary accommodation. Vacation Home District (RVH) uses and density apply, and are varied as follows:

(1) Maximum Number of Seasonal Dwellings Permitted:

- (a) 41 seasonal dwelling areas, each with one (1) seasonal dwelling
  - i. One (1) seasonal dwelling area may contain one (1) caretaker's residence for year-round occupancy

(2) Additional Permitted Accessory Uses:

- (a) Boat launch
- (b) Moorage facilities

(3) Seasonal Dwelling Area Regulations:

- (a) Minimum land area is restricted to 2 ha
- (b) Maximum floor area for a seasonal dwelling is 111 m<sup>2</sup>
- (c) Minimum setback from the natural boundary of the Alberni Inlet is 11 m
- (d) Minimum building elevation of the bottom of the lowest habitable floor above the natural boundary of the Alberni Inlet is 4 m
- (e) No vegetation removal within 11 m of the natural boundary of Alberni Inlet

(4) Additional Conditions of Use:

- (a) Each seasonal dwelling to have a minimum of 2 ha of individual land area.
- (b) No boat launch or moorage facilities shall be constructed without a foreshore lease from the relevant provincial authority.

(c) All services are the responsibility of the owners of the property. Neither the ACRD nor utility providers shall provide any public utilities or any other works or services to the property."

c. Amending "Section 5.1 Designation of Districts" to add the following:

- "601 Wickaninnish Island Vacation Home District (RVH-WI)
- 602 Willowbrae Road Forest Rural District (A3-W)
- 603 Cougar Mobile-Home Residential District (RMH-C)
- 604 Greenridge Mobile-Home Residential District (RMH-G)
- 605 Jay-Lee Mobile-Home Residential District (RMH-JL)
- 606 Athol Road North Service Commercial District (C3-ARN)
- 607 Rance Island Small Holdings District (A1-RI)
- 608 Fish and Duck Local Commercial District (C1-FD)
- 609 Headquarters Bay Vacation Home District (RVH-HB)"

3. This bylaw shall come into force and take effect on June 30, 2024.

Read a first time this 27<sup>th</sup> day of March, 2024  
Public Hearing held this 13<sup>th</sup> day of May, 2024  
Read a second time this 22<sup>nd</sup> day of May, 2024  
Read a third time this 22<sup>nd</sup> day of May, 2024

Adopted this      day of      ,

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Chair of the Regional Board

Approved pursuant to section 52(3)(a) of  
the *Transportation Act*

this 27 day of May 2024  
Ministry of Transportation and Infrastructure

\_\_\_\_\_  




**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1497**

**OFFICIAL ZONING ATLAS AMENDMENT NO. 781**

---

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 the *Local Government Act*;

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. P1497.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended to zone:

DISTRICT LOT 1161 (WICKANINNISH ISLAND), CLAYOQUOT DISTRICT to Wickaninnish Island Vacation Home District (RVH-WI) as shown on Schedule ‘A-1’ which is attached to and forms part of this bylaw.

LOT B DISTRICT LOT 468 CLAYOQUOT DISTRICT PLAN VIP87429 to Willowbrae Road Forest Rural District (A3-W) as shown on Schedule ‘A-2’ which is attached to and forms part of this bylaw.

PARCEL B (DD 18416N) OF DISTRICT LOT 152, ALBERNI DISTRICT to Cougar Mobile-Home Residential District (RMH-C) as shown on Schedule ‘A-3’ which is attached to and forms part of this bylaw.

THAT PART OF DISTRICT LOT 152, ALBERNI DISTRICT, LYING TO THE SOUTH OF THE SOUTHERLY BOUNDARY OF PLAN 7451 AND TO THE WEST OF THE WESTERLY BOUNDARY OF JOHN STREET, AS SAID STREET IS SHOWN ON PLAN 1539 to Greenridge Mobile-Home Residential District (RMH-G) as shown on Schedule ‘A-4’ which is attached to and forms part of this bylaw.

LOT 17, DISTRICT LOT 18, ALBERNI DISTRICT, PLAN 906 EXCEPT PART IN PLAN 2051 RW to Jay-Lee Mobile-Home Residential District (RMH-JL) as shown on Schedule 'A-5' which is attached to and forms part of this bylaw.

LOT 11 DISTRICT LOT 18 ALBERNI DISTRICT PLAN 7319 and LOT 12 DISTRICT LOT 18 ALBERNI DISTRICT PLAN 7319 EXCEPT PART IN PLAN 2051 RW to Athol Road North Service Commercial District (C3-ARN) as shown on Schedule 'A-6' which is attached to and forms part of this bylaw.

LOT 1, SECTION 20, TOWNSHIP 1, BARCLAY DISTRICT, PLAN 3077 to Rance Island Small Holdings District (A1-RI) as shown on Schedule 'A-7' which is attached to and forms part of this bylaw.

LOT 42, 43 and 44, DISTRICT LOT 41, ALBERNI DISTRICT, PLAN 15275 to Fish and Duck Local Commercial District (C1-FD) as shown on Schedule 'A-8' which is attached to and forms part of this bylaw.

SECTION 77 ALBERNI DISTRICT (SITUATE IN BARCLAY DISTRICT) EXCEPT PART IN PLAN 38569 to Headquarters Bay Vacation Home District (RVH-HB) as shown on Schedule 'A-9' which is attached to and forms part of this bylaw.

3. This bylaw shall come into force and take effect on June 30, 2024.

Read a first time this 27<sup>th</sup> day of March, 2024  
Public Hearing held this 13<sup>th</sup> day of May, 2024  
Read a second time this 22<sup>nd</sup> day of May, 2024  
Read a third time this 22<sup>nd</sup> day of May, 2024

Adopted this      day of      ,

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Chair of the Regional Board

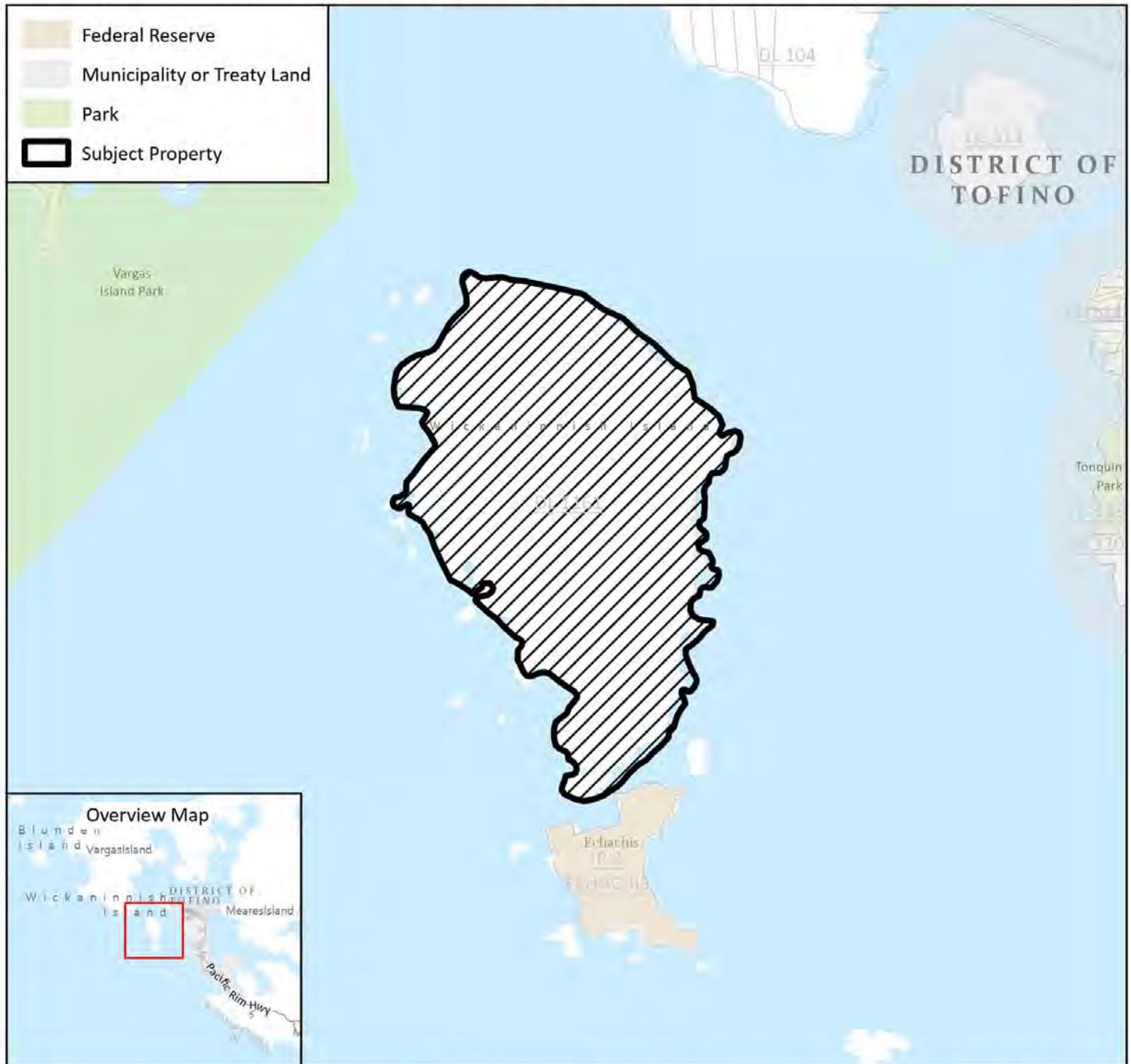
Approved pursuant to section 52(3)(a) of  
the *Transportation Act*

this 27 day of May 2024  
Ministry of Transportation and Infrastructure

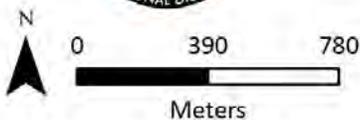
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# Schedule 'A-1'

This schedule is attached to and forms part of Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1497, 2024



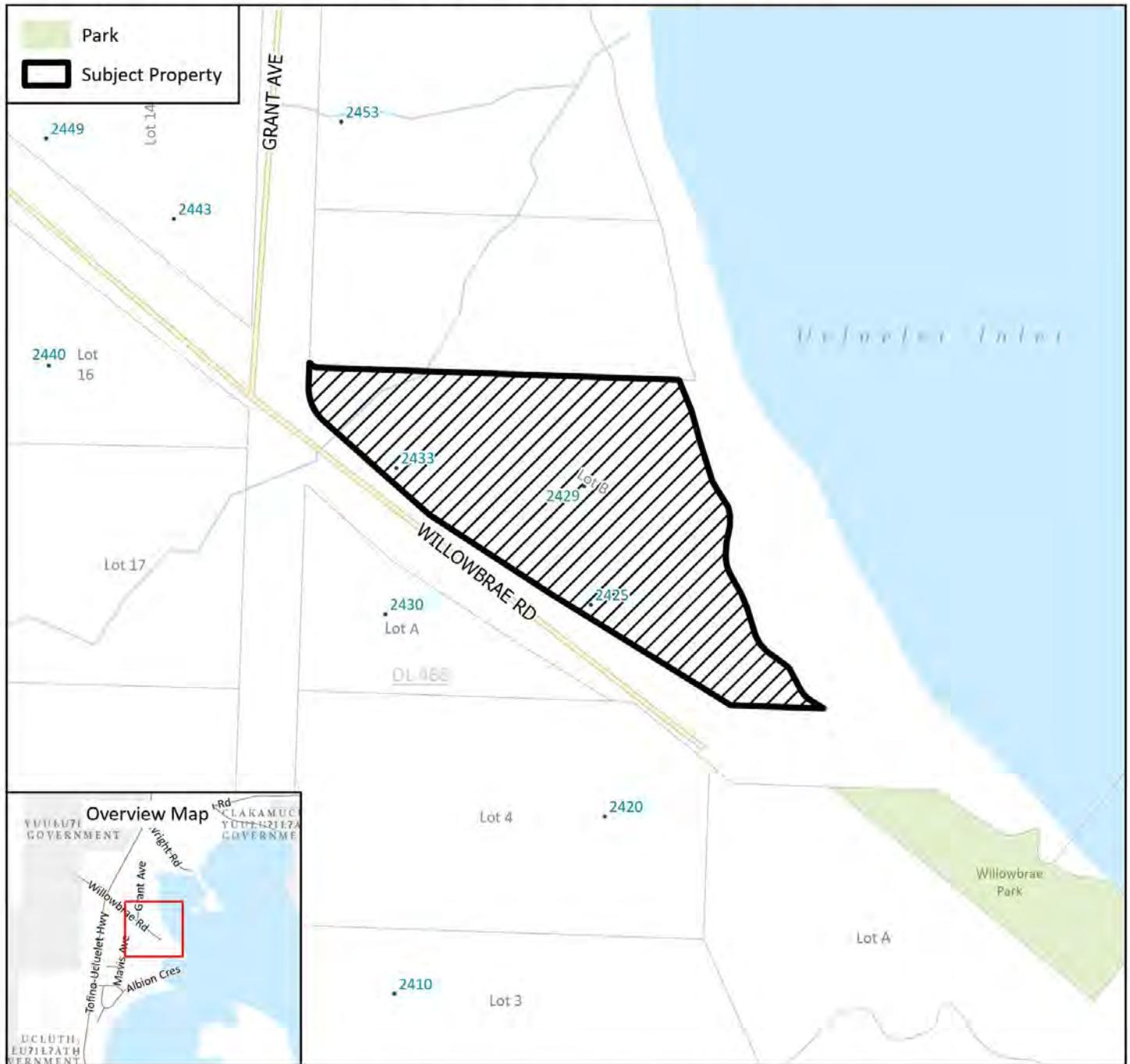
Legal Description: DISTRICT LOT 1161 (WICKANINNISH ISLAND), CLAYOQUOT DISTRICT



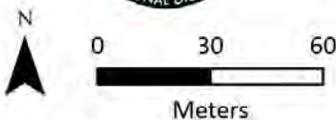
 To be zoned Wickaninnish Island Vacation Home District (RVH-WI).

# Schedule 'A-2'

This schedule is attached to and forms part of Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1497, 2024



Legal Description: LOT B DISTRICT LOT 468 CLAYOQUOT DISTRICT PLAN VIP87429



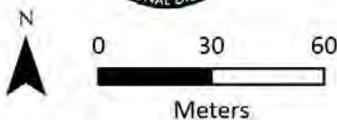
 To be zoned Willowbrae Road Forest Rural District (A3-W).

# Schedule 'A-3'

This schedule is attached to and forms part of Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1497, 2024



Legal Description: PARCEL B (DD 18416N) OF DISTRICT LOT 152, ALBERNI DISTRICT



 To be zoned Cougar Mobile-Home Residential District (RMH-C).

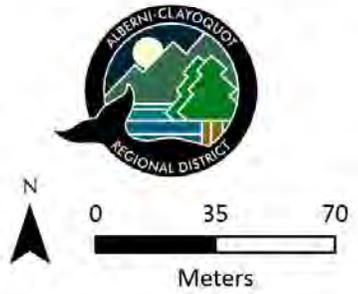
# Schedule 'A-4'

This schedule is attached to and forms part of Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1497, 2024



Legal Description: THAT PART OF DISTRICT LOT 152, ALBERNI DISTRICT, LYING TO THE SOUTH OF THE SOUTHERLY BOUNDARY OF PLAN 7451 AND TO THE WEST OF THE WESTERLY BOUNDARY OF JOHN STREET, AS SAID STREET IS SHOWN ON PLAN 1539

 To be zoned Greenridge Mobile-Home Residential District (RMH-G).



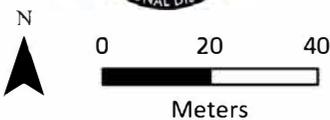


# Schedule 'A-6'

This schedule is attached to and forms part of Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1497, 2024



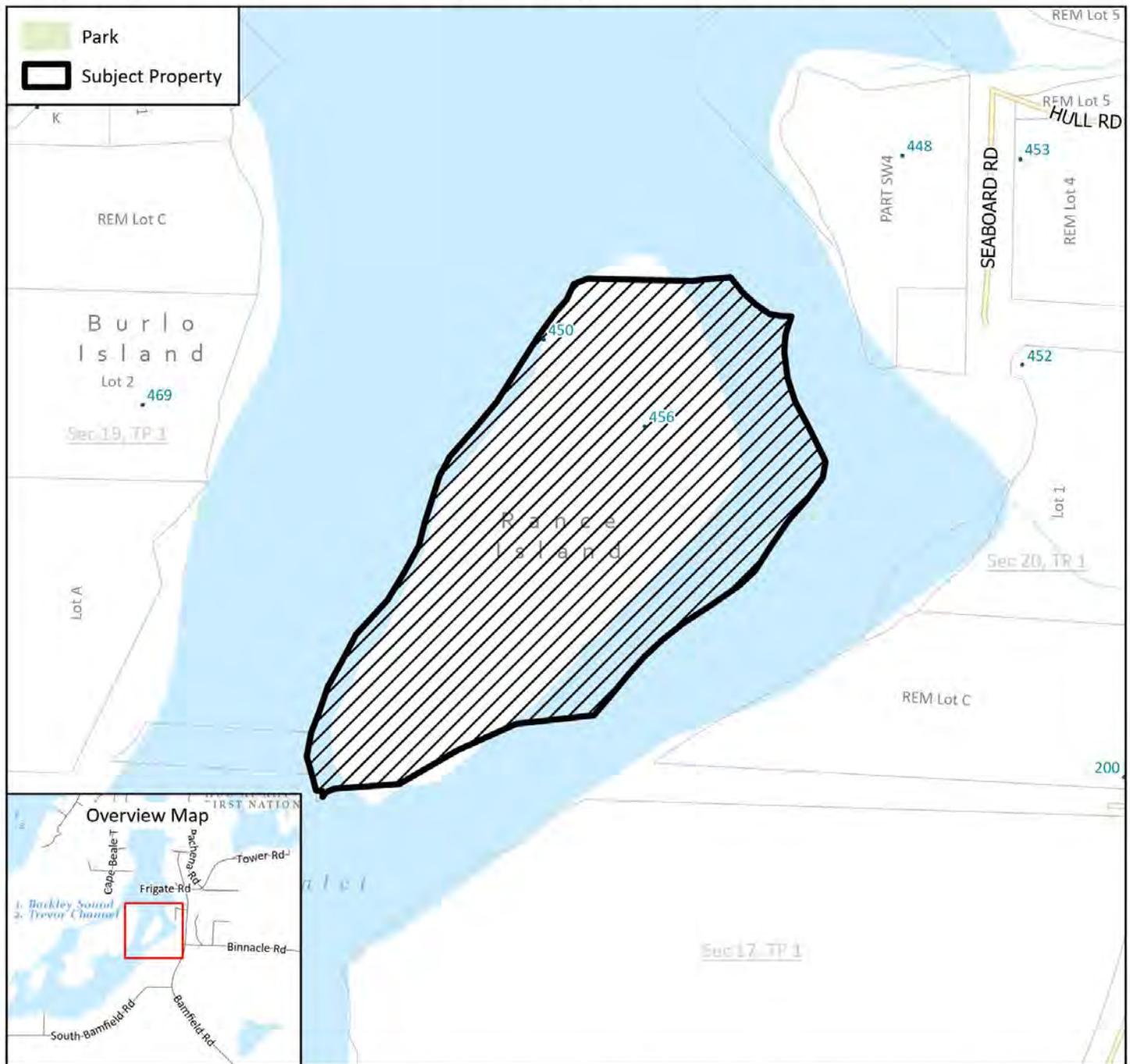
Legal Description: LOT 11 DISTRICT LOT 18 ALBERNI DISTRICT PLAN 7319 and LOT 12 DISTRICT LOT 18 ALBERNI DISTRICT PLAN 7319 EXCEPT PART IN PLAN 2051 RW



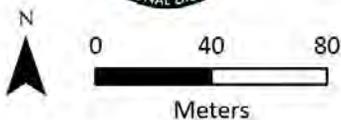
 To be zoned Athol Road North Service Commercial District (C3-ARN).

# Schedule 'A-7'

This schedule is attached to and forms part of Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1497, 2024



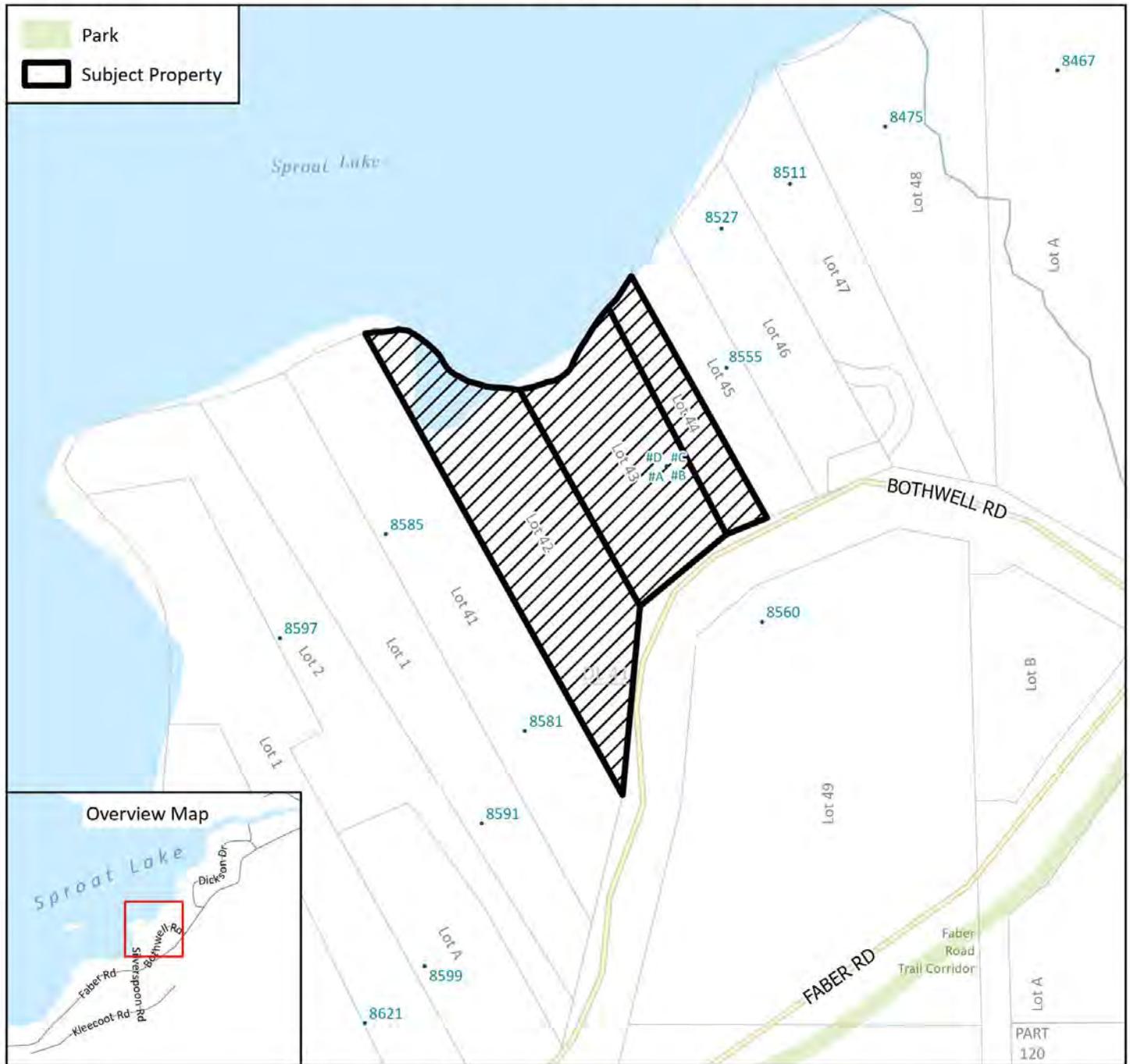
Legal Description: LOT 1, SECTION 20, TOWNSHIP 1, BARCLAY DISTRICT, PLAN 3077



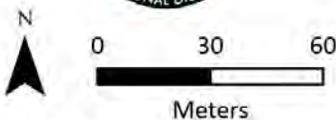
 To be zoned Rance Island Small Holdings District (A1-RI).

# Schedule 'A-8'

This schedule is attached to and forms part of Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1497, 2024



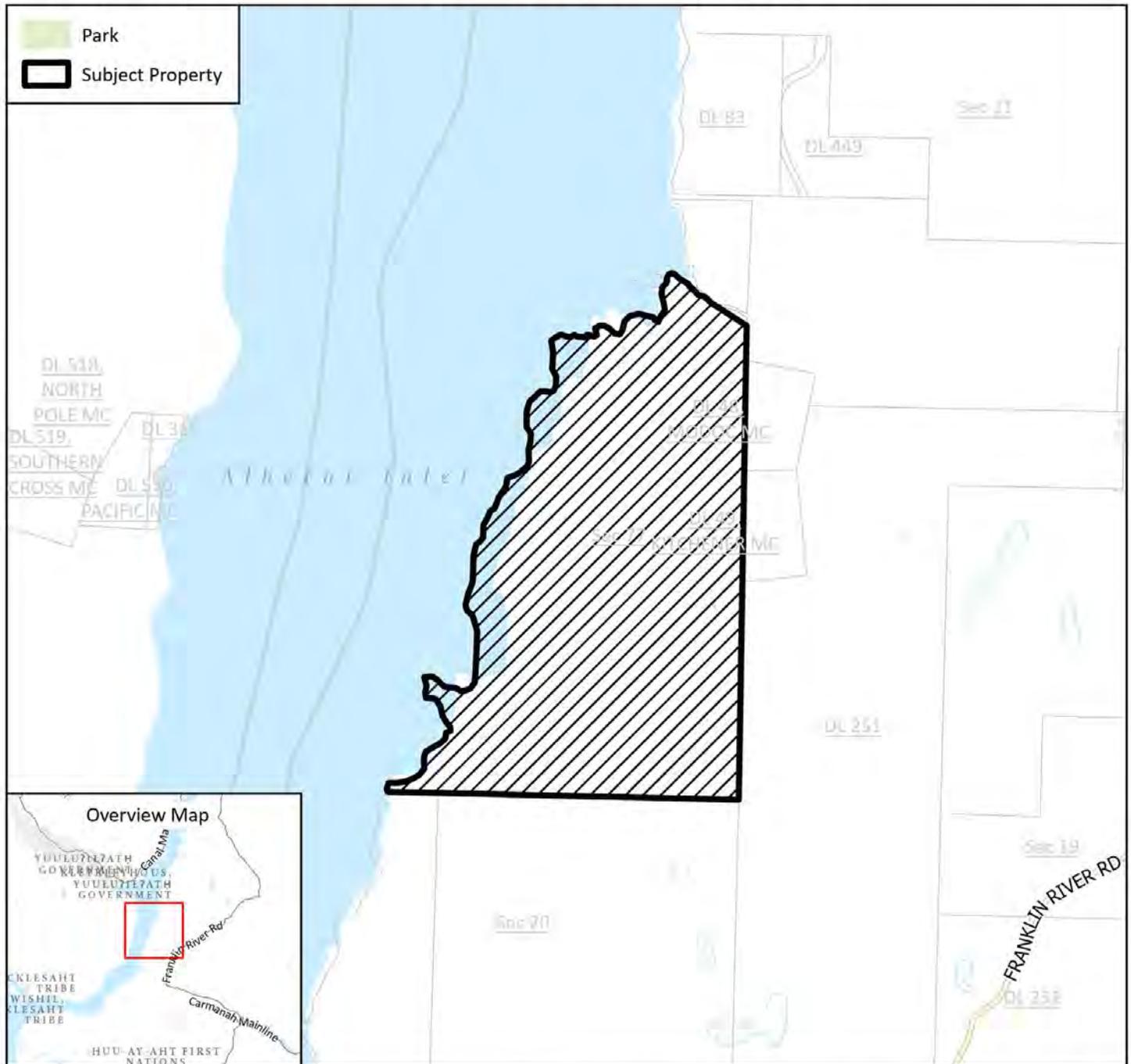
Legal Description: LOT 42, 43, 44, DISTRICT LOT 41, ALBERNI DISTRICT, PLAN 15275



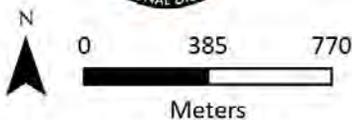
 To be zoned Fish and Duck Local Commercial District (C1-FD).

# Schedule 'A-9'

This schedule is attached to and forms part of Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1497, 2024



Legal Description: SECTION 77 ALBERNI DISTRICT (SITUATE IN BARCLAY DISTRICT) EXCEPT PART IN PLAN 38569



 To be zoned Headquarters Bay Vacation Home District (RVH-HB).



**To:** Alberni-Clayoquot Regional District Board of Directors

**From:** Amy Anaka, MCIP, RPP, Planner  
Kyle Ilett, Procurement Coordinator

**Meeting Date:** June 12, 2024

**Subject:** South Long Beach and Sproat Lake Official Community Plan Updates - Consulting Award

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors award the South Long Beach and Sproat Lake Official Community Plan Updates Consulting Services contract to Urban Systems Ltd. in the amount of \$155,000.00 (excluding GST) and authorize the CAO to negotiate and execute the contract on behalf of the Regional District.***

**Desired Outcome:**

To complete updates to the six Electoral Area Official Community Plans (OCPs), using a hybrid combination of consultant and staff team, which reflect the vision and values of the communities within the region, while building the capacity of the ACRD.

The first step in the project is to hire a consultant to prepare technical/policy components in collaboration with staff, including background research, visioning, and policy work for the South Long Beach and Sproat Lake OCP reviews and updates.

**Summary:**

The ACRD issued a request for proposals (RFP) to update the South Long Beach and Sproat Lake OCPs. Following the RFP, the Board passed a resolution to proceed with a hybrid consultant and staff team to complete the six Electoral Area OCPs. With modifications to the work plan and schedule submitted by Urban Systems, the proposal will meet the ACRD objectives and allow the OCP review project to start this June. It is recommended that the ACRD engage Urban Systems to provide planning consultant services to support the ACRD staff team for the South Long Beach and Sproat Lake OCP reviews and updates.

**Background:**

One (1) submission was received from a qualified and experienced company. The bid was evaluated based on relevant experience and qualifications, approach and schedule, price, social procurement, and

project understanding. The evaluation was completed by ACRD staff and the General Manager of Planning and Development. The ranked results of the bids received were as follows:

Proponent	Rating (/100)
Urban Systems Ltd.	85.5

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

- Procurement Coordinator - 4 hours - Contract creation and administration
- Planner - 10 hours - Scoping and contract review

**Financial:**

OCP resources and funding is through the Rural Planning Service. The OCP updates are funded through the Canada Community Building Funding (CCBF). The Urban Systems consulting submission was a value of \$155,000.00 excluding GST.

**Strategic Plan Implications:**

This consulting services agreement aligns with Strategic Objective 1.2 - Sustainable land use planning and growth.

**Policy or Legislation:**

While professional services for planning are exempt in the ACRD Purchasing Policy, a RFP was issued for the OCP work.

**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: Michael Irg  
Mike Irg, RPP, MCIP, 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