



Electoral Area Directors Committee Meeting

Wednesday, October 16, 2024

Zoom/Board Room (Hybrid) – 3008 Fifth Avenue, Port Alberni, BC

1:30 PM

Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/16-10-2024/>

Register to participate via Zoom Webinar at:

https://acrd-bc-ca.zoom.us/webinar/register/WN_XnPNqr6ZRh6EROKbTnWTRQ#/registration

- | | PAGE # |
|---|---------------|
| 1. <u>CALL TO ORDER</u> | |
| Recognition of Territories. | |
| Notice to attendees and delegates that 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. <u>APPROVAL OF AGENDA</u> | |
| <i>(motion to approve, including late items requires 2/3 majority vote)</i> | |
| 3. <u>DECLARATIONS</u> | |
| <i>(conflict of interest)</i> | |
| 4. <u>MINUTES</u> | |
| a. Electoral Area Directors Committee Meeting held September 24, 2024 | 3-5 |
| <i>THAT the minutes of the Electoral Area Directors Committee meeting held on September 24, 2024 be adopted.</i> | |
| 5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10-minute maximum)</u> | |
| 6. <u>CORRESPONDENCE FOR ACTION/INFORMATION</u> | |
| 7. <u>REQUEST FOR DECISIONS</u> | |

- a. **REQUEST FOR DECISION** **6-8**
Interim Housing Needs Report & Presentation

THAT the Electoral Area Directors Committee receive the Interim Housing Needs Reports Project update.

- b. **REQUEST FOR DECISION** **9-26**
Official Community Plan Updates – Project Update and Area C Communications and Engagement Plan

THAT the Electoral Area Directors Committee receive the update on the Official Community Plan Updates Project, and endorse the Area C (South Long Beach) Official Community Plan Update Communications and Engagement Plan.

- c. **REQUEST FOR DECISION** **27-30**
Agriculture-related Updates to the ACRD Zoning Bylaw

THAT the Electoral Area Directors Committee receive the staff report.

- d. **REQUEST FOR DECISION** **31-39**
Development and Building Permit Applications Update

THAT the Electoral Area Directors Committee receive the Development and Building Permit Applications Update.

8. **REPORTS**

9. **LATE BUSINESS**

10. **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

11. **ADJOURN**



Alberni-Clayoquot Regional District

MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE MEETING HELD ON TUESDAY, SEPTEMBER 24, 2024, 1:00 PM

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

DIRECTORS PRESENT: Mike Sparrow, Chairperson, Director, Electoral Area “F” (Cherry Creek)
Bob Beckett, Vice-Chairperson, Director, Electoral Area “A” (Bamfield)
Jack McLeman, Alternate 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)

STAFF PRESENT: Daniel Sailland, Chief Administrative Officer
Cynthia Dick, General Manager of Administrative Services
Heather Zenner, Manager of Administrative Services
Paulo Eichelberger, Solid Waste Manager
Jodie Frank, Solid Waste Project Coordinator

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/24-9-2024/>

1. CALL TO ORDER

The Chairperson called the meeting to order at 1:00 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- Committee Members and Staff present in the Boardroom and via Zoom.

2. APPROVAL OF AGENDA

MOVED: Director Beckett

SECONDED: Director Roth

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. MINUTES

a. **Electoral Area Directors Committee Meeting – June 19, 2024.**

MOVED: Director Roth

SECONDED: Director Siga

THAT the minutes of the Electoral Area Directors Committee Meeting held on June 19, 2024 be adopted.

CARRIED

5. REQUEST FOR DECISIONS

a. **Request for Decision regarding Solid Waste Management Plan Update and Public Engagement Plan.**

MOVED: Director McLeman

SECONDED: Director Roth

THAT the report regarding the Solid Waste Management Plan Update and Public Engagement Plan be amended to include additional outreach for individual rural areas so that they be given the opportunity to discuss diversion options for organics and recycling.

CARRIED

MOVED: Director Siga

SECONDED: Director Beckett

THAT the Electoral Area Directors Committee receive the report regarding the Solid Waste Management Plan Update and Public Engagement Plan as amended.

CARRIED

6. LATE BUSINESS

7. QUESTION PERIOD

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

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at responses@acrd.bc.ca.

8. ADJOURN

MOVED: Director Beckett
SECONDED: Director Siga

THAT this meeting be adjourned 1:59 pm

CARRIED

Certified Correct:

Mike Sparrow,
Chairperson

Cynthia Dick,
General Manager of Administrative Services



To: Electoral Area Directors Committee

From: Amy Anaka, MCIP, RPP, Planner 2

Meeting Date: October 16, 2024

Subject: Interim Housing Needs Reports

Recommendation:

THAT the Electoral Area Directors Committee receive the Interim Housing Needs Reports Project update.

Desired Outcome:

To complete legislatively required Interim Housing Needs Reports (HNRs) for the six ACRD Electoral Areas by January 1, 2025.

Summary:

To meet new legislative requirements, Interim HNRs for the six ACRD Electoral Areas are currently being completed. These Interim HNRs will be used to inform Official Community Plan (OCP) Updates that are currently underway for the Electoral Areas. The interim HNRs will be completed by January 1, 2025.

Background:

Legislative Requirements

The first legislative requirements for HNRs were established by the Province of BC in 2019 and required local governments, including Regional Districts, to complete HNRs by April 2022. HNRs were completed for the six ACRD Electoral Areas, and member municipalities and First Nations in 2021. HNRs include collecting and analyzing of housing data to help communities better understand current and future housing needs. A HNR is a tool for local governments to use to inform local plans, policies, and development decisions, including documents such as the Zoning Bylaw and OCPs.

In late 2023, the Province introduced changes to the *Local Government Act (LGA)* to help address the housing crisis and begin to deliver more housing options throughout BC. Bill 44 *Housing Statutes (Residential Development) Amendment Act* requires all local governments to update their HNRs using a standardized methodology over a 20-year time horizon to better understand and address housing needs throughout BC. This includes requiring all local governments to complete Interim HNRs for each Electoral Area by January 1, 2025. Once completed, the recommendations of the Interim HNRs must be incorporated as part of any OCP update and the first regular HNRs must be completed by the end of December 2028, and every five years thereafter.

2024 Interim HNRs

On January 24, 2024 the Board of Directors considered an OCP Updates Work Plan report, which introduced the legislative housing updates and Interim HNRs requirements, and that OCP updates will need to include the latest available housing needs information. The report also specified that updates to the HNRs will be completed by a consultant. Additional information on the legislated HNR updates was also included in a report considered by the Board on May 8, 2024 as part of Zoning Bylaw Text Amendment - Small-Scale Multi-Unit Housing - Secondary Suites.

New Interim HNRs reporting requirements (due by January 1, 2025) include:

1. The number of housing units required to meet current and anticipated need for the next 5 and 20 years.
2. A statement about the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation.
3. A description of the actions taken by the local government, since receiving the most recent HNR, to reduce housing needs.

To meet these new requirements, Interim HNRs for the six ACRD Electoral Areas are currently being completed, and are scheduled to be presented to the Board of Directors in December 2024. These Interim HNRs will be used to inform the OCP Updates that are currently underway for the Electoral Areas. The Interim HNRs work includes incorporation of Bill 44 requirements, recommendations on the current housing content and population growth, and engagement with the Alberni-Clayoquot Health Network (ACHN) and the Electoral Areas (EA) Directors Committee.

2025 Complete HNRs Update

Comprehensive engagement with community members on housing in each Electoral Area will be included as part of the OCP Updates. To supplement this OCP work and build upon the 2024 Interim HNRs and 2021 HNRs, additional HNR work and engagement will be undertaken in the first half of 2025. This work will focus on more involved engagement with the six Electoral Area Advisory Planning Commissions (APCs), the ACHN, the EA Directors Committee, and community members, agencies, organizations, First Nations, etc. through hybrid and in-person meetings, a survey, and online engagement.

This additional HNR work and engagement will result in more comprehensive housing data analysis, an engagement summary report, regional summary report, and Electoral Area summary reports. This will inform the comprehensive OCP Updates currently underway for Long Beach and Sproat Lake, and will provide an opportunity for engagement with APCs and community members on the four other Electoral Areas in advance of their comprehensive OCP Updates.

Time Requirements – Staff & Elected Officials:

The Interim HNRs will be completed by January 1, 2025 and are being led by the ACRD Planner 2, with Planning Assistant support. The Interim HNRs will require a total of approximately 175 hours of staff time between July and December 2024.

Financial:

In July 2024, M’akola Development Services was hired to lead the Interim HNRs, with Planning staff support and overall project management. The total contract to complete the six Interim HNRs is \$42,592, which is being funded from the \$142,686 provincial grant, received in January 2024, intended to help local governments comply with new housing legislation.

Additional HNR work and engagement to be completed in 2025 is estimated to cost an additional \$15,000 to \$20,000 and will be completed using the same consultant and staff approach as the Interim HNRs.

Strategic Plan Implications:

The ACRD Strategic Plan 2024-2027 includes strategies and objectives that align with community planning projects and housing accessibility. Strategy 1.2 - Sustainable land use planning and growth management includes an objective to “undertake a comprehensive review and revision of the electoral area OCPs and zoning bylaws”. Strategy 1.4 - Strategic advocacy includes an objective to “develop individual strategies for effective advocacy on important issues facing the ACRD including housing accessibility”.

Policy or Legislation:

Part 14 of the LGA regulates the adoption of OCP bylaws and identifies the required content of HNRs. The LGA also outlines a local government’s responsibility to receive and publish the HNRs and consider the most recent HNRs when developing and/or amending an OCP.

Options Considered:

The ACRD must complete Interim HNRs for the six Electoral Areas by January 1, 2025.

Reviewed 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



To: Electoral Area Directors Committee

From: Amy Anaka, MCIP, RPP, Planner 2
Serena Manhas, Planner 1

Meeting Date: October 16, 2024

Subject: Official Community Plan Updates - Project Update and Area C Communications and Engagement Plan

Recommendation:

THAT the Electoral Area Directors Committee receive the update on the Official Community Plan Updates Project, and endorse the Area C (South Long Beach) Official Community Plan Update Communications and Engagement Plan.

Desired Outcome:

For the Electoral Area Directors Committee to receive an update on the Official Community Plan (OCP) Updates Project and to support continued work on comprehensive reviews and updates to the six Electoral Area OCPs.

Summary:

A hybrid consultant and staff team has been hired to complete updates to the Area C (South Long Beach) and Sproat Lake OCPs. Updates to the remaining four OCPs (Beaver Creek, Beaufort, Bamfield, and Cherry Creek) will be completed by Planning staff.

Background:

On January 24, 2024, the Board of Directors resolved to proceed with comprehensive updates to the six Electoral Area OCPs in the following order: South Long Beach/Sproat Lake (2024-2025), Beaver Creek/Beaufort (2025-2026), Bamfield/Cherry Creek (2026-2027), as outlined in the OCP Updates Work Plan and Community Engagement Strategy.

On April 17, 2024, the Electoral Area Directors Committee recommended that the Board proceed with directing staff to create a plan and process on options for how the OCP Updates would be carried out in a timely manner using staff and building the capacity of the ACRD versus other contracted alternatives.

On May 8, 2024, the Board of Directors resolved to proceed with a hybrid consultant and staff team approach to complete the six Electoral Area OCP reviews and comprehensive updates, including hiring the following full-time permanent staff: one Junior Planner (Planner 1) and one Planning Assistant in 2024, and one Junior Planner (Planner 1) starting in June 2025.

Since May 2024, the following has been completed for the OCP Updates:

- Compiled ACRD OCP Updates Project staff team: Planner 2 (overall Project lead), Planner 1, and Planning Assistant, with one additional Planner 1 to be hired in June 2025.
- Hired Consultant (Urban Systems) to provide support for the Area C (South Long Beach) and Sproat Lake OCP Updates, focusing on technical and policy components of the OCP Updates, and building templates and procedures to be utilized for completion of the four additional OCP Updates.
- Developed overall OCP Updates Project branding and materials for all Electoral Areas, and templates for staff to utilize throughout the OCP Updates.
- Updated ACRD website (www.acrd.bc.ca/ocp), created new webpage (www.acrd.bc.ca/ocp-updates), and created OCP Updates project email: ocp@acrd.bc.ca.
- The Area C (South Long Beach) OCP Update Project officially began in June 2024, and some of the tasks and activities have included the following:
 - Created Let's Connect ACRD, Area C OCP Update Project: www.letsconnectacrd.ca/area-c-ocp
 - Long Beach Advisory Planning Commission meetings (June and September 2024)
 - Project introduction presentation to ACRD staff (September 2024)
 - Drafted Background Research Report (scheduled to be presented to the Board of Directors in December 2024)
 - Initial engagement with some community members, agencies, organizations, and First Nations (building from the Fall 2023 Community Planning Engagement)
 - Created Area C Communications and Engagement Plan (based on the OCP Updates Work Plan and Engagement Strategy approved by the Board of Directors in January 2024) - Appendix A
- The Sproat Lake OCP Update Project will officially begin in October 2024, starting with an upcoming APC meeting, and will include input and guidance from the APC on draft Project branding, followed by a Project created in ACRD Let's Connect (www.letsconnectacrd.ca).
 - A Project introduction was included in the Summer 2024 Sproat Lake Newsletter.
 - The OCP Update will focus on extensive community engagement, and the community will be notified how to participate and share their input throughout the OCP Update process.

Area C (South Long Beach) OCP Update Communications and Engagement Plan

Plan Overview

An Area C (South Long Beach) OCP Update Communications and Engagement Plan (Plan) was developed based on the OCP Updates Work Plan and Engagement Strategy approved by the Board of Directors in January 2024 (Appendix A). The Plan outlines the engagement strategies, tasks, and activities that the ACRD will undertake to gather community input for the Area C OCP Update.

Engagement Approach

It is the ACRD's intent to enable meaningful and timely discussions by offering engagement activities that are targeted, inclusive, and innovative. Various methods will be incorporated to reach out to identified groups and the community. Particular attention will be paid to using different types of engagement tailored to each stage of the process, guided by community members, agencies, First Nations, and others.

The ACRD is committed to supporting meaningful reconciliation and staff will remain flexible towards the needs and interests of First Nations within the region. The ACRD will engage with each First Nation

separately, and the method of engagement and extent of consultation will be based on the preferences of each First Nation.

Consultation with community members and affected parties will include a diverse range of both in-person and online formats to improve accessibility. The ACRD will ensure the OCP Update Project is well-promoted and communicated, and that in-person community events are highly visible and well advertised.

The Plan builds upon the Fall 2023 Community Planning Engagement, and past engagement on the Zoning Bylaw Review Project. Engagement events and activities were held in-person and online in all Electoral Areas which generated additional valuable community input and insight towards reviewing and updating the OCPs. This input will be included and expanded upon in the comprehensive OCP Updates.

The Area C OCP Update will include several phases such as project initiation, background research, vision and goals, plan creation, and plan completion. The estimated project timeline is from June 2024 to approximately the first quarter of 2026.

The Area C OCP Update will be led by a team of ACRD project staff, with consultant support. Overall guidance will be from the Long Beach APC and Electoral Area Directors Committee, and internally from an ACRD staff Technical Advisory Group (TAG), with additional guidance and approvals from the Board of Directors.

Time Requirements – Staff & Elected Officials:

This is a multi-year project with the first phase being completed by a hybrid consultant and staff team (Area C - South Long Beach and Sproat Lake OCPs), and the remaining four OCPs (Beaver Creek, Beaufort, Bamfield, and Cherry Creek) being completed by Planning staff.

Financial:

OCP resources and funding is through the Rural Planning Service, and the new Planning staff are funded through Community Works Funds and the OCP Visioning grant.

Strategic Plan Implications:

The ACRD Strategic Plan 2024-2027 includes strategies and objectives that align with community planning projects. Strategy 1.2 – Sustainable land use planning and growth management includes an objective to “undertake a comprehensive review and revision of the electoral area OCPs and zoning bylaws.”

Policy or Legislation:

Part 14 of the *Local Government Act* regulates the adoption of OCP bylaws, including required content, and consideration of consultation with specific groups such as organizations and First Nations.

Reviewed 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

AREA C
OCP UPDATE

*What's the future
for Area C?*

AREA C (SOUTH LONG BEACH)
OFFICIAL COMMUNITY PLAN UPDATE
COMMUNICATIONS & ENGAGEMENT PLAN

OCTOBER 2024



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

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Introduction

Land Acknowledgement

The Alberni-Clayoquot Regional District (ACRD) recognizes that the Area C (South Long Beach) Official Community Plan (OCP) area includes lands within the traditional territories of the Yuułuʔiłʔatḥ Government (Ucluelet First Nation), tukʷaaʔatḥ Nation (Toquaht Nation), and ʕaʔuukʷiʔatḥ Nation (Tla-o-qui-aht First Nation).

The ACRD further acknowledges and respects that the broader Electoral Area C (Long Beach) is situated on the traditional territories of the hiškʷiiʔatḥ (Hesquiaht First Nation), ʕaḥuusʔatḥ (Ahousaht), ʕaʔuukʷiʔatḥ Nation (Tla-o-qui-aht First Nation), Ucluelet First Nation, and Toquaht Nation, with land governed by the Maa-nulth Final Agreement neighbouring the area.

Summary

Pursuant to Section 475 of the *Local Government Act (LGA)*, any amendment or update to an OCP must include consideration of consultation with specific groups.

The purpose of this Communications and Engagement Plan (Plan) is to outline the engagement strategies, tasks, and activities that the ACRD will undertake to gather community input for the Area C OCP Update. It is the ACRD's intent to enable meaningful and timely discussions by offering engagement activities that are targeted, inclusive, and innovative. Various methods will be incorporated to reach out to identified groups and the community. Particular attention will be paid to using different types of engagement tailored to each stage of the process, guided by community members, agencies, First Nations, and others.

OCP Background and Update Context

An OCP guides future planning and development by setting a long-term (five, 10 and 20 year) vision, goals, objectives, and policy guidance for a livable community based on shared values and sustainability. An OCP is utilized by the public when planning future land use, and by the ACRD when planning related community or infrastructure projects or approving development. It provides direction to elected officials in their decision-making process and guides the Advisory Planning Commission's (APC) recommendations to the Board of Directors, to support alignment with community needs, goals, and values.

There are many reasons why the Area C OCP is being updated. A new OCP Update provides an exciting opportunity to establish a long-term plan for South Long Beach that better aligns with the community's future opportunities and needs. The previous OCP, having been adopted in July 2007, does not account for the Electoral Area's 29.2% population growth between 2016-2021.

This population increase can result in a stronger local economy, but also challenges such as increased demand for housing and community services. An OCP Update provides the opportunity to address these challenges through the creation of high-level policies on topics such as land use, agriculture, transportation, sustainability, and many more. This OCP Update was identified as a priority action in the Board of Director's 2024-2027 Strategic Plan.

The Area C OCP Update will include several phases such as project initiation, background research, vision and goals, plan creation, and plan completion. All OCP development work will be informed and guided through comprehensive engagement with community members, agencies, First Nations, and others.

Area C OCP Context

The Area C OCP area comprises approximately 6% (27,219 ha) of the broader Electoral Area 'C' (Area C) (474,800 ha) - refer to [Regional District Public Web Map](#) for more information. Area C is part of the West Coast Region, which is located within the traditional territories of the Hesquiaht First Nation, Ahousaht, Tla-o-qui-aht First Nation, Yuuʔuʔiʔaṭṭ (Ucluelet First Nation), and Toquaht Nation. The Region also includes the area governed by the Maa-nulth Final Agreement, negotiated by the Government of Canada, the Province of British Columbia, and the Maa-nulth First Nations, which took effect in 2011 (following the adoption of the current South Long Beach OCP in 2007). The five Maa-nulth First Nations are Yuuʔuʔiʔaṭṭ (Ucluelet First Nation), Huu-ay-aht First Nations, Toquaht Nation, Ka:'yu:'k't'h'/Che:k'tles7et'h' (Kyuquot/Cheklesath) First Nation, and Uchucklesaht Tribe Government, all located on the west coast of Vancouver Island.

The OCP area is located within the traditional territories of the Yuuʔuʔiʔaṭṭ Government, Toquaht Nation, and Tla-o-qui-aht First Nation, and neighbours Yuuʔuʔiʔaṭṭ Government and Toquaht Nation Treaty Settlement Lands (TSLs). As the current OCP area was developed in 2007, before the implementation of the Maa-nulth Treaty in 2011, the updated OCP will need to consider these TSLs as they are not governed by the Plan.

Although the current OCP has jurisdiction only over some of the lands within Area C, the OCP provides an overall community planning vision for the area. The Plan has no authority over First Nations' lands and has limited authority over Federal or Provincial Crown lands, and forestry activities conducted on privately owned lands classified as Managed Forest and governed by the *Private Managed Forest Land Act*.

The OCP area represents the settled portion of Area C on the northwest side of Barkley Sound, and a relatively small portion of this land is privately owned and available for residential use.

Notable locations within the OCP area include Salmon Beach, a community of 400 lots that are privately owned and used for seasonal recreational use. Owners may occupy dwellings at Salmon Beach for a maximum of 180 days per year. Public parks in the area include the Pacific Rim National

Park Reserve, Kennedy Lake Park, and a small community park on Willowbrae Road, and a portion of the West Coast Multi-Use Path (MUP) regional park.

The Tofino-Long Beach Airport (CYAZ), which is outside the OCP area, is owned by the ACRD. This facility is shared by First Nations, residents and visitors of the region, Area C, and the Districts of Ucluelet and Tofino.

Past Engagement

The ACRD engaged with community members, agencies, member municipalities and First Nations, and others to gain input on the Zoning Bylaw Review Project and corresponding OCP amendments made to the Area C OCP in April 2023 (Bylaw P1447). These engagement activities included the following across all six Electoral Areas: open houses, APC and Agricultural Committee meetings, public hearings held for the OCP amendment bylaws, online survey and other online engagement, and many interactions with community members.

Additionally, in October and November 2023, online and in-person engagement events and activities in all Electoral Areas generated additional valuable community input and insight towards reviewing and updating the OCPs. This input will be included and expanded on in the comprehensive OCP Updates.

Project Approach

The OCP Update will be led by a team of ACRD project staff, with consultant support. Overall guidance will be from the Long Beach APC and ACRD Electoral Area (EA) Directors Committee, and internally from an ACRD staff Technical Advisory Group (TAG), with additional guidance and approvals from the ACRD Board of Directors. All OCP development work will be informed and guided through comprehensive engagement with community members, agencies, First Nations, and others.

Legislation

Local governments are granted the authority to adopt an OCP under the LGA, which includes details on what must be included in the Plan.

Recent Provincial Housing legislation will impact the development of the OCP by resulting in new housing considerations. These legislations include the *Housing Supply Act* (Bill 43, 2022), and Bills 44, 46, and 47 (2023). Additionally, pursuant to Section 475 of the LGA, any amendment or update to the OCP must include consideration of consultation with specific groups such as organizations and First Nations.

OCP Scope and Current Plans/Strategies

Tasks for updating the OCP will include a plan audit, technical review, and policy gap analysis, updating of the community vision and guiding principles, and preparation of new policy options and drafting of new policy directions, as well as a review and update of the Development Permit Areas (DPAs).

Expected OCP topics may include but are not limited to:

- Reconciliation
- Environment
- Climate action
- Agriculture
- Economy
- Parks and recreation
- Emergency preparedness
- Arts, heritage and culture
- Transportation
- Health and well being
- Growth management
- Services
- Ecologically sensitive areas
- Natural hazards
- Archaeological sites
- Land use
- Community resilience
- Housing
- Social development
- Placemaking

The ACRD has a wide variety of completed and in progress plans, strategies and projects that address many of the above topics which will be reviewed as part of the OCP Update process.

Project Timeline

The estimated project timeline for the Area C OCP Update is from June 2024 to approximately the first quarter of 2026.

OCP Update Process Phases

The estimated timeline for the OCP Update is outlined below. The Update will include the following five phases.



1. **Project Initiation:** Includes developing a work plan, initiating start up meetings, and launching community and First Nation engagement.
2. **Background Research:** Includes exploring existing conditions, reviewing plans and strategies, and receiving early community and First Nation engagement input.
3. **Vision and Goals:** Includes extensive engagement with community members, First Nations, organizations, agencies, etc. This engagement will help create an early vision to guide the OCP's development.
4. **Create the Plan:** Includes creating strategies for community growth and the development of future policies. Involves engagement which seeks to understand community preferences.
5. **Complete the Plan:** Includes refining the plan and presenting it to First Nations and the broader community.

Community Engagement Strategy

Community engagement during an OCP review or amendment is a legislative requirement, as per the *LGA*. The development of a project work plan and community engagement strategy were authorized to proceed by the Board of Directors in January 2024, to guide activities with First Nations, community members, and other interested and affected parties while undertaking the Area C OCP Update.

The work plan and strategy form the basis for this updated Plan which intends to provide the framework and initial community visions for the comprehensive OCP Updates. The ACRD will work with the project team and consultant to ensure clear and direct communication materials and activities are developed and used. Additionally, engagement will highlight the benefits and opportunities that updating the document can present to the communities in the region.

The Plan guides external engagement and is based on the following objectives and values.

Objectives

- To raise awareness about the process and opportunities for involvement.
- To obtain input from First Nations, organizations, agencies, the APC, and as many community members as possible.
- To build capacity among First Nations, organizations, agencies, the APC, and community members to participate in the planning process and provide a vision for the future of their community.
- To generate excitement and ownership over the Area C OCP Update to support implementation.

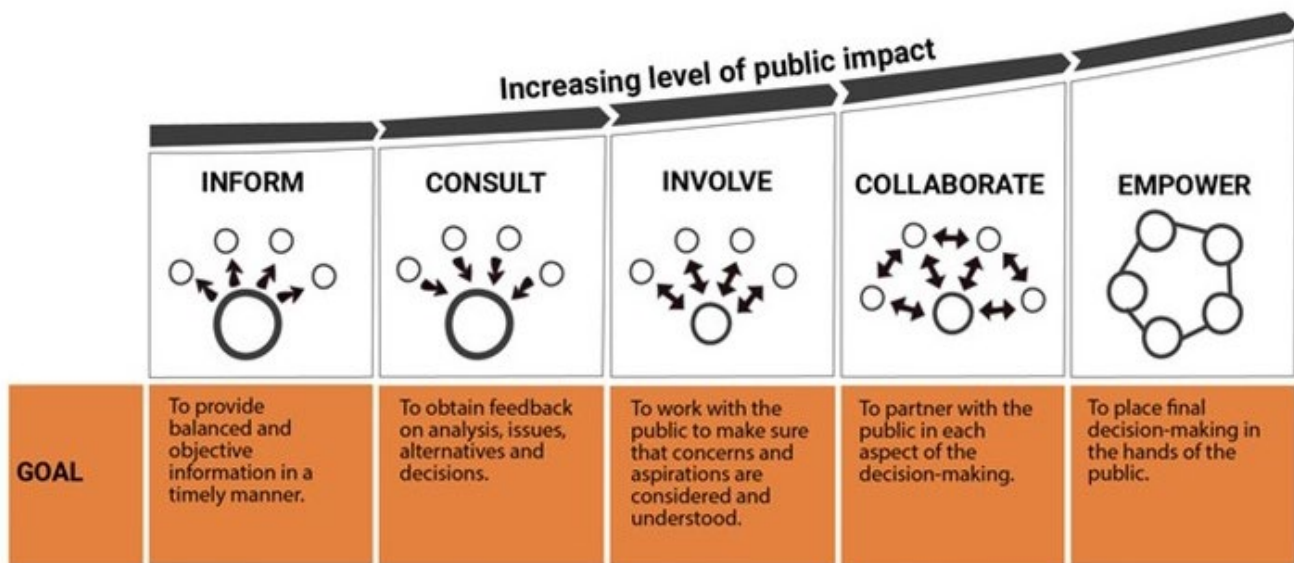
- To contribute to a culture of trust and communication between the ACRD and the region's First Nations, community members, and residents.
- To solicit feedback to identify OCP topics that are important to community members.

Values

- To promote dialogue that is simplified, transparent, and inclusive.
- To carry out engagement meaningfully and ensure that it is respectful, culturally appropriate, timely, and accessible to all people.
- To provide engagement opportunities that are in a predictable and consistent manner to promote community engagement.
- To design and implement public engagement processes that reflect the size, complexity, and community impact of any initiative.
- To utilize simplified direct visuals to promote accessibility.
- To create space for feedback and input in all stages of engagement.
- To follow the best practices and models laid out by the International Association for Public Participation (IAP2).

IAP2 Commitment

The ACRD is committed to following the IAP2's Spectrum of Public Participation. This spectrum was designed to assist the selection of the level of participation that defines the public's role in any public participation process (see diagram below).



(c) Scarlatti [What Does Collaboration and Co-design Mean? - Scarlatti](#)

Interested and Affected Parties

Various levels of input are desired and required to inform the Area C OCP Update. This ensures a broad representation of interests and perspectives to be reflected in the OCP. The following includes an initial list of groups who will be vital to the development of the updated OCP:

First Nations: A key component of this project includes ensuring meaningful engagement with First Nations on the West Coast. Groups of interest for the engagement include the Yuułu?it?ath (Ucluelet First Nation), Toquaht Nation, and Tla-o-qui-aht First Nation. Draft project-related deliverables will be referred to First Nations for input, and the project team will strive to accommodate all levels of interest and participation by First Nations communities. Additionally, project introduction letters will be sent to all member First Nations and non-Treaty First Nations to bring awareness of the OCP Update.

Community members; interested and affected parties: Input will be gathered from a wide variety of individuals, special interest groups, businesses, and government agencies. This input will be the result of numerous engagement methods and activities, as well as public hearings.

ACRD staff: Planning staff will be leading the overall OCP Update Project, and all engagement events and activities. They will be working with the consultant on various tasks throughout each of the project phases, supporting them in all aspects of their work. Planning staff will also promote the engagement and, through the assistance of a graphic designer, develop branding materials. ACRD staff from other departments will be part of the OCP Update process as part of an interdepartmental TAG.

Board of Directors: The Board of Directors will be involved throughout the Update process and are the final decisionmakers that will inform the OCP and approve the updated document (by Bylaw).

Electoral Area Directors Committee: The Electoral Area Directors Committee will provide overall guidance for the OCP Update Project.

Long Beach Electoral Area Advisory Planning Commission: The APC will advise the project team and Board on all matters related to the comprehensive OCP Update. They will review the project and final plans from a community, regional and sub-regional perspective and make recommendations to the Board about the OCP Update.

Committees and Working Groups: Existing ACRD Committees and other committees and working groups will be provided project updates and invited to participate in the OCP Updates process, some of which will include Agriculture Committees, the Salmon Beach Committee, Parks Commissions, Water Advisory Committees, and others.

Urban Systems: Urban Systems, the consultant, will provide professional advice to planning staff, and review plans and engagement materials. They will also complete data collection and analysis, develop a draft background research report, draft visions, and themes for the project, develop land use scenarios and development permit areas, and draft the final updated OCP.

	Consult	Collaborate	Empower
First Nations	<ul style="list-style-type: none"> • Ahousaht First Nation • Ditidaht First Nation • Hesquiaht First Nation • Hupacasath First Nation • Huu-ay-aht First Nations • Tseshaht First Nation • Uchucklesaht Tribe Government 	<ul style="list-style-type: none"> • Yuuʔuʔiʔaṭṭḥ Government – Ucluelet First Nation • Toquaht Nation • Tla-o-qui-aht First Nation 	
Community members/affected parties	<ul style="list-style-type: none"> • Provincial agencies • School District 70 Pacific Rim 	<ul style="list-style-type: none"> • Community members • District of Tofino • District of Ucluelet • Island Health 	
Staff, EA Directors, and Committees	<ul style="list-style-type: none"> • Agricultural Development Committee 	<ul style="list-style-type: none"> • Technical Advisory Group • Alberni-Clayoquot Health Network • Parks Commission • West Coast Committee • Salmon Beach Committee 	<ul style="list-style-type: none"> • Board of Directors • Advisory Planning Commission

First Nations Engagement Plan

The ACRD is committed to supporting meaningful reconciliation and ACRD staff will remain flexible towards the needs and interests of our member First Nations and non-Treaty First Nations in the region. The ACRD will engage with each First Nation separately, and the method of engagement and extent of consultation will be based on the preferences of each First Nation. Included below is an initial plan for First Nations engagement, and activities and/or format are subject to change, as requested.

Phase	Communication/Engagement Activity
Phase 1: Projection Initiation	<ul style="list-style-type: none"> • Individual project introduction letter seeking input on how to engage and what's important to each First Nation. • ACRD Regional Government Partners Newsletter, including Let's Connect project (www.letsconnectacrd.ca/area-c-ocp). • Host meetings with each First Nation to discuss First Nation and ACRD long range planning/visioning.
Phase 2: Background Research	<ul style="list-style-type: none"> • ACRD Regional Government Partners Newsletter update. • Host a catered meeting with First Nations.
Phase 3: Vision and Goals	<ul style="list-style-type: none"> • Share Background Research Report (BRR). • ACRD Regional Government Partners Newsletter update. • Host meetings with each First Nation.
Phase 4: Create the Plan	<ul style="list-style-type: none"> • ACRD Regional Government Partners Newsletter update. • Host meetings with each First Nation. • First Nation Bylaw referral of draft OCP. • Present draft OCP to First Nations.
Phase 5: Complete the Plan	<ul style="list-style-type: none"> • ACRD Regional Government Partners Newsletter update. • Present updated OCP to First Nations. • Present the final OCP to First Nations. • First Nations Bylaw referral of final OCP.

Community Members, Interested and Affected Parties Engagement Plan

Consultation with community members and affected parties will include a diverse range of both in-person and online formats to improve accessibility. The ACRD will ensure the OCP Update Project is well-promoted and communicated, and that in-person community events (pop-ups, event booths, etc.) are highly visible and well advertised. Included below is an initial plan for engagement with community members, and interested and affected parties, and activities and/or format are subject to change.

Phase	Communication/Engagement Activity
Phase 1: Projection Initiation	<ul style="list-style-type: none"> ● OCP Updates on ACRD website (www.acrd.bc.ca/ocp-updates). ● Area C OCP Update Project in Let's Connect ACRD (www.letsconnectacrd.ca/area-c-ocp). ● "Ask a Question" in Area C OCP Update Project in Let's Connect. ● Direct/bulk mailouts of postcards or flyers promoting pop-up events and introducing the OCPs and Let's Connect. ● Pop-up events (location ideas include Ucluelet Co-op General Store, Tofino market, Secret Beach Campground and Pacific Rim Arts Society). Will include a community mapping exercise to identify where people, live, play, shop, etc. ● Posters and flyers posted throughout community (community boards, bus stops, etc.). ● Poll on preferred way to keep connected/be informed. ● OCPizza Party with community handbooks. ● Tuff City Radio advertising, and Newspaper (Tofino-Ucluelet Westerly News) advertisements and releases. ● Event promotion (update webpage, social media, photo contest, business cards, promotional video, brochures, and branded merchandise, such as lanyards, pens, travel mugs, etc.).
Phase 2: Background Research	<ul style="list-style-type: none"> ● Ongoing online engagement. ● Ongoing promotion and advertising. ● Pop-up events.
Phase 3: Vision and Goals	<ul style="list-style-type: none"> ● Open house at Ucluelet Community Centre and roundtable discussions collecting input on surveys. Includes a raffle prize draw.

	<ul style="list-style-type: none"> • Community circles at Ucluelet Community Centre with handbooks. • Pop-up events (location ideas include Ucluelet Co-op General Store, Tofino Co-op, and Pacific Rim Arts Society). • Create an online and hardcopy survey (survey #1).
Phase 4: Create the Plan	<ul style="list-style-type: none"> • Open house at Ucluelet Community Centre with roundtable discussions collecting input on surveys. Includes a raffle prize draw. • Community circles at Ucluelet Community Centre with handbooks. • Pop-up events (location ideas include Ucluelet Co-op General Store, Tofino Co-op, and Pacific Rim Arts Society). • Create an online and hardcopy survey (survey #2). • Event presenting the draft OCP to community for feedback.
Phase 5: Complete the Plan	<ul style="list-style-type: none"> • Open house at Ucluelet Community Centre sharing information regarding the updated OCP. Includes a raffle prize draw. • Community circles at Ucluelet Community Centre with handbooks. • Public hearing (final opportunity for community input).

Staff, Electoral Area Directors, and Committees Engagement Plan

Consultation with staff, EA Directors, and committees will include various workshops and informative meetings. Staff, EA Directors, and committees will also receive presentations of reports and the draft updated OCP.

The Long Beach APC will receive regular updates on the OCP project, with their input guiding the development of the Area C OCP. The full list of committees to engage with for this OCP Update Project include the following:

Standing Committees:

- Electoral Area Directors Committee
- West Coast Committee
- Salmon Beach Committee
- Agricultural Development Committee

Select Committees:

- Long Beach Advisory Planning Commission
- Technical Advisory Committee (key staff members from each ACRD department)
- Alberni-Clayoquot Health Network

Phase	Communication/Engagement Activity
Phase 1: Projection Initiation	<ul style="list-style-type: none"> • APC meeting to introduce Project, APC role (to provide overall Project guidance), and input on Project branding. • Introduce Project to ACRD staff at staff meeting (followed up with an email). • EA Directors Committee update.
Phase 2: Background Research	<ul style="list-style-type: none"> • Background research APC meeting. • Workshops/meetings with TAG. • EA Directors Committee update. • Meetings with various Committees. • Present Background Research Report to Board of Directors (including Phase 1 and 2 Engagement Summary Report). • Key informant interviews/workshops.
Phase 3: Vision and Goals	<ul style="list-style-type: none"> • Workshops/meetings with APC, Committees, and TAG. • EA Directors Committee update/workshop. • Key informant interviews/workshops. • Draft and final vision and goals presentations to Board (including Phase 3 Engagement Summary Report).
Phase 4: Create the Plan	<ul style="list-style-type: none"> • Workshops/meetings APC, Committees, and TAG. • EA Directors Committee update/workshop. • Key informant interviews/workshops. • Present draft of updated OCP Bylaw to Board of Directors (including Phase 4 Engagement Summary Report). • First draft of OCP Bylaw pre-referral to agencies and First Nations.

<p>Phase 5: Complete the Plan</p>	<ul style="list-style-type: none"> ● Present draft OCP Bylaw to APC. ● Present draft OCP Bylaw to staff, EA Directors, and Committees. ● Present OCP Bylaw to Board of Directors for First Reading. ● Agency and First Nations OCP Bylaw referral. ● Public Hearing of OCP Bylaw. ● Present OCP Bylaw to Board of Directors for 2nd and 3rd Readings. ● Adoption of OCP Bylaw by Board of Directors.
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Project Promotion and Advertising

Engagement will include a wide variety of community advertising methods. These advertising methods include, but are not limited to:

- ACRD Let's Connect Website: Area C OCP Update Project (www.letsconnectacrd.ca/area-c-ocp)
- ACRD and community social media (Facebook, Instagram, and X)
- ACRD Regional Government Partners Newsletter (to First Nations and other agencies and organizations)
- ACRD Keeping You Connected (formerly Around Our Region) Newsletter
- Sandwich signs
- Postcards/flyers for direct/bulk mailouts to property owners, occupants, and residents
- Tuff City Radio advertising
- Newspaper advertisements and releases (Tofino-Ucluelet Westerly News)
- Flyers/posters/signage/notices



To: ACRD Electoral Area Directors
From: Amy Needham, P.Ag, Sustainability Planner
Meeting Date: October 16, 2024
Subject: Agriculture-related Updates to the ACRD Zoning Bylaw

Recommendation:

THAT the Electoral Area Directors Committee receive the staff report.

NOTE: If the EA Directors wish to proceed with "Keeping of Animals" changes to the Zoning bylaw, the following motion is recommended;

"THAT the EA Directors recommend that the Alberni-Clayoquot Regional District Board of Directors adopt draft Zoning Bylaw P1333 in order to support local agriculture and remove barriers both for the keeping of animals and agri-tourism in the ACRD."

Desired Outcome:

That the ACRD support local agriculture and food security with local community input through the community engagement and the Official Community Plan (OCP) review process. This includes community discussion for keeping of animals, including on small lots, increased lot coverage for greenhouses, and "agri-tourism" uses in line with Agricultural Land Commission (ALC) legislation.

Summary:

After lengthy discussions and feedback from community members, the ACRD Board resolved in December 2023 to undertake comprehensive updates on each area OCP before adopting a new zoning bylaw. This process will take approximately three years and, in the meantime, Zoning Bylaw 15 from 1973 applies to the Electoral Areas of the ACRD and does not incorporate new ALC and Provincial legislation changes.

Background:

The most recent iteration of the Zoning Bylaw review project that originally began in 2016 was paused when the ACRD Board resolved to proceed with comprehensive updates to the six Electoral Area (EA) Official Community Plans (OCPs) at their December 13, 2023 BOD meeting.

The draft Zoning Bylaw P1333 would allow more agricultural uses and addressed many concerns of the agricultural community that were brought up during multiple engagement sessions with the Agricultural Development Committee (May 2022), Agricultural Advisory Committee (May 2022), Council for Agricultural Water Supply (May 2022), Alberni Farmers' Institute/individual producers (January 2023), and the public (Fall 2023), including:

- Allowing agriculture as a secondary permitted use on all residential lots.
- Allowing farm-gate abattoirs on all Rural zoned properties.
- Allowing keeping of livestock on lot sizes as small as 0.24ha (0.6 acres).
- Remove all keeping of livestock and poultry restrictions on land designated as ALR.
- Allow agri-tourism on all ALR land in accordance with ALC legislation.
- Increasing allowable lot coverage percentages by greenhouses to 45% of the lot.
- Adding 'controlled environment structure' definitions to allow for intensive agricultural production with minimal use of land.
- In Beaver Creek and Beaufort EAs, unlimited numbers of poultry, roosters, peacocks, etc. on all Residential or Rural zoned lots greater than 0.24ha in size.

On May 24, 2023, the ACRD received correspondence from the Alberni Farmers' Institute calling for an 'immediate moratorium on the proposed bylaw,' that 'all rules and regulations proposed for this region should be reflective of each unique electoral area' and that 'extensive and thorough consultation continue with residents, farmers and agricultural operations.' This was addressed at the June 14, 2023 BOD meeting in which a motion was made to 'extend an invite to the Alberni Farmers' Institute to attend an ACRD Board meeting to outline their concerns in further detail.' However, because the Sustainability Planner began work on June 12, 2023, in between the time the letter was written and when it was received by the Board, they were directed to meet with AFI members to hear concerns and discuss, a meeting which took place on February 22, 2024.

At the May 14, 2024 meeting of the Agricultural Development Committee, a motion was made to "recommend that the ACRD Board of Directors direct staff to prepare a report to go to the ACRD Electoral Area Directors meeting to consider expediting updates to the ACRD Zoning Bylaw No. 15 to align with all provincial agricultural policies, regulations and proposed zoning allowances included in the most recent draft of Zoning Bylaw P1333 in order to ensure agricultural producers in the ACRD can explore economic diversification and food security opportunities allowed by the Agricultural Land Commission and the Ministry of Agriculture in all Electoral Areas."

At the May 22, 2024 ACRD Board of Directors meeting, the Board received the May 14 ADC minutes and directed staff to bring the motion back for discussion at a future meeting.

Time Requirements – Staff & Elected Officials:

It is recommended that the ACRD continue with the OCP reviews prior to revisiting the Zoning Bylaw update. Adopting a new zoning bylaw or making a major amendment to Zoning Bylaw 15 would result in delays to development applications and the OCP reviews currently underway as a minimum of 200 hours of staff time would be needed to draft the changes, hold public engagement sessions, and the required public hearings.

Financial:

The financial implications for farmers under the current zoning bylaw are ongoing. There are minimal financial implications for utilizing existing staff to complete updates and/or adopt the draft zoning bylaw outside of actual staff time and the budget required to complete public engagement.

Strategic Plan Implications:

The ACRD Strategic Plan objective 1.2.2 reads ‘work with regional agricultural producers toward identifying and addressing challenges faced by regulations and climate change.’

Policy or Legislation:

The Alberni Valley has 7700 ha of Agricultural Land Reserve (ALR) that is subject to the [Agricultural Land Commission Act](#) and [ALR Regulations](#). The ALC has requested all local government planning departments support agriculture in their areas by ensuring zoning bylaws and OCPs adhere to ALC legislation and regulations. Zoning Bylaw No. 15 does not follow current ALC legislation.

The [Alberni Valley Agricultural Plan](#) was published in 2011 and Goal 11 in the Action Plan was to strengthen local government initiatives by “reviewing existing zoning and other bylaws to identify and create policies that remove barriers or in other ways fail to support local farms, small lot farming, small-scale food production in mixed-use and residential neighborhoods, community gardens and associated food enterprises (e.g., slaughter and processing facilities). Flexibility is needed within zoning bylaws to allow for more sustainable development patterns that preserve the Alberni character, allow for growth and support farming activity.” This plan directly indicates the need to update zoning regulations to support farming.

The [Coastal Addendum to the Alberni Valley Agricultural Plan](#) was published in 2018 and also indicated the importance of supporting agriculture through an updated zoning bylaw in Goal #5 ‘Reduce Policy and Program Barriers,’ as follows:

- Ensure agriculture and urban agriculture is included within OCPs and zoning bylaws including:
 - Allowing small-scale commercial urban agriculture as a home occupation, including use of accessory buildings and allowances for infrastructure and human resources
 - Allowing commercial agriculture and greenhouses in commercial/industrial zones
 - Allowing for farm gate sales
 - Allowing for responsible composting and keeping of poultry and bees
 - Designating high ground ‘flood-safe’ areas for food / agricultural infrastructure
 - Ensuring supportive policies exist for signage and marketing of local food

Following the OCP reviews, an updated Zoning Bylaw would support agriculture on the West Coast by fulfilling all but one of these recommendations, as designation of ‘flood-safe’ areas for food/agricultural infrastructure is better achieved through Official Community Plan Development Permit Areas than the zoning bylaw.

Comments:

The ACRD has several projects in progress to support agriculture in the Alberni Valley and on the West Coast. The Food Security Emergency Planning project is working with producers in the Alberni Valley to develop a livestock emergency plan and with partner municipalities to develop food security needs assessments in case of emergencies that affect food security, from wildfire and supply chain interruptions to drought and floods. The Agricultural Water Plan project will explore options for long term agriculture water supply in the Alberni Valley, in order to support food production and food security over the long term.

The Sustainability Planner offers support to food security and agriculture groups across the ACRD, including the Coastal Foods Roundtable, the Alberni Valley Food Security Society and the School Food Systems Working Group, as well as liaising with both local and provincial climate and food security networks.

Options Considered:

1. That the Board direct staff to continue with comprehensive OCP updates and then adopt the draft Zoning Bylaw P1333 after all EA OCPs are updated.
2. That the Board of Directors adopt draft Zoning Bylaw P1333.
3. That staff amend Bylaw No. 15 with agriculture-related zoning bylaw changes, which will impact the OCP update timeline.

Reviewed 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



To: Electoral Area Directors Committee

From: Alex Dyer, MCIP, RPP, Planning Manager

Meeting Date: October 16, 2024

Subject: Development and Building Permit Applications Update

Recommendation:

THAT the Electoral Area Directors Committee receive the Development and Building Permit Applications Update.

Desired Outcome:

To provide an update on development applications and building permit applications received to date in 2024; to provide an update on the current status of active rezoning, development variance, and temporary use permit applications; and to discuss efforts to streamline the development approvals process.

Summary:

The following table provides an update on the number of development applications and building permit applications received in 2024 to date (up to the beginning of October 2024) with a comparison of the total number of annual applications received in the previous three years.

	Building Permits Issued	Rezoning Applications	Subdivision Referrals	Development Permit Applications	Development Variance Applications	Temporary Use Permit Applications	ALC Application Referrals
2021	109	23	25	28	11	11	4
2022	127	15	22	32	9	9	5
2023	107	18	19	26	11	8	2
Jan-Sept 2024	105	11	12	22	13	12	2

The ACRD has received a total of 72 development applications and Provincial application referrals to date in 2024. Development activity in the region remains higher-than-average over the past three years when compared with the previous years. The increase in development activity is particularly evident in the number of rezoning applications and subdivision application referrals received on an annual basis, both indicators for growth within the region. Over 2021-2023, rezoning applications increased by 56% and subdivision applications doubled compared with the previous three years. The ACRD has issued 105 building permits in 2024 up to the end of September compared with 83 permits issued in 2023 up to the same month.

Attached to this memorandum are development application status updates for zoning amendment and OCP amendment applications, development variance applications, and temporary use permit applications. The trackers provide an application received date and address location for each application, current status and staff comments, application progress, and the most recent date considered. There is also a status tracker for active temporary use permits issued by the Regional District for short-term rentals with issuance and expiry dates. The application status trackers are posted on the ACRD Planning & Development website at: www.acrd.bc.ca/planning.

Background:

The Planning & Development Department has achieved improved application review timelines over the past six months, particularly with the applications that are less involved such as the development variance and temporary use permit applications considered by the Board and the development permit applications that have been delegated to staff. Rezoning applications for housing development that is consistent with the Area's Official Community Plan now have a simplified process as well with a public notification procedure replacing the public hearing process.

More detailed rezoning applications continue to take more time to review all aspects of the development and public input process. These types of rezoning applications include comprehensive development and mixed use rezonings, multiple dwelling developments, commercial and industrial developments, and any application with significant public engagement.

The Planning & Development Department continues to work on improving application review processes with two projects coming forward in Fall 2024.

The ACRD received a \$150,000 grant from the Union of BC Municipalities' Local Government Development Approvals Program to review the development application and building permit application review processes and recommend improvements that will promote a more effective and efficient approvals process. The Regional District is engaging with a consultant to lead that project which is anticipated to start in October 2024. The project will engage internal and external community partners and consider best practices that aim to streamline and expedite development reviews where appropriate and to help to implement an optimized approach to development approvals.

The Planning & Development Department is also currently in the process of implementing the use of updated CityView Workspace property database software in October 2024. The updated software will promote a more streamlined internal review process with prioritization and activity tools built within the software that will help staff in ensuring that the various steps in the application review process are actioned as efficiently as possible. The software also includes automated templates that will improve communication with applicants throughout the application process and allow for improved consistency in the Planning staff reports to the Advisory Planning Commissions and Board of Directors. The updated software also integrates the ACRD Webmap which will provide additional spatial tools.

Time Requirements – Staff & Elected Officials:

The review of development and building permit applications and supporting all aspects of the review and approval process is a significant component of the core duties of Planning and Building Inspection staff. There is also significant time required for the six Electoral Area Advisory Planning Commissions and the Agricultural Advisory Committee to review development applications and make recommendations to the Board of Directors, and for the Board to consider the applications.

In 2024 to date, the ACRD has held 23 Advisory Planning Commission meetings and 1 Agricultural Advisory Committee meeting to review development applications. Over that time, the ACRD has also held 6 public hearings to consider rezoning and OCP amendments for development proposals that are not consistent with the Area OCP.

Financial:

The review of development applications under Part 14 of the *Local Government Act* – zoning and OCPs, development variances, development permits, temporary use permits – are included within the Rural Planning service and the review of Provincial application referrals – subdivision, use of land within the Agricultural Land Reserve, Crown Leases – are included within the Regional Planning service. The administration of the ACRD Building Bylaw and the building permit review process are included within the Building Inspection service.

Strategic Plan Implications:

The review of development and building permit applications is a core service of the Regional District. The Strategic Plan includes Objectives under Strategy 3.3 – Optimize Communication Platforms and Practices to create an online dashboard that actively communicates key aspects and status of development applications and building permit applications to the public and to provide updates to the Board until the online dashboard is fully functional.

Policy or Legislation:

The *Local Government Act* and the *Community Charter* provide the legislative framework for the Rural Planning, Regional Planning, and Building Inspection services in the Regional District.

Reviewed 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



REZONING APPLICATIONS

Updated: October 8, 2024

Application Number	Electoral Area	Complete Application Received	Civic Address/Legal Description	STATUS	Comments	Application Progress	Date
RB21013	B (Beaufort)	23-Jun-21	5400 Kingston Street	Awaiting Information from Applicant		3rd Reading	14-Feb-24
RF21018	F (Cherry Creek)	27-Sep-21	3287 Alberni Highway	On Hold by Applicant			
RE21021	E (Beaver Creek)	8-Dec-21	7881 Beaver Creek Road	On Hold by Applicant		3rd Reading	8-Feb-23
RD22007	D (Sproat Lake)	4-Apr-22	7655 Trill Pit Road	Completed		Adopted	24-Jan-24
RF22008	F (Cherry Creek)	11-Apr-22	3133 Alberni Highway	In Progress			
RE22009	E (Beaver Creek)	23-Jun-22	5750 Falls Street	Awaiting Information from Applicant		First Consideration	26-Jul-23
RF22013	F (Cherry Creek)	30-Aug-22	2787 Alberni Hwy	Completed		Adopted	12-Jun-24
RC22014	C (Long Beach)	7-Nov-22	15 Sutton Road	Awaiting Information from Applicant	Re-activated by applicant Jan 3/24	3rd Reading	8-May-24
RE22015	E (Beaver Creek)	9-Dec-22	6399 Walker Road	Completed		Adopted	10-Jan-24
RE23002	E (Beaver Creek)	30-Jan-23	6525 Plested Road	In Progress	Re-activated by applicant Apr 16/24	3rd Reading	24-Jul-24
RA23004	A (Bamfield)	5-May-23	217 Cape Beale Trail & 245 Bamfield Boardwalk	Awaiting Information from Applicant		3rd Reading	26-Jun-24
RF19004	F (Cherry Creek)		Lot 2, Maebelle Road	On Hold by Applicant		1st Reading	28-Aug-19
RF23006	F (Cherry Creek)	26-Jun-23	5447 Maebelle Road	Completed		Adopted	13-Mar-24
RE23007	E (Beaver Creek)	20-Jul-23	6210 Drinkwater Road	Completed		Adopted	22-May-24
RD23008	D (Sproat Lake)	24-Jul-23	5833 Stuart Avenue	Cancelled		APC Meeting	20-Nov-23
RF23010	F (Cherry Creek)	29-Sep-23	3330-3344 Alberni Highway	Awaiting Information from Applicant			
RE23011	E (Beaver Creek)	10-Oct-23	5522 Maple Street	In Progress		Deferred	8-May-24
RE23012	E (Beaver Creek)	10-Oct-23	6224 Lugin Road	In Progress		APC Meeting	3-Jun-24

RC23013	C (Long Beach)	24-Sep-23	DL 804 & 805, Ittatsoo Bay	In Progress			
RE23014	E (Beaver Creek)	24-Oct-23	7807 Beaver Creek Road	Completed		Adopted	8-May-24
RE23015	E (Beaver Creek)	3-Nov-23	6161 Beaver Creek Road	On Hold by Applicant	Applicant put on hold Mar 4/24		
RD23016	D (Sproat Lake)	16-Nov-23	Stirling Arm Cres	In Progress		Public Hearing	1-Oct-24
RD23017	D (Sproat Lake)	15-Dec-23	18001 Stirling Arm Road	In Progress		Public Hearing	26-Sep-24
RA23018	A (Bamfield)	19-Dec-23	Section 19, Cape Beale Trail	In Progress		First Consideration	8-May-24
RE24001	E (Beaver Creek)	26-Jan-24	6467 Walker Road	Completed		Adopted	11-Sep-24
RA24002	A (Bamfield)	7-Feb-24	453 Bamfield Road	Awaiting Information from Applicant			
RD24005	D (Sproat Lake)	24-Apr-24	10787 Kimola Road	In Progress		First Consideration	28-Aug-24
RE24006	E (Beaver Creek)	6-May-24	6416 Beaver Creek Road	In Progress		3rd Reading	25-Sep-24
RD24007	D (Sproat Lake)	17-Jul-24	7775 Pacific Rim Highway	Awaiting Information from Applicant			
RF24008	F (Cherry Creek)	21-Aug-24	7775 Pacific Rim Highway	In Progress			
RD24009	D (Sproat Lake)	Aug 21, 2024	5801 Sarenga Road	In Progress			
RE24010	E (Beaver Creek)	10-Sep-24	5663 Mersey Road	In Progress			
RF24011	F (Cherry Creek)	4-Oct-24	6118 Cottam Road	Awaiting Information from Applicant			

Completed applications will be included on the spreadsheet for a period of six months following adoption.



DEVELOPMENT VARIANCE PERMITS

Updated: October 8, 2024

Application Number	Electoral Area	Complete Application Received	Civic Address/Description	STATUS	Comments	Application Progress	Date
DVD22003	D (Sproat Lake)	12-Apr-22	8542 Stirling Arm Cres	Completed		Issued	26-Jun-24
DVD23009	D (Sproat Lake)	23-Oct-23	9010 Lord Road	Completed		Issued	13-Mar-24
DVC23010	C (Long Beach)	1-Nov-23	2430 Willowbrae Road	Completed		Issued	13-Mar-24
DVC23011	C (Long Beach)	4-Dec-23	1074 Front Street	Completed		Issued	13-Mar-24
DVD23012	D (Sproat Lake)	12-Dec-23	8243 Dickson Drive	Completed		Issued	22-May-04
DVE24001	E (Beaver Creek)	11-Jan-24	Lot 8 Mersey Road	Completed		Issued	24-Apr-24
DVA24002	A (Bamfield)	30-Jan-24	Lot 67 Haggard Cove	Completed		Issued	28-Aug-24
DVE24003	E (Beaver Creek)	15-Feb-24	7250 Beaver Creek Road	Completed		Issued	12-Jun-24
DVD24004	D (Sproat Lake)	2-Apr-24	8682 Stirling Arm Drive	In Progress		First Consideration	9-Oct-24
DVD24005	D (Sproat Lake)	5-Apr-24	10411 Marina Vista Drive	Completed		Issued	28-Aug-24
DVE24006	E (Beaver Creek)	9-Apr-24	5424 Gordon Avenue	Completed		Issued	28-Aug-24
DVF24007	F (Cherry Creek)	6-May-24	6860 Cypress Boulevard	Completed		Issued	28-Aug-24
DVD24008	D (Sproat Lake)	5-Jun-24	11246 Pine Street	Closed	DV not required		
DVF24009	F (Cherry Creek)	27-Jun-24	6635 Cypress Boulevard	Completed		Issued	28-Aug-24
DVC24010	C (Long Beach)	11-Jul-24	1185 Seventh Avenue	In Progress		First Consideration	25-Sep-24
DVB24011	B (Beaufort)	17-Sep-24	8445 Beaver Creek Road	Awaiting Information from Applicant			
DVD24012	D (Sproat Lake)	18-Sep-24	9958 Sunset Road	Awaiting Review			
DVD24013	D (Sproat Lake)	23-Sep-24	10861 Lakeshore Road	Awaiting Review			
DVE24014	E (Beaver Creek)	24-Sep-24	6399 Walker Road	Awaiting Review			

Completed applications will be included on the spreadsheet for a period of six months following Issuance.



TEMPORARY USE PERMITS

Updated: October 8, 2024

Application Number	Electoral Area	Complete Application Received	Civic Address/Legal Description	STATUS	Comments	Application Progress	Date
TUP22002	D (Sproat Lake)	25-Jan-22	7676 Bell Road	Awaiting Information from Applicant	Follow up on conditions of approval	First Consideration	27-Jul-22
TUP22003	D (Sproat Lake)	1-Apr-22	9690 Eanan Avenue	On Hold by Applicant			
TUP22010	D (Sproat Lake)	9-Jul-22	10842 Lakeshore Road	Awaiting Information from Applicant	Follow up on conditions of approval	First Consideration	22-Mar-23
TUP22011	D (Sproat Lake)	20-Jul-22	10893 Lakeshore Road	Awaiting Information from Applicant	Follow up on conditions of approval	First Consideration	22-Mar-23
TUP23003	F (Cherry Creek)	10-May-23	3133 Alberni Highway	In Progress		First Consideration	13-Mar-24
TUP23004	C (Long Beach)	31-May-23	8000 Barclay Main	On Hold by Applicant			
TUP23006	D (Sproat Lake)	10-Oct-23	8558 Stirling Arm Crescent	Completed		Issued	12-Jun-24
TUP20004R	E (Beaver Creek)	5-Oct-23	5458 Highland Drive	Completed		Issued	24-Apr-24
TUP23007	C (Long Beach)	21-Nov-23	2315 Tofino Ucluelet Highway	Completed		Issued	24-Apr-24
TUP21002R	F (Cherry Creek)	11-Dec-23	3240 Clayton Road	Completed		Issued	12-Jun-24
TUP24001	E (Beaver Creek)	16-Feb-24	6548 Smith Road	Completed		Issued	12-Jun-24
TUP24002	D (Sproat Lake)	7-Mar-24	10250 Stirling Arm Crescent	Completed		Issued	24-Jul-24
TUP24003	D (Sproat Lake)	22-Mar-24	9686 Eanan Avenue	Closed	Not required		
TUP24004	E (Beaver Creek)	25-Mar-24	7825/7827 Beaver Creek Road	Awaiting Information from Applicant			
TUP19020R	D (Sproat Lake)	5-Apr-24	8279 Dickson Drive	Completed		Issued	28-Aug-24
TUP24005	C (Long Beach)	25-Apr-24	1360 Smith-Dale Road	Completed		Issued	24-Jul-24
TUP24006	B (Beaufort)	1-May-24	8262 Meshers Road	Completed		Issued	25-Sep-24
TUP19018R	D (Sproat Lake)	10-May-24	8467 Bothwell Road	Completed		Issued	28-Aug-24
TUP24007	D (Sproat Lake)	19-Jul-24	10551 Asher Road	In Progress		First Consideration	25-Sep-24

TUP24008	D (Sproat Lake)	15-Aug-24	10404 Marina Vista Drive	In Progress			
TUP24009	A (Bamfield)	27-Aug-24	Hook Bay, Alberni Inlet	Awaiting Review			
TUP24010	F (Cherry Creek)	19-Sep-24	4689 - 4697 Dundalk Ave S	Awaiting Review			
TUP24011	B (Beaufort)	7-Oct-24	8623 Bland Road	Awaiting Information from Applicant			

Completed applications will be included on the spreadsheet for a period of six months following Issuance.



ACTIVE TEMPORARY USE PERMITS FOR SHORT-TERM RENTALS

Updated: October 8, 2024

Application Number	Electoral Area	Civic Address/Legal Description	Issued	Expiry Date
TUP21006	A (Bamfield)	350 Cape Beale Trail	23-Mar-22	23-Mar-25
TUP23002	A (Bamfield)	142 South Bamfield Road	25-Oct-23	25-Oct-26
TUP23005	A (Bamfield)	274 South Bamfield Road	22-Nov-23	22-Nov-26
TUP21005	B (Beaufort)	8865 Beaver Creek Road	11-May-22	11-May-25
TUP24006	B (Beaufort)	8262 Meshers Road	25-Sep-24	25-Sep-27
TUP18012R	C (Long Beach)	1430 Port Albion Road	26-Jul-23	26-Jul-26
TUP18019R	C (Long Beach)	70 Sutton Road	26-Jul-23	26-Jul-26
TUP19013R	C (Long Beach)	244 Albion Road	26-Jul-23	26-Jul-26
TUP23007	C (Long Beach)	2315 Tofino Ucluelet Highway	24-Apr-24	24-Apr-27
TUP22005	C (Long Beach)	232 Albion Crescent	13-Oct-22	13-Oct-24
TUP24005	C (Long Beach)	1360 Smith-Dale Road	24-Jul-24	24-Jul-27
TUP20001	D (Sproat Lake)	6341 Salal Road	26-Apr-23	26-Apr-26
TUP23006	D (Sproat Lake)	8558 Stirling Arm Drive	12-Jun-24	12-Jun-27
TUP24002	D (Sproat Lake)	10250 Stirling Arm Crescent	24-Jul-24	24-Jul-27
TUP19020R	D (Sproat Lake)	8279 Dickson Drive	28-Aug-24	28-Aug-27
TUP19018R	D (Sproat Lake)	8467 Bothwell Road	28-Aug-24	28-Aug-27
TUP20004R	E (Beaver Creek)	5458 Highland Drive	24-Apr-24	24-Apr-27
TUP24001	E (Beaver Creek)	6548 Smith Road	12-Jun-24	12-Jun-27