ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

2024 – 2027 Strategic Plan

# Committee-of-the-Whole Meeting
## Wednesday, August 28, 2024
Zoom/Board Room (Hybrid) – 3008 Fifth Avenue, Port Alberni, BC
10:00 AM

## Regular Agenda

Watch the meeting live at: https://www.acrd.bc.ca/events/28-8-2024/

Register to participate via Zoom Webinar at:
https://acrd-bc-ca.zoom.us/webinar/register/WN__4TRuy1_SsWlhaumSv-QeQ#/registration

**PAGE #**

1.  **CALL TO ORDER**

    **Recognition of Territories.**

    Notice to attendees and delegates that this meeting is being recorded and
    livestreamed to YouTube on the Regional District Website.

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

2.  **APPROVAL OF AGENDA**
    *(motion to approve, including late items required ALL VOTE 2/3 majority vote)*

3.  **DECLARATIONS**
    *(conflict of interest)*

4.  **MINUTES**

    a.  **Committee-of-the-Whole Meeting – June 12, 2024**           3-5

    *THAT the minutes of the Committee-of-the-Whole meeting held on June 12,
    2024 be adopted.*

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

    a.  **Aaron Torfs, Sproat Lake Marine Patrol, 2024 Annual Presentation**

6.  **REPORTS**

**1**

a.      **ACRD Grant-in-Aid Program Discussion – H. Zenner, Manager of**      **6-15**
      **Administrative Services and T. Fong, Chief Financial Officer**

b.      **ACRD Regional Parks Working Group Terms of Reference**      **16-20**
      **– M. McGregor, Lands and Resources Coordinator**

**7.**      <u>**LATE BUSINESS**</u>

**8.**      <u>**QUESTION PERIOD**</u>

      **Questions/Comments from the public:**
- **Participating in Person in the Board Room**
- **Participating in the Zoom meeting**
- **Emailed to the ACRD at <span style="color:blue">responses@acrd.bc.ca</span>**

**9.**      <u>**ADJOURN**</u>

**2**

## Alberni-Clayoquot Regional District

### MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING
### HELD ON WEDNESDAY, JUNE 12, 2024, 10:00 AM
Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

| | |
|---|---|
| **DIRECTORS PRESENT:** | John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nation |
| | Bob Beckett, Director, Electoral Area "A" (Bamfield) |
| | Fred Boyko, Director, Electoral Area "B" (Beaufort) |
| | Vaida Siga, Director, Electoral Area "C" (Long Beach) |
| | Penny Cote, Director, Electoral Area "D" (Sproat Lake) |
| | Susan Roth, Director, Electoral Area "E" (Beaver Creek) |
| | Mike Sparrow, Director, Electoral Area "F" (Cherry Creek) |
| | Sharie Minions, Mayor, City of Port Alberni |
| | Moriah Cootes, Councillor, Uchucklesaht Tribe Government |
| | Kirsten Johnsen, Member of Council, Toquaht Nation |
| | Levana Mastrangelo, Executive Legislator, Yuułuʔiłʔatḥ Government |
| | Debbie Haggard, Vice-Chair, Councillor, City of Port Alberni |
| **REGRETS:** | Marilyn McEwen, Mayor, District of Ucluelet |
| | Tom Stere, Councillor, District of Tofino |
| **STAFF PRESENT:** | Teri Fong, Chief Financial Officer |
| | Mike Irg, General Manager of Planning & Development |
| | Cynthia Dick, General Manager of Administrative Services |
| | Heather Zenner, Manager of Administrative Services |
| | Janice Hill, Executive Assistant |

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
https://www.acrd.bc.ca/events/12-6-2024/

## 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 Beckett*

*SECONDED:*     *Director Cootes*

*THAT the agenda be approved as circulated.*

                                                           **CARRIED**

## 3.    <u>DECLARATIONS</u>

Director Mastrangelo and Director Cote entered the meeting 10:04 am.

## 4.    <u>MINUTES</u>

a.      **Committee-of-the-Whole Meeting held May 8, 2024**

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

*THAT the minutes of the Committee-of-the-Whole Meeting held on May 8, 2024 be adopted.*

                                                           **CARRIED**

## 5.    <u>PETITIONS, DELEGATIONS & PRESENTATIONS</u>

a.      **Greg Willmon, Lady Rose Marine Service, Co-Owner regarding ferry services provided by the Lady Rose Marine**

Greg Willmon shared his experience with purchasing and running the Lady Rose Marine business.

## 6.    <u>CORRESPONDENCE</u>

## 7.    <u>REQUEST FOR DECISIONS</u>

## 8.    <u>REPORTS</u>

a.      **ACRD Grant-in-Aid Program Discussion – H. Zenner, Manager of Administrative Services and T. Fong, Chief Financial Officer**

Director Haggard entered the meeting at 11:51am.

## 9.    <u>LATE BUSINESS</u>

## 10.    <u>QUESTION PERIOD</u>

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Questions/Comments from the public.  The Manager of Administrative Services
advised there were no questions or comments respecting an agenda topic from public:
- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at responses@acrd.bc.ca.

## 11.  ADJOURN

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

*THAT this meeting be adjourned at 11:59 am.*

***CARRIED***


Certified Correct:


_____          _____
John Jack,                                         Heather Zenner,
Chairperson                                        Manager of Administrative Services

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| | |
|---|---|
| **To:** | Committee of the Whole |
| **From:** | Heather Zenner, MA, RPF, Manager of Administrative Services<br>Teri Fong, CPA, CGA, Chief Financial Officer |
| **Meeting Date:** | August 28, 2024 |
| **Subject:** | ACRD Grant-in-Aid Program Discussion – Second Meeting |

## Purpose:

For the Committee of the Whole (COW) to consider input from staff on the ACRD Grant-in-Aid (GIA) program and provide direction on changes to the GIA Policy prior to the 2025 GIA program. Following today's meeting staff plan to bring a draft GIA Policy to an upcoming Board meeting.

## Summary:

At the June 12, 2024 COW meeting, staff brought forward a presentation to gather input from Directors on the GIA program. Staff received this input and have brought forward a menu of options for discussion. Changes to the GIA program and adoption of a new GIA Policy will be adopted at the ACRD Board table with each director having one vote, however, budget decisions will be conducted by a weighted vote.

Staff will lead committee members through a discussion using a powerpoint presentation.

## Background:

Based on the discussion that occurred at the June 12th COW meeting, staff received direction on items where consensus was achieved and are presented immediately below. Items that require further discussion are presented later in this report.

The components of a new GIA policy will include the following:

- GIA Budget(s) will be set in March as part of Annual Budget Deliberations.
- GIA applications will be received by April 30th each year, allocations will be made by the Board in late May or early June, and cheques will be distributed in August (no change).
- Improved GIA application. Include budget spreadsheet that all applicants must provide to better understand their existing funding and their funding needs.
- Stricter final reporting requirements.
- Better definition of applicant eligibility requirements.

**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).*

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The following definitions will be included in a new policy to better define eligibility:

*In-Kind Services* means the provision of service for no cost, including labour or equipment, and rental fee waivers.

*Registered Organization* includes an organization, a society, a non-profit or not-for profit organization, an association, a registered charity, a cooperative or other group, either incorporated or unincorporated, registered with the BC Corporate Registry.

*Registered Charity* means charitable organizations, public foundations, or private foundations that are created and resident in Canada. They must use their resources for charitable activities and have charitable purposes that fall into one or more of the following categories: the relief of poverty, the advancement of education, the advancement of religion, or other purposes that benefit the community.

*Non-profit or not-for-profit* organizations means associations, clubs or societies that are not charities and are organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit. For clarity, a *Non-profit or not-for-profit* organization does not include a Community Contribution Company (CCC).

*Society or societies* includes non-profit or not-for-profit corporations or organizations and means a group that is formed for any lawful purpose or purposes, including agricultural, artistic, benevolent, charitable, educational, environmental, patriotic, philanthropic, political, professional, recreational, religions, scientific, social or sporting purposes. A society must not have, as one of its purposes, the carrying on of a business for profit or gain but carrying on a business to advance or support the purposes of as society is not prohibited.
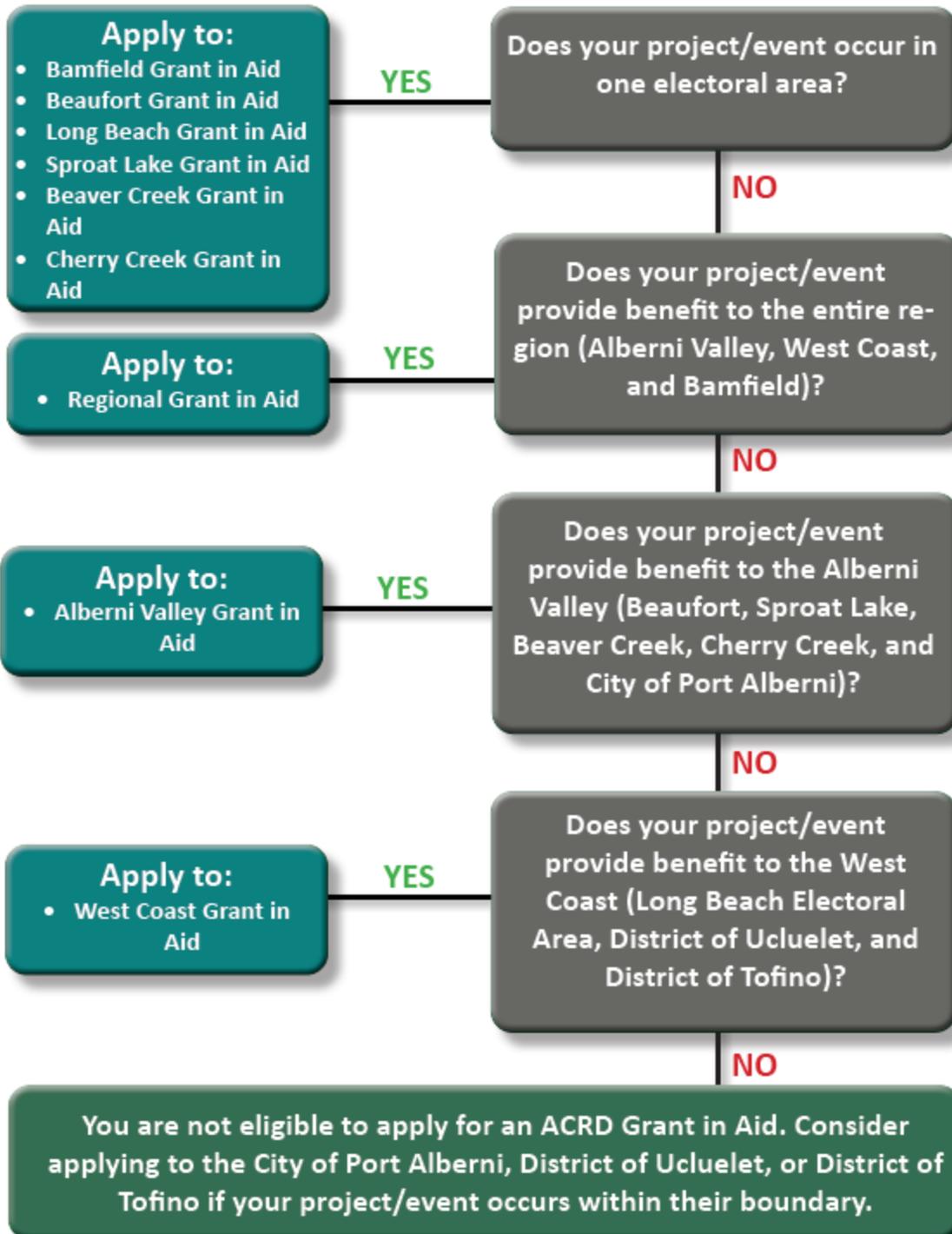
## Menu of Options

The following pages present four GIA options for the committee to consider. A services establishing bylaw is not required for the GIA program, however staff will need to know the service structure for budgeting purposes.

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**OPTION 1:**

| GIA Bucket | Participants | Example GIA Applicants | Budget |
|---|---|---|---|
| Alberni Valley GIA | Electoral Areas: B, D, E, F<br>City of Port Alberni<br><br>*(No ability to opt out)* | Alberni Valley Air Quality Council<br>Port Alberni Victim Services<br>Alberni Valley Hospice Society<br>Port Alberni Backpack Program | Annual budget is set by the GIA participants as part of annual budget deliberations (prior to receiving GIA applications) |
| West Cost GIA | Electoral Area: C<br>District of Ucluelet<br>District of Tofino<br><br>*(No ability to opt out)* | Surfrider Foundation<br>Strawberry Isle Marine Research<br>REDD Fish Restoration Society<br>WC Community Resources Society | |
| Regional GIA | Electoral Areas: A, B, C, D, E, F<br>City of Port Alberni<br>District of Ucluelet<br>District of Tofino<br><br>*(No ability to opt out)* | West Coast Inland Search & Rescue<br>Alberni Valley Rescue Squad<br>North Island Film<br>Alberni District Fall Fair<br>Carving on the Edge<br>West Coast Aquatic | |
| Bamfield GIA | Electoral Area: A | Bamfield Community Affairs<br>AV Chamber of Commerce | Annual budget is determined by each EA Director during annual budget deliberations (prior to receiving GIA applications) |
| Beaufort GIA | Electoral Area: B | | |
| Long Beach GIA | Electoral Area: C | | |
| Sproat Lake GIA | Electoral Area: D | Sproat Lake contribution to City eliminating non-city resident rates.<br>Sproat Lake Special Events<br>AV Chamber of Commerce | |
| Beaver Creek GIA | Electoral Area: E | Beaver Creek Special Events<br>AV Chamber of Commerce | |
| Cherry Creek GIA | Electoral Area: F | Cherry Creek contribution to City eliminating non-city resident rates.<br>Cherry Creek Rec. Commission<br>AV Chamber of Commerce | |

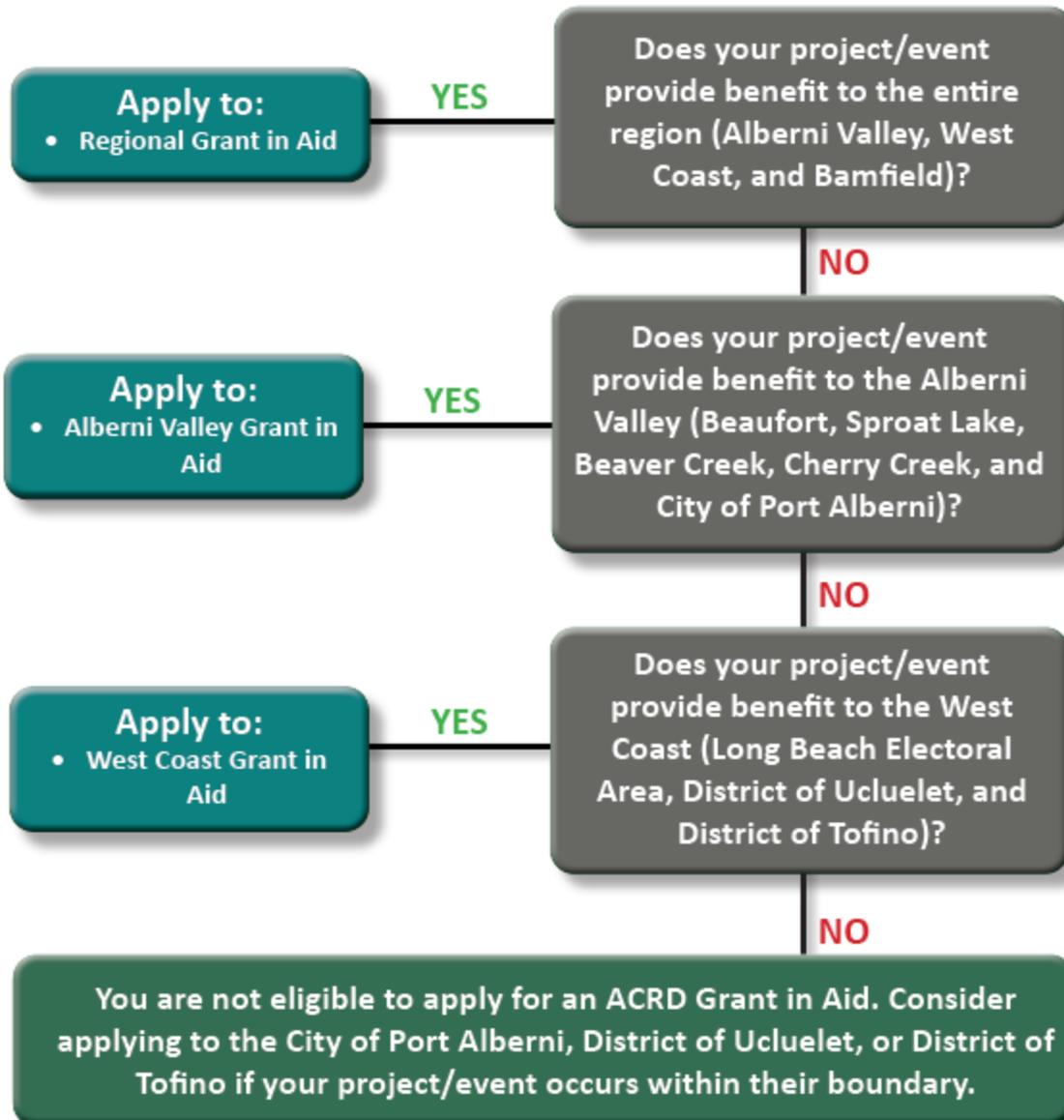| Option 1 Considerations |
|---|
| No ability for any participant to remove themselves from AV GIA, WC GIA, or Regional GIA buckets. |
| Bamfield is not included in the AV GIA or the WC GIA bucket.<br>E.g. No further Bamfield contribution to Port Alberni Victim Services, Sage Haven, Marine Rescue Society. |
| Potentially hard for applicants to know which GIA bucket to apply to. |
| Individual EA GIAs provide opportunity for contribution to local community groups. |
| How do Treaty Nations incorporate into this option? Should Treaty Nations be incorporated in Regional GIA's to be inclusive of all Board members? |
| Consider creating a service where it makes sense, rather than funding through GIA. |

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## Option 1:

**Apply to:**
- **Bamfield Grant in Aid**
- **Beaufort Grant in Aid**
- **Long Beach Grant in Aid**
- **Sproat Lake Grant in Aid**
- **Beaver Creek Grant in Aid**
- **Cherry Creek Grant in Aid**

**YES** ← Does your project/event occur in one electoral area?

**NO**

**Apply to:**
- **Regional Grant in Aid**

**YES** ← Does your project/event provide benefit to the entire region (Alberni Valley, West Coast, and Bamfield)?

**NO**

**Apply to:**
- **Alberni Valley Grant in Aid**

**YES** ← Does your project/event provide benefit to the Alberni Valley (Beaufort, Sproat Lake, Beaver Creek, Cherry Creek, and City of Port Alberni)?

**NO**

**Apply to:**
- **West Coast Grant in Aid**

**YES** ← Does your project/event provide benefit to the West Coast (Long Beach Electoral Area, District of Ucluelet, and District of Tofino)?

**NO**

You are not eligible to apply for an ACRD Grant in Aid. Consider applying to the City of Port Alberni, District of Ucluelet, or District of Tofino if your project/event occurs within their boundary.

**OPTION 2**

| GIA Bucket | Participants | Example GIA Applicants | Budget |
|---|---|---|---|
| Alberni Valley GIA | Electoral Areas: B, D, E, F<br>City of Port Alberni<br><br>*(No ability to opt out)* | Alberni Valley Air Quality Council<br>Port Alberni Victim Services<br>Alberni Valley Hospice Society | Annual budget is set by the GIA participants as part of annual budget deliberations (prior to receiving GIA applications) |
| West Cost GIA | Electoral Area: C<br>District of Ucluelet<br>District of Tofino<br><br>*(No ability to opt out)* | Surfrider Foundation<br>Strawberry Isle Marine Research<br>REDD Fish Restoration Society<br>WC Community Resources Society | |
| Regional GIA | Electoral Areas: A, B, C, D, E, F<br>City of Port Alberni<br>District of Ucluelet<br>District of Tofino<br><br>*(No ability to opt out)* | West Coast Inland Search & Rescue<br>Alberni Valley Rescue Squad<br>North Island Film<br>Alberni District Fall Fair<br>Carving on the Edge<br>West Coast Aquatic | |

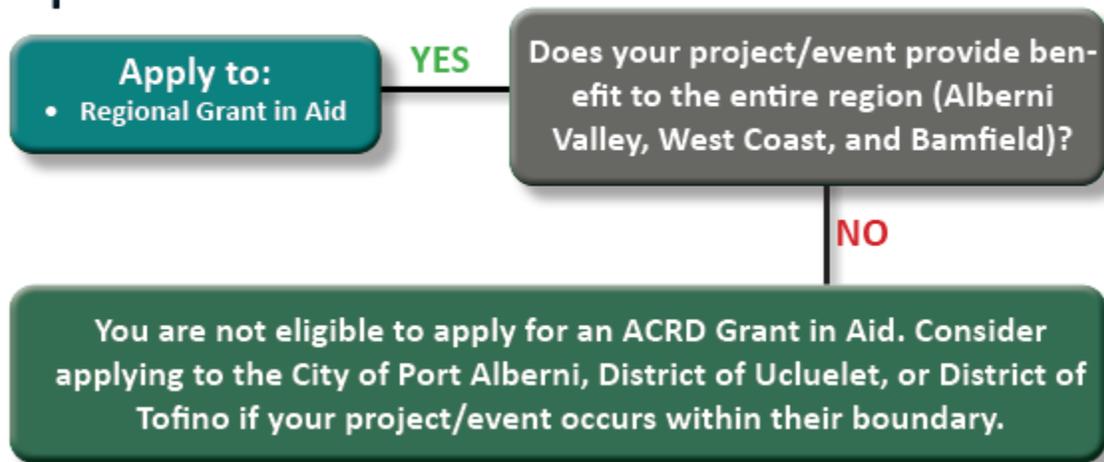| Option 2 Considerations |
|---|
| No ability for any participant to remove themselves from AV GIA, WC GIA, or Regional GIA buckets. |
| Bamfield is not included in the AV GIA or the WC GIA bucket.<br>E.g. No further Bamfield contribution to Port Alberni Victim Services. |
| Less ability for contributions to local community groups. |
| How do Treaty Nations incorporate into this option? Should Treaty Nations be incorporated in Regional GIA's to be inclusive of all Board members? |
| Consider creating a service where it makes sense, rather than funding through GIA. |
| No ability for an individual Electoral Area to provide a GIA |

## Option 2:

**Apply to:**
- Regional Grant in Aid

— YES —

Does your project/event provide benefit to the entire region (Alberni Valley, West Coast, and Bamfield)?

NO

**Apply to:**
- Alberni Valley Grant in Aid

— YES —

Does your project/event provide benefit to the Alberni Valley (Beaufort, Sproat Lake, Beaver Creek, Cherry Creek, and City of Port Alberni)?

NO

**Apply to:**
- West Coast Grant in Aid

— YES —

Does your project/event provide benefit to the West Coast (Long Beach Electoral Area, District of Ucluelet, and District of Tofino)?

NO

You are not eligible to apply for an ACRD Grant in Aid. Consider applying to the City of Port Alberni, District of Ucluelet, or District of Tofino if your project/event occurs within their boundary.

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**OPTION 3**

| GIA Bucket | Participants | Example GIA Applicants | Budget |
|---|---|---|---|
| Regional GIA | Electoral Areas: A, B, C, D, E, F<br>City of Port Alberni<br>District of Ucluelet<br>District of Tofino<br><br>*(No ability to opt out)* | West Coast Inland Search & Rescue<br>Alberni Valley Rescue Squad<br>North Island Film<br>Alberni District Fall Fair<br>Carving on the Edge<br>West Coast Aquatic | Annual budget is set by the GIA participants as part of annual budget deliberations (prior to receiving GIA applications) |

| Option 3 Considerations |
|---|
| Everyone is in. No ability for any participant to remove themselves from Regional GIA bucket. |
| Only GIA applications that are regionally focused are eligible. |
| No ability for contributions to local community groups. |
| How do Treaty Nations incorporate into this option? Should Treaty Nations be incorporated in Regional GIA's to be inclusive of all Board members? |
| Consider creating a service where it makes sense, rather than funding through GIA. |

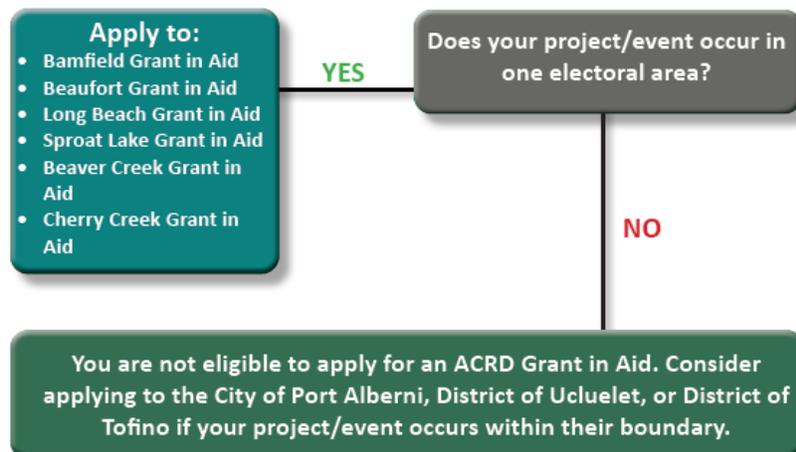## Option 3:

Apply to:
- Regional Grant in Aid

**YES** → Does your project/event provide benefit to the entire region (Alberni Valley, West Coast, and Bamfield)?

**NO** ↓

You are not eligible to apply for an ACRD Grant in Aid. Consider applying to the City of Port Alberni, District of Ucluelet, or District of Tofino if your project/event occurs within their boundary.

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**OPTION 4**

| GIA Bucket | Participants | Example GIA Applicants | Budget |
|---|---|---|---|
| Bamfield GIA | Electoral Area: A | Bamfield Community Affairs<br>AV Chamber of Commerce | Annual budget is determined by each EA Director during annual budget deliberations (prior to receiving GIA applications) |
| Beaufort GIA | Electoral Area: B | | |
| Long Beach GIA | Electoral Area: C | | |
| Sproat Lake GIA | Electoral Area: D | Sproat Lake contribution to City eliminating non-city resident rates.<br>Sproat Lake Special Events<br>AV Chamber of Commerce | |
| Beaver Creek GIA | Electoral Area: E | Beaver Creek Special Events<br>AV Chamber of Commerce | |
| Cherry Creek GIA | Electoral Area: F | Cherry Creek contribution to City eliminating non-city resident rates.<br>Cherry Creek Rec. Commission<br>AV Chamber of Commerce | |

| Option 4 Considerations |
|---|
| Each applicant could potentially need to apply to multiple EA GIA buckets.<br>E.g. Victim Services would need to apply to the ACRD for Electoral Area's A, B, D, E, F and then separately to the City of Port Alberni and Toquaht Nation (based on past contributions). |
| Not a Regionally Focused GIA program. |
| Individual EA GIAs provide opportunity for contribution to local community groups. |
| No ability to include municipal or First Nation funds through this option (funding to organizations would likely be less than in previous years).<br>E.g. City of Port Alberni currently contributes to agriculture GIA applications, and this would cease under option 4.<br>Or GIA applicants would also need to apply to the City in addition to multiple applications to EA GIA buckets. |
| This option may require the Municipalities in the ACRD to amend their GIA policies, as regionally focused projects/events are often encouraged to apply to the ACRD GIA program. |
| Addresses all concerns of double dipping with payers paying twice. |
| Consider creating a service where it makes sense, rather than funding through GIA. |

## Option 4:

Apply to:
- Bamfield Grant in Aid
- Beaufort Grant in Aid
- Long Beach Grant in Aid
- Sproat Lake Grant in Aid
- Beaver Creek Grant in Aid
- Cherry Creek Grant in Aid

**YES** — Does your project/event occur in one electoral area?

**NO**

You are not eligible to apply for an ACRD Grant in Aid. Consider applying to the City of Port Alberni, District of Ucluelet, or District of Tofino if your project/event occurs within their boundary.

**Further Discussion Required**

*Financial Independence*
Current GIA policy states that "organizations are encouraged to work towards financial independence". Committee members have expressed differing opinions on this statement. Many of ACRD's GIA applicants have applied year after year and do not have the ability to become financially independent. For example, the Port Alberni Backpack Program Society provides nutritious food to families on or below the poverty line. The society is run by volunteers and relies on funding and donations from other organizations, therefor not aligned with becoming financial independent.

*Double Dipping*
Committee has expressed differing opinions on 'Double Dipping'. The current GIA policy states "No double dipping. Organizations that have applied for a Grant-in-aid for the City of Port Alberni, District of Tofino, or District of Ucluelet will not be eligible for a Grant-in-Aid through the Regional District". If the Board wishes to leave this requirement in the new GIA policy, the Board could consider providing a caveat that in-kind (e.g. room rental waiver, staff support) GIAs from municipalities would not preclude applicants for applying to the ACRD for a GIA. As well further discussion is required with respect to double-dipping and the ability for an organization to receive a GIA from one of the municipalities for an event/project that occurs solely within that municipality's boundary. Should the award of a municipality GIA preclude an applicant applying for an ACRD GIA for a different project/event that occurs in the ACRD boundary?

*Small Grants (<$500)*
Consider accepting requests for small GIAs less than $500 (on a one-time basis only), from non-registered organizations, societies, or groups demonstrating a community need and/or whole objectives are charitable in nature. If a request is for more than $500 the organization must be a registered society to be an eligible applicant, or otherwise may apply through a partner organization that is a registered society. The option to offer a small grant could be beneficial for a small community event in the beginning stages prior to forming a society.

*Long Term Agreements*
There was not overwhelming support for entering into long term agreements with applicants who have been funded for many years; however, there are some directors who support providing long term support for certain organizations but feel that they fit better as a service rather than receiving funding through GIA. Consider incorporating these organizations into a service where it makes sense. Note that this will require some form of public assent, and thought must be given to the consequences if the public does not provide support. Consider whether the Board would end funding or continue to accept GIA applications from these applicants.

*City of Port Alberni Economic Development*
The Committee expressed that funding contribution to City of Port Alberni Economic Development through the ACRD GIA program, does not align well with the existing GIA Policy. Staff will meet with City of Port Alberni to discuss this outside of the GIA discussion.

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

Approximately 30-50 hours of staff time will be required to develop a new GIA policy.

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**Financial:**

There are no direct financial implications to the discussion or development of the policy however, the ACRD allocated approximately $300,000 worth of grants during the 2024 financial planning process.

**Strategic Plan Implications:**

There is no direct link to the 2024-2027 Strategic Plan.

**Policy or Legislation:**

The Alberni-Clayoquot Regional District's Grant-in-Aid Policy and *Local Government Act* applies.

Submitted by:  _____
_Heather Zenner_
Heather Zenner, MA, RPF, Manager of Administrative Services

Reviewed by:  _____
_Cynthia Dick_
Cynthia Dick, General Manager of Administrative Services

Approved by:  _____
_Daniel Sailland_
Daniel Sailland, MBA, Chief Administrative Officer

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**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**

| | |
|---|---|
| **To:** | ACRD Committee of the Whole |
| **From:** | Michael McGregor, Lands and Resources Coordinator |
| **Meeting Date:** | August 28th, 2024 |
| **Subject:** | Regional Parks Working Group Terms of Reference |

## Purpose:

The Regional Parks Working Group (RPWG) is established to guide, advise, and support the development, management, and promotion of regional parks within the ACRD. This group aims to ensure the sustainable use and enjoyment of parks for the community while preserving natural and cultural resources. The RPWG will also help enable increased public input and involvement within the Regional Parks Service.

## Summary:

ACRD staff have developed the attached Terms of Reference (TOR) for the creation of the RPWG. Advertisement for expressions of interest from organizations as well as individuals to join the RPWG is anticipated to be published in September 2024 with the initial meeting occurring in early fall.  An example of the agenda items that this group will be asked to provide input on within the first year will be:

- The Log Train Trail Transition Plan and its implementation;
- Regional Parks signage development;
- Public engagement such as open houses, surveys etc.
- Public communications such as ACRD website, social media, maps, brochures etc.
- Programs and support for Regional Parks volunteers;

## Background:

During the development of the Log Train Trail Management Plan the concept of a Regional Parks Public Working Group was proposed at the board level. At the January 10th, 2024 ACRD Board of Directors Meeting staff brought forward the Log Train Trail Management Plan Report and the ACRD board passed the following resolution:

> *THAT the ACRD Board of Directors direct staff to investigate options to consider local input into the development of Regional Parks and Trails Committee and report back.*

**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).*

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

It is estimated that 25 hours of staff time will be required to initially investigate/establish a Regional Parks Public Working Group with a further 20-30 hours of staff time required to prepare, organize, undertake and follow-up from each working group meeting. If the group were to meet 4 times per year, an anticipated 100 hours of staff time would be needed.

**Financial:**

The Regional Parks service increased its 2024 operations budget by $6,500 to support the creation and operations of this working group.

**Alignment with Strategic Plan:**

This supports strategy 1.1 Enhanced indoor/outdoor recreation facilities and services. It also supports strategy 1.4 Support our volunteers.

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

**Alberni-Clayoquot Regional District**

**Terms of Reference**
**Regional Parks Working Group**

## 1.    Purpose

The Regional Parks Working Group (RPWG) is established to guide, advise, and support the development, management, and promotion of regional parks within the ACRD. This group aims to ensure the sustainable use and enjoyment of parks for the region while preserving natural and cultural resources.

The Alberni Clayoquot Regional District Regional Parks Service has established the following mission statement:

ACRD will work will all citizens to be good stewards of our environment, and to provide safe and welcoming opportunities to play, learn, contemplate, and build community.

## 2.    Duties/Mandate

2.1    The Regional Parks Working Group is a working group of the ACRD.

2.2    The purpose is to:
   i.    Foster collaborative relationships, network-building, and synergy between Members; to reduce segregation and silos between user groups, volunteer organizations and communities;
   ii.    Support distribution of information and opportunities to member organizations and to the public, and to act as a platform for user groups to directly engage with the ACRD;
   iii.    Recruit and retain volunteers helping to aid Regional Park initiatives;
   iv.    Discuss and form recommendations for Regional Parks Service policy, projects and operational options on matters identified by ACRD Board of Directors;
   v.    Explore opportunities for Regional Parks to contribute to tourism and local economic development;
   vi.    Explore opportunities to improve user accessibility and safety; and
   vii.    Provide a platform for evaluation and monitoring of current initiatives and challenges for ACRD Regional Parks and Trails.

## 3.    Membership

3.1    The Regional Parks Working Group shall consist of up to 20 members, and will endeavor to include representation from the following:

- Alberni-Clayoquot Regional District Electoral Areas
- Municipalities within the ACRD Region
- First Nation Communities
- Equestrian Group(s)
- Motorized Off Highway Vehicle (OHV) group(s)
- Hiking group(s)
- Cycling group(s)
- Commercial and Tourism group(s)
- Persons with disability or enhanced accessibility needs
- Other related community interests

3.2    ACRD Lands and Resources Coordinator or their delegate will serve as lead coordinator.

3.3    Other experts, knowledge keepers, and community members will be invited to attend meetings or offer short presentations as required.

## 4.    Appointment and Term

4.1    Members will be appointed to represent. Members will be selected by staff based on interest and qualification and serve a two (2) year term which may be renewed.

## 5.    Committee Chair

5.1    The Committee will elect a Chairperson and Vice-Chairperson from amongst its Members at the first meeting of each year. The chairperson and vice-chairperson will serve a one (1) year term.

## 6.    Meeting Procedures

6.1    The Regional Parks Working Group will meet a minimum of twice and maximum of four times per year, at a time/date agreed upon by Members. Activity components such as work-bees or education modules would be in addition.

6.2    Agendas and meeting summaries will be prepared and distributed electronically to Members by facilitators. Members are encouraged to contribute to Agendas.

6.3    Members are responsible for conducting themselves in a professional, respectful, engaged, and objective manner. Chairpersons and facilitators will ensure that productive dialogue occurs.

6.4    The ACRD Code of Conduct applies to the members of this group.

6.5     Final decisions will be made by consensus. If consensus cannot be reached and appropriate time has been dedicated to thoughtful discussion, a majority vote shall be utilized.

## 7.     Reporting to the Board

7.1     ACRD staff will report to the ACRD Board of Directors annually on the activities of the Regional Parks Working Group.

7.2     Recommendations from the Regional Parks Working Group to the ACRD Board of Directors must adopted by the working group prior to being presented to the ACRD Board.

7.3     Working Group members are responsible for reporting to their respective community or organization.

## 8.     Resources

8.1     ACRD staff will provide support to the Working Group where required.