



Board of Directors Meeting  
Wednesday, May 28, 2025

House of Huu-ay-aht, Anacla/Zoom– 171 Nookemus Road, Bamfield, BC  
1:30 pm

**Regular Agenda**

Watch the meeting live at: <https://www.acrd.bc.ca/events/28-5-2025/>

Register to participate via Zoom Webinar at:

[https://acrd-bc-ca.zoom.us/webinar/register/WN\\_wzyqYHgoQ1SHsrHdldZp7Q#/registration](https://acrd-bc-ca.zoom.us/webinar/register/WN_wzyqYHgoQ1SHsrHdldZp7Q#/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 - Board Members and Staff present in the Boardroom and on Zoom.

**2. APPROVAL OF AGENDA**

*(motion to approve, including late items requires ALL VOTE 2/3 majority vote)*

**3. DECLARATIONS**

*(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Community Charter)*

**4. ADOPTION OF MINUTES**

(ALL/UNWEIGHTED)

**a. Board of Directors Meeting – May 14, 2025**

**7-16**

*THAT the minutes of the Board of Directors meeting held on May 14, 2025 be adopted.*

**b. Accessibility Committee Meeting – May 13, 2025**

**17-19**

*THAT the minutes of the Accessibility Committee meeting held on May 13, 2025 be received.*

- c. **West Coast Committee Meeting – May 14, 2025** **20-24**

*THAT the minutes of the West Coast Committee meeting held on May 14, 2025 be received.*

- d. **Emergency Program Executive Committee Meeting – May 15, 2025** **25-28**

*THAT the minutes of the Emergency Program Executive Committee meeting held on May 15, 2025 be received.*

- e. **Committee-of-the-Whole Meeting – May 21, 2025** **29-33**

*THAT the minutes of the Committee-of-the-Whole meeting held on May 21, 2025 be received.*

- f. **Alberni Valley & Bamfield Services Committee Meeting – May 21, 2025** **34-39**

*THAT the minutes of the Alberni Valley & Bamfield Serviced meeting held on May 21, 2025 be received.*

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

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

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

- a. **MINISTRY OF TOURISM, ARTS, CULTURE AND SPORT** **40-42**

Notification of official change in name of beach in Tofino, previously “Mackenzie Beach” to **tinwis** (pronounced ti-nu-wis)

- b. **HELEN R ROBERTSON** **43**

Request for public boat launch/Dock at “Mud-Hole” Great Central Lake

- c. **NORTH COAST REGIONAL DISTRICT** **44**

Pacific Northern Gas Proposed Increase of Natural Gas Delivery Rates

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

8. **REQUEST FOR DECISIONS & BYLAWS**

- a. **REQUEST FOR DECISION** **45-48**

UBCM 2025 Resolution - Priority Ferry Boarding for Livestock and Agricultural Products  
(ALL/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors endorse the following agricultural resolution and direct staff to submit for consideration at the 2025 UBCM Conference:*

*THEREFORE BE IT RESOLVED THAT the Union of British Columbia Municipalities request that BC Ferries reinstate priority boarding for livestock and agricultural products at all ferry terminals.*

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to work with the Ministry of Transportation and Transit, Ministry of Agriculture and Food, and BC Ferries Corporation in advance of UBCM on this issue.*

- b.       **REQUEST FOR DECISION** **49-51**  
2025 UBCM Convention Meeting Request- Premier, Cabinet Ministers,  
MUNI Minister & MACC Staff  
(ALL/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors provide direction to the General Manager of Administrative Services by Friday, June 20, 2025, on meeting requests with the Premier, Cabinet Ministers, Minister of Municipal Affairs, and provincial Ministry, Agency, Commission, and Corporation (MACC) staff in conjunction with the 2025 Union of British Columbia Municipalities Convention respecting issues/concerns impacting communities in the Alberni-Clayoquot region.*

- c.       **REQUEST FOR DECISION** **52-58**  
West Coast Transit - Alternate Millstream Bus Stop location  
(ALL/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate alternative bus stop locations in the Millstream area.*

- d.       **REQUEST FOR DECISION** **59-61**  
Cougar Pass Crown Land Investigation  
(ALL/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to add the investigation of the inclusion of the Cougars Pass Crown land into the Bamfield Community Parks inventory and bring further information back to the Bamfield Area Services Committee as a part of the 2026 work plan.*

- e.       **REQUEST FOR DECISION** **62-63**  
Respectful Spaces Bylaw  
(ALL/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to draft a Respectful Spaces Bylaw.*

f. **REQUEST FOR DECISION**  
Grant-in-Aid Applications  
(ALL/WEIGHTED)

**64-89**

*That the Alberni-Clayoquot Regional District Board of Directors award, from the 2025 West Coast Grant-in-Aid category, grants to the following organizations:*

*\$1,000 to the Pacific Rim Arts Society  
\$2,000 to the Ucluelet and Area Historical Society  
\$2,000 to the Ucluelet Aquarium  
\$2,000 to the Tofino Arts Council  
\$2,000 to the West Coast Multiplex  
\$1,000 to the Tofino Chamber of Commerce.*

*That the Alberni-Clayoquot Regional District Board of Directors award, from the 2025 Regional Grant in-Aid category, grants to the following organizations:*

*\$2,500 to the Alberni District Fall Fair  
\$6,000 to Westcoast Inland Search and Rescue  
\$5,000 to the Vancouver Island North Film Commission  
\$6,000 to the Alberni Valley Rescue Squad  
\$5,500 to the Port Alberni Shelter Society  
\$5,000 to Alberni Valley Makerspace.*

*That the Alberni-Clayoquot Regional District Board of Directors award, from the 2025 Alberni Valley and Bamfield Grant-in-Aid category, grants to the following organizations:*

*\$3,000 to the Canadian Council of the Blind  
\$7,500 to the Port Alberni Backpack Program Society  
\$26,000 to Port Alberni Victim Services  
\$10,000 to West Coast Aquatic  
\$4,200 to Alberni Valley Food Security Society  
\$1,100 to Broombusters Invasive Plant Society  
\$1,420 to Alberni Valley Hospice Society  
\$450 to the Port Alberni Community Action Team  
\$5,000 to the Port Alberni Salmon Festival Society  
\$3,324 to the Wholesome Meals on Wheels Association of Port Alberni  
\$12,820.50 to the Port Alberni Marine Rescue Society  
\$12,284 to the ADAPS Youth and Family Services  
\$30,900 to the Alberni Valley Chamber of Commerce.*

*That the Alberni-Clayoquot Regional District Board of Directors award, from the 2025 Cherry Creek Electoral Area Grant-in-aid category, a grant in the amount of \$22,000 to the Cherry Creek Community Recreation Commission.*

*That the Alberni-Clayoquot Regional District Board of Directors award, from the 2025 Bamfield Electoral Area Grant-in-aid category, a grant in the amount of \$10,000 to Bamfield Community Affairs.*

## **9. PLANNING MATTERS**

### **9.1 ELECTORAL AREA DIRECTORS**

- a. **DVD24015, ROBERTSON, 9898 LAKESHORE RD (SPROAT LAKE)** 90-98  
Development Variance Permit – Report

*THAT the Alberni-Clayoquot Regional District Board of Directors consider issuance of Development Variance Permit DVD24015 subject to neighbour notification as per Local Government Act s. 499.*

## **10. REPORTS**

### **10.1 STAFF REPORTS**

(ALL/UNWEIGHTED)

- a. **Meeting Schedule – June 2025** 99  
b. **Building Report – April 2025** 100  
c. **Monthly Agreement & Grant Delegation Report – April 2025** 101

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

### **10.2 COMMITTEE REPORTS**

### **10.3 MEMBER REPORTS**

(ALL/UNWEIGHTED)

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

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

11. **UNFINISHED BUSINESS**

12. **LATE BUSINESS**

13. **QUESTION PERIOD**

Questions/Comments from the public:

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

14. **IN CAMERA**

(ALL/UNWEIGHTED)

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

- i. 90 (1) (a ): personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district*
- ii. 90 (1) (e ): the acquisition, disposition or expropriation of land or improvements, if the board considers that disclosure could reasonably be expected to harm the interests of the regional district*
- iii. 90 (1) (k): negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the board, could reasonably be expected to harm the interests of the regional district if they were held in public*

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

16. **ADJOURN**

(ALL/UNWEIGHTED)

**Next Board of Directors Meeting: Wednesday, June 11, 2025 at 1:30 PM  
Regional District Board Room & Zoom**



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, MAY 14, 1:30 PM

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

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**DIRECTORS PRESENT:** John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nations  
Debbie Haggard, Vice-Chair, Councillor, City of Port Alberni  
Bob Beckett, Director, Electoral Area "A" (Bamfield)  
Fred Boyko, Director, Electoral Area "B" (Beaufort)  
Vaida Siga, Director, Electoral Area "C" (Long Beach)  
Dustin Dame, Councillor, City of Port Alberni  
Penny Cote, Director, Electoral Area "D" (Sproat Lake)  
Susan Roth, Director, Electoral Area "E" (Beaver Creek)  
Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)  
Marilyn McEwen, Mayor, District of Ucluelet  
Tom Stere, Councillor, District of Tofino  
Moriah Cootes, Councillor, Uchucklesaht Tribe Government  
Kirsten Johnsen, Member of Council, Toquaht Nation  
Levana Mastrangelo, Executive Legislator, Yuułu?if?ath Government

**REGRETS:** Sharie Minions, Mayor, City of Port Alberni

**STAFF PRESENT:** Daniel Sailland, Chief Administrative Officer  
Teri Fong, Chief Financial Officer  
Cynthia Dick, General Manager of Administrative Services  
Heather Zenner, Manager of Administrative Services  
Alex Dyer, Planning Manager  
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
<https://www.acrd.bc.ca/events/14-5-2025/>

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

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

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

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

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

**2. APPROVAL OF AGENDA**

*MOVED: Director Jack*  
*SECONDED: Director Cootes*

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. DECLARATIONS**

Director Sparrow declared a conflict-of-interest respecting agenda item 9.1 (c) Temporary Use Permit TUP25005, Redman, 4585 Compton Road.

**4. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – April 23, 2025**

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

*THAT the minutes of the Board of Directors meeting held on April 23, 2025 be adopted.*

**CARRIED**

**b. Agricultural Development Committee Meeting – April 15, 2025**

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

*THAT the minutes of the Agricultural Development Committee Meeting held on April 15, 2025 be received.*

**CARRIED**

**c. Alberni Valley Regional Airport Advisory Committee Meeting – April 17, 2025**

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

*THAT the minutes of the Alberni Valley Regional Airport Advisory Committee Meeting held on April 17, 2025 be received.*

**CARRIED**

**d. Alberni Valley & Bamfield Area Services Committee Meeting – April 23, 2025**

*MOVED: Director Stere*  
*SECONDED: Director Cootes*

*THAT the minutes of the Alberni Valley & Bamfield Area Services Committee Meeting held on April 23, 2025 be received.*

**CARRIED**

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

THAT the minutes of the April 23, 2025 ACRD Board of Directors be amended to reflect that AVICC directors include Ben Geselbracht, Vanessa Craig, Sarah Fowler, Will Cole-Hamilton, Trina Isakson, Alison MacKenzie and Donna McMahon.

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**6. CORRESPONDENCE FOR ACTION**

**7. CORRESPONDENCE FOR INFORMATION**

- a. VILLAGE OF TELKWA**  
Letter to Premier and BC Utilities Commission
- b. CITY OF ENDERBY**  
Letter to MLA David Williams – Economic Stabilization Act
- c. PORT ALBERNI COMMUNITY ACTION TEAM**  
Horsepower for Healing Car Show Information

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

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

**CARRIED**

**8. REQUEST FOR DECISIONS & BYLAWS**

- a. Request for Decision regarding Firesmart Vehicle Lease Buyout and Purchasing Policy Exemption**

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

*THAT the Alberni-Clayoquot Regional District Board of Directors exempt the purchase of a heavy-duty pickup truck from the ACRD's Purchasing Policy Request for Proposal process and delegate authority to the CAO to exercise the option to purchase of the 2023 Silverado 3500 Crew Cab currently leased by the ACRD to a maximum amount of \$67,000.00 (excluding GST).*

**CARRIED**

**b. Request for Decision regarding Letter of Support for the Farmers’  
Market Nutrition Coupon Program**

*MOVED: Director Stere*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors write a letter of support for the Farmers’ Market Nutrition Coupon Program to the Minister of Health, Josie Osborne and the Deputy Minister of Health, Stephen Brown requesting continued support and funding.*

**CARRIED**

**9. PLANNING MATTERS**

**9.1 ELECTORAL AREA DIRECTORS**

**a. DVA25005, DOMBI-SAHI, 422 BURLO ISLAND (BAMFIELD)**  
Development Variance Permit – Report

*MOVED: Director Beckett*

*SECONDED: Director Roth*

*THAT the Alberni-Clayoquot Regional District Board of Directors consider development variance permit application DVA25005 and direct staff to proceed with notification as per section 499 of the Local Government Act.*

**CARRIED**

**b. RE25001, BEECROFT, 6317 WALKER RD (BEAVER CREEK)**  
Rezoning – Report & Bylaw

*MOVED: Director Roth*

*SECONDED: Director Siga*

*THAT the Alberni-Clayoquot Regional District Board of Directors consider first reading of Bylaw P1525, Regional District of Alberni-Clayoquot Regional District Zoning Amendment Bylaw at a future date, and that notice be given in accordance with section 467 of the Local Government Act.*

**CARRIED**

*MOVED: Director Roth*

*SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District Board of Directors confirm that adoption of Bylaw P1525 is subject to:*

- a. Confirmation from a Registered On-site Wastewater Practitioner that the parcel can accommodate on-site sewage disposal to a 0.4 ha minimum lot size.*
- b. Meeting all technical referral agency requirements.*

**CARRIED**

Director Sparrow declared a conflict-of-interest respecting agenda item 9.1.(c) and left the meeting at 1:51 pm.

- c. TUP25005, REDMAN, 4585 COMPTON RD (BEAVER CREEK)**  
Temporary Use Permit – Report & Permit

*MOVED: Director Roth*

*SECONDED: Director Siga*

*THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing Temporary Use Permit TUP25005 subject to:*

- a. Neighbour notification as per Local Government Act s. 499.*
- b. A health and life safety inspection by ACRD Building Inspector.*

**CARRIED**

Director Sparrow re-entered the meeting at 1:54 pm.

- d. RF24015, BENNETT, 6088 COTTAM RD (CHERRY CREEK)**  
Rezoning – Memorandum & Bylaw

*MOVED: Director Sparrow*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors add an additional condition of approval to the adoption of Bylaw P1524 that includes the applicant agreeing to a Restrictive Covenant requiring that a Stormwater Management Plan prepared by an Engineer be required at subdivision to ensure that runoff and groundwater is managed to pre-development conditions.*

**CARRIED**

*MOVED: Director Sparrow*

*SECONDED: Director Cote*

*THAT Bylaw P1524, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a first time.*

**CARRIED**

*MOVED: Director Sparrow*

*SECONDED: Director Cote*

*THAT Bylaw P1524, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a second time.*

**CARRIED**

*MOVED: Director Sparrow*

*SECONDED: Director Cote*

*THAT Bylaw P1524, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a third time.*

**CARRIED**

## **10. REPORTS**

### **10.1 STAFF REPORTS**

#### **a. Bamfield Development Plan – A Review of Land Capacity and Infrastructure**

*MOVED: Director Beckett*

*SECONDED: Director Stere*

*THAT the Alberni-Clayoquot Regional District Board of Directors receive the report titled “Bamfield Development Plan – A Review of Land Capacity and Infrastructure”.*

**CARRIED**

#### **b. Area C Official Community Plan Update – Phase 3: Community Engagement Summary Report and Draft Vision and Goals Memorandum**

*MOVED: Director Siga*

*SECONDED: Director Stere*

*THAT the Alberni-Clayoquot Regional District Board of Directors receive the Area C (South Long Beach) Official Community Plan Update - Phase 3: Community Engagement Summary Report and the Draft Vision and Goals Memorandum as presented.*

**CARRIED**

### **10.2 COMMITTEE REPORTS**

#### **a. Accessibility Committee Meeting – May 13, 2025**

Two new members on the Accessibility Committee, and a presentation was received from the Inclusive Play PA.

#### **b. West Coast Committee Meeting – May 14, 2025**

Received a delegation regarding challenges being experienced with the transit services in the Millstream subdivision. Committee recently made recommendations on West

Coast Grant-in-Aids and these recommendations will be forwarded to the Board of Directors at a future meeting.

*MOVED: Director Stere*

*SECONDED: Director McEwen*

*THAT these verbal reports a-b be received.*

**CARRIED**

### **10.3 AREA REPORTS**

(ALL/UNWEIGHTED)

- a. Electoral Area "A" (Bamfield) – B. Beckett. Busy in Bamfield and expecting a great tourist season.
- b. Electoral Area "B" (Beaufort) – F. Boyko. Residents are preparing for fire season, first cut of hay is occurring. Next Townhall meeting is June 22<sup>nd</sup> 2 – 4pm at the Beaver Creek Community Hall. Expressed appreciation for volunteers on Log Train Trail.
- c. Electoral Area "C" (Long Beach) – V. Siga. ACRD staff attended a BBQ on the West Coast to engage with residents. Expressed appreciation to staff for attending.
- d. Electoral Area "D" (Sproat Lake) – P. Cote. The Sproat Lake Official Community Plan Open House was held last Thursday. Staff did excellent job engaging with the community.
- e. Electoral Area "E" (Beaver Creek) – S. Roth. Expressed appreciation to the Log Train Trail volunteers who repaired a bridge on the trail. Kama Money provided Director Roth who provided her a watercolor painting of the new welcome to Port Alberni sign.
- f. Electoral Area "F" (Cherry Creek) – M. Sparrow. On June 1<sup>st</sup> at 2pm a Townhall meeting will be held to talk about conversion (put on by residents). On June 4<sup>th</sup> at 6pm the Annual General Meeting for the Cherry Creek Waterboard will be held and will also discuss conversion. Referendum on conversion will be held on June 14<sup>th</sup>.
- g. City of Port Alberni – D. Haggard & D. Dame. Road paving and several road improvements currently being done. Safety improvements being implemented at the corner of 10<sup>th</sup> and Dunbar and a new stop sign on Lathom at Helen. Lions Club donated to a zip line to the city, being installed in Roger Creek Park. Work continues at Clutesi Haven Marina.
- h. District of Tofino – T. Stere. Tofino entered into a fee for service agreement with Chamber of Commerce. Tofino Housing Corporation has their Annual General Meeting recently, and they have a new Executive Director, Lee King. Tofino received a presentation regarding green burials. Canadian National Surf Championships was held recently.

- i. District of Ucluelet – M. McEwen. Ucluelet Parks Master Plan having pop-up events. District of Ucluelet by-election is occurring June 28<sup>th</sup> for one Councillor.
- j. Huu-ay-aht First Nations – J. Jack. Huu-ay-aht recently adopted the Huu-ay-aht Framework Plan. Will form the baseline for developing HFN lands. West Coast Trail is open but has experienced damage from windthrow, washouts, and landslides taking train users more time to complete the trail. Huu-ay-aht will be hosting the May 28<sup>th</sup> ACRD Board meeting. On July 19<sup>th</sup> Huu-ay-aht is hosting a 25-year anniversary celebration for the House of Huu-ay-aht. June 21<sup>st</sup> National Indigenous People’s Day coming up.
- k. Toquaht Nation – K. Johnsen. Busy planning for People’s Assembly in June at the new lodge. Celebration will include a walk from Macoah to Secret Beach.
- l. Uchucklesaht Tribe Government – M. Cootes. Raise hands to the City of Port Alberni on their road safety improvements. Raise hands to the Broombusters who have done so much good work in the Valley.
- m. Yuułuʔiłʔatḥ Government – L. Mastrangelo. Have started the Education Department, with a new Director of Education. Added another executive to their legislature and will announce the results of their by-election soon.

*MOVED: Director Cootes*

*SECONDED: Director Stere*

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

**CARRIED**

## **11. UNFINISHED BUSINESS**

### **a. Notice of Motion to discuss Recorded Meetings**

*MOVED: Director Boyko*

*SECONDED: Director Roth*

*THAT the Alberni-Clayoquot Regional District Board of Directors add to the procedure bylaw review scheduled for May 21, 2025, a discussion to have all Board, Committee, and APC, meetings recorded.*

**CARRIED**

## **12. LATE BUSINESS**

## **13. QUESTION PERIOD**

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

- Participating in Person in the ACRD Board Room

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

**14. RECESS**

*MOVED: Director Cootes*  
*SECONDED: Director Stere*

*THAT the Regular Board of Directors meeting be recessed in order to conduct the Regional Hospital District meeting.*

**CARRIED**

The meeting was recessed at 2:45 pm.

**15. RECONVENE**

The meeting was reconvened at 3:01 pm.

**16. IN-CAMERA**

*MOVED: Director Jack*  
*SECONDED: Director Cootes*

*THAT the meeting be closed to the public as per the Community Charter, sections:*  
*i. 90 (1) (a): personal information about an identifiable individual who holds or is being considered for a position as an officer, employee, or agent of the municipality or another position appointed by the municipality;*

**CARRIED**

The meeting was closed to the public at 3:02 pm.

The meeting was re-opened to the public at 3:18 pm.

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

**18. ADJOURN**

*MOVED: Director Johnsen*  
*SECONDED: Director Stere*

*THAT this meeting be adjourned at 3:18 pm.*

**CARRIED**

Certified Correct:

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John Jack,  
Chairperson

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Heather Zenner,  
Manager of Administrative Services



# Alberni-Clayoquot Regional District

## MINUTES OF THE ACCESSIBILITY COMMITTEE MEETING

HELD ON TUESDAY, MAY 13, 2025, 10:00 AM

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

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### MEMBERS

#### PRESENT:

Nicole Uzelman, Member at Large, Vice - Chairperson  
Vaida Siga, Director, Area C – Long Beach  
Dustin Dame, Alternate Councillor, City of Port Alberni  
Amber Severinson, Member at Large  
Deanna Spencer, Member at Large  
Jamie Tattrie, Member at Large  
Kat Belisle, Member at Large  
Deserray McClary, Member at Large

#### REGRETS:

Cindy Solda, Councillor, City of Port Alberni, Chairperson

#### STAFF PRESENT:

Heather Zenner, Manager of Administrative Services, ACRD  
Kristin Kerr-Donohue, Administrative Assistant, ACRD  
Karen Freethy, Manager of Protective Services, ACRD  
Sara Darling, Director of Corporate Services, City of Port Alberni

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

<https://www.acrd.bc.ca/events/13-5-2025/>

### 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:* D. Dame

*SECONDED:* K. Belisle

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. DECLARATIONS

#### 4. **MINUTES**

##### a. **Accessibility Committee Minutes – February 11, 2025**

MOVED: V. Siga  
SECONDED: D. Dame

*THAT the minutes of the Accessibility Committee meeting held on February 11, 2025 be adopted.*

**CARRIED**

#### 5. **PETITIONS, DELEGATIONS & PRESENTATIONS**

##### a. **Deserray McClary and Hailee Down, Inclusive Play PA Society regarding accessible playgrounds in the region.**

2025 Pediatric Stoke Walk is scheduled for June 7, 10 am – 1 pm at Blair Park. Refreshments, music and children’s entertainment planned.

<https://www.facebook.com/share/16WTzjnxei/?mibextid=wwXlfr>

Apparel may be purchased, and donations made through the website at <https://pediatric-stroke-walk.square.site/>.

#### 6. **CORRESPONDENCE**

##### a. **BC GOV NEWS**

BC Building Code, Adaptable-dwelling and seismic provisions took effect March 10, 2025.

#### 7. **REQUEST FOR DECISIONS**

#### 8. **REPORTS**

##### a. **ACRD Accessibility Updates – Heather Zenner, Manager of Administrative Services, ACRD (Verbal)**

Heather recently attended Sproat Lake Provincial Park with BC Parks staff. They will be adding an additional accessible parking spot by the boat launch, installing more accessible picnic benches, and have upgraded the pathway to a firmer gravel surface.

An automatic door has been installed in the accessible entrance at the ACRD office.

The ACRD received funding for accessibility training, Heather is working on a Request for Proposal for staff to receive this training.

Working on the internal ACRD Procurement Policy, advocating for accessibility to be included in the agreements, especially for public engagement portions of projects.

J. Tattrie joined 10:30 am

**b. Emergency Preparedness – Karen Freethy, Manager of Protective Services, ACRD (Verbal)**

Karen provided an overview of personal emergency preparedness. Knowing local hazards, making a plan that is unique to your household, and preparing 3-7 days' worth of supplies in advance of an emergency.

The committee discussed how the emergency plan could be more inclusive, how reception centres could be more accessible to evacuees, or any other ideas they can think of regarding emergency preparedness or evacuation situations.

- Suggestion from the committee is to source accessible accommodations and have this knowledge ahead of an emergency.

The committee discussed the locations that are used for reception centres and group lodging and the process to establish these supports.

**9. LATE BUSINESS**

**10. QUESTION PERIOD**

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

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

**13. ADJOURN**

*The meeting was adjourned at 11:05 am.*

**CARRIED**

Certified Correct:

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Nicole Uzelman,  
Vice- Chairperson

---

Kristin Kerr-Donohue,  
Administrative Assistant



# Alberni-Clayoquot Regional District

## MINUTES OF THE WEST COAST COMMITTEE MEETING HELD ON WEDNESDAY, MAY 14, 2025

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

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- MEMBERS PRESENT:** Tom Stere, Chairperson, Councillor, District of Tofino  
Marilyn McEwen, Mayor, District of Ucluelet  
Vaida Siga, Director, Electoral Area "C" (Long Beach)  
Levana Mastrangelo, Executive Legislator, Yuułuꞑiꞑath Government  
Kirsten Johnsen, Member of Council, Toquaht Nation
- REGRETS:** John Rampanen, Chief Councillor, Ahousaht First Nation  
Dave Tovell, Park Superintendent, Pacific Rim National Park Reserve  
Bob Anderson, Administrator, Hesquiaht First Nation
- STAFF PRESENT:** Daniel Sailland, Chief Administrative Officer  
Teri Fong, Chief Financial Officer  
Eddie Kunderman, Operations Manager  
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/14-5-2025/>

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

The Chairperson called the meeting to order at 10:03 am.

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

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

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

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

*MOVED: Director Stere*

*SECONDED: Director McEwen*

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. DECLARATIONS**

**4. MINUTES**

**a. West Coast Committee Meeting Minutes – February 19, 2025**

*MOVED: Director Stere*

*SECONDED: Director McEwen*

*THAT the minutes of the West Coast Committee meeting held on February 19, 2025 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**a. Jennifer Fitzgerald, Community Member, Area C regarding BC Transit Bus Route around Albion Crescent in Area C.**

Director Johnsen joined the meeting at 10:08 am.

*MOVED: Director Stere*

*SECONDED: Director McEwen*

*That the West Coast Committee recommend to the Alberni-Clayoquot Regional District Board of Directors to direct staff to investigate alternative bus stop locations in the Millstream area.*

**CARRIED**

**6. CORRESPONDENCE**

**a. West Coast Multiplex regarding West Coast Multiplex and High-Performance Surf Center.**

**b. Food Bank on the Edge regarding Demolition and Landfill Fee Assistance.**

*MOVED: Director McEwen*

*SECONDED: Director Siga*

*That the West Coast Committee recommend to the Alberni-Clayoquot Regional District Board of Directors to direct staff to investigate potential tipping fee waivers for Food Bank on the Edge.*

**CARRIED**

**c. Scott Johnson, Millstream Resident regarding West Coast Transit Bus Route**

*MOVED: Director*

*SECONDED: Director*

*THAT the West Coast Committee receive Correspondence a-c for information.*

**CARRIED**

**7. REQUESTS FOR DECISIONS**

**a. Request for Decision regarding 2025 Grant-in-Aid Applications – West Coast Category**

Meeting recessed at 10:47 am.

Meeting reconvened at 10:59 am.

**GIA 01 PACIFIC RIM ARTS SOCIETY**

*MOVED: Director Stere*

*SECONDED: Director McEwen*

*THAT the West Coast Committee recommend that the ACRD Board of Directors award a grant-in aid in the amount of \$1,000 in 2025 to the Pacific Rim Arts Society.*

**CARRIED**

**GIA 03 UCLUELET AND AREA HISTORICAL SOCIETY**

*MOVED: Director Stere*

*SECONDED: Director Johnsen*

*THAT THAT the West Coast Committee recommend that the ACRD Board of Directors award a grant-in aid in the amount of \$2,000 in 2025 to the Ucluelet and Area Historical Society.*

**CARRIED**

**GIA 05 UCLUELET AQUARIUM**

*MOVED: Director Stere*

*SECONDED: Director McEwen*

*THAT the West Coast Committee recommend that the ACRD Board of Directors award a grant-in aid in the amount of \$2,000 in 2025 to the Ucluelet Aquarium.*

**CARRIED**

**GIA 06            TOFINO ARTS COUNCIL**

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

*THAT the West Coast Committee recommend that the ACRD Board of Directors award a grant-in aid in the amount of \$2,000 in 2025 to the Tofino Arts Council.*

**CARRIED**

**GIA 07            WEST COAST MULTIPLEX**

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

*THAT the West Coast Committee recommend that the ACRD Board of Directors award a grant-in aid in the amount of \$2,000 in 2025 to the West Coast Multiplex.*

**CARRIED**

**GIA 08            TOFINO CHAMBER OF COMMERCE**

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

*THAT the West Coast Committee recommend that the ACRD Board of Directors award a grant-in aid in the amount of \$1,000 in 2025 to the Tofino Chamber of Commerce.*

**CARRIED**

**8.    REPORTS**

**9.    LATE BUSINESS**

**10. QUESTION PERIOD**

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

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

**11. ADJOURN**

The meeting was adjourned 11:31 am.

Certified Correct:

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Tom Stere,  
Chairperson

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Heather Zenner,  
Manager of Administrative Services



# Alberni-Clayoquot Regional District

## MINUTES OF THE EMERGENCY PROGRAM EXECUTIVE COMMITTEE

MEETING HELD ON THURSDAY, MAY 15, 10:00 AM

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

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

**PRESENT:** Bob Beckett, Director, Electoral Area "A" (Bamfield)  
Fred Boyko, Director, Electoral Area "B" (Beaufort)  
Penny Cote, Director, Electoral Area "D" (Sproat Lake)  
Susan Roth, Director, Electoral Area "E" (Beaver Creek)  
Vaida Siga, Director, Electoral Area "C" (Long Beach)  
Charles Mealey, Councilor, City of Port Alberni  
Dustin Dame, Councilor, City of Port Alberni

**REGRETS:** Sharie Minions, Mayor, City of Port Alberni  
Cindy Solda, Councilor, City of Port Alberni

**STAFF PRESENT:** Charlie Starratt, Regional Fire Services Manager  
Karen Freethy, Protective Service Manager  
Daniel Sailland, Chief Administrative Officer  
Rich Taliunas, Manager of Information Technology  
Kristin Kerr-Donohue, Administrative Assistant  
Mike Fox, Chief Administrative Officer, City of Port Alberni

**OTHERS PRESENT:** Wynna Brown, Adriane Brown Group  
John Reynolds, Adriane Brown Group

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
<https://www.acrd.bc.ca/events/15-5-2025/>

**1. CALL TO ORDER**

The Administrative Assistant (AA) called the meeting to order at 10:00 am.

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

The AA 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. ELECTION OF CHAIRPERSON/VICE-CHAIRPERSON FOR 2025**

The AA conducted the election for Chairperson of the Emergency Program Executive Committee for 2025.

The AA declared Mike Sparrow to the position of Chairperson for the Emergency Program Executive Committee for 2025.

**ELECTION OF VICE-CHAIRPERSON**

The AA conducted the election of Vice-Chairperson of the Emergency Program Executive Committee for 2025.

The AA declared Bob Beckett to the position of Vice-Chairperson for the Emergency Program Executive Committee for 2025.

Mike Sparrow assumed the Chair.

**3. APPROVAL OF AGENDA**

*MOVED: C. Mealey*

*SECONDED: P. Cote*

*THAT the agenda be approved as circulated.*

**CARRIED**

**4. DECLARATIONS**

**5. MINUTES**

- a. **Emergency Program Executive Committee Meeting held on November 6, 2024**

*MOVED: P. Cote*

*SECONDED: C. Mealey*

*THAT the minutes of the Emergency Program Executive Committee Meeting held on November 6, 2024 be adopted.*

**CARRIED**

**6. PRESENTATIONS**

- a. **Emergency Communication and Public Notification Plan Update – Adriane Brown Group**
- b. **Emergency Program Update – K. Freethy, Protective Services Manager, D. Sailland, Chief Administrative Officer, & Rich Taliunas, Manager of Information Technology**

**7. CORRESPONDENCE FOR INFORMATION**

**a. Letter from the City of Port Alberni regarding Starlink Satellite Systems**

*MOVED:* C. Mealey

*SECONDED:* F. Boyko

*THAT the Emergency Program Executive Committee receive this item for information.*

**CARRIED**

**8. REQUEST FOR DECISIONS**

**9. REPORTS**

**a. Licence Agreement with Mosaic Forest Management**

*MOVED:* C. Mealey

*SECONDED:* F. Boyko

*THAT the Emergency Program Executive Committee receives the staff report for information.*

**CARRIED**

**10. LATE BUSINESS**

**11. QUESTION PERIOD**

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

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

**12. ADJOURN**

*MOVED:* C. Mealey

*SECONDED:* B. Beckett

*THAT this meeting be adjourned at 11:57 am.*

**CARRIED**

Certified Correct:

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Mike Sparrow,  
Chairperson

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Kristin Kerr-Donohue,  
Administrative Assistant



# Alberni-Clayoquot Regional District

## MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING

HELD ON WEDNESDAY, MAY 21, 2025, 10:00 AM

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

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### DIRECTORS

#### PRESENT:

Debbie Haggard, Vice-Chair, Councillor, City of Port Alberni  
Bob Beckett, Director, Electoral Area "A" (Bamfield)  
Fred Boyko, Director, Electoral Area "B" (Beaufort)  
Vaida Siga, Director, Electoral Area "C" (Long Beach)  
Penny Cote, Director, Electoral Area "D" (Sproat Lake)  
Susan Roth, Director, Electoral Area "E" (Beaver Creek)  
Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)  
Todd Patola, Councillor, City of Port Alberni  
Marilyn McEwen, Mayor, District of Ucluelet  
Tom Stere, Councillor, District of Tofino  
Moriah Cootes, Councillor, Uchucklesaht Tribe Government

#### REGRETS:

Sharie Minions, Mayor, City of Port Alberni  
John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nations  
Kirsten Johnsen, Member of Council, Toquaht Nation  
Levana Mastrangelo, Executive Legislator, Yuułu?if?ath Government

#### STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer  
Teri Fong, Chief Financial Officer  
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/21-5-2025/>

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 10:02 am.

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

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

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

**2. APPROVAL OF AGENDA**

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

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. DECLARATIONS**

**4. MINUTES**

**a. Committee-of-the-Whole Meeting held March 19, 2025**

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

*THAT the minutes of the Committee-of-the-Whole Meeting held on March 19, 2025 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**6. CORRESPONDENCE**

**7. REQUEST FOR DECISIONS**

**a. 2025 GRANT-IN-AID APPLICATIONS**  
Regional Category

Meeting was recessed at 10:56 am.  
Meeting reconvened at 11:06 am.  
Director Stere entered the meeting at 11:06 am.

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

*THAT the Committee-of-the-Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$2,500 in 2025 to the Alberni District Fall Fair.*

**CARRIED**

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

*THAT the Committee-of-the-Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$6,000 in 2025 to the Westcoast Inland Search and Rescue.*

**CARRIED**

*MOVED: Director Cote  
SECONDED: Director Patola*

*THAT the Committee-of-the-Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$5,000 in 2025 to the Vancouver Island North Film Commission.*

**CARRIED**

*MOVED: Director Patola  
SECONDED: Director Cote*

*THAT the Committee-of-the-Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$6,000 in 2025 to the Alberni Valley Rescue Squad.*

**CARRIED**

*MOVED: Director Cote  
SECONDED: Director McEwen*

*THAT the Committee-of-the-Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$5,500 in 2025 to the Port Alberni Shelter Society.*

**CARRIED**

*MOVED: Director Boyko  
SECONDED: Director Roth*

*THAT the Committee-of-the-Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$5,000 in 2025 to the Alberni Valley Makerspace.*

**CARRIED**

*MOVED: Director Boyko  
SECONDED: Director Patola*

*THAT the Committee-of-the-Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$0 in 2025 to the Alberni Valley Restorative Justice Society.*

**CARRIED**

*MOVED: Director Patola  
SECONDED: Director McEwen*

*THAT the Committee-of-the-Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$5,000 in 2025 to Community Futures.*

**DEFEATED**

Director McEwen left at 11:40 am.

**8. REPORTS**

- a. **ACRD Procedure Bylaw Review – Report and Presentation.  
(H. Zenner)**

Discussion included that the default will be to record/livestream all meetings. Discussion included that a technology failure would not stop the continuation of a meeting, as long as quorum is met. Questions included cost of staff to arrange recording and livestreaming. Discussed exceptions for meetings on-site such as Parks Commission meetings at Parks or Trails.

*MOVED: Director Boyko  
SECONDED: Director Stere*

*THAT the Committee-of-the-Whole request that the Alberni-Clayoquot Regional District Board of Directors include a requirement in the Procedures Bylaw, that all Committee, Board and Advisory Planning Commission meetings be recorded and livestreamed and that all minutes and videos are posted within a reasonable timeframe.*

**CARRIED**

**9. LATE BUSINESS**

*(requires 2/3 majority vote)*

**10. QUESTION PERIOD**

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

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

**11. ADJOURN**

*MOVED: Director Sparrow  
SECONDED: Director Beckett*

*THAT this meeting be adjourned at 12:12 pm*

**CARRIED**

Certified Correct:

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Debbie Haggard,  
Vice-Chairperson

---

Heather Zenner,  
Manager of Administrative Services



# Alberni-Clayoquot Regional District

## MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING HELD ON WEDNESDAY MAY 21, 2025, 1:30 PM

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

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### DIRECTORS

#### PRESENT:

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

#### REGRETS:

Sharie Minions, Mayor, City of Port Alberni  
John Jack, Chief Councillor, Huu-ay-aht First Nations

#### STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer  
Teri Fong, Chief Financial Officer  
Cynthia Dick, General Manager of Administrative Services  
Heather Zenner, Manager of Administrative Services

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
<https://www.acrd.bc.ca/events/21-5-2025/>

### 1. CALL TO ORDER

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

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

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

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

### 2. APPROVAL OF AGENDA

*MOVED: Director Sparrow*

*SECONDED: Director Cootes*

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. DECLARATIONS**

**4. MINUTES**

**a. Alberni Valley & Bamfield Services Committee Minutes – February 20, 2025**

*MOVED: Director Sparrow*

*SECONDED: Director Patola*

*THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on February 20, 2025 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**6. CORRESPONDENCE**

**7. REQUEST FOR DECISIONS**

**a. 2025 Grant-in-Aid Applications  
Alberni Valley and Bamfield Category**

*MOVED: Director Roth*

*SECONDED: Director Patola*

*THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$3,000 in 2025 to the Canadian Council of the Blind.*

**CARRIED**

*MOVED: Director Roth*

*SECONDED: Director Cote*

*THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$7,500 in 2025 to the Port Alberni Backpack Program Society.*

**CARRIED**

*MOVED: Director Cote*

*SECONDED: Director Roth*

*THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$26,000 in 2025 to the Port Alberni Victim Services.*

**CARRIED**

MOVED: Director Cote  
SECONDED: Director Roth

*THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$10,000 in 2025 to the West Coast Aquatic.*

**CARRIED**

MOVED: Director Cote  
SECONDED: Director Roth

*THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$0 in 2025 to the Alberni Valley Fiber Guild.*

**CARRIED**

MOVED: Director Cote  
SECONDED: Director Sparrow

*THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$4,200 in 2025 to the Alberni Valley Food Security Society.*

**CARRIED**

MOVED: Director Roth  
SECONDED: Director Cote

*THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$1,100 in 2025 to the Broombusters Invasive Plant Society.*

**CARRIED**

MOVED: Director Beckett  
SECONDED: Director Cote

*THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$1,420 in 2025 to the Alberni Valley Hospice Society.*

**CARRIED**

MOVED: Director Cote  
SECONDED: Director Roth

*THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$450 in 2025 to the Port Alberni Community Action Team.*

**CARRIED**

*MOVED: Director Roth  
SECONDED: Director Boyko*

*THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$5,000 in 2025 to the Port Alberni Salmon Festival Society.*

**CARRIED**

*MOVED: Director Beckett  
SECONDED: Director Roth*

*THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$3,324 in 2025 to the Wholesome Meals on Wheels Association of Port Alberni.*

**CARRIED**

*MOVED: Director Roth  
SECONDED: Director Beckett*

*THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$12,820.50 in 2025 to the Port Alberni Marine Rescue Society.*

**CARRIED**

*MOVED: Director Roth  
SECONDED: Director Cote*

*THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$12,284 in 2025 to ADAPS Youth and Family Services.*

**CARRIED**

*MOVED: Director Cote  
SECONDED: Director Haggard*

*THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$30,900 in 2025 to the Alberni Valley Chamber of Commerce.*

**CARRIED**

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

*That the Alberni Valley and Bamfield Services Committee recommend to the ACRD Board of Directors that GIA funding to the Alberni Valley Chamber of Commerce in 2025 to operate the Tourism Centre be a one-time grant, and that future ACRD GIA funding will not be guaranteed.*

**DEFEATED**

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

*That the Alberni Valley and Bamfield Services Committee recommend that the ACRD Board of Directors write to the province to request that they fully fund Victim Services programs.*

**CARRIED**

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

*That Alberni Valley and Bamfield Services Committee recommend to the ACRD Board of Directors that the City of Port Alberni spend the \$30,000 from ACRD Bylaw 777 to operating funds, not capital funds.*

**DEFEATED**

## **8. REPORTS**

## **9. LATE BUSINESS**

## **10. QUESTION PERIOD**

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

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

Jolleen Dick, CEO from Chamber of Commerce thanked the committee for their support on their Grant-in-Aid application.

## **11. ADJOURN**

*MOVED: Director Patola*  
*SECONDED: Director Sparrow*

*THAT the meeting be adjourned at 2:43 pm.*

***CARRIED***

Certified Correct:

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Deb Haggard,  
Chairperson

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Heather Zenner,  
Manager of Administrative Services



May 15, 2025

File: 10280-60 (92F/4)

Chair and Directors  
Alberni-Clayoquot Regional District  
3008 Fifth Avenue, Port Alberni, BC, V9Y 2E3  
Sent by email to: mailbox@acrd.bc.ca

Dear Chair and Directors:

This letter is to notify you that on May 15, 2025, **tinwis** (pronounced ti-nu-wis) was made the official name of the beach on the west side of Esowista Peninsula, in the District of Tofino, previously "MacKenzie Beach." Please see Appendix A and the attached map for more information.

In accordance with the BC Geographical Naming Policy, local and First Nations governments as well as relevant organizations were invited to comment on the requested official name change and bring forward any local or heritage considerations and comments. The comment period was open from September 20 – December 20, 2024. The name change was supported by the District of Tofino, Alberni-Clayoquot Regional District, Tourism Tofino, Indigenous Tourism BC, Destination BC, Westcoast Inland Search and Rescue, Canadian Coast Guard, and Friends of Clayoquot Sound.

Official names are labelled on suitably scaled provincial and federal government maps, listed in the province's Names Gazetteer and in the BC Geographical Names Information System (BCGNIS). The history of all previous official names is kept in the BCGNIS and on the BC Geographical Names Web App.

Adoption of this name does not prejudice legitimate claims to the land.

Please let me know if you have any questions.

Kind regards,

Trent Thomas  
BC Geographical Names Office  
Trent.thomas@gov.bc.ca

Enclosure

cc: Daniel Sailland, Chief Administrative Officer, dsailand@acrd.bc.ca

## Appendix A: Name made official May 15, 2025

1. **tinwis** (pronounced: ti-nu-wis) made the official name for the beach on the west side of Esowista Peninsula, in the District of Tofino boundaries.
  - Previous official name: "MacKenzie Beach"
  - **tinwis** means "calm beach" in Tla-o-qui-aht First Nation's language (information provided by Tla-o-qui-aht First Nation, 2024).
  - **tinwis** has been Tla-o-qui-aht First Nation's name of this location for many generations. "MacKenzie Beach" was "bestowed" on this destination at time of colonialization of the region (information provided by Tla-o-qui-aht First Nation, 2024).
  - "tinhuuk" is another Tla-o-qui-aht name that has been used for this beach (information provided by Tla-o-qui-aht First Nation, 2024).
  - The centre of the beach is located at: 49.1319, -125.9027.
  - **tinwis** name record: <https://apps.gov.bc.ca/pub/bcgnws/names/76360.html>
  - **Mackenzie Beach** name record: <https://apps.gov.bc.ca/pub/bcgnws/names/3873.html>

For more information on **tinwis** and other Tla-o-qui-aht names please see the Raincoast Education Society's story map: [Klahowya! \(arcgis.com\)](https://arcgis.com)

### Distribution List

Alberni-Clayoquot Regional District  
Canadian Coast Guard  
Canadian Hydrographic Service  
Destination BC  
District of Tofino  
Friends of Clayoquot Sound  
Indigenous Tourism BC  
Ministry of Transportation and Transit  
Royal Canadian Marine Search and Rescue  
Tourism Tofino  
West Coast Inland Search and Rescue Society



BC Geographical  
Names Office

Adopted May 15, 2025

**Official Name:** tinwis  
**Pronounced:** ti-nu-wis  
**Previous Name:** Mackenzie Beach  
**Feature Type:** Beach  
**Lat, Long:** 49.1319, -125.9027  
**Relative location:** West side of Esowista Peninsula, South of Tofino  
**NTS Map:** 92F/04



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Datum: NAD83  
 Projection: WGS\_1984\_Web\_Mercator\_Auxiliary Sphere



**To: ACRD Board of Directors / Mr. Daniel Sailland  
Alberni-Clayoquot Regional District**

**Subject: Request for Public Boat Launch/Dock at the Mud-Hole – Great Central Lake**

Dear Board of Directors and Mr. Sailland,

We are writing to respectfully request that the ACRD consider the construction of a public boat launch/Dock at the location commonly known as the “mud-hole” on Great Central Lake. This request is being made on behalf of local residents, particularly seniors and families with young children, who currently use this area to access the lake.

At present, the site includes a small dock, but it is not open for public use. Without a proper public dock or boat launch, residents are forced to launch their boats in an unsafe and difficult manner. This presents real safety concerns—especially for elders, who may avoid boating altogether due to the risk of injury when getting in and out of their boats. As a result, many are missing the opportunity to enjoy the outdoors and the natural beauty of Great Central Lake.

A public dock and boat launch at this location would provide safer and more equitable lake access for all members of the community. It would greatly enhance recreational opportunities while promoting inclusion, wellness, and outdoor activity.

We kindly ask that this letter be added to the agenda for discussion at the next ACRD Board meeting. Agenda additionally would we be able to get a written response to our concern. Thank you for your time and attention to this important and pressing matter.

Sincerely,

Helen.R.Robertson  
Port Alberni BC





**May 16, 2025**

BC Utilities Commission  
Suite 410, 900 Howe Street  
Vancouver, BC Canada V6Z 2N3  
Email: [Commission.secretary@bcus.com](mailto:Commission.secretary@bcus.com)

**Re: Pacific Northern Gas Proposed Increase of Natural Gas Delivery Rates**

Dear BC Utilities Commission,

On behalf of the Board of the North Coast Regional District (NCRD) I am writing to call for a comprehensive reset of Pacific Northern Gas (PNG) and an audit of the organization's operations and expenditures following the receipt of the correspondence sent by the Village of Telkwa, dated April 29, 2025.

As the current trend of PNG natural gas delivery rates for households continues to rise, families and residents of B.C. and the north coast are further driven towards the inability to cover the costs of necessities during the coldest parts of the year. This in addition to the indiscretion of PNG with regards to its operations on the projected two-hundred million (\$200,000,000) dollar expenditure on the new pipeline shows a lack of accountability for its economic loss on operational practices which should not be deferred to the people of B.C. to recover. For these reasons, the NCRD opposes any and all increases to PNG natural gas delivery rates.

Furthermore, the NCRD urges the B.C. Utilities Commission to conduct a thorough and transparent audit of PNG's financial practices and decision-making processes to review that fair and just rates are being provided to the communities of B.C. and the north coast.

Should you have any questions please contact NCRD staff.

Sincerely,

A handwritten signature in blue ink, appearing to read "BP 4/8", is written over a light blue circular background.

**Barry Pages**

*Chair*

*CC: Municipalities and Regional District of BC  
Hon. Laanas – Tamara Davidson, MLA, North-Coast Haida Gwaii  
Hon. Adiran Dix, Minister of Energy and Climate Solutions  
Hon. Brittany Anderson, Minister of State for Local Governments and Rural Communities*



730 2<sup>nd</sup> Avenue West  
Prince Rupert BC, V8J 1H3



**P:** 250.624.2002  
**TF:** 888.301.2002



**W:** [www.ncrdbc.com](http://www.ncrdbc.com)  
**F:** 250.627.8493



**To:** ACRD Board of Directors

**From:** Amy Needham, Sustainability Planner

**Meeting Date:** May 28, 2025

**Subject:** UBCM 2025 Resolution – Priority Ferry Boarding for Livestock and Agricultural Products

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors endorse the following agricultural resolution and direct staff to submit for consideration at the 2025 UBCM Conference:***

***THEREFORE BE IT RESOLVED THAT the Union of British Columbia Municipalities request that BC Ferries reinstate priority boarding for livestock and agricultural products at all ferry terminals.***

***THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to work with the Ministry of Transportation and Transit, Ministry of Agriculture and Food, and BC Ferries Corporation in advance of UBCM on this issue.***

**Desired Outcome:**

That BC Ferries reinstate priority boarding on all ferries for livestock and agricultural products.

**Summary:**

At their April 15, 2025 meeting, the Agricultural Development Committee made a motion as follows:

***THAT the Agricultural Development Committee request that the Alberni-Clayoquot Regional District Board of Directors submit a resolution to the Union of BC Municipalities requesting priority boarding for agricultural producers on BC Ferries to ensure the health and safety of their livestock and agricultural products and direct ACRD staff to work with Provincial Ministry of Transport, Ministry of Agriculture, and BC Ferries Corporation in advance of UBCM on this issue.***

This resolution was forwarded to AVICC but due to a high volume of resolutions coming forward and time constraints, this resolution was not considered. The next step is to forward the resolution directly to UBCM before the June 15<sup>th</sup> deadline for consideration at their September conference.

**Background:**

The Alberni-Clayoquot Regional District (ACRD) is considered a remote regional district, located on the far west side of an island with only one highway in and out of the RD. The Highway 4 closure of 2023 due to the Cameron Lake wildfire brought the issue of food security in the Regional District to the forefront of many residents' minds and has fueled a series of food security projects, including exploring recommendations from the 2011 Alberni Valley Agricultural Plan to expand food independence, such as increasing meat processing and local consumption of food produced in the Alberni Valley.

However, Vancouver Island, the Sunshine Coast and other gulf island's reliance on mainland BC for everything from the importation of hay and livestock feed to shipment of breeding stock to and from mainland farms is ongoing and unlikely to change until Island food security is well-advanced.

Previously, BC Ferries had recognized that livestock in transit are under significant amounts of stress and animal welfare best practices set out the amount of time they can be in a shipping situation before feed, water and exercise must be provided. These cannot be provided if the animals are being held in a ferry queue. Additionally, certain agricultural products are temperature sensitive, and their quality and palatability depend on being shipped and put back into climate-controlled storage in a certain amount of time, as the use of temperature-controlled trucks is not economically feasible. To help achieve this, BC Ferries had previously held a priority boarding protocol for livestock and agricultural products that would allow them to board ferries ahead of the general public or less sensitive commodities. This priority boarding is no longer in effect.

Due to the fact that livestock are living animals and therefore unpredictable in their behavior and health, and that remote island communities rely on a single road that may close without warning due to climate-related events beyond their control, dependence on BC Ferries' reservation system does not work for livestock and agricultural products, and the ACRD requests re-instatement of priority boarding for agriculture at all BC Ferry terminals.

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

Minimal time for staff to finalize the draft resolution and background document. There will be time commitments required by elected officials at the UBCM conference to put forward the resolution.

**Financial:**

There are no financial implications for the ACRD to bring forward this resolution.

**Strategic Plan Implications:**

Strategy 1.2 of the 2024-2027 Strategic Plan promotes working with agricultural producers toward identifying and addressing challenges faced by regulations and climate change.

**Policy or Legislation:**

National Codes of Practice cover many aspects of husbandry and outline expectations for the care and handling of most species of farm animals. These codes were developed by consensus amongst diverse groups interested or involved in farm animal care, welfare, health, or research.

Included in the Codes are recommendations and requirements for housing, sanitation, nutrition, health care, handling, catching and loading, [transportation](#), processing and other animal husbandry practices.

The [Prevention of Cruelty to Animals Act \(PCA Act\)](#) protects all animals (other than wild animals not in captivity) from distress during handling or any activities not considered to fall under generally accepted animal management practices. The Act empowers the BC Society for the Prevention of Cruelty to Animals (BC SPCA) to intervene if animals are in distress. In this context, distress is defined as being:

- deprived of adequate food, water, shelter, ventilation, light, space, exercise, care or veterinary treatment
- kept in conditions that are unsanitary
- unprotected from excessive heat or cold
- injured, sick, in pain or suffering, or
- abused or neglected

Section 9.3 of the PCA Act deals with transportation of animals, as follows:

- (1) A person responsible for an animal must not transport the animal by vehicle unless the animal is
  - (a) inside the passenger compartment, or
  - (b) confined or secured in a manner that will prevent the animal from
    - (i) falling from the vehicle,
    - (ii) being injured during transport, or
    - (iii) causing a hazard to the safe operation of other vehicles.
- (2) A person responsible for an animal must not attach the animal to a vehicle that is in operation unless the animal is confined or secured as described in subsection (1) (b).
- (3) Subsections (1) and (2) do not apply to a person operating a vehicle that is designed for use as a mobility aid for persons with a disability and that is being used for that purpose.

**Options Considered:**

1. Not endorse the UBCM resolution as presented.
2. Accept the report for information.

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



**PRIORITY FERRY BOARDING FOR LIVESTOCK AND AGRICULTURAL PRODUCTS**

**Alberni-Clayoquot  
Regional District**

WHEREAS Vancouver Island food production is both a) insecure due to dependence on off-island processing facilities and the requirement to import feed, fertilizer and seed, and b) of extreme importance to the well-being and safety of island inhabitants due to the fragility of the food distribution system and high cost of food;

AND WHEREAS access to mainland markets and processing facilities remains the only economically viable alternative for some livestock and agricultural commodities and they can only be shipped through BC Ferries, and having to wait in ferry queues without access to water and feed causes significant amounts of stress on livestock in the transit process and causes some agricultural commodities to spoil;

AND WHEREAS overland shipping delays to ferry terminals can occur due to circumstances beyond producers' control, such as road closures, which negates their ability to depend on reservations;

THEREFORE BE IT RESOLVED THAT the Union of British Columbia Municipalities request that BC Ferries reinstate priority boarding for livestock and agricultural products at all ferry terminals.



**To:** ACRD Board of Directors

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

**Meeting Date:** May 28, 2025

**Subject:** 2025 UBCM Convention Meeting Requests- Premier, Cabinet Ministers, MUNI Minister & MACC Staff

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors provide direction to the General Manager of Administrative Services by Friday, June 20, 2025, on meeting requests with the Premier, Cabinet Ministers, Minister of Municipal Affairs, and provincial Ministry, Agency, Commission, and Corporation (MACC) staff in conjunction with the 2025 Union of British Columbia Municipalities Convention respecting issues/concerns impacting communities in the Alberni-Clayoquot region.***

**Desired Outcome:**

To request and secure meetings with the Premier, Cabinet Ministers, Minister of Municipal Affairs, and provincial Ministry, Agency, Commission, and Corporation (MACC) staff with the 2025 Union of British Columbia Municipalities (UBCM) Convention on issues/concerns impacting communities in the region.

**Summary:**

UBCM was formed to provide a common voice for local government. The annual convention continues to be the main forum for UBCM policymaking. It provides an opportunity for local governments of all sizes and from all areas of the province to come together, share their experiences and take a united position. This year the UBCM Convention will be held in-person, September 22-26, 2025, in Victoria, BC.

**Background:**

The annual UBCM Convention provides local governments with an opportunity to schedule meetings with the Premier, Ministers, and Ministry staff to discuss topics that are relevant to their communities. Local governments are directed to submit one meeting request per topic and to note if the topic is applicable to multiple ministries. Meetings with the Premier, Ministers and Ministry staff are a good opportunity for local governments to bring community issues/concerns to the attention of the Provincial Government and lobby for change. The deadline to request meetings with the Premier and Cabinet Ministers is July 2, 2025.

To date, the Board has identified the following topics for meeting requests:

Ministry/ Staff	Topic
Ministry of Agriculture and Food Ministry of Transportation and Transit BC Ferries	Priority boarding with BC Ferries for livestock and agricultural products
Ministry of Transportation and Transit	Island Rail Corridor

In prior years, ACRD elected officials met with the following Ministers:

Year	Minister	Topic
2024	Minister of Municipal Affairs	Inclusive Regional Governance
2024	Minister of Water, Land and Resource Stewardship	Drought
2023	Minister of Mental Health and Addictions	Ongoing poisoned drug crisis in the region
2023	Minister of Health	Continued secured funding for the Community Health Networks
2023	Parliamentary Secretary of Environment	Expansion of Recycling Regulation to include ICI recyclables and mattress recycling stewardship program

There is also an opportunity for Directors to meet with provincial staff during the Convention. The 2025 Provincial Appointments Book will be shared with the Board when it becomes available as it provides guidance on Ministry portfolios. The deadline to request staff level meetings is August 20, 2025.

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

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

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

#### **Financial:**

Associated costs budgeted through General Government services.

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

The 2024-2027 ACRD Strategic Plan may apply, depending on the topic of the meeting request.

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

Provincial Government procedures apply.

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

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



**To:** ACRD Board of Directors  
**From:** Eddie Kunderman, Operations Manager  
**Meeting Date:** May 28, 2025  
**Subject:** WCT – Alternate Millstream Bus Stop location

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate alternative bus stop locations in the Millstream area.***

**Desired Outcome:**

To have staff time allotted for the investigation of an alternate West Coast Transit (WCT) bus stop location in the Millstream area.

**Background:**

At the May 14, 2025, West Coast Committee meeting a delegation from the Millstream Community appeared, regarding the WCT bus route within the community of Millstream. The West Coast Committee passed the following resolution:

*That the West Coast Committee recommend to the Alberni-Clayoquot Regional District Board of Directors to direct staff to investigate alternative bus stop locations in the Millstream area.*

Millstream community members who live on Albion Crescent have communicated their unhappiness with the bus stop location, and the route within the Millstream community. The attached letter and petition communicates their issues with the bus routing.

The WCT service transitioned to BC Transit on March 1, 2025, including the introduction of service to the Millstream community. The bus exits the highway on Lee Street, travels around Albion Crescent back to Lee Street, with the bus stop on the North side of Lee Street.

This location was chosen after a staff investigation involving the Ministry of Transportation and Transit (MOTT) and BC Transit. The initial request for a bus stop was on the Tofino-Ucluelet highway, near Lee Street. MOTT communicated that the sightlines in that location wouldn't allow for a stop near Lee Street on the highway. They did communicate the potential for a stop location approximately 200 meters

North of Lee Street that may meet the sightline requirements. However, they also communicated this location would likely require the creation of a pedestrian walkway back to Lee Street and a pullout for buses, due to the minimal shoulder width and ditching in the area.

Other stop locations within the Millstream community, not utilizing Port Albion Crescent, would require the transit buses to complete a three-point turn, which would not be approved by BC Transit's Safety and Training department.

Staff have also been communicating with BC Transit on the possibility of lowering the frequency of buses turning into Millstream. Currently, there are nine Northbound and nine Southbound trips that deviate into Millstream and BC Transit is looking at which trip times would make the most sense to cut back on. Any changes in frequency to the schedule would take four to six months to complete.

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

It is estimated it would take Community Services staff approximately ten hours to investigate alternate stop locations and the infrastructure improvements necessary for each.

**Financial:**

The financial implications of an alternate stop location would be brought back to the West Coast Committee as a part of the investigation. Staff would work towards identifying grant funding opportunities for the necessary infrastructure improvements, including potentially applying to the Transit Minor Betterments program.

**Strategic Plan Implications:**

This investigation would support Strategic Priority 1, to create liveable, resilient and engaged communities through informed, effective planning, specifically goal 1.3 by being "Viable and responsive."

**Policy or Legislation:**

Bylaw No. E1062 allows the ACRD to establish and operate a service for public transportation on the West Coast.

**Options Considered:**

The Board could choose to direct staff to not investigate an alternate stop location for Millstream at this point.

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

April 17, 2025

Eddie Kunderman  
Alberni Clayoquot Regional District

Hello Eddie,

Thank you for taking my call last week. Further to our conversation, and upon review of the email exchange between my neighbor, Jennifer Fitzgerald, yourself and MOT, I would like add to and summarize the points we discussed and request further information. I know that you are aware of the bulk of what is to follow, but I would like to create a record for future reference and ongoing communication.

My partner, Tierney Schievink, and I are longtime residents of the Millstream subdivision. We are the owners of [REDACTED] Albion Crescent, as well as [REDACTED] Karn Ave. We purchased the Albion property in 2004 and the Karn property in 2010. We owned and operated Far West Distributors in Ucluelet for a combined 47 years and sold the business in 2020. We are now semi-retired in the Millstream subdivision.

We feel that the new bus service is very positive news for the West Coast and in particular for Millstream. That said, we were taken by surprise when the bus service started. We were not consulted by the ACRD, MOT or BC Transit as to the route specifics or schedule prior to the service starting. After speaking to several of my neighbors, it is my understanding that none of them were consulted either. I appreciate you acknowledging this and thank you for your apology, but we find the total absence of consultation in the planning stage to be concerning. Is there no policy or legal requirement for any level of government to consult with the major stakeholders in this type of situation? I am researching this now. As risky and nonsensical as the routing is, the frequency of the buses seems excessive given what I have seen as very low ridership. This is a massive change that greatly impacts the safety, security and quality of life of the residents of Albion crescent. The other residents I have spoken to so far completely agree. I will be speaking with the residents to whom I haven't spoken to shortly, and will be surprised to find that any of them feel differently. As I understand it, the only reason the bus uses Albion Crescent is to turn around. Our position is that this poses a disproportionate risk to people and property. Almost all of the other stops on the route are either on the highway or in locations that have the space and other infrastructure to accommodate a bus stop.

### **Safety**

As you are aware, Albion crescent is a very narrow road. It was never designed to be used as a bus route. There are no sidewalks or curbs, and the shoulders are either narrow or non existent. There is barely enough width for two oncoming passenger vehicles to pass each other without pulling onto the edge of the pavement or utilizing right of ways and private driveways, something I have seen several times. If one of the vehicles is the size of a bus, this is even more

difficult and dangerous. The risk level increases when any vehicle is parked on either side of the road, or both, which is common. Furthermore, as we head into peak season there will be a significant increase in vehicle and pedestrian traffic as there are several vacation rentals on Albion crescent. Has this increase in risk been factored into your decision making process? There are several very young and school age children living on Albion crescent. There is no playground or other gathering place for them in Millstream and, up until now, it has been relatively safe for them to ride their bikes, or for pedestrians and parents to walk or push a stroller. I would estimate that there are fewer than a dozen vehicles per day on the crescent in low and shoulder seasons. Most of them are residents and their guests. As well, the school bus is routed in the opposite direction as the public bus. This makes little sense as the sight lines are limited with several hidden driveways and a blind corner. In general, the existing infrastructure is not suitable or safe to be used in this application. The speed limit of 30kmh is not being viewed as a maximum by the bus drivers. The blind corner where Karn Ave meets Albion Cr is followed by a short uphill grade so the drivers round the blind corner and accelerate rather than backing off. Anything more than 15kmh is not safe given the infrastructure. I have had several close calls with pets darting out into the road from the hidden driveways and have avoided an accident by expecting this and traveling at much lower than 30kmh. What is the stopping distance of the bus being used at 30kmh? 35kmh? From what I could determine from the 2018 BC Transit Infrastructure Guide, at 40kmh, the stopping distance would be 56 to 84 meters depending on the type of bus and reaction time so this also seems dangerous given the conditions previously described.

### **Security**

Some of the main reasons we bought property in Millstream were security and privacy. With the buses rolling by 18 times per day those benefits are greatly reduced, and risk to property and safety is greatly increased. . Instead of traffic being mostly residents and their guests, the traffic now could be anyone with any motivation from anywhere. Not only does this completely change the level of privacy, it decreases the security of residents and property simply by exposing opportunity to those who may be scouting for easy theft targets. It is a well documented fact that public transit is a common method for property criminals to scout targets. There is a reason why there is nearly zero property crime and few security systems or even fences along the roadside of Albion Cr. As you know, there a huge influx of not only tourists but transients and seasonal workers. Hundreds of people live out of their vehicles with little money. I will be asking the RCMP for property crime statistics in Ucluelet, which I know is way up year over year. That is not the case in Millstream.

It would be naive to think that this is alarmist on my part. The criminals are more desperate, and daring these days. We only have to look at the two recent home invasions in Parksville. Both targeted homes in areas away from the main town. Has any of this been factored into to your decision process?

### **Financial Impacts**

There could be financial impacts on residents that are a direct result of the bus route. I am considering fencing the roadside to regain some privacy as well as the need to install a camera security system. I feel that the bus route could negatively impact our property values by reducing or eliminating any buyers raising or considering raising children.

There will likely be a financial impact on the ACRD and MOT as well. The pavement on Albion Cr. has large potholes forming and with the buses having to run on the edge of the pavement often, the ACRD will be having to repair and or upgrade the road sooner than later. Is the district prepared to protect the residents safety by repaving and constructing curbs, drainage systems etc? I have attached a link for the 2018 BC Transit Infrastructure planning guide. I realize that this is for new infrastructure but this bus route doesn't meet many of the regulated requirements including: lane width, sight lines, stopping distances etc. Are the requirements for implementing a bus route on existing infrastructure more lax? I will be researching this as well.

### **Possible Solutions**

The best and most obvious solution is to create pull outs in the flat areas on the highway. There is room to use the existing right of ways and it the cost would be minimal to create a gravel pull out. I would like to see the cost of that vs. the cost of maintaining or upgrading Albion Cr. It would also be more efficient and effective for the ACRD and would eliminate the risks and other issues for the residents.

Another option is to just have the buses activate flashers and stop on the highway. This is what is done on the way out of Tofino in the resort areas. This would have an impact on traffic flow to a degree but it is still a better option than what is currently in place.

The buses could turn around at the bottom of Lee St. You stated in your email to Jennifer Fitzgerald that you couldn't ask your drivers to turn around there. There appears to be sufficient space to make the turn. If it is a bit tight, there is a road allowance at the bottom of Lee St. which could be modified to create the space. This isn't ideal either but less risky to the residents overall.

### **Mitigation**

In the short term, there are options to reduce the impacts and increased risks by simply reducing the schedule. You mentioned that you have access to the ridership numbers by stop. From what I have seen and from what I can gather there are very few pick ups or drop offs in Millstream. I would like to request those numbers. This would also create efficiencies and cost reductions for the ACRD and reduce the risks at the same time. You mentioned that it is difficult to get a schedule change. We are asking that you investigate that further given the negative impact of the current schedule.

### **Next Steps**

As discussed in our call, I am in the process of obtaining stakeholder support for this letter. I will be canvassing and taking impact statements from them and will forward as soon as they are completed. Currently, I have 7 other property owners ready to add their support and anticipate most other residents will as well.

Thank you again Eddie. We look forward to working with you to resolve this and still have the benefit of the new bus service for all residents in Millstream.

Scott Johnson  


<https://www.bing.com/ck/a?!&&p=018206cf97bfc000773cb6fd56fcb7bfb184b19609ca59566d7279bbd8ac46JmldHM9MTc0NDg0ODAwMA&ptn=3&ver=2&hsh=4&fclid=29f397fd-16ff-697f-29fb-865d1746685e&psq=MARCH+2018+BC+Transit+Infrastructure+Design+Summary&u=a1aHR0cHM6Ly93d3cuYmN0cmFuc2l0LmNvbS93cC1jb250ZW50L3VwbG9hZHMvNTk5LzQ4NC83MjIzX0JDVF9CdXNTdG9wSW5zdGFsbGF0aW9uR3VpZGUucGRm&ntb=1>





**To:** Alberni-Clayoquot Regional District Board of Directors

**From:** Michael McGregor, Lands and Resources Coordinator

**Meeting Date:** May 28, 2025

**Subject:** Cougars Pass Crown Land Investigation

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to add the investigation of the inclusion of the Cougars Pass Crown land into the Bamfield Community Parks inventory and bring further information back to the Bamfield Area Services Committee as a part of the 2026 work plan.***

**Desired Outcome:**

To gather further information on the process and cost for the proposed inclusion of Crown land area locally known as 'Cougars Pass' into the Bamfield Community Parks Service.

**Summary:**

The proposal to explore the potential inclusion of Crown land parcels within the community parks service will require an initial investigation. This would involve gathering information on various aspects of the area, identifying existing infrastructure, historical and current uses, identifying preferred future use; as well as conducting initial consultations with First Nations, neighboring residents, businesses, and community groups.

There are several application types that can be submitted to the province for the formal establishment of parkland on Crown lands. Upon provincial approval each application type would offer the Alberni-Clayoquot Regional District (ACRD) different levels of allowable uses, permissions, obligations, and ownership rights.

Once all relevant background information and options regarding the application process have been compiled, a detailed report will be presented to the Bamfield Community Parks Commission for further consideration.

**Background:**

There are two Crown land parcels located adjacent to the boardwalk on the West side of Bamfield that are locally known as 'Cougars Pass'. The Bamfield Parks Commission brought forward and passed the following motion at the February 6, 2025 meeting:

*THAT the ACRD explore adding cougars pass crownland park parcels into the Bamfield Parks Service*

That motion was then taken to the Bamfield Area Services Committee on March 09, 2025 and the following motion was passed.

*That the Bamfield Area Services Committee recommend to the ACRD Board of Directors direct staff to investigate the process and cost for including Cougar Pass into the Bamfield Community Parks inventory and bring further information back to the Bamfield Area Services Committee.*

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

The following estimated ACRD time requirements are needed to proceed:

- Operations Manager – (3 hours) review and oversight.
- Lands and Resources Coordinator – (20 hours) Site visit, information gathering, report writing.

#### **Financial:**

This project was not included within the 2025 workplan and does not have dedicated funding within the 2025 financial plan. Staff time allocated to the investigation would be applied to Bamfield Community Parks Service and would increase the parks operational budget by an estimated \$1,250.

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

Strategy 1.1 Enhanced indoor/outdoor recreation facilities and services.

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

The Bamfield Community Parks service is established under Letters Patent. This permits the ACRD to acquire, develop, operate and maintain community parks.

#### **Options Considered:**

The Board could choose to have this investigation included within the 2025 workplan with the resolution below. However, that would likely mean that a different item would need to be removed from the workplan. If the Board would like to proceed with this, the resolution could be;

***THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate the process and costs necessary to include Cougars Pass Crown land into the Bamfield Community Parks inventory***

***and bring further information back to the Bamfield Area Services Committee, understanding that this may cause a different item to be removed from the 2025 workplan.***

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

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

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



**To:** ACRD Board of Directors

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

**Meeting Date:** May 28, 2025

**Subject:** Respectful Spaces Bylaw

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to draft a Respectful Spaces Bylaw.***

**Desired Outcome:**

To determine if the Alberni-Clayoquot Regional District (ACRD) Board of Directors would like to proceed with the development of a formal regulatory process to ensure orderly conduct at all ACRD meetings, events, and facilities through the development of a Respectful Spaces Bylaw.

**Summary:**

A Respectful Spaces Bylaw would formally establish standards for conduct, promoting respectful communications and behaviour across all ACRD meetings, events and facilities. The establishment of this bylaw would support the regional district to fulfill its obligation of providing a safe and inclusive environment free of abuse, bullying, discrimination and harassment. This bylaw would clearly define and regulate inappropriate behaviours, and promote a safe, healthy, respectful and inclusive environment for staff, volunteers, the Board of Directors and members of the public.

**Background:**

Following a contentious meeting that was held at the ACRD office, the Joint Occupational Health and Safety Committee requested that the regional district develop a formal regulatory process that would address health and safety concerns brought forward during this occurrence. Many local governments have been adopting Respectful Spaces Bylaws, to set clear expectations in all facilities, and during all hosted meetings and events, while also establishing a framework for addressing breaches of conduct and setting out a conflict resolution process.

In September 2023, the ACRD Board of Directors adopted the “Public Hearing and Statutory Public Meeting Policy.” As this policy is specific to public hearings and required statutory public meetings, there is no current bylaw or policy framework to address incidents in which public safety becomes a concern.

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

Approximately 5 hours of staff time will be required to draft a Respectful Spaces Bylaw.

**Financial:**

There are minimal financial costs associated with the development and implementation of a Respectful Spaces Bylaw. Costs would be incurred for staff time.

**Strategic Plan Implications:**

This is not a direct priority noted in the 2024-2027 ACRD Strategic Plan; however, this does align with strategic priority 3.3 to optimize communication platforms and practices.

**Policy or Legislation:**

The Local Government Act, Community Charter, BC Workers Compensation Act, WorkSafeBC Standards, and Occupational Health and Safety Regulations apply.

**Options Considered:**

1. Not proceed with drafting a Respectful Spaces Bylaw.
2. Direct staff to draft policies and procedures to provide a formal regulatory process for orderly conduct as all ACRD meetings and events.

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

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



**To:** ACRD Board of Directors

**From:** Teri Fong, CPA, CGA, Chief Financial Officer  
Heather Zenner, MA, Manager of Administrative Services

**Meeting Date:** May 28, 2025

**Subject:** 2025 Grant-in-Aid Applications

**Proposed Motions:**

***That the Alberni-Clayoquot Regional District Board of Directors award, from the 2025 West Coast Grant-in-Aid category, grants to the following organizations:***

***\$1,000 to the Pacific Rim Arts Society***  
***\$2,000 to the Ucluelet and Area Historical Society***  
***\$2,000 to the Ucluelet Aquarium***  
***\$2,000 to the Tofino Arts Council***  
***\$2,000 to the West Coast Multiplex***  
***\$1,000 to the Tofino Chamber of Commerce.***

***That the Alberni-Clayoquot Regional District Board of Directors award, from the 2025 Regional Grant-in-Aid category, grants to the following organizations:***

***\$2,500 to the Alberni District Fall Fair***  
***\$6,000 to Westcoast Inland Search and Rescue***  
***\$5,000 to the Vancouver Island North Film Commission***  
***\$6,000 to the Alberni Valley Rescue Squad***  
***\$5,500 to the Port Alberni Shelter Society***  
***\$5,000 to Alberni Valley Makerspace.***

***That the Alberni-Clayoquot Regional District Board of Directors award, from the 2025 Alberni Valley and Bamfield Grant-in-Aid category, grants to the following organizations:***

***\$3,000 to the Canadian Council of the Blind***  
***\$7,500 to the Port Alberni Backpack Program Society***  
***\$26,000 to Port Alberni Victim Services***  
***\$10,000 to West Coast Aquatic***  
***\$4,200 to Alberni Valley Food Security Society***  
***\$1,100 to Broombusters Invasive Plant Society***  
***\$1,420 to Alberni Valley Hospice Society***  
***\$450 to the Port Alberni Community Action Team***  
***\$5,000 to the Port Alberni Salmon Festival Society***

**\$3,324 to the Wholesome Meals on Wheels Association of Port Alberni**  
**\$12,820.50 to the Port Alberni Marine Rescue Society**  
**\$12,284 to the ADAPS Youth and Family Services**  
**\$30,900 to the Alberni Valley Chamber of Commerce.**

***That the Alberni-Clayoquot Regional District Board of Directors award, from the 2025 Cherry Creek Electoral Area Grant-in-aid category, a grant in the amount of \$22,000 to the Cherry Creek Community Recreation Commission.***

***That the Alberni-Clayoquot Regional District Board of Directors award, from the 2025 Bamfield Electoral Area Grant-in-aid category, a grant in the amount of \$10,000 to Bamfield Community Affairs.***

**Desired Outcome:**

To allocate 2025 Grant-in-Aid (GIA) funds to assist registered organizations, registered charities, non-profits or not-for-profits, and societies who provide services, projects or initiatives that provide a social, economic, recreational, or environmental benefit to the communities within the Alberni-Clayoquot region.

**Summary:**

The Alberni-Clayoquot Regional District (ACRD) Board of Directors considers GIA applications once a year. The Board adopted a new GIA policy in 2024 (attached); therefore, this is the first year the new GIA program has been implemented. The GIA application deadline is April 30<sup>th</sup> each year.

This year the Regional District received 33 GIA applications compared with 43 applications last year.

The West Coast Committee met on May 14<sup>th</sup> to review West Coast focused GIA applications. The GIA applications that were supported by the West Coast Committee are included in the above proposed Board resolution and are summarized here:

<b>GIA #</b>	<b>Organization</b>	<b>2025 West Coast Committee Recommendation</b>	<b>2025 GIA Requested Amount</b>
<b>GIA 01</b>	Pacific Rim Arts Society	\$1,000	\$2,000
<b>GIA 03</b>	Ucluelet and Area Historical Society	\$2,000	\$2,000
<b>GIA 05</b>	Ucluelet Aquarium	\$2,000	\$10,000
<b>GIA 06</b>	Tofino Arts Council	\$2,000	\$2,930
<b>GIA 07</b>	West Coast Multiplex	\$2,000	\$10,000
<b>GIA 08</b>	Tofino Chamber of Commerce	\$1,000	\$10,000
	<b>Total GIA Funds</b>	<b>\$10,000</b>	
	<b>Remaining Funds to be Allocated</b>	<b>\$ 0</b>	

The Committee of the Whole met on May 21<sup>st</sup> to review Regional GIA applications. The GIA applications that were supported by the Committee of the Whole are included in the above proposed Board resolution and are summarized here:

GIA #	Organization	2025 Committee of the Whole Recommendation	2025 GIA Requested Amount
GIA 10	Alberni District Fall Fair	\$2,500	\$2,500
GIA 11	Westcoast Inland Search and Rescue*	\$6,000	\$6,000
GIA 12	Vancouver Island North Film Commission	\$5,000	\$10,000
GIA 13	Alberni Valley Rescue Squad	\$6,000	\$23,265
GIA 14	Port Alberni Shelter Society	\$5,500	\$5,500
GIA 15	Alberni Valley Makerspace	\$5,000	\$5,000
	<b>Total GIA Funds</b>	<b>\$30,000</b>	
	<b>Remaining Funds to be Allocated</b>	<b>\$ 5,000**</b>	

\*\*Note that there is \$5,000 of Regional GIA funding that could be allocated for 2025 or will be rolled over to the 2026 Regional Grant-in-Aid program.

\* WISAR has provided the following clarifying information.

Westcoast Inland SAR members are expected to respond in the roughest of west coast weather. As such heavy duty Gortex pants are an essential part of our uniform to ensure a number of needs are met for team members:

1. Team members (volunteers) are not out of pocket for the most expensive pieces of gear and their personal gear is not wrecked in training and operations.
2. Team members have appropriate gear to stay dry in west coast weather and still navigate the landscape with the ability to layer and keep water out no matter their task - standing and providing containment or hiking through dense bush in the rain.
3. During Covid Gortex jackets and pants were used as part of our safety measures, previously members did not receive pants until a couple of years in but with our new pandemic policy and Provincial Operating Guidelines these have been added.

Pant Options include: <https://arcteryx.com/ca/en/shop/mens/ski-guide-pant> or <https://arcteryx.com/ca/en/shop/mens/alpine-guide-pant>. Order will likely come down to availability with Arc'teryx.

The Alberni Valley and Bamfield Services Committee met on May 21<sup>st</sup> to review Alberni Valley and Bamfield GIA applications. The GIA applications that were supported by the Alberni Valley and Bamfield Services Committee are included in the above proposed Board resolution and are summarized here:

#	Organization	2025 Alberni Valley & Bamfield Recommendation	2025 GIA Requested Amount
<b>GIA 18</b>	Canadian Council of the Blind	\$3,000	\$3,000
<b>GIA 19</b>	Port Alberni Backpack Program Society	\$7,500	\$7,500
<b>GIA 20</b>	Port Alberni Victim Services*	\$26,000	\$36,000
<b>GIA 21</b>	West Coast Aquatic	\$10,000	\$10,000
<b>GIA 23</b>	Alberni Valley Food Security Society	\$4,200	\$4,200
<b>GIA 24</b>	Broombusters Invasive Plant Society	\$1,100	\$1,100
<b>GIA 25</b>	Alberni Valley Hospice Society	\$1,420	\$1,420
<b>GIA 26</b>	Port Alberni Community Action Team	\$450	\$450
<b>GIA 27</b>	Port Alberni Salmon Festival Society	\$5,000	\$5,000
<b>GIA 28</b>	Wholesome Meals on Wheels Association of Port Alberni	\$3,324	\$3,324
<b>GIA 29</b>	Port Alberni Marine Rescue Society	\$12,820.50	\$12,820.50
<b>GIA 30</b>	ADAPS Youth and Family Services	\$12,284	\$12,284
<b>GIA 31</b>	Alberni Valley Chamber of Commerce	\$30,900	\$40,000
	<b>Total GIA Funds</b>	<b>\$117,998.50</b>	
	<b>Remaining Funds to be Allocated</b>	<b>\$1.50</b>	

\* The Alberni Valley and Bamfield Services committee requested clarification regarding the Port Alberni Victim Services statement regarding the cost sharing agreement between the Ministry of Public Safety and Solicitor General and local governments. At the time of writing this report, staff have not received a reply. Staff will bring any information received to the May 28<sup>th</sup> Board meeting.

In addition to the GIA categories listed above, each Electoral Area has a separate GIA budget to fund initiatives in Electoral Areas. GIA applications were received for the Bamfield and Cherry Creek Electoral Areas and the Director recommendations are provided below.

<b>Electoral Area</b>	<b>Organization</b>	<b>Electoral Area Recommendations</b>	<b>2025 Requested Amount</b>
<b>Bamfield Electoral Area</b>	Bamfield Community Affairs (application attached)	Director Beckett has provided support for a \$10,000 GIA to Bamfield Community Affairs.	\$10,000.00
<b>Beaufort Electoral Area</b>	N/A	N/A	No GIA applications were received
<b>Long Beach Electoral Area</b>	N/A	N/A	No GIA applications were received
<b>Sproat Lake Electoral Area</b>	N/A	N/A	No GIA applications were received
<b>Beaver Creek Electoral Area</b>	N/A	N/A	No GIA applications were received
<b>Cherry Creek Electoral Area</b>	Cherry Creek Community Recreation Commission (application attached)	Director Sparrow has provided support for a \$22,000 GIA to Cherry Creek Recreation Commission.	\$22,000.00

Given that there are remaining GIA funds in Bamfield, Beaufort, Long Beach, Sproat Lake and Beaver Creek Electoral Areas the Board could consider accepting Grant-in-Aid applications for initiatives throughout the remainder of 2025. Staff have provided a draft resolution below in Options Considered if the Board wants to pursue this option.

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

Approximately 30 hours of staff time is required to conduct the grant-in-aid process.

**Financial:**

The adopted ACRD 2025-2029 Financial Plan included the following budgets:

- \$10,000 for the West Coast GIA Category
- \$35,000 for the Regional GIA Category
- \$118,000 for the Alberni Valley and Bamfield Services GIA Category
- \$11,000 for the Bamfield EA GIA
- \$1,000 for the Beaufort EA GIA
- \$2,000 for the Long Beach EA GIA
- \$1,200 for the Sproat Lake EA GIA
- \$2,300 for the Beaver Creek EA GIA
- \$22,000 for the Cherry Creek EA GIA.

**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.

**Options Considered:**

The Board could consider awarding the unallocated Regional GIA funds (\$5,000) to one of the Regional GIA applicants.

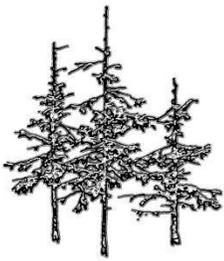
Should the Board wish to continue to accept Electoral Area GIA application for the remainder of 2025, the following motion would be appropriate:

***That the Alberni-Clayoquot Regional District Board of Directors direct staff to accept Grant-in-Aid applications for Bamfield, Beaufort, Long Beach, Sproat Lake and Beaver Creek Electoral Areas for the remainder of 2025.***

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

Reviewed by: Heather Zenner  
Heather Zenner, MA, Manager of Administrative Services

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



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**BAMFIELD COMMUNITY AFFAIRS SOCIETY**

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*Bamfield, British Columbia  
Canada, V0R 1B0*

April 28, 2025

Grant-in-Aid Program  
Alberni Clayoquot Regional District  
3008 Fifth Ave  
Port Alberni, BC V9Y 2E3

re: GIA Funding Application 2025-2026

To whom it may concern,

This letter is an addendum to our GIA funding application for the Bamfield Community Affairs Society (BCAS) for the 2025-2026 fiscal year. As the ACRD is aware the BCAS administers a local GIA program for various community projects in the Bamfield community. Our application to the ACRD is not based on a specific project but rather supports funding applications from community members to undertake projects which align with the ACRD GIA mandate: *“to provide grant funds ... for services, and projects or initiatives that provide a social, economic, recreational, or environmental benefit to the communities within the Alberni-Clayoquot region.”* Therefore, our application does directly align with the details requested in the ACRD application form.

We have provided additional documentation with our ACRD GIA application which summarizes our GIA policy, application process and project reporting requirements, and a summary of past GIA projects for your reference.

As of April 2025 the BCAS has accumulated \$30,000 in unspent funding which is earmarked for anticipated GIAs that will support larger community projects.

Please feel free to contact me with any questions or concerns,

---

James Willock  
President - Bamfield Community Affairs Society



## 2025 ACRD GRANT-IN-AID APPLICATION FORM

### ORGANIZATION INFORMATION

<b>Organization Name:</b>	
<b>Society Number:</b> <i>(N/A for applications &lt;\$500)</i>	
<b>Contact Person:</b>	
<b>Street Address:</b>	██████████
<b>City, Province, Postal Code:</b>	
<b>Phone:</b>	██████████
<b>Email:</b>	██████████
<b>Identify your Organization Type</b> (see <a href="#">GIA Policy</a> for definitions):	
<input type="checkbox"/> Registered Organization	
<input type="checkbox"/> Non-Registered Organization <i>(for Grant Applications &lt;\$500, on a one-time basis only)</i>	

**Describe the services & benefits that your organization provides to the Alberni-Clayoquot Region** (specifically indicate which community or communities your organization services):



**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

PROJECT INFORMATION			
<b>Project Name:</b>			
<b>Grant Amount Requested:</b>			
<b>In-kind Resources Requested:</b>			
<b>Project Start Date:</b>		<b>Project End Date:</b>	
<b>Identify the Grant-in-Aid Category you are applying to (select one option only):</b>			
<input type="checkbox"/> <b>Regional GIA</b> (regional projects that benefit residents & visitors across the ACRD)			
<input type="checkbox"/> <b>Alberni Valley &amp; Bamfield GIA</b> (projects that benefit residents & visitors in the AV & Bamfield)			
<input type="checkbox"/> <b>West Coast GIA</b> (projects that benefits residents & visitors on the West Coast)			
<input type="checkbox"/> <b>Bamfield Electoral Area GIA</b>	<p><i>Electoral Area GIA categories are intended to support projects that occur in one of the six Electoral Area's. In most cases, GIA applications can be submitted to one Electoral Area Category <b>only</b>. An exception to this, could be an event that spans across two electoral areas (such as a race that occurs in Beaver Creek &amp; Cherry Creek Electoral Areas).</i></p> <p><i>If you are considering applying to more than one Electoral Area GIA, please discuss this with staff before applying.</i></p>		
<input type="checkbox"/> <b>Beaufort Electoral Area GIA</b>			
<input type="checkbox"/> <b>Long Beach Electoral Area GIA</b>			
<input type="checkbox"/> <b>Sproat Lake Electoral Area GIA</b>			
<input type="checkbox"/> <b>Beaver Creek Electoral Area GIA</b>			
<input type="checkbox"/> <b>Cherry Creek Electoral Area GIA</b>			
<b>Describe the specific activities of the project to which this Grant would be applied (be as specific as possible):</b>			



**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

**Describe how this project will benefit the community** (*Describe the expected outcomes and who will specifically benefit from this project*):

**Financial Information** (*attach a copy of your annual report, a copy of your organizations current year budget, latest financial statement, and an EFT application*).

Item Description ( <i>be as specific as possible</i> )	Cost	Amount Requested from ACRD
<b>Totals</b>		



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

### APPLICATION DECLARATION

I acknowledge that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented.
I acknowledge that this grant application is related to a project within the Alberni-Clayoquot Regional District boundary.
I acknowledge that if an ACRD GIA is received, my organization will utilize the funds as indicated in this application.
I acknowledge that if an ACRD GIA is received, my organization will be required to provide a Final Report by March 31, 2026, including financial documentation related to how the grant funds were spent.
I acknowledge that if grant funds are not fully utilized, that they will be returned to the ACRD.
I acknowledge if my organization does not submit a Final Report, the organization will be ineligible to apply for an ACRD GIA the following year.
I acknowledge that receipt of a GIA does not guarantee funding in the future and that applicants are encouraged to work towards financial independence where possible.
I acknowledge that GIA's will not be provided to subsidize activities that are the responsibility of senior levels of government.

### ATTACHMENTS TO INCLUDE WITH THIS FORM

Copy of your groups most recent financial statement <i>(not required for GIA applications &lt;\$500)</i> .
Copy of your organization's current year budget <i>(not required for GIA applications &lt;\$500)</i> .
A copy of your annual report, if available <i>(not required for GIA applications &lt;\$500)</i> .
A completed <a href="#">Electronic Funds Payment Application</a> and void cheque.



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

### APPLICATION SUBMISSION

Submit your completed GIA application form and attachments via email to [GIA@acrd.bc.ca](mailto:GIA@acrd.bc.ca) or deliver to:

Alberni-Clayoquot Regional District  
Grant-in-Aid Program  
3008 5th Ave  
Port Alberni, BC V9Y 2E3

***Application deadline is April 30, 2025.***

Applications that do not meet eligibility criteria or are received after the application deadline, will not be considered.

Assistance to apply is available to all applicants. If you would like assistance in applying, please reach out to ACRD staff through email [GIA@acrd.bc.ca](mailto:GIA@acrd.bc.ca) or via phone at 250-720-2700.

**Declaration:** I declare that the information provided in this application is true and accurate to the best of my knowledge.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Note: The personal information collected in this survey is collected in accordance with Section 26 (c, d, e) of the Freedom of Information and Protection of Privacy Act (FOIPPA) for the purposes of consideration regarding applications to the Alberni-Clayoquot Regional District Grant-in-Aid program. Direct any questions about the collection, use and disclosure of this information to [foi@acrd.bc.ca](mailto:foi@acrd.bc.ca).*

Table 1

CURRENT ASSETS	AS OF MARCH 01/2024	February 28, 2025	Change in financial position from 2024/2025	
Chequing Account	13379.44	5836.50		
High Interest Savings Account	22920.39	33209.86		
Member Equity Shares	5.21	5.21		
Total Assets 2024/2025	36305.04	39051.57	2746.53	
Total Revenues 2024/2025		11002.25		
Interest income Savings Acct		289.44		
Cheques/Withdrawals		-8300.00		
James Willox annual zoom expense		-240.69		
Account fees		-7.50		
		2743.5		
<b>EXPENSES Details</b>				
Jamie Willox zoom expense		-240.69		
Annual report filing charge				
Grants in Aid		-8300.00		
<b>DEPOSITS Details</b>				
Grant in Aid Deposited July 2024 10,000.00		10,000.00		
Donation for trails		500.00		
Community forest paid 502.25 to buy back traffic counters		502.25		
Funds transferred fro Chequeing to Savings account in October 2024		-10,000.00		
		10,000.00		

**TABLE 2: Summary of BCAS GIA Projects 2020-2025**

<b>Year</b>	<b>Start of Project</b>	<b>Completion Report</b>	<b>Amount in \$CAD</b>	<b>Project Title</b>	<b>Other Funding</b>	<b>Organization/ Individual</b>
2020		-----	-----	No projects		
<b>TOTAL 2020</b>			<b>0.00</b>			
2021	05/03/21-	09/06/22	3,000.00	Bear Aware Signs and Cost Share	Grants	WildSafe BC
<b>TOTAL 2021</b>			<b>3,000.00</b>			
2022	10/01/22	15/12/22	6,550.00	ATN planning for trails and docks	Grant matched	James Willock
2022	28/02/22-	24/03/22	1,843.90	UBC architect students costs re planning West Park project	Grants Crowd Funding	West Park Revitalization Project
2022	29/06/22	01/06/23	500.00	Bear Awareness - bear proof composters cost share	Grants	Mandy Ross
2022	30/09/22-	01/10/23	1,232.00	Bear awareness Signage and cost share	Grants	Mandy Ross
<b>TOTAL 2022</b>			<b>10,125.90</b>			
2023	06/04/23	15/05/23	3500.00	Repairs to Boardwalk Composter toilet	BH Community Forest Matched	Sheryl Mass- Bamfield Parks

					funding	
<b>TOTAL 2023</b>			<b>3,500</b>			
2024	01/02/24	03/02/25	7,000	West Park Composting Toilet	Crowd Funding BH Community Forest Matched funding	Jan Teversham for Bamfield Parks
2024	22/05/24	13/12/24	2,250	SongWest grants for local singers		Nancy Hendry
2024	03/12/24	-	7,200	Lomi indoor composters-	50% Rebates	Mandy Ross
<b>TOTAL 2024</b>			<b>16,450</b>			
2025	27/02/25	-	1000	SongWest grant for local singers		Nancy Hendry
2025	27/03/25	-	1000	Maintenance/Improvements of Cougar Pass trail for strollers and walking frames	Materials donation-gravel/chips	Dolores Bowker
2025	04/03/25	-	5000	BCSA Spring Break activities for school children	HFN in kind transportation	BCSA Jaslyn Haberl



## 2025 ACRD GRANT-IN-AID APPLICATION FORM

### ORGANIZATION INFORMATION

Organization Name:	Cherry Creek Community Recreation Commission
Society Number: <i>(N/A for applications &lt;\$500)</i>	S0018580
Contact Person:	Deana Horton
Street Address:	3720 MOORE RD. PORT ALBERNI
City, Province, Postal Code:	PORT ALBERNI, BC V9Y 8P9
Phone:	[REDACTED]
Email:	[REDACTED]
Identify your Organization Type (see <i>GIA Policy</i> for definitions):	
<input checked="" type="checkbox"/>	Registered Organization
<input type="checkbox"/>	Non-Registered Organization (for Grant Applications <\$500, on a one-time basis only)

Describe the services & benefits that your organization provides to the Alberni-Clayoquot Region (specifically indicate which community or communities your organization services):

See attached.



# ALBERNI-CLAYOQUOT REGIONAL DISTRICT

PROJECT INFORMATION			
Project Name:	Roof Replacement		
Grant Amount Requested:	\$22,000-		
In-kind Resources Requested:			
Project Start Date:	September 2025	Project End Date:	Unknown
Identify the Grant-in-Aid Category you are applying to (select one option only):			
<input type="checkbox"/> Regional GIA (regional projects that benefit residents & visitors across the ACRD)			
<input type="checkbox"/> Alberni Valley & Bamfield GIA (projects that benefit residents & visitors in the AV & Bamfield)			
<input type="checkbox"/> West Coast GIA (projects that benefits residents & visitors on the West Coast)			
<input type="checkbox"/> Bamfield Electoral Area GIA		<i>Electoral Area GIA categories are intended to support projects that occur in one of the six Electoral Area's. In most cases, GIA applications can be submitted to one Electoral Area Category only. An exception to this, could be an event that spans across two electoral areas (such as a race that occurs in Beaver Creek &amp; Cherry Creek Electoral Areas).</i>	
<input type="checkbox"/> Beaufort Electoral Area GIA			
<input type="checkbox"/> Long Beach Electoral Area GIA			
<input type="checkbox"/> Sproat Lake Electoral Area GIA			
<input type="checkbox"/> Beaver Creek Electoral Area GIA			
<input checked="" type="checkbox"/> Cherry Creek Electoral Area GIA			
<i>If you are considering applying to more than one Electoral Area GIA, please discuss this with staff before applying.</i>			
Describe the specific activities of the project to which this Grant would be applied (be as specific as possible):			
See attached			





## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

### APPLICATION DECLARATION

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | I acknowledge that the information in this application is accurate and complete and that the project proposal, including plans and budgets, is fairly presented.  |
| <input checked="" type="checkbox"/> | I acknowledge that this grant application is related to a project within the Alberni-Clayoquot Regional District boundary.  |
| <input checked="" type="checkbox"/> | I acknowledge that if an ACRD GIA is received, my organization will utilize the funds as indicated in this application.   |
| <input checked="" type="checkbox"/> | I acknowledge that if an ACRD GIA is received, my organization will be required to provide a Final Report by March 31, 2026, including financial documentation related to how the grant funds were spent. |
| <input checked="" type="checkbox"/> | I acknowledge that if grant funds are not fully utilized, that they will be returned to the ACRD.   |
| <input checked="" type="checkbox"/> | I acknowledge if my organization does not submit a Final Report, the organization will be ineligible to apply for an ACRD GIA the following year.   |
| <input checked="" type="checkbox"/> | I acknowledge that receipt of a GIA does not guarantee funding in the future and that applicants are encouraged to work towards financial independence where possible.                                    |
| <input checked="" type="checkbox"/> | I acknowledge that GIA's will not be provided to subsidize activities that are the responsibility of senior levels of government.   |

### ATTACHMENTS TO INCLUDE WITH THIS FORM

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Copy of your groups most recent financial statement ( <i>not required for GIA applications &lt;\$500</i> ). |
| <input checked="" type="checkbox"/> | Copy of your organization's current year budget ( <i>not required for GIA applications &lt;\$500</i> ).     |
| <input checked="" type="checkbox"/> | A copy of your annual report, if available ( <i>not required for GIA applications &lt;\$500</i> ).          |
| <input type="checkbox"/>            | A completed <u>Electronic Funds Payment Application</u> and void cheque.                                    |



**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

**APPLICATION SUBMISSION**

Submit your completed GIA application form and attachments via email to [GIA@acrd.bc.ca](mailto:GIA@acrd.bc.ca) or deliver to:

Alberni-Clayoquot Regional District  
Grant-in-Aid Program  
3008 5th Ave  
Port Alberni, BC V9Y 2E3

***Application deadline is April 30, 2025.***

Applications that do not meet eligibility criteria or are received after the application deadline, will not be considered.

Assistance to apply is available to all applicants. If you would like assistance in applying, please reach out to ACRD staff through email [GIA@acrd.bc.ca](mailto:GIA@acrd.bc.ca) or via phone at 250-720-2700.

**Declaration:** I declare that the information provided in this application is true and accurate to the best of my knowledge.

**Signature:** \_\_\_\_\_

**Date:** Apr 29, 2025

*Note: The personal information collected in this survey is collected in accordance with Section 26 (c, d, e) of the Freedom of Information and Protection of Privacy Act (FOIPPA) for the purposes of consideration regarding applications to the Alberni-Clayoquot Regional District Grant-in-Aid program. Direct any questions about the collection, use and disclosure of this information to [foi@acrd.bc.ca](mailto:foi@acrd.bc.ca).*

Please describe the services and benefits that your organization provides to the Alberni-Clayoquot:

Cherry Creek Community Recreation Commission sponsors an annual Halloween event for the community, complete with refreshments, a costume parade, prizes for each child, a bonfire and a fireworks display. We also coordinate and sponsor an annual "Christmas in the Country" craft fair. We provide space for the many talented crafters and also organize the kitchen in order to provide lunch for the shoppers. This event is one of the primary fundraisers.

We have opened the doors and offered space to several youth groups including Alberni District 4-H Council, Scouts, Beavers, Brownies, Pathfinders. Other groups that currently use or have used the Cherry Creek Community Hall include Rock and Gem Club, Alcoholics Anonymous, SPCA and their annual fund raiser, 2308 Army Cadets, Kuu-us Crises Services, Special Olympics, Cherry Creek Waterworks District, Cherry Creek Volunteer Firemen, Co-ed Fitness, Boot camp, Alberni Valley Kennel Club, Yoga - including classes for seniors, Polling station for provincial, federal, regional and school district elections. The community hall also provides rental facilities for such things as weddings, memorial teas, family reunions and family special occasions (birthdays, anniversaries and Christmas dinners). We also maintain a large field that was previously used as a softball field. The field is often seen being used by dog owners walking and training their dogs. The field is also used for the annual Cherry Creek Volunteer Firemen's weekend.

Describe the specific activities of the project to which this Grant would be applied:

Cherry Creek Community Hall has been the heart of the Cherry Creek Community for over fifty years. With the closure of Cherry Creek School, this central facility has been needed more than ever for its residents. However, please note that the Cherry Creek Community Hall not only serves the residents of Cherry Creek, but all of the residents of the Alberni Clayoquot Regional District and the City of Port Alberni with its many special events and sponsorship of youth groups and community groups. Cherry Creek Community Hall is a designated reception center and is part of the Alberni Valley Emergency Program. The hall is located adjacent to the Cherry Creek Fire Hall and is available to assist in any kind of disaster. Cherry Creek Community Hall is

set up to provide all reception needs including but not limited to registration, group lodging and feeding. Cherry Creek Community Recreation Commission provides a space for many youth groups to hold their weekly meetings and annual events. It is also a facility that is available for non-profit organizations to hold fundraisers, meetings, banquets and annual general meetings.

Describe How this project is going to benefit the community:

Cherry Creek Hall is over fifty years old. We are slowly updating and replacing the aging infrastructure. The next project is to replace the roof. The roof is needed to be completely replaced over the main hall because of age. Without the roof repair we would not be able to operate and would have to close to the community including all of the user groups. We have had a large roof leak this winter that was repaired but have been told the entire roof needs to be replaced. We are going to do the replacement in sections so we can afford to complete it.

We are requesting a one-time grant-in-aid in the amount of \$22,000 to cover the cost to replace the roof starting with the one side. The volunteer board has also offered to

donate hours as their in-kind contribution to the project. We struggle to meet operating costs with rentals. Operating costs include telephone, hydro, insurance, general hall maintenance and janitorial services. Cherry Creek Community Recreation Commission is working very hard towards achieving sustainability. The goal is to have sufficient rental income and fundraising efforts to cover the annual operating costs. To achieve this goal, we are actively marketing and promoting hall rentals through a variety of avenues to increase the rental income.

Cherry Creek Recreation Commission is run by a small board that volunteers many hours in order to continue offering community services and to sponsor youth groups and non-profit organizations. We have spent countless volunteer hours on the maintenance of Cherry Creek Hall. We continue to do smaller capital repairs as funds become available. However, we do not have the funds to cover these repairs.

# Cherry Creek Community Recreation Commission

## Income Statement 01/04/2024 to 31/01/2025

### REVENUE

<b>Sales Revenue</b>	
Hall Rentals	15,262.93
Craft Fair	2,775.60
Basement Rental	14,920.00
Donations	5,380.95
Grants	20,000.00
Fundraisers	9,831.71
<b>Net Sales</b>	<u>68,171.19</u>

**TOTAL REVENUE** 68,171.19

### EXPENSE

<b>General &amp; Administrative Expenses</b>	
Advertising & Promotions	288.75
Business Fees & Licenses	80.00
Craft Fair	127.45
Insurance	1,553.00
Interest & Bank Charges	28.00
Office Supplies	668.87
Yard & Park	3,448.31
Hall Maintenance	10,271.70
Hall Cleaning	3,239.55
Repair & Maintenance	<u>16,959.56</u>
Telephone	1,354.70
Halloween	230.95
Utilities	8,876.89
<b>Total General &amp; Admin. Expenses</b>	<u>30,168.17</u>

**TOTAL EXPENSE** 30,168.17

**NET INCOME** 38,003.02

Cherry Creek Community Recreation Commission  
2025/2026 Budget

	April	May	June	July	August	September	October	November	December	January	February	March	Total
<b>Revenue</b>													
Hall Rentals	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	14,400.00
Fairs	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	3,500.00
Basement Rental	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	19,200.00
Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	0.00	0.00	0.00	0.00	20,000.00
Fundraisers	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00	0.00	0.00	0.00	12,000.00
<b>Total Revenue</b>	<b>10,300.00</b>	<b>2,800.00</b>	<b>2,800.00</b>	<b>2,800.00</b>	<b>2,800.00</b>	<b>2,800.00</b>	<b>2,800.00</b>	<b>24,800.00</b>	<b>8,800.00</b>	<b>2,800.00</b>	<b>2,800.00</b>	<b>2,800.00</b>	<b>69,100.00</b>
<b>Expenses</b>													
Bursary	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
Insurance	950.00	950.00	950.00	950.00	950.00	950.00	950.00	950.00	950.00	950.00	950.00	950.00	11,400.00
Yard & Park	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,600.00
Hall Cleaning	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,800.00
Hall Maintenance	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	100.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	11,100.00
Shaw Cable	136.00	136.00	136.00	136.00	136.00	136.00	136.00	136.00	136.00	136.00	136.00	136.00	1,632.00
Nicklin Waste	84.00	84.00	84.00	84.00	84.00	84.00	84.00	84.00	84.00	84.00	84.00	84.00	1,008.00
BC Hydro	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	9,600.00
Superior Propane	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	1,560.00
Office	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	1,440.00
Grant Upgrade	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	0.00	0.00	0.00	0.00	20,000.00
<b>Total Expenses</b>	<b>3,920.00</b>	<b>3,920.00</b>	<b>3,920.00</b>	<b>4,420.00</b>	<b>3,920.00</b>	<b>3,920.00</b>	<b>3,020.00</b>	<b>23,920.00</b>	<b>3,920.00</b>	<b>3,920.00</b>	<b>3,920.00</b>	<b>3,920.00</b>	<b>66,640.00</b>
<b>Net Income(Loss)</b>	<b>6,380.00</b>	<b>-1,120.00</b>	<b>-1,120.00</b>	<b>-1,620.00</b>	<b>-1,120.00</b>	<b>-1,120.00</b>	<b>-220.00</b>	<b>880.00</b>	<b>4,880.00</b>	<b>-1,120.00</b>	<b>-1,120.00</b>	<b>-1,120.00</b>	<b>2,460.00</b>

Loan Receivable 10,000.00  
Net Cash 12,460.00



NAME OF SOCIETY: **CHERRY CREEK COMMUNITY RECREATION COMMISSION**

Incorporation Number: S0018580  
Business Number: 10691 1613 BC0001  
Filed Date and Time: September 9, 2024 12:54 PM Pacific Time  
Annual General Meeting (AGM) Date: May 1, 2024

**REGISTERED OFFICE ADDRESS INFORMATION**

<b>Delivery Address:</b> 3720 MOORE ROAD . PORT ALBERNI BC V9Y 8R8	<b>Mailing Address:</b> 3720 MOORE ROAD . PORT ALBERNI BC V9Y 8R8
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**DIRECTOR INFORMATION AS OF May 1, 2024**

**Last Name, First Name Middle Name:**  
FORRESTER, DANA

**Delivery Address:**  
[REDACTED]  
PORT ALBERNI BC V9Y 8S5

**Last Name, First Name Middle Name:**  
GRAY, ALYSSA

**Delivery Address:**  
[REDACTED]  
PORT ALBERNI BC V9Y 7T4

**Last Name, First Name Middle Name:**  
HORTON, DEANA

**Delivery Address:**  
[REDACTED]  
PORT ALBERNI BC V9Y 6C9

**Last Name, First Name Middle Name:**  
MOYEN, TRACY

**Delivery Address:**  
[REDACTED]  
PORT ALBERNI BC V9Y 8R8

**Last Name, First Name Middle Name:**

SPARROW, COURTNEY

**Delivery Address:**

[REDACTED]

PORT ALBERNI BC V9Y 7T4

**Last Name, First Name Middle Name:**

ZANETTE, HELEN C

**Delivery Address:**

[REDACTED]

PORT ALBERNI BC V9Y 0C1

**CERTIFICATION**

I, Tracy Moyon, certify that I have relevant knowledge of the society, and that I am authorized to make this filing.



**To:** ACRD Board of Directors

**Meeting Date:** May 28, 2025

**From:** Charity Hallberg Dodds, Planning  
Technician/Bylaw Enforcement Officer

**Voting Structure:** Electoral Area Directors

**Electoral Area:** D - Sproat Lake

**Subject:** Development Variance Permit DVD24015 - 9898 LAKESHORE RD (ROBERTSON)

**Recommendation:**

**THAT the Alberni-Clayoquot Regional District Board of Directors consider issuance of Development Variance Permit DVD24015 subject to neighbour notification as per Local Government Act s. 499.**

**Development Proposal:** The applicants intend to build a 7.3 m (24 ft) accessory building, sited 3.05 m (10 ft) from the western side property line. The structure will have a shop and storage area on the main floor and an accessory dwelling unit (ADU) on the second floor.

**Development Variance DVD24015:** Development variance of the ACRD Zoning Bylaw, Sections 6.5 1. c) iii) and 6.5 2. a) to reduce the required side yard setback for an accessory building, in the Acreage Residential (RA1) District, from 8.2 m (27 ft) to 3.05 m (10 ft) from the western property line to allow construction of an accessory building with a height of 7.3 m (24 ft) that includes a second-floor accessory dwelling unit.

**Advisory Planning Commission Recommendation:** The Sproat Lake APC reviewed this application at their May 12<sup>th</sup> meeting and the APC passed a motion to support the application as presented, subject to neighbourhood notification.

**Property Owner(s):** KATHERINE ROBERTSON, DREW ROBERTSON

**Applicant/Primary Contact:** GORD MCINTYRE, SKYTEC CONTRACTING LTD

**Property Information:**

Civic Address:	9898 LAKESHORE RD						
Legal Description:	LOT A, PLAN VIP9261, DISTRICT LOT 148, ALBERNI LAND DISTRICT, DD EN9949						
PID:	024-387-070	Folio:	770-01815.000	ALR? (Y/N):	No	Lot Area (ha):	0.65 (1.61 ac)
Current Zoning:	RA1 - Acreage Residential District	Proposed Zoning:	n/a				
Current OCP:	Sproat Lake, Residential Use	Proposed OCP:	n/a				
Development Permit Area(s) (DPA):	DPA I – Foreshore and Riparian Areas Protection						

**PL20240097 / DVD24015**

**Alberni-Clayoquot Regional District | 3008 Fifth Avenue, Port Alberni, BC V9Y 2E3 | 250.720.2700 | www.acrd.bc.ca**

*Serving Port Alberni, Tofino, Ucluelet, Treaty First Nations: Huu-ay-aht, Yuułu?it̓'ath, Uchucklesaht Tribe Government, and Toquaht Nation, and Six Electoral Areas: "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek).*

Current Use & Description:	The property is mostly forested and slopes downward from Lakeshore Road to Sproat Lake. Improvements on the property include a single family dwelling.
----------------------------	--

Surrounding Zoning and Land Use	
North: A2 – Rural District	South: Sproat Lake
East: RA1 – Acreage Residential District	West: RA1 – Acreage Residential District

**Services:**

- a) **Sewage Disposal:** Onsite sewage disposal.
- b) **Water Supply:** Onsite water supply.
- c) **Fire Protection:** Sproat Lake Fire Protection Area.
- d) **Access:** Lakeshore Road.
  - i. Parcel Frontage Waiver: n/a

**Planning Policy Discussion:**

- a) **Official Community Plan (OCP):** The Sproat Lake OCP designates this property Residential Use. Section 3.2.9 permits one ADU on all lots in all designations where the principal use is residential, the lot area is not less than 0.4 ha, and the lot is capable of meeting all building code and health requirements for sewage disposal and potable water.

The proposed development is outside of DPA I and a development permit is not required.

*This proposal complies with the Sproat Lake OCP.*

- b) **Zoning:** The ACRD Zoning Bylaw zones the property Acreage Residential (RA1) District. Section 6.5 4. supports construction of accessory buildings and one ADU on this parcel, however the proposed building height and siting next to the western property boundary does not meet minimum setback requirements.

	Current:	Proposed:
Minimum Lot Area (ha)	0.167	-
Minimum Lot Width (m)	27.432	-
Principal & Accessory Front Yard Setback (m)	12.192	-
Principal Side Yard Setback (m)	4.572	-
Principal Rear Yard Setback (m)	9.144	-
Accessory Rear Yard Setback (m)	0.914	-
Accessory Side Yard Setback (m) for a Building Height of 3.7 m (12 ft)	0.914	-
<b>Accessory Side Yard Setback (m) for a Building Height of 7.3 m (24 ft)</b>	<b>8.2</b>	<b>3.05</b>
Watercourse Setback (m)	30	-

***This proposal does not comply with the ACRD Zoning Bylaw. Issuance of the development variance permit to reduce the required side yard setback is necessary.***

**Comments:** The property owners have applied for a building permit to construct a 7.3 m (24 ft) high accessory building with a main-floor garage and storage area and second-floor ADU. Section 6.5 2. a) of the ACRD Zoning Bylaw permits an increased height for an accessory building by 0.3 m (1 ft) for every 0.6 m (2 ft) in excess of the minimum side and rear yard setback requirement. In this case, the required side yard for a 7.3 m (24 ft) high accessory building is 8.2 m (27 ft). They have requested a reduction of this setback to 3.05 m (10 ft) to allow for preferred siting on the property. The proposed location complies with all other setback requirements.

With consideration to the parcel topography, retention of existing forested areas, and driveway location, Planning staff feel the proposal is reasonable and recommend proceeding with neighbour notification.

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

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

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

## SITE PHOTOS

Taken April 22, 2025



Looking south down the driveway toward the single family dwelling and Sproat Lake. Proposed building site is off to the right in the photo.

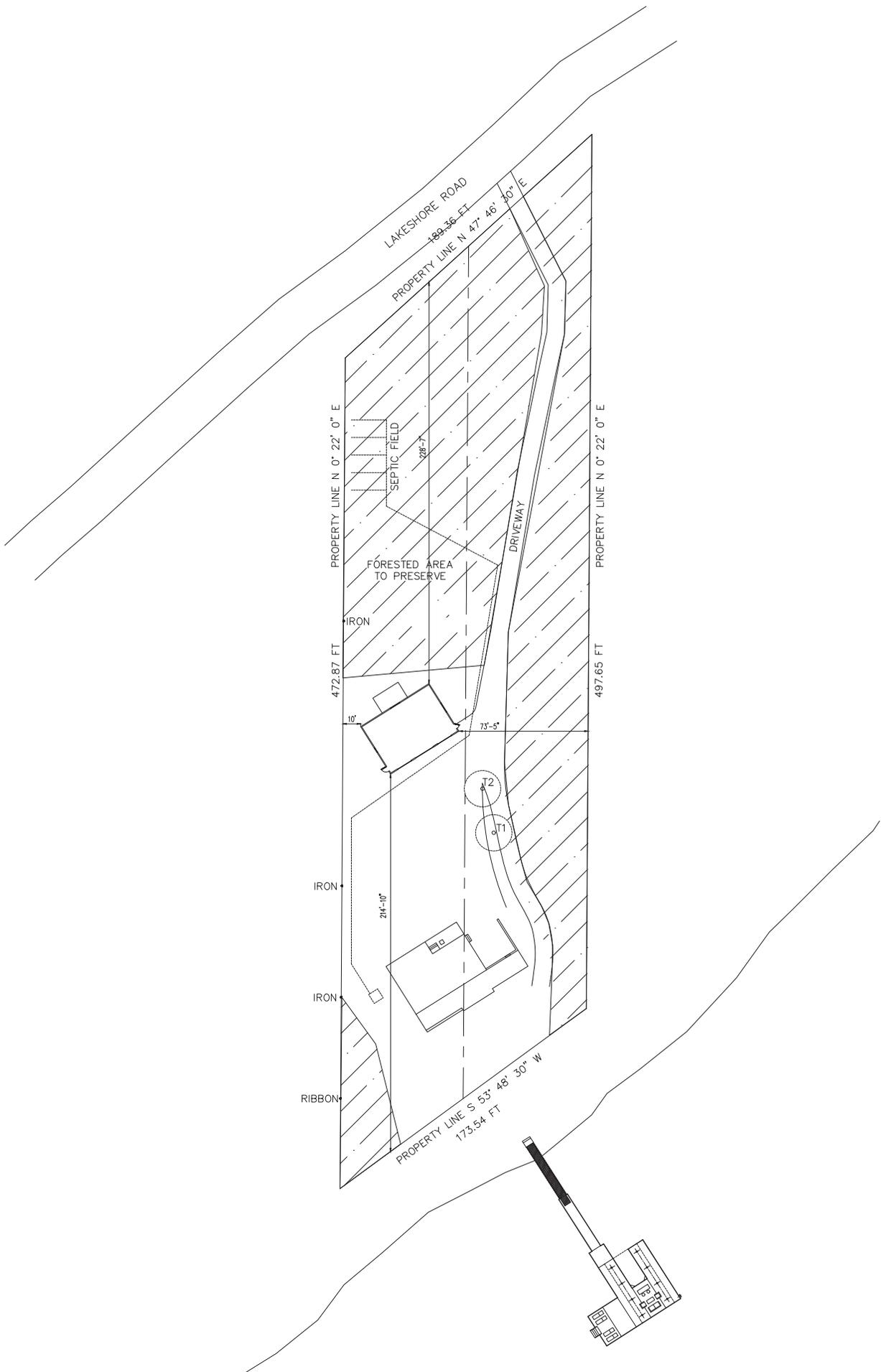


Looking northwest from in front of the single family dwelling toward the proposed building site to the left, and the driveway leading to Lakeshore Road.



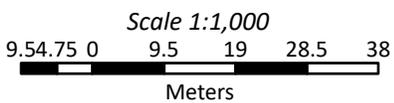
Looking south down driveway toward single family dwelling and Sproat Lake. Photo shows sloping topography from Lakeshore Road down to Sproat Lake.







9898 Lakeshore Road  
 LOT A (DD EN9949) DISTRICT LOT 148 ALBERNI  
 DISTRICT PLAN 9261



-  Subject Property
-  Agricultural Land Reserve
-  Parcels



Prepared 2025-04-08  
 Sources: © OpenStreetMap (and contributors, CC-BY-SA, LidarBC (DEM, Hillshade) 2019, ParcelMapBC; ACRD, City of Port Alberni

*This product is intended for general reference use only and should not be used for navigation or legal purposes. Imagery offsets may exist.*

-  Subject Property
-  Agricultural Land Reserve
-  Park

Lakeshore Road Trail Corridor

LAKESHORE RD

TRENT RD

VIP4175

9912

VIP20166

Lot 1

9872  
(Garage Suite)

Lot A

VIP9261

9898  
(House)

Lot C

9840

9814

Lot B

EPS5746

EPP92682

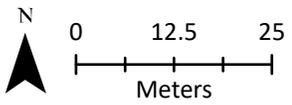
9804

Lot A

VIP9261



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



Civic Address: 9898 Lakeshore Road  
Legal Description: LOT A (DD EN9949) DISTRICT LOT 148 ALBERNI  
DISTRICT PLAN 9261



Alberni-Clayoquot Regional District

## Board of Directors Meeting Schedule June 2025

DATE	MEETING	TIME & LOCATION	ATTENDEES
Tuesday, June 3rd 6:00 pm	Bamfield Area Services Committee Meeting	Zoom	Committee/Staff
Wednesday, June 11 <sup>th</sup> 1:30 pm	Board of Directors Meeting	Hybrid – ACRD Board Room/Zoom	Board/Staff
	Regional Hospital District Meeting (immediately following above)	Hybrid – ACRD Board Room/Zoom	Board/Staff
Wednesday, June 18 <sup>th</sup> 1:30 pm	Electoral Area Directors Committee Meeting	Hybrid – ACRD Board Room/Zoom	Committee/Staff
Thursday, June 19 <sup>th</sup> 10:00 am	Beaver Creek Water Advisory Committee Meeting	Hybrid – ACRD Board Room/Zoom	Committee/Staff
Wednesday, June 25 <sup>th</sup> 10:00 am	Committee-of-the- Whole Meeting	Hybrid – ACRD Board Room/Zoom	Committee/Staff
1:30 pm	Board of Directors Meeting	Hybrid – ACRD Board Room/Zoom	Board/Staff

m:\meeting schedules\2025\monthly\june 2025 directors meeting schedule.docx

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT  
APRIL, 2025**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family									2	355,219			2	355,219
Mobile Homes													0	0
Multi-Family													0	0
Adds&Rens													0	0
Commercial													0	0
Institutional													0	0
Industrial					1	62,230							1	62,230
Miscellenaous							1	177,554					1	177,554
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>62,230</b>	<b>1</b>	<b>177,554</b>	<b>2</b>	<b>355,219</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>595,003</b>

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT  
APRIL, 2025 TO DATE**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	0	0	0	0	2	1,041,187	2	1,370,196	2	355,219	0	0	6	2,766,602
Mobile Homes	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adds&Rens	0	0	0	0	0	0	1	50,000	1	56,182	0	0	2	106,182
Commercial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Institutional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Industrial	0	0	0	0	2	412,230	0	0	0	0	0	0	2	412,230
Miscellenaous	0	0	1	45,000	2	175,038	2	237,554	1	15,387	1	71,866	7	544,845
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>45,000</b>	<b>6</b>	<b>1,628,455</b>	<b>5</b>	<b>1,657,750</b>	<b>4</b>	<b>426,788</b>	<b>1</b>	<b>71,866</b>	<b>17</b>	<b>3,829,859</b>

	BAMFIELD	BEAUFORT/	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
<b>WOODSTOVE INSPECTIONS</b>						<b>0</b>	<b>2</b>

	YEAR TO DATE		TOTAL YEAR				YEAR TO DATE		TOTAL YEAR	
2024	39	6,563,374	119	30,520,584						
2023	36	5,352,684	107	21,617,844						
2022	41	8,308,390	127	27,309,617						
2021	32	3,332,163	109	15,945,961						
2020	32	3,499,966	121	16,119,274						
2019	28	4,416,079	109	14,925,682						
2018	26	2,995,588	104	12,305,797						
2017	28	3,749,910	103	12,826,449						
2016	25	2,995,016	82	10,545,063						
2015	22	2,047,279	89	8,577,170						
2014	31	2,329,985	73	7,121,200						
2013	22	2,067,123	81	8,208,948						
2012	26	1,895,500	92	9,011,700						
2011	43	3,403,853	120	9,221,498						
2010	49	5,951,800	149	21,524,170						
2009	26	2,546,153	123	11,302,380	1999	18	1,282,894	80	3,348,092	
2008	43	4,431,477	147	22,682,130	1998	21	806,780	75	3,320,890	
2007	34	2,303,241	163	15,007,877	1997	28	1,263,866	104	10,025,166	
2006	44	3,854,390	161	15,909,705	1996	38	2,625,000	128	9,050,554	
2005	38	5,223,675	138	12,962,379	1995	37	2,483,000	116	9,641,300	
2004	43	4,945,370	133	11,036,854	1994	62	3,704,000	151	7,915,500	
2003	16	2,384,680	97	6,925,356	1993	49	3,732,000	167	10,864,000	
2002	20	572,656	76	2,986,134	1992	46	2,591,000	173	11,192,500	
2001	25	1,930,402	89	5,790,126	1991	31	1,891,520	126	7,155,120	
2000	24	1,299,537	88	4,095,339	1990	49	4,866,500	118	6,323,900	



### Monthly Agreement & Grant Delegation Report

The following agreements have been executed by the CAO and or GMs for the period of April 1, 2025, to April 30, 2025:

<b>Parties</b>	<b>Agreement</b>	<b>Purpose</b>	<b>Term</b>	<b>Fees</b>
Locality Media	Agreement for Services	Fire Safety Emergency Software	1 Year Initial Term with Optional Annual Renewal	\$19,300
Ecoplan International	Amending Agreement	Expand scope of original Inclusive Regional Governance Contract	Jan. 3, 2024 – May 31, 2025	\$94,995.00