



Board of Directors Meeting
Wednesday, October 8, 2025

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

Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/8-10-2025/7665/?catid=0>

Register to participate via Zoom Webinar at:

https://acrd-bc-ca.zoom.us/webinar/register/WN_6evEJFEAR_GETXXTqdqLNq#/registration

	PAGE #
<p>1. <u>CALL TO ORDER</u></p> <p>Recognition of Territories.</p> <p>Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.</p> <p>Introductions - Board Members and Staff present in the Boardroom and on Zoom.</p>	
<p>2. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items required ALL VOTE 2/3 majority vote)</i></p>	
<p>3. <u>DECLARATIONS</u> <i>(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Community Charter)</i></p>	
<p>4. <u>ADOPTION OF MINUTES</u> (ALL/UNWEIGHTED)</p>	
<p>a. Board of Directors Meeting – September 10, 2025</p> <p><i>THAT the minutes of the Board of Directors meeting held on September 10, 2025 be adopted.</i></p>	10-20
<p>b. Accessibility Committee Meeting – September 9, 2025</p> <p><i>THAT the minutes of the Accessibility Committee meeting held on September 9, 2025 be received.</i></p>	21-23

- c. **Salmon Beach Committee Meeting – September 17, 2025** **24-27**

THAT the minutes of the Salmon Beach Committee meeting held on September 17, 2025 be received.

- d. **Beaver Creek Water Advisory Committee Meeting – September 18, 2025** **28-30**

THAT the minutes of the Beaver Creek Water Advisory Committee meeting held on September 18, 2025 be received.

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

- a. **Jenna Hildebrand, Project Planner, Sandy Mackay, Housing Research and Policy Lead, M’akola Development Services, ACRD Housing Needs Report**
- b. **Ildiko Dombi, Development Variance Applicant DVA25005, 422 Burlo Island (Bamfield)**
- c. **Nelson Ireland, Response to Development Variance Application DVA25005, 422 Burlo Island (Bamfield)** **31**

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

- a. **MINISTER OF CHILDREN AND FAMILY DEVELOPMENT** **32-33**
Declare October as Foster Family Month

Possible Motion:

THAT the Alberni-Clayoquot Regional District declare October as Foster Family Month and thank both family and foster caregivers for their dedication and commitment to children and youth in care.

- b. **ALBERNI VALLEY CHAMBER OF COMMERCE** **34-35**
Request Visitor Services for Region to be included in upcoming discussion on the establishment of an economic development service for the region.

Possible Motion:

THAT the Alberni-Clayoquot Regional District Board of Directors refer this letter to the 2026-2030 Financial Plan discussions and if the Community-to-Community grant application is successful then also to the economic development proposed service workshop.

7. **CORRESPONDENCE FOR INFORMATION**

(ALL/UNWEIGHTED)

- | | | |
|----|---|--------------|
| a. | MARK SAGER, MAYOR OF WEST VANCOUVER | 36-39 |
| | Response to Minister of Housing and Municipal Affairs Directives Letter | |
| b. | HONOURABLE JOSIE OSBORNE, MLA MID ISLAND PACIFIC RIM | 40-41 |
| | Thank you Letter | |
| c. | REBECCA TEREPOCKI | 42-49 |
| | Wildfire Management – Wesley Ridge, Mount Underwood | |
| d. | AGRO4HOPE FARMS & PRODUCTS INC. | 50-51 |
| | Community Initiative | |

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

8. REQUEST FOR DECISIONS & BYLAWS

- | | | |
|----|--|--------------|
| a. | REQUEST FOR DECISION | 52-61 |
| | Alberni Valley Golf Club & Long Beach Recreation Cooperative Tax Exemption | |
| | (ALL 2/3 WEIGHTED) | |

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw cited as “2026 Tax Exemption Bylaw No. F1172.”

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw cited as “2026 Tax Exemption Bylaw No. F1172.”

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw cited as “2026 Tax Exemption Bylaw No. F1172.”

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw cited as “2026 Tax Exemption Bylaw No. F1172.”

- | | | |
|----|-----------------------------|--------------|
| b. | REQUEST FOR DECISION | 62-78 |
| | Procurement Policy Draft | |
| | (ALL/UNWEIGHTED) | |

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the attached Procurement Policy as presented and rescind Purchasing Policy dated September 11, 2013.

- | | | |
|----|--|--------------|
| c. | REQUEST FOR DECISION | 79-81 |
| | Bamfield Submarine Waterline Replacement Design Review and Construction Services | |
| | (ALL/WEIGHTED) | |

THAT the Alberni-Clayoquot Regional District Board of Directors approve Contract Amendment 001 to the Bamfield Submarine Waterline Replacement Design Review and Construction with Fraser Burrard Diving Ltd. in the amount of \$40,507.40 (excluding GST) plus a \$75,893.30 project contingency and authorize the CAO to negotiate and execute the amendment on behalf of the ACRD.

d. REQUEST FOR DECISION

82-85

Establishment of Recycling Depot for Salmon Beach Residents
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to incorporate single-stream recycling into the Salmon Beach waste management system, with implementation included in the 2026 workplan.

e. REQUEST FOR DECISION

86-97

North Reservoir Replacement Design Options
(ALL/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors receive the report "North Reservoir Replacement – Conceptual Design Option Review";
AND*

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to move forward with a detailed design using Option 1, the epoxy coated steel tank on a raised concrete foundation.

f. REQUEST FOR DECISION

98-106

Alberni Valley Landfill Tipping Fee and Regulation Bylaw Amendment
R1029-9
(ALBERNI VALLEY AND BAMFIELD PARTICIPANTS/WEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1029-9 Amendment - Alberni Valley Landfill Tipping Fee and Regulation Bylaw.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1029-9 Amendment - Alberni Valley Landfill Tipping Fee and Regulation Bylaw.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1029-9 Amendment - Alberni Valley Landfill Tipping Fee and Regulation Bylaw.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1029-9 Amendment -Alberni Valley Landfill Tipping Fee and Regulation Bylaw.

- g. **REQUEST FOR DECISION**
Postponement of Adding Mattresses to BC Recycling Regulation
(ALL/UNWEIGHTED)

107-109

THAT the ACRD Board of Directors approve sending the attached letter to the BC Minister of Environment and Parks urging that mattresses and foundations (box springs) be added to the Recycling Regulation.

- h. **REQUEST FOR DECISION**
New Utility System Bylaw for Long Beach Airport
(PARTICIPANTS/WEIGHTED)

110-128

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Long Beach Airport Utility System Rates and Regulations Bylaw No. F1171, 2025".

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Long Beach Airport Utility System Rates and Regulations Bylaw No. F1171, 2025".

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Long Beach Airport Utility System Rates and Regulations Bylaw No. F1171, 2025".

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Long Beach Airport Utility System Rates and Regulations Bylaw No. F1171, 2025".

- i. **REQUEST FOR DECISION**
Long Beach Airport Land Use Planning and First Nations Engagement
(ALL/WEIGHTED)

129-130

THAT the Alberni-Clayoquot Regional District Board of Directors award the Long Beach Airport Land Use Planning and First Nations Engagement contract to Imagination FX in the amount of \$99,979 (excluding GST) and authorize the CAO to negotiate and execute the contract on behalf of the ACRD.

9. **PLANNING MATTERS**

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

- a. **REQUEST FOR DECISION**
2025 Electoral Area Housings Needs Report
[00 - Electoral Area Summary - ACRD Housing Needs Report](#)
[01 - Electoral Area A \(Bamfield\) - ACRD Housing Needs Report](#)
[02 - Electoral Area B \(Beaufort\) - ACRD Housing Needs Report](#)

131-134

THAT the Alberni-Clayoquot Regional District Board of Directors confirm that adoption of Bylaw P1529 is subject to:

a. Confirmation from a Registered On-site Wastewater Practitioner that the parcel can accommodate onsite sewage disposal to a 0.4 ha minimum lot size.

b. Meeting all technical referral agency requirements.

- g. DVE25010, VAN VLIET & BARR, 5663 MERSEY ROAD (BEAVER CREEK) 206-217**
Development Variance Permit – Report and Permit

THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing development variance permit DVE25010 subject to neighbour notification as per Local Government Act s. 499.

- h. TUP25012, DIROCCO, 3640 FLETCHER ROAD (CHERRY CREEK) 218-236**
Temporary Use Permit – Report and Permit

THAT the Alberni-Clayoquot Regional District Board of Directors consider Temporary Use Permit Application TUP25012 subject to the following:

a. Confirmation from a Registered On-site Wastewater Practitioner that the sewage disposal system can accommodate the existing duplex and recreational vehicle.

b. Neighbourhood notification as per Local Government Act s.494.

10. REPORTS

10.1 STAFF REPORTS (ALL/UNWEIGHTED)

- a. Procedure Bylaw Review – Verbal Update - H. Zenner**

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to develop the ACRD Procedure Bylaw based on input received at Committee of the Whole meetings from March 12, 2025 through October 8, 2025 and bring a draft copy of the bylaw to a Board meeting prior to public advertising.

- b. Sproat Lake and Area Official Community Plan Update – Phase 3: 237-252**
Community Engagement Summary Report and Draft Vision and Goals Memorandum – S. Manhas

THAT this memorandum be received.

10.2 COMMITTEE REPORTS

- a. Personnel Committee Meeting, October 6, 2025 (Verbal)**

- b. **West Coast Committee Meeting, October 7, 2025 (Verbal)**
- c. **Bamfield Area Services Committee Meeting, October 7, 2025 (Verbal)**

THAT the Board of Directors receives the verbal Reports a-c.

10.3 AREA REPORTS
(ALL/UNWEIGHTED)

- a. Electoral Area “A” (Bamfield) – B. Beckett
- b. Electoral Area “B” (Beaufort) – F. Boyko
- c. Electoral Area “C” (Long Beach) – V. Siga
- d. Electoral Area “D” (Sproat Lake) – P. Cote
- e. Electoral Area “E” (Beaver Creek) – S. Roth
- f. Electoral Area “F” (Cherry Creek) – M. Sparrow
- g. City of Port Alberni – S. Minions/D. Haggard
- h. District of Tofino – T. Stere
- i. District of Ucluelet – M. McEwen
- j. Huu-ay-aht First Nations – J. Jack
- k. Toquaht Nation – K. Johnsen
- l. Uchucklesaht Tribe Government – M. Cootes
- m. Yuułu?i?ath Government – L. Mastrangelo

THAT the Board of Directors receive the Area Reports.

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

Questions/Comments from the public:

- **Participating in Person in the Board Room**
- **Participating in the Zoom meeting**
- **Emailed to the ACRD at responses@acrd.bc.ca**

14. RECESS
(ALL/UNWEIGHTED)

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

15. **RECONVENE**

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

**Next Board of Directors Meeting: Wednesday, October 22, 2025 at 1:30pm
Regional District Board Room & Zoom**



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, SEPTEMBER 10, 2025, 1:30 PM

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

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)
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, Yuułuꞵiꞵath Government
Sharie Minions, Mayor, City of Port Alberni

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Jenny Brunn, General Manager of Community Services
Cynthia Dick, General Manager of Administrative Services
Heather Zenner, Manager of Administrative Services
Shane Koren, Manager of Financial Services
Mark Fortune, Airport Manager
Tanya Carothers, Solid Waste Manager
Michael McGregor, Lands and Resources Coordinator
Alex Dyer, General Manager of Planning and Development
Janice Hill, Executive Assistant
Brett MacLean, Airport Development Manager

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
www.acrd.bc.ca/events/10-9-2025/

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 Nuuchahnulth 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 Beckett
SECONDED: Director Johnsen

THAT the agenda be approved as amended to add potential UBCM resolution under agenda item 10.1(d) and to add the Riders of the Alberni Valley under agenda item 5 (d).

CARRIED

3. DECLARATIONS

Director Haggard declared a conflict-of-interest respecting agenda item 6 (a) Request for Tax Exemption for the Alberni Golf Club Ltd.

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – August 27, 2025

MOVED: Director Roth
SECONDED: Director Sparrow

THAT the minutes of the Board of Directors meeting held on August 27, 2025 be adopted as amended to strike the name S. Roth and replace with M. Sparrow for agenda item 10.4 e, and to add that S. Roth left the meeting at 4 pm.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

Presentations:

- a. **Luc Stefani, Building Inspector/Property Maintenance Coordinator
10 Year Anniversary (A. Dyer, General Manager Planning & Development)**
- b. **Alex Dyer, General Manager of Planning & Development
15 Year Anniversary (D. Sailland, CAO)**
- c. **Janice Hill, Executive Assistant
15 Year Anniversary (D. Sailland, CAO)**

Delegations:

- a. **Inspector Kim Bruce, Port Alberni RCMP, Q2 Reporting Covering April, May, and June 2025**

MOVED: Director Jack
SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors allow Inspector Bruce additional time to complete the RCMP delegation.

CARRIED

Director Minions entered the meeting at 1:45 pm.

- b. **Ken Sander, Alberni Golf Club, Request for Tax Exemption**
- c. **Wayne Coulson, CEO, Britton Coulson, President and COO, Coulson Aircrane Ltd., challenges faced by Coulson Aircrane Ltd. in expansion efforts at the Alberni Valley Regional Airport**
- d. **Nick Holatko, Riders of the Alberni Valley, Maquinna Trail Network.**

6. CORRESPONDENCE FOR ACTION

Director Haggard declared a conflict-of-interest respecting agenda item 6 (a) left the meeting at 3:06 pm.

- a. **REQUEST FOR TAX EXEMPTION**
Alberni Golf Club Ltd. and Long Beach Golf Course requesting property tax exemption

MOVED: Director Roth
SECONDED: Director Siga

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to prepare a 2026 Tax Exemption Bylaw for the following Board meeting and bring additional information on the non-profit status of the Alberni Golf Club Ltd.

CARRIED

Director Haggard re-entered the meeting at 3:12 pm.

7. CORRESPONDENCE FOR INFORMATION

- a. **CANADA COMMUNITY-BUILDING FUND BC/UBCM**
First Community Works Fund Payment for 2025/2026
- b. **NORTH COAST REGIONAL DISTRICT**

- Support for the City of Mission's and Maple Ridge's Urgent Call for the Restoration and Expansion of a Derelict Vessel Removal Program
- c. **CORRESPONDENCE BETWEEN AGRICULTURAL LAND COMMISSION AND THE SQUAMISH-LILLOOET REGIONAL DISTRICT**
Request to Amend ALC Act to Recognize Non-Treaty First Nations as Eligible Applicants
 - d. **BC MINISTRY OF AGRICULTURE AND FOOD**
Farm Worker Housing in the ALR: Discussion Paper and Proposed Minister's Bylaw Standard Criteria
 - e. **OFFICE OF THE OMBUDSPERSON**
Quarterly Report for April 1-June 30, 2025
Brief Description

MOVED: Director Roth

SECONDED: Director Sparrow

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Riders of the Alberni Valley (ROAV) Maquinna Trail Network.**

MOVED: Director Haggard

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate the feasibility of submitting a Section 57 application in collaboration with the Riders of Alberni Valley, to authorize multi-use recreational trails on Maquinna Crown land, and report back with further information as part of the 2026 workplan.

CARRIED

The meeting was recessed at 3:28 pm

The meeting reconvened at 3:35 pm

- b. **Request for Decision regarding Alberni Valley Landfill Operations Contract Renewal.**

MOVED: Director Cote

SECONDED: Director Haggard

THAT the Alberni-Clayoquot Regional District Board of Directors renew the Alberni Valley Sort'nGo Centre Operations contract with Berry and Vale Contracting Ltd. in the amount

of \$1,177,918.92 annually plus BC CPI and excluding GST for a 5-year term and authorize the CAO to negotiate and execute the contract on behalf of the Regional District.

CARRIED

c. Request for Decision regarding 2025 Beaufort Grant-in-Aid Application.

MOVED: Director Boyko

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors award, from the 2025 Beaufort Grant-in-Aid category, a \$500 grant to the Alberni Valley Enhancement Association.

CARRIED

d. Request for Decision regarding Bylaw F1170-3 – 2025-2029 Financial Plan Amendment – Long Beach Airport – Roof Replacement of Building Currently Leased to Parks Canada.

MOVED: Director Stere

SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Bylaw F1170-3, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

CARRIED

MOVED: Director Stere

SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Bylaw F1170-3, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

CARRIED

MOVED: Director Stere

SECONDED: Director Johnsen

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Bylaw F1170-3, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

CARRIED

MOVED: Director Stere

SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Bylaw F1170-3, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment".

CARRIED

*MOVED: Director Stere
SECONDED: Director McEwen*

THAT the Alberni-Clayoquot Regional District Board of Directors award the Long Beach Airport Roofing Replacement contract to Aurora Roofing Ltd in the amount of \$135,355.00 (excluding GST) and authorize the CAO to negotiate and execute the contract on behalf of the ACRD.

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS

- a. **SD24009PFW, BALLARD, 18440 PACIFIC RIM HIGHWAY**
Parcel Frontage Waiver – Report

*MOVED: Director Cote
SECONDED: Director Sparrow*

THAT the Alberni-Clayoquot Regional District Board of Directors waive the 10% road frontage requirement, as per section 512 of the Local Government Act, for proposed Strata Lot 1 as shown on the subdivision plan for the property located at 18440 Pacific Rim Highway.

CARRIED

- b. **SE25006PFW, PLETTI, 6320 BEAVER CREEK ROAD**
Parcel Frontage Waiver – Report

*MOVED: Director Roth
SECONDED: Director Sparrow*

THAT the Alberni-Clayoquot Regional District Board of Directors waive the 10% road frontage requirement, as per section 512 of the Local Government Act, for proposed Lot B as shown on the subdivision plan for the property located at 6320 Beaver Creek Road.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. **Meeting Schedule – October 2025**

- b. Building Report – August 2025**
- c. Monthly Agreement & Grant Delegation Report – August 1 – 31, 2025**
- d. 2025 UBCM Convention Meetings and Resolutions –Report**

MOVED: Director Cote

SECONDED: Director Haggard

THAT the Alberni-Clayoquot Regional District Board of Directors submit the following late resolution to the Union of British Columbia Municipalities:

THEREFORE BE IT RESOLVED that UBCM request that the Province of British Columbia collaborate with the Government of Canada to:

1. Partner with the private sector to retrofit a portion of Canada’s retired CC-130H Hercules fleet into large air tankers for wildfire suppression.
2. Deploy these aircraft as part of a strengthened national wildfire response capacity, to be shared with provinces and territories and, where appropriate, used for international humanitarian and emergency missions. Consider that the Canadian Interagency Forest Fire Centre assist in managing deployment under a transparent cost-sharing framework, with initial operating capability by the 2027 wildfire season.
3. Prioritize this made-in-Canada solution that leverages Canadian engineering, protects lives, communities, and the environment.

CARRIED

MOVED: Director Roth

SECONDED: Director Sparrow

THAT the Board of Directors receive the staff reports a-d.

CARRIED

10.2 COMMITTEE REPORTS

- a. Accessibility Committee Meeting, Sept. 9, 2025 (Verbal) V. Siga**

MOVED: Director Boyko

SECONDED: Director Cootes

THAT this verbal report be received.

CARRIED

10.3 AREA REPORTS

- a. Electoral Area “A” (Bamfield) – B. Beckett.** Bamfield community continues to feel the impacts of the Mount Underwood wildfire and road closure. Impacts to businesses have been significant and this incident continues to impact the quality of life for residents in Bamfield and Anacla. Need to understand lessons learned and to build resiliency.

- a. **Electoral Area “B” (Beaufort) – F. Boyko.** Harvest is occurring in Beaufort. Next town hall meeting is Oct 19th at 2pm at the Beaver Creek Community Hall. Looking forward to discussing the efficiency report that was recently released. River’s Day will be held on September 28th at Beaver Creek Community Hall and Stamp River Provincial Park.
- b. **Electoral Area “C” (Long Beach) – V. Siga.** Tourism congestion in the West Coast. The multi-use path continues to be very well used by locals and tourists.
- c. **Electoral Area “D” (Sproat Lake) – P. Cote.** Annual beach clean-up is on September 14th. All are welcome to join by starting at the Fish and Duck.
- d. **Electoral Area “E” (Beaver Creek) – S. Roth.** The Canadian Federation of Independent Business recently released a report that sighted the ACRD amongst the least efficient in the province. Need to acknowledge the perception that this creates for taxpayers and the business community. Would like focus on core services, reduce unnecessary spending, and ensure every dollar spent provide real value.
- e. **Electoral Area “F” (Cherry Creek) – M. Sparrow.** Cherry Creek Firehall is under construction and coming along well.
- f. **City of Port Alberni – S. Minions/D. Haggard.** Roundabout at River Road/Beaver Creek Road will be under construction soon. City Council recently approved a 7-million-dollar sewer infrastructure project, funded by reserve funds.
- g. **District of Tofino – T. Stere.** Council passed a single use item regulation amendment to prohibit the sale of plastic water bottles (1L and smaller). This initiative was well supported by the business community and service providers. There is an exemption for water shortages. Preparing for UBCM. Several capital projects underway.
- h. **District of Ucluelet – M. McEwen.** Grant opening of the Ucluelet Health Centre will occur this weekend. Minister Osborne will be there to open the facility. The bus stop sign is missing from the Millstream area. Identified that the Food Bank on the Edge has additional funding requests for the removal of their previous building (staff will follow up).
- i. **Huu-ay-aht First Nations – J. Jack.** Thanked everyone who was involved in the Mount Underwood Wildfire response. Anacla is still impacted by the road closure. Commended BC Hydro for their efforts to restore power to Anacla, Bamfield and area. The road between Port Alberni and Bamfield/Anacla, and the Bamfield/Anacla and the Cowichan Valley deserve provincial attention and are a viable alternate route for Highway 4. Strong linkages to the Ditidaht First Nation and their reliance on the road. Pacheedaht First Nation is currently dealing with unwanted protestors in their territory. Multiple First Nations have provided support for Pacheedaht First Nation and their request for the protestors to leave their territory.

- j. **Toquaht Nation – K. Johnsen.** Hosting People’s Assembly on September 20th. This will be the first year that a couple of Toquaht Council members will be attending UBCM.
- k. **Uchucklesaht Tribe Government – M. Cootes.** Had the annual citizens picnic in August in Ethlateese. Appreciated support of Francis Barkley for their transportation efforts to the village. Raised a totem pole in Ethlateese on August 15th, the first pole raised in approximately 150 years. The pole was raised to thank the previous Chief Charlie Cootes who dedicated 55 years to Uchucklesaht Tribe and the Nuu-Chah-Nulth as a whole. Recently held People’s Assembly and have accepted their audit.
- l. **Yuułuʔiłʔatḥ Government – L. Mastrangelo.** Installed new signage on the Wild Pacific Trail to honour Bob and Vi Mundy. Yuułuʔiłʔatḥ Days are September 19 – September 21 for citizens. Kwisis Beach closed September 10th and September 24th, 2025, in recognition of Yuułuʔiłʔatḥ’s historical and modern connection to their ḥaḥuufi.

MOVED: Director Cote

SECONDED: Director Roth

THAT the Board of Directors receive the Area Reports.

CARRIED

10.4 MEMBER REPORTS

- a. **9-1-1 Corporation – B. Beckett.** No report.
- b. **Vancouver Island Regional Library – F. Boyko.** No report.
- c. **Alberni Valley Chamber of Commerce – S. Minions/F. Boyko.** The Chambers’ main activities were supporting businesses during the Mount Underwood Fire.
- d. **Air Quality Council, Port Alberni – M. Sparrow.** No report.
- e. **Association of Vancouver Island & Coastal Communities – P. Cote.** Director Cote is running in the AVICC election and requests your support. We have a student attending the UBCM conference.
- f. **Tsawak-qin Public Advisory –M. Sparrow.** No report.

MOVED: Director Roth

SECONDED: Director Siga

THAT the Board of Directors receive the Member Reports.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

Questions/Comments from the public. The Manager of Administrative Services read out an email question from Colin McLeman regarding staffing for the staff report related to the Maquinna trails. 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

14. RECESS

MOVED: Director Cote

SECONDED: Director Siga

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

CARRIED

The meeting was recessed at 4:36 pm.

15. RECONVENE

The meeting was reconvened at 4:51 pm.

16. IN-CAMERA

MOVED: Director Jack

SECONDED: Director Cote

THAT the meeting be closed to the public as per the Community Charter, sections:

- i. 90 (2) (b) The consideration of information received and held in confidence relating to negotiations between the regional district and a provincial government or the federal government or both, or between a provincial government or both, or between a provincial government or the federal government or both and a third party.*

CARRIED

The meeting was closed to the public at 4:52 pm.

The meeting was re-opened to the public at 5:07 pm.

17. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

18. ADJOURN

MOVED: Director Boyko

SECONDED: Director Roth

THAT this meeting be adjourned at 5:08 pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Heather Zenner,
Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE ACCESSIBILITY COMMITTEE MEETING

HELD ON TUESDAY, SEPTEMBER 9, 2025, 10:00 AM

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

MEMBERS

PRESENT:

Vaida Siga, Director, Area C – Long Beach
Cindy Solda, Councilor, City of Port Alberni
Jamie Tattrie, Member at Large
Kat Belisle, Member at Large

REGRETS:

Nicole Uzelman, Member at Large
Amber Severinson, Member at Large
Deanna Spencer, Member at Large
Deserray McClary, Member at Large

STAFF PRESENT:

Heather Zenner, Manager of Administrative Services
Sara Darling, City of Port Alberni

Note: Quorum was not achieved for this committee meeting; therefore, meeting was held for informational purposes.

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

<https://www.acrd.bc.ca/events/9-9-2025/>

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

3. DECLARATIONS

4. MINUTES

5. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. **Jacob Burnley, Transit Planner, Seth Wright, Senior Government Relation Manager, BC Transit, Future Service Plan for Port Alberni and Alberni Valley**
- b. **Adam Bishop, Manager of Accessible Transit, BC Transit, Custom Transit Services**

BC Transit provided a presentation highlighting the Future Service Plan and Custom Transit Services (also referred to as HandyDART).

Committee requested feedback on emergencies and how decisions are made with respect to service interruptions. BC Transit acknowledged there were some recent challenges with the Mount Underwood Fire with communications and the impact this had on users.

Committee expressed that there have been some recent complaints regarding HandyDART service. Complaints to BC Transit can be sent via a form on the Contact Us link on the BC Transit website, or directly to Seth Wright at swright@bctransit.com.

Committee enquired about how to access HandyDART. HandyDART application is found online on the BCTransit website, applicants are then contacted by the local HandyDART office to assess needs and potentially conduct a site assessment of the requested pick-up location, no physician referral is required.

6. CORRESPONDENCE FOR INFORMATION

- a. **ALBERNI CLAYOQUOT REGIONAL DISTRICT**
Planning Accessible Events in the Alberni-Clayoquot Regional District
- b. **ALBERNI CLAYOQUOT REGIONAL DISTRICT**
Sproat Lake Accessible Parking and Picnic Table Update

Committee shared information regarding the improvements at Sproat Lake Provincial Park. The committee is appreciative of the accessible parking improvements and the installation of the accessible picnic table. Committee members who utilize wheelchairs noted that gravel is tough to maneuver with a wheeled device. Mobi mat would need to be installed to access the beach as the sandy portion is not accessible (not boat launch).

7. REQUEST FOR DECISIONS

8. REPORTS

a. Burde Street Update, Verbal Update – S. Darling

City has made some infrastructure improvements; bump outs and letdowns have been installed. Extension of the sidewalk and reduce the distance the pedestrians have to cross the road. Enhanced visibility makes the intersections safer. The letdowns support improve accessibility and make the intersections easier to navigate. Bike lanes have been identified, encouraging active transportation.

b. City Hall Lobby Update, Verbal Update – S. Darling

Have moved their front desk to the foyer of the city hall to create more office space. Move has increased accessibility

c. ACRD Accessibility Training, Verbal Update – H. Zenner

All ACRD staff will be taking Accessibility Training in September, followed by a session for People Leaders, and a separate session for communications and engagement staff.

9. **LATE BUSINESS**

No Frills/WINNERS have recently installed 'Not all disabilities are visible' parking spots in the parking lot.

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.

11. **ADJOURN**

The meeting was adjourned at 11:31 am.

Certified Correct:

Cindy Solda,
Chairperson

Heather Zenner,
Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE SALMON BEACH COMMITTEE MEETING HELD ON WEDNESDAY, SEPTEMBER 17, 2025, 1:30 PM

Zoom

MEMBERS Vaida Siga, Chairperson, Director, Electoral Area “C” (Long Beach)

PRESENT: Ellen Peete, Member at Large
Jill Maibach, Member at Large
Terry Graff, Member at Large
Ron McKinlay, Member at Large
Ken Lunde, Member at Large

STAFF PRESENT: Eddie Kunderman, Operations Manager
Charlie Starratt, Regional Fire Services Manager
Lyndsey Page, Community Services Coordinator

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/17-9-2025/>

1. **CALL TO ORDER**

The Chairperson called the meeting to order at 1:31 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.

2. **APPROVAL OF AGENDA**

MOVED: E. Peete

SECONDED: R. McKinlay

THAT the agenda be approved as circulated.

CARRIED

3. **DECLARATIONS**

4. **MINUTES**

a. **Salmon Beach Committee Meeting held March 13, 2025**

MOVED: E. Peete
SECONDED: J. Maibach

THAT the minutes of the Salmon Beach Committee meeting held on March 13, 2025 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. Brent Manyk, request for funding for fire extinguishers and AEDs to be placed throughout the Salmon Beach Recreational Village.

A delegation presented a request for funding to support the placement of fire extinguishers and automated external defibrillators (AEDs) throughout the Salmon Beach Recreational Village. The proposal included an initial funding request of \$10,000. An emergency response plan has been submitted for review to ACRD management.

Staff provided information on the process for petitioning a new service. It was noted that forming a society may allow access to BC Wildfire Service grants for training, though these grants apply to forest firefighting, not to structural protection.

MOVED: E. Peete
SECONDED: J. Maibach

THAT the Salmon Beach Committee recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to initiate an emergency preparedness service within the Salmon Beach community.

CARRIED

- b. Serena Manhas, Area C Official Community Plan Update

6. REQUESTS FOR DECISIONS

- a. **REQUEST FOR DECISION**
Proposal to Establish a Recycling Depot Option for Salmon Beach

MOVED: R. McKinlay
SECONDED: J. Maibach

THAT the Salmon Beach Committee recommend that the Alberni-Clayoquot Regional District Board of Directors directs staff to add single-stream recycling to the waste management system in Salmon Beach that would be implemented as a part of the 2026 workplan.

CARRIED

7. REPORTS

a. **Slope Stability Review and Drainage Plan – E. Kunderman**

MOVED: E. Peete
SECONDED: R. McKinlay

THAT the Salmon Beach Committee receives report a.

CARRIED

b. **Survey Future Capital Budgets (verbal) E. Kunderman**

Staff provided a verbal report regarding future capital planning for Salmon Beach. The idea of a survey was discussed, which could be utilized to gather resident input on priority issues, including the playground replacement, resurfacing of the tennis court, boat launch improvements and seasonal bathroom facilities.

Committee members discussed alternatives to a survey, including compiling a list of existing assets requiring improvements and prioritizing them based on observed needs. It was suggested that a community vote on priorities could take place in May at a meeting for residents.

MOVED: E. Peete
SECONDED: R. McKinlay

THAT the Salmon Beach Committee recommend that the Alberni-Clayoquot Regional District Board of Directors directs staff to investigate the cost of sending a survey to residents to prioritize the capital funding expenditures to be contained within the recreational portion of the Salmon Beach financial plan in 2026.

CARRIED

MOVED: R. McKinlay
SECONDED: E. Peete

THAT the Salmon Beach Committee receives report b.

CARRIED

8. LATE BUSINESS

9. QUESTION PERIOD

Questions/Comments from the public. The Community Services Coordinator 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.

10. ADJOURN

MOVED: E. Peete

SECONDED: R. McKinlay

THAT this meeting be adjourned 3:09 pm.

CARRIED

Certified Correct:

Vaida Siga,
Chairperson

Lyndsey Page,
Community Services Coordinator



Alberni-Clayoquot Regional District

MINUTES OF THE BEAVER CREEK WATER ADVISORY COMMITTEE MEETING HELD ON THURSDAY, SEPTEMBER 18, 2025, 10:00 AM

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

- MEMBERS** Susan Roth, Chairperson, Director, Electoral Area “E” (Beaver Creek)
- PRESENT:** Brad Jasken
Christy Arsenault
Jim Warm
- REGRETS:** Pam Craig
Gord Blakey
- STAFF PRESENT:** Eddie Kunderman, Operations Manager
Matt McLeod, Water Utilities Lead Hand
Lyndsey Page, Community Services Coordinator

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/18-9-2025/>

1. CALL TO ORDER

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

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

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

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

2. APPROVAL OF AGENDA

MOVED: C. Arsenault

SECONDED: B. Jasken

THAT the agenda be approved as circulated with the following late item:

9. (a) Review of Installation Costs for New Residential Water Connections.

CARRIED

3. DECLARATIONS

4. MINUTES

a. Beaver Creek Water Advisory Committee Meeting held June 19, 2025

MOVED: C. Arsenault

SECONDED: J. Warm

THAT the minutes of the Beaver Creek Water Advisory Committee Meeting held on June 19, 2025 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

6. CORRESPONDENCE FOR ACTION/INFORMATION

7. REQUEST FOR DECISIONS

a. Request for Decision regarding North Reservoir Replacement Design Options

MOVED: J. Warm

SECONDED: C. Arsenault

THAT the Beaver Creek Water Advisory Committee receive the report “North Reservoir Replacement – Conceptual Design Options Review,” AND

THAT the Beaver Creek Water Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to move forward with a detailed design using Option 1, the epoxy coated steel tank on a raised concrete foundation.

CARRIED

8. REPORTS

a. Next Quarter at a Glance

MOVED: B. Jasken

SECONDED: J. Warm

THAT the Beaver Creek Water Advisory Committee receives report a.

CARRIED

9. LATE BUSINESS

a. Review of Installation Costs for New Residential Water Connections.

The committee inquired about the costs associated with installing new water connections. In response, staff reviewed the relevant financial information and provided an overview of the associated expenses.

10. QUESTION PERIOD

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

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

11. ADJOURN

MOVED: J. Warm

SECONDED: C. Arsenault

THAT this meeting be adjourned at 10:21 am.

CARRIED

Certified Correct:

Susan Roth,
Chairperson

Lyndsey Page
Community Services Coordinator

2 October 2025

Board of Directors

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

Re: Supporting Documentation for Potential Resolution of the Two Property Setback Violations - DVA25005

Dear ACRD Directors

At the 27 August 2025 Alberni-Clayoquot Regional District (ACRD) Board of Directors meeting, the Board approved a motion *to defer a decision on Development Variance Permit DVA25005 to the October 8 Board meeting to allow the applicants an opportunity to address concerns raised by the public and to invite the applicants to present to the Board as a delegation.*

Since the ACRD Board's approval of the motion on 27 August 2025, I have received no communication from the applicants to address the concerns I have raised with respect to the two property setback violations. In fact, the last communication from the applicants to me was on 16 August 2025.

I raised my concern about the absence of communication from the applicants to me following the August ACRD Board meeting with Director Bob Beckett and Planning Manager Alex Dyer.

I indicated to the applicants in my emails to them dated 15 August 2025 and 22 August 2025 (see attached e-mails) that I am willing and interested in seeking an acceptable resolution of my concerns regarding the two property setback violations pending guidance and decisions of the ACRD Board.

I firmly believe there are feasible solutions that would allow the applicants to retain the current location of the building and avoid the cost of having to move the building to meet the modified property setbacks as approved by the ACRD Board through DVA20006.

As the ACRD Board intends to address Development Variance Permit DVA25005 during the 8 October 2025 Board meeting, I wanted to ensure that the Board is aware of the current situation and my interest and willingness to seek a resolution through an acceptable solution with the applicants of DVA25005.

For the information of the ACRD Board, I have attached two PDF files of the e-mail exchanges between the applicants and me which were sent prior to the ACRD Board of Directors meeting of 27 August 2025. ACRD Director Bob Beckett and Planning Manager Alex Dyer were copied on these e-mails.

I look forward to the ACRD Board's assistance in seeking a resolution of this matter for the benefit of the applicants, the community and myself.

Sincerely,

Nelson Ireland

420 Burlo Island
Bamfield

From: [CFD Info CFD:EX](#)
To: [ACRD Administration](#)
Subject: Letter from the Honourable Jodie Wickens, Minister of Children and Family Development
Date: September 19, 2025 3:51:48 PM
Attachments: [image001.png](#)

[CAUTION] This email originated from outside of the ACRD

VIA E-MAIL
Ref: 301171

Alberni-Clayoquot Regional District
E-mail: mailbox@acrd.bc.ca

Dear Board of Directors:

As Minister of Children and Family Development, I am delighted to once again proclaim October as Foster Family Month in British Columbia. It is my honour to take this opportunity to express my gratitude for the important work of both family and foster caregivers, and to thank them for their unwavering commitment and dedication to British Columbia's children and youth in care. This October will mark the 35th Foster Family Month in British Columbia.

Caregivers of all kinds show incredible kindness and generosity in opening their hearts and homes and sharing their lives with vulnerable children and youth. By providing a safe and nurturing environment for these young people, not only do they help them cope with what can be very difficult times, they also help them begin to heal and work through the challenges they have experienced. Over the years, I have met many amazing caregivers whose compassion and dedication to the children and youth they care for has left a lasting impression on me.

Please join me in celebrating these caregivers for the crucial role they play in all our communities, and for the selfless work they do for the children, youth, and families of British Columbia.

Sincerely,

Jodie Wickens
Minister of Children and Family Development

Sent on behalf of the Minister by:



This communication and any accompanying document is confidential and is intended solely for the addressed recipient(s). If you received this e-mail message in error, please delete the e-mail and any attachments and contact the Client Relations Branch, Ministry

of Children and Family Development at: MCF.Info@gov.bc.ca.



The voice of business.

October 1, 2025

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

RE: Visitor Services for the Region

Dear Chair and Directors,

Earlier this year, the Alberni Valley Chamber of Commerce approached the Regional District for a Grant-in-Aid to support the operation of the Port Alberni Visitor Centre. At that time, there was consideration that this may be one-time-only funding. We are grateful for the \$30,900 to support Visitor Services for 2025 in our application to the Alberni Valley and Bamfield Grant-in-aid allocations.

We are writing today to respectfully request inclusion in the upcoming discussion on the establishment of an economic development service for the region, specifically as it relates to visitor services.

For Port Alberni and the surrounding electoral areas, the Visitor Centre serves as both a gateway and an economic driver. By orienting travellers, encouraging longer stays, and directing spending to local businesses, we help ensure that visitor dollars circulate through the community. Our location makes us the natural first stop for travellers heading west, giving us the opportunity to promote Port Alberni's attractions, events, and services while also supporting rural areas such as Sproat Lake, Beaver Creek, Cherry Creek, and Beaufort electoral areas that benefit from increased tourism and informed, responsible visitors.

The Visitor Centre is not only a local service but a regional one. Each year we support travellers destined for communities throughout the west coast and beyond, including Bamfield, Ucluelet, Tofino, and the Pacific Rim National Park.

We support regional tourism by providing timely and up to date information on local businesses and services. We sell Pacific Rim Park passes and guide travellers through responsible practices like Wild Safe, Adventure Smart and water conservation.

As a central hub, we also provide critical information during disruptions like highway closures and wildfires to help both visitors and local businesses across the region.

Given this regional scope, we believe Visitor Services should be considered a component of the regional economic development service. Stable and integrated funding will allow us to continue delivering high-quality services that benefit all communities, not just Port Alberni.

As we make our budget plans for 2026, we are looking to understand if the service may be established for the next fiscal year, or if Visitor Services would be eligible for another intake.

We appreciate your consideration and look forward to contributing to the discussion.

Sincerely,



Jolleen Dick
Chief Executive Officer
Alberni Valley Chamber of Commerce



THE CORPORATION OF THE
DISTRICT OF WEST VANCOUVER
OFFICE OF THE MAYOR

September 15, 2025

Christine Boyle
Minister of Housing and Municipal Affairs
PO Box 9074 Stn Prov Govt
Victoria BC V8W 9E9
Email: Christine.Boyle.MLA@leg.bc.ca

Dear Minister Boyle,

This letter is in response to your letter of July 24, 2025, and its enclosed Directives for West Vancouver. In the attachment we provide a detailed response to the technical issues.

The province's decision to impose mandatory directives is, in our view, an unprecedented and unacceptable intrusion into the fundamental responsibilities of local government. For more than a century, municipalities in British Columbia have held responsibility for local land use decisions, precisely because these decisions shape the very character of our communities. To remove these powers from elected local councils is not only a breach of that tradition, it is a direct erosion of local democracy.

Let me be clear: West Vancouver is not resisting housing. Quite the opposite — we have approved the zoning which in time will create thousands of new homes. This has created award-winning policies to diversify housing and demonstrated a willingness to lead on this issue. Our Council has not rejected a single housing application this term. We have sufficient zoned capacity to meet and exceed provincial targets. The reality is that housing supply is driven as much by market conditions as by zoning. No amount of provincial fiat can change that.

What is at stake here is not whether new housing will be built — it will — but whether local communities will continue to have a meaningful voice in shaping how growth takes place. Residents expect their elected councils to balance growth with livability, infrastructure, and the unique character of each community. That work cannot be replaced by directives issued from Victoria.

Equally important, the Province's directives ignore the most pressing constraint facing our community: transportation. West Vancouver and the North Shore are literally in gridlock for much of the day. This is driven by the rapid growth in the Sea to Sky corridor and the heavy volumes of

people moving through the Horseshoe Bay ferry terminal. Without urgent investment in public transit, additional density only worsens congestion, undermining quality of life and the very housing objectives the Province seeks to advance. If the Province wishes to be a partner in building sustainable communities, then addressing transit and mobility must be at the top of the agenda.

We are deeply concerned that the approach being taken in West Vancouver will set a precedent for municipalities across British Columbia. If the Province can simply override local governments on matters of land use, then no community's planning process is safe. We know that many of our colleagues in other municipalities, regardless of political stripe, share this concern.

Rather than unilateral directives, I urge the Province to adopt a true partnership approach — one that respects the democratic mandate of local councils, recognizes the diversity of our communities, and works collaboratively to meet our shared housing goals. West Vancouver remains committed to planning for housing in a thoughtful and effective way. We ask only that the Province respect the role of local government in doing so — and that it acknowledges the urgent need for transit solutions if new housing is to succeed.

We would welcome the opportunity to meet with you, not only on behalf of West Vancouver, but as part of a broader conversation with other mayors and councils across the province who are equally committed to housing solutions and equally concerned about this erosion of local responsibility.

Respectfully,

A handwritten signature in black ink, appearing to read "M. W. Sager". The signature is fluid and cursive, with a large initial "M" and "W".

Mark Sager
Mayor of West Vancouver

cc: B.C. Municipalities

West Vancouver acknowledges the need for, and is supportive of, new development in our community – as part of thoughtfully planned change that responds to both the input of our residents and the context of our unique neighbourhoods. Secondly, that we have taken, are taking, and will continue to take action on housing.

This action has been guided by our 2018 OCP, the outcome of extensive community engagement, and a document the Provincial Advisor’s report describes as an “excellent official community plan”. Council has been working to implement this OCP. Examples include Local Area Plans (LAPs) for mixed-use centres along Marine Drive and in Horseshoe Bay, places we would encourage you to visit to see the significant development that has taken place; while our work across single-detached neighbourhoods, which established a maximum ownership house size with zoned density “earned back” through the inclusion of rental coach houses, achieved a Planning Institute of British Columbia Gold Award for Excellence in 2022. These kinds of initiatives have delivered new housing. Indeed, had the Province’s Housing Targets commenced one year earlier (in October 2022 versus 2023), the District would have been able to report 568 net new units for the first 12 months which would have exceeded the first and second year cumulative target (462 units).

Council is continuing to implement the OCP. This has been through development applications the OCP enables: this Council has not defeated a single application this term. And this has been through continuing LAP initiatives: this Council has approved an area development plan for over 3,700 mixed tenure housing units in Cypress Village, and the first stream of the Ambleside LAP (the Apartment Area, with a variety of supportive policies for rental, strata, and missing middle housing). These completed initiatives have already led to the formation of a dedicated implementation project team for Cypress Village; and Council direction for a private development application to proceed, in addition to Council rezoning District-owned land, for more housing in Ambleside.

West Vancouver currently has sufficient zoned capacity to meet both the provincially-determined 20-year housing needs and provincially-issued 5-year housing targets. However, in terms of the number of building permit and rezoning applications we receive, the District is restricted by the market. I would encourage you and your staff to review regional and provincial data regarding housing starts, existing unabsorbed new units, days-on-market and sales-to-new-listings ratios for resale units. West Vancouver is not immune from this market downturn. A local example would be a 201 rental unit project, which Council approved, staff processed, and that the applicant chose to let issued permits expire. In this economic climate, West Vancouver continues to advance its planning – which will include the legislated update to the OCP to provide for the additional approximate 900-unit capacity identified in the Housing Needs Report by December 31, 2025 – with the public involvement, staff diligence, and careful Council decision-making that has shaped our community since its inception.

As the incorporated local land use authority, we find the issuance of Directives runs contrary to a more collaborative partnership with the Ministry and have the following specific concerns regarding the three Directives:

Directive 1: Increase Density at Park Royal

A Taylor Way LAP, including Park Royal North, is expected to include financial, transportation, and urban design modeling – as well as community input. However, the Directive is based on defined

densities within a 400-metre radius centred on a cluster of bus stops, without indication given to the actual location, infrastructure, space, timing, or funding of a new transit hub and how this should be integrated with the new development.

Directive 2: Extend Ambleside Apartment Area DPA

The area indicated either already allows for 6-units per lot, or has already been identified for further planning work as part of the Neighbourhood Area (the third stream of the ongoing Ambleside LAP). The focus of this stream will be missing middle forms of housing. These are much-needed forms of housing, which would be made less likely (or impossible) by a Directive for waterfront-adjacent or proximate high-rise apartments.

Directive 3: Approve Proposed Ambleside Centre Local Area Plan

This proposed bylaw, the second stream of the Ambleside LAP, stems from a thorough community process addressing a broad range of issues (commercial revitalization, public realm and facilities improvements) in addition to housing. The bylaw has been presented and remains with Council to direct any modifications and consider its adoption, a fundamental prerogative of the elected representatives of West Vancouver.

Our intention is to address the areas identified in the three Directives in a way that respects our tradition of thoughtful planning, community involvement, and Council’s local land use decision-making – recognizing that that this takes time beyond the Directives’ imposed December 31, 2025 deadline. We continue to invite the Minister to meet with us to foster a better understanding of our initiatives and a more collaborative approach, one which would include the Province committing to move ahead with projects funded (at least in part) by BC Housing, notably Klahanie Court and Inglewood Care Centre.



LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA

*To the Board of Directors
and the entire staff team!*

Thank you for your dedicated – and ongoing – service during the Mount Underwood wildfire. Your team’s leadership, steady communication, and hard work at the Emergency Operations Centre are essential in protecting and supporting our community.

We are truly grateful!

Thank you.

Joice

Britt

Andrea

Josie Osborne, MLA Mid Island - Pacific Rim

3945B Johnston Road | Port Alberni, B.C. V9Y 5N4

T 250.720.4515 | Toll Free 1.866.870.4190 | josie.osborne.mla@leg.bc.ca

TO: ACRD, RDN, BCWS, MLA, PREMIERE OF BC
RE: WILDFIRE MANAGEMENT – WESLEY RIDGE, MOUNT UNDERWOOD
DATE: SEPTEMBER 19, 2025
FROM: CONCERNED CITIZENS OF THE ALBERNI VALLEY

And so, we have experienced yet another destructive wildfire and weeks of toxic, unhealthy, polluting wildfire smoke in the Alberni Valley, this year.

As one writer put it, if it weren't for the change in the northerly winds, this story might have had a truly devastating ending.

Most people's reactions to these ever-occurring wildfires, remain the same. The foremost concern to date, is regarding the initial response time to these fires. Or rather, the lack thereof.

The second concern involves the insecurity of the main route in and out of the Alberni Valley. It appears that the mayor of our city is not going to address this major concern until "2027."

For myself, I have several additional concerns....

The first one is the volume of hazardous toxic smoke that remains in the valley for weeks. This is a huge health concern and even more reason for an ASAP INITIAL RESPONSE TIME in addressing these wildfires which occur in our regional district.

The second one is regarding the huge piles of forested slash which are left in the logged areas of our regional district.

Slash presents challenges, as it can hinder replanting, increase fire risk, and potentially cause infrastructure damage during floods. Foresters manage slash by burning, chipping, or leaving it in place to control its negative impacts and promote forest health and safety.

Is the slash in our local mountains being managed adequately?

The third concern is who is responsible for these fires? Has it been made public as to the exact cause of the Wesley Ridge and Mount Underwood fires? BCWS makes its generalized "human caused" reply. Given the huge anxiety and concern

over these more ever-present wildfires in our neighbourhood, we need to know. Names need to be made public and adequate penalties sought. Smoking and vaping of any and all materials, needs to be banned during the risky summer months anywhere in the forested areas, including parks and campgrounds.

INITIAL RESPONSE TO A WILDFIRE

Clarence Friesen of Kelowna, a former Fire Protection Officer and Incident Management Team member puts it well.

“The right type and number of aircraft deployed immediately on discovery determines the outcome.”

According to a report on the front page of the Alberni Valley Times, August 20, 2025, it wasn't until, ***“Seventy-two hours after the fire started, an incident command team with BC Wildfire Service took over, 11 helicopters including two with night vision capabilities.....”***

Three days to get all of the equipment and crew to the area and by that time the fire had grown to 511 hectares. In the case of the Mount Underwood fire, it began at about 6.3 square kilometers and exploded within the next twenty-four hours to 14.5 square kilometers. By the third day it had grown to 21.56 square kilometres (2,156 hectares) and finally reached a size of 3,671 hectares.

I saw the same thing playing out with the Angel Rock fire at Cameron Lake. Huge eager red flames devouring trees by the highway and no initial response equipment in sight, the day after the fire began.

Britton Coulson of Coulson Aviation puts it best:

“One of the large air tanker primary missions is initial attack. And the quicker you can get to a fire with the most payload, the best chance you have of slowing it down and allowing the ground crews to come in or stopping it. There's no amount of money too great that you can spend in the first hour of a fire first starting.” Britton Coulson, President & COO

Why should we be concerned about initial response?

ACRD chair and Huu-ay-aht First Nations Chief Coun. John Jack said the quick growth of the Mount Underwood fire was “concerning.”

"This is a fire that hasn't really been seen on Vancouver Island," he told CBC's *On the Island*.

ARE WE READY FOR MORE FIRES? ARE WE PREPARED? WHAT DO WE DO NOW?

In talking with the fellows who manage the Western Vancouver Island Industrial Heritage Society, those who have worked in the logging industry for years and are familiar with heavy equipment, these fellows stated that we have the necessary equipment. It is all out there. The tools are there. But the problem is that the necessary equipment is not available for the initial response. They felt that two large helicopters with night vision on standby would be adequate for an effective initial response. The water is already there. Helicopters can hover and so they are usable in “difficult terrain.” The fellows stated that Coulson has two such helicopters and is trying to get a contract with the government.

TWO LARGE HELICOPTERS WITH NIGHT VISION ON STANDBY FOR OUR AREA

The Industrial Heritage fellows mentioned the importance of having the other pieces of fire fighting equipment to effectively fight and contain the wildfire through its lifecycle. This is a given and yet it seems to take a good 72 hours to get the equipment and the fire fighters in place. By that time the fire has usually grown to an “out of control” size. Because of the nature of our geography and particularly, because we have essential highways running through the vulnerable forested areas, we need to cut this initial response back to a much shorter time.

The water bombers could help with this, but they are no longer available. One of the difficulties regarding the bombers when they were there, is that they were not available. This situation seems to apply to our much-needed equipment for the INITIAL RESPONSE to current wildfires. It is the same problem. Where is the contract?

Wayne Coulson, CEO of Coulson Aviation expressed his frustration re contracts.

“During the summer of 2015, contract negotiations for the Coulson’s Hawaii Mars waterbomber seemed to go on and on—as the Dog Mountain fire raged on the shores of the same lake the plane was based at and the province experienced one of the worst forest fire seasons in years.

The province and Coulson finally signed a one-month contract for the waterbomber at the beginning of July—long after it was needed.

“The government has ample time to contract the aircraft. In the scheme of things, it wasn’t a lot of money. They spent multi-millions on Dog Mountain and then we burned the mountain up. It was just a sad story.

Then Sechelt lit off, Port Hardy... it really was a piss-poor decision by government.”

Wayne Coulson also expressed his feelings to news media (Vancouver Sun) regarding the Mar’s bombers in connection to the Mount Hayes fire in 2021.

“A few dumps from a tanker like the Martin Mars would have a huge effect on that fire. The B.C. Wildfire Service should be using every tool in the toolbox during the wildfire season, including large tankers like the Martin Mars and Coulson’s converted Boeing 737s.”

“[The Wildfire Service] just don’t want it... and have their own ideas on how to fight fires, and they are the only place in the world who think that way.”

The information is out there. The expertise is out there. I am not the only one with growing concerns about these wildfires which are becoming more prevalent and more devastating in our area on Vancouver Island. When is it going to be too late to be adequately prepared for what is to come ?

It is my hope & prayer that those who make crucial decisions for the safety and well-being of our communities, listen to what the people and the experts are saying; That EFFECTIVE INITIAL RESPONSE becomes the number one priority in the management of wildfires. Trusting our government leaders is KEY in this.

R. Terepocki

LETTER: BC Wildfire needs better initial air attack resources

ALBERNI VALLEY NEWS Aug 20, 2025

The multiple wildfires that have recently evaded initial attack near Port Alberni underscores the urgent need for the BC Wildfire Service to strengthen their initial air attack capabilities.

Changing weather, more fires and increasingly intense faster spreading fires, compounded by challenging west coast fuel types and difficult ground access demands a swift powerful air response.

Having a robust air fleet at the ready, day and night, is essential in keeping all fires small and uncomplicated. The BCWS leadership needs to prioritize rapid aerial suppression over prolonged fire management.

Additionally, the seasonal standby air fleet requires more aircraft, including aircraft that match or surpass the payload and knockout punch of the retired Martin Mars, along with more powerful night vision helicopters.

As a former Fire Protection Officer and Incident Management Team member, the right type and number of aircraft deployed immediately on discovery determines the outcome.

Clarence Friesen,

Kelowna

LETTER: Port Alberni dodges another climate change bullet

ALBERNI VALLEY NEWS Aug 27, 2025

Port Alberni has dodged a fourth climate-change bullet. If we want any chance of adapting to a “new normal”, we must end the use of fossil fuels immediately.

The first bullet was the 2021 Atmospheric River that didn’t impact Port Alberni catastrophically like other places.

Second: the 2023 Cameron Lake wildfire. We had weeks of road closures but our lives were not threatened directly.

Third: The Wesley Ridge wildfire in July 2025. People near Cameron Lake were impacted, but again, not Port Alberni.

Then at 6:43 p.m. on Aug. 11, 2025, smoke from the Mount Underwood wildfire billowed over the hills south of the city.

By a stroke of sheer luck, this was during the longest stretch of northerly winds Port Alberni had seen for a month.

Between July 19 and Aug. 18, every day except three — Aug. 10, 11 and 12 — has seen south afternoon winds that would have pushed the fire toward the city.

Human-caused climate change has made these events worse and more frequent. We must end the use of fossil fuels immediately to stabilize CO2 levels and the climate and give ourselves a chance to adapt.

Chris Alemany,

Port Alberni

LETTER: Are we tempting fate with all the wildfires around Port Alberni?

ALBERNI VALLEY NEWS Aug 27, 2025

The wildfire at Cameron Lake (Wesley Ridge) is still fresh in my mind. Most of us relived that experience on Monday, Aug. 11. At 8:30 p.m. my wife asked me to come outside, where I discovered other neighbours looking at the high billowing cloud in the direction of Bamfield. It resembled a volcanic eruption. It was ominous and foreboding.

After seeing the devastation from wildfires which consumed Pacific Palisades in Los Angeles, California, Lahaina, Hawaii, Lytton, Kelowna, Jasper and Banff, the list goes on, my first question to my neighbours was, "What do we do now?"

We have no evacuation plan here. The Cameron Lake fire seriously impacted life here and in Ucluelet and Tofino. The mayor of Port Alberni said the province would address this issue of alternate routes out of Port Alberni again in 2027. The road to Bamfield took the lives of two students after a bus accident, before the province began improving the road.

How can we trust our civic and provincial governments if they don't put the safety of their communities first? Our firefighters are our true heroes. The pilots of helicopters and water bombers and wildland firefighters on the ground are coming to our rescue during these perilous moments, making life-or-death decisions under a great deal of stress.

What would have happened if the fire at Wesley Ridge had spread to Highway 4, and the fire near China Creek Campground had changed trajectory, heading towards Port Alberni? It would be pure mayhem; that's when lives are potentially lost. What occurred Monday, Aug. 11 was a warning to us all that anything is possible and not to tempt fate. If not now, when?

My head spins thinking about our city burning to the ground. Now is the time to overwhelm our civic leaders and demand immediate action before fate puts this city's inhabitants in a vulnerable situation where lives are lost because of inaction.

Climate change has an insatiable appetite for forests, towns and lives, which includes our forest-dwelling animals.

Bruce Gordon,

Port Alberni



THE NEW LOOK AT CAMERON LAKE



WHERE IS OLD FAITHFUL ?

From: [Heather Zenner](#)
To: [ACRD Administration](#)
Subject: Leadership Opportunity: Securing the FIFA 2026 Team Base Camp for the Alberni-Clayoquot Region
Date: October 2, 2025 6:01:46 PM
Attachments: [Outlook-t23wptxk.png](#)
Importance: High

Dear Board of Directors, Alberni-Clayoquot Regional District,

We are writing to you today to request the ACRD's leadership in a community initiative with significant regional impact. The Alberni Valley Organizing Committee has made substantial progress in positioning our region as a **Team Base Camp in Pre-Tournament and Climatization Window** for a qualified team playing in Group B of the FIFA 2026 World Cup.

Following a successful visit from FIFA Canada, we have verbal confirmation that our region remains a top contender. To secure this once-in-a-lifetime opportunity for all communities within the ACRD, our immediate focus is to get the Bob Dailey Stadium and Echo Minor Field assessed to meet FIFA's **Quality Guidelines**. We have a quote from Sports Labs Ltd. and are awaiting another from LaboSport to begin this process.

This project offers direct economic and social benefits that extend far beyond Port Alberni, including increased tourism, a spotlight on our region on the global stage, and a lasting legacy of improved sports infrastructure.

To fund the necessary assessments and upgrades, we have identified two time-sensitive grant opportunities:

- **Hosting BC Grant:** The deadline is **September 30th**. This grant could immediately cover the costs of the initial pitch assessment, a crucial first step.
- **Rural Economic Diversification and Infrastructure Program (REDIP):** The deadline is **October 31st**. This is for the larger remediation and infrastructure work, which would benefit the entire region for years to come.

As the local government body of the region, the ACRD is the most eligible and qualified applicant for both of these grants. Our working group, which includes representatives from Northern Island College, School District 70, and other volunteer members will also help in preparing the application process. We request the ACRD to act as the lead applicant and fiscal agent.

Beyond these grants, our working group is developing a broader fundraising strategy. This includes exploring other grant opportunities, building partnerships and securing

sponsorships with local businesses, and implementing community-based fundraising tools. We believe these parallel efforts will ensure we can meet our financial goals and achieve FIFA compliance without putting a financial burden on the ACRD or our communities.

We would be grateful if you would consider providing this crucial support and, if possible, allocate a small amount of staff time to participate in our working group. Your partnership would not only make these grant applications possible, but it would also demonstrate a powerful commitment to regional development.

Thank you for your time and consideration.

Best regards,



Abu Hasan Muhammed Jahangir

President & CEO

Agrohope Farms & Products Inc

3072 4th Avenue, Port Alberni BC V9Y 2B9

(O) 877 709 1808 (D) 778 548 4313

Website: www.agrohope.ca

We respectfully acknowledge that we conduct our business on the unceded traditional territories of the Hupacasath and Tseshaht First Nations.



To: Board of Directors
From: Teri Fong, CPA, CGA, Chief Financial Officer
Meeting Date: October 8, 2025
Subject: Alberni Valley Golf Club & Long Beach Recreation Cooperative Tax Exemption

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw cited as "2026 Tax Exemption Bylaw No. F1172."

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw cited as "2026 Tax Exemption Bylaw No. F1172."

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw cited as "2026 Tax Exemption Bylaw No. F1172."

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw cited as "2026 Tax Exemption Bylaw No. F1172."

Desired Outcome:

To provide for property tax exemption to the two non-profit golf organizations in the region for 2026 as has been done in prior years.

Summary:

At the September 10, 2025, Board of Directors meeting letters from both the Long Beach Recreation Cooperative and the Alberni Golf Club were included in the Correspondence for Action section of the agenda. In addition, a representative of the Alberni Valley Golf Club was a delegation at that meeting. The Board of Directors provided the following direction to staff:

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to prepare a 2026 Tax Exemption Bylaw for the following Board meeting and bring additional information on the non-profit status of the Alberni Golf Club Ltd.

Both letters are attached to this Request for Decision for information. The 2026 Tax Exemption Bylaw No. F1172 has been drafted and is attached for your consideration.

The Alberni Golf Club provided staff with documents that confirm the not-for-profit status for the organization. The documents confirm that shareholders are not entitled to any income besides a small annual honorarium for directors. In addition, if the golf club were to sell the property and dissolve the corporation all profits from the sale must be provided to one or more non-profit organizations in the Alberni Valley.

Time Requirements – Staff & Elected Officials:

Approximately 5-7 hours of staff time is required to complete the tax exemption process each year.

Financial:

Alberni Golf Club

The value of the exemption provided for the 2025 property taxes for the Alberni Golf Club was \$19,827 based on the reported assessed values. The ACRD component of the property tax would have been \$4,387 for all services that Area F – Cherry Creek participates. The Cherry Creek Waterworks (CCWW) exemption amount for the Cherry Creek Fire Department was \$2,915 however a contribution is paid directly to CCWW for fire protection.

Long Beach Recreation Cooperative

The value of the exemption provided for the 2025 property taxes for the Long Beach Recreation Cooperative was \$7,121. The ACRD component of the property tax would have been \$1,965 for all the services that Area C – Long Beach participates.

The effect of providing the exemption is that the value of the exempt property tax will be spread over the other taxable assessed values in each of the service areas.

Strategic Plan Implications:

No Strategic Plan initiatives are applicable to this decision.

Policy or Legislation:

Section 391 of the *Local Government Act* permits the ACRD to provide tax exemption for the following year, by bylaw, to organizations providing public athletic or recreation purposes. The exemption can only be for the following year unless the ACRD receives assent of the electors to provide the exemption for a specified period not to exceed 10 years as per the *Local Government Act*.

The bylaw must be adopted by October 31 to provide exemption for the next calendar year and is adopted by at least 2/3 of the votes cast.

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

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

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



Alberni Golf Club Ltd.

6449 Cherry Creek Road, Port Alberni, BC V9Y 8T3
P: 250.723.7111 F: 250.723.7010 E: albernigolf@shaw.ca
www.albernigolf.com

August 28th, 2025

Alberni-Clayoquot Regional District
3008 Fifth Avenue
Port Alberni, B.C.
V9Y 2E3

Dear Board Members,

It is time again for the Alberni Golf Club to request consideration from the Board of the Alberni-Clayoquot Regional District relative to granting a property tax exemption for the golf course under the provisions of the Local Government Act. The Alberni Golf Club has requested this tax exemption since learning of its existence 23 years ago, and we are extremely appreciative that the Board has recognized the merits in granting it, and has been supportive and granted it in all 23 years. We look forward to updating the Board on our Club's activities and answering any questions you might have.

The Alberni Golf Club operates as a non-profit limited company, governed by a volunteer board and executive, and is supported by many volunteers. We are in a very competitive industry and are operating on an extremely conservative and fiscally responsible budget. We have an aging membership, and this fact, coupled with ever-rising costs of operation, make long term survival of the Club a constant challenge. Our ongoing success and survival is dependent upon the efforts of conscientious staff and volunteers, as well as the continued support of our tax exemption request from this Board. Support from the Regional District is vital to our efforts to provide a quality venue which attracts contestants and tourists, raises money for local charities, provides the facility for our local school district to introduce the game of golf at no cost to all local children, and cultivates an active junior program for the children of our community.

As we have done since the first year in this process, we will include in our budget a provision for the Cherry Creek Fire Department.

We request your support again this year. I look forward to the Board Meeting, and should you have any questions, I would be pleased to address them.

Sincerely,

Ken Sander, President Alberni Golf Club



CHERRY CREEK WATERWORKS DISTRICT

5920-A Cherry Creek Rd, Port Alberni, BC V9Y 8R7 email: ccww@shaw.ca www.cherrycreekwater.com Phone: 250-723-2214

August 25, 2025

Alberni Golf Club Ltd.
6449 Cherry Creek Road
Port Alberni, B.C.
V9Y 8T3

Attention: Ken Sander

Dear Ken:

The Cherry Creek Waterworks District Board of Trustees has discussed your request for support in applying for exemption from property taxes again this year. The district is satisfied with the amount you contribute each year to the Fire Department and wishes to lend their support to your request.

Thank you for your attention to this matter.

Sincerely,

Wes Kovacs

Wes Kovacs
Office Administrator



July 9, 2025,

Alberni-Clayoquot Regional District

3008 Fifth Avenue Port Alberni B.C. V9Y 2E3

Re: Tax Exemption for Long Beach Recreation Co-op

Dear Members of the West Coast Committee,

I am writing on behalf of Long Beach Recreational Cooperative, a dedicated non-profit organization that has proudly served our local community and visitors for the last 40 years. Our mission is to offer accessible recreational opportunities in golf and camping, fostering a love for these activities among new and veteran golfers alike.

As a staple in the community, we have worked diligently to create a welcoming environment where individuals and families can enjoy outdoor activities. Recently our efforts were recognized when we were awarded the Non-Profit Organization of the Year. This accolade speaks volumes about the passion and dedication invested by our staff and board of directors in supporting the community and promoting healthy lifestyles.

Our programs have seen consistent growth this past year, with our junior program seeing the most. We recently started collaborating with local schools and municipalities to emphasize the benefits of golf as both a sport and vital community engagement. This engagement saw a significant increase of participation going from 12 youth a year ago to over 80 participating youth through field trips, youth camps, and junior nights.

Long Beach Recreation Cooperative have remained committed to supporting local businesses, other non-profit organisations and charities. This year will make 15 years of running fundraising tournaments for both the West Coast Multiplex and Pacific Sands Resort. We have raised over \$150,000 towards the West Coast Multiplex Non-Profit organization and continue to annually select a deserving organization to sponsor for the Pacific Sands Resort tournament. In addition to providing the golf course as a venue to help raise money and awareness within the community, we also donate to numerous other charities on island including but not limited to; Tribal Parks, Alberni Valley Bulldogs, Canadian Cancer Society, Make a Wish Foundation, Diabetes Canada, Clayoquot Biosphere Trust, Ucluelet Elementary School, Ucluelet Fishing Derby.

To continue our mission and maintain the quality of experiences our community has come to appreciate, the tax exemption is critical for our operations. This financial support has allowed us to invest back into our facilities, programs and outreach initiatives that directly benefit our community members. We kindly request your consideration for tax exemption status for the Long Beach Recreational Coop. Your support will enable us to sustain and expand our programs, ensuring that recreational opportunities remain available for all.

Thank you for your time and consideration. We look forward to your favorable response and the opportunity to continue making a positive impact in our community.

Warm regards,

Long Beach Recreational Cooperative



Regional District of Alberni-Clayoquot

Bylaw F1172

2026 Tax Exemption Bylaw

WHEREAS the *Local Government Act* authorizes a Regional District Board to exempt from taxation land or improvements or both owned or held in trust by the owner for an athletic or service organization and used principally for public athletic or recreation purposes;

NOW THEREFORE the Regional District Board of the Regional District of Alberni-Clayoquot in open meeting assembled, enacts as follows:

1. The following described property shall be exempt from taxation imposed under the *Local Government Act*:

- a. Land and improvements known as the **Alberni Golf Club** as outlined on **Schedule "A"** attached to and forming part of this Bylaw and legally described as follows:

Lot 4, District Lot 17, Alberni District, Plan 13628, and,

The North ½ of Lot 96, Alberni District, being part of said lot lying North of the North boundary of Plan 1804, containing 80 acres more or less, except the south four chains of the East 7.50 chains containing 3 acres more or less except part in Plan VIP71603

PID Numbers: 000-958-859 & 000-959-049

- b. Land and improvements known as the **Long Beach Recreation Cooperative** as outlined on **Schedule "B"** attached to and forming part of this Bylaw and legally described as follows:

Parts of District Lots 166, 167, 178, 192, 193, 194, and 195, of the Clayoquot Land District, at the Long Beach Airport, included in lease #LS-L2024001

Parts of PID Numbers: 024-749-435, 010-322-451, 010-157-913, 024-749-389, 024-159-034, 024-158-569, 024-749-397

2. The tax exemption established by this Bylaw shall be for the 2026 taxation year.

3. This Bylaw may be cited as **“2026 Tax Exemption Bylaw No. F1172”**.

Read a first time this day of , 2025

Read a second time this day of , 2025

Read a third time this day of , 2025

ADOPTED this day of , 2025,
by an affirmative vote of at least two-thirds the votes cast.

Certified true and correct copy of
**“2026 Tax Exemption Bylaw No.
F1172.”**

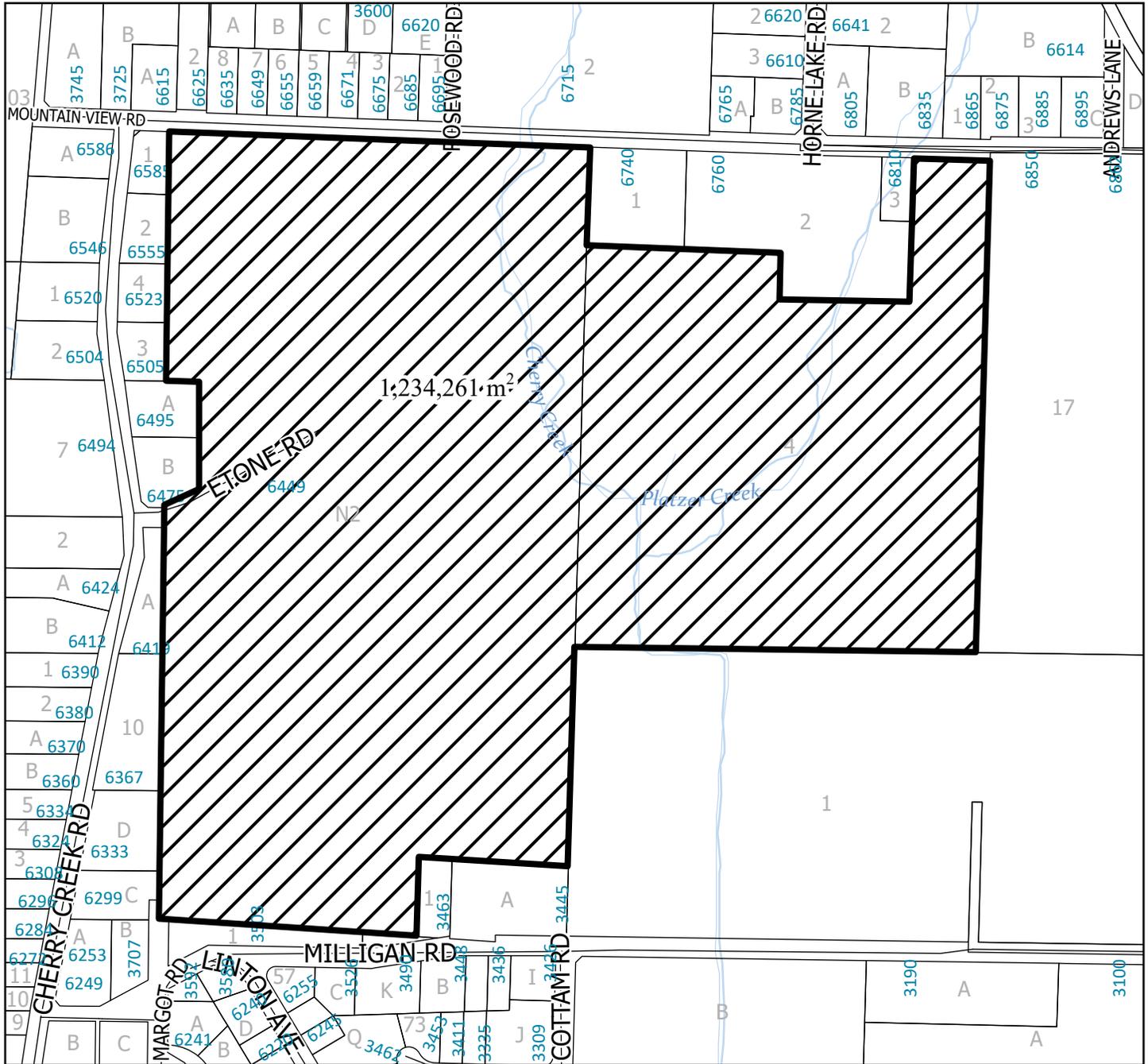
The Corporate seal of the Regional
District of Alberni-Clayoquot was
hereto affixed in the presence of:

Chairperson

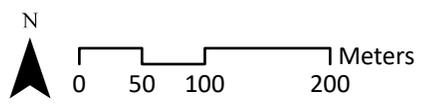
Corporate Officer

Schedule 'A'

This schedule is attached to and forms part of
2026 Tax Exemption Bylaw No. F1172

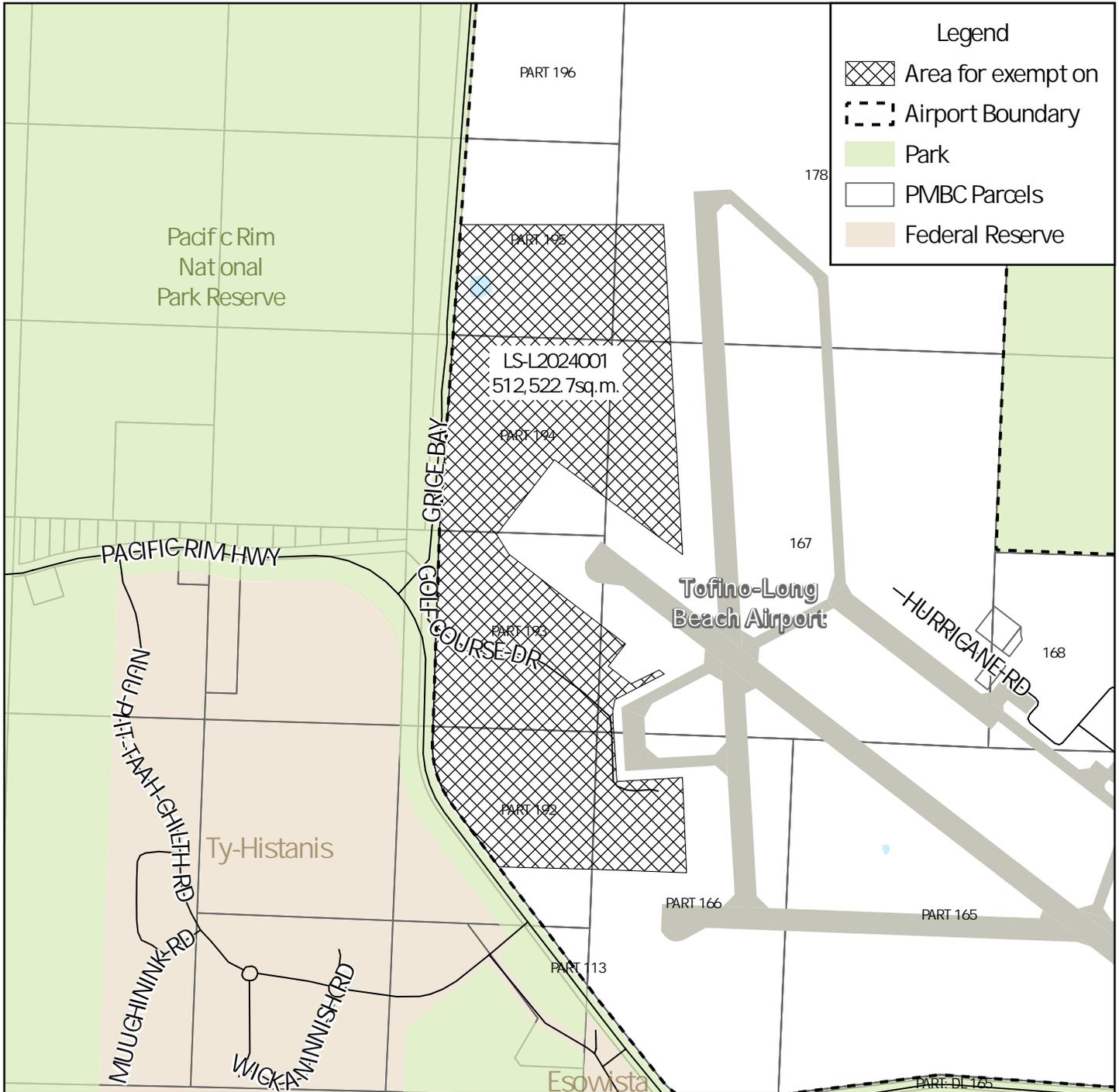


 Alberni Golf Club



Schedule 'B'

This schedule is attached to and forms part of 2026 Tax Exemption Bylaw No. F1172



Legend

-  Area for exempt on
-  Airport Boundary
-  Park
-  PMBC Parcels
-  Federal Reserve



 Long Beach Recreat on Cooperat ve Lease Area





To: Alberni-Clayoquot Regional District Board of Directors

From: Stephanie Waters, Procurement Coordinator
Shane Koren, Manager of Financial Services

Meeting Date: October 8, 2025

Subject: ACRD Procurement Policy

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the attached Procurement Policy as presented and rescind Purchasing Policy dated September 11, 2013.

Desired Outcome:

To adopt a new Procurement Policy to align with the Alberni-Clayoquot Regional District (ACRD) current structure, operational requirements, and principles of the ACRD.

Summary:

In June 2025 staff presented to the ACRD Committee of the Whole to acknowledge the market changes that have occurred since the adoption of the existing Purchasing Policy in 2013 and to request direction from the Committee of the Whole. Staff took this direction and integrated the feedback obtained through discussion into the attached Procurement Policy. The Committee of the Whole provided guidance and feedback on the following topics:

- Roles and responsibilities
- Purchasing principals which aid to guide the policy, processes, and staff directives
- Prohibitions
- Addition of social procurement objectives inclusive of economic, cultural, environmental, and social impacts
- Indigenous purchasing
- Redefining purchasing authority, thresholds, and methods
- Change order variability guidelines

- Redefining exempt expenditures
- Single source and sole source purchases
- Evaluation guidelines
- Awarding and contracting
- Method of payment
- Vendor management and disqualification

The attached Procurement Policy incorporates the direction provided from the Committee of the Whole, survey results, and legal guidance from Lidstone and Company.

Background:

Arising from the June 25, 2025, Committee of the Whole meeting, staff issued a survey to the ACRD Board of Directors and ACRD staff to capture feedback on all noted topics.

The survey was issued to participants on July 31, 2025, with completion requested by August 12, 2025. The closing date was later extended to August 31, 2025 due to the Mt Underwood wildfire and activation of the Emergency Operations Centre. The responses received did not substantially impact or change the direction provided and discussion at the June 25, 2025 Committee of the Whole meeting.

Time Requirements – Staff & Elected Officials:

Approximately 200 hours has been spent developing the proposed Procurement Policy. Approximately 30-50 hours of staff time will be required to finalize and implement the Purchasing Policy including the development of staff handbook and associated training.

Financial:

There are no direct financial implications to the discussion or development of the policy, however, the policy directive can affect staff time allocation to acquisition and purchasing of goods and services

Strategic Plan Implications:

There is no implication to the ACRD 2024-2027 Strategic Plan, however, the 2021-2024 Strategic Plan discussed the creation of a social procurement policy to increase community benefit, which has been integrated into the purchasing policy discussion.

Policy or Legislation:

The Alberni-Clayoquot Regional District's current Purchasing Policy, associated trade agreements, and Local Government Act applies.

Options Considered:

There is no urgency to the adoption of this policy so if the Directors would like any changes please provide staff direction and policy can be brought back at a future meeting.

Submitted by: Shane Koren
Shane Koren, Manager of Financial Services

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

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



Title:	Procurement Policy	
Departments:	All	
ACRD Board Policy <input checked="" type="checkbox"/>	Date Adopted:	
Administrative Policy <input type="checkbox"/>	Effective Date:	

1. Purpose:

The objective of this policy is to set out the responsibilities and accountability associated with the efficient and economical acquisition of goods and services. The intent of this policy is to ensure that the ACRD receives best overall value in the most cost-effective manner, and that the methods used are open, fair and consistent. While not intended to address every possible rule, regulation, or purchasing activity, this policy is intended to promote a consistent understanding of the authority, roles and responsibilities of those with delegated purchasing authority in most situations. This policy applies to all ACRD services and includes purchases, leases and rentals.

2. Definitions:

ACRD refers to the Alberni-Clayoquot Regional District.

Board refers to the elected officials that make up the Alberni-Clayoquot Regional District Board of Directors.

Local refers to the entire Vancouver Island area, as related to ACRD procurement practices, and is applicable to all open tenders.

CAO refers to the Chief Administrative Officer of the Alberni-Clayoquot Regional District, as appointed by the authority in the ACRD’s delegation bylaw.

CFO refers to the Chief Financial Officer of the Alberni-Clayoquot Regional District, as appointed by the authority in the ACRD’s delegation bylaw.

Volunteers refers to all members of ACRD commissions, committees, and fire departments as well as any other volunteer that provides service to the ACRD.

Emergency Circumstance refers to an actual or imminent event or circumstance that poses an immediate threat to the safety, health, or well-being of the community, the environment, or public property. This includes life-threatening situations; disasters that endanger the quality of life or safety of citizens; incidents resulting in loss of life; or events causing significant damage to public infrastructure. Emergencies may arise from unforeseen causes such as accidents, fires, explosions, technical failures, or natural forces, and may require immediate action to prevent irreversible environmental harm or to mitigate further financial loss to the ACRD. Emergency does not refer to circumstances created by project administrative issues, lack of sufficient planning or failure to comply with District policies.

Social Procurement refers to a procurement practice that seeks to leverage existing procurement activities to achieve positive social outcomes such as environmental, social, and economic benefits that align with community values and strategic objectives.

Social Enterprise refers to a business that generates the majority of its revenue from the sales of goods and/or services, it has a defined social, cultural or environmental purpose, and it reinvests the majority (51% or more) of profits or surplus back into its purpose.

Policy:

3. Roles and Responsibilities

- 3.1** All departments, employees, elected officials and Volunteers of the ACRD must follow the approved Procurement Policy.
- 3.2** Board to:
 - a. Approve this Policy;
 - b. Approve future amendments to this Policy; and,
 - c. Approve, and when necessary amend, the Financial Plan to cover the acquisition of Goods or Services.
- 3.3** Managers and General Managers to:
 - a. Ensure departmental compliance with this Policy and related procurement procedures.
 - b. Provide the Procurement Coordinator with a well-defined Statement of Work, any relevant time constraints or urgencies, confirmation of sufficient budget, and the selection methodology.
 - c. Ensure the authority for expenditures is in the current year of the Financial Plan approved by the Board prior to making commitments for goods and services.
 - d. Review and sign all invoices to confirm that goods and services have been received in accordance with contract provisions and that the work has been satisfactorily completed.
 - e. Promote conduct and communication with vendors and contractors that is fair, professional and respectful.
 - f. Support procurement practices that promote and manage vendor development and performance.

3.4 Procurement Coordinator to:

- a. Administer the Policy.
- b. Oversee and control the competitive procurement process.
- c. Develop Procurement Procedures and Guidelines required to implement this Policy including but not limited to:
 - i. General processes to be used to implement this Policy.
 - ii. Processes to support local businesses within the provisions of applicable trade agreements.
 - iii. Processes to support sustainable purchasing; and,
 - iv. Processes to support environmental stewardship.
- d. Administer the execution of all approved contracts on behalf of the ACRD for acquisition of goods & services.

3.5 Manager of Financial Services and Chief Financial Officer to:

- a. Provide financial oversight to ensure all purchasing activities align with the approved Financial Plan and applicable financial policies.
- b. Review and monitor departmental purchasing practices for compliance with budget allocations and financial controls.
- c. Ensure timely and accurate processing of payments in accordance with approved invoices and purchasing documentation.
- d. Support the development and implementation of financial procedures related to procurement, including reporting, auditing, and risk management.
- e. Collaborate with the Procurement Coordinator to ensure procurement practices are fiscally responsible and transparent.
- f. Advise the CAO and Board on financial implications of major procurement decisions or policy amendments.

3.6 Chief Administrative Officer (CAO) to:

- a. Provide executive oversight of the Procurement Policy and ensure its alignment with the strategic and operational goals of the ACRD.
- b. Approve invoices and purchasing decisions where required, particularly for high-value or non-standard acquisitions.
- c. Ensure that purchasing activities are conducted in a manner that is transparent, ethical, and compliant with applicable legislation and trade agreements.
- d. Support collaboration between departments, the Procurement Coordinator, and the CFO to ensure effective financial and operational management of procurement activities.
- e. Report to the Board on significant procurement matters, including policy updates, major contracts, and any identified risks or issues.
- f. Authorize exceptions to standard procurement procedures when justified and documented, in accordance with policy provisions.

4. Procurement Principles

- a. Efficient - after consideration of needs, alternatives, timing and availability of funds, acquire the necessary quality and quantity of goods and services in an efficient and cost-effective manner.
- b. Ethical - act in a manner which provides potential suppliers equal opportunity to participate in the business of the ACRD and to ensure open and transparent procedures that always withstand public scrutiny. The ACRD will implement appropriate procedures to avoid any perception of conflict of interests.
- c. Accountable - ensure that the ACRD maintains its reputation as a preferred customer by documentation of approvals, retention of all documents for audit purposes and completing timely accurate transactions within all aspects of the purchasing and contracting processes.
- d. Impartial - the process of open competitive bidding on the acquisition and disposal of goods and services will be fair, transparent and non-discriminatory.
- e. Economical – consideration for the total cost of ownership as defined by the ACRD in all contracts for goods and services.
- f. Lawful - comply with all applicable laws, ACRD policies, domestic and international trade agreements.
- g. Social - use procurement practices to promote social and economic development when awarding contracts, sourcing goods and services, or engaging suppliers, with a focus on supporting equity-deserving groups, local communities, and inclusive employment opportunities.
- h. Competitive – procurement processes will encourage open competition to obtain the best value for public funds.

5. Prohibitions

- 5.1** The following activities are prohibited under this Policy:
 - a. The dividing of contracts or procurements to avoid the requirements or thresholds of this or any policy and the applicable trade treaties.
 - b. Committing the ACRD to a contract without the appropriate level of authority to do so.
 - c. The Award of a contract for an expenditure which is not included in the approved Financial Plan.
 - d. No employee or any appointed or elected official shall release proprietary information without consulting the Freedom of Information and Protection of Privacy Act (FOIPPA) and relevant trade agreements. The ACRD shall take all reasonable measures to protect the confidentiality of such information in accordance with these legal obligations.

6. Social Procurement

- 6.1.1** The ACRD recognizes that every purchase has an economic, cultural, environmental and social impact, whether intended or not. Through Social Procurement, the ACRD seeks to leverage procurement activities to make intentional positive contributions to both the local economy and community, increasing overall expenditure value. Social Procurement will help the ACRD to achieve social value objectives that align with ACRD strategic goals and plans. Social value objectives will be considered on a project-by-project basis, considering the nature, scope, and opportunities specific to each procurement initiative.

- 6.1.2** The ACRD Social value objectives include but are not limited to:
- a. Local economic development and employment to support ACRD residents.
 - b. Housing Needs.
 - c. Accessibility.
 - d. Waste and Emissions reducing practices.
 - e. People Facing Barriers to Employment (including employment equity designated groups as defined by Canadian Human Rights Commission).
 - f. Agricultural and food security support.
 - g. Prioritize contracting and sub-contracting from Social Enterprises in the ACRD's supply chain.
 - h. Increased training, skill development, and apprenticeship opportunities.
 - i. Healthcare growth and capacity.
- 6.1.3** The ACRD commitment to Social Procurement applies to the procurement of goods and services by all members of the ACRD.
- 6.1.4** Where direct procurement from a Social Enterprise is not possible, the ACRD commits to looking at Proponents' supply chains and employment practices to see where additional social, economic, and cultural value can be added.
- 6.1.5** ACRD Staff will report to the Board on social procurement outcomes related to the social value objectives on an annual basis.

6.2 Indigenous Procurement

- 6.2.1.** The ACRD will prioritize purchasing from Indigenous Businesses which supports Truth and Reconciliation Commission Canada's Call to Action #92 and for socio-economic reconciliation. The ACRD is committed to reconciliation with Indigenous peoples and to supporting the long-term economic interests, development and capacity of the First Nations in whose traditional territories we operate.
- 6.2.2.** The ACRD will seek to increase opportunities for Indigenous employment, training, contracting and subcontracting where applicable.
- 6.2.3.** ACRD Staff will report to the Board on Indigenous procurement outcomes on an annual basis.

6.3 Environmental Considerations

- 6.3.1.** The ACRD will consider environmental evaluation criteria and specification to support the following goals:
- a. Reduce greenhouse gas (GHG) emissions.
 - b. Increase energy efficiency.
 - c. Increase biodiversity.
 - d. Reduce waste.
- 6.3.2** The ACRD will report to the Board on Environmental Considerations that are included in purchases on an annual basis.

7. Purchasing Authority

Authority limits for ACRD Staff:

Expenditures	Authority
Below \$5,000	All ACRD staff as directed by their supervisor / Deputy Fire Chiefs
Up to \$10,000	Leadhand(s)
Up to \$20,000	Managers / Fire Chiefs
Up to \$35,000	General Managers
Up to \$50,000	CFO
Up to \$75,000	CAO
Above \$75,000	Board

8. Purchasing Thresholds

The following are the purchasing thresholds with the associated methods of procurement:

Expenditures	Method
Below \$10,000	Single informal quote
Up to \$50,000	2 or more formal quotes
Above \$50,000	Open Tender – RFP, RFQ, ITT, Guided Quote Process (GQP)

- 8.1** The authority limits and purchasing thresholds, as listed above, are to contain all contingencies as included within the contract or agreement. The total purchase value including the applicable contingencies is not to exceed the allocated expenditure authority for the position completing the purchase.

9. Purchasing Methods

- 9.1** Single Informal Quote: A one-time proposal provided by a supplier for a specific good or service, obtained without competitive comparison. This method is appropriate for low-value, ad hoc expenditures where a competitive process is not warranted. Informal quotes may be received verbally, by phone, or email.

To ensure transparency and accountability, sufficient documentation must be retained prior to proceeding with the purchase. This includes:

- Supplier name and contact information,
- The nature of supply or goods solicited,
- Total price.

Nothing restricts the ACRD from using an open tender process for purchases within this dollar value range.

- 9.2** Formal Quotes: A structured, written estimate provided by a supplier that outlines the cost and details of goods or services offered in response to the ACRD providing the potential suppliers with a written, well-defined summary of the scope of goods or services for which the quote is for. This should come as a dedicated document such as a quote sheet, proposal, or sample invoice. The resulting purchase will be subject to the ACRD's standard contractual terms and conditions.

Nothing restricts the ACRD from using the open tender process to procure goods or services within this dollar value range.

Formal quotes are received through written communication (e.g., email, letter) and are to include:

- a. Company name and contact information,
 - b. A clear description of the goods or services,
 - c. Itemized cost breakdown,
 - d. Validity period of the quote,
 - e. Confirmation of availability to deliver service.
- 9.3** Open Tender: Expenditures that warrant a formal bid process, the following open tendering options may be used for competitive solicitations:
- a. Request for Proposal (RFP): An invitation to proponents to describe how their services, methods, equipment or product can address or meet specific needs of the ACRD. Arising from a Request for Proposal process, a contract shall be entered into with the proponent whose proposal is determined to be the most advantageous and best overall value to the ACRD based on the criteria for evaluation set out in the Request for Proposal and equitably applied to all proposals. As price is only one of the factors taken into consideration, the contract may not be necessarily awarded to the lowest price proposal.
 - b. Request for Quotation (RFQ): An invitation to bidders to submit pricing and delivery information for clearly defined goods or services required by the ACRD. It is typically used when the specifications, quantities, and terms are well established and comparable across suppliers. Arising from a Request for Quotation process, a contract shall be entered into with the supplier whose quotation meets all mandatory requirements and offers the lowest total cost to the ACRD. While price is the primary factor in evaluation, ACRD may consider other relevant factors to achieve best value.
 - c. Invitation to Tender (ITT): is a formal procurement method used to solicit competitive bids for clearly defined goods, services, or construction projects. It is typically employed when the scope of work is well-established and the evaluation criteria—often based on price, compliance, and technical capability—can be applied objectively. The ITT process involves collaboration with engineers or technical experts, particularly when the project includes complex specifications or design elements. Engineers contribute to drafting the technical requirements, reviewing submissions for compliance, and evaluating the feasibility of proposed solutions.

- d. A Guided Quote Process (GQP): A procurement method used when the ACRD seeks pricing and service details from selected suppliers for goods or services that are moderately defined but may benefit from supplier input and clarification. Suppliers are invited to participate directly or through public notice in a structured yet flexible process where the ACRD may provide guidance, engage in clarification discussions, or request refinements to submissions prior to final evaluation. The objective is to ensure that the ACRD receives competitive pricing along with a clear understanding of how the supplier will meet the stated requirements.
- e. Request for Standing Offer (RSO): A procurement method in which a supplier agrees to provide specified goods or services to the ACRD at predetermined prices, terms, and conditions over a defined period of time, as and when requested. It is not a contract in itself but establishes the framework under which future purchases may be made without the need to re-negotiate terms for each transaction. Standing Offers are typically used when the ACRD anticipates recurring needs for certain goods or services but cannot predetermine the exact quantities or timing of those needs. Suppliers are selected through a competitive process based on criteria such as pricing, service capabilities, delivery timelines, and overall value.

9.4 The following methods shall be considered when applying items 9.1-9.3:

- a. Standing orders: Can be established in order to guarantee a continuous supply of various goods, services and construction which are required on a day-to-day basis, while at the same time assuring that the competitive bidding system is followed. These arrangements between the ACRD and the supplier will commit the seller to provide goods and services at a specific price for a specific period of time.
- b. Multi-year service contracts: the total value of the service over the life of the contract will be used to determine the threshold and method of purchasing used.

9.5 Co-operative and Group Purchasing: The ACRD may participate with other local government agencies (including School Districts), boards, commissions and associations in cooperative purchase or group purchase ventures when the best interest of the ACRD will be served. The principles of this policy must be considered when making cooperative purchases.

9.6 Provincial Government Corporate Supply Agreement: The requirements of this policy will be met if the ACRD purchases goods or services through the Provincial Government's Corporate Supply Agreement.

10. Exempt Procurement

10.1 The following services are exempt from the requirements of obtaining written quotes or open tendering as well as the staff authority limits:

- a. Architectural, engineering, legal, planning and accounting services
- b. Costs related to court actions or damage claims
- c. Utility accounts
- d. Insurance premiums
- e. Salaries, wages and benefits
- f. Grant in aid payments
- g. Training, education and travel expenses, which require submission of expense form
- h. Purchase of goods for resale
- i. From philanthropic institutions, or persons with disabilities;

- j. From a public body or a non-profit organization
- k. Health services and social services;
- l. When the acquisition is of a confidential or privileged nature and disclosure through an open bidding process could reasonably be expected to compromise government confidentiality, cause economic disruption or be contrary to the public interest;
- m. In the absence of a receipt of any bids in response to a call for tenders

The CFO or CAO may call for competitive or open tenders at their discretion.

- 10.2** Request for additions to the list of exempt purchases must be forwarded to the Chief Financial Officer for approval.

11. Single Source Purchases

- 11.1** Single Source purchasing refers to a procurement of goods and servicing, including construction, from one supplier despite there being competitors in the market. Single source procurement is discouraged unless a valid business case can be made such that entering into a competitive bid process would be detrimental to ACRD operations or where the value of the goods is low and the administrative cost would exceed the benefit derived from a competitive bid process.

- 11.2** The CAO and CFO may make purchases without inviting offers from suppliers if:

- a. Continuity of service or product consistency is critical, and changing suppliers would result in significant disruption or increased cost.
- b. The project is a “follow-up” assignment that is most appropriately done by the original contractor.
- c. Work is to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work.
- d. There is an emergency, as described herein, and the purchase is urgently required as delay would be injurious to the public interest. Following any purchases made during the emergency, will be brought to the Board at the next scheduled Board meeting by the CAO, describing the nature of the emergency and the amount and nature of procurement contracts issued.

12. Sole Source Purchases

- 12.1** Sole Source purchasing refers to a procurement of goods and services including construction from one supplier due to lack of competitors in the market or where only one supplier can provide that particular good or service. It is important to remember that a sole source can only be supported where alternatives cannot be considered, or where alternatives could present higher total cost to the ACRD.

- 12.2** The direct award of a sole source contract may be considered under one or more of the following situations:

- a. When a Request for Quotation (RFQ), Request for Proposal (RFP), or Invitation to Tender (ITT) has been publicly issued and either none or only one acceptable response is received.

- b. When a Notice of Intent (NOI) has been publicly posted, and no reasonable objection has been received in accordance with the terms of the NOI.
- c. Where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists, i.e. the contractor has the unique qualifications or skills, proprietary technology, or exclusive rights.
- d. To ensure compatibility with existing products, facilities or services, to recognize exclusive rights or to maintain specialized products that must be maintained by the manufacturer or its representative.

12.3 NOI: A public notice to potential suppliers that the ACRD intends to make a direct award or negotiate a contract with a chosen supplier without a competitive process. The ACRD will post a NOI to a publicly available platform for a minimum of 10 days for all single source purchases above \$50,000. If no reasonable objection is received within that time, the ACRD may continue with the directed award. If a reasonable objection, from a supplier that is able to perform the work, is received, the ACRD will begin a competitive process.

13. Evaluation

- 13.1** The evaluation of a proposal will be conducted in accordance with the evaluation criteria set forth in the procurement process by the project lead and an evaluation team of at least one other technical evaluator of their choosing.
- 13.2** The evaluation team will evaluate the technical aspects of the proposal and provide the findings to the Procurement Coordinator, who will conduct the financial evaluation.
- 13.3** The Procurement Coordinator will then determine the successful bidder based on one of the following pre-determined selection methods:
 - a. Lowest Price:
 - i. Compliant Bid with Lowest Price
 - b. Best Overall Value:
 - i. Compliant Bid with Lowest Cost per Point
 - ii. Compliant Bid with Highest Combined Rating of Technical Score and Price
 - c. Highest Technical Proposal within Stipulated Budget:
 - i. Compliant Bid with Highest Technical Score within the Provided Maximum Budget

14. Methods of Payment

- 14.1** The method of payment will consider the contract duration, dollar value, operational requirements, and complexity.
- 14.2** The method of payment will be selected from the following:
 - a. Single Payment: a single payment made to contractor upon satisfactory completion of all work and deliverables
 - b. Milestone Payments: multiple payments made to contractor upon satisfactory completion of each deliverable when multiple, well-defined deliverables are required.
 - c. Monthly Payment: Regular payments are issued within 30 days of receipt of monthly invoicing from contractor for services rendered within the previous calendar month.

15. Local Procurement and Tie Bids

- 15.1** The ACRD recognizes the importance of economic development within the area it serves. With this in mind, should all economic, environment and social requirements of the procurement be equal, the contract shall be awarded to the local bidder, when the total contract value does not exceed trade agreement thresholds.
- 15.2** During a competitive process, in the case of a tie bid of local bidders or where only non-local bidders have tie bids, the ACRD shall request the tied bidders to submit a final offer.
- 15.3** The ACRD will strive to ensure local companies have the opportunity to bid or provide service for all expenditures.

16. Approval to Award

- 16.1** For Open Tender items including RFP, RFQ, GQP, and RSO's that require board approval, the following will take place:
 - a. The project team will prepare a Request for Decision once the RFP, RFQ, GQP or RSO has closed and all submissions are recorded that outlines the procurement approach, and evaluation process.
 - b. The Request for Decision will be brought to the Board for consideration of approval.
 - c. If approved, the Procurement Coordinator will issue draft contract to approved supplier for negotiation.
 - d. Upon finalization and full execution of contract by the ACRD, regret letters to unsuccessful bidders will be distributed and contract will be considered awarded.
- 16.2** For ITT's that require board approval, the following will take place:
 - a. The project team will prepare a Request for Decision ahead of ITT issuance that outlines the project details, project budget and requests formal approval to award to the lowest cost compliant bid at ITT closure.
 - b. An ITT process stipulates that the lowest cost compliant bidder is awarded the contract if within budget. If approved, negotiations will be considered complete at the time of proponent submission.
 - c. Upon finalization and full execution of contract by the ACRD, regret letters to unsuccessful bidders will be distributed and contract will be considered awarded.

17. Awarding and Contracting

- 17.1** Prior to work commencing, the Procurement Coordinator will verify and obtain documentation of the following:
 - a. Signing of the agreement
 - b. WorkSafe BC clearance (where relevant)
 - c. Proof of Contractor's General Liability insurance for all contracted services and professional liability insurance for consulting related services that meet the minimum levels prescribed in the Municipal Insurance Association Recommended Minimum Insurance Requirements for Contracts.

18. Change Orders

- 18.1** Change Orders may be issued within the Scope of the Contract where the revised contract value increase does not exceed the CAO's purchasing authority AND where the contract will not exceed the expenditure budget for the project or works as approved in the financial plan. Change Orders will be documented appropriately within the financial system.
- 18.2** When it is identified that there is a change in scope of work in a project, the project lead is to issue a written change order identifying the change of work agreed upon by both parties
- 18.3** The change of scope will be determined and agreed upon by the project lead, however, prior to authorizing the change order for issuance it must be reviewed by the Procurement Coordinator for confirmation of its alignment with the terms of the relevant contract.

19. Proponent Performance

- 19.1** Vendors may be subject to disqualification if there is sufficient evidence of consistent failure to meet standards specified by the ACRD. Vendors may be evaluated based on competitive price, quality of a product, contract adherence and performance, after sales service and replies to call for bids. Upon reasonable notice in writing to the vendor involved, and after a reasonable opportunity for response, a vendor can be disqualified for a period not exceeding three years from participation in a solicitation for goods, services, or construction.
- 19.2** Vendors shall be disqualified when:
- a. Conviction for a criminal offense of a person or a director or official or such person relating to obtaining or attempting to obtain a contract or subcontract or a clear demonstration of unethical or dishonest conduct that significantly undermines the responsibility of the contractor.
 - b. A vendor is currently or has previously engaged in legal proceedings against the ACRD, or have an unresolved legal dispute that, in the sole opinion of the ACRD, may impair the vendor's ability to perform the contracted work in good faith.
 - c. The ACRD is currently or has previously engaged in legal proceedings against a Proponent or has an unresolved legal dispute which, in the sole opinion of the ACRD, may impair the vendor's ability to perform the contracted work in good faith
 - d. Serious breach of contract indicating unwillingness to perform a contract in accordance with the terms and conditions or specifications or a record of unsatisfactory performance of one or more contracts in accordance with the terms and conditions thereof or in accordance with its specifications or both.
 - e. The offer of any gratuity to an official or employee of the ACRD by a vendor or contractor for consideration.
 - f. The use of any real property owned or occupied by the supplier located in the ACRD, including use as an office, as storage or as a works yard, is not permitted use of that property as established by the ACRD's Zoning Bylaw or any covenant in favour of the ACRD, unless such use constitutes a legal non-conforming use.

- 19.3** A written decision shall be issued to the person disqualified or suspended setting out its reasons for disqualification or suspension, to the usual business address of that person as shown in the records of the purchasing section. Disqualification shall be approved by the CAO.
- 19.4** The ACRD may remove a vendor's name from consideration for a contract for up to three years due to poor performance, non-performance or breach of any terms and conditions of a contract. A vendor request for the removal of a restriction must be submitted in writing to the CAO. Requests must contain evidence of corrected measures undertaken by the vendor. With due consideration, a return to bid consideration will not be unreasonably withheld.

20. Tenders that Exceed the Budget

- 20.1** Where a tender or RFP exceeds its budget, the applicable Department Manager must take one of the following actions:
- a. Recommend rejection of the tender/RFP or;
 - b. With the Chief Financial Officer and the Chief Administrative Officer, jointly recommend to the Board an amendment to the Financial Plan in order to accept the tender or RFP.

21. Insurance

- 21.1** To assist in protecting the ACRD against losses, ACRD staff shall ensure that all contractors providing services to the ACRD obtain and maintain insurance for a specified amount, that is to be aligned with the Municipal Insurance Association of British Columbia and contract duration indicated during the procurement process. Insurance must be obtained from an insurance company duly registered, licensed and approved to conduct insurance business in the Province of British Columbia.

22. Worker's Compensation

- 22.1** Contractors shall be deemed to be the Prime Contractors within the meaning of the Occupational Health and Safety Regulation for the Province of British Columbia and must comply with all regulations that apply to the works.

23. Personal Relationships/Conflicts of Interest

- 23.1** If a member of an employee's immediate family is one of the prospective suppliers or contractors, that employee shall not make the purchase decision or be considered as part of the Evaluation Committee. Rather, the purchase decision is to be elevated one level within the organization. In the case of a member of the CAO's immediate family being one of the prospective suppliers or contractors, the purchase decision must be made by the General Manager of Administrative Services or the CFO.
- 23.2** ACRD Staff must disclose any business connections, affiliations and interests in any purchase undertaken and to remove the person in conflict from the decision process.

- 23.3** In circumstances where a perceived conflict of interest may exist, the ACRD shall take reasonable and transparent steps to ensure the integrity of the procurement process. These measures may include, but are not limited to:
- a. Requiring all staff, evaluators, and vendors to disclose any actual or perceived conflicts of interest in writing;
 - b. Recusing any individual with a potential conflict from participating in the evaluation, decision-making, or approval process;
 - c. Clearly communicating the conflict management approach to relevant stakeholders; and

These actions shall be documented in the procurement file to demonstrate that appropriate care and diligence were exercised.

- 23.4** No preference is to be made to a company whereby there would be any return or favour associated with the purchase even if no personal relationship exists.

24. Trade Agreements

- 24.1** Should any Provincial and National laws or regulations be found to apply to the ACRD, such as the Canadian Free Trade Agreement and the New West Partnership Trade Agreement, the Procurement Coordinator will ensure compliance.

25. Surplus Asset Disposal

- 25.1** The ACRD recognizes that assets purchased for its use will eventually become surplus to its needs. These assets are deemed surplus due to being obsolete, worn out, too costly to maintain or no longer used. All surplus assets estimated to have a monetary value shall be disposed of in a manner which will receive the best possible return to the ACRD. All surplus assets shall be sold on an 'as is/where is' basis. No warranties or guarantees are to be offered or implied in the sale of the surplus assets. Proceeds from the sale of surplus assets will be credited back to the appropriate service.



To: Alberni-Clayoquot Regional District Board of Directors

From: Stephanie Waters, Procurement Coordinator
Eddie Kunderman, Operations Manager

Meeting Date: October 8, 2025

Subject: Bamfield Submarine Waterline Replacement Design Review and Construction Services

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors approve Contract Amendment 001 to the Bamfield Submarine Waterline Replacement Design Review and Construction with Fraser Burrard Diving Ltd. in the amount of \$40,507.40 (excluding GST) plus a \$75,893.30 project contingency and authorize the CAO to negotiate and execute the amendment on behalf of the ACRD.

Desired Outcome:

To ensure the remaining budgeted money is assigned to the project contingency in order to mitigate any potential future project delays.

Summary:

The West Bamfield Submarine Line replacement project was initiated to address critical infrastructure needs in the region, with the goal of delivering both pre-construction and construction services under a single, integrated contract. This approach allows the Alberni-Clayoquot Regional District (ACRD), its project engineers, and the selected contractor to collaborate throughout the design and construction phases, ensuring alignment and efficiency in delivering a technically complex project.

The contract was structured in two phases:

- **Phase A: Pre-Construction Services** – Advancing the design from 50% to 100% in collaboration with ACRD's project engineers and the selected contractor.
- **Phase B: Construction Services** – Executing the construction of the submarine line based on the finalized design.

Costs increased between Phase A and B due to delays in receiving the Fisheries Act Authorization from the Department of Fisheries and Oceans, which was anticipated in May 2025 but not received until early September 2025. As a result, the preferred spring tidal window was missed, and the next viable window in November 2025 required night work and alternative construction methods. These adjustments brought the total construction cost to \$1,134,183.50 heading into implementation.

In response to these changes, staff are recommending an additional contingency to ensure the project remains flexible and responsive to evolving conditions.

Background:

The West Bamfield Submarine Line project was developed to improve regional infrastructure through a comprehensive and collaborative delivery model. The project was divided into two phases to ensure seamless integration between design and construction teams, given the complexity of the submarine installation.

Phase B was originally bid using 50% design drawings. Since then, the design has progressed to 100%, resulting in a more detailed and comprehensive construction plan. The initial construction contract with Fraser Burrard Diving was awarded for \$991,591.54, but increased to \$1,097,554.32 following collaborative design development with GreatPacific Engineering. Cost increases were attributed to additional materials, site time, and specialized construction requirements such as:

- Additional trucking and bonding costs
- Extra lengths of pipe for cleaning and testing
- Extended time on site for concrete casting
- Increased diving requirements and cost of rock bags
- Additional soil anchors, trench dams, and necessary bedding materials

The necessity to get a Fisheries Act Authorization further impacted the project timeline. The Department of Fisheries and Oceans authorization, hoped to be received by May 2025, was not received until September 2025. This delay caused the project to miss the spring tidal window, requiring construction to proceed during the fall window in November 2025. Night work and modified construction methods were necessary, increasing the total construction cost to \$1,134,183.50.

Time Requirements – Staff & Elected Officials:

Moving forward the following are staff time estimates to complete the project:

- Finance department time – (10 hours) contract management, grant oversight and reporting, other project support as needed.
- Operations Manager – (40 hours) project management

This does not include time already spent on the project.

Financial:

This project was approved as part of the 2025-2029 Financial Plan's capital budget for the Bamfield Water System. The total capital budget within the financial plan is \$1,513,582, including \$861,802 that is being funded by the Investing in Canada Infrastructure program.

The project engineering costs have a total contract value of \$241,644 with an additional \$32,610 allocated to Habitat Rehabilitation, as a part of the Fisheries Act Authorization. The total projected costs total \$1,437,688.70.

Strategic Plan Implications:

This study aligns with Strategic Priority 1.5 – Leverage grants towards creating regional and community benefit.

Policy or Legislation:

A Request for Proposal was issued in this scenario as the ACRD's Purchasing Policy requires a Tender (or similar public offering) if the expected value of a contract exceeds \$35,000.

Options Considered:

The Board could choose not to add the remaining budget room to the contingency budget at this point; however, if any additional costs were faced, staff would need to bring a request for decision back to the Board of Directors in order to proceed.

Submitted by: *Eddie Kunderman*
Eddie Kunderman, Operations Manager

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

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



To: Alberni-Clayoquot Regional District Board of Directors
From: Lyndsey Page, Community Services Coordinator
Meeting Date: October 8, 2025
Subject: Establishment of Recycling Depot for Salmon Beach Residents

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors direct staff to incorporate single-stream recycling into the Salmon Beach waste management system, with implementation included in the 2026 workplan.

Summary:

The attached report was presented to the Salmon Beach Committee on September 17, 2025. The Committee reviewed and supported a proposal to establish a Recycle BC-compliant depot offering single-stream recycling for residents, with implementation recommended for the 2026 workplan. The service would operate from the existing garbage compound, with materials hauled monthly to Tofino. Estimated annual costs are approximately \$16,744, with potential partial reimbursement through Recycle BC.

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: Salmon Beach Committee

From: Eddie Kunderman, Operations Manager
Jodie Frank, Solid Waste Project Coordinator

Meeting Date: September 17, 2025

Subject: Proposal to Establish a Recycling Depot Option for Salmon Beach Residents

Recommendation:

THAT the Salmon Beach Committee recommend that the Alberni-Clayoquot Regional District Board of Directors directs staff to add single-stream recycling to the waste management system in Salmon Beach that would be implemented as a part of the 2026 workplan.

Desired Outcome:

To provide equitable access to recycling services for Salmon Beach residents, reduce environmental impact, and align with provincial recycling regulations through a cost-effective, community-based depot model.

Summary:

This report outlines a business case for establishing a Recycle BC-compliant recycling depot in Salmon Beach. The depot would utilize a 12-yard lidded bin for single-stream recycling (excluding glass and soft plastics), with materials hauled to Tofino for processing. Estimated annual operating costs are \$16,600. The initiative supports environmental stewardship, community engagement, and potential cost recovery through Recycle BC incentives.

Background:

Salmon Beach is a remote, off-grid community with limited access to recycling infrastructure. Currently, residents must transport recyclables long distances or dispose of them improperly. Recycle BC supports rural depots and provides financial incentives for eligible materials. This proposal aligns with regional sustainability goals and addresses a long-standing service gap.

The Salmon Beach Committee originally communicated interest in establishing a recycling option in 2024. At the recent community meeting held in early September, residents again confirmed their strong interest in staff continuing to investigate this opportunity.

The recycling services would utilize a 12-yard lidded bin for single-stream recycling (excluding glass and soft plastics), with materials hauled to Tofino for processing. These materials would be picked up once a month to start, with the demand tracked over the first few months of service to ensure the necessary service levels are provided. There is adequate space for the proposed 12-yard recycling bin within the existing bear proofed garbage compound, and no additional site works are required to accommodate the depot.

Staff would likely need to investigate amending the Salmon Beach Garbage service establishing bylaw to include the recycling service. Bylaw No. E1037 allows the ACRD to operate the garbage collection and disposal service within Salmon Beach but doesn't include recycling.

Additional Staff responsibilities will include developing and implementing a comprehensive communications plan to ensure clear and consistent messaging. This will include the development of educational materials to facilitate understanding and adoption of the new service. Staff will also coordinate outreach efforts and monitor feedback to continuously improve communication strategies and educational content.

Time Requirements – Staff & Elected Officials:

Initial setup will require approximately 20 hours of Solid Waste staff time for coordination, site preparation, communication and education planning and depot registration. Ongoing oversight will require minimal staff time, with potential for community volunteer involvement.

Financial:

Cost Item	Monthly Cost
Bin Rental	\$525.00
Trucking to Tofino	\$708.33
Processing Fee	\$162.00
Total Monthly Cost	\$1,395.33
Annual Cost	\$16,743.96

*Recycle BC reimbursement may offset a portion of these costs based on material weights collected.

The cost of trucking and processing the recycling are per load amounts.

Strategic Plan Implications:

Supports the ACRD's strategic goals of environmental stewardship, waste reduction, and equitable service delivery to remote communities.

Policy or Legislation:

Complies with BC Recycling Regulation under the Environmental Management Act and aligns with Recycle BC's Extended Producer Responsibility (EPR) framework for packaging and paper products.

Options Considered:

- 1) The Salmon Beach Committee could choose to direct staff to investigate and confirm the available Recycle BC reimbursement funding prior to proceeding with the addition of single-stream recycling in Salmon Beach.
- 2) The Salmon Beach Committee could choose to recommend that the ACRD Board of Directors direct staff to continue with the status quo of no local recycling access. Staff do not recommend this option due to concerns surrounding the environment, and equity of access to services.

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

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

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



To: Alberni-Clayoquot Regional District Board of Directors
From: Lyndsey Page, Community Services Coordinator
Meeting Date: October 8, 2025
Subject: North Reservoir Replacement Design Options

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors receive the report “North Reservoir Replacement – Conceptual Design Option Review”; AND

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to move forward with a detailed design using Option 1, the epoxy coated steel tank on a raised concrete foundation.

Summary:

The attached report was presented to the Beaver Creek Water Advisory Committee on September 18, 2025. The Committee reviewed and supported a recommendation to proceed with detailed design for the North Reservoir replacement using Option 1: an epoxy-coated steel tank on a raised concrete foundation. This option offers the lowest capital cost at approximately \$2.23 million, maintains gravity feed and aligns with long-term infrastructure goals. Completing the detailed design will ensure the project is ready for construction and well-positioned to take advantage of any available grant opportunities.

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: Beaver Creek Water Advisory Committee
From: Eddie Kunderman, Operations Manager
Meeting Date: September 18, 2025
Subject: North Reservoir Replacement Design Options

Recommendation:

THAT the Beaver Creek Water Advisory Committee receive the report “North Reservoir Replacement – Conceptual Design Options Review,” AND

THAT the Beaver Creek Water Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to move forward with a detailed design using Option 1, the epoxy coated steel tank on a raised concrete foundation.

Desired Outcome:

For the Beaver Creek Water Advisory Committee (BCWAC) to receive the North Reservoir Replacement – Conceptual Design Options Review and direct staff to proceed with detailed design of Option 1.

Summary:

Staff recommend proceeding with detailed design for the North Reservoir replacement using the epoxy coated steel tank option, which balances cost-effectiveness and operational sustainability. This approach positions the project for future grant opportunities while maintaining system functionality and alignment with strategic infrastructure goals.

Background:

The North Reservoir within the Beaver Creek Water System (BCWS) was cleaned and inspected by Greatario Services in April 2023. While inspecting the tank, it was noted that the BCWS should begin the process for replacing the North Reservoir.

While investigating options, it was identified that suppliers were unable to provide the preferred glass-fused steel tank at the height requirement the system would need. Staff engaged Koers engineering to investigate alternatives that could be further investigated. There are four options outlined within this report, with capital costs ranging from \$2.23 million to \$7.5 million, using Class D cost estimates. The report highlights either option 1 or option 3 as the best option to move forward with.

Staff are recommending design option 1, the Fusion Bonded Epoxy Coated Steel Tank on Raised Concrete Foundation, which provides the lowest up-front capital cost (\$2.23 million), with a projected lifespan of 30 years. This option would allow for the gravity feed to be maintained from the North Reservoir and the tank would be installed on a raised concrete foundation sitting approximately 1.2m above the existing ground level to allow for that gravity feed. It provides the lowest cost per lifespan, allows the existing site to be utilized and does not require additional operating costs such as a booster station.

Design option 3, Concrete Slipform Reservoir, provided the longest lifespan at 75 years and would also allow for the gravity feed system to be maintained. However, it is also the most expensive with a capital cost estimate of \$7.5 million.

Options 2 and 4 both carry risks and would need to have other factors considered if they were the preferred options of the BCWAC to move forward with.

Once the preferred option is confirmed, detail design will proceed, ensuring that this project will be ready, should any grant opportunities present themselves. While staff had the project slated for 2027, as long as the tank is serviceable, it can be delayed until grant funding presents itself.

Time Requirements – Staff & Elected Officials:

It would take staff approximately 5 hours to move forward with the selected option to the detailed design.

Financial:

Staff initially budgeted \$850,000 for the North Reservoir replacement to take place in 2027, based off initial estimates.

Staff have budgeted \$50,000 in 2025 and \$25,000 in 2026 for the detailed design of the North Reservoir replacement.

There will be approximately \$550,000 in the BCWS Capital Fund entering 2026, with approximately \$220,000 forecasted to be contributed annually from the operating fund through 2029.

Staff will work to identify grant opportunities for this project once the detailed design has been completed.

Strategic Plan Implications:

This falls under Initiative 2.0: “Managing our Assets and Infrastructure.”

Policy or Legislation:

Bylaw No. E1054 “Beaver Creek Water System Local Service Area Establishment, 2012” and Bylaw No. F1148, “Beaver Creek Water Local Service Area Rates and Regulations, 2020” and their associated amendments.

Options Considered:

While staff recommend option 1, the BCWAC could instead choose to move forward with one of the other options if they desire. The recommendation could be changed to reflect the preferred option.

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



TECHNICAL MEMORANDUM No. 1

Issued Date: September 10, 2025 File No.: 2462
Previous Issue Date: July 29, 2025
To: Eddie Kunderman, Operations Manager
From: Kevin Dougan, P.Eng., Project Manager
Client: Alberni Clayoquot Regional District
Project Name: North Reservoir Replacement
Subject: Conceptual Design Options Review

1. Objective

The objective of this technical memorandum is to provide a high-level review of conceptual design options for replacement of the aging North Reservoir in the Beaver Creek Water Service Area (BCWS). This includes identifying several conceptual design options, discussing some of the trade-offs for each option, and developing high level cost estimates for comparison purposes.

2. Background

The ACRD hired Greatario Services to perform an inspection on the North Reservoir in April 2023, which identified interior and exterior deterioration and recommended initiating replacement planning. In December 2024, the ACRD engaged Koers to review conceptual design options for the replacement of the North Reservoir.

The existing North Reservoir is located on Beaver Creek Road, south of Bainbridge Road, and was installed in 1996. The existing reservoir is a circular liquid epoxy coated bolted steel tank with a diameter of 4.57m and a height of 24.38 m, (15 ft dia. x 80 ft tall), providing an effective storage volume of approximately 390 m³. The top water level (TWL) is approximately ± 106 m, and the reservoir services Pressure Zone 106 within the BCWS distribution system.

3. BCWS Reservoir Storage

Based on the Beaver Creek Water System Infrastructure Assessment Update, May 2017, the BCWS currently has a total storage volume of approximately 2,341 m³.

The required reservoir storage volume for the BCWS was calculated based on MMCD guidelines, which account for fire storage, equalization storage (25% of maximum day demand), and emergency storage (25% of the combined fire and equalization volumes). While emergency storage can be reduced depending on water source reliability and redundancy of supply and treatment infrastructure, availability of standby power and the number of storage facilities, full values were considered for this assessment.

Table 1: Reservoir Storage Requirements

Year	Storage Volume					
	Required (m ³)				Storage (m ³)	Surplus (m ³)
	Equalization	Fire Flow	Emergency	Total		
2017	584	1,080	416	2,080	2,341	261
2067	766	1080	461	2,307	2,341	34

As shown in Table 1, the total required storage at build-out in 2067 is 2,307 m³, based on the growth projections from the Beaver Creek Water System Infrastructure Assessment Update, May 2017. With an existing total storage capacity of 2,341 m³, the system currently meets projected long-term storage needs with a small surplus of 34 m³.

The BCWS Capital Plan Update 2023 technical memorandum also provides the following consideration for storage at the North Reservoir location:

“However, with the BCWS source at the Strick Rd Pump Station in the south and the majority of reservoir storage at the Kitsuksis reservoirs in the south, the ACRD may want to evaluate the benefits of increasing the storage at the North Reservoir. One of the benefits of increasing storage at the North Reservoir would be to provide better resiliency for the north end of the system in the event the system became severed north of the Strick Rd Pump Station and Kitsuksis Reservoirs due to seismic activity, construction impact, end of lifespan failure, or other unforeseen circumstances.”

4. Proposed Design Options

Koers initially considered replacing the existing reservoir with a new glass-fused steel tank, as this is a commonly used and economical option for local municipal reservoir of this size. However, it is understood that suppliers may be unable to provide a glass-fused steel tank of the height required that meets current seismic design standards. Therefore, the alternative options outlined in the following sections were developed.

4.1 Option 1 – Epoxy Coated Steel Tank on Raised Concrete Foundation

Option 1 includes installation of a fusion bonded epoxy coated bolted steel tank on a raised concrete foundation to achieve the height required to maintain the existing top water level (TWL) of 106m. It was found that a 5.46m dia. x 23.24m high epoxy coated steel tank is available, which could provide close to the current reservoir height of 24.38m. Therefore, it is proposed that the TWL of this reservoir could be maintained by installing the tank on a raised concrete foundation, which would raise the base of the tank approximately 1.2m above the existing ground level. The fusion bonded epoxy coating generally provides a longer life than a liquid epoxy coating, but less than a glass-fused coating.

One of the benefits of this option is that a gravity feed can be maintained from the North Reservoir with an economical steel tank design. Some of the drawbacks to this option include an epoxy coated steel tank has a shorter expected lifespan than a glass-fused steel tank or concrete reservoir, and the raised concrete foundation would have increased costs and require accommodation for access and maintenance. The expected lifespan for epoxy coated bolted steel tanks is approximately 30 years.



Photo 1 – Steel Tank on Raised Concrete Foundation

4.2 Option 2 – Short Glass-fused Steel Tank with Booster Pump Station

Option 2 includes installation of a shorter glass-fused bolted steel tank with a new booster pump station to achieve the required HGL of 106m. It was found that a 7.8m dia. x 22.0m high glass-fused bolted steel tank is available. During detailed design the trade-offs of reservoir height vs pump capacity could be analyzed in more detail to optimize the configuration. The Beaver Creek Water System does not currently have adequate emergency storage to operate without the North Reservoir gravity feed, and therefore the new pump station would need pumps sized to meet system fire flow demands in the 106m pressure zone, as well as higher head pumps to maintain the supply to the 130m pressure zone.

Some of the benefits of this option are the ability to utilize an economical glass-fused steel tank and reduce the constraints on the height of the reservoir required. One significant drawback of this option is losing the ability to feed the 106m pressure zone by gravity from this reservoir. This increases the risk of the system not being able to maintain water supply during an emergency event due to issues with the pump station, such as earthquake, prolonged power outage, etc. There would also be increased O&M costs associated with the new pumps, such as maintenance and power consumption. The expected lifespan for glass-fused bolted steel tanks is approximately 40 years.



Photo 2 – Village of Sayward Glass-fused Steel Reservoir

4.3 Option 3 –Concrete Slipform Reservoir

Option 3 includes installation of a cast-in-place concrete reservoir. A concrete reservoir could be constructed to maintain the current TWL by using slipform construction. This would involve continually raising the forms as the concrete is poured and sets.

Some of the benefits of this option are that a gravity feed can be maintained from the North Reservoir and the concrete can provide a longer lifespan than a steel tank. Some of the drawbacks include higher design and construction costs. The ground conditions would also need to be examined to confirm that suitable subgrade is available for the increased weight of a concrete reservoir. The expected lifespan for a concrete reservoir is approximately 75 years.



Photo 3 – East Courtenay Slipform Concrete Reservoir Construction

4.4 Option 4 – Glass Fused Steel Tank at Alternate Site

Option 4 includes installation of a new glass-fused steel tank at an alternate site. This option would also include relocating the booster pump station for the 130m pressure zone to the new reservoir site. It was found that a 7.8m dia. x 22.0m high glass-fused bolted steel tank is available. Therefore, a new site with a ground elevation at least 2.5m higher than the current site would be required to maintain gravity flow from this reservoir to the 106m pressure zone. It may be possible to achieve this higher elevation to the north on Beaver Creek Road near 7781 Beaver Creek Rd or to the north along Cameron Road near 7820 Cameron Rd. This option would also likely require upsizing the existing watermain between the current reservoir site and the proposed alternate reservoir site.

One of the benefits of this option is that a gravity feed can be maintained from the North Reservoir with an economical steel tank design. Some of the drawbacks to this option include more potential conflicts and costs associated with finding, securing and preparing an alternate site, and relocating and rerouting existing infrastructure.

5. Cost Estimates

5.1 Construction Cost Estimate

The Table 2 below shows a high level (Class D) estimate of anticipated costs associated with various proposed design options.

Table 2: Class D Cost Estimate Comparison

Option	Description	Capital Cost Estimate	Estimated Lifespan (years)	Capital Cost / Lifespan
1	Epoxy Coated Steel Tank on Raised Concrete Foundation	\$2,230,000	30	\$74,333
2	Glass Fused Steel Tank with Booster Pump Station	\$4,590,000	40	\$114,750
3	Concrete Slipform Reservoir	\$7,500,000	75	\$100,000
4	Glass Fused Steel Tank at Alternate Site	\$6,620,000*	40	\$165,500

*This estimate includes an allowance of \$1,000,000 for land purchase of an alternate site. The actual cost of a land purchase is unknown.

From the construction cost estimate comparison outlined in section 5.1, it appears that Option 1 would have the lowest up-front capital cost and could potentially provide the best value based on expected lifespan. However, the concrete reservoir in Option 3 would have a superior lifespan and would not incur the same replacement costs as the steel reservoir.

5.2 Cost Estimate Basis

The estimated project costs are Class D ($\pm 50\%$) as defined by the Association of Professional Engineers of BC as:

“An estimate which, due to little or no site information, indicates the approximate magnitude of cost of the proposed project, based on the client’s broad requirements. This overall cost estimate may be derived from lump sum or unit costs for a similar project. It may be used in developing long term capital plans and for preliminary discussion of proposed capital projects.”

These cost estimates include:

- a 30% general contingency allowance.
- a 20% allowance for construction, engineering, financing, legal and administrative costs.

These cost estimates don’t include inflation or unforeseen agency requirements. Construction cost estimates have a limited life span and are subject to inflation and market conditions. The estimates in this report are as of July 2025 when the Engineering News Record Construction Cost Index (ENR CCI) is at an average of 13,893.

Technical Memorandum No. 1

North Reservoir Replacement – Conceptual Design Options Review

Issued: September 10, 2025

Previous Issue: July 29, 2025

5.3 Design Fee Estimate

If the ACRD decides to proceed with design of Option 1, we estimate design fees for the North Reservoir Replacement at approximately \$75,000 + GST. This estimate includes an allowance for geotechnical and structural engineering support. This assumes that the structural design of the steel tank would be provided by the tank supplier (included in the construction cost estimates). This would include fees up to a tender ready design and does not include tendering and construction services. This estimate is in July 2025 dollars and does not include allowance for inflation. In the event the ACRD would like to pursue Option 3 for the superior lifespan, then this fee estimate would need to be revised.

6. Conclusions

The following conclusions are presented as a result of this technical memorandum:

- 1) There are several feasible options for replacement of the North Reservoir.
- 2) Replacing the existing reservoir with the same style of steel tank does not appear to be feasible under current seismic design requirements.
- 3) Design Option 1 Fusion Bonded Epoxy Coated Steel Tank on Raised Concrete Foundation appears to provide the lowest up-front capital cost and the best cost for expected lifespan.
- 4) Design Option 3 Concrete Slipform Reservoir would provide the longest lifespan and also provides good value based on expected lifespan.

7. Recommendations

Based on the results discussed in this technical memorandum we recommend the following:

- 1) The ACRD confirm selection of the preferred design concept option and budget to advance the design of the North Reservoir Replacement accordingly.

Yours truly,

KOERS & ASSOCIATES ENGINEERING LTD.

Prepared By:

Kevin Dougan, P.Eng
Project Manager
Permit to Practice 1001658

KOERS & ASSOCIATES ENGINEERING LTD.



To: ACRD Board of Directors

From: Jodie Frank – Solid Waste Project Coordinator
Brenda Sauve – Solid Waste Coordinator

Meeting Date: October 8, 2025

Subject: Alberni Valley Landfill Tipping Fee and Regulation Bylaw Amendment R1029-9

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1029-9 Amendment - Alberni Valley Landfill Tipping Fee and Regulation Bylaw.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1029-9 Amendment - Alberni Valley Landfill Tipping Fee and Regulation Bylaw.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1029-9 Amendment - Alberni Valley Landfill Tipping Fee and Regulation Bylaw.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1029-9 Amendment - Alberni Valley Landfill Tipping Fee and Regulation Bylaw.

Desired Outcome:

To adopt Bylaw R1029-9 Amendment – Alberni Valley Landfill Tipping Fee and Regulation Bylaw in order to 1) Add the Organics Self-Haul Punch Card fee of \$25.00 and 2) Update the Gypsum tipping fees to \$295/tonne. These are to be effective on January 1, 2026.

Background:

The proposed Bylaw Amendment includes two items as described below.

Organics Self-Haul Pilot Program

At the June 19, 2025 Alberni-Valley & Bamfield Services Committee (AVBSC) meeting, the Organics Self-Haul Pilot Program was presented (see Attachment 1). The report was reviewed and upon discussion the AVBSC decided to recommend to the ACRD Board of Directors approval of an Organics Self-Haul Pilot Program. The intent of the program was to incentivize residents, without curbside organics service, to divert food and kitchen waste through self-hauling.

The cost to join the program will be \$25 and residents who sign up will receive the following:

- 5-gallon Sortn'Grow Bucket for kitchen organics collection. The buckets will be made by Ocean Legacy from recycled ocean plastics.
- Organics punch pass. Provides 15 organics drop-offs, with a maximum 5-gallon pail volume per drop off. Registered to participant name, area of residence and unique ID number.
- Compost. Upon completion, participants will receive ½ yard of compost from Earth Land and Sea (ELS).

The Organics Self-Haul Pilot Program will run for an initial period of 6 months. Upon conclusion, the program will be evaluated and program details will be reported back to the AVBSC along with recommendations for next steps. Program data will be collected via the following ways:

- Punch pass data will track tonnage, usage frequency and participation trends.
- Upon sign-up, participants will consent to data sharing and providing feedback including surveys and other qualitative feedback mechanisms.

The program will allow up to 50 participants from each of the following communities who do not have curbside organics recycling in the Alberni Valley waste shed: Sproat Lake, Beaver Creek, Cherry Creek, Beaufort, Bamfield, Hupačasath First Nation, Tseshaht First Nation, Huu-ay-aht First Nation, Uchucklesaht Tribe, and multi-family communities in the City of Port Alberni. The maximum number of punch passes issued will be 500 if all ten communities reach their maximum participation amount of 50 households.

Gypsum Tipping Fee at the Alberni Valley Sort'nGo Centre

During recent contract discussions for the Alberni Valley Sort'nGo Centre (AVSGC) Operations, the increasing costs for trucking of gypsum materials from Port Alberni to New Westminster for recycling was highlighted and evaluated. This report recommends a \$35/tonne increase in the gypsum tipping fee at the AV Sort'nGo Centre. The current rate of \$260/tonne does not fully offset the increased hauling costs incurred under the renewed Berry & Vale contract. A revised rate of \$295/tonne will fully cover the costs for hauling and processing materials at New West Gypsum (NWG).

Time Requirements – Staff & Elected Officials:

Minimal staff time required to update signage, billing systems, and public communications. No additional time required from elected officials beyond approval.

Financial:

Organics Self-Haul Pilot Program

The estimated costs for the Organics Self-Haul Pilot Program are as follows:

- 5-gallon Sortn'Grow Bucket. \$14 per bucket.
- Organics punch pass. \$8.70 per pass. Uses the current tipping rate of \$115/tonne and pro-rates it for a 10-pound bucket which equates to 58 cents per bucket, multiplied by fifteen drop-offs.
- ½ yard of Compost. Valued at \$37 per ½ yard.

Based on the items listed above, the total value of the Organics Self-Haul Pilot Program is \$59.70 per participant, for a total program value of \$29,850 assuming maximum participation in the program by 500 households. However, the cost of compost will be provided in-kind by the City of Port Alberni's existing contracted allocation amounts which will help to minimize expenses, therefore actual expenses to ACRD for buckets and punch passes will be approximately \$22.70 per participant, for a total cost of \$11,350 assuming maximum participation in the program by 500 households.

To offset program costs, a \$25 participant fee will be collected from each household involved in the pilot, which equates to cost recovery of \$12,500 at the maximum participation rate of 500 households. The cost recovery rate of \$25 per household will cover costs for the ACRD-supplied Sortn'Grow buckets and punch passes and will also help to offset soft-cost expenses such as punch pass design and printing, and tasks/deliverables related to program oversight and administration.

The primary objective of the pilot is to gather data to evaluate the setup of a permanent Organics Self-Haul Program. The data gathered through the pilot will provide direction for program adjustments that will help to remove barriers to participation and make the program successful. The data will also provide an informed understanding of costs that need to be considered should ACRD decide to establish a permanent Organics Self-Haul Program.

Gypsum Tipping Fee at the Alberni Valley Sort'nGo Centre

The recent Berry & Vale contract renewal includes increased costs for hauling, and the current tipping fee of \$260/tonne will not generate enough revenue to cover gypsum processing in addition to the increased hauling expense based on an analysis of 2024 costs and revenues. Approval of the proposed tipping fee update to \$295/tonne will increase the total annual revenue amount to allow for full cost recovery and will support the financial sustainability of gypsum diversion.

Strategic Plan Implications:

Supports the ACRD's 2024–2027 Strategic Plan goals for environmental stewardship, cost-effective service delivery, and waste diversion.

Policy or Legislation:

As per the Solid Waste Management Plan and Bylaw No. R1029 Alberni Valley Landfill Tipping Fee and Regulation Bylaw, 2019.

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

Certified true and correct copy of
**“Alberni Valley Landfill
Tipping Fee and Regulation
Amendment Bylaw
No. R1029-9, 2025”**

The Corporate seal of the Regional
District of Alberni-Clayoquot was hereto
affixed in the presence of:

John Jack,
Chairperson

Cynthia Dick,
General Manager of Administrative Services

**Schedule A
Charges**

Solid Waste	Tipping Fee	Other Charges
Loads of 83 kg or greater	\$150.00 per tonne	\$15.00 minimum
Loads under 83 kg (each garbage bag or can)	\$5.00 each	\$5 min. for unweighed loads
Recreational Vehicle	\$280.00 per tonne	\$500.00 minimum
Surcharge for loads containing Recyclable Materials; Controlled Waste; or Organic Waste	Double the standard tipping fee	
Surcharge for Unsecured loads	Double the standard tipping fee	
Weighing service		\$10.00 each occurrence

Recyclable Materials	Tipping Fee	Other Charges
Residential Corrugated Cardboard	No Charge	
Commercial Corrugated Cardboard	\$350.00 per tonne	\$15.00 minimum
Commercial Mixed Recycling	\$350.00 per tonne	\$15.00 minimum
Metal, including appliances	No Charge	
Gypsum	\$295.00 per tonne	\$10.00 minimum
Clean wood waste	\$130.00 per tonne	\$10.00 minimum
Stewardship Materials, including car batteries	No Charge	
Tires	\$170.00 per tonne	\$2.00 each tire
Mattresses	\$23.00 each	
Organics	\$115.00 per tonne	\$5 minimum. \$5 per 20L bucket
Residential Branches	\$10.00 per load	

Controlled Waste	Tipping Fee	Other Charges
Construction/Demolition Waste – As of July 1, 2024	\$180.00 per tonne	\$15.00 minimum
Construction/Demolition Waste – As of January 1, 2025	\$185.00 per tonne	\$15.00 minimum
Land clearing debris	\$120.00 per tonne	\$15.00 minimum
Pumpings from domestic septic tanks	\$160.00 per tonne	
Catch basin and manhole material	\$160.00 per tonne	\$150.00 minimum
Asbestos Containing Materials	\$500.00 per tonne	\$25.00 minimum
Fish, shrimp shells, and animal carcasses	\$200.00 per tonne	\$100.00 minimum
Medical Facility Waste	\$150.00 per tonne	
Loads containing fish feed totes	\$400.00 per tonne	\$120.00 minimum
Coastal Clean-up Waste	\$175.00 per tonne	

Contaminated Soils:		
Provided that the Ministry of Environment has approved of disposal of the contaminated soil, without treatment, at the Alberni Landfill	\$50.00 per tonne	
Provided that the Ministry of Environment has approved of the treatment and disposal of the contaminated soil at the Alberni landfill	\$100.00 per tonne	Plus estimated out-of-pocket treatment costs

Other Charges:		
Small asbestos bags	\$2.00 each	
Large asbestos bags	\$3.00 each	
Organics Self-Haul Punch Card		\$25.00 each



ATTACHMENT 1

To: Alberni Valley & Bamfield Services Committee

From: Jodie Frank, Acting Solid Waste Manager

Meeting Date: June 19, 2025

Subject: Organics Self-Haul Pilot Program

Recommendation:

THAT the Alberni Valley and Bamfield Services Committee support the creation of an Organics Self-Haul Pilot Program to incentivize residents who self-haul waste to divert food and kitchen waste.

Background:

Approximately 4,200 tonnes of municipal solid waste are self hauled annually to the AV Sort’nGo Centre (AVSGC). The 2023 Alberni Valley Waste Composition Audit indicates that 30-40% of this waste stream consists of compostable organics material, highlighting a key opportunity for targeted diversion efforts. Diverting these materials supports the ACRD’s broader waste reduction goals and helps reduce pressure on regional waste management infrastructure.

As detailed in the Committee of the Whole report in March, engagement with the public on the strategies proposed for the Solid Waste Management Plan highlighted the need to do additional community engagement and education to clarify the objectives of multi-stream diversion, specifically exploring alternative waste diversion options for rural areas that may not align with a curbside model and providing the cost benefit analyses to inform decision-making.

One of the options that staff have been investigating is the promotion and incentivization of organics separation and self-haul to the landfill. Current data shows that few residents are separating and hauling organics to that landfill, although the infrastructure currently exists for this to occur. The following table shows the number of loads that were hauled directly by residents to the landfill. The information does not differentiate between yardwaste or food waste.

	2022	2023	2024
Bamfield			
Beaver Creek	187	104	179
Beaufort	24	6	3
Cherry Creek	73	79	99
City of Port Alberni	1351	1113	1162

Hupacasath	1	4	
Tsashaht	27	60	77
Sproat Lake	452	343	388
Area Not Specified	277	258	307
Grand Total	2394	1969	2216

Summary:

Staff are proposing a voluntary pilot program to determine what pricing structure, promotional/educational materials and other supports will be required to achieve the following goals:

- Increase diversion of food and kitchen waste for those without multi-stream diversion options.
- Demonstrate potential cost savings for residents through reduced garbage disposal fees.
- Collect data to help inform future waste diversion strategies.

This program aims to provide a voluntary, accessible and cost-effective solution that highlights the environmental and financial benefits of separating organics materials from general waste. The proposed pilot will allow participation of up to 50 residents per Electoral Area (Cherry Creek, Beaver Creek, Beaufort, Sproat Lake, Bamfield). The program will also be available to residents from all First Nations, and City of Port Alberni residents living in multifamily units such as apartment buildings and townhomes. The program will be launched in late August with a small campaign on social media, the newspaper and via posters/leaflets handed out at the landfill.

The cost to join the program will be \$25 and residents who sign up will receive the following incentive package:

- 5 gallon Sortn'Grow Bucket: Made by Ocean Legacy using recycled ocean plastics, for kitchen organics collection.
- Organics punch pass:
 - That provides 15 organic drop-offs (maximum 5 gallon pail volume per drop off).
 - Registered to participant name, area of residence and unique ID number.
- Upon completion, participants receive ½ yard of compost from Earth Land and Sea (ELS).

The program will run for an initial period of 6-months, at which time the results from the following will be summarized and reported back to the committee with recommendations for next steps.

- Punch pass data will track tonnage, usage frequency and participation trends.
- Participants must consent to data sharing and providing feedback to support program evaluation, including surveys and other qualitative feedback mechanisms.

Once the pilot is approved, ACRD staff will finalize the design of the punch card and tracking system, establish a participant registration process, and coordinate with Earth, Land & Sea for compost redemption logistics. Outreach and promotional efforts will be launched to recruit participants and raise awareness about the benefits of organics diversion. A monitoring framework will also be implemented to track usage trends and gather feedback, ensuring the pilot is effectively evaluated and can inform future waste diversion strategies.

Time Requirements – Staff & Elected Officials:

Approximately 100 hours of staff time is anticipated for program setup, administration, data analysis and summary report. An estimated 1-2 hours/week for the first month for data tracking, with adjustments as needed based on participation.

Financial:

The estimated costs for the pilot program include approximately \$14/unit for the compost SortnGrow compost buckets. The cost of compost will be provided in-kind from the City of Port Alberni's existing contracted allocation amounts, consequently, minimizing additional expenses. To help offset a portion of the program's overall costs, a \$25 participant fee will be collected from each household involved in the pilot.

Strategic Plan Implications:

This pilot aligns with Strategy 2.0 – Managing our Assets and Infrastructure, of the 2024-2027 Strategic Plan.

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: Brenda Sauve – Solid Waste Coordinator

Meeting Date: October 8, 2025

Subject: Postponement of Adding Mattresses to BC Recycling Regulation

Recommendation:

THAT the ACRD Board of Directors approve sending the attached letter to the BC Minister of Environment and Parks urging that mattresses and foundations (box springs) be added to the Recycling Regulation.

Desired Outcome:

To seek Board support to send a letter (Attachment 1) to the Minister of Environment and Parks (MOEP), requesting that mattresses and foundations be included in the British Columbia Recycling Regulation as soon as possible.

Summary:

Although the Province's Extended Producer Responsibility (EPR) Action Plan proposed adding mattresses to the Recycling Regulation in 2024, the MOEP has recently delayed this initiative due to economic concerns. Continued advocacy for the inclusion of mattresses in the Recycling Regulation is essential to reduce taxpayer burden and support sustainable waste management.

Background:

The Province's EPR Five-Year Action Plan (2021–2026) proposed adding mattresses to the Recycling Regulation in 2024, with an operational program expected in 2025. This would allow designated collectors to receive compensation for mattress collection, reducing reliance on taxpayer funding and fees. However, in July 2025, the ACRD was informed via the BC Product Stewardship Council that the MOEP will not be including mattresses in the upcoming Recycling Regulation amendment. The decision was attributed to the global economic crisis and a focus on affordability for BC residents. No timeline for future inclusion was provided.

Mattresses are a significant part of the waste stream. Since 2019, local residents have dropped off over 11,000 mattresses and paid over \$250,000 in associated fees at ACRD landfills. Until mattresses are included in the regulation, the cost of mattress recycling will continue to fall primarily on residents.

These mattresses have been the inspiration for the creation of a local social enterprise, Recycle Matters, which has led the way in mattress recycling on Vancouver Island, diverting 90-95% of all materials through manual dismantling of mattresses and foundations for recycling, reuse and upcycling. This industry is a huge benefit to the community providing job skills and work experience for people facing barriers to employment.

By joining other local governments in advocating for the inclusion of mattresses in the Recycling Regulation, the ACRD reinforces a strong, unified message about the urgent need for a dedicated recycling program. This will help to support the continued success of Recycle Matters, eliminate illegal dumping of these materials and shift the economic costs for properly managing these products to the time of purchase instead of the end-of-life.

Time Requirements – Staff & Elected Officials:

Minimal time required to send the attached letter to the BC Minister of Environment and Parks.

Financial:

Currently, residents pay \$23 to drop off a mattress and boxsprings at the AV Sort'nGo Centre or the West Coast Landfill. Once an EPR program is established, the cost for dropping off mattresses will be free and funded by through the collection of fees on mattresses at the time of purchase, similar to electronics, paint, tires, beverage containers and many other stewardship product programs.

Strategic Plan Implications:

2.0 Managing our Assets and Infrastructure.

Policy or Legislation:

As per Bylaws R1029 and R1033 Tipping Fee Regulations.

Options Considered:

To not send the letter to the BC Minister of Environment and Parks.

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



October 8, 2025

The Honourable Tamara Davidson, M.L.A. Minister of Environment and Parks
PO Box 9047 Stn Prov Gov Victoria, BC V8W 9E2
VIA EMAIL: ENV.Minister@gov.bc.ca

Subject: Request for Inclusion of Mattresses and Foundations in the Recycling Regulation

Dear Minister Davidson,

The Alberni-Clayoquot Regional District (ACRD) is encouraged by the Province's continued efforts to expand Extended Producer Responsibility (EPR) through the addition of moderate-risk products— such as automotive items, compressed canisters, emerging electronics with batteries, and residential medical sharps—as outlined in the Ministry of Environment and Parks' Advancing Recycling in B.C.: Extended Producer Responsibility Five-Year Action Plan 2021–2026.

However, we are concerned to learn—through recent communications with Ministry staff—that mattresses and foundations will not be included in the upcoming amendment to the Recycling Regulation, despite their inclusion in the 2021–2026 Action Plan. **Mattresses remain a high priority for the ACRD and its member municipalities, and we strongly urge the Ministry to reconsider and include them in the Regulation as soon as possible. Since 2019, local residents have disposed over 11,000 mattresses and paid over \$250,000 in associated fees at ACRD landfills.**

Shifting the financial responsibility for mattress and foundation recycling to producers is a critical step forward for EPR in British Columbia. This product category is particularly well-suited for EPR due to the limited number of producers, the high recyclability of mattress components, and the costly and problematic nature of these items in the municipal waste stream. Producer responsibility would alleviate the financial burden currently borne by local governments and taxpayers, while fostering stable, long-term end markets for recyclable materials.

Several jurisdictions in North America—including California, Connecticut, Oregon, and Rhode Island—have successfully implemented mattress EPR programs. These long-standing initiatives offer valuable insights that could inform the development of a best-in-class program in British Columbia.

We respectfully request that the inclusion of mattresses and foundations in the Recycling Regulation not be delayed further and urge the Ministry to prioritize their addition at the earliest opportunity. We appreciate your attention to this matter and would welcome the opportunity to discuss it further. Ministry staff are invited to contact Tanya Carothers, Solid Waste Manager, at 250-720-2725 or via email at tcarothers@acrd.bc.ca

Yours sincerely,



To: Alberni-Clayoquot Regional District Board of Directors

From: Lyndsey Page, Community Services Coordinator

Meeting Date: October 8, 2025

Subject: New Utility System Bylaw for Long Beach Airport

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Long Beach Airport Utility System Rates and Regulations Bylaw No. F1171, 2025”.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Long Beach Airport Utility System Rates and Regulations Bylaw No. F1171, 2025”.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Long Beach Airport Utility System Rates and Regulations Bylaw No. F1171, 2025”.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Long Beach Airport Utility System Rates and Regulations Bylaw No. F1171, 2025”.

Summary:

The attached report was presented to the West Coast Committee on July 2, 2025. The Committee reviewed the proposal to rescind the existing Long Beach Airport Water Bylaw F1106-1 and adopt a new comprehensive utility bylaw for the water and sewer system. This new utility bylaw consolidates water and sewer services under a single framework, introduces flat-rate sewer user fees for the first time, and aligns with the language and structure of other Alberni-Clayoquot Regional District utility bylaws. The proposed changes aim to ensure consistent administration, improve financial sustainability of the utility services, and provide clear, transparent fees for leaseholders. The sewer user fees are designed to support ongoing operation, maintenance, and future capital infrastructure needs.

Policy or Legislation:

The bylaw is authorized by the Tofino Airport Establishment Bylaw No. E1005, 1996, which establishes the local service, and Section 397 of the Local Government Act, which authorizes regional districts to impose fees and charges for services.

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: West Coast Committee

From: Lyndsey Page, Community Services Coordinator

Meeting Date: July 2, 2025

Subject: New Water & Sewer System Bylaw for Long Beach Airport

Recommendation:

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors rescind Bylaw F1106-1 and adopt a new water and sewer system bylaw for the Long Beach Airport.

Desired Outcome:

To ensure clarity and consistency across ACRD utilities, staff recommend replacing the outdated Long Beach Airport (LBA) water bylaw with an updated water and sewer bylaw to align with other regional district water bylaws, provide clear and consistent language and introduce flat-rate sewer system user fees, effective January 1, 2026.

Background:

The LBA has operated under the current water bylaw, Bylaw F1106-1 since 2014 when it was enacted. It has become clear that the bylaw is inconsistent with other regional water bylaws and lacks the clarity needed to effectively support utility administration. Recent confusion with a leaseholder over the definition of consumer units, has underscored the need to update the bylaw. Staff are recommending the repeal of Bylaw F1106-1 and the adoption of a new combined water and sewer bylaw, modeled after existing regional water bylaws (Millstream, Bamfield and Beaver Creek). This will ensure consistency, transparency and effective administration of utility services in the region.

In addition to updating the water bylaw, staff are recommending the introduction of sewer user fees. Several leaseholders are connected to the sewer system, but no dedicated user fees exist. The proposed user fees are intended to help fund the ongoing maintenance and operational costs of the LBA septic system. In 2024, the septic system was upgraded at a cost of \$200,000 after it was determined to be operating at capacity.

Over the past five years, the LBA water system has undergone significant upgrades. Of the total investment, approximately \$1.5M was secured through grants with the remaining \$1M funded through capital reserve. These upgrades were essential to meet standards and support future growth.

If the Committee supports the above resolution, staff will prepare a bylaw update for implementation on January 1, 2026, and present it to the Board for review and adoption this summer. It is recognized that leaseholders may have concerns about the financial impact of sewer user fees, especially given the recent staged increases in water rates. To address these concerns, individual discussions with leaseholders will occur prior to bylaw adoption, followed by communications sent out in the late summer and with the quarterly billing to clarify that the sewer rates are inline with other similar systems and essential to fund the ongoing maintenance and operational costs of the system. Emphasizing the recent upgrades made to the water and wastewater systems, along with the importance of maintaining adequate service levels for future needs will highlight the necessity of the new fees.

Time Requirements – Staff & Elected Officials:

Community Services Coordinator– (10 hours) draft new bylaw and prepare communications to users of the sewer system

Airport Development Manager – (8 hours) leaseholder discussions, review, support, and implementation

Manager of Administrative Services – (4 hours) review new bylaw

Accounting Clerk – (4 hours) update billing systems

Financial:

Water system:

Currently, 16 leases are connected to the water system. Two of these, the Terminal Building and ACRD offices, do not generate revenue. The remaining tenants receive quarterly bills at a rate of \$100 per unit per month with consumption over 125 m³ per quarter being charged at a rate of \$2.40/m³. These rates were reviewed and updated in 2022 to increase revenues to better cover costs. A graduated increase from \$40/month to \$100/month was supported, with the final increase being implemented January 1st, 2024.

The annual operational costs for the water system are approximately \$30,000. Revenues for the water system are approximately \$20,648. Updating the bylaw for consistent language will impact leaseholders with multiple consumer units onsite, as our standard bylaw language charges a minimum fee for consumer unit instead of leaseholder/property. Based on the changes proposed by the bylaw, we expect an additional \$10,000 in revenues from these changes. This still does not recover the capital replacement cost for the infrastructure, which we have been heavily dependant on grants for in recent years. Staff do not recommend increasing water rates any further at this time, and instead focus on increasing development of new leases and connections to the water system to generate more revenue.

Sewer System:

The proposed sewer user fees are intended to align with regional rates and recover the cost to operate, repair and contribute to capital replacement of infrastructure. The ongoing operational costs are approximately \$1,600 annually. This does not include the amortized capital contribution requirements which are estimated at \$20,000 per year. This figure will become more accurate when the long-term financial plans for each service are completed.

A flat rate system is suggested due to historically conservative water use among leaseholders and the inability to measure wastewater volumes. The proposed sewer user fees are as follows:

Service Category	Monthly Rate Per Consumer Unit	Annual Cost
Metered	\$25	\$300
Unmetered	\$25	\$300
Trailer Park	\$25	Dependent on Units

There are currently 8 leaseholders connected to the sewer system. The proposed bylaw would charge rates based on consumer lease unit, inline with geographic regional standards, which would result in an estimated annual revenue from these fees of \$7500.

To ensure that the proposed rates align with regional standards, the following comparisons are provided:

System	Monthly Rate Per Consumer Unit
Tofino (Variable Structure)	\$24.58
Ucluelet	\$28
City of Port Alberni	\$23.47
Campbell River Airport Lease Holders	\$35.71

Strategic Plan Implications:

This aligns with the AVRA Strategic Plan objective to develop lands under the airport's jurisdiction (7.1.3).

Policy or Legislation:

The implementation of these rates supports the strategic objective for establishing Appropriate Capital Reserves (3.1).

Options Considered:

- 1. Maintain Current Funding Model** - Continue subsidizing sewer costs with taxpayer funds, which would not address the long-term financial sustainability of the septic system.
- 2. Variable Fees** - Introduce a fee structure based on consumption of water. While this option could provide a more customized rate system, it may be less practical given the current inability to accurately measure wastewater output.
- 3. Flat Rate User Fees (Recommended Option)** - Charge a uniform flat fee to all units. This approach is practical given the generally low water usage in the area and aligns with the existing water rate structure.

Submitted by: Jenny Brunnn
Jenny Brunnn, 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



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. F1171

**A BYLAW TO ESTABLISH RATES AND REGULATIONS
FOR UTILITIES WITHIN THE LONG BEACH AIRPORT**

WHEREAS the Board of the Regional District of Alberni-Clayoquot, established a local service for the purpose of acquiring and operating the Long Beach Airport;

AND WHEREAS the Board of the Regional District of Alberni-Clayoquot, operates and maintains water and wastewater systems at the Long Beach Airport as part of the Long Beach Airport Service, which utility systems provide essential services to the terminal building and other premises in the vicinity of the Long Beach Airport;

AND WHEREAS it is deemed necessary and expedient that provisions be made for the regulation and management of the water and wastewater systems and for terms and conditions upon which utility services shall be provided and to establish rates and charges for such services within the Long Beach Airport;

NOW THEREFORE the Board of the Regional District of Alberni-Clayoquot in open meeting assembled enact as follows:

PART 1 - INTERPRETATION

Definitions

1. In this bylaw, unless the context otherwise requires:

“applicant” means a person who applies for a connection, disconnection, utility system extension or other permission contemplated by the bylaw;

“approved backflow preventer” means an apparatus that is approved by the Regional District for installation in a water system so as to prevent backflow of contaminants into the water system, and includes approved backflow prevention assemblies and approved backflow prevention devices;

“approved backflow prevention assembly” means an approved backflow preventer that is designed to be tested and repaired while in service and that meets the design and installation criteria requirements of CSA Standard B64 as amended from time to time;

“approved backflow prevention device” means a non-testable approved backflow preventer that meets the design and installation criteria of CSA Standard B64 as amended from time to time;

“backflow” means the flow of water or other substances in the opposite direction to normal flow;

“commercial use” means that a property or consumer unit is used for any undertaking intended for profit including but not limited to selling goods and services, commercial office functions, entertainment, recreational or tourism services, or short-term vacation rentals;

“consumer” means a person to whom utilities are supplied under this bylaw;

“consumer unit” means an independent residential dwelling unit including, but not so as to restrict the generality of the foregoing, a detached dwelling house, a basement or other independent dwelling unit contained in a detached dwelling house, each dwelling unit of a duplex or other multiplex, each dwelling unit of an apartment building, and each unit or serviced pad capable of supporting a mobile or manufactured home; an independent commercial unit including, but not so as to restrict the generality of the foregoing, a detached commercial building, each independent commercial unit of a duplex or other commercial multiplex, and each commercial unit of an office building proved that each such commercial unit has utilities supplied to it from the water and wastewater systems for the exclusive use of the occupants of such commercial unit and their customers; or any other structure requiring utilities;

“disconnection” means the removal of a service connection;

“engineering specifications” means the design and construction specifications approved by the manager and required to be met for any part of the utility system including connections to the water and wastewater systems;

“manager” means the person appointed by the Regional District to manage the utility system or that person’s designate;

“owner” means the person or persons registered under the *Land Title Act* as the owner of the parcel or any other person who is in lawful possession of the parcel or who is in lawful possession or occupancy of any dwelling or other building situated on the parcel;

“parcel” means any lot, block or other area, created under the *Land Title Act*, the *Strata Property Act* or the *Land Act*, in which land is held or into which it is subdivided but does not include a highway, and includes any area that has been leased to the owner under agreement with the Regional District;

“premises” includes land, buildings or structures, or any part thereof;

“Regional District” means the Alberni-Clayoquot Regional District;

“service” means the provision of water, wastewater, or other utility functions by the Regional District to a premises through a service connection, including the ongoing supply, collection, or related activities authorized under this bylaw;

“service area” means the area of land included within the Long Beach Airport Service Area;

“service connection” means the system of pipes, valves, connectors and other appurtenances used for connecting a premise to the water or wastewater system and is typically at or near a property boundary and which for the purpose of this bylaw functions as the limit of the utility system and beyond which is deemed to be part of the private utility system;

“shut off” means to turn off the supply of water to the property by closing the connection valve, or by some other means approved by the Regional District;

“water main” means a water distribution pipeline that forms part of the water system and is located within a highway, statutory right of way, public easement or other public area, or on land owned or controlled by the Regional District within the service area;

“utility system” means services provided by the Regional District under this bylaw, including water and wastewater systems, and may include other utility services such as stormwater, energy, or other infrastructure services as authorized by the Board through amendment to this bylaw.

“wastewater system” means the system of gravity and pressure wastewater mains, wastewater service lines, lift stations and related equipment and appurtenances which collects wastewater from premises and conveys wastewater to a point of connection and delivery to the wastewater system; but does not include private wastewater systems, private service lines, or other private drainage systems.

“water system” means all components in the system which transmits and distributes water to premises, provides for water for fire protection and supplies water for dispensing through bulk water fill stations and which consists of reservoirs, pumping equipment, buildings, water mains, water service lines, valves, control systems and other equipment and appurtenances but does not include private water systems or private service lines.

PART 2 – PROHIBITIONS

1. An owner or consumer must not:
 - (a) Use, interfere with, change, tamper, connect to or obstruct the utility system or any part of the utility system, unless authorized by the manager;
 - (b) Destroy or damage or in any manner interfere with any fire hydrant, standpipe, valve, shut off valve, meter, approved backflow preventer, meter vault or other fixture or equipment of the utility system;
 - (c) Obstruct at any time or in any manner, the access to any fire hydrant, standpipe, valve, shut off valve, meter, meter vault or other fixture or equipment of the utility system;
 - (d) Connect, cause to be connected, or allow to remain connected to the utility system, or to any private service, any piping, fixture, fitting, container or

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- appliance which may cause pressure surges, or any other disturbance which may, in the opinion of the manager, result in annoyance to any other customer, damage to any service, or damage to the utility system;
- (e) Connect additional consumer units to an existing service connection without submitting an application and receiving approval by the manager;
 - (f) Permit the introduction of any contaminant or foreign matter whatsoever into any private utility service that is connected to the utility system;
 - (g) Sell, give or convey water beyond the premises to which the water is supplied under this bylaw, except with the written authorization of the manager.
 - (h) Use water from the water system to generate power or operate machinery.

PART 3 – SYSTEM CONNECTIONS

2. Except as provided elsewhere in this bylaw, the manager may prescribe standards for the connection or attachment of any private water service to the water system, and for the repair or alteration of any private water service including engineering specifications for service connections.
3. The manager may determine into which main of the water system a private water service must be connected.
4. Where the manager deems it necessary, an applicant may be required to provide a certificate from a professional engineer to confirm that adequate quantity and pressure is available for the new service connection.
5. Where the water quantity or pressure are not adequate for the service connection, the applicant will be required to upgrade the water system prior to connecting, and the regulations for water system extensions shall apply.
6. By authorizing a water service connection under this bylaw, the Regional District undertakes no duty of care to ensure that the capacity of that connection is sufficient for the future development potential of a parcel.
7. An owner who applies for a supply of water from the water system must pay the applicable fees for the installation of any necessary water service connection to that owner's premises as outlined in Schedule 'A'.
8. An owner who applies for connection to the wastewater system must pay the applicable fees for the installation of any necessary wastewater service connection to that owner's premises as outlined in Schedule 'B'.

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9. Where the water pressure in a water main exceeds 80 pounds per square inch, an owner whose private water service is supplied by that main, or applies for a water service connection to that main, must:
 - (a) Install as part of that private water service, and at the owner's sole cost, a pressure reducing valve of a type approved by the building inspector; and
 - (b) Carry out that installation in the manner required by the building inspector.
 10. Every owner must ensure that all pipes, taps, and other components forming part of that owner's private water service are installed in accordance with all applicable bylaws and regulations and approved by the manager and that any required approved backflow preventer is installed and maintained in accordance with this bylaw.
 11. Every owner must maintain the private water service on that owner's premises in good order and repair and must protect that private water service from frost and damage at that owner's own expense.
 12. Every owner must ensure that approved backflow prevention assemblies are tested upon installation and at intervals required by the Regional District, and that the test results are provided to the Regional District upon request.
 13. The manager, upon written notice to an owner, occupier or customer of any premises as provided in this section, may direct that the utility service connection to that premises be disconnected and the Regional District shall not be liable for damages by reason of discontinuing service to those premises.

PART 4 - APPLICATIONS FOR SERVICE

14. The manager may prescribe the form of application for:
 - (a) The disconnection of service from the utility system;
 - (b) The attachment to or connection with the utility system;
 - (c) Adding consumer units to an additional service connection;
 - (d) The temporary use of a fire hydrant;
 - (e) The location of a property box or curb-stop so that it is made visible and accessible;
 - (f) The turn-on or turn-off of a water service at the property boundary.
15. All applications must be signed by the applicant and delivered to the manager and must be accompanied by the payment of the applicable fees and charges. Each

application, when duly signed by the potential consumer, shall be an agreement whereby the consumer agrees to abide by the terms and conditions of the bylaw.

PART 5 – METERED ACCOUNTS

16. All connections to the water system shall be metered, except where premises are unmetered and billed at standard rates.
17. The manager shall determine the size and location of any meter required to be installed and shall determine the engineering specifications for the meter installation.
18. Once installed, meters become the property of the Regional District.

PART 6 – ACCESS

19. No person shall obstruct or impede access to the utility system or any part or component of the utility system.
20. The manager, or any other employee or agent of the Regional District with the authorization of the manager, may remove any material or thing that obstructs or impedes access to the utility system and the expense of such removal shall be charged to and paid by the owner responsible for the obstruction or the property owner of the property serviced.
21. The owner of a parcel supplied with water under this bylaw must ensure that the property box and curb-stop for their property remains visible and accessible at all times.

PART 7 – WATER USE RESTRICTIONS

22. The Regional District may impose restrictions on the use or consumption of water and, in the event such restrictions are imposed, every premise that is served by the water system and every consumer shall be subject to the terms, conditions and restrictions.
23. Upon notice of such restriction, no consumer shall use water for the purpose forbidden by, or in excess of the limits imposed by, such restrictions.

PART 8 – USE OF WASTEWATER SYSTEMS

24. An owner shall ensure that wastewater originating from a premises is conveyed to and discharged into the wastewater system or a private wastewater system authorized by the manager.

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25. The Regional District shall have the authority to use any test or other means to determine compliance with this bylaw or other federal or provincial environmental regulations, to stop or prevent the discharge of any substances, which are liable to damage or obstruct flow in the wastewater system.
 26. No person shall place, deposit, or permit to be placed or deposited in any manner upon public or private property within the Regional District, any human or animal excrement except into the wastewater system.
 27. Excepted as permitted by this bylaw or authorized by the manager, no person shall construct or maintain any privy or pit toilet, cesspool, or other facility intended or used for the collection or disposal of wastewater.
 28. No person shall connect, cause to be connected, or allow to remain connected to the wastewater system any piping, fixture, fittings, container or appliance, in a manner which under any circumstances, may allow rainwater, surface water, or any other liquid, chemical, or other substance in the sole opinion of the manager is detrimental to the wastewater system, to enter the wastewater system.
 29. A person who contravenes any of the provisions in this section shall, in addition to any penalty for infraction of this bylaw, be liable to and shall on demand pay to the Regional District all costs of cleaning up and removing contamination resulting from the discharging of any materials identified in this section into the wastewater system and for any other amount for which the Regional District may be held legally liable because of such contamination.

PART 9 – FEES AND CHARGES

30. Premises with service connections shall be subject to payment of such fees and charges as may be prescribed by Schedules “A” and “B”, attached to and forming part of this bylaw.
31. Where applicable, the fees charged for utility services shall be prorated to the beginning of the month following the commencement or termination of service.
32. Fees charged for utility services shall be billed quarterly and shall be due and payable on the due date stated on the invoice, no less than thirty (30) days after the issuance of the bills.
33. Where a service connection has been disconnected, the service connection shall not be reconnected until all outstanding fees and charges and the required reconnection and water turn on fees have been paid.

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34. When any rates or charges for utility services are overdue for a period of six (6) months, such services may be turned off from the premises and shall not be turned on again until payment has been received for the following:
- (a) The rates and charges overdue;
 - (b) The rate as set out in Schedule “A” to cover the cost of turning the water on;
 - (c) Any additional cost incurred in order to prevent the improper use of water after the source has been turned off.
35. The manager may assess an interest rate of 2% on outstanding rates and charges, from the prior period, which are overdue.

PART 10 – GENERAL

Right of Entry

36. Regional District staff may, at all reasonable times, enter upon any premise subject to this bylaw to ascertain whether the provisions of this bylaw are being contravened.

No Obligation Assumed by Regional District

37. Nothing in this bylaw shall be interpreted as imposing a duty or obligation on the Regional District to provide continuous utility service to any consumer or premise and it is a condition of service that the Regional District is not liable for any injury, damage, or economic loss to any party:
- (a) Arising or occurring from the use of the utility system;
 - (b) Resulting from the failure to supply water of a specific quantity or quality to a consumer;
 - (c) Resulting from the failure of the wastewater system to receive sewage from a premise;
 - (d) Resulting from any impurity, lack of pressure, increased or fluctuating pressure, or any other condition affecting the supply of water from the water system.

by an affirmative vote of at least two-thirds the votes cast.

Certified true and correct copy of
**“Long Beach Airport
Utility System
Rates and Regulations Bylaw
No. F1171, 2025”**

The Corporate seal of the Regional
District of Alberni-Clayoquot was hereto
affixed in the presence of:

John Jack,
Chairperson

Cynthia Dick,
General Manager of Administrative Services

WATER RATES**SCHEDULE "A"****1. WATER RATES**

- (a) All Consumer Units are subject to the following basic charge per month:

Classification	Rate per Month
Metered	\$100.00
Unmetered	\$100.00
Serviced Pad (as defined under consumer unit)	\$50.00

- (b) An additional charge of \$2.40 per cubic meter (m3) shall be calculated on consumption that exceeds 125 cubic meters (m3) per quarter.
- (c) If a meter fails to register or to properly indicate the flow of water, consumption will be estimated and billed based on the average previous consumption. This estimate will take into account seasonal variations and other factors, such as ownership changes, that may affect the consumption of water.
- (d) The Alberni-Clayoquot Regional District reads the meters once every quarter. If access is not provided to the meter during the regular quarterly readings, return visits to read the meter are \$25.00 per call.

2. GENERAL CHARGES

A charge under this bylaw shall be paid by the owner of a serviced property for:

- (a) Application for new water service or extension \$200.00
- (b) Water turn-on - \$50.00 each
- (c) Service locate fee – at cost (minimum of \$50.00)
- (d) Emergency water turn-off – at cost (minimum of \$100.00)
- (e) Services related to the identification and repair of a water leak on the property side of a water line – at cost (minimum \$50.00)
- (f) Reconnection of any water service disconnected pursuant to this Bylaw – at cost (minimum \$50.00)

- (g) Water connection & meter - \$4,200.00 per connection or cost of construction as determined by the Regional District, whichever is larger. If a connection requires a line extension, the cost of this construction is to be paid by the applicant. Cost of connection is to be paid by the applicant once the application for service is reviewed and approved and an invoice is issued.

3. HOURLY RATE

The hourly rate for services completed and billed out at cost shall be:

- (a) \$75.00/hr.

WASTEWATER RATES**SCHEDULE "B"****4. WASTEWATER RATES**

- (a) All Consumer Units are subject to the following basic charge per month:

Classification	Rate per Month
Metered	\$25.00
Unmetered	\$25.00
Serviced Pad (as defined under consumer unit)	\$25.00

5. GENERAL CHARGES

A charge under this bylaw shall be paid by the owner of a serviced property for:

- (a) Application for new wastewater service \$200.00
- (b) Service locate fee – at cost (minimum of \$50.00)
- (c) Reconnection of any wastewater service disconnected pursuant to this Bylaw – at cost (minimum \$50.00)
- (d) New Connection - \$3,800.00 per connection or cost of construction as determined by the Regional District, whichever is larger. If a connection requires a line extension the cost of this construction is to be paid by the applicant. Cost of connection is to be paid by the applicant once the application for service is reviewed and approved and an invoice is issued.

6. HOURLY RATE

The hourly rate for services completed and billed out at cost shall be:

- (a) \$75.00/hr.



To: Board of Directors

From: Brett Maclean, Airport Development Manager
Stephanie Waters, Procurement Coordinator

Meeting Date: October 8, 2025

Subject: Long Beach Airport Land Use Planning and First Nations Engagement

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors award the Long Beach Airport Land Use Planning and First Nations Engagement contract to Imagination FX in the amount of \$99,979 (excluding GST) and authorize the CAO to negotiate and execute the contract on behalf of the ACRD.

Desired Outcome:

To develop a comprehensive Land Use and Development Plan for Long Beach Airport (LBA), a 1,900-acre property located on the traditional, unceded territory of the Tla-o-qui-aht First Nation (TFN).

Summary:

Originally established as a WWII military base, LBA has become a key transportation and economic asset. The purpose of this project is to co-develop a visionary, actionable, and culturally grounded plan that unlocks the airport's development potential while honoring the land, people, and ecosystems. This project aims to update the 2007 Tofino-Ucluelet Airport Land Use Plan that has become outdated due to major changes including a new terminal, the introduction of scheduled passenger service, and increased traffic. The plan must reduce financial reliance on taxpayers by identifying viable revenue opportunities, reflect TFN values and priorities through relationship-based approaches, align with Transport Canada regulations and local government policies, and position the airport as a regional economic driver that safeguards cultural and environmental stewardship.

Background:

Ten (10) submissions were received from qualified and experienced proponents. All bids were evaluated based on experience, qualifications, project understanding, approach schedule, social procurement, and references. Scoring was evaluated based on highest technical score under the stipulated budget. The evaluation was completed by ACRD staff. Imagination FX had the highest score across all evaluation criteria and was under the stipulated budget. The price and ranked results of the bids received is as follows:

Proponent	Price (excluding GST)	Rating (/100)
Imagination FX	\$99,979	100
Barefoot Planning	\$99,980	91
Avia NG Airport Consultants	\$99,615	84.5
Elevation Technical Services	\$99,150	78.5
Urban Systems	\$99,345	70
Urbanics Consultants	\$97,450	60
KWC Planning Services	\$99,125	60
Dialog BC Architecture	\$99,845	60
Arcadis Professional Services	\$100,000	60
IGY 6	\$440,370	60

Time Requirements – Staff & Elected Officials:

This contract will require approximately 4 hours of Finance time to execute.

Financial:

The ACRD was successful in securing \$240,000 in grant funding from the Rural Economic Diversification and Infrastructure Program for the Long Beach Airport Land-Use and Development Plan Project that needs to be completed by June 2027. This project will be fully funded from this grant program.

Strategic Plan Implications:

This project will help achieve strategy 1.3 – Develop Airport development plans in collaboration and/or partnership with First Nations whose lands the airports operate on.

Policy or Legislation:

An RFP was issued in this scenario as the ACRD's Purchasing Policy requires a Tender (or similar public offering) if the expected value of a contract exceeds \$35,000.

Options Considered:

If the Board would like further information regarding the details of the contract prior to making a decision, then the full contract could be brought forward in-camera at the next scheduled Board meeting.

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

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

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



To: ACRD Board of Directors

From: Alex Dyer, General Manager of Planning & Development

Meeting Date: October 8, 2025

Voting Structure: Electoral Area Directors

Subject: 2025 Electoral Area Housing Needs Reports

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors receive the 2025 Electoral Area Housing Needs Reports and Regional Summary Housing Needs Report.

Desired Outcome:

For the ACRD Board to receive the completed Housing Needs Reports (HNRs) for the six ACRD Electoral Areas and the ACRD Regional Summary HNR.

Summary:

The ACRD completed Electoral Area Housing Needs Reports in 2025 to build upon the Interim HNRs that were adopted by the Board of Directors in December 2024. The updated HNRs incorporated comprehensive housing data analysis with community-level public engagement and Advisory Planning Commission (APC) engagement on housing needs within each of the Electoral Areas in the region. The recommendations and housing needs data from the reports will be incorporated into the Official Community Plan (OCP) updates that are currently underway.

The Electoral Area Housing Needs Reports and a Regional Summary report will be presented by the consultant, M'akola Development Services, as a delegation to the October 8, 2025, Board meeting.

Background:

Legislative Requirements

The first legislative requirements for HNRs were established by the Province of BC in 2019 and required local governments to complete HNRs by April 2022. HNRs were completed for the six ACRD Electoral Areas, and member municipalities and First Nations in 2021. These reports included a collection of housing data and analysis to help communities determine current and future housing needs with the intention that the HNR would be a tool for local governments to use to inform land use policy documents, such as the Zoning Bylaw and OCPs.

In 2023, the Province introduced changes to the *Local Government Act (LGA)* to help address the housing crisis and begin to deliver more housing options throughout BC. Bill 44 *Housing Statutes (Residential Development) Amendment Act* required all local governments to update their HNRs using a standardized methodology over a 20-year time horizon to better understand and address housing needs throughout BC. This included requiring all local governments to complete Interim HNRs for each Electoral Area by January 1, 2025. The ACRD Board received the Interim Housing Needs Reports on December 11, 2024 to meet the legislative requirements.

The recommendations of the Interim HNRs must be incorporated as part of any OCP update and the first regular HNRs must be completed by the end of December 2028, and every five years thereafter. As the ACRD is currently undertaking comprehensive updates to the six Electoral Area OCPs over a multi-year project and there is grant funding currently available with a consultant in place, the ACRD proceeded with additional housing needs work in 2025 to complete full Housing Needs Reports that can be incorporated into the updated OCPs. The completed Housing Needs Reports will also satisfy the 2028 deadline provided in the *Local Government Act*.

2025 Electoral Area Housing Needs Reports

With consultant support from M'akola Development Services, 2025 Housing Needs Reports have been prepared for each of the six Electoral Areas and a Regional Summary has been provided with regional context statements and implementation recommendations.

The individual reports are linked to the ACRD website: www.acrd.bc.ca/events/8-10-2025/

The updated HNRs were developed utilizing the provincial methodology for determining housing needs and were informed through engagement with community members throughout the region. Meetings were held with each of the six Electoral Area Advisory Planning Commissions from March-May 2025. Preliminary data findings and background were presented for discussion to the Electoral Area Directors Committee on April 16, 2025. An online public survey was conducted from late March to early May 2025 with 166 responses received. The additional public engagement in this project was used to supplement more comprehensive housing data analysis in each area with more community-level input on housing needs, and opportunities and challenges, that are relevant to each community.

The 2025 Housing Needs Reports for each Electoral Area include detailed demographic and housing profiles, and anticipated demand for each of the housing demand components outlined in the provincial HNR method. These components include an estimated housing need calculation within a 5-year and 20-year timeline for anticipated housing growth, suppressed households, households in extreme core housing need, individuals experiencing homelessness, increasing the rental vacancy to 3%, and a local demand buffer. The definitions and methodology for the housing demand components are detailed in the HNRs.

The ACRD Housing Needs Regional Summary includes recommendations for addressing housing needs in the Electoral Areas. The recommendations are divided into three categories for implementation:

- i. **Short-term** opportunities that are within the ACRD's current role and responsibilities, including increased zoning flexibility, encouraging community-appropriate growth within serviced areas, strengthening Indigenous partnerships, and continued education and advocacy efforts.
- ii. **Long-term planning** opportunities that would require coordination with community partners, including developing a Regional Growth Strategy or Housing Action Plan.

- iii. **Legislative framework** updates that would require the ACRD to implement new services or regulations, including establishing a Regional Housing Service and addressing short-term rentals (STRs) through options such as opting into the principal residency requirements in the *STR Accommodations Act* or implementing a Municipal and Regional District Tax (MRDT) to fund initiatives.

Anticipated Housing Demand for Electoral Areas (in total units)

By 2026, the ACRD is anticipated to require 519 additional housing units to meet housing demand. By 2041, a total of 1,228 additional housing units are anticipated to be required to meet housing demand. Total housing demand is calculated from a base year of 2021 and the HNRs include an adjusted demand calculation from 2024. Within each of the 2025 Electoral Area Housing Needs Reports, the anticipated housing demand is broken down into the six components outlined in the provincial HNR method.

Electoral Area	5 year (by 2026)	20 year (by 2041)
Electoral Area A - Bamfield	19	53
Electoral Area B - Beaufort	33	84
Electoral Area C - Long Beach	48	113
Electoral Area D - Sproat Lake	125	297
Electoral Area E - Beaver Creek	171	389
Electoral Area F - Cherry Creek	123	292
Total	519	1,228

A unit is defined as a dwelling intended for permanent occupation (i.e., more than half of a calendar year) by an owner or renter. Dwelling types include single-detached, semi-detached, row, and apartment housing, as well as mobile homes and manufactured homes.

Time Requirements – Staff & Elected Officials:

Staff time to incorporate housing needs data into the updated Electoral Area OCPs will be integrated into the OCP Planning team workplan over the course of the OCP update projects. Any future implementation of policy or project recommendations from the Housing Needs Reports will be directed by the ACRD Board.

Financial:

The 2025 Housing Needs Reports were completed with consultant support from M'akola Development Services and with 100% funding from the BC Capacity Funding for Local Government Housing grant awarded to each local government to assist with complying with the updated housing legislation. Total contracted project costs were \$39,271.

Strategic Plan Implications:

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

Policy or Legislation:

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

Submitted by: *Alex Dyer*
Alex Dyer, MCIP, RPP, General Manager of Planning & Development

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

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



To: ACRD Board of Directors

Voting Structure: Electoral Area Directors

From: Alex Dyer, MCIP, RPP, GM of Planning & Development

Meeting Date: October 8, 2025

Electoral Area: A - Bamfield

Subject: Development Variance Permit DVA25005 - 422 BURLO ISLAND (DOMBI-SAHI)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors deny Development Variance Permit DVA25005.

Options Considered: If the Board of Directors is considering approving the variance application, the appropriate motion would be:

THAT the Alberni-Clayoquot Regional District Board of Directors issue Development Variance Permit DVA25005.

Property Information:

Civic Address:	422 BURLO ISLAND			
Legal Description:	LOT 1 SECTION 19 TOWNSHIP 1 BARCLAY DISTRICT PLAN VIP68113			
PID:	024-330-485	Folio:	770-02781.000	ALR? (Y/N): No
Lot Area (ha):	0.20 (0.50 ac)			

Background:

Development variance permit DVA20006 was issued and registered to the subject property in July 2022. DVA20006 varied the required setbacks of the Bamfield Cottage Residential (BRC) District by reducing the front yard setback (from Bamfield Inlet) from 12.2 m (40 ft) to 7.5 m (24.6 ft), and the western side yard setback from 4.6 m (15 ft) to 3.8 m (12.5 ft) to accommodate construction of a single family dwelling. The property owners have now applied to further reduce the front yard setback to 6.4 m (21 ft), and the western side yard setback to 3 m (9.8 ft), to accommodate the location of the partially constructed single family dwelling which has been sited incorrectly.

The Board initially considered this application at their May 14, 2025 meeting where the Board resolved to proceed with the neighbour notification process. The Bamfield Advisory Planning Commission (APC) recommended proceeding with the public input process at their April 25, 2025 meeting. Public notices were mailed on May 20 and hand delivered on May 22 to residents within 100 metres of the subject property. At the June 11, 2025 Board of Directors meeting, the Board received three (3) letters of opposition, a delegation from the neighbouring property owner expressing opposition, and a submission with additional information and pictures from the applicants. At that meeting, the Board resolved to defer a decision on the application and

PL20250024/DVA25005

refer the application package and all correspondence on DVA25005 to the Bamfield Advisory Planning Commission for further discussion.

Bamfield Advisory Planning Commission:

The development variance application was subsequently reviewed at two meetings of the Bamfield APC. The first meeting was held on June 26, 2025. The APC considered a package that included the background information, correspondence, and neighbour delegation that was presented to the Board of Directors on June 11, in addition to the application details that were presented to the Board on May 14. At that meeting, the APC passed a motion to invite the neighbouring property owner to address the APC to outline their concerns. The June 26 APC meeting was disrupted by a power outage in the community and no recommendation was passed.

The Bamfield APC held another meeting on July 24, 2025 to continue the discussion on the application. New information submitted by the applicants and received at this meeting included a Technical Memo from Walton Lu Structural Engineering dated July 20, 2025 and a letter from the contractor that built the dwelling. The APC passed a motion to invite the neighbouring property owner to speak again. After discussion with the APC members, staff, and the applicants, the APC did not pass a motion or any recommendation at this meeting.

August 2025 Update: All of the new information and additional correspondence that was received by the Bamfield APC on June 26 and July 24 was included with a memorandum that was received by the Board at the August 27, 2025 Board of Directors meeting. Any correspondence that was received by the Board at the June 11 meeting is linked to the ACRD website: www.acrd.bc.ca/events/11-6-2025/. This includes the public correspondence received during the public notice period and the delegation from the neighbouring property owner.

At the August 27 meeting, the Board resolved to “defer a decision on Development Variance Permit DVA25005 to the October 8, 2025, Board of Directors meeting to allow the applicants to address concerns raised during the public notice period and to invite the applicants to present to the Board as a delegation.” The deferral would allow an opportunity for the applicants to address any concerns raised by the public and the Bamfield APC and to present their application as a delegation to the Board.

October 2025 Update: The applicants have submitted correspondence to the Board to highlight their communication with the impacted neighbour and will present as a delegation to the October 8, 2025 meeting. The additional correspondence between the applicants and the neighbour, and the information received at the August 27 meeting, are included with this memorandum for the Board’s consideration.

In consideration of all of the correspondence and information received by the applicants and the public on the application, the staff recommendation is that the Board deny development variance permit DVA25005.

Following the issuance of the previous variance in 2022, the applicants did not follow the building permit process to ensure that the building was sited correctly on the property. The applicants did not comply with the conditions of the building permit issued in November 2023 and proceeded to build the structure without following the requirements of the ACRD Building Bylaw to provide assurance from a BC Land Surveyor that the setbacks had been met. The applicants continued construction until a survey was completed in August 2024.

The public input process for the development variance application highlighted concerns raised by the public and the neighbouring property owner that is most impacted. The Board deferred a decision on the application at the

August 27, 2025 meeting to allow the applicants the opportunity to address concerns raised during the public notice period. It does not appear that the applicants have taken any steps to address concerns aside from presenting comments in support of their variance request as a delegation to the October 8 Board meeting.

Submitted by: *Alex Dyer*
Alex Dyer, MCIP, RPP, General Manager of Planning and Development

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

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

B.C. LAND SURVEYORS BUILDING LOCATION CERTIFICATE

LOT 1, SECTION 19, TOWNSHIP 1, BARCLAY DISTRICT, PLAN VIP68113.

SCALE 1:400

THE INTENDED PLOT SIZE IS 280mm IN WIDTH AND 432mm IN HEIGHT (B SIZE) WHEN PLOTTED AT A SCALE OF 1:400.

NOTE:

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF AND ARE DERIVED FROM PLAN VIP68113.

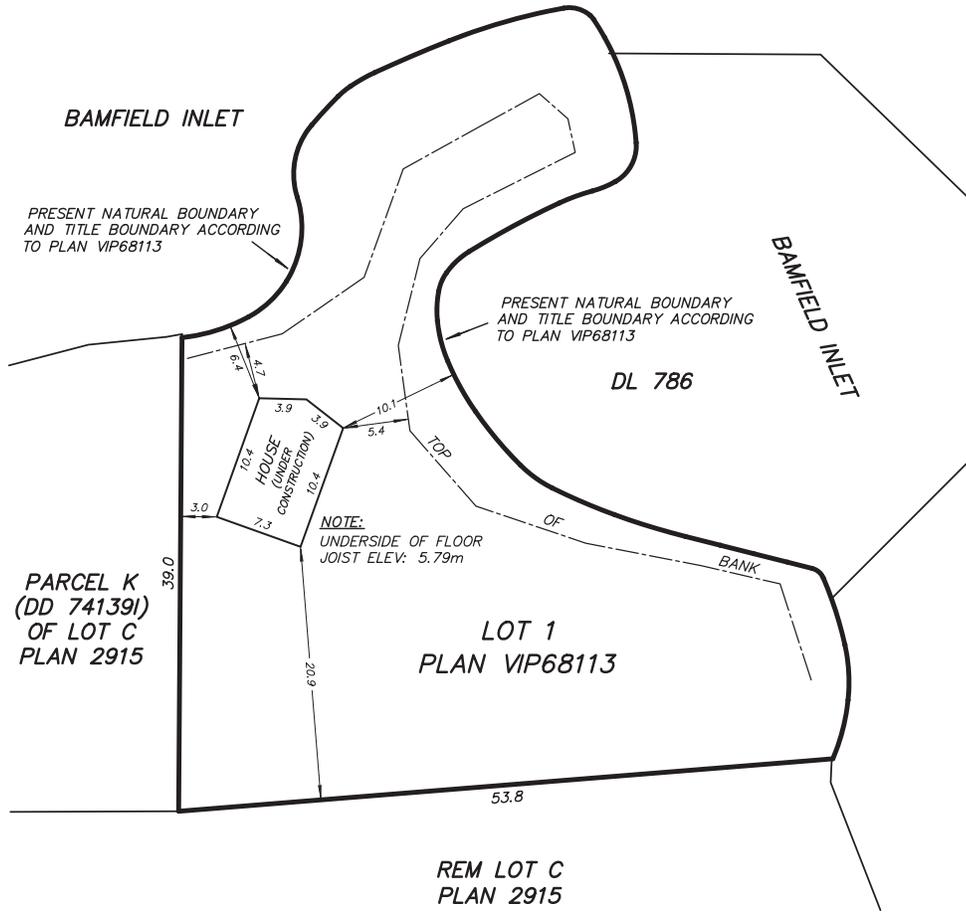
ELEVATIONS ARE GEODETIC IN METRES, REFERENCED TO CGVD28 DATUM, DERIVED FROM DIFFERENTIAL DUAL FREQUENCY GNSS OBSERVATIONS POST-PROCESSED USING NATURAL RESOURCES CANADA'S PRECISE POINT POSITIONING (PPP) SERVICE.

JURISDICTION: ALBERNI-CLAYOQUOT REGIONAL DISTRICT

PID NO: 024-330-485

THIS LOT IS SUBJECT TO LTO CHARGE NUMBER: ET78675.

CIVIC ADDRESS: 422 BURLO ISLAND, BAMFIELD, BC



THIS SURVEY IS NOT VALID UNLESS DIGITALLY SIGNED. THIS SURVEY IS PROTECTED BY COPYRIGHT AND MAY NOT BE REPRODUCED.

CERTIFIED CORRECT THIS 19TH DAY OF AUGUST, 2024 ACCORDING TO LAND TITLE AND SURVEY AUTHORITY RECORDS AND FIELD SURVEYS. UNREGISTERED INTERESTS HAVE NOT BEEN INCLUDED OR CONSIDERED.

Neil Bauder
D3K5I3

Digitally signed by Neil Bauder D3K5I3
Date: 2024.08.19 12:41:12 -07'00'

NOTE:

1. THIS SURVEY PURPORTS TO SHOW ONLY THE NEW CONSTRUCTION ON THE ABOVE DESCRIBED PARCEL(S) AND THEIR RELATIVE LOCATION THEREON.
2. THIS PLAN PROVIDES NO WARRANTY OR REPRESENTATION WHATSOEVER WITH RESPECT TO ANY OTHER BUILDING, PATIO, RETAINING WALL, PARKING FACILITY, FENCE, UNDERGROUND, ABOVEGROUND OR OVERHEAD UTILITY OR ANY OTHER IMPROVEMENTS AND THEIR RELATIVE LOCATION TO ANY INTERNAL OR EXTERNAL BOUNDARIES OF THE ABOVE DESCRIBED PARCEL(S) AND IS NOT TO BE USED TO RE-ESTABLISH PROPERTY LINES.
3. PRISM LAND SURVEYING LTD. AND NEIL BAUDER ACCEPT NO RESPONSIBILITY FOR AND HEREBY DISCLAIM ALL OBLIGATIONS AND LIABILITIES FOR DAMAGES IN CONNECTION WITH THIS SURVEY, NOT LIMITED TO, DIRECT, INDIRECT, SPECIAL, AND CONSEQUENTIAL DAMAGES, ARISING OUT OF OR IN CONNECTION WITH ANY DIRECT OR INDIRECT USE OF THIS SURVEY OR THIS PLAN BEYOND ITS INTENDED USE.



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223 FERN ROAD W.
QUALICUM BEACH, B.C. V9K 1S4
PHONE: 250-752-9121
EMAIL: info@prismlandsurveying.ca
FILE NUMBER: 20-122-BL
DRAWING FILE: 20-122 BLC1.dwg
DATE: 2024-08-19



Bamfield Inlet

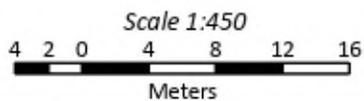


422 Burlo Island, Bamfield
LOT 1 SECTION 19 TOWNSHIP 1 BARCLAY
DISTRICT PLAN VIP68113

-  Subject Property
-  Parcels



Prepared 2025-04-08
Sources: LidarBC (DEM, Hillshade)
2019, ParcelMapBC; ACRD, City of
Port Alberni



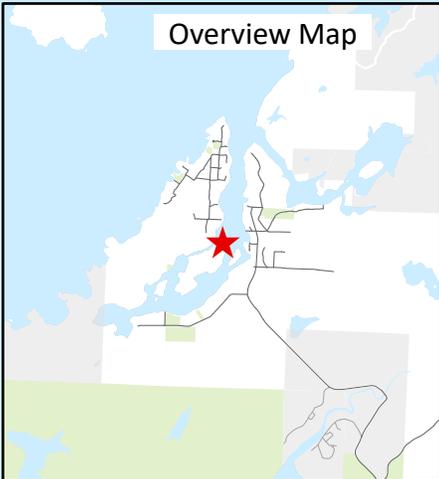
This product is intended for general reference use only and should not be used for navigation or legal purposes. Imagery offsets may exist.



Subject Property



Water Access Virtual Road

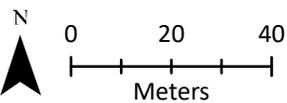


ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



Civic Address: 422 Burlo Island, Bamfield

Legal Description: LOT 1 SECTION 19 TOWNSHIP 1 BARCLAY DISTRICT
PLAN VIP68113



From: [REDACTED]
To: [Planning Shared](#)
Subject: 422 Burlo Island DVA25005 variance additional information
Date: June 20, 2025 4:42:14 PM
Attachments: [clip.png](#)

[CAUTION] This email originated from outside of the ACRD

Dear Members of the Bamfield Advisory Planning Commission,

I am writing as the owner of 422 Burlo Island to provide context and evidence in support of Development Variance Permit DVA25005, which was transferred to your commission following the ACRD Board meeting on June 11, 2025.

It is my observation, based on his initial opposition during the first variance denial and subsequent numerous complaints to the ACRD as well as personal emails, that Mr. Ireland's primary objection appears to be the existence of any building on this property rather than its specific position. I raise this point respectfully, acknowledging his perspective, but submit that the focus should remain on the practical and minimal impacts of the current placement.

I respectfully request your approval to retain the house in its actual constructed position, as moving or twisting it, does not significantly address his concerns. Below, I outline the chain of events, site-specific hardships, and detailed justifications for retaining the current location (3-meter side setback, 6.4-meter front setback) despite its deviation from the approved DVA20006 dimensions (3.8-meter side, 7.5-meter front).

Chain of Events – 422 Burlo Island Project2020 –

Initial Survey: Sims and Associates Surveyors conducted a property survey, locating all pins except the northwest corner. They laid out the house with a 3-meter side setback and 6.8-meter front setback, producing a drawing for a reasonable variance. The shoreline, copied from the 1995 survey due to its irregular nature and lack of reliable reference points, was not physically marked.

Geotechnical Modification: The geotechnical engineer requested a tilt to the house eastward, adjusting the front setback to 7.5 meters, by tilting the house away from the front setback. Initial intention was to apply with the 3m side setback since that is a very reasonable distance, but the tilt on the east south corner modified the side setback inadvertently. Since the front property line is an irregular shape, that can be achieved with very little tilting. See attached sketch for better understanding.

Subsequently, the revised drawing was attached to the geotechnical report

2022 – Variance Approval:
DVA20006 was approved

Release of Building Permit in January 2023: Permit BF23-02 was issued, initiating construction.

Construction Phase: Challenges included an unexpected 5-foot-deep excavation, limited site space post-excavation, irregular shorelines Present Natural Boundary differing from the front property line, a 1-foot misplaced side property line, tight scheduling, difficulty coordinating the foundation crew, limited labor/equipment availability, and barge-delivered concrete constraints.

Construction Outcome: Neither the builder or I, realized a surveyor recall was needed at this point. Builder communicated with the inspector from ACRD but I'm not aware if physical inspection took place, or if progress reports were filled. I was just occasionally present during that building phase. As a non Owner-builder who does not yet live in Bamfield, I could not take on the challenge of overseeing construction, hence a builder was hired. The builder is a very capable, fantastic member of Bamfield Community and in no circumstance, I wish to place blame on him. The builder denied ever having a discussion with Mr Ireland about being instructed how to build the house. Unfortunately, as a long-time project manager myself, mistakes happen to the best of us, especially if it is a team effort. If we are focusing of how this happened, and who to blame than I would say, we all have a little part of it, from surveyor to builder, owner, inspector and ultimately great hardship. If there is a desire to set an example and to punish mistakes, I can assure you that I will never build a house again, and I'm sure that Torrance will forever call out surveyors before foundation. Lesson learned.

In this case I propose instead, to let's focus on solutions.

Measurements to locate the footing were made as accurately as possible, resulting in a 3-meter side and 6.4-meter front setback, deviating from DVA20006. Manual verification showed over 7.5 meters to the Present Natural Boundary, though I am unaware if a physical inspection took place. A post-construction survey revealed incorrect footing placement.

These site-specific and external factors—limited space, deep excavation, irregular shorelines, misplaced lines, and logistical challenges—demonstrate genuine hardship beyond my control. This property's irregular shape, 1/2-acre size, and two natural boundary sides differ from the 99% of Bamfield properties with four corners, even waterfront ones. In no circumstances could the argument "setting a precedent" be valid, since this is a unique property, never to be taken as an example.

Design Intent: The house is designed with most activities on the east side. Main entrance and deck will be on that side also. The upper window on Mr Ireland side is a bedroom window, purposely designed to be towards the neighboring site since that is less occupied during the day. The exit door on the same side,(with only a staircase, no deck) is for secondary fire exit, as per BC Building code, not primary use.

Flood-level windows and the door also serve as accessibility, not the houses active side. It cannot be expected to have any windows facing the other property. After all, Mr. Ireland's property is a .25 acre, impossible to offer the privacy that he might desire.

Probably would have been a good idea to buy my property 20 years ago, as an extension of his own, eliminating the risk of sharing Burlo island north side.

Hedges are planted to preserve both of our privacy; obviously a desire of both parties. Supporting pictures and correspondence can be provided upon request.

Response to Mr. Ireland's concerns.

I recognize that Mr. Ireland's objections, potentially rooted in a desire to prevent any construction, were also addressed by the legal approval of the first variance permit DVA20006. His recommendation that I should have never bought this property or that I haven't done my due diligence when buying it, is not a valid argument. At the purchase of the property, we did verify that the property is zoned BRC. Therefore, allowing us to build a min 900 sq ft foot print main house and cabins.

His objections to the second variance request are addressed below:

(I will refer to the sketch attached, the 2 survey drawing over exposed. The red outline as constructed and yellow outline as

Addressing Mr. Ireland concerns point by point:

- **Self-Inflicted Hardship:** The red position resulted from site constraints and the irregular shoreline, not intent. The 0.8m and 1.1m difference from 3.8m/7.5m is minimal, and twisting offers no significant benefit.
We did not have any preference, the outcome of the placement of the house either way is basically the same for us. It was quite an ordeal to obtain the permit; I would not have compromised being rejected intentionally.
- **Excessive Variance:**
The constructed position deviates by 0.8 m and 1.1m respectively from DVA20006, this translates to 14% on front setback and 21% on side setback. Comparing it to a standard setback paints an exaggerated view of the extent of misplacement
- **Increased Fire Risk:** Proximity to the 10x10 garden shed is mitigated by fiber cement siding, metal roofing, reducing risk significantly. Twisting the house into his initial location, offers no significant fire benefit.
- **Shading (Loss of Sunlight)**
The height of the building, including required flood level will remain the same as approved in DVA20006.
As seen on the sketch above if the house shape projected on the property line, the reflection/shading is virtually the same .
Twisting doesn't improve this.
Mr. Ireland might envision the house to be moved towards south by 1.1m and east .8m, but that is not the position of the accepted first variance. The 7.5m distance for front yard setback is guided by the irregular shoreline.
- **Loss of Privacy:** The bedroom window and the exit door (with staircase only) is for accessibility on the non-active side.
Hedges will preserve privacy, but I welcome any other suggestion since Mr Ireland was not fond of the hedges idea. Even told us that the hedges will be cut if growing across the property line, including the roots.
- It is virtually impossible to create privacy but not create shade, especially at 7am, when the sun is at horizon. By 8am the situation probably solved itself.

- **Obstruction of View:**

The obstruction of view unavoidable on this constrained lot, with no significant improvement from twisting.

Before the clearing of the property by us, it was overgrown by tall brushes and quick grown alders. View was non-existent. Garden shed was 4ft into our property, covered by moss. Later he moved the shed because it was literally on my property, not because fire hazard as stated at the board of directors meeting.

We even told him not to move it, since it was not bothering us, clearly trying to create a good neighborly environment. In hindsight, we just did not know how much he is going to make us feel unwelcome on our own property.

At that time, Nelson was complaining about to much discovery.

- **Reduction in Property Value:**

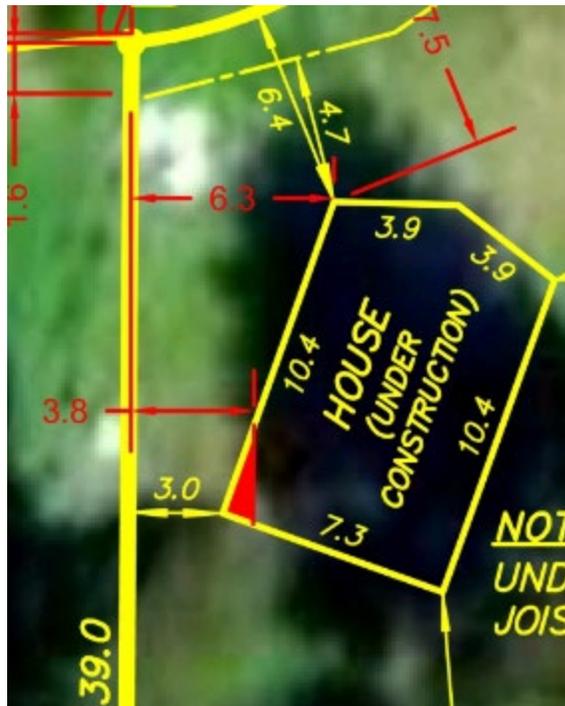
High interest rates in 2023 cooled Bamfield's housing market, likely contributing to 0% to -5% reductions in 2024 property assessments. Lower demand due to reduced affordability and fewer transactions slowed economic activity, impacting local real estate and related businesses.

Most of us noticed a reduction in property value, this is not due to building on 422 Burlo island.

I like to mention that for the board of director meeting , I have proposed a different option regarding achieving 3.8m side yard setback, since the front yard setback was approved and supported by the Geotechnical engineer as 6.4 m to front property line. The real front yard setback to the present natural boundary is 9m.

The proposal (copied from original)

- *Reduce the House Size: The non-compliant triangular area, marked in red on the submitted site plan, could be removed by reducing the house's footprint. However, this would shrink the structure below the municipality's minimum 900 square foot requirement, creating further compliance issues. Additionally, such a modification would compromise the structural integrity and roof components of the house, requiring a complete redesign that is technically and financially unreasonable, while having no*



significant impact on overall outcome.

- Mr Ireland stated at the board of directors meeting, that he is mostly concerned by the front yard setback, hoping that will address his concern of shading not understanding that the original approved variance only played on the irregular shape of the front yard. Unfortunately, there is no straight front setback on this property.

Relocating/ twisting the house doesn't actually address Mr Ireland concerns of shading, loss of view, privacy at any significant level. The deviation on the initially approved distances is 14% and 21%, almost fitting ACRD's 20% precedent.

The property is so different from every other property in Bamfield that it could never be used as an example not setting a different set of precedent.

The relocation of the house on a water access only property is very costly with no benefit to Mr Ireland, his concern only would be addressed if there is no house at all.

I would like to mention that Mr. Ireland has a significant advantage gathering support in Bamfield. He is not informed about many details, that could have been easily avoided if we establish friendly communication. There is a lot of hearsay going around and I had no desire to correct that publicly on the corkboard. I would have not had a chance against years of uninformed rumors. I assure you that I'm not " city people " who comes in and think that I can do whatever I like. We went true every possible permit requirement including the 7point building permit.

- Request for Approval

DVA20006's approval established my right to build, and the current placement, supported by potentially suggested mitigations addresses his specific objections. Moving or twisting the house offers negligible benefits given the site's unique constraints.

I request respectfully the APC to approve DVA25005 to retain the current placement, supported by the attached photo and site plan. I am available to address questions or provide further details

Regards,

Ildiko

Sent from my Bell Samsung device over Canada's largest network.

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LOT 1
PLAN VIP6
LOT 1
PLAN VIP681

From: [REDACTED]
To: [Alex Dyer](#)
Subject: Request for Variance –Side Setback Violation calculation for Property at 422 Burlo island
Date: June 24, 2025 7:12:29 PM

[CAUTION] This email originated from outside of the ACRD

Good morning, Alex

I am writing to discuss a variance for a side setback violation at my property located at 422 Burlo Island, where a 900 square foot house is under construction. This letter explains the situation and justifies why the variance should be approved, as the violation is small and unlikely to affect neighbors or local standards.

In this calculation I don't wish to include front yard setback justifications, since that was accepted by the Geotechnical engineer and declared safe. The front yard setback deviation is 14% to the front property line, not the natural boundary of the property.

Current Side Setback Violation

The required setback from the property line is 3.8 meters, but part of the house is only 3.0 meters away due to its non-parallel alignment. The violation is limited to a small triangular corner, affecting about 1.2% of the house's total area. This small encroachment is the focus of my variance request.

Comparison to hypothetical Parallel Alignment

If the house were built parallel to the property line along its 34-foot side, the violation would be much larger, affecting nearly 10% of the house area. That would truly translate to a 21% deviation from the variance.

The current violation is minimal, involving only about 1.2% of the house area.

If 10% area of the house translates to 21% encroachment, then 1.2% translates to 2.55% .

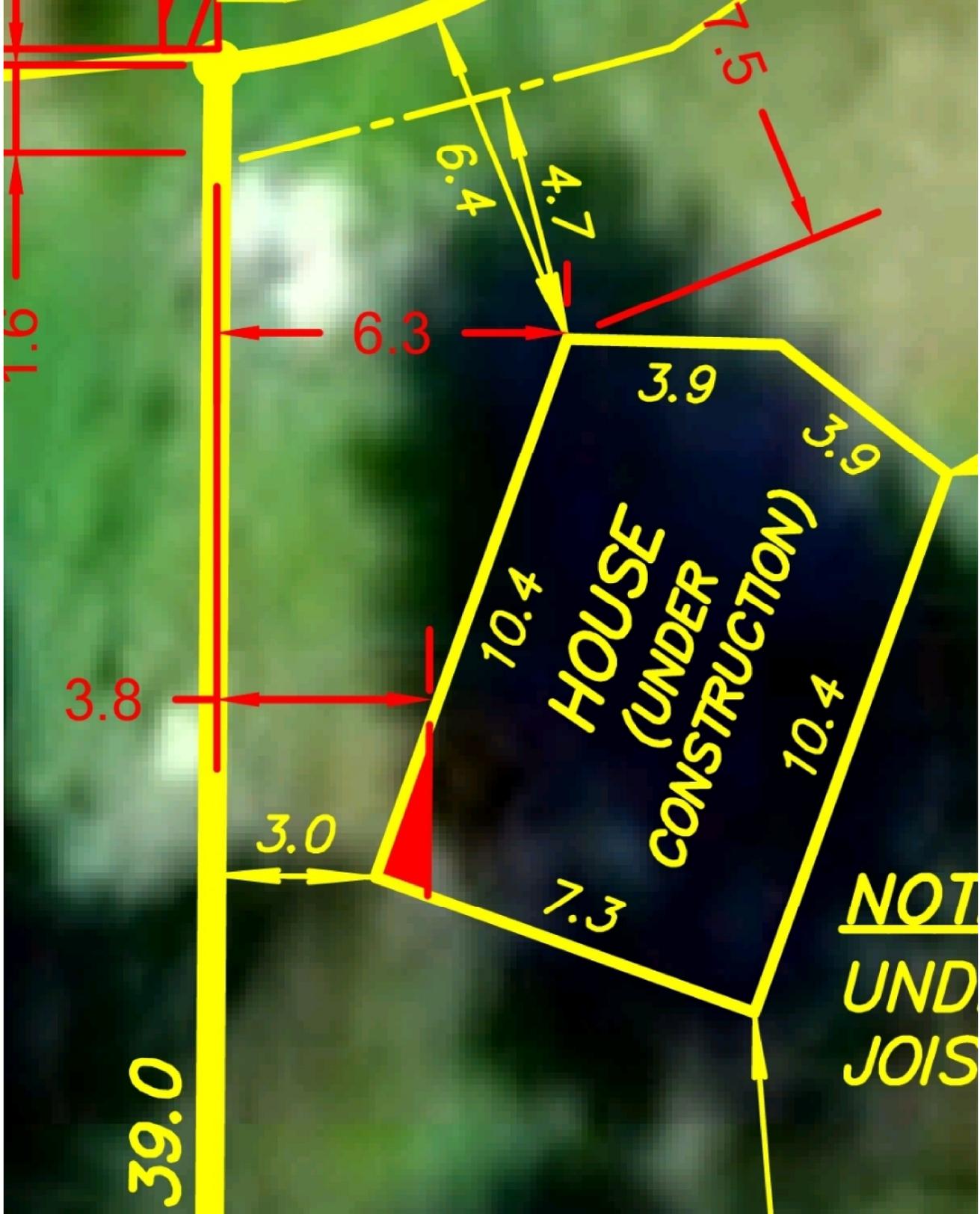
This slight deviation is unlikely to impact neighboring properties or the purpose of the setback rule. I have attached the site plan and related details for your review.

I am available to discuss this further or provide additional information.

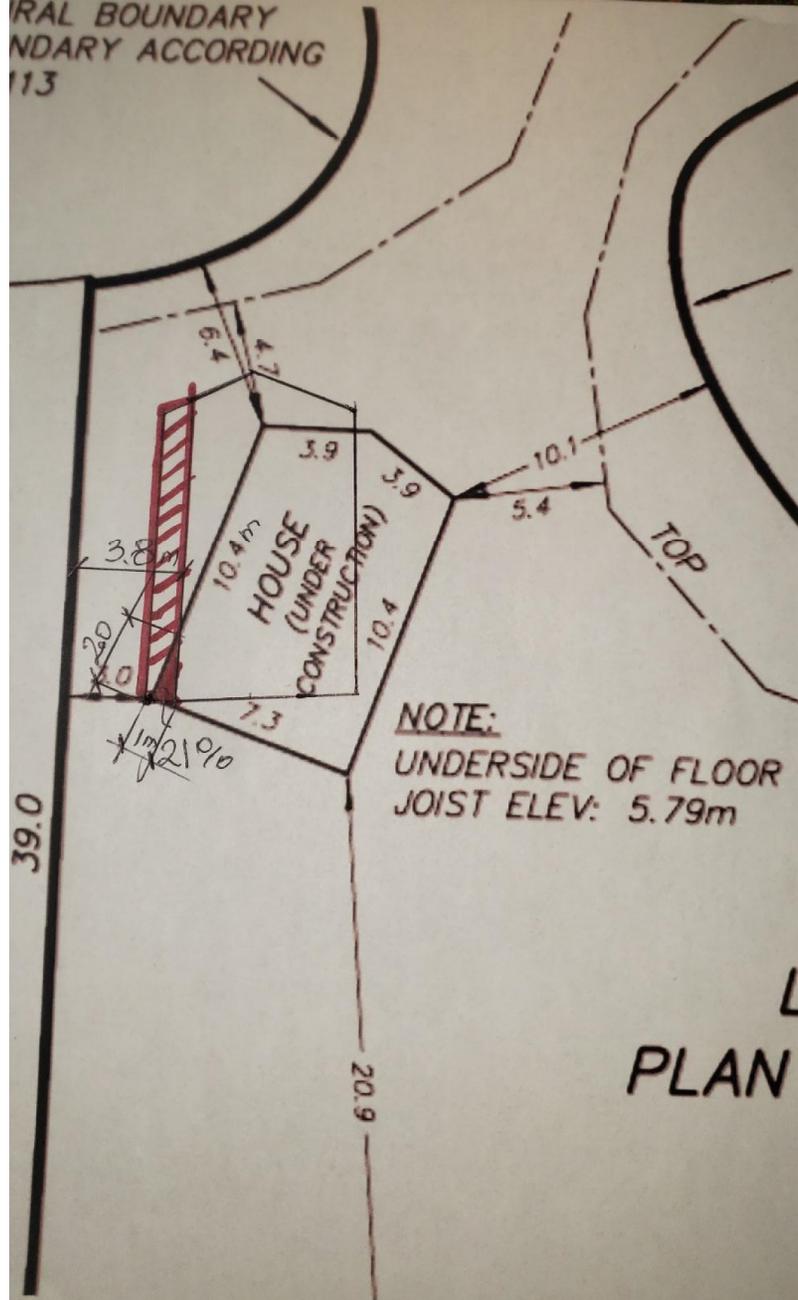
Regards

Ildiko

Sent from my Bell Samsung device over Canada's largest network.



RAL BOUNDARY
NDARY ACCORDING
113



From: [REDACTED]
To: [Planning Shared](#)
Subject: 422 Burlo Island- Structural Engineering review
Date: July 20, 2025 11:13:51 AM
Attachments: [Technical Memo.pdf](#)

[CAUTION] This email originated from outside of the ACRD

Good Morning, Planning Department

I had a discussion with the structural engineer about the building. Here attached, please see his assessment

Best regards

Ildiko

Sent from my Bell Samsung device over Canada's largest network.

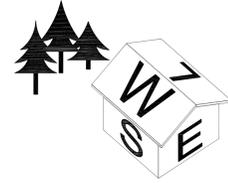
Walton Lu Structural Engineering Ltd.

Permit to Practice: 1000263

103-2155 West 38th Avenue, Vancouver, B.C. V6M 1R8

Email: wl.se@hotmail.com

Phone: (604) 649-7168



REVIEW MEMORANDUM

Project: Dombi Cabin

Address: 422 Burlo Island, Bamfield,

Issued Date: July 20, 2025

Project No.: 23-LW103-1394

Purpose: To review the building structure for the purpose of relocating the location.

The structure features a living area on the upper floor with a loft and is elevated to meet flood level requirements on the ground floor. The foundation consists of an 18-inch-wide strip footing along the perimeter, set on undisturbed soil approximately 4 feet deep below the frost depth line, and five interior pad footings supporting the upper floor structure. Foundation work was completed and reviewed on June 6, 2024.

The framing of the structure is substantially complete, except for a deck on the east side, and conforms to the design drawings. However, the structure has been rotated counterclockwise by 10-14 degrees about the south corner relative to the proposed orientation.

Due to the nature of the structure, relocating the building to the proposed location will damage the structure. To maintain the structural capacity and integrity, the building can't be moved or relocated.



2025-07-20

Walton Lu P.Eng.

From: [REDACTED]
To: [Planning Shared](#)
Subject: 422 Burlo Island Setback Variance
Date: July 21, 2025 9:50:25 AM
Attachments: [image.png](#)

[CAUTION] This email originated from outside of the ACRD

To whom it may concern,

IF you read no further, the intention of this letter will clarify the following:

- What happened to get to this point today.
- That this situation arose out of hardship rather than some malicious act.
- That not approving this variance will only result in an unnecessary cost to the owners and further disruption to the environment in the immediate area.

I would like to take the opportunity to recount what happened from my perspective that resulted in the structure on 422 Burlo being constructed in the wrong location.

I was engaged by the owners to construct a foundation of the lot and erect the house package supplied by Lynnwood Homes on the foundation.

At the time of my engagement, the survey for the property and siting of the pins for corners of the structure were already completed.

I was given the existing variance permit which laid out the necessary setback for the building. The owners also reminded me of these set backs several times.

The hardship was that the pin closest to the location of the house was not visible, the lot shape irregular, and the house location not square to anything in particular.

This made manual reference impossible.

The corners of the house however had been pinned by the surveyor.

As such I offset these pins, dug the excavation, transferred the pins back and down into the excavation and constructed the foundation.

Having performed this method previously, I had confidence that the final location would be within tolerance.

Anyone who has been to the site would see that excavation was not an easy process.

The plateau where the house was to be sited is small and confined by a steep embankment to south, the neighboring property (420) to the west and steep embankment to the ocean at both the north and the east.

As per the geotech report and the owners experience digging on the property, we expected to find bedrock within the first couple feet.

However, the topsoil within the footprint was over 5 feet deep.

Displacing this much material on site was extremely difficult as there was simply nowhere to put it.

In order to receive the material package, the foundation was backfilled immediately after the pour, so the site could be leveled.

It is at this point that the foundation should have been surveyed to confirm the location.

However, the original surveyor who had worked on the property was no longer in business.

Most surveyors wanted more money to reconfirm the whole property prior to siting of the foundation.

Thus framing began.

The first story was erected, a floor system installed, and the second story was erected. It was at this point that inquiries that the inspector came to site with concerns that the setbacks were not respected (largely to the neighboring property). However with no real point of reference, the inspector simply insisted that a surveyor be brought in to verify.

At this point, the company who took over the files of the original surveyor had been engaged. Framing continued until the surveyor arrived.

The surveyor submitted a report showing a substantial discrepancy between the measurements provided on the variance permit.

This seemed impossible, I could understand a few inches, given the pins were transferred twice to get the final location.

After investigation with the surveyors and looking back through the previous surveyors files, it turned out that originally the house had been laid out with a 3 meter setback to the neighbors and a 6.7 to north ocean boundary.

These are the pins that were put in the field for the corners of the structure.

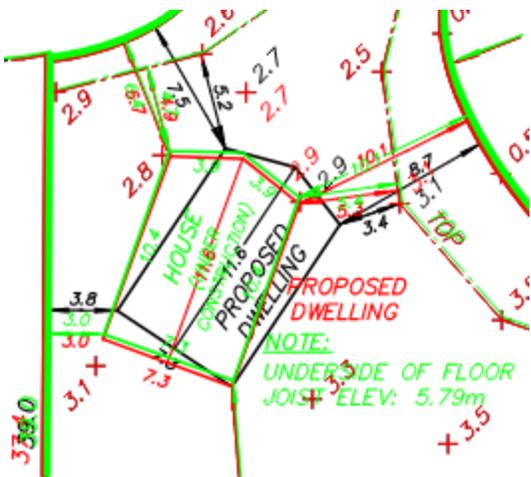
At some point between the field survey and applying for the variance permit, the survey was changed on paper but those changes were never reflected in the field.

Below is an overlay of the three scenarios.

Red is the original survey and location of the pins in the field.

Green is the actual location of the structure.

And black shows the modified survey which was used to acquire the variance permit.



construct a new one.

While impact on the environment will be minimized through best practices, it will surely have a negative impact in the area.

And ultimately what will this achieve?

The structure will still be in the same relative area, it will still be the same size and occupy the same amount of space.

The shadow created by it will be almost identical.

It will be 0.8m further from the neighbors property line, and 1.1 m further from the ocean.

This seems like a high price to pay for both the owners and the environment to achieve such a negligible change.

I hope this letter helps to clarify what happened to get to this point today.

I hope that you understand that this situation arose out of hardship rather than some malicious act.

I also hope that there is an understanding that not approving this variance will only result in an unnecessary cost to the owners and further disruption to the environment in the immediate area.

Regards,

Torrance Gilmour
Licenced Home Builder
Concerned Bamfield Resident

From: [REDACTED]
To: [REDACTED] [Bob Beckett](#)
Cc: [Alex Dyer](#)
Subject: Re: Seeking Your Input on Resolving Concerns for 422 Burlo Island
Date: August 15, 2025 12:43:38 PM
Attachments: [SIMS FINAL SURVEY Sept 3-2020.pdf](#)
[signed 20-122 BLC1\(1\).pdf](#)

[CAUTION] This email originated from outside of the ACRD

Dear Nelson,

Thank you for your August 15, 2025, response regarding our property at 422 Burlo Island and for acknowledging our efforts to address your concerns about Development Variance Permit DVA25005.

After six months of discussions, it seems there's still some confusion about the house's approved position, and I now understand why we keep discussing a position that would not improve the impact on your property.

To clarify, the position highlighted in yellow on the attached DVA20006 survey drawing is the **approved** position under DVA20006—not merely a **suggestion**.

This position, with a 10–14-degree eastward tilt, fully resolves both the 3.8-meter western side yard setback and the 7.5-meter front yard setback, accounting for the property's curved shoreline, with no further adjustments required.

Here's how the DVA20006-approved tilted position addresses both dimensions, as shown in the attached DVA20006, DVA25005, and overlaid survey drawings:

Western Side Yard Setback:

The yellow-highlighted position tilts the house 10-14 degrees eastward, ensuring the entire western edge maintains the required 3.8-meter setback from the shared property line with your lot at 420 Burlo Island.

Even the current misaligned position remains approximately 10 feet from the shared property line, but the approved DVA20006 position corrects the slight encroachment into the side yard setback, fully complying with DVA20006.

Front Yard Setback:

The same 10-14 degree tilt aligns the house to the curving shoreline.

By tilting the house eastward, the 7.5-meter front yard setback is measured from a different point relative to the curved shoreline, positioning the western front corner further back (northward) to achieve a consistent 7.5-meter setback across the front facade.

The first survey drawing, by Sims Surveyors, was used for approval of DVA20006. I like to highlight again, that is not my suggested solution, it is the approved position of the house.

Relocating the house to the yellow-highlighted DVA20006 position fully addresses both the side yard and front yard setbacks, and no further adjustments, such as moving the house back 1.1 meters uniformly, are required.

Such a move would not meaningfully reduce the visual or shadowing impact on your property, as the deviation is minor, and the approved position's impact is nearly identical to the current placement from your perspective.

We have attached DVA20006, DVA25005, and overlaid survey drawings for a better understanding. For the overlay, the original, to scale drawings were used. Both dimensions for front yard setback, as 7.5 and 6.4m are clearly visible.

Please be advised that we have also provided copy of this discussion to the ACRD Director of Bamfield, Mr. Bob Beckett and the ACRD Planning Department, Mr. Alex Dyer.

Sincerely,

Julian and Ildiko Dombi
422 Burlo Island, Bamfield

From: Nelson Ireland [REDACTED]
Sent: Friday, August 15, 2025 10:25:34 a.m.
To: Julian Dombi [REDACTED]
Cc: Bob Beckett <bbeckett@acrd.bc.ca>
Subject: Re: Seeking Your Input on Resolving Concerns for 422 Burlo Island

Dear Julian and Ildiko

I appreciate your acknowledgement of the negative impact your building has had on the use and enjoyment of our property.

Your expressed willingness to work towards a solution that could address our concerns is most welcomed.

The Bamfield Advisory Planning Commission (APC) was unable to provide a recommendation to the ACRD Board regarding DVA25005. DVA25005 is intended to address the two property setback violations of DVA20006 - one violation concerns the front yard setback and the other violation concerns the western side yard setback.

Tilting the location of the building towards the east, as you have suggested, responds only to the western side yard setback violation, leaving the front yard setback violation unaddressed. The front yard setback violation of 1.1 meters does increase the shadowing (loss of sunlight) on our property. The ACRD Board has the sole authority to decide on whether or not to grant any additional variance to already approved variances

Since the APC was unable to provide a recommendation to the ACRD Board regarding DVA25005, the decision on how to proceed with DVA25005 now rests with the ACRD Board.

I do appreciate your willingness to seek a suitable solution. However, it would be premature at this stage for us to reach an agreement without a decision by the ACRD Board as to how addressed the two property setback violations of DVA20006. To do so would pre-empt the authority and decision-making responsibility of the ACRD Board to uphold ACRD bylaws - specifically with respect to the ACRD Zoning Bylaw.

Please be advised that I have provided a copy of my response to your email message of 5 August 2025 to Mr. Bob Beckett as the ACRD Director for Bamfield.

Sincerely

Nelson Ireland

420 Burlo Island



Virus-free. www.avg.com

On Tuesday 5 August 2025 at 07:01:34 pm GMT-7, Julian Dombi <kodi_yak@hotmail.com> wrote:

Good afternoon, Nelson

As the owners of 422 Burlo Island, Bamfield, BC, I'm writing at the community's urging to address your concerns regarding my property development, specifically Development Variance Permit DVA25005.

To ensure clear communication, I request that we handle all discussions via email.

You raised issues about shadowing, loss of views, loss of privacy, fire hazard, and reduced property value during the June 11, 2025, Board of Directors meeting, as well as the June 26 and July 24, 2025, APC meetings.

A geotechnical engineer has approved a 6.4-meter front setback, the 7.5m initial front yard setback was taken geometrical advantage of the curving shoreline as you can tell on the attached survey.

DVA20006 was approved, and should the decision be to relocate the house, it would be moved to the position highlighted in yellow on the approved plan.

Tilting the house toward the east would result in practically the same position from your property's point of view, due to this setback design.

Additionally, I intend to use cement board for siding and metal roofing to reduce fire hazard.

To move forward, I'd like to know: what specific solutions or conditions would resolve your concerns and satisfy you regarding this project?

Please outline your proposed solutions, by email, by August 15, 2025.

I am open to reviewing your suggestions and finding a resolution that aligns with community interests and my rights as a property owner.

Regards,

Julian and Ildiko Dombi

From: [REDACTED]
To: [REDACTED]
Cc: [Bob Beckett](#); [Alex Dyer](#)
Subject: Re: Seeking Your Input on Resolving Concerns for 422 Burlo Island
Date: August 22, 2025 2:32:09 AM

[CAUTION] This email originated from outside of the ACRD

Dear Julian and Ildiko

Thank you for your email of 15 August 2025 in response to my email to you of 15 August 2025.

I agree with you that it is important to clarify our common understanding of the situation.

My understanding of the situation is that there are two property setback violations of DVA20006 - one for the western side yard and one for the front side yard.

My understanding is based on the following statements:

1. The 11 June 2025 Notice of Development Variance Permit: File#DVA25005 which states:

"The property owners have applied for a development variance permit to reduce the required front yard setback from 12.2 m (40 ft) to 6.4 m (21 ft) and the western side yard setback from 4.6 m (15 ft) to 3 m (9.8 ft), in the Bamfield Cottage Residential (BRC) District to accommodate the location of a partially constructed single family dwelling that has been sited incorrectly."

2. The Alberni-Clayoquat Regional District Planning Report for the 14 May 2025 Alberni-Clayoquoat Regional District Board of Directors meeting which states:

"The property owners have now applied to further reduce the varied front yard setback from 7.5 m (24.6 ft) to 6.4 m (21 ft), and the varied western side yard setback from 3.8 m (12.5 ft) to 3 m (9.8 ft), to accommodate the location of the partially constructed single family dwelling which has been sited incorrectly. This is a difference of 1.1 m (3.6 ft) for the front yard, and 0.8 m (2.7 ft) for the western side yard."

"Development variance of the ACRD Zoning Bylaw, Section 200 – Schedule No. II – Bulk and Site Regulations to reduce the required front yard setback from 12.2 m (40 ft) to 6.4 m (21 ft) and the western side yard setback from 4.6 m (15 ft) to 3 m (9.8 ft) , in the Bamfield Cottage Residential (BRC) District to accommodate the siting of a partially constructed single family dwelling."

"Construction commenced and it was later discovered that the dwelling is sited incorrectly and the partially built structure encroaches into the varied front yard setback and side yard setback. The property owners have now applied for a second development variance permit to allow the structure to remain in place and to proceed with construction."

3. The 9 February email correspondence from you to the Alberni-Clayoqout Regional District Planning Department which states:

"Once the proper property line was determined, the actual setback

between the building and property line proved to be 3m, instead of the 3.8 m(12.5') allowed in the Development Variance permit DVA20006."

"Another unfortunate discovery has been that the front yard setback also deviates from the allowed 7.5 m. and it is reduced to 6.4m."

"As a conclusion, I would like to mention that if we would have followed the variance permit original dimensions, 3.8 m and 7.5 m respectively, the building would have interfered with the already in place sewerage tanks, also the east side would have been so close to the drop off to the east shore, that no excavator would have been able to pass to the other side off the house, making the construction impossible to accomplish."

Your suggestion to 'tilt' the building location only attempts to address one of the two property setback violations of DVA2006 – the western side yard violation. The solution to address the two violations, based on my understanding, is to move the building to the south by 1.1 meters and to the east by 0.8 meters. By doing so, this movement of the building would help address my concerns about the impact of your building on my property and to appease the community with assurance of consistent enforcement of the Alberni-Clayoquot Regional District Bylaws on all homeowners, without being partial to or lenient with some parties.

I do not understand what you mean by the statements in your email to me of 15 August that "...*the position highlighted in yellow on the attached DVA20006 survey drawing is the **approved** position under DVA20006—not merely a **suggestion**"* and "... *the approved DVA20006 position corrects the slight encroachment into the side yard setback, fully complying with DVA20006.*" There is ample evidence - including that which is noted in the preceding paragraphs - that the building was **sited incorrectly** resulting in the two property setback violations of DVA20006.

I reiterate that the decision as to how to address the two property setback violations of DVA20006 resides first and foremost with the Alberni-Clayoquot Regional District Board of Directors. I believe we should not pre-empt the authority and responsibility of the Alberni-Clayoquot Regional District Board of Directors to determine how to proceed.

Pending the outcome of the Alberni-Clayoquot Regional District Board of Directors' meeting on 27 August 2025, I remain interested in reaching an acceptable agreement to address our concerns.

Sincerely,

Nelson Ireland
420 Burlo Island
Bamfield, B.C.



DVA25005

Whereas, pursuant to Section 498 of the *Local Government Act*, a local government may by resolution, on application of a property owner, vary the provisions of a bylaw under Division 5 of Part 14 of the *Local Government Act*;

A Development Variance Permit is hereby issued to:

Name: JULIU DOMBI-SAHI, ILDIKO DOMBI-SAHI
Address: 422 BURLO ISLAND, BAMFIELD, BC

With respect to:

Legal Description: LOT 1 SECTION 19 TOWNSHIP 1 BARCLAY DISTRICT PLAN VIP68113
PID: 024-330-485

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

- Development variance of the ACRD Zoning Bylaw, Section 200 – Schedule No. II – Bulk and Site Regulations to reduce the required front yard setback from 12.2 m (40 ft) to 6.4 m (21 ft) and the western side yard setback from 4.6 m (15 ft) to 3 m (9.8 ft), in the Bamfield Cottage Residential (BRC) District to accommodate the siting of a partially constructed single family dwelling.

In accordance with the provision of Section 498 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on _____, 2025.

This permit was issued this _____ of _____, 2025.

Daniel Sailland, MBA
Chief Administrative Officer

Chair of the Board of Directors



To: ACRD Board of Directors

Meeting Date: October 8, 2025

From: Brooke Eschuk, Planner I

Voting Structure: Electoral Area Directors

Electoral Area: D - Sproat Lake

Subject: Development Variance Permit DVD25004 – Lot 38, Brand Avenue (O’Neill)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing DVD25004 subject to neighbour notification as per the Local Government Act section 499.

Development Variance DVD25004:

- i. Development variance of the ACRD Zoning Bylaw, Schedule II Bulk and Site Regulations to reduce the required rear yard setback in the Forest Rural (A3) District from 9.1 m (30 ft) to 5 m (16.4 ft).
- ii. Development variance of Section 6.2(4)(a) of the ACRD Zoning Bylaw to reduce the required watercourse setback from 30.5 m (100 ft) to 15 m (49.2 ft).

Development Proposal: The parcel is currently forested and undeveloped and the property owner intends to construct a single family dwelling on the parcel. The property owner is applying for a development variance permit to reduce the watercourse setback and the rear yard setback to allow a building envelope for the placement of a house on a level bench of land located 15 m from the Sproat River. The applicant has submitted a Qualified Environmental Professional report indicating that the proposed watercourse setback of 15 m is reasonable and environmentally safe and a report from a Geotechnical Engineer assessing slope stability and recommending setbacks.

Advisory Planning Commission (APC) Recommendation: The Sproat Lake APC reviewed the application at their September 15, 2025 meeting and passed a motion to support the variance application as presented.

Property Owner(s): C GRADY O’NEILL HOLDINGS INC

Property Information:

Civic Address:	Lot 38, Brand Avenue						
Legal Description:	PARCEL A, DISTRICT LOT 38, ALBERNI LAND DISTRICT, EXCEPT PLAN 504R, (DD 19177N); & EXC PT IN PL 9432						
PID:	008-418-501	Folio:	770-00715.000	ALR? (Y/N)	No	Lot Size (ha):	1.11 (2.74 ac)
Current Zoning:	A3 - Forest Rural District		Proposed Zoning:	n/a			
Current OCP:	Sproat Lake, Rural Use		Proposed OCP:	n/a			
Development Permit Area(s):	DPA I – Foreshore and Riparian Areas Protection						

DPA II – Natural Hazard Areas Protection

Current Use & Description: The 1.11 ha (2.74 ac) riverfront parcel is currently forested and undeveloped. The linear property includes approximately 250 metres of frontage along the Sproat River. The depth of the property ranges from +/- 17 metres to 43 metres at its widest point, where the proposed house would be sited. There are steep slopes adjacent to the river, ranging from 43.9% to 83.8%, with the relatively level building site located on a high bench of land in the centre of the property approximately 10-12 metres above the natural boundary of the River.

Surrounding Zoning and Land Use

North	Sproat River and Hupacasath First Nation Klehkoot 2 IR	South	Pacific Rim Highway and Small Holdings (A1) District
East	Crown Land zoned Rural (A2) District	West	Private-managed forest land zoned Forest Rural (A3) District

Services:

- a) **Sewage Disposal:** On-site sewage disposal. As a condition of any future building permit, the property owner will need to engage a Registered On-site Wastewater Practitioner to design and install a wastewater disposal system for the proposed single family dwelling.
- b) **Water Supply:** The applicant will provide on-site water.
- c) **Fire Protection:** The parcel is within the Sproat Lake Fire Protection Area.
- d) **Access:** Access to the parcel is from Hector Road from the east which connects with a road right-of-way fronting the property known as Brand Avenue.

Planning Policy Discussion:

- a) **Official Community Plan:** The parcel is designated as 'Rural Use' in the Sproat Lake OCP. The parcel is impacted by DPA I – Riparian Areas Protection (30 m) which encompasses nearly the entire parcel and DPA II – Natural Hazard Areas Protection which encompasses land impacted by steep slopes. The applicant has submitted a report from a Registered Professional Biologist which indicates the only area of the parcel suitable for development is a high bench in the centre of the property.

The report from Toth and Associates, in addition to a Geotechnical Engineering report from Lewkowich Engineering Associates, indicate a 15 m setback in combination with a 1Horizontal:1Vertical, or 45 degree, setback from the toe of the slope from the Sproat River, or whichever is greater. In addition, Toth and Associates support the reduction of the rear yard setback to further increase the separation between development and the Sproat River and further recommend that no removal of vegetation occur within 4 m of the top of the bank.

The property owners have applied for a development permit which would be the next step in the development approval process if the Board issues the development variance. The development permit would incorporate the recommendations from the Qualified Environmental Professional and Geotechnical Engineer.

This proposal to construct a single family dwelling meets the policies and objectives in the Rural Use designation of the Sproat Lake OCP. A development permit would be required to satisfy the DPA I – Riparian Areas Protection and DPA II – Natural Hazard Areas Protection guidelines.

- b) **Zoning:** Forest Rural (A3) District. This zoning designation permits the proposed single family dwelling. The siting of the dwelling does not comply with the setbacks required by the Zoning Bylaw considering the challenging topography of the site.

	Current: A3	Proposed:
Minimum Lot Area (ha)	4.04	
Minimum Lot Width (m)	100.5	
Principal & Accessory Front Yard Setback (m)	15.2	
Principal Side Yard Setback (m)	4.5	
Principal Rear Yard Setback (m)	9.1	5
Accessory Side Yard Setback (m)	4.5	
Accessory Rear Yard Setback (m)	4.5	
Watercourse Setback (m)	30	15

This proposal is not in compliance with the ACRD Zoning Bylaw. The applicant requires a development variance permit to reduce the required rear yard setback in the A3 District and the watercourse setback from the Sproat River.

Comments: The applicants intend to develop the vacant, forested parcel with a single family dwelling. The applicants have identified a suitable building site on the property that has been recommended by assessment from a Qualified Environmental Professional and Geotechnical Engineer.

Recognizing the proximity to the Hupacasath First Nation Klehkoot 2 community on the north side of the river and the importance of the river systems in the Alberni Valley, the development variance application has been referred to the Hupacasath First Nation and Tseshaht First Nation for their consideration. Any input will be incorporated into the staff recommendation for the Board's consideration. It is recommended that the ACRD Board proceed with the neighbour notification process to gather any community input on the variance application.

Submitted by: *Alex Dyer*
Alex Dyer, 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

Site Photos



View of undeveloped property looking north from Brand Avenue.



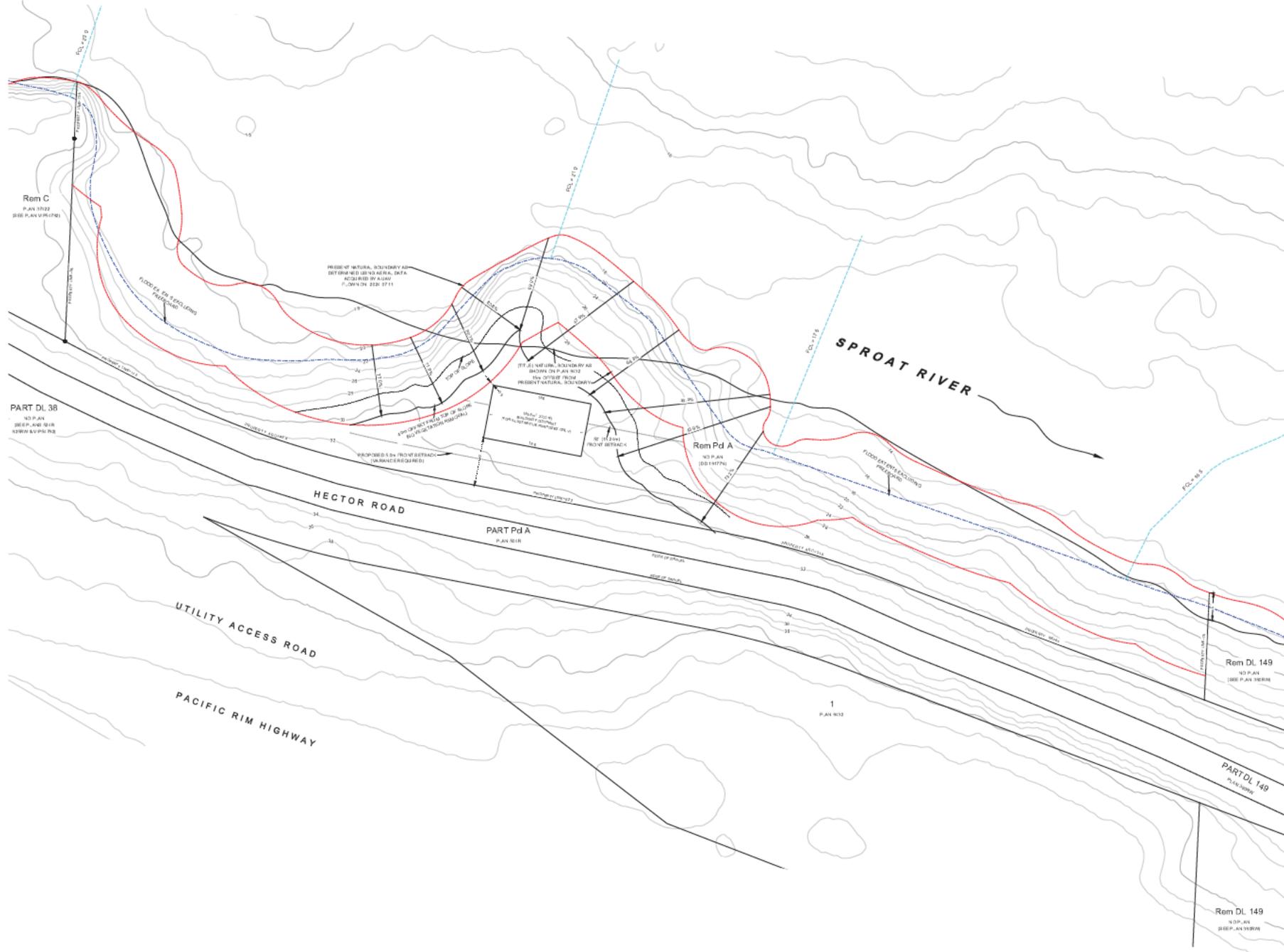
View of proposed building site looking north.



View east from top of bank (Sproat River). No removal of vegetation permitted within 4 m from top of bank.



View northwest from top of bank.



**TOPOGRAPHIC SURVEY OF
PARCEL A (DD 19177N) OF
DISTRICT LOT 38,
ALBERNI DISTRICT,
EXCEPT PARTS IN PLANS 504R
AND 943Z.**

REGIONAL DISTRICT OF ALBERNI CLAYOQUET
CIVIC ADDRESS UNKNOWN
PID: 000-00-0001
ZONE: A3
AREA: B Green



ALL DISTANCES ARE HORIZONTAL UNLESS OTHERWISE SPECIFIED

- LEGEND**
- OBSERVED POINTS AND TARGETS
 - OBSERVED POINTS OBSOLETE OR NOT IN USE
 - FLOOD EXTENT EXCLUDING FLOODPLAIN
 - FLOOD EXTENT INCLUDING FLOODPLAIN

NOTE
ELEVATIONS AND BLOOD VOLUMES OF THE VERTICAL CURVES SHOWN ON THIS PLAN ARE BASED ON THE DATUM AND THE ELEVATION OF THE BENCHMARK IS AS SHOWN ON THE PLAN.

VERTICAL CURVES
VERTICAL CURVES ARE SHOWN ON THIS PLAN AND THE VERTICAL CURVE DATA IS AS SHOWN ON THE PLAN.

PROJECTIONS
PROJECTIONS ARE SHOWN ON THIS PLAN AND THE PROJECTION DATA IS AS SHOWN ON THE PLAN.

ADDITIONAL NOTES
ADDITIONAL NOTES ARE SHOWN ON THIS PLAN AND THE ADDITIONAL NOTES DATA IS AS SHOWN ON THE PLAN.

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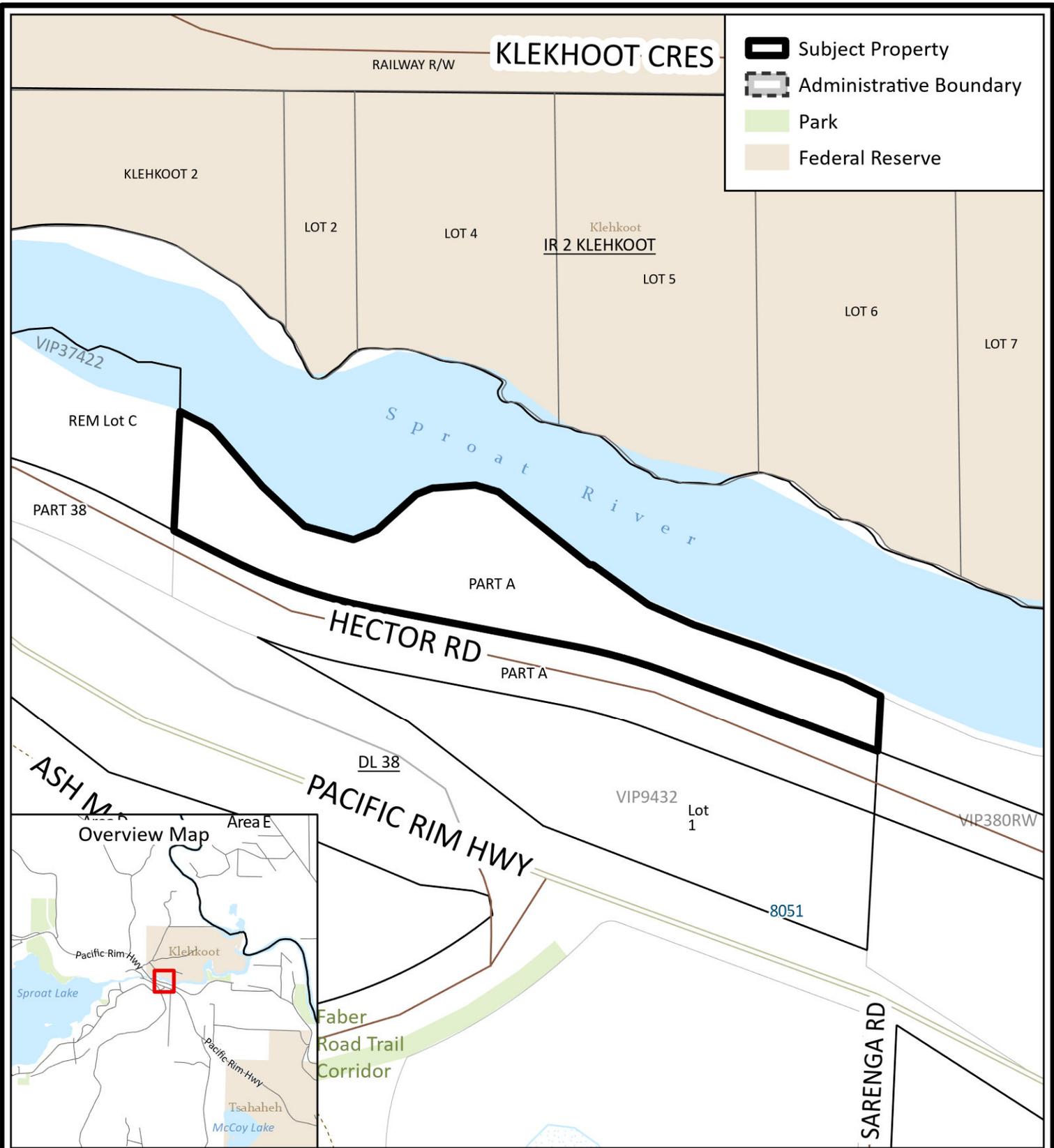
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Digitally signed by
Todd Jordan
Mackenzie - BCLS-
ARCLS

169



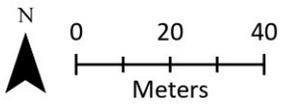
- Subject Property
- Administrative Boundary
- Park
- Federal Reserve



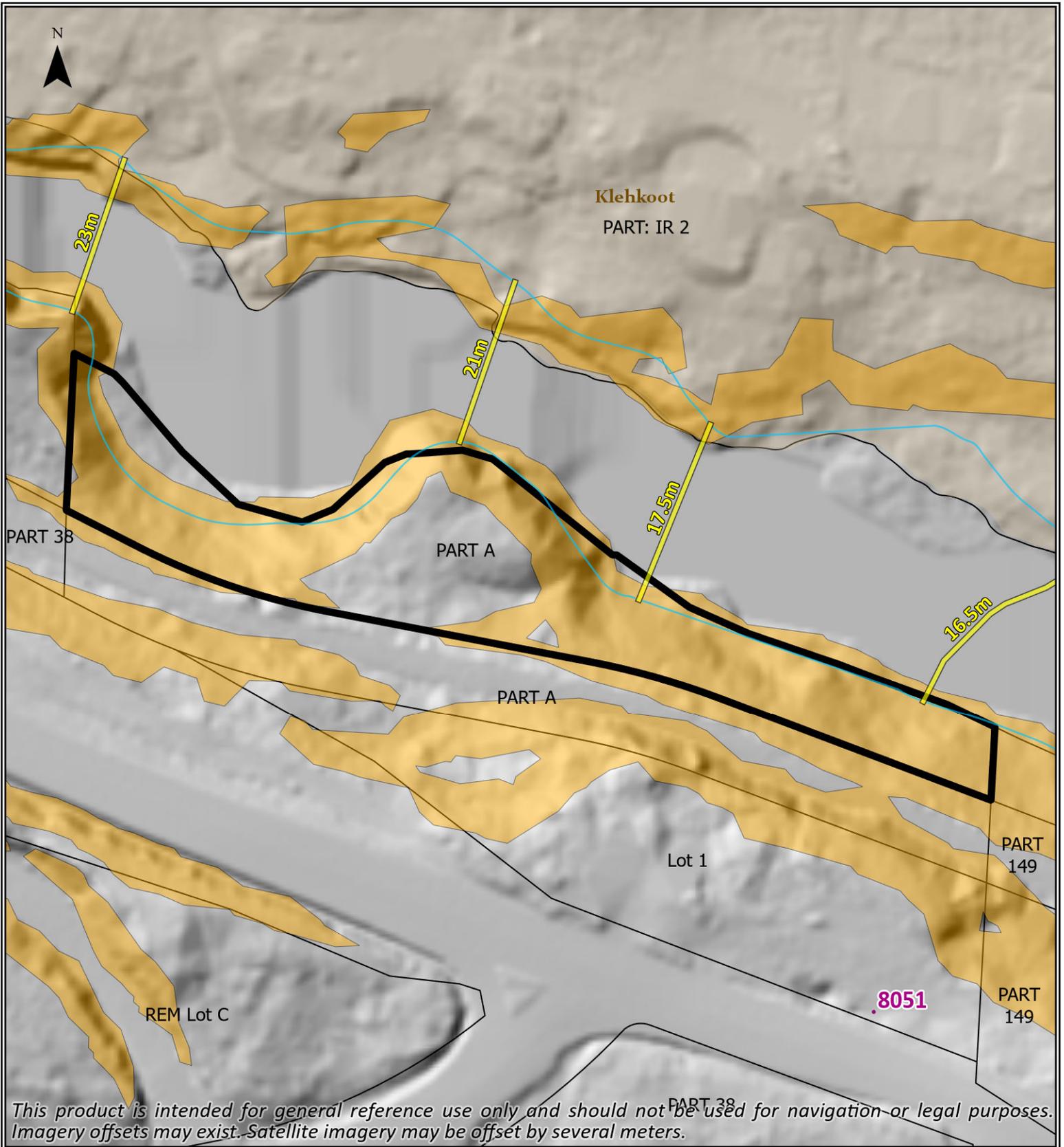
Civic Address: Hector Road
 Legal Description: PARCEL A (DD 19177N) OF DISTRICT LOT 38,
 ALBERNI DISTRICT, EXCEPT PARTS IN PLANS 504R AND 9432



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



170

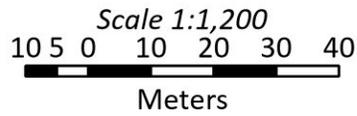


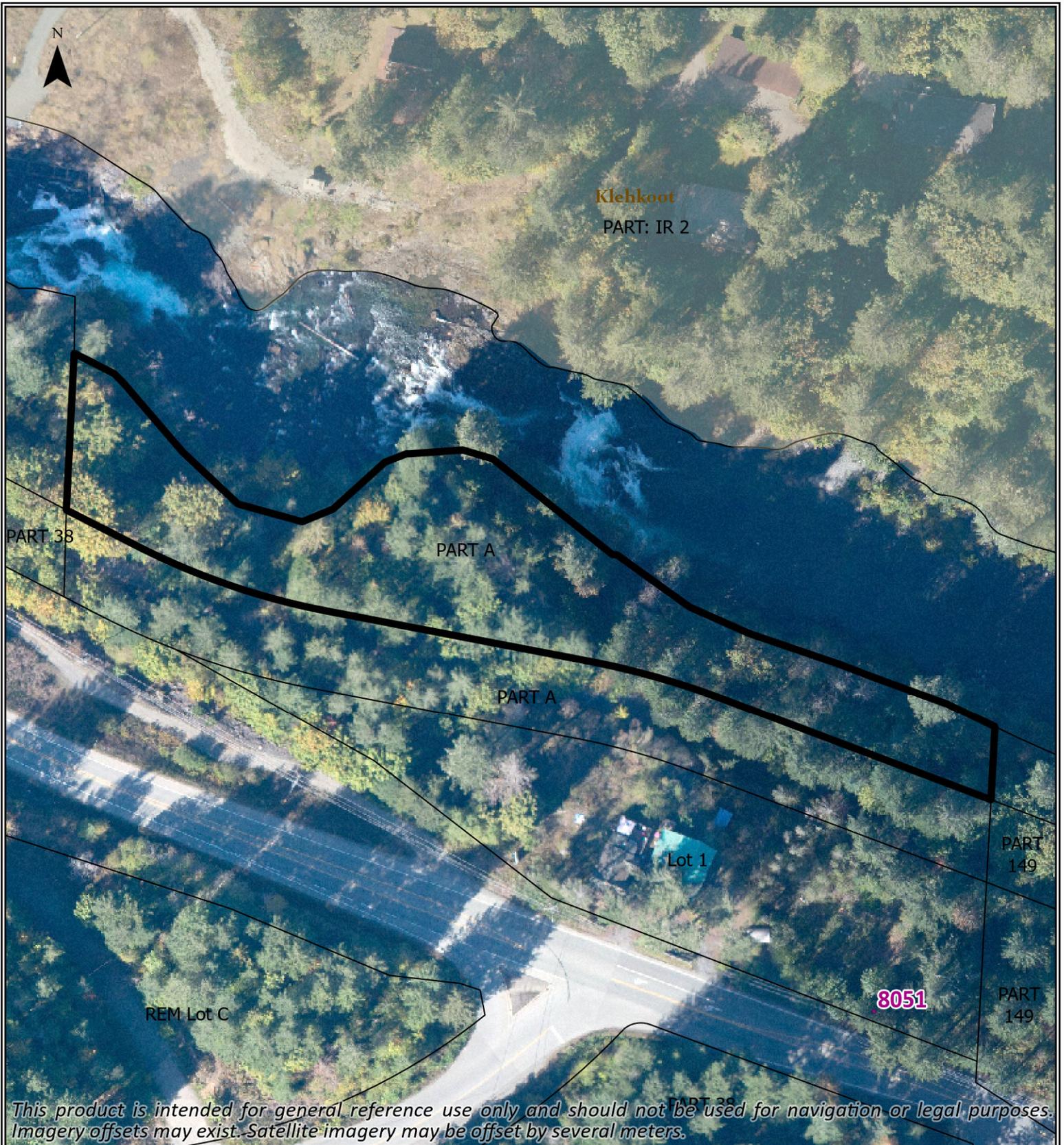
-  Subject Property
-  Parcels
-  Slopes > 30%
-  Flood Construction Level along river
-  Flood inundation extent.



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

Prepared 2025-09-10
Sources: ParcelMapBC; ACRD





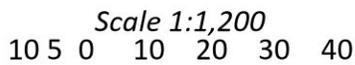
Hector Road
 PARCEL A (DD 19177N) OF DISTRICT LOT 38,
 ALBERNI DISTRICT, EXCEPT PARTS IN PLANS 504R
 AND 9432

-  Subject Property
-  Parcels

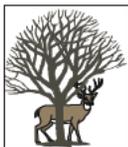


**ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT**

Prepared 2025-09-10
 Sources:, ParcelMapBC; ACRD



172 Meters



Toth and Associates Environmental Services

6821 Harwood Drive, Lantzville, B.C. V0R 2H0

Tel: (250) 390-7602

E-mail: stoth@shaw.ca

November 14, 2024

C. Grady O'Neill Holdings Inc.

Att: Padraic O'Neill

Via e-mail: [REDACTED]

Re: Review of proposed development within the Riparian Areas Protection Development Permit Area on 38 Brand Avenue (PID# 008-418-501), Sproat River.

Toth and Associates Environmental Services (Steve Toth, R.P.Bio) have conducted a review of potential environmental constraints to development of 38 Brand Avenue for proposed single family residential development within the Alberni Clayoquot Regional District's (ACRD's) Foreshore & Riparian Areas Protection Development Permit Area (DPA 1). The subject property is located on the south bank of the Sproat River approximately 125 m downstream (east) of the Pacific Rim Highway Bridge crossing within the area covered by the Sproat Lake Official Community Plan (Area D).

The undeveloped, forested 0.567 ha subject property is zoned A3 (Forest Rural District) and is bound by other A3 properties to the west, A2 (Rural District) property to the east, Brand Avenue to the south, and the Sproat River to the north.

The Sproat River is a critically important salmonid migration route, linking the rearing and spawning habitats of Sproat Lake and its tributary streams with the Somass River and ultimately the ocean. The Sproat system is probably best known for its large Sockeye salmon runs, which are vital to the health of the ecosystem, the well being of the community and an important part of the local economy.

The Sproat Lake Official Community Plan (OCP Bylaw P1443, April 2023) indicates that the Foreshore & Riparian Areas Protection DPA includes all lands within 30 metres, measured horizontally in both upland and foreshore directions, from the natural boundary of major streams. The Sproat River is included in the list of major streams.

Section 6.2 of the *Alberni-Clayoquot Zoning By-law 1971* indicates that "Notwithstanding anything else contained in this By-law, except where relief is granted by the Water Resources Service of the Department of Lands, Forests and Water Resources, no building shall be constructed:

- a) Within 7.62 meters [25 feet] of the natural boundary of a lake or within 30.48 meters [100 feet] of the natural boundary of any other natural water course or source of water supply (other than a well, which is governed by the Sanitary Regulations, 1917), or
- b) On ground surface less than 0.609 meters [2 feet] above 200 Year flood level (other than flood caused by tsunami) where it can be determined, or, where it cannot be determined, 3.048 meters [10 feet] above the natural boundary of a lake or any other natural water course in the immediate flood hazard area".

The 30.48 m watercourse setbacks required by the Zoning Bylaw encompass the entire property, preventing the property from being developed without a setback variance.

Development of the property is also significantly constrained by steep slopes. The contour interval indicated on the survey plan (Figure 1) by Bennett Land Surveying Ltd is 2 m; however we note that the contour elevation labels have been repeated on the survey plan. Our rough measurements based on the survey plan indicate that the hill slopes on most of the property are approximately 60 – 80%.

There is essentially only one area of the property that may be suited for development. The area consists of a high bench in the centre of the property.

The developable area is further restricted by the titled natural boundary, which does not closely match the present natural boundary, particularly in the area of the high bench in the centre of the property.

The minimum front yard setback under Section 200 of the Zoning Bylaw for the A3 District is 15.24 m (Figure 2). However, this section also stipulates that “*where in the absence of a public water supply and/or sewage disposal system, the parcel area requirements stipulated by the Medical Health Officer shall determine*”.

Lewkowich Engineering Associates Ltd has completed a Geotechnical Hazard Assessment of the subject property (LEA File# E3544.02, October 8, 2024). The geotechnical assessment indicated that the primary geotechnical hazards identified for development of the property relate to riverine flooding and steep slopes. The buildable area for the property would be defined by the Flood Construction Level elevation and a reduced minimum setback of 15.0 m from the Present Natural Boundary, or a 1 Horizontal to 1 Vertical (1H:1V or 45°) setback from toe of slope, whichever results in the greater setback.

While a variance to reduce the watercourse setbacks to 15 m would provide a developable area above the top of steep slope, it would not necessarily conform with the topography of the property, and based on the survey plan would create a developable area in close proximity to top of bank, therefore in keeping with the recommendations of the geotechnical assessment we also recommend that the variance be based on a combination of a 15 m watercourse setback and a 1H:1V or 45° setback from toe of slope, whichever is greater.

In order to provide a reasonable developable area and increase the separation between development and the Sproat River we also recommend that the front yard setback requirements be reduced.

The setbacks recommended by Fisheries and Oceans, Canada’s *Land Development Guidelines for the Protection of Aquatic Habitat* for a watercourse with steeply sloped topography in a residential/low density area are 15 m from top of bank. The Streamside Protection and Enhancement Area (SPEA) setbacks required under the Provincial *Riparian Areas Protection Regulation* (RAPR) would measure 30 m from high water mark. The RAPR does not apply within the ACRD. Both of these setbacks would essentially sterilize the property from development.

As a general measure for the protection of the riparian habitat values we recommend that no removal of vegetation be permitted within 4 m of top of bank (Figure 3).

1.3 DPA 1 – Riparian Areas Protection Guidelines

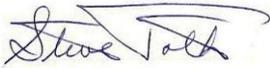
The DPA 1 Guidelines are included below, along with our comments. Unless otherwise exempt under Section 20.3 of the OCP, prior to undertaking any development on the lands within this DPA, the owner of the lands must apply to the ACRD for a Development Permit, and must include the following information with the application:

No.	DPA 1 Guideline	Comments
1	<p>An assessment report that has been prepared by a Qualified Environmental Professional, with demonstrated experience regarding the subject matter. The assessment report will identify how the proposed development will affect aquatic resources, and recommend measures to reduce or mitigate any negative impacts, such as the:</p> <ul style="list-style-type: none"> a) Appropriate siting of buildings, structures, landscaping and placement of fill, moorage facilities, roads, driveways, parking areas, trails, paths, and utilities; b) Retention or restoration of native vegetation and soils; c) Removal of invasive species; d) Designation of buffer areas to protect environmentally sensitive features or habitat; e) Specification of any activities that may occur within the buffer areas; and f) Must state that the proposal is suitable for the area intended for development. 	<p>Toth and Associates have 31 years of experience of environmental consulting on Vancouver Island.</p> <p>The developable area of the subject property is significantly constrained by steep slopes and the Sproat River.</p> <p>We have recommended as a general measure that no removal of vegetation be permitted within 4 m of top of bank.</p> <p>No occurrences of invasive plant species were noted on the property.</p> <p>The requirements of the provincial <i>Riparian Areas Protection Regulation</i> and DFO’s <i>Land Development Guidelines for the Protection of Aquatic Habitat</i> would essentially sterilize the property from development.</p> <p>The recommendations of Lewkowich’s Geotechnical Hazard Assessment should be followed.</p> <p>The objective of this assessment was to determine the potential developable area of the property. There are currently no proposed building plans available.</p>
2	<p>Development or alteration should be planned to avoid intrusion into DPA 1 areas and to minimize the impact of any activity on these areas.</p>	<p>The 30 m DPA 1 area encompasses the entire property.</p>
3	<p>Protective measures such as the planting or retention of trees or vegetation may be required to preserve, protect, restore or enhance streams, fish habitat or riparian areas.</p>	<p>We have recommended as a general measure that no removal of vegetation be permitted within 4 m of top of bank.</p>
4	<p>In the absence of a report from a QEP, a minimum vegetated buffer of 30 metres between the natural boundary and any building or structure should be preserved on major streams free from development, and 15 metres on minor streams.</p>	<p>Understood as instruction.</p>
5	<p>The total amount of impervious cover on property adjacent to a stream should minimize impact on the receiving aquatic environment. Consideration should be given to reducing impervious cover through reduction in building footprint and paved areas, exceeding the minimum riparian setback where feasible, and use of on-site infiltration.</p>	<p>The objective of this assessment was to assess the potential developable area of the property. There are currently no proposed building plans available. The future development plans should include consideration of reducing impervious surfaces in design.</p>
6	<p>The construction of a small accessory building such as a gazebo, garden shed or play house may be permitted if all the following apply:</p> <ul style="list-style-type: none"> a) The building is located within an existing landscaped area; b) No native trees are removed; c) The building is located a minimum of 15 metres from the natural boundary of a minor stream or 30 metres from the natural boundary of a major stream; and d) The total area of the structure is not more than 9.2 	<p>Understood as instruction. There are currently no proposed building plans available.</p>

	m ² .	
7	The construction of a private, commercial and group moorage facility are permitted in DPA 1 subject to the following conditions.....	No docks / moorage proposed.
8	The consideration of the issuance of a Development Permit by the ACRD in no way exempts the property owner from obtaining all necessary permits and approvals from provincial and federal agencies	Understood as instruction.

Please contact us if you have any questions regarding the contents of this report.

Sincerely,
Steve Toth, R.P.Bio.



Toth and Associates Environmental Services
Tel. (250) 390-7602
E-mail: stoth@shaw.ca



Figure 1. Survey site plan

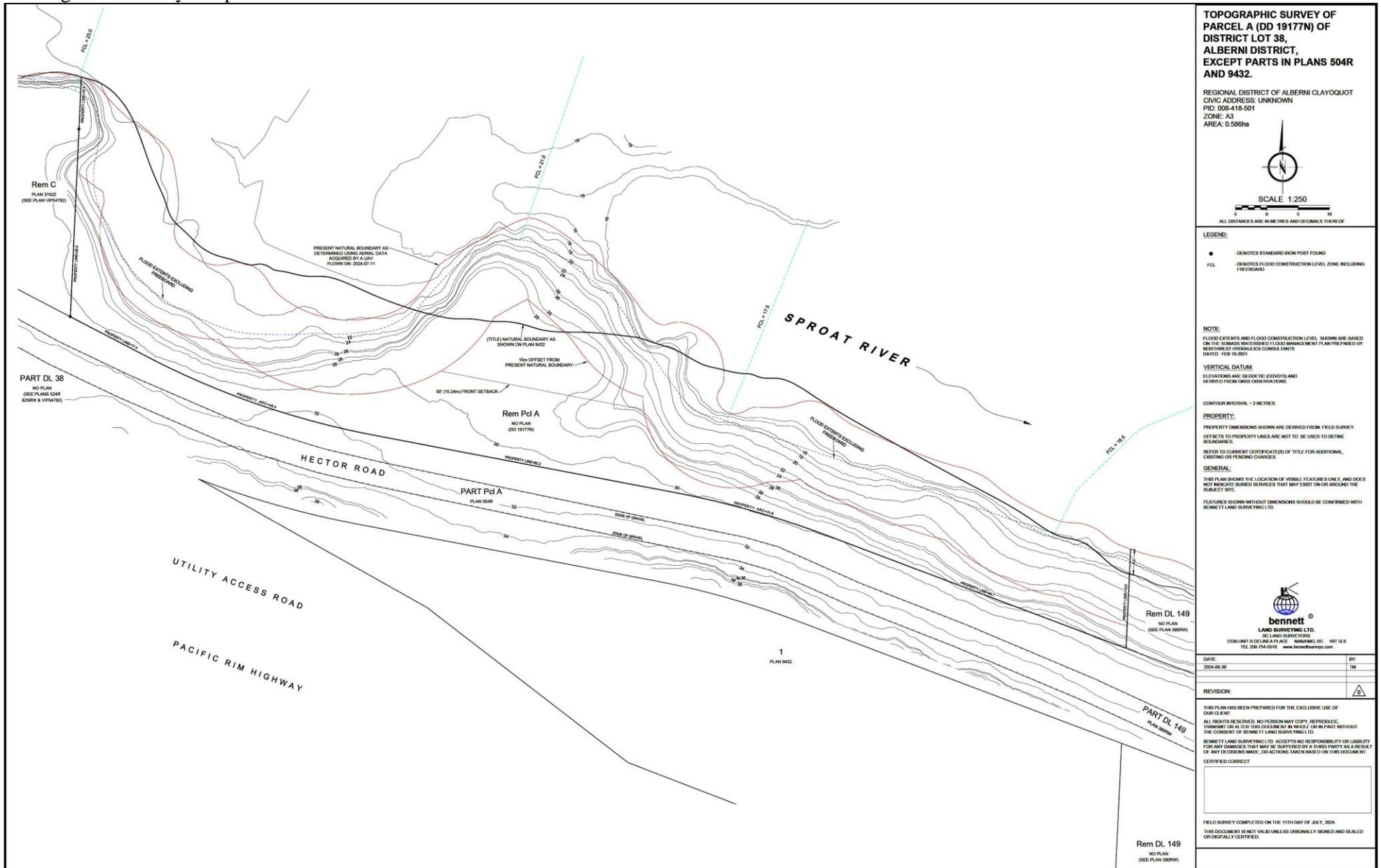


Figure 2. Survey plan overlaid on June 2023 air photo

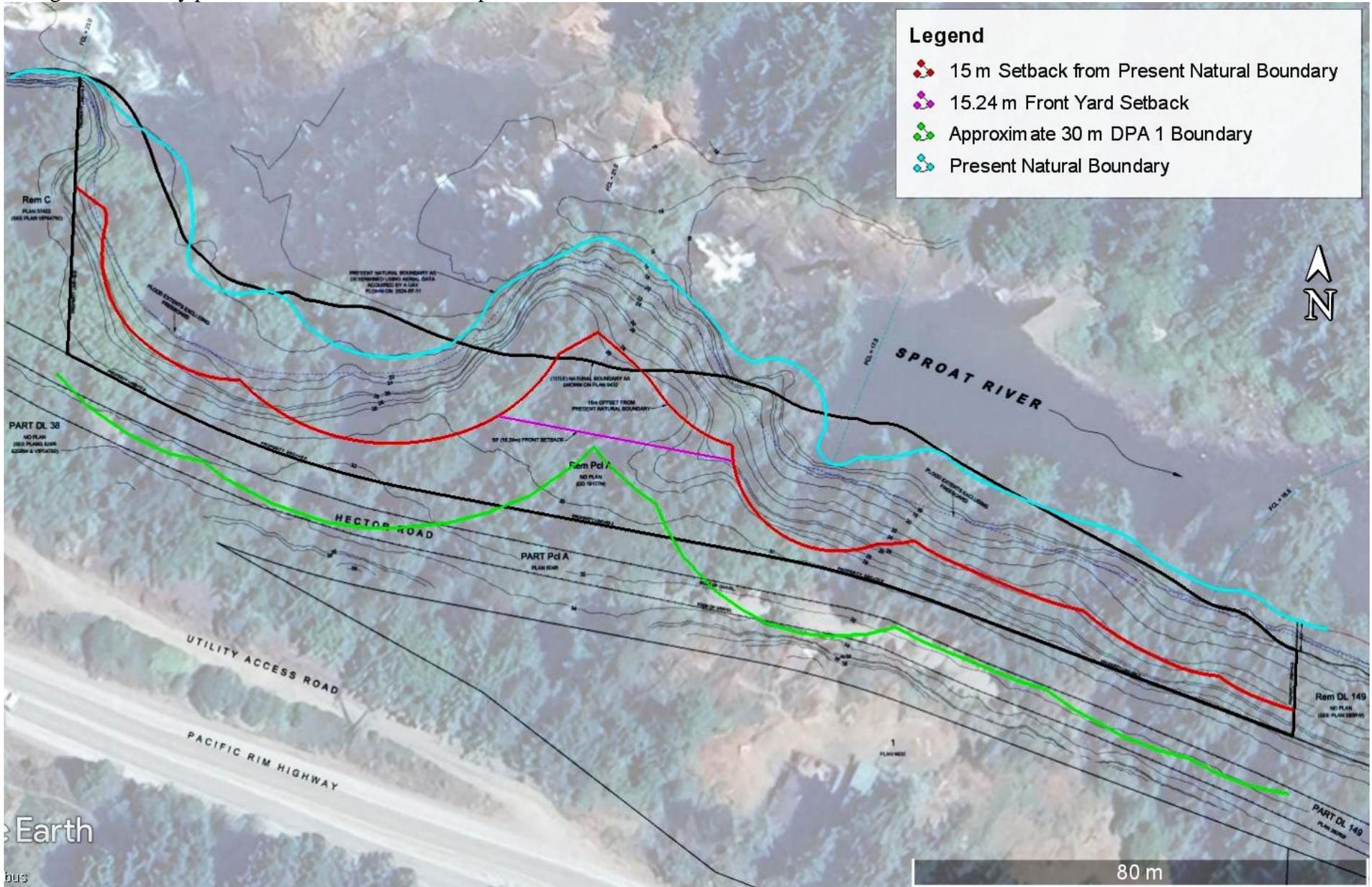
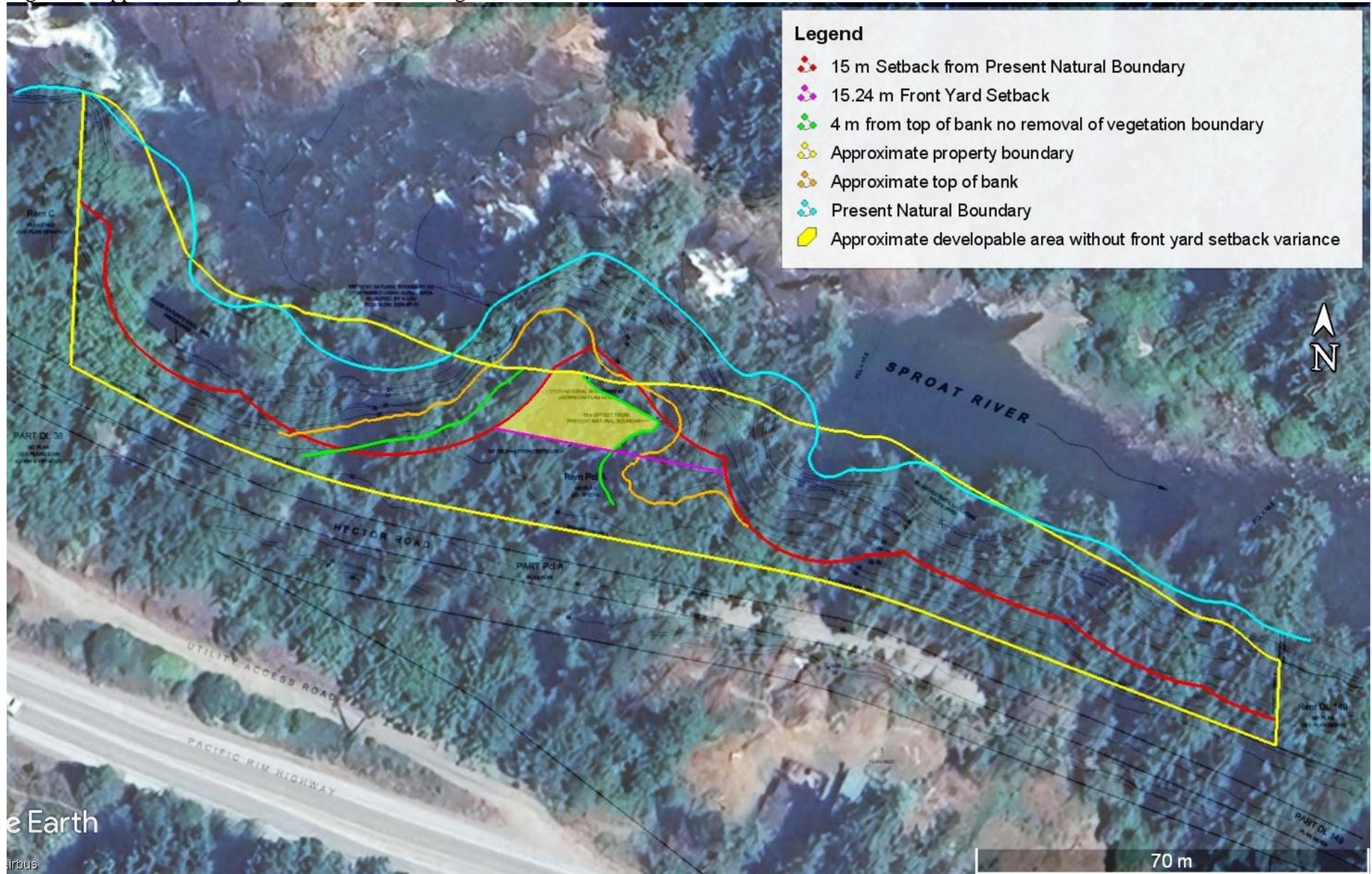


Figure 3. Approximate top of bank and 4 m no vegetation removal boundaries





To: ACRD Board of Directors

Meeting Date: October 8, 2025

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

Voting Structure: Electoral Area Directors

Electoral Area: E - Beaver Creek

Subject: Parcel Frontage Waiver SE24008PFW - 5501 STRICK RD (LONGEUAY & FRANK)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors waive the 10% road frontage requirement, as per section 512 of the Local Government Act, for proposed Lots 2 and 3 as shown on the subdivision plan for the property located at 5501 Strick Road.

Development Proposal: The property owners have applied to subdivide the 1.04 ha (2.59 ac) parcel into three lots – proposed Lots 1 and 2 would be 0.24 ha while proposed Lot 3 would be 0.46 ha. The subdivision plan prepared by Prism Land Surveying indicates direct access from Strick Road to Lot 1, and panhandle and easement access to Lots 2 and 3.

Advisory Planning Commission (APC) Recommendation: The Beaver Creek APC reviewed this application at their September 29th meeting and the members present passed a recommendation to support the application.

Property Owner(s): ROBERT L LONGEUAY, JULIE Y FRANK

Applicant/Primary Contact: RACHEL HAMLING, PRISM LAND SURVEYING

Property Information:

Civic Address:	5501 STRICK RD						
Legal Description:	LOT B, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 38160						
PID:	001-017-551	Folio:	770-00525.200	ALR? (Y/N):	No	Lot Area (ha):	1.05 (2.59 ac)
Current Zoning:	RA3 - Acreage Residential District						
Current OCP:	Beaver Creek, Residential Use						
Development Permit Area(s):	DPA II – Natural Hazard Areas Protection						
Current Use & Description:	The applicants' family is renovating the existing single family dwelling on proposed Lot 1, adjacent to Strick Road. There is no development planned for proposed Lot 2. Proposed Lot 3 contains a workshop and carport with a dwelling unit above the workshop, as well as a single-wide mobile dwelling.						

PL20250076 / SE24008PFW

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?iŋ?ath, Uchucklesaht Tribe Government, and Toquaht Nation, and
180 six Electoral Areas: "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek).*

There is an easement registered on the Certificate of Title to allow BC Hydro and Telus Communications access to infrastructure along the panhandle.

The applicants' commercial glass business is operated from the workshop on proposed Lot 3. This use is in contravention of the ACRD Zoning Bylaw and Beaver Creek OCP. Staff has received a letter from the applicants indicating that they intend to move the business to a commercially zoned parcel in spring of 2025. Confirmation that the business has been relocated is required prior to subdivision approval.

Surrounding Zoning and Land Use

North: A1 – Small Holdings District	South: R2 – Two Family Residential District
East: City of Port Alberni	West: City of Port Alberni

Services:

- a) **Sewage Disposal:** Onsite sewage disposal.
- b) **Water Supply:** Beaver Creek Community Water System.
- c) **Fire Protection:** Beaver Creek Fire Protection Area.
- d) **Access:** Strick Road. Proposed Lot 1 will be accessed directly from Strick Road, and proposed Lots 2 and 3 will be accessed from Strick Road by panhandles and easements.

Planning Policy Discussion:

- a) **Official Community Plan (OCP):** The Beaver Creek OCP designates this parcel Residential Use. The property is affected by DPA II – Natural Hazard Areas Protection.

This proposal complies with the Beaver Creek OCP and a development permit has been issued.

- b) **Zoning:** The ACRD Zoning Bylaw zones this property Acreage Residential (RA3) District.

	Current:
Minimum Lot Area (ha)	0.24
Minimum Lot Width (m)	30
Principal & Accessory Front Yard Setback (m)	15
Principal Side Yard Setback (m)	5
Principal Rear Yard Setback (m)	10
Accessory Side Yard Setback (m)	0.914
Accessory Rear Yard Setback (m)	0.914
Watercourse Setback (m)	30

This proposal complies with the ACRD Zoning Bylaw.

Comments: The property owners have applied to subdivide the 1.04 ha (2.59 ac) parcel into three lots with proposed panhandle and easement access to Lots 2 and 3. Section 512 of the *Local Government Act (LGA)* stipulates if a parcel being created by a subdivision fronts on a highway (public road), the minimum frontage must be 10% of the perimeter of the lot. Lots 2 and 3 do not meet this requirement with only the panhandle fronting the road. Section 512(2) of the *Act* allows a local government to exempt a parcel from this requirement by Board resolution.

This subdivision complies with the Beaver Creek OCP and the ACRD Zoning Bylaw. Planning staff are supportive of the subdivision and recommend that the 10% road frontage requirement be waived for proposed Lots 2 and 3.

Submitted by: *Alex Dyer*
Alex Dyer, MPA, MCIP, RPP, General Manager of Planning and Development

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

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

SITE PHOTOS
Taken September 20, 2024



Looking east down panhandle and easement area toward the shop at the east end of the property.



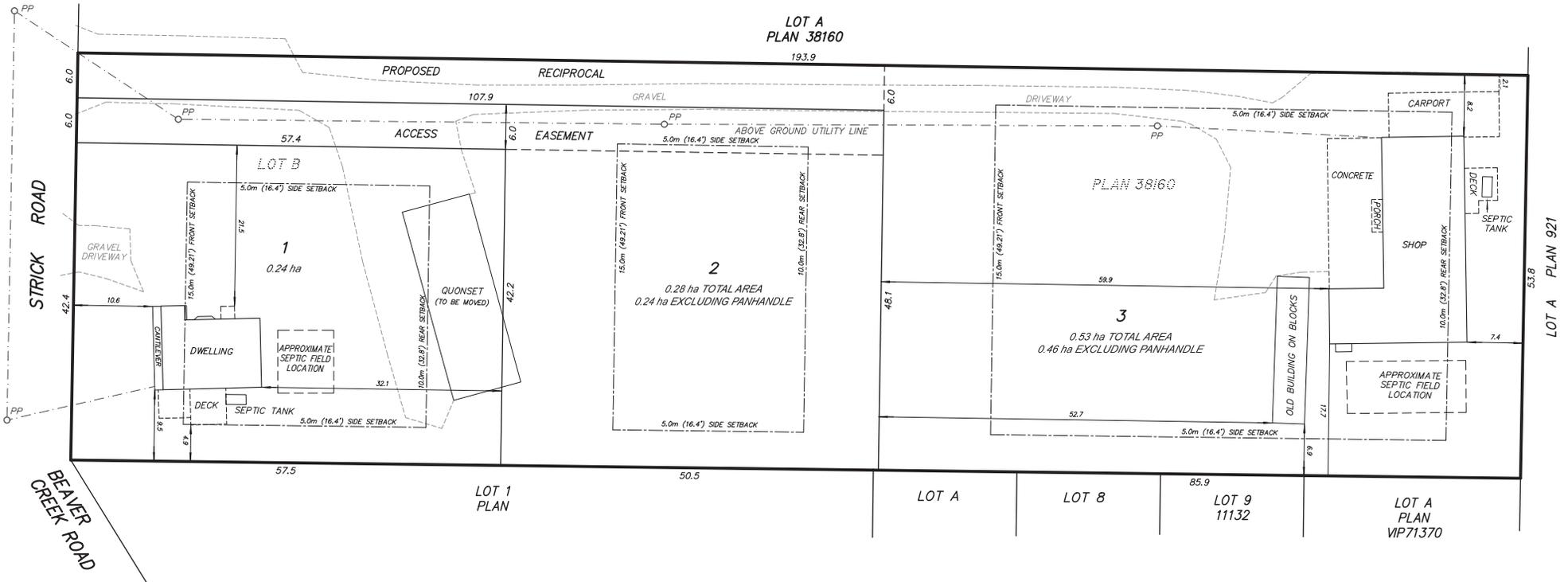
Looking west down panhandle and easement area toward Strick Road.

PROPOSED SUBDIVISION PLAN OF LOT B, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 38160.

SCALE 1:400



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



PARCEL	PERIMETER	DEPTH	RATIO
1	198.1m	56.7m	28.6 %
2	309.5m	49.9m	16.1 %
3	495.6m	87.2m	17.6 %

PARCEL	PERIMETER	FRONTAGE	RATIO
1	198.1m	42.4m	21.4 %
2	309.5m	6.0m	1.9 %
3	495.6m	6.0m	1.2 %

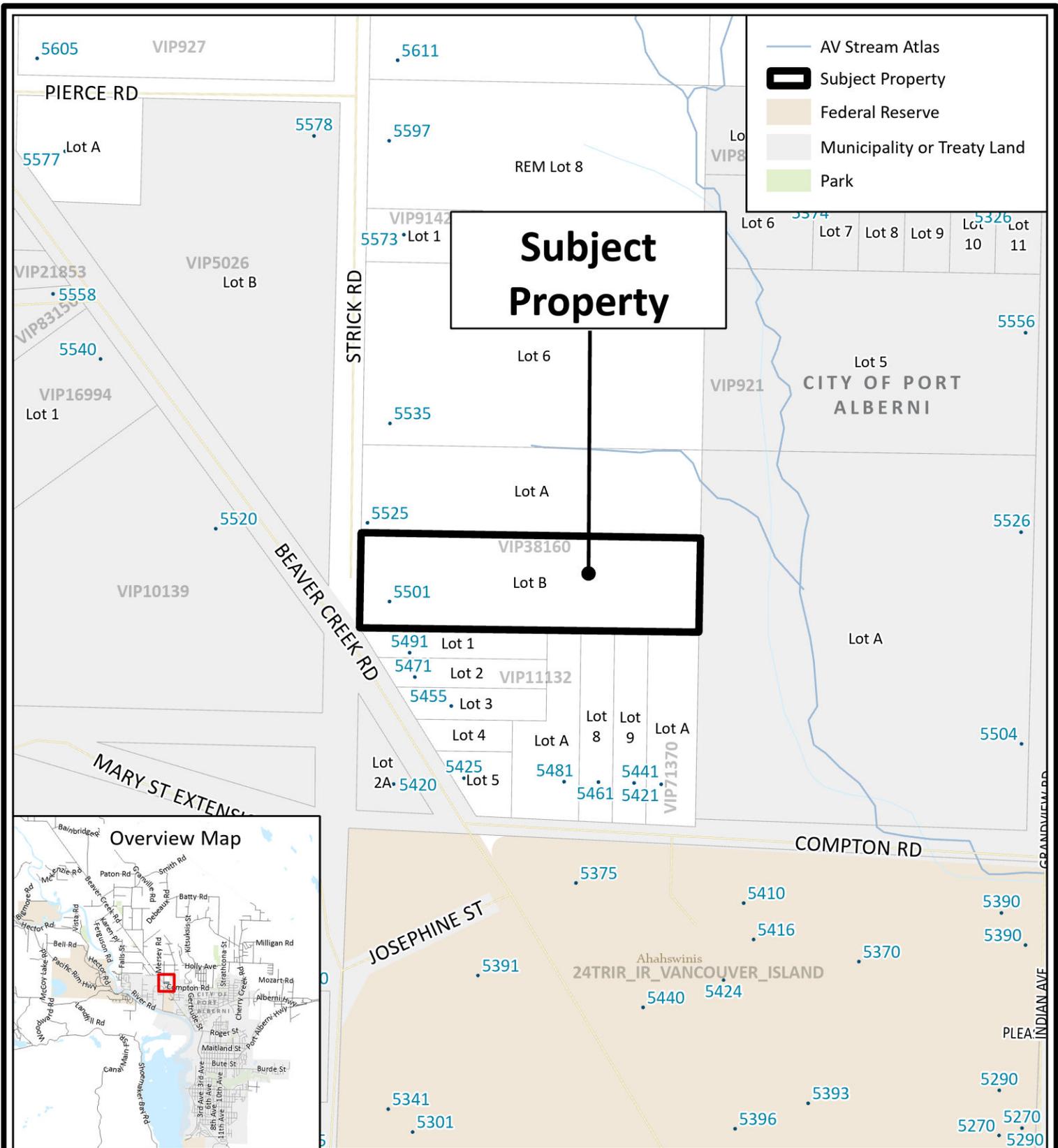
NOTES:
 THIS PLAN IS NOT TO BE USED TO RE-ESTABLISH PROPERTY BOUNDARIES.
 ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF UNLESS OTHERWISE INDICATED AND ARE DERIVED FROM FIELD OBSERVATIONS AND LTO RECORDS.
 JURISDICTION: ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 PARCEL ZONING: ACREAGE RESIDENTIAL DISTRICT (RA 3)
 PID NO: 001-017-551
 THIS LOT IS SUBJECT TO LTO CHARGE NUMBERS: M76302, FB27989 AND FB27990.
 CIVIC ADDRESS: 5501 STRICK ROAD, PORT ALBERNI, BC

LEGEND
 DL DENOTES DISTRICT LOT
 REM DENOTES REMAINDER
 ha DENOTES HECTARES
 PP O DENOTES POWER POLE

No.	DATE	REVISION
1	2024/05/30	3 LOT SUBDIVISION PROPOSAL
2	2024/08/06	MINOR REVISIONS TO SITE PLAN
	2024/09/23	ADD LOT DIMENSIONS

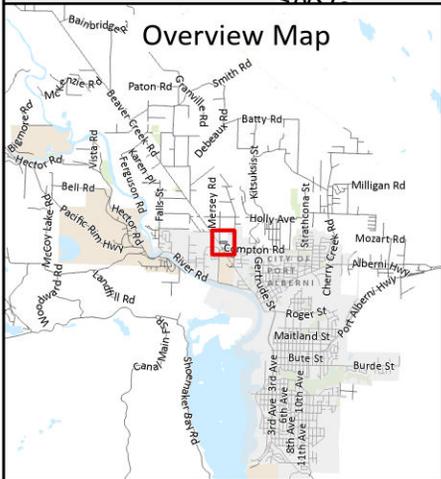
PRISM
 LAND SURVEYING LTD.
 223 FERN ROAD W.
 QUALICUM BEACH, B.C. V9K 1S4
 PHONE: 250-752-9121
 FAX: 250-752-9241
 FILE NUMBER: 24-095-5
 DRAWING NUMBER: 24-095 P.3.DWG
 DATE: 2024/09/23

185



Subject Property

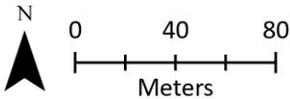
5501
Lot B



Civic Address: 5501 Strick Road
 Legal Description: LOT B, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 38160



ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT





To: ACRD Board of Directors

Meeting Date: October 8, 2025

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

Voting Structure: Electoral Area Directors

Electoral Area: E - Beaver Creek

Subject: Parcel Frontage Waiver SE24011PFW - 5860 MERSEY RD (MELENIUS)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors waive the 10% road frontage requirement, as per section 512 of the Local Government Act, for proposed Lot 2 as shown on the subdivision plan for the property located at 5860 Mersey Road.

Development Proposal: The property owners have applied to subdivide the 1.8 ha (4.45 ac) subject property into two (2) lots. The proposed subdivision plan provided by the applicant indicates a panhandle access to Lot 2, and direct access from Mersey Road for Lot 1.

Advisory Planning Commission (APC) Recommendation: The Beaver Creek APC reviewed this application at their September 29th meeting and the members present at the meeting passed a recommendation to support the application.

Property Owner(s): DAVID P MELENIUS, DENAYE A MELENIUS

Applicant/Primary Contact: DENAYE A MELENIUS

Property Information:

Civic Address:	5860 MERSEY RD						
Legal Description:	LOT B, PLAN VIP83503, DISTRICT LOT 22, ALBERNI LAND DISTRICT						
PID:	027-147-924	Folio:	770-00598.020	ALR? (Y/N):	No	Lot Area (ha):	1.80 (4.45 ac)
Current Zoning:	A1 - Small Holdings District						
Current OCP:	Beaver Creek, Residential Use						
Development Permit Area(s):	None						
Current Use & Description:	Residential Use. Proposed Lot 1 contains a single family dwelling and a small shed. Proposed Lot 2 is undeveloped forested land. Small openings in the brush exist throughout the parcel. There is a small drainage bisecting the parcel from the north property boundary. The drainage is culverted and runs						

PL20250058 / SE24011PFW

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).

under proposed Lot 1. This drainage does not appear as a mapped watercourse.

Surrounding Zoning and Land Use

North: A2 – Rural District	South: A1 – Small Holdings District
East: A2 – Rural District	West: RA2 – Acreage Residential District

Services:

- a) **Sewage Disposal:** Onsite sewage disposal.
- b) **Water Supply:** Beaver Creek Community Water System.
- c) **Fire Protection:** Beaver Creek Fire Protection Area.
- d) **Access:** Mersey Road.

Planning Policy Discussion:

- a) **Official Community Plan (OCP):** The Beaver Creek OCP designates the subject property Residential Use. The property is not within a development permit area.

This proposal complies with the Beaver Creek OCP.

- b) **Zoning:** The ACRD Zoning Bylaw zones the subject property Small Holdings (A1) District.

This proposal complies with the ACRD Zoning Bylaw.

Comments: The property owners intend to subdivide the subject property into two (2) lots. Proposed Lot 2 does not meet the 10% road frontage as required by Section 512 of the *Local Government Act (LGA)*. Section 512(2) of the *Act* allows a local government to exempt a parcel from the 10% parcel frontage requirement by Board resolution.

This subdivision proposal aligns with the policies and objectives of the Beaver Creek OCP and complies with ACRD Zoning Bylaw. Support for this parcel frontage waiver is a condition of subdivision approval. Planning staff are supportive of the proposed subdivision and recommend that the 10% road frontage requirement be waived for proposed Lot 2.

Submitted by: *Alex Dyer*
 Alex Dyer, 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

SITE PHOTOS

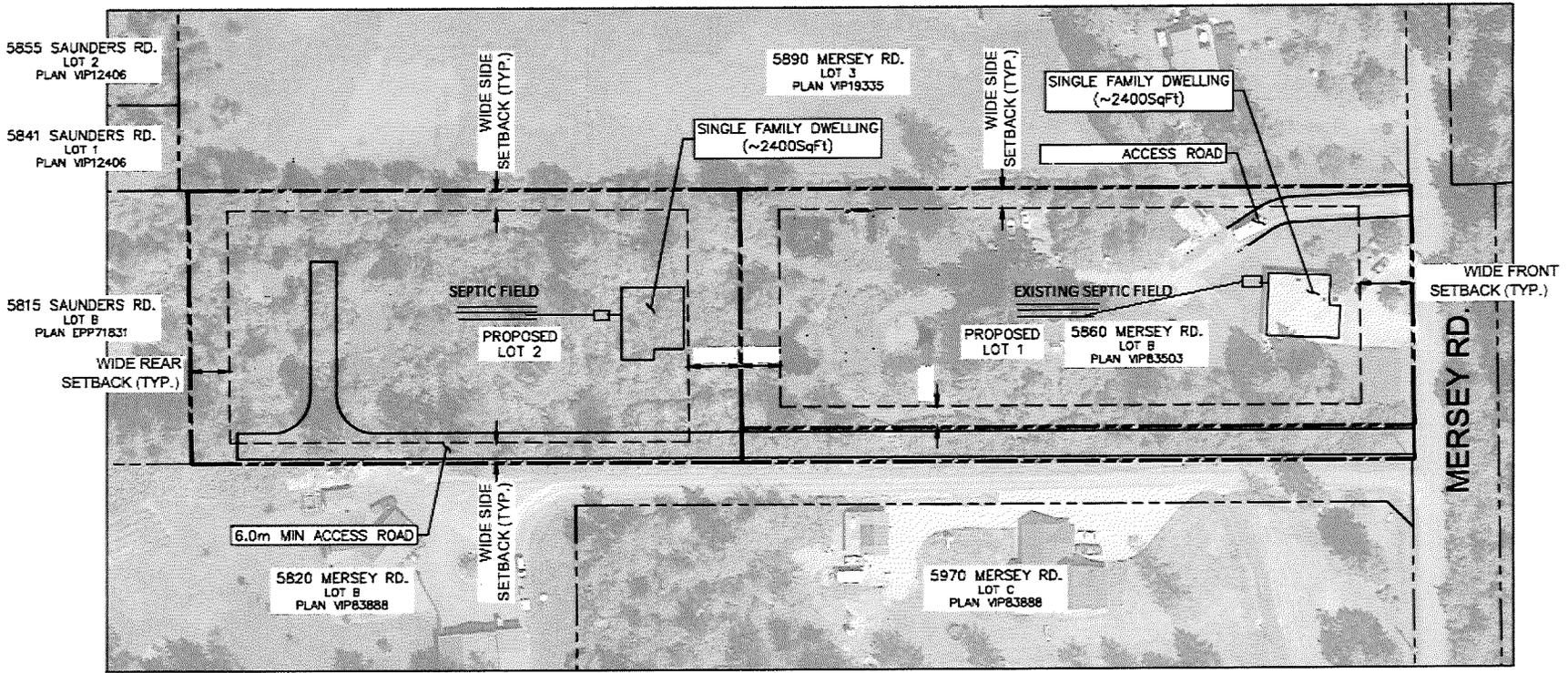
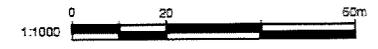
Taken December 9, 2024



Looking west from Mersey Road toward proposed panhandle access area.



Looking west along proposed panhandle access from the southern boundary within the subject property.



SITE INFORMATION PROPOSED LOT 1

LOT AREA = 8100 m²
 LOT WIDTH = 63.3m

MIN SETBACKS:
 FRONT YARD -
 REAR YARD -
 SIDE YARD -

*INFORMATION FROM ACRD BYLAW ZONING FOR

SITE INFORMATION PROPOSED LOT 2

LOT AREA = 8600 m²
 LOT WIDTH = 55.3m

MIN SETBACKS:
 FRONT YARD -
 REAR YARD -
 SIDE YARD -

*INFORMATION FROM ACRD BYLAW ZONING FOR

SITE INFORMATION

DWG. 4653 - FIG 1



**McGILL & ASSOCIATES
 ENGINEERING LTD.**

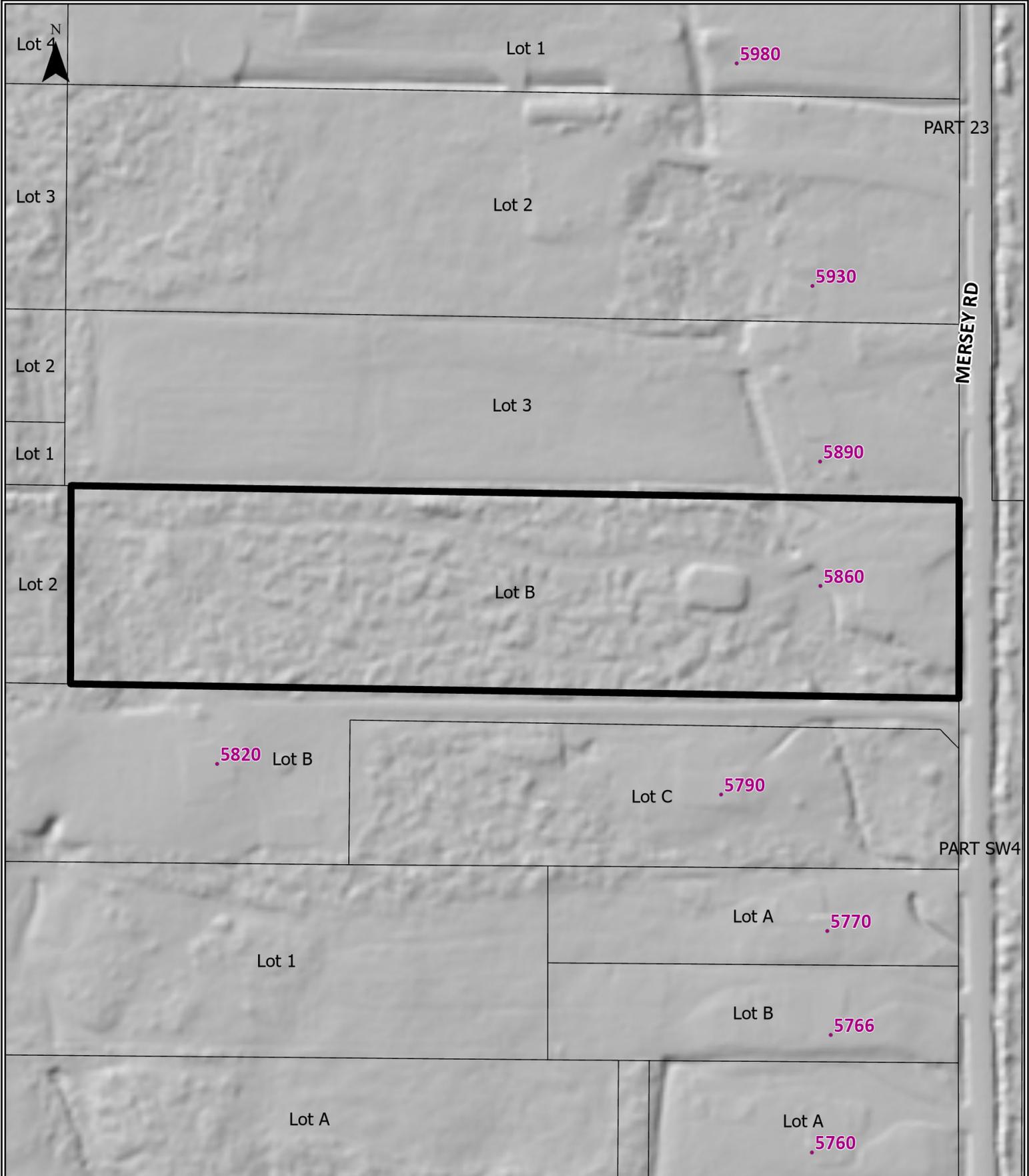
PERMIT TO PRACTICE No. 100258
 40 ELIZABETH STREET
 PO BOX 1000, SHERBROOKE, QUEBEC J1R 1K1
 Tel: (819) 754-1000 Fax: (819) 754-1001
 E-mail: office@mcaquebec.com

SEAL

**DAVE MELENIUS
 5860 MERSEY RD.
 SITE PLAN**

A	ISSUED FOR REVIEW	2024-11-02	CJM	DATE	DEC 2023
REV	DESC	DATE	BY	SCALE	1:1000

3:16531 MELENIUS 5860 Mersey Rd 2024/11/02 09:16:16 June 2018.7 391PM



Lot 4

Lot 1

.5980

PART 23

Lot 3

Lot 2

.5930

MERSEY RD

Lot 2

Lot 3

Lot 1

.5890

Lot 2

Lot B

.5860

.5820 Lot B

Lot C

.5790

PART SW4

Lot 1

Lot A

.5770

Lot B

.5766

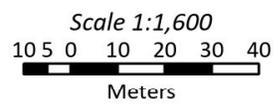
Lot A

Lot A

.5760

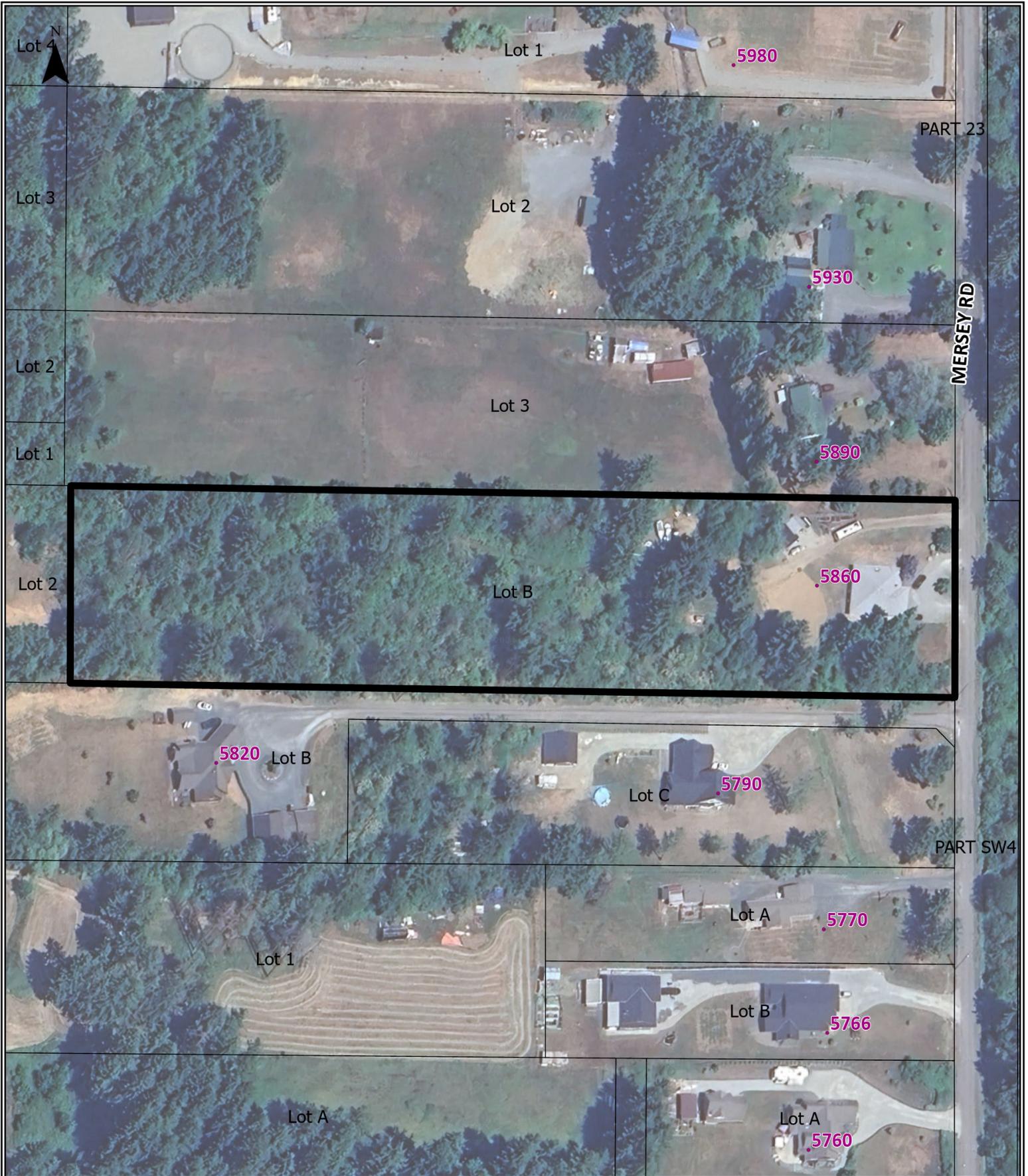
5860 Mersey Road
 LOT B DISTRICT LOT 22 ALBERNI DISTRICT PLAN VIP83503

-  Subject Property
-  Parcels



Prepared 2024-12-18
 Sources: LidarBC (DEM, Hillshade) 2019, ParcelMapBC; ACRD

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



Lot 4

Lot 1

.5980

PART 23

Lot 3

Lot 2

.5930

MERSEY RD

Lot 2

Lot 3

.5890

Lot 1

Lot 2

Lot B

.5860

.5820

Lot B

.5790

Lot C

PART SW4

.5770

Lot A

Lot 1

.5766

Lot B

Lot A

.5760

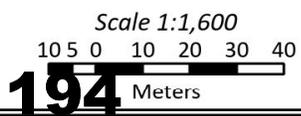
Lot A

 Subject Property

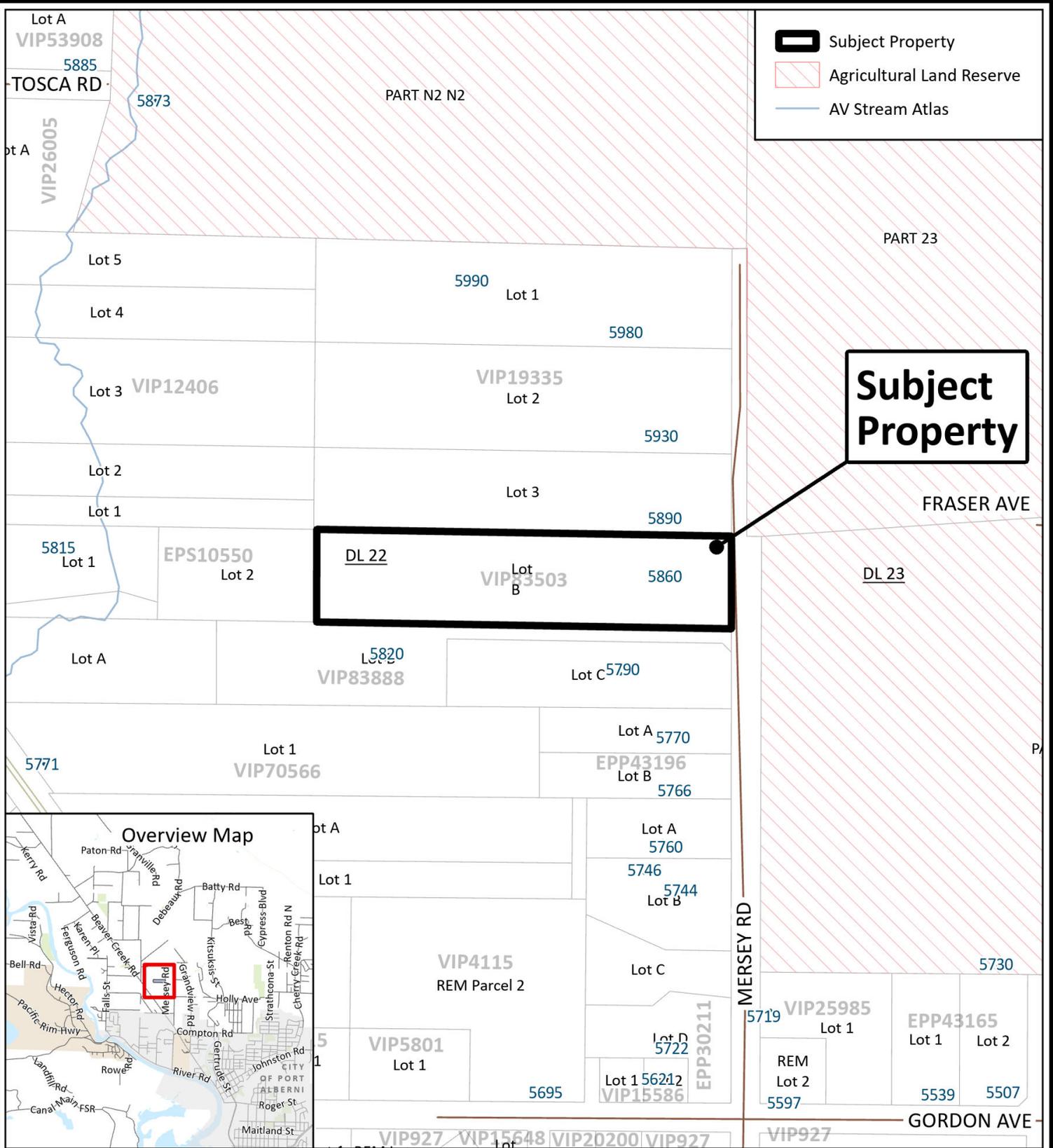
 Parcels



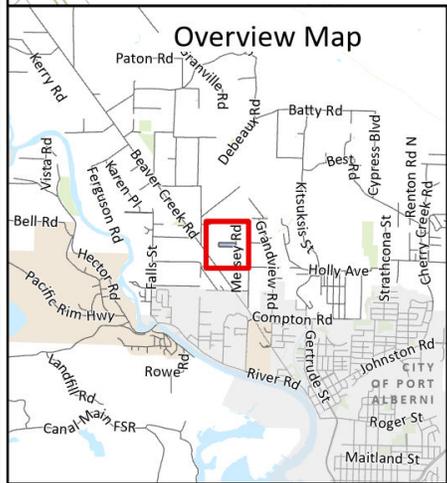
Prepared 2024-12-18
Sources: © OpenStreetMap
(and) contributors, CC-BY-SA,
LidarBC (DEM, Hillshade) 2019,
ParcelMapBC; ACRD



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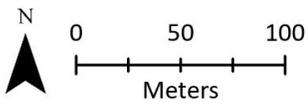
Subject Property



Civic Address: 5860 Mersey Road
Legal Description: LOT B DISTRICT LOT 22 ALBERNI DISTRICT PLAN
VIP83503



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT





To: ACRD Board of Directors

Meeting Date: October 8, 2025

From: Alima Khoja, Planner 1

File #: PL20250063/RE25002

Electoral Area: E - Beaver Creek

Voting Structure: Electoral Area Directors

Subject: Rezoning RE25002 - 5535 STRICK RD (MCINNES/STRACHAN)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors consider first reading to Bylaw P1529, Regional District of Alberni-Clayoquot Zoning Amendment Bylaw at a future date, and that notice be given in accordance with section 467 of the Local Government Act.

THAT the Alberni-Clayoquot Regional District Board of Directors confirm that adoption of Bylaw P1529 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.**

Note: The Housing Statutes (Residential Development) Amendment Act (Bill 44) was enacted in November 2023 as part of several legislative changes relating to housing. The new legislation phased out one-off, site by site public hearings for housing projects that are consistent with area OCPs. As this rezoning is consistent with the Residential Use policies in the Beaver Creek Official Community Plan, a public hearing will not be held. The neighbour notification and public notice advertising provides the opportunity for public input on the application process.

Development Proposal: The property owners have applied to rezone the parcel from Rural (A2) District, with a minimum lot size of 2.02 ha, to Acreage Residential (RA2) District, with a minimum lot size of 0.4 ha, to facilitate a three-lot subdivision at a future date. The applicants intend to create a 0.4 ha (1 ac) parcel containing the existing house and garage on the south side of the property, a vacant 0.4 ha (1 ac) on the north side of the property, and a vacant 1.2 ha (3 ac) parcel at the rear accessed by a panhandle driveway to Strick Road.

Advisory Planning Commission Recommendation: The Beaver Creek Advisory Planning Commission (APC) reviewed this application at their September 29, 2025 meeting. The APC members present passed a recommendation to support the rezoning application as presented.

Property Owner(s): KRIS MCINNES, TERRA STRACHAN

Property Information:

Civic Address: 5535 Strick Rd

Legal Description: LOT 6, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 921

PL20250063 / RE25002

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

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

PID: 008-068-097	Folio: 770-00527.000	ALR? (Y/N): No	Lot Area (ha): 2.02 (5.00 ac)
Current Zoning: A2 - Rural District	Proposed Zoning: RA2 Acreage Residential District		
Current OCP: Beaver Creek, Residential Use	Proposed OCP: n/a		
Development Permit Area(s):	DPA I - Foreshore and Riparian Areas Protection DPA II - Natural Hazard Areas Protection		
Current Use & Description:	The parcel is oriented east to west. The property contains a single-family dwelling towards the south west corner and associated garage behind the dwelling unit of the parcel nearest Strick Road. The property is level and mostly cleared. The parcel is impacted by DPA I – Protection of Riparian Areas and DPA II – Natural Hazard Areas Protection. The parcel is not within the Agricultural Land Reserve.		
Surrounding Zoning and Land Use			
North: RA2 Acreage Residential District	South: A1 Small Holdings District		
East: City of Port Alberni	West: City of Port Alberni		

Services:

- a) **Sewage Disposal:** The parcel is serviced by an on-site wastewater disposal system. As a condition of rezoning, the applicants have submitted a report from a Registered On-Site Wastewater Practitioner (ROWP) confirming that the parcel can support on-site sewer disposal to a density of 0.4 ha.
- b) **Water Supply:** The parcel is connected to the Beaver Creek Community water system. At the time of subdivision, the created parcels will need to satisfy all connection requirements and payment of all applicable fees as required by the ACRD Bylaw F1133-1.
- c) **Fire Protection:** The parcel is within the Beaver Creek Fire Protection Area.
- d) **Access:** Access to the property is from Strick Road. Proposed Lot 3 at the rear of the parcel, would be accessed by a 6 m wide panhandle driveway.
 - i. **Parcel Frontage Waiver:** A parcel frontage waiver will be required for proposed Lot 3 at the subdivision stage as a condition of approval. Proposed Lot 1 and Lot 2 will meet the frontage coverage as required in section 512 of the *Local Government Act*.

Planning Policy Discussion:

- a) **Official Community Plan:** The parcel is designated as 'Residential Use' in the Beaver Creek Official Community Plan. This designation provides for a variety of residential uses and a variety of lot sizes. The residential use also allows for small-lot farming on parcels 2-4 hectares in size.

The property is impacted by two Development Permit Areas (DPAs): DPA I – Riparian Areas Protection and DPA II – Natural Hazard Areas Protection. DPA I designates a 15 metre riparian area which appears to dissect the south east corner of the property and requires an assessment from a Qualified Environmental Professional prior to any development or land alteration within the riparian area. DPA II applies to the 20-metre tsunami inundation zone and requires an assessment from a Professional Engineer certifying that the land is safe for the intended use. The tsunami inundation zone encompasses the entire property. A development permit is not required currently. However, the applicant will be required to

obtain a development permit before a future subdivision could be approved.

This proposal complies with the policies and objectives of the Beaver Creek Official Community Plan.

- b) Zoning:** The parcel is zoned Rural (A2) District in the ACRD Zoning Bylaw. The applicant intends to rezone the parcel to RA2, which has a smaller minimum lot size (0.4 ha), as the first step in a three-lot subdivision proposal.

	Current: A2	Proposed: RA2
Minimum Lot Area (ha)	2.02	0.4
Minimum Lot Width (m)	100.5	36.5
Principal & Accessory Front Yard Setback (m)	15.2	12.2
Principal Side Yard Setback (m)	4.5	4.5
Principal Rear Yard Setback (m)	9.1	9.1
Accessory Side Yard Setback (m)	0.9	0.9
Accessory Rear Yard Setback (m)	0.9	0.9
Watercourse Setback (m)	30	30

This subdivision proposal does not comply with the minimum lot size requirements of the ACRD Zoning Bylaw. The property owner has applied to rezone to the RA2 District to facilitate a future subdivision.

Comments: As this rezoning is consistent with the Residential Use policies in the Beaver Creek Official Community Plan, a public hearing will not be held. The neighbour notification and public notice advertising process would provide the opportunity for public input.

The subdivision would facilitate additional housing opportunities in the Beaver Creek area. The 2024 Interim Housing Needs Report identified a total demand in the Beaver Creek community for 138 new dwellings over 5 years and 335 new dwellings over 20 years to meet current and anticipated housing needs. The property abuts the City of Port Alberni boundary on the west and east side with good access to transportation and transit routes and is serviced by the Beaver Creek Water System.

It is recommended that the Board proceed with the consideration of Bylaw P1529 and that public notice be given in accordance with the *Local Government Act* prior to considering the bylaw for first reading.

Submitted by: Alex Dyer
 Alex Dyer, 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

Site Photos



View of subject property from Strick Road looking east



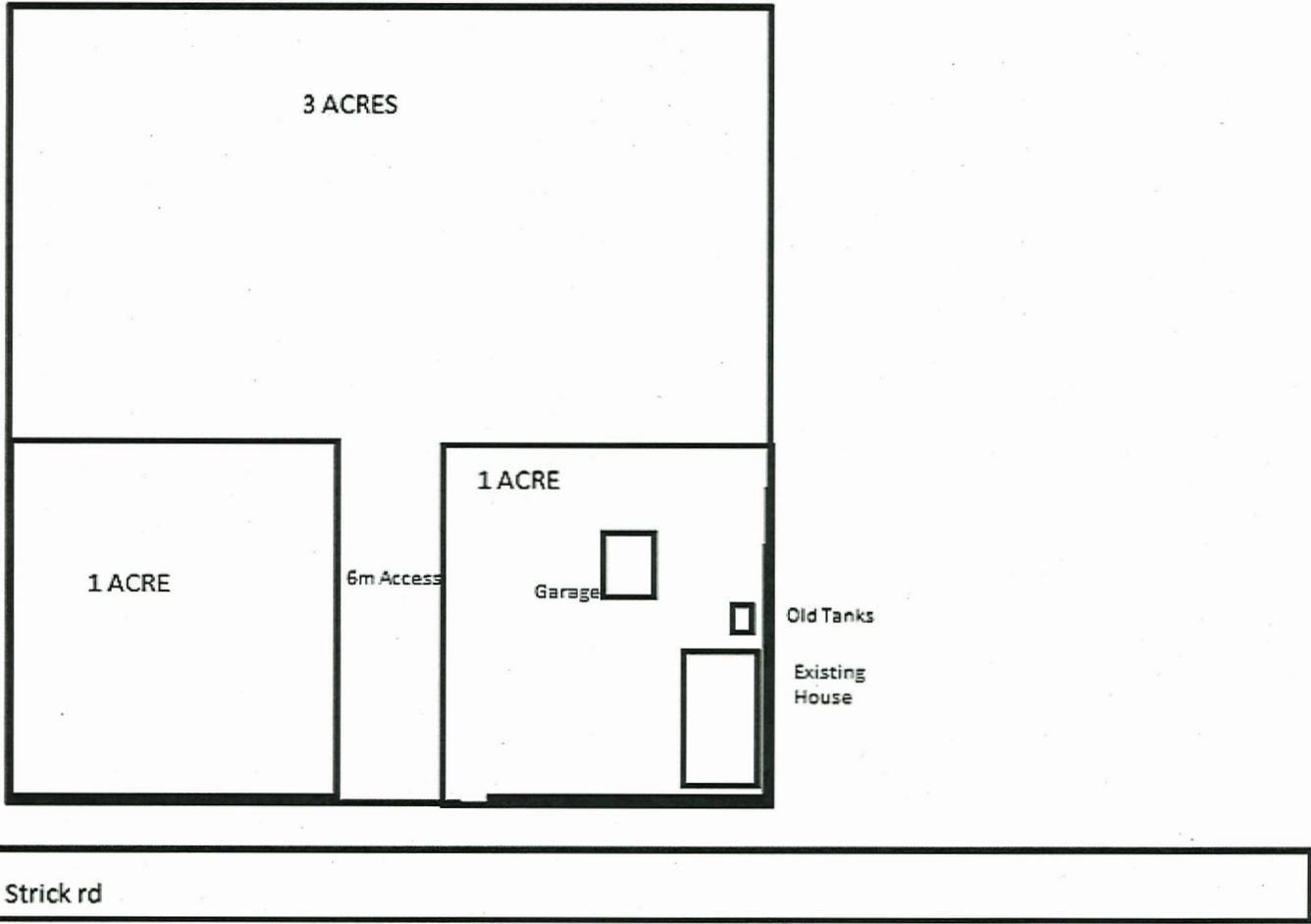
View of subject property from north boundary looking south

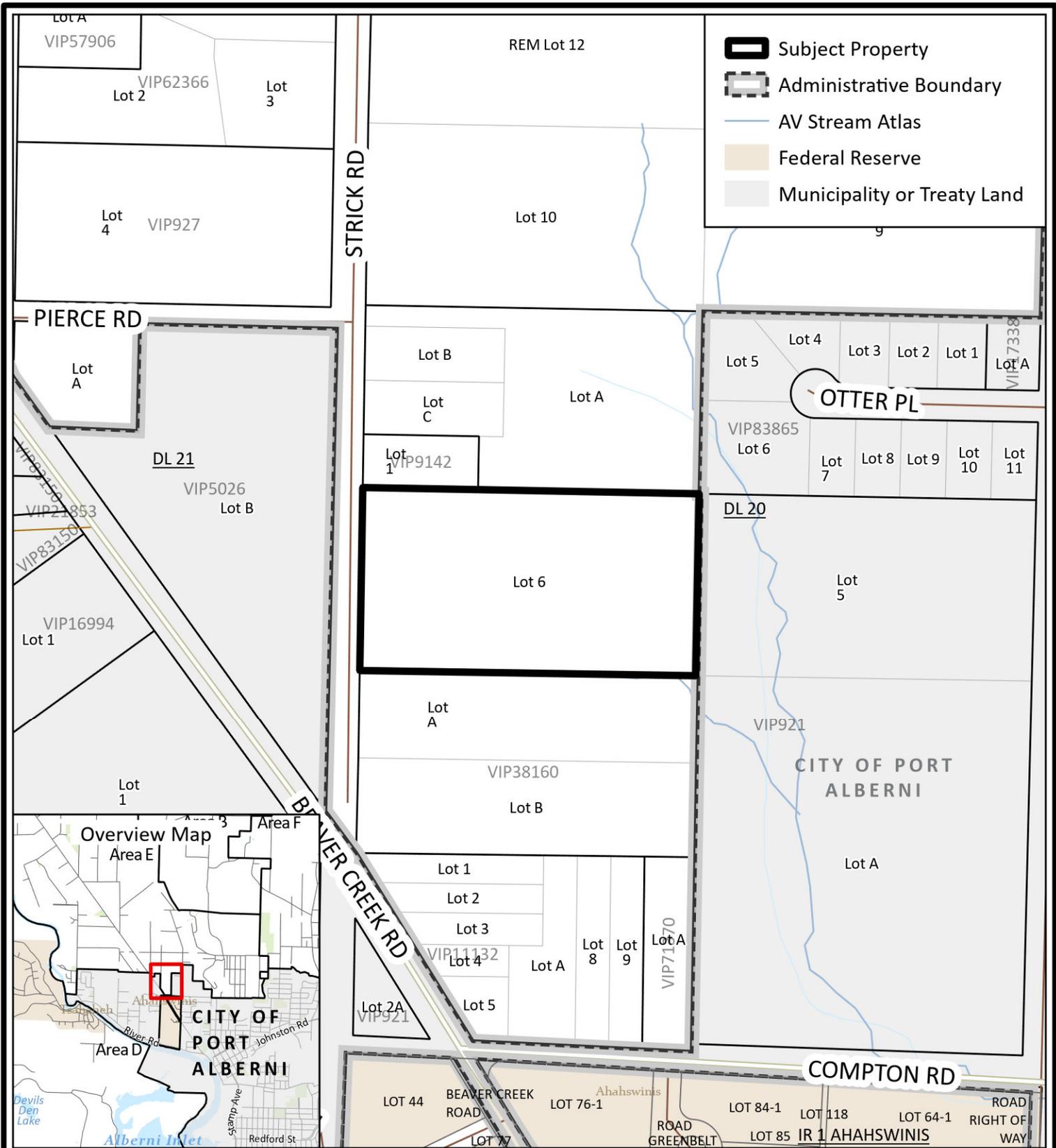


View of subject property from east boundary looking west



Access to the parcel via Strick Road



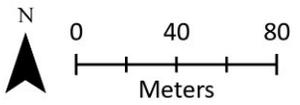


-  Subject Property
-  Administrative Boundary
-  AV Stream Atlas
-  Federal Reserve
-  Municipality or Treaty Land

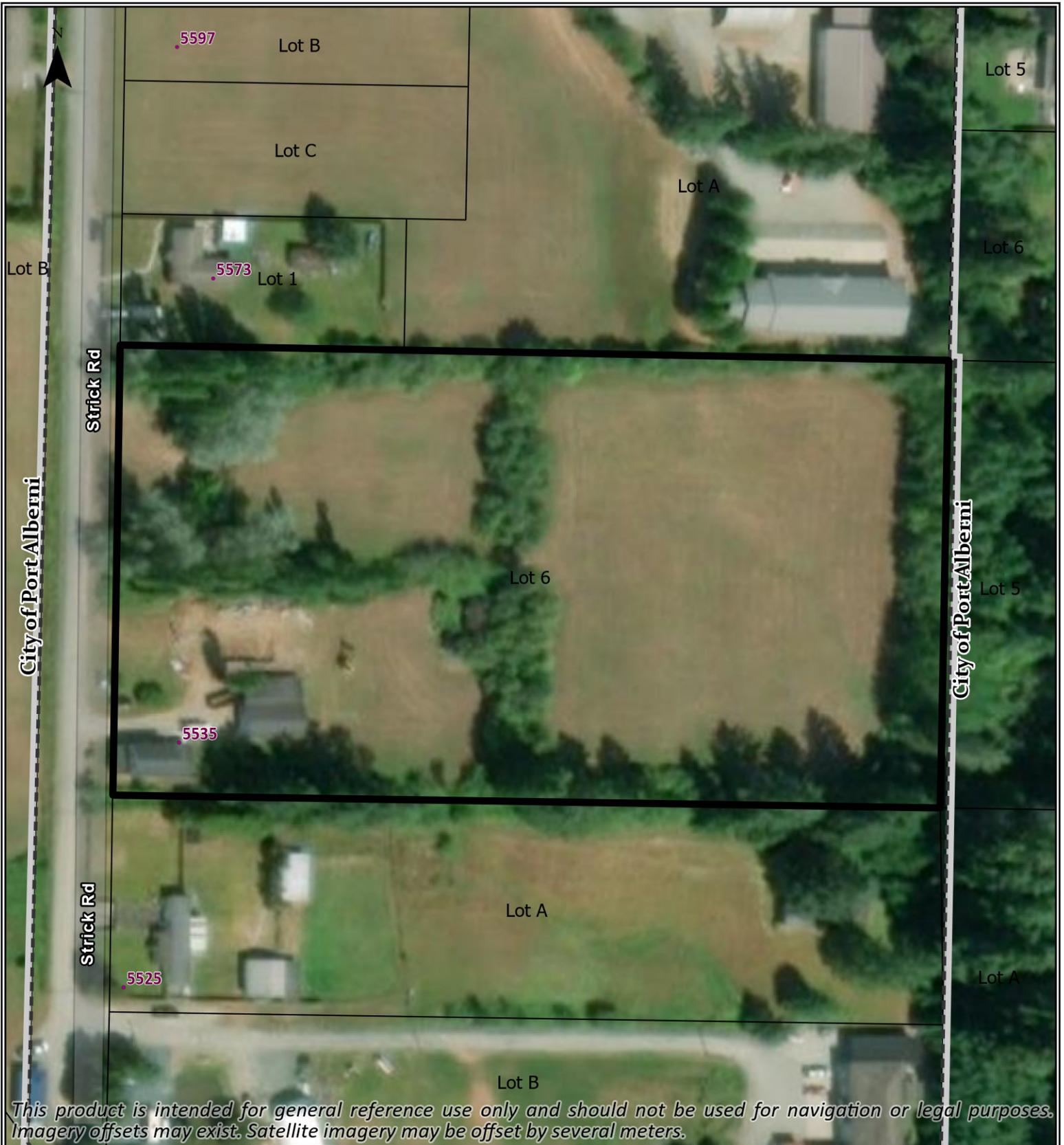
 Civic Address: 5535 Strick Road
 Legal Description: LOT 6, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 921



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

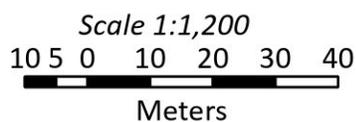


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5535 Strick Road
 LOT 6, DISTRICT LOT 20, ALBERNI
 DISTRICT, PLAN 921



-  Subject Property
-  Jurisdictional Boundary
-  Parcels



**ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT**

Prepared 2025-09-02
 Sources: Maxar, Microsoft, Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, ParcelMapBC; ACRD



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1529

OFFICIAL ZONING ATLAS AMENDMENT NO. 799

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 464, 465, 470 and 479 of the *Local Government Act*;

AND WHEREAS an application has been made to rezone a property;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the Official Zoning Atlas of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1529.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT 6, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 921 from Rural (A2) District to Acreage Residential (RA2) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.

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

Read a first time this day of ,

Read a second time this day of ,

Read a third time this day of ,

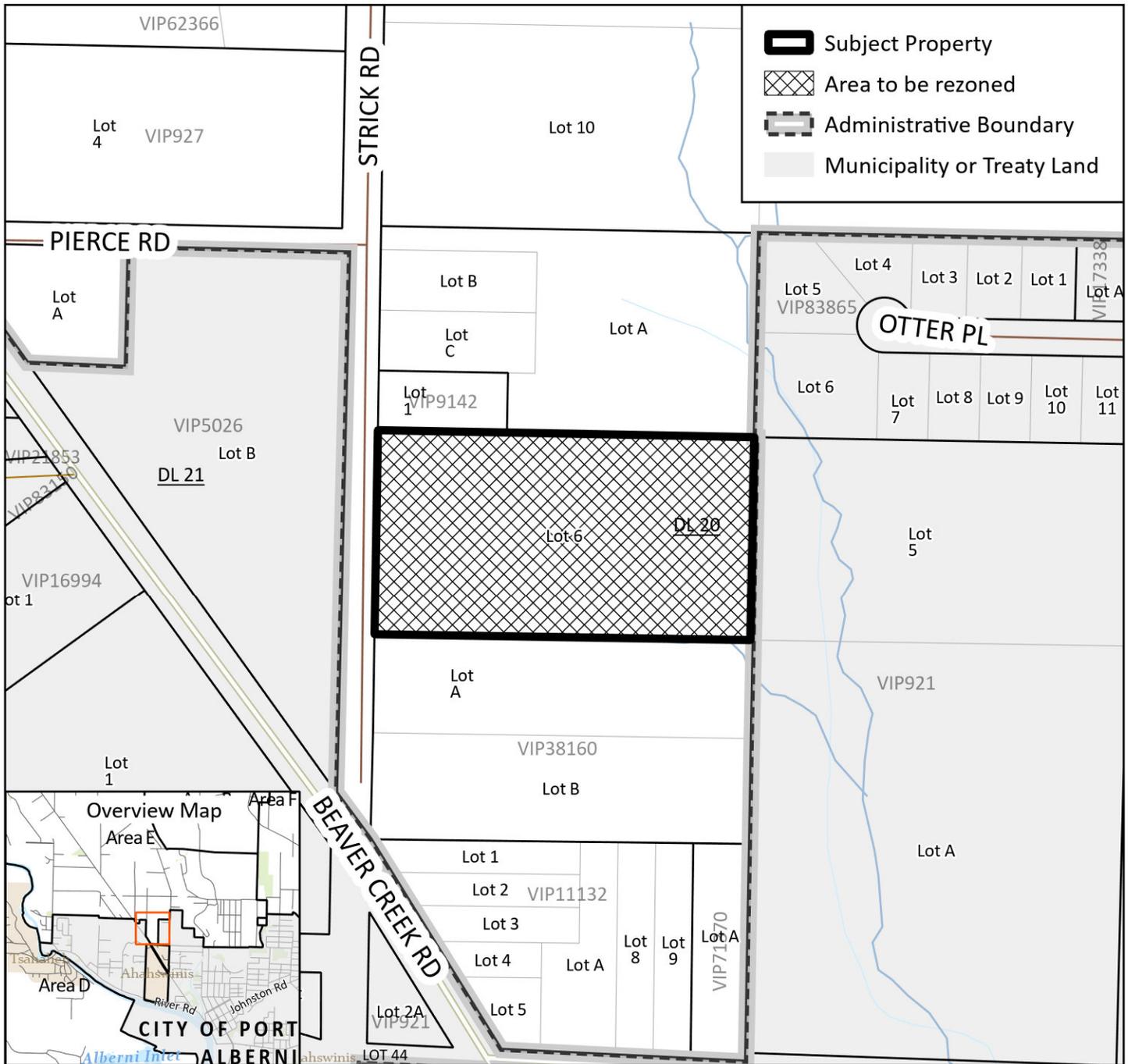
Adopted this day of ,

Corporate Officer

Chair of the Regional Board

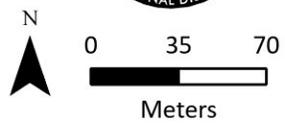
Schedule 'A'

This schedule is attached to and forms part of Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1529, 2025



- Subject Property
- Area to be rezoned
- Administrative Boundary
- Municipality or Treaty Land

Legal Description: LOT 6, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 921
 Address: 5535 Strick Road



To be rezoned from Rural (A2) District to Acreage Residential (RA2) District



To: ACRD Board of Directors

Meeting Date: October 8, 2025

From: Alima Khoja, Planner 1

Voting Structure: Electoral Area Directors

Electoral Area: E - Beaver Creek

Subject: Development Variance Permit DVE25010 - 5663 MERSEY RD (Van Vliet & Barr)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing development variance permit DVE25010 subject to neighbour notification as per Local Government Act s. 499.

Development Variance DVE25010:

- i. Development variance of the ACRD Zoning Bylaw, Schedule No. II Bulk and Site Regulations to reduce the required rear yard setback in the Acreage Residential (RA3) District on the East side of proposed Lot 1 from 9.1 m (30 ft) to 4.4 m (14.4 ft) to allow for the siting of the existing dwelling.
- ii. Development variance of the ACRD Zoning Bylaw, Schedule No. II Bulk and Site Regulations to reduce the required lot width in the Acreage Residential (RA3) District from 30 m (98.4 ft) to 25.2 m (82.6 ft) for proposed Lot 2.
- iii. Development variance of the ACRD Zoning Bylaw, Schedule No. II Bulk and Site Regulations to reduce the required lot width in the Acreage Residential (RA3) District from 30 m (98.4 ft) to 25.1 m (82.3 ft) for proposed Lot 3.

Development Proposal: The property owners have applied to the Ministry of Transportation and Transit (MOTT) to subdivide the property into three lots. The property was rezoned in January 2025 to facilitate the subdivision. The lot line for proposed Lot 1 creates a building setback issue for the existing dwelling and the lot line between proposed Lot 2 and 3 creates a minimum lot width issue requiring a development variance permit prior to subdivision approval. The existing dwelling on Lot 1 would encroach into the 9.1 m rear yard setback required in the RA3 zone. The property owner is applying for a variance to reduce the rear yard setback from 9.1 m to 4.4 m on the East side of Lot 1 and to reduce the minimum required lot width in the RA3 zone from 30 m to 25.2 m for Lot 2 and 25.1 m for Lot 3.

Advisory Planning Commission Recommendation: The Beaver Creek Advisory Planning Commission (APC) reviewed this application at their meeting on September 29, 2025. The APC members present passed a recommendation to support the variance application as presented.

Property Owner(s): LEO J VAN VLIET, JADON L VAN VLIET, BRENDA A BARR

Applicant/Primary Contact: RACHEL HAMLING, PRISM LAND SURVEYING

Property Information:

Civic Address: 5663 MERSEY RD

Legal Description:	LOT A, PLAN EPP7140, DISTRICT LOT 21, ALBERNI LAND DISTRICT						
PID:	028-439-937	Folio:	770-00587.010	ALR? (Y/N)	N	Lot Size (ha):	0.92 (2.26 ac)

Current Zoning:	Acreage Residential (RA3) District	Proposed Zoning:	n/a
Current OCP:	Residential Use	Proposed OCP:	n/a
Development Permit Area(s):	n/a		

Current Use & Description: The 50.5 m (165.6 ft) wide by 182 m (597.1 ft) deep property is 0.91 ha (2.26 ac) in lot area. The parcel contains a dwelling unit, a shop and a shed located towards the rear of the proposed lot 1 accessed from Mersey Road. The property is mostly flat and cleared with a forested area at the northern boundary and northeast corner. The property is surrounded by similar rural residential properties in all directions.

Surrounding Zoning and Land Use			
North	Acreage Residential (RA3) District	South	Acreage Residential (RA2) District
East	Acreage Residential (RA1) District Rural (A2) District	West	Small Holdings District (A1) District

Services:

- a) **Sewage Disposal:** Onsite sewage disposal.
- b) **Water Supply:** Beaver Creek Community Water System. As a condition of the subdivision, the applicant will need to satisfy the requirements of the Beaver Creek Water System Development Cost Charge Bylaw F1133-1, and any water connection requirements identified by ACRD Community Services.
- c) **Fire Protection:** Beaver Creek Fire Protection Area.
- d) **Access:** The existing dwelling unit, a shop and a shed on a proposed Lot 1 are accessed from Mersey Road on the west side of the property. Proposed Lots 2 and 3 are accessed from Strick Road to the east.

Planning Policy Discussion:

- a) **Official Community Plan:** The Beaver Creek Official Community Plan (OCP) designates the property as "Residential Use". The objectives for the Residential Use designation are to allow a range of housing options within the plan area. This OCP designation supports a 0.24 ha (0.6 ac) minimum lot size when serviced by a community water system. The proposed parcels meet the size requirements set out in the OCP.
This proposal meets the policies and objectives in the Beaver Creek Official Community Plan.
- b) **Zoning:** The parcel was rezoned from Acreage Residential (RA2) District to Acreage Residential (RA3) District in January 2025 to facilitate the proposed three-lot subdivision. As one of the last steps in the subdivision process, the property owner is applying for a development variance to reduce the required rear yard setback on proposed Lot 1 and to reduce the required lot width on proposed Lot 2 and 3. The variance would reduce the rear yard setback from 9.1 m to 4.4 m on the East side of proposed Lot 1. In addition to that, the variance would reduce the required parcel width from 30 m to 25.2 m for the proposed Lot 2 and 25.1 m for proposed Lot 3 to allow for the creation of the two parcels.

	Current: RA3	Proposed:
Minimum Lot Area (ha)	0.24	-
Minimum Lot Width (m)	30 (98.4 ft)	Lot 2 – 25.2 (82.67 ft) Lot 3 – 25.1 (82.34 ft)
Principal & Accessory Front Yard Setback (m)	12.2	-
Principal Side Yard Setback (m)	4.5	-
Principal Rear Yard Setback (m)	9.1 (30 ft)	Lot 1 – 4.4 (14.43 ft)
Accessory Rear and Side Yard Setback (m)	4.5	-
Watercourse Setback (m)	30	-

The development variance would address the encroachment into the rear yard setbacks for the existing dwelling on proposed Lot 1 that would be created by the subdivision of the property, and address the minimum lot width requirements for proposed Lots 2 and 3.

Comments: The proposed three-lot subdivision would facilitate additional housing opportunities in a serviced area that appears to fit within the overall character of the rural residential neighbourhood. It is recommended that the Board proceed with the neighbour notification process for the development variance application.

Submitted by: *Alex Dyer*
Alex Dyer, 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



Looking west from Strick Road frontage toward proposed Lots 2 and 3.



Looking east toward Strick Road from rear property line of proposed Lot 3.



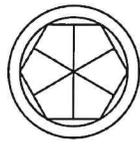
Looking west along the north
(proposed Lot 2) property line toward
Mersey Road.



Looking west from proposed Lot 1.



Looking east at workshop and existing dwelling in proposed Lot 1.



PRISM
LAND SURVEYING LTD.

Our File: 24-137-Z

2025-06-23

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

Attention: Alex Dyer

Dear Alex:

RE: Development Variance Permit Application for Lot A District Lot 21 Alberni District Plan EPP7140, 5663 Mersey Road, Port Alberni

On behalf of our clients, Leo Van Vliet, Brenda Barr, and Jadon Van Vliet, we are pleased to submit this application for a Development Variance Permit (DVP) to facilitate a proposed three-lot subdivision, as shown on the subdivision plan prepared by Prism Land Surveying Ltd.

The requested variances are as follows:

- **Proposed Lot 1** – Rear yard setback reduced from 10.0 m to 4.4 m
- **Proposed Lot 2** – Minimum lot width reduced from 30.0 m to 25.2 m
- **Proposed Lot 3** – Minimum lot width reduced from 30.0 m to 25.1 m

BACKGROUND

This property was recently rezoned to RA3 and the proposed subdivision layout remains unchanged since that approval. The 2.22acre (0.915ha) property is mostly flat and cleared with a forested area at the northern boundary and northeast corner. The property is surrounded by similar rural residential properties in all directions.

Proposed Lot 1 is 0.43ha, contains a dwelling, shop and shed, and is accessed from Mersey Road. **Proposed Lots 2 and 3** are each 0.24ha, currently undeveloped, and are accessed from Strick Road.

The lots will be serviced by Beaver Creek Water District and individual septic systems.

REQUESTED VARIANCES

The proposed variances are necessary to accommodate the subdivision as follows:

Proposed Lot	Variance Requested	RA3 Requirement	Proposed
1	Principal Rear Yard Setback	10.0m	4.4m
2	Lot Width	30.0m	25.2m
3	Lot Width	30.0m	25.1m

These variances are minor in nature and do not compromise the functionality of the lots. Each proposed lot maintains a sufficient building envelope to accommodate permitted uses under the RA3 zone while ensuring appropriate site access and preserving the character of the surrounding rural residential area. The proposal maintains consistency with the intent of the RA3 zoning regulations while addressing the practical site constraints.

Issuance of the Development Variance Permit is required prior to final subdivision approval.

ENCLOSURES

In support of this application, please find enclosed:

- Application for Development Form
- Title search
- Letter of authorization
- Proposed Subdivision Plan prepared by Prism Land Surveying Ltd.

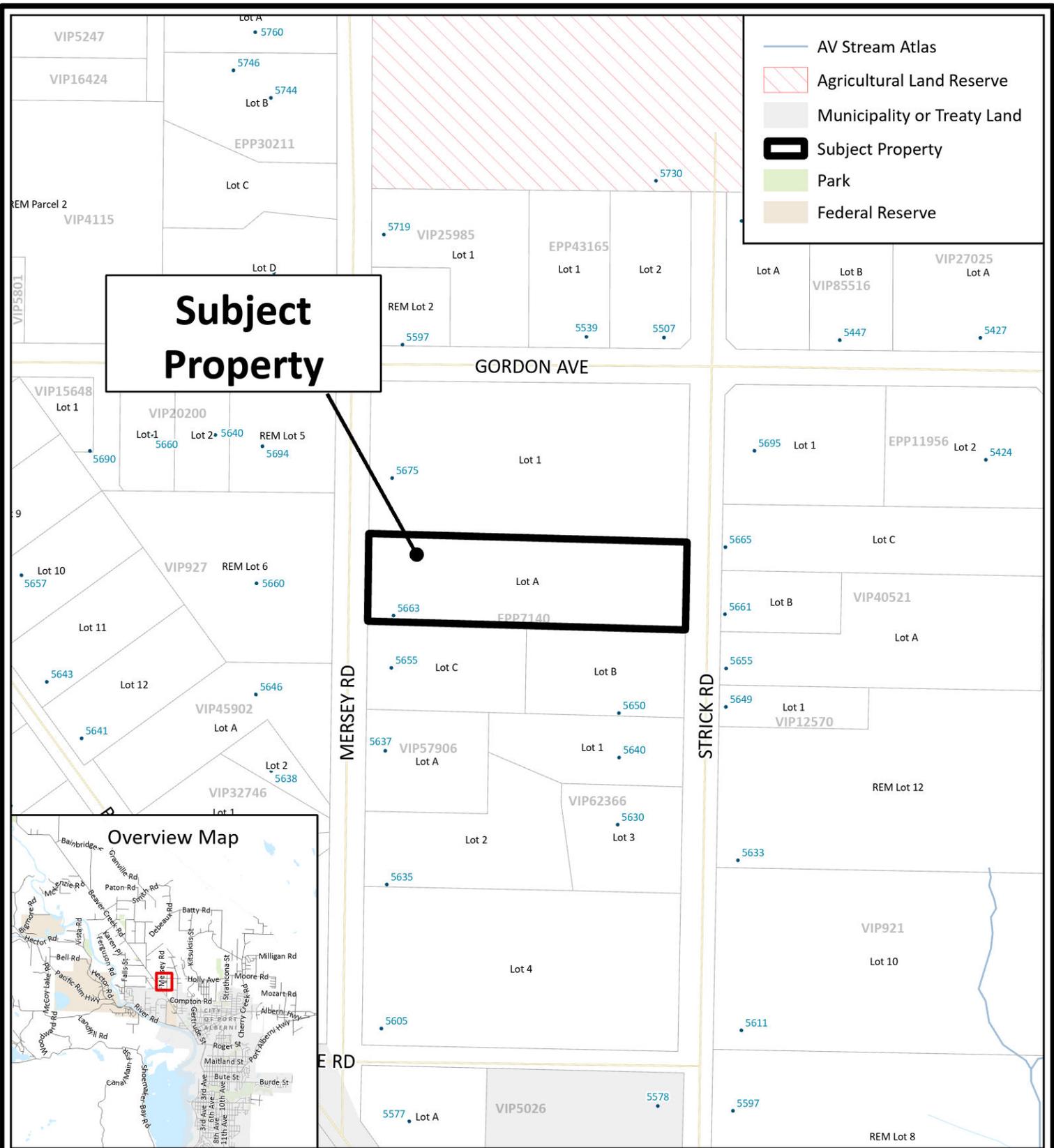
[Application fees will be paid directly to ACRD upon notification.](#)

We look forward to working with the ACRD on this application. Please feel free to contact us should you require any additional information or clarification.

Sincerely,

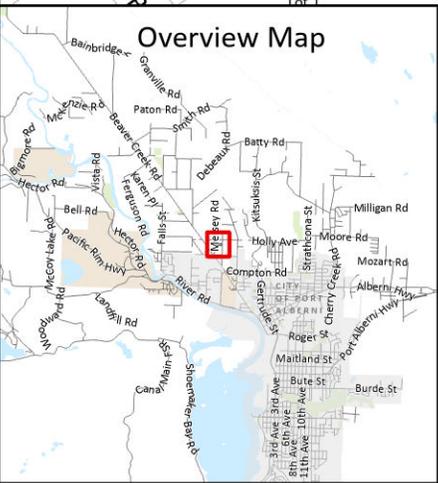


Rachel Hamling
RH/ttj
Enclosures



- AV Stream Atlas
- Agricultural Land Reserve
- Municipality or Treaty Land
- Subject Property
- Park
- Federal Reserve

**Subject
Property**

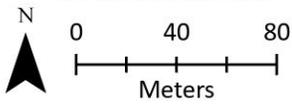


Overview Map

Civic Address: 5663 Mersey Road
 Legal Description: LOT A DISTRICT LOT 21 ALBERNI DISTRICT PLAN EPP7140



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**





DVE25010

Whereas, pursuant to Section 498 of the *Local Government Act*, a local government may by resolution, on application of a property owner, vary the provisions of a bylaw under Division 5 of Part 14 of the *Local Government Act*;

A Development Variance Permit is hereby issued to:

Name: LEO J VAN VLIET, JADON L VAN VLIET, BRENDA A BARR

Address: 5663 MERSEY RD, PORT ALBERNI, BC

With respect to:

Legal Description: LOT A, DISTRICT LOT 21, ALBERNI DISTRICT, PLAN EPP7140

PID: 028-439-937

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

- i. Development variance of Schedule No. II Bulk and Site Regulations to reduce the required rear yard setback in the Acreage Residential (RA3) District on the East side of proposed Lot 1 from 9.1 m (30 ft) to 4.4 m (14.4 ft) to allow for the siting of the existing dwelling, as shown on Appendix 'A'.
- ii. Development variance of Schedule No. II Bulk and Site Regulations to reduce the required lot width in the Acreage Residential (RA3) District from 30 m (98.4 ft) to 25.2 m (82.6 ft) for proposed Lot 2, as shown on Appendix 'A'.
- iii. Development variance of Schedule No. II Bulk and Site Regulations to reduce the required lot width in the Acreage Residential (RA3) District from 30 m (98.4 ft) to 25.1 m (82.3 ft) for proposed Lot 3, as shown on Appendix 'A'.

In accordance with the provision of Section 498 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on .

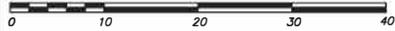
This permit was issued this of ,

Daniel Sailland, MBA
Chief Administrative Officer

Chair of the Board of Directors

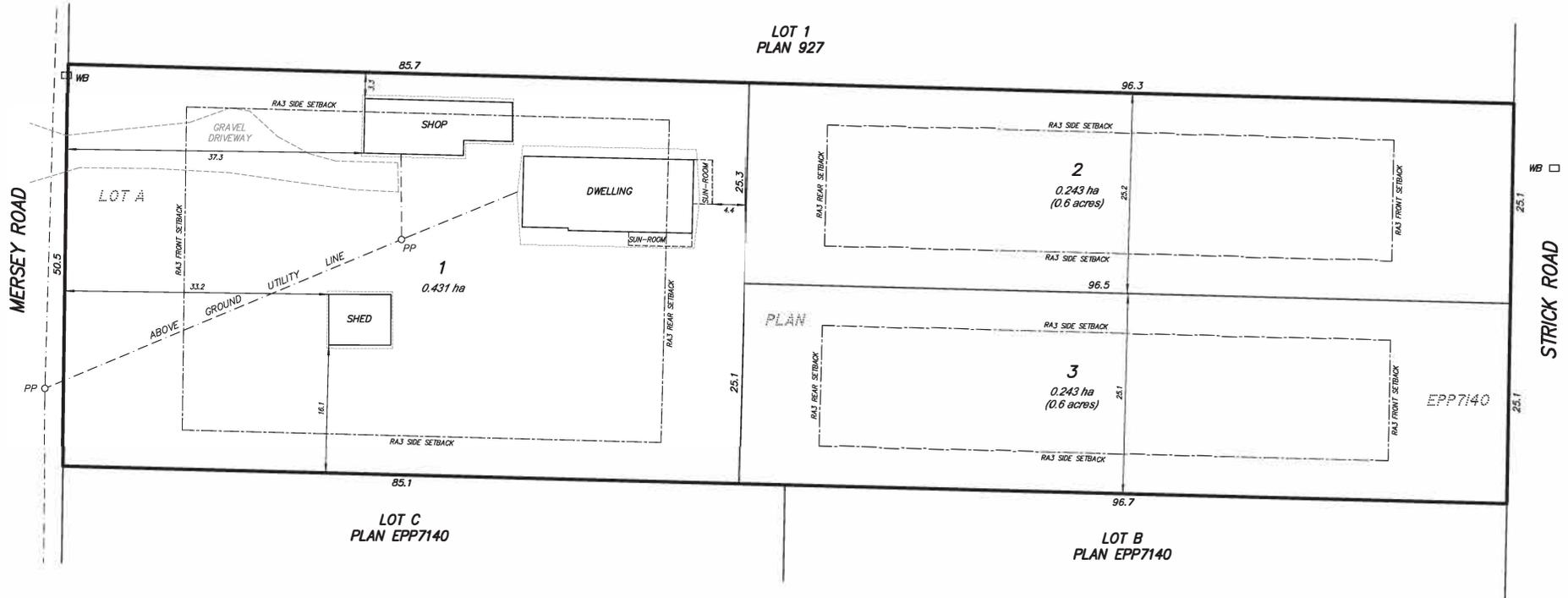
PROPOSED SUBDIVISION PLAN OF LOT A, DISTRICT LOT 21, ALBERNI DISTRICT, PLAN EPP7140.

SCALE 1:400



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

Appendix 'A'



SETBACKS:

ACREAGE RESIDENTIAL DISTRICT (RA 3)

- FRONT YARD: 49.21ft (15.0m)
- REAR YARD: 32.80ft (10.0m)
- SIDE YARD: 16.40ft (5.0m)

NOTES:

THIS PLAN IS NOT TO BE USED TO RE-ESTABLISH PROPERTY BOUNDARIES.
 ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF UNLESS OTHERWISE INDICATED AND ARE DERIVED FROM FIELD OBSERVATIONS AND LTO RECORDS.
 JURISDICTION: ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 CURRENT PARCEL ZONING: ACREAGE RESIDENTIAL DISTRICT (RA 2)
 PROPOSED PARCEL ZONING: ACREAGE RESIDENTIAL DISTRICT (RA 3)
 PID NO: 028-439-937
 THIS LOT IS SUBJECT TO LTO CHARGE NUMBER: M76300
 CIVIC ADDRESS: 5663 MERSEY ROAD, PORT ALBERNI, BC

LEGEND

- DL DENOTES DISTRICT LOT
- REM DENOTES REMAINDER
- ha DENOTES HECTARES
- WB □ DENOTES WATER BOX
- PP ○ DENOTES POWER POLE
- DENOTES ROOF OVERHANG

No.	DATE	REVISION
1	2024/08/12	INITIAL 3 LOT SUBDIVISION PROPOSAL
2	2025/06/18	ADD ZONING SETBACK LINES AND LOT WIDTHS FOR LOTS 2 & 3

PRISM
 LAND SURVEYING LTD.
 223 FERN ROAD W.
 QUALICUM BEACH, B.C. V9K 1S4
 PHONE: 250-752-9121
 EMAIL: info@prismlandsurveying.co
 FILE NUMBER: 24-137-5
 DRAWING NUMBER: 24-137 P2.DWG
 DATE: 2025/06/18



To: ACRD Board of Directors

Meeting Date: October 8, 2025

From: Alima Khoja, Planner 1

Voting Structure: Electoral Area Directors

Electoral Area: F - Cherry Creek

Subject: Temporary Use Permit TUP25012 - 3640 FLETCHER RD (Dirocco)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors consider Temporary Use Permit Application TUP25012 subject to the following:

- *Confirmation from a Registered On-site Wastewater Practitioner that the sewage disposal system can accommodate the existing duplex and recreational vehicle.*
- *Neighbourhood notification as per Local Government Act s.494.*

Development Proposal: The property owner is applying for a Temporary Use Permit (TUP) to allow the use of a recreational vehicle (RV) as a temporary residence on the property. The attached letter from the applicant elaborates that the owner is trying to help an elderly friend with a housing solution that is connected to services and set up by qualified contractors.

Advisory Planning Commission (APC) Recommendation: The Cherry Creek APC reviewed the application at their September 16, 2025 meeting. The APC members present passed a recommendation to support the TUP application as presented.

Property Owner(s): JOHN DIROCCO

Applicant/Primary Contact: JOHN DIROCCO

Property Information:

Civic Address:	3640 FLETCHER RD				
Legal Description:	LOT 1, DISTRICT LOT 57, ALBERNI DISTRICT, PLAN 18675				
PID:	003-780-881	Folio:	770-00936.008	ALR? (Y/N)	N
Lot Size (ha):	0.06 (0.15 ac)				
Current Zoning:	Two Family Residential (R2) District	Proposed Zoning:	n/a		
Current OCP:	Cherry Creek, Residential Use	Proposed OCP:	n/a		
Development Permit Area(s):	n/a				

Current Use & Description: The property contains a duplex (two 1Bed/1Bath units), garage in the north east corner, and RV in the north west corner of the 79.08 foot by 79.85 foot parcel. The owner lives in one of the duplex suites about 10 days out of the month and the RV is set up at the rear of the duplex structure. The surrounding neighbourhood is zoned for Two Family Residential (R2) District. The property is accessed from Fletcher Road. The South (Front)

and the West of the property face the road and alley accesses and treed areas whereas the North and the East of the property face 8 foot and 7 foot high fences respectively along shared lot lines with neighbouring residential uses.

Surrounding Zoning and Land Use			
North	Two Family Residential (R2) District	South	Two Family Residential (R2) District
East	Two Family Residential (R2) District	West	Two Family Residential (R2) District

Services:

- a) **Sewage Disposal:** On-site sewage disposal system. On-site sewage disposal system is 3 years old. The applicant has submitted an Island Health septic filing and a letter from a Registered On-site Wastewater Practitioner (ROWP) confirming that the sewage system can accommodate the existing duplex and RV use.
- b) **Water Supply:** Cherry Creek Waterworks System.
- c) **Fire Protection:** The parcel is protected by Cherry Creek Volunteer Fire Department.
- d) **Access:** The parcel is accessed from Fletcher Road and a 4.25-metre-wide laneway alley access located to the west of the property.

Planning Policy Discussion:

- a) **Official Community Plan:** The Cherry Creek Official Community Plan (OCP) designates the property as Residential Use. This designation intends to support a range of housing options within the community.

Property owners may apply to the ACRD for a Temporary Use Permit to allow a specified use under set conditions. Section 3.2 of the OCP discusses general planning policies which apply to all properties within the OCP area. Section 3.2.12 allows the ACRD Board of Directors to consider issuing Temporary Use Permits for a period of up to three years in accordance with s. 493 of the *Local Government Act*.

This proposal generally complies with the objectives of the Cherry Creek Official Community Plan. The OCP supports the consideration and issuance of TUPs in all land use designations for a period of up to three years.

- b) **Zoning:** The parcel is zoned Two Family Residential (R2) District. The R2 zone generally permits single family and two-family residential uses and accessory uses. The zoning does not allow dwelling in a recreational vehicle for a period longer than twenty-four hours.

	Current: R2
Minimum Lot Area (ha)	0.07
Minimum Lot Width (m)	20.11
Principal & Accessory Front Yard Setback (m)	7.62
Principal Side Yard Setback (m)	1.5
Principal Rear Yard Setback (m)	9.1
Accessory Side Yard Setback (m)	0.9
Accessory Rear Yard Setback (m)	0.9
Watercourse Setback (m)	30

This proposal does not meet the requirement of the ACRD zoning bylaw. To allow the proposed use, the issuance of a Temporary Use Permit is required. If the applicant is successful, the TUP can be granted under certain conditions.

Temporary Use Permit Condition: The Temporary Use Permit to allow to stay in RV may be subject to the following conditions and any other conditions that the ACRD Board of Directors deems appropriate at the time of issuance.

1. This permit is issued to allow the use of one (1) recreational vehicle (RV) located on the property as a temporary housing unit.
2. The on-site management of any sewage and grey water from the RV must be accommodated within the on-site sewage disposal system and must comply with Island Health's *Sewerage System Regulation*.
3. The RV must be connected to the community water system in compliance with the requirements of the Cherry Creek Waterworks District.
4. No additional RVs shall be parked on the property.
5. A minimum of one (1) off-street parking space shall be provided for the parking of a personal vehicle associated with the use of the RV.
6. The owner or a caretaker for the property must be available to attend the property within 20 minutes.
7. Short-term vacation rental, or any commercial use, of the RV is not permitted.
8. This permit is valid for three (3) years from the date of execution.
9. At the time the permit expires, the property owner may apply to renew the TUP, apply to rezone the parcel, or return the property to the original use permitted under the current zoning.
10. If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

Comments:

The applicant has submitted a letter stating willingness in helping a friend in need to stay in their RV for a short-term period. The septic field is three years old and a new pole with a 200 amp electrical panel was installed two years ago with dedicated service to the RV.

To ensure long-term safety and compliance, any structure intended for long-term residence must adhere to the appropriate CSA standards. Recreational vehicles are not designed for long-term habitation as they are built for temporary use and mobility. Homes built to CSA Z240 (Mobile Homes) and CSA A277 (Manufactured Homes) standards are specifically designed for long-term living and must be CSA certified to ensure they meet requirements for structural integrity, energy efficiency, and safety. RVs are built to a different standard and are not certified as a structure for long-term occupancy. The TUP would allow for the RV to be used as a temporary housing unit for a period of up to three years and subject to the conditions outlined in the permit.

The applicant has submitted a letter from a Registered Onsite Wastewater Practitioner (ROWP) confirming that the existing three-year old sewage disposal system can accommodate the duplex and RV use.

It is recommended that the Board consider issuing the Temporary Use Permit subject to the neighbour notification and public advertising process.

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

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

Site photos:



View of subject property from Fletcher Road looking North.



View of subject property from West alley looking East, showing telephone pole with 200 AMP panel.



View of the North property boundary showing RV and 8' high fence.



View of the East property boundary showing 7' high fence.



Access to the subject property via Fletcher Rd.

May 21/25.

First of all, the intent to allow a long time friend, to stay in my R.V. was purely a decision from the heart. Helping a friend, who's health, has caused a major downturn in his life, and on a modest disability pension, has found it very difficult to move forward.

The property is "Zoned R2" Duplex Lot.

I stay in suite "A", about 10 days out of the month. The septic field is 3 years old. never had an issue. There is a new Telephone Pole with a 200 AMP Panel. installed Two years ago. only power from the 200 AMP is 30 AMP BREAKER for the R.V.

All the work - SEPTIC SYSTEM. -
- TELEPHONE POLE -
- ALL ELECTRICAL -

done by qualified contractors, to present codes and specs

██████ is a quite, ██████ year old man with 2 cats, there is no noise, or disruption of any kind, for the neighborhood, I'm hoping that, in the near future, ██████ can move on to something a little larger, and suitable for him, If ██████ hadn't asked me to help him out, I wouldn't be writing this letter. I hope we can come to some agreement, for the near future

Thank you
John DeRocco



226 NEW POWER POLE, 200A BOX, 30A DISCONNECT₂₁



LOOKING WEST



228

LOOKING SOUTH



LOOKING NORTH

R.N. ACRES LAND SURVEYING LTD.,
R.N. ACRES, B.C.L.S.,
RES. PHONE - 250-724-3754

D.M. POLLOCK LAND SURVEYING LTD.,
D.M. POLLOCK, B.A., B.C.L.S.,
RES. PHONE - 250-723-7760,
e-mail address - dpollock@cedar.atbnet.net

SITE CERTIFICATE

ACRES & POLLOCK

BRITISH COLUMBIA LAND SURVEYORS

SUB-DIVISION DESIGN
LEGAL, TOPOGRAPHICAL, RIGHT-OF-WAY AND FORESHORE SURVEYS

4710 ROGER STREET,
PORT ALBERNI, B.C.
V8Y 3Z2

250-723-5412 (phone)
250-723-1500 (fax)

CIBC,
2995 THIRD AVENUE,
PORT ALBERNI, B.C.

Zoned R-2

DEAR MADAM:

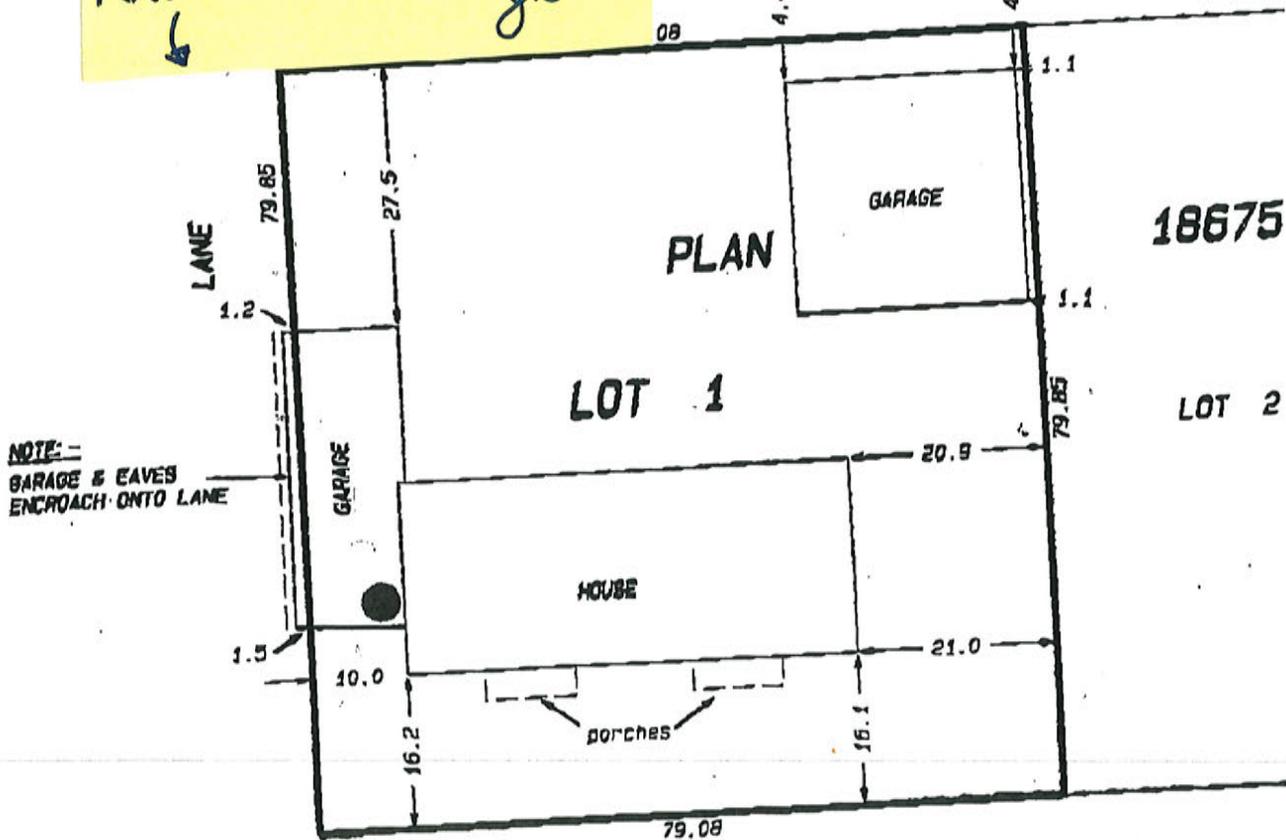
RE: HOUSE CONSTRUCTED ON LOT 1, D.L. 57, ALBERNI DIST., PLAN 18675.
3640 FLETCHER ROAD (DIROCCO)
OUR FILE NO. :- 12, 608.

SCALE: - 1" = 20'

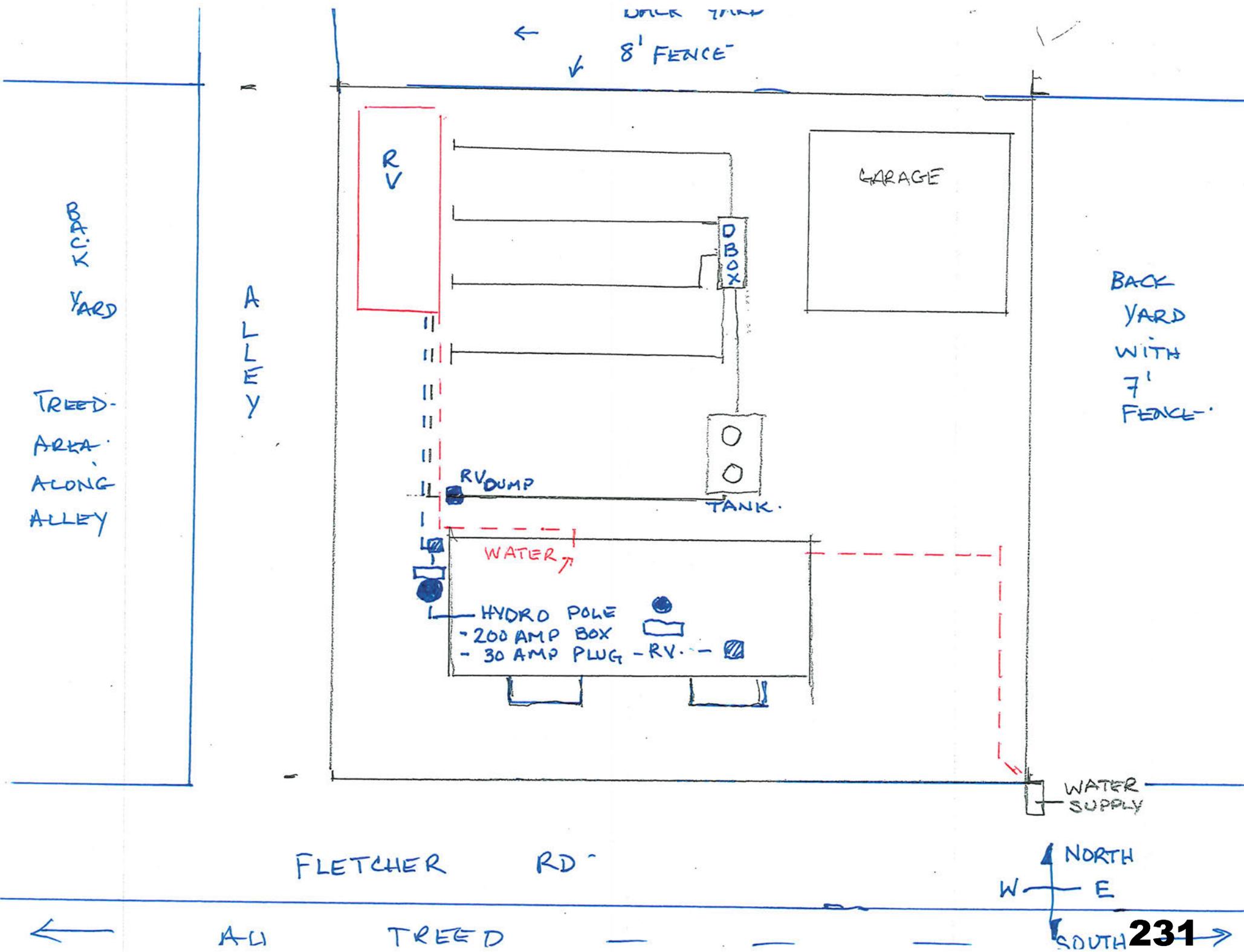


GARAGE ON WEST
SIDE OF BUILDING
WAS TORN DOWN
AROUND 2018 JD.

LOT 22
PLAN 2048



NOTE:-
GARAGE & EAVES
ENCROACH ONTO LANE



DICK TRAIL

8' FENCE

RV

GARAGE

HYDRO POLE

TANK

RV DUMP

WATER

HYDRO POLE

- 200 AMP BOX

- 30 AMP PLUG

- RV

BACK YARD WITH 7' FENCE

WATER SUPPLY

FLETCHER RD

NORTH

W E

SOUTH

231

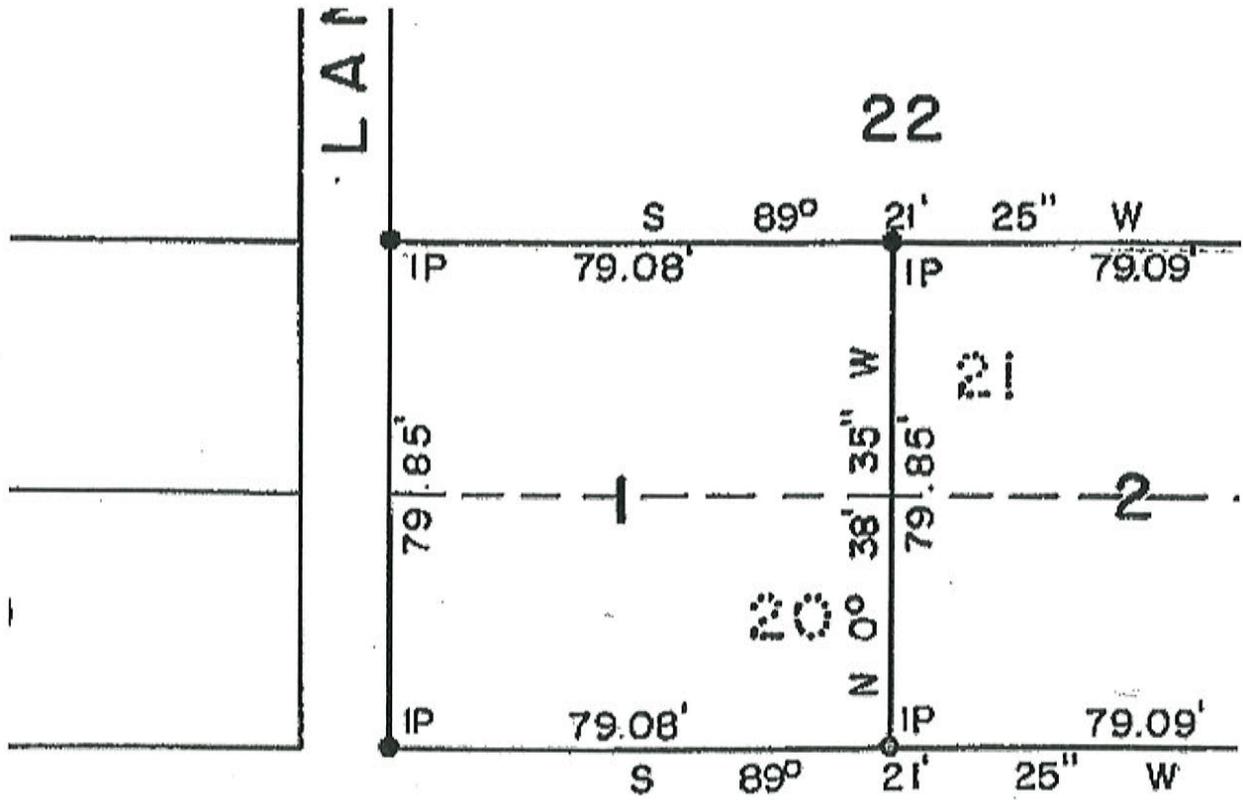
KID'S YARD

ALLEY

TREEED AREA ALONG ALLEY

ALL

TREEED

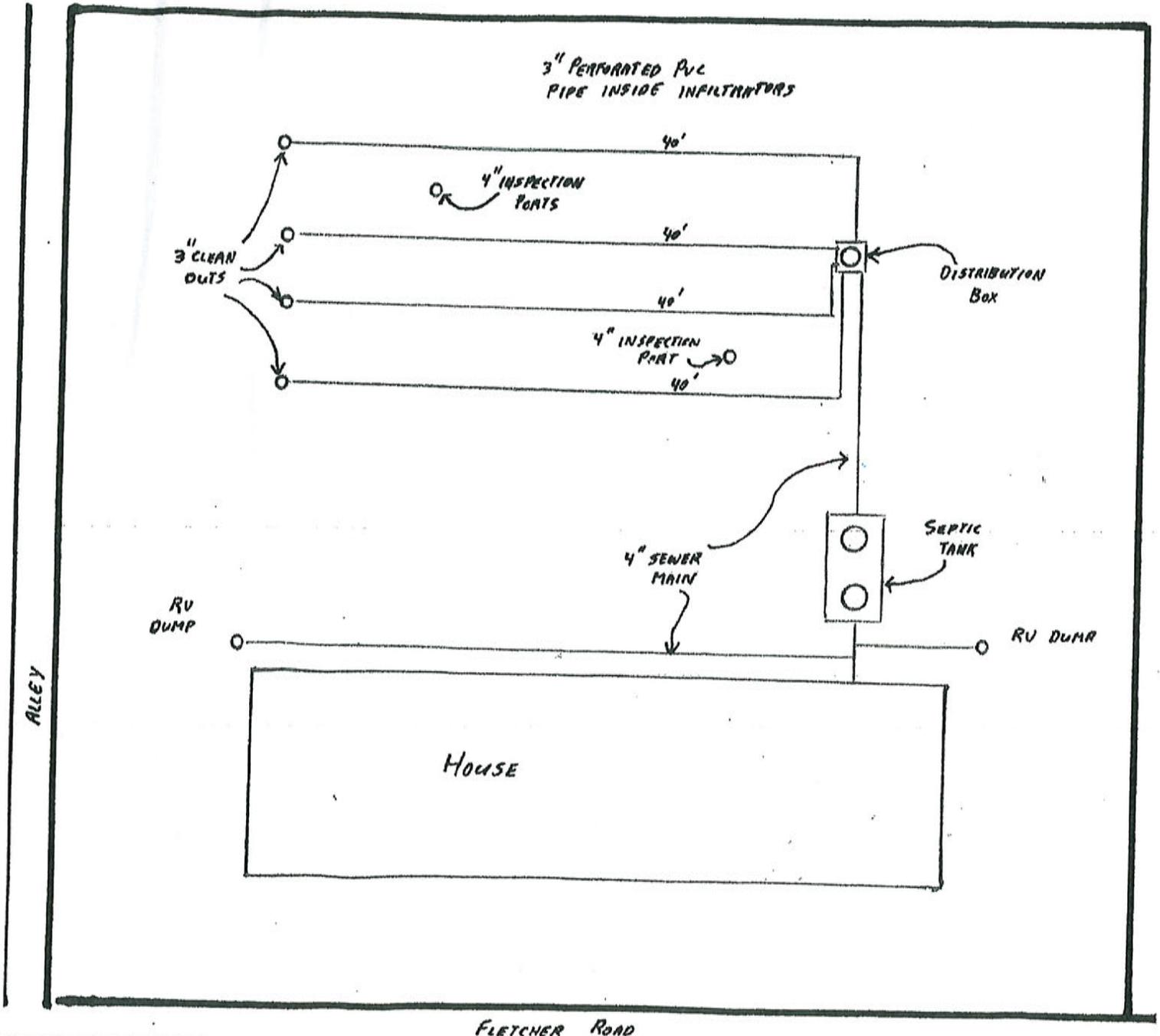


FLETCHER ROAD

FINAL



As Built Plan: John DiRocco
3640 Fletcher Road
Port Alberni, BC





This product is intended for general reference use only and should not be used for navigation or legal purposes. Imagery offsets may exist. Satellite imagery may be offset by several meters.

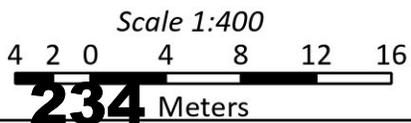
3640 Fletcher Rd
 LOT 1, PLAN VIP18675, DISTRICT LOT 57,
 ALBERNI LAND DISTRICT

-  Subject Property
-  Parcels



**ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT**

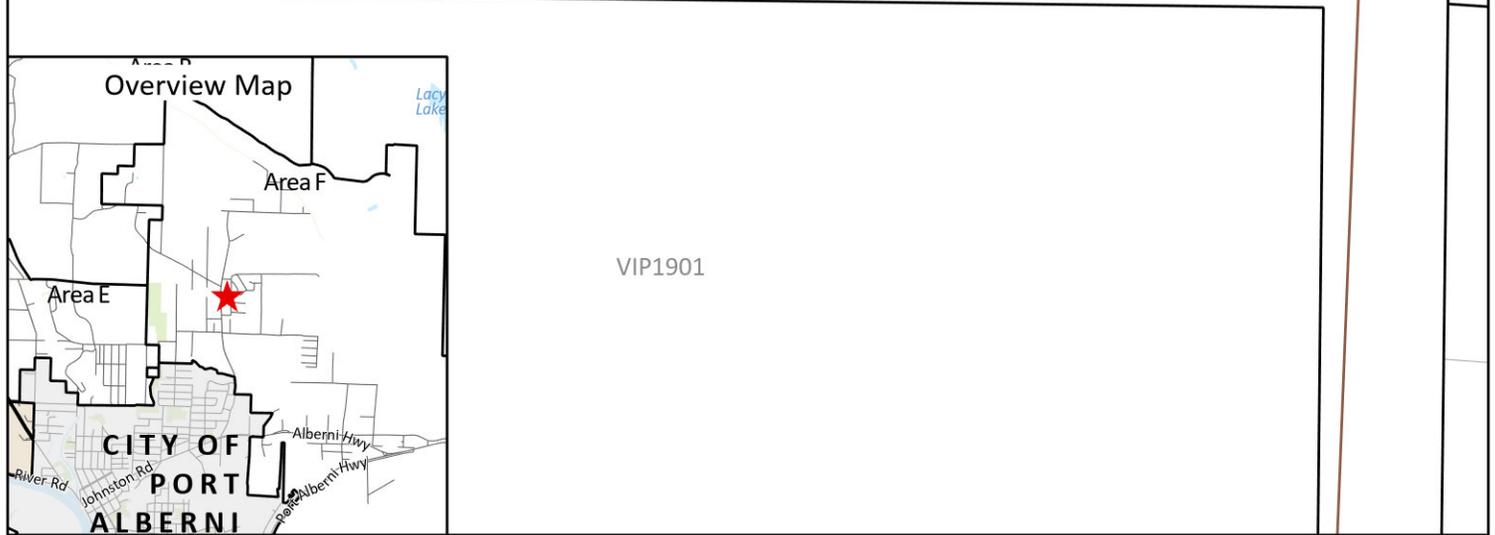
Prepared 2025-09-09
 Sources: Maxar, Microsoft, Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, ParcelMapBC; ACRD



-  Subject Property
-  Administrative Boundary



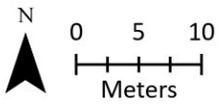
FLETCHER RD



 Civic Address: 3640 Fletcher Rd
 Legal Description: LOT 1, PLAN VIP18675, DISTRICT LOT 57,
 ALBERNI LAND DISTRICT



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT





TUP25012

Whereas, pursuant to Section 493 of the *Local Government Act*, a local government may by resolution, on application of a property owner, issue a temporary use permit;

A Temporary Use Permit is hereby issued to:

Name: JOHN DIROCCO,
Address: 3640 FLETCHER RD, Port Alberni, BC

With respect to:

Legal Description: LOT 1, DISTRICT LOT 57, ALBERNI DISTRICT, PLAN VIP18675
PID: 003-780-881

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

1. This permit is issued to allow the use of one (1) recreational vehicle (RV) located on the property as a temporary housing unit.
2. The on-site management of any sewage and grey water from the RV must be accommodated within the on-site sewage disposal system and must comply with Island Health's *Sewerage System Regulation*.
3. The RV must be connected to the community water system in compliance with the requirements of the Cherry Creek Waterworks District.
4. No additional RVs shall be parked on the property.
5. A minimum of one (1) off-street parking space shall be provided for the parking of a personal vehicle associated with the use of the RV.
6. The owner or a caretaker for the property must be available to attend the property within 20 minutes.
7. Short-term vacation rental, or any commercial use, of the RV is not permitted.
8. This permit is valid for three (3) years from the date of execution.
9. At the time the permit expires, the property owner may apply to renew the TUP, apply to rezone the parcel, or return the property to the original use permitted under the current zoning.
10. If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

In accordance with the provision of Section 493 of the *Local Government Act*, approval of this permit was given by resolution of the Regional District of Alberni-Clayoquot Board of Directors on _____.

This permit was issued this _____ of _____,

Daniel Sailland, MBA
Chief Administrative Officer

Chair of the Board of Directors

Draft Vision and Goals Memorandum**Report Overview**

The draft Vision and Goals Memorandum includes a vision statement and goal statements. The vision statement provides direction for Sproat Lake and Area’s future community vision, while the goal statements guide the creation of Sproat Lake and Area’s objectives and policies. The Vision and Goals will direct the next phase of community engagement and may be adjusted as the OCP team engages with the community on policy development and begins drafting the Plan.

Time Requirements – Staff & Elected Officials:

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

Financial:

OCP resources and funding is through the Rural Planning Service with grant funding from the Canada Community Building Fund, Province of BC Capacity Funding for Local Government Housing initiatives, and UBCM OCP Visioning grant.

Strategic Plan Implications:

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

Policy or Legislation:

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

Submitted by: *Alex Dyer*
Alex Dyer, MCIP, RPP, General Manager of Planning and Development

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

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

What's the future for Sproat Lake and Area?

**SPROAT LAKE | OFFICIAL COMMUNITY
AND AREA | PLAN UPDATE**

**SPROAT LAKE AND AREA OFFICIAL
COMMUNITY PLAN UPDATE
PHASE 3: COMMUNITY ENGAGEMENT
SUMMARY REPORT**

OCTOBER 2025



PROJECT OVERVIEW

The Alberni-Clayoquot Regional District (ACRD) is completing a full-scale update of the Sproat Lake Official Community Plan (OCP). The engagement activities described below were intended to gather comments and input from residents of Sproat Lake and Area to create the draft Community Vision and Goals.

WHAT IS AN OFFICIAL COMMUNITY PLAN?

An OCP establishes a community vision over a short (five year) and long-term (10 to 20 year) period while addressing topics such as land use, parks and recreation, the environment, housing, and more. An OCP helps determine where people will live, work, play, and how they move around. It also contains high-level policies that guide community planning decisions.

PROJECT TIMELINE

The estimated project phase timeline is shown in [Figure 1](#). Phase 3: Vision and Goals started in Spring 2025.

Figure 1. Estimated project phase timeline.



ENGAGEMENT SUMMARY

ENGAGEMENT OVERVIEW

Phase 3 community engagement focused on identifying opportunities and challenges around key OCP topics including:

- OCP Area Expansion
- Community Vision and Goals
- Parks and Recreation
- Housing and Affordability
- Transportation
- Community Resilience
- Growth Management
- Employment and Economy

Community feedback was gathered through a survey, a series of pop-up events and neighbourhood meetings, and an open house / workshop.

ONLINE ENGAGEMENT

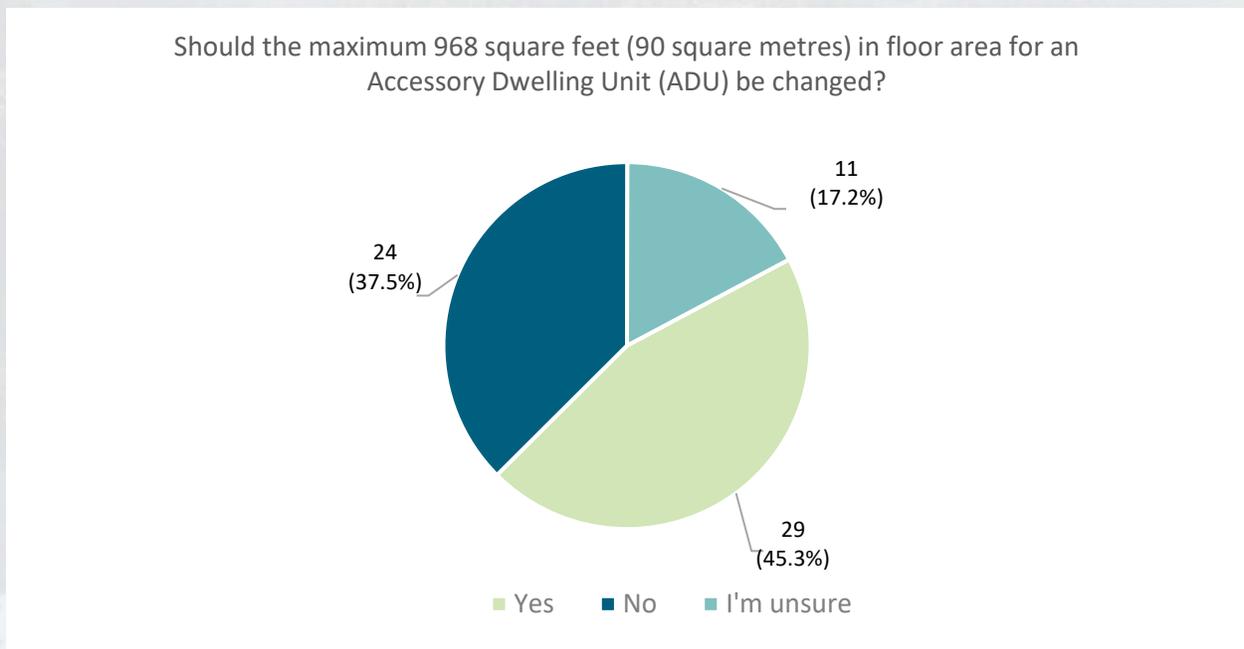
Staff have utilized social media platforms to advertise OCP engagement events throughout the project and will continue to rely on this format to notify the public of upcoming events and opportunities to participate.

OCP ENGAGEMENT SURVEY # 1

The survey was one of the many opportunities for community members to share their input for the future of their community. The survey explored the same questions as the open house and workshop, to ensure that those who could not attend the event could still share their community vision.

The survey was available on the project page (www.letsconnectacrd.ca/sproat-lake-ocp) from April 22 to June 1, 2025.

Figure 2. Accessory Dwelling Unit (ADU) floor area preferences



IN-PERSON ENGAGEMENT

In-person engagement opportunities in Phase 3 included an open house and workshop, a community barbeque, and several pop-up events.

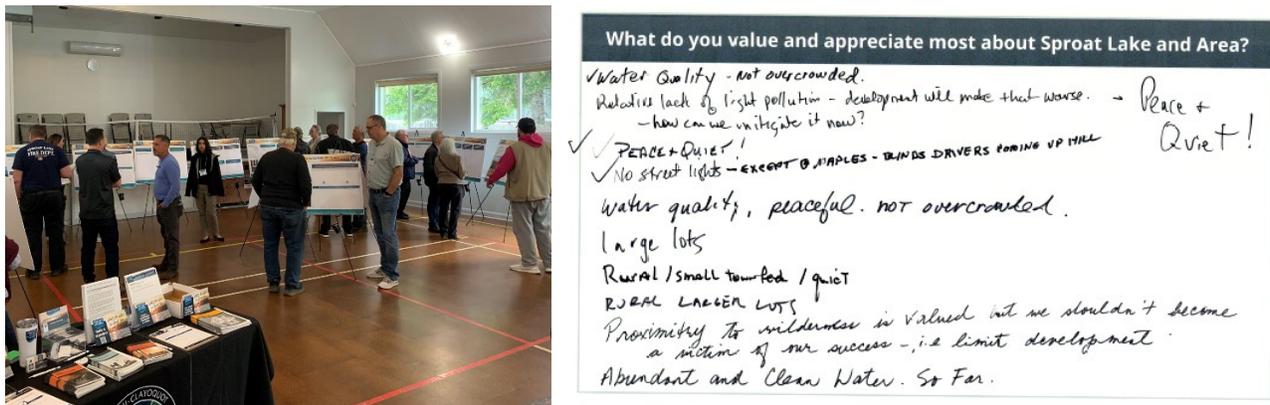
- Open house and workshop event was held on May 8, 2025, at the Sproat Lake Community Hall
- “What We Heard” pop-up event was held on May 24, 2025, at Dellas Café
- Central Lake Road engagement held at Sproat Lake Community Hall on June 26, 2025
- Pop-up engagement held at Great Central Lake Resort / Ash Main Forest Service Road Junction on June 30, 2025

- Community barbeque event was held at Cougar Smith Park on August 22, 2025
- Alberni District Fall Fair pop-up event held from September 4– 7, 2025
- Family Farms Day pop-up event on September 14, 2025

OPEN HOUSE AND WORKSHOP

The open house and workshop event was an opportunity for community members to share their future vision for Sproat Lake and Area and had 46 participants. Community members were invited to share their input on 14 of the interactive display boards featured (see [Figure 3](#)). The workshop portion of the event featured group table discussions on eight OCP topics.

Figure 3. Open house interactive display boards.



Numerous resources were available at this event for community members, including the current Sproat Lake OCP, Zoning Bylaw, and paper copies of the OCP Engagement Survey #1.

‘WHAT WE HEARD’ POP-UP EVENT – DELLA’S CAFÉ

The pop-up event, held on May 24, 2025, was an opportunity to hear a summary of ‘What We Heard’ from the open house and workshop. A display board was featured at this event, with a short summary of ‘What We Heard’ (see [Figure 4](#)). The display board also included a project update on ‘What’s Next?’.

This event was attended by many Sproat Lake and Area community members, who engaged with ACRD staff. The key discussion topics from community members included housing and transportation.

Staff encouraged residents to complete OCP Engagement Survey #1 either digitally or with the paper copies provided at the event.

Figure 4. Summary of 'What We Heard' from open house and workshop.

“WHAT WE HEARD” FROM OPEN HOUSE + WORKSHOP

Residents in Sproat Lake and Area appreciate a quiet, rural, lifestyle and feel a strong connection to its natural setting. Community members enjoy the ability to maintain an active lifestyle, grow their own food, and play on the best lake in BC. Residents would like to see thoughtful and gentle development which preserves the rural character of the area. Larger lot sizes and age-friendly housing options are valued. Environmental stewardship and emergency preparedness are high priorities for community wellbeing.

CENTRAL LAKE ROAD NEIGHBOURHOOD VISION & GOALS MEETING

Sproat Lake and Area “D” is comprised of several smaller communities: Sproat Lake, McCoy Lake Road, Bell Road, Central Lake Road, and Great Central Lake. The OCP team held several events to gather comments from as many residents as possible. The OCP team plan additional engagement to capture a diverse set of voices from the community.

On June 26, 2025, 14 residents of properties surrounding Central Lake Road were asked the same visioning questions that were asked at the open house and workshop held at the Sproat Lake Community Hall in May. Staff held an informal round table discussion about several topics, including agriculture and agritourism, transportation, water, and minimum lot sizes required for subdivision. Key concerns raised were related to traffic safety and the preservation of the aquifer used by residents for potable water.

GREAT CENTRAL LAKE ENGAGEMENT

On June 30, 2025, planning staff hosted a pop-up event at the junction of the Ash Main Forest Service Road and the resort entrance. Staff spoke with 25 residents to hear their long-term vision and goals for this part of the OCP area. Planners led an informal discussion and shared project resources and information. Participants engaged with their neighbours, and many signed up to receive project updates on Let’s Connect.

Figure 5. Great Central Lake neighbourhood pop-up event.



COMMUNITY BARBEQUE

The OCP team held a community barbeque to share what we have heard from residents through engagement events, the first survey and the OCPizza Party Handbook. A display board featured an overview of the OCP project. An additional board invited children to participate by asking them what they like best about living at Sproat Lake, what their favourite park is, what would make parks in Sproat Lake and Area better, and if they felt safe when walking or biking to the park.

The event was attended by approximately 100 community members, including several youth. Many signed up to receive updates from the Let's Connect project website.

Figure 6. Cougar Smith Park Community BBQ.



The team received feedback from residents that community barbeques are an effective way to hear from the community in an informal and welcoming setting.

ALBERNI DISTRICT FALL FAIR

Planning staff attended the Alberni District Fall Fair to share project information and updates, and encouraged residents to sign up to the Let's Connect webpage. The OCP team shared the children's display boards at the event to gather more views from youth.

KEY THEMES: 'WHAT WE HEARD'

The key themes identified below summarize the feedback provided by community members during the first survey, various pop-up events, open house and workshop.

COMMUNITY VISION AND VALUES

- Sproat Lake and Area community members value the natural setting, rural character, and peace of their community. They want their community to remain largely the same, however, most support the addition of small businesses if they are not along the waterfront.
- There is demand for improved environmental protection and public water access to Sproat Lake.

PARKS & RECREATION

- Community members most frequently visit the provincial parks and Cougar Smith Park.
- There is a need to improve accessibility of walking trails for those with mobility concerns.
- Enhance signage and wayfinding for parks.

HOUSING & AFFORDABILITY

- Community members prefer Single-Family Dwellings (SFDs) in their community. However, seniors' housing is needed to allow community members to age in place. The ability to build Accessory Dwelling Units (ADUs) in areas where services can support this type of housing would be welcomed.

TRANSPORTATION & DOCKS

- Community members support a trail system connecting Sproat Lake to Port Alberni.
- Community members are concerned about water safety at the lake. Stronger bylaw enforcement or regulations on dock sizing to protect safety and ecosystems would be valued.
- Most community members do not support expanding transit services from the City of Port Alberni to Sproat Lake.
- Road conditions and traffic speed can make transportation difficult.
- During peak season, the availability of parking is a concern for residents.

COMMUNITY RESILIENCE, ENVIRONMENT, & AGRICULTURE

- Protecting the environment and water quality of the lake is essential.
- Increase emergency preparedness education to ensure community members have an emergency plan in place.
- Most community members are able to garden without facing barriers. However, there are barriers to processing livestock due to lack of facilities, such as abattoirs, and government regulations.

GROWTH MANAGEMENT

- Community services can be improved by connecting to a regional water service and having better maintenance of road networks.
- Growth should be minimal and carefully considered to preserve the rural character and sense of peace in the community.
- There is potential for gentle density at Great Central Lake and the Central Lake Road neighbourhood to support new residences.
- Many community members want increased funding for the volunteer fire department, and to better showcase their efforts.

EMPLOYMENT & ECONOMY

- Community members support home-based businesses provided they do not have a negative impact on their neighbours, such as noises or smells.
- Most community members support tourism due to its positive impact on the economy. Environmental protection, water safety at the lake, and preserving the peacefulness of the community is a concern for many.

PHASE 3 ENGAGEMENT ADVERTISEMENTS

Advertising for Phase 3: Vision and Goals included:

- Social media posts on Facebook, X (Twitter), and Instagram
- The Peak radio ads
- Alberni Valley News newspaper article
- Direct and bulk mailout to Sproat Lake and Area residents
- Emails to Let's Connect project subscribers
- Sandwich boards and flyers displayed throughout the community

UPCOMING ENGAGEMENT

The OCP team aims to hear from a diverse group of voices, perspectives, and ideas throughout Sproat Lake and Area. The team will continue to engage with residents through smaller focus groups, larger open houses and workshops, and a second survey to help 'Create the Plan' policies. The engagement work in Sproat Lake and Area will inform future community engagement in other Electoral Areas.

What's the future for Sproat Lake and Area?

**SPROAT LAKE | OFFICIAL COMMUNITY
AND AREA | PLAN UPDATE**

**SPROAT LAKE AND AREA OFFICIAL
COMMUNITY PLAN UPDATE**

DRAFT VISION AND GOALS

OCTOBER 2025



INTRODUCTION

An Official Community Plan (OCP) vision statement should capture the sentiment of the community's goals and objectives with respect to existing and proposed land use within the timeframe of the bylaw. In lieu of a vision statement, the existing Sproat Lake and Area OCP has a list of brief goal statements in section 2.2.

The goals of the Sproat Lake community are to:

1. provide for continued social and economic growth in the area;
2. protect water quality and areas adjacent to streams, water features and environmentally-sensitive areas;
3. advance, support, promote and encourage a successful, viable agricultural industry in the Alberni Valley;
4. offer residents a healthy lifestyle, a good quality of life and affordable housing options;
5. preserve the rural character of the area while minimizing conflict between different land uses; and
6. provide a diverse economy based on environmental and cultural tourism as well as more traditional resource activities.

Elements of the existing goal statements that are reflective of what community members still value and desire for Sproat Lake and Area, include:

- Continue to prioritize the protection of the natural environment, including the water quality of lakes and streams, and the protection of drinking water.
- Continue to preserve the natural and rural character of the community; and
- Continue to support, promote, and encourage viable agricultural operations and local food production.

DRAFT VISION STATEMENTS

SPROAT LAKE AND AREA VISION

The following vision statement has been drafted for Sproat Lake and Area with the intention of capturing residents' sentiments and aspirations for their community:

Sproat Lake and Area, located on the traditional territory of the čišaaʔath (Tseshah First Nation) and Hupačasath First Nation, is a community known for its beautiful lakes, rural character, and strong sense of community. Preserving rural character, supporting residential and recreational areas, maintaining water quality and fish habitat, and managing invasive species will be prioritized through environmental stewardship. Providing a community focal point around Sproat Lake, including community gathering spaces and neighbourhood-scale commercial activity will be explored in key areas. Sustainable tourism will enhance the local economy, parks and trails will be community-oriented, and rural housing options will become more diverse to support ageing in place. Emergency preparedness will promote community safety and resiliency for all.

COMMUNITY VISION STATEMENTS

The following are community-specific vision statements that aim to reflect the unique nature of each of the sub-area communities within Sproat Lake and Area:

GREAT CENTRAL LAKE

Located at the edge of the pristine Great Central Lake, the quiet community adjacent to this waterbody is known for its recreational camping areas, float homes and access to exceptional outdoor recreation. Over the next 25 years, Great Central Lake will maintain its remote character and preserve its natural environment while providing more opportunities for housing. Protecting water quality, management of invasive species, adoption of improved emergency management and response practices, and better access to the lake will contribute to retaining and enhancing the community's quality of life.

CENTRAL LAKE ROAD

Central Lake Road, known locally as Little Germany, is a rural community blending agricultural and rural residential uses recognized for its peaceful connection to the surrounding natural environment and strong sense of community. The community aims to preserve its existing rural, agricultural character and relationship with the natural environment. The community will seek to achieve this goal over the next 25 years by maintaining thoughtful forms of rural development, improving road infrastructure to address traffic safety concerns, and celebrating its unique history.

AGRICULTURAL AREAS

Recognized for their vital role in local food security, agricultural areas will support thriving farms and environmentally sustainable practices. To improve farm success, improvements to regulations, water supply, food processing, invasive species management, and compost availability will be explored to support future prosperity.

DRAFT GOAL STATEMENTS

The following goal statements reflect components of Sproat Lake and Area’s vision and will be used subsequently to guide the creation of various policies:

RECONCILIATION

1. Foster strong, collaborative partnerships with local First Nations.

Continue to build strong relationships with First Nation communities, including čišaaʔath (Tseshaht First Nation) and Hupačasath First Nation, to facilitate meaningful partnerships.

Engage in collaborative decision-making on key priorities such as economic opportunities; historical, cultural, heritage, and archaeological initiatives; shared stewardship of the natural environment, and supportive art programs.

PARKS & RECREATION

2. Expand the network of parks and open spaces.

Provide opportunity for all community members to enjoy Sproat Lake and Area's natural and recreational attractions.

Continue to advocate for safe and accessible infrastructure to expand walking and cycling networks within Area “D”, and between Area “D”, the City of Port Alberni, provincial parks and other key amenities.

EMERGENCY MANAGEMENT

3. Enhance emergency management measures to strengthen regional resilience.

Enhance emergency management measures to strengthen regional resilience by advancing the four pillars of emergency management - mitigation, preparedness, response, and recovery.

Promote community awareness and preparedness to protect health, safety, and wellness during emergencies.

Prioritize actions that reduce disaster risk, improve response activities, and mitigate the impacts of emergencies and disasters.

Strengthen strategies to address hazards such as wildfires, tsunamis, flooding, drought, poor air quality, and earthquakes by collaborating with neighbouring communities to build regional resilience.

ENVIRONMENT

Preserve and protect natural areas and ecologically significant habitats, including through Development Permit Areas and increased bylaw enforcement.

Preserve the health of natural areas with an emphasis on maintaining high water quality and preserving fish health in lakes, rivers, streams and aquifers.

Encourage the removal of invasive species from Sproat Lake and Area to promote restoration of ecologically significant habitats.

4. *Advocate to Provincial Government to modernize dam and weir infrastructure.*

Advocate to modernize dam and weir infrastructure to better regulate water levels within the community and promote resident safety and fish health.

5. *Increase the diversion rate of solid waste.*

Find solutions to reduce waste generation, increase diversion, and promote reuse within the community.

6. *Support local organizations and community members with environmental stewardship endeavours.*

Support environmental stewardship by collaborating with local organizations and empowering community members.

AGRICULTURE & FOOD SECURITY

7. *Support food security and commercial agriculture.*

Find solutions for increasing agricultural activities on parcels designated as Agricultural Land Reserve and support food security at every parcel size.

8. *Reduce regulatory barriers to agricultural development.*

Review and update existing regulations to reduce barriers for agricultural system development. Advocate to provincial and federal agencies for regulatory updates when applicable.

9. *Support Indigenous food sovereignty through supporting access to traditional food harvesting lands and watercourse preservation.*

Collaborate with First Nations to reduce barriers to accessing traditional foods on both land- and water-based ecosystems.

10. *Support food processing facilities where existing land uses and infrastructure allow.*

Encourage the development of food processing facilities, such as abattoirs, in locations where existing land uses and infrastructure will support it.

11. *Preserve water supply for agricultural purposes, including food production and processing.*

Support strategies for increasing water supply available to support food production and processing.

GROWTH MANAGEMENT & HOUSING AFFORDABILITY

12. Support housing options that recognize Sproat Lake and Area's rural qualities.

Support the development of diverse forms of housing that complement the rural character of Sproat Lake and Area. Options that meet the evolving needs of the community, encourages and welcomes families, and provides for an ageing population are prioritized.

Maintain larger lot sizes and encourage the development of accessory dwelling units where parcels can support on-site wastewater management.

13. Advocate for improved road maintenance and safety measures

As development occurs, advocate to the Ministry of Transportation and Transit and other provincial agencies for improved road maintenance and safety measures, including the widening of shoulders, throughout Sproat Lake and Area.

EMPLOYMENT & ECONOMY

14. Foster a resilient local economy.

Promote a sustainable year-round economy that is compatible with the preservation of Sproat Lake and Area's rural lifestyle. Home-based occupations and small businesses along with local agriculture and low-impact tourism are supported and encouraged in Sproat Lake and Area.

Support the development of a small-scale commercial hub where community members can buy necessities.

Explore how policies can support the long-term development of the Alberni Valley Regional Airport which is a significant economic asset to the region.