



Board of Directors Meeting
Wednesday, August 27, 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/27-8-2025/>

Register to participate via Zoom Webinar at:

https://acrd-bc-ca.zoom.us/webinar/register/WN_mSvy3-UkQfChX8U8iYxNzQ#/registration

| | | PAGE # |
|-----------|--|---------------|
| 1. | <u>CALL TO ORDER</u> | |
| | Recognition of Territories. | |
| | Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website. | |
| | Introductions - Board Members and Staff present in the Boardroom and on Zoom. | |
| 2. | <u>APPROVAL OF AGENDA</u> | |
| | <i>(motion to approve, including late items required ALL VOTE 2/3 majority vote)</i> | |
| 3. | <u>DECLARATIONS</u> | |
| | <i>(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Community Charter)</i> | |
| 4. | <u>ADOPTION OF MINUTES</u> | |
| | (ALL/UNWEIGHTED) | |
| a. | Board of Directors Meeting – July 23, 2025 | 9-23 |
| | <i>THAT the minutes of the Board of Directors meeting held on July 23, 2025 be adopted.</i> | |
| b. | Alberni Valley Regional Airport Advisory Committee Meeting – July 17, 2025 | 24-28 |

THAT the minutes of the Alberni Valley Regional Airport Advisory Committee meeting held on July 17, 2025 be received.

c. Committee-of-the-Whole Meeting – July 23, 2025 29-31

THAT the minutes of the Committee-of-the-Whole meeting held on July 23, 2025 be received.

d. Personnel Committee Meeting – July 24, 2025 32-34

THAT the minutes of the Personnel Committee meeting held on July 24, 2025 be received.

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

Presentations:

- a. **Emergency Operation Centre, Mount Underwood Wildfire Verbal Update, EOC Staff**

Delegations:

- a. **ACRD Sproat Lake Marine Patrol, Annual Presentation**
- b. **Kara Mackenzie, Temporary Use Permit Applicant TUP25008, 8335 Beaver Creek Road (BEAUFORT)**
- c. **Caroline Ellis, Resident of Beaufort Electoral Area, Response to Temporary Use Permit Application TUP25008, 8335 Beaver Creek Road (BEAUFORT)**

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

- a. **REQUEST FOR LETTER OF SUPPORT 35-41**
Ditidaht First Nation request for a letter of support for their emergency expense authorization application to Emergency Management and Climate Readiness to support road maintenance for the road between Nitinaht and Youbou.

Possible Motion:

THAT the Alberni-Clayoquot Regional District Board of Directors forward a letter of support to the Ditidaht First Nation in support of the emergency expense authorization application to Emergency Management and Climate Readiness to support road maintenance.

- b. **REQUEST FOR STUDENT REGISTRATION FOR 2025 UBCM CONVENTION** **42-45**
 Alberni-Clayoquot Regional District request approval to register and sponsor a student to attend the 2025 UBCM Convention.

Possible Motion:

THAT the Alberni-Clayoquot Regional District Board of Directors approve registering Ethan Sam as a student participant to attend the 2025 UBCM Convention in Victoria, BC, scheduled for September 22-26,2025, and direct staff to apply to the Association of Vancouver Island and Coastal Communities to assist with up to 50% travel and accommodation reimbursement to a maximum of \$1000.

7. CORRESPONDENCE FOR INFORMATION
 (ALL/UNWEIGHTED)

- a. **UBCM** **46**
 Annual Report and Resolutions
- b. **UBCM** **47-48**
 Small Talk Forum 2025
- c. **MINISTER PARMAR, MINISTRY OF FORESTS** **49**
 Development and Implementation of an Alberni Region Forest Action Plan
- d. **MINISTER OSBORNE, MINISTRY OF HEALTH** **50**
 Farmers’ Market Nutrition Coupon Program
- e. **TSESHAHT FIRST NATIONS FISHERIES DEPARTMENT** **51**
 Thank you, letter for 2025 Fisheries Engagement Session
- f. **NORTH ISLAND COLLEGE** **52**
 2026 Strategic Plan and Year 4 Dashboard
- g. **VANCOUVER ISLAND ECONOMIC ALLIANCE** **53-55**
 Summit 2025 Registration
- h. **IVAN SCOTT** **56-60**
 Letter to Canadian Judicial Council
- i. **THE VILLAGE OF LIONS BAY** **61-62**
 Request for Support and Endorsement – UBCM Resolution on Emergency Water Treatment Plants
- j. **CITY OF MAPLE RIDGE AND CITY OF MISSION** **63-65**
 Urgent Call for Restoration and Expansion of Derelict Vessel Removal Program
- k. **REBECCA TEREPOCKI** **66-67**
 Wesley Ridge Wildfire Concerns
- l. **ISLAND COASTAL ECONOMIC TRUST** **68-73**
 2025 Impact Report

- m. **PORT ALBERNI ASSOCIATION FOR COMMUNITY LIVING**
Fetal Alcohol Spectrum Disorder awareness month Events

74-77

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

8. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION**
Bylaw F1170-2 – 2025-2029 Financial Plan Amendment – General
Government Services – Agenda Management and Electronic Voting
Software
(ALL/WEIGHTED)

78-91

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Bylaw F1170-2, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Bylaw F1170-2, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Bylaw F1170-2, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Bylaw F1170-2, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

- b. **REQUEST FOR DECISION**
Grant Funding Application with UBCM – Community to Community
(ALL/UNWEIGHTED)

92-94

THAT the Alberni-Clayoquot Regional District Board of Directors support the UBCM funding application to the Community to Community Program to host an Economic Development workshop to gather information on initiatives in the region and begin to define the scope of an ACRD proposed Economic Development Service.

- c. **REQUEST FOR DECISION**
September 20, 2025 Free Transit (West Coast)
(PARTICIPANTS/WEIGHTED)

95-97

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to designate Saturday, September 20th, 2025, as a free transit day for the West

- d. **RD24007, ZELLER, 7775 PACIFIC RIM HIGHWAY (SPROAT LAKE)** **153-164**
Rezoning – Report and Bylaw

THAT Bylaw P1526, Sproat Lake Official Community Plan Amendment Bylaw, be read a first time.

THAT Bylaw P1527, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a first time.

THAT the public hearing for Bylaws P1526 and P1527 be delegated to the Director of Electoral Area 'D', the Alternate Director, or the Chairperson of the Regional District.

THAT the Alberni-Clayoquot Regional District Board of Directors confirm that the adoption of Bylaws P1526 and P1527 are subject to:

- a. *Confirmation from a Registered On-site Wastewater Practitioner that the parcel can support on-site sewage disposal to a density of 0.24 ha.*
- b. *The applicant agreeing to discharge Restrictive Covenant EF95869.*
- c. *Meeting all technical referral agency requirements.*

- e. **DVF25001, FRANCOEUR, 6614 ANDREWS LANE (CHERRY CREEK)** **165-183**
Development Variance Permit – Memorandum and Permit

THAT the Alberni-Clayoquot Regional District Board of Directors defer a decision on Development Variance Permit DVF25001 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.

10. REPORTS

10.1 STAFF REPORTS

(ALL/UNWEIGHTED)

- a. **Electoral Area Incorporation Report** **184-188**
- b. **Meeting Schedule – September 2025** **189**
- c. **Building Report – July 2025** **190**
- d. **Monthly Agreement & Grant Delegation Report – July 2025** **191**

THAT the Board of Directors receives the Staff Reports a-d.

10.2 AREA REPORTS

(ALL/UNWEIGHTED)

- a. Electoral Area "A" (Bamfield) – B. Beckett

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

THAT the Board of Directors receive the Area Reports

10.3 MEMBER REPORTS
(ALL/UNWEIGHTED)

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

THAT the Board of Directors receives the Member Reports.

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

Questions/Comments from the public:

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

14. IN CAMERA

(ALL/UNWEIGHTED)

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

- i. 90 (1) : A part of a board meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:
 - (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;**

Motion to close the meeting to the public as per the Freedom of Information and Protection of Privacy Act, section(s):

- 21. (1) The head of a public body must refuse to disclose to an applicant information
 - (c) the disclosure of which could reasonably be expected to
 - (i) harm significantly the competitive position or interfere significantly with the negotiating position of the third party,***

15. REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA

16. ADJOURN

(ALL/UNWEIGHTED)

**Next Board of Directors Meeting: Wednesday, September 10th at 1:30 pm
Regional District Board Room & Zoom**



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JULY 23, 2025, 1:30PM

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, YuułuꞀifꞀath Government |
| REGRETS: | Sharie Minions, Mayor, City of Port Alberni |
| STAFF PRESENT: | Daniel Sailland, Chief Administrative Officer Teri Fong, Chief Financial Officer Cynthia Dick, General Manager of Administrative Services Heather Zenner, Manager of Administrative Services Alex Dyer, Planning Manager Eddie Kunderman, Operations Manager Michael McGregor, Lands and Resources Coordinator Jodie Frank, Acting Solid Waste Manager |

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

<https://www.acrd.bc.ca/events/23-7-2025/7654/?catid=0>

1. **CALL TO ORDER**

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

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

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

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

2. APPROVAL OF AGENDA

MOVED: Director Boyko
SECONDED: Director Sparrow

THAT the agenda be approved as circulated with the addition of the following late items:

9.1(b) TUP25008, Temporary Use Permit Application, 8335 Beaver Creek Road (Beaufort) neighbour letter,

9.1(c) DVC25003, Development Variance Permit Application, 1186 Third Ave (Long Beach), neighbour letter,

7(l) Log Train Trail neighbour letter,

and the removal of item 9(d) TUP24008, AHIRA, 10404 Marina Vista Drive (Sproat Lake)

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – June 25, 2025

MOVED: Director Siga
SECONDED: Director Cote

THAT the minutes of the Board of Directors meeting held on June 25, 2025 be adopted.

CARRIED

b. West Coast Committee Meeting – July 2, 2025

MOVED: Director Stere
SECONDED: Director Siga

THAT the minutes of the West Coast Committee meeting held on July 2, 2025 be received.

CARRIED

c. Agriculture Development Committee Meeting – July 15, 2025

Director Mastrangelo entered the meeting at 1:37pm.

MOVED: Director Boyko

SECONDED: Director Cote

THAT the minutes of the Agriculture Development Committee meeting held on July 15, 2025 be received.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. **Norm Kempe, Dean Fenn, BC Timber Sales – Strait of Georgia, Information on the Deactivation of Kurtz Crib.**
- b. **Scott Johnson, Jennifer Fitzgerald, Residents of Long Beach Electoral Area, Presentation on Public Transit Route in Millstream subdivision.**

MOVED: Director Haggard

SECONDED: Director Siga

That the Alberni-Clayoquot Regional District Board of Directors direct the General Manager of Community Services to work with Director Siga and BC Transit and the community to determine transit solutions for the Millstream Community.

CARRIED

- c. **Caroline Ellis, Resident of Beaufort Electoral Area, Response to Temporary Use Permit Application for TUP25008 8335 Beaver Creek Road (BEAUFORT).**

6. CORRESPONDENCE FOR ACTION

- a. **REQUEST FOR LETTER OF SUPPORT**
Tsuma-as Housing Society, July 17, 2025, Letter of Support request for Tseshaht/Tsuma-as Housing Society Housing Application

MOVED: Director Haggard

SECONDED: Director Cootes

THAT the Alberni-Clayoquot Regional District Board of Directors provide a letter of support to the Tsuma-as Housing Society for their funding application to the BC Housing Community Housing Fund for a proposed housing project at the former APD mill site.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

- a. **C3 ALLIANCE**
Invitation to the 12th Annual Resource Breakfast Series
- b. **AVICC**
AVICC Regional Resolution R2 – Island Rail Corridor

- c. **HONOURABLE MINISTER JOSIE OSBORNE**
Farmers' Market Nutrition Coupon Program (FMNCP)
- d. **BC HOUSING**
BC Community Housing Fund (CHF) Now Accepting Applications for their Fourth Round of Funding
- e. **CHERRY CREEK WATERWORKS DISTRICT**
Determination of Official Referendum Results – June 2025
- f. **FISHERIES AND OCEANS CANADA/GOVERNMENT OF CANADA**
DFO Pacific Region Drought Information and Summary Report
- g. **UBCM**
2025 Resolutions
- h. **BERNADETTE WYTON**
Letter to ACRD July 15, 2025 – Regarding Log Train Trail
- i. **KEITH WYTON**
Email to ACRD July 16, 2025 – Regarding Log Train Trail
- j. **GAIL MORTON**
Motorization of the Log Train Trail Discussion: Safety of Children Impact Statement
- k. **DAVID S. MORTON**
Email to ACRD July 11, 2025 – Regarding Motorized Vehicle Use on the Log Train Trail
- l. **CAROLYNN SCOTT**
Letter to ACRD July 18, 2025 – Regarding Log Train Trail

MOVED: Director Cote
SECONDED: Director Boyko

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Grant Funding Application with Canada Community–Building Fund – Strategic Priorities Fund (ALL/UNWEIGHTED)**

MOVED: Director Cote
SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors support the application to the Capital Infrastructure Stream of the Strategic Priorities Fund for the Sproat Lake Volunteer Fire Department Harold Bishop Firehall Expansion and direct staff to provide overall grant management and support any cost overruns of the project, if successful.

CARRIED

MOVED: Director Cote
SECONDED: Director Siga

THAT the Alberni-Clayoquot Regional District Board of Directors support the application to the Capital Infrastructure Stream of the Strategic Priorities Fund for the Long Beach Airport Wastewater Septic System Replacement & Expansion and direct staff to provide overall grant management and support any cost overruns of the project, if successful.

CARRIED

MOVED: Director Cote
SECONDED: Director Beckett

THAT the Alberni-Clayoquot Regional District Board of Directors support the application to the Capital Infrastructure Stream of the Strategic Priorities Fund for the Bamfield Tsunami Warning System and direct staff to provide overall grant management and support any cost overruns of the project, if successful.

CARRIED

MOVED: Director Cote
SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors support the application to the Capacity Building Stream of the Strategic Priorities Fund for the Design, Operations and Closure Plan for the West Coast Landfill and direct staff to provide overall grant management and support any cost overruns of the project, if successful.

CARRIED

b. Request for Decision regarding South Long Beach and New Multi-Use Pathway Maintenance
(ALL/UNWEIGHTED)

MOVED: Director Stere
SECONDED: Director Siga

THAT Alberni-Clayoquot Regional District Board of Directors direct staff to investigate the assumption of ownership for South Long Beach Multi-Use Pathway including the request of a full asset inventory and condition report from the District of Ucluelet; and

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to officially inform the District of Ucluelet that the contribution limit for the South Long Beach Multi-Use Pathway is set at \$7,000 for 2025 and that a maximum increase to \$8,750 would be considered for 2026 if the District was willing to enter into a maintenance agreement.

CARRIED

- c. Request for Decision regarding Grant Funding Application with Farm Credit Canada for AgriSpirit Fund as municipal partner with the Alberni Valley Food Security Society**
(ALL/UNWEIGHTED)

MOVED: Director Boyko

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors support the grant funding application as municipal partner with the Alberni Valley Food Security Society for the Farm Credit Canada AgriSpirit Fund and direct staff to provide overall grant management for the project, if successful.

CARRIED

- d. Request for Decision regarding Echo Aquatic Centre Review and Feasibility Study**
(ALL/WEIGHTED)

MOVED: Director Haggard

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors award the Aquatics Review and Feasibility contract to HCMA Architecture + Design in the amount of \$63,790 (excluding GST) and authorize the CAO to negotiate and execute the contract on behalf of the ACRD.

CARRIED

- e. Request for Decision regarding Log Train Trail Lease Update**
(MUNI AND ELECTORAL AREA PARTICIPANTS/WEIGHTED)

MOVED: Director Roth

SECONDED: Director Boyko

That the Alberni-Clayoquot Regional District direct staff to investigate and report on liability concerns, usage requirements and how we enforce, and differentiate different sections of the trail and different rules for all user types.

CARRIED

- f. Request for Decision regarding Organics Self-Haul Pilot Program**
(ALBERNI VALLEY AND BAMFIELD PARTICIPANTS/WEIGHTED)

Director Mastrangelo left the meeting at 3:26pm.

MOVED: Director Cootes

SECONDED: Director Haggard

THAT the Alberni-Clayoquot Regional District Board of Directors support the creation of an Organics Self-Haul Pilot Program to incentivize residents who self-haul waste to divert food and kitchen waste.

CARRIED

- g. Request for Decision regarding Landfill Tipping Fee Waiver for Food Bank on the Edge**
(WEST COAST PARTICIPANTS/WEIGHTED)

MOVED: Director Stere

SECONDED: Director Johnsen

THAT the Alberni-Clayoquot Regional District Board of Directors approve tipping fee waivers for Food Bank on Edge up to a maximum amount of \$4,000.

CARRIED

- h. Request for Decision regarding Salmon Beach Road Maintenance – Equipment, Material, and Labor Supply**
(ALL/WEIGHTED)

MOVED: Director Siga

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District recommend that the ACRD Board of Directors award the Salmon Beach Road Maintenance rate contract to Tranquil Contracting and authorize the CAO to negotiate and execute the contract on behalf of the ACRD.

CARRIED

- i. Request for Decision regarding Millstream Water System - Metering**
(ALL/UNWEIGHTED)

MOVED: Director Siga

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to add water meter installation to the 2026-2030 Financial Plan for the Millstream Water System, contingent on receiving at least 50% grant funding for the project; and

THAT the Alberni-Clayoquot Regional District Board of Directors consider the Millstream Water System Upgrade project for Community Works funding.

CARRIED

**j. Request for Decision regarding Alternative Water Source Supply Study –
Water Treatment Plant
(ALL/UNWEIGHTED)**

*MOVED: Director Roth
SECONDED: Director Boyko*

THAT the Alberni-Clayoquot Regional District Board of Directors receives the Beaver Creek Water System Alternative Water Source Supply study prepared by McElhanney Ltd.; and

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to prepare the cost estimates for land acquisition, water quality investigation and preliminary design work on development of the Beaver Creek Water Treatment Plant as presented in the McElhanney report, including First Nations engagement and further that staff ensure that capital costs and operating costs are clearly separated in all future reporting and financial estimates related to the proposed treatment plant to support accurate funding applications, borrowing decisions, and long term financial planning.

CARRIED

**k. Request for Decision regarding ACRD Inclusive Regional Governance
Update
(ALL/UNWEIGHTED)**

*MOVED: Director Cote
SECONDED: Director Haggard*

THAT the Alberni-Clayoquot Regional District Board of Directors receive the ACRD Inclusive Regional Governance Models Exploration Grant Report and update as presented.

CARRIED

*MOVED: Director Cote
SECONDED: Director Haggard*

THAT the Alberni-Clayoquot Regional District Board of Directors receive the ACRD Regional Services Finance Models document as presented.

CARRIED

*MOVED: Director Cote
SECONDED: Director Haggard*

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to send a letter to the Ministry of Housing and Municipal Affairs to request additional funding to continue to advance Inclusive Regional Governance and schedule a meeting to determine a workplan for advancing next steps.

CARRIED

I. Request for Decision regarding Cathedral Grove – Invitation to BC Parks staff.
(ALL/UNWEIGHTED)

MOVED: Director Boyko
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to invite BC Parks staff to attend a future Board meeting to discuss ongoing safety concerns with Cathedral Grove.

CARRIED

MOVED: Director Cote
SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District allow Director Cote to attend the next Transportation Committee meeting to attend and speak on Cathedral Grove.

CARRIED

m. Request for Decision regarding Letter of Support for Farm to School BC
(ALL/UNWEIGHTED)

MOVED: Director Boyko
SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to write a letter to the Honorable Josie Osborne, Minister of Health, and Minister of Agriculture and Food requesting that Farm to School BC funding be reinstated.

CARRIED

MOVED: Director Boyko
SECONDED: Director Roth

THAT Alberni-Clayoquot Regional District Board of Directors direct staff to follow up on the response to the Letter of Support for Farm to School BC and if no response is received by September that ACRD participants at UBCM bring the issue forward with representatives from the BC Ministry of Health and

THAT the Letter of Support for Farm to School BC be forwarded directly to the EA Director for UBCM.

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS

- a. **TUP21005R, SHANNON, 8865 BEAVER CREEK ROAD (BEAUFORT)**
Temporary Use Permit – Memorandum and Permit

MOVED: Director Boyko
SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors issue Temporary Use Permit TUP21005R.

CARRIED

- b. **TUP25008, MACKENZIE, 8335 BEAVER CREEK ROAD (BEAUFORT)**
Temporary Use Permit – Memorandum and Permit

MOVED: Director Boyko
SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors defer application TUP25008 to allow the applicant time to address concerns raised by the neighbourhood and invite the applicant to present to the Board as a delegation.

CARRIED

- c. **DVC25003, MALLORY, 1186 THIRD AVE (LONG BEACH)**
Development Variance Permit – Memorandum and Permit

MOVED: Director Siga
SECONDED: Director Beckett

THAT the Alberni-Clayoquot Regional District Board of Directors issue Development Variance Permit DVC25003.

CARRIED

- d. **TUP25001, MESIC, 10407 MARINA VISTA DRIVE (SPROAT LAKE)**
Temporary Use Permit – Memorandum and Permit

MOVED: Director Cote
SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors issue Temporary Use Permit TUP25001.

CARRIED

- e. **RE25001, BEECROFT, 6317 WALKER ROAD (BEAVER CREEK)**
Rezoning – Memorandum and Bylaw

MOVED: Director Roth
SECONDED: Director Sparrow

THAT Bylaw P1525, Regional District of Alberni-Clayoquot Zoning amendment Bylaw be adopted.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. **Agricultural Water Plan Project What We Heard Report**
- b. **Food Security Emergency Planning Project What We Heard Report**
- c. **Meeting Schedule – August 2025**
- d. **Building Report – June 2025**
- e. **Monthly Agreement & Grant Delegation Report – June 2025**
- f. **Procedure Bylaw Review – Verbal Update H. Zenner**

MOVED: Director Roth
SECONDED: Director Stere

THAT the Board of Directors receives the staff reports a-f.

CARRIED

10.2 COMMITTEE REPORTS

- a. **Alberni Valley Regional Airport Advisory Committee Meeting – July 17, 2025 (Verbal)**

Staff will be preparing a report on leases at AVRA to show progress. The Flying club is looking to host a fly-in event in 2026. 'The Scoop on Port Alberni' recently spotlighted one of their videos on AVRA. Director Boyko asked for clarification on how members who declare a conflict of interest are excluded from agenda items. Staff explained this process.

- b. **Committee-of-the-Whole Meeting – July 23rd, 2025 (Verbal)**

Russ Moen was a delegate and provided a presentation on impacts of ATVs on the Log Train Trail and adjacent roads in the Cherry Creek Electoral Area. Staff gave a follow up presentation on the re-write of the ACRD Procedure Bylaw including agenda management software and timing of Board meetings.

MOVED: Director Boyko
SECONDED: Director Cootes

THAT these verbal reports be received for information.

CARRIED

10.3 AREA REPORTS

- a. **Electoral Area “A” (Bamfield) – B. Beckett.** Aug 2, 3, 4th, the Bamfield Volunteer Fire Department is hosting their annual fishing tournament. This event is a large fundraiser for the department and first responder program.
- a. **Electoral Area “B” (Beaufort) – F. Boyko.** Concerned about high forest fire rating. Second cut of hay is currently occurring.
- b. **Electoral Area “C” (Long Beach) – V. Siga.** Illegal camping is occurring on the West Coast. Bike path is being well used.
- c. **Electoral Area “D” (Sproat Lake) – P. Cote.** Domtar has replaced the weir plates on Sproat Lake. Sproat Lake is currently at low water levels. Met with a group who is interested in working with the Regional District on a Sproat Lake Incorporation Study. ‘Lightning on the Lake’ was a success. Will be participating in a road tour with MOTT next week. Expressed appreciation to the Sproat Lake Marine Patrol for promoting water safety at schools and for providing a presence on the lake.
- d. **Electoral Area “E” (Beaver Creek) – S. Roth.** Lots of new above ground swimming pools in Beaver Creek. Lamarque Road has been shut down for a long time and is waiting for a fish window to complete repairs (MOTT responsibility).
- e. **Electoral Area “F” (Cherry Creek) – M. Sparrow.** Cherry Creek recently completed their referendum and firehall is being constructed.
- f. **City of Port Alberni – S. Minions/D. Haggard.** IGV Housing purchased the former San Group building on Stamp Ave, and they manufacture prefabricated homes. Frasersview has purchased the former Coulson Mill site.
- g. **District of Tofino – T. Stere.** Busy season in Tofino.
- h. **District of Ucluelet – M. McEwen.** Ucluelet held a by-election on June 28th and Mayco Noel was voted in as Councillor. Ukee days are this coming weekend.
- i. **Huu-ay-aht First Nations – J. Jack.** Music Festival was held last week in Pachena. 25th anniversary of the House of Huu-ay-aht will be held on July 26th. Co-hosted an event with the Maa-Nulth First Nations, including engagement with provincial ministers and held dinner and cultural events in the Provincial Legislature. Combined interests in the economy.
- j. **Toquaht Nation – K. Johnsen.** Hosting the 3rd annual Two Rivers Remix Moveable Feast Aug 22 – 24th at Macoah. Lots of capital projects ongoing. Hired new Lands and Resources staff.
- k. **Uchucklesaht Tribe Government – M. Cootes.** Harvesting season. Citizen was able to fulfill the sockeye contract for Uchucklesaht. On August 20th Uchucklesaht will be hosting their annual citizen picnic, which will bring in 200 citizens.

I. Yuułuʔiłʔatḥ Government – L. Mastrangelo. No report.

MOVED: Director Boyko

SECONDED: Director Johnsen

THAT the Board of Directors receive the Area Reports.

CARRIED

10.4 MEMBER REPORTS

- a. **9-1-1 Corporation – B. Beckett.** Cowichan Valley Regional District renewed its contract with NI911. Important to keep as many members as possible. NI911 extended their back-up agreement with Regional District of Fraser Fort George.
- b. **Vancouver Island Regional Library – F. Boyko.** No report.
- c. **Alberni Valley Chamber of Commerce – S. Minions/F. Boyko.** Director Boyko requested that if a member can't attend the committee you are appointed, please advise your alternate so they can attend.
- d. **Air Quality Council, Port Alberni – M. Sparrow.** No report.
- e. **Association of Vancouver Island & Coastal Communities – P. Cote.** AVICC Executive have offered to assist with meetings at UBCM. Reminder of AVICC lunch at UBCM. Concerned with lack of AVICC representation on UBCM.
- f. **Tsawak-qin Public Advisory – M. Sparrow.** No report.
- g. **Other Reports**

MOVED: Director Sparrow

SECONDED: Director Cootes

THAT the Board of Directors receive the Member Reports.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

Notice of motion from Director Cote, to request information regarding the potential to access grant funding to facilitate a Sproat Lake Incorporation Study at the August 27th Board meeting.

13. QUESTION PERIOD

Questions/Comments from the public.

The Manager of Administrative Services read out a question in Zoom from Mike Lesosky regarding the Log Train Trail.

Jennifer Fitzgerald asked a question regarding the water lines in Millstream and if they were considered when developing the transit route in Millstream.

Cara Mackenzie asked about next steps for her TUP. Staff requested that staff reach out to planning.

The Manager of Administrative services advised there were no questions or comments respecting an agenda topic from public via email.

14. RECESS

MOVED: Director Sparrow

SECONDED: Director Boyko

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

CARRIED

The meeting was recessed at 4:43 pm.

15. RECONVENE

The meeting was reconvened at 4:50 pm.

16. IN-CAMERA

MOVED: Director

SECONDED: Director

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

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

CARRIED

The meeting was closed to the public at 4:51 pm.

The meeting was re-opened to the public at 5:34 pm.

17. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

The following resolution was passed at the in-camera portion of the Board of Directors meeting and are reported out in open meeting:

THAT the Alberni-Clayoquot Regional District Board of Directors authorize the CAO to negotiate and execute an interim bulk water agreement with the City of Port Alberni, for the supply of potable water to the Beaver Creek Water System.

18. ADJOURN

MOVED: Director Cootes

SECONDED: Director Roth

THAT this meeting be adjourned at 5:34 pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Heather Zenner,
Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY REGIONAL AIRPORT ADVISORY COMMITTEE MEETING

HELD ON THURSDAY, JULY 17, 2025, 10:00AM

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

MEMBERS

Mike Ruttan, Chairperson, Member at Large

PRESENT:

Tom Verbrugge, City of Port Alberni

Penny Cote, Director, Electoral Area "D" (Sproat Lake)

Moriah Cootes, Director, Uchucklesaht Tribe

Dean Sept, Member at Large, Alberni Valley

Harley Wylie, Councillor, Tseshaht First Nation

Shelley Chrest, Port Alberni Port Authority

Hakon Askerhaug, Coulson Aviation

Mike Sparrow, Electoral Area "F" (Cherry Creek)

REGRETS:

Serena Mayer, Councillor, Hupacasath First Nation

Dylan Ashwood, Alberni Valley Chamber of Commerce

STAFF PRESENT:

Jenny Brunn, General Manager of Community Services

Mark Fortune, Airport Manager

Mike Cann, Fire Chief, Sproat Lake Vol. Fire Dept.

Lyndsey Page, Community Services Coordinator

Brett MacLean, Airport Development Manager

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

<https://www.acrd.bc.ca/events/17-7-2025/>

1. CALL TO ORDER

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

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

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

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

2. APPROVAL OF AGENDA

MOVED: P. Cote

SECONDED: M. Sparrow

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

H. Askerhaug declared a conflict-of-interest respecting agenda items 6 (a) Request for Decision regarding Preliminary Lease Application - 2025-002 Coulson Aviation and 6 (b) Request for Decision regarding Preliminary Lease Application - 2025-004 Coulson Aviation.

4. ADOPTION OF MINUTES

a. Alberni Valley Regional Airport Advisory Committee Minutes – April 17, 2025

MOVED: P. Cote
SECONDED: M. Sparrow

THAT the minutes of the Alberni Valley Regional Airport Advisory Committee meeting held on April 17, 2025 be adopted.

CARRIED

5. CORRESPONDENCE

6. REQUEST FOR DECISIONS

H. Askerhaug declared a conflict-of-interest respecting agenda items 6 (a) and 6 (b) and left the meeting at 10:11 am.

**a. Request for Decision regarding Preliminary Lease Application - 2025-002
Coulson Aviation**

MOVED: P. Cote
SECONDED: D. Sept

THAT the Alberni Valley Regional Airport Advisory Committee supports the Preliminary Lease Application 2025-002 from Coulson Aviation and recommend that the Alberni-Clayoquot Regional District Board of Directors consider approval of the final application for a 3-year lease with a stepped-rate structure: 25% of market value in Year 1, 60% in Year 2 and 100% in Year 3.

CARRIED

**b. Request for Decision regarding Preliminary Lease Application - 2025-004
Coulson Aviation**

MOVED: P. Cote

SECONDED: D. Sept

THAT the Alberni Valley Regional Airport Advisory Committee support Preliminary Lease Application 2025-004 from Coulson Aviation and recommend that the Alberni-Clayoquot Regional District Board of Directors consider approval of the final lease application.

CARRIED

H. Askerhaug re-entered the meeting at 10:36 am.

7. REPORTS

a. AVRA Communication Plan

The AVRA Communication Plan was submitted as a written Report for Information and is available in the agenda materials.

b. AVRA Operations and Projects Update – M. Fortune – (Verbal)

Obstacle Limitation Surface (OLS) Update

Fibre felled from trees on the airfield has been processed; however, the removal of this material has been delayed due to elevated fire risk. An OLS confirmation survey is scheduled for mid-August. An updated instrument approach (IAP) is expected to be published in November.

Automatic Weather Observation System (AWOS)

Transport Canada has acknowledged the Alberni Valley Regional Airport (CBS8) AWOS system and certification is currently pending. The system has been temporarily removed from service to allow for software updates and calibration adjustments but should be back in service in late August.

Radio Frequency Update

Radio frequency congestion at AVRA continues to raise safety concerns. Transport Canada is considering the implementation of a Mandatory Frequency (MF), potentially supported by a Remote Communications Outlet (RCO). This would improve pilot communication and mitigate current issues, including limited cell coverage affecting contact with Comox Tower. If approved, the frequency change is expected to align with the April publication cycle. An MF could also support traffic information services from Nav Canada, improving airfield awareness.

Telus Fibre Optic Installation

Fibre installation along Airport Road is complete, with eight service drops in progress. One drop will support the terminal operations and the fuel system. This upgrade will replace all existing copper infrastructure with fibre.

Airfield Maintenance Building Update

A grant application for the Airfield Maintenance Building project was submitted through the British Columbia Air Access Program for 2025 but was not approved. Staff will review alternative options and bring forward recommendations for a potential application in 2026.

Lease Updates

Staff have been working with BC Wildfire on a proposed lease expansion. A final application has been submitted and further updates will be provided at the next AVRA Committee meeting.

Airfield Maintenance

Favourable fire hazard conditions early this season allowed staff to complete over a month of extensive vegetation management on the airfield. Efforts were focused on the airside areas within the fenced perimeter. Due to increased fire risk in the valley as the season progressed, work outside the fence was deferred, but significant progress was made overall.

Alfa Aero Movement Tracker Trial (AAMT)

A trial of the AAMT system took place from May 1 to June 15, recording 7,279 aircraft movements. The system tracks transponder-equipped aircraft and currently captures approximately 56% of total movements, primarily larger commercial and military traffic. It does not capture most glider movements, which lack transponders. Comparison with caretaker observations showed some discrepancies in counts. The system was valuable in addressing a noise complaint by identifying the aircraft involved. Staff will continue to evaluate the data and provide recommendations at a future meeting.

Alberni Valley Flying Club Fly In Celebration

The Alberni Valley Flying Club has proposed a fly-in event at the airport on June 20, 2026. The public will be able to view aircraft parked in designated areas, with some operational restrictions in place. The event aims to celebrate local aviation and engage the community.

MOVED: M. Sparrow

SECONDED: T. Verbrugge

THAT reports a-b be received.

CARRIED

8. LATE BUSINESS

9. QUESTION PERIOD

Questions and comments from the public. The General Manager of Community Services read questions and comments received via email, from Warwick Patterson, addressed to the AVRA committee:

1. Fuel Prices: Warwick inquired whether fuel prices at the airport will fluctuate with delivery costs, noting that prices at nearby airports are significantly lower than at Port Alberni (e.g., \$2.11/L in Qualicum vs. \$2.69/L at Port Alberni). He emphasized that fuel costs are a major expense for the soaring centre.
2. Fuel System Improvements: Warwick recommended adding a hose cabinet and reels to better protect fuel hoses from weather and improve service. He noted that hoses are expensive to replace, and current storage methods lead to wear and damage.
3. Airport Maintenance: Warwick expressed appreciation for the extensive mowing done in spring, highlighting its positive impact on safety, appearance, and usability of the airport.

There were no questions or comments respecting an agenda topic from public:

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

10. **ADJOURN**

MOVED: H. Wylie

SECONDED: M. Sparrow

THAT the meeting be adjourned at 11:02 am.

CARRIED

Certified Correct:

Mike Ruttan,
Chairperson

Lyndsey Page,
Community Services Coordinator



Alberni-Clayoquot Regional District

MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING HELD ON WEDNESDAY, JULY 23, 2025, 10:00 AM

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
Moriah Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Member of Council, Toquaht Nation
Tom Stere, Councillor, District of Tofino
Levana Mastrangelo, Executive Legislator, Yuułu?if?ath Government

REGRETS: Sharie Minions, Mayor, City of Port Alberni

STAFF PRESENT: Daniel Sailland, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Cynthia Dick, General Manager of Administrative Services
Heather Zenner, Manager of Administrative Services
Michael McGregor, Lands and Resources Coordinator
Eddie Kunderman, Operations Manager

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/23-7-2025/7653/?catid=0>

1. **CALL TO ORDER**

The Chairperson called the meeting to order at 10:00am.

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

2. **APPROVAL OF AGENDA**

MOVED: Director Cote
SECONDED: Director Cootes

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. MINUTES

a. Committee-of-the-Whole Meeting held June 25, 2025

MOVED: Director Sparrow
SECONDED: Director Boyko

THAT the minutes of the Committee-of-the-Whole Meeting held on June 25, 2025 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Russ Moen, Resident of Cherry Creek Electoral Area, Health and Quality of Life regarding Unlicensed Offroad Vehicles using Public Roads

The meeting was recessed at 10:45am
The meeting was reconvened at 10:51am
Director Stere joined the meeting at 11:04am.

6. CORRESPONDENCE

7. REQUEST FOR DECISIONS

8. REPORTS

a. ACRD Procedure Bylaw Review, Report and Presentation – H. Zenner

MOVED: Director Boyko
SECONDED: Director Sparrow

THAT the Committee-of-the-Whole recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to include adding the purchase and implementation of Meeting Management Software to the 2026 workplan and budget.

CARRIED

MOVED: Director Cote
SECONDED: Director Haggard

THAT the Committee-of-the-Whole recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to proceed with status quo for meeting schedules for the Procedure Bylaw update.

TABLED

MOVED: Director Cote
SECONDED: Director Boyko

THAT the Committee-of-the-Whole table this discussion until the next Committee-of-the-Whole meeting.

CARRIED

9. LATE BUSINESS
(requires 2/3 majority vote)

10. QUESTION PERIOD

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

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

11. ADJOURN

MOVED: Director Roth
SECONDED: Director Boyko

THAT this meeting be adjourned at 12:27pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Cynthia Dick,
General Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE PERSONNEL COMMITTEE HELD ON THURSDAY, JULY 24, 2025, 1:30 PM

Zoom

DIRECTORS

PRESENT: Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Marilyn McEwen, Mayor, District of Ucluelet
Tom Stere, Councillor, District of Tofino

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

STAFF PRESENT: Daniel Sailland, Chief Administrative Officer
Heather Zenner, Manager of Administrative Services

GUESTS: Caitlin Vdovine, White and Gale Consulting Inc.
Laurie Belanger, White and Gale Consulting Inc.

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/24-7-2025/7729/?catid=0>

1. CALL TO ORDER

The Manager of Administrative Services called the meeting to order at 1:33 pm.

The Manager of Administrative Services recognized this meeting is being held throughout the Nuuchahnulth territories.

The Manager of Administrative Services 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.

Director McEwen was appointed as Chairperson for this meeting and resumed as Chair.

2. APPROVAL OF AGENDA

MOVED: Director Stere

SECONDED: Director Cote

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. MINUTES

a. **Personnel Committee Meeting held June 5, 2025**

MOVED: Director Stere

SECONDED: Director Cote

THAT the minutes of the Personnel Committee Meeting held on June 5, 2025, be adopted.

CARRIED

10. QUESTION PERIOD

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

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

6. IN CAMERA

MOVED: Director Stere

SECONDED: Director Cote

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

- 90 (1) (c): labour relations or other employee relations;*
- 91 (2) (a): If all or part of a meeting is closed to the public, the board may allow a person other than regional district officers and employees to attend, in the case of a meeting that must be closed under section 90 (2), if the board considers this necessary and the person (i) already has knowledge of the confidential information, or*

CARRIED

7. REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA

8. ADJOURN

MOVED: Director Cote

SECONDED: Director Stere

THAT this meeting be adjourned at 2:09 pm.

CARRIED

Certified Correct:

Marilyn McEwen,
Chairperson

Heather Zenner,
Manager of Administrative Services

From: Heather Zenner
Sent: August 21, 2025 9:16 AM
To: ACRD Administration
Subject: FW: Urgent Request for Support Letter
Attachments: EAF 015.1 - Road Grading v2.pdf

Importance: High

From: Chief Councillor Judi Thomas <jthomas@ditidaht.ca>

Sent: August 20, 2025 10:41 AM

To: chamberoffice@uclueletchamber.com; Mike Fox <mike_fox@portalberni.ca>; Alex Glassey <alex@thecircularleader.com>; Brian Chatwin <bricha@chatwinengineering.com>; Wu Ken [REDACTED]; Cynthia Dick <cynthiad@acrd.bc.ca>; Karen Haugen <executivedirector@huuayaht.org>; Wilfred Cootes <Wilfred.Cootes@uchucklesaht.ca>; Judith Sayers <Judith.Sayers@nuuchahnulth.org>; Florence Wylie <florence.wylie@nuuchahnulth.org>; Doug Neff <doug.neff@nuuchahnulth.org>; Charles McCarthy <charles.mccarthy@ufn.ca>; Dave Maher <dmaher@sd70.bc.ca>; Kelly Edgar <kelly.edgar@nuuchahnulth.org>; dpascal@FNESS.BC.CA

Subject: Urgent Request for Support Letter

Importance: High

[CAUTION] This email originated from outside of the ACRD

Subject: Request for Immediate Support Letters – Emergency Road Operations

Dear Respected Leaders,

Ditidaht First Nation is calling on our partners to stand with us during this time of crisis. We urgently require **letters of support** to strengthen our Emergency Assistance Fund (EAF) application 015.1 (attached) and response efforts. A support letter template is attached for your convenience.

We are seeking immediate emergency support for the next **28 days** to address:

- **Grader operations** to stabilize deteriorating road conditions,
- **Dust suppression** to ensure visibility and reduce fire risks,
- **Vehicles and crews** for safe passage,
- **Traffic control teams** to manage heavy emergency and utility traffic.

This support is **essential to protect lives, ensure safe emergency access for ambulances, emergency responders, and hydro crews, and to maintain community resilience** while our members face ongoing impacts of the Mount Underwood wildfire and extended power outage.

Our **EAF application has been submitted** (see attached). Letters of support from partners such as yourself will provide crucial weight to our request and demonstrate the urgency and broad backing for these emergency measures.

We respectfully request that you provide a **letter of support at your earliest convenience**. If possible, please send your letter to jthomas@ditidaht.ca

Your partnership is vital in helping us safeguard our members and ensure that essential emergency operations can continue without interruption.

Sincerely,

Judi Thomas
Chief Councillor
Ditidaht First Nation

From: Chief Councillor Judi Thomas
Sent: Wednesday, August 20, 2025 10:26 AM
To: Ken Watts <kenwatts@tseshaht.com>; John Jack (Huu-ay-aht) <john.j@huuayaht.org>; Brandy Lauder <brandy@hupacasath.ca>; Daniel Sailland <dsailand@acrd.bc.ca>; April Diver <april.diver@emcowichan.ca>
Cc: Stephanie Ford <sford@fness.bc.ca>; Wendi Omeasoo <womeasoo@fness.bc.ca>; Terry Edgar [REDACTED]; Doug Neff <doug.neff@nuuchahnulth.org>; Terry Edgar [REDACTED] Bryan Cofsky <bryan@ditidaht.ca>; FNHA - Regional Manager - Eunice Joe <eunice.joe@fnha.ca>; Linden Baker <linden.baker@nuuchahnulth.org>; Sebastien Titone <sebastien.titone@nuuchahnulth.org>
Subject: Urgent Request for Support Letter
Importance: High

Subject: Request for Immediate Support Letters – Emergency Road Operations

Dear First Nation and Regional District Leaders,

Ditidaht First Nation is calling on our partners to stand with us during this time of crisis. We urgently require **letters of support** to strengthen our Emergency Assistance Fund (EAF) application 015.1 (attached) and response efforts. A support letter template is attached for your convenience.

We are seeking immediate emergency support for the next **28 days** to address:

- **Grader operations** to stabilize deteriorating road conditions,
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- **Vehicles and crews** for safe passage,
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This support is **essential to protect lives, ensure safe emergency access for ambulances, emergency responders, and hydro crews, and to maintain community resilience** while our members face ongoing impacts of the Mount Underwood wildfire and extended power outage.

Our **EAF application has been submitted** (see attached). Letters of support from partners such as yourself will provide crucial weight to our request and demonstrate the urgency and broad backing for these emergency measures.

We respectfully request that you provide a **letter of support at your earliest convenience**. If possible, please send your letter to jthomas@ditidaht.ca

Your partnership is vital in helping us safeguard our members and ensure that essential emergency operations can continue without interruption.

Sincerely,

Judi Thomas
Chief Councillor
Ditidaht First Nation

EOC EXPENDITURE AUTHORIZATION FORM

| | | |
|---|------------------------------|------------------|
| Event: Mt. Underwood Fire | Date: August 19, 2025 | EAF#: 015 |
| EMCR Task #: ██████████ | Time: 12:25 | |

Requesting Organization/Community: Ditidaht First Nation

| | | |
|---|--------------------------------|-----------------------------------|
| Authorized Representative: | Name: Chief Judi Thomas | Location: Public Works |
| Telephone: ██████████ | Fax: | Email: jthomas@ditidaht.ca |

**Emergency Road Maintenance
Ditidaht Traditional Territory**

1. Emergency Context

Ditidaht First Nation urgently requests immediate support to stabilize and maintain road access in Ditidaht Traditional Territory.

The **Mt. Underwood wildfire** has forced the closure of the main road between Port Alberni and Franklin River. This closure has left the Ditidaht First Nation community of **balaac'adt** and the Bamfield community and visitors during peak tourist season reliant on **Nitinaht Road as the only alternate access route.**

- Over 56 hydro poles must be replaced and over 70 strands/lines reinstalled before the main road can reopen.
- The closure is anticipated to last **at least two weeks with hydro crews continuing to work after the road reopens.**
- During this time, all hydro service vehicles and rerouted community traffic are traveling on Nitinaht Road.
- After the road opens **hydro crews will be continuing to work for an unknow period of time.**

Current status: heavy industrial, tourist, and community traffic, combined with ongoing rain, has severely deteriorated Nitinaht Road, making travel unsafe. Fuel delivery, ambulance access and emergency response are at immediate risk.

2. Roads Requiring Immediate Maintenance

- **Carmanah Main Road** – Broken Pavement - Franklin Camp Junction to end of pavement on Carmanah Main (6.5 km)
 - **Carmanah Main Road** – Gravel -Francis Lake to Lake Cowichan Junction (15 km)
 - **Road into Nitinaht** – Lake Cowichan Junction to balaac'adt (Malachan IR#11))(7 km)
 - **Cowichan Main Road** – Lake Cowichan Junction to North Shore Junction (to Heather Campsite (18 km)
 - **South Shore Road** – North Shore Junction to Youbou (end of pavement) – (15 km)
- Total distance: 61.5 km**

3. Immediate Action Plan

To ensure safe and reliable travel during the wildfire and hydro repair closure period, Ditidaht First Nation proposes:

- **Road Grader** – for surface stabilization and repair
- **Watering Truck** – to suppress dust and reduce grader blade sparks
- **Flagging Crews** – 4 teams of 2 flaggers for traffic control and community safety
- **Daily Road Operations** – continuous grading, watering, and traffic control during the emergency window and final hydro pole/line repair traffic

4. Daily Emergency Response Cost Breakdown

| Ditidaht Road Maintenance EAF Aug 20th, 2025 | | | | | | | |
|--|-------|-----------|---------|----------|--------------------|---|--|
| Task Item | Days | hrs/op | Rate/hr | Rate/day | Total Cost | Notes | |
| Road Grading | 28 | 10 | \$500 | \$10,000 | \$280,000 | 2xGraders (equipment, operator, fuel, maintenance) | |
| Watering Truck | 28 | 10 | \$300 | \$3,000 | \$84,000 | 1xWater Truck(equipment, operator, fuel, maintenance) | |
| Support Truck | 28 | 10 | \$200 | \$2,000 | \$56,000 | 1xpick-up(equipment, operator, fuel, maintenance) | |
| *NOTE 1 4 flagging teams | 28 | 24 | \$1,667 | \$40,000 | \$1,120,000 | 4Teams 8 people, 2x Pick-up Truck, 12-hr shifts, 24hr/day, Comm's | |
| Large CMS Board Rental | 2 | | | \$1,500 | \$3,000 | | |
| Porta - John's | 28 | 24 | \$0 | \$600 | \$16,800 | 2 units, 1 at each check point | |
| Rate/Day | 28 | | | \$57,100 | \$1,598,800 | | |
| 15% Contingency | | | | | \$239,820.00 | | |
| Total Cost | | | | | \$1,838,620 | | |
| Flagger Hourly costs | | | | | | | |
| | units | unit rate | \$/hr | hrs | total | | |
| *NOTE 1 Pick-Up Truck | 2 | \$150 | \$300 | 24 | \$7,200 | | |
| Sat Phones | 2 | \$50 | \$100 | 24 | \$2,400 | | |
| Flagger | 4 | \$120 | \$480 | 24 | \$11,520 | | |
| Lighting/Signage/Tent/Cones | 2 | \$100 | \$200 | 24 | \$4,800 | | |
| | | | \$1,080 | | \$25,920 | | |

28-Day Emergency Window: \$1,838,620

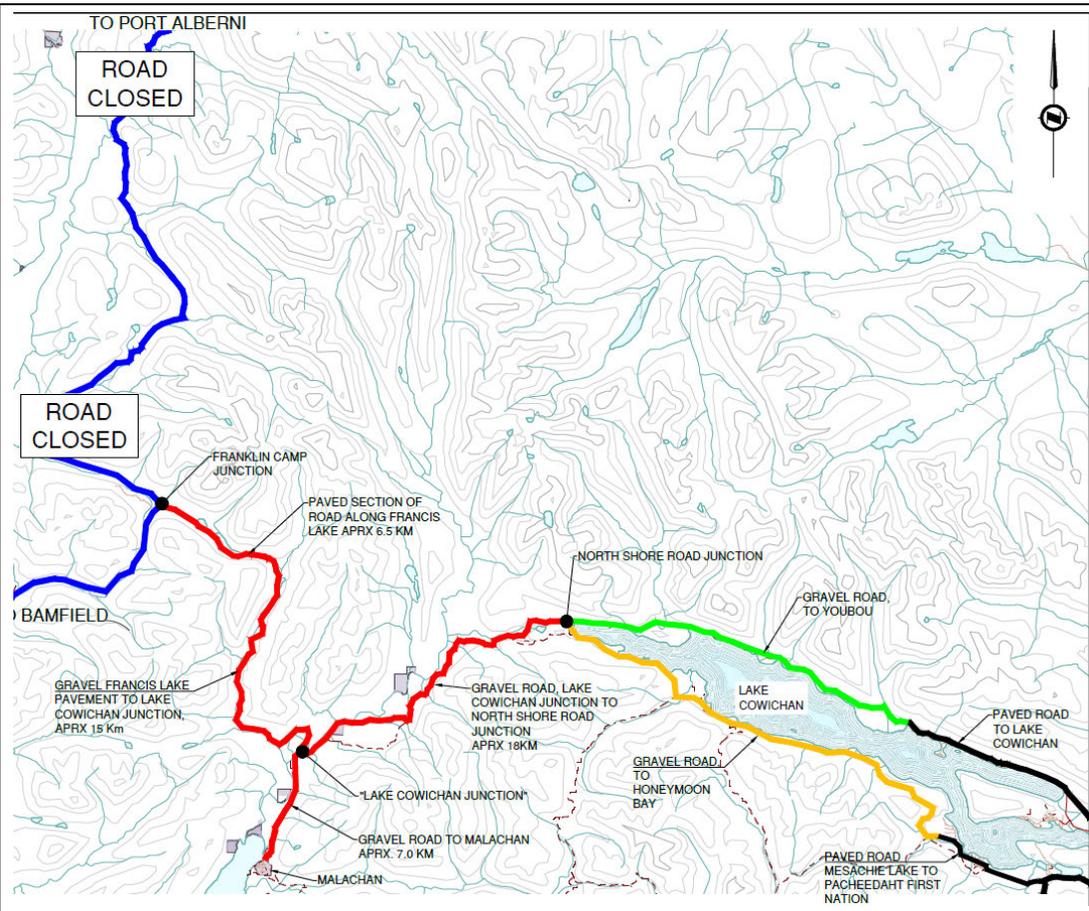
5. Governance & Oversight

- Project led and managed by Ditidaht First Nation
- Direct employment of flaggers and operators
- Community-based oversight ensuring accountability
- Safety-first prioritization for fuel transport, community members, Elders, and emergency responders

6. Urgent Call to Action

The Nitinaht Road is now the **lifeline** for the community of **balaač'adt**, Bamfield, and emergency services. With heavy traffic, unstable conditions, and active wildfire risks, road maintenance and traffic control are urgent.

Ditidaht First Nation calls on partners to provide **immediate emergency support** for grader operations, dust suppression, vehicles, and traffic control crews over the next **28 days**. This support is essential to protect lives, ensure safe emergency access, and maintain community resilience during this crisis.



DITIDAHT FIRST NATION
 (250) 745-3333
 admin@ditidaht.ca

DIRECTIONS MALACHAN TO NORTH SHORE ROAD

1. FOLLOW LOGGING ROAD NORTH TO THE LAKE COWICHAN JUNCTION APPROXIMATELY 7KM.
2. TURN RIGHT AT LAKE COWICHAN JUNCTION AND HEAD WEST TO NORTH SHORE ROAD JUNCTION, APPROXIMATELY 18KM.
3. IF GOING TO YOUNBOU STAY LEFT ALONG NORTH SHORE ROAD.

DIRECTIONS FRANKLIN CAMP TO NORTH SHORE ROAD:

1. FOLLOW CARMANAH MAIN TO LAKE COWICHAN JUNCTION. TURN LEFT AT LAKE COWICHAN JUNCTION AND FOLLOW COWICHAN MAIN TO NORTH SHORE ROAD.
3. IF GOING TO YOUNBOU STAY LEFT ALONG NORTH SHORE ROAD.

| | | | |
|--------------------------|--------------------|-----------------------------------|--------------------|
| Amount Requested: | \$1,838,620 | Expenditure Not to Exceed: | \$1,838,620 |
|--------------------------|--------------------|-----------------------------------|--------------------|

| | | |
|----------------------|-----------------------------|---------------------------------------|
| EOC Approvals | Approved for Processing by: | Expenditure Request Approved by: |
| | Position: | Position: EOC Director (or designate) |
| | Date/Time: | Date/Time: |

| | | |
|------------------------|---|---|
| PREOC Approvals | Approved for Processing by: <input type="checkbox"/> Not Approved | Expenditure Authorized by: |
| | Position: Operations Section Chief | Position: PREOC Director (or designate) |

| | | |
|--|------------|------------|
| | Date/Time: | Date/Time: |
|--|------------|------------|

Distribution:

- EOC Director
- EOC Operations Section
- EOC Planning Section
- EOC Logistics Section
- EOC Finance & Admin Section
- Other: _____

- PREOC Director
- PREOC Operations Section
- PREOC Planning Section
- PREOC Logistics Section
- PREOC Finance & Admin Section
- Other: _____

Comments:

From: [Theresa Dennison](#)
To: [Cynthia Dick](#)
Subject: Re: 2025 UBCM Student Program
Date: August 15, 2025 3:18:01 PM
Attachments: [image001.png](#)
[image004.png](#)
[Registration Form 2025_Student.pdf](#)

[CAUTION] This email originated from outside of the ACRD

Hello Cynthia,

Thank you for your email – your timing is perfect. At the AVICC Executive Board meeting today, the Executive carried the following motion:

THAT the AVICC Executive direct staff to communicate the opportunity for student registration at UBCM to all members, and offer to assist with a 50% travel and accommodation reimbursement for up to \$1000 per student participant to assist with the student’s travel costs;

THAT one complimentary ticket to the AVICC lunch be offered by AVICC for each student participant; and

THAT AVICC is not responsible for the student delegate at the convention

I will be sending this information to members next week, and you are the first to know

If you have a student you would like to send, please complete the attached form and send it to me (don’t include the payment info). You should check off the AVICC Area Association Lunch, and I will provide UBCM payment for the lunch directly. If your Board would like to cover the cost of any of the other events not included in the complimentary business sessions, check those off as well and I can help coordinate the payment with UBCM (so that they charge me for the lunch and you for any other paid activities.)

Let me know if you have any questions.

Thank you!

Theresa Dennison
Executive Director | Association of Vancouver Island and Coastal Communities
236.237.1202
tdennison@avicc.ca
www.avicc.ca



The AVICC acknowledges that we are grateful to live, work, and play on the traditional territories of the

Coast Salish, Nuu-Chah-Nulth and Kwak-Waka'wakw Peoples

This email is confidential and may be privileged; it is for the use of the named recipient(s) only. If you are not an intended recipient of this email, please notify the sender immediately and do not copy or disclose its contents to any person or body. Any use of this email by an unintended recipient is prohibited.

From: Cynthia Dick <cynthiad@acrd.bc.ca>
Date: Friday, August 15, 2025 at 11:35 AM
To: AVICC Info <info@avicc.ca>
Subject: 2025 UBCM Student Program

Good morning,

The Alberni-Clayoquot Regional District Board of Directors has requested information regarding sponsoring students to attend the 2025 UBCM Convention. In the email sent on July 21, 2025 '[2025 UBCM Executive Elections & AVICC Representation](#)' it was stated that travel support may be available to help cover travel costs for students. May you please provide me with more information regarding how much travel support and the application process so we can provide a report for the Board's consideration at their next meeting.

Best Regards,



Cynthia Dick (She/her) ([Learn why pronouns matter](#))
General Manager of Administrative Services – Alberni-Clayoquot Regional District
A 3008 Fifth Avenue, Port Alberni, BC V9Y 2E3
O 250.720.2706 C 250.206.3572 W acrd.bc.ca

I am honoured to work, live, and play in the territory of the Nuu-chah-nulth People.

Please consider the environment before printing this email

This email is confidential and may be privileged. Any use of this email by an unintended recipient is prohibited. If you receive this email in error please notify me immediately and delete it.



[Please type or print legibly]

STUDENT INFORMATION

First Name: _____ Last Name: _____
(to appear on name tag)

School: _____

Student's Cell: _____ Student's Email: _____

SPECIAL MEAL REQUIREMENTS:

Vegetarian Vegan Gluten-free Food Allergies

Food Allergies: _____

STAFF INFORMATION (if applicable - this person is copied on your registration confirmation and details)

Staff Contact Name: _____

Staff Phone: _____ Staff Email: _____

UBCM Convention Code of Conduct

I have read, understood and agree to comply with the UBCM Convention Code of Conduct

Please Note:

- ▲ All cancellations **MUST be in writing** - Full refund if cancelled **by August 8**, 50% refund if cancelled **between August 9- 29** and no refund thereafter.
- ▲ Registration **CLOSES - 4:30 pm September 12 (Phone calls/emails will not be accepted. Registration and registration amendments must be made in-person onsite ONLY)**
- ▲ UBCM accepts VISA, MasterCard or American Express credit cards

Registration fees (from page 2) subtotal: _____

Please add 5% GST (10815 0541): _____

Total Fees: _____

Credit Card Payment Information - VISA, MasterCard or American Express credit cards

Card #: _____ Expiration Date: _____

Name of cardholder: _____ 3-4 digit verification #(on the back of the card): _____

Student Name: _____

REGISTRATION

STUDENT C O M P L I M E N T A R Y

MONDAY, SEPTEMBER 22 - ALL DAY Study Tour

Agricultural Study Tour (8:00 am - 4:00 pm) \$40 _____ \$40 _____ \$40 _____
(Please note: Tour is not wheelchair accessible and attendees should be able to navigate stairs)

Concurrent 1/2 day Study Sessions [select one - AM select one - PM] [included in registration]

Healthcare: The Heart of the Community.....(9:30 am - 11:30 am)
 Climate Hazards & Housing: Risk, Resilience, & Local Action....(9:30 am - 11:30 am)
 Pathways to Reconciliation at the Local Level(9:30 am - 11:30 am)
 Libraries on the Front Lines (2:00 pm - 4:00 pm)
 Delivering Affordable Housing: Challenges and Opportunities ... (2:00 pm - 4:00 pm)
 Disordered Downtown: Rethinking Care for Those in Need (2:00 pm - 4:00 pm)
 Monday Lunch..... (12:00 pm - 1:30 pm) \$100 _____ \$100 _____ \$100 _____

TUESDAY, SEPTEMBER 23 - Lunch [select one]

Electoral Area Directors Lunch (12:00 pm - 1:30 pm) \$100 _____ \$100 _____ \$100 _____
 Small Talk Lunch (12:00 pm - 1:30 pm) ↓ ↓ ↓
 Mid-Sized Communities Lunch (12:00 pm - 1:30 pm)
 Large Urban Communities Lunch (12:00 pm - 1:30 pm)

[included in registration]

Community Excellence Awards Ceremony (5:30 pm - 6:30 pm)
 Welcome Reception (6:30 pm - 8:30 pm)

WEDNESDAY SEPTEMBER 24 [select one]

Area Association Lunch..... (12:00 pm - 1:30 pm) \$100 _____ \$100 _____ \$100 _____
 AKBLG AVICC LMLGA NCLGA SILGA

THURSDAY SEPTEMBER 25

Delegates Lunch (12:00 pm - 1:30 pm) \$100 _____ \$130 _____ \$156 _____
 UBCM Banquet(6:30 pm reception/7:30 pm dinner) \$135 _____ \$175 _____ \$210 _____

From: [Maddie Graham](#)
To: [Maddie Graham](#)
Subject: FW: UBCM 2025 convention resolutions & annual report
Date: August 21, 2025 2:29:46 PM

From: UBCM <ubcm@ubcm.ca>
Sent: August 21, 2025 1:28 PM
To: Heather Zenner <hzenner@acrd.bc.ca>
Subject: UBCM 2025 convention resolutions & annual report

[CAUTION] This email originated from outside of the ACRD



THE COMPASS

www.ubcm.ca | August 21, 2025 | [View in browser](#)

Resolutions book and annual report now available

UBCM's 2025 Convention will be held in Victoria September 22-26. Our [annual report](#) and [resolutions](#) that will be considered during the business session are now available.

UBCM members are advised a resolution (ER1) proposing to amend UBCM's bylaws for the handling of resolutions at the 2026 Convention and following is included among 276 resolutions in this year's package. A backgrounder for ER1 is provided in an appendix of the resolutions book.

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Union of BC Municipalities | 525 Government Street | Victoria, BC V8V 0A8 CA

From: UBCM <ubcm@ubcm.ca>
Sent: July 22, 2025 2:30 PM
To: ACRD Administration
Subject: UBCM Small Talk Forum 2025

[CAUTION] This email originated from outside of the ACRD

Please distribute accordingly. View the document [here](#).



July 22, 2025

TO: Mayor & Council / Chief & Council
FROM: Mayor Denise O'Connor, Village of Lytton
UBCM Small Community Representative
RE: **Small Talk Forum 2025**

As your Small Community Representative, I wish to advise you of the upcoming UBCM Convention, specifically the Small Talk Forum.

Date: Tuesday, September 23, 2025
Time: 9:00 a.m. – 12:00 p.m.
Location: Carson Hall – Salon B/C (Level 2), Victoria Conference Centre

The Small Talk Forum, for Indigenous and local governments with a population under 5,000, continues to be one of the most popular sessions at Convention. Your direct involvement has made the Forum a repeat success, and in 2025 we encourage you to contribute your ideas. Then, come prepared to engage in discussion of these ideas, as well as issues raised by other communities.

What are the one or two challenges of greatest concern facing your community? How is your community grappling with these challenges?

If you have a best practice or success story to share, please tell us about it as well. This is an opportunity for small communities to share tips and information, and help one another with day-to-day challenges. For example, has your community completed (or is undertaking) a project or initiative that you think would be informative for other small communities?

Please submit challenges, success stories, or other discussion topics to Bhar Sihota, Senior Policy Analyst, at bsihota@ubcm.ca by Friday August 15, 2025. We will distribute the final agenda, including the list of issues, at the Forum. We will also have a facilitator and resource persons on hand to provide technical information.

We hope that you will be able to take part, and encourage you to submit your ideas. I look forward to welcoming you to the 2025 Small Talk Forum in Victoria!

Please distribute this memo to Chief & Council or Mayor & Council

Union of BC Municipalities | 525 Government Street | Victoria, BC V8V 0A8 CA

[Unsubscribe](#) | [Constant Contact Data Notice](#)



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Reference: 282568

August 19, 2025

VIA EMAIL: hzenner@acrd.bc.ca

John Jack, Chairperson
Alberni-Clayoquot Regional District
3008 Fifth Avenue
Port Alberni, British Columbia
V9Y 2E3

Dear John Jack:

Thank you for your letter of support from the Alberni-Clayoquot Regional District (ACRD) regarding the development and implementation of an Alberni Region Forest Action Plan.

The Ministry of Forests recognizes the long-standing importance of forestry in the Alberni region. I want to acknowledge the initiative and work that has been undertaken to date by the local roundtable group. One of the roundtable's initial proposals was for the Deputy Minister and staff to meet regularly with the roundtable working group. On July 24, 2025, Deputy Minister Leine, along with senior ministry staff, attended a productive meeting with your group to identify challenges and potential opportunities. Following this meeting, the ministry remains committed to continue working collaboratively with the group in developing solutions.

I also must commend your tremendous leadership, amidst the Mount Underwood wildfire. You've stood strong for your community in a time of uncertainty and fear, and for this I must extend my recognition and my sincerest gratitude.

Again, thank you for your participation and conveying ACRD's support for the Alberni Region Forest Action Plan.

Sincerely,

Ravi Parmar
Minister

pc: Honourable David Eby, Premier of British Columbia
Makenzie Leine, Deputy Minister of Forests

Ministry of Forests

Office of the Minister

Mailing Address
PO Box 9049 Stn Prov Govt
Victoria, BC V8W 9E2

Tel:
Fax:
Website:

250 387-6240
250 387-1040
www.gov.bc.ca/for



July 14, 2025

1313607

Via email: c/o tbond@acrd.bc.ca

John Jack
Chairperson
Board of Directors
Alberni-Clayoquot Regional District

Dear John Jack,

Thank you for your letter of June 3, 2025, regarding the Farmers' Market Nutrition Coupon Program (FMNCP). I appreciate hearing directly from you about the positive impact this program has had on local farmers, the agricultural sector in the Alberni-Clayoquot Regional District, and households with lower incomes over the past year.

I'm pleased to share that the BC Association of Farmers' Markets has received \$4.25 million from the Ministry of Health to continue delivering the FMNCP this year. This funding will help over 8,500 lower-income households in approximately 90 communities across the province access nutritious foods at local farmers' markets.

Thank you again for taking the time to write and share your perspective.

Sincerely,

A handwritten signature in black ink, appearing to read "Josie", with a long horizontal flourish extending to the right.

Josie Osborne
Minister



**TSESHAHT
FIRST NATION**



**Tseshaht First Nation Fisheries Department
Thanks You for Your Support**

On behalf of the Tseshaht First Nation Fisheries Department, we extend a heartfelt thank you for your support of our 2025 Fisheries Engagement Session.

Your contribution plays a vital role in helping us bring together community members, knowledge holders, and partners to discuss and protect the future of our fisheries. These engagement sessions are vital for our efforts in sustainability, collaboration, and respect for our natural resources.

We are grateful for your support, and for what it means to our Nation and the well-being of our waters.

Please find a "Tseshaht Fisheries Supporter & Contributor" decal included to display in your storefront window, this will allow for Tseshaht community members to see which businesses uphold the values of their nation.

With appreciation,
Tseshaht First Nation Fisheries Department

James Laflamme
Fisheries & Wildlife Manager

From: [NIC President](#)
To: [ACRD Administration](#)
Subject: North Island College's BUILD 2026 Strategic Plan and Year 4 Dashboard
Date: August 8, 2025 12:06:21 PM
Attachments: [img001.png](#)

[CAUTION] This email originated from outside of the ACRD

Dear Chair and Directors,

I am very pleased to share [BUILD 2026 Strategic Plan and Year 4 Dashboard](#), which provides updates on the itemized, measurable goals of our strategic plan. [BUILD 2026](#) was developed through meaningful consultation with the Nations and communities we have the privilege to serve. Your ongoing input continues to inform this responsive document, as it navigates us toward our mission of working together to build healthy and thriving communities, one student at a time.

BUILD 2026 serves in tandem with NIC's overarching Indigenization plan, Working Together. These plans are further supported by Journeying Together (connecting international students and faculty with Indigenous perspectives), Widening Our Doorways (ensuring all learning at NIC is relevant and accessible), Thriving Together (NIC's first people plan) and The CARE² Plan (supporting the mental health and wellbeing of all members of the college community). The six plans and their dashboard reports are currently shared on [Engage NIC](#), and we encourage your feedback.

As we enter the final year of this strategic plan, we reflect on our progress and extend sincere thanks to everyone who has contributed to advancing our shared goals. Over the coming year, we'll be reaching out with opportunities to participate in engagement activities that will help shape the next phase of our strategic direction.

If you have thoughts about how North Island College can better support the communities in our region through post-secondary education, please contact Emily Haagerup (Emily.Haagerup@nic.bc.ca or 250-334-5270) who will be pleased to coordinate a connection for us.

Thank you for your continued support and guidance.

Sincerely,



Tony Bellavia
Interim President
North Island College
250-334-5205

North Island College is honoured to acknowledge the traditional territories of the combined 35 First Nations of the Nuu-chah-nulth, Kwakwaka'wakw and Coast Salish traditions, on whose traditional and unceded territories the College's campuses are situated.

SUMMIT

2025

Registration is now OPEN for the 19th Annual VIEA 'State of the Island' Economic Summit. Secure your spot today!



**Early Bird Tickets and Program Sneak
Peek Now Live**

Join us October 28–30 in Nanaimo for three days of insight, inspiration, and connection. This year’s theme, A Sea of Change, speaks to the global pressures facing Island communities and the bold, collaborative actions needed to shape a sustainable, inclusive future.

We’re excited to release a sneak peek of the 2025 program alongside early bird ticket sales.

- Two keynotes announced
- Over half the program released
- More to come soon - it’s only three months away

Summit Highlights:

- Speaker Series & Fireside Chats
- Island Good Showcase
- Vision 2050 Workshop
- 15+ sessions on innovation, entrepreneurship, Indigenous-led development, policy, and more

Explore the program and get your tickets at via.ca.

“As Premier Sponsor, we’re backing the VIEA Summit because it’s where practical ideas meet real momentum. It’s a space where Vancouver Island leaders roll up their sleeves, wrestle with what matters, and spark the partnerships that help our communities thrive. From Nanaimo’s perspective, it’s about turning shared challenges into shared wins, and we’re thrilled to be part of that work.” - Colin Stansfield, CEO, Nanaimo Prosperity Corporation.

Register Now!

Thanks to **Nanaimo Prosperity Corporation**, Premier Sponsor for the 2025 Economic Summit.



Would you like to be a **sponsor**? Email
julie@viaa.ca

Book Your Stay for the VIEA Summit

We are delighted to offer group rates for VIEA Summit delegates at the Best Western Dorchester Hotel, Coast Bastion Hotel, and Courtyard by Marriott Nanaimo. Following are the booking details. Please mention you are attending the **VIEA Economic Summit** when making the reservation by phone.

Best Western Dorchester [Book Online](#) or call 250-754-6835 or 1-800-661-2449

Coast Bastion Hotel [Book Online](#) or call 1-800-716-6199

Courtyard Marriott [Book Online](#) or call 250-824-2705

Rooms are available on a first-come, first-served basis, and negotiated rates are valid until **September 27, 2025** - so don't wait!

We look forward to seeing you in Nanaimo this October!

VIEA operates on the traditional and unceded lands of the Coast Salish, Kwakwaka'wakw and Nuu-chah-nulth Peoples.

[Click here to read this newsletter online.](#)

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You are receiving this email because you have attended VIEA events, asked to receive information, you are a VIEA member, or have been referred by a colleague as someone interested in the vitality of the Vancouver Island economy.

Contact VIEA
250-668-5389
julie@viaa.ca
Visit viaa.ca

Follow us on Social



Our Mailing Address
Vancouver Island
Economic Alliance, P.O.
Box 76, Station A,

From: [Ivan Scott](#)
To: district@100milehouse.com; info@abbotsford.ca; [ACRD Administration](#); officeclerk@alertbay.ca; village.hall@anmore.com; info@cityofarmstrong.bc.ca; admin@ashcroftbc.ca; inquiry@barriere.ca; belcara@belcarra.ca; bim@bimbc.ca; legislativeservice@burnaby.ca; village@burnslake.ca; admin@cachecreek.ca; info@campbellriver.ca; village@canalflats.ca; mailbox@cariboord.ca; castlegar@castlegar.ca; info@ccrd.ca; chase@chase.ca; d-chet@gochetwynd.com; info@chilliwack.ca; admin@docbc.ca; admin@village.clinton.bc.ca; info@langleycity.ca; oinfo@coldstream.ca; info@colwood.ca; town@comox.ca; info@coquitlam.ca; info@courtenay.ca; info@cranbrook.ca; info@creston.ca; info@cumberland.ca; admin@dawsoncreek.ca; cityclerk@delta.ca; duncan@duncan.ca; info@elkford.ca; info@cityofenderby.ca; corporateservices@esquimalt.ca; cityhall@fernie.ca; district@fortstjames.ca; info@fortstjohn.ca; cao@fraserlake.ca; info@village.fruitvale.bc.ca; info@gibsons.ca; enquiries@golden.ca; info@goldriver.ca; info@grandforks.ca; general@villageofgranisle.ca; cao@greenwoodcity.ca; info@harrisonhotsprings.ca
Cc: [Ivan Scott](#)
Subject: Fwd: Letter to Canadian Judicial Council
Date: July 30, 2025 9:22:11 AM
Attachments: [Letter to Canadian Judicial Council Edited.docx](#)

[CAUTION] This email originated from outside of the ACRD

Dear BC City, Town, Village, Regional District Municipal Governments
Here is a copy of a letter I sent to the Canadian Judicial Council requesting urgent help with the broken Judicial Accountability and Revolving Door Justice that all British Columbian residents are experiencing - this letter has been copied to Mr Eby and his cabinet, as well as to all MLAs in BC - yours included. Please follow-up as a municipal government with your MLAs in person to discuss your concerns regarding this letter with him/her. I implore you to do this as soon as possible while the subject is still hot. Please send me the emails of any and all of your local newspapers so that I can send a letter to the editor. I wish this message to touch at least a million people such is the urgency. Another place to address this is at the 2025 UBCM Annual Convention which will be held in Victoria from September 22 to 26, 2025. Please help BC
Sincerely
Ivan Scott

Date: July 28, 2025

To:
Executive Director and Senior General Counsel
Canadian Judicial Council
Ottawa, ON K1A 0W8
Email: info@cjc-ccm.ca
Fax: 613-288-1575
Phone: 613-288-1566

Re: Judicial Accountability and Revolving-Door Justice in British

Columbia

Dear Members of the Canadian Judicial Council,

My name is Ivan Scott and I write to you not only as a private citizen of British Columbia, but also as a former corporate executive, professional civil engineer, and community advocate who led the “Keep the RCMP in Surrey” campaign, which garnered the support of over 100,000 British Columbians. I have long held a deep respect for the rule of law and the institutions that uphold it.

It is with this respect—and concern—that I express what I know to be a growing and justified alarm shared by many: our judicial system is no longer serving its fundamental duty to protect the public. The principles of transparency, efficiency, impartiality, and accountability, which should define Canadian justice, are steadily being undermined by systemic dysfunction and an apparent detachment from public expectation.

The Problem is clear—and it’s in the Courts

The signs are unmistakable. Major crime is increasing. Repeat offenders are regularly released on bail. Our police—both RCMP and municipal—work under increasing strain, only to see their efforts undone in court. What was once a justice system is increasingly seen as a revolving door for offenders.

The problem does not lie with law enforcement. It lies with courtroom decision-making, where public safety is often sacrificed in the name of procedural formalism or unchecked leniency.

Despite multiple letters sent directly to senior judicial figures in British Columbia, I have not received even the basic courtesy of a reply. This silence is not only discourteous—it is deeply troubling. It suggests an institution that believes itself immune to public concern. Judicial independence is essential, yes—but when it breeds institutional indifference, it becomes a threat to public trust.

A System That Serves Itself—Not the People

There is a prevailing perception that the system is more responsive to the interests of the legal profession than to the citizens it claims to serve. Prolonged litigation, absurd procedural delays, and the toleration of vexatious lawsuits have become routine. The result? Justice too often goes to the party with the more expensive lawyer, not the more compelling case.

Here are some of the most pressing concerns:

1. **Justice for Sale** – The legal system increasingly appears structured to benefit legal professionals through extended and unnecessary litigation. Procedural complexity and needless delays seem almost designed to favor those with the resources to endure them. This perception is corrosive—and not unfounded.
2. **Lack of Judicial Accountability** – Judges who render irrational, dangerous, or ideologically driven decisions are insulated from consequence. There is no meaningful oversight, no performance review, and no real transparency. This would be unacceptable in any other public institution.
3. **Judicial Overreach** – Courts are not legislatures. Yet judges are increasingly assuming activist roles, making decisions that defy legislative intent under the guise of constitutional interpretation or “judicial independence.” This fosters public confusion and undermines respect for both parliament and judiciary.
4. **Unpredictability and Frivolity** – The legal system is marked by inconsistency, excessive reliance on prior-case minutiae, and the tolerance of frivolous or abusive claims. This unpredictability disincentivizes fair settlements, promotes endless litigation, and buries the public’s faith in reliable legal outcomes.
5. **Inefficient Use of Time** – The daily operating hours of courts, particularly the Supreme Court of British Columbia, are indefensibly short. A typical day runs from 10:00 am to 12:30 pm (with a 15-minute break), then 2:00 pm to 4:00 pm (again with a 15-minute break). Four hours of courtroom work per day is neither efficient nor acceptable given the volume and urgency of cases.

Recommendations

The public demands a legal system that puts justice first. Therefore, I respectfully call on the Canadian Judicial Council to support or initiate the following reforms:

1. **Reform Bail Guidelines** – Tighten eligibility for repeat violent and sexual offenders, with mandatory public safety assessments.

2. **Implement Judicial Performance Metrics** – Track and report bail decisions, recidivism outcomes, and case timelines as a matter of public record.
3. **Mandate Victim and Community Input** – Ensure that release decisions formally acknowledge the impact on victims and communities.
4. **Establish a Civilian Judicial Liaison Office** – Create a public-facing ombuds office, independent of the legal profession, to monitor citizen complaints and unanswered correspondence.
5. **Rebalance Charter Application** – Review how Charter rights are weighed, ensuring public safety and dignity are given equal constitutional weight.
6. **Publish Monthly Revolving-Door Case Reports** – Provide the public with data on repeat offenders who are released and reoffend.
7. **Consider Broader Reform Consultation** – If provincial resistance persists, a national referendum or consultation on judicial oversight should be considered.

Conclusion

The judiciary is not immune from accountability simply because it is independent. Independence requires earned legitimacy—and that legitimacy depends on public trust. That trust is being lost.

This is not a call for disrespect toward the bench. It is a call for responsibility from it.

The judiciary is meant to serve the people, not the other way around.

I respectfully ask the Canadian Judicial Council to take a more active role in evaluating judicial performance, increasing transparency, and ensuring that courts are not allowed to operate above the standards expected in a modern, democratic society.

I am not alone in these concerns. Thousands of British Columbians—and many more Canadians—are losing faith in a system that appears unaccountable, inefficient, and detached from public realities.

Please acknowledge receipt of this letter and provide a statement on how the

Canadian Judicial Council intends to engage with these pressing concerns. If no such mechanisms currently exist, I urge you to lead in helping to establish them.

Because silence is complicity—and we have been silent for too long.

Sincerely and Respectfully,

Ivan Michael Scott

[REDACTED]

Surrey, British Columbia, V3Z 0Y2

[REDACTED]

[REDACTED]



UBCM Member Municipalities
Via Email

August 8, 2025

Dear Mayors and Councillors,

Re: Request for Support and Endorsement – UBCM Resolution on Emergency Water Treatment Plants

On behalf of the Council of the Village of Lions Bay, we are seeking your support and endorsement for an important resolution that will be presented at the upcoming Union of British Columbia Municipalities (UBCM) Convention. This resolution advocates for provincial investment in emergency portable water treatment plants to safeguard the drinking water of small communities facing wildfire-related contamination.

Background

Communities adjacent to forests, that rely on a watershed for drinking water, such as Lions Bay are particularly vulnerable to the increasing frequency and severity of wildfires. These fires introduce ash, sediment, and other pollutants into watersheds, often rendering drinking water sources unsafe for extended periods. Unfortunately, the infrastructure required to address such contamination—advanced filtration and treatment systems—is prohibitively expensive for small municipalities to construct and maintain. As a result, small communities affected by wildfires may face prolonged disruptions to their water supply, posing serious public health and sustainability risks.

To mitigate this growing threat, the Village of Lions Bay is calling on the Province of British Columbia to acquire and maintain one to three skid-mounted, 500,000-gallon-per-day (GPD) portable potable water treatment plants. These units would be held in reserve and deployed as needed to communities experiencing significant water contamination following a wildfire or other disasters. This proactive measure would provide critical emergency response capacity and ensure that small communities are not left struggling to restore safe drinking water in the wake of a crisis.

UBCM Resolution

The following resolution will be presented at UBCM, and we respectfully request your Council's support and endorsement:

WHEREAS forested-watershed communities face increasing risks of wildfire-related contamination of their drinking water sources due to the increasing impacts associated with climate change, with wildfires introducing ash, sediment, and other pollutants that can render water supplies unusable for extended periods;

AND WHEREAS the cost of advanced water treatment infrastructure required to address such contamination far exceeds the financial capacity of small communities, leaving them vulnerable to prolonged water supply disruptions that pose significant public health and community sustainability risks:

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities (UBCM) request that the Province of British Columbia acquire and maintain one to three skid-mounted, 500,000-gallon-per-day (GPD) portable water treatment plants to be held in reserve for emergency deployment to communities experiencing significant wildfire-related water contamination, ensuring rapid response and long-term water security for vulnerable communities.

Request for Support

We kindly ask your municipality to consider endorsing this resolution and lending your voice to this urgent issue. Your formal support will strengthen our collective advocacy efforts and help demonstrate to the Province the widespread need for proactive emergency water treatment solutions in British Columbia.

If your Council passes a resolution of endorsement, please notify us at office@lionsbay.ca so we can include your municipality in our advocacy efforts leading up to the UBCM Convention.

Thank you for your time and consideration. We appreciate your support in ensuring that small communities across B.C. have the resources necessary to maintain safe drinking water in the face of growing wildfire risks.

Sincerely,
Councillor Neville Abbott, Infrastructure Committee Chair,
On behalf of Village of Lions Bay Council
council@lionsbay.ca
(604) 921-9333



OFFICE OF THE MAYOR

July 22, 2025

The Honourable Julie Dabrusin
Minister of Environment and Climate
Change Government of Canada
c/o julie.dabrusin@parl.gc.ca

The Honourable Tamara Davidson
Minister of Environment and Parks
Province of British Columbia
c/o ENV.Minister@gov.bc.ca

The Honourable Chrystia Freeland
Minister of Transport
Government of Canada
c/o chrystia.freeland@parl.gc.ca

The Honourable Joanne Thompson Minister
of Fisheries, Oceans and the Canadian Coast
Guard
c/o DFO.Minister-Ministre.MPO@dfo-mpo.gc.ca

Mario Pelletier
Commissioner, Canadian Coast Guard
c/o ccgcc.gcccc@dfo-mpo.gc.ca

Dear Ministers and Commissioner,

Re: Urgent Call for the Restoration and Expansion of a Derelict Vessel Removal Program

As the Mayors of the City of Mission and the City of Maple Ridge, we write in the wake of two recent fires aboard derelict ferries in Mission and the sinking of the former McBarge in Maple Ridge. These incidents underscore the worsening crisis of abandoned and derelict vessels in our waterways, a challenge that increasingly burdens many coastal and inland communities across Canada.

These vessels pose growing threats to the environment, public safety, and economic development in both Indigenous and non-Indigenous communities. They remain indefinitely in rivers and moorage areas, often due to unclear jurisdiction, ineffective enforcement, and the absence of accessible funding for removal.

Until senior governments take coordinated and meaningful action, municipalities will continue to bear the costs of an unsolvable burden - responding to costly emergencies, securing sites, policing vandalism, trespassing, and squatting. For these reasons, we urge the Government of Canada and the Province of British Columbia to collaborate—alongside municipalities and First Nations—to restore and expand a robust **Derelict Vessel Removal Fund**, with the following key components:

1. Reinstatement of a Dedicated Removal Fund

Many vessel owners are no longer financially capable of maintaining or removing their boats. Without a well-funded and accessible removal program, local governments are left to absorb the environmental, legal, and economic costs.

2. A Collaborative, Team-Based Approach to Enforcement

The current patchwork of authority creates confusion and inaction. We recommend establishing clear structures for **intergovernmental response teams**, including local, provincial, and federal officials, the Coast Guard, and Transport Canada, to coordinate and expedite removals.

3. Strengthened Enforcement and Accountability

We ask that you increase penalties for vessel owners who abandon or neglect their vessels and consider requiring bonding or insurance to ensure future removal costs can be covered. We ask also that you consider redirecting fine revenues to expand enforcement capacity and fund removals.

These vessels do more than degrade our shorelines. They obstruct navigable waters, limit development, deter tourism, and impact adjacent property owners and businesses. More and more communities are confronting these challenges without a clear path forward.

We believe that a renewed, well-resourced program—backed by clear policy, shared leadership, and a collaborative approach—will protect our waterways, support economic development, and uphold public safety.

We appreciate your attention to this matter and would welcome the opportunity to discuss it further. We encourage your ministries to work with the Union of BC Municipalities (UBCM), the Fraser Valley Regional District, Metro Vancouver, and local First Nations to bring more voices and solutions to the table.

Sincerely,



MAYOR DAN RUIMY
CITY OF MAPLE RIDGE



MAYOR PAUL HORN
CITY OF MISSION

Cc. The Right Honourable Mark Carney, Prime Minister of Canada mark.carney@parl.gc.ca ;
Media@pmo-cpm.gc.ca; pm@pm.gc.ca
The Honourable David Eby, BC Premier and President of Executive Council premier@gov.bc.ca
Reann Gasper, MLA, Abbotsford – Mission reann.gasper.mla@leg.bc.ca
Lawrence Mok, MLA, Maple Ridge East lawrence.mok.mla@leg.bc.ca

The Honourable Lisa Beare, Minister of Education and Child Care and MLA, Maple Ridge-Pitt Meadows

Lisa.Beare.MLA@leg.bc.ca

Brad Vis, MP, Mission—Matsqui—Abbotsford brad.vis@parl.gc.ca

Marc Dalton, MP, Pitt Meadows—Maple Ridge marc.dalton@parl.gc.ca

BC Assembly of First Nations, c/o Suite 1090-1200 W. 73rd Avenue, Vancouver, BC V6P 6G5

Union of BC Municipalities (UBCM) ubcm@ubcm.ca

Fraser Valley Regional District, c/o jkinneman@fvrd.ca

Metro Vancouver icentre@metrovancover.org

Sunshine Coast Regional District info@scrd.ca

Squamish-Lillooet Regional District info@slrd.bc.ca

Nanaimo Regional District inquiries@rdn.bc.ca

Capital Regional District crdreception@crd.bc.ca

Central Coast Regional District info@ccrd.ca

Cowichan Valley Regional District cvrld@cvrd.bc.ca

Alberni-Clayoquot Regional District mailbox@acrld.bc.ca

North Coast Regional District info@ncrldbc.com

TO: ACRD, RDN, BCWS
RE: FIRE AT CAMERON LAKE
DATE: AUGUST 5, 2025
FROM: MORE THAN CONCERNED CITIZENS OF THE ALBERNI VALLEY

There have been 3 major fires in the past few years in the Alberni Valley and Cameron Lake area which have affected residents and taxpayers. Each of these fires burned well beyond their initial ignition causing damage to the forest and the economy. The fire by Angel Rock in 2023 did immense damage both economically and physically. This fire ruined the summer for a good many people. It looks like this summer is going to be a repeat.

July 4, 2015, the Dog Mountain fire at Sproat lake began at 1.5 hectares and by July 10, it had spread to 400 hectares. The current fire at Cameron Lake which began a few days ago has now reached 511 hectares and continues to grow.

Cameron Lake is a large lake and holds 1,340 million cubic metres of water. Sproat Lake is much larger and holds a much greater volume of water. The water is right there and available and could put out these fires.

What is missing in this picture?

With these fires occurring beside lake waters, why does it take so long to put the fire out? Terrain is quoted as difficult which means air tankers or water bombers need to be used. Where are the bombers or tankers that could do the job promptly before too much damage is inflicted?

How many more of these local fires do we have to put up with burning for days, weeks, months and now requiring evacuation? People may lose their homes while the sacred forest around Cameron Lake is being turned into ash.

The initial response time needs to be ASAP and not days. With air tankers comparable to the water bombers, this fire could be out in a few days. The same situation is being repeated as with the Angel Rock fire except this time, people are being evacuated from homes, resorts, and campgrounds.

Because of the “difficult terrain” more reason and NEED for air tankers which could do the job within 48 hours. What is the capacity of a skimmer aircraft? Two converted Boeing 737’s could potentially do the job. Perhaps have a fleet of at least two, if not four to six for the entire Vancouver Island, on standby. This may seem unrealistic, but these fires are going to continue to occur in our dry season. THIS IS A GIVEN, considering recent history and global warming.

The terrain around Cameron Lake which reaches into the nearby small communities is extremely vulnerable, volatile and flammable. Both the forested areas and the communities and farmlands need the security that comes with a reliable responsive fire fighting system. A system which needs to be in place before the destructive wildfire happens!

If the government continues to contract with the likes of CONAIR and does not provide what is really needed for the landscape on this part of the island, we will continue to see the same. And we may see much worse damage than that which has already occurred to date. There is no excuse.

Who started these fires? Have their names been released to the public? What penalty do they face? The penalty NEEDS to be much stronger.

The time is NOW to take this “wildfire” business more seriously. The Alberni-Clayoquot Regional District and the Nanaimo Regional District need large air tankers on hand as a security measure for their area. Equipment that will do the job in two days and not in weeks or months... to subdue the fire before it reaches any buildings or gobbles up more of our sacred forest around Cameron Lake.

R. Terepocki for the Safety of the Environment

PS: It also needs to be highlighted, the extreme stress and hardship that is put upon those who rely on an open highway around the Cameron Lake area.

From: Heather Zenner
Sent: August 21, 2025 3:51 PM
To: Maddie Graham
Subject: FW: New 2025 Impact Report Highlights New Investments and Bold, Shared Path Forward

From: Island Coastal Economic Trust <info@islandcoastaltrust.ca>
Sent: August 7, 2025 10:29 AM
To: Heather Zenner <hzenner@acrd.bc.ca>
Subject: New 2025 Impact Report Highlights New Investments and Bold, Shared Path Forward

[CAUTION] This email originated from outside of the ACRD

[View this email in your browser](#)



**Supporting economic growth and jobs by
building on the past, and transforming the
future**

**Island Coastal Economic Trust's 2024—2025 Impact Report
showcases exceptional outcomes that are based on nearly
two decades of experience investing in economic
development in coastal communities.**



K'ómoks Territory, Courtenay, British Columbia, August 7, 2025 — Since its founding in 2006, Island Coastal Economic Trust (the “Trust”) has delivered outstanding results with rural and remote communities, businesses, and non-profits across Vancouver Island, the Sunshine Coast, and islands and inlets from the Salish Sea to Cape Caution (its service area).

Its latest [Impact Report](#) illustrates the continuing importance of the Trust’s role in bringing leadership together to strategically invest in economic development, job creation, community resilience, and wellbeing of people in the more than 100 communities the Trust serves.

The Trust’s 2023—2026 [Strategic Plan](#) prioritizes the following key goals:

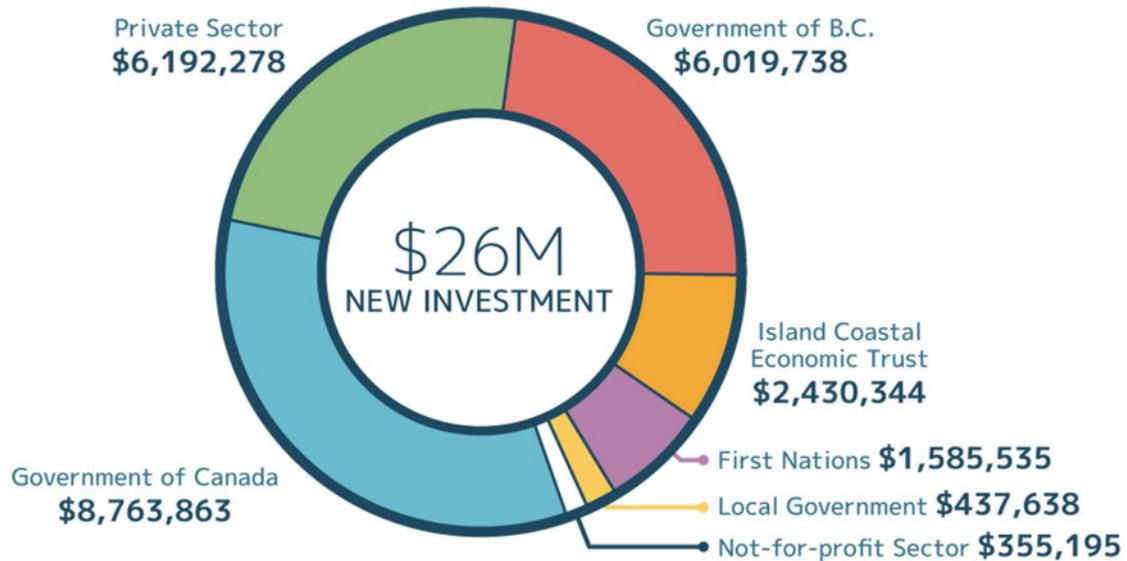
- Transforming the Trust into a permanent, co-governed regional development organization for coastal communities; and

- Empowering communities and partners to build an increasingly inclusive, productive, adaptive, and resilient coastal economy.

The Trust is well and truly delivering on these goals:

- On July 11 2025, the Trust unanimously endorsed the [First Nations Strategic Recommendations Report](#) by Sanala Planning. The report reflects consensus among more than 30 First Nations on co-governance of the Trust and supports permanent investment by the Government of British Columbia in the Trust. The Trust has committed to acting on all of the recommendations in the report, principally by bringing the First Nations governments, local governments, and the Government of British Columbia together to begin the process of its transformation.
- The Trust introduced its Wellbeing Impact Framework last year that quantifies the return-on-investment from Trust project investments across four bottom lines: economic prosperity, social empowerment, climate resilience, and cultural vitality. Altogether the Trust is now reporting out on 75 distinct outcomes, capturing the scalable, measurable public impact of its project investments.
- The Trust invested \$2.4 million to realize \$26 million in major projects, new construction, and regional collaboration, all driving growth, productivity, and diversification across the region.
- These new investments are realizing the start-up and expansion of 110 businesses and social enterprises, the creation of 146 partnerships, and the creation of 303 new jobs in the region. 76% of projects invested in were Indigenous-led or partnered and \$20 million was invested in adaptable, low-carbon infrastructure.
- 40 cultural outcomes are supporting Indigenous Elders and Knowledge Holders in passing their knowledge and skills to youth.
- As part of the Trust's commitment to a transformational future, it formed a collaboration of Indigenous and non-Indigenous artists and designers to create a new visual identity for the Trust. The five-paddle logo intersperses Kwakwaka'wakw, Nuuchahnulth, and Coast Salish

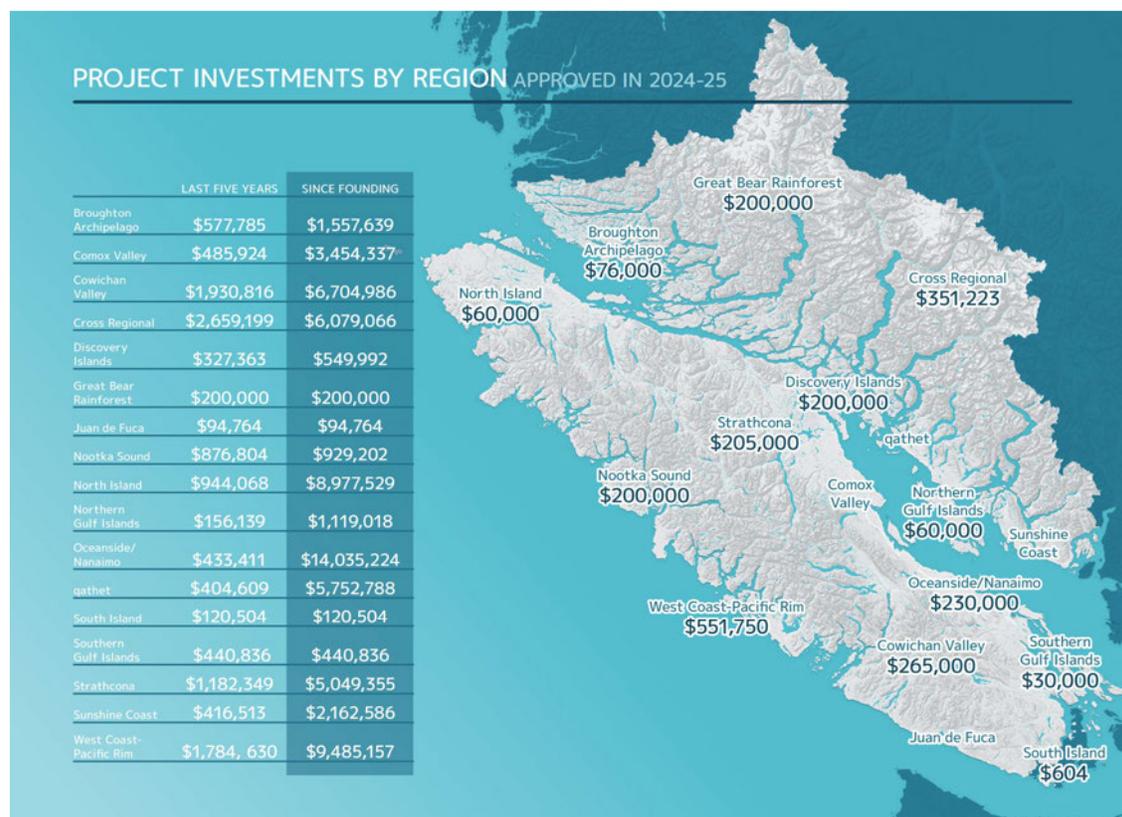
paddles with western-style paddles, representing the collaboration of all communities working and moving forward together.



“We are at a point in time that is filled with promise for the shared future of coastal communities, our economy, and the Trust,” says Trust Chair Michelle Staples, Mayor of Duncan. “We are mindful of the social and economic challenges facing the people, businesses, and communities we serve in a time of geopolitical instability and the uncertainty that brings with it but we have been through challenges like this before. The Trust has advanced long-term, sustained economic diversification across coastal communities since its founding in 2006. We are well-positioned to bring our experience and leadership together to respond proactively and collaboratively.”

“Empowering leadership across our region to build a resilient coastal economy that supports the wellbeing of all people, and the environment, is vital now more than ever,” says Trust CEO Brodie Guy. “The incredible project and investment results we’ve achieved this past year will scale significantly as we bring the region’s leadership together in their envisioned strategic economic decision-

making framework that leverages and modernizes the Trust into the new future we create together.”



About Island Coastal Economic Trust

Island Coastal Economic Trust is the regional development organization founded by the Province of British Columbia under the [North Island-Coast Development Initiative Trust Act](#) to serve Vancouver Island and the surrounding coast. We partner with First Nations, local governments, businesses, and non-profits to drive prosperity and diversify the coastal economy through strategic economic investments. Over \$370 million in direct new investment has been attracted to coastal B.C. through our partnerships since 2006. We believe that meaningful and lasting change is best achieved through strong, collaborative partnerships that unite people, communities, sectors, and resources. As we work toward inclusive and resilient economic futures, we do so with a deep

appreciation for the histories, contributions, and rights of the Kwakwaka'wakw/Bakwam'kala, Nuučáanuł, Éyá7juuthem, Ligwilda'xw, Pəntl'áč, She shashishalhem, Hul'q'umi'num', diitiid?aatx , SENĆOŦEN, Skwxwú7mesh, Lekwungen, and T'Sou-ke speaking peoples.

The Trust's mandate has been to support economic diversification and growth across Vancouver Island, the Sunshine Coast, and islands and inlets from the Salish Sea to Cape Caution (see [Our Region](#)). Serving more than half a million residents, the Trust partners with communities in the development and financing of their economic Infrastructure and diversification efforts through a unique structure that is led by and accountable to communities.

Media Contact

Brodie Guy

CEO

Island Coastal Economic Trust

250-871-7797

brodie@islandcoastaltrust.ca



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Our mailing address is:

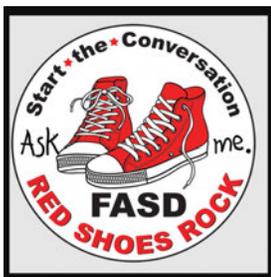
#108 - 501 4th Street

Courtenay, BC V9N 1H3

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).

From: Heather Zenner
Sent: August 22, 2025 11:41 AM
To: Maddie Graham
Subject: FW: NEW** Fetal Alcohol Spectrum Disorder awareness month Events
Attachments: FASD Success (5).jpg; FASD Red Shoes Rock.jpg; a Pizza Party! (8).jpg



Free Events!!
*** REGISTER SOON!

Hello!

The **Port Alberni Association for Community Living (PAACL)** and partners; **Inside Out Care (IOCC)** and **Taproots**, are participating in FASD awareness month this September and presenting several free events! This year's theme is 'We all play a part' and centers around the community at large.

We are very excited in particular, to present Myles Himmelreich who is giving a special presentation called 'FASD Success' on Sept 8 from 12-5pm. Myles is an FASD advocate and motivational speaker and draws from his personal experience of living with FASD to inspire and educate others.

This presentation as well as the pizza party for youth/children and families or caregivers are **by registration only**.

If you are wanting to attend. Email Katie at katie.scragg@paacl.ca and give her your first and last name as well as a phone number to reach you and you will be added to the list.

See the posters attached for details for all events 😊

Hope to see you there!
Reyna

Reyna Waller (She/Her)

FASD THROUGH THE LENS OF MYLES HIMMELREICH



Myles Himmelreich is a Canadian motivational speaker and consultant that draws from his personal experience of living with FASD to inspire audiences.

8 SEPTEMBER | 12-5PM

ITALIAN HALL 4065 6TH AVE, PORT ALBERNI

TO RESERVE YOUR SPOT PLEASE RSVP
TO [KATIE.SCRAGG@PAAACL.CA](mailto:katie.scragg@paacl.ca)
BY SEPTEMBER 3, 2025

SPECIAL THANKS TO INSIDE OUT
CORP FOR HELPING FUND THIS EVENT

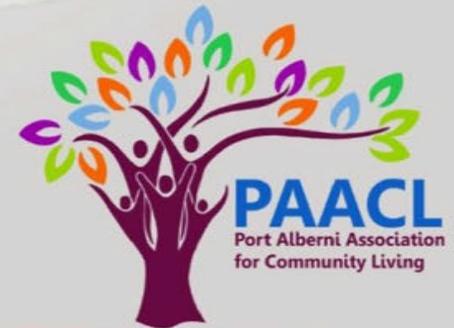


FASD WALK RED SHOES ROCK



EVERYONE PLAYS A PART!

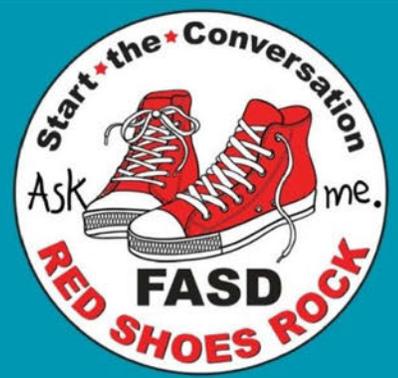
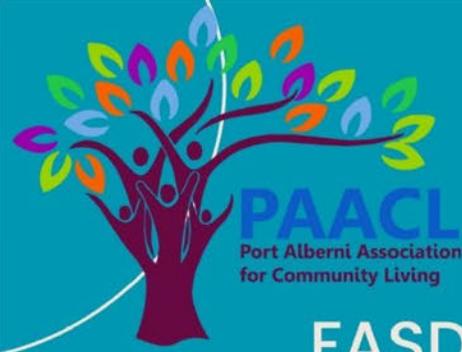
JOIN US: SEPTEMBER 9TH AT 10AM
FOR THE RED SHOES ROCK WALK



SEPTEMBER IS FASD AWARENESS MONTH!

HELP US SHOW SUPPORT AND SPREAD AWARENESS FOR
INDIVIDUALS AND THE FAMILY'S WITH FASD

VICTORIA QUAY TO CLUTESI HAVEN MARINA AND BACK
WEAR YOUR REDDEST SHOES!



FASD Awareness Month

Pizza Party!

September 9th, 2025
4-6pm

ITALIAN HALL,
4065 6TH AVE

Fun Games and Prizes

Meet Myles Himmelreich and the
Thrive team

SEND ANY QUESTIONS OR YOUR
RSVP BY AUGUST 25TH TO:
KATIE.SCRAGG@PAACL.CA

SPECIAL THANKS TO TAPROOT FOR
SUPPLYING PIZZA





To: Alberni-Clayoquot Regional District Board of Directors

From: Shane Koren, Manager of Financial Services
Heather Zenner, Manager of Administration

Meeting Date: August 27, 2025

Subject: Bylaw F1170-2 – 2025-2029 Financial Plan Amendment – General Government Services – Agenda Management and Electronic Voting Software

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Bylaw F1170-2, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Bylaw F1170-2, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Bylaw F1170-2, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Bylaw F1170-2, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

Desired Outcome:

To amend the 2025 to 2029 Financial Plan to provide an additional \$25,000 in 2026 and \$15,000 per year through 2027-2029 with annual projected cost increases of 4% to the General Government Services Office Operations Budget, allowing for agenda management and electronic voting software to be utilized.

Summary:

This budgetary increase and software implementation was discussed at the Committee of the Whole meeting on July 23, 2025 with the attached report.

As described in the attached report, the software will:

- Be available to all Directors and Alternate Directors utilizing a laptop, tablet, or phone.
- Votes are automatically tallied based on the type of vote, and the results are visible to meeting participants and can be shared during the meeting (live and within the video recording).
- Allows for the preparation of reports directly within the software, allowing for consistency of report type and structure, also allowing a clear review and revision process

- Has an expected reduction in administrative time (from all staff across the organization) related to report writing, agenda preparation, and minute taking; as well as a reduction in administrative errors.

Staff are bringing this forward as a financial plan amendment for 2026 now because the administration team wants to get this software fully implemented early next year as most of the year will be spent preparing for the 2026 general local elections. If approved, staff will proceed with a procurement process to obtain proposals for the software services with an award recommendation being brought to the board in fall 2025 and implementation beginning in early 2026.

Time Requirements – Staff & Elected Officials:

This amending process will require approximately 2 hours of staff time.

Financial:

The proposed draft of Bylaw F1170-2, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment has been attached for consideration.

The amendment proposes an additional expenditure of \$25,000 in 2026, \$15,600 in 2027, \$16,224 in 2028, and \$17,548 in 2029 to the General Government Services Office Operations Budget; which would increase the General Government Services tax requisition for years 2026-2029 by the equivalent amount.

Strategic Plan Implications:

This recommendation is in line with Priority 3.3 “Optimize communication platforms and practices.”

Policy or Legislation:

Local Government Act Section 374(2) provides authority to amend a financial plan bylaw.

Options Considered:

If the Board does not support the recommendation, staff will require direction to adjust and bring back to 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



To: Committee of the Whole

From: Heather Zenner, Manager of Administrative Services

Meeting Date: July 23, 2025

Subject: **ACRD Procedure Bylaw Review – Presentation. Meeting #4**

SUMMARY:

At the March 12th, March 19th, and May 21st Alberni-Clayoquot Regional District (ACRD) Committee of the Whole (COW) meetings, the committee commenced the review of the ACRD Procedure Bylaw. The attached document provides a summary of bylaw sections that were reviewed and the committee's recommendations.

Staff will utilize a presentation to complete the review of items that have not been discussed yet or required further consideration. Items requiring further consideration are summarized below in this report.

Should the review of the ACRD Procedure Bylaw conclude at the July 23rd COW meeting, the committee will be asked to pass a resolution to the ACRD Board of Directors to direct staff to draft the new Procedure Bylaw. A draft version will be brought to the Board for review, prior to the required public advertising.

NEW INFORMATION:

Electoral Area Director Committee Meetings

An Electoral Area (EA) Directors Committee meeting was held on June 18th and the committee discussed the criteria for reviewing major planning applications at EA Committee meetings (historically these applications have all been reviewed as part of an ACRD Board meeting). The Committee has recommended that the criteria for reviewing at EA meetings prior to the Board table should include:

- i. Rezoning and Official Community Plan (OCP) amendment applications that involve comprehensive development uses or a mix of residential and commercial, industrial, or institutional uses on the same property.
- ii. Rezoning applications where the use would change from a residential or rural use to a commercial, industrial, or institutional use.
- iii. Residential rezoning applications where an OCP amendment bylaw is required and where more than 3 new lots would be created.

- iv. Any other individual development application that is referred to the Committee by the Board of Directors or at the request of the Electoral Area Director.

Reviewing major planning applications at EA meetings will allow EA directors the opportunity to have a more fulsome discussion earlier on in the planning application review cycle. The initial discussion could allow an opportunity for staff and the applicant to address questions raised by the Committee. This update intends to streamline the discussion of planning matters at the subsequent Board of Directors meeting. The EA Committee supported the criteria listed above to be utilized for scheduling EA Committee meetings in the future and requested that this be discussed at the July 23rd COW meeting during the Procedures Bylaw update.

Electronic Voting/Agenda Management Software

At the May 21st COW meeting staff presented preliminary information on electronic voting at Board meetings, as requested by the Committee of the Whole in March. Staff shared a high-level overview of a software option including a depiction of how other local governments in BC utilize electronic voting. The Committee asked staff to bring additional information on software related to Board meeting processes and public transparency including electronic voting options. Electronic voting would be available to all Directors and Alternate Directors utilizing a laptop, tablet, or phone. Technology would need to be provided for Alternate Directors who don't have access to technology (spare ACRD laptop or tablet would be provided). Votes are automatically tallied based on the type of vote, and the results are visible to meeting participants and can be shared during the meeting (live and within the video recording).

For context, the ACRD held 145 meetings (Board, Committee, Commission, Public Hearings) in 2024, each requiring an agenda and minutes and most requiring zoom/livestream setup. The current agenda preparation process is a manual process that includes staff preparing reports and supporting documentation, departmental General Manager review and signoff, Corporate Officer review and signoff, followed by final signoff by the Chief Administrative Officer. Administrative staff then compile the agenda once the report review is complete, upload to the website, and send out to Directors and staff. Board meeting agendas can vary in length but are on average around 200 pages in length. The agenda building process is cumbersome and does not easily allow for corrections or changes once prepared, and in the past, we have struggled with version control issues due to the way documents are manually adjusted during the sign off process and minor corrections completed at the latter stages of agenda preparation.

The software that staff have explored, can allow the preparation of reports directly within the software, allowing for consistency of report type and structure, also allowing a clear review and revision process. Additional features can include creation of tasks assigned to staff (currently staff manually track resolutions to ensure they are captured and actioned). Software has reporting capabilities such as was shown in the May 21st COW meeting using the City of Nanaimo voting results by agenda item. Agendas and minutes can be published to the ACRD website via iFrame (not requiring a manual upload). The software can control and enable access to confidential documents for Directors (Eg. In-Camera Agendas). Software will connect agendas to YouTube video to enable timestamped agenda items (allowing public the ability to click on an agenda item and be taken to that exact point in the video recording).

Staff have engaged with one software company who has provided a cost estimate. Staff have not conducted a competitive process and would recommend exploring more than the one software solution, should the Board wish to consider moving forward with this software.

The software package as described above has been quoted at an annual cost of approximately \$15,000 with an additional one-time implementation cost of approximately \$5,000. The annual cost will increase from the previous years' subscription fee by 4%.

Implementation of this software could take up to six months, including procurement of the software, building templates, training staff, and rolling out the interface. Should the Board wish to pursue the software mentioned above, once the software is implemented, a reduction in administrative time (from all staff across the organization) related to report writing, agenda preparation, and minute taking would be reduced. Electronic voting would be available to the Board once the software is fully rolled out. A reduction in errors related to agendas would likely occur, due to use of technology, reducing opportunity for human error.

Board Meeting – Start Time

A portion of the Board is interested in exploring evening Board meetings to encourage more public participation and to potentially attract new Directors in the 2026 Local Government Election. At the March 12th COW meeting, the committee directed staff to bring back options for evening meetings.

Option 1. 1st Board meeting of the month during day, 2nd Board meeting of the month during evening.

Option 2. All Board meetings in the evening.

Option 3. Status quo – daytime meetings.

Should the Board wish to move away from daytime Board meetings, a resolution of the Committee and Board is requested to direct staff to incorporate this change into the Procedure Bylaw.

For reference the start times of member municipalities and First Nations Council and Executive meetings are listed below:

- Tofino Council meetings: 4:30pm
- Ucluelet Council meetings: 4pm
- City of Port Alberni Regular Council meetings: 2pm, COW meetings: 6pm
- Huu-ay-aht Executive Council meetings: 10am
- Uchucklesaht Council meetings: between 9am and 10:30am (depending on location)
- Toquaht Executive and Council meetings: between 2:30pm and 4pm
- Yuuʔuʔiʔaʔ Council meetings: (this info was not available at time of writing the report)

Considerations for discussion if considering an evening meeting:

- Would there be an expectation to bring in dinner to facilitate directors that are coming straight from work?
- Would we structure the timing of In-Camera meetings (before or after regular Board meeting) and would the timing have a bearing on the start and/or end time of the regular meetings?
- Would there be onsite childminding options available to lower barriers of evening attendance for parents of young children?

Hospital Meetings

Based on feedback from the ACRD Hospital Strategic Planning session and with input from the Regional Hospital District Chair, quarterly in-depth hospital meetings are proposed. Island Health staff will be invited to share information regarding their plans and approvals. Each municipality and First Nation are encouraged to bring information on health-related matters that their councils are working on. This will allow the Hospital Board to be informed of upcoming proposals, prior to funding requests being made. Shorter hospital meetings (post ACRD Board meetings) will still be required in December for the provisional Hospital District budget bylaw, February for first reading of the Annual Budget bylaw, March for adoption of the Annual Budget bylaw, and April for adoption of the financial statements. Past practice has been to hold 12 Hospital meetings per year, however; at times, agenda items are limited, and agendas have only included adoption of minutes and limited correspondence. Should additional Hospital Board meetings be required, they can be requested by Board members through staff or the Hospital Chair.

Committee & Commission Meetings

There are no proposed changes to timing of Committee or Commission meetings. Currently, most are during the day except for Advisory Planning Commissions, Agricultural Advisory Committee, and Bamfield Area Services Committee meetings. The committee has requested that all Committee and Commission meetings be livestreamed and made available to watch later.

Delegations

The topic of delegations has not been previously discussed as part the Procedures Bylaw update. Staff recommend adding the following clause to clearly delegate authority to the Corporate Officer to deny a delegation: “The Corporate Officer or designate shall make the determination on whether a delegation request is outside the scope of the bylaw and will notify the requestor if the request to appear as a delegation is not accepted”.

The reasons a delegation would be denied were previously discussed at the March 19th COW meeting and include the following: matters related to public hearings, personnel matters, legal action, promotion of business, active procurement process, and matters outside of the jurisdiction of the ACRD (including hate messaging or sharing of misinformation).

Alternate Director Invitations to Board and Committee Meetings

Past practice has been for Elected Directors to advise ACRD administration staff when they could not attend a Board or Committee meeting. Once staff are notified, the agenda and meeting details are then forwarded to Alternate Directors to ensure they are prepared for upcoming meetings. Should an in-camera meeting be scheduled, the Alternate Director are forwarded the in-camera agenda.

This past practice is not addressed in the Procedure Bylaw, but could be by including the following clause:

Alternate Directors will receive agendas for meetings if they are replacing their respective absent Director at the meeting, if staff have been advised by the regular Director of the Alternate Director’s attendance with sufficient notice.

ACRD staff have received a request to have alternates regularly receive all meeting agendas and information regardless of whether they are expected to attend on behalf of an absent Director. If this is something the Board would like include, staff will work on wording and would have the language legally vetted as it pertains to guiding legislation (*Local Government Act* and *Community Charter*).

Recorded Votes at Committee Meetings

The existing Procedure Bylaw is written to only record votes at Board meetings upon request, however, at recent committee meetings, Directors have requested recorded votes. Should the Board wish to change this aspect of the Procedure Bylaw, direction to staff is requested.

Public Input

The current Procedure Bylaw - Section 15 identifies that there is a 'question period' at the end of Board meetings and committee meetings, however no specifics are described in terms of time period, number of questions, whether both comments or questions should be received. This level of detail should be agreed upon in a procedure document and staff flag this topic for consideration.

The current public input process for Board and Committee meetings is to allow the public to ask questions for the Board or Committee at the end of the meeting in-person, via email, or submitting a text in the Q&A function in Zoom. The in-person question period receives some interest but is not exercised frequently. From April 2024 through July 2025, two emails from the public have been received at responses@acrd.bc.ca. Statistics from Zoom on how many comments or questions have been received was not available; however, this communication channel is used regularly. Responses received are often framed as a statement rather than a question, sometimes without enough information to identify the individual. Occasionally statements or questions are received regarding a particular agenda item, but by the time staff read out the comment/question, the context is not fully explained and may not be able to be connected back to the agenda item.

Should the Board wish to make changes to the public input period to gather greater public input, clarification on what will be accepted should be provided. Staff recommend that all public responses require the public to identify their name and their street name (not civic address). Consideration should be given to whether question period is applicable at committee and commission meetings.

Specific direction to the public on how to engage with the Board should be outlined, allowing the public to be informed of the proper channels of communication, and how their correspondence will be shared with the Board. Emails/letters should be directed to ACRD Board of Directors and delivered to administration@acrd.bc.ca or mailed to ACRD office. Correspondence will be added to the next Board meeting under the Correspondence section of the agenda.

Policy or Legislation:

The *Local Government Act* and *Community Charter* apply to the Procedure Bylaw.

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

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

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

| Bylaw Section (Consolidated Version 2021) | Proposed Changes for Consideration | Date Committee Reviewed: | Committee Recommendations: |
|--|--|--------------------------------|---|
| NEW | Consent Agenda. | March 12, 2025 | Support to utilize a consent agenda for non-controversial items such as receipt/adoption of meeting minutes & correspondence not requiring action. |
| NEW | Use of Electoral Area Committee meetings for review of Planning Applications. | March 12, 2025 | Committee asked staff to investigate options for reviewing Planning Applications at EA committee meetings, rather than at Board meetings, while ensuring that planning applications aren't delayed. |
| Area & Member Reports (15. Order of Proceedings & Business) | Streamline Area Reports & Member reports section of the agenda. | March 12, 2025 | Utilize "Member Reports (Including Electoral Area Reports, First Nation Governments Reports, Municipality Reports and Committee Reports)" heading for all meetings. |
| 3. Application of Rules of Procedure | No changes. | March 12, 2025 | N/A. |
| 4. Inaugural Meeting | Change Chair of the Inaugural meeting to be chaired by Corporate Officer (CO) from CAO. | March 12, 2025 | Support. |
| 5. Election of the Chair & Vice-Chair | Change Chair & Vice-Chair Elections to be conducted by Corporate Officer (from CAO). | March 12, 2025 | Support. |
| 6. Time & Location of Meetings | Board requested discussion on start time of Board meetings. | March 12, 2025 | Committee requested staff bring back options related to evening Board meetings. |
| 7. Notice of Regular Board & Committee Meetings | Remove reference to the 'notice board' as one of the ACRD's Public Notice Posting Place & modify wording from providing agendas at the ACRD reception desk to boardroom. | March 12, 2025 | Support. Committee requested that staff investigate options for providing presentations (for upcoming Board/Committee meetings) be provided in advance. |
| 8. Notice of Special Meetings | Reduce notice period for Special Meetings from five days to 24 hours notice. | March 12, 2025 | Support. |
| 9. Electronic Meetings & Participation | Remove subsection ii. (Board member to notify Corporate Officer 24 hours in advance if participating electronically). | March 12, 2025 | Support. Committee has asked staff to work towards standardizing format for all Electronic Meetings (livestreamed & accessible after meeting ends). |
| 10. Attendance of Public at Meetings | Modify wording, not content. | March 12, 2025 | Support. |
| 11. Minutes of Meetings to be Maintained & Available to the Public | No proposed changes to bylaw. | March 12, 2025 | Board has requested to receive all committee, APC, and Parks Commission meeting minutes. |

| | | | |
|--|---|----------------|--|
| 12. Calling Meeting to Order | No proposed changes. | March 12, 2025 | N/A. |
| 13. Adjourning Meeting Where No Quorum | Change from 30 minutes to 15 minutes. | March 12, 2025 | Support |
| 14. Agenda | Modify wording, not content. | March 12, 2025 | Support. Committee has asked staff to post all agendas (Board, Committee, and Commissions) in the same manner (i.e. ACRD Website). |
| 16. Late Items | Include a deadline of when late items can be received & criteria for what type of items are eligible. | March 19, 2025 | Support for a deadline (48 hours before meeting) for late items. Items that may be considered as late items include: matters arising after the preparation of the agenda and which, if not acted upon in a timely manner, would prejudice or compromise either the Regional District's position or the position of a constituent or group of constituents, and developing criteria for urgent matters. |
| 17. Voting at Meetings | Update language on debate. Simplify language. Remove Mover & Secunder. Recording of votes. | March 19, 2025 | Support to update language to "The vote on a motion will be taken when the Chair is satisfied that its intent is clear to Directors". Support to remove the name of the mover & seconder of a motion and replace with "The motion was moved & seconded". Committee is interested in exploring alternative ways of recording of votes (while being timely & accurate), including electronic voting. |
| 18. Chief Administrative Officer | Remove Chief Administrative Officer section 18 in entirety. | March 19, 2025 | Support to remove. |
| 19. Delegations | Change timeframe for a delegation request (to 7 days) ahead of meeting and change date that a presentation must be submitted (48 hours) ahead of meeting. Propose to allow delegation to submit a two-page executive summary to be included in the agenda package. Add a section on agenda for presentations. | March 19, 2025 | Support to change timelines as presented. Support to allow delegations to submit an executive summary. Support to add presentation section on agenda (where Board extends an invitation or staff presentation ex- Long Term Staff Award). |
| 20. Points of Order | Combine into Conduct and Debate Section of Bylaw. | Not reviewed | N/A |
| 21. Conduct and Debate | Minor wording changes. | March 19, 2025 | Support |

| | | | |
|-------------------------------------|---|----------------|--|
| NEW | Add process for 'Notice of Motion'. | March 19, 2025 | Support to add a process for a Notice of Motion (NOM) including providing the CO with a written or emailed copy of motion, no later than seven days prior to the scheduled meeting, and the CO shall add the motion to the agenda. Add ability to submit a NOM for Special Board meeting. |
| 22. Motions Generally | Add 'If a motion is not seconded, the motion is "lost for lack of seconder" and add ability to 'withdraw' a motion. Remove 'matters not on agenda' in favour of new 'Notice of Motion' section. Add motions: 'Recess, point of order'. Change 'move the previous question' to 'call the question and 'refer to committee' to 'refer to committee or staff'. Change order of precedence. | March 19, 2025 | Support for all changes. |
| 23. Motion to Commit | Remove 'Motion to Commit'. | March 19, 2025 | Support to remove as precedence already covers this situation. |
| 24. Motion for the Main Question | Remove 'Motion for the Main Question', Combine 24. a & b. Remove requirement to have written motion. Simplify wording. | March 19, 2025 | Support for all changes. |
| 25. Amendments | Simplify wording for voting on amendments. | March 19, 2025 | Support to change to simplify wording to "Amendments shall be voted on in the reverse order to that in which they are moved". |
| 26. Reconsideration by Member | Replace entire section with simplified wording. | March 19, 2025 | Support for rewording. |
| Section 27. Reports from Committees | Remove the level of detail. | March 19, 2025 | Support to change the wording to "All committee recommendations are subject to being actioned by the Board". |
| Section 28. Adjournment | Change wording for end time of Board meetings. Change wording for adjournment of Board meeting. Remove 28.3. | March 19, 2025 | Support to change end time of Board meetings to 3.5 hours from the time the meeting was convened. Support to change adjournment wording and removal of 28.3. |
| NEW | Add | May 21, 2025 | Support to record and livestream all Board, Committee, and Commission meetings and post videos and minutes in a reasonable timeframe. |

| | | | |
|--|-------------------------------------|------------------------------|---|
| NEW | Electronic Voting | May 21, 2025 | Committee requested additional information on electronic voting. Will be brought to the July 23 rd COW meeting. |
| Will not be included in the Procedure Bylaw, however; will become practice should the Committee provide support for this change. | Major Planning Application Criteria | June 18, 2025 (EA Committee) | EA committee developed criteria for reviewing major planning applications at EA Committee meetings (historically these applications have all been reviewed at ACRD Board meetings). |

Operating Budget

020 - General Government Services

PARTICIPANTS: ALL MEMBERS

| Account Type | GLCategory | 2024 Actual | 2024 Budget | 2025 Budget | 2026 Budget | 2027 Budget | 2028 Budget | 2029 Budget |
|--------------|--|--------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Revenues | 103 - Conditional Grant | (\$435,278) | (\$796,044) | (\$730,396) | (\$114,100) | (\$112,100) | (\$30,000) | (\$30,000) |
| | 121 - Other Sources | (\$337,147) | (\$145,700) | (\$139,000) | (\$114,828) | (\$115,185) | (\$117,413) | (\$119,708) |
| | 126 - Surplus (Deficit) from Prior Years | (\$366,432) | (\$366,432) | (\$479,541) | | | | |
| | 127 - Tax Requisition | (\$2,236,796) | (\$2,236,797) | (\$2,381,682) | (\$2,836,865) | (\$2,886,078) | (\$3,005,448) | (\$3,085,974) |
| | 130 - Unconditional Grant | (\$210,100) | (\$190,000) | (\$190,000) | (\$190,000) | (\$190,000) | (\$190,000) | (\$190,000) |
| | 136 - Transfer from Community-Building Fund Reserve | (\$24,592) | (\$29,525) | (\$15,676) | (\$20,000) | | | |
| | 137 - Transfer from Growing Communities Fund Reserve | (\$34,950) | (\$75,000) | (\$40,050) | | | | |
| | Total | | (\$3,645,295) | (\$3,839,498) | (\$3,976,346) | (\$3,275,793) | (\$3,303,362) | (\$3,342,861) |
| Expenses | 202 - Engagement | \$14,526 | \$76,200 | \$75,300 | \$77,406 | \$80,215 | \$82,622 | \$85,100 |
| | 216 - Committee Expenses | \$6,321 | \$5,100 | \$7,000 | \$7,210 | \$7,426 | \$7,649 | \$7,879 |
| | 218 - Consultant Costs | \$7,268 | \$40,000 | \$65,000 | \$20,400 | \$20,808 | \$21,432 | \$22,517 |
| | 220 - Contribution to Capital Fund | \$147,755 | \$94,800 | \$96,700 | \$81,100 | \$90,000 | \$100,000 | \$110,000 |
| | 224 - Elected Official's Costs | \$236,141 | \$225,668 | \$246,800 | \$254,204 | \$261,830 | \$269,685 | \$277,776 |
| | 245 - Insurance | \$79,727 | \$80,582 | \$88,574 | \$88,405 | \$90,802 | \$93,526 | \$96,331 |
| | 247 - Labour & Benefits | \$1,697,012 | \$1,694,673 | \$1,915,307 | \$2,030,143 | \$2,081,003 | \$2,076,675 | \$2,113,533 |
| | 250 - Legal Costs | \$12,891 | \$30,000 | \$30,000 | \$30,900 | \$31,827 | \$32,782 | \$33,765 |
| | 256 - Office Operations | \$273,747 | \$333,086 | \$325,500 | \$360,265 | \$360,923 | \$371,907 | \$383,901 |
| | 257 - Operating Costs | \$147,930 | \$176,820 | \$204,242 | \$167,960 | \$172,644 | \$177,523 | \$182,549 |
| | 259 - Professional Fees | \$58,736 | \$35,000 | \$40,000 | \$41,000 | \$42,230 | \$43,497 | \$44,802 |
| | 260 - Project Expenses | \$423,080 | \$992,569 | \$821,922 | \$55,000 | | | |
| | 266 - Repairs & Maintenance | \$60,619 | \$55,000 | \$60,000 | \$61,800 | \$63,654 | \$65,564 | \$67,531 |
| | Total | | \$3,165,754 | \$3,839,498 | \$3,976,346 | \$3,275,793 | \$3,303,362 | \$3,342,861 |
| Total | | (\$479,541) | | | | | | |



To: ACRD Board of Directors

From: Amy C Mayo, Grant Coordinator
Teri Fong, CPA, CGA, Chief Financial Officer

Meeting Date: August 27, 2025

Subject: Grant Funding Application with UBCM – Community to Community

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors support the UBCM funding application to the Community to Community Program to host an Economic Development workshop to gather information on initiatives in the region and begin to define the scope of an ACRD proposed Economic Development Service.

Desired Outcome:

To secure funding of \$10,000 from UBCM to assist with costs of hosting a region wide workshop focused on economic development.

Summary:

As part of the 2025 workplan, the ACRD Board of Directors directed staff to organize a workshop to discuss the potential of establishing an Economic Development Service to formalize a framework that would aim to foster the region's economic well-being by supporting local businesses, attracting new investments, and promoting sustainable economic growth. The ACRD has not operated a formal Economic Development Service for approximately 20 years but has supported economic development in the following ways:

- A grant-in-aid to the City of Port Alberni from the Electoral Areas to support the City's economic development program. The annual contributions over the past 5 years has ranged from \$8,500 to \$10,500.
- A Region Wide grant-in-aid to Vancouver Island North Film Commission to support the regional film office to attract and facilitate a wide range of production types. The annual contribution in each of the past 5 years has been \$5,000.

In 2025 the Alberni Valley Chamber of Commerce submitted a grant-in-aid request to the ACRD to support the operation of the Alberni Valley Visitor Information Centre. The Chamber continues to seek funding options to replace the fee-for-service agreement that they previously had with the City of Port Alberni for approximately \$90,000 per year for the Visitor Centre operation.

The concept of this grant application would be to host a workshop and invite participation from the region's treaty and non-treaty First Nations, member municipalities and other agencies such as Alberni Valley Chamber of Commerce, Tourism Tofino, and Tourism Ucluelet. The purpose will be to gather and share insights on current initiatives and identify possible goals of a new economic development service. Following the workshop, a session with the ACRD elected officials would be scheduled for further discussion on a proposed service.

To deliver economic development services in the region, a regional district must pass a service establishment bylaw. This bylaw must include specific information such as a description of the service, the service boundaries, the participants, and the method of cost recovery. This information gathering workshop will assist in identifying:

- Current economic development activities being completed by other organizations
- Key successes and challenges of those actively participating in economic development activities
- Opportunities for an ACRD service to support and strengthen existing activities
- Gaps in current services
- Goals of a regional or sub regional service

Background:

The intention of UBCM's Regional Community to Community (C2C) program is to increase the understanding and improve the overall relations between First Nations and local governments. The C2C program supports this goal with funding for forums that support dialogue to build relationships, support reconciliation efforts, resolve issues of common responsibility, interest or concern, and/or to advance tangible outcomes. To be eligible for funding, C2C activities must work toward one or more of the following objectives:

- Strengthening relationships and fostering future co-operative action by building stronger links between First Nation and local government elected officials and senior staff.
- Supporting local reconciliation efforts, UNDRIP, and shared capacity building.
- Developing or improving coordinated approaches to climate change emergency preparation, mitigation, response and recovery.

The proposed discussion topic of Economic Development is an approved category of discussion.

Time Requirements – Staff & Elected Officials:

The preparation, submission, and reporting for the grant application will require up to 10 hours of staff time as the Project Lead works with the Grant Coordinator to complete application for the submission deadline. If successful with the grant funding program, an additional 80 hours of staff time is required to organize the workshop.

Financial:

The grant, if successful, will provide up to \$10,000 towards the coordination of this workshop. The 2025 Financial Plan also includes \$10,000 for this project if further costs including legal fees are required.

Strategic Plan Implications:

This grant opportunity aligns with the Strategic Priorities: 1.5 Leverage grants toward creating regional and community benefit and 3.0 Partnerships and Communications.

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

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

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



To: ACRD Board of Directors
From: Eddie Kunderman, Operations Manager
Meeting Date: August 27, 2025
Subject: September 20, 2025 Free Transit

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to designate Saturday, September 20th, 2025, as a free transit day for the West Coast Transit service, in support of the 25th Anniversary Gathering hosted by the Clayoquot Biosphere Trust and ̓aʔuukʷiʔaḥ (Tla-o-qui-aht First Nation).

Desired Outcome:

For the ACRD Board of Directors to approve free transit on the West Coast Transit system for Saturday, September 20th, 2025.

Background:

On Saturday, September 20, the Clayoquot Biosphere Trust and ̓aʔuukʷiʔaḥ (Tla-o-qui-aht First Nation) will host a regional gathering at the Wickaninnish Community School Field in Načiks/Tofino to celebrate the 25th anniversary of the Clayoquot Sound UNESCO Biosphere.

This free, full-day public event will feature:

- A community meal
- Presentations
- Educational booths
- Fun activities for all ages

Free transit service for the day across the West Coast Transit System will ensure inclusive access for all West Coast residents and visitors. This support would align with the values of sustainability, equity and community connection celebrated by the Biosphere designation.

Time Requirements – Staff & Elected Officials:

It would require two hours of staff time to prepare external communications for the free transit day.

Financial:

The average daily boardings of the West Coast Transit system was 100 passengers in June 2025, which would lead to an approximate daily revenue impact of approximately \$500.

Strategic Plan Implications:

This aligns with Strategic Priority 4.0 “Advocacy and Service.”

Policy or Legislation:

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

Options Considered:

The ACRD Board of Directors could choose not to designate Saturday, September 20, 2025, as a free transit day for the West Coast Transit service.

Submitted by: *Jenny Brun*
Jenny Brun, 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

CLAYOQUOT SOUND UNESCO BIOSPHERE

25th Anniversary Gathering

SAVE THE DATE

The Clayoquot Biosphere Trust and ʕaʕuukwɪʕath (Tla-o-qui-aht First Nations) invite you to a regional gathering in celebration of the 25th anniversary of the Clayoquot Sound UNESCO Biosphere. This free full-day public event will include a community meal, presentations, educational booths, and fun activities for all ages.



Saturday
Sept 20

Drop-in from 10 AM until dusk
Wickaninnish Community School Field
Načiks / Tofino



If you'd like to get involved, please reach out to Brooke at brooke@clayoquotbiosphere.org or Rebecca at rebecca@clayoquotbiosphere.org.





To: Alberni-Clayoquot Regional District Board of Directors
From: Lyndsey Page, Community Services Coordinator
Meeting Date: August 27, 2025
Subject: Formal Lease Application – LS-A2025007 Ministry of Forests

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors approve the amendment of lease LS-A2025007 for the Ministry of Forests at the Alberni Valley Regional Airport to include the adjacent ground-side lot for a term of 10 years and 10 months, commencing September 1, 2025, and ending June 30, 2036.

Background:

The attached report was presented to the Alberni Valley Regional Airport Advisory Committee on April 17, 2025. At that time, the Committee reviewed an application to include the adjacent groundside lot and supported the lease amendment request for a three-year term. In the Ministry of Forests' subsequent formal application, a 10-year lease term was requested. The expanded lease will allow the Ministry to enhance wildfire response capabilities, including space for personnel, equipment and coordination activities, with the Ministry responsible for any required site upgrades.

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 Valley Regional Airport Advisory Committee

From: Lyndsey Page, Community Services Coordinator

Meeting Date: April 17th, 2025

Subject: Lease Amendment Application – 2025-001 Ministry of Forests

Recommendation:

THAT the Alberni Valley Regional Airport Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve the amendment of lease application 2025-001 for the Ministry of Forests.

Desired Outcome:

To increase revenues at the Alberni Valley Regional Airport (AVRA) through the development of ground-side lease lots and lease agreements.

Background:

The Ministry of Forests (MOF), which has been leasing AVRA property since 2008, is looking to amend their current lease to include the adjacent groundside lot on Airport Road, to expand their ability to support wildfire response in the area. This facility is the base of the Thunderbird Crew, a highly skilled team of over 20 full-time seasonal wildland firefighters with crew members from the Tseshaht and Hupacasath Nations who specialize in ground-based firefighting across Vancouver Island and beyond. It is a critical component of the provincial fire protection program, providing essential services for wildfire management and response.

The proposed 3-year lease renewal will support the Ministry's efforts in maintaining and enhancing fire protection capabilities across the province. The facility will be equipped to accommodate firefighting personnel during assembly, store firefighting equipment and serve as a coordination center during wildfire incidents.

As part of the lease agreement, the MOF will be responsible for any necessary upgrades to the premises including road access, water supply and power infrastructure to ensure the facility meets operational requirements.

Time Requirements – Staff & Elected Officials:

An estimate of 12 hours of staff time will be required to amend the existing lease which includes mapping, lease updates and report preparation.

Financial:

The current market rate for 2025 is \$0.32/square foot for sites over an acre. If approved, the amended lease size will be up to approximately 275,000 square feet which could result in an annual lease fee of up to \$88,163. This is an increase from the current lease area of 48,000 square feet which resulted in revenues of \$15,359 in 2024.

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 proposal meets the requirements of the AVRA Zoning Bylaw P1280. If approved, a notice of disposition will be placed in the newspaper and on www.acrd.bc.ca. The Board of Directors must approve lease agreements in accordance with the ACRD Officers Delegation Bylaw.

Options Considered:

1. Do not approve the amended application.
2. Defer the application for future consideration.

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: August 27, 2025
Subject: Formal Lease Application – LS-A2025006 Coulson Aviation

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors approve lease LS-A2025006 with Coulson Aviation for lots 12 and 13 at the Alberni Valley Regional Airport for a term of three years.

Background:

The attached report was presented to the Alberni Valley Regional Airport Advisory Committee on July 17, 2025. After reviewing the preliminary application, the Committee supported the proposed lease, which will provide additional aircraft storage and support Coulson Aviation's ongoing growth and long-term commitment to the airport.

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 Valley Regional Airport Advisory Committee
From: Lyndsey Page, Community Services Coordinator
Meeting Date: July 17, 2025
Subject: Preliminary Lease Application - 2025-004 Coulson Aviation

Recommendation:

THAT the Alberni Valley Regional Airport Advisory Committee support Preliminary Lease Application 2025-004 from Coulson Aviation and recommend that the Alberni-Clayoquot Regional District Board of Directors consider approval of the final lease application.

Desired Outcome:

To increase revenues and support airport related land use at the Alberni Valley Regional Airport (AVRA) through the development of airside lease lots and lease agreements.

Background:

Coulson Aviation, a tenant at the airport since 1995, is seeking a new three-year lease agreement for lots 12 & 13 to accommodate additional aircraft storage. The lots will be used specifically for storing 737 aircraft and no permanent structures are proposed at this time. Coulson intends to re-surface and compact the lots to prepare them for aircraft storage.

Coulson Aviation currently holds multiple leases at AVRA, including aircraft storage, maintenance, manufacturing, office space and training facilities. The proposed lease will support the continued growth of their operations and reinforce their long-term commitment to the development of the airport.

Time Requirements – Staff & Elected Officials:

An estimated staff time of 20 hours will be required to process the formal application, prepare lease documents including mapping and prepare the recommendation report to the ACRD Board meeting for approval.

Financial:

The current market rate for 2025 is \$0.37/square foot for sites under an acre. Based on the requested lease size of 22,281 square feet, this would result in an annual lease revenue of approximately \$8,244.

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 proposal meets the requirements of the AVRA Zoning Bylaw P1280. If approved, a notice of disposition will be placed in the newspaper and on www.acrd.bc.ca. The Board of Directors must approve lease agreements in accordance with the ACRD Officers Delegation Bylaw.

Options Considered:

1. Do not approve the lease application.
2. Defer the application for future consideration.

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

Voting Structure: Electoral Area Directors

From: Alex Dyer, MCIP, RPP, Planning Manager

Meeting Date: August 27, 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 defer a decision on Development Variance Permit DVA25005 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.

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 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 the May 14, 2025 meeting where the Board resolved to proceed with the neighbour notification process. 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 Development Variance Permit DVA25005 and refer the application package and all correspondence 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 Advisory Planning Commission (APC). The first meeting was held on June 26, 2025. The APC considered a package that

PL20250024/DVA25005

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.

All of the new information and additional correspondence that was received by the Bamfield APC on June 26 and July 24 have been included with this memorandum for consideration at the August 27 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.

Staff understand that the applicants and the neighbouring property owner have been in communication following the APC meetings and it is recommended that the Board defer a decision on DVA25005 at this time. The deferral would allow an opportunity for the applicants to address any concerns raised by the public and the Bamfield APC. It is further recommended that the Board invite the applicants to make a delegation to the Board at a future meeting to present their application.

Options Considered:

1. If the Board is considering issuing the variance, a suggested motion would be *“THAT the ACRD Board of Directors issue Development Variance Permit DVA25005.”*
2. If the Board is considering denying the variance, the Board’s policy is to invite the applicants as delegation to the Board, and a suggested motion would be *“THAT the ACRD Board of Directors is, at this time, disposed to deny this application. Prior to doing so, the Board wishes to offer the applicants the opportunity to present their own case as to why this matter should not be denied.”*

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.

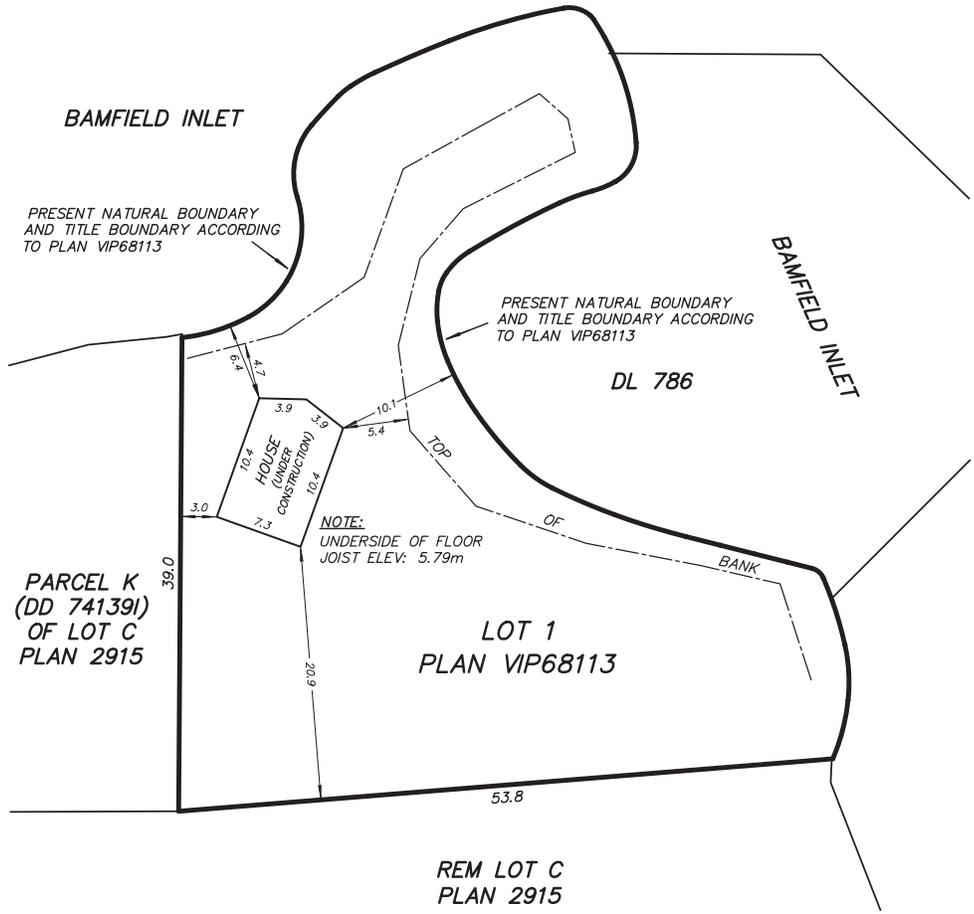
ELEVATIONS ARE GEODETIC IN METRES, REFERENCED TO CGVD28 DATUM, DERIVED FROM DIFFERENTIAL DUAL FREQUENCY GNSS OBSERVATIONS POST-PROCESSED USING NATURAL RESOURCES CANADA'S PRECISE POINT POSITIONING (PPP) SERVICE.

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 ANY MANNER, NOT LIMITED TO, DIRECT, INDIRECT, SPECIAL, AND CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH ANY DIRECT OR INDIRECT USE OR RELIANCE UPON THE PLAN BEYOND ITS INTENDED USE.

106



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

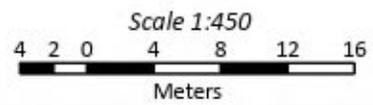


422 Burlo Island, Bamfield
LOT 1 SECTION 19 TOWNSHIP 1 BARCLAY
DISTRICT PLAN VIP68113

-  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

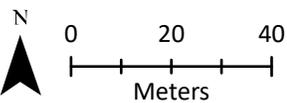


ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



Civic Address: 422 Burlo Island, Bamfield

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



From: [ildiko dombi](#)
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:**

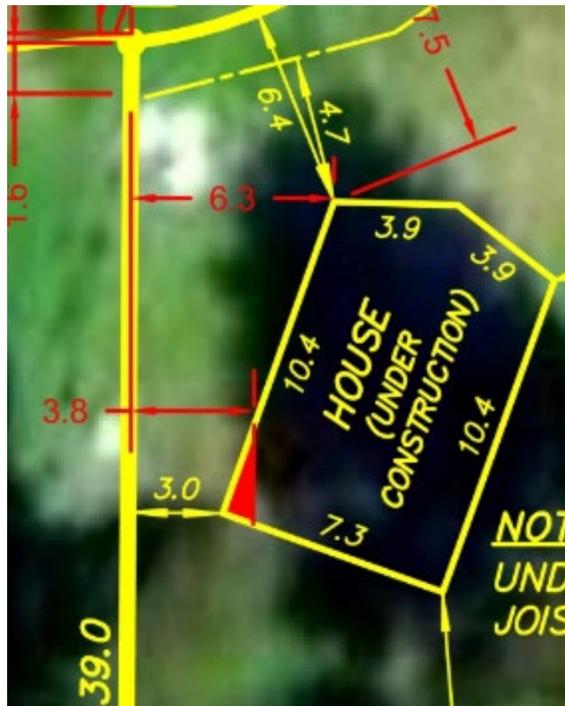
High interest rates in 2023 cooled Bamfield's housing market, likely contributing to 0% to -5% reductions in 2024 property assessments. Lower demand due to reduced affordability and fewer transactions slowed economic activity, impacting local real estate and related businesses.

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.

From: [ildiko dombi](#)
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% .

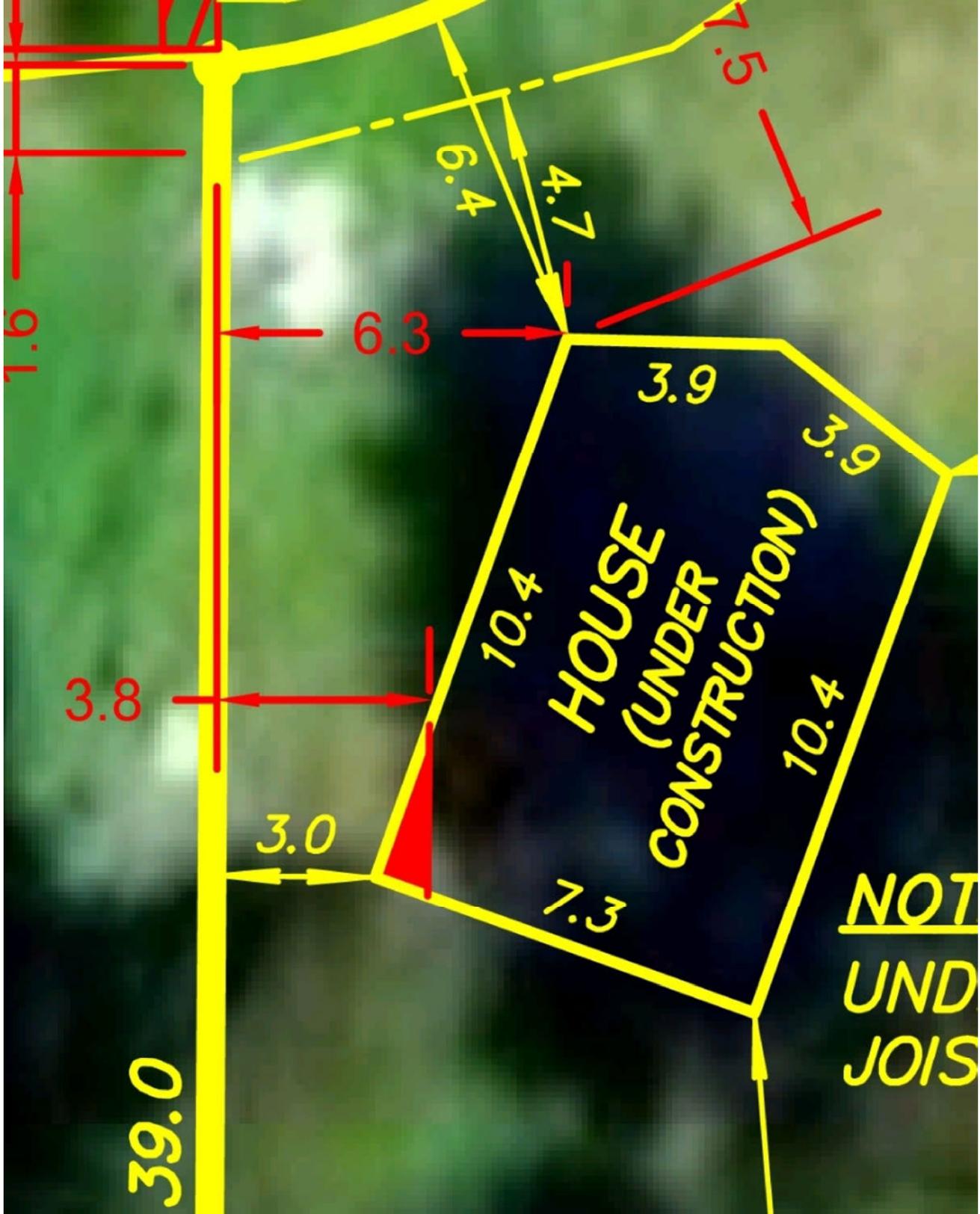
This slight deviation is unlikely to impact neighboring properties or the purpose of the setback rule. I have attached the site plan and related details for your review.

I am available to discuss this further or provide additional information.

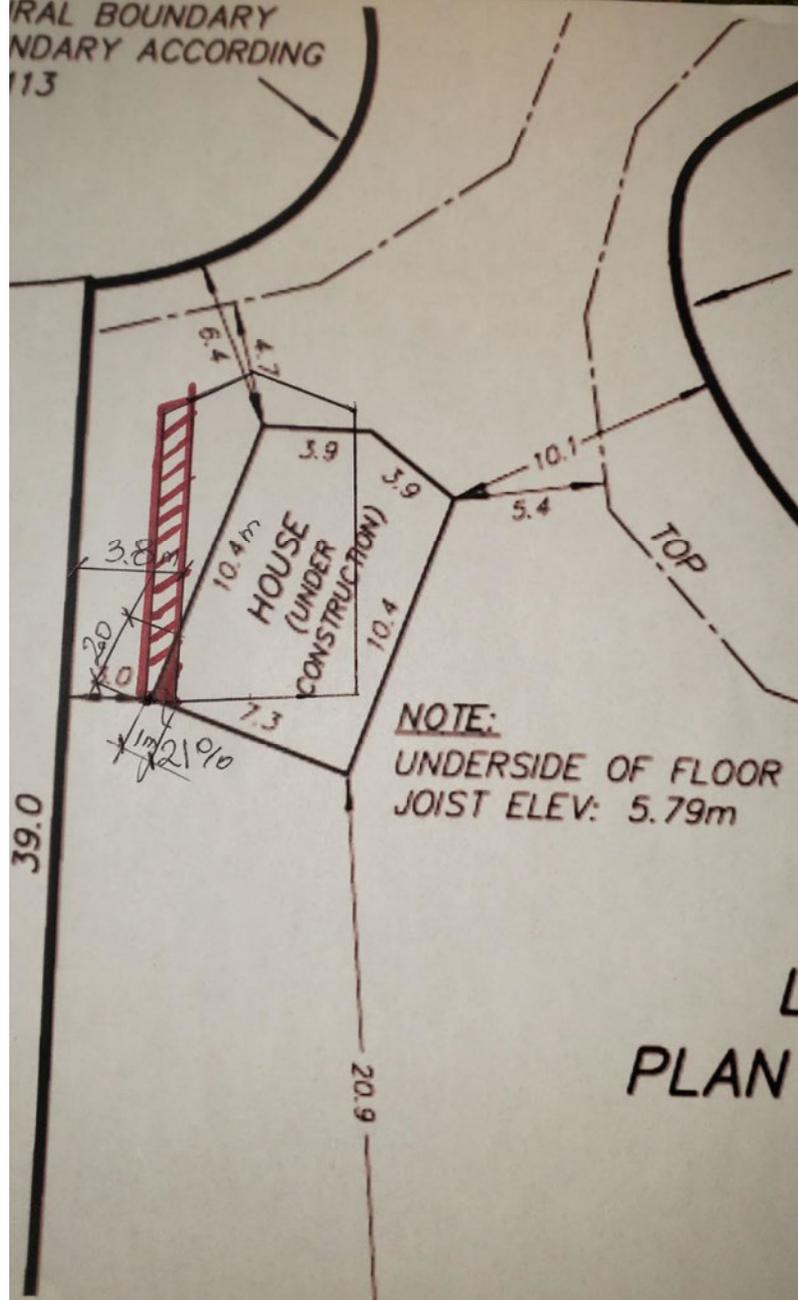
Regards

Ildiko

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



GENERAL BOUNDARY
BOUNDARY ACCORDING
113



NOTE:
UNDERSIDE OF FLOOR
JOIST ELEV: 5.79m

PLAN

From: [Julian Dombi](#)
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: [Torrance Gilmour](#)
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.

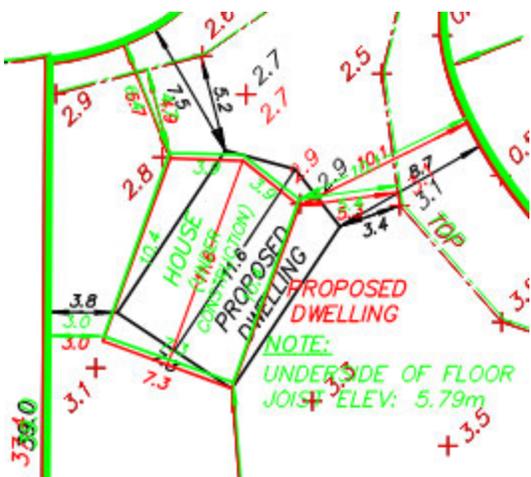
At some point between the field survey and applying for the variance permit, the survey was changed on paper but those changes were never reflected in the field.

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.



At this point all that remained in the framing was to install the roof. Knowing that this would likely result in a lengthy delay in the construction, the decision was made to finish the roof construction and install a weather proof membrane so the structure would not rot in the harsh climate.

Ultimately the siting of the building was the result of some inexperience and a few compounding mistakes.

Now going forward what is to become of this building?

Far too much work has gone into the building for it to be torn down.

The building itself is fully on the subject property.

Locating it any better will be difficult due to the site constraints previously mentioned.

The process of relocating the structure will cost approximately \$150,000 to \$200,000.

This will involve completely demolishing the existing foundation, re-digging the entire area to

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



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

Voting Structure: Electoral Area Directors

From: Brooke Eschuk, Planner I

Meeting Date: August 27, 2025

Electoral Area: B - Beaufort

Subject: Temporary Use Permit TUP25008 - 8335 Beaver Creek Road (MacKenzie)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors issue Temporary Use Permit TUP25008.

Property Information:

| | | | | | | | |
|--------------------|---|--------|---------------|-------------|---|----------------|-----------------|
| Civic Address: | 8335 BEAVER CREEK RD | | | | | | |
| Legal Description: | LOT 3 DISTRICT LOT 80 ALBERNI DISTRICT PLAN 36041 | | | | | | |
| PID: | 000-373-192 | Folio: | 770-01026.030 | ALR? (Y/N): | Y | Lot Area (ha): | 7.45 (18.41 ac) |

Background:

The property owner is applying for a Temporary Use Permit to allow agri-tourism activities on the farm as permitted under the Agricultural Land Commission (ALC) regulations. The applicants propose to operate a hobby farm that would offer a venue for events such as weddings, markets, and wellness retreats, and agricultural uses that include a petting farm area, farm tours and the operation of an apple cidery.

The Board first considered the application at the June 11, 2025 meeting where they resolved to consider issuing the TUP subject to neighbour notification as per *Local Government Act s. 494*. A mailout to property owners and residents within 100 m of the subject property was sent out on July 4, and ads in the Alberni Valley News were published on July 9 and July 16. The ACRD received a letter of opposition signed by four (4) neighbours to the property and a representative of the neighbours appeared as a delegation to the Board at the July 23, 2025 meeting. At that meeting, the Board resolved to defer the application to allow time for the applicants to address the concerns of neighbours and to invite the applicants to make a delegation to the Board.

The applicants submitted a letter on August 19, 2025, which provides clarity to the applicant's intentions, goals and commitment to retain the rural character of the neighbourhood and outlines plans for environmental stewardship. The letter addresses concerns of neighbours and offers solutions to the issues of excessive noise, parking, event scope, camping, and environmental protection. The applicant's letter is attached as Appendix 'A'.

A public notice for the application was advertised again in the August 13 and 20 editions of the Alberni Valley News. To date, no additional letters from the public have been received. If any further comments are received prior to the August 27 meeting, staff will inform the Board.

PL20250029/TUP25008

The TUP terms have been updated to reflect the additional conditions that the applicants have presented as part of their application. Given the new information provided, it is recommended that the Board issues Temporary Use Permit TUP25008.

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

TUP Presentation to ACRD Board of Directors

Re: Temporary Use Permit Application – 8335 Beaver Creek Road

Presented by: Kara Mackenzie

Date: August 22, 2025

—

1. Opening Statement

Hello, members of the Board,

Thank you for the opportunity to speak with you today regarding our Temporary Use Permit application for 8335 Beaver Creek Road.

We are a local family working toward building a sustainable, regenerative farm that will support us long-term while contributing to the broader community. Our goal is to create a life connected to the land—raising animals, growing food, and developing small-scale, meaningful opportunities to share the space with others in a respectful and intentional way.

We understand that our vision has raised questions and concerns, and today I hope to offer clarity, address those concerns directly, and share how we're taking steps to ensure that what we're building is in alignment with the values and needs of our neighbours.

2. Vision & Purpose

Our long-term vision for Solstice Farm is to create a small-scale, respectful agri-tourism operation that supports the sustainability of the farm and contributes positively to the local community.

This vision includes:

- Developing a modest apple cidery that celebrates local agriculture
- Operating a petting and hobby farm that connects people—especially families—with animals and nature
- Farm tours and educational workshops about gardening and growing your own food
- Hosting occasional, well-managed events such as artisan markets, farm-to-table gatherings, small weddings, and wellness workshops

We are not interested in building a campground, hosting large-scale events, or commercializing the land in a way that conflicts with the rural character of Beaver Creek. We included camping on our permit application to eventually host small weekend wellness retreats.

Our goal is to preserve and enhance the natural beauty and peacefulness of the area, while ensuring the farm can remain viable through carefully curated experiences that align with the values of this community.

With over a decade of experience running successful businesses in Ucluelet and Tofino, my husband and I understand the importance of operating respectfully within a community. We've seen how thoughtful land use can create shared benefit—strengthening both people and place. We want to use our land to celebrate local food, wellness, and community.

3. Addressing Community Concerns

a) Traffic & Parking

We recognize that traffic and parking have been key concerns. Past events lacked the structure they needed, and I take full responsibility for that.

If the TUP is approved, we will implement:

- Enlarging our current parking lot to support more parking and having a second field for parking if needed
- Clear signage and directions for guests
- On-site staff to manage traffic and protect driveways using cones and signage during events

As a proactive step, we've already looked at moving future markets to Beaver Creek Hall, which better accommodates public events with improved accessibility and parking.

b) Noise & Event Curfews

We are committed to maintaining the rural peace of Beaver Creek.

If granted the permit, we will:

- Enforce strict quiet time by 11 PM, including for music and amplified sound
- Place speakers away from property lines and use natural sound buffers
- Limit the number and frequency of events with amplified sound
- Prioritize daytime and low-impact gatherings

c) Environmental Stewardship

We live on this land and deeply care for its ecosystems. To that end, we are actively developing an environmental plan that includes:

- Proper waste disposal and composting systems
- Use of biodegradable materials wherever possible
- Fire safety protocols and emergency response plans
- Limiting artificial lighting to preserve dark skies and minimize wildlife disruption

d) Neighbourhood Character & Event Scope

We want to be very clear: our intention is not to transform this property into a high-volume venue. Rather, we're aiming to host:

- A limited number of community oriented events per year as per the agricultural tourism guidelines
- Small weddings and gatherings, with caps on attendance
- Experiences that reflect the spirit of rural life

We are open to a permit with conditions, including:

- Annual event limits
- Attendance caps
- Quiet hours (by 11 PM)
- Pre-event notification to neighbours or displaying event details on our website

e) Privacy & Property Boundaries

We regret any past incidents where guests may have wandered onto neighbouring land. If the permit is approved, we will ensure:

- Clear signage for the farm and farm parking areas
- Guest orientation includes respecting private property
- Increased on-site supervision during all events

4. Community Outreach

Since the last board meeting, we've taken concrete steps to strengthen community support:

- We've spoken directly with neighbours who had concerns and many have now expressed support for our direction after knowing our true vision for the farm. We have also written a letter to the neighboring houses and explained our true vision for anyone in the area to read
- We've made adjustments, including moving future artisan markets off-site, and we remain committed to continued communication and responsiveness

5. Clarifying Misunderstandings

We understand that some concerns may have stemmed from misunderstandings about our intentions. To clarify:

- We are not building a campground
- We are not interested in becoming a large commercial event space
- Our efforts are centered around preserving rural values while supporting the farm's sustainability through low-impact agri-tourism.

7. Closing Statement

In closing, we believe agri-tourism—when done with care and intention—can be a respectful, community-enhancing addition to Beaver Creek. We are committed to protecting the character of this neighbourhood while exploring ways to help the farm thrive.

We believe that agritourism plays a vital role in supporting the growth of farms while also contributing to the strength and prosperity of our community. Agritourism provides farms with an important opportunity to remain sustainable in today's challenging and costly economic environment.

Our long term goal as apple farmers is to open a cidery for the community. Cideries and wineries strengthen communities by supporting local agriculture, creating jobs, and attracting tourism. They preserve farmland, boost nearby businesses, and provide gathering spaces that celebrate local culture and traditions. More than just producers, they serve as catalysts for economic growth, sustainability, and community connection.

It is important to emphasize that our commitment to farming comes first. We have spent the past two years working diligently to obtain official farm status, ensuring that our efforts are rooted in authentic agricultural practice. Our venture into agritourism is not a replacement for farming, but an extension of it—designed to strengthen our farm and allow it to thrive for years to come.

Thank you again for your time, your service to the community, and for considering our proposal.

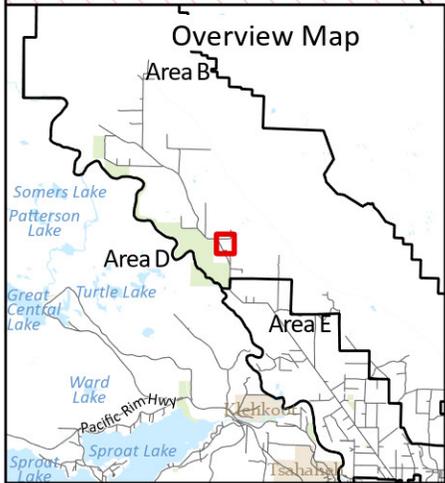
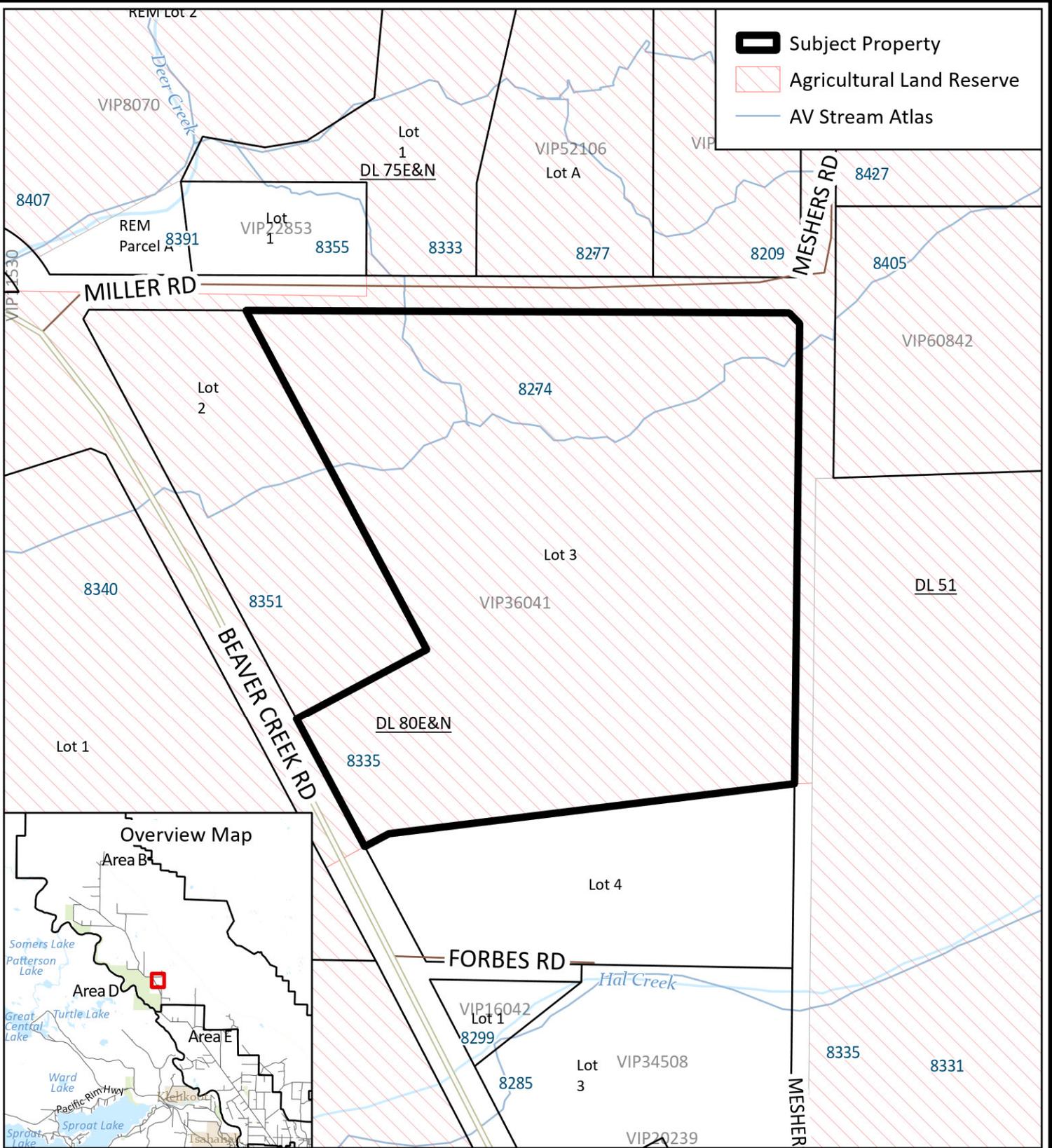
I'm happy to answer any questions or adjust our plans further to reflect shared priorities.

Thank you,

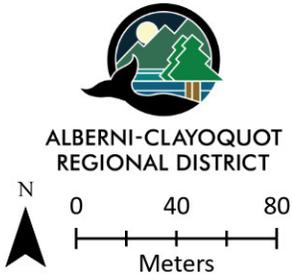
Kara and Jeff Mackenzie

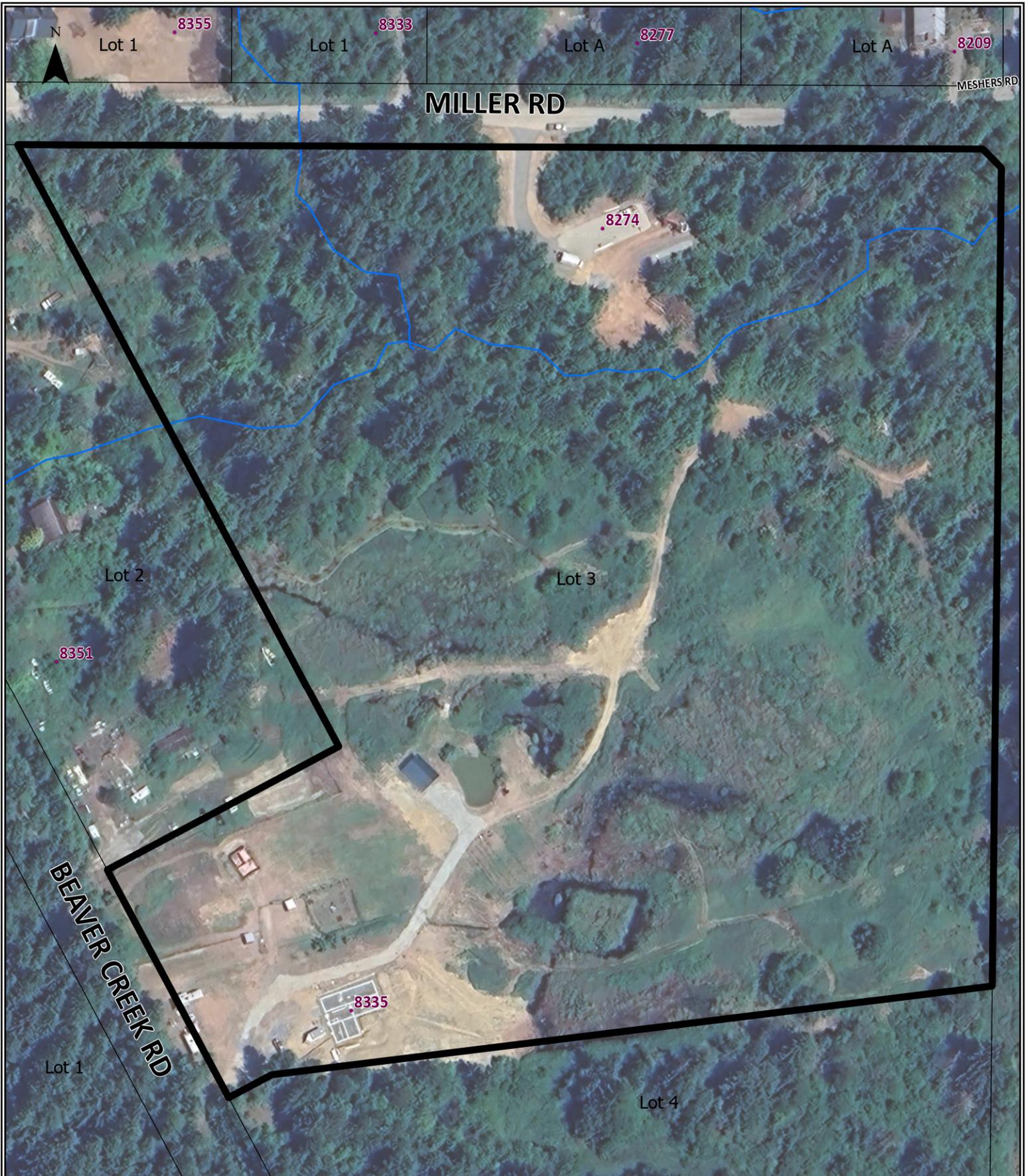
Solstice Farm

-  Subject Property
-  Agricultural Land Reserve
-  AV Stream Atlas

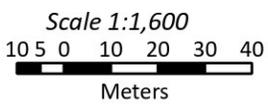


 Civic Address: 8335 Beaver Creek Road
 Legal Description: LOT 3 DISTRICT LOT 80 ALBERNI DISTRICT PLAN 36041





8335 Beaver Creek Road
 LOT 3 DISTRICT LOT 80 ALBERNI DISTRICT PLAN
 36041

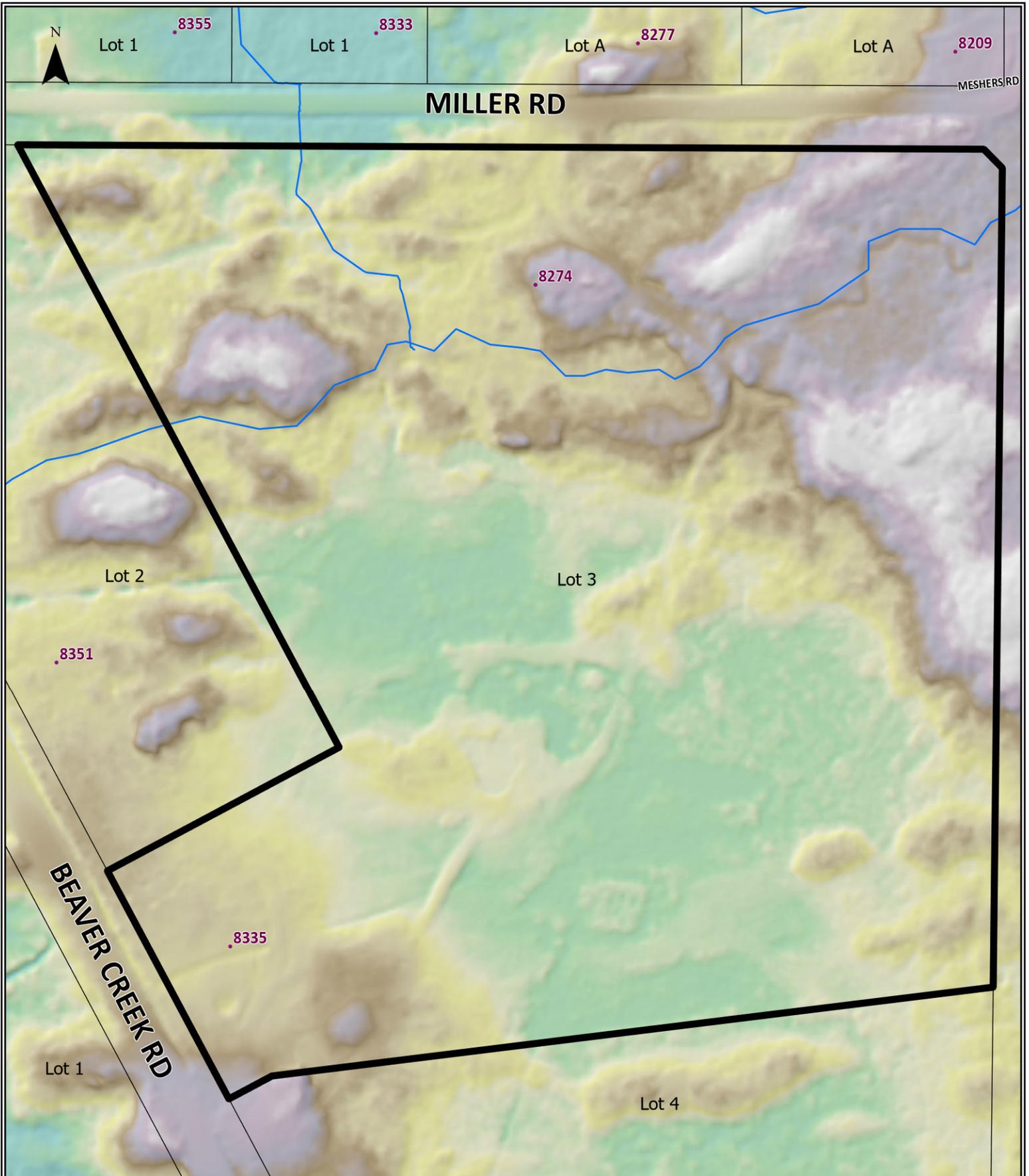


 Subject Property
 Parcels

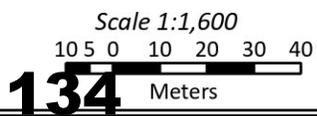


Prepared 2025-05-20
 Sources: © OpenStreetMap (and contributors, CC-BY-SA), LidarBC (DEM, Hillshade) 2019, ParcelMapBC; ACRD, City of Port Alberni

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8335 Beaver Creek Road
 LOT 3 DISTRICT LOT 80 ALBERNI DISTRICT PLAN
 36041



Subject Property

Parcels

Elevation (m)

95.04

90.3



Prepared 2025-05-20
 Sources: © OpenStreetMap (and contributors, CC-BY-SA, LidarBC (DEM, Hillshade) 2019, ParcelMapBC; ACRD, City of Port Alberni

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TUP25008

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: KARA F MACKENZIE, JEFFREY A MACKENZIE,
Address: 8335 BEAVER CREEK RD, PORT ALBERNI, BC

With respect to:

Legal Description: LOT 3 DISTRICT LOT 80 ALBERNI DISTRICT PLAN 36041
PID: 000-373-192

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

1. The TUP is issued to conduct the following agri-tourism, and gathering for event activities, on the property located at 8335 Beaver Creek Road:
 - a. markets, weddings, farm-to-table events
 - b. farm tours
 - c. educational workshops
 - d. wellness workshops
 - e. petting farm
2. The uses permitted under the TUP must comply with all requirements of the *Agricultural Land Commission Act* and any Agricultural Land Commission policies and regulations, specifically Policies L-04 and L-22 Agri-Tourism Activities in the ALR and Gathering for an Event in the Agricultural Land Reserve and are attached as Appendices 'A' and 'B'.
3. A maximum of 10 events of any type are permitted within a calendar year on the farm. No more than 150 people may be in attendance and the event must be less than 24 hours in duration. No campground or short-term rental accommodation use permitted.
4. Quiet time (no amplification of sound using microphones and speakers etc.) must be observed from 11:00 pm to 8:00 am.
5. All event parking is to be located on site with sufficient signage, in accordance with ALC Policy L-04. No parking shall be located along Beaver Creek Road. Parking is to be located along field edges, adjacent to internal driveways or roads and directly adjacent to farm buildings. Parking must not interfere with the farm's agricultural productivity.
6. Neighbours must be notified of upcoming events one week prior to the event.

7. The uses permitted under the TUP must comply with all Island Health regulations relating to on-site sewage disposal, drinking water, and food safety.
8. FireSmart principles to be considered as part of any development of the site and fire safety and emergency response protocols to be included in event planning.
9. The owner or caretaker must be on-site during all events. Contact information must be posted in a visible and public location.
10. The TUP is valid for a period of three years from the date of issuance. At the time the permit expires, the property owner may apply to renew the TUP, rezone the parcel, or return the parcel to the uses permitted in the ACRD Zoning Bylaw.
11. If the conditions of this permit are not met, or if there is a change in 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 _____, 2025.

Daniel Sailland, MBA
Chief Administrative Officer

Chair of the Board of Directors

| | | |
|---|---|---|
|  | <p>ACTIVITIES DESIGNATED AS FARM USE:</p> <p>AGRI-TOURISM ACTIVITIES IN THE ALR</p> | <p>POLICY L-04</p> <p>Amended April 2019 Amended April 2018 October 2016</p> |
|---|---|---|

This policy is intended to assist in the interpretation of the [Agricultural Land Commission Act, 2002](#), (the “ALCA”) and BC Regulation 30/2019 ([Agricultural Land Reserve Use Regulation](#)), (the “Use Regulation”). In case of ambiguity or inconsistency, the ALCA and Use Regulation will govern.

INTERPRETATION:

The highest priority is the agricultural activity that takes place on the farm. Agri-tourism uses shall be secondary, incidental and compatible with the agricultural production activities. The agri-tourism activity must also be similar to the types of activities identified as farm use in the ALCA.

If the definitions in section 1(1) of the Use Regulation apply, agri-tourism activities (other than agri-tourism accommodation) are designated by the Use Regulation as farm uses, and as such, may not be prohibited by a local government bylaw.

The Use Regulation allows agri-tourism activities in the ALR provided the land is assessed as “farm” under the Assessment Act. If the assessment changes, the use is no longer permitted. The farm may be comprised of one or several parcels of land owned or operated by a farmer as a farm business. The farm parcels should be contiguous or in the same general geographic area. Agri-tourism activities include both fee and non-fee based activities.

Permanent facilities must not be constructed or erected for any agri-tourism activity. Permanent facilities include, but are not restricted to, any permanent structure, hard surfacing such as asphalt, concrete or other hard surface paths or parking areas, concrete pads, structural foundations, retaining walls, permanent tents (erected for more than 90 days) and permanent alteration to the landscape (permanent fill, gravel, berms, hills, dugouts, amphitheatres). The conversion of existing buildings and the construction associated with bringing them up to public assembly building code is also interpreted as a permanent facility. If permanent facilities are required, an application and approval of the Agricultural Land Commission (the “Commission”) is necessary.

For the purposes of this policy, parking areas must not be permanent (asphalt, concrete, gravel, etc) and parking must not interfere with the farm’s agricultural productivity. All vehicles visiting the farm for the agri-tourism activity must be parked on site. To minimize impacting farm land, parking should be along field edges, adjacent to internal farm driveways and roads and in farm yard areas or immediately adjacent to farm buildings and structures.

Services ancillary to the agri-tourism activities are services that support or enhance the activity including services such as food product sales (temporary concessions or temporary food trucks/stands), portable washrooms, ticket booths, temporary stages, eating areas. All of the foregoing must be temporary for the event only.

Bistros, cafes and restaurants are not agri-tourism activities and are considered non-farm uses in the ALR. Commercial kitchens are not permitted except those used for processing farm products (but not for food service). An application and approval of the Commission is required for bistros,

cafes and restaurants except for food and beverage service lounges permitted by section 13 of the Use Regulation for wineries, cideries, breweries, distilleries or meaderies.

The following are agri-tourism activities specified in section 12 of the Use Regulation:

- an agricultural heritage exhibit displayed on a farm (e.g. farm equipment displays);
- a tour of the farm, an educational activity or demonstration in respect of all or part of the farming operations that take place on the farm, and activities ancillary to any of these (e.g. milking barn tour, cheese making demonstration, harvest demonstration, farm crafts such as wreath making or garlic braiding);
- cart, sleigh and tractor rides on the land comprising the farm;
- activities that promote or market livestock (e.g. cattle, horses, sheep, goats, poultry) from the farm, whether or not the activity also involves livestock from other farms, including shows, cattle driving and associated domestic livestock petting zoos;
- dog trials held at a farm (e.g. agility and stock dog events);
- harvest festivals and other seasonal events on a farm for the purpose of promoting or marketing farm products produced on the farm (e.g. pumpkin patch, garlic festival, blueberry festival)
- Corn mazes prepared using corn planted on the farm.

Agri-tourism uses that are not listed in the Use Regulation or do not meet the conditions established in the Use Regulation (such as uses that are not taking place on land assessed as farm, that do not promote or market livestock from the farm, that do not promote or market farm products produced on the farm or that require permanent facilities), must make an application for non- farm use and seek approval from the Commission.

Activities that are not considered agri-tourism events include, but are not limited to, paint ball, dirt bike/atv trails, mini-train parks, model aircraft runways, rodeos, helicopter tours, activities operated as a commercial business, permanent food service facilities, permanent mazes, non-domestic animal pettings zoos, etc.

If a farm building (existing or new) is used for an agri-tourism activity and it does not meet the Use Regulation or other regulatory requirements or it has not been approved by the Commission, it will be considered in contravention of the ALCA.

Local governments have the authority to regulate agri-tourism activities with regard to structures and building occupancy (including determining if an existing farm building is appropriate for a gathering or requires upgrades for public assembly), parking, lighting, hours of operation, health and safety, noise, access for police, fire and emergency vehicles, etc.

This policy does not address gathering for an event. See Related Policies.

This policy does not address agri-tourism accommodation, which in some circumstances is a permitted use under section 33 of the Use Regulation for the purpose of the Commission unless prohibited by a local bylaw. See Information Bulletin 06 – Accommodation for Tourists in the ALR.

Farm retail sales are addressed separately under section 11(3) of the Use Regulation and

may qualify as a designated farm use if the specified conditions are met. See Related Policies.

TERMS:

ancillary means subordinate or supplementary to the primary farm use

seasonal means a use or activity that fluctuates according to one or more seasons (spring, summer, fall and winter) (but not all seasons) or available or taking place during one or more seasons (but not all seasons) or at a specific time of the year.

Unless defined in this policy, terms used herein will have the meanings given to them in the ALCA or the Use Regulation.

RELATED POLICIES:

ALC Policy L-02 Activities Designated as Farm Use: Farm Retail Sales in the ALR

ALC Policy L-22 Activities Designated as a Permitted Non-Farm Use in the ALR: Gathering for an Event in the ALR

REFERENCE:

Agricultural Land Reserve Use Regulation (BC Reg. 30/2019), Sections 1, 3, 4, 5(1), 12,

Definitions

Section 1 In this regulation:

"agri-tourism activity" means an activity referred to in section 12 [agri-tourism];

"farm product" means a commodity that is produced from a farm use but does not include water;

If farming extends over multiple parcels

Section 3 Unless a contrary intention appears, a reference to a use of agricultural land includes all of the agricultural land on which a single farm operation is conducted, regardless of

(a) whether activities are conducted over one parcel or multiple parcels, or

(b) whether, in the case of multiple parcels, the parcels are adjacent.

Farm uses that may not be prohibited

Section 4 The farm uses referred to in this Part may not be prohibited

(a) by a local government enactment except a bylaw under section 552 [farming area bylaws] of the Local Government Act, or

(b) by a first nation government law, if the activity is conducted on settlement lands.

Necessary structures and ancillary services

Section 5 (1) Subject to any limits and conditions set out in this Part, the use of agricultural land to construct, maintain or operate any of the following is designated as a farm use and may not be prohibited as described in section 4:

- (a) a structure, other than a residential structure, that is necessary for a farm use;
- (b) a driveway or utility that is necessary for a farm use

Agri-tourism

Section 12 (1) *The use of agricultural land for conducting an agri-tourism activity described in subsection (2) of this section is designated as a farm use and may not be prohibited as described in section 4 if all of the following conditions are met:*

- (a) *the activity is conducted on agricultural land that is classified as a farm under the Assessment Act;*
- (b) *members of the public are ordinarily invited to the activity, whether or not a fee or other charge is payable;*
- (c) *no permanent facilities are constructed or erected in connection with the activity.*

(2) *The following are agri-tourism activities for the purposes of subsection (1):*

- (a) *an agricultural heritage exhibit displayed on the agricultural land;*
- (b) *a tour of the agricultural land, an educational activity or demonstration in respect of all or part of the farm operation conducted on that agricultural land, and activities ancillary to any of these;*
- (c) *cart, sleigh and tractor rides on the agricultural land;*
- (d) *subject to section 9 [horse facilities], activities that promote or market livestock raised or kept on the agricultural land, whether or not the activity also involves livestock raised or kept elsewhere, including shows, cattle driving and petting zoos;*
- (e) *dog trials held on the agricultural land;*
- (f) *harvest festivals and other seasonal events held on the agricultural land for the purpose of promoting or marketing farm products produced on that agricultural land;*
- (g) *corn mazes prepared using corn produced on the agricultural land on which the activity is taking place.*

Agricultural Land Commission Act, S.B.C. 2002, c. 36, Section 1.

Definitions

Section 1(1)

"agricultural land" means land that

- (a) *is included in the agricultural land reserve under section 15 (1.1), 17(3.1) or 45(1) of this Act, or*
- (b) *was included under a former Act as agricultural land or land in an agricultural land reserve, unless the land has been excluded from the agricultural land reserve under this Act or from an agricultural land reserve under a former Act;*

"farm use"

- (a) *means an occupation or use of agricultural land for*
 - (i) *farming land, plants, mushrooms, truffles or animals,*
 - (ii) *a farm operation as defined in the Farm Practices Protection (Right to Farm) Act, or*
 - (iii) *a purpose designated as a farm use by regulation, and*
- (b) *does not include a residential use or a soil or fill use;*

| | |
|--|--|
|  <p>Agricultural Land Commission Act</p> | <p style="text-align: right;">Policy L-22 October 2016</p> <p style="text-align: center;">ACTIVITIES DESIGNATED AS A PERMITTED NON-FARM USE: GATHERING FOR AN EVENT IN THE AGRICULTURAL LAND RESERVE ("ALR")</p> |
|--|--|

This policy is intended to assist in the interpretation of the [Agricultural Land Commission Act](#), 2002, including amendments as of September 2014, (the "ALCA") and BC Regulation 171/2002 ([Agricultural Land Reserve Use, Subdivision and Procedure Regulation](#)), including amendments as of August 2016, (the "Regulation"). In case of ambiguity or inconsistency, the ALCA and Regulation will govern.

REFERENCE:

Agricultural Land Commission Act, S.B.C. 2002, c. 36, Section 1.

Agricultural Land Reserve Use, Subdivision and Procedure Regulation (BC Reg. 171/2002), the "Regulation", Section 1(4) and Section 3(4).

Section 3(4) The following non-farm uses are permitted in an agricultural land reserve and must not be prohibited by a local government bylaw or, for lands located in an agricultural land reserve that are treaty settlement lands, by a law of the applicable treaty first nation government:

- (k) gathering for an event, if all of the following conditions are met:*
 - i. the farm must be located on land classified as a farm under the [Assessment Act](#);*
 - ii. permanent facilities must not be constructed or erected in connection with the event;*
 - iii. parking for those attending the event must be available on the farm, but must not be permanent nor interfere with the farm's agricultural productivity;*
 - iv. no more than 150 people, excluding residents and employees of the farm, may be gathered on the farm at one time for the purpose of attending the event;*
 - v. the event must be of no more than 24 hours duration;*
 - vi. no more than 10 gatherings for an event of any type may occur on the farm within a single calendar year.*

Section 1 (4) Definitions:

"gathering for an event" means a gathering of people on a farm for the purpose of attending

- (a) a wedding, unless paragraph (c) (ii) applies,*

(b) a music festival, or

(c) an event, other than

(i) an event held for the purpose of agri-tourism, or

(ii) the celebration, by residents of the farm and those persons whom they invite, of a family event for which no fee or other charge is payable in connection with the event by invitees.

Section 2(2.4) In subsections (2.1) to (2.3):

(f) gathering for an event, if the event is held only in the lounge referred to in paragraph (b) or the special event area referred to in paragraph (c) of this subsection, and, for this purpose, section 3 (4) (k) does not apply.

INTERPRETATION:

Gathering for an event is a permitted non-farm use in the Agricultural Land Reserve and must not be prohibited by a local government bylaw as long as the event meets the conditions set out in the Regulation.

No more than 150 people may be in attendance and the event must be less than 24 hours in duration.

A maximum of 10 events of any type are permitted within a calendar year on a farm. For example, 5 weddings, 2 music concerts and 3 art shows. Where more than one farm business is being operated from a farm, the maximum 10 events applies. It is recommended that a record of events be maintained by the farmer including type of event, date and number of attendees.

There is no requirement for these events to directly market or promote agricultural products grown on the farm and therefore are not considered agri-tourism events.

People hosting events must make every effort to avoid negative impacts to the use of agricultural land including but not limited to, damage to agricultural land and structures, noise that disturbs animals and livestock, trespass, vandalism, theft and blocking access to adjacent farm businesses.

Events may include weddings, private parties, corporate retreats, music concerts and concert series, music festivals, film and theatrical presentations, art shows, dance recitals, charitable and political fundraising events, dances, and sports events, so long as otherwise compliant with the Regulation. Any event that is not an agri-tourism event falls into this category.

The Regulation allows gathering for events in the ALR provided the land is assessed as “farm” under the *Assessment Act*. If the assessment changes, the use is no longer permitted. The farm may be comprised of one or several parcels of land owned or operated by a farmer as a farm business. The farm parcels should be contiguous or in the same general geographic area.

Permanent facilities must not be constructed or erected for any event activity. Permanent facilities include, but are not limited to: buildings or permanent structures, hard surface parking areas, concrete pads, structural foundations, retaining walls, permanent tents (erected for more than 90 days) and permanent alteration to the landscape (fill, gravel, berms, hills, dugouts, amphitheatres). The conversion of existing buildings and the construction associated with bringing them up to public assembly building code is also deemed as the construction or erection of a permanent facility. If permanent facilities are required, an application and approval of the Commission is necessary.

For the purposes of this policy, parking areas must not be permanent (asphalt, concrete, gravel, etc) and parking must not interfere with the farm's agricultural productivity. All vehicles visiting the farm for the event must be parked on site. To minimize impacting farm land, parking should be along field edges, adjacent to internal farm driveways and roads, and in farm yard areas or immediately adjacent to farm buildings and structures.

Personal family celebrations hosted by the farm owner where no fee is charged continue to be allowed.

This Policy does not apply to agri-tourism activities. See Related Policies.

As per subsection 2.4(f) of the regulation, these conditions do not apply to wineries, cideries, meaderies, breweries and distilleries if the event(s) is held only in the ancillary food and beverage service lounge that has been developed in compliance with section 2(2.4)(b) of the Regulation. Regulation section 3(4)(k) and associated restrictions apply if the event(s) are held outside the lounge area. This means wineries, cideries, meaderies, breweries and distilleries may host an unlimited number of events in their lounge area and an additional 10 events as per section 3(4)(k) held outside the lounge area.

Local governments have the authority to regulate events with regard to structures and building occupancy (including determining if an existing farm building is appropriate for a gathering or requires upgrades for public assembly), parking, lighting, hours of operation, health and safety, noise, access for police, fire and emergency vehicles, etc. Local governments have the authority to require permits for events.

Events in excess of the what is permitted under section 3(4)(k) require an application pursuant to section 20(3) of the Agricultural Land Commission Act and approval of the Commission.

TERMS:

family event means an event attended by

- (a) family members, and
- (b) close personal friends or close business associates of family members

family member with respect to a person means

- (a) parents, grandparents and great grandparents,
- (b) spouse, parents of spouse and stepparents of spouse,
- (c) brothers and sisters,
- (d) children or stepchildren, grandchildren and great grandchildren, and

(e) aunts, uncles, cousins, nephews and nieces

fee or other charge includes a gift in lieu of a fee or charge given in connection with the event

wedding means the ceremony of marriage or a marriage-like ceremony and/or the reception celebration

music festival means concert or concert series no more than 24 hours in duration

Unless defined in this policy, terms used herein will have the meanings given to them in the ALCA or the Regulation.

RELATED POLICY:

ALC Policy L-04 Activities Designated as a Farm Use: Agri-Tourism Activities in the ALR

ALC Policy L-03: Activities Designated as Farm Use: Wineries and Cideries in the ALR

ALR Policy L-21: Activities Designated as Farm Use: Brewery, Distillery and Meadery in the ALR



To: ACRD Board of Directors

Voting Structure: Electoral Area Directors

From: Brooke Eschuk, Planner I

Meeting Date: August 27, 2025

Electoral Area: D - Sproat Lake

Subject: Temporary Use Permit TUP24008 - 10404 Marina Vista Drive (Ahira)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors issue Temporary Use Permit TUP24008

Property Information:

| | | | | | | | | | |
|--------------------|--|--------|---------------|-------------|----|----------------|------|------|------|
| Civic Address: | 10404 MARINA VISTA DR | | | | | | | | |
| Legal Description: | STRATA LOT 10 DISTRICT LOT 204 ALBERNI DISTRICT STRATA PLAN EPS681 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V | | | | | | | | |
| PID: | 028-853-580 | Folio: | 770-01666.060 | ALR? (Y/N): | No | Lot Area (ha): | 0.08 | (ac) | 0.21 |

Background:

The property owners have applied for a Temporary Use Permit to allow the two (2) bedroom single family dwelling to be rented on a short-term basis to guests. The applicants have reduced the number of guests from eight (8) to four (4), two guests per bedroom. Dwellings in the Marina Vista strata development are limited to 1,500 square feet of living space in accordance with a covenant registered on the property title of each of the strata lots. An occupancy permit for the dwelling was issued February 19, 2019. The property owners do not currently reside in the dwelling. There are 10 lots in the strata development; six (6) lots are developed and two (2) are currently under construction.

The ACRD Board first considered the application at the April 23, 2025 meeting and resolved to consider issuing the Temporary Use Permit subject to a Health and Life safety inspection by an ACRD Building Inspector and neighbourhood notification as per *Local Government Act s. 494*. A mailout to neighbouring properties and owners within 100m of the property was sent on May 7, and an ad appeared in the May 21 edition of the Alberni Valley News. From that advertising, two pieces of correspondence were received, both opposing the approval of the TUP. The letters are attached to the memorandum.

Following the initial public notice period, staff attended the property to complete a health and life safety inspection of the dwelling. It was confirmed that the dwelling appears to be safe for use as a short-term rental. During a follow-up inspection, it was also confirmed that any additional accommodation use beyond the two bedrooms permitted by the building permit and the TUP had been decommissioned and that the proposed accommodation use would comply with the conditions of the TUP.

PL20240070/TUP24008

A second public notice was published for the application prior to the August 27, 2025 meeting which included placing ads in the August 13 and August 20 editions of the Alberni Valley News and linking the information package to the ACRD website. To date, the ACRD has not received any additional comments from neighbouring properties. If any additional letters are received prior to the August 27 meeting date, staff will inform the Board.

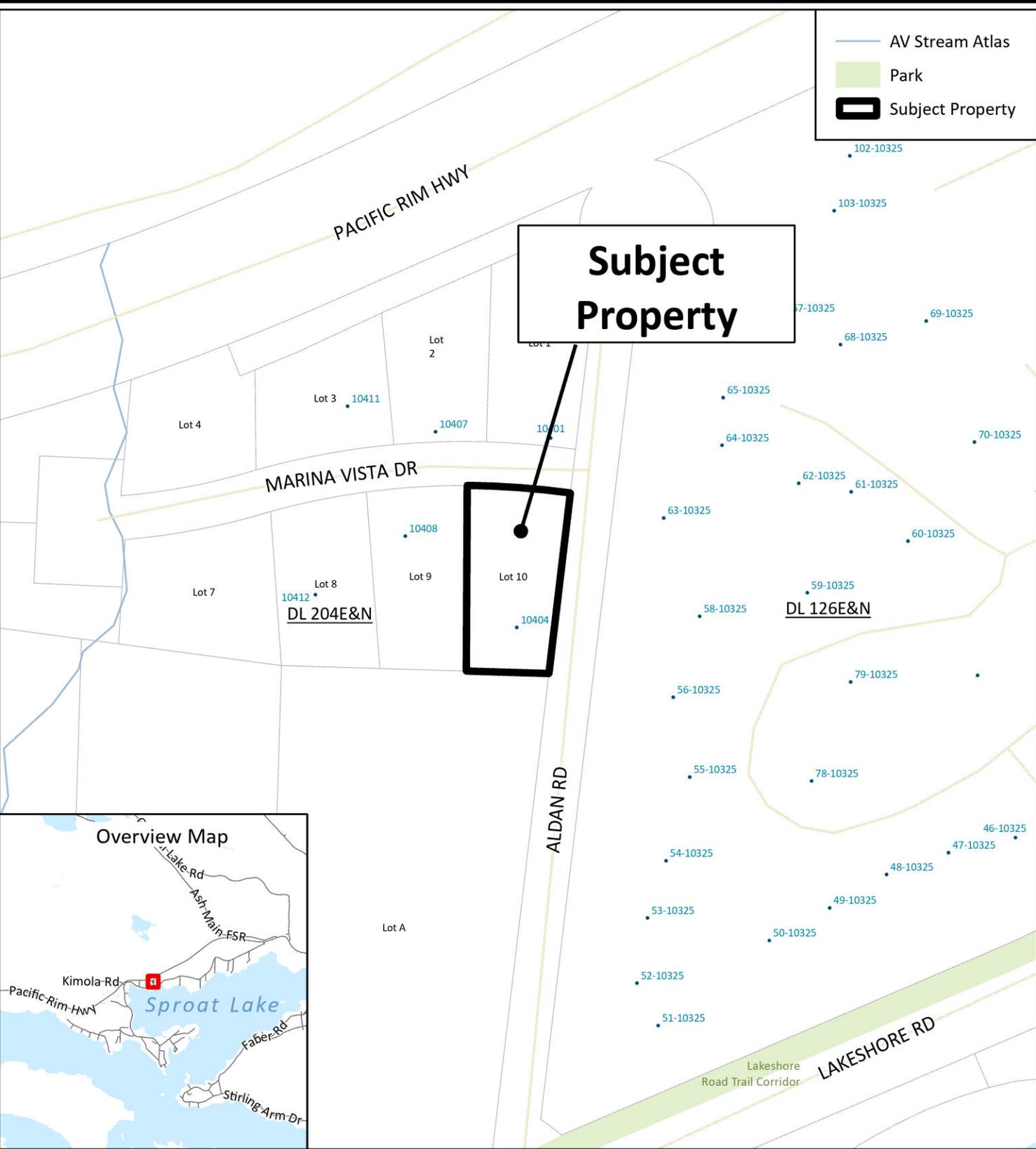
The applicant has satisfied all conditions required for approval of the TUP and staff recommend that the Board issue TUP24008.

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

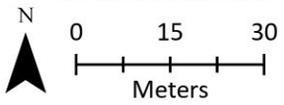
Reviewed by: *Cynthia Dick*
Cynthia Dick, General Manager of Administrative Services

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

-  AV Stream Atlas
-  Park
-  Subject Property



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



Civic Address: 10404 Marina Vista Drive
 Legal Description: STRATA LOT 10 DISTRICT LOT 204 ALBERNI DISTRICT
 STRATA PLAN EPS681 TOGETHER WITH AN INTEREST IN THE COMMON
 PROPERTY IN PROPORTION O THE UNIT ENTITLEMENT OF THE STRATA LOT
 AS SHOWN ON FORM V

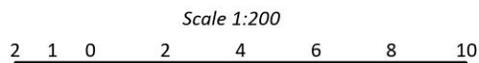


10404 Marina Vista Drive
STRATA LOT 10 DISTRICT LOT 204 ALBERNI DISTRICT
STRATA PLAN EPS681 TOGETHER WITH AN INTEREST IN
THE COMMON PROPERTY IN PROPORTION OF THE UNIT
ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V

 Subject Property
 Parcels



Prepared 2024-08-29
Sources: © OpenStreetMap (and) contributors, CC-BY-SA, Airbus DC 2023, LidarBC (DEM, Hillshade) 2019, ParcelMapBC; GeoBC; ACRD



148

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Kerri Creighton

From: john Taranov [REDACTED]
Sent: May 13, 2025 8:34 AM
To: Planning Shared
Subject: File # TUP24008

[CAUTION] This email originated from outside of the ACRD

Hi there

Thank you requesting our input into the request for temporary short term rentals for this address.

I can completely sympathize with these home owners, but I do not agree with allowing them to have temporary permission to do short term rentals.

It would be unfair for everyone else faced with this situation.

Thank you for your time

John Taranov
Sent from my iPhone

Kerri Creighton

From: SANDRA BISTRITZ [REDACTED]
Sent: May 19, 2025 3:25 PM
To: Planning Shared
Subject: File number TUP24008

[CAUTION] This email originated from outside of the ACRD

I am opposed to this being used as short term rental.

I live next door in Sproat Lake Mobile Honey Estates.

Thank you for asking

Sandra Bistriz

[REDACTED] Lakeshore Rd

Port Alberni

[REDACTED]

Sent from my iPhone



TUP24008

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: Gurdeep and Seema Ahira

Address: 10404 Marina Vista Drive

With respect to:

Legal Description: STRATA LOT 10 DISTRICT LOT 204 ALBERNI DISTRICT STRATA PLAN EPS681
TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE
UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V

PID: 028-853-580

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

1. This permit is issued for the seasonal operation of a short-term rental (STR) within the two (2) bedroom single family dwelling between the dates of May 1st through September 30th inclusive.
2. The short-term rental must be registered in accordance with the *Short-Term Rental Accommodations Act*.
3. A maximum occupancy of two (2) persons per bedroom shall be permitted for a total occupancy of four (4) guests at any one time.
4. The den located on main floor, or the garage, must not be used for overnight accommodation or rented to short-term guests.
5. The STR must operate in accordance with all ACRD bylaws specifically Bylaw No. R1024, 2013 – a Bylaw to provide for the control of noise in the Electoral Area 'D' (Sproat lake). Quiet time must be observed between 11:00 pm to 8:00 am daily.
6. The STR shall accommodate a maximum of two (2) vehicles on the property. Boat trailers may not be parked on Marina Vista Drive. One off-street parking space must be provided for each bedroom (2).
7. The owner or designated caretaker must be available to attend the property within 20 minutes.
8. Contact information for the owner and/or caretaker in addition to a copy of the TUP must be visible in a public location within the STR. This permit is valid for a term of three (3) years from the date of issuance. 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 use permitted under the current zoning.
9. If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

In accordance with the provision of Section 493 of the *Local Government Act*, approval of this permit was given by resolution of the Regional District of Alberni-Clayoquot Board of Directors on _____.

This permit was issued this _____ of _____,

Daniel Sailland, MBA
Chief Administrative Officer

Chair of the Board of Directors



To: ACRD Board of Directors

Meeting Date: August 27, 2025

From: Brooke Eschuk, Planner I

Voting Structure: Electoral Area Directors

Electoral Area: D - Sproat Lake

Subject: Rezoning RD24007 - 7775 Pacific Rim Highway (Zeller)

Recommendation:

THAT Bylaw P1526, Sproat Lake Official Community Plan Amendment Bylaw, be read a first time.

THAT Bylaw P1527, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a first time.

THAT the public hearing for Bylaws P1526 and P1527 be delegated to the Director of Electoral Area 'D', the Alternate Director, or the Chairperson of the Regional District.

THAT the Alberni-Clayoquot Regional District Board of Directors confirm that the adoption of Bylaws P1526 and P1527 are subject to:

- a. Confirmation from a Registered On-site Wastewater Practitioner that the parcel can support on-site sewage disposal to a density of 0.24 ha.**
- b. The applicant agreeing to discharge Restrictive Covenant EF95869.**
- c. Meeting all technical referral agency requirements.**

Development Proposal: The property owners are applying to rezone the parcel to reflect a change in use of the property from a mix of commercial uses to a primary residential use. The applicant intends to rezone the property from Commercial Highway (C4) District to Acreage Residential (RA3) District and redesignate the property from Commercial Use to Residential Use in the Sproat Lake Official Community Plan (OCP). There are no longer any commercial businesses on the property. This rezoning application will require a public hearing as an amendment to the OCP will be required.

Advisory Planning Commission Recommendation: The Sproat Lake Advisory Planning Commission (APC) reviewed the application at their July 28, 2025, meeting and the APC passed a motion to recommend support for the application.

Property Owner(s): MATTHEUES F ZELLER, LENDA S VENEMA

Applicant/Primary Contact: MATTHEUES F ZELLER

Property Information:

| | | | | | |
|--------------------|---|------------|---|----------------|----------------|
| Civic Address: | 7775 PACIFIC RIM HWY | | | | |
| Legal Description: | LOT A, (DD EH144608), DISTRICT LOT 140, ALBERNI DISTRICT, PLAN 7298 | | | | |
| PID: 019-012-101 | Folio: 770-01770.000 | ALR? (Y/N) | N | Lot Size (ha): | 0.30 (0.75 ac) |

| | | | |
|-----------------------------|----------------------------------|------------------|------------------------------------|
| Current Zoning: | C4 - Highway Commercial District | Proposed Zoning: | Acreage Residential (RA3) District |
| Current OCP: | Commercial Use | Proposed OCP: | Residential Use |
| Development Permit Area(s): | DPA III – Form and Character | | |

Current Use & Description: The property is located adjacent to the Pacific Rim Highway. There were historical commercial uses on this property but no commercial businesses operating presently. The property contains a single family dwelling with an attached garage. The front yard is fenced and setback from the Highway. The front yard of the property contains a large parking area that was previously used for the business and is accessed from Seaton Avenue. A pull-out exists along the frontage of the Pacific Rim Highway. A covenant is registered on the property title limiting the commercial activity permitted on the parcel. As a condition of rezoning, the applicant will be asked to agree to discharge the restrictive covenant recognizing the intended residential use of the property.

Surrounding Zoning and Land Use

| | | | |
|-------|------------------------------------|-------|------------------------------|
| North | Acreage Residential (RA2) District | South | Rural (A2) District |
| East | Small Holdings (A1) District | West | Small Holdings (A1) District |

Services:

- a) **Sewage Disposal:** The parcel is serviced by an on-site sewage disposal system. The applicant is required to submit a report from a Registered On-site Wastewater Practitioner indicating the property can support on-site waste disposal to a density of 0.24 ha.
- b) **Water Supply:** The parcel is serviced by an on-site water system.
- c) **Fire Protection:** The parcel is within the Sproat Lake Fire Protection Area.
- d) **Access:** The property is primarily accessed from a driveway on Seaton Avenue. There is also a large pull-out area and former driveway access directly adjacent to the Pacific Rim Highway.

Planning Policy Discussion:

Official Community Plan: The property is designated as Commercial Use. This land use focuses on smaller, community service focused businesses and the OCP provides that the City of Port Alberni will continue to be the primary retail and commercial centre for the Alberni Valley. Maintaining land for commercial uses provides opportunities for future investment and benefit to the local economy. There are very few commercially-designated parcels in the Sproat Lake Electoral Area.

The applicant is applying to amend the Sproat Lake Official Community Plan to redesignate the parcel to 'Residential Use' as there is no longer any commercial activity taking place on the property. The property is impacted by DPA III – Form and Character but these guidelines only apply to commercial, industrial, or institutional development, and residential development is exempt from the form and character guidelines.

This proposal requires an OCP amendment as the residential rezoning proposal does not comply with the Sproat Lake Official Community Plan. As an OCP amendment is required to facilitate the rezoning, a public hearing will be required.

- a) **Zoning:** The parcel is currently zoned Highway Commercial (C4) District. The property owner does not intend to operate a commercial business on the parcel. The property owner is applying to rezone the parcel to Acreage Residential (RA3) District with a minimum lot size of 0.24 ha.

Sproat Lake has very few commercially-zoned parcels. The C4 District permits a range of automotive, retail, personal service, restaurant, and accessory commercial uses. This application would remove the Commercial zoning from the parcel and rezone the entire parcel to a residential use.

| | Current: C4 | Proposed: RA3 |
|--|-------------|---------------|
| Minimum Lot Area (ha) | 0.09 | 0.24 |
| Minimum Lot Width (m) | 30 | 30 |
| Principal & Accessory Front Yard Setback (m) | 9.1 | 12.1 |
| Principal Side Yard Setback (m) | 6 | 4.5 |
| Principal Rear Yard Setback (m) | 6 | 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 |

The applicant is applying for a Zoning Bylaw amendment to rezone the parcel to Acreage Residential (RA3) District, which includes a minimum lot size of 0.24 ha for subdivision. The property owner does not intend to operate a commercial business on the parcel.

Comments:

In 1992, an application to rezone the parcel from Small Holdings (A1) District to Highway Commercial (C4) District was approved by the Board subject to the registration of a covenant restricting the types of commercial uses permitted on the property. The covenant restricted the use to the operation of a roadside snack bar, hotdog stand and giftshop. Although the ownership of the parcel has changed, and the uses have changed since that time, the covenant remains in place. As a condition of rezoning, the applicant will be required to agree to discharge the covenant registered on title.

Commercial parcels are limited in the area and primarily focused along the eastern end of Sproat Lake with a few parcels located along the Pacific Rim Highway. Generally, properties designated as commercial use are located along transportation corridors, easily accessed by the public. The ACRD is reviewing and updating the Sproat Lake OCP where planning staff will engage with residents and the Advisory Planning Commission on policy development that will guide where commercial, residential and resource use parcels should be located. This process helps to ensure the most efficient and best use of the land within the electoral area. While the intended use of this parcel by the property owners is residential, it is recommended that properties along the highway corridor be considered for future commercial uses, where appropriate and where supported by the Sproat Lake OCP.

It is recommended that the Board proceed with first reading of Bylaws P1526 and P1527, subject to the conditions outlined in the report, and that a public hearing is delegated to gather community input on the zoning and OCP amendment application.

Reviewed 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

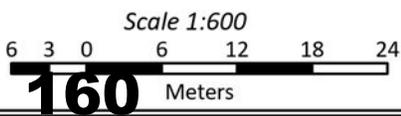








7775 Pacific Rim Highway
 LOT A, (DD EH144608), DISTRICT LOT 140,
 ALBERNI DISTRICT, PLAN 7298



-  Subject Property
-  Agricultural Land Reserve
-  Jurisdictional Boundary
-  Parcels

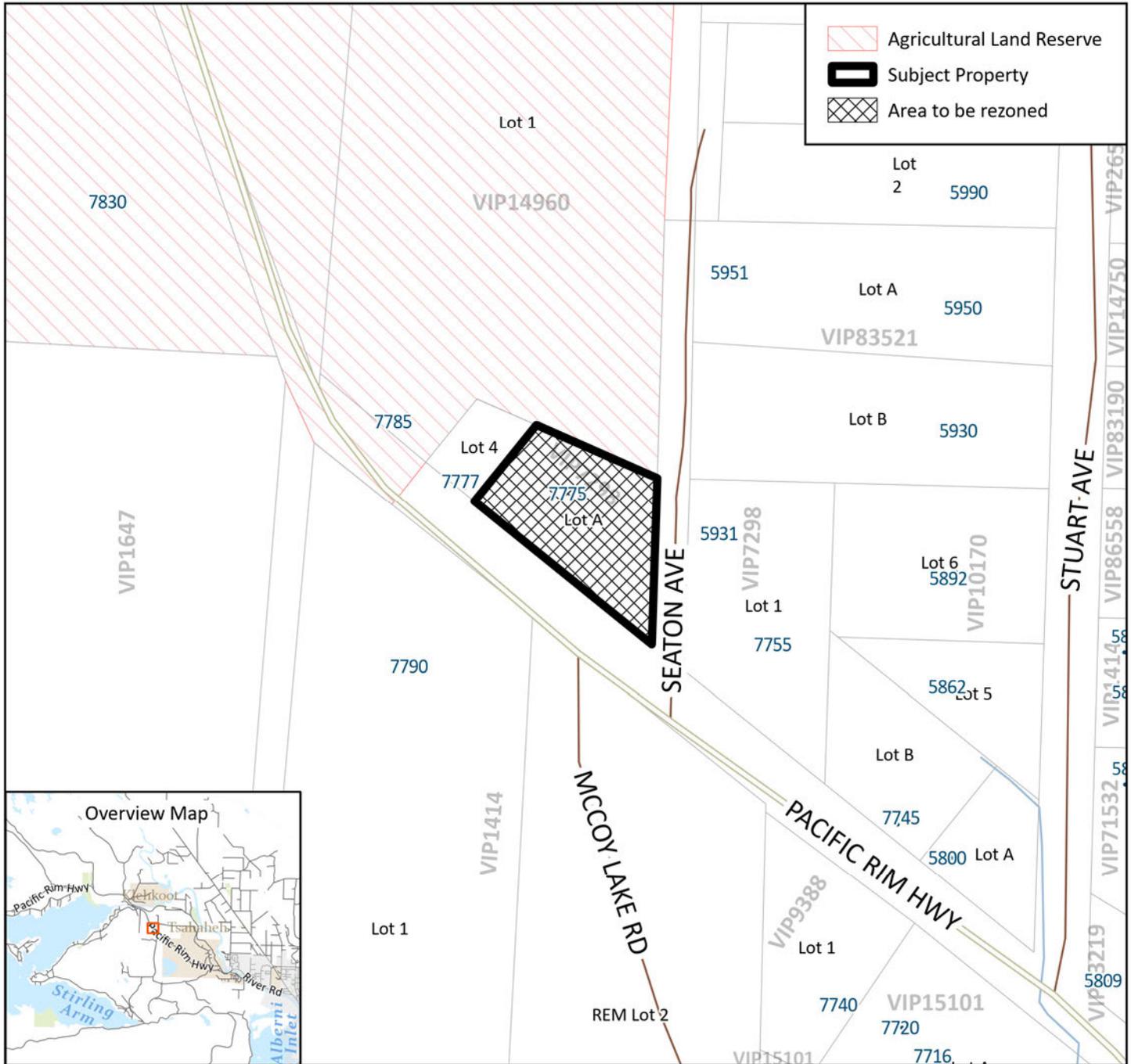


Prepared 2025-05-07
 Sources: Maxar, Microsoft, LidarBC
 (DEM, Hillshade) 2019,
 ParcelMapBC; ACRD, City of Port
 Alberni

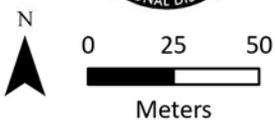
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Schedule 'A'

This schedule is attached to and forms part of Bylaw No. P1526, Sproat Lake Official Community Plan Amendment Bylaw, 2025



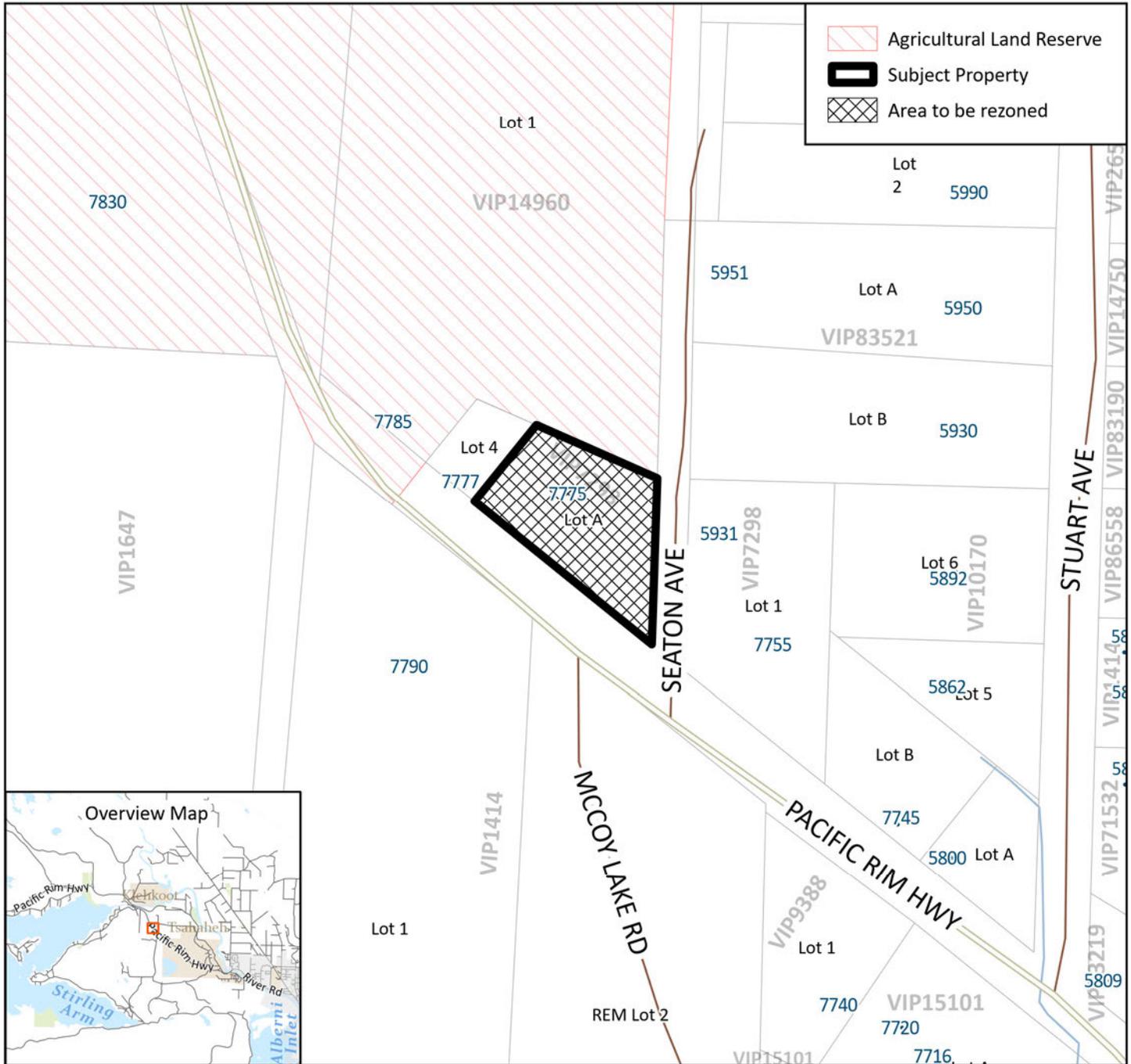
Legal Description: LOT A, (DD EH144608), DISTRICT LOT 140, ALBERNI DISTRICT, PLAN 7298
 Address: 7775 Pacific Rim HWY



 To be redesignated from Commercial Use to Residential Use.

Schedule 'A'

This schedule is attached to and forms part of Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1527, 2025



Legal Description: LOT A, (DD EH144608), DISTRICT LOT 140, ALBERNI DISTRICT, PLAN 7298
 Address: 7775 Pacific Rim HWY



 To be rezoned from Highway Commercial (C4) District to Acreage Residential (RA3) District.



To: ACRD Board of Directors

Voting Structure: Electoral Area Directors

From: Brooke Eschuk, Planner I

Meeting Date: August 27, 2025

Electoral Area: F - Cherry Creek

Subject: Development Variance Permit DVF25001 - 6614 ANDREWS LANE (FRANCOEUR)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors defer a decision on Development Variance Permit DVF25001 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.

Property Information:

| | | | | | | | |
|--------------------|---|--------|---------------|-------------|----|----------------|----------------|
| Civic Address: | 6614 Andrews Lane | | | | | | |
| Legal Description: | LOT B, DISTRICT LOT 246, ALBERNI DISTRICT, PLAN 27527 | | | | | | |
| PID: | 002-119-668 | Folio: | 770-02055.026 | ALR? (Y/N): | No | Lot Area (ha): | 1.83 (4.52 ac) |

Background:

The property owners have applied for a development variance permit to address the encroachment of an existing accessory building into the required 30 m watercourse setback. An open steel frame shed structure has been constructed without a building permit and sited 11.7 m from Platzer Creek and 2.8 m from the north property line. The variance would also permit an increased building height for the accessory building to allow for the existing building as constructed. The variance permit is required for the applicant to proceed with obtaining a building permit for the structure.

The open steel frame shed structure is located 2.8 m (9.2 ft) from the north side lot line. At that setback, the graduated height allowance in the Zoning Bylaw permits a maximum accessory building height of 4.6 m (15.1 ft) in the RA2 District, measured from the average natural grade to the mid-truss height of the structure. The existing building has a 6.7 m (22 ft) building height and the variance would legalize the siting and height of the structure.

The property owners have also applied for a development permit to address the encroachment into the 15 m riparian area along Platzer Creek and have submitted an assessment from a Qualified Environmental Professional (QEP). As a condition of the development permit application, the property owner will be required to complete the restoration of the riparian area and follow any recommendations identified in the QEP assessment. The issuance of the development permit is included as a condition of approval for the development variance.

PL20250007/DVF25001

Public Correspondence:

The Board reviewed the application on June 25, 2025, where the Board resolved to consider issuing the variance permit following neighbourhood notification as per *Local Government Act s. 499* and upon issuance of a development permit satisfying the requirements of DPA I – Riparian Areas Protection (15 m).

A public notice was mailed to residents and property owners within 100m of the subject property on August 8, 2025 and an information package was linked to the ACRD website. Six (6) letters of public correspondence have been received; five letters expressing opposition to the variance and one letter expressing support. Concerns raised in the letters of opposition include construction without a building permit, industrial use of the property, riparian area protection, parking and fueling equipment near watercourses, noise from heavy equipment, impacts on the road, runoff and erosion, and restrictions on the number of buildings. If additional comments are received prior to the Board meeting, staff will inform the board.

Considering the public correspondence received in opposition to the variance application, it is recommended that the Board defer a decision on DVF25001 to allow an opportunity for the applicants to address any concerns raised by the public, where possible, and to invite the applicants to make a delegation to the Board to present their application.

Options Considered:

1. If the Board is considering issuing the variance, a suggested motion would be *“THAT the ACRD Board of Directors issue Development Variance Permit DVF25001.”*
2. If the Board is considering denying the variance, the Board’s policy is to invite the applicants as delegation to the Board, and a suggested motion would be *“THAT the ACRD Board of Directors is, at this time, disposed to deny this application. Prior to doing so, the Board wishes to offer the applicants the opportunity to present their own case as to why this matter should not be denied.”*

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

August 21, 2025

Subject: 6614 Andrews Lane

Development Variance Permit DVF25001

Submitted by: Keith and Bernadette Wyton

SUMMARY OF REQUESTS

We request the following conditions for the approval of the Development Variance Permit:

1. POSTPONEMENT OF VARIANCE DECISION
2. DEFINE LIMITED INDUSTRIAL USE
3. DEFINE WHAT IS GRANDFATHERED, SINCE WHEN, FOR WHAT AREA
4. RESTORE THE RIPARIAN TO 15 METERS
5. SET DETAILED CONDITIONS FOR REORGANIZING HEAVY INDUSTRIAL EQUIPMENT
6. CONSULT FISHERIES CANADA TO DEFINE FISHERIES VALUES
7. CONSULT PROFESSIONALS REGARDING CULVERT APPROVAL/SPECIFICATIONS
8. SET NOISE, LIGHT LIMITATIONS
9. CONSULT PROFESSIONALS REGARDING OIL SEPARATOR
10. PROHIBIT ENGINE IDLING

As noted in the consultants report " The ACRD has identified that unauthorized expansion of the operation has been confirmed through an assessment of aerial imagery and the clearing and/or land alteration and the potential storage of equipment has occurred in the 15M DPA without a permit"

The unauthorized clearing, culverting, gravelling, land alteration, and industrial expansion into the riparian area and the total land area on the west side of Platzer Creek is recent and unprecedented, occurring many years after the establishment of the 2012 Cherry Creek OCP and DPA regulation and decades after the 1973 ACRD Zoning Bylaw No. 15. This alteration of the land has led to the expansion of industrial use. It is not in keeping with Section 530 of the Local Government Act that states that grandfathering provisions do not apply for expansions that are made *after* the establishment of a land use bylaw and DPA regulations.

We urge the ACRD Board to defer making a decision regarding the requested variance. More information is required on key aspects related to the variance to proceed in good faith.

REQUEST DETAILS

We request:

1. That the Development Variance Permit decision be postponed until critical, missing information is provided.

2. That "limited industrial use" be defined for the purposes of this variance decision and for future reference.
3. That what is grandfathered, when, and in what space is defined.
The consultant has assumed certain grandfathering parameters to propose decreasing stream protection from 15 to 10M or less, leaving the illegal culvert in place, and maximizing ongoing industrial use of the entire property. These parameters are in question.
4. a) That the riparian area be restored to 15M along the west side of the stream and as close to that as possible along the entire east side of the stream with fencing to protect Platzer Creek. This area was undisturbed when we bought our property in 1992.
b) That more detailed recommendations be provided for the riparian restoration. For example, re-establishing and nurturing trees/foilage is critical but will not be easy in a deep gravel bed, even with the application of topsoil. Tree foliage would help ameliorate the noise, light, and exhaust pollution coming from over-height buildings placed too close to the stream that was denuded of trees and shrubs in the riparian zone on both sides of the creek during unauthorized, recent expansion.
c) That all killed and dying trees and vegetation be removed along Platzer Creek due to the application of deep fill around and up their trunks. They pose a flooding hazard, as rotting, falling, large woody debris can easily block the Cherry Creek Road culvert, especially during capacity challenges each year due to the ever-increasing run-off volumes and numbers of heavy rain events.
5. That the west side of the stream be free of powered industrial vehicles/equipment and deleterious industrial materials including waste, sediments, chemicals, fuels and other hydrocarbons. This should be a condition for permitting in accordance with the directive from Aquaparian to re-organize heavy equipment/trucks "so that any fuel or chemical hydrocarbon spills cannot migrate towards the creek."
(Note: there is no separator or catchment for deleterious substances on the west side.)
6. That Fisheries values be recognized and defined.
7. That the road culvert leading to the west side be inspected by Fisheries and other third-party professionals to ensure capacity for the hydrology of the stream. Plugging or overflowing water and debris from the failure of this culvert poses a flooding risk to our property and the culvert at Cherry Creek Road.

A standard permitting process should be initiated without a bias for leaving the existing culvert in place. Any approval should also be in accord with the Department of Fisheries and Oceans regulations and input. It is notable that Platzer Creek was day-lighted many years ago. That level of disturbance was mandated by Fisheries to restore fisheries

values. We have witnessed the return of those values in the annual spawning of Coho in the DPA.

8. That noise and light limitation conditions be set.
With the new buildings located at the height of the land, overlooking the neighbourhood, compounded by the removal of vegetation, there is an increase in noise and light emanating from the new structures. We request that the fronts of the buildings be enclosed and doors remain closed while work is taking place.
9. That the oil/water separator associated with the workshops be placed as far from the stream as possible with location and structure determined by a qualified professional. The current separator is in disrepair and described by Aquaparian as being “situated very close to the stream bank.”
10. That long engine idling be prohibited and best practices regarding fuel storage and handling be established. The air drainage downhill carries engine exhaust on to neighbouring properties. Unnecessary idling diminishes use and enjoyment of property and has health impacts.

Kerri Creighton

From: Randi Clayton [REDACTED]
Sent: August 21, 2025 12:08 PM
To: Planning Shared
Cc: [REDACTED] Randi Clayton
Subject: Denis and Dianne Francoeur - development variance permit

[CAUTION] This email originated from outside of the ACRD

As neighbors, Phil and Randi Clayton, residing at [REDACTED] Clayton Road, we oppose the variance permit requested by the Francoeurs. Our property backs onto theirs near Platzer Creek, and over the past 25 years of living here, we have observed the Francoeurs' industrial equipment moving closer to our property line. There is currently no evidence of Platzer Creek extending beyond our property line into theirs. We have attached a photo showing an orange ribbon indicating our property line, which is followed by the industrial vehicles and equipment that Mr. Francoeur has parked or dumped on his property immediately after.

While we acknowledge that the industrial business is grandfathered in, we believe that the Francoeurs are exceeding the boundaries of what was originally permitted. In recent years, we have experienced an increase in noise, particularly loud metal clunking and screeching starting early in the morning. The constant traffic of equipment and dump truck/trailers driven up Clayton Road to access the property being developed above us has caused the road to deteriorate, resulting in gravel rocks constantly spilling onto our driveway. Moreover, heavy water run-off from Clayton Road has caused erosion issues, leading to rocks and debris flowing into our yard and our neighbors' property. While we have asked the Francoeurs to address these concerns, the actions taken have been inconsistent.

Despite maintaining a friendly relationship with the Francoeurs, we firmly believe that they have exceeded the scope of their grandfathered business activities and have shown no consideration for our neighborhood. Therefore, we urge you to consider our perspective and reject the variance permit. Thank you for your attention to this matter.

Phil and Randi Clayton

[REDACTED] Clayton Road





Kerri Creighton

From: Darren Clayton [REDACTED]
Sent: August 11, 2025 3:55 PM
To: Planning Shared
Cc: Mike Sparrow
Subject: File # DVF25001

Follow Up Flag: Follow up
Flag Status: Completed

[CAUTION] This email originated from outside of the ACRD

Hello,

I am writing in response to the variance request for 6614 Andrews Lane. I have several questions for the ACRD regarding the existing building.

Prior to construction, I was required to obtain permits, conduct surveys, and adhere to setback regulations. Why was this building constructed without prior approval?

This property is currently used for heavy industry, which raises concerns about the safety of the surrounding area. Are there any restrictions on the type of heavy industry that can be conducted on this property, has some kind of grandfather clause been established for this property? Are there any restrictions on the placement of buildings beyond the residential home and how many?

Additionally, I am concerned about the potential impact of the heavy industry on the creek. Are there any measures being taken to ensure that the equipment and oil are not leaking near the creek?

I work in the heavy industry around Western Canada and am familiar with the regulations regarding the parking and fueling of equipment near water courses or riparian zones. I understand that a specific permit is required to obtain permission for such activities. Is this permit being pulled on behalf of the company?

My concern is that the occupants of the property may not be fully aware of the regulations that apply to all residents. Therefore, I do not believe that a variance is appropriate for this property. If the property were strictly residential and this was for a carriage house, the situation would be different.

Thank you for your time and consideration.

Sincerely,
Darren Clayton

[REDACTED]

Kerri Creighton

From: Justin Fraser [REDACTED]
Sent: August 11, 2025 12:31 PM
To: Planning Shared
Subject: File # dvf25001

Follow Up Flag: Follow up
Flag Status: Completed

[CAUTION] This email originated from outside of the ACRD

my name is justin fraser. I own [REDACTED] horne lake rd. And back Mr. Francoeur's property. I am totally against this property operating in the fashion it is. I am opposed to this application. He is operating a heavy industrial property on residential property. And we the neighbourhood are tired of it. Lowbeds being loaded as early as 3am. Heavy equipment moving around the yard. Air impact tools constantly. Arc gouging sparks everywhere. Welding. And daily unneeded noise. As well as heavy vehicles driving way to fast on our small roads. The fact he built his shops that close to the creek. With no building permits. And operates his business illegally on this property shows he has no respect for this neighbourhood and no respect for the acrd. And if the acrd allows him to keep operating like this and allows these shops then you the acrd are setting a precedence for everyone moving forward.

The answer is NO.

sincerely. JUSTIN FRASER.

Get [Outlook for iOS](#)

Kerri Creighton

From: katie brown [REDACTED]
Sent: August 11, 2025 12:33 PM
To: Planning Shared
Subject: Dvf25001

Follow Up Flag: Follow up
Flag Status: Completed

[CAUTION] This email originated from outside of the ACRD

my name is katie brown. I own [REDACTED] horne lake rd. And back Mr. Francoeur's property. I am totally against this property operating in the fashion it is. I am opposed to this application. He is operating a heavy industrial property on residential property. And we the neighbourhood are tired of it. Lowbeds being loaded as early as 3am. Heavy equipment moving around the yard. Air impact tools constantly. Arc gouging sparks everywhere. Welding. And daily unneeded noise. As well as heavy vehicles driving way to fast on our small roads. The fact he built his shops that close to the creek. With no building permits. And operates his business illegally on this property shows he has no respect for this neighbourhood and no respect for the acrd. And if the acrd allows him to keep operating like this and allows these shops then you the acrd are setting a precedence for everyone moving forward.

The answer is NO.

sincerely. KATIE BROWN.
Sent from my iPhone

Kerri Creighton

From: Patricia Donovan [REDACTED]
Sent: August 13, 2025 11:15 AM
To: Planning Shared
Subject: File #DVF25001

[CAUTION] This email originated from outside of the ACRD

Patricia & Doug Donovan, we have no issues with them applying for a development variance permit Sent from my iPad

B.C. LAND SURVEYORS BUILDING LOCATION CERTIFICATE

LOT B, DISTRICT LOT 246, ALBERNI DISTRICT, PLAN 27527.

SCALE 1:750

THE INTENDED PLOT SIZE IS 432mm IN WIDTH AND 280mm IN HEIGHT (B SIZE) WHEN PLOTTED AT A SCALE OF 1:750.

NOTE:

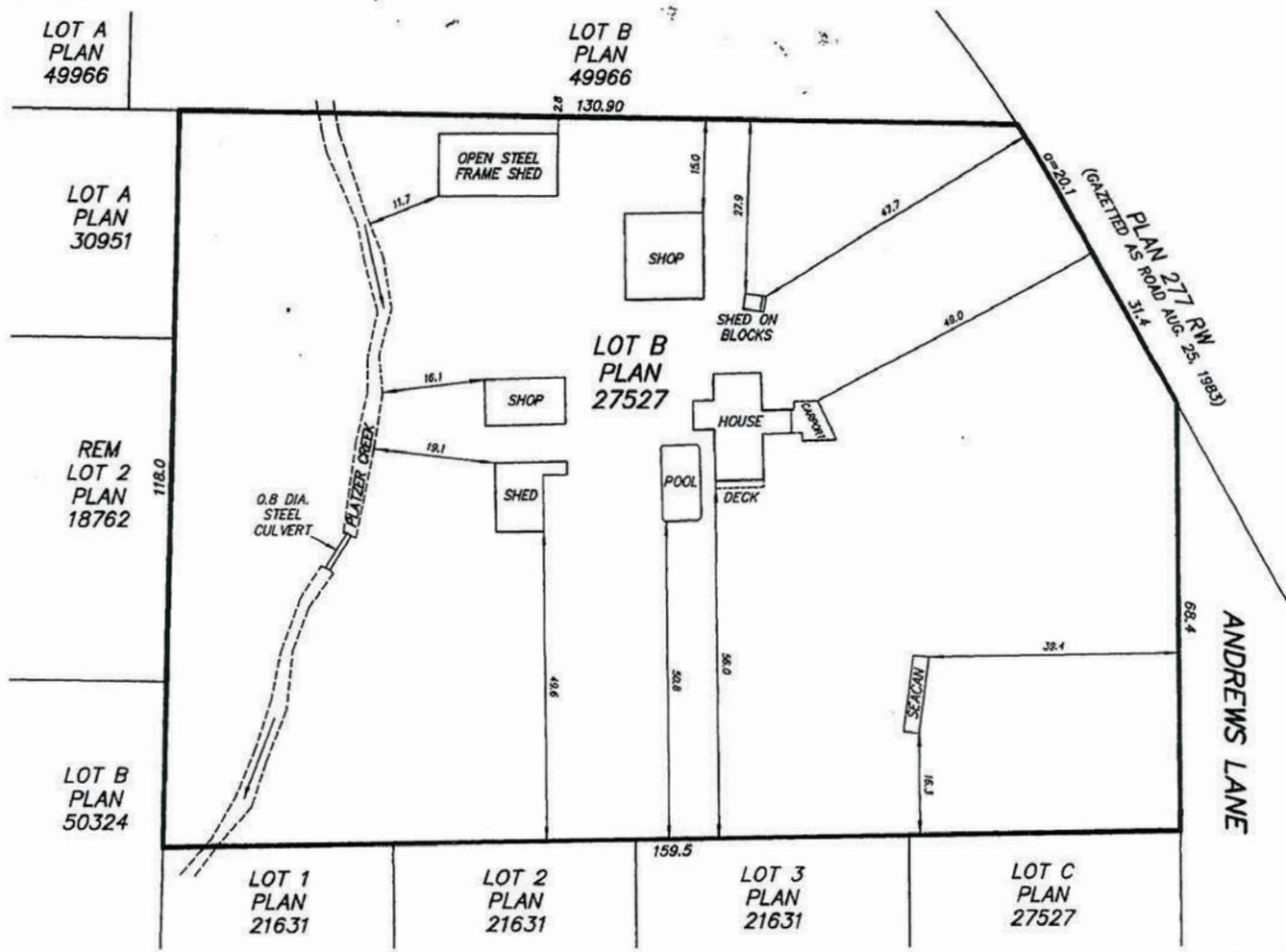
ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF AND ARE DERIVED FROM PLAN 27527.

JURISDICTION: ALBERNI-CLAYOQUOT REGIONAL DISTRICT

PID NO: 002-119-668

THIS LOT IS SUBJECT TO LTO CHARGE NUMBER: M76300

CIVIC ADDRESS: 6614 ANDREWS LANE, PORT ALBERNI, BC



NOTE:

1. THIS SURVEY PURPORTS TO SHOW ONLY THE EXISTING IMPROVEMENTS 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 J. BAUDER ACCEPT NO RESPONSIBILITY FOR AND HEREBY DISCLAIM ALL OBLIGATIONS AND LIABILITIES FOR DAMAGES INCLUDING, BUT NOT LIMITED TO, DIRECT, INDIRECT, SPECIAL, AND CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH ANY DIRECT OR INDIRECT USE OR RELIANCE UPON THE PLAN BEYOND ITS INTENDED USE.

CERTIFIED CORRECT THIS 30TH DAY OF DECEMBER, 2023 ACCORDING TO LAND TITLE AND SURVEY AUTHORITY RECORDS AND FIELD SURVEYS. UNREGISTERED INTERESTS HAVE NOT BEEN INCLUDED OR CONSIDERED.

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

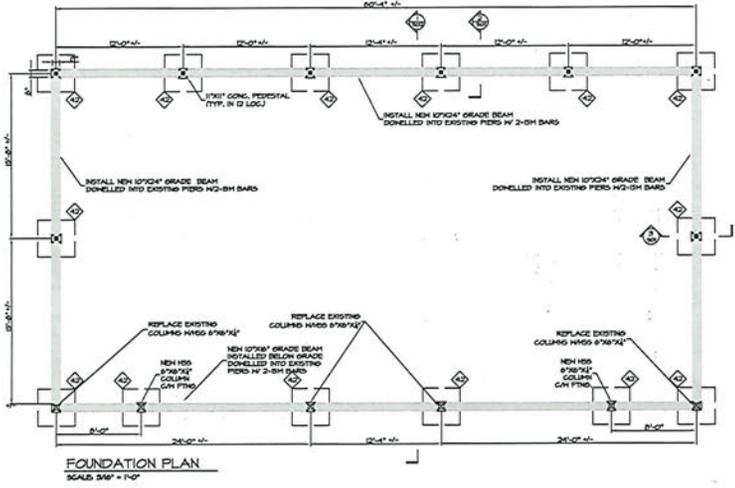
Neil Bauder
D3K513

Digitally signed by
Neil Bauder D3K513
Date: 2023.12.30
14:07:30 -08'00'

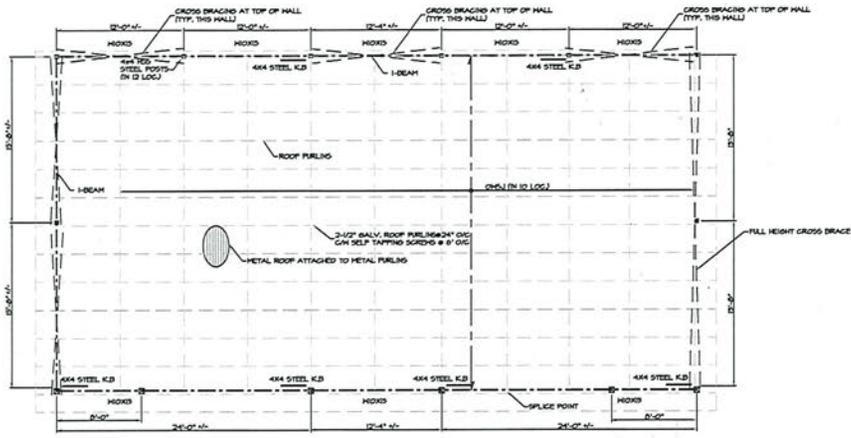


223 FERN ROAD W.
QUALICUM BEACH, B.C. V9K 1S4
PHONE: 250-752-9121
FAX: 250-752-9241
FILE NUMBER: 23-193-BL
DRAWING FILE: 23-193 BLC1.dwg
DATE: 2023-12-30

S:\4580 FRANCOEUR 6614 ANDREWS LANE\DWGS\S4580DWS.DWG 16 December 2024 3:28:41 PM

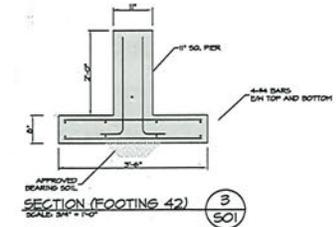


FOUNDATION PLAN
SCALE: 3/8" = 1'-0"

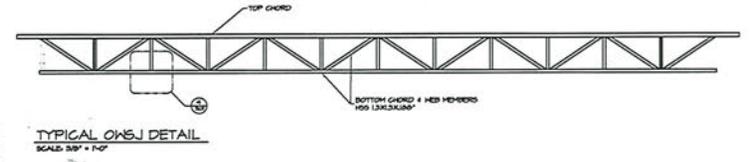
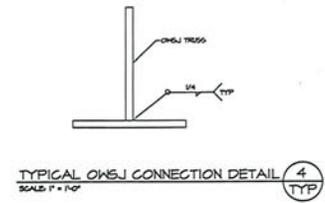
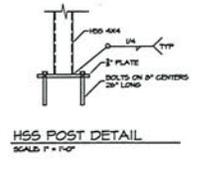
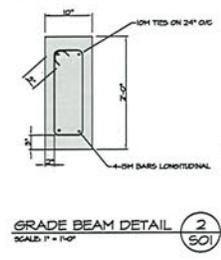
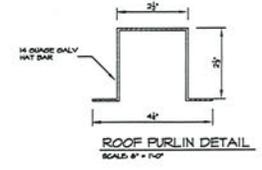


ROOF FRAMING PLAN
SCALE: 3/8" = 1'-0"

| FOOTING SCHEDULE | |
|------------------|--|
| 42 | 42"x42"x36" PAD FOOTING 4x4 4x4 BARS 6x6 TOP & BOTTOM |
| NOTES: | |
| 1. | FOOTING SIZES BASED ON SOIL BEARING IN GENERAL NOTES. SEE NOTES FOR GEOTECHNICAL REQUIREMENTS. |
| 2. | SEE TYPICAL DETAILS FOR STEPPED FOOTINGS. |
| 3. | CLEAR COVER TO FOOTING REINFORCING TO BE 3" |
| 4. | FOR PAD FOOTINGS, PLACE OUTER BARS 3" CLEAR FROM SIDES AND EQUALLY SPACED IN BETWEEN. |
| 5. | 1/2"X1/2"X1/2" (2) 4x4, 4x4, 4x4 HOOK, 5/8"x4" HOOK. HOOKS MAY BE UPWARD OR AT ANY ANGLE. |



| LEGEND | |
|--------|--------------------------|
| | CONCRETE FOOTING |
| | CONCRETE FOUNDATION WALL |
| | SHEAR WALL |
| | BEARING WALL |
| | PARTITION WALL |
| | BEAM |
| | POST |



THIS PLAN AND OTHERS HERE AND AT ALL TIMES SHALL BE THE PROPERTY OF FRANK & WEST ENGINEERING LTD. AND SHALL BE LOANED TO YOU BY FRANK & WEST ENGINEERING LTD. AND SHALL BE RETURNED TO FRANK & WEST ENGINEERING LTD. UPON THE COMPLETION OF THE PROJECT. NO PART OF THIS PLAN OR ANY INFORMATION CONTAINED HEREIN IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF FRANK & WEST ENGINEERING LTD. THE USER OF THIS PLAN AND ANY INFORMATION CONTAINED HEREIN IS TO BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AUTHORITIES. THE USER OF THIS PLAN AND ANY INFORMATION CONTAINED HEREIN IS TO BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AUTHORITIES. THE USER OF THIS PLAN AND ANY INFORMATION CONTAINED HEREIN IS TO BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AUTHORITIES.

| NO. | REVISION DESCRIPTION | DATE | BY | APP'D | CHK | DATE |
|-----|-------------------------|------------|----|-------|-----|------------|
| A | ISSUED FOR CONSTRUCTION | 2024.12.16 | MM | MM | MM | 2024.12.16 |
| B | REVISION DESCRIPTION | | | | | |



McGILL & ASSOCIATES ENGINEERING LTD.
 FRANK & WEST ENGINEERING LTD.
 4418 ELIZABETH STREET
 PORT ALBERNI, B.C. V9J 4L7
 TEL: (250) 745-3496 FAX: (250) 744-4490
 EMAIL: office@mcgill.com

FRANCOEUR
 6614 ANDREWS LANE PORT ALBERNI
 MACHINE SHED

| | |
|-------------|----------------|
| SHEET No. | S01 |
| 2 OF 3 | REV. A |
| DRAWING No. | S4580 OWSJ S01 |



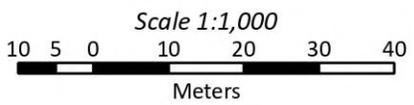
APPENDIX A – ILLUSTRATED PLANTING PLAN



Figure 1. Restoration Areas

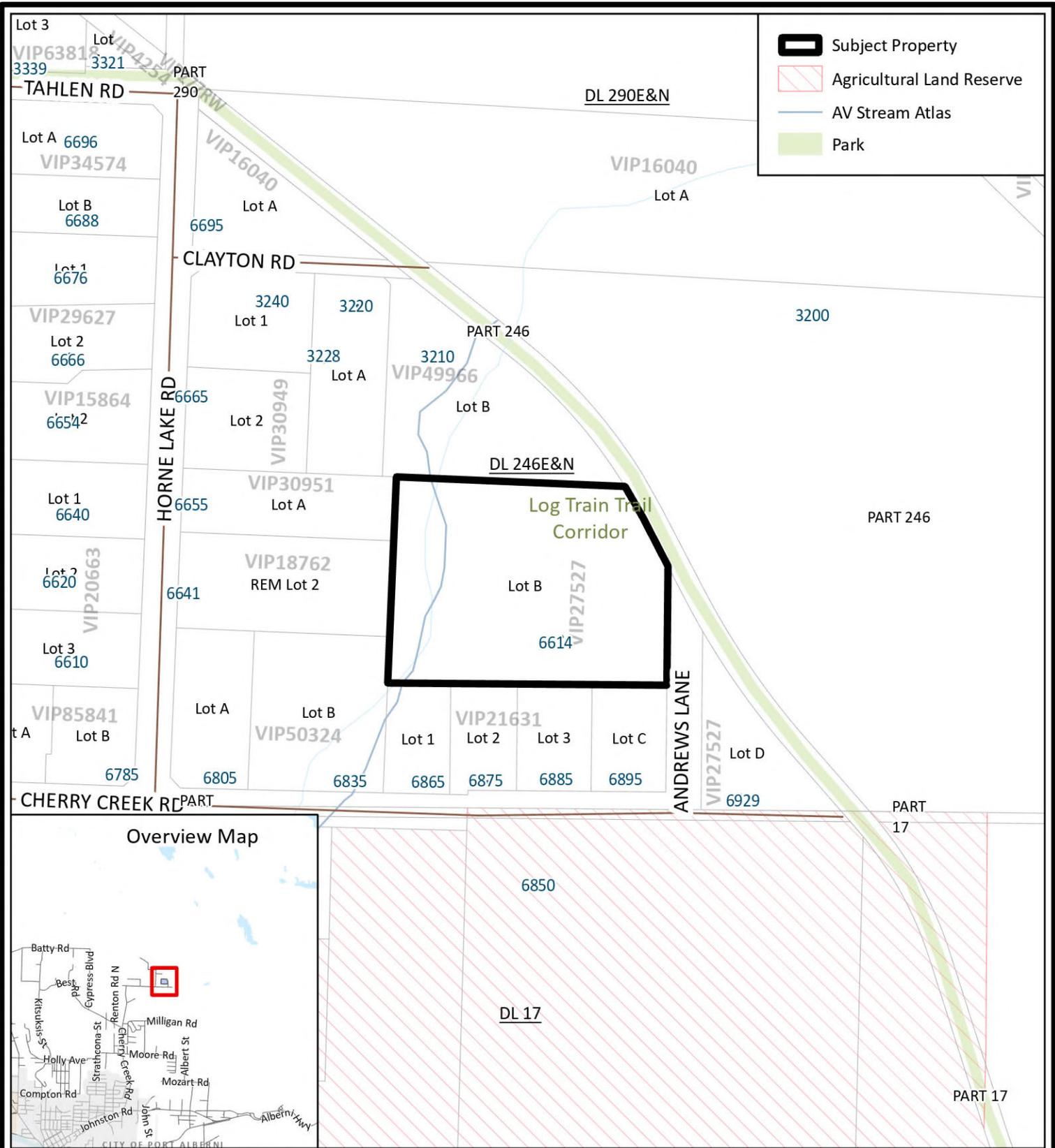


-  Subject Property
-  AV Stream Atlas
-  Parcels



Prepared 2025-02-03
 Sources: © OpenStreetMap
 (and) contributors, CC-BY-SA,
 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.

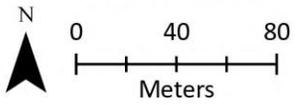


-  Subject Property
-  Agricultural Land Reserve
-  AV Stream Atlas
-  Park



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

 Civic Address: 6614 Andrews Lane
Legal Description: LOT B, DISTRICT LOT 246, ALBERNI DISTRICT, PLAN 27527





DVF25001

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: Dianne and Denis Francoeur

Address: 6614 Andrews Lane

With respect to:

Legal Description: LOT B, DISTRICT LOT 246, ALBERNI DISTRICT, PLAN 27527

PID: 002-119-668

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

- i. Development variance of ACRD Zoning Bylaw No. 15, Section 6.2(4)(a), to reduce the watercourse setback from 30.48 m (100 ft) to 11.7 m (38.3 ft) to permit the siting of an existing open steel frame shed structure.
- ii. Development variance of ACRD Zoning Bylaw No. 15, Sections 6.5(1)(e) and 6.5(2)(a), to increase the permitted height of an accessory building at a 2.8 m (9.2 ft) side yard setback in the Acreage Residential (RA2) District from 4.6 m (15.1 ft) to 6.7 m (22 ft), to permit the existing open steel frame shed structure as constructed.

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 _____, 2025.

Daniel Sailland, MBA
Chief Administrative Officer

Chair of the Board of Directors



To: ACRD Board of Directors

From: Cynthia Dick, General Manager of Administrative Services

Meeting Date: August 27, 2025

Subject: Electoral Area Incorporation

Purpose:

To provide information to the Alberni-Clayoquot Regional District Board of Directors regarding Incorporation and grant funding requests to the Ministry of Housing and Municipal Affairs.

Background:

At the July 23, 2025, Board of Directors meeting, Director Cote made a notice of motion to request information regarding the potential to access grant funding to facilitate a Sproat Lake Incorporation Study. Representatives from the Ministry of Housing and Municipal Affairs; previously the Ministry of Municipal Affairs, attended the September 11, 2024, Committee of the Whole meeting and provided a presentation on [Governance Restructure Studies](#). This presentation followed the 'Request to Discuss Options of Electoral Area Incorporation' report that was brought to the June 19, 2024, Electoral Area Directors Committee meeting (attached).

Summary:

The attached Report for Information- Request to Discuss Options of Electoral Area Incorporation (2024) provides detailed information about the process for advancing with Electoral Area Incorporation. The presentation provided by the Ministry identifies three different types of studies supported through the Governance Restructure Studies Grant which includes: Community Issues Assessment, Governance and Services Study, and an Incorporation Study. To initiate a study the Alberni-Clayoquot Regional District would need to contact the Governance and Structure Branch, and the Board of Directors must provide an 'approval-in-principle' and request a study grant from the Ministry. If approved by the Minister of Housing and Municipal Affairs, the Ministry and Regional District will co-develop terms of reference, and a consultant can then be retained to advance the study. The Ministry has confirmed that restructure grant requests are accepted on an ongoing basis; however, they are subject to a competitive process to ensure the interests of different regions and existing priorities are met. It is also strongly encouraged that prior to pursuing grant requests, that the regional district and electoral area(s) identify issues and whether structural solutions can or cannot be addressed.

Electoral Area Incorporation was not included in the 2025-2029 ACRD Financial Plan and has not been included in the 2025 workplan for staff. As outlined in the attached report, a minimum of 40-60 hours of staff time would be required to correspond with the province and make a grant application under the Governance Restructure Studies program. If approved, additional staff time would be required to support the study, process, and potential referendum in addition to any financial contributions for the associated costs.

Strategic Plan Implications:

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

Policy or Legislation:

The *Local Government Act and Community Charter* applies, specifically Division 1- Municipal Incorporation Process, Division 2- Classification of Municipalities, Division 5- Municipal Incorporation or Boundary Changes: Related Matters.

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

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



To: Electoral Area Directors Committee

From: Cynthia Dick, General Manager of Administrative Services

Meeting Date: June 19, 2024

Subject: Request to Discuss Options of Electoral Area Incorporation.

Purpose:

For the Electoral Area Directors to discuss the Notice of Motion regarding the incorporation of Beaver Creek during the Electoral Area Directors meeting.

Background:

At the April 17, 2024, Electoral Area Directors Committee meeting a Notice of Motion by Director Roth was added as a late item on the agenda “to discuss the incorporation of Beaver Creek at the next Electoral Area Directors Committee meeting.” ACRD staff were asked to gather information regarding the steps taken in the past for areas within the Regional District that have pursued incorporation as well as what the options could be for Beaver Creek.

In the past the following areas researched the option to incorporate:

- **Salmon Beach (2017)** was unsuccessful in their application for the 2016/2017 Restructure Grant Funds from the Ministry of Community, Sport, and Cultural Development to conduct a study for the creation of a Local Community Commission.
- **Sproat Lake (2007)** was successful in their application to the Ministry of Community Services and Minister Responsible for Seniors’ and Women’s Issues to conduct an incorporation study. The Sproat Lake Municipal Incorporation Study- Technical Report (April 2007) completed by Sussex Consultants Ltd. examined the financial implications that would be associated with the incorporation. The report stated that incorporation would require a significant tax increase for residents. With the findings, the working group for the study did not support moving forward to a referendum at that time.

Discussion:

Incorporation studies help clarify the numerous elements that communities need to consider as part of their decision to ultimately change their governance structures. This exploration can trigger emotion and division amongst some residents as it will include deeper dialogue around community interest, community identity, and the existing issues and concerns as seen by the community. Staff must note: A significant part of the due diligence will be to examine the issues and identify problems being faced by, in this case, Beaver Creek. It must then consider whether these issues/problems can be effectively resolved through alterations to structures, practices, and policies within the ACRD, or if they are best addressed through incorporation.

The process for exploring and potentially advancing with incorporation will take no less than 5 years and will be resource intensive. Beyond the above noted work, this process will also require a range of studies that include but are not limited to:

- An analysis of the implications of establishing or modifying boundaries from the Regional District to a municipal. This includes elements such as:
 - A review service delivery impacts, time and monetary costs associated with modifications and changes appropriate services.
 - Review and planning for the transition of all bylaws from the ACRD to the newly incorporated area. This includes land use bylaws.
 - The development of a service profile that clarifies what will be continued through the ACRD and what will be provided by the newly incorporated area.
 - First Nations Consultations.
- An analysis of tax implications across various categories of zones and activities from residential to light industrial, institutional, and agricultural. This should also explore an assessment of the economic viability of the possible incorporated area based on the existing and possible activities to take place within the new area.
- An analysis of infrastructure (roads, bridges, parks, trails, etc.) as these would be transferred from the province and may be transferred from the ACRD to the new local government.

In addition to the list above, the province of British Columbia may also require analysis and comment on the following:

- Community population growth and trends
- Proximity to neighbouring municipalities
- Demonstration of community involvement
- Cohesion study that considers everything from physical linkages, community “centers” through to shared vision and supportive relationships between individuals and new community elements.
- Economic viability review that considers the nature of the local economy and its prospects into the future

The restructure process for incorporation generally is a six-phase process (1. Preliminary exploration, 2. Process design, 3. Process initiation, 4. Community engagement, 5. Decision and implementation, 6. Local government(s) adopt the structure). Restructure grants can be applied for through the province of BC to conduct an incorporation study and applications are dependent on circumstances and budget availability. It is anticipated that prior to conducting an incorporation study, the Province would require a study proposal outlining key questions, estimated total study cost, and timeline to support any funding application.

Although most of the work will be centered around Beaver Creek there would be significant time and costs borne by the ACRD. As such, advancing with this work does require the support of the ACRD Board. Staff do recommend exploring a more formal approach to gauging Beaver Creek residents’ interest in possible incorporation prior to budgeting and advancing with the work in 2025.

Time Requirements – Staff & Elected Officials:

Approximately 10 hours of staff time has been spent to date to research information regarding incorporation and past processes. If it is decided to move ahead with applying for funding to conduct an incorporation study, approximately 40-60 hours of staff time would be needed to correspond with the province, make a grant application, and create terms of reference for the development and implementation of a select committee. If the Board wishes to explore a more formal approach to gauging Beaver Creek residents' interest in possible incorporation prior to budgeting and advancing with the work in 2025, staff will draft a high-level plan that identifies the outreach plan, the time required, and the other projects that would be delayed from the 2024 budget in order to prioritize this initiative. These time estimates do not reflect the amount of time required to take part in the studies identified in the discussion portion of this report.

Financial:

Staff would need to conduct further research on costing if there is interest in pursuing this topic. In 2007, \$5000 was included in the budget for the incorporation study. This initiative was not included in the 2024 budget.

Strategic Plan Implications:

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

Policy or Legislation:

The *Local Government Act* applies, specifically Division 1- Municipal Incorporation Process, Division 2- Classification of Municipalities, Division 5- Municipal Incorporation or Boundary Changes: Related Matters.

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

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



Alberni-Clayoquot Regional District

Board of Directors Meeting Schedule September 2025

| DATE | MEETING | TIME & LOCATION | ATTENDEES |
|---|--|---|-----------------|
| Wednesday, September 3 rd 10:00 am | West Coast Committee Meeting | Hybrid – Ucluelet Council Chambers/Zoom | Committee/Staff |
| Tuesday, September 9 th 10:00 am | Accessibility Meeting | Hybrid – ACRD Board Room/Zoom | Committee/Staff |
| Wednesday, September 10 th 10:00 am | Committee-of-the-Whole Meeting | Hybrid – ACRD Board Room/Zoom | Board/Staff |
| 1:30 pm | Board of Directors Meeting | Hybrid – ACRD Board Room/Zoom | Board/Staff |
| | Regional Hospital District Meeting (immediately following above) | Hybrid – ACRD Board Room/Zoom | Board/Staff |
| Wednesday, September 17 th 1:30 pm | Salmon Beach Committee Meeting | Zoom | Committee/Staff |
| Thursday, September 18 th 10:00 am | Beaver Creek Water Advisory Committee | Hybrid – ACRD Board Room/Zoom | Committee/Staff |
| Monday, September 29 th 4:15 pm | Personnel Committee Meeting | Zoom | Committee/Staff |

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

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

| BUILDING TYPE | BAMFIELD | | BEAUFORT | | LONG BEACH | | SPROAT LAKE | | BEAVER CREEK | | CHERRY CREEK | | TOTALS | |
|---------------|----------|----------|----------|----------------|------------|----------------|-------------|------------------|--------------|----------------|--------------|---------------|-----------|------------------|
| | # | VALUE | # | VALUE | # | VALUE | # | VALUE | # | VALUE | # | VALUE | # | VALUE |
| Single Family | | | 1 | 801,137 | | | 3 | 1,807,260 | 1 | 710,372 | | | 5 | 3,318,769 |
| Mobile Homes | | | | | | | | | 1 | 7,826 | | | 1 | 7,826 |
| Multi-Family | | | | | | | | | | | | | 0 | 0 |
| Adds&Rens | | | | | 1 | 150,000 | 3 | 490,500 | | | 1 | 10,000 | 5 | 650,500 |
| Commercial | | | | | | | | | | | | | 0 | 0 |
| Institutional | | | | | | | | | | | | | 0 | 0 |
| Industrial | | | | | | | | | | | | | 0 | 0 |
| Miscellaneous | | | 1 | 1,000 | | | | | | | | | 1 | 1,000 |
| Totals | 0 | 0 | 2 | 802,137 | 1 | 150,000 | 6 | 2,297,760 | 2 | 718,198 | 1 | 10,000 | 12 | 3,978,095 |

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

| BUILDING TYPE | BAMFIELD | | BEAUFORT | | LONG BEACH | | SPROAT LAKE | | BEAVER CREEK | | CHERRY CREEK | | TOTALS | |
|---------------|----------|----------------|----------|------------------|------------|------------------|-------------|------------------|--------------|------------------|--------------|------------------|-----------|-------------------|
| | # | VALUE | # | VALUE | # | VALUE | # | VALUE | # | VALUE | # | VALUE | # | VALUE |
| Single Family | 1 | 446,177 | 2 | 1,751,137 | 5 | 1,738,746 | 6 | 4,027,456 | 4 | 1,713,418 | 2 | 1,364,012 | 20 | 11,040,946 |
| Mobile Homes | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 27,540 | 0 | 0 | 3 | 27,540 |
| Multi-Family | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Adds&Rens | 1 | 463,700 | 1 | 40,000 | 1 | 150,000 | 6 | 600,500 | 1 | 56,182 | 3 | 104,399 | 13 | 1,414,781 |
| Commercial | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Institutional | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | #REF! |
| Industrial | 0 | 0 | 0 | 0 | 2 | 412,230 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 412,230 |
| Miscellaneous | 0 | 0 | 3 | 47,000 | 4 | 258,299 | 4 | 200,153 | 2 | 39,128 | 2 | 163,511 | 15 | 823,416 |
| Totals | 2 | 909,877 | 5 | 1,838,137 | 10 | 2,434,816 | 17 | 5,005,663 | 8 | 1,481,049 | 7 | 1,631,922 | 50 | 13,301,464 |

| | BAMFIELD | BEAUFORT/ | LONG BEACH | SPROAT LAKE | CHERRY CREEK | TOTAL | YTD TOTAL |
|------------------------------|----------|-----------|------------|-------------|--------------|----------|-----------|
| WOODSTOVE INSPECTIONS | 0 | 0 | 0 | 0 | 0 | 0 | 11 |

| | YEAR TO DATE | | TOTAL YEAR | | | YEAR TO DATE | | TOTAL YEAR | |
|------|--------------|------------|------------|------------|------|--------------|-----------|------------|------------|
| 2024 | 74 | 14,629,488 | 119 | 30,520,584 | | | | | |
| 2023 | 62 | 11,266,122 | 107 | 21,617,844 | | | | | |
| 2022 | 75 | 16,084,876 | 127 | 27,309,617 | | | | | |
| 2021 | 68 | 9,394,091 | 109 | 15,945,961 | | | | | |
| 2020 | 60 | 7,927,932 | 121 | 16,119,274 | | | | | |
| 2019 | 57 | 6,978,624 | 109 | 14,925,682 | | | | | |
| 2018 | 66 | 8,342,628 | 104 | 12,305,797 | | | | | |
| 2017 | 53 | 7,345,864 | 103 | 12,826,449 | | | | | |
| 2016 | 48 | 6,425,577 | 82 | 10,545,063 | | | | | |
| 2015 | 53 | 4,503,156 | 89 | 8,577,170 | | | | | |
| 2014 | 57 | 5,115,428 | 73 | 7,121,200 | | | | | |
| 2013 | 45 | 5,380,655 | 81 | 8,208,948 | | | | | |
| 2012 | 55 | 4,670,900 | 92 | 9,011,700 | | | | | |
| 2011 | 86 | 6,823,377 | 120 | 9,221,498 | | | | | |
| 2010 | 108 | 16,860,885 | 149 | 21,524,170 | | | | | |
| 2009 | 63 | 6,581,912 | 123 | 11,302,380 | 1999 | 37 | 1,805,788 | 80 | 3,348,092 |
| 2008 | 73 | 9,556,826 | 147 | 22,682,130 | 1998 | 41 | 1,650,426 | 75 | 3,320,890 |
| 2007 | 73 | 7,016,424 | 163 | 15,007,877 | 1997 | 48 | 2,779,466 | 104 | 10,025,166 |
| 2006 | 84 | 7,663,595 | 161 | 15,909,705 | 1996 | 69 | 5,542,700 | 128 | 9,050,554 |
| 2005 | 74 | 8,278,645 | 138 | 12,962,379 | 1995 | 61 | 5,910,000 | 116 | 9,641,300 |
| 2004 | 77 | 6,842,554 | 133 | 11,036,854 | 1994 | 92 | 6,327,000 | 151 | 7,915,500 |
| 2003 | 37 | 3,671,688 | 97 | 6,925,356 | 1993 | 82 | 5,774,000 | 167 | 10,864,000 |
| 2002 | 42 | 1,754,970 | 76 | 2,986,134 | 1992 | 87 | 5,660,000 | 173 | 11,192,500 |
| 2001 | 40 | 3,734,396 | 89 | 5,790,126 | 1991 | 57 | 3,115,520 | 126 | 7,155,120 |
| 2000 | 43 | 2,009,157 | 88 | 4,095,339 | 1990 | 53 | 5,240,500 | 118 | 6,323,900 |



Monthly Agreement & Grant Delegation Report

The following agreements have been executed by the CAO and or GMs for the period of July 1, 2025, to July 31, 2025:

| Parties | Agreement | Purpose | Term | Fees |
|--------------------------------------|-----------------------|--|----------------------------------|--------------------------|
| JDR Pacific Ventures Ltd. | Lease Agreement | Long Beach Airport Lease | July 1, 2025 – June 30, 2026 | \$8,261.63 |
| JDR Pacific Ventures Ltd. | Lease Agreement | Long Beach Airport Lease | July 1, 2025 – June 30, 2026 | \$4,176.71 |
| Allen Paul | Lease Agreement | Alberni Valley Regional Airport Lease | July 1, 2025 – June 30, 2026 | 4,421.69 |
| Probyn Log Ltd. | Contract | To purchase timber from the Long Beach Airport felled in the spring of 2025. | June 18, 2025 – July 31, 2025 | \$127,726.41 |
| Imagination FX | Contract for Services | To identify and reduce barriers to employment of First Nations within the local governments in the ACRD. | June 30, 2025 – June 1, 2026 | \$28,000.00 |
| Coastal Bridge and Construction Ltd. | Contract for Services | To load and haul timber Alberni Valley Regional Airport to both Coastland Mill and Franklin Forest Products. | July 2, 2025 – August 31, 2025 | \$30,000.00 |
| H2Ops Water Systems | Contract for Services | To maintain the Type 3 wastewater systems for the Salmon Beach Recreational Community | July 21, 2025 – July 20, 2028 | To a maximum of \$25,200 |
| Untapped Accessibility | Contract | To design and deliver accessibility training to ACRD staff. | July 25, 2025 – January 30, 2026 | \$23,362.50 |
| | | | | |

| Grantor | Agreement | Purpose | Funding Term | Grant Amount |
|---------|-----------|---------|--------------|--------------|
| | | | | |
| | | | | |
| | | | | |