



Board of Directors Meeting

Wednesday, December 10, 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/10-12-2025/>

Register to participate via Zoom Webinar at:

https://acrd-bc-ca.zoom.us/webinar/register/WN_YB2WbOAaQsm8W_9E0VmaiA#/registration

PAGE

1. **CALL TO ORDER**

Recognition of Territories.

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

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

2. **APPROVAL OF AGENDA**

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

3. **DECLARATIONS**

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

4. **ADOPTION OF MINUTES**

(ALL/UNWEIGHTED)

a. **Board of Directors Meeting – November 26, 2025**

8-16

THAT the minutes of the Board of Directors meeting held on November 26, 2025 be adopted.

b. **Sproat Lake Advisory Planning Commission Meeting – November 24, 2025**

17-18

c. **Alberni Valley & Bamfield Committee Meeting – November 26, 2025**

19-21

- d. **Long Beach Advisory Planning Commission Meeting - December 1, 2025** **22-24**
- e. **Beaver Creek Advisory Planning Commission Meeting – December 2, 2025** **25-26**
- f. **West Coast Committee Meeting – December 3, 2025** **27-29**

THAT the Board of Directors receive meeting minutes b-f.

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

- a. **Ione Smith, Director, Upland Agricultural Consulting, Presenting the Food Security Emergency Plan, Livestock Emergency Plans and the Agricultural Water Plan**
- b. **Denis and Dianne Francoeur, Development Variance Applicants DVF25001, 6614 Andrews Lane (Cherry Creek)** **30-31**

6. CORRESPONDENCE FOR ACTION
(ALL/UNWEIGHTED)

- a. **REQUEST FOR ATTENDANCE**
Director Attendance of 2026 Electoral Area Directors’ Forum and Local Government Leadership Academy Forum

32-33

Possible Motions:

THAT the Board of Directors support Directors _____ to attend the 2026 Electoral Area Directors’ Forum scheduled for March 10-11, 2026, in Richmond, BC.

THAT the Board of Directors support Directors _____ to attend the 2026 LGLA Leadership Forum scheduled for March 11-13, 2026, in Richmond, BC.

- c. **REQUEST FOR DECLARATION**
Declare January 2026 as Crime Stoppers Month

34-35

Possible Motion:

THAT the Alberni-Clayoquot Regional District Board of Directors proclaim January 2026 as Crime Stoppers Month.

7. CORRESPONDENCE FOR INFORMATION
(ALL/UNWEIGHTED)

- a. **ASSET MANAGEMENT BC** **36-39**
Free Asset Management Training for Elected Officials and CAOs
- b. **BILL M 216 – 2025 PROFESSIONAL RELIANCE ACT**
 - Letter from The Village Radium Hot Springs **40-43**
 - Letter from District of Central Saanich **44-45**
 - Letter from City of Quesnel **46-48**

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

8. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION** **49-52**
Payment Acceptance – Credit Card Payment Processing Fees
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to implement a Paymentus Corporation payment system for credit card processing.

- b. **REQUEST FOR DECISION** **53-87**
Port Alberni Transit Future Service Plan
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors endorse the 2025 Port Alberni Transit Future Service Plan.

- c. **REQUEST FOR DECISION** **88-89**
Alberni Valley Agricultural Water Plan Final Report
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors receive the Alberni Valley Agricultural Water Plan Final Report.

- d. **REQUEST FOR DECISION** **90-93**
Alberni Valley/West Coast Food Security Emergency Plan and Livestock
Emergency Plan Final Reports
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors receive the Alberni Valley Food Security Emergency Plan, the Alberni Valley Livestock Emergency Plan and the West Coast Food Security Emergency Plan.

- e. **REQUEST FOR DECISION** **94-112**
Hupacasath First Nation - ACRD Fire Suppression and First Responder
Service Agreement

(ALL/WEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a new Fire Suppression and First Responder Service Agreement with the Hupacasath First Nation for the Sproat Lake Volunteer Fire Department to provide Fire Suppression and First Responder Service to Kleehkoot Indian Reservation No. 2 for a five (5) year term commencing December 10, 2025 and authorize the Chairperson and Chief Administrative Officer to enter into the Agreement on behalf of the Regional District.

- f. **REQUEST FOR DECISION** **113-183**
ACRD Emergency Communication and Public Notification Plan
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the Alberni-Clayoquot Regional District Emergency Communication and Public Notification Plan as presented.

9. PLANNING MATTERS

ELECTORAL AREA DIRECTORS
(PARTICIPANTS/UNWEIGHTED)

- a. **TUP22007R, KIMOLA/KAIKKONEN/COWLAND/BARIL-DIONNE, 2660** **184-199**
TOFINO-UCLUELET HIGHWAY (LONG BEACH)
Temporary Use Permit – Report and Permit

THAT the Alberni-Clayoquot Regional District Board of Directors consider Issuing TUP22007R subject to:

- a. Safe and suitable access to the site confirmed by the Ministry of Transportation and Transit and the Ucluelet Fire Department.*
b. Neighbour notification in accordance with Section 494 of the Local Government Act.

- b. **TUP25015, HETU/REID, 232 ALBION CRESCENT (LONG BEACH)** **200-214**
Temporary Use Permit – Report and Permit

THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing TUP25015 subject to:

- a. Completion of a health and life safety inspection by the ACRD Building Inspector*
b. Neighbour notification according to s. 494 of the Local Government Act.

- c. **TUP25014, RUSSELL, 8245 DICKSON DRIVE (SPROAT LAKE)** **215-230**
Temporary Use Permit – Report and Permit

- a. **Meeting Schedule – January 2026** **317**
- b. **Building Report – November 2025** **318**

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

10.2 COMMITTEE REPORTS

- a. Accessibility Committee Meeting, December 9, 2025 (Verbal) – V. Siga
- b. Salmon Beach Committee Meeting, December 9, 2025 (Verbal) – V. Siga

10.3 AREA REPORTS

(ALL/UNWEIGHTED)

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

THAT the Board of Directors receive the Area Reports

10.4 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. RECESS

(ALL/UNWEIGHTED)

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

15. RECONVENE

16. IN CAMERA

(ALL/UNWEIGHTED)

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

- 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

17. REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA

18. ADJOURN

(ALL/UNWEIGHTED)

**Next Board of Directors Meeting: Wednesday, January 14, 2026, at 1:30pm
Regional District Board Room & Zoom**



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, NOVEMBER 26, 2025, 1:30 PM Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

- DIRECTORS PRESENT:** John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nations
Debbie Haggard, Vice-Chair, Councillor, City of Port Alberni
Bob Beckett, Director, Electoral Area “A” (Bamfield)
Fred Boyko, Director, Electoral Area “B” (Beaufort)
Vaida Siga, Director, Electoral Area “C” (Long Beach)
Susan Roth, Director, Electoral Area “E” (Beaver Creek)
Mike Sparrow, Director, Electoral Area “F” (Cherry Creek)
Todd Patola, Alternate Director, Councillor, City of Port Alberni
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, Yuuʷuʷiʷiʷaṭṭ Government
Rene Lacoursiere, Alternate Director, Electoral Area “D” (Sproat Lake)
- REGRETS:** Penny Cote, Director, Electoral Area “D” (Sproat Lake)
Sharie Minions, Mayor, City of Port Alberni
- STAFF PRESENT:** Daniel Sailland, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Alex Dyer, General Manager of Planning & Development
Jenny Brunn, General Manager of Community Services
Cynthia Dick, General Manager of Administrative Services
Heather Zenner, Manager of Administrative Services
Charlie Starratt, Regional Fire Services Manager
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/26-11-2025/7673/?catid=0>

1. CALL TO ORDER

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

The Vice-Chairperson recognized this meeting is being held throughout the Nuuchahnulth territories.

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

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

2. APPROVAL OF AGENDA

MOVED: Director Roth

SECONDED: Director Siga

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – November 12, 2025

MOVED: Director Roth

SECONDED: Director Sparrow

THAT the minutes of the Board of Directors Meeting held on November 12, 2025 be adopted.

CARRIED

b. Agriculture Development Committee Meeting – November 18, 2025

MOVED: Director Roth

SECONDED: Director Siga

THAT the minutes of the Agriculture Development Committee meeting held on November 18, 2025 be received.

CARRIED

c. Bamfield Area Services Committee Meeting – November 18, 2025

MOVED: Director Beckett

SECONDED: Director Roth

That the minutes of the Bamfield Area Services committee meeting held on November 18, 2025 be received.

CARRIED

d. Regional Hospital District Meeting – November 19, 2025

MOVED: Director Roth

SECONDED: Director Siga

That the minutes of the Regional Hospital District meeting held on November 19, 2025 be received.

CARRIED

e. Alberni Valley Regional Airport Advisory Committee Meeting – November 20, 2025

MOVED: Director Sparrow

SECONDED: Director Roth

THAT the minutes of the Alberni Valley Regional Airport Advisory Committee meeting held on November 20, 2025 be received.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Jolleen Dick, Chief Executive Officer, Christine Washington, President, Alberni Valley Chamber of Commerce, Visitor Information Services as a Regional Model

MOVED: Director Roth

SECONDED: Director Siga

THAT the ACRD Board of Directors provide the Alberni Valley Chamber of Commerce additional time to deliver their presentation.

CARRIED

Chair Jack entered the meeting at 2:34 pm.

MOVED: Director McEwen

SECONDED: Director Siga

THAT the ACRD Board of Directors allow the Alberni Valley Chamber of Commerce to apply for a Grant-in-Aid in 2026 in the Alberni Valley & Bamfield GIA category

CARRIED

Chair Jack resumed the position of Chair at 2:49 pm.

6. CORRESPONDENCE FOR ACTION

a. REQUEST FOR LETTER OF SUPPORT

Clayoquot Sound Biosphere Trust, requesting a letter of support to establish a Clayoquot Biosphere Trust Centre in Tofino

MOVED: Director Stere

SECONDED: Director Siga

THAT the ACRD Board of Directors forward a letter to the Clayoquot Sound Biosphere Trust supporting their vision to establish the Clayoquot Sound Biosphere Centre in Tofino on the unceded territories of the nuučaanuŋ (Nuu-chah-nulth) First Nations.

CARRIED

b. REQUEST FOR MEETING

Port Alberni and West Coast RCMP Victim Services, requesting a meeting to discuss Grant-in-Aid funding for the Victim Services Program

MOVED: Director Roth

SECONDED: Director Stere

THAT the ACRD Board of Directors invite Victim Services to a future Committee of the Whole meeting.

CARRIED

c. REQUEST FOR APPOINTMENT OF MEMBERS

Municipal Finance Authority of BC, requesting appointment of members

MOVED: Director Roth

SECONDED: Director Haggard

THAT the ACRD Board of Directors appoint Director Sparrow as a Member to the Municipal Finance Authority of BC (MFA) prior to February 28, 2026, for a period of approximately one year.

CARRIED

MOVED: Director Roth

SECONDED: Director Haggard

THAT the ACRD Board of Directors appoint Director Jack as an Alternate Member to the Municipal Finance Authority of BC (MFA) prior to February 28, 2026, for a period of approximately one year.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

a. KPMG LLP

Audit Planning Letter

b. BRITISH COLUMBIA'S OFFICE OF THE HUMAN RIGHTS COMMISSIONER

Beyond The Headlines – B. C's Toxic Drug Crisis

c. MAHOE PROPERTIES 2002 LTD

Concerns Regarding Bylaw P1528 – Application Fee Structure

MOVED: Director Lacoursiere

SECONDED: Director Roth

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding 2026 General Local Election Cost Sharing Agreements

MOVED: Director Haggard

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors approve entering into a cost-sharing agreement with School District 70 Pacific Rim for the purposes of conducting the 2026 School Trustee Election and authorize the CAO to negotiate and execute the agreement on behalf of the ACRD.

CARRIED

MOVED: Director Haggard

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors approve entering into a cost-sharing agreement with the City of Port Alberni for the purposes of conducting the 2026 School Trustee Election and any potential ACRD referendum questions within City of Port Alberni boundaries and authorize the CAO to negotiate and execute the agreement on behalf of the ACRD.

CARRIED

b. Request for Decision regarding Formal Lease Application – LS-A2025008 Warwick Patterson

MOVED: Director Sparrow

SECONDED: Director Haggard

THAT the Alberni-Clayoquot Regional District Board of Directors approve lease LS-A2025008 with Warwick Patterson for lot 15 at the Alberni Valley Regional Airport for a term of three years.

CARRIED

c. Request for Decision regarding Long Beach Airport Pump Station - Phase 4 Domestic Pumps and Controls

MOVED: Director Stere

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors award the Long Beach Airport (LBA) Pump Station - Phase 4 Domestic Pumps and Controls contract to Ridgeline Mechanical Ltd. in the amount of \$164,974.00 (excluding GST) plus a 5% project contingency and authorize the CAO to negotiate and execute the contract on behalf of the ACRD.

CARRIED

d. Request for Decision regarding Bylaw F1170-5 – 2025-2029 Financial Plan Amendment – Long Beach Airport – Weather Station Upgrades – Project expenditure allocation to 2025 & Beaver Creek Water System – Scada Upgrades – Addition

*MOVED: Director Roth
SECONDED: Director Stere*

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Bylaw F1170-5, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

CARRIED

*MOVED: Director Roth
SECONDED: Director Sparrow*

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Bylaw F1170-5, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

CARRIED

*MOVED: Director Roth
SECONDED: Director Siga*

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Bylaw F1170-5, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

CARRIED

*MOVED: Director Roth
SECONDED: Director Siga*

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Bylaw F1170-5, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

- a. **RE25002, MCINNES AND STRACHAN, 5535 STRICK ROAD (BEAVER CREEK)**
Rezoning – Memorandum and Bylaw

MOVED: Director Roth
SECONDED: Director Siga

THAT Bylaw P1529, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a first time.

CARRIED

MOVED: Director Roth
SECONDED: Director Sparrow

THAT Bylaw P1529, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a second time.

CARRIED

MOVED: Director Roth
SECONDED: Director Siga

THAT Bylaw P1529, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a third time.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. **Meeting Schedule – December 2025**
- b. **Building Report – October 2025**
- c. **Monthly Agreement & Grant Delegation Report – October 2025**
- d. **Exempt Compensation Review Results**
- e. **Draft Track and Bridge Condition Assessment, ACRD Rail Corridor**

MOVED: Director Roth
SECONDED: Director Siga

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

CARRIED

10.2 COMMITTEE REPORTS

- a. **Alberni Valley & Bamfield Services Committee Meeting, November 26, 2025 (Verbal) D. Haggard**

Committee received a presentation from BC Transit and staff provided information on solid waste at the Alberni Valley Sort'nGo Centre.

MOVED: Director Roth
SECONDED: Director Siga

THAT the Board of Directors receive committee report.

CARRIED

10.3 MEMBER REPORTS
(ALL/UNWEIGHTED)

- a. 9-1-1 Corporation – B. Beckett. No report.
- b. Vancouver Island Regional Library – F. Boyko. No report.
- c. Alberni Valley Chamber of Commerce – S. Minions/F. Boyko. No report.
Director Haggard indicated that the Chamber is hosting many events, reminder to check their website.
- d. Association of Vancouver Island & Coastal Communities – P. Cote.
- e. Tsawak-qin Public Advisory Group – M. Sparrow. The public advisory group conducted a field trip viewing Old Growth. Working on Integrated Resource Management Plan. Discussed fuel management plans around the West Coast General Hospital.
- f. Other Reports

MOVED: Director Roth

SECONDED: Director Sparrow

THAT the Board of Directors receive the Member Reports.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

Questions/Comments from the public. The Manager of Administration 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.

14. IN-CAMERA

MOVED: Director Jack

SECONDED: Director Haggard

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

- i. 90 (1) (a): personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district;*
- ii. 90 (1) (c) : labour relations or other employee relations;*
- iii. 90 (1) (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):

- iv. 21 (1) (c) (i) of FOIPPA: harm significantly the competitive position or interfere significantly with the negotiating position of the third party.*

CARRIED

The meeting was closed to the public at 3:22 pm.

The meeting was re-opened to the public at 3:55 pm.

15. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

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

THAT the Alberni-Clayoquot Regional District Board of Directors appoint Len Watts to the Sproat Lake APC for a two-year term.

16. ADJOURN

MOVED: Director Roth

SECONDED: Director Stere

THAT this meeting be adjourned at 3:55 pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Heather Zenner,
Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE SPROAT LAKE ADVISORY PLANNING COMMISSION MEETING HELD ON MONDAY, NOVEMBER 24, 2025

7:00 PM

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

MEMBERS

PRESENT: Roberta Jensen (Chairperson)
Joann Bessler
Geo Monrufet

REGRETS: Walter Konkin
Mark Molander
Mark Marley
Ken Watts
Len Watts
Sheri Gerigk

OTHERS PRESENT: Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Rene Lacoursiere, Alternate Director

STAFF PRESENT: Alex Dyer, General Manager of Planning & Development
Alima Khoja, Planner 1

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

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/24-11-2025/>

1. CALL TO ORDER

The meeting was called to order at 7:03 pm.

It was recognized that this meeting was held throughout the Nuu-chah-nulth territories.

It was reported that this meeting is being recorded and livestreamed to YouTube on the Regional District website.

2. APPROVAL OF AGENDA

3. MINUTES

4. PLANNING APPLICATIONS

a. TUP25014 – 8245 Dickson Drive (Russell)

The committee received a brief overview of the application, noting that the owners are seeking to bring the property into compliance and operate it as a short-term rental with a minimum of one-week stay period as a requirement. It was noted that the intended use would be year-round rather than seasonal. Clarification was provided regarding the zoning with the western boundary subject to the WF1 designation. WF1 zoning was explained as relating to lakefront areas and regulating overnight use associated with foreshore activities. No further questions or comments were raised.

The members present at the Sproat Lake Advisory Planning Commission meeting support application TUP25014 as presented.

b. TUP25011 – 9694 Lakeshore Road (Labrie)

The committee reconsidered the application previously deferred at their September 15th meeting for further clarifications. Discussion focused on the number of RVs on the property, with confirmation that they are solely used for storage and not dwelling units. Questions were raised regarding the use of RV for summer activities onsite as well as neighbourhood concerns. The applicant's intention to operate the dwelling as a seasonal short-term rental was noted, along with confirmation that a long-term tenant currently occupies a spot for a time-period. The committee also discussed possible conditions to ensure RVs are not used for accommodation.

The members present at the Sproat Lake Advisory Planning Commission meeting support application TUP25011 as presented.

5. ADJOURN

The Chairperson adjourned the meeting at 7:59 pm.

Certified Correct:

Roberta Jensen
Chairperson

Alima Khoja
Planner 1



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING HELD ON WEDNESDAY, NOVEMBER 26, 2025, 10:00 AM

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

DIRECTORS

PRESENT:

Deb Haggard, Chairperson, Councillor, City of Port Alberni
Bob Beckett, Director, Electoral Area "A" (Bamfield)
Fred Boyko, Director, Electoral Area "B" (Beaufort)
Rene Lacoursiere, Alternate Director, Electoral Area "D" (Sproat Lake)
Susan Roth, Director, Electoral Area "E" (Beaver Creek)
Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)
Todd Patola, Alternate Director, Councillor, City of Port Alberni
John Jack, Chief Councillor, Huu-ay-aht First Nations
Moriah Cootes, Councillor, Uchucklesaht Tribe Government

REGRETS:

Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Sharie Minions, Mayor, City of Port Alberni

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Jenny Brunn, General Manager of Community Services
Cynthia Dick, General Manager of Administrative Services
Janice Hill, Executive Assistant

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

<https://www.acrd.bc.ca/events/26-11-2025/>

1. CALL TO ORDER

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

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

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

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

2. APPROVAL OF AGENDA

MOVED: Director Roth

SECONDED: Director Sparrow

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. MINUTES

a. Alberni Valley & Bamfield Services Committee Meeting held June 19, 2025

MOVED: Director Roth

SECONDED: Director Jack

THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on June 19, 2025 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Port Alberni/Alberni-Clayoquot Transit Future Service Plan, Seth Wright, Senior Government Relations Manager, Jacob Burnley, Transit Planner, BC Transit, requesting consideration of final adoption/endorsement of transit plan for the Alberni Valley and City of Port Alberni.

MOVED: Director Roth

SECONDED: Director Jack

THAT the Alberni Valley and Bamfield Services Committee allow the delegation longer than 10 minutes to continue their presentation.

CARRIED

MOVED: Director Jack

SECONDED: Director Sparrow

THAT the Alberni Valley and Bamfield Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors endorse the 2025 Port Alberni Transit Future Service Plan.

CARRIED

6. CORRESPONDENCE

7. REQUEST FOR DECISIONS

8. REPORTS

- a. **Beyond the Scale? – Here’s what happens to your waste when it goes to the Alberni Valley Sort’nGo Centre.**

MOVED: Director Sparrow

SECONDED: Director Roth

THAT the Alberni Valley and Bamfield Services Committee receives the report for Information.

CARRIED

9. LATE BUSINESS

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 Jack

THAT the meeting be adjourned at 10:44 am.

CARRIED

Certified Correct:

Deb Haggard,
Chairperson

Cynthia Dick,
General Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE LONG BEACH ADVISORY PLANNING COMMISSION MEETING HELD ON MONDAY, DECEMBER 1, 2025, 5:30 PM

Hybrid - Zoom/Downstairs Boardroom, 3008 Fifth Avenue, Port Alberni, BC

MEMBERS Nicky Ling, Chairperson

PRESENT: Terry Graff
Jennifer Fitzgerald
Janet Busby
Julie Edwards

REGRETS: Jamie Pleune
Carol Sedgwick
Scott MacDonald
Rachel O'Callahan

OTHERS PRESENT: Vaida Siga, Director, Electoral Area "C" (Long Beach)

STAFF PRESENT: Alex Dyer, General Manager of Planning and Development

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/1-12-2025/>

1. **CALL TO ORDER**

The meeting was called to order at 5:30 pm.

It was recognized that this meeting was held throughout the Nuu-chah-nulth territories.

The Chairperson reported this meeting is being recorded.

2. **APPROVAL OF AGENDA**

MOVED: N. Ling

SECONDED: T. Graff

THAT the agenda be approved as circulated.

CARRIED

3. **DECLARATIONS**

4. **MINUTES**

5. CORRESPONDENCE

6. PLANNING APPLICATIONS

a. TUP22007R – 2660 Tofino-Ucluelet Highway (Lost Shoe Campground)

The applicant shared information about their application and stated that the proposed use is for a campsite, which they will not personally operate. The site is expected to run for approximately five months each year, with potential for extended operation once electricity is installed. The applicant noted ongoing interest from the public and emphasized the need for a caretaker and caretaker's residence to manage the site effectively. Electrical service installation (400-amp) has been discussed and is planned. Infrastructure for half of the sewage and water systems has been completed, and the applicant intends to connect to the existing water and septic systems as permitted.

MOVED: J. Busby

SECONDED: N. Ling

THAT the Long Beach Advisory Planning Commission support this application as presented.

CARRIED

b. TUP25015 – 232 Albion Crescent (Hetu/Reid)

The APC discussed the application and understand that the vacation rental will allow only one booking at a time, accommodating two to six people, and will not operate as a multi-room rental or mini-hotel. The main and upper floors, which include three bedrooms, will be rented, while the applicant resides full-time in a separate suite downstairs. On-site management will handle garbage to address bear concerns. The temporary use permit will reinforce the single-booking limit. This application continues the previous permit granted to the former owner, and no issues with neighbors have been reported.

MOVED: T. Graff

SECONDED: J. Fitzgerald

THAT the Long Beach Advisory Planning Commission support this application as presented.

CARRIED

7. LATE BUSINESS

a. Official Community Plan Update, A. Dyer (verbal)

An Official Community Plan (OCP) update meeting will be scheduled in the near future. A draft OCP document is currently being prepared and will be available for review at the next meeting. Time will be allocated for a community meeting to discuss the draft. The objective is to establish a more concrete plan before presenting it to the public for further feedback.

8. ADJOURN

The chair adjourned the meeting at 5:54 PM.

Certified Correct:

Nicky Ling
Chairperson

Kerri Creighton
Planning Assistant



Alberni-Clayoquot Regional District

MINUTES OF THE BEAVER CREEK ADVISORY PLANNING COMMISSION MEETING HELD ON TUESDAY, DECEMBER 2, 2025

7:00 PM

Hybrid - Zoom/Boardroom, 3008 Fifth Avenue, Port Alberni, BC

MEMBERS Gordon Blakey (Chairperson)

PRESENT: Jim Warm
Christy Arsenault
Clark Power

REGRETS: Brad Jasken
Sue Thomas
Nicholas Thierstein

OTHERS PRESENT: Susan Roth, Director, Electoral Area "E" (Beaver Creek)

STAFF PRESENT: Alex Dyer, General Manager of Planning & Development
Kerri Creighton, Planning Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/2-12-2025/>

1. **CALL TO ORDER**

The meeting was called to order at 7:02 pm.

It was recognized that this meeting was held throughout the Nuu-chah-nulth territories.

It was reported that this meeting is being recorded and livestreamed to YouTube on the Regional District website.

2. **APPROVAL OF AGENDA**

4. **MINUTES**

6. **PLANNING APPLICATIONS**

a. **RE25004 – 5670 Grandview Rd (Gibson)**

MOVED: C. Power

SECONDED: J. Warm

THAT the Beaver Creek Advisory Planning Commission supports the application as presented.

CARRIED

8. ADJOURN

The Chairperson adjourned the meeting at 7:06 pm.

Certified Correct:

Gordon Blakey
Chairperson

Kerri Creighton
Planning Assistant



Alberni-Clayoquot Regional District

MINUTES OF THE WEST COAST COMMITTEE MEETING HELD ON WEDNESDAY, DECEMBER 3, 2025, 10:00 AM

Hybrid - Zoom/Ucluelet Council Chambers, 500 Matterson Drive, Ucluelet, BC

MEMBERS

PRESENT:

Tom Stere, Chairperson, Councillor, District of Tofino
Marilyn McEwen, Mayor, District of Ucluelet
Vaida Siga, Director, Electoral Area "C" (Long Beach)
Kirsten Johnsen, Member of Council, Toquaht Nation
Levana Mastrangelo, Executive Legislator, Yuuʷuʷiʷiʷatʷ Government

REGRETS:

John Rampanen, Chief Councillor, Ahousaht First Nation
Dave Tovell, Park Superintendent, Pacific Rim National Park Reserve
Tla-o-qui-aht First Nation
Bob Anderson, Administrator, Hesquiaht First Nation

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer
Cynthia Dick, General Manager of Administrative Services
Eddie Kunderman, Operations Manager
Janice Hill, Executive Assistant
Tanya Carothers, Solid Waste Manager

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/3-12-2025/>

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 Council Chambers and via Zoom.

2. APPROVAL OF AGENDA

MOVED: Director McEwen

SECONDED: Director Siga

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. MINUTES

a. West Coast Committee Meeting Minutes – October 7, 2025

MOVED: Director Stere

SECONDED: Director McEwen

THAT the minutes of the West Coast Committee meeting held on October 7, 2025 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

6. CORRESPONDENCE

7. REQUESTS FOR DECISIONS

Director Mastrangelo joined the meeting at 10:08 am.

a. REQUEST FOR DECISION

West Coast Landfill - Proposed Rate Increase for Finished Compost Sales

MOVED: Director Stere

SECONDED: Director McEwen

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to amend Bylaw R1033 to increase the sale price of finished Sort'nGrow compost from \$50 per yard to \$100 per yard, effective February 1, 2026.

CARRIED

b. REQUEST FOR DECISION

Millstream Water System Rate Increase

MOVED: Director McEwen

SECONDED: Director Siga

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to amend schedule A of Bylaw F1144 "Millstream

Water Local Service Area Rates and Regulations, 2019” to increase the quarterly water rates to \$309 per quarter, effective April 1, 2026.

CARRIED

8. REPORTS

- a. **West Coast Transit Wins Canadian Urban Transit Association Award**
- b. **West Coast Transit Updates**
- c. **Ex-officio Member Updates**
 - **Pacific Rim National Park Reserve Update-** No Report.
 - **Ahousaht First Nation Update-** No Report.
 - **Tla-o-qui-aht First Nation Update-** No Report.
 - **Hesquiaht First Nation Update-** No Report.

MOVED: Director Stere

SECONDED: Director McEwen

THAT the West Coast Committee receive these reports.

CARRIED

9. LATE BUSINESS

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.

12. ADJOURN

MOVED: Director Stere

SECONDED: Director McEwen

THAT this meeting be adjourned 10:35 am.

CARRIED

Certified Correct:

Tom Stere,
Chairperson

Cynthia Dick,
General Manager of Administrative Services

Denis and Dianne Francoeur

6614 Andrews Lane
Port Alberni, BC

Alberni-Clayoquot Regional District Board of Directors

3008 Fifth Avenue
Port Alberni, BC V9Y 2E3

Subject: Development Variance Permit DVF25001

Dear Members of the Board,

Thank you for the opportunity to address you regarding our Development Variance Permit application for 6614 Andrews Lane. We appreciate the time and consideration given to this matter and wish to provide clarity on our intentions and commitment moving forward.

Our family has lived in Cherry Creek for multiple generations, with the Francoeur family residing on the property at Andrews Lane for the past 46 years. Denis brings over 30 years of experience working with and maintaining Cherry Creek Water Works. In addition, he has contributed to numerous salmon enhancement projects and completed contract work with Fisheries and Oceans Canada. These experiences reflect our deep commitment to environmental stewardship and the well-being of our community.

We acknowledge the concerns raised during the public notice period and understand the importance of maintaining compliance with zoning bylaws and environmental protections. The variance we are requesting relates specifically to:

Watercourse setback reduction from 30.48 m (100 ft) to 11.7 m (38.3 ft) to permit the siting of an existing open steel frame shed.

Accessory building height increase from 4.6 m (15.1 ft) to 6.7 m (22 ft) at a 2.8 m side yard setback.

These issues arose because the structure was built without a permit, and we sincerely apologize for not following the proper process from the outset. There was no intent to circumvent regulations. We take full responsibility and are committed to rectifying this situation through the appropriate channels.

We understand concerns have been raised by neighbours during the public notification process regarding noise, industrial activity, traffic, and environmental impact. We continue to take steps to minimize our impact on the surrounding area by limiting activities during sensitive hours, reducing noise and light pollution where possible, and following best practices when operating equipment and machinery. We also note that some concerns relate to other properties we own, which are separate from the Development Variance property, and that multiple small businesses operate in the area, which may have contributed to confusion.

To demonstrate our commitment to good faith engagement, we reached out to all neighbours—those who expressed concerns and those who did not—with a letter clarifying our position and requesting support. Through this outreach, we received eight letters of support. We believe these responses reflect our commitment to addressing concerns and working toward compliance. We remain dedicated to improving the riparian zone around Platzer Creek, ensuring the building meets engineering standards, and operating our small business responsibly.

To address environmental concerns, we retained Aquaparian Environmental Consulting Ltd. to conduct a Condition and Impact Assessment (CIA) of our property. Aquaparian has provided a detailed Restoration Plan to improve riparian health along Platzer Creek, and we are fully committed to implementing the following recommendations:

- Restoring a 10 m riparian buffer with native vegetation along impacted areas
- Removing materials and equipment from sensitive zones
- Inspecting and maintaining the oil-water separator to prevent contamination
- Fencing restored areas to prevent future encroachment
- Monitoring water quality to ensure environmental protection

To address the building specifically, we have engaged McGill Engineering to confirm the structure is sound and safe. We will follow their recommendations as well as all applicable building code requirements of the ACRD.

Our family has deep roots in this valley and continues to operate a small business that supports the local economy. We value being good neighbours and maintaining trust within the community. Moving forward, we will ensure all activities on our property meet regulatory requirements and uphold the standards expected by the ACRD. We also assure the Board that all future development and activities will be fully permitted and compliant with ACRD bylaws.

Thank you for considering our application and for allowing us the opportunity to present our case. We look forward to working collaboratively with staff and the Board to resolve this matter in good faith.

Respectfully submitted,
Dianne and Denis Francoeur

From: Maddie Graham
Sent: December 5, 2025 11:31 AM
To: Maddie Graham
Subject: FW: Bill M216 opposition; Electoral Area Directors' Forum; Bail reform analysis

From: UBCM <ubcm@ubcm.ca>
Sent: November 26, 2025 11:48 AM
To: Heather Zenner <hzenner@acrd.bc.ca>
Subject: Bill M216 opposition; Electoral Area Directors' Forum; Bail reform analysis

[CAUTION] This email originated from outside of the ACRD



www.ubcm.ca | November 26, 2025 | [View in browser](#)

Growing concern with Bill M216

The bill aiming to limit local government peer review of developer submissions faces opposition. More organizations are publicly sharing their concerns about the harms the bill could cause if passed. The bill has passed 2nd reading, and is moving into the committee stage for review. [Read more.](#)

**LGLA 2026 Leadership
Forum**

**2026 Electoral Area
Directors' Forum**

The 2026 Local Government Leadership Academy Leadership Forum will be held March 11-13 at the Radisson Vancouver Airport Hotel in Richmond, BC. [Registration is now open.](#)

The 2026 Electoral Area Directors' Forum will be held March 10-11 (Tuesday afternoon to Wednesday morning) at the Radisson Vancouver Airport Hotel in Richmond, BC. [Registration is now open.](#)

UBCM analysis of Canada's bail reform legislation

On October 23, the federal government introduced the *Bail and Sentencing Reform Act*, which includes more than 80 proposed amendments to the *Criminal Code*. Many changes broadly respond to local government concerns, including resolutions and correspondence seeking stricter bail conditions for repeat offenders. [A UBCM analysis follows.](#)

Province publishes BC risk assessment

The Province has released a Disaster and Climate Risk and Resilience Assessment that provides updated information on key hazards affecting communities across BC. The assessment, alongside a new geospatial Hazard Insights Tool, aims to support local governments, infrastructure owners and others to better understand disaster and mitigate climate and disaster risks. [Read more.](#)



2025.11.23

Alberni Clayoquot Regional District
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3 via email to mailbox@acr.d.bc.ca

CAO, Councillors:

It is time again to write to you about our involvement in your community. As you may remember, last year was our first year under our new name of Central Vancouver Island Crime Stoppers to include your community. I can report that in some areas, we have increased our presence while in others, we have not and will continue to do so over the next year with your assistance.

As you may be aware, January is Crime Stoppers Month across Canada and we are seeking your participation in informing your community residents of that fact. I am asking each municipality and Regional District to proclaim the month as "Crime Stoppers Month January 2026" signed by your CAO and that it be included on your website and other social media devices as allowed. For your information, the theme across Canada this year is "**Extortion and Sextortion**" as the issue requiring our attention.

As I stated last year, I am hoping this to be annual request and look forward to seeing the proclamation. I have attached wording that you could use for this proclamation.

As I stated earlier, we are working hard to better inform your residents about initiatives in reducing crime by being involved in your community. In attending such events such a parades and other celebrations, we can fulfill that goal together.

I am available for any questions that you have. Thank you.

Brian Cornborough | President
Central Vancouver Island Crime Stoppers
president@cvicrimestoppers.com
250.755.5770
BC:2025.11.23

Stay safe, keep your family safe, keep your community safe.

Your logo

PROCLAMATION

**CRIME STOPPERS MONTH
January 2026**

WHEREAS: Crime Stoppers was first established in Albuquerque, New Mexico in 1976, with our local program, known as "Nanaimo & District Crime Stoppers," initiated in 1990 and renamed to "Central Vancouver Island Crime Stoppers in 2022;and

WHEREAS: The Central Vancouver Island Crime Stoppers, made up of community members, media, and the RCMP, have been an unqualified success since inception, totalling 13,425 tips; 553 arrests; rewards approved by the Board of \$117,720; 37 weapons recovered; \$1.465 million of property recovered; \$19,600 in cash recovered; and \$9.242 million in seized drugs; and

WHEREAS: Central Vancouver Island Crime Stoppers has received local, provincial, national and international awards of recognition for its accomplishments.

NOW, THEREFORE, I,, do hereby proclaim January 2026 as:

“CRIME STOPPERS MONTH”

in the Regional District of Alberni Clayoquot, British Columbia.

Signed

SEAL

CAO.....

Dated this ...day of January 2026



Asset Management Training for Elected Officials and CAOs

FREE ASSET MANAGEMENT TRAINING IN BC:

Community Infrastructure, Climate, and Equity: Training for BC Elected Officials and CAOs

These free courses are available for both Elected Officials as well as local government CAOs & Senior Management in British Columbia.

- Tailored for BC Elected Officials, CAOs, & Senior Leaders—built with input from BC communities.
- Reflects current legislation, provincial priorities, and best practices—with tools, templates, and real-world examples you can use right away.
- A 2-hour long course that is online, self-paced, and mobile-friendly to fit into your schedule—wherever you are.

Community Infrastructure, Climate, and Equity: Training for BC Elected Officials

(Online course)

Make confident, informed decisions about your community's infrastructure. Learn how asset management practices help you tackle infrastructure challenges, prepare for climate impacts, and ensure fair and sustainable service delivery—all while making the best use of taxpayer dollars.

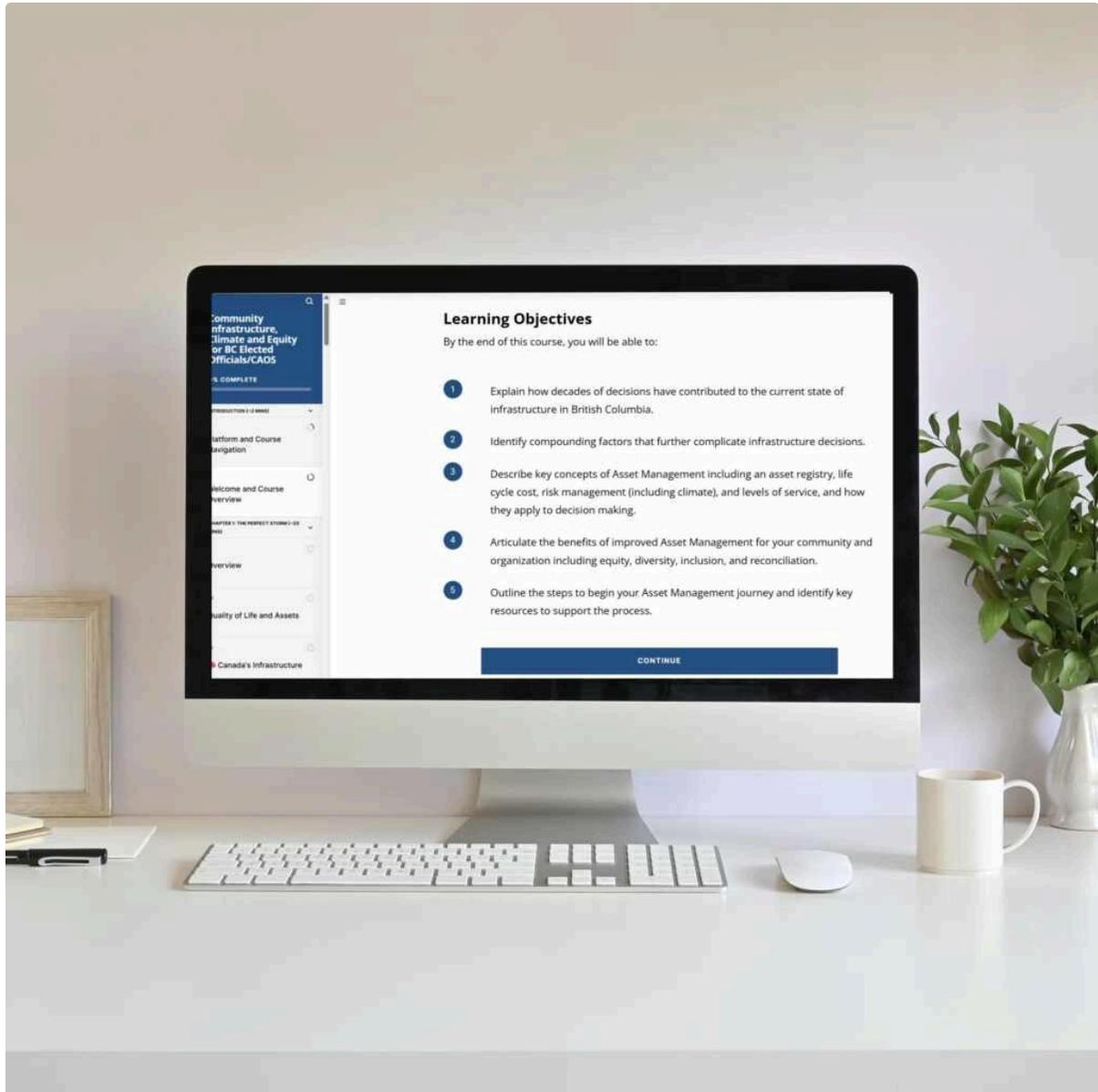
Community Infrastructure, Climate, and Equity: Training



planning and financial sustainability for your municipality. Understand how asset management supports risk management, strategic decision-making, and efficient use of resources to strengthen infrastructure, optimize services, and secure funding.

Note: Learners will receive course emails from [icInfrastructure](http://icInfrastructure.com), our training partner.

This 2-hour online training may qualify for Professional Development (PD) or Continuing Education Development (CED) credits, subject to your professional association's approval. For assistance, contact training@icInfrastructure.com.





BC Elected Officials

Register

CAOs and Senior Leaders

Register

Course Content

Online training will cover the following:

- **Module 1** – Introduction: Welcome to the Course*
- **Module 2** – The Perfect Storm: Learn how Canada and BC’s infrastructure got to it’s current state.
- **Module 3** – What is Asset Management?: Learn about the purpose of Asset Management and what are the asset types delivering service.
- **Module 4** – Core Concepts of Asset Management: Understand the key components such as Service, Cost, Risk.
- **Module 5** – Benefits and Getting Started: Learn the impacts to your community, organization, and staff.
- **Module 6** – Summary: Gain free resources to help you along your Asset Management Journey.

** Course customizations included for Elected Officials and Chief Administrative Officers.*

Why Attend?

Training Outcomes

1. Explain how decades of decisions have contributed to the current state of infrastructure in British Columbia.
2. Identify compounding factors that further complicate infrastructure decisions.
3. Describe key concepts of Asset Management including asset registry, life cycle cost, risk management (including climate), and levels of service and how they apply to decision making.
4. Articulate the benefits of improved Asset Management practices for my community and organization including equity, inclusion and reconciliation.
5. Outline the steps to begin your Asset Management journey and identify key resources to support the process.

- Make confident, informed decisions.
- Access tools tailored for BC local governments and First Nations.
- Build skills that support equity and inclusion.

These online courses are tailored for Local BC Governments and First Nations.

Elected Officials, Staff, and Senior Management in British Columbia will build a strong foundation for better decision-making by understanding how risk management, infrastructure conditions, and long-term planning impact their ability to sustainably deliver community services while considering equity and climate challenges.

For questions or more information, contact info@assetmanagementbc.ca

[Join our newsletter](#) to be notified of future training opportunities.



This project was carried out with funding from the Federation of

November 25th, 2025

At the November 24th, 2025 Regular Council Meeting, the following resolution was adopted by Council:

Resolution #2025-175

THAT the Village of Radium Hot Springs Council resolve to oppose the provincial draft Professional Reliance Act bill (M216).

Certified a true copy of Resolution #2025-175 this 25th day of November, 2025.



Jill Logan
Corporate Officer
Village of Radium Hot Springs

Meeting Type and Date: Regular Council Meeting – November 24, 2025
Written by: Adrian Bergles, CAO
Reviewed and Approved by CAO: N/A
Subject: Suggested Village of Radium Hot Springs opposition to draft *Professional Reliance Act* bill (M216) and consultation period response

Recommendation: That the Village of Radium Hot Springs Council resolve to oppose the provincial draft *Professional Reliance Act* bill (M216)

Request for Decision Department Report Information Report

Implications of Recommendation:

Asset Management: Y
Financial: Y
OCP: Y
Policy: Y
Strategic Plan: Y

SUMMARY INFORMATION

Recently the provincial NDP government has tabled a draft *Professional Reliance Act* bill (M216).

The draft legislation, which has received two readings and is open for public comment is intended to streamline development approvals in BC. Fundamentally it would end municipalities’ – like the Village of Radium Hot Springs – ability to have planning documents prepared by licensed professionals undergo third party, peer review, which is fundamental to current processes.

This is seen as a method of speeding up development approvals, but it may have the opposite effect.

Groups like the Union of BC Municipalities, the Planning Institute of BC, and other professional organizations are either coming out in opposition to this proposed legislation, or are stating serious concerns with it.

Some of those concerns are:

- Deregulation of local government approvals via inability to provide peer review which routinely identifies deficiencies, leaving municipalities and taxpayers potentially on the hook to pay for reconstruction of something that could have been easily caught
- Slowing of development approvals, and introduction of uncertainties, as any deficiencies noted would have to be reported to the Office of the Superintendent for Professional Guidance
- Lack of innovation – local governments are currently empowered to employ professional reliance in instances that support community goals
- Creation of the draft bill in a vacuum – the bill lacks real-world ground truthing and nuance, unintended consequences are likely
- Part of a broader pattern of provincial overreach, building on provincial housing legislation that removes planning approval from municipalities
- Institutionalizing conflict of interest by which professionals hired by developers approve the projects by which they earn their income
- Erosion of municipal self-determination
- Centralization without affordability – removal of democratic checks does not guarantee affordability. On the contrary, it risks handing over unprecedented control to private actors and provincially appointed officials
- Inconsistency with professional programs already being implemented by local governments to streamline development processes
- The scope of bill (M216) is unnecessarily broad

At the very least, many of these groups request that the public comment period be extended beyond the beginning of December.

This is a significant piece of draft legislation, with far reaching and likely unintended consequences, some of which are likely to be negative.

Staff of the Village of Radium Hot Springs asks Council to consider the resolution to oppose this legislation. If this resolution is adopted, staff will forward this information and a corresponding letter to the provincial consultation portal which has been created to receive comments on the draft legislation.

Options for Council:

- 1) Adopt the resolution as presented (recommended)
- 2) Suggest changes to the resolution
- 3) Table and do not adopt the resolution

Respectfully submitted:

Adrian Bergles,

Chief Administrative Officer



The Corporation of the
District of Central Saanich

November 28th, 2025

Honourable David Eby

Premier of British Columbia

Honourable Christine Boyle

Minister of Housing and Municipal Affairs

Honourable Lana Popham

Member of the Legislative Assembly, Saanich South

Honourable Rob Botterell

Member of the Legislative Assembly, Saanich North & the Islands

Subject: Bill M216 *Professional Reliance Act* – District of Central Saanich Comments

On behalf of the District of Central Saanich, following a motion passed by Council on November 24th, 2025, I am writing to express our strong opposition to Bill M216, the *Professional Reliance Act*. While we recognize the Province's commitment to addressing housing supply challenges, this legislation represents a significant overreach into municipal jurisdiction and undermines the democratic principles that guide local governance.

It appears to us that Bill M216 would erode the decision-making authority of locally elected councils, who are directly accountable to their communities and best positioned to address local needs. It also threatens to bypass the professional expertise of municipal planners and staff, whose knowledge of local context is essential for responsible and sustainable development.

Central Saanich has already met both provincially mandated and locally established housing targets, demonstrating that municipalities can effectively deliver housing solutions without sweeping provincial intervention. A one-size-fits-all approach disregards community diversity and penalizes municipalities that have acted responsibly.

Further, Bill M216 introduces risks to public interest by limiting municipal oversight of technical submissions and creating uncertainty through a dispute resolution process that relies on the Office of the Superintendent of Professional Governance—an entity without the mandate or capacity to adjudicate local planning matters.

We urge the Province to pause Bill M216 and engage in meaningful consultation with local governments and professional organizations before proceeding. Respecting municipal authority and democratic processes is critical to achieving housing goals while safeguarding public trust.

Thank you for your attention to this matter. We look forward to working collaboratively to advance housing solutions that respect local autonomy.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ryan Windsor', enclosed within a large, horizontal oval shape.

Mayor Ryan Windsor

cc: Christine Culham, Chief Administrative Officer
Jarret Matanowitsch, Director of Planning, Building and Bylaw Services
BC Municipalities & Regional Districts

December 3, 2025

Via email: HMA.Minister@gov.bc.ca

The Honourable Christine Boyle
Minister of Housing and Municipal Affairs
Parliament Buildings
Victoria, B.C. V8V 1X4

Re: Bill M 216 – 2025 Professional Reliance Act

Dear Minister Boyle;

I am writing to reinforce concerns other municipalities have raised about Bill M 216 – 2025 *Professional Reliance Act*, and to add additional ones that are contextual to rural and northern communities.

Allow me to express our ongoing support for the Province of B.C.'s efforts to modernize legislation that facilitates the timely development of housing in communities throughout British Columbia. The City of Quesnel has been a proactive collaborator to enable new housing development to occur throughout the city. In addition to the timely completion of our Housing Needs Assessment, the City was also the first municipality in the province to adopt policy to enable the construction of accessory dwelling units, including making available design plans, and has effectively utilized its Revitalization Tax Exemption bylaw and accessed Northern Development Initiative Trust's Northern Housing Incentive to spur the development of new units in the City.

Additionally, we want to thank the Province of B.C. for its continued partnership and investment in Quesnel, whether it be through Providence Living's proposed 288-bed long term care facility for West Quesnel, or support through BC Housing for women's transition housing, supportive housing at the Grace Inn site and shelter space. These investments are making a meaningful difference in our community.

Regarding Bill M 216 – 2025, our concerns fit within several broad categories as outlined below.

Misunderstanding of Municipal Review

There appears to be confusion in the province's supporting documents between the proposed Professional Reliance Act, the Certified Professional Program and the common practice of professional reliance.

To a large extent, smaller municipalities already rely on professionals as we do not complete a detailed review of an engineer's plans due to the lack of internal capacity. As such, municipal staff conduct only a high-level review that notes such things as whether a professional's plans meet the municipality's bylaw requirements, whether there is planned use of infrastructure materials the city does not prefer or if there is insufficient information or a lack of important



local information, among other things. It needs to be emphasized that these actions on the part of the municipality do not constitute a detailed technical review.

The Certified Professional Program refers to additional training professionals must obtain to ensure they are competent in the BC Building Code and can replace the building permit process under the Authority Having Jurisdiction. There is a significant lack of these certified professionals available in the north. The supporting documentation for the Bill lists the City of Prince George as a user of the Certified Professional Program. As far as we are aware, Prince George does not currently use this program and does not seem to be listed as a municipality under this program with the Architecture Institute of British Columbia, although it likely applies a high level of professional reliance.

Liability

It remains unclear at this time how the language within the Bill would limit or eliminate municipal liability. For example, if a professional organization ceases to operate, where would the liability for their decisions rest? As it is, municipalities are generally named as co-defendants in legal actions regarding liability. As it is, professional reports always contain a section that limits their own liability while still providing approvals, which necessitates an additional effort on the part of the municipality to ensure the organization does not completely erase accountability for its own work and approvals.

Limited Access to Professionals in the North

Quesnel, similar many other rural and remote municipalities, is experiencing an ongoing shortage of professionals located in or who are familiar with the community and its climate. We tend to see many professionals who provide reviews, approvals and reports in the community without ever being on site.

Related, this Bill would place additional pressure on professionals to take on competencies for which they do not have a scope of practice, which would necessitate further investment by the province in independent, professional regulatory oversight beyond what municipalities already do, which would result in additional costs, time and confusion.

Also, our experience has been that the quality of reports varies widely between professionals. Should this legislation proceed, we would urge the province to define the specific types of reports required for various levels of assurance. For example, the City was recently provided a technical memorandum instead of a geotechnical report for development – these are not the same and should not be relied upon as such to inform investment decisions.

An example of concern to our community is the West Quesnel Land Stability Area. In the past, municipal staff have engaged with several professionals willing to provide approved reports to support development in that area, which is fundamentally unsafe, and their reports frequently contain errors and omissions that would place undue burden on local taxpayers if the city were no longer able to intervene in the development process.



Infrastructure

The language the province has provided to support the Bill is not clear on how these changes would impact municipal discretion regarding infrastructure the municipality will or may eventually own, nor is it clear how professionals will review their reports with consideration to the municipality's growth and development goals, many of which are regulatory requirements set out by the province.

Conclusion

Finally, we are concerned that the use of registered professionals hired and paid for by a development applicant and working on their behalf creates a serious conflict of interest. While professional reliance can be a useful tool, we would remind you of the lessons learned in B.C.'s forestry sector that ultimately led to that structure being repealed to reinforce sustainable management of B.C.'s crown timber resources.

While we appreciate the haste with which the province wishes to move, notably in urban areas, we advise you to apply patience and due diligence when making changes that largely affect another order of government. The City of Quesnel was unaware of the Bill's introduction and has not had meaningful discussions with your ministry regarding it. At the same time, the market for multi-family developments, notably in urban areas, has softened, which suggests other more fundamental economic issues that need to be resolved to spur development, which should take priority over this bill.

We expect respectful treatment from the province regarding legislative changes that fit entirely within the scope of local government. We encourage you to engage with municipalities to create a more meaningful change that achieves provincial goals while safeguarding the liability placed upon local taxpayers.

Thank you for your time.

Mayor Ron Paul
City of Quesnel

Cc:

MLA Sheldon Clare
Cori Ramsay, President, Union of B.C. Municipalities
BC Municipalities



To: Alberni-Clayoquot Regional District Board of Directors

From: Mercy Hrad, Accountant

Meeting Date: December 10, 2025

Subject: Payment Acceptance – Credit Card Payment Processing Fees

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to implement a Paymentus Corporation payment system for credit card processing.

Desired Outcome:

Identify and implement strategies to reduce or eliminate credit card processing fees while preserving diverse range of convenient payment options for customers.

Summary:

The Alberni-Clayoquot Regional District (ACRD) currently accepts payments for most services through the following methods:

- **Cash** – represents approximately 1% of total payments
- **Cheque** – represents approximately 40%
- **Electronic Funds Transfer** – represents approximately 42%
- **Debit Card** - represents approximately 2%
- **Credit Card (Master Card and Visa)** – represents approximately 15%

While credit card usage only accounts to 15% of the payment types used, it equates to 99% of payment processing fees. In 2024 our annual credit card processing fees were \$45,558, our 2025 annual credit card process fees are projected to be \$48,000.

Staff have identified Paymentus Corporation payment system as the preferred credit card processing system, which will enable the ACRD to charge the credit card transaction fee to the payee. This payment system will have an embedded link within the ACRD website, allowing payees to select the link and pay directly through Paymentus Corporation, in which case they will be notified and, if agreeable, charged a transactional fee equal to the credit card processing fee, eliminating the transactional cost to the ACRD.

The following categories of transactions are recommended to be eligible for the Paymentus Corporation payment system:

- Landfill credit accounts
- General utility accounts including Beaver Creek Water, Bamfield Water, Millstream Water, 3-Stream Collection on the West Coast
- Building & associated permits
- Lease accounts
- Long Beach Airport landing and parking fees
- Planning application fees and charges
- Salmon Beach Pump and Haul
- Other miscellaneous fees as applicable

The credit card fees for the above noted make up approximately \$30,000 each fiscal year.

The following categories of transactions are not recommended to be eligible for the Paymentus Corporation payment system:

- Landfill scale shack transactions – Integration with the existing landfill software was identified as difficult due to the associated software and fee transparency capacity

The credit card fees in the above noted make up approximately \$18,000 each fiscal year.

Staff are proposing the following timeline:

- **December 2025 – April 2026** - Program and integrate Paymentus Corporation payment system into ACRD accounting and payment processing software. Test payment system integration in the software environment and develop procedural documentation for staff training. Develop public engagement including notices, landing page, and associated social media outreach to provide clarity around the payment system change.
- **May-June 2026** - Integrate the selected option into ACRD bylaws and operational processes. Provide in-depth staff training and system integration overview. Issue public engagement.
- **July – September 2026** - Public rollout of payment system.

It is important to note that the public currently has the ability to pay with the following methods:

- Utility Billing – Cash, online banking, cheque, debit/credit card
- Landfill credit accounts, lease accounts, long beach airport landing and parking fees - Cash, electronic funds transfer, cheque, debit/credit card
- Building and associate permits, planning application fees and changes - Cash, cheque, debit/credit card

Background:

ACRD staff have identified these additional fees as a concern because they represent a significant operational expense and create a perception of inequity. By accepting credit card payments, payees

benefit from rewards points, while service area participants who do not use credit cards effectively subsidize these costs.

The ACRD Board of Directors passed the following resolution at the October 23, 2024 Board of Directors meeting:

“THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors direct staff to investigate options to reduce credit card payment processing fees.”

Since October 23, 2024, staff have completed the following:

- Review of potential payment process vendors, along with outreach to other regional districts and municipalities to confirm their usage of payment processing systems
 - The Paymentus Corporation payment system is current utilized by a number of organizations which include the District of Tofino, Regional District of Nanaimo, City of Maple Ridge, City of Penticton, City of Langford, along with the Canada Revenue Agency
- Identification of 3 preferred vendors (Central Square, Option Pay, and Paymentus Corporation) who were able to meet the ACRD’s payment processing requirements
- Staff reviewed and assessed the following requirements
 - Regulatory requirements and their associated ability to meet regulatory requirements, current user rating and feedback, system accessibility, payee usability, system usage capacity, system integration capacity, cost of system operations, and data security
- Paymentus Corporation met and/or exceeded expectations for all requirements, allowing for a clean and secure integration, easy to utilize user interface, and high levels of regulatory compliance

Time Requirements – Staff & Elected Officials:

As recommended, it is expected to require approximately 90-110 hours of staff time, which is inclusive of staff training.

Financial:

The ACRD currently expects up to \$50,000 of credit card processing fees each year. The projected cost savings as recommended equate to an estimated \$30,000 per year. There is no cost to the ACRD.

Strategic Plan Implications:

N/A

Policy or Legislation:

A regulatory review of the associated payment legislation and payment card network operators’ requirements has been completed; staff have confirmed that Paymentus Corporation is Payment Card Industry Data Security Standard Compliant. As well, associated Bylaw updates may be required to reflect any integrated payment acceptance methods.

Options Considered:

1. Maintain current approach - Continue offering credit card payment without integrating a fee offset system, thereby continuing to absorb credit card processing fees
2. Remove credit card payment options - Eliminate credit card payments entirely and rely on existing alternative payment methods such as debit, cheque, cash, electronic funds transfer
3. Full integration across all payment types - Implement the credit card payment system for all transactions, including those processed at the landfill scale shack.
4. Selective integration by transaction category - To designate specific categories of transactions where the credit card payment system will apply; for example - utility payments and permits, but exclude certain services if desired.

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: Alberni-Clayoquot Regional District Board of Directors
From: Lyndsey Page, Community Services Coordinator
Meeting Date: December 10, 2025
Subject: Port Alberni Transit Future Service Plan

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors endorse the 2025 Port Alberni Transit Future Service Plan.

Summary:

The attached report was presented to the Alberni Valley and Bamfield Services Committee on November 26, 2025. The Committee supported endorsement of the 2025 Port Alberni Transit Future Service Plan, which sets priorities for improving transit over the next five years. These include enhancing evening service, increasing frequency on high-ridership routes, exploring service to Tseshaht First Nation and assessing interregional connections to the Regional District of Nanaimo. The plan also identifies future infrastructure and funding considerations.

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

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

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

TRANSIT *future*

Service Plan

PORT ALBERNI

2025



Territorial Acknowledgement

We acknowledge with respect that BC Transit carries out its work on the traditional territories of indigenous nations throughout British Columbia.

The Alberni Valley lies within the treaty and territorial lands of the Tseshaht and the Hupacasath people, and as both stakeholders and rightsholders, we value their local knowledge and ongoing contributions to this region.

We are grateful to deliver our work on their traditional lands.

TFSP Table of Contents

01	Transit Vision & Shaping Your Transit Future	06	Route Performance	11	Infrastructure Priorities 2025-2029
02	BC Transit Corporate Initiatives	07	Engagement Summary	12	Investment Strategy & Moving Forward
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04	Transit Need	09	Conventional Service Priorities 2025-2029	14	Next Steps
05	System Performance	10	Custom Service Priorities 2025-2029		

01 Transit Vision

The Port Alberni Transit System connects people and communities through cost-effective, convenient, safe and accessible transit services.

The Transit Future Service Plan builds upon the Port Alberni/Clayoquot Transit System Service Review (April 2012) and the Alberni-Clayoquot Regional District Electoral Area Feasibility Study (April 2020).

This purpose of this plan is to develop a cohesive regional transit plan to incorporate the Transit Vision and Goals for the City of Port Alberni, in consultation with the Tseshaht and Hupacasath First Nations.



Identify improvement opportunities for service and infrastructure.



Ensure alignment with local area plans and development strategies



Make the transit system more efficient and receptive to community need.

Figure 1: Transit Future Service Plan objectives

01 Transit Vision

City of Port Alberni Official Community Plan (2007)

- The Alberni-Clayoquot Official Community Plan (2007) calls for efficient transit service connecting the community in Section 8.4 of the document.
- Calls for the coordination between bus stop location and sidewalk design (for pedestrian safety and accessibility), as well as regional transit connections to Sproat Lake and Cherry Creek.
- Under general provisions, the city will also encourage greater residential density near transit routes.
- Local roads will also consider transit in infrastructure improvements.
- Transit will be enhanced to conserve energy and minimize air and noise pollution.

Port Alberni/Clayoquot Transit System Service Review (2012)

- Recommendation of various changes to the system, some of which have been implemented. These include:
- Re-organization of transit system. Pulse transit system with central exchange. Concept implemented in August 2012.
- Increased frequency on Sundays, evenings and holidays (proposed Route 4).
- Service to newly developed areas – e.g., Burde Street, Pacific Coast University
- Expansion to Tseshaht Market (with a new route).
- Service beyond City limits, provided in partnership with the Alberni-Clayoquot Regional District – e.g. Beaver Creek, Cherry Creek and Sproat Lake as part of a separate service review.

Port Alberni/Clayoquot Post-Implementation Review (2013)

- An overview of prev. year system reorganization and identification of operational issue areas.
- Document included the creation of Redford Exchange and supported improved access to West Coast Hospital and Harbour Quay (since implemented).

City of Port Alberni Active Transportation Plan (2017-2018)

- Supports improved transit connectivity for seniors and youth and better multi-modal integration.

Alberni-Clayoquot Regional District Electoral Area Feasibility Study (2020)

- Outlined potential travel times, resource allocation, and concept routes for connecting Sproat Lake to Port Alberni.
- Analysis reviewed noted service could be implemented with a terminus at either the Wal-Mart in the north or Redford Exchange downtown, with approximately 1000 annual hours and 1 bus (plus 1 spare). The estimate total cost was \$177,799 with the local share being \$118,953. Service frequency would be every 2 hours.

City of Port Alberni Official Community Plan (TBD)

- An update to the Official Community Plan is forthcoming from the City of Port Alberni.
- Calls for complete communities with support for modal variety (incl. public transit).

02 BC Transit Corporate Initiatives

Over the next five years, the Alberni-Clayoquot Regional District, the City of Port Alberni, and BC Transit will continue to evolve the transit system by introducing and further promoting new and existing programs and technologies to improve the customer experience and promote accessible and affordable travel.

BC Transit's Strategic Plan provides the blueprint for how we will facilitate the transformation and pursue our common vision for a transit-supportive environment:

- Create responsive and reliable services
- Improving integration with other mobility providers, introducing electronic fares.
- Building more transit-supportive infrastructure and supporting transit's integration with land-use planning.
- Transitioning to increasingly-sustainable fleet vehicles.

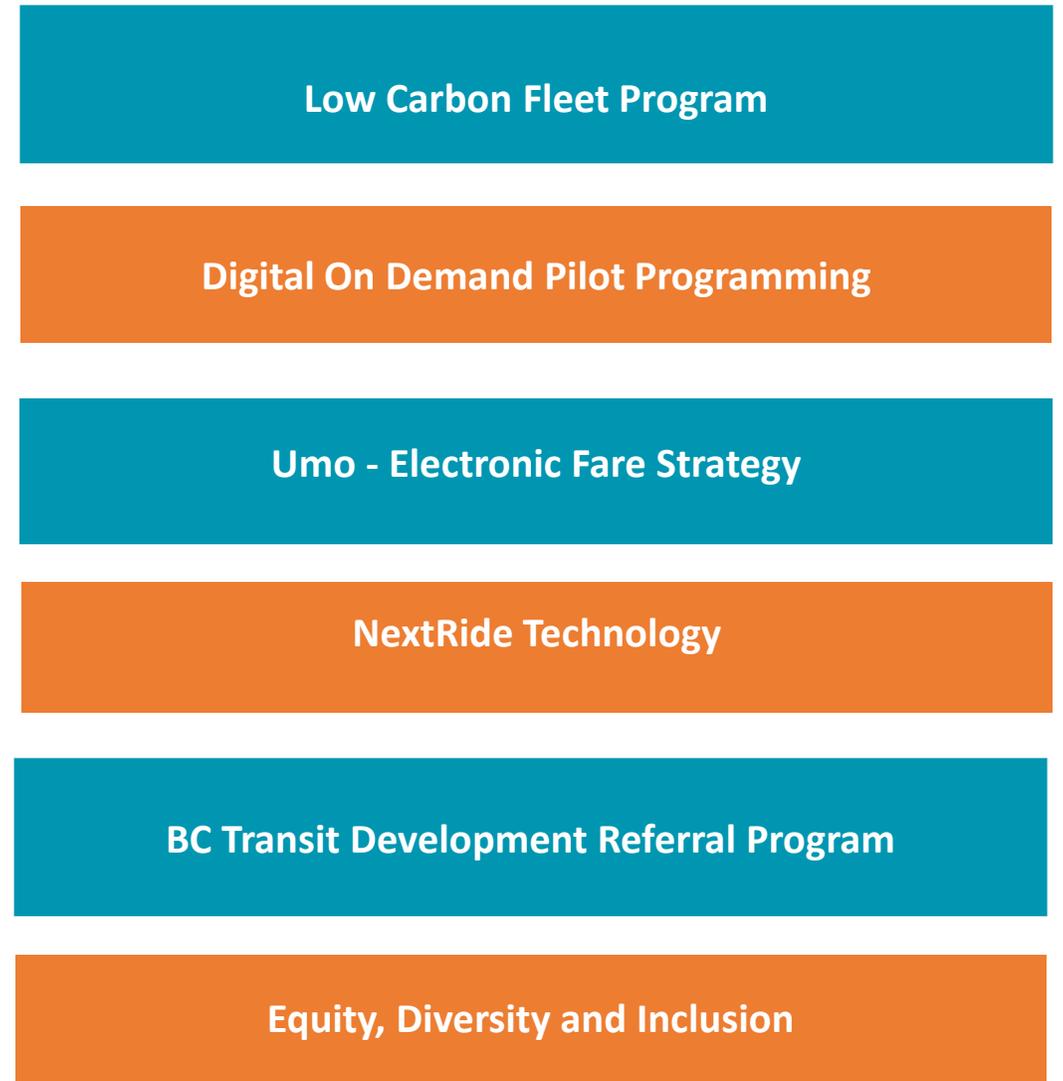


Figure 2: Ongoing BC Transit Corporate Initiatives

02 BC Transit Corporate Initiatives

Low Carbon Fleet Program

BC Transit is working with key provincial partners in support to electrification and the overall reduction of emissions in its active fleet of vehicles.

The low carbon fleet program focuses on four principles:

- Transitioning vehicles to electric propulsion based on the fleet replacement plan and service delivery strategy.
- Bridging transition to electric with renewable fuels.
- Using business cases to guide investment decisions.
- Developing partnerships with key local stakeholders and industry leaders.

Digital On Demand

This is an exciting initiative that uses technology to dynamically dispatch a bus or fleet of vehicles to locations dictated by customers using an app or phone-in service.

BC Transit has recently undertaken a feasibility study on digital on-demand transit and plans to roll out this service type a number of communities in 2025 (pending funding approvals), with a view to add more communities in future years, based on the success of the current project phase.

Equity, Diversity and Inclusion

BC Transit is committed to building an inclusive work environment that reflects the diversity of the communities we serve. Every day, we aim to ensure our communities thrive by providing the safest, highest-quality, most accessible public transit – this means listening to and meeting the transportation needs of British Columbians.

Future plans include furthering engagement with Indigenous communities and using Gender-Based Analysis+ (GBA+) to integrate multiple perspectives in transit planning, and guide decisions that provide the best experience for all riders.

02 BC Transit Corporate Initiatives

Umo - Electronic Fare Strategy

Umo is BC Transit's recently-launched electronic fare platform, allowing users to pay via smartphone app or reloadable, contactless card. This program was launched in Port Alberni in 2024. The Umo system accommodates a mix of fare products, including cash fares, and can operate in areas with low-cell phone coverage/service.

Via this program, BC Transit is working to not only improve rider convenience but also enable mobility partnerships and create new data collection opportunities.



Development Referral Program

Local governments or developers can send any referrals and supporting information to BC Transit to review.

BC Transit can provide comments to the local government or developer on how the proposal may impact current or future transit service and infrastructure. BC Transit will also suggest changes to better support transit service and infrastructure, both now and in the future. Responses may include comments on:

- Land-Use and Density
- Alignment with Transit Policy, Plans, and BC Transit Infrastructure Design Guidelines
- Site Design
- Location and Amenities of Transit Stops.
- Relevant Future Transit Planning Priorities

Next Ride

NextRide was launched in 2024 in the Port Alberni and offers door to door journey planning. It provides bus location information to customers via transit apps, enhances operations control and route information for the operator.

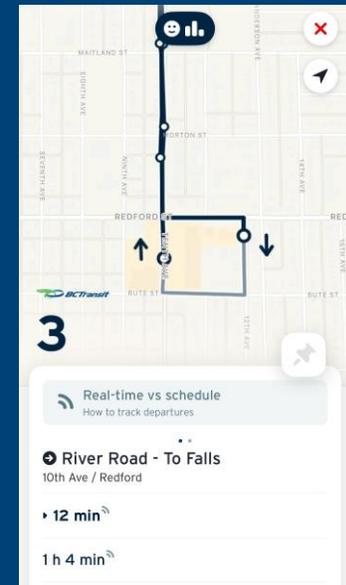


Figure 3: Transit App, Port Alberni Transit System

03 Transit Today

Port Alberni transit ridership operators 7 days/week and sees approx. 250,000 boardings annually.

The system is delivered through BC Transit’s innovative cost sharing model, and in coordination with the Alberni-Clayoquot Regional District and City of Port Alberni, who support decision-making on fares, routes, and service levels.

Recent changes to the system include:

- Minor trip time adjustments for Routes 1, 2, 3.

4

Routes in the system

5

Fleet Vehicles

250k

Annual Ridership

MON.
TO SUN.

Operates 7 days a week

12,300

Annual Service Hours



03 Transit Today

Port Alberni Transit Network

- **Route 1 (Southside)** provides service from the Redford Exchange, going west to West Coast General Hospital, and south as far as Cameron and Ship Creek. It also services the Alberni Harbour Quay.
- **Route 2 (Pacific Rim)** provides service from the Redford Exchange to Pacific Rim Centre (including Wal Mart) in the north.
- **Route 3 (River Road)** operates from the Redford Exchange, going northeast as far as Falls and Georgia.
- **Route 4 (Crosstown)** provides service on evenings and Sundays, servicing a portion of all 3 weekday routes. Service is provided to places such as North Island College, West Coast General Hospital, and Pacific Rim Centre.

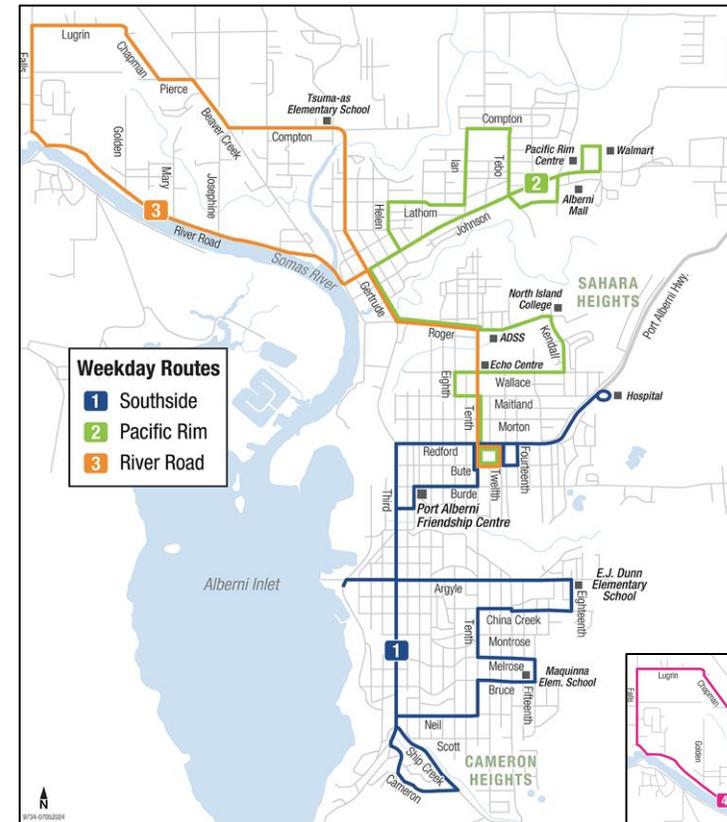


Figure 4: Port Alberni Transit System map

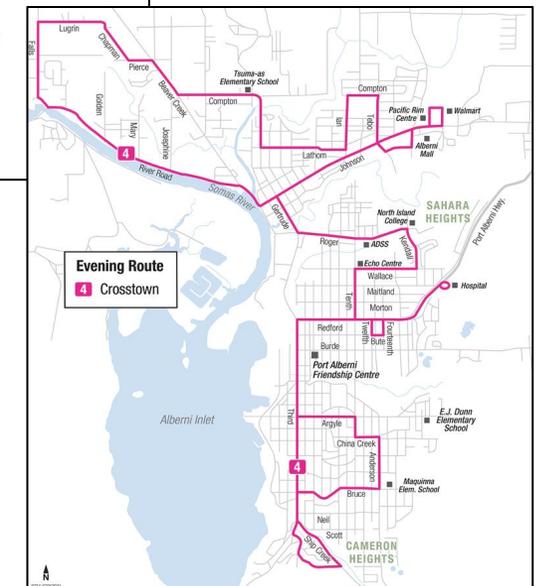


Figure 5: Route 4- Crosstown (Evening-Only/Sunday Service)

04 Transit Need

Demographics in the Alberni Valley

- The population in the Port Alberni grew by 4.5% per cent between 2016 and 2021 (Census 2021).
- Key corridors of residential density include Argyle St. Redford St., 10th Ave. and the Uptown core (Johnson Rd.).
- A low density and dispersed population in outlying communities and electoral areas outside of the City of Port Alberni makes providing efficient transit service a challenge.

Transit is an important resource in Port Alberni, in connecting residents to social, educational, and economic opportunities. and ensuring greater accessibility whilst supporting a shift to active and sustainable modes of transportation.

Transit growth and improvements need to match population growth and community trends to support new residents with transportation solutions that are sustainable, affordable, and efficient.

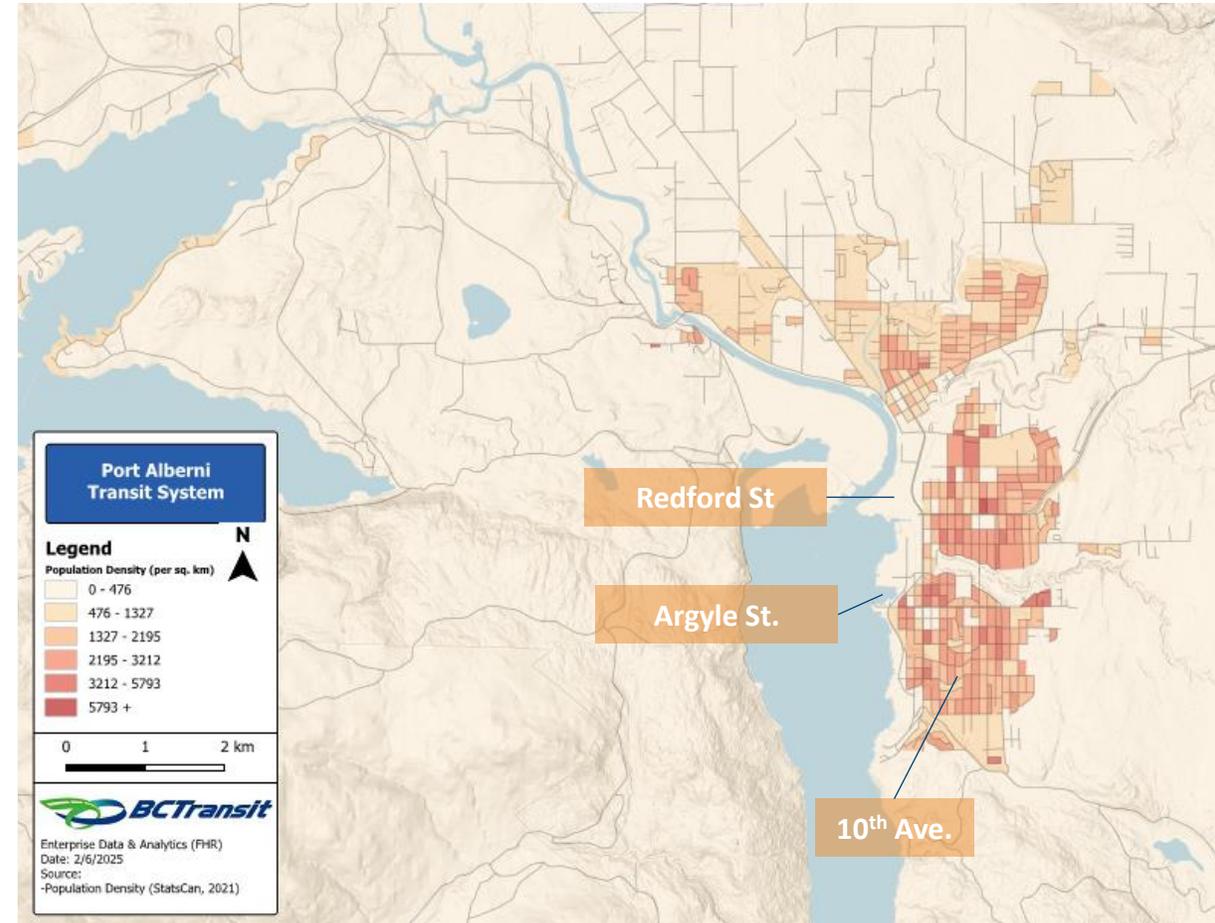


Figure 6: Population density in the Alberni Valley

04 Transit Need

Alignment with Population Density, Community Growth, and Local Planning Priorities

- In consultation with the City of Port Alberni, this plan and subsequent transit priorities aim to offer alignment with the City's ongoing Transportation Master Plan development process. Planning shall guide investment and recommend priorities for essential coverage services, and, in pursuit of ridership growth, support future transit expansion on defined key corridors with planned higher-density and mixed-use development, and offer connections to defined neighbourhood nodes.
- At a high-level, and in review of census data, the existing routes in Port Alberni provide good coverage in relation to areas of higher population density, and with consideration to concentrations of seniors and low-income residents.

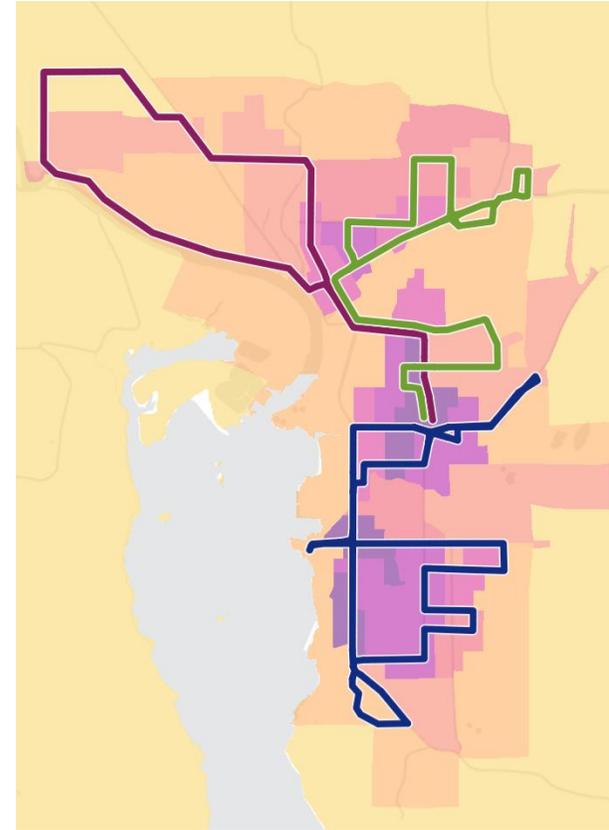


Figure 7: Population density in the Alberni Valley

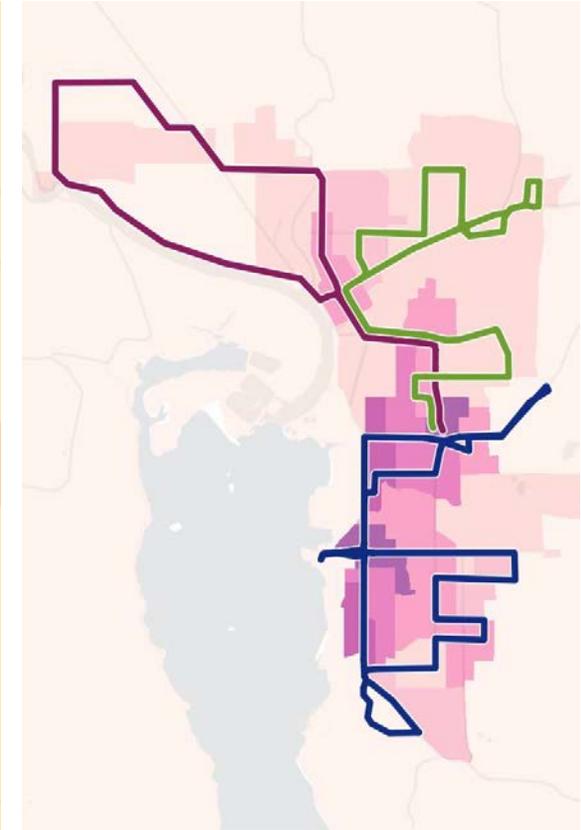


Figure 8: Low-Income residential concentrations in the Alberni Valley

05 System Performance

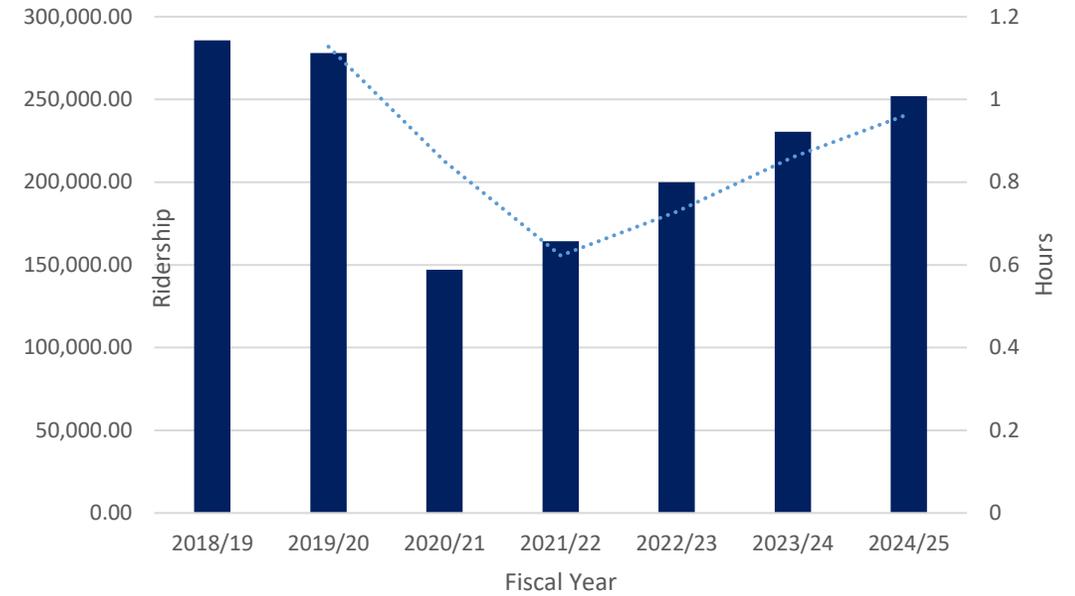
Post-pandemic, and in line with other small/mid-sized systems across the province, Port Alberni Transit has seen a gradual year-over-year ridership return since 2021 but has not yet seen 100% ridership recovery as compared to pre-pandemic levels.

- The 2024-2025 fiscal year saw approx. 250k rides, as compared to 146k rides during the 2020-2021 year (Pandemic low-point). This is below the 275-280k rides observed annually pre-pandemic.

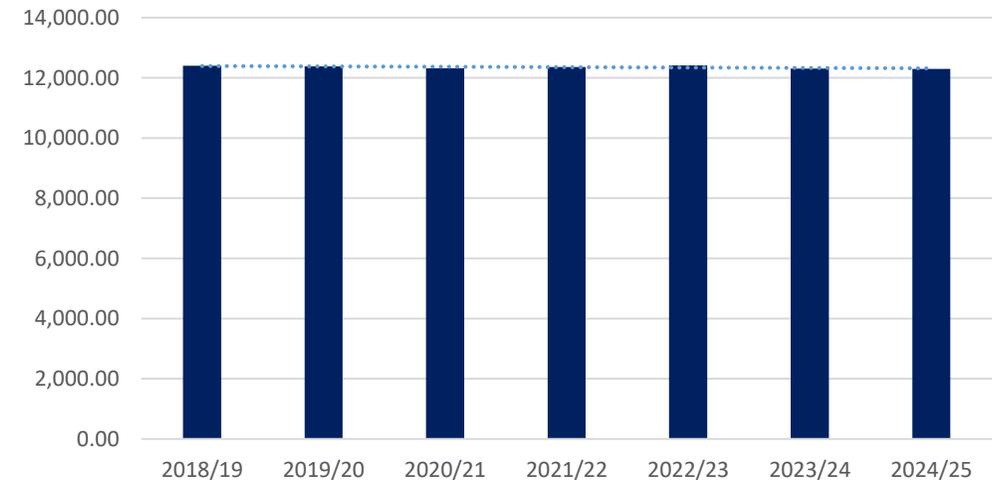
Port Alberni is experiencing ridership at 5-10% below the provincial average, however, the local transit system is 25% smaller than the average Tier 3 system, so in short, factoring in system size, ridership proportionally is strong compared to other peer transit systems in BC.

Similar to peer systems, Port Alberni's dedicated transit service hours have remained stable year-over-year, with approx. 12.3k/hours dedicated to the system annually since 2021.

System-Level Ridership: Port Alberni Transit



Scheduled Service Hours: Port Alberni Transit



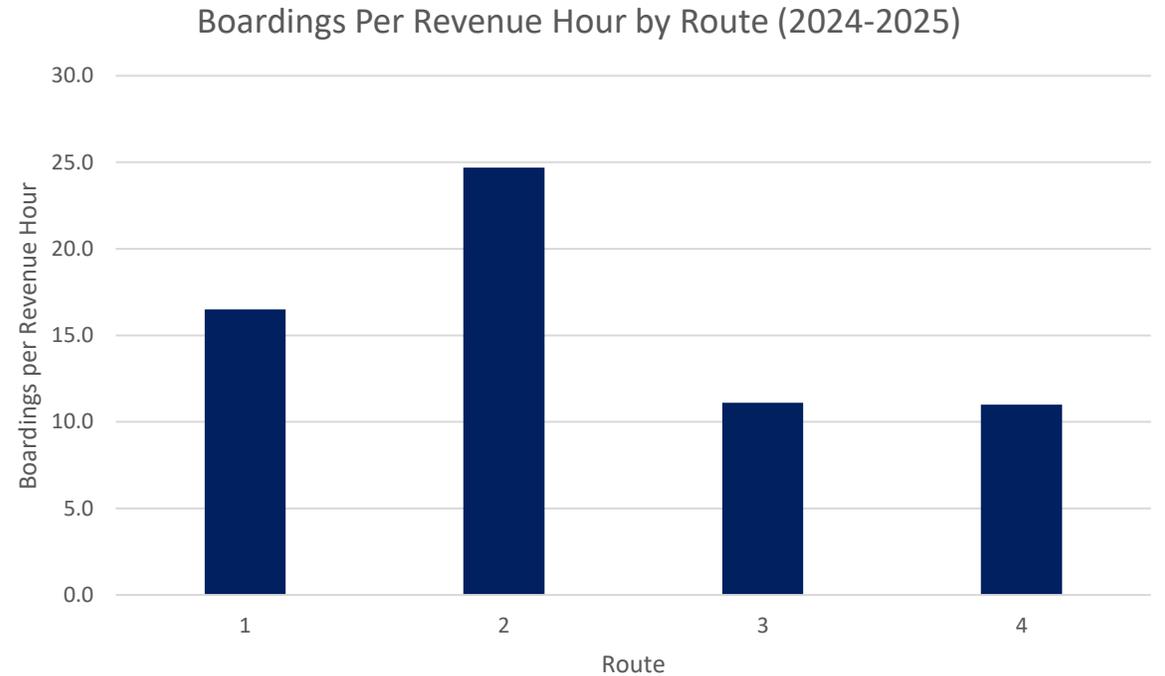
06 System & Route Performance

Key Takeaways

- The Route 2- Pacific Rim is the highest ridership route in the Port Alberni Transit System, with approx. 24 boardings/per in-service hour (2024-2025 Fiscal Year Data).

Within the Port Alberni Transit System, the noted lower-performing transit routes provide boarder service coverage and important connections to commercial, recreational, and health services. Route 4- Crosstown in specific, offers essential evening and Sunday service for Port Alberni. Major alterations to these services could have an impact on dedicated existing ridership.

Any prospective routing changes implemented through this plan shall be monitored from a customer service and operational perspective, in addition to service performance data (as collected by BC Transit).



07 Engagement

As part of BC Transit’s commitment to public engagement, outreach was carried out to identify draft service and infrastructure priorities based on community feedback, and to hear both from transit users on their experiences navigating the local transit system, and from non-users around increasing access to transit services.

Public engagement was launched online in April 2024, with community marketing facilitated via BC Transit through a variety of tools including in-person engagement, a project website, local media ads, internal bus ads, and social media promotion.

Engagement for the Port Alberni Transit Future Service Plan was facilitated through a variety of different methods/settings, to ensure a variety of voices and experiences were represented in the planning process.



- 240 Public Survey Responses
- 200+ Unique Comments (via Public Survey)
- Transit Open House
- 4 Key Stakeholder Workshop Sessions
- Engagement with local First Nations (Tseshaht First Nation, Hupacasath First Nation- via ACRD staff)
- Transit Operator-specific Survey

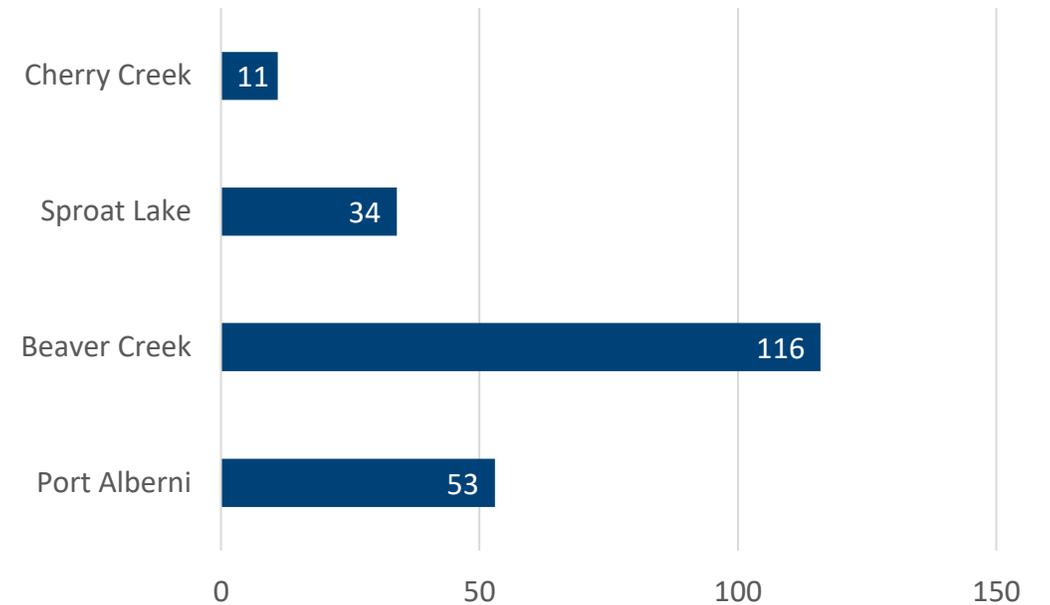
07 Who we heard from

Approx. 240 public survey responses were received, along with supplemental comments from transit users and non-riders, and feedback via stakeholder and rightsholder engagement.

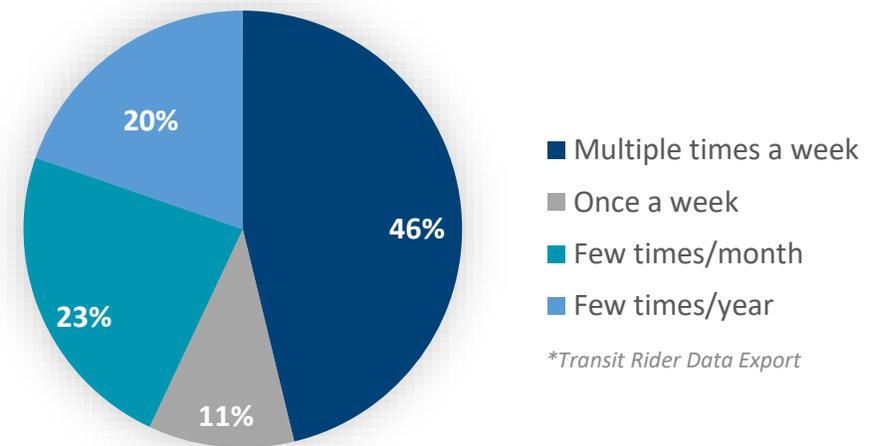
Via the public survey:

- Approx. 50% of respondents were from Beaver Creek, with approx. 23% from Port Alberni.
- Less than 30% of respondents were transit riders. Given split in riders/non-riders, additional survey export was required to quantify existing transit-user focused data.
- Of existing users, approx. 65% of respondents were from Port Alberni, with approx. 46% of respondents noting use of transit multiple times/week.
- In addition to public engagement, a survey was prepared and distribute specifically to local Transit operators for their feedback, analysis, and review of the current system.

Where do you live?



How often do you use the Port Alberni Transit system?



07 What we heard

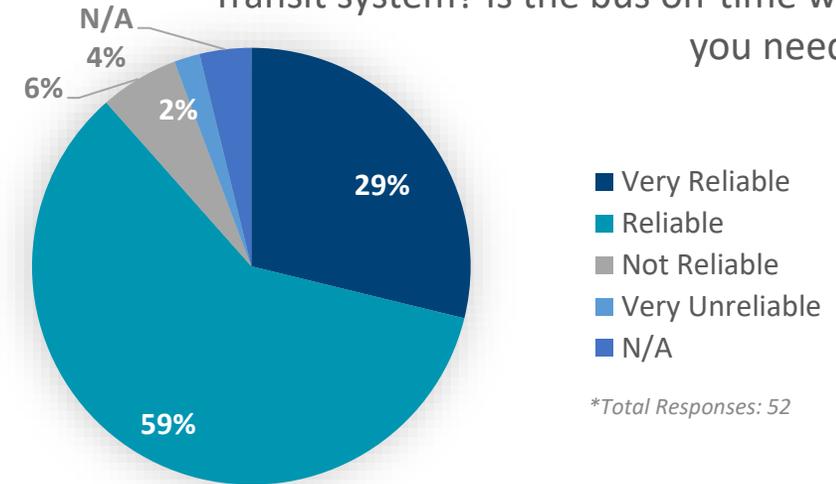
Current Service:

- Current service is quite reliable. Transfers between routes are largely seamless based on pulse service scheduling. Strong satisfaction with existing service amongst regular users (approx. 71%). Service reliability also noted as positive (approx. 87%).
- Most transit riders feel safe when using transit, but non-riders and parents of youth expressed safety concerns.

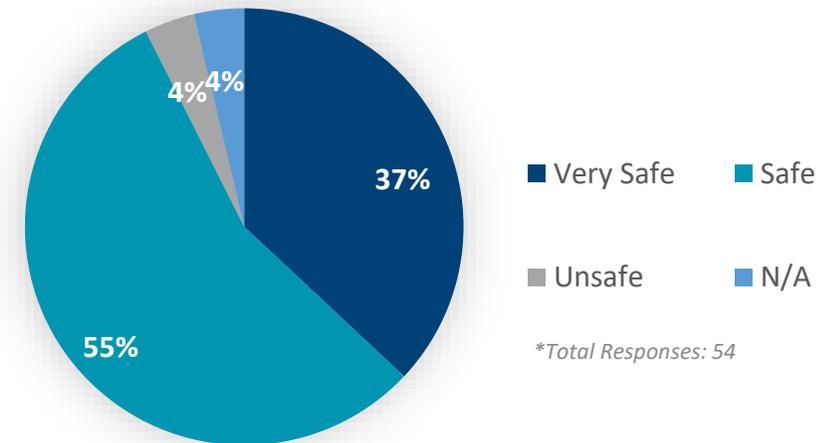
Future Service:

- Frequency and span improvements to weekday and weekend evening service was the most desired amongst engagement participants and survey respondents.
- Strong support for the study and future implementation of interregional service between Port Alberni and the Regional District of Nanaimo (Qualicum Beach).

How reliable do you find the Port Alberni Transit system? Is the bus on-time when you need it?



How safe do you feel using the Port Alberni Transit system?



07 Transit Service to Sproat Lake

Early engagement and previous feasibility studies outlined opportunity for service extension to Sproat Lake Provincial Park, however service proposal received strong to mixed support from existing ridership and Port Alberni residents, and strong opposition from Sproat Lake residents (36% support across all respondents vs. 85% support amongst riders).

- Redford Exchange to Sproat Lake noted as preferred option amongst existing ridership, with slightly stronger likelihood for use seasonally.

Based on feedback regarding local funding and future usage considerations, service to Sproat Lake is not supported (as previously outlined) as a priority within the 2025 Port Alberni Transit Future Service Plan.

Based on local government, key stakeholder engagement, and public feedback, a prioritization of improvements to existing services, interregional service planning, and improved service to Tseshaht First Nation is supported. Further public engagement would be required to confirm funding capacity for this proposed expansion.

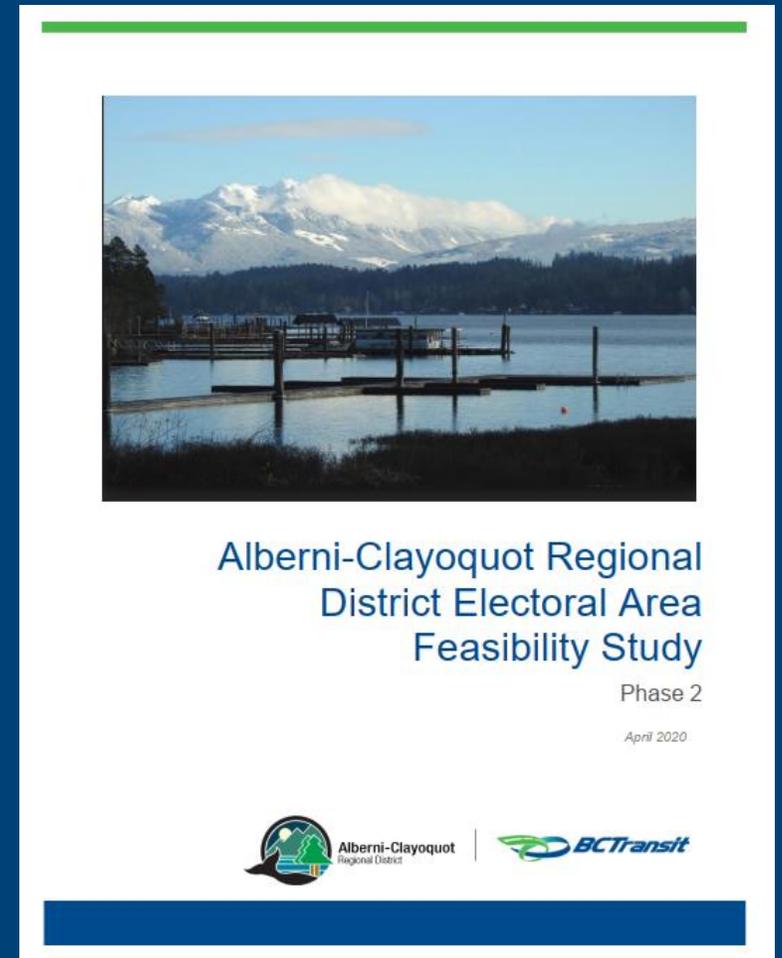


Figure 12: ACRD Sproat Lake Electoral Area Feasibility Study (2020)

07 Route 3 Service via Stamp Ave.

Early engagement and analysis of current services identified the opportunity to re-route a segment of the Route 3 (inbound/outbound) via Stamp Ave. Currently, Routes 2 and 3 both serve the same section of Roger and 10th, with the Stamp Ave. corridor (primary access to Paper Mill) without scheduled transit service.

While not initially raised via public survey responses, additional considerations for maintaining service via Roger/10th were noted, relating to:

- Recent stop-level ridership data along the Tenth Ave./Roger St. corridor (captured via on-board technology) noting low but consistent daily passenger usage.
- The routing change proposed eliminating direct access for riders travelling between the Beaver Creek Rd./Tseshaht First Nation/ River Rd. areas and ADSS and key community recreational facilities.

Based on ridership data, and ensuring community access to public facilities and institutions, the alteration of Route 3 is not recommended in the short-term as a priority within the 2025 Port Alberni Transit Future Service Plan.

Re-routing of the Route 3 and service inclusion on Stamp Ave. may be re-introduced for review as part of future North-South direct routing discussions.

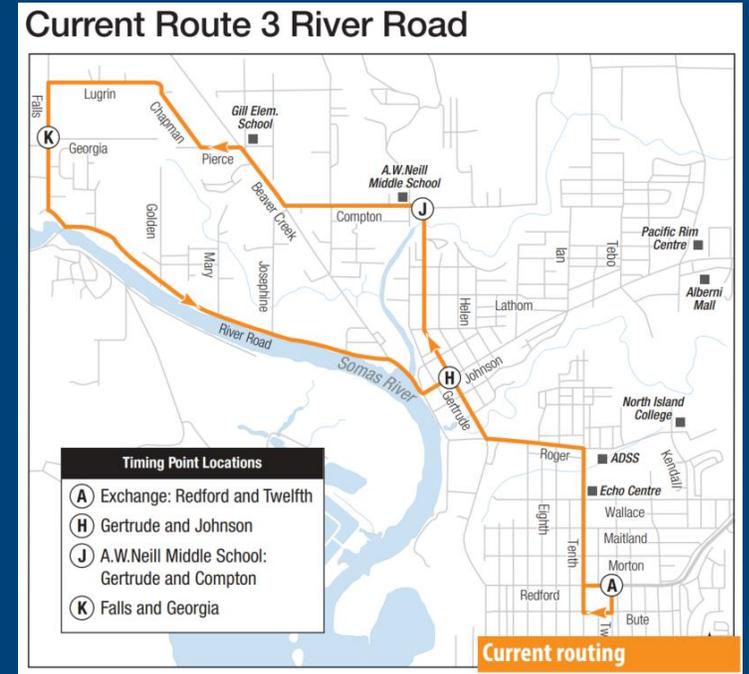


Figure 13: Current Route 3- River Road

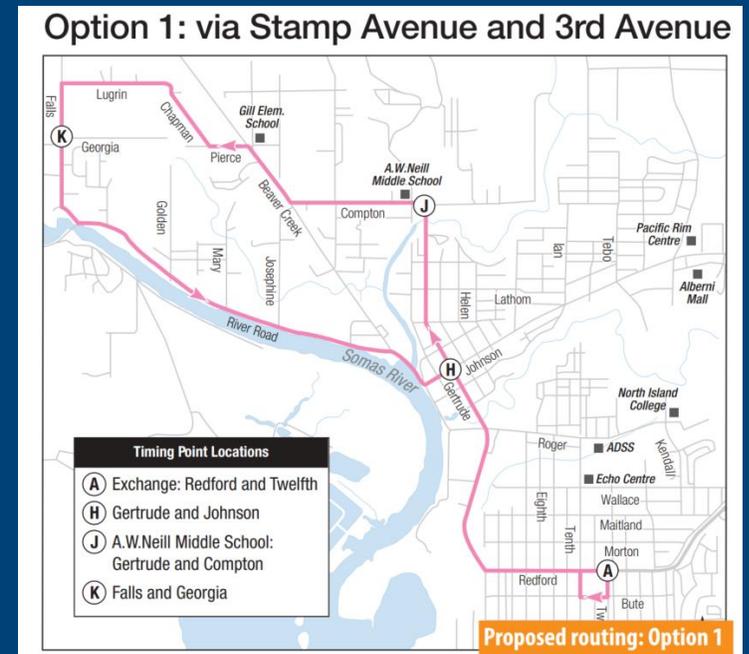


Figure 14: Alternative Proposed Routing for Route 3

08 Ongoing Engagement

Voice of the Rider

In supporting a better understanding of our riders and local community needs, BC Transit believes we need to move a step closer to the community and make feedback and live experience a part of important business decisions. Our Voice of the Rider panel is an effort to drive community engagement on every project we undertake, understand the satisfaction levels of our riders, and take recommendations and suggestions to improve the overall transit experience.

Engaging with Indigenous Communities

BC Transit is currently developing a strategy for increasing engagement with First Nations and supporting meaningful reconciliation. We recognize the need to engage with both urban and rural First Nations in ways that are appropriate for each local community. BC Transit and the Alberni-Clayoquot Regional District will continue to work with the First Nation communities within the Alberni Valley to understand how we can best serve their communities, and provide connections to important economic, employment, health, educational, and recreational centres.

**Do you have something to say
about transit in your community?**

VOICE
of the Rider



Learn more at engage.bctransit.com/frequently-asked-questions

09 Conventional Service Priorities 2025-2029

Priority	Description	Expansion Resources (Subject to change)
Improve Evening Service	Improving weekday and weekend evening service.	1,300 annual service hours.
Increase frequency on Route 2- Pacific Rim	Monitor ridership and increase frequency of service on Route 2 as needed during AM and PM peak periods (Connecting Pacific Rim Centre, Wal-Mart, Uptown core, NIC/ADSS/Echo Centre, and the Redford Exchange).	1,000 annual service hours, 1 vehicle
Investigate transit service to Tseshaht First Nation	Explore introducing an extension of Route 3 or dedicated service to the Tseshaht First Nation. Introducing service would be dependent on Tseshaht First Nation becoming a partner in the Port Alberni Transit- Local Government cost-share function.	900 annual service hours (Routing via Tseshaht Market) 350 annual service hours (Routing via Tsuma-as Dr.). 1 bus may be required via either service option.
Investigate interregional transit service between Port Alberni and the RDN	Conduct feasibility and service study for interregional service. Prospective introduction of limited weekday and weekend service between Port Alberni and Qualicum Beach (Regional District of Nanaimo).	2,400 annual service hours (Estimated Introductory Hours), 2 vehicles.

09 Conventional Service Priorities 2025-2029

Priority	Description	Expansion Resources (Subject to change)
Improve On-Time Performance of Existing Services	On-Time Performance adjustments as needed based on analysis of operational data.	Resources to be determined. BC Transit recommends assigning 0.5-1.0% of total annual service hours to on-time performance. Approx. 150 annual service hours.
Investigate direct north/south route(s) between major locations of ridership	A redesign of core service providing more efficient and competitive travel between key ridership locations (i.e. Uptown, Downtown, Redford Exchange, Pacific Rim Centre, Wal-Mart).	Service hrs. Reallocation & additional resources to be determined upon service study.

Note: Due to the pulse-scheduling set-up of the Port Alberni Transit System. Additional review from BC Transit Scheduling Dept. is needed to ensure proposed improvements can be facilitated from an operator-shift and fleet assignment perspective. Estimated service hours for expansion items in this document are subject to change.

Improve Evening Service

Strong support for improving evening service on weekdays and weekends. Current span of transit service noted via public engagement feedback as being insufficient.

- Additional service on Route 4- Crosstown to approx. 11:00pm.

1,300

Estimated annual service hours

Note: Estimated service hours subject to changes based on calculations from BC Transit's Scheduling Dept.

1*

Additional Vehicle (Subject to further operational analysis)

Note: Not including required spare/contingency vehicles.

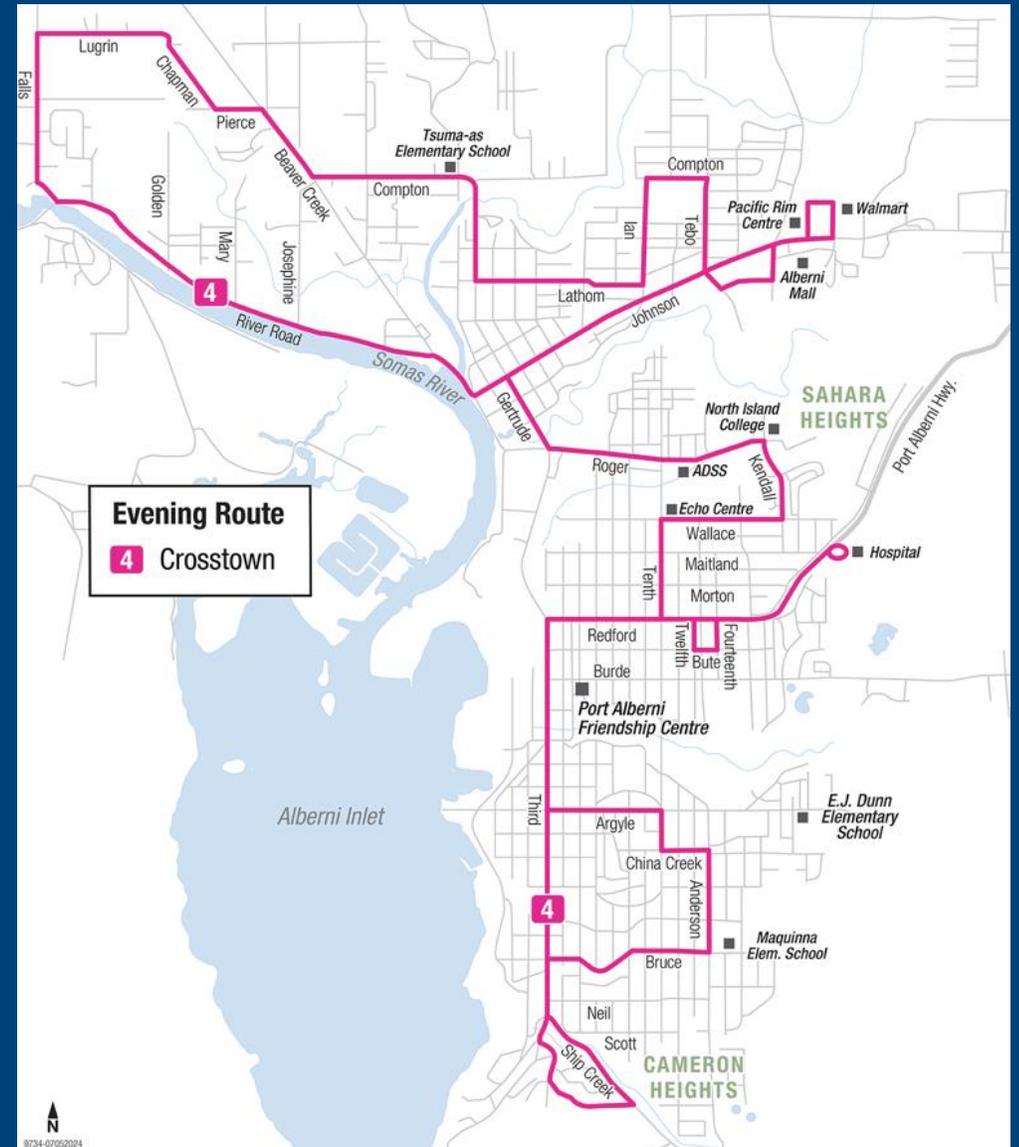


Figure 9: Route 4- Crosstown (Evening-Only/Sunday Service)

Transit Service on Route 2: Pacific Rim

Increase frequency along Route 2 (Pacific Rim Centre/Wal-Mart) during peak AM and PM times.

Route 2 is the highest ridership route in the system, with notable ridership particular around school bell times. Current service appears sufficient, but as Port Alberni grows over the next few years, given the nature of this route, we are likely to see higher ridership and demand for more frequent and efficient service.

Note: Due to current pulse scheduling and interlining of routes, scheduling changes to the Route 2 would require the re-organization of operator shifts and timetables.

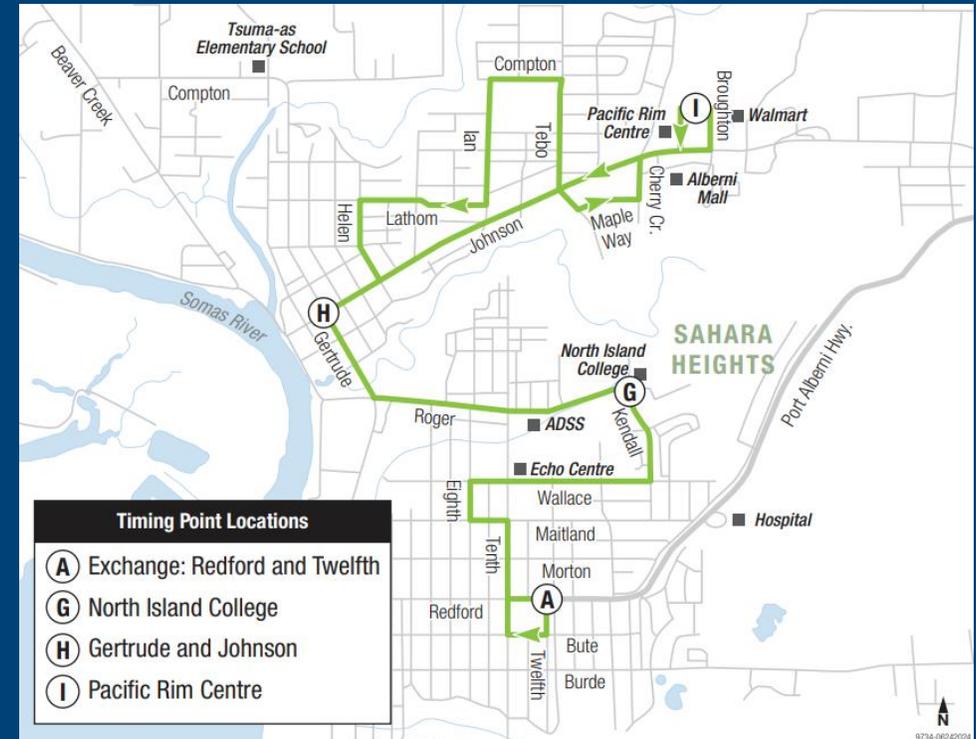


Figure 10: Route 2- Pacific Rim

1,000

Estimated annual service hours

Note: Estimated service hours subject to changes based on calculations from BC Transit's Scheduling Dept.

1*

Additional Vehicle (Subject to further operational analysis)

Note: Not including required spare/contingency vehicles.

Transit Service to Tseshaht First Nation

Provide service to the Tseshaht First Nation via Route 3 (or dedicated service) to Tseshaht Market or Tsuma-as Dr.

Early engagement and previous feasibility studies outlined opportunity for service extension to Sproat Lake Provincial Park, however service proposal received mixed reception for existing ridership and Port Alberni residents, and strong opposition from Sproat Lake residents (36% support across all respondents, 85% support amongst riders).

Consultation in previous transit plan engagement noted early support for the establishment of such a service.

Further operational and feasibility assessments required prior to formalization within the Transit Improvement Program (and implementation of service). Options to consider implementation without an additional bus to be explored in greater detail.

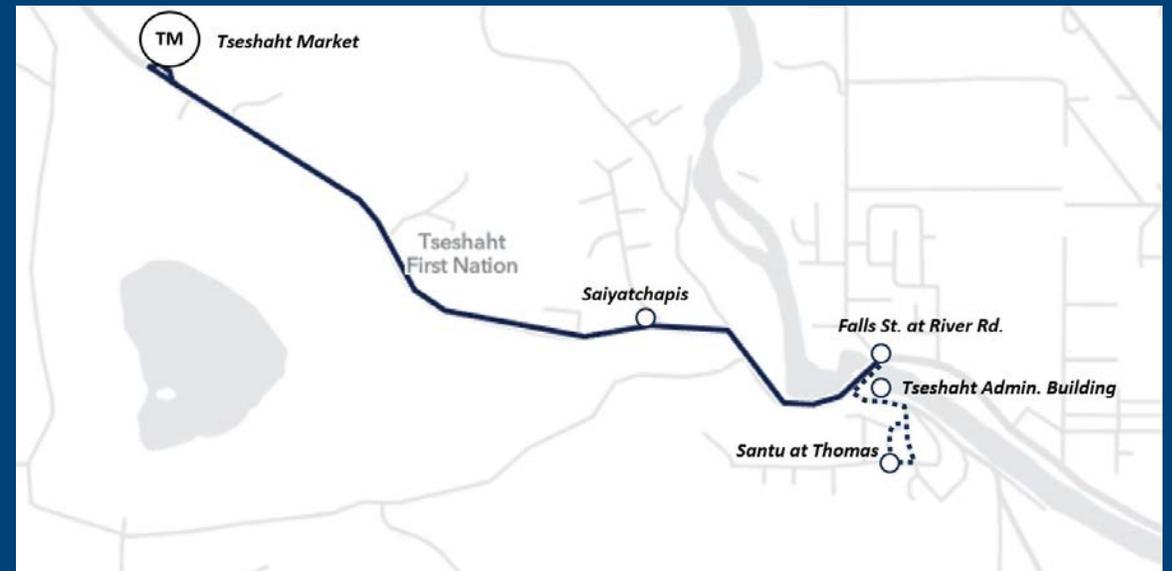


Figure 11: Concept Map: Transit Service to Tseshaht First Nation

900

Estimated annual service hours
Introductory-level service extension to Tseshaht Market.

1*

Additional Vehicle (Subject to further operational analysis)

350

Estimated annual service hours
Introductory-level service extension via Tsuma-as Dr.

1*

Additional Vehicle (Subject to further operational analysis)

Note: Estimated service hours subject to changes based on calculations from BC Transit's Scheduling Dept.

Note: Not including required spare/contingency vehicles.

Interregional Transit Service: Port Alberni to RDN

- Produce feasibility study with intent to establish an interregional transit service between Port Alberni and the Regional District of Nanaimo (Qualicum Beach).
- Strong support from existing ridership and Port Alberni residents (93% support from transit users, 65% support amongst all respondents). Interest in year-round service to access to services and amenities not available in Port Alberni.
- Regional expansion would need to involve participation with the ACRD and would require additional discussion to modify the governance and funding structure of the transit system.

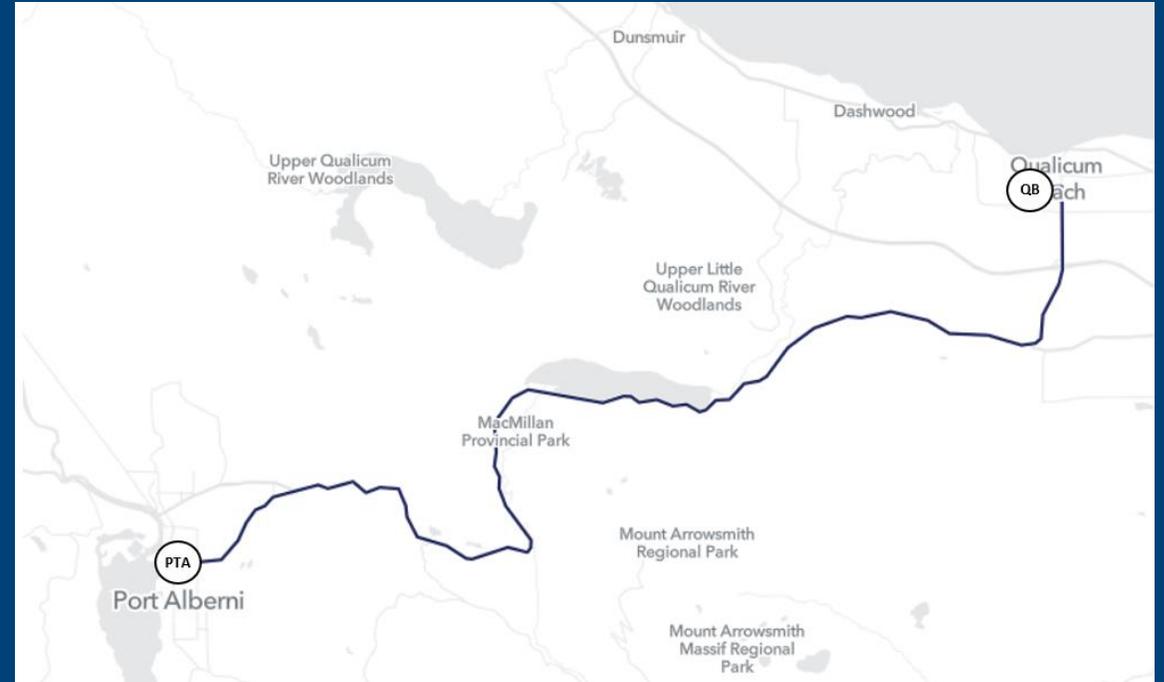


Figure 12: Concept Map: Interregional service to Regional District of Nanaimo

2,400

Estimated annual service hours
Introductory-level service via Hwy 4.

Note: Estimated service hours subject to changes based on calculations from BC Transit's Scheduling Dept.

2*

Additional Vehicle (Subject to further operational analysis)

Note: Not including required spare/contingency vehicles.

Opportunities for On-Time Performance adjustments, and Service Reliability improvements.

The ability to make consistently reliable trips and timely connections is one of the top factors identified by the public that would encourage them use transit more.

As trip and route-level performance data (collected on-board by BC Transit) becomes more readily accessible beyond 2025, there may be reporting that suggests investments in the existing service is needed on specific routes, trips, etc.

Like other mid-sized communities in BC, as Port Alberni grows, traffic on key corridors is projected to increase, with transit needing additional scheduled time to travel to/from the route's terminus. These changes require more resources to just maintain the same level of service. It is recommended that the existing transit service be supported by cyclical future service hour investments to ensure service reliability and schedule consistency.

150 Annual service hours

Note: Estimated service hours subject to changes based on calculations from BC Transit's Scheduling Dept.

80



Considerations for Service to Tsawaayuus-Rainbow Gardens

Based on local community feedback, it was recommended to assess options to provide closer conventional transit access to the Tsawaayuus-Rainbow Gardens retirement community.

Options were reviewed by BCT Planning, however, service hrs. are limited to support changes, alternate routing is comparatively circuitous, and maintaining service on Falls St. is strongly recommended.

Falls at Pacific Rim is the most-used bus stop north of Johnston Rd./Alberni Hwy. Noted consistently as a key stop and connection for Tseshaht First Nation.

Currently and for the near-future, Custom Transit (handyDART) service is recommended as preferable due to its capabilities around door-to-door access.

This review and recommendation was presented to the ACRD'S Accessibility Committee in Fall 2025.

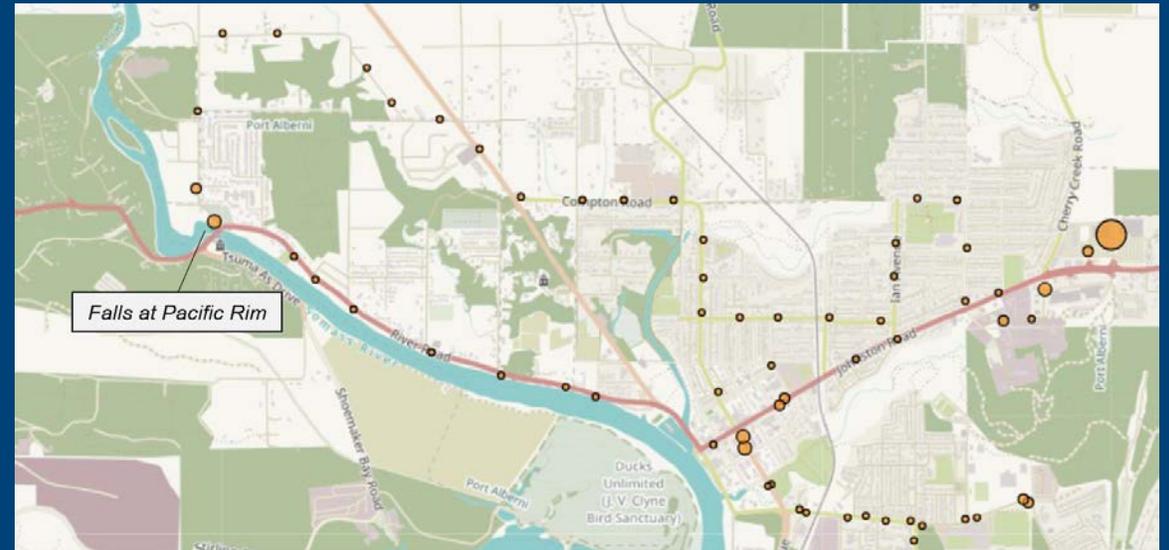


Figure 13: Stop-Level Ridership Map, Port Alberni Transit, 2025

10 Custom Service Priorities 2025-2029

Priority	Description	Expansion Resources (Subject to change)
Peak Service Improvements	Improving service during peak travel times and addressing availability challenges brought on by high subscription rates and reducing reliance on Taxi Supplement. With expansion into Tseshaht First Nation, increased capacity is needed to maintain a consistent service level.	3000 annual service hours, 1 vehicle.
Expand Weekend Service Span	Expanding weekend afternoon/early-evening service span to match hours of operation of weekday custom transit (to 5:00pm).	850 annual service hours
Expansion of Custom Service on Statutory Holidays	Expanding custom transit to offer base-level service on statutory holidays throughout the year (In-line with current conventional service).	150 annual service hours

Current Total Custom Transit Hours (Alberni-Clayoquot): Approx. 7,976 Hrs.

10 Custom Transit: Looking Ahead

As part of the Custom Transit Strategy, the introduction of the “Custom Transit Solution” is planned for phased implementation (targeted to begin in 2026). This program will focus on modernizing Custom Transit Service Delivery by increasing the availability, flexibility, and efficiency of the service.

The solution will include:

- A digital process for handyDART registration
- An online portal for customers to book trips, making it easier and faster to manage trips online
- A mobile app and web interface to provide push notifications and in-app messaging to inform customers about key service updates, including registration, trip booking, details and delays
- Tracking of key metrics to help guide vehicle and driver allocation for improved optimization of service
- New on-board display on handyDART vehicles to assist drivers with trip-mapping and route navigation, allowing real-time updates to drivers’ schedules to provide a more flexible service that meets customer needs
- Tracking of key metrics to help guide vehicle and driver allocation for improved optimization of service
- Access to new data that will help inform potential future service expansion and enhance service delivery
- The potential to introduce Electronic Fare Payment



11 Infrastructure Priorities 2025-2029

Priority	Description
Improve Transit Amenity Coverage and Investment in Bus Stop Infrastructure	Support Port Alberni Transit for improve coverage of bus shelters and benches for higher-ridership stops and key community locations. Seek investment through capital planning and funding opportunities such as: <ul style="list-style-type: none">• Transit Shelter Program• Transit Minor Betterments Funding
Operations & Maintenance	Explore options (via BC Transit Regional Operations) for a larger operations and maintenance facility to support transit system growth and accommodate additional fleet vehicles.

12 Investment Strategy & Moving Forward

Funding the plan

To achieve the goals of this plan, capital and operating investments in the transit system will be required over the next five years and beyond. Any prospective infrastructure improvements will be incorporated into BC Transit's Capital Plan.

This plan calls for capital investments that include:

- Additional fleet vehicles to be added to the local transit system as part of the proposed year-over-year expansion requests.
- Working with contracted Transit Operating Company to support a higher-capacity Operations & Maintenance Facility to accommodate prospective fleet increases.
- Improvements to customer amenities and infrastructure at transit stops.

Monitoring + Implementation

Performance of the transit system is monitored on an annual basis, which is typical for transit systems of this size. Performance may be monitored more closely after a significant service change to evaluate impacts to operations and user experience.

Service improvements will be integrated into the Three-Year Transit Improvement Process (TIPs), which is revised on an annual basis with updated costing, and with consideration to updated service hr. and fleet calculations via BC Transit's Scheduling Dept.

Prior to implementation of service changes, BC Transit planning staff will work with City of Port Alberni and ACRD staff to ensure service improvements appropriately reflect local needs. Additional targeted engagement may be conducted.

13 Acknowledgments

Thank you,

The development of this Transit Future Service Plan provides the planning overview for the development of the Port Alberni system. This plan was made possible by participation from provincial and local governments, key stakeholders and the public. BC Transit would like to thank staff and representatives from:

- City of Port Alberni
- Alberni-Clayoquot Regional District
- Tseshaht First Nation
- Hupacasath First Nation
- School District 70
- North Island College Student's Union
- Alberni Valley Transition Town Society



14 Next Steps

BC Transit seek resolution that the City of Port Alberni and Alberni-Clayoquot Regional District endorse the 2025 Port Alberni Transit Future Service Plan.

Priorities identified in the 2025 Port Alberni Transit Future Service Plan be integrated into the ongoing service planning (subject to minor operational requirement changes).

BC Transit will continue ongoing partnership with the City of Port Alberni and the ACRD to support annual service expansion analysis.





To: ACRD Board of Directors
From: Amy Needham, Sustainability Planner
Meeting Date: December 10, 2025
Subject: Alberni Valley Agricultural Water Plan Final Report

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors receive the Alberni Valley Agricultural Water Plan Final Report.

Desired Outcome:

That the ACRD support local agriculture and food security by receiving the [Alberni Valley Agricultural Water Plan](#) and direct staff to investigate options for implementation as time and resources permit.

Background and Summary:

In October 2023, the ACRD received a grant from the Province of BC through the Investment Agriculture Foundation to explore long term options for water to use for food production in the Alberni Valley.

Several previous policy documents, including the Alberni Valley Agricultural Plan, Water for Growth report and Council for Agricultural Water Supply final report, have recommended the ACRD undertake a comprehensive agricultural water plan, focusing on exploring the feasibility and cost of potential options to secure irrigation water supply and support increased long term food production in the Alberni Valley.

Engagement with Tseshaht and Hupacasath First Nations, as well as producer working groups such as the Council for Agricultural Water Supply, was ongoing throughout this project. A background report and 'What We Heard' report were previously received by the Board, in January and July 2025 respectively. The agricultural water plan includes a number of recommendations regarding agricultural water supply options. Staff will investigate opportunities for grant leveraging and community partnerships to action implementation options included in the report and will review with the Agricultural Development Committee as needed.

Time Requirements – Staff & Elected Officials:

This multi-year project was led by a hybrid team consisting of the Sustainability Planner and Uplands Agricultural Consulting.

Financial:

This project was 75% grant funded through the Province of BC’s Agriculture Water Infrastructure program, administered by Investment Agriculture Foundation. The remaining 25% of funding required came from the Local Government Climate Action Program grant, as this project supports climate adaptation. Implementation options will be recommended as funding and capacity allow.

Strategic Plan Implications:

The ACRD’s Strategic Plan 2024-2027 includes an objective to “work with regional agricultural producers toward identifying and addressing challenges faced by regulations and climate change” and to “include the examination of the impacts of drought on the security of our water systems.”

Policy or Legislation:

Recommendations to complete this plan occur in several previous policy documents, including the 2011 [Alberni Valley Agricultural Plan](#), the 2017 [Water for Growth report](#), and the 2023 [Council for Agricultural Water Supply final report](#).

Options Considered:

1. That the Board of Directors direct staff to undertake implementation options outlined in the report.

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

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

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



To: ACRD Board of Directors

From: Amy Needham, Sustainability Planner

Meeting Date: December 10, 2025

Subject: Alberni Valley/West Coast Food Security Emergency Plan and Livestock Emergency Plan Final Reports

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors receive the Alberni Valley Food Security Emergency Plan, the Alberni Valley Livestock Emergency Plan and the West Coast Food Security Emergency Plan.

Desired Outcome:

That the ACRD support local agriculture, food security and emergency management by receiving the [Alberni Valley](#) and [West Coast Food Security Emergency](#) plans as well as the [Alberni Valley Livestock Emergency Plan](#), and direct staff to investigate options for implementation as time and resources permit.

Background and Summary:

In March 2024, the ACRD received funding through the Food Security Emergency Planning and Preparedness fund from the Province of BC through the Investment Agriculture Foundation to conduct a two-phase project on food security across the ACRD in the context of emergency planning for flooding, drought, wildfire and supply chain interruption.

An invitation to collaborate on this project was extended to every municipality and First Nation within the ACRD's administrative borders and was accepted by the three municipalities and several First Nations. Each First Nations collaborator has a dedicated section of the final report that outlines the unique situation and requirements of their citizens with regards to food security emergency planning that may now be used to apply for future grant opportunities for training, equipment and infrastructure. Each municipal collaborator is named as an actor within the suite of recommendations that, again, can be used to apply for grants to advance their municipal food security and emergency planning.

Additionally, engagement involved a broad spectrum of food system and emergency management actors, from the ACRD's Emergency Network and Coastal Foods Roundtable to community organizations

such as the Alberni Valley Food Security Society (who has submitted a letter of support for the plans) and the Alberni Farmers' Institute.

Each food security emergency plan focuses on a specific area of the ACRD, as geography, climate, soil, precipitation, and access impose very different opportunities and limitations to both food production and emergency planning in each area. The Alberni Valley plans include both a livestock emergency plan that satisfies all new legislative requirements imposed by the province through the *Emergency & Disaster Management Act* that was enacted in 2023 and may be used by area farmers to plan for and respond to emergencies, and a food security emergency plan for the City of Port Alberni and Alberni Valley.

The West Coast Food Security Emergency Plan focuses on the unique challenges associated with food security and sovereignty on the West Coast, an area with no Agricultural Land Reserve but where non-traditional food production, foraging, and aquaculture are both crucial and often overlooked, and where road access issues and supply chain interruptions have long been a part of life.

The Alberni Valley and West Coast each had separate background reports and 'What We Heard' engagement reports drafted which were received by the Board in January and July 2025, respectively.

The reports include a number of recommended actions for food security emergency management planning and preparedness, increased community food resiliency, and First Nations' food sovereignty. Staff will investigate opportunities for grant leveraging and community partnerships to action implementation options included in the reports and will review with the Agricultural Development Committee as needed.

Time Requirements – Staff & Elected Officials:

This project was led by the Sustainability Planner, with support from the Protective Services Manager, in partnership with Uplands Agricultural Consulting.

Financial:

This project was fully grant-funded through the Food Security Emergency Planning and Preparedness program, administered by the Investment Agriculture Foundation and supported by the Province of BC. Implementation options will be recommended as funding and capacity allow.

Strategic Plan Implications:

This project relates to several ACRD Strategic Plan strategies and objectives that align with both food security and emergency planning, including: Strategy 1.2 to "work with regional agricultural producers toward identifying and addressing challenges faced by regulations and climate change," and Strategy 2.4 to 'include the examination of the impacts of drought on the security of our water systems' and to 'identify and consider the impacts of climate change as it relates to hazard and risk assessments.'

The City of Port Alberni's Strategic Plan Strategy 5.5.1 is to 'review municipal policies and processes to enable residents to access safe and secure food sources.' The City was a collaborator on this project and the Alberni Valley Food Security Emergency Plan helps achieve this strategy through recommendations for both short-term food security emergency management as well as boosting long-term food system resiliency.

Policy or Legislation:

Section 52 of the *Emergency & Disaster Management Act* requires local governments to develop emergency management plans to mitigate hazards for animals, including livestock listed in the *Livestock Act*.

Options Considered:

1. That the Board of Directors direct staff to undertake implementation options outlined in the report.

Reviewed by: *Alex Dyer*
Alex Dyer, RPP, MCIP, 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



Alberni Valley Food Security Society
7500 Hector Road
Port Alberni, BC
anna@avfood.ca
250 735 0520

November 21, 2025

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

Dear ACRD Board and Planning Staff,

On behalf of the Alberni Valley Food Security Society (AVFSS), we are writing to express our strong and enthusiastic support for the *Food Security Emergency Plan*, the *Alberni Valley Livestock Emergency Plan*, and the *Alberni Valley Agricultural Water Plan*, prepared for the Alberni-Clayoquot Regional District by Upland Agricultural Consulting. Together, these plans form an essential foundation for strengthening the region's resilience, improving emergency readiness, and safeguarding our local food systems.

AVFSS's mission is to promote sustainable, community-led food systems, increase access to nutritious and culturally appropriate food, and support resilient local agriculture. Over the past year, we appreciated the opportunity to contribute to the development of these plans through an extensive and thoughtful engagement process. The collaborative approach - bringing together producers, service providers, and community organizations - ensured that the resulting recommendations reflect the collective experience of the Alberni Valley.

We commend the ACRD for taking a leadership role in addressing the interconnected challenges of food security, climate impacts, agricultural capacity, and emergency preparedness. The Food Security Emergency Plan in particular stands out as a proactive and forward-looking framework—one that not only prepares the region for times of crisis but also strengthens long-term community resilience and local food sovereignty.

As these plans move toward implementation, AVFSS is committed to supporting this work in every way we can. Our strengths lie in community outreach, food access programming, grower and producer partnerships, and connections with residents. We look forward to contributing through on-the-ground programming, educational initiatives, partnerships with local growers, and community advocacy.

Alberni Valley Food Security Society is confident that the presented plans will make a meaningful difference in enhancing food security and regional resilience. We are grateful to see these initiatives come to life and are committed to working collaboratively to achieve their success, making a lasting impact on food security and regional resilience.

Sincerely,

A handwritten signature in black ink, appearing to read "Byron Pugh".

Byron Pugh
President
Alberni Valley Food Security Society



To: ACRD Board of Directors

From: Charlie Starratt, Regional Fire Services Manager

Meeting Date: December 10, 2025

Subject: Hupacasath First Nation - ACRD Fire Suppression and First Responder Service Agreement

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors enter into a new Fire Suppression and First Responder Service Agreement with the Hupacasath First Nation for the Sproat Lake Volunteer Fire Department to provide Fire Suppression and First Responder Service to Kleehekoot Indian Reservation No. 2 for a five (5) year term commencing December 10, 2025 and authorize the Chairperson and Chief Administrative Officer to enter into the Agreement on behalf of the Regional District.

Desired Outcome:

To enter into a new agreement with the Hupacasath First Nation, enabling the Sproat Lake Volunteer Fire Department (SLVFD) to continue providing fire suppression and First Responder Services to Kleehekoot Indian Reservation No. 2 under the updated terms and conditions.

Background:

The SLVFD has been providing structural fire protection services to Kleehekoot Indian Reservation No. 2 since 2017 through an agreement with the ACRD. The current agreement is set to expire on December 9, 2025. The ACRD staff has collaborated with staff from the Hupacasath First Nation to finalize the details of this new agreement, which includes some administrative items.

The new agreement is attached for consideration by the ACRD Board of Directors.

The SLVFD supports the new agreement for a five (5) year term. Staff recommend that the ACRD Board of Directors approve the agreement as presented. Approved by the Hupacasath First Nation council, a copy of the executed agreement is attached for the Board's approval.

Time Requirements – Staff & Elected Officials:

Regional Fire Services Manager 10 hrs.

Financial:

Paid for by the Hupacasath First Nation as per the agreement Section 7.0.

Strategic Plan Implications:

None

Policy or Legislation:

The Local Government Act and the Community Charter Act apply to entering into agreements for services.

Options Considered:

None

Submitted by: Charlie Starratt
Charlie Starratt, Regional Fire Services Manager

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

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

LETTER OF UNDERSTANDING

Between

Alberni-Clayoquot Regional District

(the "Regional District")

And

Hupacasath First Nation

("Hupacasath")

The Alberni-Clayoquot Regional District and Hupacasath First Nation agree to modify the terms of the Fire Protection Services Agreement dated December 9, 2020 as follows:

Extend the term of the agreement for four (4) months, expiring on March 31, 2026.

Agreed to by the parties on this 03 day of December, 2025.

On behalf of the ACRD:

On behalf of Hupacasath First Nation:

(signature)



(signature)

(print name/position)

Jonathan Porter

(print name/position)

FIRE PROTECTION SERVICES AGREEMENT

THIS AGREEMENT made as of the ____ day of _____

BETWEEN:

ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue
Port Alberni, British Columbia, V9Y 2E3

(the "**ACRD**")

OF THE FIRST PART

AND:

HUPACASATH FIRST NATION

Box 211, Port Alberni
British Columbia, V9Y 7M7

(the "**First Nation**")

OF THE SECOND PART

WHEREAS:

- A. The First Nation has requested the ACRD to provide structural fire protection services to Kleekhoot Indian Reservation No. 2, as outlined in bold on the attached map as Schedule "A", in accordance with ACRD and Hupacasath First Nation Bylaws;
- B. The ACRD operates the Sproat Lake Volunteer Fire Department and is prepared to offer Fire Suppression and First Responder services, subject to the terms and conditions contained in this Agreement;
- C. The ACRD Board of Directors have approved this Agreement, and its resolution is attached as Schedule "B" to this Agreement;
- D. The Council of the First Nation has approved this Agreement by Band Council Resolution, attached as Schedule "B" to this Agreement.

NOW THEREFORE in consideration of the covenants herein contained and for other valuable consideration the receipt and sufficiency of which is hereby acknowledged, the ACRD and the Council on behalf of the First Nation, do hereby covenant and agree each with the other as follows:

1.0 DEFINITIONS

1.1 For the purposes of this Agreement, the following definitions shall apply:

"Commercial Unit" means any unit or divided space used or intended to be used for the selling of goods and services, for the servicing and repair of goods or for commercial office functions, including retail sales, household services and all associated repairs, other personal and non-personal services and administrative, commercial and professional offices;

"Dwelling Unit" means any room or suite of rooms used or intended to be used as a residential dwelling by one or more persons, whether or not occupied, and shall include buildings used in connection with the dwelling. A Dwelling Unit shall include, without limiting the generality of the foregoing, a single-family dwelling, a trailer, a mobile home, a self-contained room or suite of rooms in a building or a strata-title unit;

"Fire Chief" means the person who is the head of the Sproat Lake Volunteer Fire Department or that person's lawfully appointed designate;

"Fire Suppression" refers to the methods and techniques used to control or extinguish fires to prevent them from spreading and causing damage or harm.

"First Responder" means a person with specialized training in providing pre-hospital care for medical emergencies.

"Incident" means a fire or medical emergency.

"Incident Commander" means the individual responsible for leading and coordinating the fire department response to an incident.

"Public Building" means any structure or portion thereof which is used for community, religious or other functions which are otherwise not encompassed under the definitions of "Dwelling Unit", "Commercial Unit";

"Reserve" means Kleeqhoot Indian Reservation No. 2;

"Residential Development" means residential use of a Dwelling Unit to accommodate the home life of one or more individuals;

"Senior Officer" means the highest-ranking Officer after the Fire Chief, or the most senior firefighter to arrive on the scene;

"Unit" means any Dwelling Unit, Public Building or Commercial Unit.

2.0 WATER SUPPLY

- 2.1 The First Nation represents and warrants to the ACRD that the Reserve has a water supply and water pressure sufficient for the purposes of providing the fire protection services contemplated under this Agreement.
- 2.2 The ACRD, its elected officials and appointed officers, employees and volunteers shall not be responsible for any loss occurring as a result of the inability to fight any fire emergency on the Reserve due to insufficient supply of water, insufficient water pressure or any other reason outside the ACRD's control.
- 2.3 At all times during the term of this Agreement, fire hydrants on the Reserve shall be maintained by the First Nation in good working order and kept painted and free of rust in accordance with current editions of the National Fire Protection Codes and amendments thereto and will remain in effect throughout the term of this Agreement. As part of that maintenance, each fire hydrant must be kept clear of brush and high grass within a radius of twenty (20) feet of the hydrant. A map detailing the locations of all fire hydrants on the Reserve must be provided to the Sproat Volunteer Fire Department and the ACRD at the commencement of this Agreement and annually thereafter. In addition, the First Nation agrees to maintain all fire hydrants and water supply lines in accordance with the instructions of the ACRD or its officers designated for that purpose.
- 2.4 For greater certainty, it is acknowledged and agreed between the parties that, notwithstanding anything to the contrary contained in this Agreement, the ACRD does not and shall not be obliged to possess, control, operate or maintain any of the water supply system on the Reserve or to add to or update any fire service equipment utilized by the ACRD.

3.0 PERMISSION TO ENTER ON RESERVES

- 3.1 The First Nation covenants and agrees that the Fire Chief, or other Senior Officer, may, at all reasonable times, enter upon the Reserve for the purposes of:
 - (a) inspecting and testing the fire hydrants;
 - (b) inspecting any Unit located upon the Reserve to determine if there are possible threats to the safety of the ACRD's firefighters who may be called upon to extinguish fires within such Units;
 - (c) determining what steps the First Nation must take to remove such potential dangers; and

- (d) any other purpose related to the delivery of fire protection services under this Agreement.

3.2 The First Nation covenants and agrees that a representative of the ACRD may, at all reasonable times, enter upon the Reserve for the purpose of performing Unit counts of all categories of development (i.e. Dwelling Unit, Public Building and Commercial Unit).

3.3 The First Nation's permission to enter upon the Reserve in sections 3.1 and 3.2 shall, as a result of the execution of this Agreement by the First Nation and the ACRD, be considered to be in writing and shall continue without reservation or restriction during the term of this Agreement and shall be considered as a license only and not as the granting or the conveyance or conferring on the ACRD of any right, estate or interest in title to any portion of the Reserve or any improvements hereunder and shall terminate upon the termination of this Agreement.

4.0 EXTENT OF SERVICE

4.1 The ACRD, through the Sproat Lake Volunteer Fire Department, agrees to provide Fire Suppression and First Responder services to all Units existing on the Reserve as of the date of this Agreement, as detailed on Schedule "C" to this Agreement, at the request of the First Nation or its members.

4.2 Subject to the terms of this Agreement, the ACRD will make all reasonable efforts to provide the fire protection services detailed in section 4.1 during the term of this Agreement at the same level of service that the ACRD provides those services to its own inhabitants within the ACRD. If the level of service to the ACRD's own inhabitants increases to the extent that the ACRD, in its sole opinion and discretion, believes that the fees payable under section 7 of this Agreement are not sufficient to recover the ACRD's costs of providing the same level of service to the Reserve, the ACRD will give three (3) months written notice to the First Nation of a proposed amendment of this Agreement reflecting a proposed fee increase and provide the First Nation with justification of the fee increase. If at the end of the three-month period of the notice, the ACRD and the First Nation have not agreed to the amendment, the ACRD will continue to provide the former level of service to the Reserve and not the increased level being provided to inhabitants of the ACRD if it is reasonably practical to do so.

4.3 It is a condition of the ACRD's provision of fire protection services under this Agreement that any Unit to be provided with those services shall be constructed in accordance with the applicable federal, provincial and local government enactments, standards and codes governing:

- (a) the construction of buildings and structures;

- (b) the provision of plumbing and water services in those buildings; and
 - (c) fire safety, prevention of spread of fire and other firefighting and life safety provisions. Inspection services may be provided for any Unit other than single family dwellings to the same level as accepted within the ACRD. The ACRD may request the First Nation to provide the ACRD with a copy of the occupancy permit or any other relevant information for any building or structure on the Reserve at any time in order to ascertain whether it is safe to enter the building or structure in the event of a fire.
- 4.4 Notwithstanding section 4.1 of this Agreement, the ACRD will not provide fire protection services to Units that are not listed on Schedule "C" on the date of this Agreement, unless such Units are added to this Agreement as an Addendum upon the ACRD's approval of an application made to the ACRD by the First Nation, such approval may be unreasonably withheld.
- 4.5 For the purposes of obtaining the ACRD's approval under section 4.4 the First Nation shall notify the ACRD not less than three (3) months in advance of the estimated date of completion of construction of any new Unit that the First Nation wishes to be added as an Addendum to this Agreement.
- 4.6 The First Nation agrees to name and indicate by signpost all of the streets within the Reserve to which this Agreement applies, and to affix numbers conforming to the official numbering system of the ACRD to all residences and other buildings situated within the Reserve so that the said numbers are easily visible from the streets.
- 4.7 This Agreement shall not be interpreted to create any greater standard of care or liability on the part of the ACRD in respect of the supply of Fire Suppression and First Responder services to the First Nation than that which applies to the supply of such services to inhabitants of the ACRD. Nothing in this Agreement shall require the ACRD to provide a fire service under this Agreement higher than the level of Fire Suppression service provided to inhabitants of the Sproat Lake Fire Service Area.
- 4.8 Notwithstanding any other provision in this Agreement, the parties acknowledge and agree that the distance between the Reserve and the Sproat Lake Fire Hall may result in longer response times for buildings on the Reserve than for buildings within the Sproat Lake Fire Service Area. The parties acknowledge and agree that the Sproat Volunteer Fire Department has limited resources for fighting fires, including limited personnel, equipment and apparatus. Accordingly, it is acknowledged that a reduced level of services in respect of response time and overall fire protection services will be provided to the Reserve.

- 4.9 Despite sections 4.2 and 4.7 of this Agreement, the ACRD cannot ensure the same level of service to the Reserve unless the First Nation first enacts and enforces standards for open-air burning and land clearing similar to those enacted by the ACRD for its own inhabitants.
- 4.10 The ACRD and First Nation will endeavour to collaborate when implementing fire bans during high or extreme fire hazard conditions.
- 4.11 Nothing in this Agreement requires the Fire Chief of the Sproat Lake Volunteer Fire Department to deploy firefighting or First Responder personnel, apparatus, and equipment to the Reserve, where the Fire Chief or his/her designate has determined that they are either unavailable or are required to provide fire protection within the Sproat Lake Fire Service Area. In the event of such unavailability, the Fire Chief or designate will use best efforts to alert the individual or person in need of Fire Suppression or First Responder services (the "Recipient") or First Nation whenever the Recipient cannot be readily located of the unavailability of Fire Suppression or First Responder services.

5.0 NATURE OF SERVICE

- 5.1 The ACRD shall provide Fire Suppression and First Responder services on a twenty-four-hour on-call basis from the Sproat Lake Fire Volunteer Fire Department, utilizing the manpower and equipment available at the time of notification of an incident.
- 5.2 Any Fire Suppression and First Responder services provided under this Agreement shall be under the exclusive control of the Incident Commander present at such incident, and no member of the First Nation shall interfere with the conduct of such services but shall assist if requested to do so by the Sproat Volunteer Fire Department's Incident Commander at the scene of a incident on the Reserve.
- 5.3 The First Nation agrees that the First Nation shall and shall cause its members to comply with all directions and requests of the Fire Chief or Incident Commander attending at the scene of an Incident on the Reserve, to assist in the ACRD's provision of Fire Suppression and First Responder services under this Agreement.

6.0 INDEMNITY

- 6.1 The First Nation shall indemnify and save harmless the ACRD, its elected officials and appointed officers, employees, and volunteers from any and all actions, causes of action, suits or other liability whatsoever which may arise as a consequence of the ACRD entering into or carrying out the provisions of this Agreement or arising from a breach of this Agreement by the First Nation, except in cases of gross negligence or willful misconduct by the ACRD, its elected officials and appointed officers, employees, or volunteers.

6.2 The ACRD shall indemnify and save harmless the First Nation, its elected officials and appointed officers, employees, and volunteers from any and all any and all actions, causes of action, suits or other liability whatsoever which may arise as a consequence of the negligent acts or willful misconduct of the ACRD or its employees or volunteers in performing the Fire Suppression and First Responder services.

6.3 The ACRD does not warrant or guarantee the continuance or quality of any of the services provided under this Agreement and shall not be liable for any damages, expenses or losses occurring by reason of suspension or discontinuance of the Fire Suppression and First Responder for any reason which is beyond the reasonable control of the ACRD, including without limitation acts of God, forces of nature, soil erosion, landslides, lightning, washouts, floods, storms, serious accidental damage, strikes or lockouts, vandalism, and other similar circumstances.

7.0 FEES

7.1 The First Nation shall provide annually to the ACRD on or before January 15th, a statement setting forth the number of residencies together with an appraisal of the Net Actual Assessed Value of improvements of buildings on the Reserve as conducted by a Certified Appraiser.

7.2 The First Nation shall pay the ACRD an annual fee as outlined on Schedule "D".

8.0 COST OF ADDITIONAL AID

8.1 The First Nation agrees to pay the full cost of any additional firefighting manpower or equipment from another jurisdiction outside the ACRD that the ACRD considers necessary to assist with the suppression of a fire on the Reserve.

9.0 RIGHTS RESERVED

9.1 Nothing contained or implied herein shall prejudice or affect the rights and powers of the ACRD in the exercise of its functions under any public or private statutes, bylaws, orders or regulations, all of which may be fully and effectively exercised in relation to the Sproat Lake Volunteer Fire Department and the Fire Suppression and First Responder services provided hereunder and any other function of the ACRD as if this Agreement had not been executed and delivered by the parties and the interpretation of this Agreement shall be subject to and consistent with statutory restrictions imposed on the ACRD under the *Local Government Act* and the *Community Charter*.

10.0 TERM OF AGREEMENT

- 10.1 This Agreement shall come into force as of the date of its execution by all parties and shall continue in force for (5) five years or until earlier terminated as provided for in this Agreement.
- 10.2 If the Term of this Agreement expires without a formal Termination, this Agreement shall become a month-to-month Term subject to those conditions in this Agreement until terminated by either First Nation or the ACRD.

11.0 ASSIGNMENT

- 11.1 This Agreement shall not be assigned by any of the parties hereto except with the prior written consent of the others, which consent shall not be unreasonably withheld.

12.0 TIME

- 12.1 Time shall be of the essence of this Agreement.

13.0 INTERPRETATION

- 13.1 No provision of this Agreement shall be construed to create a partnership or joint venture relationship, an employer-employee relationship a landlord-tenant, or a principal-agent relationship.

14.0 HEADINGS

- 14.1 The headings in this Agreement are inserted for convenience and reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.

15.0 WAIVER

- 15.1 The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

16.0 LANGUAGE

16.1 Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.

17.0 BINDING EFFECT

17.1 This Agreement will ensure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assignees.

18.0 TERMINATION BY THE ACRD

18.1 The ACRD may terminate this Agreement at any time upon providing ninety (90) days' written notice to the First Nation, provided that the ACRD will be required to refund any prepaid amounts to the First Nation on a prorated basis. The proration will be calculated based on the number of days remaining in the year for which an annual fee is applied.

19.0 TERMINATION BY THE FIRST NATION

19.1 The First Nation may terminate this Agreement at any time upon providing ninety (90) days' written notice to the ACRD; however, the ACRD shall not be required to refund any prepaid money paid to the ACRD under this Agreement.

20.0 NOTICE

20.1 It is hereby mutually agreed that:

any notice required to be given under this Agreement will be deemed to be sufficiently given:

- (i) if delivered, at the time of delivery; and
- (ii) if mailed from any government post office in the Province of British Columbia by prepaid registered mail addressed as follows:

if to the Regional District:

3008 Fifth Avenue
Port Alberni BC V9Y 2E3

if to the First Nation:

Box 211, Port Alberni
British Columbia, V9Y 7M7

Unless otherwise specified herein, any notice required to be given under this

Agreement by any party will be deemed to have been given if mailed by prepaid registered mail, or sent by facsimile transmission, or delivered to the address of the other party set forth on the first page of this Agreement or at such other address as the other party may from time to time direct in writing, and any such notice will be deemed to have been received if mailed or faxed, 72 hours after the time of mailing or faxing and, if delivered, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice in order to ensure prompt receipt thereof.

21.0 DISPUTE RESOLUTION

- 21.1 If a dispute relating to this Agreement should arise, and the Parties cannot settle the dispute through negotiation, then the Parties must attempt in good faith to resolve the dispute through mediation. If mediation is unsuccessful, the parties may submit the dispute to binding arbitration pursuant to the *Commercial Arbitration Act* (British Columbia).
- 21.2 If any dispute is referred to mediation or to an arbitrator appointed under the *Commercial Arbitration Act*, the costs of the mediation or arbitration shall be borne equally by the parties involved in the dispute. The parties agree that in the event of arbitration, a single arbitrator shall be appointed in lieu of a panel.

22.0 ENTIRE AGREEMENT

- 22.1 The whole agreement between the parties is set forth in this document and no representations, warranties or conditions, express or implied, have been made other than those expressed.
- 22.2 This Agreement may be amended from time to time upon terms and conditions mutually acceptable to the First Nation and the ACRD only if the amendments are in writing and executed by the parties hereto.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as follows:

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT by its authorized signatories)

Name:

Date

Name:

Date

SIGNED SEALED AND DELIVERED by the)
Hupacasath First Nation)
pursuant to the consent of the majority of the)
Councillors of the Band present at a Council)
meeting duly convened at which authority)
was given for the **Hupacasath First Nation**)
to enter into this Agreement:)

Chief

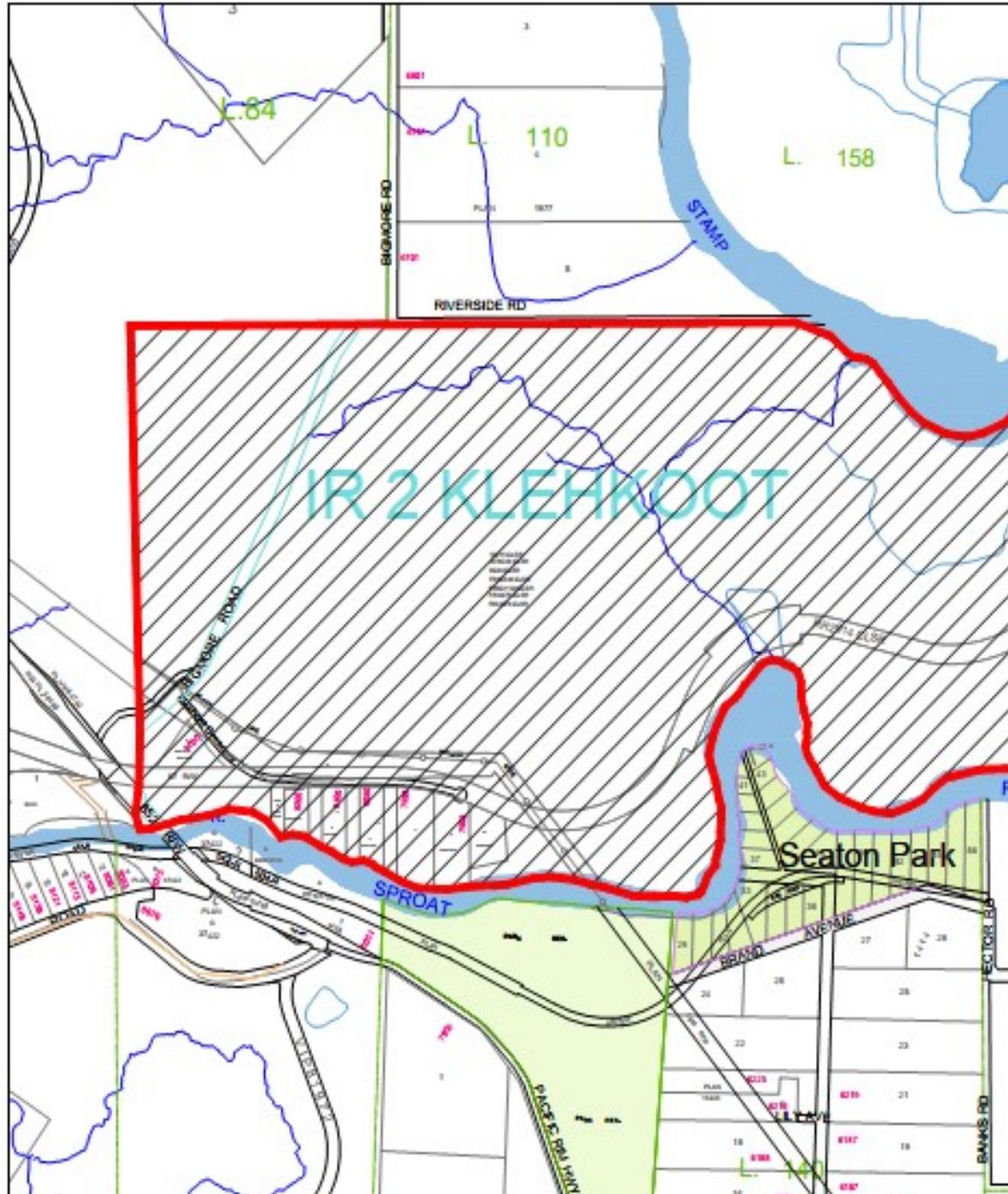
Date

Councillor

Date

Schedule 'A'

This schedule is attached to and forms part of
Fire Protection Services between ACRD and Hupacasath First Nation.



SCHEDULE “B” TO AGREEMENT BETWEEN REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT AND THE HUPACASATH FIRST NATION

BOARD/COUNCIL RESOLUTIONS

Alberni-Clayoquot Regional District
Regular Board of Directors Meeting –

“That the Alberni-Clayoquot Regional District Board of Directors enter into a Fire Protection Services Agreement with the Hupacasath First Nation for the Sproat Lake Volunteer Fire Department to provide structural fire protection services to Kleekhoot Indian Reservation No. 2 for a five-year term.”

Hupacasath First Nation
Regular Council Meeting –

“Be it resolved that the Hupacasath First Nations Chief & Council have reviewed and accepted the Fire Protection Service Agreement between the Alberni-Clayoquot Regional District and the Hupacasath First Nation for a five-year term.”

SCHEDULE "C" TO AGREEMENT BETWEEN REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT AND THE HUPACASATH FIRST NATION

**DETAILS OF DEVELOPMENT EXISTING ON THE RESERVE
AS OF THE DATE OF THIS AGREEMENT**

Dwelling Units	6
Public Buildings	0
Commercial Units	5
• Water tower	
• Pump house	
• Water filter system buildings	

DRAFT

SCHEDULE "D" TO AGREEMENT BETWEEN REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT AND THE HUPACASATH FIRST NATION

1. The First Nation shall pay the ACRD an annual fee representing as a proportionate share of the total costs to provide structural fire protection calculated as follows:
 - a. Calculation of the rate per \$1,000.00 of Net Actual Assessed Value of Improvements applied to all Property Classes.
 1. Total estimated Annual SLVFD Fire Protection Costs
divided by (l)
 2. Total of Net Actual SLVFD Service Area Assessed Values of Improvements applied to all property Classes,
equals (=)
 3. Base Rate per \$1,000.00 of Net Actual Assessed Value.
 - b. Annual Charge for Residencies on Reserve.
 1. Total Net Actual Assessed Value of Improvements on the Reserve (as provided by 7.1)
multiplied by (x)
 2. The applicable Base Rate per \$1,000.00 of Net Actual Assessed Value (calculated from (a) (3) above)
equals (=)
2. On or before April 10th of each year, the ACRD will invoice the First Nation for the fees due for fire protection provided by the ACRD under the terms of this Agreement.
3. The First Nation agrees to pay the invoice on or before August 1st of each year.
4. A 10% penalty shall be added to all amounts remaining unpaid on August 31st and a further 10% to the unpaid balance on December 1st. Amounts remaining unpaid on January 1st of the following year shall be subject to interest at the rate of prime plus one percent as set by the Regional District's, bankers until the balance is paid in full.
5. If the First Nation fails to make a payment required under this Agreement to the ACRD on the date that the same is due, the ACRD may, at its option, and upon two months' written notice, discontinue the fire protection services provided under

this Agreement until payment has been made in full, together with interest pursuant to section 6.

DRAFT



To: ACRD Board of Directors

From: Karen Freethy, Protective Services Manager

Meeting Date: December 10, 2025

Subject: ACRD Emergency Communication and Public Notification Plan

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the Alberni-Clayoquot Regional District Emergency Communication and Public Notification Plan as presented.

Desired Outcome:

To adopt the Alberni-Clayoquot Regional District (ACRD) Emergency Communication and Public Notification Plan.

Summary:

At the November 5, 2025 ACRD Emergency Executive Committee meeting, the attached report was presented for a committee recommendation. Upon presentation, the ACRD Emergency Executive Committee recommended that the ACRD Board of Directors approve the adoption of the plan.

Strategic Plan Implications:

This request supports ACRD 2024-2027 Strategic Plan with focuses on strategy 3.3: Optimize communication platforms and practices, strategy 1.4: Supporting volunteers, and strategy 2.4: Emergency management and climate adaptation.

Policy or Legislation:

The *Emergency and Disaster Management Act* stipulates that local governments are responsible for emergency management, including mitigation, preparedness, response and recovery measures and requires that local authorities consult and collaborate with First Nations on emergency management practices.

The *Local Government Act* requires that services bear the cost of delivering those services.

ACRD *Bylaw No. PS1012* establishes that the ACRD operates three emergency services across the region, including the Alberni Valley Emergency Service, the Bamfield Emergency Service and the Long Beach Emergency Service.

Submitted by: *Karen Freethy*
Karen Freethy, Protective Services Manager

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

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



To: ACRD Emergency Executive Committee

From: Karen Freethy, Protective Services Manager

Meeting Date: November 5, 2025

Subject: Emergency Communication and Public Notification Plan

Recommendation:

THAT the Alberni-Clayoquot Regional District Emergency Executive Committee recommend that the Alberni-Clayoquot Regional District Board of Directors support the receipt and implementation of the Alberni-Clayoquot Regional District Emergency Communication and Public Notification Plan as presented.

Desired Outcome:

For the Alberni-Clayoquot Regional District (ACRD) to have an approved *ACRD Emergency Communication and Public Notification Plan* that will provide guidance and a clear, coordinated approach to how information will be shared during emergencies across the Alberni Valley, Bamfield, and Long Beach Electoral Areas.

Summary:

The ACRD, in partnership with the City of Port Alberni, Tseshaht First Nation and Hupacasath First Nation, developed a comprehensive emergency communication strategy that provides clear direction for internal processes and fosters cross-jurisdictional and inter-agency information sharing to ensure timely, consistent, and coordinated messaging for the public across our region.

Communication is often cited as a key challenge during emergency response. The development of this plan responds to that need by providing:

- A harmonized framework for public notifications across the region;
- Guidance and clear direction for internal communication processes and coordination through the Emergency Operations Centre;
- Pre-developed key messages, graphics and templates for emergency declarations, alerts, and media updates to expedite information dissemination;
- Guidance for coordination across local governments, First Nations, provincial agencies, and emergency response organizations.

Adoption of the plan enhances our regional readiness and resilience by establishing clear, coordinated and effective communication protocols for public notification, internal operations and inter-agency collaboration.

Background:

In 2024, the ACRD partnered with the City of Port Alberni, Tseshaht First Nation, and Hupacasath First Nation on a regional application for a grant through the Community Emergency Preparedness Fund (CEPF). Following the approval of our grant application, the ACRD engaged the Adriane Brown Group to develop a comprehensive emergency communication and public notification plan and strengthen the region's emergency management capacity. This initiative aimed to enhance the timeliness, consistency, and effectiveness of information during disasters by developing communication protocols, templates, resource guides, and standard operating procedures.

In collaboration with project partners, an approach was developed to create three independent but harmonized plans that would reflect the unique needs of each government and individual emergency plan, while contributing to a unified, coordinated, regional communication and public notification strategy. As a result, the Adriane Brown Group developed three unique but aligned communication plans, resource guides and standard operating procedures for Tseshaht First Nation, Hupacasath First Nation and one that supports the emergency plan of the ACRD and City of Port Alberni.

Time Requirements – Staff & Elected Officials:

Staff will need to review this plan annually (including discussion with the Alberni Valley partners), update templates as required, and incorporate it into ongoing emergency training. Time requirements are estimated to be 30 hours per year. This time will be included within existing annual work plans.

Financial:

There is no financial impact to the work associated with adopting this plan. The development of this plan was funded entirely through the CEPF grant. Any future updates and related training will be incorporated into existing budgets.

Strategic Plan Implications:

This request supports ACRD 2024-2027 Strategic Plan with focuses on strategy 3.3: Optimize communication platforms and practices, strategy 1.4: Supporting volunteers, and strategy 2.4: Emergency management and climate adaptation.

Policy or Legislation:

The *Emergency and Disaster Management Act* stipulates that local governments are responsible for emergency management, including mitigation, preparedness, response and recovery measures and requires that local authorities consult and collaborate with First Nations on emergency management practices. The *Local Government Act* requires that services bear the cost of delivering those services. ACRD *Bylaw No. PS1012* establishes that the ACRD operates three emergency services across the region, including the Alberni Valley Emergency Service, the Bamfield Emergency Service and the Long Beach Emergency Service.

Submitted by: *Karen Freethy*
Karen Freethy, Protective Services Manager

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

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



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



CITY OF
PORT ALBERNI



Alberni-Clayoquot Regional District **Emergency Communication and Public Notification Plan**

June 2025

A photograph of a rugged, rocky coastline. In the foreground, a narrow path winds through dark, jagged rocks. The middle ground shows a calm body of water, likely a bay or fjord, with a forested shoreline in the distance. The sky is overcast with grey clouds. A large, semi-transparent watermark reading 'DRAFT' is oriented diagonally across the center of the image.

Land acknowledgement

We acknowledge with respect and gratitude that we live and work on the traditional territory of the Nuu-chah-nulth People, who have cared for these lands and waters since time immemorial.

We honour their ongoing leadership and are committed to collaboration that respects sovereignty, builds trust, and supports culturally safe emergency communications across the region.

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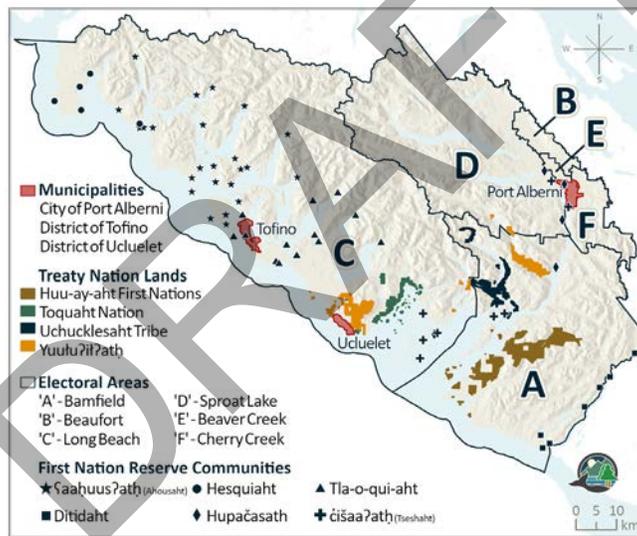
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Disclaimer

This emergency communications plan has been developed by Adriane Brown Group Inc. (ABG) in collaboration with ACRD staff. It is based on information available at the time of writing, including consultation with stakeholders and applicable standards and frameworks. The recommendations and materials are intended to support the ACRD's emergency communications readiness and are not a substitute for legal advice, operational judgment, or statutory obligations.

ABG makes no representation or warranty as to the suitability of this plan for any specific incident or context. The implementation and use of this plan, including any associated tools or templates, remain the sole responsibility of the ACRD. ABG accepts no liability for any loss, damage, or consequence resulting directly or indirectly from the use or reliance on this plan or any related documents.

Users of this plan are encouraged to seek appropriate legal, operational, and policy guidance when applying its content in practice.

Images

Photographs and maps in this plan were provided by the Alberni-Clayoquot Regional District, with additional images from the [Ministry of Transportation and Transit](#). All images are used for illustrative purposes. Thank you to both organizations.

Section 1: Context and program overview

Context and introduction

The Alberni-Clayoquot region faces a growing range of emergency risks, including wildfires, tsunamis, severe storms, and extended infrastructure disruptions such as highway closures and power outages. These events can impact multiple jurisdictions simultaneously, challenge local capacity, and create significant demands for clear, timely, and coordinated public information.

In this environment, effective emergency communications are critical — not only to protect public safety, but to maintain trust, reinforce leadership, and support operational response. Increasing public expectations, social media dynamics, and jurisdictional overlaps require communications systems that are proactive, inclusive, and scalable.

The *ACRD Emergency Communication Plan (ECP)*¹ provides a structured framework to guide how information is shared before, during, and after emergencies. It is rooted in the principles of the British Columbia Emergency Management System (BCEMS) and aligned with the expectations of the *Emergency and Disaster Management Act (EDMA)*. The plan also reflects the recommendations and feedback surfaced through extensive engagement with regional stakeholders, First Nations, and emergency management partners as part of this communications project.

This plan is not intended to duplicate operational protocols or replace Emergency Operations Centre (EOC) procedures. Instead, it complements the ACRD's *Disaster and Emergency Management Plan (DEMP)* by defining the communications-specific roles, responsibilities, tools, and coordination structures that support the overall emergency response effort.

About the emergency program

The emergency program is a joint service delivered through a partnership between the Alberni-Clayoquot Regional District and the City of Port Alberni. It is responsible for regional coordination of emergency preparedness, response, and recovery across:

- The City of Port Alberni
- Electoral Area "A" (Bamfield)
- Electoral Area "B" (Beaufort)
- Electoral Area "C" (Long Beach)
- Electoral Area "D" (Sproat Lake)
- Electoral Area "E" (Beaver Creek)
- Electoral Area "F" (Cherry Creek)

The program operates under the leadership of the ACRD's Emergency Program Coordinator² and reports through a regional structure that includes an Emergency Program Executive Committee and Emergency Program Leadership Group. It works closely with ACRD and City of Port Alberni leadership, elected officials, local and First Nations governments, fire departments, provincial agencies, and other partners to ensure coordinated planning, shared readiness, and unified response.

1 The "Emergency Communication and Public Notification Plan," is referred to throughout as the Emergency Communication Plan (ECP) for ease of use.

2 The ACRD designates the Protective Services Manager to carry out day-to-day emergency management duties under B.C.'s Emergency and Disaster Management Act (EDMA). In this plan, "Emergency Program Coordinator" or "EPC" is used to refer to that function.

During day-to-day operations, the program leads public education, preparedness campaigns, partner coordination, and seasonal risk communication. During emergencies, it activates an Emergency Operations Centre (EOC) structure that supports site-level incident response through resource coordination, strategic planning, and public information functions — including the activation of the Information Officer (IO) role.

A core goal of the emergency program is to build resilience across the region by strengthening communications systems, reinforcing operational clarity, and ensuring that all communities — including vulnerable populations — are informed, prepared, and supported when emergencies occur.

In parallel with this plan, emergency communication plans are also being developed in collaboration with Tseshaht First Nation and Hupačasath First Nation. While these Nations operate their own emergency programs and governance systems, they work closely alongside the ACRD emergency program during region-wide events. These plans are intentionally designed to support **mutual coordination, message alignment, and respectful information sharing** when emergencies affect shared jurisdictions or require unified public communication. This approach honours the sovereignty of each Nation while strengthening our collective ability to keep communities informed and safe.



Section 2: Purpose, scope, and guiding principles

Purpose of the Emergency Communication Plan

The *ACRD Emergency Communication Plan (ECP)* provides a clear, coordinated approach to how information will be shared with the public, elected officials, stakeholders, and partners during emergencies that affect the Alberni-Clayoquot region. It outlines how communications will be planned, authorized, delivered, and supported across multiple jurisdictions and agencies.

The plan is intended to:

- Support the health, safety, and wellbeing of residents and visitors by ensuring they receive accurate, timely, and accessible information during emergencies.
- Strengthen public confidence by reinforcing visible leadership and demonstrating preparedness.
- Support operational response by aligning communications with incident objectives, minimizing misinformation, and maintaining situational awareness across partners.
- Enhance consistent, coordinated messaging across all participating jurisdictions and partners.
- Reinforce transparency, inclusivity, and cultural safety in all emergency communications.

This plan is supported by a series of **Standard Operating Procedures (SOPs)** and **Resource Guides** that provide operational tools, checklists, templates, and examples to assist with implementation. Together, these documents form an integrated framework to support public information coordination, message development, and emergency communications execution across the region.

This plan complements, but does not replace, operational response plans, evacuation protocols, or EOC procedures. It is one component of the ACRD's broader emergency management framework.

The importance of regional coordination

Emergencies in the Alberni-Clayoquot region often cross jurisdictional lines — affecting multiple Electoral Areas, municipalities, and First Nations at once. Effective emergency communication must reflect this reality. The emergency program's role is not only to provide information, but to help **coordinate, align, and amplify** messaging across all partners. Whether the incident is localized or region-wide, this plan ensures that residents, visitors and collaborating agencies receive consistent, timely, and credible information.

Scope

This plan applies to all communications activities undertaken by the emergency program during emergency incidents, events, or situations that:

- require activation of the ACRD Emergency Operations Centre (EOC),
- involve regional coordination of public communications by the emergency program, even when the EOC is not formally activated (i.e., monitoring mode), or
- affect multiple jurisdictions, agencies, or vulnerable populations, and necessitate joint messaging or information-sharing.

It covers emergency communications across the full cycle of response:

- **Before** (preparedness and risk messaging)
- **During** (alerting, response, and coordination)
- **After** (demobilization, recovery communications, and after-action messaging)

The plan does not apply to routine corporate communications outside of emergencies, although alignment and readiness planning are encouraged.

This plan serves the City of Port Alberni and all six Electoral Areas of the ACRD. It works collaboratively with:

- First Nations governments
- collaborating municipalities and regional districts
- provincial partners, federal agencies, and private landowners operating within or adjacent to the region

First Nations are independent jurisdictions with their own emergency management authorities. This plan recognizes their leadership, and outlines opportunities for partnership and coordination, while respecting autonomy and self-determination.

Authorities and alignment

This plan is developed under the authority of:

- the *Emergency and Disaster Management Act* (EDMA), including the requirement to support public communication, coordination, and culturally safe practices
- the *BC Emergency Management System* (BCEMS) and the Incident Command System (ICS), which provide the structural framework for the EOC and communications roles
- ACRD bylaws and agreements that establish the regional emergency program and define roles across Electoral Areas and municipal partners

The plan also aligns with:

- Emergency Management and Climate Readiness (EMCR) guidance
- related ACRD plans such as the *Disaster and Emergency Management Plan*, *Emergency Support Services Plan*, and hazard-specific annexes

Guiding principles

The emergency program's approach to communications is grounded in the following principles:

- **Timeliness:** Rapid, proactive communication reduces confusion and supports public safety.
- **Accuracy and clarity:** All messaging is verified, fact-based, and written in plain language.
- **Coordination:** Communications are consistent across jurisdictions, agencies, and partners.
- **Transparency:** The emergency program communicates honestly about risks, actions taken, and what is known or unknown at each stage.
- **Inclusivity:** All communications consider the needs of First Nations, vulnerable populations, and those facing systemic barriers.
- **Cultural safety:** Communications respect and reflect the rights, identities, and sovereignty of First Nations.
- **Two-way responsiveness:** The emergency program monitors public concerns, addresses misinformation, and listens to trusted community voices.
- **Scalability:** The plan applies across a wide range of events from localized disruptions to region-wide emergencies with clear roles for each level of activation.
- **Trauma-informed approach:** Messaging avoids graphic detail, blame, or speculation, and emphasizes safety, support, and empathy.

Timely, clear, and consistent communication is essential to protecting public trust and safety.



Section 3: Communications goals, approach, and structure

Communications goals

The overarching goals of the ACRD emergency program are to:

- **Enhance regional resilience** by coordinating emergency preparedness, response, and recovery across municipal and regional jurisdictions, in collaboration with First Nations.
- **Protect public safety** by enabling consistent, well-coordinated emergency planning and incident response.
- **Support collaborative leadership** by aligning the efforts of local governments, First Nations, emergency partners, and provincial agencies during emergencies.
- **Ensure public awareness and trust** through accurate, timely, and inclusive emergency communications.
- **Comply with provincial legislation** under EDMA by developing plans, protocols, and structures that reflect risk reduction, cultural safety, and community inclusion.

The ECP is designed to align with these goals and the response priorities set out in BCEMS.

The goals of this plan are to:

- ensure the public, elected officials, and partner organizations receive accurate, timely, and actionable information before, during, and after emergencies
- reinforce public trust by providing visible, credible, and coordinated messaging that reflects leadership and readiness
- support operational response by aligning information-sharing with incident objectives and ICS structures
- minimize misinformation, confusion, and conflicting narratives through proactive communication and consistent coordination
- prioritize inclusion, accessibility, and cultural safety in all public messaging
- establish clear roles and pathways for message development, approval, and dissemination based on EOC activation levels and jurisdictional leadership

Strategic approach

The ACRD emergency program's communications approach is grounded in practical coordination, community trust-building, and operational discipline. It emphasizes:

Proactive communication

- communicate early and often — even when information is limited
- acknowledge uncertainty when necessary and commit to updates
- use plain language, visual cues, and layered messaging to improve understanding and retention

Multichannel delivery

- use a range of tools — digital, traditional, and interpersonal — to reach people where they are
- recognize the importance of redundancy and cross-channel reinforcement, especially in rural and remote areas where connectivity may be limited
- refer all communications back to a consistent source of truth: the emergency program website

Scalable coordination

- align messaging responsibilities with EOC activation levels (Monitoring Mode, Partial, and Full Activation)
- activate the Information Officer (IO) function in parallel with any EOC activation (Partial or Full)
- coordinate through Joint Information Systems (JIS) or Joint Information Centres (JIC) when multiple jurisdictions or agencies are involved

Inclusive, trauma-informed communication

- apply trauma-informed principles — avoid speculation, blame, or graphic detail
- use culturally safe language and recognize the rights and leadership of First Nations governments
- consider the needs of vulnerable populations in message formats, timing, and tone



Communications structure and audiences

Emergency communications in the ACRD operate within a multi-jurisdictional environment. Roles, responsibilities, and message flow may vary depending on the nature of the incident and which agencies are activated.

Audience type	Category	Description	Examples
Primary	Public audiences	Individuals who require clear, timely, and accessible public information before, during, and after emergencies	Residents, tourists, visitors, business owners, vulnerable populations, seasonal workers
	Media	Journalists, reporters, and broadcasters who relay information to the public and shape the public narrative	Local radio (e.g., 93.3 The Peak), AV News, CTV Vancouver Island, CBC Victoria, digital news outlets
	Elected officials	Local officials who represent the public, influence public confidence, and may be asked to speak or share information	Board chair, Mayor, Chief, councillors, elected officials, MLA, MP
Secondary	Operational audiences	Municipal staff, personnel directly involved in response, coordination, or continuity of services	EOC staff, municipal communicators, first responders, ESS volunteers
	Stakeholders	Organizations that require updates to inform their members, adjust operations, or assist in amplification	Island Health, School District 70, BC Hydro, NGOs, service clubs, large employers, post-secondary institutions
Tertiary	Partners	Jurisdictions and agencies with formal emergency roles or governance responsibilities	ACRD, City of Port Alberni, First Nations governments, EMCR, neighbouring municipalities and regional districts
	External collaborators	Individuals or groups that support outreach, provide cultural or community insight, or help amplify messaging informally	Cultural advisors, community influencers, local amateur radio groups, chambers of commerce, tourism organizations, social media admins, moderators of local Facebook or online groups

Audience categories reflect the flow of public information — from essential recipients to operational actors to informal amplifiers. Each plays a role in building trust, reaching communities, and reducing harm.

Section 4: EOC activation levels and the information function

Overview

The emergency program's communications activities are structured to align with the **BC Emergency Management System (BCEMS)** and the **Incident Command System (ICS)**. As emergencies evolve in scale and complexity, communications must also scale — from monitoring and coordination to full public information management.

During Partial Activation or Full Activation, if an incident affects shared territory or crosses jurisdictional boundaries, the Information Officer (IO) should initiate coordination with communicators from First Nations, provincial agencies, and private landowners, where appropriate. While these Nations have their own emergency communication plans, efforts should always be made to align messages, share updates, and respect parallel communication efforts through a Joint Information System (JIS) or coordinated media release process.

This section defines when and how IO function is activated, and how the emergency program adapts its communications roles, responsibilities, and outputs across three clearly defined **EOC activation levels**.

These levels are:

- Monitoring Mode
- Partial Activation
- Full Activation

Note: These levels are consistent with ICS Type 5 to Type 1 incident classifications and the EMCR response level framework. Activation decisions should consider both operational needs and public communication demands.

Monitoring Mode

Definition:

No formal EOC activation. The emergency program monitors emerging risks and maintains situational awareness.

Key characteristics:

- **Situational awareness only**
 - » the EOC is not activated
 - » emergency management staff are monitoring the situation
 - » continuous collection and assessment of information from reliable sources (e.g., BC Wildfire Service, Environment Canada, police, or utilities)
- **EOC staffing**
 - » only key emergency management personnel are involved

- » no additional departments or support staff are called in unless needed
- **Preparedness measures**
 - » plans, checklists, and contact lists are reviewed in case activation becomes necessary
 - » initial coordination with partner agencies may begin informally (e.g., heads-up calls or emails)
- **Response structure**
 - » Incident Command is currently handling routine operations and does not require additional support
 - » no immediate need for cross-agency coordination
- **Public communication**
 - » may involve monitoring public inquiries, posting updates and providing preparedness messages (e.g., social media updates or website notices)
 - » no formal emergency information releases are required
- **Policy Group notification**
 - » elected officials or senior decision-makers may be notified
- **Readiness to escalate**
 - » the situation is reviewed regularly to determine whether a partial or full activation is warranted
 - » staff may be placed on standby or pre-alerted to the possibility of activation

Communications approach

- communications is led by the jurisdiction managing the incident
- the emergency program may **amplify messaging**, offer **guidance**, or signal public awareness
- the IO function is **not formally activated** but remains on standby
- the EPC may issue an internal *monitoring notice* to elected officials, staff, key partners and First Nations
- the emergency program may also post a public “monitoring message” to acknowledge the incident and reassure the public that it is aware and tracking developments
- all public messaging in Monitoring Mode must clearly attribute the lead agency and avoid language suggesting the emergency program is coordinating the response unless that role has been formally assumed
- messaging should refer audiences to the official source of information (e.g., municipal website, BC Wildfire Service, DriveBC), and avoid rewording or rebranding content in ways that could misrepresent the emergency program’s role

Example:

Localized boil water advisory in one community with limited scope and clear operational lead.

Partial Activation

Definition:

Limited activation of the EOC to support early coordination or situational complexity. This enables information sharing, resource coordination, and interagency communication.

Key characteristics:

- **EOC is activated**
 - » the EOC is opened to support an incident that requires coordination beyond regular operations
 - » the EOC will provide resources that exceed the capacity of responding agencies
- **EOC staffing**
 - » key functions are activated, depending on the nature and scale of the incident
 - » additional municipal or regional district staff will be required to support the EOC
- **Interagency coordination begins**
 - » coordination begins between local governments, First Nations, first responders, and external agencies (e.g., BC Wildfire Service, utility providers, health authority)
- **Information management**
 - » the EOC maintains regular updates on the situation to inform leadership and collaborating agencies
- **Public information and alerts**
 - » the EOC will issue public information, advisories, or warnings through its Information Officer
 - » communication supports public awareness and preparedness
- **Policy Group notification**
 - » elected officials or senior decision-makers are notified and may be provided with regular briefings depending on the severity or potential escalation

Communications approach

- IO function is **automatically activated**
- IO assumes responsibility for regional messaging, coordination with local communicators
- formal *activation notice* is issued to partners, elected officials, and the public
- pre-established content (e.g., holding statements, update intervals) may be deployed
- briefings and situational updates initiated

Example:

Storm-caused road closure with impacts to multiple jurisdictions and public demand for timely updates.

Full Activation

Definition:

Comprehensive, multi-agency activation of the EOC with regional coordination across jurisdictions and partners.

- **EOC fully activated**
 - » the EOC is fully staffed and operational
 - » this activation level is used for emergencies that require centralized coordination across multiple agencies, jurisdictions, and sectors
 - » the EOC provides sustained support to Incident Command
 - » all requests for resources, equipment, personnel, and mutual aid are coordinated through the EOC

- » designate spokesperson(s)
- **EOC staffing**
 - » all standard EOC roles are activated and assigned
- **Multi-agency and cross-jurisdictional coordination**
 - » complex coordination is required across multiple organizations
 - » Unified Command may be established if multiple Incident Commanders are involved
- **Comprehensive information management**
 - » information flow is structured through the EOC organizational chart
- **Public information**
 - » the IO leads a proactive communication strategy
 - » media briefings, social media updates, public safety alerts, evacuation orders, and recovery messaging are regularly issued
- **Policy group engagement**
 - » regular briefings and engagement with the Policy Group
 - » strategic decisions, declarations of local emergency, and public orders may be issued in consultation with the Policy Group

Communications approach

- the full IO team deployed and co-located at the EOC
- a Joint Information System (JIS) or Joint Information Centre (JIC) may be activated
- scheduled updates, live briefings, social media monitoring, and media engagement are initiated
- consistent messaging is maintained across jurisdictions
- the EOC Director retains final message approval; IC verifies operational accuracy

Example:

Highway 4 wildfire closure or major tsunami warning where coordination and unified messaging are critical.

Information Officer (IO) function

The IO is the designated lead for public information, media relations, and stakeholder messaging during emergency incidents that involve the emergency program. The IO operates under the EOC Director and works closely with:

- Incident Commanders (ICs)
- Liaison Officers
- Operations Section Chiefs
- local government communicators
- First Nations representatives

In **Partial Activation or Full Activation**, the IO:

- is **co-located at the EOC** to maintain direct situational awareness, collaboration, and access to Command

- **leads the development and coordination** of public messaging and ensures alignment with operational objectives and partner agencies
- **advises the EOC Director** and Incident Commander on communication strategy, stakeholder considerations, message timing, and reputational risks — consistent with BCEMS principles, recognizing the IO as a key advisor within the EOC Management Team
- coordinates **approval workflows** and ensures messages reflect verified, operationally accurate information
- **monitors media pick-up, public sentiment, and online discussion**, including detecting and addressing misinformation, disinformation, or harmful rumours
- **manages media relations** and public inquiry processes, including planning interviews, preparing spokespeople, and maintaining consistency across all platforms
- **oversees notification and updates to elected officials**, working with the EOC Director to ensure timely, embargoed updates and appropriate political visibility
- **supervises Assistant Information Officers (AIOs)** assigned to locations such as Reception Centres or the Incident Command Post. These AIOs report to the IO and carry out tasks under the strategic direction of the IO
- coordinates the **logistics of message dissemination**, including use of social media, websites, public alerting tools (e.g., Voyent Alert), signage, and direct outreach

The IO function plays a strategic leadership role within the EOC Management Team. Under ICS and BCEMS, the IO is a trusted advisor — responsible for shaping communication approaches, providing insight on public information needs, and ensuring that messaging aligns with the overall objectives of the response.



Section 5: Roles, responsibilities, and reporting lines

Overview

Effective emergency communications depend on clearly defined roles, consistent reporting lines, and strong relationships within the Emergency Operations Centre (EOC) structure. This section outlines the formal responsibilities of the Information Officer (IO), Assistant Information Officers (AIOs), and their working relationships with key positions in the Incident Command System (ICS).

These roles and structures align with:

- the BC Emergency Management System (BCEMS)
- the ACRD Disaster and Emergency Management Plan (DEMP)
- ICS principles governing public information
- the emergency program's operational practices and regional context

Information Officer (IO)

The IO is a member of the EOC Management Team and is responsible for leading the emergency communications function at the EOC. The IO reports directly to the **EOC Director** and works in close collaboration with the **Incident Commander (IC)** to ensure accuracy and operational alignment.

Core responsibilities:

- facilitate media relations
- develop, coordinate, and disseminate public information in support of the incident objectives
- advise the EOC Director and IC on messaging strategy, communications risks, and public engagement needs
- maintain situational awareness and recommend communications approaches appropriate to the incident level and phase
- lead message development and coordination with jurisdictions, stakeholders, and partner agencies
- manage the message approval processes in collaboration with the IC and EOC Director
- supervise AIOs and assign roles to cover operational needs (e.g., Reception Centres, Joint Information Centre, social media monitoring)
- monitor public and media sentiment; respond to rumours, misinformation, and disinformation
- coordinate internal and external communications including stakeholder briefings and elected official updates
- maintain records of messages issued, media contacts, public feedback, and key decisions for After Action Reviews

Assistant Information Officers (AIOs)

AIOs support the IO by carrying out specific communications tasks during Partial and Full EOC activation. They may be drawn from municipal or partner communications teams and should be trained in advance.

Core responsibilities:

- draft public messages or social media updates under the direction of the IO
- provide updates to stakeholders, community organizations, or elected officials
- monitor media coverage and social media channels for relevant developments and public sentiment
- support media engagement by coordinating interview logistics or technical support
- assist with updates to the emergency program website or digital platforms
- support communications coordination at Reception Centres, Joint Information Centres, or field sites
- report directly to the IO and maintain consistent messaging practices

Relationship with the Emergency Program Coordinator (EPC)

In most incidents, the ACRD's Emergency Program Coordinator (EPC) will be assigned to the **Liaison Officer** role within the EOC structure. However, due to their institutional knowledge and leadership responsibilities, the EPC may take on **enhanced coordination or advisory roles** — particularly during smaller-scale activations or when the EOC is in **Monitoring Mode**.

The Information Officer (IO) should coordinate closely with the EPC in the following ways:

- **During Monitoring Mode**, the EPC may manage early communications decisions, such as posting reassurance messages or amplifying verified updates from partner jurisdictions. In this phase, the IO is typically not yet activated but may support or advise the EPC as needed.
- In **Partial Activation or Full Activation**, when the EPC is serving as Liaison Officer or in another Command role, the IO should maintain regular coordination — especially on matters involving First Nations engagement, partner messaging, or public trust.
- The IO should also consult the EPC on communication strategies that may have reputational, political, or intergovernmental implications.

While the EPC role is not formally defined within ICS as part of the communications function, the ACRD emergency program recognizes the EPC as a key partner in shaping communications strategy — particularly during early-stage activations and in complex, multi-jurisdictional events.

Photo credit: Tareen Rayburn

Reporting relationships within the ICS structure

Role	Reports to	Coordinates with
Information Officer	EOC Director	IC, Liaison Officer, Planning Chief, Risk Management Officer, elected officials (via EOC Director)
Assistant Information Officer	Information Officer	Other AIOs, technical staff (GIS, digital media), municipal communicators

The Information Officer (IO) is a member of the EOC Management Team and does not report to any section (e.g., Planning or Operations). The IO provides communications advice and services across the EOC while maintaining independence to ensure clear, consistent public messaging and media engagement.

Relationship to other key roles

- **EOC Director:** Approves all official public messaging. Provides strategic direction to the IO and ensures alignment with overall response goals.
- **Incident Commander (IC):** Provides operational accuracy of messaging related to site-level response and approves field-specific content before IO finalizes messaging with the EOC Director.
- **Liaison Officer:** Coordinates with external agencies and First Nations governments and works with the IO to align communications with partner expectations and agreements.
- **Policy Group Liaison** (optional Command Staff role): During Partial Activation or Full Activation, the EOC Director may designate a Liaison to manage direct communication and engagement with elected officials. This role is distinct from the Information function and operates outside the IO/AIO structure.
- **Planning Section Chief:** Provides updated situational reports and anticipates upcoming developments. The IO uses this intelligence to plan messaging.
- **Elected officials:** Receive confidential updates through the IO and EOC Director. May serve as spokespersons when appropriate, with the IO providing briefing and preparation support.

Role of the Policy Group Liaison:

reports directly to the EOC Director

provides confidential situational updates and coordinates briefings for elected officials (mayors, councillors, directors, chiefs, or their designates)

*acts as a **point of contact** to manage inquiries, political sensitivities, and information requests from elected officials*

coordinates with the Information Officer to ensure elected officials are aligned with approved messaging and understand their role as spokespersons, if designated

supports embargoed releases, confidential updates, and manages access to technical experts or the EOC Director as appropriate

Best practice recommendation: This role is best filled by a senior staff member from the Clerk's Office or equivalent. In many jurisdictions, Clerks are well-positioned to support elected officials and navigate council protocols. Their involvement preserves political neutrality and allows the Information Officer to focus on media, public messaging, and operational communications.

Section 6: Communications workflows and approvals

Overview

Clear and timely information flow is essential during any emergency. This section outlines how public communications are developed, reviewed, and approved across the three EOC activation levels — Monitoring Mode, Partial Activation, and Full Activation. It clarifies who is responsible for message content, how coordination occurs across jurisdictions, and how the emergency program ensures consistency while avoiding duplication or confusion.

Information flow by activation level

EOC level	Message development	Message approval	Dissemination
Monitoring Mode	EPC may draft public monitoring message or amplify updates from the lead agency	EPC reviews and posts the message	EPC may post to emergency program website or social media; always refers audience to lead agency
Partial Activation	IO drafts messaging with input from IC and EOC sections	EOC Director approves public messaging; IC reviews for operational accuracy	IO posts and coordinates dissemination across channels and partners
Full Activation	IO team (with AIOs) drafts content; integrates inputs from sections and partners	EOC Director approves; IC verifies technical accuracy; JIC/JIS may coordinate joint approval	Coordinated roll-out via all channels; partner jurisdictions and agencies amplify

In all cases, emergency program messaging should clearly reflect who is leading the response and avoid implying a coordination role unless that responsibility has been formally assigned.

Who approves what?

ICS and BCEMS guidance place final approval of public messaging with the EOC Director. However, the Incident Commander (IC) must verify operational content — such as site conditions, tactical actions, or evacuation logistics — before messages are finalized.

Roles:

- **Incident Commander (IC):** Provides all operational content to ensure accuracy and input on timing, risks, and terminology.
- **Information Officer (IO):** Integrates input from IC and EOC sections; manages drafting and partner coordination.
- **EOC Director:** Holds final approval authority for public messaging; ensures alignment with strategic response goals and jurisdictional responsibilities.

If a message contains sensitive political or reputational implications, the IO should flag it early with the EOC Director — who may consult with other senior leaders, prior to approval.



Communication flow

Steps to source & disseminate information during an EOC activation



Joint messaging and cross-jurisdiction coordination

When emergencies affect multiple jurisdictions, consistency of messaging becomes critical — especially when different agencies are issuing updates across different platforms.

In these cases:

- The IO should initiate a **Joint Information System (JIS)** or **Joint Information Centre (JIC)**, depending on the scale and complexity of the event.
- All partners — including local governments, First Nations, and provincial agencies should be invited to participate in developing joint messages.
- Lead jurisdictions must be **named clearly** in the messaging. For example:
"The City of Port Alberni, in coordination with the ACRD emergency program, advises residents..."
- Avoid rewording another jurisdiction's content. Use quote posts or clear attribution when amplifying.

For detailed guidance on activating a JIS or JIC — including notification templates and coordination protocols — refer to the **Joint Information System SOP**.

Coordination with **First Nations communicators** is a critical part of the regional messaging structure. First Nations have their own emergency plans and communications procedures, with independent governance over their messaging. The emergency program IO should engage early, collaboratively, and respectfully when emergencies affect shared territory. Joint messaging should reflect shared leadership and honour each jurisdiction's autonomy.

Handling sensitive or high-risk messaging

Certain messages require additional care and coordination. These include:

- fatalities or serious injuries
- property loss
- allegations of delay or failure
- messaging related to evacuees hosted from outside the region
- coordination with private sector, utilities, or First Nations governments

In these situations:

- the IO must **consult the EOC Director** before drafting any public messaging
- the EOC Director may seek input from other senior leaders
- the IO should prepare a holding statement in advance, and flag potential media sensitivity

For incidents involving fatalities, serious injuries, private property loss, or evacuees from outside jurisdictions, messaging must be developed with heightened sensitivity and coordinated approval. Refer to the **SOP for high-impact events and sensitive situations** for detailed guidance on drafting, approval processes, and media engagement.

Timeliness and version control

- All messages should be logged, time-stamped, and version-controlled using technology such as an IO SharePoint or designated Teams channel.
- Messages should be issued **within 60 minutes** of confirmed incident escalation, even if it is only a “We are aware and monitoring” update.
- During extended events, aim for **twice-daily updates** or as needed to maintain public confidence.

Section 7: Communication tools and dissemination channels

Overview

Effective emergency communications rely on the coordinated use of multiple tools, platforms, and methods to reach diverse audiences across the ACRD's geographic, demographic, and jurisdictional landscape. This section outlines the core channels used by the emergency program and its partners, along with strategic guidance on when and how each should be used. This plan is supported by a suite of companion resource guides that provide practical tools and templates to implement these strategies during an emergency. These guides include:

- media relations and spokesperson guides (interviews, messaging, escalation protocols)
- social media guidance (posting formats, tone, monitoring, and governance)
- inclusive and trauma-informed communications guidance
- an Emergency Support Services (ESS) Guide (reception centre messaging, evacuee communications, community liaison)
- templates, checklists, and visual assets for rapid deployment

Together, the emergency communication plan, standard operating procedures, and companion resource guides form an integrated framework for effective public communication across all phases of an emergency.

A multichannel approach is critical for:

- **Redundancy** — reaching people through more than one method increases likelihood of message delivery.
- **Accessibility** — different audiences rely on different tools.
- **Credibility** — timely, consistent updates across platforms build trust and reduce confusion
- **Operational adaptability** — ensuring communication continuity even when internet or power access is disrupted.

All channels should be linked back to a central source of truth — the **emergency program website** — where the most current and complete information is posted.

1. Media relations

Purpose:

To reach large audiences quickly — especially during high-profile or fast-evolving incidents.

Tools and tactics:

- news releases, media advisories, and briefings
- designated spokesperson interviews (e.g., board chair, mayor, IC, EOC director — typically one of the two CAOs)
- pre-packaged content such as b-roll, maps, photos, and video clips
- embargoed briefings for trusted journalists in high-sensitivity scenarios
- media contact lists maintained by the IO

Best practices:

- issue an initial release within 60 minutes of confirmed incident escalation
- schedule updates at consistent intervals (e.g., morning and afternoon)
- prioritize local and regional media (e.g., 93.3 The Peak FM, AV News)
- use side-by-side interviews (e.g., elected official + operational lead) to build public trust
- coordinate messaging across jurisdictions; avoid conflicting interviews or off-the-cuff commentary

2. Digital media: Website and social platforms

Website

Purpose:

To serve as the central, authoritative source of public information.

Requirements:

- prominently display current activation status and key alerts
- use landing page banners and incident-specific hubs for clarity
- include update timestamps, contact details, and FAQ-style explanations
- incorporate GIS maps and evacuation routes and links, where possible

Social media

Purpose:

To provide rapid updates, public reassurance, rumour control, and content amplification.

Platforms to be used:

- Facebook (owned account)
- Instagram (for image- and story-based content)
- X (formerly Twitter) for live updates and tagging partners
- YouTube (for recorded or livestreamed updates)
- Bluesky or other emerging platforms (optional)

Social media strategies:

- use platform-specific graphics with alt text for accessibility
- tag partner accounts to extend reach and signal coordination
- use emojis and plain language for clarity, without undermining seriousness
- schedule planned posts through Hootsuite or similar tools, but review during activations to ensure relevance
- monitor public sentiment and engagement in real time

3. Public alerting systems

Voyent Alert

Purpose:

Hyperlocal alerts, evacuation notices, advisories, and emergency updates to subscribers.

Usage guidelines:

- use geo-targeted alerts to reach only affected areas
- include links to the emergency program website for additional details
- keep messages short, clear, and time-stamped
- utilize pre-written templates for consistency and speed

Provincial Emergency Notification System (PENS) / Alert Ready

Purpose:

Amplification of provincial or federal alerts for region-wide risk events.

ACRD responsibilities:

- The emergency program does not directly issue PENS or Alert Ready alerts but can request that EMCR do so — this option may not be used in every case due to timing or logistics, yet it remains available for region-wide or high-consequence events.
- Whether issued provincially or by EMCR, alerts should be locally contextualized and clearly attributed (e.g., “Environment Canada has issued...”) during amplification.

Tsunami warning sirens

Purpose:

To provide immediate, location-specific audible alerts for tsunami threats in designated high-risk coastal areas.

Usage guidelines:

- Tsunami sirens are maintained and tested by local authorities in coordination with Emergency Management and Climate Readiness (EMCR) and the National Tsunami Warning Center.
- In the event of a tsunami alert or warning, sirens may be activated to prompt urgent action, such as moving to higher ground.
- Sirens should be accompanied by coordinated messaging through Voyent Alert, social media, local media outlets, and door-to-door notification where necessary.
- Public education about what to do when a tsunami siren sounds should be reinforced regularly through seasonal preparedness campaigns.

4. Direct outreach

Purpose:

To ensure important information reaches people who may not be following media or online updates.

Tools include:

- automated phone lines or community call trees
- town halls (virtual or in-person)
- flyers and door-to-door outreach with responders
- posters and notices at key community hubs (e.g., grocery stores, library, local government and First Nation administrative buildings)
- roadside signage or changeable message boards (especially for Highway 4 disruptions)

Best practices:

- partner with community organizations to distribute printed content
- use plain language and translated materials where needed
- avoid overly technical or government-centric framing
- provide contact details for further assistance (e.g., ESS number, local government info lines)

5. Partner amplification and trusted voices

Purpose:

To extend the reach of official messaging through high-trust intermediaries.

Amplifiers may include:

- local First Nations governments and communications staff
- community radio stations
- school districts
- Chamber of Commerce, travel and business associations
- health care providers and social service organizations
- cultural advisors and community leaders
- ACRD Emergency Network members

Strategies:

- provide partner-ready message packages with social media text, graphics, and talking points
- engage amplifiers before emergencies as part of preparedness outreach
- establish and maintain relationships during non-crisis periods to support rapid mobilization when needed

6. Supplemental communication tools

These tools can be used to support public understanding, especially for high-risk topics or hard-to-reach audiences:

- paid social media promotion (boosted posts) to overcome algorithmic suppression (with financial approval)
- online town halls or livestreamed updates
- pre-scripted video explainers about evacuation alerts, tsunami risks, etc.
- FAQ documents
- infographics and pictograms for non-English speakers or low-literacy audiences

All tools and strategies are supported by companion SOPs and resource guides, with templates, examples, and step-by-step guidance for implementation.



Section 8: Communications issues and challenges

Overview

The ACRD emergency program operates in a complex environment shaped by regional geography, jurisdictional diversity, infrastructure limitations, and heightened public expectations. Emergency communications must be clear, culturally safe, and coordinated — even when the response environment is dynamic, politically sensitive, or technologically disrupted.

These communication challenges are closely linked to the **hazard and risk profile identified in the ACRD's Disaster and Emergency Management Plan (DEMP)**. Wildfires, earthquakes, tsunamis, flooding, windstorms, hazardous materials incidents, and transportation disruptions are among the top regional risks. Each presents distinct communication demands — from real-time alerts to coordinated evacuation instructions to long-term recovery updates.

This section identifies key considerations that shape how public communication must be delivered in the ACRD and reinforces why the emergency program's multichannel, inclusive, and scalable approach is essential to maintain public trust and operational coordination.

1. Geographic complexity and isolation

The ACRD region spans remote communities, dispersed populations, and limited transportation infrastructure — including areas with single points of access, such as the Highway 4 corridor. This presents challenges for:

- message dissemination (especially when internet or cellular service is disrupted)
- evacuation-related messaging and signage
- coordination across disconnected jurisdictions.

Implications:

Use layered communications (digital + physical), plan for road closures and detour signage in advance, and ensure that printed and in-person outreach tools are part of every emergency response plan.

2. Jurisdictional fragmentation and coordination pressures

The region includes:

- six Electoral Areas
- the City of Port Alberni
- First Nations
- adjacent municipalities and regional districts

Implications:

The emergency program must coordinate with partners who have their own EOCs, communications staff, and alerting systems. Messaging must respect each jurisdiction's role while promoting alignment. Joint Information Systems (JIS) and shared content packages are essential in cross-boundary events.

3. Connectivity gaps and digital vulnerabilities

Significant portions of the region experience:

- cellular dead zones
- inconsistent access to high-speed internet
- power outages during extreme weather or wildfire events

Implications:

All communication strategies must include redundancy planning — such as mesh networks, ham radio operators, portable signage, call-down trees, satellite communications, and pre-positioned printed materials. The emergency program website should also be designed for low-bandwidth accessibility.

4. Public expectations for real-time, transparent information

The public expects immediate answers, credible spokespersons, and consistent updates — even during fast-developing or uncertain situations.

Implications:

The IO must be activated early. Holding statements, update intervals, and “no change” messaging help meet expectations. Delayed or inconsistent updates erode trust. Political spokespersons must be prepared and coordinated.

5. Risk of misinformation, disinformation, and rumours

Social media, chat groups, and informal community networks can quickly spread inaccurate or misleading information — sometimes unintentionally, sometimes deliberately.

Implications:

The IO function must monitor social media and local media in real time. AIOs may be assigned to dedicated monitoring and response tasks. Coordination with trusted voices (e.g., First Nations, schools, health authorities) is critical to counter misinformation with accurate amplification.

6. Political sensitivity and stakeholder dynamics

Emergencies often involve:

- elected officials under pressure to respond visibly
- service disruptions that affect public confidence
- inter-agency tensions over roles, resources, or recognition

Implications:

Establish clear spokesperson protocols early. Activate the Elected Officials’ Liaison role when needed. Communications must remain focused on public safety and operational clarity, avoiding political framing or speculation.

7. Resource constraints and staff capacity

The emergency program has a small core team and must rely on shared staffing models across jurisdictions. The IO function may be filled by municipal or regional district staff with other duties or activated during off-hours or extended incidents.

Implications:

The IO function must follow the staffing continuity protocols outlined in the resource guides. A trained roster of IOs and AIOs should be maintained across participating agencies to ensure depth and redundancy. Templates, checklists, and pre-approved messages should be developed in advance to reduce burnout and enable a faster, more coordinated response.

8. Perception vs. complexity: When to activate — and why it matters

Not all emergencies meet formal thresholds for high complexity or provincial coordination — but they can still create major disruption, demand cross-jurisdictional coordination, or raise significant public concern. In these cases, a timely, visible, and structured communications response is critical.

Examples include:

- **Highway 4 closures**
- **boil water advisories** that affect multiple electoral areas
- **extreme weather events**

These types of events:

- may not trigger provincial task numbers or meet ICS Type 3–1 thresholds³
- still require a coordinated response to reassure the public, support partners, and reduce reputational risk
- can **erode public trust** if the emergency program is not visibly present, even if operationally active behind the scenes

Implications:

The emergency program should not rely solely on incident complexity when deciding whether to activate the EOC or IO function. Clear internal protocols (e.g., Monitoring Mode, Partial Activation) allow the program to demonstrate leadership and provide public reassurance, even when formal activation thresholds are not met. Communications plans must be designed to scale based on impact and public perception, not just hazard type or resource demand.

The decision to activate the EOC is about impact and perception — not just complexity.

3 In circumstances where a task number has not been provided but emergency coordination is needed, any associated expenditures must be approved by the Policy Group.

Section 9: Messaging guidance

Overview

Emergency communications are not just about transmitting information — they are about building trust, reducing harm, and helping people take action. The messages issued by the emergency program must be clear, credible, inclusive, and compassionate, especially during moments of high stress or uncertainty.

This section provides foundational guidance for message development, including tone, language, cultural safety, trauma-informed principles, and recommended phrases that reflect the emergency program's role. It also outlines where to find specific message templates and examples in the resource guides.

Core messaging principles

All messaging issued by the emergency program or its IO team should reflect the following principles:

- **Accuracy** – Base messages on verified facts and the most current understanding of the situation. Avoid speculation, conflicting details, or unconfirmed reports.
- **Timeliness** – Share information as quickly as possible, even if full details are not yet known. Early updates build trust and reduce misinformation.
- **Clarity** – Use plain language and avoid jargon. Clearly explain what is happening, what actions are being taken, and what people should do.
- **Empathy** – Acknowledge uncertainty, fear, or loss. People want to know their concerns are being heard and taken seriously.
- **Consistency** – Align messaging with other jurisdictions and partner agencies, particularly during cross-boundary events.
- **Cultural safety** – Respect the identities, governance, and rights of First Nations; include land acknowledgments when appropriate.
- **Trauma-informed language** – Avoid graphic detail, blame, or overly authoritative tones. Emphasize safety, support, and next steps.

Foundational program messaging

These core messages reflect the ACRD emergency program's purpose, tone, and commitment to the region. They may be used in media updates, social posts, public statements, websites, or as building blocks for situational messaging.

Purpose and leadership

"The ACRD emergency program exists to help keep our region safe — by coordinating preparedness, response, and recovery when emergencies happen."

"The emergency program is coordinating this response in partnership with [jurisdiction(s)] to ensure residents and visitors receive timely, accurate, and trusted information."

"We are working closely with local governments, First Nations, and emergency agencies to keep the community informed and safe."

Transparency and trust

“We take a transparent approach — we share what we know, explain what we don’t, and commit to providing timely updates as situations evolve.”

“We know people are looking for answers. While details are still developing, we are committed to providing regular updates as information becomes available.”

Inclusivity and cultural safety

“We recognize that people experience emergencies differently. That’s why we’re committed to inclusive, trauma-informed, and culturally safe communication that meets people where they are.”

Tone during crisis

“We recognize this situation is stressful. Please know that we are coordinating efforts across the region and will continue to share updates here.”

Cross-jurisdictional coordination

“Our approach is grounded in transparency, respect, and coordination. We communicate early, clearly, and often — because public trust and safety depend on it.”

“We work in partnership — across jurisdictions, across governments, and across communities. Emergencies don’t stop at boundaries, and neither do we.”

Culturally safe messaging guidance

In all public communications:

- acknowledge First Nations leadership and territory where appropriate
- use the names of Nations respectfully and accurately (e.g., Tseshahst First Nation, not just “local First Nation”)
- avoid language that implies a single authority or speaks for First Nations
- seek input or direct language from First Nations governments when messages concern shared territories or community impacts

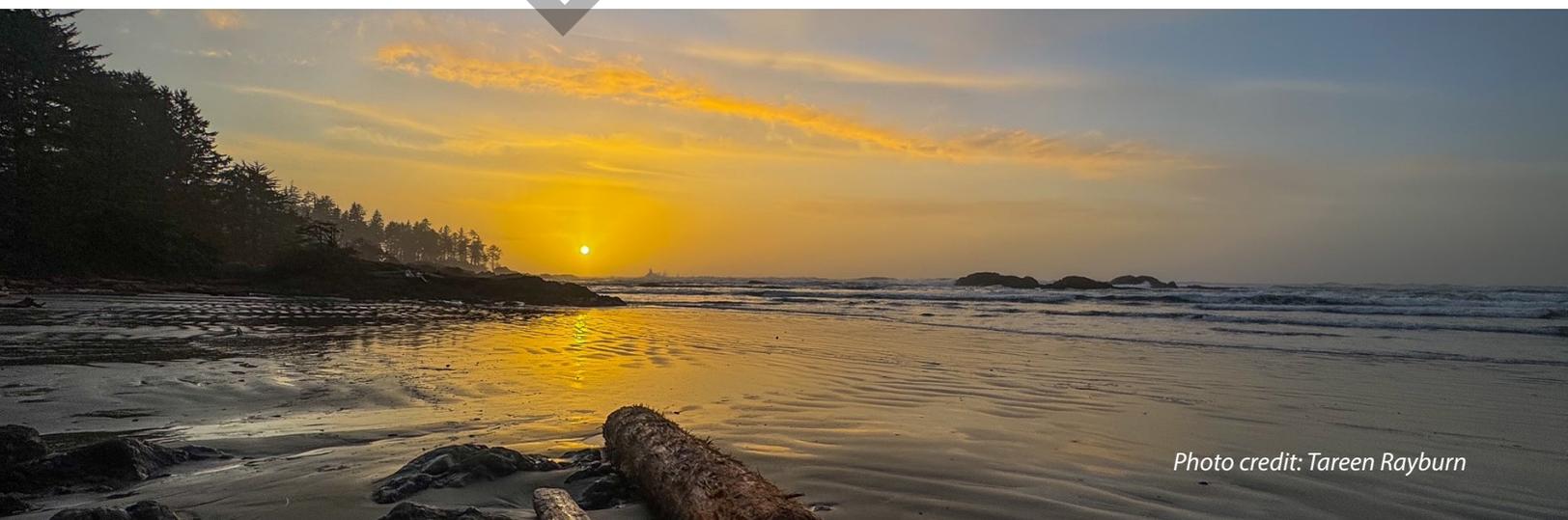


Photo credit: Tareen Rayburn

Trauma-informed tone and wording

Avoid this	Use this instead
"Victims of the fire..."	"People affected by the fire..."
"The body was found..."	"Tragically, a person has died..."
"We are in control of the situation."	"We are coordinating with partners to respond effectively."
"There's no need to panic."	"We understand this is concerning. Here's what we know, and what you can do."
"Stay tuned for updates."	"We'll continue to provide updates here at [time/frequency/platform]."

Message templates and examples

Specific templates and message structures — including holding statements, evacuation messages, public alerts, media updates, and spokesperson scripts — can be found in the companion **Resource Guides**, including:

- **Information Officer Resource Guide and social media guidance**
- **media relations and spokesperson guides**
- **Emergency Support Services Communications Guide**

Each guide includes customizable templates tailored to common regional hazards (e.g., wildfire, tsunami, severe weather) and communication scenarios (e.g., reception centre activation, shelter-in-place advisory, fatality notification).



Section 10: Plan maintenance and review

Overview

The Emergency Communication and Public Notification Plan (ECPNP) is a living document. To remain effective, it must evolve with organizational structure, legislation, communication technologies, and the needs of the communities it serves. Regular review ensures that the plan continues to reflect current risks, tools, staff capacity, and public expectations.

Responsibility for updates

The **Emergency Program Coordinator (EPC)** is responsible for ensuring the plan remains current, accurate, and operationally useful. The EPC will coordinate updates in consultation with:

- the EOC Director and Incident Command staff
- participating jurisdictions and First Nations partners
- ACRD Communications and Protective Services staff
- Emergency Program Leadership Group
- partner agencies as needed

Proposed changes may also arise from After Action Reviews (AARs), new provincial guidance, or technology shifts affecting public communications.

Review cycle

The plan will be:

- **reviewed** in response to changes in regional government structure, communications tools, and/or policy
- updated when gaps and shortfalls involving public communication are presented through training, drills and emergencies
- **reviewed following legislative changes**, including updates to the *Emergency and Disaster Management Act (EDMA)*, BCEMS, or federal alerting systems

Any revisions will be recorded in the version control table and communicated to all partner jurisdictions and affected departments.

Training and awareness

To ensure the plan is implemented effectively:

- IOs and AIOs will receive **orientation on the ECP** as part of their onboarding or seasonal refresher training. This includes message development protocols, media coordination, and alerting procedures.
- IOs and AIOs will also receive **basic training in the Incident Command System (ICS)** and the BC Emergency Management System (BCEMS). This may be delivered through the **Justice Institute of British Columbia (JIBC)** or equivalent providers. ICS 100 and 200 are recommended minimum levels for all personnel assigned to public information roles.
- Training will emphasize that during activations, **communications staff work within a “command and control” structure**, where day-to-day reporting lines are suspended. The Information Officer (IO) reports directly to the **EOC Director**, not their regular manager or department lead.
- Partner agencies, municipal communicators, and elected officials will be briefed annually on key roles, spokesperson protocols, and message approval processes.
- Content from the plan may be incorporated into tabletop exercises, IO simulations, or cross-jurisdictional drills, with feedback used to refine workflows and build confidence in real-world implementation.



Section 11: Acknowledgements

The development of this Emergency Communication and Public Notification Plan (ECPNP) was made possible through the input, time, and thoughtful contributions of many individuals and organizations across the Alberni-Clayoquot region.

The emergency program would like to extend its sincere thanks to all those who participated, including:

- Tseshaht First Nation and Hupačasath First Nation for their ongoing leadership, collaboration, and partnership in supporting clear, respectful, and culturally grounded emergency communications.
- Elected officials, members of the ACRD Board, and the City of Port Alberni Council for their support and strategic guidance.
- First responders, including the region's volunteer fire departments, for their dedication to public safety and their practical insight throughout the planning process.
- Municipal and regional staff from across the ACRD, the City of Port Alberni, and neighbouring communities for their operational expertise and collaboration.
- Emergency Support Services volunteers.
- Island Health, the Ministry of Transportation and Transit, DriveBC, Emergency Management and Climate Readiness (EMCR), the Port Alberni Port Authority, the Alberni Valley Chamber of Commerce, and other provincial and community agencies who shared experience, lessons learned, and coordination guidance.
- All the stakeholder organizations and individuals who participated in engagement activities, provided feedback, and helped shape the priorities and direction of this plan.
- Members of the Emergency Communication Plan Steering Committee, including representatives from the City of Port Alberni, the ACRD, Tseshaht First Nation, and Hupačasath First Nation, for their leadership and contributions to the development of this plan.

We are especially grateful to all those who shared their time, stories, and expertise — and to those who continue to work every day to help keep their communities informed and resilient.

This project was made possible in part through funding support from the Union of British Columbia Municipalities (UBCM).



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Emergency Communication and Public Notification Plan



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



— CITY OF —
PORT ALBERNI

Land acknowledgement

We acknowledge that the work of emergency preparedness, response and public information in the Alberni-Clayoquot region takes place on the traditional, ancestral and unceded homelands of First Nations who have cared for these lands, waters and communities since time immemorial. In the Alberni Valley, this work has been carried out in partnership with Tseshaht First Nation and Hupačasath First Nation, whose leadership, knowledge and responsibilities to their members and territories are central to how emergency information is planned, delivered and understood.

We recognize that emergencies such as wildfire, tsunami risk, flooding, infrastructure disruption and smoke events cross boundaries, and that different communities experience different impacts. We also recognize that public information in an emergency is not only operational — it is about trust, safety, cultural respect and accountability to the people most affected.

This report is intended to support a coordinated, respectful and transparent approach to public information before, during and after emergencies. That includes working in a way that reflects the authority and voices of First Nations governments, supports their communities and serves all residents across the region.



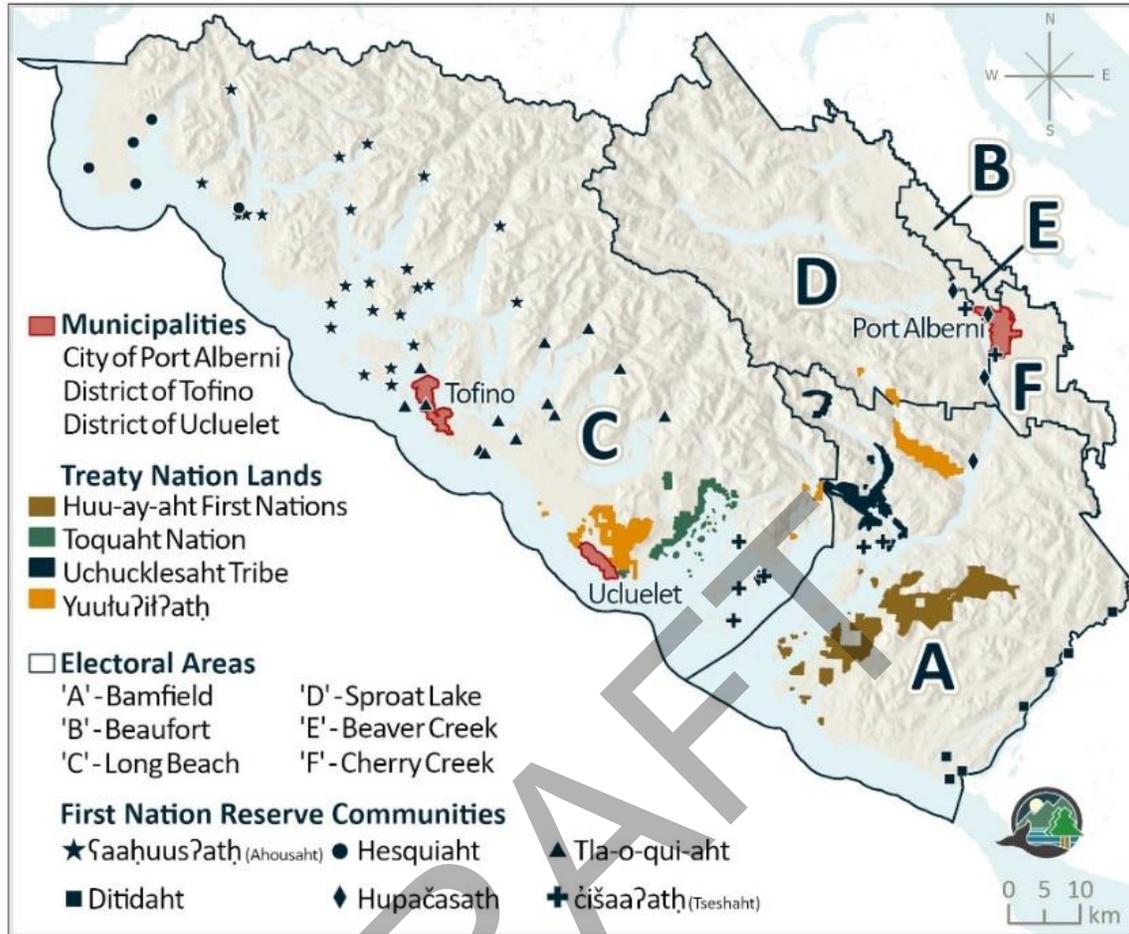
Tseshaht
First Nation



hupačasath
First Nation

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ACRD GIS team: Administrative Areas

Disclaimer

This report was prepared for the Alberni-Clayoquot Regional District to document the work completed under this project, summarize current implementation status and identify next steps to continue strengthening the emergency communications and public information function for the region. It is based on information provided by the ACRD, participating First Nations and local government partners, and on discussions, documents and observations available to the project team at the time of writing.

The analysis, recommendations and implementation priorities in this report build on the findings and recommendations of the Phase 2 interim report and the Emergency Communication and Public Notification Plan and supporting resource guides developed for the ACRD, Tseshahat First Nation and Hupačasath First Nation. They are intended to support program planning, internal decision-making and coordination between governments before, during and after emergency events. They are not intended to replace legal advice, operational direction from Incident Command or the authority of any Nation or local government.

This report should be read as guidance to support continuous improvement of the Emergency Program's communications and information function. The ACRD and partner governments remain responsible for activation decisions, public information releases and operational actions during any emergency.

Executive summary

Over the past year, the Alberni-Clayoquot Regional District's emergency program, working in partnership with the City of Port Alberni and in collaboration with Tseshaht First Nation and Hupačasath First Nation, has taken important steps to make emergency communications more consistent, more coordinated and more useful to the public.

This work, led by Adriane Brown Group Inc., began with engagement, a comprehensive review process, and interviews across jurisdictions. Phase 2 of the project identified concrete gaps: unclear activation levels and roles, uneven access to publishing channels, limited depth in the information function, uncertainty around who was speaking for the region during multi-jurisdiction events, and a lack of clear, trauma-informed public messaging for residents and evacuees. It also surfaced opportunities: stronger collaboration with First Nations, better use of mapping and alerting tools, and a clearer identity for the emergency program as a trusted, coordinating voice.

In direct response, the project delivered a full emergency communication plan for the emergency program, companion standard operating procedures, resource guides and ready-to-use public messaging templates. Parallel plans and guidance were also developed with Tseshaht First Nation and Hupačasath First Nation to support aligned, respectful public information during shared events while honouring each Nation's distinct governance. Training and orientation sessions were delivered to begin building comfort, common expectations and depth in the information role.

Those tools were tested quickly. This summer, the region faced wildfire activity, evacuation-related public information needs and a tsunami advisory. The emergency program began putting the new approach into practice under real pressure: declaring who was leading on what, issuing clearer and more frequent public updates, coordinating messages across governments and focusing on what residents needed to know and do next. Public demand for timely, reliable information increased significantly, and the emergency program's channels — including social media — saw rapid growth in reach and expectations. That is meaningful progress. It has already improved how the emergency program shows up for the public.

At the same time, recent activations also showed what still needs attention. The information function is still carried by a very small number of people. Access to official web, social and alerting channels is not yet fully documented, which can create delay. The predictable cadence of situation updates is understood but not yet routine. Joint public messaging with Tseshaht First Nation and Hupačasath First Nation is working in practice, but the steps for clearing and sequencing shared messages are not yet fully captured in one simple reference for everyone. The task now is to lock them in.

This final report does three things.

First, it documents what has been delivered. The emergency program now has: a defined information function inside the Emergency Operations Centre; an operational model that distinguishes between monitoring, partial activation and full activation; standard wording and templates for evacuation alerts, evacuation orders and reception-centre communication; guidance for trauma-informed and culturally respectful messaging; and partner-specific plans developed with Tseshaht First Nation and Hupačasath First Nation.

Second, it provides a clear set of implementation priorities for the next 12 months. The priorities are designed to make the current gains durable and sustainable, not to create new work. They focus on:

- Confirming and documenting the primary Information Officer and at least one trained backup so coverage does not rest on one person.
- Confirming direct publishing access (and backup access) for web, social and alerting channels so approved messages can go out without delay.
- Adopting a predictable public update cadence during activation so residents — and elected officials — know what to expect and when to expect it.
- Continuing to build joint public information practices with Tseshaht First Nation and Hupačasath First Nation and extending that approach to other Nations and Indigenous governments in the region where invited.
- Maintaining the plans, contact lists, access credentials, templates and GIS/map supports as live tools, stored in one accessible location and reviewed after each activation.
- Improving public readiness now, in plain language, by telling people where to go for official information, how alerts work and what different alert types mean.

Third, it hands off a working accountability tool. Appendix A includes an implementation tracker that lists each key recommendation from Phase 2, what action has already been taken, the current status, who now owns it and the next step and timing. The intent is that this table becomes part of routine program management. It is meant to be updated after each significant activation and at regular program check-ins so that progress is visible — to senior staff, to elected officials and to First Nations and other response partners.

In simple terms: the groundwork is in place, and it is already proving useful. The emergency program has moved from ad hoc communication toward an identifiable information function that can draft, clear and publish urgent information for the public. The next 12 months are about making that capability durable: supporting the people doing the work, keeping shared messaging with First Nations active, locking in access to channels, and setting habits — cadence, activation notices, consistent language — that the region can rely on in the next event.

If those steps are carried through, emergency communications in the Alberni-Clayoquot region will be more timely, more coordinated and more sustainable. Most importantly, residents and evacuees will be more likely to receive clear, respectful information they can act on when it matters most.

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Final project report

Project overview

Over the past year, the Alberni-Clayoquot Regional District's emergency program has focused on strengthening how it communicates critical information to the public, media and partner agencies, and how it coordinates information with First Nations, local governments, responders and other emergency management partners across the region. The work moved from assessment to action. Building on engagement with staff, elected leadership, Tseshaht First Nation, Hupačasath First Nation and other response partners, Phase 2 examined where communications could most credibly support preparedness, response and recovery across jurisdictions in the Alberni Valley.

The aim throughout has been practical. The project set out to ensure the program can communicate clearly, consistently and in a timely manner before, during and after emergencies; to formalize how partners work together; and to give staff tools they can use under pressure. The Phase 2 findings now sit at the core of a completed Emergency Communication and Public Notification Plan for the emergency program, along with standard operating procedures and companion resource guides. Parallel plans were developed in collaboration with Tseshaht First Nation and Hupačasath First Nation. Those plans respect each Nation's governance while aligning public information during shared events so people receive clear, timely information about what is happening, what they need to do and how to get support, and can make informed decisions for themselves and their families.

Goals and objectives

From the outset, the project set out to: clarify the emergency program's role and activation practices; strengthen identity and public trust; strengthen collaboration with First Nations governments in emergency communications; and build a modern, scalable communications system that is operationally sound. Those goals were shaped by engagement across local governments, First Nations, responders, and community organizations, and aligned with British Columbia's Emergency and Disaster Management Act and British Columbia Emergency Management System (BCEMS) principles.

Approach and methodology

This work was grounded in local context. The project began with structured engagement across the Alberni Valley and the region, including conversations with ACRD and City of Port Alberni staff, First Nations leadership and staff, Emergency Support Services, elected officials and operational responders. That engagement focused on how emergency information is actually produced and shared under pressure, what has worked in recent events and where trust has been strained or tested.

Phase 2: Key findings

Phase 2 confirmed several gaps that were getting in the way of consistent, trusted public information: unclear Emergency Operations Centre (EOC) activation levels and signals; uneven visibility and branding; the need to embed Information Officers consistently within the EOC; and the lack of a single, reliable "source of truth" online during activations. It also emphasized collaboration with Tseshaht First Nation and Hupačasath First Nation in the emergency program and in joint communications. These insights drove a pragmatic pivot: in addition to finalizing the ACRD's emergency communication plan, the project developed stand-alone emergency communication plans and tools for Tseshaht First Nation and for Hupačasath First Nation. The intent is that, in an incident that affects more than one government, messaging can be coordinated early — while each Nation continues to speak in its own voice and on its own authority.

In parallel, we completed a document and system review. This included existing emergency plans, activation procedures, past public communications, media response patterns, and internal workflows. We also looked at practice from comparator jurisdictions of similar scale to understand how other regions are handling activation signalling, public updates, mapping, and joint messaging in multi-party incidents. These inputs formed the basis for the Phase 2 interim report, which identified the core issues and risks, recommended specific fixes and set the focus for the rest of the work.

Deliverables

Following the engagement and analysis work, the project moved into development and delivery.

We produced a complete Emergency Communication and Public Notification Plan (referred to in this report as the “emergency communication plan” or “the plan”) for the ACRD and the City of Port Alberni partnership, supported by standard operating procedures and a set of resource guides. The resource guides include an Information Officer guide and social media guidance; media relations and spokesperson guidance; and an Emergency Support Services (ESS) communications guide with ready-to-use templates, holding statements and reception-centre updates. These materials also include situation update formats, approval and release pathways, reception-centre communications direction and a first-operational-period checklist for the information function.

Orientation and tabletop-style training were delivered to introduce these tools, build common expectations and begin developing depth in the Information Officer role so it is a clearly defined and understood function, within the ACRD’s Emergency Operations Centre structure.

The result is a practical toolkit the program can use under pressure. It supports consistent public messaging, applies trauma-informed and culturally respectful language, and sets out how to staff and resource communications during an activation. It also captures key workflows such as information approvals and alerting so that accurate public information can be issued quickly.

In parallel, stand-alone emergency communications plans and resource guides were developed with Tseshaht First Nation and Hupačasath First Nation. These plans are designed to support coordinated, respectful public information during region-wide events, while recognizing each Nation’s governance and ensuring their communities receive clear, timely information about what is happening, what they need to do and how to access support.

Purpose of this report

This final report documents what was delivered, summarizes implementation to date, and sets a focused action plan to continue strengthening emergency communications capacity across the region and with First Nations partners. It builds directly on the findings and recommendations outlined in the Phase 2 interim report and does not introduce new concepts. Instead, it moves the work from analysis into operations. The report identifies immediate next steps, resourcing considerations, and a sensible sequence for adoption, training, and maintenance so the system remains ready for the next activation.

Status of implementation and early results

Since the emergency communication plan and supporting materials were delivered to the ACRD, portions of the system have already been used in real events. The district and its partners faced multiple incidents this summer, including evacuation-related wildfire activity and a tsunami advisory that drew immediate public attention. These situations, noted below, pressured the information function in real time and helped test early versions of the workflow that was developed through this project.

- **Nahmint Mountain Wildfire** (June 2025): Early in the season a small lightning-caused fire southeast of Sproat Lake was actioned quickly and listed as “Being Held” as weather moderated. While lower impact, it prompted readiness messaging and monitoring.
- **Tsunami Advisory** (July 29–30, 2025): Following a magnitude 7.1 earthquake near the Alaska Peninsula on July 29, federal authorities issued a tsunami advisory for parts of coastal British Columbia. Port Alberni activated public information protocols, advising residents to avoid waterfront areas while no evacuation was ordered. The advisory was lifted July 30 after wave activity subsided with no significant damage reported in the inlet.
- **Wesley Ridge Wildfire** (early August 2025): Over the August long weekend a separate wildfire near Cameron Lake led to intermittent closures of Highway 4 and smoky conditions affecting travel and recreation. The incident remained “Being Held” within days as crews reinforced control lines; communications focused on travel advisories and minimizing spontaneous traffic to the area.
- **Mount Underwood Wildfire** (mid-August 2025): Discovered August 13 northeast of the Alberni Inlet, this lightning-caused wildfire grew quickly in steep terrain. BC Wildfire classified it as a Wildfire of Note; the ACRD issued evacuation alerts and then an evacuation order for the China Creek Campground and marina area as conditions evolved. Coordinated updates from the ACRD, City, and partners emphasized safety messaging, closures, and reception-centre support. By late August the fire’s spread had slowed, alerts were downgraded, and the order was rescinded as crews strengthened containment.

Collectively, these incidents highlighted three strengths the project seeks to institutionalize: faster activation signals and clearer public updates; visible cross-jurisdiction coordination including with First Nations; and consistent, trauma-informed messaging across channels that points back to a single “source of truth.”

In activation, staff began applying the new roles, approvals and message responsibilities outlined in the plan and resource guides. Public updates were issued more quickly and with greater clarity about what was confirmed and what was still being assessed. Staff also demonstrated more discipline in naming a lead source of information and in avoiding contradictory messaging between jurisdictions. This was a specific recommendation of Phase 2 and was one of the main risks identified going into this work. The ACRD and First Nations started to act on it under pressure, which is encouraging.

The training and tabletop orientation that were delivered as part of the project also showed results. People were more familiar with what an Information Officer is expected to do inside an Emergency Operations Centre. Staff relied less on informal “who is available” communications and moved toward a more defined information function with accountability for drafting, approval and release. This is foundational. It supports both speed and credibility.

Use of common language and trauma-informed public messaging was also visible. During this summer’s activations public-facing content focused on what people needed to do, what was being done for them and when the next update would come. This represents a shift away from reactive one-off media answers toward consistent situation reporting intended for the whole public. That approach is directly aligned with the intent of this project.

There are also areas where implementation can continue to strengthen and evolve:

- **Staffing resources:** The new communications and approval model still depends heavily on a very small number of people. Coverage depth is not yet where it needs to be to sustain a multi-day or multi-incident response without fatigue. Continued focus on identifying primary and backup coverage for the information function will help with sustainability, reduce stress on staff and protect the program’s ability to keep issuing timely public updates.

- **Website and social media:** The emergency program’s web presence has improved and is becoming more visible to the public, which is a positive shift. At the same time, there is still important work ahead. Phase 2 recommended moving toward a dedicated, program-branded website or landing environment as an owned channel for official information, rather than relying primarily on Facebook or asking partner jurisdictions to host updates. That direction still stands. A single, clearly identified location for official information — controlled by the emergency program — will reduce confusion during multi-jurisdiction events and provide a stable “source of truth” the public can turn to before, during and after an activation.

The program’s social reach has also expanded quickly. The emergency program’s Facebook following has grown from approximately 3.7K followers in April to roughly 10K followers now, reflecting strong public demand for timely, trusted updates. That growth is an asset and shows the value of more consistent situation reporting. It also creates new expectations: people will now look to the program first, not last.

The next step is to build on that momentum by (1) establishing and maintaining a presence on at least one additional platform so the program is not dependent on a single commercial channel, and (2) formalizing access, credentials and backup publishing authority for all channels. Right now, the ability to post updates can depend on specific individuals, or informal workarounds. That creates the risk of delay and adds stress in fast-moving situations. Pre-arranged channel access and documented backups should now be treated as core readiness.

In a few cases, comments on posts were turned off during high-pressure periods. Given the volume, tone and speed of incoming questions, this was understandable from a resourcing point of view. It is also a signal that the information function is carrying public inquiry management on top of drafting, clearance and publishing. As capacity grows, the goal should be to avoid fully turning comments off in most situations and instead use approaches such as hiding or moderating specific comments while continuing to post steady situation updates. This helps maintain transparency and trust while still managing workload and preventing staff burnout.

- **Collaboration with First Nations:** The relationship between the emergency program, Tseshaht First Nation and Hupačasath First Nation has continued to strengthen and grow through the collaborative work on this project, and that was an asset in recent responses. Staff worked together to share information, align messages and respect each other’s roles when communicating with the public. The next step is to keep building on that approach through ongoing collaboration, shared training, and continued joint planning and exercises, so that this way of working becomes routine and not dependent on specific individuals. There is also value in extending this collaboration to other First Nations and Indigenous governments in the region over time, where invited. As part of this, the ACRD may wish to continue exploring an Indigenous liaison role within its broader cultural safety work. The intent of that role would be to help coordination and information flow between governments in an emergency, while recognizing that no single liaison can speak for or represent the interests of all Nations.
- **Alerting:** During this summer’s events it became clear, through questions and comments on public posts, that many residents are not yet clear on how emergency alerts work, who sends them, who receives them and what different alert types mean. This is consistent with what was identified in Phase 2. Since then, we have seen the emergency program begin to proactively explain how and when subscribers receive alerts, and the difference between an evacuation alert, an evacuation order and the various types of tsunami advisories, for example. That is a positive step and should continue. Clear, repeated guidance on when Voyent Alert is used, who receives it, what each alert type means and what people are expected to do when they receive it will reduce confusion and help residents take timely action.

- **Timing and cadence of public updates:** During this summer’s events, some situation updates were issued on a steady rhythm, and some were more ad hoc. The plan calls for providing regular public updates at known times during an activation so people understand what has happened, what is being done and when they will hear more. Making that cadence part of normal practice will help build public confidence and will also support the confidence of elected officials, who are often under pressure to respond publicly and need to be able to point to a reliable source of official information.

Of note, the observations in this section are made from outside the response. They reflect real-time monitoring of public updates, social media channels and situation reporting during this summer’s incidents, and follow-up conversations about how those events were managed. They are not based on direct participation in the Emergency Operations Centre during activation, nor on formal after-action reviews. The intent is not to assess performance, but to recognize where progress is already visible and to highlight areas that would benefit from continued support.

In short, the communications groundwork is in place, and it is already proving useful. The ACRD has moved from ad hoc communications toward an identifiable, staffed information function that can draft, clear and publish urgent information for the public. Based on what we were able to observe from outside the response — by closely following public updates, social channels and situation reporting during this summer’s incidents, and through follow-up conversations — that shift is visible in practice. At the same time, the recent activations also showed where continued attention will be helpful. Building more depth in trained communicators, ensuring consistent access to official channels and continuing to strengthen the shared approach with First Nations and other neighbouring governments will make the system even more reliable and sustainable. These are the areas carried forward into the recommended action plan that follows in this report.

Implementation priorities for the next 12 months

The work done to date has moved emergency communications for the Alberni-Clayoquot Regional District from being something carried by a few key people, to a more defined information function with plans, tools and trained support. The next 12 months should focus on making that progress durable — so it is routine and reliable across incidents, jurisdictions and staffing changes. These are not new asks. They are the logical next steps flowing from Phase 2, from the completed plans and resource guides for the ACRD, Tseshaht First Nation and Hupačasath First Nation, and from what we observed during this summer’s activations. Some items come first because they enable the rest.

The overall objective for the next year is to make the communications and information function something that can be stood up quickly, staffed sustainably and trusted by the public, elected officials and partner governments.

- **Stabilize the Information Officer role.** Confirm the Information Officer as a core Emergency Operations Centre function and ensure the role is formally staffed whenever the EOC is partially or fully activated. Identify a primary lead and a trained, qualified backup, with clear expectations for availability during activation. Define the reporting line, approval path and immediate duties in the first operational period. The goal is to avoid single-point dependency on one communicator and to make the work sustainable.

Owner: Emergency program leadership.¹

- **Build depth.** Develop a small bench of people — including staff who can step into Assistant Information Officer roles — who can perform key information tasks under pressure: drafting first updates, clearing content with operations, publishing through official channels and delivering reliable situation updates on a

¹ For the purposes of this report, “emergency program leadership” means the Protective Services Manager working with the Chief Administrative Officer of the Alberni-Clayoquot Regional District and the Chief Administrative Officer of the City of Port Alberni. This reflects the shared nature of the program, including funding, operational readiness and public communication responsibilities outside of a formal Emergency Operations Centre activation.

set cadence. This can be achieved through short orientations and regular refreshers, not only full-scale exercises.

Owner: Emergency program leadership.

- **Keep training active.** Schedule short, regular touch points rather than treating training as a one-time deliverable. This includes onboarding new staff and newly elected officials into how public information flows, what their role is and what their role is not. Tabletop work should continue, but lightweight, scenario-based run-throughs will matter more for retention and confidence. Frequent and ongoing training on Voyent Alert must also be maintained. As well, emergency responses will always be improved through social gatherings and informal events that bring together individuals and collaborators that are relied upon to support emergency incidents.

Owner: Protective Services Manager.

- **Confirm publishing access and backups.** In advance of the next activation, confirm who can post directly to ACRD and partner channels (web, social, alerting) and under what authority. Where access currently sits with individuals in other departments or other jurisdictions, put in place documented backup access so approved updates can go out without avoidable delay. This reduces stress in the moment and keeps messaging timely.

Owner: Protective Services Manager (for readiness and access management), and Information Officer (for activation use).

- **Strengthen joint public information with First Nations.** The plans and resource guides developed with Tseshaht First Nation and Hupačasath First Nation give everyone a shared structure for public information. The next step is to keep that collaboration active through shared training, continued joint planning and regular communication so this way of working becomes routine, and sustainable even through staffing and role changes that will undoubtedly occur. There is value in extending this collaborative approach to other First Nations and Indigenous governments in the region over time, where invited. As part of broader cultural safety work, the ACRD may also wish to continue exploring an Indigenous liaison role to help support coordination and information flow during activation. That role can help connect, but it should not be treated as speaking for all Nations.

Owner: Emergency program leadership with Tseshaht First Nation, Hupačasath First Nation and other Indigenous governments as appropriate.

- **Make operational cadence a habit.** Adopt a predictable update rhythm during activations — for example, morning and late afternoon situation updates — that tells people what has happened, what is being done and when they will hear more. This consistent cadence builds public confidence and supports the confidence of elected officials, who are under pressure to answer questions and need to be able to point to one reliable source of official information. It also reduces demand for unscheduled one-off responses.

Owner: Information Officer and EOC Director (during activations).

- **Embed service levels.** Begin applying the target approval and publishing timelines identified in this project for urgent public updates, evacuation messaging, alert amplification and corrections to misinformation during activations. These service levels should become part of how performance is assessed and how the information function explains its decisions to Incident Command, elected officials and the public (“we will have an initial holding line within X minutes; full situational update at Y”).

Owner: Information Officer and EOC Director (during activations).

- **Support public understanding of alerts.** Continue proactive public education on how alerting works — when tools like Voyent Alert are used, who receives them, what different alert types mean and what actions people are expected to take. This includes clarifying the differences between an evacuation alert, an evacuation order and tsunami advisories. Doing this in advance, and reinforcing it during activation, will reduce confusion and help residents act quickly and appropriately.

Owner: Emergency program leadership.

- **Maintain and update the material.** Confirm who is responsible for keeping the emergency communication plan, standard operating procedures (including the blackout / contingency communications SOP), resource guides, contact lists, access credentials, map templates and message templates current, and make sure the working versions are stored in one accessible location (for example, a maintained SharePoint site) as the single source of truth. Ensure information staff, Logistics, ESS and the EOC Director know where to find these materials, are comfortable using them and understand that they are the approved versions. Set a light review schedule: after each activation, note what worked, what slowed things down and what had to be created under pressure, and fold those lessons back into the materials; then do a brief formal check at least twice a year to confirm contacts, access, templates and any updates to arrangements with First Nations and local governments. As part of that cycle, run short walk-throughs of the blackout / contingency communications SOP so the team is confident using backup channels (radio, printed notices, reception-centre updates, signage) if normal systems fail. This keeps the tools live and usable, supports continuity between activations and helps staff avoid having to rebuild solutions in the middle of a response — including in a power or connectivity outage.

Owner: Protective Services Manager (to maintain the plan, SOPs, contacts, access and templates) and the Information Officer (to use these materials in activation).

- **Make public-facing readiness visible.** Continue improving the public-facing “one source of truth” location for emergency updates and make sure the community knows where to look before an incident. This includes ensuring that language is plain and respectful, that information is accessible to diverse and vulnerable residents and that First Nations are presented as active authorities, not as secondary voices.

Owner: Emergency program leadership.

- **Publish a plain-language public summary of the emergency communication plan.** Create and maintain a short page on the ACRD website that explains how emergency information will be shared, what channels will be used, how often people can expect updates during an activation and where to check first. This page should also explain, in simple terms, how the ACRD, local governments and First Nations work together during shared events. The goal is to set expectations now so that, in an emergency, residents already know where to go, what to expect and how to interpret what they are seeing.

Owner: Emergency program leadership.

Taken together, these priorities are intended to do two things. First, they protect and build on the progress already made: the creation of the plans and guides, the relationship work with First Nations and the early application of the new communications approach during real events this summer. Second, they give the ACRD and its partners a practical, staged path for the next year so that emergency communications becomes part of the way the region operates, not a special project.

To keep that momentum, the emergency program can watch a small set of signals after each activation: how quickly the first approved public update goes out once an incident is confirmed; whether situation updates are issued on a predictable rhythm so people know what happened and when they will hear more; whether public

messaging clearly states who is leading and reflects that consistently across jurisdictions, including with Tseshaht First Nation and Hupačasath First Nation; whether the information function was able to publish directly to web, social and alerting channels without delay; and whether evacuees and affected residents received clear, respectful information about services and next steps. The goal is not to create a rigid scorecard. The goal is to build habits and continue supporting staff, so this level of performance becomes normal and sustainable.

Governance and ownership going forward

Under British Columbia's Emergency and Disaster Management Act, every local authority — including a regional district — must maintain an emergency management organization or join a multijurisdictional emergency management organization. The Act also requires each local authority to designate who is authorized to act on its behalf in an emergency.

In the Alberni-Clayoquot Regional District, those day-to-day emergency management responsibilities are carried by the Protective Services Manager, working with the Chief Administrative Officer (CAO) of the ACRD and the Chief Administrative Officer of the City of Port Alberni. This group is referred to in this report as “emergency program leadership.”

The ACRD and the City of Port Alberni also have local emergency management bylaws and plans in place that formally set out their emergency management structure, committees and delegated responsibilities. Those bylaws and plans identify an emergency program coordinator or program lead, and delegate authority to maintain plans, coordinate readiness and activate the Emergency Operations Centre (EOC) when needed.

Emergency communications is now a defined part of the emergency program, not an ad hoc task. The plans and resource guides developed through this project have established an information function inside response, set expectations for the public about the kinds of updates they will receive during an activation and reinforced that messaging should be coordinated across jurisdictions, including with First Nations. The next step is to keep that function supported and in practice.

Day-to-day program stewardship should sit with the Protective Services Manager. The Protective Services Manager is best positioned to maintain the core materials, keep them current and make sure they are available the moment they are needed. This includes version control for the emergency communication plan, contact lists, pre-approved public messaging, social and web access arrangements and the “who to call first” information that supports early activation. The Protective Services Manager should also schedule light, regular touch points — short refreshers and orientations — so staff who may be asked to support the information function stay familiar with their role.

During activation, the Information Officer leads public-facing communications inside the Emergency Operations Centre. This role is essential. The Information Officer is responsible for drafting and clearing public information, coordinating timing and message discipline with Operations and Planning, tracking community questions and rumours and issuing regular situation updates on an agreed cadence. The Information Officer does not act alone. The EOC Director approves public releases, and Incident Command continues to verify facts on the ground. That working relationship needs to be applied consistently so that public information is accurate, aligned and timely.

Because emergencies in the region often cross boundaries, the program should continue to treat coordinated public messaging with Tseshaht First Nation, Hupačasath First Nation and neighbouring governments as normal practice. When an incident affects more than one jurisdiction, the expectation should be early contact, agreement on who will speak to which elements and clear public information that names the lead voice. This approach supports respectful communication, reduces confusion for the public and helps staff avoid competing demands in real time.

There is also a role for senior leadership. Elected officials and senior managers can help strengthen public trust by reinforcing the approved communications process rather than creating parallel statements during an activation. In

practice, this means leaders receive a brief heads-up before a public update is posted, understand what will be said and by whom and are prepared to echo that message. Doing so protects relationships and keeps the public focused on a single, reliable source.

To keep this structure durable over the next year, three practical commitments are needed:

- Confirm and document the primary Information Officer and at least one trained backup, along with reporting lines during activation.
- Ensure communication materials and resources are accessible to communicators and stored on a shared platform. Assign ongoing maintenance of the plan, resource guides, contact lists, message templates and channel access arrangements to the Protective Services Manager, with a simple review and update schedule.
- Keep joint public messaging with First Nations active through shared training, regular communication and continued planning together, so that this way of working becomes routine and is not dependent on who happens to be on shift.

Potential risks

The emergency program has already made meaningful progress. The emergency communication plan, the standard operating procedures, the resource guides, the defined information function and the work with Tseshaht First Nation and Hupačasath First Nation are not theoretical. They have been used in real conditions — wildfire, evacuation-related messaging, a tsunami advisory — and staff have applied them under pressure with professionalism. The focus now is to keep that momentum, support the people doing the work and make sure these gains become routine, not temporary.

The first area to watch is depth and coverage in the information function. Phase 2 recommended an embedded Information Officer within the Emergency Operations Centre, with clear duties and backup, rather than asking someone to assist with communications off the side of their desk. That expectation is now understood and has been put into practice. The next step is to keep it supported. If primary and backup coverage are confirmed and kept current, the program can continue to respond quickly, avoid burnout and maintain consistent public messaging even during multi-day or overlapping activations.

The second area is consistency in signalling activation. One of the advances in this project is the move toward a clear, three-tier operational model (monitoring mode, partial activation, full activation) and the expectation that the status of the Emergency Operations Centre will be announced to partners, elected officials and the public. This gives everyone a shared picture of who is leading, what level of coordination is in place and what they can expect next. Continuing to use that structure — and issuing a short notice at the outset — helps reduce confusion across jurisdictions and protects staff from being second-guessed in the middle of a response.

The third area is joint public information with First Nations. A core recommendation in Phase 2 was to strengthen how Tseshaht First Nation, Hupačasath First Nation and the ACRD emergency program communicate with the public during shared events. That work is well underway. The plans and resource guides reflect a more coordinated and respectful approach, and recent activations showed tangible progress in collaborating with each other, and speaking with communities together, during high-pressure situations. The opportunity now is to keep building on that progress through continued collaboration, shared training and regular planning, including opportunities to extend that approach to other First Nations and Indigenous governments in the region where invited.

The fourth area is operational enablers. Phase 2 identified practical supports that allow staff to succeed: rapid production and posting of maps; direct control of web, social and alerting channels during activation; reliable alerting workflows; an Assistant Information Officer presence at reception centres; and clear procedures for when

normal communication channels fail. Many of these elements are now in place or partially in place — including a dedicated blackout and contingency communications Standard Operating Procedure (SOP) that sets out how to communicate when power, cellular or internet service is disrupted. The next step is to make these supports part of normal readiness: stage the physical assets and contact lists they rely on, and run short walk-throughs so Information, Logistics, ESS and the EOC Director are comfortable using the blackout SOP in real time. When these tools are known, exercised and ready on day one, staff can focus on communicating with the public instead of improvising under stress.

The region has also developed a draft Highway 4 / critical infrastructure communications SOP (June 2025). That SOP sets out how roles, update cadence, signage, holding statements and spokesperson responsibilities will be coordinated when key transportation corridors are disrupted. Like the blackout / contingency communications SOP, this will need to be confirmed with partners, staged and walked through in advance. The goal is to make sure that during a Highway 4 closure or similar event, residents receive one clear, timely line of information instead of competing updates.

Finally, there is public confidence. Over the past season, public updates were issued more quickly, roles were clearer and residents received more regular situation information. That is a direct result of the work the team has already done. It has also raised expectations in the region — from residents, from elected officials and from partner governments — about the level of clarity and timeliness they will see in future events. Maintaining that level of clarity going forward will continue to build trust and will also reduce pressure on staff in the next activation.

In summary, the question is: “how do we keep this level of performance going without exhausting the people doing it?” The path is straightforward: confirm and support the Information Officer role and backup coverage; continue to use visible activation levels; keep growing the shared public information approach with First Nations; and finish standing up the technical pieces that let staff publish quickly and confidently. Doing this will protect staff capacity, keep communications reliable across jurisdictions and continue to build credibility with the public.

Conclusion and next steps

This project set out to build practical emergency communications capacity across the Alberni-Clayoquot region. The work did not stay theoretical. It began with engagement and assessment. The Phase 2 interim report identified specific gaps in activation structure, role clarity, publishing access, geographic information support, culturally safe messaging and how the ACRD, Tseshaht First Nation and Hupačasath First Nation work together in public. The project then delivered regional and Nation-specific plans, procedures, resource guides and training that defined the information function and gave staff and leadership tools they could actually use.

Those tools were tested sooner than expected and before they were fully socialized. Wildfire, evacuation-related response and a tsunami advisory required rapid, coordinated public information. The region began to put the new structure into practice: identifying who was leading, issuing clearer and more frequent public updates, coordinating messaging across governments and focusing on what residents needed to know and do next. That is meaningful progress. It has already improved how the emergency program shows up for the public.

At the same time, the recent activations showed where continued attention will be helpful. The information function still relies on a very small number of people. Channel access and backup publishing authority still need to be confirmed and documented. Joint public messaging with Tseshaht First Nation and Hupačasath First Nation should continue to develop so that this coordinated approach becomes routine. The update cadence needs to move from “best effort” to habit. None of these items are new. They are consistent with the recommendations in Phase 2, and they align directly with the emergency communication plan, the standard operating procedures and the resource guides now in place.

Next steps for the coming year are clear:

- Confirm and document the primary Information Officer and at least one trained backup, including expectations during activation.
- Put channel access and backup publishing authority in place for web, social and alerting so approved messages can go out without delay.
- Adopt and hold to a predictable situation update cadence during activation (for example, set update times each operational period so residents and elected officials know when to expect information).
- Maintain the plan, guides, contact lists, channel access details and templates as live tools — reviewed after each activation and through scheduled check-ins.
- Continue joint planning, training and messaging work with Tseshaht First Nation and Hupačasath First Nation and look for opportunities to extend that collaborative model to other First Nations and Indigenous governments in the region where invited.

Finally, this report includes an Implementation Tracker in Appendix A. That table lists each key Phase 2 recommendation, what has already been delivered, the current status, who now owns it and the next step. It should be maintained by the emergency program as the working accountability tool going forward. It is the bridge between this project and the next year of program work.

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Acknowledgements

This work reflects a high level of cooperation across the region. We would like to thank the staff, emergency program leadership team, responders and elected representatives from the Alberni-Clayoquot Regional District and electoral areas, the City of Port Alberni, and local partner agencies and organizations who contributed their time, experience and candid feedback throughout this project.

With gratitude, we also acknowledge and thank Tseshaht First Nation and Hupačasath First Nation for their direct participation, guidance and leadership in developing communications approaches that respect governance, culture and community needs, and for their openness and collaboration in helping shape how public information will be provided during shared events.

Thank you as well to Emergency Support Services volunteers and reception centre staff, Information and Assistant Information Officers, GIS and mapping staff, and operational personnel who shared real-time lessons from wildfire, tsunami advisory and evacuation-related response. Their input directly informed the tools, templates and processes delivered through this project.

We recognize the strong leadership of the ACRD emergency program in driving this work forward and in beginning to apply the new communications model in real events, and we appreciate the continued support of senior management and elected leadership in prioritizing public information, trust and transparency as core elements of emergency response.

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DRAFT



Tseshaht
First Nation



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



CITY OF
PORT ALBERNI



hupačasath
First Nation

Appendix A: Implementation tracker

The Phase 2 report set out clear, practical recommendations across various action areas, including activation structure, program identity, digital channels and alerting, Information Officer systems and processes, and Emergency Support Services communications. This final report builds on those recommendations rather than creating new direction.

To support hand-off and accountability, this report includes an implementation tracker in Appendix A. The table is intended to become the working tool for the emergency program and partner governments going forward.

The implementation tracker lists, for each Phase 2 recommendation:

- The recommendation itself (for example: adopt and implement a three-tiered Emergency Operations Centre activation model that is publicly signalled and avoid “soft” activations).
- The action taken to date (for example: emergency communication plan completed; activation language drafted; partners briefed).
- Current status (in place and in use; in progress; not yet started).
- Owner going forward (for example: Protective Services Manager; Information Officer; ACRD leadership with Tseshaht First Nation and Hupačasath First Nation).
- Target timing or immediate next step (for example: confirm activation notice and public posting process within three months; confirm backup publishing access for web and social within the next operational period).

This table should be maintained as a live document. It should be reviewed after every significant activation and as part of a scheduled quarterly or semi-annual check-in. Over time, it becomes the audit trail that shows Council, First Nations governments, senior staff and the public that the emergency program is continuing to act on the findings of Phase 2.

Appendix A: Implementation tracker

Phase 2 recommendation	Action taken / deliverable produced	Current status	Owner going forward	Next step / timing
<p>1. Ensure the Information Officer is embedded in the Emergency Operations Centre during activations, not working “off the side of their desk,” and identify role coverage / backfill in advance.</p>	<ul style="list-style-type: none"> Information Officer duties, reporting lines and first-operational-period tasks are now defined in the plan and resource guides. Orientation and tabletop training were delivered to begin building familiarity and comfort in this role, including the expectation to assign Assistant Information Officers (AIOs) for surge support and reception-centre/public-facing information. 	<p>In progress. The Information Officer role has been stood up during recent activations, but depth is still thin, and the program still depends on a very small number of trained communicators. Coverage for sustained events, including AIO support, is not yet fully documented. This is a sustainability risk.</p>	<p>Emergency program leadership.</p>	<p>Within 3 months: confirm and document the named primary Information Officer, at least one trained backup and identified Assistant Information Officers, including expectations for availability, shift coverage in the first 72 hours and support to reception centres / public information points.</p>
<p>2. Confirm publishing access and backup authority. In an activation, the program must be able to publish directly to web, social and alerting channels without delay or relying on other jurisdictions to repost.</p>	<ul style="list-style-type: none"> Channel guidance, tone and cadence for public updates are documented in the resource guides, including how to structure situation updates and link back to an official source. During recent activations, partners worked toward consistent messaging and directed residents to official updates. 	<p>In progress. Website and social media publishing access is still distributed across multiple people and jurisdictions. Backup access is not yet formalized in writing.</p>	<p>Protective Services Manager (for readiness and access management), and Information Officer (for activation use).</p>	<p>Within 3 months: confirm who can publish directly to ACRD and partner channels during activation, and document backup access so approved messages can go out without delay.</p>
<p>3. Adopt and implement a predictable public update cadence during activation. Provide regular situation updates at known times so people understand what has happened, what is being done and when they will hear more.</p>	<ul style="list-style-type: none"> The emergency communication plan sets expectations for routine situation updates during activation. In recent activations, portions of this cadence were used (clearer, more frequent updates and stated timing for “next update”). 	<p>In progress. Some updates followed a steady rhythm; others were more ad hoc. The expectation is understood, but not yet consistent.</p>	<p>Information Officer and EOC Director (during activations).</p>	<p>Immediate: adopt and hold to a predictable situation update cadence (for example, morning and late afternoon). Brief elected officials on that cadence so they can point residents to the official source instead of improvising.</p>

Appendix A: Implementation tracker

Phase 2 recommendation	Action taken / deliverable produced	Current status	Owner going forward	Next step / timing
<p>4. Adopt and implement a three-tiered Emergency Operations Centre operational model (Monitoring Mode, Partial Activation, Full Activation) to clearly signal incident awareness, identify the lead agency and communicate early preparedness information.</p>	<ul style="list-style-type: none"> The emergency communication plan defines activation triggers and ties each level to communications expectations, including when the Information Officer is activated, when joint messaging should begin and when public notice of activation should go out. This structure has already been partially exercised during wildfire response and the tsunami advisory, with the emergency program proactively signalling its awareness of emerging incidents. 	<p>In progress. Staff have begun informally using “monitoring” and “activation” language, but consistent public-facing activation notices and status posts are not yet routine.</p>	<p>Protective Services Manager.</p>	<p>Within 3 months: finalize and adopt activation language and a standard “notice of activation” so every activation level triggers a brief notification to elected officials, partners and the public.</p>
<p>5. Formally issue and post a brief “notice of activation” at the start of each activation to make leadership and roles visible and avoid “soft activations.”</p>	<ul style="list-style-type: none"> Draft wording and expectations for public activation notices are built into the emergency communication plan and resource guides. During this summer’s events, portions of this practice were used (public updates naming who was leading and when the next update would come). 	<p>In progress. Used inconsistently. Not yet embedded as mandatory.</p>	<p>Information Officer, with approval by the Emergency Operations Centre Director (during activations).</p>	<p>Immediate: require an activation notice any time the program moves beyond Monitoring into Partial or Full activation and provide it directly to elected officials so they can reinforce the message.</p>
<p>6. Continue strengthening joint public information with Tseshaht First Nation and Hupačasath First Nation. Keep the collaborative approach active through shared training, planning and aligned messaging in shared events.</p>	<ul style="list-style-type: none"> Standalone plans and resource guides were developed with each Nation. Joint messaging and respectful acknowledgment of Nation authority were used during recent activations. 	<p>In progress. Relationships are stronger and the approach is being used in practice; the steps for clearing and sequencing shared messages are not yet captured in one simple reference for everyone.</p>	<p>Emergency program leadership together with senior leadership from Tseshaht First Nation and Hupačasath First Nation.</p>	<p>Within 6 months: confirm, document and socialize the general approach for shared events (clearing and sequencing of shared messaging) and continue to exercise it. Extend this collaborative model to other First Nations and Indigenous governments in the region where invited.</p>

Appendix A: Implementation tracker

Phase 2 recommendation	Action taken / deliverable produced	Current status	Owner going forward	Next step / timing
	<ul style="list-style-type: none"> • Cultural safety and inclusive language guidance is embedded in the delivered materials. 			
<p>7. Improve public awareness of where to get official information during emergencies and how alerting works. Present the emergency program as a coordinated, trusted source for the region.</p>	<ul style="list-style-type: none"> • Messaging approach, update cadence and joint information practices are defined in the emergency communication plan and resource guides. • During recent activations, the emergency program began to be identified publicly in that coordinating role. • The program has started proactively explaining how and when subscribers receive alerts, and the difference between an evacuation alert, an evacuation order and different types of tsunami advisories. 	<p>In progress. There is no single plain-language public summary that explains “where to look first,” how alerts reach people, what each alert type means and what action residents should take.</p>	<p>Emergency program leadership.</p>	<p>Within 6 months: publish and maintain a short, plain-language web page (and printable one-pager) that explains where official updates will appear, how often updates will come, how ACRD, local governments and First Nations work together during shared events and what different alert types mean. Keep this page current as part of routine program updates.</p>
<p>8. Build and maintain the Information Officer systems and workspace. Stand up a dedicated Information Officer SharePoint site or equivalent; create a Teams channel for IOs and Assistant Information Officers with controlled access; maintain version control and shift coverage expectations.</p>	<ul style="list-style-type: none"> • Core content (plan, templates, guidance) has been produced and organized. • Orientation has started so key staff know what exists and where. 	<p>In progress. The technical workspace (SharePoint / Teams / access protocols) still needs to be finalized and maintained as the single source of truth, so staff are not hunting through email during activation.</p>	<p>Protective Services Manager to maintain the workspace; Information Officer to use it in activation.</p>	<p>Within 3 months: stand up the shared IO workspace with version control, current contact lists, access credentials and approved templates, and limit editing rights to protect integrity.</p>
<p>9. Strengthen alerting. Create clear procedures for when and how the emergency program will amplify provincial / federal alerts; finalize pre-approved templates for high-risk</p>	<ul style="list-style-type: none"> • A Public Alerting SOP (June 25, 2025) now sets thresholds for when to issue a Voyent Alert and when to amplify an external advisory on ACRD web and social channels. It also covers geotargeting, 	<p>Substantially in place. The alerting workflow, approval chain and templates now exist and have already been applied in live events such as tsunami advisories, wildfire-related evacuation messaging and</p>	<p>Protective Services Manager.</p>	<p>Before the 2026 summer season: run a short tabletop using the Public Alerting SOP to walk through (1) when to issue a Voyent Alert vs when to amplify, (2) who approves and who sends, (3) who gets</p>

Appendix A: Implementation tracker

Phase 2 recommendation	Action taken / deliverable produced	Current status	Owner going forward	Next step / timing
<p>scenarios; and continue building the Voyent Alert subscriber base.</p>	<p>timelines, and when to request a provincial BC Emergency Alert for imminent threats to life.</p> <ul style="list-style-type: none"> • The SOP defines who drafts, who approves, and who is authorized to send an alert. The Information Officer drafts the message using approved templates, the EOC Director approves during activations, and trained Voyent Alert administrators send once approved. In monitoring mode, the Protective Services Manager can authorize alerts. • Pre-written alert templates now exist for evacuations, tsunami messaging, flood, wildfire smoke and road closures, power and water disruptions, air quality, and boil water notices. These are aligned to plain-language standards and include expected public actions. • The SOP also documents how and when to notify elected officials, First Nations governments, section chiefs and first responders before (where possible) or immediately after an alert goes out, so elected officials are not surprised, and partners are aligned. 	<p>Highway 4 travel advisories in summer 2025. What remains is exercising the SOP with the team, confirming backup access for Voyent Alert administrators, and making the internal notification steps routine.</p>		<p>notified (elected officials, First Nations, section chiefs, first responders), and (4) how to document the alert. Also confirm subscriber growth and backup publishing access as part of readiness.</p>
<p>10. Emergency Support Services (ESS) communications. Pre-approve evacuee-facing messaging; assign an Assistant</p>	<ul style="list-style-type: none"> • Templates for reception-centre messaging and evacuee updates have been included in the resource guides. 	<p>In progress. The concept is defined, but reception-centre communications roles</p>	<p>Protective Services Manager with communications leads</p>	<p>Before the next large-scale ESS activation: identify and train at least one Assistant Information Officer per</p>

Appendix A: Implementation tracker

Phase 2 recommendation	Action taken / deliverable produced	Current status	Owner going forward	Next step / timing
Information Officer at reception centres; make sure people get clear information about services, supports and next update timing.	<ul style="list-style-type: none"> The Assistant Information Officer role is described and tied to ESS operations. 	and scripts still need to be exercised and normalized.	from partner jurisdictions and First Nations.	potential reception centre, with a simple script and update cadence.
11. Enhance GIS and mapping support. Embed GIS as part of activation; build pre-styled map templates for evacuation zones and hazard perimeters; enable backup GIS capacity; and improve the speed at which maps can be published publicly.	<ul style="list-style-type: none"> GIS needs and turnaround expectations (5, 15, 30 minutes) have been identified, and map products are now recognized as a core public information deliverable, not an optional product. 	In progress. Work on building templates has been undertaken. GIS is not yet consistently integrated into the first operational period of an activation, and backup GIS coverage and publishing authority are still being sorted.	Protective Services Manager with GIS staff.	Within 6 months: confirm GIS role in the Emergency Operations Centre structure and prepare a “GIS EOC bin” with logins, map templates and posting instructions so mapping can be produced and published rapidly without delay.
12. Blackout and redundancy procedures. Develop a practical SOP for prolonged outages that identifies backup channels (for example, roadside signage, radio, satellite connectivity, reception-centre communications).	<ul style="list-style-type: none"> A dedicated Standard Operating Procedure (SOP): Blackout procedures and contingency communications (June 2025) has been produced. The SOP defines triggers (loss of power, cellular, internet or alerting), outlines immediate priorities for the Information Officer, and assigns roles for the EOC Director, Liaison Officer, Logistics and Emergency Support Services. It establishes fallback channels when digital systems fail: radio partners, printed/public notice boards, door-to-door notification, staffed information points, signage and reception-centre communication. 	In place. The SOP exists and is ready for use. It now needs to be socialized, exercised and built into normal activation so staff are comfortable using it without delay.	Protective Services Manager, working with Logistics, ESS and partner agencies with technical assets.	Within 6 months: integrate this SOP into the emergency communication plan and EOC quick-start materials; stage physical assets (signage, print templates, radio contacts) so they are immediately accessible; and run a short tabletop / walk-through so Information, Logistics, ESS and the EOC Director understand their roles.

Appendix A: Implementation tracker

Phase 2 recommendation	Action taken / deliverable produced	Current status	Owner going forward	Next step / timing
	<ul style="list-style-type: none"> It includes messaging templates, a rapid-start checklist for the first operational period, guidance for supporting vulnerable residents and expectations for documenting actions. 			
<p>13. Highway 4 and other critical infrastructure communications. Create a repeatable SOP for closures and detours, clarify who leads on what (MOTT, emergency program, BC Wildfire Service, EMCR, First Nations) and develop pre-drafted messaging, signage and briefing cadence for elected officials and media.</p>	<ul style="list-style-type: none"> A draft Highway 4 / critical infrastructure communications SOP (June 2025) has been prepared. The SOP outlines roles across agencies, expectations for scheduled situation updates, use of consistent holding statements, signage and public notice points and how information will be shared with elected officials and the public. The approach reflects lessons from previous Highway 4 disruptions, including the need for one clear lead voice and predictable update timing. 	<p>Drafted. The SOP now exists in written form, but it has not yet been formally adopted by all partners. Full implementation will require confirmation and buy-in from MOTT, BC Wildfire Service, EMCR, Tseshaht First Nation and Hupačasath First Nation, and it still needs to be exercised.</p>	<p>Emergency program leadership with MOTT, BC Wildfire Service, EMCR, Tseshaht First Nation and Hupačasath First Nation.</p>	<p>Within 12 months: confirm and adopt the SOP with partner agencies; agree on spokesperson roles and update cadence; stage signage / message templates; and run a short joint exercise or tabletop so all parties are comfortable executing it under real conditions.</p>
<p>14. Strengthen program identity and visibility. Select an inclusive program name, develop a shared visual identity and apply it consistently across channels, paired with light public awareness about the emergency program's mandate.</p>	<ul style="list-style-type: none"> The emergency communication plan and resource guides present the emergency program as a single, recognizable function serving the region and reinforce the expectation of "one message, one source" during activation. Early messaging during this summer's incidents began to identify the emergency program as a coordinating voice rather than only the municipality of the day. 	<p>In progress. Visual identity, naming and branding assets need to be developed, finalized and applied to web, social, templates and public briefings.</p>	<p>Emergency program leadership.</p>	<p>Within 6 months: finalize and apply a consistent program identity (name and visual standard) to the website presence, situation updates, public notices and activation statements.</p>

Appendix B: Glossary of key terms and roles

ACRD

Alberni-Clayoquot Regional District. The regional district emergency program is the focus of this project and this report.

Assistant Information Officer (AIO)

A trained support role for the Information Officer. The Assistant Information Officer helps with high-volume communication work such as evacuee information at reception centres, situation updates and social monitoring. The AIO role is also part of succession planning so that communications capacity does not depend on one person.

BCEMS

B.C. Emergency Management System. The Province's model for emergency management structure and coordination across all phases (mitigation, preparedness, response, recovery). The work in this project is designed to align with BCEMS expectations for clear roles, documentation and predictable public information.

BC Wildfire Service

The provincial agency responsible for wildfire response, wildfire status information (for example, "Wildfire of Note") and public advisories related to wildfire. The Highway 4 / critical infrastructure communications work and joint messaging work reference BC Wildfire Service as a key partner.

CAO

Chief Administrative Officer. The most senior staff role in a local government (the ACRD and the City of Port Alberni each have a CAO). In this report, the CAOs are part of emergency program leadership: they provide senior direction, resourcing and oversight even when the Emergency Operations Centre is not formally activated.

EDMA

Emergency and Disaster Management Act. Provincial legislation that modernizes emergency management in British Columbia. Under the Act, a local authority (which includes a regional district) must either establish and maintain an emergency management organization or join a multijurisdictional emergency management organization. The Act also requires the local authority to designate, in writing and by title or position, who is authorized to act on behalf of the local authority in emergencies. ([B.C. Laws](#))

EMCR

Emergency Management and Climate Readiness. The B.C. ministry responsible for provincial emergency management policy, coordination and support.

Emergency Operations Centre (EOC)

The coordination centre that is activated to manage an incident. The report refers to operational levels (monitoring mode, partial activation, full activation) and recommends clearly signalling activation status to elected officials, First Nations and the public at the outset of an event.

EOC Director

The lead position in the Emergency Operations Centre during an activation. During an activation, the EOC Director approves public information for release, with the Information Officer drafting, coordinating and delivering that

information. Outside an activation, authority for day-to-day readiness and maintenance sits with emergency program leadership, not the EOC Director.

Emergency program leadership

For the purposes of this report, “emergency program leadership” refers to the Protective Services Manager, in consultation with the Chief Administrative Officer of the Alberni-Clayoquot Regional District and the Chief Administrative Officer of the City of Port Alberni. This reflects the shared nature of the program, including funding, operational readiness and public communication responsibilities. This definition is used in the report to describe who is accountable for maintaining the program between activations.

Emergency Support Services (ESS)

The function that supports evacuees and displaced residents (reception centres, basic needs, services and supports). The plan and SOPs call for assigning an Assistant Information Officer to support ESS, so displaced residents receive timely, accurate, plain-language updates.

Geographic Information Systems (GIS)

Mapping and spatial data support (for example, evacuation zones, hazard perimeters, travel advisories, infrastructure impacts). The report treats GIS products as essential public information in the first operational period and recommends integrating GIS outputs directly into public updates and social posts.

Information Officer (IO)

The public information lead in an activation. The Information Officer reports to the EOC Director and drafts, clears and releases public information; coordinates timing with Operations and Planning; monitors questions, rumours and misinformation; and delivers predictable situation updates on an agreed cadence. The report recommends embedding this role formally in the Emergency Operations Centre structure and identifying trained resources.

MOTT

Ministry of Transportation and Transit. The provincial ministry responsible for highway / transportation corridor information (for example, Highway 4 status, detours, traffic control). The Highway 4 / critical infrastructure communications work recommends confirming spokesperson roles and synchronized update timing with MOTT, so the public gets one consistent message.

Notice of activation

A short, time-stamped public update issued at the start of an activation. It names who is leading the response, states the activation level (monitoring, partial or full), and sets expectations for when the next public update will be issued. The report recommends treating this as mandatory at the outset of every activation to reduce confusion.

Protective Services Manager (role in this report)

The Protective Services Manager is the ACRD staff position that is accountable for maintaining the emergency communication program in steady state. In practice, this role carries what many local governments refer to as “Emergency Program Coordinator” duties: keeping plans and SOPs current and accessible; maintaining alerting and public information procedures; ensuring that the Information Officer function is staffed and ready; and coordinating with senior leadership, First Nations and partner agencies.

Under British Columbia’s Emergency and Disaster Management Act, a local authority (including a regional district) must maintain an emergency management organization and must designate in writing who is authorized to act on behalf of that authority in emergencies, identified by name, title or position ([B.C. Laws](#)). In the ACRD, those day-to-

day emergency management responsibilities are carried by the Protective Services Manager as part of emergency program leadership.

Public alerting / Voyent Alert

Voyent Alert is the subscriber-base notification system used by the emergency program to send time-sensitive alerts such as evacuation alerts and orders, safety advisories, boil water notices, tsunami advisories and urgent protective actions directly to subscribers. The Public Alerting SOP now sets:

- when to issue a Voyent Alert;
- when to request a provincial BC Emergency Alert for an imminent life-safety threat;
- when to amplify trusted external advisories (for example, Environment Canada, BC Wildfire, National Tsunami Warning Center);
- who drafts, who approves and who is authorized to send.

The next step is exercising that SOP with the team and confirming backup access.

SOP (Standard Operating Procedure)

A step-by-step procedure for a critical emergency communication task. Each SOP sets out triggers, roles, approval steps, timelines, required notifications (including First Nations and elected officials where appropriate) and links to pre-approved public messaging. The emergency communication plan includes a set of SOPs that cover common high-pressure situations and are meant to be ready to use in the first operational period.

“Source of truth”

The clearly identified primary channel where the public is told to look first for official, current information (for example, a dedicated ACRD emergency information page or website). The report recommends naming and maintaining this source of truth early in an event and pointing all social/media messaging back to it.

UBCM

Union of British Columbia Municipalities. UBCM funding helped support development of the emergency communication plan, SOPs, and supporting tools described in this report.

“First operational period”

The first operational block in an activation (often the first 12–24 hours). The report is explicit that, in that first period, the Information Officer must: confirm activation status publicly; issue a notice of activation; establish cadence (“next update at ___”); support ESS with evacuee-facing information; and publish initial GIS-supported situational information.



AB adriane
brown
group



To: ACRD Board of Directors

Meeting Date: December 10, 2025

From: Alima Khoja, Planner 1

Voting Structure: Electoral Area Directors

Electoral Area: C - Long Beach

Subject: Temporary Use Permit TUP22007R - 2660 Tofino-Ucluelet Highway (Kimola; Kaikkonen; Cowland; Baril-Dionne)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing TUP22007R subject to:

- a. **Safe and suitable access to the site confirmed by the Ministry of Transportation and Transit and the Ucluelet Fire Department.**
- b. **Neighbour notification in accordance with Section 494 of the Local Government Act.**

Development Proposal: The property owners have applied to renew a Temporary Use Permit (TUP) issued in August 2022 to allow for the continued operation of a campground known as the Lost Shoe Campground and located at 2660 Tofino-Ucluelet Highway. The renewed TUP would include the operation of campsite consisting of 34 unserviced/partially-serviced (hydro only) sites and 15 serviced sites for long-term (monthly) and short-term (daily) rental.

Advisory Planning Commission Recommendation: The Long Beach APC reviewed the application at their December 1st meeting and passed a recommendation to support this application as presented.

Property Owner(s): Andre-Anne Baril-Dionne, Glen C Kaikkonen, Vincent M Kimola, Cowland Cottage Enterprises LTD.

Applicant/Primary Contact: Glen C Kaikkonen

Property Information:

Civic Address:	2660 Tofino-Ucluelet Highway						
Legal Description:	THAT PART OF BLOCK A OF DISTRICT LOT 483, CLAYOQUOT DISTRICT, LYING TO THE NORTH OF A LINE PARALLEL TO AND PERPENDICULARLY DISTANT 200 FEET FROM THE NORTHERLY BOUNDARY OF SAID BLOCK						
PID:	009-008-918	Folio:	770-03464.850	ALR? (Y/N)	N	Lot Size (ha):	2.42 (5.98 ac)
Current Zoning:	MAC - Mixed Accommodation Commercial District	Proposed Zoning:	N/A				
Current OCP:	South Long Beach, Recreational Commercial Use	Proposed OCP:	N/A				
Development Permit Area(s):	N/A						

Current Use & Description: The 2.42 ha (5.98 ac) property, located south of the Tofino-Ucluelet Highway junction, is currently operated as a campground under an existing Temporary Use Permit, offering a mix of serviced and unserviced campsites for short-term and long-term stays. This application seeks to renew the permit to continue the same use that would include 34 unserviced/partially-serviced sites and 15 serviced sites intended for a mix of long-term (monthly) and short-term (daily) rental. The property is currently zoned Mixed Accommodation Commercial (MAC) District which permits a maximum of 24 campsites.

Surrounding Zoning and Land Use

North: Crown Land zoned Forest Reserve (A4) District	South: Campground Commercial (C8B) District/Storage Warehouse (SW1) District
East: Campground Commercial (C8B) District	West: Crown Land zoned Forest Reserve (A4) District

Services:

- Sewage Disposal:** On-site sewage disposal system. A type 3 engineered sewage treatment system was installed and certified by Island Health in August 2011.
- Water Supply:** On-site water. The well, pump and water treatment system have been inspected and approved by Island Health and a permit to Operate a Water Supply System was granted in January 2013. When the TUP was first considered, records showed that regular testing was being completed as required by Island Health.
- Fire Protection:** The parcel is protected by the Ucluelet Volunteer Fire Department under the South Long Beach Fire Protection Service agreement.
- Access:** The property is accessed from the Tofino-Ucluelet Highway, approximately 400 metres south of the junction with the Pacific Rim Highway. The Ministry of Transportation and Transit requires a Commercial Access Permit for the access into a commercial business.

Planning Policy Discussion:

- Official Community Plan:** The parcel is designated as Recreational Commercial Use in the South Long Beach OCP. The designation is intended to support the operation of campgrounds and provide opportunities for activities complementary to commercial uses. The OCP includes objectives for protecting existing recreational commercial uses and to allow for limited expansion of appropriate small-scale recreational commercial uses. The parcel is not within a Development Permit Area (DPA). The OCP supports the consideration of Temporary Use Permits in all land use designations for a period of up to three years.

This proposal generally complies with the requirements of the South Long Beach Official Community Plan.

- Zoning:** The property falls within the Mixed Accommodation Commercial (MAC) District. With a lot size of 2.42 ha (5.98 ac), the MAC zoning allows a density of up to twelve (12) cottages and twenty-four (24) campsites. This zone is primarily intended for short-term accommodation. In this case, the property owner proposes to continue operating a larger campground without cottage development, offering both daily and monthly options. No cottage will be utilized as a dwelling unit.

	Current:
Minimum Lot Area (ha)	1
Minimum Lot Width (m)	100

Principal & Accessory Front Yard Setback (m)	10
Principal Side Yard Setback (m)	10
Principal Rear Yard Setback (m)	10
Accessory Side Yard Setback (m)	0.9
Accessory Rear Yard Setback (m)	0.9
Watercourse Setback (m)	30

This Temporary Use Permit renewal application seeks to allow continued operation of 34 campsites – including unserviced/partially serviced (hydro only) sites and 15 fully serviced sites – for both long – term (monthly) and short – term (daily) stays.

Temporary Use Permit conditions: The Temporary Use Permit to operate the existing 49 campsites, with a mix of unserviced/partially-serviced/serviced sites intended for both long-term residence and short-term vacation accommodation, may be subject to the following conditions and any other conditions that the ACRD Board of Directors deems appropriate at the time of issuance:

1. This permit is issued to allow for the operation of a campground consisting of 34 unserviced/partially serviced (hydro only) sites and 15 serviced sites for long-term (monthly) and short-term (daily) rental.
2. All structures on the property will be used for storage, office use, bicycle rentals, and security. No structure or cottage will be utilized as a dwelling unit.
3. Emergency management and security policies are to be available for review by ACRD staff and enforced by the applicant. There shall be a posted quiet time of 10 pm.
4. An overall site layout map of the campground shall be posted at the entrance to the property and each campsite shall have a clearly marked site number.
5. Fire suppression equipment must always be available on site.
6. Access to the campground must comply with all requirements of a Commercial Access Permit issued by the Ministry of Transportation and Transit.
7. Access points and internal access roads must be designed to accommodate suitable access for emergency vehicles and fire apparatus, and allow for safe access/egress for all vehicles in the event of an emergency that requires evacuation of the site.
8. Garbage disposal and recycling facilities will be provided and maintained daily to reduce attractants for wildlife.
9. Adequate washroom facilities and access to potable water must be available to customers, tenants, and visitors to the site.
10. Staff and/or the owner or caretaker will always be available on site.
11. Contact information for staff and/or the owner or caretaker, and a copy of the TUP, must be visible in a public location.
12. On-site parking shall be provided in accordance with the off-street parking regulations in the ACRD Zoning Bylaw.
13. This permit is valid for three (3) years from the date of execution.
14. At the time this permit expires, the property owner may apply to rezone the property or return the property to the original use permitted under the current zoning.
15. If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

Comments: The property owners are preparing an application to rezone the subject property to support the continued operation as the Lost Shoe Campground. In preparation for future rezoning, the property owners are applying for a TUP renewal, as an interim measure, to bring the current operation into compliance while they consider the future density, servicing, and management structure for the campground. With the ongoing demand for legal and safe camping areas on the West Coast, and in consideration of temporary and shorter-term housing needs in the area, the renewal of the TUP would be an appropriate interim solution.

Staff recommend that the Board consider Temporary Use Permit TUP22007R, subject to confirmation from the Ministry of Transportation and Transit and the Ucluelet Fire Department that safe and suitable access to the site is provided and subject to neighbour notification. The public notice process will allow for community feedback on the operation of the campground in accordance with the conditions of use outlined in the TUP.

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

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

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

**TUP22007 – Lost Shoe Campground, 2660 Tofino Ucluelet Highway
Site Photos taken April 12, 2022**

EASTERN HALF OF PROPERTY:



Structure potentially being used as a dwelling unit, with highway in the background.



Long-term/short-term tenants in eastern portion of property.



Long-term/short-term tenants in eastern portion of property.



Long-term/short-term tenants in eastern portion of property.



Structure potentially being used as a dwelling unit.



Structure potentially being used as a dwelling unit.



Structure potentially being used as a dwelling unit (behind fence).

WESTERN HALF OF PROPERTY:



Unserviced sites area and office structure.



Unserviced sites area.



Unserviced sites area.



Unserviced sites area.

PERMIT

to OPERATE

A WATER SUPPLY SYSTEM

Water System Name: **LOST SHOE CAMPGROUND**
Premises Number: **KCYR-8W6PS4**
Premises Address: **2660 Tofino-Ucluelet Highway**
Ucluelet, BC
V0R 3A0
Water System Owner: **Kimola-Kaikkonen**

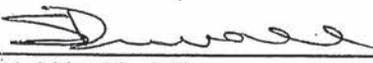
Kimola-Kaikkonen is hereby permitted to operate the above potable water supply system and is required to operate this system in accordance with the Drinking Water Protection Act and in accordance with the conditions set out in this operating permit and conditions established as part of any construction permit.

The water supply system for which this operating permit applies is generally described as:

Service Delivery Area: **Ucluelet**
Source Water: **Lost Shoe Campground Well**
Water Treatment methods are: **Ion Exchange**
Water Disinfection methods are: **Ultra Violet**
Number of Connections **15-300 Connections - DWC**

Operating conditions specific to this water supply system are in Appendix A.

Date: January 25, 2013

Issued By: 
Environmental Health Officer

**This permit must be displayed
in a conspicuous place and is not transferable**

Place Decal Here

APPENDIX A

WATER SYSTEM OPERATING CONDITIONS FOR

LOST SHOE CAMPGROUND
2660 Tofino-Ucluelet Highway
Ucluelet, BC, V0R 3A0

APPENDIX A

The permit holder is advised that the following Terms and Conditions are in addition to other legislated responsibilities and obligations.

Ensure familiarity with:

Drinking Water Protection Act (SBC 201) Chapter 9

Drinking Water Protection Regulation (BC Reg. 200/2003)

1. Monitoring and Sampling

Adhere to monitoring requirements to ensure the efficacy of disinfection and treatment technology according to industry standards. Adhere to a sampling program as approved by the Drinking Water Officer (DWO), and maintain detailed and accurate records of all monitoring performed. The sampling program is to include the following:

- Bacteriological Testing (including Iron Related Bacteria)
- Testing of physical and chemical parameters

2. Operation and Maintenance

Adhere to Maintenance and Operating Procedures as approved by the Drinking Water Officer and abide by BCWWA standards or equivalent.

Maintenance and Operating Procedures shall address:

- Well and wellhead protection
- Disinfection and Treatment Equipment
- Location/availability of spare equipment and parts
- Distribution System

3. Operator Training

Provide an operator with training acceptable to the DWO to operate the water system at all times. Minimum training required is the Water Safe Certification.

Date: January 25, 2013



Environmental Health Officer

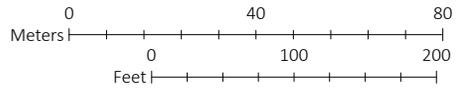


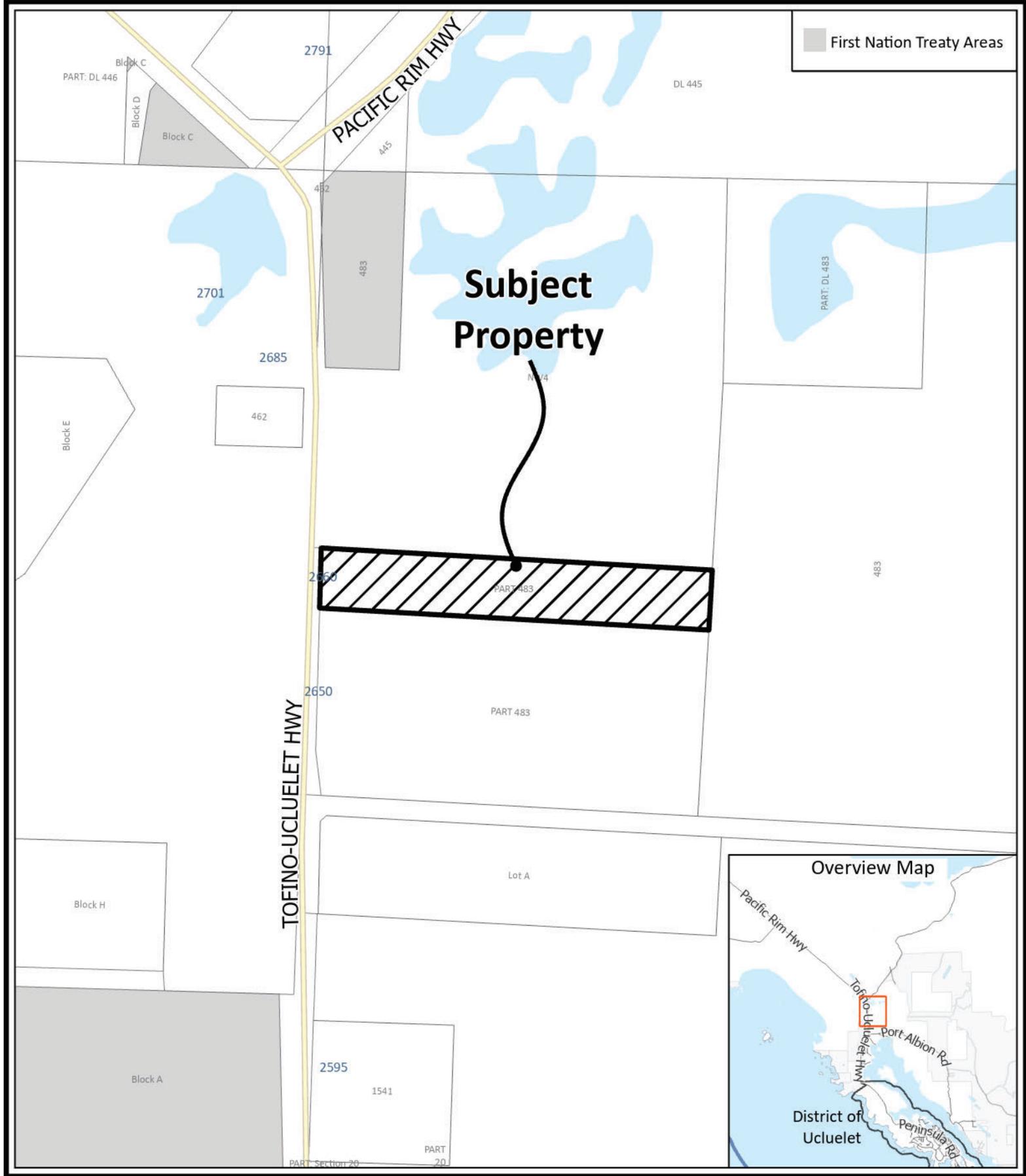
This map should not be used for navigation or legal purposes. This product was prepared by the Alberni-Clayoquot Regional District (ACRD) Planning Department and is intended for general reference use only. The ACRD makes no guarantees, expressed or implied, as to the use of the information obtained here and is not responsible for any damages or incidents resulting from any omissions, deletions or errors of data shown here within.

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Lost Shoe Campground, 2660 Tofino-Ucluelet Highway

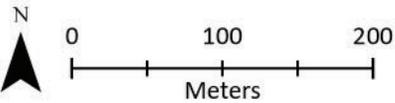
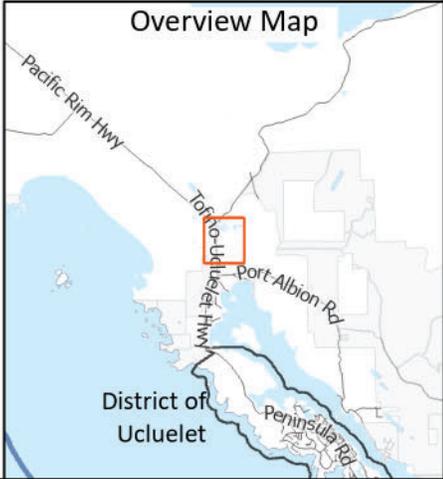
Prepared 28 April 2022, ACRD
Google Satellite imagery





■ First Nation Treaty Areas

Subject Property



Legal description: THAT PART OF BLOCK A OF DISTRICT LOT 483, CLAYOQUOT DISTRICT, LYING TO THE NORTH OF A LINE PARALLEL TO AND PERPENDICULARLY DISTANT 200 FEET FROM THE NORTHERLY BOUNDARY OF SAID BLOCK



TUP22007R

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: ANDRE-ANNE BARIL-DIONNE, GLEN C KAIKKONEN, VINCENT M KIMOLA, COWLAND COTTAGE ENTERPRISES LTD.

Address: 2660 TOFINO-UCLUELET HWY, UCLUELET, BC

With respect to:

Legal Description: THAT PART OF BLOCK A OF DISTRICT LOT 483, CLAYOQUOT DISTRICT, LYING TO THE NORTH OF A LINE PARALLEL TO AND PERPENDICULARLY DISTANT 200 FEET FROM THE NORTHERLY BOUNDARY OF SAID BLOCK

PID: 009-008-918

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

1. This permit is issued to allow for the operation of a campground consisting of 34 unserviced/partially serviced (hydro only) sites and 15 serviced sites for long-term (monthly) and short-term (daily) rental.
2. All structures on the property will be used for storage, office use, bicycle rentals, and security. No structure or cottage will be utilized as a dwelling unit.
3. Emergency management and security policies are to be available for review by ACRD staff and enforced by the applicant. There shall be a posted quiet time of 10 pm.
4. An overall site layout map of the campground shall be posted at the entrance to the property and each campsite shall have a clearly marked site number.
5. Fire suppression equipment must always be available on site.
6. Access to the campground must comply with all requirements of a Commercial Access Permit issued by the Ministry of Transportation and Transit.
7. Access points and internal access roads must be designed to accommodate suitable access for emergency vehicles and fire apparatus, and allow for safe access/egress for all vehicles in the event of an emergency that requires evacuation of the site.
8. Garbage disposal and recycling facilities will be provided and maintained daily to reduce attractants for wildlife.
9. Adequate washroom facilities and access to potable water must be available to customers, tenants, and visitors to the site.
10. Staff and/or the owner or caretaker will always be available on site.
11. Contact information for staff and/or the owner or caretaker, and a copy of the TUP, must be visible in a public location.
12. On-site parking shall be provided in accordance with the off-street parking regulations in the ACRD Zoning Bylaw.

13. This permit is valid for three (3) years from the date of execution.
14. At the time this permit expires, the property owner may apply to rezone the property or return the property to the original use permitted under the current zoning.
15. 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: December 10, 2025

From: Alima Khoja, Planner 1

Voting Structure: Electoral Area Directors

Electoral Area: C - Long Beach

Subject: Temporary Use Permit TUP25015 - 232 ALBION CRESCENT (HETU/REID)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing TUP25015 subject to:

- a. Completion of a health and life safety inspection by the ACRD Building Inspector.**
- b. Neighbour notification according to s. 494 of the Local Government Act.**

Development Proposal: The applicant is applying for a Temporary Use Permit (TUP) to allow the operation of a short-term rental for the main and upper floor of a single-family dwelling. The use will be limited to approximately 1600 sq ft of living space and will include 3 bedrooms, excluding the basement suite. A TUP was issued to the previous property owner for the operation of a short-term rental in 2022. The new property owner resides on the property and will act as the on-site caretaker.

Advisory Planning Commission Recommendation: The Long Beach Advisory Planning Commission (APC) reviewed the application at their December 1st meeting and passed a recommendation to support the application as presented.

Property Owner(s): Lucie Hetu; Charles-Antoine Hetu-Reid

Applicant: Charles-Antoine Hetu-Reid

Property Information:

Civic Address:	232 Albion Crescent		
Legal Description:	LOT 9, DISTRICT LOT 469, CLAYOQUOT DISTRICT, PLAN 28781		
PID:	001-474-693	Folio:	770-03449.078 ALR? (Y/N): N Lot Area (ha): 0.16 (0.4 ac)
Current Zoning:	Two Family Residential (R2) District	Proposed Zoning:	N/A
Current OCP:	South Long Beach, Residential Use	Proposed OCP:	N/A
Development Permit Area(s):	DPA III – Coastal Riparian Areas Protection DPA IV – Natural Hazard Areas Protection		
Current Use & Description:	The parcel is in a residential neighbourhood. The single-family dwelling consists of two floors with a legal basement suite. The applicant currently resides in the basement suite on a full-time basis. The developed		

PL20250085 / TUP25015

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

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

portion of the property is mostly cleared with the exception of second-growth conifer trees along the east and west parcel boundaries and natural vegetation along the foreshore. The topography slopes steeply up away from the waterfront to a level bench area where the house is located. The property contains a 3-bedroom single family dwelling that includes a separate 1-bedroom, 1-bathroom basement suite that was renovated in 2022 under building permit LB21-15.

Surrounding Zoning and Land Use

North:	Two Family Residential (R2) District	South:	Forest Rural (A3) District (Ucluelet Inlet)
East:	Two Family Residential (R2) District	West:	Two Family Residential (R2) District

Services:

- a) **Sewage Disposal:** On-site sewage disposal. A new septic was installed by a Registered Onsite Wastewater Practitioner (ROWP) and approved by Island Health in March 2022.
- b) **Water Supply:** Millstream Community Water system.
- c) **Fire Protection:** The parcel is protected by the Ucluelet Volunteer Fire Department under the South Long Beach Fire Protection Service agreement.
- d) **Access:** Access to the parcel is from a driveway on Albion Crescent.

Planning Policy Discussion:

- a) **Official Community Plan:** The parcel is designated as Residential Use in the South Long Beach Official Community Plan (OCP). This designation is intended to respond to rural housing needs with a focus on rural lot sizes and densities. The OCP supports the consideration of temporary use permits in all land use designations for a period of up to three years.

This property is impacted by two Development Permit Areas: DPA III – Coastal Riparian Areas Protection, which includes all land within 30 metres of the Inlet; and DPA IV – Natural Hazard Areas Protection, which includes the tsunami inundation area. There is no additional development associated with this application that would require a development permit.

This proposal is in compliance with the South Long Beach Official Community Plan.

- b) **Zoning:** The parcel is zoned Two Family Residential (R2) District.

	Current: R2
Minimum Lot Area (ha)	0.05
Minimum Lot Width (m)	15.2
Principal & Accessory Front Yard Setback (m)	7.6
Principal Side Yard Setback (m)	1.5

Principal Rear Yard Setback (m)	9.1
Accessory Side Yard Setback (m)	0.9
Accessory Rear Yard Setback (m)	0.9
Watercourse Setback (m)	30

This proposal is not in compliance with the permitted uses in the R2 District set out in the ACRD Zoning Bylaw. The applicant is applying for a temporary use permit to allow for the main and upper floor of the single-family dwelling to be operated as a short-term rental.

Temporary Use Permit Conditions: A TUP to allow the short-term rental of an existing residence on 232 Albion Crescent may be issued subject to the following conditions and any other conditions that the ACRD Board of Directors deem appropriate at the time of issuance:

1. This permit is issued to allow main and upper floor of the existing single-family dwelling at 232 Albion Crescent to be operated as a short-term vacation rental (STR) unit.
2. A maximum occupancy of two (2) persons per bedroom for a maximum of six (6) guests shall be permitted at any one time.
3. The short-term rental use is limited to the existing approximate 1,600 square foot living space, including three bedrooms, on the main floor and the upper floor of the house.
4. No overnight accommodation shall be permitted in a den.
5. The STR shall accommodate a minimum of three (3) off-street parking spaces on the property.
6. The Short-Term rental must be registered with the Province of British Columbia as per the *Short-Term Rental Accommodations Act*.
7. The owner or a caretaker must live on-site or be available to attend the property within 20 minutes.
8. Contact information for the owner or caretaker and a copy of the TUP must be visible in a public location.
9. Information regarding Tsunami Evacuation Routes must be posted in a visible location on each floor.
10. This permit is valid for three (3) years from the date of execution.
11. At the time this permit expires, the property owner may apply to the Regional District to renew the TUP or return the property to the original use permitted under the zoning.
12. If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

Comments: The property owners have applied for a Temporary Use Permit for the main and upper floor of a single-family dwelling. The house contains a legal basement suite, and the applicant resides in it on full-time basis. The main dwelling is used by one of the owners as a vacation residence. The current zoning does not permit short-term rentals and the TUP application would facilitate the STR use.

A new septic was installed and approved by Island Health in March 2022. The system is designed for the existing house and basement suite. A TUP was issued previously for the dwelling (TUP22005) for the property which expired in October 2024. Staff are not aware of any neighbourhood concerns. The property was vacant for months before the recent purchase in July 2025.

It is recommended that the Board consider Temporary Use Permit TUP25015, subject to neighbouring properties being notified as per *Local Government Act s. 494* and subject to a health and life safety inspection by the ACRD Building Inspector.

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

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

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

Attachment to the TUP application for 232 Albion Crescent, Ucluelet

Current Use

The property consists of a two floor single-family home with a legal basement suite. It is jointly owned by an aunt (Lucie Héту) and her nephew (Charles-Antoine Héту-Reid). Charles-Antoine currently resides in the basement suite on a full-time basis, while the aunt uses the main and upper floors of the house as a vacation residence for herself and her family.

The property was vacant for many months before the recent purchase on July 10,th 2025.

The previous owner had obtained a TUP for the main and upper floors (permit number TUP22005) for the property. Such permit expired on October 2024, while the property was for sale on the real estate market and unoccupied.

Attachment to the TUP application for 232 Albion Crescent, Ucluelet

Proposed Temporary Use

Page 2.

The proposed temporary use of the property is for the main and upper floor of a family home to be used as a vacation residence by one of the owner, Lucie Héту and her family. The basement suite, which is legally designated as a separate living space, will continue to be used as a full-time residence by Charles Antoine Héту Reid , the nephew.

The proposed temporary use of the main and upper floors as a short term rental is proposed to begin as soon as possible and continue for as long as the temporary use permit (TUP) remains valid.

Lucie Hetu and her family wish to utilize the house as a vacation retreat for their personal use from time to time. The temporary use permit will contribute to the mortgage payment, and other costs related to the property.

- 1. Floor Area:** The temporary use will be limited to the main and upper floor of the house, which is approximately 1600 square feet of living space, excluding the basement suite.
- 2. Bedrooms:** 3 bedrooms and small den (as shown on the house plan provided) on the main and upper floors.
- 3. Affected Land Area:** The temporary use will not extend beyond the main house's footprint, the deck and the surrounding residential yard area, and will not involve any additional land development or use (other than the possible installation of a hot tub in the future).
- 4. Buildings to be Used:** Only the main and upper floors of the house will be used for vacation purposes. The basement suite will continue to be used by Charles Antoine as his full-time residence.
- 5. Parking:** Existing parking facilities will be used to accommodate up to 3 vehicles for the family/guests during their stay. No additional parking spaces will be created, and street parking will not be utilized for the temporary use. The house rules will not permit to have an RV, trailer etc. on site.

Attachment to the TUP application for 232 Albion Crescent, Ucluelet

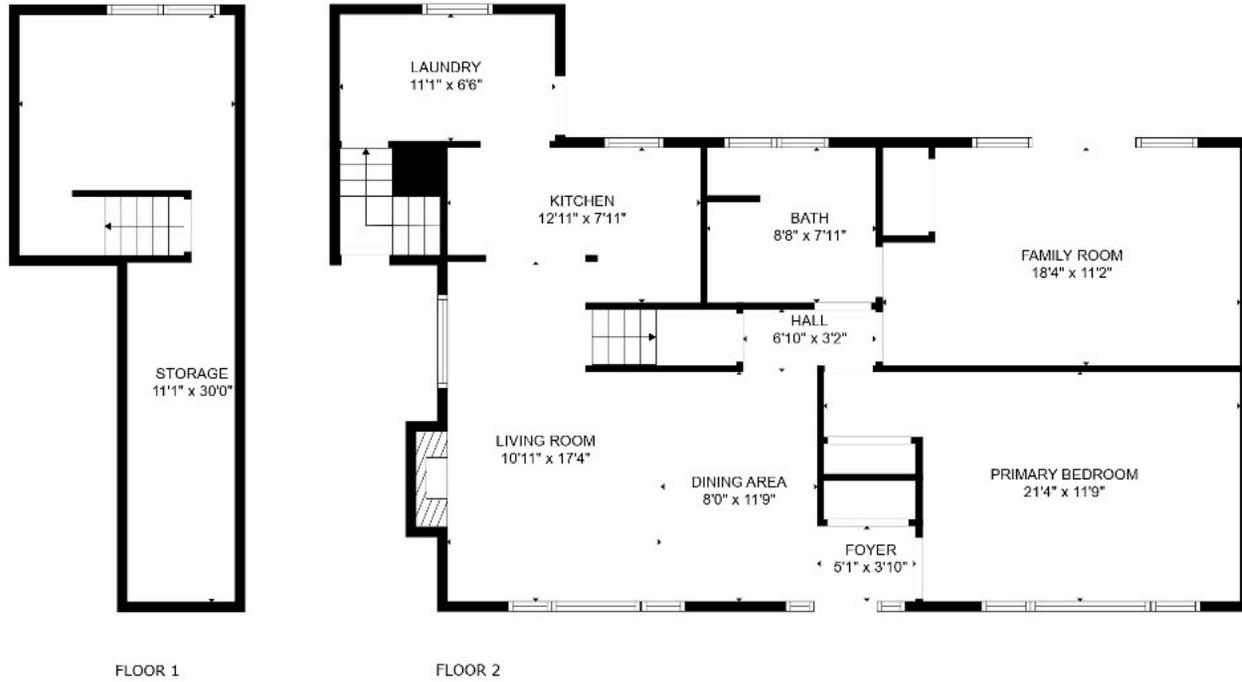
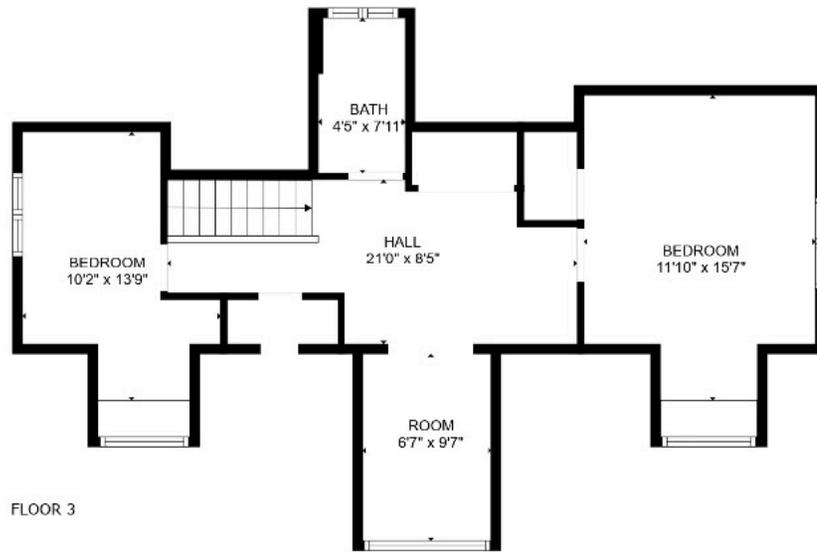
Proposed Temporary Use

Page 2.

6. Hours of Operation: The property will remain in residential use with no commercial activities or events. Quiet time will be from 10pm until 8am.

7. Sewage and Water: The property will continue to utilize the existing septic installation and public water system. The septic system was totally replaced in 2022 and should be sufficient for use of both the basement suite and the main house.

8. Caretaker: Charles Antoine will act as the on-site caretaker for the property. The owners, Lucie Hetu and Charles Reid, will be responsible for maintaining the property, and ensuring it is in good condition.



TOTAL: 1507 sq. ft
 Below Ground: 0 sq. ft, FLOOR 2: 1017 sq. ft, FLOOR 3: 490 sq. ft
 EXCLUDED AREAS: STORAGE: 234 sq. ft, LOW CEILING: 123 sq. ft, FIREPLACE: 5 sq. ft

MEASUREMENTS ARE CALCULATED BY CUBICASA TECHNOLOGY. DEEMED HIGHLY RELIABLE BUT NOT GUARANTEED.



ISLAND HEALTH
FILING ACCEPTED
FEB 14 2022
This filing Does Not Constitute
Approval for Further Subdivision

RECORD OF SEWERAGE SYSTEM

Filing # (OFFICE USE ON

PA22-08

1. Property Information

New Construction Alteration Repair Amendment - Original Filing #

Tax Assessment Roll # _____ PID # 001 474 693

Legal Description (Plan, Lot, District Lot, Block Numbers)
Lot 9, Plan VIP28781, District Lot 469, Land District 09

Street (Civic) Address or General Location **232 Albion Crescent** City **Ucluelet**

2. Owner Information

Name of Legal Owner **Shannon, William Norman & Shannon, SAKHORN KHOMSEAN** Mailing Address **232 Albion Crescent**

Phone [REDACTED] City **Ucluelet** Prov **B.C.** Postal Code **V0R 3A0**

3. Authorized Person Information

Name of Authorized Person **Denis Francoeur** Mailing Address **6614 Andrews Lane**

Phone [REDACTED] City **Port Alberni** Prov **B.C.** Postal Code **V9Y 8T5**

Registration # **OW0218** Email [REDACTED]

4. Structure Information

Sewerage System Will Serve:

Single Family Dwelling Other Structure (specify) _____ Other Dwelling (specify) home w/tn rental suite

The sewerage system is designed for an estimated minimum daily domestic sewage flow of (check one)

Less than or equal to 9,100 litres More than 9,100 litres but less than 22,700 litres

5. Site Information

Depth of native soil to seasonal high water table or restrictive layer (cm) **110** Information respecting the type, depth and porosity of the soil is attached Yes No

GPS Location of System (decimal degrees) Latitude **N48 58 08"** Longitude **W125 35 16"**

Horizontal Accuracy (m) **15** Recreational GPS Differential GPS

6. Drinking Water Protection

Will the sewerage system be located less than 30 m from a well? Yes No

If yes, attach a professional's report and specify the intended distance _____ (m)

Distance of proposed sewerage system to the closest body of surface water **30+** (m)

7. System Information

Sewerage treatment method Type 1 Type 2 Type 3

8. Legal or Regulatory Considerations

Construction of the proposed sewerage system will not conflict with legal instruments registered on the property.

Is this filing submitted as the result of an order from the Health Authority? Yes (attach a copy of the order) No

9. Plot Plan and Specifications

Plot Plan (to scale) and specifications are attached Yes No

The plans and specifications are consistent with Standard Practice

Source of Standard Practice: Ministry of Health Standard Practice Manual Other

10. Authorized Person's Signature

Signature *Denis Francoeur* OFFICE USE ONLY

Date **February 03, 2022** Filing Accepted Date **14-Feb-2022**

Receipt Number **258190**

FINAL



As per
Site plan

PLAN 25529



POSTED

FINAL

Print Form



island health

SEWERAGE SYSTEM LETTER OF CERTIFICATION

Filing#: PA22-08 Folio or PID#: 001 474 693 Date: March 18, 2022

Civic Address: 232 Albion Crescent

Legal Description: Lot 9, Plan VIP28781, District Lot 469, Land District 09

The construction of the proposed sewerage system on the above property was completed on: March 17, 2022

This system was installed:

- By or under the supervision* of a professional
By a Registered Onsite Wastewater Practitioner Installer (Denis Francoeur, OW0218)
By the property Owner under the supervision* of

I am an "Authorized Person" as defined in the Sewerage System Regulation "BC Reg. 326.2004." The signature and seal of the undersigned on this document certifies that:

- The Owner has been provided with:
- A copy of the sewerage system plans and specifications as filed with the Health Authority;
- A maintenance plan for the sewerage system that is consistent with standard practice;
- A copy of this Letter of Certification as filed with the Health Authority;
The sewerage system has been constructed in accordance with standard practice as indicated in the Sewerage System Filing Form filed on (date) February 14, 2022;
The sewerage system has been constructed substantially in accordance with the plans and specifications filed with the Health Authority;
The estimated daily domestic sewage flow through the sewerage system will be less than 22,700 liters;
If operated and maintained as set out in the maintenance plan, the sewerage system will not cause or contribute to a health hazard.

* Where the authorized person is a professional, "supervisor" means conducting field reviews of the construction of the above system that the professional in his or her professional discretion considers necessary to ascertain whether the construction substantially complies with the plans and specifications filed with the Health Authority.

Appended to this document is a plan of the sewerage system as it was built and a copy of the maintenance plan.

Form containing signature of Denis Francoeur, Authorized Person's Seal, and Health Authority Use Only section with date received MAR 21 2022.

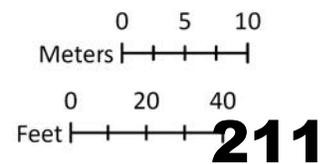


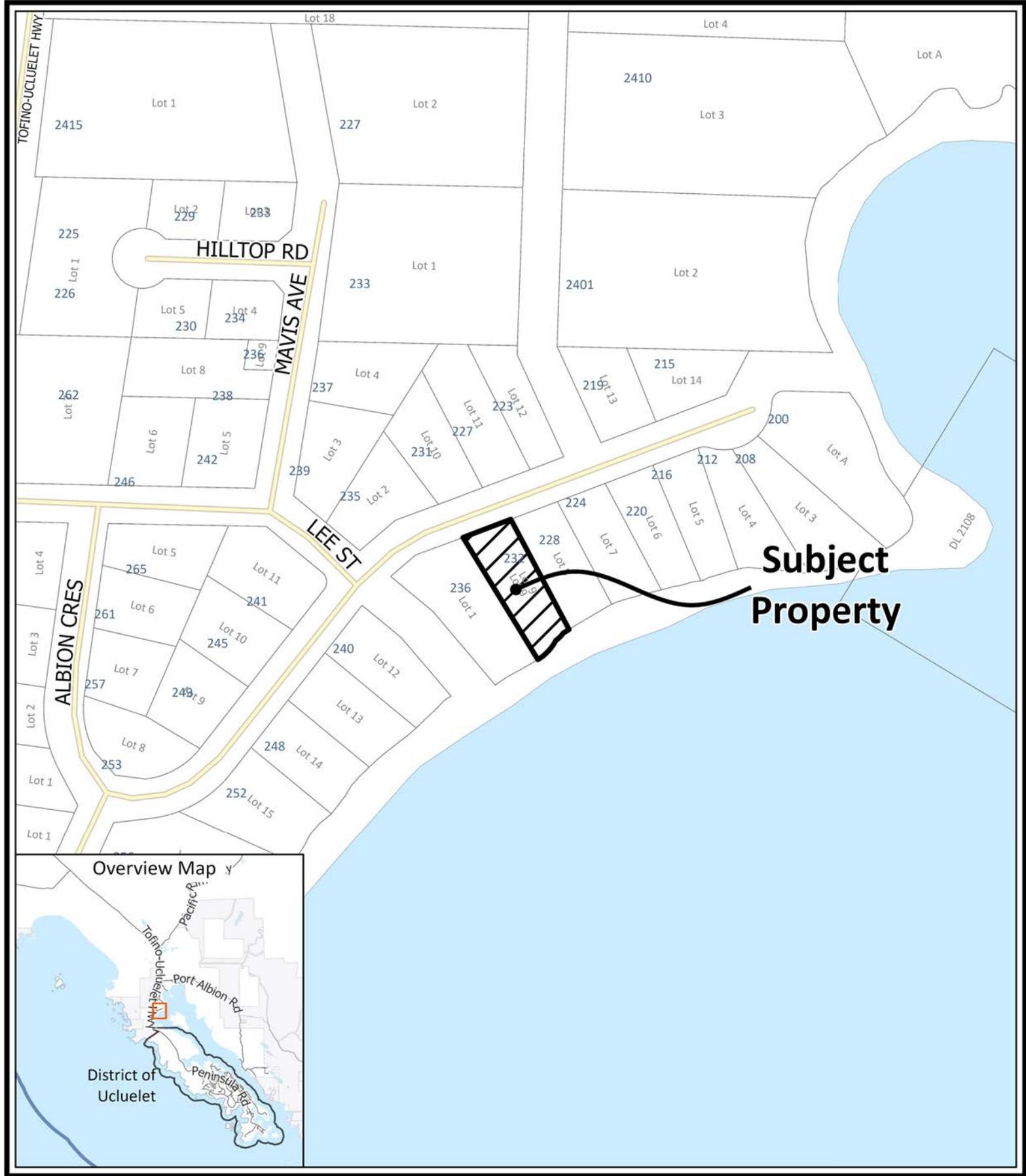
This map should not be used for navigation or legal purposes. This product was prepared by the Alberni-Clayoquot Regional District (ACRD) Planning Department and is intended for general reference use only. The ACRD makes no guarantees, expressed or implied, as to the use of the information obtained here and is not responsible for any damages or incidents resulting from any omissions, deletions or errors of data shown here within.

232 Albion Crescent
LOT 9, DISTRICT LOT 469, CLAYOQUOT DISTRICT, PLAN 28781



Prepared 2022-08-02 4:26 PM, ACRD
Imagery: © OpenStreetMap (and) contributors, CC-BY-SA

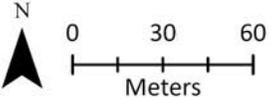




**Subject
Property**



Legal description: LOT 9, DISTRICT LOT 469, CLAYOQUOT DISTRICT, PLAN 28781





TUP25015

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: LUCIE HETU, CHARLES-ANTOINE HETU-REID
Address: 232 ALBION CRES, UCLUELET, BC

With respect to:

Legal Description: LOT 9, DISTRICT LOT 469, CLAYOQUOT DISTRICT, PLAN 28781
PID: 001-474-693

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

1. This permit is issued to allow main and upper floor of the existing single-family dwelling at 232 Albion Crescent to be operated as a short-term vacation rental (STR) unit.
2. A maximum occupancy of two (2) persons per bedroom for a maximum of six (6) guests shall be permitted at any one time.
3. The short-term rental use is limited to the existing approximate 1,600 square foot living space, including three bedrooms, on the main floor and the upper floor of the house.
4. No overnight accommodation shall be permitted in a den.
5. The STR shall accommodate a minimum of three (3) off-street parking spaces on the property.
6. The Short-Term rental must be registered with the Province of British Columbia as per the *Short-Term Rental Accommodations Act*.
7. The owner or a caretaker must live on-site or be available to attend the property within 20 minutes.
8. Contact information for the owner or caretaker and a copy of the TUP must be visible in a public location.
9. Information regarding Tsunami Evacuation Routes must be posted in a visible location on each floor.
10. This permit is valid for three (3) years from the date of execution.
11. At the time this permit expires, the property owner may apply to the Regional District to renew the TUP or return the property to the original use permitted under the zoning.
12. 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: December 10, 2025

From: Alima Khoja, Planner 1

Voting Structure: Electoral Area Directors

Electoral Area: D - Sproat Lake

Subject: Temporary Use Permit TUP25014 - 8245 DICKSON DR (RUSSELL)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors consider Temporary Use Permit application TUP25014 subject to the following:

- **Health and safety inspection by the ACRD Building Inspector.**
- **Neighbourhood notification as per Local Government Act s.494.**

Development Proposal: The applicant is applying for a Temporary Use Permit (TUP) to operate a short-term rental (STR) in the single-family dwelling. This includes the 4-bedroom single family dwelling, driveway, and a boat slip. The house would be utilized as a STR for a minimum of one (1) week stays.

Advisory Planning Commission Recommendation: The Sproat Lake APC reviewed the application at their November 24, 2025 meeting and the members present at the meeting supported the application as presented as a Temporary Use Permit subject to the completion of the public input process.

Property Owner(s): DR JOHN N RUSSELL INC

Applicant/Primary Contact: JOE LAMOUREUX

Property Information:

Civic Address:	8245 DICKSON DR						
Legal Description:	LOT 21, BLOCK 1, DISTRICT LOT 36, ALBERNI DISTRICT, PLAN 14018						
PID:	004-477-995	Folio:	770-00712.040	ALR? (Y/N):	No	Lot Area (ha):	0.22 ha (0.56 ac)
Current Zoning:	A1 - Small Holdings District		Proposed Zoning:	N/A			
Current OCP:	Sproat Lake, Residential Use		Proposed OCP:	N/A			
Development Permit Area(s):	DPA I – Riparian Areas Protection						
Current Use & Description:	The 0.22 ha (0.56 ac) property is currently used for residential purpose. It includes a 4-bedroom residence, residential parking, driveway and a boat slip.						

Surrounding Zoning and Land Use

North:	Small Holdings (A1) District	South:	Small Holdings (A1) District
East:	Small Holdings (A1) District	West:	Waterfront (WF1) District

PL20250074 / TUP25014

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

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

Services:

- a) **Sewage Disposal:** On-site sewage disposal. The applicant has submitted an Island Health Sewerage System Letter of Certification from July 2007. The applicant has submitted confirmation from a Registered Onsite Wastewater Practitioner (ROWP) for a septic system installed in 2007 that can accommodate a 4-bedroom dwelling with up to five (5) persons typical occupancy. The recommended TUP conditions of use would limit the occupancy of the short-term rental to a maximum of five (5) persons.
- b) **Water Supply:** On-site water system.
- c) **Fire Protection:** The property is within the Sproat Lake Fire Protection Area.
- d) **Access:** The parcel is accessed from a driveway on Dickson Dr.

Planning Policy Discussion:

- a) **Official Community Plan:** The parcel is designated as Residential Use in the Sproat Lake Official Community Plan (OCP). This designation provides for a range of residential uses and housing types within the Plan area.

Section 3.2 of the OCP discusses general planning policies which apply to all properties within the OCP area. Section 3.2.11 allows the ACRD Board to issue Temporary Use Permits in accordance with s. 493 of the *Local Government Act*.

This proposal generally complies with the requirements of the Sproat Lake Official Community Plan. The OCP supports the consideration and issuance of TUPs in all land use designations for a period of up to three years.

- b) **Zoning:** The parcel is zoned Small Holdings (A1) District. The current zoning permits residential use and does not allow any STR use.

	Current: A1
Minimum Lot Area (ha)	0.8
Minimum Lot Width (m)	50.29
Principal & Accessory Front Yard Setback (m)	7.62
Principal Side Yard Setback (m)	1.52
Principal Rear Yard Setback (m)	9.1
Accessory Side Yard Setback (m)	4.6
Accessory Rear Yard Setback (m)	4.6
Watercourse Setback (m)	30

This proposal is not in compliance with the ACRD Zoning Bylaw, and the TUP application is required for the STR use.

Temporary Use Permit Conditions: A TUP to allow the short-term rental of an existing 4-bedroom residence on the property may be issued subject to the following conditions and any other conditions that the ACRD Board of Directors deem appropriate at the time of issuance:

1. This permit is issued for the operation of a short-term rental (STR) of the existing four (4) bedroom single family dwelling located at 8245 Dickson Dr.
2. The property to be used as STR will accommodate guests for stays of no less than seven (7) consecutive days.
3. The short-term rental must be registered in accordance with the *Short-Term Rental Accommodations Act*.
4. A maximum occupancy of five (5) persons shall be permitted at any one time as per the confirmation from a Registered On-site Wastewater Practitioner (ROWP).
5. The STR must operate in accordance with all ACRD regulatory 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 minimum of three (3) off-street parking spaces on the property.
7. A maximum of one (1) boat slip on the existing dock shall be provided for STR guests.
8. Marine patrol and boater safety information shall be provided to the renter in the terms and conditions of rental and posted visibly in the residence.
9. No camping or overnight accommodation in a recreational vehicle shall be permitted as part of the STR use on the property.
10. The owner or designated caretaker must be available to attend the property within 20 minutes.
11. 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.
12. 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.
13. If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

Comments: To operate a short-term rental in the Province, all property owners must register their property in accordance with the *Short-Term Rental Accommodations Act*. All owners must indicate that their rental complies with local land use bylaws. Upon registry, where business licenses are not required, the applicant must provide alternative documentation indicating compliance with the ACRD Zoning Bylaw.

The Short-Term Vacation Rentals Temporary Use Permit Policy, adopted by the ACRD Board in 2018, provides guidelines for the regulation of properties where property owners intend to operate an STR. The policy supports the application of a TUP to permit the operation of an STR. The Board of Directors may require specific conditions such as number of guests permitted, quiet times, and required parking spaces.

The applicants intend to utilize the entire four-bedroom house as an STR. The applicant has submitted an Island Health Sewerage System Letter of Certification dated July 2007. The applicant has submitted confirmation from a Registered Onsite Wastewater Practitioner for a septic system installed in 2007 that can accommodate a 4-bedroom dwelling with an occupancy of up to five (5) persons.

It is recommended that the Board proceed with the public input and neighbour notification process prior to making a decision on the TUP application. It is further recommended that a condition of the TUP include a review of the health and life safety requirements of the structure by the ACRD Building Inspector.

Site Photos



Looking east from Sproat Lake toward the rear of the subject property



Looking west toward the boat slip



Looking west toward the front of the property from Dickson Drive



Access to the subject property from Dickson Drive

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

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

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

SEWERAGE SYSTEM
LETTER OF CERTIFICATION

NW 2/07

FINAL

Filing #: PA07/043
Date: 13/10/07
(Day/Month/Year)

To: Vancouver Island Health Authority

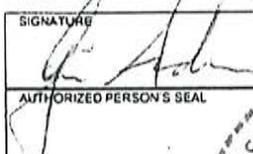
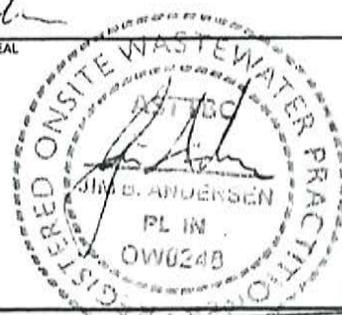
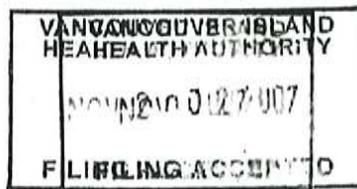
Re: 8245 DICKSON DRIVE
LOT 21 BL 1 DL 3 6, ALBERNI DIST. PL 14018
Civic address and legal description

Please be advised that the construction of the proposed sewerage system on the above-described property was completed on 13/10/07.
(Day/Month/Year)

I, the undersigned, am an authorized person as defined in the Sewerage System Regulation, BC Reg. 326/2004 and certify that:

1. the owner has been provided with
 - a copy of the sewerage system plans and specifications as they were built;
 - a maintenance plan for the sewerage system that is consistent with standard practice; and,
 - a copy of this letter of certification;
2. the sewerage system has been constructed in accordance with standard practice;
3. the sewerage system has been constructed substantially in accordance with the plans and specifications filed with the Health Authority;
4. the estimated daily domestic sewage flow through the sewerage system will be less than 22,700 liters; and,
5. if operated and maintained as set out in the maintenance plan, the sewerage system will not cause or contribute to a health hazard.

A plan of the sewerage system as it was built and a copy of the maintenance plan for the sewerage system has been attached to this letter.

SIGNATURE 	NAME (PLEASE PRINT) Jim Andersen
AUTHORIZED PERSON'S SEAL 	OFFICE USE ONLY 

LCC ver. 4 March 29, 2005

The information provided is for the sole use of the recipient. No guarantee as to the accuracy of the information is implied or accepted by VIHA and the recipient is advised to confirm all information.

POSTED
AUG 18 2011
GH

VANCOUVER ISLAND
HEALTH AUTHORITY
NOV 02 2007
FILING ACCEPTED

FILING OF SEWERAGE SYSTEM



1. Lot Information
Descriptions where sewerage system is to be constructed

2. Owner Information
Mailing Address of Property Owner

3. Authorized Person Information
Mailing Address of Authorized Person

4. Facility Information

5. Site Information

6. System Information

7. Restrictive Covenants/

8. Plans and Specifications/ Orders

9. Authorized Person's Signature and Assurance Statement

10. Authorized Person's Seal

Form with multiple sections: NEW CONSTRUCTION, LEGAL DESCRIPTION OF PROPERTY, SUITE/APY NUMBER, BUILDING NUMBER, STREET NAME, CITY/MUNICIPALITY/AREA, OPS LOCATION OF SYSTEM, NAME OF LEGAL OWNER, TELEPHONE NUMBER, NAME OF AUTHORIZED PERSON, SEWERAGE SYSTEM WILL SERVE, DISTANCE OF PROPOSED DISCHARGE AREA, SEPTIC TANK MANUFACTURER, DISCHARGE AREA, ARE THERE ANY RESTRICTIVE COVENANTS, ATTACHMENTS, SIGNATURE, DATE, OFFICE USE ONLY, FILING RECEIVED DATE, HEALTH AUTHORITY STAMP, RECEIPT #, DATE, INITIALS, FILING ACCEPTED.

The information provided is for the sole use of the recipient. No guarantee as to the accuracy of the information is implied or accepted by VHA and the recipient is advised to confirm all information.

TANKS AND PIPES

Sewerage System As Built Drawing

Site: 8245 DICKSON DRIVE

Owner: [REDACTED]

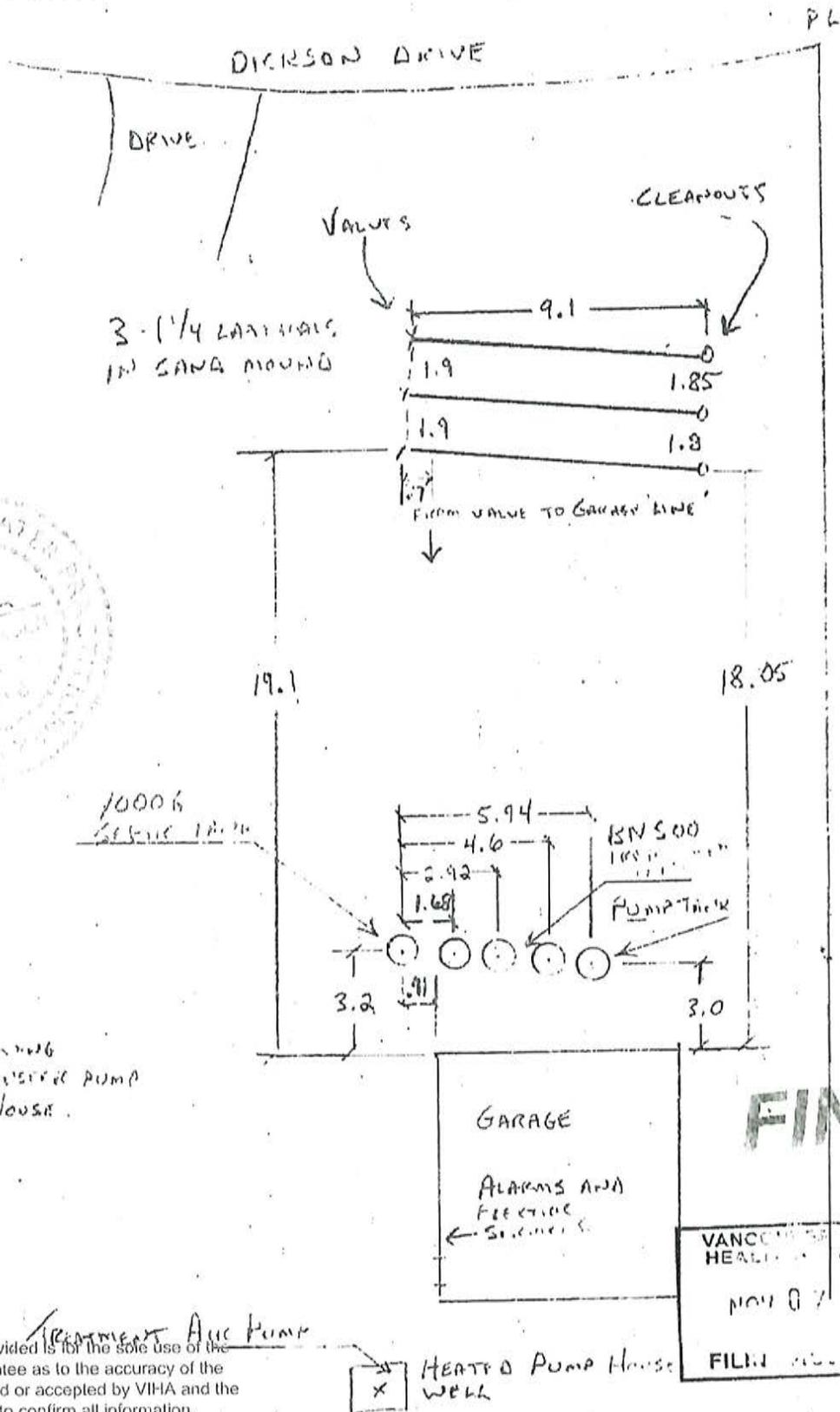
Date: [REDACTED]

DIMENSIONS ARE METRIC

Scale: 1:200

North:

Nov 2/07



SEE SEWERAGE DRAWING FOR GRINDER/TRANSFER PUMP AT LARGE SIDE OF HOUSE.



The information provided is for the sole use of the recipient. No guarantee as to the accuracy of the information is implied or accepted by VIHA and the recipient is advised to confirm all information.

WV 2/07

pumping contractor. The sewage transfer pump is warranted by Iritex Supply (250 248 7028) for two years.

Contact Ted Walton (731 1005) or myself for any other concerns including leaks, effluent observed on the ground or in ditches etc., or regarding anything you see that could cause a health hazard.

Overview of the System and Do's and Don'ts:

The sewage pump:

This system uses a full flow sewage pump located at the west side (lakeside) of the house (see as built drawing) to pump sewage to the tanks east of the garage (see as built drawings). Hard materials such as bones, solid plastic, etc., can damage this pump, so **prevent hard materials from entering the system.** This pump and chamber is equipped with a high level alarm to indicate problems. If activated, immediately stop flows to the system to avoid backups, and call an emergency repair contact. The alarm can be silenced by a switch mounted to the alarm box.

The primary septic tank:

Wastewater from the sewage transfer pump flows into a concrete septic tank (next to garage) with two compartments. Solids settle to the bottom of the first compartment. Lighter materials including fats, oils, and grease, form a layer at the surface. The wall separating the two compartments has an opening approx 1/3 of the height below the liquid surface to allow flow only from the 'clear zone'. This prevents most of the material of the bottom and top layers from entering the second compartment. Monitoring the buildup of these layers is an important part of the inspection and maintenance plan. Solids must be pumped out before increased levels cause solids to 'carryover' to the second compartment - overloading and clogging other components of the system. Measuring these layers to determine the need for removal is an important part of inspection and maintenance. **Typically, pumping of solids is required every three years.**

The outflow opening of the septic tank is fitted with an effluent screen to further reduce the quantity of solid materials leaving the tank. **Inspecting and cleaning the effluent screen** is an important part of scheduled maintenance.

Bacteria action within this tank is an important part of the treatment process. Bacteria breaks down the solids and helps to remove harmful components of the wastewater. **Excessive flow** through the system can flush the system, negatively affecting the bacteria and the treatment ability of the system. **Chemicals and any material harmful to bacteria** also reduces the treatment ability.

Package treatment plant:

This system includes a package treatment plant to increase bacterial breakdown of sewage. An air pump operates continually to produce a flow of warm air through a diffuser at the bottom of the treatment tank to promote bacteria growth. This "compressor" is installed in the pump house for the well. Efficient treatment depends on maintaining 10 degrees Celsius minimum air temperature within this pump house.

A very small liquid pump is installed within the treatment tank, which also operates continually, to re circulate a small amount of effluent back to the main septic tank to increase bacterial digestion in the primary tank. **The air pump, heat source within the well pump house, and re circulating pump within the treatment plant must all be in working order to ensure proper operation of the treatment process.** An alarm is located inside the garage to warn of problems with the air pump or re circulating pump. If activated, immediately stopping flows is not necessary, but call the emergency contact to make repairs.

The information provided is for the sole use of the recipient. No guarantee as to the accuracy of the information is implied or accepted by VIHA and the recipient is advised to confirm all information.

FINAL

HEALTH
NOV 02 '07
FILING ACCOMPLISHED

WV 2/07

Jim Andersen Ltd.
Registered Onsite Wastewater Practitioner
749 Redwood Drive, Qualicum Beach, B.C.
250 954 7769 eve. 250 752 5692

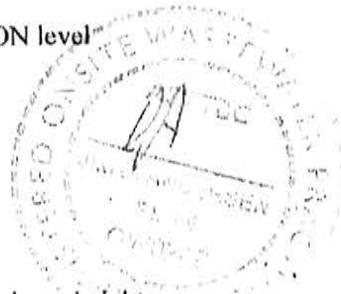
Maintenance Plan for Type 1 Sewerage System with Pressure Distribution

Info for the maintenance provider:

The owner has been advised that the recommended frequency of inspection is 3 months after start up, and then every year. Detailed site assessment, design specifications, design drawings, as built drawings, and the health dept. forms are available from the owner; and are on file at the local health authority, and you should feel free to contact myself for documents, pictures recording the installation, or any questions you may have. A copy of the as built drawing is attached to this maintenance plan.

Summary of Relevant Info.:

- sewage transfer pump and chamber at lakeside of house
- 1000G trash, Bionest BN 500 in a 1000G, and 300G pump chamber precast tanks just upslope of garage
- air pump in well pump house between garage and house
- pressure distribution thru 3 – 9m laterals in a 140' x 24' sand mound, end feed, cleanouts in 6" lawn boxes
- dosing volume specified at 130 to 150L
- reserve volume specified at 270L min. above high level alarm ON level
- pump installation includes check, ball valve, and union
- daily flow for design is 390G (1788L)
- AY McDonald 405011 effluent pump
- Goulds WS 05 sewage transfer pump



Planned Maintenance and Inspection:

PLS include the following checks:

- see as built drawing for cleanouts and check for 30" minimum plume height
- dosing volume, alarm ON position, reserve volume for both sewage transfer and effluent pumps
- operation of air pump, re circulating pump
- proper operation of alarms (three: transfer, effluent, treatment)
- leak free conditions of all components
- solids combined volume below 60% of total volume – pump out as required
- effluent filter at outflow of trash tank
- security and safety of tank accesses and electrical connections/components
- continued protection of field : no structures, no heavy traffic, appropriate vegetation and landscaping, no groundwater or surface flows that could interfere with proper operation of dispersal field
- signs of exceeding recommended flows, excessive household use of materials harmful to bacteria, unusual solids build up/non biodegradable materials, etc.....

The information provided is for the sole use of the recipient. No guarantee as to the accuracy of the information is implied or accepted by VIHA and the recipient is advised to confirm all information.

FINAL

VIHA HEALTH NOV 02 FILING NO. 8 60

Acres & Pollock

BRITISH COLUMBIA LAND SURVEYORS

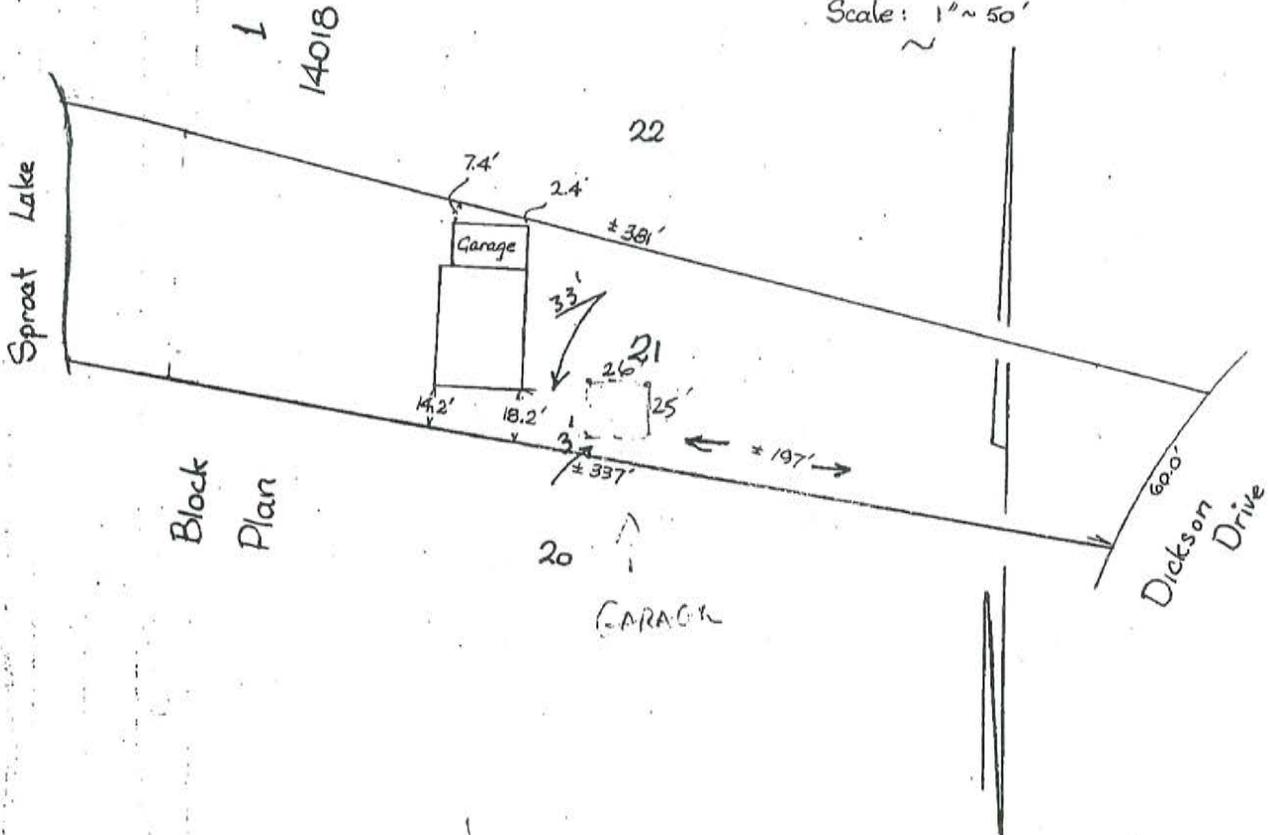
LEGAL, TOPOGRAPHICAL, RIGHT OF WAY AND FORESHORE SURVEYS
SUB-DIVISION DESIGN

Dorothy Clarkstone,
Notary Public,
5026 Argyle Street,
Port Alberni, B.C.

RE: House constructed on Lot 21, Block 1,
D.L. 36, Alberni District, Plan 14018.
(Guerrier) 8245 Dickson Drive

OUR FILE - 12605

Scale: 1" ~ 50'



©1996 THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED

CERTIFIED CORRECT THIS 16th DAY OF December, 1996.

B.C.L.S.

NOTE: The measurements shown are the shortest distances between the foundation of the building and the adjacent boundaries of the parcel. This document is not intended for property line re-establishment and we accept no responsibility for unauthorized use.



This product is intended for general reference use only and should not be used for navigation or legal purposes. Imagery offsets may exist. Satellite imagery may be offset by several meters.

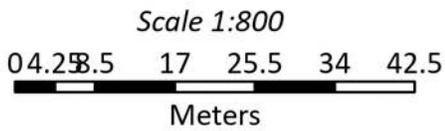
8245 Dickson Dr
 LOT 21, BLOCK 1, DISTRICT LOT 36, ALBERNI
 DISTRICT, PLAN 14018

-  Subject Property
-  Parcels

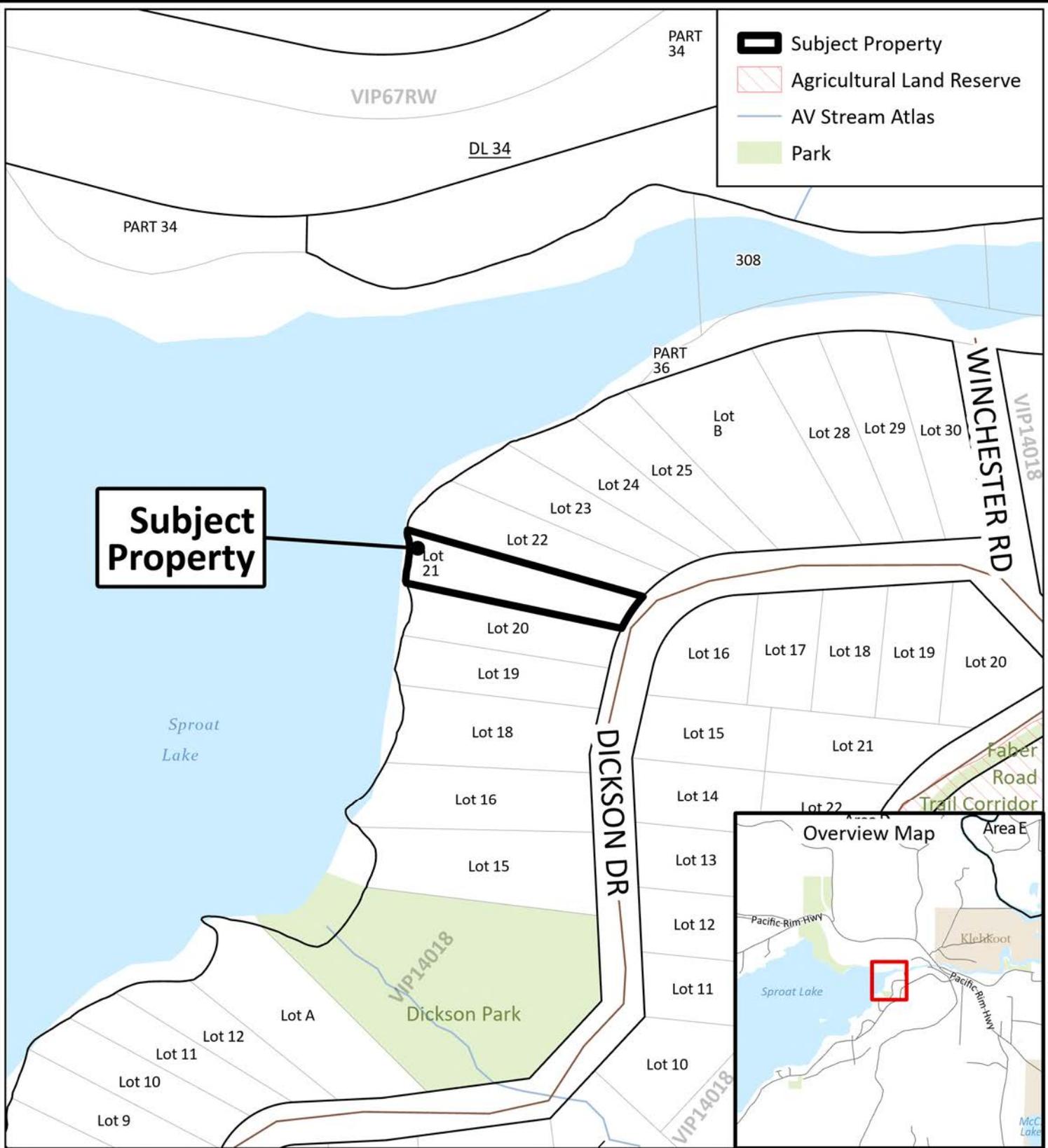


**ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT**

Prepared 2025-10-15
 Sources: Maxar, Microsoft Prov. BC,
 ParcelMapBC; ACRD



-  Subject Property
-  Agricultural Land Reserve
-  AV Stream Atlas
-  Park



Subject Property



 Civic Address: 8245 Dickson Dr
 Legal Description: LOT 21, BLOCK 1, DISTRICT LOT 36, ALBERNI DISTRICT, PLAN 14018



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

N
 0 35 70
 Meters



TUP25014

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: DR JOHN N RUSSELL INC,
Address: 8245 DICKSON DR, PORT ALBERNI, BC

With respect to:

Legal Description: LOT 21, BLOCK 1, DISTRICT LOT 36, ALBERNI DISTRICT, PLAN 14018
PID: 004-477-995

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 operation of a short-term rental (STR) of the existing four (4) bedroom single family dwelling located at 8245 Dickson Dr.
2. The property to be used as STR will accommodate guests for stays of no less than seven (7) consecutive days.
3. The short-term rental must be registered in accordance with the *Short-Term Rental Accommodations Act*.
4. A maximum occupancy of five (5) persons shall be permitted at any one time as per the confirmation from a Registered On-site Wastewater Practitioner (ROWP).
5. The STR must operate in accordance with all ACRD regulatory 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 minimum of three (3) off-street parking spaces on the property.
7. A maximum of one (1) boat slip on the existing dock shall be provided for STR guests.
8. Marine patrol and boater safety information shall be provided to the renter in the terms and conditions of rental and posted visibly in the residence.
9. No camping or overnight accommodation in a recreational vehicle shall be permitted as part of the STR use on the property.
10. The owner or designated caretaker must be available to attend the property within 20 minutes.
11. 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.
12. 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.
13. 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: December 10, 2025

From: Alima Khoja, Planner I

Voting Structure: Electoral Area Directors

Electoral Area: D - Sproat Lake

Subject: Temporary Use Permit TUP25011 - 9694 Lakeshore Road (Labrie)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors consider Temporary Use Permit Application TUP25011 subject to the following:

- **Health and safety inspection by the ACRD Building Inspector.**
- **Neighbourhood notification as per Local Government Act s.494.**

Development Proposal: The property owner is applying for a Temporary Use Permit (TUP) to operate a short-term rental (STR) from the property. This includes the 4-bedroom single family dwelling, carport, driveway and a boat slip during the summer season.

Advisory Planning Commission Recommendation: The Advisory Planning Commission (APC) reviewed the application at their September 15, 2025 meeting and deferred a recommendation pending further clarification and information from the applicant. The APC reconsidered and reviewed the application again at its November 24, 2025 meeting and two of the three members in attendance recommended that the application proceed to public input with a condition to ensure that recreational vehicles (RVs) on-site are not used for accommodation.

Property Owner(s) / Applicant: ROCHELLE F LABRIE

Property Information:

Civic Address:	9694 LAKESHORE RD		
Legal Description:	LOT 3, DISTRICT LOT 134, ALBERNI DISTRICT, PLAN 6827		
PID:	005-800-960	Folio:	770-01685.000
ALR? (Y/N):	No	Lot Area (ha):	1.04 (2.56 ac)
Current Zoning:	Mobile Home Residential (RMH) District / Acreage Residential (RA1) District.	Proposed Zoning:	N/A
Current OCP:	Sproat Lake, Residential Use/Mobile Home Park Use	Proposed OCP:	N/A
Development Permit Area(s):	N/A		
Current Use & Description:	The 1.04 ha (2.56 ac) property is currently used for residential purpose. It includes a 4-bedroom residence, residential parking, garage storage and transfer shed, and a trailer shed.		

PL20250052 / TUP25011

Surrounding Zoning and Land Use	
North: Rural (A2) District	South: Waterfront (WF1) District
East: Acreage Residential (RA1) District	West: Acreage Residential (RA1) District

Services:

- a) **Sewage Disposal:** On-site sewage disposal. The applicant has submitted an Island Health Sewerage System Letter of Certification for a septic system installed in 2009 that can accommodate a 5-bedroom dwelling.
- b) **Water Supply:** On-site water system.
- c) **Fire Protection:** The property is within the Sproat Lake Fire Protection Area.
- d) **Access:** The parcel is accessed from a driveway on Lakeshore Road.

Planning Policy Discussion:

- a) **Official Community Plan:** A portion of the parcel is designated as Mobile-Home Park Use and the remaining as Residential Use in the Sproat Lake Official Community Plan (OCP). This designation provides for a range of residential uses and housing types including vacation rentals, recreational properties, small lots and acreages.

Section 3.2 of the OCP discusses general planning policies which apply to all properties within the OCP area. Section 3.2.11 allows the ACRD Board to issue Temporary Use Permits in accordance with s. 493 of the Local Government Act.

This proposal generally complies with the requirements of the Sproat Lake Official Community Plan. The OCP supports the consideration and issuance of TUPs in all land use designations for a period of up to three years.

- b) **Zoning:** The portion of the parcel where the house is located is zoned Mobile Home Residential (RMH) District with the remainder zoned Acreage Residential (RA1) District. The property owner is applying for a Temporary Use Permit to allow the rental of their four-bedroom unit with carport, driveway and a boat slip during the summer season. Short Term Rentals are not listed as a permitted use within the RMH and RA1 zones. Section 492 of the Local Government Act provides the authority to issue temporary use permits to allow a use not permitted by a zoning bylaw.

	Current: RA1/RMH
Minimum Lot Area (ha)	0.16/0.80
Minimum Lot Width (m)	27.43/60.96
Principal & Accessory Front Yard Setback (m)	12.2/7.62
Principal Side Yard Setback (m)	4.5/7.62
Principal Rear Yard Setback (m)	9.1/7.62
Accessory Side Yard Setback (m)	0.9/0.9
Accessory Rear Yard Setback (m)	0.9/0.9

This proposal is not in compliance with the ACRD Zoning Bylaw, and the TUP application is required for the STR use.

Temporary Use Permit Conditions: A TUP to allow the short-term rental of an existing 4-bedroom residence on the property may be issued subject to the following conditions and any other conditions that the ACRD Board of Directors deem appropriate at the time of issuance:

1. This permit is issued for the operation of a short-term rental (STR) within the four (4) bedroom single family dwelling located at 9694 Lakeshore Road.
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 eight (8) guests at any one time.
4. 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.
5. The STR shall accommodate a maximum of four (4) vehicles on the property. One parking space must be provided for each bedroom. Maximum of one (1) boat slip provided for STR guests.
6. Marine patrol and Boater safety information to be provided to the renter in the terms and conditions of rental and posted visibly in the residence.
7. No camping or any accommodation in a Recreational Vehicle shall be permitted as part of the STR use on the property.
8. The owner or designated caretaker must be available to attend the property within 20 minutes.
9. 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.
10. 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.
11. If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

Comments:

To operate a short-term rental in the Province of British Columbia, all owners must register their property in accordance with the *Short-Term Rental Accommodations Act*. All owners must indicate that their rental complies with all local bylaws. Upon registry, where business licenses are not required, the applicant must provide alternative documentation indicating compliance with the ACRD Zoning Bylaw.

The Short-Term Vacation Rentals Temporary Use Permit Policy, adopted by the ACRD Board in 2018, provides guidelines for the regulation of properties where property owners intend to operate an STR. The policy supports the application of a TUP to permit the operation of an STR. The Board of Directors may require specific conditions such as number of guests permitted, quiet times, and required parking spaces as well as limiting the total floor area of a dwelling that may be rented to short-term guests.

The application was reviewed by Sproat Lake Advisory Planning Commission (APC) at their September 15th meeting where the APC deferred a recommendation pending further clarification from the applicant regarding the number of recreational vehicles (RVs) currently located on-site and the caretaker arrangement. The APC

reconsidered and reviewed the application again at their November 24th meeting where the applicant was provided with an opportunity to clarify the use of the property. Confirmation was provided by the applicant regarding the use of the RVs on-site being solely used by family, primarily stored on the property, and not used as dwelling units or as part of the STR operation. The applicant’s intention is to operate the dwelling as a seasonal short-term rental and the applicant noted that at least one of the owners will reside in the neighbouring house to act as the caretaker while the STR is in use.

The applicants intend to utilize the entire four-bedroom house as an STR, and it is recommended that the Board proceed with the public input and neighbour notification process prior to making a decision on the TUP application. It is further recommended that a condition of the TUP include a review of the health and life safety requirements of the structure by the ACRD Building Inspector.

Site photos:



Looking toward the lake facing 4-bedroom single family dwelling unit from the south end of the property near boat slip.



Looking toward the boat slip located at the south end of the property.



Looking to the east side in the center of the parcel from driveway access.



Shared driveway access with an adjacent property.



Access to the parcel via Lakeshore Rd.

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

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

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

Subject: Temporary Use Permit for STR

Property: 9694 Lakeshore Rd, Port Alberni BC

Legal Description: LOT 3, PLAN VIP6827, DISTRICT LOT 134, ALBERNI LAND DISTRICT PID: 005-800-960

Civic Address: 9694 Lakeshore Road, Rural, Electoral Area D Sproat Lake, Sproat Lake

Current Use of Land and Buildings – 9694 Lakeshore Rd

- All land and buildings are used for residential purposes.
- Inventory of buildings
 - o House: Residence
 - o Carport: Residential Parking
 - o Garbage storage and transfer shed.
 - o Trailer Shed: RV Storage

Proposed Temporary Use of Land and Buildings

Proposed Use:

- We are proposing to use the house, carport, and driveway as a short term rental (STR) for occasional weeks and during the summer season.
- If granted, those renting the property would be limited to use of the house, the property to the lakeside of the house including docks and the area to the north (Lakeshore Rd.) side of the house up to the tree line just past the play structure.
- Parking is provided immediately in front of (north) the car port.

Proposed Management:

- The property would be managed professionally through a combination of property managers on site and ourselves. Contact information would be made available to renters and include an emergency number they can use 24hrs 7 days / week.
- The property caretaker will remain at a distance of 10 mins from the property, and on the occasion that they may be on leave, there is a secondary caretaker who can access the property within 15 mins.
- Caretakers would be contacted through the property managers who are available during business hours as well as on an emergency basis 24 hrs 7 days / week. Caretakers would be available during working hours and on emergency basis as required.
- Caretakers and Property Managers would have a list of emergency service contacts including plumbing, septic,

By-Law Notice and Compliance:

- Noise by-law information to be posted on site as well as in the rental terms and conditions on entering into a short term rental agreement.
- Should water conservation measures be required in the area, notice and applicable guidelines would be provided to occupants.

Health and Safety

- Fire evacuation plan would be provided to renters in the information package along with instructions on location and use of fire safety equipment.
- Boats at the dock are limited to 1 boat.
- Marine patrol and boater safety information is provided to the renter in the terms and conditions of rental as well as posted visibly in the residence.

Storage and management of garbage

- Garbage and recycling are moved to an animal proof shed near the carport. The shed is emptied between renters.

Control of pets

- No pets allowed

Contact phone number for the STR caretaker to respond to public complaints

- Ashley Seeton [REDACTED]
- Marc LaBrie [REDACTED]

Confirmation of adequate on-site sewage system capable of accommodating the STR

- Certified Septic currently services both toilets that would be available in the STR unit. No additional toilets added

Confirmation that the dwelling has adequate safety for occupation
(which may include review by a ACRD Building Inspector)

A maximum occupancy of two (2) persons per bedroom within a dwelling unit when such a dwelling unit is being occupied as a STR

- The STR is a 4 bedroom home and will have a max occupancy of 8

A maximum of one (1) boat per STR rental, if adequate dock space is provided

- 1 boat slip provided. Max of 1 boat

The provision of on-site parking available for STR (for example, one parking space for each bedroom)

- There are 4 parking spots available two inside the carport and two more in front of the carport.

With the exception of an Accessory Dwelling Unit, the prohibition of the use of recreational vehicles or camping on the property or any use of accessory buildings for STR occupancy

- Confirmed . There is no camping permitted.



FAVED
May 25 2009
ambidhsf

FINAL

**SEWERAGE SYSTEM
LETTER OF CERTIFICATION**

Filing #: PA 09/016

Date: May 25/09

To: Vancouver Island Health Authority

Re: 9694 Lakeshore Rd Lot 3 Dist Lot 134
District Plan 6827 PID 005-800-960
Civic address and legal description

Please be advised that the construction of the proposed sewerage system on the above-described property was completed on 05/22/09.
(Month/Day/Year)

I, the undersigned, am an authorized person as defined in the Sewerage System Regulation, BC Reg. 326/2004 and certify that:

1. the owner has been provided with
 - a copy of the sewerage system plans and specifications as they were built;
 - a maintenance plan for the sewerage system that is consistent with standard practice; and,
 - a copy of this letter of certification;
2. the sewerage system has been constructed in accordance with standard practice;
3. the sewerage system has been constructed substantially in accordance with the plans and specifications filed with the Health Authority;
4. the estimated daily domestic sewage flow through the sewerage system will be less than 22,700 liters; and,
5. if operated and maintained as set out in the maintenance plan, the sewerage system will not cause or contribute to a health hazard.

A plan of the sewerage system as it was built and a copy of the maintenance plan for the sewerage system has been attached to this letter.

SIGNATURE <i>Robert Leibel</i>	NAME (Please Print) <i>Robert Leibel</i>
AUTHORIZED PERSON'S SEAL 	OFFICE USE ONLY Vancouver Island Health Authority Environmental Health- Port Alberni DATE RECEIVED MAY 25 2009 Received By <i>[Signature]</i> VIHA Staff Signature

LOC ver. 4 March 29, 2005

POSTED
JUL 28 2011



FILING OF SEWERAGE SYSTEM

Bl. Insp.
May 19/09 B

This form is required to administer the Sewerage System Regulation (326/2004) and the collection of personal information complies with the Freedom of Information and Protection of Privacy Act. Within the Capital Regional District, information collected may be used by the CRD for the purpose of administration and enforcement of the Onsite Sewerage System Maintenance Bylaw. For Bylaw information contact 250 - 360-3000

1. Lot Information

Descriptions where sewerage system is to be constructed

PID# (CRD Only)	Folio# (North)	<input checked="" type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> AMENDMENT ONLY/ PREVIOUS FILING NUMBER	FILING NUMBER
		<input type="checkbox"/> ALTERATION		PA09/016
		<input type="checkbox"/> REPAIR		

LEGAL DESCRIPTION OF PROPERTY	GPS LOCATION OF SYSTEM Use Datum NAD83 PLEASE USE DECIMAL DEGREES LAT. <u>48.289</u> LONG. <u>124.947</u>
<u>Lot 3 Dist Lot 134 Dist Plan 6827</u> <u>PID 005-800-960</u>	

2. Owner Information

Mailing Address of Property Owner

SUITE/APT NUMBER	BUILDING NUMBER	STREET NAME	CITY/MUNICIPALITY/AREA	HORIZONTAL ACCURACY (M)
<u>NA</u>	<u>9694</u>	<u>Lakeshore Rd</u>	<u>Sproat LK</u>	<u>6m</u>

NAME OF LEGAL OWNER OR STRATA CORPORATION	TELEPHONE NUMBER
[REDACTED]	[REDACTED]

SUITE/APT NUMBER	BUILDING NUMBER	STREET NAME	CITY	POSTAL CODE
<u>NA</u>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

3. Authorized Person Information

Mailing Address of Authorized Person

NAME OF AUTHORIZED PERSON	TELEPHONE NUMBER	REGISTRATION NUMBER (if applicable)
<u>Robert Leibelung</u>	<u>248-8258</u>	<u>OW0202</u>

SUITE/APT NUMBER	BUILDING NUMBER	STREET NAME	CITY	POSTAL CODE
<u>NA</u>	<u>1220</u>	<u>Braffton Ave Box 919</u>	<u>Errington</u>	<u>V0R-1V0</u>

4. Facility Information

SEWERAGE SYSTEM WILL SERVE:	NO. OF BEDROOMS	TOTAL LIVING AREA (INCL. FINISHED BASEMENT) (in m2)	EST. DAILY SEWERAGE FLOW (in litres/day)	LOT SIZE (in hectares)
<input checked="" type="checkbox"/> SINGLE FAMILY DWELLING <input type="checkbox"/> DUPLEX <input type="checkbox"/> OTHER (specify)	<u>5</u>	<u>295m²</u>	<u>2043 litres</u>	<u>1.0769</u>

5. Site Information

WILL BE CONNECTED TO A COMMUNITY WATER SYSTEM? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO SYSTEM NAME	HYDRAULIC CONDUCTIVITY (K)(CM/DAY)	AVG. PERC RATE (MIN/IN)	SOIL TEXTURE / DESCRIPTION
	<u>NA</u>	<u>12 min</u>	<u>100m-granular structure</u>

6. System Information

DISTANCE OF PROPOSED DISCHARGE AREA FROM (in metres):	NATURAL SOIL VERTICAL SEPARATION (in cms)
<u>30m</u> WATER LINES <u>NA</u> OWN WELL <u>NA</u> NEIGHBOURING WELLS <u>15m</u> BREAKOUT POINT <u>65m</u> STREAM OR LAKE <u>65m</u> DOMESTIC WATER SOURCES	<u>70cm</u>

TOTAL VERTICAL SEPARATION (in cms)	TYPE OF SEWERAGE SYSTEM	IF TYPE 2 OR TYPE 3 IS PROPOSED GIVE:	TREATMENT CAPACITY (in litres/day)
<u>120cm</u>	<input checked="" type="checkbox"/> TYPE 1 <input type="checkbox"/> TYPE 2 <input type="checkbox"/> TYPE 3 (PROF. ONLY)	MAKE <u>NA</u> MODEL <u>NA</u>	<u>NA</u>

SEPTIC TANK MANUFACTURER	SEPTIC TANK MATERIAL	VOLUME OF TANK (litres)	EFFLUENT PUMP	HYDRAULIC LOADING RATE (in lpd/m ²)
<u>Dans Precast</u>	<u>Concret</u>	<u>4500/2043</u>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<u>24 lpd/m²</u>
DISCHARGE AREA: <input type="checkbox"/> TRENCH <input type="checkbox"/> BED <input checked="" type="checkbox"/> SAND MOUND <input type="checkbox"/> OTHER (SPECIFY)		METHOD OF EFFLUENT DISTRIBUTION <input type="checkbox"/> GRAVITY <input checked="" type="checkbox"/> PRESSURE <input type="checkbox"/> OTHER		

7. Restrictive Covenants/

ARE THERE ANY RESTRICTIVE COVENANTS/EASEMENTS, WHICH WILL AFFECT THE DESIGN OR LOCATION OF THE SEWERAGE SYSTEM? YES NO

8. Plans and Specifications/ Orders

If yes, please explain and attach supporting documents.

Attachments: a site or layout plan of the proposal drawn to scale, and
 a set of specifications of the sewerage system.
 a copy of the Health Act Order pertaining to the sewerage system.

9. Authorized Person's Signature and Assurance Statement

YES I have consulted with the MOHS' publication "Sewerage System Standard Practice Manual"
 NO I have used another source of standard practice listed below or copy attached.
Name of alternate source of standard practice:

The information on this form is accurate and true to the best of my knowledge. I am an authorized person according to Sewerage System Regulation BC Reg 326/2004. The plans and specifications attached to this form are consistent with standard practice.

SIGNATURE	PLEASE PRINT NAME	DATE (DD/MMM/YYYY)
<u>Robert Leibelung</u>	<u>Robert Leibelung</u>	<u>19/05/09</u>

Please complete all applicable fields on this form. If the form is incomplete, the filing may not be accepted and it will be returned to the Authorized Person. Construction of the sewerage system may not start until filing has been accepted by the Health Authority. The Letter of Certification must be submitted within two years of the Filing Accepted Date noted below. The Authorized Person must also file the Letter of Certification, the Maintenance Plan and the as-built plans as per Sewerage System Regulation (326/2004) within 30 days of completing the construction of the sewerage system.

10. Authorized Person's Seal

AUTHORIZED PERSON'S SEAL	FILING RECEIVED DATE (DD/MMM/YYYY)	RECEIPT #	DATE	INITIALS
	<u>May 19/09</u>	<u>42398</u>		<u>KL</u>

VANCOUVER ISLAND HEALTH AUTHORITY
FILING ACCEPTED
HEALTH AUTHORITY STAMP
WITH FILING ACCEPTED DATE
MAY 19 2009
This Filing Does Not Constitute Approval for Further Subdivision

The information provided is for the sole use of the recipient. No guarantee as to the accuracy of the information is implied or accepted by VIHA and the recipient is advised to confirm all information.

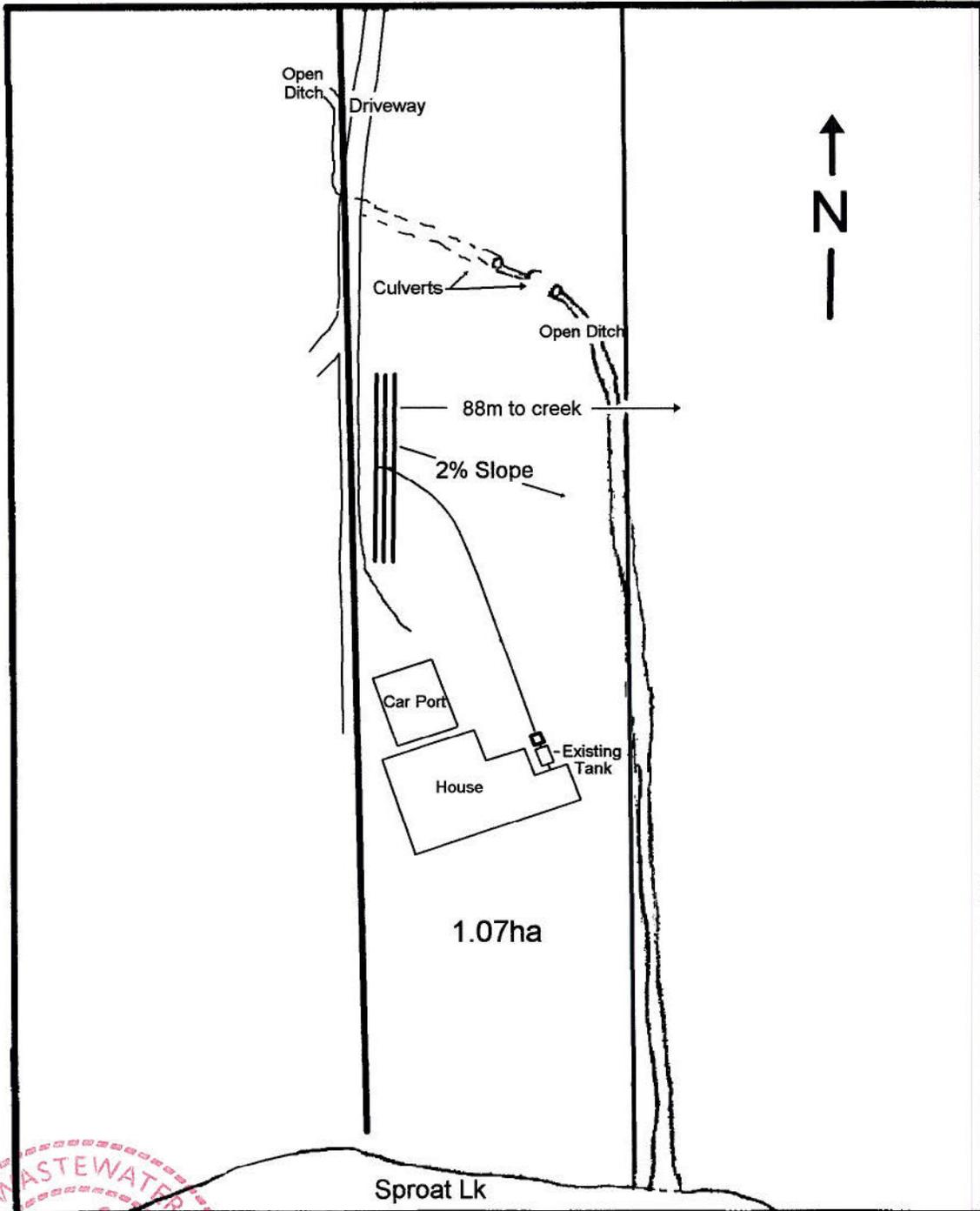
Reference Plan for 9694 Lakeshore Rd
Lot 3 Dist Lot 134 Dist Plan 6827
PID 005-800-960

Rob's Septic Installations

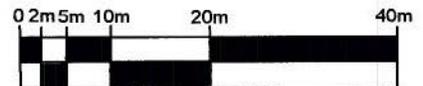
Pressure & Gravity
Package Treatment Plants
Excavating



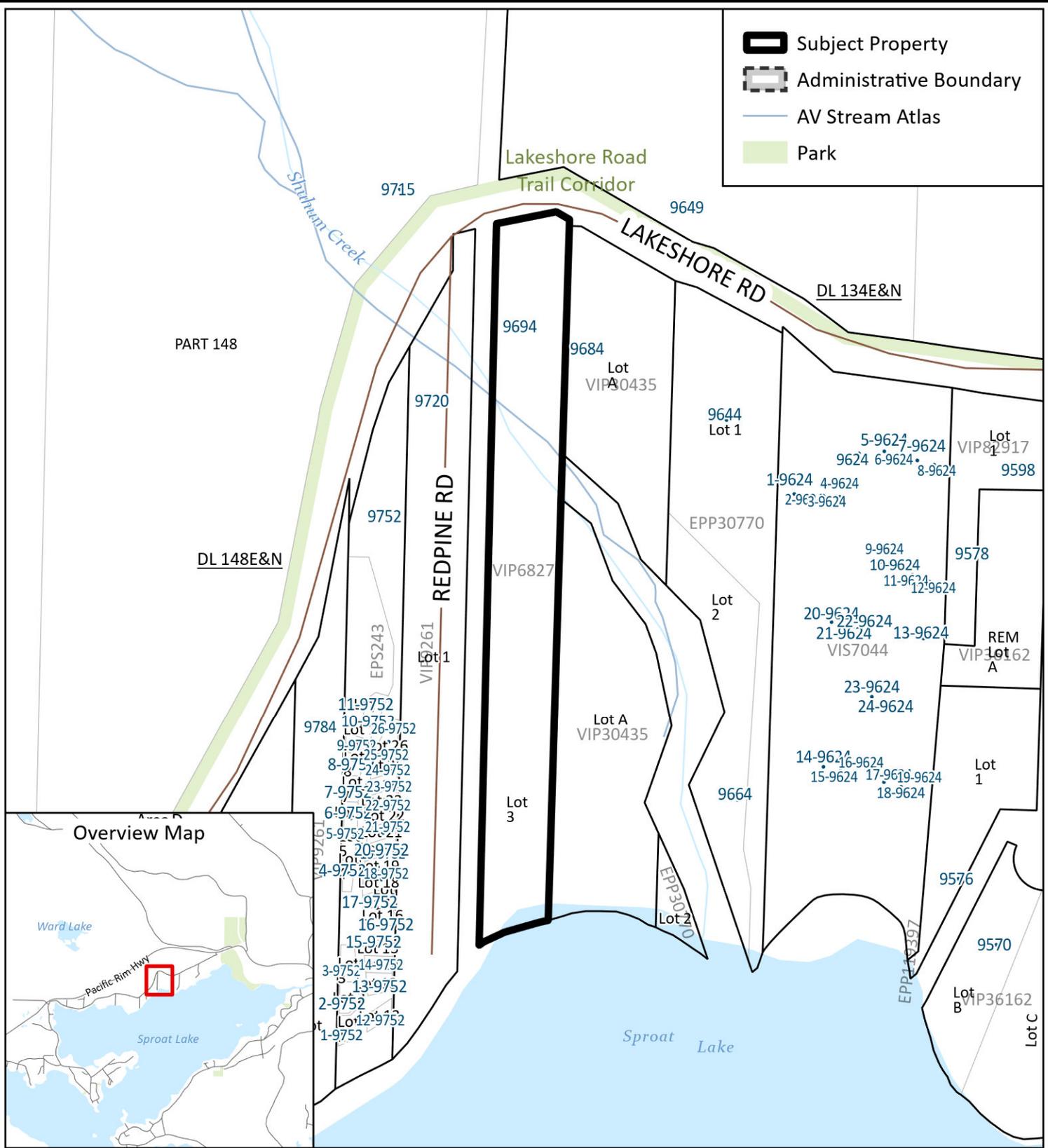
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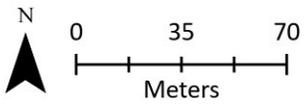
-  Subject Property
-  Administrative Boundary
-  AV Stream Atlas
-  Park



 Civic Address: 9694 Lakeshore Rd
 Legal Description: LOT 3, DISTRICT LOT 134, ALBERNI DISTRICT,
 PLAN 6827



ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT



244



TUP25011

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: ROCHELLE F LABRIE
Address: 9694 LAKESHORE RD, PORT ALBERNI, BC

With respect to:

Legal Description: LOT 3, DISTRICT LOT 134, ALBERNI DISTRICT, PLAN 6827
PID: 005-800-960

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 operation of a short-term rental (STR) within the four (4) bedroom single family dwelling located at 9694 Lakeshore Road.
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 eight (8) guests at any one time.
4. 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.
5. The STR shall accommodate a maximum of four (4) vehicles on the property. One parking space must be provided for each bedroom. Maximum of one (1) boat slip provided for STR guests.
6. Marine patrol and Boater safety information to be provided to the renter in the terms and conditions of rental and posted visibly in the residence.
7. No camping or any accommodation in a Recreational Vehicle shall be permitted as part of the STR use on the property.
8. The owner or designated caretaker must be available to attend the property within 20 minutes.
9. 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.
10. 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.
11. 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

Voting Structure: Electoral Area Directors

From: Alima Khoja, Planner 1

Meeting Date: December 10, 2025

Electoral Area: E - Beaver Creek

Subject: Rezoning RE25002 - 5535 STRICK RD (MCINNES/STRACHAN)

Recommendation:

THAT Bylaw P1529, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.

Property Information:

Civic Address:	5535 STRICK RD						
Legal Description:	LOT 6, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 921						
PID:	008-068-097	Folio:	770-00527.000	ALR? (Y/N):	N	Lot Area (ha):	2.02 (5.00 ac)

Background:

The property owners applied to rezone the subject property from Rural (A2) District, with a 2.02 ha (5 ac) minimum parcel size, to Acreage Residential (RA2) District to allow for a minimum parcel size of 0.4 ha (1 ac). The zoning amendment would facilitate a proposed three-lot subdivision.

Bylaw P1529 was first considered by the Board on October 8, 2025. Technical agency referral requests were sent out on October 22 and all responding agencies recommended support for the bylaw. Public notice was given in accordance with section 467 of the *Local Government Act* with neighbour notices sent on November 7 and advertisements published in the Alberni Valley News on November 12 and November 19. As this zoning amendment is consistent with the Residential Use policies in the Beaver Creek Official Community Plan, a public hearing was not held. The neighbour notification and public advertising provided the opportunity for public input on the application process. No public correspondence relating to this rezoning application was received.

The Board gave first, second, and third readings to Bylaw P1529 on November 26, 2025. When the bylaw was first considered by the Board on October 8, the Board confirmed that adoption of Bylaw P1529 would be subject to confirmation from a Registered On-site Wastewater Practitioner (ROWP) that the parcel can accommodate onsite sewage disposal to a density of 0.4 ha, and meeting all technical referral agency requirements. The applicants have since satisfied both subjects.

All conditions of rezoning have been satisfied, and it is recommended that the Board adopt Bylaw P1529. If the zoning amendment bylaw is approved, the applicants next step in the development process would be subdivision application to the Ministry of Transportation and Transit. At the subdivision stage, ACRD staff would

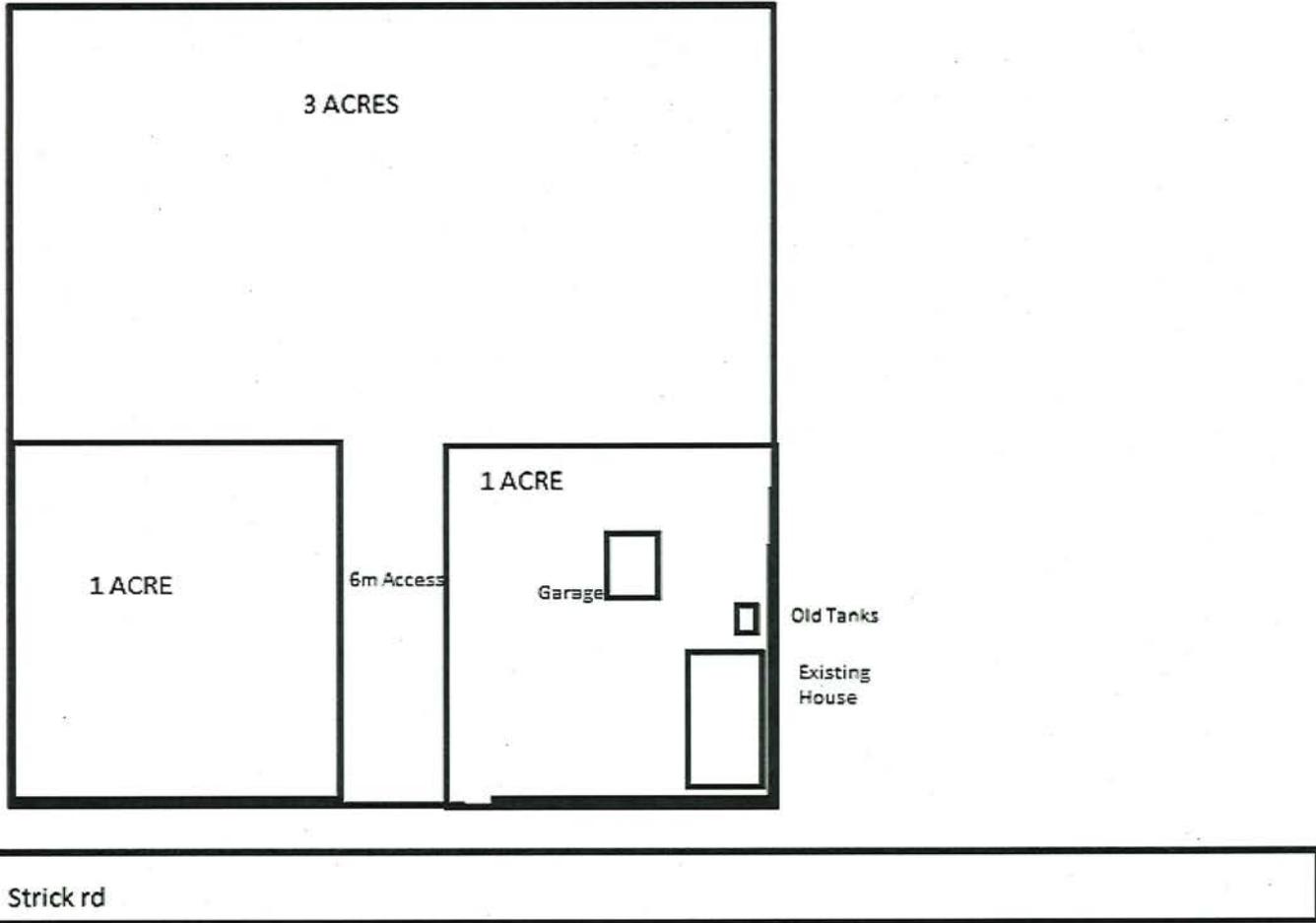
PL20250063/RE25002

work with the province to confirm that the technical requirements for servicing the development are met, including satisfying the requirements for connection to the Beaver Creek Water System.

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

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

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





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5535 Strick Road
 LOT 6, DISTRICT LOT 20, ALBERNI
 DISTRICT, PLAN 921



250 Meters

-  Subject Property
-  Jurisdictional Boundary
-  Parcels



**ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT**

Prepared 2025-09-02
 Sources: Maxar, Microsoft, Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, ParcelMapBC; ACRD



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1529

OFFICIAL ZONING ATLAS AMENDMENT NO. 799

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 464, 465, 470 and 479 of the *Local Government Act*;

AND WHEREAS an application has been made to rezone a property;

NOW THEREFORE the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the Official Zoning Atlas of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1529.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT 6, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 921 from Rural (A2) District to Acreage Residential (RA2) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.

3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 26th day of November, 2025
Read a second time this 26th day of November, 2025
Read a third time this 26th day of November, 2025

Adopted this day of ,

Corporate Officer

Chair of the Regional Board



To: ACRD Board of Directors

Meeting Date: December 10, 2025

From: Alima Khoja, Planner 1

Voting Structure: Electoral Area Directors

Electoral Area: E - Beaver Creek

Subject: Rezoning RE25004 - 5670 GRANDVIEW RD (GIBSON)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors consider first reading to Bylaw P1532, Regional District of Alberni-Clayoquot Zoning Amendment Bylaw at a future date, and that notice be given in accordance with Section 467 of the Local Government Act.

THAT the Alberni-Clayoquot Regional District Board of Directors confirm that adoption of Bylaw P1532 is subject to:

- a. Confirmation from a Registered On-site Wastewater Practitioner that the parcel can accommodate onsite sewage disposal to a 0.24 ha minimum lot size.***
- b. Meeting all technical referral agency requirements.***

Note: *The Housing Statutes (Residential Development) Amendment Act (Bill 44)* was enacted in November 2023 as part of several legislative changes relating to housing. The legislation removed the ability to hold site by site public hearings for housing projects that are consistent with area OCPs. As this rezoning is consistent with the Residential Use policies in the Beaver Creek Official Community Plan, a public hearing will not be held. The neighbour notification and public notice advertising provides the opportunity for public input on the application process.

Development Proposal: The applicants have applied to rezone the parcel from Rural (A2) District, with a minimum lot size of 2.02 ha, to Acreage Residential (RA3) District, with a minimum lot size of 0.24 ha, to facilitate a three-lot subdivision at a future date. The applicants intend to create a 0.25 ha (0.62 ac) parcel containing an existing house, garage, and a few outbuildings (shed, shelter, green house) on the north-east side of the property, a vacant 0.29 ha (0.73 ac) parcel located in the center of the subject property accessed by an 8 m wide panhandle driveway, and a vacant 1.38 ha (3.4 ac) remainder parcel that would encompass the watercourse that dissects the rear of the property. All lots would be accessed from Grandview Road.

Advisory Planning Commission Recommendation: The Beaver Creek Advisory Planning Commission (APC) reviewed the application at their December 2, 2025 meeting and the APC passed a motion to support the rezoning as presented.

PL20250082 / RE25004

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

Property Owner(s): DAVID GIBSON, KARLI GIBSON

Applicant/Primary Contact: RACHEL HAMLING, PRISM LAND SURVEYING

Property Information:

Civic Address: 5670 GRANDVIEW RD	
Legal Description: LOT 13, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 921	
PID: 008-184-852	Folio: 770-00536.000 ALR? (Y/N): No Lot Area (ha): 2.02 (5.00 ac)
Current Zoning: Rural (A2) District	Proposed Zoning: Acreage Residential (RA3) District
Current OCP: Beaver Creek, Residential Use	Proposed OCP: N/A
Development Permit Area(s):	DPA I - Foreshore and Riparian Areas Protection DPA II - Natural Hazard Areas Protection
Current Use & Description:	The parcel is oriented east to west. The property contains an existing dwelling, detached garage behind the dwelling unit and a few outbuildings (shed, shelter, green house) located in the northeast corner of the parcel. The property is mostly flat and cleared with a forested area at the west boundary and southwest corner. There is a creek running through this forested area at the rear of the property. The parcel is not within the Agricultural Land Reserve.
Surrounding Zoning and Land Use	
North: Acreage Residential (RA2) District	South: Rural (A2) District
East: Small Holdings (A1) District / Acreage Residential (RA1) District	West: Acreage Residential (RA1) District

Services:

- a) **Sewage Disposal:** The parcel is serviced by an on-site wastewater disposal system. The applicants have submitted a report from a Registered Onsite Wastewater Practitioner (ROWP) dated August 27, 2025 that concludes that the proposed three-lot subdivision will allow for suitable area and soil conditions for on-site sewage disposal in compliance with Island Health regulations.
- b) **Water Supply:** The parcel is connected to the Beaver Creek Water System. At the time of subdivision, the applicants will need to satisfy all connection requirements and payment of all applicable fees as required by the ACRD Bylaw F1133-1.
- c) **Fire Protection:** The parcel is within the Beaver Creek Fire Protection Area.
- d) **Access:** Access to each of the proposed lots would be from Grandview Road. Proposed Lot A has an existing driveway to the house. Proposed Lot B would be accessed by a 8 m wide panhandle driveway in the north east corner of the parcel. Proposed Lot C would have 46.9 m of road frontage onto Grandview Road to the east and would back onto an unbuilt road right-of-way, known as Croteau Road, located to the west.

- i. Parcel Frontage Waiver: A parcel frontage waiver will be required for proposed Lot B at the subdivision stage.

Planning Policy Discussion:

- a) **Official Community Plan:** The parcel is designated as ‘Residential Use’ in the Beaver Creek Official Community Plan. A minimum lot size of 0.24 ha for subdivision is supported where lots are connected to a community water system. The objective of the Residential Use designation is to provide a range of housing options within the plan area. The property is impacted by two Development Permit Areas (DPAs): DPA I – Riparian Areas Protection and DPA II – Natural Hazard Areas Protection.

DPA I includes a 15 metre riparian area from any minor watercourse and requires a report from a Qualified Environmental Professional (QEP) detailing recommendations and mitigation plans for any development within the riparian area. DPA II applies to the 20-metre tsunami inundation zone and requires an assessment from a Professional Engineer certifying that the land is safe for the intended use. The applicant would be required to obtain a development permit before a future subdivision could be approved.

This proposal complies with the policies and objectives of the Beaver Creek Official Community Plan.

- b) **Zoning:** The parcel is currently zoned Rural (A2) District. Rezoning the parcel to a zone with a smaller minimum lot size (0.24 ha) is required to facilitate the proposed 3-lot subdivision.

	Current: A2	Proposed: RA3
Minimum Lot Area (ha)	2.02	0.24
Minimum Lot Width (m)	100	30
Principal & Accessory Front Yard Setback (m)	15.2	12.2
Principal Side Yard Setback (m)	4.6	4.6
Principal Rear Yard Setback (m)	9.1	9.1
Accessory Side Yard Setback (m)	4.6	0.9
Accessory Rear Yard Setback (m)	4.6	0.9
Watercourse Setback (m)	30	30

This proposal does not comply with the ACRD Zoning Bylaw. The property owners have applied to rezone to the RA3 District to facilitate the proposed subdivision.

Comments: Rezoning the subject property is necessary to facilitate the proposed 3-lot subdivision which complies with the Beaver Creek OCP. The applicant has provided a report from a Registered Onsite Wastewater Practitioner (ROWP) certifying the parcel can support on-site sewage disposal to a minimum 0.24 ha density.

With consideration to the ongoing housing needs within the ACRD and compliance with the Beaver Creek OCP, planning staff is supportive of the proposal to create parcels of land for new housing and recommend that the Board proceed with the public notification process.

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

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

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

Site photos



View of site access from Grandview Road



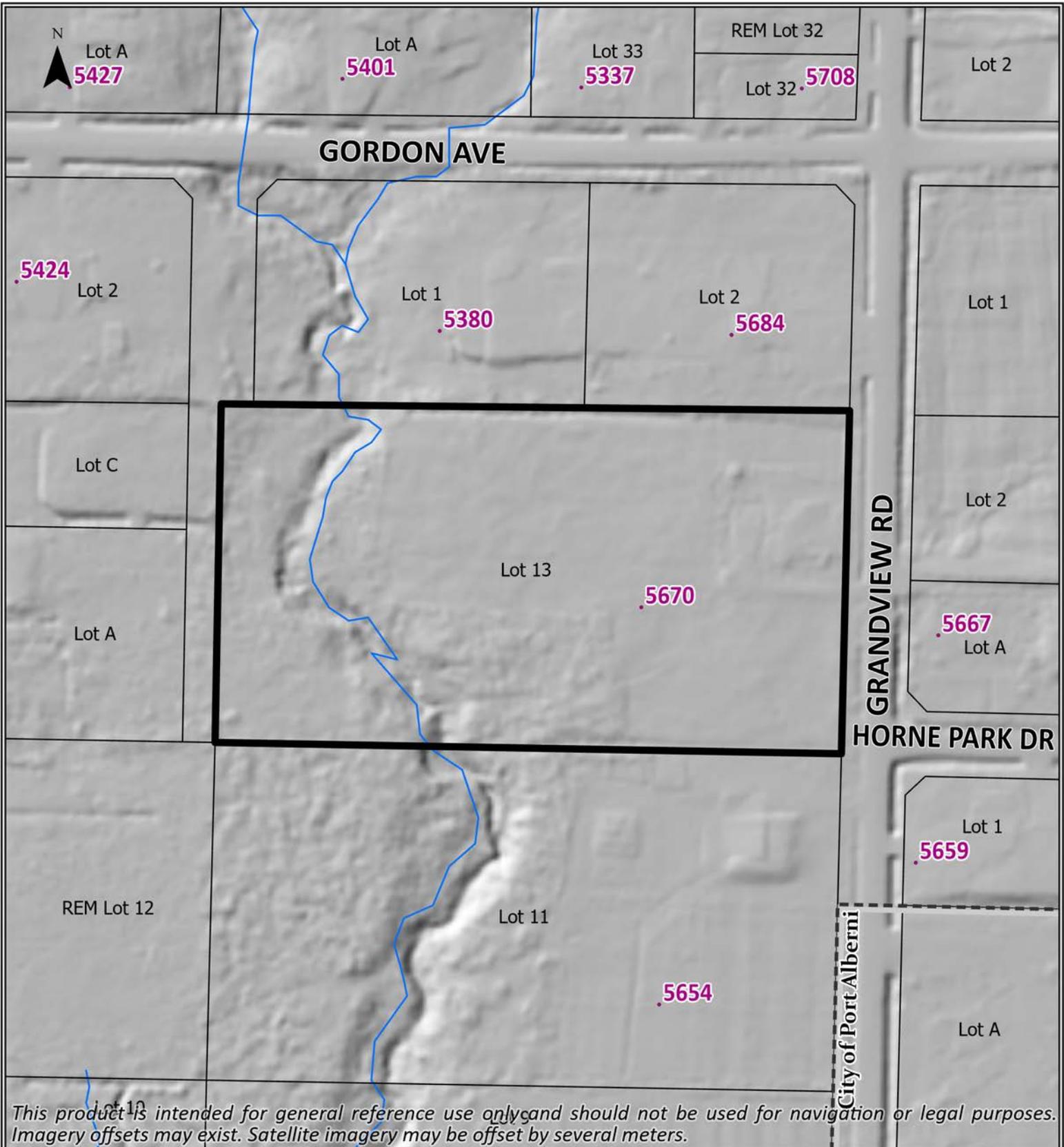
View looking southeast from northwest corner of Lot C



View facing northeast from southwest corner of Lot C near Grandview Road

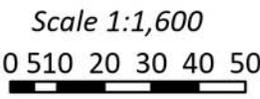


Looking North along Grandview Road from intersection with Horne Park Dr



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5670 Grandview Rd
 LOT 13, DISTRICT LOT 20, ALBERNI DISTRICT,
 PLAN 921

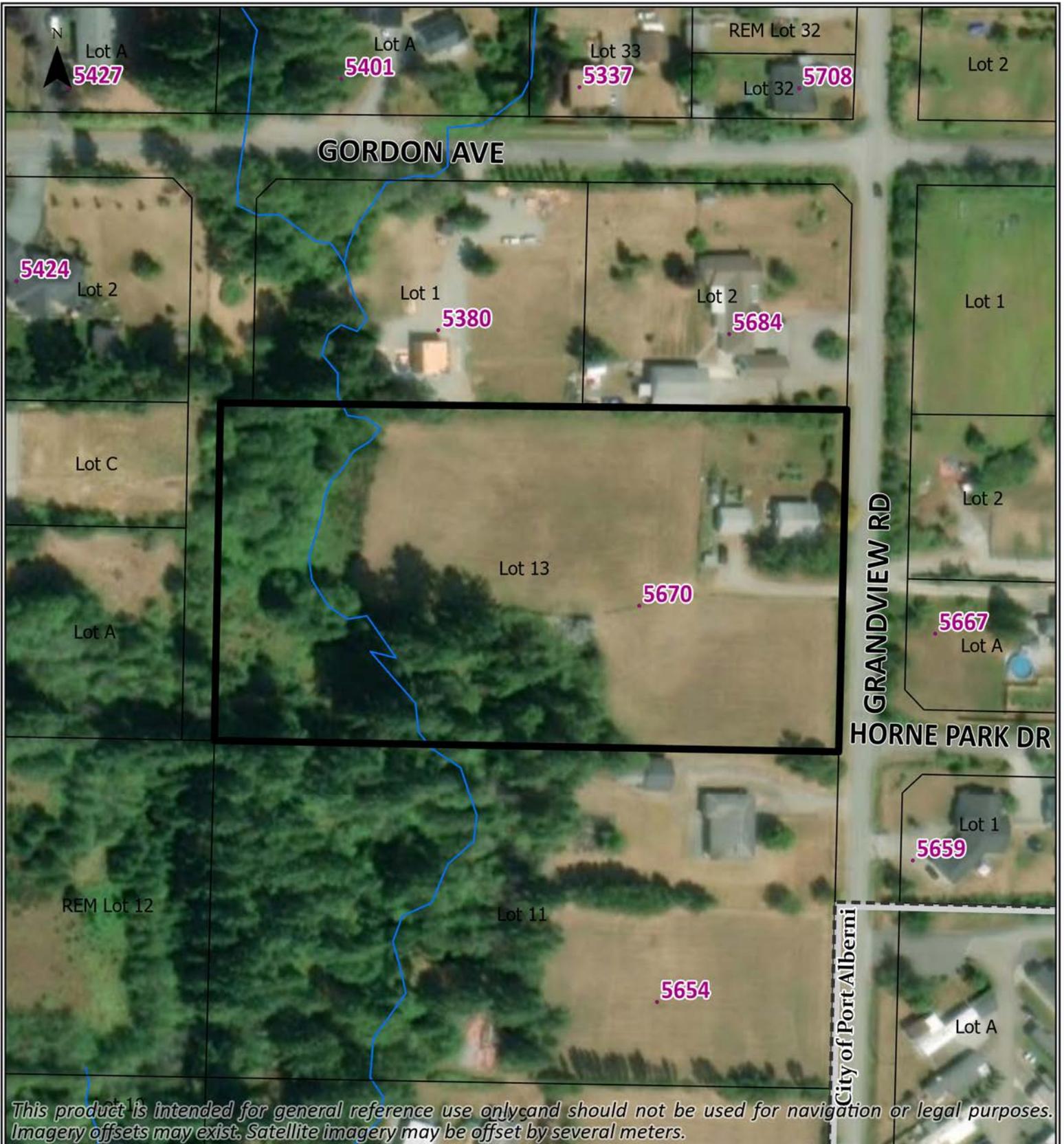


-  Subject Property
-  AV Stream Atlas
-  Jurisdictional Boundary
-  Parcels



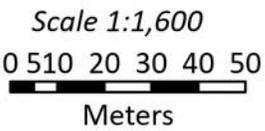
**ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT**

Prepared 2025-10-15
 Sources: Prov. BC, ParcelMapBC; ACRD



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5670 Grandview Rd
 LOT 13, DISTRICT LOT 20, ALBERNI DISTRICT,
 PLAN 921



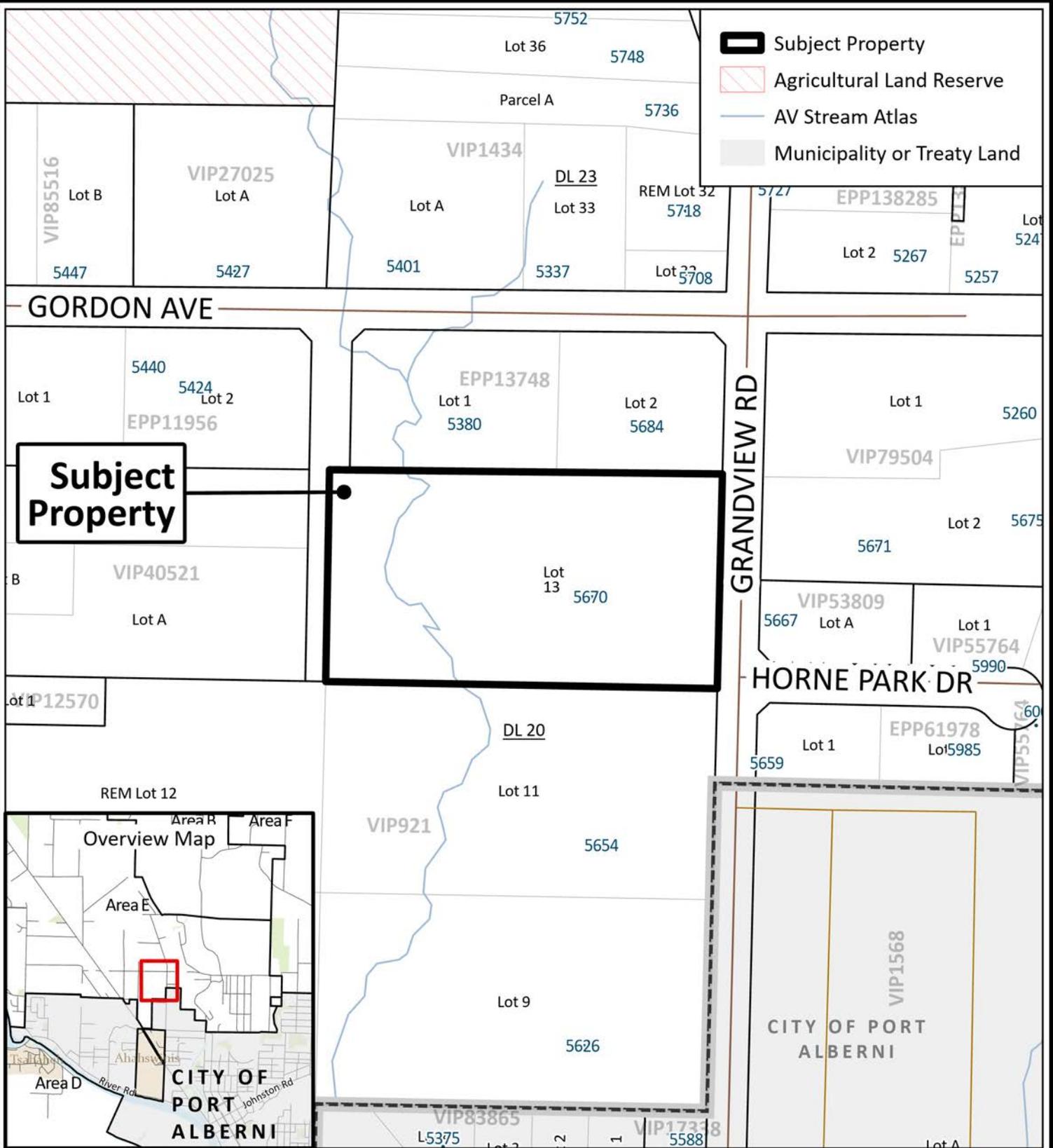
- Subject Property
- AV Stream Atlas
- Jurisdictional Boundary
- Parcels



**ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT**

Prepared 2025-10-15
 Sources: Maxar, Microsoft Prov. BC,
 ParcelMapBC; ACRD

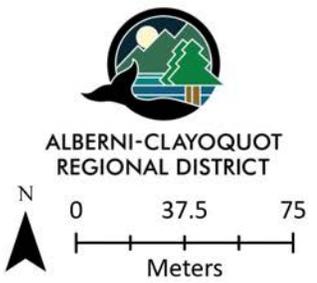
-  Subject Property
-  Agricultural Land Reserve
-  AV Stream Atlas
-  Municipality or Treaty Land



Subject Property



 Civic Address: 5670 Grandview Rd
 Legal Description: LOT 13, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 921





To: ACRD Board of Directors

Voting Structure: Electoral Area Directors

From: Alex Dyer, GM of Planning & Development

Meeting Date: December 10, 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 issue Development Variance Permit DVF25001.

Options Considered:

1. If the Board is considering denying the variance, the appropriate motion would be:
"THAT the Alberni-Clayoquot Regional District Board of Directors deny Development Variance Permit DVF25001."
 2. If the Board is considering deferring a decision to allow for additional neighbourhood input, the appropriate motion would be:
"THAT the Alberni-Clayoquot Regional District Board of Directors defer a decision on Development Variance Permit DVF25001 and direct staff to prepare a public notice and package with additional information and notify neighbouring property owners as per Local Government Act s. 499."
-

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 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)

PL20250007/DVF25001

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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). The report recommends restoration of the riparian area which would be required as a condition of the development permit.

Public Correspondence Received at the August 27, 2025 Board Meeting:

A public notice was mailed to residents and property owners within 100m of the subject property on August 8, 2025. Six (6) letters of public correspondence were received by the Board at the August 27 meeting. Five (5) letters expressed opposition to the variance and one letter expressed 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. The letters received at the August 27 meeting are attached to this memorandum as Appendix 'A'.

At that meeting, the Board resolved to “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”.

December 2025 Update:

The applicants have submitted a package in support of the application. The package includes a letter from the property owners detailing the riparian area restoration plan which includes establishing a 10-metre vegetated buffer zone along Platzer Creek, removing industrial equipment from the riparian area, fencing restored areas, and ongoing maintenance of the oil-water separator in the parking area. The letter further details fuel management plans, noise mitigation, property use, wildfire mitigation, and road conditions adjacent to the property. The package also includes seven (7) letters of support provided by property owners in the surrounding area. The applicants submission is attached as Appendix 'B'.

The applicants will be presenting as a delegation to the December 10, 2025 Board meeting to address concerns raised in the public input process.

Comments:

Additional background information attached to this memorandum include the staff report that was initially considered by the Board on June 25, 2025, site plan, engineered building plans, and the QEP report from Aquaparian Environmental Consulting. These documents are attached as Appendix 'C'.

Given the applicant's plans to mitigate neighbour nuisance concerns, in addition to the riparian area restoration and environmental stewardship plan recommended by the Professional Biologist and required by the development permit, it is recommended that the Board issue Development Variance DVF25001.

Alternative options for the Board to consider include:

1. Deferring a decision on DVF25001 and directing staff to conduct additional public consultation. This would include compiling a package of new information presented by the applicants and preparing a second public notice to be sent to neighbouring residents and property owners within the notification

area. Any additional public correspondence would be presented to the Board at a future meeting.

2. Denying Development Variance DVF25001 and directing staff to engage with the applicants to discuss options for bringing the structure into compliance with ACRD bylaws.

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

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

Dear Neighbours,

We are writing in response to concerns regarding our property at 6614 Andrews Lane and the Development Variance Permit DVF25001. We appreciate the opportunity to clarify our intentions and address the issues raised.

We acknowledge that the steel-frame shed encroaches into the 30-meter watercourse buffer. This was not intentional, and we are committed to resolving the issue through the proper permitting process. We have retained Aquaparian Environmental Consulting Ltd. to conduct a Condition and Impact Assessment, and McGill and Associates Engineering to review the structure. Based on their recommendations, we will implement a Restoration Plan to improve riparian health along Platzer Creek and ensure the building is safe and compliant with building code requirements.

We understand that concerns were raised about our property and its use for our business. We would like to respectfully respond to these concerns:

Property Use & Business Operations

The industrial use of our property predates the Cherry Creek Official Community Plan and is recognized as legal non-conforming. We are not expanding operations and continue to take steps to minimize our impact on the surrounding area. While other small businesses and equipment operators also work in the area, we have observed that concerns about noise and traffic are often disproportionately directed at us. We remain committed to being respectful neighbours and welcome constructive dialogue to discuss specific concerns.

Noise & Equipment Use

We are actively working to reduce noise and limit equipment use during sensitive hours. Industrial land in the region is limited and often prohibitively expensive, which presents challenges for small operators like us. Despite these constraints, we strive to conduct work during regular weekday hours. On occasion, urgent or time-sensitive tasks – such as those related to critical infrastructure providers like BC Hydro or snow and ice control for valley businesses - may require work outside these hours. We appreciate your understanding and aim to minimize disruptions.

Platzer Creek & Environmental Stewardship

Platzer Creek is an important part of the neighbourhood and ecosystem. The existing creek crossing on our property predates our ownership and has been reviewed by Aquaparian, who recommend that it remain in place. Their archival research found no prior reports on Platzer Creek. We have performed minimal maintenance around the creek but have needed

to remove a few mature trees that were rotten and posed safety risks after falling onto our property and damaging a vehicle.

Restoration efforts will include:

- - Establishing a 10-meter riparian buffer with native vegetation
- - Removing industrial materials from sensitive zones
- - Fencing restored areas to prevent future encroachment
- - Monitoring water quality and maintaining the oil-water separator

Fuel Management & Environmental Safety

We do not operate a fuel truck. Some of our pickup trucks are equipped with certified tidy tanks for remote equipment refueling, in compliance with Transport Canada regulations.

Building Permits & Compliance

We acknowledge that the shed was installed without the proper permits. We are working with the Alberni-Clayoquot Regional District (ACRD) to bring the structure into compliance. Our property allows outbuildings covering up to 5% of the total land area, including the option to add an additional dwelling. The existing buildings, including the one in question, remain within this allowable limit.

Additional Concerns

Wildfire Incident

A fire occurred on a neighbouring vacant property we own. It was quickly responded to by ourselves, the Cherry Creek Fire Department, and BC Wildfire Services. No equipment-related cause was identified. We have developed a fire safety plan for our property that includes fire suppression equipment, and we have a water tanker on standby during fire season. The shed referenced in the development variance is constructed from non-combustible materials.

Road Conditions on Clayton Road

We understand that concerns have been raised regarding the condition of Clayton Road near our additional properties. The natural slope and runoff in this area are longstanding issues that are beyond our control. Our use of this road is currently infrequent, and we remain committed to minimizing any impact associated with our access.

We are committed to being responsible stewards of our land and respectful neighbours. Our goal is to bring the property into compliance, protect Platzer Creek, and operate in alignment with community and environmental values. This is our home, and we share many of the same values as our rural neighbours. We love the outdoors, enjoy backcountry activities, and cherish time with family and friends.

Thank you for your time and consideration.

Sincerely,

Denis and Dianne Francoeur

Property Owners – 6614 Andrews Lane

Development variance permit DVF25001

From steve brown [REDACTED]

Date Mon 2025-10-27 9:24 PM

To [REDACTED]

To whom it may concern

I am writing this letter to support Denis Francoeur in his development variance permit DVF25001 on his property. I have no concerns or problems with anything that he is doing and will be happy to answer any questions that anyone has to ask.

Steven Brown

[REDACTED] Cherry Creek Road

Port Alberni B.C. [REDACTED]

Phone [REDACTED]

Sent from my iPhone

October 31, 2025

Alberni Clayoquot Regional District

Re: File DVF 25001

I am a long time neighbor of the Francoeurs, for over 45 years. I am in support of their application for a variance as to the height of their steel building and reduced watercourse setback.

Nothing they are doing on their property threatens Platzer Creek. The property is kept in really good order. There is a lot of wildlife that passes through their property – deer, rabbits the occasional bear, which would not happen if their business posed any kind of environmental threat. All of the neighbors' kids played in the creek on their property growing up, including ours. Likewise their steel building has been in existence for a long time and doesn't represent a problem in any way.

There have been many home based small businesses in our immediate area, with only two remaining now. Francoeurs have been excellent and considerate neighbors, they have always run their business in a way that minimally affects the neighborhood and has for over at least 4 decades.

I am happy to support this application. Please call me if you have any further questions

Cliff Nordmarken [REDACTED] Cherry Creek Road [REDACTED]

October 31, 2025

Alberni Clayoquot Regional District

Re: File DVF 25001

As nearest neighbors to the property of Diane and Denis Francoeur at 6014 Andrew's Lane, I would like to register support for a variance permit to reduce watercourse set back and increase permitted height for a steel frame structure on their property.

We have lived at [REDACTED] Cherry Creek Road since 1979; the Francoeurs have been our neighbors ever since. Our children, now in their 40's and 50's, grew up together, were constantly back and forth between each other's properties, often playing in the creek in question. The creek has never been allowed or would be allowed to be compromised in any way from their property, and is likely where their grandchildren now play. Likewise, I cannot see why the height of the building, which has been in existence for years problem free, is any kind of a problem now.

On our side of Cherry Creek Road, from Horne Lake to the Francoeur's property, 5 of the 7 existing properties have had home based businesses over the 45 years we have lived here. Henry Romuld and his son Gerald had excavating businesses, Whittons ran a furniture making business, we had a welding shop. Henry maintained the water system for Cherry Creek for years, and then Denis took over that business. We were all good neighbors and supportive of each other.

Denis and Diane continue in that vein, always with regard to their neighbors. Their business isn't done on their property, they park and repair their vehicles; trucks leave in the morning and return in the late afternoon. They are no traffic or parking issues from customers coming and going. Their drivers drive very respectfully through the neighborhood, and in fact they ensured that before the highways department paved Andrew Lane, they watered the gravel to keep dust down regularly. Their property is very well kept and maintained, and I often look out my kitchen window across the Francoeur's driveway to see deer bedding down or grazing in what looks like a park on their property.

I bring this up because it appears some neighbors, either newcomers to the area who knew the nature of the neighborhood and the small businesses operating (only two of the former 5 still remain) when they bought their properties, or former business owners who are suddenly taking exception to a long time business still operating, are opposing this application as an occasion to complain in a more general way that is frankly becoming like a vendetta.

The minimal traffic from the Francoeur property, two times a day, is nowhere near the traffic we get from the quads/motorbikes and now even vehicle traffic accessing the Log Train Trail from Andrew Lane

now that the ACRD has seen fit to widen the access road, at all times of the day and night often blaring loud music as they come down from late night partying on the mountain. Yet somehow, the Francoeur's long time existing business is seeming to be targeted, either through complaint or opposition to logical variance requests.

I support the approval of this variance as both simple and logical. Please feel free to contact me if you have any questions.

Linda Nordmarken [REDACTED]

Support for Development Variance Permit DVF25001 – 6614 Andrews Lane

Dear Members of the Planning Department,

I am writing as a resident of [REDACTED] Horne Lake Road, Port Alberni, BC, to formally express my support for the Development Variance Permit DVF25001 pertaining to the property located at 6614 Andrews Lane.

Please do not hesitate to contact me at [REDACTED] should you require any additional information or clarification regarding my support.

Sincerely,

Dawn McIntyre

[REDACTED] Horne Lake Road

Port Alberni, BC

Date: Oct 30 2025

Planning Department
Alberni-Clayoquot Regional District

Subject: *Support Letter for Development Variance File #DVF25001 – Owners: Dianne and Denis Francoeur*

Dear Planning Department and Council Members,

I am writing to express my full support for the Development Variance Permit application submitted by Dianne and Denis Francoeur, referenced as **File #DVF25001**.

Having reviewed the proposal and understanding the nature of the requested variance, I believe the Francoeurs' application is both reasonable and considerate of surrounding properties. The proposed adjustments do not negatively impact neighboring properties, sightlines, or the overall character of the area..

Dianne and Denis have been long-term residents of our community and have consistently shown a strong commitment to its well-being. They continually demonstrate thoughtful decision-making, respect for their neighbors, and a genuine desire to contribute positively to the community's long-term growth and appeal. For these reasons, I fully support approval of Development Variance File #DVF25001 and encourage Council to move forward in granting this request.

Thank you for considering my comments. Please feel free to contact me if you require any further information.

Sincerely,



Gordon McIntyre

 **Horne Lake road**

Development Variance Permit DVF25001

From Erni Michele Jamieson [REDACTED]
Date Tue 2025-10-28 7:23 PM
To [REDACTED] planning@acrd.bc.ca <planning@acrd.bc.ca>

Al Romuld
[REDACTED] Cherry Creek Road
Port Alberni, BC
[REDACTED]

To whom it may concern;

Re: DVF25001

I share, and have shared for over 50 years, a property line with 6614 Andrews Lane, Port Alberni.

I do not have any issues with the open steel framed shed structure being permitted to remain as, and where is at 6614 Andrews Lane. If that requires reducing a setback and increasing a height restriction, I have no issues with either change.

Al Romuld



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

PLANNING REPORT

To: ACRD Board of Directors

Meeting Date: June 25, 2025

From: Brooke Eschuk, Planner I

File #: PL20250007/DVF25001

Electoral Area: F - Cherry Creek

Voting Structure: Electoral Area Directors

Subject: Development Variance Permit DVF25001 - 6614 Andrews Lane (Francoeur)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing Development Variance Permit DVF25001 subject to:

- i. the issuance of a development permit to satisfy the guidelines of DPA I – Riparian Area Protection in the Cherry Creek OCP.*
- ii. neighbouring properties being notified as per Local Government Act s. 499.*

Development Variance DVF25001:

- 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.*

Development Proposal: The applicant has 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 metres from the north side lot 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 applicants to proceed with obtaining a building permit for the structure.

Advisory Planning Commission Recommendation: The Cherry Creek Advisory Planning Commission considered this application at their June 17, 2025 meeting where the APC passed a motion to support the variance application as presented, subject to the satisfaction of the development permit requirements and the neighbour notification process.

Property Owner(s): Dianne and Denis Francoeur

Applicant/Primary Contact: Denis Francoeur

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)	N	Lot Size (ha):	1.83 (4.52 ac)

Current Zoning	RA2 - Acreage Residential District	Proposed Zoning	n/a
Current OCP	Cherry Creek, Residential Use	Proposed OCP	n/a
Development Permit Area(s)	DPA I – Riparian Areas Protection (15 m)		
Current Use & Description	<p>The property is located at the east end of Cherry Creek Road, accessed off Andrews Lane. The applicant’s single family dwelling, pool and yard area are located in the centre of the property. Platzer Creek runs north to south on the western side of the property. Accessory buildings, workshops, open storage of vehicles and heavy industrial equipment, and building materials are located to the north and west of the dwelling. Logs and scrap materials such as concrete, gravel and metal are stored throughout the property.</p> <p>Debris, materials, and equipment are stored within the 15 m riparian area along Platzer Creek and a culvert has been installed in the creek without a permit. The property owner has applied for a development permit and engaged a Qualified Environmental Professional to address this encroachment.</p> <p>The property owners are applying for building permits and a development variance to legalize the siting of two structures built without permits – a 1,880 square foot open steel frame shed that is over-height and located 11.7 metres from the creek, and a 1,840 square foot shop structure that complies with the required setbacks on the property.</p>		

Surrounding Zoning and Land Use			
North	RA2 - Acreage Residential District	South	RA2 - Acreage Residential District
East	RA2 - Acreage Residential District	West	RA2 - Acreage Residential District

Services:

- a) **Sewage Disposal:** On-site Wastewater Disposal System.
- b) **Water Supply:** Cherry Creek Community Water System.
- c) **Fire Protection:** The parcel is within the Cherry Creek Fire Protection Area.
- d) **Access:** Access to the parcel is from Andrews Lane located at the east end of Cherry Creek Road.

Planning Policy Discussion:

- a) **Official Community Plan:** The parcel is designated as ‘Residential Use’ in the Cherry Creek OCP. The property is impacted by DPA I – Riparian Areas Protection (15 m). The property owner has encroached upon the development permit area. The property owner has applied for a development permit to resolve the encroachment and restore the DPA as recommended by a Qualified Environmental Professional (QEP).

A Condition and Impact Assessment has been completed by Aquaparian Environmental Consulting and dated October 15, 2024. The QEP recommends a riparian area restoration plan that includes a 10 metre wide vegetated strip on the west side of Platzer Creek, a 10 metre wide portion on the south east side of the creek, maintenance of an existing oil-water separator at the site, and a reorganization of any heavy equipment to limit any potential impact to the creek. The recommendations in the QEP report will be included as required conditions of the development permit.

A development permit is required to satisfy the conditions of the DPA I – Riparian Areas Protection guidelines in the Cherry Creek OCP.

- b) Zoning:** The parcel is zoned Acreage Residential (RA2) District. The applicant requires a development variance to legalize the siting of an open steel frame shed that is located within the watercourse setback and is over-height with respect to the building height requirements in a Residential District.

	Current: RA2	Proposed
Minimum Lot Area (ha)	0.4	
Minimum Lot Width (m)	36.5	
Principal & Accessory Front Yard Setback (m)	12.1	
Principal Side Yard Setback (m)	4.5	
Principal Rear Yard Setback (m)	9.1	
Accessory Side Yard Setback (m)	0.9	
Accessory Rear Yard Setback (m)	0.9	
Watercourse Setback (m)	30	11.7
Accessory Building Height (m)	4.6 with increased setback	6.7

This proposal does not comply with the ACRD Zoning Bylaw and a development variance is required to legalize the siting of the open steel frame shed structure located on the north side of the property, 11.7 metres from Platzer Creek.

Comments: The property owner has built two accessory structures on the property without building permits. The development variance application, and subsequent development permit and building permit applications, would legalize the existing structures. The applications are the result of bylaw enforcement action relating to the use of the property. The applications intend to address encroachment into, and the restoration of, the 15 m riparian area, to address the building encroachment into the 30 m building setback from a watercourse, and to permit an increased building height.

The applicant has installed a culvert within Platzer Creek to access the west side of the property and has cleared portions of the riparian area. The QEP has recommended a detailed restoration plan of the riparian area and does not recommend the removal of the culvert in Platzer Creek. 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 QEP report concludes that if the restoration and site development standards recommended in the report are followed, the environmental condition of the site would be “greatly improved over existing conditions”. The issuance of the development permit to follow the QEP recommendations would be included as a condition of approval for the development variance.

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.

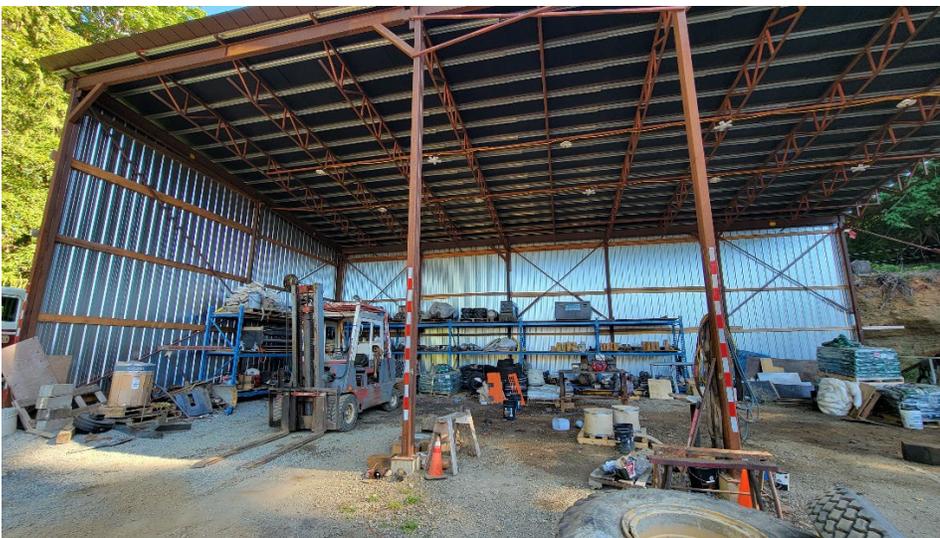
It is recommended that the Board proceed with the neighbour notification process to gather public input on the application prior to making a decision on the variance.

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

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

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

Site Photos



Open Steel Framed Shed Structure in July 2023



Open Steel Framed Shed and Shop Structure in July 2023



Proximity of Open Steel Framed
Shed Structure to Platzter Creek
in July 2023

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:

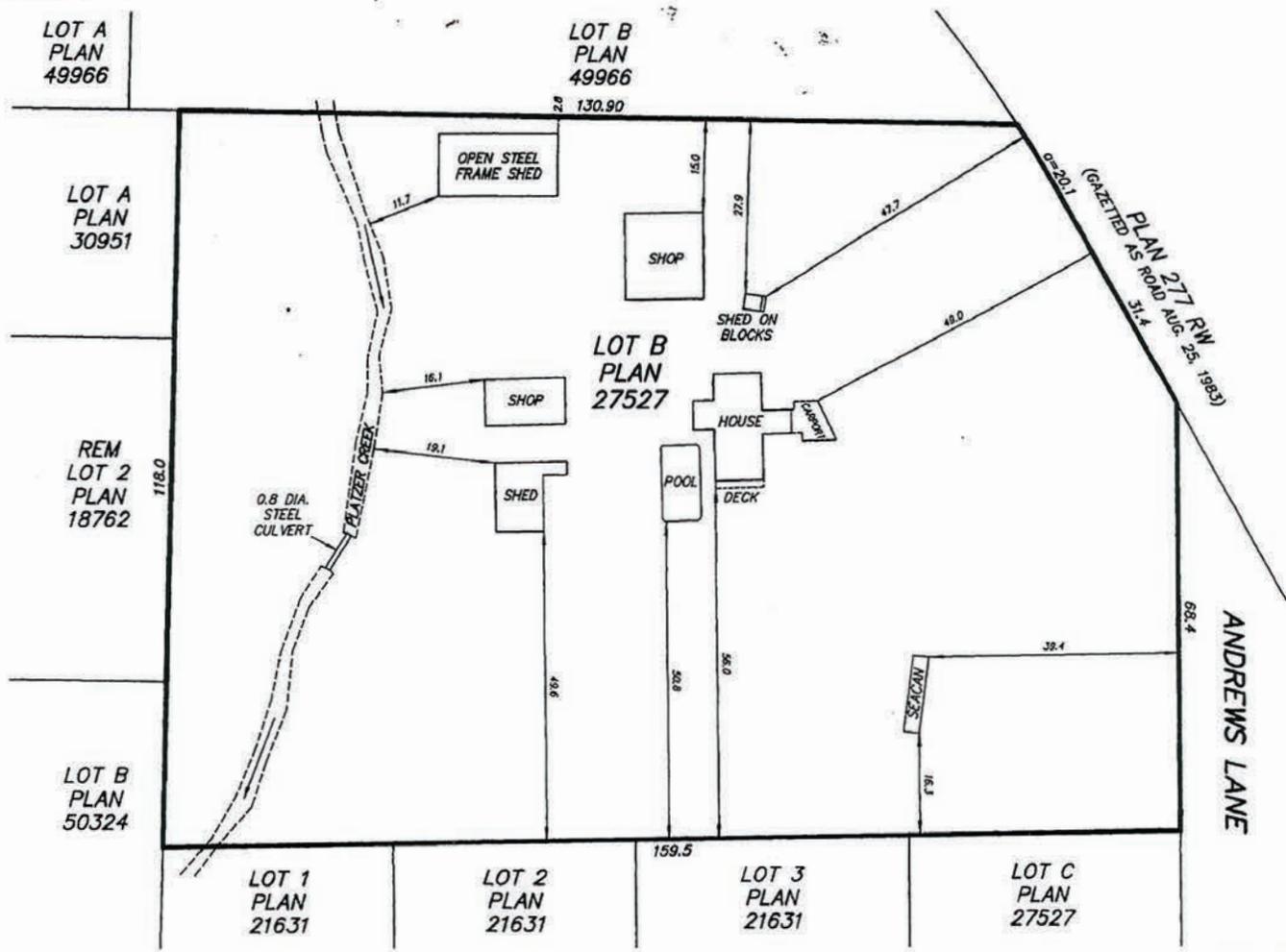
ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF AND ARE DERIVED FROM PLAN 27527.

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

Neil Bauder
D3K513

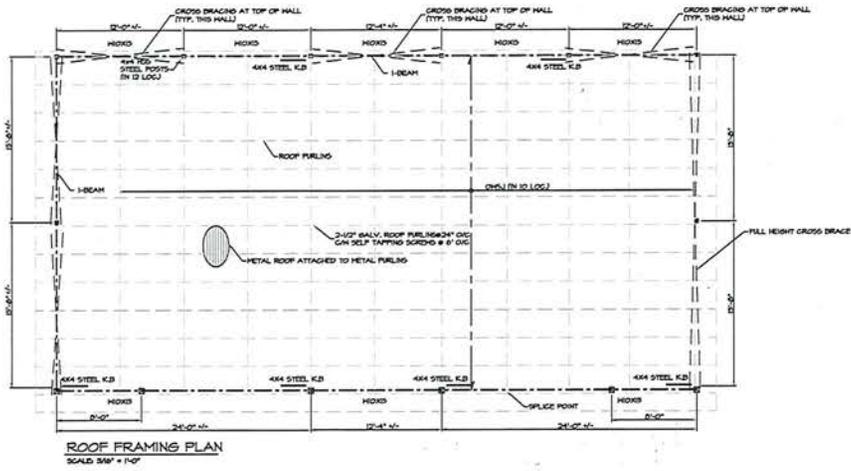
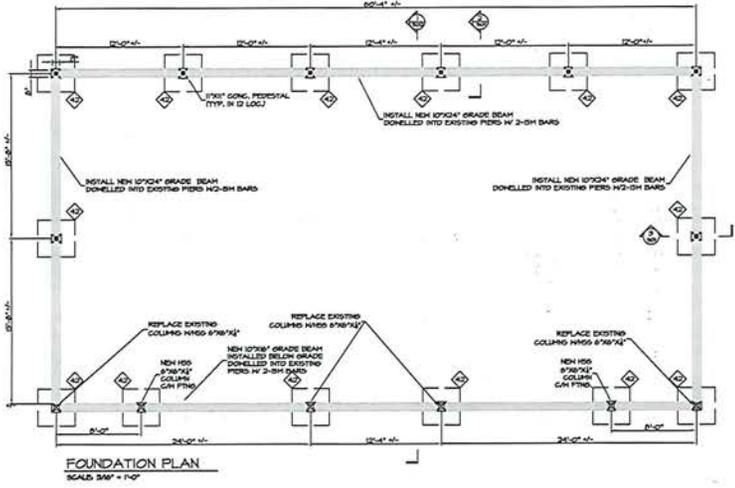
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Neil Bauder D3K513
Date: 2023.12.30
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223 FERN ROAD W.
QUALICUM BEACH, B.C. V9K 1S4
PHONE: 250-752-9121
FAX: 250-752-9241
FILE NUMBER: 23-193-BL
DRAWING FILE: 23-193 BLC1.dwg
DATE: 2023-12-30

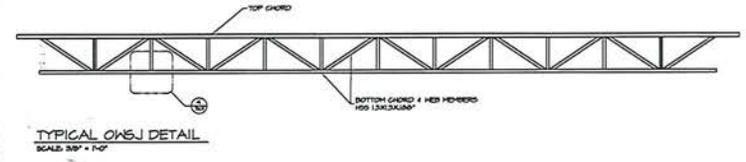
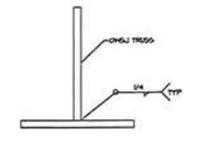
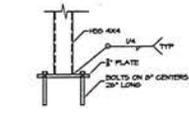
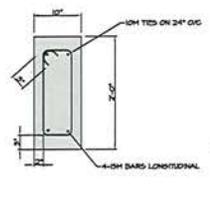
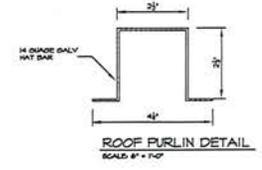
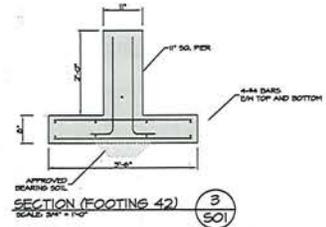
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FOOTING SCHEDULE	
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NOTES:	
1.	FOOTING SIZES BASED ON SOIL BEARING IN GENERAL NOTES SEE NOTES FOR GEOTECHNICAL REQUIREMENTS.
2.	SEE TYPICAL DETAILS FOR STEPPED FOOTINGS.
3.	CLEAR COVER TO FOOTING REINFORCING TO BE 3\"/>
4.	FOR PAD FOOTINGS, PLACE OUTER BARS 3\"/>
5.	102\"/>

LEGEND	
	CONCRETE FOOTING
	CONCRETE FOUNDATION WALL
	SHEAR WALL
	BEARING WALL
	PARTITION WALL
	BEAM
	POST



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NO.	REVISION DESCRIPTION	DATE	BY	APP'D	CHK	DATE
A	ISSUED FOR CONSTRUCTION	2024.12.16	IN	SW	FEED 3006	16
B	REVISION DESCRIPTION					

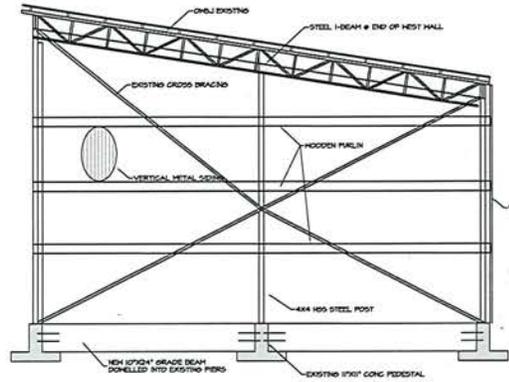


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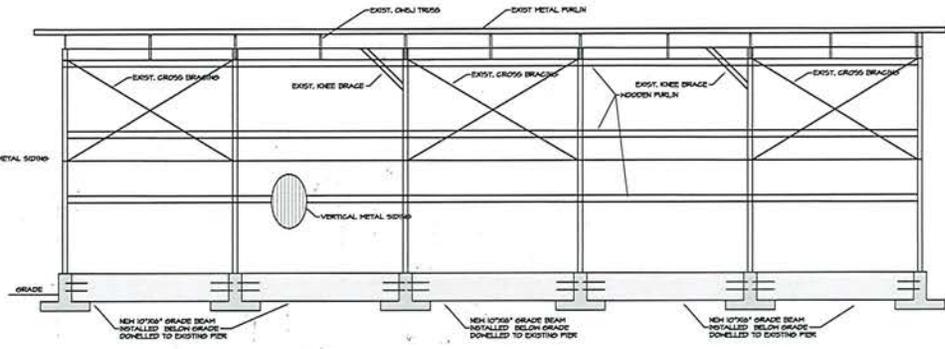
FRANCOEUR
 6614 ANDREWS LANE PORT ALBERNI
 MACHINE SHED

SHEET No.	S01
2 of 3	REV. A
DRAWING No.	S4580 OWSJ S01

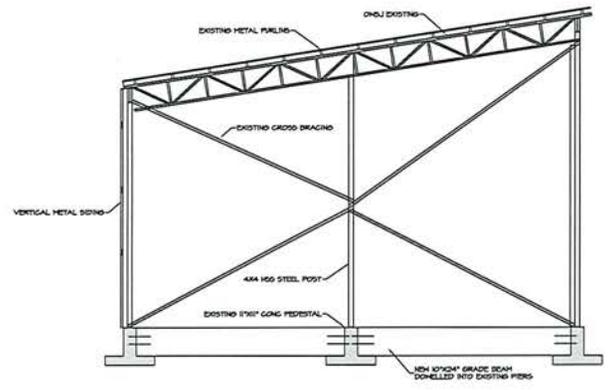
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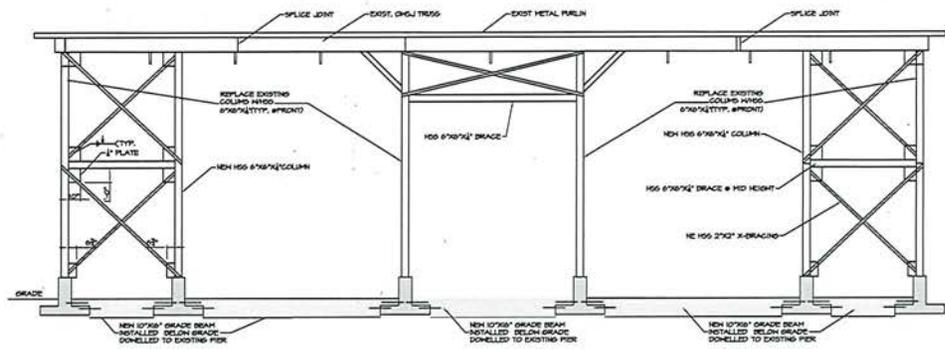
SECTION
SCALE: 1/4" = 1'-0"



NORTH ELEVATION VIEW
SCALE: 1/4" = 1'-0"



EAST ELEVATION VIEW
SCALE: 1/4" = 1'-0"



FRONT ELEVATION VIEW
SCALE: 1/4" = 1'-0"

THIS PLAN AND SPECIFICATIONS ARE MADE UP OF ALL THESE SHEETS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF ALL DIMENSIONS AND CONDITIONS OF THE WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY MATERIALS AND LABOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING LANDSCAPE AND PLANTING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING HISTORIC STRUCTURES AND MONUMENTS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING CULTURAL RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING ENVIRONMENTAL RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING SOCIAL RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING ECONOMIC RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING POLITICAL RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING LEGAL RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING ETHICAL RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING MORAL RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING SPIRITUAL RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING SCIENTIFIC RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING ARTISTIC RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING LITERARY RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING MUSICAL RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING THEATRICAL RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING FILM RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING TELEVISION RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING RADIO RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING INTERNET RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING MOBILE RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING SOCIAL MEDIA RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING VIDEO RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING AUDIO RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING IMAGE RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING TEXT RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING DATA RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING SOFTWARE RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING HARDWARE RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING NETWORK RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING SYSTEMS RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING SERVICES RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING PRODUCTS RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING SERVICES RESOURCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING PRODUCTS RESOURCES.

NO.	REVISION DESCRIPTION	DATE	BY	APP'D	FIELD BOOK No.	NO. SHEETS	TOTAL SHEETS
A	ISSUED FOR CONSTRUCTION	2024.12.16	SM	SMF			

DESIGN	SM
DRAWING	SMF
CHECKED	SMF
APPROVED	SMF
DATE	2024.12.16
SCALE	AS SHOWN
NO. SHEETS	3 OF 3
TOTAL SHEETS	3



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FRANCOEUR
 6614 ANDREWS LANE PORT ALBERNI
 SECTION AND ELEVATION

SHEET No.	S02
3 of 3	REV. A
DRAWING No.	S4580 OWSJ S02



AQUAPARIAN

Environmental Consulting Ltd.



October 15, 2024

Dianne & Denis Francoeur
6614 Andrews Lane
Port Alberni, BC V9Y 8T5

Via Email: [REDACTED]

**RE: 6614 ANDREWS LANE, PORT ALBERNI BC
CONDITION AND IMPACT ASSESSMENT**

1.0 INTRODUCTION

Aquaparian Environmental Consulting Ltd. (Aquaparian) was retained to complete a Condition and Impact Assessment (CIA) for 6614 Andrews Lane, Port Alberni BC located in Electoral Area F – Cherry Creek of the Alberni-Clayoquot Regional District (ACRD). The parcel is legally identified as follows:

LOT B, DISTRICT LOT 246, ALBERNI DISTRICT, PLAN 27527 (PID 002-119-668).

The parcel is zoned RA2 – Acreage Residential and is approximately 4.34 acres (1.77 ha) in area. A location map of the site in relation to the surrounding area is included as Figure 1a with a close-up of the subject parcel as Fig. 1b. Site photographs are included in Appendix A.

A review of the ACRD webmap identifies that Platzer Creek flows along the west side of the parcel and is associated with Development Permit Area (DPA) I – Riparian Areas Protection, which extends 15m from the high water mark (HWM) of '*minor streams*' identified as fish-supportive habitat or connected watercourses which includes Platzer Creek. The Riparian Areas Protection Regulation (RAPR) does not apply to properties within the ACRD. As understood, the Francoeurs have been operating a forestry and excavation company (currently Denis Francoeur Backhoeing Ltd.) from their residential property prior to the adoption of the ACRD Zoning Bylaw in 1973, as recognized by Alex Dyer, ACRD Planning Manager through email correspondence (April 21, 2023). It has been documented that complaints have been filed through the ACRD regarding "operation of an industrial business in contravention of the ACRD Zoning Bylaw No. 15 – Acreage Residential (RA2) District." Aquaparian has reviewed the correspondence between the property owners and the ACRD (October 24, 2022; December 5, 2022; February 21, 2023 and subsequent e-mail correspondence) and understands that the ACRD recognizes that the parcel has legal, non-conforming status related to operation

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of limited industrial activities. The ACRD has identified that unauthorized expansion of the operation has been confirmed through an assessment of aerial imagery and that clearing and/or land alteration and potential storage of equipment has occurred in the 15m DPA without a permit. Work within DPA I requires an environmental assessment to first be completed by a Qualified Environmental Professional (QEP) as part of the permit application as per Cherry Creek OCP Bylaw P1278 – Section 16.4 DPA I Riparian Areas Protection, adopted September 2012. If work is completed without a permit, a Condition and Impact Assessment (CIA) is required by the municipality to document existing site conditions, to determine any impacts to the watercourse and the riparian area, and to develop a remediation plan (if necessary) to restore the functionality of the DPA.

2.0 BACKGROUND

A review of the provincial database, Habitat Wizard, does not provide any information regarding fish-bearing status for Platzer Creek (Watershed Code 930-137400-17300-23000-6970). The creek drains into Cherry Creek (930-137400-17300-23000) approximately 550m southwest of the subject parcel. Cherry Creek is recorded to support coastal cutthroat trout (*Oncorhynchus clarkii clarkii*), coho salmon (*O. kisutch*), and steelhead (*O. mykiss*).

A review of the Wildlife Tree Stewardship Atlas (WiTS) does not identify any bald eagle nests located within or adjacent to the property. A review of the BC Great Blue Heron Atlas does not identify any heron nests located within or adjacent to the property. No eagle or heron nests were identified during the site assessment of the parcel; however, the site visit was focused on potential impacts to riparian habitat only.

A review of the BC Conservation Data Centre iMap for mapped occurrence records did not identify any known occurrence elements of provincially red- or blue- listed plants or animal species or ecosystems mapped within or adjacent to the subject parcel. The parcel has been used industrially for a long period of time so no species-at-risk or specialized habitat for species-at-risk was identified or is expected to be found on the property.

3.0 REGULATORY REVIEW

The following regulations are relevant to the subject parcel:

Federal Fisheries Act Section 35: No person shall carry on any work, undertaking or activity, other than fishing, that results in the death of fish. No person shall carry on any

work, undertaking or activity that results in the harmful alteration, disruption or destruction of fish habitat. The definition of harmful alteration, disruption or destruction of fish habitat (HADD) is any temporary or permanent change to fish habitat that directly or indirectly impairs the habitat's capacity to support one or more life processes of fish.

Federal Fisheries Act Section 36: Environment and Climate Change Canada administers Section 36 of the *Fisheries Act*, the key pollution prevention provision, prohibiting the deposit of deleterious substances into waters frequented by fish, unless authorized by regulations under the *Fisheries Act* or other federal legislation. A deleterious substance can be any substance that, if added to any water, would degrade or alter its quality such that it could be harmful to fish, fish habitat or the use of fish by people. "Deleterious substances" include sediments. If heavy rains result in mobilization of fines into the watercourse from exposed soils, water quality may be impaired.

Federal Migratory Birds Convention Act, 1994. Most species of birds in Canada are protected under this act. "Migratory birds" are defined by Article I of the Convention which names the families and sub-families of birds protected, and provides some clarification of the species included. In general, birds not falling under federal jurisdiction within Canada include grouse, quail, pheasants, ptarmigan, hawks, owls, eagles, falcons, cormorants, pelicans, crows, jays, kingfishers, and some species of blackbirds.

Federal Migratory Birds Regulations, 2022 (MBR), provides protection to migratory bird nests when they are considered to have a high conservation value for migratory birds. The MBR prohibits the damage, destruction, removal or disturbance of nests of all migratory birds when there is a live bird or viable egg, or if the nest was built by a species that is listed in Schedule 1 of the regulation. Schedule 1 lists 18 species which are protected year-round unless they are shown to have been abandoned for a designated period of time depending on the species. In BC there are only two Schedule 1 species; great blue heron are protected for 24 months after reporting the nest is unoccupied, and pileated woodpecker are protected for 36 months after reporting unoccupied.

Provincial Water Sustainability Act. Works in and about a stream under Section 11 of the *Water Sustainability Act* requires that a person may only make "changes in and about a stream" under a "Change Approval" or "Notice of Authorized Change". A Change Approval is a written authorization to make complex changes in and about a stream. A Notice of Authorized Change is used for specified low risk changes in and about a stream that have minimal impact on the environment or third parties. "Changes in and about a stream" means: *any modification to the nature of the stream including the land, vegetation, natural environment or flow of water within the stream, or any activity or construction within the stream channel that has or may have an impact on a stream.*"

Section 34 of the Provincial *Wildlife Act*, states that a person commits an offence if the person, except as provided by regulation, possesses, takes, injures, molests or destroys:

- (a) a bird or its egg,
- (b) the nest of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl,
or
- (c) the nest of a bird not referred to in paragraph (b) when the nest is occupied by a
bird or its egg.

4.0 IMPACT ASSESSMENT

Aquaparian visited the site on August 27, 2024 to document site conditions of the subject parcel and impacts that have occurred within the DPA. The parcel is generally rectangular in shape and accessed by Andrews Lane from the southeast. There is a long gravel driveway parallel to the south property boundary that bends north into the centre of the property. There is a single-family home and a swimming pool located in the middle of the parcel. To the north and west of the house is the industrial operation which comprises half of the parcel and extends across the creek, while the eastern half of the parcel appears primarily to be used for residential purposes. Within the west half of the property, accessory buildings include three open workshops with two buildings including open oil change pits, one closed workshop, one small shed, and two sea cans. Machinery, equipment and materials observed within the property include: 8-10 domestic cars/trucks, four tractor cabs, eight tractor trailers, a dump truck, heavy machinery (e.g. excavator, bobcat, backhoe), a forklift, and piles of materials including metal culverts, tires, waste/scrap materials (tires, culvert sections, waste concrete, dock section, piles or hydro poles, empty metal tanks), racks of PVC pipe, excavator buckets, rip rap and gravel piles, and lock blocks. There is an oil water separator southwest of the two central workshops positioned in the riparian area approximately 3-4m east of the stream channel. It was found completely buried in a dense thicket of blackberry. As understood, it treats run-off from the two central workshops and discharges the treated water into the watercourse. The oil water separator has not been maintained or cleaned out for close to eight years (Pers comm. Denis Francoeur).

As understood, the owner recently cleared an access lane on the far west boundary of the property (~2021) for additional landing space for equipment and materials that resulted in encroachment to the 15m Riparian DPA for Platzer Creek. A survey of the reach of Platzer Creek that flows north to east through the west half of the parcel was found to have an average channel width of 2.8m, substrate composition comprised of boulders, gravel and cobble, with a 3-4% channel gradient and pool-riffle transition to cascade-pool morphology. The stream had seasonal low flows at the time of the assessment. Riparian removal along the creek has resulted in a remaining vegetation buffer of 4.7m in average width along the

west bank and 4.2m in average width along the east bank. The riparian tree canopy includes bigleaf maple (*Acer macrophyllum*), western redcedar (*Thuja plicata*), red alder (*Alnus rubra*), and bitter cherry (*Prunus emarginata*), and an understory of young grand fir (*Abies grandis*), sword fern (*Polystichum munitum*), bracken fern (*Pteridium aquilinum*), maidenhair fern (*Adiantum pedatum*), buttercup (*Ranunculus* spp.), herb-Robert (*Geranium robertianum*), Pacific ninebark (*Physocarpus capitatus*), red elderberry (*Sambucus racemosa*), common horsetail (*Equisetum arvense*), pathfinder (*Adenocaulon bicolor*), dull Oregon grape (*Mahonia nervosa*), and salal (*Gaultheria shallon*). Invasive species observed in the riparian understory include Himalayan blackberry (*Rubus armeniacus*), spurge laurel (*Daphne laureola*), holly (*Ilex aquifolium*), and periwinkle (*Vinca* sp.).

The house is surrounded by a landscaped yard with ~1000m² of lawn, a slope finished in cobble extending down from the driveway and scattered ornamental shrubs and garden plant species. The south and west side of the parcel is presently separated from the neighboring properties by a thin forest stand comprised of a mixed conifer-dominated second growth canopy.

5.0 IMPACT ASSESSMENT

Aquaparian's site assessment included eight measurements along the reach of Platzer Creek within the parcel (channel width and riparian width) and identified that the riparian area of Platzer Creek is 4.7m wide on average along the west side of the creek and 4.2m wide on the east side of the creek. At the edge of the riparian area, the DPA has been cleared and fill has been placed on either side of the creek. Debris and waste materials such as timber piles or hydro poles, a wooden dock section, and a wooden form were observed in the remaining riparian buffer area. There is a gravel road/landing area along the west bank where commercial trucks and equipment are stored that is accessed by a dirt road constructed over a CSP culvert 42m north of the downstream (southernmost) end of the creek. As understood, the culvert was installed without a Development Permit (Alex Dyer, pers. comm.). On the east bank, there are three industrial buildings situated near the watercourse. Two buildings are visible on Google Earth dating back as far as 2005, while the northernmost structure - an open workshop/storage building - appears to have been constructed in 2019 and appears to extend into the 15m DPA by approximately 5m as estimated from a measurement taken from Google Earth imagery. The southeast side of the property also include piles of industrial waste material adjacent within the 15m DPA for the creek including discarded metal culverts, boiler tanks, tires, large propane tanks, waste concrete and rock.

The extent of disturbance/encroachment varies along the stream length. Aquaparian



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calculated the disturbance within the DPA to extend along 109m of the stream length; while approximately 9m of previously disturbed area at the very north end of the channel appeared to be regenerating naturally. A strip averaging 10.3m of the DPA along the west side of the stream and 10.7m of the DPA on the east side of the stream was calculated to have been disturbed. The area of disturbance within the 15m DPA is estimated to be 1123m² on the west side, and 1188m² on the east side of the channel, for a total disturbance area of approximately 2311m². The total DPA area along the 118m reach is approximately 3540m² in total, so 65% of the DPA has experienced encroachment in the form of clearing, soil disturbance and siting of one or more structure, as well as equipment/materials storage. However, it is understood that the Francoeurs' industrial operation is considered "grandparented" (legal non-conforming) and that only the expansion is unauthorized. The following section provides recommendations to protect and enhance the watercourse over existing conditions.

6.0 RECOMMENDATIONS FOR RESTORATION AND ENHANCEMENT

Though the DPA is 15m wide, the Riparian Areas Protection Regulation (RAPR) detailed methodology, if applied to the subject watercourse, would determine a 10m Streamside Protection and Enhancement Area (SPEA) extending from the high water mark (in this case, the top of bank) based on the average stream width and would be deemed acceptable to provide the riparian functions required to keep the stream healthy.

While it is evident that the west side has been cleared and utilized more recently and a crossing installed without a permit, the east side of the DPA has historical encroachment (clearing and industrial use) dating back decades. An open workshop that appears to have been installed in 2019 extends partially into the 15m DPA, but it is constructed on footings (no foundation) in an area that was previously cleared as early as 2005 which is as far back as the Google Earth aerial photo history will show. A measurement taken on Google Earth identifies that the open shop is just over 10m from the from the estimated edge of the creek. As it extends only marginally into the 10m "SPEA" it is not recommended to be removed.

There is also an oil water separator that was identified that is associated with the workshops and situated very close to the stream bank and understands the oil separator has not been cleaned out or maintained for at least 8 years. If it is operating properly and is regularly maintained, it should function to keep contaminants including hydrocarbons and heavy metals out of the watercourse, as these deleterious substances are bound to wash into the watercourse if not intercepted due to long-term industrial use of the site and the topography that gently slopes from the shops/industrial area towards the stream. Aquaparian recommends that the vegetated area surrounding the oil water separator be

cleared and separator inspected by a qualified agency to ensure it is in good working order and that it be regularly maintained as recommended by the inspecting agency and as required by the *Environmental Management Act* and that that service records are maintained. Collected water samples from it outlet toe the creek should also be taken to ensure the system is functioning properly and not directing contaminated water directly into the creek.

Aquaparian does not recommend that the road culvert leading to the west side of the property be removed as long as it meets the required capacity for the hydrology of the stream (outside of Aquaparian's scope) because removal at this point may cause more potential impacts than leaving it in place. It appears to be functioning and no erosion issues nor obstruction to fish passage (if fish are present in this reach of the watercourse) were observed.

Aquaparian recommends that the west side of the watercourse is restored to a width of 10m with native plantings as recommended in a Restoration Planting Plan that has been prepared and included with this report as Appendix B. That heavy equipment / trucks be re-organizes so that any fuel or chemical hydrocarbon spills cannot migrate towards the creek and that scrap material be disposed of off-site at a certified disposal depot. Aquaparian recommends that the southeast side of the creek be restored to a natural state including the removal of all machinery and stockpiled material within 10m of the stream channel and the re-instatement of the 10m riparian vegetation buffer. The northeast section of the creek upstream of the new road culvert can be left as is to allow space for the industrial operation to continue as it has been prior to expansion. The oil water separator is to be exposed on a permanent basis, cleaned out and serviced as previously identified.

In order to prepare for the planting works, the client to first remove all materials and equipment from the 10m riparian buffer (e.g. piles of rock, culverts, treated timber, scrap metal, tires, truck trailers, mechanical equipment, etc.). A sufficient layer of topsoil will need to be imported for the plantings due to the compacted surface that exists now. Once restored, no encroachment to the restoration area is permitted. The area will then need to be fenced as shown in the planting plan to prevent encroachment in the future. Fencing can include wooden rail fencing or 4ft mesh fencing.

Restoration of the impacted areas will contribute riparian vegetation that is intended to provide the following ecological features and indirect functions to downstream fish habitat:

- vegetation to assist in controlling localized erosion;
- groundwater recharge;
- litter fall and insect drop;



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- filtration of pollutants and sediments, preservation of water quality;
- shade which reduces water temperature; and,
- additional benefits to wildlife such as natural travel corridors, connectivity between habitats, food and water resources, and amphibian breeding habitat.

If the recommendations provided in this report are followed including implementation and maintenance of the restoration plantings, then the environmental condition of the site will be considered to be greatly improved over existing conditions.

7.0 CONCLUSION

Aquaparian was retained to complete a Condition and Impact Assessment for 6614 Andrews Lane in response to complaints regarding clearing and industrial use of the 15m Riparian Areas Protection DPA of Platzer Creek. Aquaparian understands that the property's industrial use predates the implementation of the ACRD's Cherry Creek OCP (2012) and considers the use of the parcel to be legal non-compliant. However, recent expansion of the operation occurred with established Development Permit Areas for riparian protection, which is not permitted. Aquaparian has identified historical and recent impacts to the DPA and has identified an estimated disturbance of 1123m² on the west side of the creek, and 1188m² on the east side for a total disturbance area of approximately 2311m² of riparian habitat. With recommendations to restore a 10m wide riparian strip along the west side of the creek and a 10m section along the southeast section of the stream below the new road crossing culvert, that riparian habitat conditions are expected to significantly improve over existing conditions and still allow the property owners industrial operations to continue.

8.0 CLOSURE

This report has been based on a site assessment, past project experience and in accordance with generally accepted biological practices. No other warranty is made, either expressed or implied. Aquaparian trusts that the information provided in this report meets your requirements.

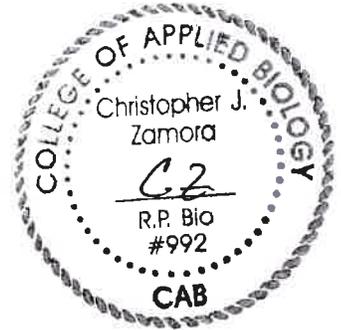
Any questions regarding information provided in this document, please contact the undersigned at (250) 591-2258.

Sincerely,

AQUAPARIAN ENVIRONMENTAL CONSULTING LTD.

Prepared by:

Reviewed by:



Jeni Rowell, B.Sc.
Biologist-in-Training

Chris Zamora, B.Sc., R.P. Bio
Senior Biologist / Principal

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FIGURE 1a & 1b
SITE LOCATION MAP



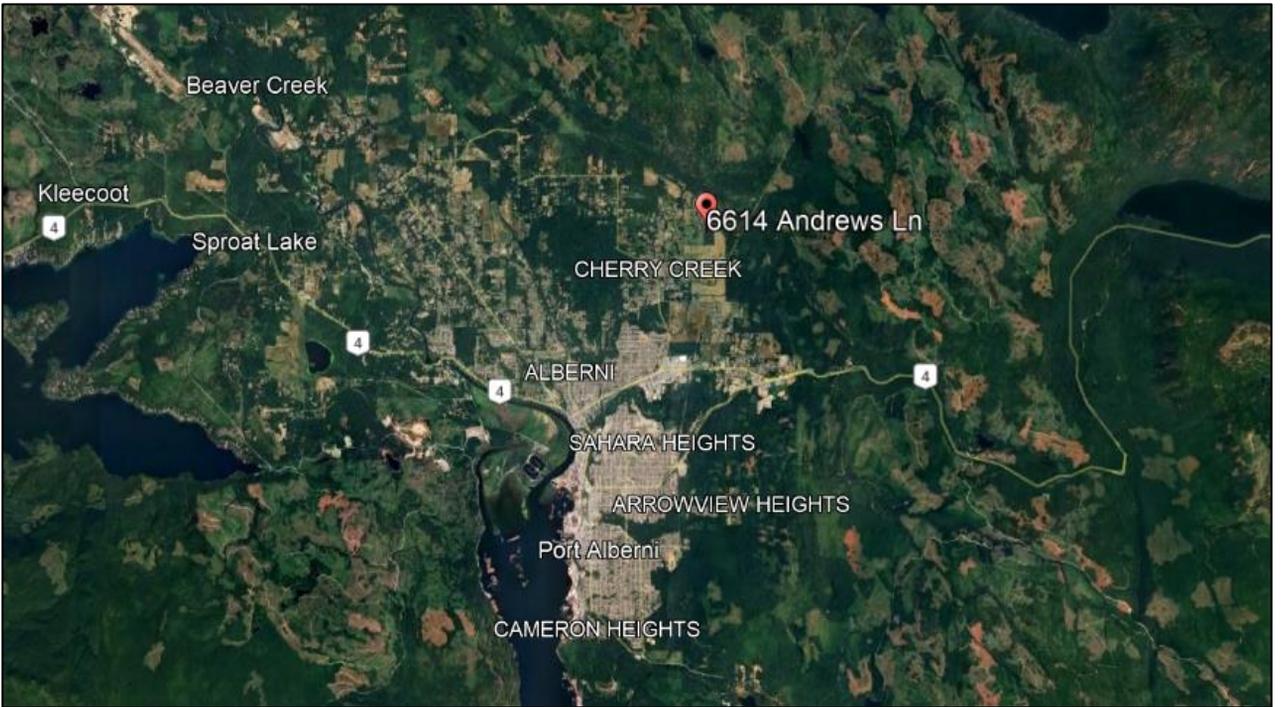


FIGURE 1A & 1B – SITE LOCATION MAP



APPENDIX A
SITE PHOTOGRAPHS



APPENDIX A – SITE PHOTOGRAPHS



Photo 1: Looking south along the west side of the stream (Restoration Area 1 & 2 – see planting plan).



Photo 2: Looking south along the west side of the stream near the stream crossing (Restoration Area 2 – see planting plan).



Photo 3: Looking east across the stream crossing.



Photo 4: Platzer Creek facing downstream.



Photo 5: Looking northwest at open shop (on left) that extends into 15m DPA.



Photo 6: Showing timber in DPA on west side, facing south.



Photo 7: Looking north showing rock and culvert sections in the 15m DPA on the southeast side of the creek near the stream crossing.



Photo 8: Looking west at two closed workshops. Creek is located behind shops. Oil-water separator is associated with these buildings.



Photo 9: Looking west towards creek showing stream crossing (Restoration Area 3 – see planting plan).



Photo 10: Looking at stockpiles was material in southwest corner of property along east side of creek within 15m DPA. Material to be removed and properly stored / recycled off-site at a certified facility.

APPENDIX B
RESTORATION PLANTING PLAN

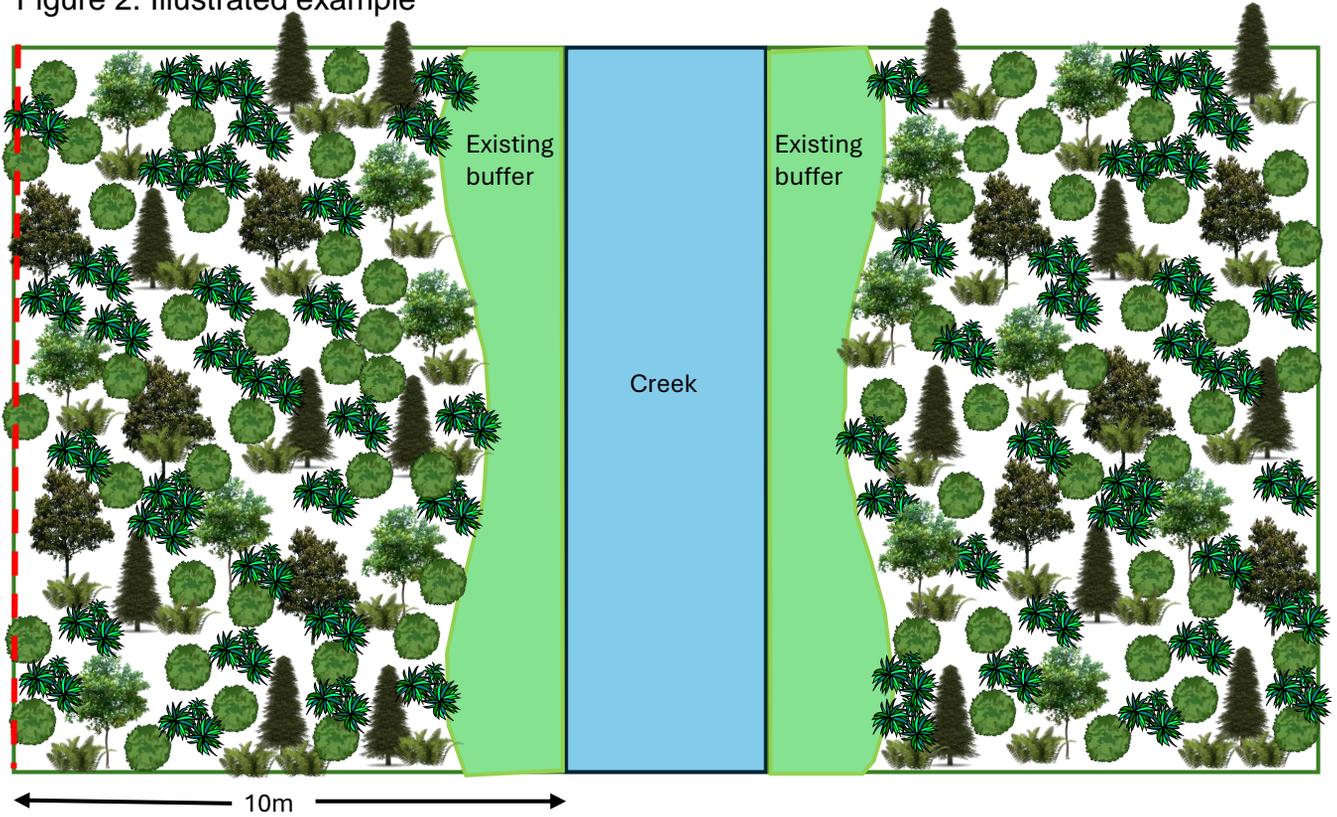


APPENDIX A – ILLUSTRATED PLANTING PLAN



Figure 1. Restoration Areas

Figure 2. Illustrated example



Legend:



Douglas fir (3m)



Bigleaf maple (3m)



Red alder (3m)



Large shrub (oceanspray (2m), Saskatoon (2m), snowberry (1m), Indian plum (1m))



Sword fern (1m)



Small shrub (dull Oregon grape, salal) (0.5m)

--- Split-rail fence (see example) →

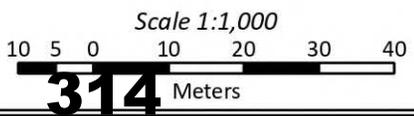




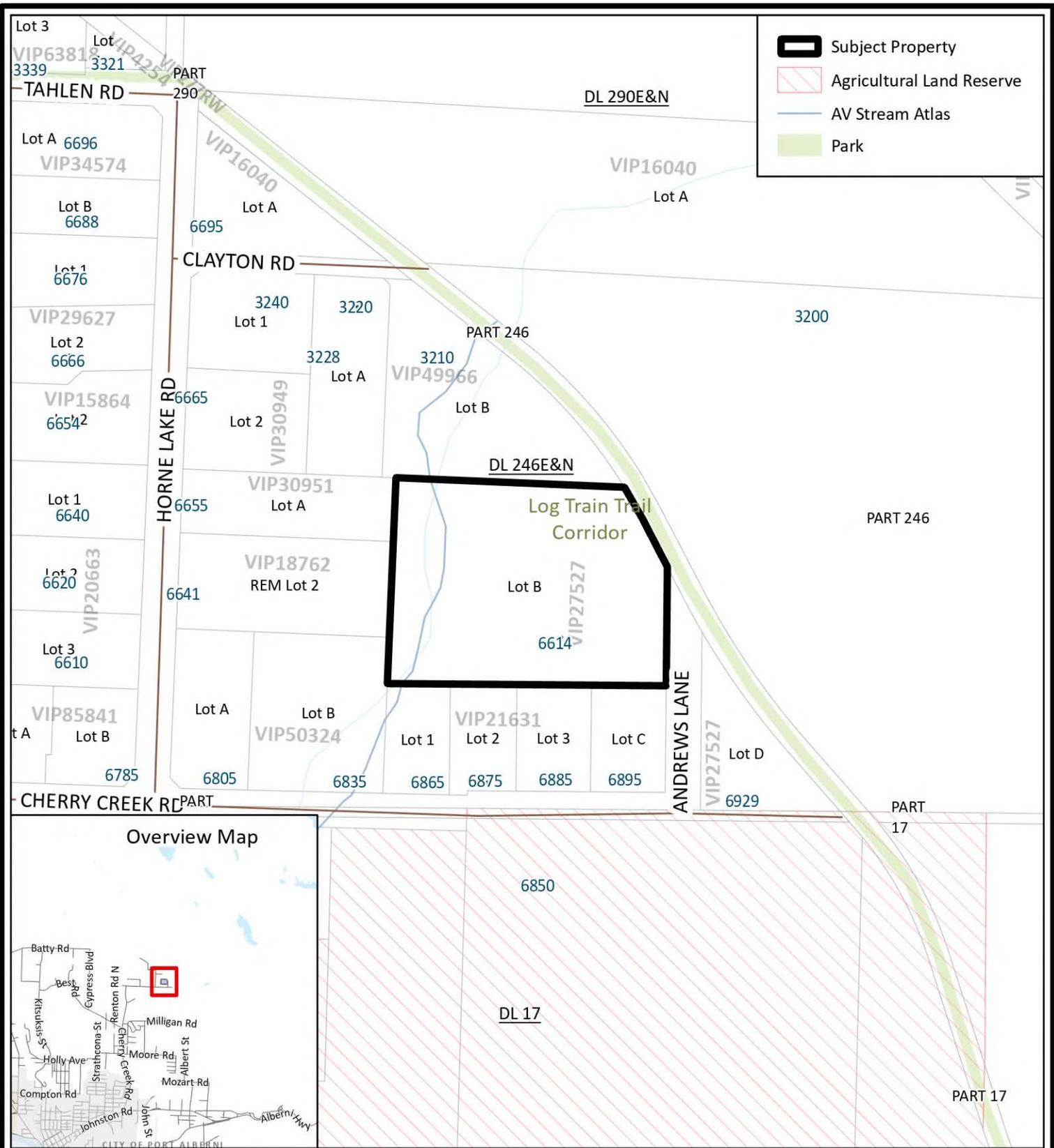
-  Subject Property
-  AV Stream Atlas
-  Parcels



Prepared 2025-02-03
 Sources: © OpenStreetMap (and) contributors, CC-BY-SA, LidarBC (DEM, Hillshade) 2019, ParcelMapBC; ACRD



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-  Subject Property
-  Agricultural Land Reserve
-  AV Stream Atlas
-  Park

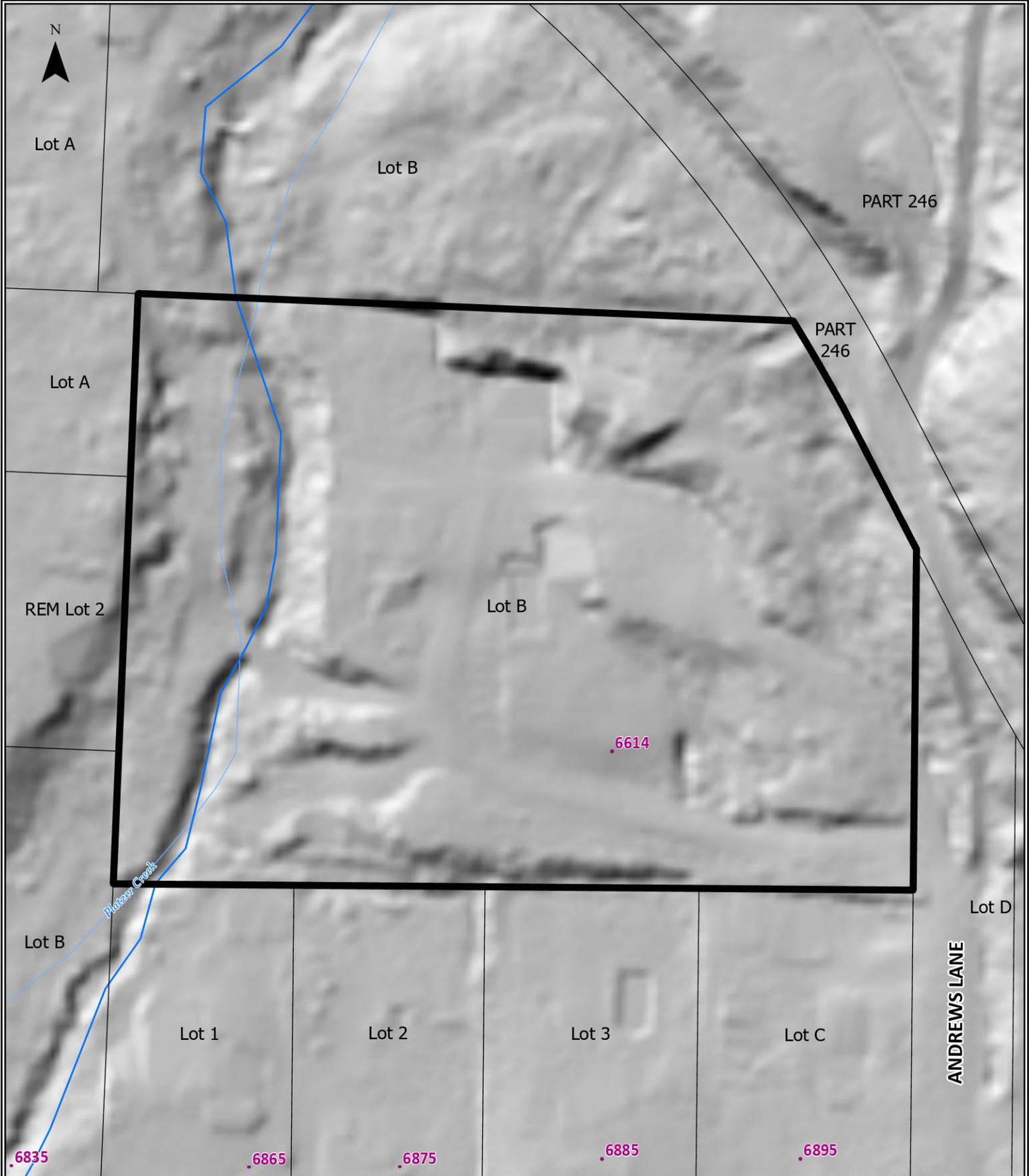


 Civic Address: 6614 Andrews Lane
 Legal Description: LOT B, DISTRICT LOT 246, ALBERNI DISTRICT, PLAN 27527



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

N
 0 40 80
 Meters

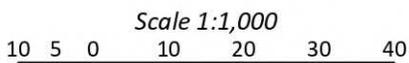


6614 Andrews Lane
 LOT B, DISTRICT LOT 246, ALBERNI DISTRICT,
 PLAN 27527

-  Subject Property
-  AV Stream Atlas
-  Parcels



Prepared 2025-02-03
 Sources: LidarBC (DEM, Hillshade) 2019, ParcelMapBC; ACRD



316 Meters

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



Alberni-Clayoquot Regional District

**Board of Directors Meeting Schedule
January 2026**

DATE	MEETING	TIME & LOCATION	ATTENDEES
Wednesday, January 14 th 1:30 pm	Board of Directors Meeting	Hybrid – ACRD Board Room/Zoom	Board/Staff
Thursday, January 15 th 10:00 am	Alberni Valley Regional Airport Advisory Committee	Hybrid – ACRD Board Room/Zoom	Committee/Staff
Tuesday, January 27 th 4:00 pm	Personnel Committee	Zoom	Committee/Staff
Wednesday, January 28 th 10:00 am	Committee-of-the-Whole	Hybrid – ACRD Board Room/Zoom	Committee/Staff
1:30 pm	Board of Directors Meeting	Hybrid – ACRD Board Room/Zoom	Board/Staff

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

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family							1	545,876	1	537,786	1	574,641	3	1,658,303
Mobile Homes							1	71,947					1	71,947
Multi-Family													-	-
Adds&Rens							1	49,090	1	2,000			2	51,090
Commercial													-	-
Institutional													-	-
Industrial													-	-
Miscellenaous							2	192,428	1	1,000	2	291,840	5	485,268
Totals	-	-	-	-	-	-	5	859,341	3	540,786	3	866,481	11	2,266,608

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
NOVEMBER, 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	3	1,446,414	3	2,371,136	8	3,390,155	9	6,411,860	8	3,170,704	4	2,500,412	35	19,290,681
Mobile Homes	0	0	0	0	0	0	1	71,947	4	97,540	0	0	5	169,487
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	11	1,639,016	3	105,142	3	104,399	20	2,502,257
Commercial	0	0	0	0	0	0	0	0	0	0	1	653,839	1	653,839
Institutional	0	0	0	0	1	4,300,000	0	0	0	0	0	0	1	4,300,000
Industrial	0	0	0	0	2	412,230	0	0	1	625,000	0	0	3	1,037,230
Miscellenaous	1	65,000	5	49,000	4	210,443	10	619,633	5	115,798	4	455,351	29	1,515,225
Totals	5	1,975,114	9	2,460,136	16	8,462,827	31	8,742,456	21	4,114,184	12	3,714,001	94	29,468,719

	BAMFIELD	CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
WOODSTOVE INSPECTIONS	1					1	15

	YEAR TO DATE		TOTAL YEAR				YEAR TO DATE		TOTAL YEAR	
2024	114	27,048,531	119	30,520,584						
2023	98	18,537,079	107	21,617,844						
2022	123	26,180,379	127	27,309,617						
2021	102	14,869,493	109	15,945,961						
2020	116	15,501,869	121	16,119,274						
2019	100	13,880,896	109	14,925,682						
2018	101	11,915,321	104	12,305,797						
2017	101	12,763,835	103	12,826,449						
2016	75	10,113,611	82	10,545,063						
2015	85	8,302,662	89	8,577,170						
2014	70	6,551,200	73	7,121,200						
2013	77	7,891,578	81	8,208,948						
2012	86	8,443,871	92	9,011,700						
2011	113	8,689,998	120	9,221,498						
2010	146	21,355,170	149	21,524,170						
2009	123	11,302,380	123	11,302,380	1999	79	3,332,812	80	3,348,092	
2008	144	16,872,606	147	22,682,130	1998	73	3,294,610	75	3,320,890	
2007	158	14,419,767	163	15,007,877	1997	104	10,025,166	104	10,025,166	
2006	153	14,659,250	161	15,909,705	1996	123	8,496,554	128	9,050,554	
2005	134	12,803,924	138	12,962,379	1995	116	9,641,300	116	9,641,300	
2004	129	10,959,254	133	11,036,854	1994	147	7,765,500	151	7,915,500	
2003	91	6,677,542	97	6,925,356	1993	159	10,271,000	167	10,864,000	
2002	69	2,670,126	76	2,986,134	1992	170	11,019,500	173	11,192,500	
2001	82	5,329,780	89	5,790,126	1991	125	7,037,120	126	7,155,120	
2000	83	4,010,339	88	4,095,339	1990	116	6,218,900	118	6,323,900	