



Board of Directors Meeting  
Wednesday, June 25, 2025

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

**Regular Agenda**

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Watch the meeting live at: <https://www.acrd.bc.ca/events/25-6-2025/7649/?catid=0>

Register to participate via Zoom Webinar at:

[https://acrd-bc-ca.zoom.us/webinar/register/WN\\_uZHuoJueSTWjs58zthlw8w#/registration](https://acrd-bc-ca.zoom.us/webinar/register/WN_uZHuoJueSTWjs58zthlw8w#/registration)

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**PAGE #**

**1. CALL TO ORDER**

**Recognition of Territories.**

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

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

**2. APPROVAL OF AGENDA**

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

**3. DECLARATIONS**

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

**4. ADOPTION OF MINUTES**

(ALL/UNWEIGHTED)

**a. Board of Directors Meeting – June 11, 2025**

**7-19**

*THAT the minutes of the Board of Directors meeting held on June 11, 2025 be adopted.*

**b. Electoral Area Directors Committee Meeting – June 18, 2025**

**20-22**

*THAT the minutes of the Electoral Area Directors Committee meeting held on June 18, 2025 be received.*

- c. **Beaver Creek Water Advisory Committee Meeting – June 19, 2025** **23-26**

*THAT the minutes of the Beaver Creek Water Advisory Committee meeting held on June 19, 2025 be received.*

- d. **Alberni Valley and Bamfield Services Committee Meeting – June 19, 2025** **27-29**

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

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

- a. **Adam Bishop, Manager of Accessible Transit, BC Transit, Custom Transit**

6. **CORRESPONDENCE FOR ACTION**

(ALL/UNWEIGHTED)

7. **CORRESPONDENCE FOR INFORMATION**

(ALL/UNWEIGHTED)

- a. **BC MINISTRY OF ENVIRONMENT AND PARKS AND BC LUNG FOUNDATION** **30**  
2024/2025 Provincial Community Wood Smoke Reduction Program (CWSRP) Spring application
- b. **BC GOVERNMENT NEWS** **31-32**  
The Alberni Valley Makerspace receiving funding from CleanBC Plastics Action Fund
- c. **UNION OF BC MUNICIPALITIES** **33-34**  
Community Emergency Preparedness Fund – 2025
- d. **DISTRICT OF COLDSTREAM** **35**  
Modernization of Wastewater Regulations – UBCM Resolution
- e. **VILLAGE OF CHASE** **36-37**  
Funding for Public Education
- f. **TOWN OF OLIVER** **38**  
UBCM Resolution for the Province to work with Crown Grant Airport Brief Description

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

8. **REQUEST FOR DECISIONS & BYLAWS**

- a. **REQUEST FOR DECISION** **39-81**  
2024 Statement of Financial Information  
(ALL/UNWEIGHTED)

*That the Board of Directors approve the Alberni-Clayoquot Regional District 2024 Statement of Financial Information including all the statements and schedules.*

**b. REQUEST FOR DECISION**

**82-88**

Bylaw F1170-1 – 2025-2029 Financial Plan Amendment – Beaver Creek Water System – Lower Kitsuksis Watermain  
(ALL/WEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Bylaw F1170-1, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Bylaw F1170-1, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Bylaw F1170-1, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Bylaw F1170-1, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.*

*THAT the Alberni-Clayoquot Regional District Board of Directors authorize the CAO to negotiate and execute the associated Lower Kitsuksis Watermain contract change orders on behalf of the ACRD.*

**c. REQUEST FOR DECISION**

**89-112**

BC Transit Annual Operating Agreements  
(ALL/WEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors approve execution of the 2025-2026 Annual Operating Agreement between BC Transit and the Alberni-Clayoquot Regional District for the Alberni Valley Custom and West Coast Conventional Transit systems, and authorize the Chief Administrative Officer to execute the agreement on behalf of the ACRD; and*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve execution of the 2025 Annual Operating Agreement – Amendment 1 between BC Transit and the Alberni-Clayoquot Regional District for the Alberni Valley Custom Transit system, which also incorporates the initial agreement for the West Coast Conventional Transit system and authorize the Chief Administrative Officer to execute the agreement on behalf of the ACRD.*

- d. **REQUEST FOR DECISION** **113-119**  
TFN/ACRD Landfill Working Group MOU  
(ALL/UNWEIGHTED)

*THAT the ACRD Board of Directors send a letter to Tseshaht First Nation (TFN) requesting the development of a Memorandum of Understanding (MOU) regarding the Landfill Crown Tenure.*

9. **PLANNING MATTERS**

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

- a. **DVC25003, MALLORY, 1186 THIRD AVE, SALMON BEACH (LONG BEACH)** **120-127**  
Development Variance Permit – Report

*THAT the Alberni-Clayoquot Regional District Board of Directors consider Development Variance Permit DVC25003 subject to neighbouring properties being notified as per Local Government Act s. 499.*

- b. **DVD24015, ROBERTSON, 9898 LAKESHORE ROAD (SPROAT LAKE)** **128-133**  
Development Variance Permit – Memorandum and Permit

*THAT the Alberni-Clayoquot Regional District Board of Directors issue Development Variance Permit DVD24015.*

- c. **SD22007, MYKYTE, PARK LAND DEDICATION – 11196 TAYLOR ARM DRIVE (SPROAT LAKE)** **134-141**  
Park Land Dedication – Request for Decision

*THAT the Alberni-Clayoquot Regional District Board of Directors accept the park land dedication as presented on the proposed subdivision Plan EPP130344 to meet the requirements of Section 510 of the Local Government Act for the 5-lot strata subdivision.*

- d. **SD22007, MYKYTE, PARCEL FRONTAGE WAIVER – 11196 TAYLOR ARM DRIVE (SPROAT LAKE)** **142-149**  
Parcel Frontage Waiver – Report

*THAT the Alberni-Clayoquot Regional District Board of Directors waive the 10% road frontage requirement, as per section 512 of the Local Government Act, for proposed strata lots 1 through 5 as shown on proposed bare land strata plan EPS8098.*

- e. **TUP25001, MESIC, 10407 MARINA VISTA DRIVE (SPROAT LAKE)** **150-159**  
Temporary Use Permit – Report

*THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing TUP25001 subject to neighbour notification as per the Local Government Act section 494.*

- f. **TUP25005, REDMAN, 4585 COMPTON ROAD (BEAVER CREEK)** **160-164**  
Temporary Use Permit – Memorandum and Permit

*THAT the Alberni-Clayoquot Regional District Board of Directors issue Temporary Use Permit TUP25005.*

- g. **RE25001, BEECROFT, 6317 WALKER ROAD (BEAVER CREEK)** **165-171**  
Rezoning – Memorandum and Bylaw P1525

*THAT Bylaw P1525, Regional District of Alberni-Clayoquot Regional District Zoning Amendment Bylaw, be read a first time.*

*THAT Bylaw P1525, Regional District of Alberni-Clayoquot Regional District Zoning Amendment Bylaw, be read a second time.*

*THAT Bylaw P1525, Regional District of Alberni-Clayoquot Regional District Zoning Amendment Bylaw, be read a third time.*

- h. **DVF25001, FRANCOEUR, 6614 ANDREWS LANE (CHERRY CREEK)** **172-202**  
Development Variance Permit – Report

*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.*

## **10. REPORTS**

### **10.1 STAFF REPORTS**

(ALL/UNWEIGHTED)

- a. **Semi-Annual Financial Report** **203-222**
- b. **Minister of Agriculture & Food Letter – Farmgate License Program Review** **223-227**
- c. **Meeting Schedule – July 2025** **228**
- d. **Building Report – May 2025** **229**

e. **Monthly Agreement & Grant Delegation Report – May 2025**

**230**

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

**10.2 COMMITTEE REPORTS**  
(ALL/UNWEIGHTED)

**10.3 MEMBER REPORTS**  
(ALL/UNWEIGHTED)

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

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

**11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**

**13. QUESTION PERIOD**

Questions/Comments from the public:

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

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

**Next Board of Directors Meeting: Wednesday, July 23<sup>rd</sup>, 2025 at 1:30 pm  
Regional District Board Room & Zoom**



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING

HELD ON WEDNESDAY, June 11, 2025, 1:30 PM

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

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### DIRECTORS

John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nations

### PRESENT:

Debbie Haggard, Vice-Chair, Councillor, City of Port Alberni

Bob Beckett, Director, Electoral Area "A" (Bamfield)

Fred Boyko, Director, Electoral Area "B" (Beaufort)

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

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

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

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

Sharie Minions, Mayor, City of Port Alberni

Marilyn McEwen, Mayor, District of Ucluelet

Tom Stere, Councillor, District of Tofino

Moriah Cootes, Councillor, Uchucklesaht Tribe Government

Levana Mastrangelo, Executive Legislator, Yuułuꞵiꞵath Government

### REGRETS:

Kirsten Johnsen, Member of Council, Toquaht Nation

### STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer

Cynthia Dick, General Manager of Administrative Services

Shane Koren, Manager of Financial Services

Alex Dyer, Planning Manager

Janice Hill, Executive Assistant

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

<https://www.acrd.bc.ca/events/11-6-2025/>:

## 1. CALL TO ORDER

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

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

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

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

## 2. APPROVAL OF AGENDA

*MOVED: Director Boyko*  
*SECONDED: Director Stere*

*THAT the agenda be approved as amended with the following late items:  
6 (a) Alberni Valley Forestry Roundtable Letter, Meeting Summary and Action Plan.*

**CARRIED**

**3. DECLARATIONS**

**4. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – May 28, 2025**

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

*THAT the minutes of the Board of Directors meeting held on May 28, 2025 be adopted.*

**CARRIED**

**b. Bamfield Area Services Committee Meeting – June 3, 2025**

*MOVED: Director Beckett*  
*SECONDED: Director Cootes*

*THAT the minutes of the Bamfield Area Services Committee held on June 3, 2025 be received.*

**CARRIED**

**c. Personnel Committee Meeting – June 5, 2025**

*MOVED: Director Stere*  
*SECONDED: Director Cote*

*THAT the minutes of the Personnel Committee held on June 5, 2025 be received.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

- a. Nelson Ireland, Response to Development Variance Application DVA25005  
422 Burlo Island (Bamfield)**

**6. CORRESPONDENCE FOR ACTION**

- a. **Alberni Valley Forestry Roundtable**  
State of Emergency in the Alberni Valley Forest Economy Letter, Meeting Summary and Action Plan

*MOVED: Director Haggard*

*SECONDED: Director Beckett*

*THAT the Alberni-Clayoquot Regional District Board of Directors support the letter dated May 26, 2025, to the Premier, Minister of Forests, Minister of Jobs, Economic Development and Innovation, Minister of Indigenous Relations and Reconciliation and Minister of Health regarding the State of Emergency in the Alberni Valley Forest Economy and direct staff to draft a letter of support.*

**CARRIED**

Director Haggard left the meeting at 2:00 pm.

## **7. CORRESPONDENCE FOR INFORMATION**

- a. **OFFICE OF OMBUDSPERSON**  
Quarterly Reports April 1 – June 30, 2024, July 1 – September 30<sup>th</sup>, 2024
- b. **MINISTRY OF HOUSING AND MUNICIPAL AFFAIRS**  
Miscellaneous Statutes Amendments Act (Bill 13)
- c. **2025 UBCM CONVENTION**  
Provincial Appointment Meeting Request Process
- d. **UBCM CONFIRMATION**  
Priority Ferry Boarding for Livestock and Agricultural Products

*MOVED: Director Boyko*

*SECONDED: Director Siga*

*THAT the Alberni-Clayoquot Regional District Board of Directors receive items a-d for information.*

**CARRIED**

*MOVED: Director Boyko*

*SECONDED: Director Cootes*

*THAT the Alberni-Clayoquot Regional District Board of Directors send a letter to the Premier, Minister of Infrastructure and the Mid-Island Pacific Rim MLA to request that appropriate Ministry staff from the BC government be invited to attend a future Committee of the Whole meeting to present on Bill 14- Renewable Energy Projects (Streamlined Permitting) Act and Bill 15 – Infrastructure Projects Act.*

**CARRIED**

Director Haggard joined the meeting at 2:36 pm.

Director Boyko left the meeting at 2:43 pm.  
Director Boyko joined the meeting at 2:56 pm.

## **8. REQUEST FOR DECISIONS & BYLAWS**

- a. Request for Decision regarding**  
UBCM 2025 Resolutions – Primary Care Service in Rural Areas  
(ALL/UNWEIGHTED)

*MOVED: Director Stere*

*SECONDED: Director Siga*

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

### **1. LOCAL VOICES, STRONGER HEALTHCARE: REINSTATING REGIONAL HEALTH BOARDS IN RURAL BC**

*WHEREAS rural communities across British Columbia face significant challenges in retaining and attracting primary care providers, leading to gaps in essential healthcare services and/or temporary primary care service closures;*

*AND WHEREAS local governments and Indigenous communities in rural areas are often excluded from provincial decision-making processes that directly impact their ability to maintain and improve healthcare services;*

*THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urge the Province of British Columbia to convene a formal table that includes representatives from the UBCM, First Nations communities, local governments, and healthcare professionals to collaboratively design a framework for enabling local decision making in rural areas;*

*AND BE IT FURTHER RESOLVED that this table ensure local government, First Nations communities, and local healthcare professionals have a structured decision-making role in shaping healthcare strategies, workforce planning, and service delivery models that address the unique challenges of their rural communities.*

**CARRIED**

*MOVED: Director Siga*

*SECONDED: Director Haggard*

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

**2. RESOLUTION TO EXPAND CAREER-LIFE CONNECTIONS WITH A RURAL PRACTICUM PROGRAM**

*WHEREAS rural communities in British Columbia face challenges in attracting and retaining skilled workers, particularly in essential sectors such as healthcare;*

*AND WHEREAS healthcare students in British Columbia must complete at least 30 hours of work experience or community service as part of the Career-Life Connections program, but this requirement does not sufficiently prepare students for long-term employment in rural areas;*

*THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities request the Province of British Columbia to expand or establish a program specifically designed to place students in rural communities, providing hands on experience, and financial support;*

*AND BE IT FURTHER RESOLVED that this program be developed in partnership with municipalities, Indigenous communities, educational institutions, and local industries to address workforce shortages and foster long-term economic sustainability in rural areas.*

**CARRIED**

*MOVED: Director Stere*

*SECONDED: Director Haggard*

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

**3. STRENGTHENING RURAL HEALTHCARE THROUGH SCOPE-BASED COMPENSATION MODELS**

*WHEREAS staffing shortages in rural communities across British Columbia have led to primary care providers assuming broader scopes of responsibilities, often performing multiple roles to ensure comprehensive patient care;*

*AND WHEREAS existing monetary incentives for primary care providers in British Columbia do not adequately reflect the expanded scope of responsibilities required in rural settings, contributing to recruitment and retention challenges;*

*THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities advocate for the provincial government to implement a pay structure and*

*incentive model that directly aligns with the scope of responsibilities undertaken by primary care providers in rural areas.*

**CARRIED**

*MOVED: Director Stere*

*SECONDED: Director Haggard*

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to proceed with the actions outlined as alternative resolutions 1-3 in the UBCM 2025 Resolutions- Primary Care Service in Rural Areas report:*

- 1) send a letter of request to MLA Josie Osborne (Minister of Health) to discuss the three UBCM resolutions at an upcoming Committee of the Whole meeting to seek coordinated paths for ongoing discussion regarding primary care service in the region.*
- 2) direct staff to send a letter to Doctors of BC requesting that they implement a pay structure and incentive model that directly aligns with the scope of responsibilities undertaken by primary care providers in rural areas in the next Physician Master Agreement (PMA).*
- 3) direct staff to send a letter to the 26 other Regional Districts across the province asking that they consider the value of the rural pay structure and incentives being proposed by the ACRD and that they consider sending a similar letter to the Doctors of BC regarding the Physician Master Agreement.*

**CARRIED**

The meeting was recessed at 3:14 pm.

Director Minions left the meeting at 3:17pm.

The meeting was reconvened at 3:21 pm.

**b. Request for Decision regarding**

Update to Strathcona Regional District Natural Resources Committee's Terms of Reference  
(ALL/UNWEIGHTED)

*MOVED: Director Haggard*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt the amended Strathcona Regional District's Natural Resources Committee Terms of Reference.*

**CARRIED**

**c. Request for Decision regarding**

Contract Renewal of Electoral Area E (Beaver Creek), Tseshaht First Nation and Hupačasath First Nation Residential Curbside Collection Services  
(ALL/WEIGHTED)

*MOVED: Director Roth*  
*SECONDED: Director Siga*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve a contract renewal for Electoral Area E (Beaver Creek), Tseshaht First Nation, and Hupačasath First Nation Residential Curbside Collection Services with Nicklin Waste Disposal in the amount of \$92,129.40 (excluding GST) per year on a 3-year term, commencing July 1, 2025 and authorize the CAO to negotiate and execute the contract renewal on behalf of the ACRD.*

**CARRIED**

**d. Request for Decision regarding  
Exempt Staff Compensation  
(ALL/WEIGHTED)**

*MOVED: Director Cote*  
*SECONDED: Director Haggard*

*THAT the Alberni-Clayoquot Regional District Board of Directors award the Exempt Staff Compensation Review contract to White and Gale Consulting in the amount of \$23,010.00 (excluding GST) and authorize the CAO to negotiate and execute the contract on behalf of the ACRD.*

**CARRIED**

(ALL/UNWEIGHTED)

*MOVED: Director Stere*  
*SECONDED: Director Beckett*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the contract workplan reference to the CAO and Board Chair be updated to the Personnel Committee*

**CARRIED**

**e. Request for Decision regarding  
Grant Application – Building Energy Assessments for Alberni Valley Fire Halls  
(ALL/UNWEIGHTED)**

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

*That the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the Building Energy Efficiency Assessment of the Beaver Creek Fire Department - Fire Hall, the Sproat Lake Fire Department - Harold Bishop Fire Hall and the Sproat Lake Fire Department - Lakeshore Fire Hall.*

**CARRIED**

**f. Request for Decision regarding**

Grant Application – Long Beach Airport Stormwater Planning and New Approach Lighting Design and Planning  
(ALL/UNWEIGHTED)

*MOVED: Director Stere*

*SECONDED: Director McEwen*

*That the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the Stormwater planning and engineered design of Long Beach Airport's Apron III.*

**CARRIED**

*MOVED: Director Stere*

*SECONDED: Director Siga*

*That the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the Long Beach Airport Approach Lighting Design and Planning*

**CARRIED**

**g. Request for Decision regarding**

Grant Application – Beaver Creek Water System North Reservoir Engineered Design  
(ALL/UNWEIGHTED)

*MOVED: Director Roth*

*SECONDED: Director Siga*

*That the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the engineered design of Beaver Creek Water System's North Reservoir.*

**CARRIED**

**h. Request for Decision regarding**

Grant Application – Bamfield Water System Capital Plan  
(ALL/UNWEIGHTED)

*MOVED: Director Beckett*

*SECONDED: Director Stere*

*That the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the development of a Bamfield Water System Capital Plan.*

**CARRIED**

**i. Request for Decision regarding**

Grant Application – Alberni Valley Landfill Alternate Landfill Site Study  
(ALL/UNWEIGHTED)

*MOVED: Director Cote*

*SECONDED: Director Siga*

*That the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the development of an Alberni Valley Landfill Alternate Site Study.*

**CARRIED**

**j. Request for Decision regarding**

Grant Application – West Coast Landfill Biosolids Processing Options and Optimization Plan  
(ALL/UNWEIGHTED)

*MOVED: Director Stere*

*SECONDED: Director McEwen*

*That the Alberni-Clayoquot Regional District Board of Directors support the grant funding application to Local Government Infrastructure Planning Grant Program for the development of a West Coast Landfill Biosolids Processing Options and Optimization Plan.*

**CARRIED**

*MOVED: Director Cote*

*SECONDED: Director Stere*

*That the Alberni-Clayoquot Regional District Board of Directors request that a bi-annual update be provided to the Board on the West Coast and Alberni Valley Landfills.*

**CARRIED**

Director Mastrangelo left the meeting at 3:53pm.

**9. PLANNING MATTERS**

**9.1 ELECTORAL AREA DIRECTORS**

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

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

*THAT the Alberni-Clayoquot Regional District Board of Directors defer a decision on Development Variance Permit DVA25005 and that the application package and all correspondence be referred to the Bamfield Advisory Planning Commission for further discussion.*

**CARRIED**

- b. **TUP21005R, SHANNON, 8865 BEAVER CREEK ROAD (BEAUFORT)**  
Temporary Use Permit – Report

*MOVED: Director Boyko*  
*SECONDED: Director Siga*

*THAT the Alberni-Clayoquot Regional District Board of Directors consider Temporary Use Permit renewal application TUP21005R subject to neighbour notification as per Local Government Act s. 494.*

**CARRIED**

- c. **TUP25008, MACKENZIE, 8335 BEAVER CREEK ROAD (BEAUFORT)**  
Temporary Use Permit – Report

*MOVED: Director Boyko*  
*SECONDED: Director Siga*

*THAT the Alberni-Clayoquot Regional District Board of Directors consider Temporary Use Permit application TUP25008 subject to neighbour notification as per Local Government Act s. 494.*

**CARRIED**

- d. **RD24009, DURMULLER, 5801 SARENGA ROAD (SPROAT LAKE)**  
Rezoning – Memorandum and Bylaw

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

*THAT Bylaw P1515, Sproat Lake Official Community Plan Amendment Bylaw, be adopted.*

**CARRIED**

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

*THAT Bylaw P1516, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.*

**CARRIED**

## **10. REPORTS**

### **10.1 AREA REPORTS**

(ALL/UNWEIGHTED)

- a. Electoral Area “A” (Bamfield) – B. Beckett- acknowledged staff for coordination of tour in Bamfield and Chair Jack for hosting the Board of Directors meeting at House of Huu-ay-aht on May 28, 2025.
- b. Electoral Area “B” (Beaufort) – F. Boyko- The weather has allowed for members to begin work with haying and their first cut. Next town hall will be held on June 22, 2025, at 2:00 pm at Beaver Creek Hall. Would like to work with planning department on streamlined OCP process and ensuring adequate community engagement.
- c. Electoral Area “C” (Long Beach) – V. Siga- acknowledgement for coordination of Bamfield tour and Board meeting hosted in Huu-ay-aht. ACHN hosted a ‘Coming Together Forum’ in May.
- d. Electoral Area “D” (Sproat Lake) – P. Cote- attended Sproat Lake Property Owners Association community meeting to provide information about ACRD. Discussion regarding Cathedral Grove and Highway 4. Acknowledgement to staff for OCP process and coordination of Bamfield tour and meeting.
- e. Electoral Area “E” (Beaver Creek) – S. Roth- town hall meeting on June 22, 2025- would like to encourage community to attend to engage on OCP.
- f. Electoral Area “F” (Cherry Creek) – M. Sparrow- AGM held by Cherry Creek Waterworks District held. Also attended a Town Hall meeting regarding referendum for Cherry Creek Waterworks District Conversion. Referendum to be held this weekend on June 16, 2025. Concerns regarding ATV’s and forest fires in the area at this time of year, log train trail needs more signs or barriers to mitigate fire risks.
- g. City of Port Alberni – S. Minions/D. Haggard- Attended FCM Conference in Ottawa, MP hosted delegates for the Courtenay-Alberni riding and assisted in the coordination of meeting with Ministries. Met with member staff from Secretary of State (Sport) to promote Port Alberni as the location for the team to host their pre-training in preparation for the FIFA World Cup.
- h. District of Tofino – T. Stere- Acknowledge Chair Jack and Director Beckett for hospitality while hosting Board of Directors meeting and tour. Presentation for Parks and Rec Master Plan, reconfirmed community support for recreation services and amenities provided through these services with an emphasis on

arts, culture and community gardens. Had resort development strategy presentation by Tourism Tofino.

- i. District of Ucluelet – M. McEwen- Acknowledge Director Beckett and Chair Jack for hospitality. Presentation by Urban Systems regarding Development Cost Charges Bylaw, last updated in 2007 with minor updates in 2016, requires thorough update with next step being public engagement. By-election for vacant council seat will be held on June 28, 2025, advance vote on June 18, 2025, with 4 candidates running for that position.
- j. Huu-ay-aht First Nations – J. Jack- Joined Premier Eby on a trade mission in Japan to support Forestry and wood products, with a showcase of Alberni Valley innovation at the Canadian Pavilion at the World Expo in Osaka Japan. Invite to Huu-ay-aht First Nations Indigenous Peoples Day celebration which will be held on June 20, 2025, at Pachena Bay Beach. Invite to attend celebration for 25<sup>th</sup> anniversary for House of Huu-ay-aht on July 26, 2025.
- k. Toquaht Nation – K. Johnsen- No Report.
- l. Uchucklesaht Tribe Government – M. Cootes- No Report.
- m. Yuułuʔiłʔatḥ Government – L. Mastrangelo- No Report.

*MOVED: Director Cote*

*SECONDED: Director Sparrow*

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

**CARRIED**

*MOVED: Director Sparrow*

*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to coordinate signage and barriers in Electoral Area F (Cherry Creek), specifically around the Log Train Trail, to address fire safety concerns.*

*MOVED: Director Boyko*

*SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District Board of Directors defer the above resolution and direct staff to bring a report to the next Board of Directors meeting regarding signs and barriers to address fire safety concerns.*

**CARRIED**

## **11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**

**13. 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](mailto:responses@acrd.bc.ca).

**14. RECESS**

*MOVED: Director Sparrow*

*SECONDED: Director Siga*

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

**CARRIED**

The meeting was recessed at 4:34 pm.

**15. RECONVENE**

The meeting was reconvened at 4:41 pm.

**16. ADJOURN**

*MOVED: Director Siga*

*SECONDED: Director Boyko*

*THAT this meeting be adjourned at 4:41 pm.*

**CARRIED**

Certified Correct:

---

John Jack,  
Chairperson

---

Cynthia Dick,  
General Manager of Administrative Services



# Alberni-Clayoquot Regional District

## MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE

MEETING HELD ON WEDNESDAY, JUNE 18, 2025, 1:30 PM

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

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**DIRECTORS PRESENT:** Mike Sparrow, Chairperson, Director, Electoral Area “F” (Cherry Creek)  
Bob Beckett, Vice-Chairperson, Director, Electoral Area “A” (Bamfield)  
Fred Boyko, Director, Electoral Area “B” (Beaufort)  
Vaida Siga, Director, Electoral Area “C” (Long Beach)  
Penny Cote, Director, Electoral Area “D” (Sproat Lake)  
Susan Roth, Director, Electoral Area “E” (Beaver Creek)

### REGRETS:

**STAFF PRESENT:** Daniel Sailland, Chief Administrative Officer  
Mike Irg, General Manager of Planning and Development  
Alex Dyer, Planning Manager  
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/18-6-2025/>

### 1. CALL TO ORDER

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

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

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

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

### 2. APPROVAL OF AGENDA

*MOVED: Director Cote*

*SECONDED: Director Beckett*

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. DECLARATIONS**

**4. MINUTES**

a. **Electoral Area Directors Committee Meeting held April 16, 2025**

*MOVED: Director Cote*  
*SECONDED: Director Boyko*

*THAT the minutes of the Electoral Area Directors Committee meeting held on April 16, 2025 be adopted*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**6. CORRESPONDENCE**

**7. REQUEST FOR DECISIONS**

a. **Request for Decision regarding Major Planning Projects Discussion at Electoral Area Directors Committee Meetings.**

*MOVED: Director Cote*  
*SECONDED: Director Siga*

*THAT the Electoral Area Directors Committee recommend that the Board of Directors add major planning project discussion at Electoral Area Directors Committee meetings as part of the ACRD Procedures Bylaw review project.*

**CARRIED**

**8. REPORTS**

a. **Area C (Long Beach) and Area D (Sproat Lake) Official Community Plans Projects Updates – Verbal (A. Dyer)**

*MOVED: Director Cote*  
*SECONDED: Director Siga*

*THAT the Electoral Area Directors Committee receives report a 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](mailto:responses@acrd.bc.ca).

**11. ADJOURN**

*MOVED: Director Boyko*

*SECONDED: Director Roth*

*THAT this meeting be adjourned 2:23pm.*

**CARRIED**

Certified Correct:

---

Mike Sparrow,  
Chairperson

---

Cynthia Dick,  
General Manager of Administrative Services



# Alberni-Clayoquot Regional District

## MINUTES OF THE BEAVER CREEK WATER ADVISORY COMMITTEE

MEETING HELD ON THURSDAY, JUNE 19 2025, 10:00 AM

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

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**MEMBERS** Susan Roth, Chairperson, Director, Electoral Area “E” (Beaver Creek)

**PRESENT:** Pam Craig  
Gord Blakey  
Christy Arsenault  
Jim Warm  
Harold Carlson

**REGRETS:** Brad Jasken

**STAFF PRESENT:** Jenny Brunn, General Manager of Community Services  
Eddie Kunderman, Operations Manager  
Matt McLeod, Water Utilities Leadhand  
Cynthia Dick, General Manager of Administrative Services  
Lyndsey Page, Community Services Coordinator

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

<https://www.acrd.bc.ca/events/19-6-2025/7717/?catid=0>

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

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

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

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

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

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

*MOVED: P. Craig*

*SECONDED: G. Blakey*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. **DECLARATIONS**

**4. MINUTES**

- a. **Beaver Creek Water Advisory Committee Meeting Minutes – February 13, 2025**

MOVED: G. Blakey

SECONDED: J. Warm

*THAT the minutes of the Beaver Creek Water Advisory Committee Meeting held on February 13, 2025 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

- a. **Mitchell Hahn, McElhanney LTD, Beaver Creek Water Service Treatment Feasibility Study.**

**6. CORRESPONDENCE FOR ACTION/INFORMATION**

**7. REQUEST FOR DECISIONS**

- a. **Request for Decision regarding: Alternative Water Source Supply Study – Water Treatment Plant**

MOVED: S. Roth

SECONDED: J. Warm

*THAT the Beaver Creek Water Advisory Committee receives the draft Beaver Creek Water System Alternative Water Source Supply study by McElhanney Ltd., and recommends the reports be finalized and received by the Alberni-Clayoquot Regional District Board of Directors.*

**CARRIED**

MOVED: S. Roth

SECONDED: J. Warm

*THAT the Beaver Creek Water Advisory Committee recommends that the Alberni-Clayoquot Regional District Board of Directors direct staff to prepare the cost estimates for land acquisition, water quality investigation and preliminary design work on development of the Beaver Creek Water Treatment Plant as presented in the McElhanney report, including First Nations engagement.*

**CARRIED**

b. **Request for Decision regarding: Financial Plan Amendment – Kitsuksis Watermain Replacement Project**

MOVED: P. Craig

SECONDED: J. Warm

*THAT the Beaver Creek Water Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve a Financial Plan amendment for the Beaver Creek Water System Capital Fund, increasing the budget for the lower Kitsuksis watermain replacement project to \$812,000.*

**CARRIED**

**8. REPORTS**

a. Beaver Creek Water System 2024 Annual Report

b. Next Quarter at a Glance

MOVED: J. Warm

SECONDED: G. Blakey

*THAT the Beaver Creek Water Advisory Committee receives reports a-b.*

**CARRIED**

**9. LATE BUSINESS**

**10. QUESTION PERIOD**

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

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

**11. IN CAMERA**

MOVED: S. Roth

SECONDED: J. Warm

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

- 90 (1) (k): negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the board, could reasonably be expected to harm the interests of the regional district if they were held in public.*

**CARRIED**

The meeting was closed to the public at 11:39 am.

The meeting was re-opened to the public at 11:50 am.

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

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

*MOVED: S.Roth*

*SECONDED: J. Warm*

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

**CARRIED**

**13. ADJOURN**

*MOVED: J. Warm*

*SECONDED: G. Blakey*

*THAT this meeting be adjourned at 11:52 am.*

**CARRIED**

Certified Correct:

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Susan Roth,  
Chairperson

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Lyndsey Page,  
Community Services Coordinator



# Alberni-Clayoquot Regional District

## MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING HELD ON THURSDAY, JUNE 19, 2025, 1:30 PM

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

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### DIRECTORS

#### PRESENT:

Deb Haggard, Chairperson, Councillor, City of Port Alberni  
Bob Beckett, Director, Electoral Area "A" (Bamfield)  
Jack McLeman, Alternate Director, Electoral Area "B" (Beaufort)  
Penny Cote, Director, Electoral Area "D" (Sproat Lake)  
Susan Roth, Director, Electoral Area "E" (Beaver Creek)  
Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)  
Sharie Minions, Mayor, City of Port Alberni

#### REGRETS:

John Jack, Chief Councillor, Huu-ay-aht First Nations  
Moriah Cootes, Councillor, Uchucklesaht Tribe Government

#### 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  
Jodie Frank, Solid Waste Project Coordinator  
Michael McGregor, Lands and Resources Coordinator

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
<https://www.acrd.bc.ca/events/19-6-2025/7720/?catid=0>

### 1. CALL TO ORDER

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

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

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

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

### 2. APPROVAL OF AGENDA

*MOVED: Director Sparrow*

*SECONDED: Director Beckett*

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. DECLARATIONS**

**4. MINUTES**

**a. Alberni Valley & Bamfield Services Committee Minutes – May 21, 2025**

*MOVED: Director Sparrow*

*SECONDED: Director Roth*

*THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on May 21, 2025 be adopted.*

**CARRIED**

Director Cote joined the meeting at 1:32pm.  
Director Minions joined the meeting at 1:35pm.

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**6. CORRESPONDENCE**

**7. REQUEST FOR DECISIONS**

**a. Request for Decision regarding: Organics Self-Haul Pilot Program**

*MOVED: Director Sparrow*

*SECONDED: Director Cote*

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

Directors Cote, Haggard, Sparrow, and Beckett voted in favour of the motion  
Directors McLeman and Roth voted against the motion

**CARRIED**

**8. REPORTS**

- a. 2024 Alberni Valley Landfill/Sort'nGo Centre Annual Reports**
- b. Echo Pool Renovation Feasibility**

*MOVED: Director Beckett*

*SECONDED: Director Cote*

*THAT the Alberni Valley & Bamfield Services Committee receives reports a-b.*

**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](mailto:responses@acrd.bc.ca).

**11. ADJOURN**

*MOVED: Director Sparrow*

*SECONDED: Director Cote*

*THAT the meeting be adjourned at 3:19pm.*

**CARRIED**

Certified Correct:

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Deb Haggard,  
Chairperson

---

Cynthia Dick,  
General Manager of Administrative Services

**From:** Guo, Lin Li ENV:EX <Lin.Li.Guo@gov.bc.ca>  
**Sent:** April 29, 2025 3:39 PM  
**To:** Amy Needham <aneedham@acrd.bc.ca>  
**Cc:** Menn Biagtan <biagtan@bclung.ca>; Robles, Jerome ENV:EX <Jerome.Robles@gov.bc.ca>; Kellerhals, Markus ENV:EX <Markus.Kellerhals@gov.bc.ca>  
**Subject:** CWSRP Addition funding for 2024/2025

[CAUTION] This email originated from outside of the ACRD

Hello Amy,

Thank you for your simplified proposal for the 2024/2025 Provincial Community Wood Smoke Reduction Program (CWSRP) Spring application, requesting financial assistance for your community-based program because you do not have sufficient funding for the 2024/2025 term.

I am pleased to advise that B.C. Ministry of Environment and Parks (ENV) and B.C. Lung Foundation (BC Lung) has approved **\$29,000** additional funding for the **Alberni-Clayoquot Regional District (ACRD)**. The approved funding is to be allocated as indicated in the table below. Please confirm your acceptance of this funding at your earliest convenience. After that, please coordinate with Dr. Menn Biagtan, the CWSRP project manager with B.C. Lung to arrange the signing of a transfer agreement for the funding. Thank you for your work towards improving B.C.'s air quality!

<b>City or Region</b>	<b>Alberni-Clayoquot Regional District (\$)</b>
<b>Spring additional grant</b>	<b>29,000</b>
Exchanges general	25,000
Education	2,000
Advertising	
Salaries	2,000
Landfill for remote areas	
Materials and other	
Total grant for 2024/2025 term including previous 2024/2025 grant	29,000

Best regards,

Lin Li Guo  
BC Ministry of Environment and Parks  
and  
Menn Biagtan  
BC Lung Foundation

More great news for Port Alberni and building a diversified, green economy!

The Alberni Valley Makerspace is receiving \$190,000 from the CleanBC Plastics Action Fund to purchase a very nifty piece of technology that processes hard-to-recycle plastics (like the #7's). This mobile machine will be able to travel for use in outlying communities like Ahousaht, Tofino, or Ukee which often face the biggest challenges with hard-to-recycle plastics.

And, the recycled material will be put to really good use creating new products and every day items, which also means learning, knowledge transfer, and job opportunities in the creative and artisanal manufacturing sectors!

Congratulations to Michael Moore and the visionary team at the Alberni Valley Makerspace Society for being such a positive and inspiring force in the Alberni Valley, and for continuing to persist in creating new opportunities for people living here.

The CleanBC Plastics Action Fund supports projects that prevent and reduce plastic waste in B.C. Launched in 2020, the fund has invested more than \$35 million into projects that find creative solutions to help reduce plastic waste in communities. In 2025, B.C. is funding 34 new projects, with 63 projects receiving funding in previous years.

- Copied from Mid-Island Pacific Rim MLA Josie Osbourne's Facebook Page

British Columbia News

## **Funding supports new projects to promote recycling, prevent plastic waste**

<https://news.gov.bc.ca/32350>

More businesses and organizations in B.C. will receive funding to foster innovation in plastic recycling and waste prevention while creating good, clean jobs for people throughout the province.

In 2025, the B.C. government is providing more than \$8 million through the CleanBC Plastics Action Fund to local businesses, foundations and First Nations to develop creative and effective ways to repair, reuse and recycle plastics into new products to reduce waste.

“People in B.C. want to live in clean, healthy communities free from waste,” said Tamara Davidson, Minister of Environment and Parks. “These projects are finding new and creative ways to make this a reality, while bringing more jobs to communities and supporting local economies throughout the province.”

The CleanBC Plastics Action Fund supports projects that prevent and reduce plastic waste in B.C. Launched in 2020, the fund has invested more than \$35 million into projects that find creative solutions to help reduce plastic waste in communities. In 2025, B.C. is funding 34 new projects, with 63 projects receiving funding in previous years. The first two phases of the Plastics Action Fund created more than 240 direct long-term, full-time jobs, with more on the way in Phase 3.

“The CleanBC Plastics Action Fund has helped us develop a high-capacity washing facility for reusable foodware, creating new ways to support cities in moving away from single-use packaging,” said Cody Irwin, founder and CEO of ShareWares. “We’ve also been able to serve major clients, such as festivals, stadiums and event venues — key anchors in the shift toward low-waste communities. This funding has empowered us to lead the transition to sustainable reuse programs across Metro Vancouver and beyond.”

Of the projects funded in this round, 14 of 34 are Indigenous-led, with recipients from the Indigenous Projects category receiving more than \$1.5 million. This brings the total funding for Indigenous Projects from the CleanBC Plastics Action Fund to more than \$3.7 million across 31 projects.

Projects receiving funding this year include expanding the use of reusable cups at large events, textile and medical-supply recycling, installation of industrial dishwashers in community spaces to reduce single-use dinnerware, zero-waste cleaning supplies, refill and zero-waste store expansions, and construction-waste sorting services, as well as other innovative and unique projects.

The CleanBC Plastics Action Fund has been an important part of the Province's goal to reduce plastic waste for a cleaner, healthier future. It builds on other initiatives within the CleanBC Plastics Action Plan, including efforts to reduce single-use plastics and expanding producer-funded recycling programs.

### **Learn More:**

To learn more about the recipients, visit: [https://news.gov.bc.ca/files/PAF\\_BG\\_2025.pdf](https://news.gov.bc.ca/files/PAF_BG_2025.pdf)

To learn more about CleanBC Plastics Action Plan, visit: <https://cleanbc.gov.bc.ca/>

To learn more about the prevention of plastic waste, visit: <https://gov.bc.ca/reuse>

For more information about the fund, visit: <https://www.alacritycanada.com/plasticsactionfund/>

### **Ministry of Environment and Parks**

Media Relations  
envmedia@gov.bc.ca  
250 953-3834

The B.C. Public Service acknowledges the territories of First Nations around B.C. and is grateful to carry out our work on these lands. We acknowledge the rights, interests, priorities, and concerns of all Indigenous Peoples - First Nations, Métis, and Inuit - respecting and acknowledging their distinct cultures, histories, rights, laws, and governments.

April 25, 2025

Amy C Mayo, Grant Coordinator  
Alberni-Clayoquot Regional District  
3008 Fifth Ave  
Port Alberni, BC V9Y 2E3

Reference: LGPS-11649

**Re: Community Emergency Preparedness Fund – 2025 Emergency Operations  
Centres Equipment and Training – CONFIDENTIAL Approval Agreement**

Dear Ms. Mayo,

Thank you for submitting an application, dated February 26, 2025, for the 2025 Emergency Operations Centres Equipment and Training funding stream under the Community Emergency Preparedness Fund.

I am pleased to inform you **in confidence** that your project, *Regional: Increasing the Operational Capacity of the Emergency Operations Centres in the Alberni-Clayoquot Regional District with Training*, for has been recommended for funding. A grant in the amount of \$117,790.00 has now been approved.

As outlined in the Program and Application Guide, grant payments will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

The Ministry of Emergency Management and Climate Readiness has provided funding for this program. To satisfy the terms of the contribution agreement, the following requirements must be met in order to be eligible for grant payment:

- (1) This approval agreement is required to be signed by the Band Manager, CAO, CFO, or designate and returned to UBCM within 30 days of the date of this letter;
- (2) To provide the Province of BC with the opportunity to make announcements of funding approvals under this program, please keep information regarding this funding approval **in confidence until June 15, 2025.**
- (3) The funding is to be used solely for the purpose of the above-named project and for the expenses itemized in your approved application and budget;
- (4) All expenditures must meet eligibility and funding requirements as defined in the Program and Application Guide (refer to Sections 4, 5, and 6);

*The Community Emergency Preparedness Fund is funded by the Province of BC*

- (5) All project activities must be completed within one year and no later than April 26, 2026;
- (6) The final report is required to be submitted to UBCM within 30 days of project end date and no later than May 26, 2026;
- (7) Any unused funds must be returned to UBCM within 30 days following the project end date.

In addition, local governments are encouraged to engage with local First Nations and Indigenous organizations. Engagement by local governments both locally and regionally can help build relationships with First Nations, benefit both communities, and enhance reconciliation. More information on engagement best practices is available [here](#).

Please note that descriptive information regarding successful applicants and projects will be posted on the UBCM and/or provincial government websites, or shared through provincial governments news releases or events, and all interim, progress, and/or final report materials will be made available to the provincial government.

I would like to congratulate you for responding to this opportunity to support emergency preparedness and resiliency in your community.

If you have any questions, or if we can provide any assistance, please reach me at 250-387-4470 or rbishop@ubcm.ca.

Sincerely,



Rebecca Bishop  
Program Officer

cc. *Karen Freethy, Protective Services Manager*



# DISTRICT OF COLDSTREAM

9901 KALAMALKA ROAD, COLDSTREAM, BC V1B 1L6

Phone 250-545-5304 Fax 250-545-4733

Email: info@coldstream.ca Website: www.coldstream.ca

*"Rural Living At Its Best"*

June 17, 2025  
0230-30-12 (Resolutions)

UBCM Member Municipalities  
Via Email

Dear Mayors and Councillors,

**Re: Modernization of Wastewater Regulations – UBCM Resolution**

---

At their meeting held May 26, 2026, the District of Coldstream Council passed the following resolution:

*"THAT Council direct Administration to forward the following resolution to the Union of British Columbia Municipalities Annual Convention for consideration:*

**Whereas** the oversight of wastewater management in British Columbia is divided between two provincial ministries, resulting in split jurisdiction over two key regulations — the Municipal Wastewater Regulation (MWR) (2001) and the Sewerage System Regulation (SSR) (2005);

**And whereas** these regulations have not undergone significant updates since their enactment, despite evolving environmental standards, increasing concerns regarding the professional oversight of these systems, emerging technologies, and increasing community and ecological demands;

**And whereas** the Province has established priorities to support housing development, infrastructure expansion, improved cumulative effects assessment in natural resource decision-making, and stronger integration of source water and drinking water protection;

**Therefore, be it resolved** that UBCM requests the Province of British Columbia to undertake a comprehensive review and modernization of the Municipal Wastewater Regulation and Sewerage System Regulation to ensure alignment with current environmental pressures, technological advancements, and land use planning needs.

*AND THAT Administration be directed to copy the correspondence to Lake Country, Columbia-Shuswap Regional District and the City of Vernon;*

*AND FURTHER THAT Administration be directed to copy the correspondence to all UBCM member municipalities for information and request for support."*

This resolution was co-sponsored by the City of Vernon, District of Lake Country and the Columbia Shuswap Regional District and submitted to UBCM for consideration at the 2025 Convention. We encourage you to consider supporting this resolution at the 2025 UBCM Convention.

Yours truly,

Keri-Ann Austin, MMC  
Chief Administrative Officer

cc Coldstream Council



# Village of Chase

PO Box 440, 826 Okanagan Ave,  
Chase, British Columbia V0E 1M0

Office: 250. 679-3238

Fax: 250. 679-3070

[www.chasebc.ca](http://www.chasebc.ca)

June 5, 2025

The Honourable Lisa Beare, M.L.A.  
Minister of Education and Child Care  
PO Box 9045 Stn Prov Govt  
Victoria, BC V8W 9E2  
Email: [ECC.Minister@gov.bc.ca](mailto:ECC.Minister@gov.bc.ca)

Dear Minister Beare:

**RE: Funding for Public Education**

At its May 27, 2025 Regular Meeting, the Council of the Village of Chase passed the following resolution:

*"THAT Council write a letter to the Minister of Education and Child Care that public education is important to the Village of Chase and needs to be properly funded and copy MLA Ward Stamer and all local governments in B.C."*

We write on behalf of our community to advocate for students in Chase and throughout British Columbia.

We understand that provincial governments have competing priorities to consider when allocating public funds across program areas. However, current funding levels are not sufficient to support student learning and well-being in our province.

We know that a properly funded public education system significantly improves the opportunities and outcomes for young people in our community. We call on the provincial government to address urgently needed funding for public education.

We thank you for giving thoughtful consideration to this most important issue.

Sincerely,

**VILLAGE OF CHASE**

David Lepsoe, Mayor, on behalf of Council



# Village of Chase

PO Box 440, 826 Okanagan Ave,  
Chase, British Columbia V0E 1M0

Office: 250. **679-3238**

Fax: 250. 679-3070

[www.chasebc.ca](http://www.chasebc.ca)

Cc: The Honourable David Eby, M.L.A., Premier of British Columbia

The Honourable Ward Stamer, M.L.A. for Kamloops-North Thompson

All local governments in British Columbia

June 17, 2025

*Via email*

AKBLG, NCLGA, AVICC, and LMLGA Member Municipalities

Dear AKBLG, NCLGA, AVICC, and LMLGA Members:

**Re: Support for Resolution**

---

I am writing on behalf of the Town of Oliver Council, requesting favorable consideration and resolutions of support for the proposed UBCM Resolution for the Province to work with Crown Grant Airport owners to update the list of Ancillary Uses in the Land Use Operational Policy at the upcoming UBCM Convention this fall.

At the January 27, 2025, Town of Oliver Regular Open Council Meeting and at the January 23, 2025 RDOS Board Meeting, the following resolution was approved:

WHEREAS Airports located on Crown Land have Crown Grants from the Province of BC to operate and must adhere to the ancillary airport uses listed in the Land Use Operational Policy;

AND WHEREAS the list of airport uses is restrictive and limited to what's considered necessary for the viable operation and management of a public airport;

AND WHEREAS capital renewal and operational costs for Crown Grant Airports continue to increase and are far outpacing the revenue generating opportunities from ancillary land use leases;

AND WHEREAS the Socio-Economic impacts from Crown Grant Airports is significant for local municipalities and the surrounding area;

NOW THEREFORE BE IT RESOLVED that UBCM ask the Province to work with Crown Grant Airport owners to update the list of Ancillary Uses in the Land Use Operational Policy to allow for increased revenue generating opportunities to improve the economic viability of Crown Grant Airports.

We look forward to and appreciate your support on this matter.

Sincerely,



Martin Johansen  
Mayor

cc. Council





**To:** Board of Directors

**From:** Mercy Hrad, BCom, Accountant  
Shane Koren, Manager of Financial Services

**Meeting Date:** June 25, 2025

**Subject:** 2024 Statement of Financial Information

**Recommendation:**

***That the Board of Directors approve the Alberni-Clayoquot Regional District 2024 Statement of Financial Information including all the statements and schedules.***

**Summary:**

The Statement of Financial Information (SOFI) report includes the audited financial statements as well as schedules for guarantees and indemnity agreements, remuneration and expenses, and suppliers of goods and services. The report requires approval by the Board of Directors prior to submission to the Ministry of Municipal Affairs. The deadline for submission is June 30<sup>th</sup> of each year.

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

Approximately 20 hours of finance department staff time is required to develop the SOFI report requirements annually.

**Financial:**

There are no financial costs associated with the development of the SOFI report besides staff time.

**Strategic Plan Implications:**

This report is a core requirement of the ACRD and is not linked to a specific strategic priority.

**Policy or Legislation:**

The Regional District SOFI has been prepared in accordance with the *Financial Information Act*.

Prepared 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



**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**STATEMENT OF FINANCIAL INFORMATION  
PERIOD ENDED DECEMBER 31, 2024**

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# **Regional District of Alberni-Clayoquot**

## **Financial Statements**

**Year Ended December 31, 2024**

# Regional District of Alberni-Clayoquot

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Year Ended December 31, 2024

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**KPMG LLP**

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Canada  
Telephone 250 480 3500  
Fax 250 480 3539

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of Alberni-Clayoquot Regional District

### *Opinion*

We have audited the financial statements of Alberni-Clayoquot Regional District (the "District"), which comprise:

- the statement of financial position as at December 31, 2024
- the statement of operations for the year then ended
- the statement of changes in accumulated surplus for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the District as at December 31, 2024, and its results of operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "**Auditor's Responsibilities for the Audit of the Financial Statements**" section of our auditor's report.

We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



## ***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the District's financial reporting process.

## ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*KPMG LLP*

Chartered Professional Accountants

Victoria, Canada  
April 10, 2025

# Regional District of Alberni-Clayoquot

## Statement of Financial Position

Year Ended December 31, 2024

	2024	2023
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents	\$ 20,771,949	\$ 25,419,384
Short term investments (Note 3)	8,536,659	3,003,769
Accounts receivable (Note 4)	2,581,685	2,033,413
Term receivables from municipalities (Note 5)	32,121,571	22,978,798
Municipal Finance Authority debt reserve deposit (Note 6)	556,220	439,820
Inventories for resale	64,819	82,351
	<b>64,632,903</b>	<b>53,957,535</b>
<b>FINANCIAL LIABILITIES</b>		
Accounts payable and accrued liabilities	2,289,427	2,250,864
Short term borrowing	110,810	-
Deferred revenue	2,005,519	2,137,583
Deposits (Note 7)	5,050	5,050
Restricted revenues (Note 8)	738,823	665,392
Asset retirement obligation (Note 10)	16,392,335	18,558,062
Municipal Finance Authority debt reserve	539,265	425,912
Other liability (Note 21)	868,121	-
Debt (Note 11, Schedule 1)	37,929,300	29,011,259
	<b>60,878,650</b>	<b>53,054,122</b>
<b>NET FINANCIAL ASSETS</b>	<b>3,754,253</b>	<b>903,413</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 12, Schedule 2)	50,927,365	52,158,737
Inventories of supplies	127,850	103,139
Deposit security	10,000	-
Prepaid expenses	158,013	116,321
	<b>51,223,228</b>	<b>52,378,197</b>
<b>ACCUMULATED SURPLUS</b>	<b>\$ 54,977,481</b>	<b>\$ 53,281,610</b>

Contingent liabilities and commitments (Notes 5, 6, 15 and 17)

Contractual rights (Note 18)

*Teri Fong*

Teri Fong, CPA, CGA  
Chief Financial Officer

The accompanying notes are an integral part of these financial statements.

# Regional District of Alberni-Clayoquot

## Statement of Operations

Year Ended December 31, 2024

	2024 Budget (Note 19)	2024 Actual	2023 Actual
<b>REVENUE</b>			
Tax requisitions	\$ 10,008,221	\$ 10,008,223	\$ 8,876,368
Grants in lieu of taxes	75,380	180,476	181,853
Services provided to other governments	424,255	130,697	161,382
Sales of services	6,065,144	6,658,207	6,273,697
Miscellaneous revenue	1,888,583	2,381,705	2,257,438
Government transfers			
Conditional	6,686,980	3,697,040	7,494,097
Unconditional	190,000	210,100	190,000
	25,338,563	23,266,448	25,434,835
<b>EXPENSES (Note 20)</b>			
Administrative services	5,013,425	3,534,998	3,246,001
Planning & development services	2,410,327	1,827,829	1,490,516
Recreational & cultural services	1,382,032	1,183,913	1,081,016
Solid waste services	5,211,329	5,733,650	5,574,134
Transportation Services	5,054,153	4,352,913	3,324,017
Water & sewer services	1,903,793	1,767,249	1,658,775
Protective services	3,908,554	2,843,594	2,556,301
Grant-in-aids	325,460	307,357	340,152
Other services	39,287	19,074	19,176
	25,248,360	21,570,577	19,290,088
<b>ANNUAL SURPLUS</b>	\$ 90,203	\$ 1,695,871	\$ 6,144,747

The accompanying notes are an integral part of these financial statements.

**Regional District of Alberni-Clayoquot**  
**Statement of Changes in Accumulated Surplus**  
**Year Ended December 31, 2024**

	2024 Budget (Note 19)	2024 Actual	2023 Actual
<b>ACCUMULATED SURPLUS - BEGINNING OF YEAR</b>	\$ 53,281,610	\$ <b>53,281,610</b>	\$ 47,136,863
ANNUAL SURPLUS	90,203	<b>1,695,871</b>	6,144,747
<b>ACCUMULATED SURPLUS - END OF YEAR</b>	\$ 53,371,813	\$ <b>54,977,481</b>	\$ 53,281,610

The accompanying notes are an integral part of these financial statements.

## Regional District of Alberni-Clayoquot

### Statement of Changes in Net Financial Assets

Year Ended December 31, 2024

	2024 Budge (Note 19)	2024 Actual	2023 Actual
<b>ANNUAL SURPLUS</b>	\$ 90,203	\$ 1,695,871	\$ 6,144,747
(Acquisition)/ use of prepaids	-	(41,692)	(24,785)
Acquisition of inventory of supplies	-	(24,711)	(11,294)
Reduction in ARO asset change in estimate	-	2,920,437	2,585,534
Addition of assets held in trust	-	(10,000)	-
Loss on disposal of tangible capital assets	-	10,662	-
Acquisition of tangible capital assets	-	(3,912,403)	(6,569,101)
Contributed tangible capital assets	-	(965,843)	-
Amortization	2,685,700	3,178,519	2,741,975
	2,685,700	1,154,969	(1,277,671)
<b>CHANGE IN NET FINANCIAL ASSETS</b>	2,775,903	2,850,840	4,867,076
<b>NET FINANCIAL ASSETS - BEGINNING OF YEAR</b>	903,413	903,413	(3,963,663)
<b>NET FINANCIAL ASSETS - END OF YEAR</b>	\$ 3,679,316	\$ 3,754,253	\$ 903,413

The accompanying notes are an integral part of these financial statements.

# Regional District of Alberni-Clayoquot

## Statement of Cash Flows

Year Ended December 31, 2024

	2024	2023
<b>OPERATING ACTIVITIES</b>		
Annual surplus	\$ 1,695,871	\$ 6,144,747
Item not affecting cash:		
Amortization of tangible capital assets	3,178,519	2,741,975
Loss on disposal of tangible capital assets	10,662	-
Contributed tangible capital asset	(965,843)	-
Other Liability	868,121	-
Contribution to Municipal Finance Authority debt reserve deposit	(3,047)	(2,639)
Accretion Expense	754,709	704,566
Actuarial adjustments of debt	(45,748)	(38,904)
	<b>5,493,244</b>	<b>9,549,745</b>
Changes in non-cash working capital (Note 13)	<b>(627,213)</b>	<b>2,736,996</b>
	<b>4,866,031</b>	<b>12,286,741</b>
<b>FINANCING ACTIVITIES</b>		
Proceeds (conversion) of short-term debt financing	110,810	-
Repayment of debt	(178,983)	(178,982)
	<b>(68,173)</b>	<b>(178,982)</b>
<b>CAPITAL ACTIVITIES</b>		
Purchase of tangible capital assets	(3,912,403)	(6,569,101)
<b>INVESTING ACTIVITIES</b>		
Purchase of short-term investments	(5,500,105)	6,320,113
Proceeds on short-term investment	(32,785)	-
	<b>(5,532,890)</b>	<b>6,320,113</b>
<b>(DECREASE)/INCREASE IN CASH FLOW</b>	<b>(4,647,435)</b>	<b>11,858,771</b>
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<b>25,419,384</b>	<b>13,560,613</b>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<b>20,771,949</b>	<b>25,419,384</b>
<b>CASH AND CASH EQUIVALENTS CONSISTS OF:</b>		
Bank balances	\$ 20,771,949	\$ 25,419,384

The accompanying notes are an integral part of these financial statements.

# Regional District of Alberni-Clayoquot

## Notes to Financial Statements

Year Ended December 31, 2024

### 1. Summary of Significant Accounting Policies

#### Basis of presentation

The financial statements of the Regional District of Alberni-Clayoquot (the "District") are prepared by management in accordance with Canadian generally accepted accounting principles for local governments as prescribed by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

#### Budget reporting

The budget information reported in the statement of operations, the statement of changes in accumulated surplus and the statement of changes in net financial assets represents the 2024 budget as adopted by the District's Board on March 27, 2024.

#### Inventory

- a) Inventories for resale - Fuel inventory is valued at the lower of cost or net realizable value.
- b) Inventories of supplies - Supplies inventory is valued at the lower of cost and net realizable value with the cost being determined on a first in, first out basis.

#### Revenue and expenditure recognition

Revenue from unilateral transactions is recognized when the District has the ability to claim or retain an inflow of economic resources and a past transaction or event giving rise to the asset has occurred. Revenue from exchange transaction is recognized when the District has satisfied applicable performance obligation.

Amounts that have been received in advance of services being rendered or performance obligations being met are recorded as deferred revenue until the District discharges the obligations that led to the collection of funds

Revenues from other levels of governments, classified as grants in lieu of taxes, are recorded in the District's records when amounts are known and collectability is reasonably assured.

Each Municipality, Treaty First Nation and Electoral Area within the Regional District is requisitioned for their portion of each service in which they participate. These funds are then levied by the Municipalities, Treaty First Nations and the Province (for Electoral Areas) to individual taxpayers. Instead of levying individual taxpayers, the Treaty First Nations also have the option of paying for the requisition from their consolidated revenue fund. The requisitioned amounts are turned over to the District by August 1 of each year.

Expenditures are recorded on an accrual basis and are recognized in the period in which the goods and services are acquired and a liability is incurred or transfers are due. Expenditures include the accrued interest payable on debt to the end of the fiscal period.

Government transfers without stipulations are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made. Government transfers with stipulations restricting their use are recognized in the financial statements as revenues in the period in which the eligible expenditures are incurred, providing they are authorized and eligibility criteria are met.

# Regional District of Alberni-Clayoquot

## Notes to Financial Statements

Year Ended December 31, 2024

### 1. Summary of Significant Accounting Policies (continued)

#### Deferred and restricted revenues

- a) Deferred revenue includes amounts received related grants for projects in progress, lease revenue, building permits, rezoning applications, transit passes, parking passes, and to the curbside garbage program but not yet earned. These amounts will be recognized as revenue in the next or future fiscal year.
- b) Restricted revenue include amounts received for specified projects that are unspent. These amounts will be recognized as revenue when stipulations are met and the related expenditures are incurred, services performed or tangible capital assets acquired, thereby extinguishing the related liability.

#### Financial instruments

Financial instruments are designated at cost. Financial instruments are adjusted by transaction costs incurred on acquisition and amortized using the effective interest rate method. Financial assets are assessed for impairment on an annual basis. If there is an indicator of impairment, the District determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the District expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

#### Accrued Employee Benefits

Based on obligations as determined by collective agreements and contractual arrangements, employee benefit accruals, which include an allowance for vacation entitlement and overtime benefits, are recorded in the year in which they are earned.

#### Post Employment Benefits

Leave benefits such as vacation, along with retirement allowance benefits, are also available to the District's employees. The costs of these benefits are determined based on service and best estimates of retirement ages and expected future salary and benefit increases. The obligation under this benefit plan is accrued based on projected benefits as the employees render services necessary to earn the future benefits.

The District and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred. The costs of the plan are the employer's contributions due to the plan in the period.

#### Debt

Debt is recorded net of any related repayments and actuarial additions. Interest expense is recorded in the period incurred. The debt schedule indicates the amount of debt payable in accordance with schedules received from the Municipal Finance Authority.

# Regional District of Alberni-Clayoquot

## Notes to Financial Statements

Year Ended December 31, 2024

### 1. Summary of Significant Accounting Policies (continued)

#### Tangible capital assets

Tangible capital assets (TCAs) are recorded at cost and amortized on a straight-line basis, based on their expected useful life. The expected useful life of the District's TCAs are as follows:

Airport	10 to 50 years
Fire department	5 to 50 years
Office and administration	5 to 40 years
Land	not amortized
Landfills	Projected closures - 2070 and 2091, 10 to 40 years
Parks	5 to 25 years
Salmon beach	10 to 50 years
Water systems	25 years
Beaver Creek water system	5 to 60 years

Capital projects under construction are not amortized until the asset is put into use. TCA's contributed to the Regional District are recorded at fair value at the time of contribution.

TCA's are written down when conditions indicate that they no longer contribute to the District's ability to provide goods and services or when the value of the future economic benefits associated with the asset is less than the book value of the asset.

#### Asset retirement obligation

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met: 1) There is a legal obligation to incur retirement costs in relation to tangible capital assets 2) The past transaction or event giving rise to the liability has occurred 3) It is expected that the future economic benefit will be given up 4) A reasonable estimate of the amount can be made. The liability for closure of operational sites and post-closure care relating to landfill sites has been recognized based on estimated future expenses. An additional liability for the removal of asbestos and septic tank remediation in several locations owned by the ACRD has also been recognized based on estimated future expenses on closure of the site and post closure care. The liability is discounted using a present value calculation, and adjusted yearly for accretion expense. The recognition of a liability resulted in an accompanying increase to the respective tangible capital assets. The increase to the tangible capital assets is being amortized in accordance with the associated asset retirement obligation policy and remaining useful life of the related tangible capital asset.

#### Measurement uncertainty

The preparation of financial statements in conformity with Public Sector Accounting Standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenses, gains, and losses during the reporting period. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the period in which they became known. By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in future periods could be significant. Since a precise

# Regional District of Alberni-Clayoquot

## Notes to Financial Statements

Year Ended December 31, 2024

### 1. Summary of Significant Accounting Policies (continued)

#### Measurement uncertainty (continued)

determination of many assets and liabilities depends on future events, actual results may differ from such estimates and approximations. Key areas requiring the use of estimates include the amortization of tangible capital assets, asset retirement obligation, expected retirement costs, as well as the timing and duration of retirement costs.

### 2. Changes in Accounting Policy

On January 1, 2024, Public Accounting Standard PS 3400 Revenue was adopted. The standard was adopted prospectively from the date of adoption. Under the new accounting standard, there are two categories of revenue – exchange and non-exchange. If the transaction gives rise to one or more performance obligations, it is an exchange transaction. If no performance obligations are present, it is a non-exchange transaction. The new standards provide comprehensive requirements for all recognition and measurement of revenue transactions, excluding voluntary and nonreciprocal transactions, transactions recorded under PS 3410, PS3510, PS 3100, PS 3450, PS 3430, PS 3060, PS 3707, PS 3380, PS 3390. Management has assessed the impact of adopting PS 3400 on the financial statements and have identified a \$92,783 reduction to miscellaneous revenue in 2024.

### 3. Short Term Investments

The guaranteed investment certificates balance is inclusive of \$1,000,000 at 5.90% maturing on February 15, 2025, \$150,000 at 4.60% maturing on August 16, 2025, \$3,000,000 at 5.40% maturing on December 5, 2025, \$2,350,000 at 5.65% maturing on February 15, 2026, and \$1,000,000 at 3.40% maturing on December 13, 2026.

	<b>2024</b>	2023
Alberni District Co-op Association equity shares	\$ 3,874	\$ 3,769
Guaranteed investment certificates	<b>7,500,000</b>	3,000,000
MFA - Money Market Fund Investments	<b>1,032,785</b>	-
	<b>\$ 8,536,659</b>	\$ 3,003,769

# Regional District of Alberni-Clayoquot

## Notes to Financial Statements

Year Ended December 31, 2024

### 4. Accounts Receivable

	2024	2023
Trade and other receivables	\$ 1,651,955	\$ 1,588,482
Goods and services tax recoverable	138,492	98,794
Government of Canada	115,279	8,809
Province of British Columbia	136,742	246,705
Local governments	546,434	101,557
Subtotal	2,588,902	2,044,347
Less allowance for doubtful accounts	(7,217)	(10,934)
Accounts receivable - net	\$ 2,581,685	\$ 2,033,413

### 5. Term Receivables from Municipalities

Pursuant to the Local Government Act, the District acts as the agency through which its member municipalities borrow funds from the Municipal Finance Authority of British Columbia ("MFA"). The annual cost of servicing this municipal debt is recovered entirely from the borrowing member municipality. However, in the event of default the District is contingently liable to the MFA for this debt.

	2024	2023
City of Port Alberni	\$ 20,230,709	\$ 20,919,025
District of Tofino	10,458,659	518,820
District of Ucluelet	1,432,203	1,540,953
	\$ 32,121,571	\$ 22,978,798

### 6. Municipal Finance Authority Debt Reserve Fund

MFA provides capital financing for Regional Districts and their member Municipalities. The MFA is required to establish a Debt Reserve Fund into which each Regional District and member Municipality, who share in the proceeds of a debt issue through the District, are required to pay certain amounts set out in the debt agreements. Interest earned on these funds (less administrative expenses) becomes an obligation of the MFA to the District. If at any time insufficient funds are provided by the District or member Municipalities, MFA will then use these funds to meet payments on its obligations. When this occurs, the District may be called upon to restore the fund. The balance of the District's Debt Reserve Fund deposits at December 31, 2024 is \$556,220 (2023 - \$439,820).

# Regional District of Alberni-Clayoquot

## Notes to Financial Statements

Year Ended December 31, 2024

### 6. Municipal Finance Authority Debt Reserve Fund (continued)

As a condition of the borrowing, the District is also obligated to lodge security by means of demand notes based on the amount of the borrowing. The notes, which are contingent in nature, are held by the MFA to act as security against the possibility of debt repayment default and are not recorded in the financial statements. Upon maturity of a debt issue, the demand notes are released. As of December 31, 2024, there are contingent demand notes of \$832,356 (2023 - \$643,999). Of these amounts, \$701,031 (2023 - \$512,674) relate to borrowing of member municipalities.

### 7. Deposits

Performance deposits are funds collected from various property developers and held as security to ensure the completion of specified agreed on works. These funds will be released once the related works are completed, or used by the District to complete the works for which they are held.

	2024	2023
Performance deposits	\$ 5,050	\$ 5,050

### 8. Restricted Revenues

	2024	2023
Development cost charges	\$ 279,208	\$ 252,589
Parkland deferred contributions	459,615	412,803
	\$ 738,823	\$ 665,392

- a) The regional district receives contributions from developers for the development of the water and sewer infrastructure. These restricted contributions are recognized as revenue in the years in which the capital projects are undertaken. Developer contributions paid in advance of infrastructure works are recorded as restricted revenue. Developer contributions received during the year were \$145,676 (2023 - \$23,814). Interest earned on developer contributions is restricted and deferred; interest earned during the year was \$12,612 (2023 - \$11,350). Developer contributions expended on capital projects during the year was \$131,670 (2023 - \$nil).
- b) The District receives contributions from developers for the future acquisition of parkland. These restricted contributions are recognized as revenue in the years in which the parkland is subsequently acquired. Developer contributions received during the year were \$26,700 (2023 - \$7,578). Interest earned on parkland contributions is restricted and deferred; interest earned during the year was \$20,114 (2023 - \$20,282). Parkland acquired during the year was \$nil (2023 - \$nil).

# Regional District of Alberni-Clayoquot

## Notes to Financial Statements

Year Ended December 31, 2024

### 9. Community Works Funds

The Canada Community-Building Fund is provided by the Government of Canada. The Community Works Fund stream provides funding to local governments for eligible expenditures of eligible projects in accordance with an agreement between the Regional District and the Union of British Columbia Municipalities. The following amounts are unspent funds held within accumulated surplus of the District:

	2024	2023
Opening balance of unspent funds	\$ 4,029,309	\$ 4,277,079
Add amount received during the year	549,713	503,977
Add interest earned	216,973	213,735
Less eligible expenditures made during the year	(411,424)	(965,482)
Closing balance of unspent funds	\$ 4,384,571	\$ 4,029,309

### 10. Asset Retirement Obligation

The asset retirement obligation consists of several obligations as follows:

#### a) Landfill Obligation

The District operates the Alberni Valley Landfill and the West Coast Landfill sites. The liability for the closure of operational sites and post-closure care has been recognized under *PS 3280 – Asset Retirement Obligation*. The costs were based upon the presently known obligations that will exist at the estimated year of closure of the sites. This obligation has been discounted to the present value using 4.17% in 2023 and 4.53% in 2024. Post closure care is estimated to be required for 200 years from the date of site closure for the Alberni Valley and for 100 years from the date of site closure for the West Coast. It is estimated that the life of the Alberni Valley Landfill is 64 (2023 - 65) years and the West Coast Landfill is 46 (2023 - 47) years.

#### b) Building Obligation

The ACRD owns and operates several buildings that are known to have asbestos and lead paint, which represents a health hazard upon demolition of the building and there is a legal obligation to remove it. Following the adoption of *PS3280 – Asset retirement obligations*, the District recognized an obligation relating to the removal and post-removal care of the asbestos and paint in these building as estimated at December 31, 2024.

In accordance with the provisions of this standard, the District reflected the following adjustments at December 31, 2024:

# Regional District of Alberni-Clayoquot

## Notes to Financial Statements

Year Ended December 31, 2024

### 10. Asset Retirement Obligation (continued)

a) Landfill Obligation Adjustments

i.) A accretion expense increase to the landfill asset retirement obligation liability of \$704,566 and estimated liability decrease to the landfill asset retirement obligation liability of \$2,920,437 has been recorded in 2024. This obligation has been discounted to the present value using 4.53% (2023 – 4.17%)

ii.) A reduction in asset estimation has reduced the landfill asset retirement obligation asset by \$2,920,437..

b) Building Obligation Adjustment

i.) Amortization of \$13,382 has been recorded to building asset retirement obligation accumulated amortization and there has been no change to the estimated liability or asset value.

	2023	ARO Additions	ARO Settlements	Revisions to Estimates	Accretion Expense	2024
Hazardous materials	\$ 1,897,817	-	-	-	-	\$ 1,897,817
Landfill closure and post-closure costs	16,660,245	-	-	(2,920,436)	754,709	14,494,518
	\$ 18,558,062	-	-	\$ (2,920,436)	\$ 754,709	\$ 16,392,335

### 11. Debenture Debt

All borrowings for the District are with the MFA. Debt interest costs recognized as expense as incurred. The debenture debt "Schedule 1" reflects the amount of debenture debt payable.

Principal payments due within the next five years and thereafter are as follows:

2025	\$ 1,298,777
2026	1,343,094
2027	1,388,960
2028	1,436,431
2029	1,485,564
Thereafter	30,976,474
	<u>\$ 37,929,300</u>

Principal payments are invested by MFA and earn income which is expected to be sufficient to retire the debt at maturity.

# Regional District of Alberni-Clayoquot

## Notes to Financial Statements

Year Ended December 31, 2024

### 12. Tangible Capital Assets

	Cost	Accumulated amortization	2024 Net book value	2023 Net book value
Airport	\$ 29,878,290	\$ 12,232,008	\$ 17,646,282	\$ 14,751,312
Fire department	8,430,861	4,365,349	4,065,512	3,525,138
Office and administration	2,731,942	2,237,622	494,320	529,828
Land	6,519,253	-	6,519,253	6,519,253
Landfills	15,411,171	6,654,818	8,756,353	11,801,243
Parks	2,749,092	525,138	2,223,954	2,282,417
Salmon beach	1,277,953	589,036	688,917	512,102
Water systems	5,321,247	2,777,826	2,543,421	2,644,577
Beaver Creek water system	10,619,694	4,868,321	5,751,373	5,437,724
Under construction	2,237,980	-	2,237,980	4,155,143
	\$ 85,177,483	\$ 34,250,118	\$ 50,927,365	\$ 52,158,737

Land includes a right of way value of \$16,300 that relates to the land where the Bamfield Fire Department building is situated. For additional information about tangible capital assets, see Schedule 2.

During 2024, the ACRD evaluated all sites for which an environmental standard exists and for which it is directly responsible, and has concluded that no contamination exists that exceeds an environmental standard. Accordingly, no amount has been accrued in the financial statements as a liability for contaminated sites.

### 13. Change in Non Cash Working Capital and Cash Flow Supplementary Information

	2024	2023
Accounts receivable	\$ (548,272)	\$ 1,161,106
Inventories for resale	17,532	2,866
Inventories of supplies	(24,711)	(11,294)
Accounts payable and accrued liabilities	38,563	(11,206)
Deferred revenue	(132,064)	1,566,068
Prepaid expenses	(41,692)	(24,785)
Assets held in trust	(10,000)	-
Restricted revenues	73,431	63,024
Due to Alberni-Clayoquot Regional Hospital District	-	(8,779)
	\$ (627,213)	\$ 2,736,996

# Regional District of Alberni-Clayoquot

## Notes to Financial Statements

Year Ended December 31, 2024

### 14. Financial Risk and Concentration of Risk

a) Credit risk:

Credit risk refers to the risk that a counter party may default on its contractual obligations resulting in a financial loss. The District is subject to credit risk with respect to the accounts receivable, cash and cash equivalents, and short-term investments. The exposure is limited to their carrying amounts at the date of the statement of financial position.

Accounts receivable primarily consist of amounts receivable from government organizations, residents and financial institutions. To reduce the risk, the District regularly reviews the collectability of its accounts receivable and if needed, will establish an allowance based on its best estimate of potentially uncollectible amounts. As at December 31, 2024 the amount of allowance for doubtful debts was \$7,217 (2023 – \$10,934). The District historically has not had difficulty collecting receivables, nor have counterparties defaulted on any payments.

b) Liquidity risk:

Liquidity risk is the risk that the Hospital District will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The District manages its liquidity risk by monitoring its operating requirements; preparing budget and cash forecast to ensure it has sufficient funds to fulfill its obligations.

c) Market risk:

Market risk is the risk that changes in market prices, such as foreign exchange rates or interest rates will affect the District's income or the value of its holdings. The objective of market risk management is to control risk exposures within acceptable parameters while optimizing return on investment. The District manages its market risk by holding cash balances with top rated Canadian Schedule I financial institutions. The District periodically reviews its investments and is satisfied that the portfolio investments are being managed in accordance with the investment policy.

i.) Foreign exchange risk

The District does not enter into foreign exchange transactions and therefore is not exposed to foreign exchange risk.

ii.) Interest rate risk

The District is exposed to interest rate risk through its investments and debt instruments. The District's investments are disclosed in Note 3. It is management's opinion that the District is not exposed to significant interest rate risk due to size of its investment portfolio.

The District's exposure to interest rate risk in relation to debt instruments is limited to long-term debt and short-term financing. The risk applies only to long-term debt when amortization periods exceed the initial locked-in term. Short-term financing is subject to daily float rates, which can result in variability over the course of short-term financing. Interest rate risk related to debt instruments is managed through budget and cash forecasts.

# Regional District of Alberni-Clayoquot

## Notes to Financial Statements

Year Ended December 31, 2024

### 15. The North Island 9-1-1 Corporation

A 9-1-1 emergency dispatch service is provided by the North Island 9-1-1 Corporation, which is owned by the Regional Districts of Comox Valley, Strathcona, Mount Waddington, Alberni Clayoquot, Nanaimo and Powell River. The shares in the corporation are owned as follows:

Alberni-Clayoquot - 3 shares

Mount Waddington - 1 share

Comox Valley - 6 shares

Nanaimo - 5 shares

Strathcona - 4 shares

Powell River - 2 shares

The District's investment in shares of the North Island 9-1-1 Corporation is recorded at cost. The District, through approval of the annual budget, is responsible for its share in funding ongoing operations. The District's share of the corporation is equal to 14.3% and the degree of control is proportionate to the ownership share. As no benefits are expected from the ownership, it has not been accounted for as an equity investment.

### 16. Due to/from Alberni-Clayoquot Regional Hospital District

The District is related to the Alberni Clayoquot Regional Hospital District (the "Hospital District"), as the same individuals are members of the Board of Directors of both organizations. As legislated by the Hospital District Act, the officers and employees of the District are the corresponding officers and employees of the Hospital District. Each of the District and the Hospital District are separate legal entities as defined by separate Letters Patent and authorized by separate legislation. During the year, the Alberni Clayoquot Regional Hospital District purchased, at cost, \$46,200 (2023 - \$45,350) of administrative support services from the District.

At December 31, 2024, the Hospital District owes the District \$15,154 (2023 - \$5,350) related to these administrative support services.

### 17. Contingent Liabilities and Commitments

#### a) Claims

In the normal course of a year, the District is faced with lawsuits for damages of diverse natures. At year end the District's estimated exposure to each such liability is either not determinable or is not considered to be significant. Claims paid by the District as a result of litigation are reported as expenditures.

#### b) Environmental regulations

The District is subject to environmental regulations which cover different aspects of its operations. These regulations may require future expenditures to meet applicable standards and subject the District to possible penalties for past violations. Any amounts required to meet obligations will be charged to operations or capitalized, as appropriate. No amounts can be estimated at this time and therefore no liabilities have been recorded at December 31, 2024.

# Regional District of Alberni-Clayoquot

## Notes to Financial Statements

Year Ended December 31, 2024

### 17. Contingent Liabilities and Commitments (continued)

#### c) Pension liability

The District and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2023, the plan has about 256,000 active members and approximately 129,000 retired members. Active members include approximately 45,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2021 indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis. The District paid \$398,072 for employer contributions to the plan in fiscal 2024 (2023 - \$339,637). Employees contributed \$368,142 to the plan in fiscal 2024 (2023 - \$313,754). The next valuation will be as at December 31, 2024 with results available in 2025.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

#### d) Sick leave entitlements

Based on obligations as determined by collective agreements and contractual arrangements for sick leave, employees' sick leave entitlements accumulate. However, as sick leave benefits are only payable for sick leave and are not payable upon leaving the District, the amounts are recognized as an expense only when a claim is made. As at December 31, 2024 accumulated sick leave amounted to \$833,849 (2023 - \$864,847).

#### e) Contractual obligations for leased premises

As a result of the conversion of the Beaver Creek Improvement District to an electoral area of the regional district, the District assumed the long-term lease previously entered into by the Beaver Creek Improvement District effective November 1, 1961 with respect to the land on which the Improvement District's Stamp River pump house facilities are located. The agreement has a 99-year term and provides for annual rent of \$1 per annum. In addition, as Lessee the District will pay all taxes, levies and assessments which may be assessed, charged or levied against the lands and leasehold improvements erected thereon.

# Regional District of Alberni-Clayoquot

## Notes to Financial Statements

Year Ended December 31, 2024

### 17. Contingent Liabilities and Commitments (continued)

f) Commitments

At December 31, 2024, the District has outstanding commitments to capital projects for \$1,568,611 and operating contracts as follows:

2025	\$	3,895,976
2026		1,255,273
2027		1,065,191
2028		891,119
2029		360,976
		<u>360,976</u>
	\$	<u>7,468,535</u>

### 18. Contractual Rights

The District has entered into various contracts for rental revenue within the normal course of operations. The estimated contractual rights under these contracts are as follows:

2025	\$	417,101
2026		299,434
2027		277,711
2028		242,570
2029		257,527
Thereafter		6,328,118
		<u>6,328,118</u>
	\$	<u>7,822,461</u>

# Regional District of Alberni-Clayoquot

## Notes to Financial Statements

Year Ended December 31, 2024

### 19. Budget Reconciliation

Budget figures represent the Financial Plan Bylaw adopted by the Board on March 27, 2024. The financial plan budgeted for capital expenditures rather than amortization expense, and reflects the use of prior year operating surpluses as part of its annual budget. The carry forward of operating surpluses by department is a requirement under the Local Government Act of BC. The financial plan forms the basis for taxation and fees and charges rates which may be required for a particular year. The budget contains certain revenue and expense recognition principles that do not comply with Public Sector Accounting Standards, therefore, a reconciliation of the approved budget is presented below to conform to the general purpose financial statement presentation.

#### **Adjustments to the 2024 budgeted annual surplus**

Consolidated financial plan balanced cash budget as adopted March 27, 2024	\$	-
Add transfers to reserves		<b>6,597,879</b>
Add principal debt payments		<b>207,250</b>
Less surplus from prior years		<b>(2,677,857)</b>
Less committed surplus from prior years		<b>(654,016)</b>
Less transfers from reserves		<b>(697,353)</b>
Less amortization		<b>(2,685,700)</b>
<b>Accrual budgeted annual surplus</b>	<b>\$</b>	<b>90,203</b>

### 20. Expense by Object

	2024 Budget	2024 Actual	2023
Salaries, wages and benefits	\$ 6,412,482	\$ <b>6,197,547</b>	\$ 5,483,276
Board remuneration	212,408	<b>244,569</b>	219,567
Operating goods and services	14,661,494	<b>10,592,385</b>	9,547,094
Grants to outside organizations	1,031,199	<b>378,220</b>	375,042
Interest on debt	245,077	<b>224,628</b>	218,567
Accretion of landfill asset retirement obligation	-	<b>754,709</b>	704,566
Amortization on tangible capital assets	2,685,700	<b>3,178,519</b>	2,741,975
	<b>\$ 25,248,360</b>	<b>\$ 21,570,577</b>	\$ 19,290,087

# Regional District of Alberni-Clayoquot

## Notes to Financial Statements

Year Ended December 31, 2024

### 21. Other Liability

The District has entered into rent credit lease agreements with a lessee at the Tofino Long Beach Airport. As the lessor of the airport lands, the District has agreed to compensate the lessee for the costs incurred of approved capital projects which vest in the District at the time of completion by giving the lessee an annual rent credit. Rent credits are only applied to the annual invoices as they come due. The rent credit owed at December 31, 2024 is \$868,121 (2023 - \$nil). The rent credit will automatically terminate in 15 years and may also be further reduced within 15 years if the lessee is reimbursed for capital project costs by future lessees.

### 22. Tariff Implications

Tariffs can impact the District in the following ways:

#### a) Revenue Generation

Tariffs can affect the number of grant opportunities offered due to economic pressures, consequently, increasing the tax revenue collected by the District or service level reduction.

#### b) Expenditure and Infrastructure Increases

The District may face higher costs for goods and services due to tariffs, leading to increased expenditures. This can impact budget allocations and financial planning. Higher costs due to tariffs may lead to reduced investment in infrastructure projects and other public services, as costs increase.

#### c) Economic Development

Tariffs can influence local economic development by affecting the competitiveness of local businesses. This can impact employment rates and overall economic growth within the District's jurisdiction

The District continuously evaluates these potential impacts and options to mitigate the risks arising from tariffs.

# Regional District of Alberni-Clayoquot

## Schedule of Debenture Debt

Year Ended December 31, 2024

(Schedule 1)

	By-law	MFA Issue	Maturity date	Term	Rate	Amount Borrowed	Total Instalments to date	Actuarial addition	2024 Balance	2023 Balance
Port Alberni F1062	1062	97	19 Apr 2031	25	1.53%	\$ 3,375,064	\$ 1,458,754	\$ 677,906	\$ 1,238,404	\$ 1,400,841
Port Alberni F1111	1111	130	14 Oct 2044	30	3.00%	5,750,000	1,025,230	215,537	4,509,233	4,655,770
Port Alberni F1114	F1114	131	08 Apr 2035	20	2.20%	912,000	290,243	52,695	569,062	612,636
Port Alberni F1114	F1114	131	08 Apr 2045	30	2.20%	2,000,000	348,684	63,304	1,588,012	1,640,359
Port Alberni F1143	F1143	150	09 Apr 2050	30	1.99%	4,450,000	438,769	19,929	3,991,302	4,109,419
Port Alberni F1158	F1158	159	05 Jun 2053	30	4.15%	8,500,000	161,965	3,339	8,334,696	8,500,000
Tofino F1167	F1167	162	27 Sep 2054	30	3.83%	10,000,000	-	-	10,000,000	-
Tofino F1062	1062	97	19 Apr 2031	25	1.53%	1,250,000	540,269	251,071	458,660	518,821
Ucluelet F1074	F1095	117	12 Oct 2036	25	1.47%	1,948,000	624,339	166,456	1,157,205	1,234,778
Ucluelet F1130	F1130	141	07 Apr 2032	15	2.80%	475,000	178,774	21,229	274,997	306,173
Salmon Beach F1079	F1096	117	12 Oct 2031	20	1.47%	939,800	419,247	112,224	408,329	459,948
AVRA F1120	F1120	142	04 Oct 2047	30	3.15%	6,000,000	882,809	90,536	5,026,655	5,178,349
BWS F1126	F1126	146	19 Sep 2038	20	3.20%	492,245	109,916	9,584	372,745	394,165
									<b>\$ 37,929,300</b>	<b>\$ 29,011,259</b>

The accompanying notes are an integral part of these financial statements.

**Regional District of Alberni-Clayoquot**  
**Schedule of Tangible Capital Assets**  
**Year Ended December 31, 2024**

*(Schedule 2)*

	Cost						Accumulated Amortization	Accumulated Amortization	Accumulated Amortization	Accumulated Amortization	2024	2023	
	Opening Balance	Change in ARO Estimate	Acquisitions	Contributed Tangible Capital Assets	Transfers	Disposals	Closing Balance	Opening Balance	Amortization	Disposals	Closing Balance	Net Book Value	Net Book Value
Airport	\$ 25,337,237	\$ -	\$ 2,083,044	\$ 965,843	\$ 1,492,166	\$ -	\$ 29,878,290	\$ (10,607,977)	\$ (1,624,031)	\$ -	\$ (12,232,008)	\$ 17,646,282	\$ 14,751,312
Fire department	7,812,681	-	454,610		430,142	(266,572)	8,430,861	(4,287,543)	(333,715)	255,909	(4,365,349)	4,065,512	3,525,137
Office and administration	2,641,846	-	47,596		42,500	-	2,731,942	(2,112,018)	(125,604)	-	(2,237,622)	494,320	529,827
Land	6,519,253	-	-		-	-	6,519,253	-	-	-	-	6,519,253	6,519,253
Landfills	17,943,333	(2,920,435)	330,637		57,636	-	15,411,171	(6,120,039)	(534,779)	-	(6,654,818)	8,756,353	11,801,242
Parks	2,724,930	-	34,813		(10,651)	-	2,749,092	(442,513)	(82,625)	-	(525,138)	2,223,954	2,282,417
West coast transit	-	-	3,581		(3,581)	-	-	-	-	-	-	-	-
Salmon beach	1,052,563	-	204,628		20,762	-	1,277,953	(540,460)	(48,576)	-	(589,036)	688,917	512,103
Water systems	5,278,363	-	184,373		(141,489)	-	5,321,247	(2,633,786)	(144,040)	-	(2,777,826)	2,543,421	2,644,578
Beaver Creek water system	10,020,896	-	569,120		29,678	-	10,619,694	(4,583,172)	(285,149)	-	(4,868,321)	5,751,373	5,437,725
Under construction	4,155,143	-	-		(1,917,163)	-	2,237,980	-	-	-	-	2,237,980	4,155,143
	\$ 83,486,245	\$(2,920,435)	\$ 3,912,402	\$ 965,843	\$ -	\$ (266,572)	\$ 85,177,483	\$ (31,327,508)	\$ (3,178,519)	\$ 255,909	\$ (34,250,118)	\$ 50,927,365	\$ 52,158,737

The accompanying notes are an integral part of these financial statements.

**Regional District of Alberni-Clayoquot**  
**Unaudited Schedule - Growing Communities Fund Grant**  
**Year Ended December 31, 2024**

*(Schedule 3)*

The Province of British Columbia distributed conditional Growing Communities Fund grants to communities at the end of March 2023 to help local governments build community infrastructure and amenities to meet the demands of population growth. The Growing Communities fund provided a one-time total of \$1 billion in grants to all 161 municipalities and 27 regional districts in British Columbia. The District received \$1,833,000 in funding and the following outlines how the funds were spent during 2024 to various regional and local services during the year:

<b>Growing Communities Fund</b>	<b>2024</b>
Balance, December 31, 2023	\$ 1,810,791
Interest earned during year	87,755
Eligible costs incurred:	
Alberni Valley Aquatics Proposed Service - feasibility study	(15,523)
Long Beach Airport - wastewater replacement and expansion	(116,712)
General Government - ACRD office building feasibility study	(34,950)
<b>Balance, December 31, 2024</b>	<b>\$ 1,731,361</b>

The accompanying notes are an integral part of these financial statements.

## **REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

### **Schedule of Guarantee and Indemnity Agreements**

This organization has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**  
**Schedule of Remuneration and Expenses**

1. **Elected Officials**

<b>Name</b>	<b>Position</b>	<b>Remuneration</b>	<b>Expenses</b>
Beckett, Robert	Director	\$14,091	\$2,297
Boyko, Fred	Director	\$15,162	\$1,756
Cote, Penny	Director	\$22,315	\$15,514
Cootes, Moriah	Director	\$0	\$3,909
Haggard, Deborah	Vice-Chairperson	\$11,931	\$727
Jack, John	Chairperson	\$17,748	\$4,717
Johnsen, Kirsten	Director	\$11,817	\$6,298
Lacoursiere, Rene	Alternate Director	\$980	\$0
Law, Daniel	Alternate Director	\$454	\$598
Mastrangelo, Levana	Director	\$9,977	\$1,048
McEwen, Marilyn	Director	\$9,978	\$908
McLeman, Jack W	Alternate Director	\$1,647	\$0
Minions, Sharie	Director	\$10,088	\$0
Patola, Todd	Alternate Director	\$475	\$0
Price, Sharon	Alternate Director	\$200	\$0
Roberts, Kelvin J	Alternate Director	\$865	\$334
Roth, Susan	Director	\$14,176	\$0
Schmitt, Robert	Alternative Director	\$390	\$256
Siga, Vaida	Director	\$17,326	\$8,183
Sparrow, Mike	Director	\$16,216	\$9,687
Stere, Thomas	Director	\$10,113	\$750
<b>Total Elected Officials</b>		<b>\$185,949</b>	<b>\$56,982</b>

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**  
**Schedule of Remuneration and Expenses (Continued)**

2. **Other Employees (excluding those listed in Part 1 above)**

<b>Name</b>	<b>Position</b>	<b>Remuneration</b>	<b>Expenses</b>
Brunn, Jennifer	General Manager of Community Services	\$150,629	\$2,458
Cann, Mike	Sproat Lake Fire Department Chief	\$94,177	\$6,721
Dick, Cynthia	General Manager of Administrative Services	\$130,154	\$7,179
Dyer, Alex	Planning Manager	\$117,431	\$1,023
Eichelberger, Paulo	Solid Waste Manager	\$202,865	\$2,539
Eschuk, Brooke	Planner 1	\$78,995	\$3,655
Fong, Teri	Chief Financial Officer	\$153,697	\$4,380
Fortune, Mark	Airport Manager	\$120,955	\$5,090
Frank, Jodie	Solid Waste Project Coordinator	\$87,386	\$9,120
Freethy, Karen	Protective Services Manager	\$104,810	\$6,383
Hill, Janice	Executive Assistant	\$81,598	\$2,758
Hrad, Mercy	Accountant	\$94,932	\$3,106
Irg, Michael	General Manager of Planning and Development	\$152,512	\$3,490
Kobus, Mike	Beaver Creek Fire Department Chief	\$90,641	\$8,299
Koren, Shane	Manager of Financial Services	\$105,025	\$2,711
Kunderman, Edward	Operations Manager	\$117,335	\$2,366
Looker, Bryan K	Maintenance Technician	\$88,838	\$1,770
Mayo, Amy	Asset Management and Grant Coordinator	\$88,819	\$3,218
McArthur, Katherine	Protective Services Coordinator	\$81,734	\$1,165
McGregor, Michael	Land & Resources Coordinator	\$87,739	\$3,245
McLeod, Matthew	Water Utilities Leadhand	\$96,607	\$1,806
Mortlock, Brett	Building Inspector	\$88,274	\$1,990
Needham, Amy	Sustainability Planner	\$96,456	\$4,745
Rose, George	Manager of Information Technology	\$119,126	\$43
Sailland, Daniel	Chief Administrative Officer	\$207,364	\$12,876
Starratt, Charlie	Fire Services Manager	\$109,679	\$5,301
Stefani, Luc	Building Inspector & Property Maintenance Coordinator	\$90,501	\$917
Taliunas, Richard	Information Technology Technician	\$79,000	\$175
Thomson, Heather	Communications Coordinator	\$79,330	\$3,125
Wilson, Amy	GIS Analyst	\$87,398	\$160
Zenner, Heather	Manager of Administrative Services	\$114,696	\$2,702
Consolidated total of other employees with remuneration of \$75,000.00 or less		\$1,265,748	\$39,646

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**  
**Schedule of Remuneration and Expenses (Continued)**

**Other Employees (excluding those listed in Part 1 above) (continued)**

<b>Total Other Employees</b>		<b>\$4,664,451</b>	<b>\$154,162</b>
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**3. Reconciliation**

Total Remuneration – Elected Officials	\$185,949
Total Remuneration – Other Employees	\$4,664,451
<b>Subtotal</b>	<b>\$4,850,400</b>
Reconciling Items	\$0.00
Total per Statement of Revenue & Expenditures	*See note below
Variance	\$0.00

\*The Financial Statements do not provide this information; they are prepared on a function basis rather than on an object basis. However, the amounts reported are included in the expenses stated in the financial statements.

## **REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

### **Statement of Severance Agreements**

There was one severance agreement under which payment commenced between the Regional District of Alberni-Clayoquot and its non-unionized employee during fiscal year 2024. This agreement represented 9 months of compensation.

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**  
**Schedule of Payments to Suppliers**

1. **Suppliers who received aggregate payments exceeding \$25,000.00**

Supplier Name	Aggregate Amount Paid to Supplier
1188827 BC Ltd.	\$107,930
Al Romuld Excavating	\$280,813
Alberni District Co-Op Association	\$ 40,094
Alberni Drug and Alcohol Prevention Services	\$111,128
Allans Hose N All	\$25,163
Amp Timber Rigging Ltd	\$26,775
Andrew Sheret Ltd	\$53,524
Aon Reed Stenhouse Inc.	\$93,524
Associated Fire Safety Equipment	\$34,314
Avia Ng Inc.	\$41,475
Bamfield Centennial Park	\$77,234
Bamfield Community School Association	\$45,757
Bamfield Volunteer Fire Department	\$31,259
BC Conservation Foundation	\$42,000
BC Hydro	\$153,216
BC Transit	\$227,816
Benefits By Design Inc	\$27,526
Berks Intertruck Ltd	\$27,860
Berry & Vale Contracting Ltd	\$1,984,943
Black Press Group Ltd.	\$50,612
Brandt Tractor Ltd	\$542,897
Brogan Fire & Safety	\$42,110
Calian Ltd.	\$25,873
CentralSquare Canada Software Inc.	\$33,386
City Of Port Alberni	\$255,610
Coastal Resource Mapping Ltd.	\$38,195
Connections Planning Associates	\$42,000
CUPE - Local 118	\$48,286
Dan-Mark Traffic Marking	\$93,828
Denis Francoeur Backhoeing	\$95,235
District Of Tofino	\$9,901,983
District Of Ucluelet	\$110,070
Duvall Edith	\$32,031

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**  
**Schedule of Payments to Suppliers (Continued)**

**Suppliers who received aggregate payments exceeding \$25,000 (continued)**

Supplier Name	Aggregate Amount Paid to Supplier
Earth Land and Sea Compost Corp	\$303,926
Ecoplan International Inc	\$61,120
Enex Fuels	\$94,003
Environmental Metal Works	\$91,608
Fort Garry Fire Trucks Ltd.	\$88,060
Fyfe Well And Water Services Division Of Fyfe	\$56,820
Goldstone Enterprises	\$109,160
GreatPacific Consulting Ltd	\$67,753
Harris Computer Systems	\$50,195
Hazelwood Construction Services	\$488,836
HDR Corporation	\$130,725
Heather Shobe Dba Eden Tree Farm and Gardening	\$34,477
Hub Fire Engines & Equipment Ltd.	\$327,322
Ineo Employment Services	\$231,532
Insight Canada Inc.	\$131,552
Insurance Corporation Of B.C.	\$46,364
Island Corridor Foundation	\$25,000
Koers & Associates Engineering Ltd.	\$201,891
KPMG LLP	\$46,107
Lady Rose Marine Services	\$79,274
LeadingAhead Energy Inc.	\$25,200
Left Turn Right Turn Ltd	\$31,101
Let's Talk Trash	\$51,020
Leuco Construction Inc.	\$451,869
Lidstone And Company	\$63,982
Marcie Dewitt	\$102,887
McNamara Patrick	\$26,019
Ministry Of Finance	\$94,092
Municipal Finance Authority Of BC	\$1,847,332
Municipal Insurance Association Of B.C.	\$64,649
Municipal Pension Plan	\$740,104
Nicklin Waste Disposal	\$103,565
North Island 911 Corporation	\$413,704

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**  
**Schedule of Payments to Suppliers (Continued)**

**Suppliers who received aggregate payments exceeding \$25,000 (continued)**

Supplier Name	Aggregate Amount Paid to Supplier
North Island College	\$105,054
Ozzard Environmental Inc	\$316,696
Pacific Blue Cross	\$281,805
Piteau Associates	\$90,595
PWTransit Canada Ltd	\$391,252
Quattro Seasons Maintenance Inc.	\$74,655
Raylec Power Ltd.	\$26,796
Receiver General For Canada	\$1,387,359
Ridgeline Mechanical Ltd	\$986,433
Rollins Machinery Ltd	\$83,238
SpanMaster Structures Ltd	\$128,966
Sproat Lake Community Association	\$29,772
Sproat Lake Forestry Services Ltd.	\$30,444
Steve Marshall Ford Lincon	\$61,403
Tamara Shulman And Associates	\$62,983
Telus	\$30,276
Telus Mobility BC	\$43,657
Totem Tree Operations 1500584 BC Ltd	\$25,104
Tseshah First Nation	\$55,990
Tuff City Cleaning Company	\$29,046
University Of Victoria	\$34,802
Upland Consulting	\$56,027
Urban Systems Ltd.	\$220,827
Vancouver Island Regional Library	\$655,737
Waste Management Of Canada Corporation	\$212,287
Watt Consulting Group Ltd.	\$82,717
Western Oil Services	\$29,549
WFR Wholesale Fire & Rescue Ltd.	\$54,572
White Raven Consulting	\$35,020
Worksafe BC	\$110,344
Zinc Strategies Inc.	\$55,716
<b>Total Suppliers Equal &amp; Over \$25,000</b>	<b>\$27,214,838</b>
<b>Total Suppliers Under \$25,000</b>	<b>\$2,169,023</b>
<b>Total Suppliers</b>	<b>\$29,383,861</b>

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**  
**Schedule of Payments to Suppliers (Continued)**

2. **Suppliers who received payments for grants and contributions**

<b>Supplier Name</b>	<b>Aggregate Amount Paid to Supplier</b>
Alberni Valley Resque Squad	\$6,000
ADAPS Youth & Family Serives	\$8,112
Alberni Air Quality Society	\$10,000
Alberni Fall Fair Association (in kind)	\$1,000
Alberni Farmers' Institute	\$5,000
Alberni Maker Space Society	\$5,000
Alberni Valley Chamber of Commerce	\$4,000
Alberni Valley Disc Golf Club	\$1,000
Alberni Valley Food Security Society	\$5,000
Alberni Valley Wrestling Club	\$1,500
Bamfield Community Affairs Society	\$10,000
Carving on the Edge Festival Society	\$2,500
Cherry Creek Recreation Commission	\$20,000
City of Port Alberni	\$118,347
Music by the Sea	\$2,000
Port Alberni Backpack Program Society	\$5,000
Port Alberni Community Action Team	\$2,500
Port Alberni Marine Rescue Society	\$6,000
Port Alberni Victim Service Society	\$26,000
Portal Players Dramatic Society	\$2,000
Redd Fish Restoration Society	\$3,500
Sage Haven Society	\$4,300
Sproat Lake Community Association	\$11,900
Surfrinder Foundation - Pacific Rim	\$2,500
Tofino Arts Council	\$2,000
Tofino Community Food Society	\$2,300
Ucluelet Aquarium Society	\$10,000
Ucluelet and Area Historical Society	\$2,000
Vancouver Island North Film Commission	\$5,000
West Coast Aquatic Management Association	\$6,000
West Coast Inland Search & Rescue Society	\$6,000
West Coast Community Resources Society	\$5,000
Wholesome Meals on Wheels	\$1,000
<b>Total Grants and Contributions</b>	<b>\$302,459</b>

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**  
**Schedule of Payments to Suppliers (Continued)**

3. **Reconciliation**

Total of Aggregate Payments Equal to or Exceeding \$25,000.00	<b>\$27,214,838</b>
Consolidated Total of Payments Less Than \$25,000.00	<b>\$2,169,023</b>
Total of Aggregate Payments for Grants & Contributions	<b>\$302,459</b>
<b>Subtotal</b>	<b>\$29,686,320</b>
Reconciling Items	\$0.00
Total per Statement of Revenue & Expenditures	*See note below
Variance	\$0.00

\*The Financial Statements do not provide this information, they are prepared on a function basis rather than on an object basis. However, the amounts reported are included in the expenses stated in the financial statements.

## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

### Statement of Financial Information Approval

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

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Debbie Haggard, Vice-Chairperson  
June 25, 2025

*Teri Fong*

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Teri Fong, CPA, CGA, Chief Financial Officer  
June 18, 2025

## REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

### MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the Financial Information Act have been prepared by management in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all of the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of Directors is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control. The Board meets with management and the external auditors once per year.

The Chief Financial Officer has the responsibility for assessing the management systems and practices of the Regional District.

The external auditors, KPMG LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Board of Directors and may meet with it as required.

On behalf of the Alberni-Clayoquot Regional District

*Teri Fong*

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Teri Fong, CPA, CGA  
Chief Financial Officer  
June 18, 2025



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

**From:** Shane Koren, Manager of Financial Services  
Eddie Kunderman, Operations Manager

**Meeting Date:** June 25, 2025

**Subject:** Bylaw F1170-1 – 2025-2029 Financial Plan Amendment – Beaver Creek Water System – Lower Kitsuksis Watermain

**Recommendation:**

**THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Bylaw F1170-1, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.**

**THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Bylaw F1170-1, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.**

**THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Bylaw F1170-1, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.**

**THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Bylaw F1170-1, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.**

**THAT the Alberni-Clayoquot Regional District Board of Directors authorize the CAO to negotiate and execute the associated Lower Kitsuksis Watermain contract change orders on behalf of the ACRD.**

**Desired Outcome:**

To amend the 2025 to 2029 Financial Plan to provide a additional \$80,000 to the Beaver Creek Water System Capital Development Fund, allowing for unforeseen rock blasting and removal to be completed.

**Summary:**

This budgetary increase was discussed at the Beaver Creek Water Advisory Committee (BCWAC) on the June 19, 2025 with the attached report and the Committee passed the following motion:

***“THAT the Beaver Creek Water Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve a Financial Plan amendment for the Beaver Creek Water System Capital Fund, increasing the budget for the lower Kitsuksis watermain replacement project to \$812,000.”***

The above motion was verbally amended at the BCWAC, updating the originally proposed increase of \$60,000 to \$80,000, reflecting final confirmation from the ACRD's project engineers.

As described in the attached report, increases associated with unforeseen Ministry of Transportation and Transit requirements, an inability to complete trenchless water service installations, and additional rock in the subsurface have increased the cost of construction.

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

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

**Financial:**

The proposed draft of Bylaw F1170-1, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment has been attached for consideration.

The amendment proposes an increase of \$80,000 to the 2025 Beaver Creek Water System Capital budget – Watermain – Lower Kitsuksis increasing the total project costs to \$812,000. This increase reduces the closing 2025 capital development fund balance to approximately \$26,400.

**Strategic Plan Implications:**

This recommendation is in line with Priority 2.0 “Managing our Assets and Infrastructure.” It is also in alignment with the Beaver Creek Water System Asset Management Plan.

**Policy or Legislation:**

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

A Invitation to Tender was issued in December 2024 in accordance with the ACRD's Purchasing Policy, which requires a Tender (or similar public offering) if the expected value of a contract exceeds \$35,000.

**Options Considered:**

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

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

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

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



**To:** Beaver Creek Water Advisory Committee

**From:** Eddie Kunderman, Operations Manager

**Meeting Date:** June 19, 2025

**Subject:** Financial Plan Amendment – Kitsuksis Watermain Replacement Project

**Recommendation:**

***THAT the Beaver Creek Water Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve a Financial Plan amendment for the Beaver Creek Water System Capital Fund, increasing the budget for the lower Kitsuksis watermain replacement project to \$792,000***

**Desired Outcome:**

For the Beaver Creek Water Advisory Committee (BCWAC) to recommend a financial plan amendment for the Beaver Creek Water System (BCWS) Capital Fund, increasing the budget for the Kitsuksis Road watermain replacement project by \$60,000.

**Background:**

The attached report from the January 29, 2025 Board of Directors meeting communicated the process of issuing the construction contract for the Kitsuksis Road watermain replacement project to Bowerman Construction Ltd. for the amount of \$514,070. The project contingency was set at 10% of that contracted amount, a total of \$51,407. Total budgeted contract prices also include Engineering fees of \$60,000 and \$97,000 for the underground railway crossing to the Island Corridor Foundation. The total project budget, pre-construction, was \$732,000.

The construction for this project began on March 24<sup>th</sup> and is projected to be completed by the end of October. There have been multiple issues outside of Bowerman Construction Ltd.'s control that have caused the contract price to increase since construction began. The chart below shows the changes in the work, and a brief description.

ITEM	Low	High	Description
Tender Award	\$514,070	\$514,070	Initial tender award amount
Change Order #1	\$28,050	\$28,050	MOTT permit request for additional asphalt
Change Order #2	\$5,071.25	\$5,071.25	Additional asphalt removal from railway
Change order #3	\$4,430.37	\$4,430.37	Additional railway traffic control/support
EWO – Spruce	\$1,672.36	\$1,672.36	8” pipe instead of 4” at Spruce tie-in
EWO – Tomswood	\$1,123.09	\$1,123.09	8” pipe instead of 4” at Tomswood tie-in
Water Services Open Cut	\$19,500	\$26,290	Could not perform trenchless service crossings
Rock Breaking	\$20,000	\$25,000	Additional rock encountered in line alignment
Total Projected Construction	\$593,917.07	\$605,707.07	Difference in estimate low end vs high end costs
Total Expected Cost	\$751,863.07	\$763,653.07	Includes engineering and Island Corridor
Amount over budget	\$19,863.07	\$31,653.07	

As shown above, the Ministry of Transportation and Transit (MOTT) required some changes to the drawings as a part of their permitting process. Change orders two and three related to the removal of the railway tracks, which required additional asphalt and additional support in the form of traffic control, additional cold mix and a DMS board rental for traffic safety. The extra work orders (EWO) for Spruce and Tomswood related to the size of the line at each of the tie-in locations. Parts had been ordered for a 4” line, when it was found to be an 8” line. Due to this, there were additional costs relating to the swapping of materials.

The contract included costing for trenchless water service installation. Bowerman made multiple attempts to complete trenchless installations, but the ground conditions were not suitable. This means that they will have to open cut for the service crossings, which will require additional costs.

Additional rock was encountered in the proposed watermain alignment, that didn’t show up in any of the pre-construction boreholes that were conducted during design. A rock breaker was mobilized to site, and additional hours were spend breaking the rock.

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

It will take Finance staff approximately 4 hours to complete the financial plan amendment.

#### **Financial:**

Staff are looking to amend the financial plan to increase the 2025 capital fund budget for the lower Kitsukis watermain replacement project from \$732,000 to \$792,000.

Currently, the project is projected to cost \$19,800 to \$31,600 more than the initial budgeted amount of \$732,000, depending on the final amounts for the rock breaking and water service installations. Staff are recommending increasing the overall project budget by \$60,000 which is inclusive of an additional 3.7% contingency allowance. This increase will reduce the 2025 capital fund year-end balance to \$46,921.

**Strategic Plan Implications:**

This recommendation is in line with Priority 2.0 “Managing our Assets and Infrastructure.” It is also in alignment with the Beaver Creek Water System Asset Management Plan.

**Policy or Legislation:**

This service was established with Bylaw No. E1054 in 2012.

**Options Considered:**

The Committee could recommend a smaller increase to the project budget. However, that increases the chances that an additional amendment would be necessary if an additional challenge was faced later in the project.

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

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

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



### 125 - Beaver Creek Water System

CAPITAL DEVELOPMENT FUND	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Balance, beginning of year	\$ 599,491	\$ 599,491	\$ 631,465	\$ 26,421	\$ 185,604	\$ 115,917	\$ 352,300
Contribution from operating fund	377,065	350,102	232,208	176,083	225,813	229,484	246,711
Contribution from developers	131,670	131,670	20,048	-	-	-	-
Grants & other contributions	-	-	-	-	550,000	-	-
Growing Community Fund transfer	-	-	450,000	-	-	-	-
Interest earnings	33,697	18,500	9,700	3,100	4,500	6,900	14,300
<i>Less - capital expenditures</i>							
Leak detection equipment	-	-	-	20,000	-	-	-
Meter reading software	-	-	50,000	-	-	-	-
New source infrastructure	-	-	450,000	-	-	-	-
North reservoir replacement	-	-	-	-	850,000	-	-
Scada system upgrade	26,963	-	-	-	-	-	-
Watermain - lower Kitsuksis	9,600	-	812,000	-	-	-	-
Watermain - Smith Road	473,895	450,000	-	-	-	-	-
Willow Rd standpipe replacement	-	-	5,000	-	-	-	-
Total capital expenditures	510,458	450,000	1,317,000	20,000	850,000	-	-
<b>BALANCE, END OF YEAR</b>	<b>\$ 631,465</b>	<b>\$ 649,763</b>	<b>\$ 26,421</b>	<b>\$ 185,604</b>	<b>\$ 115,917</b>	<b>\$ 352,300</b>	<b>\$ 613,311</b>

RENEWAL RESERVE FUND	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Balance, beginning of year	\$ 3,306	\$ 3,306	\$ 3,469	\$ 3,569	\$ 3,679	\$ 3,789	\$ 3,899
Contribution from operating fund	-	-	-	-	-	-	-
Interest earnings	163	100	100	110	110	110	120
Less - capital expenditures	-	-	-	-	-	-	-
<b>BALANCE, END OF YEAR</b>	<b>\$ 3,469</b>	<b>\$ 3,406</b>	<b>\$ 3,569</b>	<b>\$ 3,679</b>	<b>\$ 3,789</b>	<b>\$ 3,899</b>	<b>\$ 4,019</b>

EMPLOYEES SICK LEAVE FUND	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Balance, beginning of year	\$ 1,779	\$ 1,779	\$ 1,891	\$ 1,975	\$ 2,059	\$ 2,143	\$ 2,227
Contribution from operating fund	24	24	24	24	24	24	24
Interest earnings	88	50	60	60	60	60	70
Less - sick leave payout	-	-	-	-	-	-	-
<b>BALANCE, END OF YEAR</b>	<b>\$ 1,891</b>	<b>\$ 1,853</b>	<b>\$ 1,975</b>	<b>\$ 2,059</b>	<b>\$ 2,143</b>	<b>\$ 2,227</b>	<b>\$ 2,321</b>



**To:** ACRD Board of Directors

**From:** Eddie Kunderman, Operations Manager

**Meeting Date:** June 25, 2025

**Subject:** BC Transit Annual Operating Agreements

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors approve execution of the 2025-2026 Annual Operating Agreement between BC Transit and the Alberni-Clayoquot Regional District for the Alberni Valley Custom and West Coast Conventional Transit systems, and authorize the Chief Administrative Officer to execute the agreement on behalf of the ACRD; and***

***THAT the Alberni-Clayoquot Regional District Board of Directors approve execution of the 2025 Annual Operating Agreement – Amendment 1 between BC Transit and the Alberni-Clayoquot Regional District for the Alberni Valley Custom Transit system, which also incorporates the initial agreement for the West Coast Conventional Transit system and authorize the Chief Administrative Officer to execute the agreement on behalf of the ACRD.***

**Desired Outcome:**

To execute the 2025-2026 Annual Operating Agreement (AOA) for both the Alberni Valley Custom and West Coast Transit systems, the 2024-2025 AOA – Amendment 1 for the Alberni Valley Custom Transit system and the one-month March 2025 AOA for the West Coast Conventional Transit system.

**Background:**

The ACRD has had a Master Operating Agreement with BC Transit since 1992 for the provision of a custom public passenger transportation system and share in the costs of providing the service. The Alberni Valley Custom Transit system services the City of Port Alberni and Electoral Areas “B” (Beaufort), “D” (Sproat Lake), “E” (Beaver Creek) and “F” (Cherry Creek). A recent service agreement was signed with Tseshaht First Nation, and custom transit service will now be provided to Tseshaht. Cost sharing for this agreement is based on population. The West Coast Transit System services the Districts of Tofino and Ucluelet, the Long Beach area and the communities of hitaču, Esowista and Ty-Histanis. BC Transit includes the West Coast Conventional Transit system and the Alberni Valley Custom Transit system in the same AOA.

The need for two separate AOAs this year results from differences between BC Transit’s fiscal year (April to March) and the ACRD’s calendar budget year (January to December), along with the timing of service changes. There was an expansion implemented in January 2025 for the custom transit system, and the BC Transit takeover of the West Coast Transit system. The agreements include:

- A two-month amendment to the 2024-2025 AOA for Alberni Valley Custom transit to capture expanded service introduced in January 2025. This amendment also includes the one-month agreement in 2024-25 for the launch of the West Coast Transit service in March 2025.
- The 2025-2026 AOA, which consolidates both systems into a single agreement for the upcoming fiscal year.

The updated agreements reflect ridership projections, service levels and operating costs. The 2025-2026 AOA includes a full year of expanded custom transit service in the Alberni Valley and marks the first full year of operations for the West Coast Transit system with BC Transit. A further 1300-hour service expansion on the West Coast is scheduled for January 2026, as originally planned and budgeted, following fall consultations and planning.

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

It will take approximately two hours of staff time to execute the 2024-2025 AOA Amendment 1 and 2025-2026 AOA.

#### **Financial:**

##### **Custom Transit:**

<b>AOA Budget</b>	<b>2024-2025</b>	<b>2024-2025 Amendment 1</b>
Revenues	\$36,523	\$37,817
Total Cost (includes ACRD share of lease fees)	\$664,776	\$767,557
Total ACRD Share of Costs	\$259,938	\$298,868
Revenue	(\$36,523)	(\$37,817)
Municipal Administration	(\$9,829)	(\$10,025)
Net share of ACRD Costs	\$213,586	\$251,026

<b>AOA Budget</b>	<b>2024-205 Amendment 1</b>	<b>2025-2026</b>
Revenues	\$37,817	\$41,699
Total Cost (includes ACRD share of lease fees)	\$767,557	\$910,128
Total ACRD Share of Costs	\$298,868	\$362,108
Revenue	(\$37,817)	(\$41,699)
Municipal Administration	(\$10,025)	(\$10,226)
Net share of ACRD Costs	\$251,026	\$310,183

**West Coast Transit:**

<b>AOA Budget</b>	<b>March 2025</b>	<b>2025-2026</b>
Revenues	\$9,284	\$117,153
Total Cost (includes ACRD share of lease fees)	\$142,311	\$1,300,250
Total ACRD Share of Costs	\$79,907	\$747,822
Revenue	(\$9,284)	(\$117,153)
Municipal Administration	(\$1,703)	(\$19,917)
Net share of ACRD Costs	\$68,920	\$610,752

**Strategic Plan Implications:**

N/A

**Policy or Legislation:**

Letters Patent 1469 gives the ACRD the ability to enter in transit service agreements for the purpose of the provision and maintenance of public passenger transportation services, including custom transit services.

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

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

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

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

ANNUAL OPERATING AGREEMENT

AMENDMENT 1

between

**Alberni-Clayoquot Regional District**

and

**British Columbia Transit**

Effective  
**April 1, 2024**

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## ANNUAL OPERATING AGREEMENT

April 1, 2024 – March 31, 2025

BETWEEN: **Alberni-Clayoquot Regional District**  
(the "Municipality")

AND: **British Columbia Transit**  
(the "Authority")

WHEREAS the Authority is authorized to contract for transit services for the purpose of providing and maintaining those services and facilities necessary for the establishment, maintenance and operation of a public passenger transportation system in the Transit Service Area;

WHEREAS the Municipality is authorized to enter into one or more agreements with the Authority for transit services in the Transit Service Area;

WHEREAS the parties hereto have entered into a Transit Service Agreement which sets out the general rights and responsibilities of the parties hereto;

WHEREAS the Municipality and the Authority are authorized to share in the costs for the provision of a Public Passenger Transportation System pursuant to the *British Columbia Transit Act*;

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Transit Service Agreement, the specific terms and conditions for the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants hereinafter contained, the parties covenant and agree with each other as follows:

### SECTION 1: DEFINITIONS

Unless agreed to otherwise in the Annual Operating Agreement, the definitions set out in the Transit Service Agreement shall apply to this Annual Operating Agreement including:

- a) "*Annual Operating Agreement*" shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendments negotiated and entered into by the parties subsequent hereto;
- b) "*Transit Service Agreement*" shall mean the Transit Service Agreement between the parties to this Annual Operating Agreement, including any amendments made thereto;
- c) "*Incurred*" means an event or transaction has taken place for which an obligation to pay exists, even if an invoice has not been received, such that the underlying evidence indicates there is little or no discretion to avoid the obligation. The value of the obligation is to be calculated in accordance with recognized Canadian accounting standards.

### SECTION 2: INCORPORATION OF SCHEDULES

All schedules to this agreement are incorporated into the agreement, and form part of the agreement.

### SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT

Upon execution, this Annual Operating Agreement shall be deemed integrated into the Transit Service Agreement and thereafter, the Transit Service Agreement and Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the *British Columbia Transit Act*, as amended from time to time.

#### SECTION 4: TERM AND RENEWAL

- a) The parties agree that the effective date of this agreement is to be April 1, 2024, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Transit Service Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.
- b) Upon commencement in accordance with Section 4(a) of this agreement, the term of this agreement shall be to March 31, 2025, except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Transit Service Agreement shall likewise be so terminated or not renewed, as the case may be.
- c) Either party may terminate this agreement as follows:
  - i. Cancellation by the Authority: In the event that the Authority decides to terminate this Agreement for any reason whatsoever, the Authority shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 12.
  - ii. Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension, the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 12.

#### SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

This Agreement and the parties hereto are subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Any information developed in the performance of this Agreement, or any personal information obtained, collected, or stored pursuant to this Agreement, including database information, shall be deemed confidential and subject to the provisions of FOIPPA, including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of FOIPPA.

#### SECTION 6: SETTLEMENT OF DISPUTES

In the event of any dispute arising between or among the parties as to their respective rights and obligations under this Agreement, or in the event of a breach of this Agreement, the parties agree to use their best efforts to find resolution through a mediated settlement. However, in the event that mediation is not successful in finding a resolution satisfactory to all parties involved, any party shall be entitled to give to the other notice of such dispute and to request arbitration thereof; and the parties may, with respect to the particular matter then in dispute, agree to submit the same to a single arbitrator in accordance with the applicable statutes of the Province of British Columbia.

#### SECTION 7: MISCELLANEOUS PROVISIONS

- a) Amendment: This agreement may only be amended in writing as signed by the Municipality and the Authority and specifying the effective date of the amendment.
- b) Assignment: This Agreement shall not be assignable without prior written consent of the parties.
- c) Enurement: This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- d) The parties agree that this agreement is in substantial compliance with all relevant legislative requirements to establish the rights and obligations of the parties as set out in the *British Columbia Transit Act*.

## SECTION 8: LOCAL CONTRIBUTIONS AND RESERVES

British Columbia Transit service is provided using a cost-sharing model. Where any transit-related contributions are received and/or third-party revenues are earned that are in excess of expenses, the Authority is required to hold these excess funds in a reserve account for use against transit-related expenditures in future years. When unanticipated expenditures occur that were not included in the budget and cannot be covered by reserves, the Authority will seek to recover these based on the cost-sharing ratios between the Municipality and the Authority.

### Eligible Operating Expenses

The Authority will invoice the Municipality and collect on monthly invoices based on incurred eligible operating expenses to provide Transit Service. Eligible operating expenses are comprised of the following costs of providing Public Passenger Transportation Systems:

- a) For *Conventional Transit Service*:
  - i. the operating costs for providing Conventional Transit Service excluding interest and amortization;
  - ii. the amount of any operating lease costs of BC Transit for Conventional Transit Services;
  - iii. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
  - iv. an amount of the annual operating costs of the authority not exceeding those costs payable under an Annual Operating Agreement.
- b) For *Custom and Paratransit Transit Service*:
  - i. the operating costs for providing Custom Transit Service excluding interest and amortization, but including the amount paid by the Authority to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
  - ii. the amount of any operating lease costs of the Authority for Custom Transit Service;
  - iii. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement; and
  - iv. an amount of the annual operating costs of the authority not exceeding those costs payable under an Annual Operating Agreement.
- c) Eligible operating expenses exclude the costs of providing third-party 100%-funded services.
- d) Annual operating costs of the Authority are operations, maintenance and administration costs that are for the shared benefit of all transit systems operated by the Authority. These costs are allocated to each transit system on a pro rata basis, based on the nature of the costs.

### Lease Fees

The Authority will invoice the Municipality and collect on monthly invoices for lease fees on tangible capital assets owned by the Authority that are used in the provision of transit service. Lease fees are comprised of the following:

- a) The Municipality's fee for use of the asset, including for the costs of acquisition, construction, development and betterment of the asset and the costs of installing the asset at the location and condition necessary for its intended use;
- b) Debt financing and risk-related charges or costs payable on assets;
- c) Payment into a reserve fund for preventative maintenance and major repair of assets owned or leased by the authority;
- d) Amounts sufficient for the Authority to recover all other costs relating to the asset, including, but not limited to taxes and administrative charges.

Where lease fees are received that exceed actual asset-related expenses in any given period, these will be placed in a pooled reserve. This reserve will be used to offset against future lease fees as outlined above.

### Reserve Funds

The Authority will establish the following for each transit system to record the contributions that have been received but not yet earned as follows:

- a) **Local Transit Fund:** Contributions by the Municipality towards eligible operating expenses that have been received but not matched with a Provincial share contribution will be deferred in the Local Transit Fund.
  - i. Any expenditure of monies from the Local Transit Fund will:
    1. only be credited towards the Municipality's share of expenses for the transit system for which it was collected.
    2. be applied to reduce Municipal invoices at the discretion of the Municipality as agreed to under the Annual Operating Agreement or amendments as required.
  - ii. The Local Transit Fund may be used towards lease fees.
  - iii. The Authority will provide a quarterly statement of account of the Local Transit Fund balance including contributions, amounts utilized and interest earned.

### SECTION 9: SAFE RESTART CONTRIBUTION

Under the Safe Restart Program, the federal and provincial governments provided joint, non-recurring contributions to transit systems in British Columbia (the "Safe Restart Contribution") in 2020/21 and 2021/22.

The Authority applied the Safe Restart Contributions as follows:

- a) As an allocation towards the Municipality's share of eligible operating expenses in the fiscal year of the contribution;
- b) After applying the allocation of Safe Restart Contribution, any excess contributions received from the Municipality were deferred to the Local Transit Fund;
- c) The Authority will apply the remaining Local Transit Fund balance to reduce 2022/23 and future municipal invoices at the discretion of the Municipality as agreed to under an Annual Operating Agreement or amendments as required.

It is expected that by receiving the Safe Restart contribution, the Municipality will work with the Authority to maintain targeted essential transit service levels by not reducing transit service below existing planned service levels and maintain affordability by limiting annual fare increases to an average of 2.3% from April 1, 2020 through March 31, 2025.

### SECTION 10: GOVERNING LAW

This agreement is governed by, and shall be construed in accordance with, the laws of the Province of British Columbia, with respect to those matters within provincial jurisdiction, and in accordance with the laws of Canada with respect to those matters within the jurisdiction of the Government of Canada.

### SECTION 11: COUNTERPARTS

This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or PDF copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.

## SECTION 12: NOTICES AND COMMUNICATIONS

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties hereto to whom it is addressed where an electronic signed document is emailed to the parties or if mailed by prepaid registered mail to the Authority at:

British Columbia Transit  
c/o Executive Assistant, Strategy and Public Affairs  
PO Box 9861  
520 Gorge Road East  
Victoria, BC V8W 9T5

and to the Municipality at:

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

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF, the parties have hereunto set their hand this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**Alberni-Clayoquot Regional District**

\_\_\_\_\_  
  
\_\_\_\_\_

**British Columbia Transit**

\_\_\_\_\_  
Vice President, Strategy and Public Affairs

\_\_\_\_\_  
Vice President, Finance and Chief Financial Officer

**SCHEDULE A: FARES**

All fares are for one-way trips.

**Alberni Clayoquot Custom**

*Effective September 1, 2021*

<b>PRODUCT</b>	<b>AUDIENCE</b>	<b>PRICE</b>
CASH	All	\$2.00
	Child 12 and under	FREE
	Attendant	FREE

Note: Visitors (elsewhere in B.C. and outside B.C.) are eligible for temporary handyDART service.

**West Coast Conventional**

*Effective March 1, 2025*

<b>PRODUCT</b>	<b>AUDIENCE</b>	<b>PRICE</b>
SINGLE RIDE	Adult	\$5.00
	Senior	\$2.00
	Child 12 and under	FREE
	Student	FREE
10 RIDES	Adult	\$50.00
	Senior	\$20.00
30-DAY PASS	Adult/Senior	\$100.00

**SCHEDULE B: SERVICE SPECIFICATIONS**

**Alberni Clayoquot Custom Transit:**

The Local Transit Service Area for the boundaries of the Alberni-Clayoquot Transit Service Area shall be the corporate boundaries of the Corporation of the City of Port Alberni and Electoral Areas “B”, “D”, “E” and “F” of the Regional District of Alberni-Clayoquot.

The Annual Service Level for Alberni-Clayoquot Custom Service shall be **7,000** Revenue Service Hours

The Exception Days recognized annually for Alberni-Clayoquot Custom Service are:

<b>Exception Days</b>	<b>Service Level</b>
Easter Monday	No Service
Victoria Day	No Service
Canada Day	No Service
BC Day	No Service
Labour Day	No Service
Truth and Reconciliation Day	No Service
Thanksgiving Day	No Service
Remembrance Day	No Service
Christmas Day	No Service
Boxing Day	Sunday Service
New Years Day	No Service
Family Day	No Service

**West Coast Conventional Transit:**

The Local Transit Service Area for West Coast Conventional Service shall include Electoral Area “C” (Long Beach), the District of Tofino, the District of Ucluelet, the Toquaht Nation, and the Yuułu?if?ath Tribe Government.

The Annual Service Level for West Coast Conventional Service shall be **670** Revenue Service Hours

The Exception Days recognized annually for Alberni-Clayoquot Custom Service are:

<b>Exception Days</b>	<b>Service Level</b>
Good Friday	No Service
Easter Monday	Regular Service
Victoria Day	Weekend Service
Canada Day	Weekend Service
BC Day	Weekend Service
Labour Day	Weekend Service
Truth and Reconciliation Day	Weekend Service
Thanksgiving Day	No Service
Remembrance Day	Weekend Service
Christmas Day	No Service
Boxing Day	No Service
New Years Day	No Service
Family Day	No Service

SCHEDULE C: BUDGET

**ALBERNI-CLAYOQUOT CUSTOM**

	<b>Amendment 1 2024/25</b>
TOTAL REVENUE	\$37,817
TOTAL OPERATING COSTS	\$702,788
TOTAL COSTS (including Local Government Share of Lease Fees)	\$767,557
<b>NET LOCAL GOVERNMENT SHARE OF COSTS</b>	<b>\$251,026</b>

**WEST COAST TRANSIT**

	<b>Amendment 1 MARCH 2025</b>
TOTAL REVENUE	9,284
TOTAL OPERATING COSTS	133,657
TOTAL COSTS (including Local Government Share of Lease Fees)	142,311
<b>NET LOCAL GOVERNMENT SHARE OF COSTS</b>	<b>68,920</b>

ANNUAL OPERATING AGREEMENT

between

**Alberni-Clayoquot Regional District**

and

**British Columbia Transit**

Effective  
**April 1, 2025**

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## ANNUAL OPERATING AGREEMENT

April 1, 2025 – March 31, 2026

BETWEEN: **Alberni-Clayoquot Regional District**  
(the "Municipality")

AND: **British Columbia Transit**  
(the "Authority")

WHEREAS the Authority is authorized to contract for transit services for the purpose of providing and maintaining those services and facilities necessary for the establishment, maintenance and operation of a public passenger transportation system in the Transit Service Area;

WHEREAS the Municipality is authorized to enter into one or more agreements with the Authority for transit services in the Transit Service Area;

WHEREAS the parties hereto have entered into a Transit Service Agreement which sets out the general rights and responsibilities of the parties hereto;

WHEREAS the Municipality and the Authority are authorized to share in the costs for the provision of a Public Passenger Transportation System pursuant to the *British Columbia Transit Act*;

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Transit Service Agreement, the specific terms and conditions for the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants hereinafter contained, the parties covenant and agree with each other as follows:

### SECTION 1: DEFINITIONS

Unless agreed to otherwise in the Annual Operating Agreement, the definitions set out in the Transit Service Agreement shall apply to this Annual Operating Agreement including:

- a) "*Annual Operating Agreement*" shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendments negotiated and entered into by the parties subsequent hereto;
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### SECTION 2: INCORPORATION OF SCHEDULES

All schedules to this agreement are incorporated into the agreement, and form part of the agreement.

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Upon execution, this Annual Operating Agreement shall be deemed integrated into the Transit Service Agreement and thereafter, the Transit Service Agreement and Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the *British Columbia Transit Act*, as amended from time to time.

#### SECTION 4: TERM AND RENEWAL

- a) The parties agree that the effective date of this agreement is to be April 1, 2025, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Transit Service Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.
- b) Upon commencement in accordance with Section 4(a) of this agreement, the term of this agreement shall be to March 31, 2026, except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Transit Service Agreement shall likewise be so terminated or not renewed, as the case may be.
- c) Either party may terminate this agreement as follows:
  - i. Cancellation by the Authority: In the event that the Authority decides to terminate this Agreement for any reason whatsoever, the Authority shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 10.
  - ii. Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension, the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 12.

#### SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

This Agreement and the parties hereto are subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Any information developed in the performance of this Agreement, or any personal information obtained, collected, or stored pursuant to this Agreement, including database information, shall be deemed confidential and subject to the provisions of FOIPPA, including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of FOIPPA.

#### SECTION 6: SETTLEMENT OF DISPUTES

In the event of any dispute arising between or among the parties as to their respective rights and obligations under this Agreement, or in the event of a breach of this Agreement, the parties agree to use their best efforts to find resolution through a mediated settlement. However, in the event that mediation is not successful in finding a resolution satisfactory to all parties involved, any party shall be entitled to give to the other notice of such dispute and to request arbitration thereof; and the parties may, with respect to the particular matter then in dispute, agree to submit the same to a single arbitrator in accordance with the applicable statutes of the Province of British Columbia.

#### SECTION 7: MISCELLANEOUS PROVISIONS

- a) Amendment: This agreement may only be amended in writing as signed by the Municipality and the Authority and specifying the effective date of the amendment.
- b) Assignment: This Agreement shall not be assignable without prior written consent of the parties.
- c) Enurement: This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- d) The parties agree that this agreement is in substantial compliance with all relevant legislative requirements to establish the rights and obligations of the parties as set out in the *British Columbia Transit Act*.

## SECTION 8: LOCAL CONTRIBUTIONS AND RESERVES

British Columbia Transit service is provided using a cost-sharing model. Where any transit-related contributions are received and/or third-party revenues are earned that are in excess of expenses, the Authority is required to hold these excess funds in a reserve account for use against transit-related expenditures in future years. When unanticipated expenditures occur that were not included in the budget and cannot be covered by reserves, the Authority will seek to recover these based on the cost-sharing ratios between the Municipality and the Authority.

### Eligible Operating Expenses

The Authority will invoice the Municipality and collect on monthly invoices based on incurred eligible operating expenses to provide Transit Service. Eligible operating expenses are comprised of the following costs of providing Public Passenger Transportation Systems:

- a) For *Conventional Transit Service*:
  - i. the operating costs for providing Conventional Transit Service excluding interest and amortization;
  - ii. the amount of any operating lease costs of BC Transit for Conventional Transit Services;
  - iii. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
  - iv. an amount of the annual operating costs of the authority not exceeding those costs payable under an Annual Operating Agreement.
- b) For *Custom and Paratransit Transit Service*:
  - v. the operating costs for providing Custom Transit Service excluding interest and amortization, but including the amount paid by the Authority to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
  - vi. the amount of any operating lease costs of the Authority for Custom Transit Service;
  - vii. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement; and
  - viii. an amount of the annual operating costs of the authority not exceeding those costs payable under an Annual Operating Agreement.
- c) Eligible operating expenses exclude the costs of providing third-party 100%-funded services.
- d) Annual operating costs of the Authority are operations, maintenance and administration costs that are for the shared benefit of all transit systems operated by the Authority. These costs are allocated to each transit system on a pro rata basis, based on the nature of the costs.

### Lease Fees

The Authority will invoice the Municipality and collect on monthly invoices for lease fees on tangible capital assets owned by the Authority that are used in the provision of transit service. Lease fees are comprised of the following:

- a) The Municipality's fee for use of the asset, including for the costs of acquisition, construction, development and betterment of the asset and the costs of installing the asset at the location and condition necessary for its intended use;
- b) Debt financing and risk-related charges or costs payable on assets;
- c) Payment into a reserve fund for preventative maintenance and major repair of assets owned or leased by the authority;
- d) Amounts sufficient for the Authority to recover all other costs relating to the asset, including, but not limited to taxes and administrative charges.

Where lease fees are received that exceed actual asset-related expenses in any given period, these will be placed in a pooled reserve. This reserve will be used to offset against future lease fees as outlined above.

### **Reserve Funds**

The Authority will establish the following for each transit system to record the contributions that have been received but not yet earned as follows:

- a) **Local Transit Fund:** Contributions by the Municipality towards eligible operating expenses that have been received but not matched with a Provincial share contribution will be deferred in the Local Transit Fund.
  - i. Any expenditure of monies from the Local Transit Fund will:
    1. only be credited towards the Municipality's share of expenses for the transit system for which it was collected.
    2. be applied to reduce Municipal invoices at the discretion of the Municipality as agreed to under the Annual Operating Agreement or amendments as required.
  - ii. The Local Transit Fund may be used towards lease fees.
  - iii. The Authority will provide a quarterly statement of account of the Local Transit Fund balance including contributions, amounts utilized and interest earned.

### **SECTION 9: GOVERNING LAW**

This agreement is governed by, and shall be construed in accordance with, the laws of the Province of British Columbia, with respect to those matters within provincial jurisdiction, and in accordance with the laws of Canada with respect to those matters within the jurisdiction of the Government of Canada.

### **SECTION 10: COUNTERPARTS**

This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or PDF copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.

**SECTION 11: NOTICES AND COMMUNICATIONS**

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties hereto to whom it is addressed where an electronic signed document is emailed to the parties or if mailed by prepaid registered mail to the Authority at:

British Columbia Transit  
c/o Executive Assistant, Strategy, Planning and Public Affairs  
PO Box 9861  
520 Gorge Road East  
Victoria, BC V8W 9T5

and to the Municipality at:

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

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF, the parties have hereunto set their hand this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**Alberni-Clayoquot Regional District**

\_\_\_\_\_  
  
\_\_\_\_\_

**British Columbia Transit**

\_\_\_\_\_  
Vice President, Strategy, Planning and Public Affairs

\_\_\_\_\_  
Vice President, Finance and Chief Financial Officer

**SCHEDULE A: FARES**

All fares are for one-way trips.

**Alberni Clayoquot Custom**

*Effective September 1, 2021*

<b>PRODUCT</b>	<b>AUDIENCE</b>	<b>PRICE</b>
CASH	All	\$2.00
	Child 12 and under	FREE
	Attendant	FREE

Note: Visitors (elsewhere in B.C. and outside B.C.) are eligible for temporary handyDART service.

**West Coast Conventional**

*Effective March 1, 2025*

<b>PRODUCT</b>	<b>AUDIENCE</b>	<b>PRICE</b>
SINGLE RIDE	Adult	\$5.00
	Senior	\$2.00
	Child 12 and under	FREE
	Student	FREE
10 RIDES	Adult	\$50.00
	Senior	\$20.00
30-DAY PASS	Adult/Senior	\$100.00

**SCHEDULE B: SERVICE SPECIFICATIONS**

**Alberni Clayoquot Custom Transit:**

The Local Transit Service Area for the boundaries of the Alberni-Clayoquot Transit Service Area shall be the corporate boundaries of the Corporation of the City of Port Alberni and Electoral Areas “B”, “D”, “E” and “F” of the Regional District of Alberni-Clayoquot.

The Annual Service Level for Alberni-Clayoquot Custom Service shall be **6,700** Revenue Service Hours

The Exception Days recognized annually for Alberni-Clayoquot Custom Service are:

<b>Exception Days</b>	<b>Service Level</b>
Easter Monday	No Service
Victoria Day	No Service
Canada Day	No Service
BC Day	No Service
Labour Day	No Service
Truth and Reconciliation Day	No Service
Thanksgiving Day	No Service
Remembrance Day	No Service
Christmas Day	No Service
Boxing Day	Sunday Service
New Years Day	No Service
Family Day	No Service

**West Coast Conventional Transit:**

The Local Transit Service Area for West Coast Conventional Service shall include Electoral Area “C” (Long Beach), the District of Tofino, the District of Ucluelet, the Toquaht Nation, and the Yuułu?if?ath Tribe Government.

The Annual Service Level for West Coast Conventional Service shall be **7,500** Revenue Service Hours

The Exception Days recognized annually for Alberni-Clayoquot Custom Service are:

<b>Exception Days</b>	<b>Service Level</b>
Good Friday	No Service
Easter Monday	Regular Service
Victoria Day	Weekend Service
Canada Day	Weekend Service
BC Day	Weekend Service
Labour Day	Weekend Service
Truth and Reconciliation Day	Weekend Service
Thanksgiving Day	No Service
Remembrance Day	Weekend Service
Christmas Day	No Service
Boxing Day	No Service
New Years Day	No Service
Family Day	No Service

SCHEDULE C: BUDGET

**ALBERNI-CLAYOQUOT CUSTOM**

	<b>OFFICIAL AOA 2025/26</b>
TOTAL REVENUE	41,699
TOTAL OPERATING COSTS	821,744
TOTAL COSTS (including Local Government Share of Lease Fees)	910,128
<b>NET LOCAL GOVERNMENT SHARE OF COSTS</b>	<b>310,183</b>

**WEST COAST TRANSIT**

	<b>OFFICIAL AOA 2025/26</b>
TOTAL REVENUE	117,153
TOTAL OPERATING COSTS	1,183,182
TOTAL COSTS (including Local Government Share of Lease Fees)	1,300,250
<b>NET LOCAL GOVERNMENT SHARE OF COSTS</b>	<b>610,752</b>



**To:** Alberni-Clayoquot Regional District Board of Directors  
**From:** Jenny Brunn, General Manager of Community Services  
**Meeting Date:** June 25<sup>th</sup>, 2025  
**Subject:** TFN/ACRD Landfill Working Group MOU

---

**Recommendation:**

***THAT the ACRD Board of Directors send a letter to Tseshaht First Nation (TFN) requesting the development of a Memorandum of Understanding (MOU) regarding the Landfill Crown Tenure.***

**Summary:**

At the February 20<sup>th</sup> Alberni Valley and Bamfield Services Committee meeting, staff brought forward the attached Implementation Options Report. The Committee supported moving forward with the 2025 work plan items and directed staff to receive confirmation from Tseshaht First Nation (TFN) that they would be interested in entering into a Memorandum of Understanding (MOU) for the Landfill.

This matter was subsequently discussed at the quarterly Landfill Working Group meeting on April 24<sup>th</sup>, where members expressed support for developing an MOU. In follow-up discussions, TFN staff advised that a formal request should be submitted by the ACRD Board of Directors to TFN Chief and Council. Should the Board approve the above recommendation, the attached letter will be sent accordingly.

**Strategic Plan Implications:**

This initiative supports Strategic Priority 3.1 to develop protocol agreements with regional First Nations communities to support reconciliation and partnering efforts.

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

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

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



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

June 19, 2025

Chief Councillor Ken Watts & Council  
Tseshaht First Nation  
[kenwatts@tseshaht.com](mailto:kenwatts@tseshaht.com)

### Re: TFN/ACRD Landfill MOU

Dear Chief Councillor Watts & Council,

On behalf of the Alberni-Clayoquot Regional District (ACRD) Board of Directors we would like to acknowledge and thank the Tseshaht First Nation (TFN) for your support of the current five-year Landfill License of Occupation (LOO) and for your ongoing collaboration through the Landfill Working Group. We believe this is an appropriate time to begin discussions on tenure renewal and would like to invite TFN to work with us on developing a Memorandum of Understanding (MOU). This MOU would outline our shared approach to the future Crown tenure application and identify key actions related to the landfill.

The ACRD/TFN Landfill Working Group, established in 2022, was created to address concerns raised by TFN during the most recent landfill tenure renewal process. Since its inception, the group has met quarterly and has made meaningful progress on several initiatives, including; reviewing landfill operations and monitoring practices, installing new landfill monitoring wells, establishing a formal tipping fee waiver agreement, promoting equitable employment opportunities, enhancing community engagement (including first community Open House in May), pursuing grant opportunities and improving information sharing. Most recently, the working group has developed a list of potential implementation options aimed at assessing and mitigating the landfill's impacts on the Tseshaht community (attached).

With the current five-year LOO set to expire in July 2027, the ACRD respectfully requests confirmation from TFN regarding your support for pursuing an extension or alternative tenure with the Province. In the spirit of reconciliation, we are committed to continuing our collaborative efforts to address concerns and identify a shared path forward through the development of an MOU. We look forward to your response and to continuing this important work together.

Sincerely,

John Jack, Chair  
Alberni-Clayoquot Regional District

cc. Thomas Hleck, Virginia Shrimpton

Action	Options/Ideas	Timeframe	Staff Time	Anticipated Costs	Complexity
<b>Equal Employment Opportunity Clause:</b> The working group commits to inclusive hiring practices. Particularly, we encourage the involvement of the Tseshaht community in key positions to ensure representation and address local concerns effectively.					
1.a) Identify Barriers to Equitable Employment	Engage a consultant to create a report on barriers to employment and options to reduce these, improve training, implement internships, etc.	2025	30 hrs	\$20-\$30K	Med
	Meet with FN Communities (to be part of consultant work)	2025	50 hrs	Incl. above	Med
	Final Report Presented to ACRD Board, TFN Chief and Council	Short	5 hr		Low
	Future initiatives as recommended by report	Med		\$30k+/year?	
1.b) Policy	Adopt Equitable Employment Policy – from report above	Short	10 hrs		Low
1.c) Improve Recruitment	Host a session with ACRD/Tseshaht and NetP – Improve Recruitment/Comms in TFN on available positions	Short	15 hrs		Low
1.d) Current positions at landfill under contract	Work with landfill contractor Berry & Vale (B&V) to hire TFN members in current operations positions	2025	20+ hrs		Low
	Have meetings with Landfill Contractor to discuss barriers, how can we support better recruitment/retention of TFN staff	2025	10 hrs		Med
	Add clause to current (expires sept 2025) or next contract to require TFN members as staff, consult with TFN on contract language at renewal	Short	40 hrs	Legal costs – \$1K	Med/High
1.e) Current positions at ACRD	Implement process to promote and advertise available positions at the ACRD to TFN community members (informed by report)	Short and ongoing	20 hrs	TBD	Low
1.f) Landfill Ops Contract	Work towards having Nashuk (TFN company) take over landfill contract as a direct award. Steps need to be identified still.	Long	TBD	TBD	High
<b>Hiring a Tseshaht Landfill Monitor:</b> ACRD will offer employment to a member of the Tseshaht community as a landfill monitor. This role will facilitate transparent and effective communication between landfill operations and the community, serving as a vital liaison.					
2. a) Develop Scope of New Position(s)	Scope could include: illegal dumping site identification, environmental monitoring support work (water samples), native plant species identification, recycling and diversion education, training on heavy equipment and other roles at the landfill.	2025	40 hrs		Med
2. b) Summer Position Pilot Project	ACRD to create a TFN Landfill Monitor as a summer position which will inform what will work/not work as far as scope is concerned for a permanent position.	2025	80 hrs	\$20K	Med

2. b) Develop Support Plan	Develop a support plan for hiring, training, check-ins, retention and ensuring on-going success for any individual in the role that has both ACRD and TFN support. Request from TFN that this is 1.5 FTE for a 3- 5 year min contract.	Short	160 hrs	HR Consulting - \$5K	Med
2.c) Vehicle	Purchase or lease vehicle for position	Short	20 hrs	\$45K	Low
2.d) Hire	Recruit and Hire Landfill Monitors.	Short	80 hrs	\$60-90K + benefits	Med
<b>Accessible Information:</b> ACRD and Tseshaht will ensure that information about the landfill's environmental impacts is disseminated through clear, accessible formats such as contributions to Tseshaht community newsletters and online platforms. Regular updates on monitoring and mitigation efforts will be provided to Tseshaht to enable informed decision-making and community participation in environmental stewardship.					
3. a) TFN Newsletter	Submit an article on the landfill and/or landfill working group to the quarterly TFN newsletter. Working group to review	2025 and ongoing	24 hrs		Low
<b>Annual Open Houses:</b> ACRD will organize yearly open houses to allow community members to engage directly with landfill operations, voice concerns, and seek clarifications.					
4.a) Annual Open House	Held at the Great Room or other TFN community location in Spring. Present the annual monitoring results, improvements/initiatives. Receive community feedback/concerns. Provide Food, Prizes. Hybrid/zoom option	2025 and ongoing	30 hrs	\$3K	Low
<b>Strengthening Environmental Protection Measures:</b> ACRD and Tseshaht will implement proactive environmental protection strategies, including waste management practices that minimize pollution. This includes regular monitoring of water quality and ecosystem health in local waterways such as McCoy Creek.					
5.a)	Implement recommendations from PGL Report	underway			Med
<b>Preservation of Native Plant Species:</b> ACRD, in cooperation with Tseshaht, will undertake measures to protect and restore the habitats of native plant species, acknowledging their cultural significance.					
6. a) Plant Assessment	Hire an ethnobotanist to complete an assessment and submit a report on this	Med	TBD	TBD	Med
<b>Closure and Restoration Monitoring:</b> In the event of landfill closure, the Tseshaht community desires oversight of the closure process by one or more community members. Additionally, an independent third party will regularly assess the safety of local resource gathering activities.					
7.a) Siting Study	Undertake an Alternative Landfill Siting Study to determine options for relocation of existing landfill	2025	30 hrs	\$5k + \$25K from MoF	Med
b) Closure Oversight	Develop plan to support TFN oversight of closure process. Should begin ~ 5-10 years prior to closure date	Long	100+hrs	\$	Med
c) Resource Gathering	Complete safety assessment of local resource gathering activities. To begin once the site restoration is completed.	Long		\$\$	Med

<b>Restoration Planning:</b> ACRD and Tseshaht will collaboratively develop a comprehensive site restoration plan, focusing on land healing and prevention of further contamination. These measures are expected to include planting trees to obscure the landfill, other reforestation and restoration plantings and identifying designated areas for exclusive use by the Tseshaht community.					
8. a) Restoration Options Review	Research and present examples of previous landfills that have been closed and what they are being used as now	Med	25 hrs		Low
b) Interim Mitigation Plan	Review surrounding land-use and development plans. Identify options that would mitigate the impact of the current landfill activities for those surrounding properties/areas prior to closure	Med	40 hrs		Med
c) Options Report	Collaborate with TFN in the development of a post-closure Restoration Options Report on benefits and costs for options. Should begin at least 20 yrs prior to closure.	Long	100+hrs	\$\$\$	Med
<b>Environmental Control:</b> ACRD and Tseshaht will collaboratively work on improved environmental control measures, including traffic regulation, dust control, odour reduction, and designated noise-free days.					
9.a) Closure for Noise	Close the landfill on June 21 <sup>st</sup> to recognize NIPD and an additional noise free day (closed all other stats). Contract amendment, communications to public	Short	20 hrs		Med
	Close the landfill on April 30 <sup>th</sup> for international no noise day	Short	10 hrs		Med
b) Impacts Report	Create a community impacts report to identify impacts on the community and provide potential solutions.	Short	40 hrs	\$30K	Med
<b>Long-term Healing and Preservation:</b> ACRD and Tseshaht recognize the importance of the area and will collaboratively work on the long-term preservation of the area's resources, emphasizing the prevention of illegal dumping and responsible site management.					
10. a) Land Acknowledgement	Install a sign at the landfill to recognize the territory and the importance of respecting and taking care of the land	2025	10 hrs	\$2K	Low
	At spots that have frequent illegal dumping, install signs about respect and taking care of the land	Short and ongoing	30 hrs	\$10K	Low
<b>Traffic Safety and Community Education:</b> recognize the identified traffic safety concerns, especially on McCoy Lake Road, and will work on mitigation measures, such as speed limit enforcement and enhanced signage.					
11. a) Traffic Assessment and Mitigation Report	Have MoTi complete traffic assessment and create a report to address traffic concerns (which should consider line painting, signage and traffic controls)	Short	15 hrs		Med
<b>Logistical Support:</b> ACRD and Tseshaht will develop a system to respond to littering and illegal dumping on the approaches to the landfill.					
12. a) Illegal Dumping Clean-up	Quantify and identify locations of illegal dumping. Develop an improved plan for cleaning up and addressing illegal dumping. Could be completed by Landfill Monitor role.	Short	30 hrs		Med



**To:** Alberni Valley & Bamfield Services Committee

**From:** Jenny Brunn, General Manager of Community Services

**Meeting Date:** February 20, 2025

**Subject:** TFN/ACRD Landfill Working Group – Implementation Options

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**Recommendation:**

***THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board support the TFN/ACRD Landfill Working Group proposed initiatives for 2025 as included in the Draft 2025-2029 Financial Plan.***

***THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board direct staff to work on the development of a Memorandum of Understanding (MOU) with Tseshaht First Nation (TFN) regarding the Landfill Crown Tenure.***

**Background:**

As detailed in the attached report, at the June 19, 2024 meeting, the Committee resolved to support the Landfill working group in developing an implementation plan with resource and financial implications related to the initiatives included in the Terms of Reference for consideration by the Committee and Board. Since that meeting, the working group has continued to meet and has developed the attached list of options for implementation. Input from this Committee on concerns or considerations for the listed options is welcomed at this time. Some of these options are very complex, carry high potential cost or resource requirements and will require further investigation.

However, a number of projects have been identified as higher priorities with low complexity that we have added to the 2025 workplan including:

- Equitable Employment Project – meet with regions First Nations, identify barriers and create report
- Working with our Landfill Contractor to improve TFN member recruitment in landfill positions
- Tseshaht Landfill Monitor – develop position scope and hire summer position
- TFN Newsletter – share information on Working Group and initiatives to community
- Annual Open House in TFN – Engage with community on Landfill monitoring and operations
- Land Acknowledgement – install signs

These 2025 initiatives will continue to demonstrate commitment by the ACRD to work with TFN on landfill concerns and build on the work completed over the past two years under the guidance of the working group.

The current 5-year License of Occupation(LOO) will expire July, 2027. The ACRDs joint efforts with TFN on this implementation plan to address their concerns is an important part of the process for a tenure extension at the landfill site. It is suggested that work begin on renewal of the tenure early. This will include discussions with the Province to confirm their process and requirements for a tenure extension and gaining documented support through a Memorandum of Understanding from Tseshah for continuing to operate the landfill in its current location.

Staff from the Landfill Working Group will continue to report back to the Alberni Valley and Bamfield Services Committee, ACRD Board and TFN Chief and Council with updates.

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

The total budget for the listed 2025 initiatives is \$40,000 plus \$20,000 for the Equitable Employment project which has received grant funding to undertake. Funding for these projects has been included in the draft Financial Plan presented to this Committee. The staff time requirements for these new initiatives are estimated at 325 hours in addition to the staff time dedicated to the landfill working group meetings estimated at 100 hours per year.

**Strategic Plan Implications:**

This initiative supports Strategic Priority 3.1 to develop protocol agreements with regional First Nations communities to support reconciliation and partnering efforts.

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

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

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



**To:** ACRD Board of Directors

**Meeting Date:** June 25, 2025

**From:** Brooke Eschuk, Planner I

**File #:** PL20250013/DVC25003

**Electoral Area:** C – Long Beach

**Voting Structure:** Electoral Area Directors

**Subject:** Development Variance Permit DVC25003 – 1186 Third Ave, Salmon Beach (Mallory)

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors consider Development Variance Permit DVC25003 subject to neighbouring properties being notified as per Local Government Act s. 499.***

Development Variance DVC25003:

- i. Development variance of ACRD Zoning Bylaw, Section 143.3(9)(a)(i), to increase the permitted maximum height of a storage building from 3.66 m (12 ft) to 4.57 m (15 ft).
- ii. Development variance of ACRD Zoning Bylaw, Section 143.3(7)(i), to reduce the required front yard setback in the Salmon Beach (SB) District from 6.1 m (20 ft) to 3 m (10 ft)
- iii. Development variance of ACRD Zoning Bylaw, Section 143.3(7)(ii), to reduce the required side yard setback in the Salmon Beach (SB) District from 3 m (10 ft) to 1.2 m (4 ft) from the south lot line.

**Development Proposal:** The property owner intends to construct a 160 square foot accessory storage building which will require variances to the front and side yard setbacks. The proposed siting of the accessory building 10 ft from the front lot line and 4 ft from the south side lot line would allow for increased space between the proposed shed and the existing water and sewer holding tanks located on the property. The applicant also proposes to increase the height of the accessory storage building from 12 ft to 15 ft in height.

**Advisory Planning Commission Recommendation:** The Long Beach Advisory Planning Commission will review the application at their June 23, 2025 meeting and staff will provide a verbal update of the APC recommendations at the June 25, 2025 Board of Directors meeting.

**Property Owner(s):** JARED MALLORY, LARRY MALLORY

**Applicant/Primary Contact:** JARED MALLORY

**Property Information:**

Civic Address:	1186 Third Avenue, Salmon Beach				
Legal Description:	LOT 2, BLOCK 55, SECTION 49, CLAYQUOT DISTRICT, PLAN 510				
PID: 008-362-807	Folio: 770-03220.293	ALR? (Y/N)	N	Lot Size (ha): 0.07	(0.17 ac)
Current Zoning	SB - Salmon Beach District	Proposed Zoning	n/a		
Current OCP	South Long Beach, Salmon Beach Neighbourhood	Proposed OCP	n/a		
Development Permit Area(s)	n/a				

Current Use & Description	The parcel is a vacation / recreational property in the Salmon Beach neighbourhood. The parcel is level and contains a small cabin located in the northeast portion of the 60 ft by 120 ft lot. The proposed accessory storage building would be located in the southwest portion of the property.		
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Surrounding Zoning and Land Use			
North	Salmon Beach	South	Salmon Beach – Vacant
East	Salmon Beach	West	Salmon Beach

North	Salmon Beach	South	Salmon Beach – Vacant
East	Salmon Beach	West	Salmon Beach

**Services:**

- a) **Sewage Disposal:** The parcel is serviced by an on-site wastewater holding tank and a pump and haul system.
- b) **Water Supply:** On-site water system.
- c) **Fire Protection:** The parcel is not within a fire protection area.
- d) **Access:** Access to the parcel is from Third Avenue.

**Planning Policy Discussion:**

- a) **Official Community Plan:** The property is designated as Salmon Beach Neighbourhood in the South Long Beach OCP. This area designation is unique to Area 'C'. Salmon Beach is a recreational residential neighbourhood and is seasonal in nature. Lots are typically 60 ft wide by 120 ft deep for a total lot area of 7,200 square feet. There are no development permit areas that impact development on this property.

*This proposal complies with the South Long Beach Official Community Plan.*

- b) **Zoning:** The parcel is zoned Salmon Beach (SB) District. This District provides for seasonal recreational use with on-site pump and haul sewage disposal services and water tanks provided by the property owners.

	Current: SB	Proposed: SB
Minimum Lot Area	-	-
Minimum Lot Width	-	-
<b>Principal &amp; Accessory Front Yard Setback (m)</b>	<b>6.1</b>	<b>3</b>
<b>Principal Side Yard Setback (m)</b>	<b>3</b>	<b>1.2</b>
Principal Rear Yard Setback (m)	6.1	28
<b>Building Height – Accessory Storage Building (m)</b>	<b>3.66</b>	<b>4.57</b>

*The proposal to construct a 160 square foot storage building, as sited, does not comply with the ACRD Zoning Bylaw. Variances are required for the front yard, from 6.1 m (10 ft) to 3 m (10 ft), and for the side yard, from 3 m (10 ft) to 1.2 m (4 ft), to allow for optimal siting of the accessory building. A variance is also required for the increase to the proposed building height from 3.66 m (12 ft) to 4.57 m (15 ft).*

**Comments:**

The parcel is located in the northeast area of the Salmon Beach community. The proposed 160 square foot accessory building would be sited at the southwest corner of the parcel. If the variance is approved, it appears the increased height of the accessory building will not greatly impact the view scape of neighbours.

The applicant is requesting the side and front yard variances to optimize the siting to avoid the on-site septic holding tank and water systems already existing on the property and to allow for easier maintenance of the infrastructure. The

applicant is also requesting the increase to the permitted building height to allow for more functional storage for the family's recreational equipment.

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

#### Application for variance

#### Overview

We would like to build an accessory building on our lot at Salmon Beach . We are allowed to construct a building to a maximum of 160 sq ft as allowed by the zoning by-laws. We would like to be able to build the accessory building inside the allowable setbacks as described in the current bylaws. Currently setbacks are 10 ' from the side and 20 ' from the front. There is also a height restriction of 12 ' .

#### Proposal

We would like to reduce the setbacks to 4' from the side of the property, and 10 ' from the front . We would also like to increase the height of the building to 15'.

#### Reasoning

The reason we would like to reduce the setbacks is to give more space between the accessory building and the existing sewer and water holding tanks. It will allow easier access to service the holding tanks , and also more usable space on the property for parking and storage. The reason we would like to increase the height is to allow the accessory building to be fully utilized for storage of recreational equipment that our family uses . Surfboards , paddle boards , fishing equipment, bikes etc will be easier to store with the added headroom.

Thank you for your time and consideration.

Jared Mallory

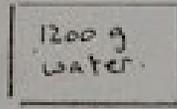
Lot 1 BK 55 Plan 510.

120'



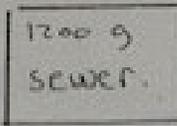
Hydro Meter.

Underground Hydro.



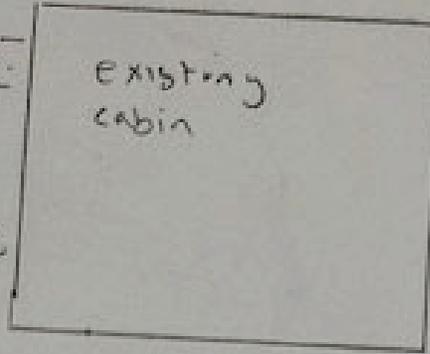
1200 g water.

Water.



1200 g SEWER.

Sewer.



Existing Cabin

38'

10'

Third Ave.

60'

10'

4'

4'

Proposed accessory building

Lot 2.  
Block 55  
Plan 510  
pid. 008-362-807

25'

Lot 19 BK 55 Plan 510.

Lot 3 BK 55. Plan 510.

**BC LAND SURVEYOR'S CERTIFICATE OF LOCATION OF LOT 2, BLOCK 55, SECTION 49, CLAYOQUOT DISTRICT, PLAN 510, SHOWING INSULATED CONCRETE FORMS (ICF's) UNDER CONSTRUCTION THEREON.**



The intended plot size of this plan is 280mm in width by 216mm in height (11"x8.5") when plotted at a scale of 1:250

Elevations shown are in metres and based on an assumed height system.

Dimensions shown are in metres and derived from plan 510

Jurisdiction: Alberni Clayoquot Regional District

Address: 1186 3rd Ave, Salmon Beach

This subject property may be affected by the following charges on title: ED73217, EX89483, FB361230

Certified Correct According to Land Title & Survey Authority Records and Field Surveys. Unregistered interests have not been included or considered.

Oceanside Geomatics Land Surveying Ltd and Mark Flinta, BCLS, accept no responsibility for and hereby disclaim all obligations and liabilities for damages including, but not limited to, direct, indirect, special, and consequential damages arising out of or in connection with any direct or indirect use or reliance upon the Plan beyond its intended use.

This document shows the relative location of the surveyed structures and features with respect to the boundaries of the parcel described above. This document shall not be used to define property lines or property corners.

All rights reserved. No person may copy, reproduce, republish, transmit or alter this document, in whole or in part, without the express written consent of the signatory.

This plan was prepared for building permit purposes and is for the exclusive use of our client.

Proposed Cabin height

Based on design plans dated: June 2, 2021 with amended height design April 26, 2022

Top of slab elevation = 10.00

Design height from top of slab to highest ridge = 5.14

Elevation of highest ridge = 15.14

SB Zoning Heights

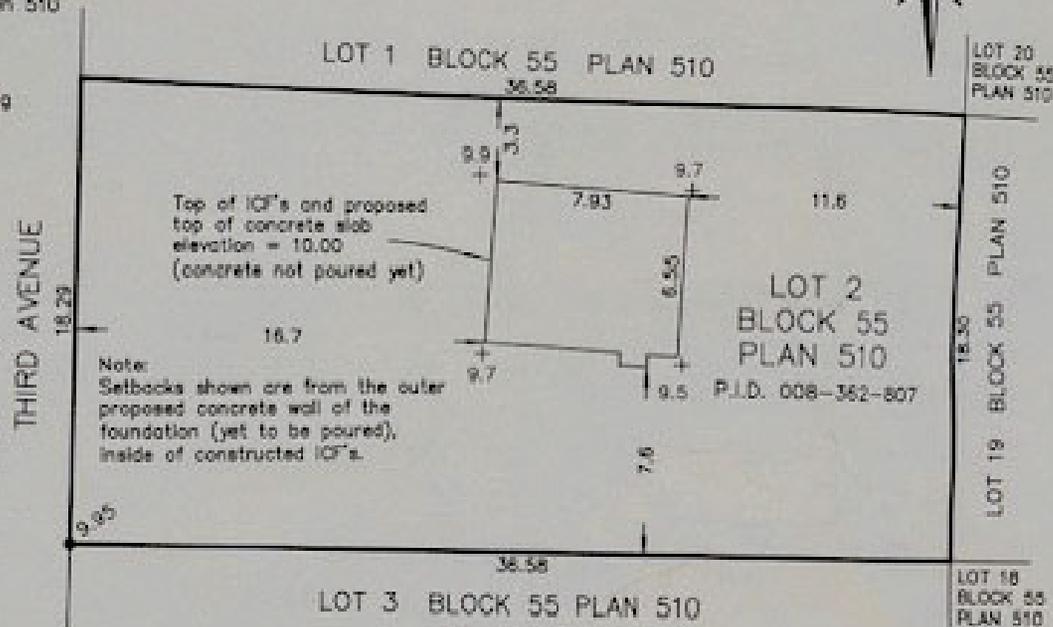
Average grade = 9.70  
(derived from outer four corners)

Height allowed by bylaw 15 (18') = 5.49

Maximum elevation allowed by bylaw 15 = 15.19

LEGEND

- Denotes Iron Post and elevation (top of post)
- + Denotes spot elevation original grades



Top of ICF's and proposed top of concrete slab elevation = 10.00 (concrete not poured yet)

Note: Setbacks shown are from the outer proposed concrete wall of the foundation (yet to be poured), inside of constructed ICF's.

**LOT 2  
BLOCK 55  
PLAN 510**  
P.L.D. 008-362-807

This survey was completed on April 22, 2022

This plan has been prepared in accordance with the BCLS Professional Reference Manual and is certified correct on this 28th day of April, 2022.

Digitally signed by Mark

Flinta 8ZWW1U

Date: 2022.04.26

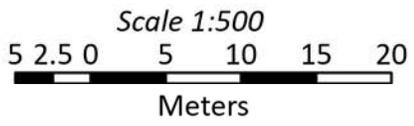
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This document is not valid unless originally signed.

Oceanside Geomatics  
Land Surveying Ltd. ©  
886 Dickinson Way  
Parksville, BC  
V9P 1Z7  
250-616-2760  
File: 22-025BL02  
Client: Malloy Contracting



*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.*



-  Subject Property
-  Jurisdictional Boundary
-  Parcels

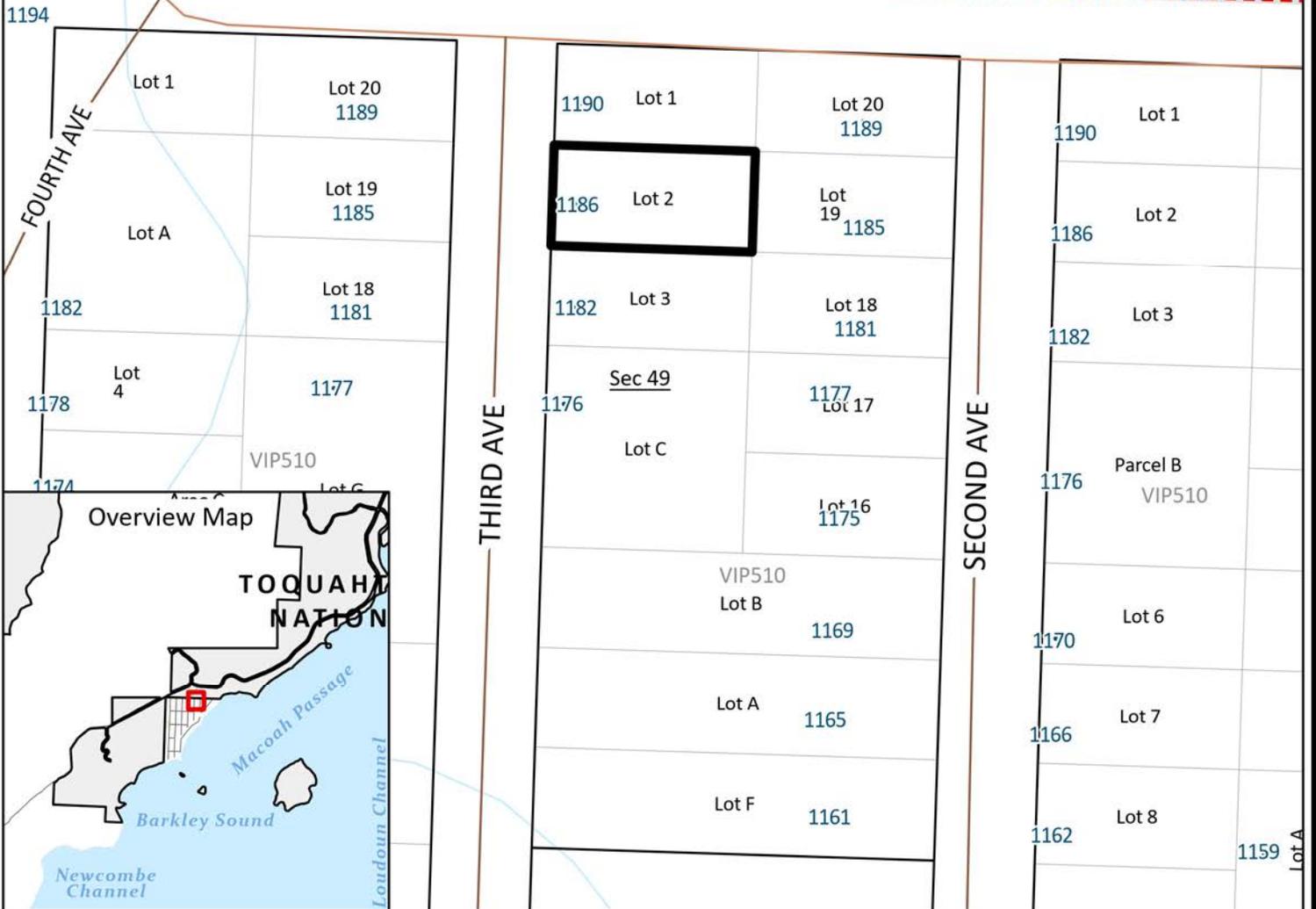


**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

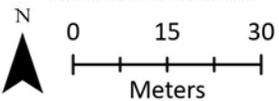
Prepared 2025-06-18  
Sources: © OpenStreetMap (and contributors, CC-BY-SA, LidarBC (DEM, Hillshade) 2019, ParcelMapBC; ACRD, City of Port Alberni

 Subject Property  
 Municipality or Treaty Land

DL 2223 EPC880  
 TOQUAHT  
 NATION



ALBERNI-CLAYOQUOT  
 REGIONAL DISTRICT



Civic Address: 1186 Third Ave  
 Legal Description: LOT 2, BLOCK 55, SECTION 49. CLAYOQUOT  
 DISTRICT, PLAN 510



**To:** ACRD Board of Directors

**Voting Structure:** Electoral Area Directors

**From:** Charity Hallberg Dodds, Planning Technician

**Meeting Date:** June 25, 2025

**Electoral Area:** D - Sproat Lake

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

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**Recommendation:**

**THAT the Alberni-Clayoquot Regional District Board of Directors issue Development Variance Permit DVD24015.**

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**Property Information:**

Civic Address:	9898 LAKESHORE RD						
Legal Description:	LOT A (DD EN9949) DISTRICT LOT 148 ALBERNI DISTRICT PLAN 9261						
PID:	024-387-070	Folio:	770-01815.000	ALR? (Y/N):	No	Lot Area (ha):	0.65 (1.61 ac)

**Background:**

The applicants intend to build an accessory structure with a 7.3 m (24 ft) building height, sited 3.05 m (10 ft) from the western side property line. The structure will have a shop and storage area on the main floor and an accessory dwelling unit (ADU) on the second floor. The variance would reduce the required side yard setback from 8.2 m (27 ft) to 3.05 m (10 ft) to allow for the accessory building with the proposed 24 ft building height.

The Board reviewed this application on May 28<sup>th</sup> and resolved to consider issuance of Development Variance Permit DVD24015 following neighbour notification as per Local Government Act s. 499. Notices were mailed to all residents and owners of properties within 100 m of the subject property on June 6<sup>th</sup>. To date, no correspondence has been received. If any correspondence is received prior to the 4:30 pm deadline on June 24<sup>th</sup>, staff will inform the Board. It is recommended that the Board issue the development variance permit.

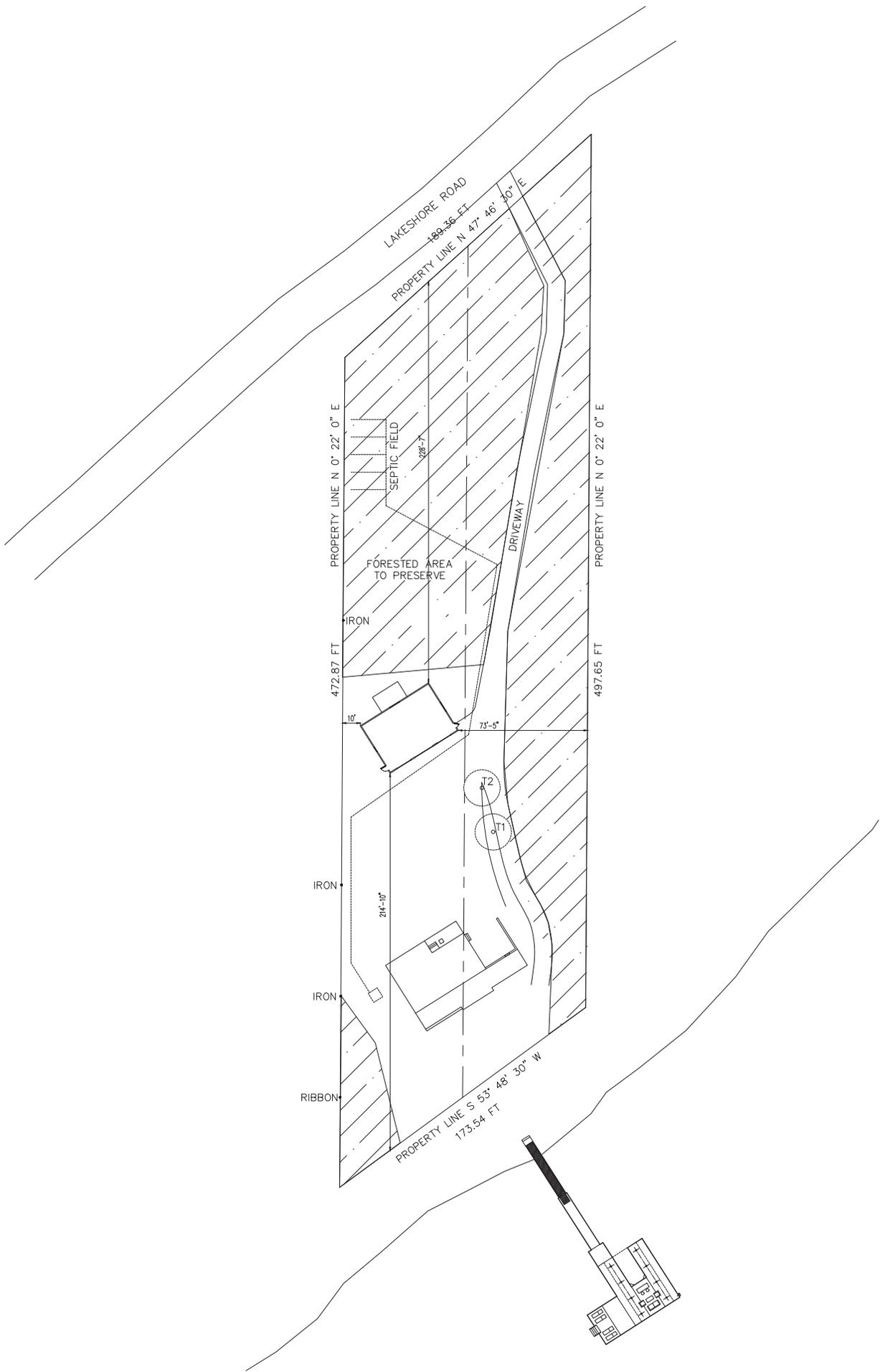
Submitted by: Alex Dyer  
Alex Dyer, MCIP, RPP, Planning Manager

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

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

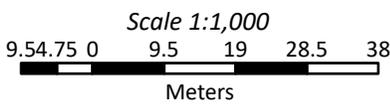
**PL20240097/DVD24015**







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



-  Subject Property
-  Agricultural Land Reserve
-  Parcels

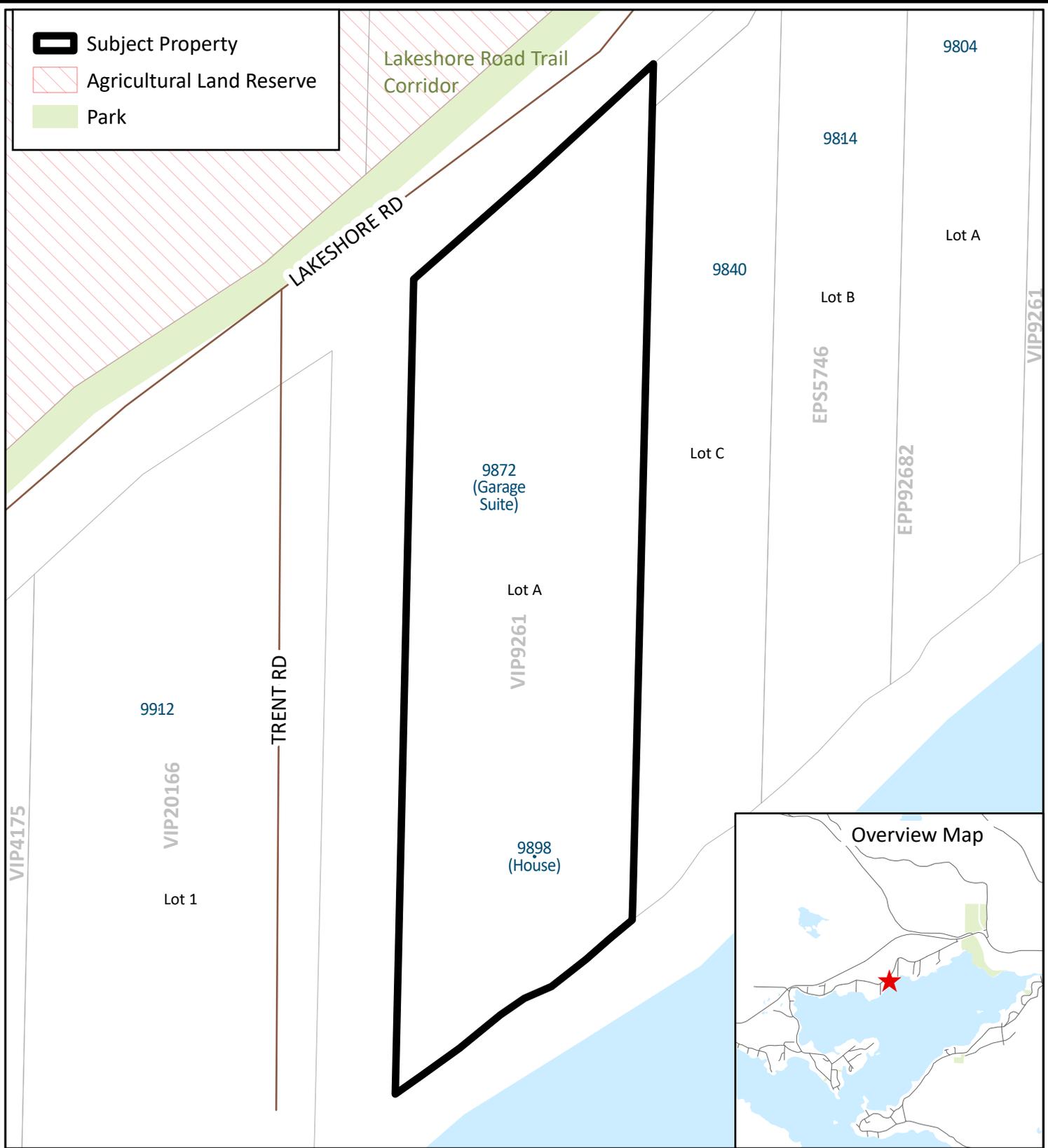


Prepared 2025-04-08  
 Sources: © OpenStreetMap (and contributors, CC-BY-SA, LidarBC (DEM, Hillshade) 2019, ParcelMapBC; ACRD, City of Port Alberni

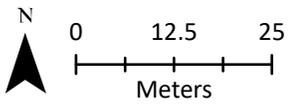
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-  Subject Property
-  Agricultural Land Reserve
-  Park

Lakeshore Road Trail Corridor



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



**132**



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



**DVD24015**

Whereas, pursuant to Section 498 of the *Local Government Act*, a local government may by resolution, on application of a property owner, vary the provisions of a bylaw under Division 5 of Part 14 of the *Local Government Act*;

A Development Variance Permit is hereby issued to:

**Name:** KATHERINE ROBERTSON, DREW ROBERTSON

**Address:** 9898 LAKESHORE RD, PORT ALBERNI, BC

With respect to:

**Legal Description:** LOT A (DD EN9949) DISTRICT LOT 148 ALBERNI DISTRICT PLAN 9261

**PID:** 024-387-070

The provisions of the Regional District of Alberni-Clayoquot Bylaw No. 15 are hereby varied as follows:

- Development variance of the ACRD Zoning Bylaw, Section Sections 6.5 1. c) iii) and 6.5 2. a) to decrease the required side yard setback for an accessory building, in the Acreage Residential (RA1) District, from 8.2 m (27 ft) to 3.05 m (10 ft) from the western property line to allow construction of a 7.3 m (24 ft) high, two-storey accessory building containing a second-floor accessory dwelling unit.

In accordance with the provision of Section 498 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on \_\_\_\_\_, 2025.

This permit was issued this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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Daniel Sailland, MBA  
Chief Administrative Officer

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Chair of the Board of Directors



**To:** ACRD Board of Directors

**From:** Charity Hallberg Dodds, Planning Technician

**Meeting Date:** June 25, 2025

**Subject:** Subdivision Referral SD22007 (Mykyte) Park Land Dedication – 11196 Taylor Arm Drive

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors accept the park land dedication as presented on the proposed subdivision Plan EPP130344 to meet the requirements of Section 510 of the Local Government Act for the 5-lot strata subdivision.***

**Desired Outcome:**

That the Board accepts the proposed 0.442 ha (1.09 ac) portion of the subject property as two pieces of park land dedication as per Section 510 of the *Local Government Act (LGA)* and required as a condition of subdivision approval.

**Summary:**

Section 510 of the *LGA* requires that an owner of land being subdivided provide park land dedication or cash in lieu where the subdivision will create at least 3 additional lots and where the smallest lot is less than 2 ha (5 ac) in size. Where an Official Community Plan (OCP) contains policies respecting location and type of future parks, the local government may determine whether the owner must provide park land or cash in lieu. As the Sproat Lake OCP contains policies regarding parks and future parks, the ACRD has the option to determine which is provided.

Section 510 (5) of the *LGA* stipulates the amount of land that may be required by the ACRD must not exceed 5% of the land being proposed for subdivision. In this case, the portion of the subject property that is to be subdivided into 5 strata lots is 2.96 ha (7.32 ac). The applicants have proposed two pieces of park land totalling 0.442 ha (1.09 ac) in lot area which is equivalent to approximately 15%. When the balance of the remaining 34.2 ha (84.5 ac) subject property is developed, additional parkland dedications will be required under Section 510 of the *LGA*.

The Sproat Lake Advisory Planning Commission (APC) and Sproat Lake Parks Commission reviewed this proposal at their December 19, 2022 meeting and supported the parkland dedication as presented.

**Background:**

The property owner rezoned a portion of the subject property in April 2022 and intends to subdivide the portion into 5 strata lots. The 3.4 ha (8.4 ac) portion will first be subdivided to create one new parcel and dedicated public road. Subsequently, a 0.442 ha (1.09 ac) portion of the new parcel will be dedicated as park land in two pieces. One piece will be available for development of public parking adjacent Taylor Arm Drive, and the second piece will be available to provide a public walkway and access to the shoreline of Sproat Lake. The final step will be registration of the 5 lot strata subdivision including common property for the onsite sewage treatment system.

The Sproat Lake APC and Parks Commission reviewed and supported the proposed park land at their meeting in December 2022. This subdivision has included numerous development applications and significant on-site development of access, public road, hydro utilities, and sewage disposal infrastructure. The majority of this work has been completed and the applicant is working towards final approval of the subdivision and registration of the plans. Acceptance of the proposed park land dedication by the Board is a condition of subdivision approval.

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

There are no time requirements at this time.

**Financial:**

There are no Financial Plan implications at this time.

**Strategic Plan Implications:**

This proposal aligns with the ACRD's 2024-2027 Strategic Plan, Section 1. Planning for a Resilient and Liveable Region, Strategy 1.1 Enhance indoor/outdoor recreation facilities and services, by providing park land and public access to Sproat Lake.

**Policy or Legislation:**

Section 510 of the *LGA* details the requirements for the provision of park land or payment for park land purposes. The subdivision proposal complies with the ACRD Zoning Bylaw and the Sproat Lake Official Community Plan.

**Options Considered:**

THAT the Board of Directors require cash-in-lieu of park land equivalent up to 5% of the appraised market value of the property being subdivided.

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

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

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

**SITE PHOTOS**  
Taken May 27, 2025



Looking west toward park land area for walkway to Sproat Lake foreshore.



Looking northwest with timbered park land area for parking on the right of the photo.

REFERENCE PLAN OF LOT 1, DISTRICT LOT 622, CLAYOQUOT DISTRICT, PLAN EPP130343.  
PURSUANT TO SECTION 100(1)(g) AND SECTION 107 OF THE LAND TITLE ACT.

PLAN EPP130344

BCGS 92F.026



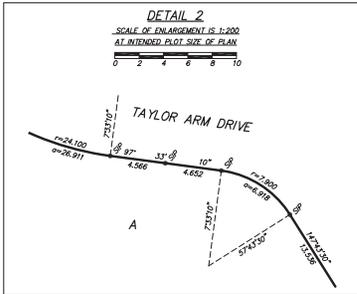
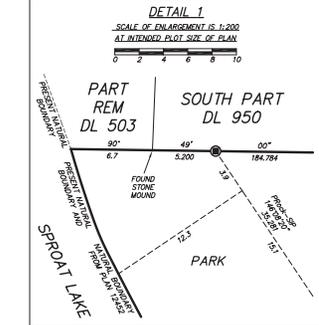
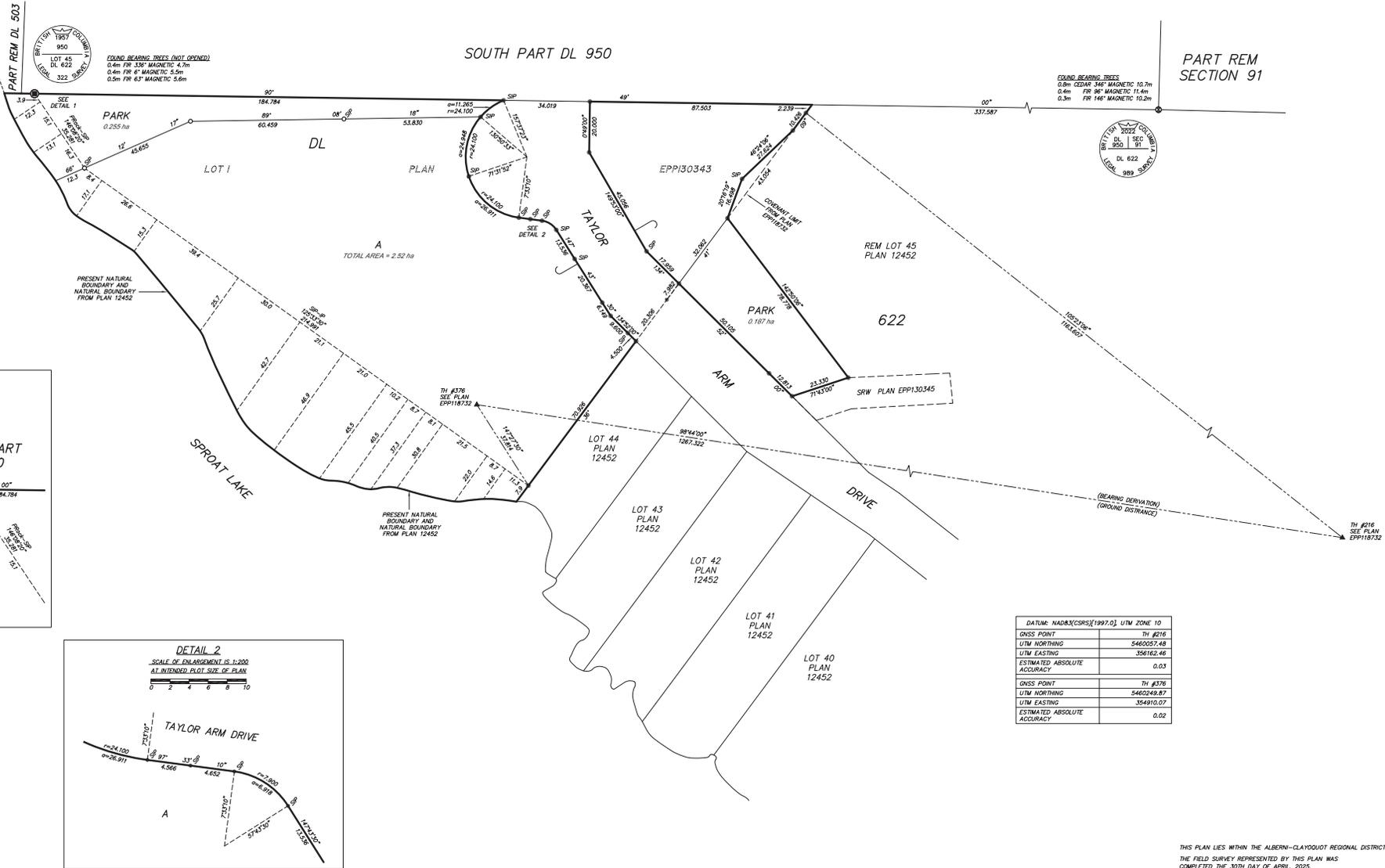
**DRAFT**

**NOTES**

GRID BEARINGS ARE DERIVED FROM DIFFERENTIAL DUAL FREQUENCY GNSS OBSERVATIONS AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 10 (123° WEST LONGITUDE).  
THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES UNLESS OTHERWISE SPECIFIED. TO COMPUTE GRID DISTANCES MULTIPLY GROUND-LEVEL DISTANCES BY THE AVERAGE CORRECTION FACTOR OF 0.999849371. THE AVERAGE CORRECTION FACTOR HAS BEEN DETERMINED BASED ON A MEAN ELLIPSOIDAL ELEVATION OF 42.42 METERS.  
THE UTM COORDINATES AND ESTIMATED ABSOLUTE ACCURACY ACHIEVED ARE DERIVED FROM DUAL FREQUENCY GNSS OBSERVATIONS POST-PROCESSED USING NATURAL RESOURCE CANADA'S PRECISE POINT POSITIONING (PPP) SERVICE.  
BEARINGS TO BEARING TREES ARE MAGNETIC.

**LEGEND**

- DENOTES STANDARD ROCK POST FOUND
- ⊙ DENOTES STANDARD CARVED POST FOUND
- ⊙ DENOTES STANDARD IRON POST FOUND
- DENOTES STANDARD IRON POST SET
- ▲ DENOTES GNSS TRAVERSE POINT FOUND
- ▴ DENOTES STANDARD ROCK POST
- SP DENOTES SIGHT IRON POST
- TH DENOTES TRAVERSE HUB



DATUM: NAD83(CSR5)[1997.0], UTM ZONE 10	
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UTM NORTHING	5460057.48
UTM EASTING	356162.46
ESTIMATED ABSOLUTE ACCURACY	0.03
GNSS POINT	TH #376
UTM NORTHING	5460249.87
UTM EASTING	354916.07
ESTIMATED ABSOLUTE ACCURACY	0.02

**PRISM**  
LAND SURVEYING LTD.  
223 FERRIS ROAD W.  
QUALICUM BEACH, B.C. V9K 1S4  
PHONE: 250-753-9121  
EMAIL: info@prismlandsurveying.com  
FILE NUMBER: 19-236-5  
DRAWING NUMBER: 19-236 REF28.dwg

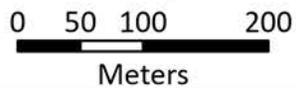
THIS PLAN LIES WITHIN THE ALBERNI-CLAYOQUOT REGIONAL DISTRICT.  
THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED THE 30TH DAY OF APRIL, 2025.  
NEIL J. BAUDER BCLS #989





LOT 45, DISTRICT LOT 622, CLAYOQUOT DISTRICT, PLAN 12452

Scale 1:6,000



**140**

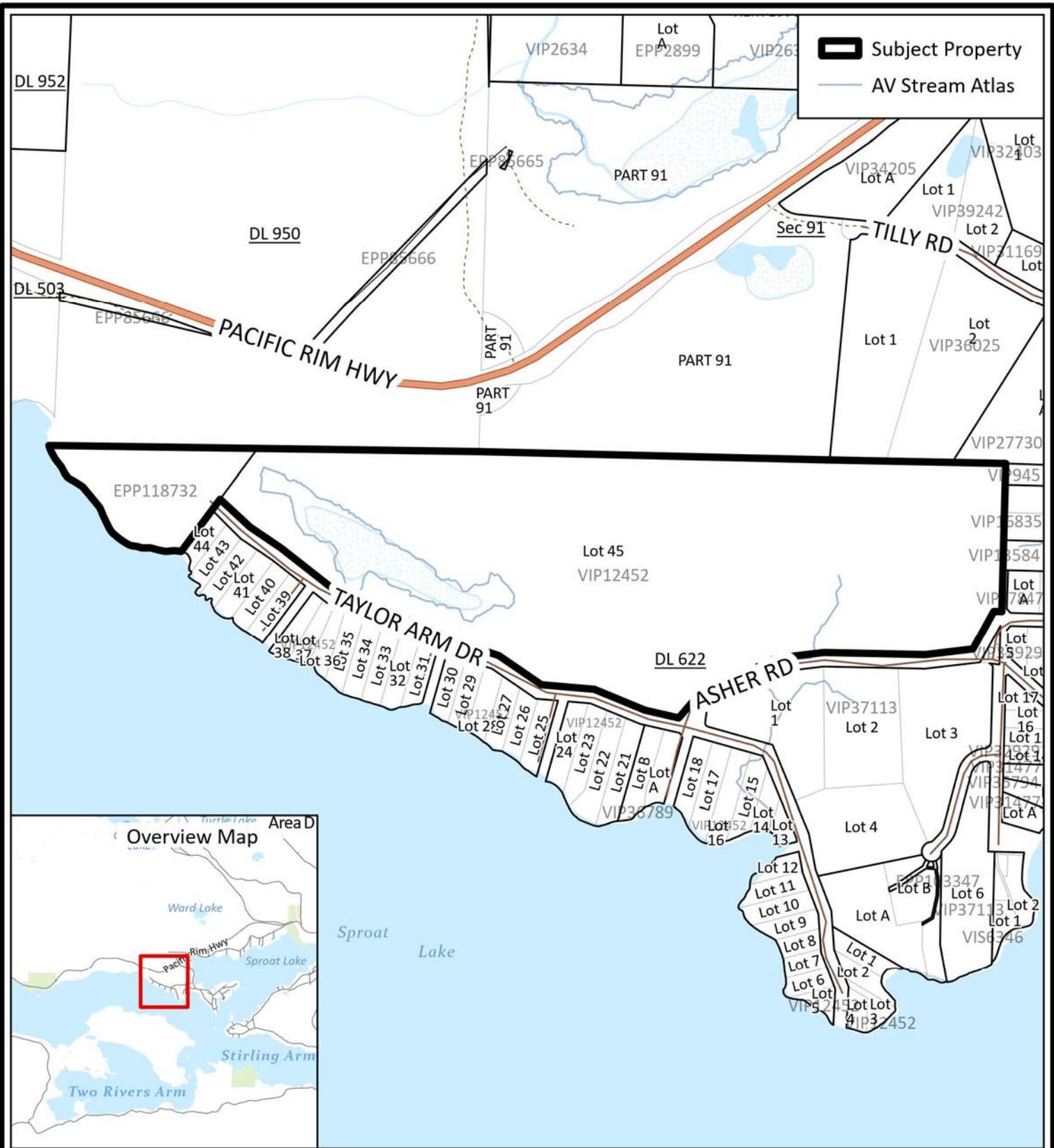
-  Subject Property
-  AV Stream Atlas

Note basemap imagery is offset by ~1 to 5m



Prepared 2025-06-06  
Sources: Maxar, ParcelMapBC;  
GeoBC; ACRD

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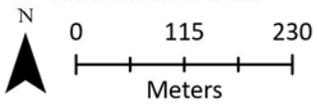


 Subject Property  
 AV Stream Atlas

 Civic Address: 11196 Taylor Arm Drive  
 Legal Description: LOT 45, DISTRICT LOT 622, CLAYOQUOT DISTRICT, PLAN 12452



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT





**To:** ACRD Board of Directors

**Meeting Date:** June 25, 2025

**From:** Charity Hallberg Dodds, Planning Technician

**Voting Structure:** Electoral Area Directors

**Electoral Area:** D - Sproat Lake

**Subject:** Subdivision Referral SD22007 Parcel Frontage Waiver - 11196 TAYLOR ARM DR (MYKYTE)

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors waive the 10% road frontage requirement, as per sect on 512 of the Local Government Act, for proposed strata lots 1 through 5 as shown on proposed bare land strata plan.***

**Development Proposal:** The applicants intend to subdivide a 3.4 ha (8.4 ac) portion from the 37.85 ha (93.53 ac) subject property. They will then further subdivide that portion into 5 bare land strata lots, road dedication, common property and proposed park land.

**Advisory Planning Commission Recommendation:** The Sproat Lake APC reviewed this waiver request at their December 19, 2022 meeting. They passed the motion to support the staff recommendation.

**Property Owner(s):** DALE A MYKYTE

**Applicant/Primary Contact:** HELEN SIMS - PRISM LAND SURVEYING LTD

**Property Information:**

Civic Address:	11196 TAYLOR ARM DR
Legal Description:	LOT 45, DISTRICT LOT 622, CLAYOQUOT DISTRICT, PLAN 12452
PID:	004-762-282
Folio:	770-03513.090
ALR? (Y/N):	No
Lot Area (ha):	37.85 (93.54 ac)
Current Zoning:	Applicable portion of the subject property is RA3 – Acreage Residential District; the remainder of the subject property is A3 - Forest Rural District
Current OCP:	Sproat Lake, Residential Use
Development Permit Area(s):	DPA I – Foreshore and Riparian Areas Protection
Current Use & Description:	Mostly undeveloped forested land. The parcel has varying topography and contains a wetland area in the western half, outside of the proposed development area. Preliminary development of subdivision roads and services at the west end within the development area of the subject property is completed, as well as some clearing and deposit of rock and gravel at the east end near the intersection of Asher Road and Clayoquot Road.

**PL20230056 / SD22007**

Surrounding Zoning and Land Use			
North:	A4 – Forest Reserve District	South:	Sproat Lake, WF1 – Waterfront District, and RA1 – Acreage Residential District
East:	A3 – Forest Rural District	West:	Sproat Lake, WF1 – Waterfront District

**Services:**

- a) **Sewage Disposal:** Onsite communal sewage disposal. Engineered system designed and installed.
- b) **Water Supply:** Onsite water supply. Proposed individual water intakes from Sproat Lake.
- c) **Fire Protection:** Sproat Lake Fire Protection Area.
- d) **Access:** Taylor Arm Drive.

**Planning Policy Discussion:**

- a) **Official Community Plan (OCP):** The Sproat Lake OCP designates the subject property Residential Use. The property is affected by Development Permit Area I (DPA I) – Foreshore and Riparian Areas Protection. A development permit has been issued.

*This proposal complies with the Sproat Lake OCP.*

- b) **Zoning:** The ACRD Zoning Bylaw zones this portion of the subject property Acreage Residential (RA3) District.

*This proposal complies with the ACRD Zoning Bylaw.*

**Comments:** The applicants intend to subdivide a 3.4 ha (8.4 ac) portion from the 37.85 ha (93.54 ac) subject property. They will then further subdivide that portion into 5 bare land strata lots, road dedication, common property and proposed park land. The proposed strata lots, which range from 0.38 ha (0.94 ac) to 0.46 ha (1.14 ac) in lot area, do not meet the 10% road frontage as required by Section 512 of the *Local Government Act (LGA)*. Section 512(2) of the *Act* allows a local government to exempt a parcel from the 10% parcel frontage requirement by Board resolution.

This strata subdivision proposal aligns with the policies and objectives of the Sproat Lake OCP and complies with ACRD Zoning Bylaw’s minimum lot area and width requirements for the Acreage Residential (RA3) District. The development has included multiple development applications, site preparation, and installment of services, which has taken significant time to get to this point. Support for this parcel frontage waiver is a condition of subdivision approval. Planning staff are supportive of the proposed strata subdivision and recommend that the 10% road frontage requirement be waived for proposed strata lots 1 through 5.

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

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

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

**SITE PHOTOS**

Taken May 27, 2025

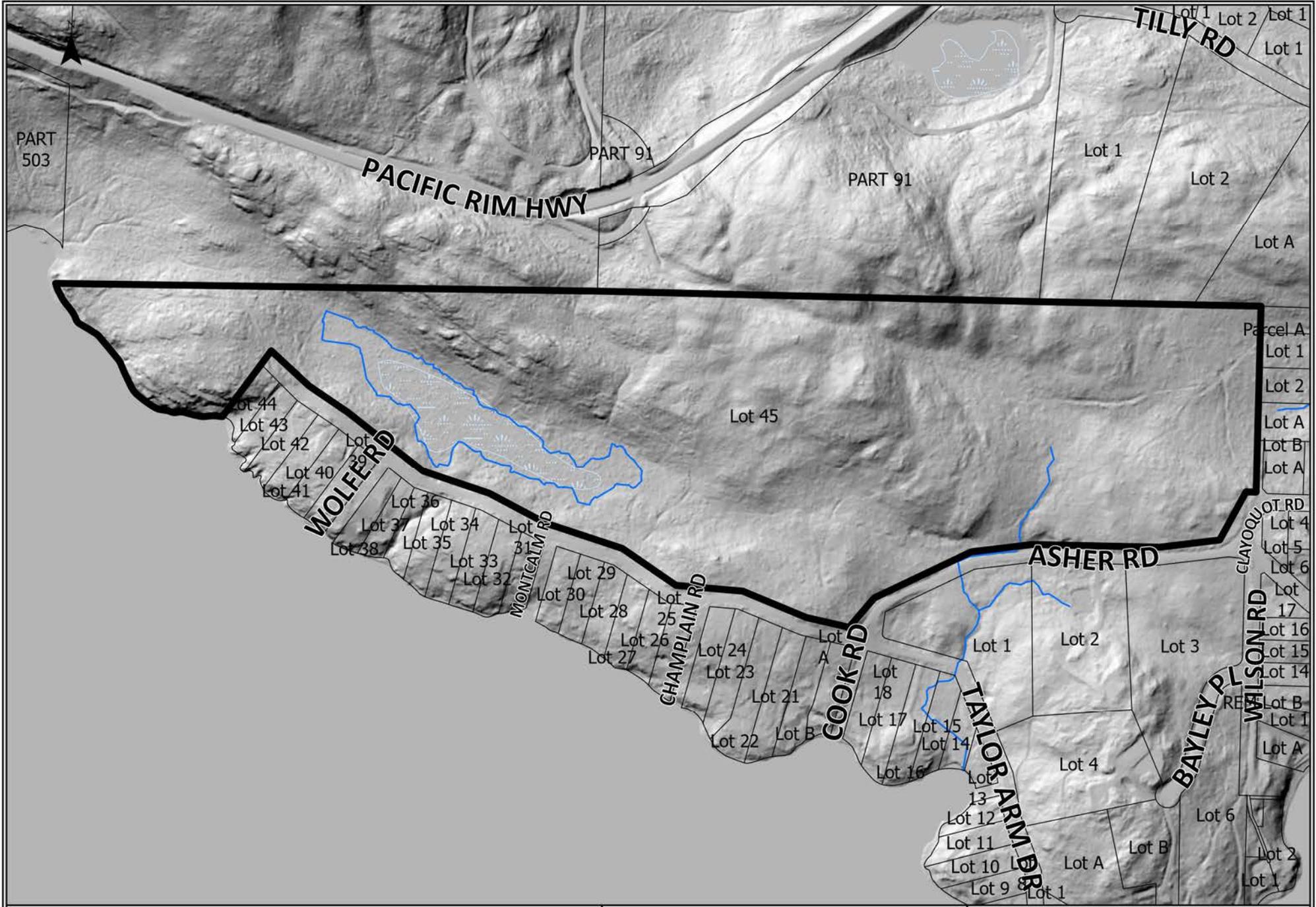


Looking west across cul-de-sac towards park land lake access area and entrance to strata lot 5.

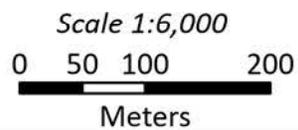


Looking southwest across extension of Taylor Arm Drive toward entrances of strata lots 1 – 4 (SL4 entrance is on the right edge of the photo).





LOT 45, DISTRICT LOT 622, CLAYOQUOT DISTRICT, PLAN 12452



-  Subject Property
-  AV Stream Atlas

Note basemap imagery is offset by ~1 to 5m



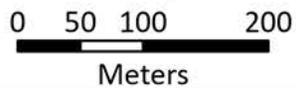
Prepared 2025-06-06  
Sources: , ParcelMapBC;  
GeoBC; ACRD

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LOT 45, DISTRICT LOT 622, CLAYOQUOT DISTRICT, PLAN 12452

Scale 1:6,000



**148**

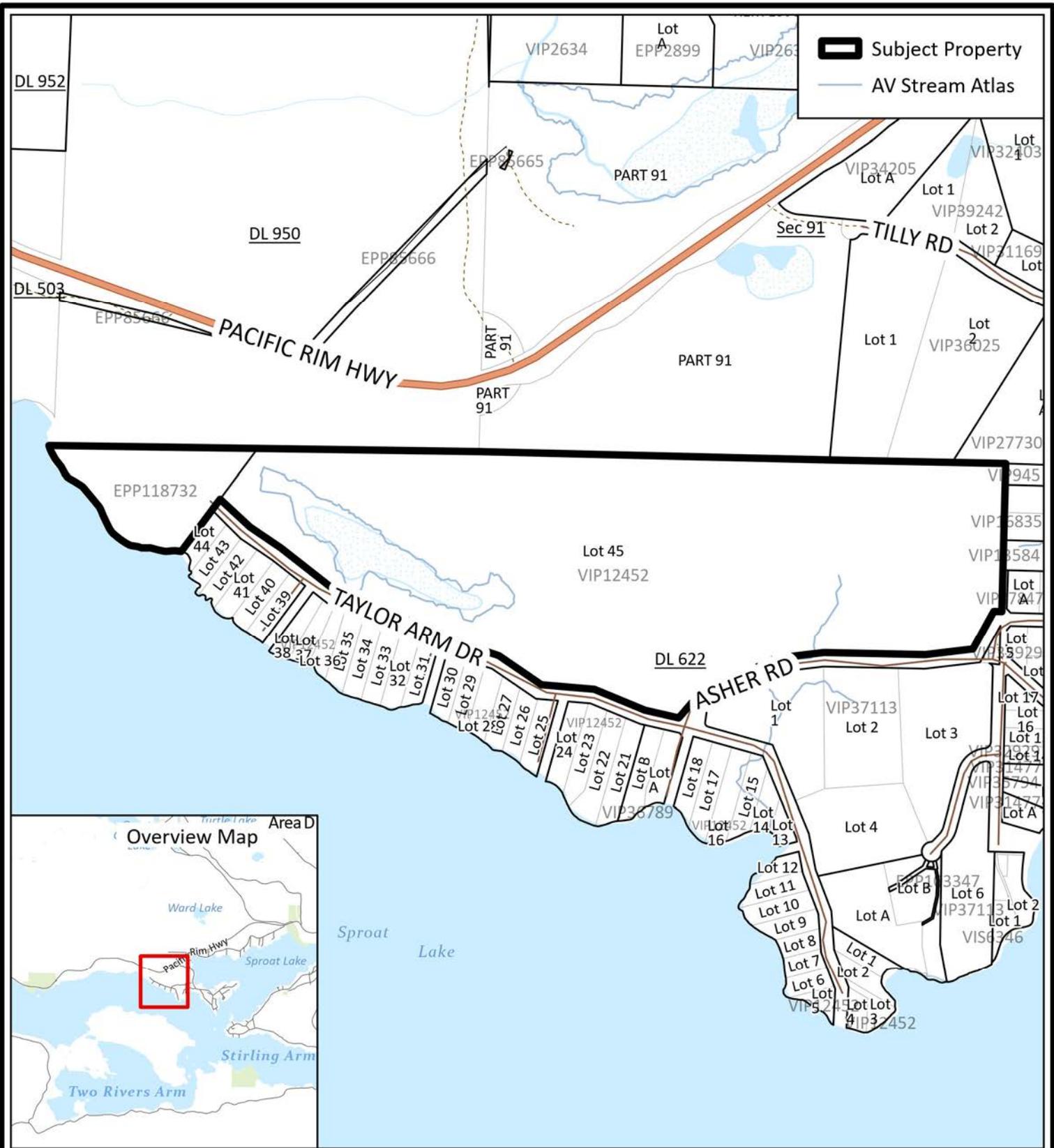
-  Subject Property
-  AV Stream Atlas

Note basemap imagery is offset by ~1 to 5m



Prepared 2025-06-06  
Sources: Maxar, ParcelMapBC;  
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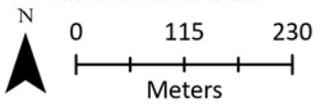
 Subject Property  
 AV Stream Atlas



 Civic Address: 11196 Taylor Arm Drive  
 Legal Description: LOT 45, DISTRICT LOT 622, CLAYOQUOT DISTRICT, PLAN 12452



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT





**To:** ACRD Board of Directors

**Meeting Date:** June 25, 2025

**From:** Brooke Eschuk, Planner I

**Voting Structure:** Electoral Area Directors

**Electoral Area:** D - Sproat Lake

**Subject:** Temporary Use Permit TUP25001 - 10407 Marina Vista Drive (Mesic)

**Recommendation:**

**THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing TUP25001 subject to neighbour notification as per the Local Government Act section 494.**

**Development Proposal:** The property owners are applying for a Temporary Use Permit (TUP) to operate a short-term rental (STR) in the two-bedroom single family dwelling with 1,500 square feet of living area on the main floor. The house would be utilized as a STR during the months of May to September. The property owners reside in Port Alberni and would act as caretakers for the STR operation.

**Advisory Planning Commission Recommendation:** The Sproat Lake Advisory Planning Commission (APC) reviewed this application at their June 16, 2025 meeting where the APC passed a motion to support the application as presented as a Temporary Use Permit subject to the completion of the public input process.

**Property Owner(s):** MILE MESIC, ROSEMARY A MESIC, MATTHEW J MESIC

**Applicant/Primary Contact:** MATTHEW J MESIC

**Property Information:**

Civic Address:	10407 MARINA VISTA DR						
Legal Description:	STRATA LOT 2 DISTRICT LOT 204, ALBERNI LAND DISTRICT STRATA PLAN EPS681 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V						
PID:	028-853-504	Folio:	770-01666.052	ALR? (Y/N)	N	Lot Size (ha):	0.08 (0.20 ac)
Current Zoning:	R1 - Single Family Residential District	Proposed Zoning:	n/a				
Current OCP:	Sproat Lake, Residential Use	Proposed OCP:	n/a				
Development Permit Area(s):	n/a						
Current Use & Description:	The parcel contains a two-bedroom single family dwelling and is rented to a long-term tenant until the summer season. The building contains a garage, workshop, and a storage area on the lower level, while the living area is on the upper level. The house was constructed in 2019 and a temporary occupancy permit was issued in 2021. A portion of the storage and utility area on the lower level had been used for overnight accommodation within the house but the house is designed as a two-bedroom occupancy and this area would not be permitted as part of the short-						

term rental use. The Building Inspector issued an occupancy permit for the house and completed a health and safety inspection of the property in May 2025 as part of the TUP application. No issues were identified provided the accommodation use is limited to the two bedrooms on the main level.

#### Surrounding Zoning and Land Use

North	Pacific Rim Highway	South	Single Family Residential (R1) District
East	Single Family Residential (R1) District	West	Single Family Residential (R1) District

#### Services:

- a) **Sewage Disposal:** Bare land strata common sewage disposal system.
- b) **Water Supply:** Bare land strata common water system.
- c) **Fire Protection:** The parcel is within the Sproat Lake Fire Protection Area.
- d) **Access:** The parcel is accessed from a driveway on Marina Vista Drive.

#### Planning Policy Discussion:

- a) **Official Community Plan:** The parcel is designated 'Residential Use' in the Sproat Lake Official Community Plan. This designation provides for a range of residential uses and housing types including vacation rentals, recreational properties, small lots and acreages.

***This proposal complies with the Sproat Lake Official Community Plan.***

- b) **Zoning:** The parcel is zoned Residential (R1) District. The property owners are applying for a Temporary Use Permit to allow the rental of their two-bedroom single family dwelling. The parcel is part of a bare land strata development and is zoned single family residential (R1) District. Short term vacation rentals are not listed as a permitted use within the R1 zone. 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.

A restrictive covenant is registered on each of the 10 parcels within the bare land strata that requires there to be no more than one dwelling per strata lot and each dwelling unit not to exceed 1,500 square feet of living space excluding any garage or carport.

	Current: R1
Minimum Lot Area (ha)	0.06
Minimum Lot Width (m)	18.2
Principal & Accessory Front Yard Setback (m)	7.62
Principal Side Yard Setback (m)	1.5
Principal Rear Yard Setback (m)	9.1
Accessory Side Yard Setback (m)	0.9
Accessory Rear Yard Setback (m)	0.9

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

**Comments:** The property is part of a bare land strata development. There are several other property owners operating short-term rentals on Marina Vista Drive. It should be noted that the ACRD has received a bylaw complaint regarding the operation of the short-term rental on this parcel. The applicants have applied for a Temporary Use Permit to bring the property into compliance with the ACRD Zoning Bylaw. The proposed STR use would not include any overnight accommodation area in the lower level of the house; the use would be limited to the two bedrooms located on the main floor, as permitted through the building permit process.

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, applicants are required to indicate a valid business license. Where business licenses are not provided, the applicant will be required to 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 January 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 criteria and 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 applicants intend to utilize the two-bedroom house as an STR from May to September 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.

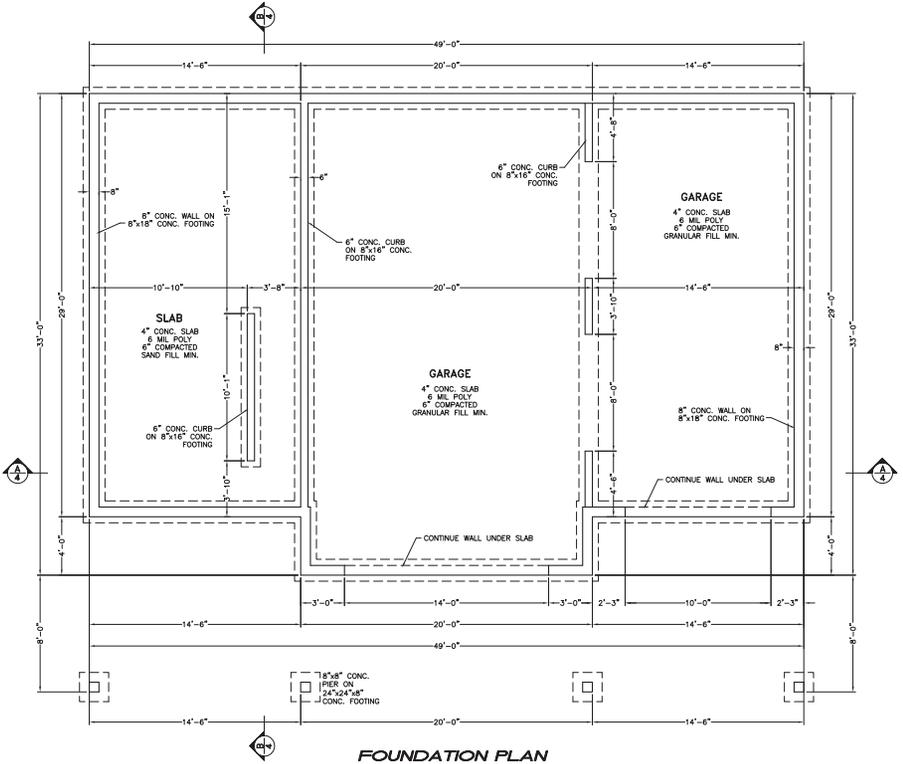
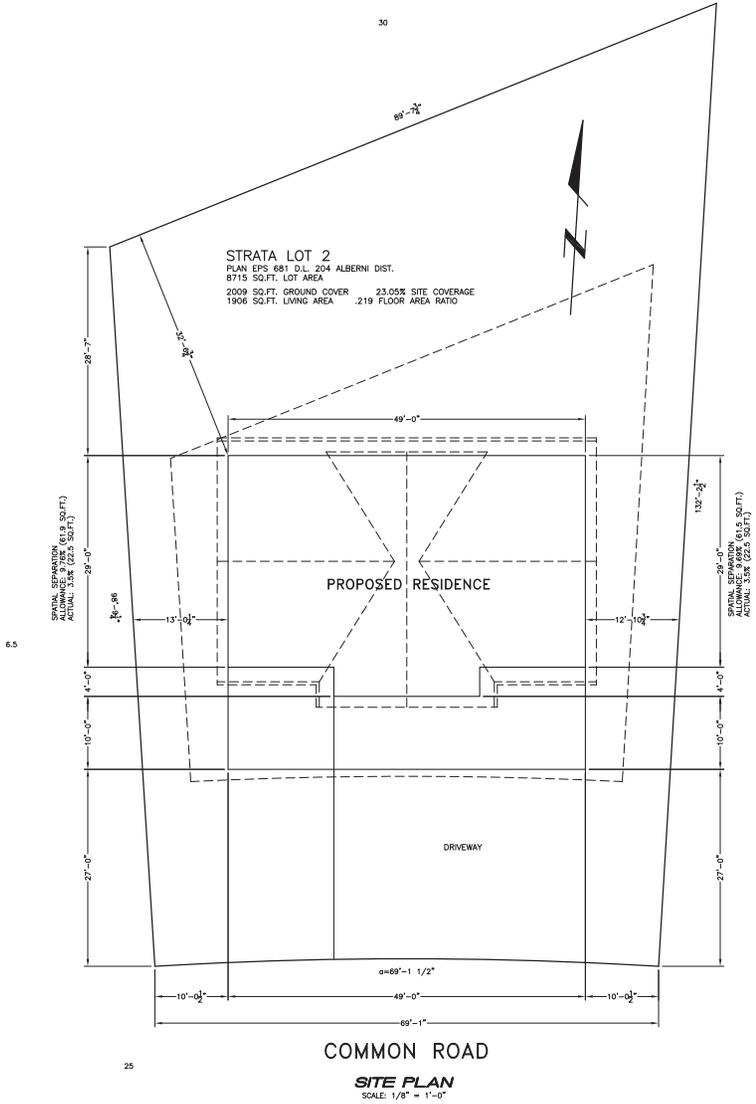
Submitted by: Alex Dyer  
Alex Dyer, MCIP, RPP, Planning Manager

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

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

**Site Photos**





PREPARED BY:  
**LINDBERG CAD SERVICES**  
 885 FISHERMAN'S CIRCLE, PARKSVILLE, B.C. V9P-1Z4 248-5449

GENERAL NOTES:  
 BUILDING CONTRACTOR TO VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION  
 ALL CONSTRUCTION TO COMPLY WITH THE LATEST B.C. BUILDING CODE  
 HEADER SIZES SHALL BE SUPPLIED BY TRUSS MANUFACTURER  
 DESIGNER ASSUMES NO RESPONSIBILITY FOR ANY ERRORS OR EMISSIONS  
 UNLESS ADVISED IN WRITING PRIOR TO ANY CONSTRUCTION.

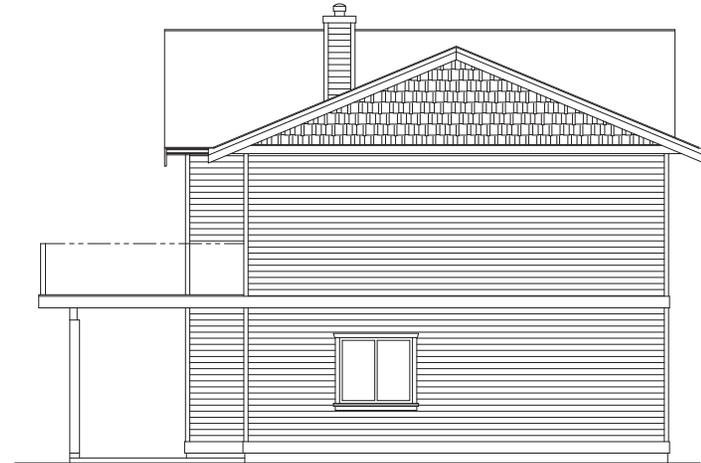
LEGEND:

**PROPOSED MESIC RESIDENCE**

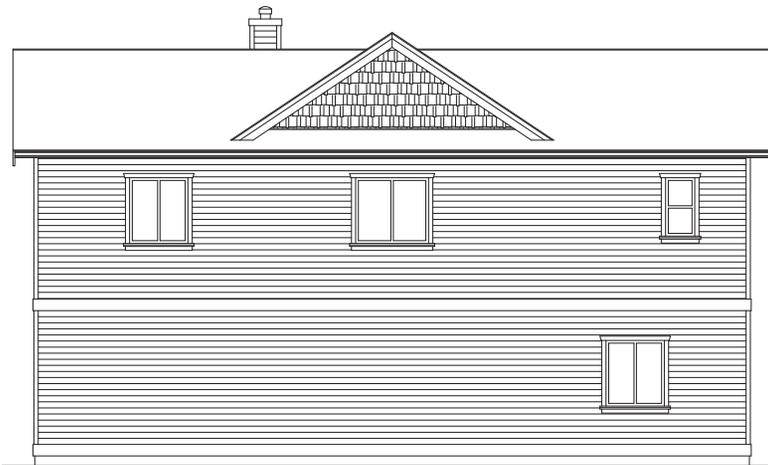
DATE: 09-07-18	PREPARED FOR: MATT MESIC	DRAWN BY: L.L.
SCALE: 1/4"=1'-0"		REVISED:
<b>SITE AND FOUNDATION PLANS</b>		
SHEET: 1 OF 2	APPROVED BY:	PLAN NO: 18-108



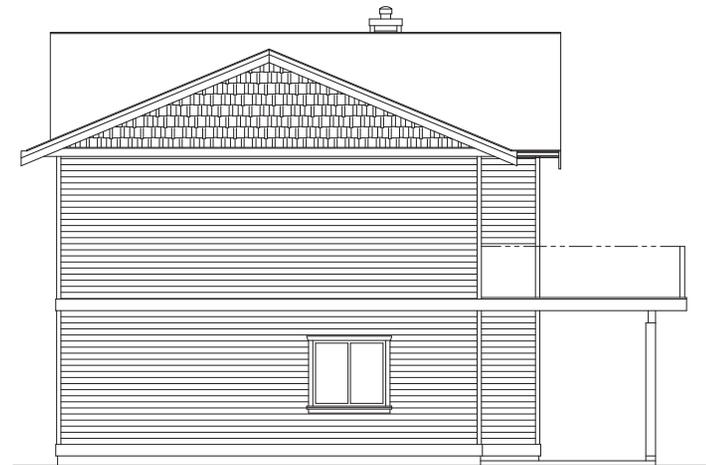
FRONT ELEVATION



RIGHT ELEVATION



REAR ELEVATION



LEFT ELEVATION

PREPARED BY:

**LINDBERG CAD SERVICES**  
885 FISHERMAN'S CIRCLE, PARKSVILLE, B.C. V9P-1Z4 248-5449

GENERAL NOTES:

BUILDING CONTRACTOR TO VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION  
ALL CONSTRUCTION TO COMPLY WITH THE LATEST B.C. BUILDING CODE  
HEADER SIZES SHALL BE SUPPLIED BY TRUSS MANUFACTURER  
DESIGNER ASSUMES NO RESPONSIBILITY FOR ANY ERRORS OR EMISSIONS  
UNLESS ADVISED IN WRITING PRIOR TO ANY CONSTRUCTION.

LEGEND:

**PROPOSED MESIC RESIDENCE**

DATE: 09-07-18 PREPARED FOR: **MATT MESIC** DRAWN BY: L.L.  
SCALE: 1/4"=1'-0" REVISED:

**ELEVATIONS**

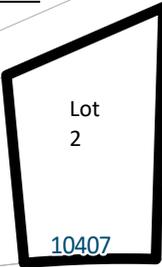
SHEET: 3 OF 3 APPROVED BY: PLAN NO: 18-108

 Subject Property  
 AV Stream Atlas

VIP4600

PACIFIC RIM HWY

DL 204E&N



Lot 2

Lot 1

Lot 4  
10415

Lot 10411  
EPS681

10407

10401

MARINA VISTA DR

10408

Lot 8  
10412

Lot 9

Lot 10

10404

ALDAN RD

VIP85387

102-10325

103-10325

67-10325

69-10325

66-10325

68-10325

DL 126E&N

65-10325

64-10325

62-10325

61-10325

63-10325

60-10325

VIP70832

59-10325

58-10325

56-10325

79-10325

55-10325

78-10325

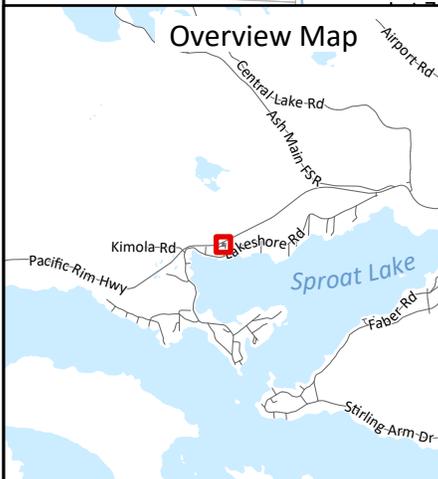
54-10325

47-103

48-10325

53-10325

49-10325



Overview Map

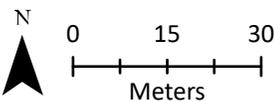


Civic Address: 10407 Marina Vista Drive

Legal Description: STRATA LOT 2 DISTRICT LOT 204 ALBERNI DISTRICT STRATA PLAN EPS681 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



156



PACIFIC RIM HWY

Lot 1

Lot 2

Lot 3

.10411

.10407

.10401

MARINA VISTA DR

Lot 8

Lot 9

Lot 10

10407 Marina Vista Drive  
STRATA LOT 2 DISTRICT LOT 204 ALBERNI DISTRICT STRATA  
PLAN EPS681 TOGETHER WITH AN INTEREST IN THE  
COMMON PROPERTY IN PROPORTION TO THE UNIT  
ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V

 Subject Property

 Parcels



Prepared 2025-04-01  
Sources: Maxar, Microsoft,  
LidarBC (DEM, Hillshade) 2019,  
ParcelMapBC; ACRD

Scale 1:300

3 1.5 0 3 6 9 12

Meters

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



**TUP25001**

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:** MILE MESIC, ROSEMARY A MESIC, MATTHEW J MESIC  
**Address:** 10407 MARINA VISTA DR

With respect to:

**Legal Description:** STRATA LOT 2, DISTRICT LOT 204, ALBERNI LAND DISTRICT, STRATA PLAN EPS681, TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V  
**PID:** 028-853-504

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

A TUP to allow the short-term rental of an existing two-bedroom single family dwelling on the property may be issued to the following conditions and any other conditions the ACRD Board of Directors deem appropriate at the time of issuance:

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

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

This permit was issued this [DAY] of [MONTH], [YEAR].

---

Daniel Sailland, MBA  
Chief Administrative Officer

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Chair of the Board of Directors



**To:** ACRD Board of Directors

**Voting Structure:** Electoral Area Directors

**From:** Brooke Eschuk, Planner I

**Meeting Date:** June 25, 2025

**Electoral Area:** E - Beaver Creek

**Subject:** Temporary Use Permit TUP25005 - (Redman)

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**Recommendation:**

**THAT the Alberni-Clayoquot Regional District Board of Directors issue Temporary Use Permit TUP25005.**

---

**Property Information:**

Civic Address: 4585 Compton Road							
Legal Description: LOT B BLOCK 10 DISTRICT LOT 100 ALBERNI DISTRICT PLAN EPP99974							
PID:	031-126-057	Folio:	770-01205.027	ALR? (Y/N):	No	Lot Area (ha):	0.13 (0.33 ac)

**Background:**

The applicants are applying for a Temporary Use Permit (TUP) to operate a single-family dwelling as a short-term vacation rental (STR) and occasional accommodation for friends and family. The home would be available for short-term rentals with a maximum accommodation of six guests and three bedrooms. Parking would be limited to 2 vehicles and the property will use the existing water and sewage systems. A caretaker will be available as needed.

The Board of Directors first considered the application on May 14, 2025, where they resolved to consider issuance of the TUP subject to neighbour notification as per *Local Government Act s. 494*, and a health and life safety inspection by an ACRD building inspector. A mailout to property owners and residents within 100 m of the property was completed on May 23. An ad was published in the Alberni Valley News on June 18. To date, no public comments have been received. If any comments are received prior to the June 25 meeting, staff will inform the Board. The ACRD Building Inspector completed a health and life safety inspection on June 3 and found the proposed STR safe for occupancy.

All conditions of the issuance have been satisfied and it is recommended that the Board issue Temporary Use Permit TUP25005.

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

**PL20250025/TUP25005**

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

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





Lot A

Parcel E

Lot A  
5432

Parcel C

4585

Lot B

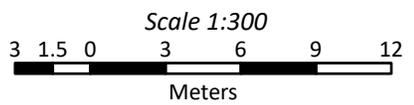
COMPTON RD

BIGWOOD RD

-  Subject Property
-  Parcels



Prepared 2025-04-07  
 Sources: LidarBC (DEM, Hillshade) 2019, ParcelMapBC; ACRD, City of Port Alberni



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**TUP25005**

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:** ROBIN L REDMAN  
**Address:** 4585 Compton Road

With respect to:

**Legal Description:** LOT B BLOCK 10 DISTRICT LOT 100 ALBERNI DISTRICT PLAN EPP99974  
**PID:** 031-126-057

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

1. The Temporary Use Permit is issued to operate a short-term rental (STR) within the existing three-bedroom single family dwelling.
2. The short-term rental must be registered in accordance with the *Short-Term Rental Accommodations Act*.
3. A maximum occupancy of six (6) guests, two (2) persons per bedroom, shall be permitted at one time.
4. The STR shall accommodate off-street parking for two (2) vehicles on the property.
5. The owner or designated caretaker must be available to attend the property within 20 minutes.
6. Contact information of the owner and/or caretaker in addition to a copy of the TUP must be visible in a public location within the STR.
7. This permit is valid for a term of three 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.
8. 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

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Chair of the Board of Directors



**To:** ACRD Board of Directors

**Voting Structure:** Electoral Area Directors

**From:** Brooke Eschuk, Planner I

**Meeting Date:** June 25, 2025

**Electoral Area:** E - Beaver Creek

**Subject:** Rezoning RE25001 - 6317 Walker Road (Beecroft)

**Recommendation:**

***THAT Bylaw P1525, Regional District of Alberni-Clayoquot Regional District Zoning Amendment Bylaw, be read a first time.***

***THAT Bylaw P1525, Regional District of Alberni-Clayoquot Regional District Zoning Amendment Bylaw, be read a second time.***

***THAT Bylaw P1525, Regional District of Alberni-Clayoquot Regional District Zoning Amendment Bylaw, be read a third time.***

**Property Information:**

Civic Address:	6317 WALKER RD			
Legal Description:	LOT 2, DISTRICT LOT 24, ALBERNI DISTRICT, PLAN 14949			
PID:	004-332-385	Folio:	770-00658.010	ALR? (Y/N): No
Lot Area (ha):	1.93 (4.76 ac)			

**Background:**

The property owners are applying to rezone the parcel from Small Holdings (A1) District with a minimum lot size of 0.8 ha (2 ac) to Acreage Residential (RA2) District with a minimum lot size of 0.4 ha (1 ac). The rezoning would be the first step in a future subdivision application. The proposed subdivision would create two additional 0.4 ha lots, each fronting Walker Road. Proposed Lot 1 would contain the existing house and accessory buildings and Lots 2 and 3 would be vacant. Proposed Lots 1 and 2 would meet required frontage while Proposed Lot 3 would be accessed by a 20 m wide panhandle. A parcel frontage waiver will be required as a condition of subdivision approval for Lot 3.

The Board of Directors first considered the application at the May 14 meeting and resolved to consider the first reading of the bylaw at a future date, and that notice be given in accordance with s. 467 of the *Local Government Act*. A notice was mailed out to all residents and owners within 100 m of the subject property on June 6. Ads were published in the Alberni Valley News on June 11 and June 18. The notice and information package were posted on the ACRD website and notice of the rezoning application was placed on the development sign at the property. As this rezoning is consistent with the Beaver Creek Official Community Plan, a public hearing was not

**PL20250033/RE25001**

held. The neighbour notification and public advertising provided the opportunity for public input on the application process. To date, no correspondence has been received. If any letters from the public are received prior to the Board meeting on June 25, staff will inform the Board.

When the bylaw was first considered on May 14, the Board confirmed that adoption of Bylaw P1525 would be subject to:

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

The applicants have satisfied both requirements. Technical agency referral requests were sent out on June 6. To date, responses have been received from the Ministry of Transportation and Transit, Island Health, and Beaver Creek Water System, all of which have recommended approval of the rezoning.

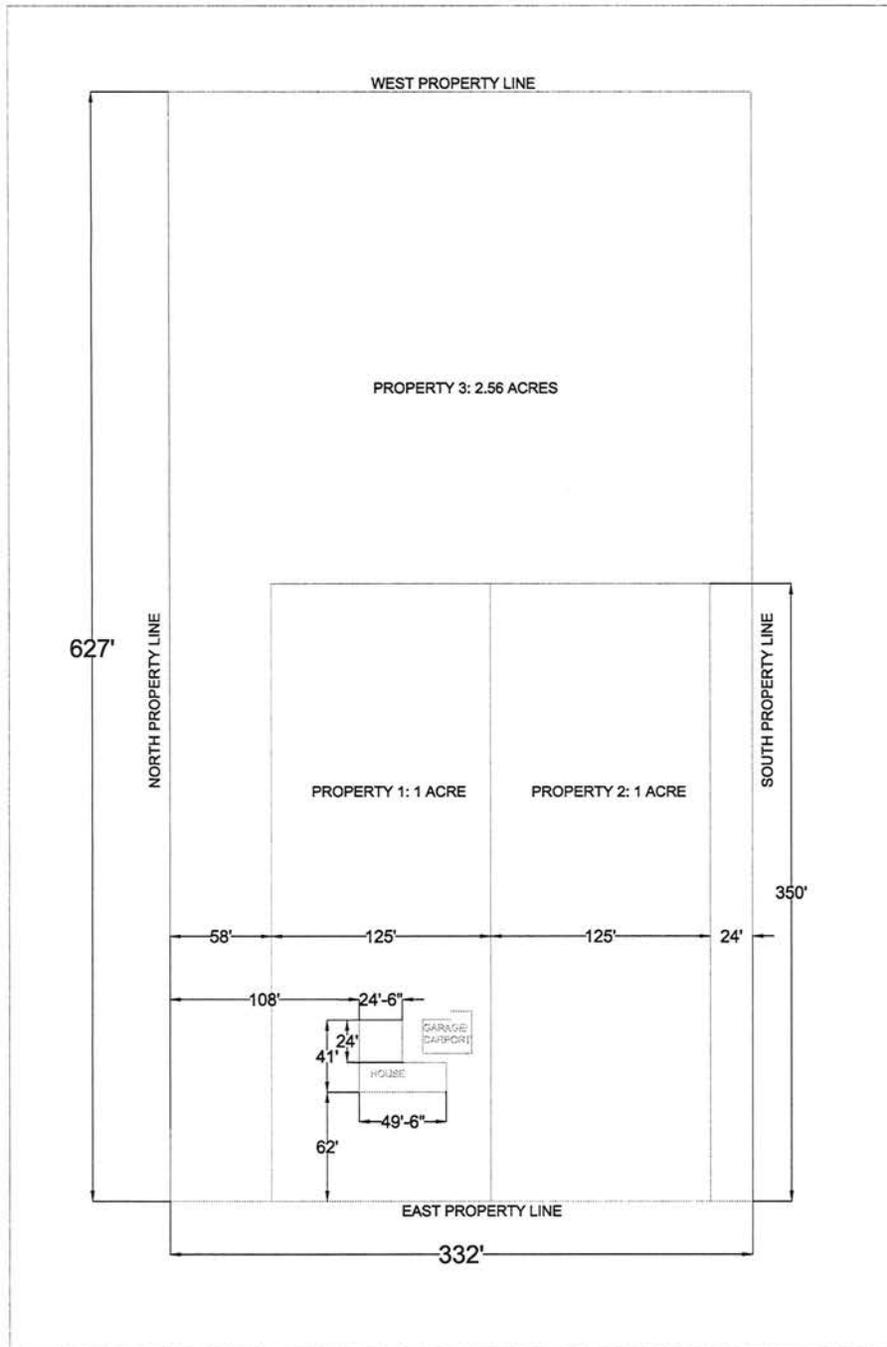
Staff recommend that the Board proceed with the rezoning and give three readings to Bylaw P1525.

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

# 6317 WALKER ROAD





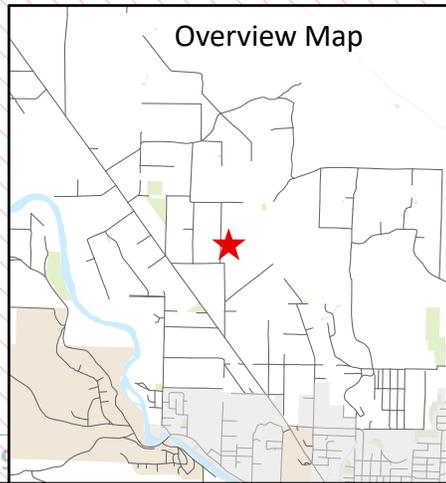
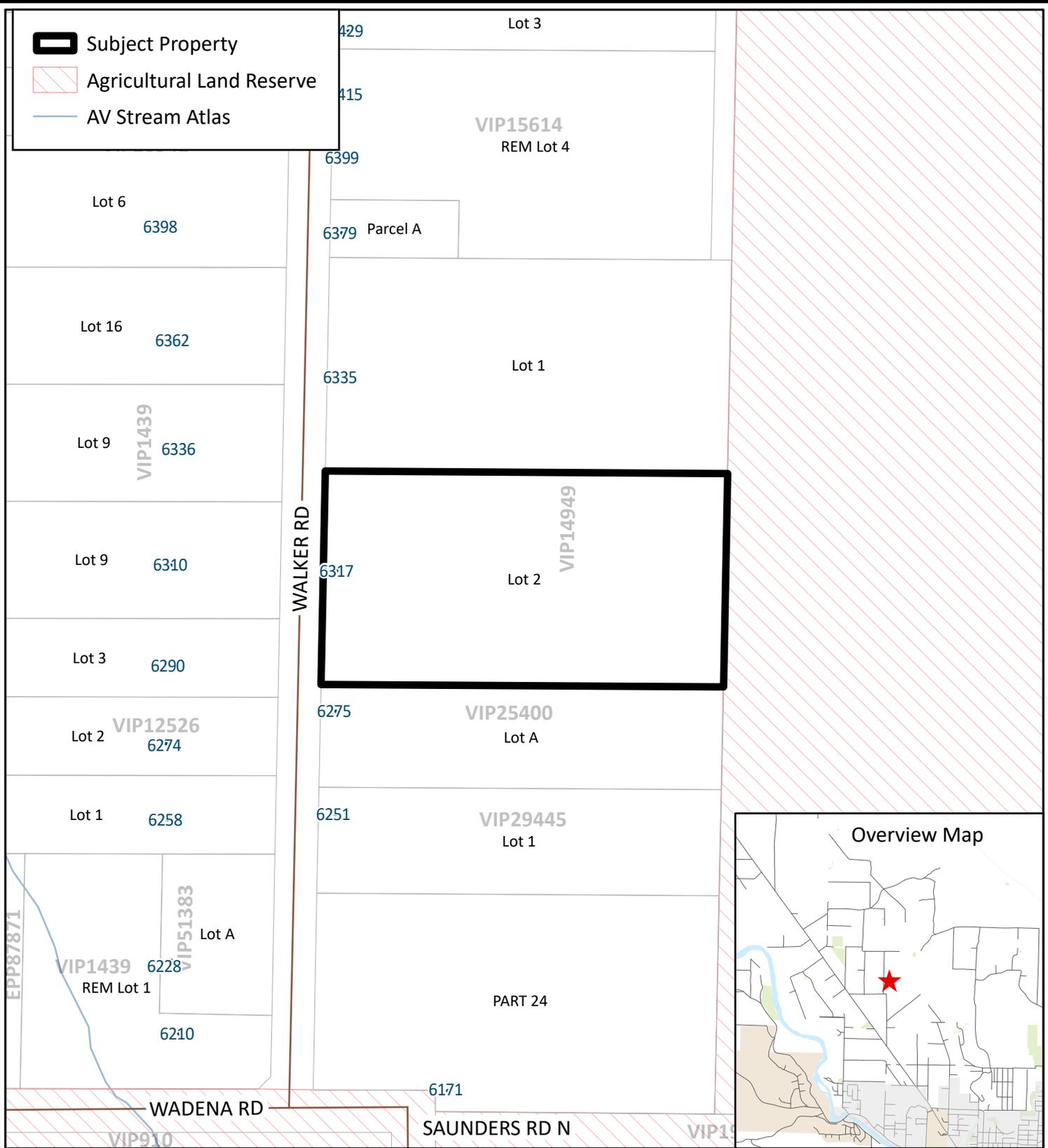
Subject Property



Agricultural Land Reserve



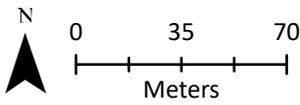
AV Stream Atlas



ALBERNI-CLAYOQUOT REGIONAL DISTRICT



Civic Address: 6317 Walker Road  
Legal Description: LOT 2, DISTRICT LOT 24, ALBERNI DISTRICT, PLAN 14949





WALKER RD

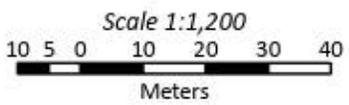
6335

6317

6275

6251

ALR Lands



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



Prepared 2025-04-15  
 Sources: LidarBC (DEM, Hillshade) 2019, ParcelMapBC; ACRD, City of Port Alberni

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**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1525**

**OFFICIAL ZONING ATLAS AMENDMENT NO. 797**

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A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 464, 465, 470 and 479 of the *Local Government Act*;

AND WHEREAS an application has been made to rezone a property;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the Official Zoning Atlas of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE  
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1525.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT 2, DISTRICT LOT 24, ALBERNI DISTRICT, PLAN 14949 from Small Holdings (A1) District to Acreage Residential (RA2) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this      day of      ,

Read a second time this    day of      ,

Read a third time this     day of      ,

Adopted this                day of      ,

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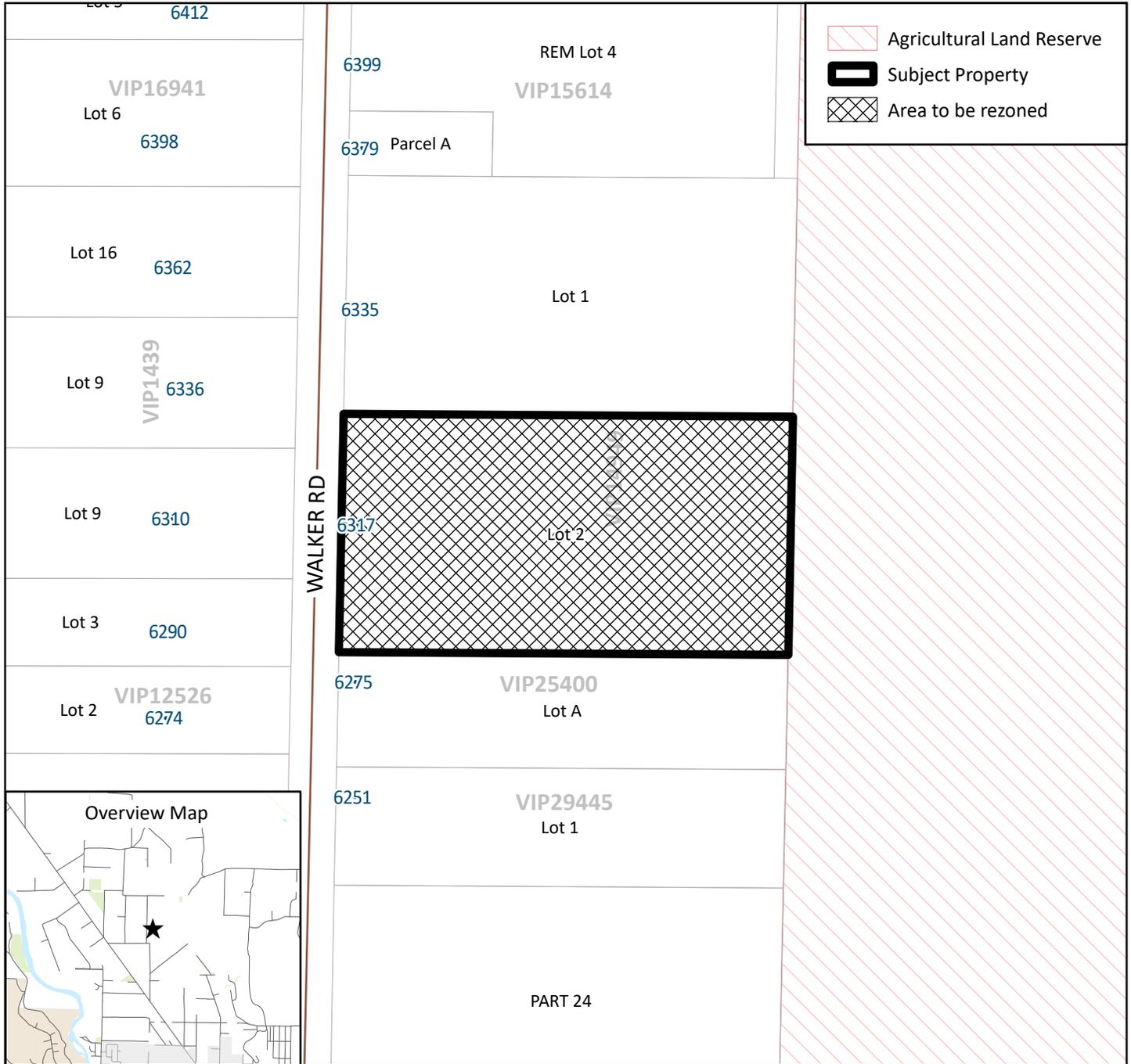
Corporate Officer

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Chair of the Regional Board

# Schedule 'A'

This schedule is attached to and forms part of Bylaw No. P1525, Zoning Atlas Amendment Bylaw, 2025

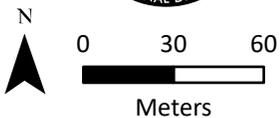


- Agricultural Land Reserve
- Subject Property
- Area to be rezoned



Legal Description: LOT 2, DISTRICT LOT 24, ALBERNI DISTRICT, PLAN 14949

Address: 6317 Walker Road



To be rezoned from Small Holdings (A1) District to Acreage Residential (RA2) District.



**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	
<b>Watercourse Setback (m)</b>	<b>30</b>	<b>11.7</b>
<b>Accessory Building Height (m)</b>	<b>4.6 with increased setback</b>	<b>6.7</b>

***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.

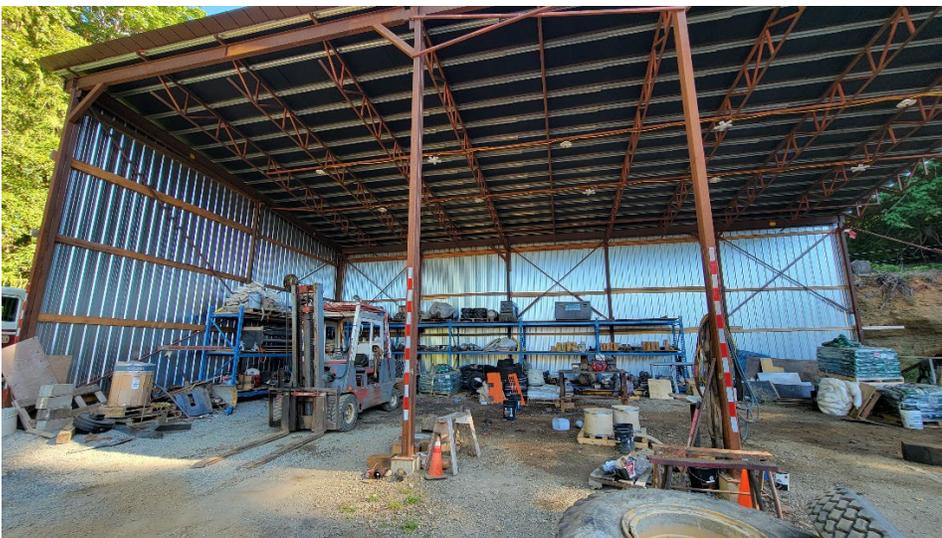
It is recommended that the Board proceed with the neighbour notification process to gather public input on the application prior to making a decision on the variance.

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:**

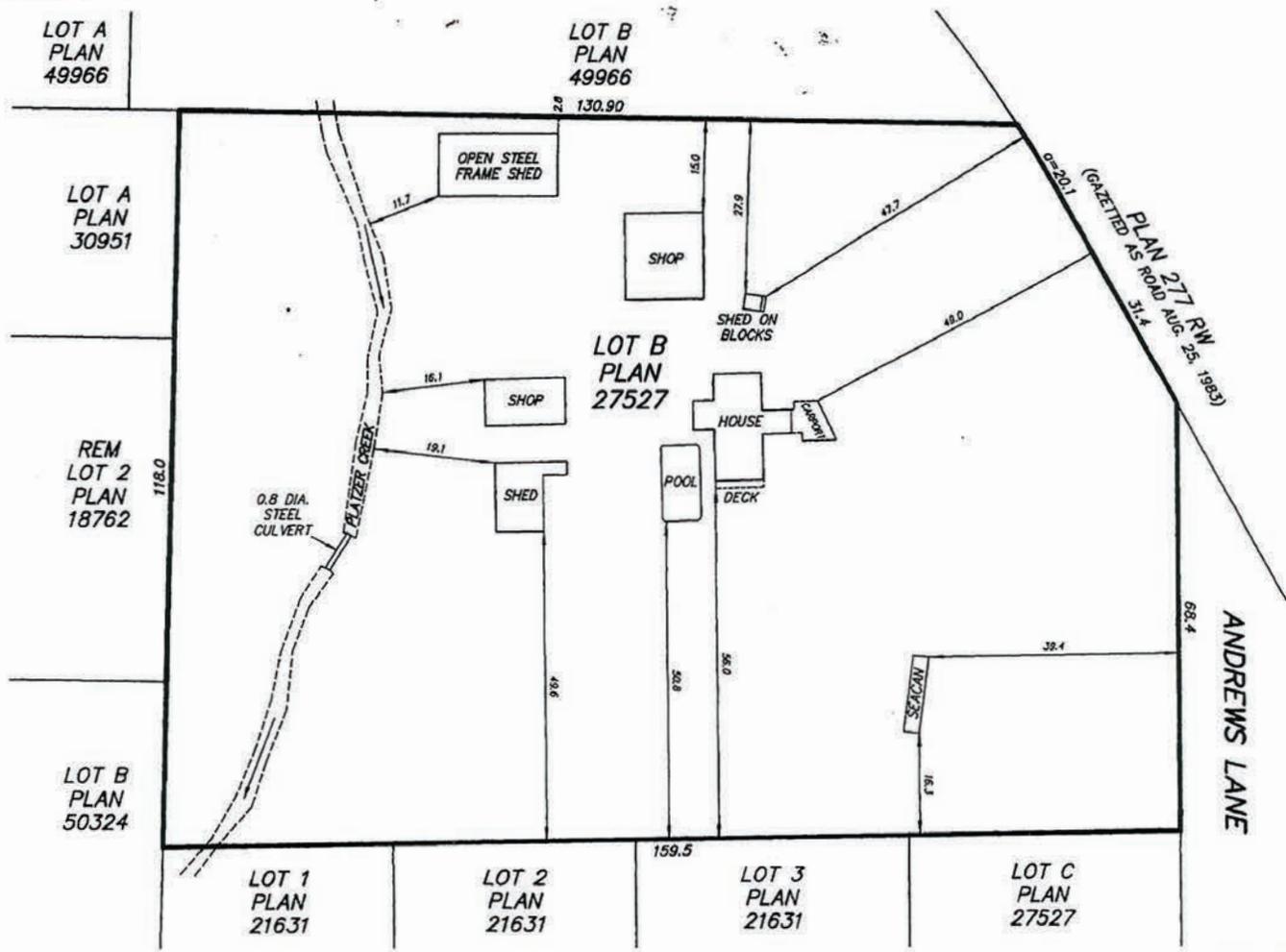
ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF AND ARE DERIVED FROM PLAN 27527.

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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CERTIFIED CORRECT THIS 30TH DAY OF DECEMBER, 2023 ACCORDING TO LAND TITLE AND SURVEY AUTHORITY RECORDS AND FIELD SURVEYS. UNREGISTERED INTERESTS HAVE NOT BEEN INCLUDED OR CONSIDERED.

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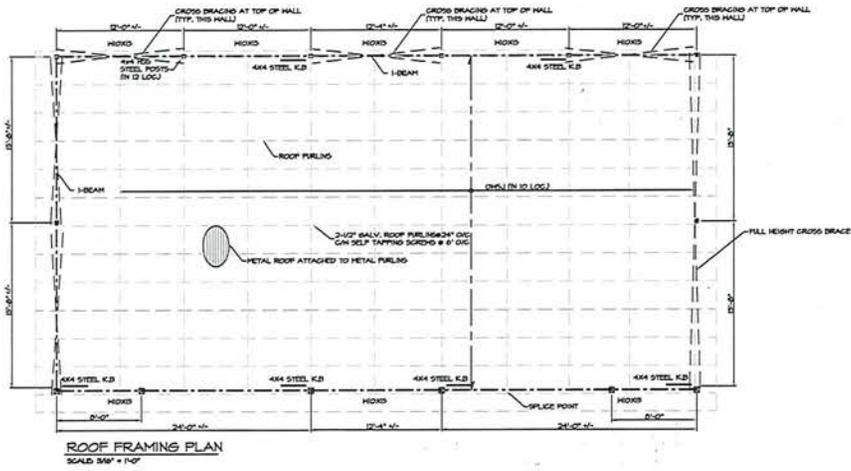
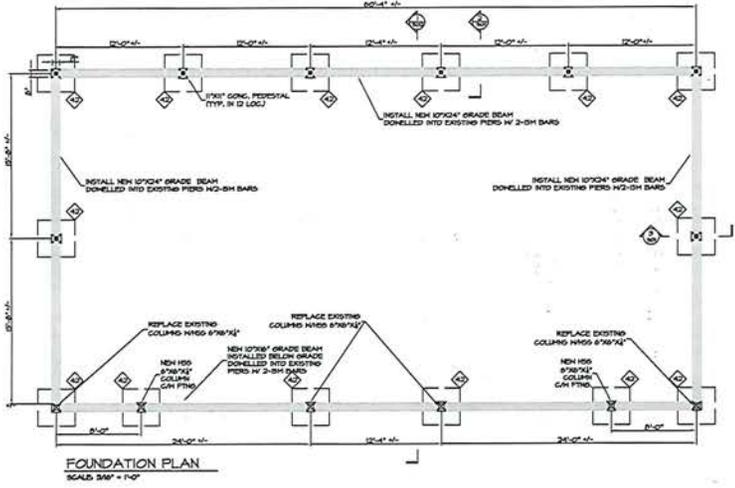
Neil Bauder  
D3K513

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Neil Bauder D3K513  
Date: 2023.12.30  
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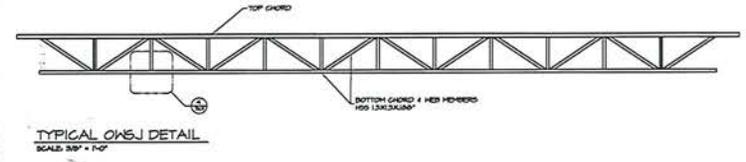
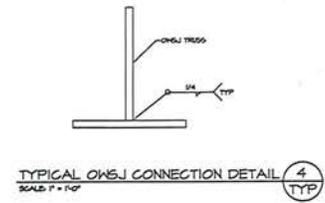
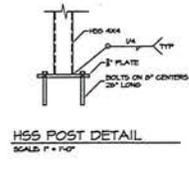
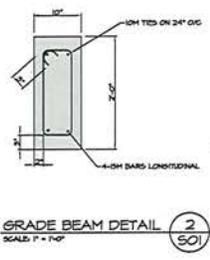
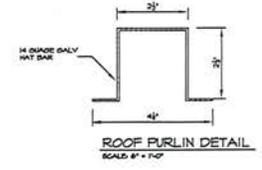
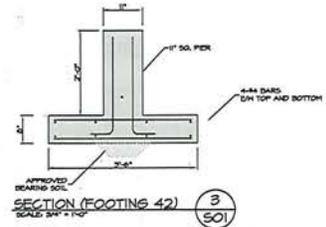
223 FERN ROAD W.  
QUALICUM BEACH, B.C. V9K 1S4  
PHONE: 250-752-9121  
FAX: 250-752-9241  
FILE NUMBER: 23-193-BL  
DRAWING FILE: 23-193 BLC1.dwg  
DATE: 2023-12-30

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FOOTING SCHEDULE	
42	42"x24"x8" PAD FOOTING 4"x4" 4x4 BARS 4"x4" TOP & BOTTOM
NOTES:	
1.	FOOTING SIZES BASED ON SOIL BEARING IN GENERAL NOTES SEE NOTES FOR GEOTECHNICAL REQUIREMENTS.
2.	SEE TYPICAL DETAILS FOR STEPPED FOOTINGS.
3.	CLEAR COVER TO FOOTING REINFORCING TO BE 3"
4.	FOR PAD FOOTINGS, PLACE OUTER BARS 3" CLEAR FROM SIDES AND EQUALLY SPACED IN BETWEEN.
5.	1/2" HOOK, 2 END, 40" 5/8" HOOK, 5/8" HOOK, 5/8" HOOK HOOKS MAY BE UPHEARD OR AT 45° ANGLE.

LEGEND	
	CONCRETE FOOTING
	CONCRETE FOUNDATION WALL
	SHEAR WALL
	BEARING WALL
	PARTITION WALL
	BEAM
	POST



THIS PLAN AND EVERY ONE AND AT ALL TIMES SHALL BE THE SOLE PROPERTY OF FRANK & WEST ENGINEERING LTD. AND SHALL NOT BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF FRANK & WEST ENGINEERING LTD. ANY UNAUTHORIZED USE OF THIS PLAN OR ANY PART THEREOF SHALL BE AT THE USER'S SOLE RISK AND WITHOUT LIABILITY TO FRANK & WEST ENGINEERING LTD. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AUTHORITIES. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AUTHORITIES. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AUTHORITIES.

NO.	REVISION DESCRIPTION	DATE	BY	APP'D	CHK	DATE
A	ISSUED FOR CONSTRUCTION	2024.12.16	SM	FRANK & WEST	SM	
B	REVISION DESCRIPTION					

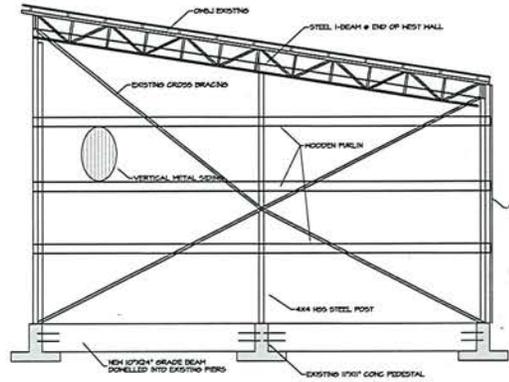


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 418 ELIZABETH STREET  
 PORT ALBERNI, B.C. V9J 4L7  
 TEL: (250) 724-3490 FAX: (250) 724-4408  
 EMAIL: office@mcgilleng.com

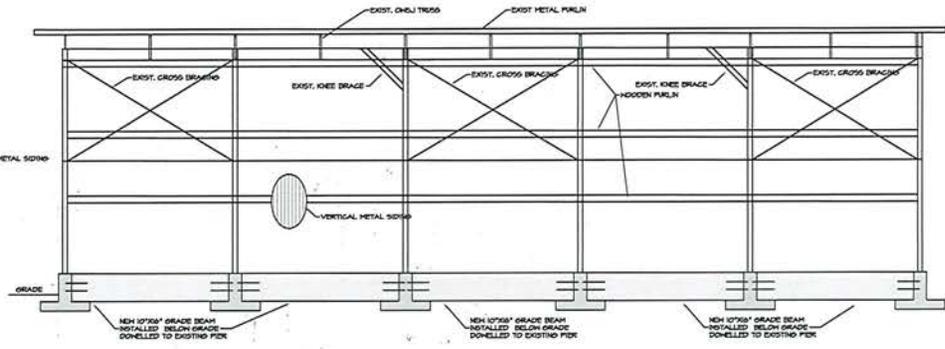
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 6614 ANDREWS LANE PORT ALBERNI  
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SHEET No.	S01
2 of 3	REV. A
DRAWING No.	S4580 OWSJ S01

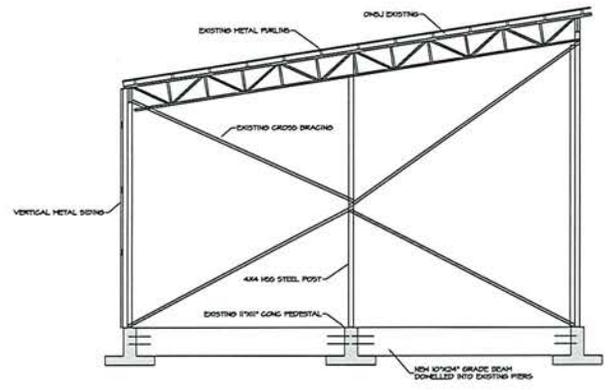
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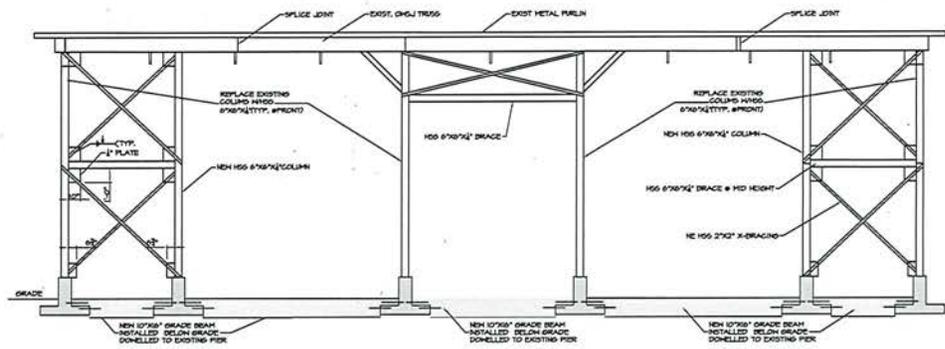
SECTION  
SCALE: 1/4" = 1'-0"



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 A PART OF ALL THE WORK UNDER THE CONTRACT AND SHALL BE KEPT BY THE CONTRACTOR. THIS PLAN IS PREPARED FOR THE WORK AND IS NOT TO BE USED FOR ANY OTHER PURPOSE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.

NO.	REVISION DESCRIPTION	DATE	BY	APP'D	FIELD BOOK No.	NO. SHEETS	TOTAL SHEETS
A	ISSUED FOR CONSTRUCTION	2024.12.16	SM	SMF			
B	REVISION DESCRIPTION						



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 email: office@mcgill.ca

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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Cell SARAH BONAR 250-714-8446 CHRIS ZAMORA 250-714-8864

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 ~1000m<sup>2</sup> 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 1123m<sup>2</sup> on the west side, and 1188m<sup>2</sup> on the east side of the channel, for a total disturbance area of approximately 2311m<sup>2</sup>. The total DPA area along the 118m reach is approximately 3540m<sup>2</sup> 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;

- 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 1123m<sup>2</sup> on the west side of the creek, and 1188m<sup>2</sup> on the east side for a total disturbance area of approximately 2311m<sup>2</sup> 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.

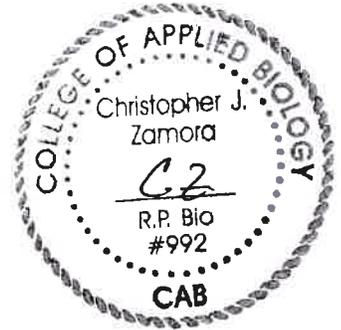
Any questions regarding information provided in this document, please contact the undersigned at (250) 591-2258.

Sincerely,

**AQUAPARIAN ENVIRONMENTAL CONSULTING LTD.**

Prepared by:

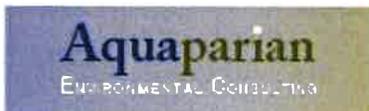
Reviewed by:



\_\_\_\_\_  
Jeni Rowell, B.Sc.  
Biologist-in-Training

\_\_\_\_\_  
Chris Zamora, B.Sc., R.P. Bio  
Senior Biologist / Principal

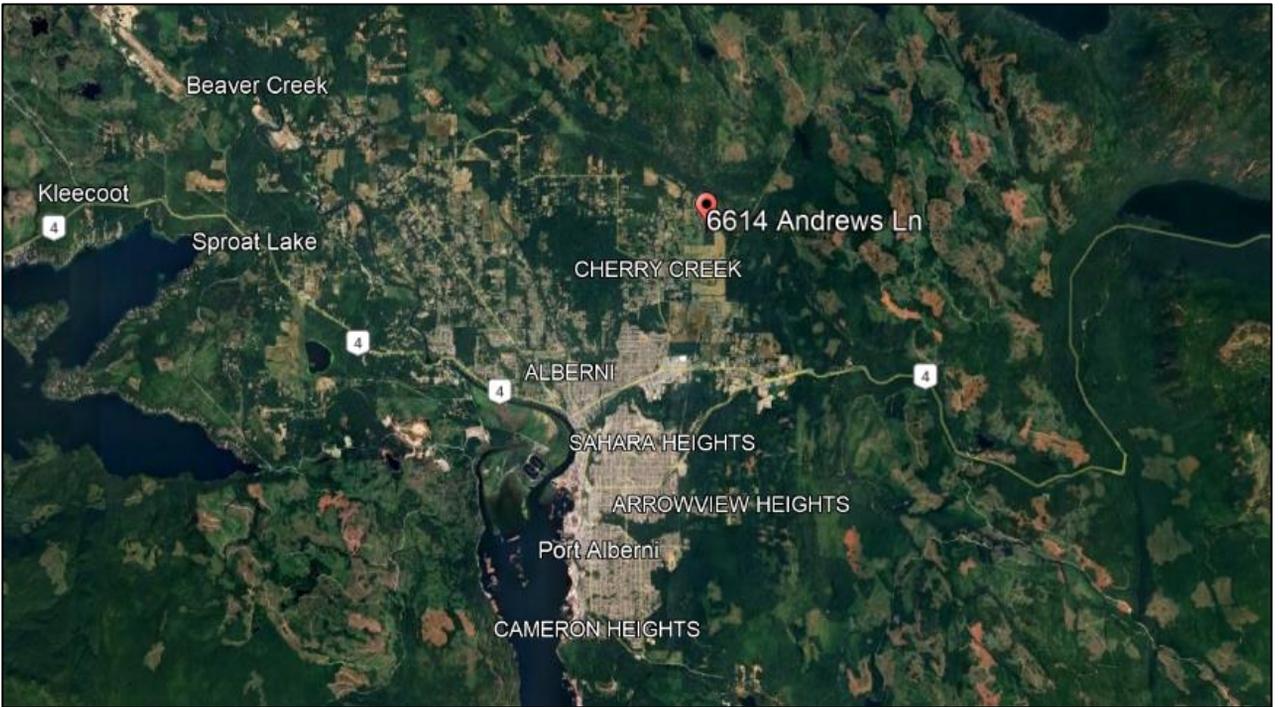
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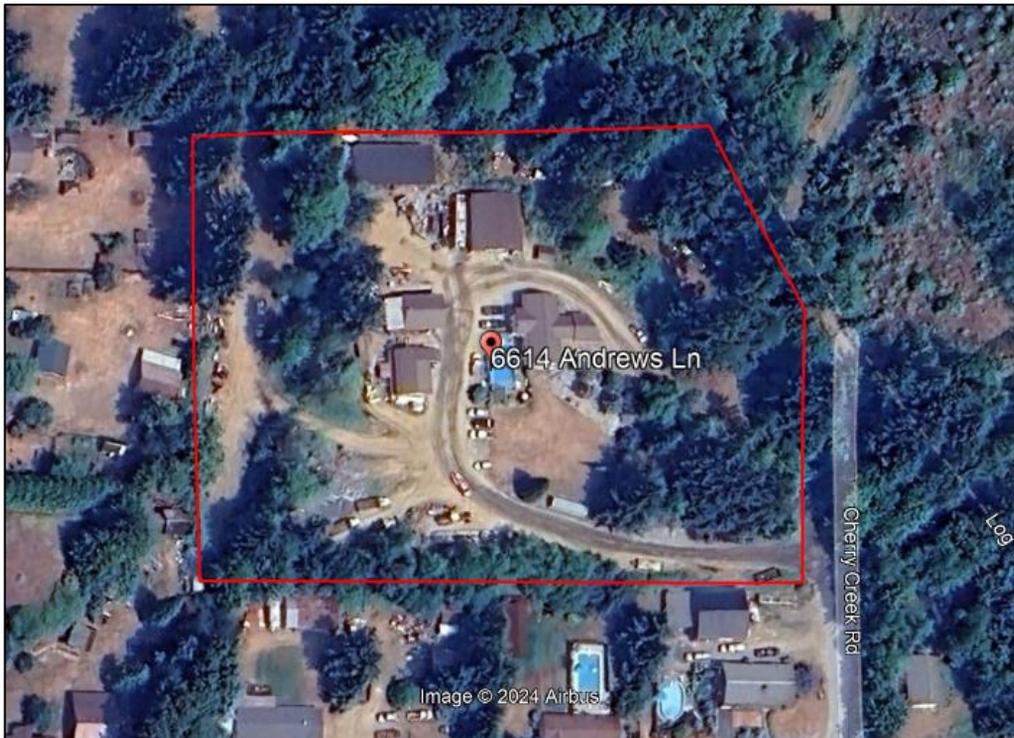
203-321 Wallace St, Nanaimo, BC V9R 5B6  
SARAH BONAR 250-714-8446 CHRIS ZAMORA 250-714-8864

**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**



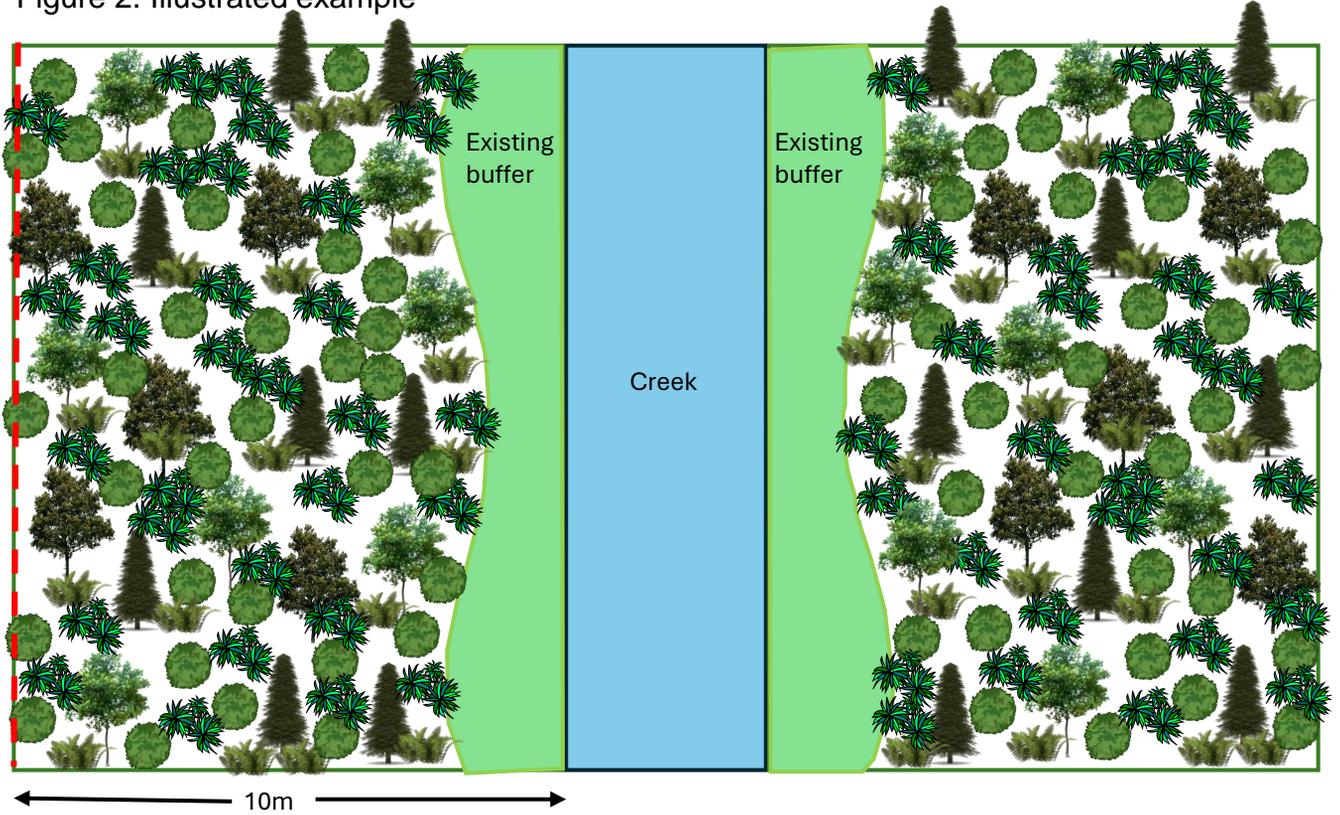
203-321 Wallace St, Nanaimo, BC V9R 5B6  
SARAH BONAR 250-714-8446 CHRIS ZAMORA 250-714-8864

## 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) →

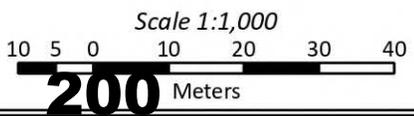




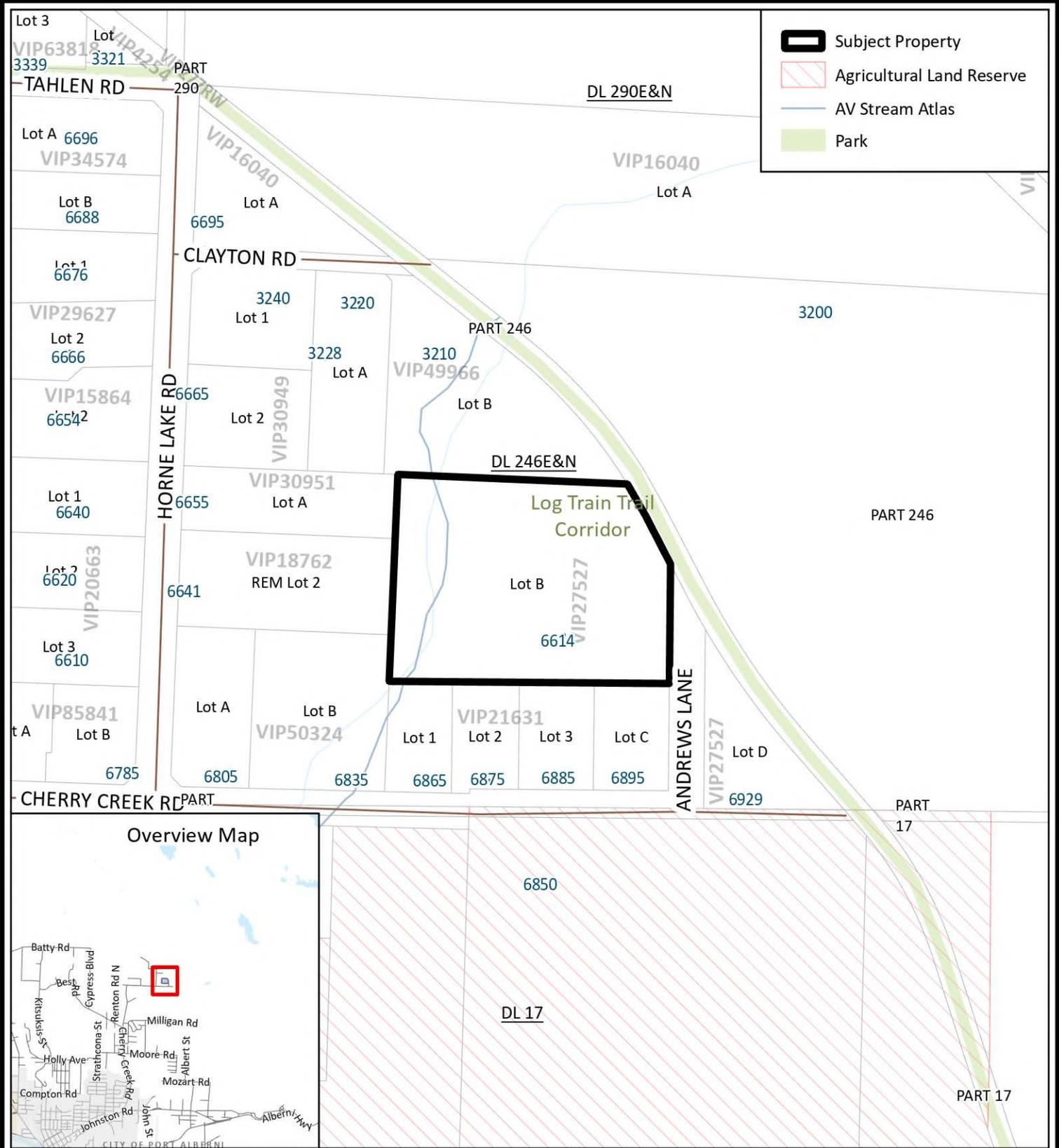
-  Subject Property
-  AV Stream Atlas
-  Parcels



Prepared 2025-02-03  
 Sources: © OpenStreetMap  
 (and) contributors, CC-BY-SA,  
 LidarBC (DEM, Hillshade) 2019,  
 ParcelMapBC; ACRD



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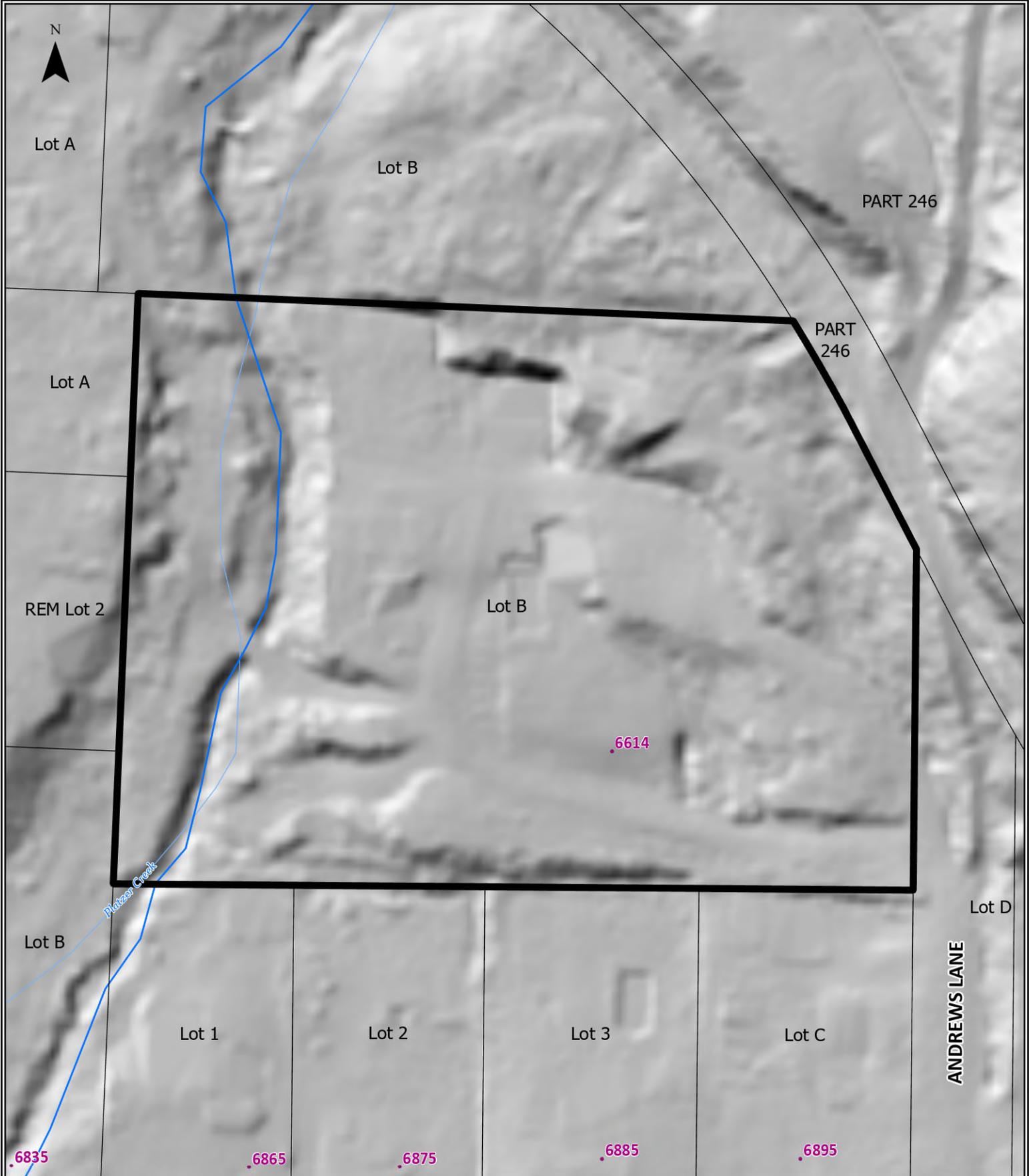
-  Subject Property
-  Agricultural Land Reserve
-  AV Stream Atlas
-  Park



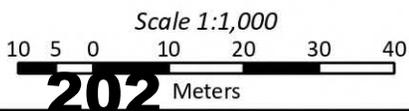

**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

N  
0 40 80  
Meters

 Civic Address: 6614 Andrews Lane  
 Legal Description: LOT B, DISTRICT LOT 246, ALBERNI DISTRICT, PLAN 27527



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

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

**From:** Shane Koren, Manager of Financial Services

**Meeting Date:** June 25, 2025

**Subject:** Semi-Annual Financial Reporting

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**Purpose:**

To provide the ACRD Board the semi-annual financial report for January 1 – April 30, 2025.

**Summary:**

This report aims to ensure the ACRD Board receive semi-annual financial details which includes:

1. Operating expenses and operating revenues to date and as a percentage of budget.
2. Capital project expenditure and project updates.
3. Grant updates.
4. Investment updates.
5. Operational statistics.

**Background:**

This is the second annual installment of the semi-annual report dated April 30, which is aimed to assist in creating dialogue amongst budget managers, providing an additional tool for monitoring projects and update the Board of Directors on financial activity.

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

The following estimated ACRD time requirements are needed for each report:

- Management Staff – (4 hours) statistical and project review
- Manager of Financial Services – (10 hours) financial data review and report preparation
- Chief Financial Officer – (2 hours) report review

**Financial:**

There are no financial implications of producing each report, beyond allocated staff time.

**Strategic Plan Implications:**

There are no strategic plan implications.

**Policy or Legislation:**

As per the ACRD's Investment policy, the Manager of Finance will provide an annual report to the Board of Directors on the performance of the portfolio during the second quarter of the following year.

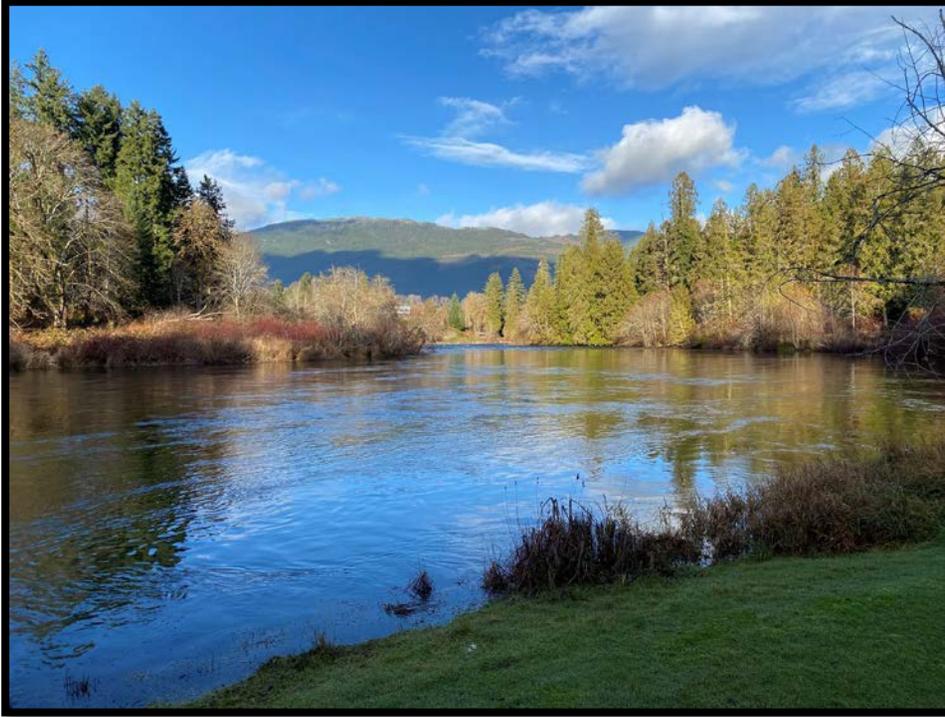
**Options Considered:**

Staff will continue to revise and adjust the report in the next couple of years as feedback is received from both staff members and the Board. Staff welcomes any formal feedback the Board would like to provide and will take the feedback into consideration for future reports.

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



# ACRD SEMI-ANNUAL FINANCIAL REPORT

FOR THE PERIOD JANUARY 1, 2025 – APRIL 30,  
2025.

GRANT UPDATES AS OF JUNE 15, 2025.

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# 1. Executive Summary

Beginning June 26, 2024, ACRD staff will provide semi-annual financial reports to the ACRD Board of Directors. The semi-annual schedule reflects financial data from January 1 – April 30 (4 months), January 1 – September 30 (9 months); each presented in the months following the respective periods. This report presents the 4 months ended April 30, 2025, with capital project highlights at May 31, 2025 and additional grant updates as at June 15, 2025.

This report aims to highlight operating expense and operating revenues to date and as a percentage of budget, capital project expenditure and project updates, grant updates, investment updates, and operational statistics.

As we begin moving through 2025, ACRD staff would like to identify the following key highlights;

- Operating Expenses
  - ACRD staff have reviewed the provided operating expenses and have no concerns to report to the ACRD Board of Directors at this time
- Operating Revenues
  - ACRD staff have reviewed the provided operating revenues and have no concerns to report to the ACRD Board of Directors at this time. Grant revenue is only recorded and reconciled once expenditures are incurred.
- Capital Project Update
  - ACRD staff have reviewed the provided capital project updates and expenditures and had identified a potential capital expenditure overage for the Beaver Creek Water System – Watermain – lower Kitsuksis Rd in the months subsequent to April 30, 2025. Staff are bringing a report to the June 19, 2025 Beaver Creek Water Advisory Committee as well as the June 25, 2025 Board of Directors meeting.
- Grants
  - Key grants have been secured and many grant related projects are now active. The ACRD continues to see successes with its grant applications.
- Investments
  - The ACRD continues to ensure its investments are held in a diversified portfolio. Longer-term investments are being reviewed to ensure sustainability in the everchanging rate market.
- Statistics
  - Key statistics have been provided to inform the Board of Directors of some of the operational activity in the different ACRD departments. The key statistic comparisons to April 30, 2024 levels have been reported.

## 2. Operating Expenses – 4 Months Ended April 30, 2025

The Operating Expenses analysis does not include Contribution to Capital Fund, Municipal Debt Repayment Interest, and Municipal Debt Repayment Principal amounts.

2025 OPERATING EXPENSE AT APRIL 30, 2025				
All Members	Total Expense to April 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
E911 Emergency Telephone System	242,186	732,951	33%	
General Government Services	980,752	3,879,646	25%	
Alberni Valley Health Network (Included in General Government Services)	56,749	178,196	32%	
Regional Parks	39,966	266,598	15%	
Regional Planning	257,441	678,366	38%	
Grants-in-aid (Excluding Bylaw Grants-in-aid)	Total Expense to April 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
Grants-in-aid (Excluding Bylaw Grants-in-aid)	1,758	274,143	1%	Payments Issued in August
Electoral Area's	Total Expense to April 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
Building Inspection	89,870	357,009	25%	
Electoral Area Administration	413,939	729,185	57%	Issuance of Community Work Funds to Cherry Creek Fire Hall
Mgmt of Development - Rural Areas	283,695	1,644,612	17%	
Vancouver Island Regional Library	348,567	699,728	50%	2025 Q2 Levy paid April 2025
Alberni Valley	Total Expense to April 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
Alberni Valley Aquatics Facility - Proposed Service	11	91,543	0%	Staff supporting governance discussion/renovation review
Alberni Valley Emergency Planning	237,689	1,159,421	21%	
Alberni Valley & Bamfield Waste Mgmt	903,386	3,390,571	27%	
Alberni Valley Regional Airport	159,271	817,345	19%	
Alberni Valley Regional Water - Proposed	-	-	0%	No expenditure budget
Custom Transit	192,222	882,210	22%	
Sproat Lake Marine Patrol	11,181	103,938	11%	
Grant-in-aid McLean Mill	-	30,000	0%	Payments Issued in August

West Coast	Total Expense to April 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
Long Beach Airport	220,649	1,446,047	15%	
West Coast Emergency Coordination - Proposed	-	-	0%	No expenditure budget
West Coast Multiplex	-	50,000	0%	No action on this initiative at this time
West Coast Transit	127,237	1,280,150	10%	
West Coast Waste Mgmt (WC Landfill)	464,613	1,839,467	25%	
Bamfield	Total Expense to April 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
Bamfield Community Park	9,696	46,142	21%	
Bamfield Emergency Planning	41,048	120,147	34%	
Bamfield Liquid Waste Management - Proposed	-	-	0%	No expenditure budget
Bamfield Volunteer Fire Dept	55,935	295,676	19%	
Bamfield Water System	87,386	345,537	25%	
Beaufort	Total Expense to April 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
Mountain Ranch Rd Fire Protection	-	6,477	0%	Cost allocatons completed Summer 2025
Long Beach	Total Expense to April 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
Long Beach Emergency Planning	16,815	265,333	6%	Multiple grant projects at various stages
Millstream Water System	9,697	62,791	15%	
Salmon Beach Garbage	8,007	69,427	12%	
Salmon Beach Power Distribution	6,908	60,416	11%	
Salmon Beach Recreation	4,181	46,049	9%	Additional maintenance and repairs expected in Summer 2025
Salmon Beach Security	2,132	12,873	17%	
Salmon Beach Sewage	39,556	114,496	35%	
Salmon Beach Transportation	35,752	157,310	23%	
Salmon Beach Water	845	3,850	22%	
South Long Beach Multi-Purpose Path	-	7,621	0%	Agreement negotiatons ongoing
South Long Beach Community Park	-	7,135	0%	Service inactive
South Long Beach Fire Protection	2,220	93,102	2%	Agreement negotiatons ongoing
South Long Beach Street Lighting	373	2,800	13%	

Sproat Lake	Total Expense to April 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
Sproat Lake Animal Control	271	4,005	7%	Larger number of calls expected through summer 2025
Grant-in-aid Sproat Lake Community Association	-	12,000	0%	Payments Issued in August
Sproat Lake Community Park	10,160	119,531	8%	Additional maintenance and repairs expected in Summer 2025
Sproat Lake Noise Control	1,227	4,073	30%	
Sproat Lake Volunteer Fire Department	154,736	573,809	27%	
Beaver Creek	Total Expense to April 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
Arvay Rd Street Lighting	374	2,500	15%	
Beaver Creek Animal Control	260	6,005	4%	Larger number of calls expected through summer 2025
Beaver Creek Community Park	5,098	45,943	11%	
Beaver Creek Noise Control	810	4,073	20%	
Grant-in-aid Beaver Creek Recreation	-	31,295	0%	Payments Issued in August
Beaver Creek Volunteer Fire Department	143,827	621,364	23%	
Beaver Creek Water System	192,036	1,050,101	18%	
Granville Rd Fire Protection	-	3,081	0%	Cost allocaitons completed Summer 2025
Cherry Creek	Total Expense to April 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
Cherry Creek Animal Control	290	3,905	7%	Larger number of calls expected through summer 2025
Cherry Creek Community Park	7,066	33,008	21%	
Cherry Creek Noise Control	549	3,069	18%	
Total Expense to Budget	Total Expense to April 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
	5,868,437	24,766,069	24%	

### 3. Operating Revenue - 4 Months Ended April 30, 2025

The Operating Revenue analysis does not include Tax Requisition, Parcel Tax, Grants-in-Lieu of Taxes, and Surplus amounts as they are deemed to be 100% collectable at their stated rate; as such, services which only hold Tax Requisition, Parcel Tax, Grants-in-Lieu of Taxes, and Surplus revenues have been removed from this analysis.

2025 OPERATING REVENUE AT APRIL 30, 2025				
All Members	Total Revenue to April 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
E911 Emergency Telephone System	45,000	263,548	17%	
General Government Services	174,352	1,085,122	16%	
Alberni Valley Health Network (Included in General Government Services)	56,000	178,187	31%	
Regional Parks	15,678	56,731	28%	
Regional Planning	184,758	408,122	45%	
Electoral Area's	Total Revenue to April 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
Building Inspection	33,068	161,400	20%	
Electoral Area Administration	44,209	623,113	7%	Expected grant funds to be released in Summer 2025
Mgmt of Development - Rural Areas	49,551	891,664	6%	Expected grant funds to be released in Summer 2025
Alberni Valley	Total Revenue to April 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
Alberni Valley Aquatics Facility - Proposed Service	-	-	0%	No revenue budget
Alberni Valley Emergency Planning	104,316	797,439	13%	
Alberni Valley & Bamfield Waste Mgmt	1,154,688	3,436,320	34%	
Alberni Valley Regional Airport	56,953	659,000	9%	BCAAP grant funding - awaiting approval
Custom Transit	104,860	617,203	17%	
Sproat Lake Marine Patrol	1,198	67,296	2%	Majority of expenditure incurred during summer months
West Coast	Total Revenue to April 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
Long Beach Airport	454,443	1,925,606	24%	Grant revenue to be reflected once projects begin
West Coast Transit	8,417	967,159	1%	
West Coast Waste Mgmt (WC Landfill)	462,503	1,629,427	28%	

Bamfield	Total Revenue to April 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
Bamfield Community Park	30	8,504	0%	Grant revenue to be reflected once projects begin
Bamfield Emergency Planning	-	81,890	0%	Training and project work planned for summer 2025
Bamfield Liquid Waste Management - Proposed	-	-	0%	No revenue budget
Bamfield Volunteer Fire Dept	22,419	132,500	17%	
Bamfield Water System	59,576	1,171,853	5%	Grant revenue to be reflected once construction begins
Long Beach	Total Revenue to April 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
Long Beach Emergency Planning	-	234,575	0%	Grant training and project work planned for spring and summer 2025
Millstream Water System	15,542	64,100	24%	
Salmon Beach Garbage	71	300	24%	
Salmon Beach Recreation	1,315	5,100	26%	
Salmon Beach Security	237	800	30%	
Salmon Beach Sewage	11,998	31,250	38%	
Salmon Beach Transportation	610	1,800	34%	
Salmon Beach Water	35	1,200	3%	Investment fund allocation reflected after April 30, 2025
South Long Beach Fire Protection	81	300	27%	
Sproat Lake	Total Revenue to April 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
Sproat Lake Community Park	3,255	16,803	19%	
Sproat Lake Volunteer Fire Department	17,920	51,648	35%	
Beaver Creek	Total Revenue to April 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
Beaver Creek Community Park	467	6,515	7%	Grant revenue to be reflected once projects begin
Beaver Creek Volunteer Fire Department	23,591	160,158	15%	
Beaver Creek Water System	226,106	946,298	24%	
Cherry Creek	Total Revenue to April 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
Cherry Creek Community Park	17	6,600	0%	Grant revenue to be reflected once projects begin
Total Expense to Budget	Total Revenue to April 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
	3,333,263	16,689,532	20%	

## 4. Capital Project Update – Expenditures at April 30, 2025 and Highlights at May 31, 2025

The Capital Expenditure update includes expenditure to April 30, 2025 and highlights to May 31, 2025.

2025 CAPITAL PROJECT SUMMARY UPDATE					
Service	Description	Expenditure to April 30, 2025	Budget	Available Funds	Highlights at May 31, 2025
General Government	Alberni Valley Welcomes You sign upgrade		\$10,000	\$10,000	Work is being scheduled
General Government	Office renovation/upgrades		\$40,000	\$40,000	No update available
General Government	Plotter and printer replacements		\$25,000	\$25,000	Working with vendors to receive competing quotes
General Government	Vehicle purchase	\$43,922	\$50,000	\$6,078	Delivered March 2025
Regional/Rural Planning	Vehicle purchase		\$55,000	\$55,000	No update available
Building Inspection	Vehicle purchase		\$55,000	\$55,000	No update available
Alberni Valley Waste Management	Filling plan capital work		\$200,000	\$200,000	No update available
Alberni Valley Waste Management	Landfill gas management		\$72,000	\$72,000	No update available
Alberni Valley Waste Management	Leachate upgrades		\$100,000	\$100,000	No update available
Alberni Valley Waste Management	Recycling depot - 3620 3rd avenue		\$100,000	\$100,000	No update available
Alberni Valley Waste Management	Transfer station upgrades		\$10,000	\$10,000	No update available
Alberni Valley Regional Airport	Equipment shelter	\$627	\$600,000	\$599,373	Planning is ongoing
Alberni Valley Regional Airport	Fencing & access		\$120,000	\$120,000	No update available
Alberni Valley Regional Airport	Gates required for clearing OLS		\$12,000	\$12,000	No update available
Alberni Valley Regional Airport	Instrument approach design and clearing	\$58,405	\$150,000	\$91,595	Project work is ongoing
Alberni Valley Regional Airport	Lease lot expansion and development		\$80,000	\$80,000	No update available
Alberni Valley Regional Airport	Septic tank refurbishment		\$28,000	\$28,000	No update available
Alberni Valley Regional Airport	Tie-down area, taxi-way and apron replacement		\$100,000	\$100,000	No update available
Alberni Valley Regional Airport	Watercourse management		\$50,000	\$50,000	No update available
Alberni Valley/Long Beach Airports	Vehicle purchase		\$75,000	\$75,000	Purchased in May 2025
Long Beach Airport	Apron 3 culvert upgrade	\$250	\$30,000	\$29,750	Planning is ongoing
Long Beach Airport	Fire suppression upgrade phase 3	\$278,945	\$370,394	\$91,449	Project work is ongoing
Long Beach Airport	Parks Canada roof replacement		\$125,000	\$125,000	Planning is ongoing
Long Beach Airport	Runway crack sealing		\$35,000	\$35,000	No update available
Long Beach Airport	Runway painting and signs		\$45,000	\$45,000	Request for proposal issued
Long Beach Airport	Runway approach lighting design		\$40,000	\$40,000	No update available
Long Beach Airport	Snow blower skid pack		\$300,000	\$300,000	No update available
Long Beach Airport	Terminal building replacement design		\$500,000	\$500,000	No update available
Long Beach Airport	Terminal building HVAC upgrade		\$20,000	\$20,000	No update available

Service	Description	Expenditure to April 30, 2025	Budget	Available Funds	Highlights at May 31, 2025
Long Beach Airport	Vegetation management – inside boundary	\$30,072	\$50,000	\$19,928	Project work is ongoing
Long Beach Airport	Vegetation management – outside boundary	\$13,500	\$50,000	\$36,500	Project work is ongoing
Long Beach Airport	Water - system upgrades	\$13,722	\$210,000	\$196,278	Project work is ongoing
West Coast Transit	Bus stops & shelters		\$500,000	\$500,000	Received consultant scope of work, awaiting grant confirmation
West Coast Waste Management	Flow meter lagoon project		\$20,000	\$20,000	No update available
West Coast Waste Management	Power upgrades		\$80,000	\$80,000	No update available
West Coast Waste Management	Three stream collection carts		\$12,500	\$12,500	No update available
West Coast Waste Management	Tipping area upgrades		\$40,000	\$40,000	No update available
Bamfield Volunteer Fire Department	Fire boat upgrades	\$89,288	\$90,000	\$712	Water pump installed
Bamfield Volunteer Fire Department	West Bamfield firehall replacement		\$518,000	\$518,000	No update available
Bamfield Water System	Control panel installation	\$11,673	\$12,000	\$327	Completed
Bamfield Water System	Submarine line replacement	\$50,529	\$1,513,582	\$1,463,053	Construction schedules for fall 2025
Millstream Water System	Callout system installation		\$14,000	\$14,000	Planning is ongoing
Salmon Beach Recreation	Picnic table replacement		\$2,500	\$2,500	No update available
Salmon Beach Security	Security camera		\$3,500	\$3,500	No update available
Salmon Beach Transportation	Interior road upgrades		\$31,500	\$31,500	To be completed June 2025
South Long Beach Fire Protection	Fire hydrant installation		\$200,000	\$200,000	No update available
Sproat Lake Community Parks	Dickson Park dock upgrades		\$20,000	\$20,000	Planning is ongoing
Sproat Lake Community Parks	Trail upgrades		\$150,000	\$150,000	No update available
Sproat Lake Volunteer Fire Department	Dry hydrant		\$19,000	\$19,000	No update available
Sproat Lake Volunteer Fire Department	Fire fighting equipment	\$7,772	\$21,000	\$13,228	Equipment ordering is ongoing
Sproat Lake Volunteer Fire Department	Firehall upgrades #3		\$2,000,000	\$2,000,000	No update available
Sproat Lake Volunteer Fire Department	Snow plow for duty officer truck		\$15,000	\$15,000	Quotes received
Sproat Lake Volunteer Fire Department	Training site upgrade		\$15,000	\$15,000	No update available
Sproat Lake Volunteer Fire Department	Truck #43 replacement	\$196,163	\$250,000	\$53,837	Chassis and pump deposit
Sproat Lake Volunteer Fire Department	Water system – hall #1		\$52,000	\$52,000	No update available
Beaver Creek Volunteer Fire Department	Firefighting equipment		\$5,000	\$5,000	No update available
Beaver Creek Volunteer Fire Department	Firehall upgrades		\$30,000	\$30,000	No update available
Beaver Creek Volunteer Fire Department	Truck #51 retrofit		\$200,000	\$200,000	No update available
Beaver Creek Water System	Meter reading software		\$50,000	\$50,000	Equipment to be ordered June 2025
Beaver Creek Water System	New source infrastructure		\$450,000	\$450,000	Awaiting results of the alternate water source study
Beaver Creek Water System	Watermain – lower Kitsuksis Rd	\$60,815	\$732,000	\$671,185	Construction underway - Overage amendment to be presented to the Water Committee and ACRD Board on June 19, and June 25
Beaver Creek Water System	Willow Rd standpipe replacement		\$5,000	\$5,000	Completion scheduled for fall 2025
Cherry Creek Community Park	Maplehurst parking lot development		\$240,468	\$240,468	No update available
<b>Total Planned Capital Expenditures</b>		<b>\$855,683</b>	<b>\$10,999,444</b>		

## 5. Grant Update – At June 15, 2025

Approved	Pending	Declined/Withdrawn
37	12	9
8,154,287	4,028,484	7,091,071

### 2024/25 Approved Grants

Department	Grant Program	Project	Amount (\$)	Status
Administrative and Financial Services	2024 Regional District Basic Grant - Ministry of Municipal Affairs - Province of BC	Administrative Support to Electoral Areas	210,100	Active
	Restructure Planning Grant - Ministry of Municipal Affairs - Province of BC	Cherry Creek Waterworks District (CCWWD) Governance Discussion	35,000	Active
	Restructure Planning Grant Program - Ministry of Municipal Affairs - Province of BC	Inclusive Regional Governance for ACRD	45,000	Active
	Regional Community to Community Program - UBCM	Inclusive Regional Governance for ACRD	18,500	Active
	Island Rail Corridor Funding Grant - Ministry of Transportation and Infrastructure - Province of BC	Islands Rail Corridor - First Nations and Local Government Collaboration	600,000	Active
	Vancouver Island Health Authority	ACHN - 2025-2027 Funding Life to Support Services	223,000	Active
	2024 Asset Management Planning Program - UBCM	Condition Assessment for the Bridges in ACRD Regional and Community Parks	25,000	Active
	2024 Asset Management Planning Program - UBCM	Long-Term Financial Plan Program Development	25,000	Active
	Regional Community to Community Program - UBCM	Equitable Employment Policy	20,000	Active

Department	Grant Program	Project	Amount (\$)	Status
Administrative and Finance Services	Nuu-Chah-nulth Tribal Council - Nuuchah-nulth Employment & Training Program	Project Management Training	20,000	Completed
	Local Community Accessibility Grant - SPARC BC & Ministry of Social Development and Poverty Reduction	Implementation of Accessibility Training	25,000	Active
	Growing Communities Fund - Ministry of Municipal Affairs - Province of BC	Growing Communities Fund	1,833,000	Active
Planning & Development	2023/2024 Complete Communities - UBCM	Official Community Plans - Community Visioning Plan	150,000	Active
	Capacity Funding for Local Governments Housing Initiatives - BC Ministry of Housing	Capacity Funding for Implementation of Legislative Changes to Support Housing Initiatives	142,686	Active
	Local Government Development Approvals Program - UBCM	Capacity building for Planning and Development Dept. to Support Housing Growth in ACRD	150,000	Active
	Land Use Planning and Regional Impacts Branch - Ministry of Municipal Affairs - Province of BC	Collaboration between ACRD and Huu-ay-aht First Nations on community planning work	150,000	Active
	Local Government Climate Action Program - Province of BC	ACRD Climate Action Projects	252,246	Active
	Agricultural Water Program; Stream 3 Water Supply Studies or Plans - BC Investment Agriculture Foundation	ACRD Agricultural Water Supply Feasibility Study	100,000	Active
	Community Response Stream - Community Workforce Grant Program - Ministry of Post-Secondary Education and Future Skills - Province of BC	Greenhouse Propagation and Production Fundamentals	154,144	Completed
	Provincial Wood Stove Exchange Program Grant - BC Lung Foundation	Wood Stove Exchange Program - The Alberni-Clayoquot Regional District	29,000	Active
	Local Government Infrastructure Planning Grant - Ministry of Municipal Affairs - Province of BC	ACRD Long Beach Airport Terminal Building Energy Assessment	7,500	Active
Protective Services	Base Funding - Next Generation 911 - UBCM	Support Local Preparedness for the implementation of NG911	45,000	Active
	Food Security Emergency Planning and Preparedness Fund - BC Investment Agriculture Foundation	Food Security and Agricultural Emergency Planning in the ACRD	223,655	Active
	Public Notification & Evacuation Route Planning - UBCM	Emergency Services Communication Plan	120,000	Active

Department	Grant Program	Project	Amount (\$)	Status
Protective Services	Indigenous Engagement Requirements Funding - Ministry of Emergency Management and Climate Readiness	Emergency Planning - Engagement with First Nations	96,000	Active
	Community Emergency Preparedness Fund; 2024 Emergency Support Services - UBCM	Building Capacity and Strengthening Resilience in the ACRD Emergency Support Services	60,000	Completed
	Community Emergency Preparedness Fund; 2024 Emergency Operations Centres & Training - UBCM	Building Capacity and Resilience in the ACRD Emergency Operations Centre	60,000	Completed
	Community Emergency Preparedness Fund; 2023 FireSmart Community Funding & Supports - UBCM	Strengthening FireSmart within the ACRD	663,248	Completed
	Local Government Infrastructure Planning Grant - Ministry of Municipal Affairs - Province of BC	West Bamfield Fire Hall Sustainable Design	10,000	Active
	Community Emergency Preparedness Fund; 2024 Volunteer & Composite Fire Departments Equipment & Training - UBCM	Protective Equipment and Training for the Volunteer Fire Department of the ACRD	109,266	Active
	Community Emergency Preparedness Fund; 2025 Emergency Support Services - UBCM	Growing Regional Capacity of the Emergency Support Services in the ACRD	113,300	Active
	Community Emergency Preparedness Fund; 2025 Emergency Operations Centres & Training - UBCM	Increasing the Operational Capacity of the Emergency Operations Centres in the ACRD	117,790	Active
Community Services	British Columbia Air Access Program; Transitional Infrastructure - Ministry of Transportation and Infrastructure - Province of BC	Water System Capacity Expansion at LBA	737,100	Completed
	British Columbia Air Access Program; Transitional Infrastructure - Ministry of Transportation and Infrastructure - Province of BC	Back-up Generator for the Emergency Preparedness at Long Beach Airport	271,700	Active
	Forest Impact Transition - Rural Economic Diversification and Infrastructure Program - Province of BC	Long Beach Airport Land-use and Development Plan	240,250	Active
	Investing in Canada Infrastructure Program; Green Infrastructure - Environmental Quality Sub-Stream - Province of BC	West Bamfield Submarine Water Main Replacement Project	861,802	Active
	Boating Safety Contribution Program - Transport Canada	Sproat Lake Boat Safety - SLMP 2023-2025	210,000	Active
<b>Total:</b>			<b>8,154,287</b>	

## 2024/25 Pending Grants

Department	Grant Program	Project	Amount (\$)	Status
Planning & Development	Local Government Infrastructure Planning Grant - Ministry of Municipal Affairs - Province of BC	Long Beach Airport - Stormwater Engineered Desing and Plan for Culvert Replacement	10,000	Under Review
Protective Services	Community Emergency Preparedness Fund; 2025 FireSmart Community Funding & Supports - UBCM	Strengthening FireSmart within the ACRD	2,039,533	Under Review
	Application-based Funding - Next Generation 911 - UBCM	Mobile Computer Dispatch Equipment for ACRD Volunteer Fire Departments	60,000	Under Review
Community Services	Rural Transit Solutions Fund - Infrastructure Canada	West Coast Transit - Bus Shelters and Stops Infrastructure	762,000	Under Review
	British Columbia Air Access Program; Transitional Infrastructure - Ministry of Transportation and Infrastructure - Province of BC	Alberni Valley Regional Airport - Maintenance Building	406,951	Under Review
	Airports Capital Assistance Program - Transport Canada	Long Beach Airport - Apron III Culvert Replacement	700,000	Under Review
	Local Government Infrastructure Planning Grant - Ministry of Municipal Affairs - Province of BC	Long Beach Airport - Stormwater Engineered Desing and Plan for Culvert Replacement	10,000	Under Review
	Local Government Infrastructure Planning Grant - Ministry of Municipal Affairs - Province of BC	Long Beach Airport - Runway Approach Lighting	10,000	Under Review
	Local Government Infrastructure Planning Grant - Ministry of Municipal Affairs - Province of BC	Alternate Landfill Site Survey for the Alberni Valley	10,000	Under Review
	Local Government Infrastructure Planning Grant - Ministry of Municipal Affairs - Province of BC	Processing Options and Optimization Plan for West Coast Landfill	10,000	Under Review
	Local Government Infrastructure Planning Grant - Ministry of Municipal Affairs - Province of BC	North Reservoir Design and Planning for Beaver Creek Water System	10,000	Under Review
	Local Government Infrastructure Planning Grant - Ministry of Municipal Affairs - Province of BC	Bamfield Water System Capital Replacement Plan	10,000	Under Review
<b>Total:</b>			<b>4,028,484</b>	

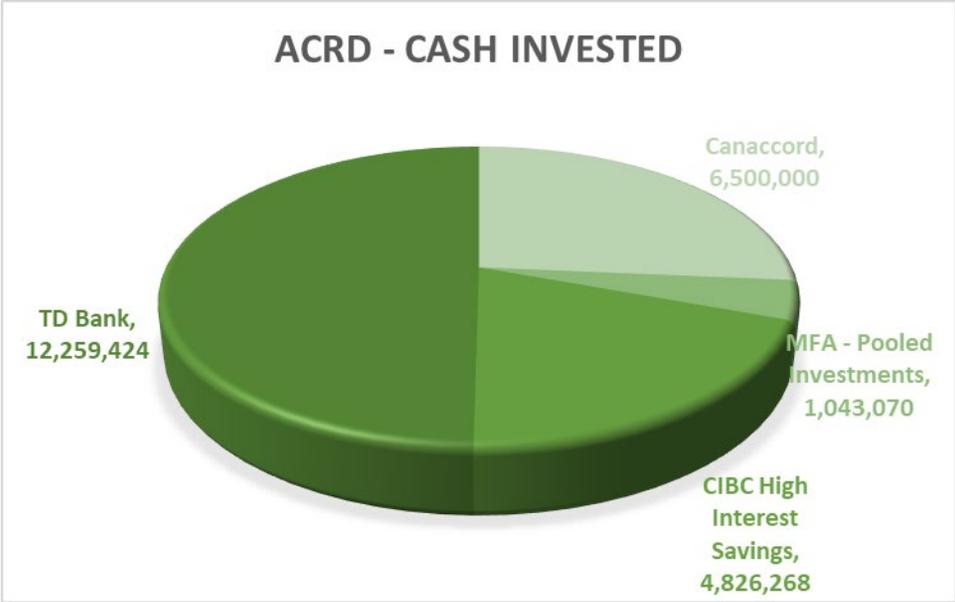
2024/25 Declined/Withdrawn Grants

Department	Grant Program	Project	Amount (\$)	Status
Planning & Development	Local Government Infrastructure Planning Grant - Ministry of Municipal Affairs - Province of BC	ACRD Building Energy Assessments for the Remote Community of Bamfield	10,000	Declined
	Local Government Infrastructure Planning Grant - Ministry of Municipal Affairs - Province of BC	ACRD Building Energy Assessments for the Sproat Lake Volunteer Fire Department	10,000	Declined
	Local Government Infrastructure Planning Grant - Ministry of Municipal Affairs - Province of BC	ACRD Beaver Creek Fire Hall Building Energy Assessment and Sustainability Study	10,000	Declined
	Local Government Infrastructure Planning Grant - Ministry of Municipal Affairs - Province of BC	ACRD Administration Building Energy Assessment and Sustainability Study	10,000	Declined
	National Housing Strategy; Housing Accelerator Fund - Canada Mortgage and Housing Corporations	Alberni-Clayoquot Housing Accelerator Fund	3,978,000	Declined
Protective Services	Disaster Resilience and Innovation Funding Program - Ministry of Emergency Management and Climate Readiness	Bamfield Tsunami Warning System	575,000	Declined
Community Services	Airports Capital Assistance Program - Transport Canada	LBA Loader Mounted Snow Blower	364,438	Declined
	BC Water Meter Pilot Program	ACRD Regional Water Meter Replacement & Upgrade	2,123,633	Declined
	Local Government Infrastructure Planning Grant - Ministry of Municipal Affairs - Province of BC	Condition Assessment Of Bridges on the Log Train Trail	10,000	Declined
<b>Total:</b>			<b>7,091,071</b>	

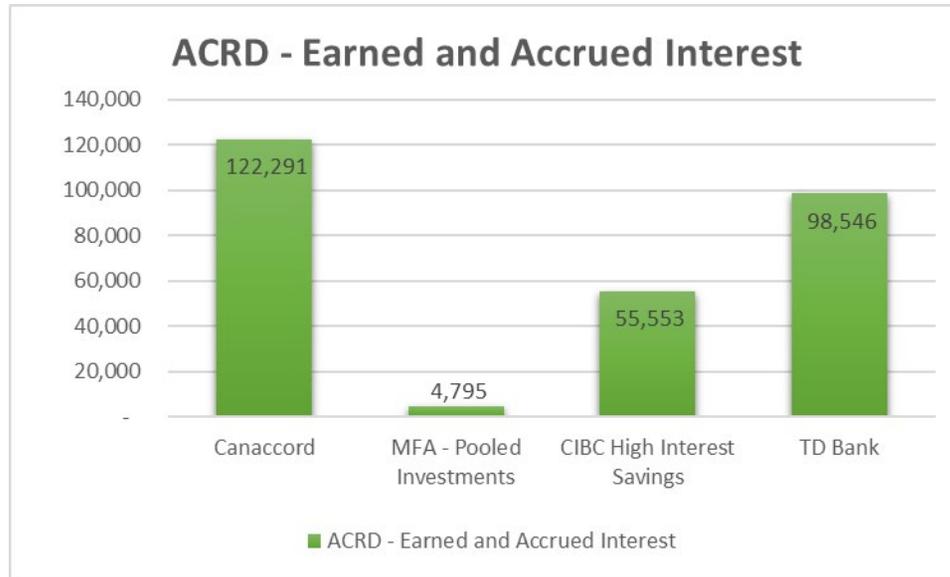
## 6. Investment Update - At April 30, 2025

The ACRD holds investment accounts with TD Bank, Canaccord Genuity, CIBC, and MFA. These investment accounts hold ACRD Capital Reserve funds. The intent of the ACRD's diversified investment holdings is to ensure long-term rate stability and market risk reduction.

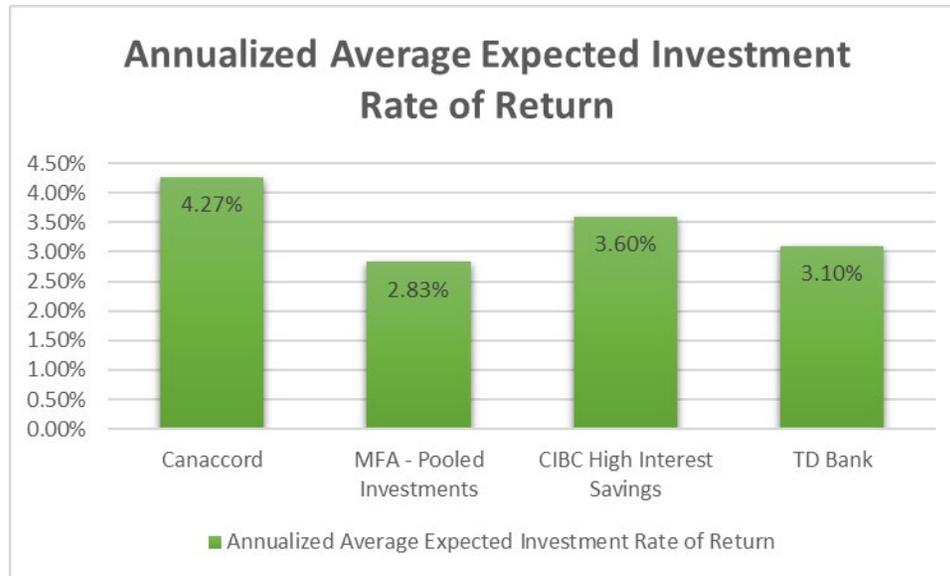
As at April 30, 2025, the ACRD held the following investments:



As at April 30, 2025, the ACRD has earned and accrued the following interest revenue since January 1, 2025:



As at April 30, 2025, the ACRD expects the following annualized investment rate of return (annualized for January 1, 2025 – December 31, 2025):



## 6. Statistics – 4 Months Ended April 30, 2025

Please note that the 2025 Semi-Annual Financial Reporting includes a year-over-year comparison.

### 2025 STATISTICS AT APRIL 30, 2025

Service	Description	Response	Response at April 30, 2024	Notes
General Government	Number of recruitments	7	4	
General Government	Number of committee meetings	32	34	
General Government	Number of completed woodstove exchanges	-	5	Grant agreement expired Dec 31, 2024, new agreement to be signed in 2025
Bamfield	Number of calls	13 - MFR, 2 - Other	4 - Fire, 10 - MFR	
Sproat Lake	Number of calls	1 - Fire, 19 - MFR, 17 - AMA, 9 - Other	2 - Fire, 29 - MFR, 10 - AMA, 13 - Other	
Beaver Creek	Number of calls	1 - Fire, 50 - MFR, 17 - AMA, 9 - Other	5 - Fire, 42 - MFR, 10 - AMA, 8 - Other	
AV Emergency Planning	Number of new Voyent Alert subscribers	Increase of 383, Total of 5174	Increase of 263, Total of 4063	
AV Emergency Planning	Number of Emergency Training Hours	1,042	983	
AV Emergency Planning	Number of ESS Call Outs and those Assisted	2 call outs, 2 Individuals Assisted	2 Call Outs, 13 Individuals Assisted	
Custom Transit	Ridership	5,788	5,607	
Long Beach Airport	Number of landing and parking fees	272	319	
Long Beach Airport	Number of commercial passengers	1,523	1,563	
Alberni Valley Landfill	Total tonnage	4615 Tonnes	4914 Tonnes	
Alberni Valley Landfill	Total diversion	1279 Tonnes	1082 Tonnes	
West Coast Landfill	Total tonnage	2064 Tonnes	1938 Tonnes	
West Coast Landfill	Total diversion	418 Tonnes	390 Tonnes	
Salmon Beach Sewage	Number of pumpouts requested	88	85	
Salmon Beach Garbage	Total tonnage	9.01 Tonnes	8.65 Tonnes	
Beaver Creek Water	Number of service repairs	5	2	
Beaver Creek Water	Total cubic meters billed	127,720	103,892	
Bamfield Water	Number of service repairs	5	-	
Bamfield Water	Total cubic meters billed	17,090	14,753	
WC Transit	Ridership	4,080	822	
Airports	Number of lease applications	3	3	



**To:** ACRD Board of Directors

**From:** Amy Needham, Sustainability Planner

**Meeting Date:** June 25, 2025

**Subject:** Letter from the Minister of Agriculture & Food re: Farmgate License Program Review

**Purpose:**

To share the Ministry of Agriculture and Food's response to the Board of Director's letter regarding a request to review their Farmgate Plus licensing program and make changes to support local farmers.

**Background:**

At their March 12, 2025 Regular Meeting, the ACRD Board passed a motion *'THAT the ACRD Board of Directors direct staff to compose a letter to the Ministry of Agriculture outlining the negative effects requiring a feasibility study for every Farmgate Plus license application within 100km of an abattoir if the distance is not based on actual road access, and to request an increase to the 25 animal unit per year slaughter cap on Farmgate Plus facilities.'*

This letter was drafted and sent to the Minister of Agriculture and Food on May 6, 2025, cc'd to the Honorable Josie Osborne, Minister of Health and MLA for Mid Island-Pacific Rim. A reply from the Minister of Agriculture and Food was received on May 29, 2025 and is attached.

There were two main issues with the Farmgate Plus program that the ACRD's Board of Directors wished to highlight to the Ministry:

1. The requirement for a feasibility study if a Farmgate Plus application occurs within 100km of an abattoir. This requirement does not specify 100km *by road* and thus Alberni Valley producers are subject to this requirement even though the closest active abattoirs in the Comox Valley are over 130km away by road. The Sunshine Coast would be another area negatively affected by this omission as their Farmgate Plus applicants would be required to submit a feasibility study for abattoirs located on Vancouver Island, even though animals would have to be transported by ferry to get there, representing an economic and logistical hardship.
2. The limit of 25 animal units (25,000lbs live weight) of slaughter capacity per Farmgate Plus license does not allow a large livestock producer (e.g. cattle, pigs) to process enough animals to be economically viable and represents an inefficiency in the program, as a Meat Inspector must inspect each facility regardless of how many animals are processed there. Allowing each Farmgate Plus to process more animal units would make these inspections more worthwhile for

meat inspectors whose capacity is strained, as well as more economically viable for the producer to make any changes required by the inspector to their operation.

**Summary:**

The response letter received states that Front Counter staff are not rejecting Alberni Valley Farmgate Plus applications based on the feasibility study requirement; however, a feasibility study has been requested of a local producer applying for their Farmgate Plus license as recently as February of this year. To prevent this request happening in the future, this letter from the Minister will be made available to any local producer applying for a Farmgate Plus license so they can attach it to their application and remove any question of requiring a feasibility study.

The Ministry's reply also indicates that no changes to the allowable number of animal units processed under a Farmgate Plus license will be made and suggested those wishing to process more animal units apply for an abattoir license. A [Class B Abattoir Feasibility Study](#) conducted on the Alberni Valley in 2016 concluded that there would be difficulty building an abattoir in the area due to high startup/financing costs and an extended period of operating at loss due to the inability to capture high enough cut/wrap market percentage. Additionally, due to the age of the ACRD's zoning bylaw, zoning challenges exist with finding a suitable and legal location for an abattoir.

An emailed reply was also received from Andrea MacDonald from the office of Josie Osborne, outlining the following:

- Ministry of Agriculture staff recommended to her that producers reach out to staff at the Ministry through the BC Meat Inspection email ([bcmeatinspection@gov.bc.ca](mailto:bcmeatinspection@gov.bc.ca)) if they have any questions about the Farmgate Plus program.
- If there are producers applying and they are being asked to provide a feasibility study by Front Counter BC when it is over 100kms/one hour driving, ask them to reach out to their office at [Josie.Osborne.MLA@leg.bc.ca](mailto:Josie.Osborne.MLA@leg.bc.ca). Andrea spoke with staff at the Ministry and she can look into specific applications if the producer gives the consent to do so.

Andrea also offered to attend Board or Committee meetings to discuss how their office can assist if a face-to-face meeting is desired.

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

Staff time requirements will depend on Board direction.

**Financial:**

Financial implications may depend upon Board direction.

**Alignment with Strategic Plan:**

The ACRD 2024-2027 Strategic Plan Strategy 1.2 is to 'work with regional agricultural producers toward identifying and addressing challenges faced by regulations.'

Reviewed by: Michael Irg  
Michael Irg, RPP, MCIP, GM of Planning & Development

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

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



May 29, 2025

File: 0280-30

Ref: 204719

John Jack, Chair  
Alberni-Clayoquot Regional District  
3008 Fifth Ave  
Port Alberni, BC V9Y 2E3  
[aneedham@acrd.bc.ca](mailto:aneedham@acrd.bc.ca)

Dear John Jack and Alberni-Clayoquot Regional District Board of Directors:

Thank you for your letter of May 6, 2025, regarding Farmgate Plus licence requirements, and specifically in relation to the feasibility study requirement and the 25 animal unit limit on annual production for each licence.

As per the Meat Inspection Regulation, and as noted on the [Farmgate Plus licence site](#), an applicant who is within 100 km of an existing licensed abattoir is required to submit a feasibility study. Staff inform me that for the purposes of the licence application review process, the 100 km limit is interpreted in a practical way to mean one-hour travel time from any provincially licensed abattoir. I also understand that the feasibility study requirement has never been used to reject a Farmgate Plus application in the Alberni-Clayoquot Regional District. Travel time is an important consideration for a slaughter establishment as it impacts animal welfare and producer costs.

A potential slaughter establishment operator for whom the 25 animal unit limit is a constraint should consider the abattoir class licence, for which there is no established production limit. Ministry staff in the Meat Inspection Program are available to assist and support applicants who have questions about choosing the appropriate licence class.

.../2

The Board's suggestions are appreciated, and they will be taken into consideration moving forward.

Thank you again for taking the time to write.

Sincerely,

A handwritten signature in blue ink that reads "Lana Popham". The signature is written in a cursive style with a large initial 'L'.

Honourable Lana Popham  
Minister



Alberni-Clayoquot Regional District

## Board of Directors Meeting Schedule July 2025

DATE	MEETING	TIME & LOCATION	ATTENDEES
Wednesday, July 2 <sup>nd</sup> 10:00 am	West Coast Committee Meeting	Hybrid – Ucluelet Council Chambers/Zoom	Committee/Staff
Tuesday, July 15 <sup>th</sup> 12:45 pm	Agriculture Development Committee Meeting	Hybrid – ACRD Board Room/Zoom	Committee/Staff
Wednesday, July 16 <sup>th</sup> 10:00 am	Transportation Advisory Committee Meeting	Hybrid – ACRD Board Room/Zoom	Committee/Staff
Thursday, July 17 <sup>th</sup> 10:00am	Alberni Valley Regional Airport Committee Meeting	Hybrid – ACRD Board Room/Zoom	Committee Staff
Wednesday, July 23 <sup>rd</sup> 10:00 am	Committee-of-the-Whole Meeting	Hybrid – ACRD Board Room/Zoom	Board/Staff
1:30 pm	Board of Directors Meeting  Regional Hospital District Meeting (immediately following above)	Hybrid – ACRD Board Room/Zoom	Board/Staff

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**REGIONAL DISTRICT OF ALBERNI-CLAYQUOT BUILDING INSPECTOR'S REPORT  
MAY, 2025**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS		
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	
Single Family	1	446,177								1	647,827	2	1,364,012	4	2,458,016
Mobile Homes										1	15,507			1	15,507
Multi-Family														0	0
Adds&Rens	1	463,700					1	30,000			1	74,399	3	568,099	
Commercial													0	0	
Institutional													0	0	
Industrial													0	0	
Miscellenaous					1	21,032	2	130,153			1	91,645	4	242,830	
<b>Totals</b>	<b>2</b>	<b>909,877</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>21,032</b>	<b>3</b>	<b>160,153</b>	<b>2</b>	<b>663,334</b>	<b>4</b>	<b>1,530,056</b>	<b>12</b>	<b>3,284,452</b>	

**REGIONAL DISTRICT OF ALBERNI-CLAYQUOT BUILDING INSPECTOR'S REPORT  
MAY, 2025 TO DATE**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	1	446,177	0	0	2	1,041,187	2	1,370,196	3	1,003,046	2	1,364,012	10	5,224,618
Mobile Homes	0	0	0	0	0	0	0	0	1	15,507	0	0	1	15,507
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adds&Rens	1	463,700	0	0	0	0	2	50,000	1	56,182	1	74,399	5	674,281
Commercial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Institutional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Industrial	0	0	0	0	2	412,230	0	0	0	0	0	0	2	412,230
Miscellenaous	0	0	1	45,000	3	196,070	4	367,707	1	15,387	2	163,511	11	787,675
<b>Totals</b>	<b>2</b>	<b>909,877</b>	<b>1</b>	<b>45,000</b>	<b>7</b>	<b>1,649,486</b>	<b>8</b>	<b>1,817,903</b>	<b>6</b>	<b>1,090,122</b>	<b>5</b>	<b>1,601,922</b>	<b>29</b>	<b>7,114,311</b>

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

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2024	39	6,563,374	119	30,520,584					
2023	47	8,401,340	107	21,617,844					
2022	51	11,385,525	127	27,309,617					
2021	45	4,669,332	109	15,945,961					
2020	44	5,930,746	121	16,119,274					
2019	37	5,066,394	109	14,925,682					
2018	38	4,493,506	104	12,305,797					
2017	34	4,195,057	103	12,826,449					
2016	25	2,995,016	82	10,545,063					
2015	28	2,176,279	89	8,577,170					
2014	38	2,700,204	73	7,121,200					
2013	31	5,032,441	81	8,208,948					
2012	33	2,484,000	92	9,011,700					
2011	60	4,292,042	120	9,221,498					
2010	65	10,682,812	149	21,524,170					
2009	41	4,073,709	123	11,302,380	1999	4	544,660	80	3,348,092
2008	58	5,846,304	147	22,682,130	1998	10	352,980	75	3,320,890
2007	54	4,675,576	163	15,007,877	1997	11	301,800	104	10,025,166
2006	20	2,180,540	161	15,909,705	1996	10	681,000	128	9,050,554
2005	23	3,668,510	138	12,962,379	1995	11	1,062,000	116	9,641,300
2004	16	2,535,906	133	11,036,854	1994	20	1,151,000	151	7,915,500
2003	7	1,695,380	97	6,925,356	1993	24	1,667,000	167	10,864,000
2002	7	116,952	76	2,986,134	1992	14	614,000	173	11,192,500
2001	5	375,314	89	5,790,126	1991	7	463,520	126	7,155,120
2000	4	63,279	88	4,095,339	1990	6	1,068,800	118	6,323,900



### Monthly Agreement & Grant Delegation Report

The following agreements have been executed by the CAO and or GMs for the period of May 1, 2025, to May 31, 2025:

<b>Parties</b>	<b>Agreement</b>	<b>Purpose</b>	<b>Term</b>	<b>Fees</b>
Bike Track Ltd.	Contract for Services	To maintain the Cougar Smith Bike Skills Park	May 5, 2025 – May 4, 2028	\$24,000.00
Cisaa Forestry LLP	Contract for Services	To process identified timber at the AVRA	May 8, 2025 – June 30, 2025	\$25,000.00
Urban Systems Ltd	Amending Agreement	To add additional funds to the original contract and incorporate the expanded scope.	June 18, 2024 – June 30, 2026	\$10,000.00
McElhanney Associates Land Surveying Ltd.	Contract for Services	To resurvey to expand the marine tenure in Grappler Inlet.	May 20, 2025 – October 31, 2025	7,500.00

<b>Grantor</b>	<b>Agreement</b>	<b>Purpose</b>	<b>Funding Term</b>	<b>Grant Amount</b>
UBCM	Contribution Agreement	Increasing the operational capacity of the EOC, with training and equipment for regional locations	April 25, 2025 – April 26, 2026	\$117,790.00