



Board of Directors Meeting  
Wednesday, November 12, 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/12-11-2025/>

Register to participate via Zoom Webinar at:

[https://acrd-bc-ca.zoom.us/webinar/register/WN\\_X403MP5QmKzhI4S9\\_YA8g#/registration](https://acrd-bc-ca.zoom.us/webinar/register/WN_X403MP5QmKzhI4S9_YA8g#/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. ELECTIONS – CHAIR AND VICE-CHAIR 2025/2026**

**a. Election of Chairperson 2025/2026**

Nominations from the floor for Chairperson of the Alberni-Clayoquot Regional District.

**b. Election of Vice-Chairperson 2025/2026**

Nominations from the floor for Vice-Chairperson of the Alberni-Clayoquot Regional District.

**3. APPROVAL OF AGENDA**

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

**4. DECLARATIONS**

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

**5. ADOPTION OF MINUTES**

(ALL/UNWEIGHTED)

- a. **Board of Directors Meeting – October 22, 2025** **8-18**

*THAT the minutes of the Board of Directors meeting held on October 22, 2025 be adopted.*

- b. **Committee-of-the-Whole Meeting – October 22, 2025** **19-21**

*THAT the minutes of the Committee-of-the-Whole meeting held on October 22, 2025 be received.*

- c. **Transportation Advisory Committee Meeting – November 5, 2025** **22-25**

*THAT the minutes of the Transportation Advisory Committee meeting held on November 5, 2025 be received.*

- d. **Emergency Program Executive Committee Meeting – November 5, 2025** **26-28**

*THAT the minutes of the Emergency Program Executive Committee meeting held on November 5, 2025 be received.*

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

- a. **Alex Sam, Student Participant at 2025 UBCM Convention**
- b. **Shannon Summersides, Associate, Herold Engineering, Linear Asset Assessment**

7. **CORRESPONDENCE FOR ACTION**

(ALL/UNWEIGHTED)

8. **CORRESPONDENCE FOR INFORMATION**

(ALL/UNWEIGHTED)

- a. **UNION OF BC MUNICIPALITIES** **29-31**  
Provincial Response to 2024 Resolutions
- b. **ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITES** **32-33**  
Registration Information for AVICC Virtual Session
- c. **ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITES** **34-52**  
2026 AVICC AGM & Convention
- d. **MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT** **53-54**  
Invitation to Celebrate November as Adoption and Permanency Awareness Month

- e. **COMOX VALLEY REGIONAL DISTRICT**  
Proposed Regional Growth Strategy Minor Amendment

**55-57**

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

**9. REQUEST FOR DECISIONS & BYLAWS**

- a. **REQUEST FOR DECISION**  
2026 ACRD Board, Committee & Financial Plan Meeting Schedule  
(ALL/UNWEIGHTED)

**58-64**

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2026 ACRD Board, Hospital, Committee & Financial Plan meeting schedule as presented.*

*THAT the Alberni-Clayoquot Regional District Board of Directors select \_\_\_\_\_ (community) as the May 27, 2026 off-site Board meeting location.*

- b. **REQUEST FOR DECISION**  
2026 AVICC Resolutions  
(ALL/UNWEIGHTED)

**65-68**

*THAT the Alberni-Clayoquot Regional District Board of Directors submit possible resolutions for consideration at the 2026 Association of Vancouver Island and Coastal Communities Convention to the General Manager of Administrative Services on or before January 16, 2026 and, based on submissions received, Regional District staff be instructed to bring back drafted resolutions and background materials for consideration of endorsement by the Board of Directors prior to the submission deadline of February 12, 2026.*

- c. **REQUEST FOR DECISION**  
2026 Appointment to Vancouver Island Regional Library  
(ALL/UNWEIGHTED)

**69-72**

*THAT the Alberni-Clayoquot Regional District appoint Director \_\_\_\_\_ as Board Trustee and Director \_\_\_\_\_ as Alternate Trustee to the Vancouver Island Regional Library Board.*

- d. **REQUEST FOR DECISION**  
NI 9-1-1 Revised and Restated Shareholders Agreement and an Amendment to the Articles of Incorporation.  
(ALL/WEIGHTED)

**73-124**

*THAT the Alberni-Clayoquot Regional District Board of Directors approves the Amended and Restated Shareholders Agreement and Shareholders Resolution*

*to alter the articles as provided in the correspondence dated August 6, 2025, from the North Island 9-1-1 Corporation.*

- e.       **REQUEST FOR DECISION** **125-126**  
Linear Asset Management  
(ALL/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors receive the following Parks Linear Asset Assessment and Mapping Reports as presented:*

- [Regional Parks – Alberni Inlet Trail](#)
- [Sproat Lake Community Parks – Dickson Park](#)
- [Beaver Creek Community Parks – Evergreen Park](#)
- [Bamfield Community Parks – Grappler Wharf](#)
- [Regional Parks – Log Train Trail](#)
- [Cherry Creek Community Parks – Maplehurst Park](#)

- f.       **REQUEST FOR DECISION** **127-133**  
Log Train Trail Allowable Uses  
(ALL/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to proceed with option 5 – split-use model with a northern motorized section and a southern non-motorized section and develop the appropriate enforcement management plan, as required by the Ministry of Transportation and Transit.*

- g.       **REQUEST FOR DECISION** **134-141**  
Log Train Trail Bridge Condition  
(ALL/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to perform the necessary improvements to ensure failed bridge infrastructure is safe for the intended public use.*

- h.       **REQUEST FOR DECISION** **142-144**  
Regional Water Governance and Watershed Assessment Study Funding Opportunity – Watershed Security Fund  
(ALL/UNWEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to draft a letter of support for West Coast Aquatic’s application to the Watershed Security Fund and that the ACRD continue to partner with all other collaborators on the Somass Fish Flow Committee to work towards watershed level governance, led by the Hupacasath and Tseshaht First Nations.*

i. **REQUEST FOR DECISION**

Bylaw F1170-4 – 2025-2029 Financial Plan Amendment – Beaver Creek Fire Department – Extrication Combination Tool  
(ALL/WEIGHTED)

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Bylaw F1170-4, 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 F1170-4, 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 F1170-4, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Bylaw F1170-4, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.*

**10. PLANNING MATTERS**

**10.1 ELECTORAL AREA DIRECTORS**

(PARTICIPANTS/UNWEIGHTED)

a. **RD24007, ZELLER & VENEMA, 7775 PACIFIC RIM HIGHWAY (SPROAT LAKE)**

**150-167**

Rezoning – Memorandum and Bylaw

*THAT the Alberni-Clayoquot Regional District Board of Directors receive the public hearing report.*

*THAT the Alberni-Clayoquot Regional District Board of Directors receive the public hearing minutes.*

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

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

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

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

- b. **DVE25010, VAN VLIET & BARR, 5663 MERSEY ROAD (BEAVER CREEK)** **168-173**  
Development Variance Permit – Memorandum and Permit

*THAT the Alberni-Clayoquot Regional District Board of Directors issue development variance permit DVE25010.*

- c. **TUP25012, DIROCCO, 3640 FLETCHER ROAD (CHERRY CREEK)** **174-178**  
Temporary Use Permit – Memorandum and Permit

*THAT the Alberni-Clayoquot Regional District Board of Directors issue Temporary Use permit TUP25012.*

## **11. REPORTS**

### **11.1 STAFF REPORTS** (ALL/UNWEIGHTED)

### **11.2 COMMITTEE REPORTS**

### **11.3 AREA REPORTS** (ALL/UNWEIGHTED)

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

*THAT the Board of Directors receive the Area Reports*

## **12. UNFINISHED BUSINESS**

13. **LATE BUSINESS**

14. **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)

15. **RECESS**

(ALL/UNWEIGHTED)

16. **RECONVENE**

17. **IN CAMERA**

(ALL/UNWEIGHTED)

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

- i. 90 (1): A part of a board meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:  
(c) labour relations or other employee relations*

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

19. **ADJOURN**

(ALL/UNWEIGHTED)

**Next Board of Directors Meeting: Wednesday, November 26, 2025 at 1:30 pm  
Regional District Board Room & Zoom**



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, OCTOBER 22, 2025, 1:30 PM

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

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### DIRECTORS

#### PRESENT:

Debbie Haggard, Vice-Chair, Councillor, City of Port Alberni  
Bob Beckett, Director, Electoral Area "A" (Bamfield)  
Fred Boyko, Director, Electoral Area "B" (Beaufort)  
Vaida Siga, Director, Electoral Area "C" (Long Beach)  
Penny Cote, Director, Electoral Area "D" (Sproat Lake)  
Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)  
Cindy Solda, Councillor, City of Port Alberni  
Marilyn McEwen, Mayor, District of Ucluelet  
Tom Stere, Councillor, District of Tofino  
Moriah Cootes, Councillor, Uchucklesaht Tribe Government  
John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nations

#### REGRETS:

Susan Roth, Director, Electoral Area "E" (Beaver Creek)  
Sharie Minions, Mayor, City of Port Alberni  
Kirsten Johnsen, Member of Council, Toquaht Nation  
Levana Mastrangelo, Executive Legislator, YuułuꞀiꞀꞀath Government

#### STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer  
Teri Fong, Chief Financial Officer  
Alex Dyer, General Manager of Planning & Development  
Jenny Brunn, General Manager of Community Services  
Cynthia Dick, General Manager of Administrative Services  
Heather Zenner, Manager of Administrative Services  
Karen Freethy, Protective Services Manager  
Charlie Starratt, Regional Fire Services Manager  
Michael McGregor, Lands and Resources Coordinator  
Janice Hill, Executive Assistant  
Tanya Carothers, Solid Waste Manager

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

<https://www.acrd.bc.ca/events/22-10-2025/board-of-directors-meeting/?catid=0>

### 1. CALL TO ORDER

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

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

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

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

**2. APPROVAL OF AGENDA**

*MOVED: Director Solda*

*SECONDED: Director Sparrow*

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. DECLARATIONS**

**4. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – October 8, 2025**

*MOVED: Director Sparrow*

*SECONDED: Director Solda*

*THAT the minutes of the Board of Directors Meeting held on October 8, 2025 be adopted.*

**CARRIED**

**b. Personnel Committee Meeting – October 6, 2025**

*MOVED: Director Cote*

*SECONDED: Director Stere*

*THAT the minutes of the Personnel Committee Meeting held on October 6, 2025 be received.*

**CARRIED**

**c. West Coast Committee Meeting – October 7, 2025**

*MOVED: Director Stere*

*SECONDED: Director McEwen*

*THAT the minutes of the West Coast Committee Meeting held on October 7, 2025 be received.*

**CARRIED**

**d. Bamfield Area Services Committee Meeting – October 7, 2025**

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

*THAT the minutes of the Bamfield Area Services Committee Meeting held on October 7, 2025 be received.*

**CARRIED**

**e. Committee-of-the-Whole Meeting – October 8, 2025**

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

*THAT the minutes of the Committee-of-the-Whole held on October 8, 2025 be received.*

**CARRIED**

**f. Agricultural Advisory Committee Meeting – October 9, 2025**

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

*THAT the minutes of the Agricultural Advisory Committee Meeting held on October 9, 2025 be received.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**a. Michael Pearson, Director, Vancouver Island District & Nikki Schneider, Operations Manager Vancouver Island, Ministry of Transportation and Transit providing an update on Highway 4 and Cathedral Grove**

MOTT installed concrete barriers to prevent parking on the highway shoulder leading to and from the parking lots. Some people are walking behind the barriers, improving pedestrian safety for those that walk behind the barriers. MOTT and MOEP indicated that there are no plans to look at an overpass to connect Cathedral Grove parking lots.

*MOVED: Director Solda*  
*SECONDED: Director Cote*

*THAT the Alberni-Clayoquot Regional District Board of Directors send a letter to the Minister of Transportation and Transit, Minister of Environment and Parks, MLA Osborne requesting safety improvements to Cathedral Grove parking areas and safe access to parking areas, while encouraging other adjacent municipalities and First Nations to lobby for these same improvements.*

**CARRIED**

Update on Highway 4 roundabout at Beaver Creek Road. Construction will start in the next two weeks and will take approximately one year. Timing adjustments at the bottom of Johnston Road can be made if needed.

Bamfield Road will reopen at 9am on Friday October 24<sup>th</sup>. There is inclement weather coming so road patrols will be conducted and will shut down if required. Road will be closed from Monday to Friday, 9am – 3pm starting on Monday October 27<sup>th</sup>, to allow the remaining works (including BC Hydro works). Road will be fully open on weekends.

## **6. CORRESPONDENCE FOR INFORMATION**

- a. **REBECCA TEREPOCKI**  
Letter regarding wildfire suppression aircraft
- b. **CLAYOQUOT BIOSPHERE TRUST**  
Letter requesting support from Community Works Fund

*MOVED: Director Stere*

*SECONDED: Director McEwen*

*THAT the Board of Directors direct staff to send a letter to the Clayoquot Biosphere Trust explaining the inability of the ACRD to award community works funds to third parties.*

**CARRIED**

*MOVED: Director Sparrow*

*SECONDED: Director Cote*

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

**CARRIED**

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

- a. **Request for Decision regarding Union of BC Municipalities grant application for Emergency Support Services**

*MOVED: Director Jack*

*SECONDED: Director Solda*

*THAT the Alberni-Clayoquot Regional District Board of Directors apply to the Union of BC Municipalities – Community Emergency Preparedness Program Fund for Emergency Support Services with interested grant partners and direct staff to provide overall grant management, if successful.*

**CARRIED**

**b. Request for Decision regarding Grant Application with Community Emergency Preparedness Fund (CEPF)– Volunteer & Composite Fire Departments Equipment & Training**

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

*THAT the Alberni-Clayoquot Regional District Board of Directors support the application for funding from CEPF-Volunteer & Composite Fire Departments Equipment & Training through UBCM for the purchase of firefighting equipment and training and direct staff to provide overall grant management for the project, if successful, for a maximum amount of \$30,000 for each of the following departments:*

- Beaver Creek Volunteer Fire Department*
- Sproat Lake Volunteer Fire Department*
- Bamfield Volunteer Fire Department*

**CARRIED**

**c. Request for Decision regarding Bamfield Transfer Station Operator Contract Award**

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

*THAT the Alberni-Clayoquot Regional District Board of Directors award the Bamfield Transfer Station Recycling Coordinator three (3) year contract to Patrick McNamara, in an amount starting at \$24,000.00 annually and subject to annual adjustments based on CPI and authorize the CAO to negotiate and execute the contract on behalf of the ACRD.*

**CARRIED**

**d. Request for Decision regarding West Coast Landfill Tipping Fee and Regulation Bylaw Amendment R1033-8 and Industrial, Commercial, Institutional (ICI) Landfill Diversion Program**

*MOVED: Director McEwen*  
*SECONDED: Director Siga*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1033-8 Amendment – West Coast Landfill Tipping Fee and Regulation Bylaw.*

**CARRIED**

*MOVED: Director McEwen*  
*SECONDED: Director Siga*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1033-8 Amendment – West Coast Landfill Tipping Fee and Regulation Bylaw.*

**CARRIED**

*MOVED: Director McEwen  
SECONDED: Director Siga*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1033-8 Amendment – West Coast Landfill Tipping Fee and Regulation Bylaw.*

**CARRIED**

*MOVED: Director McEwen  
SECONDED: Director Siga*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1033-8 Amendment - West Coast Landfill Tipping Fee and Regulation Bylaw.*

**CARRIED**

*MOVED: Director McEwen  
SECONDED: Director Siga*

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to develop a detailed proposal for an Industrial, Commercial, Institutional (ICI) Landfill Diversion Program to encourage businesses in establishing and participating in diversion initiatives.*

**CARRIED**

- e. Request for Decision regarding Bylaw E1067 – Repeal Mountain Ranch Road Fire Prevention and Suppression Service, and Bylaw E1068 – Repeal Granville Road Fire Prevention and Suppression Service.**

*MOVED: Director Siga  
SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw No. E1067, Mountain Ranch Road Fire Prevention and Suppression Service Area Establishment Bylaw Repeal, 2025.*

**CARRIED**

*MOVED: Director Siga  
SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw No. E1067, Mountain Ranch Road Fire Prevention and Suppression Service Area Establishment Bylaw Repeal, 2025.*

**CARRIED**

*MOVED: Director Siga  
SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw No. E1067, Mountain Ranch Road Fire Prevention and Suppression Service Area Establishment Bylaw Repeal, 2025.*

**CARRIED**

*MOVED: Director Siga  
SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw No. E1068, Granville Road Fire Prevention and Suppression Service Area Establishment Bylaw Repeal, 2025.*

**CARRIED**

*MOVED: Director Siga  
SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw No. E1068, Granville Road Fire Prevention and Suppression Service Area Establishment Bylaw Repeal, 2025.*

**CARRIED**

*MOVED: Director Siga  
SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw No. E1068, Granville Road Fire Prevention and Suppression Service Area Establishment Bylaw Repeal, 2025.*

**CARRIED**

## **8. PLANNING MATTERS**

Director Boyko left the meeting at 2:45pm.

### **8.1 ELECTORAL AREA DIRECTORS**

- a. **TUP25016, HFN LANDS CORP, 390 GRAPPLER RD (BAMFIELD)**  
Temporary Use Permit – Report and Permit

*MOVED: Director Beckett  
SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District Board of Directors defer a decision on TUP25016 to allow the Huu-ay-aht Group of Business to attend a future Board meeting to provide a presentation on this application.*

**CARRIED**

- a. **SF25003PFW, ROBSON, 3500 VELDHAM RD (CHERRY CREEK)**  
Parcel Frontage Waiver – Report

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

*THAT the Alberni-Clayoquot Regional District Board of Directors waive the 10% road frontage requirement, as per section 512 of the Local Government Act, as shown on the subdivision plan for the property located at 3500 Veldham Road.*

**CARRIED**

## **8.2 ALL DIRECTORS**

- a. **AD25001, SUITS/NILSSEN-FRIGSTAD/MINISTRY OF TRANSPORTATION & TRANSIT, 6401 VISTA RD & 6370 SERVICE ROAD (SPROAT LAKE)**  
Agricultural Land Commission Subdivision Application – Report

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

*THAT the Alberni-Clayoquot Regional District Board of Directors forward ALC application AD25001 to the Agricultural Land Commission for decision.*

**CARRIED**

## **9. REPORTS**

### **9.1 STAFF REPORTS**

- a. **Meeting Schedule – November 2025**
- b. **Building Report – September 2025**
- c. **Monthly Agreement & Grant Delegation Report – September 2025**
- d. **Semi-Annual Financial Reporting**
- e. **Development Approval Program Review - Verbal Update - A. Dyer**

*MOVED: Director Solda*  
*SECONDED: Director Sparrow*

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to report back to the Board on a Development Approvals Program Review implementation strategy as part of the 2026 workplan.*

**CARRIED**

Director Stere left the meeting at 3pm  
Director Boyko re-entered the meeting at 3pm.

*MOVED: Director Solda*  
*SECONDED: Director Sparrow*

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

**CARRIED**

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

- a. 9-1-1 Corporation – B. Beckett. Met on September 19<sup>th</sup>. Discussions included the Mount Underwood Wildfire as NI911 experienced an increase in number of calls. Extra staff were brought in to answer the additional calls. NI911 staff went to Bamfield to improve communications with emergency responders.
- b. Vancouver Island Regional Library – F. Boyko. Attended VIRL Board meeting on September 20, 2025, adopted budget, 4.6% overall increase. 5.34% tax increase for ACRD region. Working on an updated Tofino business case for a lease transition to a new mixed-use building. Effective September 21, 2025, the Port Alberni branch will operate seven days a week with increased staffing, including two new full-time positions funded within the current and 2026 operating budgets. This change adds four additional hours per week to the community, while also expanding the branch from a six-day to a full seven-day operation. Audit Financial Committee meeting on October 17<sup>th</sup> and reserves are looking healthier, compared to the past couple of years. Next Board meeting is on November 1<sup>st</sup>.
- c. Alberni Valley Chamber of Commerce – F. Boyko. Directors were not permitted to attend Chamber Board meetings and are looking for more information on this decision.
- d. Association of Vancouver Island & Coastal Communities – P. Cote. Met with MLA Osborne at UBCM. AVICC is in the convention planning process for next year. Director Cote recommends suggesting that Coulson Aviation attend AVICC to highlight their education program they operate.
- e. Tsawak-qin Public Advisory Group – M. Sparrow. No report.
- f. Other Reports

*MOVED: Director Boyko*

*SECONDED: Director Cootes*

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

**CARRIED**

**10. UNFINISHED BUSINESS**

**11. LATE BUSINESS**

## 12. QUESTION PERIOD

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

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

## 13. RECESS

*MOVED: Director Cootes*

*SECONDED: Director Solda*

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

**CARRIED**

The meeting was recessed at 3:12 pm.

## 14. RECONVENE

The meeting was reconvened at 3:23 pm

## 15. IN-CAMERA

*MOVED: Director Haggard*

*SECONDED: Director Sparrow*

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

- i. 90 (1) (c): labour relations or other employee relations*
- ii. 90 (1) (e): the acquisition, disposition or expropriation of land or improvements, if the board considers that disclosure could reasonably be expected to harm the interests of the regional district;*
- iii. 90 (1) (i): the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*
- iv. 90 (1) (j): information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;*
- v. 91 (2) (a): If all or part of a meeting is closed to the public, the board may allow a person other than regional district officers and employees to attend, in the case of a meeting that must be closed under section 90 (2), if the board considers this necessary and the person;  
(i) already has knowledge of the confidential information,*

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

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

**CARRIED**

The meeting was closed to the public at 3:25 pm.

The meeting was re-opened to the public at 4:50 pm.

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

**17. ADJOURN**

*MOVED: Director Haggard*

*SECONDED: Director Cote*

*THAT this meeting be adjourned at 4:50 pm.*

**CARRIED**

Certified Correct:

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Debbie Haggard,  
Chairperson

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Heather Zenner,  
Manager of Administrative Services



# Alberni-Clayoquot Regional District

## MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING HELD ON WEDNESDAY, OCTOBER 22, 2025 10:00 AM

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

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### DIRECTORS

#### PRESENT:

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

#### REGRETS:

John Jack, Chairperson, Huu-ay-aht First Nation  
Kirsten Johnsen, Member of Council, Toquaht Nation  
Susan Roth, Director, Electoral Area "E" (Beaver Creek)  
Tom Stere, Councillor, District of Tofino  
Levana Mastrangelo, Executive Legislator, Yuułu?if?ath Government

#### STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer  
Cynthia Dick, General Manager of Administrative Services  
Alex Dyer, General Manager of Planning and Development  
Jenny Brunn, General Manager of Community Services  
Brett Mortlock, Building Bylaw Enforcement  
Janice Hill, Executive Assistant  
Charlie Starratt, Regional Fire Services Manager

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

<https://www.acrd.bc.ca/events/22-10-2025/7738/?catid=0>

### 1. CALL TO ORDER

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

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

### 2. APPROVAL OF AGENDA

*MOVED: Director Cote*

*SECONDED: Director Sparrow*

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. DECLARATIONS**

**4. ADOPTION OF MINUTES**

**a. Committee-of-the-Whole Meeting – October 8, 2025**

*MOVED: Director Cote*

*SECONDED: Director Sparrow*

*THAT the minutes of the Committee-of-the-Whole meeting held on October 8, 2025 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**a. Corey Cooper, Planner, Caelen Middleton, Planner, McElhanny –  
Development Procedures Project Update**

**6. CORRESPONDENCE**

**7. REQUEST FOR DECISIONS & BYLAWS**

**a. Request for Decision regarding Development Approvals Program  
Review – Final Report**

*MOVED: Director Cote*

*SECONDED: Director McEwen*

*THAT the Committee of the Whole receive the Development Approvals Program Review Report and recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to report back to the Board on an implementation strategy as part of the 2026 workplan.*

**CARRIED**

**b. Request for Decision regarding Log Train Trail Allowable Uses**

*MOVED: Director Sparrow*

*SECONDED: Director Cote*

*THAT the Committee of the Whole recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to proceed with option 5 – split-use model with a northern motorized section and a southern non-motorized section and develop the appropriate enforcement management plan, as required by the Ministry of Transportation and Transit.*

**CARRIED**

**8. REPORTS**

**9. LATE BUSINESS**

**10. QUESTION PERIOD**

Questions/Comments from the public.

The General Manager of Administrative Services read out comments received in Zoom from Mike Lesosky regarding the Development Approvals Program Review and the Log Train Trail.

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
- Submissions received by email at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca).

**11. ADJOURN**

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

*THAT this meeting be adjourned at 11:38am.*

**CARRIED**

Certified Correct:

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Debbie Haggard,  
Chairperson

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Cynthia Dick,  
General Manager of Administrative Services



# Alberni-Clayoquot Regional District

## TRANSPORTATION ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY, NOVEMBER 5, 2025, 10:00 AM

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

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### MEMBERS

#### PRESENT:

Bob Beckett, Chairperson, Director, Area "A" Bamfield  
Mike Sparrow, Director, Area "F" Cherry Creek  
Levana Mastrangelo, Director, Executive Legislature, Yuułu?if?ath  
Government  
Cindy Solda, Councillor, City of Port Alberni  
Marilyn McEwen, Director, Mayor, District of Ucluelet  
Dan Law, Mayor, District of Tofino  
Colin Koszman, Land Use Forester, Mosaic Forest Management  
Michael Pearson, District Manager, Transportation, Vancouver Island,  
Ministry of Transportation & Infrastructure  
Dean Fauchon, Manager, Contract Services, Tsawak-qin Forestry  
John McNabb, Member at Large  
Arne Elias, Director, Port Alberni Port Authority  
Jolleen Dick, Chief Executive Officer, Alberni Valley Chamber of  
Commerce  
Samantha Hackett, Executive Director, Tofino-Long Beach Chamber of  
Commerce  
Marcie Dewitt, Alberni-Clayoquot Health Network  
Ken McRae, Member at Large

#### REGRETS:

Brandy Lauder, Chief Councillor, Hupacasath First Nation  
Judith Sayers, President, Nuu-chah-nulth Tribal Council  
Ken Watts, Chief Councillor, Tseshaht First Nation  
Josh Jenkins, Executive Director, Ucluelet Chamber of Commerce

#### STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer  
Mike Irg, Special Projects Director  
Janice Hill, Executive Assistant  
Kristin Kerr-Donohue, Administrative Assistant

#### OTHERS PRESENT:

Sharie Minions, Mayor of Port Alberni  
Mike Fox, CAO, City of Port Alberni

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

<https://www.acrd.bc.ca/events/5-11-2025/>

### 1. CALL TO ORDER

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

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

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

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

The Chairperson formally thanked the representatives from the Ministry of Transportation and Transit for the work that was done to help mitigate the impact of the Bamfield Road due to the Mount Underwood Wildfire.

## 2. **APPROVAL OF AGENDA**

*MOVED:* A. Elias

*SECONDED:* M. Sparrow

*THAT the agenda be approved as circulated.*

**CARRIED**

## 3. **DECLARATIONS**

## 4. **MINUTES**

### a. **Transportation Advisory Committee Minutes – April 16, 2025**

*MOVED:* J. McNabb

*SECONDED:* K. McRae

*THAT the minutes of the Transportation Advisory Committee meeting held on April 16, 2025 be adopted.*

**CARRIED**

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

### a. **Michael Pearson, Director, Nikki Schneider, Operations Manager, Ministry of Transportation and Transit, Highway 4 Emergency Detour Route Options**

*MOVED:* J. McNabb

*SECONDED:* C. Solda

*THAT this report be received as presented.*

**CARRIED**

S. Minions left the meeting at 11:00 am

*MOVED:* J. McNabb  
*SECONDED:* C. Solda

*THAT the Transportation Advisory Committee request a supplementary report from the Ministry of Transportation and Transit outlining how the impact of the fire damaged portion of the Bamfield Road may affect the information presented in the Emergency Detour Route Report.*

**CARRIED**

## **6. CORRESPONDENCE FOR ACTION/INFORMATION**

- a. **Ministry of Transportation and Transit Provincial Response to ACRD Resolution at the 2025 Union of British Columbia Municipalities Convention.**

*MOVED:* C. Solda  
*SECONDED:* M. Sparrow

*THAT this correspondence be received.*

**CARRIED**

## **7. REQUEST FOR DECISIONS**

## **8. REPORTS**

- a. **ACRD Secondary Route and Emergency Route Options – M. Irg**
- b. **2026 Transportation Committee Discussion (Verbal) – D. Sailland**

*MOVED:* J. McNabb  
*SECONDED:* A. Elias

*THAT reports a-b be received.*

**CARRIED**

C. Koszman left the meeting at 11:59 am

*Moved:* J. Dick  
*Seconded:* C. Solda

*THAT the Transportation Advisory Committee recommend that the ACRD Board of Directors create a coordinated, local lobby effort to convince the Province of BC to establish an emergency access route as a first step and continue to investigate a viable secondary access road/highway that is open year-round. Treat the alternate access*

*route as a strategic community and economic priority, not just an emergency measure.*

**CARRIED**

D. Law left the meeting at 12:05 pm

M. Pearson and M. Dewitt left the meeting at 12:06 pm

**9. LATE BUSINESS**

**10. QUESTION PERIOD**

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

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

**11. ADJOURN**

*MOVED: J. McNabb*

*SECONDED: A. Elias*

*THAT the meeting be adjourned at 12:09 pm.*

**CARRIED**

Certified Correct:

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Bob Beckett,  
Chairperson

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Kristin Kerr-Donohue  
Administrative Assistant



# Alberni-Clayoquot Regional District

## MINUTES OF THE EMERGENCY PROGRAM EXECUTIVE COMMITTEE MEETING HELD ON WEDNESDAY, NOVEMBER 5, 2025, 1:00PM

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

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- MEMBERS PRESENT:** Mike Sparrow, Director, Electoral Area “F” (Cherry Creek)  
Bob Beckett, Director, Electoral Area “A” (Bamfield)  
Cindy Solda, Councilor, City of Port Alberni  
Fred Boyko, Director, Electoral Area “B” (Beaufort)  
Penny Cote, Director, Electoral Area “D” (Sproat Lake)  
Sharie Minions, Mayor, City of Port Alberni  
Vaida Siga, Director, Electoral Area “C” (Long Beach)
- REGRETS:** Susan Roth, Director, Electoral Area “E” (Beaver Creek)
- STAFF PRESENT:** Charlie Starratt, Regional Fire Services Manager  
Karen Freethy, Protective Service Manager  
Daniel Sailland, Chief Administrative Officer  
Kristin Kerr-Donohue, Administrative Assistant  
Mike Fox, Chief Administrative Officer, City of Port Alberni  
Heather Thomson, Communications Coordinator

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
<https://www.acrd.bc.ca/events/5-11-2025/>

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

The Chairperson called the meeting to order at 1:00 pm.

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

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

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

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

*MOVED: C. Solda*

*SECONDED: P. Cote*

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. DECLARATIONS**

**4. MINUTES**

**a. Emergency Program Executive Committee Meeting held on May 15, 2025**

*MOVED: C. Solda*

*SECONDED: V. Siga*

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

**CARRIED**

**5. PRESENTATIONS**

**a. John Reynolds, Principal, Wynna Adriane Brown, Managing Director, Adriane Brown Group, Emergency Communication and Public Notification Plan**

S. Minions joined the meeting at 1:11 pm

**6. CORRESPONDENCE FOR ACTION/INFORMATION**

**7. REQUEST FOR DECISIONS**

**a. Request for Decision regarding Emergency Communication and Public Notification Plan**

*MOVED: B. Beckett*

*SECONDED: C. Solda*

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

**CARRIED**

**8. REPORTS**

**9. LATE BUSINESS**

*(requires 2/3 majority vote)*

**10. QUESTION PERIOD**

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

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

**11. ADJOURN**

*MOVED: C. Solda*

*SECONDED: B. Beckett*

*THAT this meeting be adjourned at 2:51 pm.*

**CARRIED**

Certified Correct:

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Mike Sparrow,  
Chairperson

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Kristin Kerr-Donohue,  
Administrative Assistant

October 22, 2025

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

Dear Chair Jack:

**Re: Provincial Response to 2024 Resolutions**

UBCM has received the Province's response to your Board resolution(s) from 2024. Please find the enclosed resolution(s) and their provincial response(s).

All responses from the Province have been posted to the UBCM web site under Resolutions & Policy.

Please feel free to contact Jamee Justason, Resolutions and Policy Analyst, if you have any questions about this process.

Tel: 604.270.8226 ext. 100 Email: [jjustason@ubcm.ca](mailto:jjustason@ubcm.ca)

With gratitude,



Councillor Cori Ramsay  
UBCM President

*Enclosure*

Whereas on June 6, 2023, Highway 4 was closed at Cameron Lake Bluff, near Koen Road, due to a wildfire, and that a detour route from Port Alberni through Lake Cowichan via Bamfield, using forest-service and privately owned industrial roads was established by the Ministry of Transportation and Infrastructure (MOTI) on Wednesday, July 7, 2023, and was actively maintained until August 31, 2023;

And whereas the highway closure that occurred between June 6, 2023, and August 31, 2023, resulted in significant negative impacts on our residents' health, safety, and well-being, and it had devastating economic impacts resulting in the loss of jobs and permanent closure of local businesses, and that similar communities having only one access road in and out of their community experienced similar negative impacts during emergency activations:

Therefore be it resolved that AVICC and UBCM request the Ministry of Transportation and Infrastructure and the Ministry of Emergency Management and Climate Readiness work with communities, that have only one access road in and out of their community, to ensure the permanent establishment and maintenance of alternative or emergency transportation routes for use in the event of an emergency;

And be it further resolved that UBCM request the Ministry of Forests, Lands and Natural Resource Operations, coordinate with the Ministry of Transportation, the Ministry of Emergency Management and Climate Readiness, and appropriate local governments to conduct an inventory of active forestry roads that could be maintained for emergency evacuation purposes, and that the roads meeting the criteria for emergency evacuation purposes be maintained for these purposes by the Province in perpetuity.

**Convention Decision:                      Endorsed**

#### Provincial Response

##### ***Ministry of Transportation and Transit***

*The Ministry of Transportation and Transit collaborates with other ministries during emergency events, ensuring coordinated efforts to protect the people of British Columbia from disasters such as wildfires. This inter-ministerial approach strengthens preparedness and response strategies, helping mitigate risks and maintain critical infrastructure.*

*The ministry actively engages with partner ministries, local governments, Indigenous communities, and stakeholders to plan for possible disruptions. Part of this planning involves assessing alternative access routes, determining the most feasible options for communities in affected regions.*

*Currently, the ministry is conducting a study to explore alternative routes to Highway 4 in the event of an emergency. This report is expected to be completed by summer, providing valuable insights for future contingency planning.*

*Safety remains the ministry's top priority and concerns from the public are always at the forefront of decision-making, ensuring that unplanned closures are managed effectively and roadways are restored as quickly and safely as possible.*

Whereas climate change is causing increasingly unpredictable and extended summer droughts throughout Vancouver Island and the Coastal Region;

And whereas water is a shared resource required by all residents, industry sectors, agriculture and the environment to both sustain life and conduct business:

Therefore be it resolved that the UBCM request the Ministry of Water, Land and Resource Stewardship conduct a current inventory of surface and groundwater availability, as well as projected future needs, in order to facilitate planning of freshwater storage requirements to supply all residential, commercial, industrial, agricultural, Indigenous, emergency and environmental needs to a minimum 50-year threshold.

**Convention Decision:                      Endorsed**

Provincial Response

**Ministry of Water, Land and Resource Stewardship**

*It is challenging to plan and manage for water security in perpetuity for a range of evolving needs and values in a changing climate and landscape. That's why we're taking a strengthened approach to drought preparedness: getting started earlier; updating the provincial Drought and Water Scarcity Response Plan; and working with our partners and investing in long-term, evidence-based solutions to help British Columbians manage in times of water scarcity. In partnership with regional health authorities over the last years, the Province has also been distributing bi-weekly surveys to drinking water suppliers throughout the drought season to collect information on, and understand, the status and risk of community water supply issues.*

*The Province has extensive groundwater and surface water monitoring networks, aquifer and watershed science programs, the Drought Information Portal, and several web-based applications (i.e. Groundwater Wells and Aquifers search tool) where the public can access the most current information on water levels, vulnerabilities, and detailed information that can support local governments and others as they undertake water demand and supply analysis and planning. More information can be found on the provincial Water Data Tools webpage.*

*Several local governments and provincially funded watershed organizations across BC are undertaking water supply and demand studies to better inform area-based planning and development constraints and opportunities. Within budget and staff capacity, the Province also conducts water budget studies in areas where water resources are stressed to inform water allocation decisions and support for drought preparedness. Recent examples include water budget studies in Westwold, the Lower Mainland, and the Shawnigan Creek Watershed, which are available in the EcoCat Ecological Reports Catalogue.*

*Importantly, applications for water use are received on a first come first served basis. It is typically the responsibility of an applicant to demonstrate if water is available to meet their proposed demand without adversely affecting other water uses or environmental needs.*

**From:** [Theresa Dennison](#)  
**To:** [AVICC Info](#)  
**Subject:** REGISTER NOW: AVICC Virtual Session: "Cowichan Tribes Case Commentary"  
**Date:** October 24, 2025 11:53:38 AM  
**Attachments:** [22510376.png](#)

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**[CAUTION]** This email originated from outside of the ACRD

## ***Please forward to elected officials, the CAO and Corporate Officer:***

Hello AVICC Delegates,

On behalf of the AVICC Executive, we are pleased to invite AVICC member elected officials and senior staff to attend a virtual education and discussion session taking place on **November 27<sup>th</sup>, 2025** from **11:30am – 1:30pm**. The session is entitled ***"Cowichan Tribes Case Commentary: A Focused Dialogue for Local Government"*** and will be hosted by Reece Harding of Young, Anderson.

There are limited spaces available and registration is required at the following link:

**[REGISTER NOW](#)**

The August 7, 2025 decision in *Cowichan Tribes v. Canada (Attorney General)* is a landmark development of the law in BC and Canada. Join us for an **interactive** dialogue with Reece Harding, an experienced local government law lawyer, to explore the considerations and potential implications of this important decision with a particular focus on local governments including an opportunity to ask questions.

At the 2025 UBCM Convention, Mr. Harding participated as a panelist in a session on this subject. The UBCM session started with a presentation from David Rosenberg, the lawyer for Cowichan Tribes who argued their case - this provides very useful background information for our session. The video recording can be viewed online at the following link: **[UBCM SESSION RECORDING \(INTRO: 02:05-30:23\)](#)**. **Questions can be submitted in advance through the registration form. Your input will be shared with Mr. Harding as he develops the session. Questions can also be emailed by November 21st, 2025 to [info@avicc.ca](mailto:info@avicc.ca).**

A recording of the session will be available after the session for AVICC members to access for a limited time. If you have any questions, please do not hesitate to reach out.

Sincerely,

Theresa Dennison

Executive Director | Association of Vancouver Island and Coastal Communities

236.237.1202

[tdennison@avicc.ca](mailto:tdennison@avicc.ca)

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



*The AVICC acknowledges that we are grateful to live, work, and play on the traditional territories of the Coast Salish, Nuu-Chah-Nulth and Kwak-Waka'wakw Peoples*

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***Please forward to elected officials, the CAO and Corporate Officer:***

The [2026 AVICC AGM & Convention](#) will be held in Victoria from Friday April 24 to Sunday April 26 at the Victoria Conference Centre. The City of Victoria was our host, and we thank them for supporting the Association. Information about activities in Victoria is available at [Tourism Victoria](#). AVICC is grateful to be guests in the lands of the ləkʷəŋən People, known today as the [Songhees Nation](#) and the [Xʷsepsum \(Esquimalt\) Nation](#), who have a long-standing relationship with the land and waters since time immemorial that continues to this day.

[2026 Accommodation Information](#) has been posted on our website. When planning your stay in Victoria, please remember that pre-convention workshops and tours will be offered for those interested on the morning of Friday, April 24<sup>th</sup>, usually starting at 8:30 a.m. The official convention opening is at 2:00 p.m. on Friday, April 24<sup>th</sup>, and the conference finishes at noon on Sunday, April 26<sup>th</sup>, 2026.

Please find attached documents relating to the 2026 AVICC AGM & Convention for your consideration and action. Further information, and copies of these documents are also available on our website at the links below:

1. [Call for Resolutions: Deadline February 12, 2026](#)

The AVICC Executive has put out a first call for resolutions to be considered at the 2026 convention. AVICC members may now submit Board or Council endorsed resolutions following the requirements outlined in the call for resolutions below. **The deadline to submit resolutions is 4:30 p.m. on Thursday February 12, 2026.**

2. [Call for Nominations: Deadline February 12, 2026](#)

The AVICC Executive is putting out a first call for nominations for elected officials to serve on the 2026/2027 AVICC Executive Committee. **The deadline to submit nominations is 4:30 p.m., on Thursday February 12, 2026.**

### 3. [2026 AVICC Session Proposal Process: Deadline December 4, 2025](#)

Is there a topic you'd like to hear about? Do you have a speaker you'd like to suggest? Submit your proposal by **December 4, 2025** to [info@avicc.ca](mailto:info@avicc.ca). The AVICC Executive will review all submissions at the December and January AVICC Executive meetings.

### 4. [2026 Student Delegate Program: Deadline January 16, 2026](#)

It is important for current local leaders to engage with the youth in their communities to encourage higher civic engagement and ultimately, to increase interest in pursuing a career within local government. The AVICC Executive would like to encourage members to invite interested local secondary or post-secondary students to apply to attend the Convention business sessions in 2026. AVICC will waive the registration fee and reimburse 50% of the travel expenses up to a maximum of \$1000 per successful student applicant. The sponsoring member local government will be responsible for working with the student to arrange travel and cover additional expenses. To sponsor a student in your community, please work with them to complete and submit the attached 2026 AVICC AGM & Convention Student Participation Application by **Friday, January 16<sup>th</sup>, 2026**.

To make the content of the annual AVICC Convention more widely available, the AVICC Executive has once again decided that, for the 2026 Convention, we will record some of the sessions to make them available for a limited time after the convention. In addition, elections for the 2026/27 AVICC Executive Committee will be open to all members, not just those in attendance at the in-person convention. Registration will be available in February, and further detailed information about the convention will be communicated to members and posted on our [website](#) as it becomes available.

If you require assistance, or if you have any questions, please feel free to reach out to Theresa Dennison at [tdennison@avicc.ca](mailto:tdennison@avicc.ca). We look forward to seeing you in Victoria!

Association of Vancouver Island and Coastal Communities

236.237.1202

[info@avicc.ca](mailto:info@avicc.ca)

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



*The AVICC acknowledges that we are grateful to live, work, and play on the traditional territories of the Coast Salish, Nuu-Chah-Nulth and Kwak-Waka'wakw Peoples*

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## 2026 AGM & CONVENTION

### RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2026 AGM and Convention that, subject to public health order restrictions, will be held in Victoria at the Victoria Conference Centre as an in-person event from **April 24-26, 2026**. Members are asked to submit resolutions that meet the requirements outlined in the following pages.

#### **DEADLINE FOR RESOLUTIONS:**

AVICC must receive all resolutions by: **4:30 pm, Thursday, February 12, 2026**

#### **IMPORTANT SUBMISSION REQUIREMENTS**

To submit a resolution to the AVICC for consideration please send a copy of the resolution as a **WORD DOCUMENT** by email to [info@avicc.ca](mailto:info@avicc.ca) by the deadline. AVICC staff will confirm receipt of the submission via email. If confirmation is not received within 3 business days, the resolution sponsor should follow up by phone at 236-237-1202. A mailed hard copy of the resolution is no longer required.

AVICC's goal is to have resolutions that can be clearly understood and that have specific actions. If a resolution is endorsed, its "therefore clause" will form the basis for advocacy work with other levels of government and agencies. Detailed guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments and First Nations and must have been endorsed by the Board or Council of that member.
- **Each member may submit a maximum of three (3) resolutions (updated August 2025).**
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, in checking the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. If necessary, please contact AVICC staff for assistance in drafting the resolution.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a **single** resolution. Each resolution submitted must have a separate backgrounder; do not combine backgrounders into a single document. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions at the Convention. **Each sponsor will be given 2 minutes to introduce their resolution (updated August 2025)**
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution must have at least one "whereas" clause and **should not contain more than two "whereas" clauses**. Each whereas clause must have only one sentence.

## **LATE AND OFF THE FLOOR RESOLUTIONS**

- A resolution submitted after the regular deadline is treated as a "Late Resolution". The Resolutions Committee **only** recommends Late Resolutions for debate if the topic was not known prior to the regular deadline date, or if it is emergency in nature.
- Late Resolutions must be received by AVICC by **noon on Wednesday, April 22<sup>nd</sup>, 2026**.
- Late Resolutions are not included in the Resolutions Package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- Off the Floor Resolutions are considered after all resolutions in the Resolutions Book and all Late Resolutions have been considered. Off the Floor Resolutions must be submitted in writing to the Chair of the Resolutions Session as soon as practicable, and copies must be made available to all delegates no later than 9:00 am on Sunday morning. Contact AVICC staff for more information about how to organize an Off the Floor Resolution for consideration.
- The full Convention Rules, including detailed information about the process for Late and Off the Floor Resolutions, will be published and distributed to members in advance of the Convention.

## **AVICC RESOLUTIONS PROCEDURES**

UBCM urges members to submit resolutions to their Area Association for consideration. Resolutions endorsed at the AVICC annual meeting, except those that are considered to be regional in nature by UBCM, are submitted automatically to UBCM for consideration.

A resolution deemed by UBCM to be specific to the AVICC region is considered a Regional Resolution and if endorsed, it will not be automatically submitted to UBCM for consideration at the UBCM annual meeting, and instead will remain with AVICC, where it may be actioned.

UBCM has observed that submitting resolutions first to an Area Association results in better quality resolutions overall. Local governments may submit Council- or Board-endorsed resolutions directly to UBCM prior to **June 15<sup>th</sup>, 2025**. Detailed instructions are available on the UBCM website.

## **AVICC RESOLUTIONS PROCESS**

1. Members submit resolutions to AVICC for debate. All resolutions submitted to AVICC are forwarded to UBCM staff for analysis, comment, and recommendations.
2. For some resolutions which focus on issues specific to the AVICC region, UBCM will indicate that they are considered a Regional Resolution and that it won't be admitted to UBCM for debate should it be endorsed. AVICC will work with local governments to address issues identified by UBCM staff to ensure the resolution reflects the intention of the local government.

3. The AVICC Resolutions Committee reviews and finalizes the recommendations, and the Resolutions Book is published and sent to members in advance of the annual meeting.
4. AVICC conveys any Regional Resolutions endorsed at their annual meeting to the appropriate level of government, or takes other action as determined by the AVICC Executive. AVICC will forward any response to the regional resolution sponsor.
5. AVICC submits all other resolutions endorsed at its Convention to UBCM.
6. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention. Please note that the UBCM Bylaws were updated at the 2025 UBCM Convention as included as **Appendix A** with this document.
7. Resolutions endorsed at the UBCM Convention are submitted by UBCM to the appropriate level of government for response.
8. UBCM will forward the response to the resolution sponsor for review.

## **UBCM BYLAW & RESOLUTIONS PROCESS UPDATE**

At their 2025 UBCM Convention, members endorsed ***ER1: Extraordinary Resolution to Amend the UBCM Bylaws to Streamline the Resolutions Process***. The changes to UBCM's Bylaws will impact how resolutions endorsed at AVICC are considered after they are sent to the UBCM Resolutions Committee. Please note the following changes to the UBCM Bylaws [15.(c)]:

- The Resolutions Committee **shall determine which Annual Resolutions will be included for consideration by the membership at Convention;**
- **Any Annual Resolution that falls under one or more of the following criteria, as determined by the Resolutions Committee, will be excluded from consideration by the membership at Convention:**
  - **Resolution is existing UBCM policy (as set by the membership endorsing or not endorsing a previous resolution or policy paper);**
  - **Resolution is outside of the scope of BC local governments and member First Nations;**
  - **Resolution is within the scope of BC local governments and member First Nations, but does not meet UBCM criteria for format or clarity; or**
  - **Resolution is regional in focus.**

ER1 in its entirety and the rationale provided by the UBCM Executive has been included as **Appendix A** with this document.

The AVICC Executive is currently evaluating our own resolutions process. The 2026 Convention Rules & Procedures for handling Resolutions, including detailed information about the process for Late and Off the Floor Resolutions, will be published and distributed to members in advance of the Convention.

## **AVICC & UBCM RESOLUTIONS GUIDELINES**

### **The Construction of a Resolution:**

All resolutions contain a preamble – the whereas clause(s) – and an enactment clause. The preamble describes **the issue** and the enactment clause outlines **the action being** requested of AVICC and/or UBCM. A resolution should answer the following three questions:

- a) **What is the problem?**
- b) **What is causing the problem?**
- c) **What is the best way to solve the problem?**

### **Preamble:**

The preamble begins with "WHEREAS" and is a concise sentence about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain **no more than two "WHEREAS" clauses**. Supporting background documents can describe the problem more fully if necessary. **Do not add extra clauses.**

There should be only one sentence per WHEREAS clause.

### **Enactment Clause:**

The enactment clause begins with the phrase "Therefore be it resolved" and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. **The enactment should propose a specific action by AVICC and/or UBCM.**

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action. Consider whether the resolution relates to all local governments, or is specific to municipalities, regional districts and/or First Nations, and use the appropriate language.

## **HOW TO DRAFT A RESOLUTION**

### **1. Address one specific subject in the text of the resolution.**

Because your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit.

### **2. For resolutions to be debated at UBCM, focus on issues that are province-wide.**

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC local governments. Local governments are welcome to submit resolutions that address issues specific to the AVICC region. A resolution that addresses a topic specific to the AVICC region may not be entered for debate during the UBCM Convention but may be actioned by the AVICC Executive if endorsed.

### **3. Use simple, action-oriented language.**

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution. Resolutions that are unclear or that address multiple topics may end up with amendments at the Convention.

### **4. Check legislative references for accuracy.**

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the Act or regulation.

### **5. Provide factual background information.**

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the intent of the resolution is fully understood for the purpose of debate and UBCM (or AVICC for Regional Resolutions) can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate background** that is a maximum of 3 pages and specific to a single resolution. Do not submit a single background relating to multiple resolutions. The background may include links to other information sources and reports.

Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted.

### **6. Construct a brief, descriptive title.**

A title identifies the intent of the resolution. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

## TEMPLATE FOR A RESOLUTION

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?>> :*

Therefore be it resolved that **AVICC and/or UBCM** << *specify here the **action(s)** that AVICC **and/or** UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses. For regional resolutions, only AVICC may take action, and for all other resolutions, AVICC and UBCM may take action* >>

- **If absolutely necessary**, there can be a second enactment clause (the “therefore” clause that specifies the action requested) with the following format:

And be it further resolved that **AVICC and/or UBCM** << *specify any additional specific actions needed to address the problem identified in the whereas clauses* >>

## Section ER

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### ER1      **Extraordinary Resolution to Amend the UBCM Bylaws to Streamline the Resolutions Process**

**UBCM Executive**

Whereas the large number of resolutions submitted by UBCM members—more than 200 annually— results in a wide range of policy positions, rendering it challenging for UBCM to focus its advocacy efforts;

And whereas a reduction in the number and breadth of policy positions adopted annually by the membership would enable UBCM to advocate more effectively, by focusing time and resources on issues with significant province-wide impact on local governments and member First Nations:

Therefore be it resolved that Section 15(c) of the UBCM Bylaws be amended by adding the text in bold type as follows, to enable the Resolutions Committee to apply filters to determine which resolutions may be included for consideration by the membership at Convention:

15. COMMITTEES (Other than Nominating Committee):

(c) The Resolutions Committee:

- shall examine all Annual Resolutions regularly submitted to the Convention;
- **shall determine which Annual Resolutions will be included for consideration by the membership at Convention;**
- shall recommend in favour of or against the Annual Resolutions respectively;
- may correlate Annual Resolutions; and
- may recommend amendments.

Any Annual Resolution may be referred by the Convention to the Resolutions Committee either alone or with new resolutions for study and report to the Convention.

**Any Annual Resolution that falls under one or more of the following criteria, as determined by the Resolutions Committee, will be excluded from consideration by the membership at Convention:**

- **Resolution is existing UBCM policy (as set by the membership endorsing or not endorsing a previous resolution or policy paper);**
- **Resolution is outside of the scope of BC local governments and member First Nations;**
- **Resolution is within the scope of BC local governments and member First Nations, but does not meet UBCM criteria for format or clarity; or**
- **Resolution is regional in focus.**

*UBCM Resolutions Committee Recommendation:*                      **Endorse**

***UBCM Resolutions Committee Comments:***

*The Resolutions Committee is seeking membership approval of this Extraordinary Resolution to reduce the volume of resolutions received and considered each year and improve the quality of resolutions considered.*

*Lens #1 - Resolutions that reaffirm existing policy*

*The Committee proposes that any resolution that aligns with resolutions already endorsed or not endorsed by the membership should be received rather than put forward for further consideration by the membership. The current intent of the Resolutions Committee is that a 5 year window would be adopted to establish existing policy under this lens.*

Lens #2 - Resolutions outside of local government scope

*The Committee suggests that limiting resolutions for consideration to those that directly relate to local government service delivery will strengthen the efficacy and credibility of UBCM's advocacy.*

Lens #3 - Resolutions that are unclear or poorly formatted

*UBCM staff and the Resolutions Committee currently expend considerable time working with the sponsors to help them to clarify and format their resolutions. Removing this function will encourage those drafting resolutions to meet established standards for clarity and better resolutions.*

Lens #4 - Resolutions that are regional in focus

*Resolutions for consideration at UBCM should have a province-wide focus. Resolutions that are regional in focus should be considered and acted upon by Area Associations.*

*The Committee proposes to include all resolutions captured by one or more of the lenses in an appendix of the Resolutions Book. While these resolutions are being published for transparency, these resolutions are not to be considered and are not available to be brought forward for consideration via a motion to vary the agenda.*

*The Committee would point out that section 14(d) of the UBCM Bylaws grants the UBCM Executive authority to bring forward to Convention a resolution on any matter at any time. This authority of the UBCM Executive enables UBCM to respond quickly to a changing policy or legislative environment, bringing forward issues or concerns that may fall within existing UBCM policy, but require immediate consideration.*

*Members are encouraged to read the accompanying backgrounder found in the Appendix of this Resolutions Book to learn more about the proposed Extraordinary Resolution.*

**Conference decision: Endorsed**



## 2026 AGM & CONVENTION

### TEMPLATE FOR A RESOLUTION

AVICC must receive all resolutions by: **4:30 pm, Thursday, February 12, 2026**. To submit a resolution to the AVICC for consideration please send a copy of the resolution as a **word document** by email to [info@avicc.ca](mailto:info@avicc.ca) by the deadline. AVICC staff will confirm receipt of the submission via email. If confirmation is not received within 3 business days, the resolution sponsor should follow up by phone at 236-237-1202.

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### TEMPLATE FOR A RESOLUTION

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >> ;

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?>> :*

Therefore be it resolved that **AVICC and/or UBCM** << *specify here the **action(s)** that AVICC **and/or** UBCM are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses. For regional resolutions, only AVICC may take action, and for all other resolutions, AVICC and UBCM may take action* >>

- **If absolutely necessary**, there can be a second enactment clause (the “therefore” clause that specifies the action requested) with the following format:

And be it further resolved that **AVICC and/or UBCM** << *specify any additional specific actions needed to address the problem identified in the whereas clauses* >>



## 2026 AGM & CONVENTION

### CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC members elect directors to the Executive Committee at the AGM. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between annual meetings. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

#### 1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

#### 2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2026 Nominating Committee is Past President Penny Cote.

#### 3. NEXT STEPS

The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations, including a photo and biography will be prepared under the direction of the Nominating Committee, and distributed prior to the Convention.

**To be included in the Report on Nominations,  
Nominations Must Be Received by 4:30 PM, Thursday, February 12, 2026**

#### 4. AT CONVENTION

Candidates may also be nominated at the Convention from the floor. Candidates and their two nominators must be elected officials of an AVICC member.

#### 5. SUBMISSION INFORMATION

All submissions should be forwarded by email to:

**Past President Penny Cote, Chair, 2025 Nominating Committee**  
c/o AVICC  
P.O. Box 28058  
Victoria, BC V9B 6K8  
Phone: (236) 237-1202  
email: [info@avicc.ca](mailto:info@avicc.ca)

# NOMINATIONS FOR THE 2025-26 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate<sup>1</sup> a candidate and we nominate:

Candidate Name: \_\_\_\_\_

Local Government Position (Mayor/Councillor/Director): \_\_\_\_\_

Member Local Government Represented: \_\_\_\_\_

**Nomination for AVICC Executive Position:** \_\_\_\_\_

### MEMBERS NOMINATING THE CANDIDATE:

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

Muni/RD/FN: \_\_\_\_\_ Muni/RD/FN: \_\_\_\_\_

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

### CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution<sup>2</sup>. I also agree to provide the following information to [info@avicc.ca](mailto:info@avicc.ca) by **4:30 PM, Thursday February 12, 2026**

- Photo in digital format
- Biographical information of approximately 300 words that may be edited by AVICC

Printed Name: \_\_\_\_\_

Current Position: \_\_\_\_\_

Muni/RD/FN: \_\_\_\_\_

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

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

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<sup>1</sup> Nominations require two elected officials of local governments that are members of the Association.  
<sup>2</sup> All nominees must be an elected official of an AVICC member. Nominees for the position of Electoral Area Representative must be an Electoral Area Director.

**Return To: Past President Penny Cote, Chair, Nominating Committee,  
c/o AVICC, P.O. Box 20858, Victoria, BC V9B 6K8  
or via email to [info@avicc.ca](mailto:info@avicc.ca)**



**AVICC 2026 Convention**  
**April 24-26, 2026**  
**Victoria Conference Centre**

**CALL FOR SESSION**  
**SUBMISSIONS**

Thank you for your interest in participating in the 2026 AVICC Convention, being held Friday April 24, 2026 – Sunday April 26, 2026, at the Victoria Conference Centre, Victoria BC.

To submit a session proposal, please fill in the information requested on the following pages and email this document back **as a word document** to [info@avicc.ca](mailto:info@avicc.ca).

The deadline for submissions is **Thursday, December 4, 2025**.

**There are limited spots on the program including:**

- three 60-minute plenary presentations;
- six 60-to-90-minute concurrent workshops on Saturday afternoon; and
- one 2-to-3-hour pre-convention workshop to take place on Friday morning.

**Session Proposal Considerations:**

- Delegates prefer sessions that involve **multi-party perspectives** (panels) and that are **interactive**, rather than “talking head” presentations.
- Preference will be given to sessions with an **interactive** or **facilitated** component to their proposal.
- Topics should be relevant to our local government members – focusing on the important issues impacting local government elected officials and their communities.
- Successful applicants must confirm their session description, session title, and final list of presenters by **January 31<sup>st</sup>, 2026** for inclusion in the brochure and program.
- Changes to presenters or failure to meet this deadline may result in the session being cancelled.
- Confirmed presenters agree to submit all PowerPoint presentations by **April 9<sup>th</sup>, 2026**.

Please complete the following section with **as much information as possible**. The AVICC Executive will consider all the proposed sessions at their December 12, 2025 meeting, with final decisions made at the January 24, 2026 meeting. Panelist information can be updated after the December 4<sup>th</sup> deadline as sessions and details are confirmed.

Title of Session:	
Name of Organization:	
Contact Person Name:	
Phone:	
Address:	
Email:	
<b>Session Description</b>  (for review of AVICC Executive Committee. This information will also be used in program materials):	
Proposed Session Length:	
Preferred Time and Day:	
Audio Visual Requirements:	
Travel or other expenses if any:	
# of Proposed Presenters:	

Name - Presenter #1:	
Bio and Organization - Presenter #1:	
Name - Presenter #2:	
Bio and Organization - Presenter #2:	
Name - Presenter #3:	
Bio and Organization - Presenter #3:	
Name - Presenter #4:	
Bio and Organization - Presenter #4:	
Any other Information or requirements:	

- Successful applicants must confirm their session description, session title, and final list of presenters by **January 31<sup>st</sup>, 2026** for inclusion in the brochure and program.
- Changes to presenters or failure to meet this deadline may result in the session being cancelled.
- Presenters agree to submit all PowerPoint presentations by **April 9<sup>th</sup>, 2026**

**I agree to the above conditions and deadlines:**

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

Name: \_\_\_\_\_

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



# 2026 AVICC AGM & Convention

## Student Participation Program

**Deadline January 16, 2026**

The [Association of Vancouver Island and Coastal Communities](#) (AVICC) is hosting their 2026 AVICC AGM & Convention in Victoria at the Vancouver Island Conference Centre from April 24-26, 2026. The Convention brings together AVICC member elected officials and staff from 55 local governments and First Nations on Vancouver Island and in BC coastal communities, along with provincial representatives and other local government partners. Our members gather at our annual convention to network, learn, and discuss the issues and policies that are important to our local communities.

The AVICC Executive would like to encourage members to invite interested local secondary or post-secondary students to apply to attend the Convention business sessions in 2026. AVICC will waive the registration fee and reimburse 50% of the travel expenses up to a maximum of \$1000 per successful student applicant.

The sponsoring member local government will be responsible for working with the student to arrange travel and cover additional expenses. AVICC is not responsible for the student throughout the convention, and sponsoring local government members should ensure that the student has a safe and positive experience, and that the convention code of conduct is upheld.

Planning for the 2026 Convention is currently underway. It will follow the same format as the [2025 AVICC AGM & Convention Program](#) with business sessions taking place as follows:

- Friday, April 24, 2026: 2:00pm-7:30pm (welcome reception included)
- Saturday, April 25, 2026: 7:30am-4:30pm (banquet not included)
- Sunday, April 26, 2025: 7:30am-12:00pm

Coffee break refreshments, light reception food at the Welcome Reception on Friday night, breakfast on Saturday and Sunday, and lunch on Saturday are included in the complimentary registration. A ticket to the banquet is not included.

By exposing youth to local government, they will be familiarized with it – thereby increasing the likeliness that they participate on more levels with their local government over time. It is important for current local leaders to engage with the youth in their communities to encourage higher civic engagement and ultimately, to increase interest in pursuing a career within local government. Please complete and submit the attached application form **via email to [info@avicc.ca](mailto:info@avicc.ca) by 4:30pm on Friday, January 16, 2026.**

The AVICC Executive will be evaluating applications for participation in the 2025 AVICC AGM & Convention student program at their January Executive meeting, and all applicants will be contacted by the end of January regarding the status of their application. If you have any questions or require further information, please contact Theresa Dennison, AVICC Executive Director, at 236-237-1202 or [tdennison@avicc.ca](mailto:tdennison@avicc.ca).



# 2026 AVICC AGM & Convention

## Student Participation Application

Deadline January 16, 2026

### Member Organization- Sponsor

Organization \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Email \_\_\_\_\_

Contact Phone \_\_\_\_\_

### Student Applicant Information

Student Name \_\_\_\_\_

Student Email \_\_\_\_\_

Student Phone \_\_\_\_\_

Institution/School \_\_\_\_\_

Area of Study/Grade \_\_\_\_\_

**Why would you like to attend the 2026 AVICC AGM & Convention?**

**Provide some examples of ways youth can participate in local government. How do you participate in civic engagement in your community?**

The sponsoring AVICC member organization and the student applicant mutually support this application and have read and agree to the guidelines provided with this application.

#### Sponsoring AVICC Member

Name: \_\_\_\_\_

Position: \_\_\_\_\_

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

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

#### Student Applicant

Name: \_\_\_\_\_

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

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

Please submit applications by January 16, 2026 via email to [info@avicc.ca](mailto:info@avicc.ca)

Additional information may be submitted on a separate page.

**From:** [CFD Info CFD:EX](#)  
**To:** [ACRD Administration](#)  
**Subject:** E-mail from the Honourable Jodie Wickens, Minister of Children and Family Development  
**Date:** October 31, 2025 11:36:44 AM  
**Attachments:** [image001.png](#)

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**[CAUTION]** This email originated from outside of the ACRD

**VIA E-MAIL**  
Ref: 302573

Alberni-Clayoquot Regional District  
E-mail: [mailbox@acrd.bc.ca](mailto:mailbox@acrd.bc.ca)

Dear Board of Directors:

As Minister of Children and Family Development, I am honoured to proclaim November as Adoption and Permanency Awareness Month. I invite you to celebrate the families who have welcomed children and youth as permanent members of their family, and I ask that you help promote awareness for children and youth who are still waiting for permanent homes.

Adoption and Permanency Awareness Month is about celebrating the devoted families created when people open their hearts and commit to sharing their lives with a vulnerable child or youth. A permanent family environment provides a solid foundation for lifelong connections to community and culture, opportunities to thrive, and all the support these young people need along the way.

Permanency is transformational for everyone involved. The emotional and social impacts of belonging can last a lifetime. That is why Adoption and Permanency Awareness Month is also about recognizing the children and youth who are still waiting for permanent, stable, and nurturing homes.

I encourage you to share the following resources with your community members who are interested in becoming an adoptive or permanent family in British Columbia:

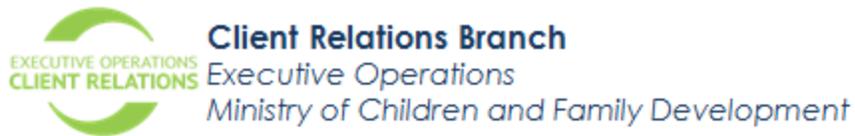
- [Adopt BC Kids](#) - an online portal that provides British Columbians wishing to adopt children and youth from foster care with information and guidance through their adoption application.
- The [Ways to adopt in British Columbia Website](#) provides information on adoption in British Columbia, such as infant adoption, relative and step-parent adoption, and adopting a child or youth from another country.
- <https://belongingnetwork.com> (formerly Adoptive Families Association of BC) - provides information and support services for families who wish to adopt now or in the future.
- <https://adoption-bc.com> - a detailed and comprehensive guide to additional adoption resources.

Please join us in marking November as Adoption and Permanency Awareness Month to recognize all the individuals who have grown their family and their hearts through adoption, and to all those who may do so in the future. On behalf of the Government of British Columbia, thank you for your continued leadership in supporting adoptive families in your community.

Sincerely,

Jodie Wickens  
Minister

*Sent on behalf of the Minister by:*



**This communication and any accompanying document is confidential and is intended solely for the addressed recipient(s). If you received this e-mail message in error, please delete the e-mail and any attachments and contact the Client Relations Branch, Ministry of Children and Family Development at: [MCF.Info@gov.bc.ca](mailto:MCF.Info@gov.bc.ca).**

**Office of the Chair**

770 Harmston Avenue, Courtenay, BC V9N 0G8  
Tel: 250-334-6000 Fax: 250-334-4358  
Toll free: 1-800-331-6007  
www.comoxvalleyrd.ca



File: 6410-20/RGS Minor Amendment

November 7, 2025

**Sent via email only:** mailbox@acrd.bc.ca

John Jack  
Chair, Alberni-Clayquot Regional District  
3008 Fifth Ave  
Port Alberni, BC V9Y 2E3

Dear Chair and Board:

**Re: Statutory Notice and Request for Comment – Proposed Regional Growth Strategy Minor Amendment**

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The Comox Valley Regional District (CVRD) Board is undertaking a minor amendment to the [Comox Valley Regional Growth Strategy Bylaw No. 120, 2010 \(RGS\)](#). This amendment does not alter the overall growth framework, vision, goals, or policies. Its purpose is to update references to Census data, reference the Board’s strategic driver regarding Indigenous relations, delete redundant references, and revise mapping in accordance with municipal boundary changes.

Pursuant to Section 437(2) of the *Local Government Act* and Part 5.2 of the RGS bylaw, the CVRD Board provides formal notice of its intent to consider first reading of:

Bylaw No. 810, Comox Valley Regional District Regional Growth Strategy  
Bylaw No. 120, 2010, Amendment No. 2 (RGS Minor Amendment)

Meeting Date and Location:

- Tuesday, December 9, 2025, at 4:00 p.m.
- CVRD Civic Room, 770 Harmston Avenue, Courtenay

Please submit written comments on the proposed bylaw by Monday, December 8, 2025.

To support your review, [an online folder](#) is available containing the draft bylaw, an annotated version showing changes, and related staff reports.

### Background

In May 2023, the CVRD Board initiated a RGS amendment process under the *minor amendment* provisions of the LGA. Affected local governments were notified in August 2023.

In March 2025, the Board confirmed that the proposed amendment meets the criteria for a minor amendment under the LGA and the RGS bylaw and approved the consultation plan. Feedback consistent with the scope of a minor amendment has been incorporated into the draft. Broader comments that fall outside the scope have been recorded for consideration in the next comprehensive RGS review, anticipated in 2027.

### Scope of the Amendment

The amendment includes limited and technical updates to improve clarity and consistency:

- Update population and employment projections;
- Update maps to reflect lands incorporated into municipalities;
- Update language to reflect the K'ómoks First Nation treaty process and include a reference to the Board's Indigenous Relations strategic driver;
- Apply the Indigenous Relations strategic driver to language used in Part 4 (1)(c);
- Update Greenhouse Gas Emissions reduction targets;
- Remove static policy indicators and incorporate them into the [online RGS Performance Monitoring Dashboard](#);
- Delete obsolete references, such as "Comox Valley Economic Development Society";
- Add a reference to develop "action plans" for each of the eight RGS goals.

### Contact Information

For questions or further details, please contact Alana Mullaly, General Manager of Planning and Development Services, at [amullaly@comoxvalleyrd.ca](mailto:amullaly@comoxvalleyrd.ca) or 250-334-6051.

Thank you for your attention and continued collaboration on regional planning matters.

Sincerely,



Will Cole-Hamilton  
Chair

[Enclosure via Sync](#)

cc: James Warren, Chief Administrative Officer  
Alana Mullaly, General Manager of Planning and Development Services  
Robyn Holme, Manager of Long-Range Planning and Sustainability  
Brian Chow, Planner II - Long Range  
Daniel Sailland, CAO of Alberni-Clayquot Regional District, dsailand@acrd.bc.ca



**To:** ACRD Board of Directors

**From:** Heather Zenner, Manager of Administrative Services

**Meeting Date:** November 12, 2025

**Subject:** 2026 ACRD Board, Committee & Financial Plan Meeting Schedule

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2026 ACRD Board, Hospital, Committee & Financial Plan meeting schedule as presented.***

***THAT the Alberni-Clayoquot Regional District Board of Directors select \_\_\_\_\_ (community) as the May 27, 2026 off-site Board meeting location.***

**Desired Outcome:**

To approve the 2026 meeting schedule for the Alberni-Clayoquot Regional District (ACRD) Board, committees, and hospital district meetings, including 2026 financial planning meetings.

**Summary:**

Prior to January 15 of each year, the ACRD Board of Directors establish a schedule of meetings for the year which is posted to the ACRD website.

**Background:**

The 2026 ACRD meeting schedule is presented for consideration of approval by the Board of Directors for the following meetings:

- Regular Regional District Board of Directors
- Regular Hospital District Board of Directors
- Main Standing Committees: Alberni Valley & Bamfield Services Committee, Bamfield Area Services Committee, West Coast Committee & Electoral Area Directors Committee
- Committee of the Whole and other meetings for Financial Planning purposes
- and other known Committee meetings.

Scheduling of Advisory Planning Commissions, Agriculture Advisory Committee, and Parks Commissions meetings are scheduled on an as needed basis.

As per the ACRD Procedures Bylaw, Regular Board of Directors meetings are held on the second and fourth Wednesday of each month at 1:30 pm in the ACRD Board Room, except for July, August and December where the Board meets once a month on either the second or fourth Wednesday.

The first Board meeting in October has been moved from Wednesday October 14<sup>th</sup> to Thursday October 15<sup>th</sup> to allow for advance voting for the 2026 Local Government Election to take place in the ACRD Boardroom. Normally a second Board meeting is scheduled in October, however, the new Board will not be sworn in until the November 12<sup>th</sup> Board meeting, therefore a second Board meeting has not been scheduled.

The first Board meeting in November has been moved from Wednesday November 11<sup>th</sup> to Thursday November 12<sup>th</sup> as November 11<sup>th</sup> is Remembrance Day.

The Board has historically conducted one Board meeting per year off-site. Past off-site Board meeting locations are as follows:

Year	Location	Year	Location	Year	Location
2025	Huu-ay-aht/Bamfield	2017	Uchucklesaht	2009	Ucluelet
2024	Ucluelet	2016	Sproat Lake	2008	No off-site meeting
2023	No off-site meeting	2015	Tofino	2007	Ucluelet
2022	No off-site meeting	2014	Beaufort	2006	No off-site meeting
2021	No off-site meeting	2013	Ucluelet	2005	No off-site meeting
2020	No off-site meeting	2012	Yuułuʔiłʔatḥ	2004	Bamfield
2019	Cherry Creek	2011	Bamfield	2003	Ucluelet
2018	Toquaht	2010	Tofino	2002	Tofino

Should the Board wish to conduct an off-site meeting, staff request direction on which location to select. In the past off-site meetings have also provided an opportunity for a tour of community facilities and/or businesses (ahead of the Board meeting).

The ACRD main standing committees meet at least four times per year. ACRD staff try to stagger these meetings throughout the year. The Chair of these committees may call additional meetings as required.

### **Monthly Meeting Schedule:**

ACRD meetings are re-confirmed monthly through a 'monthly meeting schedule' presented at the second Board meeting of each month, for the upcoming month. The monthly meeting schedule re-confirms Board, hospital, and committee meetings.

**Other dates for Directors to note for 2026:**

- Association of Vancouver Island & Coastal Communities (AVICC) Convention. April 24-26, 2026, in Victoria
- Union of British Columbia Municipalities (UBCM) Convention. September 14-18, 2026, in Vancouver
- Federation of Canadian Municipalities. June 4-7, 2026, in Edmonton.

After the newly elected Board is sworn on November 12<sup>th</sup>, Board orientation will commence. Staff have tentatively planned the 2026 orientation sessions on November 18<sup>th</sup> and November 19<sup>th</sup>, and December 2<sup>nd</sup> (afternoon) and December 3<sup>rd</sup>.

**Financial Planning Process:**

The draft 2026-2030 Financial Plan will be presented to the Committee of the Whole on February 12, 2026, with presentations from each department. Staff are encouraging Directors to attend the February 12, 2026, Committee of the Whole meeting in person, if possible, to help facilitate enhanced discussion and participation. The package presented at this meeting will form the basis of budget deliberations for the following six weeks. The attached meeting schedule includes multiple dates and times for budget deliberations.

Public participation and consultation will occur in the following ways:

- Input at Board or Committee meetings including the ability to ask questions or provide comments.
- Let's Connect webpage dedicated to the 2026-2030 Financial Plan that will outline all financial plan meetings and include financial plan reports, presentations, and the ability for the public to email questions and comments to [budget@acrd.bc.ca](mailto:budget@acrd.bc.ca).
- Open house and financial plan presentation at the Alberni Valley Rescue Squad Hall (Tebo Ave) on February 26, 2026, from 6pm to 8pm with a presentation at 6:30pm (subject to hall availability).
- Presentation to existing community groups such as Bamfield Community Affairs Society and Sproat Lake Community Association.
- Presentation to councils or participation at public open houses of member Municipalities and Treaty First Nations.

Staff are open to other public engagement opportunities if desired by the Directors. If Directors would like any additional public engagement approaches, please identify the idea during this meeting so that staff can begin preparing.

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

In addition to the Board, COW, and Hospital Board, ACRD manages 22 committees/commissions. By the end of 2025, ACRD will have held approximately 120 meetings

(Board and Committees/Commissions). The coordination of these committees and commissions includes maintaining contact lists, sending meeting invites via Outlook to each member and delegation, setting up livestream via Zoom, sending Zoom links to each member and delegation, tracking and reviewing agenda items, preparing agenda packages, reviewing and approving agenda packages, uploading agendas to website, sending agenda packages out to members and delegations, preparing minutes, minute finalization including signatures and filing, action item tracking, and updating meeting schedules. Additionally, as committee vacancies arise, staff initiate recruitment and present prospective members to the Board for consideration and appointment.

In addition to departmental staff time to draft reports for meetings it is estimated that approximately ten hours of administrative staff time is utilized to coordinate a committee meeting. Board meeting agenda preparation is a longer process given the length and more complexity to agenda preparation.

The Board has previously supported moving forward with Agenda Management/Electronic Voting Software in mid-2026, creating efficiencies by improving the agenda management process, lessening administrative time spent building agenda packages and drafting minutes.

Should the Board consider adding additional committees later, staff will recommend completing a review of existing committees to determine if the number and scope of all committees are appropriate.

**Financial:**

Costs associated with committee meetings, including Director remuneration and travel, are paid through the General Government Service.

**Strategic Plan Implications:**

This is a legislated requirement.

**Policy or Legislation:**

The ACRD Board Remuneration Bylaw and ACRD Procedures Bylaw apply.

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

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

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



**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

**2026 Meeting Schedule**

<b>Date &amp; Time</b>	<b>Meeting</b>	<b>Venue</b>
<b>January 2026</b>		
Wednesday, January 14, 1:30 pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
Thursday, January 15, 10:00 am	Alberni Valley Regional Airport Advisory Committee	Hybrid – ACRD Board Room/Zoom
Tuesday, January 27, 4:00 pm	Personnel Committee	Zoom
Wednesday, January 28, 10:00 am	Committee-of-the-Whole	Hybrid – ACRD Board Room/Zoom
1:30 pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
<b>February 2026</b>		
Tuesday, February 10, 10:00 am	Accessibility Committee	Hybrid – ACRD Board Room/Zoom
Wednesday, February 11, 10:00 am	Regional Hospital District (1 <sup>st</sup> reading of budget)	Hybrid – ACRD Board Room/Zoom
1:30 pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
Thursday, February 12, 9:00 am	Committee of the Whole (In-Person Meeting, Draft Financial Plan Presentation)	Hybrid – ACRD Board Room/Zoom
Tuesday, February 17, 12:45 pm	Agriculture Development Committee	Hybrid – ACRD Board Room/Zoom
6:00 pm	Bamfield Area Services Committee	Zoom
Wednesday, February 18, 10:00 am	West Coast Committee (Budget)	West Coast Location TBD
Thursday, February 19, 10:00 am	Alberni Valley & Bamfield Area Services (Budget)	Hybrid – ACRD Board Room/Zoom
1:30 pm	Electoral Area Directors Committee (Budget)	Hybrid – ACRD Board Room/Zoom
Wednesday, February 25, 1:30 pm	Board of Directors (Financial Plan Public Consultation)	Hybrid – ACRD Board Room/Zoom
Thursday, February 26, 10:00 am	Beaver Creek Water Advisory Committee	Hybrid – ACRD Board Room/Zoom
<b>March 2026</b>		
Wednesday, March 4, 1:30 pm	Committee-of-the-Whole (Budget Deliberations)	Hybrid – ACRD Board Room/Zoom
Wednesday March 11, 10:00 am	Committee-of-the-Whole (Budget Deliberations)	Hybrid – ACRD Board Room/Zoom
1:30 pm	Board of Directors (Budget – 1 <sup>st</sup> Reading)	Hybrid – ACRD Board Room/Zoom
	Regional Hospital District (immediately following above)	Hybrid – ACRD Board Room/Zoom

<b>Date &amp; Time</b>	<b>Meeting</b>	<b>Venue</b>
Thursday, March 12, 1:30 pm	Salmon Beach Committee	Zoom
Wednesday, March 18, 1:30 pm	Committee-of-the-Whole	Hybrid – ACRD Board Room/Zoom
Wednesday, March 25, 1:30 pm	Board of Directors (Budget Adoption)	Hybrid – ACRD Board Room/Zoom
<b>April 2026</b>		
Wednesday, April 8, 1:30 pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
Thursday, April 16, 10:00 am	Alberni Valley Regional Airport Advisory Committee	Hybrid – ACRD Board Room/Zoom
Tuesday, April 21, 12:45 pm	Agriculture Development Committee	Hybrid – ACRD Board Room/Zoom
Wednesday, April 22, 10:00 am	Electoral Area Directors Committee	Hybrid – ACRD Board Room/Zoom
1:30 pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
	Regional Hospital District (immediately following above)	
<b>May 2026</b>		
Tuesday, May 12, 10:00 am	Accessibility Committee	Hybrid – ACRD Board Room/Zoom
Wednesday, May 13, 10:00 am	Emergency Program Executive	Hybrid – ACRD Board Room/Zoom
1:30 pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
Wednesday, May 20, 10:00 am	West Coast Committee (Grant in Aid)	Hybrid – ACRD Board Room/Zoom
1:30 pm	Alberni Valley & Bamfield Services Committee (Grant In Aid)	Hybrid – ACRD Board Room/Zoom
Thursday, May 21, 10:00 am	Committee-of-the-Whole (Grant In Aid)	Hybrid – ACRD Board Room/Zoom
Tuesday, May 26, 6:00 pm	Bamfield Area Services	Zoom
Wednesday, May 27, 1:30 pm	Board of Directors	Offsite Meeting TBD
<b>June 2026</b>		
Wednesday, June 10, 10:00 am	Regional Hospital District	Hybrid – ACRD Board Room/Zoom
1:30 pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
Thursday, June 11, 10:00 am	Beaver Creek Water Advisory Committee	Hybrid – ACRD Board Room/Zoom
Thursday, June 18, 10:00 am	Electoral Area Directors Committee	Hybrid – ACRD Board Room/Zoom
Wednesday, June 24, 10:00 am	Committee-of-the-Whole	Hybrid – ACRD Board Room/Zoom
1:30 pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
<b>July 2026</b>		
Thursday, July 16, 10:00 am	Alberni Valley Regional Airport Advisory Committee	Hybrid – ACRD Board Room/Zoom
Tuesday, July 21, 12:45pm	Agriculture Development Committee	Hybrid – ACRD Board Room/Zoom
Wednesday, July 22, 10:00 am	Committee-of-the-Whole	Hybrid – ACRD Board Room/Zoom

<b>Date &amp; Time</b>	<b>Meeting</b>	<b>Venue</b>
1:30 pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
<b>August 2026</b>		
Tuesday, August 18, 6:00 pm	Bamfield Area Services Committee	Zoom
Wednesday August 19, 10:00 am	West Coast Committee	West Coast Location (TBD)
Wednesday, August 26, 10:00 am	Alberni Valley & Bamfield Services Committee	Hybrid – ACRD Board Room/Zoom
1:30 pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
<b>September 2026</b>		
Wednesday September 2, 10:00 am	Committee-of-the-Whole	Hybrid – ACRD Board Room/Zoom
Tuesday, September 8, 10:00 am	Accessibility Committee	Hybrid – ACRD Board Room/Zoom
Wednesday, September 9, 10:00 am	Regional Hospital District	Hybrid – ACRD Board Room/Zoom
1:30 pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
Thursday, September 10, 10:00 am	Salmon Beach Committee	Zoom
Wednesday, September 23, 1:30pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
<b>October 2026</b>		
Thursday, October 15, 1:30 pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
<b>November 2026</b>		
Thursday, November 12, 1:30 pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
Tuesday, November 17, 6:00 pm	Bamfield Area Services Committee	Hybrid – ACRD Board Room/Zoom
Thursday, November 19, 10:00 am	Alberni Valley Regional Airport Advisory Committee	Hybrid – ACRD Board Room/Zoom
Wednesday, November 25, 10:00 am	Alberni Valley & Bamfield Services Committee	Hybrid – ACRD Board Room/Zoom
1:30 pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
Thursday, November 26, 10:00 am	Beaver Creek Water Advisory Committee	Hybrid – ACRD Board Room/Zoom
<b>December 2026</b>		
Tuesday, December 1, 10:00 am	Accessibility Committee	Hybrid – ACRD Board Room/Zoom
Wednesday, December 2, 10:00 am	West Coast Committee	West Coast Location (TBD)
Tuesday, December 8, 12:45 pm	Agricultural Development Committee	Hybrid – ACRD Board Room/Zoom
Wednesday, December 9, 10:00 am	Committee-of-the-Whole	Hybrid – ACRD Board Room/Zoom
1:30 pm	Board of Directors	Hybrid – ACRD Board Room/Zoom
	Regional Hospital District (immediately following above) (Adopt Provisional Budget)	
Wednesday, December 16, 1:00 pm	Emergency Program Executive	Hybrid – ACRD Board Room/Zoom

Approved by the Board:



**To:** ACRD Board of Directors

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

**Meeting Date:** November 12, 2025

**Subject:** 2026 AVICC Resolutions

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors submit possible resolutions for consideration at the 2026 Association of Vancouver Island and Coastal Communities Convention to the General Manager of Administrative Services on or before January 16, 2026 and, based on submissions received, Regional District staff be instructed to bring back drafted resolutions and background materials for consideration of endorsement by the Board of Directors prior to the submission deadline of February 12, 2026.***

**Desired Outcome:**

To consider resolutions for submission to the 2026 Association of Vancouver Island and Coastal Communities (AVICC) Convention.

**Summary:**

The Association of Vancouver Island and Coastal Communities was formed to represent various municipalities, including regional districts and other local governments of Vancouver Island, Sunshine Coast, qathet/Powell River, the North Coast, and the Central Coast. The main objective of the AVICC is to obtain united action among its members to advance common initiatives and promote greater autonomy within local government in partnership with the Union of BC Municipalities. AVICC has 54 member municipalities from regional districts, First Nations, and Trust Areas within the region.

**Background:**

The 2026 AVICC Convention will be held April 24-26, 2026, in Victoria, BC at the Victoria Conference Centre. The AVICC Executive has put out a first call for resolutions (attached) to be considered at the 2026 Convention. AVICC member local governments are invited to submit Board endorsed resolutions before **4:30pm on Thursday, February 12, 2026.**

Members are responsible for submitting accurate resolutions and are limited to submitting a maximum of three (3) resolutions. Resolutions must be relevant to other local governments within AVICC, rather than specific to a single member government. AVICC recommends local governments send their resolutions well ahead of the deadline to allow time for AVICC staff to make any proposed changes to be considered to meet submission requirements.

Regional District staff request ACRD Directors to submit their desired resolution topics **on or before January 16, 2026**, providing staff ample time to develop the resolutions and background document for consideration of endorsement by the ACRD Board of Directors prior to the deadline. Resolutions that members would like considered at the UBCM Convention should first be submitted to the Area Association. Resolutions that are endorsed by AVICC and that are not considered regional in nature will be automatically submitted to UBCM for consideration at the annual UBCM Convention. The deadline to submit late resolutions to AVICC for consideration is April 22, 2026.

ACRD Resolutions submitted to AVICC and UBCM in 2025:

<b>Resolutions:</b>	
Island Rail Corridor	Endorsed at AVICC, not forwarded to UBCM as considered a regional matter
BC Ferries Priority Boarding for Livestock and Agricultural Products	Endorsed at AVICC, forwarded to UBCM, not considered and forwarded to UBCM Executive
Local Voices Stronger Healthcare	Not submitted to AVICC, Endorsed by UBCM
Rural Practicum Program	Not Submitted to AVICC, Endorsed by UBCM
Rural Healthcare Compensation Models	Not Submitted to AVICC, Endorsed by UBCM
CC130-H Hercules Fleet	Submitted as a late resolution to UBCM, was not considered as deemed to be ineligible as a late resolution

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

Based on the number of submissions received, approximately 4 hours of staff time will be required (per resolution) including resolution drafting, collecting, and preparing accompanying reports and backup documentation for submission to AVICC.

#### **Financial:**

Minimal cost – covered through General Government Services

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

ACRD Strategic Plan implications are dependent on the topic of the resolution.

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

The Local Government Act, Community Charter, [AVICC Executive Policies](#), [UBCM Act](#) and [Bylaws](#) apply.

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

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



## 2026 AGM & CONVENTION

### RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The AVICC Executive is calling for resolutions to be considered at the 2026 AGM and Convention that, subject to public health order restrictions, will be held in Victoria at the Victoria Conference Centre as an in-person event from **April 24-26, 2026**. Members are asked to submit resolutions that meet the requirements outlined in the following pages.

#### **DEADLINE FOR RESOLUTIONS:**

AVICC must receive all resolutions by: **4:30 pm, Thursday, February 12, 2026**

#### **IMPORTANT SUBMISSION REQUIREMENTS**

To submit a resolution to the AVICC for consideration please send a copy of the resolution as a **WORD DOCUMENT** by email to [info@avicc.ca](mailto:info@avicc.ca) by the deadline. AVICC staff will confirm receipt of the submission via email. If confirmation is not received within 3 business days, the resolution sponsor should follow up by phone at 236-237-1202. A mailed hard copy of the resolution is no longer required.

AVICC's goal is to have resolutions that can be clearly understood and that have specific actions. If a resolution is endorsed, its "therefore clause" will form the basis for advocacy work with other levels of government and agencies. Detailed guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments and First Nations and must have been endorsed by the Board or Council of that member.
- **Each member may submit a maximum of three (3) resolutions (updated August 2025).**
- Members are responsible for submitting accurate resolutions. AVICC recommends that local government staff assist in drafting the resolutions, in checking the accuracy of legislative references, and be able to answer questions from AVICC & UBCM about each resolution. If necessary, please contact AVICC staff for assistance in drafting the resolution.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a **single** resolution. Each resolution submitted must have a separate backgrounder; do not combine backgrounders into a single document. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to speak to their resolutions at the Convention. **Each sponsor will be given 2 minutes to introduce their resolution (updated August 2025)**
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution must have at least one "whereas" clause and **should not contain more than two "whereas" clauses**. Each whereas clause must have only one sentence.



**To:** ACRD Board of Directors

**From:** Heather Zenner, Manager of Administrative Services

**Meeting Date:** November 12, 2025

**Subject:** 2026 Appointment to Vancouver Island Regional Library

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District appoint Director \_\_\_\_\_ as Board Trustee and Director \_\_\_\_\_ as Alternate Trustee to the Vancouver Island Regional Library Board.***

**Desired Outcome:**

To make appointments of Alberni-Clayoquot Regional District (ACRD) Directors to the Vancouver Island Regional Library (VIRL) Board for 2026.

**Background:**

As per Section 17(2) of the *Library Act*, at the ACRD's first November Board of Directors meeting, the 2026 VIRL Board Trustee and Alternate must be appointed. VIRL encourages reappointment of sitting members, if they have not served more than eight consecutive years. ACRD appointees to VIRL cannot be from a member municipality as they appoint their own trustees.

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

The VIRL 2026 DRAFT Meeting Schedule is attached and identifies the 2026 meeting dates.

Staff time is expected to be less than 1 hour to advise the VIRL Board of the ACRD Appointments and forward the associated paperwork.

**Financial:**

As per Section 55(1) of the *Library Act*, reasonable travel and out of pocket expenses incurred by the Trustee or Alternate, may be reimbursed by VIRL.

**Policy or Legislation:**

Section 17(2) and 55(1) of the *Library Act* applies.

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

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

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



Administration  
Box 3333 | 6250 Hammond Bay Road  
Nanaimo, BC Canada V9R 5N3  
t: 250.758.4697  
e: [info@virl.bc.ca](mailto:info@virl.bc.ca) w: [www.virl.bc.ca](http://www.virl.bc.ca)

October 21, 2025

Chair John Jack  
Alberni-Clayoquot Regional District  
3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3  
Sent via: [jjack@acrd.bc.ca](mailto:jjack@acrd.bc.ca)

Dear Chair Jack,

**Re: December 8 deadline - 2026 VIRL Board Appointments**

Per S17(2) of the [Library Act](#), at your Board's first meeting in November your 2026 VIRL Board Trustee and Alternate are to be appointed.

Reappointment of sitting members is encouraged for continuity, if they have not served more than 8 consecutive years. The term of appointment is January 1 – December 31. A draft 2026 meeting schedule is on page 2.

Appointees should note their obligations include a duty of care and a duty of loyalty to VIRL. Per VIRL's Procedural Bylaws, conflicts of interest for VIRL Trustees are defined as those in which "...a Trustee, or person related to a Trustee, has a personal interest (including but not limited to a direct or indirect pecuniary interest) that conflicts or could conflict with the Trustee's obligations to VIRL. Conflicts of interest may be actual, potential, or perceived."

S55 of *the Library Act* speaks to expenses eligible for reimbursement.

By December 8, please submit for your Trustee and Alternate appointments, supported by:

1. Certified copy of Resolution
2. 2026 VIRL Appointment Forms (Contact info., Recording release & Electronic funds transfer)
3. [2026 Financial Statement of Disclosure](#)

Return completed forms to [mpatterson@virl.bc.ca](mailto:mpatterson@virl.bc.ca).

If you have any questions, contact Mariah Patterson, Executive Assistant at 250-729-2310 or [email](#).

Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

A handwritten signature in black ink, appearing to read "Eileen Gillette".

Eileen Gillette  
Executive Director (Interim)

cc: Daniel Sailland, CAO, Alberni-Clayoquot Regional District  
Heather Zenner, Manager of Administrative Services Alberni-Clayoquot Regional District

## 2026 DRAFT Meeting Schedule

February's meetings are entirely in-person. All meetings thereafter are hybrid, with limited seating for in-person attendees at the Nanaimo North branch boardroom.

### 2026 Board & Committee Schedule

	Time	Meeting	Meeting Date	Meeting Format	Audit & Financial Plan
<b>Q1</b>	AM	Orientation	<b>Feb. 21</b>	<i>In</i>	Election(s): Chair, Vice Chair, Executive Committee
	AM	AGM	<b>Feb. 21</b>	<i>Person</i>	
	PM	Board	<b>Feb. 21</b>		
<b>Q2</b>	AM	AFSC	<b>May 1</b>	Hybrid	2025 Audit Reports & Auditor Presentation *All Trustees are invited to the Presentation. 2025 SOFI Report 2027-2031 Financial Plan Assumptions
	PM	EC	<b>May 1</b>	Hybrid	2025 Audit Reports 2025 SOFI Report 2027-2031 Financial Plan Assumptions
	AM	Board	<b>May 30</b>	Hybrid	2025 Audit Reports 2025 SOFI Report 2027-2031 Financial Plan Assumptions
<b>Q3</b>	AM	AFSC	<b>June 19</b>	Hybrid	2027-2031 Financial Plan Draft 1
	AM	AFSC	<b>July 24</b>	Hybrid	2027-2031 Financial Plan Draft 2
	PM	EC	<b>July 24</b>	Hybrid	2027-2031 Financial Plan Draft 2
	AM	Board	<b>Sept. 12</b>	Hybrid	2027-2031 Financial Plan Final Proposal
<b>2026 General Local Election Oct. 17</b>					



**To:** ACRD Board of Directors

**From:** Charlie Starratt, Regional Fire Services Manager

**Meeting Date:** November 12, 2025

**Subject:** NI 9-1-1 Revised and Restated Shareholders Agreement and an Amendment to the Articles of Incorporation.

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors approves the Amended and Restated Shareholders Agreement and Shareholders Resolution to alter the articles as provided in the correspondence dated August 6, 2025, from the North Island 9-1-1 Corporation.***

**Background:**

In January of 2024, a request to join the NI 9-1-1 Corporation was received from the Tla'amin Nation, a modern treaty nation located along what is now commonly known as the Sunshine Coast. While emergency call-taking services have long been coordinated through the qathet Regional District, the Tla'amin Nation has requested to join NI 9-1-1 as a formal shareholder in alignment with their comprehensive goals of self-determination and strengthening emergency response.

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

Approximately two hours of staff time is required to update this Shareholder Agreement.

**Financial:**

No change to the agreed apportionment for the ACRD.

**Strategic Plan Implications:**

N/A

**Policy or Legislation:**

N/A

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

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

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



## **North Island 9-1-1 Corporation**

Serving the Regional Districts of Alberni-Clayoquot, Comox Valley,  
Mt. Waddington, Nanaimo (School District #69),  
qathet and Strathcona

---

File: 9-CORP

August 6, 2025

**Sent via email only**

Alberni-Clayoquot Regional District  
Comox Valley Regional District  
Regional District of Mt. Waddington  
Regional District of Nanaimo  
qathet Regional District  
Strathcona Regional District

Dear Board Chairs:

**Re: North Island 9-1-1 Articles and Shareholders Agreement**

I am writing on behalf of the Board of the North Island 9-1-1 Corporation (NI 9-1-1) to request the endorsement by each of the shareholder regional districts of a revised and restated Shareholders Agreement and an amendment to the Articles of Incorporation.

As you will recall, in 2023 the shareholder regional districts unanimously endorsed an update the Shareholders Agreement to address the agreed upon cost apportionment method and share capital distribution. This was a notable achievement given the considerable review and analysis that was conducted, and the consensus reached by the six shareholders. The NI 9-1-1 Board is now bringing forward another proposed update to the Corporation's constituting documents, this time considering the addition of a new shareholder.

In January of 2024, a request to join the Corporation was received from the Tla'amin Nation, a modern treaty nation located along what is now commonly known as the Sunshine Coast. While emergency call-taking services have long been coordinated through qathet Regional District, the Nation has requested to

770 Harmston Avenue, Courtenay, B.C. V9N 0G8  
Telephone: 250-334-6000 • Fax No: 250-334-4358

TOLL FREE: 1-800-331-6007

join NI 9-1-1 as a formal shareholder in alignment with their comprehensive goals of self-determination and strengthening emergency response.

Over the course of several months, staff from Tla'amin Nation and NI 9-1-1 cooperated in sharing information, exploring requirements and, ultimately, detailing a proposed path towards their inclusion. The analysis considered population and assessment figures for the Nation, the determination and proposed reallocation of share capital, entry costs, estimates of the expected annual contributions, and the specific amendments required to the Shareholders Agreement and Articles of Incorporation. As a local government owned corporation, NI 9-1-1 staff also consulted the Province given the requirement for approval by the Inspector of Municipalities. This review identified several further changes aligned with their general guidelines for local government corporations that were then subsequently incorporated.

In summary, the combined key changes being put forward for approval are as follows:

Amended and Restated Shareholders Agreement (attached as Appendix A)

- Addition of Tla'amin Nation as a party to the Shareholder Agreement and their proposed share capital (0.28) based on population and assessment values. It is noted that this share capital is proposed to be allocated from qathet Regional District given the geographic, governance and service relationship.

SHAREHOLDER	NO. OF SHARES (CURRENT)	NO. OF SHARES (PROPOSED)
Comox Valley	31.26	31.26
Nanaimo	24.33	24.33
Alberni-Clayoquot	13.64	13.64
Mount Waddington	3.53	3.53
qathet	8.42	8.14
Strathcona	18.82	18.82
Tla'amin	N/A	0.28

- Adjustment of the definition for "Extraordinary Decision" to replace the requirement for unanimous support by all Directors with the requirement for 95 per cent. This was recommended as a matter of best practice for corporations when the number of shareholders expands beyond a small number of parties.

- Adjustment to the insurance requirements to enable other insurance providers beyond the Municipal Insurance Association given First Nations are not members of the association.

It is noted that this would replace the existing Shareholders Agreement.

Shareholders Resolution to Alter the Articles (attached as Appendix B)

- Identifying the entitlement of each shareholder to appoint one director to the Board, including Tla’amin Nation.
- Inclusion of a limit on the Corporation's authority to borrow money through both a debt ceiling and debt servicing limit.
- Restricting investments to those that the Shareholders may make in their respective capacities as local governments.
- Identifying the application of the *Freedom of Information and Protection of Privacy Act* and the requirement for an annual information meeting that is open to the public to provide information with respect to the Company's business activities.
- Inclusion of the company mandate.

This resolution, if approved, would amend the existing Articles. For ease of reference, a redline version of the Articles is also attached as Appendix C.

These details were considered by the NI 9-1-1 Board in November of 2024 and further in June 2025 with support being received to seek formal approval from the Provincial Inspector of Municipalities and then the existing shareholder regional districts. With Provincial approval having been received, we are now seeking endorsement from each of your Boards for these changes.

Should approval be received from all the existing shareholders, staff will then seek endorsement and payment of a capital contribution (~\$3,900) from Tla’amin Nation before completing this process. Execution of both shareholder resolutions is required by all of the shareholders for it to be fully ratified and effective and for this reason your consideration and response is greatly appreciated.

For ease of process, a proposed resolution for your Board’s consideration could be as follows:

“THAT the <REGIONAL DISTRICT NAME> approves the Amended and Restated Shareholders Agreement and Shareholders Resolution to Alter the

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Articles as provided in the correspondence dated August 6, 2025 from the North Island 9-1-1 Corporation”

Should you have any questions or require further information, please contact Jake Martens, Deputy Secretary at [jmartens@comoxvalleyrd.ca](mailto:jmartens@comoxvalleyrd.ca) or via telephone at 250-334-6029.

Sincerely,

**K. Grant**

Ken Grant  
President

Appendix A - Amended and Restated Shareholders Agreement  
Appendix B - Shareholders Resolution to Alter the Articles  
Appendix C – Redline Version of Articles

**NORTH ISLAND 9-1-1 CORPORATION**  
**AMENDED AND RESTATED SHAREHOLDERS AGREEMENT - 2025**

THIS AGREEMENT MADE EFFECTIVE \_\_\_\_\_, \_\_\_\_\_.

BETWEEN:

**COMOX VALLEY REGIONAL DISTRICT**, a regional district duly incorporated pursuant to the *Municipal Act*, R.S.B.C. c.29 and having an office at 770 Harmston Avenue, Courtenay, British Columbia, V9N 0G8

(hereinafter sometimes referred to as "**COMOX VALLEY**" or "**Shareholder**")

OF THE FIRST PART

AND:

**REGIONAL DISTRICT OF NANAIMO**, a regional district duly incorporated pursuant to the *Municipal Act*, R.S.B.C. c.29 and having an office at 6300 Hammond Bay Road, Nanaimo, British Columbia, V9T 6N2

(hereinafter sometimes referred to as "**NANAIMO**" or as a "**Shareholder**")

OF THE SECOND PART

AND:

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**, a regional district duly incorporated pursuant to the *Municipal Act*, R.S.B.C. c.29 and having an office at 3008 5th Avenue, Port Alberni, British Columbia, V9Y 2E3

(hereinafter sometimes referred to as "**ALBERNI-CLAYOQUOT**" or as a "**Shareholder**")

OF THE THIRD PART

AND:

**REGIONAL DISTRICT OF MOUNT WADDINGTON**, a regional district duly incorporated pursuant to the *Municipal Act*, R.S.B.C. c.29 and having an office at 2044 McNeill Road, Box 729, Port McNeill, British Columbia, V0N 2R0

(hereinafter sometimes referred to as "**MOUNT WADDINGTON**" or as a "**Shareholder**")

OF THE FOURTH PART

AND:

**qathet REGIONAL DISTRICT**, a regional district duly incorporated pursuant to the *Municipal Act*, R.S.B.C. c.29 and having an office at #202 – 4675 Marine Avenue, Powell River, British Columbia, V8A 2L2

(hereinafter sometimes referred to as "**qathet**" or as a "**Shareholder**")

OF THE FIFTH PART

AND:

**STRATHCONA REGIONAL DISTRICT**, a regional district duly incorporated pursuant to the *Municipal Act*, R.S.B.C c.29 and having an office at 990 Cedar Street, Campbell River, British Columbia, V9W 7Z8

(hereinafter sometimes referred to as "**STRATHCONA**" or as a "**Shareholder**")

OF THE SIXTH PART

AND:

**TLA'AMIN NATION**, a First Nation at 4779 Klahanie Road, Powell River, British Columbia, V8A 0C4

(hereinafter sometimes referred to as "**Tla'amin**" or as a "**Shareholder**")

OF THE SEVENTH PART

AND:

**NORTH ISLAND 9 1 1 CORPORATION**, a company duly incorporated pursuant to the laws of the Province of British Columbia, having its registered and records office at Suite 1200-925 Georgia Street, in the City of Vancouver, British Columbia V6C 3L2

(hereinafter referred to as the "**Company**")

OF THE EIGHTH PART

A. Comox Valley, Nanaimo, Alberni-Clayoquot, Mount Waddington, qathet, Strathcona and Tla'amin (hereinafter collectively referred to as the "**Shareholder**") are the owners of the issued and outstanding Class "A" Common Voting Shares in the capital of the Company in the number and classes following:

Shareholder	No. of Shares	Class of Shares
Comox Valley	31.26	"A" Voting Common
Nanaimo	24.33	"A" Voting Common
Alberni-Clayoquot	13.64	"A" Voting Common
Mount Waddington	3.53	"A" Voting Common
qathet	8.14	"A" Voting Common
Strathcona	18.82	"A" Voting Common
Tla'amin	.28	"A" Voting Common

(which shares, together with any shares issued by the Company in exchange or substitution, therefore, are herein called the "**Shares**").

B. Whereas the parties previously entered into a shareholders agreement between the parties in June 1999 and further entered into an amending shareholders agreement dated the 31<sup>st</sup> day of March 2008 and September 15, 2023 and now wish to enter into a further revised and updated shareholders agreement in place and stead of the earlier shareholders agreements.

C. The parties wish to enter into this agreement, provided, inter alia, with respect to the conduct of the Company's business and the obligations of each of the Shareholders, and the apportionment of their respective shareholdings and their contributions, the financial affairs of the Company and with respect to the purchase and sale of all the Shares in the Company held by any party as contemplated within this Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the mutual covenants and conditions hereinafter contained, the parties hereto do covenant and agree as follows:

## 1. DEFINITIONS

1.1 In this Agreement, the following words and phrases, unless there is something in the context inconsistent therewith, will have the following meanings:

- (a) "**Allocation Formula**" means the formula that will be utilized by the Board with respect to the determination, allocation and reallocation of the Contribution Percentage in Article 4 along with the determination, allocation and/or reallocation of the number and ownership of Shares to be held by each of the Shareholders in accordance with Article 5 all of which shall based upon the following formula:

$$x = \frac{\text{an average of the prior three year's revised roll of net taxable values of land and improvements assessed for hospital purposes within such Shareholder's respective jurisdiction}}{\text{an average of the prior three year's total revised roll of net taxable values of land and improvements assessed for hospital purposes within all of the Shareholders' jurisdictions combined}}$$

$$y = \frac{\text{the population of such Shareholder's respective jurisdiction}}{\text{the population within all of the Shareholders jurisdictions combined}}$$

Further, the contribution Percentage of funds to be contributed to the Company pursuant to Article 4 required each of the Shareholders

$$= \frac{(x+y)}{2} \times \text{Net costs of the Company}$$

For the purpose of any such determination as to population the Board shall rely solely upon the population of each Shareholders' respective jurisdictions as determined using the most recent census data published by Statistics Canada.

- (b) "**Articles**" means the articles of the Company, as may be amended from time to time;
- (c) "**Board**" means the board of directors of the Company;
- (d) "**Control**" or "**Controls**" means:
  - (i) the right to exercise a majority of the votes which may be put at a general meeting of a corporation; and
  - (ii) the right to elect or appoint directly or indirectly a majority of the directors of a corporation or other persons who have the right to manage or supervise the management of the affairs and business of the corporation;
- (e) "**Extraordinary Decision**" means any decision made by the Directors of the Company whose Shareholder(s) who nominated them hold not less than an aggregate amount of 95% of the Shareholders(s) votes with respect to the following matters:
  - (i) the issuance of the Shares to any party other than the current Shareholders;
  - (ii) the expansion of the Company's business interests by way of new ventures or acquisitions or by way of change of the type of business the Company is engaged in or the System or the geographical territory in which the Company's business activities take place;
  - (iii) the issuance of any guarantees by the Company to any third parties; and
  - (iv) the amalgamation, liquidation, wind-up or dissolution of the Company;

- (f) **"Interest"** means the right, title and interest of the Shareholder in and to any of the Shares, and the Loan and accrued interest thereon and any other right or claim a Shareholder may have against the Company as a Shareholder and the Shareholders' interest in and to this Agreement;
- (g) **"Loan"** means at the relevant time the aggregate amount advanced and outstanding by a Shareholder to the Company;
- (h) **"Major Decision"** means any decision made by the Directors of the Company whose Shareholder(s) who nominated them hold(s) at not less than an aggregate amount of 75% of the Shareholder(s) votes with respect to the following matters:
- (i) the sale, lease, transfer, mortgage, pledge or other disposition of the whole or substantially the whole or the undertaking of the Company or any subsidiary;
  - (ii) the removal of any officer of the Company;
  - (iii) the advancing of any funds, financial assistance or the provision of any guarantee by the Company to any Shareholder, or to any affiliates, associate or principal of a Shareholder;
  - (iv) any capital expenditure or borrowing by the Company in excess of \$100,000;
  - (v) the entering into, and termination of, any employment agreements between the Company and any Shareholders, directors, officers, employees, contractors, consultants or principals;
  - (vi) any transaction out of the ordinary course of the Company's business;
  - (vii) the entering into, and termination of, any agreement or contract between the Company and any Shareholder or Shareholders or any company of which a Shareholder or any associate or principal of a Shareholder owns a controlling interest;
  - (viii) any declaration or allocation of profit, bonuses or dividends of the Company;
  - (ix) the issuance of additional shares in the capital of the Company, save and except, where the provision for such additional shares is already contemplated and provided for and permitted elsewhere within this Agreement;
  - (x) for any moving of the Company's head office;
  - (xi) for the amalgamation of the Company with another corporation or other legal entity;

- (xii) the determination or re-determination of the Contribution Percentage as contemplated in Section 4.1 herein;
- (xiii) for any change in the constating documents of the Company, including, without limitation, its Articles.

## **2. PURPOSE**

- 2.1 The Company's purpose is to operate an emergency response dispatch system (the "**System**") and such ancillary purposes relating to the System.

## **3. ORGANIZATION AND CONDUCT OF THE AFFAIRS OF THE COMPANY**

- 3.1 The Board shall be comprised of the same number of Directors as there are Shareholders and each Shareholder shall be entitled to nominate one Director. In the event that a position on the Board shall be open for any reason whatsoever, the Shareholder whose nominee formerly occupied such a position shall be entitled to nominate a new Director to fill such a vacancy.
- 3.2 Unless otherwise provided herein the conduct of the business of the Company shall be governed in accordance with its Articles.
- 3.3 The quorum necessary for the transaction of business of the Directors shall be one or more director(s) whose Shareholder(s) who nominated them hold(s) not less an aggregate amount of 75% per cent of the Shareholder(s) votes.
- 3.4 Questions arising at any meeting of the Directors shall be decided by a majority of votes save and except for any Major Decision or Extraordinary Decision.
- 3.5 A Director may participate in a meeting of the Board or of any committee of the Directors by means of conference telephone or other communication facility by means of which all Directors participating in the meeting can hear each other. A Director participating in a meeting in accordance with this paragraph shall be deemed to be present at the meeting and to have so agreed and shall be counted in the quorum for the meeting and be entitled to speak and vote as if personally in attendance.
- 3.6 Reasonable notice of a meeting of the Directors specifying the place within British Columbia, day and hour of such meeting, must be addressed to each of the Directors at their address as appears on the corporate records book of Company and by delivering it at such business address or by notifying by telephone, email or any other similar method of transmission.
- 3.7 A resolution consented to in writing, whether by document, telegram, facsimile or any other method of transmitting legibly recorded messages, by all of the Directors shall be as valid and effectual as if it had been passed at a meeting of the Directors duly called and held. Such resolution may be in two or more counterparts, which together will be deemed to constitute one resolution in writing. Such resolution shall be filed with the minutes of

the proceedings of the Directors and shall be effective on the date stated thereon or on the latest date stated on any counterpart.

#### 4. SHAREHOLDERS' CONTRIBUTIONS AND DISTRIBUTION OF NET PROFIT

- 4.1 The Company will and may in its discretion request from each and every Shareholder in proportion to the Shareholder's percentage holdings in the Company, all funds required to meet the capital, operating and capital asset replacement needs of the Company. The contribution percentage of each Shareholder (the "**Contribution Percentage**") at the date of this Agreement is as follows:

Shareholder	Contribution Percentage
Comox Valley	31.26%
Nanaimo	24.33%
Alberni-Clayoquot	13.64%
Mount Waddington	3.53%
qathet	8.14%
Strathcona	18.82%
Tla'amin	.28%

- 4.2 All of the Shareholders shall advance the monies requested from them, as determined by the Board in accordance with the Contribution Percentage within 30 days of its receipt of any written request by the Company or the Board. Unless otherwise specified within such written request, any such monies to be advanced by the Shareholders in accordance with the Contribution Percentage shall not bear any interest and any such requests shall be made to all of the Shareholders in accordance with their Contribution Percentage.
- 4.3 No Shareholder shall demand or be entitled to repayment of any funds advanced by it to the Company, save and except, as determined by the Board from time to time and any such repayment shall only be made in accordance with such repayments being made to all of the Shareholders based upon their respective Contribution Percentage that was calculated at the time the funds were advanced.
- 4.4 Each Shareholders' respective portion of the Contribution Percentage shall be reassessed by the Board on an annual basis and further upon the withdrawal or addition of a Shareholder and any change to be determined as a Major Decision of the Board and any such determination shall be determined solely upon the Allocation Formula.
- 4.5 Any Shareholder may advance funds to the Company in the form of a Loan if the Company agrees to borrow such funds and in such a case, the terms of repayment and interest rate chargeable shall be mutually agreed upon by the lending Shareholder and the Board on behalf of the Company.

- 4.6 Except with the agreement of Shareholder(s) who collectively hold not less than an aggregate amount of 95% of the issued shares in the Company, no Shareholder shall be obligated to enter into any agreement of guarantee with respect to the indebtedness of the Company or to pledge its credit on behalf of the Company, and the sole financial obligations of a Shareholder shall be as set forth in Sections 4.1 through 4.6 hereof. In any event all guarantees granted by Shareholders shall be borne by the Shareholders pro rata in proportion to their shareholdings in the Company (at the time of demand for payment by such bank or institution), and if any of the Shareholders discharges any liabilities of the Company either directly or pursuant to such guarantee given hereunder, then the Shareholders discharging the liabilities shall have the right to be re-imbursed by the party or parties not so contributing so that in the end result, each of the Shareholders shall have contributed in proportion as aforesaid. In the event that any Shareholder or Shareholders should provide a guarantee with respect to the indebtedness of the Company or pledge such Shareholder's own credit in a proportion to the debt greater than such Shareholder's own pro-rata shareholdings within the Company, then, to the extent that any such guarantee exceeds such Shareholder or Shareholder's pro-rata portion of their shareholdings in the Company, such Shareholder shall be entitled to claim indemnification from the Company and the other Shareholders to the extent of such amounts in which such Shareholder's guarantee exceeds their pro-rata portion of shareholdings in the Company.

## **5. TRANSFER OF SHARES AND INTEREST**

- 5.1 Notwithstanding anything to the contrary contained in this Agreement, no sale, transfer, assignment or disposal of any Interest by a Shareholder shall be binding upon the other parties hereto or shall be valid in law, unless it is made in compliance with the provisions of this Agreement and the Articles, and unless and until the purchaser or transferee of such Interest, if not a party hereto, executes and delivers an appropriate instrument in writing in favour of the Non-disposing Shareholders pursuant to which such Shareholder or transferee shall agree to observe and be bound by all the provisions of this Agreement;
- 5.2 Notwithstanding any other provision of this Agreement, no Shareholder shall be entitled to sell, transfer or otherwise dispose of any of its Interest or any part thereof without first obtaining the consent of all of the other Shareholders and the Company.
- 5.3 Notwithstanding Sections 5.1 and 5.2 or any other provision within this Agreement or the Articles of the Company, it is expressly understood and agreed between the Company and the Shareholders that in the event that by way of any determination, decision, order or other direction from the Provincial Government of British Columbia that any Shareholder be required to sell all or a portion of its Shares or Interest to another body that constitutes a regional district or other entity which has any jurisdictional authority over any lands such as a local, regional, provincial or federal government or a first nation within the Province of British Columbia, that any such sale, transfer, assignment or disposal of any Shares or Interest by any existing Shareholder in whole or in part that is necessitated or required pursuant to such decision of the Provincial Government of British Columbia may take place provided that any such new Shareholder agrees to be bound by all provisions of this Agreement.

- 5.4 Notwithstanding anything to the contrary contained in this Agreement, the Shareholders acknowledge and agree that the number of Shares held by any and all Shareholders in the Company from time to time shall be determined and reallocated by the Board from time to time based solely upon the Allocation Formula.

Accordingly, all of the Shareholders do hereby agree that the Board shall carry out a reallocation of the Shares held by each of the Shareholders.

Without limiting the generality of the foregoing, the Shareholders and the Company shall, upon the completion of any such reallocation as determined by the Board, do any one or more of the following:

- (a) re-purchase or redeem all or any of the Shares held by any such Shareholder;
- (b) issue new Class A Common Voting Shares in the capital of the Company to any one or more Shareholders; and
- (c) authorize and carry out the transfer of any Shares presently issued between any two or more Shareholders,

so as to reapportion the respective share ownership percentages in the Company between the Shareholders, so that the proportionate amount of Shares issued in the Company to any Shareholder is in accordance with the then current allocation. In the event that there is any discrepancy or disagreement between the Shareholders with respect to any such determination or the calculation of any Shareholders proportionate shareholdings within the Company, such matter will be referred to the Company's accountants from time to time and whose decision with respect to same, shall be final and binding upon all of the Shareholders.

- 5.5 The parties hereto agree that upon such determination or reapportionments as set out above in Section 5.4, that all parties will enter into any and all necessary documents so as to carry out the repurchase, redemption, transfer or issuance of any such Shares in the Company, so as to carry out the intentions of Section 5.4 above forthwith.
- 5.6 The parties hereto further agree that where any Shares are either issued, transferred, redeemed or re-purchased in accordance with Section 5.4, that the consideration for any such issuance, transfer, re-purchase or redemption shall be in the amount of \$1.00 for each such Share.
- 5.7 The parties further agree that for the duration of time in which this Agreement remains in place, the parties will review the distribution of the Shares issued in the Company from time to time as determined and reallocated by the Board, and further at 10 year intervals commencing on January 1, 2033 and continuing on January 1st of each 10<sup>th</sup> year thereafter, and at any other times as determined by the Board, so as to redistribute the Shares held by the Shareholders in the Company. Any such determination and reallocation shall be based solely upon the Allocation Formula set out in Subsection 1.1(a).

- 5.8 The parties hereto agree that with respect to any Shares that may be held by any Shareholder in the Company may be transferred to or acquired by another Shareholder from time to time in accordance with Sections 5.4 through 5.7, any existing shareholders loans that were due and owing to any such transferring Shareholder shall remain due and owing to such transferring Shareholder and the acquiring Shareholder acquiring any portion of the Shares of the transferring Shareholder shall not acquire any right or entitlement to such transferring Shareholder's loans.

## 6. DEFAULT

- 6.1 It is an event of default (hereinafter referred to as "**Default**") if a Shareholder (hereinafter referred to as the "**Defaulting Shareholder**") (the other Shareholders being hereinafter referred to as the "**Non-Defaulting Shareholders**"):

- (a) fails to observe, perform or carry out any of its obligations hereunder and such failure continues for seven days after any of the Non-Defaulting Shareholders have in writing demanded that such failure be cured; or
- (b) fails to take reasonable actions to prevent or defend assiduously, any action or proceeding in relation to any of its Interest for seizure, execution or attachment or which claims:
  - (i) possession;
  - (ii) sale;
  - (iii) foreclosure;
  - (iv) the appointment of a receiver or receiver-manager of its assets; or
  - (v) forfeiture or termination;

of or against, any of the Interest of the Defaulting Shareholder, and such failure continues for seven days after any of the Non-Defaulting Shareholders have in writing demanded that the same be taken or the Defaulting Shareholder fails to defend successfully any such action or proceeding; or

- (c) becomes a bankrupt or commits an act of bankruptcy or if a receiver or receiver-manager of its assets is appointed or makes an assignment for the benefit of creditors or otherwise.
- 6.2 In the event of a Default, the Non-Defaulting Shareholders may do any one or more of the following:
- (a) pursue any remedy available to them in law or equity, it being acknowledged by each of the Shareholders that specific performance, injunctive relief (mandatory or otherwise) or other equitable relief may be the only adequate remedy for a Default;

- (b) take all actions in their own names or in the name of the Defaulting Shareholder, the Shareholders or the Company as may reasonably be required to cure the Default, in which event all payments, costs and expenses incurred shall be payable by the Defaulting Shareholder to the Non-Defaulting Shareholders on demand, together with Interest at 1% per annum in excess of the then current prime rate of the Royal Bank of Canada;
- (c) implement the Buy-Sell procedure as set out in the Section 7 hereof; or
- (d) waive the Default provided, however, any waiver of a particular Default shall not operate as a waiver of any subsequent or continuing Default.

## 7. BUY-SELL PROCEDURE

- 7.1 In the event of a Default, the Non-Defaulting Shareholders, shall have an option which any of them may exercise within 60 days of the date of any such Default (the "**Option**") to require the Defaulting Shareholder to surrender all of its Interest to the Company at no cost to the Non-Defaulting Shareholders or the Company.
- 7.2 Upon the exercise of the Option, the Defaulting Shareholder, shall execute and deliver to the Non-Defaulting Shareholders and the Company all such instruments, share transfers, conveyances, assignments, releases and the resignation of the Defaulting Shareholders' nominee director from the Board as the Non-Defaulting Shareholders or Company may reasonably require.

## 8. LOAN DEFAULT

- 8.1 In addition to the rights of the Non-Defaulting Shareholders provided for in Sections 6 and 7 herein, if the Defaulting Shareholder defaults by refusing or failing to make a contribution or payment as provided in Section 4 herein, then:
  - (a) any one or more of the Non-Defaulting Shareholders may elect to make, and are hereby authorized by the Defaulting Shareholder to make, such contribution or payment (hereinafter called the "**Defaulting Loan**") to the Company on behalf of and for the account of the Defaulting Shareholder in which event the Defaulting Shareholder shall pay, or cause to be paid, to the Non-Defaulting Shareholders:
    - (i) the amount of the Defaulting Loan;
    - (ii) the reasonable costs incurred by any of the Non-Defaulting Shareholders relating to obtaining monies to make the Default Loan; and
    - (iii) interest calculated and payable on the first business day of each and every month on the amount of the Defaulting Loan outstanding from time to time equal to:

- A. the rate of Interest payable by the Non-Defaulting Shareholders to any Third Party on any monies borrowed by it to make the Default Loan plus 4% per annum; or
- B. if any such monies are not borrowed by the Non-Defaulting Shareholders, the prime rate of the Royal Bank of Canada at the time the Defaulting Loan is made plus 4% per annum.

## **9. NEW SHAREHOLDERS**

- 9.1 The parties agree that subject to Subsection 1.1(e)(i) a new regional district or other entity which has any jurisdictional authority over any lands within the Province of British Columbia may be allowed to acquire shares in the capital of the Company on such terms and on such conditions as the Shareholders and the Board may determine, but the terms and conditions of the entry of any such new shareholder shall include the following:
- (a) the requirement that the new shareholder becomes signatory to this Agreement prior to acquiring any rights or interest in the Company;
  - (b) the requirement that all costs associated with the entry of the new shareholder be born solely by that shareholder;
  - (c) the requirement that the new shareholder pay a stipulated purchase price for any shares it purchases in the Company and/or makes a contribution towards the capital of the Company.
  - (d) or the contribution towards the capital of the Company as determined by the Board in recognition of it acquiring an interest in the existing capital assets of the Company.
  - (e) such further and other conditions and requirements as the Board of the Company may from time to time determine.
- 9.2 The application of any funds paid by the new Shareholder shall be used and distributed as the Board of Directors of the Company shall in their sole discretion determine.

## **10. ASSIGNMENT OF RIGHTS TO COMPANY**

- 10.1 The parties hereto covenant and agree that all rights and privileges given to the Non-Defaulting Shareholders pursuant to Sections 6, 7 and 8 of this Agreement may be assigned by those Non-Defaulting Shareholders to the Company provided all of the Non-Defaulting Shareholders so provide their written consent.

## **11. DISPUTE RESOLUTION**

- 11.1 The parties hereto agree to attempt to resolve all disputes arising out of or in connection with this Agreement, or in respect of any defined legal relationship associated with it or from it, by structured negotiation with the assistance of a mediator appointed by the

Vancouver International Arbitration Centre under its Mediation Rules of Procedure, as may be amended from time to time.

- 11.2 If a dispute cannot be settled within a period of 30 days after the mediator was appointed, or such longer period agreed to by the parties, the dispute shall be referred to and finally resolved by arbitration within the Vancouver International Arbitration Centre under its Domestic Arbitration Rules, as may be amended from time to time.

## 12. INSURANCE

- 12.1 Each of the Shareholders agree to take out and maintain in full force and effect, in the names of the respective Shareholder, as the insured party, and with the Company listed as an additional named insured the following primary policies of insurance with the Municipal Insurance Association (or such other insurance provider as permitted by the Board, acting reasonably);
- (a) bodily injury, personal injury, and/or property damage liability ("**Coverage A**");
  - (b) errors and omissions liability ("**Coverage B**") with the Company as the additional named insured until such time that the Shareholder has been provided notice from the Company that the Company has decided to place and maintain in full force and effect errors and omissions liability insurance from an insurer licensed to do insurance business in the Province of British Columbia ("**Primary Coverage B**"), at which time the Shareholder will continue to maintain insurance coverage with the Municipal Insurance Association (or such other insurance provider as permitted by the Board, acting reasonably) for errors and omissions liability in the names of the respective Shareholder, as the insured party, and the Company, as the additional named insured ("**Secondary Coverage B**"); and
  - (c) supplementary payments: defense and other costs ("**Coverage C**").
- 12.2 Each Shareholder agrees to deliver a copy of the current year's insurance certificate and evidence of liability protection to the Company evidencing that the insurance policies referred to in Section 12.1 remain in good standing.
- 12.3 The Company hereby agrees to take out and maintain in full force and effect, in the name of the Company, as the insured, the following insurance;
- (a) the Company will place and maintain in good standing primary insurance coverage with an insurer licenced to do insurance business in the Province of British Columbia for bodily injury, personal injury, and/or property damage liability ("**Primary Coverage A**") and for supplementary payments: defense and other costs ("**Primary Coverage C**").

## 13. GENERAL PROVISION

- 13.1 The parties hereto covenant and agree that they will not mortgage, pledge, hypothecate, charge or in any way encumber their Shares in the Company.

- 13.2 All certificates issued by the Company representing any of the Shares in the capital stock of the Company shall have typed or otherwise written thereon the following legend:
- 13.3 The Shares represented by this certificate are subject to the provisions of an Agreement between the Company and its Shareholders which Agreement contains restrictions on the right of the holder hereof to sell, assign, transfer, dispose of, donate or otherwise deal with the Shares represented hereby and notice of the terms and conditions of such Agreement is hereby given."
- 13.4 Notwithstanding any other terms hereof the Company shall not be obligated to purchase any Shares pursuant to the terms of this Agreement if such purchase would constitute a violation of any law or regulation of any governmental authority having jurisdiction over the Company or its Shares or such purchase would render the Company insolvent.
- 13.5 Time shall be of the essence of this Agreement.
- 13.6 Any notice, payment or other communication required or permitted to be given or served pursuant to this Agreement shall be delivered personally or may be mailed by registered mail, postage prepaid, addressed as follows:

**If to Comox Valley**

770 Harmston Avenue  
Courtenay, British Columbia  
V9N 0G8

**If to Nanaimo:**

6300 Hammond Bay Road  
Nanaimo, British Columbia  
V9T 6N2

**If to Alberni-Clayoquot:**

3008 5th Avenue  
Port Alberni, British Columbia  
V9Y 2E3

**If to Mount Waddington:**

Box 729  
2044 McNeill Road  
Port McNeill, British Columbia  
V0N 2R0

**If to qathet:**

#202 – 4675 Marine Avenue  
Powell River, British Columbia  
V8A 2L2

**If to Strathcona:**

c/o 600 Comox Road  
Courtenay, British Columbia  
V9N 3P6

**If to Tla'amin:**

4779 Klahanie Road  
Powell River, British Columbia  
V8A 0C4

**If to the Company**

c/o Singleton Urquhart Reynolds Vogel LLP  
1200 – 925 West Georgia Street  
Vancouver, British Columbia  
V6C 3L2

(Attention: Managing Partner)

Any such notice shall be deemed to have been given, if delivered by hand, on the day delivered, or if mailed in Canada two days following the day of posting, providing that if there shall be between the time of mailing and the actual receipt of the notice a mail strike, slow-down or other labour dispute which may affect delivery of such notice by mail, then such notice shall be effected only if actually delivered.

- 13.7 No alteration or amendment of this Agreement shall take effect unless the same is in writing duly executed by each of the Shareholders in the same manner as this Agreement, provided that it shall not be necessary to make a party to such amending agreement any Shareholder who has ceased to be a member of the Company.
- 13.8 The Shareholders covenant and agree to execute such further and other documents and instruments and to do such further and other acts as may be necessary to implement and carry out the terms of this Agreement and the Company agrees to approve and does hereby approve each and every transfer of Shares made pursuant to this Agreement.
- 13.9 Each Shareholder shall vote or cause to be voted the Shares held or controlled by it so as to give full effect to the provisions of this Agreement, which provisions shall supersede and have precedence over the provisions of the Articles and Memorandum of the Company.

- 13.10 All purchases and sales of any Shares in the capital stock of the Company pursuant to this Agreement shall be in Canadian dollars only, unless otherwise agreed to in writing by the parties hereto.
- 13.11 The provisions herein contained constitute the entire agreement between the Shareholders and supersede all previous communications, representations and agreements, whether verbal or written, between Shareholders with respect to the subject matter hereof.
- 13.12 All references to any party to this Agreement shall be read with such changes in number and gender as the context hereof or reference to the parties shall require, and words imparting singular include the plural and vice versa, words imparting a male person include a female, and words imparting an individual include a corporation.
- 13.13 This Agreement shall enure to the benefit of and be binding upon the Shareholders and their respective successors but is not assignable by a party hereto, except with the consent of all the other parties hereto.

EXECUTED by **COMOX VALLEY** )  
**REGIONAL DISTRICT** by its duly )  
authorized signatory: )  
) )  
\_\_\_\_\_) )  
Authorized Signatory )

EXECUTED by **REGIONAL DISTRICT** )  
**OF NANAIMO** by its duly authorized )  
signatory: )  
) )  
\_\_\_\_\_) )  
Authorized Signatory )

EXECUTED by **REGIONAL DISTRICT** )  
**OF ALBERNI-CLAYOQUOT** by its duly )  
authorized signatory: )  
) )  
\_\_\_\_\_) )  
Authorized Signatory )

EXECUTED by **REGIONAL DISTRICT** )  
**OF MOUNT WADDINGTON** by its duly )  
authorized signatory: )  
) )  
\_\_\_\_\_) )  
Authorized Signatory )



**SHAREHOLDERS RESOLUTION**  
**OF**  
**NORTH ISLAND 9-1-1 CORPORATION**  
(the "Company")

The undersigned, being all of the voting shareholders of the Company, hereby consent to and adopt the following special resolutions as of \_\_\_\_\_, 2025.

**RESOLVED**, as a special resolution, that the Articles of the Company be altered:

1. The existing Section 8.1 shall be amended as follows:

*8.1 The Company, if authorized by the Directors, may:*

- (a) borrow money in the manner and amount, on the security, from the sources and on the terms and conditions that they consider appropriate, provided that the annual cost of servicing the aggregate liabilities of the Company for the fiscal year in which such borrowing takes place does not exceed 25% of the annual calculation of the Company's revenue from the immediately preceding fiscal year;*
- (b) issue bonds, debentures and other debt obligations either outright or as security for any liability or obligation of the Company or any other person and at such discounts or premiums and on such other terms as they consider appropriate;*
- (c) guarantee the repayment of money by any other person or the performance of any obligation of any other person; and;*
- (d) mortgage, charge, whether by way of specific or floating charge, grant a security interest in, or give other security on, the whole or any part of the present and future assets and undertaking of the Company;*

*except that the Company must not enter into any credit agreements, including amendments to existing credit agreements to increase the Company's overall borrowing limit, that contemplates the Company incurring debt obligations that, if fully drawn, would exceed \$5,000,000.00 CDN without the prior approval of the Shareholders by a special resolution.*

*For the purposes of this Section 8.1, the aggregate liabilities include general, contingent, and unused borrowing capacity and loan guarantees of the Company and the annual calculation of the Company's revenue shall include any and all contributions from the Shareholders, revenue received under contract, unconditional grant revenue, investment income and other revenue generated from the Company's business operations.*

2. The following section shall be added as new Section 8.2 of the Articles:

*8.2 The Company must limit investments of money that are not immediately required for the purposes of the Company to investments that the Shareholders may make in their respective capacities as local governments may make.*

3. The existing Section 8.5 of the Articles shall be deleted.
4. The following section shall be added as a new section 9.8 of the Articles:

*9.8 The Company shall hold an annual information meeting, at least once each calendar year at such time and place as may be determined by the Directors, that is open to members of the public to provide information with respect to the Company's business activities and as an opportunity for members of the public to meet with the Directors and executive officers of the Company to discuss the Company's business affairs. The Company will post a notice on its website or other forms of media advising as to the date, place and time of the annual information meeting on a date no later than 15 days prior to the date of the annual information meeting.*

5. The existing Section 12.2 shall be amended as follows:

*12.2 Each Member of the Company shall be entitled to appoint one (1) Director. In the event that a position on the Board of Directors shall be vacant for any reason whatsoever, the Member whose nominee formerly occupied such position shall be entitled to nominate a new Director to fill such vacancy. Without limiting the foregoing, the Directors shall be appointed as follows:*

- (a) one (1) Director appointed by the Comox Valley Regional District;*
- (b) one (1) Director appointed by the qathet Regional District;*
- (c) one (1) Director appointed by the Strathcona Regional District;*
- (d) one (1) Director appointed by the Regional District of Alberni-Clayoquot;*
- (e) one (1) Director appointed by the Regional District of Mount Waddington;*
- (f) one (1) Director appointed by the Regional District of Nanaimo; and*
- (g) one (1) Director appointed by the Tla'amin Nation;*

*The number of Directors, excluding additional Directors, may be fixed or changed from time to time by unanimous resolution, whether previous notice thereof has been given or not, but notwithstanding anything contained in these Articles, the number of Directors shall never be more than ten (10).*

6. The existing Section 23.4 of the Articles shall be deleted and replaced with the following new Section 23.4:

*23.4 The Directors shall in every financial year of the Company appoint, at the expense of the Company, an auditor to prepare the Company's annual audited financial statements. The Directors shall further cause the Company to place the most recent audited annual financial statements and reports in any annual general meeting.*

7. The existing Section 23.5 shall be amended as follows:

*23.5 Upon request of a Member, one copy of the latest annual financial statement of the Company will be supplied without charge within 180 days of the Company's financial year end in each year.*

8. The following section shall be added as new Section 23.6 of the Articles:

*23.6 The financial year end of the Company shall be December 31<sup>st</sup> in each calendar year.*

9. The following section shall be added as new Section 23.7 of the Articles:

*23.7 Whether or not the Freedom of Information and Protection of Privacy Act applies to the Company, the Directors will cause the Company to make Company documents available to the public where that Act would require them be disclosed if it did apply to the Company, including the latest audited annual financial statements of the Company within 180 days of the Company's financial year end in each such year. These documents shall be made available for inspection by members of the public at the Company's business address.*

10. The following provisions be added as new Section 25.5 and 25.6 to the Articles:

*25.5 The Company may not create, incorporate, form or establish or acquire shares in a subsidiary corporation unless the prior written approval of the Inspector of Municipalities has first been obtained.*

*25.6 The Company may not dispose of all or substantially all of its assets including, without limitation, any land or improvements owned or previously transferred or sold to the Company by any municipality or regional district, at less than fair market value, save and except if approved by a special resolution.*

11. The following provision be added as Article 28 *Company Mandate* and the following new Section 28.1 be added to the Articles:

*28.1 The Company's mandate shall be to provide emergency call handling and fire dispatch services.*

## **GENERAL**

12. For purposes of the Articles of the Company:

- (a) the division of sections be amended by replacing "Part" to numbered headings and is for convenience of reference only and shall not affect the construction or interpretation of the Company's Articles;
- (b) any and all gender specific references, classifications and/or language shall be interpreted to be gender neutral;

- (c) any and all references to "Member" or "Members" be interpreted as "Shareholder" or "Shareholders" as defined in the *Business Corporations Act* that came into effect in British Columbia on March 29, 2004.

### **ALTERATION OF NOTICE OF ARTICLES EFFECTED**

13. The Notice of Articles be altered to reflect the aforesaid alterations as set forth in the Form 11 Alteration Notice attached as Schedule B hereto.
14. The aforesaid alterations will not take effect until this Special Resolution is received for deposit at the Corporate Records Office for the Company and the Form 11 Alteration Notice is filed with the Registrar of Companies.

### **EXECUTION AND ELECTRONIC FILING**

15. Any director or officer of the Company, or the Company's agent, is authorized for and on behalf and in the name of the Company to execute and deliver all such documents and instruments, to do all such further acts, as may be necessary to give full effect to these Special Resolutions or as may be required to carry out the full intent and meaning thereof.
16. The Company further appoints its agent, namely Singleton Urquhart Reynolds Vogel LLP, to attend to the electronic filing of the Form 11 Alteration Notice with the Registrar of Companies.
17. These resolutions may be executed in several counterparts, each of which when so executed shall together constitute one and the same resolution and notwithstanding the date of execution shall be deemed to bear the date as set forth above. It is agreed that reproduction of signatures sent by way of PDF or other means of electronic communication will be treated as though such reproductions were executed originals.

#### **COMOX VALLEY REGIONAL DISTRICT**

Per: \_\_\_\_\_  
Authorized Signatory

#### **QATHET REGIONAL DISTRICT**

Per: \_\_\_\_\_  
Authorized Signatory

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

Per: \_\_\_\_\_  
Authorized Signatory

#### **REGIONAL DISTRICT OF MOUNT WADDINGTON**

Per: \_\_\_\_\_  
Authorized Signatory

#### **REGIONAL DISTRICT OF NANAIMO**

Per: \_\_\_\_\_  
Authorized Signatory

#### **STRATHCONA REGIONAL DISTRICT**

Per: \_\_\_\_\_  
Authorized Signatory

Received for deposit at the corporate records  
office of the Company:

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

Time: \_\_\_\_\_ am/pm

**NORTH ISLAND 9-1-1 CORPORATION**  
 (the “Company”)  
**ARTICLES**

Incorporation Number:

BC047352

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**NORTH ISLAND 9-1-1 CORPORATION**  
(the “Company”)

**ARTICLES**

**INTERPRETATION**

1.1 In these Articles, unless there is something in the subject or context inconsistent therewith:

- (a) “**Board**” and “the Directors” or “**the directors**” mean the Directors or sole Director of the Company for the time being;
- (b) “the **Act**” means the “*Business Corporations Act*” of the Province of British Columbia as from time to time in force and any and all amendments thereto, and includes the regulations made thereunder;
- (c) “**month**” means calendar month;
- (d) “**ordinary resolution**” has the meaning assigned thereto by the Act;
- (e) “**register**” means the Register of Members to be kept pursuant to the Act;
- (f) “**registered address**” of a Member shall be his address as recorded in the register;
- (g) “**registered address**” of a Director means his address as recorded in the Company's register of directors to be kept pursuant to the Act; and
- (h) “**registered owner**” or “**registered holder**” when used with respect to a share in the authorized capital of the Company means the person registered in the Register of Members in respect of such share;
- (i) “**seal**” means the common seal of the Company, if the Company has one;
- (j) “**special resolution**” has the meaning assigned thereto by the Act;
- (k) “**Superintendent**” means the Superintendent of Brokers appointed pursuant to the *Securities Act*.

1.2 Expressions referring to writing shall be construed as including references to printing, lithography, typewriting, photography and other modes of representing or reproducing words in a visible form.

1.3 Words importing the singular include the plural and vice-versa; and words importing male persons include female persons and words importing persons include corporations.

1.4 The meaning of any words or phrases defined in the Act shall, if not inconsistent with the subject or context, bear the same meaning in these Articles.

1.5 The Rules of Construction contained in the *Interpretation Act* shall apply, mutatis mutandis, to the interpretation of these Articles.

## 2. SHARES AND SHARE CERTIFICATES

2.1 Every Member is entitled, without charge, to one certificate representing the share or shares of each class held by him, provided that, in respect of a share or shares held jointly by several persons, the Company shall not be bound to issue more than one certificate, and delivery of a certificate for a share to one of several joint holders or to his duly authorized agent shall be sufficient delivery to all; and provided further that the Company shall not be bound to issue certificates representing redeemable shares, if such shares are to be redeemed within one month of the date on which they were allotted. Any share certificate may be sent by registered prepaid mail to the Member entitled thereto and neither the Company nor any transfer agent shall be liable for any loss occasioned to the Member owing to any such share certificate so sent being lost in the mail or stolen.

2.2 If a share certificate:

- (a) is worn out or defaced, the Directors shall, upon production to them of the said certificate and upon such other terms if any, as they may think fit, order the said certificate to be cancelled and may issue a new certificate in lieu thereof;
- (b) is lost, stolen or destroyed, then upon proof thereof to the satisfaction of the Directors and upon the giving of such indemnity, if any, as the Directors deem adequate, a new share certificate in lieu thereof may be issued to the person entitled to such lost, stolen or destroyed certificate;
- (c) represents more than one share and the registered owner thereof surrenders it to the Company with a written request that the Company issue in his name two or more certificates each representing a specified number of shares and in the aggregate representing the same number of shares as the certificate so surrendered, the Company shall cancel the certificate so surrendered and issue in lieu thereof certificates in accordance with the request.

Such sum not exceeding the amount specified in the Act, as the Directors may from time to time fix, shall be paid to the Company for each certificate to be issued under this Article.

2.3 Every share certificate shall be signed manually by at least one Officer or Director of the Company, or by or on behalf of a registrar, branch registrar, transfer agent or branch transfer agent of the Company. Any additional signatures may be printed or otherwise mechanically reproduced and, in such event, a certificate so signed shall be as valid as if signed manually, notwithstanding that any person whose signature is so printed or mechanically reproduced shall have ceased to hold the office that he is stated on such certificate to hold at the date of the issue of a share certificate.

2.4 Except as required by law or statute or these Articles no person shall be recognized by the Company as holding any share upon any trust, and the Company shall not be bound by or compelled in any way to recognize (even when having notice thereof) any equitable, contingent, future or partial interest in any share or any interest in any fractional part of a share or (except only as by law, statute or these Articles provided or as ordered by a court of competent jurisdiction) any other rights in respect of any share except an absolute right to the entirety thereof in its registered holder.

### **3. ISSUE OF SHARES**

3.1 Subject to Article 3.2 herein and to any direction to the contrary contained in a resolution of the Members authorizing any increase or alteration of capital, the shares shall be under the control of the Directors who may, subject to the rights of the holders of the issued shares of the Company, issue, allot, sell or otherwise dispose of, and/or grant options on, or otherwise deal in, shares authorized but not yet issued at such time and to such persons (including Directors), in such manner, upon such terms and conditions and at such price or for such consideration as the Directors, in their absolute discretion, may determine.

3.2 If the Company is, or becomes, a Company which is not a reporting Company and the Directors are required by the Act before allotting any shares to offer them pro rata to the Members, the Directors shall, before allotting any shares, comply with the applicable provisions of the Act.

3.3 Except as otherwise permitted by the Act, no share may be issued until it is fully paid and the Company shall have received the full consideration therefore in cash, property or past services actually performed for the Company. For the purpose of this Article:

- (a) the value of property or services shall be the value determined by the Directors by resolution to be, in all circumstances of the transaction, a fair market value; and
- (b) the full consideration received for a share issued by way of dividends shall be the amount declared by the Directors to be the amount of the dividend.

### **4. SHARE REGISTER**

4.1 The Company shall keep or cause to be kept a Register of Members, a Register of Transfers and a Register of Allotments, within British Columbia, all as required by the Act, and may combine one or more of such registers. If the Company's capital shall consist of more than one class or series of shares, separate registers as aforesaid may be kept in respect of each class or series of shares. The Directors may appoint a trust company to keep the aforesaid registers or, if there is more than one class or series of shares, the Directors may appoint a trust company, which need not be the same trust company, to keep the registers for each class or series of shares. The Directors on behalf of the Company may also appoint one or more trust companies, including the trust company which keeps the said register of its shares or of a class or series thereof, as transfer agent for its shares or such class or series thereof as the case may be and the same or another trust company or companies as registrar for its shares or such class or series thereof, as the case may be. The Directors may terminate the appointment of any such trust company at any time and may appoint another trust company in its place.

4.2 The Company shall not at any time close its Register of Members.

### **5. SHARE TRANSFERS**

5.1 A Member may not transfer any of his shares except with the prior written unanimous consent of all Shareholders and all Members. In the event of transfer of shares, the instrument of transfer of any share of the Company shall be in the form if any, on the back of the Company's share certificate or in such other form as the Shareholders and all Members may from time to time approve. Except to the extent that the Act may otherwise provide, the transferor shall be deemed

to remain the holder of the shares until the name of the transferee is entered in the register of Members or a branch register of Members in respect thereof.

5.2 Every instrument of transfer shall be executed by the transferor and delivered to the registered office of the Company or to the office of its transfer agent, or registrar for registration together with the share certificate for the shares to be transferred to and such other evidence, if any, as the Directors or the transfer agent or registrar may require to prove the title of the transferor or his right to transfer the shares and the right of the transferee to have the transfer registered. All instruments of transfer where the transfer is registered shall be retained by the Company or its transfer agent or registrar and any instrument of transfer, where the transfer is not registered, shall be returned to the person depositing the same together with the share certificate which accompanied the same when tendered for registration.

5.3 The signature of the registered owner of any shares, or of his duly authorized attorney, upon an authorized instrument of transfer shall constitute a complete and sufficient authority to the Company, its Directors, Officers and agent to register, in the name of the transferee named in the instrument of transfer, the number of shares specified therein or, if no number is specified, all the shares of the registered owner represented by share certificates deposited with the instrument of transfer. If no transferee is named in the instrument of transfer, the instrument of transfer shall constitute a complete and sufficient authority to the Company, its Directors, Officers and agents to register, in the name of the person on whose behalf any certificate for the shares to be transferred is deposited with the Company for the purpose of having the transfer registered, the number of shares specified in the instrument of transfer or, if no number is specified, all the shares represented by all share certificates deposited with the instrument of transfer.

5.4 There shall be paid to the Company in respect of the registration of any transfer such sum, if any, as the Directors may from time to time determine.

## **6. ALTERATION OF CAPITAL**

6.1 The Company may by ordinary resolution filed with the Registrar of Companies, alter its Memorandum to increase its authorized capital by:

- (a) creating shares with par value or shares without par value, or both; or
- (b) increasing the number of shares with par value or shares without par value, or both;  
or
- (c) increasing the par value of a class of shares with par value, if no shares of that class are issued.

6.2 The Company may by special resolution filed with the Registrar alter its Memorandum to subdivide, consolidate, change from shares with par value to shares without par value, or change the designation of all or any of its shares but only to such extent, in such manner and with such consents of Members holding a class or series of shares which is the subject of or affected by such alteration, as the Act provides.

6.3 The Company may alter its Memorandum or these Articles:

- (a) by special resolution, to create, define and attach special rights or restrictions to any shares, and
- (b) by special resolution and by otherwise complying with any applicable provision of its Memorandum or these Articles, to vary or abrogate any special rights or restrictions attached to any shares,

and in each case by filing a certified copy of such resolution with the Registrar, but no right or special right attached to any issued shares shall be prejudiced or interfered with unless:

- (a) if the right or special right prejudiced or interfered with is attached to a class of shares, Members holding shares of that class, and
- (b) if the right or special right prejudiced or interfered with is attached to a series of shares, and the rights, or special rights attached to that series are affected differently from those attached to another series of the same class, Members holding shares of that series,

consent by a separate resolution of the Members of that class or series, as the case may be, passed by a majority of three-fourths of the votes cast or by such greater majority as may be specified by the special rights and restrictions attached to the class or series of shares, as the case may be.

6.4 Notwithstanding the foregoing provisions of this Part, none of the alterations referred to under Article 6.1, 6.2 and 6.3 shall be valid as to any part of the issue of shares of any class, or in the case of a class with more than one series, any series, unless the holders of the issued shares thereto in writing or, at a separate class meeting or series meeting, as the case may be, consent thereto by special resolution passed by the votes of Members holding in the aggregate not less than three-fourths of the shares not being changed of that class or series, as the case may be.

6.5 Subject to the provisions of the Act, unless specified otherwise in these Articles or in the special rights and restrictions attached to any class or series of shares, the provisions of these Articles relating to general meetings shall apply, with the necessary changes and so far as they are applicable, to a class meeting or series meeting of Members holding a particular class or series of shares.

6.6 None of the powers granted by this Part 6 shall be exercised unless and until the prior written approval of the Inspector of Municipalities has been obtained.

## **7. PURCHASE AND REDEMPTION OF SHARES**

7.1 Subject to the special rights and restrictions attached to any class or series of shares, the Company may, by a resolution of the Directors and in compliance with the Act purchase any of its shares at the price and upon the terms specified in such resolution or redeem any of its shares in accordance with the special rights and restrictions attached thereto. No such purchase or redemption shall be made if the Company is insolvent at the time of the proposed purchase or redemption or if the proposed purchase or redemption would render the Company insolvent.

7.2 The Company shall make its offer to purchase pro rata to every Member who holds shares of the class or series to be purchased.

7.3 If the Company proposes at its option to redeem some but not all of the shares of any class or series, the Directors may, subject to the special rights and restrictions attached to such class or series of shares, decide the manner in which the shares to be redeemed shall be selected.

7.4 Subject to the provisions of the Act, any shares purchased or redeemed by the Company but not cancelled may be sold, or if cancelled, reissued by it, but while such shares which have not been cancelled are held by the Company, it shall not exercise any vote in respect of these shares and no dividend or other distribution shall be paid or made there on.

## 8. BORROWING POWERS

8.1 The Company, if authorized by the Directors, may:

- (a) borrow money in the manner and amount, on the security, from the sources and on the terms and conditions that they consider appropriate, provided that the annual cost of servicing the aggregate liabilities of the Company for the fiscal year in which such borrowing takes place does not exceed 25% of the annual calculation of the Company's revenue from the immediately preceding fiscal year;
- (b) issue bonds, debentures and other debt obligations either outright or as security for any liability or obligation of the Company or any other person and at such discounts or premiums and on such other terms as they consider appropriate; ~~and~~
- (c) guarantee the repayment of money by any other person or the performance of any obligation of any other person; and;
- (d) mortgage, charge, (whether by way of specific or floating charge), grant a security interest in, or give other security on, the whole or any part of the present and future assets and undertaking of the Company.

except that the Company must not enter into any credit agreements, including amendments to existing credit agreements to increase the Company's overall borrowing limit, that contemplates the Company incurring debt obligations that, if fully drawn, would exceed \$5,000,000.00 CDN without the prior approval of the Shareholders by a special resolution.

For the purposes of this Section 8.1, the aggregate liabilities include general, contingent, and unused borrowing capacity and loan guarantees of the Company and the annual calculation of the Company's revenue shall include any and all contributions from the Shareholders, revenue received under contract, unconditional grant revenue, investment income and other revenue generated from the Company's business operations.

8.2 The Company must limit investments of money that are not immediately required for the purposes of the Company to investments that the Shareholders may make in their respective capacities as local governments may make.

8.3 Any debentures, bonds or other debt obligations of the Company may be issued at a discount, premium or otherwise, and with any special rights or privileges as to redemption, surrender, drawings, allotment of or conversion into or exchange for shares, or other securities, attending and voting at general meetings of the Company, appointment of Directors or otherwise as the Directors may determine.

8.4 The Company shall keep or cause to be kept in accordance with the Act a register of its debentures and a register of debentureholders, which registers may be combined, and, subject to the provisions of the Act, may keep or cause to be kept one or more branch registers of its debentureholders at such place or places as the Directors may from time to time determine and the Directors may by resolution, regulation or otherwise make such provisions as they think fit respecting the keeping of such branch registers.

8.5 Every bond, debenture or other debt obligation of the Company shall be signed manually by at least one Director or Officer of the Company or by or on behalf of a trustee, registrar, branch registrar, transfer agent or branch transfer agent for the bond, debenture or other debt obligation appointed by the Company or under any instrument under which the bond, debenture or other debt obligation is issued and any additional signatures may be printed or otherwise mechanically reproduced there on and, in such event, a bond, debenture or other debt obligation so signed is as valid as if signed manually notwithstanding that any person whose signature is so printed or mechanically reproduced shall have ceased to hold the office that he is stated on such bond, debenture or other debt obligation to hold at the date of the issue thereof.

~~8.5 Notwithstanding anything herein to the contrary, the Company shall not undertake, in any manner whatsoever, to borrow money or capital for long term operating purposes.~~

## 9. GENERAL MEETINGS

9.1 Subject to any extensions of time permitted pursuant to the Act, the first annual general meeting of the Company shall be held within fifteen months from the date of incorporation and thereafter an annual general meeting shall be held once in every calendar year at such time (being no more than thirteen months after the date on which the last preceding annual general meeting was held or the date on which it was deemed to have been held in accordance with Article 9.2, whichever is later) and place as may be determined by the Directors.

9.2 If the Company is, or becomes, a company which is not a reporting company and all the Members entitled to attend and vote at an annual general meeting consent in writing to all the business which is required or desired to be transacted at the meeting, the meeting shall be deemed to have been held on the date specified in the consent and it is not necessary that the meeting be held.

9.3 All general meetings other than annual general meetings are herein referred to as and may be called extra-ordinary general meetings.

9.4 The Directors may, whenever they think fit, convene an extra-ordinary general meeting of the Company. An extra-ordinary general meeting, if requisitioned in accordance with the Act, shall be convened by the Directors or, if not convened by the Directors, may be convened by the requisitionists as provided in the Act.

9.5 A notice convening a general meeting specifying the place, the day and the hour of the meeting, and, in case of special business, the general nature of that business, shall be given as provided in the Act and in the manner hereinafter in these Articles mentioned, or in such other manner (if any) as may be prescribed by ordinary resolution, whether previous notice thereof has been given or not, to such persons as are entitled by law or under these Articles to receive such

notice from the Company. Accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by any Member shall not invalidate the meeting or the proceedings thereat.

9.6 All the Members of the Company entitled to attend and vote at a general meeting may, by unanimous consent in writing given before, during or after the meeting, or if they are present at the meeting, by a unanimous vote, waive or reduce the period of notice of such meeting and an entry in the minute book of such waiver or reduction shall be sufficient evidence of the due convening of the meeting.

9.7 Except as otherwise provided by the Act, where any special business at a general meeting includes considering, approving, ratifying, adopting or authorizing any document or the execution thereof or the giving of effect thereto, the notice convening the meeting shall, with respect to such document or proposed document shall specify that such document or proposed document is or will be available for inspection by Members at the registered office or records office of the Company or at some other place in British Columbia designated in the notice during usual business hours up to the date of such general meeting.

9.8 The Company shall hold an annual information meeting, at least once each calendar year at such time and place as may be determined by the Directors, that is open to members of the public to provide information with respect to the Company's business activities and as an opportunity for members of the public to meet with the Directors and executive officers of the Company to discuss the Company's business affairs. The Company will post a notice on its website or other forms of media advising as to the date, place and time of the annual information meeting on a date no later than 15 days prior to the date of the annual information meeting.

## 10. PROCEEDINGS AT GENERAL MEETINGS

10.1 All business shall be deemed special business which is transacted at:

- (a) an extra-ordinary general meeting other than the conduct of and voting at, such meeting; and
- (b) an annual general meeting, with the exception of the conduct of and voting at such meeting, the consideration of the financial statements and of the respective reports of the Directors and Auditor, fixing or changing the number of Directors, approval of a motion to elect two or more Directors by single resolution, the election of Directors, the appointment of the Auditor, the fixing of remuneration of the Auditor and such other business as by these Articles or the Act may be transacted at a general meeting without prior notice thereof being given to the Members or any business which is brought under consideration by the reports of the Directors or Auditor.

10.2 No business other than the appointment of the Chairperson and the adjournment or termination of the meeting, shall be conducted at any general meeting unless the requisite quorum is present at the commencement of the meeting, but a quorum need not be present throughout the meeting.

10.3 Save as herein or by the Act otherwise provided, a quorum shall be three persons present and being, or representing by proxy, Members holding not less than one-tenth of the shares which

may be voted at the meeting. The Directors, the Secretary, or, in his absence, an Assistant Secretary, and the solicitor of the Company shall be entitled to attend any general meeting but no such person shall be counted in the quorum or be entitled to vote at any general meeting unless he shall be a Member or proxyholder entitled to vote at such meeting.

10.4 If within half an hour from the time appointed for a general meeting a quorum is not present, the meeting if convened upon the requisition of Members, shall be terminated; but in any other case it shall stand adjourned to the same day in the next week, at the same time and place, and if at the adjourned meeting a quorum is not present within half an hour from the time being appointed for the meeting, the person or persons present and being, or representing by proxy, a Member or Members entitled to attend and vote at the meeting shall be a quorum.

10.5 The Chairperson of the Board, if any, or in his absence, the President of the Company or in his absence, a Vice-President of the Company, if any, shall be entitled to preside as Chairperson at every general meeting of the Company.

10.6 If at any general meeting neither the Chairperson of the Board nor the President nor a Vice-President is present within fifteen minutes after the time appointed for holding the meeting or if any of them is present and none of them is willing to act as Chairperson, the Directors present shall choose one of their number to be Chairperson or if no Director is present or if all the Directors present decline to take the chair or shall fail to so choose, the Members present shall choose one of their number to be Chairperson.

10.7 The Chairperson of a general meeting may, with the consent of the meeting, if a quorum is present, and shall, if so directed by the meeting, adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for 30 days or more, notice, but not “advance notice” of the adjourned meeting shall be given as in the case of the original meeting. Save as aforesaid, it shall not be necessary to give any notice of any adjournment or of the business to be transacted at an adjourned meeting.

10.8 Subject to the provisions of the Act, every question submitted to a general meeting shall be decided on a show of hands unless (before or on the declaration of the results of the show of hands) a poll is directed by the Chairperson or demanded by a Member entitled to vote who is present in person or by proxy. The Chairperson shall declare to the meeting the decision on every question in accordance with the result of the show of hands or the poll, and such decision shall be entered in the book of proceedings of the Company. A declaration by the Chairperson that a resolution has been carried, or carried unanimously, or by a particular majority, or lost or not carried by a particular majority and an entry to that effect in the book of the proceedings of the Company shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.

10.9 No resolution proposed at a general meeting need be seconded and the Chairperson shall be entitled to move or propose a resolution.

10.10 In the case of an equality of votes, whether on a show of hands or on a poll, the Chairperson of the meeting at which the show of hands takes place or at which the poll is demanded shall not

be entitled to a second or casting vote in addition to the vote or votes to which he may be entitled to as a Member.

10.11 No poll may be demanded on the election of a Chairperson. A poll demanded on the question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken as soon as, in the opinion of the Chairperson, is reasonably convenient, but in any event within seven days and at such time and place and in such manner as the Chairperson of the meeting directs. The result of the poll shall be deemed to be the resolution of and passed at the meeting at which the poll was demanded. Any business other than that upon which the poll has been demanded may be proceeded with pending the taking of the poll. A demand for a poll may be withdrawn. In any dispute as to the admission or the rejection of a vote the decision of the Chairperson made in good faith shall be final and conclusive.

10.12 On a poll a person entitled to cast more than one vote need not, if he votes, use all his votes or cast all the votes he uses in the same way.

10.13 Every ballot cast upon a poll and every proxy appointing a proxyholder who casts a ballot upon a poll shall be retained by the Secretary for such period and be subject to such inspection as the Act may provide.

10.14 Unless the Act, the Memorandum or these Articles otherwise provide, any action to be taken by a resolution of the Members may be taken by an ordinary resolution.

## **11. VOTES OF MEMBERS**

11.1 Subject to any special voting rights or restrictions attached to any class of shares, and the restrictions as to voting on joint registered holders of shares, on a show of hands every Member present and entitled to vote at the meeting shall have one vote and on a poll every Member shall have one vote for each share of which he is the registered holder and may exercise such vote either in person or by proxyholder.

11.2 Any person who is not registered as a Member but is entitled to vote at any general meeting in respect of a share may vote the share in the same manner as if he were a Member; but, unless the Directors have previously admitted his right to vote at that meeting in respect of the share, he shall satisfy the Directors of his right to vote the share before the time for holding the meeting, or adjourned meeting, as the case may be, at which he proposes to vote.

11.3 Any corporation not being a subsidiary which is a Member of the Company may by resolution of its Directors or other governing body authorize any individual it thinks fit to act as its representative and such individual so authorized shall be entitled to exercise the same power on behalf of the corporation which he represents as that corporation could exercise it if were an individual Member of the Company including, without limitation, the right, unless restricted by such resolution, to attend general, class or series meetings, speak and vote thereat, sign resolutions of Members and appoint a proxyholder to represent such corporation, and he shall be counted for the purpose of forming a quorum if present at a meeting. Evidence of the appointment of any such representative may be sent to the Company by written instrument, telegram, telex or any method of transmitting legibly recorded messages. Notwithstanding the foregoing, a corporation being a Member may appoint a proxyholder.

11.4 A form of proxy shall be in writing under the hand of the appointor or his attorney duly authorized in writing or, if such appointor is a corporation, either under its seal or under the hand of a duly authorized officer or attorney.

11.5 Any person of legal capacity may act as proxyholder whether or not he is entitled on his own behalf to be present and to vote at the meeting at which he acts as proxyholder. The proxy may authorize the person so appointed to act as proxyholder for the appointor for the period, at such meeting or meetings and to the extent permitted by the Act.

11.6 A form of proxy and the power of attorney or other authority, if any, under which it is signed or notarially certified copy thereof shall be deposited at the registered office of the Company or at such other place as is specified for that purpose in the notice calling the meeting, not less than forty-eight hours (excluding Saturdays, Sundays and holidays) or such lesser period as the Directors may from time to time determine before the time for holding the meeting in respect of which the person named in the instrument is appointed. In addition to any other method of depositing proxies provided for in these Articles, the Directors may from time to time by resolution make regulations relating to the depositing of proxies at any place or places and permitting particulars of proxies to be sent to the Company or any agent of the Company in writing or by letter, telegram, telex or any other method of transmitting legibly recorded messages so as to arrive before the meeting or adjourned meeting at the office of the Company or of any agent of the Company appointed for the purpose of receiving such particulars and providing that proxies so deposited may be acted upon as though the proxies themselves were deposited as required by this Part, and votes given in accordance with such regulations shall be valid and shall be counted.

11.7 Unless the Act or any other statute or law applicable to the Company or to any class of its shares requires any other form of proxy, a proxy, whether for a specified meeting or otherwise, shall be in the form following or in any other form that the Directors or the Chairperson of the meeting shall approve:

**(NAME OF COMPANY)**

The undersigned, being a Member of the above-named Company, hereby appoints \_\_\_\_\_ or failing him, \_\_\_\_\_ as proxyholder for the undersigned to attend, act and vote for and on behalf of the undersigned at the general meeting of the Company to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20◆, and at any adjournment of that meeting.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20◆

\_\_\_\_\_  
[Signature of Member)]

11.8 Every proxy may be revoked by an instrument in writing:

- (a) executed by the Member giving the same or by his attorney authorized in writing or, where the Member is a corporation, by a duly authorized officer or attorney of the corporation; and

- (b) delivered either at the registered office of the Company at any time up to and including the last business day preceding the day of the meeting, or any adjournment thereof at which the proxy is to be used, or to the Chairperson of the meeting on the day of the meeting or any adjournment thereof before any vote in respect of which the proxy is to be used shall have been taken;

or in any other manner provided by law.

## 12. DIRECTORS

- 12.1 (a) The Subscribers to the Memorandum of the Company are the first Directors;
- (b) At every annual general meeting:
- (i) the Members entitled to vote at the annual general meeting for the election of Directors must elect, a board of Directors consisting of the number of Directors for the time being set under these Articles; and
- (ii) all the Directors cease to hold office immediately before the election or appointment of Directors under Article 12.1(b)(i), but are eligible for re-election or re-appointment.
- (c) If:
- (i) the Company fails to hold an annual general meeting, and all the Members who are entitled to vote at an annual general meeting on or before the date by which the annual general meeting is required to be held under the *Business Corporations Act*; or
- (ii) the Members fail, at the annual general meeting to elect or appoint any Directors;

then each Director then in office continues to hold office until the earlier of:

- (i) the date on which his or her successor is elected or appointed; and
- (ii) the date on which he or she otherwise ceases to hold office under the *Business Corporations Act* or these Articles.

12.2 Each Member of the Company shall be entitled to appoint one (1) Director. In the event that a position on the Board of Directors shall be vacant for any reason whatsoever, the Member whose nominee formerly occupied such position shall be entitled to nominate a new Director to fill such vacancy. Without limiting the foregoing, the Directors shall be appointed as follows:

- (a) one (1) Director appointed by the Comox Valley Regional District;
- (b) one (1) Director appointed by the qathet Regional District;
- (c) one (1) Director appointed by the Strathcona Regional District;
- (d) one (1) Director appointed by the Regional District of Alberni-Clayoquot;
- (e) one (1) Director appointed by the Regional District of Mount Waddington; ~~and~~
- (f) one (1) Director appointed by the Regional District of Nanaimo.; ~~and~~
- ~~(g)~~ one (1) director appointed by the Tla'amin Nation;

The number of Directors, excluding additional Directors, may be fixed or changed from time to time by unanimous resolution, whether previous notice thereof has been given or not, but notwithstanding anything contained in these Articles, the number of Directors shall never be more than ten (10).

12.3 A Director shall not be required to have any share qualification but shall be qualified as required by the Act to become or act as a director and consent in writing to his appointment.

12.4 The Board of Directors may from time to time determine remuneration to be paid to a Director of the Company. The Directors shall be repaid such reasonable expenses as they incur in and about the business of the Company and if any Director shall perform any professional or other services for the Company that in the opinion of the Directors are outside the ordinary duties of the Director of shall otherwise be specifically occupied in or about the Company's business, he may be paid such remuneration as may be fixed by the Board of Directors.

### **13. POWERS AND DUTIES OF DIRECTORS**

13.1 The management of the business of the Company shall be vested in the Directors and the Directors may exercise all such powers and do all such acts and things as the Company is by the Act, its Memorandum, these Articles, or otherwise authorized to exercise and do and which are not by these Articles or by statute or otherwise lawfully prohibited by the Company in general meeting, but subject nevertheless, to the provisions of all laws affecting the Company and of these Articles which shall from time to time be made by the Company in general meeting; but no regulation, made by the Company in general meeting shall invalidate any prior act of the Directors that would have been valid if that regulation had not been made.

13.2 The Directors may from time to time by power of attorney or other instrument under the seal, appoint an attorney of the Company for such purposes, and with such powers, authorities and discretion (not exceeding those vested in or exercisable by the Directors under these Articles and excepting the powers of the Directors relating to the constitution of the Board and of any of its committees and the appointment or removal of officers and the power to declare dividends) and for such period, with such remuneration and subject to such conditions as the Directors may think fit, and any such appointment may be made in favour of any of the Members, Directors, nominees or managers of any corporation, firm or joint venture and any such power of attorney may contain such provisions for the protection or convenience of persons dealing with such attorney as the Directors think fit. Any such attorney may be authorized by the Directors to sub-delegate all or any of the powers, authorities and discretion for the time being vested in such attorney.

### **14. RETIREMENT AND APPOINTMENT OF DIRECTORS**

14.1 The office of director shall be automatically vacated:

- (a) if a director has resigned his office by delivering a written resignation to the secretary of the corporation;
- (b) if he is found by a court to be of unsound mind;
- (c) if he becomes bankrupt or suspends payment or compounds with his creditors;

- (d) if a special general meeting of members, a resolution is passed by 3/4 of the members present at the meeting that he be removed from office;
- (e) on death;
- (f) if his appointment is revoked by the person who appointed him.

If a vacancy occurs for any reason listed in this paragraph, and the appointing person or Shareholder fails to appoint a replacement within 30 days of the event vacating the director's office, the board of directors by majority vote, may, by appointment, fill the vacancy with an individual who is a member of the Company.

14.2 The Company may by special resolution remove any Director before the expiration of his period of office, and the appointing Shareholder shall appoint another person in his place and stead.

14.3 Any Director (the “**Original Director**”) may by notice in writing received by the Company request the Member (the “**appointor**”), which appointed that original Director, to appoint any person (an “**appointee**”) who is qualified to act as a Director to be the Original Director's alternate to act in his or her place at meetings of the Directors or Committees of the Directors at which the Original Director is not present.

14.4 Every alternate Director so appointed pursuant to Article 14.3 is entitled to receive notice of meetings of the Directors and of Committees of the Directors of which his or her Original Director is a member and to attend and vote as a Director at any such meetings at which his or her Original Director is not present.

14.5 A person may be appointed as an alternate director for more than one Director, and an alternate Director:

- (a) will be counted in determining the quorum for a meeting of Directors once for each of his or her Original Director and, in the case of an appointee who is also a Director, once more in that capacity;
- (b) has a separate vote at a meeting of Directors for each of his or her Original Directors and, in the case of an appointee who is also a Director, an additional vote in that capacity;
- (c) will be counted in determining the quorum for a meeting of a committee of Directors once for each of his or her Original Directors who is a member of that committee and, in the case of an appointee who is also a member of that committee as a Director, once more in that capacity; and
- (d) has a separate vote at a meeting of a committee of Directors for each of his or her Original Directors who is a member of that committee and, in the case of an appointee who is also a member of that committee as a Director, an additional vote in that capacity.

14.6 Every alternate Director, if authorized by the notice appointing him or her, may sign in place of his or her Original Director any resolutions to be consented to in writing.

14.7 Every alternate Director is deemed not to be the agent of his or her Original Director.

14.8 An appointor may at any time, by notice in writing received by the Company, revoke the appointment of an alternate Director appointed by him or her.

14.9 The appointment of an alternate Director ceases when:

- (a) his or her Original Director ceases to be a Director and is not promptly re-elected or re-appointed;
- (b) the alternate Director dies;
- (c) the alternate Director resigns as an alternate Director by notice in writing provided to the Company or a lawyer for the Company;
- (d) the alternate Director ceases to be qualified to act as a Director; or
- (e) his or her appointor revokes the appointment of the alternate Director.

14.10 The Company may reimburse an alternate Director for the reasonable expenses that would be properly reimbursed if he or she were a Director.

## **15. DISCLOSURE OF INTEREST OF DIRECTOR**

15.1 A Director who is in any way directly or indirectly interested in an existing or proposed contract or transaction with the Company or who holds any office or possesses any property whereby, directly or indirectly, a duty or interest might exist or be created to conflict with his duty or interest as a Director shall declare the nature and extent of his interest in such contract or transaction or of the conflict or potential conflict with his duty and interest as a Director, as the case may be, in accordance with the provisions of the Act.

15.2 A Director shall not vote in respect of any such contract or transaction with the company in which he is directly or indirectly interested and if he shall do so his vote shall not be counted but he may be counted in the quorum present at the meeting at which such vote is taken. Subject to the provisions of the Act, the foregoing prohibitions shall not apply to:

- (a) any such contract or transaction relating to a loan to the Company, which the Director or a specified corporation or a specified firm in which he has an interest has guaranteed or jointed in guaranteeing the repayment of the loan or any part of the loan;
- (b) any contract or transaction made or to be made with or for the benefit of a holding corporation or subsidiary corporation of which the Director is a Director;
- (c) any contract by the Director to subscribe for or underwrite shares or debentures to be issued by the Company or a subsidiary of the Company, or any contract, arrangement or transaction in which the Director is, directly or indirectly, interested if all the other Directors are also, directly or indirectly, interested in the contract, arrangement or transaction;
- (d) determining the remuneration of the Directors;
- (e) purchasing and maintaining insurance to cover Directors against liability incurred by them as Directors; or
- (f) the indemnification of any Director of the Company.

These exceptions may from time to time be suspended or amended to any extent approved by the Company in general meeting or permitted by the Act, either generally or in respect of any particular contract or transaction or for any particular period.

15.3 A Director may hold any office or place of profit with the Company (other than the office of auditor) in conjunction with his office of Director for such period and on such terms (as to remuneration or otherwise) as the Directors may determine and no Director or intended Director shall be disqualified from his office from contracting with the Company either with regard to his tenure of any such other office or place of profit or as vendor, purchaser or otherwise, and, subject to compliance with the provisions of the Act, no contract or transaction entered into by or on behalf of the Company in which a Director is in any way interested shall be liable to be voided by reason thereof.

15.4 Subject to compliance with the provisions of the Act, a Director or his firm may act in a professional capacity for the Company (except as auditor for the Company) and he or his firm shall be entitled to remuneration for professional services as if he were not a Director.

15.5 A Director may be or become a Director or other officer or employee of, or otherwise be interested in, any corporation or firm in which the Company may be interested as a shareholder or otherwise, and, subject to compliance with the provisions of the Act, such Director shall not be accountable to the Company for any remuneration or other benefits received by him as director, officer or employee of, or from his interest in, such other corporation or firm, unless the Company in general meeting otherwise directs.

15.6 A Director who holds a “disclosable interest” (as that term is used in the *Business Corporations Act*) in a contract or transaction into which the Company has entered or proposes to enter is liable to account to the Company for any profit that accrues to the Director under or as a result of the contract or transaction only if and to the extent provided in the *Business Corporations Act*).

## **16. PROCEEDINGS OF DIRECTORS**

16.1 The Chairperson of the Board, if any, or in his absence, the President shall preside as Chairperson at every meeting of the Directors, or if there is no Chairperson of the Board, or if neither the Chairperson of the Board nor the President is present within fifteen minutes after the time appointed for holding the meeting or if either of them is present and none of them is willing to act as Chairperson, or, if the Chairperson of the Board, if any, and the President have advised the Secretary that they will not be present at the meeting, the Directors present shall choose one of their number to be Chairperson of the meeting.

16.2 The Directors may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit. Questions arising at any meeting shall be decided by majority votes. In case of an equality of votes the Chairperson shall not have a second or casting vote. Meetings of the Board held at regular intervals may be held at such place, at such time and upon such notice (if any) as the Board may by resolution from time to time determine.

16.3 Every Director shall have one (1) vote for each share held by the Regional District that he represents and may exercise such vote either in person or by proxyholder.

16.4 A Director may participate in a meeting of the Board of Directors or of any committee of the Directors in person or by telephone if all Directors participating in the meeting, whether in person or by telephone or other communications medium, are able to communicate with each other. A Director may participate in a meeting of the Board of Directors or of any committee of the Directors by a communications medium other than telephone if all Directors participating in the meeting, whether in person or by telephone or other communications medium, are able to communicate with each other and if all Directors who wish to participate in the meeting agree to such participation. A Director who participates in a meeting in a manner contemplated by this Article 16.4 is deemed for all purposes of the *Business Corporations Act* and these Articles to be present at the meeting and to have agreed to participate in that manner.

16.5 A Director may, and the Secretary or an Assistant-Secretary, upon request of a Director shall, call a meeting of the Board at any time. Reasonable notice of such meeting specifying the place, day and hour of such meeting shall be given by mail, postage prepaid, addressed to each of the Directors and alternate Directors at his address as it appears on the books of the Company or by leaving it at his usual business or residential address or by telephone, telex, or any method of transmitting legibly recorded messages. It shall not be necessary to give notice of a meeting of Directors to any Director and alternate Director,

- (a) who is at the time not in the Province of British Columbia, or
- (b) if such meeting is to be held immediately following a general meeting at which such Director shall have been appointed or is the meeting of Directors at which such Director is appointed.

Accidental omission to give notice of a meeting to, or the non-receipt of a notice by any Director or alternate Director shall not invalidate the proceedings at the meeting.

16.6 Any Director of the Company may file with the Secretary a document executed by him waiving notice of any past, present or future meeting or meetings of the Directors being, or required to have been, sent to him and may at any time withdraw such waiver with respect to meetings held thereafter. After filing such waiver with respect to future meetings and until such waiver is withdrawn no notice need be given to such Director and all meetings of the Directors so held shall be deemed not to be improperly called or constituted by reason of notice not having been given to such Director or alternate Director.

16.7 The quorum necessary for the transaction of the business of the Directors shall be not less than two-thirds (2/3) of the Directors eligible to vote on such business.

16.8 The continuing Directors may act notwithstanding any vacancy on the Board but, if and so long as their number is reduced below the number fixed pursuant to these Articles as necessary quorum of Directors, the continuing Directors may act for the purpose of increasing the number of Directors to that number or of summoning a general meeting of the Company, but for no other purpose.

16.9 Subject to the provisions of the Act, all acts done by any meeting of the Directors or of a committee of Directors, or by any person acting as a Director, shall notwithstanding that it is afterwards discovered that there was some defect in the qualification or appointment of any such Directors or of the Members of such committee or person acting as aforesaid or that they or any

of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a Director.

16.10 A resolution consented to in writing, whether by document, telegram, telex or any method of transmitting legibly recorded messages, by all of the Directors shall be as valid and effectual as if it had been passed at a meeting of the Directors duly called and held. Such resolution may be in two or more counterparts which together shall be deemed to constitute one resolution in writing. Such resolution shall be filed with the minutes of the proceedings of the Directors and shall be effective on the date stated there on or on the latest date stated on any counterpart.

## 17. EXECUTIVE AND OTHER COMMITTEES

17.1 The Directors may by resolution appoint an Executive Committee to consist of such Member or Members of their body as they think fit, which Committee shall have and may exercise during the intervals between the meetings of the Board all the powers vested in the Board except the power to fill vacancies in the Board, the power to change the membership of, or fill vacancies in, the said Committee or any other committee of the Board and such other powers, if any, as may be specified in the resolution.

The said Committee shall keep regular minutes of its proceedings and shall cause them to be recorded in books kept for that purpose, and shall report the same to the Board at such time as the Board may from time to time require. The Board shall have the power at any time to revoke or override the authority given to or acts done by the Executive Committee except as to acts done before such revocation or overriding and to terminate the appointment, or change the membership, of such Committee and to fill vacancies in it.

17.2 The Directors may by resolution appoint one or more committees consisting of such member or members as they think fit and may delegate to any such committee such powers of the Board (except the Power to fill vacancies in the Board and the power to change the membership of or fill vacancies in any committee of the Board and the power to appoint or remove officers appointed by the Board) subject to such conditions as may be prescribed in such resolution and all committees so appointed shall keep regular minutes of their proceedings and shall cause them to be recorded in books kept for that purpose, and shall report the same to the Board at such times as the Board may from time to time require. The Directors shall also have power at any time to revoke or override any authority given to or acts to be done by such committees except as to acts done before such revocation or overriding and to terminate the appointment or change of membership of a committee and to fill the vacancies in it.

17.3 Committees may make rules for the conduct of their business and may appoint such assistants as they may deem necessary. A majority of the members of a committee shall constitute a quorum thereof.

17.4 The members of a committee may meet and adjourn as they think proper. Questions arising at any meeting of a committee shall be determined by a majority of votes of the members of the committee present and in case of an equality of votes the Chairperson shall not have a second or casting vote. The provisions of Article 16.9 shall apply mutatis mutandis to resolutions consented to in writing by members of the Executive Committee or of other committees appointed under this Part.

## **18. OFFICERS**

18.1 The Directors shall from time to time appoint a President, a Secretary and such other officers, if any, as the Directors may determine and the Directors may, at any time, terminate any such appointment. No officer shall be appointed unless he is qualified in accordance with the provisions of the Act.

18.2 One person may hold more than one such office except that the offices of President and Secretary shall be held by different persons. Any person appointed as Chairperson of the Board or President or Managing Director shall be a Director. The other officers need not be Directors.

18.3 The Directors may decide what functions and duties each officer shall perform and may entrust to and confer upon him any of the powers exercisable by them upon such terms and conditions and with such restrictions as they think fit and may from time to time revoke, withdraw, alter or vary all or any of such functions, duties and powers. The Secretary shall, inter alia, perform the functions of the Secretary specified in the Act.

18.4 Every officer of the Company who holds any office or possesses any property whereby, whether directly or indirectly, duties or interests which might be created in conflict with his duties or interests as an officer of the Company shall, in writing disclose to the President the fact and the nature and extent of the conflict.

## **19. INDEMNITY AND PROTECTION OF DIRECTORS, OFFICERS, EMPLOYEES AND AGENTS**

19.1 Subject to the provisions of the Act, the Directors may, with the approval of the Court, cause the Company to indemnify a Director or former Director of the Company or a Director or former Director of a corporation of which the Company is or was a shareholder and his heirs and personal representatives against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, actually and reasonably incurred by him in a civil, criminal or administrative action or proceeding to which he is or they are made a party by reason of being or having been a Director of the Company or of such corporation, including an action brought by the Company or such corporation. Each Director of the Company on being appointed shall be deemed to have contracted with the Company on the terms of the foregoing indemnity.

19.2 Subject to the provisions of the Act, the Directors may cause the Company to indemnify any officer, employee or agent of the Company or of a corporation of which the Company is or was a shareholder (notwithstanding that he is also a Director) and his heirs and personal representatives against all costs, charges and expenses whatsoever incurred by him or them and resulting from his acting as an officer, employee or agent of the Company or of such corporation. In addition, the Company shall indemnify the Secretary or an assistant Secretary of the Company (if he shall not be a full time employee of the Company and notwithstanding that he is also a Director) and his heirs, and personal representatives against all costs, charges and expenses whatsoever incurred by him or them and arising out of the functions assigned to the Secretary by the Act or these Articles and each such Secretary and Assistant Secretary shall on being appointed be deemed to have contracted with the Company on the terms of the foregoing indemnity.

19.3 The failure of a Director or officer of the Company to comply with the provisions of the Act or of the Memorandum or these Articles shall not invalidate any indemnity to which he is entitled under this Part.

19.4 The Directors may cause the Company to purchase and maintain insurance for the benefit of any person who is or was serving as a Director, officer, employee or agent of the Company or of any corporation of which the Company is or was a shareholder and his heirs or personal representatives against any liability incurred by him as such Director, officer, employee or agent.

## 20. SEAL

20.1 The Directors may provide a seal for the Company and if they do so shall provide its safe custody and they shall have power from time to time to destroy the same and substitute a new seal in place thereof.

20.2 The seal, if any, shall not be affixed to any instrument except in the presence of:

- (a) any two Directors, or
- (b) any one of either the Chairperson of the Board, or the President or a Director or a Vice-President, together with any one of either the Secretary or the Treasurer or an Assistant Secretary or an Assistant Treasurer; or
- (c) such person or persons as the Directors may from time to time by resolution appoint, and any such resolution may be general in its nature,

and the said Directors, officers, person or persons in whose presence the seal is so affixed to an instrument shall sign such instrument. For the purposes of certifying under seal true copies of any document or resolution the seal may be affixed in the presence of any one of the foregoing persons.

20.3 To enable the seal of the Company to be affixed to any bonds, debentures, share certificates, or other securities of the Company, whether in definitive or interim form, on which facsimiles of any of the signatures of the Directors or officers of the Company are, in accordance with the Act and/or these Articles, printed or otherwise mechanically reproduced there may be delivered to the firm or company employed to engrave, lithograph, or print such definitive or interim bonds, debentures, share certificates or other securities one or more unmounted dies reproducing the Company's seal and the Director may authorize such firm or company to cause the Company's seal to be affixed to such definitive or interim bonds, debentures, share certificates or other securities by the use of such dies. Bonds, debentures, share certificates or other securities to which the Company's seal has been so affixed for all purposes be deemed to be under and to bear the Company's seal lawfully affixed thereto.

20.4 Subject to the provisions of the Act, the Directors may provide for the use in any other province, state, territory or country an official seal which shall have on its face the name of the province, state, territory or country where it is to be used.

## **21. MECHANICAL REPRODUCTION OF SIGNATURES**

21.1 The signature or any officer of the Company may, if authorized by the Directors, be printed, lithographed, engraved or otherwise mechanically reproduced upon all instruments executed or issued by the Company or any officer thereof and any instrument on which the signature of any such person is so reproduced shall be deemed to have been manually signed by such person whose signature is so reproduced and shall be as valid to all intents and purposes as if such instrument had been signed manually, notwithstanding that the person whose signature is so reproduced may have ceased to hold office at the date of the delivery or issue of such instrument. The term “instrument” as used in this Article shall include deeds, mortgages, hypothec, charges, conveyances, transfers and assignments of property, real or personal, agreements, releases, receipts and discharges for the payment of money or other obligations, certificates of the Company's shares, share warrants of the Company, bonds, debentures and other debt obligations of the Company.

## **22. RECORD DATES**

22.1 The Directors may fix in advance a date, which shall not be more than the maximum number of days permitted by the Act, preceding the date of any meeting of Members or of the proposed taking of any other proper action requiring the determination of Members, as the Record date for the determination of the Members entitled to notice of, or to attend and vote at, any such meeting and any adjournment thereof, or for any other proper purpose and, in such case, notwithstanding anything elsewhere contained in these Articles, only Members of record on the date so fixed shall be deemed to be Members for the purposes aforesaid.

22.2 Where no record date is so fixed for the determination of Members as provided in the preceding Article the date on which the notice is mailed, shall be the record date for such determination.

## **23. DOCUMENTS, RECORDS, REPORTS AND ACCOUNTS**

23.1 The Company shall keep at its records office or at such other place as the Act may permit, the documents, copies, registers, minutes and records which the Company is required by the Act to keep at its records office or such other place as the case may be.

23.2 The Company shall cause to be kept proper books of account and accounting records in respect of all financial and other transactions of the Company in order to record the financial affairs and condition of the Company and to comply with the Act.

23.3 Unless the Directors determine otherwise, or unless otherwise determined by ordinary resolution, no Member of the Company shall be entitled to inspect the accounting records of the Company.

23.4 The Directors shall in every financial year of the Company appoint, at the expense of the Company, an auditor to prepare the Company's annual audited financial statements. The Directors shall further cause the Company to place the most recent audited annual financial statements and reports in any annual general meeting.

23.5 Upon request of a Member, one copy of the latest annual financial statement of the Company will be supplied without charge within 180 days of the Company's financial year end in each year.

23.6 The financial year end of the Company shall be December 31st in each calendar year.

23.7 Whether or not the *Freedom of Information and Protection of Privacy Act* applies to the Company, the Directors will cause the Company to make Company documents available to the public where that Act would require them be disclosed if it did apply to the Company, including the latest audited annual financial statements of the Company within 180 days of the Company's financial year end in each such year. These documents shall be made available for inspection by members of the public at the Company's business address.

## 24. NOTICES

24.1 Unless the *Business Corporations Act* or these Articles provides otherwise, a notice, statement, report or other record required or permitted by the *Business Corporations Act* or these Articles to be sent by or to a person may be sent by any one of the following methods:

- (a) mail addressed to the person at the applicable address for that person as follows:
  - (i) for a record mailed to a Member, the Member's registered address;
  - (ii) for a record mailed to a Director or officer, the prescribed address for mailing shown for the Director or officer in the records kept by the Company or the mailing address provided by the recipient for the sending of that record or records of that class;
  - (iii) in any other case, the mailing address of the intended recipient;
- (b) delivery at the applicable address for that person as follows, addressed to the person:
  - (i) for a record delivered to a Member, the Member's registered address;
  - (ii) for a record delivered to a Director or officer, the prescribed address for delivery shown for the Director or officer in the records kept by the Company or the delivery address provided by the recipient for the sending of that record or records of that class;
  - (iii) in any other case, the delivery address of the intended recipient;
- (c) sending the record by fax to the fax number provided by the intended recipient for the sending of that record or records of that class;
- (d) sending the record by email to the email address provided by the intended recipient for the sending of that record or records of that class; and
- (e) physical delivery to the intended recipient.

24.2 A record that is mailed to a person by ordinary mail to the applicable address for that person referred to in Article 24.1 is deemed to be received by the person to whom it was mailed on the day, Saturdays, Sundays and holidays excepted, following the date of mailing.

24.3 A certificate signed by the Secretary, if any, or other officer of the Company or of any other corporation acting in that behalf for the Company stating that a notice, statement, report or other record was addressed as required by Article 24.1, prepaid and mailed or otherwise sent as permitted by Article 24.1 is conclusive evidence of that fact.

24.4 A notice, statement, report or other record may be provided by the Company to the joint Members of a share by providing the notice to the joint Member first named in the central securities register in respect of the share.

24.5 A notice, statement, report or other record may be provided by the Company to the persons entitled to a share in consequence of the death, bankruptcy or incapacity of a Member by:

- (a) mailing the record, addressed to them:
  - (i) by name, by the title of the legal personal representative of the deceased or incapacitated Member, by the title of trustee of the bankrupt Member or by any similar description; and
  - (ii) at the address, if any, supplied to the Company for that purpose by the persons claiming to be so entitled; or
- (b) if an address referred to in Article 24.1 has not been supplied to the Company, by giving the notice in a manner in which it might have been given if the death, bankruptcy or incapacity had not occurred.

## 25. PROHIBITIONS

25.1 The number of Members of the Company shall be limited to ten (10) and may be increased or decreased from time to time as the Board of Directors may determine.

25.2 No shares, securities or debt obligations issued by the Company shall be offered for sale to the public.

25.3 No shares shall be transferred without the previous consent of the Directors expressed by the resolution of the Board and the Directors shall not be required to give any reason for refusing to consent to any such proposed transfer.

25.4 These Articles shall not be amended or altered in all or in part without and until the prior written approval of the Inspector of Municipalities has first been obtained.

25.5 The Company may not create, incorporate, form or establish or acquire shares in a subsidiary corporation unless the prior written approval of the Inspector of Municipalities has first been obtained.

25.6 The Company may not dispose of all or substantially all of its assets including, without limitation, any land or improvements owned or previously transferred or sold to the Company by any municipality or regional district, at less than fair market value, save and except if approved by a special resolution.

## 26. DISPUTE RESOLUTION

26.1 The Board of Directors and the Members shall adhere to and participate in the mediation of any and all disputes arising out of or in connection with the Company matters, or in respect of any defined legal relationship associated therewith or derived therefrom, before commencing any legal action. The Directors and the Members shall fully and timely disclose all information and documentation to ensure prompt and economical dispute resolution. The mediation shall be administered by the British Columbia International Commercial Arbitration Centre in accordance with its “Procedures for Cases under the BCICAC Rules”.

26.2 In the event that the mediation is terminated without resolving the dispute, the dispute shall be referred to and finally resolved by arbitration administered by the British Columbia International Commercial Arbitration Centre pursuant to its Rules. The place of arbitration shall be Vancouver, British Columbia.

## 27. COMMITTEES

27.1 The Board of Directors may appoint committees whose members may include the Directors and the Members and who will hold their offices at the will of the Board of Directors. The Directors shall determine the duties and any powers conferred on such committees. Committee members need not be members of the Company.

27.2 Committees may appoint subcommittees to perform some, but not all, of its duties. Members of the subcommittee will be determined by the members of the Committee. The Board of Directors may remove any member of a subcommittee at will.

## 28. COMPANY MANDATE

28.1 The Company's mandate shall be to provide emergency call handling and fire dispatch services.



**To:** ACRD Board of Directors

**From:** Michael McGregor, Lands and Resources Coordinator  
John Curtis, Asset Management and Grant Coordinator  
Amy Wilson, GIS Analyst

**Meeting Date:** November 12, 2025

**Subject:** Linear Asset Management

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors receive the following Parks Linear Asset Assessment and Mapping Reports as presented:***

- Regional Parks - Alberni Inlet Trail
- Sproat Lake Community Parks - Dickson Park
- Beaver Creek Community Parks - Evergreen Park
- Bamfield Community Parks - Grappler Wharf
- Regional Parks – Log Train Trail
- Cherry Creek Community Parks – Maplehurst Park

**Desired Outcome:**

To update the Board of Directors on the Parks asset assessment and mapping reports recently completed.

**Summary:**

In 2024, the Alberni-Clayoquot Regional District (ACRD) advanced its Parks Asset Management strategy by launching the Parks Linear Asset Assessment and Mapping project, building on recommendations from its 2021 Asset Management Plan. This initiative focused on assessing and valuing linear infrastructure such as bridges and wharf components—including gangways, floats, and approach structures—to improve condition data and support sustainable service delivery aligned with Board-defined service levels.

**Background:**

The ACRD completed its initial Parks Asset Management Plan in 2021 which supports informed decision making and effective resource allocation. As part of that plan, the Asset Management Improvement Plan recommended a project to enhance condition assessment accuracy and mapping data. In 2024 the ACRD launched the Parks Linear Asset Assessment and Mapping project to advance this objective.

This project involved linear infrastructure assessments and valuations related to bridges, and wharf components such as gangways, floats and approach structures. The data collected will inform the overall asset management strategy and support sustainable service delivery to communities aligned with the Board identified levels of service for the individual park and/or trail.

The project also produced a spatial inventory and mapping of these park assets. This inventory is now integrated within the ACRD GIS database.

The next steps include actioning any immediate safety concerns identified in the reports, developing a maintenance plan moving forward and incorporating the new information into Version 2 of a Parks Asset Management plan.

**Financial:**

The contract for this project was for \$50,000 with funding coming from the following sources:

- \$25,000 from the UBCM 2024 Asset Management Planning program
- \$25,000 from the ACRD's Community Works Funds

**Strategic Plan Implications:**

This supports strategies 1.1 Enhanced indoor/outdoor recreation facilities and services; and 2.1 Advance the development of an asset management program.

**Policy or Legislation:**

The Local Government Act outlines the powers and responsibilities of Regional Districts. Under Part 5 Regional Districts are empowered to provide services, including parks and recreation.

The ACRD Asset Management Policy sets out principals in applying an Asset Management System to achieve the Board's strategic objectives.

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

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

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



**To:** ACRD Board of Directors  
**From:** Michael McGregor, Lands and Resources Coordinator  
**Meeting Date:** November 12, 2025  
**Subject:** Log Train Trail Allowable Uses

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to proceed with option 5 – split-use model with a northern motorized section and a southern non-motorized section and develop the appropriate enforcement management plan, as required by the Ministry of Transportation and Transit.***

**Summary:**

At the October 22, 2025, Committee of the Whole meeting, the attached report was presented. There was notable discussion regarding the preferred course of action, and ultimately, the Committee endorsed the resolution outlined above. The next steps to advance this initiative includes further work to formally determine the location of the split boundary, develop a draft enforcement plan and regulatory bylaw outlining specific contents, and identify the appropriate resources for enforcement. These details will be discussed at the upcoming Regional Parks Working Group meeting and shared with the Ministry of Transportation and Transit to facilitate the update of the Log Train Trail Lease.

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:** Committee of the Whole  
**From:** Michael McGregor  
**Meeting Date:** October 22, 2025  
**Subject:** Log Train Trail Allowable Uses

**Recommendation:**

***THAT the Committee of the Whole recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to proceed with option 1 – multi-use (including motorized) and develop the appropriate enforcement management plan, as required by the Ministry of Transportation and Transit, in consultation with the Regional Parks Working Group.***

**Desired Outcome:**

To obtain direction from the Committee of the Whole on next steps for the Ministry of Transportation and Transit (MOTT) lease update for the Log Train Trail (LTT).

**Summary:**

This report provides further information on the options for allowable uses for the LTT lease with the MOTT. It outlines five options and their associated advantages and challenges.

**Background:**

The creation of the LTT management plan in 2023, sparked a broad community conversation about the future of the LTT, encouraging open discussion and debate. A central issue was motorized vehicle use which elicited strongly divided viewpoints. In total, over 700 individual engagements occurred across surveys, open houses, workshops and interviews with the majority consistently supporting motorized use. In the final public survey 72% of respondents supported the proposed allowable use of motorized multi use, whereas approximately 27% were not supportive.

Four potential options were brought to the Board at the end of the public engagement process and final stages of plan development. The Board provided support to pursue a motorized multi-use lease update for the LTT as described in Option 1 below. Staff have been working to implement this option and recently reported back to the Regional Parks Working Group and Board on the progress and requirements from MOTT.

At the July 2025 Board of Directors meeting there was discussion about allowing different uses within the Cherry Creek residential area of the LTT, which would represent a departure from the established LTT management plan.

In the October meeting of the Regional Parks Working Group there was significant discussion on the 5 below options, with some members in support of option #1 and other members in support of option #5. The group was unable to identify one option to provide a recommendation to the ACRD Board as it is a contentious topic and feel it requires further discussion to work through the challenges. It was agreed upon by the working group that Option #4 - Divest Trail is not supported

Following this discussion, the Regional Parks Working Group passed the following motion:

*THAT the Regional Parks Working Group recommend the continued occupation of the Log Train Trail by the Alberni-Clayoquot Regional District, that divestiture of the trail not be considered an option, and that the Working Group continue to evaluate future options for the trail, including multi-use and/or a split-use approach.*

Below are the original 4 options brought to the Board in 2023 along with an additional 5th option of a split approach for consideration.

Option #1 MULTI-USE (INCLUDING MOTORIZED) Supported by the ACRD Board of Directors on May 24th, 2023, and within subsequent management plan reports/documents.

In this option, all user groups would be allowed to use the trail. Trail and corresponding infrastructure would be designed to accommodate the most demanding user (Off-Highway Vehicle or OHV), which maintains safety and usability for all users, while protecting the ACRD from liability issues. Wayfinding and connectivity improvements would be sought out for all users and signed appropriately connecting to and along the trail corridor. User conflicts are the main concern with this option and could be addressed in a variety of ways including signage, speed controls, and community building.

In pursuit of this option on July 23rd, 2025, the ACRD Committee of the Whole passed the motion that staff not pursue a Parks Regulation Bylaw and instead inform MOTT that the ACRD proposes a communication campaign aimed at informing users and the public on clearly outlined expected standards of use. A representative of MOTT replied to that motion with the below message:

**“(T)he Ministry undertook a review of the ACRD’s updated management plan, existing lease agreement and all submitted supplemental information pertaining to the renewal of the Lease Agreement for the Log Train Trail in the Port Alberni Area. We have now also read the attached Request for Decision document in consideration with Provincial Legislation and policies. The Ministry is unable to pursue the renewal of the Log Train Trail agreement with permissions for ORV use without a suitable enforcement management plan. Allowing motorized vehicle use on the public owned portions of the trail presents unreasonable risk and liability to the Province. Unfortunately, an education campaign does not provide suitable protection and assurance to our agency.”**

If the ACRD wishes to continue pursuing a lease update that includes motorized multi use in line with the LTT management plan, the Province requires the development of an enforcement management plan. This would require adopting a regulatory bylaw that clearly outlines standards and establishes a

formal process for ACRD enforcement in cases of non-compliance. This is the stance of MOTT (email correspondence attached) as far as allowing the lease to be updated to allow for motorized use. If the ACRD wants the lease to permit motorized use, an enforcement management plan must be developed and adopted.

#### Option #2 STATUS-QUO (MAINTAIN CURRENT NON-MOTORIZED USE WITH NO ENFORCEMENT)

In this option all user groups continue to use the trail as they currently do but motorized users remain prohibited under the ACRD lease. In practice, OHVs will likely continue to use the trail, as there is no enforcement mechanism to prevent non-compliance. Wayfinding and connectivity improvements would be solely focused on non-motorized users. This offers no improvements to how OHVs access and use the trail as motorized use is excluded from signage and infrastructure planning. Non-motorized users and neighbours of the trail will likely continue to encounter motorized use with no plan on how to address the challenges. As ATVs will still access the trail, the trail surface and bridges should be designed to accommodate OHVs, as doing otherwise could create safety, environmental, and liability issues.

#### Option # 3 MAINTAIN CURRENT NON-MOTORIZED USE AND IMPLEMENT ENFORCEMENT

In this option motorized use would be explicitly prohibited and actively enforced. The development and formal adoption of an enforcement plan including a regulatory bylaw which establishes a process for enforcement would be required. Trail infrastructure would be designed to meet non-motorized use only. Wayfinding and connectivity improvements would be designed for non-motorized users only. It is anticipated that motorized users will still access the trail. Enforcement would be challenging and would likely result in substantial cost increases. This approach may also alienate members of the motorized community resulting in lower volunteerism for trail maintenance increasing those costs to the ACRD as well.

#### Option # 4 DIVEST TRAIL

In this option, the ACRD would divest all or a or a portion of the trail back to the MOTT. Since MOTT does not provide recreational trails within their service, the trail would likely be closed to recreational use. Closure would likely include decommissioning of bridges and restoration of the trail corridor. Connectivity within the broader trail network would be greatly affected as the LTT acts as a connector trail to many other trail networks.

The current lease agreement between the ACRD (Tenant) and the province (Landlord) includes the below clauses relevant to this process:

5. (q) 90 days after the expiration or cancellation of this lease, any improvements or fixtures that remain unremoved from the premises shall be absolutely forfeited to and become the property of the Landlord and the Landlord may remove them from the Premises and the Tenant shall, on demand, compensate the Landlord for all costs incurred by the Landlord respecting their removal;

10. (iii) The Tenant may terminate this Lease by giving to the Landlord 180 days notice that the Tenant no longer requires the Premises for its purposes provided that upon such termination the Tenant shall leave the Premises in a neat and tidy condition and remove from the Premises any improvements built upon the Premises if requested to do so by the Landlord.

In this scenario it is currently unknown to what extent the province would require the removal of trail infrastructure - such as bridges, gates, culverts etc. - at the ACRD's expense.

#### Option # 5 SPLIT APPROACH

In this option, the LTT would be divided into two distinct use zones:

- The northern section (Beaufort) would follow Option #1, operating as a multi-use trail including motorized access
- The southern section (Cherry Creek) would follow Option #3, remaining non-motorized with enforcement.

The ACRD would develop an enforcement plan that reflects this split-use model and continue to pursue an update to the lease agreement with MOTT.

If implementation of allowing motorized use is found to be successful in the northern section, transitioning the southern section to motorized would be considered in order to align with the original LTT management plan recommendations.

This approach is intended to offer flexibility and addresses concerns that have been raised. However, it also adds complexity to an enforcement plan and makes necessary public communications clearly informing users of changes regarding expectations more challenging. It also runs the risk of alienating existing Cherry Creek motorized users and could lead to increased costs to provide enforcement.

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

It is estimated that approximately 60 hours of staff time would be required to develop a draft enforcement management plan including a drafting a regulatory bylaw, design public reporting mechanisms, and the development of public communication plan.

Once the plan is drafted it would be reviewed with impacted partners such as MOTT and RCMP then brought to the Regional Parks Working Group, prior to being brought back to the ACRD Committee of the Whole or Board of Directors.

#### **Financial:**

There are no anticipated financial costs to develop an enforcement management plan. Further financial implications related to the adoption of a regulatory bylaw would be determined once the enforcement plan is accepted by MOTT.

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

This supports strategy 1.1 Enhanced indoor/outdoor recreation facilities and services.

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

The Local Government Act outlines the powers and responsibilities of Regional Districts. Under Part 5 Regional Districts are empowered to provide services, including parks and recreation and to adopt bylaws necessary for delivering those services.

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

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

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

# LTT Enforcement Management Plan Outline

## 1. Legal Framework

- Draft and adopt regulatory bylaw defining permitted and prohibited trail uses.
- Clarify enforcement authority and jurisdiction (e.g., ACRD, RCMP, MOTT).
- Establish set penalties for non-compliance.

## 2. Enforcement Strategy

- Create public reporting mechanisms (e.g., online form, email, web page).
- Define procedure to investigate and enforce non-compliance.
- Identify responsible enforcement personnel.

## 3. Signage and Communication

- Install clear signage at trailheads and transition zones indicating permitted uses and etiquette.
- Develop public communication campaign to promote awareness.
- Engage community user groups to support voluntary compliance and stewardship.

## 4. Monitoring and Evaluation

- Track incidents, complaints, and enforcement actions to assess effectiveness.
- Adapt strategies based on evolving needs.

## 5. Budget and Resources

- Estimate costs for staff time, signage, and outreach materials.
- Identify funding sources such as grants, or partnerships.

## 6. Coordination and Partnerships

- Collaborate with provincial ministries, first nation governments, and law enforcement.
- Engage volunteers in monitoring, education, and reporting efforts.



**To:** ACRD Board of Directors

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

**Meeting Date:** November 12, 2025

**Subject:** Log Train Trail Bridge Condition

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to perform the necessary improvements to ensure failed bridge infrastructure is safe for the intended public use.***

**Desired Outcome:**

To obtain direction from the Board of Directors on the repair of failed bridge infrastructure on the Log Train Trail.

**Summary:**

In 2024, the Alberni-Clayoquot Regional District (ACRD) initiated a Parks Linear Asset Assessment and Mapping project to enhance infrastructure data and support its asset management strategy. This project evaluated linear assets such as bridges, boardwalks, and wharfs within ACRD-owned and operated parkland. The assessment identified three bridges along the Log Train Trail that require urgent repairs due to safety concerns. Recommended actions include structural repairs for Bridges 3 and 5, as well as replacing Bridge 7 with a culvert to optimize long-term cost efficiency.

**Background:**

In 2024 the ACRD launched the Parks Linear Asset Assessment and Mapping project. This project involved linear infrastructure assessments and valuations related to bridges, and wharf components such as gangways, floats and approach structures. The data collected will inform the overall asset management strategy and support sustainable service delivery to communities aligned with the Board identified levels of service for the individual park.

Community volunteers have long been instrumental in achieving maintenance standards for the Log Train Trail. Enhancing a collaborative trail management model that strengthens the partnership between the ACRD and formal volunteers, while enabling volunteers to support the upkeep of the trail corridor and related infrastructure to meet the Board-approved level of service, remains a priority. According to the MIABC's Liability Protection Agreement (LPA), volunteers are considered insured

parties under the ACRD's liability policy only when they are acting under the direction and/or supervision of the local government. If volunteers act independently—without direction, approval, or oversight from the ACRD—their actions fall outside the scope of the Regional District's liability coverage.

The report has identified three bridges along the Log Train Trail with components requiring urgent repairs to ensure user safety. These three bridges have been prioritized for immediate attention due to critical safety concerns.

Below are the recommendations from the Linear Assets report for the three bridges followed by staff notes.

### **BRIDGE 3, KM 12.9**

During the initial inspection the bridge was in a failed condition with collapsed stringers on one side of the structure. Following the initial inspection, community volunteers performed partial repairs. The ACRD was not involved in the coordination of these repairs. Herold Engineering then reviewed the repairs and provided the attached August 27 letter regarding the condition of Bridge 3.

#### Recommendations from August 27<sup>th</sup> Engineer Letter

##### Medium term:

- Remove and replace bridge stringers.

##### Short term:

- Reduce the width of the bridge.
- The vehicle guard be re-secured to the interior log stringer.
- The interior log stringer be mechanically connected to the adjacent conventional stringer.
- The landscape fabric be replaced and cut appropriately to the bridge footprint.
- The gravel overlay be properly compacted.

Recently, another group of volunteers have performed further partial repairs without coordination with the ACRD. The new works have reduced the width of this bridge by removing timbers placed by the initial volunteers. It is believed that they did this to avoid using the damaged section of the bridge and to gain access to cross within the creek bed.

It is recommended to proceed with the remaining short-term improvements while increasing monitoring of the existing stringers. The provision of a full stringer replacement within the five year financial plan is also advised. The estimated budget for short term repairs if no other volunteer resources are available to offset costs is approximately \$3,000.

### **BRIDGE 5, KM 9.6**

#### Recommendations from Asset Report

- Replace vehicle guards.
- Consider replacing decking within 1 to 3 years.
- Consider load rating the bridge structure to confirm the capacity of the stringer sections.

After this inspection some of the decking boards have failed resulting in large holes in the decking and poses a risk of user injury. Partial decking replacement, vehicle guard replacement, and reducing the width by securing the log stringer further are also recommended. The estimated budget for these repairs if no other volunteer resources are available to offset costs is approximately \$7,500.

**BRIDGE 7, KM 7.4****Recommendations from Asset Report**

- Clean superstructure.
- Re-instate decking in original position.
- Replace failed stringer.
- Replace abutments.

Following the review of the report and an additional site inspection, staff recommend replacing this bridge with a culvert to enhance longevity and reduce both the installation and ongoing maintenance costs. This project would require instream work being completed within a fisheries window to minimize environmental impact on the riparian area. The estimated budget for this installation if no other volunteer resources are available to offset costs is approximately \$6,500.

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

It is estimated that 50 hours of staff time will be required to identify volunteers and/or contractors, establish construction standards, coordinate regulatory requirements, and communicate impacts to trail users.

**Financial:**

The 2025 Regional Parks Operations budget has allocated \$25,000 for Log Train Trail Maintenance and Repairs. Performing the urgent repairs required for these three bridges can be completed utilizing these funds and does not require a budget amendment.

**Strategic Plan Implications:**

This supports strategy 1.1 Enhanced indoor/outdoor recreation facilities and services.

**Policy or Legislation:**

The Local Government Act outlines the powers and responsibilities of Regional Districts. Under Part 5 Regional Districts are empowered to provide services, including parks and recreation.

**Options Considered:****Option #1 (Staff Recommendation):**

***THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to perform the necessary improvements to ensure failed bridge infrastructure is safe for the intended public use.***

This option would entail the ACRD working within the procurement policy to formally utilize available volunteers where possible and where required contract professionals to perform the necessary repairs.

**Option #2:**

***That the ACRD Board of Directors direct staff to post signage on bridges that have failed as unsafe for public use. ACRD Staff are to formally seek an agreement with a volunteer organization(s) to perform the necessary repairs without utilizing existing allocated Regional Parks operations budgets.***

This option would rely only on community volunteers to perform improvements which has the benefits of cost savings, community sense of ownership and fostering trail stewardship. While it may also present challenges in meeting construction standards and regulatory requirements in a timely manner, while potentially increasing ACRD risk and liability.

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

August 27, 2025

5540-005

Via email: mmcgregor@acrd.bc.ca

Alberni Clayoquot Regional District  
3008 5<sup>th</sup> Ave  
Port Alberni, BC  
V9Y 2E3

Attn: Michael McGregor, Lands and Resources Coordinator

**Re: Log Train Trail - Trail Bridge Failure REV 2**

Dear Michael:

As requested, Herold Engineering Limited (Herold) travelled to the trail bridge site on March 12, 2025, to review the reported bridge failure and provide recommendations. A letter was issued on March 23, 2025 providing a summary of the conditions observed on-site, as well as options for repairs and associated cost estimates. Photographs from this site visit are appended to this letter for reference.

The existing structure is a 7.32m long simple span. The deck is comprised of a gravel overlay on landscaping fabric, supported on ten treated timber stringers. The stringers rest on a concrete abutment at either end of the bridge.

The noted bridge failure occurred in one of the interior stringers. The stringer appeared to have sustained significant biological damage and fungal decay. This is thought to have been caused by long term moisture accumulation. The stringer failed in shear near the face of the abutment support.

The remaining stringers appear to be in fair condition based on limited visual review. The stringers are competent when probed; however, the extent of the internal damage is unknown, and the bridge is nearing the end of its service life. Failures of this nature may occur in other stringers in the arrangement if their section has been compromised by internal decay and moisture.

In the March 23<sup>rd</sup> report, we strongly recommend that the bridge stringers be replaced in their entirety and that the existing elements may have a remaining life of 3 to 6 years.

It is understood that since our original letter was issued, the bridge has been repaired by local volunteers. The repairs were not overseen by an engineer and were undertaken without the knowledge or approval of the ACRD. The repairs were also undertaken without any consultation on the existing condition of the remaining bridge elements and with no knowledge of the overall condition of the structure.

The repair is generally comprised of three new log stringers being installed in the location of the failed elements. The logs appear to have been cut down nearby. The logs were placed, and the gravel overlay was re-instated. The bridge was reopened. The following photos have been provided by the ACRD.



Photograph 1: Failure of Existing Bridge



Photograph 2: New Log Stringer



Photograph 3: Placement of Log Stringers



Photograph 4: Re-instatement of gravel overlay

The trail is currently used by pedestrians, equestrians and recreational vehicles (ATV/ dirt bike/side by sides). Design loads for this type of use can be significant and the overall risk of using the structure is uncertain at this time.

The repair was not designed or installed with sufficient professional oversight to ensure predictable structural performance and has increased the risk to user life safety. Several unknown/uncontrolled variables significantly impact structural performance as follows:

- The existing stringer condition is variable, and the remaining life of the structure is uncertain. It is anticipated that failures like those that have occurred may also occur in adjacent stringers if their section is similarly deteriorated.
- The new log stringers are of an unknown species and have not been graded to confirm material strength. Their load carrying capacity is unknown and given the significant span

length, this may lead to unwanted deflections and/or unexpected structural element failure.

- The logs do not appear to have been appropriately treated. They are green wood material with no controls on shrinkage and deflection as the wood dries. They are also not appropriately treated to be exposed to moisture and soil. The durability and longevity of the repair is uncertain.
- There is no known mechanical connection between the stringers to allow for load sharing, and no mechanical connection between the stringers and the existing concrete abutment. These connections are necessary to limit individual stringer movement, differential deflections and lateral movement under demand loads.
- The gravel overlay does not appear to be compacted and no evidence of replacement of the landscape fabric was observed. This may result in loss of fill and increased rates of deterioration of the timber elements below.

It is generally recommended that the bridge stringers be removed, and a replacement structure be installed on the existing concrete abutments. This structure is to be designed by a professional structural engineer registered to practice in British Columbia.

In the interim, it is strongly recommended that the width of the bridge be reduced, and the vehicle guard be re-secured to the interior log stringer to reduce the total load on the new elements and manage the risks associated with the structural uncertainty inherent in this repair. This action will return the bridge to its condition prior to the element failure. It is also recommended that the interior log stringer be mechanically connected to the adjacent conventional stringer, the landscape fabric be replaced and cut appropriately to the bridge footprint, and the gravel overlay be properly compacted. Given the magnitude of the interim repairs, it may be a more cost-effective strategy to upgrade the structure in its entirety, as described above.

We trust this letter meets your immediate needs. Please reach out to the undersigned should you have questions or require additional information associated with the estimate and/or repair project.

Yours truly,

**HEROLD ENGINEERING LIMITED**

permit to practice no. 1000201  
Shannon Summersides, P.Eng.  
Project Engineer

Jeff Duncan, P.Eng.  
Review Engineer

*Enclosure*

### Site Photographs (from March 12, 2025 site visit)



Photograph 1: Trail Bridge, note: general arrangement looking east



Photograph 2: Trail Bridge, note: general arrangement looking east



Photograph 3: Failed Interior Stringer, note: decay and failure of rolled roofing material



Photograph 4: Failed Interior Stringer at Support, note: decayed section



Photograph 5: Trail Bridge Deck, note: void in deck



Photograph 6: Rolled Roofing Material, note: hanging and decayed



**To:** ACRD Board of Directors

**From:** Amy Needham, P.Ag, Sustainability Planner

**Meeting Date:** November 12, 2025

**Subject:** Regional Water Governance and Watershed Assessment Study Funding Opportunity – Watershed Security Fund

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to draft a letter of support for West Coast Aquatic's application to the Watershed Security Fund and that the ACRD continue to partner with all other collaborators on the Somass Fish Flow Committee to work towards watershed level governance, led by the Hupacasath and Tseshah First Nations.***

**Desired Outcome:**

That the ACRD support an application to the Watershed Security Fund by West Coast Aquatic to continue the Somass Fish Flow Committee, a group of industry, First Nation, local/provincial/federal government and environmental collaborators who meet to determine management of the Sproat, Ash, Somass and Stamp River water levels to ensure salmonid success. This grant application will also apply for funds to conduct a full hydrological study on the Somass watershed to supply data on temperature, water flow, hydrometrics, etc. that is currently missing and is affecting stakeholder ability to make hydrologically sound decisions.

**Summary:**

Holistic watershed governance for the long-term health of the Somass River Basin requires three things:

- (1) the meaningful collaboration of all parties involved in watershed management,
- (2) a process to bring these groups together to make necessary decisions or plans, and
- (3) a robust understanding of the watershed's ecosystems and hydrology that can inform the development of specific watershed goals and what is required to achieve those goals.

In 2023, the partners on this proposal began meeting as a part of a Somass Fish Flow Committee to coordinate recommendations for flow management across the three flow control structures in the watershed to optimize outcomes for fish and people. Over the last three seasons, an effective governance model has emerged regarding how this group meets and makes decisions, including a robust terms of reference, dedicated meeting schedule and professional facilitation by West Coast Aquatic.

The group has also reviewed and considered substantial knowledge and data to understand what limitations exist in the current understanding of the watershed and in the ability to make better decisions about flow, habitat, or other aspects of a healthy ecosystem. In doing so, they have identified that improved governance and decision-making is presently limited by the lack of a comprehensive understanding of how the watershed's hydrology works (a water balance model) which answers specific questions about the impacts and implications of various details of weir or dam management choices.

The proposed project will include two interdependent parts:

1. The first is continued collaborative governance development, expanding the scope of collaborative governance in the watershed to include questions beyond flow, including: water needs planning, flooding and drought planning, salmon habitat productivity and restoration, recreation, and infrastructure development through continued collaboration.
2. The second is the completion of two studies, the results of which will inform and enable the expansion of effective collaborative governance. One study will be a comprehensive water balance study that builds a model of the watershed and answers foundational questions about flow and temperature problems. Another study will be an engineering feasibility study to assess the cost of building a spillway for the largest dam on the system, Domtar's Great Central Lake Dam, which has been identified as the highest priority infrastructure upgrade to improve conditions for fish by the Somass Fish Flow Committee.

### **Background:**

On May 9, 2024, the province announced the first intake dates for their [Watershed Security Fund](#), a permanent funding program created specifically to support projects that prioritize climate resilience and First Nations' leadership to ensure BC's watersheds remain viable and thriving. The third intake of the fund opened on October 6, 2025 and closes November 17, 2025. The funders have indicated the importance of First Nations' partnership and leadership for successful grant applications, and the strong collaboration of Hupacasath and Tseshaht on the Fish Flow Committee shows their commitment to the health of the Somass watershed.

Staff recommend supporting West Coast Aquatic and all other partners on the Somass Fish Flow Committee (including Hupacasath, Tseshaht, DFO, Domtar, and Mosaic) on their application to the Watershed Security Fund for funds to both conduct the water balance study and expand the collaborative governance work the Fish Flow Committee has accomplished in the last three years.

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

Time to draft a letter of support and review West Coast Aquatic's application before submittal: four hours of staff time (Sustainability Planner)

Time to support the Somass Fish Flow Committee: 1-2 hours every two weeks from April to October.

### **Financial:**

There are no direct financial implications of supporting this grant application, as a successful application will result in 100% grant funding to continue the operation of the committee and complete the water balance study, and the Sustainability Planner is already attending committee meetings as part of their workplan.

**Strategic Plan Implications:**

The ACRD Strategic Plan strategy 3.2 supports regional governance alignment, strategy 1.5 indicates to leverage grants toward creating regional and community benefit, and strategy 2.3 outlines the importance of striving towards climate resiliency in infrastructure.

**Policy or Legislation:**

The Watershed Security Fund's [2025-2028 Strategic Plan](#) outlines its commitment to co-governance models led by First Nations for watershed stewardship. This project directly aligns with the Fund's purpose and mandate.

**Options Considered:**

1. That the Board not support this grant application by West Coast Aquatic.

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

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

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



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

**From:** Teri Fong, CPA, CGA, Chief Financial Officer  
Mike Kobus, BCVFD Fire Chief

**Meeting Date:** November 12, 2025

**Subject:** Bylaw F1170-4 – 2025-2029 Financial Plan Amendment – Beaver Creek Fire Department – Extrication Combination Tool

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**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Bylaw F1170-4, 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 F1170-4, 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 F1170-4, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.***

***THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Bylaw F1170-4, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.***

**Desired Outcome:**

To amend the 2025 to 2029 Financial Plan to acquire an Extrication Combination Tool for the Beaver Creek Volunteer Fire Department (BCVFD) not originally planned for in the 2025 capital budget.

**Summary:**

An opportunity has arisen for the BCVFD to purchase a demonstration unit Extrication Combination Tool at a significant discount. This tool has been on the BCVFD’s equipment wish list for several years. The combination tool enables both cutting and spreading operations, enhancing efficiency during vehicle extrications and other rescue incidents. To proceed with this time-sensitive opportunity a financial plan amendment is required as the purchase was not included as a capital budget item for 2025.

The funding for this opportunity is proposed to be reallocated from the Protective Services Expenses line of the operating budget, this recommendation has been developed following a review of actual and anticipated 2025 expenditures.

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

This amending process and equipment purchase will require approximately 7 hours of staff time.

**Financial:**

A draft of Bylaw F1170-4, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment has been attached for consideration.

The amendment proposes the following adjustments to the Operating Budget of the Beaver Creek Fire Protection:

- Expense Category 220 – Contribution to Capital Fund – increase of \$19,000 to \$176,083
- Expense Category 235 – Protective Services Expenses – decrease of \$19,000 to \$134,536

Additionally, the amendment flows the \$19,000 into the Capital Fund budget and adds a line item for the purchase of the Extrication Combination Tool.

**Policy or Legislation:**

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

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

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



**Alberni-Clayoquot Regional District**

**Bylaw No. F1170-4**

**A bylaw to amend the 2025 to 2029 Financial Plan**

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**WHEREAS** the Regional District Board has adopted a five-year financial plan bylaw cited as “Bylaw F1170, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan”;

**AND WHEREAS** the Regional District Board wishes to proceed with the capital purchase of an Extrication Combination Tool for the Beaver Creek Volunteer Fire Department, that was not originally anticipated in the 2025 budget, deeming it necessary to amend Bylaw F1170;

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

1. “Bylaw F1170, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan” is hereby amended by replacing pages 100 and 101, being the Operating Budget and Capital Fund Financial Plan for Beaver Creek Fire Department, of Schedule “A”, with the attached which forms part of this bylaw.
2. This Bylaw may be cited as **“Bylaw F1170-4, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”**.

Read a first time this                      day of                      , 2025.

Read a second time this                      day of                      , 2025.

Read a third time this                      day of                      , 2025.

Adopted this                      day of                      , 2025.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Corporate Officer

Operating Budget

**032 - Beaver Creek Fire Protection**

PARTICIPANTS: PART OF ELECTORAL AREA 'B', 'E', 'F'

Account Type	GL Category	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget	
Revenues	103 - Conditional Grant	(\$44,262)	(\$34,056)	(\$40,000)					
	121 - Other Sources	(\$24,066)	(\$19,424)	(\$20,158)	(\$21,145)	(\$18,736)	(\$15,828)	(\$18,547)	
	126 - Surplus (Deficit) from Prior Years	(\$38,068)	(\$38,068)	(\$46,039)					
	127 - Tax Requisition	(\$525,000)	(\$525,000)	(\$572,250)	(\$600,863)	(\$635,000)	(\$687,000)	(\$688,000)	
	137 - Transfer from Growing Communities Fund Reserve		(\$50,000)	(\$100,000)					
	<b>Total</b>		<b>(\$631,396)</b>	<b>(\$666,548)</b>	<b>(\$778,447)</b>	<b>(\$622,008)</b>	<b>(\$653,736)</b>	<b>(\$702,828)</b>	<b>(\$706,547)</b>
Expenses	220 - Contribution to Capital Fund	\$143,637	\$139,593	\$176,083	\$129,368	\$71,887	\$84,499	\$102,796	
	235 - Protective Services Expenses	\$121,212	\$152,584	\$134,536	\$147,727	\$150,682	\$155,203	\$147,917	
	240 - Grants-in-Aid	\$3,000	\$3,060	\$3,121	\$3,184	\$3,247	\$3,345	\$3,445	
	245 - Insurance	\$8,919	\$6,630	\$9,263	\$6,898	\$7,036	\$7,247	\$7,464	
	247 - Labour & Benefits	\$169,968	\$173,893	\$178,758	\$183,298	\$200,143	\$205,152	\$210,291	
	256 - Office Operations	\$6,134	\$14,280	\$13,619	\$13,929	\$14,246	\$14,674	\$14,567	
	257 - Operating Costs	\$118,631	\$117,124	\$136,799	\$110,764	\$113,072	\$116,464	\$116,437	
	260 - Project Expenses		\$50,000	\$100,000					
	266 - Repairs & Maintenance	\$13,856	\$9,384	\$26,269	\$26,839	\$27,422	\$28,245	\$15,630	
	281 - Debt Repayment - Interest					\$10,700	\$11,700	\$8,800	
	282 - Debt Repayment - Principal					\$55,300	\$76,300	\$79,200	
	<b>Total</b>		<b>\$585,357</b>	<b>\$666,548</b>	<b>\$778,447</b>	<b>\$622,008</b>	<b>\$653,736</b>	<b>\$702,828</b>	<b>\$706,547</b>
	<b>Total</b>		<b>(\$46,039)</b>						

PSAB Reconciliation	Financial Plan Balance	\$46,039						
	Add: Transfers to reserves	\$143,637	\$139,593	\$176,083	\$129,368	\$71,887	\$84,499	\$102,796
	Add: Principal Debt Payments					\$55,300	\$76,300	\$79,200
	Deduct: Estimated Amortization not Included	(\$115,140)	(\$120,800)	(\$115,100)	(\$115,100)	(\$115,100)	(\$115,100)	(\$115,100)
	Deduct: Surplus from Previous Year	(\$38,068)	(\$38,068)	(\$46,039)				
	PSAB Annual Surplus/(Deficit)	\$36,469	(\$19,275)	\$14,944	\$14,268	\$12,087	\$45,699	\$66,896

**032 - Beaver Creek Fire Protection**

<b>CAPITAL FUND</b>	<b>2024 Actual</b>	<b>2024 Budget</b>	<b>2025 Budget</b>	<b>2026 Budget</b>	<b>2027 Budget</b>	<b>2028 Budget</b>	<b>2029 Budget</b>
Balance, beginning of year	\$ 285,493	\$ 285,493	\$ 405,733	\$ 327,816	\$ 457,184	\$ 153,072	\$ 237,571
Contribution from operating fund	106,037	106,037	160,283	117,768	62,887	78,699	94,296
Grants & other contributions	23,056	23,056	5,000	-	-	-	-
Community Works Fund transfer	-	350,000	-	-	350,000	-	-
MFA equipment financing	-	-	-	-	400,000	-	-
Interest earnings	14,544	10,200	10,800	11,600	9,000	5,800	8,500
<i>Less - capital expenditures</i>							
Duty officers pickup	-	-	-	-	80,000	-	-
Extrication combination tool	-	-	19,000	-	-	-	-
Fire fighting equipment (grant dependent)	-	-	5,000	-	-	-	-
Firehall upgrades	-	350,000	30,000	-	-	-	-
Wildland firefighting equipment	23,397	23,056	-	-	-	-	-
Truck #51 retrofit	-	-	200,000	-	-	-	-
Truck #51 replacement	-	-	-	-	1,046,000	-	-
Total capital expenditures	23,397	373,056	254,000	-	1,126,000	-	-
<b>BALANCE, END OF YEAR</b>	<b>\$ 405,733</b>	<b>\$ 401,730</b>	<b>\$ 327,816</b>	<b>\$ 457,184</b>	<b>\$ 153,072</b>	<b>\$ 237,571</b>	<b>\$ 340,367</b>



**To:** ACRD Board of Directors

**Voting Structure:** Electoral Area Directors

**From:** Alex Dyer, General Manager of Planning & Development

**Meeting Date:** November 12, 2025

**Electoral Area:** D - Sproat Lake

**Subject:** Rezoning RD24007 - 7775 PACIFIC RIM HWY (ZELLER & VENEMA)

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors receive the public hearing report.***

***THAT the Alberni-Clayoquot Regional District Board of Directors receive the public hearing minutes.***

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

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

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

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

**Property Information:**

Civic Address:	7775 PACIFIC RIM HWY		
Legal Description:	LOT A, (DD EH144608), DISTRICT LOT 140, ALBERNI DISTRICT, PLAN 7298		
PID:	019-012-101	Folio:	770-01770.000 ALR? (Y/N): No Lot Area (ha): 0.30 (0.75 ac)

**Background:**

A public hearing for Bylaws P1526 and P1527 was held in person at the ACRD office and electronically using Zoom on October 28, 2025 at 7:00 pm. The hearing was chaired by Penny Cote, Director for Electoral Area 'D' – Sproat Lake. The ACRD General Manager of Planning & Development and Planning Assistant participated in the hearing, as well as the property owner Mattheues Zeller. There were no members of the public in attendance. Included with the public hearing minutes are the referral agency comments received (Appendix 'A').

Bylaws P1526 and P1527 were given first reading by the Board on August 27, 2025. A public hearing was delegated to be held by the Area Director at that time. On October 10, a notice of public hearing was hand delivered to all residents within 100 m of the property and sent by private courier service to all non-resident property owners within the notification area. The notice was advertised in the October 15 and October

**PL20250034/RD24007**

22 editions of the Alberni Valley News. The notice and background information were available at the office and posted on the ACRD website, and a notice of the public hearing date was placed on the development application sign at the property.

**Development Proposal:** The property owners are applying to rezone to reflect a change in use of the property at 7775 Pacific Rim Highway from a mix of commercial uses to a primary residential use. There are no longer any commercial businesses operating from the property. The applicants intend to rezone the property from Commercial Highway (C4) District to Acreage Residential (RA3) District and redesignate the property from Commercial Use to Residential Use in the Sproat Lake Official Community Plan (OCP).

When the Board first considered this application on August 27, 2025, the Board confirmed that adoption of the rezoning would be subject to:

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

Included in the conditions of rezoning, the applicants must agree to discharge an existing covenant registered to the property. Restrictive Covenant EF95869 limits the types of commercial uses permitted on the property (attached to the minutes as Appendix 'B'). The covenant was registered in 1992 as part of a previous proposal and it restricts the commercial use to the operation of a roadside snack bar, hotdog stand and giftshop. The uses have changed since that time and the completion of this rezoning application would bring the property into a residential-focused zone.

The Ministry of Transportation and Transit must also approve the zoning bylaw amendment under the *Transportation Act* as the property lies within 800 metres of the Controlled Access Highway. Approval by the Ministry, as well as the discharge of the covenant and confirmation of sewage capacity from the Registered On-site Wastewater Practitioner, will be required prior to staff recommending that the Board adopt the bylaws.

It is recommended that the Board receive the public hearing report and minutes and proceed with second and third readings of Bylaws P1526 and P1527.

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

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

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



Minutes of a Public Hearing held electronically using Zoom, call-in, and in-person at the Alberni-Clayoquot Regional District Boardroom on Tuesday, October 28, 2025 at 7:00 pm.

Chair	Penny Cote, Director for Electoral Area 'D' (Sproat Lake)
Staff	Alex Dyer, Kerri Creighton
Applicant	RD24007 – Mattheues Zeller
Members of the Public	0

1. The hearing was called to order at 7:01 pm. Chair Cote recognizes and appreciates that we are holding this hearing within the traditional territories of the Tseshaht and Hupacasath First Nations.
2. Chair Cote introduces herself and Planning staff. Chair Cote explains that the hearing is being held electronically using Zoom, is live streaming and is being recorded. She then asks staff to explain Zoom features and hearing procedures.
3. A. Dyer explains the use of Zoom, Zoom features and necessary hearing procedures for in-person and electronic participation. He also invites any public watching the live stream to join the Zoom meeting.
4. Chair Cote explains that the subject of the hearing is Bylaws P1526 & P1527. These bylaws are applicable to 7775 Pacific Rim Highway and are necessary rezone the subject property to reflect its current residential use. She asks that any questions about an unrelated topic be directed to staff after the hearing. She then asks staff to read out the Notice of Public Hearing.
5. The notice is read by K. Creighton as follows:

A Public Hearing for proposed development in **Electoral Area 'D' – Sproat Lake** has been scheduled to consider Application # RD24007, Bylaws P1526 and P1527

**When:** Tuesday, October 28, 2025 at 7:00 pm

**Where:** Electronic, call-in or in-person attendance at the Alberni-Clayoquot Regional District (ACRD) office located at 3008 Fifth Avenue, Port Alberni, BC

**Property Owner/Applicant:** Mattheues Zeller & Lenda Venema

**The subject property** is located at 7775 Pacific Rim Highway and is legally described as LOT A, (DD EH144608), DISTRICT LOT 140, ALBERNI DISTRICT, PLAN 7298.

Bylaws P1526 and P1527 are necessary to rezone the subject property to reflect its current residential use.

**Bylaw P1526** is a Sproat Lake Official Community Plan Amendment Bylaw to redesignate the subject property from 'Commercial Use' to 'Residential Use.'

**Bylaw P1527** is a Zoning Atlas Amendment Bylaw to rezone the subject property from Highway Commercial District (C4) to Acreage Residential District (RA3).

**RD24007**

The Public Hearing will be held by the Director for Electoral Area 'D', the Alternate Director or the Chairperson of the Regional District. The Board resolution making this delegation, copies of Bylaws P1526 and P1527 and all relevant background documents are available for review at the ACRD office and are available as supplementary information on the ACRD website at [www.acrd.bc.ca/events/28-10-2025/](http://www.acrd.bc.ca/events/28-10-2025/). Planning staff are available to answer questions in person, through email, or by phone during regular office hours 8:00 am to 4:30 pm, Monday through Friday, from **October 10, 2025 to October 28, 2025**, excluding statutory holidays.

Anyone who feels their interest in property will be affected by the proposed bylaws will be afforded a reasonable opportunity to be heard. You can participate in the Public Hearing in-person, electronically or by phone. Full instructions to do so can be provided by contacting Planning staff. In addition, participation instructions are included in the supplementary information available at [www.acrd.bc.ca/events/28-10-2025/](http://www.acrd.bc.ca/events/28-10-2025/). The Public Hearing will be conducted from the ACRD office located at 3008 Fifth Avenue, Port Alberni, BC.

Written correspondence can be submitted to the ACRD by:

- Hard copy delivered to the ACRD office in person or by mail
- Email sent to [publichearings@acrd.bc.ca](mailto:publichearings@acrd.bc.ca)

Email submissions will only be considered received if receipt confirmation is provided by ACRD staff.

Written submissions can be provided at the Public Hearing or in advance. Written submissions provided in advance of the Public Hearing must be received no earlier than **8:00 am on October 10, 2025** and no later than **4:00 pm on October 28, 2025**. Submissions provided ahead of the Public Hearing outside of these parameters will not be included.

If you have any questions, Planning staff are available to provide assistance during regular office hours 8:00 am to 4:30 pm, Monday through Friday, excluding statutory holidays. We can be reached at: **Alberni-Clayoquot Regional District**, Planning Department, 3008 Fifth Ave, Port Alberni, BC V9Y 2E3, Phone: 250-720-2700, Email: [planning@acrd.bc.ca](mailto:planning@acrd.bc.ca)

6. Chair Cote explains the purpose of the public hearing and that minutes are being taken. Chair Cote notes that members of the public will be allotted 5 minutes to provide their comments a first time. We will hear everyone wishing to speak for the first time before allowing second comments. Each time a member of the public provides their comments, they will be allotted a maximum of 5 minutes. The Board of Directors will receive full minutes of this hearing before voting on the bylaws. She then asks staff to introduce the proposal.
7. A. Dyer introduces the proposal and includes the following:
  - The agency referral responses received noted that agency interests were unaffected (attached as Appendix 'A'). Responses were received from Island Health and ACRD Building Inspection.
  - Copies of the agency referral responses are available for public review linked on the ACRD website and hard copies are available in the Board Room. The agency responses will form part of the public hearing report considered by the Board.
  - There was no correspondence received from the public ahead of the public hearing.

- The property owners are applying to rezone the parcel to reflect a change in use of the property from a mix of commercial uses to a primary residential use. There are no longer any commercial businesses operating from the property. The applicants intend to rezone the property from Commercial Highway (C4) District to Acreage Residential (RA3) District and redesignate the property from Commercial Use to Residential Use in the Sproat Lake Official Community Plan.
  - Bylaws P1526 and P1527 were given first reading by the Board on August 27, 2025 at which time the public hearing was delegated to be held by the Area Director. Bylaw P1526 is the OCP amendment bylaw to redesignate the property as Residential Use and Bylaw P1527 is the zoning amendment bylaw to rezone the property to the RA3 District.
  - When the Board first considered this application on August 27<sup>th</sup>, the Board confirmed that adoption of the rezoning would be subject to confirmation from a Registered On-Site Wastewater Practitioner that the parcel can accommodate on-site sewage disposal to a 0.24 hectare minimum density, which aligns with the minimum lot size required by the RA3 zoning.
  - As part of the conditions of rezoning set by the Board, the applicants must also agree to discharge an existing covenant registered to the property. Restrictive Covenant EF95869 limits the types of commercial uses permitted on the property (attached as Appendix 'B'). Copies of the covenant are available in the Board Room and linked to the ACRD website. The covenant was registered in 1992 as part of a previous proposal and it restricts the commercial use to the operation of a roadside snack bar, hotdog stand and giftshop. The uses have changed since that time and the completion of this rezoning application would bring the property into a residential-focused zone.
  - Additionally, it is noted that the property lies within 800 metres of the Controlled Access Highway and approval from the Ministry of Transportation and Transit is required under the requirements of the *Transportation Act*. Approval by the Ministry, as well as confirmation that sewage capacity can be met and the discharge of the covenant, will be required prior to staff recommending that the Board adopt the bylaws.
8. Chair Cote invites the applicant to add any information or comments.
9. M. Zeller, 7775 Pacific Rim Hwy – There was talk of the snack bar hut, right? That is, at the moment, a doghouse for a big guard dog. Does it still need to be moved?
10. A. Dyer – No, the covenant would be removed that limits the uses. The actual building itself is not a concern.
11. M. Zeller – Roto-Rooter came by, and they have all the reports. I told them to send them here, I don't know if you've seen them yet.
12. A. Dyer – We will review that as part of the package when the Board considers this bylaw for adoption, if they proceed with the readings.

13. Chair Cote asks applicant if he'd like to tell the Board why he's rezoning.
14. M. Zeller – The reason for this rezoning is to get away from a private lender to a traditional mortgage, like I explained at the last meeting, I can't afford it anymore.
15. P. Cote – Thank you for that, it's important for the Board to understand why rezonings are brought forward and what's happening in our communities. It's unfortunate that you're facing this, sad to see a commercial entity ending but I can absolutely understand why you're here.
16. Chair Cote invites the public or staff to add any comments or questions.
17. No public in attendance online or in the Boardroom.
18. A. Dyer invites any public watching the live stream to join the Zoom meeting.
19. Chair Cote gives the public 2-minutes to join and comment.
20. A. Dyer – No members of the public have joined online or in the Boardroom.
21. Chair Cote explains that members of the Board of Directors cannot receive new information related to these bylaws between the end of this hearing and making a final decision on the bylaws. If any Board member does so, the hearing could be invalidated and would have to be held again. Does anyone have any final comments?
22. No comments.
23. Chair Cote calls three times for further representations and comments from the public. Hearing none, the hearing is terminated at 7:17 pm. Chair Cote thanks everyone.

Certified Correct:

*Penny Cote*  
Penny Cote, Director for Electoral Area 'D' – Sproat Lake

Minutes Prepared by:

*Kerri Creighton*  
Kerri Creighton, Planning Assistant



**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**

**BYLAW REFERRAL RESPONSE**

**BYLAW NO.: P1526 & P1527**

**ACRD FILE NO.: RD24007**

APPLICANT NAME: Mattheues Zeller & Lenda Venema

ACRD CONTACT: Alex Dyer, MCIP, RPP, General Manager of Planning & Development

Date of Referral: September 4, 2025

Approval Recommended for  
Reasons Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due  
to Reasons Outlined Below

Given there are no proposed changes to the existing sewerage system and water supply, our interests are unaffected.

Agency (please print): Island Health

Name (please print): Leni Rose

Title: Environmental Health Officer

Signature:

  
Digitally signed by Leni Rose  
-07'00'

Date: September 19, 2025

PL20240034/RD24007



**BYLAW NO.: P1526 & P1527  
ACRD FILE NO.: RD24007**

APPLICANT NAME: Mattheues Zeller & Lenda Venema  
ACRD CONTACT: Alex Dyer, MCIP, RPP, General Manager of Planning & Development  
Date of Referral: September 4, 2025

Approval Recommended for  
Reasons Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due  
to Reasons Outlined Below

Agency (please print): \_\_\_\_\_

Name (please print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: Brett Mortlock Date: \_\_\_\_\_

**PL20240034/RD24007**

92 JL 29 13 58 3

EF095869

Land Title Act  
Form C (Section 219.81)  
Province of  
British Columbia

RECEIVED  
LAND TITLE OFFICE  
VICTORIA

GENERAL INSTRUMENT - PART 1 (This area for Land Title Office Use) Page 1 of 4 pages

1. Application: (Name, address, phone number and signature of applicant, applicant's solicitor or agent)

WILSON, STAPLES, McDANNOLD & STEWART  
Barristers & Solicitors, 2nd Floor, 837 Burdett Avenue  
Victoria, British Columbia, V8W 1B3 380-7744

*Judith Price*  
Authorized Signatory BURNS SERVICES

2. Parcel Identifier(s) and Legal Description(s) of Land: \*  
(PID) (Legal Description)

N74031

000-790-460 Lot 2, District Lot 140, Alberni District, Plan 7298

000-790-494 Lot 3, District Lot 140, Alberni District, Plan 7298

3. Nature of Interest  
Description Document Reference (page & paragraph) Person Entitled to Interest

Restrictive Covenant Section 215, Land Title Act Page 3, Paragraphs 1, 2 and 3 Grantee  
07/29/92 D9672b CHARGE 50.00

4. Terms: Part 2 of this instrument consists of (select one only)  
(a) Filed Standard Charge Terms  D.F. No.  
(b) Express Charge Terms  Annexed as Part 2  
(c) Release  There is no Part 2 of this instrument

A selection of (a) includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument. If (c) is selected, the charge described in Item 3 is released or discharged on the land described in Item 2.

5. Transferor(s) Grantor(s): \*  
GEORGE DRYDEN and IRIS DRYDEN

6. Transferee(s) Grantee(s): (including postal address(es) and postal code(s)) \*  
REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT, a Regional District duly incorporated under the laws of British Columbia, 4586 Victoria Quay, Port Alberni, British Columbia, V9Y 6G3

7. Additional or Modified Terms: \*  
N/A  
Registered on application received on the day and time written here:  
K.D. JACQUES, Registrar of the  
Victoria Land Title Office

8. Execution(s): \*\* This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Officer Signature(s) Execution Date  
Y M D

*Robert Harper* 92.07.14  
ROBERT HARPER

A Commissioner for taking Affidavits  
in British Columbia, 4586 Victoria Quay,  
Port Alberni, B.C., V9Y 6G3

As to both signatures

Party(ies) Signature(s)  
*George Dryden*  
GEORGE DRYDEN

*Iris Dryden*  
IRIS DRYDEN

Officer Certification  
Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1979 c. 116, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.

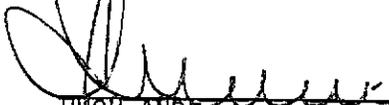
\* If space insufficient, enter "SEE SCHEDULE" and attach schedule in Form E.  
\*\* If space insufficient, continue executions on additional page(s) in Form D.

2

LAND TITLE ACT  
Form D

EXECUTIONS CONTINUED

Page 2

Officer Signature(s)	Execution Date	Party(ies) Signature(s) REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT by its authorized signatory(ies)
	Y M D	
 ROBERT HARPER A Commissioner for taking Affidavits in British Columbia 4586 Victoria Quay Port Alberni, B.C. V9Y 6G3	92.07.14	 HUGH ANDERSON

~~XXX to both signatories~~

Officer Certification:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1979 c. 116, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.

3

GENERAL INSTRUMENT - PART 2

WHEREAS:

A. The Grantor is the registered owner in fee simple of:

Lot 2, District Lot 140, Alberni District, Plan 7298, and

Lot 3, District Lot 140, Alberni District, Plan 7298

(hereinafter called the "Land")

B. The Grantee has requested and the Grantor has agreed to grant to the Grantee a covenant in respect in the use of the Land pursuant to section 215 of the *Land Title Act*.

NOW THEREFORE, in consideration of the premises and the covenants herein contained and for other valuable consideration, receipt and sufficiency of which is hereby acknowledged by the parties, the parties hereto covenant and agree with the other as follows:

1. The Grantor agrees not to use, nor permit the use of the Land for an commercial, industrial, or retail service other than:
  - (a) establishing, operating and maintaining a fruit and vegetable market;
  - (b) establishing, operating and maintaining a snack bar for the sale of hamburgers, hot dogs, ice cream, coffee, tea and soft drinks;
  - (c) gift shop.
2. The Grantor further agrees that the floor area of any building or structure dedicated to a use permitted pursuant to paragraph 1(a), (b) or (c) shall be limited to 185.8 square metres.
3. The Grantee acknowledges that if the Land is designated a development permit area by the Grantee, that the Grantor shall require, in addition to any other permits or approvals a Development Permit from the Board of the Grantee.
4. The Grantor hereby releases and forever discharges the Grantee of and from any claim, cause of action, suit or demand whatsoever which the Grantor can or may have against the said Grantee for any loss or damage or injury that the Grantor may sustain or suffer arising out of the agreed upon use of the Land.
5. The Grantor covenants and agrees to indemnify the Grantee from any and all claims, causes of action, suits, or demands whatsoever than any one might have as owner, occupier, user of the Land, or by a person who comes onto the Land, that arises out of the agreed upon use of the Land.
6. The Grantor covenants and agrees for itself, its heirs, executors, successors and assigns, that it will at all times perform and observe the requirements and restrictions hereinbefore set out and they shall be binding upon the Grantor as personal covenants only during the period of the Grantor's respective ownership of any interest in the Land.
7. The restrictions and covenants herein contained shall be covenants running with the land and shall be perpetual and shall be registered in the Land Title Office pursuant to Section 215 of the *Land Title Act* as covenants in favour of the Grantee, and as a first charge on the title to the Land.

H

EF95869

- 8. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, successors and assigns.
- 9. Wherever the expression "Grantor" and "Grantee" are used herein, they shall be construed as meaning the plural, feminine or body corporate or politic where the context or the parties so require.

SIGNED, SEALED AND DELIVERED in the presence of:

Jan E Bamford  
 Witness )  
4586 - Victoria Quay  
 Address )  
Port Alberni  
 Occupation )  
Planning Technicians  
 Occupation )

*George Dryden*  
 GEORGE DRYDEN

*Iris Dryden*  
 IRIS DRYDEN

The Corporate Seal of REGIONAL DISTRICT OF ALBERNI-CLAYOQUET was hereto affixed in the presence of:

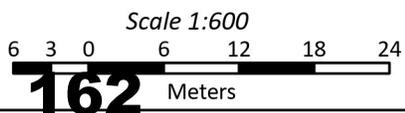
*Robert Harper*  
 Authorized Signatory ROBERT HARPER )  
*Hugh Anderson*  
 Authorized Signatory HUGH ANDERSON )

(seal)

END OF DOCUMENT



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



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



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

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





**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1526**

**A BYLAW TO AMEND BYLAW NO. P1310  
ELECTORAL AREA D - SPROAT LAKE OFFICIAL COMMUNITY PLAN**

---

WHEREAS by Section 478(2) of the *Local Government Act*, all bylaws enacted by the Regional Board must be consistent with an existing official community plan;

AND WHEREAS the Regional Board may amend an existing official community plan;

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

1. TITLE  
This bylaw may be cited as the Sproat Lake Official Community Plan Amendment Bylaw No. P1526.
2. Schedule B, the plan map, is hereby amended by redesignating LOT A, (DD EH144608), DISTRICT LOT 140, ALBERNI DISTRICT, PLAN 7298, from “Commercial Use” to “Residential Use” 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 27<sup>th</sup> day of August, 2025  
Public Hearing held this 28<sup>th</sup> day of October, 2025

Read a second time this    day of                    ,  
Read a third time this    day of                    ,

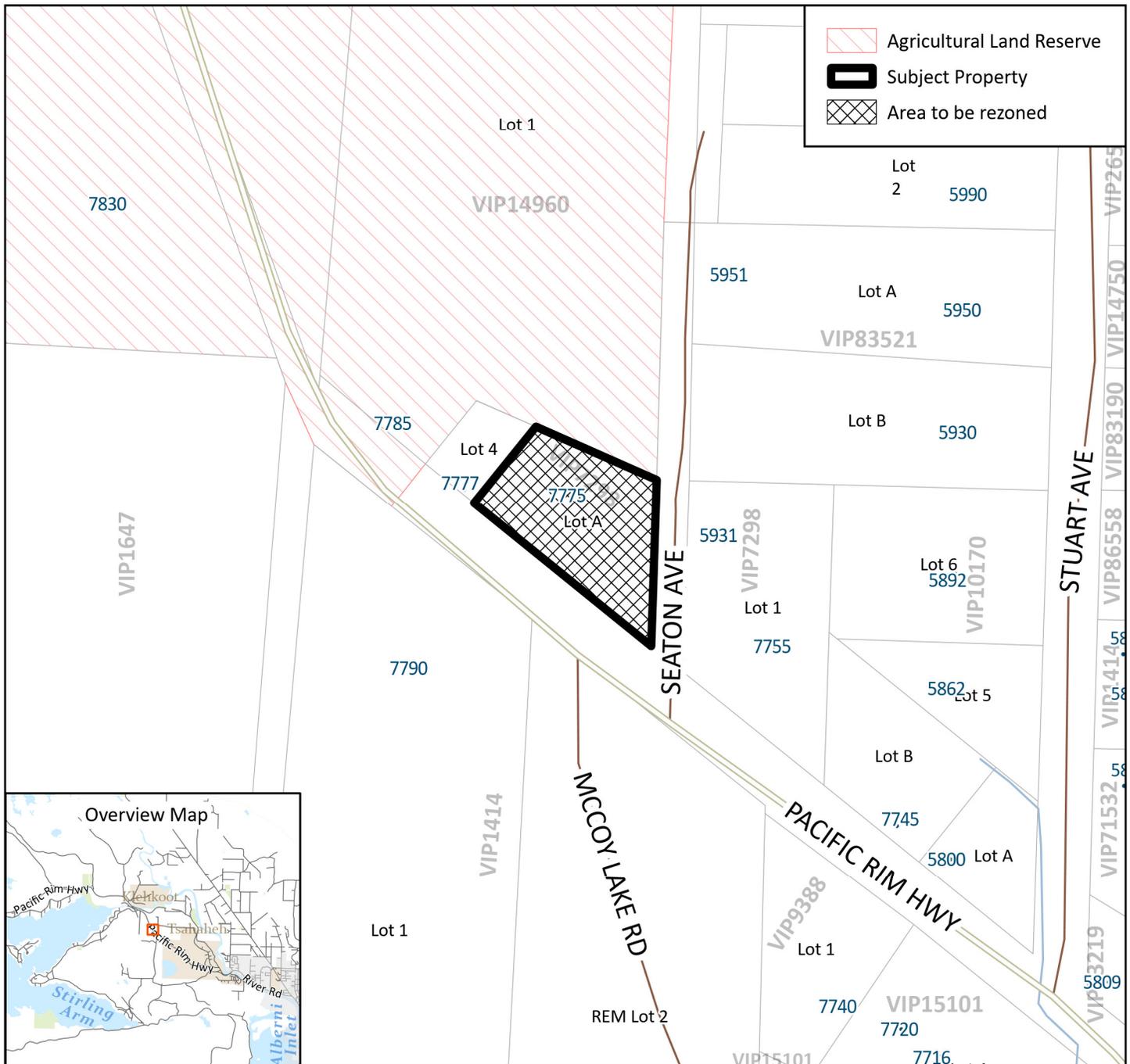
Adopted this                    day of                    ,

\_\_\_\_\_  
Corporate Officer

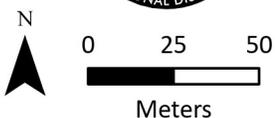
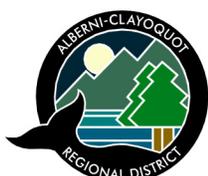
\_\_\_\_\_  
Chair of the Regional Board

# Schedule 'A'

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



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



 To be redesignated from Commercial Use to Residential Use.



**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1527**

**OFFICIAL ZONING ATLAS AMENDMENT NO. 798**

---

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 P1527.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT A, (DD EH144608), DISTRICT LOT 140, ALBERNI DISTRICT, PLAN 7298, from Commercial Highway (C4) District to Acreage Residential (RA3) 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.

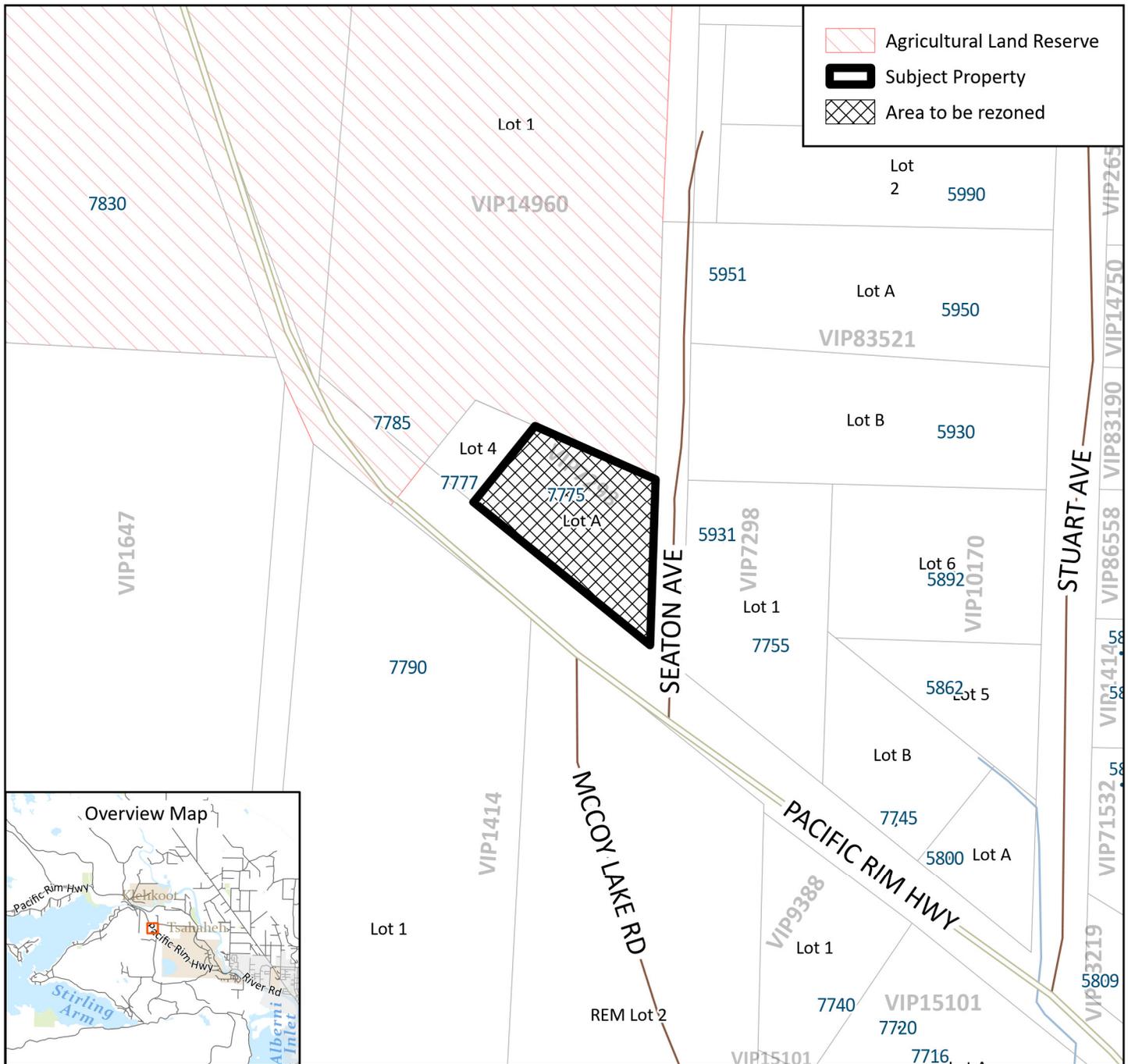
Read a first time this 27<sup>th</sup> day of August, 2025  
Public Hearing held this 28<sup>th</sup> day of October, 2025  
Read a second time this    day of            ,  
Read a third time this    day of            ,

Approved by the Province as per the *Transportation Act* this    day of            ,

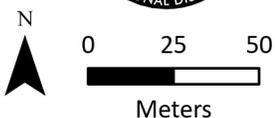
Adopted this                    day of            ,

# Schedule 'A'

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



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



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



To: ACRD Board of Directors

Voting Structure: Electoral Area Directors

From: Alima Khoja, Planner 1

Meeting Date: November 12, 2025

Electoral Area: E - Beaver Creek

Subject: Development Variance Permit DVE25010 - 5663 MERSEY RD (Van Vliet & Barr)

**Recommendation:**

**THAT the Alberni-Clayoquot Regional District Board of Directors issue development variance permit DVE25010.**

**Property Information:**

Civic Address:	5663 MERSEY RD		
Legal Description:	LOT A, DISTRICT LOT 21, ALBERNI DISTRICT PLAN EPP7140		
PID:	028-439-937	Folio:	770-00587.010 ALR? (Y/N): N Lot Area (ha): 0.92 (2.26 ac)

**Background:**

The property owners are applying for variances as a requirement of a proposed three-lot subdivision. The owners are requesting a variance to reduce the required rear yard setback in the Acreage Residential (RA3) District on the East side of proposed Lot 1 from 9.1 m (30 ft) to 4.4 m (14.4 ft) to allow the siting of the existing dwelling. They are also requesting to vary the minimum parcel width of proposed Lot 2 from 30 m to 25.2 m and proposed Lot 3 from 30 m to 25.1 m to support the subdivision layout while maintaining compliance with other zoning requirements.

The Board of Directors considered the application at the October 8, 2025 meeting and resolved to consider issuing the variance permit following public notification as per *Local Government Act s.499*. A notice to owners and occupants within 100 metres of the property was mailed on October 22. To date, no responses have been received from the public. If any responses received prior to the November 12 meeting, staff will inform the Board.

The property owners have applied to vary lot width and setback as one of the required steps in the subdivision approval process. The property was rezoned in January 2025 to facilitate the subdivision. The subdivision would create a 0.43 hectare parcel that would include the existing dwelling, shop and shed, and is accessed from Mersey Road and two vacant parcels each being 0.24 hectare in lot area and accessed from Strick Road. The parcels would be connected to the Beaver Creek Water System and serviced by individual on-site sewage disposal systems. The subdivision proposal appears to comply with all other requirements of the ACRD Zoning Bylaw. It is recommended the Board issue Development Variance Permit DVE25010.

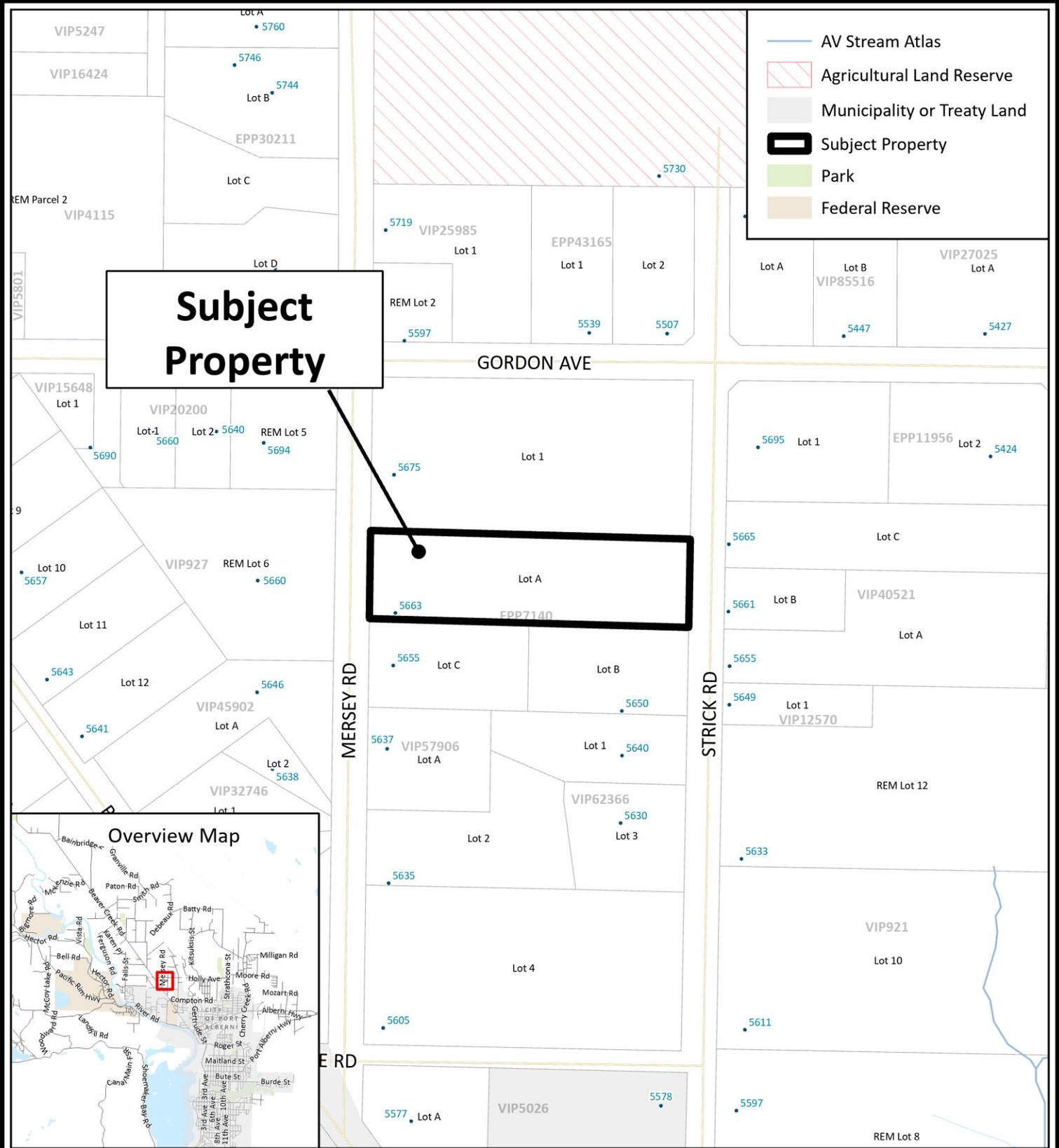
**PL20250065/DVE25010**

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

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

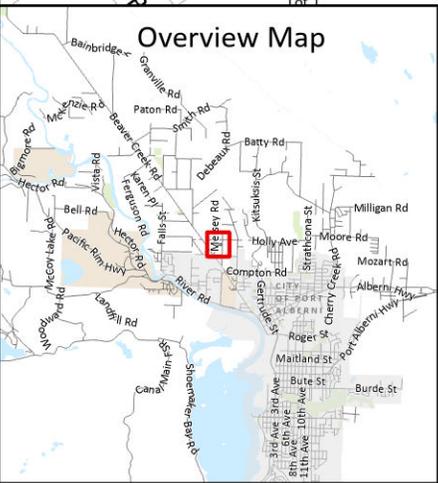
Approved by: *Daniel Sailland*  
Daniel Sailland, MBA, Chief Administrative Officer



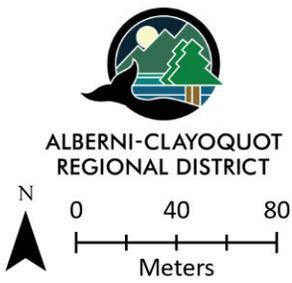


- AV Stream Atlas
- Agricultural Land Reserve
- Municipality or Treaty Land
- Subject Property
- Park
- Federal Reserve

**Subject  
Property**



Civic Address: 5663 Mersey Road  
 Legal Description: LOT A DISTRICT LOT 21 ALBERNI DISTRICT PLAN  
 EPP7140





**DVE25010**

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

A Development Variance Permit is hereby issued to:

**Name:** LEO J VAN VLIET, JADON L VAN VLIET, BRENDA A BARR  
**Address:** 5663 MERSEY RD, PORT ALBERNI, BC

With respect to:

**Legal Description:** LOT A, DISTRICT LOT 21, ALBERNI DISTRICT, PLAN EPP7140  
**PID:** 028-439-937

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

- i. Development variance of Schedule No. II Bulk and Site Regulations to reduce the required rear yard setback in the Acreage Residential (RA3) District on the East side of proposed Lot 1 from 9.1 m (30 ft) to 4.4 m (14.4 ft) to allow for the siting of the existing dwelling, as shown on Appendix 'A'.
- ii. Development variance of Schedule No. II Bulk and Site Regulations to reduce the required lot width in the Acreage Residential (RA3) District from 30 m (98.4 ft) to 25.2 m (82.6 ft) for proposed Lot 2, as shown on Appendix 'A'.
- iii. Development variance of Schedule No. II Bulk and Site Regulations to reduce the required lot width in the Acreage Residential (RA3) District from 30 m (98.4 ft) to 25.1 m (82.3 ft) for proposed Lot 3, as shown on Appendix 'A'.

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

This permit was issued this      of      ,

---

Daniel Sailland, MBA  
Chief Administrative Officer

---

Chair of the Board of Directors





**To:** ACRD Board of Directors

**Voting Structure:** Electoral Area Directors

**From:** Alima Khoja, Planner 1

**Meeting Date:** November 12, 2025

**Electoral Area:** F - Cherry Creek

**Subject:** Temporary Use Permit TUP25012 - 3640 FLETCHER RD (DIROCCO)

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors issue Temporary Use permit TUP25012.***

**Property Information:**

Civic Address:	3640 FLETCHER RD				
Legal Description:	LOT 1, DISTRICT LOT 57, ALBERNI DISTRICT, PLAN VIP18675				
PID:	003-780-881	Folio:	770-00936.008	ALR? (Y/N):	N
		Lot Area (ha):	0.06 (0.15 ac)		

**Background:**

The property owner is applying for a Temporary Use Permit (TUP) to allow the use of one (1) recreational vehicle on-site. The applicant has stated that the intent of the TUP is to assist an elderly friend who needs a temporary housing solution connected to services and managed on-site. The subject property is zoned Two-Family Residential (R2) District. The property contains a duplex with two one-bedroom units, a garage in the north east corner, and RV in the north west corner. The R2 zone does not permit the occupancy of a recreational vehicle (RV) as a dwelling unit for a period longer than twenty-four hours. The property owner has applied for the TUP to allow the continued use of the RV as a temporary residence for a period of up to three years.

The Board reviewed this application at the October 8, 2025 meeting and resolved to consider issuing the Temporary Use Permit following public notification as per Local Government Act s. 494. A notice to owners and occupants within 100 metres of the property was mailed on October 22. To date, one (1) letter of correspondence has been received from the public in support of the application. If any additional responses are received prior to the November 12 meeting, staff will inform the Board.

The property is connected to the Cherry Creek Waterworks System and is serviced by an on-site sewage disposal system. The applicant has provided a letter from a Registered Onsite Wastewater Practitioner (ROWP) confirming that the existing three-year old sewage disposal system can accommodate both the duplex and the RV.

It is recommended the Board issue Temporary Use Permit TUP25012.

**PL20250053/TUP25012**

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

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

 Subject Property  
 Administrative Boundary



FLETCHER RD

MARGOT RD

VIP15341

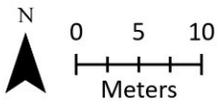


VIP1901

 Civic Address: 3640 Fletcher Rd  
 Legal Description: LOT 1, PLAN VIP18675, DISTRICT LOT 57,  
 ALBERNI LAND DISTRICT



ALBERNI-CLAYOQUOT  
 REGIONAL DISTRICT



**176**



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

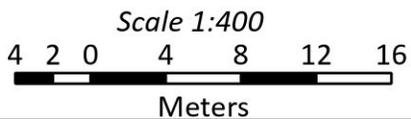
3640 Fletcher Rd  
 LOT 1, PLAN VIP18675, DISTRICT LOT 57,  
 ALBERNI LAND DISTRICT

-  Subject Property
-  Parcels



**ALBERNI-CLAYOQUOT  
 REGIONAL DISTRICT**

Prepared 2025-09-09  
 Sources: Maxar, Microsoft, Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, ParcelMapBC; ACRD





**TUP25012**

Whereas, pursuant to Section 493 of the *Local Government Act*, a local government may by resolution, on application of a property owner, issue a temporary use permit;

A Temporary Use Permit is hereby issued to:

**Name:** JOHN DIROCCO,  
**Address:** 3640 FLETCHER RD, Port Alberni, BC

With respect to:

**Legal Description:** LOT 1, DISTRICT LOT 57, ALBERNI DISTRICT, PLAN VIP18675  
**PID:** 003-780-881

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

1. This permit is issued to allow the use of one (1) recreational vehicle (RV) located on the property as a temporary housing unit.
2. The on-site management of any sewage and grey water from the RV must be accommodated within the on-site sewage disposal system and must comply with Island Health's *Sewerage System Regulation*.
3. The RV must be connected to the community water system in compliance with the requirements of the Cherry Creek Waterworks District.
4. No additional RVs shall be parked on the property.
5. A minimum of one (1) off-street parking space shall be provided for the parking of a personal vehicle associated with the use of the RV.
6. The owner or a caretaker for the property must be available to attend the property within 20 minutes.
7. Short-term vacation rental, or any commercial use, of the RV is not permitted.
8. This permit is valid for three (3) years from the date of execution.
9. At the time the permit expires, the property owner may apply to renew the TUP, apply to rezone the parcel, or return the property to the original use permitted under the current zoning.
10. If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

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

This permit was issued this \_\_\_\_\_ of \_\_\_\_\_,

\_\_\_\_\_  
Daniel Sailland, MBA  
Chief Administrative Officer

\_\_\_\_\_  
Chair of the Board of Directors