



Board of Directors Meeting
Wednesday, October 22, 2025

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

Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/22-10-2025/>

Register to participate via Zoom Webinar at:

https://acrd-bc-ca.zoom.us/webinar/register/WN_O5vF6W-wQMKASzpdxae4qg#/registration

PAGE #

1. CALL TO ORDER

Recognition of Territories.

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

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

2. APPROVAL OF AGENDA

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

3. DECLARATIONS

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

4. ADOPTION OF MINUTES

(ALL/UNWEIGHTED)

a. Board of Directors Meeting – October 8, 2025

8-22

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

b. Personnel Committee Meeting – October 6, 2025

23-25

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

- c. **West Coast Committee Meeting – October 7, 2025** **26-30**

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

- d. **Bamfield Area Services Committee Meeting – October 7, 2025** **31-35**

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

- e. **Committee-of-the-Whole Meeting – October 8, 2025** **36-39**

THAT the minutes of the Committee-of-the-Whole meeting held on October 7, 2025 be received.

- e. **Agricultural Advisory Committee Meeting – October 9, 2025** **40-42**

THAT the minutes of the Agricultural Advisory Committee Meeting held on October 7, 2025 be received.

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

- 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**

6. **CORRESPONDENCE FOR INFORMATION**

(ALL/UNWEIGHTED)

- a. **REBECCA TEREPOCKI** **43-46**

Letter regarding wildfire suppression aircraft

- b. **CLAYOQUOT BIOSPHERE TRUST** **47-48**

Letter requesting support from Community Works Fund

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

7. **REQUEST FOR DECISIONS & BYLAWS**

- a. **REQUEST FOR DECISION** **49-51**

Union of BC Municipalities grant application for Emergency Support Services

(ALL/UNWEIGHTED)

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.

- b. **REQUEST FOR DECISION** **52-54**
Grant Application with Community Emergency Preparedness Fund (CEPF)– Volunteer & Composite Fire Departments Equipment & Training
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors support the application for funding from CEPF-Volunteer and Composite Fire Departments Equipment and 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*

- c. **REQUEST FOR DECISION** **55-58**
Bamfield Transfer Station Operator Contract Award
(ALL/WEIGHTED)

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.

- d. **REQUEST FOR DECISION** **59-68**
West Coast Landfill Tipping Fee and Regulation Bylaw Amendment R1033-8 and Industrial, Commercial, Institutional (ICI) Landfill Diversion Program
(PARTICIPANTS/WEIGHTED)

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.

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.

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.

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

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.

e. REQUEST FOR DECISION

69-75

Bylaw E1067 – Repeal Mountain Ranch Road Fire Prevention and Suppression Service, and Bylaw E1068 – Repeal Granville Road Fire Prevention and Suppression Service.
(ALL/UNWEIGHTED)

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.

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.

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.

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.

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.

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.

8. PLANNING MATTERS

8.1 ELECTORAL AREA DIRECTORS

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

76-88

THAT the Alberni-Clayoquot Regional District Board of Directors consider Temporary Use Permit application TUP25016 subject to the following:

- a. *Health and safety inspection by the ACRD Building Inspector.*
- b. *Neighbourhood notification as per Local Government Act s.494.*
- b. **SF25003PFW, ROBSON, 3500 VELDHAM RD (CHERRY CREEK)** **89-95**
Parcel Frontage Waiver – Report

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

8.2 ALL DIRECTORS
(ALL/UNWEIGHTED)

- a. **AD25001, SUITS/NILSSEN-FRIGSTAD/MINISTRY OF TRANSPORTATION & TRANSIT, 6401 VISTA RD & 6370 SERVICE ROAD (SPROAT LAKE)** **96-103**
Agricultural Land Commission Subdivision Application – Report

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

9. REPORTS

9.1 STAFF REPORTS
(ALL/UNWEIGHTED)

- a. **Meeting Schedule – November 2025** **104**
- b. **Building Report – September 2025** **105**
- c. **Monthly Agreement & Grant Delegation Report – September 2025** **106**
- d. **Semi-Annual Financial Reporting** **107-127**
- e. **Development Approval Program Review - Verbal Update - A. Dyer**

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

9.2 MEMBER REPORTS
(ALL/UNWEIGHTED)

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

f. Other Reports

THAT the Board of Directors receives the Member Reports.

10. UNFINISHED BUSINESS

11. LATE BUSINESS

12. 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**

13. RECESS

(ALL/UNWEIGHTED)

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

14. RECONVENE

15. IN CAMERA

(ALL/UNWEIGHTED)

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

- 90 (1) (c): labour relations or other employee relations*
- 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;*
- 90 (1) (i): the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*
- 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;*
- 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.

16. REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA

17. ADJOURN
(ALL/UNWEIGHTED)

Next Board of Directors Meeting: Wednesday, November 12, 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 8, 2025, 1:30 PM

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

DIRECTORS

PRESENT:

John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nations
Debbie Haggard, Vice-Chair, Councillor, City of Port Alberni
Bob Beckett, Director, Electoral Area "A" (Bamfield)
Fred Boyko, Director, Electoral Area "B" (Beaufort)
Vaida Siga, Director, Electoral Area "C" (Long Beach)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Harley Wylie, Alternate Director, Electoral Area "E" (Beaver Creek)
Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)
Marilyn McEwen, Mayor, District of Ucluelet
Tom Stere, Councillor, District of Tofino
Moriah Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Member of Council, Toquaht Nation
Levana Mastrangelo, Executive Legislator, YuułuꞀiꞀꞀath Government
Sharie Minions, Mayor, City of Port Alberni

REGRETS:

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

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Alex Dyer, General Manager of Planning & Development
Jenny Brunn, General Manager of Community Services
Cynthia Dick, General Manager of Administrative Services
Heather Zenner, Manager of Administrative Services
Charlie Starratt, Regional Fire Services Manager
Shane Koren, Manager of Financial Services
Eddie Kunderman, Operations Manager
Kylie Pettifer, Community Projects & Engagement Manager

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

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

1. CALL TO ORDER

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

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

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

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

2. APPROVAL OF AGENDA

MOVED: Director Cote

SECONDED: Director Sparrow

*THAT the agenda be approved with the addition of the following late items:
6(c) a request for a letter of support from the Huu-ay-aht Group of Business,
6(d) a request for a letter of support from the Huu-ay-aht First Nations,
10.2 (b) a request for a letter of support from the Clayoquot Biosphere Trust, and
12(a) regarding a letter in support of retrofitting Canada's Hercules fleet into air tankers
for wildfire suppression.*

CARRIED

3. DECLARATIONS

Chair Haggard declared a conflict-of-interest respecting agenda item 8(a), Alberni Valley Golf Club and Long Beach Recreation Cooperative Tax Exemption.

Director Jack declared a conflict-of-interest respecting agenda item 6 (c), Huu-ay-aht Group of Business for letter of support.

Director Mastrangelo joined the meeting at 1:33 pm

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – September 10, 2025

MOVED: Director Cote

SECONDED: Director Sparrow

THAT the minutes of the Board of Directors meeting held on September 10, 2025 be adopted.

CARRIED

Director Minions joined the meeting at 1:34 pm

b. Accessibility Committee Meeting – September 9, 2025

MOVED: Director Siga

SECONDED: Director Cote

THAT the minutes of the Accessibility Committee meeting held on September 9, 2025 be received.

CARRIED

c. Salmon Beach Committee Meeting – September 17, 2025

MOVED: Director Siga

SECONDED: Director Cote

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

CARRIED

d. Beaver Creek Water Advisory Committee Meeting – September 18, 2025

MOVED: Director Sparrow

SECONDED: Director Cote

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

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Jenna Hildebrand, Project Planner, Sandy Mackay, Housing Research and Policy Lead, M’akola Development Services, ACRD Housing Needs Report

b. Ildiko Dombi, Development Variance Applicant DVA25005, 422 Burlo Island (Bamfield)

MOVED: Director Cote

SECONDED: Director Boyko

THAT the Alberni-Clayoquot Regional District Board of Directors allow the delegate more than ten minutes to deliver the presentation.

CARRIED

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

6. CORRESPONDENCE FOR ACTION

a. REQUEST FOR DELCARATION
Declare October as Foster Family Month

MOVED: Director Cote

SECONDED: Director Sparrow

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

CARRIED

b. ALBERNI VALLEY CHAMBER OF COMMERCE

Request Visitor Services for Region to be included in upcoming discussion on the establishment of an economic development service for the region.

MOVED: Director Minions

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors defer a decision on the Alberni Valley Chamber of Commerce request until a discussion can occur regarding this request and allow time for a discussion regarding representation on the Chamber Board with the ACRD Chamber representative and ACRD Board, and to invite the Chamber of Commerce Executive Director to a future Board meeting.

CARRIED

Director Jack declared a conflict-of-interest respecting agenda item 6(c) and left the meeting at 3:10 pm.

c. HUU-AY-AHT GROUP OF BUSINESS

Request for letter of support for a Destination Canada grant application.

MOVED: Director Beckett

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors provide a letter of support for Huu-ay-aht Group of Business for a Destination Canada grant application.

CARRIED

Director Jack re-entered the meeting at 3:11 pm.

d. HUU-AY-AHT FIRST NATIONS

Request for letter of support for the Rural Economic Diversification and Infrastructure Program.

MOVED: Director Stere

SECONDED: Director Beckett

THAT the Alberni-Clayoquot Regional District Board of Directors provide a letter of support for Huu-ay-aht First Nations for a Rural Economic Diversification and Infrastructure grant application.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

- a. **MARK SAGER, MAYOR OF WEST VANCOUVER**
Response to Minister of Housing and Municipal Affairs Directives Letter
- b. **HONOURABLE JOSIE OSBORNE, MLA MID ISLAND**
Thank you Letter
- c. **REBECCA TEREPOCKI**
Wildfire Management – Wesley Ridge, Mount Underwood
- d. **AGRO4HOPE FARMS & PRODUCTS INC.**
Community Initiative

MOVED: Director Cootes

SECONDED: Director Sparrow

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

Chair Haggard declared a conflict-of-interest respecting agenda item 8(a) and left the meeting at 3:14 pm, and Director Cote took over chairing the meeting.

- a. **Request for Decision regarding Alberni Valley Golf Club & Long Beach Recreation Cooperative Tax Exemption.**

MOVED: Director Sparrow

SECONDED: Director Johnsen

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

CARRIED

MOVED: Director Sparrow

SECONDED: Director Siga

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

CARRIED

MOVED: Director Sparrow

SECONDED: Director Siga

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

CARRIED

*MOVED: Director Sparrow
SECONDED: Director Jack*

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

CARRIED

Chair Haggard re-entered the meeting at 3:18 pm and resumed as Chair.

b. Request for Decision regarding Procurement Policy Draft.

*MOVED: Director Cote
SECONDED: Director Siga*

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

Directors Cote, Sparrow, Cootes Johnsen, Beckett, Siga, Minions, Mastrangelo, Stere, McEwen, Jack, Haggard voted in favour of the motion.

Director Boyko voted against the motion.

Director Wylie abstained from voting.

CARRIED

c. Request for Decision regarding Bamfield Submarine Waterline Replacement Design Review and Construction Services.

*MOVED: Director Beckett
SECONDED: Director Boyko*

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

CARRIED

d. Request for Decision regarding Establishment of Recycling Depot for Salmon Beach Residents.

MOVED: Director Siga

SECONDED: Director McEwen

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

CARRIED

e. Request for Decision regarding North Reservoir Replacement Design Options.

MOVED: Director Wylie

SECONDED: Director Cote

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

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

CARRIED

f. Request for Decision regarding Alberni Valley Landfill Tipping Fee and Regulation Bylaw Amendment R1029-9.

MOVED: Director Cote

SECONDED: Director Sparrow

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

CARRIED

MOVED: Director Cote

SECONDED: Director Wylie

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

CARRIED

MOVED: Director Cote

SECONDED: Director Cootes

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

CARRIED

MOVED: Director Cote
SECONDED: Director Sparrow

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

CARRIED

g. Request for Decision regarding Postponement of Adding Mattresses to BC Recycling Regulation.

MOVED: Director Stere
SECONDED: Director Beckett

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

CARRIED

h. Request for Decision regarding New Utility System Bylaw for Long Beach Airport.

MOVED: Director Stere
SECONDED: Director Jack

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Long Beach Airport Utility System Rates and Regulations Bylaw No. F1171, 2025" as amended to insert January 1, 2026 as the effective date of the repealed bylaw.

CARRIED

MOVED: Director Stere
SECONDED: Director McEwen

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

CARRIED

MOVED: Director Stere
SECONDED: Director McEwen

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

CARRIED

MOVED: Director Stere
SECONDED: Director McEwen

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

CARRIED

i. Request for Decision regarding Long Beach Airport Land Use Planning and First Nations Engagement.

MOVED: Director Stere
SECONDED: Director McEwen

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

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS

a. REQUEST FOR DECISION
2025 Electoral Area Housing Needs Report

MOVED: Director Cote
SECONDED: Director Beckett

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

CARRIED

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

MOVED: Director Beckett
SECONDED: Director Boyko

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

CARRIED

c. DVD25004, O'NEILL, LOT 38, BRAND AVENUE (SPROAT LAKE)

Development Variance Permit – Report

MOVED: Director Cote
SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing DVD25004 subject to neighbour notification as per the Local Government Act section 499.

CARRIED

d. SE24008PFW, LONGEUAY & FRANK, 5501 STRICK ROAD (BEAVER CREEK)

MOVED: Director Wylie
SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors waive the 10% road frontage requirement, as per section 512 of the Local Government Act, for proposed Lots 2 and 3 as shown on the subdivision plan for the property located at 5501 Strick Road.

CARRIED

e. SE24011PFW, MELENIUS, 5860 MERSEY ROAD (BEAVER CREEK)
Parcel Frontage Waiver – Report

MOVED: Director Wylie
SECONDED: Director Boyko

THAT the Alberni-Clayoquot Regional District Board of Directors waive the 10% road frontage requirement, as per section 512 of the Local Government Act, for proposed Lot 2 as shown on the subdivision plan for the property located at 5860 Mersey Road.

CARRIED

f. RE25002, MCINNES & STRACHAN, 5535 STRICK ROAD (BEAVER CREEK)
Rezoning – Report and Bylaw

MOVED: Director Wylie
SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors consider first reading to Bylaw P1529, Regional District of Alberni-Clayoquot Zoning Amendment Bylaw at a future date, and that notice be given in accordance with section 467 of the Local Government Act.

CARRIED

MOVED: Director Wylie
SECONDED: Director Cote

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

- a. Confirmation from a Registered On-site Wastewater Practitioner that the parcel can accommodate onsite sewage disposal to a 0.4 ha minimum lot size.*
- b. Meeting all technical referral agency requirements.*

CARRIED

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

MOVED: Director Wylie
SECONDED: Director Cote

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

CARRIED

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

MOVED: Director Sparrow
SECONDED: Director Cote

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

- a. Confirmation from a Registered On-site Wastewater Practitioner that the sewage disposal system can accommodate the existing duplex and recreational vehicle.*
- b. Neighbourhood notification as per Local Government Act s.494.*

CARRIED

10. REPORTS

10.1 STAFF REPORTS

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

MOVED: Director Beckett
SECONDED: Director Stere

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

CARRIED

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

MOVED: Director Cote

SECONDED: Director Sparrow

That the Alberni-Clayoquot Regional District Board of Directors receive this report.

CARRIED

10.2 COMMITTEE REPORTS

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

No formal resolutions moved during the meeting. An In-Camera discussion regarding Exempt Compensation will be brought forward to a future Board of Directors meeting.

- b. West Coast Committee Meeting, October 7, 2025 (Verbal)**

MOVED: Director Stere

SECONDED: Director McEwen

THAT the Alberni-Clayoquot Regional District Board of Directors provide a letter of support for the Clayoquot Biosphere Trust in support of their grant applications to the Community Economic Development and Diversification Program and the Rural Economic Diversification and Infrastructure Program.

CARRIED

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

Alberni-Clayoquot Regional District Staff provided an update to the Bamfield Submarine Line Replacement project and the Emergency Operations Centre update related to the Mount Underwood fire status.

MOVED: Director Jack

SECONDED: Director Sparrow

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

CARRIED

10.3 AREA REPORTS

(ALL/UNWEIGHTED)

- a. Electoral Area "A" (Bamfield) – B. Beckett. Contractor in Bamfield starting the work on the Bamfield Submarine Waterline, with installation to occur during low tides on November 9th. Ongoing closure of the Bamfield Road is difficult for the Bamfield community and is frustrating for community members. All agencies are working hard to get the road open as soon as they can.
- b. Electoral Area "B" (Beaufort) – F. Boyko. Community members are increasingly concerned about ACRD costs and the recently released efficiency report. Community feels they are being forced to support services (eg. Air Quality Council & Chamber of Commerce) they do not want in their area and discussion of Incorporation is increasing. Townhall meeting on October 19th at 2pm at Beaver Creek Community Hall.
- c. Electoral Area "C" (Long Beach) – V. Siga. Attended three recent celebrations on the West Coast: Westcoast Resources Society's 25th Anniversary on September 17, Clayoquot Biosphere Trust's 25th Anniversary on September 20, and North Island College's 50th Anniversary on October 4.
- d. Electoral Area "D" (Sproat Lake) – P. Cote. The Somass Fish Flow committee has recommended to Domtar to remove weir plates as the lake level is rising with the recent rain. Working with Domtar to collect information to be able to better control the lake levels and manage this properly. Received complaints regarding a dock near Fossli Park.
- e. Electoral Area "E" (Beaver Creek) – H. Wylie. No report.
- f. Electoral Area "F" (Cherry Creek) – M. Sparrow. Met with Cherry Creek Community Hall Society and looking for grant funding to support their hall.
- g. City of Port Alberni – S. Minions - City is beginning the budget process and expressed appreciation for City staff being able to balance prioritizing projects and reducing/maintaining budgets.
- h. District of Tofino – T. Stere. Attended the Community Resiliency Workshop, focused on potential seismic events and associated impacts, on October 3, included Ucluelet and First Nations.
- i. District of Ucluelet – M. McEwen. Attended the Ucluelet Medical Centre grand opening on September 13th. Attended the Food Bank on the Edge ribbon cutting ceremony for the new building on October 4th.
- j. Huu-ay-aht First Nations – J. Jack. Entering budget planning, presenting an audit of the 2024 fiscal year at the Peoples' Assembly in November. First Nation Leadership Gathering coming up on November 4 & 5. Looking to hold a debrief from the Mount Underwood Wildfire, including ACRD, Bamfield residents, and other external agencies later this fall.

- k. Toquaht Nation – K. Johnsen. Government building construction is progressing. Starting community engagement project to get Citizen engagement input on Master Plans, two dinners planned in Macoah and Port Alberni. Started Budget process. New position has been hired, Culture, Language and Heritage position filled by a Toquaht citizen who is moving back home to fill this role.
- l. Uchucklesaht Tribe Government – M. Cootes. No report.
- m. Yuułuʔiłʔatḥ Government – L. Mastrangelo. No report.

MOVED: Director Sparrow

SECONDED: Director Cote

THAT the Board of Directors receive the Area Reports.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

a. Late Business

MOVED: Director Cote

SECONDED: Director Sparrow

THAT The Alberni-Clayoquot Regional District Board of Directors send a letter to the Office of the Premier, Union of BC Municipalities and the Association of Vancouver Island and Coastal Communities, to request action for the resolution submitted to the Union of British Columbia Municipalities requesting that the Province of British Columbia collaborate with the Government of Canada to:

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

CARRIED

13. QUESTION PERIOD

Questions/Comments from the public.

Nelson Ireland, participating via Zoom made the following statement:
“he is willing and interested in seeking an acceptable resolution, privately, between himself and the applicant for the Development Variance Permit (DVA25005) on Burlo Island”.

The Manager of Administrative Services advised there were no questions or comments respecting an agenda topic from public:

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

Due to the length of the ACRD Board of Directors Meeting the Board rescheduled the Alberni-Clayoquot Regional Hospital District Board of Directors meeting to follow the next ACRD Board of Directors Meeting on October 22, 2025.

14. ADJOURN

MOVED: Director Wylie
SECONDED: Director Cootes

THAT this meeting be adjourned at 5:31 pm.

CARRIED

Certified Correct:

Debbie Haggard,
Chairperson

Heather Zenner,
Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE PERSONNEL COMMITTEE HELD ON MONDAY, OCTOBER 6, 2025, 4:15 PM

Zoom

DIRECTORS

PRESENT:

Sharie Minions, Mayor, City of Port Alberni
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Marilyn McEwen, Mayor, District of Ucluelet
Tom Stere, Councillor, District of Tofino

REGRETS:

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

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer
Cynthia Dick, General Manager of Administrative Services

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

<https://www.acrd.bc.ca/events/6-10-2025/>

1. CALL TO ORDER

The Chairperson called the meeting to order at 4:19 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 via Zoom.

2. APPROVAL OF AGENDA

MOVED: Director Cote

SECONDED: Director Stere

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. MINUTES

- a. Personnel Committee Meeting held July 24, 2025

MOVED: Director Stere
SECONDED: Director Cote

THAT the minutes of the Personnel Committee Meeting held on July 24, 2025 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

6. CORRESPONDENCE

7. REQUEST FOR DECISIONS

8. REPORTS

9. LATE BUSINESS

(requires 2/3 majority vote)

10. QUESTION PERIOD

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

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

11. IN-CAMERA

MOVED: Director McEwen
SECONDED: Director Stere

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

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

CARRIED

ADJOURN

MOVED: Director McEwen
SECONDED: Director Cote

THAT this meeting be adjourned at 5:07pm.

CARRIED

Certified Correct:

Marilyn McEwen,
Chairperson

Cynthia Dick,
General Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE WEST COAST COMMITTEE MEETING HELD ON TUESDAY, OCTOBER 7, 2025, 10:00 AM

VIA Zoom

- MEMBERS PRESENT:** Tom Stere, Chairperson, Councillor, District of Tofino
Marilyn McEwen, Mayor, District of Ucluelet
Vaida Siga, Director, Electoral Area "C" (Long Beach)
Kirsten Johnsen, Member of Council, Toquaht Nation
Dave Tovell, Park Superintendent, Pacific Rim National Park Reserve
- REGRETS:** Levana Mastrangelo, Executive Legislator, Yuułu?if?ath Government
Tla-o-qui-aht First Nation
John Rampanen, Chief Councillor, Ahousaht First Nation
Bob Anderson, Administrator, Hesquiaht First Nation
- STAFF PRESENT:** Daniel Sailland, Chief Administrative Officer
Cynthia Dick, General Manager of Administrative Services
Heather Zenner, Manager of Administrative Services
Brooke Eschuk, Planner 1
Eddie Kunderman, Operations Manager
Brett MacLean, Airport Development Manager
Tanya Carothers, Solid Waste Manager
Kylie Pettifer, Community Projects & Engagement Manager

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://youtu.be/kZUAqCOLp54>

1. CALL TO ORDER

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

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

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

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

2. APPROVAL OF AGENDA

MOVED: Director McEwen

SECONDED: Director Johnsen

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. MINUTES

a. West Coast Committee Meeting – July 2, 2025

MOVED: Director Stere

SECONDED: Director McEwen

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

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. Louise Rodgers, Tofino Farms regarding reduced lease rate for food production at Long Beach Airport**
- b. James Rodgers, Cofounder & Executive Director, Coastal Animal Rescue & Education (CARE) Network Society regarding reduced lease rates for non-profits at Long Beach Airport**
- c. Michelle Hall, Capital Campaign Lead, Clayoquot Biosphere Trust regarding Clayoquot Sound Biosphere Centre building update and request for support from Community Works Funding application**

MOVED: Director Stere

SECONDED: Director Siga

THAT the West Coast Committee recommend to the Alberni-Clayoquot Regional District Board of Directors that a letter of support be provided to the Clayoquot Sound Biosphere Trust in support of their grant applications to the Community Economic Development and Diversification Program and the Rural Economic Diversification and Infrastructure Program.

CARRIED

6. CORRESPONDENCE

- a. Robyn Mair, Resident of Ucluelet regarding animal-friendly alternative to the West Coast 3-Stream system.**

- b. **Mayco Noel, Food Bank on the Edge regarding February request for assistance with demolition and removal costs for building project.**

MOVED: Director Siga
SECONDED: Director McEwen

THAT the West Coast Committee recommend that the financial implications of the Food Bank on the Edge request for \$20,000 be explored to understand the impact to each participant and presented at a future Board meeting.

CARRIED

MOVED: Director Stere
SECONDED: Director Siga

THAT the West Coast Committee receive the correspondence for information.

CARRIED

7. REQUESTS FOR DECISIONS

a. **REQUEST FOR DECISION**

Proposed Development of a West Coast ICI Diversion Program

MOVED: Director McEwen
SECONDED: Director Johnsen

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to develop a detailed proposal for a program aimed at reducing Industrial, Commercial, and Institutional (ICI) waste on the West Coast through:

- 1) A phased standard rate increase for ICI tipping fees at the West Coast Landfill, to encourage waste diversion and reflect the true cost of landfill disposal; and*
- 2) An ICI Landfill Diversion Program to encourage businesses in establishing and participating in diversion initiatives.*

AND THAT the West Coast Committee recommend that the Board direct staff to prepare an amendment to Bylaw R1033 as part of the proposed program.

CARRIED

b. **REQUEST FOR DECISION**

Preliminary Lease Application – LBA Lease – 2025-003

MOVED: Director Siga

SECONDED: Director Johnsen

THAT the West Coast Committee support Preliminary Lease Application LBAlease-2025-003 from Redd Fish Restoration Society and recommend that the Alberni-Clayoquot Regional District Board of Directors direct ACRD staff to complete necessary legal requirements including but not limited to; the development of a partnering agreement; and a public notice of disposition, in order to consider the possible approval of the final lease application.

CARRIED

8. REPORTS

- a. Area C (South Long Beach) Official Community Plan Update**
- b. West Coast Transit - Seasonal Service Change**
- c. Wildsafe BC – Pilot – Reducing Human-Bear Conflict**
- d. Ex-Officio Member Updates**
 - Pacific Rim National Park Reserve Update

Communications will be shared soon regarding Highway 4 construction starting on October 14th near Esowista. Should be one day only, single lane alternative traffic from 7am – 5pm. In advance of winter season, there will be centre line painting in PRNPR. In partnership with Tla-o-qui-aht and Yuułuʔiłʔatḥ, PRNRP have put out communications regarding wolves. Increased wolf activity in these areas. Canada Strong Program (Free entry into National Parks from June – September) didn't create an increase, but hotels were busy. Was a decline in visitors in mid to late August likely because of the Mount Underwood and Mount Wesley wildfire. Dispersed camping committee will meet again on October 24, 2025 to complete a season debrief with relevant organizations.

- Ahousaht First Nation Update
- Tla-o-qui-aht First Nation Update
- Hesquiaht First Nation Update

MOVED: Director Stere

SECONDED: Director Siga

THAT the West Coast Committee receive reports a-d.

CARRIED

9. LATE BUSINESS

10. QUESTION PERIOD

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

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

11. ADJOURN

MOVED: Director Stere

SECONDED: Director Siga

THAT this meeting be adjourned 11:32 am.

CARRIED

Certified Correct:

Tom Stere,
Chairperson

Heather Zenner,
Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE BAMFIELD AREA SERVICES COMMITTEE MEETING HELD ON TUESDAY, October 7, 2025, 6:00 PM

Zoom

DIRECTORS

PRESENT:

Bob Beckett, Chairperson, Director, Electoral Area "A" (Bamfield)
Lisa Bye, Community Volunteer
John Mass, Community Volunteer
Bob Schmitt, Community Volunteer
Christine Gruman, Community Volunteer

REGRETS:

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

STAFF PRESENT:

Jenny Brunn, General Manager of Community Services
Heather Zenner, Manager of Administrative Services
Eddie Kunderman, Operations Manager
Karen Freethy, Protective Services Manager

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/7-10-2025/>

1. CALL TO ORDER

The Chairperson called the meeting to order at 6:00 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 via Zoom.

2. APPROVAL OF AGENDA

MOVED: J. Mass

SECONDED: L. Bye

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. MINUTES

a. Bamfield Area Services Committee Minutes – June 3, 2025

MOVED: J. Mass
SECONDED: B. Schmitt

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

CARRIED

Christine Gruman joined the meeting at 6:06 pm.

b. Bamfield Parks Commission Minutes – September 8, 2025

MOVED: C. Gruman
SECONDED: J. Mass

THAT the minutes of the Bamfield Area Services Committee meeting held on September 8, 2025 be received.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

6. CORRESPONDENCE

7. REQUEST FOR DECISIONS

a. Request for Decision regarding Bamfield Transfer Station Operator Contract Award

MOVED: B. Schmitt
SECONDED: L. Bye

THAT the Bamfield Area Services Committee recommend 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 annual amount starting at \$24,000.00 and subject to annual adjustments based on CPI.

CARRIED

8. REPORTS

a. Emergency Operations Centre – Verbal Update – Karen Freethy

The fire is classified as under control. BC Wildfire Service continues to respond as the wildfire is still smoldering in some areas.

A 1.5-kilometre stretch of Bamfield Main Road remains closed due to unstable slopes affected by fire. MOTT continues to lead efforts to safely re-open Bamfield Main Road, in co-operation with Mosaic Forest Management. Removing over 1,000 danger trees on very challenging terrain. Work had to be suspended on Sunday due to safety concerns because the public gathering at either end of the closure. Work could not resume until the site safety was restored for workers.

Slope stability and danger tree fall cannot be done during adverse weather conditions. Signage, road base, and road surface repairs will follow the completion of the danger tree falling activities. Subject to weather, MOTT are hoping to have the road opened by the end of October. MOTT will be installing road closure gates in the event the road needs to be proactively closed. MOTT will be developing pre-determined thresholds and protocols on when the gates will be closed for safety. MOTT is installing a weather station to collect localized data on precipitation and wind speed conditions.

The Youbou detour route is being maintained by the Ditidaht First Nation in coordination with EMCR, and MOTT. This is the only approved alternative ground route (via Carmanah Main/North Shore Road through Youbou).

The EOC will remain open as long as the Bamfield Main Road is closed.

The Ministry of Jobs and Economic Growth (JEG) is leading a Business Recovery Working Group to understand the economic impacts, share resources, identify ongoing needs, and develop a strategy to support local businesses. EMCR Recovery Unit is leading a Community Recovery Working Group to help support and address ongoing health, wellness and residential needs. A Post Disaster Needs Assessment (PDNA) has been completed to reflect these concerns. The ACRD EOC continues to participate in a Franklin River Road Working Group, which collaborates on concerns and work related to road safety and restoration.

b. Submarine Line Project – Verbal Update – Eddie Kunderman

Construction team mobilized on October 6th. Starting work soon with sinking new pipe on November 9th. Communications will be shared to notify the community of construction and impacts. Signage will be in place on both East and West side.

MOVED: C. Gruman

SECONDED: J. Mass

THAT the Bamfield Area Services Committee receive reports a-b.

CARRIED

9. LATE BUSINESS

10. QUESTION PERIOD

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

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

11. IN-CAMERA

MOVED: J. Mass

SECONDED: B. Schmitt

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

- i. 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;*

CARRIED

MOVED: C. Gruman

SECONDED: L. Bye

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

- ii. 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 6:38 pm.

The meeting was re-opened to the public at 7:35 pm.

12. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

13. ADJOURN

MOVED: B. Schmitt

SECONDED: L. Bye

THAT the meeting be adjourned at 7:36 pm.

CARRIED

Certified Correct:

Bob Beckett,
Chairperson

Heather Zenner,
Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING

HELD ON WEDNESDAY, OCTOBER 8, 2025, 10:00 AM

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

DIRECTORS

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

PRESENT:

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

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

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

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

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

Harley Wylie, Alternate Director, Electoral Area "E" (Beaver Creek)

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

Sharie Minions, Mayor, City of Port Alberni

Marilyn McEwen, Mayor, District of Ucluelet

Tom Stere, Councillor, District of Tofino

Moriah Cootes, Councillor, Uchucklesaht Tribe Government

Kirsten Johnsen, Member of Council, Toquaht Nation

Levana Mastrangelo, Executive Legislator, Yuułu?iŋ?ath Government

REGRETS:

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

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer

Cynthia Dick, General Manager of Administrative Services

Heather Zenner, Manager of Administrative Services

Teri Fong, Chief Financial Officer

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

<https://www.acrd.bc.ca/events/8-10-2025/>

1. CALL TO ORDER

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

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

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

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

2. APPROVAL OF AGENDA

MOVED: Director Sparrow

SECONDED: Director Cote

THAT the agenda be approved as circulated.

CARRIED

Director Minions joined the meeting at 10:02 am.

Director Mastrangelo joined the meeting at 10:06 am.

3. DECLARATIONS

4. MINUTES

a. Committee-of-the-Whole Meeting – July 23, 2025

MOVED: Director Sparrow

SECONDED: Director Cote

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

CARRIED

Director Wylie joined the meeting at 10:20 am.

Director McEwen joined the meeting at 10:33 am.

Director Johnsen left the meeting at 10:50 am.

5. PETITIONS, DELEGATIONS & PRESENTATIONS

**a. ACRD Procedure Bylaw Review – Presentation. Meeting #5
(H. Zenner)**

MOVED: Director Cote

SECONDED: Director Sparrow

THAT the Committee of the Whole recommend advancing with option 4 regarding the start time of Board meetings for the Procedure Bylaw update, to remain with status quo and re-visit with the newly elected Board following the 2026 local government election.

Directors Cote, Sparrow, Cootes, Wylie, Haggard, Stere, Siga, Jack, McEwen, Beckett, Minions, Mastrangelo voted in favour of the motion.

Director Boyko voted against the motion.

CARRIED

6. CORRESPONDENCE

7. REQUEST FOR DECISIONS

8. REPORTS

Director Minions left the meeting at 11: 52 am.
Director McEwen left the meeting at 11:59 am.

a. UBCM Roundtable – Verbal Updates

MOVED: Director Sparrow
SECONDED: Director Cootes

The ACRD Board of Directors that attended the 2025 UBCM Convention held in Victoria, BC from September 22-26, 2025, conducted a roundtable to share their experiences and key takeaways from the event. Director Cote was congratulated for receiving a Long Service Award at the Convention to recognize her 20+ years of service in local government. Directors expressed concerns with the Convention luncheons and would like to discuss participation at a future date. ACRD sponsored student participant was acknowledged for his participation at the Convention and will be invited to a future meeting to share his experience with the Board. It was noted that the Board endorsed resolution for CC-130H Hercules Fleet was not included as a late resolution at the Convention and a resolution will be brought forward to the next Board of Directors meeting. Presentations from the 2025 UBCM Convention can be found at [Presentations from Clinics, Workshops & Other Sessions | Union of BC Municipalities](#).

THAT the verbal updates be received.

CARRIED

9. LATE BUSINESS

(requires 2/3 majority vote)

10. QUESTION PERIOD

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

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

11. ADJOURN

MOVED: Director Sparrow

SECONDED: Director Cote

THAT this meeting be adjourned at 12:09pm.

CARRIED

Certified Correct:

Debbie Haggard,
Chairperson

Cynthia Dick,
General Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE AGRICULTURAL ADVISORY COMMITTEE MEETING

HELD ON THURSDAY, OCTOBER 9, 2025, 7:00 PM

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

MEMBERS

PRESENT:

Fred Boyko, Director, Area "B" (Beaufort)
Russell Dyson, Chairperson
Larry McMahon, Member at Large
Wayne Smith, Member at Large
Ray Dol, Member at Large

REGRETS:

Penny Cote, Director, Area "D" (Sproat Lake)
Lisa Aylard, Member at Large
Robert Haynes, Member at Large
Star Miklashek, Member at Large

STAFF PRESENT:

Amy Needham, Sustainability Planner
Charlene Harrison, Planning Assistant

OTHERS PRESENT:

Leanne Suits, Applicant
Carla Xavier, Agent

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

<https://www.acrd.bc.ca/events/9-10-2025/>

1. CALL TO ORDER

The Chairperson called the meeting to order at 7:02 pm.

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

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

Introductions - Committee Members and Staff via Zoom.

2. APPROVAL OF AGENDA

MOVED: L. McMahon

SECONDED: R. Dol

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. MINUTES

5. PETITIONS, DELEGATIONS & PRESENTATIONS

6. CORRESPONDENCE

7. PLANNING REPORTS

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

MOVED: R. Dol

SECONDED: W. Smith

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

CARRIED

8. REPORTS

9. LATE BUSINESS

L. Suits left the meeting at 7:17 pm.

10. QUESTION PERIOD

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

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

11. ADJOURN

The Chairperson adjourned the meeting at 7:18 pm.

S. Miklashek joined the adjourned meeting at 7:18 pm.

Certified Correct:

Russell Dyson,
Chairperson

Charlene Harrison,
Planning Assistant

HOW TO FIGHT WILDFIRES IN 2025 ON VANCOUVER ISLAND

A NEWER MODEL

TO: Mark Carney, David Eby, Gord Johns, Josie Osborne, Regional District Nanaimo, Alberni-Clayoquot Regional District, Rob Schweitzer, Cliff Chapman

FROM: Concerned Citizens of the Alberni Valley

DATE: September 30, 2025

As a follow up to letters already submitted for your consideration, the following is a proposal for fighting wildfires on Vancouver Island, based on new information. After speaking with locals in the Alberni Valley, who have lived and worked here for years, we propose a new aircraft model for the BCWS to use in fighting the climate-change driven wildfires that we currently face.

BACKGROUND

Our valley and regional district have suffered wildfires over the years. A classic example was the Taylor Flats fire in 1967 which consumed 6,000 acres of timber. Both Mars water bombers were used during this large wildfire. We know the recent history of Dog Mountain, Angel Rock, Wesley Ridge and Mount Underwood.

The Mount Underwood Wildfire is a classic example of why we need an updated aircraft for fighting our wildfires. We have seen how quickly Lytton was eaten up. This small historic town was destroyed in less than one hour. We have witnessed via news, the speed and devastation left by the Lahaina, Maui fire, the Pacific Palisades fire in California, and the Adams Lake North Shuswap firestorm. Paradise, California was gone in four hours, along with 85 people.

This summer our area was in a drought. Extremely dry vulnerable conditions existed in the Whiskey Creek area. Both the Nanaimo Regional District and the Alberni Clayoquot Regional District suffered from lack of moisture. Conditions were ripe for wildfires to rage out of control. And they did. Wesley Ridge will cost us \$30 million in damages to two railway trestles.

We are aware that we are in a challenging situation of climate change, and we can witness the changes before our eyes. We know that these fires are happening and will likely continue to occur. We also know that these fires can grow very large in size, very quickly, to an “out of control” classification, due to drought and/or winds. We know that one common denominator factoring into the spread of each of these fires is:

INITIAL RESPONSE TIME

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

The current method of tackling our regional wildfires on Vancouver Island does not emphasize initial response. I have written about the time it takes for the BC Wildfire Service to get all the pieces in place to fight a serious wildfire; usually three or four days.

We were so fortunate this year that the Mount Underwood fire, located near Bamfield, was directed by winds in favor of bypassing the Alberni Valley. An extremely unusual fire for our area, was kept away by the same force of nature that helped to fuel it. We may not be so lucky the next time. There will be a next time, and will we be prepared?

Wayne Coulson has been outspoken about how the former Mars water bombers could have made a difference in recent fires on Vancouver Island. The Hawaii Mars bomber was upgraded with modern technology and a glass cockpit in 2007 but it along with the Philippine Mars bomber have disappeared from service. These bombers would have been more effective in fighting our recent local wildfires than the equipment which was used.

CURRENT FIRE FIGHTING AIRCRAFT

It was reported that two aircraft were attacking the Mount Underwood fire in the first couple of days. Sikorsky S-61 helitankers from Coulson Aviation and VIH Helicopters carry 1,000 to 1,300 US gallons liquid respectively. It was deemed that this fire was too aggressive for these aerial aircraft to be effective. The initial response was ineffective due to a limited payload.

Conair Group currently operates the De Havilland Dash 8-400AT air tanker which can deliver 10,000 litres (2,640 gallons) of water, foam, or retardant. It can reach a max speed of 667 km/h however it operates from land runways, only. This becomes a limiting factor when considering the difficult terrain and speed at which the fires grow in our area.

The Bombardier CL-415 is an amphibious aircraft with twin-turboprop and is capable of performing high-speed waterbombing runs. Its maximum speed is 359 km/h and water tank capacity is 6,137.22 litres. Conair has a “fire boss” which is amphibious with a very quick turnaround time, but it only delivers 3,028.33 litres of water.

Versions of what our area needs are out there but we still don't have what we really need. A smaller quicker version of the Mars bomber's 27,276 litre tank with as great a capacity as possible for maximum delivery in the initial stage of the fire's growth.

Note that Britton Coulson uses the words **“the quicker you can get”** **“large air tanker”** and **“the most payload”**. He knows. He is in the business. The new model is ever so simple. It simply demands a larger amphibious air tanker than what we have available. We know the Mars bombers are no longer with us. We need an appropriate replacement for them. We need four greater capacity smaller water bombers to be located permanently on the island as well as a large air tank the size of the Mars bomber. We need at least two of the smaller bombers for our area to address the initial attack during the dry season when wildfires are likely to occur.

PROPOSAL

It is proposed that a fleet of smaller water bomber equivalents be manufactured for the purpose of targeting wildfires that pose direct threats to communities on Vancouver Island. This would take the form of an amphibious air tanker to perform the work of the original Mars bombers, in a quicker, more efficient manner and within a shorter time frame. Essentially, create a smaller bomber with one half the carrying capacity of the original Mars' bombers but with a greater flying speed.

Japan has the most advanced amphibious aircraft in the world. The ShinMaywa US-2 can deliver 15 tonnes or 15,000 litres of water when configured for firefighting. This aircraft employs a short takeoff and landing. It also uses boundary layer control technology, enhanced STOL and stall suppression performance. It can reach speeds of 560 km/h.

An adapted ShinMaywa US-2 can both skim and scoop from the surface of the water. With its speed capacity and other technological advantages, this aircraft would be most effective in our difficult terrain and meet the need for the initial attack. However, this aircraft is so highly sophisticated and expensive that international sales deals have fallen through.

It seems obvious that the current methods of fighting wildfires on Vancouver Island in our area are not particularly effective in the initial response stage. Air tankers which are amphibious, include night vision and have a much larger carrying capacity, would be more effective. The ShinMaywa US-2 delivers 15 tonnes versus 4 to 5 tonnes of the helitanker and helicopter.

Local opinion is that initial response needs to be much shorter and much more effective than it currently is. It is felt that there must be a smaller version of the Mars bomber with an carrying capacity similar to the ShinMaywa US-2, made available. It is felt that aviation companies be tasked with designing and constructing a base hull or airframe similar to the ShinMaywa US-2. An amphibious aircraft capable of transporting a significant amount of water or retardant at a time, with modified but essential operating and communications technology.

NOTE: China operates the AVIC TA-600 which is an amphibious seaplane and can travel at 570 km/h. It uses turboprop and has a carrying capacity of over 12 tonnes or 12,000 litres of water which it can scoop up in 20 seconds. Wow! Two seconds less than the time it took the Mars bombers! This particular fire fighting aircraft is in the preliminary stages of availability on the international market. It is a product that Canada should be looking at with interest.

CONCLUSION

Our climate situation demands that we have more effective amphibious air tankers to attack wildfires in the initial stage with a greater payload. These air tankers need to be accessible locally during peak wildfire season and be able to operate at night. Our regional district coupled with Nanaimo may require up to four highly effective air tankers on standby during fire season.

Between De Havilland, Bombardier, Conair Group and Coulson Aviation, we need to come up with a fledgling fleet which would be available for the peak risk season on Vancouver Island. A fleet designed to target the initial response problem. This fleet then needs to be expanded outward to cover the needs of the entire island and province so that sufficient equipment be available in vulnerable areas, when needed. Larger air tankers should be included in the fleet, as they are always in need in other areas of the province where fires cover a greater terrain.

In the bigger picture, the same applies to each city or community across the country, because the wildfires know no bounds. Residents of our cities and communities need to feel safe and secure in knowing that not only are the fire fighters doing their best but that the requisite advanced aerial fire fighting equipment is available and can do the job in *the least amount of time possible*.

It would be better than fantasy for the Alberni Valley and Vancouver Island to have access to a Mars water bomber equivalent for fighting larger wildfires during the wildfire season.

We need more effective fire fighting aircraft here i.e., a smaller version of the water bomber. We need more and better fire fighting equipment which addresses the issue of initial response. We need larger fire fighting aircraft in an equivalent size to the Mars water bombers, for fighting wildfires throughout the province and the country.

R. Terepocki for the Alberni Valley, Vancouver Island and Province of British Columbia

PS: *“The overall problem is that both the provincial and federal government has misplaced priorities, as it continues to fund oil and gas infrastructure to the tune of billions of dollars, rather than investing in the tools and manpower the country needs to respond to the climate boiling emergency we are faced with. We need fleets of water bombers instead of 30-billion-dollar pipeline.”*

Jim Cooperman - North Shuswap firestorm 2023

7th October 2025

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

Re: Request for \$100,000 Contribution from the Community Works Fund toward the Clayoquot Sound Biosphere Centre

Dear Chairperson and Board of Directors,

Following the Clayoquot Biosphere Trust (CBT) presentation on 7th October to the ACRD West Coast Committee, I am writing to respectfully request that the Alberni-Clayoquot Regional District consider a \$100,000 contribution from its Community Works Fund allocation to support the construction of the Clayoquot Sound Biosphere Centre, a vital piece of regional tourism and cultural infrastructure that will strengthen economic development, enhance community wellbeing, and serve residents and visitors across the region.

The Biosphere Centre is an innovative community capital project and permanent knowledge hub for training, education, programming, culture and research for CBT, residents, partners, and visitors located at 301 Olsen Road, Tofino.



Designed as a net-zero, climate-resilient facility, the Centre will act as a UNESCO Visitor Hub welcoming over 60,000 visitors annually, connecting them to the region's ecological and cultural heritage, and positioning the west coast as a global leader in sustainable tourism and community resilience.

The Centre will include essential spaces that align directly with eligible Community Works Fund investment categories:

- **Tourism Infrastructure** – The UNESCO Visitor Centre, interpretive and exhibit spaces, and workshop and education spaces will serve as new regional tourism assets, extending the visitor season and diversifying the west coast economy.
- **Cultural Infrastructure** – The Elders Room, ceremonial firepit, and exhibit spaces will preserve Indigenous knowledge, increase cultural programming and education, support Truth and Reconciliation, and celebrate culture.

- **Resilience and Capacity Building** – The Teaching Kitchen, coworking spaces, and educational workshop areas will build long-term community capacity, foster innovation, increase employability and strengthen food security and local entrepreneurship.

This multi-purpose community asset will not only attract tourism investment and create new opportunities for cultural exchange, but also contribute to thriving, inclusive, and connected communities, a central goal of the Canada Community-Building Fund. By leveraging the ACRD’s investment, CBT will continue to unlock other public and private funding sources, bringing significant additional dollars into our region.



The Clayoquot Sound Biosphere Centre is a \$22 million capital project that has secured \$12.5 million in confirmed funding from federal, provincial, and private sources and is now construction-ready pending building permit (application submitted in February 2025) and full project financing. The CBT has completed the Class A cost estimate, final architectural design, and feasibility studies, with groundbreaking anticipated following full funding confirmation in 2026.

We would be honoured to partner with the ACRD on this legacy investment in **tourism, culture, and community resilience**. Together, we can ensure that the Clayoquot Sound Biosphere Centre serves as a lasting source of pride, connection, and prosperity for generations to come.

Thank you for your continued leadership in supporting projects that strengthen the social, cultural, and economic fabric of our region.

Warm regards,



Michelle Hall, Capital Campaign Lead for the Biosphere Centre

Email: michelle@clayoquotbiosphere.org

CBT Address: 316 Main Street, Tofino, VOR 2Z0



To: ACRD Board of Directors

From: Karen Freethy, Protective Services Manager

Meeting Date: October 22, 2025

Subject: Union of BC Municipalities Grant Application for Emergency Support Services

Recommendation:

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.

Desired Outcome:

For the Alberni-Clayoquot Regional District (ACRD) to apply for an Emergency Support Services (ESS) grant with interested partners to support regional resilience.

Summary:

The Community Emergency Preparedness Fund (CEPF) offers funding programs intended to support First Nations and local governments in enhancing disaster preparedness, reducing risks associated with natural hazards, and building capacity through training and resources. Funding is provided by the Province of BC and is administered by the Union of BC Municipalities (UBCM).

We are proposing to pursue this grant in partnership with the City of Port Alberni through a joint regional application. Each partner is eligible to apply for up to \$30,000, allowing for a combined total of \$60,000 in funding. This collaborative approach will strengthen regional resilience across the Alberni Valley, Bamfield, and Long Beach by pooling resources and expertise, resulting in greater efficiency and effectiveness.

A regional application enables the ACRD and City of Port Alberni to deliver timely and coordinated responses - whether as a host community or by deploying trained personnel and resources to support neighbouring jurisdictions. The grant is 100% funded, with no matching funds required. The application will be submitted by the November 14, 2025 deadline, with funding decisions anticipated in January 2026.

This grant will strengthen program capabilities, enhance responder recruitment, retention, and training efforts, and expand regional resources through the procurement of emergency supplies. Grant activities will focus on building volunteer capacity, expanding the use of the Evacuee Registration Assistance (ERA) tool and purchasing equipment to ensure a coordinated, timely and effective regional ESS response that enhances community resilience and public safety. We will acquire items to support the activation of a

reception centre or group lodging facility, including cots, bedding, food, water, laptops, printers, display boards, and radios. Additionally, we will build volunteer capacity through annual training opportunities, including a tabletop exercise, monthly training sessions, and attendance at the Network of Emergency Support Services Teams (NESST) conference. By investing in training and essential supplies, this initiative will significantly improve our ability to respond effectively and efficiently to emergencies, reduce vulnerability, and enhance community resilience and public safety across the region.

Background:

UBCM has provided an opportunity for funding under the *CEPF Emergency Support Services Equipment and Training* grant. This grant will strengthen program capabilities, enhance responder recruitment, retention, and training efforts, and expand regional resources through the procurement of emergency response supplies. The ACRD has been successful in previous ESS grant applications, improving our emergency readiness, and we anticipate this funding to further enhance our preparedness.

Time Requirements – Staff & Elected Officials:

The preparation of the grant application will require 20 hours of staff time. If successful in receiving grant funding, further time will be required to implement the grant activities, coordinate with project partners, manage expenditure claims, and complete the final project reports. Staff time to complete grant activities is estimated at 80 hours.

Financial:

The grant funds 100% of the cost of eligible activities, no matching funds or partner contribution is required.

Strategic Plan Implications:

This request supports ACRD 2024-2027 Strategic Plan with focuses on Strategy 1.4: Supporting volunteers by exploring opportunities to support and strengthen our volunteer-based programs and Strategy 1.5 - Leverage grants toward creating regional and community benefit by actively pursuing grants that align with or advance the regions' strategic and operational needs.

Policy or Legislation:

The *Emergency and Disaster Management Act* stipulates that local governments are responsible for Emergency Planning and Preparedness. The *Local Government Act* requires that services bear the costs of delivering those services.

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

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

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

Approved by: *Daniel Sailland*

Daniel Sailland, MBA, Chief Administrative Officer



To: ACRD Board of Directors

From: John Curtis, Grant Coordinator
Mike Kobus, BCVFD Fire Chief
Mike Cann, SLVFD Fire Chief
Phil Lavoie, BVFD Fire Chief
Charlie Starratt, Regional Fire Services Manager

Meeting Date: October 22, 2025

Subject: Grant Application with Community Emergency Preparedness Fund (CEPF)–
Volunteer & Composite Fire Departments Equipment & Training

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors support the application for funding from CEPF-Volunteer and Composite Fire Departments Equipment and 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***

Desired Outcome:

To secure funding from the Community Emergency Preparedness Fund - Volunteer & Composite Fire Departments Equipment & Training program, administered by UBCM, for the purchase of equipment for firefighting and training for the members of the three fire departments under the ACRD.

Summary:

Our volunteer fire departments continue to work hard to protect our communities, but the growing demands on the crews require replacement and new additional equipment and more training opportunities. To maintain effective response capabilities, each department must ensure that members are equipped with modern, reliable, and safe firefighting gear.

The ACRD's fire departments have identified the need for upgraded personal protective equipment, portable communication devices, and enhanced training to support their ongoing operations and safety. Specifically, the departments are seeking to acquire new helmets, structural fire gear, portable two-way

radios, and thermal imaging cameras to improve both firefighter safety and operational effectiveness during emergency response.

The Regional Fire Services Manager is working with the Fire Chiefs to clearly identify the equipment and training needs for each department and will be applying for a grant of the maximum amount of \$30,000 per department.

Background:

The Community Emergency Preparedness Fund (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies in their region. One of the streams is focused on the emergency services provided by firefighters, specifically volunteer and composite fire departments.

The intent of the Volunteer & Composite Fire Departments Equipment & Training funding stream is to build the resiliency of volunteer and composite fire departments in preparing for and responding to emergencies through the purchase of new or replacement equipment and to facilitate the delivery of training. Ongoing operational costs and the purchase of major fire apparatus are not eligible for the program.

The ACRD was successful in securing funding from this stream in each of the last three years for all ACRD departments. Please note that the Cherry Creek Improvement District is eligible to apply directly to this grant opportunity if they choose.

Time Requirements – Staff & Elected Officials:

The preparation of the grant application will require up to 15 hours of staff time as the Fire Chief's work with the Grant Coordinator to complete the application before the submission deadline. If successful with the grant funding program, further grant administration staff time will be committed to completing progress reports, submitting expenditure claims and writing the final report. This grant administration staff time is in addition to the staff time to complete the proposed project.

Financial:

The grant, if successful, will provide up to \$30,000 towards the purchase of firefighting equipment and training for each fire department.

Strategic Plan Implications:

This grant opportunity aligns with the Strategic Priority 1.2 Leverage Community Works Fund and Other Grants.

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



To: ACRD Board of Directors

From: Bamfield Area Services Committee/
Brenda Sauve – Solid Waste Coordinator

Meeting Date: October 22, 2025

Subject: Bamfield Transfer Station Operator Contract Award

Recommendation:

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.

Summary:

At the October 7, 2025, Bamfield Area Services Committee meeting the attached report was presented, and the above resolution supported by the Committee.

Submitted by: *Tanya Carothers*
Tanya Carothers, Solid Waste Manager

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

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



To: Bamfield Area Services Committee

From: Tanya Carothers – Solid Waste Manager
Brenda Sauve – Solid Waste Coordinator

Meeting Date: October 7, 2025

Subject: Bamfield Transfer Station Operator Contract Award

Recommendation:

THAT the Bamfield Area Services Committee recommend 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 and subject to annual adjustments based on CPI.

Desired Outcome:

For the Bamfield Transfer Station Operator Contract to be awarded to Patrick McNamara with a three (3) year term beginning October 1, 2025.

Summary:

The Bamfield Transfer Station is located on the East Side of Bamfield. The Waste Recycling Contractor is responsible for maintaining the Transfer Station in a clean, safe, and organized condition. This includes conducting weekly infrastructure inspections, performing minor repairs (including electric fencing), and ensuring all waste, metal, and recyclables are properly sorted and contained. The contractor must also manage the re-use shed, coordinate with haulers for material pick-up, and monitor waste volumes to recommend adjustments to collection schedules. Signage must be maintained, and any replacements are coordinated with the ACRD.

In addition to operational duties, the contractor plays a key role in public engagement and education. They are expected to guide customers on proper disposal practices, support recycling education, and report common sorting issues to the ACRD. Professional conduct is essential at all times, with an emphasis on courteous communication and collaboration with organizations like WildSafe BC to minimize wildlife conflicts.

Background:

In June 2025, ACRD staff issued a Request for Proposal (RFP) from qualified and experienced individuals

and firms to provide the ACRD with Waste and Recycling Services at the Bamfield Transfer Station (BTS).

Two submissions were received from Patrick McNamara and Euroworld Corp. The bids were evaluated based on specific criteria, including experience and ability to meet service requirements.

Proponent	Contract Value	Mandatory Requirements Met	Evaluation Score (out of 100)
Patrick McNamara	\$106,920.00 (\$35,640 annually)	Yes	95.25
Euroworld Corp.	\$1,516,320.00 (\$505,440 annually)	Yes	41.50

The proposal from the existing contractor, Mr. McNamara, met all the requirements outlined in the RFP and was substantially lower in cost than Euroworld Corp. After reviewing the submission with Mr. McNamara including evaluation of his proposed work items and explaining constraints on the available budget, Mr. McNamara offered to continue operating BTS at a similar service level and to extend the current annual contract price of \$24,000 plus annual adjustments for CPI. It is recommended that Mr. McNamara be awarded the contract for BTS operations.

Time Requirements – Staff & Elected Officials:

There will be approximately 4 hours of staff time required for negotiation, preparation and administration to award and execute this contract.

Financial:

The previous contract for this work was awarded at \$24,000 per year (\$2,000/month). This contract was extended for six months and expires on September 30, 2025. Prior to 2022 the contract rate paid was \$990/month.

The proposed contract becomes effective in October 2025 and starts at \$2,000 per month/\$24,000 annually (excluding GST). The contract amount will be adjusted annually to account for CPI. Out-of-scope work will be billed at \$30.00 per hour for the duration of the contract. This amount is within the approved ACRD 2025-2029 Financial Plan.

Strategic Plan Implications:

2.0 Managing our Assets and Infrastructure.

Policy or Legislation:

The total three-year contract amount will be \$72,000 plus annual CPI adjustments. An RFP was issued for the project to comply with the ACRD's Purchasing Policy which requires a Tender (or similar public offering) if the expected value of a contract exceeds \$35,000.

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: West Coast Committee/
Jodie Frank – Solid Waste Project Coordinator
Brenda Sauve – Solid Waste Coordinator

Meeting Date: October 22, 2025

Subject: West Coast Landfill Tipping Fee and Regulation Bylaw Amendment R1033-8 and Industrial, Commercial, Institutional (ICI) Landfill Diversion Program

Recommendation:

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.

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.

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.

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

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.

Desired Outcome:

To adopt Bylaw R1033-8 Amendment – West Coast Landfill Tipping Fee and Regulation in order to:

- a) Replace Schedule “A” with Schedule “A” attached to and forming part of this bylaw with the following rate changes:

Industrial, Commercial, Institutional (ICI) Waste Loads of 83 kg or greater – Effective January 1, 2026	\$172.00 per tonne	\$15.00 minimum
Industrial, Commercial, Institutional (ICI) Loads of 83 kg or greater – Effective January 1, 2027	\$191.00 per tonne	\$15.00 minimum

Industrial, Commercial, Institutional (ICI) Loads of 83 kg or greater – Effective January 1, 2028	\$212.00 per tonne	\$15.00 minimum
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b) Update section 1. DEFINITIONS by:

1.42 “**RESIDENTIAL WASTE**” means waste generated by a detached single-family dwelling; each Dwelling Unit of a duplex, triplex, quadruplex, townhouse, or row house development, a Manufactured Home, but does not include an apartment building containing more than four Dwelling Units, a hotel, motel, resort or marina, nor any commercial property, or seasonal campsite.

1.43 “**INDUSTRIAL, COMMERCIAL, INSTITUTIONAL (ICI) WASTE**” means waste generated by businesses and other non-residential sources. This includes waste from places such as office buildings, retail stores, restaurants, schools, hospitals, and manufacturing facilities.

c) Proceed with development of an ICI Landfill Diversion Program that will encourage businesses on the West Coast to establish and participate in diversion initiatives.

Summary:

At the October 7, 2025, West Coast Committee (WCC) meeting the attached report was presented, and the above resolution supported by the Committee. In alignment with the Committee recommendation, this report includes adoption of the amendment to Bylaw R1033-8 - West Coast Landfill Tipping Fee and Regulation for increased ICI tipping fees.

If approved by the Board of Directors the detailed proposal for an ICI Landfill Diversion Program, which will encourage businesses to establish and participate in diversion initiatives, shall be brought forth at a later meeting.

Policy or Legislation:

Bylaw No. R1033 to Provide for the Regulation of Recycling, Solid Waste Disposal and Tipping Fees at the West Coast Landfill.

Submitted by: Tanya Carothers
Tanya Carothers – Solid Waste Manager

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

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



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. R1033-8

A BYLAW TO AMEND THE WEST COAST LANDFILL TIPPING FEE AND REGULATION BYLAW

WHEREAS by Supplementary Letters Patent, dated August 10, 1973 as amended, the Regional District of Alberni-Clayoquot was granted the function of Garbage Disposal under Division XIV of its Letters Patent;

AND WHEREAS the Regional District of Alberni-Clayoquot is empowered to establish a scale of charges payable for depositing Municipal Solid Waste at the West Coast Landfill;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot deems it advisable to enact regulations pertaining to solid waste disposal and to establish a charge for depositing Municipal Solid Waste;

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

1. Bylaw No. R1033, cited as “West Coast Landfill Tipping Fee and Regulation Bylaw No. R1033, 2019” is hereby amended as follows:
 - a) Replacing Schedule “A” with Schedule “A” attached to and forming part of this bylaw.
 - b) Updating section 1. DEFINITIONS by adding:

1.42 “RESIDENTIAL WASTE” means waste generated by a detached single-family dwelling; each Dwelling Unit of a duplex, triplex, quadruplex, townhouse, or row house development, a Manufactured Home, but does not include an apartment building containing more than four Dwelling Units, a hotel, motel, resort or marina, or any commercial property, seasonal campsite

1.43 “INDUSTRIAL, COMMERCIAL, INSTITUTIONAL (ICI) WASTE” means waste generated by businesses and other non-residential sources. This includes waste from places like office buildings, retail stores, restaurants, schools, hospitals, and manufacturing facilities

2. This Bylaw may be cited as the “**West Coast Landfill Tipping Fee and Regulation Amendment Bylaw No. R1033-8, 2025**”.

**Schedule A
 Charges**

1. TIPPING FEES

1.1. The Tipping Fees for Disposal of Solid Waste at the West Coast Landfill are as follows:

Solid Waste	Tipping Fee	Other Charges
Residential Waste Loads of 83 kg or greater	\$150.00 per tonne	\$15.00 minimum
Residential Waste Loads under 83 kg (each garbage bag or can)	\$5.00 each	\$5 min. for unweighed loads
Industrial, Commercial, Institutional (ICI) Waste Loads of 83 kg or greater – Effective January 1, 2026	\$172.00 per tonne	\$15.00 minimum
Industrial, Commercial, Institutional (ICI) Loads of 83 kg or greater – Effective January 1, 2027	\$191.00 per tonne	\$15.00 minimum
Industrial, Commercial, Institutional (ICI) Loads of 83 kg or greater – Effective January 1, 2028	\$212.00 per tonne	\$15.00 minimum
Recreational Vehicle	\$280.00 per tonne	\$500.00 minimum
Surcharge for loads containing Recyclable Materials; Controlled Waste; or Organic waste	Double the standard tipping fee	
Surcharge for Unsecured loads	Double the standard tipping fee	
Weighing service		\$10.00 each occurrence

Recyclable Materials	Tipping Fee	Other Charges
Corrugated Cardboard	\$350.00 per tonne	\$20.00 minimum
Metal, including appliances	No Charge	
Clean wood waste	\$130.00 per tonne	\$10.00 minimum
Car batteries	No Charge	
Tires	\$170 per tonne	\$2.00 each tire minimum
Fish Nets and Rope	\$150.00 per tonne	\$15.00 minimum
Mattress or Box Spring	\$23.00 each	
Organics	\$115.00 per tonne	\$5.00 minimum / \$5.00 per 20 L Bucket
Residential Branches	\$10.00 per load	
Dewatered Biosolids	\$175.00 per tonne	\$10.00 minimum

Controlled Waste	Tipping Fee	Other Charges
Construction/Demolition Waste – As of January 1, 2025	\$185.00 per tonne	\$15.00 minimum
Land clearing debris	\$240.00 per tonne	\$15.00 minimum
Pumpings from domestic septic tanks	\$160.00 per tonne	
Catch basin and manhole material	\$160.00 per tonne	\$150.00 minimum
Fish, shrimp shells, and animal carcasses	\$200.00 per tonne	\$100.00 minimum
Medical Facility Waste	\$150.00 per tonne	
Loads containing fish feed totes	\$400.00 per tonne	\$160.00 minimum
Coastal Clean-up Waste	\$175.00 per tonne	

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

2. PRODUCT SALES

2.1 The fees for the purchase of product from the West Coast Landfill are as follows:

Product:	Purchase Fee	Other Charges
Sortn'Grow 20 litre Bucket	\$20.00 each	
Compost	\$5.00 per 20 litre bucket \$50.00 per yard	



To: West Coast Committee

From: Tanya Carothers – Solid Waste Manger Jodie Frank –
Solid Waste Project Coordinator Brenda Sauve – Solid
Waste Coordinator

Meeting Date: October 7, 2025

Subject: Proposed Development of a West Coast ICI Diversion
Program

Recommendation:

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to develop a detailed proposal for a program aimed at reducing Industrial, Commercial, and Institutional (ICI) waste on the West Coast through:

- 1) A phased standard rate increase for ICI tipping fees at the West Coast Landfill, to encourage waste diversion and reflect the true cost of landfill disposal; and***
- 2) An ICI Landfill Diversion Program to encourage businesses in establishing and participating in diversion initiatives.***

AND THAT the West Coast Committee recommend that the Board direct staff to prepare an amendment to Bylaw R1033 as part of the proposed program.

Desired Outcomes:

To approve the development of a detailed proposal for a program aimed at reducing Industrial, Commercial, and Institutional (ICI) waste on the West Coast and that support overall landfill operations.

Summary:

The West Coast Landfill (WCL) is experiencing financial challenges due to limited revenue streams that do not cover rising operational costs and do not adequately reflect the large waste generators. To address this issue, staff are proposing the development of a program that could target ICI¹ waste generators through more aligned tipping fees combined with a diversion program that encourages more responsible waste management practices.

Tipping Fee Alignment. Currently, all waste generators at the WCL are charged the same tipping fee, regardless of the volume of waste produced. This structure places a disproportionate financial burden

¹ Industrial, Commercial, and Institutional (ICI) refers to waste generated by businesses and other non-residential sources. This includes waste from places like office buildings, retail stores, restaurants, schools, hospitals, and manufacturing facilities

on residential users who typically generate significantly less waste compared to ICI waste generators. A proposed fee increase could be applied exclusively to ICI waste generators, ensuring that fees more accurately reflect waste generation levels and associated management cost.

Financial Stability for Waste Infrastructure. Creating a proposed adjustment would support long term sustainability while ensuring high volume users contribute proportionately to the costs of waste management on the west coast. On its own, a proposed increase would take contributions from ICI waste generators to enable the region to better maintain and invest in critical landfill infrastructure and long-term closure plans.

Responsible Waste Practices. Increased tipping fees could encourage ICI waste generators to participate more actively in diversion programs, as they seek to avoid the increasing landfill disposal costs. However, the development of a ICI Landfill Diversion Program could encourage businesses with activities related to the establishment and participation in waste diversion initiatives. This could include such areas as staff training, waste sorting stations, carts and signage, etc. If the ICI Landfill Diversion Program concept is supported by the committee, it will be developed to ensure compliance with the requirements of the Local Government Act (LGA) and the Community Charter.

Background:

The West Coast communities of Tofino, Ucluelet, Area C and surrounding First Nations communities experience significant seasonal tourism, with an estimated 600,000 visitors annually. During peak months, the number of tourists far exceeds the local permanent population, placing substantial pressure on landfill operations, which are primarily funded through residential taxes and tipping fees.

Over the past five years, ICI waste tonnage has remained consistently high, while the residential waste generation has been significantly lower largely due to success of the residential Sort'nGo waste collection program. On average, ICI waste generators have produced 3,067 tonnes of garbage annually compared to 1,322 tonnes generated annually by the residential sector. ICI waste generators create more than twice as much garbage annually compared to permanent residents. A large portion of ICI generated waste tonnage at WCL occurs in the summertime as a result of businesses accommodating visitors to the area who are utilizing the services of hotels, restaurants, and other tourist services.

Given the disproportionate volume of waste generated by ICI users, ICI waste generators should contribute a larger share towards the funding of landfill services and infrastructure. A proposed tipping fee adjustment that targets this sector (see example below) could help ensure a fairer distribution of waste management costs.

The WCL continues to face financial challenges due to limited revenue streams that do not adequately cover rising operational costs. The current tipping fee rate for Municipal Solid Waste (MSW) disposal is \$150/tonne. Increasing the tipping fee for ICI waste generators would provide additional revenue from

high-volume users strengthening the landfill's financial resilience and supporting the region's ability to manage waste responsibly into the future.

Time Requirements – Staff & Elected Officials:

Implementing the proposed fee increase and program development will require coordinated efforts across departments. Community Services staff will need approximately 20 hours to prepare and present the necessary program reports, develop communications for landfill users, and respond to inquiries. An additional 12 hours would be required from supporting departments to review and prepare bylaw amendments.

Program implementation would have a permanent increase in staff time, however we would look to design program elements to ensure the increase in time remains low. Staff estimate that a target of approximately 25 hours per year or less would be achievable.

Financial:

Efficient landfill operations require a balanced approach to managing costs, generating revenues, and minimizing community impact. Long term sustainability depends on ensuring that operational expenses are adequately funded. Revenue generated from a possible ICI tipping fee increase would support daily operations at WCL and will help establish diversion effort initiatives for ICI waste generators.

Under the current bylaw, the tipping fee for Municipal Solid Waste (MSW) disposal is set at \$150/tonne. Any proposed initiative would look to introduce a phased increase for ICI customers. This could consider increasing to a new rate of \$172/tonne in 2026, followed by a rise to \$191/tonne in 2027, and \$212/tonne in 2028. These details would be finalized should we advance with a detailed proposal.

The above noted increases (provided as an example) would also need to be aligned with annual landfilled waste reduction targets from ICI waste generators. These targets would be based on both the influence of increased fees as well as participation in waste diversion programs. The net impact of these initiatives would need to generate approximately \$65,000 in additional annual revenue beyond the current benchmark of \$450,000. This additional revenue is required to fund and support the WCL's Capital Fund to support general operations as well as currently unfunded capital projects including:

- Power upgrades
- Flow meter lagoon project
- Leachate collection system
- Gate improvements
- Design Operating and Closure Plan Update
- Closure and post-closure planning

Strategic Plan Implications:

This supports strategy 2.1 and 2.2 of the Strategic Plan: “Advance the development of an asset management program.” and “undertake a comprehensive Solid Waste Management Plan review.”

Policy or Legislation:

Bylaw NO. R1033 to Provide for the Regulation of Recycling, Solid Waste Disposal and Tipping Fees at the West Coast Landfill

Options Considered:**Option 1: Recommend approval of the ICI tipping fee increase without the diversion program.**

The WCC could recommend approval of the increased ICI tipping fee structure as presented, but not the establishment of the ICI Landfill Diversion Program which would provide more revenue for operating and capital programs and reduce staff time requirements.

However, the proposed diversion program is intended to encourage businesses in increasing diversion therefor this option (to not include the development of a diversion program) is anticipated to be less successful in reducing waste in the ICI sector.

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: Heather Zenner, Manager of Administrative Services

Meeting Date: October 22, 2025

Subject: Bylaw E1067 – Repeal Mountain Ranch Road Fire Prevention and Suppression Service, and
Bylaw E1068 – Repeal Granville Road Fire Prevention and Suppression Service.

Recommendation:

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.

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.

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.

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.

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.

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.

Desired Outcome:

To give three readings to Bylaw E1067, a bylaw to repeal the Mountain Ranch Road Fire Prevention and Suppression Service Area and to give three readings to Bylaw E1068, a bylaw to repeal the Granville Road Fire Prevention and Suppression Service Area. To remove a redundant bylaw, the Board must adopt a repeal bylaw.

Background:

In February 2025 the Board adopted an amendment to the Beaver Creek Fire Department Service area bylaw, expanding the service area to include the properties in the Mountain Ranch Road and Granville Road Fire Prevention and Suppression Service Areas to simplify the governance structure and eliminate redundant services. To facilitate the Beaver Creek Fire Department Service Area bylaw amendment, staff notified each property owner of this change, each Electoral Area Director provided their consent for the amendment, and the Inspector of Municipalities provided approval prior to the amendment being adopted. At this time, the Board was notified that Mountain Ranch Road and Granville Road Fire Prevention and Suppression Service Bylaws would be repealed.

After the three readings of each bylaw are complete, staff will acquire the consent of the Electoral Area Directors and then send these bylaws to the Inspector of Municipalities for approval. Once this approval is received, staff will bring these bylaws back to the Board for adoption.

Time Requirements – Staff & Elected Officials:

Approximately two hours of administrative staff time will be required to finalize these two bylaws.

Financial:

N/A

Strategic Plan Implications:

This is core work and not specifically addressed in the ACRD Strategic Plan.

Policy or Legislation:

Section 137 of the *Community Charter* and Section 349 of the *Local Government Act*.

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

BYLAW NO. E1067

A bylaw to repeal the establishment of a Local Service to provide a fire prevention and suppression service within Electoral Area “B” (Beaufort)

WHEREAS the Board of the Alberni-Clayoquot Regional District wishes to repeal “Mountain Ranch Road Fire Prevention and Suppression Service Area Establishment Bylaw No. E1006, 1997”;

AND WHEREAS properties located within the Mountain Ranch Road Service Area were incorporated into the boundaries of the Beaver Creek Fire Protection Service Area, on February 26, 2025 making the Mountain Ranch Road Service Area bylaw redundant;

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

1. Citation

This Bylaw may be cited as **“Bylaw No. E1067, Mountain Ranch Road Fire Prevention and Suppression Service Area Establishment Bylaw Repeal, 2025”**.

2. Repeal of Bylaw

“Mountain Ranch Road Fire Prevention and Suppression Service Area Establishment Bylaw No. E1006, 1997” is hereby repealed.

Read a first time this day of , 2025.

Read a second time this day of , 2025.

Read a third time this day of , 2025.

I hereby certify the foregoing is a true and correct copy of the Bylaw cited as **“Bylaw No. E1067, Mountain Ranch Road Fire Prevention and Suppression Service Area Establishment Bylaw Repeal, 2025”** as read a third time by the Board of the Alberni-Clayoquot Regional District on day of , 2025.

Cynthia Dick
Corporate Officer

Bylaw No. E1067, Mountain Ranch Road Fire Prevention and Suppression Service Area Establishment Bylaw Repeal, 2025

Approved by the Inspector of Municipalities this _____ day of _____, 2025.

Adopted this _____ day of _____, 2025.

Certified true and correct copy of
**“Bylaw No. E1067, Mountain Ranch
Road Fire Prevention and Suppression
Service Area Establishment Bylaw
Repeal, 2025”**

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

Cynthia Dick
Corporate Officer

John Jack,
Chairperson



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

BYLAW NO. E1068

A bylaw to repeal the establishment of a Local Service to provide a fire prevention and suppression service within Electoral Area “E” (Beaver Creek)

WHEREAS the Board of the Alberni-Clayoquot Regional District wishes to repeal “Granville Road Fire Prevention and Suppression Service Area Establishment Bylaw No. 733, 1991”;

AND WHEREAS properties located within the Granville Road Service Area were incorporated into the boundaries of the Beaver Creek Fire Protection Service Area, on February 26, 2025 making the Granville Road Service Area bylaw redundant;

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

1. Citation

This Bylaw may be cited as **“Bylaw No. E1068, Granville Road Fire Prevention and Suppression Service Area Establishment Bylaw Repeal, 2025”**.

2. Repeal of Bylaw

“Granville Road Fire Prevention and Suppression Service Area Establishment Bylaw No. 733, 1991” is hereby repealed.

Read a first time this day of , 2025.

Read a second time this day of , 2025.

Read a third time this day of , 2025.

I hereby certify the foregoing is a true and correct copy of the Bylaw cited as **“Bylaw No. E1068, Granville Road Fire Prevention and Suppression Service Area Establishment Bylaw Repeal, 2025”** as read a third time by the Board of the Alberni-Clayoquot Regional District on day of , 2025.

Cynthia Dick
Corporate Officer

Bylaw No. E1068, Granville Road Fire Prevention and Suppression Service Area Establishment
Bylaw Repeal, 2025

Approved by the Inspector of Municipalities this _____ day of _____, 2025.

Adopted this _____ day of _____, 2025.

Certified true and correct copy of
**“Bylaw No. E1068, Granville Road
Fire Prevention and Suppression
Service Area Establishment Bylaw
Repeal, 2025”**

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

Cynthia Dick
Corporate Officer

John Jack,
Chairperson



To: ACRD Board of Directors

Meeting Date: October 22, 2025

From: Alima Khoja, Planner 1

Voting Structure: Electoral Area Directors

Electoral Area: A - Bamfield

Subject: Temporary Use Permit TUP25016 – 390 Grappler Road (HFN LANDS CORP)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors consider Temporary Use Permit application TUP25016 subject to the following:

- **Health and safety inspection by the ACRD Building Inspector.**
- **Neighbourhood notification as per Local Government Act s.494.**

Development Proposal: The applicant is seeking a new TUP to provide seasonal staff accommodation for Huu-ay-aht Group of Businesses employees. The building has now been reconfigured to provide 6 larger units, created by joining internal doorways, and intends to use the units as seasonal staff accommodation to manage an influx of summer staff. The applicant previously received Temporary Use Permits in August 2018 and in June 2022 for staff accommodations and is now seeking a new permit to reflect the reconfigured floor plan and use of the property.

Advisory Planning Commission Recommendation: The Bamfield Advisory Planning Commission (APC) reviewed the application at their October 2, 2025 meeting. The APC members present passed a recommendation to support the TUP application as presented.

Property Owner(s): HFN LANDS CORP

Applicant/Primary Contact: ADRIEN MULLEN

Property Information:

Civic Address:	390 Grappler Road, Bamfield, BC				
Legal Description:	LOT 2, SECTION 20, TOWNSHIP 1, BARCLAY DISTRICT, PLAN 23308 EXCEPT THAT PART IN PLAN 45519				
PID: 000-787-744	Folio: 770-02899.015	ALR? (Y/N):	No	Lot Area (ha):	2.17 (5.36 ac)

Current Zoning:	P2 – Park and Public Use District	Proposed Zoning:	N/A
Current OCP:	Bamfield, Residential Use	Proposed OCP:	N/A
Development Permit Area(s):	DPA I – Riparian Areas Protection, DPA II – Natural Hazard Areas Protection and DPA III – Form & Character		

PL20250039 / TUP25016

Alberni-Clayoquot Regional District | 3008 Fifth Avenue, Port Alberni, BC V9Y 2E3 | 250.720.2700 | www.acrd.bc.ca

Serving Port Alberni, Tofino, Ucluelet, Treaty First Nations: Huu-ay-aht, Yuułu?it̓'ath, Uchucklesaht Tribe Government, and Toquaht Nation, and Six Electoral Areas: "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek).

Current Use & Description:	The subject property is 2.2 hectares (5.36 acres) sloping from a high point in the eastern portion of the property down towards the western lot line adjacent to Grappler Road. The property is bounded by undeveloped area to the east, an unbuilt portion of the Frigate Road right-of-way to the south, Grappler Road to the west, and a mixed commercial/residential property to the north. The western portion of the property is developed into tiers with a large gravel parking area and two existing structures: a 6-unit accommodation structure with attached washroom and laundry facilities, and a separate structure with a common kitchen area. The eastern portion of the property is treed and undeveloped.
---------------------------------------	--

Surrounding Zoning and Land Use			
North:	Mixed Storage (SW2) District	South:	Rural (A2) District
East:	Rural (A2) District	West:	Acreage Residential (RA2) District

Services:

- a) **Sewage Disposal:** On-site septic system. There is an existing sewage disposal system approved by a Registered On-Site Wastewater Practitioner in 2021 and the applicants have submitted an Island Health septic filing as part of the application.
- b) **Water Supply:** Bamfield Community Water System.
- c) **Fire Protection:** The parcel is within the Bamfield Fire Protection Service Area.
- d) **Access:** The parcel is accessed by a driveway from Grappler Road.

Planning Policy Discussion:

- a) **Official Community Plan:** The Bamfield Official Community Plan (OCP) designates the western side of property as “Commercial Use”. The eastern portion of the property is designated as “Residential Use”. The applicant is applying to renew their temporary use permit for the western side of the property which is designated for “Commercial Use”. The temporary use of the land and buildings are to provide seasonal accommodation for Huu-ay-aht Group of Businesses employees. Policy 3.3.19 of the OCP supports the consideration of temporary use permits in all land use designations at the discretion of the ACRD Board of Directors in accordance with s. 493 of the *Local Government Act*.

The western portion of the parcel lies within development permit areas (DPAs): DPA I – Riparian Areas Protection, DPA II – Natural Hazard Areas Protection and DPA III – Form & Character.

This proposal complies with the Bamfield Official Community Plan.

- b) **Zoning:** The staff accommodation is intended to be located on the western side of the parcel within an existing structure. The parcel is zoned Park and Public Use (P2) District. Temporary staff accommodations are only permitted as caretaker accommodation for a use permitted in the P2 zone. The property owners have applied for a Temporary Use Permit to provide seasonal (summer) staff accommodation on the property.

	Current: P2
Minimum Lot Area (ha)	0.05
Minimum Lot Width (m)	15.24
Principal & Accessory Front Yard Setback (m)	6.09
Principal Side Yard Setback (m)	1.5
Principal Rear Yard Setback (m)	9.14
Accessory Side Yard Setback (m)	0.9
Accessory Rear Yard Setback (m)	0.9
Watercourse Setback (m)	30

The applicant wishes to continue providing accommodation to the staff on the subject property currently zoned P2. The property owner is applying for a Temporary Use Permit. If the applicant is successful, the TUP can be granted for up to three years. When the term ends, applicant may apply to renew the TUP, apply to rezone the parcel, or return the property to the use permitted under the current zoning.

Temporary Use Permit Conditions: The Temporary Use Permit to provide seasonal staff accommodation may be subject to the following conditions and any others that the ACRD Board of Directors considers appropriate at the time of issuance:

1. This permit is issued to permit the operation of seasonal staff accommodations for Huu-ay-aht Group of Businesses employees within the existing structures on the property located at 390 Grappler Road.
2. The structures allowed under this permit to support the seasonal staff accommodation use are limited to the existing 6-bedroom bunkhouse with attached laundry/washroom facilities, and the existing kitchen/common room building.
3. Emergency management and security policies are to be available for review by ACRD staff and enforced by the applicant. There shall be a posted quiet time of 10pm.
4. Contact information for the owner or caretaker and a copy of the TUP must be visible in a public location.
5. The seasonal staff accommodation use shall be screened from neighbouring properties with natural screening and from the road with solid fencing.
6. On-site parking shall be provided in accordance with the off-street parking regulations in the ACRD Zoning Bylaw.
7. This permit is valid for three (3) years from the date of execution.
8. At the time this permit expires, the property owner may apply to the Regional District to renew the TUP, apply to rezone the property, or return the property to the original use permitted under the current zoning.
9. If the conditions of this permit are not met, or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

Comments:

The issuance of this Temporary Use Permit would permit seasonal staff accommodation for Huu-ay-aht Group of Businesses employees. The permit would authorize the staff accommodation use within an existing structure

that was recently updated into a 6-bedroom bunkhouse with ancillary uses including a common area/kitchen building and on-site parking for staff.

The applicant has indicated plans to pursue potential future residential rezoning of the property as outlined in the Huu-ay-aht First Nations Framework Plan published in April 2025. This TUP allows continued operation in support of community objectives while acknowledging that future zoning changes may be considered as part of a rezoning application process.

The parcel contains an on-site sewage system certified by a Registered On-Site Wastewater Practitioner in August 2021 and the property is connected to Bamfield Water System. The applicant has submitted a site plan which shows the developments are located on the western portion of the lot.

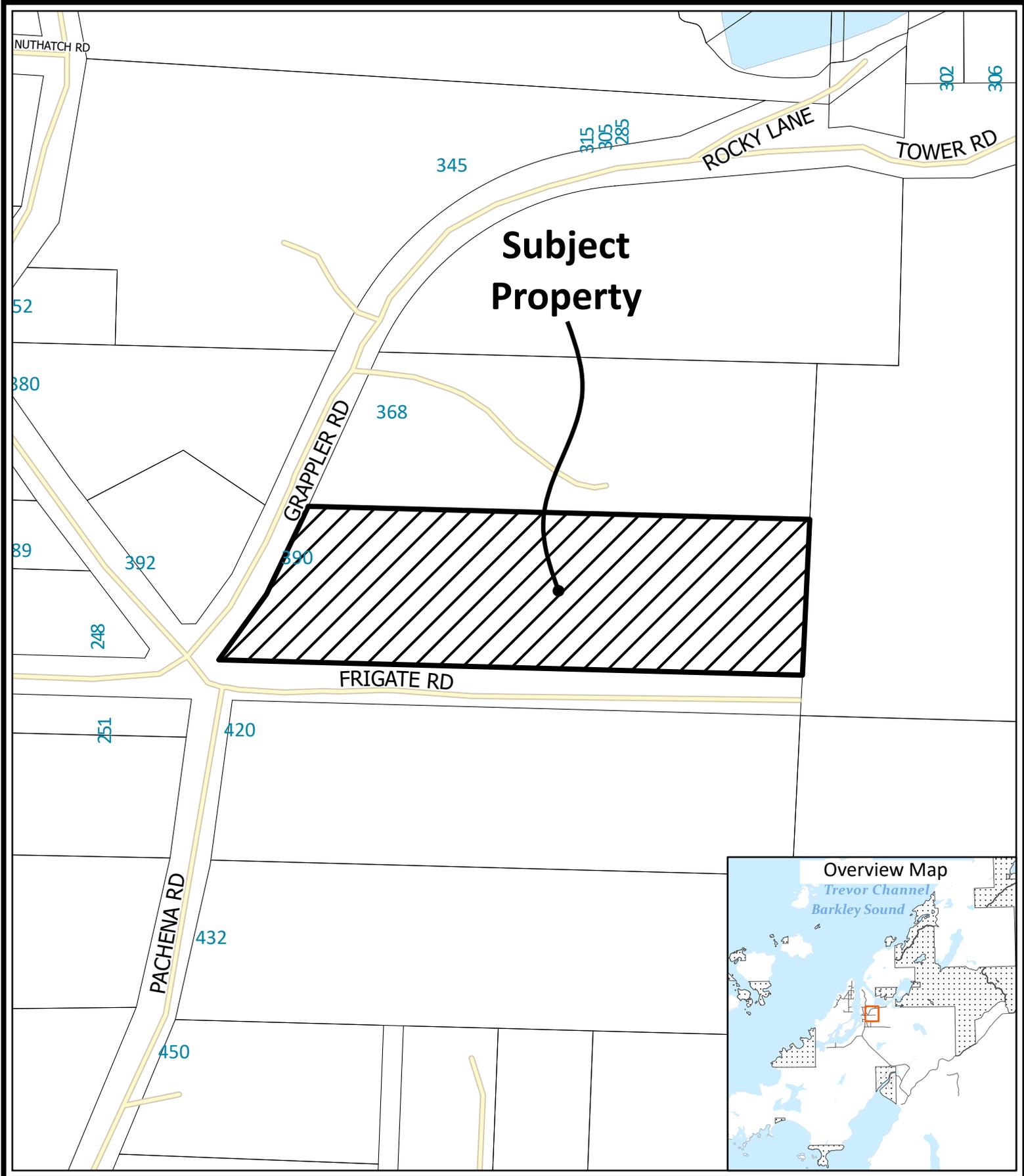
The applicant has previously issued and renewed Temporary Use Permit (TUPs) on this parcel and is now applying for a new TUP. A letter of support has been submitted in relation to this application with clarification provided for the change in floor plan and updated use of the property.

It is recommended that the Board proceed with the neighbour notification process for the TUP renewal application.

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

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

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



**Subject
Property**

FRIGATE RD

PACHENA RD

GRAPPLER RD

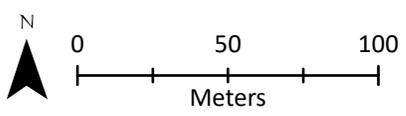
ROCKY LANE

TOWER RD

NUTHATCH RD

Overview Map

Trevor Channel
Barkley Sound



 Legal description: LOT 2, SECTION 20, TOWNSHIP 1, BARCLAY DISTRICT, PLAN 23308 EXCEPT THAT PART IN PLAN 45519

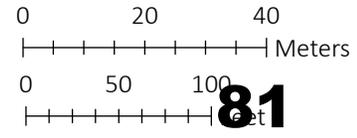


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390 Grappler Road, Bamfield

Prepared March 15, 2021, ACRD
Google Satellite imagery







1 VIEW OF BUILDING 2 FROM SW CORNER OF SITE



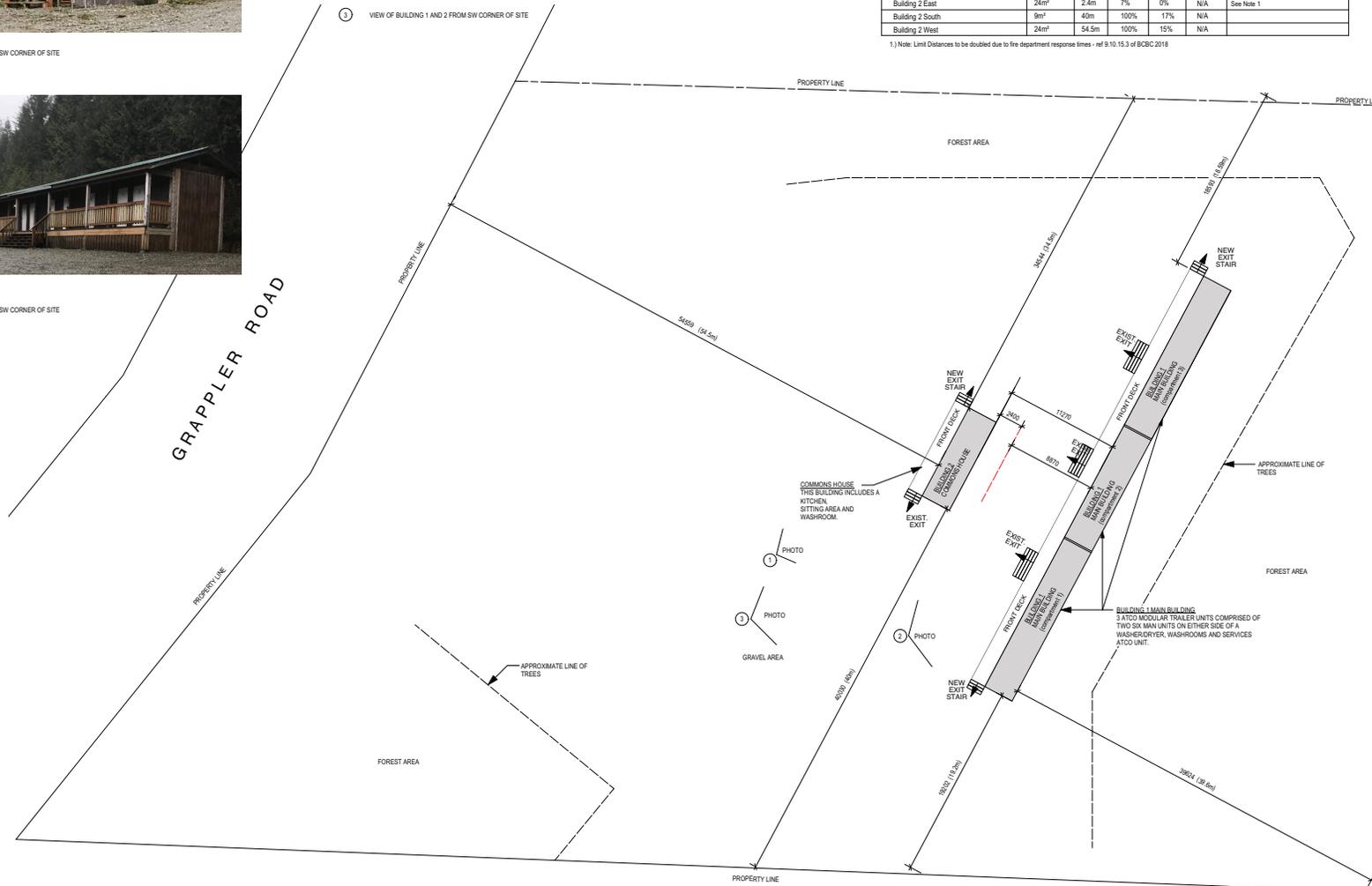
3 VIEW OF BUILDING 1 AND 2 FROM SW CORNER OF SITE



1 VIEW OF BUILDING 1 FROM SW CORNER OF SITE

SPATIAL SEPARATION BETWEEN HOUSES							BCBC 2018 9.10.15 (3.2.3.1 (D))
Exposing Building Face Wall/Compartment	Area of Exposing Bldg Face (m ²)	L.D. (Minimum distance)	Permitted % of Openings	Actual % of Openings	FRR (Required)	Notes	
Building 1 North	9m ²	19.59m	100%	0%	N/A		
Building 1 East - Compartment 1	53m ²	39.6m	100%	10%	N/A		
Building 1 East - Compartment 2	38m ²	39.6m	100%	0%	N/A		
Building 1 East - Compartment 3	53m ²	39.6m	100%	10%	N/A		
Building 1 South	9m ²	19.2m	100%	0%	N/A		
Building 1 West - Compartment 1	53m ²	8.8mm	35%	24%	N/A	See Note 1	
Building 1 West - Compartment 2	38m ²	8.8mm	41%	13%	N/A		
Building 1 West - Compartment 3	53m ²	8.8mm	35%	24%	N/A		
Building 2 North	9m ²	34.5m	100%	0%	N/A		
Building 2 East	24m ²	2.4m	7%	0%	N/A	See Note 1	
Building 2 South	9m ²	40m	100%	17%	N/A		
Building 2 West	24m ²	54.5m	100%	15%	N/A		

1) Note: Limit Distances to be doubled due to fire department response times - ref 9.10.15.3 of BCBC 2018



DRAFT

01 75% REVIEW 2021-08-13
 No. Number: 2020-504-001-001 Date: 2021-08-13

numberTEN architectural group
 200 - 1619 Stone Street
 Victoria, BC
 Canada V8W 3K3
 T 250.365.2166
 F 250.365.2166
 www.numberten.com
 info@numberten.com

SCALE 1:100 DATE 2021-08-13

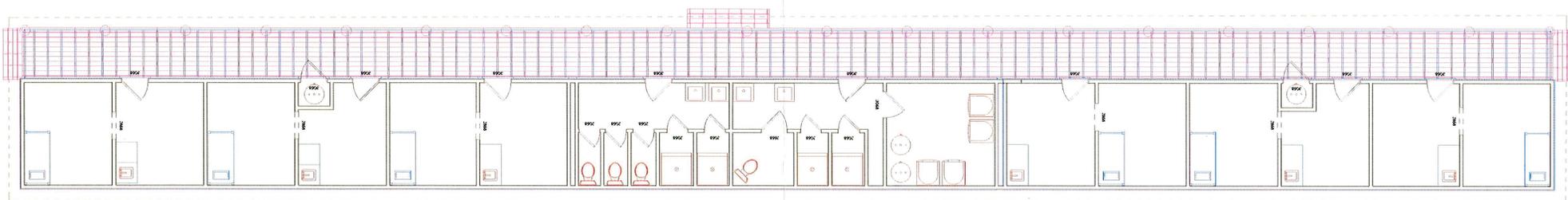
390 Grappler Road
 Bamfield BC
 Atco Trailer Buildings

Site Plan

DATE TITLE
 DRAWN BY MS
 CHECKED BY
 CLIENT/PROJECT NO. A-01
 DATE PROJECT NO. 2020-504
 SHEET NO.

FRIGATE ROAD 1 SITE PLAN 1:200

390 Grappler Floorplan





HFN Lands LP

Letter of Support

October 1st 2025

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

Re: Temporary Use Permit Application – 390 Grappler Road, Bamfield, BC

Dear Planning Department,

On behalf of the Huu-ay-aht Group of Businesses (HGB), we are writing in support of the application for a Temporary Use Permit (TUP) for the property located at **390 Grappler Road, Bamfield, BC**.

Background

This property previously operated under a Temporary Use Permit as a **12-unit bunkhouse**, primarily serving road construction contractors in the region. That permit has since expired. The building has now been reconfigured to provide **6 larger units**, created by joining internal doorways, and is proposed to serve as **seasonal staff housing for HGB employees**.

Nature of the Proposed Use

The proposed TUP would allow the building to be used as **seasonal employee accommodation** in direct support of HGB's business operations. Staff housing is critical to sustaining services and economic activity in Bamfield, particularly given the challenges of attracting and retaining employees in a small, remote coastal community.

Rationale for a New TUP

- **Change of Use:** The property's purpose has shifted from a short-term contractor bunkhouse to dedicated staff accommodation, making it a different use than previously approved.
- **Expired Permit:** The original TUP has lapsed, requiring a new application under the Local Government Act (Division 8, ss.492–497).
- **Community Alignment:** Seasonal housing for workers directly supports the Bamfield Official Community Plan's goals around economic development and community stability.
- **Flexibility and Oversight:** A new TUP provides the property to continue to operate in support of the community goals, while acknowledging there will be future changes to use to the property.

Community Benefits

- Provides safe, reliable, and well-managed accommodation for employees of HGB, reducing pressure on Bamfield's limited rental housing stock.

Phone 778.421.2663 | Fax 778.421.2664 | www.hfngroup.ca

Physical Address 4576 Adelaide St, Port Alberni, BC V9Y 6N3
Mailing address PO Box 87, Port Alberni, BC V9Y 7M6



HFN Lands LP

- Supports seasonal operations of HGB businesses, which contribute to the local economy and services for residents and visitors.
- Ensures the use is temporary and reversible, giving both HGB and the ACRD flexibility in evaluating long-term land use options.

Commitment to Good Stewardship

HGB is committed to ensuring that the property is managed responsibly. This includes:

- Designating the housing strictly for HGB staff accommodation.
- Maintaining the property in accordance with health, safety, and building standards.
- Providing adequate parking, waste management.
- Complying with all conditions set by the ACRD Board in the issuance of the TUP.

Conclusion

We respectfully request the Board's support for the issuance of a new Temporary Use Permit for 390 Grappler Road. Approval of this application will allow HGB to continue providing essential staff housing, supporting both local employment and the broader community.

Thank you for your consideration.

Sincerely,

Adrien Mullin
Tourism Development Manager
Huu-ay-aht Group of Businesses



TUP25016

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: HFN LANDS CORP
Address: 390 Grappler Road, Bamfield, BC

With respect to:

Legal Description: LOT 2, PLAN VIP23308, SECTION 20, TOWNSHIP 1, BARCLAY LAND DISTRICT, EXCEPT PLAN 45519

PID: 000-787-744

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

1. This TUP is issued to permit the operation of seasonal staff accommodations for Huu-ay-aht Group of Businesses employees within the existing structures on the property located at 390 Grappler Road.
2. The structures allowed under this permit to support the seasonal staff accommodation use are limited to the existing 6-bedroom bunkhouse with attached laundry/washroom facilities, and the existing kitchen/common room building.
3. Emergency management and security policies are to be available for review by ACRD staff and enforced by the applicant. There shall be a posted quiet time of 10pm.
4. Contact information for the owner or caretaker and a copy of the TUP must be visible in a public location.
5. The seasonal staff accommodation use shall be screened from neighbouring properties with natural screening and from the road with solid fencing.
6. On-site parking shall be provided in accordance with the off-street parking regulations in the ACRD Zoning Bylaw.
7. This permit is valid for three (3) years from the date of execution.
8. At the time this permit expires, the property owner may apply to the Regional District to renew the TUP, apply to rezone the property, or return the property to the original use permitted under the current zoning.
9. If the conditions of this permit are not met, or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

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

This permit was issued this of ,

Daniel Sailland, MBA
Chief Administrative Officer

Chair of the Board of Directors



To: ACRD Board of Directors

Meeting Date: October 22, 2025

From: Charity Hallberg Dodds, Planning Technician/Bylaw Enforcement Officer

Voting Structure: Electoral Areas Directors

Electoral Area: F - Cherry Creek

Subject: Parcel Frontage Waiver SF25003PFW - 3500 VELDHAM RD (ROBSON)

Recommendation:

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

Development Proposal: The applicant has applied for a 2-lot subdivision under section 514 of the *Local Government Act*, Subdivision to provide residence for a relative. The property owner intends to create a 0.447 ha (1 ac) parcel for his son.

Advisory Planning Commission Recommendation: The Cherry Creek APC reviewed this request at their October 14th meeting and made the recommendation to support the application as presented.

Property Owner: ROLAND E ROBSON

Applicant/Primary Contact: JEREMY ROBSON

Property Information:

Civic Address:	3500 VELDHAM RD						
Legal Description:	LOT A DISTRICT LOT 96 ALBERNI DISTRICT PLAN 39870						
PID:	000-966-312	Folio:	770-01163.000	ALR? (Y/N):	No	Lot Area (ha):	1.09 (2.69 ac)
Current Zoning:	A1 - Small Holdings District						
Current OCP:	Cherry Creek, Residential Use						
Development Permit Area(s):	n/a						
Current Use & Description:	The subject property is mostly cleared with a large grassy field area. Improvements include a single family dwelling and a couple of small sheds. A garden area is established in the northwest corner.						

Surrounding Zoning and Land Use

PL20250087 / SF25003PFW

Alberni-Clayoquot Regional District | 3008 Fifth Avenue, Port Alberni, BC V9Y 2E3 | 250.720.2700 | www.acrd.bc.ca

Serving Port Alberni, Tofino, Ucluelet, Treaty First Nations: Huu-ay-aht, Yuułu?it̓'ath, Uchucklesaht Tribe Government, and Toquaht Nation, and Six Electoral Areas: "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek).

North:	A1 – Small Holdings District	South:	A1 – Small Holdings District
East:	RA2 – Acreage Residential District	West:	R2 – Two Family Residential District

Services:

- a) **Sewage Disposal:** Onsite sewage disposal.
- b) **Water Supply:** Cherry Creek Waterworks District.
- c) **Fire Protection:** Cherry Creek Fire Protection Area.
- d) **Access:** Lot 1 will be accessed directly from Veldham Road. Lot 2 will be accessed by an easement over Lot 1, from Veldham Road.

Planning Policy Discussion:

- a) **Official Community Plan (OCP):** The Cherry Creek OCP designates the subject property as Residential Use.

This proposal complies with the Cherry Creek OCP.

- b) **Zoning:** The ACRD Zoning Bylaw zones the subject property Small Holdings (A1) District.

	Current:
Minimum Lot Area (ha)	0.809
Minimum Lot Width (m)	50.292
Principal & Accessory Front Yard Setback (m)	7.62
Principal Side Yard Setback (m)	1.524
Principal Rear Yard Setback (m)	9.144
Accessory Side Yard Setback (m)	4.572
Accessory Rear Yard Setback (m)	4.572
Watercourse Setback (m)	30

This proposal does not comply with 0.8 ha minimum lot size in the ACRD Zoning Bylaw. The application to subdivide has been made under section 514 of the Local Government Act, Subdivision to provide residence for a relative, and is not required to comply with bylaws that may otherwise prevent the subdivision, provided that the subdivision meets the criteria in the Act.

Comments: The applicant has applied for a 2-lot subdivision under section 514 of the *Local Government Act (LGA)*, Subdivision to provide residence for a relative. The property owner is subdividing a parcel for an immediate family member. Section 512 of the *LGA* stipulates if a parcel being created by a subdivision fronts on a highway (public road), the minimum frontage must be 10% of the perimeter of the lot. Proposed Lot 1 does not meet this requirement. Section 512(2) of the *Act* allows a local government to exempt a parcel from this requirement by Board resolution. As proposed Lot 2 is accessed by an easement over Lot 1 and does not front on a highway, this requirement does not apply.

This subdivision proposal aligns with the Cherry Creek OCP and section 514 of the LGA. Support for this parcel frontage waiver is a condition of subdivision approval. Planning staff are supportive of the subdivision and recommend that the 10% road frontage requirement be waived for proposed Lot 1.

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

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

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

SITE PHOTOS

Taken January 3, 2025



Looking east toward the single family dwelling and proposed Lot 1 from the end of Veldham Road.



Looking southeast toward proposed Lot 2 from the end of Veldham Road.

**SUBDIVISION PLAN OF LOT A, DISTRICT LOT 96,
ALBERNI DISTRICT, PLAN 39870**

PLAN EPP147293

BCGS 92F.027



The intended plot size of this plan is 432 mm in width by 560 mm in height (C size) when plotted at a scale of 1:500.

This plan lies within the jurisdiction of the Approving Officer for the Ministry of Transportation and Transit.

Ministry File No. 2025-01178

LEGEND

Grid bearings are derived from differential dual frequency GNSS observations and are referred to the central meridian of UTM Zone 10 (123° West).

- denotes standard iron post found
- denotes standard iron post placed

The UTM coordinates and estimated absolute accuracy achieved are derived from dual frequency static GNSS observations post-processed using Natural Resources Canada Precise Point Positioning (PPP) service.

This plan shows horizontal ground level distances, unless otherwise specified. To compute grid distances, multiply ground level distances by the average combined factor of 0.99979864. The average combined factor has been determined based on an ellipsoidal elevation of 50 metres.

All distances are in metres and decimals thereof.

ACCESS TO LOT 2 BY EASEMENT ONLY.

A Covenant in the name of the Alberni-Clayoquot Regional District pursuant to Section 219 of the Land Title Act and Section 514 of the Local Government Act is a condition of approval for this subdivision.

Datum: NAD83 (CSRS) 1997.0
Projection: UTM Zone 10 North
Northing: 5460333.63
Easting: 370217.77
Absolute accuracy: 0.05m

Datum: NAD83 (CSRS) 1997.0
Projection: UTM Zone 10 North
Northing: 5460128.79
Easting: 370213.57
Absolute accuracy: 0.05m



Part of
DISTRICT LOT 96

This plan lies within the
Alberni - Clayoquot Regional District.

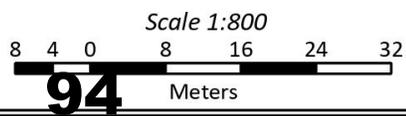
The field survey represented by this plan was
completed on the 15th day of July, 2025
Justin M. Petras, BCLS 996



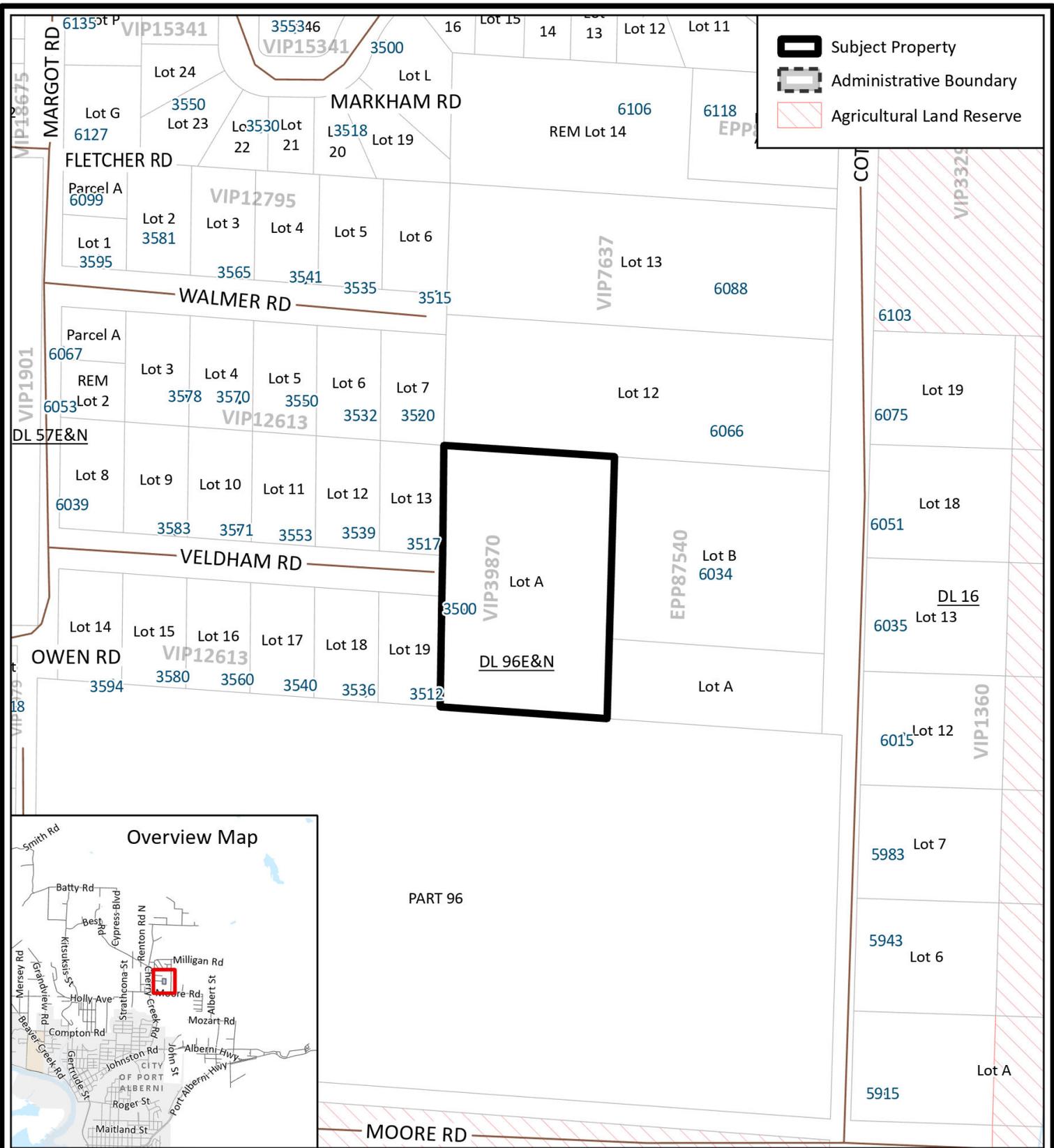
3500 Veldham Road
 LOT A DISTRICT LOT 96 ALBERNI DISTRICT PLAN
 39870

-  Subject Property
-  Parcels

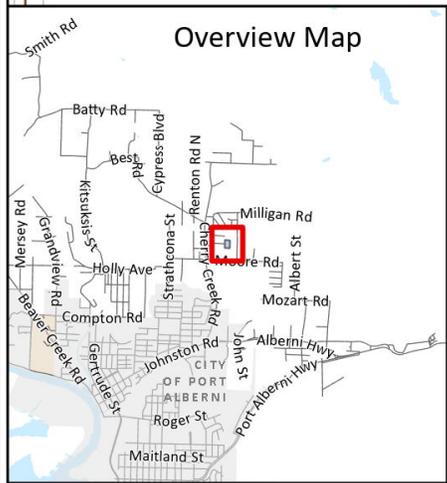
 Prepared 2025-01-20
 Sources: © OpenStreetMap
 (and) contributors, CC-BY-SA,
 LidarBC (DEM, Hillshade) 2019,
 ParcelMapBC; ACRD



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-  Subject Property
-  Administrative Boundary
-  Agricultural Land Reserve

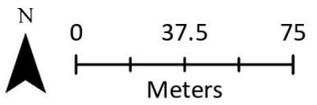


PART 96

MOORE RD



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



 Civic Address: 3500 Veldham Road
 Legal Description: LOT A DISTRICT LOT 96 ALBERNI DISTRICT PLAN
 39870



To: ACRD Board of Directors

Meeting Date: October 22, 2025

From: Amy Needham, Sustainability Planner

File #: PL20250069/AD25001

Electoral Area: D - Sproat Lake

Voting Structure: All Directors

Subject: Agricultural Land Commission Subdivision Application AD25001 - 6401 Vista Road & 6370 Service Road (SUITS/NILSSEN-FRIGSTAD/MINISTRY OF TRANSPORTATION & TRANSIT)

Recommendation:

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

Development Proposal: The Ministry of Transportation and Transit (MOTT) is applying to the Agricultural Land Commission (ALC) to subdivide the westernmost edge of two subject parcels (a total of 948 m² or 0.09 ha) in order to acquire the land to add to the existing road right-of-way of Vista Road.

Agricultural Advisory Committee Recommendation: This application was considered by the Agricultural Advisory Committee at their October 9, 2025 meeting and a resolution to support the application being forwarded to the ALC for decision was carried with all in favour.

Property Owner(s): LEANNE SUITS, FRANK NILSSEN-FRIGSTAD **Applicant/Agent:** CARLA XAVIER, MOTT

Property Information:

Civic Address:	6401 VISTA ROAD & 6370 SERVICE ROAD				
Legal Description:	LOTS 9 & 10, DISTRICT LOT 90, ALBERNI DISTRICT, PLAN 1486				
PID:	007-382-979	Folio:	770-01102.000	ALR? (Y/N)	Y
	007-383-061		770-01103.000	Lot Size (ha):	1.98 (4.9 ac)
					1.78 (4.4 ac)
Current Zoning	Industrial Open Storage (M4) District & Rural (A2) District				
Current OCP	Agricultural Use				
Development Permit Area(s)	DPA II – Natural Hazard Areas Protection				
Current Use & Description	6401 Vista Road is 1.98 ha in size and lies completely within the Agricultural Land Reserve. The north half of the parcel is relatively level, with a decrease in elevation to the south half. The east half of the parcel contains the house and outbuildings and is treed, while the west half is cleared and in hayland.				
	6370 Service Road is 1.78 ha in size and also completely within the Agricultural Land Reserve. The parcel is treed only along the east and west edges of the property. The house and other outbuildings are in the middle of the parcel, flanked by open hayland.				

Surrounding Zoning and Land Use			
North	Industrial Open Storage (M4) District – farmland	South	Rural (A2) District – rural residential and farmland
East	Rural (A2) District – rural residential and farmland	West	Heavy Industrial (M3) District – sawmill

Services:

- a) **Sewage Disposal:** Onsite sewage disposal
- b) **Water Supply:** Onsite water supply
- c) **Fire Protection:** Sproat Lake Volunteer Fire Service Area
- d) **Access:** Via Vista Road and Service Road.
 - i. Parcel Frontage Waiver: N/A

Planning Policy Discussion:

- a) **Official Community Plan:** The subject properties are classified as Agricultural Use in the Sproat Lake OCP. Policy 4.2.2 is to ‘maintain a minimum lot size of 2 hectares, subject to approval by the ALC, in areas designated for Agricultural uses.’ Both subject properties are already below this recommended parcel size; however, the subdivision proposal only affects a small plot of land (3% or less of each parcel) that has long been part of Vista Road. There is no loss of potential agricultural land from this proposal.

The east side of both parcels are subject to Development Permit Area (DPA) II – Natural Hazard Areas Protection, a development permit area for tsunami inundation and flooding risk along the Somass River. As no development will take place within the DPA and the intent of the subdivision is to support public road services following best management practices, the development permit requirements will be exempt at the time of subdivision.

This subdivision does not comply with the minimum lot size supported in the Agriculture Use designation in the Sproat Lake OCP; however, the proposal for the Province to acquire 0.09 ha of land that forms part of the existing constructed road does not appear to have a negative impact on the agricultural use of the subject properties.

- b) **Zoning:** The subject properties are zoned Industrial Open Storage (M4) and Rural (A2) Districts. The M4 District ‘provides for the accommodation of industrial storage and materials handling operations requiring extensive areas, little or no shelter, protection, retention works, or municipal services.’ The A2 District ‘provides for the conservation of agricultural and non-urban land by the holding of land in large parcels, and for the protection of public health, safety and welfare in areas which being subject to periodic floods and overflow are unsuitable for urban-type uses and intensive development.’
 - i. Parkland Dedication: N/A

	Zone:	A2	M4
Minimum Lot Area (ha)		2	0.4
Minimum Lot Width (m)		100	33
Principal & Accessory Front Yard Setback (m)		15.1	6
Principal Side Yard Setback (m)		4.5	6
Principal Rear Yard Setback (m)		9	6
Accessory Side Yard Setback (m)		0.91	0.91

Accessory Rear Yard Setback (m)	0.91	0.91
Watercourse Setback (m)	30	30

The proposed subdivision plan complies with the minimum lot size for 6401 Vista Drive in the M4 District but not for 6370 Service Road in the A2 District, although this property was already smaller than the allowable parcel size before the subdivision was proposed. Section 6.20 of the Zoning Bylaw permits minor lot line adjustments that do not comply with the minimum lot area requirements provided the subdivision does not create an additional lot and where the existing property is not reduced in lot area by more than 20% of its original lot area. The proposal would reduce the lot area by 3%.

This proposal complies with the ACRD Zoning Bylaw.

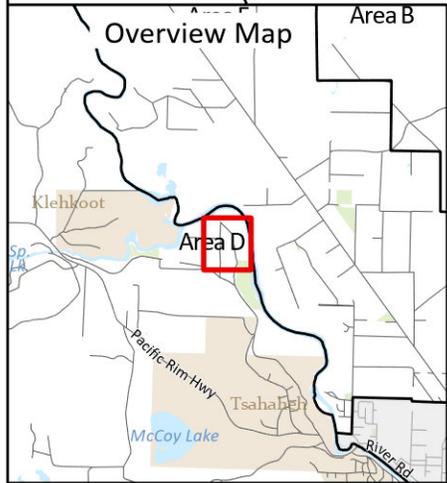
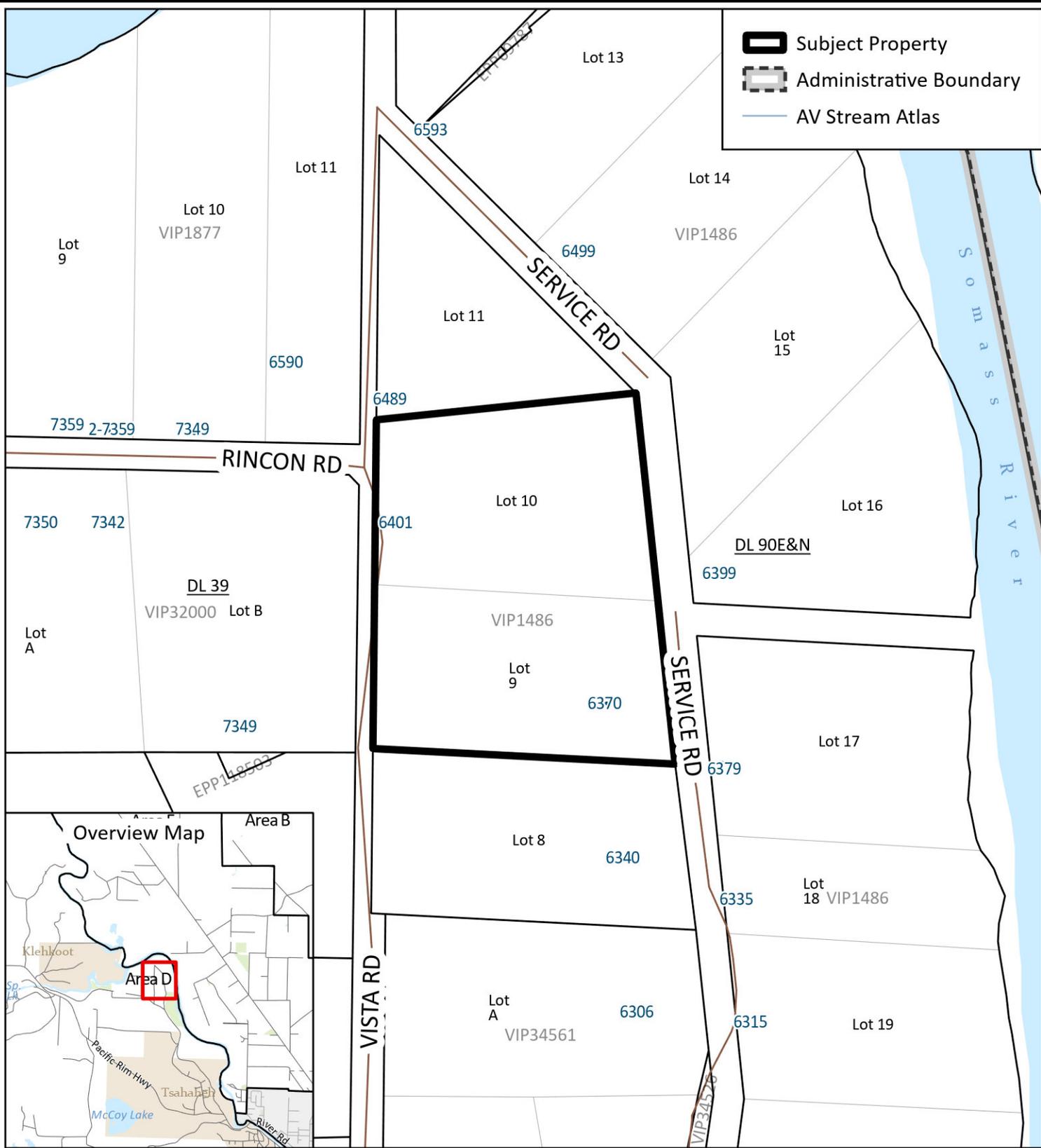
Comments: The agent for the applicants is the Ministry of Transportation and Transit as MOTT intends to purchase a section of private land from two property owners in order to properly account for a constructed portion of Vista Road that encroaches onto the properties. The subdivision would add 948 m² to the road right-of-way. The road has run across private land for many years and this subdivision and subsequent purchase will solve that encroachment. As the road has been in place for many years, this subdivision will not affect the amount of arable land on either parcel. Staff recommend forwarding this application on to the Agricultural Land Commission for decision.

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

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

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

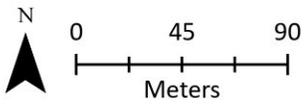
-  Subject Property
-  Administrative Boundary
-  AV Stream Atlas



Civic Address: 6401 Vista Road and 6370 Service Road
 Legal Description: LOTS 9 & 10, DISTRICT LOT 90, ALBERNI DISTRICT, PLAN 1486



ALBERNI-CLAYOQUOT REGIONAL DISTRICT





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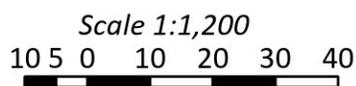
6401 Vista Road and 6370 Service Road
 LOTS 9 & 10, DISTRICT LOT 90, ALBERNI
 DISTRICT, PLAN 1486

-  Subject Property
-  Parcels



**ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT**

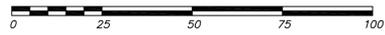
Prepared 2025-09-08
 Sources: Maxar, Microsoft, Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community, ParcelMapBC; ACRD



100 Meters

PURSUANT TO SECTION 107 OF THE LAND TITLE ACT.

BCGS 92F.026



THE INTENDED PLOT SIZE IS 560mm IN WIDTH AND 864mm IN HEIGHT (D SIZE) WHEN PLOTTED AT A SCALE OF 1:1000.

NOTES

GRID BEARINGS ARE DERIVED FROM DIFFERENTIAL DUAL FREQUENCY GNSS OBSERVATIONS AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 10 (123° WEST LONGITUDE).

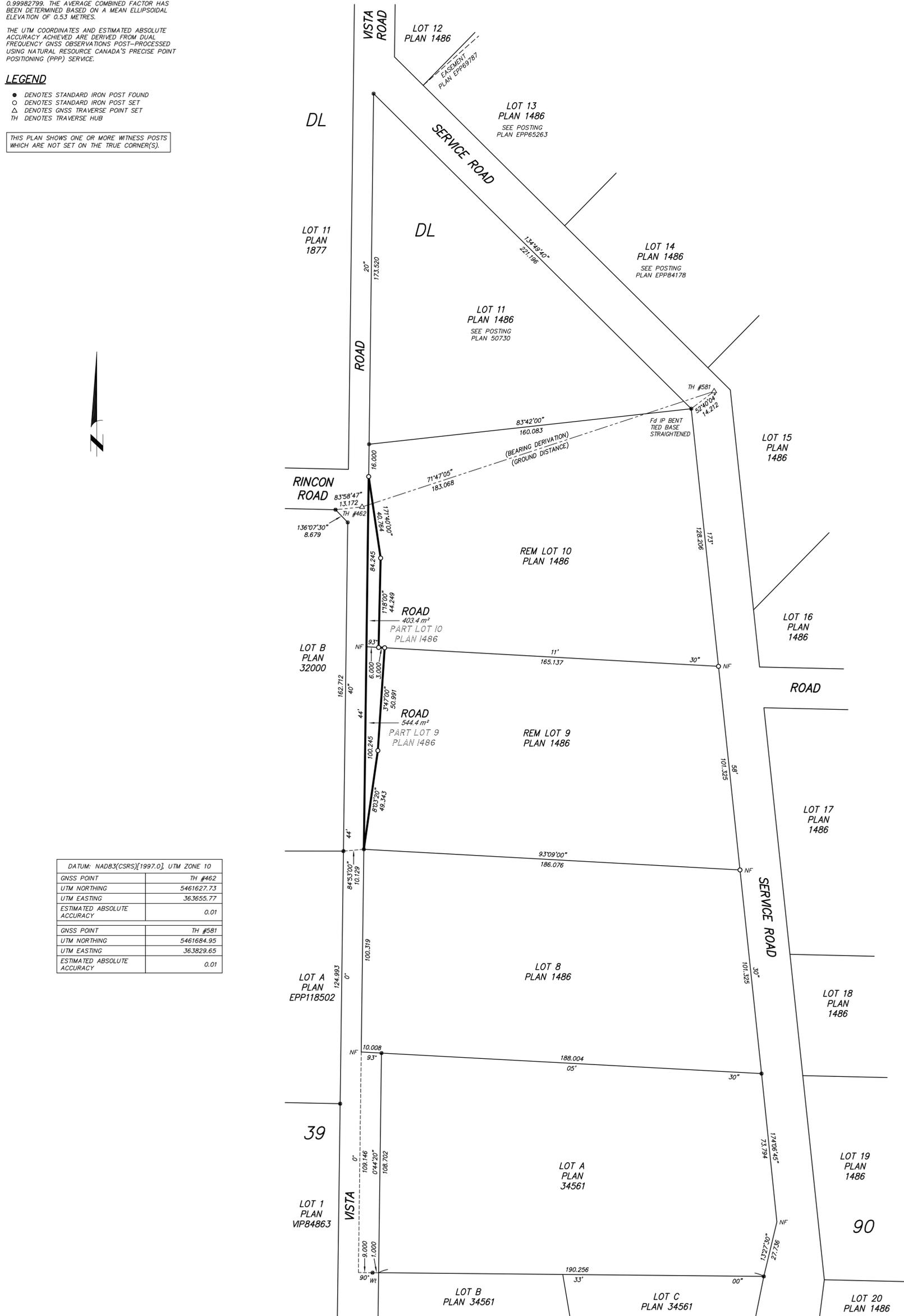
THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES UNLESS OTHERWISE SPECIFIED. TO COMPUTE GRID DISTANCES MULTIPLY GROUND-LEVEL DISTANCES BY THE AVERAGE COMBINED FACTOR OF 0.99982799. THE AVERAGE COMBINED FACTOR HAS BEEN DETERMINED BASED ON A MEAN ELLIPSOIDAL ELEVATION OF 0.53 METRES.

THE UTM COORDINATES AND ESTIMATED ABSOLUTE ACCURACY ACHIEVED ARE DERIVED FROM DUAL FREQUENCY GNSS OBSERVATIONS POST-PROCESSED USING NATURAL RESOURCE CANADA'S PRECISE POINT POSITIONING (PPP) SERVICE.

LEGEND

- DENOTES STANDARD IRON POST FOUND
- DENOTES STANDARD IRON POST SET
- △ DENOTES GNSS TRAVERSE POINT SET
- TH DENOTES TRAVERSE HUB

THIS PLAN SHOWS ONE OR MORE WITNESS POSTS WHICH ARE NOT SET ON THE TRUE CORNER(S).



DATUM: NAD83(CSRS)[1997.0], UTM ZONE 10	
GNSS POINT	TH #462
UTM NORTHING	5461627.73
UTM EASTING	363655.77
ESTIMATED ABSOLUTE ACCURACY	0.01
GNSS POINT	TH #581
UTM NORTHING	5461684.95
UTM EASTING	363829.65
ESTIMATED ABSOLUTE ACCURACY	0.01

BOOK OF REFERENCE	
DESCRIPTION	AREA
ROAD (PART FORMERLY IN LOT 9, DISTRICT LOT 90, ALBERNI DISTRICT, PLAN 1486)	544.4 m ²
ROAD (PART FORMERLY IN LOT 10, DISTRICT LOT 90, ALBERNI DISTRICT, PLAN 1486)	403.4 m ²



223 FERN ROAD W.
QUALICUM BEACH, B.C. V9K 1S4
PHONE: 250-752-9121
EMAIL: info@prismlandsurveying.ca
FILE NUMBER: 24-142-S
DRAWING NUMBER: 24-142 REF1.dwg

THIS PLAN LIES WITHIN THE JURISDICTION OF THE APPROVING OFFICER FOR THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE.
THIS PLAN LIES WITHIN THE ALBERNI-CLAYOQUAT REGIONAL DISTRICT.
THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED THE 11TH DAY OF MARCH, 2025.
NEIL J. BAUDER BCLS #989

Site Pictures – Road ROW Purchase on Vista Road

6370 Service Road & 6401 Vista Road



Figure 1. Looking north on Vista Road



Figure 2. Looking south on Vista Road



Alberni-Clayoquot Regional District

**Board of Directors Meeting Schedule
November 2025**

DATE	MEETING	TIME & LOCATION	ATTENDEES
Wednesday, November 5 th 10:00 am	Transportation Advisory Committee Meeting	Hybrid – ACRD Board Room/Zoom	Committee/Staff
1:00 pm	Emergency Program Executive Committee Meeting	Hybrid – ACRD Board Room/Zoom	Committee/Staff
Wednesday, November 12 th 1:30 pm	Board of Directors Meeting	Hybrid – ACRD Board Room/Zoom	Board/Staff
Tuesday, November 18 th 12:45 pm	Agriculture Development Committee Meeting	Hybrid – ACRD Board Room/Zoom	Committee/Staff
6:00 pm	Bamfield Area Services Committee Meeting	Zoom	Committee/Staff
Wednesday, November 19 th 10:00 am	Regional Hospital District Meeting	Hybrid – ACRD Board Room/Zoom	Board/Staff
Wednesday, November 26 th 10:00 am	Alberni Valley & Bamfield Services Committee Meeting	Hybrid – ACRD Board Room/Zoom	Committee/Staff
1:30 pm	Board of Directors Meeting	Hybrid – ACRD Board Room/Zoom	Board/Staff

m:\meeting schedules\2025\monthly\november 2025 directors meeting schedule.docx

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
SEPTEMBER, 2025**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS		
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	
Single Family					1	414,879				2	619,500			3	1,034,379
Mobile Homes										1	70,000			1	70,000
Multi-Family														-	-
Adds&Rens							1	20,426						1	20,426
Commercial														-	-
Institutional					1	4,300,000								1	4,300,000
Industrial										1	625,000			1	625,000
Miscellenaous								1	48,498	1	1,000			2	49,498
Totals	-	-	-	-	2	4,714,879	2	68,924	5	1,315,500	-	-	-	9	6,099,303

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
SEPTEMBER, 2025 TO DATE**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	2	980,699	3	2,371,136	7	2,390,155	7	5,427,456	6	2,332,918	2	1,364,012	27	14,866,376
Mobile Homes	0	0	0	0	0	0	0	0	4	97,540	0	0	4	97,540
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adds&Rens	1	463,700	1	40,000	1	150,000	9	1,054,926	2	103,142	3	104,399	17	1,916,167
Commercial	0	0	0	0	0	0	0	0	0	0	1	653,839	1	653,839
Institutional	0	0	0	0	1	4,300,000	0	0	0	0	0	0	1	4,300,000
Industrial	0	0	0	0	2	412,230	0	0	1	625,000	0	0	3	1,037,230
Miscellenaous	0	0	3	47,000	3	196,070	6	426,205	3	40,128	2	163,511	17	872,914
Totals	3	1,444,399	7	2,458,136	14	7,448,454	22	6,908,587	16	3,198,728	8	2,285,761	70	23,744,066

	BAMFIELD	CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
WOODSTOVE INSPECTIONS	0	0	0	0	0	0	11

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2024	105	22,456,307	119	30,520,584					
2023	83	16,946,088	107	21,617,844					
2022	97	20,492,999	127	27,309,617					
2021	89	11,832,172	109	15,945,961					
2020	83	9,901,301	121	16,119,274					
2019	81	10,418,072	109	14,925,682					
2018	85	9,846,542	104	12,305,797					
2017	85	11,256,989	103	12,826,449					
2016	62	9,017,232	82	10,545,063					
2015	69	5,637,817	89	8,577,170					
2014	63	5,868,428	73	7,121,200					
2013	64	6,566,579	81	8,208,948					
2012	73	6,839,690	92	9,011,700					
2011	102	8,156,498	120	9,221,498					
2010	134	20,139,833	149	21,524,170					
2009	63	6,581,912	123	11,302,380	1999	37	1,805,788	80	3,348,092
2008	73	9,556,826	147	22,682,130	1998	41	1,650,426	75	3,320,890
2007	73	7,016,424	163	15,007,877	1997	48	2,779,466	104	10,025,166
2006	84	7,663,595	161	15,909,705	1996	69	5,542,700	128	9,050,554
2005	74	8,278,645	138	12,962,379	1995	61	5,910,000	116	9,641,300
2004	77	6,842,554	133	11,036,854	1994	92	6,327,000	151	7,915,500
2003	37	3,671,688	97	6,925,356	1993	82	5,774,000	167	10,864,000
2002	42	1,754,970	76	2,986,134	1992	87	5,660,000	173	11,192,500
2001	40	3,734,396	89	5,790,126	1991	57	3,115,520	126	7,155,120
2000	43	2,009,157	88	4,095,339	1990	53	5,240,500	118	6,323,900



Monthly Agreement & Grant Delegation Report

The following agreements have been executed by the CAO and or GMs for the period of September 1, 2025, to September 30, 2025:

Parties	Agreement	Purpose	Term	Fees
SkyBlue Services Corp.	Contract	ACRD Office Cleaning	October 1, 2025 – September 30, 2028	\$2,495.00 per month (excluding GST)
Dan Newnham	Lease Agreement	Alberni Valley Regional Airport Lease	January 1, 2025 – June 30, 2027	\$7,397.60 per year



To: Alberni-Clayoquot Regional District Board of Directors

From: Shane Koren, Manager of Financial Services

Meeting Date: October 22, 2025

Subject: Semi-Annual Financial Reporting

Purpose:

To provide the ACRD Board the semi-annual financial report for January 1 – September 30, 2025.

Summary:

This report aims to ensure the ACRD Board receive semi-annual financial details which includes:

1. Operating expenses and operating revenues to date and as a percentage of budget.
2. Capital project expenditure and project updates.
3. Grant updates.
4. Investment updates.
5. Operational statistics.

Background:

This is the second annual installment of the semi-annual report dated September 30, which is aimed to assist in creating dialogue amongst budget managers, providing an additional tool for monitoring projects and update the Board of Directors on financial activity.

Time Requirements – Staff & Elected Officials:

The following estimated ACRD time requirements are needed for each report:

- Management Staff – (4 hours) statistical and project review
- Manager of Financial Services – (10 hours) financial data review and report preparation
- Chief Financial Officer – (2 hours) report review

Financial:

There are no financial implications of producing each report, beyond staff allocated time.

Strategic Plan Implications:

There are no strategic plan implications.

Policy or Legislation:

As per the ACRD's Investment policy, the Manager of Finance will provide an annual report to the Board of Directors on the performance of the portfolio during the second quarter of the following year.

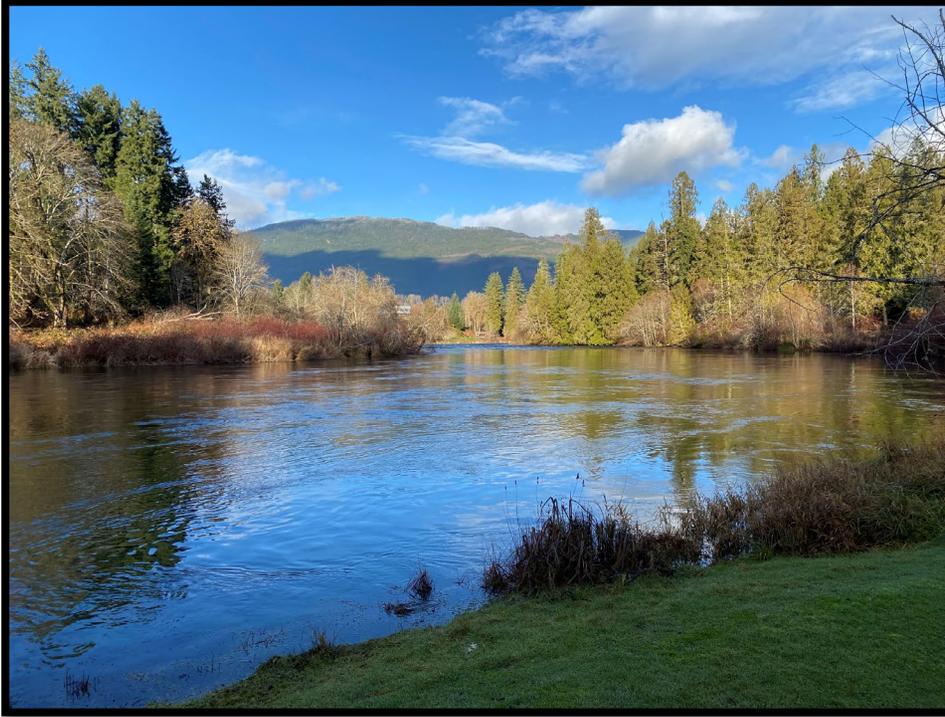
Options Considered:

Staff will continue to revise and adjust the report in the next couple of years as feedback is received from both staff members and the Board. Staff welcomes any formal feedback the Board would like to provide and will take the feedback into consideration for future reports.

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

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

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



ACRD SEMI-ANNUAL FINANCIAL REPORT

FOR THE PERIOD JANUARY 1, 2025 –
SEPTEMBER 30, 2025.

GRANT UPDATES AS OF OCTOBER 10, 2025.

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1. Executive Summary

Beginning June 26, 2024, ACRD staff will provide semi-annual financial reports to the ACRD Board of Directors. The semi-annual schedule reflects financial data from January 1 – April 30 (4 months), January 1 – September 30 (9 months); each presented in the months following the respective periods. This report presents the 9 months ended September 30, 2025, with capital project highlights at October 10, 2025 and additional grant updates as at October 10, 2025.

This report aims to highlight operating expense and operating revenues to date and as a percentage of budget, capital project expenditure and project updates, grant updates, investment updates, and operational statistics.

As we have been moving through 2025, ACRD staff would like to identify the following key highlights;

- Operating Expenses
 - ACRD staff have reviewed the provided operating expenses and would like to note the following
 - Lower than anticipated expenditure to September 30, 2025 is shown in a number of budgets, associated comments have been added for additional clarity.
 - ACRD Staff have no additional concerns to report to the ACRD Board of Directors at this time
- Operating Revenues
 - ACRD staff have reviewed the provided operating revenues and have no concerns to report to the ACRD Board of Directors at this time. Grant revenue is only recorded and reconciled once expenditures are incurred, submitted to the grant provider, and approved.
- Capital Project Update
 - ACRD staff have reviewed the provided capital project updates and expenditures and had identified the following capital projects which exceed the stipulated capital budget
 - Long Beach Airport - Fire suppression upgrade phase 3 – Additional grant funding received
 - Long Beach Airport - Vegetation management – inside boundary – Additional clearing required inside boundary, with less than planned required outside boundary
 - Sproat Lake Volunteer Fire Department – Fire fighting equipment - Additional grant funding received
- Grants
 - Key grants have been secured and many grant related projects are now active. The ACRD continues to see successes with its grant applications.
- Investments
 - The ACRD continues to ensure its investments are held in a diversified portfolio. The current market is seeing a downward trend in rates of return. Longer-term investments are being reviewed to ensure sustainability in the everchanging rate market.
- Statistics
 - Key statistics have been provided to inform the Board of Directors of some of the operational activity in the different ACRD departments. The key statistic comparisons to September 30, 2024 levels have been reported.

2. Operating Expenses – 9 Months Ended September 30, 2025

The Operating Expenses analysis does not include Contribution to Capital Fund, Municipal Debt Repayment Interest, and Municipal Debt Repayment Principal amounts.

2025 OPERATING EXPENSE AT SEPTEMBER 30, 2025				
All Members	Total Expense to September 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
E911 Emergency Telephone System	619,407	732,951	85%	All 2025 NI911 payments submitted
General Government Services	2,215,910	3,879,646	57%	
Alberni Valley Health Network (Included in General Government Services)	113,128	178,196	63%	
Regional Parks	94,363	266,598	35%	Lower than anticipated Log Train Trail operating cost, signage still in planning stage
Regional Planning	451,600	678,366	67%	
Grants-in-aid (Excluding Bylaw Grants-in-aid)	Total Expense to September 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
Grants-in-aid (Excluding Bylaw Grants-in-aid)	192,239	274,143	70%	
Electoral Area's	Total Expense to September 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
Building Inspection	225,030	357,009	63%	
Electoral Area Administration	662,778	729,185	91%	Issuance of community work funds to cherry creek fire hall - Funding fully allocated
Mgmt of Development - Rural Areas	756,897	1,644,612	46%	Floodplain bylaw revision to start Q4 2025
Vancouver Island Regional Library	523,622	699,728	75%	
Alberni Valley	Total Expense to September 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
Alberni Valley Aquatics Facility - Proposed Service	14,784	91,543	16%	Renovation review underway, to be completed in Q4 2025
Alberni Valley Emergency Planning	709,773	1,159,421	61%	
Alberni Valley & Bamfield Waste Mgmt	2,048,982	3,390,571	60%	
Alberni Valley Regional Airport	202,784	501,345	40%	Lower than anticipated operating and fuel system costs
Alberni Valley Regional Water - Proposed Custom Transit	-	-	0%	No expenditure budget
	492,785	882,210	56%	
Sproat Lake Marine Patrol	87,237	103,938	84%	Majority of expenditure incurred, program wrapping up for 2025 fiscal
Grant-in-aid McLean Mill	-	30,000	0%	Payment to be issued in Q4 2025

West Coast	Total Expense to September 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
Long Beach Airport	518,288	1,446,047	36%	Airport land use plan grant project contract awarded on Oct 8, 2025
West Coast Emergency Coordination - Proposed	-	-	0%	Service terminated
West Coast Multiplex	-	50,000	0%	No action on this initiative at this time
West Coast Transit	716,577	1,280,150	56%	
West Coast Waste Mgmt (WC Landfill)	1,073,257	1,839,467	58%	
Bamfield	Total Expense to September 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
Bamfield Community Park	22,814	46,142	49%	Signage planned for Q4 2025
Bamfield Emergency Planning	66,507	120,147	55%	
Bamfield Liquid Waste Management - Proposed	-	-	0%	Service terminated
Bamfield Volunteer Fire Dept	124,245	295,676	42%	Additional equipment to be purchased in Q4 2025
Bamfield Water System	195,183	311,437	63%	
Beaufort	Total Expense to September 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
Mountain Ranch Rd Fire Protection	-	6,477	0%	Allocations to service to be entered in Q4 2025
Long Beach	Total Expense to September 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
Long Beach Emergency Planning	47,910	265,333	18%	Multiple grant projects at various stages
Millstream Water System	33,390	62,791	53%	
Salmon Beach Garbage	44,689	69,427	64%	
Salmon Beach Power Distribution	-	100	0%	Administrative charge to be processed Q4 2025
Salmon Beach Recreation	18,134	46,049	39%	Additional maintenance and repairs expected in Q4 2025
Salmon Beach Security	6,539	12,873	51%	
Salmon Beach Sewage	60,820	84,496	72%	
Salmon Beach Transportation	89,788	157,310	57%	
Salmon Beach Water	1,624	3,850	42%	Lower than anticipated general maintenance charges to date
South Long Beach Multi-Purpose Path	-	7,621	0%	Agreement negotiations ongoing
South Long Beach Community Park	-	7,135	0%	Service inactive
South Long Beach Fire Protection	6,770	93,102	7%	Agreement negotiations ongoing
South Long Beach Street Lighting	1,386	2,800	50%	

Sproat Lake				
	Total Expense to September 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
Sproat Lake Animal Control	685	4,005	17%	Lower than anticipated call volume
Grant-in-aid Sproat Lake Community Association	11,900	12,000	99%	Payments Issued in August
Sproat Lake Community Park	39,992	119,531	33%	Anticipated snow clearing cost Q4 2025, signage still in planning phase
Sproat Lake Noise Control	2,468	4,073	61%	
Sproat Lake Volunteer Fire Department	320,976	573,809	56%	
Beaver Creek				
	Total Expense to September 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
Arvay Rd Street Lighting	1,385	2,500	55%	
Beaver Creek Animal Control	1,874	6,005	31%	Lower than anticipated call volume
Beaver Creek Community Park	22,191	45,943	48%	Signage still in planning phase
Beaver Creek Noise Control	2,051	4,073	50%	Lower than anticipated call volume
Grant-in-aid Beaver Creek Recreation	-	31,295	0%	Payments Issued in August
Beaver Creek Volunteer Fire Department	294,513	621,364	47%	Hall feasibility study not actioned, Lower than anticipated training costs, volunteer remuneration issued Q4 2025
Beaver Creek Water System	535,732	1,050,101	51%	Q3 bulk water invoice in processing
Granville Rd Fire Protection	-	3,081	0%	Cost allocations to be completed Q4 2025
Cherry Creek				
	Total Expense to September 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
Cherry Creek Animal Control	705	3,905	18%	Lower than anticipated call volume
Cherry Creek Community Park	15,652	33,008	47%	Signage still in planning stage
Cherry Creek Noise Control	1,376	3,069	45%	Lower than anticipated call volume
Total Expense to Budget				
	Total Expense to September 30, 2025	Total 2025 Budget	Expense to Budget Ratio	Notes
	13,690,739	24,325,653	56%	

3. Operating Revenue - 9 Months Ended September 30, 2025

The Operating Revenue analysis does not include Tax Requisition, Parcel Tax, Grants-in-Lieu of Taxes, and Surplus amounts as they are deemed to be 100% collectable at their stated rate; as such, services which only hold Tax Requisition, Parcel Tax, Grants-in-Lieu of Taxes, and Surplus revenues have been removed from this analysis.

2025 OPERATING REVENUE AT SEPTEMBER 30, 2025

All Members	Total Revenue to September 30, 2025	Total 2025 Budget	Revenue to Budget Ratio	Notes
E911 Emergency Telephone System	90,000	263,548	34%	911 grant claim - work still ongoing
General Government Services	403,877	1,085,122	37%	Island rail corridor grant claim - work still ongoing
Alberni Valley Health Network (Included in General Government Services)	218,800	178,187	123%	
Regional Parks	18,704	56,731	33%	Parks condition and valuation grant - work still ongoing
Regional Planning	155,532	408,122	38%	Climate action grant claim - work still ongoing
Electoral Area's	Total Revenue to September 30, 2025	Total 2025 Budget	Revenue to Budget Ratio	Notes
Building Inspection	134,959	161,400	84%	
Electoral Area Administration	359,502	623,113	58%	
Mgmt of Development - Rural Areas	95,792	891,664	11%	Development approval, local government housing, and complete communities grant - work still ongoing
Alberni Valley	Total Revenue to September 30, 2025	Total 2025 Budget	Revenue to Budget Ratio	Notes
Alberni Valley Aquatics Facility - Proposed Service	-	-	0%	No revenue budget
Alberni Valley Emergency Planning	124,990	797,439	16%	Firesmart grant project yet to be approved, EOC and emergency communication grant - work still ongoing
Alberni Valley & Bamfield Waste Mgmt	2,839,919	3,436,320	83%	
Alberni Valley Regional Airport	277,075	659,000	42%	BCAAP grant funding - denied - project not proceeding
Custom Transit	358,531	617,203	58%	
Sproat Lake Marine Patrol	2,408	67,296	4%	Marine patrol grant claim to be submitted Q4 2025

West Coast	Total Revenue to September 30, 2025	Total 2025 Budget	Revenue to Budget Ratio	Notes
Long Beach Airport	901,434	1,925,606	47%	Airport land use plan grant project contract awarded on Oct 8, 2025
West Coast Transit	227,365	967,159	24%	Awaiting approval of transit infrastructure grant
West Coast Waste Mgmt (WC Landfill)	1,091,043	1,629,427	67%	
Bamfield	Total Revenue to September 30, 2025	Total 2025 Budget	Revenue to Budget Ratio	Notes
Bamfield Community Park	88	8,504	1%	Parks condition and valuation and signage grant - work still ongoing
Bamfield Emergency Planning	6,788	81,890	8%	Firesmart grant project yet to be approved, EOC and emergency communication grant - work still ongoing
Bamfield Liquid Waste Management - Proposed	-	-	0%	Service terminated
Bamfield Volunteer Fire Dept	35,213	132,500	27%	Fire service contact invoice to be issued Q4 2025
Bamfield Water System	231,136	1,171,853	20%	Bamfield subline grant project - work still ongoing
Long Beach	Total Revenue to September 30, 2025	Total 2025 Budget	Revenue to Budget Ratio	Notes
Long Beach Emergency Planning	4,804	234,575	2%	Firesmart grant project yet to be approved, EOC and emergency communication grant - work still ongoing
Millstream Water System	45,978	64,100	72%	
Salmon Beach Garbage	156	300	52%	Lower than anticipated return on investment due to small reserve balance
Salmon Beach Recreation	3,348	5,100	66%	
Salmon Beach Security	610	800	76%	
Salmon Beach Sewage	34,361	31,250	110%	
Salmon Beach Transportation	1,480	1,800	82%	
Salmon Beach Water	424	1,200	35%	Investment fund allocation corrected May 2025
South Long Beach Fire Protection	209	300	70%	

Sproat Lake				
	Total Revenue to September 30, 2025	Total 2025 Budget	Revenue to Budget Ratio	Notes
Sproat Lake Community Park	7,052	16,803	42%	Dickson dock condition assessment grant claim to be submitted Q4 2025
Sproat Lake Volunteer Fire Department	69,082	51,648	134%	Wesley ridge wildfire deployment
Beaver Creek				
	Total Revenue to September 30, 2025	Total 2025 Budget	Revenue to Budget Ratio	Notes
Beaver Creek Community Park	1,207	6,515	19%	Parks condition and valuation and signage grant work ongoing
Beaver Creek Volunteer Fire Department	40,116	160,158	25%	Hall feasibility grant study not actioned
Beaver Creek Water System	695,623	946,298	74%	
Cherry Creek				
	Total Revenue to September 30, 2025	Total 2025 Budget	Revenue to Budget Ratio	Notes
Cherry Creek Community Park	44	6,600	1%	Parks condition and valuation and signage grant work ongoing
Total Revenue to Budget				
	Total Revenue to September 30, 2025	Total 2025 Budget	Revenue to Budget Ratio	Notes
	8,477,647	16,689,532	51%	

4. Capital Project Update – Expenditures at September 30, 2025 and Highlights at October 10, 2025

The Capital Expenditure update includes expenditure to September 30, 2025 and highlights at October 10, 2025.

2025 CAPITAL PROJECT SUMMARY UPDATE					
Service	Description	Expenditure to September 30, 2025	Budget	Available Funds	Highlights at October 10, 2025
General Government	Alberni Valley Welcomes You sign upgrade	\$3,300	\$10,000	\$6,700	Complete
General Government	Office renovation/upgrades	\$13,603	\$40,000	\$26,397	Final items to be completed October 2025
General Government	Plotter and printer replacements	\$17,249	\$25,000	\$7,751	Replacement plotter has been delivered
General Government	Vehicle purchase	\$43,922	\$50,000	\$6,078	Complete
Regional/Rural Planning	Vehicle purchase		\$55,000	\$55,000	No update available
Building Inspection	Vehicle purchase		\$55,000	\$55,000	No update available
Alberni Valley Waste Management	Filling plan capital work		\$200,000	\$200,000	No update available
Alberni Valley Waste Management	Landfill gas management		\$72,000	\$72,000	No update available
Alberni Valley Waste Management	Leachate upgrades		\$100,000	\$100,000	No update available
Alberni Valley Waste Management	Recycling depot - 3620 3rd avenue		\$100,000	\$100,000	No update available
Alberni Valley Waste Management	Transfer station upgrades		\$10,000	\$10,000	No update available
Alberni Valley Regional Airport	Equipment shelter		\$600,000	\$600,000	Project not proceeding
Alberni Valley Regional Airport	Fencing & access		\$120,000	\$120,000	No update available
Alberni Valley Regional Airport	Gates required for clearing OLS		\$12,000	\$12,000	No update available
Alberni Valley Regional Airport	Instrument approach design and clearing	\$82,520	\$150,000	\$67,480	Project work is ongoing
Alberni Valley Regional Airport	Lease lot expansion and development		\$80,000	\$80,000	No update available
Alberni Valley Regional Airport	Septic tank refurbishment		\$28,000	\$28,000	No update available
Alberni Valley Regional Airport	Tie-down area, taxi-way and apron replacement		\$100,000	\$100,000	No update available
Alberni Valley Regional Airport	Watercourse management		\$50,000	\$50,000	No update available
Alberni Valley/Long Beach Airports	Vehicle purchase	\$70,609	\$75,000	\$4,391	Complete
Long Beach Airport	Apron 3 culvert upgrade	\$250	\$30,000	\$29,750	Planning is ongoing
Long Beach Airport	Fire suppression upgrade phase 3	\$412,648	\$370,394	-\$42,254	Complete
Long Beach Airport	Parks Canada roof replacement		\$137,000	\$137,000	Budget Amendment F1170-3
Long Beach Airport	Runway crack sealing		\$35,000	\$35,000	No update available
Long Beach Airport	Runway painting and signs		\$45,000	\$45,000	Rescoping of project due to high costs
Long Beach Airport	Runway approach lighting design		\$40,000	\$40,000	No update available
Long Beach Airport	Snow blower skid pack		\$300,000	\$300,000	No update available
Long Beach Airport	Terminal building replacement design		\$500,000	\$500,000	No update available
Long Beach Airport	Terminal building HVAC upgrade	\$14,677	\$20,000	\$5,323	No update available

Service	Description		Budget	Available Funds	Highlights at October 10, 2025
Long Beach Airport	Vegetation management – inside boundary	\$58,454	\$50,000	-\$8,454	Additional scoping inside boundary
Long Beach Airport	Vegetation management – outside boundary	\$13,500	\$50,000	\$36,500	Project work is ongoing
Long Beach Airport	Water - system upgrades	\$25,540	\$210,000	\$184,460	Project work is ongoing
West Coast Transit	Bus stops & shelters	\$1,935	\$500,000	\$498,065	Grant dependent, waiting on agreement
West Coast Waste Management	Flow meter lagoon project		\$20,000	\$20,000	No update available
West Coast Waste Management	Power upgrades		\$80,000	\$80,000	No update available
West Coast Waste Management	Three stream collection carts		\$12,500	\$12,500	No update available
West Coast Waste Management	Tipping area upgrades		\$40,000	\$40,000	No update available
Bamfield Volunteer Fire Department	Fire boat upgrades	\$89,288	\$90,000	\$712	Complete
Bamfield Volunteer Fire Department	West Bamfield firehall replacement		\$518,000	\$518,000	No update available
Bamfield Water System	Control panel installation	\$11,673	\$12,000	\$327	Complete
Bamfield Water System	Submarine line replacement	\$108,421	\$1,513,582	\$1,405,161	Will be completed by end of November 2025
Millstream Water System	Callout system installation		\$14,000	\$14,000	To be completed Q4 2025
Salmon Beach Recreation	Picnic table replacement		\$2,500	\$2,500	Ordered
Salmon Beach Security	Security camera		\$3,500	\$3,500	Ordered
Salmon Beach Transportation	Interior road upgrades	\$31,500	\$31,500	\$0	Complete
South Long Beach Fire Protection	Fire hydrant installation		\$200,000	\$200,000	Agreement negotiations ongoing
Sproat Lake Community Parks	Dickson Park dock upgrades		\$20,000	\$20,000	Project deferred
Sproat Lake Community Parks	Trail upgrades		\$150,000	\$150,000	Project deferred
Sproat Lake Volunteer Fire Department	Dry hydrant		\$19,000	\$19,000	Site selection ongoing
Sproat Lake Volunteer Fire Department	Fire fighting equipment	\$24,777	\$21,000	-\$3,777	Grant Funding
Sproat Lake Volunteer Fire Department	Firehall upgrades #3		\$2,000,000	\$2,000,000	Planning ongoing
Sproat Lake Volunteer Fire Department	Snow plow for duty officer truck		\$15,000	\$15,000	Ordered
Sproat Lake Volunteer Fire Department	Training site upgrade		\$15,000	\$15,000	Grant application denied
Sproat Lake Volunteer Fire Department	Truck #43 replacement	\$196,163	\$250,000	\$53,837	Chassis received, body work ongoing
Sproat Lake Volunteer Fire Department	Water system – hall #1		\$52,000	\$52,000	Planning ongoing
Beaver Creek Volunteer Fire Department	Firefighting equipment	\$4,508	\$5,000	\$492	Grant funding
Beaver Creek Volunteer Fire Department	Firehall upgrades		\$30,000	\$30,000	No update available
Beaver Creek Volunteer Fire Department	Truck #51 retrofit		\$200,000	\$200,000	No update available
Beaver Creek Water System	Meter reading software		\$50,000	\$50,000	Equipment on order
Beaver Creek Water System	New source infrastructure		\$450,000	\$450,000	Study ongoing
Beaver Creek Water System	Watermain – lower Kitsuksis Rd	\$461,779	\$812,000	\$350,221	Budget Amendment F1170-1
Beaver Creek Water System	Willow Rd standpipe replacement		\$5,000	\$5,000	To be completed Q4 2025
Cherry Creek Community Park	Maplehurst parking lot development		\$240,468	\$240,468	No update available
Total Planned Capital Expenditures		\$1,686,316	\$11,091,444		

5. Grant Update – At October 10, 2025

Approved	Pending	Declined/Withdrawn
39	15	10
8,827,587	13,920,155	7,498,022

2024/25 Approved Grants

Department	Grant Program	Project	Amount (\$)	Status
Administrative and Financial Services	2024 Regional District Basic Grant - Ministry of Municipal Affairs - Province of BC	Administrative Support to Electoral Areas	190,000	Active
	Restructure Planning Grant - Ministry of Municipal Affairs - Province of BC	Cherry Creek Waterworks District (CCWWD) Governance Discussion	35,000	Completed
	Restructure Planning Grant Program - Ministry of Municipal Affairs - Province of BC	Inclusive Regional Governance for ACRD	45,000	Completed
	Regional Community to Community Program - UBCM	Inclusive Regional Governance for ACRD	18,500	Completed
	Island Rail Corridor Funding Grant - Ministry of Transportation and Infrastructure - Province of BC	Islands Rail Corridor - First Nations and Local Government Collaboration	600,000	Active
	Vancouver Island Health Authority	ACHN - 2025-2027 Funding Life to Support Services	223,000	Active
	2024 Asset Management Planning Program - UBCM	Condition Assessment for the Bridges in ACRD Regional and Community Parks	25,000	Completed
	2024 Asset Management Planning Program - UBCM	Long-Term Financial Plan Program Development	25,000	Active
	Regional Community to Community Program - UBCM	Equitable Employment Policy	20,000	Active

Department	Grant Program	Project	Amount (\$)	Status
Administrative and Finance Services	Nuu-Chah-nulth Tribal Council - Nuuchah-nulth Employment & Training Program	Project Management Training	20,000	Completed
	Local Community Accessibility Grant - SPARC BC & Ministry of Social Development and Poverty Reduction	Implementation of Accessibility Training	25,000	Active
	Growing Communities Fund - Ministry of Municipal Affairs - Province of BC	Growing Communities Fund	1,833,000	Active
Planning & Development	2023/2024 Complete Communities - UBCM	Official Community Plans - Community Visioning Plan	150,000	Completed
	Capacity Funding for Local Governments Housing Initiatives - BC Ministry of Housing	Capacity Funding for Implementation of Legislative Changes to Support Housing Initiatives	142,686	Active
	Local Government Development Approvals Program - UBCM	Capacity building for Planning and Development Dept. to Support Housing Growth in ACRD	150,000	Active
	Land Use Planning and Regional Impacts Branch - Ministry of Municipal Affairs - Province of BC	Collaboration between ACRD and Huu-ay-aht First Nations on community planning work	150,000	Active
	Local Government Climate Action Program - Province of BC	ACRD Climate Action Projects	252,246	Active
	Agricultural Water Program; Stream 3 Water Supply Studies or Plans - BC Investment Agriculture Foundation	ACRD Agricultural Water Supply Feasibility Study	100,000	Active
	Community Response Stream - Community Workforce Grant Program - Ministry of Post-Secondary Education and Future Skills - Province of BC	Greenhouse Propagation and Production Fundamentals	154,144	Completed
	Provincial Wood Stove Exchange Program Grant - BC Lung Foundation	Wood Stove Exchange Program - The Alberni-Clayoquot Regional District	29,000	Active
	Local Government Infrastructure Planning Grant - Ministry of Municipal Affairs - Province of BC	ACRD Long Beach Airport Terminal Building Energy Assessment	7,500	Completed
Protective Services	Base Funding - Next Generation 911 - UBCM	Support Local Preparedness for the implementation of NG911	45,000	Active
	Food Security Emergency Planning and Preparedness Fund - BC Investment Agriculture Foundation	Food Security and Agricultural Emergency Planning in the ACRD	223,655	Active
	Public Notification & Evacuation Route Planning - UBCM	Emergency Services Communication Plan	120,000	Active

Department	Grant Program	Project	Amount (\$)	Status
Protective Services	Indigenous Engagement Requirements Funding - Ministry of Emergency Management and Climate Readiness	Emergency Planning - Engagement with First Nations	96,000	Active
	Community Emergency Preparedness Fund; 2024 Emergency Support Services - UBCM	Building Capacity and Strengthening Resilience in the ACRD Emergency Support Services	60,000	Completed
	Community Emergency Preparedness Fund; 2024 Emergency Operations Centres & Training - UBCM	Building Capacity and Resilience in the ACRD Emergency Operations Centre	60,000	Completed
	Community Emergency Preparedness Fund; 2023 FireSmart Community Funding & Supports - UBCM	Strengthening FireSmart within the ACRD	663,248	Completed
	Local Government Infrastructure Planning Grant - Ministry of Municipal Affairs - Province of BC	West Bamfield Fire Hall Sustainable Design	10,000	Active
	Community Emergency Preparedness Fund; 2024 Volunteer & Composite Fire Departments Equipment & Training - UBCM	Protective Equipment and Training for the Volunteer Fire Department of the ACRD	109,266	Active
	Community Emergency Preparedness Fund; 2025 Emergency Support Services - UBCM	Growing Regional Capacity of the Emergency Support Services in the ACRD	113,300	Active
	Community Emergency Preparedness Fund; 2025 Emergency Operations Centres & Training - UBCM	Increasing the Operational Capacity of the Emergency Operations Centres in the ACRD	117,790	Active
	Application-based Funding - Next Generation 911 - UBCM	Mobile Computer Dispatch Equipment for ACRD Volunteer Fire Departments	60,000	Active
Community Services	British Columbia Air Access Program; Transitional Infrastructure - Ministry of Transportation and Infrastructure - Province of BC	Water System Capacity Expansion at LBA	737,100	Completed
	British Columbia Air Access Program; Transitional Infrastructure - Ministry of Transportation and Infrastructure - Province of BC	Back-up Generator for the Emergency Preparedness at Long Beach Airport	271,700	Completed
	Forest Impact Transition - Rural Economic Diversification and Infrastructure Program - Province of BC	Long Beach Airport Land-use and Development Plan	240,250	Active
	Investing in Canada Infrastructure Program; Green Infrastructure - Environmental Quality Sub-Stream - Province of BC	West Bamfield Submarine Water Main Replacement Project	861,802	Active
	Airports Capital Assistance Program	Airside Drainage Project	633,400	Active
	Boating Safety Contribution Program - Transport Canada	Sproat Lake Boat Safety - SLMP 2023-2025	210,000	Active
Total:			\$ 8,827,587	

2025 Pending Grants

Department	Grant Program	Project	Amount (\$)	Status
Planning & Development	Local Government Infrastructure Planning Grant - Ministry of Municipal Affairs - Province of BC	Long Beach Airport - Stormwater Engineered Desing and Plan for Culvert Replacement	10,000	Under Review
Protective Services	Community Emergency Preparedness Fund; 2025 FireSmart Community Funding & Supports - UBCM	Strengthening FireSmart within the ACRD	2,039,533	Under Review
	Canada Community Building Fund - Strategic Priorities Fund - Capital Infrastructure Stream - UBCM	Protecting the communities of Anacla and Bamfield with Tsunami Warning System	584,722	Under Review
	Canada Community Building Fund - Strategic Priorities Fund - Capital Infrastructure Stream - UBCM	Expanding Capacity of Sproat Lake Community Fire Hall	2,441,400	Under Review
Community Services	Rural Transit Solutions Fund - Infrastructure Canada	West Coast Transit - Bus Shelters and Stops Infrastructure	762,000	Under Review
	Airports Capital Assistance Program - Transport Canada	Long Beach Airport - Apron III Culvert Replacement	700,000	Under Review
	Local Government Infrastructure Planning Grant - Ministry of Municipal Affairs - Province of BC	Long Beach Airport - Stormwater Engineered Desing and Plan for Culvert Replacement	10,000	Under Review
	Local Government Infrastructure Planning Grant - Ministry of Municipal Affairs - Province of BC	Long Beach Airport - Runway Approach Lighting	10,000	Under Review
	Canada Community Building Fund - Strategic Priorities Fund - Capital Infrastructure Stream - UBCM	Wastewater Replacement and Expansion for Long Beach Airport on the West Coast of Vancouver Island	7,000,000	Under Review
	Canada Community Building Fund - Strategic Priorities Fund - Capacity Building Stream - UBCM	Development of a Design, Operations and Closure Plan for West Coast Landfill	312,500	Under Review
	Community-to-Community Program - Economic Development - UBCM	ACRD Economic Development Service	10,000	Under Review
	Local Government Infrastructure Planning Grant - Ministry of Municipal Affairs - Province of BC	Alternate Landfill Site Survey for the Alberni Valley	10,000	Under Review
	Local Government Infrastructure Planning Grant - Ministry of Municipal Affairs - Province of BC	Processing Options and Optimization Plan for West Coast Landfill	10,000	Under Review
	Local Government Infrastructure Planning Grant - Ministry of Municipal Affairs - Province of BC	North Reservoir Design and Planning for Beaver Creek Water System	10,000	Under Review
	Local Government Infrastructure Planning Grant - Ministry of Municipal Affairs - Province of BC	Bamfield Water System Capital Replacement Plan	10,000	Under Review
Total:			\$ 13,920,155	

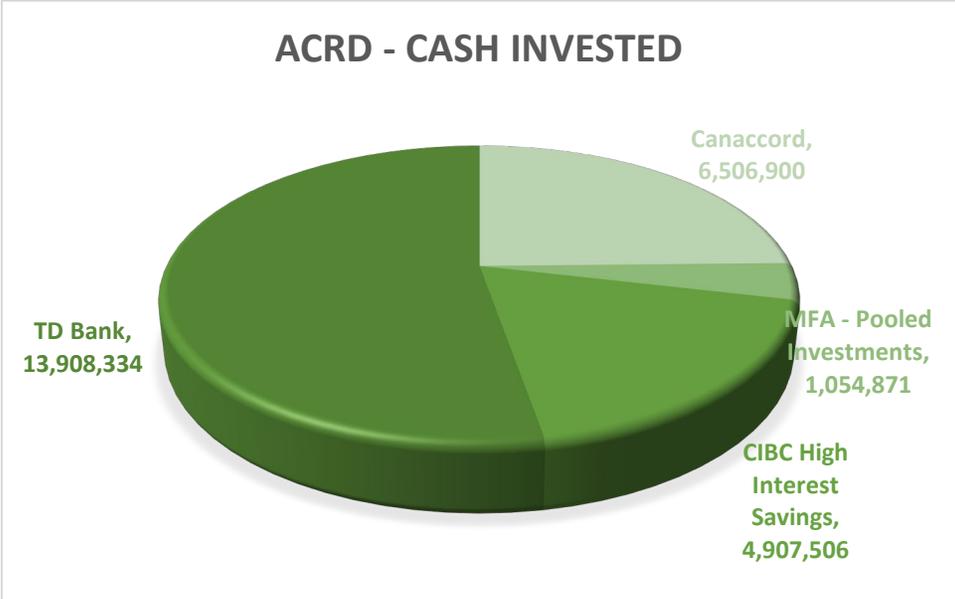
2025 Declined/Withdrawn Grants

Department	Grant Program	Project	Amount (\$)	Status
Planning & Development	Local Government Infrastructure Planning Grant - Ministry of Municipal Affairs - Province of BC	ACRD Building Energy Assessments for the Remote Community of Bamfield	10,000	Denied
	Local Government Infrastructure Planning Grant - Ministry of Municipal Affairs - Province of BC	ACRD Building Energy Assessments for the Sproat Lake Volunteer Fire Department	10,000	Denied
	Local Government Infrastructure Planning Grant - Ministry of Municipal Affairs - Province of BC	ACRD Beaver Creek Fire Hall Building Energy Assessment and Sustainability Study	10,000	Denied
	Local Government Infrastructure Planning Grant - Ministry of Municipal Affairs - Province of BC	ACRD Administration Building Energy Assessment and Sustainability Study	10,000	Denied
	National Housing Strategy; Housing Accelerator Fund - Canada Mortgage and Housing Corporations	Alberni-Clayoquot Housing Accelerator Fund	3,978,000	Denied
Protective Services	Disaster Resilience and Innovation Funding Program - Ministry of Emergency Management and Climate Readiness	Bamfield Tsunami Warning System	575,000	Denied
Community Services	Airports Capital Assistance Program - Transport Canada	LBA Loader Mounted Snow Blower	364,438	Denied
	BC Water Meter Pilot Program	ACRD Regional Water Meter Replacement & Upgrade	2,123,633	Denied
	British Columbia Air Access Program; Transitional Infrastructure - Ministry of Transportation and Infrastructure - Province of BC	Alberni Valley Regional Airport - Maintenance Building	406,951	Denied
	Local Government Infrastructure Planning Grant - Ministry of Municipal Affairs - Province of BC	Condition Assessment Of Bridges on the Log Train Trail	10,000	Denied
Total:			\$ 7,498,022	

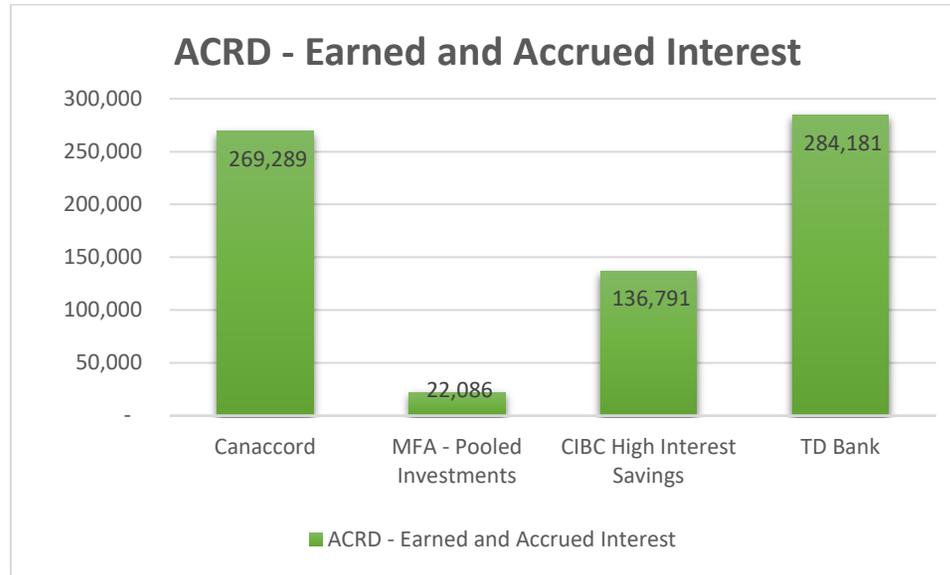
6. Investment Update - At September 30, 2025

The ACRD holds investment accounts with TD Bank, Canaccord Genuity, CIBC, and MFA. These investment accounts hold ACRD Capital Reserve funds. The intent of the ACRD's diversified investment holdings is to ensure long-term rate stability and market risk reduction.

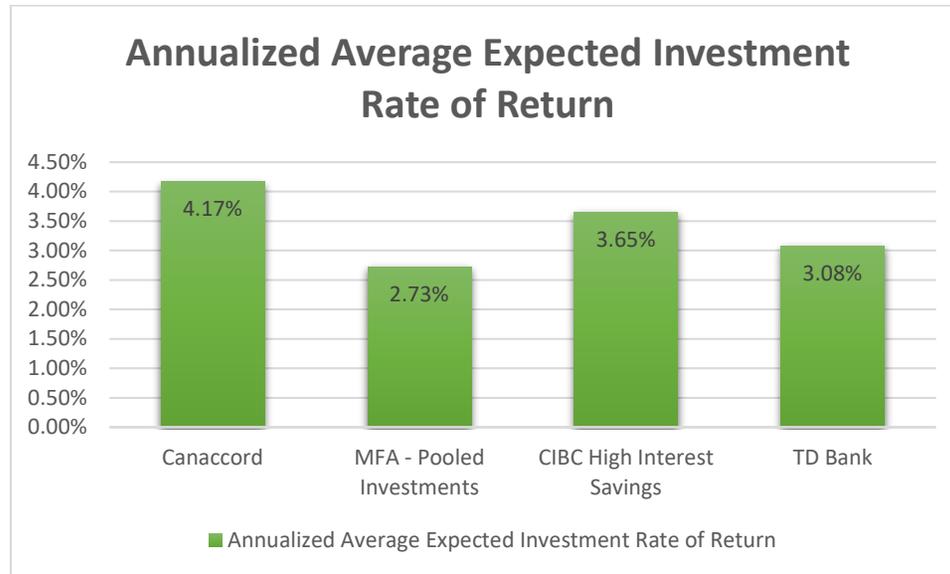
As at September 30, 2025, the ACRD held the following investments:



As at September 30, 2025, the ACRD has earned and accrued the following interest revenue since January 1, 2025:



As at September 30, 2025, the ACRD expects the following annualized investment rate of return (annualized for January 1, 2025 – December 31, 2025):



7. Statistics – 9 Months Ended September 30, 2025

Please note that the 2025 Semi-Annual Financial Reporting includes a year-over-year comparison.

2025 STATISTICS AT SEPTEMBER 30, 2025				
Service	Description	Response at September 30, 2025	Response at September 30, 2024	Notes
General Government	Number of recruitments	15	7	
General Government	Number of committee meetings	72	67	
General Government	Number of completed woodstove exchanges	-	8	2025 Grant agreement signed and program startup has begun
Bamfield	Number of calls	2-Fires, 33-MFR, 6-Other	3 - Fire, 32 - MFR, 6 - Other	
Sproat Lake	Number of calls	5-Fire, 49-MFR, 43-AMA, 3-MAF, 15-DO, 22-Other	1 - Fire, 64 - MFR, 28 - AMA, 46 - Other	
Beaver Creek	Number of calls	6-Fire, 91-MFR, 42-AMA, 11-DO, 24-Other	1 - Fire, 86 - MFR, 28 - AMA, 46 - Other	
AV Emergency Planning	Number of new Voyent Alert subscribers	12,082	Increase of 728, Total of 4,791	
AV Emergency Planning	Number of Emergency Training Hours	1,600	1,036	
AV Emergency Planning	Number of ESS Call Outs and those Assisted	11 Call Outs, 27+ Individuals Assisted	4 Call Outs, 8 Individuals Assisted	
AV Custom Transit	Ridership	8,976	11,980	
Long Beach Airport	Number of landing and parking fees	1,276	1,255	
Long Beach Airport	Number of commercial passengers	8,471	8,168	
Alberni Valley Landfill	Total tonnage	11,394 Tonnes	11,313 Tonnes	
Alberni Valley Landfill	Total diversion	3,083 Tonnes	2,988 Tonnes	
West Coast Landfill	Total tonnage	4,650 Tonnes	4,588 Tonnes	
West Coast Landfill	Total diversion	1,000 Tonnes	1,681 Tonnes	
Salmon Beach Sewage	Number of pumpouts requested	270	243	
Salmon Beach Garbage	Total tonnage	30 Tonnes	34 Tonnes	
Beaver Creek Water	Number of service repairs	9	8	
Beaver Creek Water	Total cubic meters billed	396,049	416,575	
Bamfield Water	Number of service repairs	11	2	
Bamfield Water	Total cubic meters billed	37,331	42,384	
WC Transit	Ridership	16,544	6,140	
Airports	Number of lease applications	5	3	LBA 3, AVRA 2