



Board of Directors Meeting
Wednesday, September 10, 2025

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

Regular Agenda

Watch the meeting live at: www.acrd.bc.ca/events/10-9-2025/

Register to participate via Zoom Webinar at: https://acrd-bc-ca.zoom.us/webinar/register/WN_tMk3Jb8WSjSBTcIDhVL2dA#/registration

PAGE #

1. CALL TO ORDER

Recognition of Territories.

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

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

2. APPROVAL OF AGENDA

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

3. DECLARATIONS

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

4. ADOPTION OF MINUTES

(ALL/UNWEIGHTED)

a. **Board of Directors Meeting – August 27, 2025**

7-19

THAT the minutes of the Board of Directors meeting held on August 27, 2025 be adopted.

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

Presentations:

- a. **Luc Stefani, Building Inspector/Property Maintenance Coordinator
10 Year Anniversary (A. Dyer, General Manager Planning &
Development)**
- b. **Alex Dyer, General Manager of Planning & Development
15 Year Anniversary (D. Sailland, CAO)**
- c. **Janice Hill, Executive Assistant
15 Year Anniversary (D. Sailland, CAO)**

Delegations:

- a. **Inspector Kim Bruce, Port Alberni RCMP, Q2 Reporting Covering April,
May, and June 2025**
- b. **Ken Sander, Alberni Golf Club, Request for Tax Exemption**
- c. **Wayne Coulson, CEO, Britton Coulson, President and COO, Coulson
Aircrane Ltd., challenges faced by Coulson Aircrane Ltd. in expansion
efforts at the Alberni Valley Regional Airport**

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

- a. **REQUEST FOR TAX EXEMPTION** 20-23
Alberni Golf Club Ltd. and Long Beach Golf Course requesting property
tax exemption

Possible Motion:

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to
prepare a 2025 Tax Exemption Bylaw for the following Board meeting.*

**7. CORRESPONDENCE FOR INFORMATION
(ALL/UNWEIGHTED)**

- a. **CANADA COMMUNITY-BUILDING FUND BC/UBCM** 24
First Community Works Fund Payment for 2025/2026
- b. **NORTH COAST REGIONAL DISTRICT** 25-27
Support for the City of Mission's and Maple Ridge's Urgent Call for the
Restoration and Expansion of a Derelict Vessel Removal Program
- c. **CORRESPONDENCE BETWEEN AGRICULTURAL LAND COMMISSION** 28-31
AND THE SQUAMISH-LILLOOET REGIONAL DISTRICT
Request to Amend ALC Act to Recognize Non-Treaty First Nations as
Eligible Applicants
- d. **BC MINISTRY OF AGRICULTURE AND FOOD** 32-71

- Farm Worker Housing in the ALR: Discussion Paper and Proposed Minister's Bylaw Standard Criteria
- e. **OFFICE OF THE OMBUDSPERSON** 72-77
Quarterly Report for April 1-June 30, 2025

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

8. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION** 78-80
Riders of the Alberni Valley (ROAV) Maquinna Trail Network
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate the feasibility of submitting a Section 57 application in collaboration with the Riders of Alberni Valley, to authorize multi-use recreational trails on Maquinna Crown land, and report back with further information as part of the 2026 workplan.

- b. **REQUEST FOR DECISION** 81-83
Alberni Valley Landfill Operations Contract Renewal
(ALL/WEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors renew the Alberni Valley Sort'nGo Centre Operations contract with Berry and Vale Contracting Ltd. in the amount of \$1,177,918.92 annually plus BC CPI and excluding GST for a 5-year term and authorize the CAO to negotiate and execute the contract on behalf of the Regional District.

- c. **REQUEST FOR DECISION** 84-86
2025 Beaufort Grant-in-Aid Application
(ALL/WEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors award, from the 2025 Beaufort Grant-in-Aid category, a \$500 grant to the Alberni Valley Enhancement Association.

- d. **REQUEST FOR DECISION** 87-92
Bylaw F1170-3 – 2025-2029 Financial Plan Amendment – Long Beach Airport – Roof Replacement of Building Currently Leased to Parks Canada
(ALL/WEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Bylaw F1170-3, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment".

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Bylaw F1170-3, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Bylaw F1170-3, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Bylaw F1170-3, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

THAT the Alberni-Clayoquot Regional District Board of Directors award the Long Beach Airport Roofing Replacement contract to Aurora Roofing Ltd in the amount of \$135,355.00 (excluding GST) and authorize the CAO to negotiate and execute the contract on behalf of the ACRD.

9. PLANNING MATTERS

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

- a. **SD24009PFW, BALLARD, 18440 PACIFIC RIM HIGHWAY** 93-102
Parcel Frontage Waiver – Report

THAT the Alberni-Clayoquot Regional District Board of Directors waive the 10% road frontage requirement, as per section 512 of the Local Government Act, for proposed Strata Lot 1 as shown on the subdivision plan for the property located at 18440 Pacific Rim Highway.

- b. **SE25006PFW, PLETTI, 6320 BEAVER CREEK ROAD** 103-109
Parcel Frontage Waiver – Report

THAT the Alberni-Clayoquot Regional District Board of Directors waive the 10% road frontage requirement, as per section 512 of the Local Government Act, for proposed Lot B as shown on the subdivision plan for the property located at 6320 Beaver Creek Road.

10. REPORTS

**10.1 STAFF REPORTS
(ALL/UNWEIGHTED)**

- a. **Meeting Schedule – October 2025** 110
b. **Building Report – August 2025** 111
c. **Monthly Agreement & Grant Delegation Report – August 1 – 31, 2025** 112

d. **2025 UBCM Convention Meetings and Resolutions –Report**

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

10.2 COMMITTEE REPORTS

a. **Accessibility Committee Meeting, Sept. 9, 2025 (Verbal) V. Siga**

THAT this verbal report be received.

10.3 AREA REPORTS

(ALL/UNWEIGHTED)

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

THAT the Board of Directors receive the Area Reports

10.4 MEMBER REPORTS

(ALL/UNWEIGHTED)

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

THAT the Board of Directors receive the Member Reports.

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

Questions/Comments from the public:

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

14. RECESS

(ALL/UNWEIGHTED)

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

15. RECONVENE

16. IN CAMERA

(ALL/UNWEIGHTED)

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

- 90 (2) (b) The consideration of information received and held in confidence relating to negotiations between the regional district and a provincial government or the federal government or both, or between a provincial government or both, or between a provincial government or the federal government or both and a third party.*

17. REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA

18. ADJOURN

(ALL/UNWEIGHTED)

**Next Board of Directors Meeting: Wednesday, October 8, 2025, 1:30 pm
Regional District Board Room & Zoom**



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, AUGUST 27, 1:30 PM

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

DIRECTORS

PRESENT:

Debbie Haggard, Vice-Chair, Councillor, City of Port Alberni
Bob Beckett, Director, Electoral Area "A" (Bamfield)
Fred Boyko, Director, Electoral Area "B" (Beaufort)
Vaida Siga, Director, Electoral Area "C" (Long Beach)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Susan Roth, Director, Electoral Area "E" (Beaver Creek)
Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)
Sharie Minions, Mayor, City of Port Alberni
Marilyn McEwen, Mayor, District of Ucluelet
Levana Mastrangelo, Executive Legislator, Yuułu?it?ath Government
Tom Stere, Councillor, District of Tofino

REGRETS:

John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nations
Moriah Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Member of Council, Toquaht Nation

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Cynthia Dick, General Manager of Administrative Services
Mark Fortune, Airport Manager
Brett Maclean, Airport Development Manager
Michael McGregor, Lands and Resource Coordinator
Eddie Kunderman, Operations Manager
Alex Dyer, General Manager of Planning & Development
Janice Hill, Executive Assistant
Heather Zenner, Manager of Administrative Services

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

<https://www.acrd.bc.ca/events/27-8-2025/>

1. **CALL TO ORDER**

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

The Chairperson acknowledged the Mount Underwood Wildfire and expressed appreciation for all those involved in the response.

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

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

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

2. APPROVAL OF AGENDA

MOVED: Director Cote
SECONDED: Director Boyko

THAT the agenda be approved as amended with addition of the following late items:
9.1 (b) two letters of correspondence received for TUP25008
9.1 (c) one letter of correspondence received for TUP24008

CARRIED

3. DECLARATIONS

Director Haggard declared a conflict of interest relating to agenda item 9.1 (e) Development Variance Permit, DVF25001, Francoeur, 6614 Andrews Lane.

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – July 23, 2025

MOVED: Director Cote
SECONDED: Director Siga

THAT the minutes of the Board of Directors meeting held on July 23, 2025 be adopted.

CARRIED

b. Alberni Valley Regional Airport Advisory Committee Meeting – July 17, 2025

MOVED: Director Cote
SECONDED: Director Sparrow

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

CARRIED

c. 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 received.

CARRIED

d. Personnel Committee Meeting – July 24, 2025

MOVED: Director Cote

SECONDED: Director McEwen

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

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

Presentations:

- a. **Emergency Operation Centre, Mount Underwood Wildfire Verbal Update, EOC Director Daniel Sailland** - an update was provided regarding the Mount Underwood Wildfire. A formal debrief will be organized at the conclusion of this incident. Fire continues to be classified as Being Held at 3,525 hectares. BC Wildfire Service continues to be well resourced to address hot spots and mop up. The State of Local Emergency for the City of Port Alberni has now been cancelled. The State of Local Emergency for the ACRD remains in place and a reminder that there is an evacuation order and alert in place due to unsafe road conditions. Power was restored to Bamfield on Saturday after being out for 12 days. Beaver Creek and Sproat Lake Volunteer Fire Departments have both sent members to Bamfield, to support the Bamfield Volunteer Fire Department. Ministry of Transportation and Transit continue to work with agencies including BC Wildfire, BC Hydro and Mosaic to address unsafe road conditions.

Director Mastrangelo left the meeting at 1:45 pm

Director Mastrangelo re-entered the meeting at 2:11 pm

Delegations:

- a. **ACRD Sproat Lake Marine Patrol, Annual Presentation**
- b. **Kara Mackenzie, Temporary Use Permit Applicant TUP25008, 8335 Beaver Creek Road (BEAUFORT)**

Director Mastrangelo left the meeting at 2:14 pm

Director Mastrangelo re-entered the meeting at 2:38 pm

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

Director Minions left the meeting at 2:34 pm.

6. **CORRESPONDENCE FOR ACTION**

- a. **REQUEST FOR LETTER OF SUPPORT**

Ditidaht First Nation request for a letter of support for their emergency expense authorization application to Emergency Management and Climate Readiness to support road maintenance for the road between Nitinaht and Youbou.

MOVED: Director Cote
SECONDED: Director Beckett

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

CARRIED

- b. **REQUEST FOR STUDENT REGISTRATION FOR 2025 UBCM CONVENTION**

Alberni-Clayoquot Regional District request approval to register and sponsor a student to attend the 2025 UBCM Convention.

MOVED: Director Cote
SECONDED: Director Siga

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

CARRIED

7. **CORRESPONDENCE FOR INFORMATION**

- a. **UBCM**
Annual Report and Resolutions
- b. **UBCM**
Small Talk Forum 2025
- c. **MINISTER PARMAR, MINISTRY OF FORESTS**
Development and Implementation of an Alberni Region Forest Action Plan
- d. **MINISTER OSBORNE, MINISTRY OF HEALTH**
Farmers' Market Nutrition Coupon Program

- e. **TSESHAHT FIRST NATIONS FISHERIES DEPARTMENT**
Thank you, letter for 2025 Fisheries Engagement Session
- f. **NORTH ISLAND COLLEGE**
2026 Strategic Plan and Year 4 Dashboard
- g. **VANCOUVER ISLAND ECONOMIC ALLIANCE**
Summit 2025 Registration
- h. **IVAN SCOTT**
Letter to Canadian Judicial Council
- i. **THE VILLAGE OF LIONS BAY**
Request for Support and Endorsement – UBCM Resolution on Emergency Water Treatment Plants
- j. **CITY OF MAPLE RIDGE AND CITY OF MISSION**
Urgent Call for Restoration and Expansion of Derelict Vessel Removal Program
- k. **REBECCA TEREPOCKI**
Wesley Ridge Wildfire Concerns
- l. **ISLAND COASTAL ECONOMIC TRUST**
2025 Impact Report
- m. **PORT ALBERNI ASSOCIATION FOR COMMUNITY LIVING**
Fetal Alcohol Spectrum Disorder awareness month Events

MOVED: Director Beckett

SECONDED: Director Roth

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Bylaw F1170-2 – 2025-2029 Financial Plan Amendment – General Government Services – Agenda Management and Electronic Voting Software (ALL/WEIGHTED)**

MOVED: Director Boyko

SECONDED: Director Siga

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

CARRIED

MOVED: Director Boyko

SECONDED: Director Roth

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

CARRIED

Director Minions re-entered the meeting at 2:53 pm.

MOVED: Director Boyko

SECONDED: Director Siga

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

CARRIED

MOVED: Director Boyko

SECONDED: Director Siga

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

CARRIED

b. Request for Decision regarding Grant Funding Application with UBCM – Community to Community (ALL/UNWEIGHTED)

MOVED: Director Siga

SECONDED: Director Cote

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

CARRIED

c. Request for Decision regarding September 20, 2025 Free Transit (West Coast) (PARTICIPANTS/WEIGHTED)

MOVED: Director McEwen

SECONDED: Director Stere

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

in support of the 25th Anniversary Gathering hosted by the Clayoquot Biosphere Trust and ʔaʔuuk^wiʔaʔh (Tla-o-qui-aht First Nation).

CARRIED

- d. Request for Decision regarding Formal Lease Application – LS-A2025007
Ministry of Forests
(ALL/WEIGHTED)**

MOVED: Director Cote

SECONDED: Director Siga

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

CARRIED

- e. Request for Decision regarding Formal Lease Application – LS-A2025006
Coulson Aviation
(ALL/WEIGHTED)**

MOVED: Director Cote

SECONDED: Director Sparrow

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

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS

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

MOVED: Director Beckett

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors defer a decision on Development Variance Permit DVA25005 to the October 8, 2025, Board of Directors meeting to allow the applicants to address concerns raised during the public notice period and to invite the applicants to present to the Board as a delegation.

CARRIED

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

MOVED: Director Boyko
SECONDED: Director Cote

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

CARRIED

- c. **TUP24008, AHIRA, 10404 MARINA VISTA DRIVE (SPROAT LAKE)**
Temporary Use Permit – Memorandum and Permit

MOVED: Director Cote
SECONDED: Director Sparrow

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

CARRIED

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

MOVED: Director Cote
SECONDED: Director Sparrow

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

CARRIED

MOVED: Director Cote
SECONDED: Director Siga

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

CARRIED

MOVED: Director Cote
SECONDED: Director Siga

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

CARRIED

MOVED: Director Cote
SECONDED: Director Siga

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

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

CARRIED

Director Haggard left the meeting at 3:38 pm.
Director Cote resumed as Chairperson

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

MOVED: Director Sparrow
SECONDED: Director Siga

THAT the Alberni-Clayoquot Regional District Board of Directors defer a decision on Development Variance Permit DVF25001 to allow the applicants to address concerns raised during the public notice period and to invite the applicants to present to the Board as a delegation.

CARRIED

Director Haggard re-entered the meeting at 3:52 pm.
Director Haggard resumed as Chairperson.

10. REPORTS

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

MOVED: Director Cote
SECONDED: Director Sparrow

THAT the Board of Directors receives the staff reports a-d

CARRIED

10.3 AREA REPORTS

- a. **Electoral Area “A” (Bamfield) – B. Beckett.** Thank you to the agencies and staff for their contribution to the Mount Underwood wildfire response and thanks to the Directors who reached out for support. Thank you to the Bamfield residents who support their neighbours throughout the power outage. Will participate in a

debrief to understand what went right and what needs to be improved. This long weekend is the Port Alberni Salmon Festival and Fishing Derby. Come to Bamfield and fish in the area.

- a. **Electoral Area “B” (Beaufort) – F. Boyko.** Busy time of year in the Beaufort area. Harvest time. Encouraged residents to take it upon themselves to get prepared for emergencies, get yourself a generator and fuel, talk to your neighbours. Looking forward to the Transportation Committee meeting and discussion on alternate routes.
- b. **Electoral Area “C” (Long Beach) – V. Siga.** Another public forum was recently held for the Long Beach Official Community Plan and thanked staff for their efforts.
- c. **Electoral Area “D” (Sproat Lake) – P. Cote.** Sproat Lake Official Community Plan had a BBQ last Friday at Cougar Smith Park with approximately 100 people attending. Great turnout and good engagement. Expressed thanks to staff for helping in the Emergency Operations Centre. Sproat Lake Annual Beach Clean-up is happening on Sunday September 14 at 9:30am. Sproat Lake Community Association in partnership with the Fish and Duck are hosting the event.
- d. **Electoral Area “E” (Beaver Creek) – S. Roth.** Noted that the air quality from the wildfire is bad and a health concern and requests that BC Wildfire Service adopts a faster initial attack system.
- e. **Electoral Area “F” (Cherry Creek) – M. Sparrow.** Underwood Fire started in Cherry Creek Electoral Area near China Creek Campground. Thankful to those that helped with the wildfire response. Road closure in front of Cherry Creek Firehall as there is construction underway. Interested in getting a Cherry Creek Enhancement Society formed again to support Salmon Enhancement in Cherry Creek.
- f. **City of Port Alberni – S. Minions/D. Haggard.** Expressed appreciation for staff and their role in the Mount Underwood emergency response and was pleased with the response.
- g. **District of Tofino – T. Stere.** Expressed appreciation to wildfire responders and those staff that responded.
- h. **District of Ucluelet – M. McEwen.** Thanked staff for daily updated on Mount Underwood wildfire, as it helped to answer questions. Received many questions regarding the highway and air quality. All five of the UBCM meeting request have been accepted. Completed a tour of the new medical clinic in Ucluelet. Grand opening is tentatively Sunday September 14th. Island Health has put a request into BC Transit to request a bus stop near the clinic.
- i. **Huu-ay-aht First Nations – J. Jack.** No report.
- j. **Toquaht Nation – K. Johnsen.** No report.
- k. **Uchucklesaht Tribe Government – M. Cootes.** No report.

- I. **Yuulu?if?ath Government – L. Mastrangelo.** Have been working towards their people’s assembly and just finished 4th quarter community assembly as well. Have several employment opportunities on the website. Recently held an open house for housing and will be opening the doors to 30 new homes and another 30 + on the horizon. Have recently onboarded the Director of Education, a Yuulu?if?ath citizen who has joined the government.

MOVED: Director Cote
SECONDED: Director Boyko

THAT the Board of Directors receive the Area Reports.

CARRIED

Director Minions left the meeting at 4:16 pm.

10.4 MEMBER REPORTS

- a. **9-1-1 Corporation – B. Beckett.** No report.
- b. **Vancouver Island Regional Library – F. Boyko.** An audit meeting was held last week and back-up reserve funds are increasing.
- c. **Alberni Valley Chamber of Commerce – S. Minions/F. Boyko.** No report.
- d. **Association of Vancouver Island & Coastal Communities – P. Cote.** AVICC is providing a lunch at UBCM. A couple of AVICC members running for UBCM executive including Director Cote, would appreciate your support.
- e. **Tsawak-qin Public Advisory – S. Roth.** Announced the passing of Harold Carlson a 25-year member of the Tsawak-qin Public Advisory group. Staff also recognized Harold was also recognized as a long-term trail volunteer of the ACRD and he will be missed.
- f. **Other Reports**

MOVED: Director Cote
SECONDED: Director Sparrow

THAT the Board of Directors receive the Member Reports.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

Questions/Comments from the public. The Manager of 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.

14. IN-CAMERA

MOVED: Director Cote

SECONDED: Director Sparrow

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

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

21. (1) The head of a public body must refuse to disclose to an applicant information

(c) the disclosure of which could reasonably be expected to

(i) harm significantly the competitive position or interfere

significantly with the negotiating position of the third party,

CARRIED

The meeting was closed to the public at 4:23 pm.

The meeting was re-opened to the public at 4:34 pm.

15. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

16. ADJOURN

MOVED: Director Boyko

SECONDED: Director Sparrow

THAT this meeting be adjourned at 4:34 pm.

CARRIED

Certified Correct:

Debbie Haggard,
Chairperson

Heather Zenner,
Manager of Administrative Services



Alberni Golf Club Ltd.

6449 Cherry Creek Road, Port Alberni, BC V9Y 8T3
P: 250.723.7111 F: 250.723.7010 E: albernigolf@shaw.ca
www.albernigolf.com

August 28th, 2025

Alberni-Clayoquot Regional District
3008 Fifth Avenue
Port Alberni, B.C.
V9Y 2E3

Dear Board Members,

It is time again for the Alberni Golf Club to request consideration from the Board of the Alberni-Clayoquot Regional District relative to granting a property tax exemption for the golf course under the provisions of the Local Government Act. The Alberni Golf Club has requested this tax exemption since learning of its existence 23 years ago, and we are extremely appreciative that the Board has recognized the merits in granting it, and has been supportive and granted it in all 23 years. We look forward to updating the Board on our Club's activities and answering any questions you might have.

The Alberni Golf Club operates as a non-profit limited company, governed by a volunteer board and executive, and is supported by many volunteers. We are in a very competitive industry and are operating on an extremely conservative and fiscally responsible budget. We have an aging membership, and this fact, coupled with ever-rising costs of operation, make long term survival of the Club a constant challenge. Our ongoing success and survival is dependent upon the efforts of conscientious staff and volunteers, as well as the continued support of our tax exemption request from this Board. Support from the Regional District is vital to our efforts to provide a quality venue which attracts contestants and tourists, raises money for local charities, provides the facility for our local school district to introduce the game of golf at no cost to all local children, and cultivates an active junior program for the children of our community.

As we have done since the first year in this process, we will include in our budget a provision for the Cherry Creek Fire Department.

We request your support again this year. I look forward to the Board Meeting, and should you have any questions, I would be pleased to address them.

Sincerely,

Ken Sander, President Alberni Golf Club



CHERRY CREEK WATERWORKS DISTRICT

5920-A Cherry Creek Rd, Port Alberni, BC V9Y 8R7 email: ccww@shaw.ca www.cherrycreekwater.com Phone: 250-723-2214

August 25, 2025

Alberni Golf Club Ltd.
6449 Cherry Creek Road
Port Alberni, B.C.
V9Y 8T3

Attention: Ken Sander

Dear Ken:

The Cherry Creek Waterworks District Board of Trustees has discussed your request for support in applying for exemption from property taxes again this year. The district is satisfied with the amount you contribute each year to the Fire Department and wishes to lend their support to your request.

Thank you for your attention to this matter.

Sincerely,

Wes Kovacs

Wes Kovacs
Office Administrator



July 9, 2025,

Alberni-Clayoquot Regional District

3008 Fifth Avenue Port Alberni B.C. V9Y 2E3

Re: Tax Exemption for Long Beach Recreation Co-op

Dear Members of the West Coast Committee,

I am writing on behalf of Long Beach Recreational Cooperative, a dedicated non-profit organization that has proudly served our local community and visitors for the last 40 years. Our mission is to offer accessible recreational opportunities in golf and camping, fostering a love for these activities among new and veteran golfers alike.

As a staple in the community, we have worked diligently to create a welcoming environment where individuals and families can enjoy outdoor activities. Recently our efforts were recognized when we were awarded the Non-Profit Organization of the Year. This accolade speaks volumes about the passion and dedication invested by our staff and board of directors in supporting the community and promoting healthy lifestyles.

Our programs have seen consistent growth this past year, with our junior program seeing the most. We recently started collaborating with local schools and municipalities to emphasize the benefits of golf as both a sport and vital community engagement. This engagement saw a significant increase of participation going from 12 youth a year ago to over 80 participating youth through field trips, youth camps, and junior nights.

Long Beach Recreation Cooperative have remained committed to supporting local businesses, other non-profit organisations and charities. This year will make 15 years of running fundraising tournaments for both the West Coast Multiplex and Pacific Sands Resort. We have raised over \$150,000 towards the West Coast Multiplex Non-Profit organization and continue to annually select a deserving organization to sponsor for the Pacific Sands Resort tournament. In addition to providing the golf course as a venue to help raise money and awareness within the community, we also donate to numerous other charities on island including but not limited to; Tribal Parks, Alberni Valley Bulldogs, Canadian Cancer Society, Make a Wish Foundation, Diabetes Canada, Clayoquot Biosphere Trust, Ucluelet Elementary School, Ucluelet Fishing Derby.

To continue our mission and maintain the quality of experiences our community has come to appreciate, the tax exemption is critical for our operations. This financial support has allowed us to invest back into our facilities, programs and outreach initiatives that directly benefit our community members. We kindly request your consideration for tax exemption status for the Long Beach Recreational Coop. Your support will enable us to sustain and expand our programs, ensuring that recreational opportunities remain available for all.

Thank you for your time and consideration. We look forward to your favorable response and the opportunity to continue making a positive impact in our community.

Warm regards,

Long Beach Recreational Cooperative

August 13, 2025

Chair Debbie Haggard and Board
Alberni-Clayoquot Regional District
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3

Dear Chair Debbie Haggard and Board:

**RE: CANADA COMMUNITY-BUILDING FUND: FIRST COMMUNITY WORKS FUND
PAYMENT FOR 2025/2026**

I am pleased to advise that UBCM is in the process of distributing the first Community Works Fund (CWF) payment for fiscal 2025/2026. An electronic transfer of \$274,857 is expected to occur in August 2025. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund can be found on our [website](#).

For further information, please contact Canada Community-Building Fund Program Services by e-mail at ccbf@ubcm.ca or by phone at 250-356-5134.

Sincerely,



Councillor Trish Mandewo
UBCM President

PC: Teri Fong, Chief Financial Officer



August 29, 2025

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

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

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

Hon. Joanne Thompson
Minister
of Fisheries, Oceans and
the Canadian Coast
Guard
c/o [DFO.Minister-
Ministre.MPO@dfo-
mpo.gc.ca](mailto:DFO.Minister-Ministre.MPO@dfo-mpo.gc.ca)

Mario Pelletier
Commissioner, Canadian
Coast Guard
c/o [ccgcc.gcccc@dfo-
mpo.gc.ca](mailto:ccgcc.gcccc@dfo-mpo.gc.ca)

Re: Support for the City of Mission’s and Maple Ridge’s Urgent Call for the Restoration and Expansion of a Derelict Vessel Removal Program

Dear Ministers, Commissioner, and Correspondents,

On behalf of the Board of the North Coast Regional District (NCRD), I’m writing to express the NCRD’s support for the City of Mission’s and the City of Maple Ridge’s joint urgent call for the restoration and expansion of a **Derelict Vessel Removal Program** with the following key components:

- Reinstatement of a dedicated removal fund.
- A collaborative, team-based approach to enforcement.
- Strengthened enforcement and accountability.



730 2nd Avenue West
Prince Rupert BC, V8J 1H3



P: 250.624.2002
TF: 888.301.2002



W: www.ncrdbc.com
F: 250.627.8493



Derelict vessels continue to burden the communities within the NCRD imposing environmental threats and safety hazards on B.C.'s North Coast and Haida Gwaii. Without a coordinated program to clarify jurisdiction, support local government's absorption of removal costs, identify intergovernmental coordination procedures for removal response, and strengthen enforcement, derelict vessels will continue to become an increasingly severe issue for B.C.'s waterways and shores.

In B.C.'s North Coast, derelict vessels impact the ability of waterway transportation between rural communities which is essential for our residents to reach medical, economic, and recreational opportunities not available in their home communities. If left unchecked, these impacts can begin to compound causing further environmental and public safety concerns as well as affect commercial trade, fishing, and marine life.

The NCRD Board strongly supports a renewed and well-resourced Derelict Vessel Removal Program backed by clear policy, shared leadership, and a collaborative approach.

Should you have any questions, please do not hesitate to contact the office of the NCRD.

Sincerely,

Barry Pages

Chair

Cc.

*The Right Honourable Mark Carney, Prime Minister of Canada mark.carney@parl.gc.ca;
Media@pmo-cpm.gc.ca; pm@pm.gc.ca*

*The Honourable David Eby, BC Premier and President of Executive Council
premier@gov.bc.ca*

Reann Gasper, MLA, Abbotsford – Mission reann.gasper.mla@leg.bc.ca

Lawrence Mok, MLA, Maple Ridge East lawrence.mok.mla@leg.bc.ca

The Honourable Lisa Beare, Minister of Education and Child Care and MLA, Maple Ridge-Pitt Meadows Lisa.Beare.MLA@leg.bc.ca



730 2nd Avenue West
Prince Rupert BC, V8J 1H3



P: 250.624.2002
TF: 888.301.2002



W: www.ncrdbc.com
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NORTH COAST

REGIONAL DISTRICT

The Honourable Tamara Davidson, Minister of Environment and Parks an MLA, North Coast

– Haida Gwaii tamara.davidson.mla@leg.bc.ca

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

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

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

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

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

Metro Vancouver icentre@metrovancover.org

Sunshine Coast Regional District info@scrd.ca

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

Nanaimo Regional District inquiries@rdn.bc.ca

Capital Regional District crdreception@crd.bc.ca

Central Coast Regional District info@ccrd.ca

Cowichan Valley Regional District cverd@cverd.bc.ca

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



730 2nd Avenue West
Prince Rupert BC, V8J 1H3



P: 250.624.2002
TF: 888.301.2002



W: www.ncrdbc.com
F: 250.627.8493

From: [Grout, Kim ALC:EX](#)
To: [Nathalie Klein](#); [ALC Burnaby ALC:EX](#)
Cc: [ACRD Administration](#); [info@rdbn.bc.ca](#); [crdreception@crd.bc.ca](#); [Cariboo](#); [info@ccrd.ca](#); [XT:CentralKootenay, RegionalDistrict ENV:IN](#); [info@rdco.com](#); [info@csrd.bc.ca](#); [Comox Valley](#); [XT:CowichanValley, RegionalDistrict ENV:IN](#); [info@rdek.bc.ca](#); [info@fvrd.ca](#); [XT:FraserFortGeorge, RegionalDistrict ENV:IN](#); [XT:KitimatStikine, RegionalDistrict ENV:IN](#); [info@rdkb.com](#); [icentre@metrovanancouver.org](#); [XT:MountWaddington, RegionalDistrict ENV:IN](#); [inquiries@rdn.bc.ca](#); [info@ncrdbc.com](#); [info@rdno.ca](#); [info@rdos.bc.ca](#); [prrd.dc@prrd.bc.ca](#); [administration@qathet.ca](#); [XT:SquamishLillooet, RegionalDistrict ENV:IN](#); [administration@srd.ca](#); [info@scrd.ca](#); [admin@tnrd.ca](#)
Subject: RE: Request to Amend ALC Act to Recognize Non-Treaty First Nations as Eligible Applicants
Date: August 28, 2025 7:54:30 AM

[CAUTION] This email originated from outside of the ACRD

Dear Nathalie,

Thank you for your correspondence regarding proposed amendments to the Agricultural Land Commission Act.

Please be advised that your request has been forwarded to the attention of Assistant Deputy Minister Eric Kristianson with the Ministry of Agriculture and Food. The Ministry of Agriculture and Food holds the legislative authority for drafting and amending the ALC Act. As such, the Ministry is the agency best positioned to respond to your request for proposed changes.

We appreciate your engagement on this matter.

Kind regards,

Kim Grout
Chief Executive Officer | Agricultural Land Commission
Direct: 236-468-3265 | Office: 604-660-7000

From: Nathalie Klein <NKlein@slrd.bc.ca>
Sent: August 27, 2025 2:44 PM
To: ALC Burnaby ALC:EX <ALCBurnaby@Victoria1.gov.bc.ca>; Grout, Kim ALC:EX <Kim.Grout@gov.bc.ca>
Cc: XT:AlberniClayoquot, RegionalDistrict ENV:IN <mailbox@acrd.bc.ca>; info@rdbn.bc.ca; crdreception@crd.bc.ca; Cariboo <mailbox@cariboord.ca>; info@ccrd.ca; XT:CentralKootenay, RegionalDistrict ENV:IN <info@rdck.bc.ca>; info@rdco.com; info@csrd.bc.ca; Comox Valley <administration@comoxvalleyrd.ca>; XT:CowichanValley, RegionalDistrict ENV:IN <cvrd@cvrd.bc.ca>; info@rdek.bc.ca; info@fvrd.ca; XT:FraserFortGeorge, RegionalDistrict ENV:IN <district@rdffg.bc.ca>; XT:KitimatStikine, RegionalDistrict ENV:IN <info@rdks.bc.ca>; info@rdkb.com; icentre@metrovanancouver.org; XT:MountWaddington, RegionalDistrict ENV:IN <info@rdmw.bc.ca>; inquiries@rdn.bc.ca; info@ncrdbc.com; info@rdno.ca; info@rdos.bc.ca; prrd.dc@prrd.bc.ca; administration@qathet.ca; XT:SquamishLillooet, RegionalDistrict ENV:IN

<info@slrd.bc.ca>; administration@srd.ca; info@scrd.ca; admin@tnrd.ca

Subject: Request to Amend ALC Act to Recognize Non-Treaty First Nations as Eligible Applicants

You don't often get email from nklein@slrd.bc.ca. [Learn why this is important](#)

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Dear Chief Executive Officer, Kim Grout,

Please find attached a letter from the Squamish-Lillooet Regional District Board requesting an amendment to the ALC Act to recognize Non-Treaty First Nations as eligible applicants for exclusions and other requests related to agricultural land.

Kind regards,

Nathalie Klein | Executive Coordinator

Office of the CAO | Squamish-Lillooet Regional District
E: nklein@slrd.bc.ca | D: 604-894-6371 x 223
TF: 1-800-298-7753
SLRD.bc.ca | [Stay Connected](#)

SLRD EOP_____

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Thank you.



Box 219, 1350 Aster Street
Pemberton, BC V0N 2L0
P. 604-894-6371 TF. 800-298-7753
F. 604-894-6526
info@slrd.bc.ca www.slrd.bc.ca

August 26, 2025

BY EMAIL ONLY (ALCBurnaby@Victoria1.gov.bc.ca)

Agricultural Land Commission
201 – 4940 Canada Way
Burnaby, BC, Canada
V5G 4K6

Attention: Kim Grout, Chief Executive Officer

Dear Kim Grout:

RE: Request to Amend ALC Act to Recognize Non-Treaty First Nations as Eligible Applicants

On behalf of the Squamish-Lillooet Regional District Board, I am writing to request that the Agricultural Land Commission (ALC) update the definition of "First Nation government" in the *Agricultural Land Commission Act* (ALC Act) so that non-treaty First Nations owning fee simple lands meet the definition and can apply for exclusions and other requests related to agricultural land. The current definition precludes non-treaty First Nations from making applications. This discriminatory policy contravenes principles of reconciliation and British Columbia's *Declaration on the Rights of Indigenous Peoples Act* (DRIPA), and hinders the ability of non-treaty First Nations to fully participate in self-governance and exercise their inherent rights under section 35 of *Canada's Constitution Act, 1982*.

For the purpose of an ALC exclusion application, a First Nation must meet the definition of a "First Nation government" under the ALC Act in order to apply. To meet the definition, a First Nation must have treaty lands, settlement lands, or have an agreement in principle through the treaty process for those lands. If none of these conditions apply, the First Nation cannot apply directly for an exclusion and must request that the local government authority submit an application on its behalf.

In May 2024, the BC government made changes to the *Property Law Act and the Land Title Act* that allowed federally recognized First Nations to directly acquire, hold, and register fee simple lands. The ALC Act has yet to catch up with this change, preventing these landowners from having the same rights as everyone else. At best, this discriminatory legal barrier adds a considerable administrative burden to the Nations, and at worst, an impassible barrier should the local government be unwilling or unable to make the application.

As you are aware, First Nations have faced significant barriers in accessing and utilizing agricultural land for economic and cultural purposes. By excluding them from the eligibility criteria for exclusions and other requests, the ALC is perpetuating these barriers and further marginalizing Indigenous peoples in British Columbia, applying paternalistic and colonial regulations to the Original Peoples of this land.

We urge the Agriculture Land Commission to modernize the ALC Act to align with DRIPA by updating Section 29 and the Act's definition of First Nation Government to include and recognize non-treaty Nations as persons who may make applications to the ALC. By doing so, the ALC can contribute to the reconciliation process and support the economic development and cultural revitalization of Indigenous communities in the province.

We look forward to hearing about the steps that the ALC plans to take to address this issue to ensure that non-treaty First Nations are, at the very least, granted equal opportunities to engage with the ALC application processes in British Columbia.

Thank you for your attention to this matter.

Regards,



Jen Ford
Chair, Squamish-Lillooet Regional District

CC: SLRD Board

Heather Paul, CAO, SLRD
BC Regional Districts (27):

Alberni-Clayoquot Regional District
Bulkley-Nechako Regional District
Capital Regional District
Cariboo Regional District
Central Coast Regional District
Central Kootenay Regional District
Central Okanagan Regional District
Columbia Shuswap Regional District
Comox Valley Regional District
Cowichan Valley Regional District
East Kootenay Regional District
Fraser Valley Regional District
Fraser-Fort George Regional District
Kitimat-Stikine Regional District

Kootenay Boundary Regional District
Metro Vancouver Regional District
Mount Waddington Regional District
Nanaimo Regional District
North Coast Regional District
North Okanagan Regional District
Okanagan-Similkameen Regional District
Peace River Regional District
qathet Regional District
Squamish-Lillooet Regional District
Strathcona Regional District
Sunshine Coast Regional District
Thompson-Nicola Regional District

From: [Heather Zenner](#)
To: [Heather Zenner](#)
Subject: Temporary Farm Worker Housing Minister's Bylaw Standard
Date: September 3, 2025 12:57:28 PM
Attachments: [TFWH Draft Discussion Paper Aug 2025 for Iq consult.pdf](#)

From: Fox, Alison AF:EX <Alison.Fox@gov.bc.ca>
Sent: August 11, 2025 4:40 PM
To: Bailey, Reed AF:EX <Reed.Bailey@gov.bc.ca>; Weightman, Jeffrey AF:EX <Jeffrey.Weightman@gov.bc.ca>
Subject: Temporary Farm Worker Housing Minister's Bylaw Standard

[CAUTION] This email originated from outside of the ACRD

Hello,

As you may know, the Ministry of Agriculture and Food's (Ministry) Guide for Bylaw Development in Farming Areas offers standards for local governments who are developing and amending bylaws affecting farming areas. These standards, known as the Minister's Bylaw Standards (MBS), relate mainly to zoning bylaws and have been created to promote consistency among local governments in their treatment of farming activities and to minimize conflict around agricultural uses.

In 2009, the Ministry created an MBS for Temporary Farm Worker Housing (TFWH) in the Agricultural Land Reserve (ALR). Given the greater reliance of industry on Temporary Foreign Workers (TFWs) and the more recent changes to the Agricultural Land Commission Act (ALCA) and Regulations regarding housing and the application process for housing, the Ministry has drafted a discussion paper to update the standard (attached). This discussion paper is intended to generate input from local government staff, Boards and Councils and Agricultural Advisory Committees (AACs) on the proposed changes that will help support bylaw development regarding TFWH in the ALR moving forward.

To date, Ministry staff have conducted a fulsome review of the existing MBS for TFWH in the ALR, how Ontario and Quebec regulate TFWH on their agricultural land base, conducted preliminary consultations with five local governments that see several applications for TFWH every year (City of Abbotsford, Township of Langley, City of Delta, City of Kelowna and Regional District of Central Kootenay), and consulted industry groups and individual producers. Ministry analysis indicates that much of the existing MBS for TFWH is still relevant, and as such, only minor amendments for the updated MBS for TFWH in the ALR are being proposed. These are summarized in section 6 of the attached discussion paper.

This project is now entering the final consultation phase with local governments. Input received during the consultation phase will be considered by Ministry staff and may influence the updated MBS for TFWH in the ALR.

Please provide any feedback you have by Wednesday, October 15th.

If you have any questions/concerns, don't hesitate to contact me directly.

Best regards,

Alison Fox, P.Ag.
Land Use Agrologist
Strengthening Farming Program
BC Ministry of Agriculture and Food
778 666-0566
Alison.Fox@gov.bc.ca



Ministry of
Agriculture
and Food

Farm Worker Housing in the ALR

Discussion Paper and Proposed Minister's Bylaw Standard
Criteria

August 7, 2025

Prepared by:
Strengthening Farming Program
Corporate Priorities and Policy Branch (CPPB)

Table of Contents

Acronyms Utilized:.....	4
1. Criteria Review and Development.....	5
1.1. Introduction.....	5
1.2. Scope.....	6
1.3. Criteria Purpose and Goals.....	7
1.4. Stakeholders.....	7
1.5. Objectives.....	8
1.6. Methods.....	8
1.6.1. Key steps.....	8
1.6.2. Process to Date.....	8
1.6.3. Next Steps.....	9
2. Agricultural Labour Force and Shortages in B.C.....	9
2.1. B.C.'s Agricultural Labour Force Composition.....	9
2.1.1. BC Residents.....	10
2.1.2. Temporary Foreign Worker (TFW) Program.....	11
2.1.3. Out-of-province domestic farm workers.....	14
2.2. Labour Shortages in Agriculture and Food.....	14
2.2.1. Horticulture.....	15
2.2.2. Meat processing.....	15
2.2.3. Seafood and aquaculture.....	15
3. Farm Worker Housing and Options.....	16
3.1. On-Farm Worker Housing Types.....	16
3.1.1. TFW On-farm Housing.....	16
3.1.2. Seasonal Camping.....	16
3.2. Benefits of On-Farm Housing.....	16
3.3. Challenges in Building On-Farm Housing.....	17
3.3.1. Housing pressure on the ALR.....	17
3.3.2. Challenges for Employers.....	18

3.3.3.	Challenges for local governments.....	18
4.	Legislation, Regulation and Policies.....	19
4.1.	Agricultural Land Commission Act	19
4.1.1.	Agricultural Land Commission Act	19
4.1.2.	ALR Use Regulation.....	19
4.1.3.	ALC Decision Making Policy L-26	19
4.2.	Industrial Camps Regulation.....	20
4.3.	Local Government.....	20
4.4.	Federal TFW Program	21
	Housing requirements for Federal TFW programs.....	21
4.4.1.	National minimum standards for housing	22
4.4.2.	Industry TFWH Housing Guidelines	22
5.	Existing Minister’s Bylaw Standard Criteria.....	22
5.1.	2009 Definitions.....	23
5.2.	2009 MBS Criteria for TFWH.....	24
6.	2025 Proposed Criteria Updates	29
6.1.	2025 Proposed Definitions and Industry Consultation Summary Table.....	29
6.2.	2025 Proposed Criteria and Industry Consultation Summary.....	33
7.	Next Steps.....	38
8.	References	38

Acronyms Utilized:

ALC – Agricultural Land Commission

ALCA - Agricultural Land Commission Act

ALR - Agricultural Land Reserve

CAHRC - Canadian Agricultural Human Resource Council

CEO - Chief Executive Officer

DPA - Development Permit Area

DFW - Domestic farm worker

ESDC - Employment and Social Development Canada

FTE - Full-time equivalent

MBS - Minister's Bylaw Standards

LMIA - Labour Market Impact Assessments

LGA - Local Government Act

AF - Ministry of Agriculture and Food

NCL - National Commodity List

NOC - National Occupation Classification

NARU - Non-Adhering Residential Use

ORLLFT - Occupations Requiring Lower Levels of Formal Training

OCP - Official Community Plan

QP - Qualified Professional

SAWP - Seasonal Agricultural Worker Program

TFWH - Temporary Farm Worker Housing

TFW - Temporary Foreign Worker

WALI - Western Agriculture Labour Initiative

1. Criteria Review and Development

1.1. Introduction

The purpose of this discussion paper is to provide a framework for a review of the current Minister's Bylaw Standard (MBS) on Temporary Farm Worker Housing (TFWH) in the Agricultural Land Reserve (ALR). The current standard was developed in 2009 and is overdue for a review, particularly in light of recent industry and legislative changes. The intent of the MBS for TFWH in the ALR is to provide guidance to local governments in the preparation of zoning and farm bylaws relating to TFWH, as laid out in s.551 of the *Local Government Act* (LGA). This paper will inform and incorporate stakeholder consultation as part of the review process, with the goal of creating a shared and up-to-date understanding about:

- How BC's agriculture industry and labour challenges have evolved since 2009;
- Housing needs and challenges of farm workers, including Temporary Foreign Workers (TFWs) and domestic farm workers (DFWs) from BC and other provinces;
- Challenges faced by local and regional governments and the Agricultural Land Commission (ALC) in balancing the need for more farm worker housing on-farm, with other priorities, including protection of agricultural land for farming.

In 2009 when the original MBS was released, local governments had sole jurisdiction over housing in the ALR, provided that any residences other than the principal residence and a manufactured home for a family member were necessary for farm use. Changes to the Agricultural Land Commission Act (ALCA) and Regulations in 2018 and 2021 mean that any TFWH beyond what is permitted by the ALC legislation (generally one 500 m² principal residence with a suite within, and one 90 m² additional residence (186 m² additional residence on parcels over 40 ha)) require approval of ALC. Local governments have the authority to be more restrictive than what the ALC legislation permits. Prior to 2018, local governments had the authority to determine on their own if a proposed residence was 'necessary for a farm use', whereas now they must decide whether or not to forward a Non-Adhering Residential Use (NARU) application to the ALC and may be using plans and bylaws that may have been developed with guidance from the 2009 TFWH MBS to make that decision.

In addition, the expanded use of the federal Seasonal Agricultural Worker Program (SAWP) and other TFW programs by the agriculture industry warrants examination in relation to how these workers are housed and whether the existing criteria are still meeting the needs of most sectors in the agriculture industry.

1.2. Scope

In 2009 the scope for the MBS reflected a relatively new need for housing SAWP workers on farms in the Okanagan and the Lower Mainland, primarily, and emphasized land use issues from regulating TFWH and meeting the federal program requirements for housing TFW. Housing for relatives, and domestic full-time employees were out of scope, as were health and living standards and building code issues. In 2023, legislative and regulatory changes to the ALCA and its regulations around housing, continued challenges around housing supply and availability in general, and the experience from the Covid-19 pandemic showed that industry may benefit from a more fulsome look at housing for seasonal and full-time DFWs, and health and living standards for farm workers. The Okanagan and Lower Mainland remain the two most dominant regions that require TFWH, but other areas of the province also have challenges around farm worker housing. Housing for non-farming relatives and building code issues remain out of scope for the 2025 criteria development process. Table 1 shows a summary of items that are in scope and out of scope for 2025 and how that compares to 2009.

Table 1: Scope comparison between 2009 and 2025

2009 criteria development process	2025 criteria development process
<p>In scope:</p> <ul style="list-style-type: none"> • Land use issues from regulating TFWH • Criteria for farm operations in the ALR in the South Coast and Okanagan regions • Emphasis on federal TFW program housing requirements 	<p>In scope:</p> <ul style="list-style-type: none"> • Retain considerations for TFWH: <ul style="list-style-type: none"> ○ Land use issues from regulating TFWH; federal TFW program housing requirements • Criteria for local government bylaws in the ALR in the South Coast and Okanagan regions specifically and other regions of the province generally. • Explore land use issues from regulating other farm worker housing <ul style="list-style-type: none"> ○ Seasonal DFWs ○ Year-round full time farm workers (TFW, DFW) • Recognition of health and living standards (e.g. infectious diseases, public health, worker safety considerations)

<ul style="list-style-type: none"> • Out of scope • Additional housing for full time employees • Housing for relatives • Housing footprints • Health and living standards • Building code issues 	<ul style="list-style-type: none"> • Out of scope • Housing for other purposes (vacation rentals, etc.) • Housing for non-farming relatives • Housing footprints • Health and living standards beyond size of units • Building code issues
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1.3. Criteria Purpose and Goals

The primary purpose of establishing the current standard and criteria for TFWH in the ALR was to “meet the agriculture industry’s need for temporary farm worker housing in a manner that minimizes the loss of agricultural land and addresses local government concerns” (Discussion paper 2009). The intended goals of the criteria were to:

- Meet the needs of the agriculture industry;
- Minimize the residential impact of TFWH in the agricultural area;
- Minimize loss and/or fragmentation of agricultural land due to TFWH; and
- Minimize the risk of TFWH being used for non-farm purposes.

For the 2024 review, the following additional goals are added to the list above:

- Streamline processing of TFWH applications through local governments adopting the criteria into bylaws so that fewer applications require rezonings after ALC approval;
- Support agriculture employers to build safe farm worker housing;
- Provide guidance for local governments developing bylaws for farm worker housing;
- Recognize the impact of suitable housing on the health and safety of farm workers; and
- Improve consistency of regulation of TFWH across local government jurisdictions.

1.4. Stakeholders

The following groups will be involved in the criteria development and/or review process:

- Ministry of Agriculture and Food staff
- Agricultural Land Commission staff
- B.C. Agriculture Council

- Farm commodity/industry groups
- Local governments and their Agricultural Advisory Committees
- Western Agriculture Labour Initiative (WALI)
- Employment and Social Development Canada (ESDC) – TFW Program staff

1.5. Objectives

The objectives of the review and development process are:

- Engage stakeholders to review and provide feedback on current and proposed changes to criteria, adoption and utilization of the existing criteria, what may facilitate implementation, and barriers to adoption of the criteria;
- Examine the impact of recent changes to the ALCA and Regulations on TFWH;
- Develop additional criteria based on expanded scope that includes domestic farm workers and year-round farm workers;
- Create updated standards that local governments can adapt and adopt as policy or regulation; and
- Work with local governments to facilitate implementation of the MBS.

1.6. Methods

1.6.1. Key steps

- Review relevant literature including Ministry of Agriculture and Food (AF) and ALC policies and BC Temporary Foreign Agriculture Worker Housing Inspection Housing Guidelines;
- Examine how the Ontario Ministry of Agriculture, Food, and Rural Affairs is addressing the issue;
- Review and compare existing local government regulations and policies; and
- Consult with AF staff, ALC staff, local governments, and the agriculture industry.

1.6.2. Process to Date

- Current policies and regulations dealing with the TFWH issue were examined and used to evaluate whether changes to the existing criteria are needed.
- Statistics on the use of federal TFW programs and the need for agricultural workers were examined to determine how use of the programs has been increasing and to benchmark the numbers of TFW needing on-farm housing.
- Discussions were undertaken with staff with the Ontario Ministry of Agriculture, Food and Agribusiness for their perspectives on issues surrounding TFWH and how Ontario local governments are dealing with issues through their plans and bylaws.

- An email exchange was initiated with staff with the Quebec Ministère de l'Agriculture, des Pêcheries et de l'Alimentation (MAPAQ) to determine how they regulate TFWH on their agricultural land.
- This information was then considered by a working group comprised of AF and ALC staff who worked together to review the current criteria listed in Part 5 of this document and propose the discussion points for consultation.
- A preliminary consultation was conducted with staff in five local governments which frequently see applications for TFWH (City of Kelowna, City of Abbotsford, City of Delta, Township of Langley and Regional District of Central Kootenay).
- Consultation with agriculture industry groups and individual producers was conducted from February to April 2025.

1.6.3. Next Steps

- The criteria and discussion paper will be distributed to the Ministry of Housing and Municipal Affairs, and local governments throughout the province for their review and feedback.
- Once all stakeholder input has been received and incorporated into the discussion paper, the criteria will be sent to the AF Executive and the Minister for final approval.
- Once approval has been received, any updated criteria will be incorporated into the Ministry's "Guide for Bylaw Development in Farming Areas".

The finalized information will be distributed to local governments and information sessions will be held to raise awareness of any new or changed criteria.

2. Agricultural Labour Force and Shortages in B.C.

The purpose of this section is to put the need for farm worker housing in context by providing background information about BC's agriculture workforce, with a focus on farm workers.

- Who are BC's farm workers?
- Where do they live and work?
- How has the agricultural workforce changed since 2009?
- What labour challenges are expected in the future?

2.1. B.C.'s Agricultural Labour Force Composition

The agriculture workforce in BC is made up of business owners (farm owner/operators, fishers, self-employed), contract workers, paid employees, and unpaid family and non-

family labour. Agriculture employees may be full-time, part-time, year around, or seasonal and may be B.C. residents, from other provinces/territories, or other countries (Table 2). Agriculture employees are also known to include workers who are not permanent residents and who are working under the table, however we do not have data on the extent to which this occurs.

Based on the variety of types of employment, seasonal fluctuations, and sources of workers, accurate data on the agriculture workforce is a challenge, and this challenge became particularly evident during the pandemic when understanding labour shortages and solutions became a pressing priority for policy makers.

Table 2: Workforce Composition of BC’s Primary Agriculture Sector

Source	Number	Description
B.C. Residents	28,300 (2020)	<ul style="list-style-type: none"> Includes permanent year around jobs, seasonal and part-time work Includes individuals employed by Farm Labour Contractors and food and beverage companies.
Temporary Foreign Workers (TFWs)	9,393 (2019) 8,564 (2020)	<ul style="list-style-type: none"> Includes four streams: Seasonal Agriculture Worker Program (SAWP), Agricultural Stream, High Wage and Low Wage Majority from Mexico, Guatemala, and Jamaica
Out-of-Province Domestic Farm Workers (DFWs)	1,500 – 2,500 per season prior to pandemic (no tracking of work force)	<ul style="list-style-type: none"> Primarily from Québec and Ontario Primarily work in the tree fruit and vine sector during harvest season
International travelers with work visas and/or who participate in work-trade programs	Lack of information on this group	<ul style="list-style-type: none"> Lack of information on this group
Undocumented workers	Lack of information on this group	<ul style="list-style-type: none"> Lack of information on this group

2.1.1. BC Residents

In British Columbia, the primary agriculture sector experienced a surge in domestic employment, reaching a peak of 30,300 jobs in 2020, before declining significantly to 22,400 in 2021 due to extreme weather events, then recovering through 2022 and by 2023 grew to 40,100 jobs. These jobs were evenly split between crop and animal production. Additionally, food and beverage manufacturing provided employment to 37,100 domestic workers in 2021, while the seafood industry employed 4,900 domestic workers in 2020. It's

notable that a portion of these domestic workers are family members of farm operators, accounting for 16% of farm employees in 2016. Moreover, there are 144 licenses for farm labour contractors, overseeing 8,146 bonded employees, with some of them also hiring TFWs.

2.1.2. Temporary Foreign Worker (TFW) Program

Employment and Social Development Canada releases quarterly data about TFW positions on approved Labour Market Impact Assessments (LMIA) which includes information about the province/region, employer's location, and National Occupation Classification (NOC) code.

In B.C., the use of TFWs in agriculture has shown a significant increase over the past decade. Data from sources like ESDC indicate a notable escalation in the number of TFW positions approved under LMIA's for primary agriculture, more than doubling between 2014 and 2021 (Table 3). This underscores the growing reliance on these workers to sustain B.C.'s agricultural sector.

Table 3: Number of TFW Positions on Positive Labour Market Impact Assessments from Primary Agriculture program stream, B.C., 2014-2022

Region	2014	2015	2016	2017	2018	2019	2020	2021	2022
Lower Mainland-Southwest	3,732	4,730	5,465	6,463	9,810	6,957	8,674	7,634	9,250
Thompson-Okanagan	2,600	3,570	3,890	3,886	6,210	5,460	6,178	5,816	6,452
Rest of B.C.	352	369	319	451	803	834	901	759	1,268
<i>Vancouver Island and Coast</i>	148	111	169	197	261	278	287	281	355
<i>Kootenay</i>	95	135	128	135	364	234	415	312	652
<i>Cariboo</i>	15	7	13	48	151	267	185	85	136
<i>North Coast</i>	0	0	0	1	0	1	4	3	2
<i>Nechako</i>	2	4	0	3	1	51	4	13	22
<i>Northeast</i>	0	0	0	1	2	1	2	55	7
<i>Unspecified</i>	92	112	9	66	24	2	4	10	94
TOTAL	6,684	8,669	9,674	10,800	16,823	13,251	15,753	14,209	16,970

Analysis of B.C.'s agriculture and food sectors reveals that the majority of TFWs are engaged in roles such as general farm labour, nursery or greenhouse work, and crop harvesting. Interestingly, sectors like food processing and fish and seafood have fewer temporary foreign workers, as they do not qualify for certain worker programs that are available to primary agriculture (Table 4). This divergence reflects the varied regulations and demands within different segments of the industry.

Table 4: Number of TFW positions on positive Labour Market Impact Assessments by NOC code, B.C. 2021 and 2022.

Sector	NOC Code	Description	TFW positions 2021	TFW positions 2022
Food Processing	9617	Labourers in food and beverage processing	183	245
	9213	Supervisors, food and beverage processing	14	20
	9461	Process control and machine operators, food and beverage processing	18	30
	6331	Butchers, meat cutters and fishmongers - retail and wholesale	116	165
	9462	Industrial butchers and meat cutters, poultry preparers and related workers	41	70
	6332	Bakers	106	165
	9465	Testers and graders, food and beverage processing	1	0
	Food Processing - Subtotal			479
Fish and Seafood	0823	Managers in Aquaculture	0	10
	8613	Aquaculture and marine harvest labourers	0	0
	9463	Fish and Seafood Plant Workers	120	155
	9618	Labourers in fish and seafood processing	17	25
	Fish and Seafood - Subtotal			137
Agriculture	0821	Managers in agriculture	16	35
	8252	Agricultural service contractors, farm supervisors and specialized livestock workers	361	420
	0822	Managers in horticulture	0	10
	2225	Landscape and horticulture technicians and specialists	48	85
	8432	Nursery and Greenhouse Workers	2534	1690
	8255	Contractor and supervisors, landscape grounds maintenance and horticulture	54	45
	8431	General Farm Workers	8288	10225
	8611	Harvesting Labourers	962	900
	Agriculture - Subtotal			12263
TOTAL			12879	14325

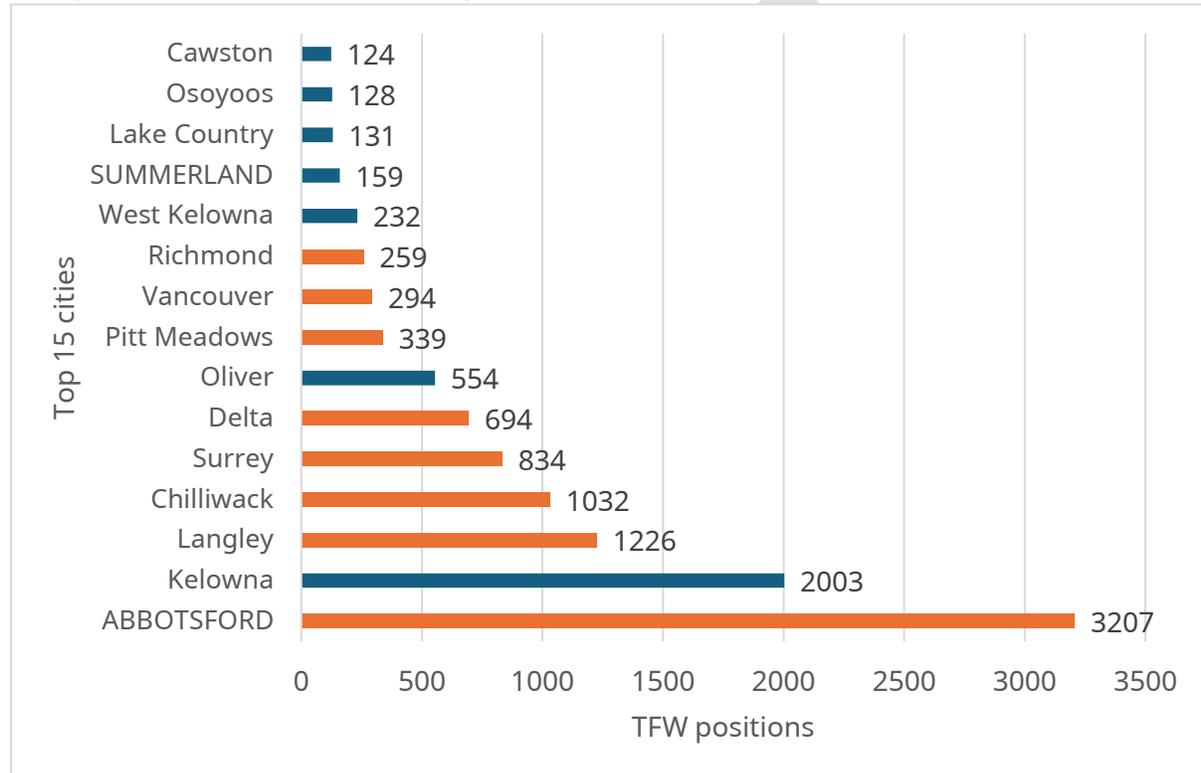
Note: Data is from all 4 streams and includes Low-Wage and High-Wage.

Geographically, most employers of TFWs are concentrated in regions such as the Lower Mainland/Fraser Valley and the Okanagan Valley. Abbotsford emerges as a prominent centre, with 319 employers and 3,207 approved positions, followed by Kelowna with 57 employers and 2,003 approved positions (Table 5). This geographic distribution aligns with

the heavy reliance on TFWs in areas characterized by greenhouse production, nursery operations, and tree fruit and vineyard operations, where labour demand fluctuates seasonally.

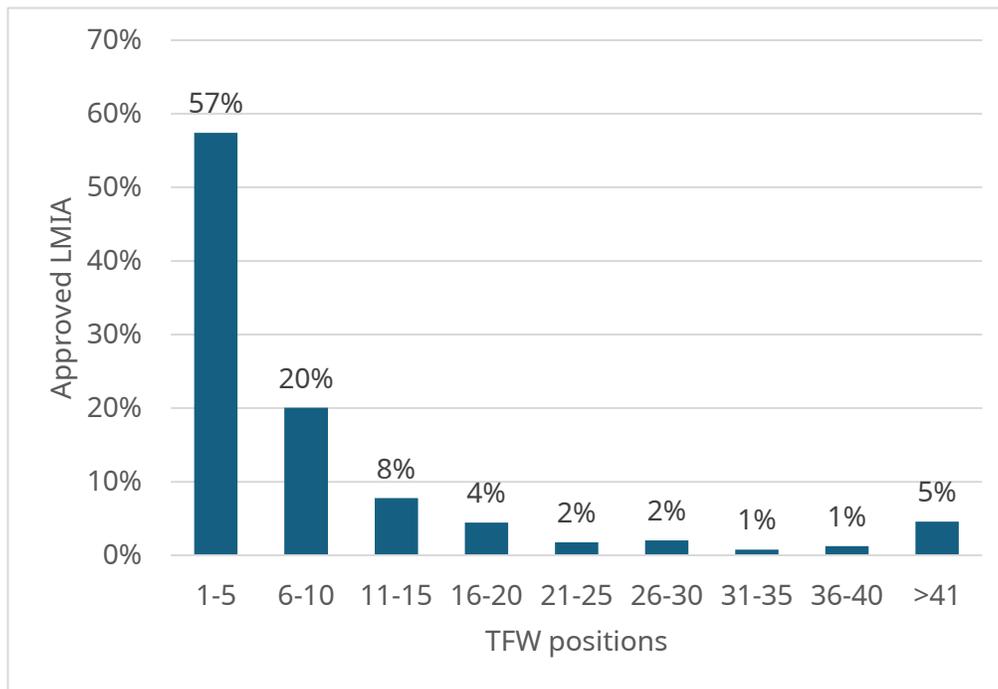
Table 5: Top 15 cities for TFW positions for approved LMIAs in primary agriculture, B.C., 2020.

Orange = South Coast, Blue = Okanagan



Despite the substantial demand for labour, the majority of employers do not hire large numbers of TFWs at once. In fact, in 2020, nearly all approved positions were for 40 workers or fewer, with over half limited to just 5 workers or fewer (Table 6). However, there exists a subset of employers who require a significantly larger workforce. While most employers hire fewer than 40 workers, a small minority surpass this threshold. Some of the leading employers engage hundreds of TFWs, highlighting the substantial workforce requirements of certain farms.

Table 6: Frequency of TFW positions in approved LMIAs in primary agriculture, B.C. 2020.



2.1.3. Out-of-province domestic farm workers

Farms in the Okanagan Valley and Creston Valley rely on seasonal DFWs who primarily come from Québec and Ontario to pick fruit. The workers camp and move from farm to farm as the harvest season progresses. There is a lack of data on this population and estimates of the number of DFWs working on B.C. farms annually, ranges from 1,500 – 2,500. The number of DFWs in 2020 and 2021 were reported by farmers and industry associations to be lower than prior to the COVID-19 pandemic, further contributing to labour shortages.

DFWs are known to move around, camping in undesignated sites and on farms and relying on community amenities. During the Covid-19 pandemic there were both concerns from the DFWs over lack of accommodation options and concerns from local community residents over the impact of this transient population.

2.2. Labour Shortages in Agriculture and Food

Agriculture is facing significant and widespread labour shortages. Worker shortages cost B.C. primary agriculture producers \$216 million in 2018 and these shortages are expected to grow (Canadian Agricultural Human Resource Council, 2019). The gap between

available domestic labour in peak season and the amount required by the agricultural industry is expected to grow by a further 16% by 2030 (CAHRC, 2024).

2.2.1. Horticulture

According to the Canadian Agricultural Human Resource Council's (CAHRC) agricultural labour forecast to 2030:

- Growing demand for labour and a declining supply of domestic workers will widen British Columbia's primary agriculture labour gap to an estimated 15,200 unfilled jobs, a 30% gap, by 2029.
- The greenhouse, nursery, and floriculture industry - B.C.'s largest sector for employment in primary agriculture – will see an estimated 27.5 percent increase in positions going unfilled by domestic workers (4,000 jobs in 2017 increasing to 5,100 jobs in 2029).
- The tree fruit and vine industry is forecasted to see a similar increase of 26 percent (5,500 jobs in 2017 increasing to 6,300 jobs in 2029).
- Primary agriculture will have the most challenges with recruiting and retaining general farm worker positions and nursery and greenhouse worker positions, which accounted for 38 percent of the province's sector employment in 2017, and 79 percent of the jobs that couldn't be filled by resident workers.¹

2.2.2. Meat processing

Similar to horticulture, the meat processing sector has a high degree of seasonality, lack of full-time equivalent (FTE) opportunities, is physically challenging, lower than average wages, and a high degree (47 percent)² of the current workforce nearing retirement age. With the exception of on-farm processing on very rural and remote farms, housing for meat processing workers is unlikely to be a common request in the ALR.

2.2.3. Seafood and aquaculture

A 2019 national Labour Market Information report on the aquaculture subsector specifically suggests similar labour pressures as those facing primary agriculture will be felt over the next decade, including growing demand and a declining labour pool³. Currently, fish and seafood are not on the National Commodity List (NCL). This prevents fish, seafood, and aquaculture producers from accessing labour through the SAWP or Agriculture Stream of the TFW Program.

¹ https://cahrc-ccrha.ca/sites/default/files/BC_EN_Reduced%20size.pdf

² <https://www.workbc.ca/careers/6331#earnings-and-outlook>

³ https://cahrc-ccrha.ca/sites/default/files/2021-11/AQU_F2_Reduced%20size.pdf

3. Farm Worker Housing and Options

3.1. On-Farm Worker Housing Types

3.1.1. TFW On-farm Housing

Typical on-farm accommodations for TFWs range from bunkhouse/dormitory-style, single family home, traditional bedroom suites, or studio suites. Modular housing (commonly referred to as “ATCO-type trailers”) has become more prevalent in recent years for larger TFW employers. Modular housing structures may be short-term or long-term, and are generally pre-fabricated and relocatable on temporary foundations.

Some examples of TFW housing sites from 2021 Covid-19 inspections provide a cross section of on and off-farm housing and what local governments might expect to see at the application stage:

- Workers on one site in the Okanagan were housed in 14 bedrooms across 5 ATCO-type trailers, 2 workers in each bedroom. The site had an additional trailer with 4 kitchens and 1 large laundry room.
- Housing for 42 workers on a South Coast operation was provided in a large house. The house had 6 bedrooms, ranging from 1 to 4 beds per room.
- One employer in the Interior housed their single TFW in a room in the employer’s house. The worker had access to their own bathroom.
- One employer on Vancouver Island housed 6 TFWs in one large bedroom on the farm site. The bedroom had three 2-person bunkbeds.

3.1.2. Seasonal Camping

About 1,500 to 2,500 domestic farm workers come to B.C. to work in the tree fruit and vine sector during harvest season (June to August for cherries, August to November for apples and wine grapes). No hard data exists on this worker population. It is estimated about a quarter of DFWs stay on the farms of their employers as campers, while many others may camp on Crown land or illegally in local parks and beaches, resulting in complaints and bylaw enforcement. The Secrest Hill Agriculture Workers’ Campsite (formerly known as Loose Bay Campground) located north of Oliver has 125 campsites and was upgraded in 2020 to improve worker hygiene facilities and is managed by the Regional District of Okanagan Similkameen.

3.2. Benefits of On-Farm Housing

On-farm housing offers several advantages for employers in the agricultural sector. Firstly, it serves as a powerful tool for attracting and retaining workers, both locally and from

other provinces. By providing accommodation, employers address a critical need for employees, which can significantly enhance workforce stability. Additionally, on-farm housing streamlines transportation logistics. Workers do not need to own cars, and employers are relieved of the burden of organizing transportation to the farm. This not only simplifies operations but also reduces associated costs, contributing to overall efficiency. Furthermore, on-farm housing proves to be a cost-effective alternative to renting accommodations from external landlords. In regions with low rental vacancies and high rates, such as B.C., where the vacancy rate was as low as 1.4% in 2021 (source), this approach mitigates financial strain and administrative complexities for employers.

On-farm housing also offers numerous benefits for workers in the agricultural industry. Firstly, it provides much-needed security in the face of challenging housing markets. In areas with low rental vacancy rates, like British Columbia, securing accommodation can be daunting. On-farm housing offers stability and peace of mind for farmworkers. Financially, workers stand to gain from on-farm housing arrangements. Lower rents or accommodations included in their compensation package translate to direct savings and improved budget management. This is particularly valuable in regions where rental costs are high, or where the tourist season overlaps the farming season, making options like motels unavailable. Moreover, on-farm housing reduces commuting expenses for workers. Living on-site means less time and money spent on transportation, whether it's fuel, vehicle maintenance, or transit fees. This not only enhances convenience but also improves the financial well-being of workers. Lastly, on-farm housing offers convenience for farm workers, eliminating the need to search for temporary accommodation. Whether it's camping facilities or other housing options, this arrangement alleviates the stress of finding housing, especially for short-term workers.

In summary, on-farm housing can be a mutually beneficial solution for both employers and workers in the agricultural sector. It addresses housing challenges, enhances operational efficiency, and improves worker satisfaction, ultimately contributing to a more resilient and sustainable workforce.

3.3. Challenges in Building On-Farm Housing

3.3.1. Housing pressure on the ALR

Housing temporary farm workers on agricultural land, most of which is in the ALR, presents some significant challenges. These include:

- Potential misuse of additional housing (e.g. as rental housing for non-farm use).
- Impact on agricultural land (e.g. through loss of farmland or subdivision).
- Impact on the agricultural landscape (e.g. increased residential presence).

- Increased demands on infrastructure. (increased reliance on sewer/septic, water and electrical?)

3.3.2. Challenges for Employers

Employers face many regulatory concerns when trying to provide on-farm housing for workers:

- Cost of building and maintaining suitable accommodation.
- Confusing, overlapping regulations relating to farm worker housing (multiple agencies and policies involved, including local government, ALC, federal and health agencies).
- Opposition from neighbours who perceive farm worker housing as increasing noise/crime/traffic in their communities.
- High compliance costs (fees, time) for going through permitting/review processes for new construction or alteration.
- Multiple agencies involved, and difficult timelines for approvals.

These hurdles pose negative impacts on farm business operations resulting in:

- Difficulties in recruiting and retaining workers who need a place to live while working at the farm.
- Delays in being able to get farm labour in place for a particular season.
- Impacts to farm viability and competitiveness, which are already challenging for agricultural employers.

3.3.3. Challenges for local governments

Local governments can face a number of challenges when planning for and approving TFWH in their jurisdictions including:

- Resistance from neighbours, and negative public perceptions of farm workers and farm worker housing.
- Greater demands on local infrastructure.
- Resources needed to ensure housing on land zoned for agriculture isn't being developed for non-farm purposes.
- Lack of internal expertise for determining if housing is necessary for farm use.
- Enforcement around who is living in farm worker housing can be extremely difficult.

4. Legislation, Regulation and Policies

4.1. Agricultural Land Commission Act

4.1.1. Agricultural Land Commission Act

Changes to the ALCA in 2018 and 2021 have affected how housing, including TFWH, is approved in the ALR. All additional residences in the ALR beyond what is allowed in the ALCA and ALR Use Regulation now require a NARU application to be approved by the ALC. Previously, any additional housing that was for farm use did not require approval of the Commission, and local governments differed in how they handled the approval of those additional residences. Now, the Commission cannot approve additional residences in the ALR unless the additional residence is necessary for farm use.

4.1.2. ALR Use Regulation

Effective December 31, 2021, s.34.3 of the ALR Use Regulation allows for the addition of a second residence under specific conditions. These conditions entail having only one existing residence on a parcel at the start of construction for the additional dwelling. For properties 40 hectares or less, new construction must result in no more than a principal residence with a total floor area not exceeding 500 m² and an additional residence with a maximum floor area of 90 m², subject to local government bylaws. Alternatively, for properties exceeding 40 hectares with a lawfully constructed principal residence, an additional dwelling of up to 186 m² may be permitted, contingent upon local government bylaws. A lawfully constructed principal residence denotes a residence that is 500 m² or less, a dwelling predating the legislative amendments of February 22, 2019, under Bill 52, or a residence larger than 500 m² approved by the ALC and built with appropriate authorizations. If a property already has more than one residence, then a NARU application is required for all additional residence requests, and they must be necessary for farm use.

4.1.3. ALC Decision Making Policy L-26

Following the legislative changes in 2019, the ALC adopted [Policy L-26](#) which includes decision-making considerations for housing for TFWs under a federal agricultural worker program. The policy outlines a preference of the Commission for utilizing existing buildings or using temporary residential structures that are installed on a temporary foundation with no basement.

In addition, the Commission delegated decision-making authority for some TFWH applications to the Chief Executive Officer (CEO) in April of 2019. This was intended to

streamline the application and decision process for TFWH where the workers are registered in a federal agricultural worker program. Policy L-26 outlines the criteria used to determine if an application can be delegated to the CEO, which is based on the current MBS for size of farm operation (farm unit), number of workers, temporary nature of the structure(s), registration of a restrictive covenant, and posting of a bond.

4.2. Industrial Camps Regulation

The Industrial Camps Regulation in British Columbia sets standards for temporary housing provided to farm workers where it meets the definition of an industrial camp. These standards cover the construction, facilities, and operation of accommodations to ensure they meet health and safety requirements. For example, the regulation specifies conditions for the construction of living quarters, ventilation, and prevention of pest infestation. It also outlines requirements for dwellings, bedrooms, and sanitary facilities, such as minimum room sizes, overcrowding prevention, and sanitation practices. Additionally, the regulation addresses water supply, sewage disposal, and garbage disposal to maintain cleanliness and prevent health hazards. Operators of these facilities are responsible for continuous supervision, maintenance, and reporting of illnesses. Overall, the regulation aims to ensure that temporary housing for farm workers in industrial camps meets appropriate standards for health, safety, and sanitation.

4.3. Local Government

Local governments in B.C. derive their ability to zone land from s. 479 of the *Local Government Act*. Local governments may use this zoning power to regulate housing in the ALR, including TFWH, provided the zoning is consistent with the ALCA and regulations and other provincial statutes. The MBS aims to help LGs to develop OCP policies and zoning bylaws that will allow and regulate TFWH and minimize the number of rezoning applications for this use. Zoning regulations can limit the size and number of dwellings on a parcel, set a minimum farm size where farm worker housing is permitted, and require setbacks or otherwise address siting of housing. By enacting zoning bylaws that are consistent with the MBS criteria, local governments can ensure that TFWH meets the needs of a large proportion of the agriculture industry while reducing the administrative burden of rezoning applications on both farmers and the local government, minimizes the impact of housing on agricultural land, and ensures consistency of zoning regulations across local government boundaries. This last point is important as many farms may now consist of multiple parcels in multiple jurisdictions and is one of the key reasons for industry requesting this update.

In B.C., local governments have the authority to require building permits for new construction of TFWH or the conversion of other structures to housing which must meet the standards outlined in the B.C. Building Code. The B.C. Building Code sets out technical provisions for the design and construction of buildings in the province to ensure the safety and structural integrity of housing units. Requiring building permits for TFWH can help to ensure that these workers have access to safe housing.

4.4. Federal TFW Program

Housing requirements for Federal TFW programs

The federal TFW Program has four streams for primary agriculture. Employers from commodities on the National Commodity List may apply for workers from the SAWP or Agriculture Stream Program. Employers that are not on the list (e.g. aquaculture, food and beverage manufacturing) may apply for workers from the High-Wage or Low-Wage Stream programs. The vast majority of agricultural TFWs in B.C. are from SAWP. Employers of SAWP and Agriculture Stream workers are required to provide suitable on-farm or off-site accommodations for their workers. Workers have the option of finding other housing, but they typically face barriers (e.g. low wages, restricted legal immigration status, language barriers) that prevent them from finding alternative accommodations.

Multiple agencies are involved in inspections of agricultural TFW housing in B.C. Employers must provide proof that the on-farm or off-site housing was inspected by a private inspector in the 8 months prior to the date the LMIA application is received by ESDC. WALI maintains a list of private home inspectors familiar with TFWH and receives and holds the inspection reports.

ESDC conducts administrative reviews and inspections to ensure compliance with the Immigration and Refugee Protection Regulations. Inspections may be conducted any time within a six-year period beginning on the first day of employment for the foreign worker. Inspectors assess 24 conditions for compliance. Non-compliance can result in a warning, monetary fine, permanent ban, publication of employer's name online, and suspension of previous LMIAs.

Several provincial agencies are also involved in regulating and inspecting TFW housing. Regional health authorities, WorkSafeBC, and local Fire Marshals are the primary provincial authorities with the legislated mandate to inspect, investigate and enforce compliance with regards to health and safety of accommodations on farm sites in B.C. Inspections carried out by these authorities are complaint driven.

4.4.1. National minimum standards for housing

In the December 2021 release of the [“What We Heard Report: Consultations on Accommodations for Temporary Foreign Workers”](#), the federal Minister of Employment, Workforce Development and Disability Inclusion directed officials to lead the development of program changes aimed at addressing concerns of unsafe and unsuitable employer-provided TFW accommodations. ESDC will be introducing new housing requirements to address health and safety concerns in employer-provided accommodations. Proposed program changes are expected to be communicated prior to implementation.

4.4.2. Industry TFWH Housing Guidelines

Employers who wish to hire TFWs must provide proof of housing inspection within the 8 months prior to ESDC receiving their LMIA application. Inspections must be conducted by a private home inspector with experience in inspecting TFWH using the B.C. Temporary Foreign Agriculture Worker Housing Inspection Housing Guidelines. The Guidelines are an industry document that has been developed in reference to relevant regulations (including the Industrial Camps Regulation and the B.C. Building Code) and through negotiations with foreign governments participating in TFW programs. The Guidelines have no legal or regulatory status and a successful inspection using the Guidelines does not ensure or replace employers’ responsibility for compliance with other legislation/regulations.

5. Existing Minister’s Bylaw Standard Criteria

Part 5 outlines the 2009 criteria for regulating TFWH that were developed through an extensive stakeholder engagement process. Since 2009, many local governments around the province have either updated existing TFWH bylaws or have adopted new bylaws. The criteria were intended to be flexible and adaptable to each community’s situation provided they remained consistent with the ALCA and its regulations. When the criteria were developed in 2009, the scope was limited to criteria for housing for TFWs registered in federal TFW programs only. There was a stated intention to develop criteria for other farm worker housing in the future, although no concrete steps were taken to that end.

As part of the 2024 review, it is suggested that scope be broadened and that the MBS criteria be developed for a broader range of farm workers. There has also been concern from industry about consistency of regulation across local government boundaries. It is therefore important that the revised criteria work for farmers and local governments. The proposals for revising the criteria are discussed in Table 7 in Part 6, while this Part provides the 2009

criteria for easy reference. This section will be updated with the revised criteria following the preliminary consultation.

5.1. 2009 Definitions

The following definitions are provided to clarify the meaning of certain words that are used in the criteria. The definitions are drawn or adapted from the *Farm Practices Protection (Right to Farm) Act*, [Guide for Bylaw Development in Farming Areas](#), the *Assessment Act*, and various local government bylaws. For a more complete list of definitions see the [Guide for Bylaw Development in Farming Areas](#) and the [Guide to Edge Planning](#).

Accessory Farm Residential Facilities	The following buildings, structures or improvements associated with a principal residence or additional residence on a farm: <ol style="list-style-type: none">1) attached or detached garages or carport2) decorative landscaping3) attached or detached household greenhouse or sunroom4) residential-related workshop, tool, and storage sheds5) artificial ponds not serving farm drainage, irrigation needs, or aquaculture use6) residential-related recreation areas such as, but not limited to, swimming pools and tennis courts.
Additional Residence	A building on a farm used as a home or residence by: <ol style="list-style-type: none">1) A full-time employee of the farm and his/her spouse and children or;2) A member of the land owner's immediate family, as defined in the Agricultural Land Reserve Use, Subdivision and Procedure Regulation;3) Temporary farm worker(s);
Farm Class	a designation given to a lot or part of a lot that is classified as "farm" under the <i>Assessment Act</i> .
Farm Operation	as defined under the " <i>Farm Practices Protection (Right to Farm) Act</i> " see Appendix B for complete definition.
Farm Unit	an area of land used for a farm operation consisting of one or more contiguous or non-contiguous lots, that may be owned, rented or leased, which form and are managed as a single farm.
Farm Residential Footprint	means the portion of a lot that includes a <i>principal farm residence</i> , <i>additional farm residence</i> and its <i>accessory farm residential facilities</i> .

Manufactured Home	means a transportable prefabricated structure, whether ordinarily equipped with wheels or not, that is designed, constructed or manufactured to be moved from one place to another and to be used for residential use. The structure normally conforms to a standard required by the National Building Code of Canada.
Non-manufactured Home	Means a site-built detached dwelling on a permanent foundation constructed in compliance with the B.C. Building Code standards applicable to residential occupancy.
Principal Farm Building	means any <i>farm building</i> intended to accommodate the main use or uses of the <i>farm unit</i> but does not include any accessory farm buildings.
Principal Residence	means the main <i>building</i> used to accommodate a resident but does not include a TFWH
Restrictive Covenant	means a legal agreement completed according to s. 219 of the <i>Land Title Act</i> .
Statutory Declaration	means a document that is covered under the <i>Evidence Act</i>
Temporary Farm Worker	means an individual or individuals who carry out agricultural work on a temporary, seasonal basis on a <i>farm operation</i> and are registered with a federal government temporary worker program.
Temporary Farm Worker Housing	means accommodation that is used solely for the purpose of providing cooking, sanitary, and sleeping facilities to temporarily house <i>temporary farm worker(s)</i> on a <i>farm operation</i> as necessary for the agricultural labour needs of a <i>farm operation</i> or other farms, if permitted.

5.2. 2009 MBS Criteria for TFWH

1. Farm Class

The farm *lot* where the *TFWH* is to be located must be classified as 'farm' under the *Assessment Act*.

- Local governments may wish to ask for a copy of the farm's B.C. Assessment notice, as part of the building permit application.

2. Minimum Farm Unit Size

The minimum farm unit size on which *TFWH* can be located is 4 hectares.

3. Maximum Useable Floor Area^b

- a.) Greenhouse operations, mushroom operations, and berry/vegetable operations with *on-farm processing* or *product preparation*: Maximum useable floor area per worker is 10m². If desired, local governments may restrict the number of workers per building.
- b.) All other commodities: cumulative maximum useable floor area for all *TFWH* on a *farm unit* is 400 m²; maximum useable floor area / person is 10 m². If desired, local governments may restrict the number of workers per building.

4. Maximum Number of Workers

- a.) Greenhouse operations, mushroom operations and berry/vegetable operations with *on-farm processing* or *product preparation*: 1 worker: 1,000 m² of *principal farm building* floor area, to a minimum ceiling of 130 workers per farm.
- b.) All other commodities: a minimum ceiling of 40 workers per farm.
- c.) The minimum ceiling cap criteria will be reviewed annually for the first three years after the standard is approved.

5. Housing Type

The *TFWH* should be either an *existing building* or a *manufactured home*, constructed or manufactured to be moved from one place to another and to be used for residential use, installed on a temporary foundation with no basement. However, a local government may wish to consider the size and type of farm operation should a request for non-manufactured housing be made. Suggested criteria include: the principal farm building and the farm operation has been in place for at least 5 years; the temporary farm workers will be living in the housing at least 8 months in a calendar year; and the local government may ask for removal or decommissioning of the housing if not used for 2 years.

6. Home Plate or Setbacks

- If a local government uses the home plate^d concept in their bylaws all *accessory farm residential facilities*, including new *TFWH*, must be on a declared *home plate^d contiguous to a home plate of an existing residence* unless otherwise authorized by a development variance permit.
- If a local government does not use the home plate^d concept in their bylaws, the maximum setback for new *TFWH* is 15 metres from the primary residence and 60 metres from an existing road or other access unless otherwise

authorized by a development variance permit. In cases where the 15 metre and 60 metre setbacks cannot be met simultaneously, then the maximum 15 metre setback from the *principal residence* must be met for new *TFWH* unless otherwise authorized by a development variance permit.

- If new *TFWH* is located on a vacant lot it must be a temporary, manufactured dwelling(s) and meet the *home plate*^d criteria.
- Home plates or setbacks may be varied for reasons of topography, agricultural capability, or other special considerations through a Development Variance Permit.

7. Time and User Restrictions

- A *statutory declaration* must be filed with the local government annually stating that the building will be used only for *TFWH* for a specified period of time.
- A *restrictive covenant*^e must state that the new *TFWH* will only be used by *temporary farm workers* and that the owner will remove the *TFWH* and restore the land to agricultural use if the *TFWH* is vacant for two consecutive years. If an *existing building*^c is converted to *TFWH* and is not used by *temporary farm workers* for two consecutive years, the owner must either have the *building* removed or decommissioned so that it is no longer habitable.
- Under section 483 of the *Local Government Act*, local governments are permitted to enter into a statutory declaration to specify restrictions on the user of the residence.
- The *TFWH* can be used to house *temporary farm workers* employed on other *farm operations* provided a *statutory declaration* is filed with the local government describing the terms of the arrangement and there is a written agreement between the *farm operations*. This applies to workers registered with the SAWP program only and is subject to prior approval by Employment and Social Development Canada and the host country. The workers must be employed at least part of the year on the farm with the *TFWH*.
- A sample restrictive covenant and statutory declaration are located in Appendix D.

8. Financial Guarantee for Building Removal or Decommissioning

- A deposit sufficient to either remove new *TFWH* or decommission an *existing building*^c used for *TFWH* must be provided to the local government upon approval of the *TFWH* or
- The cost of removing new *TFWH* or decommissioning an *existing building*^c will be recovered by the local government through taxes applied to the property.

9. Other Considerations

- Workers living in the *TFWH* must be registered with a federal government temporary farm worker program⁹.
- *TFWH* must meet the standards in the *Health Act*, the B.C. Building Code and the “Guidelines for the Provision of Seasonal Housing for Migrant Farm Workers in B.C.”. Inspections are required prior to initial occupancy (as per the above-noted guidelines), and annually thereafter. In addition, inspections of *TFWH* by a housing inspector are required when a complaint is filed by a temporary farm worker to their consulate and the consulate notifies WALI.
- Local governments may want to consider developing a statutory declaration as per Section 483 of the *Local Government Act*. Please see Appendix C for further information.
- Local governments may wish to specify that *TFWH* can only be built on a parcel of land owned by the applicant.
- Although only on farm housing is covered in the scope of this criteria, alternative options for housing temporary farm workers is elaborated on in Appendix A. These options include consolidated housing, both on-farm and off-farm.
- Local governments or farmers may wish to request amenity space for workers (either indoor or outdoor). All types of housing should strive to minimize the building footprint and amenity space, and attempt to locate on lower capability ALR lands where appropriate.

Notes:

- a. In cases where these criteria do not fit a farmer’s needs, an appeal to the Board of Variance could be made. Use or density changes would require a rezoning application.
- b. **Useable Floor Area:** The “Guidelines for the Provision of Seasonal Housing for Migrant Farm Workers in B.C.” notes the minimum floor area per person is 7.44 m² with a minimum of 8.5 m³ of air space per person in the sleeping area. The floor area in washrooms, laundry rooms, mechanical rooms and storage rooms is not considered useable living area and is not included in the calculation of useable floor area.
- c. **Existing Building:** Buildings that already exist on the farm may be used for *TFWH* provided they comply with the applicable *TFWH* criteria. Existing buildings must have a building permit application or final inspection in place at least two years in advance before applying for conversion. If the existing building exceeds the maximum allowable floor area per worker or per farm unit, the excess area must be made inaccessible to the workers. If existing buildings are outside of the declared home plate area they become legally non-conforming [Section 911 (1) of the *Local Government Act*]. The property owner may apply for a development variance permit to include these buildings in the home plate. Note: If 75% or more of a non-conforming building’s value above its foundations is damaged or destroyed, it must not be repaired or reconstructed except for a conforming use in the bylaw [Section 911 (8)].
- d. **Home Plate:** The concept of a farm home plate restricts houses, including farm houses, and the accessory residential uses such as lawns, swimming pools, tennis courts, garages for personal vehicles to a specified maximum size. The home plate is also limited on a lot by restricting how far the home plate can be located from a road

- frontage that provides access to the lot. The average home plate size in adopted or draft local government home plate bylaws is approximately 0.4 ha (1 acre); the maximum depth of the home plate from the road ranges from 30 m to 60 m. Home plate standards are currently under development by AF.
- e. **Restrictive Covenant:** Limits use of the *TFWH* housing to the terms stipulated by the local government, such as dates of occupation, financial security to remove buildings, and agreement to remove the *TFWH* when it is no longer being used. A restrictive covenant is registered on the title of the property in favour of the local government in perpetuity (or until the local government removes it).
 - f. **Multiple Farms Using a Single TFWH Unit:** Using new or existing buildings on agricultural land to provide TFWH for multiple farms rather than each farm having its own TFWH, will help to reduce fragmentation of agricultural land and reduce the residential impact of multiple farm worker housing. This can be difficult to implement as participating farms may come and go, and this type of housing is best located outside the ALR.
 - g. **Government Temporary Farm Worker Program:** Any federal government program (e.g. SAWP and Occupations Requiring Lower Levels of Formal Training [ORLLFT]), that recruits temporary farm workers for a specified period of time. If farm operations in a specific community rely on domestic migrant farm labour (and not just foreign migrant farm workers), the local government may not want to include this requirement in their bylaw.

6. 2025 Proposed Criteria Updates

6.1. 2025 Proposed Definitions and Industry Consultation Summary Table

Term	2009 Definition	2025 Proposed Definition	Industry Feedback	Change
Accessory Farm Residential Facilities	<p>The following buildings, structures or improvements associated with a principal residence or additional residence on a farm:</p> <ul style="list-style-type: none"> • attached or detached garages or carport • decorative landscaping • attached or detached household greenhouse or sunroom • residential-related workshop, tool, and storage sheds • artificial ponds not serving farm drainage, irrigation needs, or aquaculture use • residential-related recreation areas such as, but not limited to, 	<p>The following buildings, structures or improvements associated with a principal residence or additional residence on a farm:</p> <ul style="list-style-type: none"> • attached or detached garages or carport • decorative landscaping • attached or detached household greenhouse or sunroom • residential-related workshop, tool, and storage sheds • artificial ponds not serving farm drainage, irrigation needs, or aquaculture use • residential-related recreation areas such as, but not limited to, 	<p>N/A.</p>	<p>No Change</p>

	swimming pools and tennis courts.	swimming pools and tennis courts.		
Additional Residence	<p>A building on a farm used as a home or residence by:</p> <ul style="list-style-type: none"> • A full-time employee of the farm and his/her spouse and children; or, • A member of the land owner's immediate family, as defined in the Agricultural Land Reserve Use, Subdivision and Procedure Regulation; • Temporary farm worker(s). 	A residence on a parcel of agricultural land, other than the principal residence.	N/A	Change to reflect ALCA definition
Farm Class	A designation given to a lot or part of a lot that is classified as "farm" under the <i>Assessment Act</i> .	A designation given to a lot or part of a lot that is classified as a farm under the <i>Assessment Act</i> .	N/A	No Change
Farm Operation	As defined under the "Farm Practices Protection (Right to Farm) Act" see Appendix B for complete definition.	As defined under the <i>Farm Practices Protection (Right to Farm) Act</i> .	N/A	No Change
Farm Unit	An area of land used for a farm operation consisting of one or more contiguous or non-contiguous lots, that may be owned, rented or leased, which form and are managed as a single farm.	An area of land used for a farm operation consisting of one or more contiguous or non-contiguous lots, that may be owned, rented or leased, which form and are managed as a single farm.	Industry wants to keep this definition and the concept of farm unit in the standard. See Minimum Farm Unit Size below.	No Change

Farm Residential Footprint	[Formerly Home Plate] Means the portion of a lot that includes a principal farm residence, additional farm residence and its accessory farm residential facilities.	The portion of a lot that includes a principal farm residence, additional farm residence(s) and accessory farm residential facilities.	See Farm Residential Footprint or Setbacks in the table below.	Minor Change
Manufactured Home	Means a transportable prefabricated structure, whether ordinarily equipped with wheels or not, that is designed, constructed or manufactured to be moved from one place to another and to be used for residential use. The structure normally conforms to a standard required by the National Building Code of Canada.	Means a transportable prefabricated structure, whether ordinarily equipped with wheels or not, that is designed, constructed or manufactured to be moved from one place to another and to be used for residential use. The structure normally conforms to a standard required by the National Building Code of Canada.	N/A	No Change
Non-Manufactured Home	Means a site-built detached dwelling on a permanent foundation constructed in compliance with the B.C. Building Code standards applicable to residential occupancy	Removed and replaced with definition of Workforce Housing (see below)	Support for the definition of Workforce Housing	Change
Principal Farm Building	Means any farm building intended to accommodate the main use or uses of the farm unit but does not include any accessory farm buildings.	A farm building intended to accommodate the main use or uses of the farm unit but does not include any accessory farm or residential buildings.	N/A	Minor change

Principal Residence	Means the main building used to accommodate a resident but does not include a TFWH.	Means a residence permitted under section 20.1(1)(a) of the <i>Agricultural Land Commission Act</i> .	N/A	Change to reflect ALCA definition.
Restrictive Covenant	Means a legal agreement completed according to s. 219 of the <i>Land Title Act</i> .	Means a legal agreement completed according to s. 219 of the <i>Land Title Act</i> .	No significant feedback received on definition – see Time and User Restrictions below.	No Change
Statutory Declaration	Means a document that is covered under the <i>Evidence Act</i> .	Removed	Industry was nearly unanimous in not wanting the annual statutory declaration process. See Time and User Restrictions below. As the statutory declaration process will be removed, there is no need for the definition any longer.	Change
Temporary Farm Worker	Means an individual or individuals who carry out agricultural work on a temporary, seasonal basis on a farm operation and are registered with a federal government temporary worker program.	Means an individual or individuals who carry out agricultural work on a temporary basis on a farm operation and are registered with a federal government temporary worker program.	Industry support for change that recognizes that many workers are no longer seasonal and that some may be on 2 year TFW programs not SAWP.	Change
Temporary Farm Worker Housing	Means accommodation that is used solely for the purpose of providing cooking, sanitary, and sleeping facilities to temporarily house temporary	Means accommodation that is used solely for the purpose of providing cooking, sanitary, and sleeping facilities to temporarily house temporary	N/A	No Change

	farm worker(s) on a farm operation as necessary for the agricultural labour needs of a farm operation or other farms, if permitted.	farm worker(s) on a farm operation as necessary for the agricultural labour needs of a farm operation and other farms, if permitted.		
Useable Floor Area	Defined only in footnote in 2009 criteria.	The total floor area in TFWH excluding that in washrooms, laundry rooms, mechanical rooms and storage rooms.	N/A	New
Workforce Housing	Not defined in 2009 criteria.	Means purpose-built, modular living quarters, usually containing dormitories, bedrooms, kitchen or laundry facilities, for the purpose of housing workers.	Support for the inclusion of this definition.	New

6.2. 2025 Proposed Criteria and Industry Consultation Summary

Criteria	2009 Criteria	2025 Proposed Criteria	Industry Feedback	Change
Farm Class	The farm lot where the TFWH is to be located must be classified as 'farm' under the <i>Assessment Act</i> .	The farm lot where the TFWH is to be located must be classified as 'farm' under the <i>Assessment Act</i> .	Support for maintaining the requirement that TFWH be located on land classified as farm under the Assessment Act. This ensures that housing is directly tied to active farming operations. Other suggestions included:	No Change

			<p>Requiring a Farmer ID card (but not all commodities qualify)</p> <p>Setting an income threshold (but no agreement on this or what the threshold could be, and incomes can fluctuate)</p> <p>Use registration with Agri-Stability/Agri-Invest (but not all are registered, particularly small scale or those with multiple commodities, primarily cherries and large scale vegetables in support)</p>	
Minimum Farm Unit Size	The minimum farm unit size on which TFWH can be located is 4 hectares.	The minimum farm unit size on which TFWH can be located is 4 hectares.	General support for maintaining the 4-hectare minimum farm unit size, rather than parcel size. Some feedback suggested flexibility for smaller parcels with intensive operations, but consensus leaned toward keeping the threshold to discourage fragmentation.	No Change
Maximum Useable Floor Area	Greenhouse, mushroom, and berry/vegetable operations with on-farm processing: max 10m ² /worker. All other commodities: max 400m ² total, 10m ² /worker.	Greenhouse, mushroom, tree fruit, ornamental/nursery, and berry/vegetable operations with on-farm processing: max 13m ² /worker. All other commodities: max 520m ² total, 13m ² /worker.	Broad support for increasing the maximum useable floor area per worker from 10m ² to 13m ² . Industry noted that the previous standard was insufficient for modern housing needs and did not	Change

		See new OCP policies under Housing Type.	reflect current building code requirements.	
Maximum Number of Workers	Greenhouse, mushroom, berry/vegetable with processing: 1 worker per 1,000m ² of principal farm building, max 130 workers. All other commodities: max 40 workers.	Greenhouse: 1 worker per 1,000m ² , max 130. Mushrooms: 1 per 250m ² . Berry/vegetable/tree fruit with processing: 2 workers per hectare. All other commodities: max 40 workers or 2 per hectare farm unit area.	Support for differentiated worker caps based on commodity type. Industry emphasized the need for flexibility to accommodate varying labour demands, especially for mushroom and berry operations. Some concern about enforcement and verification of growing area.	Change
Housing Type	Existing building or manufactured home on temporary foundation with no basement.	Preference for purpose-built workforce housing or renovation of existing buildings. Should be a permitted accessory use in agricultural zones.	Strong support for recognizing purpose-built workforce housing as a permitted use. Industry noted that manufactured homes are no longer the preferred option due to cost, durability, and worker comfort.	Change
Farm Residential Footprint or Setbacks	All accessory farm residential facilities, including TFWH, must be on a declared home plate contiguous to an existing residence unless varied.	All TFWH must be located within the farm residential footprint unless otherwise authorized.	Support for using the farm residential footprint concept. Industry requested clarity on how this would be applied in local bylaws and whether variances would be allowed for operational reasons.	Change

Time and User Restrictions	Annual statutory declaration required stating TFWH use and duration.	Annual statutory declaration required confirming TFWH use and occupancy.	Support for continued use of statutory declarations. Industry requested streamlined processes and templates to reduce administrative burden.	No Change
Financial Guarantee for Removal	Deposit required to remove or decommission TFWH upon approval.	Deposit or other security required to ensure removal or decommissioning of TFWH.	Mixed feedback. Some industry members supported the requirement to ensure compliance, while others felt it added unnecessary cost and complexity, especially for permanent workforce housing.	No Change
Other Considerations <i>Workers must be registered with a government temporary farm worker program</i>	Workers must be registered with a federal temporary farm worker program.	Workers must be registered with a federal temporary worker program.	Support for maintaining the registration requirement. Industry emphasized the importance of aligning with federal programs to ensure worker protections and eligibility.	No Change
Other Considerations <i>Hygiene facilities for day workers and workers that are camping.</i>	2009 MBS does not contain provisions for hygiene facilities for domestic farm workers.	Update the standard to contain provisions for allowing on-farm hygiene facilities	Support for hygiene facilities in accessory buildings on farms was unanimous. Suggestion that the province should provide standard plans for a washroom/shower building for domestic pickers.	Change

<p>Other Comments from Industry</p>			<p>Farms are being forced to buy or rent homes which takes them off the market for residents.</p> <p>Process for getting housing is arduous – need to hire professionals to work through all the issues</p> <p>Local governments don't understand farming, will follow the numbers exactly – no room for discretion.</p> <p>No appeals process at local government level.</p> <p>Temporary housing isn't that great to live in for workers here for longer – would like option to provide something on permanent foundation to be warmer in colder months, and better quality</p>	
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7. Next Steps

This version of the discussion paper has been drafted to guide the local government consultation on the proposed changes to the MBS. Once feedback has been received from local governments, the comments will be incorporated into a final version of the discussion paper, and the criteria will be finalized from all the comments received from industry and local governments. The updated criteria will be sent to the Minister for approval, and then local governments and industry will be notified of the updated MBS. Ultimately, the criteria will be incorporated into an updated version of the Guide for Bylaw Development in Farming Areas.

8. References

Canadian Agricultural Human Resource Council (CAHRC). 2024. British Columbia Agriculture Labour Market Information and Forecast 2023-2030. www.cahrc-ccrha.ca Accessed 27-Mar-2024.

Employment and Social Development Canada (ESDC):

[Temporary Foreign Worker Program 2014-2021 - Table 22: Number of Temporary Foreign Worker \(TFW\) positions on positive Labour Market Impact Assessments \(LMIA\) by economic region, stream and province/territory between 2014 and 2021 - Open Government Portal](#)



OMBUDSPERSON BRITISH COLUMBIA

The *Ombudsperson Act* requires that investigations be conducted in private. Ombudsperson investigation documents are not available through the *Freedom of Information and Protection of Privacy Act* and may be subject to rules preventing their use in court and tribunal proceedings. **Please contact the Office of the Ombudsperson before disclosing this document, or any responses, to any third parties.**

August 15, 2025

John Jack
Chair
Alberni-Clayoquot Regional District
3008 5th Ave
PORT ALBERNI BC V9Y2E3



Dear John Jack:

Re: Office of the Ombudsperson Quarterly Report: April 1 - June 30, 2025

This package of documents details the complaint files the Office of the Ombudsperson closed for Alberni-Clayoquot Regional District between April 1 and June 30, 2025. Though no action is required on your part, we hope that you will find this information useful and share it within your organization.

These reports provide information about the complaint files we closed regarding your organization within the last quarter, including both files we investigated and files we closed without investigation. Files currently open with the office are not included in these reports.

If you would like further information about the complaints our office received about your organization, or you have identified inaccuracies in the data, please contact our office's Policy, Research and Continuous Improvement team. They can provide further details upon request and can be reached at PRCI@bcombudsperson.ca or by phone at 250-953-4171.

Enclosed you will find detailed reports containing the following:

- A one-page report listing the number of files closed and the category under which they were closed. The categories we use to close files are based on the sections of the *Ombudsperson Act*, which gives the Ombudsperson the authority to investigate complaints from the public regarding authorities under our jurisdiction. A more detailed description of our closing categories is available on our website at: <https://bcombudsperson.ca/assets/media/QR-Glossary.pdf>.
- If applicable: Copies of closing summaries written about the complaint files we investigated. These summaries provide an overview of the complaint received, our investigation and the outcome. Our office produces closing summaries for investigated files only, and not for enquiries or those complaints we chose not to investigate.

Mailing address: PO Box 9039 Stn Prov Govt • Victoria BC V8W 9A5

Phone in Victoria: 250-387-5855 • Toll-Free: 1-800-567-3247 • Fax: 250-387-0198 • bcombudsperson.ca



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- If applicable: A summary of the topics identified in the complaint files closed during the quarter. We track general complaint topics for all complaints we receive, and when applicable, we include authority-specific and/or sector-specific topics for your organization and/or sector. Our office tracks the topics of complaints we investigate and those we close without investigation, but not for enquiries. Because complaints to our office are confidential, we do not share complaint topic information if we received too few complaints to preserve the complainants' anonymity.

If you wish to update your organization's contact information, please contact us by email at info@bcombudsperson.ca.

To learn more about educational opportunities on administrative fairness provided by our office, or if you wish to consult with our office to enhance fairness within your organization's policies or procedures, our Public Authority Consultation and Training (PACT) Team can assist you. Please contact them by email at consult@bcombudsperson.ca or by phone at 250-508-2950.

Yours sincerely,

Jay Chalke
Ombudsperson
Province of British Columbia

Enclosures



OMBUDSPERSON BRITISH COLUMBIA

Quarterly Report for 1 April - 30 June, 2025
Alberni-Clayoquot Regional District

Type of complaint closure for Authority: Alberni-Clayoquot Regional District	# closed
Enquiries – Many people who contact us are not calling to make a complaint, but are seeking information or advice. These contacts are classified as <i>Enquiries</i> to distinguish them from <i>Complaints</i> , which are requests that our office conduct an investigation.	1
Complaints with No Investigation – Our office does not investigate every complaint it receives. First, we determine whether we have authority to investigate the complaint under the <i>Ombudsperson Act</i> . We also have discretion to decline to investigate for other reasons specified in the <i>Ombudsperson Act</i> .	1
Early Resolution Investigations – Early Resolution investigations provide an expedited process for dealing with complaints when it appears that an opportunity exists for the authority to take immediate action to resolve the issue. Typical issues that are addressed through Early Resolution include timeliness, communication, and opportunities for internal review.	0
Complaint Investigations – When we investigate a complaint we may conclude with a determination that a complaint is not substantiated, or with a negotiated settlement of the complaint, or with public findings and recommendations. We may also exercise discretion to cease investigation for a number of other reasons specified in the <i>Ombudsperson Act</i> .	0
Reason for closing an Investigation	
Pre-empted by existing statutory right of appeal, objection or review.	0
Investigation ceased with no formal findings under the <i>Ombudsperson Act</i> .	
More than one year between event and complaint	0
Insufficient personal interest	0
Available remedy	0
Frivolous/vexatious/trivial matter	0

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Phone in Victoria: 250-387-5855 • Toll-Free: 1-800-567-3247 • Fax: 250-387-0198 • bcombudsperson.ca



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Can consider without further investigation	0
No benefit to complainant or person aggrieved	0
Complaint abandoned	0
Complaint withdrawn	0
Complaint settled in consultation with the authority – When an investigation leads us to conclude that action is required to resolve the complaint, we try to achieve that resolution by obtaining the voluntary agreement of the authority to settle the complaint. This allows matters to be resolved fairly for the complainant and authority without requiring a formal finding of maladministration.	0
Complaint substantiated with formal findings under the <i>Ombudsperson Act</i> .	0
Complaint not substantiated under the <i>Ombudsperson Act</i> .	0
Ombudsperson Initiated Investigations – The Ombudsperson has the authority to initiate investigations independently from our process for responding to complaints from the public. These investigations may be ceased at the discretion of the Ombudsperson or concluded with formal findings and recommendations.	0



OMBUDSPERSON BRITISH COLUMBIA

Complaints Closed from 1 April - 30 June, 2025
Alberni-Clayoquot Regional District

The tables below summarize the complaint topics we are tracking for your sector and/or authority and the number of times this topic was identified in the files (investigated and non-investigated complaints) that were closed in the most recent quarter.

If you would like more information on the types of complaints we receive, please contact our Public Authority Consultation and Training Team: email us at consult@bcombudsperson.ca or call us at 250-508-2950.

Sector-Specific Complaint Topics – All Local Government

Business Licensing	3	2%
Bylaw Enforcement	63	35%
Council Member Conduct (incl. Conflict of Interest)	15	8%
Fees/Charges (incl. Taxes)	17	10%
Official Community Plan/Zoning/Development	24	13%
Open Meetings	4	2%
Other	36	20%
Response to Damages Claim	1	1%
Services (incl. Garbage, Sewer, Water)	15	8%

General Complaint Topics – All Local Government

Accessibility	7	3%
Administrative Error	7	3%
Communication	41	15%
Delay	11	4%
Disagreement with Decision or Outcome	90	33%
Discrimination	7	3%
Employment or Labour Relations	5	2%

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OMBUDSPERSON
BRITISH COLUMBIA

Other	4	1%
Process or Procedure	68	25%
Review or Appeal Process	7	3%
Treatment by Staff	27	10%



To: ACRD Board of Directors

From: Michael McGregor, Lands and Resources Coordinator

Meeting Date: September 10, 2025

Subject: Riders of Alberni Valley (ROAV) Maquinna Trail Network

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate the feasibility of submitting a Section 57 application in collaboration with the Riders of Alberni Valley, to authorize multi-use recreational trails on Maquinna Crown land, and report back with further information as part of the 2026 workplan.

Desired Outcome:

To obtain direction from the Board of Directors to initiate an investigation of a potential Crown land application that would formalize the Maquinna Trail network.

Summary:

The Riders of Alberni Valley (ROAV), a local non-profit organization, are working to formalize the Maquinna Trail network in the Alberni Valley. Their recent Section 57 application to the Province was denied, with the recommendation that the ACRD submit the application instead. ROAV has proposed that the ACRD take on the application process, offering to manage and maintain the trails at no cost under a contract.

Background:

ROAV is a not-for-profit organization, with a focus on mountain biking and multi-use trails within the Alberni Valley. Their goal is to formalize the Maquinna Trail network which spans the City of Port Alberni, Crown and private forestry lands. The Province has denied their Section 57 application over the crown land section of trails and provided a recommendation that the ACRD submit the application instead.

ROAV has approached ACRD staff proposing that the ACRD submit the application of a Section 57 license for the Maquinna trail network that falls within Crown lands. This would formalize the trails and provide permission to the ACRD to perform maintenance and upgrades to the existing trail network. ROAV has communicated that they would be willing and capable of providing all associated management and maintenance of these trails under a volunteer agreement with the ACRD.

On June 11, 2025, ROAV presented a delegation to the Regional Parks Working Group (RPWG), which subsequently passed the following motion:

THAT the Regional Parks Working Group recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to explore the feasibility of submitting a Section 57 application in collaboration with the Riders of the Alberni Valley, to authorize multi-use recreational trails on Crown land, and report back to the working group with further information.

To date, the ACRD has not dedicated staff time, beyond informal discussions with ROAV in relation to this project. Prior to the Board directing staff to submit the application, it is recommended that the Board direct staff to investigate key feasibility factors, including:

- A preliminary assessment of the existing trail network and ROAV's proposed maintenance standards and upgrades.
- Accurate mapping of the trail network and engineered assets utilizing the ACRD GIS system
- Engagement with impacted community partners including but not limited to: Tseshaht and Hupacasath First Nations, City of Port Alberni, and Mosaic Forest Management.
- Development of a potential volunteer agreement with ROAV.
- Formal discussions with BC Recreation Sites and Trails regarding the potential future Crown lands application.
- Summarize findings into a report for RPWG discussion.
- Prepare an RFD with the information gathered and present to a future ACRD Committee of the Whole (COW) or Board meeting.

Time Requirements – Staff & Elected Officials:

It is estimated that 50 hours of staff time will be required to perform the identified tasks.

Financial:

This project is not included within the 2025 workplan or financial plan. At this stage there are no financial implications beyond the allocation of staff time.

Strategic Plan Implications:

This initiative supports Strategy 1.1: Enhanced indoor/outdoor recreation facilities and services.

Policy or Legislation:

The Local Government Act outlines the powers and responsibilities of Regional Districts. Under Part 5 Regional Districts are empowered to provide services, including parks and recreation.

The Maquinna Trail network falls within the Cherry Creek Electoral Area. If an application for the Crown land section of the network is made to the Province, it would be suitable under either the Cherry Creek Community Parks Service or the Regional Parks Service.

Options Considered:

The Board of Directors could choose to move forward with one of the following two options instead of the staff recommendation:

Option #2:

The Board could direct staff to proceed directly with the Section 57 application without further investigation. The Board must identify the preferred service under which the application will be submitted.

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to proceed with submitting a Section 57 application for the crown land portion of the Maquinna trail network under the _____ service, as a part of the 2026 workplan.

Option #3:

The Board could formally decline to allocate staff time towards the Maquinna Trail network initiative.

THAT the Alberni-Clayoquot Regional District Board of Directors decline to investigate a Section 57 application for the Maquinna Trail Network.

Submitted by: Eddie Kunderman
Eddie Kunderman, Operations Manager

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

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



To: Alberni-Clayoquot Regional District Board of Directors

From: Jodie Frank, Solid Waste Coordinator
Stephanie Waters, Procurement Coordinator

Meeting Date: September 10, 2025

Subject: Alberni Valley Landfill Operations Contract Renewal

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors renew the Alberni Valley Sort'nGo Centre Operations contract with Berry and Vale Contracting Ltd. in the amount of \$1,177,918.92 annually plus BC CPI and excluding GST for a 5-year term and authorize the CAO to negotiate and execute the contract on behalf of the Regional District.

Desired Outcome:

That continued operations for the AVSGC be secured via a 5-year renewal of the contract with Berry and Vale, a qualified landfill contractor.

Summary:

The ACRD owns and operates the Alberni Valley Sort'nGo Centre (AVSGC) via 3rd party contract with a certified landfill operator. The contract was last renewed in September of 2020 for 5 years to September 30, 2025. There remains one final 5-year renewal term that would extend the contract until September 30, 2030. After that option expires in 2030, ACRD staff will need to issue a competitive Request for Proposals (RFP) process for the AVSGC operations going forward.

Background:

The AVSGC serves the Alberni Valley and Bamfield regions of the ACRD. Berry & Vale Contracting has held the operations contract since 1979, with formal renewals occurring periodically, including a key renewal in 2015 as part of a competitive bid process. Since then, the contract has been updated to align with provincial regulations, uphold operational standards, and reflect the ACRD's commitment to reconciliation.

The draft renewal contract includes provisions for termination and amendments to reflect the ongoing discussions regarding unresolved tenure with Tseshah First Nation. As well as includes provisions to support employment and collaboration with Tseshah First Nation. Lastly, the contract includes a provision for the site to be closed to the public annually on June 21st in recognition of National Indigenous Peoples Day.

Time Requirements – Staff & Elected Officials:

The following estimated ACRD time requirements are needed to finalize the contract:

- Procurement Coordinator – (4 hours) contract review, project support as needed.
- Solid Waste Coordinator / GM of Community Services – (10 hours), contract review, complete contract negotiations as directed by the CAO.

Financial:

Contract costs are budgeted as part of the Alberni Valley Landfill Operating budget.

Strategic Plan Implications:

This project aligns with Strategic Priority 2: To effectively manage our infrastructure and maintain high levels of service.

Policy or Legislation:

Provincial: Under the Environmental Management Act, regional districts in British Columbia are required to operate landfills using qualified operators. The AVSGC operates under Operational Certificate MR-5634, issued by the Province, which outlines specific requirements for environmental protection, operational standards, and monitoring.

A Call for Bid was issued in 2015 for the original contract term along with two 5-year renewal terms as the ACRD's Purchasing Policy requires a Tender (or similar public offering) if the expected value of a contract exceeds \$35,000.

Options Considered:

If the Board would like further information regarding the details of the contract prior to making a decision, then the full contract could be brought forward in-camera at the next scheduled Board meeting.

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

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

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



To: ACRD Board of Directors

From: Heather Zenner, MA, Manager of Administrative Services

Meeting Date: September 10, 2025

Subject: 2025 Beaufort Grant-in-Aid Application

Proposed Motions:

That the Alberni-Clayoquot Regional District Board of Directors award, from the 2025 Beaufort Grant-in-Aid category, a \$500 grant to the Alberni Valley Enhancement Association.

Desired Outcome:

To allocate 2025 Grant-in-Aid (GIA) funds to assist registered organizations, registered charities, non-profits or not-for-profits, and societies who provide services, projects or initiatives that provide a social, economic, recreational, or environmental benefit to the communities within the Alberni-Clayoquot region.

Summary:

The Alberni-Clayoquot Regional District has received a Grant-in-Aid application from the Alberni Valley Enhancement Association (AVEA) for support for the annual Alberni Valley Rivers Day event at Stamp Falls Provincial Park and Beaver Creek Community Hall on September 28th. This event is planned in partnership with BC Parks, Department of Fisheries and Oceans, Pacific Salmon Foundation, Pacific Streamkeepers Federation, and BC Rivers Day. A copy of the grant application and event brochure are attached.

The AVEA has requested a \$500 Grant-in-Aid from the Beaufort Electoral Area to support the annual Alberni Valley Enhancement Association. The funds will be utilized for event supplies including signage, flagging tape, craft supplies, traffic control, lunch for volunteers and other related safety equipment. Director Boyko has provided his support for this grant.

Time Requirements – Staff & Elected Officials:

Approximately 1 hour of staff time is required to process this grant-in-aid application.

Financial:

The adopted ACRD 2025-2029 Financial Plan included the following budgets:

- \$10,000 for the West Coast GIA Category (fully allocated)
- \$35,000 for the Regional GIA Category (\$5,000 remaining)
- \$118,000 for the Alberni Valley and Bamfield Services GIA Category (fully allocated)
- \$11,000 for the Bamfield EA GIA (\$1,000 remaining)
- \$1,000 for the Beaufort EA GIA
- \$2,000 for the Long Beach EA GIA (\$2,000 remaining)
- \$1,200 for the Sproat Lake EA GIA (\$1,200 remaining)
- \$2,300 for the Beaver Creek EA GIA (\$2,300 remaining)
- \$22,000 for the Cherry Creek EA GIA (fully allocated)

Strategic Plan Implications:

There is no direct link to the 2024-2027 Strategic Plan.

Policy or Legislation:

The Alberni-Clayoquot Regional District's Grant-in-Aid Policy and *Local Government Act* applies.

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

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

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

FAMILY FUN EVENT | FREE ADMISSION

ALBERNI VALLEY RIVERS DAY

SUNDAY, SEPTEMBER 28TH, 2025
10AM - 3PM

Beaver Creek Community Hall | Stamp Falls Provincial Park
8505 Beaver Creek Rd, Port Alberni, BC



**Parking in the ball field at
Beaver Creek Community Hall**



**Learn about salmon, local watersheds, wildlife and more through
fun activities and booths!**

Concession lunch provided by Beaver Creek Community Club



www.facebook.com/alberni_valley_rivers_day

Michael.Grandbois@gov.bc.ca

Erica.Blake@dfo-mpo.gc.ca





To: Alberni-Clayoquot Regional District Board of Directors

From: Shane Koren, Manager of Financial Services
Brett MacLean, Airport Development Manager

Meeting Date: September 10, 2025

Subject: Bylaw F1170-3 – 2025-2029 Financial Plan Amendment – Long Beach Airport – Roof Replacement of Building Currently Leased to Parks Canada

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Bylaw F1170-3, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Bylaw F1170-3, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Bylaw F1170-3, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Bylaw F1170-3, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

THAT the Alberni-Clayoquot Regional District Board of Directors award the Long Beach Airport Roofing Replacement contract to Aurora Roofing Ltd in the amount of \$135,355.00 (excluding GST) and authorize the CAO to negotiate and execute the contract on behalf of the ACRD.

Desired Outcome:

To amend the 2025 to 2029 Financial Plan to provide an additional \$12,000 to the Long Beach Airport Capital Fund from the Long Beach Airport Operating Budget, allowing for a more durable roof installation process.

Summary:

The 6,000 Square Foot building located at 120 Airport Road, Tofino requires a new roof in order to remain operational and leasable. The current leaseholder is Parks Canada.

Background:

Staff elected to issue a publicly posted Request for Quotation (RFQ) to solicit prices for this work. An RFQ process best supported the straightforward scope of the work and is conducive to an evaluation on the basis of lowest provided prices and recommended roofing type. The cost of the roofing was anticipated to exceed the \$35,000 limit associated with RFQ's, so staff obtained CAO exemption from the purchasing policy to proceed with this method of solicitation. It was also noted that local contractors are not always willing to submit full proposals for this type of work, so in an effort to promote competition, a more streamlined submission was requested from proponents.

Two submissions were received by qualified bidders, Aurora Roofing and Skookum Ventures. The preferred bidder, Aurora Roofing, proposed a more durable installation method that would endure the weather considerations faced on the West Coast such as high precipitation, heavy winds, and sea-air. Although the mandatory deliverables were priced at an additional cost, staff considers the proposal to be in the best interest of the ACRD.

The prices received are as follows:

Proponent	Mandatory Deliverables (exl. GST)	Provisional Deliverables (exl. GST)	Total
Aurora Roofing	\$120,000.00	\$15,355.00	\$135,355.00
Skookum Ventures	\$105,750.00	\$15,000.00	\$120,750.00

Time Requirements – Staff & Elected Officials:

This amending process, contract administration, and project oversight will require approximately 30 hours of staff time.

Financial:

The proposed draft of Bylaw F1170-3, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment has been attached for consideration.

The amendment proposes an increase of \$12,000 to the 2025 Long Beach Airport Capital budget – Parks Canada Roof Replacement project increasing the total project costs from \$125,000 to \$137,000. This increase is offset by the reallocation of funds originally budgeted for Long Beach Airport – Operating Budget Repairs and Maintenance Budget, thus reducing this budget category from \$142,297 to \$130,297. Staff have confirmed projected costs within this Repairs and Maintenance operating budget are not projected to exceed the newly amended budget of \$130,297.

Strategic Plan Implications:

This recommendation is in line with Priority 2.0 “Managing our Assets and Infrastructure.”

Policy or Legislation:

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

A Call for Bid is required as the ACRD's Purchasing Policy requires a Tender (or similar public offering) if the expected value of a contract exceeds \$35,000. The RFQ documents maintained all standard Tender (or similar public offering) requirements and is not in violation of any trade agreements.

Options Considered:

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

If the Board would like further information regarding the details of the contract prior to deciding, the full contract could be brought forward in-camera at the next scheduled Board meeting.

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

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

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



Alberni-Clayoquot Regional District

Bylaw No. F1170-3

A bylaw to amend the 2025 to 2029 Financial Plan

WHEREAS the Regional District Board has adopted a five-year financial plan bylaw cited as “Bylaw F1170, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan”;

AND WHEREAS the Regional District Board wishes to proceed with the roof replacement of the building currently leased to Parks Canada that is part of the Long Beach Airport service as the procurement opportunity pricing exceeds the original amounts budgeted in 2025 deeming it necessary to amend Bylaw F1170

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

1. “Bylaw F1170, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan” is hereby amended by replacing pages 42 and 43, being the Operating Budget and Capital Fund Financial Plan for Long Beach Airport, of Schedule “A”, with the attached which forms part of this bylaw.
2. This Bylaw may be cited as **“Bylaw F1170-3, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”**.

Read a first time this day of , 2025.

Read a second time this day of , 2025.

Read a third time this day of , 2025.

Adopted this day of , 2025.

Chairperson

Corporate Officer

Operating Budget

059 - Long Beach Airport

PARTICIPANTS: TOFINO, UCLUELET, and ELECTORAL AREA 'C'

Account Type	GLCategory	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Revenues	103 - Conditional Grant	(\$1,153,410)	(\$2,155,073)	(\$1,407,620)	(\$7,243,551)	(\$609,742)	(\$1,510,034)	(\$10,335)
	121 - Other Sources	(\$17,384)	(\$48,200)	(\$6,100)	(\$2,300)	(\$40,400)	(\$1,900)	(\$6,100)
	124 - Fees & Charges	(\$599,815)	(\$360,700)	(\$521,250)	(\$617,810)	(\$643,217)	(\$669,086)	(\$696,275)
	126 - Surplus (Deficit) from Prior Years	(\$413,930)	(\$413,930)	(\$454,937)				
	127 - Tax Requisition	(\$545,001)	(\$545,000)	(\$559,100)	(\$570,282)	(\$581,688)	(\$593,321)	(\$605,188)
	Total		(\$2,729,540)	(\$3,522,903)	(\$2,949,007)	(\$8,433,943)	(\$1,875,046)	(\$2,774,341)
Expenses	202 - Engagement	\$6,960	\$2,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
	216 - Committee Expenses	\$814	\$3,060	\$1,000	\$1,020	\$1,312	\$1,351	\$3,514
	218 - Consultant Costs	\$20,462	\$83,157	\$95,335	\$36,970	\$42,618	\$52,746	\$39,909
	220 - Contribution to Capital Fund	\$1,267,669	\$1,915,375	\$1,514,960	\$7,422,287	\$847,363	\$1,709,431	\$235,151
	227 - Emergency Planning Costs	\$16,241	\$2,000	\$2,000	\$2,000	\$2,040	\$2,101	\$2,164
	245 - Insurance	\$14,811	\$10,000	\$21,000	\$15,450	\$15,914	\$16,391	\$16,883
	247 - Labour & Benefits	\$447,389	\$536,874	\$533,198	\$548,035	\$563,187	\$578,802	\$594,893
	250 - Legal Costs	\$6,264	\$10,612	\$10,000	\$10,300	\$10,609	\$10,927	\$11,255
	256 - Office Operations	\$29,943	\$36,660	\$38,333	\$39,140	\$39,964	\$41,163	\$42,398
	257 - Operating Costs	\$131,987	\$164,068	\$170,384	\$173,011	\$158,265	\$162,381	\$167,252
	260 - Project Expenses		\$385,921	\$357,500				
	266 - Repairs & Maintenance	\$185,986	\$373,176	\$130,297	\$108,630	\$114,512	\$117,557	\$120,694
	285 - Rent Credit for Infrastructure	\$146,077		\$70,000	\$72,100	\$74,263	\$76,491	\$78,786
	Total		\$2,274,603	\$3,522,903	\$2,949,007	\$8,433,943	\$1,875,046	\$2,774,341
Total		(\$454,937)						

PSAB Reconciliation	Financial Plan Balance	\$454,937						
	Add: Transfers to reserves	\$1,267,669	\$1,915,375	\$1,514,960	\$7,422,287	\$847,363	\$1,709,431	\$235,151
	Deduct: Estimated Amortization not Included	(\$1,119,996)	(\$748,000)	(\$1,120,000)	(\$1,120,000)	(\$1,120,000)	(\$1,120,000)	(\$1,120,000)
	Deduct: Surplus from Previous Year	(\$413,930)	(\$413,930)	(\$454,937)				
	PSAB Annual Surplus/(Deficit)	\$188,680	\$753,445	(\$59,977)	\$6,302,287	(\$272,637)	\$589,431	(\$884,849)

059 - Long Beach Airport

CAPITAL FUND	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Balance, beginning of year	\$ 786,017	\$ 786,017	\$ 263,474	\$ 151,040	\$ 9,427	\$ 21,890	\$ 111,420
Contribution from operating fund	118,303	118,303	468,104	185,987	246,963	207,531	229,051
Grants & other contributions	1,139,817	1,783,872	1,040,756	7,104,000	600,000	1,500,000	-
Community Works Fund transfer	107,963	107,963	210,000	-	-	-	-
Growing Communities Fund transfer	116,712	184,600	-	-	-	-	-
Interest earnings	9,550	13,200	6,100	2,400	500	2,000	6,200
<i>Less - capital expenditures</i>							
Access road upgrade*	-	-	-	-	600,000	-	-
Apron 2 future wastewater septic system*	-	-	-	175,000	-	-	-
Apron 3 culvert upgrade*	-	-	30,000	750,000	-	-	-
Fire suppression upgrade phase 3 (BCAAP grant)	47,606	418,000	370,394	-	-	-	-
Fire suppression pumps (BCAAP grant)	1,076,046	1,010,689	-	-	-	-	-
House renovation	5,611	40,000	-	-	-	-	-
Hurricane Road connector	-	-	-	-	50,000	-	-
Loader snow blower (ACAP grant)	518,624	533,631	-	-	-	-	-
Maintenance building upgrades*	-	-	-	500,000	-	-	-
Parks Canada roof replacement	-	-	137,000	-	80,000	-	40,000
Parking lot upgrades	-	-	-	-	20,000	-	-
Perimeter fencing (ACAP grant)	-	353,073	-	-	-	-	-
Runway cracksealing	-	-	35,000	-	35,000	-	-
Runway painting and signs	-	-	45,000	-	30,000	-	-
Runway approach lighting (construction is grant dependent)	-	-	40,000	-	-	1,500,000	-
Septic system upgrades (GCF grant)	237,400	184,600	-	-	-	-	-
Snow blower skid pack*	-	-	300,000	-	-	-	-
Terminal building replacement design*	-	-	500,000	-	-	-	-
Terminal building HVAC upgrade	14,919	-	20,000	-	-	-	-
Vegetation management - inside boundary	-	-	50,000	-	20,000	20,000	-
Vegetation management - outside boundary	-	50,000	50,000	-	-	20,000	-
Vehicle - used from BCWS	6,719	3,000	-	-	-	-	-
Vehicle replacement (shared with AVRA)	-	-	50,000	-	-	-	-
Wastewater replacement & expansion*	-	-	-	5,879,000	-	-	-
Water - system upgrades (CWF)	107,963	107,963	210,000	-	-	80,000	-
Weather station upgrades*	-	-	-	130,000	-	-	-
Total capital expenditures	2,014,888	2,700,956	1,837,394	7,434,000	835,000	1,620,000	40,000
BALANCE, END OF YEAR	\$ 263,474	\$ 292,999	\$ 151,040	\$ 9,427	\$ 21,890	\$ 111,420	\$ 306,671
*grant dependent							



To: ACRD Board of Directors

Meeting Date: September 10, 2025

From: Brooke Eschuk, Planner I

Voting Structure: Electoral Area Directors

Electoral Area: D - Sproat Lake

Subject: Parcel Frontage Waiver SD24009PFW - 18440 Pacific Rim Highway (Ballard)

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, for proposed Strata Lot 1 as shown on the subdivision plan for the property located at 18440 Pacific Rim Highway.

Development Proposal: The property owners have applied for a two-lot bare land strata subdivision of the 0.54 ha (1.3 ac) waterfront parcel on Sproat Lake. Proposed Strata Lot 1 requires an exemption from the requirements under Section 512 of the *Local Government Act* to reduce the required parcel frontage. The Ministry of Transportation and Transit have reviewed the Bare Land Strata plan and are supportive of the proposed access.

A development variance of the ACRD Zoning Bylaw was issued in April 2025 to reduce the minimum required lot width in the RVH zone to accommodate the proposed parcels. A development permit to satisfy the requirements of DPA I – Foreshore and Riparian Areas Protection and DPA II – Natural Hazard Areas Protection – Slope Risk Area was issued in July 2025.

Advisory Planning Commission Recommendation: The Sproat Lake APC discussed the parcel frontage waiver requirements when they reviewed the development variance application and supported the development at their March 10, 2025 meeting.

Property Owner(s): STEVEN C BALLARD ELIZABETH A BALLARD ROBERT W BALLARD

Applicant/Primary Contact: RACHEL HAMLING, PRISM LAND SURVEYING

Property Information:

Civic Address:	18440 PACIFIC RIM HWY						
Legal Description:	LOT 1 SECTION 507 CLAYOQUOT DISTRICT PLAN VIP66421						
PID:	024-019-861	Folio:	770-03485.005	ALR? (Y/N):	No	Lot Area (ha):	0.54 (1.3 ac)
Current Zoning:	RVH - Vacation-Home District						
Current OCP:	Sproat Lake, Recreational Residential Use						
Development Permit Area(s):	DPA I – Foreshore and Riparian Areas Protection (30 m; 15 m) DPA II – Natural Hazard Areas Protection						

PL20250062 / SD24009PFW

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 parcel contains a single family dwelling and several accessory buildings such as storage and woodsheds, a detached garage at the north end of the parcel and a greenhouse. The parcel also contains a small guest cabin with an attached deck. The common wastewater disposal system would be in the northeast portion of the parcel to the rear of the garage. There is an existing rock wall built on the present natural boundary of Sproat Lake and a dock at the foreshore. There is a creek that dissects the west side of the property that drains into Sproat Lake.
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Surrounding Zoning and Land Use

North: Forest Reserve (A4) District	South: Waterfront (WF1) District
East: Vacation Home (RVH) District	West: Vacation Home (RVH) District

Services:

- a) **Sewage Disposal:** An on-site wastewater disposal system would be shared between SL 1 and SL 2 on common property. The applicant has submitted a report from a Registered On-site Wastewater Practitioner confirming that the shared sewage disposal system can support the proposed development.
- b) **Water Supply:** On-site water. The property draws water from Sproat Lake.
- c) **Fire Protection:** Sproat Lake Fire Department.
- d) **Access:** Access to the property is from the Pacific Rim Highway via a private road that multiple property owners utilize to access lakefront parcels. An existing gravel driveway would be designated as common property between the two strata lots.

Planning Policy Discussion:

- a) **Official Community Plan:** The parcel is designated “Recreational Residential Use”. This designation enables residents to maintain a seasonal or recreational property.

There are two Development Permit Areas (DPAs) that impact development on this property. DPA I – Foreshore and Riparian Areas Protection which designates a 30 metre riparian area from the natural boundary of the lake and a 15 metre riparian area from the watercourse that dissects the west side of the property. DPA II – Natural Hazard Areas Protection which identifies slope hazard risk areas for development on any slope with an incline of 30 percent or more. A development permit was issued on July 3, 2025 incorporating assessments and recommendations from a Registered Professional Biologist and Professional Engineer.

This proposal complies with the Sproat Lake Official Community Plan.

- b) **Zoning:** The parcel is zoned Vacation Home (RVH) District which is intended to accommodate seasonal and vacation residences for property owners maintaining a permanent residence elsewhere.

This proposal complies with the ACRD Zoning Bylaw.

Comments: The strata subdivision aligns with the policies and objectives of the Sproat Lake OCP. The applicants have received a development variance permit to reduce the required lot width and to reduce the watercourse setback requirements listed in the ACRD Zoning Bylaw. The development has included multiple development applications and support for the parcel frontage waiver is a condition of subdivision approval. Planning staff are supportive of the proposed strata subdivision and recommend that the 10% road frontage requirement be waived for proposed Strata 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



Our File: 24-094-S
ACRD Subdivision File: SD24009

2025-06-19

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

Attention: Alex Dyer

Dear Alex:

**RE: DPA I Riparian Areas Protection and DPA II Natural Hazard Areas Protection
Development Permit AND Frontage Waiver Applications
Lot 1, Section 507, Clayoquot District, Plan VIP66421
18440 Pacific Rim Highway, Port Alberni
Owners: BALLARD**

On behalf of our clients, Elizabeth, Robert and Steven Ballard, we are submitting this application for:

- Development Permit for DPA I – Riparian Areas Protection;
- Development Permit for DPA II – Natural Hazard Areas Protection; and
- A Parcel Frontage Waiver

to facilitate a proposed two-lot subdivision of the above referenced property.

BACKGROUND

We previously submitted an application for a variance for parcel width and a variance for the setback from the watercourse on Proposed Strata Lot 1, both of which were approved.

The property is located in the Sproat Lake area of Electoral Area 'D'. It is approximately 0.54ha (1.3acres) and is zoned Residential Vacation Home (RVH). The Sproat Lake Official Community Plan supports a minimum parcel size of 0.24ha in the Residential Use designation when communal water or sewer services are provided. Using the lot averaging provisions of the Bare Land Strata Regulations, the proposed lots will comply with minimum lot size requirements.

223 FERN ROAD WEST, QUALICUM BEACH, BC, V9K 1S4
Tel: (250) 752-9121 Fax: (250) 752-9241
Email: rachel@prismlandsurveying.ca/kelly@prismlandsurveying.ca

Access to both proposed strata lots will be provided through a Common Property access route located on the northern portion of the site. The proposed septic system, to be shared between the two lots, will also be situated within a designated Common Property area to the northeast of the property.

Existing Structures:

- Proposed Strata Lot 1: existing dwelling, greenhouse, and shed
- Proposed Strata Lot 2: guest cabin, garage, and three sheds

The property will be serviced by onsite water and a communal septic system. Glenn Gibson of Gibson and Sons Consulting Ltd., Registered On-Site Wastewater Practitioner, has assessed the soils for onsite sewage disposal and confirmed there are suitable primary and reserve areas within a communal septic area that meet Island Health Standard Practice Manual V3.

DPA I – RIPARIAN AREAS PROTECTION

In support of this application, an Environmental Assessment (the Assessment) was prepared by Toth and Associates Environmental Services (Toth) dated January 16, 2025.

As previously noted, a variance has already been approved to reduce the watercourse setback from 30m to 15m.

The Toth Assessment concluded: “The act of strata subdivision of the subject property will not impact the Riparian Protection DPA on the property”.

“The subject property represents one of the better examples of the preservation of natural characteristics within the Riparian Protection DPA we have assessed on Sproat Lake”.

DPA II – NATURAL HAZARD AREAS PROTECTION

In support of this application, a Geotechnical Assessment (Assessment) was prepared by Ryzuk Geotechnical (Ryzuk), dated June 18, 2025

The Assessment concluded: “In accordance with the Sproat Lake OCP, and current EGBC Guidelines, we consider the subject site to be globally stable and do not consider it to be at undue risk of life-threatening landslides, flooding or geohazards. We confirm that the land may be used safely for the use intended, that being the subdivision into two strata lots which would be zoned for Recreational Residential Use with the existing habitable structures in place. Our assessment considers a seismic occurrence with a 2% probability of exceedance in 50 years”.

Ryzuk also included a Landslide Assessment Assurance Statement and a Flood Assurance Statement with the report.

FRONTAGE WAIVER

Proposed Strata Lot 1 requires an exemption from the requirements under Section 512 of the *Local Government Act* to reduce the required parcel frontage.

Details are as follows:

Proposed Strata Lot	Perimeter (m)	Required Frontage (10%)	Total Proposed Frontage (m)	Approximate % of Perimeter
1	260.5m	26.0m	15.2m	5.8%

Proposed Strata Lot 1 will not exceed the maximum parcel depth requirements and will provide adequate site area to accommodate all uses permitted in the RVH zone. Access will be via a gravel driveway situated within the designated Common Property, ensuring safe ingress and egress.

Ministry of Transportation and Transit has reviewed the Proposed Bare Land Strata Plan and are supportive of the access.

Accordingly, we kindly request the frontage waiver be issued.

ENCLOSURES

In support of this application, we enclose:

- Application for Development Form
- Title search
- Letter of Authorization
- Proposed Bare Land Strata Plan prepared by Prism Land Surveying Ltd.
- Toth Report dated January 16, 2025
- Ryzuk Assessment dated June 18, 2025
- Application fees will paid directly to ACRD by the client when we receive notification

We look forward to working with the ACRD on this application.

Sincerely,



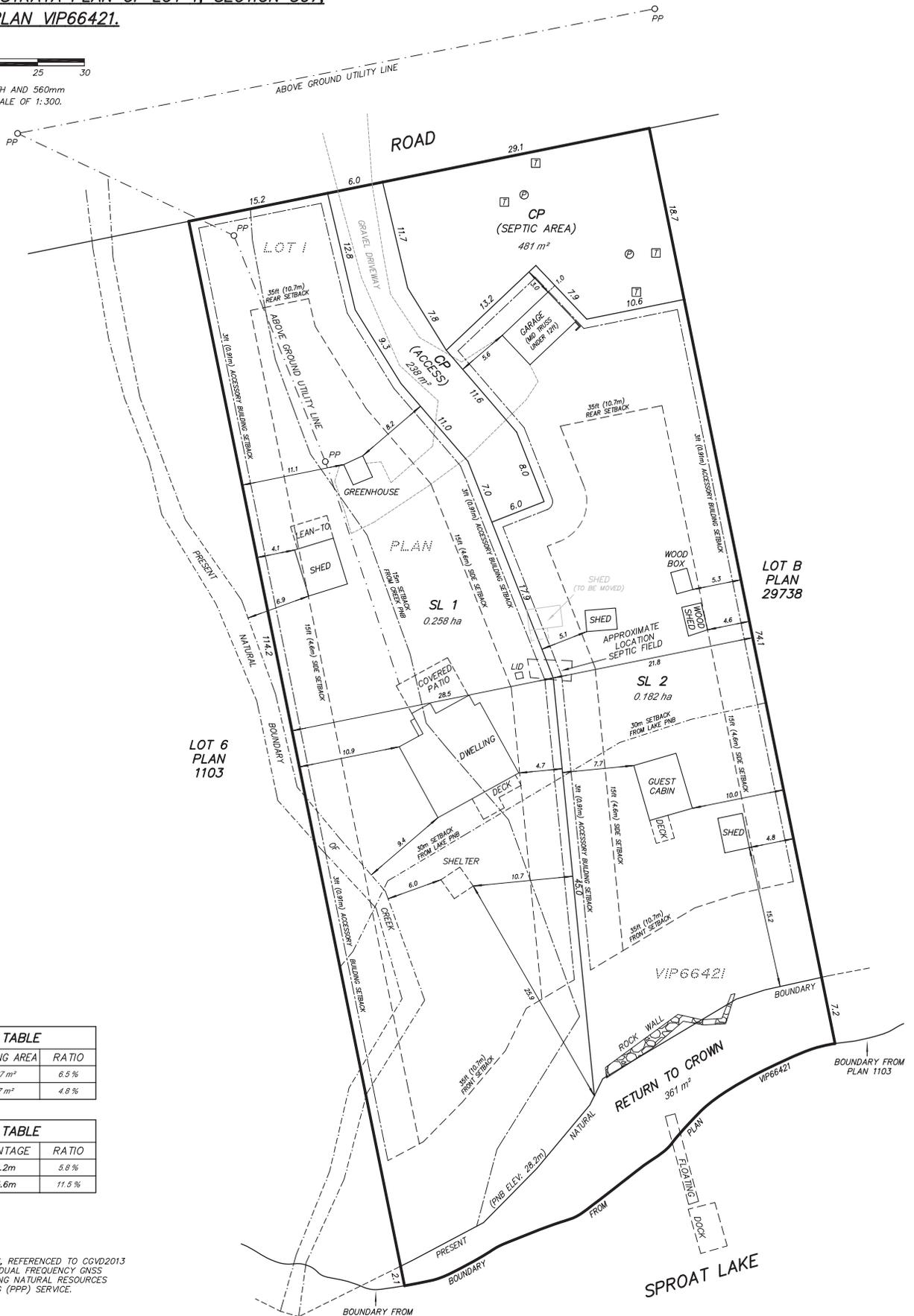
Rachel Hamling
RH:ttj

**PROPOSED BARE LAND STRATA PLAN OF LOT 1, SECTION 507,
CLAYOQUOT DISTRICT, PLAN VIP66421.**

SCALE 1:300



THE INTENDED PLOT SIZE IS 432mm IN WIDTH AND 560mm IN HEIGHT (C SIZE) WHEN PLOTTED AT A SCALE OF 1:300.



PARCEL COVERAGE TABLE			
PARCEL	PARCEL AREA	BUILDING AREA	RATIO
SL 1	2580 m ²	167 m ²	6.5 %
SL 2	1820 m ²	87 m ²	4.8 %

PARCEL FRONTAGE TABLE			
PARCEL	PERIMETER	FRONTAGE	RATIO
SL 1	260.5m	15.2m	5.8 %
SL 2	222.4m	25.6m	11.5 %

NOTE:
ELEVATIONS ARE GEODETIC IN METRES, REFERENCED TO CGVD2013 DATUM, DERIVED FROM DIFFERENTIAL DUAL FREQUENCY GNSS OBSERVATIONS POST-PROCESSED USING NATURAL RESOURCES CANADA'S PRECISE POINT POSITIONING (PPP) SERVICE.

NOTES:
THIS PLAN IS NOT TO BE USED TO RE-ESTABLISH PROPERTY BOUNDARIES. ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF UNLESS OTHERWISE INDICATED AND ARE DERIVED FROM FIELD OBSERVATIONS AND LTO RECORDS.
JURISDICTION: ALBERNI-CLAYOQUOT REGIONAL DISTRICT
PARCEL ZONING: VACATION HOME DISTRICT (RVH)
PID NO: 024-019-861
THIS LOT IS NOT SUBJECT TO ANY LTO CHARGE NUMBERS:
CIVIC ADDRESS: 18440 PACIFIC RIM HIGHWAY, PORT ALBERNI, BC

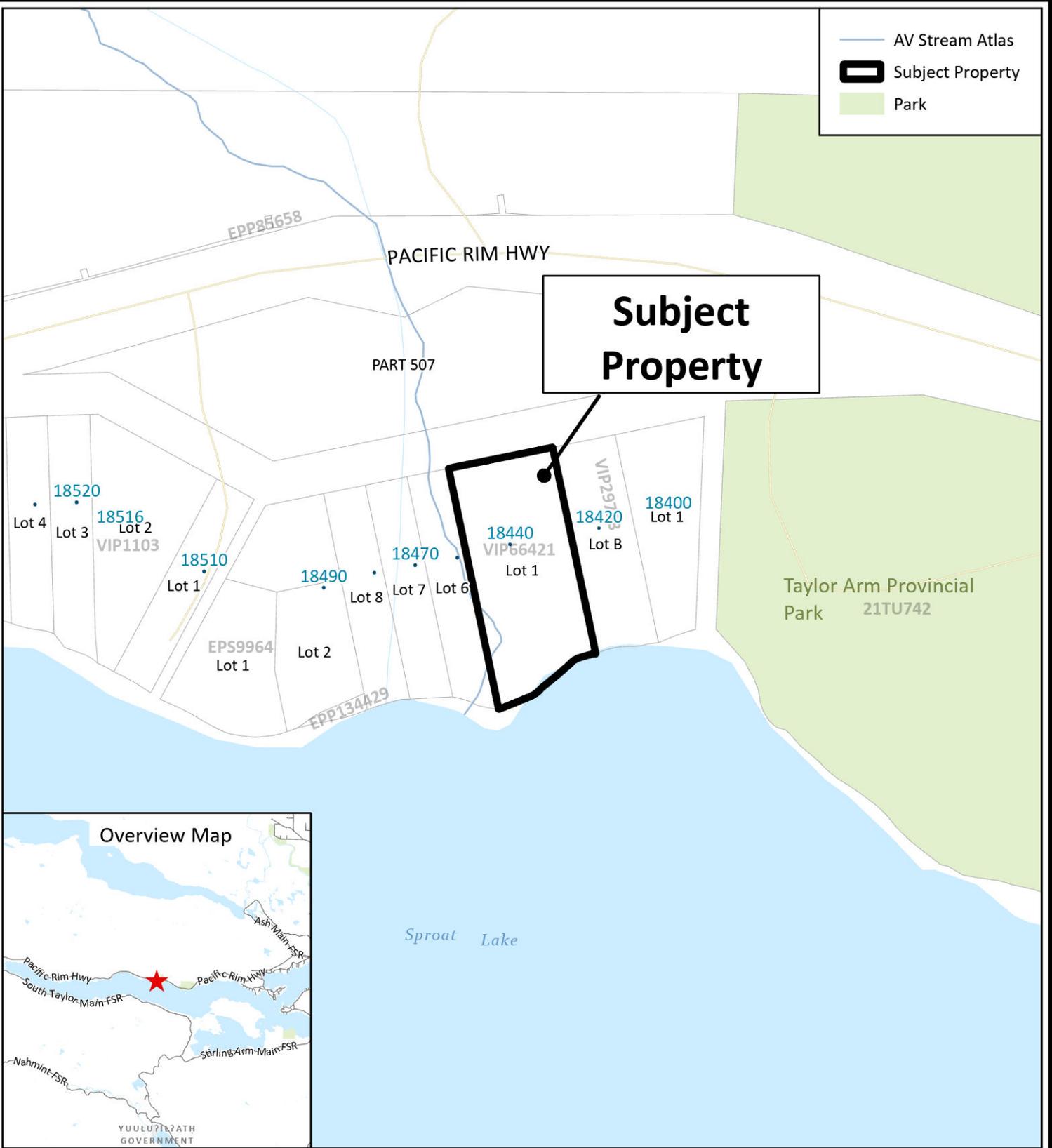
LEGEND

SL	DENOTES STRATA LOT
CP	DENOTES COMMON PROPERTY
ha	DENOTES HECTARES
PNB	DENOTES PRESENT NATURAL BOUNDARY
PP	DENOTES POWER POLE
⊗	DENOTES TEST PIT
⊙	DENOTES PERC HOLE
---	DENOTES ZONING SETBACK LINE
- - -	DENOTES ACCESSORY BUILDING SETBACK

No.	DATE	REVISION
1	2024/06/07	SITE PLAN FOR DISCUSSION
2	2024/08/22	STRATA CONFIGURATION FOR CLIENT REVIEW
3	2024/09/12	ADD LOT DIMENSIONS
4	2024/12/05	MODIFY LAYOUT, CALCULATE FRONTAGE & COVERAGE, ADD SETBACKS
5	2025/06/16	REVISE SL 1 FRONTAGE CALCULATIONS

PRISM
LAND SURVEYING LTD.
223 FERN ROAD W.
QUALICUM BEACH, B.C. V9K 1S4
PHONE: 250-752-9121
FAX: 250-752-9241
FILE NUMBER: 24-094-S
DRAWING NUMBER: 24-094-P5.DWG
DATE: 2025/06

-  AV Stream Atlas
-  Subject Property
-  Park



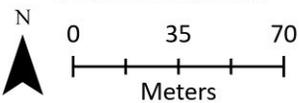
**Subject
Property**



Civic Address: 18440 Pacific Rim Highway
 Legal Description: LOT 1 SECTION 507 CLAYOQUOT DISTRICT PLAN
 VIP66421



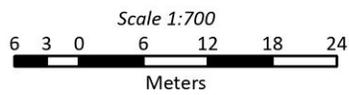
ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT



100



18440 Pacific Rim Highway
 LOT 1 SECTION 507 CLAYOQUOT DISTRICT PLAN VIP66421

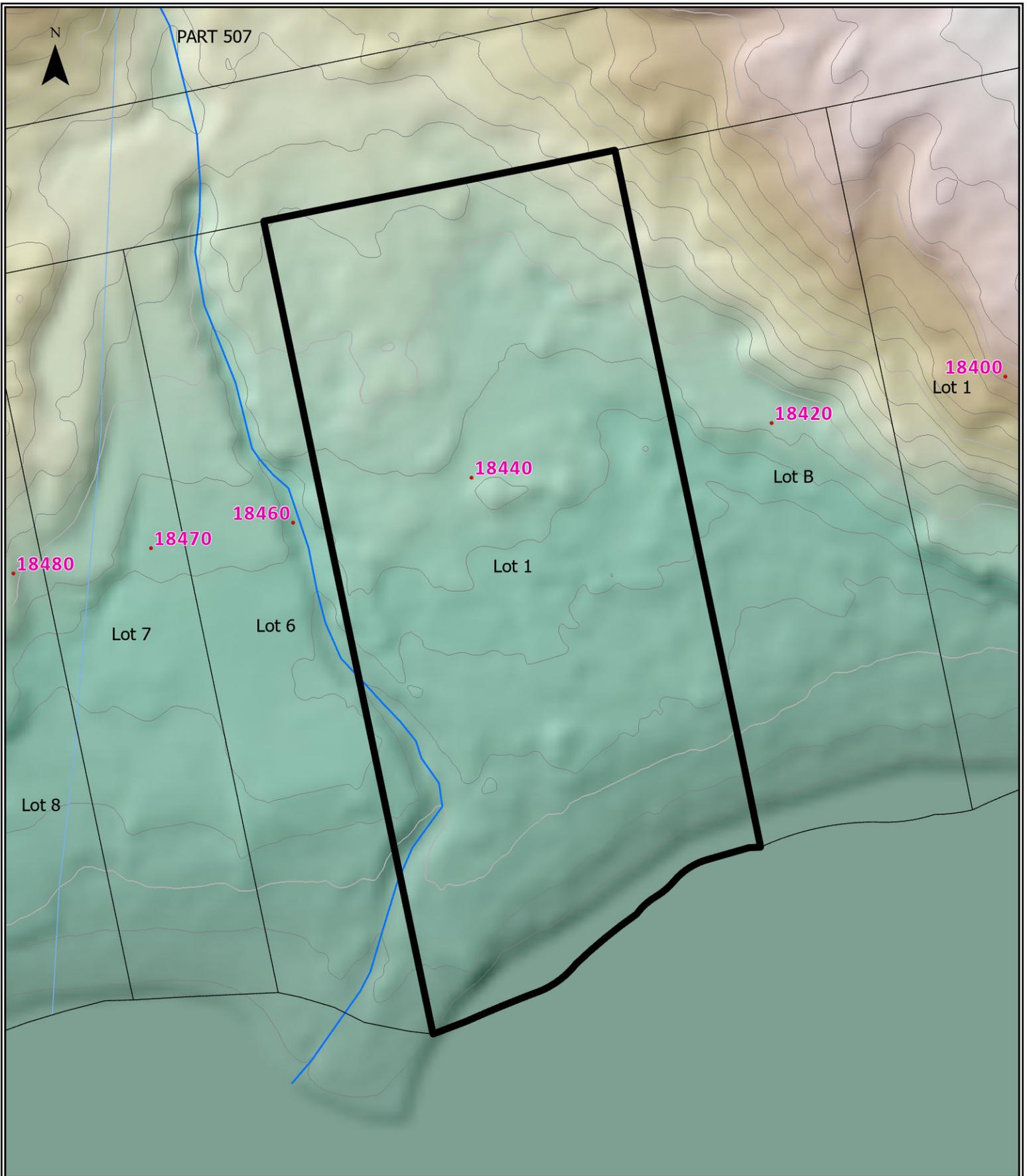


-  Subject Property
-  AV Stream Atlas
-  Parcels



Prepared 2024-10-01
 Sources: © OpenStreetMap (and) contributors, CC-BY-SA, Airbus DC 2023, LidarBC (DEM, Hillshade) 2019, ParcelMapBC, GeoBC, ACRD

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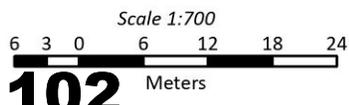
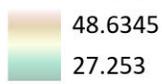
18440 Pacific Rim Highway
 LOT 1 SECTION 507 CLAYOQUOT DISTRICT PLAN VIP66421

 Subject Property

 AV Stream Atlas

 Parcels

Elevation (m)



102



Prepared 2024-10-01
 Sources: Airbus DC 2023, LidarBC (DEM, Hillshade) 2019, ParcelMapBC; GeoBC; ACRD

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To: ACRD Board of Directors

Meeting Date: September 10, 2025

From: Alima Khoja, Planner 1

Voting Structure: Electoral Area Directors

Electoral Area: E - Beaver Creek

Subject: Parcel Frontage Waiver SE25006PFW - 6320 BEAVER CREEK RD (DANNY A PLETTI)

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, for proposed Lot B as shown on the subdivision plan for the property located at 6320 Beaver Creek Road.

Development Proposal: The property owners have applied to subdivide the 0.81 ha (2 ac) subject property into two (2) lots. The proposed subdivision plan provided by the applicant indicates a panhandle access to Lot B, and direct access from Beaver Creek Road for Lot A.

Advisory Planning Commission Recommendation: The Beaver Creek APC discussed the parcel frontage waiver requirements when they reviewed the rezoning application and supported the property development at their January 27, 2025 meeting.

Property Owner(s): DANNY A PLETTI, CATHERINE R CHORNEY

Applicant/Primary Contact: RACHEL HAMLING, PRISM LAND SURVEYING

Property Information:

Civic Address:	6320 BEAVER CREEK RD				
Legal Description:	LOT 5, DISTRICT LOT 40, ALBERNI DISTRICT, PLAN 6640				
PID:	005-888-085	Folio:	770-00732.000	ALR? (Y/N)	N
Lot Size (ha):	0.81 (2.00 ac)				

Current Zoning:	RA3 – Acreage Residential District				
Current OCP:	Beaver Creek, Residential Use				
Development Permit Area(s):	N/A				

Current Use & Description: The parcel is generally flat property, contains a single-family dwelling and associated shop in the front of the parcel nearest Beaver Creek Road and a mobile home and a shed at the rear side of the parcel. There are two existing septic systems, one to serve each dwelling. The parcel is not within the Agricultural Land Reserve and is not impacted by a DPA.

 Surrounding Zoning and Land Use

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

Services:

- a) **Sewage Disposal:** Onsite sewage disposal. The applicants have submitted a report from a Registered Onsite Wastewater Practitioner (ROWP) dated November 11, 2024.
- b) **Water Supply:** Beaver Creek Water System (BCWS). As a condition of the subdivision, the property owners will apply for a second BCWS connection and provide payment of development cost charge and connection fees to satisfy the requirements of the BCWS bylaws.
- c) **Fire Protection:** Beaver Creek Fire Protection Area.
- d) **Access:** Beaver Creek Road.

Planning Policy Discussion:

- a) **Official Community Plan:** The Beaver Creek OCP designates the subject property Residential Use. The property is not within a development permit area.

This proposal complies with the Beaver Creek OCP.

- b) **Zoning:** The ACRD Zoning Bylaw zones the subject property Acreage Residential (RA3) District. The property owners rezoned the property in 2025 to facilitate the proposed 2-lot subdivision.

This proposal complies with the ACRD Zoning Bylaw.

Comments: The property owners intend to subdivide the subject property into two (2) lots. In the proposed two-lot subdivision plan, Lot B is accessed by a 6 m wide panhandle driveway which does not meet the 10% road frontage as required by Section 512 of the *Local Government Act (LGA)*. Section 512(2) of the *LGA* allows a local government to exempt a parcel from the 10% parcel frontage requirement by Board resolution.

This subdivision proposal aligns with the policies and objectives of the Beaver Creek OCP and complies with ACRD Zoning Bylaw. Support for this parcel frontage waiver is a condition of subdivision approval.

Planning staff are supportive of the proposed subdivision and recommend that the 10% road frontage requirement be waived for proposed Lot B.

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



Our File: 24-149-S
ACRD Subdivision File No.: SE250006

2025-07-31

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

Attention: Alex Dyer

Dear Alex:

**RE: Parcel Frontage Waiver Application
Lot 5 District Lot 40 Alberni District Plan 6640
6320 Beaver Creek Road
Owner: Danny Pletti and Catherine Chorney**

On behalf of our clients, Danny Pletti and Catherine Chorney, we are applying for a Parcel Frontage Waiver for Proposed Lot B in order to facilitate a 2 lot subdivision.

BACKGROUND

We recently submitted an application to subdivide the 0.81ha (2.00ac) parcel into 2 lots. The property is located in Beaver Creek in Electoral Area 'E' and has recently been rezoned to RA3 which allows for a minimum lot size of .24ha (0.6ac).

This generally flat property is bounded by A1 zoned properties to the north, south and west, and R2 zoned properties to the east.

The proposal includes two lots: Proposed Lot A contains a single family dwelling and associated shop which sits toward the front of the parcel nearest Beaver Creek Road and Proposed Lot B is located toward the rear of the property and contains a mobile home and a shed.

The proposed new lots will be serviced by Beaver Creek Water and there are two existing septic systems; one to serve each of the dwellings.

FRONTAGE WAIVER

As Proposed Lot B is accessed via a 6.0m wide panhandle, an exemption from the requirements of Section 512 of the *Local Government Act* to reduce the frontage requirements will be required.

Details are as follows:

Proposed Lot	Perimeter (m)	Required Frontage (10%)	Total Proposed Frontage	Approximate % of Perimeter
B	482.6m	48.26m	6.0m	1.2%

Proposed Lot B will not exceed the maximum parcel depth requirements and will exceed minimum parcel size requirements as permitted in the RA3 zone.

Ministry of Transportation and Infrastructure has reviewed the Proposed Subdivision Plan and application and they support the 6.0m wide panhandle.

Accordingly, we request that the frontage waiver be issued.

ENCLOSURES

In support of this application, we enclose the following:

- Application for Development Form;
- Title search;
- Proposed Subdivision Plan; and
- Letter of Authorization.

Application fees will be paid directly to ACRD when we receive the Request for Fees.

We look forward to working with the ACRD on this application.

Sincerely,



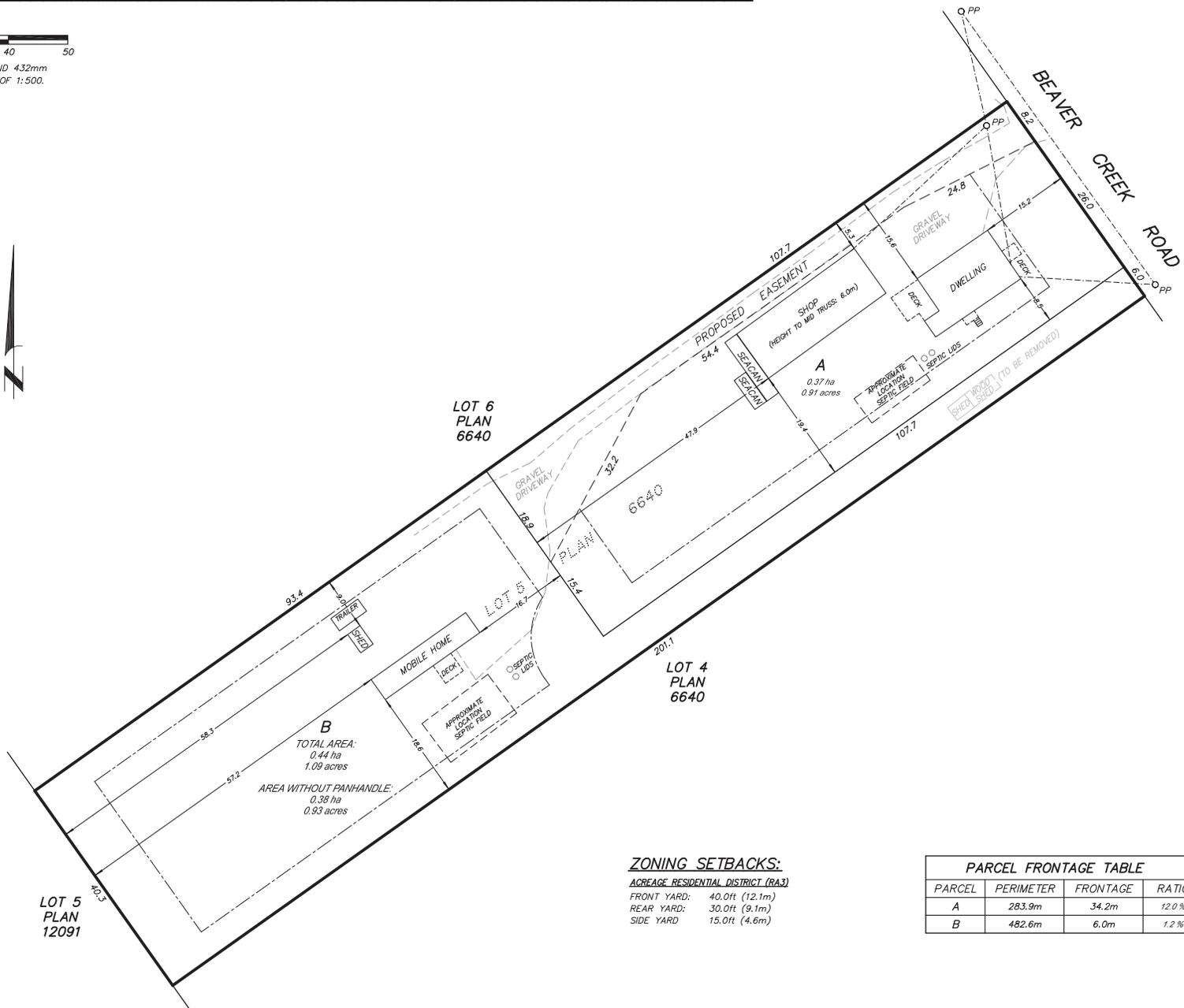
Kelly Allardyce
Land Development Coordinator
Enclosures

PROPOSED REZONING AND SUBDIVISION PLAN OF LOT 5, DISTRICT LOT 40, ALBERNI DISTRICT, PLAN 6640.

SCALE 1:500



THE INTENDED PLOT SIZE IS 560mm IN WIDTH AND 432mm IN HEIGHT (C SIZE) WHEN PLOTTED AT A SCALE OF 1:500.



ZONING SETBACKS:
ACREAGE RESIDENTIAL DISTRICT (RA3)
 FRONT YARD: 40.0ft (12.1m)
 REAR YARD: 30.0ft (9.1m)
 SIDE YARD 15.0ft (4.6m)

PARCEL FRONTAGE TABLE			
PARCEL	PERIMETER	FRONTAGE	RATIO
A	283.9m	34.2m	12.0%
B	482.6m	6.0m	1.2%

NOTES:

THIS PLAN IS NOT TO BE USED TO RE-ESTABLISH PROPERTY BOUNDARIES.
 ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF UNLESS OTHERWISE INDICATED AND ARE DERIVED FROM FIELD OBSERVATIONS AND LTO RECORDS.
 JURISDICTION: ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 CURRENT PARCEL ZONING: SMALL HOLDINGS DISTRICT (A 1)
 PROPOSED PARCEL ZONING: ACREAGE RESIDENTIAL DISTRICT (RA 3)
 PID NO: 005-888-085
 THIS LOT IS SUBJECT TO LTO CHARGE NUMBER: M76300
 CIVIC ADDRESS: 6320 BEAVER CREEK ROAD, PORT ALBERNI, BC

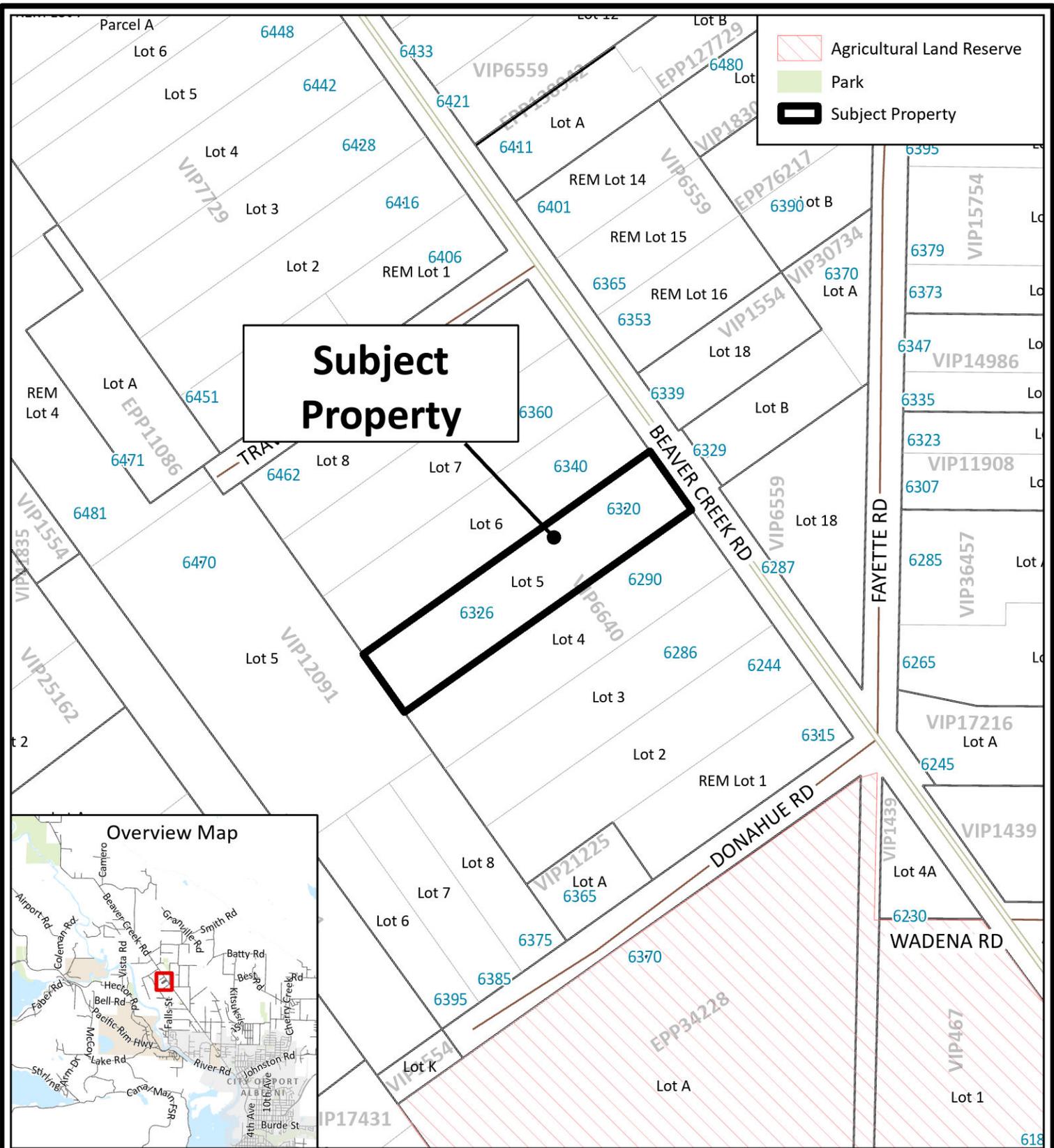
LEGEND

DL DENOTES DISTRICT LOT
 REM DENOTES REMAINDER
 ha DENOTES HECTARES
 PP ○ DENOTES POWER POLE
 - - - DENOTES ZONING SETBACK LINE
 - · - · - DENOTES ABOVE GROUND UTILITY LINE

No.	DATE	REVISION
1	2024/09/09	TWO LOT SUBDIVISION PROPOSAL FOR DISCUSSION
2	2025/07/30	ADD SETBACK LINES AND FRONTAGE TABLE

PRISM
 LAND SURVEYING LTD.
 223 FERN ROAD W.
 QUALICUM BEACH, B.C. V9K 1S4
 PHONE: 250-752-9121
 EMAIL: info@prismlandsurveying.ca
 FILE NUMBER: 24-149-S
 DRAWING NUMBER: 24-149 P2.DWG
 DATE: 2025/07/30

107



-  Agricultural Land Reserve
-  Park
-  Subject Property

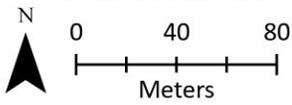
**Subject
Property**



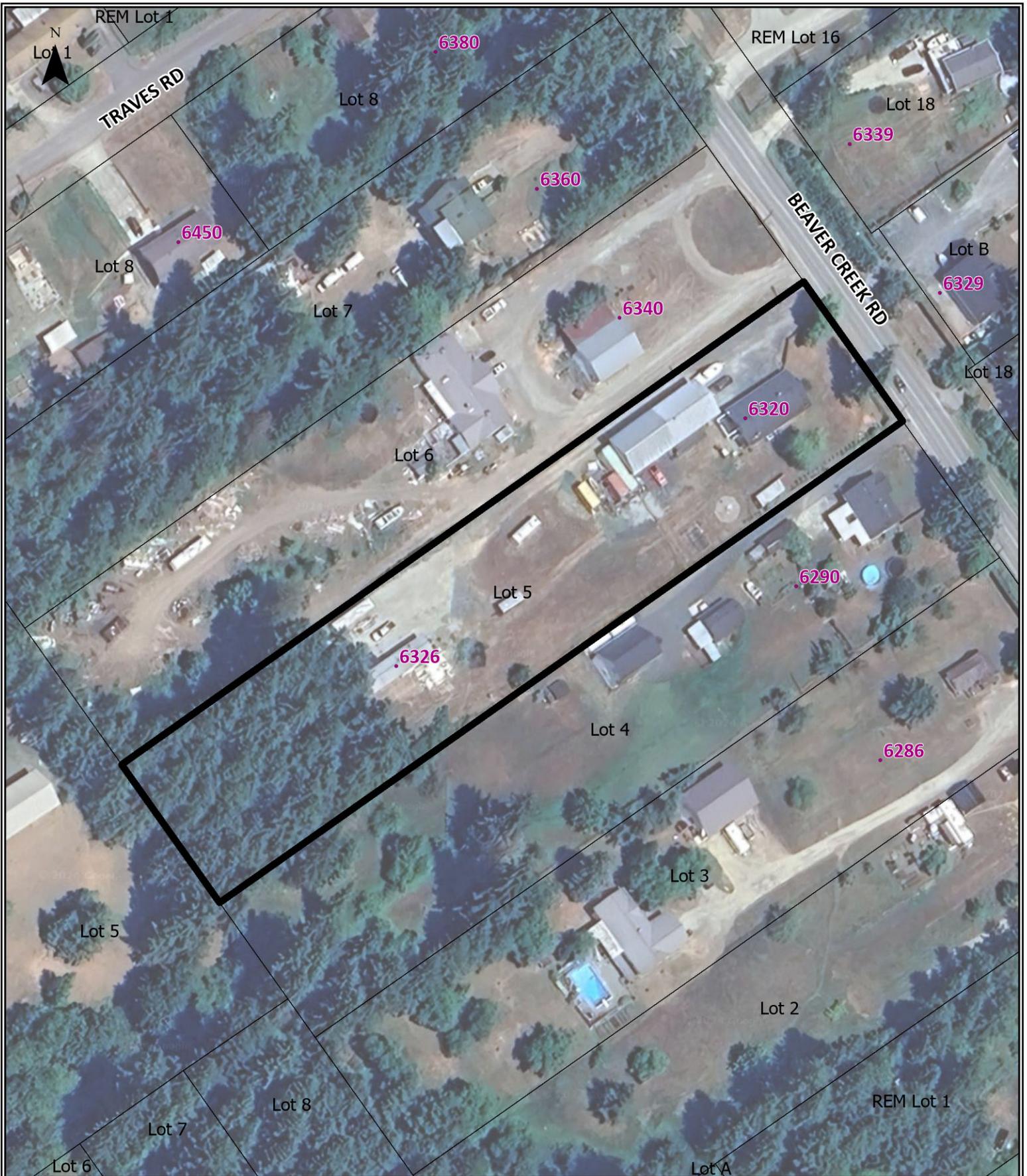
 Civic Address: 6320, 6326 Beaver Creek Road
 Legal Description: LOT 5, DISTRICT LOT 40, ALBERNI DISTRICT, PLAN 6640



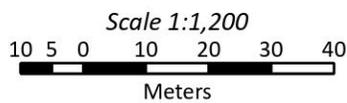
ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



108



6320, 6326 Beaver Creek Road
 LOT 5, DISTRICT LOT 40, ALBERNI DISTRICT, PLAN
 6640



-  Subject Property
-  Parcels



Prepared 2024-11-12
 Sources: © OpenStreetMap (and contributors, CC-BY-SA, LidarBC (DEM, Hillshade) 2019, ParcelMapBC; GeoBC; ACRD

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Alberni-Clayoquot Regional District

Board of Directors Meeting Schedule October 2025

DATE	MEETING	TIME & LOCATION	ATTENDEES
Tuesday, October 7 th 6 pm	Bamfield Area Services Committee	Zoom	Committee/Staff
Wednesday, October 8 th 10:00 am	Committee of the Whole	Hybrid – ACRD Board Room/Zoom	Committee/Staff
1:30 pm	Board of Directors Meeting	Hybrid – ACRD Board Room/Zoom	Board/Staff
	Regional Hospital District Meeting (immediately following above)	Hybrid – ACRD Board Room/Zoom	Board/Staff
Thursday, October 16 th 10:00 am	Alberni Valley Regional Airport Advisory Committee Meeting	Hybrid – ACRD Board Room/Zoom	Committee/Staff
Wednesday, October 22 nd 10am	Committee of the Whole	Hybrid – ACRD Board Room/Zoom	Committee/Staff
Wednesday, October 22 nd 1:30 pm	Board of Directors Meeting	Hybrid – ACRD Board Room/Zoom	Board/Staff
To be determined	West Coast Committee	TBD	Committee/Staff
To be determined	Transportation Committee	Hybrid – ACRD Board Room/Zoom	Committee/Staff

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

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

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	1	534,522	1	619,999	1	236,530	1	1,400,000					4	2,791,051
Mobile Homes													-	-
Multi-Family													-	-
Adds&Rens							2	434,000	1	46,960			3	480,960
Commercial											1	653,839	1	653,839
Institutional													-	-
Industrial													-	-
Miscellaneous													-	-
Totals	1	534,522	1	619,999	1	236,530	3	1,834,000	1	46,960	1	653,839	8	3,925,850

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
AUGUST, 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	6	1,975,276	7	5,427,456	4	1,713,418	2	1,364,012	24	13,831,997
Mobile Homes	-	-	-	-	-	-	-	-	3	27,540	-	-	3	27,540
Multi-Family	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Adds&Rens	1	463,700	1	40,000	1	150,000	8	1,034,500	2	103,142	3	104,399	16	1,895,741
Commercial	-	-	-	-	-	-	-	-	-	-	1	653,839	1	653,839
Institutional	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Industrial	-	-	-	-	2	412,230	-	-	-	-	-	-	2	412,230
Miscellaneous	-	-	3	47,000	3	196,070	5	377,707	2	39,128	2	163,511	15	823,416
Totals	3	1,444,399	7	2,458,136	12	2,733,575	20	6,839,663	11	1,883,228	8	2,285,761	61	17,644,763

	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	89	20,433,949	119	30,520,584					
2023	75	15,307,195	107	21,617,844					
2022	81	17,209,494	127	27,309,617					
2021	80	10,242,972	109	15,945,961					
2020	73	9,073,743	121	16,119,274					
2019	70	9,542,579	109	14,925,682					
2018	78	9,581,032	104	12,305,797					
2017	70	10,424,596	103	12,826,449					
2016	53	7,734,214	82	10,545,063					
2015	65	5,513,642	89	8,577,170					
2014	59	5,590,428	73	7,121,200					
2013	56	5,928,986	81	8,208,948					
2012	60	6,051,900	92	9,011,700					
2011	96	7,892,441	120	9,221,498					
2010	123	17,871,593	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 August 1, 2025, to August 31, 2025:

Parties	Agreement	Purpose	Term	Fees
Urban Systems Ltd	Amending Agreement	To expand original scope to include biologist review of the Environmental DPAs.	June 18, 2024 – June 30, 2026	\$10,000.00
Suncorp Valuations Ltd	Contract	Asset Insurance Appraisal Services	August 15, 2025 – July 31, 2031	\$32,500.00



To: ACRD Board of Directors

From: Cynthia Dick, General Manager of Administrative Services

Meeting Date: September 10, 2025

Subject: 2025 UBCM Convention Meetings and Resolutions

Purpose:

To provide information to the Alberni-Clayoquot Regional District Board of Directors regarding the 2025 UBCM Convention in Victoria scheduled for September 22-26, 2025.

Background:

Union of BC Municipalities (UBCM) was formed to provide a common voice for local governments. The annual Convention continues to be the main forum for UBCM policymaking and provides an opportunity for local governments of all sizes and from all areas of the province to come together and take a united position on matters. This year the UBCM Convention will be held in-person, September 22-26, 2025, in Victoria, BC.

The UBCM Convention also provides local governments with an opportunity to submit resolutions for consideration of members and to schedule meetings with the Premier, Ministers, and Ministry staff to discuss topics that are relevant to their communities.

Summary:

For the upcoming 2025 UBCM Convention the following resolutions were submitted by the Alberni-Clayoquot Regional District Board of Directors and will be considered by members during the Convention:

Topic	Resolution
Island Rail Corridor	<i>THEREFORE BE IT RESOLVED THAT the Association of Vancouver Island Coastal Communities request that the province of British Columbia prioritize funding the minimum required upgrades to the West to East section of the Island Rail Corridor to allow for its use in the event of a wildfire or highway closure.</i>
BC Ferries Priority Boarding	THEREFORE BE IT RESOLVED THAT the Union of BC Municipalities request that BC Ferries reinstate priority boarding for livestock and agricultural products at all ferry terminals.

Local Voices, Stronger Healthcare	<i>THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urge the Province of British Columbia to convene a formal table that includes representatives from the UBCM, First Nations communities, local governments, and healthcare professionals to collaboratively design a framework for enabling local decision making in rural areas; AND BE IT FURTHER RESOLVED that this table ensure local government, First Nations communities, and local healthcare professionals have a structured decision-making role in shaping healthcare strategies, workforce planning, and service delivery models that address the unique challenges of their rural communities.</i>
Rural Practicum Program	<i>THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities request the Province of British Columbia to expand or establish a program specifically designed to place students in rural communities, providing hands on experience, and financial support; AND BE IT FURTHER RESOLVED that this program be developed in partnership with municipalities, Indigenous communities, educational institutions, and local industries to address workforce shortages and foster long-term economic sustainability in rural areas.</i>
Rural Healthcare Compensation Models	<i>THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities advocate for the provincial government to implement a pay structure and incentive model that directly aligns with the scope of responsibilities undertaken by primary care providers in rural areas.</i>

One meeting request was submitted to the Ministry of Transportation and Transit (MOTT), which was accepted and has been scheduled for Wednesday September 24, 2025, from 9:40am- 9:55am at the Parliament Buildings. The following topics were included in the meeting request:

Topic	Request
Emergency Evacuation Routes	That the Ministry work with communities to ensure the permanent establishment and maintenance of alternative/emergency transportation routes, and conduct an inventory of active forestry roads that could be maintained for emergency evacuation purpose
Island Rail Corridor	That the province prioritize funding the minimum required upgrades to the West to East section of the Island Rail Corridor to allow for its use in the event of a wildfire or highway closure.

A separate meeting request was submitted to meet with staff from MOTT to discuss road designations and speed limits, however, the meeting was not accepted due to limited capacity of MOTT staff at the Convention. The District of Ucluelet has secured the following meetings, and requested that a representative from the Alberni-Clayoquot Regional District attend:

Date	Ministry	Topic
Tuesday, September 23, 2025, 8:00am-8:15am	Ministry of Transportation and Transit	Potential transit options between Ucluelet and Port Alberni.

Wednesday, September 24, 2025, 10:20am-10:35am	Ministry of Housing and Municipal Affairs	Funding for new affordable housing initiatives and upgrades for Fire Hall.
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A package will be provided to the Directors prior to the Convention which will include the resolutions, hotel information, and meeting details

Strategic Plan Implications:

Multiple objectives from the 2024-2027 Strategic Plan apply, including 1.0 Planning for a Resilient and Livable Region, 2.0 Managing Our Assets and Infrastructure and 4.0 Advocacy and Service.

Policy or Legislation:

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

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

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