ALBERNI-CLAYOQUOT REGIONAL DISTRICT

West Coast Committee Meeting
Wednesday, August 19, 2026
Ucluelet Council Chambers/Zoom (Hybrid), 500 Matterson Drive, Ucluelet, BC
10:00 AM

Regular Agenda

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1. **CALL TO ORDER**

   Recognition of First Nation Traditional 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**

   THAT the West Coast Committee approve the agenda as circulated.

3. **DECLARATIONS**

   (conflict of interest)

4. **INVITED PRESENTATIONS**

5. **DELEGATIONS (10 minute maximum)**

   a. **Nene Kraneveldt, Owner and Founder, Pam Shaw, Senior Consultant and Facilitator, Leah May, Junior Consultant and Coordinator, Imagination FX, providing overview of the Long Beach Airport Land Use Plan project.**

   b. **Bob Hansen, Action Plan Lead, Chris Read, Community Coordinator, WildSafe BC Pacific Rim, providing update on** Page 4

initiatives to reduce human-bear conflicts associated with waste management on the West Coast.

6. ADOPTION OF MINUTES Page 7

THAT the minutes of the West Coast Committee held on May 20, 2026, be adopted.

7. PUBLIC INPUT PERIOD (15 minute maximum)

(Public will be permitted to speak for up to 3 minutes on an agenda item. No video, use of presentations, handouts, or props are permitted. Virtual attendees, raise your hand in Zoom to request to speak. In-person attendees, raise your hand to request to speak).

8. CORRESPONDENCE FOR INFORMATION

9. CORRESPONDENCE FOR ACTION

10. REQUEST FOR DECISION REPORTS

a. Long Beach Airport Lease Rent Reduction Grant Policy Page 11

THAT the West Coast Committee endorse the proposed Long Beach Airport Lease Rent Reduction Grant Policy framework and recommend that the Alberni-Clayoquot Regional District Board of Directors consider adoption of a policy for eligible tenants at the Long Beach Airport.

b. West Coast Landfill Bylaw Amendment to Prohibit the Disposal of Wetsuits as Waste (Bylaw R1033) Page 18

THAT the West Coast Committee recommend that the Alberni Clayoquot Regional District Board of Directors support the adoption of an amendment to Bylaw R1033, West Coast Landfill Tipping Fee and Regulation to add wetsuits under Schedule C "Prohibited Waste".

c. West Coast Community Donation Policy for Sortn'Grow Compost Page 23

THAT the West Coast Committee recommend that the Alberni Clayoquot Regional District Board of Directors adopt a policy to provide 10% of Sortn'Grow compost to community projects located within the West Coast region free-of-charge.

d. Bylaw F1175 West Coast Transit Fees and Charges Bylaw Page 27

Repeal

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. F1175, West Coast Transit Fees and Charges Bylaw Repeal, 2026.

e. **Tofino-Ucluelet Airport Fees Amendment Bylaw No. R1016-9, 2026** Page 31

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors adopt "Tofino-Ucluelet Airport Fees Amendment Bylaw No. R1016-9, 2026".

11. REPORTS

a. STAFF REPORTS

12. OTHER BUSINESS (including Late Items)

(Late Items are defined as matters arising after the preparation of the agenda which, if not acted upon in a timely manner, would prejudice or compromise either the Regional District's position or the position of a constituent or group of constituents).

13. QUESTION PERIOD (15 minute maximum)

(Public will be permitted to ask questions for up to 3 minutes on an agenda item. No video, use of presentations, handouts, or props are permitted. Virtual attendee, raise your hand in Zoom to request to speak. In-person attendees, raise your hand to request to speak).

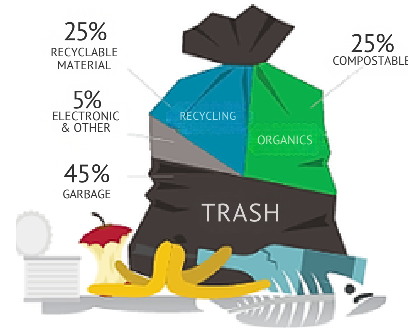
14. ADJOURN

Securing your carts at home

Why the Curbside System?

The ACRD rolled out the curbside collection system to the West Coast as part of the provincial mandate to reduce emissions and total garbage produced. Here, it was studied that 55% of household garbage could've been diverted to compost (25%), recyclables (25%), or electronic/construction reusables (5%).

This system is to guide residents towards producing less garbage and lengthen the lifespan of our landfill. As a result, plastics, metals and organics are recycled back into the communities, and promoting circular economy.



Store your garbage/organics inside to not attract wildlife

Best Option

Store your garbage indoors and transfer into clean carts for the morning of collection

Next Best

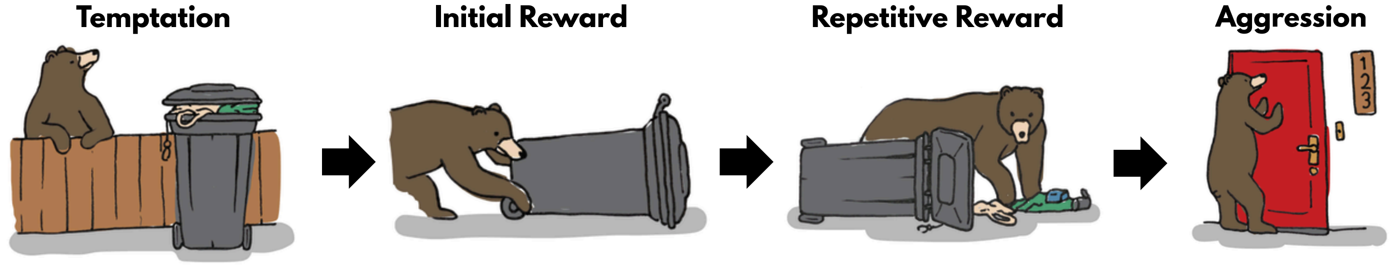
Keep carts stored outdoors clipped (stainless steel) carabiners and anchored to a fixed structure

Other Options

Wildlife Attractant

Bear resistant carts are effective only when used properly. Rinsing, freezing or using two bags for your waste reduces odour. If you can, keep your waste inside until collection day. If you must store your waste outside, keep your cart clipped with stainless steel carabiners and anchored to a fixed structure.

Unsecure garbage and compost are the leading causes of black bear conflict. If we can prevent food-rewards, communities will be safer and wildlife can live naturally.



Bears switch away from natural food sources and behaviour

Able to drag away unanchored carts and spends time testing them

Learns to efficiently break the barriers to those food rewards

Becomes aggressive in food acquiring methods

NEED HELP? WildSafeBC can help you install steel carabiners and anchoring systems or electric fencing.

Securing your carts at home

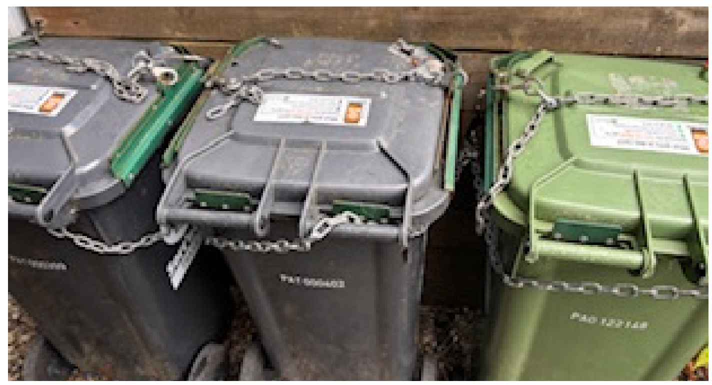
WildSafeBC
British Columbia Conservation Foundation

IT IS THE LAW If you have your collection carts stored outside, it is required by law that the homeowner or occupier ensures those carts are secure by having them locked and secured to a fixed structure (anchored). If a cart is damaged, it must be repaired and replaced as soon as possible. Help keep our communities safe and wildlife wild by leaving no trace of accessible food or food waste.

You can receive stainless steel carabiners for free from the District Offices in Ucluelet and Tofino! You may also receive a Windsor Plywood gift card if you intend on making your own anchoring system at home.

Anchor System Options

Chain/cable - Using a chain or cable through the cart handles and around the front of the carts to keep them upright. These chains must be secured to a fence, wall or other immovable structure. Adding multiple carabiners to the chains/cables makes it more user friendly.

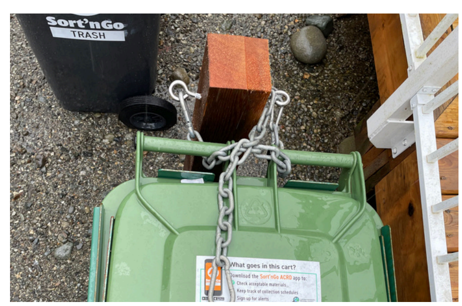


Custom U brackets - Purchase or manufacture your own brackets. The brackets must be attached firmly to a fence, wall or structure and have a screw/bolt drop-pin lock. These should be installed at the right height to be able to slot the cart's handles into the brackets.

Post and chain - Well driven and cemented posts (metal or wooden) are used to attach a wire/chain near the height of the handles. Note that wooden posts and eyebolts are to be thick enough to withstand significant forces.

Tuffboxes - These are certified bear-resistant containers. Keep these locked with any other bins containing your waste and transfer your waste to carts on collection day.

Electric Fencing - Install electric fencing around a shed, compost, coop or enclosure to keep all of your attractants secure.



If your cart is damaged, please contact the Solid Waste Department at 250-736-7678 or email at sortngo@acrd.bc.ca

The Action Plan

Learn more about available resources

2022	2023	2024	2025
45+ Sheds 30+ Vehicles 3 Polycarts	5 Sheds 3 Vehicles 70 Polycarts	3 Sheds 5 Vehicles 181 Polycarts	28 Homes 5 Vehicles 118 Polycarts
9 Bears dispatched	1 Bear dispatched	1 Bear dispatched	13 Bears dispatched

The Action Plan offers solutions to residents to help secure their wildlife attractants. Below are some of those resources that are available.

Solutions

IF YOU CAN, STORE YOUR CARTS INSIDE UNTIL COLLECTION DAY

MANAGE ATTRACTANTS AT HOME BY:

1 Brass → Stainless Steel

Free Stainless Steel Carabiners

Replace brass with steel carabiners

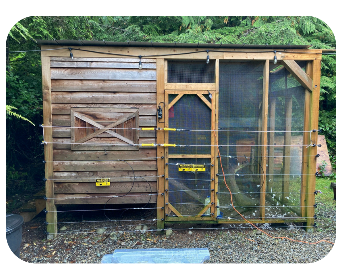
2 Anchoring

Significantly reduces opportunities for bears to learn how to access carts

$20 Gift card for Windsor Plywood

3 Electric Fencing

Electric fencing for carts, coops, gardens, bees etc. Contact WildSafeBC



4 Neighbourhood Champion

Share with others how to remove/store wildlife attractants

At-home checklist!

5 Compliance & Enforcement

IT IS THE LAW

Follow provincial, regional and local bylaws

6 Commercial bins

Keep commercial bins closed and secured

ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

MINUTES OF THE WEST COAST COMMITTEE MEETING
HELD ON WEDNESDAY, MAY 20, 2026, 10:00 AM

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

MEMBERS PRESENT:	Tom Stere, Chairperson, Councillor, District of Tofino Marilyn McEwen, Mayor, District of Ucluelet Vaida Siga, Director, Electoral Area "C" (Long Beach) Levana Mastrangelo, Executive Legislator, YuułuʔiłʔatḥGovernment
REGRETS:	Kirsten Johnsen, Member of Council, Toquaht Nation John Rampanen, Chief Councillor, Ahousaht First Nation Dave Tovell, Park Superintendent, Pacific Rim National Park Reserve Bob Anderson, Administrator, Hesquiaht First Nation
STAFF PRESENT:	Jenny Brunn, General Manager of Community Services Shane Koren, Manager of Financial Services Eddie Kunderman, Operations Manager Janice Hill, Executive Assistant Tanya Carothers, Solid Waste Manager

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
https://www.acrd.bc.ca/events/20-5-2026/

1. CALL TO ORDER

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

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

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

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

2. APPROVAL OF AGENDA

The Motion was MOVED and SECONDED

THAT the agenda be approved as circulated.

CARRIED UNANIMOUSLY

3. DECLARATIONS

4. INVITED PRESENTATIONS

5. DELEGATIONS (10 minute maximum)

a. **Seth Wright, Government Relations Manager, BC Transit presenting a West Coast Transit update: ridership, operations, next steps.**

6. ADOPTION OF MINUTES

a. **West Coast Committee – Wednesday, February 18, 2026**

The Motion was MOVED and SECONDED

THAT the minutes of the West Coast Committee meeting held on Wednesday, February 18, 2026 be adopted.

CARRIED UNANIMOUSLY

7. PUBLIC INPUT PERIOD

8. CORRESPONDENCE FOR INFORMATION

a. **DISTRICT OF UCLUELET**
Regional Partnership for Wildlife Safety and Conservation Officer Initiative

The Motion was MOVED and SECONDED

THAT the West Coast Committee receive item a. for information.

CARRIED UNANIMOUSLY

9. CORRESPONDENCE FOR ACTION

10. REQUEST FOR DECISION REPORTS

a. **Request for Decision regarding 2026 Grant-in-Aid Applications — West Coast Category**

The Motion was MOVED and SECONDED

THAT the West Coast Committee recommend that the ACRD Board of Directors award a grant-in-aid in the amount of $2000 in 2026 to the Surfrider Foundation.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the West Coast Committee recommend that the ACRD Board of Directors award a grant-in-aid in the amount of $2000 in 2026 to the Clayoquot Sound Biosphere Centre and direct staff to bring a report regarding additional clarification of expenditures.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the West Coast Committee recommend that the ACRD Board of Directors award a grant-in-aid in the amount of $2000 in 2026 to the Ucluelet Aquarium Society.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the West Coast Committee recommend that the ACRD Board of Directors award a grant-in-aid in the amount of $2000 in 2026 to the Redd Fish Restoration Society for their Salmon Trails project.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the West Coast Committee recommend that the ACRD Board of Directors award a grant-in-aid in the amount of $1200 in 2026 to the Pacific Rim Arts Society.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the West Coast Committee recommend that the ACRD Board of Directors award a grant-in-aid in the amount of $1000 in 2026 to the Ucluelet & Area Historical Society and direct staff to bring a report regarding additional clarification of expenditures.

CARRIED UNANIMOUSLY

11. REPORTS

11.1 STAFF REPORTS

a. Lot 13 Pilot — Reducing Human-Bear Conflict
b. 2025 West Coast Landfill Annual Reports
c. Year Two Update: Long Beach Airport Ha-Huulthii MOU

The Motion was MOVED and SECONDED

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

CARRIED UNANIMOUSLY

12. IN-CAMERA

The Motion was MOVED and SECONDED

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

i. *90 (1) (j) : information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;*
ii. *21 (1) (a) (ii) of FOIPPA: commercial, financial, labour relations, scientific or technical information of or about a third party.*

CARRIED UNANIMOUSLY

The meeting was closed to the public at 11:33 am.

The meeting was re-opened to the public at 11:46 am.

13. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

14. ADJOURN

The Motion was MOVED and SECONDED

THAT this meeting be adjourned at 11:49 am.

CARRIED UNANIMOUSLY

Certified Correct:

______________________________	______________________________
Tom Stere, Chairperson	Janice Hill, Executive Assistant

REQUEST FOR DECISION

ALBERNI-CLAYOQUOT REGIONAL DISTRICT

To: West Coast Committee

From: Lyndsey Page, Community Services Coordinator

Meeting Date: August 19, 2026

Subject: Long Beach Airport Lease Rent Reduction Grant Policy

Recommendation:

THAT the West Coast Committee endorse the proposed Long Beach Airport Lease Rent Reduction Grant Policy framework and recommend that the Alberni-Clayoquot Regional District Board of Directors consider adoption of a policy for eligible tenants at the Long Beach Airport.

Desired Outcome:

To provide a consistent and transparent framework for providing grants to eligible tenants at the Long Beach Airport (LBA) while maintaining fair and equitable lease rates in order to reduce the tax burden on local residents for operating this service.

Summary:

The Alberni-Clayoquot Regional District (ACRD) has received requests from airport tenants seeking reduced lease rates based on non-profit status or community benefit. There is currently no formal policy to guide how these requests should be reviewed or approved.

This has identified the need for a consistent and transparent approach to determine when lease rate assistance may be provided, who is eligible, and how applications should be evaluated and approved. Staff are seeking West Coast Committee (WCC) support to move forward with the creation of a grant policy framework that would maintain approved market lease rates while establishing a formal process for eligible tenants to apply for assistance. Under the proposed policy, tenants whose applications are approved would receive a rent reduction grant equal to 50% of their annual market lease rate for a maximum three-year term, with reapplications required at lease renewal. Eligibility would be based on demonstrated community benefit along with consideration of non-profit status and financial need. While the policy would increase administrative workload, it is generating revenue from lands that would otherwise remain unused and provides an equitable and transparent framework for supporting community-benefit projects while maintaining the integrity of the airport's market-rate leasing system. If endorsed, staff would bring a policy forward to the Board of Directors for consideration.

Background:

The ACRD currently leases land at the LBA based on approved market lease rates to maintain fair and equitable lease rates in order to reduce the tax burden on local residents for operating this service. These rates are established through periodic market rate assessments, with the most recent assessment completed in 2022. For the most part, airport tenants have been charged the applicable market lease rates, and the ACRD has not provided reduced lease rates or lease rate assistance based on non-profit status, community benefit, or similar considerations. However, two established leases (the CARE Network and Coastal Hive Greenhouses) have not been adjusted to reflect current market values. At the time these discounted leases were established, the rationale for providing reduced rates was that the leased areas were otherwise vacant, and reduced rent would generate some revenue while supporting organizations that provide a community benefit. The WCC has also supported a new request from a prospective airport tenant seeking consideration for a reduced lease rate for willow cultivation to support salmon habitat restoration projects.

These organizations all deliver services that benefit the community, and the existing tenants have expressed concerns about their ability to afford full market rate rent. The existing discounted leases have required significant ongoing staff time to administer, particularly when addressing lease rate concerns. The LBA continues to have vacant land available for future leasing opportunities, which has contributed to requests being considered in the context of generating revenue from otherwise unused land.

Staff are proposing that lease rent assistance be considered through a rent reduction grant model rather than by directly reducing approved market lease rates or entering into partnership agreements. Under this approach, the approved market lease rate would remain in place in the lease agreement, and eligible tenants could apply for a rent reduction grant to offset a portion of their annual lease cost. This would maintain the established market lease rate structure while allowing the Board to consider financial assistance through a transparent application and approval process that would be reviewed on a regular basis.

This approach would recognize the ACRD's financial support for each organization, provide assistance outside of the existing Grant-in-Aid program without increasing taxes, generate reduced revenue from otherwise unused lands, and provide approved organizations with greater certainty through three-year terms. The three-year term would also ensure that grants are reviewed regularly and do not become permanent.

The proposed framework would allow eligible tenants to apply for a rent reduction grant equal to 50% of their annual market lease rate for a maximum three-year term, aligned with the standard short term airport lease. Tenants would be required to reapply for a rent reduction grant at the time of lease renewal, allowing eligibility and community benefit to be reviewed before any further assistance is approved. Eligibility would not be determined solely by an applicant's non-profit or for-profit status. All applicants would be required to demonstrate that their use of the leased area meets a direct and measurable need for West Coast communities. Eligible community benefits would include local food production and food security, reconciliation and Indigenous cultural initiatives, environmental stewardship, and other activities that meet the community benefit criteria to be established in the policy. General economic activity, job creation, or an applicant's inability to afford market rent would not, on their own, establish eligibility.

The proposed application process would require applicants to submit information confirming their organization type, lease area, proposed use of the leased area, financial need for the rent reduction grant, the community benefit being provided, and how the benefit would be provided and maintained during the grant term. Applications would be reviewed by staff for completeness and alignment with the policy criteria. Eligible applications would then be brought forward to the WCC for consideration, with final approval by the ACRD Board of Directors. Approval would not be automatic and would remain subject to eligibility, demonstrated community benefit, financial impact, and Board approval. Tenants approved for a rent reduction grant would not be eligible to also receive funding through the ACRD Grant-in-Aid program.

The ACRD has also had ongoing discussions with Tla-o-qui-aht First Nation regarding potential land use at LBA. The proposed Airport Lease Rent Reduction Grant Policy is not intended to address land use requests from Tla-o-qui-aht First Nation at this time. Staff recommend that these requests be considered separately through the existing Memorandum of Understanding and next steps in the LBA Land Use Plan which support shared economic benefits, cultural recognition, and territory acknowledgement. The proposed policy could be reviewed and updated in the future if required; however, staff are not recommending that TLQFN land use requests be included in the policy at this time.

Staff have reviewed approaches used by other airports to inform the proposed framework. Practices vary, with some airports applying market lease rates to all tenants and others using reduced rates, exemptions, or Council-approved arrangements for certain non-profit or community service users. This variation highlights the importance of establishing an ACRD-specific policy that reflects local priorities and provides clear criteria for future lease rate assistance requests.

If endorsed by the WCC, staff would bring forward a draft Airport Lease Rent Reduction Grant Policy to the Board of Directors for consideration.

<u>Time Requirements – Staff & Elected Officials:</u>

Staff time to prepare the draft policy, application form, eligibility criteria, review process, and Board report is estimated at 15-20 hours.

If adopted, the policy would add approximately 5 to 10 hours per application to the lease review process for tenants applying for a rent reduction grant. This time would include reviewing the application, confirming eligibility, calculating the grant amount, and preparing the required Committee and Board reports.

The policy would also add time to future lease renewals where a tenant wishes to reapply for a rent reduction grant. Airport lease renewals do not typically require WCC or Board approval; however, any renewed rent reduction grant requests would need to be reviewed and approved through the Committee and Board process.

Financial:

If adopted, the Airport Lease Rent Reduction Grant Policy would result in reduced airport lease revenue for each approved application. Under the proposed framework, eligible tenants would continue to be charged the approved market lease rate; however, the approved tenant would receive a rent reduction grant equal to 50% of the tenant's annual lease cost.

The financial impact would depend on the number of approved applications and the annual lease amount for each tenant. Based on the two existing leases and one proposed lease, annual rent would be approximately $19,972 per year. A 50% rent reduction grant for each would reduce lease revenue by approximately $9,986 annually. Larger lease areas would result in a higher financial impact.

The rent reduction grant would apply to annual lease rent only. Approved tenants would remain responsible for Airport Maintenance Charge fees, utility fees, and community contribution fees payable to Tla-o-qui-aht First Nation. Tenants would also remain responsible for any property taxes payable by the tenant, unless a separate tax exemption applies. These costs would not be reduced through the proposed rent reduction grant.

Any rent reduction grant approvals would be considered individually through the WCC and Board approval process, and the total impact to airport lease revenue would depend on the number and value of approved applications.

Strategic Plan Implications:

This grant program supports the ACRD's 2024–2027 Strategic Plan's goal of achieving mutual benefits from partnering with First Nations, municipal governments and community partners by sharing and leveraging our resources.

Policy or Legislation:

This approach aligns with Section 25 of the Local Government Act that is designed to prevent local governments from providing benefits to businesses. Establishing a policy that allows equal access to a grant program to support non-profits and community benefit activities is an allowable exception to this requirement of the Act.

If supported by the Committee, the policy would be drafted to reflect the parameters above and brought to the Board for adoption.

Options Considered:

Option 1: Endorse the proposed Airport Lease Rent Reduction Grant Policy framework
Endorse the proposed framework and support bringing a draft Airport Lease Rent Reduction Grant

Policy forward to the Board of Directors for consideration. The proposed framework would allow eligible tenants to apply for a rent reduction grant equal to 50% of their annual market lease rate for a three-year term. This option is recommended as it maintains approved market lease rates while creating a consistent and transparent process for considering lease rate assistance requests.

Option 2: Limit eligibility to registered non-profit societies and charities
Endorse the proposed Airport Lease Rent Reduction Grant Policy framework with eligibility limited to registered non-profit societies and charities that meet the community benefit criteria established in the policy. This option would provide a clear and easily verified organizational requirement while ensuring that non-profit or charitable status alone does not qualify an applicant for assistance. This approach would exclude for-profit organizations that may provide a direct and measurable community benefit including the Coastal Hive Greenhouse lease who has previously received support from the WCC for reduced rent. This option may result in the current leaseholder being unable to continue their lease as the administrative burden to register and operate as a non-profit when focusing on food production is unlikely. This could result in vacant airport lands, reduced lease revenue, and the loss of a service that provides benefit to West Coast communities.

Option 3: Individual rent reduction grant approvals and deferred program establishment
Defer establishment of a rent reduction grant program until after completion of the LBA Land Use Plan to ensure alignment of the program with the master plan. The Committee could still support one-time approvals to provide rent reduction grants equal to 50% for the three requests that have been received. This would allow those organizations to proceed with their leases and upcoming renewals for three-year terms.

Option 4: Continue charging approved market lease rates only
Continue charging all airport tenants the approved market lease rates, with no reduced lease rate or rent reduction grant process. This option would not add administrative or approval steps; however, it may result in current leaseholders being unable to continue their leases, as two tenants have indicated that paying the full market rate may not be financially feasible. This could result in vacant airport lands, reduced lease revenue, and the loss of services that provide a benefit to West Coast communities. This option would also not provide a process to consider requests from tenants that provide a non-profit, charitable, or demonstrated community benefit.

Option 5: Establish a reduced lease rate category
Establish a reduced lease rate category for eligible tenants, rather than using a rent reduction grant model. This option is not recommended at this time because it would change the approved market lease rate structure. A rent reduction grant model is preferred because it maintains the approved market rate in the lease agreement while allowing the Board to consider financial assistance through a separate application and approval process.

Option 6: Encourage non-profit lease holders to apply to the ACRD Grant-in-Aid program on an annual basis
Encourage eligible non-profit lease holders to apply through the existing ACRD Grant-in-Aid program each year rather than establishing a separate Airport Lease Rent Reduction Grant Policy. This option

would use an existing grant process; however, if it were to be successful, the current allocated budget for grants-in-aid would need to increase significantly, as the current budget is limited to $10,000. Annual applications would also create uncertainty for leaseholders, as funding would not be guaranteed year to year and may not align with the standard three-year airport lease term. An airport-specific rent reduction grant policy is preferred because it would provide a clear process tied directly to airport leases, while still requiring WCC review and Board approval.

Report Approval Details

Document Title:	RFD - Long Beach Airport Reduced Rate Lease Policy.docx
Attachments:	
Final Approval Date:	August 14, 2026

This document and all of its attachments were approved and signed as outlined below:

Jenny Brunn

Jenny Brunn, General Manager of Community Services

Cynthia Dick

Cynthia Dick, General Manager of Administrative Services

Daniel Sailland

Daniel Sailland, MBA, Chief Administrative Officer

ALBERNI-CLAYOQUOT REGIONAL DISTRICT

REQUEST FOR DECISION

To: West Coast Committee

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

Meeting Date: August 19, 2026

Subject: West Coast Landfill Bylaw Amendment to Prohibit the Disposal of Wetsuits as Waste (Bylaw R1033)

Recommendation:

THAT the West Coast Committee recommend that the Alberni Clayoquot Regional District Board of Directors support the adoption of an amendment to Bylaw R1033, West Coast Landfill Tipping Fee and Regulation to add wetsuits under Schedule C "Prohibited Waste".

Desired Outcome:

To prohibit the disposal of wetsuits at the West Coast Landfill (WCL) and instead direct these materials to established local diversion programs for repair, reuse, recycling, and upcycling.

Summary:

Per the attached letter, Surfrider Foundation Canada (SFC) has formally requested that the ACRD implement a ban on the disposal of wetsuits as waste at WCL. With the establishment of the ReSurf Program and supporting infrastructure in Ucluelet in 2025, a viable and accessible diversion pathway for end-of-life wetsuits is now in place. Introducing a ban on landfilling of wetsuits at WCL would formalize the wetsuit diversion pathway, increase participation in diversion of wetsuits, and support regional waste reduction goals. The addition of wetsuits to Schedule C "Prohibited Waste" under Bylaw No. 1033 is proposed to ensure consistent handling of this material and maximize diversion from WCL.

Background:

Surfrider Foundation Canada (SFC) operates the ReSurf Program in Ucluelet which is a regional initiative aimed at diverting surf-related materials, including wetsuits, from landfill through repair, recycling, and upcycling. SFC has partnered with the ACRD to expand access to wetsuit diversion through the Ocean Plastic Depot located at WCL, where wetsuits are accepted free of charge. In its first year of operation, the ReSurf Program diverted approximately 1,100 wetsuits from WCL which equates to approximately three (3) tonnes of material. With local infrastructure and programming now in place to divert wetsuits, there is an opportunity to implement a landfill disposal ban to ensure materials are directed to appropriate end-of-life management pathways. Implementing a ban would align with ACRD's leadership in waste reduction and circular economy initiatives and position the region as an innovator in managing specialized waste streams.

Time Requirements – Staff & Elected Officials:

Minimal staff time will be required to draft the bylaw amendment, complete bylaw adoption, update landfill signage and website, communications, and public/stakeholder notification.

Financial:

No significant financial impacts. Existing infrastructure supports diversion and program delivery is led by external partners (Surfrider Foundation Canada). Minor administrative and communication costs can be accommodated within existing budgets.

Strategic Plan Implications:

Supports ACRD's 2024–2027 Strategic Plan goals for environmental sustainability and waste reduction.

Policy or Legislation:

As per Bylaw No. 1033 West Coast Landfill Tipping Fee and Regulation Amendment

Options Considered:

Option 1: Approve the bylaw amendment (Recommended). Formalizes existing diversion efforts, maximizes landfill diversion, supports regional environmental goals, and leverages existing infrastructure and partnerships.

Option 2: Maintain status quo (No ban). Wetsuits remain accepted at landfill, continued risk of lost diversion opportunities, and reduced effectiveness of existing programs.

Report Approval Details

Document Title:	RFD - West Coast Landfill Bylaw Amendment to Prohibit the Disposal of Wetsuits as Waste (Bylaw R1033) .docx
Attachments:	Surfrider Policy Request_ Banning Wetsuits from WCL.pdf
Final Approval Date:	August 13, 2026

This document and all of its attachments were approved and signed as outlined below:

Jenny Brunn

Jenny Brunn, General Manager of Community Services

Cynthia Dick

Cynthia Dick, General Manager of Administrative Services

Daniel Sailland

Daniel Sailland, MBA, Chief Administrative Officer

Dear Alberni-Clayoquot Regional District,

I'm reaching out on behalf of Surfrider Foundation Canada (SFC), whose mission is the protection and enjoyment of the ocean, beaches and waves, for all people. We work on clean water, plastic reduction, coasts and climate, ocean protection and beach access. Our Pacific Rim Chapter operates within the Alberni-Clayoquot Regional District (ACRD) in Tofino and Ucluelet. This chapter has a longstanding history of positive collaborations with the ACRD, including conducting waste audits with businesses and providing waste reduction and diversion education to businesses, residents and visitors.

In 2025, SFC launched the ReSurf Program at our ReSurf Facility in Ucluelet. ReSurf works to divert the growing volume of Canadian surfboard and wetsuit end-of-life materials from landfills through repair, up-cycling and recycling. Surf gear is made from plastics, and at the end of life, this gear is destined for landfill. These materials do not biodegrade, contribute to landfill capacity pressures, and release harmful chemicals over time, adding to environmental pollution and landfill strain.

In the last year, the ReSurf Program has repaired and recycled over 1100 wetsuits and 50 surfboards, diverting 7000 pounds of waste from the West Coast Landfill (WCL). We are now also accepting wetsuits free of charge at the WCL through the Ocean Plastic Depot, increasing accessibility to this diversion pathway for residents and visitors.

Now that a viable and locally operated end-of-life solution for wetsuits is in place and designed to be sustained long term, we would welcome the opportunity to see a landfill ban implemented to formalize and scale this solution. A landfill ban would significantly increase the efficacy of the ReSurf program by ensuring that all end-of-life wetsuits are diverted toward repair, upcycling, or recycling pathways, rather than disposed of as waste. This will maximize material recovery, extend the lifespan of the landfill, and drive greater awareness among residents, visitors and businesses about responsible disposal options. In addition, a ban would create a clear and consistent signal to businesses and consumers, support regional waste reduction goals, and position the ACRD as a leader in innovative, circular solutions for hard-to-manage materials.

Adopting and implementing this policy will not incur any costs, and based on the success of the existing program and infrastructure, this policy is not expected to require significant additional resources from the ACRD.

The ACRD has a unique opportunity to be the first local government in Canada (and maybe the world?) to implement a landfill ban on wetsuits, demonstrating leadership in addressing a highly specialized and growing waste stream.

SURFRIDER FOUNDATION CANADA

We appreciate your consideration and look forward to hearing your feedback.

Kindly,

Lilly Woodbury
Regional Manager
Surfrider Foundation Canada

Lilly Woodbury

ALBERNI-CLAYOQUOT REGIONAL DISTRICT

REQUEST FOR DECISION

To: West Coast Committee

From: Tanya Carothers, Solid Waste Manager

Meeting Date: August 19, 2026

Subject: West Coast Community Donation Policy for Sortn'Grow Compost

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Recommendation:

THAT the West Coast Committee recommend that the Alberni Clayoquot Regional District Board of Directors adopt a policy to provide 10% of Sortn'Grow compost to community projects located within the West Coast region free-of-charge.

Desired Outcome:

To establish a program that will return Sortn'Grow compost to community projects located in the West Coast region, free-of-charge.

Summary:

The ACRD has received requests for free Sortn'Grow compost to support West Coast beautification and gardening initiatives. Currently, there are no formal parameters in place to guide fulfillment of compost requests. The recommendation is to support a policy to fulfill compost requests with the following parameters:

- Compost may be provided to the community free-of charge in an amount not to exceed 10% of the prior year's outgoing compost volumes.
- Compost that is provided free-of-charge shall be used for local West Coast projects that benefit a defined community. Examples of qualifying projects include community gardens, public spaces, school beautification, compost giveaways at community events, etc.
- Compost requests will be fulfilled on a first-come first-serve basis.
- Priority will be given to compost requests from First Nation communities and Municipalities. Once these requests are fulfilled to the extent possible, then any remaining compost may be provided to fulfill requests from local schools, nonprofits, and qualifying projects.
- The program is not intended for private properties such as individuals or businesses unless acquired indirectly via a compost giveaway at a community event.
- If multiple compost requests are received within a similar timeframe and the combined volumes exceed the annual limit, then compost shall be divided equally amongst the requests.

- Staff shall use best judgement to release compost allocations fairly and in accordance with the parameters set above.

Background:

The ACRD produces finished compost from organic material collected through the residential Sort'nGo three-stream collection program, which was introduced in 2023. Organics placed in the green cart are delivered to the WCL, where they are processed into nutrient-rich Sort'nGrow compost. The first batch of certified Class A Sort'nGrow compost was made available to the public in spring 2025. There were 516 yards of Sortn'Grow compost sold in 2025, therefore, should ACRD resolve to return 10% of the prior year's outgoing compost volume to the community, then 52 yards of Sortn'Grow compost would be made available for return to the community in 2026.

Time Requirements – Staff & Elected Officials:

An estimated 4 hours of staff time will be required to review compost requests and issue compost on an annual basis.

Financial:

In 2025, the cost to produce Sortn'Grow compost was approximately $136,000. From November 2024 to November 2025, compost generated $27,985 in revenue and sold out completely. In 2026, the cost for compost was increased from $50/yard to $100/yard, creating the potential to double compost sales revenue to $55,970 in years where sales are similar to 2025. The remaining costs to process compost are covered by curbside collection fees, tipping fees and taxation. Based on sales to date, revenue from compost in any given year is dependent on Sortn'Grow product availability during the high-demand growing season, material quantity coming into the organics processing facility, and compost status related to maturity and compliance with regulations. Should the ACRD resolve to return 10% of the prior year's outgoing compost volume to the community, then 52 yards of compost would be made available for return to the community in 2026. This amount of compost holds a value of $5,200 at the current Sortn'Grow rate of $100/yard.

While returning compost to the community free-of charge would reduce annual revenue, the initiative would generate interest and appreciation for diversion efforts that residents have made, would directly benefit West Coast community projects related to gardening and beautification, and would strengthen local partnerships through resource-sharing.

Strategic Plan Implications:

Supports the ACRD's 2024–2027 Strategic Plan's goal of achieving mutual benefits from partnering with First Nations, municipal governments and community partners by sharing and leveraging our resources.

Policy or Legislation:

If supported by the Committee, the policy would be drafted to reflect the parameters above and brought to the Board for adoption. Once adopted, the policy would be administered directly by staff.

Options Considered:

The West Coast Committee could recommend a different amount of Sortn'Grow compost be released to the community free-of-charge, or may recommend other adjustments to the listed parameters.

The West Coast Committee could decide to have requests for Sortn'Grow compost be managed as a standard grant request and administered through the Grant-in-Aid Process

The West Coast Committee could decline to return Sortn'Grow compost to the community free-of-charge, in favor of higher compost revenues.

Report Approval Details

Document Title:	RFD - West Coast Community Sortn'Grow Compost.docx
Attachments:	
Final Approval Date:	August 14, 2026

This document and all of its attachments were approved and signed as outlined below:

Jenny Brunn, General Manager of Community Services

Cynthia Dick, General Manager of Administrative Services

Daniel Sailland, MBA, Chief Administrative Officer

ALBERNI-CLAYOQUOT REGIONAL DISTRICT

REQUEST FOR DECISION

To: West Coast Committee

From: Lyndsey Page, Community Services Coordinator

Meeting Date: August 19, 2026

Subject: Bylaw F1175 West Coast Transit Fees and Charges Bylaw Repeal

Recommendation:

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. F1175, West Coast Transit Fees and Charges Bylaw Repeal, 2026.

Desired Outcome:

To repeal the West Coast Transit Fees and Charges Bylaw No. F1166, 2024, and all amendments thereto through adoption of Bylaw No. F1175, West Coast Transit Fees and Charges Bylaw Repeal, 2026. To remove a redundant bylaw, the Board must adopt a repeal bylaw.

Background:

The West Coast Transit Fees and Charges Bylaw was adopted in 2024 to establish the fare structure for West Coast Transit. The bylaw was later amended in 2024 and 2025 to update the fare schedule and fare product wording.

Since the bylaw was adopted, West Coast Transit has transitioned into the BC Transit framework. Under this framework, fares are reviewed by the ACRD and BC Transit through the Annual Operating Agreement process. Fare-related matters are discussed annually through the West Coast Transit Working Group. If fare changes are recommended, BC Transit is included in the discussion to ensure the proposed fares align with provincial standards. As a result, fare-setting and fare collection are addressed through the BC Transit framework and Annual Operating Agreement process, rather than through a separate Regional District fees and charges bylaw.

As the West Coast Transit Fees and Charges Bylaw is no longer required, Bylaw No. F1175, West Coast Transit Fees and Charges Bylaw Repeal, 2026, has been prepared to repeal Bylaw No. F1166 and all amendments thereto.

Time Requirements – Staff & Elected Officials:

Approximately one hour of administrative staff time will be required to finalize the report and bylaw.

Financial:

There are no direct financial implications associated with repealing the bylaw.

Strategic Plan Implications:

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

Policy or Legislation:

Section 137 of the Community Charter provides that the power to adopt a bylaw includes the power to amend or repeal a bylaw.

Report Approval Details

Document Title:	RFD - Bylaw F1175 West Coast Transit Fees and Charges Repeal.docx
Attachments:	F1175 WC Transit Fees and Charges Bylaw Repeal 2026.docx
Final Approval Date:	August 13, 2026

This document and all of its attachments were approved and signed as outlined below:

Jenny Brunn

Jenny Brunn, General Manager of Community Services

Cynthia Dick

Cynthia Dick, General Manager of Administrative Services

Daniel Sailland

Daniel Sailland, MBA, Chief Administrative Officer

ALBERNI-CLAYOQUOT REGIONAL DISTRICT

BYLAW NO. F1175

A bylaw to repeal the West Coast Transit Fees and Charges Bylaw

WHEREAS the Board of the Alberni-Clayoquot Regional District wishes to repeal "West Coast Transit Fees and Charges Bylaw No. F1166, 2024";

AND WHEREAS the West Coast Transit Fees and Charges Bylaw is no longer required;

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

1. **Citation**
   This Bylaw may be cited as **"Bylaw No. F1175, West Coast Transit Fees and Charges Bylaw Repeal, 2026".**

2. **Repeal of Bylaw**
   "West Coast Transit Fees and Charges Bylaw No. F1166, 2024", and all amendments thereto, are hereby repealed.

Read a first time this	day of,	2026.
Read a second time this	day of,	2026.
Read a third time this	day of,	2026.
Adopted this	day of,	2026.

Certified true and correct copy of
"Bylaw No. F1175, West Coast Transit Fees and Charges Bylaw Repeal, 2026"

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

____
John Jack
Chairperson

____
Cynthia Dick,
Corporate Officer

ALBERNI-CLAYOQUOT REGIONAL DISTRICT

REQUEST FOR DECISION

To: West Coast Committee

From: Lyndsey Page, Community Services Coordinator

Meeting Date: August 19, 2026

Subject: Tofino-Ucluelet Airport Fees Amendment Bylaw No. R1016-9, 2026

Recommendation:

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors adopt "Tofino-Ucluelet Airport Fees Amendment Bylaw No. R1016-9, 2026".

Desired Outcome:

To update vehicle parking fees at the Long Beach Airport to maintain consistency with neighbouring jurisdictions and support the long-term financial sustainability of the parking program.

Summary:

The Long Beach Airport vehicle parking program was introduced as a pilot in 2022 and made permanent in 2023 following positive results. The program has improved parking management and continues to generate revenue after expenses. Staff are now recommending updates to the vehicle parking fees to support continued revenue generation, provide additional parking options for airport users, and establish an annual vehicle parking rate by prior agreement.

Background:

A vehicle parking fee pilot program was introduced at the Long Beach Airport in 2022 using Robbins Parking Services to improve parking management and generate revenue from vehicle parking. Staff reported in 2023 that the pilot demonstrated positive results over its first year of operation, generating approximately $1,200 in revenue after expenses over a 12-month period, while also providing operational benefits through improved parking monitoring and reduced long-term vehicle storage and overnight camping at the terminal.

Following the pilot, the parking program was made permanent, and vehicle parking fees were established in the airport fees bylaw at the current rates of $3 for the first two hours, $3 for each additional hour, $15 daily, and $160 monthly.

The parking program has continued to perform positively under the current fee structure. The 2025 year-end summary provided by Robbins reports that the parking program generated $2,241 in revenue after expenses. These results indicate that the program continues to generate revenue while supporting improved management of the airport parking area.

The current fee structure has remained unchanged since 2023. Staff are therefore recommending updates to the parking fee schedule to support continued revenue generation and better align with current parking rates in the Tofino-Ucluelet area. The proposed changes would increase the hourly, daily, and monthly rates, add a weekly rate, and establish an annual vehicle parking rate by prior agreement. This approach provides airport users with more options based on the length and type of parking required and reduces the need for further incremental amendments in the near term.

In addition to general public parking rates, the ACRD has entered into two licence agreements for annual vehicle parking at the Long Beach Airport. These agreements have been negotiated on a case-by-case basis outside of the airport fees bylaw. Current licence agreements reflect an annual rate of $900 per vehicle, per year. Staff are recommending an increase to $1,000 per vehicle, per year and the inclusion of this rate in the bylaw to provide clearer direction for existing and future annual vehicle parking licence agreements. Existing licence agreements would remain in effect until their expiry, with renewal agreements subject to the annual rate established in the bylaw.

Staff are proposing the following updates to the vehicle parking fee schedule:

Vehicle Parking Fee	Current Rate	Proposed Rate
First two hours	$3.00	$3.75
Each additional hour	$3.00	$3.75
Daily rate	$15.00	$16.50
Weekly rate	N/A	$100.00
Monthly rate	$160.00	$180.00
Annual Rate	N/A	$1,000.00 per vehicle, per year

Time Requirements – Staff & Elected Officials:

Approximately 4 to 6 hours of staff time will be required to prepare the bylaw amendment and related Board report. Ongoing staff time associated with administration of the parking program is expected to remain minimal and consistent with current operations.

Financial:

Using 2025 revenue after expenses as the baseline, the proposed fee increases are expected to generate additional annual revenue for the parking program. As the 2025 report does not break down revenue by hourly, daily, and monthly parking transactions, the projected increase is an estimate.

The proposed daily rate increase from $15.00 to $16.50 represents a 10% increase. Applying this conservative estimate to the 2025 revenue after expenses would result in approximately $224 in additional annual revenue.

Additional revenue may also be generated through the proposed increase to the annual vehicle parking licence rate from $900 to $1,000 per vehicle, per year, depending on the number of active licence agreements.

Actual revenue will depend on parking usage, length of stay, seasonal demand, and use of the new weekly parking rate. The proposed changes can be implemented through the existing parking management system and are not expected to result in significant additional administrative costs.

Strategic Plan Implications:

Not applicable. The proposed bylaw amendment is administrative in nature and updates the vehicle parking fee schedule for the Long Beach Airport.

Policy or Legislation:

Section 194(1)(a) of the Community Charter allows local governments to impose, by bylaw, a fee payable in respect of all or part of a service.

Options Considered:

1. Approve the proposed fee update (Recommended)
This option is recommended as it supports continued revenue generation, provides additional parking options for airport users, provides direction for annual vehicle parking licence agreements, aligns with neighbouring parking rates and reduces the need for further incremental amendments in the near term.

2. Maintain the current fee structure
Retain the current vehicle parking rates. This option is not recommended as the rates have remained unchanged since 2023 and would not support the opportunity to increase revenue from the existing parking program or provide direction for annual vehicle parking licence agreements.

3. Implement phased fee increases
Increase rates gradually over multiple years. This option is not recommended at this time as it would require additional bylaw amendments and administrative work in the near term.

Report Approval Details

Document Title:	RFD - Tofino-Ucluelet Airport Fees Amendment Bylaw No. R1016-9, 2026.docx
Attachments:	R1016 9 Tofino Ucluelet Airport Fees Amendment Bylaw.docx
Final Approval Date:	August 14, 2026

This document and all of its attachments were approved and signed as outlined below:

Jenny Brunn, General Manager of Community Services

Cynthia Dick, General Manager of Administrative Services

Daniel Sailland, MBA, Chief Administrative Officer

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. R1016-9

A BYLAW TO AMEND FEES FOR THE TOFINO-UCLUELET AIRPORT

WHEREAS the Regional District of Alberni-Clayoquot has established and operates the Tofino-Ucluelet Airport;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot adopted "Tofino-Ucluelet Airport Fees Bylaw No. R1016, 2004" to establish fees and charges for the Tofino-Ucluelet Airport;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot wishes to amend Bylaw No. R1016, 2004, to revise vehicle parking fees at the Tofino-Ucluelet Airport;

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

1. Bylaw No. R1016 cited as "Tofino-Ucluelet Airport Fees Bylaw No. R1016, 2004" is hereby amended as follows:

    a) Replacing Schedule "A" with the new Schedule "A" attached to and forming part of this Bylaw.

2. This bylaw may be cited as the **"Tofino-Ucluelet Airport Fees Amendment Bylaw No. R1016-9, 2026."**

3. This Bylaw comes into effect on January 1, 2027.

Read a first time this	day of	2026.
Read a second time this	day of	2026.
Read a third time this	day of	2026.
ADOPTED this	day of	2026.

Certified true and correct copy of
“Tofino-Ucluelet Airport Fees Bylaw No. R1016-9, 2026”

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

John Jack,
Chairperson

Cynthia Dick,
General Manager of Administrative Services

**REGIONAL DISTRICT OF ALBERNI-
CLAYOQUOT SCHEDULE "A" – BYLAW NO.
R1016-9
FEES**

All charges do not include applicable tax.

1. Aircraft Landing Fees

The charges for aircraft landing fees, based on per 1,000 kilograms, or fraction thereof, of maximum take-off weight as per Transport Canada TP 143:

a. Less than 10,000 kg $3.20

b. 10,001 to 45,000 kg $4.05

c. Over 45,000 kg $5.08

d. Skydiving operation $400 per month (by prior agreement)

e. The minimum aircraft landing fee for commercial aircraft is $15.00

The Following Exclusions Apply:

- Government Agencies Including Military Operations = No landing fees, no parking fees
- Current Long Beach Airport Fixed Base Operators (FBO) who pay an Airport Maintenance Charge (AMC) = No landing fees, no parking fees
- Privately registered aircraft 0-2000k as per the ICAO Air Traffic designation Classification (GTOW) = No landing fee's but parking fee's apply as per section 2.c. below.

2. Aircraft Parking Fees

Aircraft Weight	Daily Fee	Monthly Fee*	Annual Fee*
Up to 5,000kg	$ 7.50	$60.00	$480.00
More than 5,000 kg but not more than 10,000 kg	$12.50	$262.00	N/A
More than 10,000 kg	$24.00	$500.00	N/A

a. Parking Fee is based on maximum gross takeoff weight as per Transport Canada TP143.
b. *Annual and Monthly rates by prior agreement
c. Aircraft parked for less than 6 hours is FREE. Aircraft parked in excess of 6 hours is charged for 1 day. Subsequently each additional daily charge is based on a calendar day.

3. Airport Passenger User Fees

a. Every Operator of a scheduled air passenger service shall pay to the Regional District of Alberni-Clayoquot (ACRD) for each passenger on every flight of the Operator commencing or terminating at the Tofino-Ucluelet Airport an airport passenger user fee of $7.50.

b. The Operator shall file to the ACRD, with each payment of the fees required under this Bylaw, a statement of the numbers of all passengers commencing and terminating flight at the Tofino-Ucluelet Airport for each day and a total for the applicable month, and the total number of flights for the applicable month, showing in sufficient detail the information necessary to calculate exactly the fees payable under this Bylaw.

c. The Operator shall keep proper books of account of passengers commencing and terminating flights at the Tofino-Ucluelet Airport in a form satisfactory of the ACRD, and shall keep all books of account and aircraft journey log books available for inspection by any municipal official of the ACRD at all reasonable times.

4. Airport Maintenance Charges

a. A yearly fee of $.25/m2 per lease holder with minimum charge of $300 per lease.

b. A flat rate of $300/year for registered non-profits as well as agriculture and silviculture and water landing strip use leases.

5. Lease Application Fees

a. A preliminary application fee of $500 per lease application.

b. A formal application fee of $1,100 per lease application.

6. Vehicle Parking Fees

System Component Charge	Element	Price
Hourly Rate	First two hours	$3.75
	Each hour afterward	$3.75
Daily Rate	All day	$16.50
Weekly Rate	7 days	$100.00
Monthly Rate	1 month	$180.00
Annual Rate	Per vehicle, per year	$1,000.00

a. Annual vehicle parking rates are available by prior agreement only and are subject to an ACRD approved license agreement.