



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Board of Directors Meeting

Wednesday, July 22, 2026

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

01:30 PM

Regular Agenda

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**

(ALL DIRECTORS, 2/3 majority vote)

THAT the Alberni-Clayoquot Regional District Board of Directors approve the agenda as circulated.

3. **DECLARATIONS**

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

4. **INVITED PRESENTATIONS**

Board Remuneration Review Committee. Presentation of recommendations to the 2026 Board Member Remuneration, Expenses, and Benefits Bylaw.

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

6. **CONSENT AGENDA**

a. Board of Directors Meeting - June 24, 2026	Page 10
b. Agricultural Advisory Committee Meeting - June 15, 2026	Page 22
c. Electoral Area Directors Committee Meeting - June 18, 2026	Page 25
d. Committee of the Whole Meeting - June 24, 2026	Page 28
e. Beaver Creek Water Advisory Committee - June 25, 2026	Page 32
f. Sproat Lake APC Meeting - July 8, 2026	Page 35
g. Agricultural Development Committee Meeting - July 14, 2026	Page 38
h. Alberni Valley Regional Airport Advisory Committee - July 16, 2026	Page 44

THAT the Alberni-Clayoquot Regional District Board of Directors receive and adopt the consent agenda items.

7. ITEMS REMOVED FROM CONSENT AGENDA

8. 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).

9. CORRESPONDENCE FOR INFORMATION

ALL/UNWEIGHTED

a. Regional District of of Kootenay Boundary Communications with Ministry of Transportation and Transit	Page 47
b. Comox Valley Emergency Management Services Wildfire Risk Data Gap on Private Managed Forest Lands	Page 48
c. The Corporation of the District of Oak Bay	Page 51

Local Government Climate Action Program Funding

- d. Regional District of Central Okanagan** Page 53
Local Government Climate Action Program
- e. Sea View Seniors' Housing Society - Forest Glen** Page 54
Bus service between Ucluelet, Port Alberni, and various stops across Vancouver Island
- f. City of Merritt** Page 56
Animal Control Bylaw Amendment - Pigeon Release Restrictions
- g. Town of Lake Cowichan** Page 58
Elect Respect Pledge
- h. Clayoquot Biosphere Trust** Page 59
Annual Report - 2025
- i. Organizing Committee - FIFA 2026 Activities in the Alberni Valley** Page 100
Update on Regional Proposal for the Canada Soccer National Training Centre

THAT the Alberni-Clayoquot Regional District Board of Directors receive the correspondence for information.

10. CORRESPONDENCE FOR ACTION

ALL/UNWEIGHTED

- a. Request for Support** Page 101
Long-term federal operational support for BC Ferries

THAT the Alberni-Clayoquot Regional District Board of Directors support Motion M-35 calling for fair, stable, long-term federal operational funding for BC Ferries and direct staff to write to the federal government urging modernization of ferry funding, recognition of BC Ferries as essential infrastructure, and that copies be sent to MP

Gord Johns, the local Member of Parliament.

b. Request for Support

Page 104

Consideration for the Alberni Valley to be a pilot region under the Federal Regional Development Fund.

THAT the Alberni-Clayoquot Regional District Board of Directors sign a joint letter of interest to the Government of Canada and to the Province, to consider the Alberni Valley as a pilot region under the Federal Regional Development Fund to help fund a structure of collaboration that lets parties at the table plan together to attract new investment into the Alberni Valley.

11. REQUEST FOR DECISION REPORTS

a. Board Member Remuneration, Expenses, and Benefits Bylaw, A1095

Page 109

ALL DIRECTORS/WEIGHTED

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to bylaw cited as "Regional District of Alberni-Clayoquot Board Member Remuneration, Expenses and Benefit Bylaw No. A1095, 2026".

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to bylaw cited as "Regional District of Alberni-Clayoquot Board Member Remuneration, Expenses and Benefit Bylaw No. A1095, 2026".

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to bylaw cited as "Regional District of Alberni-Clayoquot Board Member Remuneration, Expenses and Benefit Bylaw No. A1095, 2026".

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Regional District of Alberni-Clayoquot Board Member Remuneration, Expenses and Benefit Bylaw No. A1095, 2026".

b. Bylaw No. E1069 Cherry Creek Community Recreation Commission Grant Service Establishing Bylaw Amendment, 2026

Page 121

ALL DIRECTORS/UNWEIGHTED

THAT the Alberni-Clayoquot Regional District Board of Directors rescind third reading of Bylaw cited as "Cherry Creek Community Recreation Commission Grant Service Establishing Bylaw No. E1069, 2026."

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw cited as "Cherry Creek Community Recreation Commission Grant Service Establishing Bylaw No. E1069, 2026," with the following amendments:

Removing 'b. Fees and charges imposed under the Local Government Act' from section 5 Cost Recovery.

Replacing Section 6 Maximum Requisition with:

In accordance with the Local Government Act, the maximum amount that may be requisitioned annually of this service shall not exceed \$25,000 or \$0.0408 per \$1,000 of net taxable value of land and improvements, whichever is greater.

c. Log Train Trail Regulation Bylaw

Page 135

ALL DIRECTORS/UNWEIGHTED

THAT the Alberni-Clayoquot Board of Directors adopt Log Train Trail Regional Park Regulation Bylaw No. R1039, 2026.

d. Log Train Trail Licence of Occupation

Page 151

ALL DIRECTORS/WEIGHTED

THAT the Alberni-Clayoquot Regional District Board of Directors approve the Licence of Occupation between the Province of BC and the Alberni Clayoquot Regional District for the Log Train Trail Corridor for a five (5) year term to June 30, 2031.

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to implement the transition of the Log Train Trail corridor to a multi-modal recreational trail in accordance with the Licence of Occupation, including measures to prohibit unauthorized motorized vehicle access at designated non-motorized access points along the corridor.

e. Bylaw Amendments to Tipping Fees for Mattresses at Alberni Valley Sortn'Go Centre (Bylaw R1029) and West Coast Landfill (Bylaw R1033)

Page 177

PORT ALBERNI & ALBERNI VALLEY EA's/WEIGHTED

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1029-10 Amendment – Alberni Valley Landfill Tipping Fee and Regulation Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1029-10 Amendment – Alberni Valley Landfill Tipping Fee and Regulation Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1029-10 Amendment – Alberni Valley Landfill Tipping Fee and Regulation Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1029-10 Amendment – Alberni Valley Landfill Tipping Fee and Regulation Bylaw, 2026.

TOFINO, UCLUELET, LONG BEACH EA/WEIGHTED

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1033-11 Amendment – West Coast Landfill Tipping Fee and Regulation Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1033-11 Amendment – West Coast Landfill Tipping Fee and Regulation Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1033-11 Amendment – West Coast Landfill Tipping Fee and Regulation Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1033-11 Amendment -West Coast Landfill Tipping Fee and Regulation Bylaw, 2026.

f. Agricultural Advisory Committee Terms of Reference Update

Page 189

ALL DIRECTORS/UNWEIGHTED

THAT the Alberni-Clayoquot Regional District Board of Directors amend the Agricultural Advisory Committee Terms of Reference as presented.

12. PLANNING MATTERS

a. Electoral Area Directors

- 1. Temporary Use Permit TUP26002 - 448 Seaboard Rd, 452 Seaboard Rd, 200 Binnacle Rd (Bamfield)** Page 195

THAT the Alberni-Clayoquot Regional District Board of Directors issue Temporary Use Permit TUP26002 subject to completion of all technical requirements and compliance with conditions of use identified within TUP26002.

- 2. Rezoning RD25006 - 10125 Stirling Arm Cres (Sproat Lake)** Page 208

THAT the Alberni-Clayoquot Regional District Board of Directors consider first reading to Bylaw P1541, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw at a future date, and that notice be given in accordance with Section 467 of the Local Government Act.

THAT the Alberni-Clayoquot Regional District Board of Directors confirm that adoption of Bylaw P1541 is subject to:

- a. The property owner agreeing to the registration of a Restrictive Covenant and Easement to secure connection to the neighbouring communal strata sewage disposal system.*
- b. The property owner agreeing to the registration of a Restrictive Covenant to secure and maintain the landscaped buffer area along the rear property line, substantially in accordance with the approved site plan.*
- c. Confirmation from the Sproat Lake Fire Department that access and fire safety measures are in place to provide adequate fire protection to the site.*
- d. Meeting all technical referral agency requirements.*

- 3. Parcel Frontage Waiver SE25014PFW - 6317 Walker Rd (Beaver Creek)** Page 222

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 3 as shown on the subdivision plan for the property located at 6317 Walker Road.

13. REPORTS

a. STAFF REPORTS

ALL/UNWEIGHTED

- | | |
|---|----------|
| 1. West Coast Climate Adaptation Planning | Page 232 |
| 2. Monthly Agreement & Grant Delegation Report | Page 236 |
| 3. Building Inspector Report - June 2026 | Page 238 |
| 4. Directors Meeting Schedule - August 2026 | Page 239 |
- THAT the Board of Directors receive the staff reports.*

b. MEMBER REPORTS

ALL/UNWEIGHTED

14. 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).

15. 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).

16. IN CAMERA

ALL/UNWEIGHTED

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

90 (1) (e): the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonable be expected to harm the interests of the municipality;

90 (1) (i): the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and

91 (2): If all or part of a meeting is closed to the public, the council may allow a person other than municipal officers and employees to attend,

(a) in the case of a meeting that must be closed under section 90(2), if the council considers this necessary and the person

(i) already has knowledge of the confidential information.

17. REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA

18. ADJOURN

ALL/UNWEIGHTED



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

MINUTES OF THE BOARD OF DIRECTORS MEETING

HELD ON WEDNESDAY, JUNE 24, 2026, 1:30 PM

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

DIRECTORS

PRESENT:

John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nations
Debbie Haggard, Vice-Chairperson, 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)
Rene Lacoursiere, Alternate 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
Moriah Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Member of Council, Toquaht Nation
Levana Mastrangelo, Executive Legislator, Yuułu?if?ath Government

REGRETS:

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

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer
Alex Dyer, General Manager of Planning & Development
Jenny Brunn, General Manager of Community Services
Heather Zenner, Manager of Administrative Services
Shane Koren, Manager of Financial Services
Eddie Kunderman, Operations Manager
Michael McGregor, Lands and Resources Coordinator
Janice Hill, Executive Assistant
Tanya Carothers, Solid Waste Manager

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

<https://www.acrd.bc.ca/events/24-6-2026/>

1. CALL TO ORDER

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

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

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

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

2. APPROVAL OF AGENDA

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors approve the agenda as amended to add two additional reasons to move in-camera, Community Charter Sections 90(1)(g) litigation or potential litigation affecting the municipality, and Section 90(1)(c), labour relations or other employee relations and two letters of support for agenda item 9(a)(4) TUP 26001.

CARRIED UNANIMOUSLY

3. DECLARATIONS

4. INVITED PRESENTATIONS

5. DELEGATIONS (10 minute maximum)

- a. **Lance Boer, Board Chair, Marilyn Gibson, Board Vice-Chair, Literacy Alberni Society providing an update on the current status of the Literacy Alberni Society and outlining its future plans.**
- b. **Abu Hasan Muhammed Jahangir, General Secretary & Co-Lead, Organizing Committee - FIFA 2026 Activities in the Alberni Valley providing a briefing on Alberni Valley's national shortlisting for the Canada Soccer National Training Centre, Request For Proposal.**

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors provide Abu Hasan Muhammed Jahangir additional time to complete his presentation.

CARRIED UNANIMOUSLY

6. CONSENT AGENDA

- a. **Board of Directors Meeting – June 10, 2026**
- b. **Regional Hospital District Meeting – June 10, 2026**
- c. **Sproat Lake APC Meeting – May 26, 2026**
- d. **Beaufort APC Meeting – June 3, 2026**
- e. **Electoral Area Directors Committee Meeting – June 18, 2026**

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors receive and adopt the consent agenda items.

CARRIED UNANIMOUSLY

7. ITEMS REMOVED FROM CONSENT AGENDA

8. CORRESPONDENCE FOR INFORMATION

a. MINISTRY OF TRANSPORTATION AND TRANSIT

Letter from Minister Farnworth regarding pedestrian safety and accessibility along Highway 4/Johnston Road in Port Alberni.

b. CITY OF ABBOTSFORD

Letter from Mayor of Abbotsford, Ross Siemens regarding the expansion of the Provincial Sales Tax (PST).

The Motion was MOVED and SECONDED

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

CARRIED UNANIMOUSLY

9. CORRESPONDENCE FOR ACTION

a. REQUEST FOR LETTER OF ENDORSEMENT

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors endorse the Synergy foundations Port Alberni Circular Economy Workforce Development Plan 2026-2036.

CARRIED

b. REQUEST FOR SUPPORT

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors act as the regional proponent for the Canada Soccer National Training Centre request for proposal process; appoint Director Cootes to join the Regional working committee; and to direct staff to provide planning/GIS support.

CARRIED UNANIMOUSLY

c. REQUEST FOR JOINT ADJUDICATION REGISTRY — APPROVAL OF NEW AGREEMENT

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors approve the Nanaimo Bylaw Notice Dispute Adjudication Registry Agreement with the City of Nanaimo and other local governments for cost-sharing of a joint Dispute Adjudication Registration System, until December 31, 2030, with the option of an additional one-year extension term.

CARRIED UNANIMOUSLY

10. PUBLIC INPUT PERIOD

Colin McLeman, Beaver Creek Road, spoke about Agenda Item 11(e) Log Train Trail Regional Bylaw and highlighted concerns with public engagement.

Patrick Schmidt, CEO of Huu-ay-aht Group of Businesses, spoke about agenda item 12(a)(2) TUP26003. Clarified that there is a water supply to the property. Clarified that there is a washhouse, but no showers or laundry on site. Requested that public notification be completed sequentially not in parallel with the meeting requirements. Clarified that they request a three-year term, rather than 16 months as identified in the staff report.

11. REQUEST FOR DECISION REPORTS

a. Request for Decision regarding 2025 Statement of Financial Information

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors approve the Alberni-Clayoquot Regional District 2025 Statement of Financial Information including all the statements and schedules.

CARRIED UNANIMOUSLY

b. Request for Decision regarding Signing Authorities for Banking Purposes

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors authorize the following signatories for banking purposes for the Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District effective June 29, 2026:

a. The following Directors have signing authority:

- i. John Jack, Chairperson*
- ii. Debbie Haggard, Vice-Chairperson*
- iii. Mike Sparrow, Director*

b. The following Staff members have signing authority:

- i. Daniel Sailland, MBA, Chief Administrative Officer*
- ii. Jennifer Robb, CPA, CMA, Chief Financial Officer*
- iii. Shane Koren, CPA, Manager of Financial Services*

c. One of the above Directors are authorized to sign all Regional District banking documents with one of the above Staff members.

CARRIED UNANIMOUSLY

- c. **Request for Decision regarding Bylaw F1174-2 – 2026-2030 Financial Plan Amendment – Bamfield Water System – Submarine line replacement cost increases and change order.**

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Bylaw F1174-2, 2026 to 2030 Alberni-Clayoquot Regional District Financial Plan Amendment”.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Bylaw F1174-2, 2026 to 2030 Alberni-Clayoquot Regional District Financial Plan Amendment”.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Bylaw F1174-2, 2026 to 2030 Alberni-Clayoquot Regional District Financial Plan Amendment”.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Bylaw F1174-2, 2026 to 2030 Alberni-Clayoquot Regional District Financial Plan Amendment”.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors approve change order CO-B-002 to Fraser Burrard Diving Ltd. in the amount of \$83,186.50 (excluding GST).

CARRIED UNANIMOUSLY

- d. **Request for Decision regarding Bylaw No. E1069. Cherry Creek Community Recreation Commission Grant Service Establishing Bylaw, 2026.**

The Motion was MOVED and SECONDED

Vice-Chairperson Haggard declared a conflict-of-interest respecting agenda item 11(d) and left at 3:14 pm.

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw cited as "Cherry Creek Community Recreation Commission Grant Service Establishing Bylaw No. E1069, 2026".

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw cited as "Cherry Creek Community Recreation Commission Grant Service Establishing Bylaw No. E1069, 2026".

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw cited as "Cherry Creek Community Recreation Commission Grant Service Establishing Bylaw No. E1069, 2026".

CARRIED UNANIMOUSLY

Vice-Chairperson Haggard re-entered the meeting at 3:15 pm.

e. Request for Decision regarding Log Train Trail Regulation Bylaw

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Log Train Trail Regional Park Regulation Bylaw No. R1039, 2026.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Log Train Trail Regional Park Regulation Bylaw No. R1039, 2026.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Log Train Trail Regional Park Regulation Bylaw No. R1039, 2026.

CARRIED UNANIMOUSLY

f. Request for Decision regarding Sproat Lake Parks Maintenance – Contract Award

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors award the Sproat Lake Parks Maintenance contract to Sproat Lake Forestry Services Limited in the amount of \$33,000.00 per year, excluding GST, for a three (3) year term.

CARRIED UNANIMOUSLY

12. PLANNING MATTERS

a. ELECTORAL AREA DIRECTORS

1. Request for Decision regarding Area “C” Official Community Plan Bylaw No. 1539, 2026 – Second Reading, Third Reading, and Adoption

The Motion was MOVED and SECONDED

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

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

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

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT Regional District of Alberni-Clayoquot Area “C” Official Community Plan Bylaw No. P1539, 2026, be amended as presented.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT Regional District of Alberni-Clayoquot Area “C” Official Community Plan Bylaw No. P1539, 2026, be read a second time as amended.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT Regional District of Alberni-Clayoquot Area “C” Official Community Plan Bylaw No. P1539, 2026, be read a third time.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT Regional District of Alberni-Clayoquot Area "C" Official Community Plan Bylaw No. P1539, 2026, be adopted.

CARRIED UNANIMOUSLY

Chairperson Jack declared a conflict-of-interest respecting agenda item 12(2) and left the meeting at 3:37 pm.

Vice-Chairperson Haggard presided as Chairperson.

2. **TUP26002, HFN LAND CORP, 448 SEABOARD ROAD, 452 SEABOARD ROAD AND 200 BINNACLE ROAD (BAMFIELD)**
Temporary Use Permit – Report and Permit

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors consider Temporary Use Permit TUP26002 subject to:

- a. Compliance with all technical requirements and conditions of use identified within TUP26002.*
- b. Confirmation from Bamfield Water that the campground can be adequately serviced with community water.*
- c. Confirmation from the Bamfield Fire Department that adequate fire protection and emergency vehicle access can be provided within the development.*
- d. Neighbourhood notification as per Local Government Act s. 494.*

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors include within the TUP26002 conditions of use, that the term be for three years.

CARRIED UNANIMOUSLY

Chairperson Jack re-entered the meeting at 4:02 pm.

3. **RA23018, LUCAS EQUIPMENT CO LTD., CAPE BEALE TRAIL (BAMFIELD)**
Rezoning — Report and Bylaw

The Motion was MOVED and SECONDED

THAT Bylaw P1503, Bamfield Official Community Plan Amendment Bylaw, be read a first time.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT Bylaw P1542, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a first time.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the public hearing for Bylaws P1503 and P1542 be delegated to the Director for Electoral Area 'A', the Alternate Director or the Chairperson of the Regional District.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors confirm that adoption of Bylaws P1503 and P1542 is subject to:

- a. Confirmation from a Registered Onsite Wastewater Practitioner that the portion of the property to be rezoned can support on-site sewage disposal to a minimum density of 0.24 ha.*
- b. Confirmation of adequate off-street parking for the development provided on the east side of Bamfield.*
- c. The applicants entering into an agreement with the ACRD to dedicate one (1) parcel within the development at the time of subdivision to secure options for below-market attainable housing for local residents.*
- d. Meeting all other technical referral agency requirements.*

CARRIED UNANIMOUSLY

- 4. **TUP26001, HOERAUF, 9010 BRYSON ROAD, (BEAUFORT)**
Temporary Use Permit – Memorandum and Permit

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors issue Temporary Use Permit TUP26001.

CARRIED UNANIMOUSLY

- 5. **DVD25011, FERSTER, 10716 TAYLOR ARM (SPROAT LAKE)**
Development Variance – Report and Permit

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors issue Development Variance Permit DVD25011.

CARRIED UNANIMOUSLY

6. **DVD26003, KONKIN, 19140 PACIFIC RIM HWY (SPROAT LAKE)**
Development Variance – Report, Memorandum, Bylaw

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors issue Development Variance Permit DVD26003.

CARRIED UNANIMOUSLY

7. **DVD26004, TEREPOCKI, 6381 SALAL RD (SPROAT LAKE)**
Development Variance – Permit and Memorandum

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors issue Development Variance Permit DVD26004.

CARRIED UNANIMOUSLY

b. ALL DIRECTORS

1. **AB26001, KING, 9780 SOMERS ROAD (BEAUFORT)**
ALC Subdivision – Report

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors forward ALC application AB26001 to the Agricultural Land Commission for decision.

CARRIED UNANIMOUSLY

13. REPORTS

a. STAFF REPORTS

Director McEwen left the meeting at 5:01 pm.

1. **Alberni Valley Regional Airport East Taxiway Concept**

The Motion was MOVED and SECONDED

THAT the Board of Directors receive this report for information regarding regulatory and operational requirements associated with:

- 1. Conceptual plan outlining the expansion of the east taxiway at the Alberni Valley Regional Airport (AVRA), representing the first step in long-term development of the east side.*
- 2. Consideration of ancillary uses not currently permitted under Provincial grant*

conditions; and

3. Hosting of special events, including drag racing, on the non-airside areas of the airport.

CARRIED UNANIMOUSLY

2. Monthly Agreement and Grant Report — May 2026

3. Building Report — June 2026

4. Monthly Schedule — July 2026

The Motion was MOVED and SECONDED

THAT the Board of Directors receive the staff reports 2 - 4.

CARRIED UNANIMOUSLY

b. COMMITTEE REPORTS

a. Committee-of-the-Whole, June 24, 2026, (Verbal), Chair Jack

The Committee of the Whole recommended to the Board of Directors to approve the draft Licence of Occupation for the Log Train Trail lease and received the Parks Service 2025 Annual Report.

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors receive the committee report.

CARRIED UNANIMOUSLY

**c. MEMBER REPORTS
(ALL/UNWEIGHTED)**

Vice-Chair Haggard – FIFA watch parties are being held at Kinsmen Community Centre.

Director Siga – Attended a recent Alberni Clayoquot Continuing Care Society meeting and was informed that Michael Kerr is coming on July 20th to give a presentation. The AGM is upcoming and recently had an update on the Watson Estate contributions.

Chair Jack – Huu-ay-aht has sworn in Nicole Malcomson on the Huu-ay-aht council.

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors receive the Member Reports.

CARRIED UNANIMOUSLY

14. OTHER BUSINESS (including Late Items)

15. QUESTION PERIOD

16. 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.*

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

- i. 21 (1) (a) (ii): commercial, financial, labour relations, scientific or technical information of or about a third party,*

CARRIED UNANIMOUSLY

The meeting was closed to the public at 5:11 pm.

The meeting was re-opened to the public at 5:58 pm.

17. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

18. ADJOURN

The Motion was MOVED and SECONDED

THAT this meeting be adjourned at 5:58 pm.

CARRIED UNANIMOUSLY

Certified Correct:

John Jack,
Chairperson

Heather Zenner,
Manager of Administrative Services



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

MINUTES OF THE AGRICULTURAL ADVISORY COMMITTEE MEETING HELD ON MONDAY, JUNE 15, 2026, 7:00 PM

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

MEMBERS

PRESENT:

Fred Boyko, Director, Electoral Area "B" (Beaufort), Chairperson
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Larry McMahon
Russell Dyson
Lisa Aylard
Ray Dol
Star Miklashek

REGRETS:

Wayne Smith

OTHERS PRESENT: Stephen King, applicant (AB26001)

STAFF PRESENT:

Amy Needham, Sustainability Planner
Kerri Creighton, Planning Technician and Bylaw Enforcement Officer

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

<https://www.acrd.bc.ca/events/15-6-2026/>

1. **CALL TO ORDER**

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

The Chairperson recognized this meeting is being held throughout the 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)**

6. **ADOPTION OF MINUTES**

a. **Agricultural Advisory Committee Meeting – May 11, 2026**

The Motion was MOVED and SECONDED

THAT the minutes of the Agricultural Advisory Committee meeting held on May 11, 2026 be adopted.

CARRIED UNANIMOUSLY

7. **PUBLIC INPUT PERIOD**

8. **CORRESPONDENCE FOR INFORMATION**

9. **CORRESPONDENCE FOR ACTION**

10. **PLANNING MATTERS**

a. **AB26001, KING, 9780 SOMERS ROAD (BEAUFORT)**
Agricultural Land Commission Subdivision Application

The AAC members received an overview of the application. The following items were discussed:

- Concern that 10-acre lots will increase water demand in an already water-limited area.
- Likelihood that subdivided lots will become estate properties rather than working farms.
- Poor soils may still support alternative agriculture like greenhouses or grazing.
- There is a possibility the land is not viable farmland and should be removed from the ALR.
- Consider limiting subdivision to the gravel pit in the southwest portion of the property.
- Small acreages can support families with subsistence or small-scale farming.

The Motion was MOVED and SECONDED

THAT the Agricultural Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors forward ALC application AB26001 to the Agricultural Land Commission for decision.

CARRIED

Director Boyko, Director Cote, S. Miklashek and L. Aylard voted in favour of the motion.

L. McMahon, R. Dol, and R. Dyson voted against the motion.

Two members expressed interest in abstaining from voting. The Chair advised that the *Local Government Act* does not permit a member to abstain from voting and any vote not cast is a vote in favour of the motion. The Chair asked for a recorded vote.

11. REQUEST FOR DECISION REPORTS

a. REQUEST FOR DECISION

Agricultural Advisory Committee Terms of Reference Update

The AAC members received an overview of the draft Terms of Reference and proposed changes. The following items were discussed:

- Membership qualifications.
- Appreciation expressed to the City for referring ALR applications to the AAC for review.

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors amend the Agricultural Advisory Committee (AAC) Terms of Reference as presented.

CARRIED UNANIMOUSLY

12. REPORTS

13. OTHER BUSINESS (including Late Items)

14. QUESTION PERIOD

15. ADJOURN

The Motion was MOVED and SECONDED

THAT this meeting be adjourned at 7:58 pm.

CARRIED UNANIMOUSLY

Certified Correct:

Fred Boyko,
Chairperson



Kerri Creighton,
Planning Technician/Bylaw Enforcement Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE MEETING

HELD ON THURSDAY, JUNE 18, 2026, 10:00 AM

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

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

STAFF PRESENT: Daniel Sailland, Chief Administrative Officer
Alex Dyer, General Manager of Planning & Development
Heather Zenner, Manager of Administrative Services
Jaleen Rousseau, Planning Manager

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/18-6-2026/>

1. CALL TO ORDER

The Chairperson called the meeting to order at 10:05 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)**

6. **ADOPTION OF MINUTES**

a. **Electoral Area Directors Committee – Wednesday, April 22, 2026**

The Motion was MOVED and SECONDED

THAT the minutes of the Electoral Area Directors Committee meeting held on Wednesday, April 22, 2026 be adopted.

CARRIED UNANIMOUSLY

7. **PUBLIC INPUT PERIOD**

8. **CORRESPONDENCE FOR INFORMATION**

9. **CORRESPONDENCE FOR ACTION**

10. **REQUEST FOR DECISION REPORTS**

a. **Request for Decision regarding Building Bylaw and Communication Review Initiative Project**

The Motion was MOVED and SECONDED

THAT the Electoral Area Directors Committee receive the information provided on the Building Bylaw and Communication Review project.

CARRIED UNANIMOUSLY

11. **REPORTS**

12. **OTHER BUSINESS (including Late Items)**

13. **QUESTION PERIOD**

14. **ADJOURN**

The Motion was MOVED and SECONDED

THAT this meeting be adjourned at 10:55 am.

CARRIED UNANIMOUSLY

Certified Correct:

Mike Sparrow,
Chairperson

Heather Zenner,
Manager of Administrative Services



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING

HELD ON WEDNESDAY, JUNE 24, 2026, 10:00 AM

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

DIRECTORS

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

PRESENT:

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

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

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

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

Rene Lacoursiere, Alternate Director, Electoral Area "D" (Sproat Lake)

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

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

Moriah Cootes, Councillor, Uchucklesaht Tribe Government

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

Kirsten Johnsen, Member of Council, Toquaht Nation

Sharie Minions, Mayor, City of Port Alberni

REGRETS:

Tom Stere, Councillor, District of Tofino

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

Marilyn McEwen, Mayor, District of Ucluelet

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer

Jenny Brunn, General Manager of Community Services

Heather Zenner, Manager of Administrative Services

Eddie Kunderman, Operations Manager

Michael McGregor, Lands and Resources Coordinator

Janice Hill, Executive Assistant

Alex Dyer, General Manager of Planning and Development

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

<https://www.acrd.bc.ca/events/24-6-2026/>

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 Nuuchahnulth territories.

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

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

2. APPROVAL OF AGENDA

The Motion was MOVED and SECONDED

THAT the agenda be approved as circulated.

CARRIED UNANIMOUSLY

Director Johnsen entered the meeting at 10:03 am.

3. DECLARATIONS

4. INVITED PRESENTATIONS

5. DELEGATIONS (10 minute maximum)

6. ADOPTION OF MINUTES

a. Committee-of-the-Whole Meeting – May 21, 2026

The Motion was MOVED and SECONDED

THAT the minutes of the Committee-of-the-Whole meeting held on May 21, 2026 be adopted.

CARRIED UNANIMOUSLY

7. PUBLIC INPUT PERIOD

8. CORRESPONDENCE FOR INFORMATION

9. CORRESPONDENCE FOR ACTION

10. REQUEST FOR DECISION REPORTS

a. Request for Decision regarding Log Train Trail Draft Licence of Occupation Agreement

The Motion was MOVED and SECONDED

THAT the Committee of the Whole recommend that the Alberni-Clayoquot Regional District Board of Directors follow the Log Train Trail lease from 1993 article 15; the tenant must erect signing and barricading at all highway accesses to the premises, indicating that vehicular traffic is prohibited from gaining access to or using the premises

and indicate vehicles are prohibited from gaining access and prohibit access at Desmond Road, Horne Lake Road, Clayton Road, and Andrews Lane and section north end by McLeans Mill.

CARRIED

Directors Haggard, Jack, Cootes, Sparrow, Lacoursiere, Siga, Beckett, Johnsen, and Mastrangelo voted in favour of the motion.

Directors Roth and Boyko voted against the motion.

The Motion was MOVED and SECONDED

THAT the Committee of the Whole recommend that the Alberni-Clayoquot Regional District Board of Directors remove the clause in the motion “sufficiency of existing parking arrangements”, from the Draft Log Train Trail Licence of Occupation agreement.

DEFEATED

Directors Roth, Cootes, Beckett, and Boyko voted in favour of the motion.

Directors Haggard, Lacoursiere, Sparrow, Johnsen, Siga, Mastrangelo, and Jack voted against the motion.

Director Minions entered the meeting at 10:46 am.

The Motion was MOVED and SECONDED

THAT the Committee of the Whole recommend that the Alberni-Clayoquot Regional District Board of Directors approve the draft Licence of Occupation for the Log Train Trail corridor as presented and pending clarification and confirmation from the province regarding: the sufficiency of existing parking arrangements; the drainage obligations of the ACRD for pre existing bridges, culverts, ditches, and other infrastructure installed by forestry or industrial users prior to the licence; the removal or mitigation of the reference to Maebelle Parking Lot; and the Provincial expectations at expiry in terms of removal of improvements, surface restoration, and returning the licence area to a “condition acceptable to the Province.”.

CARRIED

11. REPORTS

11.1 STAFF REPORTS

a. Parks Services 2025 Annual Report

The Motion was MOVED and SECONDED

THAT the Committee-of-the-Whole receive the staff report.

CARRIED UNANIMOUSLY

12. OTHER BUSINESS (including Late Items)

13. QUESTION PERIOD

14. 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) (c): labour relations or other employee relations

CARRIED UNANIMOUSLY

The meeting was closed to the public at 11:23 am.

The meeting was re-opened to the public at 12:30 pm.

15. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

16. ADJOURN

The Motion was MOVED and SECONDED

THAT this meeting be adjourned at 12:30 pm.

CARRIED UNANIMOUSLY

Certified Correct:

John Jack,
Chairperson

Heather Zenner,
Manager of Administrative Services



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

MINUTES OF THE BEAVER CREEK WATER ADVISORY COMMITTEE MEETING HELD ON THURSDAY, JUNE 25, 2026, 10:00 AM

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

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

PRESENT: Pam Craig, Member at Large
Gord Blakey, Member at Large
Brad Jasken, Member at Large
Christy Arsenault, Member at Large
Jim Warm, Member at Large

STAFF PRESENT: Jenny Brunn, General Manager of Community Services
Eddie Kunderman, Operations Manager
Lyndsey Page, Community Services Coordinator

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/25-6-2026/>

1. **CALL TO ORDER**

The Chairperson called the meeting to order at 10:01 am.

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

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

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

2. **APPROVAL OF AGENDA**

The Motion was MOVED and SECONDED

THAT the agenda be approved as amended to add the following late items:

12 (a) Consumption statistics.

12 (b) Turbidity monitoring at proposed intake locations on the Stamp River.

12 (c) Beaver Creek Alternate Water Supply Study.

CARRIED UNANIMOUSLY

3. **DECLARATIONS**

4. **INVITED PRESENTATIONS**

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

6. **ADOPTION OF MINUTES**

a. **Beaver Creek Water Advisory Committee – December 11, 2025**

The Motion was MOVED and SECONDED

THAT the minutes of the Beaver Creek Water Advisory Committee meeting held on December 11, 2025 be adopted.

CARRIED UNANIMOUSLY

7. **PUBLIC INPUT PERIOD**

8. **CORRESPONDENCE FOR INFORMATION**

9. **CORRESPONDENCE FOR ACTION**

10. **REQUEST FOR DECISION REPORTS**

11. **REPORTS**

11.1 **STAFF REPORTS**

a. **Beaver Creek Water System 2025 Annual Report**

The Motion was MOVED and SECONDED

THAT the Beaver Creek Water Advisory Committee receives the report a.

CARRIED UNANIMOUSLY

12. **OTHER BUSINESS (including Late Items)**

a. **Consumption Statistics**

The Motion was MOVED and SECONDED

THAT the Beaver Creek Water Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to bring forward a report to the next meeting with more detailed consumption rates per user for the Beaver Creek Water System.

CARRIED UNANIMOUSLY

b. Turbidity monitoring at proposed intake locations on the Stamp River

The Motion was MOVED and SECONDED

THAT the Beaver Creek Water Advisory Committee recommend that Alberni-Clayoquot Regional District Board of Directors direct staff to take monthly turbidity readings from proposed intake locations on the Stamp River.

CARRIED UNANIMOUSLY

c. Beaver Creek Alternate Water Supply Study

The Motion was MOVED and SECONDED

THAT the Beaver Creek Water Advisory Committee recommend that that Alberni-Clayoquot Regional District Board of Directors direct staff to staff proceed with exploring Crown land and any other available options above Truman Creek for a future water intake location; and bring forward a report to the next meeting outlining any other smaller items from the Beaver Creek Alternate Water Supply Study that could be advanced without a major investment.

CARRIED UNANIMOUSLY

13. QUESTION PERIOD

14. ADJOURN

The Motion was MOVED and SECONDED

THAT this meeting be adjourned at 11:17 am.

CARRIED UNANIMOUSLY

Certified Correct:

Susan Roth,
Chairperson

Lyndsey Page,
Community Services Coordinator



Alberni-Clayoquot Regional District

MINUTES OF THE SPROAT LAKE ADVISORY PLANNING COMMISSION MEETING HELD ON WEDNESDAY, JULY 8, 2026, 5:30 PM

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

MEMBERS Joann Bessler (Chairperson)

PRESENT: Walter Konkin
Geo Monrufet
Len Watts
Roberta Jensen

REGRETS: Sheri Gerigk
Mark Marley
Ken Watts
Mark Molander

OTHERS

PRESENT: Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Rene Lacoursiere, Alternate Director, Electoral Area "D" (Sproat Lake)
John Salmen, Design Consultant, Applicant agent (RD25006)

STAFF PRESENT: Jaleen Rousseau, Planning Manager
Alima Khoja, Planner 1

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

<https://www.acrd.bc.ca/events/8-7-2026/>

1. CALL TO ORDER

The meeting was called to order at 5:33 pm.

It was recognized that this meeting was held throughout the Nuuchahnulth territories.

The Chairperson reported this meeting is being recorded.

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. **MINUTES**

a. **Sproat Lake Advisory Planning Commission Meeting held May 26, 2026**

The Motion was MOVED and SECONDED

THAT the minutes of the Sproat Lake Advisory Planning Commission meeting held on May 26, 2026, be adopted.

CARRIED UNANIMOUSLY

5. **CORRESPONDENCE**

6. **PLANNING APPLICATIONS**

a. **RD25006 – 10125 Stirling Arm Crescent (Coulson Forest Products Ltd)**

The APC members received an overview of the application. The following items were discussed:

- Proposed increase in lot coverage from 15% to 20%.
- Setback reductions.
- Site-specific exception.
- Staff recommendation on rear yard setback.
- Site drainage.
- Communal strata septic system.
- Revised landscape plan.
- Restricted covenant for the provided landscape buffer in the rear yard.
- Potential future retaining structure exceeding 1 m within the rear yard setback.
- Desired 5 m rear yard setback to facilitate tree retention along Stirling Arm Drive.

The Motion was MOVED and SECONDED

THAT the Sproat Lake Advisory Planning Commission recommend approval of staff's recommendation, including the provision of a 7.5 m rear setback.

CARRIED UNANIMOUSLY

7. **LATE BUSINESS**

8. **ADJOURN**

The Motion was MOVED and SECONDED

THAT the meeting be adjourned at 6:39 pm.

CARRIED UNANIMOUSLY

Certified Correct:

Joann Bessler
Chairperson

Alima Khoja
Planner 1



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

MINUTES OF THE AGRICULTURAL DEVELOPMENT COMMITTEE MEETING

HELD ON TUESDAY, JULY 14, 2026 AT 12:45 PM

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

MEMBERS

PRESENT:

Joanne Priestland, Chairperson, Hupacasath Community Farm
Ann Siddall, Alberni District Fall Fair Association
Fred Boyko, Director, Electoral Area "B" (Beaufort)
Helen Zanette, SD70 Trustee
Cecilia Addy, Port Alberni Port Authority
Erika Goldt, Eat West Coast
Anna Lewis, Alberni Valley Food Security Society
Tanya Shannon, Shannon Farms
Lisa Aylard, Alberni Farmers' Institute, Stonehaven Farm
Sarah Rymer, Spirit Square Farmers' Market
Patty Palmer, 4H

Ex-Officio Members:

Pat Deakin, City of Port Alberni
Katie Miles, Coastal Roundtable Facilitator, Tofino Community Food Initiative
Thom O'Dell, Ministry of Agriculture & Food – Regional Agrologist
Star Miklashek, Agricultural Advisory Committee
Penny Cote, Director, ACRD, Agricultural Advisory Committee

REGRETS:

Heather Shobe, Eden Tree Farm
Bob Collins, Arrowvale Farm
Wayne Smith, Alberni Farmers' Institute
Kirsten Nesbitt, SD Healthy Schools Manager
Kaley Ruel, Island Health Dietician
Larry McMahon, Agricultural Advisory Committee
Russell Dyson, Agricultural Advisory Committee
Robert Haynes, Agricultural Advisory Committee
Ray Dol, Agricultural Advisory Committee

STAFF PRESENT:

Amy Needham, Sustainability Planner
Kristin Kerr-Donohue, Administrative Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/14-7-2026/>

1. CALL TO ORDER

The Chairperson called the meeting to order at 12:45 pm.

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

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

Introductions - Committee Members and Staff 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)

6. ADOPTION OF MINUTES

a. Agricultural Development Committee – April 21, 2026

The Motion was MOVED and SECONDED

THAT the minutes of the Agricultural Development Committee meeting held on April 21, 2026 be adopted.

CARRIED UNANIMOUSLY

7. PUBLIC INPUT PERIOD

P. Cote joined at 12:52pm

8. CORRESPONDENCE FOR INFORMATION

a. CITY OF PORT ALBERNI

Response to ACRD request for ALC

b. ACRD

AVICC Resolutions

c. AGRICULTURE AND AGRI-FOOD CANADA

The National Food Security Strategy

- d. **AGRISERVICE BC**
Islands Edition – Regional Newsletter July
- e. **BC AGRICULTURAL COUNCIL**
 - 1. Launch of Enhanced Digital Temporary Pass Templates
 - 2. Plans to Establish Provincial Farmland Trust
- f. **BC GOVERNMENT NEWS**
Sharing Local Farm Harvests Through Coupon Program
- g. **KWANTLEN POLYTECHNIC UNIVERSITY (KPU)**
Resilient and Thriving Vancouver Island Food Future Project
- h. **MINISTRY OF AGRICULTURE**
True Armyworm Factsheet

The Motion was MOVED and SECONDED

THAT the Agricultural Development Committee receive items a-h for information.

CARRIED UNANIMOUSLY

9. **CORRESPONDENCE FOR ACTION**

10. **REQUEST FOR DECISION REPORTS**

11. **REPORTS**

- a. **Alberni-Clayoquot Regional District – A. Needham**
- b. **Primary Agricultural Producers**
 - Shannon Farms and The Cabin – T. Shannon
Army worms found in one of the back hay fields, had to cut early and silage instead of being able to save for hay due to the current wet weather.
 - Stonehaven Farm – L. Aylard
Farm is in the middle of haying right now, haven't noticed any army worm on their property yet. Feeling support from residents of the valley, working through wait lists for both beef and lamb. Farmers' Institute District A meeting coming up this week, to discuss the Provincial Farmland Trust.
 - MorningStar Wollen Farm – Star Miklashek
Some exciting news regarding the HGTV Hometown Takeover. One of the people who are receiving a home makeover requested a blanket made in the Alberni Valley. The show producers reached out to the Fibre Guild and a blanket was created using Stars wool and woven by another member of the Guild. The film crew came out to her farm and got some shots of the show's hosts spinning and learning about local textiles, sheep and spinners.
- c. **Spirit Square Farmers' Market – S. Rymer**
Beginning a new Wednesday evening market on July 15th, from 5:30 to 7:30 pm, between Steampunk and the Public Safety Office on 3rd Ave. Same policies as Spirit Square Market. Thanks to ACRD for grant-in-aid to purchase freezers for the market.

d. City of Port Alberni – P. Deakin

Very preoccupied with the HGTV Hometown Takeover. High impact on the Harbour Quay area. The City appreciates the tolerance of the vendors, merchants, and public in this area. Another big change this summer is that the City has taken over the operations of Clutesi Haven Marina. There are a lot of issues with the byproduct of fish cleaning there. Wondering if there is a better way that this could be done to keep the facility clean and perhaps it could be addressed differently with a pilot project utilizing the byproducts for fertilizer. Potential for this to be a business opportunity for members of the local Nations. The Campus of Care group has suspended the initiative of utilizing the ALR land behind the Canada Post Office after it became apparent there might be an opportunity to move to North Island College with the project. The North Island College idea didn't work out and they are now currently investigating a piece of property in the ACRD, not ALR land. The greatest concern is that there are 8000 members of the public in the Alberni Valley who do not have a primary physician, and there are 3 more doctors who are looking to retire, which could add another 6000 to that number. There is great pressure to secure a place to create this Campus of Care.

e. School District #70 – H. Zanette

SD70 has been extended in their FIT funding for another year. Recently attended a National School Board Trustee Conference. There seems to be a trend provincially where government is looking to alter the powers of School Districts/Boards of Education. Support for individual districts is critical as all areas are different and have their own diverse needs. School Board Trustee elections are coming, if you think someone you know could do well in this position, please mention this to them.

f. Ministry of Agriculture & Food – T. O'Dell

Drought is top of mind province wide. Provincial release today asking for people to conserve water across BC. <https://news.gov.bc.ca/releases/2026WLR50036-000824> Virtually all freshwater fishing on the east coast of Vancouver Island is about to come, release tomorrow. New Soil Health Assessment Protocols. Soil health is a big part of water conservation. <https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/agricultural-land-and-environment/soil-nutrients/soil-health/assessing-soil-health>. True Armyworm reports coming out of the Comox Valley and Saanich, also the Yellow Striped Army worm has been detected. No changes, but there is a new publication regarding agricultural management Legislative Guide to Watercourse on Agricultural Land. https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/agricultural-land-and-environment/water/riparian/legislative_guide_to_watercourses_on_agricultural_land_s_2026.pdf

g. Alberni District Fall Fair – A. Siddall

Everyone in agriculture is more than welcome to be part of the Agriculture Barn, at no cost.

h. Alberni Valley Food Security Society – A. Lewis

10 gleans so far this year. Cherry season was bad this year compared to 2025. Whole Pacific North West showed early and small season compared to 2025 and a greater

abundance of birds in farms. Two new summer hires are helping out at some of the school gardens with watering and upkeep. An individual volunteer to provide new fencing and a new gate at the Dry Creek Community Garden, a much better upgrade. Apples look good, hoping it stays that way.

i. Hupacasath Community Farm – J. Priestland

Have noticed the weather anomalies have made the season struggle. Early warm weather impacted the early crops which need the cool weather, later cool weather impacted the later crops that need the warmer weather. Pulling some nice weekly harvests now. Delivery out to elders, 24 portions every Tuesday, remainder goes out to families on Thursdays. Looking forward to the gleaning to help with some things on the farm. Was approached by North Island College a couple of weeks ago, as they have funding for an agriculture program. Enquired as to ideas for a course based around the Hupacasath Community Farm. The idea is to focus on regenerative farming and food security for the community. Hoping to bring in a holistic approach to an agriculture program that incorporates all the different levels of farming, wildcrafting, value adding, seed saving, agrotourism, etc. Has reached out to some in the community. Interested in the discussion at the last meeting about access to the Knowledge Transfer Grant, wondering if the grant could become more accessible if it could be accessed through the farm and if there would be interest. Thom O'Dell commented that the Knowledge and Technology Transfer Program grant is waitlisted now <https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/programs/knowledge-transfer-events>. There is also another fund that is a farmer-to-farmer program for small scale events to share information between producers and others in the community, reach out to Thom for more information.

j. Eat West Coast – E. Goldt

A lot of big projects still on the go. Community-led food initiatives are the majority of day-to-day operations. Working with Food Bank on the Edge to host a gathering in the winter of 2026/2027 to get those involved with food distribution to work together and be more efficient, this includes getting food from the Alberni Valley out to the coastal communities. Clayoquot Biosphere Trust (CBT) Grants are out now, there are a significant amount targeted to food and growing in the smaller neighbourhood grants. The Youth Warriors program shellfish gardens project is hugely successful. They have had volunteer days where there aren't enough gloves and buckets to go around, very well attended by locals and youth groups from outside of the West Coast area. The strong engagement of youth in community, food, and culture has been exciting to see.

k. Port Alberni Port Authority, Dock + Food Processing Hub – C. Addy

Very busy, successful salmon season. Icehouse is running very well. Consistently showing the kitchen to new businesses at the Dock+. Currently working with 4 to get set-up. Currently have a Request for Proposal for the former residence at Fisherman's Harbour for a potential market and bistro to open. Have given several tours to prospective tenants and are willing to support where needed for the right fit in the location.

l. Coastal Foods Roundtable, Tofino Community Food Initiative – Katie Miles

Looking forward to a gathering in late August to support the new school garden at Ucluelet Secondary School. Tofino Community Food Initiative is very happy and grateful to the CBT and other community partners help expand the garden program over on Opitsaht. Water lines and fencing have been repaired and are gathering manure from the wild cows over on Opitsaht to supplement the garden.

m. 4-H – P. Radcliffe

Regional Public Speaking event was held in April. Very well attended by other districts. Was a great experience for the local members to practice on a larger scale. Feeling supported by the community, very positive. Members are working hard on their projects now to get ready for the fair season

The Motion was MOVED and SECONDED

THAT the Agricultural Development Committee receives the reports a-m.

CARRIED UNANIMOUSLY

13. QUESTION PERIOD

14. ADJOURN

The Motion was MOVED and SECONDED

THAT this meeting be adjourned at 1:57 pm.

CARRIED UNANIMOUSLY

Certified Correct:

Joanne Priestland,
Chairperson

Kristin Kerr-Donohue,
Administrative Assistant



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

MINUTES OF THE ALBERNI VALLEY REGIONAL AIRPORT ADVISORY COMMITTEE MEETING HELD ON THURSDAY, JULY 16, 10AM

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

MEMBERS

Mike Ruttan, Chairperson, Member at Large

PRESENT:

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

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

Moriah Cootes, Director, Uchucklesaht Tribe

Dean Sept, Member at Large, Alberni Valley

Harley Wylie, Councillor, Tseshah First Nation

Shelley Chrest, Port Alberni Port Authority

REGRETS:

Tom Verbrugge, City of Port Alberni

Dylan Ashwood, Alberni Valley Chamber of Commerce

Hakon Askerhaug, Coulson Aviation

Serena Mayer, Councillor, Hupacasath First Nation

STAFF PRESENT:

Jenny Brunn, General Manager of Community Services

Mark Fortune, Airport Manager

Pat Deakin, City of Port Alberni

Lyndsey Page, Community Services Coordinator

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

<https://www.acrd.bc.ca/events/16-7-2026/>

1. CALL TO ORDER

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

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

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

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

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)

6. ADOPTION OF MINUTES

- a. **Alberni Valley Regional Airport Advisory Committee – January 15, 2026 and May 7, 2026**

The Motion was MOVED and SECONDED

THAT the minutes of the Alberni Valley Regional Airport Advisory Committee meeting held on January 15, 2026 and May 7, 2026 be adopted.

CARRIED UNANIMOUSLY

7. PUBLIC INPUT PERIOD

8. CORRESPONDENCE FOR INFORMATION

9. CORRESPONDENCE FOR ACTION

10. REQUEST FOR DECISION REPORTS

- a. **Request for Decision regarding Alberni Valley Regional Airport Fees & Charges Amendment Bylaw No. R1035-2, 2026.**

The Motion was MOVED and SECONDED

THAT the Alberni Valley Regional Airport Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors adopt "Alberni Valley Regional Airport Fees & Charges Amendment Bylaw No. R1035-2, 2026".

CARRIED UNANIMOUSLY

- b. **Request for Decision regarding Preliminary Lease Application – 2026-001 2515450 Albert Ltd.**

The Motion was MOVED and SECONDED

THAT the Alberni Valley Regional Airport Advisory Committee supports the Preliminary Lease Application 2026-001 from 2515450 Alberta Ltd. and recommends that the

Alberni-Clayoquot Regional District Board of Directors consider approval of the final application for a 40-year lease.

CARRIED UNANIMOUSLY

11. REPORTS

a. STAFF REPORTS

1. Alberni Valley Regional Airport Quarterly Update

The Motion was MOVED and SECONDED

THAT the Alberni Valley Regional Airport Advisory Committee receive the staff report.

CARRIED UNANIMOUSLY

12. OTHER BUSINESS (including Late Items)

13. QUESTION PERIOD

14. ADJOURN

The Motion was MOVED and SECONDED

THAT this meeting be adjourned at 10:46 am.

CARRIED UNANIMOUSLY

Certified Correct:

Mike Ruttan,
Chairperson

Lyndsey Page,
Community Services Coordinator



Regional District of
Kootenay Boundary
June 26, 2026

Hon. Mike Farnworth
Minister of Transportation and Transit
Province of BC

by email: TT.Minister@gov.bc.ca

Dear Minister Farnworth:

Re: Communications with MoTT

I am writing on behalf of the Regional District of Kootenay Boundary to express our dissatisfaction and frustration over communications with your ministry.

MoTT plays an essential role in our rural and remote communities that are connected primarily through roads, for which you are responsible.

As representatives of our constituents, we want to ensure that our residents' needs and concerns are relayed and heard. Unfortunately, our experience has been that our communications often go unheeded. While we recognize that not all requests can be actioned or realized, we believe that meaningful dialogue can often lead to constructive outcomes.

We have fostered and appreciated good relationships with local Ministry staff over the years and are grateful for their assistance.

Over the past few years, MoTT has provided Active Transportation funding for projects in both Christina Lake and the Greater Trail area. We have enquired about the ministry's capital plans and priorities so that we might collaborate on such projects of mutual interest. By conferring and collaborating, we can be partners who can work together to better serve all our residents. To that end, we would appreciate meeting with you to discuss how we can move forward on shared concerns. A meeting can be arranged through our corporate officer, Anitra Winje, at 250.231.4748 or awinje@rdkb.com.

Sincerely,

Grace McGregor, Chair
Regional District of Kootenay Boundary

cc: Heather Wood, Deputy Minister, Ministry of Transportation and Transit
BC regional Districts

July 14, 2026

Sent via email only: FOR.Minister@gov.bc.ca
EMCR.Minister@gov.bc.ca

The Honourable Ravi Parmar
Minister of Forests

The Honourable Kelly Greene
Minister of Emergency Management and Climate Readiness

Re: Wildfire Risk Data Gap on Private Managed Forest Lands

We are writing to request your assistance in addressing a significant gap in the wildfire risk information available to local governments on Vancouver Island. This arises through delivery of the Comox Valley Emergency Management service, comprising K'ómoks First Nation, the three municipalities and the regional district. Also, we understand that several other Regional Districts facing the same challenge are writing separately to express our shared concerns.

Private Managed Forest Lands (PMFL) comprise nearly half of the land base within the Capital, Cowichan Valley, Nanaimo, Alberni-Clayoquot, and Comox Valley Regional Districts. These lands form a substantial portion of the wildland-urban interface in many communities, yet the wildfire risk information available to local governments for PMFL has been significantly reduced in recent years.

The Provincial Strategic Threat Analysis (PSTA) assesses wildfire risk across the province, but PMFL information is excluded from datasets available to local governments and Indigenous governing bodies. As a result, significant portions of the overall wildfire risk are missing from Community Wildfire Resiliency Plans, emergency planning, risk assessments, and funding applications.

We recognize that the BC Wildfire Service has described the PSTA as not providing an assessment of wildfire threats on private land parcels, directing private landowners to site-level FireSmart assessments instead. We respectfully note that this rationale does not describe PMFL. Unlike residential parcels, PMFL are large, contiguous, actively managed forest landscapes for which PSTA methodology is directly applicable.

Based on our review of provincial documentation, the exclusion of PMFL from shared PSTA datasets appears to result from recent policy changes regarding data distribution rather than a technical limitation.

This data gap creates two significant challenges for our communities:

The Comox Valley Regional District respectfully acknowledges the land on which it operates is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

- **EDMA compliance:** New requirements for comprehensive risk assessments come into force for local authorities in January 2027. It is difficult to produce meaningful wildfire risk assessments when the majority of the wildland-urban interface is absent from datasets.
- **FireSmart funding eligibility:** FireSmart Community Funding & Supports and related funding streams rely on PSTA threat ratings to establish project eligibility and priority.

Where PMFL data is masked, communities may be unable to demonstrate wildfire threat. We are not seeking new analysis or expenditure. The underlying data exists. We are asking that the Province remove the existing mask on PSTA values for PMFL and share complete, all-lands wildfire risk data with local governments and Indigenous governing bodies for emergency planning, risk reduction, and funding applications.

We appreciate that there may be technical, legal, or policy considerations of which we are not aware. We would welcome an early conversation with your respective ministry staff to understand any constraints and to explore solutions. We believe this is an unintended outcome of current policy and we are committed to working with the Province constructively to address it.

Given EDMA timelines, we would appreciate a response at your earliest convenience. We have requested a meeting with Minister Parmar at UBCM and would welcome a follow-up meeting with ministry staff at a mutually convenient time.

We thank you for your attention to this matter and for the Province's ongoing commitment to community wildfire resilience.

Sincerely,



Will Cole-Hamilton
Chair, Comox Valley Regional District



Nicole Rempel
Elected Chief, K'ómoks First Nation



Bob Wells
Mayor, City of Courtenay



Nicole Minions
Mayor, Town of Comox



Vickey Brown
Mayor, Village of Cumberland

cc: Josie Osborne, MLA, Mid-Island Pacific Rim
Brennan Day, MLA, Courtenay Comox
John Jack, Chair, Alberni-Clayoquot Regional District
Cliff McNeil-Smith, Chair, Capital Regional District
Kate Segall, Chair, Cowichan Valley Regional District
Stuart McLean, Chair, Nanaimo Regional District



THE CORPORATION OF THE DISTRICT OF OAK BAY
MUNICIPAL HALL – 2167 OAK BAY AVENUE – VICTORIA, BC V8R 1G2
PHONE 250-598-3311 FAX 250-598-9108 WEBSITE www.oakbay.ca

OFFICE OF THE MAYOR

Via email: ECS.Minister@gov.bc.ca

June 30, 2026

Honourable Adrian Dix, MLA
Ministry of Energy and Climate Solutions
PO Box 9060 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Dix:

Re: Local Government Climate Action Program (LGCAP) Funding

At the Oak Bay Council Meeting held June 8, 2026, Council resolved:

That Council direct the Mayor to send a letter to the Province and local MLAs outlining the need for continued Local Government Climate Action Program funding and share this letter with the Capital Regional District Board of Directors and other BC municipal elected officials.

For more than a decade, the Province has supported local climate initiatives through grant funding to communities across British Columbia. The Local Government Climate Action Program (LGCAP), the current form of this support, provides local governments and Modern Treaty Nations with funding, guidance, and direct support to implement effective climate actions across B.C.

This funding supports timely local climate action that reduces greenhouse gas (GHG) emissions, prepares communities for the impacts of a changing climate and creates new opportunities for people in the clean economy.

Eligible expenditures can include, but are not limited to:

- Investments to improve energy efficiency and investing in climate infrastructure
- Matching funds to leverage funding from the federal government or other parties
- Staffing and contracts
- Risk assessments, communications and engagement

These funds have been a critical and reliable funding source of support that the District and most other local governments have relied on to implement climate solutions, support staff expertise, deliver programs, and leverage additional grant funding from other organizations.

In February 2026, the Provincial Government released the 2026/27–2028/29 Service Plan for the Ministry of Energy and Climate Solutions. The plan does not include funding for the continuation of the Local Government Climate Action Program (LGCAP); however, to date, no final decision or direction has been communicated publicly by the Province.

Oak Bay Council would like to advocate for the continued funding of LGCAP and its inclusion in the 2026/27- 2028/29 Service Plan as the loss of Provincial LGCAP funding would be detrimental to the District's ability (and the ability of all local governments) to continue developing and implementing our climate action program.

Thank you for your time and consideration and we look forward to your response.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kevin Murdoch', with a stylized, cursive script.

Kevin Murdoch, Mayor
District of Oak Bay

- c. *Hon. Diana Gibson, MLA Oak Bay-Gordon Head*
Hon. Grace Lore, MLA Victoria-Beacon Hill
Hon. Lana Popham, MLA Saanich South
Hon. Nina Krieger, MLA Victoria-Swan Lake
Hon. Ravi Parmar, MLA Langford-Highlands
Darlene Rotchford, MLA Esquimalt-Colwood
Rob Botterell, MLA Saanich North and the Islands
Capital Regional Board of Directors
BC Municipalities – Elected Officials



Office of the Chair
1450 K.L.O. Road
Kelowna, B.C. V1W 3Z4

Telephone: (250) 469-6220
Chair@rdco.com
rdco.com

June 25, 2026

The Honourable David Eby, Premier
The Honourable Adrian Dix, Minister of Energy and Climate Solutions
The Honourable Kelly Greene, Minister of Emergency Management and Climate Readiness
The Honourable Christine Boyle, Minister of Housing and Municipal Affairs
The Honourable Brenda Bailey, Minister of Finance

Dear Premier Eby and Ministers:

Re: BC Local Government Climate Action Program (LGCAP) – Funding Continuation

On behalf of the Regional District of Central Okanagan, I am writing to request the Province's continued commitment to the Local Government Climate Action Program (LGCAP).

For more than 15 years, LGCAP has provided stable funding that enables local governments to deliver climate mitigation and adaptation initiatives, support staff capacity, and leverage additional grant funding.

Local governments are on the front lines of responding to climate impacts and play a key role in achieving provincial climate objectives. The loss of this predictable funding source would create financial and operational challenges and limit the ability to advance climate initiatives aligned with provincial priorities.

The Regional Board respectfully requests that the Province confirm its commitment to ongoing, stable LGCAP funding. Continued partnership with local governments is essential to achieving shared climate goals and supporting resilient communities.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Loyal Wooldridge", is written over a large, stylized flourish.

Loyal Wooldridge
Chair

cc: Local MLAs
Southern Interior Local Government Association
BC regional districts and municipalities



Sea View Seniors' Housing Society • Forest Glen

Box 833, 1783 St. Jacques Blvd. Ucluelet BC V0R 3A0

forestglen@telus.net P 250-726-2789 F 250-726-2780

To: Alberni Clayoquot Regional District
3008 Fifth Avenue
Port Alberni, B.C. V9Y2E3

July 8, 2006

Re; Bus Service between Ucluelet, B.C. and Port Alberni and other stops across Vancouver Island

As the Society that oversees Forest Glen, a Seniors Residence in Ucluelet, B.C., we are concerned about the physical and mental well-being of our residents and by extension all older residents of Ucluelet and the surrounding area.

As outlined in the letter from our residents, it has become very difficult for those without access to an automobile to schedule trips away from their homes here on the west coast. While medical visits scheduled with Island Health Providers can be accommodated with transportation, other trips become much more difficult to arrange.

In past years it was possible to take a bus from the west coast to Port Alberni and beyond. This service was discontinued and is now partially covered by Island Link Bus Service. However, this bus does not stop in Port Alberni. We have been told that this is a licensing issue. We do not know if the company has not requested a license that would enable them to add Port Alberni to their stops. We do not understand which Agency is responsible for issuing such a license and what their reasons for not adding additional stops would be. If Island Link cites low demand for such a stop, they should understand that they have little data for low demand as it is well known they do not offer that service. Whatever the reasons for there being no public transit between the west coast and Port Alberni, it poses a hardship for residents who do not drive and cannot find transportation. We urge you to help resolve this problem.

Patricia Sieber, Chair Sea view Seniors Housing Society

cc. Marcie Dewitt, Alberni Clayoquot Health Network
cc. Faye Missar, Community Health Promoter, Island Health

Alberni Clayoquot Regional District

3008 Fifth Avenue

Port Alberni, B.C. V9Y2E3

Re: Bus service from Ucluelet, B.C. to Port Alberni and other stops across Vancouver Island.

We are the residents of Forest Glen, a Supportive Housing/ Independent Living facility for those 55 and older living in the West Coast region from Ucluelet to Tofino and surrounding communities. We are concerned about public transportation in our area.

As you are aware, many services are unavailable in our small communities. We are grateful that Vancouver Island Health Authority is providing needed transportation for scheduled medically prescribed visits and procedures. This service does not cover dental, eye, and hearing appointments. There are also many non-medical reasons for which older adults want to travel to Port Alberni and beyond.

The service provided by Island Link does not adequately fill this need. First the bus does not come into Ucluelet to either pick up or discharge passengers. Getting to the Junction on highway 4, necessitates finding a ride or trying to co-ordinate timing with the local B.C. Transit Bus. Once on the Island Link bus, there is no stop in Port Alberni. The bus goes to the Ferry Terminal at Departure Bay in Nanaimo. Even if someone schedules needed trips to Nanaimo, there is then the need to find ways to get to Nanaimo destinations.

If Island Link or those planning for the transportation needs of west coast residents cite low ridership as a reason for not expanding the service, we suggest that ridership may be low due to a lack of needed service. Riders use the bus because they cannot or choose not to drive themselves or find a ride with others. If the bus does not fill their needs they cannot use it.

Public transit is vital for our communities, we urge you to work with all agencies to help provide services that meet our real needs.

cc. Marcie Dewitt, Alberni Clayoquot Health Network

cc. Faye Missar, Community Health Promoter, Island Health

Forest Glen residents:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

July 8, 2026

Thompson-Nicola Regional District
300–465 Victoria Street
Kamloops, BC V2C 2A9

Re: City of Merritt Animal Control Bylaw Amendment – Pigeon Release Restrictions

Dear, Directors,

Over the past several months, the City of Merritt has experienced a significant increase in the number of individuals travelling from outside the community to release and capture high-flying pigeons within the City.

These individuals do not appear to be affiliated with any recognized pigeon racing or pigeon fancier organizations. Their activities and handling practices have raised concerns regarding both the welfare of the pigeons and the impacts on Merritt residents. Complaints have included disturbances to neighbourhoods, concerns for animal welfare, and the use of public and private property in connection with these activities.

In response to these concerns, Merritt City Council has adopted an amendment to Animal Control Bylaw No. 2241, 2018, restricting the release of pigeons within the City of Merritt boundaries.

A copy of the bylaw amendment is enclosed for your information and reference.

Should you have any questions regarding this amendment, please do not hesitate to contact the City.

Sincerely,



Michael Goetz
Mayor

Cc: Merritt RCMP Detachment
School District #58
UBCM Municipalities
Local First Nation Bands

CITY OF MERRITT

BYLAW 2425 A BYLAW TO AMEND THE ANIMAL CONTROL BYLAW

The Municipal Council for the City of Merritt in open meeting assembled, enacts as follows:

Citation

1. This Bylaw shall be cited as the **"Animal Control Bylaw Amendment Bylaw No 2425, 2026"**.

Details

2. That "City of Merritt Animal Control Bylaw No. 2241, 2018" be amended as follows:

- a. Insert the following definition in Section 3 Definitions, in alphabetical order:

"Pigeon" means any member of the Columba genus, including birds commonly referred to as common pigeons, racing pigeons, fancy pigeons, utility pigeons and flying or sporting pigeons.

- b. Insert the following new clause after Section 58 Bee Regulations, and renumber the following sections as appropriate:

"Keeping of Pigeons"

59. A person must not allow a Pigeon for which they are responsible

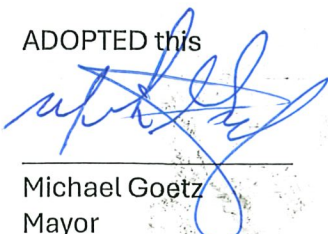
- i) to be released from a location outside of the property owned or leased by that person; or,
- ii) to perch, roost, nest, or stray on land or buildings outside of the property owned or leased by that person, or to stray or feed on any public highway or public place."

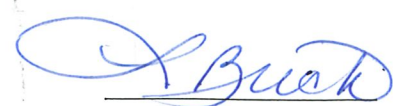
READ A FIRST TIME this 23rd day of June 2026

READ A SECOND TIME this 23rd day of June 2026

READ A THIRD TIME this 23rd day of June 2026

ADOPTED this 7th day of July 2026


Michael Goetz
Mayor


Linda Brick
Corporate Officer



Town of Lake Cowichan

Municipal office: PO Box 860, 39 South Shore Road, Lake Cowichan B.C. V0R 2G0

Phone: 250-749-6681

Fax: 250-749-0281

www.lakecowichan.bc.ca

July 7th, 2026

To: Association of Vancouver Island Coastal Communities Members
Union of BC Municipalities Members
Federation of Canadian Municipalities Members

Council for the Town of Lake Cowichan passed the following motion and wished to seek your support on this worthwhile initiative.

That the Town of Lake Cowichan supports the *Elect Respect* pledge and commits to:

- Treat others with respect in all spaces—public, private, and online,
- Reject and call out harassment, abuse, and personal attacks,
- Focus debate on ideas and policies, not personal attacks,
- Help build a supportive culture where people of all backgrounds feel safe to run for and hold office,
- Call on relevant authorities to ensure the protection of elected officials who face abuse or threats, and
- Model integrity and respect by holding one another to the highest standards of conduct.

THAT the Town of Lake Cowichan, calls on elected officials, organizations, and community members to support the *Elect Respect* campaign and sign the online pledge at <https://electrespect.ca/>; and

THAT a copy of this resolution be sent to the Association of Vancouver Island and Coastal Communities, Union of BC Municipalities, and the Federation of Canadian Municipalities.

Yours truly,

Tim McGonigle
Mayor
Town of Lake Cowichan



July 16, 2026

Dear ACRD Board of Directors,

The CBT board and staff are excited to share our 2025 Annual Report highlighting our recent programs, projects, and grants. We would like to express our thanks to all the partners with whom we collaborate; as a UNESCO Biosphere and community foundation, the CBT exists to uplift and interconnect the work of the governments, organizations, researchers, and businesses in the region. None of what we do would be possible without your continued support and engagement.

A few highlights from the year include:

- Delivering nearly \$800,000 in direct project funding to west coast communities and organizations combining endowment income, accessing funding from outside the region, and cultivating relationships with donors.
- Securing the building permit for the Clayoquot Sound Biosphere Centre and bringing the total funds raised for the project to over \$12.6M.
- Co-hosting with Tla-o-qui-aht a powerful 25th anniversary celebration to recognize decades of collaborative conservation and sustainable development, and share a hopeful vision for future generations.

I also want to recognize Nicky Ling, who serves as director appointed by the ACRD on the CBT board and is very active as our co-chair. Vaida Siga serves as alternate director for Ucluelet and attends many CBT events and programs. Both Nicky and Vaida actively contribute to the CBT and we are grateful for their time, knowledge, and perspectives.

In closing, we are grateful for the Alberni-Clayoquot Regional District's continued participation in the CBT. Please reach out if you have any questions or would like to learn more about any of our projects (266-0106; rebecca@clayoquotbiosphere.org).

Sincerely,

Rebecca Hurwitz
Executive Director





clayoquot
BIOSPHERE TRUST | EST. 2000

Globally-minded.
Ecosystem-oriented.
Community-driven.



We acknowledge the territories of
hiškʷiiʔath (Hesquiaht First Nation),
ḵaʔuukʷiʔath (Tla-o-qui-aht First
Nation), Yuuʔuʔitʔath Government
(Ucluelet First Nation), and tukʷaaʔath
(Toquaht Nation) in the spirit of truth,
healing, and reconciliation.



Creating a better future through biosphere stewardship, philanthropy, and community building.

The Clayoquot Biosphere Trust (CBT) is a registered charity based on the west coast of British Columbia. Established in 2000, the CBT is the only organization in Canada that is both a community foundation and a UNESCO Biosphere Region. We pair the spirit of community with the power of global networks to bring more people together for a shared understanding. Our team works to strengthen the development of all citizens, communities, and the ecosystems on which we all depend, for a future we can all be proud of.

From the Co-chairs

This year, the Clayoquot Sound Biosphere Region celebrated a remarkable milestone: 25 years as a UNESCO Biosphere. For a quarter-century, this region has been a place of collaboration, connection, and a shared commitment to a brighter future. This anniversary offered a meaningful opportunity to reflect on how far we have come, while also looking ahead to the next chapter of stewardship and care for this remarkable place.

To honour this moment, we invited community members, Elders, families, youth, and visitors to gather for a special celebration at the end of September. It was a day filled with appreciation, reflection, and joy as we came together to honour Indigenous knowledge and leadership, recognize decades of collaborative conservation and sustainable development, and share a hopeful vision for future generations.

We also reflected on the deeper history of stewardship by the central nuučaan̓ut (Nuu-chah-nulth) Nations, as well as the many grassroots champions who have cared for this place long before 2000. The theme of the day, *Taking Pride in Working Together*, suggested by our board member Lorena Frank of ʔaʔuukʷiʔaḥ (Tla-o-qui-aht First Nation), reflected both the spirit of the gathering and the foundation of the biosphere itself. Collaboration has always been at the heart of this work, and the celebration served as a powerful reminder of what can be achieved when communities come together with shared purpose.

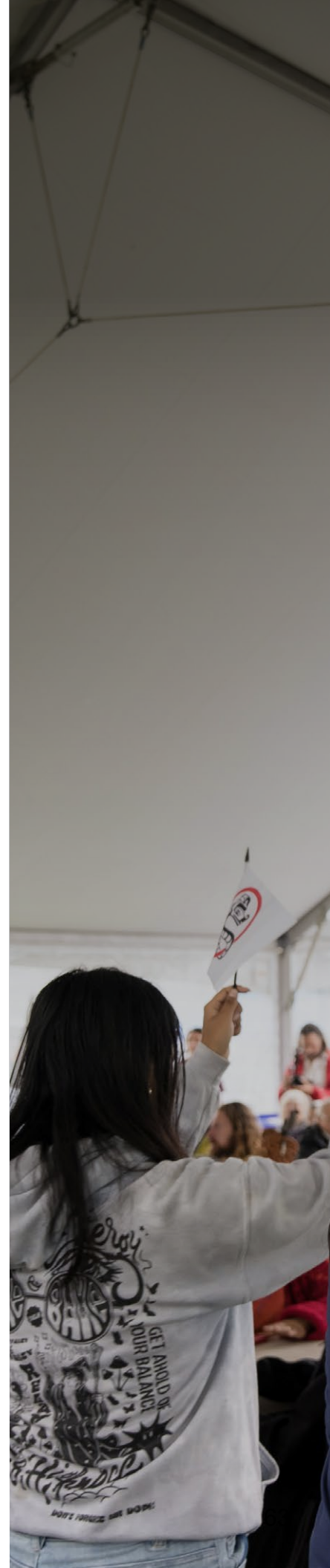
Beyond the anniversary, this year was also one of meaningful progress. We moved towards our goal of building the Clayoquot Sound Biosphere Centre, with important advances in planning, community engagement, and support for this project. Grounded in local priorities and shaped by public input, the Centre will represent a collective investment in the long-term strength and resilience of the region.

2025 brought change within our Board. Several longstanding Directors stepped down, and we are deeply grateful for their years of dedication and leadership. At the same time, we welcomed new Directors, whose vision and energy will guide us forward. We now carry the passion of those who have stepped away while embracing the ideas and enthusiasm of all who have joined. We would also like to recognize Rebecca, our Executive Director, who has celebrated 20 years with the CBT. As a Board, we strongly value her contributions and are grateful for her ongoing strategic vision, steady leadership, and unwavering commitment to the organization and the region.

As we reflect on the past year, we do so with gratitude for the people, partnerships, and shared commitment that continue to sustain this work. We look ahead with optimism and anticipation, confident in what we can continue to achieve together.

Nicky Ling and Naomi Mack

Co-chairs, Board of Directors, Clayoquot Biosphere Trust



Vision

The community of the Clayoquot Sound UNESCO Biosphere Region (CSBR) will live sustainably in a healthy ecosystem, with a diversified economy, and strong, vibrant, and united cultures, while embracing the nuučaan̓uḥ (Nuu-chah-nulth) First Nations living philosophies of iisaak (living respectfully), qwa' aak qin tiič mis (life in the balance), and hišukniš čawaak (everything is one and interconnected).



Co-leading

Sustainability Knowledge
Development & Education



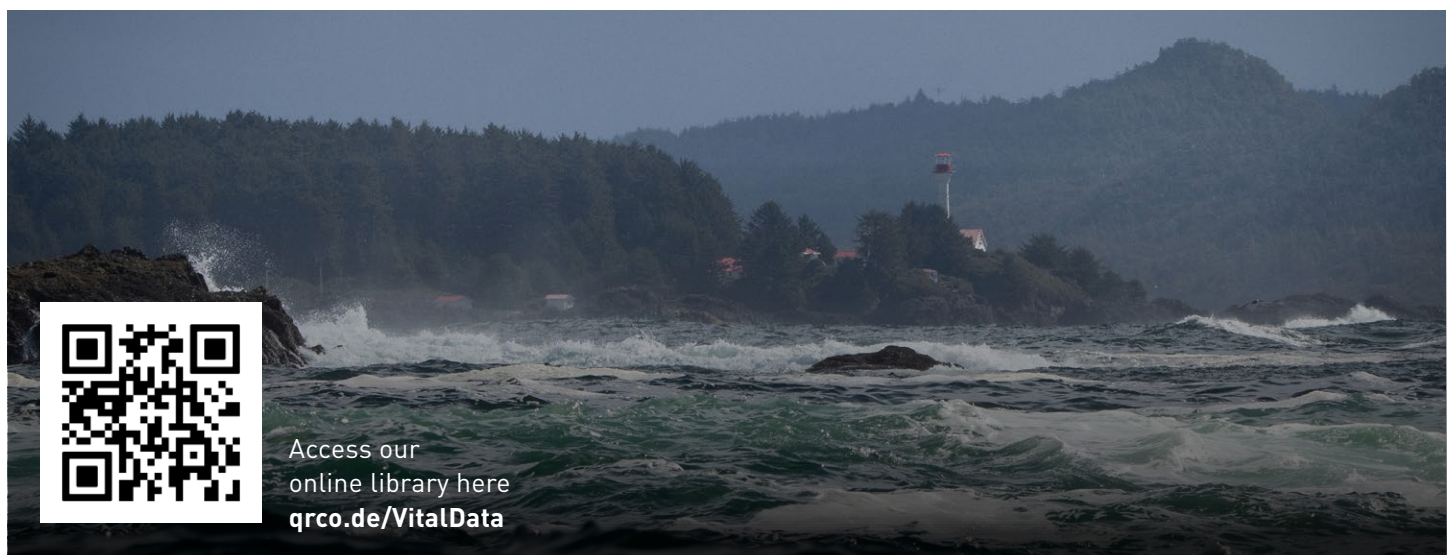
The CBT's growing online library of Vital Conversations, Vital Signs, and Vital Snapshots provides accessible insights into the social, economic, cultural, and environmental well-being of the region.

Vital Conversations

As part of the Vital Signs program, the CBT hosts Vital Conversations to explore priority issues, gather community insights, and connect lived experience with local data. These sessions foster meaningful dialogue and collaboration, helping shape responsive strategies to local challenges. The collected insights inform granting priorities, help donors understand community needs, and raise awareness about important issues. Over time, Vital Conversations have deepened partnerships and advanced collaborative action on what matters most to local communities.



Access our
online library here
qrco.de/VitalData



Regional Climate Adaptation

In April 2025, we partnered with the Alberni-Clayoquot Regional District to host a Vital Conversation on regional climate adaptation planning. Attending the conversation were multiple Indigenous and Municipal governments, as well as representatives from the private and non-profit sectors. Participants built a shared understanding of regional projects and priorities, discussed the challenges facing our small communities in addressing climate change, and formed the foundation for a successful collaborative application from 5 west coast communities to the Federation of Canadian Municipalities for \$350,000 to support cross-community, cross-sector climate adaptation planning and implementation.



Read more:
qrco.de/VCClimate



Clayoquot Archive Digitization Project

The CBT stewards a unique archive collection from the “war in the woods” era, spanning the 1980s to the early 2000s. This period marked a nationally and globally significant shift from the resource economy into the modern era. The archive contains photos, environmental research, nuučaañuṭ (Nuu-chah-nulth) perspectives, forestry and early tourism planning, news clippings, and so much more. It’s an invaluable resource for a time when nuučaañuṭ communities, tiny logging and fishing towns, municipal, provincial, and federal governments were all trying to find a sustainable path forward. After nearly being lost in a basement flood at our office a few years ago, we have begun digitizing the collection with funding from the BC History Digitization Program. We look forward to connecting this important resource to current projects and initiatives across the region.



To learn more about
the project, listen to
our segment on
Tuff City Radio
qrco.de/ArchiveProject





West Coast N.E.S.T.

Nature.Education.Sustainability.Transformation.

The West Coast NEST connects visitors and residents with meaningful learning experiences led by local experts, building local capacity and expanding the region's education tourism economy. The CBT leads this regional collaboration to strengthen education and learning opportunities, while supporting a resilient and diversified local economy.

“After eight years of the West Coast Fibre Art Retreat, it’s become an anchor for fibre artists on this side of Vancouver Island. Living on the west coast can sometimes feel far from the larger creative centres, but this retreat has helped build a strong local community and has shown that there is incredible talent here. It also brings visitors from further afield, many of whom make the retreat part of a bigger trip to explore the region. For local instructors, it creates meaningful work close to home while supporting the wider creative economy and local businesses.”

— Faye Kennington, Fibre Art Retreat Instructor and co-creator.

Key Highlights

900+

People participated in West Coast NEST's educational programs

755+

Education programs were promoted on our website at westcoastnest.org throughout the year

30%+

Of the participants of our 8th annual Fibre Art Retreat were returning from previous years

1,500+

Jobs were supported either directly or indirectly

\$23k

Provided in financial and logistical support for youth land-based learning opportunities, impacting over 660 local youth and their teachers

Program Spotlights

Place-Based Experiential Learning

The West Coast NEST facilitates place-based, community-connected learning opportunities for local elementary and high school students. Through hands-on, experiential learning, students explored whale and wildlife ecology, took part in invasive species removal and habitat restoration, engaged with guest speakers on salmon and marine ecosystems, participated in Indigenous poetry workshops, and contributed to community stewardship activities. In the fall, we engaged approximately 60% of local high school staff in a Professional Development Day. We fostered greater awareness of West Coast NEST's current programming and educational support opportunities and gathered feedback on how we can best support local educators.



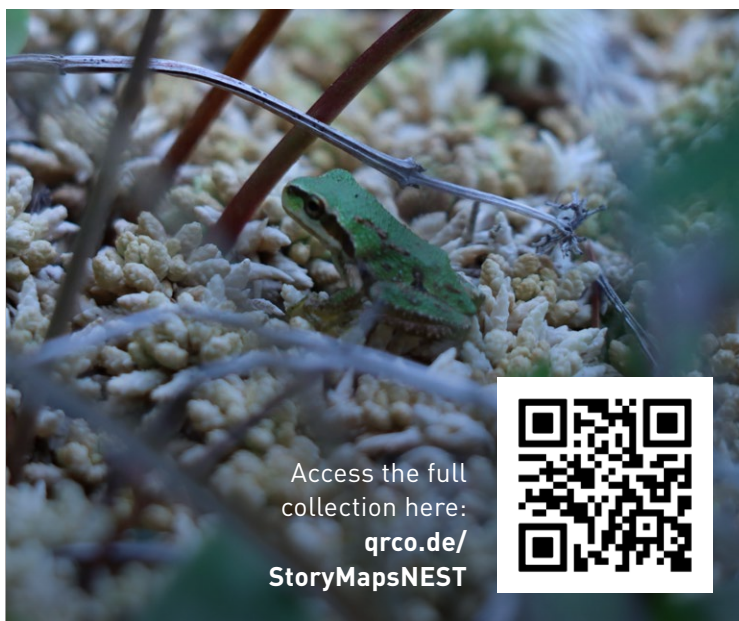
Visiting Groups

The West Coast NEST offers customized programs for visiting groups seeking immersive learning in the region. This summer, 15 agriculture students from Tamagawa University's Nanaimo satellite campus participated in a three-day field experience. Partnering with organizations including the Raincoast Education Society, Tribal Parks Allies, the Association of Wetland Stewards for Clayoquot and Barkley Sounds, and WildSafeBC Pacific Rim, the program combined science, culture, and hands-on activities. From forest ecology to invasive species removal, students gained practical skills and a deeper connection to the local environment. The NEST looks forward to continuing to bring learners into the field, fostering meaningful connections between people and place.



StoryMaps Collection

The West Coast NEST maintains a growing collection of ArcGIS StoryMaps showcasing research in the Clayoquot Sound Biosphere Region. Developed collaboratively with experts, this digital story collection serves as a rich resource for understanding the region's ecology and history. In 2025, a new feature was added: *Amphibian Underpasses for the Pacific Rim Highway*. This is the fourth StoryMap exploring amphibians on the West Coast and the second sharing information about the effectiveness of underpasses in reducing road mortality during seasonal migrations. The *Star Citizens Saving Sea Stars* StoryMap was also updated to mark ten years of monitoring sea star wasting disease in the region, and offers insights into its impact on local populations. In the fall, we also began developing lasting, classroom-ready curriculum resources based on the StoryMaps collection.





The CBT is currently leading a five-year initiative aimed at enhancing biodiversity conservation efforts in the region. The project seeks to identify areas of importance and provide support for stewardship, restoration, and conservation of these vital zones.

Indigenous-Led Stewardship

Areas being recognized for Canada's conservation targets are expanding beyond traditional parks and protected areas to include Other Effective Conservation Measures and Indigenous Protected and Conserved Areas.

In 2025, the CBT supported Indigenous-led stewardship and restoration projects across the region. By lifting up Nation-led stewardship programs, this funding added capacity to biodiversity monitoring, including marine monitoring led by Yuutuʔitʔatʔ Government (Ucluelet First Nation) and tukʷaaʔatʔ (Toquaht Nation), and Indigenous-led conservation work, including Tla-o-qui-aht Tribal Parks guardians.

One highlight of this stewardship funding was supporting the hiškʷiiʔatʔ (Hesquiaht First Nation) fisheries team to take staff and students from Hesquiaht school out on the water to experience the herring spawn and learn about biodiversity monitoring programs. The group also learned about the grey whale migration and the history of their territory.

Biosphere Region Gatherings

Connecting with other biosphere regions offers important opportunities for collaboration, knowledge sharing, and collective action. By engaging with our provincial and national networks, we strengthen relationships, exchange ideas, and learn from one another, demonstrating the power of working together to ensure a better future for both people and nature.

In late May, we hosted a BC Biosphere Gathering, bringing together partners from British Columbia's other two UNESCO-designated biosphere regions: Mount Arrowsmith and Átl'ka7tsem/Howe Sound. In the fall, we joined representatives from Canada's 19 UNESCO Biosphere Regions in the Fundy Biosphere for a national gathering organized by the Canadian Biosphere Regions Association. These events reinforced connections across the network and highlighted the importance of partnerships in advancing biodiversity conservation.



Regional Forum

In the spring, the CBT hosted its fourth regional forum. This annual gathering brings together representatives from First Nations, local governments, and organizations involved in environmental research, stewardship, restoration, and sustainable development. These events provide a space to share projects and priorities, foster meaningful connections, and exchange insights. The CBT is incredibly grateful for the interest and enthusiasm that participants bring to the forum.

Networks for Biodiversity

This project is stronger thanks to the collaborative spirit of people across the region. The CBT is grateful to support formal networks, such as the Iisaak Sin Hay Tiičmis – Regional Wildlife Coexistence Network and the Clayoquot Sound Salmon Roundtable, as well as informal collaborative efforts through the work of our staff and board.

Wetland Assessment Guidance Doc.

In 2025, the CBT partnered with regional and provincial organizations to develop a *Wetland Assessment Guidance Document for the Central West Coast of Vancouver Island*. Provincial wetland assessment guidelines can be challenging to apply in this region, which experiences significantly higher annual rainfall than most of British Columbia. Without region-specific guidance, environmental assessments risk being inconsistent or incomplete, potentially leading to both wetland degradation and costly development delays. This guidance document supports environmental professionals, planners, and developers in understanding how to navigate current environmental standards.

Biodiversity Discovery Days

In the spring of 2025, in collaboration with the West Coast NEST and local partners, we hosted our first Biodiversity Discovery Days to celebrate the International Day for Biodiversity. Nearly 600 people joined the three-day event, taking part in expert talks, guided nature walks, a region-wide BioBlitz on iNaturalist, hands-on habitat restoration, and enjoyed a free visit to the Ucluelet Aquarium.

"I especially appreciated the time to network with representatives from other organizations whom I had not met before. These connections are important for figuring out how to deliver our program across the region."

— 2025 Regional Forum Participant



Read the full document:
qrco.de/WetlandGuidance



**2025
BioBlitz
at a glance**

50+
Observers
engaged

1,000+
In person
observations

130+
Online participants
assisting with
identification

400+
Identified
species

Strengthening

Healthy Communities, Ecosystems,
and Diversifying Economies



Eat West Coast

With rising food costs, the need for emergency preparedness, and increasing interest in food system resiliency and sovereignty for the region, the CBT's regional food security initiative, Eat West Coast, supports community-led action so everyone can have physical and economic access to adequate amounts of nutritious, safe, and culturally appropriate food. Eat West Coast supports partnerships to access resources, funding, and collaboration while also participating in advisory groups and policy development related to food, health, and climate change through the Island Health Food Hubs network.

Eat West Coast 2025 Highlights:

- Advanced regional and provincial emergency food planning efforts, including participation with the Coastal Foods Roundtable.
- Strengthened food affordability, accessibility, and distribution systems to better support seniors across the region.
- Invested in and supported the development of future food production and processing infrastructure to enhance long-term food security.



Neighbourhood Small Grants

Neighbourhood Small Grants

Neighbourhood Small Grants (NSG) provide individuals with \$50 to \$500 grants for grassroots community-building initiatives. NSG supports empowering, accessible opportunities for residents from all demographics to make their communities more inclusive and vibrant places to live. Our local programs awarded 43 grants (\$17,790) in 2025.

Spring



\$7,440

19 grants

Fall



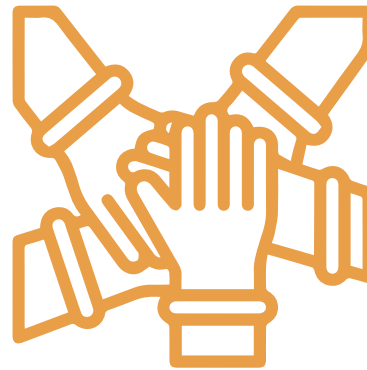
\$10,350

24 grants

Spotlight: 10 years of NSG

This year marks the 10th anniversary of the Clayoquot Sound Biosphere Region NSG program. NSG has empowered individuals to share their gifts, bring neighbours together, and make community events more accessible to all. Over the years, we have seen inspiring success stories of projects that began as small ideas and grew into long-term initiatives sustained by passion, partnership, and creativity.

The NSG program reminds us that small grants can have a powerful impact, creating ripple effects that extend far beyond a single event. It has also been a key stepping stone for the CBT, shaping our approach to asset-based community development and grassroots granting. We are honoured to be able to carry this program forward and witness the positive difference it continues to make for individuals, neighbourhoods, and communities.



Since 2015, the program has supported more than 380 projects and invested over \$150,000 locally, supporting everything from youth-led initiatives and cultural gatherings to environmental stewardship efforts.

Thank you to the **Westcoast Community Resources Society** for continuing to partner with the CBT in support of this program and to all the funders and project leaders for making 2025 such a successful year for Neighbourhood Small Grants!



Tofino Summit Highlight

Each year, the NSG Island Network Summit takes place in a different community on the Island, offering a chance to highlight local programs and learn from place-based experiences. In spring 2025, alongside the Victoria Foundation, co-leads of the NSG Island Network, we hosted the annual Summit in Načiks (Tofino). The gathering brought together familiar and new faces from across the Island, creating a space filled with energy,

curiosity, and connection. Project leaders, NSG community coordinators, committee members, and partners came together for the fourth NSG Island Summit to share stories and knowledge, engage in inspiring conversations, and learn from dynamic speakers. Participants also experienced several NSG projects firsthand and explored how NSG continues to support more inclusive and equitable communities across the region.



Empowering | Youth

The CBT awards two \$22,000 post-secondary education awards annually to high school students. The scholarships are awarded based on community involvement, personal reference letters, a proposed education plan, and academic achievement.

Clayoquot Sound Biosphere Region Education Award

Iris is currently pursuing a diploma in Environmental Studies at Okanagan College, where she also plays on the basketball team. A lifelong athlete, she balances her love of sport with her passion for the outdoors, finding ways to train and stay active while enjoying nature. In high school, she championed women's sports as a leader, role model, and mentor to younger athletes. Her community involvement has been wide-ranging, including coaching a Grade 6/7 club basketball team, volunteering as a water safety responder during a local surf contest, serving as President of her Student Union, participating in the Surfrider Youth Club, and organizing multiple school events. Today, she continues to coach young athletes and plays in recreational leagues to keep her skills sharp.



“One of my goals is to continue promoting healthy, active lifestyles. A huge part of my life is balanced on and off the court, making sure to find ways to train outside and continue my love of nature.”

— Iris Sylvester



Central Region nuučaanuḷ (Nuu-chah-nulth) Education Award

Adam is currently enrolled at UBC, pursuing a four-year Bachelor of Arts with a major in Visual Arts and a minor in Political Science. He has always been deeply involved in his community, attending Culture Nights and practicing and performing traditional dancing and drumming. During his time at Ucluelet Secondary School, Adam served as Student Council Secretary, helped organize school events, and assisted with the school's breakfast program. After completing his undergraduate degree, Adam plans to pursue a master's in visual arts. He is also working toward a third-level Red Seal in cooking, gaining skills he hopes to use to prepare food for community dinners and events.



“I’ve decided to go to post-secondary to gain skills I can use to support my community. I want to grow as an artist while also learning about Political Science, so I can one day help the Ucluelet First Nations government through legislation. I want to provide a fresh perspective to my government with a dedication to fulfill my duties to the best of my ability. I want to change my community for the better and carry my culture as I go.”

— Adam Randall-Touchie

Youth Internship

During the summer, we had the pleasure of welcoming Braedon Nerpio as our youth intern. Braedon brought enthusiasm, curiosity, and a fresh perspective to a wide range of initiatives, making a meaningful impact on our work. He played a key role in our archive project, carefully cataloging documents spanning from the 1900s to the early 2000s, to help preserve the rich history of the region. Beyond our projects, Braedon had the opportunity to engage with initiatives led by our partners, gaining hands-on experience while supporting important community efforts. We are incredibly grateful for Braedon's dedication and the passion he brought to the team this summer.



“The things I love about this region are the wildlife and ecosystems. I have been interning for the Clayoquot Biosphere Trust for more than a month, as I wanted to learn more about ecosystems in the region.”

— Braedon Nerpio

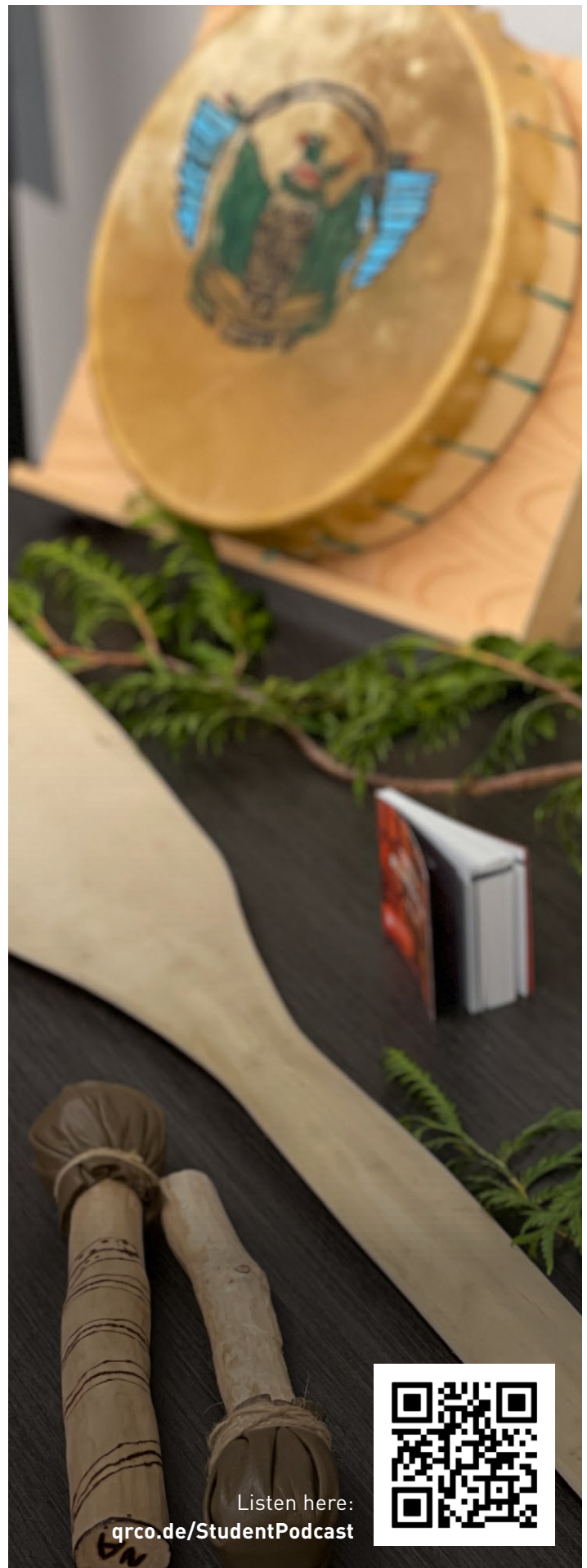


Youth Leading Education for Reconciliation

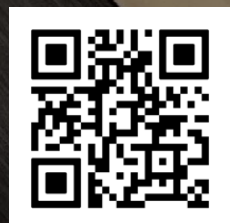
For a fourth year in a row, the CBT coordinated an initiative to recognize the National Day for Truth and Reconciliation in partnership with the Ucluelet Secondary School (USS), the Legacy of Hope Foundation, Tourism Tofino, and Canadian Heritage. Throughout September, USS classes explored the history and the lasting impacts of the Canadian Indian Residential School System. Students designed orange shirts to honour both the survivors and the children who never returned. They also listened to survivors' stories, crafted poetry in response, and examined the 94 Calls to Action.

The artifacts of learning were featured in a powerful youth-led event on September 30th at USS, alongside the Legacy of Hope Foundation's mobile exhibition: *A National Crime: Canada's Indian Residential School System*. Over 200 students and community members toured the exhibit, and thanks to Tourism Tofino, more than 1,300 visitors experienced it at the Tofino Visitor Centre in the weeks that followed.

If you would like to learn more, USS students created podcasts featuring interviews with local Knowledge Keepers and Elders, exploring the legacy of residential and day schools and reflecting on the meaning of truth and reconciliation.



Listen here:
qrco.de/StudentPodcast



Establishing | The Biosphere Centre

This is not about proving the vision, it is about building it.

In 2025, the CBT reached a defining milestone in the journey to establish the Clayoquot Sound Biosphere Centre (CSBC) in ʔaʔuukʷiʔath (Tla-o-qui-aht First Nation) territory. The project secured its building permit, making the Centre shovel-ready pending final capital commitments.

2025 Progress

With \$12.5 million raised to date, this achievement reflects extraordinary collaboration across governments, philanthropic leaders, local businesses, and community champions. We extend deep gratitude to our federal and provincial partners, private foundations, corporate supporters, and individual donors whose early confidence has brought the Centre to this pivotal stage.

The CSBC represents 25 years of stewardship, partnership, and community vision. As we move toward full funding and construction, we do so with deep appreciation for those who have invested early and with confidence that this Centre will generate lasting benefits for local communities and ecosystems.

This is not simply an investment in the CBT. It is a long-term investment in the social, cultural, environmental, and economic resilience of the region.

Project Status



Building Permit Secured
December 2025



\$12.5M raised
(63% of total project cost)



Class A construction
estimates completed



Construction start date
contingent on full
capital funding

A Regional Investment with Generational Impact

The CSBC is a rural economic resilience and climate infrastructure project that advances Indigenous partnership, workforce development, clean energy innovation, and year-round tourism diversification while leveraging significant federal and private investment.

As a shovel-ready project with secured permits and Class A construction estimates, the Centre now stands positioned to deliver tangible regional returns, including:

Economic Diversification & Rural Resilience

- Drives year-round tourism
- Supports culinary tourism and food systems
- Incubates local business and research activity
- Attracts 55,000+ annual visitors

Skilled Trades & Workforce Development

- Provides workforce training via the education workshops and teaching kitchen
- Supports reskilling in food systems, sustainability, and tourism
- Serves as a regional education and innovation hub
- Increases employability in region by providing place based training opportunities

Indigenous Economic Benefit

- Centrally located in the biosphere region
- Purchasing policies prioritize Indigenous-owned and operated suppliers
- Embeds Indigenous knowledge, art, and cultural programming
- Provides space for intergenerational knowledge transfer

Clean Energy & Climate Infrastructure

- Zero Carbon Building™
- Living Building Challenge certification
- Federally funded through Green and Inclusive Community Buildings
- Demonstrates climate-forward construction

Tourism & International Networks

- Part of a global UNESCO visitor centre network
- Elevates BC's environmental leadership nationally and internationally
- Strengthens sustainable tourism infrastructure
- Showcases mass timber design and local wood

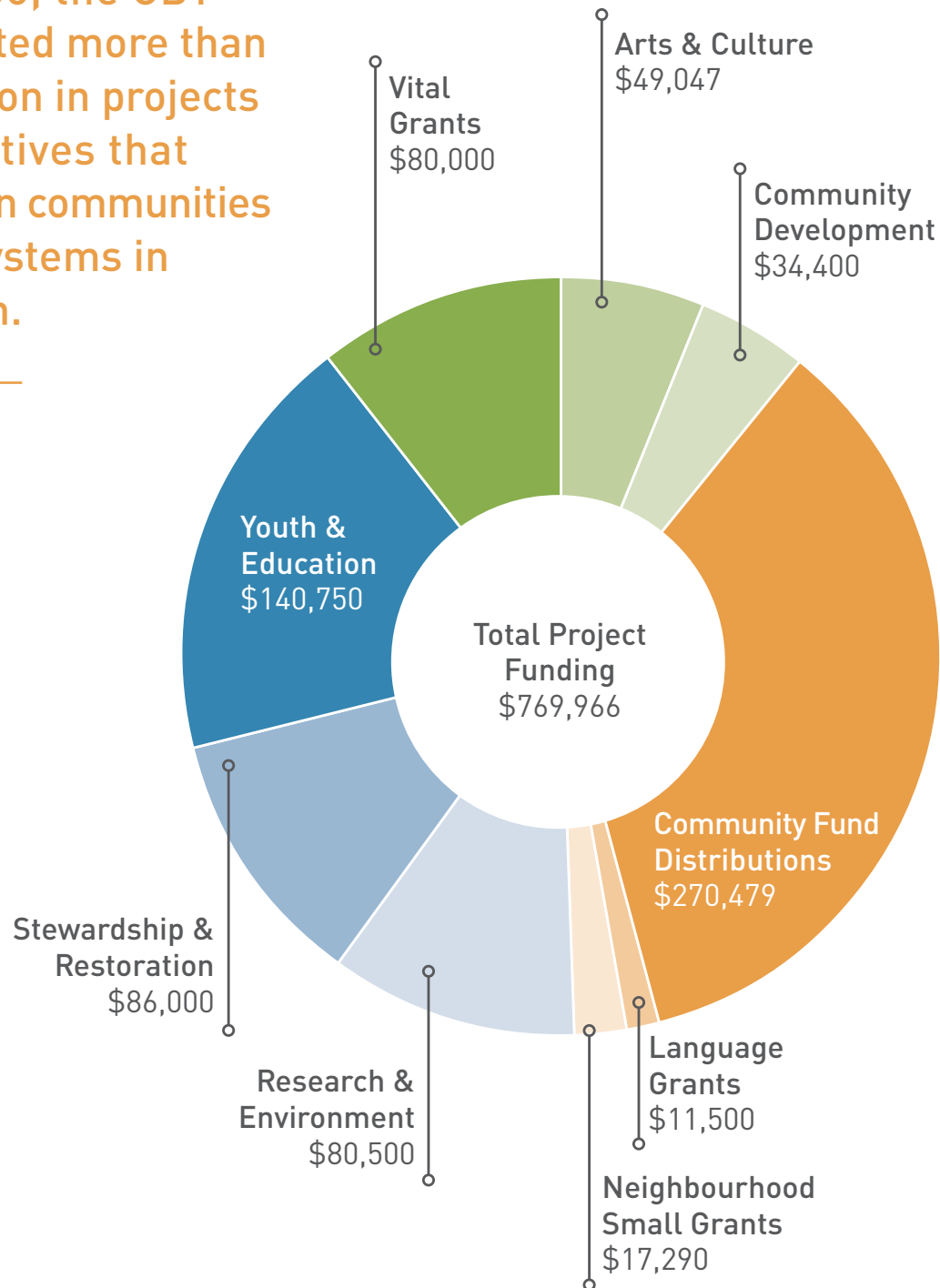


Learn more about the
Clayoquot Sound Biosphere Centre
qrco.de/BiosphereCentre

To get involved or contribute to this
transformative project, contact Michelle Hall at
michelle@clayoquotbiosphere.org



Since 2000, the CBT has invested more than \$6.2 million in projects and initiatives that strengthen communities and ecosystems in the region.





108

Local projects
funded



10

Students supported
through education
awards



54

Organizations
funded



3

Organizations funded for
the first time



43

Neighbourhood
Small Grants



160

Volunteers



\$1,283,848

Estimated partner contributions



5

nuučaañut
(Nuu-chah-nulth)
Language Grants



\$764,229

Estimated in-kind
leveraged



Funded | Projects

We recognize the contributions that all CBT grant recipients make to the Clayoquot Sound UNESCO Biosphere designation. Supporting projects like these is one way we can work together to meet our shared mandates.

Arts & Culture

Cultural Heritage Festival: Celebrating 55 Years

Pacific Rim Arts Society

Paddling in the Right Direction

Spirit of the Canoe Society

Public Art Poetry Book

District of Tofino

Salvaged Art Project

Pacific Rim Arts Society

New Collaborative Workspace

Tofino Arts Council Society

Culture Group (Clayoquot Salmon Festival)

Friends of Clayoquot Sound

Tofino Jazz Festival: Indigenous Artists

Tofino Community Enrichment Society

Tofino Market Workshop Series

Tofino Public Market Society

Traditional Indigenous Arts Workshops

Carving on the Edge Festival Society

Community Development

Benches to Enhance Accessibility and Wellness

Sea View Housing Society

Opitsaht Ceremonial Sweat Lodge

Tla-o-qui-aht First Nation

Professional Development Series

District of Tofino

Tofino Beach Ambassador Program

Tofino Surf Lifesaving Society

WEPAC Lunch Program

Wickaninnish Community School

Research & Environment

Inspiring Action for Biodiversity and Habitat Protection

Ucluelet Aquarium Society

Seabird Counts from Amphitrite Lighthouse

Raincoast Education Society

Shellfish Toxicity Monitoring in Ahousaht Hahoulthee

Maaqtusiis Hahoulthee Stewardship Society

Stewardship signage for Yuutu?it?ath Lands

Yuutu?it?ath Government

Youth & Education

Earth Keepers Rhythms & Rhymes Workshops

Friends of Clayoquot Sound

Maaqtusiis Recognition and Achievements

Maaqtusiis Elementary School

Neurodivergent Teen Mentorship and Empowerment

Learn. Develop. Succeed.

The Salmon Trail

Redd Fish Restoration Society

Biosphere Research Award

Tla-o-qui-aht Nation Kelp Restoration

Redd Fish Restoration Society

Vital Grants

Critical Incident Stress Management Team

Westcoast Community Resources Society

Reducing Human-Bear Conflicts

BC Conservation Foundation/WildSafeBC Pacific Rim

Shifting Frameworks

Coastal Queer Alliance

Stewardship and Restoration Support (2025-2026)

Healthy Harbour

Ucluelet Aquarium Society

Marine Mammal Biodiversity

Yuutu7it7ath Government

Marine Stewardship Program

Toquaht Nation

Tla-o-qui-aht Tribal Parks

Tla-o-qui-aht First Nation

nuučaanuł (Nuu-chah-nulth) Language Grants

Harvesting Cedar Bark and Medicinal Plants

Beverly Martin

Canada Research Chair in Indigenous Language Revitalization

chuutsqa Layla Rorick

Language and Making Cedar Hats

Elizabeth George

Supporting Beginner Learners Through Games

Gale Johnsen

Queer Language from Creation

Naas

Grants supported by the:

West Coast Sustainable Tourism Assoc.

Afterschool Central Dialect Program

Wickaninnish Community School

Afterschool Inclusion and Support Worker

Wickaninnish Community School Society

Collaborative Youth Literacy Initiative

Ucluelet Secondary School

Inlet Tour and Whale Watching Trip

Wickaninnish Community School

Land-Based Learning

Ucluelet Secondary School

mutaa Cultural Steward and Food Sovereignty Camps

mutaa Rising Tide Surf Society

Queer Youth Connections

Coastal Queer Alliance

Reawaking our Cultural Identity

Maaqtusiis Elementary School

Youth Resiliency Groups

Pacific Rim Hospice Society

Youth Traditional Indigenous Arts Development

Carving on the Edge Festival

Youth Voices in Motion: Recreation through our Lens

West Coast Multiplex Society

Tofino Community Fund

Hang 21 Surf Event

Greater Victoria Down Syndrome Society

Clayoquot Sustainability Fund

A Feast Bowl, Ha'uukmin: Abundant Futures

Ha'oom Fisheries Society

Grey Whale Drone Photogrammetry Project

Marine Education and Research Society

*Also provided additional funding to support the ongoing work of Redd Fish Restoration Society, Raincoast Education Society, and the Tofino Salon Enhancement Society.



Thank you to our community partners whose generous support strengthens our granting program. In 2025, we leveraged over \$100K in funding, increasing our capacity to support local organizations doing meaningful work across the region. Together, we are advancing a shared vision for a resilient and thriving region.

Awards

Lifelong Learner

Each year, the CBT supports lifelong learning in the Clayoquot Sound Biosphere Region through the Lifelong Learner Award. This \$5,500 one-time award is given to residents pursuing further education, recognizing their community involvement, personal references, proposed education plan, and academic achievement. We were excited to recognize Cynthia Fitton, Emily Collins, Jeneva Touchie, and Nora Boileau Morrison with this award.



Cynthia has been working on the West Coast for the past decade and is currently pursuing a Master of Science as a Family Nurse Practitioner. Since completing her Bachelor of Science in Nursing at the University of Northern British Columbia in 2011, she has worked extensively in First Nations communities. She is committed to providing high-quality health care. Over the past ten years, Cynthia has practiced as a Registered Nurse, integrating cultural practices into the treatments she provides. While advancing her studies, she aims to collaborate more closely with cultural healers and learn how to walk alongside them. Her research will focus on how healthcare professionals and traditional healers can break down barriers to working together, ensuring culturally respectful and effective health services for First Nations communities.

“I aim to contribute to standards of practice that will support Nurse Practitioners in lifting traditional healers in the Western medicine world, offering them the respect and designation equal to Western doctors. This is a deeply personal pursuit to uphold and respect people I hold dear to my heart.”

— Cynthia Fitton



Emily has worked as a Mental Health Support at Ucluelet Secondary School (USS) for four years. In addition to this role, she is a passionate volunteer basketball coach for the USS Senior Girls team and supports Coastal Queer Alliance through grant writing and campaign development. Emily is currently enrolled in the Master of Social Work Advanced program at the University of Victoria, which emphasizes social justice, Indigenous approaches, and anti-oppressive practices in work with communities, families, and individuals. She plans to expand her capacity to provide direct service, advocacy, and support that centers local voices and values. She is especially committed to supporting youth and elementary-aged children, as well as queer community members, by advocating for increased resources, systemic change, and accessible clinical services in the region. For her practicum in Spring 2026, she joined the West Coast Primary Care Initiative to learn and contribute to their team-based, culturally centered model of care.

“As I look forward to my future social work practice, I aspire to continue working alongside youth, focusing on building and fostering resilience as an investment in a youth's lifelong journey.”

— Emily Collins



Jeneva is pursuing a master's degree in Indigenous Language Revitalization at the University of Victoria. With only one remaining fluent speaker, her language is at a critical stage, making her work in revitalization both urgent and deeply meaningful. Jeneva holds two bachelor's degrees, one in Hospitality Management from Vancouver Island University and the other in Indigenous Language Revitalization from the University of Victoria. This master's program will help her build skills, expand her network, and develop a community of practice outside her home community of Hitacu, giving her the strength to continue this important work. She has been learning her language for seven years, a journey that has allowed her to feel deeply connected to her family, culture, and self.

“My first goal of this educational journey is to complete my master's degree and then move on to a Doctorate in Indigenous Language Revitalization. Teaching is my ultimate goal, but I also hope to share my experiences and inspire others to follow my path into post-secondary education.”

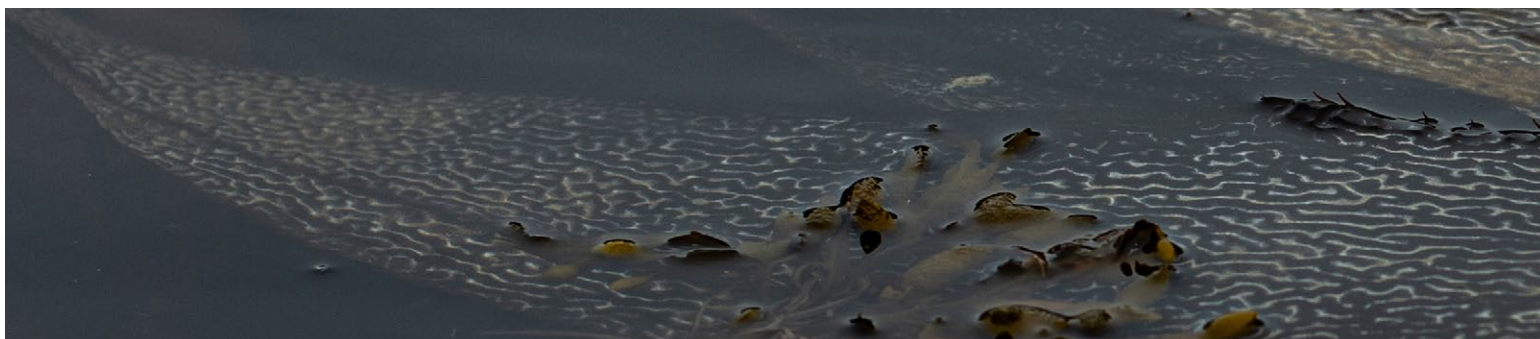
— Jeneva Touchie



Growing up in Tofino, it was clear to Nora from a young age that she wanted to return to the West Coast after completing her education. A passion for the human body sparked after Biology 10, and shortly thereafter, she decided to pursue a career in medicine. In 2022, she worked with the Coastal Coalition and Divisions BC on a project assessing the need for emergency youth housing on the West Coast. The experience reinforced her conviction to gain the education and skills needed to give back locally. Nora is motivated by the opportunity to bring resources and knowledge home, which is at the heart of her dedication to community health. She is currently in the final stage of a long educational journey, having completed an Honours BSc in Biology at the University of Victoria and a Doctor of Medicine at the University of British Columbia, and is now specializing in Pediatrics at the University of Manitoba.

“I hope to have a long career as a doctor in Tofino, Ahousaht, Ty-Histanis, and Ucluelet, serving patients from babies to early adulthood.”

— Nora Boileau Morrison



2025 Business Excellence Awards

The Tofino Chamber of Commerce hosted the 2025 Tofino Business Excellence Awards, recognizing the outstanding achievements of local businesses and organizations. The community submitted nominations and selected recipients through a process combining 50% public voting and 50% evaluation by a panel of judges, including government officials, Chamber managers from across BC, and community leaders.

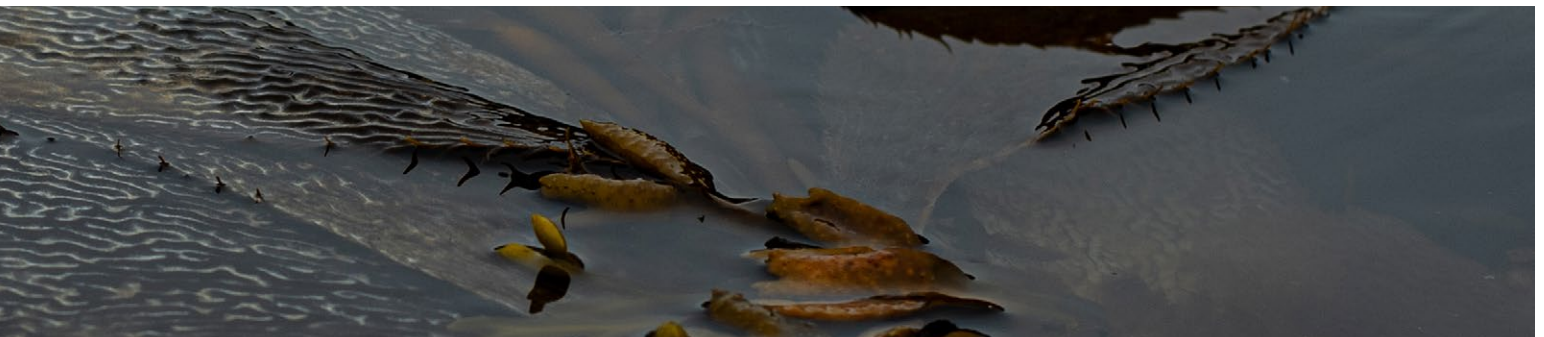
The CBT is honoured to have received the 2025 Non-Profit of the Year Award. We were nominated alongside many inspiring organizations doing meaningful work in the region, and we were grateful to stand with them. This recognition reflects not just an organization but a collective effort by volunteers, donors, partners, and community members who believe in collaboration, care, and long-term impact. We extend our congratulations to all nominees and are deeply grateful to our community for this meaningful show of support.

We are also proud that our incredible Executive Director, Rebecca Hurwitz, was recognized as Business Leader of the Year. For more than two decades, Rebecca has led with integrity, empathy, and a strong commitment to community. Her inclusive, community-first leadership has helped guide CBT's evolution as both the steward of the UNESCO Biosphere Region and the regional community foundation.



“These recognitions belong to our team, board, partners, volunteers, and to the communities we serve. The work we do is rooted in collaboration and care, and I am grateful every day to work alongside people who believe in building a stronger future together.”

— Rebecca Hurwitz



Regional | Programs



The CBT is home to several regional programs, including Leadership Vancouver Island and the Coastal Family Resource Coalition. By taking on the critical, but time-consuming, administrative tasks, we help partner networks and initiatives focus on their missions in areas where there is strong alignment with the CBT's mandate.

Throughout the year, the Coalition met monthly and supported several community health initiatives and working groups, including the:

- Youth Working Group
- Harm Reduction Working Group
- Early Years Working Group



Coastal Family Resource Coalition

The Coastal Family Resource Coalition (CFRC) is a network of West Coast health service providers that develops capacity to improve overall health in local communities. Administered by the CBT, the CFRC facilitates collaboration to achieve social and cultural sustainable development.

A key focus of the CFRC is hosting the Coming Together Forum every two years. The 11th forum was held in May 2025 on Yuułu?it?ath (Ucluelet First Nation) territory. The event brought together a diverse group of community members from across the region, including service providers, local leaders, and youth, for a day of meaningful connection and collaboration. Over 90 people attended the forum at the Ucluelet Community Centre, participating in roundtable discussions where they provided input on community health priorities.

Feedback from the forum, along with insights gathered from other community engagement initiatives, was compiled into the Coming Together Forum report. The data from this report is critical for advocating for rural and remote health issues and highlights the ten community priorities that participants identified. These priorities will help guide future community health planning and inform meaningful action across the region.

Top 10 Community Priorities:



Access to Health Care and
Primary Providers



Mental Health
Support for All



Food Security and
Self-Reliance



Youth Empowerment
and Retention



Cultural Safety, Indigenous
Sovereignty and Healing



Health Equity and
System Navigation



Community Recreation and
Wellness Infrastructure



Transportation Access
and Equity



Education, Literacy,
and Life Skills



Affordable and
Inclusive Housing

Read the Coming
Together Forum report:
qrco.de/ComingTogether





Leadership Vancouver Island

Guided by the steering committee and in partnership with Vancouver Island University, the CBT delivers Leadership Vancouver Island (LVI), a community-focused, value-based leadership development program that inspires and builds capacity for outstanding leadership, learning, and service.

A heartfelt congratulations to the 19 students who graduated in June 2025, and to the local businesses that supported their employees in participating. This unique program brings together emerging leaders to foster meaningful connections and a bright future for the region.





Participant Spotlight: Ben Reckner

Ben lives, works, and plays within the traditional nuučaan̓uḥ (Nuu-cha-nulth) territories of Clayoquot Sound and Načik̓s (Tofino) as an educator, sea kayak guide, and conservationist.

“My LVI journey has been one of deep humility, connection, and transformation. I’ve learned that ‘leadership’ is not a destination but a process of continual self-reflection, learning, and relationship-building. I am now more aware of the invisible threads that bind our communities: trust, respect, and shared purpose. I’m deeply grateful for the opportunity to spend time learning alongside such incredible teachers and an amazing group of people. Thank you to the LVI team for the experience. It truly meant a lot.”

— Ben Reckner



GIVING

Lasting
Impacts



Inspired by the 100 Who Care Alliance, this event aimed to elevate women's voices in the community and highlight the power of collective giving, as women are still underrepresented in philanthropy.

100 Women Who Care

In May 2025, the CBT hosted the third regional 100 Women Who Care event, bringing together 109 women who each contributed \$100 to support a local program. After hearing from three organizations doing incredible work in the region, the group chose to donate \$10,900 to the Westcoast Community Resources Society.



Spotlight: Holiday Giving Catalogue



5th

Giving Campaign



22

local charities
participated



\$37,616

raised



44

donors



112

donations



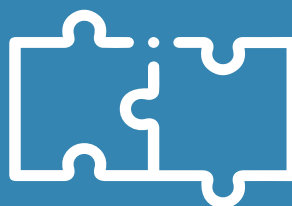
10+

Community Funds
included



165

TipTap donations at Tofitian Cafe
supported the Holiday Giving Catalogue



\$10,000

donations matched by
Pacific Sands Beach Resort



New Community Funds

In 2025, three new funds were established:

Coastal Queer Fund

Supports programs, events, and training that create resources, increase representation, and provide opportunities community connection.

“The heart of our queer community is the ability to gather in spaces where people feel welcome, seen, and like they truly belong. With the support of the Coastal Queer Fund, meaningful events, programming, and resources become possible for queer youth, adults, and elders across our coastal communities. At a time when funding for queer organizations is increasingly uncertain, community-led donations help ensure this vital work can continue - fueling connection, visibility, and care, and ensuring our queer community can continue to grow and thrive together.”

—Sully Rogalski (they/them), Coastal Queer Alliance
Co-founder, Executive Director



Muḷaa Rising Tide Fund

The Muḷaa Rising Tide Fund supports educational and social surf programs for Indigenous youth.

"The muḷaa, Rising Tide community fund directly and indirectly addresses the historical and ongoing legacy of colonization on Indigenous communities within our region. While breaking down barriers to access surfing and outdoor play, muḷaa creates a space for laughter, joy, and medicine for nuučaañuḷ youth. Through participating in our program, we see increased resilience, a sense of belonging, and confidence among our team. This positive impact ripples out to their families, friends, and encourages others in their community to enjoy the beach, bringing hope and light back to this region."

—Cass Hale, Muḷaa Program Coordinator, and
Ivan Wells, Jr, Muḷaa Youth Leader

Tofino Arts Fund

The Tofino Arts Fund supports the creation and sharing of art through arts programming, workshops, training, and events.

"The natural beauty of Clayoquot Sound has been inspiring artists for millennia, and these art and cultural activities have been and continue to be essential to the vitality and sustainability of our remote communities. The Tofino Arts Council champions the creation of local artworks and productions, thus supporting the livelihoods of artists, creative industries, and expanding the creative economy in the whole of the Outer Coast region. We want to see the creation of a community art space in Tofino and a thriving residency program for artists of all disciplines as part of this growing creative economy, and see the Tofino Arts Fund at the CBT as a way to make that happen."

— Maureen Fraser, Tofino Arts Council President

Thank you for Giving

Our 2025 donors join a group of committed funders who invest in our region through their donations, grants to our program, or in-kind contributions. We thank each of our donors for placing your trust in us to steward these funds and maximize their impact.

A founding contribution from the Government of Canada has supported the CBT programs and grants since our beginning in 2000. We are grateful for their investment in our region through the gift of the Canada Fund, a \$12-million endowment.

Ways to Give

A donation to the CBT makes meaningful and lasting impacts in areas that are important to you. From arts and culture to research, education, and the environment, donors and funders come to us to simplify and enhance their charitable giving in the region.

CBT's 18 community funds:

- Biosphere Centre Fund
- Biosphere Research Fund
- CBT Operating Endowment Fund
- Clayoquot Sound Wild Salmon Fund
- Clayoquot Sustainability Fund
- Coastal Queer Fund
- Debbie Mundy Memorial Scholarship Fund
- M̓taa Rising Tide Fund
- nuuča̓a̓n̓ut (Nuu-chah-nulth) Language Fund
- Pacific Rim Arts Society Fund
- Pacific Rim Foundation Fund
- Tofino Arts Fund
- Tofino Children's Swimming and Water Safety Fund
- Tofino Community Fund
- Tofino Saltwater Classic Fund
- Warrior Program Fund
- West Coast Multiplex Fund
- West Coast N.E.S.T. Fund



The CBT is one of Canada's 191 community foundations.



The CBT is the only organization in Canada that is both a community foundation and a UNESCO biosphere.



Proud member of the
Canadian Biosphere
Regions Association

The CBT is an active member of the Canadian Biosphere Regions Association as one of 19 UNESCO biosphere regions in Canada.



Today for Tomorrow
If you have questions about leaving a lasting legacy, whether through contributing to a fund or starting your own, our executive director,

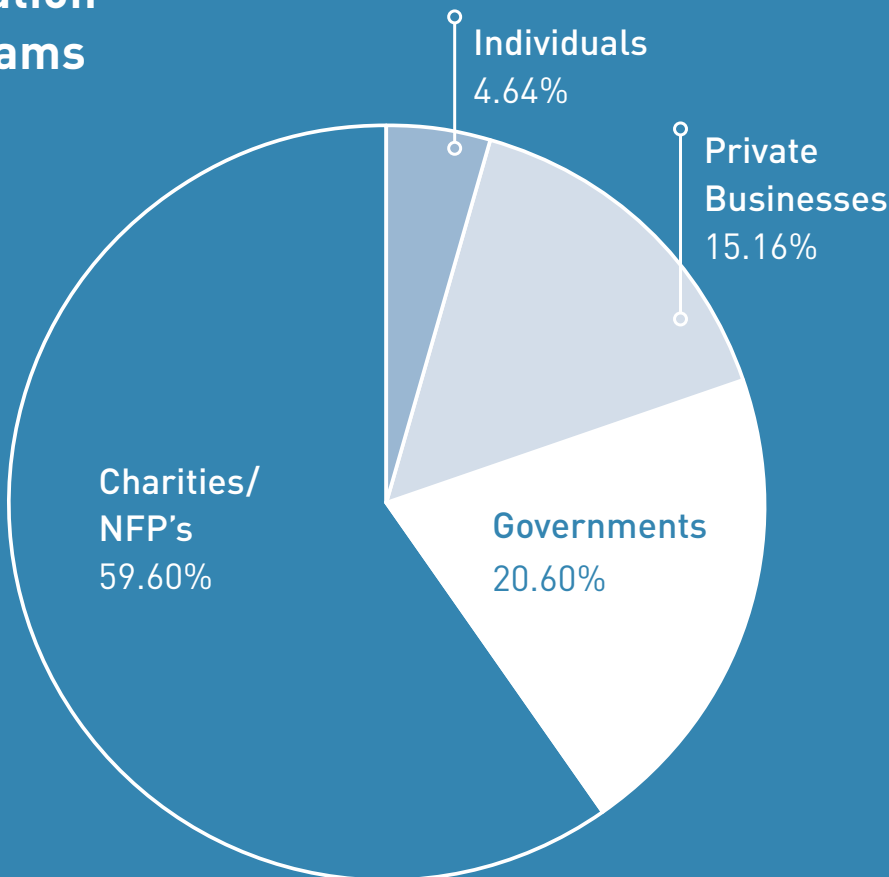
Rebecca Hurwitz, would be pleased to meet with you. As a donor, you can work with the CBT to identify your philanthropic goals, matching your interests with community data and needs.

The CBT's fully audited financial statements are available on our website.

Registered charity number:
#870641727RR0001



Donation Streams



155 New donors



125 Recurring donors

280

Total donors



Champions,
change-makers,
builders, stewards.
Researchers,
helpers, advocates,
allies.

Our Team

Board of Directors

Caitlin Pitre

At-large, Director

Celena Cook

At-large, Director

Kayla Lucas

hiškʷiiʔath (Hesquiaht First Nation), Director

Mike Davis

District of Tofino, Treasurer

Naomi Mack

tukʷaaʔath (Toquaht Nation), Co-chair

Nicky Ling

Alberni-Clayoquot Regional District, Co-chair

Sarah Evalina

District of Ucluelet, Director

Savannah McCarthy

Yuutuʔitʔath Government, Director

Tiitstiitskauauksuup, Lorena Frank

ʔaʔuukʷiʔath (Tla-o-qui-aht First Nation), Secretary

Alternate Board of Directors

Clare Stone

District of Ucluelet

Dennis Nerpio

Director at-large

Gertrude Touchie

Yuutuʔitʔath Government (Ucluelet First Nation)

Noreen Frank

tukʷaaʔath (Toquaht Nation)

Vaida Siga

Alberni-Clayoquot Regional District

Non-voting Board Advisors

James Proteau & Allison Chen

Province of British Columbia

Kendall Woo

Environment & Climate Change Canada

Liam McNeil & Dave Tovell

Parks Canada

Steve Newton & Denise Koshowski

Department of Fisheries & Oceans Canada



We are a
catalyst
for positive
change and a
sustainable
future.

Staff

Brooke Wood

Director of Community Initiatives

Chris Weller

Executive and Finance Assistant

Colin Robinson

Program Coordinator

Erika Goldt

Eat West Coast Lead

Janessa Dornstauder

Conservation Partnerships Coordinator

Jason Sam

Program Coordinator

Justice Manson

Literacy Coordinator

Marianne Lowin

Communications Coordinator

Michelle Hall

Campaign and Donor Relations Lead

Nicole Gerbrandt

Director of Education, West Coast NEST

Rebecca Hurwitz

Executive Director

Robinson Cook

Visual Arts Program Coordinator
(Biosphere Centre)

Verena Merkel

Finance Manager

Photo Credits

Bri Walker

Coastal Queer Alliance

Liv Beaupre

Marcie Callewaert

Marianne Lowin

Melody Charlie

Motiv Architects

Mutaa Rising Tide

Nicole Gerbrandt

Nina Moodley

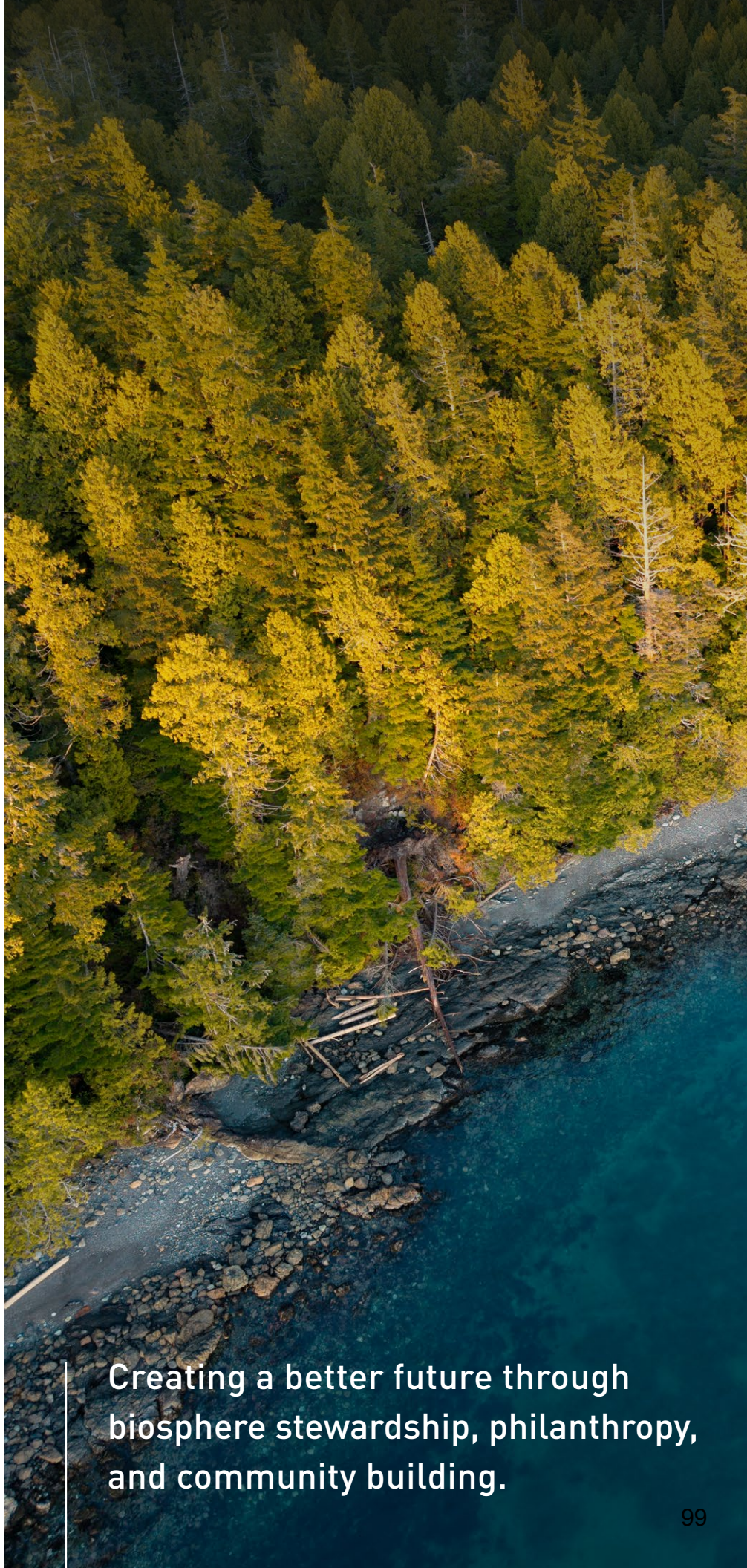
Sam Rose Phillips

Tofino Arts Council

316 Main Street
PO Box 67
Tofino, BC V0R 2Z0

clayoquotbiosphere.org
info@clayoquotbiosphere.org

 [clayoquotbiosphere](https://www.facebook.com/clayoquotbiosphere)
 [clayoquotbiosphere](https://www.instagram.com/clayoquotbiosphere)
 [Clayoquot Biosphere Trust](https://www.linkedin.com/company/clayoquot-biosphere-trust)
 [clayoquotbiospheretrust9324](https://www.youtube.com/channel/UC...)



Creating a better future through
biosphere stewardship, philanthropy,
and community building.

ORGANIZING COMMITTEE – FIFA 2026 ACTIVITIES Alberni Valley

3072 4th Avenue, Port Alberni, British Columbia • Contact: ahmjahangir@agrohope.ca

DATE: July 16, 2026

TO: Chair Jack and Board of Directors, Alberni-Clayoquot Regional District (ACRD)

FROM: Abu Hasan Muhammed Jahangir, General Secretary & Co-Lead

SUBJECT: Update: Canada Soccer National Training Centre (NTC) RFP Submission

Dear Chair Jack and Board of Directors,

Ahead of the upcoming July 31, 2026 submission deadline, the Organizing Committee is pleased to provide a brief progress update regarding our regional proposal for the Canada Soccer National Training Centre (NTC).

Following the Board's unanimous resolution on June 24, 2026, to act as the regional proponent, our committee has successfully compiled the necessary draft RFP framework. We are utilizing a collaborative "Hub & Spoke" regional facility model designed to modernize existing municipal and nations sports fields (Spokes), while positioning a high-performance training campus on regional lands (Hub).

We would like to thank ACRD staff for providing targeted, technical GIS assistance to define baseline boundary mapping continuously.

As established in our initial June 17, 2026 framework, this project remains **100% revenue-neutral** to regional taxpayers, carrying zero financial liability or operational risk for the ACRD. All funding (\$250M+) is to be secured via senior government infrastructure grants, FIFA World Cup 2026™ Legacy Funds, and corporate sponsorships.

We have requested an in-camera delegation at the July 22nd meeting to review the highly sensitive, non-public RFP proposal documents and specific land parcel evaluations to secure your final authorization for submission.

Respectfully submitted,

Abu Hasan Muhammed Jahangir

General Secretary & Co-Lead, Organizing Committee – FIFA 2026 Activities in the Alberni Valley



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

June 23, 2026

Ottawa

Room 524
Confederation Building
Ottawa, Ontario
K1A 0A6
Tel.: 613-992-0903
Fax.: 613-992-0913

Parksville

Main Community Office
1209 East Island Hwy,
Suite 12
Parksville, BC
V9P 1R5
Tel.: 250-947-2140
Fax.: 250-947-2144



Gord Johns

Member of Parliament
Courtenay — Alberni

Gord.Johns@parl.gc.ca
<http://gordjohns.ca/>

Courtenay

Satellite Community Office
Open Wednesdays
437 5th Street
Courtenay, BC
V9N 1J7
Tel: 1-844-620-9924

Dear Mayor and Council Members,

I am writing to ask for your support for Motion M-35, my motion before Parliament calling for fair, stable, long-term federal operational support for BC Ferries.

For coastal communities across British Columbia, ferries are not a luxury. They are essential marine highways that connect residents to jobs, health care, education, family, tourism, trade and economic opportunities. The affordability and reliability of BC Ferries directly affect the economic and social well-being of our communities.

Unfortunately, BC Ferries receives dramatically less federal operational support than federally supported ferry systems in Atlantic Canada.

According to analysis prepared by the Library of Parliament:

- Federal operational funding accounts for approximately **3% of BC Ferries' operating revenues**.
- The Province of British Columbia contributes approximately **24% of BC Ferries' operating revenues**.
- Ferry users pay approximately **70% of system costs through fares and fees**.
- By comparison, federal funding covers approximately **43% of operating costs for federally supported ferry services in Atlantic Canada**.
- BC Ferries received approximately **\$1.63 per passenger** in federal operational support in 2024-25, while federally supported Atlantic ferry systems received approximately **\$291 per passenger**.
- British Columbians receive approximately **\$6 to \$7 per person annually** in federal ferry operational support, while Atlantic Canadians receive approximately **\$120 to \$125 per person annually**.

This disparity exists despite British Columbians paying the same federal taxes as other Canadians and despite BC Ferries carrying more than 22 million passengers annually.

BC Ferries has publicly stated that its current financial model is not sustainable. The company has warned that without additional government funding, ferry users could face fare increases of at least **30% in 2028**.

Such increases would have serious consequences for coastal communities. Higher ferry fares increase the cost of living for residents, raise costs for local businesses, affect tourism,

increase costs for workers and families, and make it more expensive to move goods throughout our region. Communities that depend on ferry transportation should not be expected to shoulder an ever-growing share of the costs of maintaining essential transportation infrastructure.

This is not about reducing support for Atlantic Canada. Atlantic ferry services are essential national transportation infrastructure and deserve strong federal support. The issue is that coastal British Columbians deserve fair treatment and a modern funding framework that reflects today's population, economic realities and transportation needs.

Motion M-35 calls on the federal government to modernize outdated ferry funding policies and establish fair, stable, long-term operational support for BC Ferries. The motion recognizes that Vancouver Island is approaching one million residents, that BC Ferries carries more than 22 million passengers annually, and that current federal funding arrangements no longer reflect the realities of modern coastal British Columbia.

I am respectfully asking your council to support this effort by:

1. Passing a council resolution supporting Motion M-35 and fair federal operational support for BC Ferries;
2. Writing to the federal government in support of modernizing ferry funding policies and establishing long-term operational support for BC Ferries;
3. Encouraging neighbouring local governments, regional districts, First Nations and community organizations to support this initiative.

Specifically, I encourage your council to write to:

The Honourable Gregor Robertson

Minister of Housing and Infrastructure

The Honourable Steve MacKinnon

Minister of Transport and Internal Trade

The Honourable François-Philippe Champagne

Minister of Finance

In your correspondence, I ask that you:

- Express support for Motion M-35;
- Call for fair, stable, long-term federal operational support for BC Ferries;
- Urge the federal government to modernize outdated ferry funding arrangements;
- Recognize BC Ferries as essential national transportation infrastructure;

- Encourage federal participation in discussions related to the upcoming PT7 review process;
- Highlight the economic and social impacts that significant ferry fare increases would have on your community.

Please copy my office and your local Member of Parliament on your correspondence so that we can help demonstrate the growing support for fair ferry funding from local governments across coastal British Columbia.

I have attached a backgrounder outlining this issue in greater detail, along with a copy of my recent letter to Minister Robertson regarding the need for federal engagement and long-term funding solutions for BC Ferries.

Thank you for your leadership and for your continued advocacy on behalf of your community. By working together, we can build support for a fair federal partnership that protects affordability, strengthens coastal economies and ensures BC Ferries remains accessible and reliable for future generations.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gord Johns', with a long horizontal stroke extending to the right.

Gord Johns, M.P. (Courtenay-Alberni)

Sponsor, Motion M-35
Federal Operational Support for BC Ferries

Motion M-35:

[https://www.ourcommons.ca/members/en/gord-johns\(89263\)/motions/14157296](https://www.ourcommons.ca/members/en/gord-johns(89263)/motions/14157296)

Parliamentary E-Petition e-7474:

<https://www.ourcommons.ca/petitions/en/Petition/Details?Petition=e-7474>



June 23, 2026

To: Members of the Alberni Valley Forestry Coalition

RE: Joint letter of interest to the Government of Canada

Thank you for taking part in the Alberni Valley Forestry Coalition. The conversation in the room reflected something this valley has not had for a long time. A shared willingness to work on the future of the forest sector together.

As discussed, attached is a draft letter to the Government of Canada and British Columbia. It asks Canada to consider the Alberni Valley as a pilot region under the Federal Regional Development Fund, and to help fund a structure for collaboration that lets the parties at this table plan together and attract new investment into the Alberni Valley. We are bringing it to you to review and, if you are willing, to sign alongside the other parties at the table.

We want to be clear about what signing does and does not mean.

Signing this letter does not commit your organization to any particular outcome. It does not commit you to a structure, a financial contribution, a transaction, or a position on any specific question. It does not bind you to anything that may be designed later.

What it does is open a door. It tells Canada that the people who live and work in this valley are ready to consider how they might plan the sector's future together, and it asks for federal support to do that work properly, with dedicated resources and through a clear structure.

This is the first step in a series of steps. At each step, every party keeps the ability to opt in or opt out. Nothing moves forward without the agreement of those who choose to be part of it.

If you are comfortable with the letter as drafted, **please confirm your willingness to sign by July 15th**. Please respond to Clint Parcher to manage signatures. If you have questions or changes, we would be glad to hear them. We want this to be a letter the whole table is proud to put its name to.

Wahmeesh (Ken Watts)
Elected Chief Councillor
Tseshaht First Nation
On behalf of the Alberni Valley Forestry Coalition



June 23, 2026

Attention: The Honourable Tim Hodgson
Minister of Energy and Natural Resources
107-16 Esna Park drive
Markham, Ontario
L3R 5X1

Attention: Honourable Ravi Parmar
BC Minister of Forests
P.O. Box 9049
Stn Prov Govt
Victoria, BC
V8W9E2
Canada

Sent via email: tim.hodgson@parl.gc.ca

Sent via email: FOR.Minister@gov.bc.ca

Dear Minister Hodgson and Minister Parmar,

RE: Request to consider the Alberni Valley as a pilot region under the Regional Development Fund and the emerging National Forest Sector Strategy

We are writing together as partners from across the Alberni Valley, located on central west coast of Vancouver Island, British Columbia. Our group includes First Nations governments and First Nations businesses, the regional district, local government, forest tenure holders, unions, contractors, pulp and paper producers, sawmill owners/operators, and community organizations. It is not common for all of these interested parties to sit at one table. We have done so because the forest sector this valley depends on is under serious strain, and because the path your government has set out over the past several months speaks directly to what we are trying to build here.

We want to begin by acknowledging and commending your work. The report of the Canadian Forest Sector Transformation Task Force, the Forest Sector Action Plan that followed it, set out a clear and honest picture of where the sector stands. We were struck by the finding that so many of the sector's hardest problems are homegrown, and that the cost of moving fibre is now one of the main barriers to a competitive forest industry in Canada. We also welcomed the commitment to a National Forest Sector Strategy, and the

central place the work gives to integrated regional hubs, to secure and better-use fibre, and to First Nations leadership. Combined with the findings of the PFAC report commissioned within the province, these reports shape a possible new future for the forest sector in our community.

The Tseshah First Nation brought this group together. The reason was the steady loss of capacity in the Alberni Valley and the sense that the fibre we produce is leaving the region while the value goes elsewhere. Rather than watch that continue, the parties chose to look at options that bring everyone together on a coordinated plan. What we have found is that our situation lines up almost exactly with the regional approach your governments have been describing.

The strain is clearest at the valley's pulp mill. The mill is currently the anchor of the local forest economy, and the Task Force report is right that the health of an anchor facility decides the health of everything around it. The mill needs a steady flow of fibre to keep running. Part of its furnish was historically supplied through Crofton, which closed permanently early this year, so that supply is gone. The mill also depends on chips and hog fuel that come as residuals from local sawmills. The recent closure of a major sawmill in the valley has left it short of both. A mill that cannot count on its fibre supply cannot stay open, and the jobs and the tax base that come with it do not stay either. Pulp mills are critical to the success of the entire coastal sector in British Columbia. We believe there are options to transform the sector and ideally keep this mill running. At the same time, we must plan for the longer-term value of residual utilization.

Compounding the chip and residual issue, the harvest in the valley is declining. This is not because the trees and the fibre are not there. It is because we are working through the complex and compounding effects of a transition from high-value old growth to second growth, with a high concentration of hemlock and balsam. Aside from log exports, almost all of what we harvest leaves the valley unprocessed. This is happening when the cost of moving fibre by barge and by truck is as high as it has ever been, and when the infrastructure and access we rely on to move it are in their worst condition in memory. This is the delivered-cost problem the Task Force identified, playing out in a single valley.

We see an opportunity in this, not only a problem. Hemlock and balsam can support a healthy local sector if the region is organized to add value here. Keeping more of that fibre and its residuals in the valley would steady the anchor mill, create stable jobs, reduce the long hauls that drive up cost and emissions, and make better use of the whole tree. It would also give the sector here a chance to diversify and transform over the coming decade rather than decline piece by piece. This is the kind of regional hub, built on better utilization and secure local fibre, that the strategies describe and that we believe it is meant to support.

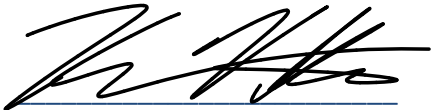
We are asking Canada and British Columbia, to consider the Alberni Valley as a pilot region under the Regional Development Fund, and to provide funding to help us establish a formal structure for collaboration here. That formal structure would build on the collaboration already established and give the parties at this table a way to plan together, coordinate the use of fibre, infrastructure, and residuals, and attract new investment in value-added manufacturing in the valley.

We understand that a request like this is a first step. We are not asking Canada or British Columbia to commit to a fixed design or a guaranteed result, and the parties at this table are not committing to one either. We are offering something your own work calls for: a real region, ready to test the regional hub approach in practice and share what it learns as the National Forest Sector Strategy takes shape – supported through a real-world west coast example that has direct access to shipping to global markets. We are asking for support to do that work, and for the chance to do it as a pilot that other coastal regions can learn from.

The Alberni Valley is well-suited to this. The partnership is already in place. The work is Indigenous-led and built on cooperation across governments, industry, and labour. It speaks to secure and better-used fibre, to investment and modernization, to value-added manufacturing, to reducing our reliance on a small number of export markets, and to the workers and communities the sector supports. A pilot here would be the first of its kind on the coast.

We would welcome the chance to discuss this with you and your officials. Clint Parcher can be reached at clint@riversedgestrategies.com to arrange a conversation.

Yours sincerely,



Wahmeesh, Ken Watts
Tseshah First Nation – Elected Chief Councillor

Signature _____
Printed Name _____
Company Name _____

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Cc:

Mackenzie Leine, Leonard Joe, Ken Kalesnikoff, Don Roberts



To: ACRD Board of Directors

From: ACRD Board Remuneration Committee

Meeting Date: July 22, 2026

Subject: Board Member Remuneration, Expenses, and Benefits Bylaw, A1095

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to bylaw cited as "Regional District of Alberni-Clayoquot Board Member Remuneration, Expenses and Benefit Bylaw No. A1095, 2026".

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to bylaw cited as "Regional District of Alberni-Clayoquot Board Member Remuneration, Expenses and Benefit Bylaw No. A1095, 2026".

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to bylaw cited as "Regional District of Alberni-Clayoquot Board Member Remuneration, Expenses and Benefit Bylaw No. A1095, 2026".

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Regional District of Alberni-Clayoquot Board Member Remuneration, Expenses and Benefit Bylaw No. A1095, 2026".

Desired Outcome:

To adopt an updated bylaw for the ACRD Board of Directors' Remuneration, Expenses, and Benefits to come into effect following the local government elections in the fall of 2026.

Summary:

The ACRD Board of Directors appointed Roberta Jensen, John McNabb, and Stefan Ochman to the 2026 ACRD Board Remuneration Review Committee to review remuneration, expenses and benefits provided to the ACRD Board of Directors. As per the terms of reference, the Committee's review included the following:

- Review the current ACRD bylaw No. A1090
- Received input from current directors including a survey and interviews
- Reviewed member municipalities and other Regional District remuneration bylaws

- Considered director roles, appointments and workloads

Background:

The Committee has concluded a comprehensive review and developed a revised Board Remuneration, Expenses, and Benefits bylaw for consideration of adoption by the ACRD Board of Directors. The Committee was guided by the principles of balancing fair and equitable compensation for Directors while considering public interest by ensuring reasonable costs.

The Committee met on April 8th, April 29th, and May 26th to deliberate the Remuneration, Expenses, and Benefits bylaw. The Committee also invited all Directors to complete a survey, which received seven responses. In addition, Board members were offered the opportunity to participate in interviews with the Remuneration Committee, with five Electoral Area Directors choosing to do so.

The Committee has made the following recommendations which have been incorporated into the bylaw presented to the Board today:

- Increase per diem rates by \$5 for regular meal allowance rates and by \$10 for Vancouver, Victoria, Whistler, or Kelowna meal allowances;
- Add compensation for Directors in attendance at Emergency Operation Centre meetings/media briefings as approved by the Emergency Operation Centre Director (additional policy or procedure to be developed);
- Add reimbursement for Alternate Directors who attend the Local Government Leadership Academy Forum (regardless of the Elected Director's attendance);
- Add Extended Health and Dental benefits for Directors (paid by the Regional District) with the option to purchase benefits for dependents (paid by the Director);
- Increase the additional remuneration amount for the Vice-Chairperson from 20% to 50% of the Chairperson;
- Increase Director remuneration for committee meetings or public hearings of up to three hours in length to from \$89 to \$100 and committee meetings or public hearings between three and five hours in length from \$143 to \$150 effective November 1, 2026;
- Increase the annual cost of living adjustment for Director remuneration from 2% to 2.5% per year;
- Include Board Member Recognition expenses. This is not an additional expense; as this recognition has been previously awarded, but at the discretion of staff. The inclusion of this expense will ensure that members are fairly acknowledged;
- Removal of the requirement for the Chair to approve childcare or family care provision. A submission received from a Director; that complies with the bylaw, should be processed by staff without the need for Chair review; and
- Removal of reimbursement for long-distance telephone charges for Regional District business (obsolete given today's phone plans).

Time Requirements – Staff & Elected Officials:

Approximately 60 hours of staff time has been spent on supporting the work of this Committee to date. This is in addition to the time spent by the volunteer committee members.

Financial:

The total cost to the ACRD for Director remuneration, expenses and benefits by year is as follows:

Year	Total Cost
2022	\$ 197,600.00
2023	\$ 217,974.00
2024	\$ 242,931.00
2025	\$ 241,220.00

The following recommendations have been assessed and estimated cost outcomes provided:

- Per Diem Rates - Increase per diem rates by \$5 for regular meal allowance rates and by \$10 for Vancouver, Victoria, Whistler, or Kelowna meal allowances will cost the Regional District an estimate of \$400/ annually but will vary on attendance/usage.
- Director Compensation of attendance at Emergency Operation Centre meetings/media briefings – Largely dependent on the number of meetings requested by the Emergency Operation Centre Director. These costs would be charged to the associated Emergency Planning service.
- Alternate Director Attendance at the Local Government Leadership Academy Annual Forum – estimated to cost between \$800-\$2,000 per attendee which is largely dependent on hotel and travel costs
- Extended Health and Dental Benefits – The addition of Director costs to be paid by the Regional District will cost the Regional District approximately \$26,000-\$28,000 annually if all Directors participate. Note that benefits would not be effective until approximately January 1, 2027.
- Director's base remuneration - 2.5% increase in the director's base remuneration will cost the Regional District approximately \$5,000 in 2027
 - Vice-chairperson increases to 50% of Chairperson – This increase will cost the Regional District approximately \$2,600 in 2027, in addition to the base remuneration increase.

Strategic Plan Implications:

There are no strategic plan implications related to this report. Board remuneration is a core activity required by the Regional District.

Policy or Legislation:

The Local Government Act and the ACRD Board Remuneration Review Policy applies.

Options Considered:

If the Directors do not support some or all of the recommendations of the Committee, or if further amendments are requested, then staff recommend this bylaw not be adopted at this time and the Board provide staff direction on any further changes.

The UBCM Council and Board Remuneration Guide (2019) identifies that there are many approaches to the timing of remuneration reviews. Some councils and boards conduct a review early in their term;

however, most conduct remuneration reviews in the second half of their terms. The preferred timing depends on several factors including; local economic conditions, established policy, election cycle, and any tax system changes.

The ACRD Remuneration Review Policy states that every four years in March of general election year, the ACRD Board will appoint members to form a Board Remuneration Review Committee to conduct a remuneration review. The UBCM Remuneration Guide highlights that remuneration is a legitimate issue for scrutiny and discussion and that boards should allow for opportunities for discussion to occur, but that it is not useful for remuneration to dominate in the lead-up to an election. The UBCM Remuneration Guide highlights that to avoid this situation, local governments should consider conducting reviews, and reporting results, at least one year before the next election.

While ACRD Board Remuneration has not yet become an issue of discussion in the 2026 General Local Election to this point, it could in future elections. Should the Board wish to consider moving the remuneration review to one year in advance of the election, the following resolution could be considered:

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to amend the Board Remuneration Review Policy to reflect that the Board Remuneration review will be conducted in the year preceding an election.

Report Approval Details

Document Title:	RFD - Board Member Remuneration, Expenses, and Benefit Bylaw, A1095 .docx
Attachments:	ACRD A1095 Board Remuneration Expenses and Benefit Bylaw.pdf
Final Approval Date:	July 16, 2026

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



Cynthia Dick, General Manager of Administrative Services



Daniel Sailland, MBA, Chief Administrative Officer



Alberni-Clayoquot Regional District

Bylaw No. A1095

A bylaw to provide for Board Member Remuneration, Expenses and Benefits

WHEREAS the Board of the Regional District of Alberni-Clayoquot, may by bylaw, provide for remuneration, expenses and benefits for Directors and Alternate Directors.

WHEREAS the Board of the Regional District of Alberni-Clayoquot, is mindful of the need to provide fair and adequate compensation in order to attract and retain qualified Directors, as well as the public interest in ensuring reasonable costs in providing for remuneration, expenses, and benefits for Directors and Alternate Directors.

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

1. CITATION

This bylaw may be cited as “Regional District of Alberni-Clayoquot Board Member Remuneration, Expenses and Benefit Bylaw No. A1095, 2026.”

2. EFFECTIVE DATE

This bylaw will come into effect on November 1, 2026.

3. DEFINITIONS

In this bylaw:

“Director” means a person elected or appointed as a Director to the Regional District of Alberni-Clayoquot Board, and includes Alternate Directors when that Alternate Director is acting in place of a Director;

“Regional District” means the Regional District of the Alberni-Clayoquot;

“Remuneration” means the annual base salary paid to Directors and the additional amounts paid for attending meetings other than Board meetings;

4. REMUNERATION

The Remuneration for Directors is set out in Schedule “A” of this bylaw.

5. BREACHES OF THE CODE OF CONDUCT

- 1) Where a Director has been found by a Third-Party Investigator appointed under the ACRD Code of Conduct Policy, as amended or replaced from time to time, to have breached the Code of Conduct Policy, the remuneration to which the Director would otherwise be entitled to under Schedule “A” of this Bylaw shall be adjusted in accordance with the following:
 - a) where the Director has been found to have breached the Policy for a first time, the remuneration to which the Director would otherwise be entitled shall be reduced by 10%, for a period of 12 months from the date of the breach;
 - b) where the Director has been found to have breached the Policy for a second time, the remuneration to which the Director would otherwise be entitled shall be reduced by 15%, for a period of 12 months from the date of the second breach;
 - c) where the Director has been found to have breached the Policy for a third or subsequent time, the remuneration to which the Director would otherwise be entitled shall be reduced by 25%, for a period of 12 months from the date of third or subsequent breach;
 - d) for certainty, where a Director has been found to have breached the Policy more than once in a 12-month period, the reductions in the remuneration to which the Director would otherwise be entitled to shall be cumulative for any period of overlap in the duration of each reduction (e.g., if a Director is found to have first breached the Policy on January 1 of a calendar year, and is subsequently found to have breached the Policy again on July 1 of that year, the remuneration to which the Director would otherwise be entitled to shall be reduced by 10% from January 1 to June 30 of that year, by 25% from July 1 to December 31 of that year, by 15% from January 1 to June 30 of the following year, and thereafter be fully reinstated);
 - e) for further certainty, any financial penalties imposed under this clause shall expire at the end of the electoral term in which they were imposed, and the “cumulative” penalties described in (b), (c), and (d) above shall also be reset at the beginning of each new electoral term, so that where a Director who has been found to be in violation of the Policy in a previous electoral term and is subsequently found to be in violation in a new electoral term, that violation in the new term shall be considered a “first time” breach as described in (a) above.
- 2) In the event that a Director is found to be in violation of the Code of Conduct, any remuneration that is foregone by that Director under Section 1 (a) above shall be reallocated to offset a portion of the costs incurred in the Third-Party Investigation which led to the finding of the breach.

6. EXPENSES

- 1) In addition to the Remuneration paid in Section 4, a Director is entitled to:
 - a) Be reimbursed for out-of-pocket costs or otherwise have the Regional District pay for the cost of the following:
 - i. Standard accommodation;
 - ii. Ferry fares for vehicle and driver and other passengers, if any, travelling on Regional District business;
 - iii. Taxi or shuttle bus;
 - iv. Parking;
 - v. Motor vehicle rental, including mileage and insurance costs;
 - vi. Airfare;
 - vii. Childcare or other family care if required to attend meetings. The amount reimbursable must be in proportion to meetings attended.
 - b) Be paid an expense allowance:
 - i. for each meal at the following per diem rates:

• Breakfast	\$25.00
• Lunch	\$30.00
• Dinner	\$35.00

for meals in Vancouver, Victoria, Whistler or Kelowna at the following per diem rates:

• Breakfast	\$35.00
• Lunch	\$40.00
• Dinner	\$45.00
 - ii. of \$20.00 per night away from home for incidental costs.
 - iii. for travel on a paved road surface based on the kilometer rate set by Canada Revenue Agency (CRA) at the time the expense is incurred.
 - iv. for travel on an unpaved road surface based on the kilometer rate set by CRA for the period plus 0.20 cents per kilometer.
 - v. where private lodging is used in lieu of a hotel, reimbursement of \$50 per day.
- 2) No payment will be made, under Section 4 or 6, to a Director for any costs incurred unless they were incurred in the conduct of the Regional District's affairs to attend:
 - a) Regional District Board or Committee meetings;
 - b) External board, committee or commission meetings in which Directors have been appointed to sit on by the Regional District Board;

- c) Policy Committee meeting in relation to an activated Emergency Operation Centre, or in attendance at Emergency Operation Centre meetings/media briefings as approved by the Emergency Operation Centre Director;
 - d) Union of BC Municipalities Convention;
 - e) Association of Vancouver Island and Coastal Communities Convention;
 - f) Any other meeting, convention or seminar approved by the Regional District Board;
 - g) Administrative tribunal or court proceeding;
 - h) Public Hearings.
- 3) Notwithstanding Section 6 (2), the Chairperson of the Board of Directors may authorize any Director or the Chairperson to attend any meeting related to Regional District business without prior approval of the Board of Directors and shall be entitled to payments under Section 4 and 6. The Chairperson shall report the meeting and purpose to the Chief Administrative Officer and the Regional District Board at the next regular Board meeting.
- 4) The Regional District will not reimburse travel and expenses for Directors' spouses at conferences and conventions and will not pay for partners programs at AVICC, UBCM, or any other conference or convention.
- 5) Alternate Directors will be reimbursed at rates identified in Sections 4 and 6 for expenses incurred to attend the Local Government Leadership Academy Annual Forum, regardless of the Elected Director's attendance.

7. EXPENSE SUBMISSIONS

- 1) Directors must submit expense claims within 60 days of incurring the expense. No claims for the previous year will be accepted after January 31 of each year.
- 2) Expense claims **must** be supported by all appropriate receipts.
- 3) The Finance Department will verify expense claims to ensure compliance with the bylaw. Any issues, discrepancies, or conflicts in interpretation shall be referred to the Chairperson for adjudication, after consultation with the Chief Administrative Officer. If the matter is not resolved to the satisfaction of the Director, the matter will be referred to the Board of Directors.

8. REMUNERATION PAYMENT

- 1) The Remuneration payable under Sections 4 and 6 of this bylaw shall be paid bi-weekly through the Regional District payroll system.

9. ANNUAL COST OF LIVING ADJUSTMENT

- 1) The Remuneration payable under Section 4 of this bylaw is reflective of an annual cost of living adjustment of 2.5%.

10. NO DOUBLE DIPPING

- 1) In no case will the Regional District reimburse or pay for any costs claimed by a Director where those costs have been or will be paid by any other organization.

11. BENEFITS

- 1) Directors are, subject to insurance carrier requirements, eligible for medical, extended health, and dental for themselves, paid by the Regional District.
- 2) Directors are, subject to insurance carrier requirements, eligible for medical, extended health, and dental for their dependents, provided that all costs for those benefits are paid in full by the Director.
- 3) Directors are, subject to insurance carrier requirements, eligible for group life insurance benefits for themselves and their dependents, provided that all costs for those benefits are paid in full by the Director.
- 4) The Regional District shall obtain and pay the premiums for accident insurance coverage for Directors while on Regional District business.

12. DIRECTOR RECOGNITION

- 1) At the end of a Director's term, a Director Recognition gift will be provided at the following rates:
 - a) a \$50 gift for one term on the Board
 - b) \$20 per year of service for two terms on the Board
 - c) \$30 per year of service for three terms on the Board
 - d) \$50 per year of service for four terms on the Board (to a maximum amount of \$1000).

13. REGIONAL DISTRICT PURCHASED EQUIPMENT

- 1) Directors will have the option of being provided with either an iPad or laptop to conduct Regional District business.
- 2) At the end of a Director's term, all equipment will be returned to the Regional District or be offered to the Director for purchase at the following fair market value:
 - a) 50% after one year of the original purchase price
 - b) 25% after two years of the original purchase price
 - c) 10% after three years of the original purchase price
 - d) No cost at the four-year mark or later.

14. FUTURE CHANGES TO DIRECTOR REMUNERATION, EXPENSES, AND BENEFITS

- 1) An independent review of Directors' remuneration, expenses, and benefits shall be conducted every 4 years prior to the next local government election.

15. REPEAL

- 1) Bylaw No. A1090, Board Remuneration, Expenses, and Benefits Bylaw, 2022 and all amendments thereto are hereby repealed, effective October 31, 2026.

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.

John Jack
Chairperson

Cynthia Dick
Corporate Officer

Schedule "A"

1. The annual Director's remuneration is as follows:

Description	November 1, 2026	November 1, 2027	November 1, 2028	November 1, 2029
Director's Remuneration – includes 21 Board meetings & up to 12 Regional Hospital District meetings per year	\$9,489	\$9,727	\$9,970	\$10,219
Electoral Areas – additional amount	\$3,367	\$3,451	\$3,538	\$3,626
Chairperson – additional amount	\$8,417	\$8,628	\$8,843	\$9,065
Vice-chairperson – additional amount (50% of chairperson additional amount)	\$4,209	\$4,314	\$4,422	\$4,532

2. Additional Director's remuneration for other meetings is as follows:

Description	November 1, 2026	November 1, 2027	November 1, 2028	November 1, 2029
Alternate Director's attendance at Board meeting or Director's attendance at additional Board meetings (above the 21 regular Board meetings)	\$207	\$212	\$218	\$223
Additional amount where travel to the meeting is greater than 60km (round trip)	\$109	\$111	\$114	\$117
Committee meeting or Public Hearing up to 3 hours in length	\$100	\$103	\$105	\$108
Committee meeting or Public Hearing between 3 and 5 hours in length	\$150	\$154	\$158	\$162
Attendance at conferences, conventions, committee meetings or Public Hearing exceeding 5 hours in length	\$207	\$212	\$218	\$223



To: Board of Directors

From: Cynthia Dick, General Manager of Administrative Services

Meeting Date: July 22, 2026

Subject: Bylaw No. E1069 Cherry Creek Community Recreation Commission Grant Service Establishing Bylaw Amendment, 2026

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors rescind third reading of Bylaw cited as "Cherry Creek Community Recreation Commission Grant Service Establishing Bylaw No. E1069, 2026."

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw cited as "Cherry Creek Community Recreation Commission Grant Service Establishing Bylaw No. E1069, 2026," with the following amendments:

Removing 'b. Fees and charges imposed under the Local Government Act' from section 5 Cost Recovery.

Replacing Section 6 Maximum Requisition with:

In accordance with the Local Government Act, the maximum amount that may be requisitioned annually of this service shall not exceed \$25,000 or \$0.0408 per \$1,000 of net taxable value of land and improvements, whichever is greater.

Desired Outcome:

To rescind third reading of Bylaw No. E1069 Cherry Creek Community Recreation Commission Grant Service Establishing Bylaw to allow for a correction in the cost recovery and maximum requisition amount. The Board will then need to give third reading to the bylaw as amended.

Background:

At the June 24, 2026, regular scheduled Board of Directors meeting the attached report was presented to the Board and the Cherry Creek Community Recreation Commission Grant Service Establishing Bylaw No. E1069, 2026, received three readings. The draft bylaw was sent to the Ministry of Housing and Municipal Affairs prior to the June 24th meeting for review and feedback; however, the only comments received were regarding the timeline for ministerial approval. The bylaw was sent for approval by the Inspector of Municipalities following the June 24th meeting and staff were advised that corrections

needed to be made to section 5 Cost Recovery and section 6 Maximum Requisition, as noted in the above resolution.

The Ministry advised that the correct process to make these amendments is to rescind third reading of the bylaw and then to give the amended bylaw a new third reading. The amended bylaw will be sent for approval to the Inspector of Municipalities. Pursuant to section 174.2 of the Local Government Act, assent voting must occur no later than 80 days after the date of the Inspector's approval. The Ministry has confirmed that if we send the amended bylaw by late July this will allow timing to still align with an assent vote to be held in conjunction with the 2026 general local elections.

Time Requirements – Staff & Elected Officials:

Substantial staff time is required to organize and conduct elections and assent voting processes. Conducting the elections for the ACRD's six electoral areas, school trustee election and this referendum will take a majority of the administration workplan hours for 2026 in addition to legislative and daily operational requirements. Minimal staff time is required to process this bylaw amendment.

Financial:

The maximum amount in the establishing bylaw that can be requisitioned annually is \$25,000.00 or \$0.0408 per \$1,000 of net taxable land and improvements, whichever is greater. This amount has been recommended by considering the current amount requisitioned and provided to the Cherry Creek Community Recreation Commission through the Electoral Area 'F' Cherry Creek grant-in-aid, feedback from the Cherry Creek Community Recreation Commission and the Electoral Area Director.

Electoral Area 'F' Cherry Creek is the only participant in this service establishing bylaw and will be tax Requisitioned, if the service is established. The Cherry Creek Community Recreation Commission has been receiving an annual grant-in-aid from the ACRD for several years, ranging from \$20,000-\$22,000.

The costs associated with the assent vote is funded through the Electoral Area Administration budget and is approximately \$3,000 for printing ballots and advertising requirements as this is being conducted in conjunction with the 2026 general local elections.

Strategic Plan Implications:

No direct link to the 2024-2027 Strategic Plan.

Policy or Legislation:

The Local Government Act and Community Charter apply to the establishment of services.

The following sections of legislation apply to this process:

- Part 10 – Regional Districts: Service Structure and Establishing Bylaws – of the Local Government Act applies to the development of this service establishing bylaw.
- Part 4- Assent Voting of the Local Government Act applies to the referendum process.

Report Approval Details

Document Title:	RFD Bylaw No E1069 Cherry Creek Community Recreation Commission Grant Service Establishing Bylaw Amendment, 2026.docx
Attachments:	Cherry Creek Community Recreation Commission Grant Bylaw No E1069 2026.docx E1069 Service Establishment Schedule A.pdf RFD E1069 Cherry Creek Community Recreation Commission Grant Service Establishing Bylaw.pdf
Final Approval Date:	July 16, 2026

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



Cynthia Dick, General Manager of Administrative Services



Daniel Sailland, MBA, Chief Administrative Officer



Regional District of Alberni-Clayoquot

Cherry Creek Community Recreation Commission Grant Service Establishing Bylaw

Bylaw No. E1069

A bylaw to establish a service within electoral area “F” (Cherry Creek) to provide an annual grant to the Cherry Creek Community Recreation Commission

WHEREAS the Board of the Regional District of Alberni-Clayoquot (the Regional District) may, by bylaw, establish and operate any service that the Regional District Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS under the *Local Government Act*, the Regional District Board may establish and operate a service for the purpose of providing financial assistance in relation to community facilities within one or more participating area;

AND WHEREAS the Regional District Board wishes to establish a service for the purpose of providing an annual grant to the Cherry Creek Community Recreation Commission to support their community hall located within Electoral Area “F” (Cherry Creek);

AND WHEREAS the Regional District Board has obtained the required approval of the electors and the approval of the Inspector of Municipalities, as required by the *Local Government Act*, for the establishment of this service;

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

1. CITATION

This bylaw may be cited as the “Cherry Creek Community Recreation Commission Grant Service Establishing Bylaw No. E1069, 2026”

2. SERVICE

The service being established under the authority of this bylaw is for the creation of a service to provide the Cherry Creek Community Recreation Commission with an annual grant supporting the operation and maintenance of their community

Cherry Creek Community Recreation Commission Grant Service Establishing Bylaw
No. E1069, 2026

hall.

3. **BOUNDARIES**

The boundaries of the service area are specified on Schedule “A”, attached to and forming part of this bylaw.

4. **PARTICIPATING AREAS**

The participants of the service established under this bylaw are all of Electoral Area “F” (Cherry Creek).

5. **COST RECOVERY**

The annual costs for the service shall be recovered by one or more of the following:

- a. Property values taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act*
- b. Revenues raised by other means authorized under the *Local Government Act* or another act, and,
- c. Revenues received by way of agreement, enterprise, gift, grant or otherwise.

6. **MAXIMUM REQUISITION**

In accordance with the *Local Government Act*, the maximum amount that may be requisitioned annually of this service shall not exceed \$25,000 or \$ 0.0408 per \$1,000 of net taxable value of land and improvements, whichever is greater.

Read a first time this 24 day of June, 2026.

Read a second time this 24 day of June, 2026.

Read a third time this 24 day of June, 2026.

Rescinded third reading this day of 2026

Read a third time as amended this day of 2026

Approved by the Inspector of Municipalities this day of , 2026.

Cherry Creek Community Recreation Commission Grant Service Establishing Bylaw
No. E1069, 2026

Assented to by the Electors this day of , 2026.

Adopted by the Board of Directors this day of , 2026.

Chairperson

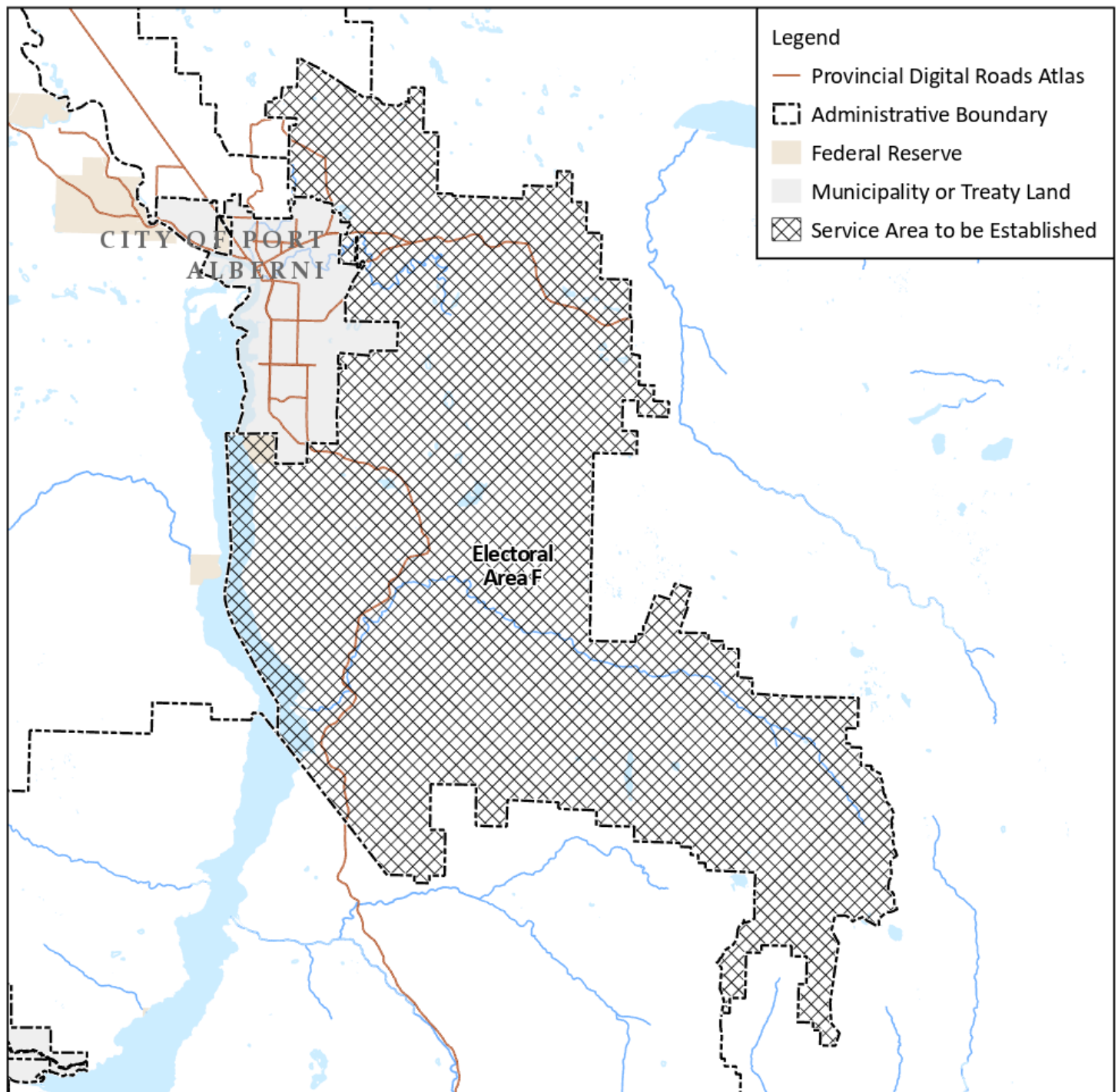
Corporate Officer

Certified true copy of Bylaw No. E1069,
*Cherry Creek Community Recreation
Commission Grant Service Establishment, 2026*
as read a third time by the Regional
District of Alberni-Clayoquot Board
of Directors.

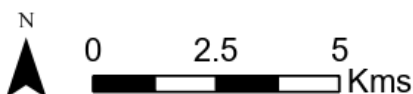
Corporate Officer

Schedule 'A'

This schedule is attached to and forms part of the Cherry Creek Community Recreation Commission Grant Establishment Bylaw No. E1069, 2026



 Electoral Area 'F' (Cherry Creek)





To: ACRD Board of Directors

From: Cynthia Dick, General Manager of Administrative Services
Shane Koren, CPA, Acting Chief Financial Officer
Heather Zenner, MA, Manager of Administrative Services

Meeting Date: June 24, 2026

Subject: **Bylaw No. E1069. Cherry Creek Community Recreation Commission Grant Service Establishing Bylaw, 2026.**

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw cited as "Cherry Creek Community Recreation Commission Grant Service Establishing Bylaw No. E1069, 2026".

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw cited as "Cherry Creek Community Recreation Commission Grant Service Establishing Bylaw No. E1069, 2026".

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw cited as "Cherry Creek Community Recreation Commission Grant Service Establishing Bylaw No. E1069, 2026".

Desired Outcome:

For the ACRD Board of Directors to provide three readings to Bylaw No. E1069, Cherry Creek Community Recreation Commission Grant Service Establishing Bylaw and forward for approval to the Inspector of Municipalities prior to conducting an assent vote (referendum) to determine the consent of the electors within the Electoral Area 'F' - Cherry Creek service area.

Summary:

The Cherry Creek Community Recreation Commission (CCCRC) has historically applied to the ACRD Grant-in-Aid program each year, requesting funding for projects to support the Cherry Creek Community Hall. Each grant cycle, a new grant application is required, a final report must be submitted, and the funding must be spent within one year. At the request of the CCCRC and the Cherry Creek Electoral Area Director, a referendum is proposed to determine if Cherry Creek Electoral Area electors support the formation of a Cherry Creek Community Recreation Commission Grant Service. Should the creation of this service be supported, this would allow the CCCRC certainty in knowing that annual funding is provided, allowing them to accumulate funding, over time, for larger capital projects. The previous funding through a Cherry Creek Electoral Area Grant-in-Aid and the funding through the proposed Cherry Creek Community Recreation Commission Grant Service comes from the same set of taxpayers.

For clarity, this funding is not new, rather moving funding from a Grant-in-Aid application to a service. The service is formed for funding purposes only, and the ACRD is not involved in the management of the CCCRC activities. Financial reporting of CCCRC expenses will remain a requirement of this funding.

A regional district has broad authority to operate any service it considers necessary or desirable for all or a portion of the regional district. To operate most services, the regional district board must pass a service establishing bylaw. As required by the *Local Government Act*, establishing bylaws must specify the following:

- Description of the service
- Define service area boundaries
- Identify participants of the service
- Identify methods of cost recovery
- Specify the maximum amount that may be requisitioned (collected) annually for the service

Service establishment bylaws require approval by the Inspector of Municipalities and participating area approval before they may be adopted by the Board of Directors.

If adopted by the ACRD Board of Directors, Bylaw E1069 will establish a service to provide an annual grant to the Cherry Creek Community Recreation Commission and sets the maximum amount that may be requisitioned annually in support of this service not to exceed \$25,000.00 or \$0.316 per \$1,000 of taxable value of land and improvements, whichever is greater.

Background:

At their January 14, 2026, regular scheduled Board of Directors meeting, the Board directed staff to include Proposed Initiative Case 13 'Referendum for Service Creation for Annual Grant-in-Aid for the Cherry Creek Community Hall' in the 2026-2030 ACRD Financial Plan. The assent of the electors would be conducted in conjunction with the 2026 General Local Elections which will be held on **Saturday, October 17, 2026.**

The first step in the assent voting process is for the Board to consider giving three readings to the Cherry Creek Community Recreation Commission Grant Service Establishing Bylaw (Bylaw No. E1069). Once the Board gives three readings the bylaw will be sent to the Inspector of Municipalities with the Ministry of Housing and Municipal Affairs for approval. Approval can take approximately 4-6 weeks and once received the Election Officials must proceed with the assent vote within 80 days. If the assent vote determines approval by the electorate, then the bylaw will come back to the ACRD Board of Directors for consideration of adoption.

Staff will bring forward a separate report to the July 22, 2026, Board of Directors meeting for the Board to consider the referendum question.

Time Requirements – Staff & Elected Officials:

Substantial staff time is required to organize and conduct elections and assent voting processes. Conducting the elections for the ACRD's six electoral areas, school trustee election and this referendum will take a majority of the administration workplan hours for 2026 in addition to legislative and daily operational requirements

Financial:

The maximum amount in the establishing bylaw that can be requisitioned annually is \$25,000.00 or \$0.316 per \$1,000 of taxable land and improvements, whichever is greater. This amount has been recommended by considering the current amount requisitioned and provided to the Cherry Creek Community Recreation Commission through the Electoral Area 'F' Cherry Creek grant-in-aid, feedback from the Cherry Creek Community Recreation Commission and the Electoral Area Director.

Electoral Area 'F' Cherry Creek is the only participant in this service establishing bylaw and will be tax requisitioned if the service is established. The Cherry Creek Community Recreation Commission has been receiving an annual grant-in-aid from the ACRD for several years, ranging from \$20,000-\$22,000. The assent voting process is funded through the Electoral Area Administration budget. The costs associated with the assent vote is approximately \$3,000 for printing ballots and advertising requirements as this is being conducted in conjunction with the 2026 general local elections.

Strategic Plan Implications:

Although there is no direct articulation of this priority in the 2024-2027 Strategic Plan, this does link to strategy objective 1.4 "Explore opportunities to support and strengthen our volunteer-based programs".

Policy or Legislation:

The Local Government Act and Community Charter apply to the establishment of services.

The following sections of legislation apply to this process:

- Part 10 – Regional Districts: Service Structure and Establishing Bylaws – of the *Local Government Act* applies to the development of this service establishing bylaw.
- Part 4- Assent Voting of the *Local Government Act* applies to the referendum process.
- Sections 406 and 407 of the *Local Government Act* as well as Section 179 of the *Community Charter* applies to the loan authorization bylaw.

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

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



Regional District of Alberni-Clayoquot

Cherry Creek Community Recreation Commission Grant Service Establishing Bylaw

Bylaw No. E1069

A bylaw to establish a service within electoral area “F” (Cherry Creek) to provide an annual grant to the Cherry Creek Community Recreation Commission

WHEREAS the Board of the Regional District of Alberni-Clayoquot (the Regional District) may, by bylaw, establish and operate any service that the Regional District Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS under the *Local Government Act*, the Regional District Board may establish and operate a service for the purpose of providing financial assistance in relation to community facilities within one or more participating area;

AND WHEREAS the Regional District Board wishes to establish a service for the purpose of providing an annual grant to the Cherry Creek Community Recreations Commission to support their community hall located within Electoral Area “F” (Cherry Creek);

AND WHEREAS the Regional District Board has obtained the required approval of the electors and the approval of the Inspector of Municipalities, as required by the *Local Government Act*, for the establishment of this service;

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

1. CITATION

This bylaw may be cited as the “Cherry Creek Community Recreation Commission Grant Service Establishing Bylaw No. E1069, 2026”

2. SERVICE

The service being established under the authority of this bylaw is for the creation of a service to provide the Cherry Creek Community Recreation Commission with an annual grant supporting the operation and maintenance of their community hall.

3. **BOUNDARIES**

The boundaries of the service area are specified on Schedule “A”, attached to and forming part of this bylaw.

4. **PARTICIPATING AREAS**

The participants of the service established under this bylaw are all of Electoral Area “F” (Cherry Creek).

5. **COST RECOVERY**

The annual costs for the service shall be recovered by one or more of the following:

- a. Property values taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act*
- b. Fees and charges imposed under the *Local Government Act*;
- c. Revenues raised by other means authorized under the *Local Government Act* or another act, and,
- d. Revenues received by way of agreement, enterprise, gift, grant or otherwise.

6. **MAXIMUM REQUISITION**

In accordance with the *Local Government Act*, the maximum amount that may be requisitioned annually of this service shall not exceed \$25,000 or \$ 0.316 per \$1,000 of taxable value of land and improvements, whichever is greater.

Read a first time this day of , 2026.

Read a second time this day of , 2026.

Read a third time this day of , 2026.

Approved by the Inspector of Municipalities this day of , 2026.

Assented to by the Electors this day of , 2026.

Adopted by the Board of Directors this day of , 2026.

Cherry Creek Community Recreation Commission Grant Service Establishing Bylaw No.
E1069, 2026

Chairperson

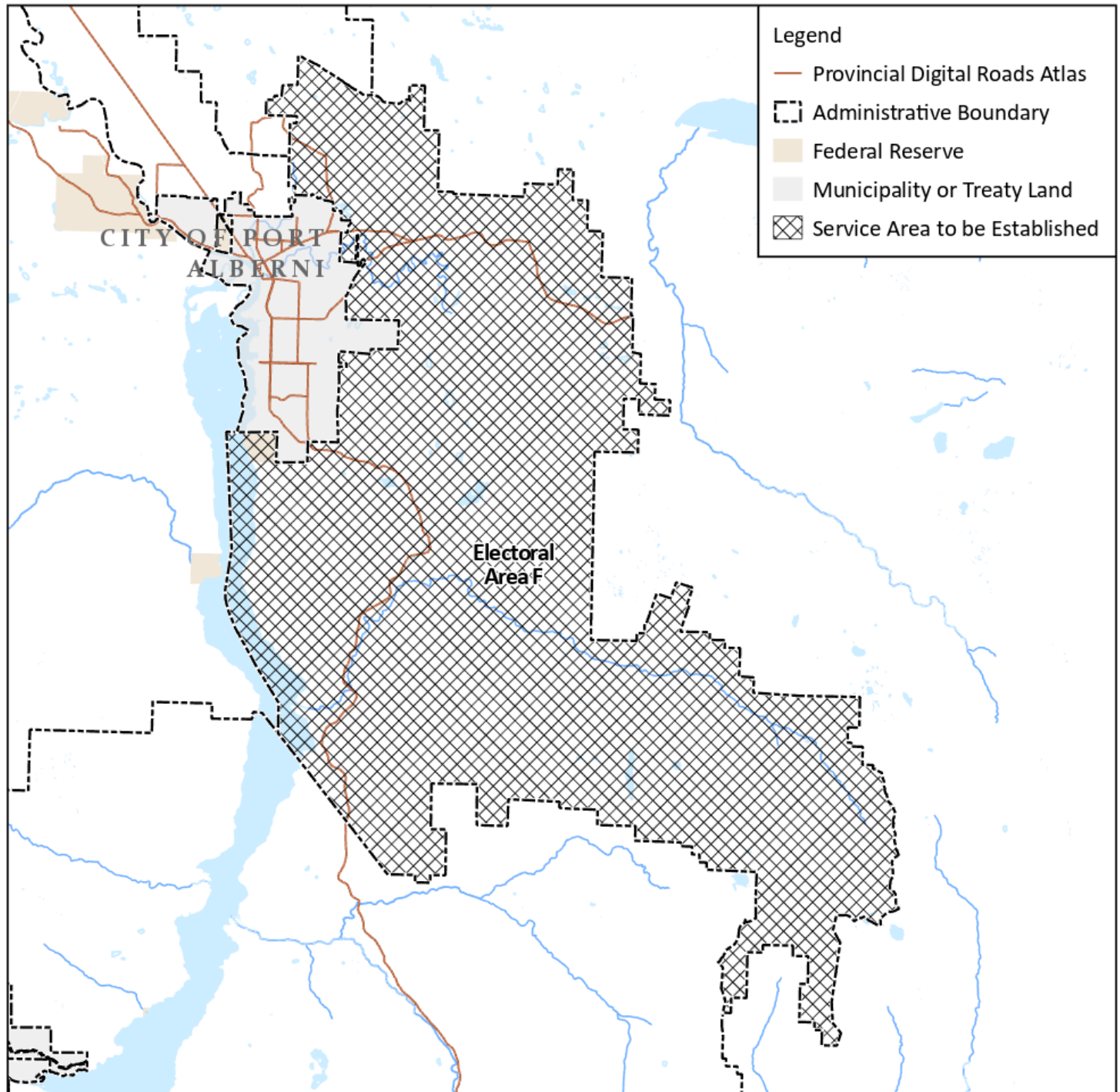
Corporate Officer

Certified true copy of Bylaw No. E1069,
*Cherry Creek Community Recreation
Commission Grant Service Establishment, 2026*
as read a third time by the Regional
District of Alberni-Clayoquot Board
of Directors.

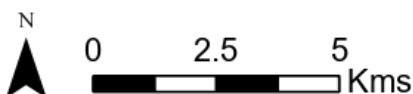
Corporate Officer

Schedule 'A'

This schedule is attached to and forms part of the Cherry Creek Community Recreation Commission Grant Establishment Bylaw No. E1069, 2026



 Electoral Area 'F' (Cherry Creek)





To: ACRD Board of Directors

From: Lyndsey Page, Community Services Coordinator

Meeting Date: July 22, 2026

Subject: Log Train Trail Regulation Bylaw

Recommendation:

THAT the Alberni-Clayoquot Board of Directors adopt Log Train Trail Regional Park Regulation Bylaw No. R1039, 2026.

Summary:

At the June 24, 2026, Board of Directors meeting, Log Train Trail Regional Park Regulation Bylaw No. R1039, 2026 was given first, second and third readings. The bylaw establishes a regulatory framework for the Log Train Trail Regional Park Corridor, including permitted and prohibited activities, designated motorized and non-motorized trail sections, safety requirements for off-road vehicles, hours of operation, and enforcement provisions to support trail management and public safety.

Staff are bringing the bylaw forward for adoption in coordination with the related License of Occupation Agreement with the Ministry of Transportation and Transit. Adoption of the bylaw and approval of the License of Occupation Agreement will support implementation of the updated trail use framework and provide the regulatory authority required for ongoing management of the trail corridor.

Report Approval Details

Document Title:	RFD - Log Train Trail Regulation Bylaw.docx
Attachments:	R1039 Log Train Trail Regional Park Regulation Bylaw_updated.docx 20260513RFDRegParksLTTRegBylawCombined.pdf 20260624RFDRegParksLTT RegBylawCombined.pdf
Final Approval Date:	July 17, 2026

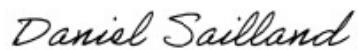
This document and all of its attachments were approved and signed as outlined below:



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. R1039

**A BYLAW TO REGULATE THE USE AND MANAGEMENT OF THE LOG TRAIN TRAIL REGIONAL
PARK**

WHEREAS the Local Government Act empowers regional districts to provide services, including parks and recreation;

AND WHEREAS the Regional District of Alberni-Clayoquot seeks to regulate activities within the Log Train Trail Regional Park Corridor to ensure public safety, environmental protection, and responsible use;

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

PART 1 - CITATION

1. This Bylaw may be cited for all purposes as “Log Train Trail Regional Park Regulation Bylaw No. R1039, 2026”.

PART 2 – DEFINITIONS

2. In this bylaw, unless the context otherwise requires:

“bylaw enforcement officer” means any person designated as bylaw enforcement officer by the ACRD.;

“child” means a person 15 years of age or younger;

“e-bike” or “motor assisted cycle” means a cycle that meets the Motor Assisted Cycle (E-Bike) Regulation under the Motor Vehicle Act, including a standard e-bike with maximum continuous motor power not exceeding 500 watts and maximum assisted speed not exceeding 32 kilometers per hour, and a light e-bike with maximum continuous motor power not exceeding 250 watts and maximum assisted speed not exceeding 25 kilometers per hour. An e-bike that does not meet these criteria is considered an off-road vehicle or motor vehicle;

“highway vehicle” means a motor vehicle registered and licensed under the Motor Vehicle Act or Commercial Transport Act and meeting on-highway safety standards;

“off-road vehicle” or “ORV” means an off-road vehicle as defined under the BC Off-Road Vehicle Regulation, including all-terrain vehicles (ATVs), side-by-sides, off-road motorcycles, and snowmobiles;

“operations manager” means the person duly appointed by the Regional District of Alberni-Clayoquot as the manager responsible for the Log Train Trail or that person’s delegate or designate;

“permit” means a written authorization issued by the Regional District under this bylaw;

“posted notice” means any sign, map, brochure or notice on the trail corridor or on the Regional District website;

“trail corridor” means the designated area of the Log Train Trail Regional Park, including the trail surface, shoulders, structures, signage, and associated lands within the park corridor boundary shown on Schedules A and B.

“vegetation” means trees, shrubs, plants, grasses, flowers, moss, lichens, roots, and other naturally occurring plant life within the trail corridor;

PART 3 - APPLICATION

3. This bylaw applies to the lands outlined and described in Schedules A and B attached to and forming part of this bylaw, known as the Log Train Trail Regional Park Corridor.

PART 4 - GENERAL RULES OF USE

4. On shared sections of trail, all wheeled users must yield to pedestrians, and all users must yield to horseback riders.
5. Users must remain on designated trails and obey posted signage and traffic control devices.
6. Littering is prohibited. All refuse must be packed out or placed in provided receptacles.
7. Vandalism is prohibited. No person shall, remove, damage, deface or alter signs, structures, vegetation or other property within the trail corridor.
8. Fires are prohibited unless expressly authorized by the Regional District or the Province.

9. Dogs are permitted off leash where posted, but must remain under control, respond to verbal commands and not harass wildlife, livestock and other trail users.
10. Hours of operation. The trail corridor is open daily from 6:00 a.m. to 10:00 p.m. unless otherwise posted by the Regional District or authorized by permit. No person may enter or remain in the trail corridor outside those hours except in an emergency or as otherwise authorized by the Regional District.

PART 5 – OFF-ROAD VEHICLES

10. Registration, display and documentation

Operators must ensure that:

- a) All ORVs used within the trail corridor must be registered with ICBC.
- b) The ORV must display a clearly visible plate or sticker securely affixed.
- c) Operators must carry proof of registration while operating within the trail corridor.
- d) Operators comply with applicable provincial licensing requirements;
- e) Operators must carry a minimum of two hundred thousand dollars (\$200,000) third-party liability insurance.

11. Operator age and supervision

The following age and supervision rules apply:

- a) Operators under fourteen (14) years of age must be directly supervised by a person nineteen (19) years of age or older who holds a valid driver's license or appropriate training.
- b) Operators aged fourteen (14) to fifteen (15) years may operate unsupervised only with written parental or guardian consent and proof of safety training appropriate to the ORV type.
- c) Operators aged sixteen (16) and older must comply with applicable provincial licensing and/or training requirements

12. Required safety equipment

Operators and passengers must comply with these equipment requirements:

- a) Helmets are mandatory for operators and passengers of ATVs, off-road motorcycles, and snowmobiles.
- b) Seat belts must be worn by all occupants in side-by-side ORVs where seat belts are provided.
- c) A functional spark arrester is required on all ORVs.
- d) Lights must be used during hours of darkness or low visibility.

13. Speed limits

Operators must not exceed the following speed limits within the trail corridor:

- a) Thirty (30) kilometers per hour.

b) Unless otherwise posted by the Regional District.

14. Impaired operation by alcohol or drugs is prohibited.

15. Aggressive riding, stunts, and unsafe maneuvers are prohibited.

16. Operators must maintain a safe following distance and adjust speed for curves, hills, sightlines, and proximity to other users.

17. ORVs must remain on designated trails, as off-trail riding is prohibited to protect habitat and infrastructure. Passengers are only permitted where the ORV is designed and equipped by the manufacturer to carry passengers.

18. A child must not operate an off-road vehicle while carrying a passenger, except where the passenger is the child's supervising adult and the vehicle is designed and equipped by the manufacturer to carry a passenger.

PART 6 – OTHER VEHICLES AND EQUIPMENT

19. Motorized and non-motorized trail designations

- a) The section of the Log Train Trail Regional Park from kilometre 3 (KM 3) to kilometre 7.9 (KM 7.9), as shown on Schedule "A", is designated as a non-motorized use area.
- b) The section of the Log Train Trail Regional Park from kilometre 7.9 (KM 7.9) to kilometre 21 (KM 21), as shown on Schedule "B", is designated as a motorized use area.
- c) No person may operate or permit the operation of a motorized vehicle within a non-motorized use area.

20. Highway vehicles and industrial equipment are prohibited from travelling on or crossing the trail corridor unless authorized by permit or otherwise posted by the Regional District.

21. E-bikes that meet the definition in this bylaw are permitted on the trail corridor unless otherwise posted by the Regional District.

PART 7 - PERMITS

22. The Province of BC as the land manager may issue permits or a nonexclusive lease authorizing activities otherwise prohibited by this bylaw to a third party, including trail crossings, commercial and industrial use.

PART 8 – CLOSURES AND ORDERS

23. The Regional District may temporarily close or restrict access to portions of the trail corridor for safety, maintenance, environmental protection, or emergencies. Users must comply with any order of a Bylaw Enforcement Officer to leave the trail corridor or to cease an activity that is unsafe or contrary to this bylaw.

PART 9 – ADMINISTRATION AND ENFORCEMENT

24. The Operations Manager, or a delegate or designate of the Operations Manager, Bylaw Enforcement Officers, and members of the Royal Canadian Mounted Police (RCMP) are authorized to enforce the provisions of this bylaw.

PART 10 – OFFENCES AND PENALTIES

25. Any person who causes, or permits any act to be done in contravention of this bylaw or refuses, omits, or neglects to observe, carry out or perform any duty or obligation imposed under this bylaw is liable upon conviction to the following
- a) If the proceedings are brought under the *Offence Act*, the convicted person will be required to pay the maximum fines, penalties, and compensation as authorized by the *Offence Act* and *Local Government Act*,
 - b) If a bylaw notice is issued under the regional district's Bylaw Notice Enforcement Bylaw No. PS1008, 2020, a penalty of up to two hundred and fifty dollars (\$250.00) may be issued.
26. A separate offence is committed each day during and on which a contravention of this bylaw occurs or continues.
27. Fines and penalties issued under this section are in addition to and not in substitution of any cost recovery, including but not limited to remedial action, or other consequence of contravention under this bylaw and does not limit the right of the regional district to bring civil proceedings or pursue any other remedy available by law.

PART 11 - SEVERABILITY

28. If any section or lesser portion of this bylaw is held invalid by a court of competent jurisdiction, such invalidity shall not affect the remaining portions of the bylaw, which shall continue in full force and effect.

PART 12 – EFFECTIVE DATE

This Bylaw comes into effect on 2026.

Read a first time this 24th day of June 2026.

Regional District of Alberni-Clayoquot
Bylaw R1039, Log Trail Regional Park Regulation Bylaw, 2026

Read a second time this 24th day of June 2026.

Read a third time this 24th day of June 2026.

ADOPTED this day of 2026.

by an affirmative vote of at least two-thirds the votes cast.

Certified true and correct copy of
**“Log Train Trail Regional Park
Regulation Bylaw
No. R1039, 2026”**

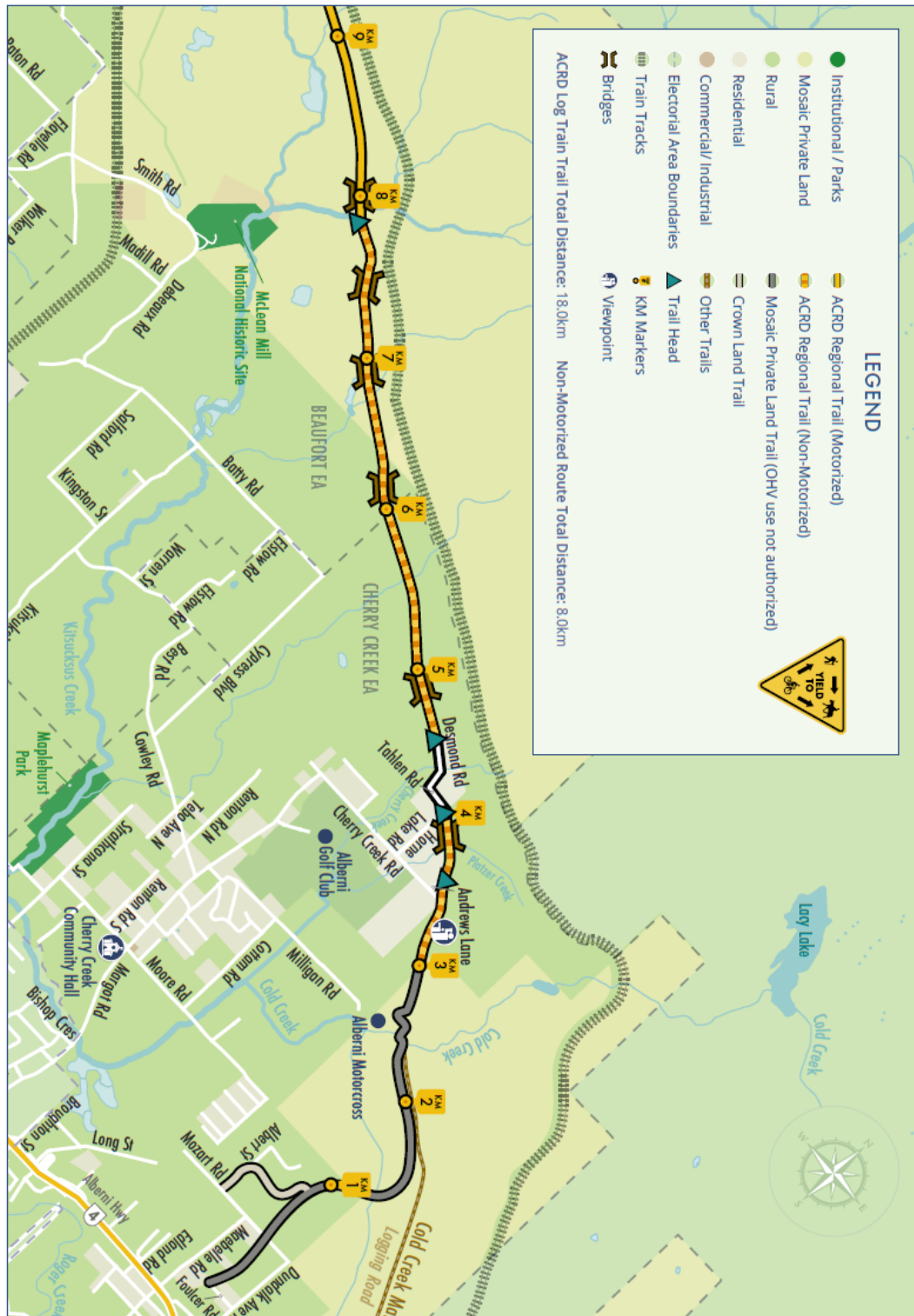
The Corporate seal of the Regional
District of Alberni-Clayoquot was hereto
affixed in the presence of:

John Jack,
Chairperson

Cynthia Dick,
General Manager of Administrative Services

SCHEDULE "A"

ACRD LOG TRAIN TRAIL (NON-MOTORIZED ROUTE)



ACRD LOG TRAIN TRAIL (MOTORIZED ROUTE)





To: Board of Directors

From: Michael McGregor, Lands and Resources Coordinator

Meeting Date: June 24th, 2026

Subject: Log Train Trail Regulation Bylaw

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Log Train Trail Regional Park Regulation Bylaw No. R1039, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Log Train Trail Regional Park Regulation Bylaw No. R1039, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Log Train Trail Regional Park Regulation Bylaw No. R1039, 2026.

Summary:

The attached report was presented to the Committee of the Whole on May 13, 2026 for consideration. The Committee reviewed the proposed bylaw, which establishes a regulatory framework for use of the Log Train Trail Regional Park Corridor, including permitted and prohibited activities, safety requirements for off-road vehicles, and enforcement provisions to support trail management and the proposed lease update with the Ministry of Transportation and Transit.

During Committee review, direction was provided to amend the draft bylaw to add a definition of “vegetation” and to establish hours of operation for the trail corridor from 6:00 a.m. to 10:00 p.m. Those amendments have now been incorporated into the revised bylaw attached to this report.

Staff are now bringing the revised bylaw forward to the Board of Directors for consideration of first, second, and third readings. Staff intend to bring the License of Occupation Agreement and the Regulatory Bylaw for final approval at the July 22nd Board of Directors meeting.

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

Reviewed by: Cynthia Dick

Cynthia Dick, General Manager of Administrative Services

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



To: Committee of the Whole

From: Michael McGregor, Lands and Resources Coordinator

Meeting Date: May 13th, 2026

Subject: Log Train Trail Regulation Bylaw

Recommendation:

THAT the Committee of the Whole recommend that the Alberni-Clayoquot Regional District Board of Directors adopt the Log Train Trail Regional Park Regulation Bylaw No. R1039, 2026, in order to move forward with the lease update with the Ministry of Transportation and Transit.

Desired Outcome:

The desired outcome is to establish a clear regulatory framework for the Log Train Trail that:

- Improves public safety throughout the trail;
- Provides certainty and clarity for all trail users;
- Enables responsible recreational motorized use where permitted; and
- Supports effective trail management, enforcement, and stewardship during and after the lease update transition period.

Summary:

Log Train Trail Regional Park Regulation Bylaw No. R1039, 2026 has been developed to regulate activities within the Log Train Trail Regional Park Corridor. The bylaw establishes clear rules of use, defines permitted and prohibited activities, introduces safety requirements for off-road vehicles, and provides enforcement authority to address ongoing safety and operational concerns.

The proposed bylaw responds to direction from the Ministry of Transportation and Transit (MOTT), which identified the need for a formal enforcement framework as a condition of supporting recreational motorized use within the corridor. Adoption of the bylaw will also support lease renewal requirements and provide a consistent regulatory foundation for trail operations moving forward.

Background:

The Log Train Trail corridor is owned by MOTT, and the Alberni-Clayoquot Regional District (ACRD) has held a lease for non-motorized recreational use since 1993. In 2023, the ACRD approved the updated

Log Train Trail Management Plan, which identified the adjustment of the provincial lease to formally permit recreational motorized use as a key action item.

Following adoption of the Log Train Trail Management Plan, MOTT undertook a legal, insurance and policy review and advised that support for motorized use would require the ACRD to adopt an enforcement plan. Subsequent Board discussion and direction led staff to develop a draft regulation bylaw that reflects localized trail conditions, safety considerations, and shared-use principles. Updated Board direction specified that the southern section of the trail remain non-motorized, while the northern section allow motorized use.

At the Board of Directors meeting held on November 12, 2025, the following motion was passed: *THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to proceed with Option 5 — a split-use model with a northern motorized section and a southern non-motorized section — and to develop the appropriate enforcement management plan, as required by the Ministry of Transportation and Transit.*

In response, Regulation Bylaw No. R1039 has been developed to address safety concerns, infrastructure protection, environmental impacts, and enforcement clarity, while balancing the interests of multiple trail user groups. The draft bylaw is currently undergoing a legal review. The draft bylaw has been reviewed by MOTT, and their response is as follows:

MOTT has confirmed that the proposed split-use approach could be supported, provided that the regulation bylaw is successfully completed. Key conditions include the establishment of an enforcement plan and clarity regarding how the split-use model will be implemented. When finalizing the updated lease agreement, MOTT will also require a suitable indemnity clause. MOTT has indicated that drafting of the updated lease can commence, subject to confirmation that the regulation bylaw has been formally adopted by the ACRD prior to execution.

The proposed enforcement plan for the Log Train Trail consists of several integrated components, including adoption of a Regulation Bylaw that establishes clear rules of use and enforceable requirements, implementation of a communication plan to ensure trail users understand permitted activities and expectations, installation and updating of trail signage and trailhead infrastructure to reflect designated uses and safety requirements, and a complaint-driven enforcement approach. Staff will follow up on substantial complaints and repeat non-compliance. In 2026, there are no specific funds or bylaw position allocations dedicated to enforcement for this regulation bylaw. Beginning in 2027 as part of the financial plan development process, staff time allocation dedicated to enforcement of the bylaw will be reviewed annually.

In response to Board feedback, staff have refined the attached Communications Plan to clearly outline how the public will be informed throughout the transition period associated with changes to use on the Log Train Trail.

The next step to proceed with this project is the execution of an updated lease agreement with MOTT. Once the regulation bylaw is adopted and the updated lease is executed, the remaining implementation steps will include:

- Incorporate Committee's feedback and bring Regulation Bylaw Request For Decision to the ACRD Board for approval
- Bring draft updated lease developed by MOTT to ACRD Board for consideration and execution

- Implementation of the communication plan, as discussed at the Board of Directors meeting on April 22, 2026 (updated version attached)
- Installation of appropriate on-trail signage reflecting the regulation bylaw and updated lease
- Adjustments to trail infrastructure to accommodate permitted uses
- Annual review, as part of the financial plan development process, of staff time allocation dedicated to enforcement of the bylaw
- Review of the enforcement plan and implementation outcomes 18 months post-adoption, as directed by the Board at the November 12, 2025 meeting

Time Requirements – Staff & Elected Officials:

Staff time associated with development of the regulation bylaw has been accommodated within existing work plans. Following adoption, staff effort during the initial transition period will focus on implementation activities, including public communications and signage updates, coordination of trailhead and access point adjustments required to support permitted uses, and complaint-driven responses to safety or compliance issues. Enforcement activities will be reactive based on public complaint rather than proactive, with staff following up on substantiated complaints and repeat non-compliance.

Financial:

Adoption of the Log Train Trail Regional Park Regulation Bylaw will result in additional staff time requirements related to implementation, administration, and monitoring; however, no new operating funding or dedicated bylaw enforcement positions are proposed as part of this initiative. Staff time associated with communications, signage maintenance, complaint intake, enforcement coordination, and monitoring of trail use and compliance trends is expected to be managed within existing staff capacity and annual work plans. Enforcement and monitoring demands will be reviewed through regular operational and financial planning processes. In 2026, there are no specific funds or bylaw position allocations dedicated to enforcement for this regulation bylaw.

Strategic Plan Implications:

Adoption of the Log Train Trail Regional Park Regulation Bylaw supports the 2024–2027 Strategic Plan, specifically:

- **Strategy 1.1** – Enhanced indoor and outdoor recreation facilities and services; and
- **Strategy 1.4** – Support our volunteers by improving safety, clarity, and shared-use expectations on Regional Parks infrastructure.

Policy or Legislation:

Regulation Bylaw No. R1039 is enacted under the authority of the *Local Government Act*, which enables the Alberni-Clayoquot Regional District to regulate the use, management, and protection of Regional Parks. The bylaw incorporates relevant definitions and safety standards established under the *Off-Road Vehicle Regulation* (B.C. Reg. 193/2015). In addition, the bylaw implements direction contained in the Log Train Trail Management Plan adopted by the ACRD Board, and supports compliance with applicable provincial legislation related to motor vehicle use, environmental protection, and public safety.

Options Considered:**Option A: Amend the Draft Bylaw Prior to Adoption**

Direct staff to make specific amendments to the draft bylaw prior to adoption, such as changes to permitted vehicle types, seasonal or time-based restrictions, enforcement provisions, or boundary definitions between motorized and non-motorized sections.

Option B: Do Not Adopt the Regulation Bylaw

Decline to recommend adoption of the regulation bylaw, resulting in continuation of non-motorized use only under the existing lease without a regulatory framework to enforce non-compliant use. This option would not meet current Ministry of Transportation and Transit requirements for supporting recreational motorized use and would limit future lease amendment options.

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

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



To: ACRD Board of Directors

From: Michael McGregor, Lands and Resources Coordinator

Meeting Date: July 22, 2026

Subject: Log Train Trail Licence of Occupation

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors approve the Licence of Occupation between the Province of BC and the Alberni Clayoquot Regional District for the Log Train Trail Corridor for a five (5) year term to June 30, 2031.

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to implement the transition of the Log Train Trail corridor to a multi-modal recreational trail in accordance with the Licence of Occupation, including measures to prohibit unauthorized motorized vehicle access at designated non-motorized access points along the corridor.

Desired Outcome:

The desired outcome is for the Board to approve execution of the Licence of Occupation (LoO) for the Log Train Trail corridor and authorize implementation of the transition to the approved split-use management framework, including public communications, signage installation, and trailhead infrastructure modifications.

Summary:

At its June 24, 2026 Committee of the Whole meeting, the Committee recommended approval of the draft LoO for the Log Train Trail corridor, subject to clarification and confirmation from the Province regarding parking, drainage obligations, the reference to Maebelle Parking Lot, and end-of-term restoration requirements.

The Committee also passed the following resolution at that meeting, which is referenced in the third staff recommendation.

THAT the Committee of the Whole recommend that the Alberni-Clayoquot Regional District Board of Directors follow the Log Train Trail lease from 1993 article 15; the tenant must erect signing and barricading at all highway accesses to the premises, indicating that vehicular traffic is prohibited from gaining access or using the premises and indicate vehicle is prohibited from gaining access and prohibit access at Desmond, Horne Lake, Clayton Road, and Andrews Lane and section north end by McLeans Mill.

Subsequent to the Committee meeting, staff received written clarification from the Ministry of Transportation and Transit addressing each of these matters. The Ministry's correspondence is attached to this report for the Board's reference.

The LoO before the Board remains substantially the same as the version previously considered by the Committee. The only revisions are:

1. Schedule A has been updated to include current mapping that accurately reflects the proposed split-use framework. The original map included in the draft licence was outdated and did not reflect the motorized and non-motorized use areas. The updated Schedule A now contains separate mapping for the northern motorized section and southern non-motorized section.
2. The reference to the Maebelle Parking Lot has been removed from the agreement and associated schedules. The ACRD has not historically held tenure over, operated, or maintained the Maebelle Parking Lot. The parking area primarily serves the Rec Sites and Trails BC Equine Trail and unauthorized trails on private forestry lands.

With the requested clarifications provided and the above revisions incorporated, staff recommend that the Board approve the LoO as attached.

Approval of the LoO and associated regulatory framework will allow staff to begin implementation of the transition to the approved split-use management framework. Staff anticipate implementation occurring in phases. Initial actions will include public communications regarding the updated trail management framework and approved split-use model. This will be followed by updates to trailhead information, installation of regulatory and wayfinding signage, and modifications at designated access points to support the transition to the new trail use framework. Staff anticipate implementation will begin in the summer of 2026 and continue through spring 2027, with priority given to public education, signage, and access management measures before full implementation of the updated trail use framework.

Time Requirements – Staff & Elected Officials:

Staff time requirements are anticipated within the current work plan.

Financial:

The financial implications remain unchanged from those identified in the June 24, 2026 report. The draft LoO includes a one-time fee of \$250.00 plus GST payable upon commencement of the licence. Existing operational funding has been allocated to support Board-directed management responsibilities for the Log Train Trail corridor, including a Level of Service 4 for the trail corridor and a Level of Service 3 for bridge infrastructure.

A capital project titled Log Train Trail Lease Update was approved within the 2026 budget with a funding allocation of \$50,000. This funding is intended to support the transition phase of the project, including public communications, installation of signage and boundary markers, and modifications to trailhead infrastructure required to implement the approved split-use management model.

Strategic Plan Implications:

Approval of the draft LoO supports the 2024–2027 Strategic Plan, specifically:

- Strategy 1.1 – Enhanced indoor and outdoor recreation facilities and services;

Policy or Legislation:

The LoO is issued pursuant to section 62 of the Transportation Act, which authorizes the Province to permit use and occupation of Provincial public highway lands. The agreement will provide the tenure framework supporting ACRD management of the Log Train Trail corridor and implementation of the Log Train Trail Management Plan and associated regulatory framework.

Options Considered:

Should the Board choose to not move forward with the staff recommendation provided, the following are potential options:

Option A: Seek Further Clarification Prior to Board Approval

Direct staff to obtain additional clarification from the Ministry of Transportation and Transit on specific provisions of the draft LoO and return the matter to the Board for further consideration prior to execution.

Option B: Decline to Proceed with the Draft LoO

Decline to proceed with the draft LoO at this time. This option would maintain the status quo under the existing lease pending further discussion with MOTT; however, it would delay implementation of the objectives associated with the Log Train Trail Management Plan. ***"[Click here and type Options]"***

Report Approval Details

Document Title:	RFD - Log Train Trail License of Occupation.docx
Attachments:	Draft Lease Agreement - Revised.pdf 20260710_MOTT Correspondance.pdf 20260624_RFD_RegParks_LTT LoO Draft_Combined.pdf
Final Approval Date:	July 16, 2026

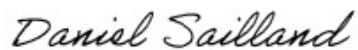
This document and all of its attachments were approved and signed as outlined below:



Jenny Brunn, General Manager of Community Services



Cynthia Dick, General Manager of Administrative Services



Daniel Sailland, MBA, Chief Administrative Officer



THIS AGREEMENT is made under section 62 of the *Transportation Act* and is dated for reference May 20, 2026.

BETWEEN:

HIS MAJESTY THE KING IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, as
represented by the minister responsible for the *Transportation Act*

(the "Province")

AND

ALBERNI – CLAYOQUOT REGIONAL DISTRICT

(the "Licensee")

WHEREAS:

- A. The Land is a provincial public highway (as defined in the *Transportation Act*) and, in accordance with section 58 of the *Transportation Act*, the BCTFA holds all of the Province's right and title in and to the soil and freehold of the Land.
- B. The Province may, pursuant to subsections 58(3) and 62(1) of the *Transportation Act* authorize any person to use or occupy a provincial public highway.
- C. The Licensee wishes to use and occupy the Land for a recreational trail (the "Trail") and the Province has agreed to permit it to do so in accordance with the terms and conditions of this Agreement.

For valuable consideration, the parties agree as follows:

ARTICLE 1 - DEFINITIONS

1.1 In this Agreement,

"Agreement" means this licence of occupation;

"BCTFA" means BC Transportation Financing Authority, a corporation continued under the *Transportation Act*;

"Commencement Date" means July 1, 2026;

"Contaminants" means any chemicals, materials or substances regulated under Environmental Laws or which cause all or any part of the Land or any user or occupant of the Land to be in violation of any Environmental Laws;

"Environmental Claims" means any and all enforcement, clean-up, removal, remedial, or other governmental or regulatory actions pursuant to any Environmental Laws;

"Environmental Laws" means any local, provincial or federal laws, rules, ordinances, regulations, orders or other edicts having the force of law relating to the environment or environmental conditions on, under or about the Land including, without limitation, soil, groundwater, and indoor and ambient air conditions;

"Fee" means the fee set out in Article 3;

"Improvements" includes anything made, constructed, erected, built, altered, repaired or added to, in, on or under the Land, and attached to it or intended to become a part of it, and also includes any clearing, excavating, digging, drilling, tunnelling, filling, grading or ditching of, in, on or under the Land, by the Licensee, or forming part of the Trail or facilitating the use of the Land for the Trail, including geotechnical stability, and riparian and storm water management works;

"Land" means the portion of right of way shown in green dotted line on the attached Schedule "A" to this Agreement;

"Permitted Use" means construction and operation of a public recreational trail and parking, including use by the public thereof. Outdoor Recreational Vehicles and non motorized vehicles will be permitted within the Beaufort Electoral Area. Only non motorized vehicles will be permitted within the Cherry Creek Electoral District;

"Realty Taxes" means all taxes, rates, levies, duties, charges and assessments lawfully levied or charged, at any time, by any competent governmental authority which relate to the Land, the Improvements or both of them;

"Term" means the period of time set out in section 2.2; and

"Trail Management Plan" means the management plan and includes all amendments to and replacements of that plan as well as the Trail access points Andrews Lane, Horne Lake Road, Desmond Road and Woolsey Road, a copy of which is attached as Schedule "B" to this Agreement.

ARTICLE 2 - GRANT AND TERM

- 2.1 On the terms and conditions set out in this Agreement, the Province grants the Licensee a licence of occupation over the Land for the purpose of park access, parking and recreational trail use and for no other purpose unless agreed to in writing by the Province and the Licensee acknowledges that this Agreement does not grant it the exclusive use and occupancy of the Land.
- 2.2 The term of this Agreement commences on the Commencement Date and terminates on June 30, 2031, or such earlier date provided for in this Agreement.
- 2.3 This agreement may be renewed and the Term extended by agreement between parties. At the time of any such renewal, the parties will review the terms of this Agreement and may agree to amend its provisions.
- 2.4 If, after termination of this Agreement, the Province permits the Licensee to remain in possession of the Land, the Licensee will be a monthly licensee subject to all of the provisions of this Agreement, except as to duration, in the absence of a written agreement to the contrary.

ARTICLE 3 - FEE

- 3.1 The Licensee will pay to the BCTFA **\$250.00** plus GST (equalling **\$262.50**) payable in advance on the Commencement Date together with the tax imposed under Part IX of the *Excise Tax Act* (Canada) which is payable on that amount.

ARTICLE 4 - COVENANTS**4.1 The Licensee must**

- (a) pay, when due,
 - (i) the Fee to the Province at the address set out in Article 10,
 - (ii) the Realty Taxes, and
 - (iii) all charges for electricity, gas, water and other utilities supplied to the Land;
- (b) deliver to the Province, immediately upon demand, receipts or other evidence of the payment of Realty Taxes and all other money required to be paid by it under this Agreement;
- (c) observe, abide by and comply with
 - (i) all applicable laws, bylaws, orders, directions, ordinances and regulations of any competent governmental authority in any way affecting the Land and the Improvements, or their use and occupation, and
 - (ii) the provisions of this Agreement;
- (d) keep the Land and the Improvements in a safe, clean and sanitary condition, including regular inspection of the Trail and Improvements, litter removal, brush removal, signage, monitoring of trail conditions, trail safety and communications satisfactory to the Province, and at its written request, make the Land and the Improvements safe, clean and sanitary;
- (e) enforce local government by-laws as they relate to subsection 2.1, and as required by the Licensee to ensure the safety of the general public and Improvements;
- (f) deliver to the Province copies of all significant inspection reports received by the Licensee within 60 days of being finalized, with respect to the Trail, Land or Improvements;
- (g) the Province and Licensee may, upon mutual agreement, conduct a joint inspection on the Trail, Land, and Improvements, with no set recurring interval during the Term;
- (h) not commit any wilful or voluntary waste, spoil or destruction on the Land or do anything on the Land that may be or become a nuisance or annoyance to an owner or occupier of land in the vicinity of the Land;
- (i) use and occupy the Land only in accordance with and for the purposes set out in section 2.1;
- (j) not construct, place or affix any Improvement on or to the Land except as necessary for the purposes set out in section 2.1;
- (k) be responsible at its cost for the construction or improvement of any Improvements;
- (l) consult the Province regarding the construction or improvement of any major infrastructure projects relating to the Trail;
- (m) notify the Province when encroachments from adjacent land uses or activities are identified. The Licensee will take appropriate actions towards resolving encroachments and will address any ongoing encroachment problems in the Trail Management Plan;

- (n) pay all accounts and expenses as they become due for labour or services performed on, or materials supplied to, the Land except for money that the Licensee is required to hold back under the Builders Lien Act;
- (o) cut or remove timber on or from the Land
 - (i) only to address an unsafe condition or for the purposes set out in section 2.1, and
 - (ii) in accordance with an agreement issued to it under the *Forest Act* to permit the harvest of Crown timber on the Land unless the minister responsible for the *Forest Act* permits the harvest of timber on the Land without the issuance of an agreement under the *Forest Act*;
- (p) permit the Province, or its authorized representatives, to enter on the Land at any time to inspect the Land and the Improvements;
- (q) The Licensee will, at its sole cost and expense:
 - (i) comply with all Environmental Laws;
 - (ii) not deposit or release or permit the deposit or release of any Contaminants on, under, about or from the Land or Improvements;
 - (iii) not store or permit to be stored on or in the Land or Improvements anything that is of a dangerous, hazardous, inflammable or explosive nature or anything that would have the effect of increasing insurance costs or leading to the cancellation of any insurance with respect to the Land or Improvements;
 - (iv) after the commencement of the Term, and immediately on being made aware, notify the Province in writing, of the existence of any Environmental Claim or any Contaminants on the Land or Improvements, or any discharges, emissions, migration, or spill of Contaminants on, under, about or from the Land or Improvements;
 - (v) promptly provide the Province with copies of all notices relating to the Land or Improvements, issued pursuant to any Environmental Laws and evidence the Licensee is responding to such notices in a responsible manner if they concern matters which are the responsibility or obligation of the Licensee hereunder;
 - (vi) remove any and all Contaminants from the Land or Improvements deposited or released by the Licensee or any person entering the Land or Improvements pursuant to the Licensee's rights hereunder, and immediately repair all damage to the Land or Improvements caused by such removal;
- (r) indemnify and save the BCTFA and His Majesty the King in Right of the Province and their respective servants, employees and agents (including the BCTFA and its officers, directors, employees, servants and agents) harmless against all claims, demands, actions, causes of action, losses, damages, fines, penalties, costs, expenses and liabilities, including fees of solicitors and other professional advisors, arising out of or in connection with
 - (i) the Licensee's breach, violation or nonperformance of a provision of this Agreement,
 - (ii) any personal injury, bodily injury (including death) or property damage occurring or happening on or off the Land by virtue of its entry upon, use or occupation of the Land, and
 - (iii) without limiting paragraph (ii), any environmental liability on or off the Land related to

its entry upon, use or occupation of the Land, including, without limitation, any contamination or any liability related to any toxic, hazardous, dangerous or potentially dangerous substances migrating from the Land,

and the amount of all such losses, damages, fines, penalties, costs, expenses and liabilities will be payable to the Province immediately upon demand. This indemnity will survive the expiry or earlier termination of this Agreement;

- (s) release the Province and its servants, employees and agents (including the BCTFA and its officers, directors, employees, servants and agents) from and against all claims, demands, actions, causes of action, losses, damages, fines, penalties, costs, expenses and liabilities arising out of or in connection with any environmental liability on or off the Land related to its entry upon, use or occupation of the Land, including, without limitation, any contamination or any liability related to any toxic, hazardous, dangerous or potentially dangerous substances migrating from the Land. This release will survive the expiry or earlier termination of this Agreement; and
- (t) on the termination of this Agreement,
 - (i) peaceably quit and deliver to the Province possession of the Land and, subject to paragraphs (ii) and (iii), the Improvements in a safe, clean and sanitary condition (including, without limitation, free of any environmental contamination related to its entry upon, use or occupation of the Land),
 - (ii) within 60 days, remove from the Land any Improvement the Licensee wants to remove, if the Improvement was placed on or made to the Land by or for it, is in the nature of a tenant's fixture normally removable by tenants and is not part of a building or part of the Land,
 - (iii) remove from the Land any Improvement that was placed on or made to the Land by or for the Licensee, and that the Province, in writing, directs or permits it to remove; and
 - (iv) restore the surface of the Land as nearly as may reasonably be possible to the same condition as it was on the Commencement Date, to the Province's satisfaction, but if the Licensee is not directed or permitted to remove an Improvement under paragraph (ii) or (iii), this paragraph will not apply to that part of the surface of the Land on which that Improvement is located,

and all of its right, interest and estate in the Land will be absolutely forfeited to the Province, and to the extent necessary, this covenant will survive the termination of this Agreement.

4.2 The Licensee will not permit any person to do anything it is restricted from doing under this Article.

ARTICLE 5 - LIMITATIONS

5.1 The Licensee agrees with the Province that

- (a) this Agreement does not grant it the exclusive use and occupancy of the land;
- (b) it has inspected the Land and Improvements and fully accepts the Land and Improvements in the condition and state they are in on the Commencement Date;
- (c) it has conducted an investigation of the condition, environmental or otherwise, of the Land;
- (d) the Land is being licensed to it on an "as is, where is" basis;

- (e) the Province is under no obligation to provide access or services to the Land or to maintain or improve existing access roads;
- (f) the Province may, without the Licensee's consent, make other dispositions of interests over the Land, and the Licensee acknowledges and agrees with the following:
 - (i) the Licensee's rights and this Agreement are subject to the rights and interest of all persons who are not a party hereto with interest in all or any part of the Land on or after the Commencement Date, provided that if the actions of such persons pursuant to such interests have a material and adverse impact on the Licensee's use of the Land, and the consent of the Province is required under the relevant interest to permit such actions, then the Province will consult with the Licensee before consenting to such actions;
 - (ii) in connection with such dispositions of interests, the Province may itself, or require the Licensee to, temporarily close the whole or any part of the Land, acting reasonably. The Province will give the Licensee no less than 30 days' notice of its intent to grant such interest and provide the Licensee an opportunity to consult with the Province as to the method of installation of such facilities, the timing of such installation, and the period of closure of all or any portion of the Land required for such installation;
 - (iii) the Licensee will make no claim for compensation, in damages or otherwise, in respect of a disposition made by the Province under this section;
 - (iv) all of the Licensee's costs and expenses, direct or indirect, that arise out of any interference with its rights under this Agreement as a result of a disposition made by the Province under this section will be borne solely by the Licensee; and
 - (v) the Licensee releases and discharges the Province from all claims arising directly or indirectly out of any interference with the Licensee's rights under this Agreement as a result of a disposition made by the Province under this section;
- (g) the Licensee will not remove or permit the removal of any Improvement from the Land except as expressly permitted or required under this Agreement;
- (h) any interest the Licensee may have in the Improvements ceases to exist and becomes the Province's property upon termination of this Agreement, except where an Improvement may be removed under this Agreement in which case any interest the Licensee may have in that Improvement ceases to exist and becomes the Province's property if the Improvement is not removed from the Land within the time period set out in paragraph 4.1 or the time period provided for in the direction or permission given under paragraph 4.1; and
- (i) if, after the termination of this Agreement, the Province permits the Licensee to remain in possession of the Land and the Province accepts money from it in respect of such possession, a tenancy from year to year will not be created by implication of law and the Licensee will be deemed to be a monthly tenant only subject to all of the provisions of this Agreement, except as to duration, in the absence of a written agreement to the contrary;
- (j) the Licensee will make no claim for compensation, in damages or otherwise, if the Land becomes unsuitable for the purposes set out in this Agreement.

ARTICLE 6 - INSURANCE

- 6.1 The Licensee must, without limiting its obligations or liabilities under this Agreement, at its expense, maintain during the Term

- (a) Commercial General Liability Insurance including non-owned automobile and contractual liability insurance with inclusive limits of not less than \$5,000,000.00 for bodily injury, death or property damage arising from any one accident or occurrence which insurance policy will indemnify the named insureds under the policy for all sums which the insured may become liable to pay or pays for bodily injury, death or property damage or for loss of use, arising out of or resulting from the work or operations of the parties under this Agreement which must be endorsed as follows:

"It is understood and agreed that His Majesty the King in Right of the Province of British Columbia as represented by the Minister of Transportation and Infrastructure (the "Province"), together with the employees, agents (including the BC Transportation Financing Authority and its officers, directors, employees, servants and agents), and servants of the Province (the "Additional Named Insureds"), are each added as an Additional Named Insured, in respect of liability arising from the work or operations of the insured and each Additional Named Insured, in connection with contracts entered into between the insured and the Additional Named Insured.

The Insurance as is afforded by this policy will apply in the same manner and to the same extent as though a separate policy had been issued to each insured. Any breach of a condition of the policy by any insured will not affect the protection given by this policy to any other insured. The inclusion herein of more than one insured will not operate to increase the limit of liability under this policy.";

- (b) if vessels are owned, leased or rented or used in the performance of this Agreement by the Licensee and are not covered under the general liability policy, it will provide Protection and Indemnity insurance with limits of not less than \$5,000,000 for such vessels and will include four-fourths collision liability insurance,
- (c) if any licensed vehicles are owned, leased, rented or used by the Licensee in the performance of this Agreement, Automobile Liability Coverage with inclusive limits of not less than \$5,000,000.00 providing third party liability and accident benefits insurance for all such vehicles, and
- (d) if aircraft (including helicopters) are owned, rented, leased or used by the Licensee in the performance of this Agreement, third party liability coverage with inclusive limits of not less than \$5,000,000.00;

which, in the case of the policies of insurance described in subsections (a), (b), (c) and (d), must include endorsements or provisions that they may not be cancelled, reduced, altered or materially changed without the insurer or insurers giving not less than 30 days' prior written notice to the Province by registered mail, which endorsements must be in terms comparable to those normally obtainable from insurers in the Province of British Columbia or Canada issuing comparable policies.

- 6.2 All insurance required to be maintained by the Licensee under this Agreement must be placed with insurers licensed to transact business in British Columbia or Canada and, the Licensee must, under the insurance required to be maintained by it under this Agreement,

- (a) pay all deductibles;
- (b) not exclude hazardous operations such as excavation, pile driving, shoring, blasting, under-pinning or demolition work or any other operation or work from insurance coverage;
- (c) deliver to the Province, on the Commencement Date, on the renewal of the insurance and at other times required by the Province,

- (i) for all policies except Automobile Liability Insurance, a completed and executed certificate of insurance in a form acceptable to the Province (as of the Commencement Date, such form is entitled "Certificate of Insurance" and is numbered H-111), and
 - (ii) evidence of Automobile Liability Insurance in the form of a duly executed Insurance Corporation of British Columbia APV47 or APV250 form or a copy of the vehicle registration/insurance certificate;
 - (d) on the Province's request, deliver to the Province evidence that the insurance remains in force and effect by way of the originals or certified copies of all current insurance policies and endorsements.
- 6.3 The Licensee acknowledges and agrees that, in the event of any third party loss or damage or any physical loss or damage to the Land (and its associated apparatus, improvements or fixtures), the settlement or payment by the insurer of the subsequent claim will be made without the right of subrogation against the Province or the BCTFA or those for whom the Province and the BCTFA are legally obligated to indemnify against such claims.

ARTICLE 7 - ASSIGNMENT

- 7.1 The Licensee must not sublicense, assign, mortgage or transfer this Agreement, or permit any person to use or occupy the Land, without the Province's prior written consent, which consent the Province may withhold in its sole discretion.
- 7.2 For the purpose of section 7.1, if the Licensee is a corporation, a change in control (as that term is defined in subsection 2(3) of the *Business Corporations Act*) of the Licensee will be deemed to be a transfer of this Agreement.
- 7.3 Section 7.2 does not apply to a corporation if the shares of the corporation which carry votes for the election of the directors of the corporation trade on a stock exchange located in Canada.
- 7.4 Prior to considering a request for consent under section 7.1, the Province may require the Licensee to meet certain conditions, including without limitation, that it provides to the Province a "site profile", "preliminary site investigation" or "detailed site investigation" (as those terms are defined in the *Environmental Management Act*) for the Land and or other similar type of investigation of the Land.

ARTICLE 8 - SUSPENSION, REALIGNMENT AND CANCELLATION

- 8.1 At any time the Province believes, in its sole discretion, that the use or occupation of the Land or Improvements by the Licensee or any third party presents a potential or actual hazard to the public, the Land, or the Improvements, then the Province may suspend the rights granted to the Licensee hereunder for any reasonable period of time determined by the Province, without abatement of any costs, expenses or other monies payable by the Licensee hereunder, and require the Licensee to remedy the hazard or perform the remedy itself in which case the Licensee will repay to the Province on demand for all costs and expenses in connection therewith or incidental thereto. Such suspension and remedy may be effective in relation to all, or any portion of, the Land and Improvements, in the sole discretion of the Province.
- 8.2 If the Licensee
- (a) defaults in the payment of any money payable by it under this Agreement, and its default or failure continues for 10 days after the Province gives written notice of the default or failure to the Licensee, or

- (b) fails to observe, abide by and comply with the provisions of this Agreement, and its default or failure continues for 60 days after the Province gives written notice of the default or failure to the Licensee,

then the Province may, at its option, do any one or more of the following:

- (c) make any repairs or observe and perform the Licensee's obligations it has failed to observe and perform, in which case the Licensee will repay to the Province on demand for all costs and expenses in connection therewith or incidental thereto; or
- (d) suspend the rights granted to the Licensee hereunder for a stated period(s) of time, and terminate this Agreement any time thereafter; or
- (e) terminate this Agreement; and

such suspension or termination may be effective in relation to all, or any portion of, the Land and Improvements, in the sole discretion of the Province. In the case of emergency, the Province may exercise the remedies in 8.2(c) and (d) immediately and without prior notice to the Licensee.

- 8.3 If the condition complained of in subsection 8.2(a) or (b) (other than the payment of any money payable by the Licensee under this Agreement) reasonably requires more time to cure than 60 days, the Licensee will be deemed to have complied with the remedying of it if the Licensee commences remedying or curing the condition within 60 days and diligently completes the same.

- 8.4 The Licensee agrees with the Province that

- (a) the Province may, on 180 days' written notice to it, terminate or temporarily suspend this Agreement for all, or any portion, of the Land and Improvements, if the BCTFA or His Majesty the King in Right of the Province of British Columbia requires such portion of the Land or Improvements for transportation purposes;
- (b) it will make no claim for compensation, in damages or otherwise, upon the suspension or termination of this Agreement pursuant to its terms or under subsection 62(5) of the *Transportation Act*.

- 8.5 On the termination of this Agreement, the Licensee will:

- (a) peaceably quit and deliver to the Province possession of the Land and, subject to paragraph (b), the Improvements in a safe, clean and sanitary condition (including, without limitation, free of any Contaminants related to the Licensee's entry upon, use or occupation of the Land hereunder); and
- (b) within 180 days, remove from the Land any Improvements the Licensee wants to remove, if the Improvement was placed on or made to the Land by or for the Licensee, is in the nature of a fixture normally removable by lessees and is not part of a building or part of the Land;

and all of the Licensee's right, interest and estate in the Land and Improvements will be absolutely forfeited to the Province, and to the extent necessary, this covenant will survive the termination of this Agreement.

ARTICLE 9 - DISPUTE RESOLUTION

- 9.1 If any dispute arises under this Agreement, the parties will attempt to resolve the dispute within 60 days of the dispute arising (or within such other time period agreed to by the parties) and, subject to applicable laws, provide candid and timely disclosure to each other of all relevant facts, information and documents to facilitate those efforts.

- 9.2 Subject to section 9.5, if a dispute under this Agreement cannot be resolved under section 9.1, the dispute will be resolved by arbitration conducted by a sole arbitrator appointed pursuant to the *Arbitration Act*.
- 9.3 The cost of the arbitration referred to in section 9.2 will be shared equally by the parties and the arbitration will be governed by the laws of the Province of British Columbia.
- 9.4 The arbitration will be conducted at the office of the Province in Nanaimo, British Columbia, and if the Province has no office in Nanaimo, British Columbia, then at the office of the Province that is closest to Nanaimo, British Columbia.
- 9.5 A dispute under this Agreement in respect of a matter within the Province's sole discretion cannot, unless it agrees, be referred to arbitration as set out in section 9.2.

ARTICLE 10 - NOTICE

- 10.1 Any notice or other document required or permitted to be given by either party to the other must be in writing and will be deemed to be given if mailed by prepaid registered mail in Canada or delivered to the address of the other as follows:

to the Province:

3rd Flr – 2100 Labieux Road
Nanaimo, BC V9T 6E9
Attention: Operations Manager
Telephone: (250) 751-3246

to the Licensee:

Alberni – Clayoquot Regional District
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3
Attention: Lands and Resources Coordinator
Telephone: (250) 720-2712

or at such other address as a party may, from time to time, direct in writing, and any such notice will be deemed to have been received if delivered, on the day of delivery, and if mailed, 7 days after the time of mailing, except in the case of mail interruption in which case actual receipt is required.

- 10.2 In order to expedite the delivery of any notice or other document required or permitted to be given by either party to the other, a concurrent facsimile copy of any notice will, where possible, be provided to the other party but nothing in this section, and specifically the lack of delivery of a facsimile copy of any notice, will affect the deemed delivery provided in section 10.1.
- 10.3 The delivery of all money payable to the Province under this Agreement will be effected by hand, courier or prepaid regular mail to the Province's address specified in or otherwise established under section 10.1, or by any other payment procedure agreed to by the parties, such deliveries to be effective on actual receipt.

ARTICLE 11 - MISCELLANEOUS

- 11.1 No provision of this Agreement will be considered to have been waived unless the waiver is in writing, and a waiver of a breach of a provision of this Agreement will not be construed as or constitute a waiver of any further or other breach of the same or any other provision of this Agreement, and a consent or approval to any act requiring consent or approval will not waive or render unnecessary the requirement to obtain consent or approval to any subsequent same or similar act.
- 11.2 No remedy conferred upon or reserved to the Province under this Agreement is exclusive of any other remedy in this Agreement or provided by law, but that remedy will be in addition to all other remedies in this Agreement or then existing at law, in equity or by statute.
- 11.3 The grant of a sublicense, assignment or transfer of this Agreement does not release the Licensee from its obligation to observe and perform all the provisions of this Agreement on its part to be observed and performed unless the Province specifically releases the Licensee from such obligation in its consent to the sublicense, assignment or transfer of this Agreement.
- 11.4 This Agreement extends to, is binding upon and enures to the benefit of the parties, their heirs, executors, administrators, successors and permitted assigns.
- 11.5 If, due to a strike, lockout, labour dispute, act of God, inability to obtain labour or materials, law, ordinance, rule, regulation or order of a competent governmental authority, enemy or hostile action, civil commotion, fire or other casualty or any condition or cause beyond the Licensee's reasonable control, other than normal weather conditions, the Licensee is delayed in performing any of its obligations under this Agreement, the time for the performance of that obligation will be extended by a period of time equal to the period of time of the delay so long as the Licensee
- (a) gives notice to the Province within 30 days of the commencement of the delay setting forth the nature of the delay and an estimated time frame for the performance of its obligation; and
 - (b) diligently attempts to remove the delay.
- 11.6 The Licensee agrees with the Province that
- (a) the Province is under no obligation, express or implied, to provide financial assistance or to contribute toward the cost of servicing, creating or developing the Land or the Improvements and the Licensee is solely responsible for all costs and expenses associated with its use of the Land and the Improvements for the purposes set out in this Agreement;
 - (b) nothing in this Agreement constitutes the Licensee as an agent, joint venturer or partner of the Province or the BCTFA or gives its any authority or power to bind the Province or the BCTFA in any way; and
 - (c) any information regarding this Agreement or the Licensee may be disclosed or required to be disclosed under the *Freedom of Information and Protection of Privacy Act*, governmental policy or otherwise.
- 11.7 There are no warranties, representations, collateral agreements or conditions affecting this Agreement except as set out in this Agreement.

ARTICLE 12 - INTERPRETATION

- 12.1 In this Agreement, "person" includes a corporation, firm or association and wherever the singular or masculine form is used in this Agreement it will be construed as the plural or feminine or neuter form, as the case may be, and vice versa where the context or parties require.

- 12.2 The captions and headings contained in this Agreement are for convenience only and do not define or in any way limit the scope or intent of this Agreement.
- 12.3 This Agreement will be interpreted according to the laws of the Province of British Columbia.
- 12.4 Where there is a reference to an enactment of the Province of British Columbia or of Canada in this Agreement, that reference will include a reference to every amendment to it, every regulation made under it and any subsequent enactment of like effect and, unless otherwise indicated, all enactments referred to in this Agreement are enactments of the Province of British Columbia.
- 12.5 If any section of this Agreement, or any part of a section, is found to be illegal or unenforceable, that section or part of a section, as the case may be, will be considered separate and severable and the remainder of this Agreement will not be affected and this Agreement will be enforceable to the fullest extent permitted by law.
- 12.6 Each schedule to this Agreement is an integral part of this Agreement as if set out at length in the body of this Agreement.
- 12.7 This Agreement constitutes the entire agreement between the parties and no understanding or agreement, oral or otherwise, exists between the parties with respect to the subject matter of this Agreement except as expressly set out in this Agreement and this Agreement may not be modified except by subsequent agreement in writing between the parties.
- 12.8 Each party will, upon the request of the other, do or cause to be done all lawful acts necessary for the performance of the provisions of this Agreement.
- 12.9 All provisions of this Agreement in the Province's favour and all of its rights and remedies, either at law or in equity, will survive the termination of this Agreement.
- 12.10 Time is of the essence of this Agreement.

- 12.11 Wherever this Agreement provides that an action may be taken, a consent or approval must be obtained or a determination must be made then each party will act reasonably in taking such action, deciding whether to provide such consent or approval or making such determination; but where this Agreement states that a party has sole discretion to take an action, provide a consent or approval or make a determination, there will be no requirement to show reasonableness or to act reasonably in taking that action, providing that consent or approval or making that determination.

The parties have executed this Agreement as of the date of reference of this Agreement.

SIGNED on behalf of **HIS MAJESTY THE KING IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA** by the minister responsible for the *Transportation Act* or the minister's authorized representative

Minister responsible for the *Transportation Act*
or the minister's authorized representative

SIGNED on behalf of the **ALBERNI - CLAYOQUOT REGIONAL DISTRICT** by its authorized signatories

Authorized Signatory

Authorized Signatory

SCHEDULE A

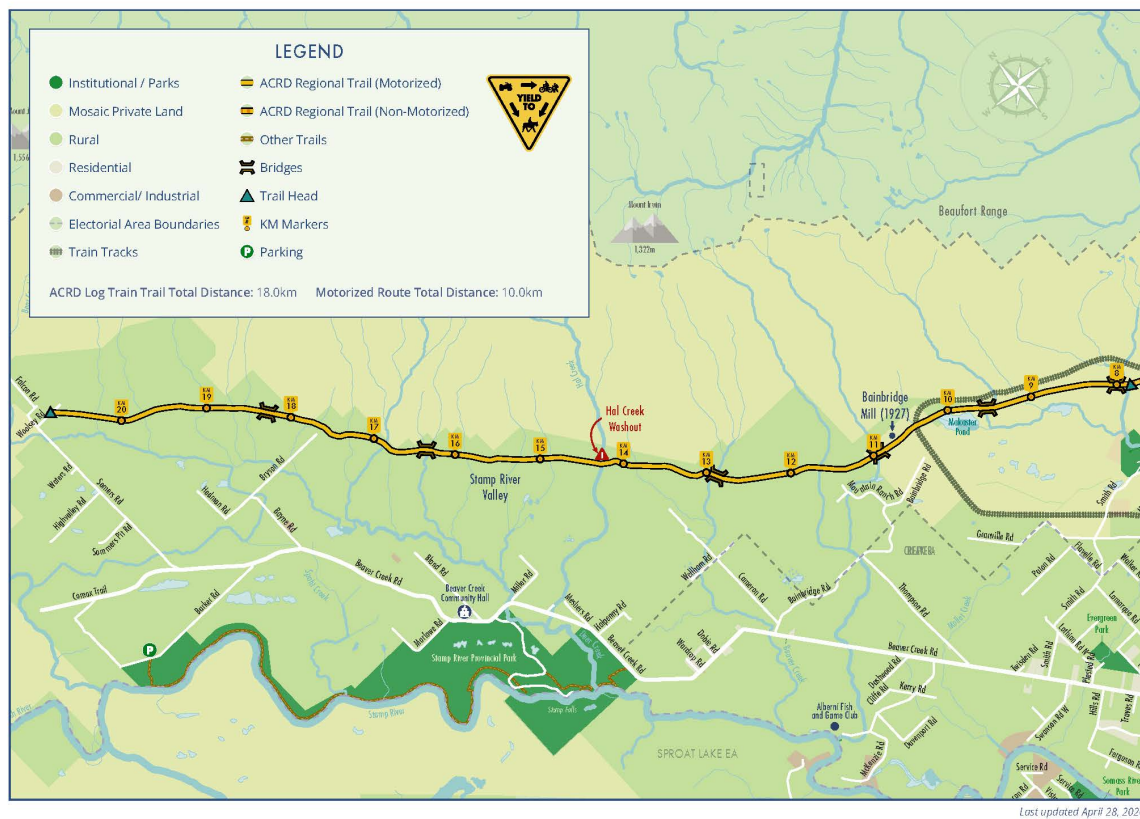
ACRD LOG TRAIN TRAIL (NON-MOTORIZED ROUTE)



Log Train Trail Access points within MOTT right-of-way

- Andrews Lane access via unmaintained right-of-way
- Horne Lake Road
- Desmond Road
- Woolsey Road

ACRD LOG TRAIN TRAIL (MOTORIZED ROUTE)



Log Train Trail Access points within MOTT right-of-way

- Andrews Lane access via unmaintained right-of-way
- Horne Lake Road
- Desmond Road
- Woolsey Road

SCHEDULE B

Management Plan

The following must be adhered to as part of this agreement:

The Licensee shall be responsible for maintaining the licence area in good condition, free of litter, graffiti and control of vegetation.

The Licensee shall be responsible for ensuring that adequate and safe access to the licence area is always provided to the public.

The Licensee shall be responsible for providing adequate, safe, off-road parking facilities at trail head locations as approved by the Province. All parking facilities advertised by the Licensee in support of the trail shall be maintained by the Licensee.

The Licensee shall be responsible for the maintenance of all trailheads accessing the public road dedication, including those trail accesses constructed on dedicated and unmaintained public right of way.

The Licensee shall be the first point of contact for any disputes regarding the use of the Licence Area and shall make every effort to resolve the dispute. Signage shall be installed by the Licensee providing the public with their contact information.

Installation, operation and maintenance of all signage, improvements and other infrastructure is the responsibility of the Licensee.

The Licensee shall be responsible responding to any maintenance or safety concerns of the infrastructure brought forward by the public.

The Licensee shall be responsible for the supply of all labour, equipment, materials in connection with the Licence Area.

The Province is under no obligation, express or implied, to provide financial assistance or to contribute toward the cost of servicing, creating, developing or maintaining the Licence Area of Improvements and the Licensee is solely responsible for all costs and expenses associated with their use of the Licence Area and Improvements.

The Province will not provide any maintenance to the licence area; it shall be the responsibility of the Licensee to coordinate maintenance activities.

The Licensee is responsible for obtaining the necessary approvals from all other agencies whose interests may be affected.

The Licensee is responsible for returning the Licence Area to a condition acceptable to the Province prior to the expiration of this licence.

The Licensee shall be responsible for the maintenance of all drainage courses and associated infrastructure located within the licence area and for any required restoration to their original or better condition upon expiry of the licence.

From: Schneider, Nikki TT:EX <Nikki.Schneider@gov.bc.ca>
Sent: July 10, 2026 9:19 AM
To: Michael McGregor <mmcgregor@acrd.bc.ca>
Cc: Learn, Jessica TT:EX <Jessica.Learn@gov.bc.ca>; Eddie Kunderman <ekunderman@acrd.bc.ca>; Jenny Brunn <jbrunn@acrd.bc.ca>; Thompson, Tammy TT:EX <Tammy.Thompson@gov.bc.ca>
Subject: Re: LTT Lease update

[CAUTION] This email originated from outside of the ACRD

Ministry of Transportation and Transit (MOTT) Clarifications – Log Train Trail Licence of Occupation

Parking Responsibilities

- The proposed LoO does not require immediate construction of additional trailhead parking facilities.
- The ACRD would be responsible for managing and maintaining parking that serves the trail as an amenity under its management.
- Additional parking infrastructure may be required if significant trail upgrades are undertaken in the future; however, there is no specific threshold or trigger that would automatically require additional parking.
- Any parking improvements or new developments within the highway right-of-way would require approval through MOTT's Development Services process.

Infrastructure Maintenance Responsibilities

- The ACRD would be responsible for maintaining infrastructure that supports trail use within the licensed area, including bridges, culverts, drainage ditches, and similar works, regardless of whether those works were originally installed by forestry operators or other third parties.
- Where infrastructure continues to be actively used by another party (e.g., a forest company operating under a permit), MOTT indicated that maintenance responsibility could be considered shared.
- If third-party infrastructure remains in place after the original permit holder ceases using it, and the ACRD continues to rely on that infrastructure for trail operations, responsibility may transfer to the ACRD.

Maebelle Parking Lot

- If the parking area continues to serve trail users, it should be acknowledged as a trail facility and be maintained accordingly.

- If the ACRD does not wish to maintain the parking area, MOTT suggested closure be considered, noting ongoing complaints from neighbouring property owners regarding seasonal congestion.

End-of-Term Obligations

- Trail-related infrastructure, that could present public safety risks if left unmaintained, would likely need to be removed if the Licence of Occupation is terminated or expires.
- Determinations regarding removal requirements would be made by the Province based primarily on perceived and known risks associated with infrastructure remaining on site.
- MOTT's expectation is that any infrastructure installed by the ACRD to support trail function, user access, or the trail experience may be required to be removed at the end of the agreement.
- Requirements to restore lands to their original condition and return the site to a condition acceptable to the Province would be determined on a case-by-case basis, with the primary consideration being public safety and risk management.

Thank you,



Nikki Schneider

Operations Manager – SA2

Vancouver Island

3rd Floor, 2100 Labieux Road

Nanaimo BC V9T 6E9

Current Conditions:

www.drivebc.ca

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To: Committee of the Whole

From: Michael McGregor, Lands and Resources Coordinator

Meeting Date: June 24, 2026

Subject: Log Train Trail Draft Licence of Occupation Agreement

Recommendation:

THAT the Committee of the Whole recommend that the Alberni-Clayoquot Regional District Board of Directors approve the draft Licence of Occupation for the Log Train Trail corridor as presented and pending clarification and confirmation from the province regarding: the sufficiency of existing parking arrangements; the drainage obligations of the ACRD for pre-existing bridges, culverts, ditches, and other infrastructure installed by forestry or industrial users prior to the licence; the removal or mitigation of the reference to Maebelle Parking Lot; and the Provincial expectations at expiry in terms of removal of improvements, surface restoration, and returning the licence area to a "condition acceptable to the Province."

Desired Outcome:

The desired outcome is for the Committee of the Whole to recommend Board approval of the draft Licence of Occupation for the Log Train Trail corridor, so that the ACRD can proceed with the updated tenure arrangement with the Ministry of Transportation and Transit.

Summary:

The Ministry of Transportation and Transit (MOTT) has provided the ACRD with a draft Licence of Occupation of Provincial Public Highway for the Log Train Trail corridor. The draft agreement would replace the original 1993 recreational lease and would establish a new tenure framework for the ACRD's continued use and occupation of the provincial corridor for public recreational trail and parking purposes. The proposed licence has a term commencing July 1, 2026 and ending June 30, 2031, with the possibility of renewal by agreement between the parties. Unlike the 1993 lease, which was deemed to renew automatically on a continuing four-year basis unless terminated, the draft 2026 Licence does not provide for automatic renewal. Instead, the proposed licence would expire on June 30, 2031 and could only be renewed by mutual agreement, at which time the parties may also review and amend its provisions. The fee under the draft licence is \$250.00 plus GST, payable on the commencement date.

The draft licence reflects the split-use approach previously discussed by the Board, including permitting outdoor recreational vehicles and non-motorized vehicles on the northern section and non-motorized vehicles only within the southern section. The licence also confirms that the ACRD would not receive exclusive use or occupancy of the land. Compared with the original 1993 lease, the draft licence includes

a number of detailed obligations for the ACRD. Staff have completed an initial review of the draft Licence of Occupation and believe it prudent to bring to Committee for consideration. Staff have identified several provisions where additional understanding and/or clarification from the Province would be helpful to achieve support by the Board. However, the Board may have a differing view.

Background:

The Log Train Trail corridor is owned by MOTT, and the ACRD has held tenure over the corridor since 1993 under a recreational lease for trail purposes. The original lease permitted use of the corridor as an interim recreational trail within a park corridor, required the tenant to provide safe off-road parking approved by the Landlord, and required the premises to be left in a “neat and tidy condition” at termination, with improvements removable if requested by the Landlord. Any improvements left in place for more than 90 days after expiry or cancellation were forfeited to the Landlord.

In 2023, the ACRD approved the updated Log Train Trail Management Plan, which identified adjustment of the provincial tenure as a key implementation action in order to formally address recreational motorized use within portions of the corridor. Following this, MOTT advised that support for recreational motorized use would require a formal enforcement framework. This led to development of the Log Train Trail Regional Park Regulation Bylaw and the split-use model direction made at the November 12, 2025 Board meeting where the Board directed staff to proceed with Option 5 — a split-use model with a northern motorized section and a southern non-motorized section — and to develop the appropriate enforcement management plan, as required by MOTT.

The draft licence received from MOTT gives legal effect to the trail use contemplated through that process, but it also introduces a different tenure model and more clearly defined obligations than those found in the 1993 lease. The draft licence includes detailed provisions requiring the ACRD to maintain the land and improvements in a safe, clean and sanitary condition, comply with environmental laws, maintain insurance, provide and maintain off-road parking at trailhead locations, maintain drainage courses and associated infrastructure, and restore the land at the end of the term to a condition acceptable to the Province.

The draft 2026 Licence provides clearer language on responsibilities that have existed under the ACRD’s tenure since 1993, such as trail upkeep, parking, drainage, insurance, and end-of-term surrender of the corridor; however, the draft licence defines these obligations in greater detail and, in some areas, appears to broaden the ACRD’s responsibilities, particularly with respect to environmental liability, drainage infrastructure, and end-of-term restoration.

Staff have compared the draft licence against the 1993 lease and identified several provisions where additional plain-language clarification from MOTT would assist with future implementation and Board understanding. Staff are awaiting confirmation from MOTT on these items and will include confirmation of these items in the July 22, 2026, Board report. The most significant questions relate to:

- whether existing parking arrangements are considered sufficient or whether development of new parking facilities is expected;
- whether drainage obligations extend to pre-existing bridges, culverts, ditches, and other infrastructure installed by forestry or industrial users prior to the licence;
- whether the Schedule reference to Maebelle Parking Lot is intended to remain, given that it does not directly provide access to the ACRD portion of the Log Train Trail; and
- what the Province expects at expiry in terms of removal of improvements, surface restoration, and returning the licence area to a “condition acceptable to the Province.”

If conditional approval is recommended by the COW, staff plan to bring the LOA and the Regulatory Bylaw for approval as early as the July 22nd Board of Directors meeting.

Time Requirements – Staff & Elected Officials:

Review and administration of the draft Licence of Occupation, including follow-up with the Ministry of Transportation and Transit and coordination of Board approval and execution, is estimated to require approximately 20 to 30 hours of staff time. Should the agreement be approved, additional implementation and administrative requirements arising under the licence would be incorporated into ongoing operational work. These staff time requirements are anticipated within the current work plan.

If the agreement is approved, implementation of the operational obligations arising under the Licence of Occupation is estimated to require approximately 40 to 60 hours of staff time during the initial implementation period. This would include administrative coordination and operational follow-up associated with items such as parking management, signage updates, inspections and reporting, and drainage-related coordination, and is anticipated within the current work plan.

Financial:

Existing funding within the operations budget has been allocated to support board directed operational responsibilities for the Log Train Trail corridor, including a Level of Service 4 for the trail corridor and a Level of Service 3 for bridge infrastructure.

The draft Licence of Occupation includes a fee of \$250.00 plus GST payable on the commencement date and continues to assign responsibility to the ACRD for a range of operational and lifecycle obligations associated with the corridor, including maintenance of the land and improvements, insurance, drainage-related responsibilities, and end-of-term removal or restoration requirements.

At this time, no additional capital funding has been allocated for potential future costs associated with parking improvements, additional drainage infrastructure, or end-of-term restoration or removal obligations that may arise under the agreement. These items would need to be considered through future budget planning processes if and when they are required.

Strategic Plan Implications:

Approval of the draft Licence of Occupation supports the 2024–2027 Strategic Plan, specifically:

- **Strategy 1.1** – Enhanced indoor and outdoor recreation facilities and services

Policy or Legislation:

The draft Licence of Occupation is proposed under section 62 of the Transportation Act, which authorizes the Province to permit use and occupation of a provincial public highway. The underlying land is described in the draft licence as provincial public highway land in respect of which the BC Transportation Financing Authority holds the Province’s right and title to the soil and freehold.

The licence must also be considered in the broader context of the ACRD’s responsibilities for operation and management of the Log Train Trail as a regional park corridor, including implementation of the Log

Train Trail Management Plan and related regulatory work undertaken through the Log Train Trail Regional Park Regulation Bylaw process.

Alternative Options Considered:

Should the Committee choose to not move forward with the staff recommendation provided, the following are potential options:

Option A: Seek Further Clarification Prior to Board Approval

Direct staff to obtain further clarification from the Ministry of Transportation and Transit on specific provisions of the draft Licence of Occupation, including parking obligations, drainage infrastructure, mapping, and end-of-term restoration requirements, and return the matter to the Board for further consideration prior to execution. This option would provide additional certainty regarding implementation and future obligations, but may delay completion of the tenure update.

Option B: Decline to Proceed with the Draft Licence

Decline to proceed with the draft Licence of Occupation at this time. This option would maintain the status quo under the existing tenure framework pending further discussion with MOTT; however, it could delay implementation of the updated trail use framework and related lease and regulatory objectives associated with the Log Train Trail Management Plan

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

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

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



To: ACRD Board of Directors

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

Meeting Date: July 22, 2026

Subject: Bylaw Amendments to Tipping Fees for Mattresses at Alberni Valley Sortn'Go Centre (Bylaw R1029) and West Coast Landfill (Bylaw R1033)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1029-10 Amendment – Alberni Valley Landfill Tipping Fee and Regulation Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1029-10 Amendment – Alberni Valley Landfill Tipping Fee and Regulation Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1029-10 Amendment – Alberni Valley Landfill Tipping Fee and Regulation Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1029-10 Amendment – Alberni Valley Landfill Tipping Fee and Regulation Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1033-11 Amendment – West Coast Landfill Tipping Fee and Regulation Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1033-11 Amendment – West Coast Landfill Tipping Fee and Regulation Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1033-11 Amendment – West Coast Landfill Tipping Fee and Regulation Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1033-11 Amendment - West Coast Landfill Tipping Fee and Regulation Bylaw, 2026.

Desired Outcome:

To update mattress and boxspring tipping fees at each of the ACRD landfills to ensure cost recovery, and to encourage better management of these materials by the tourism industry on the West Coast. Mattress tipping fee update shall be effective starting October 1, 2026.

Summary:

Since the start of Recycle Matters in 2019, over 13,000 mattresses and boxsprings have been diverted from ACRD landfills. The current fee for mattress/boxspring drop-off is \$23 at each landfill, however, operating and processing costs related to mattress and boxspring collection have been increasing. To ensure adequate program services and cost recovery, rate increases are recommended for mattresses and boxsprings to \$27 per unit at the Alberni Valley Sortn'Go Centre and \$30 per unit at the West Coast Landfill with a \$50 per unit rate for commercial sources intended to reduce bulk drop off from resorts.

Prior to the mattress rate increase effective date of October 1, 2026, a communications plan will be developed to inform the community of the change. The communications plan will include notices at the landfill scale shacks, information in local publications, social media posts, and radio. The communications plan will also include a focus on outreach to the tourism industry on the West Coast so that businesses understand the substantial increase in cost for mattress drop-offs from commercial properties at the landfill, and to communicate that mattress disposal can be arranged for a lower rate by coordinating with Recycle Matters for direct onsite pickup. Mechanisms to engage with the tourist sector include Tuff City Radio, the Westerly, Tourism Ucluelet, Pacific Rim Chamber of Commerce, Tofino Chamber of Commerce, and Tourism Tofino.

Background:

The table below shows tipping fees charged for mattress drop-off at other landfills.

Comparison of Mattress Disposal Fees		
Regional District	Fee	Basis
Alberni–Clayoquot (ACRD)	\$23	Per unit
Nanaimo (RDN)	\$25	Per unit
Cowichan Valley (CVRD)	\$32	Per unit
Capital (CRD – Hartland)	\$110/tonne + \$10 min	Weight-based

Mattresses are problematic in landfills because they are built with airy products and springs that make compaction difficult, causing pockets of low compaction density and very poor utilization of limited landfill airspace. The Alberni Valley Sort'nGo Centre and the West Coast Landfill have been collecting mattresses and box springs since 2019. These mattresses and boxsprings have been the inspiration for the creation of a local social enterprise, Recycle Matters, which has led the way in mattress recycling on Vancouver Island, diverting 90-95% of collected mattress materials through manual dismantling of mattresses and boxspring foundations for recycling, reuse and upcycling.

Since 2019, over 11,000 mattresses have been brought to the Sortn'Go Centre and over 2,000 mattresses have been brought to the West Coast Landfill for pickup by Recycle Matters. Mattresses occupy 0.9- 1.0 cubic meter of landfill space per unit, which means the Recycle Matters program has saved up to an estimated 13,000 cubic meters of airspace at ACRD landfills since 2019. For context, in 2025 waste airspace used at the Sortn'Go Centre and West Coast Landfill was 25,466 and 7,183 cubic meters, respectively.

The recommended mattress/boxspring tipping fee increase is higher at the West Coast Landfill because the remote nature of this area increases fuel costs, vehicle wear-and-tear, and staff time needed to retrieve mattresses. Additionally, it has been challenging to keep up with bulk mattress drop-offs from commercial sources on the West Coast - typically associated with resorts when they replace aged mattresses. Bulk mattress drop-offs in 2025/2026 have resulted in mattresses sitting at the West Coast Landfill, unprotected, for extended lengths of time which enables deterioration and reduces the amount of mattress materials that can be recycled/upcycled. It is expected that the higher rate for commercial mattress/boxspring drop-offs will result in direct pickup by Recycle Matters at business locations.

Mattresses were initially included in British Columbia's *Advancing Recycling in B.C.: Extended Producer Responsibility (EPR) Five-Year Action Plan (2021–2026)*. This would have allowed designated collectors to receive compensation for mattress collection, reducing reliance on taxpayer funding and fees. However, the Ministry of the Environment determined that the cost to recycle mattresses would be \$75 per mattress and so in July 2025, mattresses were removed from the upcoming Recycling Regulation Amendment due to the global economic crisis and a focus on affordability for BC residents. No timeline for future inclusion was provided. In response, ACRD submitted a letter to the Ministry to advocate for the inclusion of mattresses in the Recycling Regulation. ACRD will continue to lobby for implementation of an eco-fee to cover mattress diversion costs. Until mattresses are included in the Recycling Regulation the cost of mattress recycling will continue to fall primarily on residents, and tipping fees must continue to be updated and remain in effect to cover collection and program costs.

Time Requirements – Staff & Elected Officials:

Minimal staff time required to inform the community and operators about the rate changes, and to update the bylaw, signage, website, and point-of-sale systems.

Financial:

The current fee for mattress drop-off of \$23 was established in 2023. Over time, the costs associated with mattress and boxspring collection and processing have increased. Therefore, a higher tipping fee needs to be charged per mattress so that ACRD can pay Recycle Matters an amount that will maintain adequate program service levels. Additionally, the higher tipping fee includes an administrative fee to cover costs associated with the receiving and storing of mattresses at the landfills, and contract management and oversight of the program. The recommended rate increases for mattresses are as follows:

- **Alberni Valley Sortn'Go Centre.** Increase to \$25 per mattress or boxspring + \$2 administrative fee equates to ***\$27 per mattress or boxspring for all sectors.***

- **West Coast Landfill.** Increase to \$28 per mattress or boxspring + \$2 administrative fee equates to ***\$30 per mattress or boxspring originating from residential use.*** Additionally, increase to \$48 per mattress or boxspring + \$2 administrative fee equates to ***\$50 per mattress or boxspring originating from a commercial use.***

Strategic Plan Implications:

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

Policy or Legislation:

As per Bylaw No. 1029 Alberni Valley Landfill Tipping Fee and Regulation Amendment and Bylaw No. 1033 West Coast Landfill Tipping Fee and Regulation Amendment.

Options Considered:

1. Approve the proposed amendment (Recommended)

Increase the mattress tipping fees as proposed.

- Improves recovery services for mattress handling and recycling/upcycling
- Aligns mattress and boxspring fee with broader regional fee benchmarks

2. Maintain the current fee (Not Recommended)

Retain the mattress tipping fee at \$23 per unit for both landfills.

- Avoids increase to users
- Does not address increasing program costs

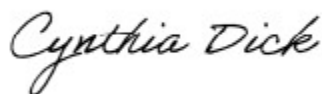
Report Approval Details

Document Title:	RFD - Bylaw Amendments to Tipping Fees for Mattresses at Alberni Valley Sortn'Go Centre (Bylaw R1029) and West Coast Landfill (Bylaw R1033).docx
Attachments:	R102910 Alberni Valley Landfill Tipping Fees.docx R103311 WC Landfill Tipping Fees.docx
Final Approval Date:	July 16, 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. R1029-10

A BYLAW TO AMEND THE ALBERNI VALLEY LANDFILL TIPPING FEE AND REGULATION BYLAW

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

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

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

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

1. Bylaw No. R1029, cited as “Alberni Valley Landfill Tipping Fee and Regulation Bylaw No. R1029, 2019” is hereby amended as follows:
 - a) Replacing Schedule “A” with Schedule “A” attached to and forming part of this bylaw.
2. This bylaw may be cited as **“Alberni Valley Landfill Tipping Fee and Regulation Amendment Bylaw No. R1029-10, 2026”**.
3. This bylaw will come into effect on October 1, 2026.

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.

by an affirmative vote of at least two-thirds the votes cast.

Certified true and correct copy of
**“Alberni Valley Landfill Tipping Fee
and Regulation Amendment Bylaw
No. R1029-10, 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

“Schedule A” Charges

Solid Waste	Tipping Fee	Other Charges
Loads of 83 kg or greater	\$150.00 per tonne	\$15.00 minimum
Loads under 83 kg (each garbage bag or can)	\$5.00 each	\$5 min. for unweighed loads
Recreational Vehicle	\$280.00 per tonne	\$500.00 minimum
Surcharge for loads containing Recyclable Materials; Controlled Waste; or Organic Waste	Double the standard tipping fee	
Surcharge for Unsecured loads	Double the standard tipping fee	
Weighing service		\$10.00 each occurrence

Recyclable Materials	Tipping Fee	Other Charges
Residential Corrugated Cardboard	No Charge	
Commercial Corrugated Cardboard	\$350.00 per tonne	\$15.00 minimum
Commercial Mixed Recycling	\$350.00 per tonne	\$15.00 minimum
Metal, including appliances	No Charge	
Gypsum	\$295.00 per tonne	\$10.00 minimum
Clean wood waste	\$130.00 per tonne	\$10.00 minimum
Stewardship Materials, including car batteries	No Charge	
Tires	\$170.00 per tonne	\$2.00 each tire
Mattresses	\$27.00 each	
Organics	\$115.00 per tonne	\$5 minimum. \$5 per 20L bucket
Residential Branches	\$10.00 per load	

Controlled Waste	Tipping Fee	Other Charges
Construction/Demolition Waste	\$185.00 per tonne	\$15.00 minimum
Land clearing debris	\$120.00 per tonne	\$15.00 minimum
Pumpings from domestic septic tanks	\$160.00 per tonne	
Catch basin and manhole material	\$160.00 per tonne	\$150.00 minimum
Asbestos Containing Materials	\$500.00 per tonne	\$25.00 minimum
Fish, shrimp shells, and animal carcasses	\$200.00 per tonne	\$100.00 minimum
Medical Facility Waste	\$150.00 per tonne	
Loads containing fish feed totes	\$400.00 per tonne	\$120.00 minimum
Coastal Clean-up Waste	\$175.00 per tonne	

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

Other Charges:		
Small asbestos bags	\$2.00 each	
Large asbestos bags	\$3.00 each	
Organics Self-Haul Punch Card		\$25.00 each



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. R1033-11

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

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

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

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

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

1. Bylaw No. R1033, cited as “West Coast Landfill Tipping Fee and Regulation Bylaw No. R1033, 2019” is hereby amended as follows:

a) Replacing Schedule “A” with Schedule “A” attached to and forming part of this bylaw.

2. This Bylaw may be cited as the “**West Coast Landfill Tipping Fee and Regulation Amendment Bylaw No. R1033-11, 2026**”.

3. This Bylaw comes into effect on October 1, 2026.

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.

by an affirmative vote of at least two-thirds the votes cast.

Certified true and correct copy of
**“West Coast Landfill
Tipping Fee and Regulation
Amendment Bylaw
No. R1033-11, 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

Schedule A Charges

1. TIPPING FEES

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

Solid Waste	Tipping Fee	Other Charges
Residential Waste Loads of 83 kg or greater	\$158.00 per tonne	\$15.00 minimum
Residential Waste Loads under 83 kg (each garbage bag or can)	\$5.00 each	\$5 min. for unweighed loads
Industrial, Commercial, Institutional (ICI) Waste Loads of 83 kg or greater – Effective January 1, 2026	\$172.00 per tonne	\$15.00 minimum
Industrial, Commercial, Institutional (ICI) Loads of 83 kg or greater – Effective January 1, 2027	\$191.00 per tonne	\$15.00 minimum
Industrial, Commercial, Institutional (ICI) Loads of 83 kg or greater – Effective January 1, 2028	\$212.00 per tonne	\$15.00 minimum
Recreational Vehicle	\$280.00 per tonne	\$500.00 minimum
Surcharge for loads containing Recyclable Materials; Controlled Waste; or Organic waste	Double the standard tipping fee	
Surcharge for Unsecured loads	Double the standard tipping fee	
Weighing service		\$10.00 each occurrence

Recyclable Materials	Tipping Fee	Other Charges
Corrugated Cardboard	\$350.00 per tonne	\$20.00 minimum
Metal, including appliances	No Charge	
Clean wood waste	\$130.00 per tonne	\$10.00 minimum
Car batteries	No Charge	
Tires	\$170 per tonne	\$2.00 each tire minimum
Fish Nets and Rope	\$150.00 per tonne	\$15.00 minimum
Mattress or Box Spring - Residential	\$30.00 each	
Mattress or Box Spring – Commercial, Other	\$50.00 each	
Organics	\$115.00 per tonne	\$5.00 minimum / \$5.00 per 20 L Bucket
Residential Branches	\$10.00 per load	
Dewatered Biosolids	\$175.00 per tonne	\$10.00 minimum

Controlled Waste	Tipping Fee	Other Charges
Construction/Demolition Waste	\$194.00 per tonne	\$15.00 minimum
Land clearing debris	\$240.00 per tonne	\$15.00 minimum
Pumpings from domestic septic tanks	\$160.00 per tonne	
Catch basin and manhole material	\$160.00 per tonne	\$150.00 minimum
Animal carcasses	\$200.00 per tonne	\$100.00 minimum
Medical Facility Waste	\$150.00 per tonne	
Loads containing fish feed totes	\$400.00 per tonne	\$160.00 minimum
Coastal Clean-up Waste	\$175.00 per tonne	

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

2. PRODUCT SALES

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

Product:	Purchase Fee	Other Charges
Sortn'Grow 20 litre Bucket	\$20.00 each	
Compost	\$5.00 per 20 litre bucket \$100.00 per yard	



To: ACRD Board of Directors

From: Amy Needham, Sustainability Planner

Meeting Date: July 22, 2026

Subject: Agricultural Advisory Committee Terms of Reference Update

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors amend the Agricultural Advisory Committee Terms of Reference as presented.

Desired Outcome:

To amend the Agricultural Advisory Committee (AAC) Terms of Reference to bring the committee into compliance with the ACRD Procedures Bylaw and incorporate the resolution passed by City of Port Alberni Council on May 11, 2026.

Background:

The Agricultural Advisory Committee has been in existence since 2002, for the purpose of reviewing Agricultural Land Commission (ALC) applications on Agricultural Land Reserve (ALR) land from an agricultural perspective, as well as advising the Board of agricultural implications of Official Community Plan comprehensive updates and zoning bylaw amendments. The current Terms of Reference have been in place since the inception of the AAC and require updating to bring them into alignment with the ACRD Procedures Bylaw No. A1093, which was adopted in February of 2026, as well as to reflect a resolution passed by the City of Port Alberni's Council in May of 2026 to forward all ALC applications made on ALR lands within city limits through the AAC for discussion. The Terms of Reference have also been updated to facilitate the AAC advising the Board on land use planning policy and procedure updates that impact ALR lands. Examples would include the review of policies that impact housing, short-term rentals, development application procedures, and any land use plans that impact agricultural lands.

The draft AAC Terms of Reference were presented to the Agricultural Advisory Committee on June 15, 2026, and the committee voted unanimously to recommend the ACRD Board of Directors amend the Terms of Reference as presented.

A summary of some of the proposed changes are as follows:

- Quorum is required in order to adopt minutes of previous meetings and pass resolutions.

- All ALC applications, including those on ALR land within the City of Port Alberni, will come to the AAC for discussion and recommendation. Decisions on whether the application in question will be forwarded on to the ALC for decision will remain with the Board (for ALR land within the ACRD) or Council (for ALR land within city limits).
- Removal of committee functions that are now a part of the Agricultural Development Committee's terms of reference, such as lobbying senior levels of government, or part of other ACRD department/ALC/legislative functions, such as dealing with complaints and neighbour conflicts related to agriculture.

The AAC current and proposed terms of reference are attached for review.

Time Requirements – Staff & Elected Officials:

Approximately 4 hours of staff time will be required to update the Terms of Reference and implement the changes.

Financial:

Staff time is the only financial implication to updating the AAC's terms of reference.

Strategic Plan Implications:

The ACRD's 2024-2027 Strategic Plan directs staff and the Board to 'work with regional agricultural producers toward identifying and addressing challenges faced by regulations and climate change,' which points to the important work the Agricultural Advisory Committee conducts and the importance of their discussion and recommendations regarding agricultural land use and zoning.

Policy or Legislation:

The *Local Government Act* provides the designated authority for Regional District Boards to create standing committees.

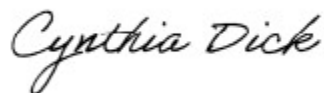
Report Approval Details

Document Title:	RFD - Agricultural Advisory Committee Terms of Reference Update.docx
Attachments:	Agricultural Advisory Committee TOR.pdf Agricultural Advisory Committee TOR 2026 DRAFT_final_20260630.pdf
Final Approval Date:	July 16, 2026

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



Alex Dyer, MCIP, RPP, General Manager of Planning & Development



Cynthia Dick, General Manager of Administrative Services



Daniel Sailland, MBA, Chief Administrative Officer

AGRICULTURAL ADVISORY COMMITTEE
Alberni-Clayoquot Regional District

1. TERMS OF REFERENCE

- i) Provide advisory recommendations to the Board of Directors and Agriculture Land Commission on land use within the Agriculture Land Reserve and policies affecting the development of agri-business opportunities;
- ii) Provide assistance to the Regional District in dealing with complaints and neighbor conflicts relating to agriculture;
- iii) Provide an opportunity for local farmers to educate elected and government officials on agricultural issues and enlist their support in lobbying senior levels of government;
- iv) Provide a venue for elected and government officials, public, and farmers to work together on issues of common interest;
- v) Review all official community plan and zoning amendments, subdivision, and development permit applications relating to agriculture;
- vi) Provide recommendations on all ALR applications and proposed changes in the regulations under the *Agricultural Land Commission Act*;
- vii) Plan and organize Farm Tours, seminars, and meetings with the Regional District, Agriculture Land Commission, affected property owners, and where appropriate, conduct site / farm inspections;
- viii) Promote the exchange of information between the Agricultural Advisory Committee, Regional District, NGO's, and the provincial and federal government agencies to remedy potential land use conflicts between agriculture and fisheries.

2. MEMBERSHIP

The Agricultural Advisory Committee will nominate members to fill any vacancies, or add a new member from any sector of agriculture that it feels is not currently represented on the Agricultural Advisory Committee. The Board reserves the right to appoint the members of the Agricultural Advisory Committee that are in the best interests of the Regional District.

3. STRUCTURE AND PROCEDURES

The AAC will elect a Chairperson and Secretary, call their meetings, record the minutes, and provide recommendations to the Regional Board and Agriculture Land Commission in writing. The AAC must conduct its meetings in accordance with the *Local Government Act* and *Community Charter*, particularly as it relates to open meetings and conflict of interest. The Regional District Staff will attend most meetings and accompany members of the AAC on the site inspections.

4. FREQUENCY OF MEETINGS

The AAC meets as required, at the call of the Chairperson.



Alberni-Clayoquot Regional District

Terms of Reference Agricultural Advisory Committee

1. Purpose

- 1.1 The Agricultural Advisory Committee (AAC) has been established to consider matters and to make recommendations to the Alberni-Clayoquot Regional District (ACRD) Board on agricultural development on Agricultural Land Reserve (ALR) land throughout the region, including within the City of Port Alberni.

2. Duties/Mandate

- 2.1 The Agricultural Advisory Committee is a standing committee of the Board that will advise the Board of ALR development recommendations and advise on agricultural impacts of Official Community Plan and zoning bylaw updates.

3. Objectives

- 3.1 The AAC advises the ACRD Board of Directors regarding:
- applications initiated under the Agricultural Land Commission Act (ALCA) and Soil Conservation Act (SCA),
 - proposed changes to the ALCA, SCA, or their regulations,
 - comprehensive reviews of Official Community Plans (OCPs),
 - zoning bylaw amendments on ALR land from an agricultural or agri-business perspective, and
 - land use planning policy or procedure updates that impact ALR land in the ACRD.

4. Membership

- 4.1 The AAC will strive to include membership from a wide variety of agricultural enterprises within the ACRD, as well as from Tseshah and Hupacasath First Nations, should they wish to join. The Committee will nominate members to fill any vacancies or nominate a new member from any sector of food production that is not currently represented on the Agricultural Advisory Committee.

5. Appointment and Term

- 5.1 Appointments to this Committee shall be for one (1) year effective from the date appointed by the Board.

5.2 The ACRD Board may, at any time, remove any Member of the Committee and any Member of the Committee may resign at any time upon sending written notice to the Chairperson of the Committee.

5.3 Committee Member appointments will be confirmed by the ACRD Board at a regular ACRD Board of Directors meeting in January of each year.

6. Chair

6.1 The Committee will elect a Chair and Vice-Chair from amongst its members at the first meeting of each year following Committee Member appointments by the ACRD Board of Directors in January.

7. Meeting Procedures

7.1 The AAC will meet as required to review ALC/development applications or provide draft OCP, zoning, and/or land use planning feedback to the Board.

7.2 Meetings are open to the public and shall be conducted per the ACRD *Procedures Bylaw*.

8. Reporting to the Board

8.1 ACRD staff will report AAC recommendations to the ACRD Board and, where applicable, provide feedback to the City of Port Alberni. The Board will make final decisions on whether to advance ALC applications to the Commission. In the case of ALC applications within the City of Port Alberni, City Council will make the final decision on whether to advance the application to the Commission for decision.

9. Resources

9.1 On behalf of the Committee, ACRD staff will provide advice and professional assistance to the Committee, including preparing reports and conducting site visits.

9.2 ACRD staff will prepare agendas and ensure minutes and agendas are available to all members.

Adopted by the ACRD Board:



To: ACRD Board of Directors

Voting Structure: Electoral Area Directors

From: Jaleen Rousseau, Planning Manager

Meeting Date: July 22, 2026

Electoral Area: A - Bamfield

Subject: Temporary Use Permit TUP26002 – 448 Seaboard Road, 452 Seaboard Road, 200 BINNACLE RD (HFN LANDS CORP)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors issue Temporary Use Permit TUP26002 subject to completion of all technical requirements and compliance with conditions of use identified within TUP26002.

Property Information:

TRAILER PARKING & CAMPGROUND REGISTRATION SITE

Civic Address:	448 Seaboard Road		
Legal Description:	BLOCK A OF THE SOUTH WEST ¼ of SECTION 20, TOWNSHIP 1, BARCLAY DISTRICT, EXCEPT PART IN PLAN 19909		
PID: 008-594-015	Folio: 777-02879-000	ALR? (Y/N): N	Lot Area (ha): 0.7 (1.71 ac)

CAMPGROUND CAMPSITES

Civic Address:	452 Seaboard Road		
Legal Description:	LOT 1, SECTION 20, TOWNSHIP 1, BARCLAY DISTRICT, PLAN VIP54368		
PID: 017-801-231	Folio: 777-02882-310	ALR? (Y/N): N	Lot Area (ha): 0.92 (2.28 ac)

Civic Address:	200 Binnacle Road		
Legal Description:	LOT C, SECTION 20, TOWNSHIP 1, BARCLAY DISTRICT, PLAN 38547 EXCEPT PART IN PLAN VIP54368		
PID: 009-977-179	Folio: 777-02882-300	ALR? (Y/N): N	Lot Area (ha): 1.21 (3.01 ac)

Background:

The applicant is applying for a Temporary Use Permit (TUP) to facilitate the development of a commercial campground spanning across three (3) parcels: 448 Seaboard Road, 452 Seaboard Road and 200 Binnacle. The

PL20260011/TUP26002

proposed development consists of up to 30 campsites, including 19 drive-in and 11 walk-in sites, a day use area, and washhouses. The campground is proposed to straddle two vacant parcels (452 Seaboard Road and 200 Binnacle Road), while boat trailer parking and campsite registration are proposed to occur on a third parcel currently operating a marina, gas bar and lodge (448 Seaboard Road). These businesses will continue to operate if the TUP is issued. Campground operations will be serviced by community water and two (2) new on-site septic systems; one (1) to be located at 448 Seaboard Road and one (1) to be located at 200 Binnacle Road.

This application was considered and supported by the Advisory Planning Commission at their May 14, 2026 meeting and considered by the Board on June 24, 2026. Public notice was given in accordance with section 467 of the *Local Government Act*:

- Neighbour notices were issued to surrounding properties within 100 m radius of the subject properties the week of July 6, 2026; and
- Advertisements were published in the Alberni Valley News on July 8 and 15, 2026.

The neighbour notification and public advertising provided the opportunity for public input on the application process. No correspondence had been received as of the date of writing this report.

Should the Board choose to issue Temporary Use Permit TUP26002:

- The Permit will be valid for three (3) years, expiring July 22, 2029.
- The applicant will be approved to commence campground operations across the subject properties provided that the following technical requirements are met prior to engaging in commercial campground operations:
 - Sufficient fire flow capacity is confirmed;
 - Adequate fire apparatus turnaround area(s) within the site are provided to the satisfaction of the Bamfield Volunteer Fire Department (BVFD) and an updated site plan reflecting these design changes is submitted for review and approval by the BVFD; and
 - All Island Health requirements for sewage disposal and drinking water are confirmed.

Upon issuance of the Permit and commencement of the commercial campground operations, compliance with all Permit conditions is required.

Submitted by: *J. Rousseau*
Jadeen Rousseau, Planning Manager

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

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



TUP26002

Whereas, pursuant to Section 493 of the *Local Government Act*, a local government may by resolution, on application of a property owner, issue a temporary use permit;

A Temporary Use Permit is hereby issued to:

Name: HFN LANDS CORP

Addresses: 448 SEABOARD RD; 452 SEABOARD RD; AND 200 BINNACLE RD, BAMFIELD, BC

With respect to:

Legal Descriptions: BLOCK A OF THE SOUTH WEST $\frac{1}{4}$ of SECTION 20, TOWNSHIP 1, BARCLAY DISTRICT, EXCEPT PART IN PLAN 19909; LOT 1, SECTION 20, TOWNSHIP 1, BARCLAY LAND DISTRICT, PLAN VIP54368; AND LOT C, SECTION 20, TOWNSHIP 1, BARCLAY DISTRICT, PLAN 38547 EXCEPT PART IN PLAN VIP54368

PIDs: 008-597-015; 017-977-179; AND 000-977-179

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

1. This Permit is issued for the seasonal operation of a campground for a maximum of 30 campsites.
2. This Permit is valid for a term of three (3) years from the date of issuance.
3. The campground use shall be conducted in accordance with all access and right-of-way construction requirements noted by the Ministry of Transportation and Transit (MoTT).
4. The campground use shall comply with all Bamfield Water Service requirements for connection to the Bamfield Community Water System and to ensure fire flow capacity within the development.
5. The campground use shall comply with all Island Health requirements for sewage disposal and drinking water.
6. The campground development shall provide adequate fire apparatus turnaround area(s) within the site are provided to the satisfaction of the Bamfield Volunteer Fire Department (BVFD) and an updated site plan reflecting these design changes is submitted for review and approval by the BVFD.
7. The applicants agreeing to support an additional commercial bin for solid waste management and garbage removal from the campground.
8. Landscaping and replanting to be conducted in accordance with the planting plan provided within the Greenspace Designs Landscape Plan dated June 12, 2026 and the recommendations provided within the Environmental Overview Assessment and Construction Environmental Management Plan provided by LGL Limited.
9. The overall layout of the campground, access roads, trails, public day use areas, amenities, parking, infrastructure, and the design and dimensions of campsites shall be constructed in substantial compliance with the Site Plan dated May 20, 2026, the Drive-In Campsites Plan dated April 27, 2026, and the Walk-In Campsites Plan dated April 2, 2025.

10. Quiet time must be observed between 10:00 pm to 8:00 am daily.
11. The operation of the campground must not result in users and / or staff vehicles being parked outside of the 442 Seaboard Road, 200 Binnacle Road or the 12 designated trailer parking stalls identified for 448 Seaboard Road.
12. All campsites are to be clearly marked and delineated.
13. Access within the campground to be maintained, clearly marked, and allow for unimpeded access for emergency vehicles at all times.
14. No permanent structures to be erected within individual campsites.
15. A delegate of the property owner or a designated caretaker must be available to attend the property within 20 minutes.
16. The campground must operate in accordance with all ACRD regulatory bylaws.

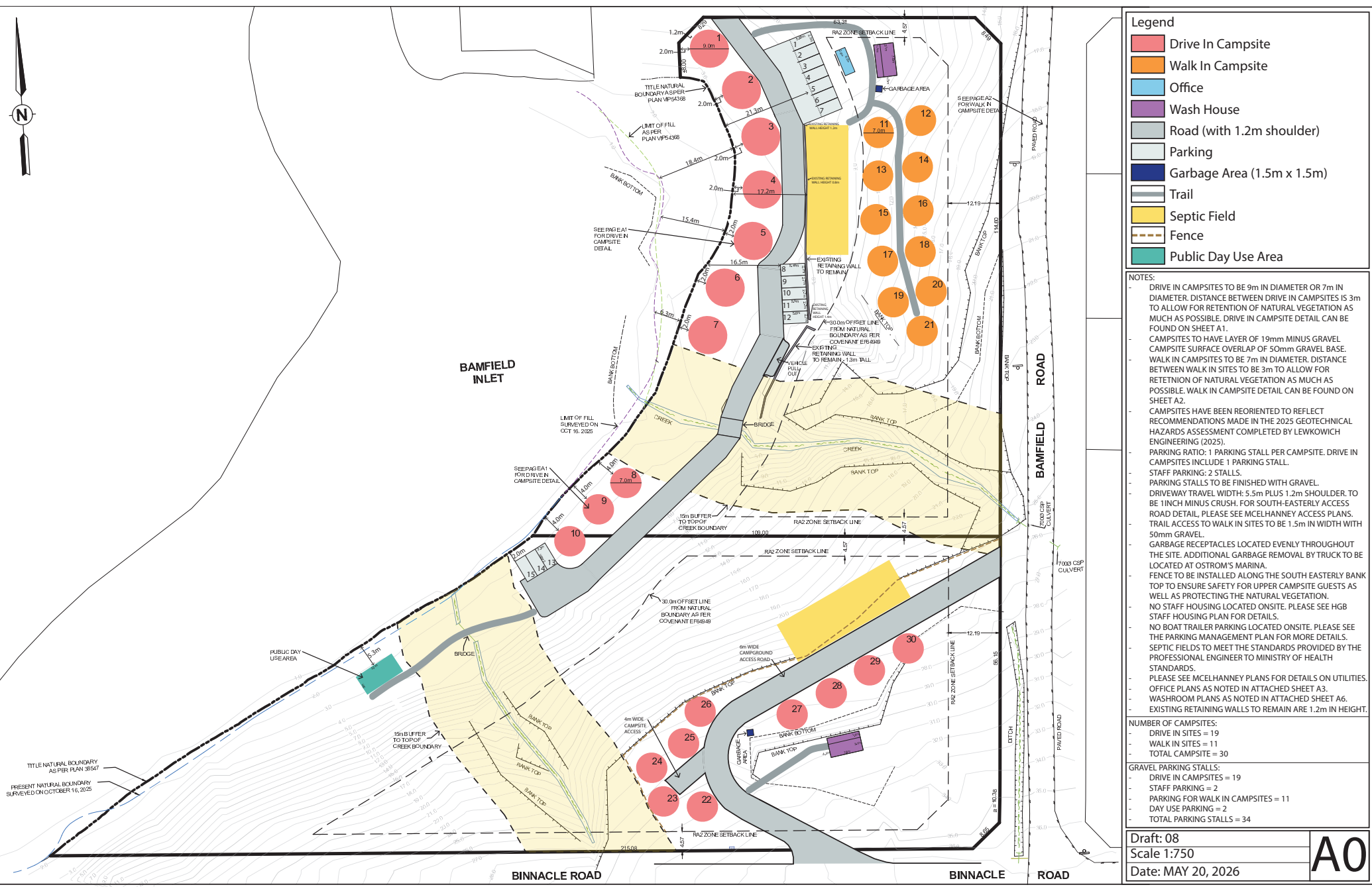
If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

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

This permit was issued this [DAY] of [MONTH], [YEAR].

Daniel Sailland, MBA
Chief Administrative Officer

Chair of the Board of Directors



- Legend**
- Drive In Campsite
 - Walk In Campsite
 - Office
 - Wash House
 - Road (with 1.2m shoulder)
 - Parking
 - Garbage Area (1.5m x 1.5m)
 - Trail
 - Septic Field
 - Fence
 - Public Day Use Area

NOTES:

- DRIVE IN CAMPSITES TO BE 9m IN DIAMETER OR 7m IN DIAMETER. DISTANCE BETWEEN DRIVE IN CAMPSITES IS 3m TO ALLOW FOR RETENTION OF NATURAL VEGETATION AS MUCH AS POSSIBLE. DRIVE IN CAMPSITE DETAIL CAN BE FOUND ON SHEET A1.
- CAMPSITES TO HAVE LAYER OF 19mm MINUS GRAVEL CAMPSITE SURFACE OVERLAP OF 50mm GRAVEL BASE. WALK IN CAMPSITES TO BE 7m IN DIAMETER. DISTANCE BETWEEN WALK IN SITES TO BE 3m TO ALLOW FOR RETENTION OF NATURAL VEGETATION AS MUCH AS POSSIBLE. WALK IN CAMPSITE DETAIL CAN BE FOUND ON SHEET A2.
- CAMPSITES HAVE BEEN REORIENTED TO REFLECT RECOMMENDATIONS MADE IN THE 2025 GEOTECHNICAL HAZARDS ASSESSMENT COMPLETED BY LEWKOWICH ENGINEERING (2025).
- PARKING RATIO: 1 PARKING STALL PER CAMPSITE. DRIVE IN CAMPSITES INCLUDE 1 PARKING STALL.
- STAFF PARKING: 2 STALLS.
- PARKING STALLS TO BE FINISHED WITH GRAVEL.
- DRIVEWAY TRAVEL WIDTH: 5.5m PLUS 1.2m SHOULDER. TO BE 1 INCH MINUS CRUSH. FOR SOUTH-EASTERLY ACCESS ROAD DETAIL, PLEASE SEE MCELHANEY ACCESS PLANS.
- TRAIL ACCESS TO WALK IN SITES TO BE 1.5m IN WIDTH WITH 50mm GRAVEL.
- GARBAGE RECEPTACLES LOCATED EVENLY THROUGHOUT THE SITE. ADDITIONAL GARBAGE REMOVAL BY TRUCK TO BE LOCATED AT OSTROM'S MARINA.
- FENCE TO BE INSTALLED ALONG THE SOUTH EASTERLY BANK TOP TO ENSURE SAFETY FOR UPPER CAMPSITE GUESTS AS WELL AS PROTECTING THE NATURAL VEGETATION.
- NO STAFF HOUSING LOCATED ONSITE. PLEASE SEE HGB STAFF HOUSING PLAN FOR DETAILS.
- NO BOAT TRAILER PARKING LOCATED ONSITE. PLEASE SEE THE PARKING MANAGEMENT PLAN FOR MORE DETAILS.
- SEPTIC FIELDS TO MEET THE STANDARDS PROVIDED BY THE PROFESSIONAL ENGINEER TO MINISTRY OF HEALTH STANDARDS.
- PLEASE SEE MCELHANEY PLANS FOR DETAILS ON UTILITIES, OFFICE PLANS AS NOTED IN ATTACHED SHEET A3.
- WASHROOM PLANS AS NOTED IN ATTACHED SHEET A6.
- EXISTING RETAINING WALLS TO REMAIN ARE 1.2m IN HEIGHT.

NUMBER OF CAMPSITES:

- DRIVE IN SITES = 19
- WALK IN SITES = 11
- TOTAL CAMPSITE = 30

GRAVEL PARKING STALLS:

- DRIVE IN CAMPSITES = 19
- STAFF PARKING = 2
- PARKING FOR WALK IN CAMPSITES = 11
- DAY USE PARKING = 2
- TOTAL PARKING STALLS = 34

Draft: 08
Scale 1:750
Date: MAY 20, 2026

A0

DRIVE IN CAMPSITES - SITE PLAN

LEGEND

-  CAMPING AREA
-  FIRE PIT
-  PICNIC TABLE
-  TYPICAL TENT (4 PERSON)
-  ROCK (NOT TO SCALE)
-  TREE TRUNK (NOT TO SCALE)
-  NATURAL PLANTINGS (NOT TO SCALE)

NOTES:

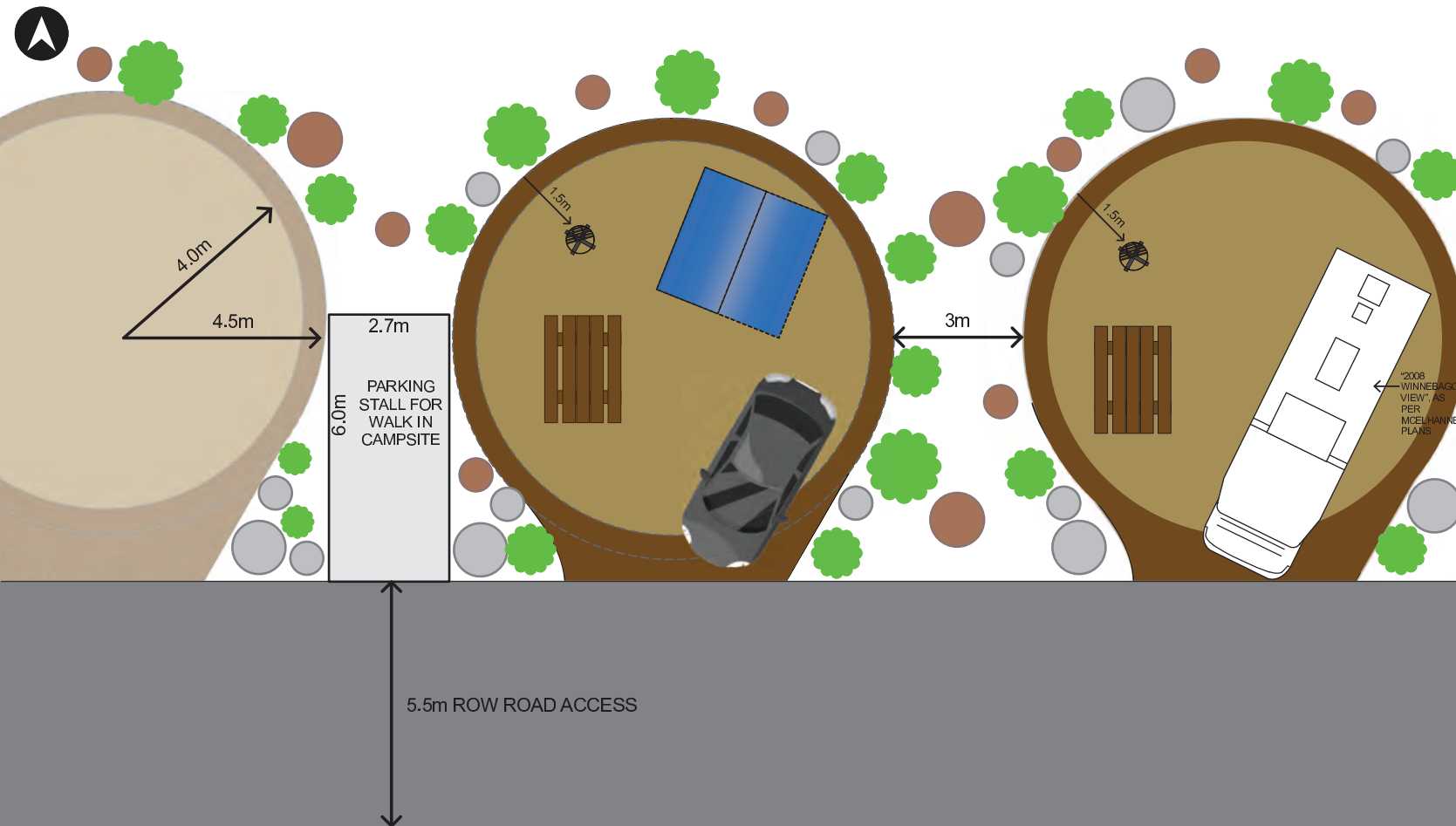
- DRIVE IN CAMPSITES TO BE 9M IN DIAMETER OR 7M IN DIAMETER. DISTANCE BETWEEN DRIVE IN CAMPSITES TO BE 3M TO ALLOW FOR VEGETATION TO REMAIN IN AS MUCH OF ITS NATURAL STATE AS POSSIBLE.
- CAMPSITE FILL INSTALLATION TO BE 50MM THICK GRAVEL AND 19MM MINUS GRAVEL CAMPSITE SURFACE.
- GRANULAR FILL MATERIAL IN LAYERS OF 150MM AND COMPACT. ENSURE LEVEL OF FILL MATERIAL IS 50MM BELOW FINAL GRADE OF SURFACE TO ALLOW FOR 50 MM LAYER OF SURFACE MATERIAL.
- PLACE AND COMPACT 50MM LAYER OF 19MM MINUS GRANULAR MATERIAL OVER SITE. FINAL SURFACE SHOULD BE FREE FROM HUMPS OR DEPRESSIONS AND SHOULD AT +/- .2% FROM THE CENTRE OF THE SITE TOWARDS THE EDGES.
- AVERAGE FILL DEPTH TO BE +/- 0.3M. ADDITIONAL FILL IS TO BE USED IF THE PROPOSED SITE IS SIGNIFICANTLY BELOW THE HEIGHT OF THE EXISTING ADJACENT ROAD OR IF THE PROPOSED SITE IS IN A LOW AREA THAT APPEARS DAMP.
- LANDSCAPING SHOULD HELP TO DEFINE THE ENTRY OF EACH CAMPSITE.
- COMPACT GRAVEL SURFACE TO RETAIN MATERIAL AND PREVENT EXCESS EROSION.
- RETAIN AS MUCH VEGETATION AND UNDERSTORY AS POSSIBLE (LESS THAN 1.5M IN HEIGHT) IN THE AREA SURROUNDING THE CAMPSITE PAD TO RESTRICT MOVEMENT OUTSIDE OF THE DESIGNATED CAMPSITE AREA.
- BRANCHES BRUSH AND SMALL TREES TO BE CUT BACK FROM THE CAMPSITE
- IF SITE IS OVERLY SHADED, SELECTIVELY REMOVE TREES AND TALLER BRUSH AROUND THE SITE. TO BE COMPLETED UNDER RECOMMENDATIONS OF A QEP. NO CONIFEROUS TREES TO BE REMOVED IF POSSIBLE.
- RETAIN EXISTING FEATURES LIKE STUMPS, LARGE ROCKS, LOGS ETC. AROUND PERIMETER OF THE CAMPSITE. THESE FEATURES MAY ENCROACH WHERE APPROPRIATE.
- ADDITIONAL BOULDERS PLACED AS REQUIRED TO DEFINE EDGES OF CAMPSITE PAD TO ENSURE VEHICLES REMAIN WITHIN THE DESIGNATED CAMPSITE AREA.
- REMOVE EXISTING TREES THAT ARE DANGEROUS AND CUT BACK VEGETATION SURROUNDING THE SITE, PARTICULARLY IN DENSE VEGETATION AREAS.
- IT IS ASSUMED GUESTS WILL BACK INTO THE CAMPSITE. CIRCULAR PORTION OF THE CAMPSITE IS LOCATED ON THE PASSENGER SIDE OF THE VEHICLE TO ACCOMMODATE SIDE DOOR TYPE RECREATIONAL VEHICLES AND REAR DOOR/TRUNK ACCESS.
- FIRE RING WITH GRILL TOWARDS REAR OF CAMPSITE.
- PICNIC TABLE TO BE INCLUDED AT EACH CAMPSITE.
- EACH SITE TO INCLUDE A SITE NUMBER SIGN FACING THE ACCESS ROAD.

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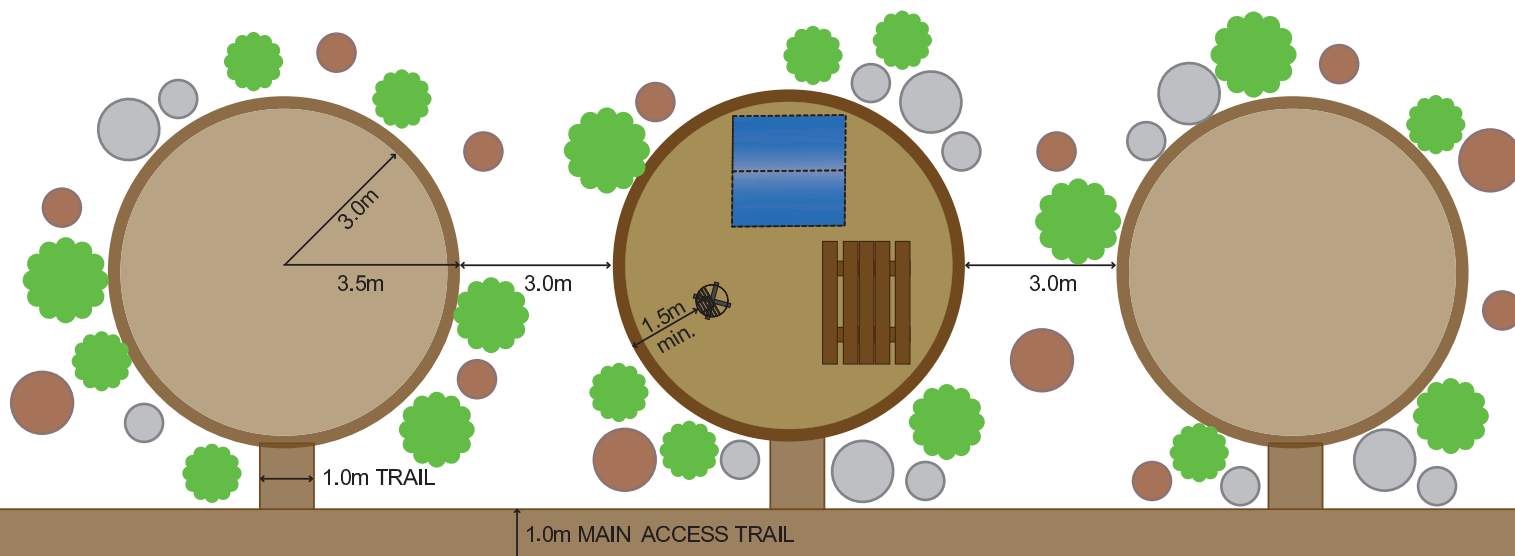
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DATE: APRIL 27, 2026

A1



WALK IN CAMPSITES - SITE PLAN



LEGEND

CAMPING AREA

FIRE PIT

PICNIC TABLE

TYPICAL TENT (4 PERSON)

ROCK (NOT TO SCALE)

TREE TRUNK (NOT TO SCALE)

NATURAL PLANTINGS (NOT TO SCALE)

NOTES:

WALK IN CAMPSITES ARE TO BE 7M IN DIAMETER. DISTANCE BETWEEN WALK IN SITES IT TO BE 3M TO ALLOW FOR VEGETATION TO REMAIN IN AS MUCH OF ITS NATURAL STATE AS POSSIBLE.

CAMPSITE FILL INSTALLATION TO BE 50MM THICK GRAVEL AND 19MM MINUS GRAVEL CAMPSITE SURFACE.

LANDSCAPING SHOULD HELP TO DEFINE THE ENTRY OF EACH CAMPSITE.

GRANULAR FILL MATERIAL IN LAYERS OF 150MM AND COMPACT. ENSURE LEVEL OF FILL MATERIAL IS 50MM BELOW FINAL GRADE OF SURFACE TO ALLOW FOR 50 MM LAYER OF SURFACE MATERIAL.

PLACE AND COMPACT 50MM LAYER OF 19MM MINUS GRANULAR MATERIAL OVER SITE. FINAL SURFACE SHOULD BE FREE FROM HUMPS OR DEPRESSIONS AND SHOULD AT +/- 2% FROM THE CENTRE OF THE SITE TOWARDS THE EDGES.

AVERAGE FILL DEPTH TO BE +/- 0.3M. ADDITIONAL FILL IS TO BE USED IF THE PROPOSED SITE IS SIGNIFICANTLY BELOW THE HEIGHT OF THE EXISTING ADJACENT ROAD OR IF THE PROPOSED SITE IS IN A LOW AREA THAT APPEARS DAMP.

COMPACT GRAVEL SURFACE TO RETAIN MATERIAL AND PREVENT EXCESS EROSION.

RETAIN AS MUCH VEGETATION AND UNDERSTORY AS POSSIBLE (LESS THAN 1.5M IN HEIGHT) IN THE AREA SURROUNDING THE CAMPSITE PAD TO RESTRICT MOVEMENT OUTSIDE OF THE DEDICATED CAMPSITE AREA.

BRANCHES BRUSH AND SMALL TREES TO BE CUT BACK FROM THE CAMPSITE.

IF SITE IS OVERLY SHADED, SELECTIVELY REMOVE TREES AND TALLER BRUSH AROUND THE SITE. TO BE COMPLETED UNDER RECOMMENDATIONS OF A QEP. NO CONIFEROUS TREES TO BE REMOVED IF POSSIBLE.

RETAIN EXISTING FEATURES LIKE STUMPS, LARGE ROCKS, LOGS ETC. AROUND PERIMETER OF THE CAMPSITE. THESE FEATURES MAY ENCROACH WHERE APPROPRIATE.

ADDITIONAL BOULDERS PLACED AS REQUIRED TO DEFINE EDGES OF CAMPSITE PAD TO ENSURE VEHICLES REMAIN WITHIN THE DESIGNATED CAMPSITE AREA.

REMOVE EXISTING TREES THAT ARE DANGEROUS AND CUT BACK VEGETATION SURROUNDING THE SITE, PARTICULARLY IN DENSE VEGETATION AREAS.

FIRE RING WITH GRILL TOWARDS REAR OF CAMPSITE.

PICNIC TABLE TO BE INCLUDED AT EACH CAMPSITE.

EACH SITE TO INCLUDE A SITE NUMBER SIGN FACING THE ACCESS ROAD.

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SCALE: 1:100

DATE: APRIL 2, 2025

A2

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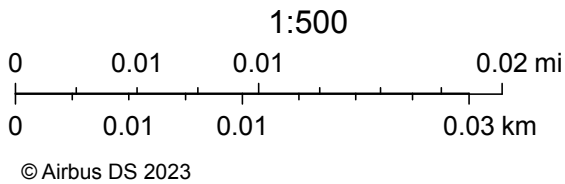
Appendix A - Boat Trailer Parking Areas



2026-03-31, 3:44:16 p.m.

- Civic Address
- Parcel (OUTLINE)
- Zoning (OUTLINE)
- Campground Registration Area
- Boat Trailer Parking

11 ft x 35 ft
Trailer parking space
~ 12 spaces total





A photograph showing a large, gnarled tree root system exposed on a forest floor. A small stream flows through a channel formed by the roots. The surrounding area is covered in moss and forest debris.

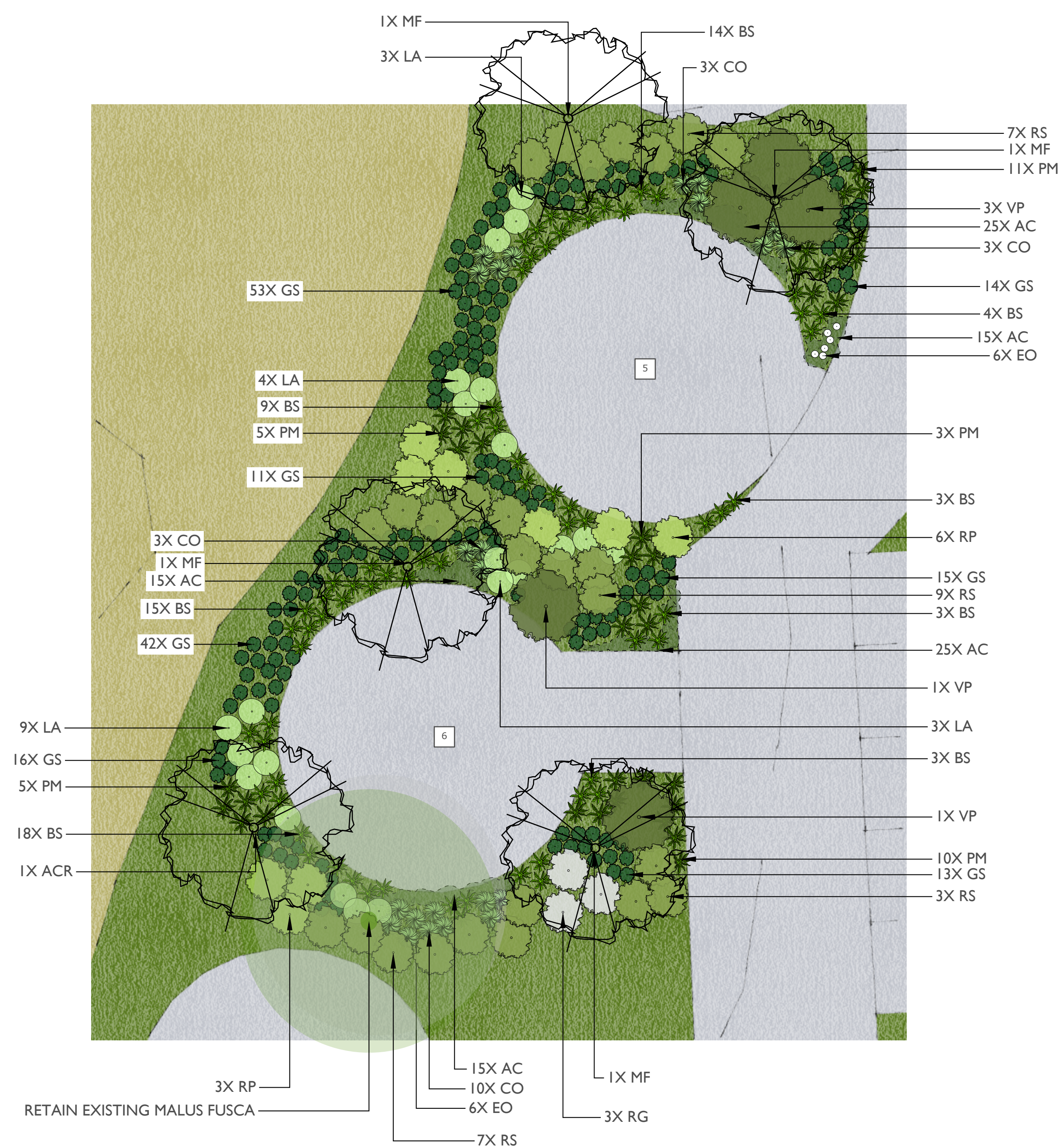
A photograph of a rustic wooden fence in a forest setting. The fence is made of horizontal logs and runs across the middle ground. In the foreground, there is a large, vibrant green plant with broad leaves. The background is filled with tall, thin trees, including evergreens and deciduous trees with yellowing leaves, suggesting an autumn setting. The lighting is soft, and the overall atmosphere is serene and natural.

A photograph of a light blue tent pitched in a forest clearing. The tent is surrounded by tall, thin trees and fallen logs. The ground is covered in brown leaves and twigs. The scene is set in a wooded area with a mix of sunlight and shade.

A photograph of a gravel path leading through a dense forest. The path is made of small, light-colored stones and is flanked by lush green ferns and other foliage. Tall trees with thick canopies are visible in the background, creating a shaded environment. The path leads towards a brighter area in the distance, possibly an opening in the woods.



452 SEABOARD— TYPICAL PLANTING PLAN, DRIVE-IN CAMPSITES



RUBUS PARVIFLORUS



POLYSTICHUM MUNITUM



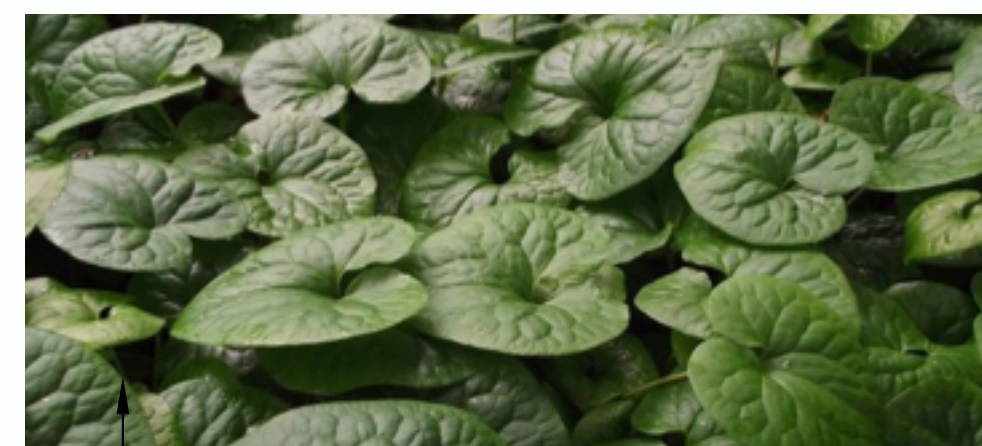
RUBUS SPECTABILIS



ROSA GYMNOCARPA



MALUS FUSCA



ASARUM CAUDATUM



GAULTHERIA SHALLON



VACCINIUM PARVIFLORUM



RUBUS SPECTABILIS

PLANT SCHEDULE

ABB.	QTY.	SIZE	BOTANICAL NAME	COMMON NAME
TREES				
ACR	1	5cm.	ACER CIRCINATUM	VINE MAPLE
MF	4	5cm.	MALUS FUSCA	PACIFIC CRABAPPLE
SHRUBS				
RG	3	#5	ROSA GYMNOCARPA	BALDHIP ROSE
RP	9	#5	RUBUS PARVIFLORUS	THIMBLEBERRY
RS	26	#5	RUBUS SPECTABILIS	SALMONBERRY
VP	5	#5	VACCINIUM PARVIFLORUM	RED HUCKLEBERRY
PERENNIALS, BULBS, FERNS AND GRASSES				
BS	69	#1	BLECHNUM SPICANT	DEER FERN
CO	19	#1	CAREX OBNUPTA	SLOUGH SEDGE
LA	19	#1	LYSICHITON AMERICANUS	SKUNK CABBAGE
PM	34	#1	POLYSTICHUM MUNITUM	SWORD FERN
GROUNDCOVERS				
AC	95	4"	ASARUM CAUDATUM	WILD GINGER
GS	164	#1	GAULTHERIA SHALLON	SALAL



BLECHNUM SPICANT



CAREX OBNUPTA



ACER CIRCINATUM



LYSICHITON AMERICANUS



Greenspace Designs
Sustainable Landscape Design

PROJECT TITLE

PROPOSED LANDSCAPE CONCEPT for
HUUAYAHT FIRST NATION
452 SEABOARD, BAMFIELD BC

PAGE TITLE

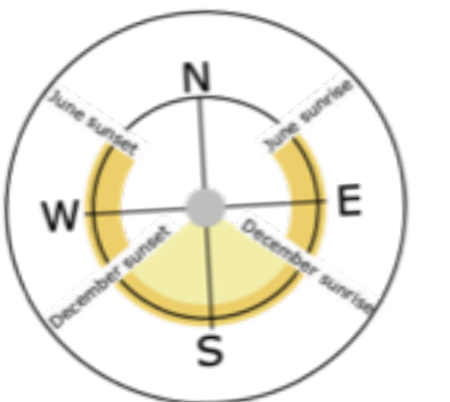
SAMPLE PLANTING, PAGE TWO of FOUR

DATE

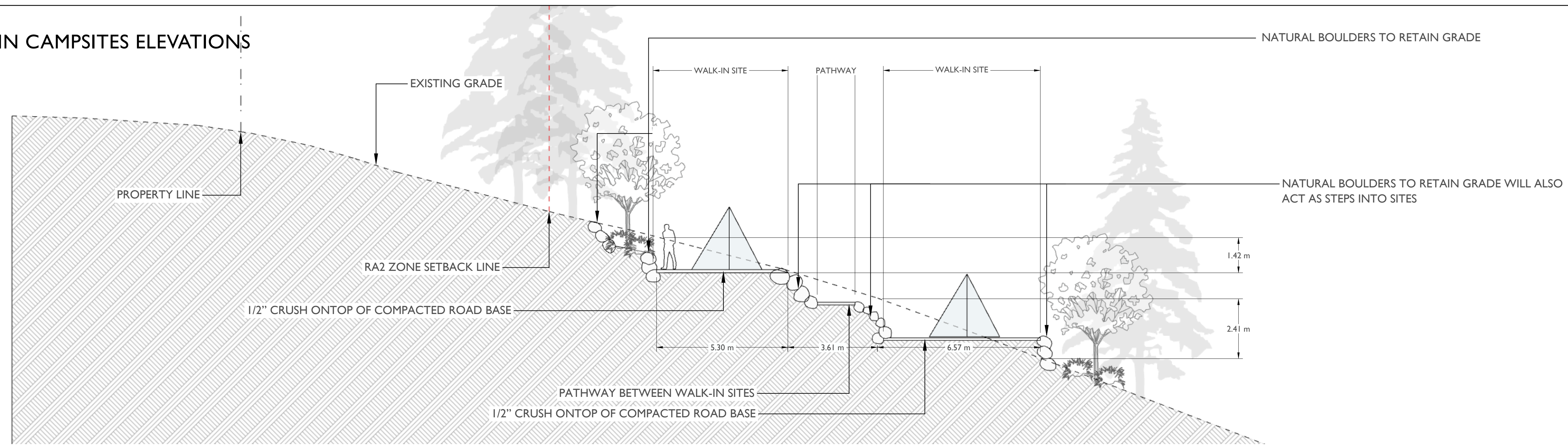
JUNE 12, 2026

SCALE

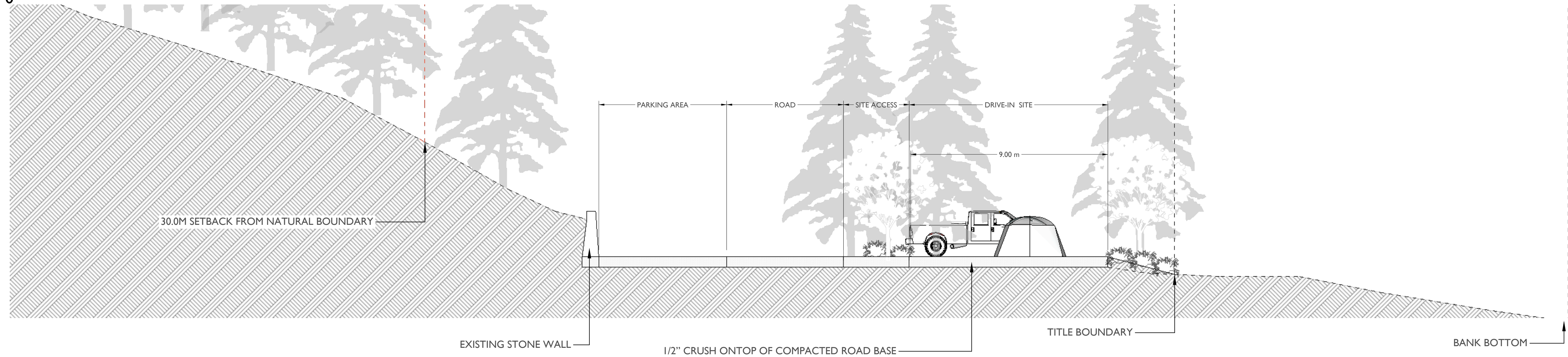
1/8"=1'0"



SECTION A: WALK-IN CAMPSITES ELEVATIONS
1/8"=1'0"



SECTION B: DRIVE-IN CAMPSITES ELEVATIONS
1/8"=1'0"



PROJECT TITLE
PROPOSED LANDSCAPE CONCEPT for
HUUAYAHT FIRST NATION
452 SEABOARD, BAMFIELD BC

PAGE TITLE
CAMPSITE SECTION DETAILS, PAGE THREE of FOUR

DATE
JUNE 12, 2026

SCALE
1/8"=1'0"

OVERALL NOTES

- 1. Plantings, landscape installation, and irrigations should all be installed in accordance with the BCLNA/BCSLA standard (2020)
- 2. Any plant substitutions shall be made in consultation with the landscape architect.
- 3. The Landscape and Irrigation Contractor shall determine the location of all underground services prior to the commencement of landscape work and shall be responsible for the repair of all damage caused by landscape work to the Owner's satisfaction.
- 4. All topsoil and plants shall conform to BCNTA / BCSLA specifications.
- 5. BCLNA/BCSLA standard (2020) is the guiding resource for all notes on this page

MATERIALS

CAST-IN-PLACE CONCRETE

- 1. Cast-in-place concrete may have a finish of trowel finish, broom finish, exposed aggregate, or parging. To be finished as specified on landscape plans.
- 2. Concrete should be reinforced with rebar.

STOCKPILES

- 1. Site materials should be stockpiled separately from the growing medium to avoid contaminating the growing medium.
- 2. Ideally, the growing medium is delivered on the day of installation.
- 3. Soils, fill, sand, gravel, or any construction materials should not be stockpiled within the t critical protection zones.
- 4. Soil or subsoil should not be stockpiled in low areas to avoid erosion or water pooling.

TOPSOIL

- 1. On-site topsoil should be used if it meets the standards for a growing medium.
- 2. Topsoil should have a pH range of pH 5.5-7.5 and contain not less than 2 % Organic Matter [OM] by weight and a salt conductivity of less than 2.5 dS/m.
- 3. Both imported and on-site topsoil should be tested and amended before landscape work commences on-site by the contractor or soil supplier. Modification costs should be included in the overall budget.

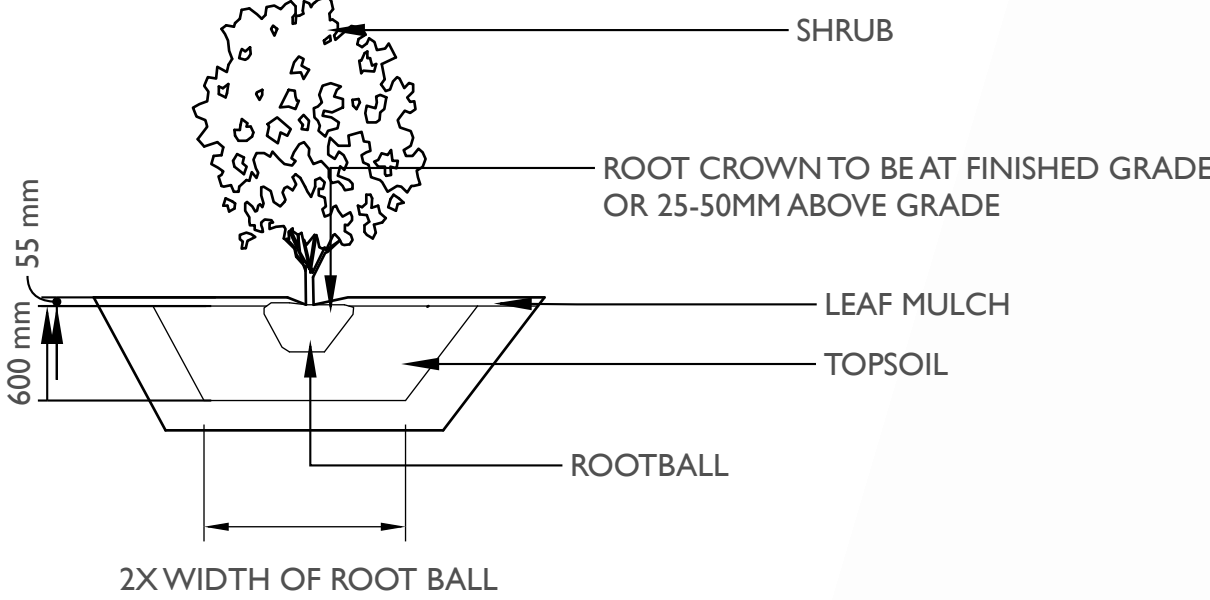
6. MULCH

- 1. All planted beds shall be covered with a 55 mm layer of high organic low-wood content mulch.
- 2.Mulch should be a minimum of 10cm (4in.) from the crown of any plant. It is never to be mounded up around the stem of the plant.
- 3. Mulch depths should be at most 10cm (4in.) around larger plants and 5cm (2in.) for smaller plants such as groundcovers.
- 4. Trees installed in lawns should have a mulch ring of 1m diameter that will be maintained for a minimum of 8 years.
- 5. Mulch is to be of a type suitable for the material planted.

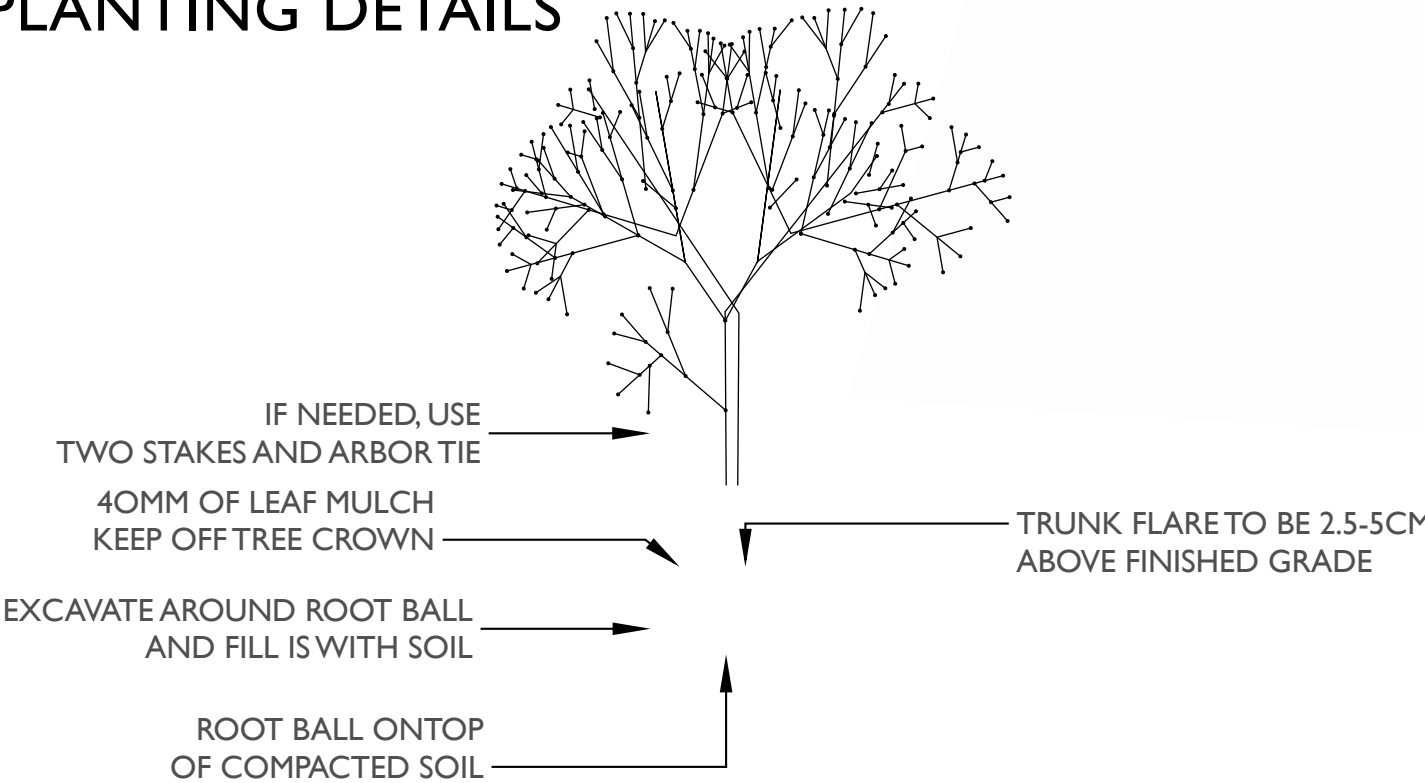
PLANTING.

- 1. All trees shall be secured with two 75 mm diameter x 1.8 m long round poles set 1m into the ground.
- 2. Plants determined to be dead or dying at the end of one year from the installation date shall be replaced by the Contractor at the Contractor's expense.
- 3. Growing media settlement should be corrected prior to mulching.
- 4. Immediately after planting, trees shall be stabilized, ensuring that the tree's crown has free movement, but wind, snow loading, or human force will not disturb the buttress root system or cause the rootball to shift in the ground.
- 5. Trees may not need stabilization if the subsoil and growing medium are stable and can hold the rootball in place, and the rootball is solid and contained and shaped where it can resist shifting.
- 6. Planting debris and materials shall be removed promptly from the site.
- 7. Plants must be watered immediately after planting to the depth of their root systems.
- 8. The contractor is responsible for scheduling the delivery of plants to the site in conformance with the contract documents.
- 9. Plants should spend a minimal amount of time in the storage on site.

PLANTING DETAILS



TREE PLANTING DETAILS



WATERING

- 1. Plants shall be monitored for moisture at delivery and watered as necessary until planting with on-site irrigation during storage.
- 2. Plants and soil moisture should be monitored during the first and second growing seasons for a sufficient irrigation schedule and to ensure that the plants are healthy with the irrigation setup. If the plants are wilting or showing stress due to water, there shall be an increase in watering frequency.
- 3. Watering should reach the depth of the root zone.
- 4. Irrigation schedules may be skipped if rainfall has penetrated the full depth of the root zone.
- 5. Soil moisture should be maintained at 50 to 100 percent field capacity.

LANDSCAPE LIGHTING

- 1. Landscape lighting must adhere to the Canadian Electrical Code, British Columbia electrical and building codes, and Municipal by-laws regarding electrical, lighting, and light pollution.



:: PROJECT TITLE ::
PROPOSED LANDSCAPE CONCEPT for
HUUAYAHT FIRST NATION
452 SEABOARD, BAMFIELD BC
:: PAGE TITLE ::
LANDSCAPE NOTES, PAGE FOUR of FOUR
:: DATE ::
JUNE 12, 2026



To: ACRD Board of Directors

Meeting Date: July 22, 2026

From: Alima Khoja, Planner 1

Voting Structure: Electoral Area Directors

Electoral Area: D - Sproat Lake

Subject: Rezoning RD25006 - 10125 Stirling Arm Crescent (Coulson Forest Products Ltd)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors consider first reading to Bylaw P1541, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw at a future date, and that notice be given in accordance with Section 467 of the Local Government Act.

THAT the Alberni-Clayoquot Regional District Board of Directors confirm that adoption of Bylaw P1541 is subject to:

- a. The property owner agreeing to the registration of a Restrictive Covenant and Easement to secure connection to the neighbouring communal strata sewage disposal system.***
 - b. The property owner agreeing to the registration of a Restrictive Covenant to secure and maintain the landscaped buffer area along the rear property line, substantially in accordance with the approved site plan.***
 - c. Confirmation from the Sproat Lake Fire Department that access and fire safety measures are in place to provide adequate fire protection to the site.***
 - d. Meeting all technical referral agency requirements.***
-

Background

The subject property was rezoned in October 2024 to a site-specific Stirling Arm Crescent Comprehensive Development (SA CD) District to accommodate the construction of a personal storage building intended for the secure storage of personal vehicles and equipment. The SA CD zone was created to accommodate a large, non-commercial personal storage building that exceeds the scale permitted for a residential accessory structure under BC Building Code, therefore requiring a light industrial type of classification. At this time, the property at 10125 Stirling Arm Crescent is the only parcel with the Stirling Arm Crescent Comprehensive Development (SA CD) District.

At the time of rezoning, the applicant proposed a building footprint of 1,708 square metres, representing 11.65% lot coverage on the subject property. Based on that proposal, the SA CD zone was designed to permit a total of 15% lot coverage. The zone also permits a single-family dwelling, accessory uses and buildings, and home occupations. The SA CD zone does not permit any type of commercial or industrial use and/or storage. Additionally, this zone requires a minimum 5-metre-deep landscaped area, or combination of landscaping, solid screening and native vegetation, to be provided and maintained along all lot lines except for necessary vehicular

PL20250088 / RD25006

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?it̓ath̓, 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).

access/egress points. This requirement was established with the zone to provide screening and mitigate impacts on adjacent residential uses.

Current Proposal

Following detailed design work, the applicant determined that a building footprint of 2,490 square metres (26,800 square feet) is required for their needs, which represents approximately 17% of lot coverage. In addition, the applicant anticipates additional building footprint needs for a future accessory shed structure to enclose and protect heritage equipment located on the property.

The current application seeks amendments to the existing Stirling Arm Crescent Comprehensive Development (SA CD) District Zone to accommodate revisions to the proposed building footprint and site design, while maintaining the previously approved use of the property for personal storage.

As part of the rezoning application, the applicant is requesting:

- an increase in the maximum permitted lot coverage from 15% to 20%;
- a reduction in the minimum side yard setback from 6.0 m to 5.0 m, and a site-specific exception permitting a 3.0 m setback along the southwest side lot line to accommodate a retaining wall and egress walkway; and
- a reduction in the minimum rear yard setback from 10.0 m to 5.0 m to accommodate retaining walls supporting an accessible walkway. Planning staff recommend a minimum rear yard setback of 7.5 m to maintain an additional buffer area from the south lot line. While the principal building would be subject to a minimum rear yard setback, the applicant proposes to provide an enhanced landscaped buffer along the rear property boundary ranging from approximately 5.0 m Southwest to 17.22 m Southeast in width, as shown on the submitted site plan.

To ensure the long-term retention of this landscaped separation area, the registration of a Restrictive Covenant on title is recommended as a condition of rezoning. The proposed amendments are intended to accommodate the revised building design and future storage needs without changing the approved land use. No commercial or industrial uses are permitted within the SA CD Zone.

May 2026 Update:

At the March 26 Sproat Lake Advisory Planning Commission meeting, concerns were raised regarding site drainage, septic location, building setbacks, and potential encroachment into the landscape buffer required with the establishment of the SA CD zone approved October 2024. Since then, the applicant has clarified how these concerns may be addressed alongside the proposed zoning amendments.

- **Site drainage:** The applicant has submitted a revised site plan identifying a site drainage path with directional arrows based on geodetic survey information. The drawing indicates that drainage is contained on site. A detailed drainage plan will be submitted as part of the building permit stage.
- **Septic location:** The proposed septic system is to be located on the adjacent southwest strata property under the same ownership. The applicant will be required to secure a restrictive covenant and easement to permit the siting of the septic system and connection to the neighbouring communal strata sewage disposal system. This has been included as a condition of rezoning.

- **Building setbacks:** The proposal requires an amendment to the principal side yard setback, reducing it from 6 m to 5 m on both sides, with a further exception along the southwest property line to permit a 3 m setback to accommodate a retaining wall and egress walkway. This impacts the landscape requirement within the SA zone to maintain a minimum 5-metre-deep landscaped area, or combination of landscaping, solid screening and native vegetation. An amendment to the rear yard setback, reducing it from 10 m to 5 m, is also required. Planning staff recommend a minimum rear yard setback of 7.5 m be maintained. The applicant has amended the proposed landscape plan accompanying this application to provide additional reserved landscape area in the rear of the property from 5 metres deep at the southwestern rear parcel and increasing to 17 metres deep at the southeastern rear of the parcel.

Advisory Planning Commission Recommendation: The Sproat Lake Advisory Planning Commission (APC) deferred the application at its March 26 meeting pending additional information. The Sproat Lake Advisory Planning Commission reconsidered the application at its July 8 meeting and passed a motion to support staff's recommendation, including the recommended 7.5 m rear setback.

Property Owner(s): Coulson Forest Products Ltd

Applicant/Primary Contact: Tanis Frame, Architect

Property Information:

Civic Address: 10125 Stirling Arm Crescent	
Legal Description: LOT 2 SECTION 88 CLAYOQUOT DISTRICT PLAN VIP63604	
PID: 023-488-891	Folio: 770-03260.170 ALR? (Y/N): N Lot Area (ha): 1.47 (3.62 ac)
Current Zoning: Stirling Arm Crescent Comprehensive Development (SA CD) District	Proposed Zoning: N/A
Current OCP: Sproat Lake, Residential Use	Proposed OCP: N/A
Development Permit Area(s):	DPA I – Foreshore & Riparian Areas Protection (Minor:15m)
Current Use & Description:	The 1.46-hectare (3.62 acre) property is vacant with an access driveway connecting to Stirling Arm Crescent. The property lies adjacent to a three-lot strata development that is also owned by the applicants and primary access into that site would be from the internal common strata road that currently provides access to the applicants' neighbouring residences.
Surrounding Zoning and Land Use	
North: Acreage Residential (RA1) District	South: Acreage Residential (RA1) District
East: Acreage Residential (RA1) District	West: Three-lot bare land strata development zoned RA1

Services:

- Sewage Disposal:** On-site sewage disposal. The storage structure would include three bedrooms, bathrooms and kitchen facilities, and would require connection to the neighbouring communal strata

wastewater system, subject to securing the necessary approvals and agreements.

- b) **Water Supply:** On-site water.
- c) **Fire Protection:** Sproat Lake Fire Protection Area. As a condition of rezoning, the proposed development will be referred to the Sproat Lake Fire Department to ensure that adequate fire protection and emergency vehicle access can be provided to the site.
- d) **Access:** There is public road access to the property from Stirling Arm Crescent. There is also internal access from the privately-owned common strata road to the west in the three-lot development where the applicants reside. The primary access to the building would be through the common strata road.

Planning Policy Discussion:

- a) **Official Community Plan:** The Comprehensive Development policies support site-specific land use design that allows for a range of uses and respects the topography and uniqueness of each parcel.

The proposed use remains the same where the subject property would be principally used for personal closed storage, but the building requires an industrial building classification.

This proposal complies with the policies and objectives of the Sproat Lake Official Community Plan. No public hearing will be held.

- b) **Zoning:** The parcel is currently zoned Stirling Arm Crescent Comprehensive Development (SA CD) District in the ACRD Zoning Bylaw.

To accommodate the proposed development, the applicant is requesting to increase the permitted lot coverage from 15% to 20%.

	Current:	Proposed:
Minimum Lot Area (ha)	1 ha	-
Minimum Lot Width (m)	30.5	-
Principal & Accessory Front Yard Setback (m)	15	-
Principal Side Yard Setback (m)	6	3-5
Principal Rear Yard Setback (m)	10	7.5
Accessory Side Yard Setback (m)	0.91	-
Accessory Rear Yard Setback (m)	0.91	-
Lot Coverage	15%	20%

The following is a draft amendment to the Stirling Arm Crescent Comprehensive Development (SA CD) District to support the development proposal. A proposed amendment to the SA CD District would revise the lot coverage regulation as follows:

167. STIRLING ARM CRESCENT COMPREHENSIVE DEVELOPMENT (SA CD) DISTRICT

This site-specific Comprehensive Development District provides for large-scale closed storage of personal vehicles and equipment with screening and buffering guidelines designed to minimize conflict with surrounding uses and to minimize the visual impact of the personal storage use.

167.1 Uses Permitted

- (1) Closed indoor storage for personal vehicles and personal equipment that may be listed for sale, excluding open storage and excluding on-site sales.
- (2) One single family dwelling.
- (3) Accessory buildings and uses.
- (4) Home Occupations

167.2 Conditions of Use

- (1) Closed indoor storage uses shall be for personal vehicles and personal equipment only. There shall be no commercial rental of storage space and no on-site commercial sale of vehicles or equipment.
- (2) All permitted uses shall be housed completely within an enclosed building except for permitted parking areas. A minimum of four (4) parking spaces and a maximum of ten (10) parking spaces shall be provided on the property.
- (3) Building siting shall comply with minimum building setbacks of 5 metres on the east side lot line and 3 metres on the west side lot line.
- (4) A minimum 5-metre-deep landscaped area, or combination of landscaping, solid screening and native vegetation, shall be provided and maintained along all lot lines except:
 - a. for necessary vehicular access and egress points; and
 - b. along the southwest lot line where a minimum landscape area of 3 metre is permitted to accommodate the structure, a retaining wall, and egress walkaway.
- (5) Vehicle parking areas shall not be located within any required front, rear, or side yard setback.

Site Development Regulations in the SA CD District (Amended)

Zoning District or Use	Minimum Lot Width (feet)	Minimum Lot Area	Maximum Lot Coverage	Minimum Setbacks (feet)			Maximum Height (feet)
				Front	Rear	Side	
SA CD	200	1 hectare	20%	50	24.6	See Section 167.2.3	32.8 2 storeys

This proposal does not comply with the ACRD Zoning Bylaw and requires an official zoning text amendment.

Comments:

To accommodate the proposed development, the applicant is requesting to increase the permitted lot coverage from 15% to 20%. The applicants intend to construct a large two-storey structure with a 2,490 square metre footprint on the vacant 1.46 ha (3.62 ac) property. The structure would be used primarily for closed storage of personal vehicles and equipment. The storage would also include 3 bedrooms, bathrooms, and kitchen facilities. The proposed amendments accommodate for a future accessory structure to protect heritage equipment.

The proposed structure would be situated on the south end of the lot in an area that would be screened from the road. The structure would be visible from the neighbouring acreage residential properties to the east and south; however, an expanded landscape buffer is required through the SA CD zone to provide screening and mitigate impacts on adjacent residential uses. The applicant is requesting amendments to the setback requirements to accommodate the proposed building design, including a reduction of the principal rear yard setback from 10 m to 7.5 m (as recommended by staff, the applicant wishes to reduce rear yard to 5 m), and the side yard setbacks from 6 m to 5 m, with a site-specific exception at the southwest boundary to 3 m to allow for a retaining wall and egress walkway.

It is recommended that the Board proceed with the consideration of Bylaw P1541 and that public notice be given in accordance with the *Local Government Act* prior to considering the bylaw for first reading.

Submitted by: *Jaleen Rousseau*
Jaleen Rousseau, Planning Manager

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

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

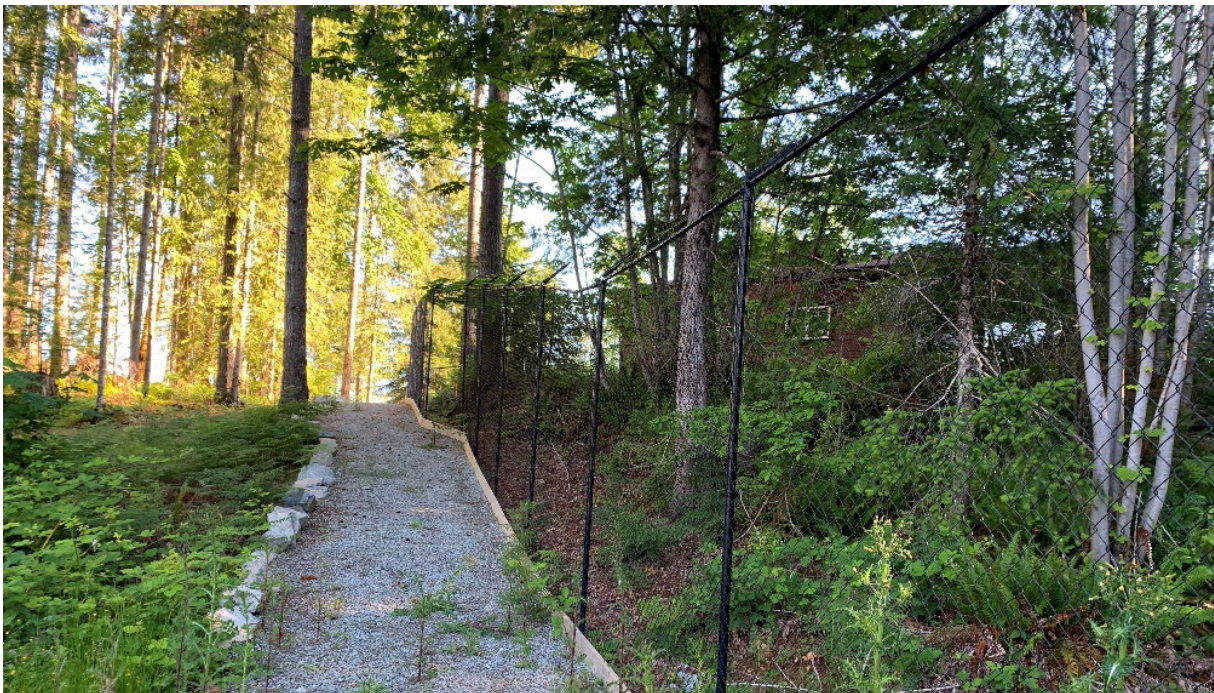
Site Photos



Building site for proposed personal storage structure. Picture looking south.



Building site for proposed personal storage structure. Picture looking southwest.



Fencing along east lot line



Internal access road into the property from the bare land strata development located to the west



Driveway access into the property from Stirling Arm Crescent



SITING CONTEXT
Scale: 1" = 100'-0"

PROJECT DATA

LEGAL ADDRESS
LOT 2 SECTION 88 CLAYOQUOT DISTRICT PLAN V163604

PARCEL IDENTIFIER
_023-488-891

CIVIC ADDRESS
STIRLING ARM CRESCENT

ZONING
SA CD - STIRLING ARM CRESCENT COMPREHENSIVE DEVELOPMENT DISTRICT

LOT SIZE
1.486 ha - 3.622 ACRES

BUILDING AREAS
2485.77 m² - MAIN FLOOR LVL 1
843.84 m² - MEZZANINE
335.17 m² - BASEMENT
225.25 m² - ROOFTOP PATIO

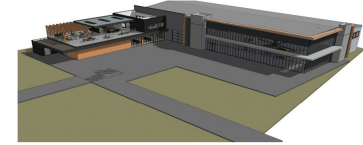
BUILDING COVERAGE (LVL1 - measured to the outside face of exterior walls)
PROPOSED ALLOWED 20% = 2832m² / PROPOSED 2480 m² 17%

PARKING
ALLOWED - MINIMUM 4 / MAXIMUM 10

BUILDING HEIGHT
ALLOWED 10m - PROPOSED 9.5m



Scale: 1" = 30'-0"
SITEPLAN 1



PERSPECTIVE VIEW

CONTRACTOR TO VERIFY ALL LINES, LEVELS, SURVEYS, DIMENSIONS, LOCATION OF BUILDING ON SITE AND LOCATION OF ALL SERVICES PRIOR TO CONSTRUCTION. ALL WORK TO BE DONE IN ACCORDANCE WITH THE B.C. BUILDING CODE, CURRENT EDITION AND ALL LOCAL BUILDING BYLAWS.

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THUJA
architecture + design

Tanis Frame Architect AIBC LEED AP
PO BOX 1328 Cumberland BC V0R 1S0
T: 250.650.7901 E: info@thujaarchitecture.ca

NO.	DATE
STEP 1A REVIEW	09-21-2023
RELEASED DEVELOPMENT PERMIT REVIEW	11-07-2023
RELEASED CLIENT REVIEW	12-21-2023
RELEASED CLIENT REVIEW	01-10-2024
BP CORRECTIONS	03-06-2025
RELEASED CLIENT REVIEW	03-18-2025
RELEASED CLIENT REVIEW	10-16-2025
STEP 1A1A REVIEW	05-15-2026

PROJECT

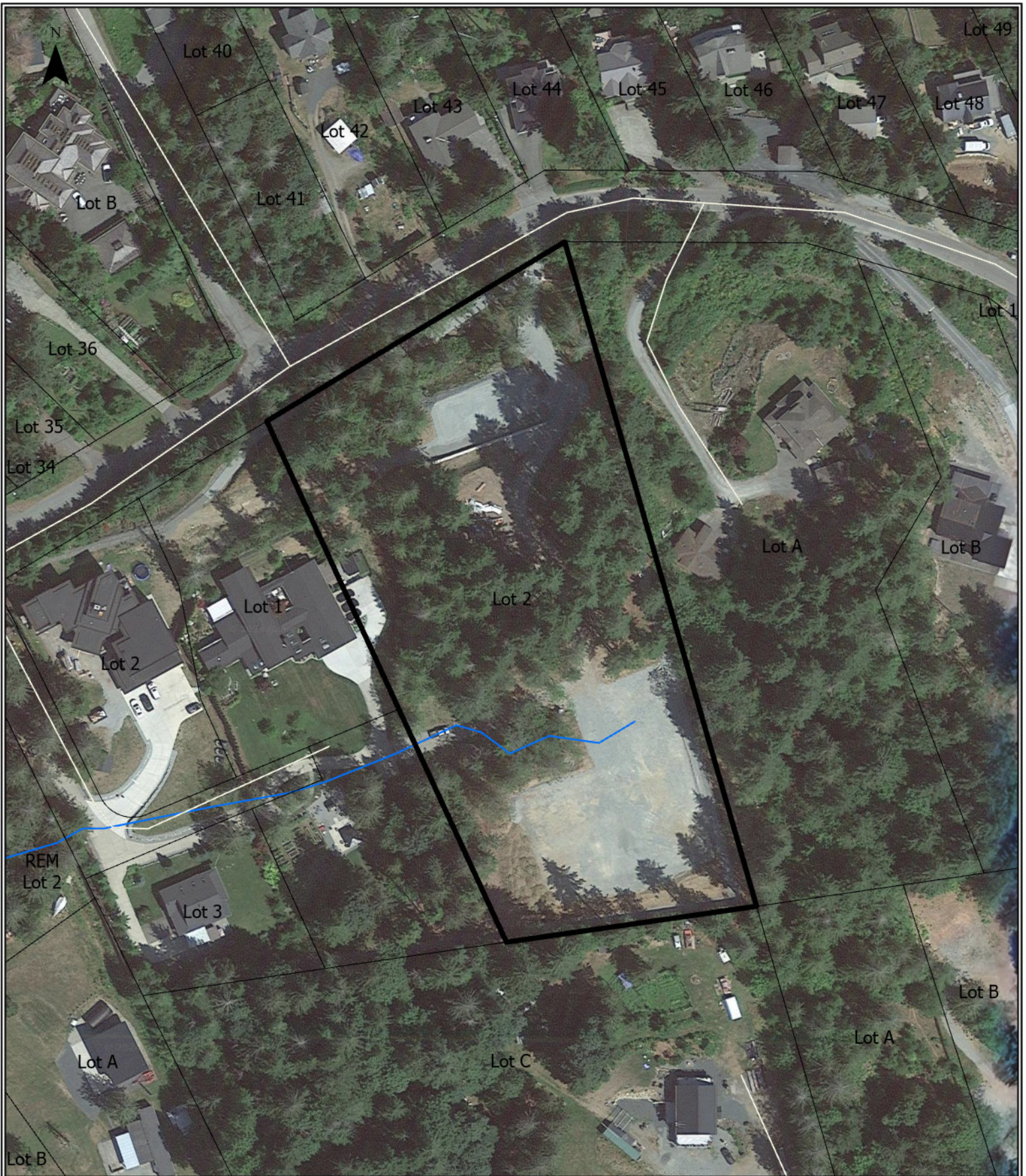
COULSON AUTOSPORTS

DRAWING

SITE PLAN

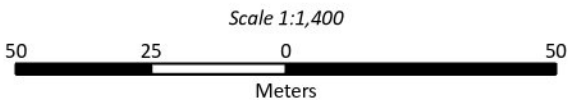
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DATE:	DRAWN BY: TFJ/SJ/SW/GA
SHEET:	

A1.0



**LOT 2 SECTION 88 CLAYOQUOT DISTRICT PLAN
VIP63604**

-  Subject Property
-  AV Stream Atlas
-  Parcels

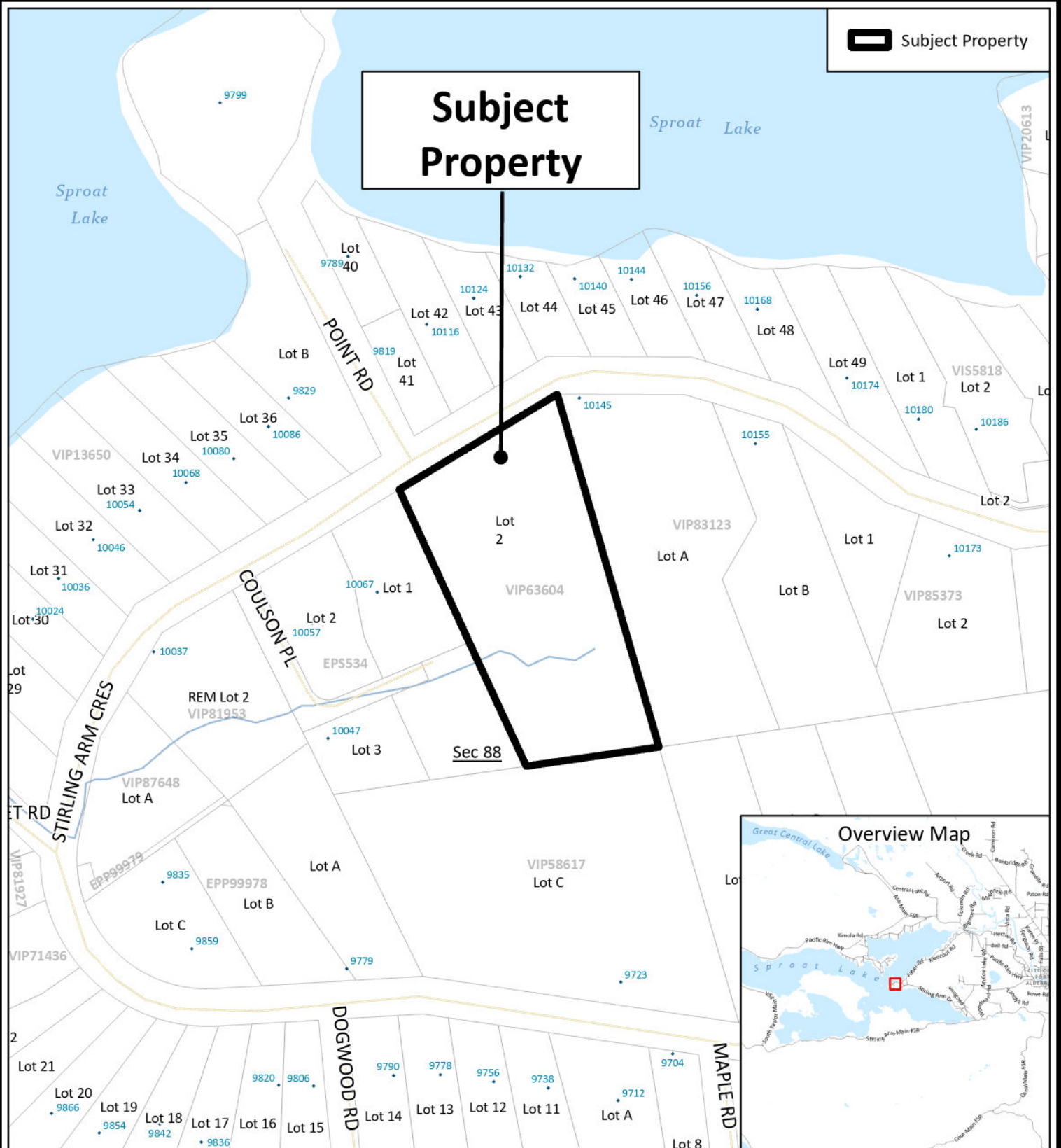


Prepared 2024-06-11
Sources: © OpenStreetMap (and)
contributors, CC-BY-SA,
ParcelMapBC; GeoBC; ACRD

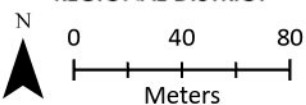
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purposes.*

 Subject Property

Subject Property



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



Legal Description: LOT 2 SECTION 88 CLAYOQUOT
DISTRICT PLAN VIP63604



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1541

OFFICIAL ZONING TEXT AMENDMENT

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw upon the affirmative vote of the directors in accordance with Sections 464, 465, 470 and 479 of the *Local Government Act*;

NOW THEREFORE the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the text of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw No. P1541.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by:

a. Amending Section 167 Stirling Arm Crescent Comprehensive Development (SA CD) District – 167.2 Conditions of Use as follows:

- (1) Closed indoor storage uses shall be for personal vehicles and personal equipment only. There shall be no commercial rental of storage space and no on-site commercial sale of vehicles or equipment.
- (2) All permitted uses shall be housed completely within an enclosed building except for permitted parking areas. A minimum of four (4) parking spaces and a maximum of ten (10) parking spaces shall be provided on the property.
- (3) Building siting shall comply with minimum building setbacks of 5 metres on the east side lot line and 3 metres on the west side lot line.**

- (4) A minimum 5-metre-deep landscaped area, or combination of landscaping, solid screening and native vegetation, shall be provided and maintained along all lot lines except:
- for necessary vehicular access and egress points; and
 - along the southwest lot line where a minimum landscape area of 3 metre is permitted to accommodate the structure, a retaining wall, and egress walkaway.

- (5) Vehicle parking areas shall not be located within any required front, rear, or side yard setback.

- b. Amending Section 200, Schedule II – Bulk and Site Regulations, for the Stirling Arm Crescent Comprehensive Development (SA CD) District as follows:

Zoning District or Use	Minimum Lot Width (feet)	Minimum Lot Area	Maximum Lot Coverage	Minimum Setbacks (feet)			Maximum Height (feet)
				Front	Rear	Side	
SA CD	200	1 hectare	20%	50	24.6	See Section 167.2.3	32.8 2 storeys

3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this day of ,
 Read a second time this day of ,
 Read a third time this day of ,

Adopted this day of ,

 Corporate Officer

 Chair of the Regional Board



To: ACRD Board of Directors

Meeting Date: July 22, 2026

From: Kerri Creighton, Planning Technician/Bylaw
Enforcement Officer

Voting Structure: Electoral Area Directors

Electoral Area: E - Beaver Creek

Subject: Parcel Frontage Waiver SE25014PFW - 6317 WALKER RD (BEECROFT)

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 3 as shown on the subdivision plan for the property located at 6317 Walker Road.

Development Proposal: The property owners have applied to subdivide the subject property into three (3) parcels. Proposed Lots 1 and 2 would be ~0.4+ ha (1+ ac), and Lot 3 would be ~1+ ha (2.5+ ac) in area. Proposed Lot 1 includes all existing structures. The parcel frontage waiver is required for Lot 3.

Advisory Planning Commission Recommendation: The Sproat Lake Advisory APC considered the subdivision proposal, including the Parcel Frontage Waiver, as part of the rezoning application for the subject property on April 29, 2025. At that meeting, the APC supported the rezoning to facilitate the proposed three-lot subdivision.

Property Owner(s): Michael and Christa Beecroft

Applicant/Primary Contact: Christa Beecroft

Property Information:

Civic Address:	6317 WALKER RD				
Legal Description:	LOT 2, DISTRICT LOT 24, ALBERNI DISTRICT, PLAN 14949				
PID:	004-332-385	Folio:	770-00658.010	ALR? (Y/N)	No
		Lot Size (ha):		1.93 (4.76 ac)	
Current Zoning:	RA2 - RA2 - Acreage Residential District				
Current OCP:	Beaver Creek, Residential Use				
Development Permit Area(s):	N/A				
Current Use & Description:	The property is mostly cleared with recent tree removal and land-clearing activities. Improvements include a single family dwelling with an attached carport structure, and a number of outbuildings and sheds. All existing structures are included on proposed Lot 1.				

- a) **Sewage Disposal:** Onsite sewage disposal. The property owners provided an assessment completed by a Registered Onsite Wastewater Practitioner (ROWP) dated June 4, 2025. The assessment concludes that the subject property will allow for suitable area and soil conditions for a primary and a reserve system for all three (3) proposed parcels, and that onsite sewage disposal on the parcels will not negatively affect neighbouring properties or the receiving environment.
- b) **Water Supply:** Beaver Creek Community Water System. Payment of applicable Development Cost Charges to satisfy the requirements of ACRD Bylaw F1133 and meeting all requirements for connection to the Beaver Creek Water System will be required prior to subdivision approval.
- c) **Fire Protection:** Beaver Creek Fire Protection Area.
- d) **Access:** Walker Road. Proposed Lots 1 and 2 will be accessed directly from Walker Road. Proposed Lot 3 will be accessed by a panhandle driveway from Walker Road.
 - i. **Parcel Frontage Waiver:** Issuance of a parcel frontage waiver will be required for proposed Lot 3 as a condition of subdivision approval. Section 512 of the *Local Government Act* requires that the minimum road frontage must be at least 10 % of the lot's perimeter. Proposed Lot 3 does not meet this requirement.

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

Zoning: The ACRD Zoning Bylaw zones this property Acreage Residential (RA2) District. The property was rezoned in July 2025 to facilitate the subdivision.

- | | Current: |
|--|----------|
| Minimum Lot Area (ha) | 0.405 |
| Minimum Lot Width (m) | 36.576 |
| Principal & Accessory Front Yard Setback (m) | 12.192 |
| Principal Side Yard Setback (m) | 4.572 |
| Principal Rear Yard Setback (m) | 9.144 |
| Accessory Side Yard Setback (m) | 0.914 |
| Accessory Rear Yard Setback (m) | 0.914 |
| Watercourse Setback (m) | 30 |

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Comments: Section 512 of the *Local Government Act* requires that where a subdivision creates a parcel fronting a highway (public road), the parcel must have frontage equal to at least 10% of its perimeter. Proposed Lots 1 and 2 will have direct access to Walker Road and meet the minimum 10% frontage requirement. Proposed Lot 3 will be accessed via a panhandle driveway extending to Walker Road along the north property boundary.

The proposed subdivision is consistent with the policies and objectives of the Beaver Creek Official Community Plan and complies with the ACRD Zoning Bylaw. Consideration of a waiver to the 10% frontage requirement for Lot 3 is included as a condition of subdivision approval. Planning staff support the proposed subdivision and recommend that the frontage requirement be waived for Lot 3.

Reviewed by: Alex Dyer
Alex Dyer, General Manager of Planning & Development

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

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

SITE PHOTOS

Taken April 11, 2025 for Rezoning Application



Looking east from Walker Road towards proposed Lot 2.



Looking east from Walker Road towards the single family dwelling on proposed Lot 1.



Looking east from Walker Road towards proposed panhandle driveway to Lot 3.



Looking west from proposed boundary between Lots 1 and 3 toward the back of the single family dwelling and outbuildings.



Looking east from proposed boundary between Lots 1 and 3 toward Lot 3.
ALR farmland is in the background, past the line of trees.

PROPOSED SUBDIVISION PLAN OF LOT 2, DL 24, ALBERNI DISTRICT, PLAN 14949.

SCALE = 1:750



Metric

THE INTENDED PLOT SIZE IS 11" X 17"
DIMENSIONS ARE SHOWN IN METRES
AND ARE DERIVED FROM PLAN 14949.

CIVIC ADDRESS

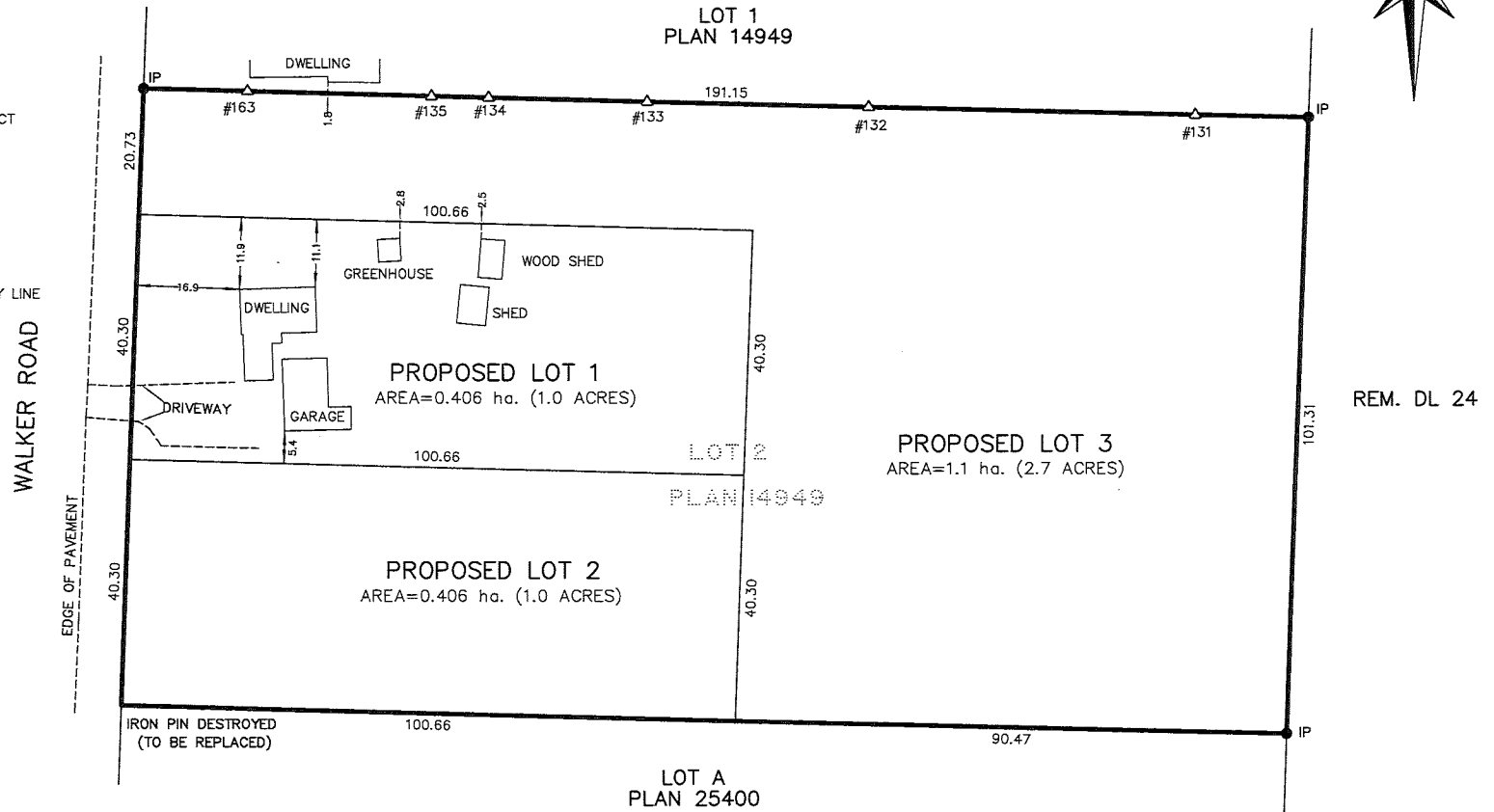
6317 WALKER ROAD
PORT ALBERNI, BC
PID:004-332-385

NOTES

JURISDICTION: ALBERNI CLAYOQUOT REGIONAL DISTRICT
ZONING (2026): RA2
SETBACKS SHOWN TO SIDING OF BUILDING

LEGEND

- DENOTES IRON PIN FOUND
- △ DENOTES SPIKE AND STAKE SET ON PROPERTY LINE



THIS DOCUMENT IS INTENDED FOR USE AS A SUBDIVISION APPLICATION PLAN. IT IS BASED ON LAND TITLE OFFICE RECORDS, AND DOES NOT REPRESENT A BOUNDARY SURVEY. CRITICAL LOT DIMENSIONS AND AREAS MUST BE CONFIRMED BY A PROPER CADASTRAL SURVEY.

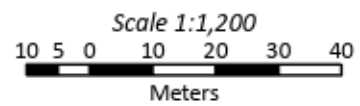
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DATE: 2026-05-11



WALKER RD

ALR Lands



-  Subject Property
-  Agricultural Land Reserve
-  Jurisdictional Boundary
-  Parcels



Prepared 2025-04-15
Sources: LidarBC (DEM, Hillshade)
2019, ParcelMapBC; ACRD, City of Port Alberni

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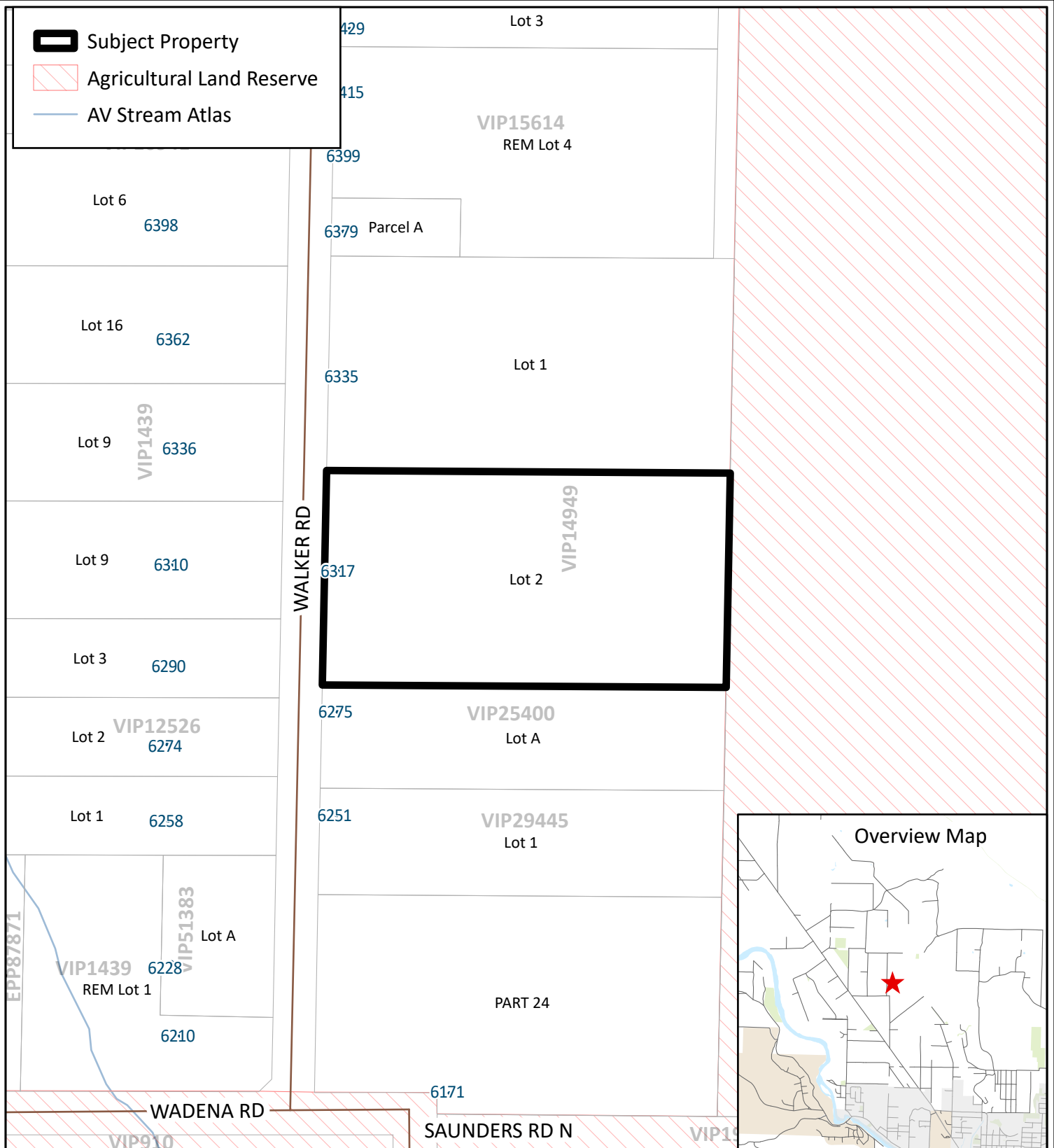
Subject Property



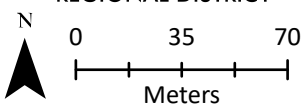
Agricultural Land Reserve



AV Stream Atlas



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



Civic Address: 6317 Walker Road

Legal Description: LOT 2, DISTRICT LOT 24, ALBERNI DISTRICT, PLAN
14949



To: ACRD Board of Directors

From: Amy Needham, Sustainability Planner

Meeting Date: July 22, 2026

Subject: West Coast Climate Adaptation Planning

Purpose:

The purpose of this report is to inform the Board of the progress towards development of climate adaptation plans on the West Coast, in collaboration with the Clayoquot Biosphere Trust (CBT), Tla-o-qui-aht, Toquaht, Yuułuʔiłʔatḥ, District of Ucluelet and District of Tofino, and expected next steps.

Background:

Climate action was formally recognized as a priority by the ACRD when the Board signed B.C.'s Climate Action Charter in 2017 after a resolution to do so was carried at the November 9, 2016, Board meeting. The Climate Action Charter states that the signatory acknowledges the following:

- Governments urgently need to implement effective measures to reduce greenhouse gas (GHG) emissions and anticipate and prepare for climate change impacts;
- It is important to take action and work together to share best practices, to reduce GHG emissions, and address the impacts of climate change;
- Local governments have taken action on climate change, planning livable, sustainable communities, encouraging green developments and transit-oriented developments, and implementing innovative infrastructure technologies including landfill gas recapture and production of clean energy;
- The interrelationship between each Order of Government's respective jurisdictions and accountabilities with respect to communities, and activities related to and within communities, creates both a need and an opportunity to work collaboratively on climate change initiatives; and
- The actions of each of the parties towards climate change will be more successful if undertaken jointly with other parties.

As climate hazards affect all ACRD residents irrespective of location, it is logical to work collaboratively with interested First Nations and member municipalities on policies of mutual alignment to promote efficiency of actions, save money and increase grant access. The Board directed staff to work with the Clayoquot Biosphere Trust on community climate action plan development at their February 26, 2025, meeting. Subsequently, five governments have agreed to collaborate to develop plans that will focus both on their respective climate adaptation priorities as well as areas of alignment and future regional adaptation projects, supported by successful grant applications to the Federation of Canadian Municipalities Local Leadership in Climate Adaptation Fund – Climate-Ready Plans and Processes

Stream. Climate mitigation may also be addressed in part through this process, as several well-recognized climate adaptation mechanisms also function as mitigation measures to reduce greenhouse gas emissions, such as tree planting, riparian area restoration, green shores initiatives, regenerative agriculture, wetland restoration, rainwater capture, and green roof/green infrastructure installation.

ACRD and CBT staff have struck a cross-community working group, consisting of staff members from each of the collaborating communities that will work together on this project. Other heavily engaged and important entities, such as Island Health, are invited to attend meetings on an as-needed basis. In order to assist the rural, remote and Indigenous collaborating communities with strained capacity to apply for and administer grant funding, the CBT and ACRD will provide support throughout the grant administration process, as well as run one procurement process for a single consultant that will develop all five climate plans and maintain communication networks among all collaborators.

The working group, in partnership with the ACRD's finance and planning departments, is developing a Request for Proposal (RFP), as well as Fund Sharing Agreements (FSA), to ensure that the procurement process is fair and in compliance with the Procurement bylaw. They will also review proposals, interview a shortlist of suitable consultants, and recommend RFP award to the Board.

Time Requirements – Staff & Elected Officials:

Finance staff will spend approximately 60 hours issuing the FSAs and RFP and administering the grant in partnership with the CBT. The Sustainability Planner will provide three days per month to support this project throughout its 24-month duration.

Financial:

This project is fully funded through a successful Federation of Canadian Municipalities grant award and through Local Government Climate Action Program funding.

Strategic Plan Implications:

The ACRD's 2024-2027 Strategic Plan envisions a future in which 'we have implemented measures to adapt to and mitigate the impacts of climate change.' To achieve this future, there are several Focus Area Strategies and Objectives that support the development of collaborative community climate adaptation plans:

- 1.5 – Leverage grants toward creating regional and community benefit - Actively pursue grants that align with or advance the regions' strategic and operational needs.
- 2.3 – Infrastructure climate resiliency - Establish policies that provide criteria and process for regional collaboration that fosters the development, effective use of, or climate related upgrades to, new or existing water/sewer utilities
- 2.4 – Emergency management and climate adaptation – including the examination of the impacts of drought on the security of our water systems, and identify and consider the impacts of climate change as it relates to hazard and risk assessments.
- 3.2 – Regional government alignment - advance shared service initiatives between regional jurisdictions as informed by regional CAO/ED dialogue, regional strategic plan reviews and government to government meetings.

- 3.3 – Optimize communication platforms and practices - Explore opportunities for improved...collaborative engagement with other agencies operating within the region.

Policy or Legislation:

Sections 2-3 of the *Emergency and Disaster Management Act* emphasize the importance of addressing climate adaptation for emergency preparedness, as well as throughout the recovery process.

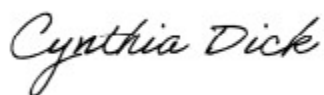
Report Approval Details

Document Title:	RFI - West Coast Climate Adaptation Planning.docx
Attachments:	
Final Approval Date:	July 16, 2026

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



Alex Dyer, MCIP, RPP, General Manager of Planning & Development



Cynthia Dick, General Manager of Administrative Services



Daniel Sailland, MBA, Chief Administrative Officer



Monthly Agreement & Grant Delegation Report

The following agreements have been executed by the CAO and or GMs for the period of June 1, 2026, to June 30, 2026:

Parties	Agreement	Purpose	Term	Fees
Coastal Concepts Contracting	Contract Amendment	LBA Weather Station Renovation	Apr. 15, 2026 – Jul. 1, 2026	n/a – 2-month and 2 week contract term extension only
Mathews, Dinsdale & Clark LLP	Retainer Agreement	Legal Services	Jun. 12, 2026 – ongoing	\$625.00/hour – rate agreement
Allen Paul	Lease	AVRA - 3 YR Lease	Jul. 1, 2026 – Jun. 30, 2029	\$4,514.55/year + annual BC CPI, excluding GST
BC Parks	Lease	LBA – 3 YR Lease	Jul. 1, 2025 – Jun. 30, 2028	\$9,580.04/year + annual BC CPI, excluding GST
Care Network	Lease	LBA – 2 YR Lease	Jul. 1, 2025 – Jun. 30, 2027	\$2,898.98/year + annual BC CPI, excluding GST
JDR Pacific Ventures Ltd	Lease	LBA – 3 YR Lease	Jul. 1, 2025 – Jun. 30, 2028	\$23,025.90/year + annual BC CPI, excluding GST
JDR Pacific Ventures Ltd	Lease	LBA – 3 YR Lease	Jul. 1, 2026 – Jun. 30, 2028	\$4,264.42/year + annual BC CPI, excluding GST
JDR Pacific Ventures Ltd	Lease	LBA – 3 YR Lease	Jul. 1, 2026 – Jun. 30, 2029	\$8,435.12/year + annual BC CPI, excluding GST

Grantor	Program	Purpose	Funding Term	Grant Amount
Employment and Social Development Canada	Canada Summer Jobs	Sproat Lake Marine Patrol Staff Funding – Approval	Jun. 30, 2026 – August 31, 2026.	\$2,556.00
Union of BC Municipalities	Emergency Operations Centre Equipment and Training	EOC Preparation and continuation of programs - Application	Declined	\$60,000.00

Transport Canada	Boating Safety Contribution Program	Sproat Lake Marine Patrol Staff Funding – Extension Request	June 19, 2026 – March 31, 2027	\$50,000.00
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REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
Jun-26

	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
BUILDING TYPE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	1	405,250											1	405,250
Accessory							1	54,316	1	50,000			2	104,316
Adds+Renos							2	145,000					2	145,000
Multi-Family													0	0
Manufactured													0	0
Agricultural											1	59,718	1	59,718
Commercial													0	0
Industrial													0	0
Institutional													0	0
Renewal											1	607,445	1	607,445
Demolition							2	2,000			1	1,000	3	3,000
Totals	1	405,250	0	0	0	0	5	201,316	1	50,000	3	668,163	10	1,324,728

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
2026 TO DATE

	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
BUILDING TYPE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	2	805,716	0	0	2	548,753	6	3,642,826	1	843,288	0	0	11	5,840,583
Accessory	1	150,000	0	0	1	17,596	3	255,749	1	50,000	1	109,004	7	582,349
Adds+Renos	0	0	0	0	0	0	3	395,000	0	0	0	0	3	395,000
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manufactured	0	0	0	0	0	0	1	7,000	0	0	0	0	1	7,000
Agricultural	0	0	0	0	0	0	0	0	0	0	1	59,718	1	59,718
Commercial	1	166,744	0	0	0	0	0	0	0	0	0	0	1	166,744
Industrial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Institutional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Renewal	0	0	0	0	0	0	0	0	1	204,615	1	607,445	2	812,060
Demolition	0	0	0	0	0	0	3	3,000	0	0	2	2,000	5	5,000
Totals	4	1,122,460	0	0	3	566,349	16	4,303,575	3	1,097,903	5	778,167	31	7,868,453

	BAMFIELD	CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
WOODSTOVE INSPECTIONS						2	5

	YEAR TO DATE		TOTAL YEAR	
2025	29	7,114,311	98	30,000,766
2024	62	11,154,036	119	30,520,584
2023	47	8,401,340	107	21,617,844
2022	51	11,385,525	127	27,309,617
2021	45	4,669,332	109	15,945,961
2020	44	5,930,746	121	16,119,274
2019	37	5,066,394	109	14,925,682
2018	38	4,493,506	104	12,305,797
2017	34	4,195,057	103	12,826,449
2016	25	2,995,016	82	10,545,063
2015	28	2,176,279	89	8,577,170



Alberni-Clayoquot Regional District

Board of Directors Meeting Schedule August 2026

DATE & TIME	MEETING	LOCATION	ATTENDEES
Wednesday, August 19 10:00 am	West Coast Committee	Ucluelet Council Chambers/Zoom	Committee/Staff
Wednesday, August 26 10:00 am	Alberni Valley & Bamfield Services Committee	ACRD Boardroom/Zoom	Committee/Staff
1:30 pm	Board of Directors	ACRD Boardroom/Zoom	Directors/Staff

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