



Board of Directors Meeting  
Wednesday, March 25, 2026

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

**Regular Agenda**

Watch the meeting live at: <https://www.acrd.bc.ca/events/25-3-2026/>

Register to participate via Zoom Webinar at:

[https://acrd-bc-ca.zoom.us/webinar/register/WN\\_vQshNuaiS4K4\\_pPi40N5IQ](https://acrd-bc-ca.zoom.us/webinar/register/WN_vQshNuaiS4K4_pPi40N5IQ)

**PAGE #**

**1. CALL TO ORDER**

**Recognition of Territories.**

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

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

**2. APPROVAL OF AGENDA**

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

**3. DECLARATIONS**

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

**4. INVITED PRESENTATIONS**

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

**6. CONSENT AGENDA**

- |    |  |       |
|----|--|-------|
| a. | Board of Directors Meeting – March 11, 2026                | 7-12  |
| b. | Salmon Beach Committee Meeting – March 12, 2026            | 13-16 |
| c. | Transportation Advisory Committee Meeting – March 12, 2026 | 17-19 |

*THAT the items a-c on the consent agenda be received and adopted.*

**7. ITEMS REMOVED FROM CONSENT AGENDA**

**8. PUBLIC INPUT PERIOD**

*(15 minutes total. 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. | <b>MINISTRY OF TRANSPORTATION AND TRANSIT</b>   | <b>20-21</b> |
|    | Response to letter regarding safety along Highway 4 in Cathedral Grove  |              |
| b. | <b>SPROAT LAKE PROPERTY OWNERS' ASSOCIATION BOARD</b>   | <b>22-23</b> |
|    | Email response regarding the 2026-2030 ACRD Financial Plan  |              |
| c. | <b>DISTRICT OF UCLUELET</b>   | <b>24-25</b> |
|    | Letter inviting the Alberni Valley Clayoquot Regional District to join a regional cost-sharing partnership supporting a Wildlife Safety and Conservation Officer initiative |              |

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

**10. CORRESPONDENCE FOR ACTION**

(ALL/UNWEIGHTED)

**11. REQUEST FOR DECISION REPORTS**

- |    |   |              |
|----|---|--------------|
| a. | <b>REQUEST FOR DECISION</b>   |              |
|    | Preferred Emergency Route Summary — Transportation Committee Recommendations<br>(ALL/ UNWEIGHTED) | <b>26-36</b> |

*THAT the ACRD Board of Directors endorse Routes 1A, 1B and 4, identified in the July 2025 Ministry of Transportation and Transit (MOTT) report 'Highway 4 Emergency Detour Route Options', as the ACRD's primary emergency access routes for discussion with community partners.*

*THAT the ACRD Board of Directors direct ACRD staff to work with the Ministry of Transportation and Transit to proceed with the necessary steps to identify the Horne Lake Corridor as an emergency disaster response route with restricted use for key emergency/medical personnel.*

- |    |  |              |
|----|--|--------------|
| b. | <b>REQUEST FOR DECISION</b>  |              |
|    | Salmon Beach Maintenance and Operations Services Contract Renewal<br>(ALL/ WEIGHTED) | <b>37-39</b> |

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to exercise one of the available 3-year renewal terms for the Salmon Beach Maintenance and Operations Services contract with Goldstone Enterprises Inc. under the existing renewal provision and contract terms in the amount of \$100,796.96 (excluding GST) plus an annual increase of 2.5% per year over a 3-year term, with one additional 3-year renewal term upon mutual agreement.*

**c. REQUEST FOR DECISION**

Grant Funding Application with NETP — Special Projects  
(ALL /UNWEIGHTED)

**40-41**

*THAT the Alberni-Clayoquot Regional District Board of Directors approve submission of a funding application to the Nuuchahnulth and Employment Training Program for Special Projects funding to coordinate a Crown Leases 101 regional training in partnership with First Nations and municipalities.*

**d. REQUEST FOR DECISION**

Adoption of Bylaw F1174, 2026-2030 Financial Plan  
(ALL/ WEIGHTED)

**42-45**

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Bylaw F1174, 2026 to 2030 Alberni-Clayoquot Regional District Financial Plan” with the following adjustments:*

*Alberni Valley Landfill, page 37, as follows:*

*GL Category 124 – Fees & Charges – increase 2025 Actual by \$9,928 to \$3,517,005*

*GL Category 126 – Surplus (Deficit) from Prior Years – increase 2026 Budget by \$9,928 to \$981,021*

*GL Category 220 – Contribution to Capital Fund – increase 2026 Budget by \$9,928 to \$1,185,711.*

*Salmon Beach Recreation, page 44 and 45, as follows:*

*GL Category 220 – Contribution to Capital Fund – decrease by \$10,000 to \$27,094*

*GL Category 257 – Operating Costs – increase by \$10,000 to \$20,288*

*Capital Fund – Expenditure – Boat Launch Improvements – increase 2026 to \$16,000 and decrease 2027 to zero.*

*Electoral Area Administration, page 84, as follows:*

*Change the description of Canada Community-Building Fund Reserve – Project Allocation from Bamfield westside fire hall upgrade to Bamfield fire department upgrades.*

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



*THAT the Alberni-Clayoquot Regional District Board of Directors issue Temporary Use Permit TUP25013.*

- b. **DVD26001, DEBRUYNE & REHILL, 10170 KYUNIM ROAD (SPROAT LAKE)** 75-81  
Development Variance – Memorandum and Permit

*THAT the Alberni-Clayoquot Regional District Board of Directors issue Development Variance Permit No. DVD26001 to vary Section 6.5.1.e of Zoning Bylaw No. 15 to increase the maximum allowable height of an accessory structure in an RA1 zone from 12 ft (3.65 m) to 17 ft (5.18 m).*

**13. REPORTS**

**13.1 STAFF REPORTS**

(ALL/UNWEIGHTED)

- a. **Meeting Schedule — April 2026** 82
- b. **Building Report — February 2026** 83
- c. **Monthly Agreement & Grant Delegation Report — February 2026** 84

*THAT the Board of Directors receives the Staff Reports a-c.*

**13.2 MEMBER REPORTS**

(ALL/UNWEIGHTED)

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

**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 minutes total. 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 attendees, raise your hand in Zoom to request to speak. In-person attendees, raise your hand to request to speak).*

**16. RECESS**

(ALL/UNWEIGHTED)

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

**17. RECONVENE**

**18. ADJOURN**  
(ALL/UNWEIGHTED)

**Next Board of Directors Meeting: Wednesday, April 8, 2026, 1:30 pm**  
**Regional District Board Room & Zoom**



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

### MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, MARCH 11, 2026, 1:30 PM

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

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#### **DIRECTORS**

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

#### **PRESENT:**

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)

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

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

Sharie Minions, Mayor, City of Port Alberni

Tom Stere, Councillor, District of Tofino

Kirsten Johnsen, Member of Council, Toquaht Nation

Levana Mastrangelo, Executive Legislator, YuułuꞀiꞀꞀath Government

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

#### **REGRETS:**

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

Marilyn McEwen, Mayor, District of Ucluelet

Moriah Cootes, Councillor, Uchucklesaht Tribe Government

#### **STAFF PRESENT:**

Daniel Sailland, Chief Administrative Officer

Teri Fong, Chief Financial Officer

Alex Dyer, General Manager of Planning & Development

Cynthia Dick, General Manager of Administrative Services

Eddie Kunderman, Operations Manager

Janice Hill, Executive Assistant

Tanya Carothers, Solid Waste Manager

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

<https://www.acrd.bc.ca/events/11-3-2026/7778/?catid=0>

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

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

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

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

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

**2. APPROVAL OF AGENDA**

*The Motion was MOVED and SECONDED*

*THAT the agenda be approved as circulated.*

**CARRIED UNANIMOUSLY**

**3. DECLARATIONS**

**4. INVITED PRESENTATIONS**

- a. **Chris Washington, Vice Chair, Pam Craig, Trustee, Helen Zanette, Trustee, Larry Ransom, Trustee, Janis Joseph, Trustee, James Messenger, Assistant Superintendent, Alex Taylor, Director of Operations, SD 70 Board of Education and staff, Alberni District Secondary School Turf Field Project.**

**5. CONSENT AGENDA**

- a. **Board of Directors Meeting – February 25, 2026**
- b. **Bamfield Area Services Committee Meeting – February 24, 2026**
- c. **Parcel Tax Meeting – February 25, 2026**
- d. **Committee-of-the-Whole Meeting – March 4, 2026**

*The Motion was MOVED and SECONDED*

*THAT the items a-d on the consent agenda be received and adopted.*

**CARRIED UNANIMOUSLY**

**6. ITEMS REMOVED FROM CONSENT AGENDA**

**7. PUBLIC INPUT PERIOD**

**8. CORRESPONDENCE FOR INFORMATION**

- a. **UNION OF BC MUNICIPALITIES**  
Annual membership renewal
- b. **UNION OF BC MUNICIPALITIES**  
Denied of 2025 Volunteer and Composite Fire Department Equipment and Training funding
- c. **MINISTRY OF HOUSING AND MUNICIPAL AFFAIRS**  
Response to letter from regarding Governance Restructure Grant Program
- d. **CLAYOQUOT SOUND BIOSPHERE CENTRE**  
Letter regarding Community Works Fund
- e. **CITY OF ABBOTSFORD**  
Request for Support – 2026 Proposed UBCM Resolutions

- f. **THOMPSON-NICOLA REGIONAL DISTRICT**  
Support Letter for City of Kamloops Heritage Conservation Act Resolution
- g. **CITY OF PRINCE GEORGE**  
Support in signing petition to the Minister of Justice and the Attorney General of Canada

*The Motion was MOVED and SECONDED*

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

**CARRIED UNANIMOUSLY**

## **9. REQUEST FOR DECISION REPORTS**

- a. **Request for Decision regarding First Reading of Bylaw F1174, 2026-2030 Financial Plan**

*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, 2026 to 2030 Alberni-Clayoquot Regional District Financial Plan".*

**CARRIED**

- b. **Request for Decision regarding Bylaw R1033 - West Coast Landfill Tipping Fee and Regulation Bylaw Amendment**

*The Motion was MOVED and SECONDED*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1033-10 Amendment – West Coast Landfill Tipping Fee and Regulation Bylaw, 2026.*

**CARRIED UNANIMOUSLY**

*The Motion was MOVED and SECONDED*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1033-10 Amendment – West Coast Landfill Tipping Fee and Regulation Bylaw, 2026.*

**CARRIED UNANIMOUSLY**

*The Motion was MOVED and SECONDED*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1033-10 Amendment – West Coast Landfill Tipping Fee and Regulation Bylaw, 2026.*

**CARRIED UNANIMOUSLY**

*The Motion was MOVED and SECONDED*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1033-10 Amendment -West Coast Landfill Tipping Fee and Regulation Bylaw, 2026.*

**CARRIED UNANIMOUSLY**

**c. Request for Decision regarding Bamfield Water System Rate Increase**

*The Motion was MOVED and SECONDED*

*THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw No. F1147-5, Bamfield Water System Rates and Regulations Amendment Bylaw, 2026.*

**CARRIED UNANIMOUSLY**

*The Motion was MOVED and SECONDED*

*THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw No. F1147-5, Bamfield Water System Rates and Regulations Amendment Bylaw, 2026.*

**CARRIED UNANIMOUSLY**

*The Motion was MOVED and SECONDED*

*THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw No. F1147-5, Bamfield Water System Rates and Regulations Amendment Bylaw, 2026.*

**CARRIED UNANIMOUSLY**

*The Motion was MOVED and SECONDED*

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. F1147-5, Bamfield Water System Rates and Regulations Amendment Bylaw, 2026.*

**CARRIED UNANIMOUSLY**

**d. Request for Decision regarding West Coast Transit – Millstream Bus Stop Location**

*The Motion was MOVED and SECONDED*

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to leave the location of the bus stop within the Millstream Community where it is and move forward with the installation of a bus shelter in this location as part of the bus shelter installation project.*

**CARRIED UNANIMOUSLY**

**10. PLANNING MATTERS**

**10.1 ALL DIRECTORS**

- a. **MISC26002, DISTRICT OF TOFINO OFFICIAL COMMUNITY PLAN (OCP)  
AMENDMENT BYLAW 1290.02 REFERRAL**

Miscellaneous Referral – Memorandum

*The Motion was MOVED and SECONDED*

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to provide a referral response to the District of Tofino’s OCP Amendment Bylaw 1290.02 to advise that the ACRD’s interests are unaffected.*

**CARRIED UNANIMOUSLY**

**11. REPORTS**

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

- a. **Notice of motion to discuss Lease Expansion at Alberni Valley Regional Airport  
– Director Boyko**

*The Motion was MOVED and SECONDED*

*THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate and provide a report regarding the additional lease expansion of 84,637 ft<sup>2</sup> at the Alberni Valley Regional Airport where no lease exists and provide options to the Board that are equitable and fair to all leaseholders, and to the taxpayers that own the Aerodrome, including options such as a separate lease, backdated to when construction began on this additional area.*

*The Motion was MOVED and SECONDED*

*THAT the Alberni-Clayoquot Regional District Board of Directors refer this item to the in-camera agenda for discussion.*

**CARRIED**

**13. QUESTION PERIOD**

**14. RECESS**

(ALL/UNWEIGHTED)

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

The meeting recessed at 2:51 pm.

**15. RECONVENE**

The meeting was reconvened at 2:55 pm.

**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) (a): personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;*
- ii. 90 (1) (k): negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public*

**CARRIED UNANIMOUSLY**

The meeting was closed to the public at 2:56 pm.

The meeting was re-opened to the public at 3:31 pm.

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

**18. ADJOURN**

*The Motion was MOVED and SECONDED*

*THAT this meeting be adjourned at 3:31 pm.*

**CARRIED UNANIMOUSLY**

Certified Correct:

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John Jack,  
Chairperson

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Cynthia Dick,  
General Manager of Administrative Services



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

MINUTES OF THE SALMON BEACH COMMITTEE MEETING  
HELD ON THURSDAY, MARCH 12, 2026, 1:30 PM

Zoom

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- MEMBERS** Vaida Siga, Chairperson, Director, Electoral Area "C" (Long Beach)
- PRESENT:** Jill Maibach, Member at Large  
Terry Graff, Member at Large  
Ron McKinlay, Member at Large  
Greg Kightley, Member at Large
- REGRETS:** Ken Lunde, Member at Large
- STAFF PRESENT:** Eddie Kunderman, Operations Manager  
Lyndsey Page, Community Services Coordinator  
Brooke Eschuk, Planner 1

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
<https://www.acrd.bc.ca/events/12-3-2026/7780/?catid=0>

**1. CALL TO ORDER**

The Chairperson called the meeting to order at 1:31 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. ADOPTION OF MINUTES**

**a. Salmon Beach Committee – December 9, 2025**

*The Motion was MOVED and SECONDED*

*THAT the minutes of the Salmon Beach Committee meeting held on December 9, 2025, be adopted.*

**CARRIED UNANIMOUSLY**

**5. PUBLIC INPUT PERIOD**

**6. REQUEST FOR DECISION REPORTS**

**a. Request for Decision regarding Salmon Beach Maintenance and Operations Services Contract Renewal**

*The Motion was MOVED and SECONDED*

*THAT the Salmon Beach Committee recommend that the Alberni-Clayoquot Regional District Board of Directors exercise one of the available 3-year renewal terms for the Salmon Beach Maintenance and Operations Services contract with Goldstone Enterprises Inc. under the existing renewal provisions and contract terms in the amount of \$100,796.96 (excluding GST) plus an annual increase of 2.5% per year over a 3-year term, with one additional 3-year renewal term upon mutual agreement.*

**CARRIED UNANIMOUSLY**

**b. Request for Decision regarding Salmon Beach Recreation 2026 Boat Launch Capital Costs**

*The Motion was MOVED and SECONDED*

*THAT the Salmon Beach Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve the addition of \$16,000 into the capital budget for the Salmon Beach Recreation service for necessary boat launch infrastructure improvements to take place in 2026 instead of 2027.*

**CARRIED UNANIMOUSLY**

**7. REPORTS**

**a. Operations Update (verbal) – E. Kunderman**

**Salmon Beach Garbage and Recycling Service**

Staff advised that adding recycling service in 2026 would exceed the maximum requisition amount set out in the establishing bylaw. Staff will work to amend the establishing bylaw in 2026, with the intent of implementing recycling service in 2027.

### **Sea Can and Roof Structure for Pumper Truck**

Staff provided an update on the sea can roof structure intended to provide covered parking for the pumper truck. The design is complete, and the project is within available capital funding. The project is not included in the 2026 work plan, with 2027 identified as the earliest start date.

*The Motion was MOVED and SECONDED*

*THAT the Salmon Beach Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to add the sea can roof installation for the pumper truck to the 2027 work plan.*

**CARRIED UNANIMOUSLY**

Greg Kightley joined the meeting at 1:42 pm.

### **AEDs and Security Cameras**

Staff advised that AEDs will be funded through the Salmon Beach Recreation Service operating budget and that \$10,000 is allocated in the Salmon Beach security capital budget for camera installation.

Both projects are contingent on approval of the financial plan. Once approved, staff will proceed with next steps, including a privacy impact assessment for the cameras.

### **Portable Toilets**

Staff provided an update on the potential installation of portable toilets in the community. Ucluelet Rent-It Centre advised they would prefer to use their own units rather than existing community units due to servicing logistics.

Tentative funding has been included in the budget to pilot portable toilets during the summer season, subject to approval of the financial plan.

### **Septic Land Lease with Toquaht Nation**

Staff advised there are five years remaining on the current septic land lease with Toquaht Nation. Staff recommended initiating discussions within the next year to explore long-term options and potential extensions, allowing sufficient time for future planning. Broader wastewater servicing options could be included in those discussions.

### **b. Area "C" (South Long Beach) Official Community Plan Update**

Staff provided a brief update on the Area C Official Community Plan review. Public engagement is nearing completion and included a land-based learning workshop with students at Ucluelet Secondary School and a meeting with the Area Planning Commission on March 3, 2026. A public town hall is scheduled for March 24, 2026, at the Ucluelet Community Centre followed by first reading of the bylaw on April 8, 2026, and a public hearing on May 20, 2026.

*The Motion was MOVED and SECONDED*

*THAT the Salmon Beach Committee receives the reports a-b.*

**CARRIED UNANIMOUSLY**

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

**9. QUESTION PERIOD**

**10. ADJOURN**

*The Motion was MOVED and SECONDED*

*THAT this meeting be adjourned at 2:01 pm.*

**CARRIED UNANIMOUSLY**

Certified Correct:

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Vaida Siga,  
Chairperson

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Lyndsey Page,  
Community Services Coordinator



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

### MINUTES OF THE TRANSPORTATION ADVISORY COMMITTEE MEETING HELD ON THURSDAY, MARCH 12 AT 1:30 PM

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

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#### **MEMBERS**

Bob Beckett, Chairperson, Director, Electoral Area "A" Bamfield

#### **PRESENT:**

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

Levana Mastrangelo, Director, Executive Legislature, Yuułu?it?ath  
Government

Cindy Solda, Councillor, City of Port Alberni

Graydon Clerk, Executive Director, Tofino-Long Beach Chamber of  
Commerce

Arne Elias, Director, Port Alberni Port Authority

Colin Koszman, Land Use Forester, Mosaic Forest Management

Marcie DeWitt, Coordinator, Alberni-Clayoquot Health Network

John McNabb, Member at Large

Ken McRae, Member at Large

#### **REGRETS:**

Marilyn McEwen, Director, Mayor, District of Ucluelet

Dan Law, Mayor, District of Tofino

Brandy Lauder, Chief Councillor, Hupacasath First Nation

Ken Watts, Chief Councillor, Tseshaht First Nation

Judith Sayers, President, Nuu-chah-nulth Tribal Council

Michael Pearson, Director, Ministry of Transportation and Transit

Dean Fauchon, Manager, Contact Services, Tsawak-quin Forestry

Jolleen Dick, Chief Executive Officer, Alberni Valley Chamber of  
Commerce

Vacant, Executive Director, Ucluelet Chamber of Commerce

#### **STAFF PRESENT:**

Daniel Sailland, Chief Administrative Officer

Mike Irg, Special Projects Director

Kristin Kerr-Donohue, Administrative Assistant

Jim MacDonald, City of Port Alberni

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

<https://www.acrd.bc.ca/events/12-3-2026/>

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

The Chairperson called the meeting to order at 1:32 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. Transportation Advisory Committee – Tuesday, December 16, 2025**

*The Motion was MOVED and SECONDED*

*THAT the minutes of the Transportation Advisory Committee meeting held on Tuesday, December 16, 2025 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 Preferred Emergency Route Summary**

*The Motion was MOVED and SECONDED*

*THAT the Transportation Advisory Committee recommend to the ACRD Board of Directors that Routes 1A, 1B and 4, identified in the July 2025 Ministry of Transportation and Transit (MOTT) report 'Highway 4 Emergency Detour Route Options', be endorsed as the ACRD's primary emergency access routes for discussion with community partners.*

**CARRIED UNANIMOUSLY**

*The Motion was MOVED and SECONDED*

*THAT the Transportation Advisory Committee recommend that the ACRD Board of Directors direct ACRD staff to work with the Ministry of Transportation and Transit to proceed with the necessary steps to identify the Horne Lake Corridor as an emergency disaster response route with restricted use for key emergency/medical personnel.*

**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 2:46 pm.*

**CARRIED UNANIMOUSLY**

Certified Correct:

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Bob Beckett,  
Chairperson

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Kristin Kerr-Donohue,  
Administrative Assistant



March 11, 2026

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

Reference: 337937

Dear Chair Jack:

**Re: Highway 4 in Cathedral Grove**

Thank you for your letter regarding safety along Highway 4 in Cathedral Grove.

I know that Cathedral Grove in MacMillan Provincial Park is a popular stop for travellers along Highway 4 and that parking at the site can be challenging, particularly during the busy summer months. That is why my ministry, together with the Ministry of Environment and Parks, continues to closely monitor conditions along the corridor and explore options to ensure safety for park visitors.

Over the past 15 years, as you likely know, the ministry has implemented a range of operational and safety measures along Highway 4 in Cathedral Grove, including the installation of approximately 150 metres of concrete shoulder barriers on either side of the designated parking lots and through the existing No Parking areas. The ministry has also installed additional signage, including overhead signs, as well as speed reader boards to alert drivers of the 50 km/h speed limit.

As you noted in your letter, the ministry undertook public engagement in 2018 and 2019 to explore potential approaches to addressing parking and pedestrian issues at Cathedral Grove while respecting the park's sensitive ecosystem as well as its social and cultural significance. This work did not result in consensus, and the options considered would have required significant investment.

.../2

While I understand you would like to see the ministry develop a full-scope project along Highway 4 in Cathedral Grove, our focus remains on managing conditions through operational measures, including restricting parking in undesignated areas and limiting the unpredictable vehicle movements associated with this behaviour. Staff at my ministry will continue to work closely with BC Parks staff at the Ministry of Environment and Parks to assess what further operational improvements may be warranted in the months ahead, including additional parking restrictions.

Ministry staff will be sure to update the Regional District as any plans advance. In the meantime, please do not hesitate to reach out to District Manager Michael Pearson if you have any questions. He can be reached at 250 713-2815 or [Michael.Pearson@gov.bc.ca](mailto:Michael.Pearson@gov.bc.ca) and would be pleased to assist you.

Thank you again for taking the time to write.

Sincerely,



Mike Farnworth  
Minister

Copy to: Honourable Tamara Davidson  
Minister of Environment and Parks  
MLA, North Coast-Haida Gwaii

Honourable Josie Osborne  
Minister of Health  
MLA, Mid Island-Pacific Rim

Michael Pearson, District Manager  
Vancouver Island District

## Jessica Spratt

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**From:** Heather Zenner  
**Sent:** March 12, 2026 8:25 AM  
**To:** ACRD Administration  
**Subject:** FW: Community Feedback on the 2026–2030 ACRD Financial Plan

-----Original Message-----

From: info@sproatlakepoa.ca <info@sproatlakepoa.ca>  
Sent: March 11, 2026 10:07 AM  
To: John Jack <jjack@acrd.bc.ca>; Debbie Haggard <debbie\_haggard@portalberni.ca>; Sharie Minions <sharie\_minions@portalberni.ca>; Tom Stere <stere@tofino.ca>; Marilyn McEwen <mmcewen@ucluelet.ca>; Moriah Cootes <moriah.cootes@uchucklesaht.ca>; Kirsten Johnsen <kirstenj@toquaht.ca>; Levana Mastrangelo <Levana.mastrangelo@ufn.ca>; Bob Beckett <bbeckett@acrd.bc.ca>; Fred Boyko <fboyko@acrd.bc.ca>; Vaida Siga <vsiga@acrd.bc.ca>; Penny Cote <pcote@acrd.bc.ca>; Susan Roth <sroth@acrd.bc.ca>; Mike Sparrow <msparrow@acrd.bc.ca>; Daniel Sailland <dsailand@acrd.bc.ca>  
Cc: Don Paul <[REDACTED]>; Teri Fong <tfong@acrd.bc.ca>  
Subject: Community Feedback on the 2026–2030 ACRD Financial Plan  
Importance: High

[CAUTION] This email originated from outside of the ACRD

March 11, 2026

To ACRD board and Daniel Sailland

RE 2026 ACRD Financial Plan

The Sproat Lake Property Owners Association conducted a poll of its members to identify community priorities for the 2026 ACRD Financial Plan. We are submitting these results to ensure the priorities of Sproat Lake Area D residents are clearly represented and considered as the 2026 Financial Plan is developed. The following summary outlines the key priorities identified by our members.

Responses on tax increases and tax equity and fairness:

- 87% of respondents want a decrease or no increase in property tax with 16% also responding that any tax increase should be capped at the cost of living (for 2025 was 2.1%)
- 71% want property tax allocation between the areas to be more equitable and fairer

We asked Sproat Lake Area D Owners and Residents for their opinions on contributing their tax dollars towards specific services. Respondents told us:

- 71% do not want taxes contributing to the Alberni Valley Tourist Centre
- 91% do not want taxes paying for a new ACRD administration building
- 64% do not want taxes paying for Dickson Park repairs and replacement

of walkways/bridges, with only 22% in favour.

- 69% did not want taxes paying towards maintenance of the Log Train Trail, with only 14% in favour
- 96% do not want a transit service to Sproat Lake

Recommendation: The ACRD Board should reconsider the proposed 7.34% tax increase in the 2026 Draft Financial Plan and limit any increase to approximately 2.1%, reflecting the current rise in the cost of living.

The proposed increase places a disproportionate burden on Sproat Lake Area D property owners, who are facing significantly higher tax increases than residents in Beaver Creek, Cherry Creek, and Beaufort. Many Sproat Lake Area D residents report receiving few tangible services in return for these taxes, yet waterfront property owners alone will be paying hundreds of additional dollars in ACRD property taxes.

These increases are particularly concerning given that the area's full time population has declined over the past two years, and BC Stats projects this trend will continue for the next four to five years. At the same time, both the permanent and seasonal populations are aging. These trends have significant policy implications and despite these trends, ACRD staffing levels continue to grow, raising important questions about future spending and service levels.

As property taxes continue to rise, the gap between the taxes paid by Sproat Lake Area D residents and the services they receive continues to widen. Addressing this growing inequity should be a key consideration as the 2026 Financial Plan is finalized. Sproat Lake Area D is once again footing a disproportionately larger share towards the 2026 ACRD budget than other electoral areas. The provincial government says we should only be paying taxes based on services received, and it should be equitable and fair. This is clearly not reflected in the current ACRD budget, as we are paying double or triple more for an identical service compared to other areas.

The Sproat Lake Area D Property owners had hoped that the ACRD would have considered the equity issue as outlined in the letter the Association sent the ACRD board in March 2025. The issues surrounding property equity, taxation, and fairness are real, still here, and affecting many people in the ACRD, particularly in Area D, where we are again facing unacceptable, significant tax hikes of over 7% for 2026.

We want equitable and fair taxation for the budget service lines. While it is true that taxes can only be requisitioned based on parcels (Number of lots) or Assessment values, that does not mean cost allocations should be based on those methods. The intent of the Local Government Act is clear. Unlike municipalities, regional districts are required to match the benefits and costs of their services to the people who benefit from them. Costs are recovered by billing those who benefit from the services - in other words, residents pay for what they get. The requirements for regional districts to structure services in this way are set out in section 339 of the Local Government Act.

As you are aware services are established through a bylaw that stipulates how participating members deliver and pay for the service, service goals, and cost recovery methods. The contents of the bylaw are established collectively by the member areas that choose to participate in that service, and are supposed to be regularly reviewed (e.g., when conditions have significantly changed since bylaw establishment) to reflect those who benefit and pay. In our view this is not happening.

The Cost Allocation bylaws should be reviewed in this budget year and be updated to reflect the intent of the legislation; Area D should only be paying for the services we receive not subsidizing other areas.

Sincerely yours,  
Sproat Lake Property Owners Association Board

20 February 2026

Alberni-Clayoquot Regional District

Dear Chairperson,

**RE: Regional Partnership for Wildlife Safety and Conservation Officer Initiative**

The District of Ucluelet is writing to formally invite the Alberni-Clayoquot Regional District to join in a regional cost-sharing partnership to support a Wildlife Safety and Conservation Officer initiative aimed at reducing human-wildlife conflict, promoting public education on wildlife attractant management, strengthening regional enforcement of wildlife and conservation regulations, and advancing Bear Smart community practices across the West Coast.

**The need for coordinated action has become both immediate and regional in scope.**

In 2025, thirteen black bears were destroyed in connection with incidents reported under Ucluelet. Importantly, this total includes bears killed outside of municipal boundaries within nearby ACRD jurisdiction. While Ucluelet recorded the highest number of bear mortalities in the province last year, this issue does not stop at jurisdictional lines. In previous years, Tofino has also experienced significant bear mortality. These patterns clearly demonstrate that human-bear conflict is not isolated to one municipality — it is a regional challenge requiring a regional response.

Each destroyed bear represents not only a loss to wildlife but also a failure of prevention systems — attractant management, public awareness, seasonal visitor education, and coordinated enforcement. Relying solely on reactive enforcement by the BC Conservation Officer Service is not sustainable. Without stronger, proactive, and regionally aligned education and compliance efforts, we can expect continued wildlife mortality and escalating public safety risks.

At its February 10, 2026 meeting, Ucluelet Council allocated \$45,000 toward funding a conservation officer to deliver public education and advance Bear Smart initiatives, and passed the following motion:

“THAT a letter be sent to the Alberni-Clayoquot Regional District and the District of Tofino inviting them to participate in a regional cost-sharing partnership for a Wildlife Safety Response Officer contract.”

**District of Ucluelet . *Life on the Edge*®**

200 Main Street, PO BOX 999, Ucluelet, British Columbia V0R 3A0  
(250) 726-7744 • Fax (250) 726-7335 • [info@ucluelet.ca](mailto:info@ucluelet.ca) • [www.ucluelet.ca](http://www.ucluelet.ca)

We believe this initiative will be most effective if implemented collaboratively across the Pacific Rim. With Tofino and the Alberni-Clayoquot Regional District joining the program, we can expand the Conservation Officer Program beyond its current scope—four months within the District of Ucluelet—to a year-round program serving the entire West Coast. A regional model would:

- Deliver consistent public education messaging to residents, seasonal workers, and visitors across jurisdictions.
- Strengthen enforcement and compliance related to wildlife attractants.
- Support implementation of Bear Smart principles and complement existing work by WildSafeBC.
- Address wildlife conflict occurring in municipal and rural electoral areas alike.
- Reduce wildlife mortality through proactive, preventative action rather than reactive destruction.

Bears do not recognize municipal boundaries. Garbage management, seasonal tourism pressures, and residential growth across the region all contribute to shared impacts. A fragmented approach risks shifting problems between communities rather than resolving them. A coordinated regional initiative will produce stronger outcomes, greater public clarity, and more responsible stewardship of wildlife.

We respectfully request that your Board consider participating in this cost-shared initiative and join us in establishing a collaborative framework before the upcoming high-conflict spring and summer seasons. Time is of the essence if we are to meaningfully reduce wildlife mortality in 2026.

We would welcome the opportunity to meet jointly to discuss cost-sharing options, scope of services, and implementation timelines.

Thank you for your consideration and for your continued commitment to public safety and wildlife stewardship in our shared region.

Sincerely,



Marilyn McEwen  
Mayor, District of Ucluelet



**To:** ACRD Board of Directors

**From:** Mike Irg, Special Projects Director

**Meeting Date:** March 25, 2026

**Subject:** Preferred Emergency Route Summary – Transportation Committee Recommendations

**Recommendation:**

1. *That the ACRD Board of Directors endorse Routes 1A, 1B and 4, identified in the July 2025 Ministry of Transportation and Transit (MOTT) report ‘Highway 4 Emergency Detour Route Options’, as the ACRD’s primary emergency access routes for discussion with community partners.*
2. *That the ACRD Board of Directors direct ACRD staff to work with the Ministry of Transportation and Transit to proceed with the necessary steps to identify the Horne Lake Corridor as an emergency disaster response route with restricted use for key emergency/medical personnel.*

**Background:**

The Transportation Committee has made two recommendations; background is provided below.

1. The Committee reviewed and discussed the March 12, 2026, Request for Decision. During the discussion, members noted that Horne Lake route was used during the 2023 Cameron Bluffs wildfire to move essential personnel into and out of the Alberni Valley. Although the road was not open to the general public, it provided critical access for police, medical staff, and other emergency responders. This information will be shared with community partners as part of the ongoing engagement process.  
The Transportation Committee recommends that the Board endorse Routes 1A, 1B, and 4 for further evaluation and initiate outreach to community partners to gather their input. They also agreed that seeking a lack of opposition to two or more routes may increase our ability to achieve funding for any number of functional routes versus a specific single route. A draft letter from the ACRD to community partners is attached for the Board’s consideration.
2. The Committee’s second recommendation is to identify the Horne Lake route as a

designated Disaster Response Route. Disaster Response Routes are intended to facilitate the rapid movement of authorized personnel during emergencies or disasters. Access to these routes requires, at minimum, valid Canadian or provincial government-issued photo identification (such as a driver's licence, BC Services Card, Canadian passport, or Protocol Identity Card) along with employment identification confirming the individual's official role. [Disaster Response Routes - Province of British Columbia](#)

It is important to emphasize that Disaster Response Routes differ significantly from secondary emergency routes intended for general public use. The Horne Lake route is currently gated and, given its condition, is best suited for four-wheel-drive vehicles. In an emergency, access would be restricted exclusively to essential personnel, such as emergency responders, medical staff, and other authorized operators.

**Options Considered:**

Options for consideration include:

1. Select alternative routes as preferred options.
2. Do not proceed with the recommendations.

Submitted by: Michael Irg  
Mike Irg, MCIP, RPP, Special Projects Director

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

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



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Date

To: Community Partners

**Subject: Engagement in Lobbying Effort for Emergency Access Route and Secondary Highway**

Dear Community Partners,

The Alberni-Clayoquot Regional District (ACRD) is exploring the development of a secondary highway as an alternative to Highway 4. This initiative is driven by the need to improve regional resilience, ensure emergency preparedness, and reduce the economic and social impacts of future transportation disruptions, such as those experienced since the Highway 4 closure in 2023.

We recognize that this effort requires collaboration and unified advocacy. Your organization plays a critical role in shaping the vision and influencing decision-makers at the provincial level.

We are reaching out to:

1. Share options explored to date.
2. Identify top choices identified by the Province and the ACRD Transportation Committee.
3. Ask how would you like to be engaged in this process? (e.g., participation in joint meetings, letters of support, representation on a working group).
4. If any specific priorities or considerations your organization would like reflected in this initiative? (e.g., cultural values, economic development, environmental stewardship)
5. Ask for your of involvement and support (e.g., providing technical input, community engagement, lobbying efforts)

Our goal is to create a coordinated lobbying strategy around a single route that reflects the voices and interests of all stakeholders in the region or achieve a lack of objection to two or more routes. We believe that this type of united approach support will significantly strengthen our case for provincial investment in this critical infrastructure.

We would love the opportunity to be a delegation to your elected body to further discuss this initiative. Please respond by 2026, to confirm your interest and/or preferred method of engagement. We look forward to the opportunity to discuss this important matter and to jointly plan the next steps.

Thank you for your leadership and commitment to building a safer, more connected Vancouver Island.

Sincerely,

Chairperson



**To:** ACRD Transportation Committee  
**From:** Mike Irg, Special Projects Director  
**Meeting Date:** March 12, 2026  
**Subject:** Preferred Emergency Route Summary

**Recommendation:**

*THAT the Transportation Advisory Committee recommend to the ACRD Board of Directors that Routes 1A, 1B and 4, identified in the July 2025 Ministry of Transportation and Transit (MOTT) report 'Highway 4 Emergency Detour Route Options', be endorsed as the ACRD's primary emergency access routes for discussion with community partners.*

**Desired Outcome:**

Phase one, immediate establishment of a permanent emergency route that can be activated on short notice, available year-round, with a maintenance plan for all weather conditions (including ice/snow clearing and dust mitigation) and is rural road standard capable of accommodating large commercial transport vehicles and all types of passenger vehicles. Phase two, work towards upgrading the route to become a permanent secondary year-round road.

**Summary:**

The Transportation Committee and the ACRD Board have supported the following priorities for 2026.

1. Draft a summary review report that identifies the top choice for an emergency route that could also be upgraded, in phases, to become a permanent alternative highway route into the Alberni Valley.
2. Present the report to all partners across the region, in accordance with their preferred approach (e.g., letter, and/or delegation to council/board meeting, etc.).
3. Achieve a shared letter of support from all partners for advancing with a single preferred route.
4. Hire a lobbying consultancy to coordinate the efforts of the region toward achieving the agreed upon vision of the alternative route.

The primary recommendation of this report is to identify and establish the most effective, reliable, and accessible emergency route for the ACRD region. As planning progresses toward developing a permanent alternative corridor, it will be essential to consider both the capital and long-term maintenance costs, as well as the implications for smaller communities that currently rely on this route for everyday access. In addition, the broader economic benefits of a permanent secondary route, improved supply chain reliability, tourism resilience, and reduced economic losses during closures,

should be incorporated into the decision-making process. The increasing frequency and severity of climate-related events, such as wildfires, flooding, slope failures, and extreme weather, must also be factored in, as these hazards will continue to affect the reliability of the region's transportation network and intensify the need for a climate-resilient alternative route.

Given the accelerating impacts of climate change, evidenced by more frequent wildfires, extreme precipitation, and slope instability, the development of a secondary route must include climate-resilient engineering, enhanced drainage capacity, slope stabilization, and wildfire mitigation strategies to ensure year-round reliability.

A permanent secondary route would generate substantial long-term economic benefits not only for the Alberni Valley but also for major west-coast destinations such as Tofino and Ucluelet—regions that collectively experienced more than \$60 million in losses during the 2023 Highway 4 closure—and for smaller, road-dependent communities such as Bamfield, Anacla, and the Ditidaht community at Nitinaht Lake, all of whom rely on this corridor for access to essential services, employment, education, tourism, and supply deliveries. By creating a reliable alternate transportation link, the secondary route would strengthen supply-chain stability, reduce closure-related economic disruption, enhance tourism resilience, and support the long-term sustainability of community life and local economies across the entire west coast of Vancouver Island.

#### **Rational for Route Options 1A, 1B, and 4 (Maps Attached as Appendix B)**

The July 2025 Ministry of Transportation and Transit (MOTT) report "Highway 4 Emergency Detour Route Options," [Highway 4 - Emergency Detour Route Options](#) identifies several potential emergency-access corridors between Port Alberni and the east/south-Island highway network. This report examines the three most viable route options—1A, 1B, and 4—each with distinct characteristics, constraints, and potential engineering considerations. This section provides a balanced comparison.

#### **Option 1A – Port Alberni → Bamfield Main → Nitinaht → Youbou → Hwy 18**

Route 1A is the only corridor that has previously operated as a public emergency detour, having been used during the 2023 Cameron Bluffs wildfire. According to the MOTT study, Route 1A aligns closely with several viability thresholds related to grades, elevation, and available two-lane width. However, slope-sensitive areas along Cowichan Main require further geotechnical review to ensure year-round accessibility.

##### Key Characteristics:

- Proven operational performance (~20% of Highway 4 traffic during 2023 closure)
- Approximate travel time: 2.5 hours over 149 km
- Very limited length of steep grades (>8% over <0.2 km)
- Approximately 87.2 km of hard-surface roadway
- Lower elevation profile (~311 m) compared with other alternatives
- Potential suitability for all vehicles with future improvements
- Offers potential redundancy during Highway 19 disruptions (e.g., Nanoose area)

#### **Option 1B – Port Alberni → Bamfield Main → Nitinaht → South Shore Road (Honeymoon Bay) → Hwy 18**

Route 1B follows the same alignment as 1A from Port Alberni through Bamfield Main to the Nitinaht Lake area. However, instead of continuing north toward Youbou, Option 1B proceeds southeast along

the south shore of Cowichan Lake on South Shore Road before reaching Honeymoon Bay and Highway 18.

**Key Characteristics:**

- Travel time of approximately 2.5 hours over 129 km
- Hard surface: 74.5 km; Gravel surface: 54.5 km
- Greater total length of steep grades (>8% over ~7 km)
- More gravel and variable forest-road conditions compared with 1A
- Several sections suitable primarily for high-clearance or pickup-type vehicles
- Not used as an official emergency detour during the 2023 wildfire event
- Additional tenure and coordination requirements south of Cowichan Lake
- Offers potential redundancy during Highway 19 disruptions (e.g., Nanoose area)

**Option 4 – Horne Lake Connector → Highway 19**

Route 4 connects Port Alberni northward to Highway 19 via the Horne Lake corridor. Previous assessments describe steep grades, unstable slopes, and limited two-lane width along this route. Significant reconstruction would be required to bring this corridor to an operable emergency-use standard, and it does not directly support west-coast First Nations communities or coastal settlements.

**Key Characteristics:**

- Very steep and geotechnically sensitive terrain
- Major reconstruction would be required
- Limited suitability for commercial or emergency vehicles in current condition
- Does not serve Ditidaht, Bamfield, Anacla, or Huu-ay-aht communities
- No history of emergency detour use

**Comparative Summary:**

Each of the three routes presents distinct operational considerations, terrain conditions, and community impacts. Route 1A has the most documented operational experience and favorable geometry but includes slope-sensitive areas potentially requiring mitigation. Route 1B provides an alternative south-lake alignment but includes more gravel, steeper grades, and less consistent vehicle suitability. Route 4 offers a northern connection to Highway 19 but requires extensive reconstruction and does not directly support west-coast or mid-Island communities. Further engineering, economic analysis, and community engagement will be required to determine the most appropriate emergency-access solution.

**Background:**

As highlighted in previous reports, the Alberni-Clayoquot region currently relies on a single primary highway for access. This creates significant vulnerability during emergencies, natural disasters, or prolonged closures which impacts public safety, economic stability, and community resilience.

The Transportation Committee and the ACRD Board have supported the following priorities for 2026, with the first step being this summary report.

1. Draft a summary review report that identifies the top choices for an emergency route that could also be upgraded, in phases, to become a permanent alternative highway route into the Alberni Valley.
2. Present the report to all partners across the region, in accordance with their preferred approach (e.g., letter, and/or delegation to council/board meeting, etc.).

3. Achieve a shared letter of support from all partners for advancing with a single preferred route.
4. Hire a lobbying consultancy to coordinate the efforts of the region toward achieving the agreed upon vision of the alternative route.

The approved Coordinated Lobbying Strategy is attached as Appendix A and includes the partners who will be contacted.

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

Approximately 190 hours of ACRD staff time will be required for steps 1 to 4. This assumes an average of 10 hours per government in the region for discussion, delegation and feedback (10 First Nations and 3 Municipalities is 130 hours); ongoing reports, attendance and coordination of Transportation Advisory Committee meetings (40 hours); general administration to include RFP drafting, issuance and review (20 hours). Once a consultant is hired for the coordination of a lobbying effort, a revised estimate of additional time would be prepared, and this would include estimates for elected officials, staff, and committee members to lobby senior levels of government for the needed road access.

**Financial:**

The ACRD Board has assigned \$75,000 toward this initiative. The cost associated with the development of an alternate route (emergency or permanent) has yet to be identified.

**Strategic Plan Implications:**

The ACRD 2024-2027 Strategic Plan identifies “alternative and emergency routes including but not limited to Highway 4” as an objective in section 4.1 Strategic Advocacy.

**Policy or Legislation:**

The Ministry of Transportation and Transit is responsible for all Highways in BC and all roads outside of incorporated municipalities. Of note is that most all identified alternative routes being discussed are a mix of private and provincial ownership. This adds complexity and possible cost to this initiative.

**Options Considered:**

1. Select alternative routes as preferred options.
2. Do not proceed with the recommendation.

Submitted by: Michael Irg  
Mike Irg, MCIP, RPP, Special Projects Director

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

## Appendix A: Coordinated Lobbying Strategy

### Strategic Objectives

Primary Objective: Secure provincial commitment to establish an emergency access route and initiate planning for a year-round secondary access highway.

Secondary Objective: Secure a provincially led planning program for a viable secondary access corridor.

### Vision Consensus (January - July 2026)

In order to build consensus around a shared preferred route, the ACRD will draft a summary review report that includes references to past and current studies, identifies the top choices for an emergency route that could also be upgraded, in phases, to become a permanent alternative highway route into the Alberni Valley. Once the report and plan are received and endorsed by the Board, the ACRD will schedule and present the report to all partners across the region, in accordance with their preferred approach (e.g., letter, and/or delegation to council/board meetings, etc.).

Core partners include local governments (Port Alberni, Tofino, Ucluelet), First Nations (Hupacasath, Tseshaht, Huu-ay-aht, Yuułuʔiłʔatḥ, Toquaht, Uchucklesaht, Tla-o-qui-aht, Ahousaht, Ditidaht, Hesquiaht), Chambers of Commerce, Port Authority, and industry stakeholders.

Adhering to the requests and guidance provided by core partners, the ACRD will request and coordinate a shared letter of support from all partners for advancing with a single preferred route.

### Lobbying Preparation, Target Audiences & Decision Pathways (April – August 2026)

Upon completion of the signed letter of support, the ACRD will seek the support of a lobbying consultancy that will help develop a plan of action for lobbying appropriate decision-making bodies including but not limited to: Ministry of Transportation and Transit, Ministry of Infrastructure, Ministry of Indigenous Relations and Reconciliation, Premier's Office, Treasury Board, and Emergency Management BC.

Allied Forums: UBCM/AVICC for resolutions and province-wide support.

### Core Messages

- Safety & Resilience: Redundant access is essential for emergency response.
- Economic Imperative: Highway 4 disruptions cost \$60M+ per event, and new economic opportunities working with First Nations economic visions.
- Co-development & Reconciliation: Align with DRIPA and UNDRIP principles.
- Readiness: Emergency detour route activation within hours.

### Tactics & Workplan

- A. Policy & Technical Prep: Unified brief, route options scan, DRIPA engagement plan.
- B. Political Advocacy: Minister meetings, UBCM resolutions, media outreach.
- C. Secondary Route Program: Feasibility studies, funding strategy.

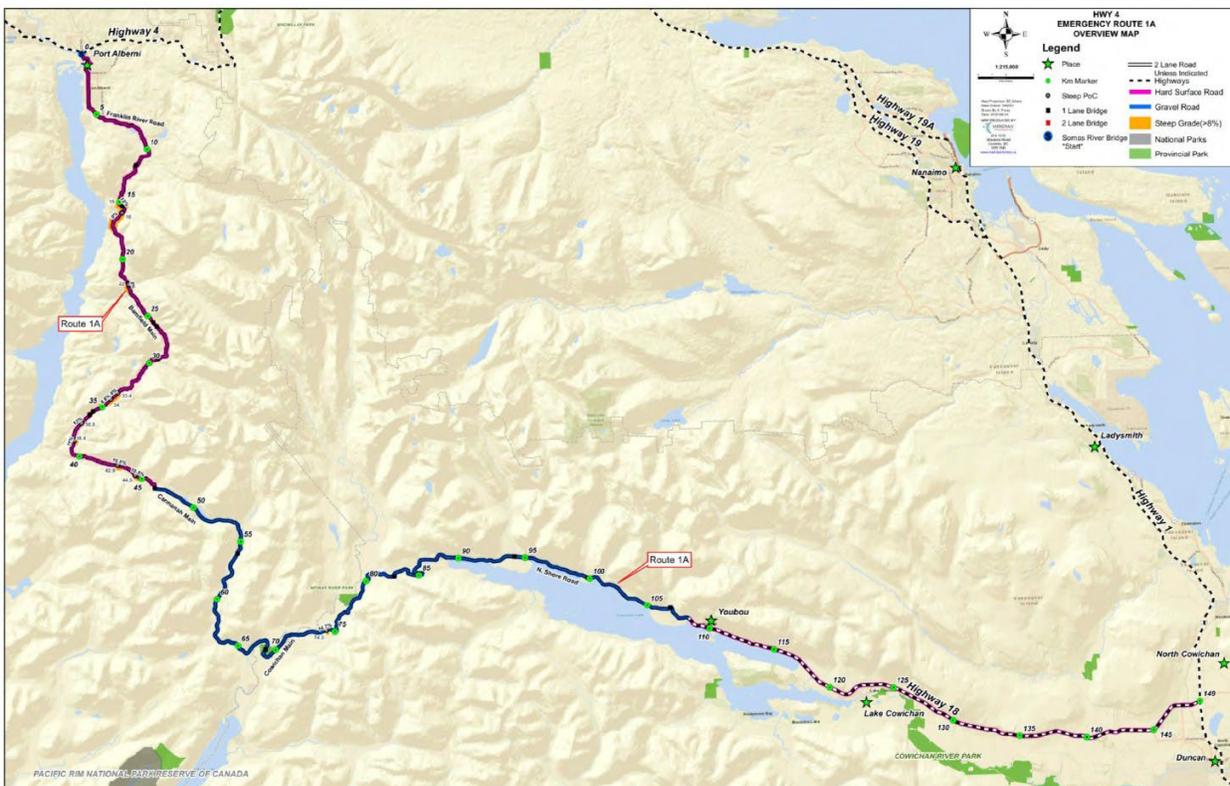
**Lobbying Implementation (August 2026 – Time to be Determined):** The lobbying efforts will be subject to the agreement of partners and endorsement of the ACRD Board. It is important to note that there may be changes based on the direction of other partnering governments whose territories and/or

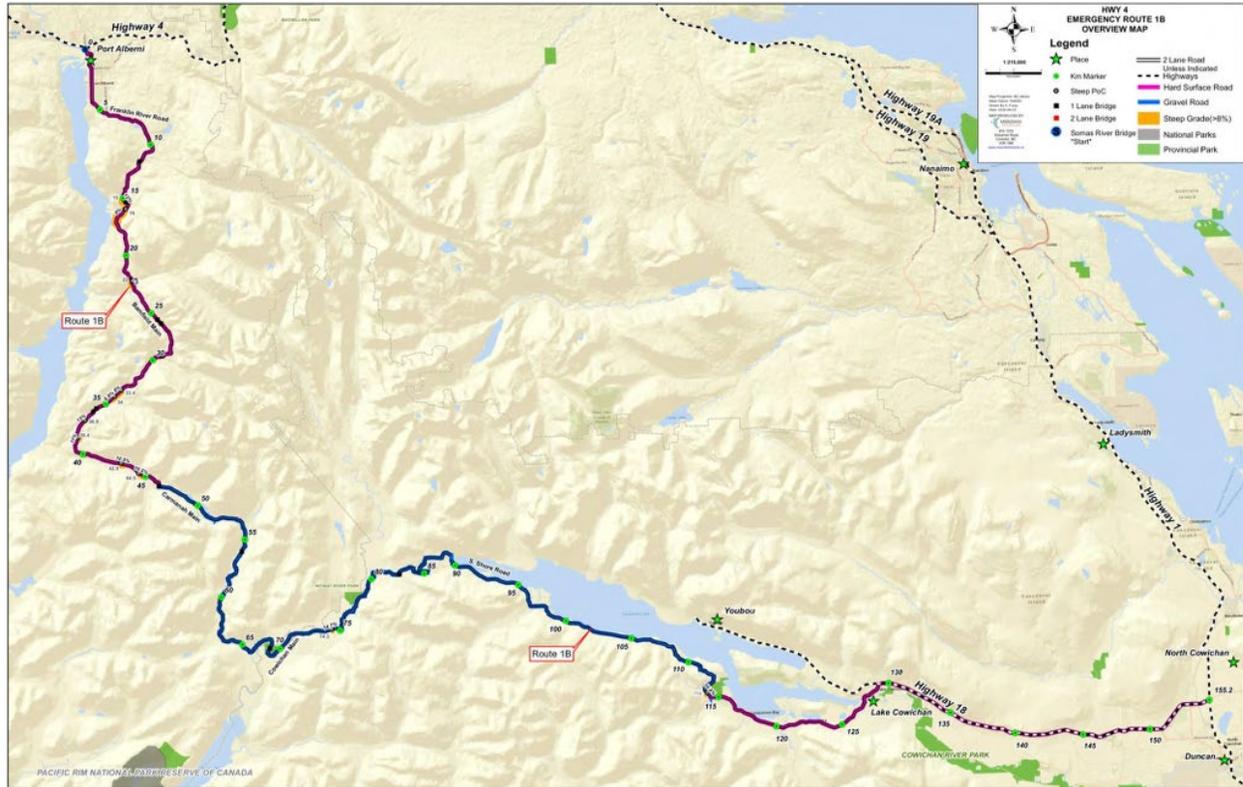
jurisdictions are directly impacted or influenced. This overview is a high-level plan of approach that is expected to change based on the feedback received by partners.

**Immediate Next Steps**

- 1) Draft a summary review report that identifies the top choices for an emergency route and alternative highway route into the Alberni Valley;
- 2) Present the report to ACRD Board and all partners across the region;
- 3) Achieve a shared letter of support from all partners for advancing with a single preferred route;
- 4) Hire a lobbying consultancy to coordinate the efforts;
- 5) Send coordinated letter to Minister; and
- 6) Draft UBCM/AVICC resolution.

# Appendix B







**To:** ACRD Board of Directors  
**From:** Eddie Kunderman, Operations Manager  
**Meeting Date:** March 25, 2026  
**Subject:** Salmon Beach Maintenance and Operations Services Contract Renewal

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to exercise one of the available 3-year renewal terms for the Salmon Beach Maintenance and Operations Services contract with Goldstone Enterprises Inc. under the existing renewal provision and contract terms in the amount of \$100,796.96 (excluding GST) plus an annual increase of 2.5% per year over a 3-year term, with one additional 3-year renewal term upon mutual agreement.***

**Summary:**

The attached report was presented to the Salmon Beach Committee on March 12, 2026. Following their review, the committee agreed that the existing renewal provision within the Salmon Beach Maintenance and Operations Services contract should be exercised.

Submitted by: Eddie Kunderman  
Eddie Kunderman, Operations Manager

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

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



**To:** Salmon Beach Committee

**From:** Stephanie Waters, Procurement Coordinator  
Eddie Kunderman, Operations Manager

**Meeting Date:** March 11, 2026

**Subject:** Salmon Beach Maintenance and Operations Services Contract Renewal

---

**Recommendation:**

*THAT the Salmon Beach Committee recommend that the Alberni-Clayoquot Regional District Board of Directors exercise one of the available 3-year renewal terms for the Salmon Beach Maintenance and Operations Services contract with Goldstone Enterprises Inc. under the existing renewal provisions and contract terms in the amount of \$100,796.96 (excluding GST) plus an annual increase of 2.5% per year over a 3-year term, with one additional 3-year renewal term upon mutual agreement.*

**Desired Outcome:**

To ensure Salmon Beach Recreational Village receives cost-effective and reliable maintenance services for an agreed upon amount over a three year term.

**Summary:**

The current contract with Goldstone Enterprises Inc., commenced on April 1, 2023 and expires on March 31, 2026. The contractor has consistently fulfilled all responsibilities outlined in the agreement and has delivered services in accordance with expected standards. The contractor has also remained responsive, with effective communication and timely resolution of issues when they arise. Staff have identified no performance issues, and based on this positive performance and reliability, staff recommend renewal of the contract.

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

The following estimated ACRD time requirements are needed to complete this project:

- Procurement Coordinator – (3 hours) preparation of renewal, project support as needed
- Operations Manager – (3 hours) contract review, general oversight

**Financial:**

The Maintenance Contract for Salmon Beach is split amongst the following services, at the following percentages:

Salmon Beach Sewage	40%
Salmon Beach Security	3%
Salmon Beach Garbage	5%
Salmon Beach Recreation	4%
Salmon Beach Transportation	46%
Salmon Beach Water	2%

**Strategic Plan Implications:**

N/A

**Policy or Legislation:**

A Request for Proposal was originally issued in this scenario as the ACRD's previous Purchasing Policy required a Tender (or similar public offering) if the expected value of a contract exceeds \$35,000. The contract renewal is being brought forward for consideration as the total contract value exceeds the Chief Administrative Officer's signing authority of \$75,000 under the current ACRD Procurement Policy.

**Options Considered:**

If the Committee would like further information regarding the details of the contract prior to making a decision, then the full contract could be brought forward in-camera at the next scheduled meeting. If the Committee decides not to exercise the available renewal term, the contract would instead be retendered through a new competitive procurement process.

Submitted by: *Eddie Kunderman*  
Eddie Kunderman, Operations Manager

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

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



**To:** ACRD Board of Directors

**From:** John Curtis, Asset Management and Grant Coordinator  
Cynthia Dick, General Manager of Administrative Services

**Meeting Date:** March 25, 2026

**Subject:** Grant Funding Application with NETP – Special Projects

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors approve submission of a funding application to the Nuuchahnulth and Employment Training Program for Special Projects funding to coordinate a Crown Leases 101 regional training in partnership with First Nations and municipalities.***

**Desired Outcome:**

To apply for funding in the amount of \$25,000 from the Nuuchahnulth Employment and Training Program for Special Projects funding to coordinate a Crown leases and referrals regional training session in partnership with First Nations and municipalities in the region to be held in fall/winter 2026.

**Summary:**

The Nuuchahnulth Employment and Training Program provides Special Projects funding to organizations to advance employment and training initiatives within their service area. The Alberni-Clayoquot Regional District (ACRD) has now successfully held two regional training opportunities for ACRD staff members, First Nations partners, (Hupačasath, Huu-ay-aht, Tla-o-qui-aht, Toquaht, Tseshah, Uchucklesaht, Yuułuʔiłʔatḥ) and member municipalities (City of Port Alberni, District of Ucluelet, District of Tofino) in the region. For the next regional training session, the ACRD has been asked to coordinate legal training related to leases and referrals. This would include:

- Overview of Crown leases: purpose, categories/types, and the legal framework
- Key agencies involved in Crown land tenuring
- Roles and responsibilities of applicants, local Government, First Nations, and the Province
- Step-by-step guide to applying for Crown leases
- Common challenges, strategies, and templates for addressing and negotiating leases.
- Consultation and engagement requirements, including Indigenous rights and the duty to consult and accommodate.
- Facilitated discussion regarding regional referrals processes.

This training will not only provide an opportunity for those registered in each organization to develop skills; but to connect partnering organizations at staff level to build relationships and create opportunities for collaboration.

**Background:**

In 2023, the ACRD hosted the first joint training courses for leadership skills and UNDRIP in the workplace with the goal to strengthen leaders in the regional, municipal and First Nations work environments, with partners; Tla-o-qui-aht First Nations, Yuułuʔiłʔatḥ Government, City of Port Alberni, District of Ucluelet and District of Tofino. The second regional training sessions was held in 2024 with a focus on Project Management with participants from Tseshaht First Nation, Huu-ay-aht First Nations, Tla-o-qui-aht First Nation, Hupacasath First Nation, Toquaht Nation, District of Tofino, District of Ucluelet, and City of Port Alberni. The 2025 training was canceled due to the Mt Underwood Wildfire. Holding these training sessions continues to build regional capacity, strengthen relationships, fosters cooperative action and builds stronger connections between First Nations and local government staff. Comments from participants continue to be positive and partners have requested continuing these regional training opportunities with a request to focus on Crown leases and regional referrals in 2026.

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

The preparation, submission, and reporting for the grant application will require up to 10 hours of staff time as the Project Lead works with the Grant Coordinator to complete the application for the submission deadline. If successful with the grant funding program, an additional 10 hours of administration staff time will be required for planning and support.

**Financial:**

The grant, if successful, will provide up to \$25,000 for this training. Any additional costs would be split equally between participants.

**Strategic Plan Implications:**

This grant opportunity aligns with the Strategic Priorities: 1.5 Leverage grants toward creating regional and community benefit; 3.0 Partnerships and communications- to achieve mutual benefits from partnering with First Nations, municipal governments, and community partners by sharing and leveraging our resources, developing, and implementing effective communication practices, and aligning our efforts towards common goals.

Submitted by: John Curtis  
John Curtis, Asset Management and Grant Coordinator

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

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



**To:** Board of Directors  
**From:** Teri Fong, CPA, CGA, Chief Financial Officer  
**Meeting Date:** March 25, 2026  
**Subject:** Adoption of Bylaw F1174, 2026-2030 Financial Plan

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**Recommendation:**

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Bylaw F1174, 2026 to 2030 Alberni-Clayoquot Regional District Financial Plan” with the following adjustments:

**Alberni Valley Landfill, page 37, as follows:**

GL Category 124 – Fees & Charges – increase 2025 Actual by \$9,928 to \$3,517,005  
GL Category 126 – Surplus (Deficit) from Prior Years – increase 2026 Budget by \$9,928 to \$981,021  
GL Category 220 – Contribution to Capital Fund – increase 2026 Budget by \$9,928 to \$1,185,711.

**Salmon Beach Recreation, page 44 and 45, as follows:**

GL Category 220 – Contribution to Capital Fund – decrease by \$10,000 to \$27,094  
GL Category 257 – Operating Costs – increase by \$10,000 to \$20,288  
Capital Fund – Expenditure – Boat Launch Improvements – increase 2026 to \$16,000 and decrease 2027 to zero.

**Electoral Area Administration, page 84, as follows:**

Change the description of Canada Community-Building Fund Reserve – Project Allocation from Bamfield westside fire hall upgrade to Bamfield fire department upgrades.

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

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

**Desired Outcome:**

To conclude the financial plan discussions and adopt the 2026 to 2030 Financial Plan.

**Summary:**

The Draft 2026 to 2030 Financial Plan was first presented to the Committee of the Whole on February 12, 2026. Changes have been made to the draft plan through various committee meetings and meetings with individual Directors. Staff have presented the plan at numerous community meetings and the public has been provided a variety of opportunities to offer input.

Bylaw F1174, 2026 to 2030 Alberni-Clayoquot Regional District Financial Plan was given first reading on March 11, 2026. The bylaw is now presented for consideration of second and third reading and adoption. The financial portion of the plan, Schedule 'A' of Bylaw F1174, is attached separately. The plan has been developed in consultation with ACRD staff, consultants, volunteers, committees, and directors. It reflects the routine operating costs of existing services and implementation of the 2024-2027 ACRD Strategic Plan.

**Alberni Valley Landfill:**

An increase in 2025 actuals for Alberni Valley Landfill fees and charges has occurred. Revenues increased by \$9,928 for GL Category 124 – Fees & Charges making the total revenue amount \$3,517,005, resulting in prior year surplus of \$981,021. This increase is surplus will flow through to increase the 2026 GL Category 220 – Contribution to Capital Fund amount by \$9,928 for a total 2026 contribution of \$1,185,711. Staff have included this adjustment in the recommended motion for second reading.

**Salmon Beach Recreation:**

At the March 12, 2026, Salmon Beach Committee Meeting the following resolution was passed:

*THAT the Salmon Beach Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve the addition of \$16,000 into the capital budget for the Salmon Beach Recreation service for necessary boat launch infrastructure improvements to take place in 2026 instead of 2027.*

In addition to the resolution above, staff recommend the increase of GL Category 257 - Operating Costs by \$10,000 to enable the purchase of automated external defibrillators (AED's) and fire extinguishers to be installed near community assets. This was a recommendation from the Salmon Beach Committee's September 17, 2025 meeting, however, was missing in the development of the draft financial plan. This adjustment is also included in the recommended motion for second reading.

**Electoral Area Administration:**

The Canada Community-Building Fund (CCBF) Reserve includes a project allocation for the 'Bamfield westside fire hall replacement'. The investigation of this hall replacement is just getting underway, but it has quickly been identified that it may take time to get to the construction phase of the project as the current hall is located on right of way and a dedicated parcel should be defined with the Province prior to construction. As a result, staff recommend that the project allocation description be changed from 'Bamfield westside fire hall upgrade' to 'Bamfield fire department upgrades'. The CCBF requires that funds are spent within five years of receiving the grant and staff do not want to jeopardize this timeline.

The language change would provide the department with the ability to utilize the grant funds for the upcoming fire truck or east side hall upgrades if those projects proceed more quickly than the westside fire hall construction. As a result, the reserve fund will be available for the west side hall project when construction begins. This final staff recommended adjustment is also included in the recommended motion for second reading.

**Financial:**

The proposed 2026-2030 ACRD Financial Plan includes a total budget for expenditures of \$38.8 million. These expenditures include operating costs as well as contributions to capital funds for future or current uses. The revenue for these expenditures is a combination of surpluses from prior year, taxation, grants, and sales of services. The taxation component of the plan, including both parcel tax and land and improvement requisitions, has increased by approximately \$936,000 from the prior year. When including the Regional Hospital District requisition, the overall increase is 7.38%. The impact by area is provided in the comprehensive 2026-2030 Draft Financial Plan document that is found on the ACRD website [here](#).

This increase does not reflect what the overall property tax impact will be as there are many other components to a property tax notice depending on whether the property is located within a municipality or electoral area. The other property tax components could include taxation for the following: municipality, province, police, school district and BC Assessment.

**Policy or Legislation:**

The *Local Government Act* requires that the Regional District annually adopt a five-year financial plan by March 31<sup>st</sup> following a public consultation process.

**Options Considered:**

If the Directors would like any further adjustments to the bylaw prior to adoption, then amendments should be made during second reading.

Submitted by: Teri Fong  
Teri Fong, CPA, CGA, Chief Financial Officer

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

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





**To:** Alberni-Clayoquot Regional District Board of Directors

**From:** Shane Koren, Manager of Financial Services

**Meeting Date:** March 25, 2026

**Subject:** ACRD and ACRHD Payment Processing Policy

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors adopt the attached Payment Processing Policy as presented and rescind Payment Processing Policy dated August 8, 2012 and last amended September 22, 2021.***

**Desired Outcome:**

To adopt a new Payment Processing Policy to allow Director approval to be done electronically while maintaining financial control, accountability, and consistency in the processing of all payables and to align the processes of the Alberni-Clayoquot Regional District (ACRD) and Alberni-Clayoquot Regional Hospital District (ACRHD).

**Summary:**

This policy update aims to establish better defined methods, procedures and approval requirements for processing payable transactions for the ACRD and ACRHD. It outlines the accepted methods for issuing payments including cheques, purchase cards, electronic funds transfers, online banking payments, wire transfers, and pre-authorized payment withdrawals and specifies when each method may be used.

The existing policy, last amended in September 2021, limits payments to EFT, cheque, and auto-withdrawal which has become problematic as banking technology has advanced. For example, expanding the forms of payments to include options such as online banking payments will improve staff safety and reduce the amount of staff time required to process, as currently cheques are being taken to the bank by staff for processing. Providing online banking options for items such as Hydro and Telus will improve efficiency.

The new policy also updates the approval steps required prior to payments being released.

Currently, cheques over \$5,000 must be hand-signed by one staff member and one Director with signing authority. This requires that the Director attend the office in person and payments are unable to be made until they are signed. This can be problematic at times, staff therefore propose that an electronic approval process is implemented. This new process would include the entire payment register (showing all payments) be issued for electronic approval, whereas the current policy has the Director only seeing the payments over \$5,000. This recommended change will increase the level of oversight while also making the approval process more efficient and timely.

In addition to the changes above, auto-withdrawal payments have been updated and further defined and re-titled pre-authorized payment withdrawals. Pre-authorized payment withdrawals will be approved through executed agreements rather than through the regular payment registers. Certain statutory or time-sensitive payments are recommended to be exempt from Board-appointed approval due to their immediacy or automated nature.

### **Background:**

The ACRD and ACRHD use a variety of payment methods to meet operational and legislative requirements. Payments may be issued to vendors, government agencies, utilities, or other payees depending on contract terms, statutory timelines, and the nature of the transaction.

As part of the organization's financial governance structure, payment authorization is delegated to the Board-appointed signing authorities by resolution that is periodically updated when either a staff or elected official change occurs. Standard controls such as the use of pre-numbered cheques, EFT application forms, and payment registers support transparency and auditability. Transactions such as payroll-related remittances, tax obligations, and utility services, must be processed on strict external timelines or occur through automated systems. As such, these payments are recommended to be exempt from the usual signing authority requirements to ensure compliance and avoid interruption of essential services.

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

Approximately 10 hours has been spent developing the proposed Payment Processing Policy. Approximately 2 hours of staff time will be required to finalize and implement. Some reduction in staff time waiting in bank lineups to make payments is anticipated. Staff estimate this to be approximately 1 hour per month however time requirements fluctuate during the year.

### **Financial:**

There are no direct financial implications to the discussion or development of the policy, however, the policy directive is aimed at reducing the travel time for Directors with signing authority as well as to increase the efficiency of the ACRD's approval process.

### **Strategic Plan Implications:**

There is no implication to the ACRD 2024-2027 Strategic Plan as this is policy is operational in nature.

**Policy or Legislation:**

The Alberni-Clayoquot Regional District's current Payment Processing Policy will be replaced by this updated version.

**Options Considered:**

If the Directors would like any changes, please provide staff direction and an updated policy can be brought back at a future meeting.

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

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

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



<b>Title:</b>	Payment Processing Policy	
<b>Departments:</b>	Finance	
<b>ACRD Board Policy</b> <input checked="" type="checkbox"/>	<b>Date Adopted:</b>	
<b>Administrative Policy</b> <input type="checkbox"/>	<b>Effective Date:</b>	

**1. Purpose:**

The objective of this policy is to outline the process for the payment of invoices and approval of Cheques, EFT's, Online Banking Payments, and Pre-Authorized Payment Withdrawals.

**2. Scope and Definitions:**

This policy applies to all Regional District and Regional Hospital District payables.

**Board** refers to the elected officials that make up the Alberni-Clayoquot Regional District and the Alberni-Clayoquot Regional Hospital District Board of Directors.

**CAO** refers to the Chief Administrative Officer of the Alberni-Clayoquot Regional District, as appointed by the authority in the ACRD's delegation bylaw.

**CFO** refers to the Chief Financial Officer of the Alberni-Clayoquot Regional District, as appointed by the authority in the ACRD's delegation bylaw.

**Cheque** is a written, pre-numbered document that orders a payment of money from a bank account.

**Individual Purchase Card (Credit Card) Payments** are payments that are made using ACRD issued purchase cards, which form a monthly transaction statement.

**Electronic Funds Transfer (EFT)** is the electronic exchange or transfer of money from one account to another, either within a single financial institution or across multiple institutions, through computer-based systems.

**Online Banking Payment** is an online banking payment is an electronic payment initiated through the organization's secure financial institution portal, allowing for direct transfer of funds to vendors or agencies.

**Wire Transfer** is the electronic exchange or transfer of money from one account to another, using a specific bank-to-bank banking system.

**Pre-Authorized Payment Withdrawal** is a pre-authorized transaction in which a business, organization, or financial institution automatically withdraws funds from the Regional District.

**Policy:****Vendor Payment Methods**

Vendors may receive payment by:

1. **Cheque Payments** - will be issued using sequentially pre-numbered stock for all vendors that have not successfully completed an EFT Application Form.
2. **Individual Purchase Card Payments** - are to be made on a case-by-case basis. All purchases must adhere to the ACRD Credit Card Policy.
3. **EFT Payments** - suppliers will be encouraged to receive payments by EFT but must complete an EFT Application Form to be eligible for this payment method.
4. **Online Banking Payments** - may be used for vendors, government agencies, utilities, payroll-related remittances, or other payees approved by the Finance Department.
5. **Wire Transfers** – when required by vendor. To be used when no other payment methods are accepted.
6. **Pre-Authorized Payment Withdrawal** - may be used for vendors who require immediate payment through agreement. The following payments are allowable:
  - Canada Revenue Agency (CRA) remittances
  - Payroll benefit and deduction plan payments
    - Including Blue Cross, Municipal Pension Plan, and Benefits by Design
  - Vehicle lease payments (grant funded)
  - Municipal Finance Authority
  - Monthly Purchase Card Statement payments

**Approval Requirements**

Payments will be subjected to the following approval processes:

1. **Cheque Payments, EFT Payments, Wire Transfers, and Online Banking Payment** – payment registers, including all vendor payments, will be provided to the CFO or CAO and Board appointed signing authority for approval by electronic signing prior to payment issuance.
  - a. All cheque payments will be issued automatically and signed during printing
2. **Pre-Authorized Payment Withdrawal** – approval for use of this payment method will be done during the signing of a formal Pre-Authorized Payment Withdrawal agreement that will be provided to the CFO or CAO and Board appointed signing authority for approval by electronic signing. Payments made under an approved Pre-Authorized Payment Withdrawal agreement will not be included in the payment registers and the CFO will monitor and report any discrepancies.
3. **Exemptions** – the following payments may be processed without Board appointed authority due to statutory deadlines, immediacy requirements, or automated processes:

- a. Canada Revenue Agency (CRA) remittances
- b. Employer Health Tax
- c. Payroll benefit and deduction plan payments
- d. Utility services (including telephone, hydro, internet)
- e. Individual Purchase Card payments
- f. Monthly Purchase Card Statement payments



**To:** Alberni-Clayoquot Regional District Board of Directors

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

**Meeting Date:** March 25, 2026

**Subject:** Accessibility Committee Recommendations – Improved Crosswalk Infrastructure on Johnston Road.

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors send a letter to the Ministry of Transportation and Transit requesting improved crosswalk infrastructure on Johnston Road for accessibility purposes including audible crossing signals.***

**Desired Outcome:**

For the Alberni-Clayoquot Regional District (ACRD) Board to submit a letter to the Minister of Transportation and Transit advocating for improved crosswalk infrastructure on Johnston Road for accessibility purposes including audible crossing signals.

**Background:**

At the February 10, 2026 joint ACRD and City of Port Alberni Accessibility Committee meeting, the Committee discussed crosswalk infrastructure on Johnston Road in Port Alberni and requested that a letter be sent to the Ministry of Transportation and Transit advocating for improved crosswalk infrastructure on Johnston Road in Port Alberni.

Audible signaling at Johnston Road crossings, was discussed as a way to improve accessibility for those who have low vision or who are blind. Audible pedestrian signals are used to indicate to the visually impaired when it is safe to enter a crosswalk. Currently, synthesized bird sounds are used to indicate the time and direction to cross, with a ‘chirp-chirp’ sound used to indicate east-west direction and a ‘cuckoo’ sound to indicate north-south direction.

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

Approximately 1 hour of administrative staff time is required to draft the Minister letter.

**Financial:**

N/A

**Strategic Plan Implications:**

N/A

**Policy of Legislation:**

N/A

**Options to Consider:**

Given that the Accessibility Committee is a joint committee between the ACRD and the City of Port Alberni, it may be preferred that any Accessibility Committee recommendations related to topics within the boundary of the City of Port Alberni be advocated through City Council. Should that be the Boards preference, the following resolution could be considered:

*That the ACRD Board of Directors request the City of Port Alberni send a letter to the Ministry of Transportation and Transit advocating for improved crosswalk infrastructure on Johnston Road in Port Alberni.*

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

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



**To:** ACRD Board of Directors

**From:** Charity Hallberg Dodds, Procurement Administrator  
Mark Fortune, Airport Manager

**Meeting Date:** March 25, 2026

**Subject:** Fire Protection Service Agreement - Long Beach Airport

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**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors enter into the Fire Protection Services Agreement, for a two-year term following execution by all parties, with the District of Tofino for the Tofino Volunteer Fire Department to provide structural firefighting protection services to the Long Beach Airport for a fee of \$10.00.***

**Desired Outcome:**

To enter into an agreement with the District of Tofino for the Tofino Volunteer Fire Department to provide structural fire protection services to the Long Beach Airport in conjunction with the District of Ucluelet.

**Summary:**

The District of Tofino has been providing structural fire protection services to the Long Beach Airport since the late 1990s under an original agreement with Parks Canada, the former owner and operator of the Airport. That legacy agreement, which dated back to 1999, remained in place until its expiry on March 10, 2015.

Following the transfer of ownership, ACRD and District of Tofino staff collaborated on a modernized fire protection service agreement, which was finalized and endorsed by Tofino Council in February 2016. This agreement established a one-year term with the ability to renew annually for up to ten years. It authorized the Tofino Volunteer Fire Department to respond to structural and aircraft fire incidents at the Long Beach Airport and aligned with similar commitments made by the District of Ucluelet in supporting airport emergency response.

We have now reached the end of the 10-year maximum renewal period. As the agreement has continued to function effectively and both parties wish to maintain the existing service relationship, the ACRD and the District of Tofino recommend reissuing the agreement - under the same terms and conditions - for an additional two-year period to align with the renewal of the Fire Protection Services Agreement with the District of Ucluelet in order to maintain standardized language. This continuation

ensures uninterrupted structural fire protection services at the Long Beach Airport and maintains alignment with regional emergency response commitments.

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

- Minimal time will be required to enter into this agreement

**Financial:**

\$10.00 for the term of the agreement. In addition, the ACRD shall replace any materials used by the Tofino Volunteer Fire Department in providing structural firefighting services to the Long Beach Airport.

**Policy or Legislation:**

The Local Government Act and Community Charter gives Regional Districts' the authority to enter into service agreements with neighbouring local governments.

Submitted by: Mark Fortune  
Mark Fortune, Airport Manager

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

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

## FIRE PROTECTION SERVICES AGREEMENT

THIS AGREEMENT made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2026

BETWEEN:

### ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue  
Port Alberni, British Columbia, V9Y 2E3

(the "**Regional District**")

OF THE FIRST PART

AND:

### DISTRICT OF TOFINO

121 3rd Street  
PO Box 9  
Tofino, British Columbia, V0R 2Z0

(the "**District of Tofino**")

OF THE SECOND PART

**WHEREAS:**

- A. The District of Tofino is a municipal corporation and local government under the *Community Charter* and the *Local Government Act* of British Columbia;
- B. The District of Tofino has established fire and emergency response as a municipal service to the land area within its boundaries, operated through the Tofino Volunteer Fire Department;
- C. The Regional District owns and operates the Long Beach Airport (CYAZ) located approximately 11 kilometers southeast of the District of Tofino;
- D. The Regional District has requested and the District of Tofino is prepared to provide firefighting services to the Long Beach Airport, subject to the terms and conditions contained in this Agreement;
- E. The Regional District Board of Directors has approved this Agreement and its resolution is attached as Schedule "A" to this Agreement;
- F. The Mayor and Council of the District of Tofino have approved this Agreement by a Council Resolution, attached as Schedule "A" to this Agreement.

**NOW THEREFORE** in consideration of the covenants herein contained and for other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged by both parties, the Regional District and the District of Tofino, do hereby covenant and agree each with the other as follows:

## **1.0 DEFINITIONS**

1.1 For the purposes of this Agreement, the following definitions shall apply:

**"Airport Emergency Response Plan"** ("ERP") means the document which contains roles and responsibilities for a multi jurisdiction response to occurrences on airport property. The procedures contained in the ERP are published to provide guidance before, during and after any emergency involving aircraft, structures and other events affecting the operations of the airport;

**"Fire Chief"** means the person who is the head of the Tofino Volunteer Fire Department or that person's lawfully appointed designate;

**"Fire Department"** means the Tofino Volunteer Fire Department;

**"Fire Service Area"** means that area identified on Schedule "B" to this Agreement;

**"Airport"** means the Long Beach Airport (CYAZ);

**"Senior Officer"** means the highest-ranking Officer after the Fire Chief, or the most senior firefighter to arrive on the scene;

**"Structural Firefighting Service"** means emergency firefighting service responding to structural fires only for the purpose of rescue, fire control, and property conservation.

## **2.0 WATER SUPPLY**

2.1 The District of Tofino, its elected officials and appointed officers, employees and volunteers shall not be responsible for any loss occurring as a result of the inability to fight any fire emergency on the Airport due to insufficient supply of water, insufficient water pressure or any other reason outside the Regional District's control.

### 3.0 EXTENT OF SERVICE

- 3.1 The District of Tofino, through the Tofino Volunteer Fire Department, shall provide to the Regional District, on the terms and conditions of this Agreement, Structural Firefighting Services to the Airport as of the date of this Agreement, within the Fire Service Area.
- 3.2 Upon the application of this agreement, , the Fire Department shall attend an emergency on the Fire Service Area and provide Structural firefighting services as needed.
- 3.3 Subject to this Agreement, the District of Tofino shall provide the same quantity and quality of Structural Firefighting Services required by this Agreement as such services are provided by the District of Tofino to residents of the District of Tofino generally.
- 3.4 This Agreement shall not be interpreted to create any greater standard of care or liability on the part of the District of Tofino in respect of the supply of fire protection services to the Airport than that which applies to the supply of such services to inhabitants of District of Tofino. Nothing in this Agreement shall require the District of Tofino to provide a fire service under this Agreement higher than the level of fire protection service provided to the District of Tofino. The Airport Emergency Response Plan (ERP) shall be used as a guide in operations.
- 3.5 Notwithstanding any other provision in this Agreement, the parties acknowledge and agree that the distance between the Airport and the Tofino Fire Hall will result in longer response times than the average response time within the District of Tofino. The parties acknowledge and agree that the Tofino Volunteer Fire Department has limited resources for fighting fires including limited personnel, training and equipment. Accordingly, it is acknowledged that a reduced level of services in respect of response time and overall fire protection services will be provided to the Airport.
- 3.6 Notwithstanding any other provision in this Agreement, the parties acknowledge and agree that the Tofino Volunteer Fire Department has limited resources to fight aircraft fires. The department will fight fires using equipment and apparatus designed for use for combating Structural Firefighting.
- 3.7 Nothing in this Agreement requires the Fire Chief of the Tofino Volunteer Fire Department to deploy firefighting personnel, apparatus, and equipment to the Airport, where the Fire Chief or his/her Senior Officer has determined that they are either unavailable or are required to provide fire protection within the District of Tofino fire service area. The Airport agrees that in the event of the failure of the Fire Department to respond to a call for firefighting assistance, or where the Fire Department is required to withdraw equipment and personnel to attend to a fire or emergency in the District of Tofino, the Regional District shall not make any claim of liability against the City and hereby waives any claim it may have arising from such failure to respond or withdrawal.

#### **4.0 NATURE OF SERVICE**

- 4.1 The District of Tofino shall provide the firefighting service on a twenty-four hour on call basis from the Fire Hall, utilizing the manpower and equipment available at the time of notification of a fire.
- 4.2 The Airport shall give the Fire Department unrestricted vehicle access to the none airside portions of the airport within the Fire Service Area for the purpose of responding to and suppressing fires and other emergency incidents. Access to the restricted airside portions of the airport will be under the guidance of the On Scene Controller / unified command in accordance with the Long Beach Airport Emergency Response Plan.

#### **5.0 INDEMNITY AND INSURANCE**

- 5.1 The Airport shall afford the District of Tofino and its employees and agents the same protection from liability as is provided under the *Community Charter* and the *Local Government Act* in respect of the District of Tofino's activities elsewhere in the District of Tofino and, without restricting the generality of the foregoing, shall defend, indemnify, and save harmless the District of Tofino from and against any and all claims, demands, actions, causes of action, losses, damages, costs, liabilities and expenses (including legal fees and costs on a solicitor and own client basis) of whatever kind or character on account of any actual or alleged loss, injury or damage to any person or to any property arising out of or in connection with the provision of or failure to provide the Structural Firefighting Services as required herein, if and to the extent that the District of Tofino, its employees or agents would have otherwise been excused from liability for such loss, injury or damage pursuant to the terms of the *Community Charter* and the *Local Government Act* but for the fact that such provision or failure to provide the Structural Firefighting Services is in respect of lands and occupiers of lands on the Fire Service Area.
- 5.2 Without limiting the preceding paragraph, the Airport shall release and indemnify and save the District of Tofino harmless from and against any and all claims, demands, actions, causes of action, losses, damages, costs, liabilities, and expenses (including legal fees and costs on a solicitor and own client basis) arising as a result of the District of Tofino's failure to respond to a call for Structural Firefighting Services, the District of Tofino withdrawing Structural Firefighting Services as set out in paragraph 3.7 above, or the District of Tofino suspending or terminating the provision of Structural Firefighting Services under this Agreement.
- 5.3 Each party to this Agreement shall maintain, throughout the Term, comprehensive general liability insurance, motor vehicle insurance, and Workers' Compensation coverage for its own personnel. All policies of insurance required to be taken out by the Airport shall name the District of Tofino as an additional insured and the Airport shall, prior to the commencement of this Agreement and thereafter promptly upon request by the District of Tofino, provide the District of Tofino with certificates of insurance confirming the placement and maintenance of the required insurance.

## **6.0 FEES**

- 6.1 The annual fee for fire protection services provided by the District of Tofino under this Agreement shall be \$10.00 (ten dollars).
- 6.2 The Airport shall replace any materials used by the Fire Department in providing the Structural Firefighting Services to the Airport, including firefighting foam and other operational items provided by the Fire Department.

## **7.0 COST OF ADDITIONAL AID**

- 7.1 The Regional District agrees to pay the full cost of any additional firefighting manpower or equipment from another jurisdiction outside the Regional District that the Regional District considers necessary to assist with an emergency situation on the Airport.

## **8.0 RIGHTS RESERVED**

- 8.1 Nothing contained or implied herein shall prejudice or affect the rights and powers of the District of Tofino in the exercise of its functions under any public or private statutes, bylaws, orders or regulations, all of which may be fully and effectively exercised in relation to the Fire Department and the fire protection services provided hereunder and any other function of the District of Tofino as if this Agreement had not been executed and delivered by the parties and the interpretation of this Agreement shall be subject to and consistent with statutory restrictions imposed on the District of Tofino under the *Local Government Act* and the *Community Charter*.

## **9.0 TERM OF AGREEMENT**

- 9.1 This Agreement shall come into force as of the date of its execution by all parties and shall continue in force for 2 years or until earlier terminated as provided for in this Agreement. Upon agreement of the parties, this Agreement may be extended for a further term of 1 additional year, to a maximum of 10 years.

## **10.0 ASSIGNMENT**

- 10.1 This Agreement shall not be assigned by any of the parties hereto except with the prior written consent of the others, which consent shall not be unreasonably withheld.

## **11.0 TIME**

- 11.1 Time shall be of the essence of this Agreement.

## **12.0 INTERPRETATION**

12.1 No provision of this Agreement shall be construed to create a partnership or joint venture relationship, an employer-employee relationship a landlord-tenant, or a principal-agent relationship.

## **13.0 HEADINGS**

13.1 The headings in this Agreement are inserted for convenience and reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.

## **14.0 WAIVER**

14.1 The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

## **15.0 LANGUAGE**

15.1 Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.

## **16.0 BINDING EFFECT**

16.1 This Agreement will ensure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assignees.

## **17.0 TERMINATION BY THE DISTRICT of TOFINO**

17.1 The District of Tofino may terminate this Agreement at any time upon giving 90 days' notice in writing to the Regional District.

## **18.0 TERMINATION BY THE REGIONAL DISTRICT**

18.1 The Regional District may terminate this Agreement at any time upon giving 90 days' notice in writing to the District of Tofino.

## 19.0 NOTICE

19.1 It is hereby mutually agreed that:

any notice required to be given under this Agreement will be deemed to be sufficiently given:

- (i) if delivered, at the time of delivery; and
- (ii) if mailed from any government post office in the Province of British Columbia by prepaid registered mail addressed as follows:

if to the Regional District:

3008 Fifth Avenue  
Port Alberni BC V9Y 2E3

if to the District of Tofino:

121 3rd Street  
PO Box 9  
Tofino, BC, V0R 2Z0

Unless otherwise specified herein, any notice required to be given under this Agreement by any party will be deemed to have been given if mailed by prepaid registered mail, or sent by facsimile transmission, or delivered to the address of the other party set forth on the first page of this Agreement or at such other address as the other party may from time to time direct in writing, and any such notice will be deemed to have been received if mailed or faxed, 72 hours after the time of mailing or faxing and, if delivered, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice in order to ensure prompt receipt thereof.

## 20.0 DISPUTE RESOLUTION

20.1 If a dispute relating to this Agreement should arise, and the Parties cannot settle the dispute through negotiation, then the Parties must attempt in good faith to resolve the dispute through mediation. If mediation is unsuccessful, the parties may submit the dispute to binding arbitration pursuant to the *Commercial Arbitration Act* (British Columbia).

20.2 If any dispute is referred to mediation or to an arbitrator appointed under the *Commercial Arbitration Act*, the costs of the mediation or arbitration shall be borne equally by the parties involved in the dispute. The parties agree that in the event of arbitration, a single arbitrator shall be appointed in lieu of a panel.

## **21.0 ENTIRE AGREEMENT**

21.1 The whole agreement between the parties is set forth in this document and no representations, warranties or conditions, express or implied, have been made other than those expressed.

21.2 This Agreement may be amended from time to time upon terms and conditions mutually acceptable to the District of Tofino and the Regional District only if the amendments are in writing and executed by the parties hereto.

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement as follows:

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT** by its authorized signatory )  
)

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

**DISTRICT OF TOFINO** by its authorized signatory )  
)

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

## **SCHEDULE "A"**

### **COUNCIL RESOLUTIONS**

Alberni-Clayoquot Regional District at their Regular Meeting held on March 25, 2026

District of Tofino Council at their Regular Meeting held on February 24, 2026

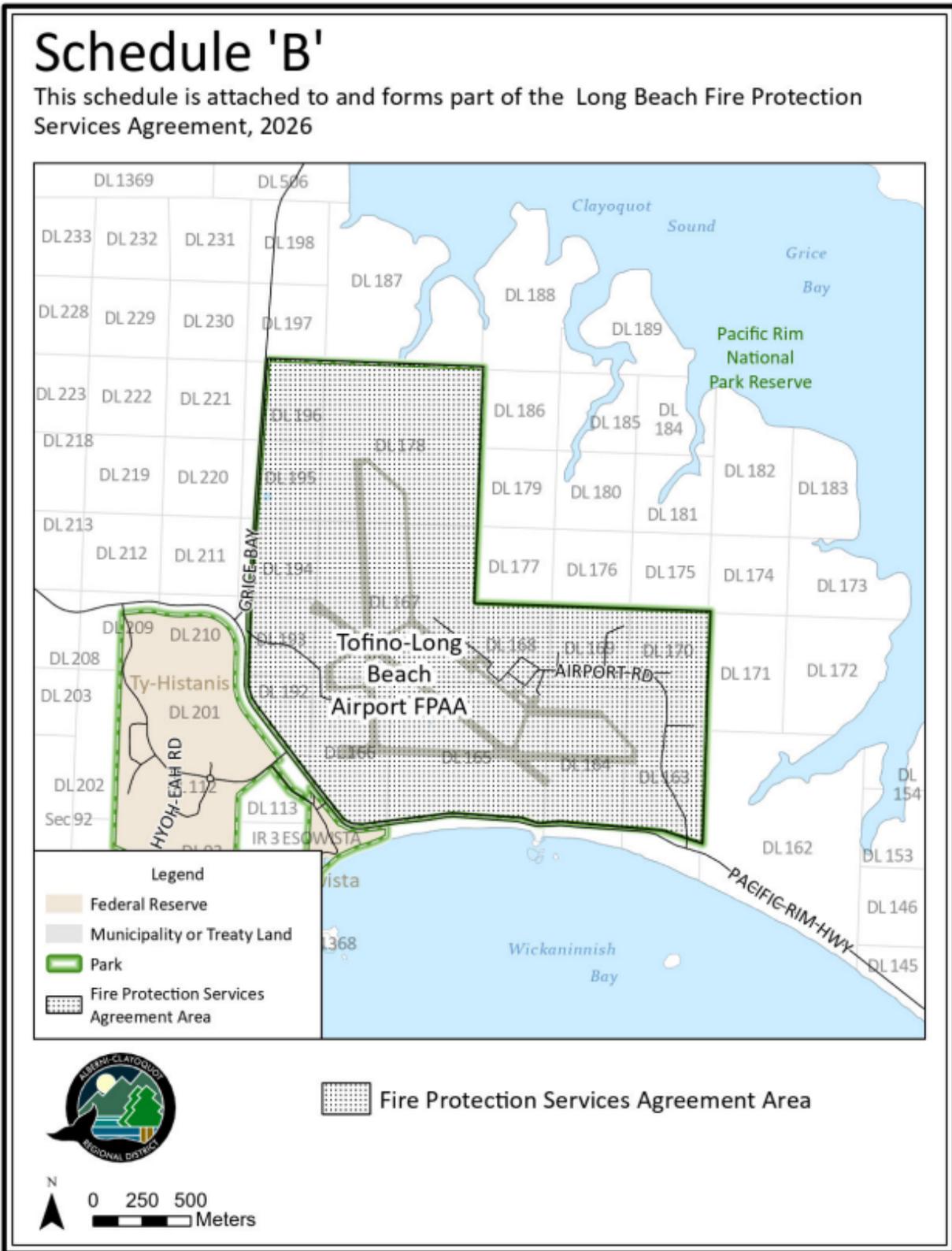
#### **Resolution No. 107/26**

THAT staff be authorized to execute a fire service agreement under the same terms and conditions as shown in Appendix 1 to the staff report titled "Tofino-Long Beach Airport Fire Service Agreement" dated February 24, 2026, for a two year term beginning on March 24, 2026 authorizing the Tofino Volunteer Fire Department to provide fire protection services to the Alberni-Clayoquot Regional District at Tofino-Long Beach Airport.

**CARRIED UNANIMOUSLY**

# SCHEDULE "B"

## LONG BEACH AIRPORT (CYAZ) FIRE PROTECTION AREA





**To:** ACRD Board of Directors  
**From:** Jaleen Rousseau, Planning Manager  
**Meeting Date:** March 25, 2026  
**Subject:** Bylaw Enforcement Officer Designation

---

**Recommendation:**

***THAT the Alberni-Clayoquot Regional District Board of Directors designate Kerri Creighton as Bylaw Enforcement Officer.***

**Desired Outcome:**

Designation of the Bylaw Enforcement Officers (BEOs) allows for undertaking investigations and authorized issuance of bylaw notices, including penalties. The designation of Kerri Creighton as BEO is necessary to allow for the fulfillment of duties within the temporary one-year Planning Technician & Bylaw Enforcement Officer position. This is a backfill position.

**Summary:**

BEOs in British Columbia must be formally designated or appointed by a local government Council or Board to legally enforce bylaws, enter private property for inspections, or issue tickets.

**Background:**

Local government bylaw enforcement refers to actions that may be taken by the Regional District to ensure members of the community comply with local government bylaws. In accordance with the ARCD Bylaw Enforcement Policy, and as required for bylaw notice enforcement, ACRD Bylaw Enforcement Officers are required to be designated as such, by resolution of the Board of Directors.

**Financial:**

ACRD Bylaw Enforcement staff resources are included within the Financial Plan through various services contained within the *Management of Development – Rural Areas* service function. Additional financial consideration is not required.

**Policy or Legislation:**

*ACRD Bylaw Enforcement Policy*

The Policy establishes the procedures, roles, expectations and standards for ACRD Bylaw Enforcement Services. It specifically details the responsibilities of Bylaw Enforcement Officers when initiating an investigation, investigating complaints, seeking compliance, maintaining case files, and preparing correspondence.

*ACRD Bylaw Notice Enforcement Bylaw No. PS1008*

Bylaw No. PS1008 allows the ACRD to deal with the contravention of a bylaw by bylaw notice by designated positions within the Regional District, which includes Bylaw Enforcement Officers.

*Local Government Act (LGA)*

Part 12 of the LGA provides Regional Districts with bylaw enforcement powers.

*Community Charter (CC)*

Part 8, Division 3 of the CC provides local governments with the ability to ticket for bylaw offences and designate Bylaw Enforcement Officers.

Submitted by: Jaleen Rousseau  
Jaleen Rousseau, MCIP, RPP, Planning Manager

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

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



**To:** ACRD Board of Directors

**Voting Structure:** Electoral Area Directors

**From:** Alima Khoja, Planner 1

**Meeting Date:** March 25, 2026

**Electoral Area:** D - Sproat Lake

**Subject:** Temporary Use Permit TUP25013 - 10411 Marina Vista Dr (Don Saywell Developments Ltd)

**Recommendation:**

**THAT the Alberni-Clayoquot Regional District Board of Directors issue Temporary Use Permit TUP25013.**

**Property Information:**

Civic Address:	10411 Marina Vista Dr		
Legal Description:	STRATA LOT 3 DISTRICT LOT 204 ALBERNI DISTRICT STRATA PLAN EPS681 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V		
PID:	028-853-512	Folio:	770-01666.053 ALR? (Y/N): N Lot Area (ha): 0.08 (0.20 ac)

**Background:**

The property owners are applying for a Temporary Use Permit (TUP) to operate a short-term rental (STR) in the three-bedroom single family dwelling with a 2-car garage and a workshop area on the lower level with 1,500 square feet of living area on the main floor. The house will be utilized as a STR during the summer months from May to September. The list of TUP conditions are identified within the draft permit TUP25013 below.

The Board reviewed this application at the February 25, 2026, meeting and resolved to consider issuing the Temporary Use Permit following public notification as per *Local Government Act s. 494*. A mailout to all residents and property owners within 100 m of the subject property was sent on March 6, 2026, and ads in the Alberni Valley News were published on March 11, 2026, and March 18, 2026. To date, no correspondence has been received. If the Regional District receives any comments prior to the March 25, 2026 meeting, staff will inform the Board.

The house is newly constructed and must obtain an Occupancy Permit before the short-term rental can operate. To address this, a condition has been added to the Temporary Use Permit requiring the applicant to obtain the Occupancy Permit prior to operation.

To operate a short-term rental in the Province of British Columbia, all owners must register their property in accordance with the *Short-Term Rental Accommodations Act*. All owners must indicate that their rental complies with all local bylaws.

**PL20250072/TUP25013**

It is recommended that the Board issue Temporary Use Permit TUP25013 for a period of three years subject to the conditions outlined within the TUP.

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

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

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



*This product is intended for general reference use only and should not be used for navigation or legal purposes. Imagery offsets may exist. Satellite imagery may be offset by several meters.*

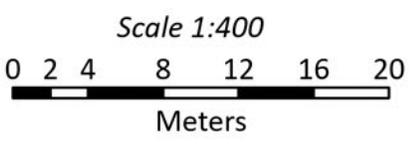
10411 Marina Vista Drive  
 STRATA LOT 3 DISTRICT LOT 204 ALBERNI  
 DISTRICT STRATA PLAN EPS681

-  Subject Property
-  Parcels

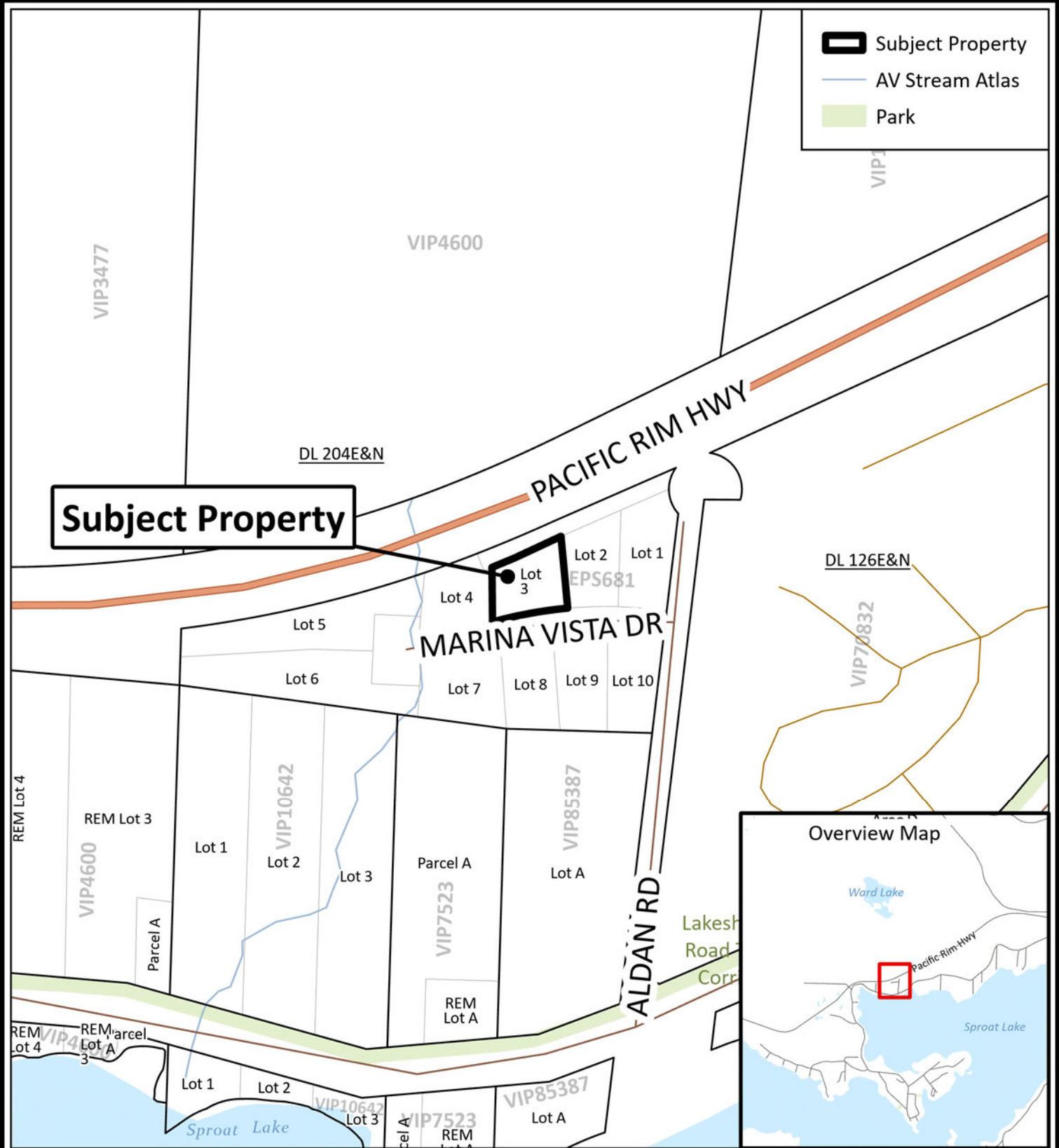


**ALBERNI-CLAYOQUOT  
 REGIONAL DISTRICT**

Prepared 2025-10-15  
 Sources: Maxar, Microsoft Prov. BC,  
 ParcelMapBC; ACRD



-  Subject Property
-  AV Stream Atlas
-  Park

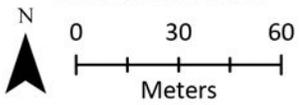


**Subject Property**

 Civic Address: 10411 Marina Vista Drive  
 Legal Description: STRATA LOT 3 DISTRICT LOT 204 ALBERNI DISTRICT STRATA PLAN EPS681



ALBERNI-CLAYOQUOT REGIONAL DISTRICT





**TUP25013**

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:** DON SAYWELL DEVELOPMENTS LTD,  
**Address:** 10411 MARINA VISTA DR, PORT ALBERNI, BC

With respect to:

**Legal Description:** STRATA LOT 3 DISTRICT LOT 204 ALBERNI DISTRICT STRATA PLAN EPS681 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V

**PID:** 028-853-512

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 short-term rental within the two (2) bedrooms of the existing three-bedroom single family dwelling between the dates of May 1<sup>st</sup> through September 30<sup>th</sup> inclusive.
2. The short-term rental must be registered in accordance with the *Short-Term Rental Accommodations Act*.
3. No rental use shall occur prior to the issuance of Occupancy Permit.
4. A maximum occupancy of two (2) persons per bedroom shall be permitted for a total occupancy of four (4) guests at any one time.
5. The foyer, utility, shop, and garage areas located on the lower floor must not be used for overnight accommodation or rented to short-term guests.
6. The STR must operate in accordance with all ACRD bylaws specifically Bylaw No. R1024, 2013 – a Bylaw to provide for the control of noise in the Electoral Area 'D' (Sproat Lake). Quiet time must be observed between 11:00 pm to 8:00 am daily.
7. The STR shall accommodate a maximum of two (2) vehicles on the property. Boat trailers may not be parked on Marina Vista Drive. One parking space must be provided for each bedroom (2).
8. The owner or designated caretaker must be available to attend the property within 20 minutes.
9. Contact information for the owner and/or caretaker in addition to a copy of the TUP must be visible in a public location within the STR.
10. This permit is valid for a term of three (3) years from the date of issuance. At the time the permit expires, the property owner may apply to renew the TUP, apply to rezone the parcel or return the property to the use permitted under the current zoning.
11. If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

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

This permit was issued this \_\_\_\_\_ of \_\_\_\_\_ , \_\_\_\_\_ .

---

Daniel Sailland, MBA  
Chief Administrative Officer

---

Chair of the Board of Directors



**B.C. LAND SURVEYORS BUILDING LOCATION CERTIFICATE**

**STRATA LOT 2, DISTRICT LOT 192, ALBERNI DISTRICT, PLAN VS6741.**

**SCALE 1:300**

ALL DISTANCES ARE METRIC AND ARE DERIVED FROM PLAN VS6741.

JURISDICTION: ALBERNI-CLAYOQUOT REGIONAL DISTRICT

PID NO: 027-77B-193

THIS LOT IS SUBJECT TO LTO CHARGE NUMBERS:  
FB239915, FB280569 AND FB280570

CIVIC ADDRESS: 10170 KYUNIM RD,  
SPROAT LAKE, BC

THIS SURVEY IS NOT VALID UNLESS  
DIGITALLY SIGNED.

THIS SURVEY IS PROTECTED BY COPYRIGHT  
AND MAY NOT BE REPRODUCED.

CERTIFIED CORRECT THIS 17TH DAY  
OF OCTOBER, 2016 ACCORDING  
TO LAND TITLE AND SURVEY AUTHORITY  
RECORDS AND FIELD SURVEYS.  
UNREGISTERED INTERESTS HAVE NOT  
BEEN INCLUDED OR CONSIDERED.

MICHAEL  
SIMS XXJIDU

Digitally signed by MICHAEL SIMS  
XXJIDU  
DN: c=CA, ou=MICHAEL SIMS  
XXJIDU, o=BC Land Surveyors,  
ou=Verify ID at www.bccsa.com/  
LSDP.digitid-XXJIDU  
Date: 2017.10.20 16:01:23 -0700

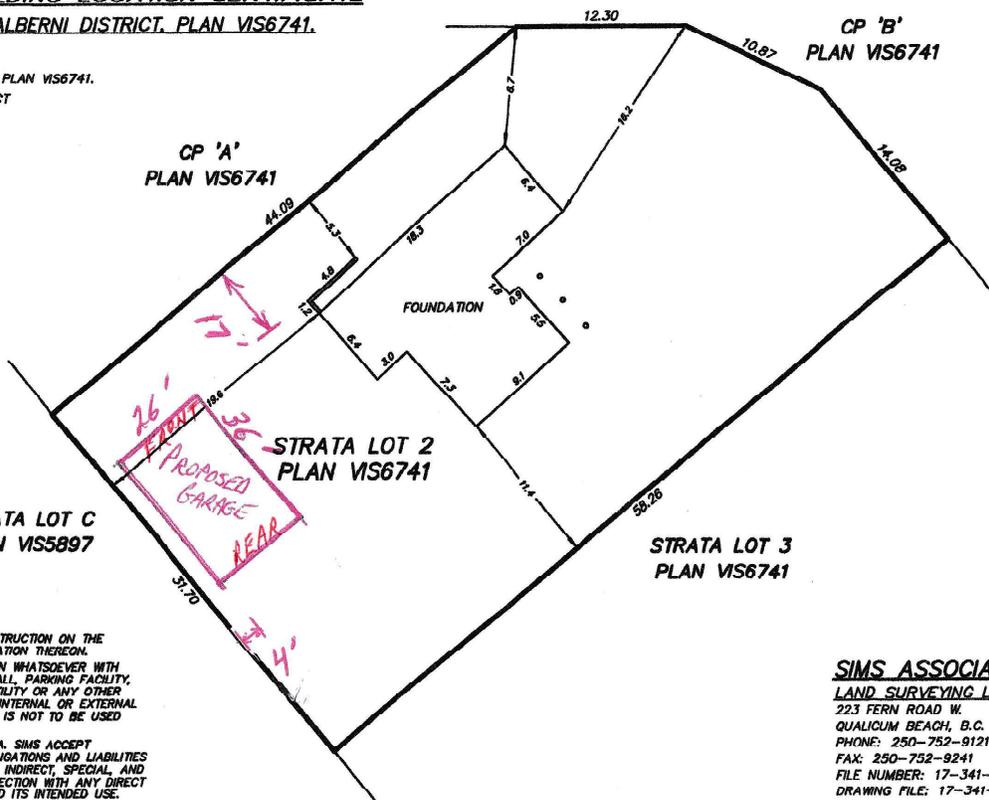
STRATA LOT C  
PLAN VS5897

STRATA LOT 2  
PLAN VS6741

STRATA LOT 3  
PLAN VS6741

CP 'B'  
PLAN VS6741

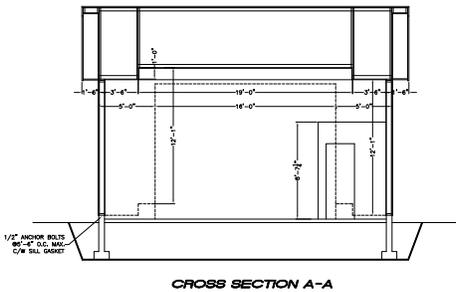
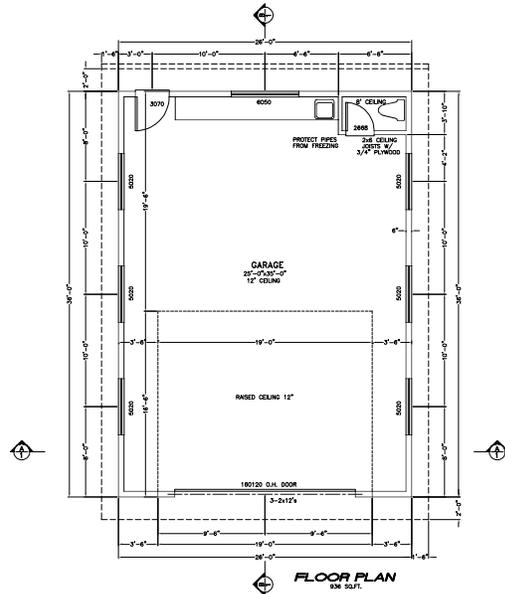
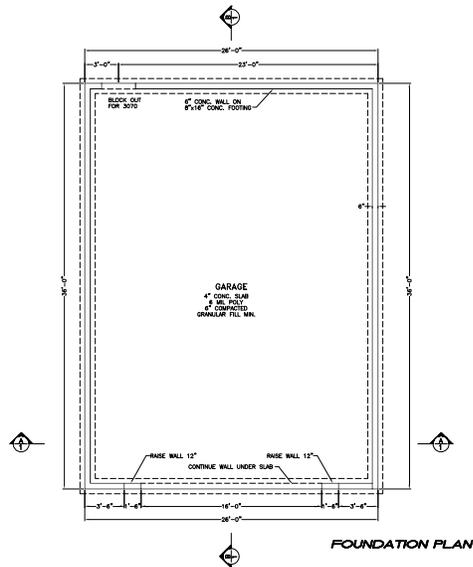
CP 'A'  
PLAN VS6741



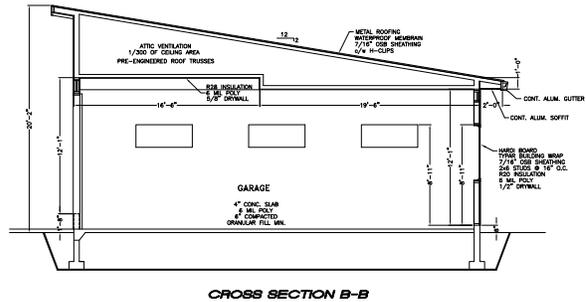
**NOTE:**

1. THIS SURVEY PURPORTS TO SHOW ONLY THE NEW CONSTRUCTION ON THE ABOVE DESCRIBED PARCEL(S) AND THEIR RELATIVE LOCATION THEREON.
2. THIS PLAN PROVIDES NO WARRANTY OR REPRESENTATION WHATSOEVER WITH RESPECT TO ANY OTHER BUILDING, PATIO, RETAINING WALL, PARKING FACILITY, FENCE, UNDERGROUND, ABOVEGROUND OR OVERHEAD UTILITY OR ANY OTHER IMPROVEMENTS AND THEIR RELATIVE LOCATION TO ANY INTERNAL OR EXTERNAL BOUNDARIES OF THE ABOVE DESCRIBED PARCEL(S) AND IS NOT TO BE USED TO RE-ESTABLISH PROPERTY LINES.
3. SIMS ASSOCIATES LAND SURVEYING LTD. AND MICHAEL A. SIMS ACCEPT NO RESPONSIBILITY FOR AND HEREBY DISCLAIM ALL OBLIGATIONS AND LIABILITIES FOR DAMAGES INCLUDING, BUT NOT LIMITED TO, DIRECT, INDIRECT, SPECIAL, AND CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH ANY DIRECT OR INDIRECT USE OR RELIANCE UPON THE PLAN BEYOND ITS INTENDED USE.

**SIMS ASSOCIATES**  
LAND SURVEYING LTD.  
223 FERN ROAD W.  
QUALICUM BEACH, B.C. V8K 1S4  
PHONE: 250-752-9121  
FAX: 250-752-9241  
FILE NUMBER: 17-341-BL  
DRAWING FILE: 17-341-BLG1.dwg



Note: Due to Zoning regulation method of height calculation the total height will be measure in consideration of grade and from midpoint of structure resulting in a total height of 17 ft.



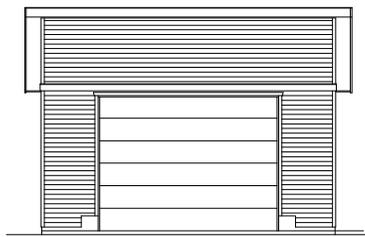
PREPARED BY:  
**LINDBERG CAD SERVICES**  
885 FOREMAN'S CIRCLE, FAYETTEVILLE, S.C. 29525-2448

GENERAL NOTES:  
BUILDING CONTRACTOR TO VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION  
ALL CONSTRUCTION TO COMPLY WITH THE LATEST S.C. BUILDING CODE  
MEMBER SIZES SHALL BE SUPPLIED BY TRUSS MANUFACTURER  
SCHEDULER ASSIGNED TO RESPONSIBILITY FOR ANY ERRORS OR OMISSIONS  
UNLESS ADVISED IN WRITING PRIOR TO ANY CONSTRUCTION.

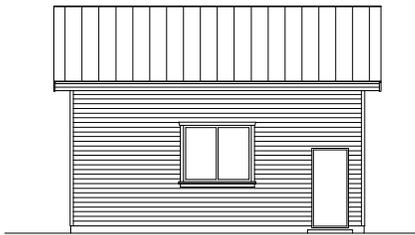
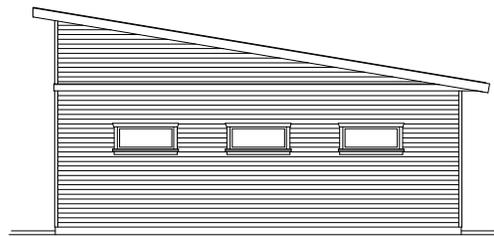
LEGEND:

**PROPOSED GARAGE**

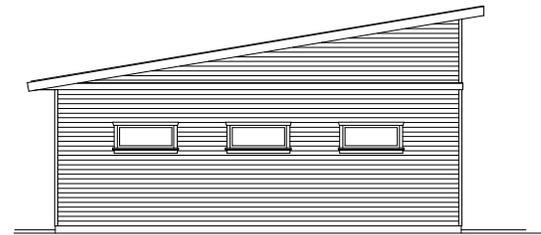
DATE: 11-21-20	PREPARED FOR: SMITTY CONSTRUCTION	DRAWN BY: L.L.
TITLE: FLOOR PLANS AND CROSS SECTIONS	REVIEWED:	
SHEET: 1 OF 2	APPROVED BY:	PLAN NO: 22-048



FRONT ELEVATION



REAR ELEVATION



LEFT ELEVATION

PREPARED BY:  
**LINDBERG CAD SERVICES**  
 885 FORBESWAY'S CIRCLE, FAYETTEVILLE, S.C. 29517-1224 248-2448

GENERAL NOTES:  
 BUILDING CONTRACTOR TO VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION  
 ALL CONSTRUCTION TO COMPLY WITH THE LATEST R.C. BUILDING CODE  
 MEMBER SIZES SHALL BE SUPPLIED BY TRUSS MANUFACTURER  
 DESIGNER ASSUMES NO RESPONSIBILITY FOR ANY ERRORS OR OMISSIONS  
 UNLESS ADVISED IN WRITING PRIOR TO ANY CONSTRUCTION.

LEGEND:

**PROPOSED GARAGE**

DATE: 11-21-20	PREPARED FOR: <b>SMITTY CONSTRUCTION</b>	DRAWN BY: J.L.L.
SCALE: 1/4"=1'-0"	REVISIONS:	
<b>ELEVATIONS</b>		
SHEET: 2 OF 2	APPROVED BY:	PLAN NO.: 22-048

DVD26001 – DEBRUYNE & REHILL, 10170 Kyunim Road

Site Photos Taken February 9, 2026



*Figure 1: Looking from neighbouring strata parcel where community strata septic system is located. Proposed location of accessory structure shown with red arrow.*



Figure 2 : Looking from internal strata road where proposed accessory structure will be located (shown with red arrow).



**DVD26001**

Whereas, pursuant to Section 498 of the *Local Government Act*, a local government may by resolution, on application of a property owner, vary the provisions of a bylaw under Division 5 of Part 14 of the *Local Government Act*;

A Development Variance Permit is hereby issued to:

**Name:** MARK A DEBRUYNE, SHARI L REHILL,  
**Address:** 10170 Kyunim Rd, PORT ALBERNI, BC

With respect to:

**Legal Description:** STRATA LOT 2, PLAN VIS6741, DISTRICT LOT 192, ALBERNI LAND DISTRICT, TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V

**PID:** 027-778-193

The provisions of the Regional District of Alberni-Clayoquot Bylaw No. 15 are hereby varied as follows:

Development variance of the ACRD Zoning Bylaw, Section to vary Section 6.5.1.e) to increase the maximum allowable height of an accessory structure in an RA1 zone from 12 ft (3.65 m) to 17 ft (5.18 m).

In accordance with the provision of Section 498 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on \_\_\_\_\_, \_\_\_\_\_.

This permit was issued this \_\_\_\_\_ of \_\_\_\_\_, 2026.

---

Daniel Sailland, MBA  
Chief Administrative Officer

---

Chair of the Board of Directors



Alberni-Clayoquot Regional District

**Board of Directors Meeting Schedule  
April 2026**

<b>DATE &amp; TIME</b>	<b>MEETING</b>	<b>LOCATION</b>	<b>ATTENDEES</b>
Wednesday, April 8 1:30 pm	Board of Directors	ACRD Boardroom/Zoom	Committee/Staff
Thursday, April 16 10:00 am	Alberni Valley Regional Airport Advisory Committee	ACRD Boardroom/Zoom	Committee/Staff
Tuesday, April 21 12:45 pm	Agricultural Development Committee	ACRD Boardroom/Zoom	Committee/Staff
Wednesday, April 22 10:00 am	Electoral Area Directors Committee	ACRD Boardroom/Zoom	Committee/Staff
1:30 pm	Board of Directors	ACRD Boardroom/Zoom	Committee/Staff
	Regional Hospital District (immediately following above)	Committee/Staff	Committee/Staff

m:\meeting schedules\2026\monthly\april 2026 directors meeting schedule.docx

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT**  
February, 2026

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	1	400,466			1	250,000	2	1,100,810					4	1,751,276
Accessory							1	61,433					1	61,433
Adds+Renos													0	0
Multi-Family													0	0
Manufactured													0	0
Agricultural													0	0
Commercial													0	0
Industrial													0	0
Institutional													0	0
Renewal													0	0
Demolition													0	0
<b>Totals</b>	<b>1</b>	<b>400,466</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>250,000</b>	<b>3</b>	<b>1,162,243</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>1,812,709</b>

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT**  
2026 TO DATE

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	1	400,466	0	0	1	250,000	3	1,680,731	0	0	0	0	5	2,331,197
Accessory	1	150,000	0	0	0	0	1	61,433	0	0	0	0	2	211,433
Adds+Renos	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manufactured	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Agricultural	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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	0	0	1	204,615
Demolition	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>3</b>	<b>717,210</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>250,000</b>	<b>4</b>	<b>1,742,164</b>	<b>1</b>	<b>204,615</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>2,913,989</b>

	BAMFIELD	BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
<b>WOODSTOVE INSPECTIONS</b>						<b>0</b>	<b>1</b>

	YEAR TO DATE		TOTAL YEAR	
2025	10	2,824,525	98	30,000,766
2024	21	3,216,406	119	30,520,584
2023	13	1,573,788	107	21,617,844
2022	15	3,374,520	127	27,309,617
2021	4	572,153	109	15,945,961
2020	22	2,289,135	121	16,119,274
2019	14	2,607,885	109	14,925,682
2018	6	196,751	104	12,305,797
2017	8	1,210,659	103	12,826,449
2016	8	469,324	82	10,545,063
2015	6	57,500	89	8,577,170



### Monthly Agreement & Grant Delegation Report

The following agreements have been executed by the CAO and or GMs for the period of February 1, 2026, to February 28, 2026:

<b>Parties</b>	<b>Agreement</b>	<b>Purpose</b>	<b>Term</b>	<b>Fees</b>
Pacific Chevrolet	Vehicle Lease	FireSmart Truck Lease	Feb 9, 2026 – Feb 8, 2028	\$22,562.16
Slhanay Timber Service	Agreement	Alberni Valley Regional Airport OLS Tree Service	10 Weeks, February 17, 2026 – April 30, 2026	\$20,000.00
NovaFor Forest Services Ltd.	Agreement	AVRA Multiphase Forest Management Services	March 1, 2026 to February 28, 2029	Rate contract to a maximum of \$50,000
Caslys Consulting Ltd.	Amendment – Term Extension	Geographic Information System – NG911	6 Months, January 1, 2026 - June 30, 2026	Within original budget.
Stantec Consulting Ltd.	Agreement	West Bamfield Dock Independent Assessment	3 Months, January 15, 2026 – April 15, 2026	\$63,902.20

<b>Grantor</b>	<b>Agreement</b>	<b>Purpose</b>	<b>Funding Term</b>	<b>Grant Amount</b>
UBCM – CEPF	Amendment – Extension	VFD Equipment and Training Grant	February 18, 2025 – June 18, 2026	\$109,266.19
EMCR – IERFP	Amendment – Extension	Indigenous Engagement Requirements in the Emergency and Disaster Management Act	January 15, 2024 – March 31, 2027	\$96,000
MOTT – IRC	Amendment – Extension	Island Rail Corridor – First Nations and Local Government Engagement	March 28, 2023 – March 31, 2027	\$600,000
UBCM – CEPF	Application Declined	VFD Equipment and Training Grant	N/A	\$93,403.22