



Board of Directors Meeting
Wednesday, March 11, 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/11-3-2026/7778/?catid=0>

Register to participate via Zoom Webinar at:

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

PAGE

1. **CALL TO ORDER**

Recognition of Territories.

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

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

2. **APPROVAL OF AGENDA**

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

3. **DECLARATIONS**

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

4. **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

6-16

b.	Bamfield Area Services Committee Meeting – February 24, 2026	17-19
c.	Parcel Tax Meeting – February 25, 2026	20-21
d.	Committee-of-the-Whole Meeting – March 4, 2026	22-25

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

6. ITEMS REMOVED FROM CONSENT AGENDA

7. 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.

8. CORRESPONDENCE FOR INFORMATION

(ALL/UNWEIGHTED)

a.	UNION OF BC MUNICIPALITIES Annual membership renewal	26-27
b.	UNION OF BC MUNICIPALITIES Denied of 2025 Volunteer and Composite Fire Department Equipment and Training funding	28
c.	MINISTRY OF HOUSING AND MUNICIPAL AFFAIRS Response to letter from regarding Governance Restructure Grant Program	29-30
d.	CLAYOQUOT SOUND BIOSPHERE CENTRE Letter regarding Community Works Fund	31
e.	CITY OF ABBOTSFORD Request for Support – 2026 Proposed UBCM Resolutions	32-35
f.	THOMPSON-NICOLA REGIONAL DISTRICT Support Letter for City of Kamloops Heritage Conservation Act Resolution	36-37
g.	CITY OF PRINCE GEORGE Support in signing petition to the Minister of Justice and the Attorney General of Canada	38

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

9. REQUEST FOR DECISION REPORTS

a.	REQUEST FOR DECISION First Reading of Bylaw F1174, 2026-2030 Financial Plan (ALL/WEIGHTED)	39-41
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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”.

b. REQUEST FOR DECISION

42-50

Bylaw R1033 - West Coast Landfill Tipping Fee and Regulation
Bylaw Amendment
(ALL/ WEIGHTED)

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.

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.

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.

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

c. REQUEST FOR DECISION

51-58

Bamfield Water System Rate Increase
(ALL/ WEIGHTED)

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.

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.

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.

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

d. REQUEST FOR DECISION

59-75

West Coast Transit – Millstream Bus Stop Location
(ALL/UNWEIGHTED)

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.

10. PLANNING MATTERS

10.1 ALL DIRECTORS
(ALL/ UNWEIGHTED)

- a. **MISC26002, DISTRICT OF TOFINO OFFICIAL COMMUNITY PLAN (OCP) AMENDMENT BYLAW 1290.02 REFERRAL** 76-98
Miscellaneous Referral – Memorandum

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.

11. REPORTS

12. OTHER BUSINESS (including Late Items)

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

At the February 25, 2026 Board of Directors meeting Director Boyko put forth the following Notice of Motion:

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate the additional lease expansion of 84,637 ft² 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.

Staff recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to not investigate additional lease expansion(s) nor to provide separate lease options to the ACRD board.

NOTE: The concerns raised via the notice of motion incorrectly associate the positioning of a new airport fence with a lease lot line. This incorrect association leads to a series of incorrect assumptions regarding leased space and to perceived associated revenues. ACRD staff are actively negotiating leases in that area and have not concluded these negotiations. Any updates on open and active lease negotiations are subject to in-camera deliberations.

13. 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).

14. RECESS
(ALL/UNWEIGHTED)

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

15. RECONVENE

16. IN CAMERA
(ALL/UNWEIGHTED)

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

- 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;*

17. REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA

18. ADJOURN
(ALL/UNWEIGHTED)

**Next Board of Directors Meeting: Wednesday, March 25, 2026 at 1:30pm
Regional District Board Room & Zoom**



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, FEBRUARY 25, 2026, 1:30 PM Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

- DIRECTORS PRESENT:** Debbie Haggard, Chairperson, Councillor, City of Port Alberni
John Jack, Chief Councillor, Huu-ay-aht First Nations
Bob Beckett, Director, Electoral Area "A" (Bamfield)
Fred Boyko, Director, Electoral Area "B" (Beaufort)
Vaida Siga, Director, Electoral Area "C" (Long Beach)
Rene Lacoursiere, (Alternate Director), Electoral Area "D" (Sproat Lake)
Susan Roth, Director, Electoral Area "E" (Beaver Creek)
Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)
Sharie Minions, Mayor, City of Port Alberni
Marilyn McEwen, Mayor, District of Ucluelet
Tom Stere, Councillor, District of Tofino
Moriah Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Member of Council, Toquaht Nation
Levana Mastrangelo, Executive Legislator, Yuułu?if?ath Government
- REGRETS:** Penny Cote, Director, Electoral Area "D" (Sproat Lake)
- STAFF PRESENT:** Daniel Sailland, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Alex Dyer, General Manager of Planning & Development
Heather Zenner, Manager of Administrative Services
Janice Hill, Executive Assistant
Tanya Carothers, Solid Waste Manager
Mike Irg, Special Projects Director
Jaleen Rousseau, Planning Manager
Cynthia Dick, General Manager of Administrative Services

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/25-2-2026/7774/?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 Nuuchahnulth territories.

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

Introductions – Directors and Staff present in the Boardroom and via Zoom.

2. APPROVAL OF AGENDA

MOVED: Director Roth

SECONDED: Director Sparrow

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

*10.1(a) TUP22007R, 2660 Tofino-Ucluelet Highway (Long Beach) – Neighbour Letter, and
16 In-Camera, additional reason to go In-Camera as per Community Charter 90(1)(a).*

CARRIED

3. PUBLIC CONSULTATION – 2026-2030 ACRD FINANCIAL PLAN

- a. Presentation – T. Fong, Chief Financial Officer
Draft 2026-2030 Alberni-Clayoquot Regional District & Hospital District
Financial Plan.
- b. Public Input and Questions – No public input or questions were
received.

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – February 11, 2026

MOVED: Director Roth

SECONDED: Director Siga

*THAT the minutes of the Board of Directors meeting held on February 11, 2026, be
adopted.*

CARRIED

- b. **Accessibility Committee Meeting – February 10, 2026**
- c. **Committee-of-the-Whole Meeting – February 12, 2026**
- d. **Agriculture Development Meeting – February 17, 2026**
- e. **Sproat Lake APC Meeting – February 17, 2026**
- f. **West Coast Committee Meeting – February 18, 2026**
- g. **Alberni Valley & Bamfield Area Services Meeting – February 19, 2026**
- h. **Electoral Area Directors Committee Meeting – February 19, 2026**

MOVED: Director Roth

SECONDED: Director Sparrow

THAT the Board of Directors receive meeting minutes b-h.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. **Fred Kramer, Lynn Machacek, Colleen Dane, HDR, Alberni Valley Rail Corridor Study – Final Report**
- b. **Michael Moore, Operations Manager, Alberni Valley Makerspace Society, requesting permission to expand existing lease space**

6. CORRESPONDENCE FOR ACTION

- a. **REQUEST FOR LETTER OF SUPPORT**
Alberni District Fall Fair Association, requesting a letter of support for grant application to the Province of British Columbia's Ministry of Tourism Destination Events Program Grant.

MOVED: Director Roth

SECONDED: Director Lacoursiere

THAT the Board of Directors provides a letter of support to the Alberni District Fall Fair Association regarding their grant application to the Tourism Destination Events Program

CARRIED

MOVED: Director Sparrow

SECONDED: Director Siga

- b. *That the Board of Directors direct staff to work with Makerspace in their application to expand their leased area and support their expansion efforts.*

CARRIED

7. CORRESPONDENCE FOR INFORMATION

- a. **ISLAND HEALTH**
Letter response regarding Occupational Therapy in the Port Alberni Region
- b. **MINISTRY OF HEALTH**
Response to ACRD Board of Directors Letter re: Farm to School BC
- c. **LESLIE WALERIUS**
Letter regarding Campus of Care Team
- d. **MIKE LESOSKY**
Log Train Trail Email
- e. **TIMBERLINE SENIOR LIVING**
Petition regarding Regional Transit

MOVED: Director Roth
SECONDED: Director Siga

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Alberni Valley Rail Corridor Study - Final Report

MOVED: Director Boyko
SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors receive the Alberni Valley Rail Corridor Study - Final Report.

CARRIED

b. Request for Decision regarding ACRD Procedure Bylaw A1093 - Adoption

MOVED: Director Boyko
SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Regional District of Alberni-Clayoquot Procedure Bylaw No. A1093, 2026.

CARRIED

MOVED: Director Boyko
SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Regional District of Alberni-Clayoquot Procedure Bylaw No. A1093, 2026.

CARRIED

MOVED: Director Boyko
SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Regional District of Alberni-Clayoquot Procedure Bylaw No. A1093, 2026.

CARRIED

MOVED: Director Boyko
SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Regional District of Alberni-Clayoquot Procedure Bylaw No. A1093, 2026.

CARRIED

c. Request for Decision regarding Sproat Lake Marine Patrol Partnership with Alberni Valley Enhancement Society – Community Participation Funding Program Application.

MOVED: Director Roth

SECONDED: Director Boyko

THAT the Alberni-Clayoquot Regional District Board of Directors approve partnering with the Alberni Valley Enhancement Society to submit an application to the Community Participation Funding Program and authorize the ACRD to receive grant-funded contributions from the AVES to support engagement, consultation, and data-collection activities associated with the Sproat Lake Marine Patrol.

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS

a. TUP22007R, KIMOLA/KAIKKONEN/COWLAND/BARIL-DIONNE, 2660 TOFINO-UCLUELET HIGHWAY (LONG BEACH)

Temporary Use Permit – Memorandum and Permit

MOVED: Director Siga

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors issue Temporary Use Permit TUP22007R.

CARRIED

b. RD25005, WARREN, 10203 WOODSLEE LOOP (SPROAT LAKE)

Rezoning Application – Report and Bylaws

MOVED: Director Lacoursiere

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors consider first reading to Bylaws P1536 and P1537 at a future date, and that notice be given in accordance with Section 467 of the Local Government Act.

CARRIED

MOVED: Director Lacoursiere

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors confirm that adoption of Bylaws P1536 and P1537 is subject to:

- a. Confirmation from the Sproat Lake Fire Department that access, and fire safety measures are in place to provide adequate fire protection to the site.*
- b. Meeting all technical referral agency requirements*

CARRIED

c. TUP25013, DON SAYWELL DEVELOPMENTS LTD, 10411 MARINA VISTA DRIVE (SPROAT LAKE)

Temporary Use Permit– Report and Permit

MOVED: Director Lacoursiere

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors consider Temporary Use Permit Application TUP25013 subject to the following:

- Neighbourhood notification as per Local Government Act s.494.*

CARRIED

d. DVD26001, DEBRUYNE & REHILL, 10170 KYUNIM ROAD (SPROAT LAKE)

Development Variance Permit – Report

MOVED: Director Lacoursiere

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors consider issuance of Development Variance Permit No. DVD26001 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), subject to completion of public notification in accordance with S. 499 of the Local Government Act.

CARRIED

e. MISC25003, 1257819 BC LTD, 10412 LAKESHORE ROAD (SPROAT LAKE)

Covenant Amendment – Report

MOVED: Director Lacoursiere

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors direct a public meeting to be held to gather input on the amendment of Restrictive Covenants FB194074 and FB194076 to allow for the proposed development of up to eleven (11) dwelling units,

each with a maximum floor area of 2,000 square feet, on the property located at 10412 Lakeshore Road.

CARRIED

*MOVED: Director Lacoursiere
SECONDED: Director Sparrow*

THAT the public meeting be delegated to the Director for Electoral Area 'D', the Alternate Director, or the Chairperson of the Regional District.

CARRIED

*MOVED: Director Roth
SECONDED: Director Siga*

That the Sproat Lake Fire Department confirm that access and fire safety measures are in place to provide adequate fire protection to the site.

CARRIED

f. RF24008, TILLEY'S PLUMBING AND HEATING, 450 FRANKLIN RIVER ROAD (CHERRY CREEK)
Rezoning Application – Report and Bylaws

*MOVED: Director Sparrow
SECONDED: Director Roth*

THAT Bylaw P1533, Cherry Creek Official Community Plan Amendment Bylaw, be read a first time.

CARRIED

*MOVED: Director Sparrow
SECONDED: Director Roth*

THAT Bylaw P1534, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw, be read a first time.

CARRIED

*MOVED: Director Sparrow
SECONDED: Director Roth*

THAT Bylaw P1535, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a first time.

CARRIED

*MOVED: Director Sparrow
SECONDED: Director Roth*

THAT the public hearing for Bylaws P1533, P1534, and P1535 be delegated to the Director for Electoral Area 'F', the Alternate Director, or the Chairperson of the Regional District.

CARRIED

MOVED: Director Sparrow

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors confirm that adoption of Bylaws P1533, P1534, and P1535 are subject to:

- a. The property owners agreeing to the registration of a Restrictive Covenant that would limit the industrial uses within the Light Industrial (M2B) District to offices and workshops for enterprises within the Construction Industry, closed storage and warehousing, open storage, motor vehicle and commercial truck repair, and the wholesale and retail sale of sand and gravel.*
- b. Confirmation from a Registered On-site Wastewater Practitioner (ROWP) that the property can support onsite sewage disposal to accommodate the proposed uses in the M2B District and the proposed full build-out of the campground in the Mixed Accommodation Commercial (MAC) District.*
- c. Confirmation of support from the Ministry of Transportation and Transit for the access to the industrial uses on the north side and campground uses on the south side, and the issuance of a Commercial Access Permit.*
- d. Confirmation of support from Island Health for the operation of a private water system to service the campground in compliance with the requirements of the Drinking Water Protection Act and Regulations.*
- e. Remediation of any land on the property used for the storage of debris and construction waste.*
- f. Including the property within the Cherry Creek Official Community Plan (OCP) Development Permit Area III –Objectives for Form and Character.*
- g. Meeting all other technical referral agency requirements.*

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. Meeting Schedule – March 2026**
- b. Building Report – January 2026**
- c. Monthly Agreement & Grant Delegation Report – January 2026**

MOVED: Director Roth

SECONDED: Director Sparrow

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

CARRIED

10.2 COMMITTEE REPORTS

- a. **Bamfield Area Services Committee Meeting – February 24, 2026 (verbal)
– B. Beckett**

Director Beckett advised that the Bamfield Area Services Committee supported an increase to the Bamfield Water Service Rates, which will be coming to the Board for consideration.

MOVED: Director Roth

SECONDED: Director Siga

THAT this verbal report be received.

CARRIED

10.3 MEMBER REPORTS

(ALL/UNWEIGHTED)

- a. 9-1-1 Corporation – B. Beckett. No report.
- b. Vancouver Island Regional Library – R. Lacoursiere. New executive on Board including Penny Cote and Ali Sawyer from Tofino.
- c. Alberni Valley Chamber of Commerce – S. Minions/F. Boyko. No report.
- d. Tsawak-qin Public Advisory Group – M. Sparrow. They have an operational goal of 20,000 – 30,000 m³/month. Received a presentation on stumpage and waste. Discussed fiber recovery and encouraging less waste by bringing waste into the pulp mill. Tough year for forest industry.
- e. Other Reports

MOVED: Director Roth

SECONDED: Director Siga

THAT the Board of Directors receive the Member Reports.

CARRIED

11. UNFINISHED BUSINESS

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

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate the additional lease expansion of 84,637 ft² 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.

12. LATE BUSINESS

13. QUESTION PERIOD

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

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

14. RECESS

MOVED: Director Roth

SECONDED: Director Sparrow

THAT the Regular Board of Directors meeting be recessed in order to conduct the Regional Hospital District meeting.

CARRIED

The meeting was recessed at 3:35 pm.

15. RECONVENE

The meeting was reconvened at 3:44 pm.

16. IN-CAMERA

MOVED: Director Haggard

SECONDED: Director Roth

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) (c): labour relations or other employee relations;*
- iii. 90 (1) (e): the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.*

CARRIED

The meeting was closed to the public at 3:45 pm.

The meeting was re-opened to the public at 5:16 pm.

17. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

18. ADJOURN

MOVED: Director Sparrow

SECONDED: Director Roth

THAT this meeting be adjourned at 5:16 pm.

CARRIED

Certified Correct:

Debbie Haggard,
Chairperson

Heather Zenner,
Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE BAMFIELD AREA SERVICES COMMITTEE MEETING HELD ON TUESDAY, FEBRUARY 24th, 2026, 6:00PM

ZOOM

DIRECTORS

PRESENT: Bob Beckett, Chairperson, Director, Electoral Area "A" (Bamfield)
John Jack, Chief Councillor, Huu-ay-aht First Nations
Lisa Bye, Community Volunteer
Christine Gruman, Community Volunteer

REGRETS: Moriah Cootes, Councillor, Uchucklesaht Tribe Government
John Mass, Community Volunteer
Bob Schmitt, Community Volunteer

STAFF PRESENT: Heather Zenner, Manager of Administrative Services
Eddie Kunderman, Operations Manager
Lyndsey Page, Community Services Coordinator

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/24-2-2026/>

1. **CALL TO ORDER**

The Chairperson called the meeting to order at 6:05 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. **ELECTION OF CHAIRPERSON & VICE CHAIRPERSON**

ELECTION OF CHAIRPERSON FOR 2026

The Manager of Administrative Services conducted the election for Chairperson of the Bamfield Area Services Committee for 2026.

The Manager of Administrative Services declared Director Beckett to the position of Chairperson for the Bamfield Area Services Committee for 2026.

ELECTION OF VICE-CHAIRPERSON FOR 2026

The Manager of Administrative Services conducted the election of the Vice-Chairperson for the Bamfield Area Services Committee for 2026.

The Manager of Administrative Services declared Director Jack to the position of Vice-Chairperson for the Bamfield Area Services Committee for 2026.

Director Beckett assumed the Chair.

3. APPROVAL OF AGENDA

MOVED: L. Bye
SECONDED: J. Jack

THAT the agenda be approved as circulated.

CARRIED

4. DECLARATIONS

5. MINUTES

a. Bamfield Area Services Committee Minutes – November 18, 2025

MOVED: J. Jack
SECONDED: C. Gruman

THAT the minutes of the Bamfield Area Services Committee meeting held on November 18, 2025 be adopted.

CARRIED

b. Bamfield Parks Commission Minutes – December 4, 2025

MOVED: C. Gruman
SECONDED: J. Jack

THAT the minutes of the Bamfield Parks Commission meeting held on December 4, 2025 be received.

CARRIED

6. DELEGATIONS & PRESENTATIONS

7. CORRESPONDENCE FOR ACTION/INFORMATION

8. REQUEST FOR DECISIONS

a. REQUESTION FOR DECISION
Bamfield Water Rate Increase

MOVED: J. Jack
SECONDED: C. Gruman

THAT the Bamfield Area Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve amendments to Bylaw F1147, Bamfield Water Local Service Area Rates and Regulations Bylaw, 2020, to include a water rate increase of \$8 per month, effective April 1, 2026.

CARRIED

9. REPORTS

10. LATE BUSINESS

11. QUESTION PERIOD

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

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

12. ADJOURN

MOVED: L. Bye
SECONDED: J. Jack

THAT the meeting be adjourned at 6:24 pm.

CARRIED

Certified Correct:

Bob Beckett,
Chairperson

Heather Zenner,
Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE PARCEL TAX REVIEW PANEL MEETING HELD ON WEDNESDAY, FEBRUARY 25, 2026, 12:30 PM Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

DIRECTORS PRESENT: Bob Beckett, Director, Electoral Area "A" (Bamfield)
Vaida Siga, Director, Electoral Area "C" (Long Beach)
Susan Roth, Director, Electoral Area "E" (Beaver Creek)
Fred Boyko, Director, Electoral Area "B" (Beaufort)

STAFF PRESENT: Teri Fong, Collector, Chief Financial Officer
Heather Zenner, Manager of Administrative Services

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/25-2-2026/>

1. CALL TO ORDER & APPOINTMENT OF CHAIRPERSON

The Manager of Administrative Services (MAS) called the meeting to order at 12:30pm.

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

The MAS 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.

Director Siga was appointed Chairperson of the Alberni-Clayoquot Regional District Parcel Tax Review Panel for 2026.

Director Siga assumed the Chair.

2. APPROVAL OF AGENDA

MOVED: Director Roth

SECONDED: Director Beckett

THAT the agenda be approved as circulated.

CARRIED

3. REQUEST FOR DECISION

a. **REQUEST FOR DECISION**
Parcel Tax Roll Authentication 2026

MOVED: Director Roth
SECONDED: Director Boyko

THAT the Parcel Tax Roll Review Panel hereby certify that the following Alberni-Clayoquot Regional District Parcel Tax Rolls have been authenticated for 2026 as per Section 206 of the Community Charter:

- *Bamfield Water System Local Service Area*
- *Bamfield Water System Treatment Plant Debt Local Service Area*
- *Beaver Creek Water System Local Service Area*
- *Salmon Beach Power Local Service Area*
- *Salmon Beach Sewage / Security / Garbage / Recreation / Transportation / Water Local Service Area*
- *South Long Beach Multi-Purpose Path Local Service Area*
- *Sproat Lake Community Association Local Service Area*

CARRIED

4. **QUESTION PERIOD**

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

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

5. **ADJOURN**

MOVED: Director Roth
SECONDED: Director Beckett

THAT this meeting be adjourned 12:36 pm.

CARRIED

Certified Correct:

Director Siga,
Chairperson

Heather Zenner,
Manager of Administrative Services



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING

HELD ON WEDNESDAY, MARCH 4, 2026 10:00AM

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

- DIRECTORS** John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nations
- PRESENT:** Debbie Haggard, Vice-Chair, Councillor, City of Port Alberni
Bob Beckett, Director, Electoral Area "A" (Bamfield)
Vaida Siga, Director, Electoral Area "C" (Long Beach)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Susan Roth, Director, Electoral Area "E" (Beaver Creek)
Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)
Sharie Minions, Mayor, City of Port Alberni
Marilyn McEwen, Mayor, District of Ucluelet
Tom Stere, Councillor, District of Tofino
Moriah Cootes, Councillor, Uchucklesaht Tribe Government
Levana Mastrangelo, Executive Legislator, Yuułu?if?ath Government
- REGRETS:** Kirsten Johnsen, Member of Council, Toquaht Nation
Fred Boyko, Director, Electoral Area "B" (Beaufort)
- STAFF PRESENT:** Daniel Sailland, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Alex Dyer, General Manager of Planning and Development
Cynthia Dick, General Manager of Administrative Services
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/4-3-2026/>

1. **CALL TO ORDER**

The General Manager of Administrative Services (GMAS) called the meeting to order at 1:30 pm.

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

The GMAS 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.

The Motion was MOVED and SECONDED

THAT Director Sparrow be appointed as acting Chairperson for this meeting.

CARRIED UNANIMOUSLY

2. APPROVAL OF AGENDA

The Motion was MOVED and SECONDED

THAT the agenda be approved as amended to include two late items under 4.a City of Port Alberni Economic Development Reports.

CARRIED UNANIMOUSLY

Director Minions joined the meeting at 1:35pm.

3. DECLARATIONS

4. INVITED PRESENTATIONS

- a. **Pat Deakin, Economic Development Manager, City of Port Alberni, Economic Development Initiatives in the Alberni-Clayoquot Region**

Chair Jack joined the meeting at 1:38 pm and assumed as Chairperson.

Director Mastrangelo joined the meeting at 1:45 pm.

Director McEwen joined the meeting at 1:46 pm.

5. DELEGATIONS (10 minute maximum)

6. ADOPTION OF MINUTES

- a. **Committee-of-the-Whole Meeting – February 12, 2026**

The Motion was MOVED and SECONDED

THAT the minutes of the Committee-of-the-Whole meeting held on February 12, 2026 be adopted.

CARRIED UNANIMOUSLY

7. PUBLIC INPUT PERIOD

Colin McLeman, resident of Beaver Creek Road, inquired about the 2026-2030 Financial Plan, specifically agenda item 10.a Sproat Lake Grant-in-Aid proposed budget increase to accommodate the funding request from the Sproat Lake Community Association.

The Motion was MOVED and SECONDED

THAT the designated time for Colin McLeman be extended by three minutes for the public input period.

CARRIED UNANIMOUSLY

8. CORRESPONDENCE FOR INFORMATION

9. CORRESPONDENCE FOR ACTION

10. REQUEST FOR DECISION REPORTS

a. Request for Decision regarding Sproat Lake Grant-in-Aid Budget Change

The Motion was MOVED and SECONDED

THAT the Committee-of-the-Whole recommend the Sproat Lake Grants-in-Aid proposed budget be increased by \$20,000, to ensure adequate grant funding is available for the Sproat Lake Community Association well project, in the first reading of the 2026-2030 Alberni-Clayoquot Regional District Financial Plan bylaw and direct staff to advise the association to apply to the ACRD's Grant-in-Aid program.

CARRIED UNANIMOUSLY

b. Request for Decision regarding 2026-2030 Draft Financial Plan — Region Wide Services

The Motion was MOVED and SECONDED

THAT the Committee-of-the-Whole recommend the proposed Regional Planning budget as presented be included in the first reading of the 2026-2030 Alberni-Clayoquot Regional District Financial Plan bylaw.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the Committee-of-the-Whole recommend the proposed Regional Parks budget as presented be included in the first reading of the 2026-2030 Alberni-Clayoquot Regional District Financial Plan bylaw.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the Committee-of-the-Whole recommend the proposed E911 Telephone System budget as presented be included in the first reading of the 2026-2030 Alberni-Clayoquot Regional District Financial Plan bylaw.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the Committee-of-the-Whole recommend the proposed General Government Services budget as presented be included in the first reading of the 2026-2030 Alberni-Clayoquot Regional District Financial Plan bylaw.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the Committee-of-the-Whole recommend the proposed Regional Grants-in-Aid budget as presented be included in the first reading of the 2026-2030 Alberni-Clayoquot Regional District Financial Plan bylaw.

CARRIED UNANIMOUSLY

c. Request for Decision regarding 2026-2030 Draft Financial Plan Process to Date

The Motion was MOVED and SECONDED

THAT the Committee-of-the-Whole amend the Beaver Creek Water service to increase the total parcel tax amount to \$354,000 and include in the first reading of the 2026-2030 Alberni-Clayoquot Regional District Financial Plan.

CARRIED UNANIMOUSLY

11. REPORTS

12. OTHER BUSINESS (including Late Items)

13. QUESTION PERIOD

14. IN-CAMERA

15. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

16. ADJOURN

The Motion was MOVED and SECONDED

THAT this meeting be adjourned at 2:42 pm.

CARRIED UNANIMOUSLY

Certified Correct:

John Jack,
Chairperson

Cynthia Dick
General Manager of Administrative Services

February 23, 2026

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



Dear Chair,

I am pleased to invite Alberni-Clayoquot Regional District to renew its annual membership in the Union of B.C. Municipalities (UBCM).

For 120 years, UBCM's work has been grounded in the belief that British Columbians are better off when local governments have a voice at the provincial level. We know that when legislation is developed with robust input from communities, the outcomes are stronger and more effective. Raising your voice remains our driving mission, whether designing funding programs that put decision-making power in local hands, or conveying local government perspectives to the Province.

A core focus this year will be understanding the nuts and bolts of reconciliation. As the Province has been rolling out its commitments under DRIPA, it is increasingly evident that local governments need to be involved to ensure lasting outcomes.

Through resolutions, members have communicated unwavering support for reconciliation – and at the same time, repeatedly asked the Province for clarity and transparent engagement. UBCM is working with Provincial staff to develop protocols to engage local governments as partners in reconciliation, and we continue to advocate for early and open involvement in relevant negotiations and discussions.

At Convention 2025, a pivotal session on the Cowichan Tribes court ruling offered members a space for non-partisan discussion of the practical implications of the decision. The recording of the panel was watched over 11,000 times, showing the value of a neutral, fact-based discussion on emerging issues.

Over the past few years, the provincial government has trended towards centralizing its decision-making, spending less time developing new legislation, and putting constraints around consultation. The unintended consequences – such as complications with housing legislation – have led to a growing sense of frustration among local governments and First Nations and made UBCM's advocacy for open consultation more urgent.

And we are seeing results.

In September we successfully challenged the Province to give more time for UBCM members to weigh in on proposed changes to the *Heritage Conservation Act*, which had been planned for fall 2025. In a few short weeks, we solicited and conveyed detailed feedback from members. We're pleased that the initial fast-tracked implementation has slowed down, and we are continuing to push for meaningful engagement on a modernized *Heritage Conservation Act* before it is introduced to the legislature.

In 2025, escalating U.S. trade actions created new risks for BC's economy. UBCM led research to assess the local level impacts of U.S. tariffs on key industries and communities, enabling members and the Province to better understand and respond to potential pressures.

This summer we launched the first Strategic Priorities Fund intake under the renewed 10-year Canada Community-Building Fund agreement. This intake makes as much as \$7 million available for local governments to regionally significant, innovative legacy projects. Our team administered millions in funding through a dozen programs covering emergency services, asset management, Community-to-Community forums and more.

UBCM resolutions are foundational to our advocacy, and each year hundreds of issues are raised for debate. The volume shows the range of issues communities deal with – but the sheer number poses some challenges. In 2025, members approved a new framework to screen out duplicate resolutions and keep our work focused on local government jurisdiction. We look forward to a sharpened set of resolutions in 2026.



The UBCM Group Benefits Plan continues to provide an excellent array of health benefits for local government staff, along with plan management services. This program is among the best in the province; we're pleased to have welcomed several new members over the last year and now manage a fund for more than 4,000 employees across BC.

Our strength as an organization is tied to the diversity of our members, which now includes 14 elected First Nations councils in addition to the 27 regional districts and 162 municipalities. As we look ahead to 2026, UBCM will continue championing our members' priorities, and look for your participation to ensure our advocacy remains grounded in local expertise.

If you have any questions or feedback about our work, please do not hesitate to contact me directly.

Sincerely,

A handwritten signature in black ink, appearing to read "Cori Ramsay". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Councillor Cori Ramsay
President, Union of B.C. Municipalities

February 27, 2026

John Curtis, Asset Management
Alberni-Clayoquot Regional District
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3

Reference: LGPS-12270

Re: 2025 Volunteer and Composite Fire Department Equipment and Training – Review of Application

Dear Mr. Curtis,

Thank you for submitting an application, dated October 31, 2025, for the 2025 Volunteer and Composite Fire Departments Equipment and Training funding stream of the Community Emergency Preparedness Fund.

This intake was heavily oversubscribed. The Evaluation Committee reviewed all eligible submissions and applications were scored based on alignment with the intent of the funding stream and the application scoring criteria identified in the Program Guide.

Unfortunately, your project, *ACRD: PPE Attire, Radios, Thermal Cameras, Radios, Tools*, was not selected for funding.

For information about other funding opportunities please review the Funding Programs section of the UBCM website or refer to the grants database provided by [CivicInfoBC](https://www.civicinfobc.ca).

If you would like general feedback on your application or have any questions, please contact cepf@ubcm.ca.

Sincerely,



Rebecca Bishop, Program Officer, Local Government Program Services

cc. *Charlie Starratt*



March 5, 2026

Reference: 191042

Daniel Sailland
Chief Administrative Officer
Alberni-Clayoquot Regional District
Email: dsailand@acrd.bc.ca

Dear Daniel Sailland:

Thank you for your correspondence of February 9, 2026, regarding the governance restructure grant program of the Ministry of Housing and Municipal Affairs (Ministry) in relation to a possible incorporation study for Electoral Area "D" (Sproat Lake) of the Alberni-Clayoquot Regional District (ACRD).

I understand that the ACRD board supports including an incorporation study in the 2026 workplan and the 2026-2030 draft financial plan, pending secured funding from the Ministry to support such a project. I also understand the ACRD is in the process of updating the Electoral Area "D" official community plan, which is expected to be completed in the summer of 2026.

As mentioned during our call on February 5, 2026, the Ministry typically considers support for governance restructure studies that build on previous, recent work in a community. It is also Ministry policy to first explore what issues might need to be addressed within the existing local government structure before considering any major changes.

Given that the Sproat Lake Municipal Incorporation Study Technical Report was completed almost 20 years ago in 2007, the Ministry recommends that the ACRD pursue a Community Issues Assessment for the area to ensure a common understanding of current issues facing Electoral Area "D" residents, property owners, and First Nations. Engaging early and clearly with area First Nations on their rights and interests in relation to a potential governance change will be important.

Past experience has found that having multiple, simultaneous community engagement activities tends to detract from the quality of responses for each. With the Electoral Area "D" official community plan process underway, the Ministry also recommends waiting until that consultation is concluded before considering any further local study.

Successful funding through the governance restructure grants program is based on a competitive process, the availability of funds, and Minister approval. While funding for the current fiscal year may be fully subscribed, I encourage you to keep in touch with the Ministry to learn about any funding opportunities that might exist for future studies such as a Community Issues Assessment.

Please feel free to reach out to myself by telephone at (778) 698-3262 or email at simon.rasmussen@gov.bc.ca or to Patrick Thompson, Director of Governance Structures by telephone at (236) 478-2344 or by email at patrick.thompson@gov.bc.ca.

Thank you again for writing.

Yours truly,

A handwritten signature in black ink, appearing to read "Simon Rasmussen". The signature is fluid and cursive, with the first name "Simon" being larger and more prominent than the last name "Rasmussen".

Simon Rasmussen

Senior Planning Analyst, Governance and Structure Branch
Ministry of Housing and Municipal Affairs

CC: Cynthia Dick, General Manager of Administrative Services, ACRD
Patrick Thompson, Director, Governance Structures, Ministry of Housing and
Municipal Affairs



Re: Community Works Fund Request – Clayoquot Sound Biosphere Centre

From Michelle Hall (CBT) <michelle@clayoquotbiosphere.org>
Date Tue 2/24/2026 4:24 PM
To Kristin Kerr-Donohue <kkdonohue@acrd.bc.ca>
Cc Rebecca Hurwitz (CBT) <rebecca@clayoquotbiosphere.org>

[CAUTION] This email originated from outside of the ACRD

Dear Kristin, Chair and Members of the Board,

Thank you for your letter regarding the Board's decision on our October 7, 2025 request for Community Works Fund support for the Clayoquot Sound Biosphere Centre. We appreciate the time taken to review our submission and the clarity provided regarding the CCBF agreement requirements and the prioritization of local government-owned assets.

While we are naturally disappointed, we fully understand the constraints under which the ACRD must operate and respect the Board's responsibility to steward Community Works funding in accordance with its agreement.

We are grateful for the encouragement to pursue support through the **2026 ACRD Grant-in-Aid (GIA) program**, and we will follow that advice by preparing a submission aligned with the GIA criteria and timelines. We look forward to exploring that pathway and continuing to work collaboratively with the ACRD to ensure the Biosphere Centre serves communities across the region.

The Clayoquot Sound Biosphere Centre remains a regional project designed to support community health, cultural preservation, and economic resilience for the Alberni-Clayoquot region, and we value the opportunity to remain in dialogue about how it can align with ACRD priorities moving forward.

Thank you again for your consideration and continued leadership in supporting thriving communities throughout the region.

Warm regards,

Michelle

From: Kristin Kerr-Donohue <kkdonohue@acrd.bc.ca>
Sent: Monday, February 2, 2026 10:45 AM
To: Michelle Hall (CBT) <michelle@clayoquotbiosphere.org>
Subject: Attached Letter Regarding Canada Community-Building (Community Works) Fund

[External]

Good Morning,

Please see attached letter from the ACRD CFO regarding the Canada Community-Building Fund.

Should you have any questions or require further information, please feel free to contact us.

Thank you,



Mayor
Ross Siemens

Councillors
Les Barkman
Kelly Chahal
Patricia Driessen
Simon Gibson
Dave Loewen
Patricia Ross
Dave Sidhu
Mark Warkentin

March 3, 2026

File: 0530-003/0400-60

Via Email

UBCM Member Municipalities and Regional Districts

Dear UBCM Members:

Re: Request for Support – 2026 Proposed UBCM Resolutions

I am writing on behalf of Abbotsford City Council to respectfully request your favourable consideration and support for two proposed UBCM resolutions that will be brought forward for consideration at the 2026 Lower Mainland Local Government Association (LMLGA) Convention, in advance of the UBCM Convention.

At a recent Council meeting, Abbotsford City Council approved the submission of the following proposed resolutions:

1. Engagement on Pipeline Valuation Changes
2. Exempting Local Governments from Expanded Provincial Sales Tax Requirements

Both resolutions speak to issues of province-wide significance and reflect growing concerns shared by local governments and regional districts across British Columbia regarding financial sustainability, predictability, and intergovernmental fairness.

The first resolution calls on the Province to ensure that any future changes to the valuation methodology for gathering and transmission pipelines, or other major regulated utility properties, are preceded by a robust and transparent engagement process with local governments and regional districts, through UBCM. Stable and predictable assessment practices are essential for long-term financial planning, and changes of this magnitude have the potential to significantly affect taxation equity and local government budgets across the province.

The second resolution addresses the expanded application of the Provincial Sales Tax (PST) to professional and related services relied upon by local governments to deliver essential infrastructure and community services. As public-sector entities with limited revenue tools, local governments are already facing significant cost pressures. The application of expanded PST requirements represents a cost shift within the public sector that further constrains local government fiscal capacity without increasing service value.

Abbotsford believes these resolutions align with shared interests across local governments in advocating for meaningful consultation, fiscal fairness, and sustainable service delivery. We respectfully request your support for these resolutions as they move forward through the UBCM resolution process.

Thank you for your continued collaboration and leadership. We appreciate your consideration and look forward to working together on these important matters.

Sincerely,

A handwritten signature in black ink that reads "Ross Siemens". The signature is written in a cursive, flowing style.

Ross Siemens
Mayor

cc: Council members
Peter Sparanese, City Manager

Attachments:

- 2026 Proposed Resolution – Engagement on Pipeline Valuation Changes
- 2026 Proposed Resolution – Exempting Local Governments from Expanded Provincial Sales Tax Requirements



**ENGAGEMENT ON PIPELINE
VALUATION CHANGES**

City of Abbotsford

WHEREAS in December 2025, the Province directed BC Assessment to postpone implementation of significant changes to the valuation methodology for Gathering and Transmission Pipelines, which would have resulted in substantial shifts in the tax burden from pipeline operators to residential and business property classes, creating financial impacts for local governments, and;

AND WHEREAS local governments rely on stable, predictable assessment practices for long-term financial planning, and any future changes to regulated rate property valuation methodologies (particularly within the Utilities Tax Class), will have province-wide implications for local government taxation, budgeting, and equity among property classes;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urge the Province of British Columbia to direct BC Assessment to undertake a robust and fulsome engagement process with local governments and regional districts, through UBCM, prior to advancing any future changes to the valuation methodology for Gathering and Transmission Pipelines or other major regulated utility properties, including sufficient notice, clear disclosure of financial impacts, and opportunities for local government input before decisions are finalized.



**EXEMPTING LOCAL GOVERNMENTS FROM
EXPANDED PROVINCIAL SALES TAX**

City of Abbotsford

WHEREAS the Government of British Columbia’s 2026 Budget expands the application of the Provincial Sales Tax (PST) to a broader range of services, including professional services such as engineering, architectural, and related advisory services that are routinely required by local governments to deliver core infrastructure and services;

AND WHEREAS local governments have limited revenue tools and are already facing significant financial pressures related to infrastructure renewal, climate adaptation, housing delivery, and regulatory compliance, and unmitigated application of the expanded PST further constrains local government fiscal capacity;

AND WHEREAS local governments are public-sector entities that deliver provincially mandated and community-essential services, and the application of PST to local government purchases represents a cost shift within the public sector that does not increase service value but places additional pressure on local government operating and capital budgets;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urge the Government of British Columbia to exempt or eliminate the impact to local governments from the application of the expanded Provincial Sales Tax requirements introduced in the 2026 Budget, including PST applied to professional and related services, to avoid intergovernmental cost downloading and to protect local government financial sustainability and local affordability.



THOMPSON-NICOLA
REGIONAL DISTRICT
The Region of BC's Best

300-465 Victoria Street
Kamloops, BC V2C 2A9
Tel: 250-377-8673
Toll Free in BC: 1-877-377-8673
Email: admin@tnrd.ca

Department: Board of Directors

March 5, 2026

To my Regional District Colleagues,

I am reaching out on behalf of our Board to share our support for the City of Kamloops resolution regarding the Heritage Conservation Act.

As local governments, we understand firsthand the challenges that arise when we are not engaged early in policy development. This resolution simply requests that officials from each of our Local Government Associations be included in ongoing discussions related to the *Declaration on the Rights of Indigenous Peoples*, the *Heritage Conservation Act*, and the policies connected to these legislative frameworks going forward.

We have included the resolution for your review, and hope that you too will support this at your Local Government convention so it can make it to UBCM.

Regards,

Barbara Roden, Chair of the Board
Thompson-Nicola Regional District

MUNICIPALITIES: Ashcroft | Barriere | Cache Creek | Chase | Clearwater | Clinton
Kamloops | Logan Lake | Lytton | Merritt | Sun Peaks

ELECTORAL AREAS: "A" "B" "E" "I" "J" "L" "M" "N" "O" "P"

CITY OF KAMLOOPS

RESOLUTION FROM THE MINUTES OF A REGULAR MEETING OF THE MUNICIPAL COUNCIL OF THE CITY OF KAMLOOPS, HELD IN COUNCIL CHAMBERS, CITY HALL, 7 VICTORIA STREET WEST, KAMLOOPS, BC

WHEREAS local governments in British Columbia are responsible for land-use planning, infrastructure, permitting, and development approvals, all of which are directly affected by provincial reconciliation policy, archaeology requirements, and the *Heritage Conservation Act* and Regulations;

AND WHEREAS the Province of British Columbia is implementing the Declaration on the Rights of Indigenous Peoples Act (DRIPA) and also undertaking reviews of reconciliation, archaeology, and heritage policy frameworks;

AND WHEREAS local governments are not consistently included as formal partners in provincial policy development related to DRIPA implementation, archaeology processes, and heritage legislation, despite being responsible for implementation at the community level and for public infrastructure projects that are significantly impacted by these policies;

AND WHEREAS the current *Heritage Conservation Act* is outdated, and existing archaeology processes create uncertainty, delays, and cost impacts for local governments, Indigenous communities, and the public, which further contribute to challenges in delivering affordable development and housing in British Columbia;

THEREFORE BE IT RESOLVED that this resolution be forwarded to the Southern Interior Local Government Association, Association of Vancouver Island and Coastal Communities, North Central Local Government Association, Lower Mainland Local Government Association, and Association of Kootenay and Boundary Local Governments, urging the Province of British Columbia to ensure that senior representatives of all local government associations in British Columbia are formally included in discussions and decision-making related to the review, reform, and implementation of DRIPA, reconciliation policy, archaeology processes, and any replacement or reform of the *Heritage Conservation Act*.

CARRIED.

I HEREBY CERTIFY that this is a true copy of a resolution from the minutes of a meeting of the Kamloops City Council held on the 3rd day of February, 2026.

Dated at Kamloops, BC, this 3rd day of February, 2026.



M. Mazzotta
Corporate Officer



OFFICE OF THE MAYOR

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9
p: 250.561.7600 | www.princegeorge.ca

Local Governments in
British Columbia

Transmitted via email

February 25, 2026

RE: City of Prince George requesting signatures in its petition to the Minister of Justice and the Attorney General of Canada

Dear Colleagues,

On behalf of the City of Prince George, I am writing to ask for your support in signing our petition to the Minister of Justice and the Attorney General of Canada.

Prince George continues to advocate for stronger public safety measures, an issue currently affecting municipalities across the country. This petition offers all British Columbians a meaningful way to participate and demonstrate to the federal government the importance of a collective voice in working together to find solutions.

The petition calls upon the federal government to:

- Amend the Criminal Code of Canada to strengthen bail requirements for prolific and non-violent offenders to include provisions for repeat offences to lead to:
 - automatic detention,
 - release to be dependent on reverse onus, and/or
 - demonstration of the Principle of Respect for the Law
- Appoint more judges, crown prosecutors and paralegals to end court backlogs
- Provide funding and resources for Crown Counsel to increase capacity and decrease delays in preparing and bringing cases to court in a timely manner
- Provide funding and resources to provincial correctional centres and support services to increase capacity for detention of individuals, as well as providing rehabilitation and release planning services

We encourage you to share our petition within your communities.

The [petition](#) is available on the House of Commons website until March 27, 2026 at 12:25 p.m. PST.

Respectfully,

Simon Yu
Mayor
City of Prince George



To: Board of Directors

From: Teri Fong, CPA, CGA, Chief Financial Officer

Meeting Date: March 11, 2026

Subject: First Reading of Bylaw F1174, 2026-2030 Financial Plan

Recommendation:

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". (Prior to voting on first reading staff recommend that any other amendments be done at this time and then the Directors will vote on first reading as amended.)

Summary:

The 2026-2030 Draft Financial Plan was first presented to the Committee of the Whole on February 12, 2026. Ten (10) different public meetings across the region addressing the budget and providing opportunities for feedback have taken place over the past four weeks. There have also been meetings with individual Directors as well as the ability for the public to comment or ask questions via the ACRD's "letsconnect" page. The financial portion of the plan forming Schedule 'A' of Bylaw F1174 is attached separately to this agenda for consideration of first reading. 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 the 2024-2027 ACRD Strategic Plan.

Financial:

The proposed 2026-2030 ACRD Financial Plan includes a total budget for expenditures of \$38.8 million, approximately \$7.9 million higher than the prior year. Nearly \$6 million dollars of this increase relates to projects that are subject to conditional transfers, such as grants, from other levels of governments. The 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 the prior year, taxation, grants, and sales of services. The taxation component of the plan is approximately 35% or \$13.6 million of the total \$38.8 million budget, including parcel tax and land and improvement requisitions, and Regional Hospital District requisition. This is approximately \$900,000 higher than the prior year and represents an increase of 7.03%. The remaining 65% of the budget will be from revenues outside of local taxation (e.g., grants, service fees, etc.).

This requisition increase is slightly lower than originally estimated as the 2025 actual costs were still being finalized at the same time as the financial plan discussion. The impact by area is provided in the comprehensive 2026-2030 Draft Financial Plan document that can be found on the website [here](#).

Policy or Legislation:

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

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

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

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



To: ACRD Board of Directors

From: West Coast Committee
Tanya Carothers, Solid Waste Manager

Meeting Date: March 11, 2026

Subject: Bylaw R1033 - West Coast Landfill Tipping Fee and Regulation
Bylaw Amendment

Recommendation:

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.

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.

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.

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

Desired Outcome:

To adopt the Bylaw R1033-10 Amendment – West Coast Landfill Tipping Fee and Regulation in order to Replace Schedule “A” with Schedule “A” attached to and forming part of this bylaw with the following rate changes and category amendments:

- Update the fees for the tipping of Residential waste and Construction & Demolition (C&D) waste at West Coast Landfill.

Waste Stream	Current Tipping Fee	Recommended Tipping Fee of +5% (Effective June 1, 2026)
Residential Waste (weighed)	\$150 per tonne	\$158 per tonne
Construction & Demolition (C&D)	\$185 per tonne	\$194 per tonne

Summary:

At the February 18, 2026, West Coast Committee (WCC) meeting the attached report was presented, and the above resolution supported by the Committee. In alignment with the Committee recommendation, this report includes adoption of the amendment to Bylaw R1033-10 – West Coast Landfill Tipping Fee and Regulation for increased Residential and C&D tipping fees.

Policy or Legislation:

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

Submitted by: Tanya Carothers
Tanya Carothers, Solid Waste Manager

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

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

Certified true and correct copy of
**“West Coast Landfill
Tipping Fee and Regulation
Amendment Bylaw
No. R1033-10, 2026”**

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

John Jack,
Chairperson

Cynthia Dick,
General Manager of Administrative Services

**Schedule A
 Charges**

1. TIPPING FEES

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

Solid Waste	Tipping Fee	Other Charges
Residential Waste Loads of 83 kg or greater	\$158.00 per tonne	\$15.00 minimum
Residential Waste Loads under 83 kg (each garbage bag or can)	\$5.00 each	\$5 min. for unweighed loads
Industrial, Commercial, Institutional (ICI) Waste Loads of 83 kg or greater – Effective January 1, 2026	\$172.00 per tonne	\$15.00 minimum
Industrial, Commercial, Institutional (ICI) Loads of 83 kg or greater – Effective January 1, 2027	\$191.00 per tonne	\$15.00 minimum
Industrial, Commercial, Institutional (ICI) Loads of 83 kg or greater – Effective January 1, 2028	\$212.00 per tonne	\$15.00 minimum
Recreational Vehicle	\$280.00 per tonne	\$500.00 minimum
Surcharge for loads containing Recyclable Materials; Controlled Waste; or Organic waste	Double the standard tipping fee	
Surcharge for Unsecured loads	Double the standard tipping fee	
Weighing service		\$10.00 each occurrence

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

Controlled Waste	Tipping Fee	Other Charges
Construction/Demolition Waste	\$194.00 per tonne	\$15.00 minimum
Land clearing debris	\$240.00 per tonne	\$15.00 minimum
Pumpings from domestic septic tanks	\$160.00 per tonne	
Catch basin and manhole material	\$160.00 per tonne	\$150.00 minimum
Animal carcasses	\$200.00 per tonne	\$100.00 minimum
Medical Facility Waste	\$150.00 per tonne	
Loads containing fish feed totes	\$400.00 per tonne	\$160.00 minimum
Coastal Clean-up Waste	\$175.00 per tonne	

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

2. PRODUCT SALES

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

Product:	Purchase Fee	Other Charges
Sortn'Grow 20 litre Bucket	\$20.00 each	
Compost	\$5.00 per 20 litre bucket \$100.00 per yard	



To: West Coast Committee

From: Tanya Carothers, Solid Waste Manager

Meeting Date: February 18, 2026

Subject: R1033 West Coast Landfill Tipping Fee Bylaw Amendment

Recommendation:

THAT the West Coast Committee recommend that the Alberni Clayoquot Regional District (ACRD) Board of Directors support the adoption of an amendment to Bylaw R1033, West Coast Landfill Tipping Fee and Regulation to increase tipping fees for weighed residential waste and construction & demolition (C&D) waste.

Desired Outcome:

To amend tipping fees to encourage waste diversion and support funding availability for sustainable management of the West Coast waste footprint.

Summary:

Staff are recommending a 5% adjustment to the tipping fees for weighed residential waste and C&D waste, as shown in the table below:

Waste Stream	Current Tipping Fee	Recommended Tipping Fee of +5% (Effective June 1, 2026)
Residential Waste (weighed)	\$150 per tonne	\$158 per tonne
Construction & Demolition (C&D)	\$185 per tonne	\$194 per tonne

Background:

The West Coast Landfill (WCL) is experiencing financial challenges due to limited revenue streams that do not cover rising costs. In 2026/2027, a Design, Operations, and Closure Plan (DOCP) will be completed for WCL which will provide details on major capital projects that will need to be completed in the coming years. Recommendations will be made for capital projects related to organics, biosolid management, climate change impacts, leachate upgrades, and other infrastructure improvements. These projects will require significant funds to complete. Furthermore, annual costs for managing solid

waste continue to rise in general due to inflation, new regulations, increased contractor costs, replacement and maintenance of aging infrastructure, provision of new services, etc.

Previously, weighed residential waste and C&D tipping fees were approved for increases in both 2024 and 2025. It is recommended that tipping fees be increased in 2026 as well, to support cost recovery in the West Coast waste management service area. The recommended increases are shown in the table below:

Waste Stream	Percentage of landfilled waste in 2025	2025 Tipping Fee Per Tonne	Recommended 2026 Tipping Fee	Effective Date
Residential Waste (weighed)	18%	\$150	\$158	June 1, 2026
Construction & Demolition (C&D)	34%	\$185	\$194	June 1, 2026
Industrial, Commercial, Institutional (ICI)	47%	\$150	\$172 (Approved Oct. 2025)	January 1, 2026

For informational purposes and more context, the following table shows the tipping fees that reflect the cost of managing weighed residential waste and C&D in neighboring Districts:

Regional District	Cost Per Tonne of Residential Waste	Cost per Tonne of C&D	Effective Date
Nanaimo	\$155 per tonne	\$155	April 1, 2025 Next increase will be April 2026.
Comox Val.	\$170 per tonne	\$205 (clean) and \$308 (Mixed Loads)	Jan 9, 2026
Cowichan Val.	\$242 per tonne	\$242 (painted wood/roofing)	Jan 2, 2026
ACRD	\$150 per tonne 83 kg or greater	\$185	Jan 1, 2025

The recommended tipping fee adjustment will not result in an increase in the 3-stream collection fees for serviced premises.

Time Requirements – Staff & Elected Officials:

Minimal staff time required to inform the community and operators about the rate changes, and to update the bylaw, signage, website, and point-of-sale systems.

Financial:

In 2025, tipping fees from weighed residential waste generated approximately \$170,000. Increasing the tipping fee for weighed residential waste disposal from \$150 to \$158 per tonne will result in approximately \$8,500 of additional revenue in 2026 compared to 2025, assuming the same amount of weighed residential waste is disposed.

In 2025, tipping fees from C&D generated approximately \$366,000. Increasing the rate for C&D waste disposal from \$185 to \$194 per tonne will result in approximately \$18,000 of additional revenue in 2026 compared to 2025, assuming the same amount of C&D waste is disposed.

Efficient landfill operations require a balanced approach to managing costs, generating revenues, and minimizing community impact. Long-term sustainability depends on ensuring that landfill expenses are adequately funded. The proposed rate adjustments will increase the availability of funds that can be used for daily operations, and upkeep and management needs at WCL.

Strategic Plan Implications:

Supports the ACRD’s 2024–2027 Strategic Plan goals related to environmental sustainability and waste reduction.

Policy or Legislation:

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

Options Considered:

Increase Rates by CPI. The Committee could consider raising tipping fees to match 2025 CPI which was 2.1%. This would result in the following rate adjustments:

Waste Stream	Percentage of landfilled waste in 2025	2025 Tipping Fee Per Tonne	Tipping Fee with 2.1% increase	Effective Date
Residential Waste (weighed)	18%	\$150	\$153	June 1, 2026
Construction & Demolition (C&D)	34%	\$185	\$189	June 1, 2026
Industrial, Commercial, Institutional (ICI)	47%	\$150	\$172 (Approved October 2025)	January 1, 2026

Keep Rates the Same, No Increase for 2026. The Committee could consider keeping tipping fees for weighed residential solid waste and C&D waste as they are, at \$150 and \$185 per tonne. This is not recommended because costs for waste management are increasing. Keeping the rates the same means cost recovery is not being adjusted to reflect increases in expenses, and this would deplete available funds at a landfill that is already experiencing financial challenges.

Submitted by: Tanya Carothers
Tanya Carothers, Solid Waste Manager

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

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



To: Alberni-Clayoquot Regional District Board of Directors
From: Lyndsey Page, Community Services Coordinator
Meeting Date: March 11th, 2026
Subject: Bamfield Water System Rate Increase

Recommendation:

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.

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.

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.

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

Summary:

The attached report was presented to the Bamfield Area Services Committee on February 24th, 2026. Following their review, the Committee supported increasing the Bamfield Water System rate by eight dollars per month, effective April 1st, 2026. This decision reflects the need to cover rising operating contract costs and ensure the service remains financially sustainable.

Policy or Legislation:

The bylaw is authorized by the Bamfield Water System Specified Area Establishment and Loan Authorization Bylaw No. 268, 1979, which establishes the local service, and Section 397 of the Local Government Act, which authorizes regional districts to impose fees and charges for services.

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

Certified true and correct copy of
**“Bamfield Water Local Service
Area Rates and Regulations
Amendment Bylaw No. F1147-5,
2026”**

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

John Jack,
Chairperson

Cynthia Dick,
General Manager of Administrative Services

WATER RATES

SCHEDULE “A”

1. WATER RATES

- (a) All Metered Accounts are subject to the basic monthly charges outlined in the table below (not including meter rental):

April 1, 2026	\$77.00/month
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- (b) An additional charge of \$2.00 per cubic meter (m³) shall be calculated on consumption that exceeds 42 cubic meters (m³) per quarter.
- (c) All metered accounts are also subject to a monthly water meter rental charge as follows:

Meter Size – Imperial	Meter Size – Metric	Monthly Rental Amount
Up to 1 inch	25mm	\$2.00
1 ½ inch	38mm	\$4.00
2 inch	50mm	\$6.00
3 inch	75mm	\$10.00
4 inch	100mm	\$20.00
6 inch	150mm	\$30.00
8 inch	200mm	\$40.00
10 inch	250mm	\$50.00

- (d) If a meter fails to register or to properly indicate the flow of water, consumption will be estimated and billed based on the average previous consumption. This estimate will take into account seasonal variations and other factors, such as ownership changes, that may affect the consumption of water.
- (e) The Alberni-Clayoquot Regional District reads the meters once every quarter. If access is not provided to the meter during the regular quarterly readings, return visits to read the meter are \$25.00 per call.

2. GENERAL CHARGES

A charge under this bylaw shall be paid by the owner of a serviced property for:

- (a) Application for new water service, activation or extension \$200.00.
- (b) Water turn-on - \$50.00 each.
- (c) Service locate fee – at cost.

- (d) Emergency water turn-off – at cost.
- (e) Services related to the identification and repair of a water leak on the property side of a water line – at cost.
- (f) Reconnection of any water service disconnected pursuant to this Bylaw – at cost.
- (g) Water connection & meter - \$5,000.00 per consumer unit or cost of construction as determined by the Regional District, whichever is larger. If a connection requires a line extension the cost of this construction is to be paid by the applicant. Cost of connection is to be paid by the applicant once the application for service is reviewed and approved and an invoice is issued.
- (h) Water Model Analysis - \$850.00 per connection or cost of engineering as determined by the Regional District, if required.

3. HOURLY RATE

The hourly rate for services completed and billed out at cost shall be:

- (a) \$75.00/hr.



To: Bamfield Area Services Committee
From: Eddie Kunderman, Operations Manager
Meeting Date: February 24, 2026
Subject: Bamfield Water Rate Increase

Recommendation:

THAT the Bamfield Area Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve amendments to Bylaw F1147, Bamfield Water Local Service Area Rates and Regulations Bylaw, 2020, to include a water rate increase of \$8 per month, effective April 1, 2026.

Desired Outcome:

To receive direction from the Bamfield Areas Service Committee (BASC) to increase the monthly water rates for the Bamfield Water System by \$8 per month per service connection, to help cover the cost of the Bamfield Water Operator contract.

Summary:

Staff are recommending an \$8 per-month increase to the Bamfield Water System rates to address rising operating contract costs and support the financial stability of the service. This adjustment brings the monthly rate to \$77 per connection and provides necessary revenue to maintain ongoing system operations while staff continue evaluating future increases required to strengthen capital reserve contributions. Further options for long-term rate planning will be brought forward at a future BASC meeting.

Background:

At the November 26, 2025 Board of Directors meeting, the Board passed the following motion:

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate an amendment to Schedule A of Bylaw F1147 "Bamfield Water System Rates and Regulations Bylaw No. F1147, 2020" to increase the monthly water rates to cover the cost of new contract and increase annual capital reserve contributions.

At this time, staff recommend increasing the water rates for the service by \$8 per month per service connection, to help offset the increasing costs of the operating contract. The increase would bring the monthly water rate to \$77 per service connection.

Staff will continue to investigate additional future rate increases to help address an increase to future annual capital reserve contributions and will bring a report outlining options to a future BASC meeting. Staff will be ensuring that water rates increase annually with the cost of inflation, to ensure financial sustainability of the service.

Time Requirements – Staff & Elected Officials:

Community Services – 5 hours to prepare and present the necessary reports, prepare communications to system users and respond to inquiries.

Finance – 8 hours to adjust the rates and respond to inquiries.

Administrative Services – 1.5 hours to prepare a Bylaw amendment.

Financial:

This rate increase would generate approximately \$17,500 in additional revenue in 2026 and \$23,000 annually.

Strategic Plan Implications:

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

Policy or Legislation:

Bylaw No. 837, “A Bylaw to convert and extend the boundaries of the Bamfield Water System Specified Area to a Local Service.” The Community Charter and Local Government Act apply.

Options Considered:

The BASC could recommend that the water rates remain the same, however, there would be negative budgetary implications and staff do not recommend this approach.

Submitted by: Eddie Kunderman
Eddie Kunderman, Operations Manager

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

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



To: Alberni-Clayoquot Regional District Board of Directors
From: Lyndsey Page, Community Services Coordinator
Meeting Date: March 11th, 2026
Subject: West Coast Transit – Millstream Bus Stop Location

Recommendation:

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.

Summary:

The attached report was presented to the West Coast Committee on February 18th, 2026. Following their review the Committee agreed that the current Millstream bus stop should remain in place and supported adding a shelter through the upcoming bus shelter installation project. Their decision reflects resident feedback, safety considerations and the significantly higher cost and complexity of constructing new Highway 4 stop locations.

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

The staff report presented at the May 28, 2025 Board meeting is attached, which contains a copy of the redacted petition from residents within Millstream that was received.

Staff have engaged the Ministry of Transportation and Transit while investigating the possibility of implementing two new West Coast Transit stops along Highway 4, in proximity to the Millstream community. The location of the approved Northbound stop (to Tofino) is on the shoulder of Highway 4, approximately 25 metres before Lee Street. The location of the approved Southbound stop (to Ucluelet) is also on the shoulder of Highway 4, approximately 200 metres from Lee Street, and would require Millstream residents wanting to use the service to cross Highway 4 for access. Both locations would require significant engineering design work and construction work to be completed before the stops could become operational. Official approval for these locations was received from MOTT in January 2026 and staff have not yet engaged with an engineer to get cost estimates for the necessary work. If directed, staff would apply for a Transit Minor Betterments Program grant (\$100k maximum) to fund as much of the improvement work as possible. Improvement works completed would need to be approved by the MOTT Regional Executive Director prior to being made operational.

ACRD staff and BC Transit worked to reduce the number of trips accessing the Millstream Community to 8 trips per day, as a part of an October 2025 service change. While working on that service change, it became known that the bus stop sign and signpost had been removed from within the Millstream Community. It was confirmed that it was not the ACRD, BC Transit or the operating company Keolis Canada (formerly PWTransit) who removed the sign. There were concerns that if the stop was re-installed during the investigation for a new stop location, it would just be removed again and as such it still has not been re-installed, though the stop continues to be serviced. Staff are currently working with BC Transit to have a replacement stop delivered and re-installed at that location.

Staff received correspondence and concern from a resident of Millstream in mid-January 2026 surrounding the missing bus stop sign and the investigation into a new stop location. The resident was concerned of the impacts of moving the location of the bus stop and worked to submit their own petition (attached redacted) to “retain the existing West Coast Transit bus route servicing the Millstream neighbourhood.” This petition contains approximately 70 signatures from residents in the Millstream community who request that the bus stop route remains unchanged.

Staff are recommending the bus stop be left in the current location and that a bus shelter be installed as a part of the upcoming bus shelter installation project, made possible through grant funding. This location would eliminate the necessity of improving and maintaining two new bus stop locations to MOTT approved levels and eliminate the necessity of residents from Millstream having to cross the highway to access the southbound stop location. The current schedule of buses entering the community would be maintained, and continued education would be provided to operators, through BC Transit and Keolis Canada, on the importance of safe driving within the community.

Time Requirements – Staff & Elected Officials:

There would be limited staff time required to leave the bus stop at the current location.

The installation of a bus shelter would take place as a part of the bus shelter installation project that has yet to begin.

Financial:

The only cost for leaving the bus stop at the current location would be the cost of re-installing the bus stop sign. District of Ucluelet staff will install the bus stop sign and invoice the ACRD for the work.

Strategic Plan Implications:

This supports Strategic Priority 1.0: “Planning for a resilient and liveable region.”

Policy or Legislation:

Bylaw No. E1062 allows the ACRD to establish and operate a service for public transportation on the West Coast.

Options Considered:

The following option could be considered if the WCC chose to have more investigation into the cost of the new stop locations investigated:

That the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to obtain cost estimates for the improvement works necessary to implement two (2) new bus stops along Highway 4 to service the Millstream Community and to bring a report detailing these costs to a future West Coast Committee meeting.

The following option could be considered if the WCC chooses to move forward with the improvement and installation of the two new bus stops along Highway 4.

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to move forward with the improvement and installation work for two (2) new bus stops on Highway 4, in place of the current bus stop within the Millstream Community.

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

PETITION TO MAINTAIN WEST COAST TRANSIT SERVICE THROUGH THE MILLSTREAM NEIGHBOURHOOD

PETITION STATEMENT

We, the undersigned residents, property owners, and community members of the Alberni-Clayoquot Regional District, respectfully petition the ACRD Board of Directors and West Coast Transit to retain the existing West Coast Transit bus route servicing the Millstream neighbourhood.

This transit service is essential for access to employment, education, medical appointments, and other essential services. Any reduction or removal of this route would negatively impact seniors, persons with disabilities, students, low-income residents, and others who rely on public transportation.

We respectfully request that the Alberni-Clayoquot Regional District and West Coast Transit maintain the current bus route through the Millstream neighbourhood and engage with the community prior to making any changes to this service.

SIGNATURES

By signing below, I confirm that I support this petition.

Printed Full Name	Signature	Residential Address (Street, City, Postal Code)	Date mm/dd/yyyy
Aleisha Daley	[Redacted]	Tofino Uchelet Hwy	01/14/2026
Weston Mohr	[Redacted]	Tofino Uchelet Hwy	01/14/2026
Ari Mohr	[Redacted]	Tofino Uchelet Hwy	01/14/2026
Kurt Clayton	[Redacted]	Tofino Uchelet Hwy	01/14/2026
[Redacted]	[Redacted]	Tofino Uchelet Hwy	01-17-2026
* James Olson	[Redacted]	Mavis	01/17/2026
Myias Hoser [Redacted]	[Redacted]	St. Jacques Blvd	01/17/2026
Alice Gaur	[Redacted]	Mavis Ave	01/17/2026
JASON SAARI	[Redacted]	ALBION CRES	01/17/26
Debra Dryborough	[Redacted]	Tofino Uchelet Hwy	01/17/26

PETITION TO MAINTAIN WEST COAST TRANSIT SERVICE THROUGH THE MILLSTREAM NEIGHBOURHOOD

PETITION STATEMENT

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This transit service is essential for access to employment, education, medical appointments, and other essential services. Any reduction or removal of this route would negatively impact seniors, persons with disabilities, students, low-income residents, and others who rely on public transportation.

We respectfully request that the Alberni-Clayoquot Regional District and West Coast Transit **maintain the current bus route through the Millstream neighbourhood** and engage with the community prior to making any changes to this service.

SIGNATURES

By signing below, I confirm that I support this petition.

Printed Full Name	Signature	Residential Address (Street, City, Postal Code)	Date mm/dd/yyyy
BABB WARMAN	[Redacted]	[Redacted] ALBION CRESC	01/12/26
Jenna McInnes	[Redacted]	[Redacted] Albion Cres. Ucluelet	01/12/2026
Lindsay Gault	[Redacted]	[Redacted] ALBION CRESC UCLUELET	01/12/2026
Charles-Antoine He Tu-Reid	[Redacted]	[Redacted] Albion Cres Ucluelet	01/12/2026
Frederik Beyman	[Redacted]	[Redacted] Albion Crescent	01/12/2026
DAVID DATHKY	[Redacted]	[Redacted] Tofino Ucluelet Hwy	01/13/2026
PETRA ARNOLD	[Redacted]	[Redacted] TOFINO - UCLUELET	01/13/2026
Leo Green	[Redacted]	[Redacted] Ucluelet Tofino Hwy	01/14/2026
Kerry Anderson	[Redacted]	[Redacted] Albion Crescent	01/13/2026
Tom Kuzbik	[Redacted]	[Redacted] Maris Ave	01/13/2026

PETITION TO MAINTAIN WEST COAST TRANSIT SERVICE THROUGH THE MILLSTREAM NEIGHBOURHOOD

PETITION STATEMENT

We, the undersigned residents, property owners, and community members of the Alberni-Clayoquot Regional District, respectfully petition the ACRD Board of Directors and West Coast Transit to **retain the existing West Coast Transit bus route servicing the Millstream neighbourhood.**

This transit service is essential for access to employment, education, medical appointments, and other essential services. Any reduction or removal of this route would negatively impact seniors, persons with disabilities, students, low-income residents, and others who rely on public transportation.

We respectfully request that the Alberni-Clayoquot Regional District and West Coast Transit **maintain the current bus route through the Millstream neighbourhood** and engage with the community prior to making any changes to this service.

SIGNATURES

By signing below, I confirm that I support this petition.

Printed Full Name	Signature	Residential Address (Street, City, Postal Code)	Date mm/dd/yyyy
ERIN MARANO	[Redacted]	ALBION CRESENT JULVLET	01/18/26
DALE EDWARDS	[Redacted]	LEEST	01/18/26
Ben PAKARNTK	[Redacted]	LEEST	01/18/26
DAN TUZO	[Redacted]	Pacific Rim Hwy	01/18/26
CAROL TUZO	[Redacted]	Pacific Rim Hwy.	01/18/26
Deb Kelleher	[Redacted]	Pacific Rim Hwy	01/18/26
Conor Kelleher	[Redacted]	Pacific Rim Hwy	01/18/26
Peter J Kelleher	[Redacted]	Pac Rim Hwy	
ALLAN TRUDGETT	[Redacted]	Willow BRAD	01/18/26
ROBERT SCHAFFER	[Redacted]	ALBION CRES	01/22/26

PETITION TO MAINTAIN WEST COAST TRANSIT SERVICE THROUGH THE MILLSTREAM NEIGHBOURHOOD

PETITION STATEMENT

We, the undersigned residents, property owners, and community members of the Alberni-Clayoquot Regional District, respectfully petition the ACRD Board of Directors and West Coast Transit to **retain the existing West Coast Transit bus route servicing the Millstream neighbourhood.**

This transit service is essential for access to employment, education, medical appointments, and other essential services. Any reduction or removal of this route would negatively impact seniors, persons with disabilities, students, low-income residents, and others who rely on public transportation.

We respectfully request that the Alberni-Clayoquot Regional District and West Coast Transit **maintain the current bus route through the Millstream neighbourhood** and engage with the community prior to making any changes to this service.

SIGNATURES

By signing below, I confirm that I support this petition.

Printed Full Name	Residential Address (Street, City, Postal Code)	Date mm/dd/yyyy
MARIAN CRITKOVIC	ALBION VILLIET	01/20/2026
Morgan Muri Domella	Kain Ave	01/20/2026
MATT OLCEN	Willowbrook Rd	01/20/2026
SHAY McCLOY	TOFINO VILLIET HWY	01/21/2026
THERESA OYE	MAVIS AVE	01/21/26
TRANNIE JENK	MAVIS AVE	01/21/26
PHILIP WALTERS	like Tofino Hwy	01/21/26
Janek Peladeau	Tofino villi let Hwy	01/21/26
Jay Rose	Tofino Villi let Hwy	01/21/26
Joseph Amernick	Mill top Rd	01/22/26

PETITION TO MAINTAIN WEST COAST TRANSIT SERVICE THROUGH THE MILLSTREAM NEIGHBOURHOOD

PETITION STATEMENT

We, the undersigned residents, property owners, and community members of the Alberni-Clayoquot Regional District, respectfully petition the ACRD Board of Directors and West Coast Transit to **retain the existing West Coast Transit bus route servicing the Millstream neighbourhood.**

This transit service is essential for access to employment, education, medical appointments, and other essential services. Any reduction or removal of this route would negatively impact seniors, persons with disabilities, students, low-income residents, and others who rely on public transportation.

We respectfully request that the Alberni-Clayoquot Regional District and West Coast Transit **maintain the current bus route through the Millstream neighbourhood** and engage with the community prior to making any changes to this service.

SIGNATURES

By signing below, I confirm that I support this petition.

Printed Full Name	Signature	Residential Address (Street, City, Postal Code)	Date mm/dd/yyyy
Chris Sylvester	[Redacted]	[Redacted] Hilltop Road VOR 3A0	01/11/2026
Juwan Schuster	[Redacted]	[Redacted] Hilltop Road VOR 3A0	01-11-26 01-11-26
Craig Stewart	[Redacted]	[Redacted] Albion Crescent Vulvlet, VOR 3A0	01-11-26
Ornella Cirella	[Redacted]	[Redacted] Holly Crescent Vulvlet, BC VOR 3A0	01-11-26
JO HUDER	[Redacted]	[Redacted] Albion Crescent Vulvlet, VOR 3A0	01/11/26
Sharon Couchett	[Redacted]	[Redacted] Albion Cr vulvlet VOR 3A0	
MARCO EBERHART	[Redacted]	[Redacted] ALBION CRES VULVLET	01/12/26
EVEN BRITTAIN	[Redacted]	[Redacted] ALBION CRES	01/12/26
John Gouwler	[Redacted]	[Redacted] ALBION CRES	01/12/26
Frances Gouwler	[Redacted]	[Redacted] ALBION CRES	01/12/26

PETITION TO MAINTAIN WEST COAST TRANSIT SERVICE THROUGH THE MILLSTREAM NEIGHBOURHOOD

PETITION STATEMENT

We, the undersigned residents, property owners, and community members of the Alberni-Clayoquot Regional District, respectfully petition the ACRD Board of Directors and West Coast Transit to **retain the existing West Coast Transit bus route servicing the Millstream neighbourhood.**

This transit service is essential for access to employment, education, medical appointments, and other essential services. Any reduction or removal of this route would negatively impact seniors, persons with disabilities, students, low-income residents, and others who rely on public transportation.

We respectfully request that the Alberni-Clayoquot Regional District and West Coast Transit **maintain the current bus route through the Millstream neighbourhood** and engage with the community prior to making any changes to this service.

SIGNATURES

By signing below, I confirm that I support this petition.

Printed Full Name	Signature	Residential Address (Street, City, Postal Code)	Date mm/dd/yyyy
Sarah Hagar	[Redacted]	Hilltop Rd Ucluelet VOR3A0	01/10/2026
JAMES HEADRICK	[Redacted]	HILLTOP RD UCLUELET B.C. VOR3A0	01-10-26
JOANNE HOPKINS	[Redacted]	Hilltop Road UCLUELET B.C. VOR3A0	1-10-26
Genevieve Kang	[Redacted]	Hilltop Rd. Ucluelet, BC VOR3A0	01/11/26
JESSE WHISTON	[Redacted]	MAVIS AVE Ucluelet BC VOR3A0	01/11/26
FELIX DESGAGNE	[Redacted]	MAVIS AVE UCLUELET BC VOR3A0	01/11/26
STEVEN WOOTEN	[Redacted]	MAVIS Ucluelet BC	01/11/26
Christine Brice	[Redacted]	MAVIS AVE Ucluelet VOR3A0	01/11/26
WILL BRICE	[Redacted]	MAVIS AVE UCLUELET BC VOR3A0	01/11/26
Ryan Torres	[Redacted]	Lee Street Ucluelet, BC, VOR3A0	01/11/26

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SIGNATURES

By signing below, I confirm that I support this petition.

Printed Full Name	Signature	Residential Address (Street, City, Postal Code)	Date mm/dd/yyyy
Heather Dunard	[Redacted]	[Redacted] Lee St.	01/13/2026
Jamie Osborne	[Redacted]	[Redacted] Albion cres	Jan 15/26
WARREN CANNON	[Redacted]	[Redacted] ALBION CR	JUN 13/26
Coral Sedgwick	[Redacted]	[Redacted] Albion Cr.	Jan 14/26
Mark McLan	[Redacted]	[Redacted] Port albin	Jan 14, 2026
Mark Nel	[Redacted]	[Redacted] Hilltop Rd	Jan 14/26
Shawna Flynn	[Redacted]	[Redacted] Albion Crescent	Jan 11/2026
Noranda Sigmund	[Redacted]	[Redacted] Lee St	Jan 14 2026
JIM WHITWORTH	[Redacted]	[Redacted] Albion Cr	Jan 14/26
JAN DRAESE	[Redacted]	[Redacted] Albion Cr	Jan 14/26



To: ACRD Board of Directors
From: Eddie Kunderman, Operations Manager
Meeting Date: May 28, 2025
Subject: WCT – Alternate Millstream Bus Stop location

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate alternative bus stop locations in the Millstream area.

Desired Outcome:

To have staff time allotted for the investigation of an alternate West Coast Transit (WCT) bus stop location in the Millstream area.

Background:

At the May 14, 2025, West Coast Committee meeting a delegation from the Millstream Community appeared, regarding the WCT bus route within the community of Millstream. The West Coast Committee passed the following resolution:

That the West Coast Committee recommend to the Alberni-Clayoquot Regional District Board of Directors to direct staff to investigate alternative bus stop locations in the Millstream area.

Millstream community members who live on Albion Crescent have communicated their unhappiness with the bus stop location, and the route within the Millstream community. The attached letter and petition communicates their issues with the bus routing.

The WCT service transitioned to BC Transit on March 1, 2025, including the introduction of service to the Millstream community. The bus exits the highway on Lee Street, travels around Albion Crescent back to Lee Street, with the bus stop on the North side of Lee Street.

This location was chosen after a staff investigation involving the Ministry of Transportation and Transit (MOTT) and BC Transit. The initial request for a bus stop was on the Tofino-Ucluelet highway, near Lee Street. MOTT communicated that the sightlines in that location wouldn't allow for a stop near Lee Street on the highway. They did communicate the potential for a stop location approximately 200 meters

North of Lee Street that may meet the sightline requirements. However, they also communicated this location would likely require the creation of a pedestrian walkway back to Lee Street and a pullout for buses, due to the minimal shoulder width and ditching in the area.

Other stop locations within the Millstream community, not utilizing Port Albion Crescent, would require the transit buses to complete a three-point turn, which would not be approved by BC Transit's Safety and Training department.

Staff have also been communicating with BC Transit on the possibility of lowering the frequency of buses turning into Millstream. Currently, there are nine Northbound and nine Southbound trips that deviate into Millstream and BC Transit is looking at which trip times would make the most sense to cut back on. Any changes in frequency to the schedule would take four to six months to complete.

Time Requirements – Staff & Elected Officials:

It is estimated it would take Community Services staff approximately ten hours to investigate alternate stop locations and the infrastructure improvements necessary for each.

Financial:

The financial implications of an alternate stop location would be brought back to the West Coast Committee as a part of the investigation. Staff would work towards identifying grant funding opportunities for the necessary infrastructure improvements, including potentially applying to the Transit Minor Betterments program.

Strategic Plan Implications:

This investigation would support Strategic Priority 1, to create liveable, resilient and engaged communities through informed, effective planning, specifically goal 1.3 by being "Viable and responsive."

Policy or Legislation:

Bylaw No. E1062 allows the ACRD to establish and operate a service for public transportation on the West Coast.

Options Considered:

The Board could choose to direct staff to not investigate an alternate stop location for Millstream at this point.

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

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

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

April 17, 2025

Eddie Kunderman
Alberni Clayoquot Regional District

Hello Eddie,

Thank you for taking my call last week. Further to our conversation, and upon review of the email exchange between my neighbor, Jennifer Fitzgerald, yourself and MOT, I would like add to and summarize the points we discussed and request further information. I know that you are aware of the bulk of what is to follow, but I would like to create a record for future reference and ongoing communication.

My partner, Tierney Schievink, and I are longtime residents of the Millstream subdivision. We are the owners of [REDACTED] Albion Crescent, as well as [REDACTED] Karn Ave. We purchased the Albion property in 2004 and the Karn property in 2010. We owned and operated Far West Distributors in Ucluelet for a combined 47 years and sold the business in 2020. We are now semi-retired in the Millstream subdivision.

We feel that the new bus service is very positive news for the West Coast and in particular for Millstream. That said, we were taken by surprise when the bus service started. We were not consulted by the ACRD, MOT or BC Transit as to the route specifics or schedule prior to the service starting. After speaking to several of my neighbors, it is my understanding that none of them were consulted either. I appreciate you acknowledging this and thank you for your apology, but we find the total absence of consultation in the planning stage to be concerning. Is there no policy or legal requirement for any level of government to consult with the major stakeholders in this type of situation? I am researching this now. As risky and nonsensical as the routing is, the frequency of the buses seems excessive given what I have seen as very low ridership. This is a massive change that greatly impacts the safety, security and quality of life of the residents of Albion crescent. The other residents I have spoken to so far completely agree. I will be speaking with the residents to whom I haven't spoken to shortly, and will be surprised to find that any of them feel differently. As I understand it, the only reason the bus uses Albion Crescent is to turn around. Our position is that this poses a disproportionate risk to people and property. Almost all of the other stops on the route are either on the highway or in locations that have the space and other infrastructure to accommodate a bus stop.

Safety

As you are aware, Albion crescent is a very narrow road. It was never designed to be used as a bus route. There are no sidewalks or curbs, and the shoulders are either narrow or non existent. There is barely enough width for two oncoming passenger vehicles to pass each other without pulling onto the edge of the pavement or utilizing right of ways and private driveways, something I have seen several times. If one of the vehicles is the size of a bus, this is even more

difficult and dangerous. The risk level increases when any vehicle is parked on either side of the road, or both, which is common. Furthermore, as we head into peak season there will be a significant increase in vehicle and pedestrian traffic as there are several vacation rentals on Albion crescent. Has this increase in risk been factored into your decision making process? There are several very young and school age children living on Albion crescent. There is no playground or other gathering place for them in Millstream and, up until now, it has been relatively safe for them to ride their bikes, or for pedestrians and parents to walk or push a stroller. I would estimate that there are fewer than a dozen vehicles per day on the crescent in low and shoulder seasons. Most of them are residents and their guests. As well, the school bus is routed in the opposite direction as the public bus. This makes little sense as the sight lines are limited with several hidden driveways and a blind corner. In general, the existing infrastructure is not suitable or safe to be used in this application. The speed limit of 30kmh is not being viewed as a maximum by the bus drivers. The blind corner where Karn Ave meets Albion Cr is followed by a short uphill grade so the drivers round the blind corner and accelerate rather than backing off. Anything more than 15kmh is not safe given the infrastructure. I have had several close calls with pets darting out into the road from the hidden driveways and have avoided an accident by expecting this and traveling at much lower than 30kmh. What is the stopping distance of the bus being used at 30kmh? 35kmh? From what I could determine from the 2018 BC Transit Infrastructure Guide, at 40kmh, the stopping distance would be 56 to 84 meters depending on the type of bus and reaction time so this also seems dangerous given the conditions previously described.

Security

Some of the main reasons we bought property in Millstream were security and privacy. With the buses rolling by 18 times per day those benefits are greatly reduced, and risk to property and safety is greatly increased. . Instead of traffic being mostly residents and their guests, the traffic now could be anyone with any motivation from anywhere. Not only does this completely change the level of privacy, it decreases the security of residents and property simply by exposing opportunity to those who may be scouting for easy theft targets. It is a well documented fact that public transit is a common method for property criminals to scout targets. There is a reason why there is nearly zero property crime and few security systems or even fences along the roadside of Albion Cr. As you know, there a huge influx of not only tourists but transients and seasonal workers. Hundreds of people live out of their vehicles with little money. I will be asking the RCMP for property crime statistics in Ucluelet, which I know is way up year over year. That is not the case in Millstream.

It would be naive to think that this is alarmist on my part. The criminals are more desperate, and daring these days. We only have to look at the two recent home invasions in Parksville. Both targeted homes in areas away from the main town. Has any of this been factored into to your decision process?

Financial Impacts

There could be financial impacts on residents that are a direct result of the bus route. I am considering fencing the roadside to regain some privacy as well as the need to install a camera security system. I feel that the bus route could negatively impact our property values by reducing or eliminating any buyers raising or considering raising children.

There will likely be a financial impact on the ACRD and MOT as well. The pavement on Albion Cr. has large potholes forming and with the buses having to run on the edge of the pavement often, the ACRD will be having to repair and or upgrade the road sooner than later. Is the district prepared to protect the residents safety by repaving and constructing curbs, drainage systems etc? I have attached a link for the 2018 BC Transit Infrastructure planning guide. I realize that this is for new infrastructure but this bus route doesn't meet many of the regulated requirements including: lane width, sight lines, stopping distances etc. Are the requirements for implementing a bus route on existing infrastructure more lax? I will be researching this as well.

Possible Solutions

The best and most obvious solution is to create pull outs in the flat areas on the highway. There is room to use the existing right of ways and it the cost would be minimal to create a gravel pull out. I would like to see the cost of that vs. the cost of maintaining or upgrading Albion Cr. It would also be more efficient and effective for the ACRD and would eliminate the risks and other issues for the residents.

Another option is to just have the buses activate flashers and stop on the highway. This is what is done on the way out of Tofino in the resort areas. This would have an impact on traffic flow to a degree but it is still a better option than what is currently in place.

The buses could turn around at the bottom of Lee St. You stated in your email to Jennifer Fitzgerald that you couldn't ask your drivers to turn around there. There appears to be sufficient space to make the turn. If it is a bit tight, there is a road allowance at the bottom of Lee St. which could be modified to create the space. This isn't ideal either but less risky to the residents overall.

Mitigation

In the short term, there are options to reduce the impacts and increased risks by simply reducing the schedule. You mentioned that you have access to the ridership numbers by stop. From what I have seen and from what I can gather there are very few pick ups or drop offs in Millstream. I would like to request those numbers. This would also create efficiencies and cost reductions for the ACRD and reduce the risks at the same time. You mentioned that it is difficult to get a schedule change. We are asking that you investigate that further given the negative impact of the current schedule.

Next Steps

As discussed in our call, I am in the process of obtaining stakeholder support for this letter. I will be canvassing and taking impact statements from them and will forward as soon as they are completed. Currently, I have 7 other property owners ready to add their support and anticipate most other residents will as well.

Thank you again Eddie. We look forward to working with you to resolve this and still have the benefit of the new bus service for all residents in Millstream.

Scott Johnson
[REDACTED]



To: ACRD Board of Directors

Voting Structure: All Directors

From: Alex Dyer, General Manager of Planning & Development

Meeting Date: March 11, 2026

Subject: Miscellaneous Referral MISC26002 – District of Tofino Official Community Plan (OCP) Amendment Bylaw 1290.02 Referral

Recommendation:

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.

Background:

The District of Tofino (DOT) is undertaking a project to amend their Official Community Plan (OCP) bylaw to include policies that intend to address growth management, housing needs, and infrastructure capacity. The policy amendments are informed by the DOT's 2025 Housing Needs Assessment and 2024 Water Master Plan.

The OCP amendments include updated population, housing, and seasonal visitation data in Tofino; revised growth targets reflecting raw water capacity constraints within the District; policy direction prioritizing residential and affordable housing; measures to limit water-intensive land uses until infrastructure capacity is expanded; and new and revised land use policies, including coordination with Tla-o-qui-aht First Nation-led development and reconciliation objectives.

The amendments target servicing constraints, housing needs, and land uses within the District of Tofino that do not appear to impact the surrounding communities in Area "C" (Long Beach). The focus on prioritizing residential and affordable housing may have a positive impact on broader housing needs within the region, as the ACRD's 2025 Housing Needs Reports also identified a need for improved access to affordable housing in the west coast region.

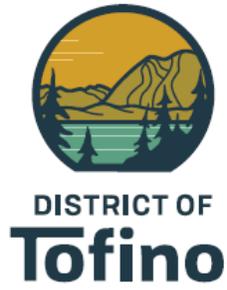
District of Tofino Official Community Plan Amendment Bylaw No. 1290.02, 2025 does not impact the interests of the Alberni-Clayoquot Regional District and support for adoption of the amendments following the public hearing is recommended.

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

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

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

MISC26002



CORPORATION OF THE
DISTRICT OF TOFINO

**Official Community Plan Amendment Bylaw No. 1290.02,
2025**

Effective Date – Month X, 2025

DISTRICT OF TOFINO

BYLAW NO. 1290.02, 2025

A bylaw to amend “District of Tofino
Official Community Plan Bylaw No. 1290, 2021”

WHEREAS the *Community Charter* provides that the power to adopt a bylaw includes the power to amend or repeal it;

AND WHEREAS the Council of the District of Tofino wishes to amend District of Tofino Official Community Plan Bylaw No. 1290, 2021.

NOW THEREFORE the Council of the District of Tofino, in open meeting, enacts as follows:

1. Name

The name of this bylaw for citation purposes is “District of Tofino Official Community Plan Amendment Bylaw No. 1290.02, 2025.”

2. Amendment

“District of Tofino Official Community Plan Bylaw No. 1290, 2021” is amended as follows:

(a) By renumbering the subsections under Section 1.4 as follows:

- (i) From 1.3.1 to 1.4.1
- (ii) From 1.3.2 to 1.4.2
- (iii) From 1.3.3 to 1.4.3
- (iv) From 1.3.4 to 1.4.4

(b) By replacing “Water Capacity” bullet point in Section 1.4.3 with “2024 Water Master Plan”.

(c) By adding the following paragraphs to Section 3.4:

2025 Update

Tofino’s 2021 census population was 2,516 an increase of 27.9% from 2016 compared to the Alberni Clayoquot Regional District average of 8.2%, the BC average of 7.6% and the Canadian average of 5.2%. The municipality consists of 945 occupied private dwellings, a 21.8% increase from the previous census. The 2021 average household size is 2.4 people and the median age is 34.8.

The 2024 “Economic Impact of Tourism in Tofino” report produced by Tourism Tofino estimates that the average visitor population ranges from ~760 visitors/day in January to ~3,135 visitors/day in August. An annual total of 711,000 paid and unpaid visitors.

The 2021 shadow population estimates were not updated.

(d) By replacing the following language in Section 3.5.1 Water Infrastructure:

Replace:

“The District operates a community water collection, treatment and distribution system that is supplied by four creeks on the West side of Meares Island. These creeks (Sharp Creek, Number 1 Creek, Close Creek and Ginnard Creek) supply Tofino via two seabed pipelines directing water to two treatment facilities at Bay Street (near town) and Sharp Road (south Tofino). Sharp and Ginnard creeks have man-made dams; Close Creek has a steel water reservoir for storage and Number 1 creek has no dedicated storage capacity. Water is also stored in above ground reservoirs on the Esowista peninsula before supplying end-users via underground water infrastructure.”

With:

The District's water supply is sourced from five creeks on Meares Island: Sharp Creek, Creek No. 1, Close Creek, Meares Creek, and Ginnard Creek. The District operates a flow-through water system, which does not facilitate the storage of significant volumes of raw water.

The District's water distribution system supplies raw water from two small Meares Island reservoirs via two submarine pipelines to two pumping and water treatment facilities, to four potable water reservoirs, to an extensive network of water mains and service connections divided into two pressure zones.

Replace:

Rainwater replenishes our source creeks, before treatment and local storage. Reduced rainfall in the summer months decrease available water volumes and may result in limited overall supplies during peak dry season (July to September), coinciding with the year's busiest daytime population and subsequent demand. The limited capacity of the water system is a significant non-geographical constraint to Tofino's growth over the next 20 years. The remaining capacity of the water system is challenging to determine, as it is increasingly influenced by growing seasonal peak populations, climate change, and the presence of a substantial amount of vacant lands zoned for development.

The water system's current capacity issues are primarily seasonal, as they occur when peak summer visitation and the drier, summer climate overlap. While the existing system is adequate for accommodating an estimated total summer population of 6,400 people (including residents, visitors, and seasonal residents), continued growth will strain that capacity - especially in drier years. Long term climate predictions for the West Coast of Vancouver Island suggest that the community can expect longer and dryer summers, further decreasing the capacity of the water system.

For this reason, future growth in the District of Tofino is contingent on the availability of the system to supply, produce, distribute, and store water during the summer months. Existing zoning regulations include latent development rights that may constrain future growth. It is estimated that existing zoning regulations permit an additional 709 residential units, 542 accommodation units, and 690,000 m² of commercial, industrial, and institutional floor area – beyond that of the capacity of the system. This current zoning represents a substantial risk to the District as it has no relation to the realities of

the water system, which is currently oversubscribed. This also prevents the ability of the community to make strategic land use changes through the 2021 OCP. Therefore, this OCP must be deliberate in growth management until water system improvement and storage capacity is significantly expanded.

The demand data available to the District indicates that peak water use in Tofino is driven by the number of visitors, which is regulated by the limited total number of available accommodation units, rather than residential growth. Recent analyses have indicated that commercial accommodation, and small and medium commercial, industrial, and institutional annual water use accounted for approximately half of the District's annual demand, including the majority of peak water demands during the summer months.

Currently, the largest overall water consumption in the community comes from tourist commercial accommodations sector. As shown in **Figure 10**) in 2013 water production consumed by each sector shows Single-Family and Strata combined accounts for the largest share (33%), followed by the Tourist Accommodation (25%), and then the Commercial and Industrial sector (21%). This demonstrate that large impact non-residential water users have on water consumption and the need to focus the remaining scarce capacity on residential needs or else risk severely restricting future community growth. In order to account for limitations on water capacity over the next 5 years, the District should be prepared to limit and manage growth and, in some cases, wind back development rights for land uses that consume large volumes of water (especially during the summer) to support priority actions for housing.

The District has been successful in affecting the demand side of the equation over the last decade. Between 2009 and 2013, total water use decreased on average by 2.4% per year, while population grew by 2.4% per year for the same period. This inverse relationship between population and total water production is occurring in many other Canadian communities and is likely the result of greater uptake in water conservation and adoption of more water-efficient technology.

Within Tofino there remain further opportunities to reduce water consumption. Therefore, it is recommended that the District continue working with large water users to reduce the impacts of seasonal water consumption during summer months. Reducing water use by reducing demand is a fiscally responsible approach to future growth and reducing risk.

A critical component of land use decisions and future growth for Tofino is the management of our water supply and infrastructure. The District uses water system modeling to forecast future demand and supply. The model takes into account system capacity and supply (existing infrastructure), demand (current and latent), climate and weather and growth projections. Future decisions about growth must take into account the water model and water system limitations. Existing rights of zoned undeveloped properties and variables such as changing climate must also be factored into conversations about growth.

Continued population growth, latent development rights, and a changing climate necessitate a new approach to Tofino's land use planning based on limits to growth of

the District's water system. Growth must be based on the District's ability to successfully manage water supply and demand over the next 10 years. The potential for future growth in all sectors will be contingent on willingness of the community to upgrade the current system or reduce demand. Future growth must be tied to the District's Five-Year Financial Plan, the Capital and Infrastructure Levy, the Asset Management Plan, and Development Cost Charges.

Prudence dictates that this OCP must respect the limitations of the District's water resources and infrastructure. To that end, realistic OCP growth targets must be translated to the District's zoning bylaw to ensure that growth can be managed appropriately. This impact of water capacity limitations on growth management is discussed further in **Section 3.8**.

With:

Water Capacity and Growth

Tofino's sustained growth depends on effectively addressing a critical issue: water supply management. Climate projections for the West Coast of Vancouver Island indicate extended, drier summer periods. This climate shift results in decreased water flow in local streams from May to September, aligning with the peak season when Tofino experiences a significant influx of visitors. The current capacity of the water infrastructure presents a substantial challenge, representing not only a geographical concern but also a significant constraint that could impact both existing residents and potential future development.

The data indicates that the current water infrastructure is operating beyond its capacity. It is estimated that existing zoning allowances could facilitate the development of over 700 new residential units, more than 500 accommodation units, and approximately 690,000 m² of new commercial and industrial space. This potential development poses a significant risk to Tofino's water supply. Given these considerations, responsible growth management necessitates amending the Zoning Bylaw to limit these existing land use permissions until additional water storage capacity can be established.

Tofino Water Users

Demand data indicates that visitor activity is the primary factor driving peak water consumption. Statistics from 2014 to 2021 reveal that residential use represents only 34.7% of total water consumption. The predominant water demand stems from tourist commercial accommodations underscoring the importance of prioritizing limited water resources for residential needs to support sustainable community growth. To address capacity constraints and mitigate potential risks to the community, the District should consider restricting growth by modifying land use permissions in zones associated with high water consumption.

A Strategy for a Sustainable Future

Conservation remains a critical tool for managing the water system's limitations in the short to medium term. This can be achieved through actions including:

- Pricing changes: Adjusting water rates to discourage excessive use.
- On-site storage: Encouraging properties to store their own water.
- Alternative plumbing: Promoting the use of techniques such as "purple piping" that reduce consumption.

- Rebate programs: Offering financial incentives for water-efficient upgrades.

It's equally important to partner with the District's largest water users, the tourist accommodation sector, to explore ways to reduce consumption during the summer months. Reducing demand is not only a responsible approach to future growth, but also a fiscally sound one.

Continued population growth, latent development rights, and a changing climate all demand a new approach to Tofino's land use planning, one that is explicitly based on the limits of the water system. Any future growth must be contingent on the ability to effectively manage both water supply and demand. The potential for future growth in all sectors depends entirely on a collective willingness to either upgrade the current system or significantly reduce demand.

Prudence dictates that the 2021 Official Community Plan (OCP) must address the limitations of the District's raw water capacity. To achieve this, the Zoning Bylaw must be updated to align with the OCP's new growth limits. The complex relationship between risk, growth, and water capacity limitations will be discussed further in Section 3.8.

(e) By replacing the following language in 3.7 Housing:

Replace:

The community is currently facing challenges with respect to affordable housing. In 2015, Tofino's Housing Needs and Assessment (HNA) identified gaps in appropriate and affordable housing all along the housing continuum. The lack of suitable and affordable housing was identified again during the OCP consultation process. The development of residential housing is an important priority for the District over the next 5 years and beyond.

Critical opportunities for improving access to appropriate and affordable housing in the District of Tofino include developing supported housing for vulnerable populations; creating permanent, year round rental housing for low income and modest income residents, especially those with children; creating entry-level homeownership units that are affordable to first time buyers and moderate income households; and encouraging the provision of shared rental accommodation for seasonal non-resident employees.

Over the past 5 years, approximately 116 residential dwellings units were created, including 30 multi-family units. This has amounted to 23 dwellings per year, few of which are affordable to the majority of Tofino residents. There is currently a systematic deficiency in the number of residential dwellings being developed resulting in an inability to meet demand, causing upward pressure on prices.

With:

The community faces challenges with respect to affordable housing, and the development of residential housing remains an important priority for the District. The OCP consultation process and various Housing Needs and Assessment's identify gaps in appropriate and affordable housing along the housing continuum. Critical opportunities

for improving access to appropriate and affordable housing in the District of Tofino include developing supported housing for vulnerable populations; creating permanent, year round rental housing for low income and modest income residents, especially those with children; creating entry-level homeownership units that are affordable to first time buyers and moderate income households; and encouraging the provision of shared rental accommodation for seasonal non-resident employees.

Number of Housing Units Required to Meet Current and Anticipated Need (as per the Ministry of Housing’s Guidelines for Housing Needs Reports – HNR Method Technical Guidance)

Description	5-year	20-year
A. Extreme Core Housing Need	11.91	47.66
B. Persons Experiencing Homelessness	12.46	24.91
C. Suppressed Household Formation	30.3	121.19
D. Anticipated Growth	114.54	314.99
E. Rental Vacancy Rate Adjustment	1.86	7.44
F. Additional Local Demand	77.24	308.97
Total demand from 2021 base year	248	825
Total demand from current year (2024)	206	758

Statement on Housing Need in Proximity to Alternative Transportation Infrastructure
 Tofino’s village core is well supported by alternative transportation infrastructure, with most areas located within a 200-400 metre walking distance from the multi-use pathway that connects the community from north to south. Public transit options, including seasonal shuttles and a new year-round bus service to Ucluelet, enhance connectivity. Even in areas beyond downtown, where residential density decreases toward the National Park Reserve, the narrow geography of the Esowista Peninsula ensures that most properties remain close to the pathway, thereby reducing the need for personal vehicles.

The District of Tofino is well served by various forms of active transportation, including but not limited to, public transit, seasonal shuttles, and multi-use pathways. The District recognizes the importance of increasing residential density within these accessible areas to improve access to services and reduce overall reliance on personal vehicles. The Official Community Plan (OCP) supports this by prioritizing dense residential growth within four hundred metres of multi-modal hubs to enhance transit viability. It also ensures that new development in the Future Homes Area is connected to the multi-use path, promotes residential development within the Village Containment Area, and encourages below-market housing near schools, employment centers, and transit hubs. These strategies reflect Tofino’s dedication to sustainable growth and accessibility, providing residents with safe and convenient transportation alternatives while enhancing the town’s overall connectivity.

Actions Completed Since the Last Housing Needs Report

General Housing Actions	
Date	Description of Action or Policy
2022	Tofino Housing Corporation (THC) has been overseeing the development, construction, and occupancy of 700 Sharp Road (Creekside), which will feature 14 affordable townhouse-style rental units. A Housing Agreement is in place to ensure resident eligibility requirements and rent control measures are met.
2022	The District of Tofino entered into a housing agreement for 301 Olsen Road ensuring the provision of two employee housing units.
2023	The District of Tofino amended the Development Approval Procedure Bylaw to streamline the development approval process, granting greater delegated authority to staff for Development Permitting.
2023/2024	Tofino Housing Corporation (THC) has been overseeing the development, construction, and occupancy of Headwaters North and South, comprising 72 affordable apartment-style housing units. A Housing Agreement is in place to enforce resident eligibility requirements and rent control measures.
2024	The District of Tofino was awarded the Housing Accelerator Fund Grant from the Canada Mortgage and Housing Corporation (CMHC), enabling the implementation of five initiatives aimed at removing systemic development barriers and accelerating housing development over a three-year period. These initiatives generally include rezoning to allow for additional housing density, creating financial incentive programs, collaborating with THC, developing policies to clarify development approaches given limited water supply with a focus on housing, and implementing electronic permitting software to streamline processing and tracking.
2024	Tofino Council opted into Bill 35's principal residence requirement for Short Term Rentals. Short-term rentals in Tofino are now limited to the host's primary residence plus one secondary suite.
2025	Tofino Council opted out of Bill 35's principal residence requirement and is focusing on a "made in Tofino" approach to managing Short Term Rentals which will include a review of the zoning bylaw. This approach addresses ongoing housing needs while considering potential economic impacts to the local economy.

Zoning Amendments	
Date	Description of Action or Policy
2021	363 and 366 Peterson Drive – Zoning Amendment adopted to accommodate 72 rental homes, ranging from studios to 3-bedroom apartments, with a mix of market, rent-gearred-to-income, and deep subsidy options.

2022	Amended the Zoning Bylaw to permit secondary suites within duplex and townhouse housing types and to allow greater size flexibility in alignment with recent BC Building Code changes.
2022	1101 Pacific Rim Hwy – Zoning Amendment adopted primarily to facilitate construction of a campground and a restaurant, it also included one SDF.
2022	301 Olsen Road – Zoning Amendment adopted to facilitate the development of an office building, including the development of community access space and two residential units.
2024	565 Campbell Street – Zoning Amendment adopted to facilitate the construction of a 20-unit townhouse complex, including two affordable units.
2024	521 Cypre Crescent – Zoning amendment adopted to enable the construction of a 25-unit mixed-use building.
2024	625 Neilson Place – Zoning Amendment adopted to facilitate a four-lot subdivision, enabling the future development of a single-family dwelling with secondary suite on each lot.
2024	346 and 356 Peterson Drive (AR1) – Zoning Amendment adopted to facilitate the development of two four-unit multi-family (quadplex) buildings.
2025	825 Campbell Street – Approved zoning amendment to enable Phase 1 of the proposed development, which will consist of approximately 5 acres of the 27-acre site and include a 55 unit rental apartment building and 24 single family lots.

(f) By replacing the following language in Section 3.8.1 Future Growth Scenarios

Replace:

Moving forward, growth in Tofino will be restricted due to water and sewer concerns, availability of electricity, transportation infrastructure, and a lack of affordable housing. In particular, water and wastewater infrastructure capacity represent a significant barrier to growth in the short-term (see **Sections 3.5.1- 3.5.2**).

With:

Tofino's development trajectory will be influenced by transportation infrastructure, available and affordable housing, and raw water capacity.

Replace:

Until these systems are upgraded it is unlikely the District of Tofino will be able to support current growth trends and market demands and should therefore, prioritize the development affordable residential development.

With:

Until transportation, housing, and raw water supply issues are effectively addressed, the District of Tofino will be unable to accommodate historical growth patterns. Consequently, the District should prioritize the development of affordable residential housing.

Replace:

Based on current infrastructure capacity, housing needs, current growth, and market demand three future population scenarios were developed. These three scenarios weigh ongoing infrastructure capacity challenges against historic growth trends and current market demands to create low, medium, and high growth scenarios. Each of these three scenarios provide an estimated 20-year population growth of permanent Tofino residents based on the current population of 2,434 people (BC Stats).

The low growth scenario (2.0%/year) balances the current limits of the water system, with the community's desire for more compact, low-impact residential housing. The medium and high scenarios follow inputs from the Ekonics Demand Forecast and Infrastructure Roadmap, which describes historic growth at 3.2% and market driven demand growth at 4%. All three growth scenarios have been provided in the context that the current water system capacity will only support an additional 400 residents or 167 residential units (assuming 2.4 people per unit); this is shown as a blue line in **Figure 16. 20-Year Population Projections**

Figure 16 also show the maximum population growth limit based on the existing zoning regulations, which permit an additional 709 residential units (shown as the red line). Based on the remaining 709 undeveloped residential units zoned in Tofino, it is estimated there is enough land available for an additional 1,700 permanent residents at an average household size of 2.4 people per household. Again, these zoned lands represent a liability for the District as this growth is not support by current infrastructure or the community; this is shown on **Figure 16** as the shaded red area.

These three scenarios are described in detail below and shown in **Figure 16** (below).

1. Resident Driven Growth (Low Growth – 2.0% or 26 units per year) – Growth in this scenario is strictly to support housing for permanent residents with a preference for affordable housing. This low growth scenario represents the housing needs assessment and resident's objective to prioritize community focused growth and the need for 130 new residential units every five years. This also supports community objectives for protecting the environment, reducing land consumption and development in tsunami or flood zones, and moderating the current pace of growth. Under this scenario water capacity will be reached by approximately 2026 and any additional growth beyond 167 new residential units will need to be supported by water system upgrades.

Estimated Water System Capacity Exceeded by 2026.

2. Current Growth Rate or Status Quo (Medium Growth – 3.2% or 44 units per year) – This medium growth scenario is based on historic trends and how the District of Tofino is growing today. This scenario represents a continuation of current development trends. Beyond 2024, this status quo scenario is only supported once the water system are adequately upgraded. The growth projected in this scenario exceeds that desired by the community and would result in added land clearing and infrastructure pressures.

Estimated Water System Capacity Exceeded by 2024.

3. Market Driven Demand (High Growth – 4.0% or 55 units per year) – This high growth scenario represents the growth potential of Tofino if the community were to embrace a developer driven growth model. This would potentially involve opening additional lands for development and creating and expedited development approval process. This would result in greater environmental impacts, pressure for further development in tsunami or flood zones and substantial infrastructure impacts over the 20-year time horizon. Again, this would only be achievable once wastewater and water systems are adequately upgraded once exceeded in 2023.

Estimated Water System Capacity Exceeded by 2023.

With:

The 2021 OCP considered three population growth options (see **Figure 16**).

1. Resident Driven Growth (Low Growth – 2.0% or 26 units per year) – Growth in this scenario is strictly to support housing for permanent residents with a preference for affordable housing. This low growth scenario represents the housing needs assessment and resident’s objective to prioritize community focused growth and the need for 130 new residential units every five years. This also supports community objectives for protecting the environment, reducing land consumption and development in tsunami or flood zones, and moderating the current pace of growth. Under this scenario water capacity will be reached by approximately 2026 and any additional growth beyond 167 new residential units will need to be supported by water system upgrades: *Estimated Water System Capacity Exceeded by 2026.*

2. Current Growth Rate or Status Quo (Medium Growth – 3.2% or 44 units per year) – This medium growth scenario is based on historic trends and how the District of Tofino is growing today. This scenario represents a continuation of current development trends. Beyond 2024, this status quo scenario is only supported once the water system are adequately upgraded. The growth projected in this scenario exceeds that desired by the community and would result in added land clearing and infrastructure pressures: *Estimated Water System Capacity Exceeded by 2024.*

3. Market Driven Demand (High Growth – 4.0% or 55 units per year) – This high growth scenario represents the growth potential of Tofino if the community were to embrace a developer driven growth model. This would potentially involve opening additional lands for development and creating and expedited development approval process. This would result in greater environmental impacts, pressure for further development in tsunami or flood zones and substantial infrastructure impacts over the 20-year time horizon. Again, this would only be achievable once wastewater and water systems are adequately upgraded once exceeded in 2023: *Estimated Water System Capacity Exceeded by 2023.*

2021 and 2025 Population Projections

Figure 16 estimates that existing zoning permissions (latent demand) equals 1,700 additional residents. The latent demand represents a risk as this level of growth is not supported by the existing water capacity.

In 2021 the low growth scenario (2.0%/year) was chosen to balance the limits of the water system against the community’s desire for compact, low-impact residential housing. In 2025 the OCP was updated to reflect water capacity constraints resulting a new 15-year population projection for Tofino is based on 2021 census data, residential growth estimates from 2021 – 2025 and, an estimated limits to growth population equivalent.

The estimated annual growth rate from 2021-2025 was **3.25%** or about 144 units.

The estimated 2041 population based on limits to growth related to raw water capacity is **3,509** permanent residents representing an annual growth rate of approximately **1.48%** per year. This translates to approximately 270 new units (18 units/year).

	People	Units*	Units/year
2021 Census Population	2,516	-	
2021-2025 Population Estimate	345	144	36
Total	2,861		
<i>Projected Population 2041</i>			
Limits to Growth Estimate (120 m3/day)	648	270	18
Total	3,509		

*2.4 people/unit (2021 Census)

Seasonal Population Considerations

In addition to the permanent resident population, the District of Tofino experiences significant visitation from tourists and seasonal residents throughout the year, with peak activity during the summer months. This influx places considerable demand on the community’s infrastructure systems.

The 2024 Economic Impact of Tourism in Tofino report, prepared for Tourism Tofino, offers insights into annual visitor numbers. The report’s model estimates that Tofino receives approximately 711,200 visitors annually, including both same-day and overnight stays. Visitor counts vary seasonally, from approximately 23,600 in January to 97,200 in August. The report also provides data on “visitor nights”, a measure that encompasses both paid and non-paid accommodations which represents the total number of overnight stays weighted by the number of visitors.

For infrastructure planning purposes, “visitor nights” is the preferred metric, as it accurately reflects the total duration of stay within the community, which correlates directly with resource consumption such as water and sewer utilities. This measure enables a more precise assessment of cumulative demand. To evaluate the impact on community services, an equivalent population calculation is used to compare the combined effect of residents and visitors.

For example:

- August: Resident population of 2,516 plus approximately 12,500 visitor nights yields an equivalent population of **15,016**.
- January: Resident population of 2,516 plus approximately 1,500 visitor nights yields an equivalent population of **4,016**.

These calculations provide a snapshot of peak daily load on community infrastructure, though they do not account for seasonal residents or members of the Tla-o-qui-aht First Nation communities.

Analysis of wastewater volume data supports these findings. Wastewater treatment plant statistics from 2025 indicate that August wastewater volumes are approximately 4.2 times higher than those in January. Additionally, comparing wastewater volumes from the first quarter (January–March) to the third quarter (July–September) of 2025 shows a 2.8-fold increase, underscoring the seasonal variation in population and resource demands. The Tourism Tofino model echoes these findings suggesting that August visitor volumes increase 3.74 times over January visitation.

(g) By replacing the following language in Section 3.9 Setting the Target

Replace:

Tofino is faced with a number of constraints that will limit community growth over the next 5 years. The current capacity limitations to community infrastructure, such as water, sewer, electricity, and transportation, as well as significant housing challenges have been closely considered to ensure that future growth in Tofino prioritizes the immediate needs of the community. Several other factors are also at play that further support the need to restrict development in the short-term, including geographic and environmental constraints and community sentiment.

The most restrictive factor limiting Tofino’s growth is water supply, which may already be at its capacity. Hotter, dryer summers may increase the strain on water availability, compromising the ability for the District to meet the basic servicing needs of permanent residents. Since the peak water demand during summer months is heavily influenced by the influx of seasonal resident, seasonal workers, and tourists, as well as commercial and industrial uses, the development of these uses will be limited over the coming years.

Therefore, based on community input, strong support for environmental protection, infrastructure limitations, development constraints (e.g. flood and tsunami hazards) and the need for housing, Scenario 1 - Resident Driven Growth (Low Growth – 2.0% or 26 units per year) is the preferred growth scenario. In the five-year planning horizon this would support the community’s housing needs objective of creating 130 new residential units. Although this primarily upholds the community’s desire community focused residential development, it would also support limited retail commercial and low water consuming industrial uses. Beyond the 5-year horizon, if the required infrastructure is developed, the District will be able to expand development to permit additional non-residential growth. The desired growth beyond the existing water capacity threshold is shown on Figure 17 as the shaded blue area.

With:

Risk

The District’s 2024 Water Master Plan (WMP) includes four key components:

- Source Water Assessment
- Hydraulic Assessment
- Treatment Assessment
- Condition Assessment.

The Source Water Assessment section examines the District’s raw water sources and their ability to meet current and future water demand. The District’s raw water supply is a flow-through system relying on five creeks rather than a more traditional storage-based system. During the wet fall, winter and spring months, the District’s raw water sources easily meet the lower demands of the community. In the drier summer months, the creeks produce less water at the same time of the year when demand spikes due to the seasonal nature of Tofino’s tourism-based economy.

The WMP outlined two methods to determine daily water demand, Average Day Demand (ADD) and Maximum Day Demand (MDD). Both the ADD and MDD figures are based on 2014-2023 June, July, and August (Q3) data. ADD is the average of Q3 daily demands; MDD refers to the day in Q3 with the highest demand. The supply and demand relationship are illustrated in Table ES-1: Source Water Deficit below from the WMP.

Time Horizon	ADD m ³ /d	MDD m ³ /d	Treatment Capacity m ³ /d	Raw Water Capacity m ³ /d	Treatment Capacity Surplus m ³ /d	Raw Water Supply Deficit m ³ /d
Current	1,827 ¹	2,873 ¹	4,191 ²	2,160 ²	1,318	-713
2033	2,129	3,348	4,191	1,874	843	-1,473
2043	2,418	3,803	4,191	1,771	388	-2,031

The WMP reveals that “...as a flow through system, the inflow for the water source should have the ability to meet Maximum Day Demand (MDD), otherwise extended periods of water demand results in the drawing down of potable water reservoirs.” The use of Maximum Day Demand is grounded in guidelines from the Master Municipal Construction Documents (MMCD) which “...provide a standardized set of guidelines that can be adopted by Municipalities and other agencies involved with design and construction of municipal infrastructure.”¹ It should be noted that while the guidelines are considered best practice, there is room to consider alternatives.

“This manual is not intended to be a substitute for sound engineering knowledge and experience. It is the designer’s responsibility to exercise professional judgment on technical matters in the best interests of the owners and users of the infrastructure. Standards contained in these guidelines are provided to assist in making these judgments, but should not be used as a substitute. Since the

¹ Master Municipal Construction Documents Association - Design Guidelines 2014 Introduction pg 1

standards are general, they do not, and cannot, cover all particular cases.”²

Section 2.3 of the 2014 MMCD Design Guidelines outlines the process to determine Per Capita Demand for water (ADD). This approach can be used to determine the impacts of future development.

“Estimating water demands should be done based on estimating appropriate flow rates for each land use type. Existing demands should be validated against existing flow meter records. Careful consideration should be given to seasonal population variations in particular for communities with a high percentage of population that is only present seasonally. Furthermore unaccounted for or nonrevenue water demands should also be carefully considered and determined if these numbers will remain constant, decrease or increase as population increases.”³

The District maintains reliable water consumption records that can be used to determine per capita or per unit demands for future residential requirements represented by historic ADD volumes.

Utilizing an ADD approach to support growth involves accepting a higher level of risk compared to MDD approach. However, if the District aims to develop much-needed housing, adopting an ADD framework will be necessary. Therefore, growth projections depend on the community’s willingness to accept risk, which is generally assessed by comparing the potential impact of an event to the probability of its occurrence. In this context, "impact" refers to temporary closures of Highway 4 during the summer months to limit visitation and reduce pressure on the water system. This strategy aims to effectively manage water usage, as historical district data indicates that the existing water infrastructure can support the resident population during low-demand periods. The likelihood of such events is primarily evaluated based on the frequency of drought conditions, as detailed in the table below.

Table 4: Days of Highway closure associated with the drought AEPs and population growth scenarios

Annual Exceedance Probability (%)	Drought Return Period (Year)	Length of Drought (in days)*	Days the Highway is Closed			
			Existing ADD Design Year	Existing ADD + 50 m ³ /day Design Year	Existing ADD + 100 m ³ /day Design Year	Existing ADD + 200 m ³ /day Design Year
20%	5	32	2	6	8	13
5%	20	39	9	13	15	20
2%	50	43	13	17	19	24
1%	100	46	16	20	22	27

Note*: The length of drought (in days) is equivalent to the number of consecutive dry days determined in Table 2.

To summarize, the risk associated with Tofino’s raw water supply is defined as the

² Master Municipal Construction Documents Association - Design Guidelines 2014 Introduction pg 1
³ Master Municipal Construction Documents Association - Design Guidelines 2014 Water Distribution pg 1

number of days Highway 4 may need to be temporarily closed following a State of Local Emergency (SOLE) in order to safeguard the water supply for residents, as well as the potential impact on the local economy, businesses, and community members.

Several risk scenarios were analyzed, as illustrated in the accompanying graph. The District has chosen to accept the risk associated with an increase of 120 m³/day to facilitate the development of additional residential housing and to fulfill Reconciliation objectives. This additional risk corresponds to approximately five additional days of road closure.

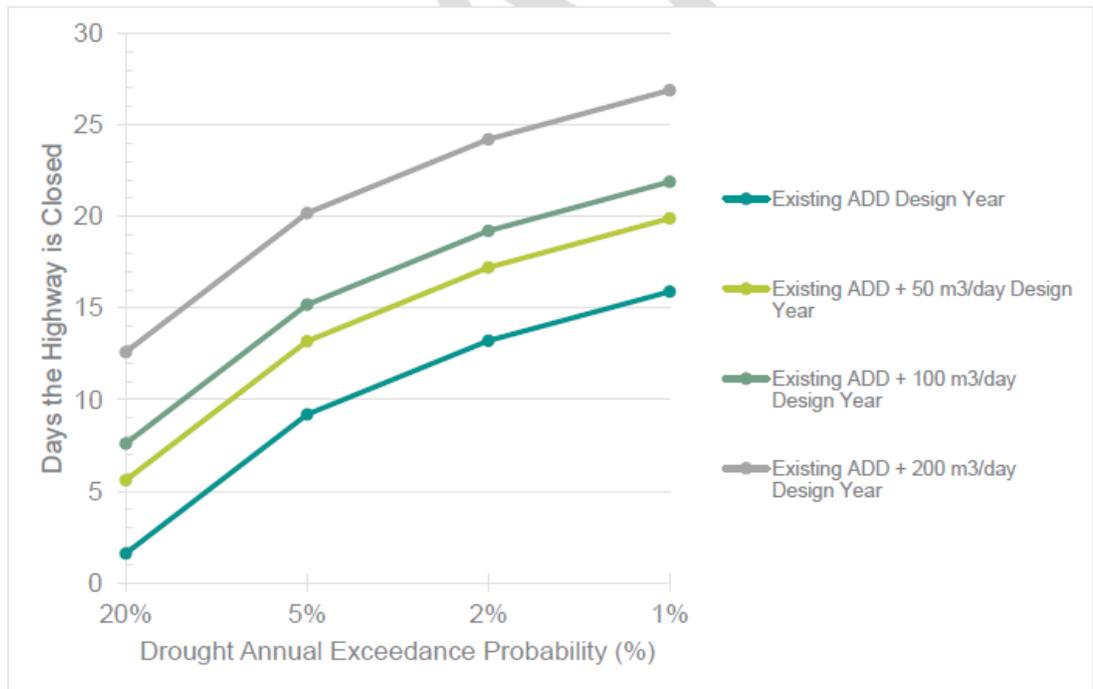


Figure 2: Risk Graph of the Relationship between Drought AEP and Length of Highway Closure under Four Population Growth Scenarios

Target

The 2024 Water Master Plan outlines Tofino's water supply capacity challenges and emphasizes the need to implement growth restrictions until the District's raw water capacity concerns are resolved. The growth limitations are based on the Average Day Demand (ADD) for water, measured in cubic meters. As of December 10, 2024, the approved development allowance is limited to an additional 120 m³/day ADD, representing a growth rate of approximately 1.48% from 2025 to 2041. This expansion equates to an estimated increase of 648 residents or 270 residential units.

In addition to identifying future raw water source alternatives, the District is addressing water capacity issues in the short and medium term through initiatives such as conservation programs, operational water system adjustments, water pricing, non-revenue water reductions, and maintenance and repair projects. The intent behind the short- and medium-term approach is to “find” water within the existing raw water supply and make it available for residential housing, institutional developments such as a new hospital or library, and Tla-o-qui-aht First Nation projects.

Water Allocation

Within the additional allocation of 120m³ of raw water, 50m³ is designated for residential development, 10m³ for low water intensity commercial, institutional, and industrial applications, and 60m³ allocated to Tla-o-qui-aht First Nation identified areas.

Replace:

To further reduce the impacts of development on infrastructure and the environment, future growth in this scenario will be directed to the Town Centre, where higher residential densities will be encouraged. Increasing permitted development height and density will reduce the amount of land needed for development. Given current development trends in Tofino, if the 167 new residential units supported by the remaining water system capacity were developed as single-family units on R1 zoned lots this would consume approximately 30 acres of land. By comparison the same 167 residential units if developed as townhouses units would require 10-15 acres of land; conserving 15- 20 acres of the District's limited land base. Even greater densities can be achieved with apartment buildings.

Focusing development in existing settlement areas, such as the Town Centre, and encouraging infill development or redevelopment will also support the District's ongoing financial sustainability by using existing infrastructure more efficiently and reducing the need for new infrastructure. As land is a finite resource, increasing development density will also benefit future District tax revenues, as it will allow for a higher amount of property tax collected in relation to area. Additionally, all future growth should also be tied to the District's Five-Year Financial Plan, the Capital and Infrastructure Levy, the Asset Management Plan, and Development Cost Charges, which should as be updated regularly.

As discussed in Sections 3.5-3.7 due to the high impacts on water, wastewater, hydro, transportation, and housing infrastructure this scenario does not support future tourism commercial and visitor accommodation development, nor other water intensive commercial and industrial uses. To ensure the sustainable provision of future infrastructure development and subdivision shall only be permitted be supported in the Village, Future Homes and Industrial Way designations as described in Section 5 and shown in Schedule A. Further, the District should be prepared to limit growth and, in some cases, wind back development rights for land uses that consume large volumes of water.

Based on the need to limit future tourism commercial and visitor accommodation development Figure 17 (below) shows the combined estimated 20-year growth of permanent residents (as shown in Figure 17), alongside the estimated seasonal residents and visitors (e.g. shadow population) based on figures from the Wastewater Treatment Plant population forecast; with a total estimated current peak population of 6,451 people in 2019 and no future growth in seasonal and visitor population. This highlights the future growth of residential population versus shadow population, which remains flat beyond 2020. It should also be noted this estimate does not include impacts from potential future retail commercial, and industrial development, which due to

current zoning could further reduce infrastructure capacity for residential development.

With:

To mitigate the impacts of growth on infrastructure and the environment, the majority of future development, excluding projects associated with the Tla-o-qui-aht First Nation, will be concentrated within the Village Containment Area, where higher residential densities will be promoted. Adjusting zoning regulations to allow increased building heights and densities will help reduce the designated land area required for development.

The development of 167 single-family (R1) lots typically requires approximately 30 acres of land. In contrast, the same number of townhome units would need roughly 10 to 15 acres. Higher-density projects, such as apartment buildings, result in further land efficiencies, which align with important environmental initiatives like the 30 x 30 goal. Concentrating development within the Village Containment Area and promoting infill development support the District's financial sustainability by maximizing the use of existing infrastructure and reducing the need for new equipment. Given that land in Tofino is a limited resource, increasing development density may enhance future district tax revenues by increasing property tax contributions from smaller land areas.

Additional commercial accommodation development, and other water-intensive commercial and industrial uses, beyond those put forward by the Tla-o-qui-aht Nation within their 60 m³/day of raw water allocation, will not be supported due to potential impacts on the environment, raw water supply, wastewater infrastructure, transportation systems, and housing availability.

The current zoning provisions for water-intensive uses, such as commercial accommodations, should be reviewed and, where appropriate, revised to mitigate the latent risks associated with the existing zoning bylaw, to reduce potential impacts to the residents of Tofino.

(h) By replacing the following language in Section 3.9.1 Core Approaches to Future Land Use

Replace:

3.9.1 Core Approaches to Future Land Use

In respect of the OCP Principles, growth constraint and community feedback on community safety, infrastructure limitations, community character, and preservation of the natural environment 7 core approaches to future land use are suggested for the 2021 OCP:

1. Limit residential development to the Village and Future Homes areas;
2. Encourage compact development and higher residential densities in the Village and Future Homes areas;
3. Support affordable housing for families and those working in Tofino;
4. Restrict development of water intensive commercial and industrial uses;
5. Curtail development outside of the Village, Future Homes and Industrial Way areas;
6. Restrict the development of commercial accommodation uses including short term rentals; and,

7. Implement strong water conservation policies to optimize and prolong current infrastructure for critical short-term community needs.

Policies provided in Section 4.0 and Land Use Designations in Section 5.0 are guided by these core approaches to future land use.

With:

3.9.1 Future Land Use Strategies

Five strategies guide the Objectives and Policies of Sections 4 and 5, ensuring consistency with the OCP principles of reconciliation, housing development, and environmental conservation, while also considering infrastructure limitations.

1. Implement limitations on growth starting December 10, 2024, corresponding to an additional raw water demand of 120 m³/day.
2. Support Tla-o-qui-aht First Nation development projects.
3. Promote the development of affordable and attainable residential housing in the Village, Future Homes and Tla-o-qui-aht future land use areas.
4. Limit existing and future Commercial Accommodation uses, including short-term rentals and Bed and Breakfasts.
5. Support non-water intensive Commercial, Industrial and Institutional uses.

Policies provided in Section 4.0 and Land Use Designations in Section 5.0 are guided by these core approaches to future land use.

- (i) By replacing the following language in Section 4.1.2 Policies

Replace:

4.1.2.5 Only permit development within the Village, Future Homes, and Industrial Way designations as identified in **Schedule A**.

With:

4.1.2.5 Prioritize and focus development within the Village, Future Homes, Tla-o-qui-aht and Industrial Way land use designations as identified in Schedule A.

- (j) By adding the following language in Section 4.5 Infrastructure

Add:

21. The overall remaining raw water supply as of December 10, 2024, is 120 m³/day (ADD). The table below defines the remaining raw water allocations.

	Tla-o-qui-aht First Nation-led Development	Other Development	Total
Residential Allocation	-	50 m ³	-
Commercial, Industrial, and Institutional Allocation	-	10 m ³	-

Total	60 m3	60 m3	120 m3
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(k) By adding and replacing the following language in Section 5.0 Land Use designations

Add:

“5.7 Tla-o-qui-aht”

Replace:

(OCP) Schedule A with the map attached as Schedule 2 to this Bylaw.

Add:

5.7 Tla-o-qui-aht

5.7.1 Objectives

Add:

Tla-o-qui-aht asserts it has unceded Aboriginal title and rights to land, waters and resources in it's Ha'wiih's Hahoulthee.

The Tla-o-qui-aht designated OCP areas are situated in the central region of the Esowista Peninsula, primarily around the Tinwis Reserve lands. Aside from the Tinwis Reserve, these areas consist mainly of undeveloped forested and environmentally sensitive land with diverse topography. Future development proposals will be guided by the Tla-o-qui-aht First Nation. The land use designation for the Tla-o-qui-aht area is based on a water demand of 60 m³/day, which is equivalent to approximately 135 residential units accommodating around 324 residents. This reflects a projected growth rate of 0.74% across Tofino from 2025 to 2041.

In addition to the lands identified on Schedule A it is understood and supported that Tla-o-qui-aht may aspire to develop other lands within the District. The District will work with the Tla-o-qui-aht to realize this aspiration and will consider transferring Tla-o-qui-aht's water allocation in support of these development aspirations including an amendment to this OCP if required.

5.7.2 Policies

The following policies are intended to guide the implementation of key objectives of the Tla-o-qui-aht:

1. Protect Tla-o-qui-aht First Nation cultural sites.
2. Consider alignment with District Infrastructure Master Plans, Housing Needs Assessments, and Coastal Flooding plans.

RESIDENTIAL

3. Encourage a variety of housing types that support residents through all life phases from youth to elders.
4. Encourage development that is in keeping with the principles and traditions of Tla-o-qui-aht First Nation.
5. Encourage development that maintains the small-town rural character of Tofino.
6. Encourage densification, micro-housing and multi-family housing infill

- developments.
7. Consider small lot sizes and increasing density to support housing affordability initiatives.
 8. Support increased density for housing developments that preserve environmentally sensitive areas.
 9. Encourage multi-family developments to include accessible units to meet housing needs of seniors and people with disabilities.
 10. Ensure that new neighbourhoods are connected to existing neighbourhoods through streets, sidewalks, trails, and cycling routes.
 11. Encourage small scale neighbourhood retail and service commercial uses.
 12. Support on-street parking.
 13. Consider the development of taller buildings (3+ stories) to support housing affordability and protection of the environment.

COMMERCIAL

14. Limit development in the Coastal Flood Plain to reduce exposure to natural hazards such as sea level rise, coastal flooding, and tsunami inundation.
15. Support resort development and the provision of staff housing in the Ocean Interface that does not negatively impact the capacity of the water system and community character, and that does not increase exposure to natural hazards.
16. Ensure any future residential development is directed to spaces outside tsunami inundation areas.
17. Consider limited retail and service commercial development in the Ocean Interface where such uses support destination resorts.
18. Support public access to the beach every 500 metres.
19. Will ensure development along the beaches minimizes impact to the natural landscape.
20. Support the future of an emergency evacuation and potential pedestrian route linking Industrial Way to Mackenzie Beach Road.
21. Support endeavors to develop District Lots 128 and 129 as high ground evacuation areas for the Tla-o-qui-aht First Nation and Tofino.

(l) By adding the following language in Section 5.6.1 Objectives

Replace:

The Rural and Natural areas of the District consist primarily of large relatively undisturbed green spaces. The OCP Rural and Natural Areas includes four relatively distinct and contiguous natural areas: the southern end of Esowista peninsula, District Lots 128 and 129, the north end of the peninsula, and the islands located north of the peninsula.

The areas to the south provide a buffer for Pacific Rim National Park Reserve (PRNPR) and the provincially designated Wildlife Management Area (WMA). District Lots 128 and 129 support the connectivity between the WMA and the peninsula.

With:

The Rural and Natural areas of the District consist primarily of large relatively undisturbed green spaces. The OCP Rural and Natural Areas includes three relatively distinct and contiguous natural areas: the southern end of Esowista peninsula, the north

end of the peninsula, and the islands located north of the peninsula. The areas to the south provide a buffer for Pacific Rim National Park Reserve (PRNPR) and the provincially designated Wildlife Management Area (WMA).

(m) By adding the following language in Section 7.1 Temporary Use Policies

Add:

7. Consider raw water supply prior to issuing a Temporary Use Permit.

- (n) Replace all instances of “Mackenzie Beach” with “tinwis”
- (o) Remove references to “Tla-o-qui-aht” designated future land use from section 5.6.
- (p) Remove Figure 17.
- (q) Replace Schedule A with the map attached as Schedule 1 to this bylaw.
- (r) Replace Figure 10 with the pie chart attached as Schedule 2 to this bylaw.
- (s) Amending the Table of Contents, figures, tables, and graphics and any associated page numbering.

3. Effective Date

This Bylaw shall come into force and effect on **Month, day, 2025**.

READ A FIRST TIME on xxxx, 2025

READ A SECOND TIME on xxxx, 2025

PUBLIC HEARING HELD on xxx , 2025

READ A THIRD TIME on Month Day, 20XX

ADOPTED on Month Day, 20XX

Dan Law, Mayor

Jaime Larsen, Corporate Officer