



Board of Directors Meeting
Wednesday, April 8, 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/8-4-2026/>

Register to participate via Zoom Webinar at:

https://acrd-bc-ca.zoom.us/webinar/register/WN_6nL3ino1RBOw5TDNabREw

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. **Lenora Lee, Lead Audit Engagement Partner and Cameron Rice-Gural, Senior Manager, KPMG, Presentation of 2025 audit findings for ACRD and ACRHD**

5-65

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

- a. **Michelle Hall, Campaign and Donor Relations Lead, Clayoquot Biosphere Trust, Grant-in-Aid application**

66-67

6. CONSENT AGENDA

- a. **Board of Directors Meeting – March 25, 2026** **68-76**

THAT item a on the consent agenda be adopted.

7. ITEMS REMOVED FROM CONSENT AGENDA

8. PUBLIC INPUT PERIOD

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

9. CORRESPONDENCE FOR INFORMATION
(ALL/UNWEIGHTED)

- a. **COMOX VALLEY REGIONAL DISTRICT** **77-78**
Letter regarding the Adoption of Comox Valley Regional Growth Strategy Minor Amendment Bylaw
- b. **ISLAND COASTAL ECONOMIC TRUST**
- Email regarding Recommendations for Co-Governance of the Island Coastal Economic Trust **79-82**
 - Email regarding News from the Coast **83-91**

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

10. CORRESPONDENCE FOR ACTION

11. REQUEST FOR DECISION REPORTS

- a. **REQUEST FOR DECISION** **92-124**
Alberni-Clayoquot Regional District Financial Statements - 2025
(ALL/WEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2025 Audited Financial Statements for the ACRD as presented.

- b. **REQUEST FOR DECISION** **125-126**
Agricultural Advisory Committee Terms of Reference Amendment — City of Port Alberni Agricultural Land Reserve Applications
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors request that the City of Port Alberni refer all Agricultural Land Commission applications in the region to the ACRD Agricultural Advisory Committee for input.

12. PLANNING MATTERS

12.1 ELECTORAL AREA DIRECTORS (PARTICIPANTS/UNWEIGHTED)

- a. **DVD25012, BRAIDEN, 8467 BOTHWELL RD (SPROAT LAKE)** **127-137**
Development Variance Permit – Report and Permit

THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing development variance permit DVD25012 subject to neighbour notification as per Local Government Act s. 499.

- b. **RD25005, WARREN, 10203 WOODSLEE LOOP (SPROAT LAKE)** **138-147**
Rezoning – Bylaw and Memorandum

THAT Bylaw P1536, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw, be read a first, second and third time.

THAT Bylaw P1537, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a first, second and third time.

- c. **TUP25018, HOLLIES/MCGRATH, 8790 STIRLING ARM DR (SPROAT LAKE)** **148-156**
Temporary Use Permit – Report and Permit

THAT the Alberni-Clayoquot Regional District Board of Directors consider Temporary Use Permit Application TUP25018 subject to neighbourhood notification as per Local Government Act s.494.

- d. **TUP25017, ELMORE, 9195 FABER RD (SPROAT LAKE)** **157-167**
Temporary Use Permit – Report and Permit

THAT the Alberni-Clayoquot Regional District Board of Directors consider Temporary Use Permit Application TUP25017 subject to neighbourhood notification as per Local Government Act s.494.

13. REPORTS

13.1 STAFF REPORTS (ALL/UNWEIGHTED)

13.2 MEMBER REPORTS (ALL/UNWEIGHTED)

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

14. OTHER BUSINESS (including Late Items)

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

15. QUESTION PERIOD

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

16. 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

The following resolution passed at the in-camera portion of the January 28, 2026 Board of Director meeting and is now reported out in open meeting:

THAT the Alberni-Clayoquot Regional District Board of Directors grant permission to issue a letter of support for Coulson Aviation's application to the "Launch the North: Accelerating Canada's Sovereign Access to Space" program.

18. ADJOURN

(ALL/UNWEIGHTED)

**Next Board of Directors Meeting: Wednesday, April 22, 1:30 pm
Regional District Board Room & Zoom**



Alberni-Clayoquot Regional District

Audit Findings Report
for the year ended
December 31, 2025



Prepared for the meeting on April 8, 2026

kpmg.ca/audit



KPMG contacts

Key contacts in connection with this engagement

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Digital use information

This Audit Findings Report is also available as a “hyper-linked” PDF document.

If you are reading in electronic form (e.g. In “Adobe Reader” or “Board Books”), clicking on the home symbol on the top right corner will bring you back to this slide.



Click on any item in the table of contents to navigate to that section.

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Audit highlights

No matters to report Matters to report – see link for details

Status	We have completed the audit of the audit of the financial statements, with the exception of certain remaining outstanding procedures, which are highlighted on the 'Status' side of this report.	Misstatements-uncorrected	<input checked="" type="checkbox"/> Uncorrected misstatements <ul style="list-style-type: none"> The management representation letter includes all misstatements identified as a result of the audit, communicated to management and subsequently corrected in the financial statements.
Significant changes	<input type="checkbox"/> Significant changes since our audit plan	Misstatements-Corrected	<input checked="" type="checkbox"/> Corrected misstatements <ul style="list-style-type: none"> We identified one misstatement in note disclosure which has been subsequently corrected by management. It did not have an impact on annual surplus.
Risks and results & Significant unusual transactions	<input checked="" type="checkbox"/> Significant risks <ul style="list-style-type: none"> Presumed risk of management override of controls <input checked="" type="checkbox"/> Other risks of material misstatement <input type="checkbox"/> Significant unusual transactions	Control deficiencies	<input type="checkbox"/> Significant deficiencies <ul style="list-style-type: none"> We did not identify any control deficiencies that we determined to be significant deficiencies in internal control over financial reporting.
Policies and practices & Specific topics	<input type="checkbox"/> Accounting policies and practices <input type="checkbox"/> Other financial reporting matters	Independence	<input checked="" type="checkbox"/> Independence confirmation

KPMG The purpose of this report is to assist you, as a member of the Board of Directors, in your review of the results of our audit of the financial statements. This report is intended solely for the information and use of Management and the Board of Directors and should not be used for any other purpose or any other party. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.



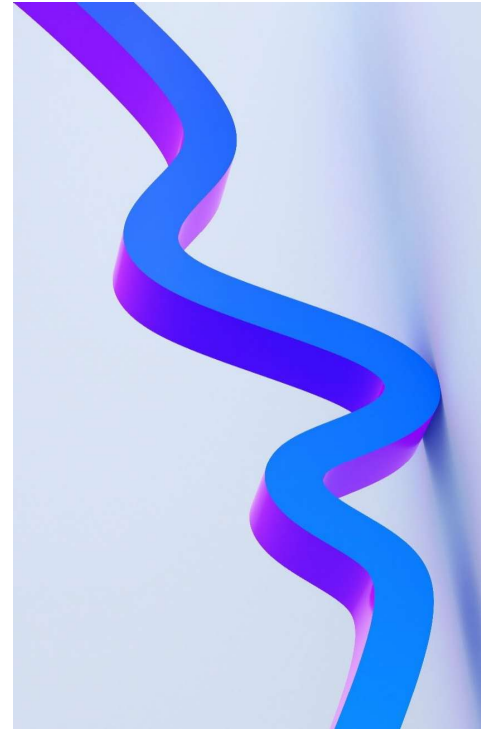
Status

As of the date of this report, we have completed the audit of the financial statements, with the exception of certain remaining procedures, which include amongst others:

- Receipt of two cash confirmations from the District's bank
- Completing our discussions with the Board.
- Obtaining evidence of the Board of Director's acceptance of the financial statements
- Obtaining a signed management representation letter
- Completing subsequent event review procedures up to the date of the Board of Director's acceptance of the financial statements

We will update the Board of Directors, and not solely the Chair, on significant matters, if any, arising from the completion of the audit, including the completion of the above procedures.

A draft of our auditor's report is provided



Significant risks and results

We highlight our significant findings in respect of **significant risks**.



Fraud risk from management override of controls

RISK OF
 
ERROR FRAUD

Significant risk

This is a presumed fraud risk. Management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Although the level of risk of management override of controls will vary from entity to entity, the risk nevertheless is present in all entities. We have not identified any specific additional risks of management override relating to this audit.

Our response

Our procedures included:

- testing of journal entries and other adjustments,
- performing a retrospective review of estimates,
- evaluating the business rationale of significant unusual transactions.

Significant findings

- There were no issues noted in our testing.



Other risks of material misstatement and results

We highlight our significant findings in respect of **other risks of material misstatement**.



Government transfers and deferred revenue

Our response

- We updated our understanding of the process activities and controls over government transfers and deferred revenue.
- We selected a sample of government transfers received and government transfers recognized as revenue and obtained supporting documentation to validate the appropriateness of the accounting treatment either as revenue or as deferred revenue. Grants received during the year and tested as part of the audit include funding to support housing initiatives, emergency preparedness and equipment at the Long Beach Airport, capital projects and transit service.
- We assessed revenue recognition in accordance with the requirements of public sector accounting standards including government transfers.

Significant findings

- There were no issues noted in our testing.

Other risks of material misstatement and results

We highlight our significant findings in respect of **other risks of material misstatement**.



Tangible Capital Assets

Significant findings

The District has several ongoing capital projects. Tangible capital asset additions during 2025 totaled 3.3 million (2024 – 4.9 million) and primarily related to capital projects at Long Beach Airport, Beaver Creek water system and other water systems.

Our response

- We updated our understanding of the process activities and controls over capital asset transactions.
- We tested a sample of tangible capital asset additions by agreeing a sample of additions to supporting invoices and payment. For assets placed into service, we validated the date placed into service and confirmed that the amortization method and useful was consistent with the amortization policy. No issues or errors were noted.
- We performed an analytical procedure over amortization expense by comparing the current year expense to prior year, adjusting for current year additions.
- We assessed management's assessment of asset retirement obligation (ARO) asset and liabilities after initial implementation of the new standard in 2023. We assessed management's process for updating assets and liabilities for remediation work completed in the year, new liabilities identified and revaluation of AROs from new information obtained or passage of time since initial recognition.

Significant findings

- There were no issues noted in our testing.



Other procedures performed



Cash, investments and debt

Response and findings

- We confirmed the balances of cash, including reserve accounts, investments and debt with the respective financial institutions.
- We tested the mathematical accuracy of investment income and expense recognized during the period.
- We tested subsequent payments to determine if they were recorded in the correct accounting period.
- No issues were noted in our testing.



Revenue and expenses

Response and findings

- We completed a test of details over tax requisitions from members by agreeing the amount of the requisition to the approved budget bylaw and cash receipt.
- We performed analytical procedures over segmented revenue and expenses by developing an expectation based on prior year segment as a percentage of prior year total and compared to actual.
- We performed analytical procedures over sale of service revenue and miscellaneous revenue comparing our expectation to actual revenue recognized in the year.
- We completed a test of details over operating goods and services expense, comparing a sample of expenses recognized to invoice support. We completed analytical procedures over expenses as a whole by developing an expectation based on prior year and budget and comparing to our expectation to actual.
- Salaries and wage expense included testing internal controls over management review of payroll expense as well as comparing actual to prior year, incorporating changes in expected pay rates based on collective agreements.
- No issues were noted in our testing.



Significant accounting policies and practices



Initial selection of significant accounting policies and practices

There have been no initial selections of accounting policies and practices.



Description of new or revised significant accounting policies and practices

There have been no new or revised significant accounting policies and practices.



Significant qualitative aspects

No matters to report.



Misstatements

Misstatements include financial presentation and disclosure omissions.



We identified one corrected misstatement and one uncorrected misstatement, which both impact disclosures in the financial statements only.

Corrected misstatements

- Correction to commitments disclosure to reduce commitments in 2026 by \$9,995, in 2027 by \$9,869, in 2028 by \$10,066, and in 2029 by \$8,595. The adjustment did not have an impact on annual surplus, only note disclosure of future payments committed at year end.

Impact of uncorrected misstatements – Not material to the financial statements

The management representation letter includes the Summary of Uncorrected Audit Misstatements, which discloses the impact of all uncorrected misstatements considered to be other than clearly trivial, including the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole.

We identified the following disclosure omission:

- Omission of disclosure of tangible capital assets by nature, rather than by service (consistent with previous years)

Based on both qualitative and quantitative considerations, management have decided not to correct certain misstatements and represented to us that the misstatements—individually and in the aggregate—are, in their judgment, not material to the financial statements. This management representation is included in the management representation letter.

We concur with management's representation that the uncorrected misstatements are not material to the financial statements. Accordingly, the uncorrected misstatements have no effect on our auditor's report.

Control deficiencies

Consideration of internal control over financial reporting (ICFR)

In planning and performing our audit, we considered ICFR relevant to the Entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on ICFR.

Our understanding of internal control over financial reporting was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies. The matters being reported are limited to those deficiencies that we have identified during the audit that we have concluded are of sufficient importance to merit being reported to those charged with governance.

Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors. Had we performed more extensive procedures on internal control over financial reporting, we might have identified more significant deficiencies to be reported or concluded that some of the reported significant deficiencies need not, in fact, have been reported.

A deficiency in internal control over financial reporting

A deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing or (b) an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed, or when the person performing the control does not possess the necessary authority or competence to perform the control effectively.

Significant deficiencies in internal control over financial reporting

A deficiency, or a combination of deficiencies, in internal control over financial reporting that, in our judgment, is important enough to merit the attention of those charged with governance.

We did not identify any significant deficiencies in internal control over financial reporting.



Independence: Shared responsibilities

Auditor independence is a shared responsibility and most effective when management, audit committees, and audit firms work together in considering compliance with relevant independence rules. In order for KPMG to fulfill its professional responsibility to maintain and monitor independence, management, the audit committee, and KPMG each play an important role. We apply the following ethical requirements, including independence requirements, in:

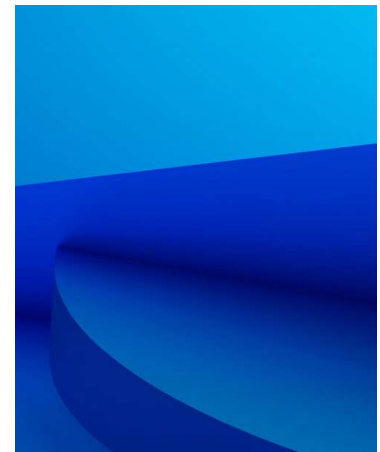
- the rules of professional conduct / code of ethics applicable to the practice of public accounting issued by various professional accounting bodies in Canada ("CPA code") that are relevant to audits of financial statements of non-reporting issuers; and
- the International Code of Ethics for Professional Accountants (including International Independence Standards) issued by the International Ethics Standards Board for Accountants ("IESBA independence rule") that are relevant to audits of financial statements of non-public interest entities.



The firm maintains a system of quality control over compliance with independence rules and firm policies. Timely information before the effective date of transactions or other business changes is necessary to effectively maintain the firm's independence in relation to:

- New related entities
- Any former KPMG professional who are directors, officers, or employee in a position to exert significant influence over the preparation of the client's accounting records or the financial statements.

- We will report to those charged with governance all relationships that may reasonably be thought to bear on our independence, including fees charged, and discuss the potential effects of such relationships on our independence. We will also report the related safeguards that have been applied, as applicable, to eliminate identified threats to independence or reduce them to an acceptable level.
- This communication, if any, will be provided during our year-end communications.



Independence



Under the newly effective *Narrow-scope Amendments to Canadian Auditing Standard (CAS) 700, Forming an Opinion and Reporting on Financial Statements, and CAS 260, Communication with Those Charged with Governance*, the auditor shall communicate with those charged with governance the relevant ethical requirements, including those related to independence, that the auditor applies for the audit engagement, including if applicable in the circumstances, any independence requirements specific to audits of financial statements of certain entities.

In accordance with this requirement, we communicate to the Committee that we apply the following ethical requirements, including independence requirements, in:

- the rules of professional conduct / code of ethics applicable to the practice of public accounting issued by various professional accounting bodies in Canada ("CPA Code") that are relevant to audits of financial statements; and
- the International Code of Ethics for Professional Accountants (including International Independence Standards) issued by the International Ethics Standards Board for Accountants that are relevant to audits of financial statements.

Appendices

1

Required communications

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Management representation letter

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Audit quality

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Current developments

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Thought leadership and insights

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Canadian sustainability reporting activities

Appendix 1: Required communications



Auditor's report

Refer to the draft report attached to the financial statements.

Engagement letter

The objectives of the audit, our responsibilities in carrying out our audit, as well as management's responsibilities, are set out in the engagement letter.



Independence

As required by professional standards, we have considered all relationships between KPMG and the Entity that may have a bearing on independence. We confirm that we are independent with respect to the Entity within the meaning of the relevant rules and related interpretations prescribed by the relevant professional bodies in Canada and any other standards or applicable legislation or regulation from January 1, 2025 up until the date of this report.

Management representation letter

We will obtain from management certain representations at the completion of the audit. In accordance with professional standards, a copy of the representation letter is attached.



Appendix 1: Required communications (continued)

Management's responsibilities



Under the auditing standards, we are required to obtain the agreement of management that it acknowledges and understands its responsibility. An audit of the annual financial statements does not relieve management or those charged with governance of their responsibilities. We have obtained management's acknowledgment and understanding of their responsibilities in the engagement letter and as described below:

- (a) the preparation and fair presentation of the annual financial statements in accordance with the financial reporting framework referred to above.
- (b) providing us with all information of which management is aware that is relevant to the preparation of the financial statements ("relevant information") such as financial records, documentation and other matters, including:
 - the names of all related parties and information regarding all relationships and transactions with related parties
 - the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of Council, and committees of Council that may affect the financial statements. All significant actions are to be included in such summaries.
- (c) providing us with unrestricted access to such relevant information.
- (d) providing us with complete responses to all enquiries made by us during the engagement.
- (e) providing us with additional information that we may request from management for the purpose of the engagement
- (f) providing us with unrestricted access to persons within the Entity from whom we determine it necessary to obtain evidence
- (g) such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. Management also acknowledges and understands that they are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
- (h) ensuring that all transactions have been recorded and are reflected in the financial statements.
- (i) ensuring that internal auditors providing direct assistance to us, if any, will be instructed to follow our instructions and that management, and others within the entity, will not intervene in the work the internal auditors perform for us.
- (j) providing us with written representations required to be obtained under professional standards and written representations that we determine are necessary. Management also acknowledges and understands that, as required by professional standards, we may disclaim an audit opinion when management does not provide certain written representations required.



Appendix 2: Management representation letter

KPMG LLP
St. Andrew's Square II
800-730 View Street
Victoria, BC V8W 3Y7

DATE

Ladies and Gentlemen:

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the financial statements (hereinafter referred to as "financial statements") of Alberni-Clayoquot Regional District ("the Entity") as at and for the period ended December 31, 2025.

General:

We confirm that the representations we make in this letter are in accordance with the definitions as set out in [Attachment I](#) to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Responsibilities:

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated September 29, 2022. including for:
 - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
 - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements ("relevant information"), such as financial records, documentation and other matters, including:
 - the names of all related parties and information regarding all relationships and transactions with related parties;
 - the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of the board of directors and committees of the board of directors that may affect the financial statements. All significant actions are included in such summaries.
 - c) providing you with unrestricted access to such relevant information.
 - d) providing you with complete responses to all enquiries made by you during the engagement.

- e) providing you with additional information that you may request from us for the purpose of the engagement.
- f) providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.
- g) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
- h) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.
- i) ensuring that internal auditors providing direct assistance to you, if any, were instructed to follow your instructions and that we, and others within the entity, did not intervene in the work the internal auditors performed for you.

Internal control over financial reporting:

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

Fraud & non-compliance with laws and regulations:

- 3) We have disclosed to you:
 - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
 - b) all information in relation to fraud or suspected fraud that we are aware of that involves:
 - management;
 - employees who have significant roles in internal control over financial reporting; or
 - otherswhere such fraud or suspected fraud could have a material effect on the financial statements.
 - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, or others.
 - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial statements.

- e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

Subsequent events:

- 4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

Related parties:

- 5) We have disclosed to you the identity of the Entity's related parties.
- 6) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- 7) All related party relationships and transactions/balances have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

Estimates:

- 8) Measurement methods and significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

Going concern:

- 9) We have provided you with all information relevant to the use of the going concern assumption in the financial statements.

Misstatements:

- 10) We approve the corrected misstatements identified by you during the audit described in [Attachment II](#).
- 11) The effects of the uncorrected misstatements described in [Attachment II](#) are immaterial, both individually and in the aggregate, to the financial statements as a whole.

Other:

- 12) We confirm that we have provided you with a complete list of service organizations (SO) and sub-service organizations (SSO) and that the relevant complementary user entity controls (CUECs) related to each SO/SSO have been designed and implemented. For the purpose of this representation, a service organization is one as defined in CAS 402.

Non-SEC registrants or non-reporting issuers:

- 13) We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission (“SEC”) Issuer (as defined by the Sarbanes-Oxley Act of 2002).
- 14) We also confirm that the financial statements of the Entity will not be included in the group financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

Other information:

- 15) We confirm that the final version of the Annual Report 2025 will be provided to you when available, and prior to issuance by the Entity, to enable you to complete your audit procedures in accordance with professional standards.

Yours very truly,

Daniel Sailland, Chief Administrative Officer

Shane Koren, Acting Chief Financial Officer

cc: Board of Directors

Attachment I – Definitions

Materiality

Certain representations in this letter are described as being limited to matters that are material. Misstatements, including omissions, are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements. Judgments about materiality are made in light of surrounding circumstances, and are affected by the size or nature of a misstatement, or a combination of both.

Fraud & error

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

DRAFT

Attachment II – Summary of Audit Misstatements Schedule

Corrected misstatements in the current period

The following misstatements were identified during the audit and subsequently corrected in the financial statements:

Presentation and Disclosures:

1. Correction to commitments disclosure to reduce commitments in 2026 by \$9,995, in 2027 by \$9,869, in 2028 by \$10,066, and in 2029 by \$8,595.

Uncorrected misstatements in the current period

Presentation and Disclosures:

1. Omission of disclosure of the nature of tangible capital assets



Appendix 3: Audit quality - Our commitment to delivering audit quality

We define 'audit quality' as being the outcome when:

- audits are **executed consistently**, in line with the requirements and intent of **applicable professional standards** within a strong **system of quality management**; and
- all of our related activities are undertaken in an environment of the utmost level of **objectivity, independence, ethics and integrity**.

KPMG is committed to fulfilling our public interest role in providing robust assurance that can benefit investors and other stakeholders.

Businesses are integrating technology in ways once unimaginable. Geopolitical changes and inflationary pressures continue to drive uncertainty, and businesses need to take action to respond to societal threats like climate change.

The pace and scale of change only strengthens our resolve to ensure the quality, consistency and adaptability of our services are fit for this new future. Audit and assurance quality remains the highest priority at KPMG.

Through sustained innovation, we aim to consistently deliver superior audit quality. Across the global organization:

- KPMG firms have implemented a consistent risk-based approach to our system of quality management to drive audit and assurance quality, enabling us to meet the requirements of the International Standard on Quality Management 1 (ISQM 1).
- We are utilising powerful technologies on audit and assurance engagements, including artificial intelligence, and leveraging our alliances with technology leaders such as Microsoft to further enhance quality and provide even more value through deeper analysis of businesses, no matter their size.
- We believe the same level of rigour, quality, consistency and trust that is applied to financial statement information by companies should also apply to ESG reporting. Therefore, across the global organization we have deployed an assurance methodology, KPMG Clara workflow and learning tools to upskill and build teams to provide assurance on ESG reporting that helps our clients build a more sustainable future.

We encourage you to read our Transparency Report to learn more about our system of quality management and our firm's statement on the effectiveness of our SoQM:



[KPMG Canada Transparency Report](#)


Appendix 3: Audit quality - How do we deliver audit quality?


Quality essentially means doing the right thing and remains our highest priority.

We have strengthened the consistency and robustness of our system of quality management to meet the requirements of ISQM 1 (CSQM 1), issued by the International Audit and Assurance Standards Board. Foundational for quality management, KPMG's globally consistent approach to ISQM 1 drives compliance with the standard and our efforts to strengthen trust and transparency with clients, the capital markets and the public we serve.

Aligned with ISQM 1 (CSQM 1), our SoQM meets the requirements of the International Code of Ethics for Professional Accountants (including International Independence Standards) issued by the International Ethics Standards Board for Accountants (IESBA) and the relevant rules of professional conduct / code of ethics applicable to the practice of public accounting in Canada, which apply to professional services firms that perform audits of financial statements.

Our **Global Quality Framework** outlines how we deliver quality and how every KPMG professional contributes to its delivery.

 **'Perform quality engagements'** sits at the core, along with our commitment to continually monitor and remediate to fulfil our quality drivers.

 Our **quality value drivers** are the cornerstones to our approach underpinned by the **supporting drivers** and give clear direction to encourage the right behaviours in delivering audit quality.



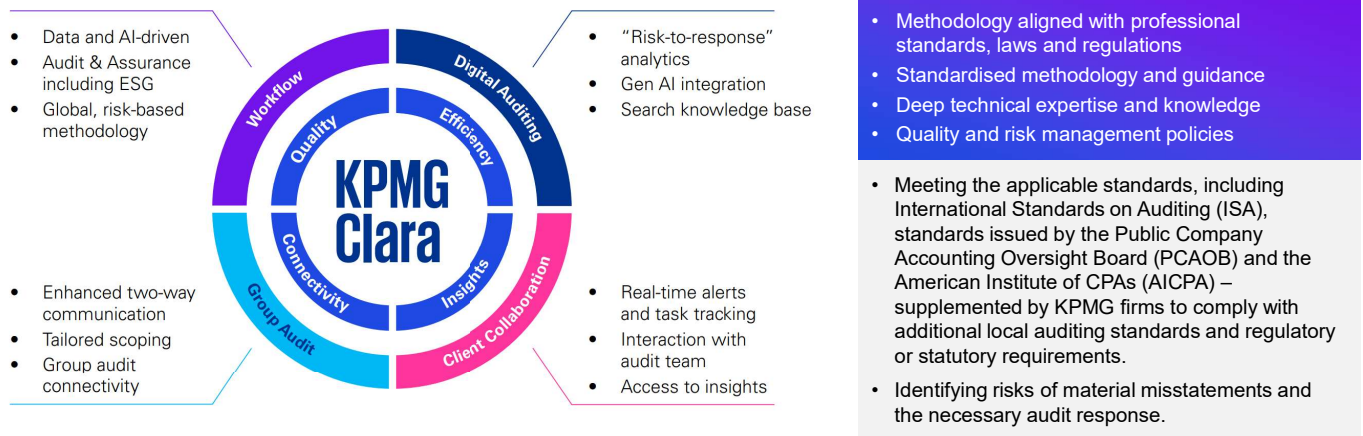
Doing the right thing. Always.



Appendix 3: Audit quality - The KPMG Audit

Globally consistent audit and assurance methodology and tools

As a scalable, intuitive cloud-based platform, KPMG Clara is driving globally consistent execution across all KPMG member firms. It enables delivery of KPMG audit and assurance methodologies through data-enabled workflows, which align with the applicable audit and assurance standards and provide an improved experience to audit and assurance professionals.





Appendix 4: Current developments

Effective for periods beginning on or after December 15, 2024

ISA 260/CAS 260

Communications
with those charged
with governance

Summary of Changes:

New requirements for the auditor to communicate:

- about the relevant ethical requirements, including those related to independence, that the auditor applied to the audit of the financial statements; and
- any enhanced independence requirement that the auditor applied specific to the audit of financial statements of certain entities.

ISA 700/CAS 700

Forming an opinion
and reporting on
the financial
statements

Summary of Changes:

New requirements for the auditor to publicly disclose when the auditor applied independence requirements specific to audits of financial statements of certain entities WHEN the ethical requirements require public disclosure.

Appendix 4: Current developments (continued)

Accounting standards

Conceptual Framework for Financial Reporting in the Public Sector

Effective for years commencing on or after April 1, 2026 with early adoption permitted.

- The framework provides the core concepts and objectives underlying Canadian public sector accounting standards.
- The ten chapter conceptual framework defines and elaborates on the characteristics of public sector entities and their financial reporting objectives. Additional information is provided about financial statement objectives, qualitative characteristics and elements. General recognition and measurement criteria, and presentation concepts are introduced.

Financial Statement Presentation

Effective for years commencing on or after April 1, 2026 with early adoption permitted.

- The proposed section PS 1202 *Financial statement presentation* will replace the current section PS 1201 *Financial statement presentation*. PS 1202 *Financial statement presentation*.
- The proposed section includes the following:
 - Relocation of the net debt indicator to its own statement called the statement of net financial assets/liabilities, with the calculation of net debt refined to ensure its original meaning is retained.
 - Separating liabilities into financial liabilities and non-financial liabilities.
 - Restructuring the statement of financial position to present total assets followed by total liabilities.
 - Changes to common terminology used in the financial statements, including re-naming accumulated surplus (deficit) to net assets (liabilities).
 - Removal of the statement of remeasurement gains (losses) with the information instead included on a new statement called the statement of changes in net assets (liabilities). This new statement would present the changes in each component of net assets (liabilities), including a new component called "accumulated other".
 - A new provision whereby an entity can use an amended budget in certain circumstances.
 - Inclusion of disclosures related to risks and uncertainties that could affect the entity's financial position.

Example of a Typical Implementation Approach

Phase 1

- Understand the existing financial reporting processes.
- Examine chart of accounts and trial balance.
- Review accounting policy.
- Gap assessment and implementation plan.

Phase 2

- Data gathering and financial data analysis.
- Budget and performance reporting.
- System and software impacts.
- Implementation and compliance adjustments



Appendix 4: Current developments (continued)

Accounting standards (continued)

Employee Benefits

Effective for years commencing on or after April 1, 2029 with early adoption permitted.

- The Public Sector Accounting Board has issued a new standard PS 3251 *Employee benefits* which will replace the current sections PS 3250 *Retirement benefits* and PS 3255 *Post-employment benefits, compensated absences and termination benefits*.
- The standard uses principles from International Public Sector Accounting Standard 39 *Employee benefits* as a basis for the Canadian standard.
- The standard results in public sector entities recognizing the impact of revaluations of the net defined benefit liability (asset) immediately on the statement of financial position.
- The standard also requires that fully funded post-employment benefit plans use a discount rate based on the expected market-based return of plan assets and underfunded plans use a discount rate based on the market yield of government bonds, high-quality corporate bonds or another appropriate financial instrument. A simplified approach to determining a plan's funding status is provided.
- The standard also requires that:
 - Deferral provisions – Remeasurement gains and losses are presented as part of accumulated remeasurement gains and losses.
 - Valuation of plan assets – Upon adoption, public sector entities may continue to recognize non-transferable financial instruments balances that meet the definition of plan assets under existing PS 3250 guidance. This transitional provision does not permit the recognition of additional amount after adoption that do not meet the revised definition of plan assets.
 - Joint defined benefit plans – Defined benefit accounting is used for measurement of the proportionate share of the plan, instead of previously proposed multi-employer plan accounting which permitted accounting based on defined contribution concepts where insufficient information exists to use defined benefit accounting.
 - Disclosure of other long-term employee benefits and termination benefits – The standard does not include prescriptive disclosure requirements for other long-term employee benefits and termination benefits.
- The standard's guidance will be applied retroactively, with or without prior period restatement.



Appendix 4: Current developments (continued)

Accounting standards (continued)

Intangible Assets

Proposed to be effective for years commencing on or after April 1, 2030 with early adoption permitted.

- The Public Sector Accounting Standards Board has issued proposed new standard PS 3155 *Intangible Assets* which would replace Public Sector Guideline 8 *Purchased Intangibles*.
- The standard will include foundational guidance on acquired and internally generated intangibles. It excludes intangible assets addressed in other public sector accounting standards and other intangible items such as exploration and extraction costs for non-renewable resources or intangible assets related to insurance contracts.
- The definition of "intangible assets" requires an intangible resource to be separate and identifiable from goodwill. It also requires that the entity has control over the intangible resource, future economic benefits flow from the intangible resource, and the intangible resource is the result of a past transaction and/or other events.
- Internally generated goodwill is not permitted to be recognized as an asset.
- An intangible resource is recognized when it meets the definition of an intangible asset and the asset's cost can be measured in a faithfully representative way. The generation of the asset is classified into a research phase and a development phase. Expenditures from the research phase of an internally generated project are expensed. An intangible asset arising from the development phase can be recognized if it meets certain requirements.
- Intangible assets are initially measured at cost and subsequently carried at cost less accumulated amortization and accumulated impairment losses. Intangible assets acquired through a non-exchange transaction are measured at fair value as of the date it is acquired.

Cloud Computing Arrangements

- As part of its intangible assets project, the Public Sector Accounting Standards Board is also developing guidance on cloud computing arrangements. To ensure the development of this accounting guidance reflects current practices and needs, a survey was used to gather insights. The survey will inform the Public Sector Accounting Board about the types of cloud computing arrangements being encountered, magnitude of costs, key arrangement terms, current accounting policies and unique challenges in practice.

Appendix 5: Thought leadership and insights

Half of Public Servants Turn to AI Raising Risks

KPMG survey finds public sector unready for AI, low literacy, need for digital sovereignty.

While less than a quarter (**22 per cent**) of Canadian public sector organizations have adopted artificial intelligence (AI), half of the public servants who use AI in their jobs rely on publicly available AI tools, exposing governments to potential risks including data privacy and security breaches, intellectual property theft and exposure to biased or inaccurate information that can lead to legal and ethical issues, finds a new KPMG in Canada research.

[Click here for more information](#)

Intelligent Government

The emergence of generative AI, alongside advanced autonomous and agentic systems, is transforming how government and the public sector innovate and operate. Our findings reveal an actionable blueprint for governments and organizations aiming to leverage AI's potential to drive efficiency, reduce time-to-market and improve patient outcomes. This report provides insights into how they can take a value-based approach to AI that helps to accelerate innovation, unlock new growth opportunities, and maximize the impact of their AI investments.

[Click here for more information](#)

KPMG 2025 Canadian CEO Outlook

Our 2025 CEO Outlook survey reveals a compelling paradox: Canadian CEOs are increasingly confident in the growth of their companies and industries, yet their optimism about the Canadian and global economies is waning.

Despite the evolving pressures, CEOs alike are proactively focusing on making their organizations more resilient to external shocks. They are not just reacting to changes, but are actively seeking ways to mitigate external risks, improve productivity and optimize revenue.

[Click here for more information](#)

Midyear Observations on the 2025 Board Agenda

Disruption, volatility, and uncertainty aren't new operating conditions by any means. But the assumptions that have long driven corporate thinking - the role of government, geopolitical norms, and consistency in US policies as administrations change, and the speed of technological advances—are being upended. Few business leaders have experienced the scope, complexity, and combination of issues companies are facing today—and many will earn their stripes in the months ahead.

[Click here for more information](#)

Accelerate

The Canadian business landscape is experiencing profound interconnected geopolitical, technological and sustainability challenges which are causing compound impacts on the balance sheet. The audit committee's role in stewarding their organization towards increased productivity, resilience, and growth has never been more essential.

Our *Accelerate* series strives to provide audit committees with actionable insights and clear guidance for navigating through these interconnected challenges.

[Click here for more information](#)



Appendix 5: Thought leadership and insights (continued)

From Smart to Smarter Cities

Leveraging integration, data and enablement for sustainable and resilient urban transformations.

Cities are reaching a crisis point. City populations are growing. Citizen satisfaction with government services is weakening. And net zero deadlines are looming. Cities recognize that their traditional approaches to city planning, development, management and renewal will not get them to their goals in time. They must become smarter, more integrated, data-driven and enabling.

From Smart to Smarter Cities explores how a focus on becoming more integrated, data-driven and enabling can help city decision-makers, infrastructure leaders and private companies accelerate their smart city agendas.

In this report, professionals from KPMG's global network join with experienced industry and city leaders to unpack these three priorities – integrated, data-driven and enabling – across the lens of the six challenges facing cities today – urban planning, data and privacy, transportation and mobility, sustainability and social equity, governance and oversight, and funding and financing.

[Click here for more information](#)

Blueprint for Livable Economies

Unlocking livability through place-based business cases

Rapid urbanization, climate volatility, fiscal constraint and rising social expectations are exposing the limits of traditional approaches to urban planning and investment. The challenge is not a lack of ambition or funding, but rather how decisions are made, investments are structured and delivery is governed and coordinated. Addressing the gap between investment and outcomes requires cities to move beyond asset-level justification towards integrated, geography-specific portfolios and place-based business cases that reflect how places function and are experienced in practice.

Developed in collaboration by KPMG International, Davos Baukultur Alliance and UN-Habitat, this white paper supports that shift. Drawing on global case studies, executive insight and practical tools, it sets out how public sector leaders can apply a place-based approach using levers already within their control.

At the center of the paper is the *Blueprint for livable economies*, a decision-making framework designed to help city leaders, investors and partners align outcomes, economic pathways and delivery mechanisms.

[Click here for more information](#)



Appendix 5: Thought leadership and insights (continued)

Our latest thinking on the issues that matter most to Boards, Committees and management.

[KPMG Audit & Assurance Insights](#)

Curated research and insights for audit Committees and Boards.

[Board Leadership Centre](#)

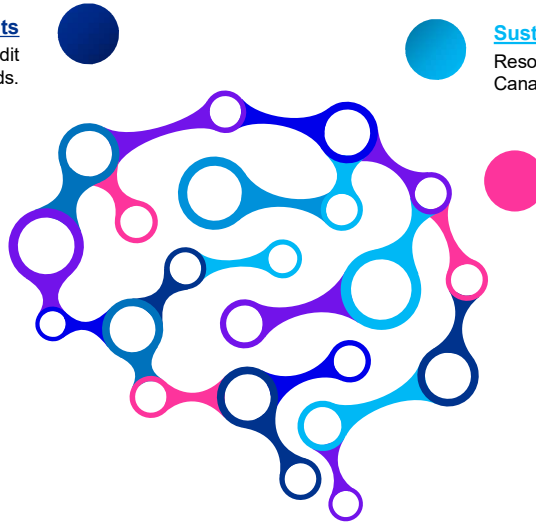
Leading insights to help board members maximize boardroom opportunities.

[Sustainability Reporting](#)

Resource centre on implementing the new Canadian reporting standards.

[Audit Committee Guide – Canadian Edition](#)

A practical guide providing insight into current challenges and leading practices shaping audit committee effectiveness in Canada.





Appendix 5: Thought leadership and insights (continued)

Get ready for Canadian Sustainability Standards Board (CSSB) sustainability disclosures



What was issued?

- The first Canadian Sustainability Disclosure Standards¹, which mark the next step towards equal prominence for sustainability and financial reporting in Canada.
- They are aligned with the IFRS[®] Sustainability Disclosure Standards, with the exception of effective date and transition relief.
- They are based on existing frameworks and standards, including Task Force on Climate-Related Financial Disclosures (TCFD) and Sustainability Accounting Standards Board (SASB).
- They are investor-focused.



What's the impact?

- Companies applying these standards will report on all relevant sustainability topics (not just on climate) under a consistent framework and focus on how these topics impact a company's prospects.
- Reporting will be connected to the financial statements. Therefore, companies will need processes and controls in place so that they can provide sustainability-related information of the same quality, and at the same time, as their financial information.



What's next?

- The standards are effective from January 1, 2025 on a voluntary basis.
- Canada's provincial and territorial regulators and legislators will determine whether application of the standards should be mandated, and if so, who will need to apply them and over what time frame.
- Some public and private companies may choose to apply them voluntarily – e.g., in response to investor or societal pressure.

¹ Canadian Sustainability Disclosure Standards – CSDS 1 *General Requirements for Disclosure of Sustainability-related Financial Information* and CSDS 2 *Climate-related Disclosures*, both published on December 18, 2024.

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Appendix 6: Canadian sustainability reporting activities

What's here and what's coming?

Globally 2025 has seen a mix of progress and resistance in sustainability reporting. The EU continued to make strides on its proposals aimed to lessen the burden of sustainability reporting, while the ISSB published practical proposals to ease implementation. Meanwhile, in the US, California's climate laws took another step forward, but all state-level initiatives look set to face federal resistance. *In Canada, the CSSB released its first two voluntary reporting standards, but the CSA stated that they are pausing development of a new mandatory climate disclosure rule.*

▶ Voluntary Canadian standards rollout

- In December 2024, the Canadian Sustainability Standards Board (CSSB) released its first two voluntary Canadian Sustainability Disclosure Standards (CSDS).
- The standards are aligned with the IFRS Sustainability Disclosure Standards, with the exception of a Canadian-specific effective date and incremental transition reliefs.

▶ Road to mandatory application in Canada?

- Canada's regulators and legislators will determine if and when application of the standards should be mandated.
- In April 2025, the Canadian Securities Administrators (CSA) announced that they are pausing the development of a new mandatory climate disclosure rule and amendments to the existing diversity-related disclosure requirements in an effort "to support Canadian markets and issuers as they adapt to the recent developments in the US and globally." The CSA stated that they will monitor Canadian and international regulatory developments and expect to revisit these projects in future years.

▶ Other Canadian regulatory developments

- Federally regulated financial institutions are required to comply with OSFI B-15 which is broadly based on the ISSB standards.
- Canadian government anti-greenwashing regulations introduced (Bill C-59).

▶ What could you be doing now?

1 (Re) Establish reporting strategy

- Undertake a regulatory impact assessment to determine the sustainability reporting requirements that apply to your organization.
- Document your reporting strategy, including any planned voluntary reporting and assurance.
- Conduct a materiality assessment considering the frameworks you plan to comply with.

2 Assess current state

- Identify the differences between applicable regulations and/or standards and current reporting.
- Conduct a current state maturity analysis of processes, controls, people, technology and governance structures.
- Complete data gap assessment and develop plan to close gaps.

3 Design reporting policies & target operating model (TOM)

- Develop and/or adapt policies, regarding identified material risks and opportunities.
- Develop standard Key Performance Indicator (KPI) definitions and calculation methodologies.
- Determine TOM and solutions to support sustainability reporting and assurance.

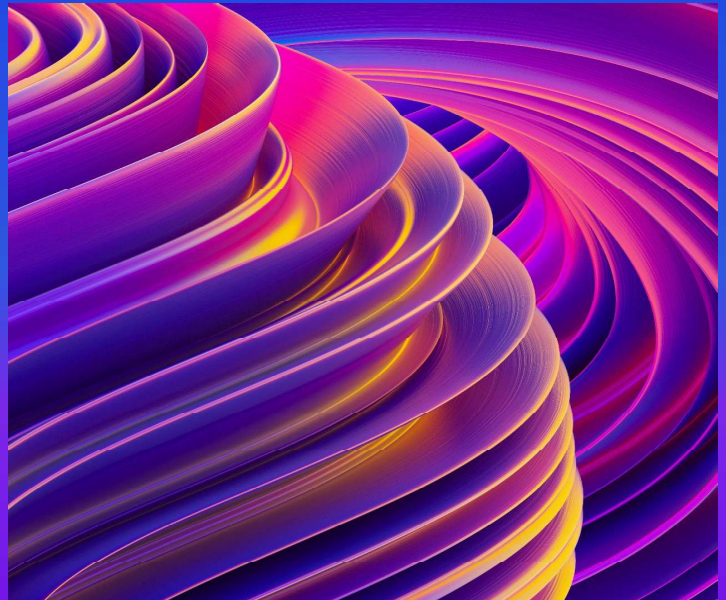
4 Implement sustainability reporting roadmap

- Develop roadmap for delivery, identify milestones, interim and final targets.
- Design future reports.
- Rollout of TOM, including implementation and training required.



<https://kpmg.com/ca/en/home.html>

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Alberni-Clayoquot Regional Hospital District

Audit Findings Report
for the year ended
December 31, 2025



Prepared for the meeting on April 8, 2026

kpmg.ca/audit



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Digital use information

This Audit Findings Report is also available as a “hyper-linked” PDF document.

If you are reading in electronic form (e.g. In “Adobe Reader” or “Board Books”), clicking on the home symbol on the top right corner will bring you back to this slide.



Click on any item in the table of contents to navigate to that section.

4	Highlights	5	Status	6	Risks and results
8	Policies and practices	9	Control deficiencies	10	Independence
12	Appendices				

Audit highlights

No matters to report Matters to report – see link for details

Status	We have completed the audit of the audit of the financial statements, with the exception of certain remaining outstanding procedures, which are highlighted on the 'Status' side of this report.	Misstatements - uncorrected	Uncorrected misstatements <ul style="list-style-type: none"> • There are no matters to report.
Significant changes	<input type="checkbox"/> Significant changes since our audit plan	Misstatements - Corrected	<input type="checkbox"/> Corrected misstatements <ul style="list-style-type: none"> • There are no matters to report.
Risks and results & Significant unusual transactions	<input checked="" type="checkbox"/> Significant risks <ul style="list-style-type: none"> • Presumed risk of management override of controls <input checked="" type="checkbox"/> Other procedures performed <input type="checkbox"/> Significant unusual transactions	Control deficiencies	<input type="checkbox"/> Significant deficiencies <ul style="list-style-type: none"> • We did not identify any control deficiencies that we determined to be significant deficiencies in internal control over financial reporting.
Policies and practices & Specific topics	<input type="checkbox"/> Accounting policies and practices <input type="checkbox"/> Other financial reporting matters	Independence	<input checked="" type="checkbox"/> Independence confirmation



The purpose of this report is to assist you, as a member of the Board, in your review of the results of our audit of the financial statements. This report is intended solely for the information and use of Management and the Board of Directors and should not be used for any other purpose or any other party. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.



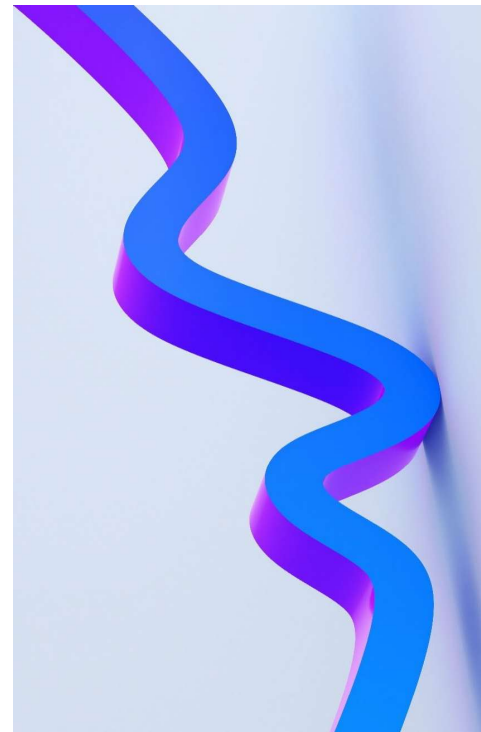
Status

As of the date of this report, we have completed the audit of the financial statements, with the exception of certain remaining procedures, which include amongst others:

- Completing our discussions with the Board.
- Obtaining evidence of the Board of Director's acceptance of the financial statements
- Obtaining a signed management representation letter
- Completing subsequent event review procedures up to the date of the Board of Director's acceptance of the financial statements

We will update the Board of Directors, and not solely the Chair, on significant matters, if any, arising from the completion of the audit, including the completion of the above procedures.

A draft of our auditor's report is provided



Significant risks and results

We highlight our significant findings in respect of **significant risks**.



Fraud risk from management override of controls

RISK OF

ERROR FRAUD

Significant risk

This is a presumed fraud risk. Management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Although the level of risk of management override of controls will vary from entity to entity, the risk nevertheless is present in all entities. We have not identified any specific additional risks of management override relating to this audit.

Our response

Our procedures included:

- testing of journal entries and other adjustments,
- performing a retrospective review of estimates,
- evaluating the business rationale of significant unusual transactions.

Significant findings

- There were no issues noted in our testing.

Other procedures performed



Cash, investments and debt

Response and findings

- We confirmed the balances of cash, investments and debt with the respective financial institutions.
- We tested the mathematical accuracy of investment income and expense recognized during the period.
- We tested subsequent payments to determine if they were recorded in the correct accounting period.
- No issues were noted in our testing.



Revenue and expenses

Response and findings

- We completed a test of details over taxation revenue, agreeing amounts to budget, requisition and cash receipt.
- Grants to Island Health were tested by comparing actual expenses to approved bylaws, and cash payments.
- No issues were noted in our testing.

Significant accounting policies and practices



Initial selection of significant accounting policies and practices

There have been no initial selections of accounting policies and practices.



Description of new or revised significant accounting policies and practices

There have been no new or revised significant accounting policies and practices.



Significant qualitative aspects

No matters to report.

Control deficiencies

Consideration of internal control over financial reporting (ICFR)

In planning and performing our audit, we considered ICFR relevant to the Entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on ICFR.

Our understanding of internal control over financial reporting was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies. The matters being reported are limited to those deficiencies that we have identified during the audit that we have concluded are of sufficient importance to merit being reported to those charged with governance.

Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors. Had we performed more extensive procedures on internal control over financial reporting, we might have identified more significant deficiencies to be reported or concluded that some of the reported significant deficiencies need not, in fact, have been reported.

A deficiency in internal control over financial reporting

A deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing or (b) an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed, or when the person performing the control does not possess the necessary authority or competence to perform the control effectively.

Significant deficiencies in internal control over financial reporting

A deficiency, or a combination of deficiencies, in internal control over financial reporting that, in our judgment, is important enough to merit the attention of those charged with governance.

We did not identify any significant deficiencies in internal control over financial reporting.

Independence: Shared responsibilities

Auditor independence is a shared responsibility and most effective when management, audit committees, and audit firms work together in considering compliance with relevant independence rules. In order for KPMG to fulfill its professional responsibility to maintain and monitor independence, management, the audit committee, and KPMG each play an important role. We apply the following ethical requirements, including independence requirements, in:

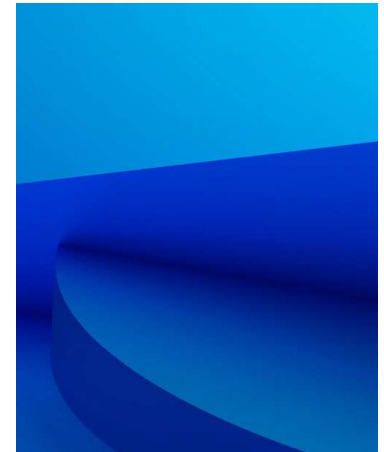
- the rules of professional conduct / code of ethics applicable to the practice of public accounting issued by various professional accounting bodies in Canada ("CPA code") that are relevant to audits of financial statements of non-reporting issuers; and
- the International Code of Ethics for Professional Accountants (including International Independence Standards) issued by the International Ethics Standards Board for Accountants ("IESBA independence rule") that are relevant to audits of financial statements of non-public interest entities.



The firm maintains a system of quality control over compliance with independence rules and firm policies. Timely information before the effective date of transactions or other business changes is necessary to effectively maintain the firm's independence in relation to:

- New related entities
- Any former KPMG professional who are directors, officers, or employee in a position to exert significant influence over the preparation of the client's accounting records or the financial statements.

- We will report to those charged with governance all relationships that may reasonably be thought to bear on our independence, including fees charged, and discuss the potential effects of such relationships on our independence. We will also report the related safeguards that have been applied, as applicable, to eliminate identified threats to independence or reduce them to an acceptable level.
- This communication, if any, will be provided during our year-end communications.



Independence



Under the newly effective *Narrow-scope Amendments to Canadian Auditing Standard (CAS) 700, Forming an Opinion and Reporting on Financial Statements, and CAS 260, Communication with Those Charged with Governance*, the auditor shall communicate with those charged with governance the relevant ethical requirements, including those related to independence, that the auditor applies for the audit engagement, including if applicable in the circumstances, any independence requirements specific to audits of financial statements of certain entities.

In accordance with this requirement, we communicate to the Committee that we apply the following ethical requirements, including independence requirements, in:

- the rules of professional conduct / code of ethics applicable to the practice of public accounting issued by various professional accounting bodies in Canada ("CPA Code") that are relevant to audits of financial statements; and
- the International Code of Ethics for Professional Accountants (including International Independence Standards) issued by the International Ethics Standards Board for Accountants that are relevant to audits of financial statements.

Appendices

1

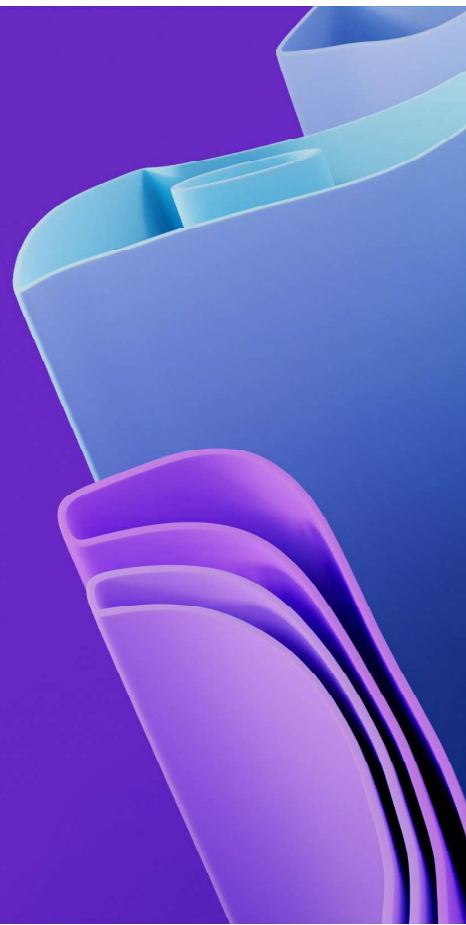
Required communications

2

Management representation letter

3

Audit quality





Appendix 1: Required communications



Auditor's report

Refer to the draft report attached to the financial statements.

Engagement letter

The objectives of the audit, our responsibilities in carrying out our audit, as well as management's responsibilities, are set out in the engagement letter.



Independence

As required by professional standards, we have considered all relationships between KPMG and the Entity that may have a bearing on independence. We confirm that we are independent with respect to the Entity within the meaning of the relevant rules and related interpretations prescribed by the relevant professional bodies in Canada and any other standards or applicable legislation or regulation from January 1, 2025 up until the date of this report.

Management representation letter

We will obtain from management certain representations at the completion of the audit. In accordance with professional standards, a copy of the representation letter is attached.

Appendix 1: Required communications (continued)

Management's responsibilities



Under the auditing standards, we are required to obtain the agreement of management that it acknowledges and understands its responsibility. An audit of the annual financial statements does not relieve management or those charged with governance of their responsibilities. We have obtained management's acknowledgment and understanding of their responsibilities in the engagement letter and as described below:

- (a) *the preparation and fair presentation of the annual financial statements in accordance with the financial reporting framework referred to above.*
- (b) *providing us with all information of which management is aware that is relevant to the preparation of the financial statements ("relevant information") such as financial records, documentation and other matters, including:*
 - *the names of all related parties and information regarding all relationships and transactions with related parties*
 - *the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of Council, and committees of Council that may affect the financial statements. All significant actions are to be included in such summaries.*
- (c) *providing us with unrestricted access to such relevant information.*
- (d) *providing us with complete responses to all enquiries made by us during the engagement.*
- (e) *providing us with additional information that we may request from management for the purpose of the engagement*
- (f) *providing us with unrestricted access to persons within the Entity from whom we determine it necessary to obtain evidence*
- (g) *such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. Management also acknowledges and understands that they are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.*
- (h) *ensuring that all transactions have been recorded and are reflected in the financial statements.*
- (i) *ensuring that internal auditors providing direct assistance to us, if any, will be instructed to follow our instructions and that management, and others within the entity, will not intervene in the work the internal auditors perform for us.*
- (j) *providing us with written representations required to be obtained under professional standards and written representations that we determine are necessary. Management also acknowledges and understands that, as required by professional standards, we may disclaim an audit opinion when management does not provide certain written representations required.*



Appendix 2: Management representation letter

KPMG LLP
St. Andrew's Square II
800-730 View Street
Victoria, BC V8W 3Y7

DATE

Ladies and Gentlemen:

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the financial statements (hereinafter referred to as "financial statements") of Alberni-Clayoquot Regional Hospital District ("the Entity") as at and for the period ended December 31, 2025.

General:

We confirm that the representations we make in this letter are in accordance with the definitions as set out in [Attachment I](#) to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Responsibilities:

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated September 29, 2022. including for:
 - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
 - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements ("relevant information"), such as financial records, documentation and other matters, including:
 - the names of all related parties and information regarding all relationships and transactions with related parties;
 - the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of the board of directors and committees of the board of directors that may affect the financial statements. All significant actions are included in such summaries.
 - c) providing you with unrestricted access to such relevant information.
 - d) providing you with complete responses to all enquiries made by you during the engagement.

- e) providing you with additional information that you may request from us for the purpose of the engagement.
- f) providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.
- g) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
- h) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.
- i) ensuring that internal auditors providing direct assistance to you, if any, were instructed to follow your instructions and that we, and others within the entity, did not intervene in the work the internal auditors performed for you.

Internal control over financial reporting:

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

Fraud & non-compliance with laws and regulations:

- 3) We have disclosed to you:
 - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
 - b) all information in relation to fraud or suspected fraud that we are aware of that involves:
 - management;
 - employees who have significant roles in internal control over financial reporting; or
 - otherswhere such fraud or suspected fraud could have a material effect on the financial statements.
 - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, or others.
 - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial statements.

- e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

Subsequent events:

- 4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

Related parties:

- 5) We have disclosed to you the identity of the Entity's related parties.
- 6) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- 7) All related party relationships and transactions/balances have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

Estimates:

- 8) Measurement methods and significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

Going concern:

- 9) We have provided you with all information relevant to the use of the going concern assumption in the financial statements.

Other

- 10) We confirm that we have provided you with a complete list of service organizations (SO) and sub-service organizations (SSO) and that the relevant complementary user entity controls (CUECs) related to each SO/SSO have been designed and implemented. For the purpose of this representation, a service organization is one as defined in CAS 402.

Non-SEC registrants or non-reporting issuers:

- 11) We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002).

- 12) We also confirm that the financial statements of the Entity will not be included in the group financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

Yours very truly,

Daniel Sailland, Chief Administrative Officer

Shane Koren, Acting Chief Financial Officer

cc: Board of Directors

Attachment I – Definitions

Materiality

Certain representations in this letter are described as being limited to matters that are material. Misstatements, including omissions, are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements. Judgments about materiality are made in light of surrounding circumstances, and are affected by the size or nature of a misstatement, or a combination of both.

Fraud & error

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

DRAFT



Appendix 3: Audit quality - Our commitment to delivering audit quality

We define 'audit quality' as being the outcome when:

- audits are **executed consistently**, in line with the requirements and intent of **applicable professional standards** within a strong **system of quality management**; and
- all of our related activities are undertaken in an environment of the utmost level of **objectivity, independence, ethics and integrity**.

KPMG is committed to fulfilling our public interest role in providing robust assurance that can benefit investors and other stakeholders.

Businesses are integrating technology in ways once unimaginable. Geopolitical changes and inflationary pressures continue to drive uncertainty, and businesses need to take action to respond to societal threats like climate change.

The pace and scale of change only strengthens our resolve to ensure the quality, consistency and adaptability of our services are fit for this new future. Audit and assurance quality remains the highest priority at KPMG.

Through sustained innovation, we aim to consistently deliver superior audit quality. Across the global organization:

- KPMG firms have implemented a consistent risk-based approach to our system of quality management to drive audit and assurance quality, enabling us to meet the requirements of the International Standard on Quality Management 1 (ISQM 1).
- We are utilising powerful technologies on audit and assurance engagements, including artificial intelligence, and leveraging our alliances with technology leaders such as Microsoft to further enhance quality and provide even more value through deeper analysis of businesses, no matter their size.
- We believe the same level of rigour, quality, consistency and trust that is applied to financial statement information by companies should also apply to ESG reporting. Therefore, across the global organization we have deployed an assurance methodology, KPMG Clara workflow and learning tools to upskill and build teams to provide assurance on ESG reporting that helps our clients build a more sustainable future.

We encourage you to read our Transparency Report to learn more about our system of quality management and our firm's statement on the effectiveness of our SoQM:

 [KPMG Canada Transparency Report](#)




Appendix 3: Audit quality - How do we deliver audit quality?


Quality essentially means doing the right thing and remains our highest priority.

We have strengthened the consistency and robustness of our system of quality management to meet the requirements of ISQM 1 (CSQM 1), issued by the International Audit and Assurance Standards Board. Foundational for quality management, KPMG's globally consistent approach to ISQM 1 drives compliance with the standard and our efforts to strengthen trust and transparency with clients, the capital markets and the public we serve.

Aligned with ISQM 1 (CSQM 1), our SoQM meets the requirements of the International Code of Ethics for Professional Accountants (including International Independence Standards) issued by the International Ethics Standards Board for Accountants (IESBA) and the relevant rules of professional conduct / code of ethics applicable to the practice of public accounting in Canada, which apply to professional services firms that perform audits of financial statements.

Our **Global Quality Framework** outlines how we deliver quality and how every KPMG professional contributes to its delivery.

 **'Perform quality engagements'** sits at the core, along with our commitment to continually monitor and remediate to fulfil our quality drivers.

 Our **quality value drivers** are the cornerstones to our approach underpinned by the **supporting drivers** and give clear direction to encourage the right behaviours in delivering audit quality.

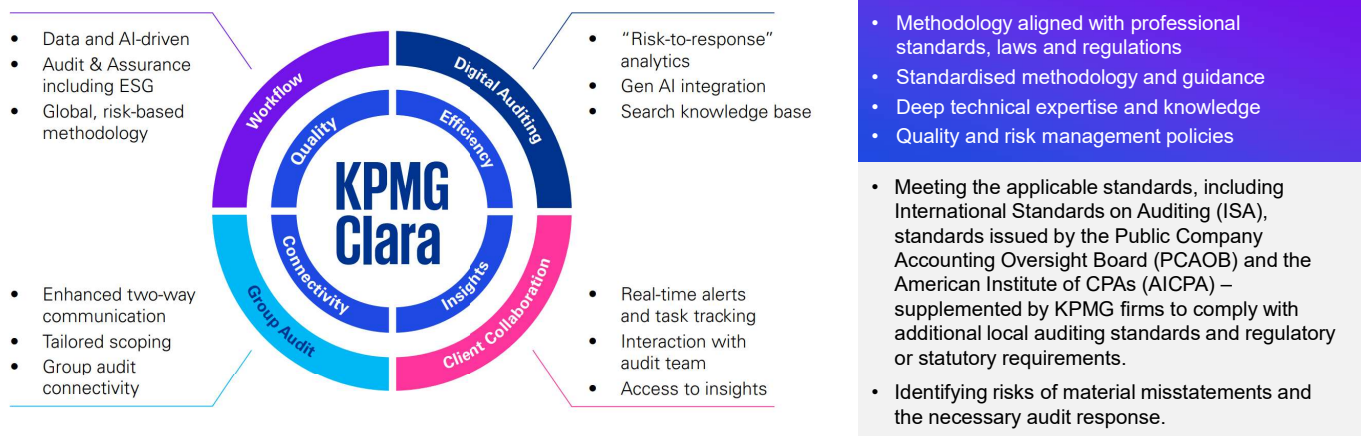




Appendix 3: Audit quality - The KPMG Audit

Globally consistent audit and assurance methodology and tools

As a scalable, intuitive cloud-based platform, KPMG Clara is driving globally consistent execution across all KPMG member firms. It enables delivery of KPMG audit and assurance methodologies through data-enabled workflows, which align with the applicable audit and assurance standards and provide an improved experience to audit and assurance professionals.





<https://kpmg.com/ca/en/home.html>

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Clayoquot Sound Biosphere Centre: Grant-in-Aid Application – Alberni-Clayoquot Regional District

Project Overview

The Clayoquot Sound Biosphere Centre is a regional community infrastructure project being advanced by the Clayoquot Biosphere Trust (CBT), the community foundation for the Clayoquot Sound UNESCO Biosphere Region. The Centre will serve as a year-round hub for education, cultural learning, research, and community programming supporting residents across the West Coast of the Alberni-Clayoquot region.

Located within the UNESCO-designated Clayoquot Sound Biosphere Region, the Centre will provide dedicated space for environmental learning, youth leadership development, cultural knowledge sharing, and community gatherings. The facility will strengthen collaboration among residents, First Nations, community organizations, educators, and researchers working to address shared environmental and community priorities.

Through accessible learning spaces and community programming, the Centre will support residents in developing skills, knowledge, and partnerships that strengthen the long-term resilience of communities across the region.



Regional Need

The West Coast of the Alberni-Clayoquot region is internationally recognized for its biodiversity, cultural heritage, and environmental leadership. However, the region currently lacks a dedicated facility where residents, educators, youth, and community organizations can gather for environmental education, training, research collaboration, and cultural learning. Clayoquot Biosphere Trust’s **Vital Signs research** consistently identifies strong interest in:

- Youth education and leadership opportunities
- Environmental stewardship and climate learning
- Cultural knowledge sharing
- Accessible spaces for community collaboration and learning

The Clayoquot Sound Biosphere Centre responds directly to these priorities by providing purpose-built spaces for community programming, workshops, training, and regional gatherings.

Project Status

The Centre is a **\$20M community infrastructure project** that is advancing toward construction.

- \$12.5 million secured to date through federal, provincial, philanthropic, and community contributions
- Building permit issued
- Class A construction estimates completed by Naikoon Construction and Management
- Design development completed

CBT continues to advance fundraising efforts while preparing for construction start once remaining financing is secured. The project is supported by a broad partnership of government, philanthropic, and community stakeholders working together to establish a lasting community asset for the region.



Community Benefits

The Biosphere Centre will deliver long-term benefits to residents across the West Coast of the Alberni-Clayoquot region. Key benefits include:

- Community Learning and Education: Dedicated spaces for education & workshops.
- Youth Leadership Development: Programs that build skills, mentorship opportunities, among youth.
- Cultural Learning and Knowledge Sharing: Indigenous knowledge, local expertise, and programming.
- Regional Collaboration: Shared meeting and learning spaces that strengthen partnerships.
- Environmental Stewardship: Climate action, biodiversity protection, and sustainable development.

Grant-in-Aid Request

Through the ACRD Grant-in-Aid program, CBT is requesting **\$10,000** to support the purchase of equipment and furnishings required to activate community learning and workshop spaces within the Biosphere Centre. These resources will support:

- Community workshops and training sessions
- Youth education programming
- Cultural learning events
- Environmental stewardship and community education initiatives

This investment will help ensure the Centre opens with the equipment required to support year-round programming and community access.

About the Clayoquot Biosphere Trust

The Clayoquot Biosphere Trust is the community foundation for the Clayoquot Sound UNESCO Biosphere Region, and the steward for the UNESCO designation. Since 2000, CBT has distributed **over \$6.2 million in grants** supporting environmental stewardship, youth education, cultural revitalization, food security, and community wellbeing across the region.

CBT works collaboratively with residents, First Nations, community organizations, and local governments to advance initiatives that strengthen environmental leadership, community resilience, and sustainable development across the West Coast.





ALBERNI-CLAYOQUOT REGIONAL DISTRICT

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, MARCH 25, 2026, 1:30 PM

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

DIRECTORS

PRESENT:

John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nations
Debbie Haggard, Vice-Chairperson, Councillor, City of Port Alberni
Bob Beckett, Director, Electoral Area "A" (Bamfield)
Fred Boyko, Director, Electoral Area "B" (Beaufort)
Vaida Siga, Director, Electoral Area "C" (Long Beach)
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
Moriah Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Member of Council, Toquaht Nation
Tom Stere, Councillor, District of Tofino

REGRETS:

Levana Mastrangelo, Executive Legislator, Yuułuʔiłʔatḥ Government

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
Shane Koren, Manager of Financial Services
Eddie Kunderman, Operations Manager
Mike Irg, Special Projects Director
Jaleen Rousseau, Planning Manager
Tanya Carothers, Solid Waste Manager
Mark Fortune, Airports Manager

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

<https://www.acrd.bc.ca/events/25-3-2026/>

1. CALL TO ORDER

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

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

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

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

A moment of silence was conducted for late Huu-ay-aht Executive Council member Stella Peters.

Director McEwen joined the meeting at 1:32 pm.

2. APPROVAL OF AGENDA

The Motion was MOVED and SECONDED

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

11 (d) Updated RFD for Bylaw F1174, 2026-2030 Financial Plan

14 (i) Interim Fire Protection Service Agreement- Hupacasath First Nation

CARRIED UNANIMOUSLY

The Board acknowledged the long-term service of Teri Fong, Chief Financial Officer who is resigning in her role with the Alberni-Clayoquot Regional District after 18 years of service.

3. DECLARATIONS

4. INVITED PRESENTATIONS

5. DELEGATIONS (10 minute maximum)

6. CONSENT AGENDA

- a. Board of Directors Meeting – March 11, 2026
- b. Salmon Beach Committee Meeting — March 12, 2026
- c. Transportation Advisory Committee Meeting — March 12, 2026

The Motion was MOVED and SECONDED

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

CARRIED UNANIMOUSLY

7. ITEMS REMOVED FROM CONSENT AGENDA

8. PUBLIC INPUT PERIOD

9. CORRESPONDENCE FOR INFORMATION

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

The Motion was MOVED and SECONDED

THAT the Board of Directors refer item c- Regional cost-sharing partnership supporting a Wildlife Safety and Conservation Officer initiative to the West Coast Committee.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

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

CARRIED UNANIMOUSLY

10. CORRESPONDENCE FOR ACTION

11. REQUEST FOR DECISION REPORTS

- a. **Request for Decision regarding Preferred Emergency Route Summary —
Transportation Committee Recommendations**

Director Stere joined the meeting at 2:12 pm.

The Motion was MOVED and SECONDED

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

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

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

CARRIED UNANIMOUSLY

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

The Motion was MOVED and SECONDED

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

CARRIED UNANIMOUSLY

**c. Request for Decision regarding Grant Funding Application with NETP —
Special Projects**

The Motion was MOVED and SECONDED

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

CARRIED UNANIMOUSLY

**d. Request for Decision regarding Adoption of Bylaw F1174, 2026-2030
Financial Plan**

The Motion was MOVED and SECONDED

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

Alberni Valley Landfill, page 37, as follows:

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

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

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

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

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

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

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

Alberni Valley Emergency Planning, page 66 and 67, as follows:

GL Category 103 – Conditional Transfers – decrease 2026 Budget by \$24,000 to \$1,236,540

*GL Category 220 – Contribution to Capital Fund – remove 2026 Budget of \$24,000
Alberni Valley Capital Reserve – rename to Bamfield Emergency Planning and move the
page to follow the Bamfield Emergency Planning Operating Budget*

Bamfield Emergency Planning, page 68, as follows:

GL Category 103 – Conditional Transfers – increase 2026 Budget by \$24,000 to \$90,947

GL Category 220 – Contribution to Capital Fund – add 2026 Budget of \$24,000

Electoral Area Administration, page 84, as follows:

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

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

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

CARRIED

The Motion was MOVED and SECONDED

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

CARRIED UNANIMOUSLY

The meeting was recessed at 2:45 pm.

The meeting was reconvened at 2:56 pm.

e. Request for Decision regarding ACRD and ACRHD Payment Processing Policy

The Motion was MOVED and SECONDED

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

CARRIED UNANIMOUSLY

**f. Request for Decision regarding Accessibility Committee
Recommendations — Improved Crosswalk Infrastructure on Johnston
Road**

The Motion was MOVED and SECONDED

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

The Motion was *MOVED* and *SECONDED*

THAT the motion be amended in **bold** as follows:

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

CARRIED UNANIMOUSLY

The Motion as amended was

CARRIED UNANIMOUSLY

g. Request for Decision regarding Fire Protection Service/Agreement — Long Beach Airport

The Motion was *MOVED* and *SECONDED*

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

The Motion was *MOVED* and *SECONDED*

THAT the motion be amended in **bold** as follows:

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

CARRIED UNANIMOUSLY

The Motion as amended was

CARRIED UNANIMOUSLY

h. Request for Decision regarding Bylaw Enforcement Officer Designation

The Motion was *MOVED* and *SECONDED*

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to bring a report to a future meeting regarding short-term vacation rentals, and an overview of bylaw enforcement in the region.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

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

CARRIED UNANIMOUSLY

12. PLANNING MATTERS

12.1 ELECTORAL AREA DIRECTORS

- a. **TUP25013, DON SAYWELL DEVELOPMENTS LTD, 10411 MARINA VISTA DRIVE (SPROAT LAKE)**

Temporary Use Permit –Memorandum and Permit

The Motion was MOVED and SECONDED

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

CARRIED UNANIMOUSLY

- b. **DVD26001, DEBRUYNE & REHILL, 10170 KYUNIM ROAD (SPROAT LAKE)**

Development Variance – Memorandum and Permit

The Motion was MOVED and SECONDED

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

CARRIED UNANIMOUSLY

13. REPORTS

13.1 STAFF REPORTS

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

The Motion was MOVED and SECONDED

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

CARRIED UNANIMOUSLY

13.2 MEMBER REPORTS (ALL/UNWEIGHTED)

- a) Electoral Area 'E' Beaver Creek- **S. Roth**- Beaver Creek and Beaufort had their Town Hall meeting where ACRD staff presented the Financial Plan.
- b) Uchucklesaht Tribe Government- **M. Cootes**- Peoples Assembly scheduled for this Saturday, March 28, 2026, at the Nuchii Building (previously Redford School), to discuss budget.
- c) Electoral Area 'D' Sproat Lake- **P. Cote**- attended EA Directors Forum and LGLA in Richmond- great format, presentations, and discussions. Will provide Directors with a report and share presentations. Acknowledged Chair Jack for the presentation at the event.
- d) Electoral Area 'C' Long Beach- **V. Siga**- Official Community Plan meeting that was well attended on March 24, 2026, where ACRD staff presented the plan and the community is looking forward to next steps including the updating of zoning and bylaws for the area.
- e) Electoral Area 'B' Beaufort- **F. Boyko**- had Town Hall meeting and residents would like to keep taxes low and not take part in services that are not being utilized by the residents in the area. Beaufort Official Community Plan is progressing and simplifying from what it currently is. Advisory Planning group is meeting next week to advance this work and scheduled to be presented to the Beaufort residents at the June Town Hall with a goal of finalizing in September.
- f) Toquaht Nation- **K. Johnsen**- Peoples Assembly scheduled for this Saturday March 28, 2026, and will be presenting budget.
- g) Huu-ay-aht First Nations- **J. Jack**- Funeral service for late Huu-ay-aht Executive Council member Stella Peters will be held on Monday, March 30, 2026, at 11:00 am at Chapel of Memories and luncheon to follow at the Italian Hall at 1:30pm. Attended the LGLA Forum and was a panelist for the discussion on wildfires and was well received.

The Motion was MOVED and SECONDED

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

CARRIED UNANIMOUSLY

14. OTHER BUSINESS (including Late Items)

- i. Interim Fire Protection Services Agreement- Hupacasath First Nation (Klehkoot Reservation)**

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors authorize the CAO to enter into an interim Fire Protection Services Agreement until March 31, 2027, with the Hupacasath First Nation allowing the Sproat Lake Volunteer Fire Department to provide structural fire protection services to Klehkoot Indian Reservation No. 2 with any long-

term changes to the agreement being brought back to the Alberni-Clayoquot Regional District Board of Directors.

CARRIED UNANIMOUSLY

15. QUESTION PERIOD

16. RECESS

(ALL/UNWEIGHTED)

The Motion was MOVED and SECONDED

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

CARRIED UNANIMOUSLY

The meeting recessed at 3:32 pm.

17. RECONVENE

The meeting was reconvened at 3:43 pm.

18. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

19. ADJOURN

The Motion was MOVED and SECONDED

THAT this meeting be adjourned at 3:43 pm.

CARRIED UNANIMOUSLY

Certified Correct:

John Jack,
Chairperson

Cynthia Dick
General Manager of Administrative Services

Office of the Chair

770 Harmston Avenue, Courtenay, BC V9N 0G8
Tel: 250-334-6000 Fax: 250-334-4358
Toll free: 1-800-331-6007
www.comoxvalleyrd.ca



File: 6410-20 / RGS Minor Amendment

March 25, 2026

Sent via email only

City of Courtenay
Town of Comox
Village of Cumberland
Strathcona RD
Regional District of Nanaimo
qathet RD
Alberni Clayoquot RD
Fanny Bay Waterworks District
Ships Point Improvement District

Dear Mayors and Councils / Chairs and Boards:

Re: Adoption of Comox Valley Regional Growth Strategy Minor Amendment Bylaw

On March 17, 2026, the Comox Valley Regional District (CVRD) Board adopted Bylaw No. 810, being the "Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 2." In accordance with Section 443(2) of the *Local Government Act* (RSBC 2015, c.1) (LGA), a copy of the adopted amendment bylaw is [enclosed](#) for your information.

A Regional Growth Strategy is a long term plan developed jointly by the CVRD and its member municipalities to guide how the region grows over time. It helps local governments work together to decide where growth should occur, which environmental and agricultural areas should be protected, and how major infrastructure such as water and sewer services should be planned across the Comox Valley.

The amendment was processed as a minor amendment to the Regional Growth Strategy in accordance with section 437 of the LGA and section 5.2.2 of the Regional Growth Strategy Bylaw, which sets out the minor amendment process.

The amendment is limited in scope and does not change the Strategy's growth framework, vision, goals, or policy direction. It updates background information and supporting material to reflect current information and regional priorities.

The targeted updates include:

- Updating population and employment projections using the most recent census data
- Updating mapping to reflect lands that have since been incorporated into municipalities
- Updating language to reflect the K'ómoks First Nation treaty process and reference the Board's Indigenous Relations strategic driver

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

- Applying the Indigenous Relations strategic driver to Part 4(1)(c)
- Updating greenhouse gas emissions reduction targets
- Removing static policy indicators and integrating them into the online [RGS Performance Monitoring Dashboard](#)
- Removing outdated references, including the former Comox Valley Economic Development Society
- Adding a reference to the development of action plans that support the eight Regional Growth Strategy goals

The Regional Growth Strategy remains the shared regional framework for managing growth and planning major infrastructure across the Comox Valley.

Under section 445 of the LGA, bylaws adopted and services undertaken by the CVRD, municipalities, and improvement districts must be consistent with the Regional Growth Strategy. The Strategy does not, however, commit or authorize any jurisdiction to proceed with specific projects identified in the document.

If you have any questions regarding this amendment, please contact Alana Mullaly, General Manager of Planning and Development Services, at amullaly@comoxvalleyrd.ca.

Thank you for your continued collaboration on regional planning matters.

Sincerely,



Will Cole-Hamilton
Chair

Enclosure

cc: James Warren, Chief Administrative Officer
Alana Mullaly, General Manager of Planning and Development Services
Geoff Garbutt, CAO City of Courtenay
Jordan Wall, CAO Town of Comox
Michelle Mason, CAO Village of Cumberland
David Leitch, CAO Strathcona RD
Douglas Holmes, CAO RD of Nanaimo
Al Radke, CAO qathet RD
Daniel Sailland, CAO Alberni Clayoquot RD

Jessica Spratt

From: Jessica Spratt on behalf of ACRD Administration
Sent: March 24, 2026 11:15 AM
To: Jessica Spratt
Subject: A Case for Change: Independent Review Delivers Recommendations for Co-Governance of Island Coastal Economic Trust

From: Island Coastal Economic Trust <info@islandcoastaltrust.ca>
Sent: March 24, 2026 10:39 AM
To: Heather Zenner <hzenner@acrd.bc.ca>
Subject: A Case for Change: Independent Review Delivers Recommendations for Co-Governance of Island Coastal Economic Trust

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A Case for Change: Independent Review Delivers Recommendations for Co- Governance of Island Coastal Economic Trust

41 recommendations call on Province to modernize the Trust's governing Act, highlighting strategic investment as the starting point to advance co-governance with First Nations in the region.

Independent Review Delivers Recommendations for Co-Governance of Island Coastal Economic Trust

A Report of the 2026 Independent Legislative Review Committee



Doug Caul
Former Deputy
Minister to the
Premier



Angela Wesley
Huu-ay-aht
First Nations



Merv Child
Dzawadaꞓenuꞓw
First Nation



**Katherine
Palmer Gordon**
Faciliator

An independent review released today makes a compelling case for strategic change at Island Coastal Economic Trust (the Trust) — and warns of what’s at risk if action isn’t taken.

[A Case for Change](#) delivers 41 recommendations to the Province of British Columbia to modernize the Trust’s legislation, including key amendments required to support co-governance with First Nations. The report also identifies strategic investment as a fundamental starting point.

The independent committee, comprising Doug Caul (former Deputy Minister to the Premier), Angela Wesley (Huu-ay-aht First Nations), and Merv Child (Dzawadaꞓenuꞓw First Nation) and facilitated by Katherine Palmer Gordon, was struck in November 2025 as required every five years under the Trust’s governing Act to assess how the Trust’s legislation is functioning and advise government on strengthening it.

Their conclusions are clear. Following on the recommendations of three previous reviews (2011, 2016, 2022), the committee found that without action, the Trust faces closure by 2028.

"This report provides both clarity and momentum at a pivotal moment for the Trust," said Trust Board Chair Michelle Staples, Mayor of Duncan. "We are

deeply grateful for the insights of the committee and the clear path this provides towards action. It's so exciting to have this advice guide the process as new legislation is being drafted."

The 41 recommendations to the Province for legislative change are organized across three areas — effective functioning, financial sustainability, and governance — with five priorities standing out:

- **Co-governance with First Nations** — Amend the Act to ensure at least 50% First Nations representation on the Board and Regional Advisory Committees.
- **Strategic provincial investment** — Consider relevant factors, including the viability of co-governance, when making the decision around investment in the Trust.
- **Remove the funding cap** — Eliminate the legislated ceiling on provincial funding so future investments don't require costly and time-consuming legislative amendments.
- **Distinct legislation** — Amend the Act to reflect the shared vision of coastal First Nations and local governments for strategic regional development on Vancouver Island and the surrounding coast. Avoid changes designed by or for trusts operating in different contexts elsewhere in the province.
- **Third-party funding** — Remove administrative barriers to allow greater financial flexibility and new funding opportunities.

The report arrives at a critical moment. In 2025, the [First Nations Strategic Recommendations Report](#) — developed by Sanala Planning in collaboration with 33 First Nations — received unanimous support for a co-governed model including a call by all First Nations for strategic provincial investment in the Trust to make co-governance possible. The Trust's most recent funding was a one-time \$10 million provincial grant in 2024. Without a strategic, enabling investment in Budget 2027, the Trust will be dissolved by 2028, at a time when

it can otherwise be working with the Province to launch a new era of strategic development across Vancouver Island and coastal B.C.

With provincial legislation for regional trusts currently in development, A Case for Change offers a well-researched, independent foundation to inform upcoming decisions that will shape the future of inclusive, sustainable economic development across Vancouver Island and the coastal regions the Trust serves.

Read the full report here: <https://islandcoastaltrust.ca/wp-content/uploads/2026/03/A-Case-for-Change-Independent-Review.pdf>



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Jessica Spratt

From: Jessica Spratt on behalf of ACRD Administration
Sent: April 1, 2026 3:21 PM
To: Jessica Spratt
Subject: News from the Coast, March 2026

From: Island Coastal Economic Trust <info@islandcoastaltrust.ca>
Sent: March 31, 2026 10:11 AM
To: Heather Zenner <hzenner@acrd.bc.ca>
Subject: News from the Coast, March 2026

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It's inspiring to see how deeply rooted culture and community continue to spark new economic opportunities across the region.

On the North Island, Mount Cain stands as a powerful example of what's possible when passion drives progress. As the largest youth employer on the North Island, this community-built and community-sustained alpine resort does far more than create local jobs — it operates as a vital social enterprise, anchoring winter tourism, developing young people, and strengthening the region's identity as a place where people come together around outdoor recreation and shared experience.

On the West Coast, ReSurf is emerging as an exciting manufacturing start-up rooted in the character of Ucluelet. By transforming end-of-life surf gear into new products, this value-added business is doing something genuinely new for the region: building on the West Coast's thriving surf tourism culture to diversify the local economy, create skilled manufacturing employment, and demonstrate that coastal communities can grow industry from the ground up.

Together, these projects highlight how local values can drive meaningful, sustainable economic development. The same spirit guides our work at the Trust, and we're encouraged by the recent recommendations from an independent legislative review that are helping shape our path forward. We're grateful to Doug Caul, Angela Wesley, and Merv Child for their thoughtful contributions, and are pleased to share their findings below.

Onwards with gratitude,



Brodie Guy
CEO, Island Coastal Economic Trust

Feature Story

Mount Cain: Built by Community, Powered by Passion



**Island Coastal Economic Trust has been proud to partner with
Mount Cain and invest in essential infrastructure**

Tucked into the mountains of northern Vancouver Island, Mount Cain has quietly built a reputation as one of British Columbia's most authentic ski experiences. Run by a non-profit society and powered by volunteers, the community hill has evolved from a grassroots project in the 1970s into an economic driver and cultural centrepiece for the North Island. More than just a ski area, Mount Cain remains what it has always been: a labour of love, sustained by the people who believe in it.

Since 2012, [Mount Cain Alpine Park Society](#) has partnered with Island Coastal Economic Trust to make five major investments in development of this significant regional tourism and outdoor recreation destination on northern Vancouver Island.

[Continue Reading](#)

Feature News

[New recycling venture keeps surf gear out of landfills while strengthening circular economy on the West Coast](#)



ReSurf tackles growing problem of old surfboards and neoprene wetsuits ending up in landfills

A new initiative on Vancouver Island's West Coast is turning the growing problem of discarded surfboards and wetsuits into an opportunity for environmental innovation and local economic development.

[ReSurf](#), a social enterprise start-up led by Surfrider Foundation Canada, is dedicated to recovering, repairing, and reprocessing surf products that would otherwise end up in landfills. Operating from a 2,500-square-foot facility in Ucluelet, the organization is equipped with industrial sewing machines for wetsuit repairs and a granulator to process materials for recycling and upcycling.

[Continue Reading](#)

A Case for Change: Independent Review Delivers Recommendations for Co-Governance of Island Coastal Economic Trust



41 recommendations call on Province to modernize the Trust’s governing Act, highlighting strategic investment as the starting point to advance co-governance with First Nations in the region.

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previous reviews (2011, 2016, 2022), the committee found that without action, the Trust faces closure by 2028.

[Continue Reading](#)

In the News

[Pender Island multi-use Schooner Way Trail adds safer route for community](#)



CHEK News published a story about the opening of the Schooner Way Trail on Pender Island

The Schooner Way Trail opened Wednesday and was announced by the Pender Island Parks and Recreation Commission (PIPRC), a branch of the CRD. The active transportation route connects Danny Martin Ballpark to the Pender Island School, allowing kids to ride their bikes to and from school through the [1.2 kilometre multi-use, gravel-surface path](#).

According to the Island Coastal Economic Trust, “Pender Island has experienced a population surge over the past five years, notably welcoming young families into the community. Paired with the growth in tourism, there has been demonstrated community support for an active transportation network.”

[Read the Full Story](#)

As we work toward inclusive and resilient economic futures, we do so with a deep appreciation for the histories, contributions, and rights of the Kwakwaka/Bakwam'kala, Nuučáánuł, Éy7á7juuthem, Ligwilda'xw, Pəntl'áč, She shashishalhem, Hul'q'umi'num', diitiidʔaatx, SENĆOŦEN, Skwxwú7mesh, Lekwungen, and T'Sou-ke speaking peoples.

Images, in order of appearance, courtesy of Island Coastal Economic Trust, Dave Silver, Surfrider Foundation Canada, Trust, and CHEK News.



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To: ACRD Board of Directors

From: Shane Koren, CPA, Acting Chief Financial Officer

Meeting Date: April 8, 2026

Subject: Alberni-Clayoquot Regional District Financial Statements - 2025

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2025 Audited Financial Statements for the ACRD as presented.

Summary:

The draft 2025 ACRD Financial Statements have been attached for consideration of approval. The statements have been developed by staff and audited by KPMG. The statements require approval by the ACRD Board of Directors prior to being finalized. KPMG will be a invitee at the April 8, 2026 Board of Directors meeting and their audit findings report can be found in the delegation section of this agenda.

As stated in Note 1 “Segmented reporting” and shown in Note 19 of the draft 2025 ACRD Financial Statements, the ACRD has now included segmented reporting of the Statement of Operations. There were no other material changes to the financial statement standards from the prior year.

The KPMG Audit Finding Report identifies one corrected misstatement and three uncorrected misstatements. Staff note the following on these items:

- Commitments – Note 16f) - Corrected misstatement – this issue relates to a calculation error in the Commitments notes that outlines all of the ACRD’s active operating contracts. There is no financial impact to the 2025 financial statements as these amounts represent future obligations and inform the user of the financial statements of future cash outflows. ACRD staff did make the adjustment when identified by the auditor.
- Disclosure of nature of tangible capital assets – to date, assets have been classified by service in the ACRD financial statements as the approach aligns with the budgeting process. This practice is not inline with Public Accounting Standards, staff continue to take steps to create a workplan for the conversion of the asset information to be based on type of asset. This will be a comprehensive project based on how the assets are coded in the ACRD’s financial system.

Policy or Legislation:

The statements comply with Generally Accepted Accounting Principles and Public Sector Accounting Standards.

Submitted by: Shane Koren
Shane Koren, CPA, Acting Chief Financial Officer

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

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

Regional District of Alberni-Clayoquot

Financial Statements

Year Ended December 31, 2025

Regional District of Alberni-Clayoquot

Index to Financial Statements

Year Ended December 31, 2025

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of Alberni-Clayoquot Regional District

Opinion

We have audited the financial statements of Alberni-Clayoquot Regional District (the "District"), which comprise:

- the statement of financial position as at December 31, 2025
- the statement of operations for the year then ended
- the statement of changes in accumulated surplus for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the District as at December 31, 2025, and its results of operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the District's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

DRAFT

Chartered Professional Accountants

April 8, 2026

Victoria, Canada

Regional District of Alberni-Clayoquot

Statement of Financial Position

Year Ended December 31, 2025

	2025	2024
FINANCIAL ASSETS		
Cash and cash equivalents	\$ 24,630,592	\$ 20,771,949
Short term investments (Note 2)	7,075,972	8,536,659
Accounts receivable (Note 3)	3,417,033	2,581,685
Term receivables from municipalities (Note 4)	31,028,248	32,121,571
Municipal Finance Authority debt reserve deposit (Note 5)	572,876	556,220
Inventories for resale	66,249	64,819
	66,790,970	64,632,903
FINANCIAL LIABILITIES		
Accounts payable and accrued liabilities	2,176,044	2,289,427
Short term borrowing	83,799	110,810
Deferred revenue	2,823,185	2,005,519
Deposits (Note 6)	5,050	5,050
Restricted revenues (Note 7)	950,758	738,823
Asset retirement obligation (Note 9)	16,208,401	16,392,335
Municipal Finance Authority debt reserve	553,208	539,265
Other liability (Note 20)	791,889	868,121
Debt (Note 10, Schedule 1)	36,604,275	37,929,300
	60,196,609	60,878,650
NET FINANCIAL ASSETS	6,594,361	3,754,253
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 11, Schedule 2)	49,963,028	50,927,365
Inventories of supplies	131,119	127,850
Deposit security	10,000	10,000
Prepaid expenses	165,539	158,013
	50,269,686	51,223,228
ACCUMULATED SURPLUS	\$ 56,864,047	\$ 54,977,481

Contingent liabilities and commitments (Notes 4, 5, 14 and 16)

Contractual rights (Note 17)

Shane Koren

Shane Koren, CPA

Acting Chief Financial Officer

The accompanying notes are an integral part of these financial statements.

Regional District of Alberni-Clayoquot

Statement of Operations

Year Ended December 31, 2025

	2025 Budget (Note 18)	2025 Actual	2024 Actual
REVENUE (Note 19)			
Tax requisitions	\$ 10,849,710	\$ 10,849,709	\$ 10,008,223
Grants in lieu of taxes	80,585	162,559	180,476
Services provided to other governments	114,303	145,354	130,697
Sales of services	6,325,994	7,089,923	6,658,207
Miscellaneous revenue	1,669,526	2,390,612	2,381,705
Government transfers			
Conditional	7,612,533	4,439,561	3,697,040
Unconditional	190,000	190,000	210,100
	26,842,651	25,267,718	23,266,448
EXPENSES (Note 19)			
Administrative services	4,939,668	4,016,494	3,534,998
Planning & development services	2,718,315	2,050,485	1,827,829
Recreational & cultural services	1,516,596	1,229,010	1,183,913
Solid waste services	5,311,159	5,362,230	5,733,650
Transportation Services	6,011,862	5,040,922	4,352,913
Water & sewer services	1,995,726	1,866,207	1,767,249
Protective services	4,219,827	3,471,312	2,843,594
Grant-in-aids	347,438	326,380	307,357
Other services	31,016	18,112	19,074
	27,091,607	23,381,152	21,570,577
ANNUAL SURPLUS/(DEFICIT)	\$ (248,956)	\$ 1,886,566	\$ 1,695,871

The accompanying notes are an integral part of these financial statements.

Regional District of Alberni-Clayoquot
Statement of Changes in Accumulated Surplus
Year Ended December 31, 2025

	2025 Budget (Note 18)	2025 Actual	2024 Actual
ACCUMULATED SURPLUS - BEGINNING OF YEAR	\$ 54,977,481	\$ 54,977,481	\$ 53,281,610
ANNUAL SURPLUS/(DEFICIT)	(248,956)	1,886,566	1,695,871
ACCUMULATED SURPLUS - END OF YEAR	\$ 54,728,525	\$ 56,864,047	\$ 54,977,481

The accompanying notes are an integral part of these financial statements.

Regional District of Alberni-Clayoquot
Statement of Changes in Net Financial Assets
Year Ended December 31, 2025

	2025 Budge (Note 18)	2025 Actual	2024 Actual
ANNUAL SURPLUS	\$ (248,956)	\$ 1,886,566	\$ 1,695,871
Acquisition of prepaids	-	(7,526)	(41,692)
Acquisition of inventory of supplies	-	(3,269)	(24,711)
Reduction in ARO asset change in estimate	-	873,873	2,920,437
Addition of assets held in trust	-	-	(10,000)
Loss on disposal of tangible capital assets	-	34,751	10,662
Acquisition of tangible capital assets	-	(3,269,148)	(3,912,403)
Contributed tangible capital assets	-	-	(965,843)
Amortization	3,176,950	3,324,861	3,178,519
	3,176,950	953,542	1,154,969
CHANGE IN NET FINANCIAL ASSETS	2,927,994	2,840,108	2,850,840
NET FINANCIAL ASSETS - BEGINNING OF YEAR	3,754,253	3,754,253	903,413
NET FINANCIAL ASSETS - END OF YEAR	\$ 6,682,247	\$ 6,594,361	\$ 3,754,253

The accompanying notes are an integral part of these financial statements.

Regional District of Alberni-Clayoquot

Statement of Cash Flows

Year Ended December 31, 2025

	2025	2024
OPERATING ACTIVITIES		
Annual surplus	\$ 1,886,566	\$ 1,695,871
Item not affecting cash:		
Amortization of tangible capital assets	3,324,861	3,178,519
Loss on disposal of tangible capital assets	34,751	10,662
Contributed tangible capital asset	-	(965,843)
Leaseholder rent-credit/(payment)	(76,232)	868,121
Contribution to Municipal Finance Authority debt reserve deposit	(2,713)	(3,047)
Accretion expense	689,939	754,709
Actuarial adjustments of debt	(52,719)	(45,748)
	5,804,453	5,493,244
Changes in non-cash working capital (Note 12)	68,645	(627,213)
	5,873,098	4,866,031
FINANCING ACTIVITIES		
Proceeds (conversion) of short-term debt financing	(27,011)	110,810
Repayment of debt	(178,983)	(178,983)
	(205,994)	(68,173)
CAPITAL ACTIVITIES		
Purchase of tangible capital assets	(3,269,148)	(3,912,403)
INVESTING ACTIVITIES		
Disposal (purchase) of short-term investments	1,492,756	(5,500,105)
Proceeds on short-term investment	(32,069)	(32,785)
	1,460,687	(5,532,890)
INCREASE/(DECREASE) IN CASH FLOW	3,858,643	(4,647,435)
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	20,771,949	25,419,384
CASH AND CASH EQUIVALENTS - END OF YEAR	24,630,592	20,771,949
CASH AND CASH EQUIVALENTS CONSISTS OF:		
Bank balances	\$ 24,630,592	\$ 20,771,949

The accompanying notes are an integral part of these financial statements.

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2025

1. Summary of Significant Accounting Policies

Basis of presentation

The financial statements of the Regional District of Alberni-Clayoquot (the "District") are prepared by management in accordance with Canadian generally accepted accounting principles for local governments as prescribed by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

Budget reporting

The budget information reported in the statement of operations, the statement of changes in accumulated surplus and the statement of changes in net financial assets represents the 2025 budget as adopted by the District's Board on March 26, 2025.

Inventory

- a) Inventories for resale - Fuel inventory is valued at the lower of cost or net realizable value.
- b) Inventories of supplies - Supplies inventory is valued at the lower of cost and net realizable value with the cost being determined on a first in, first out basis.

Revenue and expenditure recognition

Revenue from unilateral transactions is recognized when the District has the ability to claim or retain an inflow of economic resources and a past transaction or event giving rise to the asset has occurred. Revenue from an exchange transaction is recognized when the District has satisfied applicable performance obligation.

Amounts that have been received in advance of services being rendered or performance obligations being met are recorded as deferred revenue until the District discharges the obligations that led to the collection of funds.

Revenues from other levels of governments, classified as grants in lieu of taxes, are recorded in the District's records when amounts are known and collectability is reasonably assured.

Each Municipality, Treaty First Nation and Electoral Area within the Regional District is requisitioned for their portion of each service in which they participate. These funds are then levied by the Municipalities, Treaty First Nations and the Province (for Electoral Areas) to individual taxpayers. Instead of levying individual taxpayers, the Treaty First Nations also have the option of paying for the requisition from their consolidated revenue fund. The requisitioned amounts are turned over to the District by August 1 of each year.

Expenditures are recorded on an accrual basis and are recognized in the period in which the goods and services are acquired and a liability is incurred or transfers are due. Expenditures include the accrued interest payable on debt to the end of the fiscal period.

Government transfers without stipulations are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made. Government transfers with stipulations restricting their use are recognized in the financial statements as revenues in the period in which the eligible expenditures are incurred, providing they are authorized and eligibility criteria are met.

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2025

1. Summary of Significant Accounting Policies (continued)

Deferred and restricted revenues

- a) Deferred revenue includes amounts received related to grants for projects in progress, lease revenue, building permits, rezoning applications, transit passes, parking passes, and to the curbside garbage program but not yet earned. These amounts will be recognized as revenue in the next or future fiscal year.
- b) Restricted revenue include amounts received for specified projects that are unspent. These amounts will be recognized as revenue when stipulations are met and the related expenditures are incurred, services performed or tangible capital assets acquired, thereby extinguishing the related liability.

Financial instruments

Financial instruments are designated at cost. Financial instruments are adjusted by transaction costs incurred on acquisition and amortized using the effective interest rate method. Financial assets are assessed for impairment on an annual basis. If there is an indicator of impairment, the District determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the District expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

Accrued Employee Benefits

Based on obligations as determined by collective agreements and contractual arrangements, employee benefit accruals, which include an allowance for vacation entitlement and overtime benefits, are recorded in the year in which they are earned.

Post Employment Benefits

Leave benefits such as vacation, along with retirement allowance benefits, are also available to the District's employees. The costs of these benefits are determined based on service and best estimates of retirement ages and expected future salary and benefit increases. The obligation under this benefit plan is accrued based on projected benefits as the employees render services necessary to earn the future benefits. The District and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred. The costs of the plan are the employer's contributions due to the plan in the period.

Debt

Debt is recorded net of any related repayments and actuarial additions. Interest expense is recorded in the period incurred. The debt schedule indicates the amount of debt payable in accordance with schedules received from the Municipal Finance Authority.

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2025

1. Summary of Significant Accounting Policies (continued)

Tangible capital assets

Tangible capital assets (TCAs) are recorded at cost and amortized on a straight-line basis, based on their expected useful life. The expected useful life of the District's TCAs are as follows:

Airport	10 to 50 years
Fire department	5 to 50 years
Office and administration	5 to 40 years
Land	not amortized
Landfills	Projected closures - 2070 and 2091, 10 to 40 years
Parks	5 to 25 years
Salmon beach	10 to 50 years
Water systems	25 years
Beaver Creek water system	5 to 60 years

Capital projects under construction are not amortized until the asset is put into use. TCA's contributed to the Regional District are recorded at fair value at the time of contribution.

TCA's are written down when conditions indicate that they no longer contribute to the District's ability to provide goods and services or when the value of the future economic benefits associated with the asset is less than the book value of the asset.

Asset retirement obligation

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met: 1) There is a legal obligation to incur retirement costs in relation to tangible capital assets 2) The past transaction or event giving rise to the liability has occurred 3) It is expected that the future economic benefit will be given up 4) A reasonable estimate of the amount can be made. The liability for closure of operational sites and post-closure care relating to landfill sites has been recognized based on estimated future expenses. An additional liability for the removal of asbestos and septic tank remediation in several locations owned by the ACRD has also been recognized based on estimated future expenses on closure of the site and post closure care. The liability is discounted using a present value calculation, and adjusted yearly for accretion expense. The recognition of a liability resulted in an accompanying increase to the respective tangible capital assets. The increase to the tangible capital assets is being amortized in accordance with the associated asset retirement obligation policy and remaining useful life of the related tangible capital asset.

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2025

1. Summary of Significant Accounting Policies (continued)

Measurement uncertainty

The preparation of financial statements in conformity with Public Sector Accounting Standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenses, gains, and losses during the reporting period. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the period in which they became known. By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in future periods could be significant. Since a precise determination of many assets and liabilities depends on future events, actual results may differ from such estimates and approximations. Key areas requiring the use of estimates include the amortization of tangible capital assets, asset retirement obligation, expected retirement costs, as well as the timing and duration of retirement costs.

Segmented reporting

A segment is designated as a distinguishable activity or group of activities of the District for which it is appropriate to separately report financial information. The District has provided definitions of the District's segments as well as presented financial information in segmented format in Note 19.

2. Short Term Investments

The guaranteed investment certificates balance is inclusive of \$2,350,000 at 5.65% maturing on February 13, 2026, \$1,000,000 at 3.40% maturing on December 14, 2026, \$656,900 at 3.28% maturing on October 14, 2027, and \$1,500,000 at 3.15% maturing on December 7, 2026.

	2025	2024
Alberni District Co-op Association equity shares	\$ 4,218	\$ 3,874
Guaranteed investment certificates	5,506,900	7,500,000
MFA - Money Market Fund Investments	1,564,854	1,032,785
	\$ 7,075,972	\$ 8,536,659

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2025

3. Accounts Receivable

	2025	2024
Trade and other receivables	\$ 1,708,660	\$ 1,651,955
Goods and services tax recoverable	125,343	138,492
Government of Canada	61,434	115,279
Province of British Columbia	1,187,065	136,742
Local governments	368,651	546,434
Subtotal	3,451,153	2,588,902
Less allowance for doubtful accounts	(34,120)	(7,217)
Accounts receivable - net	\$ 3,417,033	\$ 2,581,685

4. Term Receivables from Municipalities

Pursuant to the Local Government Act, the District acts as the agency through which its member municipalities borrow funds from the Municipal Finance Authority of British Columbia ("MFA"). The annual cost of servicing this municipal debt is recovered entirely from the borrowing member municipality. However, in the event of default the District is contingently liable to the MFA for this debt.

	2025	2024
City of Port Alberni	\$ 19,507,750	\$ 20,230,709
District of Tofino	10,200,671	10,458,659
District of Ucluelet	1,319,827	1,432,203
	\$ 31,028,248	\$ 32,121,571

5. Municipal Finance Authority Debt Reserve Fund

MFA provides capital financing for Regional Districts and their member Municipalities. The MFA is required to establish a Debt Reserve Fund into which each Regional District and member Municipality, who share in the proceeds of a debt issue through the District, are required to pay certain amounts set out in the debt agreements. Interest earned on these funds (less administrative expenses) becomes an obligation of the MFA to the District. If at any time insufficient funds are provided by the District or member Municipalities, MFA will then use these funds to meet payments on its obligations. When this occurs, the District may be called upon to restore the fund. The balance of the District's Debt Reserve Fund deposits at December 31, 2025 is \$572,876 (2024 - \$556,220).

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2025

5. Municipal Finance Authority Debt Reserve Fund (continued)

As a condition of the borrowing, the District is also obligated to lodge security by means of demand notes based on the amount of the borrowing. The notes, which are contingent in nature, are held by the MFA to act as security against the possibility of debt repayment default and are not recorded in the financial statements. Upon maturity of a debt issue, the demand notes are released. As of December 31, 2025, there are contingent demand notes of \$832,356 (2024 - \$832,356). Of these amounts, \$701,031 (2024 - \$701,031) relate to borrowing of member municipalities.

6. Deposits

Performance deposits are funds collected from various property developers and held as security to ensure the completion of specified agreed on works. These funds will be released once the related works are completed, or used by the District to complete the works for which they are held.

	2025	2024
Performance deposits	\$ 5,050	\$ 5,050

7. Restricted Revenues

	2025	2024
Development cost charges	\$ 476,239	\$ 279,208
Parkland deferred contributions	474,519	459,615
	\$ 950,758	\$ 738,823

- a) The regional district receives contributions from developers for the development of the water and sewer infrastructure. These restricted contributions are recognized as revenue in the years in which the capital projects are undertaken. Developer contributions paid in advance of infrastructure works are recorded as restricted revenue. Developer contributions received during the year were \$190,355 (2024 - \$145,676). Interest earned on developer contributions is restricted and deferred; interest earned during the year was \$6,676 (2024 - \$12,612). Developer contributions expended on capital projects during the year was \$nil (2024 - \$131,670).
- b) The District receives contributions from developers for the future acquisition of parkland. These restricted contributions are recognized as revenue in the years in which the parkland is subsequently acquired. Developer contributions received during the year were \$nil (2024 - \$26,700). Interest earned on parkland contributions is restricted and deferred; interest earned during the year was \$14,904 (2024 - \$20,114). Parkland acquired during the year was \$nil (2024 - \$nil).

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2025

8. Community Works Funds

The Canada Community-Building Fund is provided by the Government of Canada. The Community Works Fund stream provides funding to local governments for eligible expenditures of eligible projects in accordance with an agreement between the Regional District and the Union of British Columbia Municipalities. The following amounts are unspent funds held within accumulated surplus of the District:

	2025	2024
Opening balance of unspent funds	\$ 4,384,571	\$ 4,029,309
Add amount received during the year	549,713	549,713
Add interest earned	137,187	216,973
Less eligible expenditures made during the year	(823,049)	(411,424)
Closing balance of unspent funds	\$ 4,248,422	\$ 4,384,571

9. Asset Retirement Obligation

The asset retirement obligation consists of several obligations as follows:

a) Landfill Obligation

The District operates the Alberni Valley Landfill and the West Coast Landfill sites. The liability for the closure of operational sites and post-closure care has been recognized under *PS 3280 – Asset Retirement Obligation*. The costs were based upon the presently known obligations that will exist at the estimated year of closure of the sites. This obligation has been discounted to the present value using 4.53% in 2024 and 4.76% in 2025. Post closure care is estimated to be required for 200 years from the date of site closure for the Alberni Valley and for 100 years from the date of site closure for the West Coast. It is estimated that the life of the Alberni Valley Landfill is 64 (2024 - 64) years and the West Coast Landfill is 45 (2023 - 46) years.

b) Building Obligation

The ACRD owns and operates several buildings that are known to have asbestos and lead paint, which represents a health hazard upon demolition of the building and there is a legal obligation to remove it. Following the adoption of *PS3280 – Asset retirement obligations*, the District recognized an obligation relating to the removal and post-removal care of the asbestos and paint in these building as estimated at December 31, 2025.

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2025

9. Asset Retirement Obligation (continued)

In accordance with the provisions of this standard, the District reflected the following adjustments at December 31, 2025:

a) Landfill Obligation Adjustments

- i.) A accretion expense increase to the landfill asset retirement obligation liability of \$689,939 and estimated liability decrease to the landfill asset retirement obligation liability of \$873,873 has been recorded in 2025. This obligation has been discounted to the present value using 4.76% (2024 – 4.53%)
- ii.) A reduction in asset estimation has reduced the landfill asset retirement obligation asset by \$873,873.

b) Building Obligation Adjustment

- i.) Amortization of \$11,568 has been recorded to building asset retirement obligation accumulated amortization and there has been no change to the estimated liability or asset value.

	2024	ARO Additions	ARO Settlements	Revisions to Estimates	Accretion Expense	2025
Hazardous materials	\$ 1,897,817	\$ -	\$ -	\$ -	\$ -	\$ 1,897,817
Landfill closure and post-closure costs	14,494,518	-	-	(873,873)	689,939	14,310,584
	\$ 16,392,335	\$ -	\$ -	\$ (873,873)	\$ 689,939	\$ 16,208,401

10. Debenture Debt

All borrowings for the District are with the MFA. Debt interest costs recognized as expense as incurred. The debenture debt "Schedule 1" reflects the amount of debenture debt payable.

Principal payments due within the next five years and thereafter are as follows:

2026	\$ 1,321,578
2027	1,368,508
2028	1,417,116
2029	1,467,464
2030	1,519,612
Thereafter	29,509,997
	<u>\$ 36,604,275</u>

Principal payments are invested by MFA and earn income which is expected to be sufficient to retire the debt at maturity.

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2025

11. Tangible Capital Assets

	Cost	Accumulated amortization	2025 Net book value	2024 Net book value
Airport	\$ 32,034,037	\$ 13,960,271	\$ 18,073,766	\$ 17,646,282
Fire department	8,593,341	4,702,192	3,891,149	4,065,512
Office and administration	2,810,016	2,364,822	445,194	494,320
Land	6,618,082	-	6,618,082	6,519,253
Landfills	14,544,937	7,187,081	7,357,856	8,756,353
Parks	2,749,092	612,275	2,136,817	2,223,954
Salmon beach	1,475,139	543,289	931,850	688,917
Water systems	5,383,010	2,934,218	2,448,792	2,543,421
Beaver Creek water system	11,446,506	5,181,473	6,265,033	5,751,373
Under construction	1,794,489	-	1,794,489	2,237,980
	\$ 87,448,649	\$ 37,485,621	\$ 49,963,028	\$ 50,927,365

Land includes a right of way value of \$16,300 that relates to the land where the Bamfield Fire Department building is situated. For additional information about tangible capital assets, see Schedule 2.

During 2025, the ACRD evaluated all sites for which an environmental standard exists and for which it is directly responsible, and has concluded that no contamination exists that exceeds an environmental standard. Accordingly, no amount has been accrued in the financial statements as a liability for contaminated sites.

12. Change in Non Cash Working Capital and Cash Flow Supplementary Information

	2025	2024
Accounts receivable	\$ (835,348)	\$ (548,272)
Inventories for resale	(1,430)	17,532
Inventories of supplies	(3,269)	(24,711)
Accounts payable and accrued liabilities	(113,383)	38,563
Deferred revenue	817,666	(132,064)
Prepaid expenses	(7,526)	(41,692)
Assets held in trust	-	(10,000)
Restricted revenues	211,935	73,431
	\$ 68,645	\$ (627,213)

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2025

13. Financial Risk and Concentration of Risk

a) Credit risk:

Credit risk refers to the risk that a counter party may default on its contractual obligations resulting in a financial loss. The District is subject to credit risk with respect to the accounts receivable, cash and cash equivalents, and short-term investments. The exposure is limited to their carrying amounts at the date of the statement of financial position.

Accounts receivable primarily consist of amounts receivable from government organizations, residents and financial institutions. To reduce the risk, the District regularly reviews the collectability of its accounts receivable and if needed, will establish an allowance based on its best estimate of potentially uncollectible amounts. As at December 31, 2025 the amount of allowance for doubtful debts was \$34,120 (2024 – \$7,217). The District historically has not had difficulty collecting receivables, nor have counterparties defaulted on any payments.

b) Liquidity risk:

Liquidity risk is the risk that the Hospital District will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The District manages its liquidity risk by monitoring its operating requirements; preparing budget and cash forecast to ensure it has sufficient funds to fulfill its obligations.

c) Market risk:

Market risk is the risk that changes in market prices, such as foreign exchange rates or interest rates will affect the District's income or the value of its holdings. The objective of market risk management is to control risk exposures within acceptable parameters while optimizing return on investment. The District manages its market risk by holding cash balances with top rated Canadian Schedule I financial institutions. The District periodically reviews its investments and is satisfied that the portfolio investments are being managed in accordance with the investment policy.

i.) Foreign exchange risk

The District does not enter into foreign exchange transactions and therefore is not exposed to foreign exchange risk.

ii.) Interest rate risk

The District is exposed to interest rate risk through its investments and debt instruments. The District's investments are disclosed in Note 2. It is management's opinion that the District is not exposed to significant interest rate risk due to size of its investment portfolio.

The District's exposure to interest rate risk in relation to debt instruments is limited to long-term debt and short-term financing. The risk applies only to long-term debt when amortization periods exceed the initial locked-in term. Short-term financing is subject to daily float rates, which can result in variability over the course of short-term financing. Interest rate risk related to debt instruments is managed through budget and cash forecasts.

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2025

14. The North Island 9-1-1 Corporation

A 9-1-1 emergency dispatch service is provided by the North Island 9-1-1 Corporation, which is owned by the Regional Districts of Comox Valley, Strathcona, Mount Waddington, Alberni Clayoquot, Nanaimo and Powell River. The shares in the corporation are owned as follows:

Alberni-Clayoquot - 3 shares	Mount Waddington - 1 share
Comox Valley - 6 shares	Nanaimo - 5 shares
Strathcona - 4 shares	qathet - 2 shares

The District's investment in shares of the North Island 9-1-1 Corporation is recorded at cost. The District, through approval of the annual budget, is responsible for its share in funding ongoing operations. The District's share of the corporation is equal to 13.64% and the degree of control is proportionate to the ownership share. As no benefits are expected from the ownership, it has not been accounted for as an equity investment.

15. Due to/from Alberni-Clayoquot Regional Hospital District

The District is related to the Alberni Clayoquot Regional Hospital District (the "Hospital District"), as the same individuals are members of the Board of Directors of both organizations. As legislated by the Hospital District Act, the officers and employees of the District are the corresponding officers and employees of the Hospital District. Each of the District and the Hospital District are separate legal entities as defined by separate Letters Patent and authorized by separate legislation. During the year, the Alberni Clayoquot Regional Hospital District purchased, at cost, \$45,250 (2024 - \$46,200) of administrative support services from the District.

At December 31, 2025, the Hospital District owes the District \$nil (2024 - \$15,154) related to these administrative support services.

16. Contingent Liabilities and Commitments

a) Claims

In the normal course of a year, the District is faced with lawsuits for damages of diverse natures. At year end the District's estimated exposure to each such liability is either not determinable or is not considered to be significant. Claims paid by the District as a result of litigation are reported as expenditures.

b) Environmental regulations

The District is subject to environmental regulations which cover different aspects of its operations. These regulations may require future expenditures to meet applicable standards and subject the District to possible penalties for past violations. Any amounts required to meet obligations will be charged to operations or capitalized, as appropriate. No amounts can be estimated at this time and therefore no liabilities have been recorded at December 31, 2025.

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2025

16. Contingent Liabilities and Commitments (continued)

c) Pension liability

The District and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2024, the plan has about 273,000 active members and approximately - retired members. Active members include approximately 47,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2024 indicated a \$2,675 million funding surplus for basic pension benefits on a going concern basis. The District paid \$401,408 for employer contributions to the plan in fiscal 2025 (2024 - \$398,072). Employees contributed \$371,227 to the plan in fiscal 2025 (2024 - \$368,142). The next valuation will be as at December 31, 2027 with results available in 2028.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

d) Sick leave entitlements

Based on obligations as determined by collective agreements and contractual arrangements for sick leave, employees' sick leave entitlements accumulate. However, as sick leave benefits are only payable for sick leave and are not payable upon leaving the District, the amounts are recognized as an expense only when a claim is made. As at December 31, 2025 accumulated sick leave amounted to \$906,097 (2024 - \$833,849).

e) Contractual obligations for leased premises

As a result of the conversion of the Beaver Creek Improvement District to an electoral area of the regional district, the District assumed the long-term lease previously entered into by the Beaver Creek Improvement District effective November 1, 1961 with respect to the land on which the Improvement District's Stamp River pump house facilities are located. The agreement has a 99-year term and provides for annual rent of \$1 per annum. In addition, as Lessee the District will pay all taxes, levies and assessments which may be assessed, charged or levied against the lands and leasehold improvements erected thereon.

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2025

16. Contingent Liabilities and Commitments (continued)

f) Commitments

At December 31, 2025, the District has outstanding commitments to capital projects for \$929,031 and operating contracts as follows:

2026	\$	2,950,989
2027		2,630,453
2028		2,367,539
2029		1,607,597
2030		975,388
		<u>10,531,966</u>
	\$	<u>10,531,966</u>

17. Contractual Rights

The District has entered into various contracts for rental revenue within the normal course of operations. The estimated contractual rights under these contracts are as follows:

2026	\$	525,223
2027		395,938
2028		343,970
2029		271,500
2030		248,482
Thereafter		5,361,580
		<u>7,146,693</u>
	\$	<u>7,146,693</u>

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2025

18. Budget Reconciliation

Budget figures represent the Financial Plan Bylaw adopted by the Board on March 26, 2025. The financial plan budgeted for capital expenditures rather than amortization expense, and reflects the use of prior year operating surpluses as part of its annual budget. The carry forward of operating surpluses by department is a requirement under the Local Government Act of BC. The financial plan forms the basis for taxation and fees and charges rates which may be required for a particular year. The budget contains certain revenue and expense recognition principles that do not comply with Public Sector Accounting Standards, therefore, a reconciliation of the approved budget is presented below to conform to the general purpose financial statement presentation.

Adjustments to the 2025 budgeted annual surplus

Consolidated financial plan balanced cash budget as adopted March 26, 2025	\$	-
Add transfers to reserves		6,656,743
Add rent credit for infrastructure		70,000
Add principal debt payments		205,550
Less surplus from prior years		(2,744,358)
Less committed surplus from prior years		(636,020)
Less transfers from reserves		(623,921)
Less amortization		(3,176,950)
Accrual budgeted annual surplus	\$	(248,956)

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2025

19. Segmented Reporting

The District provides a range of services. Each segment has been created to record specific activities and achieve particular objectives in accordance with applicable regulations, restrictions, and service mandates.

District services are delivered through various departments, and their activities are reported within these service segments. The nature of each service segment and the activities they encompass are outlined as follows:

- a) Administrative Services which includes corporate administration, finance, information technology, and other centralized support functions.
- b) Planning & Development Services which covers land-use planning, development review, building inspection, and bylaw enforcement.
- c) Recreational & Cultural Services which provides parks, trails, recreation facilities, community programs, and cultural services.
- d) Solid Waste Services which is responsible for waste collection, disposal, recycling, organics management, and related environmental monitoring.
- e) Transportation Services which includes airports, road maintenance of roads not maintained by the Province, transit, and active transportation infrastructure.
- f) Water & Sewer Services which provides potable water supply, distribution, wastewater collection, and treatment services.
- g) Protective Services which covers fire protection, emergency management, and emergency 911 telephone system.
- h) Grant-in-Aids which represents financial contributions to community organizations and nonprofit groups.
- i) Other Services which includes additional programs and activities not included in the above segments.

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2025

19. Segmented Reporting (continued)

	Administrative services	Planning & development services	Recreational & cultural services	Solid waste services	Transportation services	Water & sewer services	Protective services	Grant-in-aid	Other services	2025
Revenue										
Tax Requisition	\$ 2,444,649	\$ 1,084,397	\$ 1,184,225	\$ 403,522	\$ 2,218,564	\$ 511,506	\$ 2,628,781	\$ 329,337	\$ 44,728	\$ 10,849,709
Grants in lieu of taxes	28,785	23,427	23,820	7,023	29,085	2,351	47,944	-	124	162,559
Services provided to other governments	1,121	7,078	-	45,037	5,478	-	86,640	-	-	145,354
Sales of service	-	108,540	10	4,870,354	807,606	1,303,412	1	-	-	7,089,923
Miscellaneous revenue	339,239	265,010	143,873	1,008,023	378,660	74,192	162,346	-	19,269	2,390,612
Government transfers	1,151,537	560,624	83,972	-	1,071,511	792,753	969,164	-	-	4,629,561
	3,965,331	2,049,076	1,435,900	6,333,959	4,510,904	2,684,214	3,894,876	329,337	64,121	25,267,718
Expenses										
Salaries, wages and benefits	1,886,361	1,401,826	227,079	530,391	728,562	514,457	1,202,467	3,995	-	6,495,138
Board remuneration	240,465	-	-	-	-	-	-	-	-	240,465
Operating goods and services	1,154,895	635,205	906,304	3,607,017	2,393,737	834,072	1,911,854	300	4,297	11,447,681
Grants to outside organizations	630,757	-	-	-	-	-	8,800	322,085	-	961,642
Interest on debt	-	-	-	-	189,000	18,611	-	-	13,815	221,426
Accretion of landfill asset retirement obligation	-	-	-	689,939	-	-	-	-	-	689,939
Amortization on tangible capital assets	104,016	13,454	95,627	534,883	1,729,623	499,067	348,191	-	-	3,324,861
	4,016,494	2,050,485	1,229,010	5,362,230	5,040,922	1,866,207	3,471,312	326,380	18,112	23,381,152
Annual Surplus (Deficit)	\$ (51,163)	\$ (1,409)	\$ 206,890	\$ 971,729	\$ (530,018)	\$ 818,007	\$ 423,564	\$ 2,957	\$ 46,009	\$ 1,886,566

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2025

19. Segmented Reporting (continued)

	Administrative services	Planning & development services	Recreational & cultural services	Solid waste services	Transportation services	Water & sewer services	Protective services	Grant-in-aid	Other services	2024
Revenue										
Tax Requisition	\$ 2,305,657	\$ 1,068,044	\$ 1,108,308	\$ 398,176	\$ 1,998,203	\$ 461,312	\$ 2,320,191	\$ 303,015	\$ 45,317	\$ 10,008,223
Grants in lieu of taxes	41,015	24,627	23,766	8,006	31,281	2,322	49,288	-	171	180,476
Services provided to other governments	-	7,000	-	44,755	-	-	77,942	1,000	-	130,697
Sales of service	-	93,382	7	4,517,056	774,500	1,273,261	1	-	-	6,658,207
Miscellaneous revenue	556,829	207,885	46,108	998,605	217,941	206,206	130,608	-	17,523	2,381,705
Government transfers	1,353,062	397,223	85,203	-	1,498,334	70,434	502,884	-	-	3,907,140
	4,256,563	1,798,161	1,263,392	5,966,598	4,520,259	2,013,535	3,080,914	304,015	63,011	23,266,448
Expenses										
Salaries, wages and benefits	1,754,818	1,278,782	233,663	692,434	665,903	492,928	1,074,877	4,142	-	6,197,547
Board remuneration	244,569	-	-	-	-	-	-	-	-	244,569
Operating goods and services	1,367,223	535,593	859,133	3,749,108	1,872,620	788,833	1,414,310	306	5,259	10,592,385
Grants to outside organizations	65,968	-	-	-	-	-	9,343	302,909	-	378,220
Interest on debt	-	-	-	-	189,000	21,813	-	-	13,815	224,628
Accretion of landfill asset retirement obligation	-	-	-	754,709	-	-	-	-	-	754,709
Amortization on tangible capital assets	102,420	13,454	91,117	537,399	1,625,390	463,675	345,064	-	-	3,178,519
	3,534,998	1,827,829	1,183,913	5,733,650	4,352,913	1,767,249	2,843,594	307,357	19,074	21,570,577
Annual Surplus (Deficit)	\$ 721,565	\$ (29,668)	\$ 79,479	\$ 232,948	\$ 167,346	\$ 246,286	\$ 237,320	\$ (3,342)	\$ 43,937	\$ 1,695,871

Regional District of Alberni-Clayoquot

Notes to Financial Statements

Year Ended December 31, 2025

20. Other Liability

The District has entered into rent credit lease agreements with a lessee at the Tofino Long Beach Airport. As the lessor of the airport lands, the District has agreed to compensate the lessee for the costs incurred of approved capital projects which vest in the District at the time of completion by giving the lessee an annual rent credit. Rent credits are only applied to the annual invoices as they come due. The rent credit owed at December 31, 2025 is \$791,889 (2023 - \$868,121). The rent credit will automatically terminate in 15 years and may also be further reduced within 15 years if the lessee is reimbursed for capital project costs by future lessees.

21. Tariff Implications

Tariffs can impact the District in the following ways:

a) Revenue Generation

Tariffs can affect the number of grant opportunities offered due to economic pressures, consequently, increasing the tax revenue collected by the District or service level reduction.

b) Expenditure and Infrastructure Increases

The District may face higher costs for goods and services due to tariffs, leading to increased expenditures. This can impact budget allocations and financial planning. Higher costs due to tariffs may lead to reduced investment in infrastructure projects and other public services, as costs increase.

c) Economic Development

Tariffs can influence local economic development by affecting the competitiveness of local businesses. This can impact employment rates and overall economic growth within the District's jurisdiction

The District continuously evaluates these potential impacts and options to mitigate the risk arising from tariffs.

Regional District of Alberni-Clayoquot

Schedule of Debenture Debt

Year Ended December 31, 2025

(Schedule 1)

	By-law	MFA Issue	Maturity date	Term	Rate	Amount Borrowed	Total Instalments to date	Actuarial addition	2025 Balance	2024 Balance
Port Alberni F1062	1062	97	19 Apr 2031	25	1.53%	\$ 3,375,064	\$ 1,539,796	\$ 765,647	\$ 1,069,621	\$ 1,238,404
Port Alberni F1111	1111	130	14 Oct 2044	30	4.10%	5,750,000	1,134,809	262,944	4,352,247	4,509,233
Port Alberni F1114	F1114	131	08 Apr 2035	20	4.10%	912,000	322,492	65,523	523,985	569,062
Port Alberni F1114	F1114	131	08 Apr 2045	30	4.10%	2,000,000	387,426	78,716	1,533,858	1,588,012
Port Alberni F1143	F1143	150	09 Apr 2050	30	3.03%	4,450,000	548,461	36,942	3,864,597	3,991,302
Port Alberni F1158	F1158	159	05 Jun 2053	30	4.15%	8,500,000	323,930	12,628	8,163,442	8,334,696
Tofino F1167	F1167	162	27 Sep 2054	30	3.83%	10,000,000	193,713	1,765	9,804,522	10,000,000
Tofino F1062	1062	97	19 Apr 2031	25	1.53%	1,250,000	570,284	283,566	396,149	458,660
Ucluelet F1074	F1095	117	12 Oct 2036	25	1.47%	1,948,000	676,534	194,534	1,076,932	1,157,205
Ucluelet F1130	F1130	141	07 Apr 2032	15	2.80%	475,000	204,313	27,792	242,895	274,997
Salmon Beach F1079	F1096	117	12 Oct 2031	20	1.47%	939,800	453,796	131,090	354,914	408,329
AVRA F1120	F1120	142	04 Oct 2047	30	3.15%	6,000,000	1,008,924	120,649	4,870,427	5,026,655
BWS F1126	F1126	146	19 Sep 2038	20	3.20%	492,245	128,235	13,324	350,686	372,745
									\$ 36,604,275	\$ 37,929,300

The accompanying notes are an integral part of these financial statements.

Regional District of Alberni-Clayoquot

Schedule of Tangible Capital Assets

Year Ended December 31, 2025

(Schedule 2)

	Cost					Accumulated Amortization					2025	2024
	Opening Balance	Change in ARO Estimate	Acquisitions	Transfers	Disposals	Closing Balance	Opening Balance	Amortization	Disposals	Closing Balance	Net Book Value	Net Book Value
Airport	\$ 29,878,290	\$ -	\$ 771,489	\$ 1,384,258	\$ -	\$ 32,034,037	\$ (12,232,008)	\$ (1,728,263)	\$ -	\$ (13,960,271)	\$ 18,073,766	\$ 17,646,282
Fire department	8,430,861	-	365,628	(203,148)	-	8,593,341	(4,365,349)	(336,843)	-	(4,702,192)	3,891,149	4,065,512
Office and administration	2,731,942	-	78,074	-	-	2,810,016	(2,237,622)	(127,200)	-	(2,364,822)	445,194	494,320
Land	6,519,253	-	98,829	-	-	6,618,082	-	-	-	-	6,618,082	6,519,253
Landfills	15,411,171	(873,873)	7,639	-	-	14,544,937	(6,654,818)	(532,263)	-	(7,187,081)	7,357,856	8,756,353
Parks	2,749,092	-	846	(846)	-	2,749,092	(525,138)	(87,136)	-	(612,275)	2,136,817	2,223,954
West coast transit	-	-	1,935	(1,935)	-	-	-	-	-	-	-	-
Salmon beach	1,277,953	-	31,500	289,796	(124,110)	1,475,139	(589,036)	(43,612)	89,359	(543,289)	931,850	688,917
Water systems	5,321,248	-	1,094,102	(1,032,340)	-	5,383,010	(2,777,826)	(156,392)	-	(2,934,218)	2,448,792	2,543,421
Beaver Creek water system	10,619,694	-	819,106	7,706	-	11,446,506	(4,868,321)	(313,152)	-	(5,181,473)	6,265,033	5,751,373
Under construction	2,237,980	-	-	(443,491)	-	1,794,489	-	-	-	-	1,794,489	2,237,980
	\$ 85,177,484	\$ (873,873)	\$ 3,269,148	\$ -	\$ (124,110)	\$ 87,448,649	\$ (34,250,118)	\$ (3,324,861)	\$ 89,359	\$ (37,485,620)	\$ 49,963,028	\$ 50,927,365

The accompanying notes are an integral part of these financial statements.

Regional District of Alberni-Clayoquot
Unaudited Schedule - Growing Communities Fund Grant
Year Ended December 31, 2025

(Schedule 3)

The Province of British Columbia distributed conditional Growing Communities Fund grants to communities at the end of March 2023 to help local governments build community infrastructure and amenities to meet the demands of population growth. The Growing Communities fund provided a one-time total of \$1 billion in grants to all 161 municipalities and 27 regional districts in British Columbia. The District received \$1,833,000 in funding and the following outlines how the funds were spent during 2025 to various regional and local services during the year:

Growing Communities Fund	2025
Balance, December 31, 2024	\$ 1,731,361
Interest earned during year	63,909
Eligible costs incurred:	
Beaver Creek Water System - watermain upgrades	(450,000)
Long Beach Airport - wastewater replacement and expansion	(120,688)
General Government - ACRD office building feasibility study	(10,346)
South Long Beach Fire Protection - fire hydrant installation project engineering	(5,200)
West Coast Transit - bus stop and shelter construction project	(1,935)
Balance, December 31, 2025	\$ 1,207,101

The accompanying notes are an integral part of these financial statements.



To: ACRD Board of Directors

From: Amy Needham, Sustainability Planner

Meeting Date: April 8, 2026

Subject: Agricultural Advisory Committee Terms of Reference Amendment – City of Port Alberni Agricultural Land Reserve Applications

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors request that the City of Port Alberni refer all Agricultural Land Commission applications in the region to the ACRD Agricultural Advisory Committee for input.

Desired Outcome:

To address a recommendation from the Agricultural Development Committee (ADC) to amend the scope of the Agricultural Advisory Committee (AAC) to allow for input on Agricultural Land Reserve (ALR) applications on lands located within the City of Port Alberni.

Background:

At their February 17, 2026 meeting, following discussion regarding an Agricultural Land Reserve (ALR) application being prepared by the City of Port Alberni for a 17-acre ALR parcel on Broughton Street, the Agricultural Development Committee carried the following motions:

THAT the Agricultural Development Committee request that the ACRD Board of Directors ask for the City of Port Alberni to refer all Agricultural Land Commission applications to the ACRD Agricultural Advisory Committee for input.

THAT the Agricultural Development Committee request that the Alberni-Clayoquot Regional District Board of Directors direct staff to update the Agricultural Advisory Committee's Terms of Reference to include the review of all Agricultural Land Commission applications in the Regional District, including those that fall within the boundary of the City of Port Alberni, should the City of Port Alberni be supportive of receiving Agricultural Advisory Committee input.

The current Agricultural Land Commission referral structure results in the referral of all ALR applications within the City of Port Alberni being referred to the City, which does not have an Agricultural Advisory Committee to advise on agricultural land use interests. There were questions raised by the ADC about a lack of agricultural input that could impact Agricultural Land Commission decision-making on applications that have an impact on agricultural lands. The mandate of the ACRD's Agricultural Advisory

Committee is to consider the agricultural land use implications of ALC applications and to provide input on agricultural issues and opportunities in the region.

A request was made by the ADC that the City of Port Alberni consider referring ALC applications to the AAC for consideration. It is understood that the Committee's recommendation does not constitute a final decision under ALC legislation and the decision as to whether an ALC application is sent on to the ALC for a final decision remains with City of Port Alberni Council.

The AAC's Terms of Reference are out-dated and require updates to bring them into alignment with the recently adopted ACRD Procedures Bylaw. The AAC meeting that would have been called to review and incorporate these procedural changes would also encompass Terms of Reference changes to review City of Port Alberni ALC applications, should the City support their referral.

Time Requirements – Staff & Elected Officials:

If the City of Port Alberni consents to refer ALC applications to the ACRD AAC, approximately six hours of ACRD staff time will be required to update the AAC Terms of Reference, review the changes with the committee and forward the amended Terms of Reference to the ACRD Board for approval. There is limited ALR land located within the City of Port Alberni and this update would not likely result in a significant increase in the number of AAC meetings held. However, any additional AAC meetings would require further staff time for agenda preparation, facilitation and follow-up.

Financial:

The City of Port Alberni is part of Regional Planning, which includes the AAC, and thus is already financially contributing to the agricultural services provided through the ACRD. There are no financial implications to updating the AAC's Terms of Reference.

Strategic Plan Implications:

The ACRD's 2024-2027 Strategic Plan directs staff and the Board to 'work with regional agricultural producers toward identifying and addressing challenges faced by regulations and climate change,' which points to the important work the Agricultural Advisory Committee conducts in reviewing and making recommendations on all ALC applications in the ACRD, as well as engaging on land use document updates, such as Official Community Plans.

Policy or Legislation:

The *Local Government Act* provides the designated authority for Regional District Boards to create standing committees.

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

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

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



To: ACRD Board of Directors

Meeting Date: April 8, 2026

From: Alima Khoja, Planner 1

Voting Structure: Electoral Area Directors

Electoral Area: D - Sproat Lake

Subject: Development Variance Permit DVD25012 - 8467 Bothwell Rd (Braiden)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing development variance permit DVD25012 subject to neighbour notification as per Local Government Act s. 499.

Development Variance DVD25012:

- i. Development variance of the ACRD Zoning Bylaw, Section 6.2 (4) (a) to reduce the required watercourse setback from 30.48 m (100 ft) to 15 m (49.21 ft) for a single family dwelling and accessory buildings within proposed strata lot 2.

Development Proposal: The property owner has applied for a 2-lot strata subdivision which would result in a ~0.24 ha (0.6 ac) parcel along Faber Road, and a remainder parcel of ~1.46 ha (3.6 ac). The owners have applied for a variance on proposed 0.24 ha (0.6 ac) strata-lot 2 to reduce the watercourse setback from 30.48 m (100 ft) to 15 m (49.21 ft) to increase flexibility when siting the future home and accessory buildings. The requested 15 m setback aligns with Development Permit Area I – Foreshore & Riparian Areas Protection as outlined in the Sproat Lake Official Community Plan.

Advisory Planning Commission Recommendation: The Sproat Lake Advisory Planning Commission (APC) reviewed the application at their March 26, 2026, meeting and passed a motion to support the application as presented.

Property Owner/Applicant: Catherine J Braiden

Property Information:

Civic Address:	8467 Bothwell Rd				
Legal Description:	LOT A DISTRICT LOT 41 ALBERNI DISTRICT PLAN EPP128996				
PID:	032-090-510	Folio:	770-00781.002	ALR? (Y/N):	N
Lot Area (ha):	1.71 (4.23 ac)				
Current Zoning:	RA1 - Acreage Residential District				
Current OCP:	Sproat Lake - Residential Use				
Development Permit Area(s):	DPA I – Foreshore and Riparian Areas Protection				

PL20250097 / DVD25012

Alberni-Clayoquot Regional District | 3008 Fifth Avenue, Port Alberni, BC V9Y 2E3 | 250.720.2700 | www.acrd.bc.ca

Serving Port Alberni, Tofino, Ucluelet, Treaty First Nations: Huu-ay-aht, Yuułu?it̓ath, Uchucklesaht Tribe Government, and Toquaht Nation, and Six Electoral Areas: "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek).

Current Use & Description:	The proposed 0.24 ha (0.6 ac) strata lot 2 is forested and almost completely within DPA I. The property generally slopes downward from Faber Road to Sproat Lake.
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Surrounding Zoning and Land Use			
North:	Acreage Residential (RA1) District	South:	Acreage Residential (RA1) District
East:	Acreage Residential (RA1) District Forest Rural (A3) District	West:	Acreage Residential (RA1) District

Services:

- a) **Sewage Disposal:** Onsite sewage disposal.
- b) **Water Supply:** Onsite water supply.
- c) **Fire Protection:** Sproat Lake Fire Protection Area
- d) **Access:** Bothwell Road and Faber Road.

Planning Policy Discussion:

- a) **Official Community Plan:** The parcel is designated as ‘Residential Use’ in the Sproat Lake OCP. The property is affected by DPA I – Foreshore and Riparian Areas Protection (minor:15 m). DPA I applies to land and water within 30 m of the natural boundary of the lake, and lands within 15 m on either side of the minor watercourse running through the property.

The requested variance is located outside of the Development Permit Area. The applicant has provided a report from a Registered Professional Biologist dated January 06, 2026, confirming that sufficient area exists outside the DPA on Strata Lot 2 to support the proposed future development, and that the creation of Strata Lot 2 is suitable for the intended development area.

Any development and/or alteration of land within 15 m (49.21 ft) of the natural boundary of the watercourse will require issuance of a development permit.

This proposal complies with the Sproat Lake Official Community Plan. As a condition of the subdivision application, the property owner is required to apply for a development permit to satisfy the DPA I – Foreshore and Riparian Areas Protection guidelines.

- b) **Zoning:** Acreage Residential (RA1) District

	Current:	Proposed:
Minimum Lot Area (ha)	0.17	
Minimum Lot Width (m)	27.4	
Principal & Accessory Front Yard Setback (m)	12.2	

Principal Side Yard Setback (m)	4.6	
Principal Rear Yard Setback (m)	9.1	
Accessory Side Yard Setback (m)	0.9	
Accessory Rear Yard Setback (m)	0.9	
Watercourse Setback (m)	30.48 m (100 ft)	15 m (49.21 ft)

This proposal does not comply with section 6.2 (4) (a) of the ACRD Zoning Bylaw. A variance to reduce the required watercourse setback, to align with the OCP’s DPA I, has been requested to increase flexibility when siting the future home and accessory buildings.

Comments:

The property owner has applied for a 2-lot strata subdivision. The proposed strata subdivision would result in a ~ 0.24 ha (0.6 ac) parcel along Faber Road, and a remainder parcel of ~1.46 ha (3.6 ac). The property falls within DPA I – Foreshore and Riparian Protection Areas (minor:15 m) and is zoned Acreage Residential (RA1) District.

Proposed Strata Lot 2, 0.24 ha (0.6 ac) is predominantly constrained by the 15 m DPA I- Foreshore and Riparian Protection Area associated with the on-site watercourse, resulting in limited land available for development outside the DPA. Additionally, the ACRD Zoning Bylaw has a 30.48 m (100 ft) building setback on either side of the watercourse. Development within these setbacks would require a development permit and a development variance permit. As a condition of subdivision approval, a development variance permit is required to reduce the watercourse setback from 30.48 m (100 ft) to 15 m (49.21 ft) in order to establish a viable building area on the proposed lot.

The applicant has submitted an environmental assessment prepared by a Registered Professional Biologist dated January 06, 2026. The report confirms that an area of approximately 0.27 ac (0.11 ha) on proposed Strata Lot 2 is located outside the 15 m DPA I and is suitable for future development. The biologist notes that access from Faber Road would avoid disturbance within the DPA and identifies standard mitigation measures for future construction. The assessment concludes that creation of Strata Lot 2 is appropriate based on the available developable area outside the Riparian DPA.

Any development within 15 m of the natural boundary of the watercourse would require issuance of a development permit including an assessment completed by a Qualified Environmental Professional (QEP).

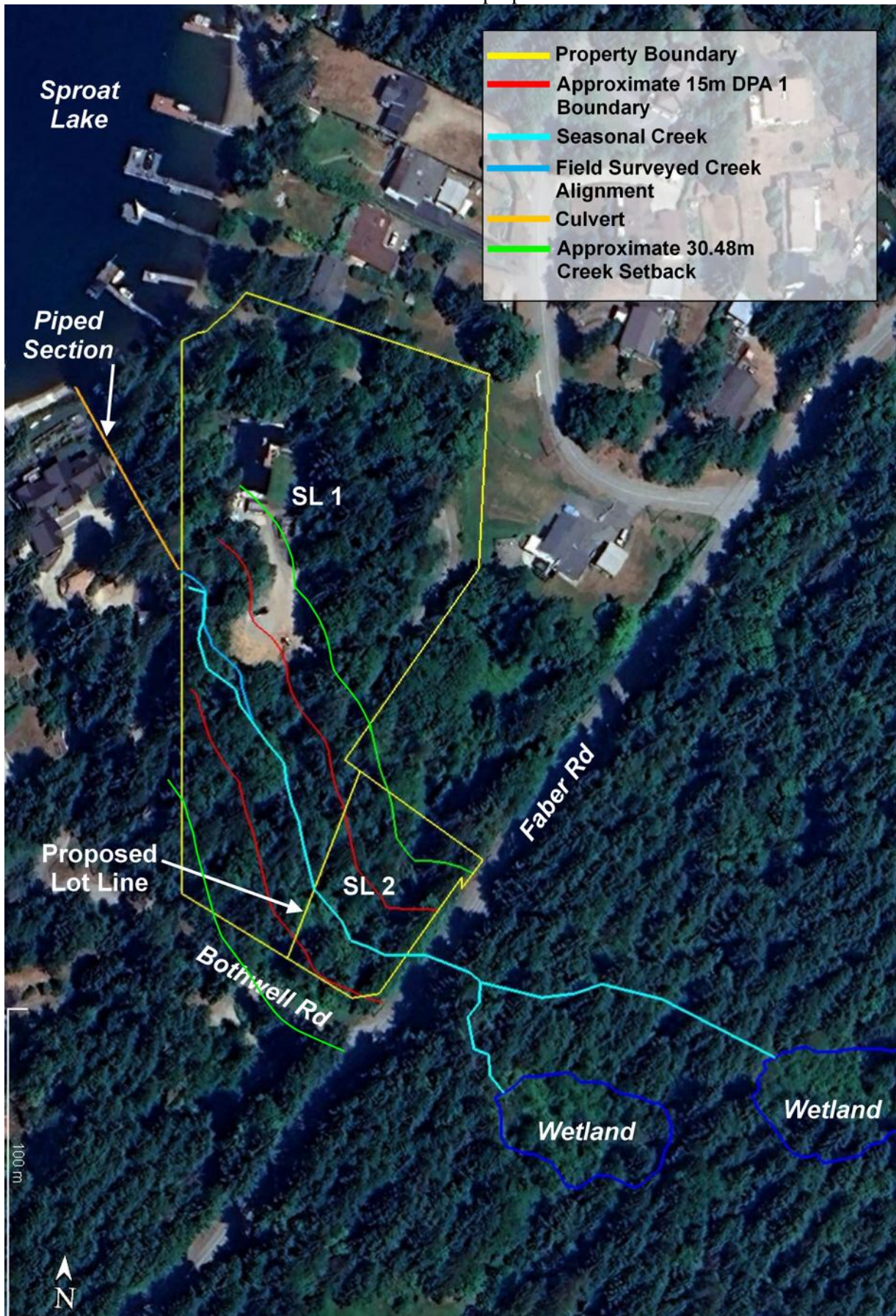
Planning staff feels the variance is reasonable and recommends consideration beginning with neighbour notification.

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

Figure 2. June 2023 Air Photo of 8467 Bothwell Road with proposed lot line and features



Site Visit – March 13th, 2026



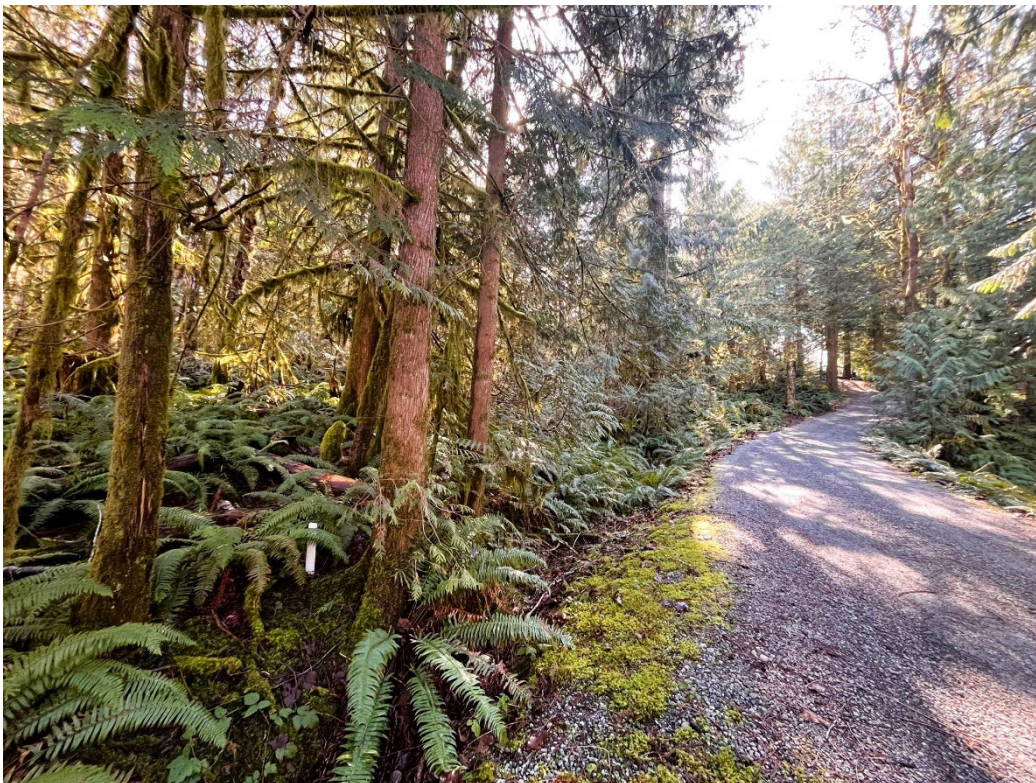
Looking south towards watercourse



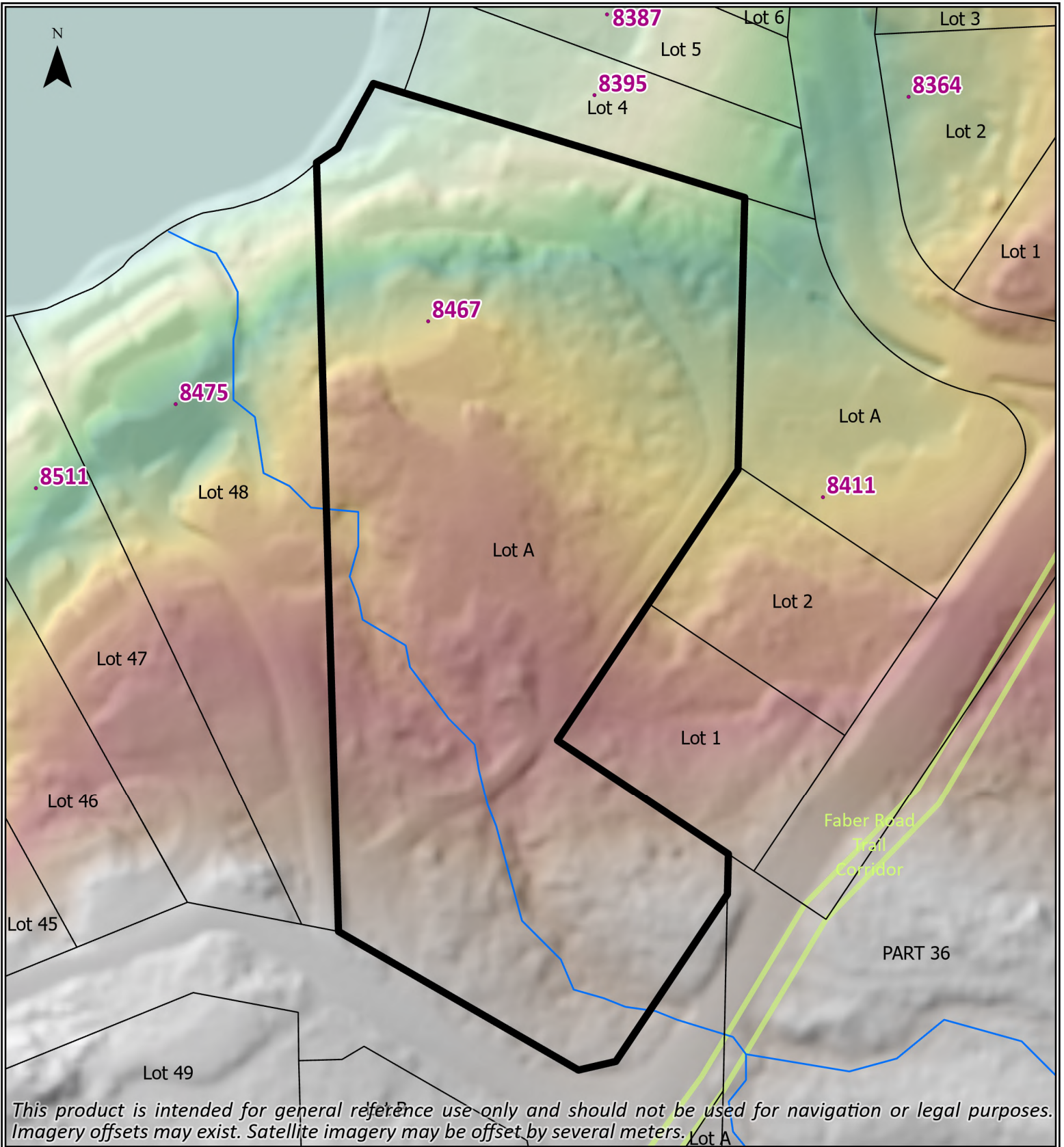
Looking south across the DPA I – Foreshore & Riparian Areas Protection (minor: 15 m)








Looking northeast toward the portion of the lot located outside the DPA I boundary



Showing the north corner of Strata Lot 2 at the rear of the property, with property pin visible



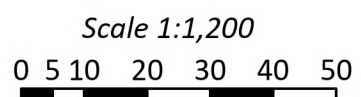
8462 Bothwell Road
 LOT A DISTRICT LOT 41 ALBERNI DISTRICT PLAN
 EPP128996

-  Subject Property
-  AV Stream Atlas
-  Parcels
- Elevation (m)
-  65
-  28

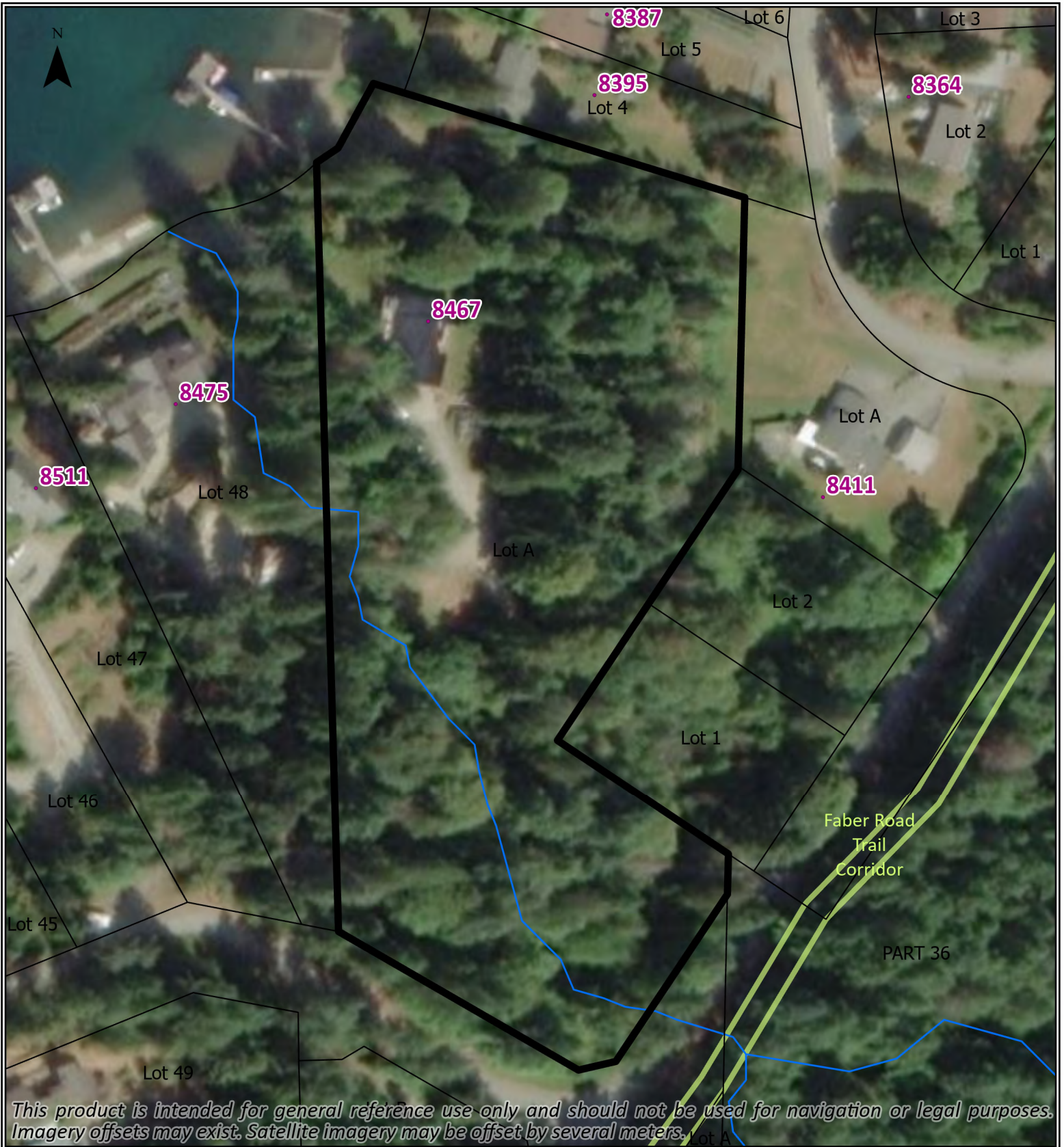


**ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT**

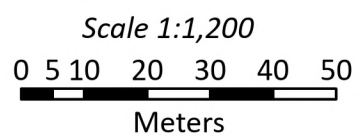
Prepared 2025-10-07
 Sources: Prov. BC, ParcelMapBC; ACRD



134 Meters



8462 Bothwell Road
 LOT A DISTRICT LOT 41 ALBERNI DISTRICT PLAN
 EPP128996



- Subject Property
- Parcels

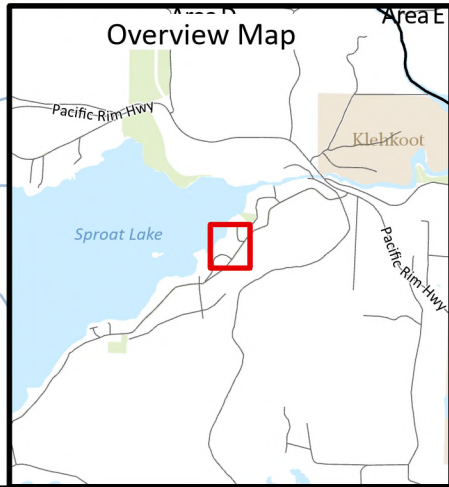
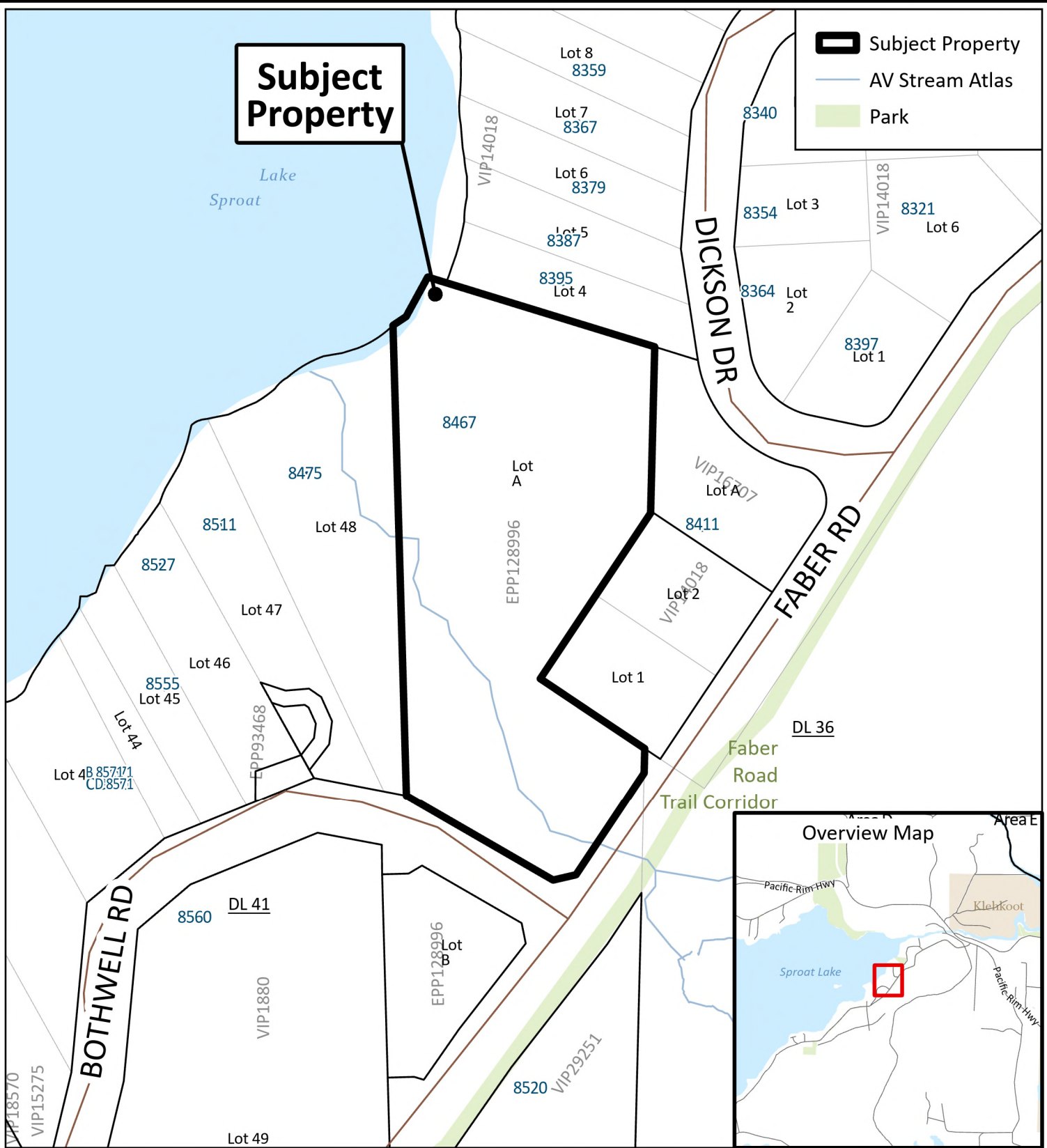


**ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT**

Prepared 2025-10-07
 Sources: Maxar, Microsoft,
 ParcelMapBC; ACRD

Subject Property

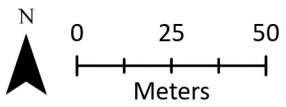
- Subject Property
- AV Stream Atlas
- Park



Civic Address: 8462 Bothwell Road
 Legal Description: LOT A DISTRICT LOT 41 ALBERNI DISTRICT
 PLAN EPP128996



ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT





DVD25012

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

A Development Variance Permit is hereby issued to:

Name: Catherine J Braiden
Address: 8467 Bothwell Rd, Port Alberni, BC

With respect to:

Legal Description: LOT A DISTRICT LOT 41 ALBERNI DISTRICT PLAN EPP128996
PID: 032-090-510

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

- Development variance of the ACRD Zoning Bylaw, Section 6.2 (4) (a) to reduce the required watercourse setback from 30.48 m (100 ft) to 15 m (49.21 ft) for a single family dwelling and accessory buildings within proposed strata lot 2.

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

This permit was issued this of , .

Daniel Sailland, MBA
Chief Administrative Officer

Chair of the Board of Directors



To: ACRD Board of Directors

Voting Structure: Electoral Area Directors

From: Alima Khoja, Planner 1

Meeting Date: April 8, 2026

Electoral Area: D - Sproat Lake

Subject: Rezoning RD25005 - 10203 Woodslee Loop (Warren)

Recommendation:

THAT Bylaw P1536, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw, be read a first, second and third time.

THAT Bylaw P1537, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a first, second and third time.

Property Information:

Civic Address:	10203 Woodslee Loop		
Legal Description:	LOT 7, DISTRICT LOT 622, CLAYOQUOT DISTRICT, PLAN 11481		
PID:	005-047-200	Folio:	770-03540.000 ALR? (Y/N): N Lot Area (ha): 0.20 (0.50 ac)

Background:

The applicant has applied to rezone the property from Acreage Residential (RA1) District with a 0.16 ha (0.4 ac) minimum parcel size to Residential Storage (SW 3) District which would allow for a minimum parcel size of 0.24 ha (0.6 ac). The applicant intends to construct a garage structure to store their boat and trailer on the vacant parcel. The proposed SW 3 Zone has been created to accommodate personal storage as a primary permitted use within an enclosed structure in a residential context.

Previous Board Consideration & Public Notification

The Board of Directors considered the application at the February 25, 2026, meeting and resolved to consider first reading of Bylaws P1536 and P1537 at a future date and that notice be given in accordance with s. 467 of the *Local Government Act*. A notice to property owners and residents within 100 metres of the property was mailed on March 20, 2026. Notices were advertised in the March 25 and April 1 editions of the Alberni Valley News. The notice and background information were posted on the ACRD website, and a notice of first reading was placed on the development application sign at the property. To date, one (1) letter of correspondence from the public has been received in support of the application. If any responses are received prior to the April 8 meeting, staff will inform the Board.

When the bylaw was first considered by the Board on February 25, 2026, the Board confirmed that the adoption of Bylaw P1536 and P1537 would be subject to:

PL20250086/RD25005

- 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.

The installation of a sewage disposal system approved by Island Health would be required as a condition for any building permit issued for the construction of a dwelling, or any accessory building or Residential Storage structure that includes plumbing facilities.

Referral Comments

Technical agency referral requests were sent out on March 03, 2026. Referral requests were sent to the following agencies:

✓ Vancouver Island Health Authority	✓ Hupacasath First Nation
✓ Ministry of Transportation & Transit	✓ Tseshaht First Nation
✓ Sproat Lake Fire Department	✓ ACRD Building Inspection
✓ School District No. 70	

Referral responses have been received from the Ministry of Transportation and Transit (MOTT), Vancouver Island Health Authority and ACRD Building Department.

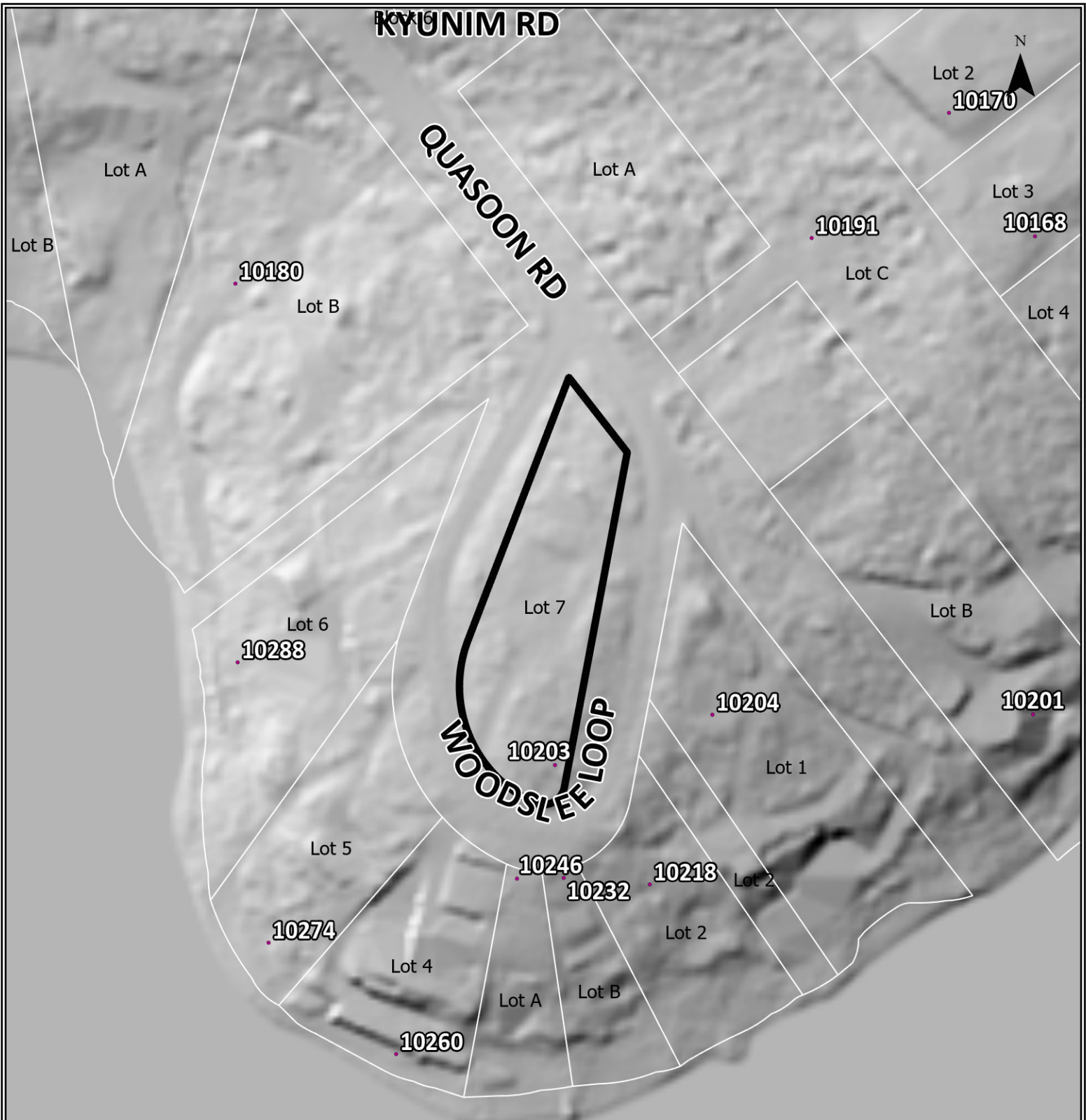
- a. Ministry of Transportation and Transit noted Interests Unaffected by the Bylaw.
- b. Island Health noted Approval Recommended subject to conditions related to sewerage and water system regulatory compliance.
- c. ACRD Building Department noted Interests Unaffected by the Bylaw.

It is recommended that the Board proceed with the rezoning and give three readings to Bylaws P1536 and P1537.

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

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

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



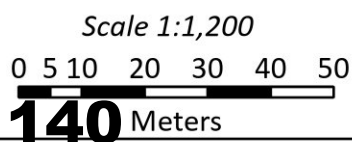
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 Subject Property

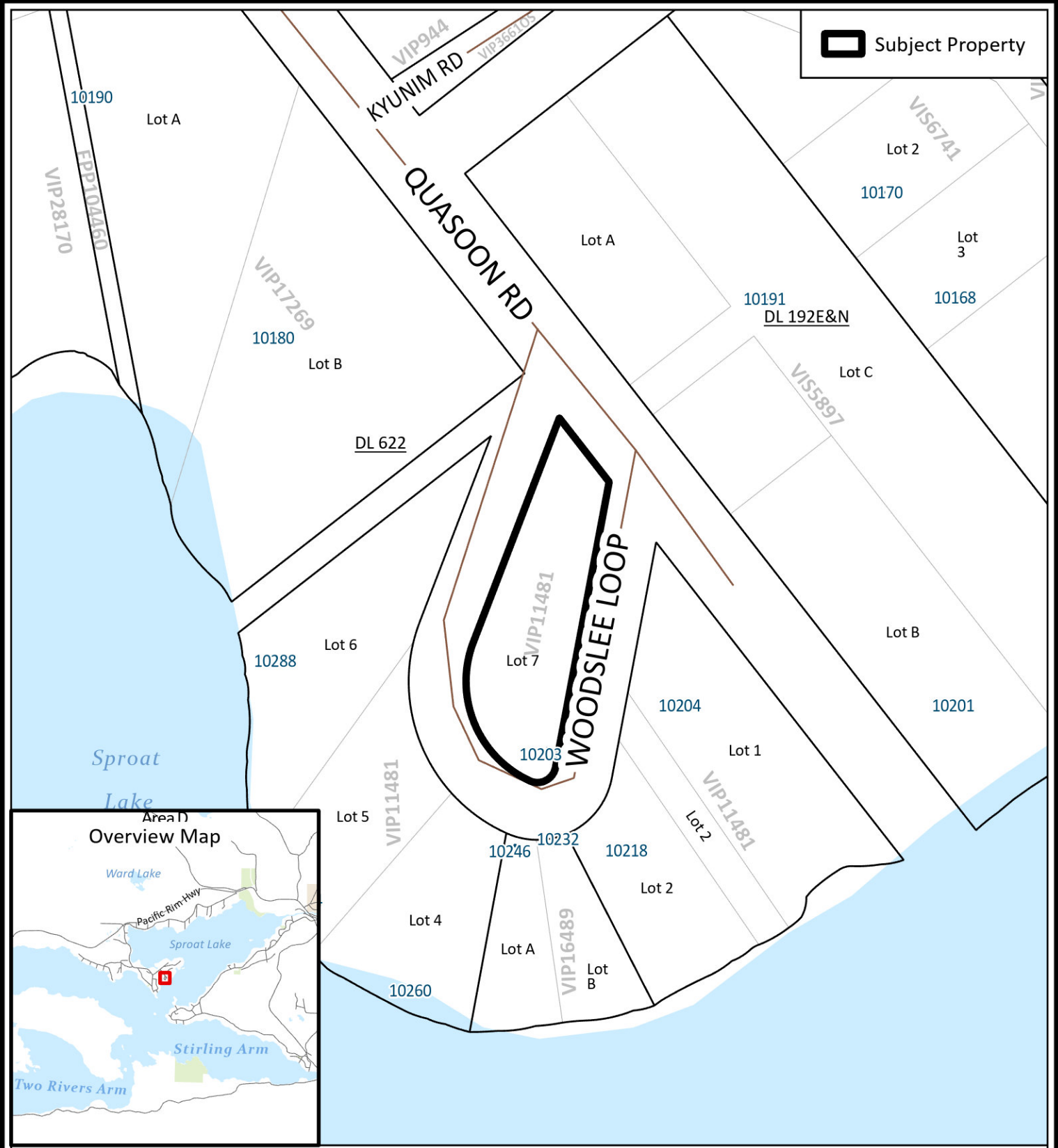


**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

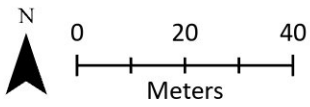
Prepared 2026-01-14
Sources: Prov. BC, ParcelMapBC; ACRD




 Subject Property



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



 Address: 10203 Woodslee Loop
Legal Description: LOT 7, DISTRICT LOT 622, CLAYOQUOT
DISTRICT, PLAN 11481



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

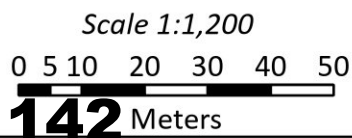
10203 Woodslee Loop
 LOT 7, DISTRICT LOT 622, CLAYOQUOT
 DISTRICT, PLAN 11481

 Subject Property



**ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT**

Prepared 2026-01-14
 Sources: Microsoft, VantorProv. BC,
 ParcelMapBC; ACRD





REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1536

OFFICIAL ZONING TEXT AMENDMENT

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw upon the affirmative vote of the directors in accordance with Sections 464, 465, 470 and 479 of the *Local Government Act*;

NOW THEREFORE the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the text of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw No. P1536.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by:

- a. Adding Section “169 Residential Storage (SW 3) District” and sub-sections to read as follows:

169 Residential Storage (SW 3) District

This District provides for Residential storage in an enclosed space for residential purposes.

169.1 Definitions

“Residential Storage” means the storage of personal vehicles, personal recreational vehicles and boats, and personal equipment associated with residential use within a fully enclosed building or structure. It excludes any commercial or industrial storage, use, or activity of any kind including but not limited to equipment storage for business, rental storage units, heavy equipment storage or any commercial operation.

169.2 Permitted Uses

- (1) One single family dwelling
- (2) Residential Storage
- (3) Home Occupations
- (4) Accessory buildings and uses

169.3 Conditions of Use

- (1) Residential Storage uses are required to be contained entirely within fully enclosed indoor structures. There shall be no commercial or industrial use of storage space.
- (2) No heavy equipment shall be stored on the property.
- (3) Residential Storage structures shall not be located, unless otherwise provided for in this by-law:
 - a. Within a required front yard;
 - b. Within 3 meters [9.84 feet] of a side or rear yard lot line.
- (4) Residential Storage structures shall not exceed 6 meters [20 feet] in height.
- (5) Residential Storage structures shall not exceed one (1) storey in height.
- (6) The total combined floor area of Residential Storage and Accessory buildings and structures shall not exceed five percent (5%) of the registered lot area.
- (7) Residential Storage structures shall not exceed a maximum floor area of 92.9 square meters (1,000 square feet), regardless of lot size.
- (8) All permitted uses shall be housed completely within an enclosed building except for permitted parking areas. A minimum of two (2) parking spaces and a maximum of four (4) parking spaces shall be provided on the property.
- (9) Vehicle parking areas shall not be located within any required front, rear, or side yard setback.

169.4 Density

The minimum lot size shall be 1.0 hectare (2.47 acres) where the lot is serviced by on-site water and sewer systems. The minimum lot size shall be 0.24 hectare (0.6 acre) where the lot is serviced by community or communal water or sewer system, or both.

b. By amending Section 200, Schedule II – Bulk and Site Regulations as follows:

Zoning District or Use	Minimum Lot Width (feet)	Minimum Lot Area	Maximum Lot Coverage	Minimum Setbacks (feet)			Maximum Height (feet)
				Front	Rear	Side	
SW 3	90	See Section 169.4	25%	40	30	15	35

c. By amending Section 4.3, Interpretation, to include “SW 3” on the line which references “R districts”.

d. By amending Section 5.1, Designation of Districts, to include “169 Residential Storage (SW 3) District” in the Residential Section.

3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this day of ,

Read a second time this day of ,

Read a third time this day of ,

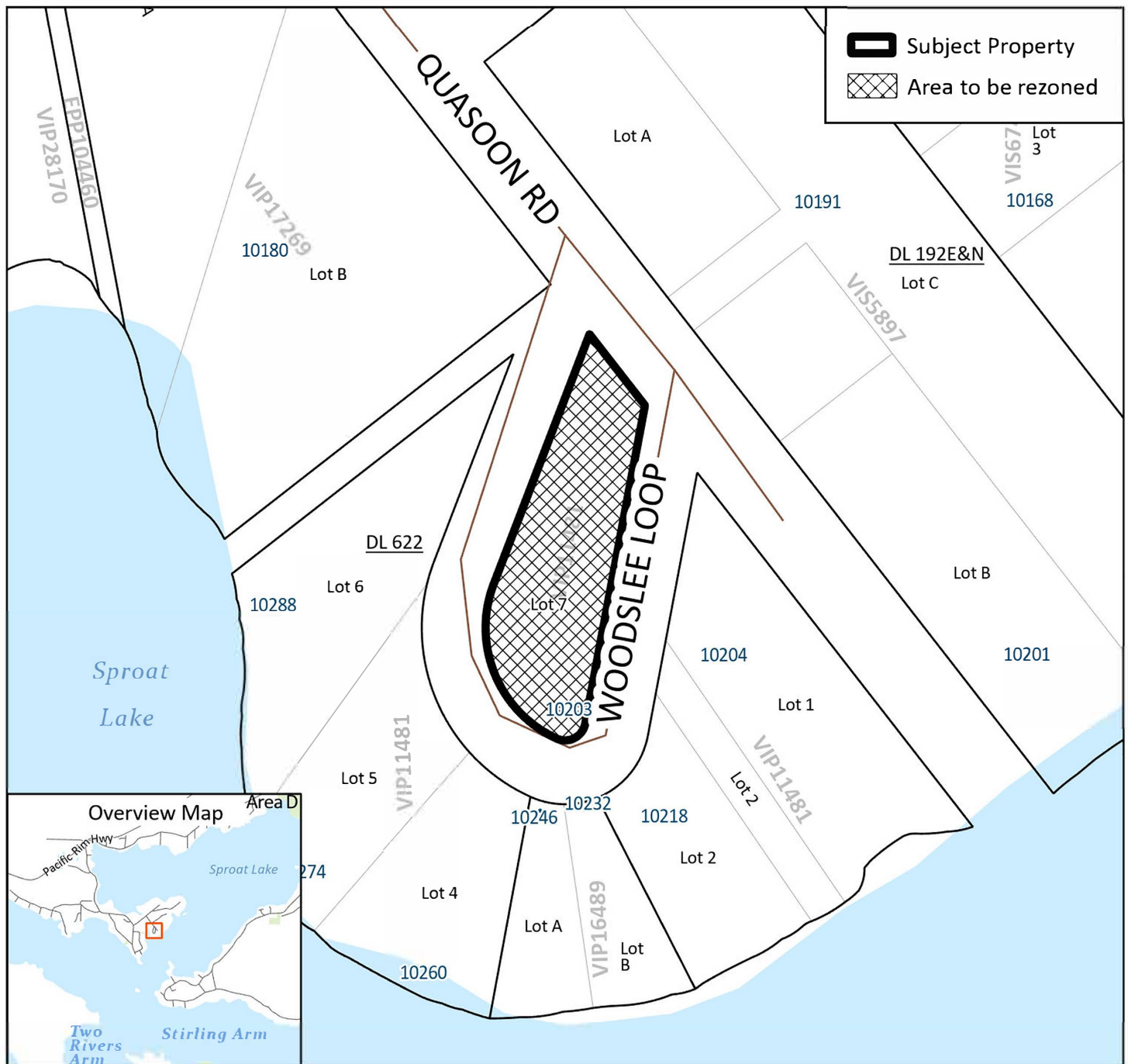
Adopted this day of ,

Corporate Officer

Chair of the Regional Board

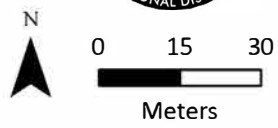
Schedule 'A'

This schedule is attached to and forms part of the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1537, 2026



Subject Property
 Area to be rezoned

Legal Description: LOT 7, DISTRICT LOT 622, CLAYOQUOT DISTRICT, PLAN 11481
 Address: 10203 Woodslee Loop



To be rezoned from Acreage Residential (RA1) District to Residential Storage (SW 3) District.



To: ACRD Board of Directors

Meeting Date: April 8, 2026

From: Jaleen Rousseau, Planning Manager

Voting Structure: Electoral Area Directors

Electoral Area: D - Sproat Lake

Subject: Temporary Use Permit TUP25018 - 8790 STIRLING ARM DR (HOILES/MCGRAIL)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors consider Temporary Use Permit Application TUP25018 subject to neighbourhood notification as per Local Government Act s.494.

Development Proposal: The property owners maintain a three (3) bedroom single-family residence that is currently utilized as a recreational residence. They are requesting approval of a Temporary Use Permit (TUP) to operate a Short Term Vacation Rental (STR) for 14 weeks of the year.

Advisory Planning Commission Recommendation: The Sproat Lake Advisory Planning Commission (APC) considered the application at their March 26, 2026 meeting and passed a motion to support the application as presented.

Property Owner(s): STEVEN B HOILES, KIMBERLYN M MCGRAIL, CHRISTOPHER A MCGRAIL, ELIZABETH C HOILES,

Applicant/Primary Contact: CHRISTOPHER A MCGRAIL

Property Information:

Civic Address:	8790 STIRLING ARM DR				
Legal Description:	LOT 57, DISTRICT LOT 120, ALBERNI DISTRICT, PLAN 7770				
PID:	005-671-353	Folio:	770-01548.000	ALR? (Y/N)	N
Lot Size (ha):	0.43 (1.06 ac)				

Current Zoning:	RA1 - Acreage Residential District	Proposed Zoning:	N/A
Current OCP:	Sproat Lake, Residential Use	Proposed OCP:	N/A
Development Permit Area(s):	DPA 1 – Foreshore & Riparian Areas Protection		
Current Use & Description:	Residential property		

Surrounding Zoning and Land Use			
North	Resources Use, A4 Zoned Parcel	South	Sproat Lake
East	Residential Use, RA1 Zoned Parcel	West	Residential Use, RA1 Zoned Parcel

Services:

- a) **Sewage Disposal:** On-site sewage disposal.
- b) **Water Supply:** Water supply is drawn from Sproat Lake.
- c) **Fire Protection:** Fire protection is provided by the Sproat Lake Volunteer Fire Department.
- d) **Access:** The subject property is accessed from Stirling Arm Drive.

Legislation:

Division 14, Part 8 of the *Local Government Act* provides for the opportunity for local governments to issue Temporary Use Permits (TUPs). A temporary use permit may allow a use not permitted by zoning bylaws, set conditions for how the temporary use operates, and permit and regulate the construction of related buildings or structures. The issuance of a TUP must occur following issuance of a public notice. TUPs may only be granted for a maximum of three years and TUP holders may request a renewal of the TUP once. Renewals can not exceed three years.

Planning Policy Discussion:**a) Official Community Plan:***Land Use Designation*

The subject property is designated as Residential Use in the Sproat Lake Official Community Plan and complies with this use designation.

Development Permit Area

The property is subject to Development Permit Area DPA I – Foreshore & Riparian Areas Protection. However, if the Board chooses to support this TUP request, no new development will occur as the applicant is proposing to utilize the property in its existing state.

This proposal generally complies with the requirements of the Sproat Lake Official Community Plan. The OCP supports the consideration and issuance of TUPs in all land use designations for a period of up to three years.

b) Zoning:

The subject property is zoned Acreage Residential District (RA1) in accordance with ACRD Zoning Bylaw No. 15. The ACRD Zoning Bylaw No. 15 was adopted in 1973 and does not include regulation on STRs in residential districts, as these types of rentals were not an issue at that time. Certain “Commercial” and “Cottage” zones permit the operation of a STR on a permanent basis or under certain parameters.

Zoning Requirements:	Current: RA1
Minimum Lot Area (ha)	0.16
Minimum Lot Width (m)	27.4
Principal & Accessory Front Yard Setback (m)	12.1
Principal Side Yard Setback (m)	4.5
Principal Rear Yard Setback (m)	9.1
Accessory Side Yard Setback (m)	0.9
Accessory Rear Yard Setback (m)	0.9
Watercourse Setback (m)	30

The RA1 zone does not permit the use of Short-Term Vacation Rental (STR). Issuance of a Temporary Use Permit is required to permit the requested STR use on the subject property.

c) Temporary Use Permit:

The ACRD maintains a [Short Term Vacation Rentals Temporary Use Permit Policy](#), which is intended to guide both the public and the ACRD respecting applications. The Policy states that a TUP may be issued if the STR is temporary or seasonal, maintains the residential character of the property, permits only one STR per property, is compatible with surrounding uses, and does not negatively affect the natural environment. It also allows the Regional District to set conditions related to buildings used, area, hours of use, form and character, and environmental protection. The Policy further outlines standard conditions typically applied to STR TUPs, including privacy screening, a nearby or on-site caretaker, renter information posting, and appropriate servicing standards. Additional provisions include occupancy limits of two persons per bedroom, accommodation for one boat, parking requirements, prohibition of STRs in RVs or accessory buildings, and the ability to terminate non-compliant permits or apply other requirements deemed appropriate by the Board.

As of the current date, there are [27 active TUPs to facilitate the operation of STRs](#) within the ACRD. Their distribution across electoral areas are as follows:

Distribution of all Active TUPs for STRs by Electoral Area					
27 Active TUPs for STRs					
Area 'A' 7% (2 Issued TUPs)	Area 'B' 11% (3 Issued TUPs)	Area 'C' 30% (8 Issued TUPs)	Area 'D' 41% (11 Issued TUPs)	Area 'E' 11% (3 Issued TUPs)	Area 'F' 0% (0 Issued TUPs)

Comments:

Neighbourhood

The subject property is one of several waterfront residential parcels located on Sproat Lake, in the southeastern arm of the lake known as Stirling Arm. These residential parcels are often associated with recreational use.

Temporary Use Permit Conditions

The following conditions are *proposed* for the Temporary Use Permit (TUP) should the Board wish to consider issuance of the Permit:

1. *This permit is issued for the seasonal operation (up to 14 weeks a year maximum) of a short-term rental (stays less than one month) within the three (3) bedrooms of the existing three-bedroom single family dwelling.*
2. *The short-term rental must be registered in accordance with the Short-Term Rental Accommodations Act.*
3. *A maximum occupancy of two (2) persons per bedroom shall be permitted for a total occupancy of six (6) guests at any one time.*
4. *The foyer, utility, shop, and garage areas located on the lower floor must not be used for overnight accommodation or rented to short-term guests.*
5. *The STR must operate in accordance with all ACRD bylaws specifically Bylaw No. R1024, 2013 – a Bylaw to provide for the control of noise in the Electoral Area 'D' (Sproat Lake). Quiet time must be observed between 11:00 pm to 8:00 am daily.*
6. *The STR shall accommodate a maximum of two (2) vehicles on the property. Boat trailer associated with the STR use must be provided for on-site.*

7. *The owner or designated caretaker must be available to attend the property within 20 minutes.*
8. *Contact information for the owner and/or caretaker, in addition to a copy of the TUP, must be visible in a public location within the STR.*
9. *This permit is valid for a term of three (3) years from the date of issuance. At the time the permit expires, the property owner may apply to renew the TUP, apply to rezone the parcel or return the property to the use permitted under the current zoning.*
10. *If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.*

The applicant has noted that they have a designated caretaker for the proposed STR located at Tall Timbers RV on Sproat Lake.

Provincial Regulations

To operate a short-term rental in the Province of British Columbia, all owners must register their property in accordance with the *Short-Term Rental Accommodations Act*. All owners must indicate that their rental complies with all local bylaws. Upon registry, applicants are required to indicate a valid business license. Where business licenses are not provided, the applicant will be required to provide alternative documentation indicating compliance with the ACRD Zoning Bylaw.

Health & Safety Inspection

An ACRD Building Inspector will be attending to assess the subject property to confirm the proposed STR location meets minimum health and safety standards prior to Board consideration.

Public Notification

If the ACRD Board passes a resolution to consider issuing a TUP, it must give notice to all neighbouring property owners and residents within 100m and post notices in the newspaper (as per the *Local Government Act*, *ACRD Short Term Vacation Rentals Temporary Use Permit Policy* and *ACRD Development Procedures Bylaw P1528*).

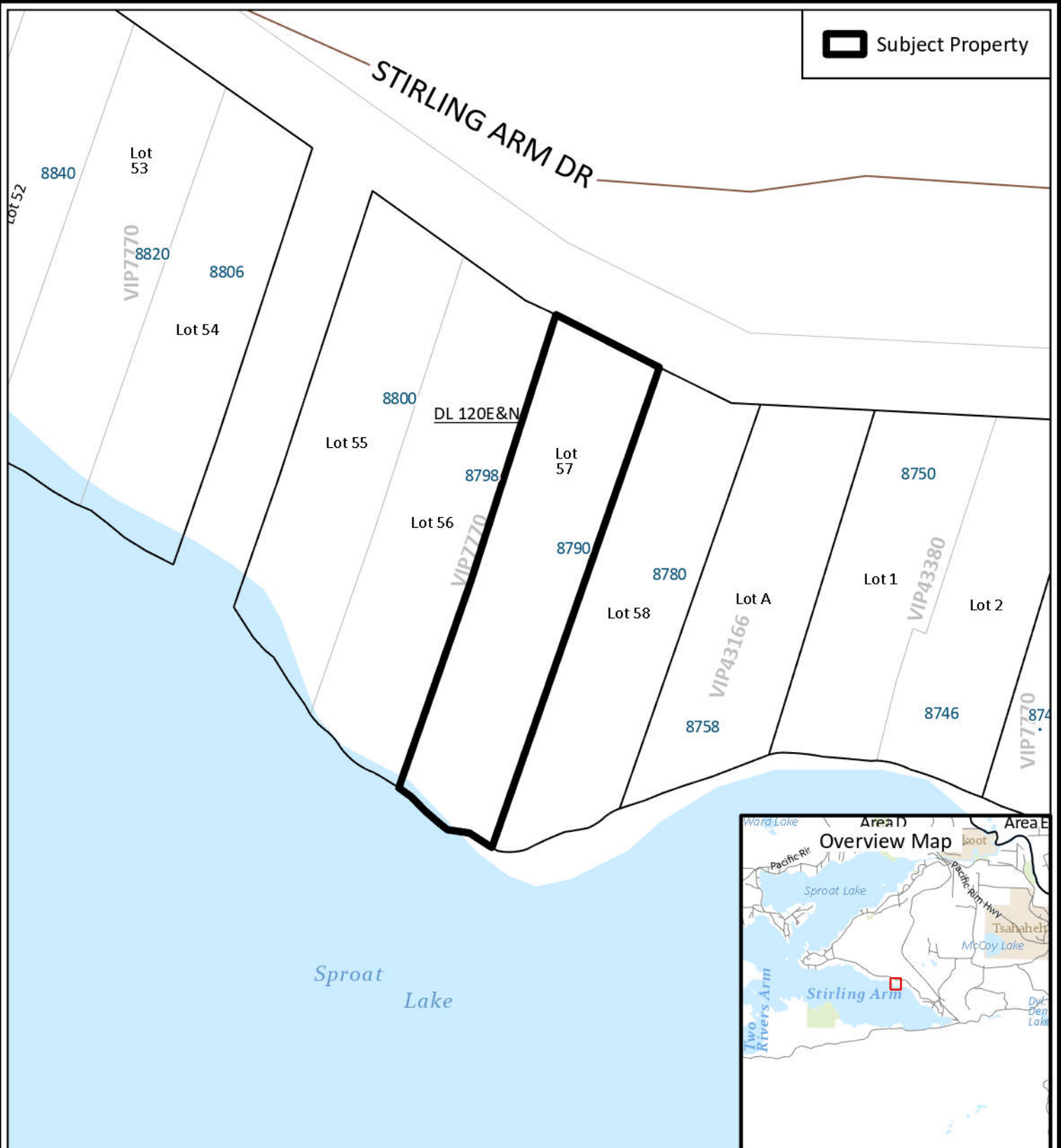
Reviewed by: *Alex Dyer*
Alex Dyer, MCIP, RPP, General Manager of Planning & Development

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

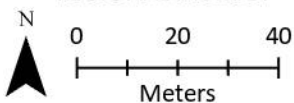
Approved by: *Daniel Sailland*
Daniel Sailland, MBA, Chief Administrative Officer

 Subject Property


STIRLING ARM DR



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



152

 Address: 8790 Stirling Arm Dr.
Legal Description: LOT 57, DISTRICT LOT 120, ALBERNI
DISTRICT, PLAN 7770



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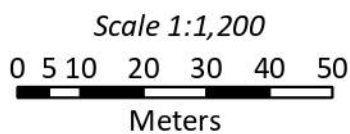
8790 Stirling Arm Dr.
 LOT 57, DISTRICT LOT 120, ALBERNI
 DISTRICT, PLAN 7770

 Subject Property



**ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT**

Prepared 2026-02-17
 Sources: Microsoft, VantorProv. BC,
 ParcelMapBC; ACRD



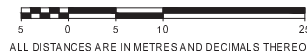
STIRLING ARM DRIVE

**B.C. LAND SURVEYOR'S
CERTIFICATE OF LOCATION OF
BUILDING ON
LOT 57, DISTRICT LOT 120,
ALBERNI DISTRICT, PLAN 7770.**

CIVIC ADDRESS: 8790 STIRLING ARM DRIVE
PID: 005-671-353
ZONE: RA1, WF1
CLIENT: HOILES STEVE



SCALE 1:400



ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF.

LEGEND:

- △ STK - DENOTES WOODEN STAKE PLACED
- DENOTES 15m SETBACK FROM HIGH WATER MARK
- EL - DENOTES ELEVATION

BUILDING AND HEIGHT CALCULATIONS	
Average Finished Grade along the front of the Building (FG)	36.23 m
Maximum Permitted Building Height	10.67 m
Maximum Mean Elevation between Eaves and Ridge	46.90 m
Final Mean Elevation between Eaves and Ridge	40.99 m

PROPERTY:

PROPERTY DIMENSIONS SHOWN ARE DERIVED FROM: FIELD SURVEY.
OFFSETS TO PROPERTY LINES ARE NOT TO BE USED TO DEFINE BOUNDARIES.

REFER TO CURRENT CERTIFICATE(S) OF TITLE FOR ADDITIONAL EXISTING OR PENDING CHARGES.

GENERAL:

THIS PLAN SHOWS THE LOCATION OF VISIBLE FEATURES ONLY, AND DOES NOT INDICATE BURIED SERVICES THAT MAY EXIST ON OR AROUND THE SUBJECT SITE.

FEATURES SHOWN WITHOUT DIMENSIONS SHOULD BE CONFIRMED WITH BENNETT LAND SURVEYING LTD.

BUILDING LOCATION BASED ON SURVEY TIES TO VISIBLE EXTERIOR SURFACES UNLESS OTHERWISE NOTED.



bennett[®]
LAND SURVEYING LTD.
B.C. LAND SURVEYORS
2339-UNIT B DELINEA PL. NANAIMO, BC V9T 5L9
TEL 250-754-5518 www.bennettsurveys.com

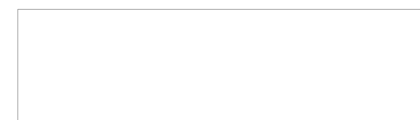
DATE:	BY:
2024-05-29	VH
REVISION:	0

NOTE:

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BENNETT LAND SURVEYING LTD. ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR ANY DAMAGES THAT MAY BE SUFFERED BY A THIRD PARTY AS A RESULT OF ANY DECISIONS MADE, OR ACTIONS TAKEN BASED ON THIS DOCUMENT.

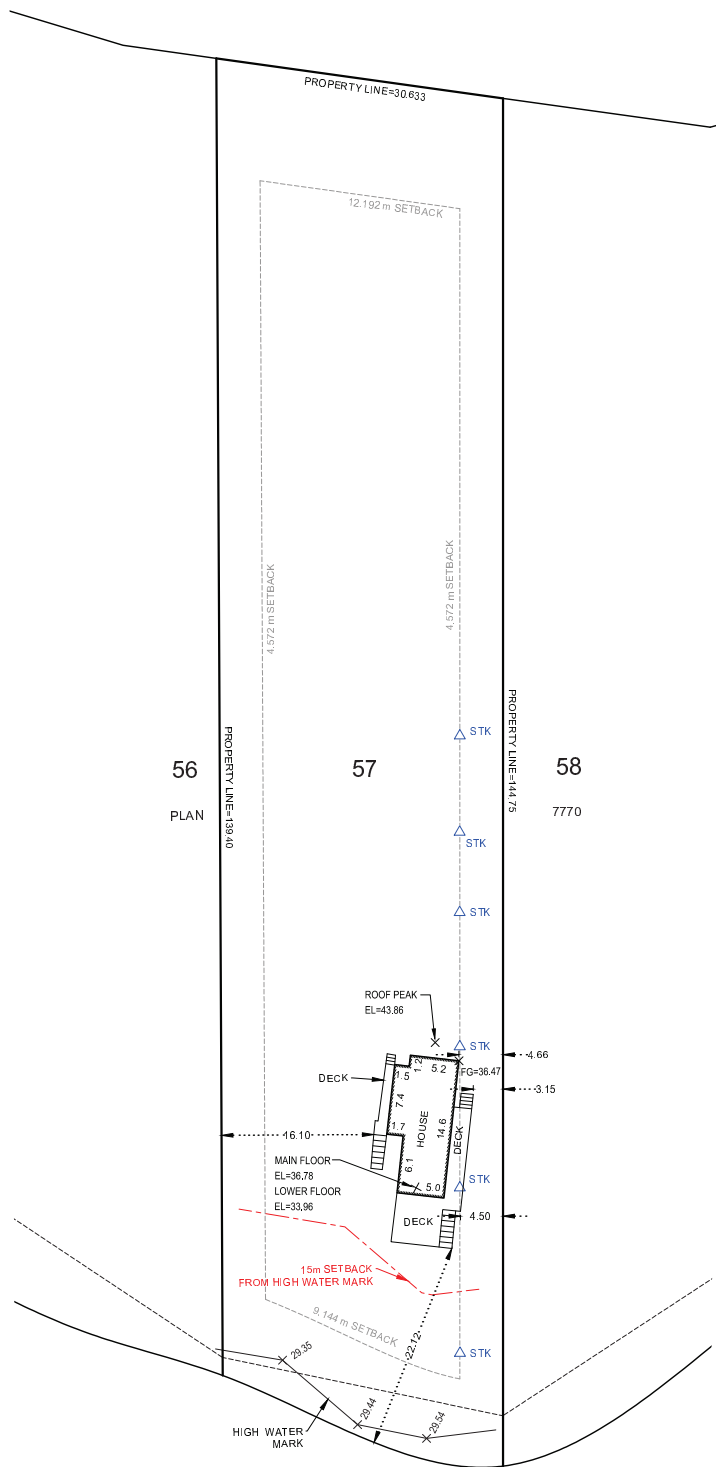
CERTIFIED CORRECT



FIELD SURVEY COMPLETED ON THE 3rd OF MAY, 2024.

THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED OR DIGITALLY CERTIFIED.

FB110668 2024-05-03 P1-3 (RPMH)



NATURAL BOUNDARY AS SHOWN ON PLAN 7770

SPROAT LAKE



TUP25018

Whereas, pursuant to Section 493 of the *Local Government Act*, a local government may by resolution, on application of a property owner, issue a temporary use permit;

A Temporary Use Permit is hereby issued to:

Name: STEVEN B HOILES, KIMBERLYN M MCGRAIL, CHRISTOPHER A MCGRAIL, ELIZABETH C HOILES

Address: 8790 STIRLING ARM DR, PORT ALBERNI, BC

With respect to:

Legal Description: LOT 57, DISTRICT LOT 120, ALBERNI DISTRICT, PLAN 7770

PID: 005-671-353

The Alberni-Clayoquot Regional District (ACRD) hereby issues a Temporary Use Permit (TUP) subject to the conditions as follows:

1. This permit is issued for the seasonal operation (up to 14 weeks a year maximum) of a short-term rental (*stays less than one month*) within the three (3) bedrooms of the existing three-bedroom single family dwelling.
2. The short-term rental must be registered in accordance with the Short-Term Rental Accommodations Act.
3. A maximum occupancy of two (2) persons per bedroom shall be permitted for a total occupancy of six (6) guests at any one time.
4. The foyer, utility, shop, and garage areas located on the lower floor must not be used for overnight accommodation or rented to short-term guests.
5. The STR must operate in accordance with all ACRD bylaws specifically Bylaw No. R1024, 2013 – a Bylaw to provide for the control of noise in the Electoral Area 'D' (Sproat Lake). Quiet time must be observed between 11:00 pm to 8:00 am daily.
6. The STR shall accommodate a maximum of two (2) vehicles on the property. Boat trailer associated with use must be provided for on-site.
7. The owner or designated caretaker must be available to attend the property within 20 minutes.
8. Contact information for the owner and/or caretaker in addition to a copy of the TUP must be visible in a public location within the STR.
9. This permit is valid for a term of three (3) years from the date of issuance. At the time the permit expires, the property owner may apply to renew the TUP, apply to rezone the parcel or return the property to the use permitted under the current zoning.
10. If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

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

This permit was issued this [DAY] of [MONTH], [YEAR].

Daniel Sailland, MBA
Chief Administrative Officer

Chair of the Board of Directors



To: ACRD Board of Directors

Meeting Date: April 8, 2026

From: Jaleen Rousseau, Planning Manager

Voting Structure: Electoral Area Directors

Electoral Area: D - Sproat Lake

Subject: Temporary Use Permit TUP25017 - 9195 FABER RD (0732834 BC LTD)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors consider Temporary Use Permit Application TUP25017 subject to neighbourhood notification as per Local Government Act s.494.

Development Proposal: The property owners maintain a five (5) bedroom single-family residence located on Sproat Lake. They are requesting approval of a Temporary Use Permit (TUP) to operate a Short-Term Vacation Rental (STR) for 6 weeks of the year.

Advisory Planning Commission Recommendation: The Sproat Lake Advisory Planning Commission (APC) considered the application at their March 26, 2026 meeting. The APC considered a staff report that included an error which reflected that the application was for a three (3) bedroom house. Upon confirmation that the house was a five (5) bedroom house, the Committee passed a motion to support the application as amended to accurately reflect consideration for a short-term rental within a five (5) bedroom house with accommodation on-site for parking of five (5) vehicles and one (1) boat trailer.

Property Owner(s): 0732834 BC LTD

Applicant/Primary Contact: ROBERT ELMORE

Property Information:

Civic Address:	9195 FABER RD						
Legal Description:	LOT 5, DISTRICT LOT 120, ALBERNI DISTRICT, PLAN 5041						
PID:	000-137-154	Folio:	770-01473.000	ALR? (Y/N):	No	Lot Area (ha):	0.53 (1.30 ac)
Current Zoning:	RA1 - Acreage Residential District	Proposed Zoning:	N/A				
Current OCP:	Sproat Lake, Residential Use	Proposed OCP:	N/A				
Development Permit Area(s):	DPA I – Foreshore & Riparian Areas Protection						
Current Use & Description:	Residential property						

PL20250093 / TUP25017

Alberni-Clayoquot Regional District | 3008 Fifth Avenue, Port Alberni, BC V9Y 2E3 | 250.720.2700 | www.acrd.bc.ca

Serving Port Alberni, Tofino, Ucluelet, Treaty First Nations: Huu-ay-aht, Yuułu?it̓ath̓, Uchucklesaht Tribe Government, and Toquaht Nation, and Six Electoral Areas: "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek).

Surrounding Zoning and Land Use

North:	Sproat Lake & Residential Use, RA1 Zoned	South:	Residential Use, RA1 Zoned
East:	Residential Use, RA1 Zoned	West:	Sproat Lake & Residential Use, RA1 Zoned

Services:

- a) **Sewage Disposal:** On-site sewage disposal was reviewed for compliance in 2018 during the addition of two (2) bedrooms, resulting in a five (5)-bedroom single-family dwelling, and was found to meet standard practices.
- b) **Water Supply:** Water supply is drawn from Sproat Lake.
- c) **Fire Protection:** Fire protection is provided by the Sproat Lake Volunteer Fire Department
- d) **Access:** The subject property is accessed from Faber Road.

Legislation:

Division 14, Part 8 of the *Local Government Act* provides for the opportunity for local governments to issue Temporary Use Permits (TUPs). A TUP may allow a use not permitted by zoning bylaws, set conditions for how the temporary use operates, and permit and regulate the construction of related buildings or structures. The issuance of a TUP must occur following issuance of a public notice. TUPs may only be granted for a maximum of three years and TUP holders may request a renewal of the TUP once. Renewals can not exceed three years.

Planning Policy Discussion:

a) **Official Community Plan:**

Land Use Designation

The subject property is designated as ‘Residential Use’ in the Sproat Lake Official Community Plan and complies with this use designation.

Development Permit Area

The property is subject to Development Permit Area DPA I – Foreshore & Riparian Areas Protection. However, if the Board chooses to support this TUP request, no new development will occur as the applicant is proposing to utilize the property in its existing state.

This proposal generally complies with the requirements of the Sproat Lake Official Community Plan. The OCP supports the consideration and issuance of TUPs in all land use designations for a period of up to three years.

b) **Zoning:**

The subject property is zoned Acreage Residential District (RA1) in accordance with ACRD Zoning Bylaw No. 15. The ACRD Zoning Bylaw No. 15 was adopted in 1973 and does not include regulation on STRs in residential districts, as these types of rentals were not an issue at that time. Certain “Commercial” and “Cottage” zones permit the operation of a STR on a permanent basis or under certain parameters.

Zoning Requirements:	Current:
Minimum Lot Area (ha)	0.16
Minimum Lot Width (m)	27.4
Principal & Accessory Front Yard Setback (m)	12.1

Principal Side Yard Setback (m)	4.5
Principal Rear Yard Setback (m)	9.1
Accessory Side Yard Setback (m)	0.9
Accessory Rear Yard Setback (m)	0.9
Watercourse Setback (m)	30

The RA1 zone does not permit the use of Short-Term Vacation Rental (STR). Issuance of a Temporary Use Permit is required to permit the requested STR use on the subject property.

c) Temporary Use Permit:

The ACRD maintains [a Short Term Vacation Rentals Temporary Use Permit Policy](#), which is intended to guide both the public and the ACRD respecting applications. The Policy states that a TUP may be issued if the STR is temporary or seasonal, maintains the residential character of the property, permits only one STR per property, is compatible with surrounding uses, and does not negatively affect the natural environment. It also allows the Regional District to set conditions related to buildings used, area, hours of use, form and character, and environmental protection. The Policy further outlines standard conditions typically applied to STR TUPs, including privacy screening, a nearby or on-site caretaker, renter information posting, and appropriate servicing standards. Additional provisions include occupancy limits of two persons per bedroom, accommodation for one boat, parking requirements, prohibition of STRs in RVs or accessory buildings, and the ability to terminate non-compliant permits or apply other requirements deemed appropriate by the Board.

As of the current date, there are [27 active TUPs to facilitate the operation of STRs](#) within the ACRD. Their distribution across electoral areas are as follows:

Distribution of all Active TUPs for STRs by Electoral Area					
27 Active TUPs for STRs					
Area 'A' 7% (2 Issued TUPs)	Area 'B' 11% (3 Issued TUPs)	Area 'C' 30% (8 Issued TUPs)	Area 'D' 41% (11 Issued TUPs)	Area 'E' 11% (3 Issued TUPs)	Area 'F' 0% (0 Issued TUPs)

Comments:

Property

The subject property was originally developed to include a single-family dwelling with three (3) bedrooms. However, in 2018, a Building Permit was approved to add two (2) additional bedrooms to the existing dwelling. The subject property now contains a five (5) bedroom dwelling. There is also a bunkie located on site. No accommodation is permitted within the bunkie or any accessory building. The applicant has confirmed that the desire is to rent to families.

Neighbourhood

The subject property is one of several waterfront residential parcels located on Sproat Lake, in the northeastern arm of the lake. These residential parcels are often associated with recreational use.

Temporary Use Permit Conditions

The following conditions are *proposed* for the Temporary Use Permit (TUP) should the Board wish to consider issuance of the Permit:

1. *This permit is issued for the seasonal operation (up to 6 weeks a year maximum) of a short-term rental (stays less than one month) within the five (5) bedrooms of the existing five -bedroom single family dwelling.*

2. *The short-term rental must be registered in accordance with the Short-Term Rental Accommodations Act.*
3. *A maximum occupancy of two (2) persons per bedroom shall be permitted for a total occupancy of ten (10) guests at any one time.*
4. *No overnight accommodation is permitted within the bunkie or any accessory building located on the property.*
5. *The STR must operate in accordance with all ACRD bylaws specifically Bylaw No. R1024, 2013 – a Bylaw to provide for the control of noise in the Electoral Area 'D' (Sproat Lake). Quiet time must be observed between 11:00 pm to 8:00 am daily.*
6. *The STR shall accommodate a maximum of five (5) vehicles on the property. Boat trailer parking associated with use is provided for on-site.*
7. *The owner or designated caretaker must be available to attend the property within 20 minutes.*
8. *Contact information for the owner and/or caretaker, in addition to a copy of the TUP, must be visible in a public location within the STR.*
9. *This permit is valid for a term of three (3) years from the date of issuance. At the time the permit expires, the property owner may apply to renew the TUP, apply to rezone the parcel or return the property to the use permitted under the current zoning.*
10. *If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.*

The applicant has noted that they have a designated caretaker for the proposed STR located at Tall Timbers RV Park on Sproat Lake.

Provincial Regulations

To operate a short-term rental in the Province of British Columbia, all owners must register their property in accordance with the *Short-Term Rental Accommodations Act*. All owners must indicate that their rental complies with all local bylaws. Upon registry, applicants are required to indicate a valid business license. Where business licenses are not provided, the applicant will be required to provide alternative documentation indicating compliance with the ACRD Zoning Bylaw.

Health & Safety Inspection

An ACRD Building Inspector will be attending to assess the subject property to confirm the proposed STR location meets minimum health and safety standards prior to Board consideration.

Public Notification

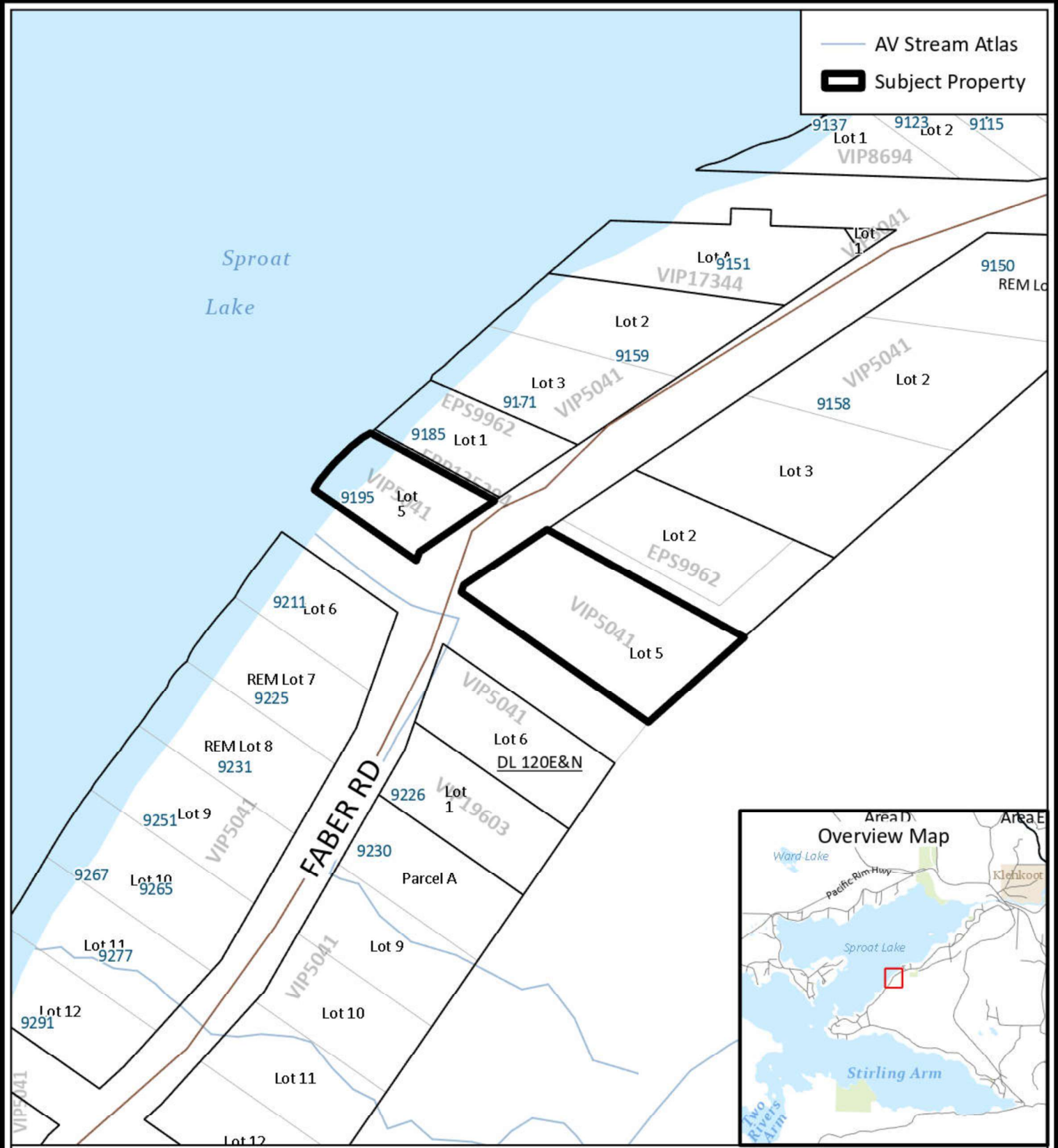
If the ACRD Regional Board passes a resolution to consider issuing a TUP, it must give notice to all neighbouring property owners and residents within 100m and post a notice in the newspaper (as per the *Local Government Act*, *ACRD Short Term Vacation Rentals Temporary Use Permit Policy* and *ACRD Development Procedures Bylaw P1528*).

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

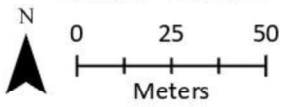
Reviewed by: *Cynthia Dick*
Cynthia Dick, General Manager of Administrative Services

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

— AV Stream Atlas
▭ Subject Property



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



▭ Address: 9195 Faber Road
Legal Description: LOT 5, DISTRICT LOT 120, ALBERNI
DISTRICT, PLAN 5041



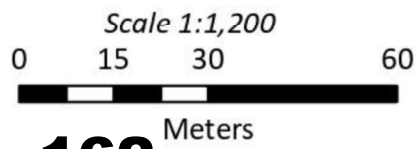
This product is intended for general reference use only and should not be used for navigation or legal purposes. Imagery offsets may exist. Satellite imagery may be offset by several meters.

9195 Faber Road
 LOT 5, DISTRICT LOT 120, ALBERNI
 DISTRICT, PLAN 5041

 Subject Property



Prepared 2026-02-17
 Sources: Microsoft, VantorProv. BC,
 ParcelMapBC; ACRD; Orthophoto 2014



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Figure 1: Looking at the subject property from Sproat Lake

B.C. LAND SURVEYORS BUILDING LOCATION CERTIFICATE

LOT 5, DISTRICT LOT 120, ALBERNI DISTRICT, PLAN 5041.

SCALE 1:250

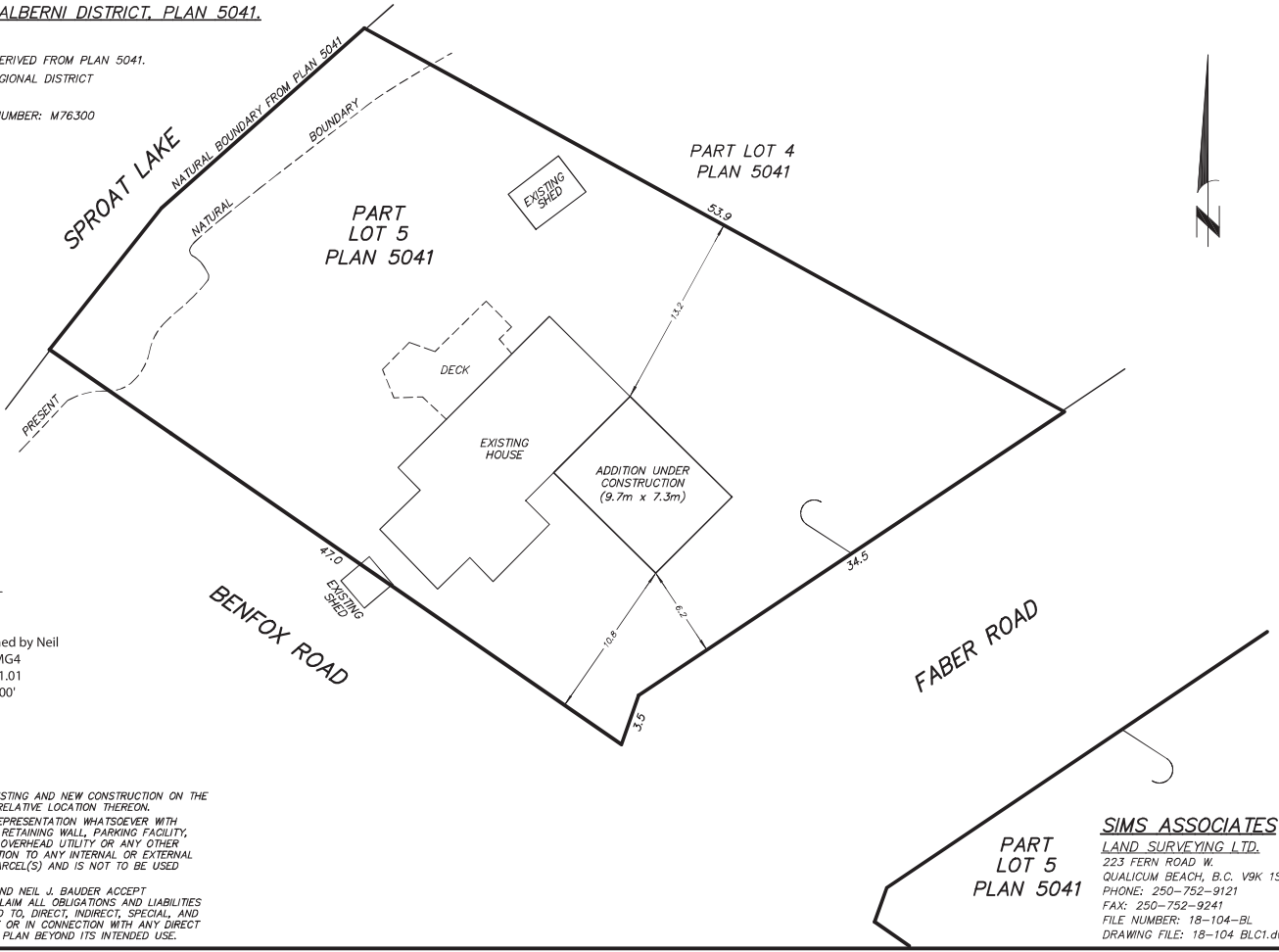
ALL DISTANCES ARE METRIC AND ARE DERIVED FROM PLAN 5041.

JURISDICTION: ALBERNI-CLAYOQUOT REGIONAL DISTRICT

PID NO: 000-137-154

THIS LOT IS SUBJECT TO LTO CHARGE NUMBER: M76300

CIVIC ADDRESS: 9195 FABER ROAD,
PORT ALBERNI, BC



CERTIFIED CORRECT THIS 1ST DAY OF NOVEMBER, 2018 ACCORDING TO LAND TITLE AND SURVEY AUTHORITY RECORDS AND FIELD SURVEYS. UNREGISTERED INTERESTS HAVE NOT BEEN INCLUDED OR CONSIDERED.

THIS SURVEY IS NOT VALID UNLESS DIGITALLY SIGNED.
THIS SURVEY IS PROTECTED BY COPYRIGHT AND MAY NOT BE REPRODUCED.

Neil Bauder
E6HMG4

Digitally signed by Neil
Bauder E6HMG4
Date: 2018.11.01
13:14:47 -07'00'

NOTE:

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

SIMS ASSOCIATES
LAND SURVEYING LTD.
223 FERN ROAD W.
QUALICUM BEACH, B.C. V9K 1S4
PHONE: 250-752-9121
FAX: 250-752-9241
FILE NUMBER: 18-104-BL
DRAWING FILE: 18-104_BLC1.dwg



Figure 2 The single-family dwelling to be utilized as a Short-Term Vacation Rental

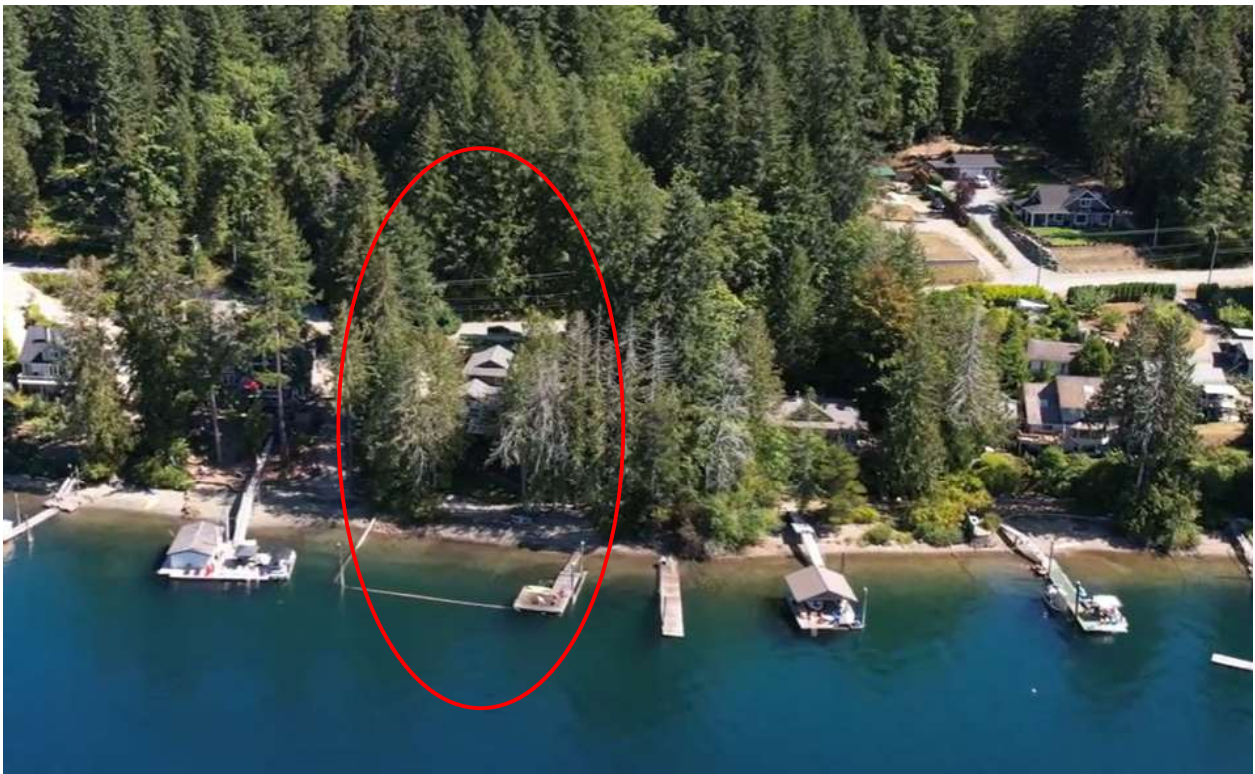


Figure 3 Looking at subject property from Sproat Lake



TUP25017

Whereas, pursuant to Section 493 of the *Local Government Act*, a local government may by resolution, on application of a property owner, issue a temporary use permit;

A Temporary Use Permit is hereby issued to:

Name: 0732834 BC LTD,
Address: 9195 FABER RD, PORT ALBERNI, BC

With respect to:

Legal Description: LOT 5, DISTRICT LOT 120, ALBERNI DISTRICT, PLAN 5041
PID: 000-137-154

The Alberni-Clayoquot Regional District (ACRD) hereby issues a Temporary Use Permit (TUP) subject to the conditions as follows:

1. This permit is issued for the seasonal operation (up to 6 weeks a year maximum) of a short-term rental (stays less than one month) within five (5) bedrooms of the existing five-bedroom single family dwelling.
2. The short-term rental must be registered in accordance with the Short-Term Rental Accommodations Act.
3. A maximum occupancy of two (2) persons per bedroom shall be permitted for a total occupancy of ten (10) guests at any one time.
4. No overnight accommodation is permitted within the bunkie or any accessory building located on the property.
5. The STR must operate in accordance with all ACRD bylaws specifically Bylaw No. R1024, 2013 – a Bylaw to provide for the control of noise in the Electoral Area 'D' (Sproat Lake). Quiet time must be observed between 11:00 pm to 8:00 am daily.
6. The STR shall accommodate a maximum of five (5) vehicles on the property. Boat trailer parking associated with use is provided for on-site.
7. The owner or designated caretaker must be available to attend the property within 20 minutes.
8. Contact information for the owner and/or caretaker, in addition to a copy of the TUP, must be visible in a public location within the STR.
9. This permit is valid for a term of three (3) years from the date of issuance. At the time the permit expires, the property owner may apply to renew the TUP, apply to rezone the parcel or return the property to the use permitted under the current zoning.
10. If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

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

This permit was issued this [DAY] of [MONTH], [YEAR].

Daniel Sailland, MBA
Chief Administrative Officer

Chair of the Board of Directors