



Board of Directors Meeting
Wednesday, February 11, 2026

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

Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/11-2-2026/7767/?catid=0>

Register to participate via Zoom Webinar at:

https://acrd-bc-ca.zoom.us/webinar/register/WN_BuQlwJz8SCGAqz79NIG-2A#/registration

		PAGE #
1.	<u>CALL TO ORDER</u>	
	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.	<u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items required ALL VOTE 2/3 majority vote)</i>	
3.	<u>DECLARATIONS</u> <i>(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Community Charter)</i>	
4.	<u>ADOPTION OF MINUTES</u> (ALL/UNWEIGHTED)	
	a. Board of Directors Meeting – January 28, 2026	5-18
	<i>THAT the minutes of the Board of Directors meeting held on January 28, 2026, be adopted.</i>	
	b. Committee-of-the-Whole Meeting – January 28, 2026	19-22
	c. Personnel Committee Meeting – February 2, 2026	23-25
	<i>THAT the Board of Directors receive meeting minutes b-c.</i>	

5. **PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)**

- a. **Dr. Charmaine Enns, Medical Health Officer, Island Health, Dr. Nick Davey, Air Quality Meteorologist Ministry of Environment & Parks, Dr. Sarah Henderson, Scientific Director of Environmental Health, BC Centre for Disease Control, Co-Presenting on the effects of wildfire smoke on air quality, with a focus on recent wildfires within or close to the Alberni-Clayoquot Regional District and emergency preparedness**
- b. **Jimmie Hodgson, Vice President Sustainability and Chief Forester, Colin Koszman, Manager Community Relations, Mosaic Forest Management, Mosaic General Update**

6. **CORRESPONDENCE FOR INFORMATION**

(ALL/UNWEIGHTED)

- a. **PACIFIC RIM SCHOOL DISTRICT** **26-27**
Request for Regional District Involvement – Replacement of Alberni District Secondary School Turf Field
- b. **ISLAND COASTAL ECONOMIC TRUST** **28-37**
News from the Coast
- c. **SHARY STEVENS** **38-39**
Related to proposed name changes requested by Tla-o-qui-aht First Nations

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

7. **REQUEST FOR DECISIONS & BYLAWS**

- a. **REQUEST FOR DECISION** **40-41**
Beaver Creek Volunteer Fire Department Feasibility Study
(ALL/WEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors award the Beaver Creek Volunteer Fire Department Feasibility Study contract to Waymark Architecture in the amount of \$79,430.00 (excluding GST).

- b. **REQUEST FOR DECISION** **42-43**
Solid Waste Recycling and Reduction Education, Outreach, and Engagement Consultant
(ALL/WEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors award the Solid Waste Recycling and Reduction Education, Outreach, and Engagement

Consultant contract to Let's Talk Trash in the amount of \$87,800.00 (excluding GST) per year on a 1-year term with the option of renewing for two additional 1-year terms.

8. PLANNING MATTERS

**8.1 ELECTORAL AREA DIRECTORS
(PARTICIPANTS/UNWEIGHTED)**

- a. **RE25004, GIBSON, 5670 GRANDVIEW ROAD (BEAVER CREEK)** **44-51**
Rezoning – Memorandum and Bylaw

THAT Bylaw P1532, Regional District of Alberni-Clayoquot Atlas Amendment Bylaw, be adopted.

9. REPORTS

**9.1 STAFF REPORTS
(ALL/UNWEIGHTED)**

- a. **Service Establishment for Grant-in-Aid Funding** **52-53**
b. **Mt. Underwood Wildfire - After Action Review** **54-84**

THAT the Board of Directors receives the Staff Reports a-b.

**9.2 AREA REPORTS
(ALL/UNWEIGHTED)**

- a. Electoral Area "A" (Bamfield) – B. Beckett
b. Electoral Area "B" (Beaufort) – F. Boyko
c. Electoral Area "C" (Long Beach) – V. Siga
d. Electoral Area "D" (Sproat Lake) – P. Cote
e. Electoral Area "E" (Beaver Creek) – S. Roth
f. Electoral Area "F" (Cherry Creek) – M. Sparrow
g. City of Port Alberni – S. Minions/D. Haggard
h. District of Tofino – T. Stere
i. District of Ucluelet – M. McEwen
j. Huu-ay-aht First Nations – J. Jack
k. Toquaht Nation – K. Johnsen
l. Uchucklesaht Tribe Government – M. Cootes
m. Yuułu?it̓ath̓ Government – L. Mastrangelo

THAT the Board of Directors receive the Area Reports

10. UNFINISHED BUSINESS

11. LATE BUSINESS

12. QUESTION PERIOD

Questions/Comments from the public:

- Participating in Person in the Board Room
- Participating in the Zoom meeting
- Emailed to the ACRD at responses@acrd.bc.ca

13. ADJOURN

(ALL/UNWEIGHTED)

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



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JANUARY 28, 2026, 1:30 PM

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

DIRECTORS

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

PRESENT:

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

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

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

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

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

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

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

Marilyn McEwen, Mayor, District of Ucluelet

Tom Stere, Councillor, District of Tofino

Moriah Cootes, Councillor, Uchucklesaht Tribe Government

Kirsten Johnsen, Member of Council, Toquaht Nation

Levana Mastrangelo, Executive Legislator, Yuuʷuʷiʷiʷatʰ Government

Charles Mealey, Councillor, City of Port Alberni

REGRETS:

Sharie Minions, Mayor, City of Port Alberni

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer

Teri Fong, Chief Financial Officer

Alex Dyer, General Manager of Planning & Development

Cynthia Dick, General Manager of Administrative Services

Heather Zenner, Manager of Administrative Services

Janice Hill, Executive Assistant

Tanya Carothers, Solid Waste Manager

Jaleen Rousseau, Planning Manager

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

<https://www.acrd.bc.ca/events/28-1-2026/7764/?catid=0>

1. CALL TO ORDER

The Chairperson called the meeting to order at 1:31 pm.

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

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

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

2. APPROVAL OF AGENDA

MOVED: Director Cootes

SECONDED: Director Mealey

THAT the agenda be approved as amended to add two January 28, 2026 Committee of the Whole resolutions to agenda item 10.2.

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – January 14, 2026

MOVED: Director Mealey

SECONDED: Director Stere

THAT the minutes of the Board of Directors Meeting held on January 14, 2026, be adopted.

CARRIED

b. Bamfield Parks Commission Meeting – December 4, 2025

c. Alberni Valley Regional Airport Advisory Committee Meeting – January 15, 2026

d. Agricultural Advisory Committee – January 19, 2026

MOVED: Director Mealey

SECONDED: Director Sparrow

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

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Joanne Sales, Broombusters Invasive Plant Society, Celebration of 20th Anniversary and seeking continued support from the ACRD

Director Mastrangelo entered the meeting at 1:49 pm.

6. CORRESPONDENCE FOR ACTION

a. REQUEST FOR SUPPORT OF PROPOSED NAME CHANGES

Comments on a request by the Tla-o-qui-aht First Nation to change the names of three locations on the west coast

MOVED: Director Stere

SECONDED: Director Haggard

THAT the Board of Directors support the request made by Tla-o-qui-aht First Nation to change the official names of Chesterman Beach to $\acute{n}a\acute{n}a\acute{q}u\acute{u}\acute{?}a$, Kennedy Lake to $ha\acute{?}uukmin$, and Meares Island to $wan\acute{c}as\ hi\acute{h}uu\acute{?}is$.

CARRIED

b. REQUEST FOR APPOINTMENT OF MEMBER

Port Alberni Port Authority request for nominee

MOVED: Director Haggard

SECONDED: Director Cootes

THAT the Board of Directors nominate Director Fred Boyko to be the Alberni-Clayoquot Regional District's nominee for consideration to the Port Alberni Port Authority's Port Advisory Nominating Committee

CARRIED

Director Roth entered the meeting at 2:05 pm.

7. CORRESPONDENCE FOR INFORMATION

a. CHRISTINE BOYLE, MINISTER OF HOUSING AND MUNICIPAL AFFAIRS

Letter response regarding Inclusive Regional Governance

b. RIDGE VIEW HEALTH + PERFORMANCE

Information regarding annual McLean Mill 10k

c. HERITAGE BC

Invitation to declare February 16-22, 2026 as Heritage Week

d. CRIME STOPPERS

Central Vancouver Island 2025 Summary Report

e. DISTRICT OF TOFINO

Regional Mayors, Chiefs and Chair Table – Tofino General Hospital Replacement

Director Roth left the meeting at 2:12 pm.

MOVED: Director Cote

SECONDED: Director Mealey

THAT the Board of Directors declare February 16-22, 2026 as Heritage Week.

CARRIED

MOVED: Director Mealey

SECONDED: Director Cootes

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding 2026 Standing/Select Committee Appointments & Appointments to Outside Organizations (ALL/UNWEIGHTED)

MOVED: Director Haggard

SECONDED: Director Cootes

THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2026 ACRD Standing/Select Committee Appointments and Appointments to Outside Boards, Agencies, and Commissions as presented.

CARRIED

MOVED: Director Haggard

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors appoint Director Bob Beckett as Chair of the Transportation Committee.

CARRIED

MOVED: Director Cote

SECONDED: Director Mealey

THAT the Alberni-Clayoquot Regional District Board of Directors appoint Ken McRae as the ACRD representative on the Island Corridor Foundation pending his approval.

CARRIED

b. Request for Decision regarding Parcel Tax Roll Review Panel (ALL/UNWEIGHTED)

MOVED: Director Jack

SECONDED: Director Stere

THAT the ACRD Board of Directors:

1. *Set the date for the Parcel Tax Roll Review Panel sitting for Wednesday, February 25, 2026, at 12:30pm using the Hybrid (Zoom/Boardroom) format;*
2. *Appoint Directors Roth, Beckett, Siga, and Fred Boyko as alternate director to the Parcel Tax Roll Review Panel;*
3. *Appoint Teri Fong, CPA, CGA, Chief Financial Officer for the ACRD as the Collector for 2026.*

CARRIED

**c. Request for Decision regarding 2026 AVICC Resolution Submissions
(ALL/UNWEIGHTED)**

MOVED: Director Cote

SECONDED: Director Mealey

THAT the Alberni-Clayoquot Regional District Board of Directors endorse the following resolutions and direct staff to submit for consideration at the 2026 Association of Vancouver Island and Coastal Communities Annual General Meeting and Conference:

1. CC130-H Hercules Fleet

WHEREAS escalating wildfires and climate change are increasing in intensity and cost across British Columbia and Canada threatening the unceded territories of many First Nations and impairing the ability of Indigenous peoples across Canada to exercise their rights protected under Section 35 of the Constitution Act, 1982, including rights related to land, culture, and traditional practices and resulting in mounting economic costs and greater risk to life and critical infrastructure, demanding bold and timely action;

WHEREAS larger fires emit greenhouse gases and black carbon smoke that intensify warning and harm air quality and converting Canada's retired CC-130H Hercules fleet into modern air tankers would protect communities, critical infrastructure, and help reduce catastrophic carbon emissions from wildfires;

THEREFORE BE IT RESOLVED that AVICC and UBCM request that the Province of British Columbia collaborate with the Government of Canada to:

1. *Partner with First Nations and the private sector to retrofit a portion of Canada's retired CC-130H Hercules fleet into large air tankers for wildfire suppression in Canada.*
2. *Deploy these aircraft as part of a strengthened national wildfire response capacity, to be shared with provinces and territories and, where appropriate, used for international humanitarian and emergency missions. Consider that the Canadian Interagency Forest Fire Centre assist in managing deployment under a transparent cost-sharing framework, with initial operating capability by the 2027 wildfire season.*
3. *Prioritize this made-in-Canada solution that leverages Canadian engineering, protects lives and communities, upholds Indigenous rights, and contributes to environmental sustainability.*

2. Short Term Rentals on ALR Land

WHEREAS many farmers are diversifying their operations into agri-tourism accommodation in order to remain financially solvent and there are financial and temporal costs associated with registering with the province's Short Term Rental Accommodation Registry that further stress agricultural producers with agri-tourism accommodations;

AND WHEREAS short-term rentals on Agricultural Land Reserve (ALR) land are already regulated by the Agricultural Land Commission through the ALC Act and Regulations, as well as local government bylaws and planning processes;

THEREFORE BE IT RESOLVED that AVICC and UBCM request an exemption to the Short Term Rental Accommodations Act for ALR properties that are in compliance with the ALC Act and Regulations and local government bylaws for agri-tourism accommodation.

CARRIED

d. Request for Decision regarding Respectful Spaces Bylaw (ALL/UNWEIGHTED)

*MOVED: Director Mealey
SECONDED: Director Cootes*

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw No. A1094 Respectful Spaces Bylaw, 2026.

CARRIED

*MOVED: Director Mealey
SECONDED: Director Cootes*

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw No. A1094 Respectful Spaces Bylaw, 2026.

CARRIED

*MOVED: Director Mealey
SECONDED: Director Sparrow*

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw No. A1094 Respectful Spaces Bylaw, 2026.

CARRIED

*MOVED: Director Mealey
SECONDED: Director Cootes*

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. A1094 Respectful Spaces Bylaw, 2026.

CARRIED

MOVED: Director Mealey

SECONDED: Director Cootes

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw No. PS1008-1, Bylaw Notice Enforcement Amendment Bylaw, 2026.

CARRIED

MOVED: Director Mealey

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw No. PS1008-1, Bylaw Notice Enforcement Amendment Bylaw, 2026.

CARRIED

MOVED: Director Mealey

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw No. PS1008-1, Bylaw Notice Enforcement Amendment Bylaw, 2026.

CARRIED

MOVED: Director Mealey

SECONDED: Director Cootes

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. PS1008-1, Bylaw Notice Enforcement Amendment Bylaw, 2026.

CARRIED

Director Johnsen left the meeting at 2:35pm.

e. Request for Decision regarding Options for Medical Professional Recruitment and Strengthening Regional Health Care Access (ALL/UNWEIGHTED)

MOVED: Director Haggard

SECONDED: Director Beckett

THAT the ACRD Board of Directors direct staff to include the allocation of \$40,000 in the General Government Service in the 2026 budget to take the lead on coordinating the community efforts in addressing retention and recruitment of healthcare providers in the region, including coordinating support of community groups as they advance the development of a multidisciplinary medical clinic/campus of care.

MOVED: Director Cote

SECONDED: Director Haggard

The main motion be amended in bold as follows:

*THAT the ACRD Board of Directors direct staff to include the allocation of **\$100,000** in the General Government Service in the 2026 budget to take the lead on coordinating the community efforts in addressing retention and recruitment of healthcare providers in the region, including coordinating support of community groups as they advance the development of a multidisciplinary medical clinic/campus of care.*

CARRIED

Directors Jack, Cote, Haggard, Beckett, McEwen, and Stere voted in favour of the above motion.

Directors Sparrow, Cootes, Mealey, Siga, Boyko voted against the above motion.

The main motion as amended was

CARRIED

Directors Jack, Sparrow, Cootes, Cote, Mealey, Haggard, Jack, Beckett, McEwen, and Stere voted in favour of the main motion as amended.

Director Boyko voted against the main motion as amended.

MOVED: Director Haggard

SECONDED: Director Sparrow

THAT the ACRD Board of Directors direct staff to bring a more detailed report regarding the costs and timelines associated with establishing a service for acquiring lands of strategic interest.

CARRIED

Directors Jack, Sparrow, Cootes, Cote, Mealey, Haggard, Siga, Beckett, McEwen, Stere, and Boyko voted in favour of the above motion.

No Directors voted against the above motion.

Director McEwen left the meeting at 3:36 pm.

MOVED: Director Haggard

SECONDED: Director Cootes

THAT the ACRD Board of Directors direct staff to develop a framework for how they would advance the development of a multi-disciplinary campus of care and report back.

CARRIED

Directors Sparrow, Cootes, Cote, Mealey, Haggard, Jack, Siga, Beckett, Stere, and Boyko voted in favour of the above motion.

No Directors voted against the above motion.

Meeting was recessed at 3:39pm

Meeting was reconvened at 3:46 pm.

MOVED: Director Mealey

SECONDED: Director Sparrow

THAT the ACRD Directors move to agenda item 10.3 (a) and then return to 8 (f).

CARRIED

10.3 MEMBER REPORTS

- a. 9-1-1 Corporation – B. Beckett. Met last Friday and approved a five-year budget. The tax increase for 2026 is 5%, and the following four years is 4%.

MOVED: Director Cootes

SECONDED: Director Sparrow

THAT the ACRD Board of Directors receive report 10.3 (a).

CARRIED

Director Beckett left the meeting at 3:51 pm.

8. f. Request for Decision regarding Electoral Area ‘D’ Sproat Lake Incorporation Study (ALL/UNWEIGHTED)

MOVED: Director Cote

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to include Electoral Area ‘D’ Sproat Lake Incorporation Study in the 2026 workplan and 2026-2030 Draft ACRD Financial Plan dependent on secured funding from the Ministry of Housing and Municipal Affairs.

AND

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to delay Log Train Trail Regulations and the Floodplain Bylaw Development and Implementation to the 2027 workplan.

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS (PARTICIPANTS/UNWEIGHTED)

- a. **RE25004, GIBSON, 5670 GRANDVIEW ROAD (BEAVER CREEK)**
Rezoning – Memorandum and Bylaw

MOVED: Director Sparrow

SECONDED: Director Cote

THAT Bylaw P1532, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a first time.

CARRIED

*MOVED: Director Sparrow
SECONDED: Director Cote*

THAT Bylaw P1532, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a second time.

CARRIED

*MOVED: Director Sparrow
SECONDED: Director Cote*

THAT Bylaw P1532, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a third time.

CARRIED

**9.2 ALL DIRECTORS
(ALL/UNWEIGHTED)**

- a. **AE24001, STAMP RIVER ENTERPRISES CORP., 7698 BEAVER CREEK ROAD (BEAVER CREEK)**
Agricultural Land Commission Subdivision in the ALR Application – Report

*MOVED: Director Mealey
SECONDED: Director Cootes*

THAT the Alberni-Clayoquot Regional District Board of Directors forward ALC application AE24001 to the Agricultural Land Commission for decision with a recommendation to consider Access Option A or C.

CARRIED

Director Stere left the meeting at 4:25 pm.

- b. **AF25004, LSW LAND CORP., 725 FRANKLIN RIVER ROAD (CHERRY CREEK)**
Agricultural Land Commission Non-Adhering Residential Use Application – Report

*MOVED: Director Mealey
SECONDED: Director Sparrow*

THAT the Alberni-Clayoquot Regional District Board of Directors forward ALC application AF25004 to the Agricultural Land Commission for decision.

CARRIED

c. **MISC25004, COMOX VALLEY REGIONAL GROWTH STRATEGY (RGS) MINOR AMENDMENT BYLAW REFERRAL**

Miscellaneous Referral – Memorandum

MOVED: Director Mealey

SECONDED: Director Cootes

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to provide a referral response to the Comox Valley Regional District indicating that Bylaw No. 810, Comox Valley Regional District Regional Growth Strategy Bylaw No. 120, 2010, Amendment No. 2, does not affect the interests of the Alberni-Clayoquot Regional District and adoption of the bylaw is supported following the public hearing.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. **2026 BC Assessment Values**
- b. **ACRD Procedure Bylaw A1093 Update**
- c. **Meeting Schedule – February 2026**
- d. **Building Report – December 2025**
- e. **Monthly Agreement & Grant Delegation Report – November-December 2025**

MOVED: Director Mealey

SECONDED: Director Boyko

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

CARRIED

10.2 COMMITTEE REPORTS

(ALL/UNWEIGHTED)

- a. **Committee-of-the-Whole Meeting, January 28, 2026 (Verbal) – J. Jack**

MOVED: Director Cootes

SECONDED: Director Mealey

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate the creation of a potential service for Vulnerable Peoples Services in the region and bring a report to the February 11, 2026, Board of Directors meeting.

CARRIED

MOVED: Director Mealey

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to develop a volunteer management framework for Parks and Trails aligning with Category 2 and Category 3; if they have the specific skill sets, a formal community group managed program.

CARRIED

10.3 MEMBER REPORTS
(ALL/UNWEIGHTED)

- b. Vancouver Island Regional Library – P. Cote. February 21, 2026 is the Vancouver Island Regional Library Annual General Meeting.
- c. Alberni Valley Chamber of Commerce – S. Minions/F. Boyko. Developing a spring ‘Shop Local Event’ and another event for the Christmas season. Chamber is holding a meeting on February 18th regarding Health Care and Retention and Recruitment. The Chamber has also announced that it will be withdrawing from the McLean Mill after 2026.
- d. Association of Vancouver Island & Coastal Communities – P. Cote. The two ACRD student delegates were accepted to attend AVICC.
- e. Tsawak-qin Public Advisory Group – M. Sparrow. Submitted their Forest Operations Plan #17 is currently advertised and are accepting feedback until February 20, 2026.
- f. Other Reports.
Director Haggard. Community Action Team is holding a ‘Taking Care of Spirits, Hearts, and the Land Together’ event on January 31st from 10am – 4pm at the Italian Hall, all are welcome and free to attend.

Director Mealey- City of Port Alberni. The City is in the process of purchasing the old post office located on Argyle Street (Across from City Hall). Likely office space for rental.

MOVED: Director Mealey

SECONDED: Director Sparrow

THAT the Board of Directors receive the Member Reports.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

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

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

MOVED: Director Cote

SECONDED: Director Mealey

THAT the Board of Directors move an email received via responses@acrd.bc.ca to the February 11, 2026 ACRD Board meeting as Correspondence for Information.

CARRIED

14. IN-CAMERA

MOVED: Director Jack

SECONDED: Director Mealey

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

i. 90 (1) (j): information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;

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

i. 21 (1) (c) (i): harm significantly the competitive position or interfere significantly with the negotiating position of the third party.

CARRIED

The meeting was closed to the public at 4:46 pm.

The meeting was re-opened to the public at 4:57 pm.

15. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

16. ADJOURN

MOVED: Director Cootes

SECONDED: Director Haggard

THAT this meeting be adjourned at 4:57 pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Heather Zenner,
Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING

HELD ON WEDNESDAY, JANUARY 28, 2026, 10:00 AM

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

DIRECTORS

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

PRESENT:

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

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

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

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

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

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

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

Charles Mealey, Councillor, (Alternate) City of Port Alberni

Marilyn McEwen, Mayor, District of Ucluelet

Moriah Cootes, Councillor, Uchucklesaht Tribe Government

Kirsten Johnsen, Member of Council, Toquaht Nation

Levana Mastrangelo, Executive Legislator, Yuułuꞵiꞵath Government

REGRETS:

Sharie Minions, Mayor, City of Port Alberni

Tom Stere, Councillor, District of Tofino

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer

Teri Fong, Chief Financial Officer

Cynthia Dick, General Manager of Administrative Services

Eddie Kunderman, Operations Manager

Michael McGregor, Lands and Resources Coordinator

Janice Hill, Executive Assistant

Jaleen Rousseau, Planning Manager

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

<https://www.acrd.bc.ca/events/28-1-2026/>

1. CALL TO ORDER

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

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

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

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

Director Cote joined the meeting at 10:04 am.
Director Johnsen joined the meeting at 10:05 am.

2. APPROVAL OF AGENDA

MOVED: Director Sparrow
SECONDED: Director Roth

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. MINUTES

a. Committee-of-the-Whole Meeting held December 10, 2025

MOVED: Director Mealey
SECONDED: Director Sparrow

THAT the minutes of the Committee-of-the-Whole Meeting held on December 10, 2025 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Port Alberni Victim Services, regarding ACRD Grant-In-Aid funding, Board Chair, Mary Dolan, Board members Diane Mayba, Kerry Robertson, Gary Barlett, Amelia Hayden

MOVED: Director Cote
SECONDED: Director Roth

THAT the Committee of the Whole recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate the creation of a potential service for Vulnerable Persons in the region and bring a report to the February 11, 2026, Board of Directors meeting.

CARRIED

b. HCMA Architecture + Design, Presentation of Findings for Echo Aquatics Renovation Feasibility Study, Mike Von Tiesenhausen, Architect, Carl-Jan Rupp, Principal, HCMA

MOVED: Director Jack
SECONDED: Director Mealey

THAT this report be received.

CARRIED

6. CORRESPONDENCE

7. REPORTS

a. Aquatics Renovation Feasibility – M. McGregor

Director Jack left the meeting at 11:58 am.

8. REQUEST FOR DECISIONS

a. Request for Decision regarding Parks Volunteer Program

MOVED: Director Cote
SECONDED: Director Sparrow

THAT the Committee of the Whole recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to develop a volunteer management framework for Parks and Trails aligning with Category 2 and Category 3, if they have the specific skillsets, a formal community group managed program.

Directors Sparrow, Cote, Mealey, Haggard, Johnsen, McEwen, Siga, and Mastrangelo voted in favour of the motion.

Directors Roth, Cootes, and Boyko voted against the motion.

CARRIED

9. LATE BUSINESS

(requires 2/3 majority vote)

10. QUESTION PERIOD

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

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

11. IN-CAMERA

MOVED: Director Mealey
SECONDED: Director Sparrow

- THAT the meeting be closed to the public as per the Community Charter, sections:*
- i. 90 (1) (d) a part of a regional district meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:
the security of the property of the regional district;*

CARRIED

The meeting was closed to the public at 12:38 pm.

The meeting was re-opened to the public at 1:11 pm.

12. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

13. ADJOURN

MOVED: Director Cote
SECONDED: Director Roth

THAT this meeting be adjourned at 1:11 pm.

CARRIED

Certified Correct:

Debbie Haggard,
Vice-Chair

Cynthia Dick,
General Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE PERSONNEL COMMITTEE HELD ON MONDAY, FEBRUARY 2, 2026, 4:30 PM

Zoom

DIRECTORS PRESENT: Marilyn McEwen, Chairperson, Mayor, District of Ucluelet
Penny Cote, Director, Electoral Area “D” (Sproat Lake)
Sharie Minions, Mayor, City of Port Alberni
Tom Stere, Councillor, District of Tofino

REGRETS: John Jack, Chief Councillor, Huu-ay-aht First Nations

STAFF PRESENT: Daniel Sailland, Chief Administrative Officer
Cynthia Dick, General Manager of Administrative Services

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/1-2026/?Wk=6>

1. CALL TO ORDER

The General Manager of Administrative Services called the meeting to order at 4:35 pm.

The General Manager of Administrative Services recognized this meeting is being held throughout the Nuuchahnulth territories.

The General Manager of Administrative Services reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

Introductions - Committee Members and Staff present via Zoom.

MOVED: Director Stere

SECONDED: Director Cote

THAT Director McEwen be appointed as Chairperson for the Personnel Committee meeting.

CARRIED

Director McEwen assumed as Chair.

2. APPROVAL OF AGENDA

MOVED: Director Stere

SECONDED: Director Cote

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. MINUTES

a. Personnel Committee Meeting held October 6, 2025

MOVED: Director Stere

SECONDED: Director Cote

THAT the minutes of the Personnel Committee Meeting held on October 6, 2025, be adopted.

CARRIED

5. QUESTION PERIOD

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

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

6. IN-CAMERA

MOVED: Director Stere

SECONDED: Director Cote

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

- i. 90 (1) (c): labour relations or other employee relations;*

CARRIED

The meeting was closed to the public at 4:39 pm.

The meeting was re-opened to the public at 5:15pm.

7. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

8. ADJOURN

MOVED: Director McEwen

SECONDED: Director Cote

THAT this meeting be adjourned at 5:15 pm.

CARRIED

Certified Correct:

Marilyn McEwen,
Chairperson

Cynthia Dick,
General Manager of Administrative Services



Board of Directors
Alberni-Clayoquot Regional District
3008 Fifth Ave.,
Port Alberni, BC V9Y 2E3

January 30, 2026

Re: Request for Regional District Involvement – Replacement of ADSS Turf Field

Dear ACRD Board of Directors,

I am writing on behalf of the Board of Education of School District No. 70 (Pacific Rim), to request that the Board of Directors of the Alberni-Clayoquot Regional District (ACRD) consider involvement in the replacement of the artificial turf field, located at the Alberni District Secondary School here in Port Alberni.

While the field supports curricular and extracurricular programming for students, it also functions as a significant community recreation asset and is heavily used outside of school hours by a wide range of community organizations and residents, including many users from beyond the immediate school catchment and municipal boundaries.

Field Condition and Board Direction

The Board of Education has been advised that the ADSS turf field has reached end-of-life and continues to deteriorate. Concerns regarding the field’s condition were raised at the September 2025 Finance and Operations Committee meeting, and the School District has been actively advancing planning and stakeholder engagement since that time.

School District staff have met with user organizations to outline the urgent safety and replacement need, have confirmed strong community reliance on the facility, and have established a Working Group co-led by the school’s Principal and Athletic Director to explore funding strategies, partnership models, and governance options.

The School District completed a G-Max safety compliance test in January 2026, and has an additional test scheduled for November 2026. Community partners have been advised that access to the turf will be dependent on the field meeting annual safety testing and remaining in safe operating condition.

At its December 16, 2025 Public Board Meeting, the Board of Education passed a motion confirming that, if by December 31, 2026 a minimum of \$1,000,000 has not been collectively raised by the School District and participating community groups/organizations, and a sustainability plan has not been presented to the Board, the Operations Department will initiate planning to replace the existing surface with a non-irrigated natural grass field, with limited continued use of the turf potentially extending into Spring 2027, subject to safety.

User groups have expressed willingness to contribute toward a replacement plan through adjusted fee structures, fundraising, sponsorships, and shared governance.

Request to the Regional District

Given the scale of community usage and the regional benefit provided by this facility, the Board of Education respectfully requests that the ACRD consider:

1. Recognizing the ADSS turf field as a regional recreation asset;
2. Including the ADSS turf field within the Regional District’s applicable service area(s), where feasible; and
3. Incorporating the ADSS turf field replacement into current and/or future Regional District workplans and capital planning priorities.

The School District is also in discussions with City of Port Alberni representatives and other stakeholders regarding coordinated planning and shared investment for replacement.

Next Steps

We would welcome the opportunity to meet with Regional District representatives to discuss service area considerations, potential partnership models, and how this project may align with Regional District priorities.

Thank you so much for your time and consideration. Please don't hesitate to reach out if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Cyr', with a long horizontal flourish extending to the right.

Cynthia Orr, Board Chair
Board of Education
Pacific Rim School District
www.sd70.bc.ca

Jessica Spratt

From: Maddie Graham on behalf of ACRD Administration
Sent: January 30, 2026 10:37 AM
To: Jessica Spratt
Subject: FW: News from the Coast, January 2026

From: Island Coastal Economic Trust <info@islandcoastaltrust.ca>
Sent: January 29, 2026 10:15 AM
To: Heather Zenner <hzenner@acrd.bc.ca>
Subject: News from the Coast, January 2026

[CAUTION] This email originated from outside of the ACRD

[View this email in your browser](#)



The start of a new year offers a welcome moment to reflect and re-energize. This is vital, as 2026 is shaping up to be a pivotal year for the Trust as we prepare to embrace important opportunities ahead.

One of these is the next stage of our journey toward co-governance with regional First Nations communities. Last year's [First Nations Strategic Recommendations Report](#) provided a clear vision and path forward, and that momentum continues with the Ministry of Jobs and Economic Growth establishing a Crown-Indigenous Legislation Working Group to guide and inform development of new legislation for the Trust. All of us here are deeply grateful for Sayaačath̓ John Jack, Galagame' Bob Chamberlain, and Ashley Wright providing their leadership as members of the Working Group. We'll share more as this exciting next chapter towards transformation of the Trust progresses into the Spring.

It's also energizing to see the [Pacific Ocean Discovery Station \(PODS\)](#) move into its next phase on the Sunshine Coast. After more than three years working in partnership with the Loon Foundation, we were proud to announce new funding this month as the project advances toward construction early this year. I encourage you to read more about this important milestone below.

I hope the year has begun for each of you in a way that feels both restorative and motivating.

Onwards with gratitude,



Brodie Guy

CEO, Island Coastal Economic Trust

FEATURE STORY

[New funding equips marine research station to enhance Sunshine Coast economy](#)



Island Coastal Economic Trust and Loon Foundation announce \$300K investment in innovative, community-driven project

A new state-of-the-art marine research, education, and tourism facility set to enhance the Sunshine Coast economy is receiving a major boost with the announcement of a new investment from Island Coastal Economic Trust.

The [Pacific Ocean Discovery Station \(PODS\)](#) will be a world-class aquatic research centre and year-round tourism destination project from [The Loon Foundation](#) and [shíshálh Nation](#), developed to create new jobs, strengthen local communities, and support long-term scientific research.

Shaped by years of business planning and consultation to address the economic, demographic, and social needs of the Sunshine Coast, the project

has now secured a \$300,000 investment from the Trust through its [Capital and Innovation funding program](#).

[Continue Reading](#)

FEATURED PROJECTS

[The Heart by Campbell River Community Foundation](#)



The Heart will be a hub for collaboration, innovation, and collective prosperity in the Campbell River region.

Fulfilling a need not currently met in the region, the communal working space will support collaboration, productivity, and professional connection among nonprofits, social enterprises, remote workers, and small businesses.

By owning the space and activating the surplus area for community use, the [Campbell River Community Foundation](#) will reduce future operating costs while generating new revenue to support its charitable mission. The Heart will enable the Foundation to expand its direct support to nonprofits, enrich

community economic wellbeing, and build a central and inclusive place where local initiatives can grow and succeed.

Continue Reading

Modernization of Qualicum's Historic Village Theatre



A vital upgrade to the historic Village Theatre will allow it to continue to play a central role in local arts, culture, and tourism.

The project is part of the [ECHO Players](#) 50th anniversary season and is an important step in their ongoing stewardship of the well-used and much-loved public venue, which has served the community for over 75 years.

This project will replace the aging theatre seating, with new, comfortable, and accessible seating that meets current standards. This upgrade is a critical improvement that will enhance audience experience, support inclusive access, and ensure the continued viability of the theatre as a welcoming space for performances, events, and community gatherings.

[Continue Reading](#)

In the News

[Quinny's Quest and the Campbellton Loop: A Journey of Connection](#)



Island Coastal Economic Trust is proud to have partnered with the Campbellton Neighbourhood Association on the Campbellton Loop and Trail Project via an investment from the [Capital and Innovation Program](#), with its focus on [Culture and Nature-Based Tourism](#).

The Trust is please to share an article on the project's success from [The Collective Magazine](#) by Laurel Cronk, project manager and chair of the Campbellton Neighbourhood Association.

[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 Kwákwala/Bakwam'kala, Nuučaánuł, Éy7á7juuthem, Ligwilda'xw, Pəntl'áč, She shashishalhem, Hul'q'umi'num', diitiid?aatx, SENĆOŦEN, Skwxwú7mesh, Lekwungen, and T'Sou-ke speaking peoples.

Images, in order of appearance, courtesy of Island Coastal Economic Trust, The Loon Foundation, City of Campbell River, ECHO Players, and The Collective Magazine.



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You are receiving this email because you opted in via our website.

Our mailing address is:

Island Coastal Economic Trust
#108 - 501 4th Street
Courtenay, BC V9N 1H3
Canada

[Add us to your address book](#)

Maddie Graham

From: Maddie Graham
Sent: January 30, 2026 10:31 AM
To: Maddie Graham
Subject: FW: Late submission to the Board for todays Meeting Jan 28, 2026

From: Ross & Shary [REDACTED]
Sent: January 28, 2026 10:34 AM
To: Cynthia Dick <cynthiad@acrd.bc.ca>; Heather Zenner <hzenner@acrd.bc.ca>
Subject: Late submission to the Board for todays Meeting Jan 28, 2026

[CAUTION] This email originated from outside of the ACRD

Submission- Board of Directors meeting Wednesday Jan 28,2026

Regarding Correspondence for Action:

Request for support of proposed name changes by the TFN to change the official names of three locations on the west coast, Chesterman Beach, Meares Island and Kennedy Lake.

The West Coast of Canada has a fascinating history dating back to the ice ages. Different peoples have been inhabiting this hemisphere and coast for thousands of years.

For many of those years there was no written languages until the early Explorers/Colonizers/Settlers and Homesteaders arrived to this land.

Looking at a map of British Columbia there is a respectful balance of Indigenous, English, Spanish and French names on the coast to honour our all of our histories.

I understand and support why the TFN would like to change the names back to reflect their deep cultural and interesting history.

With approval of the name changes, I would like to see all new signage, mapping, navigation and digital apps to indicate the TFN name followed by the pronunciation, signification and then the prior geographical name.

Example “ha?uukmin” / ha-uuk-min / Kennedy Lake

My reasoning, and I am sure I am not alone on this reason; I see the indigenous language written and I unfortunately don't get it. I am not being rude or disrespectful; I am being honest.

I can not even begin to understand what it says or means. Making more of an impact, it needs translation.

I am also concerned about the financial implications. Spending in this Province is over the top and out of control in absolutely every sector. Every thing is unbelievably expensive. What are the costs associated with the changes?

There are a number of bands in this region and I would like to know how the TFN name changes will affect them.

The BC Geographical names office has noted that the adoption of these names would not prejudice legitimate claims to the land, how do they know that?

Additionally, any comments or concerns would be appreciated by the BC Geographical names office before March 6, 2026.

Thank you,

Shary Stevens

A black rectangular redaction box covering the signature area.



To: Board of Directors

From: Mike Kobus, Fire Chief, Beaver Creek Volunteer Fire Department
Stephanie Waters, Procurement Coordinator

Meeting Date: February 11, 2026

Subject: Beaver Creek Volunteer Fire Department Feasibility Study

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors award the Beaver Creek Volunteer Fire Department Feasibility Study contract to Waymark Architecture in the amount of \$79,430.00 (excluding GST).

Desired Outcome:

To engage a qualified consultant to evaluate the condition, integrity, and safety of the existing facilities and to complete a comprehensive feasibility study that identifies renovation and replacement options, including cost estimates, and analyzes the technical, financial, operational, and community viability of upgrading and remodeling the existing Beaver Creek Volunteer Fire Department (BCVFD) fire hall versus pursuing a new fire hall location and facility that ensures operational efficiency, meets industry standards, and provides a safe, inclusive, and functional environment for all personnel.

Summary:

The BCVFD was established in 1977 and has served the community for several decades. While the department continues to provide essential emergency services, the existing fire hall no longer meets the operational needs of a modern fire service. Key challenges identified include insufficient space to accommodate modern fire apparatus and equipment, lack of appropriate decontamination areas to reduce occupational health risks, inadequate facilities to support gender inclusivity and current workforce standards, and limitations that affect operational efficiency, training, and responder safety. Recognizing these issues, the ACRD initiated this feasibility study to obtain expert analysis on whether the existing fire hall can be effectively upgraded or whether a new location and facility would better serve current and future needs. The feasibility study will consider evolving fire service standards, technological advancements, safety requirements, and long-term service delivery impacts.

Background:

Seven (7) submissions were received from qualified and experienced proponents. Of the seven (7) proposals received, 4 exceeded the associated budget. All bids were evaluated based on experience, qualifications, project understanding, approach schedule, social procurement, references, and pricing.

The evaluation was completed by three (3) ACRD staff. Waymark Architecture had the highest technical score across all evaluators and is the lowest priced submission. The price and ranked results of the bid received is as follows:

Proponent	Price (excluding GST)	Rating (/100)
Waymark Architecture Inc.	\$79,430.00	85.83
MKM Projects	\$87,400.00	80.68
HCMA Architecture + Design	\$96,925.00	82.28
Johnston Davidson Architecture	\$105,732.00	80.55
David Nairne + Associates Ltd.	\$107,150.00	78.65
KMBR Architects Planners Inc.	\$128,032.00	74.32
Sahuri + Associates Architecture Inc.	140,000.00	75.69

Time Requirements – Staff & Elected Officials:

This contract will require approximately 4 hours of Finance time and 80 hours of time from BCVFD staff time.

Financial:

This project was approved as part of the 2025 Financial Plan's operating budget for the Beaver Creek Fire Department.

Strategic Plan Implications:

This study aligns with Strategic Priority 1.4 – Support our Volunteers

Policy or Legislation:

An RFP was issued in this scenario as the ACRD's Purchasing Policy requires a Open Tender if the expected value of a contract exceeds \$50,000.

Options Considered:

If the Board would like further information regarding the details of the contract prior to making a decision, then the full contract could be brought forward in-camera at the next scheduled Board meeting.

Submitted by: Mike Kobus
Mike Kobus, Beaver Creek Volunteer Fire Department Fire Chief

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

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



To: Alberni-Clayoquot Regional District Board of Directors

From: Stephanie Waters, Procurement Coordinator
Tanya Carothers, Solid Waste Manager

Meeting Date: February 11, 2026

Subject: Solid Waste Recycling and Reduction Education, Outreach, and Engagement Consultant

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors award the Solid Waste Recycling and Reduction Education, Outreach, and Engagement Consultant contract to Let’s Talk Trash in the amount of \$87,800.00 (excluding GST) per year on a 1-year term with the option of renewing for two additional 1-year terms.

Desired Outcome:

To secure a qualified and competitively priced consultant experienced with solid waste education, outreach, and engagement services for the Alberni Valley, West Coast, and First Nations communities.

Summary:

The ACRD issued a Request for Proposal (RFP) on December 11, 2025, to find a qualified consultant who could develop and execute programs and campaigns focused on promoting the Sort’nGo program, bear awareness, and behavior change related to waste reduction. Let’s Talk Trash (LTT) scored highest during the RFP process and is recommended to complete this work. LTT has supported ACRD by leading implementation of the Sort’nGo and waste education program for the past two years.

Background:

Five submissions were received for this RFP. The bid was evaluated based on background, experience, qualifications, project understanding, approach and schedule, references, price, and social procurement. The evaluation was completed by three ACRD staff. LTT had the highest score across all evaluation criteria excluding price. The ranked result of the bids received is as follows:

Proponent	Price (excluding GST) Per Year	Rating (/100)
Let's Talk Trash	\$87,800.00	95.35
inNat Environmental Ltd.	\$84,800.00	93.32
Engage Delaney Inc.	\$79,575.00	85.67
Think Modus	\$94,097.00	81.95
Kavana Partners	\$90,000.00	74.86

Time Requirements – Staff & Elected Officials:

- Procurement – (3 hours) contract review, project support as needed.
- Project Manager – (25 hours) implementation support.

Financial:

Waste Reduction Education Services are funded by the Alberni Valley Solid Waste Service (\$69,400) and West Coast Solid Waste Service (\$18,400). The total estimated cost of this contract will be \$87,800 over the 1-year term and \$87,800 per renewal year if exercised.

Strategic Plan Implications:

N/A

Policy or Legislation:

A Request for Proposal was issued in this scenario as the ACRD's Purchasing Policy requires a Tender (or similar public offering) if the expected value of a contract exceeds \$75,000.

Options Considered:

If the Board would like further information regarding the details of the contract prior to deciding, then the full contract could be brought forward in-camera at the next scheduled Board meeting, with the following resolution:

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to prepare an in-camera report, detailing the Solid Waste Recycling and Reduction Education, Outreach, and Engagement Consultant contract award to Let's Talk Trash for the February 25, 2026 Board meeting.

Submitted by: *Tanya Carothers*
Tanya Carothers, Solid Waste Manager

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

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



To: ACRD Board of Directors

Voting Structure: Electoral Area Directors

From: Alima Khoja, Planner 1

Meeting Date: February 11, 2026

Electoral Area: E - Beaver Creek

Subject: Rezoning RE25004 - 5670 GRANDVIEW RD (GIBSON)

Recommendation:

THAT Bylaw P1532, Regional District of Alberni-Clayoquot Atlas Amendment Bylaw, be adopted.

Property Information:

Civic Address:	5670 GRANDVIEW RD				
Legal Description:	LOT 13, DISTRICT LOT 20, ALBERNI LAND DISTRICT, PLAN VIP921				
PID:	008-184-852	Folio:	770-00536.000	ALR? (Y/N):	N
				Lot Area (ha):	2.02 (5.00 ac)

Background:

The property owners have applied to rezone the property from Rural (A2) District with a 2.02 ha (5 ac) minimum parcel size to Acreage Residential (RA3) District to allow for a minimum parcel size of 0.24 ha (0.6 ac). The zoning amendment would facilitate a proposed three-lot subdivision.

Bylaw P1532 was first considered by the Board on December 10, 2025. Technical agency referral requests were sent out on December 16, 2025, to the following agencies:

✓ Vancouver Island Health Authority	✓ School District No. 70
✓ Ministry of Transportation & Transit (MoTT)	✓ Tseshaht First Nation
✓ ACRD Community Services – Beaver Creek Water	✓ Hupacasath First Nation
✓ Beaver Creek Fire Department	✓ ACRD Building Inspection

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

- a. Ministry of Transportation and Transit noted that the proposal does not fall within Section 52 of the *Transportation Act* and will not require formal Ministry approval and signature.
- b. Island Heath noted the difference in transit versus vehicle travel time/proximity to amenities and recommended approval.
- c. ACRD Building Department noted Interests Unaffected by the Bylaw.

PL20250082/RE25004

Public notice was given in accordance with section 467 of the *Local Government Act*.

- 1. Neighbour notices were sent out on November 7, 2025.
- 2. Advertisements were published in the Alberni Valley News on November 12, 2025, and November 19, 2025.

As this zoning amendment is consistent with the Residential Use policies in the Beaver Creek Official Community Plan, a public hearing was not held. The neighbour notification and public advertising provided the opportunity for public input on the application process. No public correspondence relating to this rezoning application was received.

The Board gave first, second, and third readings to Bylaw P1532 on January 28, 2026. When the bylaw was first considered by the Board on December 10, 2025, the Board confirmed that adoption of Bylaw P1532 would be subject to:

- a. Confirmation from a Registered On-site Wastewater Practitioner (ROWP) that the parcel can accommodate onsite sewage disposal to a density of 0.24 ha minimum lot size.
- b. Meeting all technical referral agency requirements.

The applicants have since satisfied both subjects.

All conditions of rezoning have been satisfied, and it is recommended that the Board adopt Bylaw P1532. If the zoning amendment bylaw is approved, the applicants next step in the development process would be subdivision application to the Ministry of Transportation and Transit (MoTT). At the subdivision stage, ACRD staff would work with the province to confirm that the technical requirements for servicing the development are met, including satisfying the requirements for connection to the Beaver Creek Water System.

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

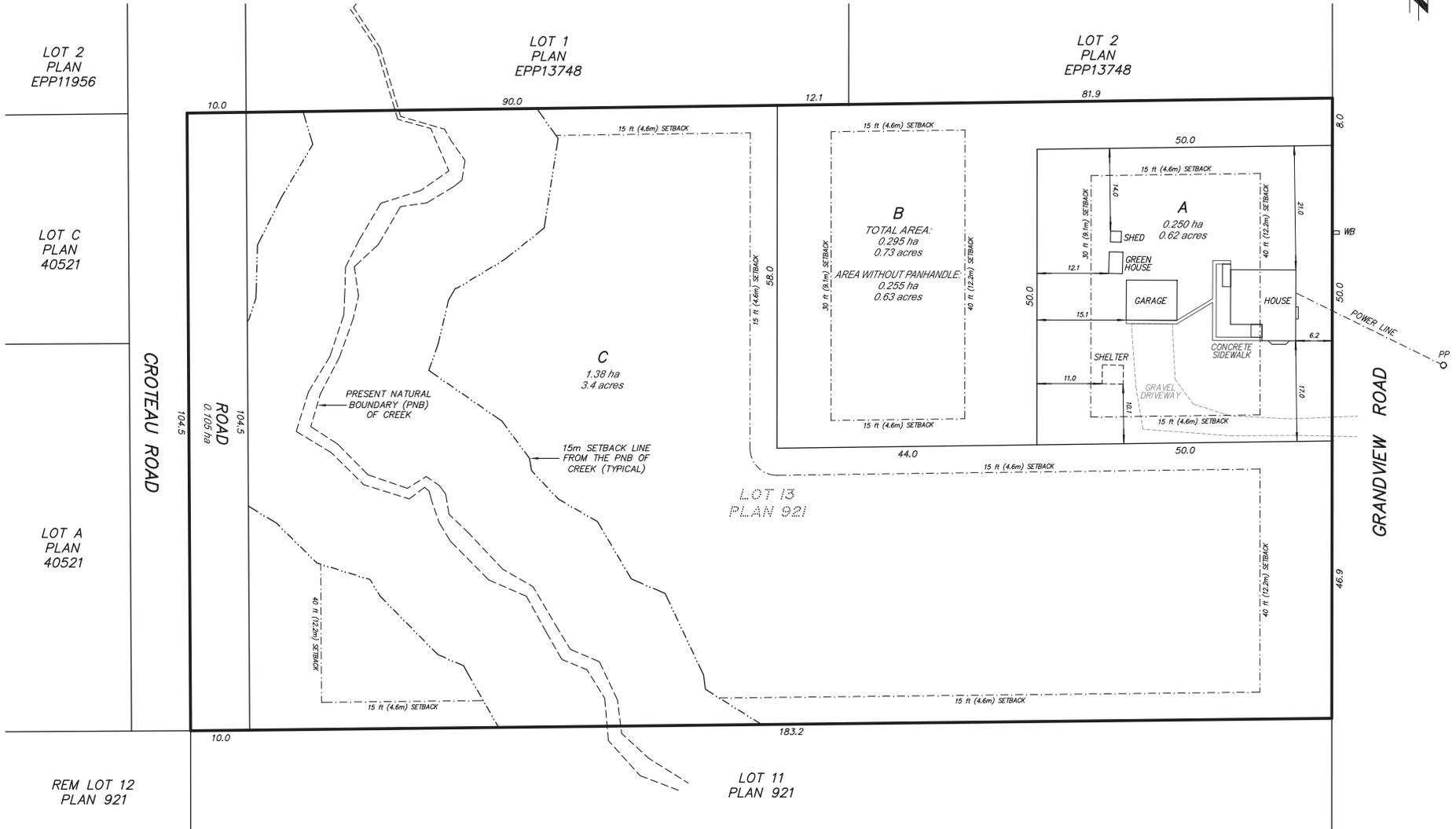
PROPOSED SUBDIVISION PLAN OF LOT 13, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 921.

SCALE 1:500



THE INTENDED PLOT SIZE IS 560mm IN WIDTH AND 432mm IN HEIGHT (C SIZE) WHEN PLOTTED AT A SCALE OF 1:500.

PARCEL FRONTAGE TABLE			
PARCEL	PERIMETER	FRONTAGE	RATIO
A	200.0m	50.0m	25.0%
B	304.0m	8.0m	2.6%
C	576.7m	151.4m	26.3%



NOTES:

THIS PLAN IS NOT TO BE USED TO RE-ESTABLISH PROPERTY BOUNDARIES.
 ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF UNLESS OTHERWISE INDICATED AND ARE DERIVED FROM FIELD MEASUREMENTS AND LTO RECORDS.
 JURISDICTION: ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 PROPOSED PARCEL ZONING: ACREAGE RESIDENTIAL DISTRICT (RA3)
 PID NO: 008-184-852
 THIS LOT IS SUBJECT TO LTO CHARGE NUMBER: 46
 CIVIC ADDRESS: 46 GRANDVIEW ROAD, PORT ALBERNI, BC

ZONING SETBACKS:

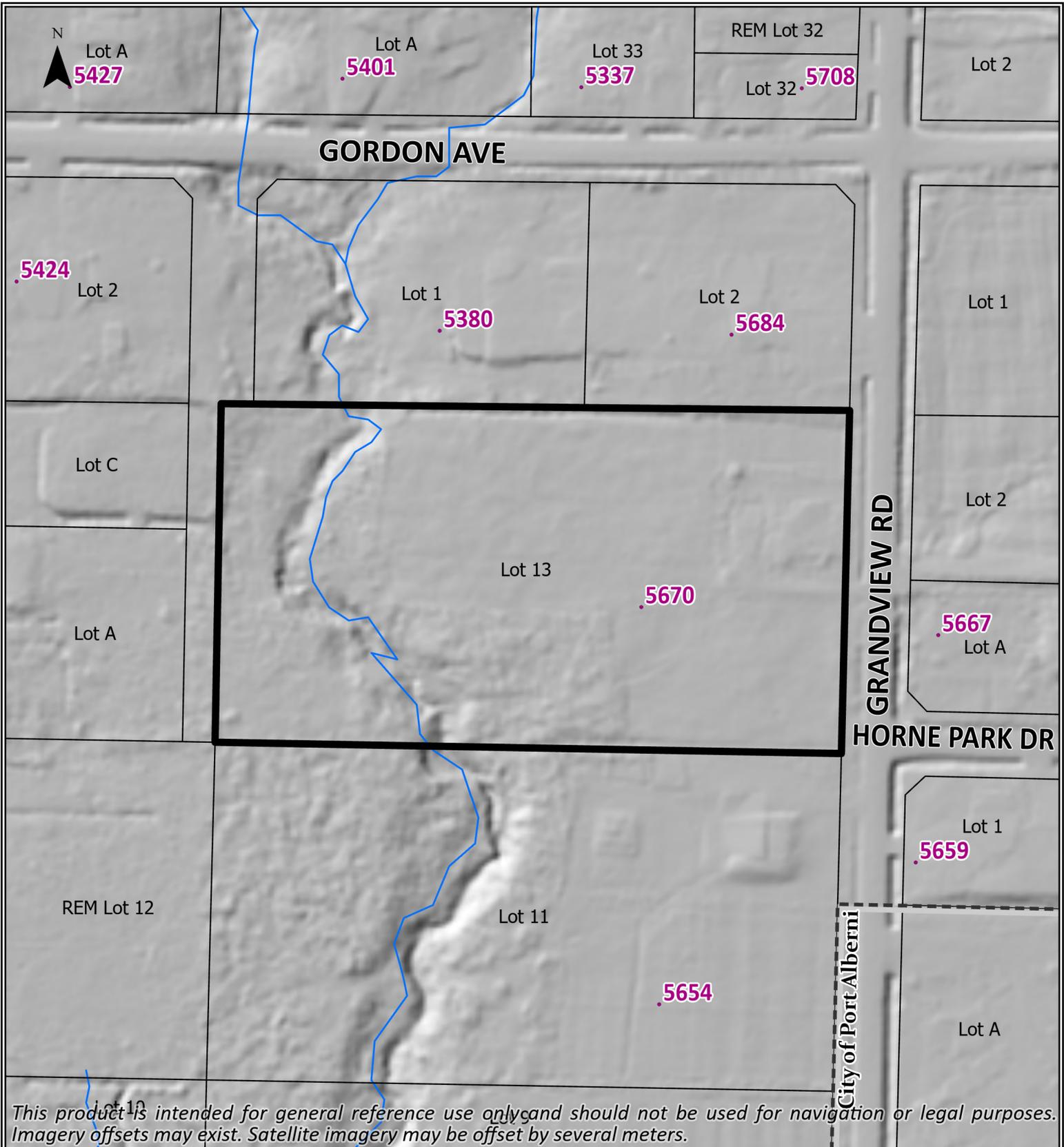
ACREAGE RESIDENTIAL DISTRICT (RA3)
 FRONT YARD: 40.0ft (12.1m)
 REAR YARD: 30.0ft (9.1m)
 SIDE YARD: 15.0ft (4.6m)

LEGEND

DL DENOTES DISTRICT LOT
 REM DENOTES REMAINDER
 ha DENOTES HECTARES
 PP ○ DENOTES POWER POLE
 WB □ DENOTES WATER BOX

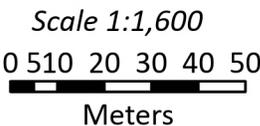
No.	DATE	REVISION
1	2025/07/25	INITIAL PROPOSAL

PRISM
 LAND SURVEYING LTD.
 223 FERN ROAD W.
 QUALICUM BEACH, B.C. V9K 1S4
 PHONE: 250-752-9121
 EMAIL: info@prismlandsurveying.ca
 FILE NUMBER: 25-078-5
 DRAWING NUMBER: 25-078 P1.DWG
 DATE: 2025/07/25



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5670 Grandview Rd
 LOT 13, DISTRICT LOT 20, ALBERNI DISTRICT,
 PLAN 921

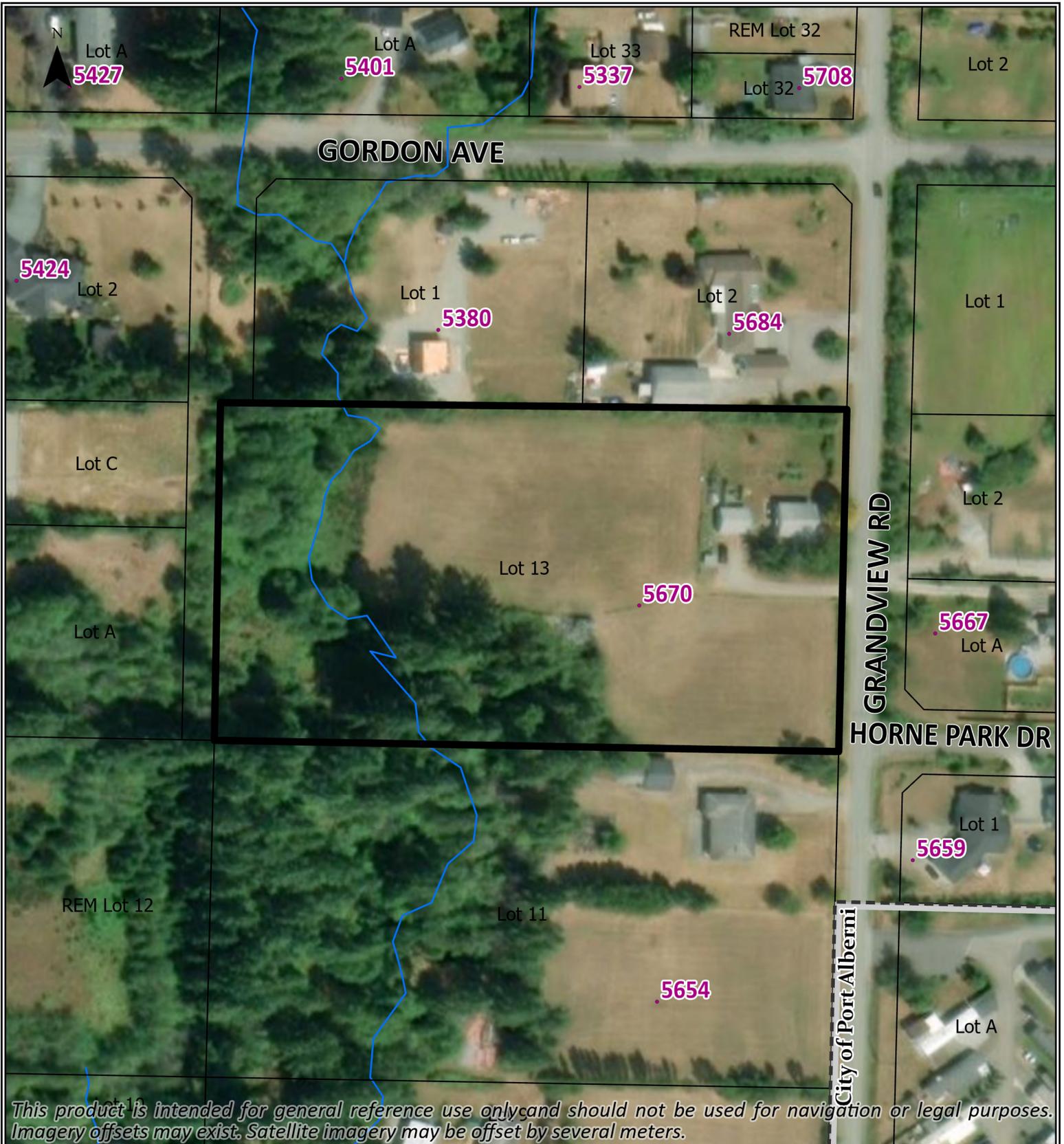


- Subject Property
- AV Stream Atlas
- Jurisdictional Boundary
- Parcels



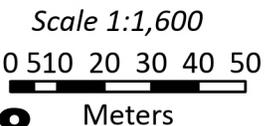
**ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT**

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



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5670 Grandview Rd
 LOT 13, DISTRICT LOT 20, ALBERNI DISTRICT,
 PLAN 921



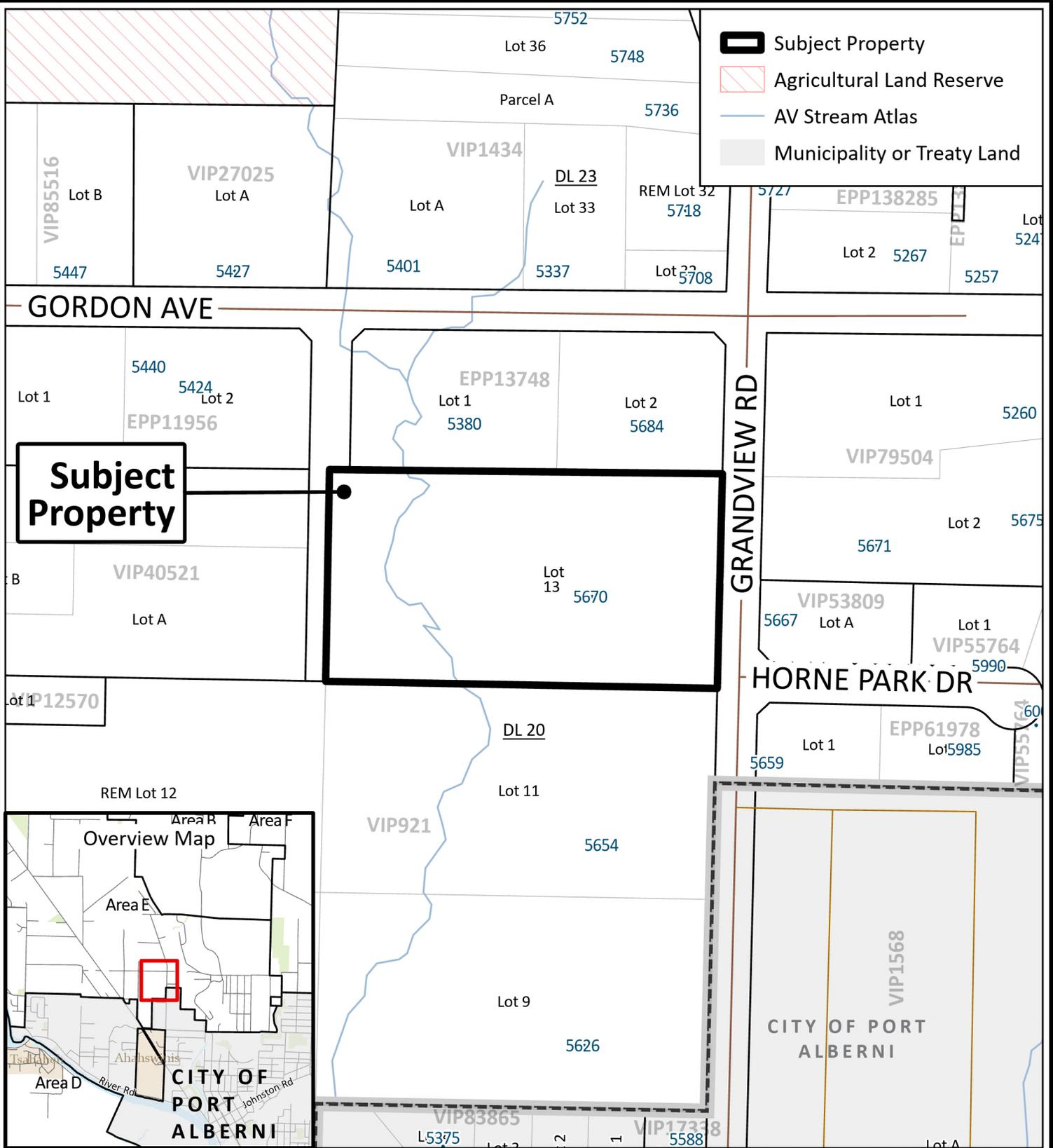
- Subject Property
- AV Stream Atlas
- Jurisdictional Boundary
- Parcels



**ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT**

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

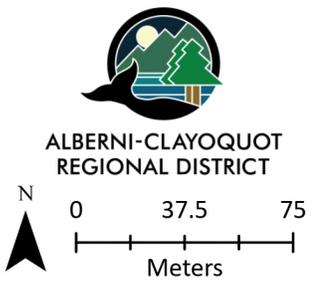
-  Subject Property
-  Agricultural Land Reserve
-  AV Stream Atlas
-  Municipality or Treaty Land



Subject Property



 Civic Address: 5670 Grandview Rd
 Legal Description: LOT 13, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 921





REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1532

OFFICIAL ZONING ATLAS AMENDMENT NO. 801

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 after a public hearing and upon the affirmative vote of the directors in accordance with Sections 464, 465, 470 and 479 of the *Local Government Act*;

AND WHEREAS an application has been made to rezone a property;

NOW THEREFORE the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the Official Zoning Atlas 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 Atlas Amendment Bylaw P1532.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT 13, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 921 from Rural (A2) District to Acreage Residential (RA3) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.

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

Read a first time this 28th day of January, 2026
Read a second time this 28th day of January, 2026
Read a third time this 28th day of January, 2026

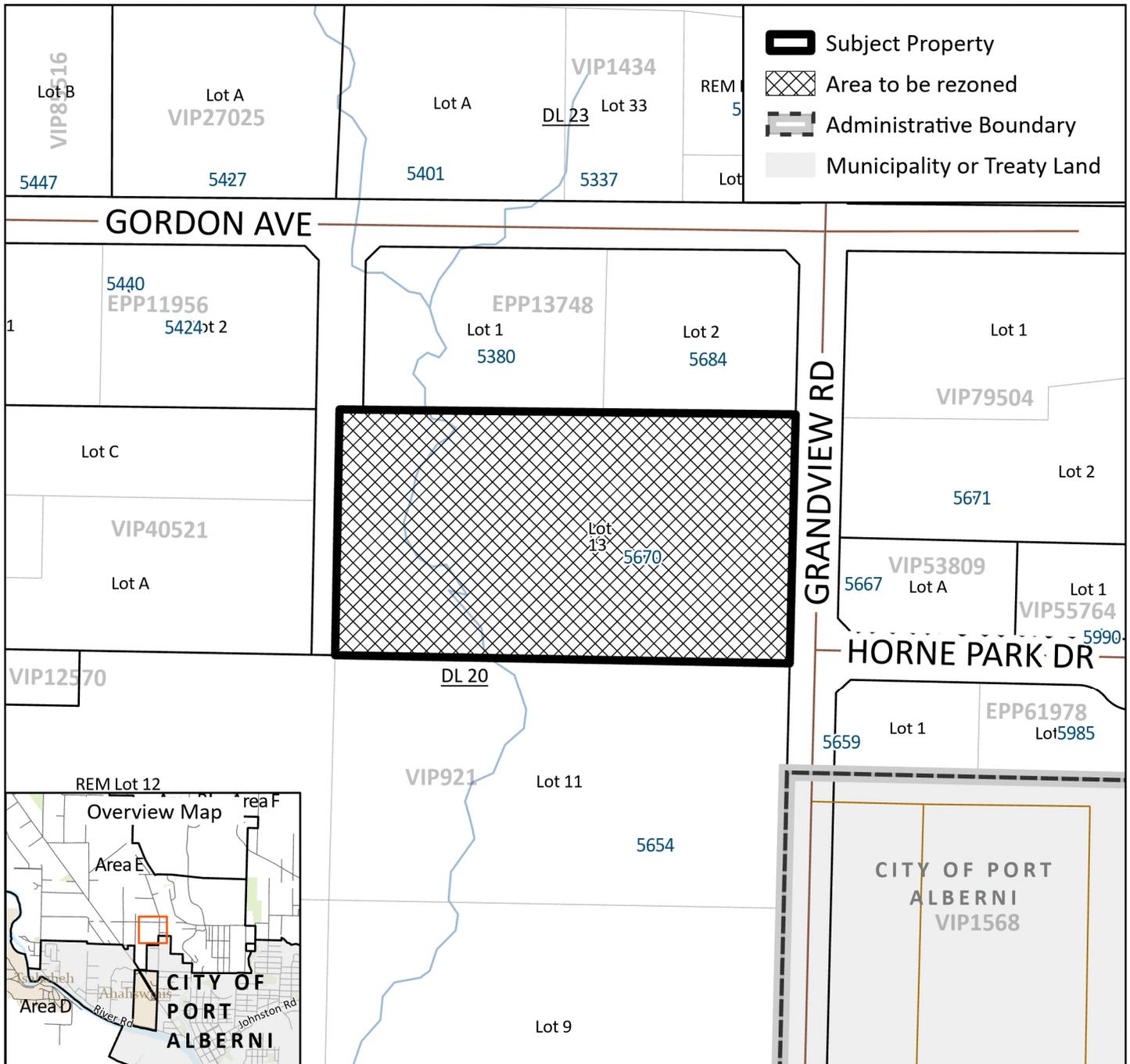
Adopted this day of ,

Corporate Officer

Chair of the Regional Board

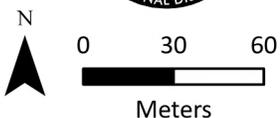
Schedule 'A'

This schedule is attached to and forms part of Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1532, 2025



Legal Description: LOT 13, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 921

Address: 5670 Grandview Rd



 To be rezoned from Rural (A2) District to Acreage Residential (RA3) District



To: ACRD Board of Directors

From: Cynthia Dick, General Manager of Administrative Services

Meeting Date: February 11, 2026

Subject: Service Establishment for Grant-in-Aid Funding

Purpose:

To provide the Board with information regarding the process for establishing a service for annual grant-in-aid funding.

Summary:

At the January 28, 2026, Board of Directors meeting a motion was carried directing staff to investigate the development of a service to support vulnerable persons in the region following a presentation from Port Alberni Victim Services. Port Alberni Victim Services is a police-based victim services program which is cost-shared between the province and local governments that serves all areas policed by the Port Alberni RCMP. Currently, the only funding that is being allocated to Port Alberni Victim Services through the ACRD is provided through the grant-in-aid process and budget. Since 2015, \$26,000 limited funding has been provided annually through grant-in-aid which helps to offset the costs for staffing.

Background:

To establish a service, a regional district must adopt a service establishment bylaw. This bylaw must include the description of the service, the service boundaries, the service participants, and the method of cost recovery. All service establishing bylaws require approval from the Inspector of Municipalities and most require participating area approval prior to adoption. Participating area approval for Grant-in-Aid service establishments could be determined through the assent voting process (referendum) or through the alternative approval process (AAP). Grant-in-Aid Service Establishment is done to provide the non-profit certainty for funding allocations from the ACRD without having to go through the annual group grant-in-aid application process. Given the Port Alberni Victim Services has received funding from the ACRD since 2009, there is a strong case for creating its own separate annual grant-in-aid service. In the past this has been done to provide funding to the City of Port Alberni for recreation purposes, the Sproat Lake Community Association, and is on the 2026 work plan for the Cherry Creek Community Hall.

Other grant-in-aid recipients that the Board identified for this process include:

- Economic Development
- Vancouver Island North Film Commission
- West Coast Aquatic
- Redd Fish Restoration Society
- Alberni Valley Rescue Squad
- Alberni Valley Chamber of Commerce

A full list of the 2025 grant-in-aid recipients and allocated amounts can be found at [Grants, Awards & Funding](#)

Time Requirements – Staff & Elected Officials:

It is estimated that approximately 80 hours of staff time would be required for each grant-in-aid service establishment to engage with the organization, develop the service establishment bylaw, and conduct the participating area approval process.

Financial:

Since 2015, Port Alberni Victim Services has been awarded \$26,000 annually through the ACRD grant-in-aid process, and varying amounts between \$11,000 and \$15,000 between 2009-2014. The financial impacts of this service, once developed and implemented, will be discussed during the development of the establishment bylaw. Additional costs would be required to conduct the participating area approval process which could potentially include the printing of ballots, advertising and staffing costs for election officials. Costs may vary depending on if assent voting or alternative approval process is determined for the area approval.

Strategic Plan Implications:

This is not a direct priority noted in the 2024-2027 ACRD Strategic Plan; however, this does align with strategic priority 4.0 Advocacy and Service to represent and advance the interest of the region with other levels of government and agencies responsible for providing governance and services in our region. Where collaboration creates possible solutions, explore possible service models.

Policy or Legislation:

The Local Government Act and Community Charter apply to service establishment.

The following sections of legislation apply to this process:

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

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

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



To: ACRD Board of Directors

From: Karen Freethy, Protective Services Manager

Meeting Date: February 11, 2026

Subject: Mt. Underwood Wildfire - After Action Review

Purpose:

To share the Mt. Underwood After Action Review (AAR) with the ACRD Board of Directors and to request Board direction on completing a Mt. Underwood debrief with the policy group.

Summary:

The 2025 Mt. Underwood wildfire placed significant and sustained pressure on the ACRD, challenging emergency coordination, communication systems, staffing capacity, governance frameworks, and interagency relationships. To capture the lessons learned, identify successes, and highlight areas for improvement, the ACRD requested funding from the Ministry of Emergency Management and Climate Readiness (EMCR) to undertake an AAR. Following funding approval, Logic League Consulting was engaged to facilitate an AAR, which was conducted on October 29, 2025.

Overall, the response demonstrated strong collaboration and effective communication. The incident benefited from the depth of existing relationships, prior cross-jurisdictional training, and staff familiarity with the Emergency Operation Centre (EOC) framework. At the same time, the AAR identifies vulnerabilities related to governance clarity, staffing sustainability, documentation practices, and technology use.

This report is provided for information. Staff are seeking Board direction on whether to proceed with a facilitated debrief of the incident with the ACRD policy group, focusing on governance-level roles, responsibilities, and lessons learned from the AAR. If the debrief is supported, staff are requesting guidance on who to include in the discussion and preferred timing.

Background:

The Mt. Underwood Wildfire began on August 11, 2025, resulting in the activation of a large-scale EOC over multiple weeks. The response involved numerous ACRD and City of Port Alberni staff, with coordination and support from several neighbouring local governments, First Nations, provincial agencies, private industry, and multiple partner organizations.

The incident led to a declaration of a State of Local Emergency (SOLE) and the implementation of evacuation orders and alerts. Impacts included disruption to transportation routes, road degradation, effects on tourism and business continuity, prolonged power outages, and challenges accessing health

services. Addressing these impacts required complex coordination across jurisdictions and with both public and private infrastructure owners.

Following the incident, the ACRD conducted a structured AAR process to examine the response. The AAR was completed using a multi-method approach that included discussions with key staff, an internal facilitated session with EOC personnel (ACRD, and City of Port Alberni staff), and an external facilitated session with partner organizations, First Nations, provincial agencies, and neighbouring jurisdictions

The AAR documents key moments, coordination and communication strengths, staffing pressures, process and procedure gaps, and strategic priorities intended to strengthen future emergency readiness and resilience. While the review highlights strong performance across many areas, it also identifies recommendations and key considerations to further enhance regional resilience and preparedness for future events.

Time Requirements – Staff & Elected Officials:

If the Board directs staff to proceed with a policy group debrief, anticipated time requirements would include approximately 10 hours of staff time to plan, coordinate and prepare materials for the session. In addition, policy group members would be required for a facilitated debrief and policy group EOC workshop, anticipated to be approximately 2-4 hours in duration.

Financial:

The ACRD will engage with a consultant to facilitate a policy group debrief and anticipated costs in the range of \$3,000 - \$5,000. Staff will seek provincial funding to offset this expense, however should funding not be available, the costs will be included within the Protective Services budget.

Strategic Plan Implications:

This request supports ACRD 2024-2027 Strategic Plan with focus on strategy 3.3: Optimize communication platforms and practices, and 2.4: Emergency management and climate adaptation.

Policy or Legislation:

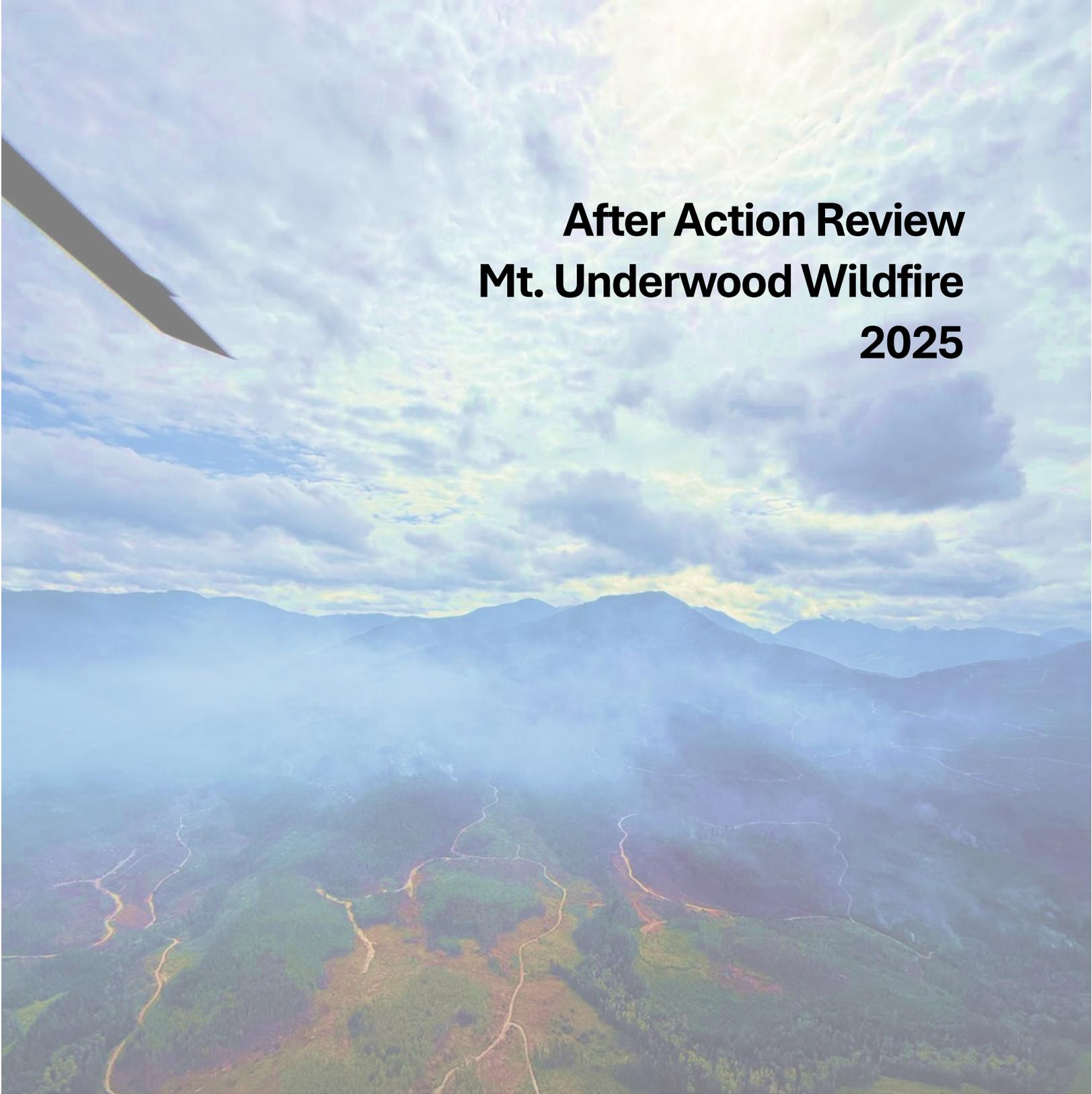
The *Emergency and Disaster Management Act* requires local governments to be responsible for emergency management, including mitigation, preparedness, response, and recovery. ACRD *Bylaw No. PS1012* establishes that the ACRD operates three emergency services, including the Alberni Valley Emergency Service, the Bamfield Emergency Service and the Long Beach Emergency Service.

Submitted by: *Karen Freethy*
Karen Freethy, Protective Services Manager

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

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

**After Action Review
Mt. Underwood Wildfire
2025**



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

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Acknowledgements

This report was requested by the Alberni Clayoquot Regional District (ACRD). The purpose is to capture the experiences of those involved, the successes that should be continued, and areas for improvement that can be applied to future emergencies.

The 2025 wildfires impacted many people, each in their own way. In addition to the residents and businesses, every person involved in the response and recovery were personally impacted in their own way. The physical and emotional toll of emergency response should not be underestimated and supports offered corporately for those that find themselves assisting with emergencies, whether full time, on an as-needed basis, volunteer or paid.

This after action does not replace or limit any after action processes of other stakeholders including organizations and departments that contributed to this process.

Photo Credits:

Title Page: BC Wildfire Service

All other pictures: are open source from Microsoft Stock Images, Unsplash, or Noun Project.

This report was prepared by:



We would like to thank everyone that participated and provided feedback in this after-action review process. The content and direction of the report is based on, and would not be possible without, your contributions.

The views expressed in this report are summarized from the workshops conducted. Logic League Consulting Ltd. has taken steps to confirm the validity of the information. Remaining errors or omissions are unintended.

Executive Summary

The 2025 wildfires placed significant pressure on the Alberni-Clayoquot region, testing coordination systems, communication practices, staffing capacity, and interagency relationships across multiple jurisdictions. Despite these challenges, the response demonstrated strong collaboration, effective public communication, and a level of professionalism that exceeded what would typically be expected from a region with limited experience managing an event of this scope and duration.

A defining strength throughout the incident was the depth of existing relationships—within the ACRD, between local authorities and First Nations, and among partner agencies. These relationships enabled rapid coordination, candid communication, and a high level of trust during a fast-moving and emotionally demanding event. Staff also entered the activation with a solid grounding in EOC processes and tools, and the shared EOC model allowed the organization to scale operations quickly during the most intense period of the response.

Communication with the public was a major success. Voyent Alert, social media, in-person sessions, and BC Wildfire Service briefings provided the community with reliable, timely, and trusted information. Residents reported that updates were clear, steady, and reassuring. These strengths were supported by experienced communicators who ensured consistency across platforms and agencies.

However, the event also revealed several system-level vulnerabilities. Coordination became difficult when privately owned or managed roads were impacted, as roles and responsibilities across governments and private owners were unclear. Differences in organizational tempo created delays and misaligned expectations, and the absence of a liaison in Bamfield early on limited two-way communication. Across agencies, terminology was used inconsistently, adding complexity to an already challenging operating environment.

Staffing emerged as both an advantage and a point of significant strain. Staff availability helped the EOC scale up, and task-specific units improved focus and efficiency. But as the response continued, the cumulative emotional and cognitive load exceeded what standard employee supports are designed to manage. Staff struggled to balance EOC responsibilities with their base roles, and inconsistent access to external staffing support created further pressure. These challenges are not unique to the ACRD, but they underscore the need for a more resilient staffing model and stronger worker-care practices for future activations.

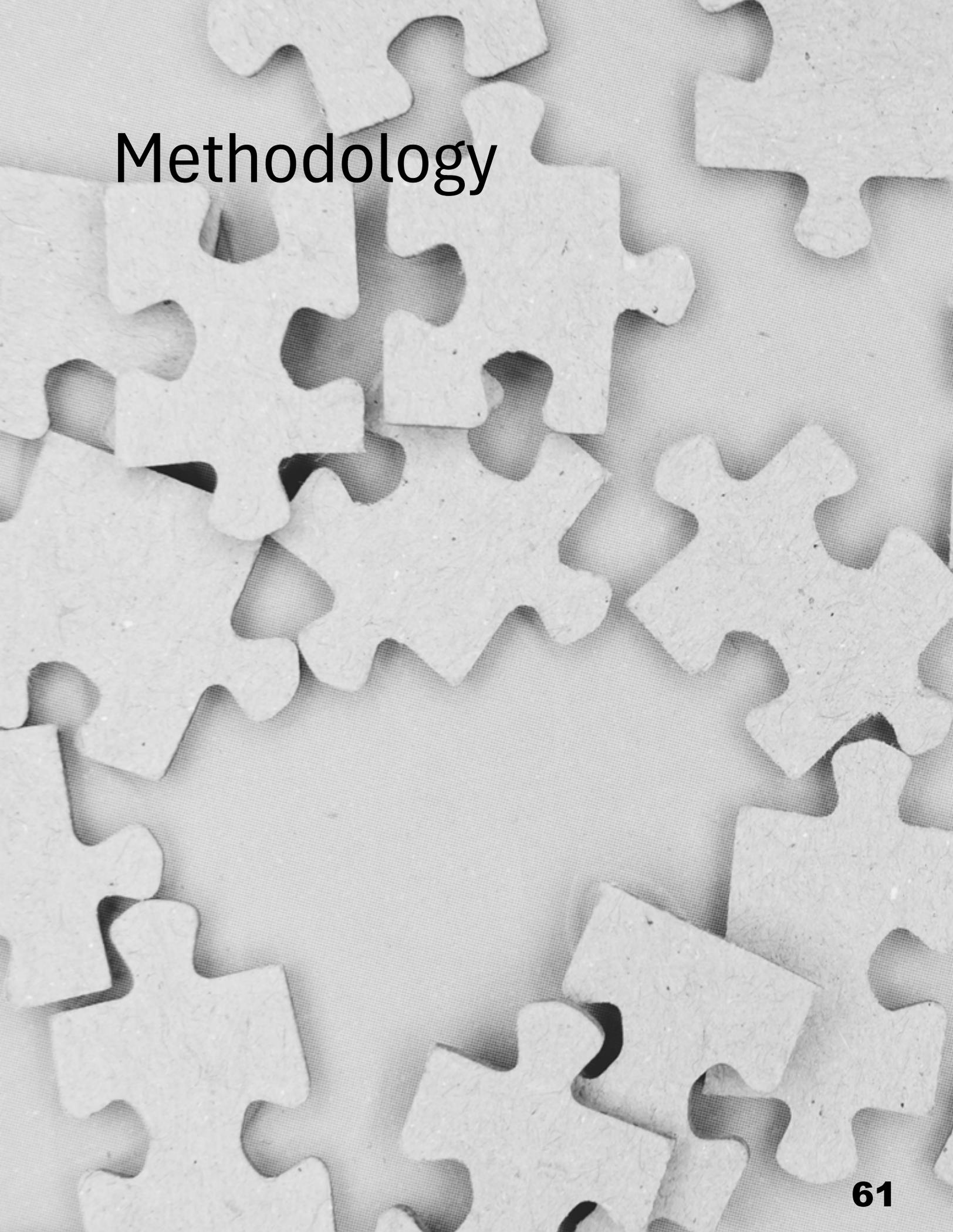
The event also highlighted gaps in policy frameworks, documentation practices, financial authority, and technology use. Inconsistent filing systems, underutilization of scribes, and variable proficiency with EOC tools created friction at times. The lack of a dedicated activation budget

forced early hesitation in decision-making, and the expectations for private communication providers under the EDMA require clarification.

Finally, several fortunate factors shaped the outcome of this incident—including timely rain, shifting winds, the nearby presence of a BCWS Incident Management Team, and recent experience with the Cameron Bluff road closure. These advantages cannot be assumed in future events and highlight the need for continued investment in preparedness, governance clarity, training, and resource capacity.

Overall, the 2025 response demonstrated a resilient, committed, and capable team working within a system that is strong in many areas and ready for focused improvement in others. This After-Action Review outlines the key lessons from the response and offers strategic priorities to help strengthen readiness, support staff, and improve coordination across the region before the next event.

Methodology



Methodology

This After-Action Review was completed using a multi-method, participatory approach designed to capture insights from those directly involved in the response as well as partner agencies who supported the event. The intent was to build a shared understanding of what worked well, where challenges emerged, and what improvements will strengthen future activations.

The review followed four key steps:

1. Discussions with Key Staff

Early conversations were held with individuals who played central roles during the activation. These discussions helped establish initial themes, clarify the sequence of events, and identify areas requiring deeper exploration during the facilitated sessions.

2. Review of Exit Interviews

Recent exit interviews with staff were reviewed to gather candid insights from individuals who had previously supported emergency activations. These interviews provided valuable perspective on systemic strengths, recurring challenges, and organizational pressures that may not surface during group discussions. Themes from the exit interviews helped shape the areas explored during the facilitated sessions and provided important context for understanding internal capacity and staff experience.

3. Internal Facilitated Session (EOC Personnel)

A dedicated session was held with internal staff who were directly involved in EOC operations. This workshop focused on identifying enablers, barriers, key moments, and system-level learnings. The internal session provided essential context about decision-making, staffing pressures, communication processes, and internal workflows.

4. External Facilitated Session (Partner Organizations and Agencies)

A second facilitated session brought together external partners, including First Nations, neighbouring communities, provincial agencies, and other organizations that played a role in the response. This session captured inter-organizational experiences, coordination strengths, shared challenges, and opportunities for improving regional collaboration.

Together, these four steps provided a comprehensive, multi-perspective understanding of the event and formed the basis for the findings, key learnings, and strategic priorities contained in this report.

Key Moments



Key Moments

Following are moments that stood out or were particularly impactful for participants.

The size of the fire when they got on scene. Not a traditional coastal fire. Hadn't fully appreciated the size and type of fire.

Knowing how close the fires could come to homes. Creating an evacuation alert and having to deliver it to people in-person was very emotionally hard.

Staff responding are residents as well, some living in evacuation alert areas. Having friends asking for information / advice. Tough to balance work and personal lives.

Trying to be everything to everyone. Some without power, some sheltering-in-place, some evacuating).

Little moments of extra support and information turned the tides from uncertainty to being able to handle it.

The public was overwhelmingly supportive of the response.

Having to balance base position with EOC position. Felt a responsibility to both teams.

Shutting down building inspections.

BC Wildfire Service having to change mentality from fire suppression to protecting life because the fire could not be contained.

"Divine timing of an atmospheric river in the middle of August". Allowed the focus to shift from response in Alberni to assisting Bamfield.

Compounding emergencies in Bamfield (e.g. crime, overdose deaths).

Magical moments when the wind shifted away from the City.

Change (decrease) in Air Quality.

Having to leave during the activation for scheduled vacation.

Hearing Ditidaht was out of power.

Discussion of having to evacuate part of the City.

When the Provincial ESS support person showed up to help!

Seeing a fully formed fire column.



Coordination

Coordination

Coordination throughout the incident benefited from strong, existing relationships within and across organizations. These relationships created a foundation of trust that allowed personnel to collaborate quickly and effectively. Staff familiarity with the region and prior training supported smoother decision-making and consistent expectations.

During the response, trust became a defining feature. Personnel were candid and open with one another, enabling rapid problem-solving. Collaboration between local authorities and First Nations was particularly effective, and functional working groups such as the road working group helped maintain alignment. The timing and frequency of coordination conference calls scaled appropriately throughout the response in line with the event's needs.

An additional outcome of the incident was the increase in the ACRD's Fire Danger Rating, which now provides access to FireSmart funding previously unavailable.

Despite strong collaboration, several structural and operational challenges limited coordination throughout the event. Competing staff priorities before the wildfire restricted opportunities for cross-organizational training and familiarization. Internal staff and partners consistently emphasized the need for regular pre-season preparation, including table-top exercises, to reinforce expectations, clarify roles, and ensure all organizations began the season with a shared understanding of procedures.

These gaps became more visible when privately owned or managed roads were affected or relied upon by the public. In these situations, the division of roles and responsibilities among local authorities, First Nations, the Province, and the private owner was unclear, contributing to delays and hesitancy in decision-making. Uncertainty persisted around the powers available to each organization—especially regarding road closures, and the distinction between the responsibilities of road flaggers versus security personnel. The porous nature of the local back-road network added additional complexity, making full closure difficult to operationalize.

Differences in organizational tempo further complicated coordination. Agencies moved at different speeds, resulting in delayed approvals, uneven information flow, and misaligned expectations. The delayed deployment of a liaison to Bamfield reduced the quality of two-way communication in the early stages of the response, while the rotation of external staff—without mandatory name tags—made it difficult for partners to maintain continuity and understand who held specific responsibilities at any given time.

Another challenge of working across organizations and for longer activations is the consistent use of terminology. Inconsistent references to places or things added another level of confusion during

an already complex event. Examples included differing road names- official names versus locally known “nicknames”, or air quality centre versus reception centre.

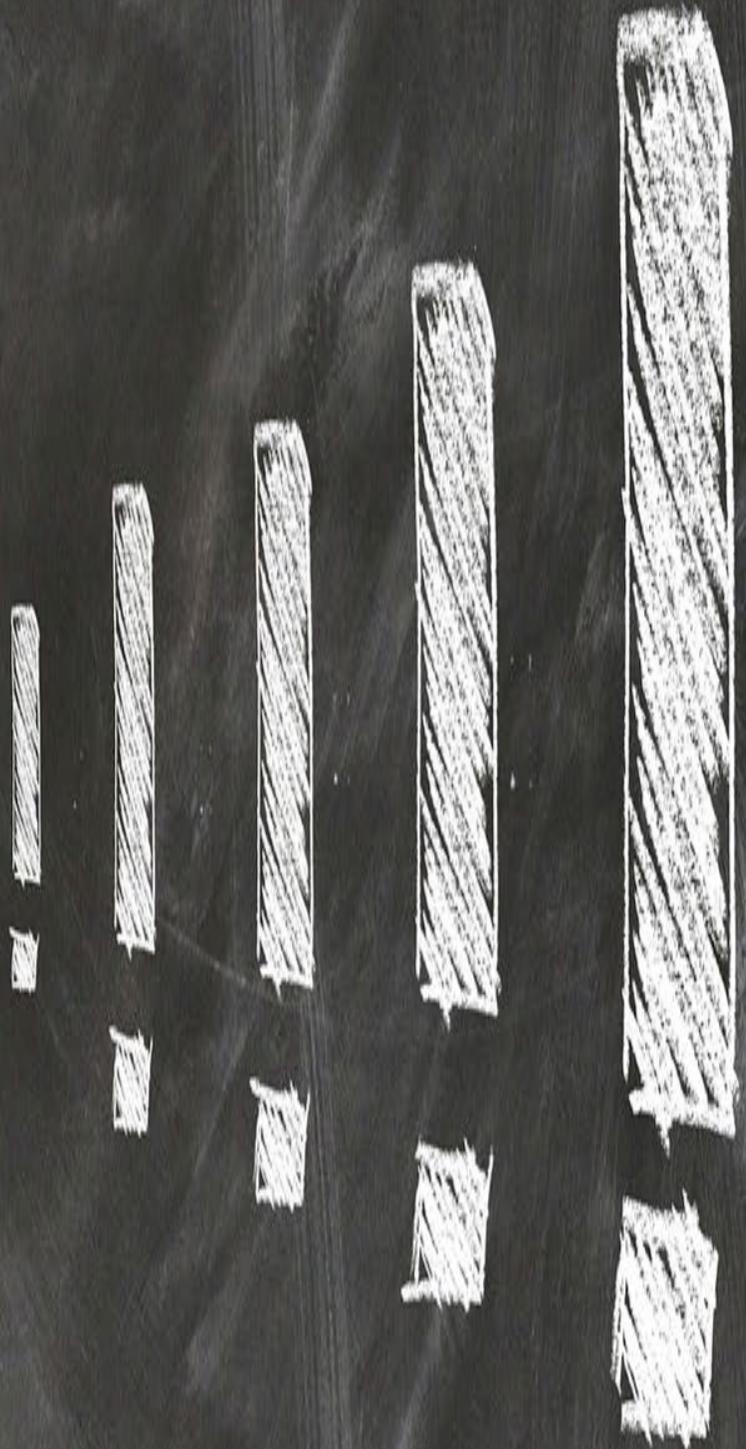
Personnel also lacked a shared awareness of what resources were available across agencies, and a deeper understanding of the BC Wildfire Service’s structure, priorities, and internal processes would have supported more effective coordination. Financial constraints added another layer of friction: without a standing EOC activation budget, early operational decisions were made cautiously, and the thresholds for spending authority and financial risk tolerance were not clearly defined.

Communication-related challenges also influenced coordination. Access to communication providers varied significantly, and expectations for private provider responsibilities under the Emergency and Disaster Management Act (EDMA) were unclear. Within the EOC, the consistent use of dedicated email addresses and phone numbers would make it easier to maintain operations as shifts rotate through. Not only would this help external partners know what contact to use, it would allow staff to take days off without operational communications to their own phone or email accounts.

Key Consideration

- Review EDMA provisions related to Multi-Jurisdiction Emergency Management Organizations to determine whether such structures could strengthen regional coordination ahead of future events.
- Establish shared definitions, roles, and pathways for coordination when private infrastructure is affected, including responsibilities across all levels of government and private owners.
- Develop pre-identified EOC spending authority and a small contingency fund to reduce delays and support timely activation.
- Share After Action Reviews between organizations to reinforce common learning, promote aligned improvements, and support smoother coordination in future responses.

Communication



Communication

Communication during the incident benefited from several important strengths that were in place before the wildfire began. Voyent Alert, social media channels, and other communication platforms were already established, giving the EOC a foundation it could activate immediately. As the event unfolded, these channels proved effective, and public response was overwhelmingly positive. Residents frequently commented—at venues such as the fall fair—that updates were clear, steady, and reassuring.

A major contributor to this success was the strong coordination of public messaging across organizations. Although a formal Joint Information Centre was not activated at the outset, partners functioned in a way that closely resembled one: misinformation was addressed collaboratively, messaging remained aligned, and information moved consistently between agencies. BC Wildfire Service briefings were an important part of this ecosystem. Their videos offered plain-language explanations of fire behavior, terminology, and response activities, making complex information digestible for the public. Time- and date-stamping all posts further strengthened clarity by helping people distinguish new information from old.

This incident also expanded the reach of emergency communication systems. Public registration for Voyent Alert increased significantly during the event, and staff regularly directed residents to trusted sources such as DriveBC and the BCWS website and app—both of which publish information at the same time for staff and the public. Experienced communications personnel were instrumental throughout; their familiarity with tools, audiences, and workflows increased both the efficiency and the professionalism of public information.

Finally, having multiple communication pathways proved essential. Website updates, social media, traditional media engagement, and in-person meetings all played distinct roles. The in-person sessions were particularly valued by residents, who appreciated the chance to hear directly from responders, ask questions, and understand the situation in a more personal way.

Despite strong performance overall, several communication challenges limited consistency and reach. Before the incident, public familiarity with official emergency information channels varied considerably, leaving some residents uncertain about where to look for updates. This contributed to early confusion and underscored the need for continued public education.

During the response itself, the Joint Information Centre function was not activated early enough to fully support coordinated messaging. As a result, staff spent time clarifying what information should be shared, through which channels, and at what stage. Residents were also not always aware of the level of coordination happening behind the scenes, leading to misunderstandings about why certain information took time to release or why updates were phrased the way they were.

Humanizing the structure of the response—explaining who does what and why—may help bridge this gap in the future.

Reaching remote and electoral areas was especially difficult. Power outages interrupted access to digital tools such as Voyent Alert and social media, while paper notices were unreliable due to weather and occasional removal by the public. Compounding this, popular mapping platforms like Google Maps routed motorists onto unsafe or incorrect detours when the official road closure was not accurately reflected in their systems.

Several internal process shortcomings also affected the communication rhythm. Voyant Alert requires more frequent training and practice to ensure staff know how to use it under pressure. Similarly, there is a need for backup communication approaches that do not rely on technology—particularly during power failures. Social media comment management demanded more capacity than was available; without dedicated monitoring, the risk of misinformation and public frustration increased. Disabling comments may be appropriate in certain activations, but if so, alternative and equitable ways for the public to reach the Regional District must be provided.

Finally, although there was a strong desire to produce custom road signage quickly, operational and funding barriers slowed this work. Clear processes or pre-arranged options could help accelerate custom sign production during future activations.

Key Considerations:

- **Continue building public awareness** of where to find reliable emergency information through year-round education and pre-built online resources that can be activated immediately during an event.
- **Clarify triggers and appropriate uses of Voyent Alert**, supported by regular hands-on drills.
- **Develop reliable backup communication methods** for power outages and technology failures, ensuring remote communities receive timely updates.
- **Establish a social media comment policy** that balances safety, monitoring capacity, and equitable two-way communication options.



Processes, Tools, & Resources

Processes, Tools, Resources

Processes and Policy Foundations

Before the activation, staff entered the event with a strong grounding in core EOC processes and tools. Prior training and experience from earlier activations meant that responders were already familiar with how the EOC operated, what was expected of them, and which tools were available to support decision-making. Local knowledge further strengthened early coordination, allowing staff to navigate the operating context quickly and confidently. When the EOC was activated, the initial availability of staff made it difficult to scale up early, rotate personnel, and establish a manageable operational rhythm. The public's cooperation also made progress easier early in the response, therefore reducing pressures on the organizations and their response systems.

As the event continued, the EAF process improved significantly. Although the early submissions were challenging, having an EMCR liaison embedded in the EOC provided timely clarification, helped staff understand expectations, and made the financial workflow more predictable. This contributed to a more confident and efficient administrative rhythm across the organization.

Despite these strengths, several foundational gaps made it harder for the EOC to operate at full effectiveness. There are no clear policies guiding the handling of confidential or operationally sensitive information, nor any formal direction on who is authorized to enter the EOC—including staff, volunteers, management, elected officials, or media. These gaps created uncertainty and occasionally slowed effectiveness. Physical space constraints also limited privacy, concentration, and workflow efficiency, particularly as staffing levels increased.

Throughout the response, EMCR support was inconsistent and sometimes hindered progress. Staff were often required to justify expenses they believed were clearly eligible, and the absence of a dedicated activation budget created hesitation in early decision-making. Internal processes were also strained. Briefings and handoffs varied widely in quality, scribes were underutilized, and documentation systems—both physical and digital—were inconsistent. At times, the lack of a version-control system resulted in confusion about which documents were current and which decisions had been finalized.

Key Considerations:

- **Develop clear policies** for confidential information handling and EOC access.
- **Establish a contingency budget** to support early activation and reduce delays.
- **Strengthen briefing, handoff, and documentation procedures**, including consistent use of scribes.
- **Modernize physical and digital filing systems** to improve retrieval and version control.

EOC Resources and Technology

The EOC entered the event with essential technology in place, and experienced staff were able to use these tools effectively. As the activation progressed, workflows became smoother as personnel reacquainted themselves with systems they had used during earlier responses. Staff with prior activation experience played an important role in re-establishing familiarity and supporting others.

However, technology proficiency varied widely, creating steep learning curves during the most intense phases of the response. Quick-reference materials such as cheat sheets for printers, landlines, and digital platforms would have helped staff navigate tools more easily. GIS capacity was available but required time to maximize its value; low-tech backup methods were needed when digital systems lagged. This highlights a need for building GIS templates and a shared understanding of needs during an emergency.

Document management was a challenge. Sending files instead of links would help orient and confirm document versioning and access. A shared drive system such as Teams or SharePoint is needed to support real-time updates and reduce confusion.

Key Considerations:

- **Create technology quick-reference sheets** for EOC tools and equipment.
- **Increase practice time** with EOC technology outside formal activations.
- **Resource GIS capabilities earlier** while maintaining low-tech back-ups.
- Build GIS templates in advance of an emergency
- **Adopt shared drives** for real-time document access and version control.

Staffing

Staffing emerged as both a strength and a vulnerability during the activation. At the outset, the organization benefitted from unusually strong staff availability, with few people away and many able to rotate through roles as the EOC scaled up. Existing working relationships allowed teams to form quickly, and the mix of local personnel and external supports created a balance between local knowledge and fresh capacity. Shift overlaps provided enough time for meaningful handoffs, and the creation of task-specific units—such as the Bamfield Unit and the Road Unit—helped bring the right people together around focused and time-sensitive problems. The warm-up activation held before the wildfire further accelerated this ramp-up by helping staff reconnect with EOC processes and tools. Combined with the shared EOC model, these factors enabled the organization to expand operations rapidly and manage the initial surge of activity effectively.

As the response continued, however, the fragility of this staffing model became more apparent. Despite early strength, the first days were still understaffed, which placed considerable strain on

those available. Requests for additional municipal staff support were denied by EMCR—even when individuals were ready and willing to deploy—while contractor requests for similar roles were approved. This inconsistency created frustration and limited the EOC’s ability to stabilize workloads. At the same time, core internal processes became harder to sustain. Briefings grew too large to be effective, logbooks were not used consistently.

As the response continued, the cumulative emotional and cognitive load placed on staff exceeded anything that standard employee supports are designed to manage. This was not ordinary workplace stress; it was sustained, high-consequence pressure layered on top of each person’s ongoing day-to-day responsibilities. Staff were not only running an EOC, but they were also simultaneously attempting to maintain their base positions, manage regular workloads, and keep core municipal services functioning. The dual demands created a constant tension that eroded capacity, clarity, and resilience over time.

Many staff reported escalating fatigue, heightened stress, and a growing sense that they were being pulled in too many directions with too few resources. The difficulty of switching between EOC duties and base-role obligations, sometimes multiple times in the same day, left people mentally overloaded and emotionally drained and it directly affected staff’s ability to sustain effective performance in both roles.

These pressures are not unique and are experienced by most if not all local authority EOCs. However, it remains that the current staffing model is not sufficient for multi-day, high-intensity activations. Without a more resilient structure and worker-care practices tailored to the realities of emergency work, the organization risks burnout, reduced operational effectiveness, and long-term impacts on staff well-being and retention. Addressing this issue is essential for safeguarding both organizational capacity and staff health in future responses.

Key Considerations:

- **Develop a sustainable staffing model** that accounts for multi-day and high-intensity activations.
- **Clarify expectations for balancing base roles with EOC responsibilities**, including guidance for when and how staff transition between duties during prolonged events.
- **Strengthen continuity and documentation practices** by improving briefing and handoff processes and reinforcing consistent use of logbooks
- **Implement worker-care practices tailored to emergency work**, including mental health support, decompression opportunities, & recognize cumulative cognitive & emotional load.
- **Advocate for clearer and more consistent external staffing supports** to reduce uncertainty related to EMCR approvals and deployment pathways.

- **Invest in building a more resilient staffing structure** to reduce dependency on individual stamina, prevent burnout, and ensure long-term organizational retention and readiness.

Role of Luck



Role of Luck

While the response was grounded in skill, coordination, and commitment, several fortunate circumstances significantly influenced the trajectory of the event. These factors did not diminish the effort of responders, but they did soften what could have been a far more severe and prolonged emergency. Recognizing the role of luck is important—not to discount the work that was done, but to highlight the risks the region will continue to face if future events unfold without similar advantages.

Rain arrived at a critical moment, helping slow fire behaviour and providing firefighters and emergency personnel with a crucial window to stabilize operations. A shift in winds further reduced volatility, easing pressure on suppression efforts and giving the EOC more time to coordinate resources, information, and support for affected communities. These environmental changes were beyond anyone’s control, yet they directly influenced the pace and complexity of the response.

The region also benefitted from circumstance in terms of personnel. A BC Wildfire Service Incident Management Team happened to be in the area already, which dramatically accelerated situational assessment, planning, and interagency coordination. Their presence meant that specialized capacity was available far sooner than it otherwise might have been—an advantage that cannot be assumed in future activations.

Finally, the responders were able to draw on experience from the previously closed Cameron Bluff Road. The lessons learned from that event—both operational and political—provided a valuable starting point. Staff already understood some of the jurisdictional complexities, community expectations, and communication dynamics involved in closing this key transportation corridor. That recent familiarity reduced the learning curve and supported faster decision-making.

These fortunate factors helped shape the outcome of this event in ways that cannot be replicated by planning alone. The response was strong, but it was also supported by timing, weather, proximity of resources, and recent memory of similar challenges. Future events may not offer the same advantages, underscoring the importance of strengthening preparedness, staffing, policy clarity, and resource capacity so the region is not reliant on favourable circumstances to achieve successful outcomes.

Participants Parting Thoughts

Before the conclusion of the Internal Session, participants were asked to share a word or phrase about how they were feeling.

Feeling Grateful	More informed	Relieved	Prepared
Appreciation of all the work done	Happy that people are invested	Inspired	Appreciation for being included
Excited	Thankful that others feel the same	Understand that we have the same struggles	Well coordinated
Growth mindset	Thankful for the group	Maturity of the service	Well supported
Inspired	Proud of the group and the growth	Connected	Prepared for next time

Reflections



Reflections

Below are reflections from the facilitators of the After-Action sessions.

Throughout the facilitated sessions a few things stand out clearly. First and foremost, I was reminded just how much a positive and productive organizational culture shapes the outcome of an emergency. The tone set by leadership and the ongoing effort of the emergency program created a foundation of trust, humility, and shared purpose. Even under sustained pressure, people showed up with honesty, respect, and a willingness to support one another. That culture paid dividends every single day.

I also saw that while there is always room to improve, the strength and professionalism I witnessed speak volumes. The conversations, insights, and collaboration I saw throughout the after-action process were more typical of organizations with years of high-frequency activations under their belt. The fact that the EOC and staff operated at this level, with relatively less experience managing an incident of this scale or duration, is something you should be genuinely proud of. It reaffirmed that your team is capable, adaptable, and deeply committed to the community.

At the same time, the experience reinforced how much benefit is gained from regular, hands-on learning. Staff were hungry for more training — not theoretical sessions, but practical experience with the actual tools, equipment, and technology we rely on during an activation.

Even though the response was still technically ongoing during our sessions, one thing stood out to me: we did not talk about recovery at all, and that absence is meaningful. It reminded me how easily operational demands consume our attention and how the early signs of longer-term impacts can be missed simply because no one names them.

This is why I believe a post-disaster needs assessment is essential. Without it, we risk overlooking businesses that are still struggling, staff and residents carrying stress or fatigue, and the quieter effects on families and children. Recovery is not just the physical work of reopening roads or restoring services—it is the work of helping people regain stability after a period of strain. It is also worth remembering that work on emergencies (before, during, and after) should not lie exclusively with the emergency program. This is particularly evident with the linkages between emergency management and climate adaptation but also exists between other departments and programs.

This experience reinforced for me that the local authority has a unique role in recovery. Many organizations contribute, but only the local authority sees the whole picture and is positioned to bring partners together and advocate for those who might otherwise go unheard.

These are the lessons I am taking forward. They remind me what we did well, where we must focus our attention, and what it will take to be even more ready—both as an organization and as a community—when the next event comes.

Strategic Priorities



Strategic Priorities

The findings in this After-Action Review point to several system-level improvements that require focused, sustained action. While the Key Considerations throughout the report identify specific operational adjustments, the following strategic priorities outline the foundational shifts needed to strengthen regional resilience, reduce reliance on favourable circumstances, and ensure the system supports staff, partners, and the broader community, including those with diverse needs, during future emergencies.

- 1 Strengthen and formalize interagency and community relationships.**

Relationships were the strongest enabler across every aspect of the response. To preserve and deepen this strength, the region should continue building intentional, structured partnerships with First Nations, neighbouring communities, private infrastructure owners, service providers, and local businesses. Regular pre-season engagement and clear pathways for cross-agency decision-making will reinforce trust, improve interoperability, and reduce friction during complex multi-day events.
- 2 Modernize emergency governance, policy frameworks, and private infrastructure protocols.**

The event revealed multiple gaps in emergency governance—particularly around financial authority, confidentiality, EOC access, and responsibilities related to privately owned or managed roads. Updating and clarifying these policies will strengthen decision-making, reduce delays, and provide clearer expectations for all parties, including private owners whose infrastructure plays a critical public role during emergencies.
- 3 Build a sustainable staffing model and invest in worker-care capacity.**

Multi-day activations cannot depend on staff endurance, dual-role juggling, or ad-hoc surge support. A sustainable staffing strategy—built around clear handoff structures, surge-capacity plans, consistent use of scribes, and supports designed for the emotional and cognitive demands of emergency work—is essential. This includes explicit mechanisms for balancing base-role workloads with EOC responsibilities and protecting staff well-being over prolonged periods.
- 4 Improve documentation, information management, and situational awareness systems.**

Reliable information flow is foundational to effective emergency management. Strengthening version control, adopting shared digital platforms, formalizing documentation procedures, and embedding documentation support roles will reduce confusion, prevent errors, and improve situational awareness. Standardized terminology across organizations—especially for road names, facility definitions, and public-facing labels—will further enhance clarity.

5 **Align organizational efforts across departments.**
As climate-driven hazards intensify, the organization cannot rely solely on response capacity to manage increasing risk. Strengthening deliberate linkages between Emergency Management, climate adaptation, and long-range planning will ensure that investments in infrastructure, natural assets, and social resilience directly reduce the severity and frequency of future emergencies. Embedding this alignment into departmental workplans and corporate planning cycles will help shift the organization from reactive crisis management toward long-term risk reduction. This approach also distributes responsibility across departments, supporting strategic coherence without increasing operational burden on any single team.

6 **Expand and standardize multi-year training, exercising, and technology readiness.**
A consistent, multi-year training program is needed to maintain readiness, build confidence, and strengthen joint capability. This program should include drills, operational training, table-top exercises, and culminate in a full-scale exercise. Sessions should differentiate between internal audiences and neighbouring jurisdictions, First Nations, private sector partners, and response agencies. Technology-specific training—including GIS, alerting tools, and EOC equipment—should be integrated into the cycle to prevent skill erosion.

7 **Strengthen ESS and evacuation readiness with sustainable staffing and equitable approaches.**
ESS capacity was significantly strained during the event, particularly due to volunteer reliance, inconsistent messaging, and the complexity of supporting tourists, remote residents, and people with diverse needs. A more sustainable ESS model—backed by stronger partnership networks, dedicated IT support, and flexible evacuation approaches that align with both safety and community realities—will be essential for future events.

8 **Establish financial readiness and reduce dependence on external approval cycles.**
The absence of a dedicated EOC activation budget limited early action and created reluctance to commit resources quickly. Establishing a small annual contingency fund, clarifying spending authority thresholds, and setting clear financial risk-tolerance guidelines will enable faster, more confident decisions—especially during the critical early hours of an activation.

9 **Enhance communication resilience, clarity, and public awareness pathways.**
While public communication was a major strength, technology outages, uneven service availability, and inconsistent terminology revealed the need for stronger communication resilience. Developing backup communication methods, clarifying alerting triggers, and implementing year-round public education on where to access authoritative information will improve transparency, trust, and stability during disruptive events.

Appendix A: Attendees

Name	Organization
Karen Freethy	ACRD
Kathy McArthur	ACRD
Charlie Starratt	ACRD
Daniel Sailland	ACRD
Heather Thomson	ACRD
Alex Dyer	ACRD
Brett Mortlock	ACRD
Amy Wilson	ACRD
Mike Kobus	ACRD
Heather Zenner	ACRD
Randy Dutchak	ACRD
Kristin Kerr-Donohue	ACRD
Rich Taliunas	ACRD
Shane Koren	ACRD
Maddie Graham	ACRD
Maddy Johnson	ACRD
Lucas Banton	Cherry Creek Fire
Mike Cann	ACRD
Mike Fox	CPA
Mike Owens	CPA
Alicia Puusepp	CPA
Jim McDonald	CPA
Clint Wright	CPA
Dave Colyn	CPA
Rob Kraneveldt	CPA

Name	Organization
Kelly DeClercq	CPA
Rosalyn Macauley	CPA
Keith Orchiston	CPA
Andrew McGifford	CPA
Mary-Clare Massicotte	CPA
Matt Bell	CVRD
Mark Willoughby	City of Nanaimo
Thomas Hleck	Tseshah First Nation
Melissa Bigmore	Tseshah First Nation
Tonya Issac	Tseshah First Nation
Judi Thomas	Ditidaht First Nation
Jaleen Rousseau	Huu-ay-aht First Nations
Bethany Watts	Hupcasath First Nation
Susan Wale	Hupcasath First Nation
Johnathon Porter	Hupcasath First Nation
Brandi Burns	BC Wildfire Service
Shawn McKay	BC Wildfire Service
Alan Berry	BC Wildfire Service
Nikki Schneider	MOTT
Michael Pearson	MOTT
Vanessa Howard	HEMBC
Mike Riddals	Search and Rescue
Jennifer Rimmer	Search and Rescue
Stephen Merrick	RCMP
David Robinson	South Island Natural Resource District