



Board of Directors Meeting
Wednesday, February 25, 2026

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

Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/25-2-2026/7774/?catid=0>

Register to participate via Zoom Webinar at:

https://acrd-bc-ca.zoom.us/webinar/register/WN_klljUZMiROGZuw432iDOJw#/registration

PAGE #

1. CALL TO ORDER

Recognition of Territories.

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

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

2. APPROVAL OF AGENDA

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

3. PUBLIC CONSULTATION – 2026-2030 ACRD FINANCIAL PLAN

a. [Presentation – T. Fong, Chief Financial Officer](#)
[Draft 2026-2030 Alberni-Clayoquot Regional District & Hospital District Financial Plan](#)

b. **Public Input and Questions**

Questions/Comments from the public attending the meeting in person in the Regional District Boardroom or via Zoom.

Questions/Comments emailed to budget@acrd.bc.ca

4. DECLARATIONS

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

5. ADOPTION OF MINUTES

(ALL/UNWEIGHTED)

- a. **Board of Directors Meeting – February 11, 2026** **8-13**

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

- b. **Accessibility Committee Meeting – February 10, 2026** **14-17**
c. **Committee-of-the-Whole Meeting – February 12, 2026** **18-20**
d. **Agricultural Development Meeting – February 17, 2026** **21-26**
e. **Sproat Lake APC Meeting – February 17, 2026** **27-30**
f. **West Coast Committee Meeting – February 18, 2026** **31-36**
g. **Alberni Valley & Bamfield Area Services Meeting – February 19, 2026** **37-41**
h. **Electoral Area Directors Committee Meeting – February 19, 2026** **42-45**

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

6. PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)

- a. **Fred Kramer, Lynn Machacek, Colleen Dane, HDR. Alberni Valley Rail Corridor Study – Presentation of Final Report**
- b. **Michael Moore, Operations Manager, Alberni Valley Makerspace Society, requesting permission to expand existing lease space** **46-47**

7. CORRESPONDENCE FOR ACTION

(ALL/UNWEIGHTED)

- a. **REQUEST FOR LETTER OF SUPPORT** **48**
Alberni District Fall Fair Association, requesting a letter of support for grant application to the Province of British Columbia’s Ministry of Tourism Destination Events Program Grant

Possible Motion:

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

8. CORRESPONDENCE FOR INFORMATION

(ALL/UNWEIGHTED)

- a. **ISLAND HEALTH** **49-50**
Letter response regarding Occupational Therapy in the Port Alberni Region

- b. **MINISTRY OF HEALTH** **51-52**
Response to ACRD Board of Directors Letter re: Farm to School BC
- c. **LESLIE WALERIUS** **53-54**
Letter regarding Campus of Care Team
- d. **MIKE LESOSKY** **55-59**
Log Train Trail Email
- e. **TIMBERLINE SENIOR LIVING** **60-67**
Petition regarding Regional Transit

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

9. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION** **68-104**
Alberni Valley Rail Corridor Study - Final Report
(ALL/UNWEIGHTED)

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

- b. **REQUEST FOR DECISION** **105-143**
ACRD Procedure Bylaw A1093 - Adoption
(ALL/UNWEIGHTED)

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

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

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

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

- c. **REQUEST FOR DECISION** **144-146**
Sproat Lake Marine Patrol Partnership with Alberni Valley
Enhancement Society – Community Participation Funding Program
Application
(ALL/UNWEIGHTED)

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

10. PLANNING MATTERS

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

- a. **TUP22007R, KIMOLA/KAIKKONEN/COWLAND/BARIL-DIONNE, 2660 TOFINO-UCLUELET HIGHWAY (LONG BEACH)** **147-152**
Temporary Use Permit – Memorandum and Permit

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

- b. **RD25005, WARREN, 10203 WOODSLEE LOOP (SPROAT LAKE)** **153-167**
Rezoning Application – Report and Bylaws

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

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

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

- c. **TUP25013, DON SAYWELL DEVELOPMENTS LTD, 10411 MARINA VISTA DRIVE (SPROAT LAKE)** **168-179**
Temporary Use Permit– Report and Permit

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

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

- d. **DVD26001, DEBRUYNE & REHILL, 10170 KYUNIM ROAD (SPROAT LAKE)** **180-192**
Development Variance Permit – Report

THAT the Alberni-Clayoquot Regional District Board of Directors consider issuance of Development Variance Permit No. DVD26001 to vary Section 6.5.1.e to increase the maximum allowable height of an accessory structure in an RA1 zone from 12 ft (3.65 m) to 17 ft (5.18 m), subject to completion of public notification in accordance with S. 499 of the Local Government Act.

- e. **MISC25003, 1257819 BC LTD, 10412 LAKESHORE ROAD (SPROAT LAKE)** 193-224
Covenant Amendment – Report

THAT the Alberni-Clayoquot Regional District Board of Directors direct a public meeting to be held to gather input on the amendment of Restrictive Covenants FB194074 and FB194076 to allow for the proposed development of up to eleven (11) dwelling units, each with a maximum floor area of 2,000 square feet, on the property located at 10412 Lakeshore Road.

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

- f. **RF24008, TILLEY’S PLUMBING AND HEATING, 450 FRANKLIN RIVER ROAD (CHERRY CREEK)** 225-258
Rezoning Application – Report and Bylaws

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

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

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

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

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

- a. *The property owners agreeing to the registration of a Restrictive Covenant that would limit the industrial uses within the Light Industrial (M2B) District to offices and workshops for enterprises within the Construction Industry, closed storage and warehousing, open storage, motor vehicle and commercial truck repair, and the wholesale and retail sale of sand and gravel.*
- b. *Confirmation from a Registered On-site Wastewater Practitioner (ROWP) that the property can support onsite sewage disposal to accommodate the*

proposed uses in the M2B District and the proposed full build-out of the campground in the Mixed Accommodation Commercial (MAC) District.

- c. Confirmation of support from the Ministry of Transportation and Transit for the access to the industrial uses on the north side and campground uses on the south side, and the issuance of a Commercial Access Permit.*
- d. Confirmation of support from Island Health for the operation of a private water system to service the campground in compliance with the requirements of the Drinking Water Protection Act and Regulations.*
- e. Remediation of any land on the property used for the storage of debris and construction waste.*
- f. Including the property within the Cherry Creek Official Community Plan (OCP) Development Permit Area III –Objectives for Form and Character.*
- g. Meeting all other technical referral agency requirements.*

11. REPORTS

11.1 STAFF REPORTS

(ALL/UNWEIGHTED)

- | | | |
|----|---|------------|
| a. | Meeting Schedule – March 2026 | 259 |
| b. | Building Report – January 2026 | 260 |
| c. | Monthly Agreement & Grant Delegation Report – January 2026 | 261 |

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

11.2 COMMITTEE REPORTS

(ALL/UNWEIGHTED)

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

11.3 MEMBER REPORTS

(ALL/UNWEIGHTED)

- a. 9-1-1 Corporation – B. Beckett
- b. Vancouver Island Regional Library – P. Cote
- c. Alberni Valley Chamber of Commerce – S. Minions/F. Boyko
- d. Tsawak-qin Public Advisory Group – M. Sparrow
- e. Other Reports

THAT the Board of Directors receives the Member Reports.

12. UNFINISHED BUSINESS

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

That the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate the additional lease expansion of 84,637 ft² at the Alberni Valley Regional Airport where no lease exists and provide options to the Board that are equitable and fair to all leaseholders, and to the taxpayers that own the Aerodrome, including options such as a separate lease, backdated to when construction began on this additional area.

13. LATE BUSINESS

14. 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

15. IN CAMERA

(ALL/UNWEIGHTED)

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

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

16. REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA

17. ADJOURN

(ALL/UNWEIGHTED)

**Next Board of Directors Meeting: Wednesday, March 11, 2026, 1:30 pm
Regional District Board Room & Zoom**



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, FEBRUARY 11, 1:30 PM

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

DIRECTORS

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)
Sharie Minions, Mayor, City of Port Alberni
Marilyn McEwen, Mayor, District of Ucluelet
Tom Stere, Councillor, District of Tofino
Moriah Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Member of Council, Toquaht Nation
Levana Mastrangelo, Executive Legislator, Yuułu?if?ath Government

REGRETS:

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

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Alex Dyer, General Manager of Planning and Development
Cynthia Dick, General Manager of Administrative Services
Janice Hill, Executive Assistant
Tanya Carothers, Solid Waste Manager
Karen Freethy, Protective Services Manager
Mike Kobus, Beaver Creek Volunteer Fire Department Fire Chief
Jaleen Rousseau, Planning Manager

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

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

1. CALL TO ORDER

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

The Chairperson conducted a moment of silence recognizing the tragic events that occurred in Tumbler Ridge.

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

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

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

2. APPROVAL OF AGENDA

MOVED: Director Roth

SECONDED: Director Sparrow

THAT the agenda be approved as amended to add late item 6.d Notice for Highway 4 Closure February 25, 2026.

CARRIED

Director Mastrangelo joined the meeting at 1:36 pm

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – January 28, 2026

MOVED: Director Roth

SECONDED: Director Beckett

THAT the minutes of the Board of Directors meeting held on January 28, 2026, be adopted.

CARRIED

b. Committee-of-the-Whole Meeting – January 28, 2026

c. Personnel Committee Meeting – February 2, 2026

MOVED: Director Cote

SECONDED: Director Roth

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

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

- 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

Director Minions joined the meeting at 1:39 pm.

- b. **Jimmie Hodgson, Vice President Sustainability and Chief Forester, Colin Koszman, Manager Community Relations, Mosaic Forest Management, Mosaic General Update**

6. CORRESPONDENCE FOR INFORMATION

- a. **PACIFIC RIM SCHOOL DISTRICT**
Request for Regional District Involvement – Replacement of Alberni District Secondary School Turf Field
- b. **ISLAND COASTAL ECONOMIC TRUST**
News from the Coast
- c. **SHARY STEVENS**
Related to proposed name changes requested by Tla-o-qui-aht First Nations
- d. **MINISTRY OF TRANSPORTATION AND TRANSIT**
Notice of Highway 4 Closure- February 25, 2026

MOVED: Director Haggard

SECONDED: Director Boyko

THAT the Alberni-Clayoquot Regional District Board of Directors send a letter to the Pacific Rim School District Board of Trustees with an invitation to attend a future Board of Directors meeting to appear as a delegation to discuss the service area considerations, potential partnership models, and how this project may align with Regional District priorities regarding Turf Field.

CARRIED

MOVED: Director Cote

SECONDED: Director Sparrow

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

CARRIED

7. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Beaver Creek Volunteer Fire Department Feasibility Study**

MOVED: Director Roth

SECONDED: Director Cote

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).

CARRIED

b. Request for Decision regarding Solid Waste Recycling and Reduction Education, Outreach, and Engagement Consultant

MOVED: Director Stere

SECONDED: Director Siga

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 an additional 1-year term.

CARRIED

8. PLANNING MATTERS

8.1 ELECTORAL AREA DIRECTORS

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

MOVED: Director Roth

SECONDED: Director Sparrow

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

CARRIED

9. REPORTS

9.1 STAFF REPORTS

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

MOVED: Director Boyko

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to coordinate a Policy Group Debrief for the Mount Underwood Wildfire.

CARRIED

MOVED: Director Roth
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors receives the staff reports a-b.

CARRIED

9.2 AREA REPORTS

(ALL/UNWEIGHTED)

- a. Electoral Area "A" (Bamfield) – B. Beckett- Will be conducting a staff led review in Bamfield and Anacla for Mount Underwood wildfire. March 6th there is a ribbon cutting for the submarine waterline. Working with staff and Transport Canada regarding the West Side Dock. Transport Canada will provide funding to conduct an engineering assessment as they would like to divest this asset. Needs to be clear that this is Transport Canada's initiative and due diligence is being done to determine the value of the asset and potential liability.
- b. Electoral Area "B" (Beaufort) – F. Boyko- Questions from community about potential tax increases for this year and would like staff to consider options to cut budgets to offset costs of new projects.
- c. Electoral Area "C" (Long Beach) – V. Siga- in response to the petition to relocate the Millstream bus stop, another petition has been received to keep the bus stop at the current location. The poor road conditions in the rural areas make waste collection challenging and that is being looked into. There are trees growing adjacent to the bike path that are causing bumps on the bike path. Attended Clayoquot Biosphere Trust regional forum, and they obtained their building permit for their Centre.
- d. Electoral Area "D" (Sproat Lake) – P. Cote- February 23rd ACRD presentation for budget and services, newsletter for residents will be sent out.
- e. Electoral Area "E" (Beaver Creek) – S. Roth- No report.
- f. Electoral Area "F" (Cherry Creek) – M. Sparrow- received newsletter for Cherry Creek Fire Department update which stated that the building project is on budget.
- g. City of Port Alberni – S. Minions/D. Haggard- Passed financial plan with an increase of 6%. The tax rate bylaw which will outline breakdown for classes has not yet been done. Andrew McGifford has started in his new role as CAO and the former deputy Director of Finance has moved into the Director of Finance role.
- h. District of Tofino – T. Stere- in budget process and is the current focus of Council and staff.
- i. District of Ucluelet – M. McEwen- Wildlife Attractant Bylaw was passed and will support bylaw enforcement to issue fines for those leaving garbage out. OCP and Zoning Amendment considered for Hyphocus Island- Lot 543 to allow a

build of 85 homes Awarded skate park expansion contract which is expected to be completed by June.

- j. Huu-ay-aht First Nations – J. Jack- No report.
- k. Toquaht Nation – K. Johnsen- currently in budget process.
- l. Uchucklesaht Tribe Government – M. Cootes- No report.
- m. Yuułuʔiłʔatḥ Government – L. Mastrangelo- community assets being replaced and Sunny Dhaliwal is now in the role of Chief Administrative Officer.
- n. Nominations for AVICC- P. Cote- AVICC Executive Nominations deadline is February 12, 2026.

MOVED: Director Cote

SECONDED: Director Sparrow

THAT the Board of Directors receive the Area Reports.

CARRIED

10. UNFINISHED BUSINESS

11. LATE BUSINESS

12. 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.

13. ADJOURN

MOVED: Director Roth

SECONDED: Director Sparrow

THAT this meeting be adjourned at 4:22 pm.

CARRIED

Certified Correct:

Debbie Haggard,
Vice- Chairperson

Cynthia Dick,
General Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE ACCESSIBILITY COMMITTEE MEETING HELD ON TUESDAY, FEBRUARY 10, 2026, 10:00AM

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

MEMBERS PRESENT: Cindy Solda, Chairperson, Councillor, City of Port Alberni
Vaida Siga, Director, Area C – Long Beach
Amber Severinson, Member at Large
Deanna Spencer, Member at Large
Nicole Uzelman, Member at Large
Deserray McClary, Member at Large

REGRETS: Jamie Tattrie, Member at Large
Kat Belisle, Member at Large

STAFF PRESENT: Heather Zenner, Manager of Administrative Services
Kristin Kerr-Donohue, Administrative Assistant
Serena Manhas, Planner 1
Jim MacDonald, City of Port Alberni
Dave Arsenault, City of Port Alberni

Others Present: Macie DeWitt, Alberni-Clayoquot Health Network

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/10-2-2026/>

1. CALL TO ORDER

The Manager of Administrative Services (MAS) called the meeting to order at 10:00 AM

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

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

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

2. ELECTION OF CHAIRPERSON & VICE CHAIRPERSON

ELECTION OF CHAIRPERSON/VICE-CHAIRPERSON FOR 2026

The Administrative Assistant (AA) conducted the election for Chairperson of the Accessibility Committee for 2026

The AA declared Cindy Solda to the position of Chairperson for the Accessibility Committee for 2026.

ELECTION OF VICE-CHAIRPERSON

The AA conducted the election of Vice-Chairperson of the Accessibility Committee for 2026.

The AA declared Nicole Uzelman to the position of Vice-Chairperson for the Accessibility Committee for 2026.

Cindy Solda assumed the Chair.

3. APPROVAL OF AGENDA

MOVED: N. Uzelman

SECONDED: V. Siga

THAT the agenda be approved as circulated.

CARRIED

4. DECLARATIONS

5. MINUTES

a. Accessibility Committee Minutes – December 9, 2025

MOVED: N. Uzelman

SECONDED: D. McClary

THAT the minutes of the Accessibility Committee meeting held on December 9, 2025 be adopted.

CARRIED

6. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. **Dave Arsenault, Manager of Engineering, City of Port Alberni regarding Master Plan Updates**
- b. **Serena Manhas, Planner 1, ACRD regarding Official Community Plans**
- c. **Rebecca Dixon, Senior Client Services Assistant, National Institute for Disability Management and Research, Reducing Poverty Initiative**

7. CORRESPONDENCE

- a. **NATIONAL INSTITUTE FOR DISABILITY MANAGEMENT AND RESEARCH**
 - Reducing Poverty Initiative Brochure
 - Return to work assistance
- b. **ACRD**
 - Letter to Island Health re: Occupational Therapist shortage
 - Letter to Minister of Environment and Parks re: accessibility at MacMillan Provincial Park (Cathedral Grove)
- c. **CITY OF PORT ALBERNI**
 - Response to question regarding the integration of audible signals

MOVED: N. Uzelman

SECONDED: A. Severinson

THAT the ACRD Accessibility Committee receive these items for information.

CARRIED

8. REQUEST FOR DECISIONS

9. REPORTS

10. LATE BUSINESS

MOVED: C. Solda

SECONDED: V. Siga

THAT the Alberni-Clayoquot Regional District Accessibility Committee recommend that the Alberni-Clayoquot Regional District Board of Directors contact the Ministry of Transportation and Transit and request improved crosswalk infrastructure on Johnston Road for accessibility purposes including audible crossing signals.

CARRIED

11. QUESTION PERIOD

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

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

12. ADJOURN

The meeting was adjourned at 11:16 AM.

Certified Correct:

Cindy Solda,
Chairperson

Kristin Kerr-Donohue,
Administrative Assistant



Alberni-Clayoquot Regional District

MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING HELD ON THURSDAY, FEBRUARY 12, 2026, 9:00AM

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

DIRECTORS

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)
Sharie Minions, Mayor, City of Port Alberni
Marilyn McEwen, Mayor, District of Ucluelet
Tom Stere, Councillor, District of Tofino
Moriah Cootes, Councillor, Uchucklesaht Tribe Government
Levana Mastrangelo, Executive Legislator, Yuułuꞑiꞑath Government

REGRETS:

John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nations
Kirsten Johnsen, Member of Council, Toquaht Nation

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Alex Dyer, General Manager of Planning and Development
Cynthia Dick, General Manager of Administrative Services
Janice Hill, Executive Assistant
Eddie Kunderman, Operations Manager
Tanya Carothers, Solid Waste Manager
Mark Fortune, Airport Manager
Karen Freethy, Protective Services Manager
Mike Cann, SLVFD Fire Chief
Mike Kobus, BCVFD Fire Chief
Daniel Zayonc, BVFD Fire Chief

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

<https://www.acrd.bc.ca/events/12-2-2026/>

1. CALL TO ORDER

The Chairperson called the meeting to order at 9:01 am.

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

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

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

2. APPROVAL OF AGENDA

MOVED: Director Sparrow

SECONDED: Director Cote

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. MINUTES

a. Committee-of-the-Whole Meeting held January 28, 2026

MOVED: Director Roth

SECONDED: Director Sparrow

THAT the minutes of the Committee-of-the-Whole Meeting held on January 28, 2026 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. 2026-2030 Draft ACRD Financial Plan Presentation, Teri Fong

Director Minions joined the meeting at 9:14 am.

Director Stere joined the meeting at 9:21 am.

6. CORRESPONDENCE

7. REQUEST FOR DECISIONS

8. REPORTS

9. LATE BUSINESS

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. ADJOURN

MOVED: Director

SECONDED: Director Roth

THAT this meeting be adjourned at 12:30 pm.

CARRIED

Certified Correct:

Debbie Haggard,
Vice-Chairperson

Cynthia Dick,
General Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE AGRICULTURAL DEVELOPMENT COMMITTEE MEETING

HELD ON TUESDAY, FEBRUARY 17, 2026, 12:45 PM

Zoom/Board Room (Hybrid) – 3008 Fifth Avenue, Port Alberni, BC

MEMBERS

PRESENT:

Heather Shobe, Eden Tree Farm
Ann Siddall, Alberni District Fall Fair Association
Fred Boyko, Director, Electoral Area “B” (Beaufort)
Helen Zanette, SD70 Trustee
Erika Goldt, Eat West Coast
Anna Lewis, Alberni Valley Food Security Society, Sproat Starts
Lisa Aylard, Stonehaven Farm
Sarah Rymer, Spirit Square Farmers’ Market, No Ryme or Reason
Wayne Smith, Alberni Farmers’ Institute, Vancouver Island Grain and Milling
Patty Palmer, 4H

Ex-Officio Members

Pat Deakin, City of Port Alberni
Katie Miles, Coastal Foods Roundtable Facilitator, Tofino Community Food Initiative
Thom O’Dell, Ministry of Agriculture & Food – Regional Agrologist
Larry McMahon, Agricultural Advisory Committee
Russell Dyson, Agricultural Advisory Committee, Coleman Meadow’s Farm
Penny Cote, Director (Area D), ACRD, Agricultural Advisory Committee

REGRETS:

Cecilia Addy, Port Alberni Port Authority
Bob Collins, Arrowvale Farm
Tanya Shannon, Shannon Farms
Kirsten Nesbitt, SD Healthy Schools Manager
Kaley Ruel, Island Health Dietician
Star Miklashek, Agricultural Advisory Committee
Ray Dol, Agricultural Advisory Committee

STAFF PRESENT:

Amy Needham, Sustainability Planner
Alex Dyer, General Manager of Planning & Development
Kristin Kerr-Donohue, Administrative Assistant

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

<https://www.acrd.bc.ca/events/17-2-2026/>

1. **CALL TO ORDER**

The Administrative Assistant (AA) called the meeting to order at 12:46 pm.

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

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

Introductions - Committee Members and Staff via Zoom.

2. **ELECTION OF CHAIRPERSON & VICE CHAIRPERSON**

ELECTION OF CHAIRPERSON/VICE-CHAIRPERSON FOR 2026

The AA conducted the election for Chairperson of the Agricultural Development Committee for 2026.

No committee members accepted the nomination for Chairperson. Election for Chairperson and Vice-Chairperson, will be held at the next meeting.

H. Zanette assumed the Chair role for this meeting.

3. **APPROVAL OF AGENDA**

MOVED: S. Rymer

SECONDED: A. Lewis

THAT the agenda be approved with addition of Late Items 10(a) Phishing Scam targeting Agriculture Producers and 10(b) Condolence Letter to Dufour family.

CARRIED

4. **DECLARATIONS**

5. **MINUTES**

a. Agricultural Development Committee Minutes – November 18, 2025

MOVED: H. Shobe

SECONDED: A. Siddall

THAT the minutes of the Agricultural Development Committee meeting held on November 18, 2025 be adopted as amended to add a summary of topics discussed by committee members.

CARRIED

Staff Note: The ACRD Procedures Bylaw guides how minutes are taken at Board and Committee meetings. Decisions are recorded; however general discussion during meetings is not recorded in the minutes. Meetings are recorded and available to watch on the ACRD website.

6. **PETITIONS, DELEGATIONS & PRESENTATIONS**

7. **CORRESPONDENCE**

- a. **ALBERNI VALLEY FOOD SECURITY SOCIETY**
2025 Impact Report
- b. **MINISTRY OF HEALTH**
Response to ACRD Board of Directors Letter re: Farm to School BC
- c. **PUBLIC HEALTH ASSOCIATION OF BC**
Farm to School BC 2025 Annual Report

MOVED: A. Siddall

SECONDED: S. Rymer

THAT this correspondence be received.

CARRIED

8. **REQUEST FOR DECISIONS**

9. **REPORTS**

- 9.1 a. Verbal Report – L. Aylard
 - **CANADIAN CATTLE ASSOCIATION**
Understanding Proposed New Traceability Rules
 - **MINISTRY OF AGRICULTURE, FOOD AND FISHERIES**
BC Premises Identification Regulation, Policy Intentions Paper
 - **CANADIAN FOOD INSPECTION AGENCY**
Statement on proposed amendments to livestock traceability regulations
 - **WORLD ORGANISATION FOR ANIMAL HEALTH**
 - [World Organisation for Animal Health - Home Page](#)
 - [World Organisation for Animal Health - One Health](#)
- 9.2 a. Alberni-Clayoquot Regional District – A. Needham (attached)
- b. Primary Agricultural Producers
 - Wayne Smith, VI Grains – Seeing fewer grain producers, equipment for sale on the island. Concern for the future of food security, grain is very important in an extended famine situation. Recently received

- information about a food security group located in Nanaimo, will look into this further and get back to the group at the next meeting.
- Russell Dyson, Coleman Meadows Farm – Discussed the dairy industry standards in Canada and how working with the government has helped the industry.
 - Tanya Shannon, The Cabin at Shannon Farms – Has set market dates for the season (four total), that will be posted on The Cabin’s website and social media soon. The culinary events are set for July 25th (Heifers & hors d'oeuvres), and August 8th (Gather & Graze). Has met with the chef this past weekend, and menu planning is underway (Chef Martin Dean of Neck of the Woods in Tofino).
- c. City of Port Alberni – P. Deakin
- Due to concerns around the Alberni Valley’s health care system and the inability to attract more doctors a working group comprised of Community Futures Alberni-Clayoquot, the Alberni Valley Healthcare Fund Society, and the Alberni Low Energy Housing Society has been formed to establish a clinic with a new model with better work/life balance to attract doctors to the area. The group is working to find a piece of property that will meet the criteria to establish the clinic. City of Port Alberni Council has established their support for the work being done by this group. There is potential to have some of the land behind the Pacific Rim Shopping Centre removed from the Agricultural Land Reserve (ALR) to allow this clinic to be established. Soil testing and some preemptive works have begun. Working to find out why a previous application to have the land removed from the ALR was denied. The report will be prepared and go to council before the application to the Agricultural Land Commission is submitted. The Agricultural Advisory Committee and Agricultural Development Committee will be contacted during this phase.

MOVED: H. Shobe

SECONDED: L. Aylard

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

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

CARRIED

- d. Ministry of Agriculture & Food - T. O'Dell
 - o Many funding programs open right now included in the latest [Ministry E-bulletin newsletter](#). Any questions please reach out to Thom O'Dell.
- e. Alberni Farmers' Institute – W. Smith
 - o Started holding regular open coffee meetings at Collins Farm. You do not need to be a member of the Farmers' Institute to attend. Next meeting is Sunday, February 22, 2026.
 - o Looking into an AI program to summarize the information coming from the government, putting it into common speech.
- f. Alberni Valley Food Security Society – A. Lewis
 - o 641 people attended the Seedy Saturday event held February 14, 2026
 - o AGM scheduled for Wednesday, March 4, 2026 at 7pm in the Alberni Valley Museum
 - o Deadline for being included in the Farm, Fish, Forage directory is Feb 21, 2026
 - o Deadline for inclusion in the Grower's Guide is March 31, 2026
- g. Spirit Square Farmers' Market – S. Rymer
 - o August Children's Market with Community Futures, date has been set, will forward to the group.
 - o Heartwood Learning Centre is also interested in having a children's market in April or May, no date set.
 - o Currently negotiating the lease with the City of Port Alberni
- h. Coastal Foods Roundtable, Tofino Community Food Initiative – Katie Miles
 - o Tofino Community Food Initiatives updates are as follows:
 - Currently expanding elder and student after-school programming to Opitsaht, helping locals develop their own program similar to ours this spring
 - Currently weaving connections between the Maaqtusiis garden in Ahousaht and the Wickaninnish school garden.
 - Fruit tree pruning and grafting workshop with Robin and Jordan Maynard of Gibsons Farm Friday, February 13th at the school garden
 - o Next Coastal Foods Roundtable is March 18th in Ucluelet and includes a workshop on bio-regionalizing the food system from KPU researchers studying Vancouver Island.
 - o Seedy Sunday is May 3rd at the school garden!
 - o If anyone would like to share seeds for the seed libraries we are building, that would be lovely! Contact katie@tofinocommunityfoodinitiative.com

MOVED: A. Lewis

SECONDED: H. Shobe

THAT the verbal reports a-h be received.

CARRIED

10. LATE BUSINESS

- a. **Correspondence Regarding Phishing Scam Targeting Agricultural Producers**
The committee received correspondence outlining a potential phishing scam that has targeted an agricultural producer in the Alberni Valley.
[late_item_correspondence.pdf](#).
- b. **Letter of Condolence to family of Helene Dufour**
Helene was a member of the Agricultural Development Committee for several years, in her role as a nutritionist with Island Health.

MOVED: A. Siddall

SECONDED: A. Lewis

THAT the Agricultural Development Committee extend their condolences by sending a letter to the family of Helene DuFour.

CARRIED

11. QUESTION PERIOD

Questions/Comments from the public. The Administrative Assistant 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.

12. ADJOURN

Certified Correct:

Helen Zanette,
Chairperson

Kristin Kerr-Donohue,
Administrative Assistant



Alberni-Clayoquot Regional District

MINUTES OF THE SPROAT LAKE ADVISORY PLANNING COMMISSION MEETING HELD ON TUESDAY, FEBRUARY 17, 2026, 7:00 PM

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

MEMBERS

PRESENT: Walter Konkin (Chairperson)
Roberta Jensen
Joann Bessler
Sheri Gerigk
Len Watts

REGRETS: Mark Molander
Mark Marley
Ken Watts
Geo Monrufet

OTHERS PRESENT: Penny Cote, Director, Electoral Area “D” (Sproat Lake)
Rene Lacoursiere, Alternate Director
Darren Smith, applicant (DVD26001)
Taylor Saywell, applicant (TUP25013)
Rachel Hamling, applicant (MISC25003)
Kris McNichol, applicant (MISC25003)
Sean Lingl, applicant (MISC25003)
Neil Bauder, applicant (MISC25003)
Linda Warren, applicant (RD25005)
Dennis Williams, applicant (RD25005)

STAFF PRESENT: Alex Dyer, General Manager of Planning and Development
Jaleen Rousseau, Planning Manager
Alima Khoja, Planner 1

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/17-2-2026/>

1. CALL TO ORDER

The meeting was called to order at 7:02 pm.

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

It was reported that this meeting is being recorded and livestreamed to YouTube on the Regional District website.

2. APPROVAL OF AGENDA

3. MINUTES

a. Sproat Lake Advisory Planning Commission Meeting held November 24, 2025

MOVED: J. Bessler

SECONDED: R. Jensen

THAT the minutes of the Sproat Lake Advisory Planning Commission meeting held on November 24, 2025 be adopted.

CARRIED

4. PLANNING APPLICATIONS

a. DVD26001 – 10170 Kyunim Road (Debruyne & Rehill, Agent: Smitty Construction)

The APC received an overview of the application, noting that the applicant is requesting a maximum allowable height variance of an accessory structure in RA1 zone from 12 ft (3.65 m) to 17 ft (5.18 m). The discussion confirmed the location of the septic field and determined that the turning radius between the road and the septic field is sufficient to accommodate the intended use.

MOVED: R. Jensen

SECONDED: J. Bessler

THAT the Sproat Lake Advisory Planning Commission supports the application as presented to proceed with public input.

CARRIED

b. TUP25013 – 10411 Marina Vista Drive (Saywell Developments Ltd.)

The APC received an overview of the application, noting that the applicant is seeking to bring the property into compliance for a seasonal short-term rental during the summer months from May to September. The members noted that the building is newly constructed. Discussion included the intended purpose of the property, the history that this subdivision was intended to be for housing, and whether it would be occupied during other times of the year. The members also reviewed the number of occupants permitted and how the associated conditions are applied. Additional discussion addressed the shared strata septic system serving ten lots. Clarification was also provided regarding boat use, confirming that boats are not included as part of the rental offering

MOVED: R. Jensen

SECONDED: S. Gerigk

THAT the Sproat Lake Advisory Planning Commission supports the application as presented to proceed with public input.

CARRIED

c. MISC25003 – 10412 Lakeshore Road (1257819 BC Ltd)

The APC received an overview of the application, noting that the applicant intends to amend the two covenants registered to the property to allow for up to 11 dwelling units, each with 2,000 square feet of floor area, and two road accesses to Aldan Road. The members discussed the density of the proposed development, open spaces on the property for families, support for more housing, location of the septic field and importance of high quality sewage management at the site, servicing by private water system, emergency vehicles access and turnarounds, vehicle parking, and access to the lake.

MOVED: S. Gerigk

SECONDED: R. Jensen

THAT the Sproat Lake Advisory Planning Commission supports the application as presented to proceed to a public meeting.

CARRIED

d. RD25005 – 10203 Woodslee Loop (Warren)

The APC received an overview of the application, noting that the applicant is seeking to rezone the subject property to accommodate personal storage as a primary permitted use. This will allow the applicant to construct an enclosed boat storage structure for personal use. The applicants provided their rationale for the rezoning application to the committee. Discussion focused on understanding the newly drafted zone, as well as the services available on-site and whether any would be required for the proposed use. The applicants confirmed that water is available on the property and can be connected if needed. They also confirmed that sewage services are not required for the intended use, though the parcel has the capacity to accommodate such servicing in the future if necessary. Additionally, the applicants noted that the existing sea cans and trailer on the property will be removed once the new structure is constructed.

MOVED: R. Jensen

SECONDED: J. Bessler

THAT the Sproat Lake Advisory Planning Commission supports the application as presented to proceed with public input.

CARRIED

7. **LATE BUSINESS**

8. **ADJOURN**

MOVED: W. Konkin

SECONDED: S. Gerigk

THAT the meeting be adjourned at 8:45 pm.

CARRIED

Certified Correct:

Chairperson

Alima Khoja
Planner 1



Alberni-Clayoquot Regional District

MINUTES OF THE WEST COAST COMMITTEE MEETING

Wednesday, February 18, 2026, 10:00am

ZOOM

MEMBERS

PRESENT:

Marilyn McEwen, Mayor, District of Ucluelet
Vaida Siga, Director, Electoral Area "C" (Long Beach)
Levana Mastrangelo, Executive Legislator, Yuułuꞑiꞑath Government
Kirsten Johnsen, Member of Council, Toquaht Nation
Dave Tovell, Park Superintendent, Pacific Rim National Park Reserve

REGRETS:

Tom Stere, Chairperson, Councillor, District of Tofino
John Rampanen, Chief Councillor, Ahousaht First Nation
Tla-o-qui-aht First Nation
Bob Anderson, Administrator, Hesquiaht First Nation

STAFF PRESENT:

Teri Fong, Chief Financial Officer
Alex Dyer, General Manager of Planning & Development
Heather Zenner, Manager of Administrative Services
Eddie Kunderman, Operations Manager
Tanya Carothers, Solid Waste Manager
Mark Fortune, Airport Manager

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

<https://www.acrd.bc.ca/events/18-2-2026/>

1. CALL TO ORDER

The Manager of Administrative Services called the meeting to order at 10:03 am.

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

The 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 in the Boardroom and via Zoom.

2. ELECTION OF CHAIRPERSON & VICE CHAIRPERSON

ELECTION OF CHAIRPERSON FOR 2026

The Manager of Administrative Services conducted the election for Chairperson of the West Coast Committee for 2026.

The Manager of Administrative Services declared Director Stere to the position of Chairperson for the West Coast Committee for 2026

ELECTION OF VICE-CHAIRPERSON FOR 2026

The Manager of Administrative Services conducted the election of the Vice-Chairperson for the West Coast Committee for 2026.

The Manager of Administrative Services declared Director McEwen to the position of Vice-Chairperson for the West Coast Committee for 2026.

Director McEwen assumed the Chair.

3. APPROVAL OF AGENDA

MOVED: Director McEwen

SECONDED: Director Siga

THAT the agenda be approved as amended to add two pieces of correspondence related to agenda item 7(a) Millstream transit petition.

CARRIED

4. DECLARATIONS

5. MINUTES

a. West Coast Committee Meeting Minutes – December 3, 2025

MOVED: Director McEwen

SECONDED: Director Siga

THAT the minutes of the West Coast Committee meeting held on December 3, 2025 be adopted.

CARRIED

6. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Craig Ewen Stewart, Presenting in favour of current transit stop in Millstream on Lee Street and restoration of the bus stop sign.

7. CORRESPONDENCE

- a. **Clayoquot Biosphere Trust**
Regional Forum Summary & Meeting Notes

8. **REQUESTS FOR DECISIONS**

- a. **REQUEST FOR DECISION**
West Coast Transit, Millstream

MOVED: Director McEwen

SECONDED: Director Johnsen

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

CARRIED

- b. **REQUEST FOR DECISION**
West Coast Landfill Tipping Fee Bylaw Amendment

MOVED: Director McEwen

SECONDED: Director Siga

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

CARRIED

- c. **REQUEST FOR DECISION**
2026-2030 Draft Financial Plan, West Coast Services

MOVED: Director McEwen

SECONDED: Director Siga

THAT the West Coast Committee recommend the Long Beach Airport proposed budget, as presented, be included in the first reading of the 2026-2030 Alberni-Clayoquot Regional District Financial Plan bylaw.

CARRIED

MOVED: Director McEwen

SECONDED: Director Johnsen

THAT the West Coast Committee recommend the West Coast Waste Management service proposed budget, as presented, be included in the first reading of the 2026-2030 Alberni-Clayoquot Regional District Financial Plan bylaw.

CARRIED

MOVED: Director McEwen

SECONDED: Director Johnsen

THAT the West Coast Committee recommend the West Coast Transit Service proposed budget, as presented, be included in the first reading of the 2026-2030 Alberni-Clayoquot Regional District Financial Plan bylaw.

CARRIED

MOVED: Director Siga

SECONDED: Director McEwen

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

CARRIED

MOVED: Director Siga

SECONDED: Director McEwen

THAT the West Coast Committee recommend the West Coast Multiplex Service proposed budget, as presented, be included in the first reading of the 2026-2030 Alberni-Clayoquot Regional District Financial Plan bylaw.

CARRIED

9. REPORTS

a. Area C (South Long Beach) Official Community Plan Update

b. Ex-Officio Member Updates

- Pacific Rim National Park Reserve Update. Update on wolf activity. On February 10, 2026 PRNPR implemented a dog prohibition due to increased wolf activity between Wickaninnish E and Sandhill Creek. There was an attack on an off-leash dog near Willowbrae area. On February 13, 2026 the dog prohibition area was expanded from the south end of the Long Beach boundary at Willowbrae to Greenpoint Rocks. Wolves are very active (family of four) and their activity is not natural behaviour (not retreating when seeing public, walking through communities in daylight). Wolf activity spans from District of Ucluelet, Wind and Sea, Millstream, all the way to the District of Tofino. PRNPR reserve is working to educate locals and visitors. Messaging includes having dogs on leash, travel in groups, and make noise. Dog prohibition

decisions are made in conjunction with First Nations. These recent dog prohibitions are in addition to area closures in the Wickaninnish dunes and the former goldmine area. Last fall PRNPR implemented a 100m buffer for Wildlife Viewing.

- Ahousaht First Nation Update
- Tla-o-qui-aht First Nation Update
- Hesquiaht First Nation Update

MOVED: Director Siga
SECONDED: Director McEwen

THAT the West Coast Committee recommend that staff determine ways to inform and educate Area C residents about the wolf sightings and associated closures.

CARRIED

MOVED: Director McEwen
SECONDED: Director Siga

THAT the West Coast Committee receive a-b verbal reports.

CARRIED

10. LATE BUSINESS

11. QUESTION PERIOD

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

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

12. IN-CAMERA

13. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

14. ADJOURN

MOVED: Director McEwen
SECONDED: Director Siga

THAT this meeting be adjourned 11:11 am.

CARRIED

Certified Correct:

Marilyn McEwen,
Vice-Chairperson

Heather Zenner,
Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING HELD ON THURSDAY, FEBRUARY 19, 2026, 10:00AM

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

DIRECTORS

PRESENT:

Deb Haggard, Chairperson, Councillor, City of Port Alberni
Bob Beckett, Director, Electoral Area "A" (Bamfield)
Fred Boyko, Director, Electoral Area "B" (Beaufort)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Susan Roth, Director, Electoral Area "E" (Beaver Creek)
Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)
Sharie Minions, Mayor, City of Port Alberni
John Jack, Chief Councillor, Huu-ay-aht First Nations
Moriah Cootes, Councillor, Uchucklesaht Tribe Government

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Heather Zenner, Manager of Administrative Services
Eddie Kunderman, Operations Manager
Mark Fortune, Airport Manager
Tanya Carothers, Solid Waste Manager

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

<https://www.acrd.bc.ca/events/19-2-2026/>

1. CALL TO ORDER

The Manager of Administrative Services called the meeting to order at 10:00 am.

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

The 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 in the Boardroom and via Zoom.

2. ELECTION OF CHAIRPERSON & VICE CHAIRPERSON

ELECTION OF CHAIRPERSON

The Manager of Administrative Services conducted the election for Chairperson of the Alberni Valley and Bamfield Services Committee for 2026.

The Manager of Administrative Services declared Director Haggard to the position of Chairperson for the Alberni Valley and Bamfield Services Committee for 2026.

ELECTION OF VICE-CHAIRPERSON

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

The Manager of Administrative Services declared Director Sparrow to the position of Vice-Chairperson for the Alberni Valley and Bamfield Services Committee for 2026.

Director Haggard assumed the Chair.

3. APPROVAL OF AGENDA

MOVED: Director Roth

SECONDED: Director Sparrow

THAT the agenda be approved as circulated.

CARRIED

4. DECLARATIONS

5. MINUTES

a. Alberni Valley & Bamfield Services Committee Minutes – November 26, 2025

MOVED: Director Sparrow

SECONDED: Director Roth

THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on November 26, 2025 be adopted.

CARRIED

6. PETITIONS, DELEGATIONS & PRESENTATIONS

7. CORRESPONDENCE FOR ACTION/INFORMATION

8. REQUEST FOR DECISIONS

a. Request for Decision regarding 2026-2030 Draft Financial Plan – Alberni Valley & Bamfield Services

MOVED: Director Sparrow
SECONDED: Director Beckett

THAT the Alberni Valley & Bamfield Services Committee recommend the Alberni Valley Regional Airport proposed budget, as presented, be included in the first reading of the 2026-2030 Alberni-Clayoquot Regional District Financial Plan bylaw.

CARRIED

MOVED: Director Cote
SECONDED: Director Roth

THAT the Alberni Valley & Bamfield Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors send a letter to the Federal Government explaining how valuable the Sproat Lake Marine Patrol is, highlighting the school program and how the program has saved lives.

CARRIED

MOVED: Director Cote
SECONDED: Director Cootes

THAT the Alberni Valley & Bamfield Services Committee recommend the Sproat Lake Marine Patrol proposed budget, as presented, be included in the first reading of the 2026-2030 Alberni-Clayoquot Regional District Financial Plan bylaw.

CARRIED

MOVED: Director Roth
SECONDED: Director Sparrow

THAT the Alberni Valley & Bamfield Services Committee recommend the Alberni Valley & Bamfield Waste Management proposed budget, as presented, be included in the first reading of the 2026-2030 Alberni-Clayoquot Regional District Financial Plan bylaw.

CARRIED

MOVED: Director Cote
SECONDED: Director Roth

THAT the Alberni Valley & Bamfield Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to investigate the process of requesting a Custom Transit Service review.

Directors Roth, Sparrow, Beckett, Boyko, Cote, Minions, Haggard, Cootes, Jack voted in favour of the motion.

No Directors voted against the motion.

CARRIED

MOVED: Director Roth

SECONDED: Director Jack

WHEREAS a Custom Transit service review has been requested by the Alberni Valley & Bamfield Services Committee,

NOW THEREFORE THAT the Alberni Valley & Bamfield Services Committee recommend the Custom Transit proposed budget, as presented, be included in the first reading of the 2026-2030 Alberni-Clayoquot Regional District Financial Plan bylaw.

Directors Sparrow, Roth, Haggard, Beckett, Cootes, Minions, Jack voted in favour of the motion.

Directors Boyko and Cote voted against the motion.

CARRIED

MOVED: Director Boyko

SECONDED: Director Roth

THAT the Alberni Valley & Bamfield Services Committee recommend the Alberni Valley Emergency Planning proposed budget, as presented, be included in the first reading of the 2026-2030 Alberni-Clayoquot Regional District Financial Plan bylaw.

CARRIED

MOVED: Director Sparrow

SECONDED: Director Beckett

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

CARRIED

MOVED: Director Sparrow

SECONDED: Director Cote

THAT the Alberni Valley & Bamfield Services Committee recommend the McLean Mill Grant-in-Aid proposed budget, as presented, be included in the first reading of the 2026-2030 Alberni-Clayoquot Regional District Financial Plan bylaw.

CARRIED

MOVED: Director Sparrow

SECONDED: Director Roth

THAT the Alberni Valley & Bamfield Services Committee recommend the Alberni Valley Aquatics Facility – proposed service budget, as presented, be included in the first reading of the 2026-2030 Alberni-Clayoquot Regional District Financial Plan bylaw.

CARRIED

9. REPORTS

10. LATE BUSINESS

11. QUESTION PERIOD

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

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

12. ADJOURN

MOVED: Director Roth

SECONDED: Director Boyko

THAT the meeting be adjourned at 11:25 am.

CARRIED

Certified Correct:

Deb Haggard,
Chairperson

Heather Zenner,
Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE

MEETING HELD ON THURSDAY, FEBRUARY 19, 2026

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

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

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

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/19-2-2026/>

1. CALL TO ORDER

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

The Manager of Administrative Services recognized this meeting is being held throughout the Nuu-chah-nulth territories.

The 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 in the Boardroom and via Zoom.

2. ELECTION OF CHAIRPERSON & VICE CHAIRPERSON

ELECTION OF CHAIRPERSON

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

The Manager of Administrative Services declared Director Sparrow to the position of Chairperson for Electoral Area Directors Committee for 2026.

ELECTION OF VICE-CHAIRPERSON

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

The Manager of Administrative Services declared Director Beckett to the position of Vice-Chairperson for the Electoral Area Directors Committee for 2026.

Director Sparrow assumed the Chair.

3. APPROVAL OF AGENDA

MOVED: Director Siga

SECONDED: Director Roth

THAT the agenda be approved as circulated.

CARRIED

4. DECLARATIONS

5. MINUTES

a. Electoral Area Directors Committee Meeting - June 18, 2025

MOVED: Director Roth

SECONDED: Director Siga

THAT the minutes of the Electoral Area Directors Committee Meeting held on June 18, 2025 be adopted.

CARRIED

6. PETITIONS, DELEGATIONS & PRESENTATIONS

7. CORRESPONDENCE

8. REQUEST FOR DECISIONS

**a. Request for Decision regarding 2026-2030 Draft Financial Plan –
Electoral Area Sub-Regional Services**

MOVED: Director Siga

SECONDED: Director Roth

THAT the Electoral Area Directors Committee recommend the Management of Development – Rural Areas proposed budget, as presented, be included in the first reading of the 2026-2030 Alberni-Clayoquot Regional District Financial Plan bylaw.

CARRIED

MOVED: Director Roth
SECONDED: Director Beckett

THAT the Electoral Area Directors Committee recommend the Building Inspection proposed budget, as presented, be included in the first reading of the 2026-2030 Alberni-Clayoquot Regional District Financial Plan bylaw.

CARRIED

MOVED: Director Siga
SECONDED: Director Roth

THAT the Electoral Area Directors Committee recommend the Vancouver Island Regional Library proposed budget, as presented, be included in the first reading of the 2026-2030 Alberni-Clayoquot Regional District Financial Plan bylaw.

CARRIED

MOVED: Director Roth
SECONDED: Director Cote

THAT the Electoral Area Directors Committee recommend that the City of Port Alberni Economic Development Officer be invited to a future meeting to present Regional Economic Development initiatives and then re-visit this budget line after the presentation has been received.

CARRIED

b. Request for Decision regarding Electoral Area Administration

MOVED: Director Roth
SECONDED: Director Cote

THAT the Electoral Area Directors Committee recommend the Electoral Area Administration proposed budget, as presented, be included in the first reading of the 2026-2030 Alberni-Clayoquot Regional District Financial Plan bylaw.

CARRIED

9. REPORTS

10. LATE BUSINESS

11. QUESTION PERIOD

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

- Participating in Person in the ACRD Board Room

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

12. **ADJOURN**

MOVED: Director Roth

SECONDED: Director Siga

THAT this meeting be adjourned at 2:28 pm.

CARRIED

Certified Correct:

Mike Sparrow,
Chairperson

Heather Zenner,
Manager of Administrative Services



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

February 18, 2026

Dear Board of Directors,

Alberni Valley Makerspace is a **community-focused, not-for-profit makerspace and innovation hub** located in Port Alberni, British Columbia, serving the Alberni-Clayoquot region and broader West Coast communities. It's a physical space where people come together to **learn, create, prototype, and build things using a wide range of tools, equipment, and shared knowledge.**

The AVM is seeking permission from the Alberni Clayoquot Regional District for an **expansion on our current lease with same terms and conditions, and permit us to conduct capital renovations**, as we are recognizing the need for additional space to comfortably accommodate members/ users. We will be repurposing unused space, to add approximately 1500sq feet to our existing space.

This will expand our current classroom space, create a larger woodshop, double the fabrication lab space, enable us to create a more welcoming foyer / entrance way and expand the studio spaces. Our plan is to work on the walls, floors and electrical and to do this, we will be hiring local contractors for the work that requires to code completion. Some of the work will also be done in house by members, staff, volunteers, and our goal is to complete with a **net zero waste build**, and plan to use reclaimed or in house made materials whenever possible.

Phase 1 Start date will be in May 2026, throughout September, 2026.

Approximate Budget Allocation	
Category	Budget
Materials (reclaimed, in-house, and new as required)	\$40,000
Labour, permits, inspections	\$35,000
Total Phase 1 Budget	\$75,000



- **We would also like ACRD to consider to act as an intermediary between fire suppression company and the AVM so to ensure that fire suppression measures are observed and in compliance.**
- **Additionally, we request that ACRD act as a partner with Alberni Valley Makerspace as we apply for permits with the City of Port Alberni.**

Our aim is to provide more space to our members and the communities we support, while limiting the financial impact to the ACRD and Taxpayers. This expansion will allow us to continue to provide the level of services that make the Alberni Makerspace a community partner with many other fantastic organizations. While we are processing these renovations, we will still be operating the space and only expect a closure of 1 month to complete the joining of the spaces (newly renovated, and existing)

If you have any questions or would like an in person tour of the spaces that will be used and affected, please contact us and we will be happy to show you around.

Thank you,

Michael Moore – Operations Manager

Alberni Valley Makerspace
Vancouver Island Plastics
www.albernimakerspace.ca
info@albernimakerspace.ca
250-918-8426

A handwritten signature in blue ink, appearing to be "M" followed by a long horizontal stroke.



ALBERNI DISTRICT FALL FAIR ASSOCIATION

P.O Box 32, Port Alberni B.C. V9Y 7M6

admin@albernifair.com

Phone: 250 723-9313

www.albernifair.com

Monday February 16th, 2026

To The Alberni-Clayoquot Regional District;

On behalf of the Alberni District Fall Fair Association, we are requesting a letter of support for the Alberni District Fall Fair's grant application to the Province of British Columbia's Ministry of Tourism Destination Events Program Grant, which is open until March 9, 2026.

The Alberni District Fall Fair (Fall Fair) is an iconic event that has been celebrated annually for over 80 years, attracting thousands of visitors from throughout the region. This event not only showcases the rich agricultural and First Nations heritage and vibrant community spirit of our region but also provides significant economic benefits through tourism and local business patronage.

The grant from the Destination Events Program would enable the Fall Fair to expand its offerings, enhance its visitor experience, and continue to promote the unique attributes of Alberni Valley, which will undoubtedly elevate the event and attract even more visitors, further stimulating our local economy.

Moreover, the Fall Fair serves as a platform for education and engagement, fostering a sense of pride and connection among residents and visitors alike. It offers invaluable opportunities for learning about indigenous culture, our agricultural practices, local arts, and crafts, and supports initiatives that benefit our youth and community groups.

Support from the Regional District is vital to ensuring this project is integrated into the broader regional framework. We appreciate the ACRD's leadership in community development and would be honoured to have your backing as we move forward.

We are looking forward to your response to this request.

Respectfully;

Ann Siddall

Ann Siddall
Administrator

OUR VISION:

Excellent health and care for everyone,
everywhere, every time.



February 19, 2026

Ref #22698

Mr. John Jack
Chairperson
Alberni-Clayoquot Regional District
3008 Fifth Avenue
Port Alberni BC V9Y 2E3

Dear Mr. Jack:

Thank you for your letter addressed to Kathy MacNeil, President and CEO of Island Health dated January 19, 2026 regarding Occupational Therapy (OT) in the Port Alberni Region. Your letter was forwarded to my office for response as the Executive Island Health lead for community-based rehabilitation services.

Island Health acknowledges the frustration and stress people may feel when they are waiting to access health care services, and your advocacy on behalf of residents to support access to care is commended. I appreciate the opportunity to respond on behalf of Island Health.

Allow me to begin by expressing how grateful Island Health is for the ongoing partnership and collaboration with the Alberni-Clayoquot Regional District with regards to supporting our shared commitment to deliver sustainable health care services in the Alberni Region.

Health organizations across the province, nationally and internationally are being challenged with a health human resource shortage in both the acute and community care settings, and that includes health care professionals who support rehabilitation services.

Over the past number of years, Island Health made investments in community-based health care services. This is in response to a growing and aging population, and recognition that a robust and accessible range of community programs helps to mitigate the need for acute and other facility-based health care resources. These investments include home care and home support, care giver supports, adult day programs, virtual care and rehabilitation services.

As it relates to OT, including Port Alberni, Island Health is addressing the workforce shortage through a combination of international and local recruitment, targeted job advertising, and community outreach. Interim OT support from neighbouring communities has also been secured through travel based and virtual-service arrangements. To reduce service gaps, we expanded Physiotherapy capacity through specialized seating-clinic training, partnered with First Nations to extend contracted services in remote areas, and collaborated with West Coast General Hospital to increase Acute Care OT involvement in discharge planning.

.../2

Oceanside Health Centre

Located at: 498 Alberni Highway | Parksville BC V9P 1J9 Canada

Mailing address: 498 Alberni Highway | Parksville BC V9P 1J9 Canada

Tel: 250-951-9550 | Fax: 250-755-7633

islandhealth.ca

Access has been further supported through the implementation of referral triage through the Community Health Services (CHS) Community Services Coordinator, establishing an “alternate provider” pathway enabling registered nurses to complete basic assessments and equipment provision, and hiring of a casual OT employee who works in the community several months of each year. For longer-term solutions, we advanced discussions on a mobile seating clinic with the Alberni Clayoquot Health Network and the Community Resource Team (CRT), while maintaining transparent communication with clients about service limitations, timelines, and private OT options. Active recruitment continues, with OT and PT roles identified as priority roles within Island Health’s current recruitment campaign.

We recognize the importance of timely and equitable access to rehabilitation services and understand the impact that delays or service limitations can have on individuals, families, and communities. We remain focused on improving access through recruitment, service innovation, and collaboration with partners. Island Health remains committed to ensuring people receive appropriate, safe, and timely care as close to home as possible.

If you have any additional questions or concerns, please do not hesitate to reach out to Director Emma Vanier at emma.vanier@islandhealth.ca.

Thank you again for writing and for your understanding, partnership and collaboration.

Kind regards,



Shelley Gallant
Executive Director, Clinical Operations
Regional Community Programs
Primary & Community Services

pc: The Honourable Josie Osborne, Minister of Health HLTH.Minister@gov.bc.ca
MLA Anna Kindy, Official Opposition Critic for Health Anna.Kindy.MLA@leg.bc.ca

Ministry of Health Response 1320535

From Population and Public Health HLTH:EX <hlth.pph@gov.bc.ca>

Date Thu 11/27/2025 8:53 AM

To Amy Needham <aneedham@acrd.bc.ca>

Cc Minister, AF AF:EX <AF.Minister@gov.bc.ca>

[CAUTION] This email originated from outside of the ACRD

1320535

John Jack
Chairperson
Alberni-Clayoquot Regional District Board of Directors
3008 Fifth Avenue, Port Alberni, BC V9Y 2E3
aneedham@acrd.bc.ca

Dear John Jack:

Thank you for your letter of September 15, 2025, related to year-end funding for Farm to School BC. I am pleased to respond on behalf of Honourable Josie Osborne, Minister of Health. The Ministry of Health appreciates and values the work provided by Farm to School BC. The Ministry receives a significant number of grant requests; however, it is not possible to provide funding to all of the many worthy organizations seeking support from the Province. While the Ministry cannot commit funds at this time, we encourage them to continue their hard work supporting the residents of BC.

The Ministry of Education and Child Care provides \$71.5 million in annual funding to school districts through Feeding Futures to create and expand school food programs. To support this initiative, the Ministry of Health developed and launched the BC School Food Toolkit in March 2025. This resource supports schools in creating and maintaining nutritious and supportive school food environments.

In addition, the Ministry of Agriculture and Food has been working with school districts and food supply chain partners to incorporate Feed BC into new and expanded school food programs, to encourage the use of more BC food in Feeding Futures programs. It is also supporting school food programs to incorporate local food literacy through learning opportunities about local food, agriculture, and food systems.

With the intersections of these relatively new initiatives and resources for schools and districts, we continue to look for opportunities to support the needs of school communities while reducing duplication of efforts and ensuring coordinated, cost-effective alignment of the work, with a clear, shared vision for the future.

Presently, Farm to School BC's classroom learning resources remain available on their website should Pacific Rim Schools wish to access these here: [Farm to School BC - Bringing healthy, local food to schools K-12](#)

Thank you again for taking the time to share your concerns regarding discontinuation of the Farm to School BC year-end funding.

Sincerely,

Thomas Guerrero

Executive Director
Population and Public Health

pc: Honourable Lana Popham, Minister of Agriculture & Food

Warning: This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or e-mail the sender immediately and delete the message.

From: Amy Needham <aneedham@acrd.bc.ca>
Sent: September 15, 2025 8:28 AM
To: Minister, HLTH HLTH:EX <HLTH.Minister@gov.bc.ca>
Cc: Minister, AF AF:EX <AF.Minister@gov.bc.ca>
Subject: Letter of Support for Farm to School BC

Good morning, please see attached letter from the Alberni-Clayoquot Regional District Board.

Best regards,



Amy Needham, P. Ag (she/her)
Sustainability Planner – Alberni-Clayoquot Regional District
A 3008 Fifth Avenue, Port Alberni, BC V9Y 2E3
O 250.720.2729 W acrd.bc.ca

This email is confidential and may be privileged. Any use of this email by an unintended recipient is prohibited. If you receive this email in error please notify me immediately and delete it.



Thank-you for last night's Information Session at the Capitol Theatre and as a local resident I am thankful for other Societies that step up to promote such an important initiative.

First off I'd like to say - The Idea sounds like a Win! Win! For Port Alberni. I'm all for it!!!!

Port Alberni has been struggling to find a new identity since the collapse of the forestry and fishing industry in this community. High paying jobs and steady employment are hard to come by. Many young folks leave the community, work remotely, commute or work out of town.

The City has in their "Corporate Strategic Plan" a vision to Revitalize the Uptown and Arts Community, but due to recent events, it's difficult to see that their plan is following this vision and we are light years behind Tofino & Ucluelet and even Parksville in promoting Tourism.

To find a New Identity, the City, ACRD & SD#70 along with VI Health will need to bond around a new direction – the Vision that was laid out last night, a "Campus of Care", I believe, is key to moving our Community and Regional District forward – in health, employment and residential housing opportunities.

The "Campus of Care" model that is being pursued: Health Centre, Residences, Day-Care, Training Centre and perhaps add in a "Research and Development" supported by UBC or SFU, so folks stay and don't consider our community a Step to further their career in another city.

Many years ago an entrepreneur had a vision to Revitalize uptown into a Professional Hub of health Care Professionals – doctors (MD's & Specialties), drug stores and with that would come coffee shops and other businesses that support health care needs (medical equipment & mobility devices). This was not pursued by Council and sadly we are in this situation today.

Building a Vision one acre at a time.

Questions:

1. Councilor Mealey has a saying about a Made in Port Alberni Solution and I believe that the vision for a "Campus of Care" is what is needed to Revitalize Port Alberni.

Q. Is the "Campus of Care" Team approaching the City, ACRD, SD#70 and the Business Community to redefine a new direction to Revitalize Port Alberni?

Q. Will the CoC Team be making a recommendation to Council to redefine it's "Strategic Plan" by incorporating a vision for "Health Care" in their statement and move slightly away from "Revitalizing uptown, Waterfront and Arts District" so the residents understand the importance of supporting this initiative?

2. In these times, many developers consider building into their designs additional uses.

Q. Beyond the building of a Health Care Centre, Residences and Child-Care facilities, is the COC Team considering the addition of any additional infrastructure projects such as a pool (for therapy) and/or being a training centre for life guards and for use by future athletes – noting that the Pacific Coast University (non-profit) is located not far from your newly proposed site and collaborating with them for funding and research maybe of interest.

<https://www.pcu-whs.ca/>

Pacific Coast University for Workplace Health Sciences

4755 Cherry Creek Road

Port Alberni, BC

V9Y 0A7

Canada

Tel: 778-421-0821

Fax: 778-421-0823

For general inquiries email: info@pcu-whs.ca

President: Wolfgang Zimmerman

They have a small lecture hall that maybe available to the public upon request.

3. North Island College had at one time a Nurses program in Port Alberni and it maybe of interest to explore the possibility of reestablishing a training program here in Port Alberni.
4. Donations: Is the CoC Team, whether or not you are able to build on the ALR lands, developing a Fundraising Strategy for the CoC and if so when will it be announced?
5. Is there someone available to speak to various groups/organizations in the Valley/Regional District about your vision?
6. If there is an opportunity to volunteer?

Thank-you again for the time you have taken to develop a vision for the future of health care in our community.

Yours in Good Health,

Leslie Walerius

Port Alberni, BC

████████████████████
████████████████

Jessica Spratt

From: Heather Zenner
Sent: February 11, 2026 12:56 PM
To: ACRD Administration
Subject: FW: Log Train Trail

Follow Up Flag: Follow up
Flag Status: Flagged

From: mike lesosky [REDACTED]
Sent: February 10, 2026 11:23 AM
To: Heather Zenner <hzenner@acrd.bc.ca>
Subject: Fwd: Log Train Trail

[CAUTION] This email originated from outside of the ACRD

Hey Heather , is it possible to have this email brought up in the next directors meeting as it pertains to an item in the last COW meeting ? Ive sent it to all the directors already in hopes they read it before hand Thanks Mike

Attention All Directors

After watching the January 28, 2026 Community of the Whole meeting—specifically the discussion at 2:35:00 about the Parks Volunteer Program and the LTT—it became clear that the ACRD is considering taking on full responsibility for training staff and volunteers who help maintain the LTT.

But if the ACRD chooses this direction, it also chooses to take on full liability for anything that happens on the trail. That is not only unnecessary—it's avoidable.

For more than 50 years, this trail has been kept open, safe, and accessible thanks entirely to volunteers and motorized users. Without their ongoing commitment, the LTT would be overgrown, nearly unusable, and forgotten. These long-time stewards deserve recognition and appreciation, not policies that restrict or discourage their continued involvement.

What's concerning is that practical alternatives—solutions used successfully in other jurisdictions—are being overlooked.

1. Liability signage works, and it is widely used.

Simple, clearly posted signs stating that the ACRD is *not liable* for injuries or damages incurred while using the trail are a proven option.

When I visited Revelstoke Mountain Resort, a location with far higher risk—a full mountain bike park and even a roller coaster—there was a large sign at the entry stating that the resort was not responsible for any injury. On the

day I visited, approximately 750 people were using the mountain. If a high-traffic, high-risk operation can legally rely on signage, then the ACRD most certainly can do the same for a remote, low-risk trail system.

2. Liability-release agreements are already being used successfully in our region.

Mosaic has existing agreements with a local quad club that release *both* parties from liability on the lands they manage. These agreements work—and they work well. If a private land management company can build these partnerships with user groups, there is **no logical reason** the ACRD cannot explore the same approach.

3. Taking full responsibility creates unnecessary risk for the ACRD—and for taxpayers.

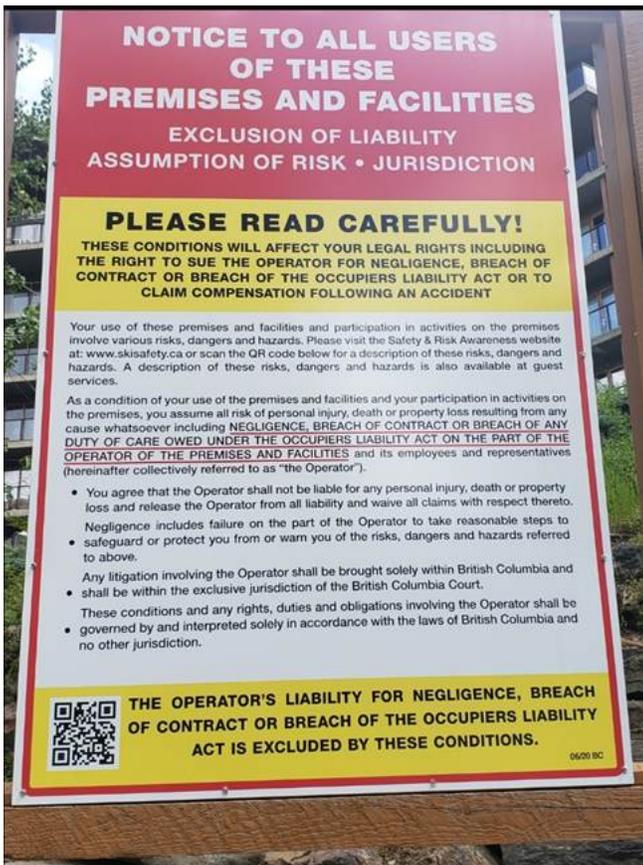
By assuming total ownership and liability, the ACRD isn't just taking on a workload. It's taking on legal exposure, increased insurance implications, potential claims, and long-term financial responsibility. All of this can be avoided by adopting models and agreements that are already proven in our region and across British Columbia.

4. Volunteers are not the problem—they are the reason this trail is still here.

For decades, dedicated volunteers and motorized users have kept the LTT open at no cost to the ACRD. Their work has preserved a valuable piece of local recreation and history. Instead of being pushed aside by new policy, they should be supported, trusted, and formally appreciated.

If the ACRD chooses to take on full responsibility for the trail, it also chooses full liability—something that is completely unnecessary given the practical, low-cost, and effective alternatives already available.

The smarter, safer, and more respectful path forward is to recognize the trail's long-standing volunteer stewards, use proven liability-management tools, and avoid burdening the ACRD—and the public—with avoidable risk.



PLEASE SEE ATTACHED AGREEMENT BETWEEN MOSAIC AND A LOCAL USER GROUP

Why the Mosaic Licence Agreement Approach Could Work for the Log Train Trail and the ACRD

The Mosaic-User group Licence Agreement shows a fully functional, legally vetted model that allows a land manager to let a volunteer-based user group maintain and use land without assuming liability. This is exactly the issue facing the ACRD with the Log Train Trail.

Below are the key reasons this same model could work for the ACRD:

1. The Agreement Clearly Transfers Liability Away From the Land Manager

The single most important point: Mosaic places all risk, liability, and responsibility on the club — not on the landowner.

This is done through:

- Comprehensive liability waivers for all participants (Schedule B-1)
- Strong "use at your own risk", "as is, where is" language (Section 14e, Section 15)
- Full indemnity clauses protecting the land manager from legal claims (Section 16)

This structure proves that a public or private land manager *can* legally protect itself even while allowing volunteer maintenance and recreational use.

ACRD could use the same framework to allow motorized and non-motorized volunteers to maintain or use the LTT without ACRD carrying liability.

2. Volunteers Can Maintain Trails Without the Landowner Taking On Risk

The Mosaic agreement explicitly allows the user group to:

- Do trail maintenance
- Use power tools under safety conditions
- Handle minor brushing, clearing, and upkeep

All without Mosaic being liable for accidents or improper work, because:

- The club must carry its own insurance (Section 11 + Schedule B)
- The club must indemnify Mosaic for all claims (Section 16)

This directly supports the idea that ACRD does not need to assume risk for volunteer maintenance if a similar legal structure exists.

3. Mandatory Insurance Requirements Protect the Landowner

Mosaic requires the user group to carry:

- \$5M liability insurance
- Pollution/environmental insurance
- Participant & spectator accident coverage
- Vehicle and off-road liability coverage

Club members and guests must sign waivers, and the club must maintain documentation.

The same requirement could be applied to LTT volunteer organizations, reducing or eliminating risk to the ACRD.

4. ACRD Can Use the Same "License to Use" Approach

Mosaic grants a non-exclusive temporary license, not ownership — exactly what's needed for the LTT.

The agreement:

- Is non-exclusive
- Prioritizes landowner operations
- Allows the owner to close access at any time
- Is cancellable without cause on 10 days' notice

This shows the framework is flexible and safe for the land manager.

ACRD could create an identical license structure with user groups, retaining full control while sharing maintenance.

5. The Agreement Contains Strong Risk-Management Tools

The Mosaic model includes:

- Strict rules of conduct
- Safety requirements
- Mandatory training
- Required check-ins, maps, and procedures
- Signage responsibilities placed on the user group

All of these reduce liability exposure for the landowner.

ACRD can adopt these same tools to ensure safe trail use without needing ACRD staff to supervise volunteers or accept liability.

6. The Mosaic Agreement Is Already Used Locally — This Sets a Precedent

The fact that Mosaic legally uses this agreement in the Alberni Valley with:

- local clubs,
- local land,
- local users

means the model is:

- tested,
- accepted,
- enforceable,
- and already functioning in your region.

This gives the ACRD a strong rational basis to adopt the same structure.

Bottom Line

The Mosaic Licence Agreement demonstrates a workable, legally sound way to:

- allow volunteer groups to maintain and use a trail
- while keeping the landowner (ACRD) fully protected from liability

Thank you for your time , Mike Lesosky

The editorial in The Alberni Valley News dated January 28, 2026, stressed the need for improved inter city transport service.

We, the undersigned residents of Timberline senior living could not agree more. It is imperative that we get public Transit from Port Alberni to Parksville where passengers can connect with services going either North or South. At present if we wish to go to Parksville from here on the Island Link, we must travel to Nanaimo and then back up on the Nanaimo Regional service to get to Parksville...Time consuming and expensive... We deserve and must have better service.

Sign this petition if you agree! (NAME AND SIGNATURE REQUIRED)

1. Nicole Leuchter [REDACTED]

2. ANNE NOVAK [REDACTED]

3. Eleanor Pratt [REDACTED]

4. JANET DOL [REDACTED]

5. Barbara Johnston [REDACTED]

6. Margaret Bowers [REDACTED]

7. Margaret-An Walker [REDACTED]

8. Inger & Eivind Dohler

9. JACKIE THOMSON [REDACTED]

10. Peggy [unclear] [REDACTED]

11. Bilko [unclear] [REDACTED]

12. JOAN CALOREN [REDACTED]

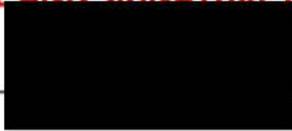
13. JOYCE EVANS [REDACTED]

John Audrey [REDACTED]

The editorial in The Alberni Valley News dated January 28, 2026, stressed the need for improved inter city transport service.

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Sign this petition if you agree! (NAME AND SIGNATURE REQUIRED)

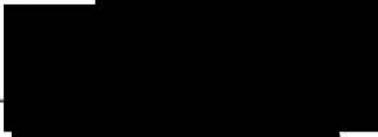
14. Leslie Mitchell 

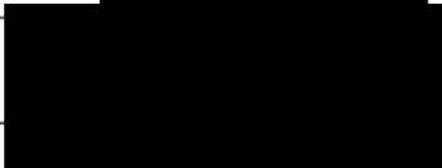
15. HARALD BLANCK

16. SHARON NEASMAN

17. Patricia Clarkson

18. MARGARET BREUKER 

19. BOB KANNGESSER 

20. HELENA HAUKAS 

21. JULIE RUTTER

22. Janek Peder

23. Marianne Clarkson

24. Alex Clarkson

25. Idelen Sisonick

26. Donald Humphries

27. Marilyn Hickey

The editorial in The Alberni Valley News dated January 28, 2026, stressed the need for improved inter city transport service.

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Sign this petition if you agree! (NAME AND SIGNATURE REQUIRED)

29.  (Judy Pinchback)
(MEG SCOFFIELD)

30. Barb Hama

31. Dawn Eyr

32. Beth Mould

33. Paula Holm

34. Fred Bradley

35. Bill Schum

36. REX MILLIKEN

37. RAY GRANTSON

38. Wendy WILKINSON

39. GISELLE MILLIKEN

40. Karen Hutchinson

41. Darrell Holt

The editorial in The Alberni Valley News dated January 28, 2026, stressed the need for improved inter city transport service.

We, the undersigned residents of Timberline senior living could not agree more. It is imperative that we get public Transit from Port Alberni to Parksville where passengers can connect with services going either North or South. At present if we wish to go to Parksville from here on the Island Link, we must travel to Nanaimo and then back up on the Nanaimo Regional service to get to Parksville...Time consuming and expensive... We deserve and must have better service.

Sign this petition if you agree! (NAME AND SIGNATURE REQUIRED)

42. Manus Paul MANHAR

43. [Redacted] Wendy Edwards

44. [Redacted] Vicky McNEILL

45. [Redacted]

46. [Redacted]

47. McKenzie michelle Clarke

48. [Redacted] Elizabeth Fitzpatrick

49. Susan LaForge [Redacted]

50. Lena Johnson

51. [Redacted]

52. Jeff Ethier

53. Lynn & Bob SMITH

54. [Redacted]

55. [Redacted]

Valerie Hage

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56. Pete Clark 414

57. Panda Horn 111

58. Kathleen Price

59. Lorraine Clachers

60. Bradley 206

61. Keri Meyer

62. Amaya Peitler

63. Marie B. Leuchter

64. Devyn Leuchter

65. _____

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To: ACRD Board of Directors
From: Mike Irg, Special Projects Director
Meeting Date: February 25, 2026
Subject: Alberni Valley Rail Corridor Study - Final Report

Recommendation:

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

Desired Outcome:

To develop a long-term plan for the Island Rail Corridor within the Alberni Valley. Following the Wesley Ridge wildfire and the resulting damage to several trestles, the objective was expanded to include short- and medium-term options in addition to a long-term vision for the corridor.

Summary:

The Alberni-Clayoquot Regional District, in collaboration with a multi-party Working Group consisting of the Hupačasath and Tseshaht First Nations and the City of Port Alberni, undertook a study of the Island Rail Corridor within the Alberni Valley to explore both near and long-term potential uses.

Background:

In March of 2023, the ACRD received a lump sum of \$600,000 in grant funding from the Ministry of Transportation and Infrastructure (MOTI) to enable the Regional District to engage in short- and long-term planning for the Island Rail Corridor in collaboration with Tseshaht First Nation and Hupacasath First Nation. A working committee was formed; local and Vancouver Island-wide discussions took place; a consultancy firm, HDR, was hired to help with visioning and costing of short and long-term concepts; and prepare this final report.

Time Requirements – Staff & Elected Officials:

Additional staff and elected official time will required in 2026. This estimate will be based on revised work plans to be brought forward after further next steps discussions occur with Tseshaht and Hupacasath First Nation. Remaining funding from the grant extension, available until March 31, 2027, will support next steps in collaboration with First Nations, the City of Port Alberni, and community partners.

Financial:

The work done by the consultant HDR and staff time is funded by a grant provided by the Province of BC through the Ministry of Transportation. There is approximately \$150,000 of the grant remaining and will be used to develop short and mid-term options for the Alberni Valley portion of the rail corridor.

Strategic Plan Implications:

The ACRD Strategic Plan objectives in section 1.3 “Coordinate with adjacent regional districts to access the future of the Island Rail Corridor Service” section 3.1 “develop protocol agreements with First Nation communities to support reconciliation and partnering efforts”, and 4.1 “alternative and emergency routes including but not limited to Highway 4”.

Policy or Legislation:

The Local Government Act gives Regional Districts the Authority to conduct studies.

Options Considered:

1. Request changes to the report.
2. Take no action.

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

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

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

ALBERNI VALLEY RAIL CORRIDOR STUDY

FINAL REPORT



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Front cover photo credit: Mike Bankowski

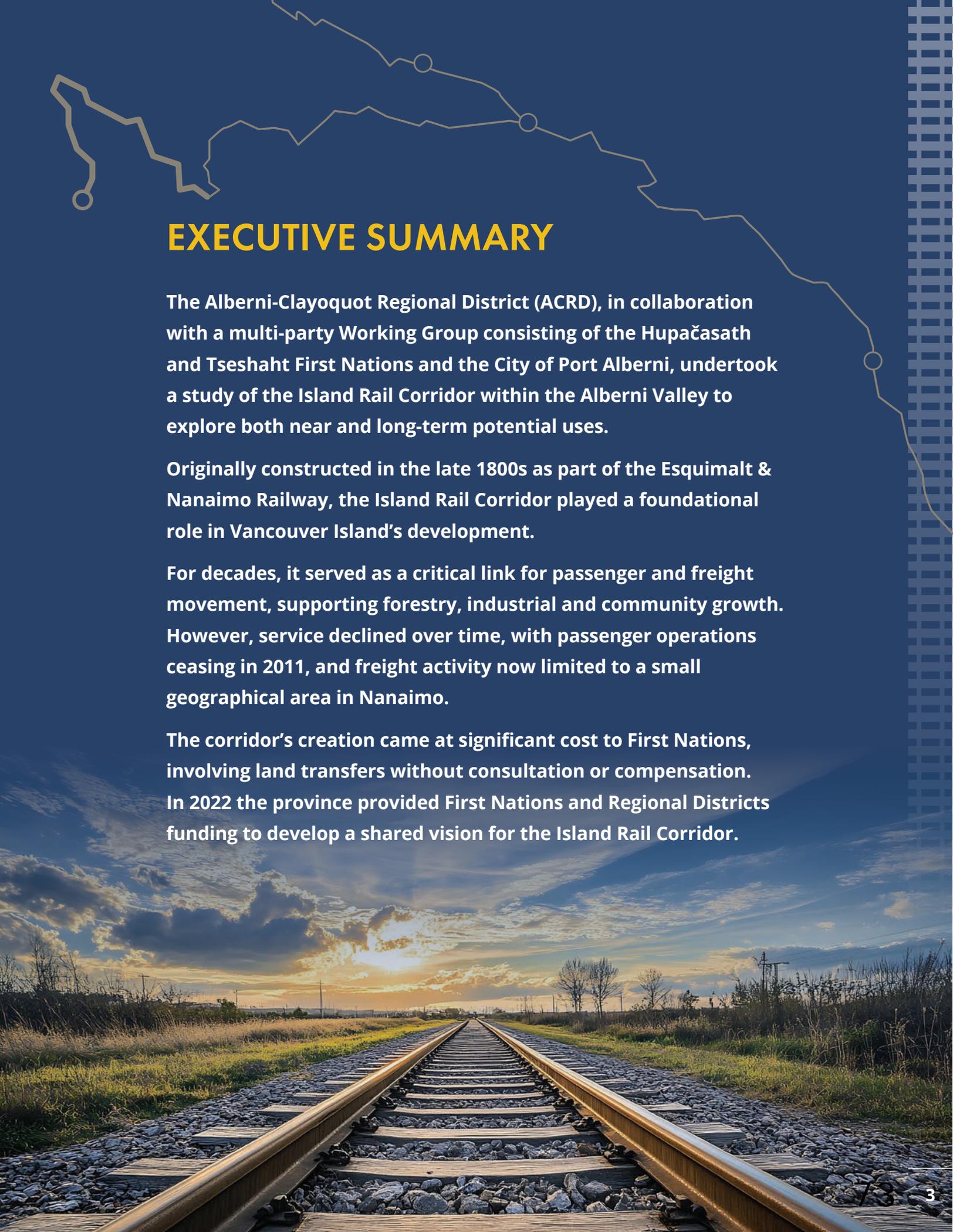
LAND ACKNOWLEDGEMENT

The Alberni-Clayoquot Regional District is located within the traditional territory of the Tseshaht and Hupačasath First Nations whose peoples have been the stewards of this land since time immemorial.

We respectfully acknowledge the importance of this topic and the lands it impacts to their history, current environment and future opportunities.

We recognize their enduring connection to this territory and are thankful for the partnership in this planning process.





EXECUTIVE SUMMARY

The Alberni-Clayoquot Regional District (ACRD), in collaboration with a multi-party Working Group consisting of the Hupačasath and Tseshaht First Nations and the City of Port Alberni, undertook a study of the Island Rail Corridor within the Alberni Valley to explore both near and long-term potential uses.

Originally constructed in the late 1800s as part of the Esquimalt & Nanaimo Railway, the Island Rail Corridor played a foundational role in Vancouver Island's development.

For decades, it served as a critical link for passenger and freight movement, supporting forestry, industrial and community growth. However, service declined over time, with passenger operations ceasing in 2011, and freight activity now limited to a small geographical area in Nanaimo.

The corridor's creation came at significant cost to First Nations, involving land transfers without consultation or compensation. In 2022 the province provided First Nations and Regional Districts funding to develop a shared vision for the Island Rail Corridor.

EXECUTIVE SUMMARY *(continued)*

The study included frequent engagement with the Working Group and the corridors owner, the Island Corridor Foundation, and was also informed by discussions between Alberni-Clayoquot Regional District (ACRD), Hupačasath and Tseshaht First Nations, as well as other Vancouver Island Regional Districts and First Nations.

Public engagement was held in 2024 to understand the public's interest and ideas for re-purposing the corridor. This included an online survey and a pop-up booth at the Alberni Valley Fall Fair. Priorities for participants included improving transportation connections for people and goods, economic development and tourism, and providing alternative emergency routes to the region.

Throughout the study a range of potential uses for the corridor were identified and assessed by the Working Group. These include freight rail, passenger rail, use an emergency bypass of Highway 4, expanding heritage tourist train services and tourism related uses (such as hybrid electric / pedal cars), and multi-use pathways. While freight and passenger rail were initially considered priorities, the summer 2025 Wesley Ridge wildfire, and destruction of four wooden trestles near Cameron Lake, make passenger and freight rail reinstatement beyond the valley prohibitively expensive in the near term.

The study concludes with next steps for further advancement and consideration – extending the Port Alberni Heritage train back to McLean Mill, exploring the tourism potential and business case of Rail Pedal Carts, and considering potential locations for multi-use pathways for recreation and tourism.

The Island Rail Corridor is an important piece of linear infrastructure and provides an opportunity for Alberni Valley communities to further tourism, economic development, community resilience and reconciliation.

INTRODUCTION

The Island Rail Corridor is the primary existing rail infrastructure asset on Vancouver Island, and it has largely fallen into disuse over the past 20 years. The corridor is currently owned by the Island Corridor Foundation (ICF), a non-profit agency responsible for management of the property.

The Southern Railway of Vancouver Island (SRVI) is the only operating railroad on Vancouver Island and works with the Southern Railway of British Columbia (SRY) to provide freight rail service to a handful of customers on Vancouver Island via Wellcox Yard.

The figure below shows the extent of the Island Rail Corridor, network including the rail barge connections to the Lower Mainland.



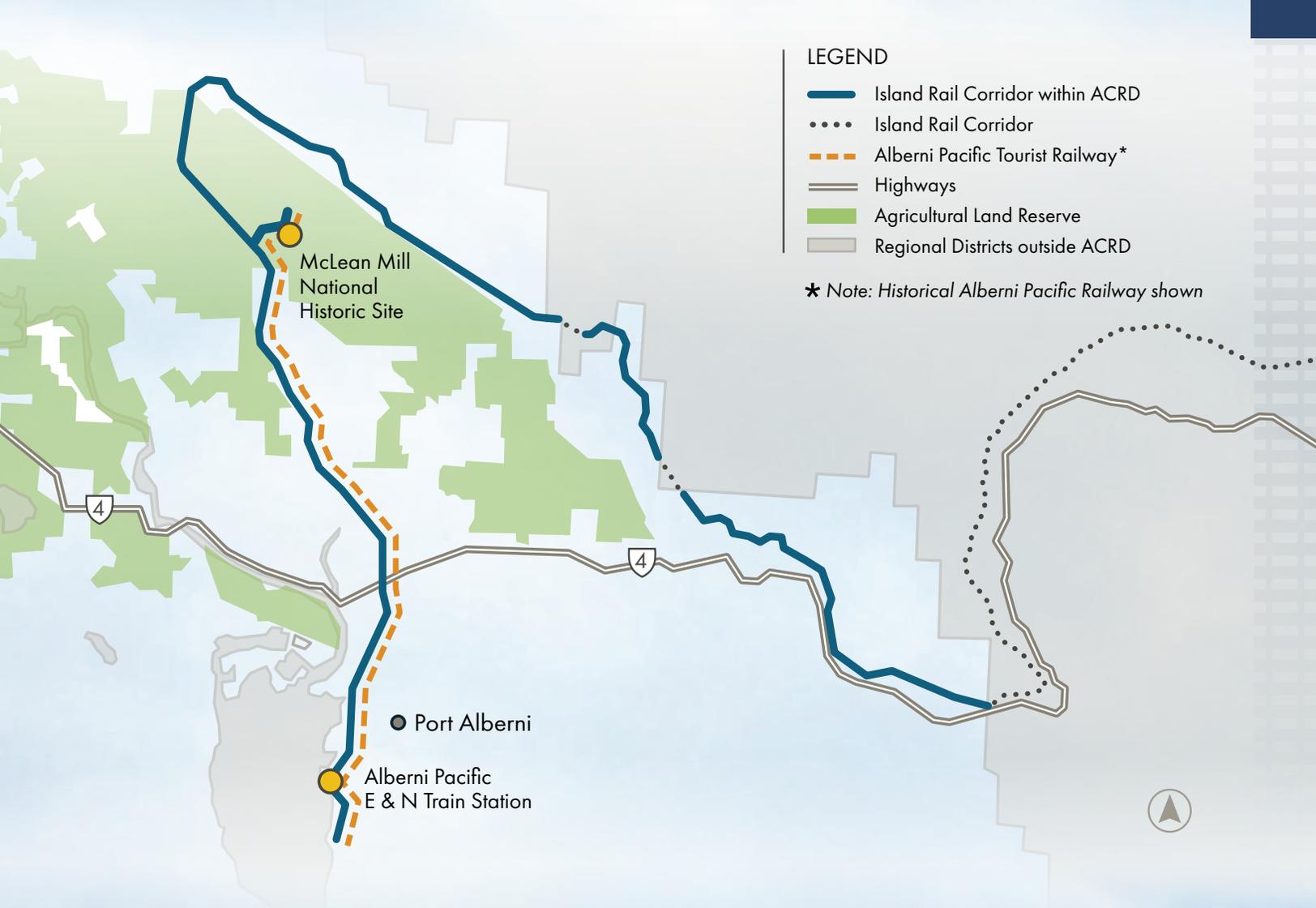
STUDY AREA

The corridor within the ACRD was a core focus of the study. However, as some potential corridor uses, such as the reinstatement of passenger or freight rail service, require a longer corridor to be viable, a broader study area, between Port Alberni and Nanaimo, was also considered.

Outside of this study area, the Island Rail Corridor extends further south to Victoria and north to Courtenay.

Within the ACRD

The portion of the rail corridor within the ACRD is a 18 mile stretch of the Port Alberni subdivision, from Mile Post (MP) 39 in Port Alberni to MP 21 at the ACRD boundary with the Regional District of Nanaimo (RDN)¹.

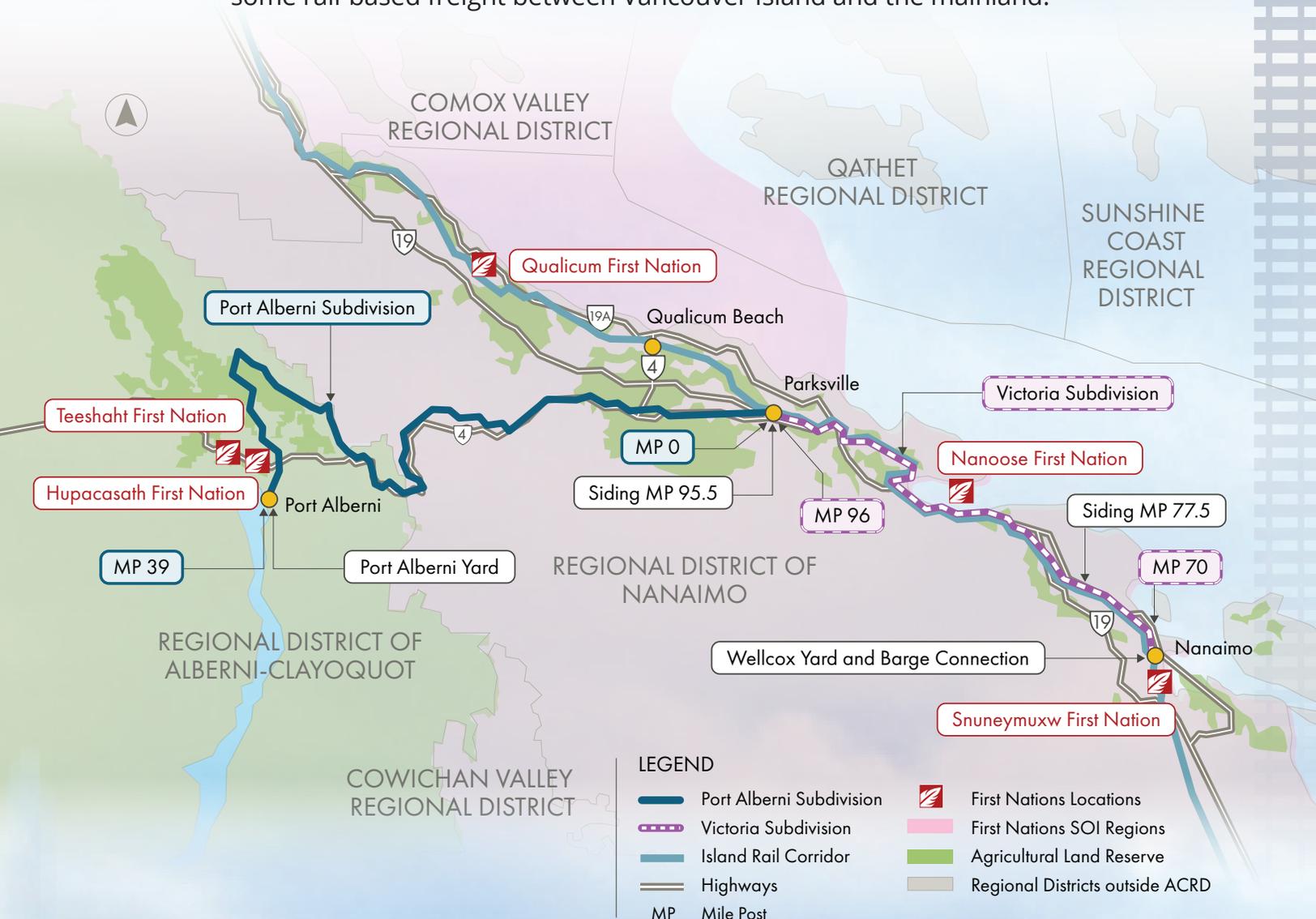


¹ Railway practice in Canada and the United States is to use imperial units exclusively. All measurements hereafter referring to railway infrastructure or operations are provided in imperial units only.

Port Alberni to Nanaimo

The full study area included the Port Alberni subdivision and the portion of the Victoria subdivision between Nanaimo and Parksville. Although outside of the ACRD, these segments were included as Nanaimo and the existing freight rail and barge services would likely be the nearest termini for any future passenger and freight rail services originating from Port Alberni.

The Island Rail Corridor is connected to the mainland rail network by rail barge. A Seaspan rail barge service connects SVI operations at Wellcox Yard in Nanaimo with SRY at its Annacis Rail Marine Terminal along the Fraser River. SRY interchanges directly with three North American Class I railways, including BNSF Railway (BNSF), Canadian National Railway (CN), and Canadian Pacific Kansas City Railway (CPKC). SRY also interchanges with Union Pacific Railroad (UP) via a haulage agreement with BNSF. These railways provide service across North America and this connection provides a commercially viable route for some rail-based freight between Vancouver Island and the mainland.



HISTORY

The inception of the freight and passenger rail service on Vancouver Island (now known as the Island Rail Corridor) was intertwined with British Columbia joining the Dominion of Canada. The colony joined Canada on July 20th, 1871, with the promise of a railway linking BC to the rest of Canada as a primary condition of confederation. With the Canadian Pacific Railway terminus set at Port Moody, Robert Dunsmuir, then a member of the BC legislature, submitted a proposal to the federal government and was granted the rights to construct the railway between Nanaimo and Esquimalt in 1883, then known as the Esquimalt and Nanaimo (E&N) Railway.

Construction began on April 30th, 1884 and was completed on August 13, 1886 with Prime Minister Sir John A. MacDonald driving the last railway spike near Shawnigan Lake.

The creation of the E&N Railway resulted in the transfer of more than two million acres of land to the E&N Railway Company, without consultation or compensation to affected First Nations whose traditional territory the Island Rail Corridor passes. Further, the corridor right-of-way severs the reserve lands of numerous First Nation communities on Vancouver Island.

Photo credit: Mike Bonkowski



RAIL SERVICE EXPANSION



Photo credit: Mike Bonkowski

Rail expansion soon followed the opening of the original ~71-mile Nanaimo–Esquimalt route. The E&N company extended the corridor to Victoria in 1888, then sold the railway and remaining 1.44 million acres, with timber rights of the unsold portion of the land grant to the Canadian Pacific Railway (CPR) in 1905. CPR subsequently extended the rail line to Lake Cowichan, Port Alberni, Parksville, Qualicum Beach and eventually Courtenay. Passenger service ran network-wide with 8 stations on the Port Alberni Subdivision and 45 stations on the Victoria subdivision between Victoria and Courtenay.

The Port Alberni subdivision was constructed between January 1908 and December 1911 with the first passenger train arriving in Port Alberni on Dec 12, 1911. CPR recognized the potential for forest product traffic originating from the Alberni Valley when they built the branch line, and in short order, carloads of lumber from operations such as Bainbridge Lumber and McLean Mill, started to move along the line. In 1919 construction began on the Great Central subdivision linking the Port Alberni subdivision to numerous mills, most notably at Sprout Lake and Great Central Lake. This subdivision operated from 1925 to 1953 and was an important branch line supplying lumber for export and logs to Port Alberni for milling.

At the height of E&N rail service, there were 20 trains per day operating from various terminals along the line. Barge service linked the E&N to the mainland originally at Ladysmith and Esquimalt. However, with traffic volumes increasing from Port Alberni and Courtney, an additional barge slip at Nanoose Bay was constructed (termed the Jayem terminal) and opened in June 1921. This provided a more efficient route to the mainland and avoided additional rail miles required to reach Ladysmith.

PASSENGER RAIL SERVICE TO/FROM PORT ALBERNI

Passenger rail service to Port Alberni pre-WWII was daily-except-Sunday. The train left Port Alberni at 10:45 AM and then made its two-hour run to Parksville where it interchanged with the southbound train from Courtney. The return trip left Parksville soon after, arriving in Port Alberni at 4:30 PM.

By 1928, passenger traffic was in decline mainly due to growing automobile ownership, road improvements and competition from bus services, primarily Vancouver Island Coach Lines. Passenger rail service to Port Alberni ceased in 1953 and was replaced by a mixed freight/passenger train until August 1957, when it too was abolished, ending 45 years of passenger rail service to Port Alberni.

Passenger rail service between Victoria and Courtney continued with Dayliner service, which was implemented in 1955 and operated by CPR until 2011, and then by VIA / RailAmerica in its final years. Track condition and lower ridership were cited as reasons for discontinuance.

FREIGHT RAIL SERVICE TO/FROM PORT ALBERNI

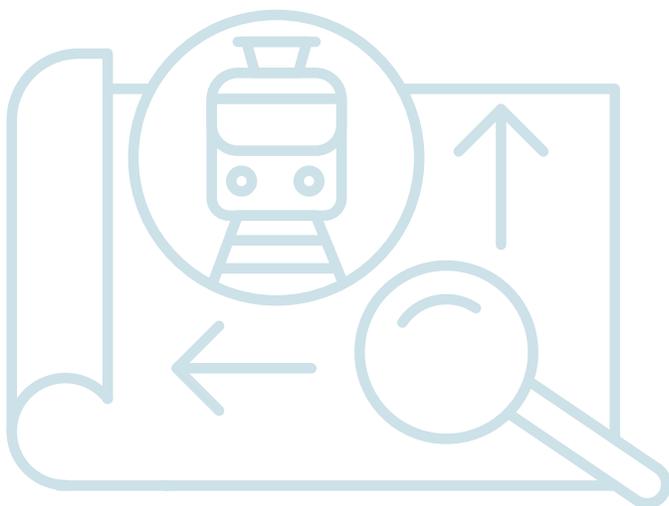
Freight rail service along the Port Alberni subdivision was inextricably tied to the prosperity of the logging, lumber, and pulp and paper industries located in the Alberni Valley. More specifically, E&N's prosperity was ultimately tied to the railway land grant properties which included some of the highest value timber stands on the Island. Once sold, these timber stands provided revenue carloads to the railway moving from harvest to market.

A key E&N customer, MacMillan Bloedel and its Port Alberni operations (plywood, sawmills and a paper mill) sustained traffic over the Port Alberni subdivision for many decades. Over time, however, corporate restructuring, sales of assets, changing market conditions and a general shift to trucking all contributed to declining volumes. In January 1999, RailAmerica formally took over operations on the E&N, purchasing the Nanaimo to Port Alberni section and leased the remaining sections of track from Victoria to Courtney. However, in 2001, service on the Port Alberni subdivision was discontinued after negotiations over freight volumes between Norske Skog (now owner of Pacifi.ca Papers) and RailAmerica broke down with Norske shifting volumes to truck.



ISLAND CORRIDOR FOUNDATION

With RailAmerica announcing the discontinuance of service to Port Alberni and VIA Rail, operations, various public and political movements were organized to save the railway which ultimately culminated in the creation of the Island Corridor Foundation (ICF), a federally registered charity composed of 14 First Nations and 5 Regional Districts. Incorporated in 2004, the ICF successfully negotiated the donation of most of E&N assets from CPR and RailAmerica. In June 2006, the ICF announced that SRY was chosen to operate the railway. Operating as SRVI, rail service today is now limited to transload operations at Wellcox Yard (serviced by Seaspan Marine rail barge via Annacis Island) and small volumes in Nanaimo.



FIRST NATIONS LAND REVERSION

Since the discontinuation of rail service on Vancouver Island, several First Nations have initiated legal actions seeking the reversion of Island Rail Corridor lands. In 2015, the Snaw-Naw-As First Nation filed a claim against Canada and the ICF, arguing the corridor was no longer used for railway purposes. Similar claims followed in 2016 from the Cowichan Tribes and Halalt First Nation, though only the Snaw-Naw-As case has proceeded.

In September 2021, the BC Court of Appeal gave Canada until March 14, 2023, to determine whether restoring the corridor was in the public interest and if it would provide funding. If no decision or funding was provided, the Snaw-Naw-As First Nation could return to court to seek reversion of the land as Reserve territory.

On March 14, 2023, Transport Canada and the Province of BC announced that land reversion through the Snaw-Naw-As reserve would be the first step toward a shared vision for the corridor's future.

As part of this process, the province committed \$18 million to support First Nations and Regional Districts in studying their portions of the corridor and identifying future use opportunities. This study was carried out through a grant to the ACRD.

EXISTING CONDITIONS

RAIL CORRIDOR

Ownership

Since 2006 ICF has been responsible for managing the railway assets along the historic E&N line. ICF is guided by a twelve-person board of directors, with five members representing regional districts, five representing First Nations, and two serving as members at large. In 2023, Transport Canada and the Province of British Columbia initiated a land reversion process, returning a ~1.2-mile portion of the corridor to the Snaw-Naw-As First Nation.

A portion of the corridor (between MP 37.9 and MP 39.4) within the municipality of Port Alberni is owned by the City of Port Alberni. Domtar also owns a small section of track at its Port Alberni Mill.

General Conditions

The Island Rail Corridor includes a mix of track conditions, reflecting many years without regular service. In 2020, the BC Ministry of Transportation and Infrastructure (now the Ministry of Transportation and Transit) assessed the rail line from Nanaimo to Port Alberni and parts of the Victoria Subdivision. This condition assessment used a simple scale — good (minor repairs),

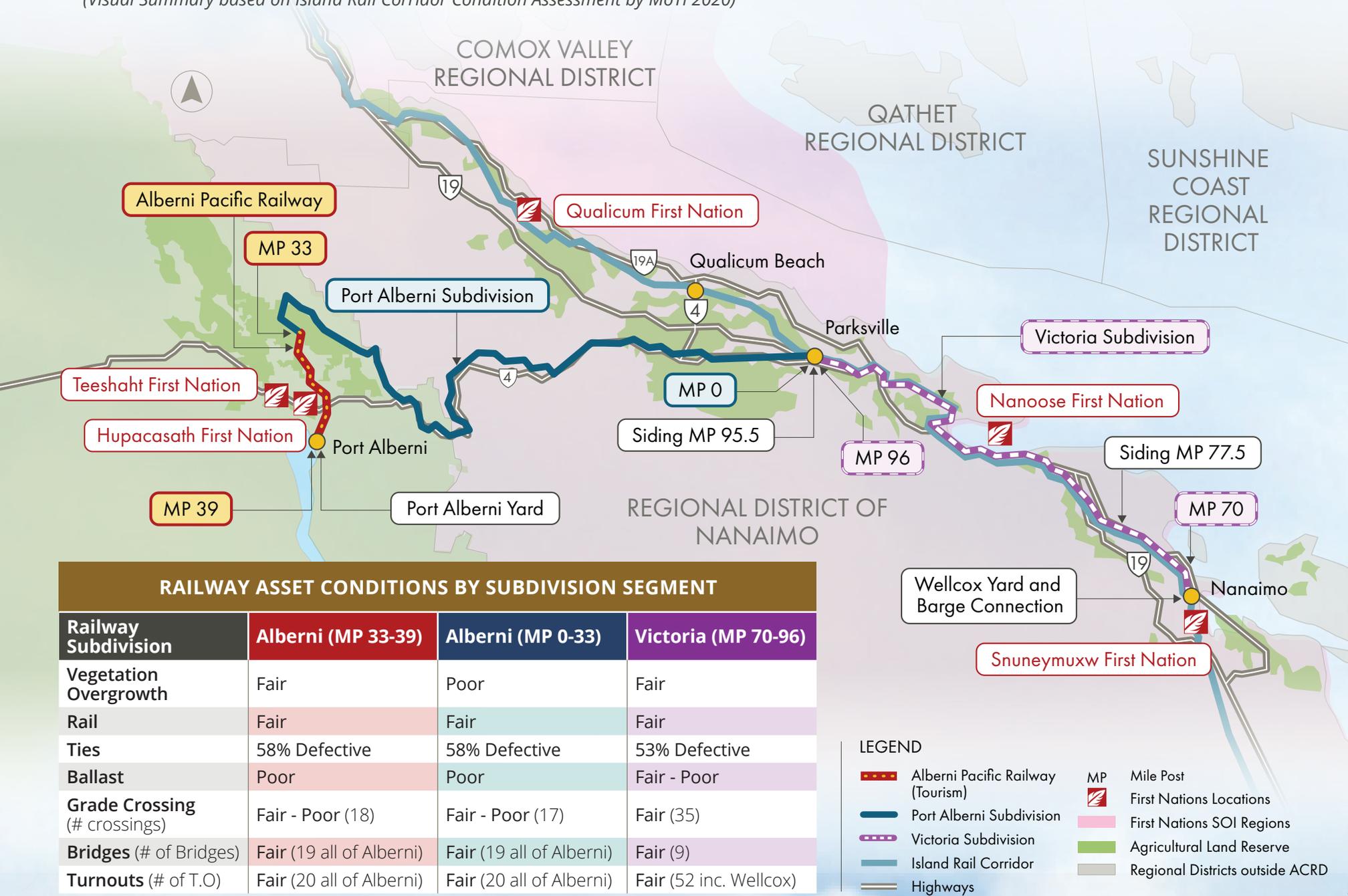
fair (some risk, may need major work), and poor (significant rehabilitation needed). Generally speaking, the Victoria Subdivision between Nanaimo and Parksville (MP 70 – MP 96) was rated fair but would still require major investment to bring back safe and reliable service. On the Port Alberni Subdivision, the section from Parksville to the McLean Mill turnoff (MP 0–33) hasn't seen active service for two decades and is rated poor, with vegetation grown over the tracks, rockslides, and worn track².

The summer 2025 Wesley Ridge wildfire resulted in the loss (or significant damage) of 4 trestle bridges on the north side of Cameron Lake. In addition, slope stability issues have been observed rendering this section of track fully inoperable without a full rebuilding of track and bridge infrastructure. The final stretch into Port Alberni (MP 33 – MP 39), once used by the Alberni Pacific Railway (APR), a steam tourist railway to McLean Mill, is in fair condition but would still need significant upgrades before regular freight rail operations could return. However, reinstatement of APR service to McLean Mill would require much less rehabilitation and associated cost.

² www2.gov.bc.ca/assets/gov/driving-and-transportation/reports-and-reference/reports-and-studies/vancouver-is-land-south-coast/en-railway/ircca-report-2020/appendix_a_-_track_condition_assessment-smaller.pdf

Rail Infrastructure Conditions on Alberni and Victoria Subdivision Rail Corridors

(Visual Summary based on Island Rail Corridor Condition Assessment by MoTI 2020)



RAILWAY ASSET CONDITIONS BY SUBDIVISION SEGMENT

Railway Subdivision	Alberni (MP 33-39)	Alberni (MP 0-33)	Victoria (MP 70-96)
Vegetation Overgrowth	Fair	Poor	Fair
Rail	Fair	Fair	Fair
Ties	58% Defective	58% Defective	53% Defective
Ballast	Poor	Poor	Fair - Poor
Grade Crossing (# crossings)	Fair - Poor (18)	Fair - Poor (17)	Fair (35)
Bridges (# of Bridges)	Fair (19 all of Alberni)	Fair (19 all of Alberni)	Fair (9)
Turnouts (# of T.O)	Fair (20 all of Alberni)	Fair (20 all of Alberni)	Fair (52 inc. Wellcox)

LEGEND

- - - Alberni Pacific Railway (Tourism)
- Port Alberni Subdivision
- - - Victoria Subdivision
- Island Rail Corridor
- Highways
- First Nations Locations
- First Nations SOI Regions
- Agricultural Land Reserve
- Regional Districts outside ACRD
- MP** Mile Post

Corridor ROW and Encroachments

Although the standard right-of-way (ROW) width for the Island Rail Corridor is 100 feet, in some areas the ROW is significantly narrower, including in Port Alberni, sections along the Nanoose waterfront, and through downtown Nanaimo. In many locations encroaching developed has resulted in rail ROW being less than 50 feet. Even with these limitations, the current ROW is not expected to be a barrier to future use(s).



Photo credit: HDR

Bridges

The Wesley Ridge wildfire destroyed 4 trestle bridges on the north side of Cameron Lake. Detailed structural assessments have not been completed and the load capacity of the remaining 15 bridges is unknown. On the Victoria Subdivision leading to Nanaimo, nine bridges are believed to be sufficient for standard passenger use, but more detailed assessment is required to confirm suitable for both passenger and freight rail use³.

Track Assets and Conditions

Although the Island Rail Corridor Condition Assessment found most track elements in fair condition, several areas need attention if service is to return. Track turnouts were rated fair as cross-ties needed replacement. There are about 70 grade crossings between Nanaimo and Port Alberni, plus 22 on spur lines, many rated fair or poor. Ballast has filled in with sediment and vegetation, reducing drainage. A washout at MP 84.4 on the Victoria Subdivision currently blocks train passage. Defective ties would need replacement, and other hardware upgrades – such as switching single shoulder tie plates to double shoulder ones and replacing joint bars – may also be required.

³ Vancouver Island Rail Corridor - Province of British Columbia

OTHER CONSIDERATIONS

Highway 4

Highway 4, also known as the Alberni Highway / Pacific Rim Highway, is the longest east-west provincial highway on Vancouver Island. The 2-lane road runs roughly parallel to the Port Alberni subdivision, connecting Parksville and Port Alberni, with a western terminus at Tofino. Approximately 10,000 vehicles use the highway each day, with higher volumes near Parksville and in the summer.

Highway 4 is the only major road connection between the ACRD and the communities to the west with the rest of Vancouver Island, leaving these communities vulnerable to disruption events that close the highway (accidents, fires, floods, earthquakes, etc.) There have been nearly 30 road closures in the past 7 years, with causes including vehicle incidents, road maintenance, falling rock/debris, and wildfires. The average road closure

duration is approximately 20.5 hours, with the longest road closure being ~17 days in June 2023 at Cameron Lake Road (near Koen Road) due to wildfires. There may be a long-term opportunity for the rail corridor and/or rail service to provide an alternative mode to move people and goods to the region during times when Highway 4 is closed. It is also noted that the province is currently exploring other potential emergency road access routes to the Alberni Valley.

Highway 4 travels through Cathedral Grove, officially known as MacMillan Provincial Park, an area known for its massive old growth Douglas Fir trees. While beautiful, the geographic constraints along Highway 4 result in a winding, slow speed highway, that is challenging to bypass when disruptions (collisions, fires, etc.) occur which impacts.



Alberni Pacific Railway

The APR is a heritage tourist railway located in Port Alberni. Its primary purpose is to restore and operate historic locomotives and rolling stock, providing an interpretive experience of the region's industrial and rail history. APR is operated by the Western Vancouver Island Industrial Heritage Society (WVIIHS), a non-profit organization mandated to restore, maintain, display, and operate vintage railway and industrial equipment originating from the Alberni Valley. The route has been reactivated in recent years for seasonal tourist operations and special events, operating over a small portion of the Port Alberni subdivision within the City of Port Alberni.



Photo credit: Mike Bonkowski

Rolling Stock and Equipment

The APR collection includes multiple historic locomotives and over 20 pieces of rolling stock. Notable assets include a 1929 Baldwin 2-8-2T Steam Locomotive that is utilized for select heritage runs, and number of vintage diesel locomotives which are used for regular operations. Converted Canadian National transfer cabooses are used as passenger cars.

Route and Operations

Recent passenger services originate from the restored CPR Port Alberni station. The route follows a scenic corridor along the waterfront and adjacent industrial areas, north, but generally stays within Port Alberni. Typical trip durations range from 20 to 35 minutes. Operations are typically seasonal, with multiple departures scheduled on operating days. Special event services, such as the "Santa Train," are also offered during the operating season.

The WVIIHS is exploring expanding service north beyond Port Alberni, including to McLean Mill. The McLean Mill National Historic Site is a preserved early-20th-century steam-powered sawmill complex near Port Alberni, which showcases Vancouver Island's forestry heritage.

STUDY ENGAGEMENT

The study included stakeholder engagement so that diverse perspectives, local knowledge, and community priorities informed the study.

A public engagement plan was drafted, and the level of engagement included inform, consult and collaborate, as defined by the International Association of Public Participation. The degrees of engagement varied based on the phase of the project.



Community Priorities

What are your top priorities for your community? Place a dot by your top 3.

SAFETY	ECONOMIC DEVELOPMENT	COMMUNITY	HEALTH & WELLNESS	ENVIRONMENTAL PROTECTION
RESILIENCE	JOBS	HERITAGE	ACTIVE LIFESTYLE	NATURE
SUSTAINABILITY	TOURISM	LIVABILITY	OTHER	
			<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="background-color: #00aaff; color: white; padding: 5px; font-size: 8px;">Corridor Protection</div> </div>	

ALBERNI VALLEY
RAIL CORRIDOR STUDY

letsconnectacrd.ca/railstudy

OUR APPROACH

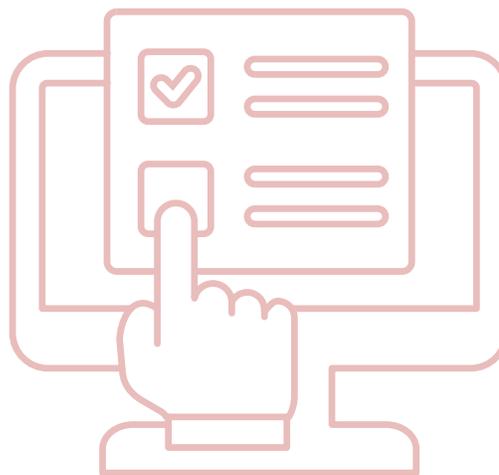
To achieve the engagement goals, ACRD and the project team were committed to an approach that focused on offering a range of ways to participate, delivering accurate information and showing authenticity by clearly articulating the level of public influence that was available.

Engagement work began in May 2024 with the development of the engagement plan and introductory tools (including the project website). The key engagement opportunity for the general public was held in fall 2024. Key audiences were also engaged throughout the process through the Working Group.

COLLABORATION AT THE TABLE

The study Working Group included representatives from Tseshaht First Nation, Hupačasath First Nation, City of Port Alberni and the ACRD. At times, representatives of the Island Corridor Foundation also attended Working Group meetings.

The collaboration at this table was ongoing throughout the entire process, with over 20 meetings held. Committee members discussed each step and provided feedback and direction that guided development of the study.



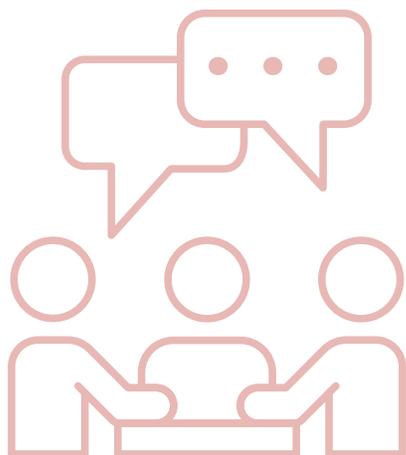
WIDER COMMUNITY ENGAGEMENT

In summer/fall of 2024, the wider community was invited to share their input on community values and the role of transportation, potential uses for the corridor and their support for different use options. An online survey was available and promoted widely. A booth was hosted at the popular Alberni Valley Fall Fair to promote the survey and collect further feedback.

Through both the online survey and the in-person information booth, we heard that there was a wide degree of interest in seeing the rail corridor in use, with interest in freight and passenger rail, as well as heritage/tourist train activity. There were questions about viability and affordability, and concern that cost for repairs had become too much after years of disuse.

It is noted that the public engagement was held before the Wesley Ridge wildfires and the loss of trestle rail bridges.

RESULTS AT A GLANCE



575

NUMBER OF INTERACTIONS
(online/in-person)



PERMANENT FREIGHT RAIL USE

Top priority identified by
Alberni Valley survey respondents*

** Survey was completed before the 2025 Wesley Ridge fires.*



TOP COMMUNITY NEEDS IDENTIFIED:

- Improve transportation connections for people and goods
- Economic development and tourism
- Provide alternative emergency access routes
- Corridor protection

ADDITIONAL CONTEXT & RECENT CHANGES

RECENT WILDFIRES

Recent wildfires have caused significant damage along the Port Alberni Subdivision of the Island Rail Corridor. The Wesley Ridge wildfire in summer 2025 burned four trestles between MP 12 and MP 17 on the Port Alberni subdivision. In addition, slope stability issues have been observed, rendering this section of track fully inoperable without a full rebuilding of track and bridge infrastructure. This hampers the business case and opportunity for freight and passenger rail re-instatement in the near term over this section (and between Port Alberni and Nanaimo).



Photo credit: Benjamin Hazel

FORESTRY INDUSTRY DECLINE

Historically, the Island Rail Corridor was an important link for the forestry industry, enabling the efficient shipment of logs, lumber, pulp and paper, and process inputs from inland mills to port. However, a decline in the forestry sector, including the closure of Western Forest Products' Mill in Port Alberni in 2022, has had negative impacts for workers, and reduces the near-term freight rail opportunity and business case for the corridor.

NATIONAL INTEREST IN TRADE CORRIDORS

In the past few years there has been renewed national interest in strengthening trade corridors to support economic growth and improve the resiliency of our supply chains. While not directly connected to international trade routes, at the Island Rail Corridor could provide a longer-term opportunity to support transportation and trade on Vancouver Island, and economic development for communities and First Nations. The new Trade Diversification Corridor Fund could be explored to support corridor protection or re-use in the long term.

POTENTIAL RAIL CORRIDOR USE OPPORTUNITIES

A number of potential uses have been identified for the Island Rail Corridor. These ideas were explored through technical analysis and community and Working Group engagement throughout the study.

The symbols below indicate core benefits / aspects of each potential use concept.



People Movement

Enhancing mobility for residents and visitors along the corridor.



Goods Movement

Supporting efficient freight and supply chain connections.



Livability & Tourism

Contributing to local quality of life and visitor experience.



Community Resilience

Strengthening emergency access, redundancy, and long-term adaptability.

A summary of each idea is provided below, including advantages, challenges, next steps and recommendations. It is noted that some of these ideas could be intermixed with other uses, and/or cover a small segment of the study corridor.

The uses have been organized into near-term, and long-term opportunities.

Photo credit: Mike Bonkowski



NEAR-TERM OPPORTUNITIES

A number of potential uses have been identified for the Island Rail Corridor. These ideas were explored through technical analysis and community and Working Group engagement throughout the study.



Tourist Train



Multi-Use
Pathway / Rail Trail



Rail Pedal Cart



TOURIST TRAIN

The Alberni Pacific Railway is an important service that currently operates seasonally on a small segment of the Island Rail Corridor within Port Alberni. The service showcases the community's heritage and provides tourist based economic development opportunities, as well as corridor preservation.

Opportunities for this service included extending it further, such as to McLean Mill (or potentially even further), and this would require track maintenance and potentially the upgrading of existing at-grade rail crossing within Port Alberni. There may also be opportunities to incorporate First Nations programming and partnerships as part of the train service and McLean Mill.

Advantages

- Builds on an existing, successful operation.
- Supports heritage preservation and tourism.
- Opportunity for First Nation leadership in creating authentic tourism experiences.
- Fully within the jurisdiction of the Working Group members.

Challenges

- Financial feasibility, including capital upgrade required - requires further assessment.
- Potential Right of Way and grade crossing considerations in Port Alberni.

Recommendation

- Working with WIIHS, further explore opportunities to expand and enhance the Port Alberni Railway and Tourist Train. This could include extensions, new service offerings, and new partnerships, such as with First Nation communities and Indigenous Tourism BC.



MULTI-USE PATHWAY / RAIL TRAIL



The corridor right of way is typically 100 ft, although it narrows considerably in some urban locations, including within Port Alberni. However, in many locations there is sufficient room on either side of the tracks to support additional transportation facilities, such as walking, cycling, and hiking pathways.

Rails to Trails is a popular method of re-purposing abandoned rail corridors to pathways, and can protect a corridor from other development, or even be the long term planned use of a corridor. For the Island Rail corridor within the ACRD, segments of pathway could be developed to support local walking and cycling, such as within the City of Port Alberni. Ideal segments would not include bridges, as significant upgrades would be required to provide pedestrian crossings adjacent to the bridges, so that they could remain available for tourist train operations.

Advantages

- It would provide a safe and comfortable place for people to walk and cycle and could support local tourism.
- Within the jurisdiction of the Working Group members.

Challenges

- Potential environmental remediation costs if corridor use changes.
- Potential liability considerations if official pathways are designated, which could be especially true for trestle bridges, or if pathways are implemented in tandem with any of the other improvement opportunities.

Recommendation

- Explore the potential for active transportation pathways with other stakeholders (First Nations, City of Port Alberni) and identify priority locations for further investigation / feasibility analysis.



Appendix C provides a summary of similar rail to trail conversions projects for reference.



RAIL PEDAL CART

Pedal rail carts (or rail bikes) are lightweight, human (and/or electric) powered vehicles that run on standard rail tracks, offering a unique tourism and recreation experience. This concept would likely be best operated over short, rural segments of the rail corridor, with a potential route being between McLean Mill and Cathedral Grove (a location which currently experiences high tourism demand but has limited transportation options and parking). Tours typically include a team of carts and a tour leader, and the carts can be turned around without specific infrastructure, enabling convenient there-and-back trips without rail loops or sidings at the ends of a route.



Advantages

- Low capital cost compared to freight or passenger rail.
- Promotes active, sustainable recreation and tourism.
- Opportunity for First Nations partnerships and cultural programming.
- Maintains corridor integrity and deters encroachment.

Challenges

- Requires track inspection and likely track upgrades.
- Liability and insurance considerations.
- Requires operating rules and seasonal scheduling.

Recommendation

- Explore the creation of a pilot pedal rail cart service, ideally in partnership with the Island Corridor Foundation and First Nations. This would include developing an initial business case and conducting feasibility and safety reviews.

LONG-TERM OPPORTUNITIES

The following opportunities are not expected to be viable in the near-term but

have potential as long-term opportunities for the Island Rail Corridor, including

portions beyond the ACRD.

It is recommended that the Working Group, its members, and other partner organizations protect for these options in the long term.



Freight Rail



Passenger Rail



Emergency Hi-Rail Access



Autonomous Railcar Technology



FREIGHT RAIL

As the original and primary historic use, freight rail service could be re-instated over the corridor. The minimal viable extent of such a re-instated rail service would be between Port Alberni and tidewater, either at Wellcox Yard in Nanaimo, or potentially at a new location on the east side of Vancouver Island.⁴

With the forestry sector historically being the primary demand for freight rail transportation, the recent decline in the forestry industry means that there is likely not a major shipper or customer today that could support a freight rail service (and the capital and maintenance expenditures required to upgrade and maintain the line).

⁴ A potential location at Nanoose Bay (the former Jayem barge slip location) has been identified at a high level.

Advantages

- Up to 4x more energy efficient than trucking.
- Typically, a lower priced alternative to truck.
- Could remove trucks from highway, improving highway safety and wear and tear.
- Supports future industrial development.

Challenges

- Freight demand / volumes uncertain given recent mill curtailment / forest products market.
- Reconnection of the Victoria subdivision would be required to access Wellcox Yard in Nanaimo as the connection is severed through Snaw-Naw-As First Nation reserve lands. Alternatively, a new barge slip could be constructed north of this area to provide tidewater access.
- It would require the re-construction of four bridges around Cameron Lake with associated costs for track, tie and slope stabilization.

Recommendation

- With minimal existing freight demand, there are significant challenges in re-instating a contiguous route between Port Alberni and Nanaimo, and there is no near-term business case for freight rail.
- It is recommended that the rail corridor is protected so that it could potentially be used for freight rail in the future if current conditions change.



PASSENGER RAIL

Passenger rail service, which was discontinued to Port Alberni in 1957, could be re-instated to Nanaimo to support regional travel. It would also support community resiliency by serving as a bypass route to Highway 4, which is the only direction connection between the Alberni Valley and the east side of Vancouver Island.

The relatively short length of the route, quick driving time between Port Alberni and Nanaimo (just over 1 hour), and gaps in the rail corridor mean that passenger rail service would have lower demand and be prohibitively costly to re-instate and operate.

It is noted that there are a few examples of small passenger rail services in British Columbia, such as the Tsal'alh Seton Train, which provides a daily service on a short route (between Lillooet and Seton Portage in this case).

Advantages

- If sufficient demand exists, it can provide sustainable and cost-effective people movement.
- Provides alternative people movement route to Highway 4.
- Legacy Budd Car type service could be a cost-effective option.

Challenges

- Typically requires high population density to support regular scheduled service, similar to VIA intercity passenger rail across Canada.
- Most feasible for longer routes where driving is less attractive, or where rail is faster than driving.
- Reconnection of the Victoria subdivision would be required as the connection is severed through Snaw-Naw-As First Nation reserve lands.
- It would require the re-construction of four bridges around Cameron Lake with associated costs for track, tie and slope stabilization.

Recommendation

- Due to the short route and significant challenges in re-instating a contiguous route between Port Alberni and Nanaimo, there is no near-term business case for passenger rail.
- It is recommended that the rail corridor is protected so that it could potentially be used for passenger rail in the future if current conditions change.



EMERGENCY HI-RAIL ACCESS

With Highway 4 being the only major road connection between Port Alberni and the east side of Vancouver Island, there may be a long-term opportunity for the island corridor to support emergency access to the region. The simplest way to provide such a service would be through a Hi-rail vehicle, which is a truck or bus that can drive on both roadways and rail track, and could provide both emergency freight and people movement.



Advantages

- Could provide an alternate route in times of Highway 4 closure.
- Requires lower weight track rating than full freight or passenger rail service, and therefore likely lower capital costs to upgrade existing track to enable such a service.

Challenges

- Would require the re-construction of four bridges around Cameron Lake with associated costs for track, tie and slope stabilization.

Recommendation

- With the loss of the Cameron Lake trestles, the remaining segments of the rail corridor do not provide a useful bypass route to Highway 4.
- It is recommended that the rail corridor is protected so that it could potentially be used for emergency hi-rail access in the future if current conditions change.



AUTONOMOUS RAILCAR TECHNOLOGY

Autonomous railcar technology is an emerging innovation that could change how freight rail operates in the long term. These systems typically use smaller, self-propelled, battery-electric units that can operate individually or in coordinated groups without conventional locomotives, and often they can transfer seamlessly between roadway and tracks.

While these technologies are still in development, they offer potential benefits for the Island Rail Corridor by potentially reducing infrastructure requirements and improving operational flexibility. Examples of companies advancing this technology include Glid Technologies (developing dual-mode vehicles that operate on both road and rail), Intramotev Rail Technologies (producing autonomous,

zero-emission railcars for short-haul applications), and Parallel Systems (designing battery-electric railcars managed through centralized digital control systems).

Advantages

- Smaller, lighter vehicles could reduce the extent of infrastructure upgrades required.
- Dual mode (road / rail compatibility) reduces the need for support transload infrastructure at both trip ends.
- Autonomous operation could enable efficient, flexible freight service even at lower volumes.

Challenges

- Technology is still in early development and not yet proven in real-world conditions.
- Requires reliable digital control systems and regulatory approvals.
- Uncertain timelines for commercial availability and cost-effectiveness.

Recommendation

- It is recommended that the rail corridor be protected and that the ACRD monitor advancements in autonomous railcar technology. These options should be reconsidered once the technology is proven and commercially viable.

NEXT STEPS

The Island Rail Corridor was an important catalyst for the development of the Alberni Valley, and there is a new opportunity to re-imagine how this historical connection can support reconciliation, economic development, and the communities along it. In addition to the next steps identified for each use concept, the following next steps are recommended to further advance work on the Island Rail Corridor.

Photo credit: Benjamin Hazel



TOURIST TRAIN EXPANSION

Working with the WVIHS, explore opportunities to expand the Alberni Pacific Railway Tourist Train, both geographically (to McLean Mill), and seasonally, through the introduction of more services.

RAIL PEDAL CART

Explore the creation of a pilot rail cart service, ideally in partnership with the Alberni Pacific Railway and First Nations. Locations such as Cathedral Grove are major tourism draws today, but the limited available parking, and sensitive nature of this area, makes a Rail Pedal Cart a potential method of leveraging the corridor to support sustainable tourism.

RAIL TRAIL

Explore the potential for active transportation pathways with other stakeholders (First Nations, City of Port Alberni) and identify priority locations for further investigation / feasibility analysis.

CORRIDOR PROTECTION

Protecting an abandoned rail corridor is crucial because it preserves a rare, contiguous linear route that can be repurposed for future transportation needs. Developing new corridors is often prohibitively expensive and typically face significant challenges, including land acquisition, environmental approvals, and community opposition. Maintaining existing corridors ensures long-term flexibility for infrastructure projects and supports efficient regional connectivity.

Railbanking preserves rail corridors for future use while allowing interim public or utility uses. By maintaining the ROW in public ownership and protecting it from redevelopment, the corridor remains intact and available for reinstatement. This approach supports long-term planning flexibility, ensuring the corridor can accommodate future transportation needs or new rail technologies as they emerge.

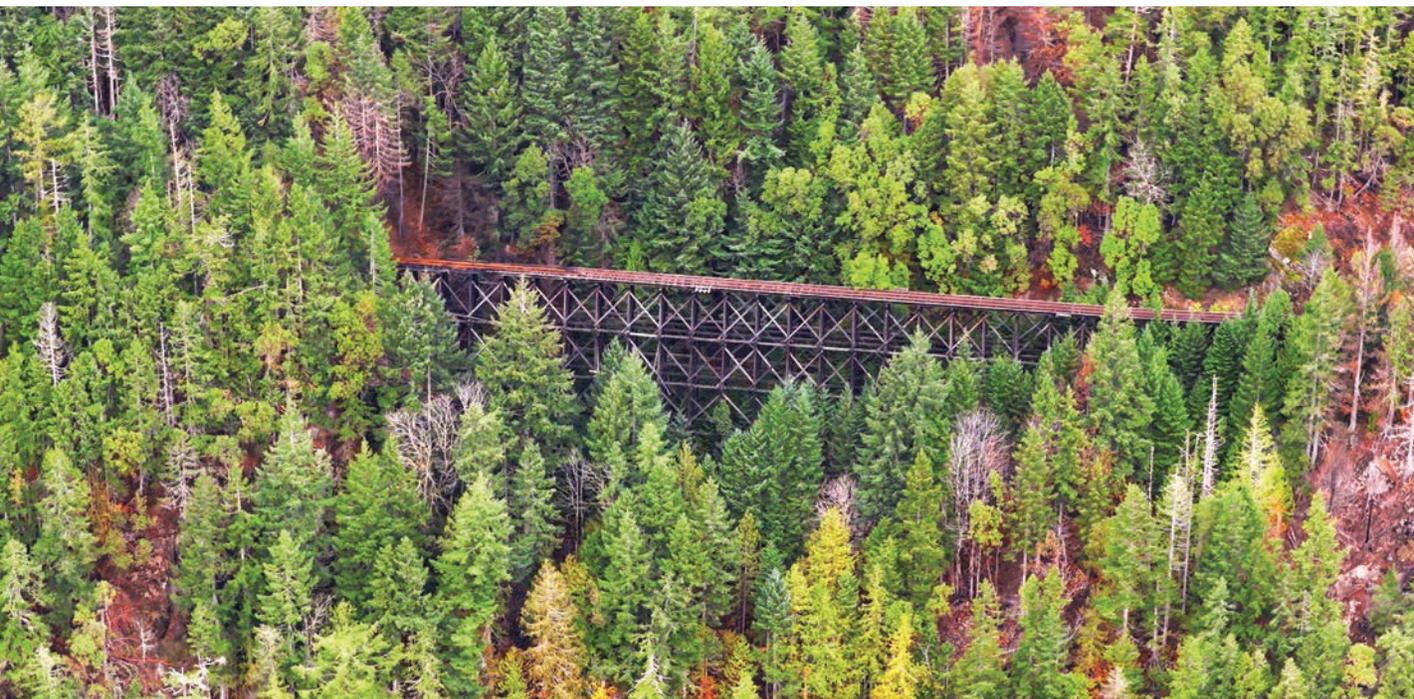


Photo credit: Benjamin Hazel

TRACK AND TRESTLE RE-HABILITATION COST ESTIMATE

To develop a better understanding of the costs required to expand the Alberni Pacific Railway or implement Rail Pedal Carts, more detailed inspection of the corridor is required, as well as a cost estimate to rehabilitate segments of the corridor needed to support these services. It is recommended that this work follow the needs of the specific use option that is being assessed, so that the geographic extents, and level of upgrade required (as well as cost estimate) is consistent with the desired use, track / corridor requirements, and location.

SNAW-NAW-AS CONNECTION

There is currently a gap in the Island Rail Corridor between Port Alberni and Nanaimo due to reversion of the ~1.2 mile long section within the Snaw-Naw-As First Nation. With Nanaimo being the northern activity hub on Vancouver Island, any future passenger or freight rail service from Port Alberni likely requires a connection to Nanaimo. Therefore, a future task includes engaging with Snaw-Naw-As First Nation, and others, to identify potential alternate connections around or through their lands to enable corridor-wide uses in the long-term.



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



To: ACRD Board of Directors

From: Heather Zenner, Manager of Administrative Services

Meeting Date: February 25, 2026

Subject: ACRD Procedure Bylaw A1093 - Adoption

Recommendation:

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

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

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

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

Summary:

The attached 'Report for Information' was presented at the January 28, 2026 Board of Directors meeting, highlighting that the ACRD Procedure Bylaw A1093 had been drafted and ready for public advertising. The bylaw was advertised on the ACRD website starting on February 2nd and on social media on February 5th. The bylaw was also advertised in the Alberni Valley News and in the Westerly on February 4th and 11th as per the *Community Charter* advertising requirements. The Hospital District Procedure Bylaw was advertised in the same manner and will be brought to the Hospital District meeting on February 25th.

Staff received one social media comment enquiring as to whether all meetings would be livestreamed to better help the public understand the decision-making process. If the procedure bylaw is adopted, all committee (including commission) meetings will require to be livestreamed. Staff also reviewed the new Procedure Bylaw with one member of the public who was interested in learning more about this bylaw.

Given that the statutory advertising requirements are complete and that the public advertising did not generate any negative feedback, staff are recommending that the Board adopt ACRD Procedure Bylaw A1093.

Following adoption of the Procedure Bylaw, staff will start utilizing new Board/Committee agenda templates that incorporate the Procedure Bylaw changes. Staff will also develop new Delegation Request forms and will develop communications to help the public be informed on the ways to engage with the Board.

Policy or Legislation:

The *Local Government Act* and *Community Charter* apply to the Procedure Bylaw.

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

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

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



Alberni-Clayoquot Regional District

Bylaw No. A1093

A bylaw to regulate the proceedings of the board of the Regional District of Alberni-Clayoquot

WHEREAS the *Local Government Act* requires that the Board must establish procedures to be followed for the conduct of its business and must, by bylaw:

- (a) establish the general procedures to be followed by the Board and by Board committees in conducting their business, including the manner by which resolutions may be passed and bylaws adopted;
- (b) provide for advance public notice respecting the date, time and place of Board and Board committee meetings and establish the procedures for giving that notice;
- (c) identify places that are to be public notice posting places for the purposes of the application of the *Community Charter* to the Regional District.

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

1. CITATION

This bylaw may be cited as “Regional District of Alberni-Clayoquot Procedure Bylaw No. A1093, 2026.”

2. DEFINITIONS

In this bylaw, unless the context requires otherwise:

“**Board**” means the Board of Directors of the Regional District of Alberni-Clayoquot, otherwise known as the Alberni-Clayoquot Regional District (ACRD);

“**Chair**” means the Chair of the Board who is elected under the *Local Government Act*, and may include the Vice Chair and an acting chair acting where authorized under the *Local Government Act*;

“**Corporate Officer**” means the Regional District officer assigned corporate administration responsibilities under the *Local Government Act* and includes that officer’s designate; otherwise known as the General Manager of Administrative Services;

“Committee” means a standing committee, select committee, or other committee or commission established by the Board;

“Director” means a member of the Board, whether as a municipal director, as an electoral area director, or as a Treaty First Nation director pursuant to the *Local Government Act*;

“Electronic Meeting” means a meeting where some or all Members are Electronic Participants;

“Electronic Participant” means a Member who participates in a meeting by means of electronic or other communication facilities;

“Hospital Board” means the governing and executive body of the Alberni-Clayoquot Regional Hospital District;

“Member” means a Director of the Board or a Member of any Board or Committee of the Regional District, and includes their alternate director if acting in the place of a Member;

“Public Notice Posting Place” means the notice board at the Regional District of Alberni-Clayoquot Administration Offices and the Regional District Website;

“Quorum” means the number of Members who must be present to conduct business, being a majority of the Board or Committee;

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

“Select Committee” means a committee established by the Board, pursuant to the *Local Government Act*, to consider or inquire into any matter and report its findings and opinion to the Board, after which the select committee disbands;

“Standing Committee” means a committee established by the Board Chair, pursuant to the *Local Government Act*, that meets regularly to deliberate on matters the Chair considers would be better dealt with by committee; and

“Vice Chair” means the Vice Chair of the Board, who is elected under the *Local Government Act*.

3. APPLICATION OF RULES OF PROCEDURE

- 1) The provisions of this Bylaw govern the proceedings of the Board and all Committees, except as otherwise provided in this bylaw.
- 2) In cases not provided for under this Bylaw, the current edition of *Robert’s Rules of Order, Newly Revised* will apply to the extent that those rules are applicable in the circumstances and are not inconsistent with the provisions of this Bylaw, the *Local Government Act*, or the *Community Charter*.

4. INAUGURAL MEETING

- 1) The inaugural meeting of the Board shall be held at the first meeting of the Board following November 1 in each year where the Board shall elect a Chair and Vice Chair.
- 2) The meeting will be chaired by the Corporate Officer until such time as the Chair has been elected.
- 3) The Corporate Officer shall confirm that all Members have completed the oath of office as required by the *Local Government Act*.

5. ELECTION OF CHAIR AND VICE-CHAIR

- 1) The Corporate Officer shall call for nominations for the position of Chair.
- 2) A candidate must consent to the nomination.
- 3) If only one candidate is nominated for an office, that candidate shall be declared elected by acclamation.
- 4) If more than one candidate is nominated, each candidate or their representative will be given three minutes to address the Board in favour of their candidacy in the order of their nomination.
- 5) The election for Chair shall be conducted by secret ballot immediately thereafter.
 - a) If no candidate receives a majority on the first ballot, the candidate with the lowest votes is dropped and additional ballots are held until a majority is reached; ties after two ballots are resolved by drawing lots.
 - b) The Vice-Chair election follows the same process.
 - c) The Chair serves as Vice-Chair of the Hospital Board; the Vice-Chair serves as Chair of the Hospital Board.

6. TIME AND LOCATION OF MEETINGS

- 1) Regular Board meetings are held at the Regional District Administration Office unless otherwise resolved.
- 2) Regular Board meetings will occur on the second and fourth Wednesday of each month, with the following exceptions: one meeting in July and August held on the fourth Wednesday, and one meeting in December on the second Wednesday; unless otherwise resolved.
- 3) Regular Board meetings begin at 1:30 pm and will adjourn after 3.5 hours unless the Board resolves by 2/3 majority of Members present to proceed beyond that time.
- 4) Notwithstanding subsection 3, a motion to adjourn shall always be in order; if said motion fails, no second motion to the same effect shall be made until some intermediate proceeding shall have taken place.

- 5) The schedule of meetings for the year will be established by the Chair and posted at the Public Notice Posting Place, by the last Board meeting in November each year.

7. NOTICE OF REGULAR BOARD AND COMMITTEE MEETINGS

- 1) At least 48 hours before a regular meeting, the Corporate Officer must give public notice of time, place, and date of the meeting by way of a notice posted at the Public Notice Posting Place.
- 2) At least 24 hours before a regular meeting, the agenda must be posted on the Website, and copies made available in the Boardroom for the public.
- 3) The procedure bylaw must also provide for advance public notice of the way electronic meetings will be conducted and the place where the public may attend to hear, or watch and hear, any open proceedings, where applicable.

8. NOTICE OF SPECIAL MEETINGS

- 1) A special meeting of the Board may be called by the Corporate Officer in accordance with the *Local Government Act* on the request of the Chair or any two Directors.
- 2) Notice of a special meeting is to be provided in accordance with the *Local Government Act*, at least 24 hours in advance of the meeting by posting a copy of the notice at the Public Notice Posting Place, posting a copy of the notice at the regular board meeting place, and by sending to each Director. The notice of a special meeting may be waived by a unanimous vote of all members.
- 3) Notice of a special meeting shall state the general purpose, date, time and place of the meeting.

9. ELECTRONIC MEETINGS AND PARTICIPATION

- 1) Provided the requirements set out in the *Regional District Electronic Meetings Regulation* are met, Regular Board meetings, special Board meetings and Committee meetings will be conducted electronically or as an In-Person meeting.
- 2) Advance notice of electronic meetings will be provided advising the way in which the meeting is to be conducted by means of electronic or other communication facilities, and the public where the public may attend hear, or watch and hear, the proceeding that are open to the public, as follows:
 - a. Notice of the meeting will be provided, pursuant to the *Local Government Act* and *Community Charter*;
 - b. The agenda cover sheet will include details on the way in which the meeting is to be conducted by means of electronic or other communication facilities; and

- c. Details will be included in on the agenda cover sheet and the Regional District's website noting the place where the public may attend to hear, or watch and hear, the meeting.
- 3) For Regular Board or Special Board meetings, the public may attend the meeting at a specified place to hear, or watch and hear, any part of the meeting that is open to the public with a designated Regional District Officer in attendance.
- 4) A member who is unable to attend in-person at a Board meeting, special Board meeting, or committee meeting may participate in the meeting by means of electronic or other communication facilities.
- 5) A member participating in a meeting under this section is deemed to be present at the meeting.
- 6) A member participating by audio means only, must indicate their vote verbally.
- 7) Although every effort will be made to accommodate electronic participation in meetings, nothing in this bylaw shall be construed to guarantee any member electronic access to a meeting, and electronic participation will be restricted by equipment. Equipment failure or other occurrence that prevents or limits electronic participation will not result in meeting adjournment unless the failure results in loss of quorum.
- 8) A member participating by electronic means must, if applicable, ensure no person other than themselves or a person authorized under the *Community Charter* is able to hear, or watch and hear, that part of a meeting that is closed to the public.

10. ATTENDANCE OF PUBLIC AT MEETINGS

- 1) Pursuant to the *Local Government Act* and the *Community Charter*, a meeting must be open to the public, except where it has been resolved to close a meeting to the public in accordance with the *Community Charter*.
- 2) Despite subsection 1, the Chair may expel a person from a meeting if the Chair considers that the person is acting improperly.

11. IN-CAMERA MEETINGS

- 1) In-Camera subject matters are restricted to matters set out in the *Community Charter* and the *Freedom of Information and Protection of Privacy Act*.
- 2) No items may be added to a closed (In-Camera) meeting agenda while such a meeting is in progress unless authorized by resolution at an open meeting.
- 3) The Board, may by motion, bring forward to the open meeting, any of the motions and/or written material received in a closed meeting.
- 4) Directors or Alternate Directors attending on behalf of a Director are the only persons permitted to participate in discussion at an In-Camera meeting unless otherwise authorized by the Chair.

- 5) Alternate Directors will receive In-Camera agendas for meetings if they are replacing their respective absent Director at the meeting, if staff have been advised by the regular Director of the Alternate Director's attendance with sufficient notice.

12. MINUTES

- 1) Minutes of the proceedings of the Board must be legibly recorded in the format established by the Corporate Officer, signed by the Chair or the member presiding at such meeting or at the next meeting at which they are adopted.
- 2) Minutes of proceedings of committees must be legibly recorded in the format established by the Corporate Officer and signed by the chair or member presiding.
- 3) Minutes of proceedings of Board and committee meetings are available for public inspection at the Regional District office during regular office hours.
- 4) Subsection 3 does not apply to minutes of a meeting from which persons were excluded under Section 10 (1).

13. OPENING PROCEDURES

- 1) The Chair of the Board or Committee, if present, shall preside over the meeting. In the absence of the Chair, the Vice-Chair shall preside.
- 2) In the absence of both the Chair and Vice-Chair, the members by resolution, shall select an acting Chair to preside during the meeting, or until the arrival of the Chair or Vice-Chair.
- 3) The Chair will call the meeting to order as soon as quorum is present, but not before the time the meeting was scheduled to commence.
- 4) If quorum is not present within 15 minutes after the time established for a meeting, the Corporate Officer shall record the names of the members present and adjourn the meeting.

14. AGENDA

- 1) The Corporate Officer shall prepare an agenda and circulate a copy of the agenda to each member at least 48 hours prior to the meeting and make the agenda available to the public at least 24 hours before the meeting.

15. LATE ITEMS

- 1) An item not included on the agenda must not be considered at a meeting unless introduction of the late items is approved at the time allocated on the agenda (Approval of the Agenda), by way of a motion passed by 2/3 vote of the members present.
- 2) Items that may be considered as late items include:

- a) Matters arising after the preparation of the agenda and which, if not acted upon in a timely manner, would prejudice or compromise either the Regional District's position or the position of a constituent or group of constituents.
- 3) Information pertaining to late items for possible consideration at any meetings of the Board will be distributed to the Directors prior to the meeting.

16. ORDER OF BUSINESS

- 1. The order of business for regular Board meetings will ordinarily be as follows, and this order may be modified at any regular Board meeting by a majority vote:
 - a) Call to Order
 - b) Territorial Acknowledgement
 - c) Approval of Agenda
 - d) Invited Presentations
 - e) Delegations
 - f) Consent Agenda
 - g) Items Removed from Consent Agenda
 - h) Public Input Period
 - i) Correspondence for Information
 - j) Correspondence for Action
 - k) Request for Decision Reports
 - l) Planning Matters
 - m) Reports
 - n) Other Business
 - o) Question Period
 - p) In-Camera
 - q) Report out from In-Camera
 - r) Adjourn

17. CONSENT AGENDA

- 1. The consent agenda portion of a Board agenda shall consist of non-controversial, routine items that typically do not require discussion (e.g., receipt/adoption of minutes).
- 2. Directors may vote on and adopt in one motion all recommendations appearing on the consent agenda portion of a Board agenda.
- 3. At any time prior to the vote under subsection 2, a Director may for the purposes of:
 - a) debate or discussion,
 - b) voting in opposition to a recommendation on the consent agenda, or
 - c) declaring a conflict of interest with respect to an item on the consent agenda,

request that an item be removed from the Consent Agenda for separate consideration. The item will be considered immediately after the consideration of the consent agenda.

18. PUBLIC INPUT – COMMENT ON AGENDA ITEMS, DELEGATIONS, QUESTION PERIOD

- 1) The ACRD values public input and provides for members of the public to address the Board during Board meetings at three points in the agenda:
 - a) Public comment on agenda items – up to 15 minutes is provided at the start of regular Board meetings and all Committee meetings (excluding Commissions) for members of the public to address the Board/Committee on agenda items, other than items that are restricted under Section 18 (7). To accommodate as many speakers as possible, each will have up to three (3) minutes to provide comment.
 - b) Delegations – Individuals or organizations that wish to address the Board or Committee (excluding Commissions) on a matter within the ACRD’s jurisdiction may apply to appear as a delegation in accordance with this section, including those wishing to speak on a Development Variance Permit or a Temporary Use Permit, at the Board meeting during which the permit will be considered.
 - c) Question period – up to 15 minutes is provided at the end of regular Board meetings and all Committee meetings (excluding Commissions) for members of the public to ask about matters included on the agenda or discussed during the meeting. To accommodate as many speakers as possible, each will have up to three (3) minutes to ask questions, including up to one follow-up question.
- 2) Individuals wishing to address the Board/Committee on an agenda item(s) must:
 - a) state their name and civic street, for the record;
 - b) subject to Section 18 (7), restrict comments to only matters on the agenda;
 - c) state the agenda items(s) they wish to comment on;
 - d) not utilize video, presentation, handouts or props;
 - e) stay within the three (3) minute speaking time; and
 - f) not speak more than once, unless all others who wish to speak have spoken within the time allotted.
- 3) Subject to the restrictions in Section 18 (7), individuals or organizations may apply to appear as a delegation at a regular Board or Committee meeting (excluding Commissions) by submitting a request to the Corporate Officer on the prescribed form, at least seven (7) days in advance of the meeting. The Corporate Officer may schedule delegations to another Board or Committee meeting as deemed appropriate according to the subject matter of the delegation and available room on an agenda. The Corporate Officer shall make a determination on whether a delegation request is outside the jurisdiction of the ACRD, and will notify the requestor if the request to appear as a delegation is not accepted.

- 4) Delegates may submit an executive summary of up to two (2) pages for inclusion in the agenda, seven (7) days in advance of the meeting.
- 5) Delegations are limited to three (3) per meeting, unless resolved by 2/3 majority of members present. Delegations shall have up to ten minutes to speak unless a longer period is agreed to by a vote of 2/3 majority of members present. Delegations must restrict their remarks to the topic indicated on the application.
- 6) Delegates using an audio-visual presentation must provide a copy of their presentation to the Corporate Officer no later than 48 hours prior to the scheduled meeting.
- 7) Delegates addressing the Board or Committee under this section shall not be heard on:
 - a) a bylaw in respect of which a public hearing has been held, is not required to be held, or must not be held, under the *Local Government Act*;
 - b) a Development Variance Permit or a Temporary Use Permit unless the delegate is addressing the Board at the meeting during which the permit will be considered;
 - c) matters where legal proceedings are ongoing and judgement has not been rendered;
 - d) matters that are subject of a claim for damages;
 - e) personnel matters;
 - f) publicly tendered contracts or proposal calls for the provision of goods, services or construction for the ACRD between the time that such contract or proposal has been issued and the time such contract or proposal call has been awarded by the Board or staff.

19. CONDUCT AND DEBATE

- 1) A Member may speak to a question or motion at a Board meeting only if that Member first addresses the Chair.
- 2) Members will address the Chair as “Chair _____” and refer to each other as “Director_____”.
- 3) No Member must interrupt a Member who is speaking except to raise a point of order.
- 4) If more than one Member speaks the Chair must call on the Member who, in the Chair’s opinion, first spoke.
- 5) Members who are called to order by the Chair:
 - a) must immediately stop speaking;
 - b) may explain their position on the point of order; and
 - c) may appeal to the Board of its decision on the point of order.
- 6) Members speaking at a Board meeting:
 - a) Must use respectful language;
 - b) Must not use offensive gestures or signs;
 - c) Must speak only in connection with the matter being debated;

- d) Must adhere to the rules of procedure established under the Bylaw and to the decisions of the Chair and the Board in connection with the rules and points of order.
- 7) If a Member does not adhere to subsection 6 or the Chair considers the Member is acting improperly, the Chair may order the Member to leave the Member's seat, and:
 - a) If the member refuses to leave, the Chair may cause the Member to be removed by a peace officer from the Member's seat; and
 - b) If the Member apologizes to the Board, the Board may, by resolution, allow the Member to retake the Members seat.
- 8) A Member may require the question being debated at a Board meeting to be read at any time during the debate if that does not interrupt another Member who is speaking.
- 9) The following rules apply to limit speech on a matter being considered at a Board meeting including allowing a member to speak more than once in connection with the same questions only:
 - a) With the permission of the Board; or
 - b) If the Member is explaining a material part of a previous speech without introducing a new matter;
 - c) A member who has made a substantive motion to the Board may reply to the debate;
 - d) A Member who has moved an amendment, the previous question, or an instruction to a Committee may not reply to the debate; and
 - e) A Member may speak to a question, or may speak in reply, for longer than a total of fifteen minutes only with the permission of the Board.
- 10) If the Chair desires to leave the meeting, they shall call on the Vice-Chair to take their place until they return to the meeting.
- 11) The Chair shall preserve order and decide all points of order which may arise.

20. VOTING

- 1) Voting rules will be in accordance with the *Local Government Act*.
- 2) A vote will be taken when the Chair is satisfied that the intent of the motion is clear.
- 3) The Chair must declare the motion carried or defeated.
- 4) Each Director who does not signify their vote upon the question, will be recorded as voting in the affirmative.
- 5) On any motion where the number of votes are equal, the motion is defeated.
- 6) The names of the members who moved and seconded a motion presented to the Board will not be recorded in the minutes.
- 7) Where a member calls for a recorded vote, the names of the members opposed shall be recorded in the minutes.

- 8) A call for a recorded vote must be made before the question is put forth.
- 9) All votes on motions will be recorded as either:
 - a) Carried unanimously;
 - b) Carried; or
 - c) Defeated.

21. MOTIONS GENERALLY

- 1) A motion shall be made and seconded before being debated or finally put to vote by the Chair.
- 2) If a motion is not seconded, the motion is “lost for lack of a seconder”.
- 3) When a motion is under debate a member may only make the following motions in order of precedence: to refer it, to amend it, to table it, postpone to a certain time, call the question, and adjourn.
- 4) After a motion has been made, it is deemed to be in possession of the Board, but may, with the permission of the Board, be withdrawn at any time by the mover and the seconder, before decision or amendment.
- 5) Upon request of a member, a vote must be conducted separately on each distinct part of a question that is under consideration at a Board meeting.

22. AMENDMENT TO A MOTION

- 1) Any member may move to amend a motion that is under debate provided that the amendment is relevant to the main motion and does not materially change its purpose.
- 2) Amendments shall be voted on in the reverse order to that in which they are moved.
- 3) An amendment may be amended only once.
- 4) An amendment that has been defeated by a vote cannot be proposed again.
- 5) A member may propose an amendment to an adopted amendment.

23. RECONSIDERATION

- 1) After a vote has been taken on any motion, except one of postponing a subject, a Member who voted with the prevailing side may move a reconsideration of the motion.
- 2) A motion to reconsider requires 2/3 of the votes cast by the Board to pass. If the motion to reconsider is passed, the matter must be put before those eligible to vote on the original motion for reconsideration and voted upon in accordance with the *Local Government Act*.
- 3) The Board must not reconsider any motion that:
 - a) has been acted upon by any officer or employee of the Regional District;
 - b) received the assent or approval of the electors and subsequently adopted by the Board; or
 - c) has been reconsidered under the subsection 1 of this Bylaw.
- 4) On a reconsideration under this section, the Board:

- a) must deal with the matter as soon as convenient, and
 - b) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.
- 5) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

24. NOTICE OF MOTION

- 1) Any Director may serve a notice of motion to the Board:
 - a) By providing the Corporate Officer with a written copy of such motion, to be read out during the 'other business' portion of a meeting, recorded in the meeting minutes and added to the agenda of the next Board meeting, or to an agenda of a special Board meeting; or
 - b) By providing the Corporate Officer with a written copy of such motions, no later than seven (7) days prior to the scheduled meeting, and the Corporate Officer must add the motion to the agenda for consideration at said meeting.
- 2) A Notice of Motion may not proceed in the absence of the mover, unless the mover has provided the Corporate Officer with written notification that the Notice of Motion may proceed in their absence.

25. BYLAWS

- 1) A bylaw may be introduced at a meeting only if it is on the agenda and a copy of it has been provided to each Director before the meeting, or if it has been duly added as a late item under Section 15.
- 2) A bylaw is deemed to be read when its title or bylaw number is stated.
- 3) Every proposed bylaw must be given first, second, and third reading before it is passed and finally adopted.
- 4) A bylaw other than a Zoning and Official Community Plan Bylaw, may be introduced and given first, second and third readings at the same meeting by one motion for all three readings.
- 5) Any bylaw which does not require approval, consent, or assent under the provisions of the *Local Government Act* or any act prior to the adoption of the bylaw, may be adopted at the same meeting at which is passed third reading, provided the motion for adoption receives an affirmative vote of at least 2/3 of the votes cast, otherwise, the Board must not adopt a bylaw on the same day it has given third reading.
- 6) After a bylaw is adopted and signed by the Corporate Officer and the Chair of the meeting it was adopted at, the bylaw will be placed in the Regional District's records for

safekeeping with the dates of its reading, adoption and any required approvals that have been obtained forming part of the bylaw.

26. COMMITTEES

- 1) Select and standing committee appointments may be made pursuant to the *Local Government Act* as follows:
 - a) The Chair may establish standing committees for matters that Chair considers would be better dealt with by Committee and may appoint persons to those committees no later than the end of January each year;
 - b) The Board may appoint a select committee to consider or inquire into any matter and report its findings and opinion to the Board and will then be automatically dissolved.
- 2) Voting at Committees:
 - a) A member of a committee shall have one vote only;
 - b) Members of the Board may attend meetings of any committee and may participate in discussions; however, only Directors who have been appointed to a Committee or an Alternate Director attending in the absence of an appointed Director, may introduce a resolution or vote on the proceedings.
- 3) Scheduling of committee meetings will be in accordance with the Terms of Reference.
- 4) All committee recommendations are subject to the approval of the Board, except where the Committee has, by bylaw, been delegated a power, duty or function of the Board.

27. SEVERABILITY

- 1) If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

28. REPEAL

- 1) Bylaw No. A1075, Regional District of Alberni-Clayoquot Board Procedures Bylaw, 2012 and all amendments thereto are hereby repealed.

Public Notice given this 28th day of January, 2026.

Read a first time this day of , 2026.

Read a second time this day of , 2026.

Read a third time this day of , 2026.

Adopted this day of , 2026.

Chairperson

Corporate Officer



To: ACRD Board of Directors

From: Heather Zenner, Manager of Administrative Services

Meeting Date: January 28, 2026

Subject: ACRD Procedure Bylaw A1093 Update

SUMMARY:

At the March 12th, March 19th, May 21st, July 23rd, and October 8th Committee of the Whole (COW) meetings, the committee reviewed the ACRD Procedure Bylaw and provided staff direction on the development of a new Procedure Bylaw. The attached document provides a summary of bylaw sections that were reviewed and the committee's recommendations.

At the October 8th Board meeting, the Board directed staff to develop the ACRD Procedure Bylaw. This bylaw was drafted, reviewed internally and sent for legal review. A draft Procedure Bylaw is attached, and staff will commence advertising next week to solicit public input as per the requirements set out in the *Community Charter*. Notices will be placed in the *Westerly* and *AV News* (February 4th & 11th), on the ACRD website, and social media. Staff will bring the bylaw and a summary of public feedback to the February 28th Board meeting for Board consideration.

The new ACRD Procedure Bylaw has been updated as per the committees' recommendations. Highlights of the Procedure Bylaw include the following:

- Addition of a consent agenda.
- Clarified livestream expectations for all committees.
- Clarified that Board will receive all committee minutes.
- Improve Public Input – Created a public input period at the beginning of meetings, allowing public the opportunity to comment on agenda items (before decisions are made).
- Delegation – Allow the inclusion of a two-page executive summary. Clarification on when delegations will be denied (staff will provide a summary to the Board for any denied delegations on an annual basis).
- Addition of criteria for Late Agenda items.
- Addition of a 'Notice of Motion' process.
- Administrative updates (removal of outdated legislation, improved clarity, removal of redundant and duplicated sections).

Another item of note is that the Board approved a budget amendment to proceed with agenda management software, that will support electronic voting. Staff have selected the platform and are now in the early stages of planning its rollout.

Also discussed was the start time of Board meetings. Direction was provided to maintain the 1:30 pm start time, with plans to revisit the topic with the newly elected Board.

The legal review produced one significant change requiring a separate procedure bylaw for the Alberni-Clayoquot Regional Hospital District. While it appears to be a common practice to have a Regional District Procedure Bylaw apply for Hospital Districts, the Board of the Hospital Districts is distinct from the Regional Board, requiring a separate procedure bylaw. A Hospital District Procedure Bylaw has been drafted, indicating that it will adopt the Regional District procedure bylaw as its own. The Hospital District Procedure Bylaw will be advertised along with the ACRD Procedure Bylaw.

Policy or Legislation:

The *Local Government Act* and *Community Charter* apply to the Procedure Bylaw.

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

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

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



Alberni-Clayoquot Regional District

Bylaw No. A1093

A bylaw to regulate the proceedings of the board of the Regional District of Alberni-Clayoquot

WHEREAS the *Local Government Act* requires that the Board must establish procedures to be followed for the conduct of its business and must, by bylaw:

- (a) establish the general procedures to be followed by the Board and by Board committees in conducting their business, including the manner by which resolutions may be passed and bylaws adopted;
- (b) provide for advance public notice respecting the date, time and place of Board and Board committee meetings and establish the procedures for giving that notice;
- (c) identify places that are to be public notice posting places for the purposes of the application of the *Community Charter* to the Regional District.

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

1. CITATION

This bylaw may be cited as “Regional District of Alberni-Clayoquot Procedure Bylaw No. A1093, 2026.”

2. DEFINITIONS

In this bylaw, unless the context requires otherwise:

“**Board**” means the Board of Directors of the Regional District of Alberni-Clayoquot, otherwise known as the Alberni-Clayoquot Regional District (ACRD);

“**Chair**” means the Chair of the Board who is elected under the *Local Government Act*, and may include the Vice Chair and an acting chair acting where authorized under the *Local Government Act*;

“**Corporate Officer**” means the Regional District officer assigned corporate administration responsibilities under the *Local Government Act* and includes that officer’s designate; otherwise known as the General Manager of Administrative Services;

“Committee” means a standing committee, select committee, or other committee or commission established by the Board;

“Director” means a member of the Board, whether as a municipal director, as an electoral area director, or as a Treaty First Nation director pursuant to the *Local Government Act*;

“Electronic Meeting” means a meeting where some or all Members are Electronic Participants;

“Electronic Participant” means a Member who participates in a meeting by means of electronic or other communication facilities;

“Hospital Board” means the governing and executive body of the Alberni-Clayoquot Regional Hospital District;

“Member” means a Director of the Board or a Member of any Board or Committee of the Regional District, and includes their alternate director if acting in the place of a Member;

“Public Notice Posting Place” means the notice board at the Regional District of Alberni-Clayoquot Administration Offices and the Regional District Website;

“Quorum” means the number of Members who must be present to conduct business, being a majority of the Board or Committee;

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

“Select Committee” means a committee established by the Board, pursuant to the *Local Government Act*, to consider or inquire into any matter and report its findings and opinion to the Board, after which the select committee disbands;

“Standing Committee” means a committee established by the Board Chair, pursuant to the *Local Government Act*, that meets regularly to deliberate on matters the Chair considers would be better dealt with by committee; and

“Vice Chair” means the Vice Chair of the Board, who is elected under the *Local Government Act*.

3. APPLICATION OF RULES OF PROCEDURE

- 1) The provisions of this Bylaw govern the proceedings of the Board and all Committees, except as otherwise provided in this bylaw.
- 2) In cases not provided for under this Bylaw, the current edition of *Robert’s Rules of Order, Newly Revised* will apply to the extent that those rules are applicable in the circumstances and are not inconsistent with the provisions of this Bylaw, the *Local Government Act*, or the *Community Charter*.

4. INAUGURAL MEETING

- 1) The inaugural meeting of the Board shall be held at the first meeting of the Board following November 1 in each year where the Board shall elect a Chair and Vice Chair.
- 2) The meeting will be chaired by the Corporate Officer until such time as the Chair has been elected.
- 3) The Corporate Officer shall confirm that all Members have completed the oath of office as required by the *Local Government Act*.

5. ELECTION OF CHAIR AND VICE-CHAIR

- 1) The Corporate Officer shall call for nominations for the position of Chair.
- 2) A candidate must consent to the nomination.
- 3) If only one candidate is nominated for an office, that candidate shall be declared elected by acclamation.
- 4) If more than one candidate is nominated, each candidate or their representative will be given three minutes to address the Board in favour of their candidacy in the order of their nomination.
- 5) The election for Chair shall be conducted by secret ballot immediately thereafter.
 - a) If no candidate receives a majority on the first ballot, the candidate with the lowest votes is dropped and additional ballots are held until a majority is reached; ties after two ballots are resolved by drawing lots.
 - b) The Vice-Chair election follows the same process.
 - c) The Chair serves as Vice-Chair of the Hospital Board; the Vice-Chair serves as Chair of the Hospital Board.

6. TIME AND LOCATION OF MEETINGS

- 1) Regular Board meetings are held at the Regional District Administration Office unless otherwise resolved.
- 2) Regular Board meetings will occur on the second and fourth Wednesday of each month, with the following exceptions: one meeting in July and August held on the fourth Wednesday, and one meeting in December on the second Wednesday; unless otherwise resolved.
- 3) Regular Board meetings begin at 1:30 pm and will adjourn after 3.5 hours unless the Board resolves by 2/3 majority of Members present to proceed beyond that time.
- 4) Notwithstanding subsection 3, a motion to adjourn shall always be in order; if said motion fails, no second motion to the same effect shall be made until some intermediate proceeding shall have taken place.

- 5) The schedule of meetings for the year will be established by the Chair and posted at the Public Notice Posting Place, by the last Board meeting in November each year.

7. NOTICE OF REGULAR BOARD AND COMMITTEE MEETINGS

- 1) At least 48 hours before a regular meeting, the Corporate Officer must give public notice of time, place, and date of the meeting by way of a notice posted at the Public Notice Posting Place.
- 2) At least 24 hours before a regular meeting, the agenda must be posted on the Website, and copies made available in the Boardroom for the public.
- 3) The procedure bylaw must also provide for advance public notice of the way electronic meetings will be conducted and the place where the public may attend to hear, or watch and hear, any open proceedings, where applicable.

8. NOTICE OF SPECIAL MEETINGS

- 1) A special meeting of the Board may be called by the Corporate Officer in accordance with the *Local Government Act* on the request of the Chair or any two Directors.
- 2) Notice of a special meeting is to be provided in accordance with the *Local Government Act*, at least 24 hours in advance of the meeting by posting a copy of the notice at the Public Notice Posting Place, posting a copy of the notice at the regular board meeting place, and by sending to each Director. The notice of a special meeting may be waived by a unanimous vote of all members.
- 3) Notice of a special meeting shall state the general purpose, date, time and place of the meeting.

9. ELECTRONIC MEETINGS AND PARTICIPATION

- 1) Provided the requirements set out in the *Regional District Electronic Meetings Regulation* are met, Regular Board meetings, special Board meetings and Committee meetings will be conducted electronically or as an In-Person meeting.
- 2) Advance notice of electronic meetings will be provided advising the way in which the meeting is to be conducted by means of electronic or other communication facilities, and the public where the public may attend hear, or watch and hear, the proceeding that are open to the public, as follows:
 - a. Notice of the meeting will be provided, pursuant to the *Local Government Act* and *Community Charter*;
 - b. The agenda cover sheet will include details on the way in which the meeting is to be conducted by means of electronic or other communication facilities; and

- c. Details will be included in on the agenda cover sheet and the Regional District's website noting the place where the public may attend to hear, or watch and hear, the meeting.
- 3) For Regular Board or Special Board meetings, the public may attend the meeting at a specified place to hear, or watch and hear, any part of the meeting that is open to the public with a designated Regional District Officer in attendance.
- 4) A member who is unable to attend in-person at a Board meeting, special Board meeting, or committee meeting may participate in the meeting by means of electronic or other communication facilities.
- 5) A member participating in a meeting under this section is deemed to be present at the meeting.
- 6) A member participating by audio means only, must indicate their vote verbally.
- 7) Although every effort will be made to accommodate electronic participation in meetings, nothing in this bylaw shall be construed to guarantee any member electronic access to a meeting, and electronic participation will be restricted by equipment. Equipment failure or other occurrence that prevents or limits electronic participation will not result in meeting adjournment unless the failure results in loss of quorum.
- 8) A member participating by electronic means must, if applicable, ensure no person other than themselves or a person authorized under the *Community Charter* is able to hear, or watch and hear, that part of a meeting that is closed to the public.

10. ATTENDANCE OF PUBLIC AT MEETINGS

- 1) Pursuant to the *Local Government Act* and the *Community Charter*, a meeting must be open to the public, except where it has been resolved to close a meeting to the public in accordance with the *Community Charter*.
- 2) Despite subsection 1, the Chair may expel a person from a meeting if the Chair considers that the person is acting improperly.

11. IN-CAMERA MEETINGS

- 1) In-Camera subject matters are restricted to matters set out in the *Community Charter* and the *Freedom of Information and Protection of Privacy Act*.
- 2) No items may be added to a closed (In-Camera) meeting agenda while such a meeting is in progress unless authorized by resolution at an open meeting.
- 3) The Board, may by motion, bring forward to the open meeting, any of the motions and/or written material received in a closed meeting.
- 4) Directors or Alternate Directors attending on behalf of a Director are the only persons permitted to participate in discussion at an In-Camera meeting unless otherwise authorized by the Chair.

- 5) Alternate Directors will receive In-Camera agendas for meetings if they are replacing their respective absent Director at the meeting, if staff have been advised by the regular Director of the Alternate Director's attendance with sufficient notice.

12. MINUTES

- 1) Minutes of the proceedings of the Board must be legibly recorded in the format established by the Corporate Officer, signed by the Chair or the member presiding at such meeting or at the next meeting at which they are adopted.
- 2) Minutes of proceedings of committees must be legibly recorded in the format established by the Corporate Officer and signed by the chair or member presiding.
- 3) Minutes of proceedings of Board and committee meetings are available for public inspection at the Regional District office during regular office hours.
- 4) Subsection 3 does not apply to minutes of a meeting from which persons were excluded under Section 10 (1).

13. OPENING PROCEDURES

- 1) The Chair of the Board or Committee, if present, shall preside over the meeting. In the absence of the Chair, the Vice-Chair shall preside.
- 2) In the absence of both the Chair and Vice-Chair, the members by resolution, shall select an acting Chair to preside during the meeting, or until the arrival of the Chair or Vice-Chair.
- 3) The Chair will call the meeting to order as soon as quorum is present, but not before the time the meeting was scheduled to commence.
- 4) If quorum is not present within 15 minutes after the time established for a meeting, the Corporate Officer shall record the names of the members present and adjourn the meeting.

14. AGENDA

- 1) The Corporate Officer shall prepare an agenda and circulate a copy of the agenda to each member at least 48 hours prior to the meeting and make the agenda available to the public at least 24 hours before the meeting.

15. LATE ITEMS

- 1) An item not included on the agenda must not be considered at a meeting unless introduction of the late items is approved at the time allocated on the agenda (Approval of the Agenda), by way of a motion passed by 2/3 vote of the members present.
- 2) Items that may be considered as late items include:

- a) Matters arising after the preparation of the agenda and which, if not acted upon in a timely manner, would prejudice or compromise either the Regional District's position or the position of a constituent or group of constituents.
- 3) Information pertaining to late items for possible consideration at any meetings of the Board will be distributed to the Directors prior to the meeting.

16. ORDER OF BUSINESS

- 1. The order of business for regular Board meetings will ordinarily be as follows, and this order may be modified at any regular Board meeting by a majority vote:
 - a) Call to Order
 - b) Territorial Acknowledgement
 - c) Approval of Agenda
 - d) Invited Presentations
 - e) Delegations
 - f) Consent Agenda
 - g) Items Removed from Consent Agenda
 - h) Public Input Period
 - i) Correspondence for Information
 - j) Correspondence for Action
 - k) Request for Decision Reports
 - l) Planning Matters
 - m) Reports
 - n) Other Business
 - o) Question Period
 - p) In-Camera
 - q) Report out from In-Camera
 - r) Adjourn

17. CONSENT AGENDA

- 1. The consent agenda portion of a Board agenda shall consist of non-controversial, routine items that typically do not require discussion (e.g., receipt/adoption of minutes).
- 2. Directors may vote on and adopt in one motion all recommendations appearing on the consent agenda portion of a Board agenda.
- 3. At any time prior to the vote under subsection 2, a Director may for the purposes of:
 - a) debate or discussion,
 - b) voting in opposition to a recommendation on the consent agenda, or
 - c) declaring a conflict of interest with respect to an item on the consent agenda,

request that an item be removed from the Consent Agenda for separate consideration. The item will be considered immediately after the consideration of the consent agenda.

18. PUBLIC INPUT – COMMENT ON AGENDA ITEMS, DELEGATIONS, QUESTION PERIOD

- 1) The ACRD values public input and provides for members of the public to address the Board during Board meetings at three points in the agenda:
 - a) Public comment on agenda items – up to 15 minutes is provided at the start of regular Board meetings and all Committee meetings (excluding Commissions) for members of the public to address the Board/Committee on agenda items, other than items that are restricted under Section 18 (7). To accommodate as many speakers as possible, each will have up to three (3) minutes to provide comment.
 - b) Delegations – Individuals or organizations that wish to address the Board or Committee (excluding Commissions) on a matter within the ACRD’s jurisdiction may apply to appear as a delegation in accordance with this section, including those wishing to speak on a Development Variance Permit or a Temporary Use Permit, at the Board meeting during which the permit will be considered.
 - c) Question period – up to 15 minutes is provided at the end of regular Board meetings and all Committee meetings (excluding Commissions) for members of the public to ask about matters included on the agenda or discussed during the meeting. To accommodate as many speakers as possible, each will have up to three (3) minutes to ask questions, including up to one follow-up question.
- 2) Individuals wishing to address the Board/Committee on an agenda item(s) must:
 - a) state their name and civic street, for the record;
 - b) subject to Section 18 (7), restrict comments to only matters on the agenda;
 - c) state the agenda items(s) they wish to comment on;
 - d) not utilize video, presentation, handouts or props;
 - e) stay within the three (3) minute speaking time; and
 - f) not speak more than once, unless all others who wish to speak have spoken within the time allotted.
- 3) Subject to the restrictions in Section 18 (7), individuals or organizations may apply to appear as a delegation at a regular Board or Committee meeting (excluding Commissions) by submitting a request to the Corporate Officer on the prescribed form, at least seven (7) days in advance of the meeting. The Corporate Officer may schedule delegations to another Board or Committee meeting as deemed appropriate according to the subject matter of the delegation and available room on an agenda. The Corporate Officer shall make a determination on whether a delegation request is outside the jurisdiction of the ACRD, and will notify the requestor if the request to appear as a delegation is not accepted.

- 4) Delegates may submit an executive summary of up to two (2) pages for inclusion in the agenda, seven (7) days in advance of the meeting.
- 5) Delegations are limited to three (3) per meeting, unless resolved by 2/3 majority of members present. Delegations shall have up to ten minutes to speak unless a longer period is agreed to by a vote of 2/3 majority of members present. Delegations must restrict their remarks to the topic indicated on the application.
- 6) Delegates using an audio-visual presentation must provide a copy of their presentation to the Corporate Officer no later than 48 hours prior to the scheduled meeting.
- 7) Delegates addressing the Board or Committee under this section shall not be heard on:
 - a) a bylaw in respect of which a public hearing has been held, is not required to be held, or must not be held, under the *Local Government Act*;
 - b) a Development Variance Permit or a Temporary Use Permit unless the delegate is addressing the Board at the meeting during which the permit will be considered;
 - c) matters where legal proceedings are ongoing and judgement has not been rendered;
 - d) matters that are subject of a claim for damages;
 - e) personnel matters;
 - f) publicly tendered contracts or proposal calls for the provision of goods, services or construction for the ACRD between the time that such contract or proposal has been issued and the time such contract or proposal call has been awarded by the Board or staff.

19. CONDUCT AND DEBATE

- 1) A Member may speak to a question or motion at a Board meeting only if that Member first addresses the Chair.
- 2) Members will address the Chair as “Chair _____” and refer to each other as “Director_____”.
- 3) No Member must interrupt a Member who is speaking except to raise a point of order.
- 4) If more than one Member speaks the Chair must call on the Member who, in the Chair’s opinion, first spoke.
- 5) Members who are called to order by the Chair:
 - a) must immediately stop speaking;
 - b) may explain their position on the point of order; and
 - c) may appeal to the Board of its decision on the point of order.
- 6) Members speaking at a Board meeting:
 - a) Must use respectful language;
 - b) Must not use offensive gestures or signs;
 - c) Must speak only in connection with the matter being debated;

- d) Must adhere to the rules of procedure established under the Bylaw and to the decisions of the Chair and the Board in connection with the rules and points of order.
- 7) If a Member does not adhere to subsection 6 or the Chair considers the Member is acting improperly, the Chair may order the Member to leave the Member's seat, and:
 - a) If the member refuses to leave, the Chair may cause the Member to be removed by a peace officer from the Member's seat; and
 - b) If the Member apologizes to the Board, the Board may, by resolution, allow the Member to retake the Members seat.
- 8) A Member may require the question being debated at a Board meeting to be read at any time during the debate if that does not interrupt another Member who is speaking.
- 9) The following rules apply to limit speech on a matter being considered at a Board meeting including allowing a member to speak more than once in connection with the same questions only:
 - a) With the permission of the Board; or
 - b) If the Member is explaining a material part of a previous speech without introducing a new matter;
 - c) A member who has made a substantive motion to the Board may reply to the debate;
 - d) A Member who has moved an amendment, the previous question, or an instruction to a Committee may not reply to the debate; and
 - e) A Member may speak to a question, or may speak in reply, for longer than a total of fifteen minutes only with the permission of the Board.
- 10) If the Chair desires to leave the meeting, they shall call on the Vice-Chair to take their place until they return to the meeting.
- 11) The Chair shall preserve order and decide all points of order which may arise.

20. VOTING

- 1) Voting rules will be in accordance with the *Local Government Act*.
- 2) A vote will be taken when the Chair is satisfied that the intent of the motion is clear.
- 3) The Chair must declare the motion carried or defeated.
- 4) Each Director who does not signify their vote upon the question, will be recorded as voting in the affirmative.
- 5) On any motion where the number of votes are equal, the motion is defeated.
- 6) The names of the members who moved and seconded a motion presented to the Board will not be recorded in the minutes.
- 7) Where a member calls for a recorded vote, the names of the members opposed shall be recorded in the minutes.

- 8) A call for a recorded vote must be made before the question is put forth.
- 9) All votes on motions will be recorded as either:
 - a) Carried unanimously;
 - b) Carried; or
 - c) Defeated.

21. MOTIONS GENERALLY

- 1) A motion shall be made and seconded before being debated or finally put to vote by the Chair.
- 2) If a motion is not seconded, the motion is “lost for lack of a seconder”.
- 3) When a motion is under debate a member may only make the following motions in order of precedence: to refer it, to amend it, to table it, postpone to a certain time, call the question, and adjourn.
- 4) After a motion has been made, it is deemed to be in possession of the Board, but may, with the permission of the Board, be withdrawn at any time by the mover and the seconder, before decision or amendment.
- 5) Upon request of a member, a vote must be conducted separately on each distinct part of a question that is under consideration at a Board meeting.

22. AMENDMENT TO A MOTION

- 1) Any member may move to amend a motion that is under debate provided that the amendment is relevant to the main motion and does not materially change its purpose.
- 2) Amendments shall be voted on in the reverse order to that in which they are moved.
- 3) An amendment may be amended only once.
- 4) An amendment that has been defeated by a vote cannot be proposed again.
- 5) A member may propose an amendment to an adopted amendment.

23. RECONSIDERATION

- 1) After a vote has been taken on any motion, except one of postponing a subject, a Member who voted with the prevailing side may move a reconsideration of the motion.
- 2) A motion to reconsider requires 2/3 of the votes cast by the Board to pass. If the motion to reconsider is passed, the matter must be put before those eligible to vote on the original motion for reconsideration and voted upon in accordance with the *Local Government Act*.
- 3) The Board must not reconsider any motion that:
 - a) has been acted upon by any officer or employee of the Regional District;
 - b) received the assent or approval of the electors and subsequently adopted by the Board; or
 - c) has been reconsidered under the subsection 1 of this Bylaw.
- 4) On a reconsideration under this section, the Board:

- a) must deal with the matter as soon as convenient, and
 - b) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.
- 5) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

24. NOTICE OF MOTION

- 1) Any Director may serve a notice of motion to the Board:
 - a) By providing the Corporate Officer with a written copy of such motion, to be read out during the 'other business' portion of a meeting, recorded in the meeting minutes and added to the agenda of the next Board meeting, or to an agenda of a special Board meeting; or
 - b) By providing the Corporate Officer with a written copy of such motions, no later than seven (7) days prior to the scheduled meeting, and the Corporate Officer must add the motion to the agenda for consideration at said meeting.
- 2) A Notice of Motion may not proceed in the absence of the mover, unless the mover has provided the Corporate Officer with written notification that the Notice of Motion may proceed in their absence.

25. BYLAWS

- 1) A bylaw may be introduced at a meeting only if it is on the agenda and a copy of it has been provided to each Director before the meeting, or if it has been duly added as a late item under Section 15.
- 2) A bylaw is deemed to be read when its title or bylaw number is stated.
- 3) Every proposed bylaw must be given first, second, and third reading before it is passed and finally adopted.
- 4) A bylaw other than a Zoning and Official Community Plan Bylaw, may be introduced and given first, second and third readings at the same meeting by one motion for all three readings.
- 5) Any bylaw which does not require approval, consent, or assent under the provisions of the *Local Government Act* or any act prior to the adoption of the bylaw, may be adopted at the same meeting at which is passed third reading, provided the motion for adoption receives an affirmative vote of at least 2/3 of the votes cast, otherwise, the Board must not adopt a bylaw on the same day it has given third reading.
- 6) After a bylaw is adopted and signed by the Corporate Officer and the Chair of the meeting it was adopted at, the bylaw will be placed in the Regional District's records for

safekeeping with the dates of its reading, adoption and any required approvals that have been obtained forming part of the bylaw.

26. COMMITTEES

- 1) Select and standing committee appointments may be made pursuant to the *Local Government Act* as follows:
 - a) The Chair may establish standing committees for matters that Chair considers would be better dealt with by Committee and may appoint persons to those committees no later than the end of January each year;
 - b) The Board may appoint a select committee to consider or inquire into any matter and report its findings and opinion to the Board and will then be automatically dissolved.
- 2) Voting at Committees:
 - a) A member of a committee shall have one vote only;
 - b) Members of the Board may attend meetings of any committee and may participate in discussions; however, only Directors who have been appointed to a Committee or an Alternate Director attending in the absence of an appointed Director, may introduce a resolution or vote on the proceedings.
- 3) Scheduling of committee meetings will be in accordance with the Terms of Reference.
- 4) All committee recommendations are subject to the approval of the Board, except where the Committee has, by bylaw, been delegated a power, duty or function of the Board.

27. SEVERABILITY

- 1) If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

28. REPEAL

- 1) Bylaw No. A1075, Regional District of Alberni-Clayoquot Board Procedures Bylaw, 2012 and all amendments thereto are hereby repealed.

Public Notice given this day of , 2026.

Read a first time this day of , 2026.

Read a second time this day of , 2026.

Read a third time this day of , 2026.

Adopted this day of , 2026.

Chairperson

Corporate Officer



Alberni-Clayoquot Regional Hospital District

Bylaw No. H141

**A bylaw to regulate the proceedings
of the board of the Alberni-Clayoquot Regional Hospital District**

WHEREAS the Regional Hospital District Board wishes to establish the procedures to be followed for the conduct of its business.

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

1. The Alberni-Clayoquot Regional Hospital District adopts the Regional-District of Alberni Clayoquot Procedure Bylaw No. A1093, 2026” as its own.
2. This Bylaw may be cited as the “Alberni-Clayoquot Regional Hospital District Procedure Bylaw, No. H141, 2026”.

Public Notice given this day of , 2026.

Read a first time this day of , 2026.

Read a second time this day of , 2026.

Read a third time this day of , 2026.

Adopted this day of , 2026.

Chairperson

Corporate Officer

Bylaw Section (Consolidated Version 2021)	Proposed Changes for Consideration	Date Committee Reviewed:	Committee Recommendations:
NEW	Consent Agenda.	March 12, 2025	Support to utilize a consent agenda for non-controversial items such as receipt/adoption of meeting minutes & correspondence not requiring action.
NEW	Use of Electoral Area Committee meetings for review of Planning Applications.	March 12, 2025	Committee asked staff to investigate options for reviewing Planning Applications at EA committee meetings, rather than at Board meetings, while ensuring that planning applications aren't delayed.
Area & Member Reports (15. Order of Proceedings & Business)	Streamline Area Reports & Member reports section of the agenda.	March 12, 2025	Utilize "Member Reports (Including Electoral Area Reports, First Nation Governments Reports, Municipality Reports and Committee Reports)" heading for all meetings.
3. Application of Rules of Procedure	No changes.	March 12, 2025	N/A.
4. Inaugural Meeting	Change Chair of the Inaugural meeting to be chaired by Corporate Officer (CO) from CAO.	March 12, 2025	Support.
5. Election of the Chair & Vice-Chair	Change Chair & Vice-Chair Elections to be conducted by Corporate Officer (from CAO).	March 12, 2025	Support.
6. Time & Location of Meetings	Board requested discussion on start time of Board meetings.	March 12, 2025	Committee requested staff bring back options related to evening Board meetings.
7. Notice of Regular Board & Committee Meetings	Remove reference to the 'notice board' as one of the ACRD's Public Notice Posting Place & modify wording from providing agendas at the ACRD reception desk to boardroom.	March 12, 2025	Support. Committee requested that staff investigate options for providing presentations (for upcoming Board/Committee meetings) be provided in advance.
8. Notice of Special Meetings	Reduce notice period for Special Meetings from five days to 24 hours notice.	March 12, 2025	Support.
9. Electronic Meetings & Participation	Remove subsection ii. (Board member to notify Corporate Officer 24 hours in advance if participating electronically).	March 12, 2025	Support. Committee has asked staff to work towards standardizing format for all Electronic Meetings (livestreamed & accessible after meeting ends).
10. Attendance of Public at Meetings	Modify wording, not content.	March 12, 2025	Support.
11. Minutes of Meetings to be Maintained & Available to the Public	No proposed changes to bylaw.	March 12, 2025	Board has requested to receive all committee, APC, and Parks Commission meeting minutes.

12. Calling Meeting to Order	No proposed changes.	March 12, 2025	N/A.
13. Adjourning Meeting Where No Quorum	Change from 30 minutes to 15 minutes.	March 12, 2025	Support
14. Agenda	Modify wording, not content.	March 12, 2025	Support. Committee has asked staff to post all agendas (Board, Committee, and Commissions) in the same manner (i.e. ACRD Website).
16. Late Items	Include a deadline of when late items can be received & criteria for what type of items are eligible.	March 19, 2025	Support for a deadline (48 hours before meeting) for late items. Items that may be considered as late items include: matters arising after the preparation of the agenda and which, if not acted upon in a timely manner, would prejudice or compromise either the Regional District's position or the position of a constituent or group of constituents, and developing criteria for urgent matters. <i>Note: staff have not included a 48 hr deadline in the bylaw. The criteria as outlined in 15(2)(a) provides specific criteria on what constitutes a late item. The 48 hr deadline does not align with this criteria as items of non-significance would need to be included if the 48 hr limit was included in bylaw. The Board has full discretion to approve late agenda items (or postpone to a future meeting).</i>
17. Voting at Meetings	Update language on debate. Simplify language. Remove Mover & Seconder. Recording of votes.	March 19, 2025	Support to update language to "The vote on a motion will be taken when the Chair is satisfied that its intent is clear to Directors". Support to remove the name of the mover & seconder of a motion and replace with "The motion was moved & seconded". Committee is interested in exploring alternative ways of recording of votes (while being timely & accurate), including electronic voting.
18. Chief Administrative Officer	Remove Chief Administrative Officer section 18 in entirety.	March 19, 2025	Support to remove.
19. Delegations	Change timeframe for a delegation request (to 7 days) ahead of meeting and change date that a presentation must be submitted (48 hours) ahead of meeting. Propose to allow delegation to submit a two-page executive	March 19, 2025	Support to change timelines as presented. Support to allow delegations to submit an executive summary.

	summary to be included in the agenda package. Add a section on agenda for presentations.		Support to add presentation section on agenda (where Board extends an invitation or staff presentation ex- Long Term Staff Award).
20. Points of Order	Combine into Conduct and Debate Section of Bylaw.	Not reviewed	N/A
21. Conduct and Debate	Minor wording changes.	March 19, 2025	Support
NEW	Add process for 'Notice of Motion'.	March 19, 2025	Support to add a process for a Notice of Motion (NOM) including providing the CO with a written or emailed copy of motion, no later than seven days prior to the scheduled meeting, and the CO shall add the motion to the agenda. Add ability to submit a NOM for Special Board meeting.
22. Motions Generally	Add 'If a motion is not seconded, the motion is "lost for lack of seconder" and add ability to 'withdraw' a motion. Remove 'matters not on agenda' in favour of new 'Notice of Motion' section. Add motions: 'Recess, point of order'. Change 'move the previous question' to 'call the question and 'refer to committee' to 'refer to committee or staff'. Change order of precedence.	March 19, 2025	Support for all changes.
23. Motion to Commit	Remove 'Motion to Commit'.	March 19, 2025	Support to remove as precedence already covers this situation.
24. Motion for the Main Question	Remove 'Motion for the Main Question', Combine 24. a & b. Remove requirement to have written motion. Simplify wording.	March 19, 2025	Support for all changes.
25. Amendments	Simplify wording for voting on amendments.	March 19, 2025	Support to change to simplify wording to "Amendments shall be voted on in the reverse order to that in which they are moved".
26. Reconsideration by Member	Replace entire section with simplified wording.	March 19, 2025	Support for rewording.
Section 27. Reports from Committees	Remove the level of detail.	March 19, 2025	Support to change the wording to "All committee recommendations are subject to being actioned by the Board".

Section 28. Adjournment	Change wording for end time of Board meetings. Change wording for adjournment of Board meeting. Remove 28.3.	March 19, 2025	Support to change end time of Board meetings to 3.5 hours from the time the meeting was convened. Support to change adjournment wording and removal of 28.3.
NEW	Add	May 21, 2025	Support to record and livestream all Board, Committee, and Commission meetings and post videos and minutes in a reasonable timeframe.
NEW	Electronic Voting	May 21, 2025	Committee requested additional information on electronic voting. Will be brought to the July 23 rd COW meeting.
Will not be included in the Procedure Bylaw, however; will become practice should the Committee provide support for this change.	Major Planning Application Criteria	June 18, 2025 (EA Committee)	EA committee developed criteria for reviewing major planning applications at EA Committee meetings (historically these applications have all been reviewed at ACRD Board meetings).
Will not be included in the Procedure Bylaw, however; will become common practice.	Major Planning Application Criteria	July 23, 2025	Committee supported the criteria developed by the EA committee for major planning applications.
NEW	Electronic Voting/Agenda Management Software	July 23, 2025	Committee supported the adding the purchase and implementation of meeting management software to the 2026 workplan and budget.
NEW	Electronic Voting/Agenda Management Software	August 27, 2025 (Board meeting)	Board approved a Financial Plan amendment for 2026 to allow the purchase and implementation of meeting management software.
6. Time & Location of Meetings	Board Meeting – Start Time	July 23, 2025	Committee requested more information from staff. Determine how other Regional Districts manage start times of their Board meetings. Determine other committee meetings (COW, Alberni Valley & Bamfield, EA, West Coast Committee) will integrate with Board meetings.
NEW	Hospital Meetings	July 23, 2025	Committee supported scheduling quarterly in-depth hospital meetings to allow for more conversation and awareness.
Section 19. Delegations	Add additional clause related to delegations.	July 23, 2025	Committee supported adding a clause to delegate the authority to deny a delegation to the Corporate Officer (specified reasons including disinformation). Committee requested that staff keep a record of denied delegation requests and present this to the Board at year-end.

NEW	Alternate Director Participation	July 23, 2025	Committee discussed the idea of sending all Open Board Agenda and In-Camera Agendas to Alternate Directors. Concerns raised with sharing of confidential information. Bring forward to Oct 8 th COW meeting.
NEW	Recording Votes at Committee Meetings	July 23, 2025	Committee supported recording of votes at committee meetings upon request (until agenda software is implemented in 2026 and will automatically records votes at Board, Hospital, EA, AV&B, WCC and COW meetings).
NEW	Public Input	July 23, 2025	Committee discussed the Public Input period and expressed support for making adjustments to become more meaningful and directed staff to bring back options.
Section 29. Bylaws	Simplify wording for Bylaws	October 8, 2025	Support for all changes.
Section 30. Bylaws	Remove Section 30	October 8, 2025	Support for removal.
Section 31. Bylaws	Simplify wording for Bylaws	October 8, 2025	Committee supported all changes, but would like further input as to which bylaws may be subject to having 3 readings given by one motion.
Section 32. Bylaws	Simplify wording for Bylaws	October 8, 2025	Support for all changes.
Section 33. Resolutions	Remove Section 33	October 8, 2025	Support for removal.
Section 34. Committees	Update Legislation	October 8, 2025	Support for all changes.
Section 35. Schedule of Committee Meetings	Update how meetings are scheduled (a). Remove (b).	October 8, 2025	Support for scheduling standing and select committee meetings as per the Terms of Reference document. Support removal of 35(b).
Section 36. Attendance at Committee Meetings	Clarify expectations of non-committee members.	October 8, 2025	Support for not permitting non-appointed Directors to introduce a resolution and vote on proceedings. Non-committee members shall not be counted towards quorum. Committee supported Directors attending committee meetings (that they are not appointed to). Non-appointed Directors can request to speak as a delegation (ahead of time) through Chair or staff, or may speak at the public input period.
Section 37. Committee Minutes	Remove Section 37 and Combine with Section 11.	October 8, 2025	Support for all changes.
Section 38. Quorum	Remove Section 38 and combine with Section 12.	October 8, 2025	Support for all changes. <i>Added to definitions instead.</i>
Section 39. Conduct and Debate	Remove Section 39. Covered in Section 21.	October 8, 2025	Support for all changes.

Section 40. Voting at Meetings	Remove section 40. Covered in Section 36.	October 8, 2025	Support for all changes.
Section 41. Chair of Committees	Remove section 41.	October 8, 2025	Committee supported removal of this section as it is addressed in the Terms of Reference for each committee.
Section 42. Committee Dissolution	No proposed changes.	October 8, 2025	N/A
Section 43. Severability	No change proposed to 43(a). Remove section 43(b).	October 8, 2025	Support for removal of 43(b).
NEW	Alternate Director Participation. Continuation of July 23 rd discussion.	October 8, 2025	Staff will add clause indicating that agendas will be sent to alternate Directors when staff have been advised of Director absence. Following next local election, staff will ensure that Alternate Directors sign the Code of Conduct and Oath of Office documents within 2 weeks of being appointed.
NEW	Board Meeting – Start Time. Continuation of July 23 rd discussion.	October 8, 2025	Committee selected to stay with the Status Quo for Board meeting start times, while re-visit with newly elected Board in 2026.
NEW	Public Input. Continuation of July 23 rd discussion.	October 8, 2025	Committee supported adding a Public Input Period to the beginning of Board & Committee meetings. Public Input Criteria includes: <ul style="list-style-type: none"> • State Relevant Agenda Item • Three minutes maximum (max 5 people) • 15 minutes maximum for the Public Input Period • No video, presentations, handouts, or props Question Period at end of Board & Committee meetings. <ul style="list-style-type: none"> • State Relevant Agenda Item • Three minutes maximum (max 5 people) • 15 minutes maximum for Question Period • No video, presentations, handouts, or props



To: ACRD Board of Directors

From: John Curtis, Asset Management and Grant Coordinator
Eddie Kunderman, Operations Manager

Meeting Date: February 25, 2026

Subject: **Sproat Lake Marine Patrol** Partnership with Alberni Valley Enhancement Society
– Community Participation Funding Program Application

Recommendation:

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

Desired Outcome:

The desired outcome is to secure external grant funding to support the community engagement, consultation, and data-related components of the Sproat Lake Marine Patrol (SLMP) program, while maintaining clear separation from funding used for on-water patrol operations. This will strengthen the overall program without creating additional financial pressure on the ACRD.

Summary:

The Sproat Lake Marine Patrol program includes both operational patrol activities and non-patrol functions such as community engagement, consultation, and data collection. The Community Participation Funding Program (CPFP), administered by Transport Canada, aligns with these non-patrol components.

Under the proposed approach, the Alberni Valley Enhancement Society (AVES) would act as the CPFP applicant. Any grant funding received would be directed toward eligible engagement and participation activities and administered separately from other funding sources. This structure allows the ACRD to pursue additional external funding while ensuring compliance with existing program requirements.

Background:

For the past number of years, the Sproat Lake Marine Patrol service has been financially supported by Transport Canada's Boating Safety Contribution Program. Unfortunately, this grant opportunity has not been made available for the 2026 season and staff have been looking for grant alternatives to support

the seasonal program. In addition to on-water patrol activities, the Sproat Lake Marine Patrol program includes community engagement, participation in consultations related to boating safety and lake use, and the collection of observational data that supports long-term planning and safety initiatives.

The Community Participation Funding Program, administered by Transport Canada, provides funding to support community engagement and participation activities related to marine transportation and safety. The program aligns with the non-patrol components of the SLMP that focus on engagement, consultation, and data collection.

The ACRD has discussed the potential partnership with the AVES regarding a CFPF application, and AVES has indicated its support in participating. The proposed engagement and consultation activities align with AVES' interest in initiatives that directly benefit lake users and residents. Should circumstances change and AVES be unable to proceed, alternative eligible community partners, such as the Alberni Valley Rescue Squad, may be explored.

Time Requirements – Staff & Elected Officials:

Staff time associated with preparation of the CFPF grant application is expected to be approximately **ten** hours. If funding is approved, CFPF grant funds would be used to support a portion of existing SLMP staff time dedicated to non-patrol activities, including community engagement, consultation, and data collection. These activities would be carried out by seasonal ACRD employees as part of the normal operation of the Sproat Lake Marine Patrol program.

No additional staffing resources are anticipated, and all CFPF-funded staff time would be tracked and administered separately from on-water patrol activities and from any hours funded through the Canada Summer Jobs program.

Financial:

If successful, the grant would provide \$5,000 towards staff costs. The funding would flow through to the service as follows:

- CFPF funding would be received by the AVES as the partner organization and grant applicant.
- Grant-funded contributions would be provided to the ACRD to support eligible engagement, consultation, and data-collection activities only.
- Funding received through CFPF would be administered separately from other funding sources, including the Canada Summer Jobs program, with no overlap in funded duties or hours.

Strategic Plan Implications:

This initiative aligns with the following priorities identified in the ACRD's Strategic Plan:

- **Strategic Priority 1.2 – Community Safety and Well-Being**
The proposed engagement, consultation, and data-collection activities support safer use of Sproat Lake by improving public awareness, informing safety initiatives, and contributing to evidence-based planning related to boating activity.
- **Strategic Priority 2.1 – Environmental Stewardship and Sustainability**
Data collection and participation in consultations related to lake use support informed

stewardship of regional natural assets and align with long-term environmental protection and sustainability objectives.

- **Strategic Priority 4.3 – Partnerships and Financial Sustainability**

Partnering with a community organization to pursue external grant funding supports the Strategic Plan’s direction to strengthen collaboration and leverage grants to enhance service delivery without increasing financial pressure on the ACRD.

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

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

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



To: ACRD Board of Directors

Voting Structure: Electoral Area Directors

From: Alima Khoja, Planner 1

Meeting Date: February 25, 2026

Electoral Area: C - Long Beach

Subject: Temporary Use Permit TUP22007R - 2660 Tofino-Ucluelet Highway (Kimola; Kaikkonen; Cowland; Baril-Dionne)

Recommendation:

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

Property Information:

Civic Address:	2660 Tofino-Ucluelet Highway		
Legal Description:	THAT PART OF BLOCK A OF DISTRICT LOT 483, CLAYOQUOT DISTRICT, LYING TO THE NORTH OF A LINE PARALLEL TO AND PERPENDICULARLY DISTANT 200 FEET FROM THE NORTHERLY BOUNDARY OF SAID BLOCK		
PID: 009-008-918	Folio: 770-03464.850	ALR? (Y/N): N	Lot Size: 2.42 (5.98 ac)

Background:

The property owners have applied to renew a Temporary Use Permit (TUP) issued in August 2022 to allow for the continued operation of a campground known as the Lost Shoe Campground and located at 2660 Tofino Ucluelet Highway. The renewed TUP would include the operation of campsite consisting of 34 unserviced / partially-serviced (hydro only) sites and 15 serviced sites for long-term (monthly) and short-term (daily) rental.

The Board reviewed this application at the December 10, 2025, meeting and resolved to consider issuing the Temporary Use Permit following public notification as per Local Government Act s. 494. Technical agency referral requests were sent out on January 29, 2026, to the following agencies:

✓ Ministry of Transportation & Transit (MoTT)	✓ District of Ucluelet Fire & Emergency Services
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Referral responses have been received from both external agencies.

- The District of Ucluelet Fire & Emergency Services supports the Temporary Use Permit subject to the applicant posting a visible civic address at the campground entrance, installing and maintaining NFPA-compliant fire extinguishers throughout the property, and ensuring the site complies with NFPA

PL20250073/TUP22007R

1194 Standards for Recreational Vehicle Parks and Campgrounds, with Ucluelet Fire Rescue available to assist upon request.

- The Ministry of Transportation and Transit (MoTT) supports the Temporary Use Permit provided the property owners apply for an Access, Resource, and Industrial Road Permit, including details on existing culvert sizing, and completes any culvert upgrades that may be required based on the Ministry's review. MoTT staff have confirmed that the property owners have applied for the Permit and are engaged with the Ministry on meeting any requirements.

All referral agency requirements have been included in the Conditions of Use for the Temporary Use Permit. The Building Inspector completed a Health and Safety Inspection on February 11, 2026, confirming driveway access and culvert conditions, septic connections for all RVs, structures, and the public washroom, verified campsite numbering, posted site layout, and availability of potable water. As conditions, the applicant must provide confirmation of smoke and carbon monoxide detectors and 5 lb fire extinguishers for each permanent structure to the ACRD and ensure Emergency Management and Security policies are available for staff review.

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

1. Neighbour notices were sent out on February 6, 2026.
2. Advertisements were published in the Westerly News on February 11, 2026, and February 18, 2026.

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. If the Regional District receives any further correspondence prior to the February 25, 2026, meeting, staff will inform the Board.

It is recommended that the Board issue Temporary Use Permit TUP22007R for a period of three years subject to the conditions outlined within the TUP.

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

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

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

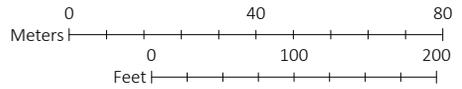


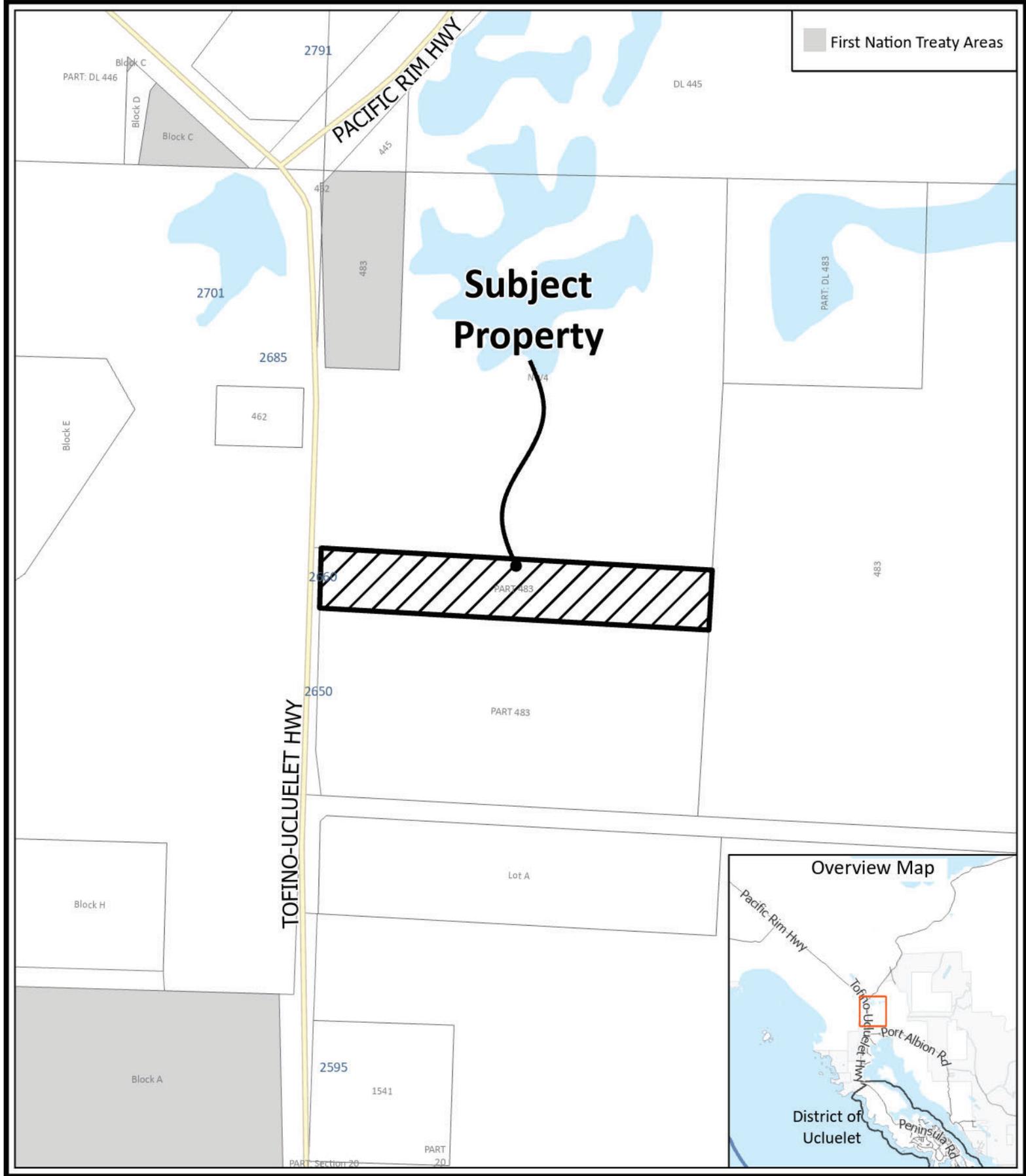
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Lost Shoe Campground, 2660 Tofino-Ucluelet Highway

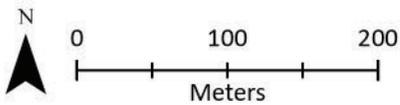
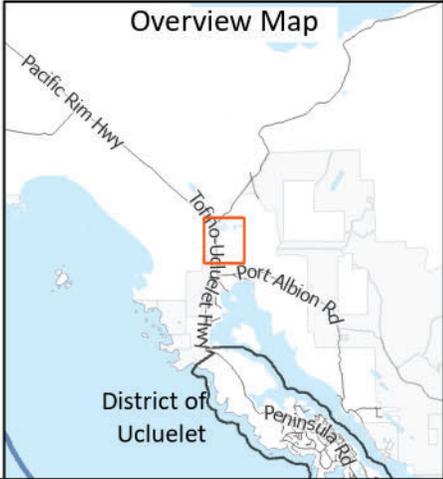
Prepared 28 April 2022, ACRD
Google Satellite imagery





■ First Nation Treaty Areas

Subject Property



150



Legal description: THAT PART OF BLOCK A OF DISTRICT LOT 483, CLAYOQUOT DISTRICT, LYING TO THE NORTH OF A LINE PARALLEL TO AND PERPENDICULARLY DISTANT 200 FEET FROM THE NORTHERLY BOUNDARY OF SAID BLOCK



TUP22007R

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

A Temporary Use Permit is hereby issued to:

Name: ANDRE-ANNE BARIL-DIONNE, GLEN C KAIKKONEN, VINCENT M KIMOLA, COWLAND COTTAGE ENTERPRISES LTD.

Address: 2660 TOFINO-UCLUELET HWY, UCLUELET, BC

With respect to:

Legal Description: THAT PART OF BLOCK A OF DISTRICT LOT 483, CLAYOQUOT DISTRICT, LYING TO THE NORTH OF A LINE PARALLEL TO AND PERPENDICULARLY DISTANT 200 FEET FROM THE NORTHERLY BOUNDARY OF SAID BLOCK

PID: 009-008-918

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

1. This permit is issued to allow for the operation of a campground consisting of 34 unserviced/partially serviced (hydro only) sites and 15 serviced sites for long-term (monthly) and short-term (daily) rental.
2. All structures on the property will be used for storage, office use, bicycle rentals, and security. No structure or cottage will be utilized as a dwelling unit.
3. Emergency management and security policies are to be available for review by ACRD staff and enforced by the applicant. There shall be a posted quiet time of 10 pm.
4. Civic address signs shall be posted that are clearly visible from either direction on the Tofino-Ucluelet Highway.
5. An overall site layout map of the campground shall be posted at the entrance to the property, and each campsite shall have a clearly marked site number.
6. The use must meet the following fire-safety requirements: fire extinguishers must be installed and maintained in accordance with NFPA 10, and the operation must comply with NFPA 1194 standards for recreational vehicle parks and campgrounds. Smoke and Carbon Monoxide detectors must be provided for each permanent structure. Fire suppression equipment must always be available on site.
7. Access to the campground must comply with all requirements of the Access, Resource, and Industrial Road Permit issued by the Ministry of Transportation and Transit.
8. Access points and internal access roads must be designed to accommodate suitable access for emergency vehicles and fire apparatus, and allow for safe access/egress for all vehicles in the event of an emergency that requires evacuation of the site.
9. Garbage disposal and recycling facilities will be provided and maintained daily to reduce attractants for wildlife.
10. Adequate washroom facilities and access to potable water must be available to customers,

tenants, and visitors to the site.

11. Staff and/or the owner or caretaker will always be available on site.
12. Contact information for staff and/or the owner or caretaker, and a copy of the TUP, must be visible in a public location.
13. On-site parking shall be provided in accordance with the off-street parking regulations in the ACRD Zoning Bylaw.
14. This permit is valid for three (3) years from the date of execution.
15. At the time this permit expires, the property owner may apply to rezone the property or return the property to the original use permitted under the current zoning.
16. If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

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

This permit was issued this _____ of _____.

Daniel Sailland, MBA
Chief Administrative Officer

Chair of the Board of Directors



To: ACRD Board of Directors

Meeting Date: February 25, 2026

From: Alima Khoja, Planner 1

Voting Structure: Electoral Area Directors

Electoral Area: D - Sproat Lake

Subject: Rezoning RD25005 – 10203 Woodslee Loop (Warren)

Recommendation:

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

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

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

Development Proposal: The property owners have applied to rezone the parcel to allow for the construction of a garage structure to store their boat and trailer on the vacant parcel. A new zoning district has been prepared - Residential Storage (SW 3) District. The proposed SW 3 Zone has been created to accommodate personal storage as a primary permitted use within a residential context. The intent of this new zoning district is to provide residents with the ability to store vehicles, recreational vehicles, equipment, and boats as a part of their personal use, within an enclosed structure on the property.

Advisory Planning Commission Recommendation: The Sproat Lake Advisory Planning Commission (APC) reviewed this application at their February 17, 2026 meeting and the APC passed a motion to support the application as presented and recommend that the Board proceed with the public input process.

Property Owner(s): 700592 B.C. LTD., INC.NO. BC700592

Applicant/Primary Contact: Linda Warren

Property Information:

Civic Address:	10203 Woodslee loop				
Legal Description:	LOT 7, DISTRICT LOT 622, CLAYOQUOT DISTRICT, PLAN 11481				
PID:	005-047-200	Folio:	770-03540.000	ALR? (Y/N):	N
				Lot Area (ha):	0.20 (0.50 ac)
Current Zoning:	RA1 - Acreage Residential District		Proposed Zoning:	Residential Storage (SW 3) District	
Current OCP:	Sproat Lake, Residential Use		Proposed OCP:	N/A	
Development Permit Area(s):	N/A				
Current Use & Description:	The 0.20-hectare (0.50 ac) property have two sea cans temporarily located on-site. The property can be accessed from Woodslee Loop to the south and				

PL20250086 / RD25005

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

Quasoon Rd to the north. Three parcels located to the north-east of the subject property, accessed from Woodslee Loop, are also owned by the applicant. In addition, one lot located to the north of the subject property, accessed from Quasoon Road, is also under the applicant’s ownership. The proposed boat storage garage site is in the northern part of the property.

Surrounding Zoning and Land Use

North:	Acreage Residential (RA1) District	South:	Acreage Residential (RA1) District
East:	Three-lot bare land strata development zoned Acreage Residential (RA1) District	West:	Acreage Residential (RA1) District

Services:

- a) **Sewage Disposal:** On-site sewage disposal. The installation of a sewage disposal system approved by Island Health would be required as a condition for any building permit issued for the construction of a dwelling, or any accessory building or Residential Storage structure that includes plumbing facilities.
- b) **Water Supply:** On-site water system. Water servicing to the site would be provided by either a groundwater well or a licensed water intake from Sproat Lake.
- c) **Fire Protection:** The parcel falls within Sproat Lake Fire Protection Area. The rezoning would be referred to the Fire Department to review and provide recommendation.
- d) **Access:** The property can be accessed from Woodslee Loop to the south and Quasoon Road to the north.

Planning Policy Discussion:

- a) **Official Community Plan:** The property is designated as Residential Use in the Sproat Lake OCP. The Residential Use designation supports a range of housing options in the Plan area. The proposed use will accommodate Resident storage within an enclosed structure; however, the parcel will continue to maintain the Residential Use designation in the Sproat Lake Official Community Plan (OCP), preserving its long-term potential for residential development.
The proposed use is consistent with the Sproat Lake Official Community Plan (OCP), no OCP amendment is required, and a public hearing will not be held.
- b) **Zoning:** The current zoning of the property is Acreage Residential (RA1) District. The property owner intends to utilize the parcel for boat storage and Residential storage use. The RA1 zone allows for one (1) Single family dwelling, Home Occupations, and Accessory Buildings and Uses. The current zoning does not permit the intended use, and a new Zoning district and use regulation - Residential Storage (SW 3) District - has been drafted. The SW 3 zoning would permit storage within an enclosed structure as a primary permitted use for personal vehicles, recreational vehicles, equipment and boat storage associated with residential use. In addition to personal storage, the SW 3 zone would continue to permit one (1) Single family dwelling, Home Occupations and Accessory Buildings and Uses.

	Current: RA1	Proposed: SW 3
Minimum Lot Area (ha)	0.167	0.24
Minimum Lot Width (m)	27.4	27.4
Principal & Accessory Front Yard Setback (m)	12.1	12.1
Principal Side Yard Setback (m)	4.5	4.5
Principal Rear Yard Setback (m)	9.1	9.1
Accessory Side Yard Setback (m)	0.91	0.91
Accessory Rear Yard Setback (m)	0.91	0.91
Lot Coverage	25%	25%

The Residential Storage (SW 3) District has been drafted to include the following definitions, permitted uses, conditions of use, and site development regulations:

Definition Specific to the SW 3 District

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

Permitted Uses

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

Conditions of Use in the SW 3 District

- (1) Residential Storage uses are required to be contained entirely within fully enclosed indoor structures. There shall be no commercial or industrial use of storage space.
- (2) No heavy equipment shall be stored on the property.
- (3) Residential Storage structures shall not be located, unless otherwise provided for in this bylaw:
 - a. Within a required front yard;
 - b. Within 3 meters [9.84 feet] of a side or rear yard lot line.
- (4) Residential Storage structures shall not exceed 6 meters [20 feet] in height.
- (5) Residential Storage structures shall not exceed one (1) storey in height.

- (6) The total combined floor area of Residential Storage and Accessory buildings and structures shall not exceed five percent (5%) of the registered lot area.
- (7) Residential Storage structures shall not exceed a maximum floor area of 92.9 square meters (1,000 square feet), regardless of lot size.
- (8) All permitted uses shall be housed completely within an enclosed building except for permitted parking areas. A minimum of two (2) parking spaces and a maximum of four (4) parking spaces shall be provided on the property.
- (9) Vehicle parking areas shall not be located within any required front, rear, or side yard setback.

Density

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

Site Development Regulations in the SW 3 District

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

This proposal requires rezoning to a new Zoning district and use regulation Residential Storage (SW 3) District zone.

Comments:

The applicant intends to construct a boat storage garage towards the north boundary approximately 30 feet x 30 feet in floor area on the 0.20 ha (0.50 ac) parcel. The parcel currently has two sea cans and a utility trailer located on-site which will be removed once the Residential Storage structure is constructed. The Residential Storage use is highlighted in the Residential Storage (SW 3) District zone allowing storage of personal vehicles, recreational vehicles, boats, and personal equipment associated with residential within a fully enclosed building or structure. The zone would also permit one (1) Single family dwelling, Home Occupations, and Accessory Buildings and Uses. No commercial or industrial storage/use is allowed on the parcel.

The current zoning of the property is Acreage Residential (RA1) District and the property is designated Residential Use in the Sproat Lake OCP. While the applicants intend to use the parcel for personal storage, the parcel will maintain its residential use designation and continue to align with the OCP for future opportunities. As the residential-focused use will remain consistent, no public hearing will be held. The SW 3 zoning would restrict the maximum lot coverage to 25%. The total combined floor area of Residential Storage and Accessory

Buildings shall not exceed five (5%) of the registered lot area. Residential Storage shall not exceed a maximum of 92.9 square meters (1,000 square feet), regardless of lot size.

Under the proposed zoning, the minimum lot size would be 1.0 hectare for lots utilizing on-site well and septic services, and 0.24 hectare for lots serviced by a community or communal water or sewer system, consistent with the Sproat Lake OCP.

The proposed use within the SW 3 zoning is in alignment with the Official Community Plan. The subject property however has a total area of 0.20 ha, which is 0.04 ha less than the minimum parcel size required in the proposed SW 3 zone. Given this, if rezoned to SW 3, the subject property would function as an existing non-conforming lot under the new zoning, and any future subdivision will be required to meet the applicable minimum parcel size of 0.24 ha.

It is recommended that the Board proceed with the neighbour notification and public advertising process and that the Board consider the bylaws for first reading following public input.

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



Access to the parcel via Quasoon Road and Woodslee Loop



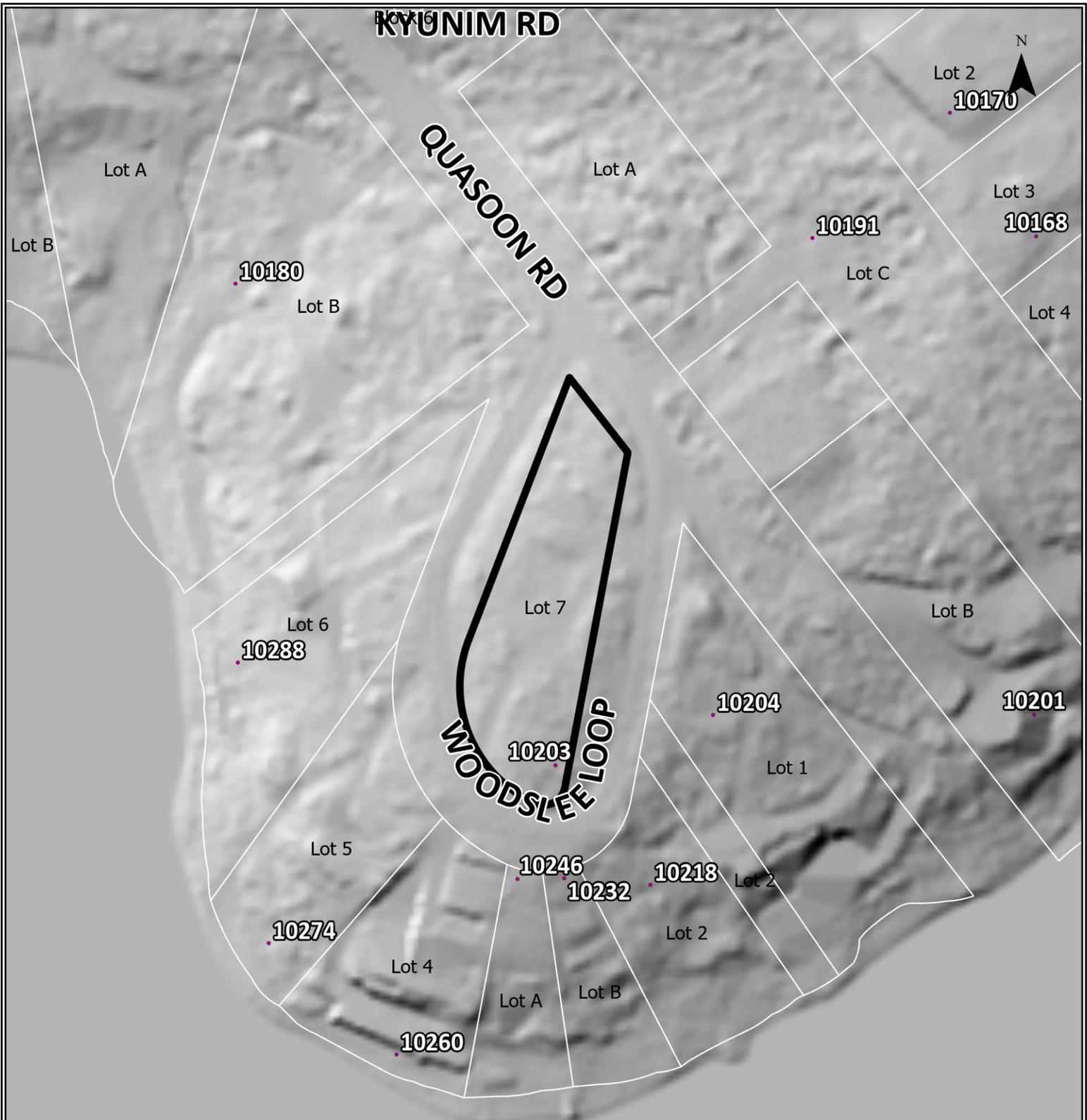
View towards Quasoon Road from north boundary of the parcel



View of the container structure from east boundary looking west



South boundary of the parcel looking north



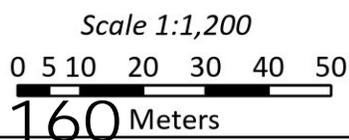
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 Subject Property

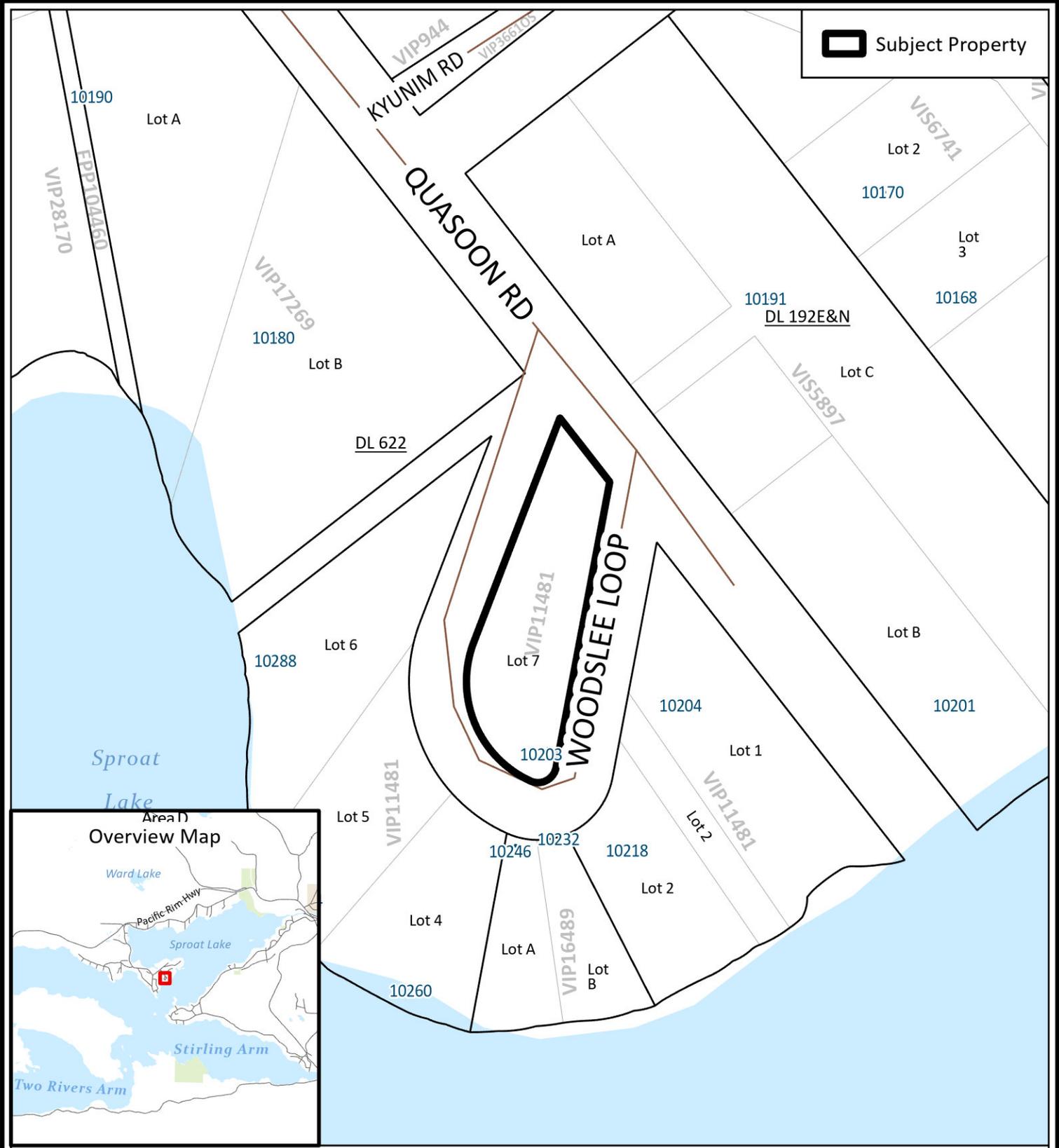


**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

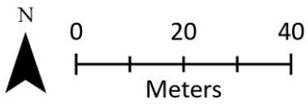
Prepared 2026-01-14
Sources: Prov. BC, ParcelMapBC; ACRD



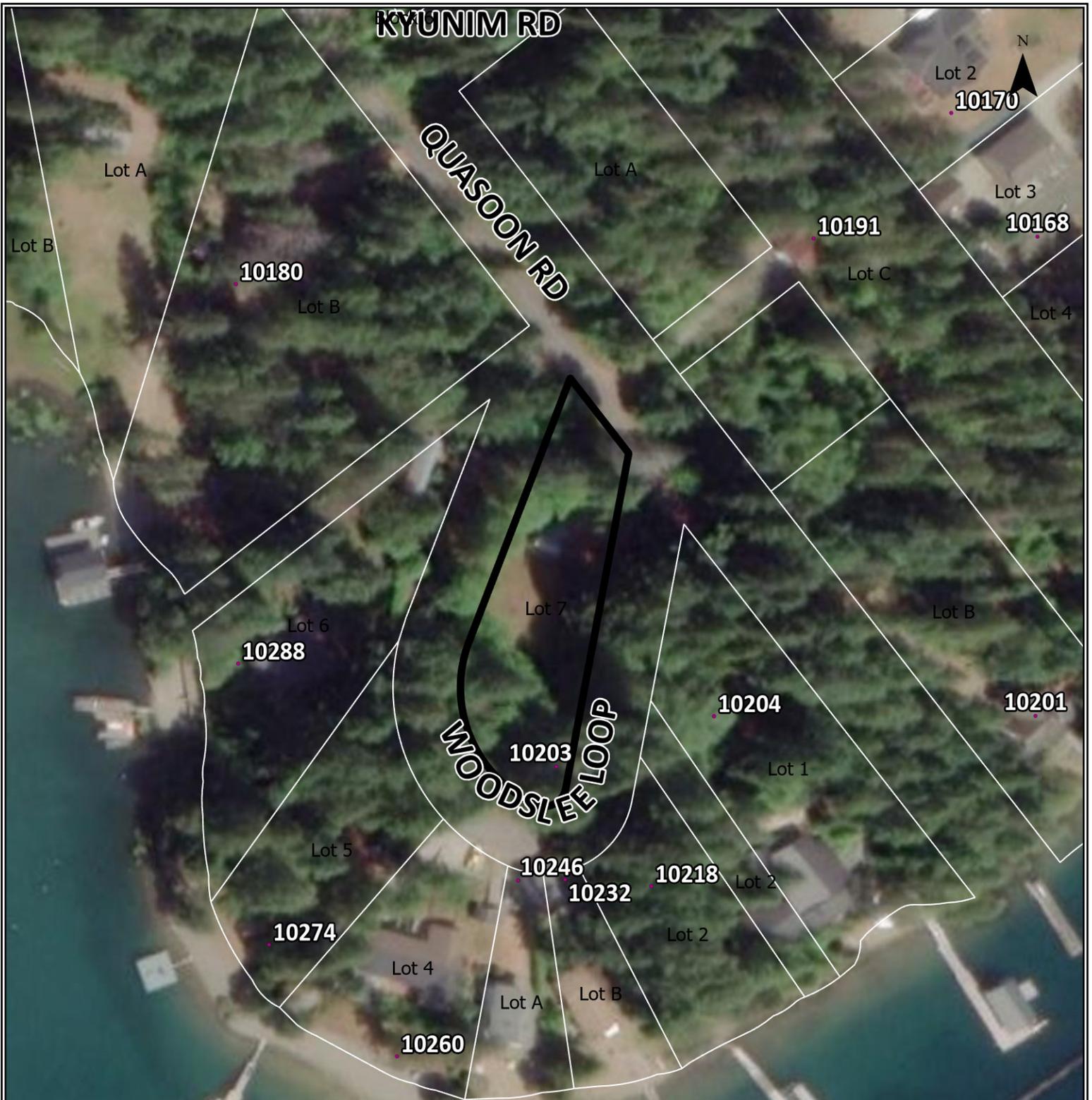
 Subject Property



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



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



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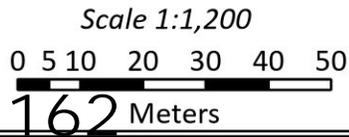
10203 Woodslee Loop
 LOT 7, DISTRICT LOT 622, CLAYOQUOT
 DISTRICT, PLAN 11481

 Subject Property



**ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT**

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





REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1536

OFFICIAL ZONING TEXT AMENDMENT

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

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

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

1. TITLE

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

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

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

169 Residential Storage (SW 3) District

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

169.1 Definitions

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

169.2 Permitted Uses

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

169.3 Conditions of Use

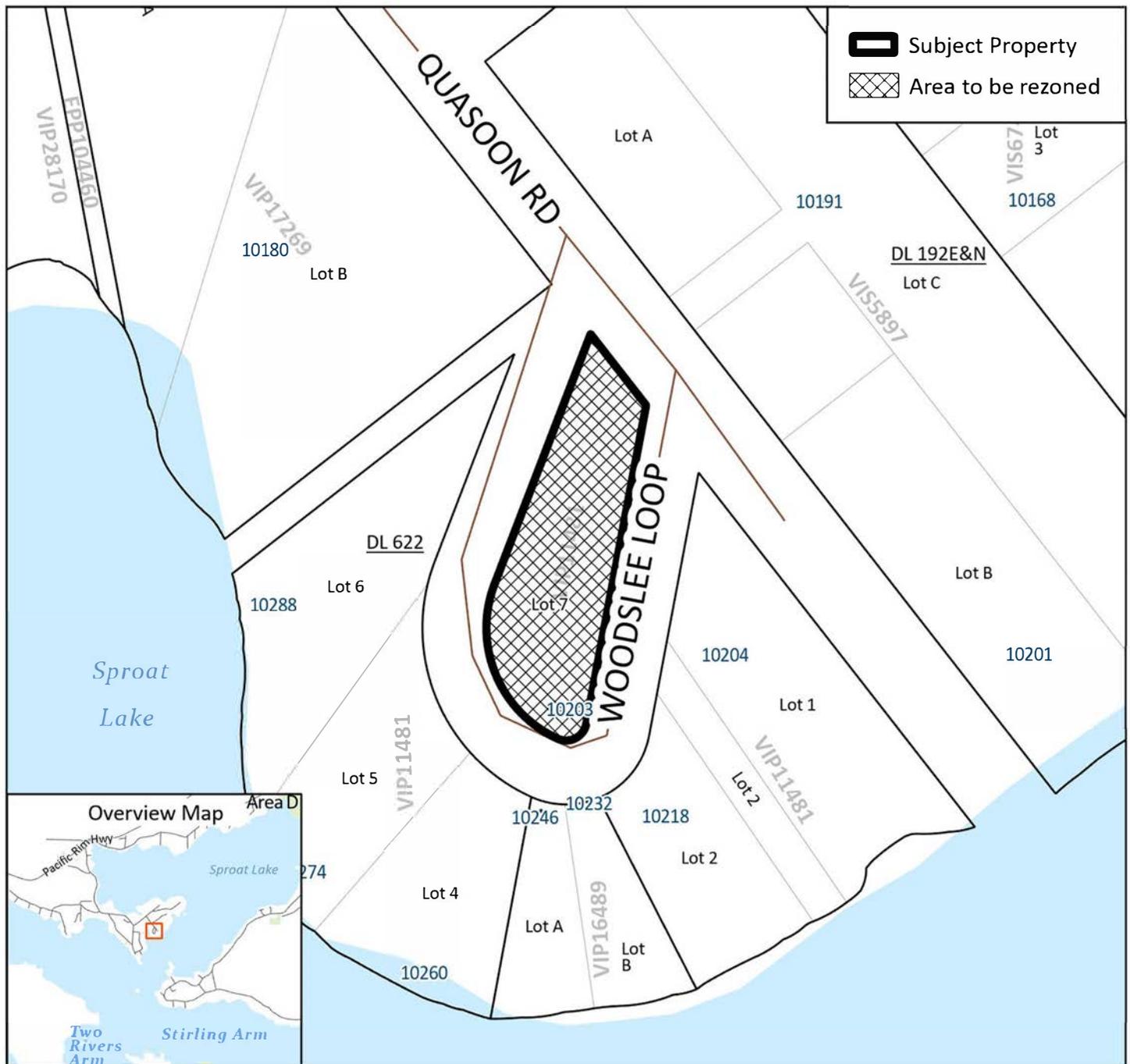
- (1) Residential Storage uses are required to be contained entirely within fully enclosed indoor structures. There shall be no commercial or industrial use of storage space.
- (2) No heavy equipment shall be stored on the property.
- (3) Residential Storage structures shall not be located, unless otherwise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

169.4 Density

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

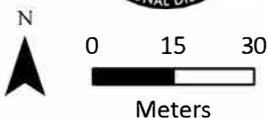
Schedule 'A'

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



Legal Description: LOT 7, DISTRICT LOT 622, CLAYOQUOT DISTRICT, PLAN 11481

Address: 10203 Woodslee Loop



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



To: ACRD Board of Directors

Meeting Date: February 25, 2026

From: Alima Khoja, Planner 1

Voting Structure: Electoral Area Directors

Electoral Area: D - Sproat Lake

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

Recommendation:

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

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

Development Proposal: The property owners are applying for a Temporary Use Permit (TUP) to operate a short-term rental (STR) in the three-bedroom single family dwelling with a 2-car garage and a workshop area on the lower level with 1,500 square feet of living area on the main floor. The house will be utilized as a STR during the summer months from May to September. The caretaker will be available within 20 minutes distance from the property.

Advisory Planning Commission Recommendation: The Sproat Lake Advisory Planning Commission (APC) reviewed the application at their February 17, 2026 meeting and the APC passed a motion to recommend that the Board proceed with the public input process.

Property Owner(s): Don Saywell Developments Ltd

Applicant/Primary Contact: Taylor Saywell

Property Information:

Civic Address:	10411 Marina Vista Dr						
Legal Description:	STRATA LOT 3 DISTRICT LOT 204 ALBERNI DISTRICT STRATA PLAN EPS681 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V						
PID:	028-853-512	Folio:	770-01666.053	ALR? (Y/N):	No	Lot Area (ha):	0.08 (0.20 ac)
Current Zoning:	R1 - Single Family Residential District	Proposed Zoning:	N/A				
Current OCP:	Sproat Lake, Residential Use	Proposed OCP:	N/A				
Development Permit Area(s):	N/A						

PL20250072 / TUP25013

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

Current Use & Description:	This parcel contains a single-family dwelling. The building contains a 2-car garage and a workshop area on the lower level, with 1,500 square feet of living area on the main floor. The building permit was issued in 2024.
---------------------------------------	--

Surrounding Zoning and Land Use			
North:	Pacific Rim Highway	South:	Single Family Residential (R1) District
East:	Single Family Residential (R1) District	West:	Single Family Residential (R1) District

Services:

- a) **Sewage Disposal:** Bare land strata common sewage disposal system.
- b) **Water Supply:** Bare land strata common water system.
- c) **Fire Protection:** The parcel is within the Sproat Lake Fire Protection Area.
- d) **Access:** The parcel is accessed from a driveway on Marina Vista Drive.

Planning Policy Discussion:

- a) **Official Community Plan:** The parcel is designated ‘Residential Use’ in the Sproat Lake Official Community Plan. This designation provides for a range of residential uses and housing types including vacation rentals, recreational properties, small lots and acreages.

Section 3.2 of the OCP discusses general planning policies which apply to all properties within the OCP area. Section 3.2.11 allows the ACRD Board to issue Temporary Use Permits in accordance with s.493 of the Local Government Act.

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

- b) **Zoning:** The parcel is zoned Residential (R1) District. The property owners are applying for a Temporary Use Permit to allow the rental of their three-bedroom single family dwelling. The parcel is part of a bare land strata development and is zoned single family residential (R1) District. Short term vacation rentals are not listed as a permitted use within the R1 zone.

A restrictive covenant is registered on each of the 10 parcels within the bare land strata that requires there to be no more than one dwelling per strata lot and each dwelling unit not to exceed 1,500 square feet of living space excluding any garage or carport.

	Current: R1
Minimum Lot Area (ha)	0.06
Minimum Lot Width (m)	18.2
Principal & Accessory Front Yard Setback (m)	7.62
Principal Side Yard Setback (m)	1.5
Principal Rear Yard Setback (m)	9.1
Accessory Side Yard Setback (m)	0.9
Accessory Rear Yard Setback (m)	0.9
Watercourse Setback (m)	30

This proposal is not in compliance with the ACRD Zoning Bylaw, and the TUP application is required for the STR use.

Temporary Use Permit Conditions:

A TUP to allow the short-term rental of an existing 3-bedroom single family dwelling on the property be issued for the use of a maximum of two (2) bedrooms for the short-term rental accommodation, subject to the following conditions and any other conditions that the ACRD Board of Directors deem appropriate at the time of issuance:

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

Comments:*Neighbourhood*

The property is part of a bare land strata development. Several other properties on Marina Vista Drive have been granted TUPs for seasonal short-term rentals under similar conditions. There are two other active Temporary Use Permits for Short-Term Rental on Marina Vista Drive, one of which is on the adjacent property. This permit limits the STR operation to two of the three available bedrooms to maintain consistency with adjacent STRs and reduce potential impacts on the surrounding neighborhood.

Provincial Regulations

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

Sewerage

As stated in the Island Health Sewage System Letter of Certification dated April 2012, the sewage disposal system is certified to accommodate 10 strata lots with a maximum of 20 bedrooms in total and is designated as a Type 3 treatment system.

Covenant

A restrictive covenant is registered on each of the 10 parcels within the bare land strata that requires there to be no more than one dwelling per strata lot and each dwelling unit not to exceed 1,500 square feet of living space excluding any garage or carport.

Staff recommend that the ACRD Board consider the issuance of the Temporary Use Permit request, subject to completion of public notification in accordance with S. 499 of the *Local Government Act*.

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

Site Photos



View looking north from Marina Vista Drive towards the front of the subject property



View facing south from the north boundary of the subject property



View facing east from west boundary of subject property



Access from Marina Vista Drive

028-853-563
10412 Marina Vista Drive

SEWERAGE SYSTEM
LETTER OF CERTIFICATION

FAXED
APR 28 12



Print Form

SL8, DL204, EPS681

Filing # PA11/029 Date: 25/APRIL/2012 Day/Month/Year

Re: **Civic Address:** 10400 ALDAN ROAD, PORT ALBERNI

Legal Description: LOT1. DL 204, ALBERNI LD, PLAN

I hereby certify that the construction of the proposed sewerage system on the above property was completed on 17/APRIL/2012 Day/Month/Year

I, the undersigned, am an authorized person as defined in the Sewerage System Regulation, BC Reg. 326/2004 and certify that:

1. The owner has been provided with:
 - a copy of the sewerage system plans and specifications as filed with the Health Authority;
 - a maintenance plan for the sewerage system that is consistent with standard practice; and
 - a copy of this letter of certification as filed with the Health Authority;
2. The sewerage system has been constructed in accordance with standard practice.
3. The sewerage system has been constructed substantially in accordance with the plans and specifications filed with the Health Authority.
4. The estimated daily domestic sewage flow through the sewerage system will be less than 2,287 liters.
5. If operated and maintained as set out in the maintenance plan, the sewerage system will not cause or contribute to a health hazard.
6. I have supervised the construction of the Type 1 or 2 sewerage system by the owner on his/her own land; N/A Y .
If Yes, state the dates of supervision; _____
7. I am a professional and have supervised the construction of a Type 3 system;
N/A Y ;
If Yes, state the name of the person constructing the sewerage system; GORDON FRASER
and the dates of supervision; JULY 10, 2011, JULY 29, 2011, NOVEMBER 15, 2011, FEB. 6, 2012,
APRIL 17, 2012

Appended to this Letter of Certification is a plan of the sewerage system as it was built and a copy of the maintenance plan.

Name: <u>S. CARBALLEIRA, P. GEO.</u> Signature: 	Health Authority Use Only
<p style="text-align: center;">Authorized Person's Seal</p> 	<p style="text-align: center;">Vancouver Island Health Authority Environmental Health - Port Alberni DATE RECEIVED</p> <p style="text-align: center;">APR 30 2012</p> <p>Received By  (VHA Staff Signature)</p>

RECEIVED
APR 17 4 12

POSTED

FEB 16 2012

FAKED

Print Form

FILING OF SEWERAGE SYSTEM



This form is required to administer the Sewerage System Regulation (326/2004) and the collection of personal information complies with the Freedom of Information and Protection of Privacy Act. Within the Capital Regional District, information collected may be used by the CRD for the purpose of administration and enforcement of the Onsite Sewerage System Maintenance Bylaw. For Bylaw information contact 250-360-3000

PID#(CRD only) FOLIO#(NORTH) 000-978-761 NEW CONSTRUCTION AMENDMENT ONLY/ PREVIOUS FILING NUMBER FILING NUMBER PA11/029

1. Lot Information Descriptions where sewerage system is to be constructed

LEGAL DESCRIPTION OF PROPERTY LOT 1, DL 204, ALBERNI LD, PLAN GPS LOCATION OF SYSTEM Use Datum NAD83 PLEASE USE DECIMAL DEGREES LAT. 49.2869N LONG. 124.9666W

2. Owner Information Mailing Address of Property Owner

SUITE/APT NUMBER BUILDING NUMBER STREET NAME CITY/MUNICIPALITY/AREA HORIZONTAL ACCURACY (M) 3 COLLECTION METHOD: RECREATIONAL GPS DIFFERENTIAL GPS

3. Authorized Person Information Mailing Address of Authorized Person

NAME OF LEGAL OWNER OR STRATA CORPORATION TELEPHONE NUMBER C. CASAVANT

4. Facility Information

SUITE/APT NUMBER BUILDING NUMBER STREET NAME CITY POSTAL CODE N/A

5. Site Information

NAME OF AUTHORIZED PERSON TELEPHONE NUMBER REGISTRATION NUMBER (if applicable) STEVEN M. CARBALLEIRA, P.GEO. 250-335-1864 APEG#27395

6. System Information

SEWERAGE SYSTEM WILL SERVE: SINGLE FAMILY DWELLING DUPLEX OTHER (specify): 10 STRATA LOTS NO. OF BEDROOMS 20 TOTAL LIVING AREA (INCL. FINISHED BASEMENT) (in m2) MAX OF 1104 EST. DAILY SEWERAGE FLOW (in litres/day) 11,360 LOT SIZE (in hectares) 1.27

WILL BE CONNECTED TO A COMMUNITY WATER SYSTEM? STRATA HYDRAULIC CONDUCTIVITY (K)(CM/DAY) 119 AVG. PERC RATE (MIN/IN) N/A SOIL TEXTURE / DESCRIPTION FINE LOAMY SAND

DISTANCE OF PROPOSED DISCHARGE AREA FROM (in metres): >3 WATER LINES N/A OWN WELL >30 NEIGHBOURING WELLS 95 >7.5 BREAKOUT POINT >30 STREAM OR LAKE >30 DOMESTIC WATER SOURCES

TOTAL VERTICAL SEPARATION(incms) 60 TYPE OF SEWERAGE SYSTEM TYPE 1 TYPE 2 TYPE 3 (PROF. ONLY) IF TYPE 2 OR TYPE 3 IS PROPOSED GIVE: MAKE BIONEST MODEL BN2500 TREATMENT CAPACITY (in litres/day) 11,360

SEPTIC TANK MANUFACTURER SEPTIC TANK MATERIAL VOLUME OF TANK (litres) EFFLUENT PUMP HYDRAULIC LOADING RATE (in lpd/m2) DANS PRECAST CONCRETE 5455/11,360 YES NO 75

DISCHARGE AREA: TRENCH BED SAND MOUND OTHER (SPECIFY) METHOD OF EFFLUENT DISTRIBUTION GRAVITY PRESSURE OTHER DISTANCE BETWEEN SEWERAGE SYSTEM AND NEAREST WELL >30

7. Restrictive Covenants/

ARE THERE ANY RESTRICTIVE COVENANTS/EASEMENTS, WHICH WILL AFFECT THE DESIGN OR LOCATION OF THE SEWERAGE SYSTEM? YES NO

8. Plans and Specifications/ Orders

Attachments: a site or layout plan of the proposal drawn to scale, and a set of specifications of the sewerage system. a copy of the Health Act Order pertaining to the sewerage system.

9. Authorized Person's Signature and Assurance Statement

YES I have consulted with the MOHS' publication "Sewerage System Standard Practice Manual" NO I have used another source of standard practice listed below or copy attached. Name of alternate source of standard practice:

The information on this form is accurate and true to the best of my knowledge. I am an authorized person according to Sewerage System Regulation BC Reg 326/2004. The plans and specifications attached to this form are consistent with standard practice.

SIGNATURE PLEASE PRINT NAME DATE (DD/MM/YYYY) STEVEN M. CARBALLEIRA 25/JUN/2011

Please complete all applicable fields on this form. If the form is incomplete, the filing may not be accepted and it will be returned to the Authorized Person. The Letter of Certification must be submitted within two years of the Accepted Date noted below. The Authorized Person must also file the Letter of Certification, the Maintenance Plan and the as-built plans as per Sewerage System Regulation (326/2004) within 30 days of completing the construction of the sewerage system.

10. Authorized Person's Seal

AUTHORIZED PERSON'S SEAL PROFESSIONAL PROVINCE OF S. M. CARBALLEIRA #27395 BRITISH COLUMBIA GEO SCIEN TST FILING RECEIVED DATE (DD/MM/YYYY) 05/06/2011 RECEIPT # 86887 DATE: July 5/11 INITIALS: gm VANCOUVER ISLAND HEALTH AUTHORITY FILING ACCEPTED WITH FILING ACCEPTED DATE JUL 5 2011 This Filing Does Not Constitute Approval for Further Subdivision



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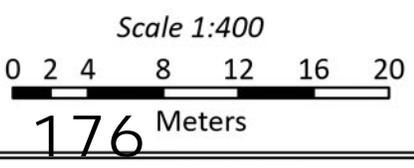
10411 Marina Vista Drive
 STRATA LOT 3 DISTRICT LOT 204 ALBERNI
 DISTRICT STRATA PLAN EPS681

-  Subject Property
-  Parcels

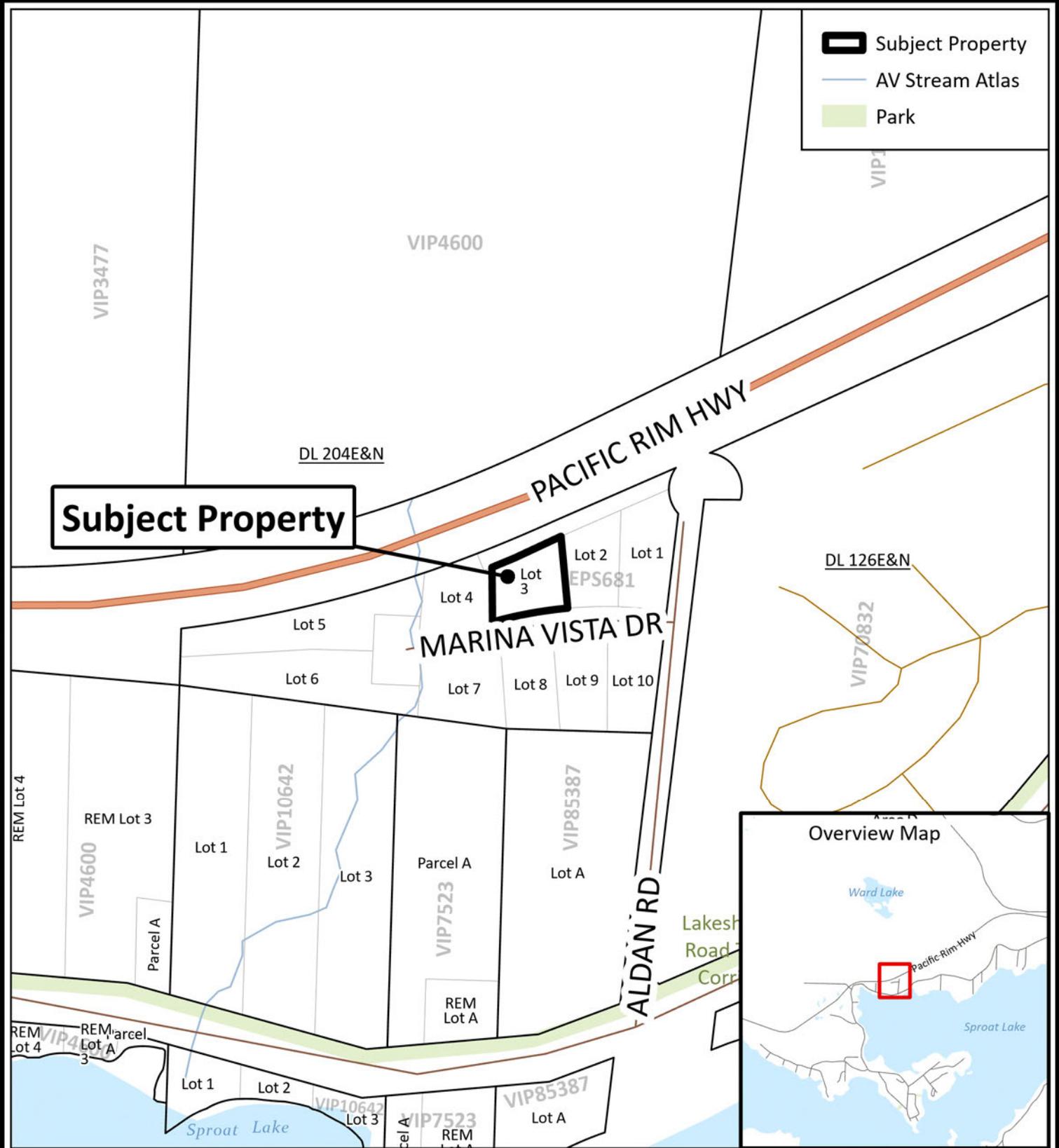


**ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT**

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



-  Subject Property
-  AV Stream Atlas
-  Park

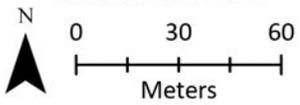


Subject Property

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



ALBERNI-CLAYOQUOT REGIONAL DISTRICT





TUP25013

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

A Temporary Use Permit is hereby issued to:

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

With respect to:

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

PID: 028-853-512

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

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

If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

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

This permit was issued this _____ of _____, _____.

Daniel Sailland, MBA
Chief Administrative Officer

Chair of the Board of Directors



To: ACRD Board of Directors

Meeting Date: February 25, 2026

From: Jaleen Rousseau, Planning Manager

Voting Structure: Electoral Area Directors

Electoral Area: D - Sproat Lake

Subject: Development Variance Permit DVD26001 - 10170 Kyunim Rd (DEBRUYNE & REHILL)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors consider issuance of Development Variance Permit No. DVD26001 to vary Section 6.5.1.e to increase the maximum allowable height of an accessory structure in an RA1 zone from 12 ft (3.65 m) to 17 ft (5.18 m), subject to completion of public notification in accordance with S. 499 of the *Local Government Act*.

Development Proposal:

The applicant is requesting to construct an accessory building that is over the maximum allowable height to accommodate boat storage and general garage use.

Development Variance DVD26001:

To vary Section 6.5.1.e) to increase the maximum allowable height of an accessory structure in an RA1 zone from 12 ft (3.65 m) to 17 ft (5.18 m).

Advisory Planning Commission Recommendation:

The application was considered by the Sproat Lake Advisory Planning Commission on February 17, 2026 and a motion was carried to support the application.

Property Owner(s): MARK A DEBRUYNE & SHARI L REHILL

Applicant/Primary Contact: DARREN SMITH C/O SMITTY CONSTRUCTION

Property Information:

The subject property is a residential strata lot zoned Acreage Residential District (RA1) and containing a single detached dwelling constructed in 2017 located in the Sproat Lake area.

PL20260001 / DVD26001

Civic Address:	10170 Kyunim Rd
Legal Description:	STRATA LOT 2, PLAN VIS6741, DISTRICT LOT 192, ALBERNI LAND DISTRICT, TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V
PID:	027-778-193
Folio:	770-01996.012
ALR? (Y/N):	No
Lot Area (ha):	0.17 (0.43 ac)
Current Zoning:	RA1 - Acreage Residential District
Current OCP:	Sproat Lake, Residential Use
Development Permit Area(s):	N/A
Current Use & Description:	The property is currently utilized as a residential property with an existing house.

Surrounding Zoning and Land Use			
North:	Internal strata Road that serves as an extension of Kyunim Road for accessing the residential strata properties	South:	Acreage Residential District (RA1) parcel that is largely vegetated and undeveloped
East:	Acreage Residential District (RA1) parcel that is developed	West:	Acreage Residential District (RA1) parcel that is common property of the strata. It has been cleared and is utilized to accommodate a community strata septic system

Services:

- a) **Sewage Disposal:** The property is serviced through a community strata septic system is a shared, on-site sewage treatment and disposal system located that services five (5) strata lots.
- b) **Water Supply:** The property is serviced through a community strata water system is a shared, on-site sewage treatment and disposal system located that services five (5) strata lots. The strata lot owners have a communal Condition Water License (No. 124745) issued by the Province, which allows for individual licensing that serves each of the five (5) lots with up to 500/gallons/day.
- c) **Fire Protection:** The property is located within the Sproat Lake Fire Protection Service Area.
- d) **Access:** The property is accessed from an internal strata road that extends from Kyunim Road into the strata subdivision that serves a total of multiple parcels.

Planning Policy Discussion:

- a) **Official Community Plan:**
The subject property is designated as Residential Use in the Sproat Lake Official Community Plan and complies with this use designation. The property is not impacted by any Development Permit Areas.
- b) **Zoning:**
The subject property is zoned Acreage Residential District (RA1) in accordance with ACRD Zoning Bylaw No. 15. This Bylaw contains regulations for the siting and height of *Accessory Buildings*.

<i>ACRD Zoning Regulations for Accessory Structures</i>	<i>Proposed Accessory Building at 10170 Kyunim</i>	<i>Variance Required?</i>
Front Setback: Not Permitted	N/A	No
Side Setback: 3 feet	17 feet	No
Rear Setback: 3 feet	4 feet	No
Maximum Height: 12 feet	17 feet	Yes

The development proposal complies with the regulations for siting but does not comply with the regulations for height. They are requesting to build the accessory structure 5 ft more than the maximum permitted height to accommodate boat storage. To facilitate this development proposal, approval of a Development Variance is required.

Comments:

The applicant is proposing to construct an accessory building that is 5 ft taller than the maximum allowable *Accessory Building* height. The rationale for the height increase is to accommodate boat storage.

Building Design

The building design proposes a single storey rectangular footprint with a large mono-slope (single-pitch) roof (*details attached*). The applicant has designed and located the building in a manner that situates the highest portion of the roof closest to the adjacent property utilized for the community strata septic system to reduce the impact to neighbours. The property owner has stated that due to site topography, it is not possible to relocate the structure further into the rear of the property.

Letters of Support

The applicant has included two letters of support from the property owners abutting the side (east) and rear (south) parcel boundaries of the subject property. (*letters are attached*).

Public Notification

The *Local Government Act* (S.499) requires a local government to give notice at least 10 days before adoption of the resolution to issue the permit to allow for the inclusion of public comment.

Board Decision Options:

The Board may choose to either Approve or Defer the Development Variance Request as outlined below.

Approve the Variance Request

Following the public input process, the Board may choose to authorize the issuance of the Development Variance Permit. Approving the variance request would allow the property owner to proceed with an application for a Building Permit to construct the over-height structure as sited in the site plan and depicted in the proposed garage elevation drawings attached.

Defer the Variance Request

If the Board is considering denying the variance request, the Board's practice is to defer a decision on the Development Variance Permit and invite the applicants to present their application at a future meeting as a delegation to the Board. The deferral may include a request that the property owner redesign or relocate the building.

Staff Recommendation:

Staff are recommending that the Board consider the issuance of the Development Variance request, subject to completion of public notification in accordance with S. 499 of the *Local Government Act*. Staff are supportive of the Development Variance Permit request for the following reasons:

- The proposed *Accessory Building* has been situated in a manner to minimize the potential impacts of height to neighbouring properties, where possible;
- The applicant has provided two letters of support from property owners abutting the subject property confirming no objection to the application; and
- The Sproat Lake Advisory Planning Commission recommended approval of the variance request.

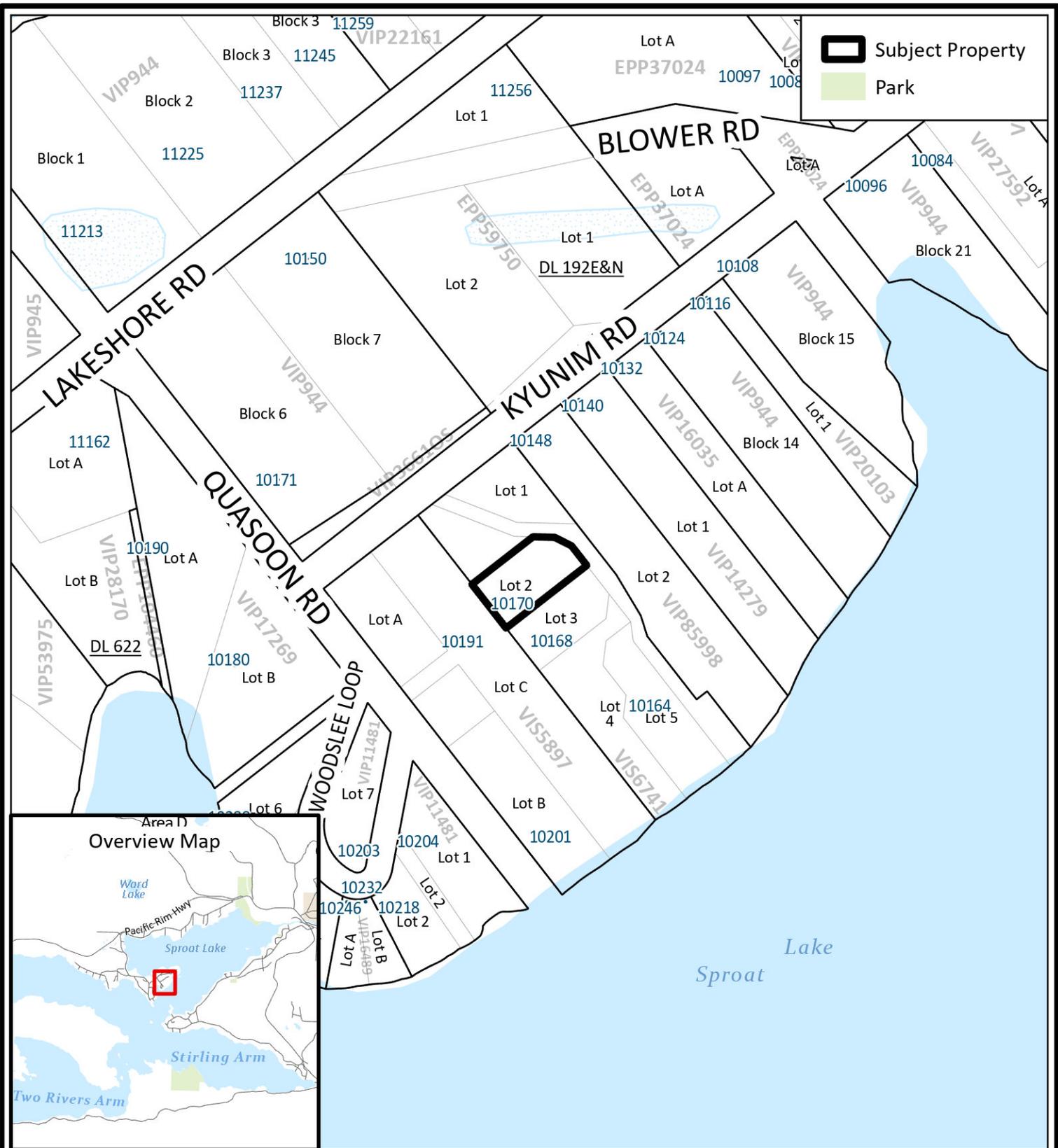
Next Steps

Should the Board support the recommendation of this report, staff will proceed with Public Notice for comment in accordance with S.499 of the *Local Government Act*. The notice will be sent to all property owners and tenants within 100 m radius of the subject property. The application will be brought back to the Board in March, along with any public correspondence received, for their consideration of issuance of the Development Variance Permit.

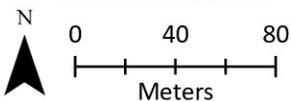
Submitted by: *Alex Dyer*
Alex Dyer, MCIP, RPP, General Manager of Planning & Development

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

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



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



184



Address: 10170 Kyunim Rd
 Legal Description: STRATA LOT 2, PLAN VIS6741,
 DISTRICT LOT 192, ALBERNI LAND DISTRICT



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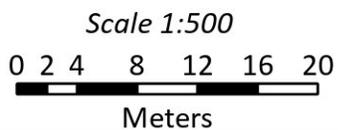
10170 Kyunim Rd
 STRATA LOT 2, PLAN VIS6741, DISTRICT
 LOT 192, ALBERNI LAND DISTRICT

 Subject Property



**ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT**

Prepared 2026-01-27
 Sources: Microsoft, VantorProv. BC,
 ParcelMapBC; ACRD



B.C. LAND SURVEYORS BUILDING LOCATION CERTIFICATE

STRATA LOT 2, DISTRICT LOT 192, ALBERNI DISTRICT, PLAN VIS6741.

SCALE 1:300

ALL DISTANCES ARE METRIC AND ARE DERIVED FROM PLAN VIS6741.

JURISDICTION: ALBERNI-CLAYOQUOT REGIONAL DISTRICT

PID NO: 027-778-193

THIS LOT IS SUBJECT TO LTO CHARGE NUMBERS:

FB239915, FB260569 AND FB260570

CIVIC ADDRESS: 10170 KYUNIM RD,
SPROAT LAKE, BC

THIS SURVEY IS NOT VALID UNLESS
DIGITALLY SIGNED.

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

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

**MICHAEL
SIMS XXJIDU**

Digitally signed by MICHAEL SIMS
XXJIDU
DN: c=CA, cn=MICHAEL SIMS
XXJIDU, o=BC Land Surveyor,
ou=Verify ID at www.juicert.com/
LkUP.cdn?id=XXJIDU
Date: 2017.10.20 10:05:21 -0700

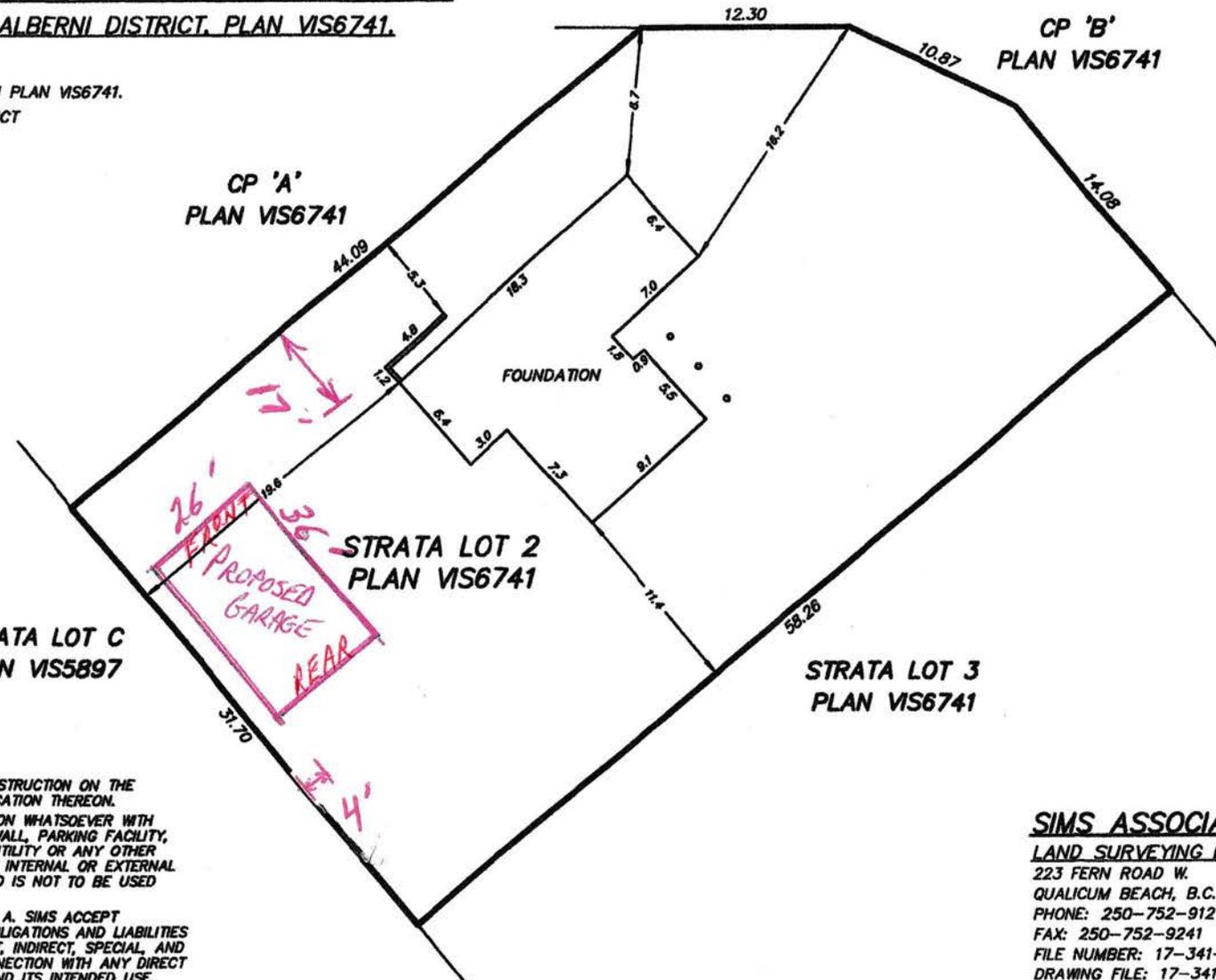
**STRATA LOT C
PLAN VIS5897**

**CP 'A'
PLAN VIS6741**

**STRATA LOT 2
PLAN VIS6741**

**STRATA LOT 3
PLAN VIS6741**

**CP 'B'
PLAN VIS6741**

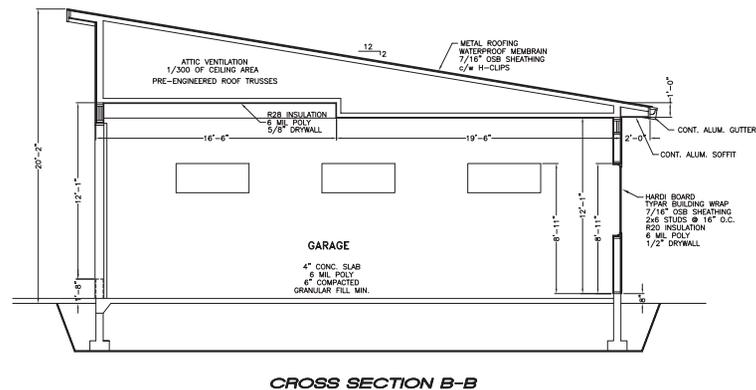
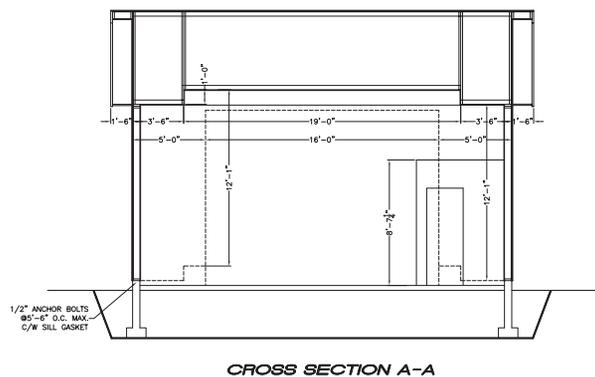
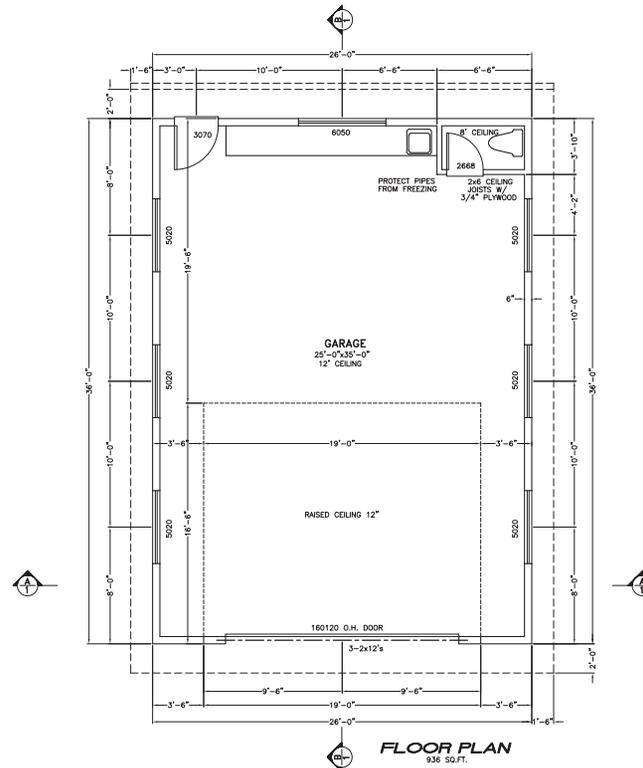
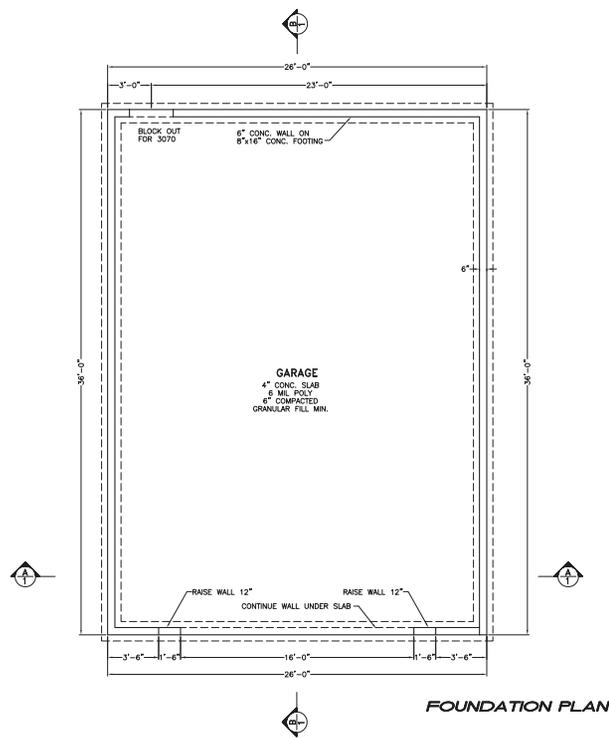


NOTE:

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

SIMS ASSOCIATES

LAND SURVEYING LTD.
223 FERN ROAD W.
QUALICUM BEACH, B.C. V9K 1S4
PHONE: 250-752-9121
FAX: 250-752-9241
FILE NUMBER: 17-341-BL
DRAWING FILE: 17-341-BLC1.dwg

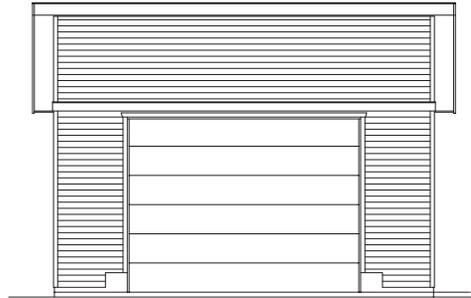


PREPARED BY:
LINDBERG CAD SERVICES
885 FISHERMAN'S CIRCLE, PARKSVILLE, B.C. V9P-1Z4 248-5449

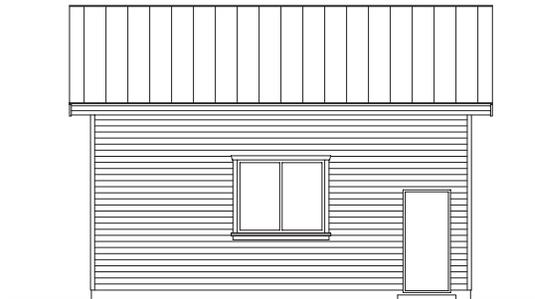
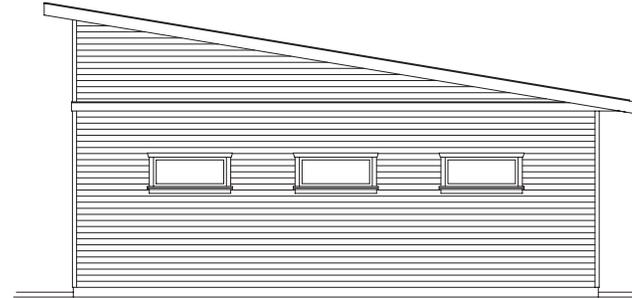
GENERAL NOTES:
BUILDING CONTRACTOR TO VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION
ALL CONSTRUCTION TO COMPLY WITH THE LATEST B.C. BUILDING CODE
HEADER SIZES SHALL BE SUPPLIED BY TRUSS MANUFACTURER
DESIGNER ASSUMES NO RESPONSIBILITY FOR ANY ERRORS OR EMISSIONS
UNLESS ADVISED IN WRITING PRIOR TO ANY CONSTRUCTION.

LEGEND:

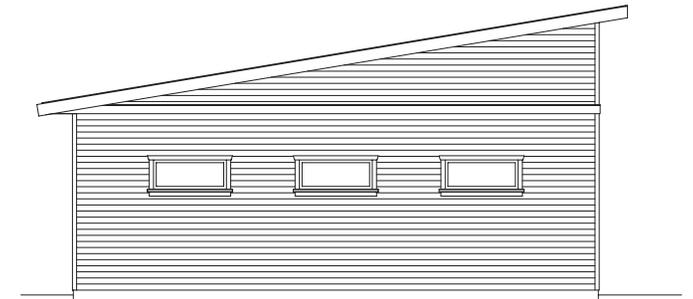
PROPOSED GARAGE			
DATE: 11-21-23	PREPARED FOR: SMITTY CONSTRUCTION	DRAWN BY: L.L.	REVISED:
SCALE: 1/4"=1'-0"			
FLOOR PLANS AND CROSS SECTIONS			
SHEET: 1 OF 2	APPROVED BY:	PLAN NO: 25-046	



FRONT ELEVATION



REAR ELEVATION



LEFT ELEVATION

PREPARED BY:

LINDBERG CAD SERVICES
885 FISHERMAN'S CIRCLE, PARKSVILLE, B.C. V9P-1Z4 248-5449

GENERAL NOTES:

BUILDING CONTRACTOR TO VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION
ALL CONSTRUCTION TO COMPLY WITH THE LATEST B.C. BUILDING CODE
HEADER SIZES SHALL BE SUPPLIED BY TRUSS MANUFACTURER
DESIGNER ASSUMES NO RESPONSIBILITY FOR ANY ERRORS OR EMISSIONS
UNLESS ADVISED IN WRITING PRIOR TO ANY CONSTRUCTION.

LEGEND:

PROPOSED GARAGE

DATE: 11-21-25 PREPARED FOR: **SMITTY CONSTRUCTION** DRAWN BY: L.L.
SCALE: 1/4"=1'-0" REVISED:

ELEVATIONS

SHEET: 2 OF 2 APPROVED BY: PLAN NO: 25-046

DVD26001 – Smith, 10170 Kyunim Road

Site Photos Taken February 9, 2026



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



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

January 30, 2026

Harmony Dyck
[REDACTED] Kyunim Rd
Port Alberni BC

Dear Harmony,
Mark and Shari from 10170 Kyunim are writing this letter saying you have seen the proposed building plans for our new garage and support or have no issues with the building being overheight.

Thank you
Mark DeBruyne

Harmony Dyck
[REDACTED]

January 30, 2026

Ian Fatt

[REDACTED] Quasoon Rd

Port Alberni BC

Dear Ian,

Mark and Shari from 10170 Kyunim are writing this letter saying you have seen the proposed building plans for our new garage and support or have no issues with the building being overheight.

Thank you

Mark DeBruyne

Ian Fatt

[REDACTED]



To: ACRD Board of Directors

Meeting Date: February 25, 2026

From: Alex Dyer, GM of Planning & Development

Voting Structure: Electoral Area Directors

Electoral Area: D - Sproat Lake

Subject: Covenant Amendment MISC25003 - 10412 LAKESHORE RD (1257819 BC LTD)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors direct a public meeting to be held to gather input on the amendment of Restrictive Covenants FB194074 and FB194076 to allow for the proposed development of up to eleven (11) dwelling units, each with a maximum floor area of 2,000 square feet, on the property located at 10412 Lakeshore Road.

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

Development Proposal: The applicants intend to amend Restrictive Covenants FB194074 and FB194076 registered to the vacant property located at 10412 Lakeshore Road. The covenants, registered in 2008 as a condition of rezoning, limit the density to a maximum of ten (10) dwelling units, each with a maximum floor area of 1,200 square feet, limit the subdivision of the property into ten (10) lots, and require a 3-metre-wide vegetative leave strip along the property boundaries.

The applicants have applied to amend the covenants to allow for:

- i. an increase in the number of dwellings from ten (10) to eleven (11) units located on the portion of the property north of Lakeshore Road;
- ii. an increase in the maximum floor area of each dwelling unit from 1,200 square feet to 2,000 square feet, excluding garage and carport areas;
- iii. the subdivision of the property to a maximum of eleven (11) strata lots;
- iv. an increase from one to two 20-metre-wide road accesses along Aldan Road through the vegetative leave strip; and
- v. an adjustment of the covenant boundary to align with the existing C6 and MAR2 zoning boundaries.

The applicants intend to develop four (4) duplexes and three (3) single family dwellings, each with individual strata titles, on the 0.85 ha property. Conceptual building designs and standards are included in the applicant's submission. The property is zoned Tourist Commercial (C6) District which permits the units to be used as dwellings or as short-term vacation rental units.

Advisory Planning Commission Recommendation: The Sproat Lake APC reviewed this application at their February 17, 2026 meeting. The APC passed a motion to recommend that the Board proceed with the public meeting to gather input on the covenant amendment.

PL20250079 / MISC25003

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

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

Property Owner(s): 1257819 BC LTD **Agent/Primary Contact:** RACHEL HAMLING, PRISM LAND SURVEYING

Property Information:

Civic Address:	10412 LAKESHORE RD						
Legal Description:	LOT A DISTRICT LOT 204 ALBERNI DISTRICT PLAN VIP85387						
PID:	027-581-039	Folio:	770-02030.005	ALR? (Y/N):	No	Lot Area (ha):	0.85 (2.10 ac)

Current Zoning:	C6 - Tourist Commercial District	Proposed Zoning:	n/a
Current OCP:	Sproat Lake, Commercial Use	Proposed OCP:	n/a

Development Permit Area(s): DPA I – Foreshore and Riparian Areas Protection.
DPA III – Objectives for Form and Character

Current Use & Description: The property is located approximately 600 metres east of the western intersection of Lakeshore Road and the Pacific Rim Highway. The property is split by Lakeshore Road. The northern portion of the property, comprising +/- 0.65 ha, is vacant with a gravel parking lot developed adjacent to the road. This portion of the property is cleared and increases in slope from south to north, away from the lake. The southern portion of the property, comprising +/- 0.2 ha, is developed into a two-tier graveled parking area to support the marina on the foreshore.

Historic uses on the site included a general store and house located on this portion of the property with the buildings demolished in 2008. There is a commercial marina operated from the lakefront portion of the property which includes three tiers of docks with +/- 60 boat slips. A boat fuel facility is located on the docks connected to an upland fuel storage tank installed adjacent to the parking area.

Surrounding Zoning and Land Use			
North:	R1 District. Ten-lot bare land strata development	South:	Commercial marina on Sproat Lake
East:	Tall Timbers Campground and Sproat Lake Mobile Home Park	West:	RA1 District. Acreage residential properties

Services:

- a) **Sewage Disposal:** On-site sewage disposal. The applicants engaged B4 Engineering Inc. and they have confirmed that an 11-unit sewage disposal system can be designed and located in the northwest corner of the property to comply with the BC Sewerage System Regulation and Standard Practice Manual.
- b) **Water Supply:** Private water system with intake to the lake. An existing water system services the ten-lot bare land strata to the north and the system was designed to scale up to 21 dwelling units, which would service the proposed new development in addition to the existing development.
- c) **Fire Protection:** Sproat Lake Fire Department. As part of the agency referral process completed ahead of the public meeting, the SLFD would have an opportunity to review and comment on the proposed development.

- d) **Access:** Cleared and graveled access is provided along the full width of the property on both the north and south sides of Lakeshore Road. Aldan Road bisects the east boundary of the property. The development proposal includes two separate 6.4 metre wide paved shared access driveways from Aldan Road that would provide access to the dwelling units. The Ministry of Transportation and Transit has provided an indication that the two separate accesses to Aldan Road can be approved under the Ministry’s regulations for residential uses.

Planning Policy Discussion:

- a) **Official Community Plan:** The Sproat Lake OCP designates the property as Commercial Use and the adjacent waterfront area as Marina Use. The Commercial Use designation supports a wide range of commercial uses including local, highway, service, recreation and campground commercial uses as specified by the Zoning Bylaw. This designation also supports short term vacation rental accommodation.

The Sproat Lake OCP designates two Development Permit Areas that impact development on the subject property: DPA I – Foreshore and Riparian Areas Protection and DPA III – Objectives for Form and Character. DPA I applies to all development within 30 metres of the natural boundary of the lake and DPA III applies to the form and character of multi-family residential, commercial, and industrial development. No development is planned within 30 metres of the lake. A development permit application may be required to satisfy the form and character requirements of DPA III prior to the issuance of a building permit.

- b) **Zoning:** The property is split-zoned Tourist Commercial (C6) District and Marina Two (MAR2) District. The C6 District covers the majority of the property and permits motels and motor hotels, accessory buildings and uses and one single family dwelling per lot. The MAR2 District encompasses the upland area used for marina parking and the marine fuel tank infrastructure.

	Current: C6
Minimum Lot Area (ha)	0.14
Minimum Lot Width (m)	36.6
Principal & Accessory Front Yard Setback (m)	6.1
Principal Side Yard Setback (m)	4.6
Principal Rear Yard Setback (m)	6.1
Accessory Side Yard Setback (m)	0.9
Accessory Rear Yard Setback (m)	0.9
Lake Setback (m) – from Covenant FB194076	12.2

The applicants intend to construct up to eleven (11) dwelling units divided between four duplexes and three single family dwellings spread throughout the property. The intention is for each unit to be individually strata-titled by building strata subdivision. Two separate access roads into the development and individual parking areas would be provided. The on-site sewage disposal system would be sited on the northwest corner of the property. The parking regulations in the ACRD Zoning Bylaw require the provision of 1.1 off-street parking spaces per motel/hotel dwelling unit. The conceptual site layout includes capacity for off-street parking and, as part of any future development permit and building permits, the applicants would need to provide up to 13 parking spaces for the full 11-unit build out.

All of the units would be located outside of the designated 200-year flood area mapped within the Somass Watershed Flood Management Plan. The applicants engaged Ryzuk Geotechnical to assess the development and confirm that the development sites may be used safely for the use intended.

- c) **Covenants:** Restrictive Covenant FB194076 was registered to the property in 2008 as a condition of rezoning. The covenant, registered in favour of the ACRD, limits the development of the property into one hotel/motel with a maximum of ten (10) sleeping units, or a maximum of ten (10) dwelling units, and restricts the useable floor area of each sleeping/dwelling unit to 1,200 square feet of living area excluding any garage or carport. The covenant also requires that the property not be subdivided into more than 10 lots and that any building must be located a minimum 40 feet from Sproat Lake. Restrictive Covenant FB194074 was registered at the same time to require a 3-metre-deep vegetated leave strip along the west and east property boundaries. The covenant allows for one 20-metre-wide access road from Lakeshore Road and Aldan Road.

A covenant is a private agreement between two parties, in this case the ACRD and the property owner. The process in which the Regional District follows to amend or discharge a covenant registered in favour of the ACRD is to hold a public meeting to allow for public input prior to the Board considering any changes to the covenant. The public meeting is not a public hearing but would follow similar procedures as a formal hearing including neighbour notification, advertising and conduct of the meeting.

In order to facilitate the proposed development, the applicants have applied to amend the covenants to:

- i. Allow an increase in the number of dwellings from ten (10) to eleven (11) dwelling units. The covenant would restrict the location of all dwelling units to the upland portion of the property north of Lakeshore Road.
- ii. Allow for an increase in the maximum floor area of each dwelling unit from 1,200 ft² to 2,000 ft², excluding garage and carport areas. The total gross floor area of the permitted development on the property would increase from 12,000 ft² to 22,000 ft².
- iii. Allow for the subdivision of the property to a maximum of eleven (11) strata lots. The covenant currently restricts the number of lots to ten (10).
- iv. Permit two 20-metre-wide road accesses from Aldan Road, north of Lakeshore Road, through the vegetative leave strip. The covenant currently restricts the development to only one access from Aldan and one from the south side on Lakeshore.
- v. Align the covenant boundary with the existing C6 and MAR2 zoning boundary. There was a discrepancy in the surveyed covenant boundary when the property was rezoned in 2008 and the adjustment would ensure that the covenant area would match the C6-zoned area, which was the original intent of the covenant.

Comments: The C6 zoning would allow for the 11 dwelling units to be individually strata-titled and used as any combination of permanent residences, seasonal residences, and short-term vacation rental units. The applicants have not proposed any development south of Lakeshore Road on the 0.2 ha portion of property adjacent to the lake and all construction would meet flood construction level requirements established by the Geotechnical Engineer.

It is recommended that a public meeting be held to gather public input on the proposed amendments of Restrictive Covenants FB194074 and FB194076. The notification process for the public meeting would include a neighbourhood mailout and public advertising process that would be similar to a public hearing for an OCP amendment. The report and minutes from the public meeting would be provided for the Board to consider prior to making a final decision on the covenant amendments.

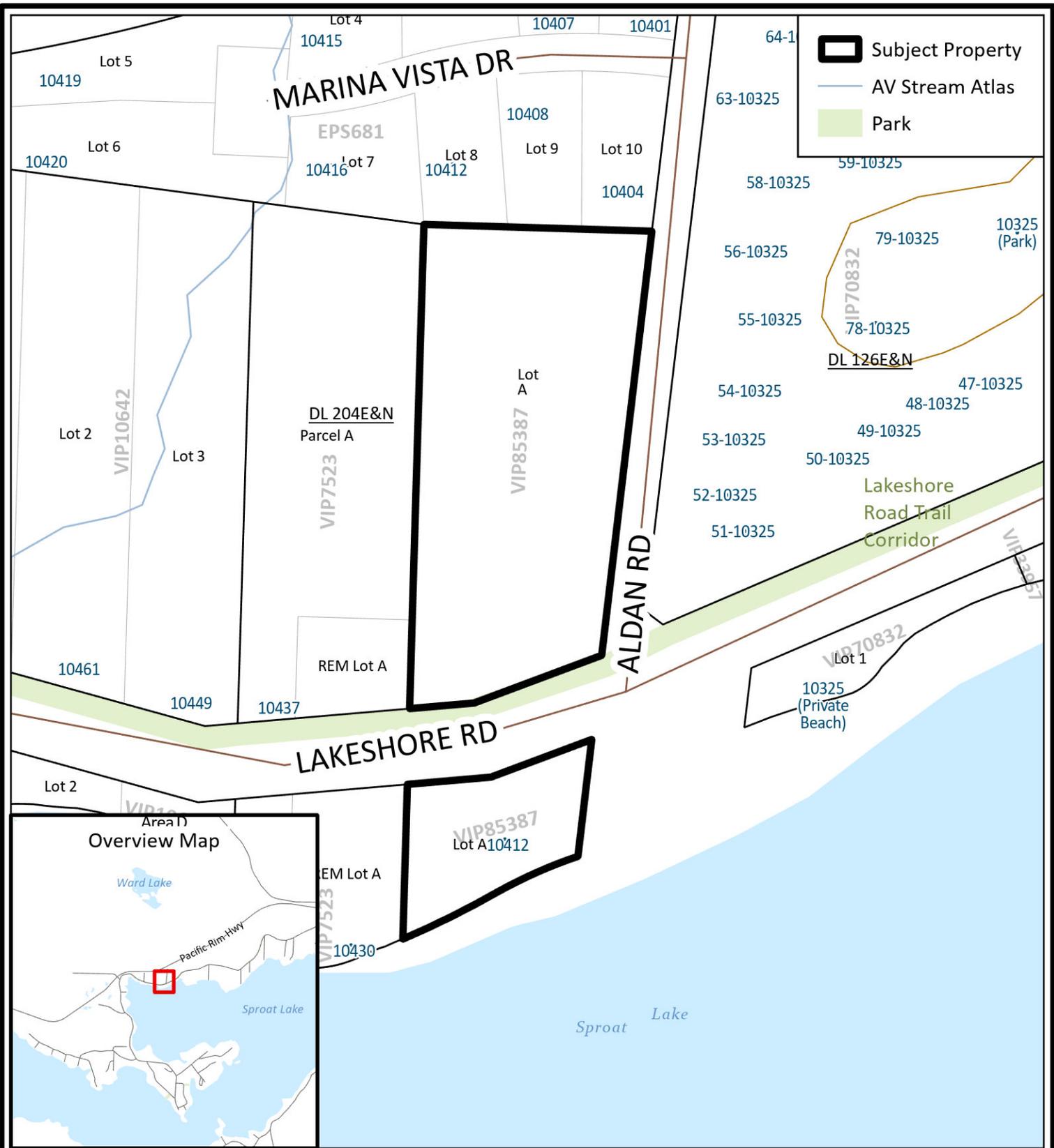
Planning staff recognize a need for a diversity of housing types at Sproat Lake, including attached duplex dwellings and strata-titled dwellings with common services, and are supportive of the Board proceeding with the public input process. The proposed development would allow an opportunity to provide flexibility for a diversity

of seasonal or permanent attached housing types while also providing the opportunity to short-term rental accommodation within an area zoned for tourist commercial uses.

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



-  Subject Property
-  AV Stream Atlas
-  Park




ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

N

0 20 40

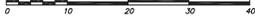
Meters

 Civic Address: 10412 Lakeshore Road
 Legal Description: LOT A DISTRICT LOT 204 ALBERNI DISTRICT
 PLAN VIP85387

SITE PLAN OF LOT A, DISTRICT LOT 204, ALBERNI DISTRICT, PLAN VIP85387.

SHOWING PROPOSED BUILDING LAYOUT CONCEPT THEREON

SCALE 1:400



THE INTENDED PLOT SIZE IS 560mm IN WIDTH AND 865mm IN HEIGHT (D SIZE) WHEN PLOTTED AT A SCALE OF 1:400.

NOTES:

THIS PLAN IS NOT TO BE USED TO RE-ESTABLISH PROPERTY LINES. ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF AND ARE DERIVED FROM LTO RECORDS.

ELEVATIONS ARE GEOMETRIC IN METRES, REFERENCED TO CGVD2013 DATUM, DERIVED FROM DIFFERENTIAL DUAL FREQUENCY GNSS OBSERVATIONS POST-PROCESSED USING NATURAL RESOURCE CANADA'S PRECISE POINT POSITIONING (PPP) SERVICE.

CONTOUR INTERVAL: 0.2 METRES.

FLOOD CONSTRUCTION LEVEL ASSESSMENT FROM RYZYK GEOTECHNICAL CONSULTANTS: ASSESSED FLOOD CONSTRUCTION LEVEL = 35.13m FILE NO. 12181-1 (DATE: 2024/09/10)

JURISDICTION: ALBERNI-CLAYOQUET REGIONAL DISTRICT

PARCEL ZONING: TOURIST COMMERCIAL DISTRICT (OC) / MARINA TWO DISTRICT (MAR2)

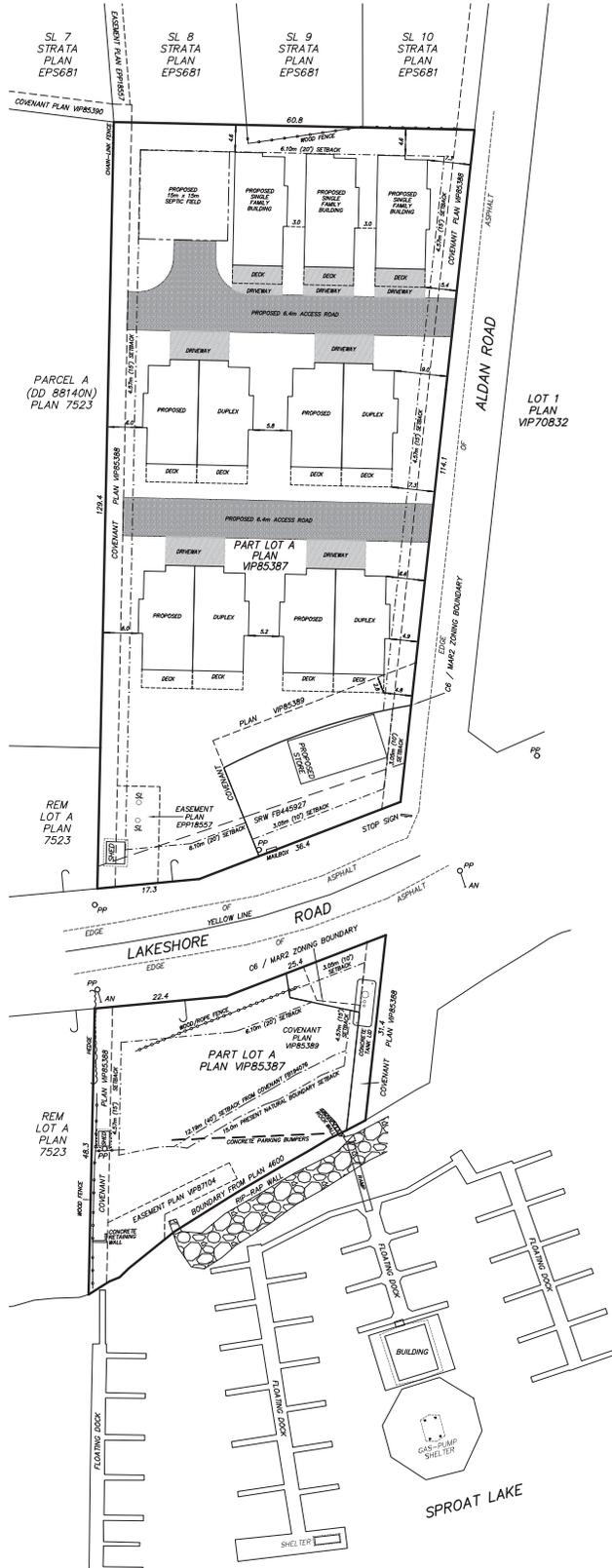
PID NO: 027-581-039

THIS LOT IS SUBJECT TO LTO CHARGE NUMBERS: NTR530, SF194074, FB194076, FB445927, FB445928, FB445927, FB446468, CA2585222 AND CA2585245.

CIVIC ADDRESS: 10412 LAKESHORE ROAD, PORT ALBERNI, BC

LEGEND:

- DENOTES SETBACK LINE
- DENOTES ROOF OVERHANG
- PP ○ DENOTES POWER POLE
- SL ○ DENOTES SEPTIC LID
- AN ○ DENOTES HYDRO ANCHOR
- CSP --- DENOTES CORRUGATED STEEL PIPE
- BOD --- DENOTES BASE OF DITCH



















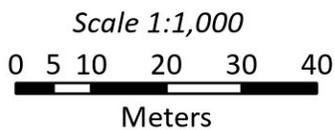
This product is intended for general reference use only and should not be used for navigation or legal purposes. Imagery offsets may exist. Satellite imagery may be offset by several meters.

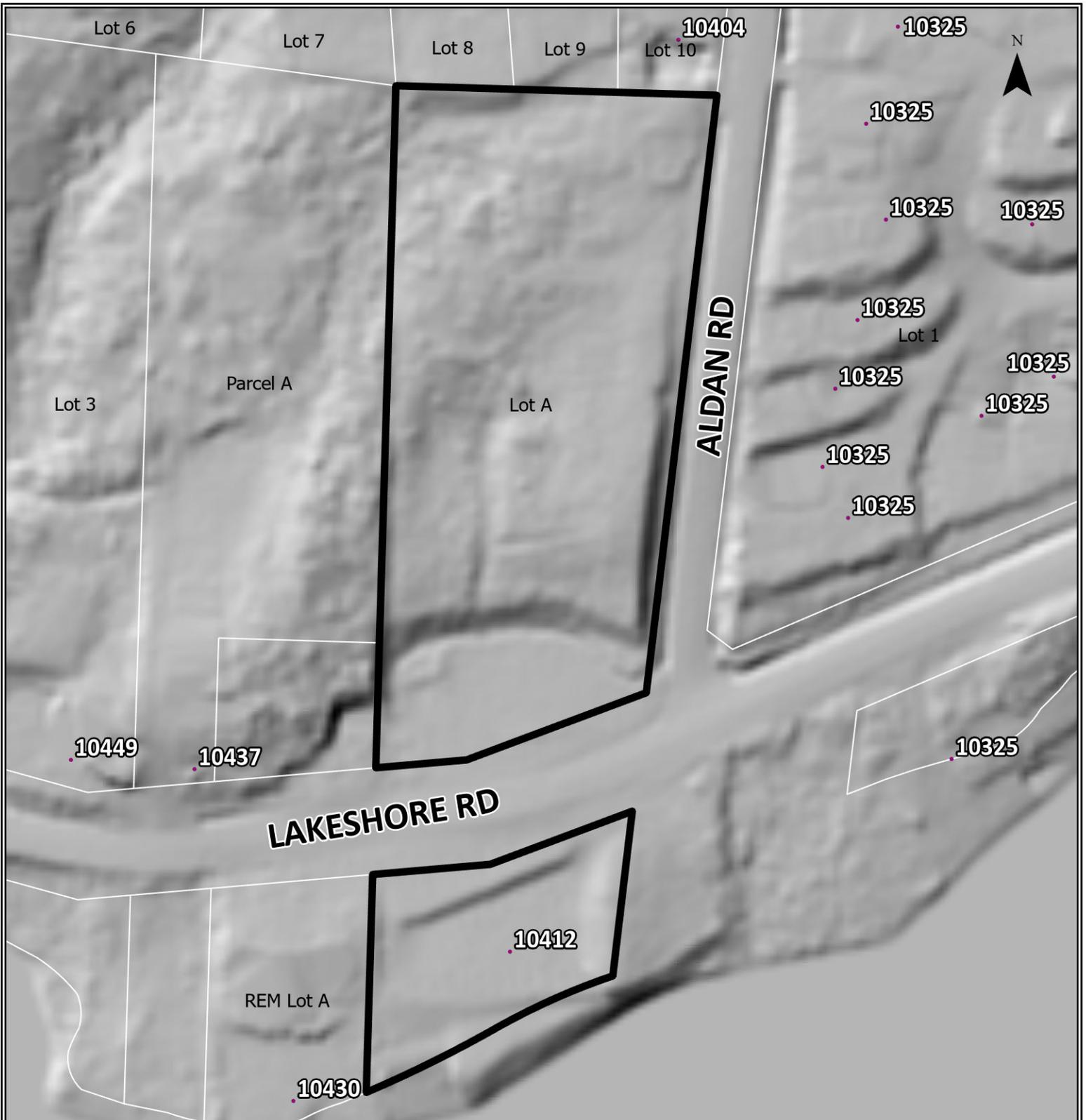
 Subject Property



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

Prepared 2025-11-18
Sources: Microsoft, VantorProv. BC,
ParcelMapBC; ACRD





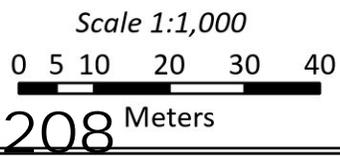
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 Subject Property



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

Prepared 2025-11-18
Sources: Prov. BC, ParcelMapBC; ACRD



QUICK CONVEY Software

FB194075

LAND TITLE ACT (Section 233)
Province of British Columbia

18 JUL 2008 14 05

FB194074

**FORM C
GENERAL INSTRUMENT - PART 1**

Page 1 of 8

1. APPLICATION: Client No: #10977 File No: 31295
Dorothy Clarkstone
Notary Public
3151 - 3rd Avenue
Port Alberni, BC V9Y 4C7
Tel: 250-723-9747

Deanne Ruel
Signature of Applicant's Agent

2. PARCEL IDENTIFIER(S) AND LEGAL DESCRIPTION(S) OF LAND:
(PID) (Legal Description)
000-100-722 LOT A, DISTRICT LOT 204, ALBERNI DISTRICT,
PLAN VIP 85387

3. NATURE OF INTEREST: <u>Description:</u> SECTION 219 COVENANT & PRIORITY AGREEMENT	Document Reference: (page & paragraph) ENTIRE DOCUMENT EXCEPT PRIORITY AGREEMENT PG 7, PARAGRAPH 16 & 17	Person Entitled to Interest: TRANSFeree	AC 08/07/18 14:07:07 01 VI CHARGE	811370 \$132.30
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2c

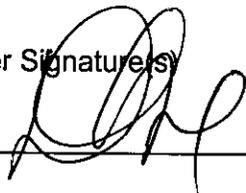
4. TERMS: Part 2 of this instrument consists of (select one only)
(a) Filed Standard Charge Terms D.F. Number: _____
(b) Express Charge Terms Annexed as Part 2
(c) Release There is no Part 2 of this instrument
A selection of (a) includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument. If (c) is selected, the charge described in Item 3 is released or discharged as a charge on the land described in Item 2.

5. TRANSFEROR(S): 655,570 B.C. LTD. (Inc. no. 655,570) and COASTAL COMMUNITY CREDIT UNION and ALL ISLAND EQUITY MORTGAGE INVESTMENT CORP (Inc. No. 0537559)

6. TRANSFeree(S): (including postal address and postal code) ALBERNI-CLAYOQUOT REGIONAL DISTRICT, 3008 - 5th Avenue, PORT ALBERNI, B.C., V9Y 2E3

7. ADDITIONAL OR MODIFIED TERMS: N/A

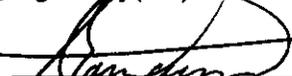
8. EXECUTION(S): This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge items, if any.

Officer Signature(s)


DOROTHY CLARKSTONE
Notary Public
3151 3RD AVENUE
PORT ALBERNI, B.C. V9Y 4C7
(250) 723-9747

Execution Date		
Y	M	D
2008	07	15

Party(ies) Signature(s):
655,570 B.C. LTD. by its authorized signatory(ies)


GARY CASAVANT

OFFICER CERTIFICATION: Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the EVIDENCE ACT, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the LAND TITLE ACT as they pertain to the execution of this instrument.

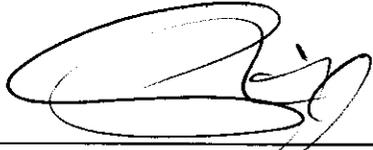
LAND TITLE ACT

FORM D
EXECUTIONS CONTINUED

Officer Signature(s)

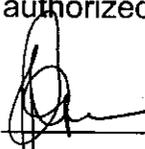
Execution Date

Transferor/Borrower/Party
Signature(s):



Y	M	D
2008	07 08	11
2008	07 04	18

CHARLES G. RADCLIFFE
Barrister & Solicitor
P.O. BOX 778
NANAIMO, B.C.
V9R 5M2

COASTAL COMMUNITY
CREDIT UNION by its
authorized signatory:

Susan Pope
Lending Clerk
Central Operations


SUSAN DUNN
ASSISTANT MANAGER
CENTRAL OPERATIONS



WENDY THOMSON
Deputy Corporate Secretary
REGIONAL DISTRICT OF ALBERNI CLAYOQUOT
Commissioner for Taking Affidavits
In the Province of British Columbia.
(ADDRESS - SAME AS ITEM 3)
(as to all signatures)

ALBERNI-CLAYOQUOT
REGIONAL DISTRICT by its
authorized signatories:


R.A. HARPER

OFFICER CERTIFICATION: Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the EVIDENCE ACT, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.

LAND TITLE ACT

**FORM D
EXECUTIONS CONTINUED**

Officer Signature(s)

Execution Date

Transferor/Borrower/Party
Signature(s):



 John R. Manning
MANNING & KIRKHOPE
Barristers, Solicitors & Mediators
 430 Wentworth Street
 Nanaimo, B.C. V9R 3E1

Y	M	D
2008	07	10
2008	04	

ALL ISLAND EQUITY
MORTGAGE INVESTMENT
CORP. by its authorized
signatories:



 WILLIAM WALKER

(as to all signatures)

OFFICER CERTIFICATION: Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the EVIDENCE ACT, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.

PAGE 4

TERMS OF INSTRUMENT - PART 2

SECTION 219 COVENANT

BETWEEN:

655,570 B.C. LTD. (Inc. No. 655,570), of 10412 Lakeshore Road, PORT ALBERNI,
B.C., V9Y 7L7

(Hereinafter called the "Grantor")
OF THE FIRST PART

AND

ALBERNI -CLAYOQUOT REGIONAL DISTRICT, 3008 - 5th Avenue, PORT
ALBERNI, B.C., V9Y 2E3

(Hereinafter called the "Grantee")
OF THE SECOND PART

WHEREAS:

A. The Grantor is the registered owner in fee simple of:

PID
LOT A, DISTRICT LOT 204, ALBERNI DISTRICT, PLAN VIP 85387
(The "Land")

B. The Grantee is the Regional District of Alberni-Clayoquot;

C. The Grantor wishes to rezone the Land for the purpose of legalizing and developing a number of strata lots and a marina;

D. The Grantor has voluntarily agreed to grant this Covenant (the "Covenant") restricting use of the Land to facilitate the rezoning application.

NOW THEREFORE in consideration of the payment of the sum of ONE DOLLAR (\$1.00) BY THE Grantee to the Grantor and the premises and the covenants herein contained and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, the parties hereto covenant and agree each with the other as follows:

PAGE 5

1. In this Covenant:

“Vegetative Leave Strip” means an area on the Land within which the naturally occurring plants, trees and other indigenous vegetation must be supplemented, maintained, protected and preserved, and must not be removed without the prior written consent of the Grantee; except that if any living or dead tree within such Vegetative Leave Strip poses an imminent threat to the safety of persons or property, that tree may be cut down or trimmed without the prior written consent of the Grantee; This area is outlined in black as on Explanatory Plan VIP 85388, a copy of which is attached hereto.

2. The Land shall not be used or built upon except in strict accordance with the terms and conditions of this Covenant;
3. The Grantor must leave a Vegetative Leave Strip as shown outlined on Reference Plan VIP 85388 attached hereto as Schedule “A” except that the Grantor is permitted to construct fencing or quality pathways and one access area of no greater than twenty (20) metres in this Vegetation Leave Strip. Where this Vegetative Leave Strip is required for utility installation these elements are excluded from the Vegetative Leave Strip. Provided however, areas used for utilities will be landscaped to conform with the intent of the Vegetative Leave Strip. It is also understood that there will be two accesses which shall go through the Vegetative Leave Strip off Alden Road being one access north of Lakeshore Road and one access south of Lakeshore Road. Each access shall not exceed twenty (20) metres each in width. There shall also be parking and trailer storage for not greater than 8 spaces off Alden Road north of Lakeshore Road on the Vegetative Leave Strip.
4. The Grantor shall have also have one access from Lakeshore Road to the north part of the property and one access from Lakeshore Road to the south part of the property. Each access shall not exceed twenty (20) metres each in width.
5. The Grantor and the Grantee agree that the enforcement of this Covenant shall be entirely within the discretion of the Grantee and that the execution and registration of this Covenant against the title to the Land shall not be interpreted as creating any duty on the part of the Grantee to the Grantor or to any other person to enforce any provision or the breach of any provision of this Covenant;
6. Nothing contained or implied herein shall prejudice or affect the rights and powers of the Grantee in the exercise of its functions under any public or private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised in relation to the Land as if the covenant had not been executed and delivered by the Grantor;

PAGE 6

7. The Grantor hereby releases and forever discharges the Grantee of and from any claim, cause of action, suit, demand, expenses, costs and legal fees whatsoever which the Grantor can or may have against the said Grantee for any loss or damage or injury that the Grantor may sustain or suffer arising out of or in connection with this Covenant;
8. The Grantor covenants and agrees to indemnify and save harmless the Grantee from any and all claims, causes of action, suits, demands, expenses, costs and legal fees whatsoever that anyone might have as owner, occupier or user of the Land, or by a person who has an interest in or comes onto the Land, or by anyone who suffers loss of life or injury to his person or property, that arises out of or in connection with this covenant, the rezoning of the Land, the issuance of a building permit for any building or structure on the Land, or the use and development of the Land;
9. It is mutually understood, acknowledged and agreed by the parties hereto that the Grantee has made no representations, covenants, warranties, guarantees, promises or agreements (oral or otherwise) with the Grantor other than those contained in this Covenant;
10. This Covenant shall be registered in priority to all financial charges against the Land and the Grantor agrees to execute and deliver all other documents and provide all other assurances necessary to give effect to the covenants contained in this Covenant;
11. The Grantor shall pay the legal fees of the Grantee in connection with the preparation and registration of this Covenant. This is a personal covenant between the parties.
12. The Grantor covenants and and agrees for itself, its heirs, executors, successors and assigns, that it will at all times perform and observe the requirements and restrictions hereinbefore set out and they shall be binding upon the Grantor as personal covenants only during the period of its respective ownership of any interest in the Land;
13. The restrictions and covenants herein contained shall be covenants running with the Land and shall be perpetual and shall continue to bind all of the Lands (even if subdivided) and shall be registered in the Victoria Land Title Office pursuant to Section 219 of the Land Title Act as covenants in favour of the Grantee;
14. This Covenant shall enure to the benefit of the Grantee and shall be binding upon the parties hereto and their respective heirs, executors, successors and assigns.

PAGE 7

15. Wherever the expressions "Grantor" and "Grantee" are used herein, they shall be construed as meaning the plural, feminine or body corporate or politic where the context or the parties so require.
16. COASTAL COMMUNITY CREDIT UNION , the registered holder of charges by way of Mortgage and Assignment of Rents against the within described property which said charges are registered in the Land Title Office at Victoria, British Columbia, under Nos. EV32066 and EV32067, respectively for and in consideration of the sum of ONE DOLLAR (\$1.00) paid by the Grantee to the said Chargeholder (the receipt whereof is acknowledged) agrees with the Grantee, its successors and assigns, that the within Covenant shall be an encumbrance upon the within described property in priority to the said charge in the same manner and to the same effect as if it had been dated and registered prior to the said charge.
17. ALL ISLAND EQUITY MORTGAGE INVESTMENT CORP. (INC. NO. 0537559) , the registered holder of charges by way of Mortgage and Assignment of Rents against the within described property which said charges are registered in the Land Title Office at Victoria, British Columbia, under Nos. FB173758 and FB173759, respectively for and in consideration of the sum of ONE DOLLAR (\$1.00) paid by the Grantee to the said Chargeholder (the receipt whereof is acknowledged) agrees with the Grantee, its successors and assigns, that the within Covenant shall be an encumbrance upon the within described property in priority to the said charge in the same manner and to the same effect as if it had been dated and registered prior to the said charge.

IN WITNESS WHERE OF the parties hereto hereby acknowledge that this Agreement has been duly executed and delivered by the parties executing Form C (pages 1 and 2) attached hereto.

QUICK CONVEY Software

FB194077

LAND TITLE ACT (Section 233)
Province of British Columbia

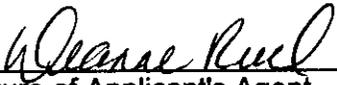
18 JUL 2008 14 06

FB194076

FORM C
GENERAL INSTRUMENT - PART 1

Page 1 of 8

1. APPLICATION: Client No: #10977 File No: 31295
Dorothy Clarkstone
Notary Public
3151 - 3rd Avenue
Port Alberni, BC V9Y 4C7
Tel: 250-723-9747


Signature of Applicant's Agent

2. PARCEL IDENTIFIER(S) AND LEGAL DESCRIPTION(S) OF LAND:
(PID) (Legal Description)
000-100-722 LOT A, DISTRICT LOT 204, ALBERNI DISTRICT,
PLAN VIP

2C

3. NATURE OF INTEREST: Description: SECTION 219 COVENANT & PRIORITY AGREEMENT
Document Reference: (page & paragraph) ENTIRE DOCUMENT EXCEPT PRIORITY AGREEMENT PG 7, PARAGRAPH 17 & 18
Person Entitled to Interest: TRANSFEREE
AC CHARGE 08/07/18 14:08:06 01 VI 811370 \$132.30

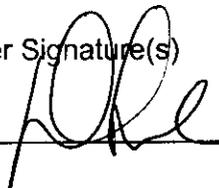
4. TERMS: Part 2 of this instrument consists of (select one only)
(a) Filed Standard Charge Terms D.F. Number: _____
(b) Express Charge Terms Annexed as Part 2
(c) Release There is no Part 2 of this instrument
A selection of (a) includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument. If (c) is selected, the charge described in Item 3 is released or discharged as a charge on the land described in Item 2.

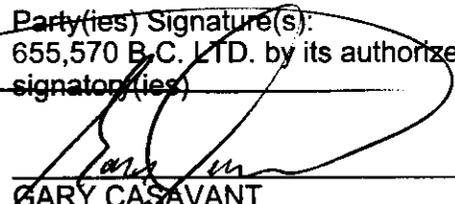
5. TRANSFEROR(S): 655,570 B.C. LTD. (Inc. no. 655,570) and COASTAL COMMUNITY CREDIT UNION and ALL ISLAND EQUITY MORTGAGE INVESTMENT CORP (Inc. No. 0537559)

6. TRANSFEREE(S): (including postal address and postal code) ALBERNI-CLAYOQUOT REGIONAL DISTRICT, 3008 - 5th Avenue, PORT ALBERNI, B.C., V9Y 2E3

7. ADDITIONAL OR MODIFIED TERMS: N/A

8. EXECUTION(S): This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge items, if any.

Officer Signature(s)

DOROTHY CLARKSTONE
Notary Public
3151 3RD AVENUE
PORT ALBERNI, B.C V9Y 4C7
(250) 723-9747

Execution Date
Party(ies) Signature(s): 655,570 B.C. LTD. by its authorized signatory(ies)

GARY CASAVANT

Y	M	D
2008	07	18

OFFICER CERTIFICATION: Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the EVIDENCE ACT, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the LAND TITLE ACT as they pertain to the execution of this instrument.

LAND TITLE ACT

FORM D
EXECUTIONS CONTINUED

Officer Signature(s)

Execution Date

Transferor/Borrower/Party
Signature(s):



CHARLES G. RADCLIFFE
Barrister & Solicitor
P.O. BOX 778
NANAIMO, B.C.
V9R 5M2

Y	M	D
2008	07 05	11
2008	07 04	18

COASTAL COMMUNITY
CREDIT UNION by its
authorized signatoureis:

Susan Pope
Lending Clerk
Central Operations

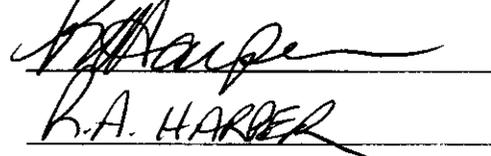
SUSAN DUNN
ASSISTANT MANAGER
CENTRAL OPERATIONS



WENDY THOMSON
Deputy Corporate Secretary
REGIONAL DISTRICT OF ALBERNI CLAYOQUOT
Commissioner for Taking Affidavits
in the Province of British Columbia.

(ADDRESS - SAME AS ITEM 3)
(as to all signatures)

ALBERNI-CLAYOQUOT
REGIONAL DISTRICT by its
authorized signatories:

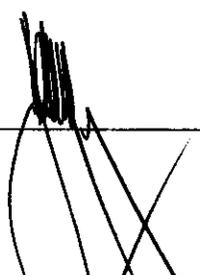

H.A. HARBER

OFFICER CERTIFICATION: Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the EVIDENCE ACT, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.

LAND TITLE ACT

**FORM D
EXECUTIONS CONTINUED**

Officer Signature(s)



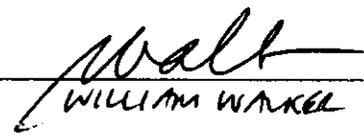
John R. Manning
MANNING & KIRKHOPE
Barristers, Solicitors & Mediators
 430 Wentworth Street
 Nanaimo, B.C. V9R 3E1

Execution Date

Y	M	D
2008	07	10
2008	04	

Transferor/Borrower/Party
Signature(s):

ALL ISLAND EQUITY
MORTGAGE INVESTMENT
CORP. by its authorized
signatories:



WILLIAM WALKER

(as to all signatures)

OFFICER CERTIFICATION: Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the EVIDENCE ACT, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.

PAGE 4

TERMS OF INSTRUMENT - PART 2

SECTION 219 COVENANT

BETWEEN:

655,570 B.C. LTD. (Inc. No. 655,570), of 10412 Lakeshore Road, PORT ALBERNI,
B.C., V9Y 7L7

(Hereinafter called the "Grantor")
OF THE FIRST PART

AND

ALBERNI -CLAYOQUOT REGIONAL DISTRICT, 3008 - 5th Avenue, PORT
ALBERNI, B.C., V9Y 2E3

(Hereinafter called the "Grantee")
OF THE SECOND PART

WHEREAS:

- A. The Grantor is the registered owner in fee simple of:
- PID
LOT A, DISTRICT LOT 204, ALBERNI DISTRICT, PLAN VIP _____
(The "Land")
- B. The Grantee is the Regional District of Alberni-Clayoquot;
- C. The Grantor wishes to rezone the Land for the purpose of legalizing and developing a number of strata lots and a marina;
- D. The Grantor has voluntarily agreed to grant this Covenant (the "Covenant") restricting use of the Land to facilitate the rezoning application.

NOW THEREFORE in consideration of the payment of the sum of ONE DOLLAR (\$1.00) BY THE Grantee to the Grantor and the premises and the covenants herein contained and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, the parties hereto covenant and agree each with the other as follows:

PAGE 5

1. In this Covenant:

“Covenant Areas” means the areas identified and outlined in black on Reference Plan of Covenant over Part of Lot A, District Lot 204, Alberni District, Plan VIP _____, such plan being registered as plan VIP _____, a copy of which is attached hereto as Schedule “A”

“Dwelling Unit” means one or more habitable rooms, constituting a self-contained unit with a separate entrance, and used or intended to be used together for living and sleeping purposes for not more than one family and containing a separate and properly ventilated kitchen with a sink and cooking facilities and a bathroom with a water closet, wash basin and bath or shower;

“Hotel” means a building containing more than six sleeping units wherein accommodation is provided for transient lodgers. No sleeping unit shall contain private cooking facilities and in no case shall sleeping units be used for retail trade. A hotel shall ordinarily include such ancillary facilities as sample rooms, banquet rooms, rooms devoted primarily to the sale of alcoholic beverages, and other activities permitted in the zoning district in which it is located.

“Motel” means a building or group of buildings wherein accommodation is provided, occupied or intended to be occupied primarily by transient motorists in separate sleeping or dwelling units, none of which shall be used for retail trade. A motel may include a café or restaurant and such ancillary facilities as self-service laundry, and common recreational or cooking facilities. Where the motel is located as to be occupied primarily by transient motorists, each sleeping or dwelling unit shall have its own parking space conveniently located on the lot.

“Non-Residential” when used with reference to a building, structure or use, means designed, intended or used for purposes other than those of a residential use building.

“Setback” means the required minimum distance between the high water mark of Sproat Lake and any building on any lot;

“Side Lot Line” means a line, marking the boundary between the Land and another lot or between the Land and a lane or street, of which one or both ends intersect the Front Lot Line;

2. The Land shall not be used or built upon except in strict accordance with the terms and conditions of this Covenant;
3. The Grantor may subdivide Covenant Areas into no more than ten (10) lots or ten (10) strata lots or any combination of lots or strata lots not exceeding ten (10);

Page 6

4. The Grantor may build upon the Covenant Areas not more than one Hotel with not more than ten sleeping units; or one Motel with not more than ten sleeping units or dwelling units; or not more than ten dwelling units; where the maximum usable floor space of each Hotel sleeping unit or Motel sleeping unit or dwelling unit is no greater than twelve hundred (1200) square feet of living area excluding any garage or carport, and one Non-Residential unit for use as an office or administration unit where the maximum useable floor space is no greater than twelve hundred (1,200) square feet.
5. The Grantor must have a Setback for any building on this Lot of not less than forty (40) feet from Sproat Lake;
6. The Grantor and the Grantee agree that the enforcement of this Covenant shall be entirely within the discretion of the Grantee and that the execution and registration of this Covenant against the title to the Land shall not be interpreted as creating any duty on the part of the Grantee to the Grantor or to any other person to enforce any provision or the breach of any provision of this Covenant;
7. Nothing contained or implied herein shall prejudice or affect the rights and powers of the Grantee in the exercise of its functions under any public or private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised in relation to the Land as if the covenant had not been executed and delivered by the Grantor;
8. The Grantor hereby releases and forever discharges the Grantee of and from any claim, cause of action, suit, demand, expenses, costs and legal fees whatsoever which the Grantor can or may have against the said Grantee for any loss or damage or injury that the Grantor may sustain or suffer arising out of or in connection with this Covenant;
9. The Grantor covenants and agrees to indemnify and save harmless the Grantee from any and all claims, causes of action, suits, demands, expenses, costs and legal fees whatsoever that anyone might have as owner, occupier or user of the Land, or by a person who has an interest in or comes onto the Land, or by anyone who suffers loss of life or injury to his person or property, that arises out of or in connection with this covenant, the rezoning of the Land, the issuance of a building permit for any building or structure on the Land, or the use and development of the Land;
10. It is mutually understood, acknowledged and agreed by the parties hereto that the Grantee has made no representations, covenants, warranties, guarantees, promises or agreements (oral or otherwise) with the Grantor other than those contained in this Covenant;
11. This Covenant shall be registered in priority to all financial charges against the Land and the Grantor agrees to execute and deliver all other documents and provide all other assurances necessary to give effect to the covenants contained in this Covenant;

Page 7

12. The Grantor shall pay the legal fees of the Grantee in connection with the preparation and registration of this Covenant. This is a personal covenant between the parties.
13. The Grantor covenants and agrees for itself, its heirs, executors, successors and assigns, that it will at all times perform and observe the requirements and restrictions hereinbefore set out and they shall be binding upon the Grantor as personal covenants only during the period of its respective ownership of any interest in the Land;
14. The restrictions and covenants herein contained shall be covenants running with the Land and shall be perpetual and shall continue to bind all of the Lands (even if subdivided) and shall be registered in the Victoria Land Title Office pursuant to Section 219 of the Land Title Act as covenants in favour of the Grantee;
15. This Covenant shall enure to the benefit of the Grantee and shall be binding upon the parties hereto and their respective heirs, executors, successors and assigns.
16. Wherever the expressions "Grantor" and "Grantee" are used herein, they shall be construed as meaning the plural, feminine or body corporate or politic where the context or the parties so require.
17. COASTAL COMMUNITY CREDIT UNION , the registered holder of charges by way of Mortgage and Assignment of Rents against the within described property which said charges are registered in the Land Title Office at Victoria, British Columbia, under Nos. EV32066 and EV32067, respectively for and in consideration of the sum of ONE DOLLAR (\$1.00) paid by the Grantee to the said Chargeholder (the receipt whereof is acknowledged) agrees with the Grantee, its successors and assigns, that the within Covenant shall be an encumbrance upon the within described property in priority to the said charge in the same manner and to the same effect as if it had been dated and registered prior to the said charge.
18. ALL ISLAND EQUITY MORTGAGE INVESTMENT CORP. (INC. NO. 0537559) , the registered holder of charges by way of Mortgage and Assignment of Rents against the within described property which said charges are registered in the Land Title Office at Victoria, British Columbia, under Nos. FB173758 and FB173759, respectively for and in consideration of the sum of ONE DOLLAR (\$1.00) paid by the Grantee to the said Chargeholder (the receipt whereof is acknowledged) agrees with the Grantee, its successors and assigns, that the within Covenant shall be an encumbrance upon the within described property in priority to the said charge in the same manner and to the same effect as if it had been dated and registered prior to the said charge.

IN WITNESS WHERE OF the parties hereto hereby acknowledge that this Agreement has been duly executed and delivered by the parties executing Form C (pages 1 and 2) attached hereto.



To: ACRD Board of Directors

Meeting Date: February 25, 2026

From: Alima Khoja, Planner I

Voting Structure: Electoral Area Directors

Electoral Area: "F" Cherry Creek

Subject: Rezoning Application RF24008 – 450 Franklin River Road (Tilley's Plumbing and Heating)

Recommendation:

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

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

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

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

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

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

Development Proposal: The 15.3 ha (37.8 ac) property is split by Franklin River Road, and the applicants propose the northeast portion be rezoned to Light Industrial (M2B) District and the southwest portion to Mixed Accommodation Commercial (MAC) District to allow for a mix of cottages for short term-rental and campsites for recreational vehicles.

Northeast Portion

The Light Industrial (M2B) District would support the applicant's proposed business in the future as the zone would allow uses such as a workshop, outdoor equipment storage, employee marshalling, and gravel sales. The applicants propose developing access from Franklin River Road, with a driveway which rises to the centre of the parcel where the

PL20240071 / RF24008

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

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

proposed workshop would be located. The new M2B District zone would allow for the same uses and conditions of use as those permitted under the M2 District with additional density restrictions to align with the minimum lot size supported by the policies of the Cherry Creek OCP.

Southwest Portion

The MAC District zoned lower portion would encompass space for up to 50 RV campsites or 25 cottages for short-term rentals. The property owners propose an internal access road connecting to the south side of Franklin River Road. On-site sewer and water servicing will be required, in addition to an internal road network that is accessible for emergency vehicles, to service the proposed campground development.

Advisory Planning Commission Recommendation: The Cherry Creek Advisory Planning Commission reviewed the rezoning application at their December 8th, 2025, meeting and supported the application as presented.

Property Owner(s)/Applicant(s): Tilley’s Plumbing and Heating Ltd. **Agent:** Tyson and Penny Tilley

Property Information:

Civic Address	450 Franklin River Road						
Legal Description	DISTRICT LOT 272 ALBERNI DISTRICT EXCEPT PART IN PLAN 149 RW						
PID	008-691-703	Folio	002101.000	ALR? (Y/N)	N	Lot Size	15.3 ha (37.8 ac)
Current Zoning	Rural (A2) District			Proposed Zoning	Light Industrial (M2B) District and Mixed Accommodation Commercial (MAC) District		
Current OCP	Rural Use			Proposed OCP	Industrial and Commercial		
Development Permit Area(s)	DPA I – Riparian Protection Areas						
Current Use & Description	The 15.3 ha (37.8 ac) parcel is vacant and partially cleared. The +/- 9.8 ha portion to the property north of Franklin River Road is mostly cleared and is undeveloped except for an internal road with three landings cleared and leveled. The lower +/- 5.2 ha portion of the property is completely forested except for the internal road making it difficult to view the entirety of the lower portion. Cox Lake which runs into North McFarland Creek is located to the southwest of the parcel.						

Surrounding Zoning and Land Use			
North	Forest Reserve (A4) District	South	Forest Rural (A3) District
East	Forest Reserve (A4) District	West	Forest Rural (A3) District

Services:

- a) **Sewage Disposal:** The applicants have submitted a preliminary letter from a Registered Onsite Wastewater Practitioner (ROWP) dated October 30, 2025 that confirms that the parcel has been assessed and that it has sufficient potential to disperse pre-treated wastewater in the ground safely without any degradation of the local environment or contamination of the local drinking water source that under-lays the site. Type “1” wastewater disposal is being proposed for the development of the RV campground, and the design is to be undertaken by a ROWP. Additional on-site sewage capacity review will be required as a condition of rezoning to determine whether the site has capacity for the overall build-out of the campground and cottage development as well as the industrial uses.

- b) **Water Supply:** On-site water. The property owners will need to provide potable water for the proposed development and the private water system for the campground will require approval by Island Health under the *Drinking Water Protection Act* and Regulations.
- c) **Fire Protection:** The parcel is not within a fire protection area. The rezoning would be referred to the ACRD's Regional Fire Services Manager and the Cherry Creek Fire Department to review and provide recommendations.
- d) **Access:** Both portions of the property are accessed from Franklin River Road. The upper portion rises steeply from Franklin River Road to the top of the parcel. The proposed campground on the lower portion has two access points on Franklin River Road and is located where the road curves slightly to the south.

A referral response was received from the Ministry of Transportation and Transit (MOTT).

- No preliminary concerns were raised about the subject property for future use. However, a Commercial Access Permit will be required for a detailed MOTT review for acceptance.

Planning Policy Discussion:

- a) **Official Community Plan:** The parcel is designated as Rural Use in the Cherry Creek Official Community Plan. The objective of the designation is to maintain the primarily rural character of the area.

The applicants propose redesignating the northeast portion of the parcel to Industrial Use, which would allow for workshops, marshalling areas, outdoor equipment storage, and sand and gravel sales. The southwest portion is proposed to be redesignated to Commercial Use to permit visitor-serving accommodations such as small cottages, campsites, or a mix of both.

Policy 3.2.13 of the OCP requires "a minimum lot size of 1 hectare for subdivision purposes in all land-use designations if the lot is serviced with an on-site well and septic system. The minimum lot size may be reduced to 0.24 hectares if the lot is serviced by a community or communal water or sewer system". The new M2B District zone has been created to require a 2 hectare minimum lot size in order to be consistent with the density requirements of Policy 3.2.13.

Proposed DPA III – Form and Character

Planning staff recommend adding the property to the Cherry Creek OCP as DPA III – Form and Character.

- DPA III is intended to guide the design, screening, and visual quality of industrial and commercial development along key transportation corridors.
- As the southern gateway to the Alberni Valley and an increasingly travelled route to Bamfield following recent road improvements, this corridor warrants enhanced design oversight.

Designation under DPA III requires an OCP amendment, which can be processed concurrently with the rezoning application. A development permit would then be required prior to any industrial or commercial development to ensure compliance with the applicable guidelines.

This proposal is not in compliance with the Cherry Creek OCP. An OCP amendment is required to redesignate the parcel to Industrial Use and Commercial Use to allow the combined operation of the applicant's industrial business and a commercial tourist accommodation business. As an OCP amendment is required to facilitate the rezoning, a public hearing will be required. Additionally, the OCP amendment will include the property within DPA III – Objectives for Form and Character.

b) Zoning: The parcel is zoned Rural (A2) District. The applicants intend to create a split-zoned parcel.

Light Industrial (M2B) District

The portion northeast of Franklin River Road would be rezoned to a new Light Industrial (M2B) District. The new zone has been drafted to align with the M2 District permitted uses and conditions of use, as well as aligning with the density requirements of the Cherry Creek OCP. The M2B-zoned portion would be limited by Restrictive Covenant to the use of the property for offices and workshops for enterprises within the Construction Industry, closed storage and warehousing, open storage, motor vehicle and commercial truck repair, and the wholesale and retail sale of sand and gravel. The M2B zone has been drafted to include a 2 hectare minimum lot size, a 100 metre minimum lot width, and building setbacks, lot coverage, and building height requirements that are appropriate for an industrial-zoned property.

Mixed Accommodation Commercial (MAC) District

The portion southwest of the road would be zoned Mixed Accommodation Commercial (MAC) District. The MAC-zoned portion would accommodate a campground with a mix of camping sites and small cottages with a maximum density of 50 camping sites, or 25 cottages, or a mix of the two uses.

	Current: A2	Proposed: M2B	Proposed: MAC
Minimum Lot Area (ha)	2.0	2.0	1.0
Minimum Lot Width (m)	100.5	100	100
Principal & Accessory Front Yard Setback (m)	15.2	15.2	10
Principal Side Yard Setback (m)	4.5	15.2	10
Principal Rear Yard Setback (m)	9.1	15.2	10
Accessory Side Yard Setback (m)	4.5	0.9	0.9
Accessory Rear Yard Setback (m)	4.5	0.9	0.9
Watercourse Setback (m)	30	30	30

The proposed combination of industrial uses limited to mechanic workshops, outdoor storage of heavy equipment, and sand and gravel sales, mixed with commercial campground uses for RV sites and cottages, does not comply with the ACRD Zoning Bylaw. The proposed rezoning to a split-zone of M2B and MAC would accommodate the proposed development.

Comments:

Site topography and Drainage

The property is steep from Franklin River Road and rises to three clear landings. While walking the site, staff observed several drainages running from the top of the parcel, under Franklin River Road and draining to the lake and watercourse below the lower portion of the parcel. A development permit would be required for any development within 15 metres of a natural watercourse, and the property owners would need to engage a Qualified Environmental Professional (QEP) to assess the drainages for potential habitat and impacts on Cox Lake and North McFarland Creek to the southwest of the parcel.

Debris and Site Remediation

While visiting the parcel in September 2024, staff observed several accumulations of construction debris and garbage. Staff also noted that a drainage channel on the upper portion of the parcel appears to be partially filled with debris, as

shown in the images below. Staff recommend that the applicant be required to remediate all debris, including construction waste and material obstructing drainage pathways, prior to rezoning the upper portion of the property. During the Cherry Creek APC meeting, the committee discussed the existing debris on the site and identified remediation as a condition of rezoning. This requirement was communicated to the applicants.

Access, Visibility, and Transportation

The parcel spans Franklin River Road where the road curves to the south. The vegetation along the road on the south side of the parcel is overgrown and hinders visibility. An initial referral response was received from the Ministry of Transportation and Transit (MOTT), and they have noted no preliminary concerns for the subject property for future use. A Commercial Access Permit will be required for a detailed MOTT review, and issuance of a Commercial Access Permit would be required as a condition of rezoning.

Form and Character (Proposed DPA III Inclusion)

Residents and visitors enter the City of Port Alberni via Franklin River Road from Bamfield on the West Coast and southern Vancouver Island. The area is not currently encompassed by DPA III – Form and Character; however, planning staff recommend this corridor be included in the DP area to require a development plan that would provide for adequate screening of industrial and commercial development, safe access/egress, parking, landscaping, and signage.

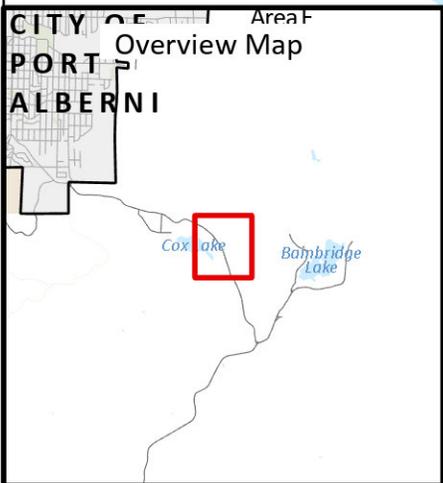
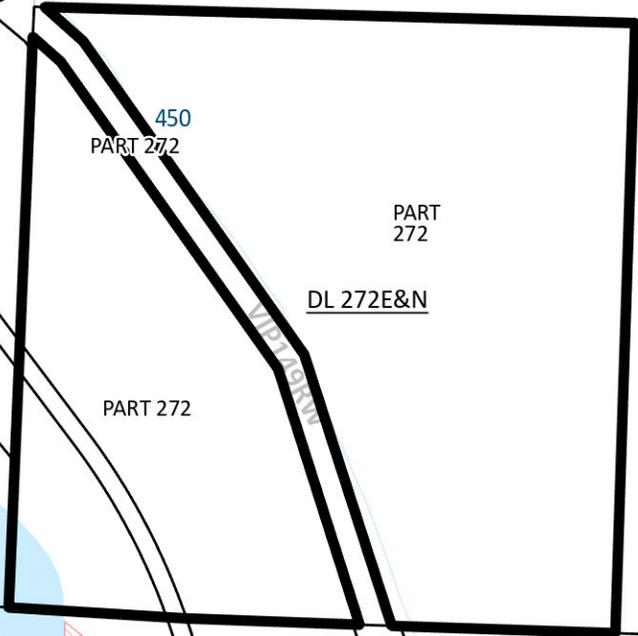
It is recommended that the Board proceed with first reading of Bylaws P1533, P1534, and P1535 subject to the conditions outlined in the report, and that a public hearing is delegated to gather community input on the zoning and OCP amendment application.

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

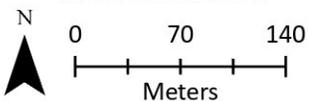
Reviewed by: *Cynthia Dick*
Cynthia Dick, General Manager of Administrative Services

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

-  Subject Property
-  Agricultural Land Reserve



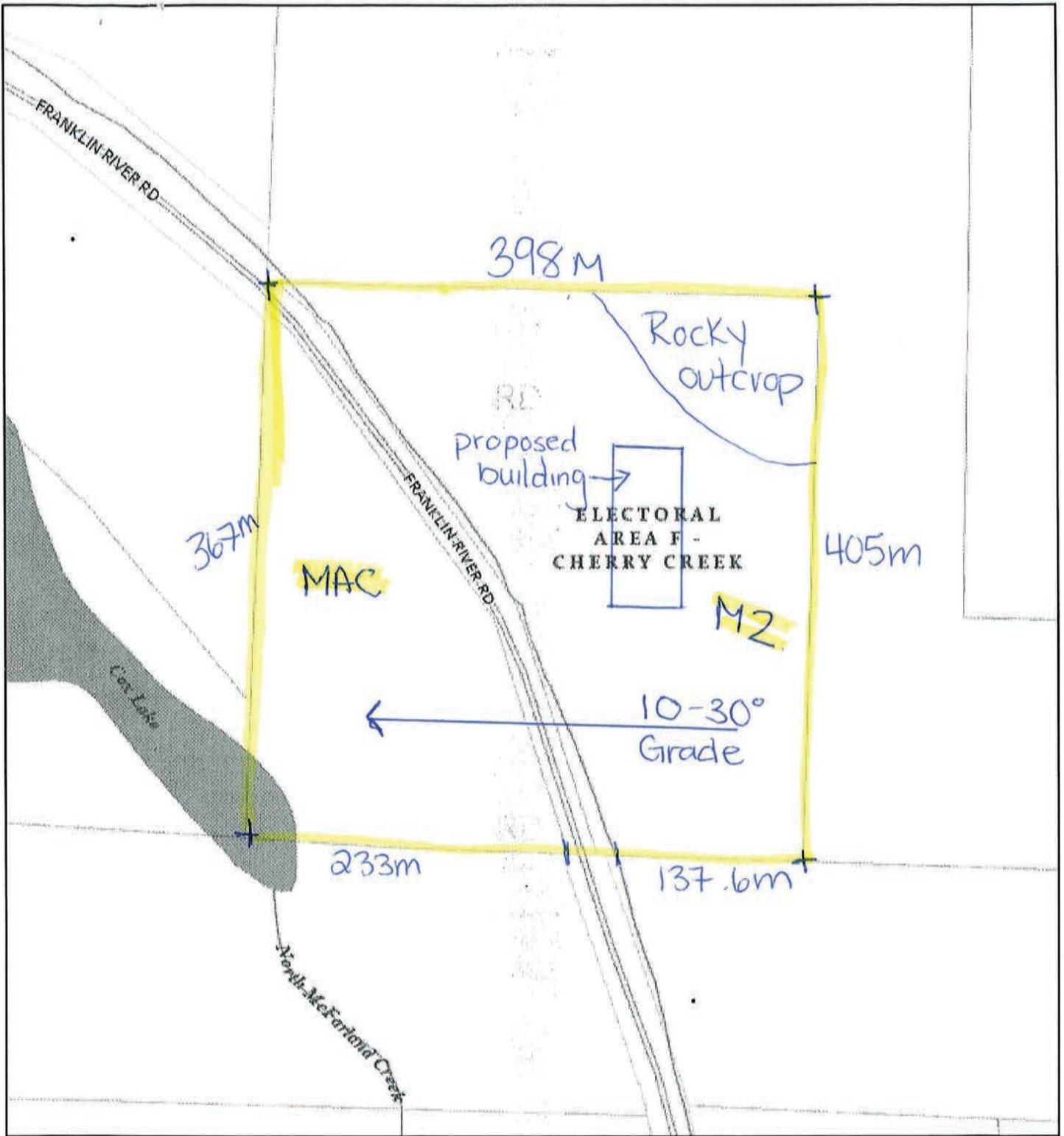
ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



230

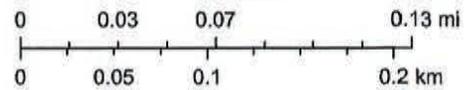
 Address: 450 Franklin River Road
 Legal Description: DISTRICT LOT 272 ALBERNI DISTRICT
 EXCEPT PART IN PLAN 149 RW

ACRD iMap



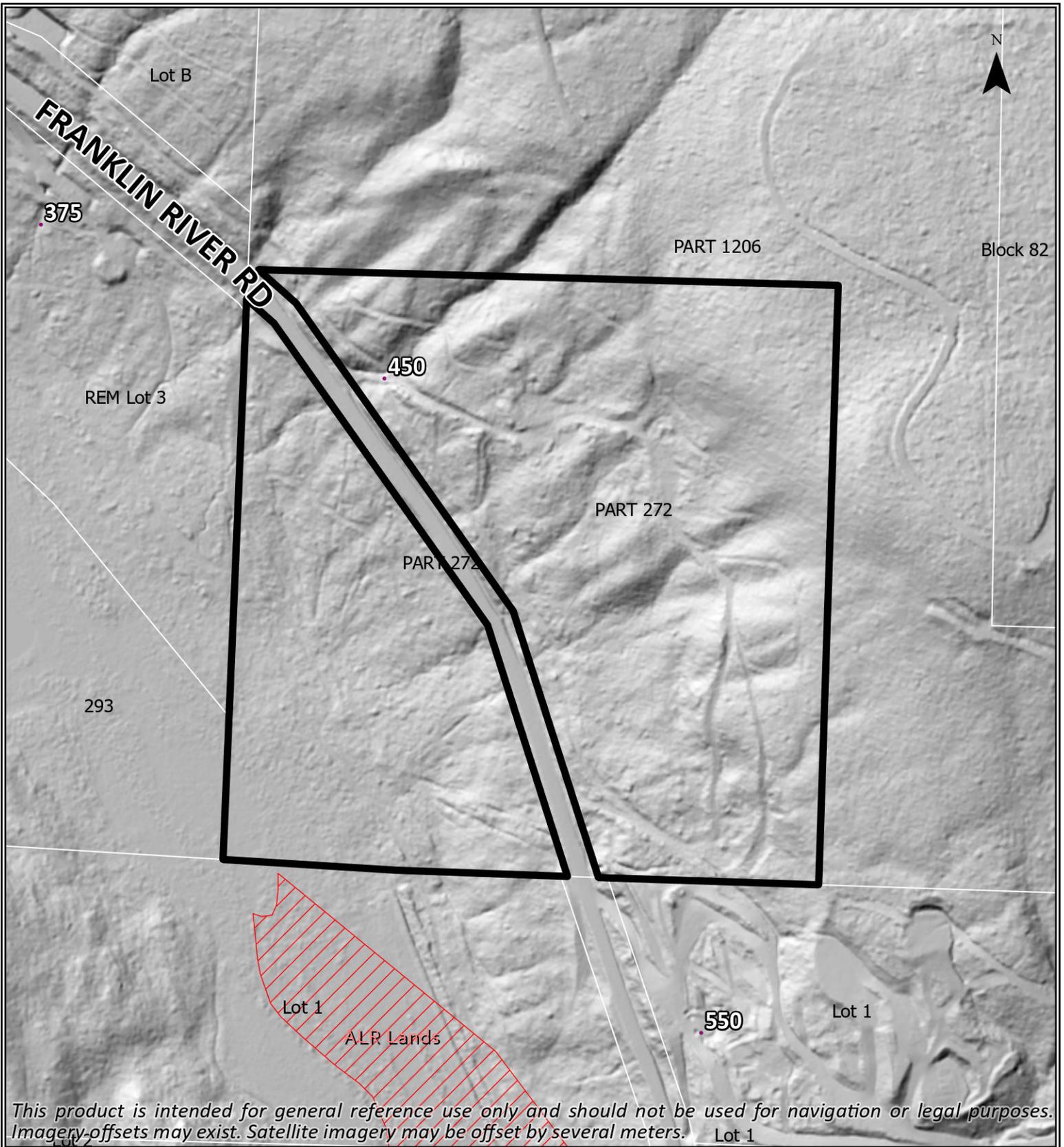
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- Civic Address
- Property Information

ACRD



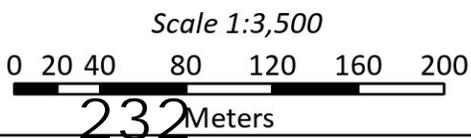
450 Franklin River Road
 DISTRICT LOT 272 ALBERNI DISTRICT
 EXCEPT PART IN PLAN 149 RW

-  Subject Property
-  Agricultural Land Reserve



**ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT**

Prepared 2026-02-02
 Sources: Prov. BC, ParcelMapBC; ACRD





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

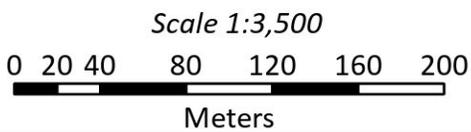
450 Franklin River Road
 DISTRICT LOT 272 ALBERNI DISTRICT
 EXCEPT PART IN PLAN 149 RW

-  Subject Property
-  Agricultural Land Reserve



**ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT**

Prepared 2026-02-02
 Sources: Vantor Prov. BC, ParcelMapBC;
 ACRD



Site Photos – September 2024



Access to top of parcel from Franklin River Road. Driveway climbs for approximately 200 to the top of the development.



Looking East, first lower landing. The drainage is hidden by the logs in the centre of the image and continues downhill under Franklin River Road. There is a second landing slightly above and to the left of the image.



Construction debris at uppermost landing. Drainage to the top right of the image.



Construction debris at uppermost landing. Debris pushed in drainage channel.



Uppermost landing location of proposed shop. Property slopes up to the right of image.



Looking south toward Franklin River Road at culverted drainage downstream at uppermost landing.



Looking east from first landing toward upper landing. Debris in drainage channel.



Looking south from first landing toward Franklin River Road. Same drainage channel as the image above.



Looking east from Franklin River Road from easternmost proposed access to campground on lower portion of parcel. Neighbour's driveway visible in centre of image. Franklin River Road curves to the right.



Looking west from Franklin River Road from easternmost proposed access to campground on lower portion of parcel. The road curves to the left.

Proposed access has a gentle slope and curves to the right.



Looking south from Franklin River Road from easternmost proposed access to campground on lower portion of parcel.

Proposed access has a gentle slope and curves to the right.



Looking south from proposed internal road. Site plan suggest proposed septic would be installed here. The land slopes toward the wetland at the end of the lake.

Internal road has a gentle slope and curves to the right.

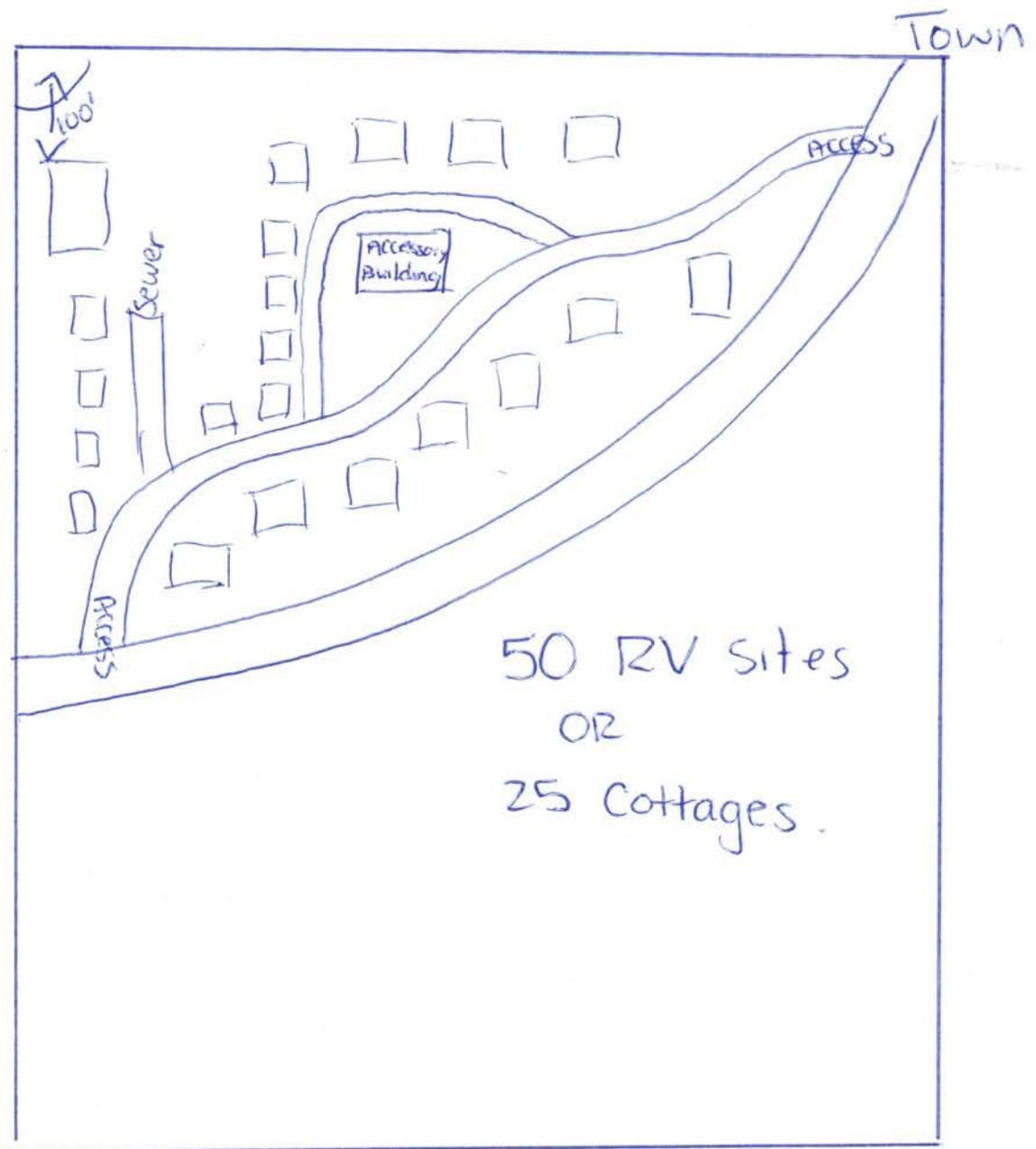


Looking south from internal road.
Drainage originates from top portion
of the parcel. The land continues to
slope to lake.



Looking northeast from internal road
toward Franklin River Road. Drainage
originates from top portion of the
parcel. The land continues to slope
down to lake.

551 Franklin River Rd





SAVE-ON-SEPTIC SERVICES INC



Tilley Trucking
[REDACTED]

Port Alberni, B.C.

October 30, 2025

Project Reference: Feasibility study and Assessment of site conditions on 551 Franklin River Road (P.I.D # 008-691-703) for suitability for development of a wastewater treatment and dispersal system- Port Alberni, B.C.

Attn: Mr. Tyson Tilley,

Background:

Mr. Tyson Tilley (owner) is proposing a residential recreational use development and retail gravel services located at 551 Franklin River Road near Port Alberni, B.C. This report will provide information on the feasibility of providing an on-site wastewater treatment and dispersal system for this project. I will provide the soils testing data and a conceptual design of the wastewater treatment and dispersal system that will meet or exceed the requirements of the Standards of Practice Manual (SPM). I will outline our approach to minimize the environmental impact on the site.

Scope of Work:

The soil investigation involved digging 1.2m deep test pits with a machine to determine the soil characteristics and ability to renovate wastewater. I was also investigating the winter water table depths and surface features such as storm water run-off impact, proximity to a drinking water source and property boundaries. There appears to be no limiting layer at 1.2m depths or below. The site tends to slope in a southwesterly direction towards Cox Lake. There is a drinking water well 100 meters northeast of the test area and we anticipate very little the impact on this potable water source. 4-1.2m deep test pits were dug and logged for characteristics and are included in this report. To test the permeability of the soils several test holes were dug and perk tests performed to document the suitability of the soil to renovate wastewater. The site conditions and soils will meet the strict guidelines set out in the SPM to minimize any environmental impact. This report also reviews the various options for pre-treatment and discuss the most appropriate level of treatment prior to dispersal.

Site Evaluation:

The property tends to slope towards the southwest corner at an overall slope of 15% and the upper half having a gentler slope about 10%. The site has had impact from tree removal and vehicle traffic from previous logging activities. The soils in the test area located west of Franklin River Road 150 feet downslope appears to be less impacted by previous development.

4655 Trans Canada Hwy
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GST: 898373451

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(250) 474-7867 – (250) 754-7232
Fax: (250) 748-5073
Email: saveonseptic@shaw.ca

PO Box 4705
Victoria, BC
V9B 6L2
WCB: 571685-AQ

2...

I saw no evidence of stormwater erosion or impact from stormwater runoff and the site appears to be well drained. According to regional maps the principal soil type is a well drained Saturna soil. The location of the well was situated about 100 meters upslope above Franklin River Road. No other neighboring wells were encountered during this investigation. This well exceeds the setback distance (30m) and should pose no environmental impact from the dispersal area. Both the dispersal area and the receiving area shall have sufficient depths of soil to adequately renovate the wastewater discharge to mitigate the environmental impact on the site.

Test Pits:

There are a total of 4 test pits that were machine dug to a depth of about 1.2m and no limiting layer was encountered. There were 2 holes that were deeper to verify deep root penetration and were mapped as an area for development. These test pits were then compared with the SPM requirements and other factors such as root penetration into the soils as well as soil mottling indicating no presence of the winter watertable above 1.2m

The results of this testing determined that there was +120cm of permeable soil and no restrictive layer was encountered. The SPM requires a minimum separation of 60 cm for type 1,2&3 effluent discharges. We have sufficient depth for all 3 types with a Type 1 trench design per the SPM. There is sufficient area to support a type 1 drain field design. Based on calculated daily flows of 8500L per day and soil permeability the required field length would need to be approximately 250m (820 feet) in total with a minimum length per run of 30.5m (100 feet) to meet the linear loading requirements of the SPM.

Percolation Testing:

There were 3 percolation tests performed on the site within the test area.(see attached test results) This test determines the ability of the soil to effectively move downward through the soil to renovate the wastewater prior to coming into contact with the under-laying ground water. The more porous the soils allow the wastewater to move quickly move down through the soil. In our case the soils proved to be in the class of coarse sandy gravel and has a very high permeability. This class of soils allows the wastewater to move through the soil particles to quickly thus only partially treating the wastewater. In order to overcome this we need to pressure dose the field and limit the amount of effluent per dose. This will allow the wastewater to be held between the soil particles by osmosis allowing it to come into contact with the micro-organisms for a longer duration thus providing better treatment of the wastewater prior to reaching the limiting layer. For coarse textured soils the hydraulic loading rate would be 40L/m²/ day.

Percolation Results:

PH #1- Average 1:50 mins. /inch

PH #2- Average 2:00 mins. /inch

PH #3- Average 1:15 mins. /inch

Coarse Sandy Soils:

The soil log results indicate that the characteristics of the permeable layer encountered on site are predominantly coarse sandy gravel with 10-15% cobbles. This has a loading rate in the SPM of 40L/m²/day for Type 1 discharges. These soils are very well drained and with certain design

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considerations are capable of effectively removing contaminants from the wastewater. These design considerations are pressure dosing and timed dosing per the SPM.

Daily Design Peak Flows:

The estimated flows generated from the proposed development are as follows:

- 50 RV sites @ 170L/day= 8500L per day.
- Office washroom for gravel sales= 300L per day.

Characteristics of the Wastewater:

The RV wastewater is considered to be Type '1' residential strength wastewater. Normal BOD/TSS levels can be effectively treated in an appropriately sized septic tank prior to being dosed into the drain field (Per SPM).

Area for Drain Field for RV sites:

The area of infiltrative surface requirements for Type 1 effluent discharge is as follows:

$$\text{AIS} = \frac{8500\text{L}}{40} = \underline{212.5 \text{ m}^2}$$

$$\text{Total Length of Field} = \frac{212.5\text{m}^2}{0.91\text{m}} = \underline{233.5 \text{ Lineal Metres}} \text{ (766 lineal feet)}$$

0.91m (Maximum Width of Trench per SPM)

$$\text{Linear Loading Length} = \frac{8500\text{L}}{330} = \underline{25.8\text{m}} \text{ (This is the minimum length of trench per SPM)}$$

The drain field laterals would be 100 feet long and center fed from a central 2" Dia. manifold. There would be 8 laterals evenly spaced at 6 feet on centre. The area required for the drain field would need to be 110 feet long by 54 feet wide and be positioned perpendicular to the slope. The position of the drain field would have to meet all setback requirements of the SPM. The test area would be large enough to accommodate this field design. There is also an area more than enough area be developed for a 100% reserve area should problems arise with the primary drain field.

Area for Drain Field for office:

The area of infiltrative surface requirements for Type 1 effluent discharge is as follows:

$$\text{AIS} = \frac{300\text{L}}{40} = \underline{7.5 \text{ m}^2}$$

$$\text{Total Length of Field} = \frac{7.5\text{m}^2}{0.91\text{m}} = \underline{8.24 \text{ Lineal Metres}} \text{ (27 lineal feet)}$$

0.91m (Maximum Width of Trench per SPM)

Local Area Water Wells:

There is only one well within close proximity of the wastewater system. This drilled well services our site and is located upslope approximately 100m away from the proposed drain field test site. The location of the only well in the area exceeds the 30m setback requirements of the SPM.

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Appropriate Design Considerations:

- All components of the wastewater system meet or exceed the requirements of the SPM.
- Provide redundancy in the system to reduce the risk of untreated wastewater discharges on the site.

Conclusion:

551 Franklin River Road (P.I.D. 008-691-703) has sufficient potential to disperse pre-treated wastewater in the ground safely without any degradation of the local environment or contamination of the local drinking water source that under-lays the site. All of the setback and regulatory requirements within the SPM can be met by the designer. Since Type '1' waste strength wastewater is being proposed for this development, the design is required to be undertaken by an ROWP and all documents must be stamped prior to submission to Vancouver Island Health Authority.

Environmental Impact:

Once discharges start the pre-treatment tanks and treatment devices will provide a wastewater discharge suitable to be dispersed into the ground safely. Once dispersed into the soils natural processes will complete the full renovation of the wastewater. The risk to the environment shall be eliminated by choosing appropriate septic tank volumes to reduce the wastewater to Type 1 treatment levels prior to discharge.

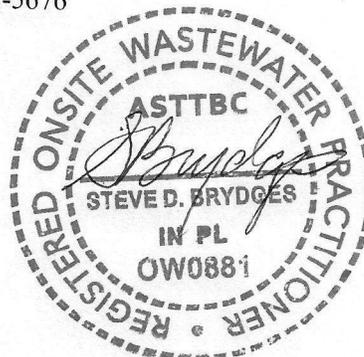
Operation & Maintenance:

The SPM dictates that on-going maintenance must be performed on all septic systems to ensure proper operating levels are met. The annual maintenance must be performed by a qualified service provider (ROWP). An Operations and Maintenance manual will be provided to the owner by the ROWP designer per the SPM.

If you have any questions, please contact me at 250-748-5676

Kind Regards,


Steve Brydges, ROWP
Save On Septic Services Inc.



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WCB: 571685-AQ

551 FRANKLIN RIVER ROAD, FORT LUBERN, B.C.

TP #: 3 Site:

Date: 09/18/25

10- Profile Description

Slope: 15% Veg.: FERNS & SMALL TREES

Depth		Matrix Colour	Texture	C. Frags Kind, %	Structure		Consis.	Roots Depth, sz/qty	Mottles Depth, qty.	Moist Seepg.
From	To				Grade	Type				
0	236 cm	Tan	SANDY GRAVEL	15%	F	S.G.	LOOSE	YES.	∅	∅

Notes (Pores, cracks, other tests, samples):

- No mottles encountered
 - roots to 236 cm

Estimated WT:

SHWT:

R. Layer (Type, depth):

Usable soil depth to limiting layer:



551 FRANKLIN RIVER ROAD, FORT ALBERNI, B.C.

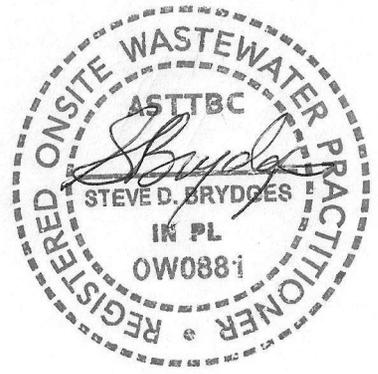
TP #: 2 Site: *07/18/25* Date: *07/18/25* Slope: *15%* Veg: *FERNS + SMALL TREES.* Profile Description

Depth		Matrix Colour	Texture	C. Frags Kind, %	Structure		Consis.	Roots Depth, sz/qty	Mottles Depth, qty.	Moist Seepg.
From	To				Grade	Type				
<i>0</i>	<i>211</i> <i>cm</i>	<i>TAN</i>	<i>SANDY GRAVEL</i>	<i>15-20%</i>	<i>F</i>	<i>SLG.</i>	<i>LOOSE</i>	<i>ABUNDANT</i>	<i>Ø</i>	<i>Ø</i>

Notes (Pores, cracks, other tests, samples):

- No mottles encountered
- roots to 211 cm.

Estimated WT: SHWT: R. Layer (Type, depth): Usable soil depth to limiting layer:



551 FRANKLIN RIVER ROAD, PORT ALBERTA, BC.

TP #4 Site: 09/18/25 10- Profile Description
 Date: Slope: 5% Veg.: FERNS + SMALL TREES.

Depth		Matrix Colour	Texture	C. Frags Kind, %	Structure		Consis.	Roots Depth, sz/qty	Mottles Depth, qty.	Moist Seepg.
From	To				Grade	Type				
0	136	TAN	SANDY GRAVEL	15%	F	S.G.	LOOSE	YES	0	0
	CM									

Notes (Pores, cracks, other tests, samples):
 - No mottles encountered
 - roots to 136cm.

Estimated WT: SHWT: R. Layer (Type, depth): Usable soil depth to limiting layer:





REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1533

**A BYLAW TO AMEND BYLAW NO. P1278
ELECTORAL AREA F - CHERRY CREEK OFFICIAL COMMUNITY PLAN**

WHEREAS by Section 478(2) of the *Local Government Act*, all bylaws enacted by the Regional Board must be consistent with an existing official community plan;

AND WHEREAS the Regional Board may amend an existing official community plan;

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

1. TITLE
This bylaw may be cited as the Cherry Creek Official Community Plan Amendment Bylaw No. P1533.
2. Schedule A, Map 2, Land-Use Designations map, is hereby amended by redesignating DISTRICT LOT 272 ALBERNI DISTRICT EXCEPT PART IN PLAN 149 RW from “Rural Use” to a mix of “Industrial Use” and “Commercial Use” as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. Schedule A, Map 3, Development Permit Areas and Development Approval Information Areas map, is hereby amended by including DISTRICT LOT 272 ALBERNI DISTRICT EXCEPT PART IN PLAN 149 RW within “Development Permit Area (DPA) III – Objectives for Form and Character” as shown on Schedule ‘B’ which is attached to and forms part of this bylaw.
4. This bylaw shall come into force and take effect upon the adoption thereof.

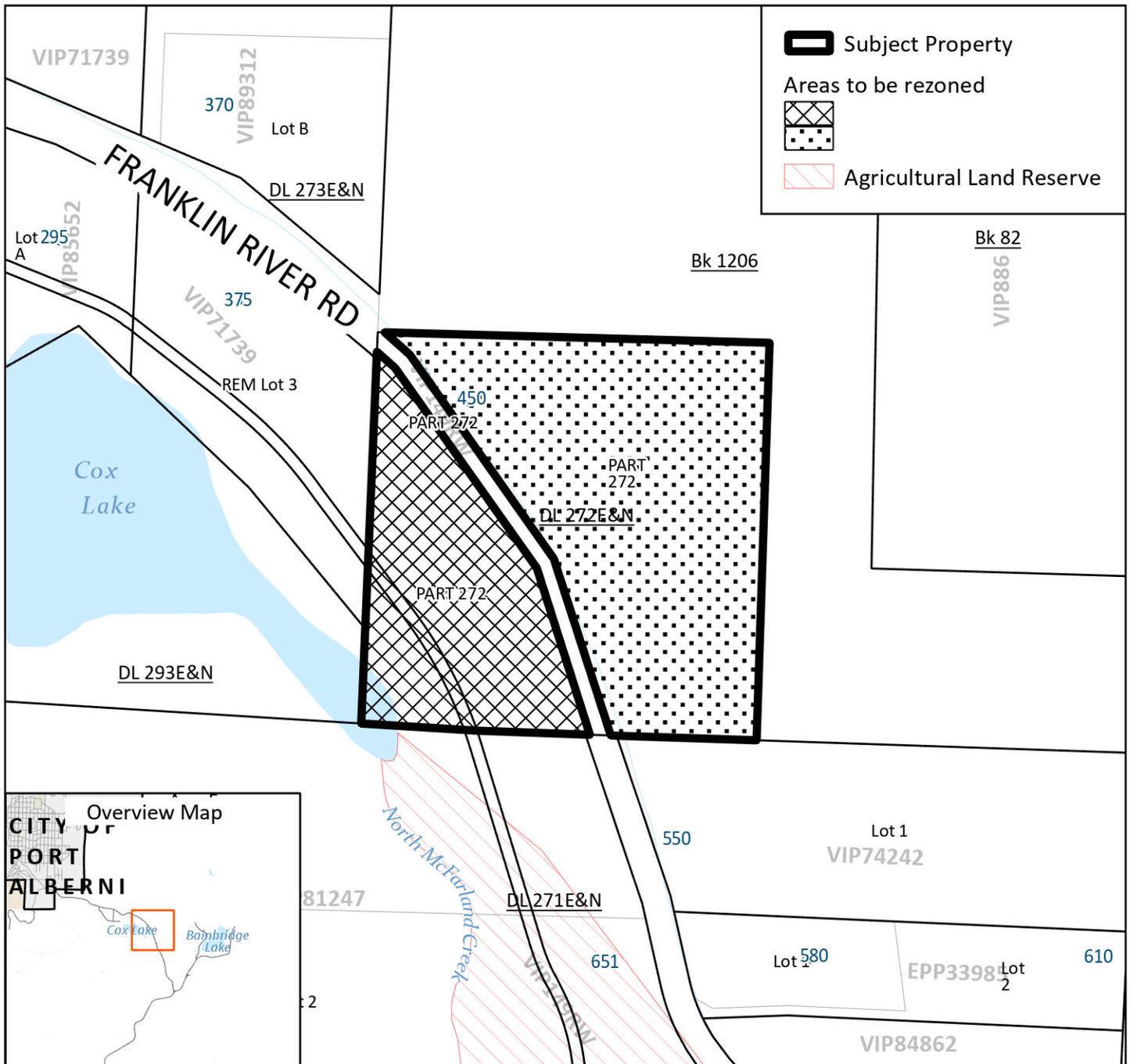
Read a first time this	day of	,
Public Hearing held this	day of	,
Read a second time this	day of	,
Read a third time this	day of	,
Adopted this	day of	,

Corporate Officer

Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of the Cherry Creek Official Community Plan Amendment Bylaw P1533, 2026

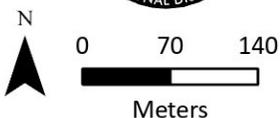


Legal Description: DISTRICT LOT 272 ALBERNI DISTRICT EXCEPT PART IN PLAN 149 RW

Address: 450 Franklin River Road

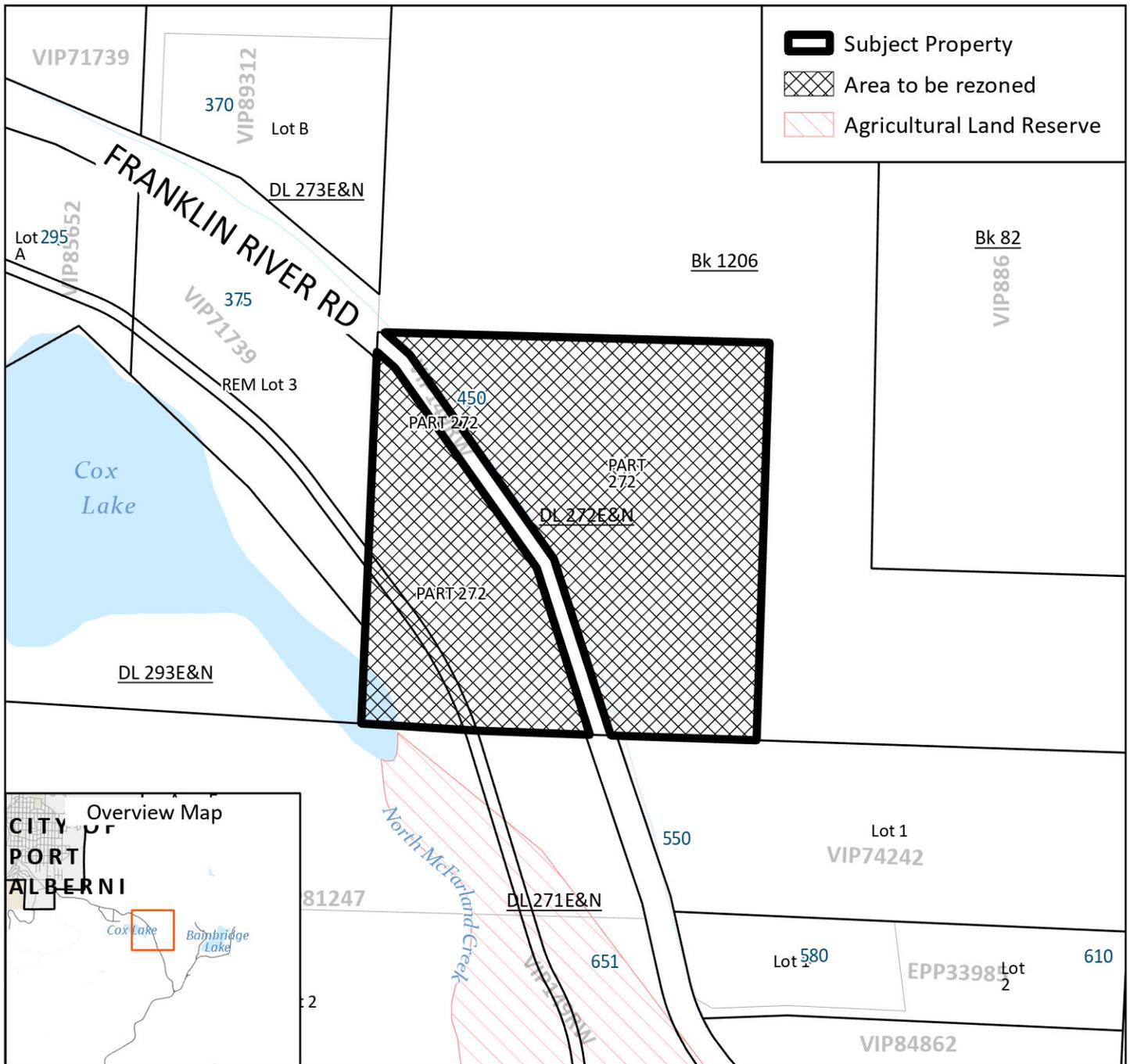
 To be redesignated from Rural Use to Commercial Use.

 To be redesignated from Rural Use to Industrial Use.



Schedule 'B'

This schedule is attached to and forms part of the Cherry Creek Official Community Plan Amendment Bylaw P1533, 2026

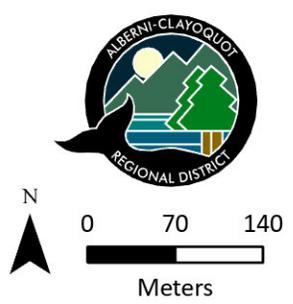


- Subject Property
- Area to be rezoned
- Agricultural Land Reserve



Legal Description: DISTRICT LOT 272 ALBERNI DISTRICT EXCEPT PART IN PLAN 149 RW
 Address: 450 Franklin River Road

To be included in DPA III - Objectives for Form and Character.





REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1534

OFFICIAL ZONING TEXT AMENDMENT

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

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

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

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw No. P1534.

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

- a. Adding Section “132B Light Industrial (M2B) District” and sub-sections to read as follows:

132B Light Industrial (M2B) District

This District provides for the accommodation of general industrial activities under conditions designed to minimize conflicts with surrounding uses.

132B.1 Uses Permitted:

- (1) Uses permitted in the Industrial Park District (M 1).
- (2) Offices, storage buildings, and workshops for that part of the Construction Industry not permitted in the Industrial Park District (M 1).
- (3) Wholesalers of Lumber and Building Materials including screening and grinding of sand and gravel.

- (4) Open storage as a principal use.
- (5) Truck Transport.
- (6) Commercial nurseries and greenhouses.
- (7) Accessory buildings and uses, including display, storage and retail sale of goods produced on the premises.

132B.2 Conditions of Use:

- (1) Nothing shall be done which is or will become an annoyance or nuisance to the surrounding areas by reason of unsightliness, the emission of odours, liquid effluent, dust, fumes, smoke, vibration, noise or glare; nor shall anything be done which creates or causes a health, fire or explosion hazard, electrical interference or undue traffic congestion.
- (2) Where a lot or any part thereof is used or intended to be used as an outside storage area, that portion of such storage area which fronts upon or adjoins a public street, a lot in an R or RM district or is separated by a lane therefrom, shall be screened and no material located within 15.39 meters [50 feet] of the screen shall be piled to extend above such screening. Required front screening shall be so situated as to conform with the front yard setback provisions

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

Zoning District or Use	Minimum Lot Width (feet)	Minimum Lot Area	Maximum Lot Coverage	Minimum Setbacks (feet)			Maximum Height (feet)
				Front	Rear	Side	
M2B	328.1	2 hectares	30%	50	50	50	35

- c. By amending Section 4.3, Interpretation, to include “M2B” on the line which references “M districts”.
- d. By amending Section 5.1, Designation of Districts, to include “132B Light Industrial (M2B) District” in the Industrial Section.

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

4. Read a first time this day of ,
Public hearing held this day of ,
Read a second time this day of ,
Read a third time this day of ,

Adopted this day of ,

Corporate Officer

Chair of the Regional Board



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1535

OFFICIAL ZONING ATLAS AMENDMENT NO. 802

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 P1535.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: DISTRICT LOT 272 ALBERNI DISTRICT EXCEPT PART IN PLAN 149 RW from “Rural (A2) District” to a mix of “Light Industrial (M2B) District” and “Mixed Accommodation Commercial (MAC) 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.

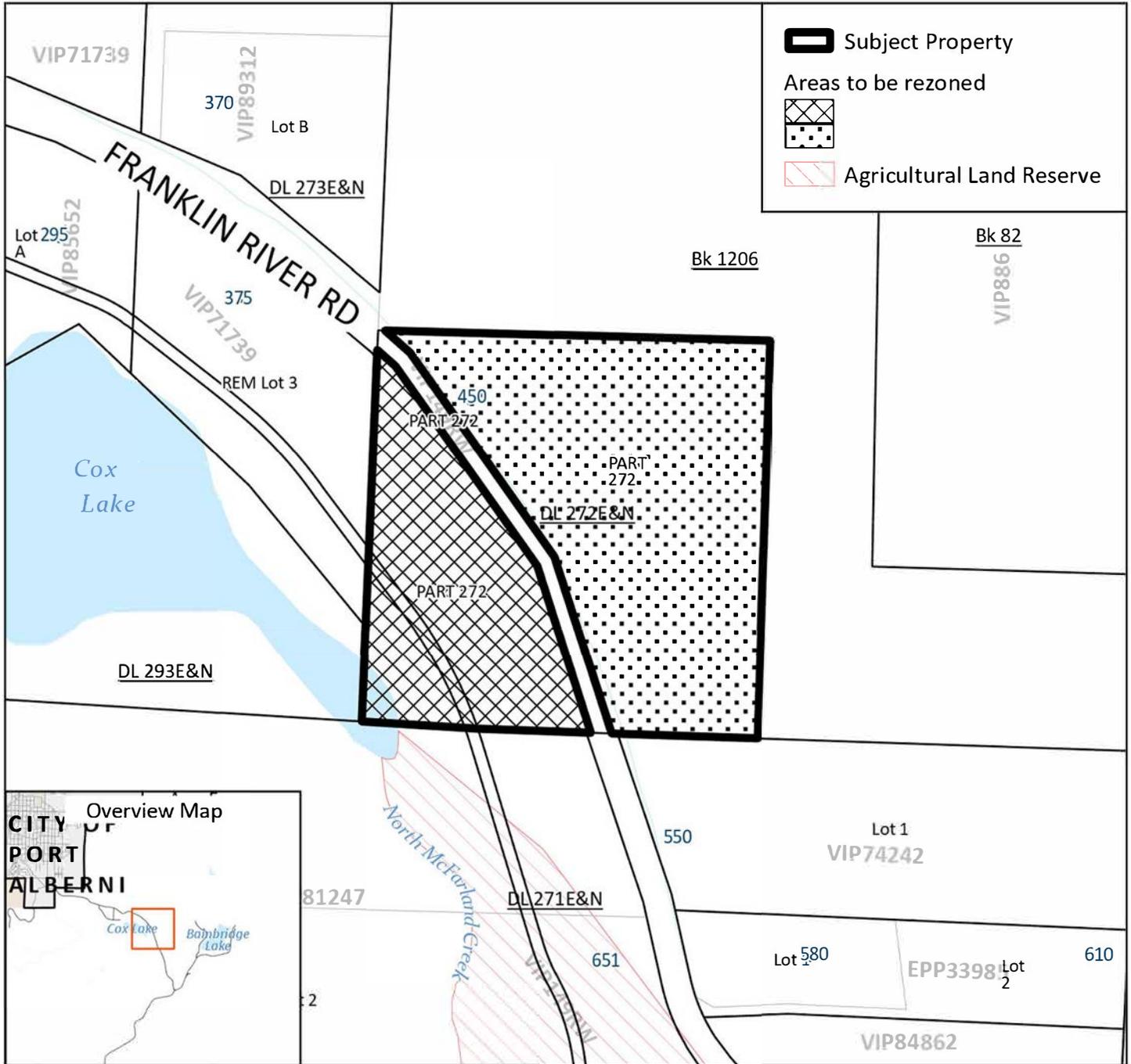
Read a first time this	day of	,
Public Hearing held this	day of	,
Read a second time this	day of	,
Read a third time this	day of	,
Adopted this	day of	,

Corporate Officer

Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1535, 2026

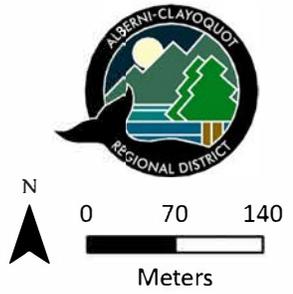


Legal Description: DISTRICT LOT 272 ALBERNI DISTRICT EXCEPT PART IN PLAN 149 RW

Address: 450 Franklin River Road

 To be rezoned from Rural (A2) District to Mixed Accommodation Commercial (MAC) District.

 To be rezoned from Rural (A2) District to Light Industrial (M2B) District.





Alberni-Clayoquot Regional District

**Board of Directors Meeting Schedule
March 2026**

DATE & TIME	MEETING	LOCATION	ATTENDEES
Wednesday, March 4 1:30 pm	Committee-of-the-Whole (Budget Deliberations)	ACRD Boardroom/Zoom	Committee/Staff
Wednesday, March 11 10:00 am 1:30 pm	Committee-of-the-Whole (Budget Deliberations) Board of Directors (Budget 1 st Reading) Regional Hospital District (immediately following above)	ACRD Boardroom/Zoom ACRD Boardroom/Zoom	Committee/Staff Directors/Staff
Thursday, March 12 1:30 pm 1:30 pm	Salmon Beach Committee Transportation Advisory Committee	Zoom ACRD Boardroom/Zoom	Committee/Staff Committee/Staff
Wednesday, March 18 1:30 pm	Committee-of-the-Whole	ACRD Boardroom/Zoom	Committee/Staff
Wednesday, March 25 1:30 pm	Board of Directors (Budget Adoption)	ACRD Boardroom/Zoom	Board/Staff

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Monthly Agreement & Grant Delegation Report

The following agreements have been executed by the CAO and or GMs for the period of January 1, 2026, to January 31, 2026:

Parties	Agreement	Purpose	Term	Fees
Koers and Associates Engineering Ltd.	Agreement	Design of North Reservoir	January 1, 2026 – December 31, 2026	\$50,000.00
Quadiant Leasing Canada Ltd.	Agreement	Mail Machine + Postage meter	60 Months	\$1,322.45 Quarterly

Grantor	Agreement	Purpose	Funding Term	Grant Amount
Union of BC Municipalities	Amendment	FireSmart Community Funding	October 16, 2025 – October 17, 2027	\$1,949,927.74
Ministry of Emergency Management and Climate Readiness	Amendment	Island Rail Corridor Engagement Study	January 15, 2024 – March 31, 2027	\$600,000