



Board of Directors Meeting
Wednesday, January 14, 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/14-1-2026/>

Register to participate via Zoom Webinar at:

https://acrd-bc-ca.zoom.us/webinar/register/WN_ock6CncJSC2BEmOellHjrw#/registration

		PAGE #
1.	<u>CALL TO ORDER</u>	
	Recognition of Territories.	
	Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.	
	Introductions - Board Members and Staff present in the Boardroom and on Zoom.	
2.	<u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items required ALL VOTE 2/3 majority vote)</i>	
3.	<u>DECLARATIONS</u> <i>(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Community Charter)</i>	
4.	<u>ADOPTION OF MINUTES</u> (ALL/UNWEIGHTED)	
a.	Board of Directors Meeting – December 10, 2025	11-22
	<i>THAT the minutes of the Board of Directors meeting held on December 10, 2025, be adopted.</i>	
b.	Accessibility Committee Meeting – December 9, 2025	23-26
c.	Salmon Beach Committee Meeting – December 9, 2025	27-29
d.	Committee-of-the-Whole Meeting – December 10, 2025	30-35

- e. **Beaver Creek Water Advisory Committee Meeting – December 11, 2025** **36-38**
- f. **Transportation Advisory Committee Meeting – December 16, 2025** **39-41**

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

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

- a. **Anna Lewis, Manager, Alberni Valley Food Security Society, Gleaning Project Support**
- b. **Abu Hasan Muhammed Jahangir, Organizing Committee of FIFA Activities in Alberni Valley**

6. CORRESPONDENCE FOR ACTION
(ALL/UNWEIGHTED)

- a. **REQUEST FOR LETTER OF SUPPORT** **42-69**
Indigenous-Led International Sports & Cultural Institute – Canada Soccer National Training Centre Initiative

Possible Motion:

That the Board of Directors provide a letter of support to the Organizing Committee of FIFA Activities in the Alberni Valley confirming its support for the Alberni Valley initiative to secure designation as a FIFA 2026 Pre-Tournament Training Facility.

- b. **REQUEST FOR SUPPORT OF PROPOSED NAME CHANGES** **70-72**
Comments on a request by the Tla-o-qui-aht First Nation to change the names of three locations on the west coast

Possible Motion:

*THAT the Board of Directors support the request made by Tla-o-qui-aht First Nation to change the official names of Chesterman Beach to *na'naquuʔa*, Kennedy Lake to *haʔuukmin*, and Meares Island to *wančas hiʔuuʔis*.*

- c. **REQUEST FOR LETTER OF SUPPORT** **73-76**
Watershed Security Advocacy for Communities across British Columbia

Possible Motion:

THAT the Board of Directors join the Village of Cumberland and other local governments in sending a letter to the Premier and select Ministers of British Columbia regarding watershed governance and funding.

7. CORRESPONDENCE FOR INFORMATION

(ALL/UNWEIGHTED)

- | | | |
|----|--|--------------|
| a. | BILL M 216 – 2025 PROFESSIONAL RELIANCE ACT | |
| | • District of Coldstream | 77-78 |
| | • City of Williams Lake | 79-80 |
| | • City of Parksville | 81-82 |
| | • City of Greenwood | 83-84 |
| | • Village of Valemount | 85-86 |
| b. | CANADA COMMUNITY BUILDING FUND BC | 87 |
| | Second Community Works Fund Payment for 2026/2026 | |
| c. | CARIBOO REGIONAL DISTRICT | 88 |
| | Changes to Gathering and Transmission Pipeline Valuation | |

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

8. REQUEST FOR DECISIONS & BYLAWS

- | | | |
|----|--|--------------|
| a. | REQUEST FOR DECISION | 89-94 |
| | ACRD Secondary Route and Emergency Route Engagement Strategy
(ALL/UNWEIGHTED) | |

THAT the Alberni-Clayoquot Regional District Board of Directors;

1. *Approve the lobbying strategy and direct staff to implement immediate next steps as identified in the December 16, 2025, report.*
2. *Allocate the identified staff time in the 2026 budget to create a vision consensus toward achieving a coordinated regional lobbying effort to request the Province of BC to:*
 - a. *Establish an emergency access route as an immediate priority;*
 - b. *Continue a phased approach for a viable secondary access road/highway that is open year-round.*

- | | | |
|----|--|---------------|
| b. | REQUEST FOR DECISION | 95-100 |
| | Bylaw E1067 – Repeal Mountain Ranch Road Fire Prevention and Suppression Service, and
Bylaw E1068 – Repeal Granville Road Fire Prevention and Suppression Service
(ALL/UNWEIGHTED) | |

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. E1067, Mountain Ranch Road Fire Prevention and Suppression Service Area Establishment Bylaw Repeal, 2025.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. E1068, Granville Road Fire Prevention and Suppression Service Area Establishment Bylaw Repeal, 2025.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1033-9 Amendment – West Coast Landfill Tipping Fee and Regulation Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1033-9 Amendment – West Coast Landfill Tipping Fee and Regulation Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1033-9 Amendment – West Coast Landfill Tipping Fee and Regulation Bylaw, 2026.

h. REQUEST FOR DECISION

128-136

Beaver Creek Water System Rate Increase
(ALL/WEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw No. F1148-5, Beaver Creek Local Service Area Rates and Regulations Amendment Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw No. F1148-5, Beaver Creek Local Service Area Rates and Regulations Amendment Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw No. F1148-5, Beaver Creek Local Service Area Rates and Regulations Amendment Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. F1148-5, Beaver Creek Local Service Area Rates and Regulations Amendment Bylaw, 2026.

i. REQUEST FOR DECISION

137-145

Millstream Water System Rate Increase
(ALL/WEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw No. F1144-3, Millstream Water Local Service Area Rates and Regulations Amendment Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw No. F1144-3, Millstream Water Local Service Area Rates and Regulations Amendment Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw No. F1144-3, Millstream Water Local Service Area Rates and Regulations Amendment Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. F1144-3, Millstream Water Local Service Area Rates and Regulations Amendment Bylaw, 2026.

j. REQUEST FOR DECISION

146-155

Adoption of Bylaw A1085-2, ACRD Officers' Appointment and Delegation Amendment, 2026
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Bylaw A1085-2, Alberni-Clayoquot Regional District Officers' Appointment and Delegation Amendment, 2026".

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Bylaw A1085-2, Alberni-Clayoquot Regional District Officers' Appointment and Delegation Amendment, 2026".

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Bylaw A1085-2, Alberni-Clayoquot Regional District Officers' Appointment and Delegation Amendment, 2026".

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Bylaw A1085-2, Alberni-Clayoquot Regional District Officers' Appointment and Delegation Amendment, 2026".

k. REQUEST FOR DECISION

156-159

Revenue Anticipation Borrowing Bylaw No. F1173
(ALL/WEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1173, 2026".

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1173, 2026".

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1173, 2026".

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1173, 2026".

- l. REQUEST FOR DECISION** **160-168**
Proposed Initiative Cases (PIC's)
(ALL/UNWEIGHTED)

THAT the ACRD Board of Directors direct staff to delay consideration of Proposed Initiative Case 12, Sproat Lake Incorporation Study, to the 2027 Proposed Initiative Case discussion.

THAT the ACRD Board of Directors direct staff to include Proposed Initiative Case 13, Referendum for Service Creation for Annual Grant-in-Aid for the Cherry Creek Community Hall, in the 2026-2030 Draft ACRD Financial Plan.

THAT the ACRD Board of Directors direct staff to include Proposed Initiative Case 14, Leasing of External Office Space, in the 2026-2030 Draft ACRD Financial Plan.

- m. REQUEST FOR DECISION** **169-171**
Grant Funding Applications for Airport Services
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors authorize staff to submit a grant application to the BC Air Access Program (BCAAP) for funding toward the construction of a new equipment storage facility at the Alberni Valley Regional Airport and, if the application is successful, the Board directs staff to include the project and associated grant administration in the 2026 and 2027 workplans.

THAT the Alberni-Clayoquot Regional District Board of Directors authorize staff to submit a grant application to the BC Air Access Program (BCAAP) for funding toward the design and construction of a fuel distribution system at the Alberni Valley Regional Airport and, if the application is successful, the Board directs staff to include the project and associated grant administration in the 2026 and 2027 workplans.

- n. REQUEST FOR DECISION** **172-173**
Union of BC Municipalities grant application - Emergency Operations Centres Equipment and Training
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors apply to the Union of BC Municipalities - Community Emergency Preparedness Program Fund for the Emergency Operations Centres and Training grant funding stream,

in partnership with the City of Port Alberni and direct staff to provide overall grant management, if successful.

- o. REQUEST FOR DECISION** **174-179**
Bylaw F1170-6 – 2025-2029 Financial Plan Amendment – Emergency Planning Alberni Valley and Bamfield Emergency Planning (ALL/WEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Bylaw F1170-6, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Bylaw F1170-6, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Bylaw F1170-6, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Bylaw F1170-6, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS (PARTICIPANTS/UNWEIGHTED)

- a. TUP25015, HETU/REID, 232 ALBION CRES (LONG BEACH)** **180-186**
Temporary Use Permit – Memorandum and Permit

THAT the Alberni-Clayoquot Regional District Board of Directors issue Temporary Use Permit TUP25015.

- b. TUP25014, RUSSELL, 8245 DICKSON DR (SPROAT LAKE)** **187-194**
Temporary Use Permit – Memorandum and Permit

THAT the Alberni Clayoquot Regional District Board of Directors issue Temporary Use Permit TUP25014.

- c. TUP25011, LABRIE, 9694 LAKESHORE RD (SPROAT LAKE)** **195-200**
Temporary Use Permit – Memorandum and Permit

THAT the Alberni Clayoquot Regional District Board of Directors issue Temporary Use Permit TUP25011.

- d. **RD24007, ZELLER/VENEMA, 7775 PACIFIC RIM HWY (SPROAT LAKE)** **201-209**
Rezoning – Memorandum and Bylaws

THAT Bylaw P1526, Sproat Lake Official Community Plan Amendment Bylaw, be adopted.

THAT Bylaw P1527, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.

10. REPORTS

10.1 AREA REPORTS (ALL/UNWEIGHTED)

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

THAT the Board of Directors receive the Area Reports.

10.2 OTHER REPORTS

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. 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

14. IN CAMERA
(ALL/UNWEIGHTED)

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

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

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

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

15. REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA

16. ADJOURN
(ALL/UNWEIGHTED)

**Next Board of Directors Meeting: Wednesday, January 28, 2026, at 1:30 pm
Regional District Board Room & Zoom**



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, DECEMBER 10, 2025, 1:30 PM

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

DIRECTORS PRESENT: John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nations
Debbie Haggard, Vice-Chair, 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
Moriah Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Member of Council, Toquaht Nation
Kel Roberts, Alternate Director, Electoral Area "C" (Long Beach)
Marilyn McEwen, Mayor, District of Ucluelet

REGRETS: Vaida Siga, Director, Electoral Area "C" (Long Beach)
Levana Mastrangelo, Executive Legislator, Yuułu?if?ath Government
Tom Stere, Councillor, District of Tofino

STAFF PRESENT: Daniel Sailland, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Alex Dyer, General Manager of Planning & Development
Cynthia Dick, General Manager of Administrative Services
Heather Zenner, Manager of Administrative Services
Karen Freethy, Protective Services Manager
Charlie Starratt, Regional Fire Services Manager
Eddie Kunderman, Operations Manager
Janice Hill, Executive Assistant
Jaleen Rousseau, Planning Manager

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/10-12-2025/7683/?catid=0>

1. **CALL TO ORDER**

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

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

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

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

2. APPROVAL OF AGENDA

CAO Daniel Sailland recognized Charlie Starratt, Regional Fire Services Manager and congratulated him on his retirement.

MOVED: Director Sparrow

SECONDED: Director Roberts

THAT the agenda be approved as amended by adding Agenda item 12 to discuss social media conduct and by adding item 7(c) Correspondence for Information related to Highway 4 Closure on December 17th.

CARRIED

3. DECLARATIONS

Director Haggard declared a conflict-of-interest for agenda items 5(b) and 9(g) Development Variance DVF25001, 6614 Andrews Lane.

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – November 26, 2025

MOVED: Director Johnsen

SECONDED: Director Sparrow

THAT the minutes of the Board of Directors meeting held on November 26, 2025 be adopted.

CARRIED

b. Sproat Lake Advisory Planning Commission Meeting – November 24, 2025

MOVED: Director Cote

SECONDED: Director Sparrow

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

CARRIED

c. Alberni Valley & Bamfield Committee Meeting – November 26, 2025

MOVED: Director Cote

SECONDED: Director Sparrow

THAT the minutes of the Alberni Valley & Bamfield Committee Meeting held on November 26, 2025 be received.

CARRIED

d. Long Beach Advisory Planning Commission Meeting - December 1, 2025

MOVED: Director Roberts

SECONDED: Director Sparrow

THAT the minutes of the Long Beach Advisory Planning Commission Meeting held on December 1, 2025 be received.

CARRIED

e. Beaver Creek Advisory Planning Commission Meeting – December 2, 2025

MOVED: Director Roberts

SECONDED: Director Cootes

THAT the minutes of the Beaver Creek Advisory Planning Commission Meeting held on December 2, 2025 be received.

CARRIED

f. West Coast Committee Meeting – December 3, 2025

MOVED: Director Roberts

SECONDED: Director Cootes

THAT the minutes of the West Coast Committee Meeting held on December 2, 2025 be received.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Ione Smith, Director, Upland Agricultural Consulting, Presenting the Food Security Emergency Plan, Livestock Emergency Plans and the Agricultural Water Plan

Director Haggard declared a conflict-of-interest for item 5(b) and left the meeting at 2:08 pm.

b. Denis and Dianne Francoeur, Development Variance Applicants DVF25001, 6614 Andrews Lane (Cherry Creek)

Director Haggard re-entered the meeting at 2:20 pm.

6. CORRESPONDENCE FOR ACTION

a. REQUEST FOR ATTENDANCE

Director Attendance of 2026 Electoral Area Directors' Forum and Local Government Leadership Academy Forum

MOVED: Director Cote

SECONDED: Director Roth

THAT the Board of Directors support all eligible Directors to attend the 2026 Electoral Area Directors' Forum, March 10 – 11, 2026 and LGLA Leadership Forum, March 11 - 13, 2026, in Richmond, BC.

CARRIED

b. REQUEST FOR DELCARATION

Declare January 2026 as Crime Stoppers Month

MOVED: Director Cote

SECONDED: Director Johnsen

THAT the Alberni-Clayoquot Regional District Board of Directors proclaim January 2026 as Crime Stoppers month.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

Director McEwen entered the meeting at 2:23 pm.

a. ASSET MANAGEMENT BC

Free Asset Management Training for Elected Officials and CAOs

b. BILL M 216 – 2025 PROFESSIONAL RELIANCE ACT

- Letter from The Village Radium Hot Springs
- Letter from District of Central Saanich
- Letter from City of Quesnel

c. Highway 4 Closure on Wednesday, December 17 from 9am – 3pm.

MOVED: Director Roberts

SECONDED: Director Cootes

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Payment Acceptance – Credit Card Payment Processing Fees

MOVED: Director Roth

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to implement a Paymentus Corporation payment system for credit card processing.

CARRIED

b. Request for Decision regarding Port Alberni Transit Future Service Plan

MOVED: Director Haggard

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors endorse the 2025 Port Alberni Transit Future Service Plan.

CARRIED

c. Request for Decision regarding Alberni Valley Agricultural Water Plan Final Report

MOVED: Director Roth

SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors receive the Alberni Valley Agricultural Water Plan Final Report.

CARRIED

d. Request for Decision regarding Alberni Valley/West Coast Food Security Emergency Plan and Livestock Emergency Plan Final Reports

MOVED: Director Roth

SECONDED: Director Johnsen

THAT the Alberni-Clayoquot Regional District Board of Directors receive the Alberni Valley Food Security Emergency Plan, the Alberni Valley Livestock Emergency Plan and the West Coast Food Security Emergency Plan.

CARRIED

e. Request for Decision regarding Hupacasath First Nation - ACRD Fire Suppression and First Responder Service Agreement

MOVED: Director Roth
SECONDED: Director Cootes

THAT the Alberni-Clayoquot Regional District Board of Directors authorize the CAO to enter into an interim Fire Protection Services Agreement until March 31, 2026, with the Hupacasath First Nation allowing the Sproat Lake Volunteer Fire Department to provide structural fire protection services to Kleehkoot Indian Reservation No. 2 with any long-term changes to the agreement being brought back to the Alberni-Clayoquot Regional District Board of Directors.

CARRIED

f. Request for Decision regarding ACRD Emergency Communication and Public Notification Plan

MOVED: Director Roberts
SECONDED: Director Cootes

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the Alberni-Clayoquot Regional District Emergency Communication and Public Notification Plan as presented.

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS

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

MOVED: Director Roberts
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors consider Issuing TUP22007R subject to:

- a. Safe and suitable access to the site confirmed by the Ministry of Transportation and Transit and the Ucluelet Fire Department.*
b. Neighbour notification in accordance with Section 494 of the Local Government Act.

CARRIED

- b. **TUP25015, HETU/REID, 232 ALBION CRESCENT (LONG BEACH)**
Temporary Use Permit – Report and Permit

MOVED: Director Roberts
SECONDED: Director Cote

THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing TUP25015 subject to:

- a. Completion of a health and life safety inspection by the ACRD Building Inspector*
- b. Neighbour notification according to s. 494 of the Local Government Act.*

CARRIED

- c. TUP25014, RUSSELL, 8245 DICKSON DRIVE (SPROAT LAKE)**
Temporary Use Permit – Report and Permit

MOVED: Director Cote

SECONDED: Director Roth

THAT the Alberni-Clayoquot Regional District Board of Directors consider Temporary Use Permit application TUP25014 subject to the following:

- a. Health and safety inspection by the ACRD Building Inspector.*
- b. Neighbourhood notification as per Local Government Act s.494.*

CARRIED

- d. TUP25011, LABRIE, 9694 LAKESHORE ROAD (SPROAT LAKE)**
Temporary Use Permit – Report and Permit

MOVED: Director Cote

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors consider Temporary Use Permit Application TUP25011 subject to the following:

- a. Health and safety inspection by the ACRD Building Inspector.*
- b. Neighbourhood notification as per Local Government Act s.494.*

CARRIED

- e. RE25002, MCINNES/STRACHAN, 5535 STRICK ROAD (BEAVER CREEK)**
Rezoning – Memorandum and Bylaw

MOVED: Director Roth

SECONDED: Director Cote

THAT Bylaw P1529, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.

CARRIED

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

MOVED: Director Roth

SECONDED: Director Sparrow

THAT the Alberni-Clayoquot Regional District Board of Directors consider first reading to Bylaw P1532, Regional District of Alberni-Clayoquot Zoning Amendment Bylaw at a future date, and that notice be given in accordance with Section 467 of the Local Government Act.

CARRIED

*MOVED: Director Roth
SECONDED: Director Sparrow*

THAT the Alberni-Clayoquot Regional District Board of Directors confirm that adoption of Bylaw P1532 is subject to:

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

CARRIED

Director Haggard declared a conflict-of-interest for item 9(g) and left the meeting at 3:12 pm.

- g. DVF25001, FRANCOEUR, 6614 ANDREWS LANE (CHERRY CREEK)**
Development Variance Permit – Memorandum and Report

*MOVED: Director Sparrow
SECONDED: Director Boyko*

THAT the Alberni-Clayoquot Regional District Board of Directors deny Development Variance Permit DVF25001.

CARRIED

The meeting was recessed at 3:34 pm.
Director Haggard re-entered the meeting at 3:34 pm.
The meeting was reconvened at 3:45 pm.

10. REPORTS

*MOVED: Director Roth
SECONDED: Director Cootes*

THAT the Board move agenda item 12 (a) social media discussion to item 10 due to time constraints.

CARRIED

*MOVED: Director Johnsen
SECONDED: Director Roth*

THAT the Board receive the above verbal report on social media.

CARRIED

Director Roth left at 4:00 pm.

10.1 STAFF REPORTS

- a. **Meeting Schedule – January 2026**
- b. **Building Report – November 2025**

MOVED: Director Cote

SECONDED: Director Cootes

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

CARRIED

10.2 COMMITTEE REPORTS

- a. **Accessibility Committee Meeting, December 9, 2025 (Verbal) – H. Zenner**

Advised that there were three presentations at the Accessibility Committee: from Sam Turcott, Assistant Deputy Minister from the Ministry of Social Development and Poverty Reduction, Alex Hunter, Constituency Assistant, Office of Gord Johns MP, and from David Calver, Founder Society for Inclusion and Participation. Recommendations from the Accessibility Committee will be brought to the Board in January.

- b. **Salmon Beach Committee Meeting, December 9, 2025 (Verbal) – No report**

MOVED: Director Roth

SECONDED: Director Johnsen

THAT the Board of Directors receive verbal reports a-b.

CARRIED

10.3 AREA REPORTS

- a. **Electoral Area “A” (Bamfield) – B. Beckett.** Commended ACRD staff for their communications on weather and road updates.
- a. **Electoral Area “B” (Beaufort) – F. Boyko.** Concerns regarding taxation increases.
- b. **Electoral Area “C” (Long Beach) – V. Siga.** No report.
- c. **Electoral Area “D” (Sproat Lake) – P. Cote.** A Sproat Lake Volunteer Fire Department member is holding a ‘Light up the Lake’ event at Tall Timbers on December 19th and 20th.
- d. **Electoral Area “E” (Beaver Creek) – S. Roth.** No report.
- e. **Electoral Area “F” (Cherry Creek) – M. Sparrow.** Engaging with Cherry Creek residents on upcoming budget.

- f. **City of Port Alberni – S. Minions/D. Haggard.** City Chief Administrative Officer is leaving for the City of North Vancouver and wish him well. Andrew McGifford will be the interim Chief Administrative Officer for a one-year period.
- g. **District of Tofino – T. Stere.** No report.
- h. **District of Ucluelet – M. McEwen.** In budget season.
- i. **Huu-ay-aht First Nations – J. Jack.** Held the People’s Assembly on November 22nd. A strong mandate was given to the Huu-ay-aht government to support the coastal and pipeline impacted First Nations in British Columbia who are impacted by the Alberta/Canada MOU with regard to pipeline and tanker ban. Will be signing a Memorandum of Understanding next week with the Ministry of Children and Family Development. Office will be closed December 19th though January 5th.
- j. **Toquaht Nation – K. Johnsen.** Held a People’s Assembly this last Saturday. Office closing December 24 – January 5th. Turkey dinner in Port Alberni on December 12th.
- k. **Uchucklesaht Tribe Government – M. Cootes.** Annual Christmas luncheon on Saturday. Office will be closed December 19th through January 5th.
- l. **Yuufu?if?ath Government – L. Mastrangelo.** No report.

MOVED: Director Cootes

SECONDED: Director Sparrow

THAT the Board of Directors receive the Area Reports.

CARRIED

10.4 MEMBER REPORTS

- a. **9-1-1 Corporation – B. Beckett.** Meeting held on November 28th.
- b. **Vancouver Island Regional Library – F. Boyko.** No recent meeting. Financial Audit meeting will be held this coming Friday.
- c. **Alberni Valley Chamber of Commerce – S. Minions/F. Boyko.** No report.
- d. **Association of Vancouver Island & Coastal Communities – P. Cote.** Getting ready for next AVICC convention. Resolution deadline is coming in January. Deadline for student submissions is coming soon.

MOVED: Director Cote

SECONDED: Director Cootes

That the Board of Directors support two student delegates to attend AVICC in 2026.

CARRIED

- e. **Tsawak-qin Public Advisory – M. Sparrow.** Tsawak-qin is submitting a Forest Operation Map on December 16th.

- f. **Other Reports**

MOVED: Director Sparrow
SECONDED: Director Johnsen

THAT the Board of Directors receive the Member Reports.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

a. Social Media Conduct discussion.

13. 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.

14. RECESS

MOVED: Director Cootes
SECONDED: Director Johnsen

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

CARRIED

The meeting was recessed at 4:16 pm.

15. RECONVENE

The meeting was reconvened at 4:27 pm.

16. IN-CAMERA

MOVED: Director
SECONDED: Director

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

- 90 (1) (i): the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*
- 90 (1)(a): personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.*

CARRIED

The meeting was closed to the public at 4:31 pm.

The meeting was re-opened to the public at 5:30 pm.

17. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

The following resolutions passed at the in-camera portion of the Board of Directors meeting were reported out in open meeting:

THAT the Alberni-Clayoquot Regional District Board of Directors approve the lease agreement with Coulson Aviation for the temporary construction laydown area at the Alberni Valley Regional Airport at a rate equal to 15% of market value, applicable for the duration of site construction for up to three years, backdated to June 2025, ensuring that the lease rate will be 100% of market value at the end of the three term and staff be directed to develop an Interim Laydown Lease Policy for the Alberni Valley Regional Airport establishing criteria and a uniform temporary rate applicable to all airport businesses requiring short-term laydown space outside of their established lease area.

THAT the Alberni-Clayoquot Regional District Board of Directors approve the rent-credit request of \$46,000.00 from Coulson Aviation for security fence and gate enhancements associated for Lease LS-A2025005, which may be applied to other Coulson lease rent amounts owing or due in 2026.

18. ADJOURN

MOVED: Director Cootes

SECONDED: Director Johnsen

THAT this meeting be adjourned at 5:30 pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Heather Zenner,
Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE ACCESSIBILITY COMMITTEE MEETING HELD ON DECEMBER 9, 2025, 10:00 AM

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

MEMBERS

PRESENT:

Cindy Solda, Chairperson, Councillor, City of Port Alberni
Amber Severinson, Member at Large
Deanna Spencer, Member at Large
Nicole Uzelman, Member at Large
Jamie Tattrie, Member at Large
Kat Belisle, Member at Large
Deserray McClary, Member at Large

REGRETS:

Vaida Siga, Director, Area C – Long Beach

STAFF PRESENT:

Heather Zenner, Manager of Administrative Services
Kristin Kerr-Donohue, Administrative Assistant
Sara Darling, City of Port Alberni

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

<https://www.acrd.bc.ca/events/9-12-2025/>

1. CALL TO ORDER

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

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

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

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

2. APPROVAL OF AGENDA

MOVED: J. Tattrie

SECONDED: D. McClary

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. **Sam Turcott, Assistant Deputy Minister, Accessibility Directorate, Ministry of Social Development and Poverty Reduction**
- b. **Alex Hunter, Constituency Assistant, Office of Gord Johns, MP for Courtenay-Alberni regarding the Disability Tax Credit**
- c. **David Calver, Founder, Society for Inclusion and Participation regarding Occupational Therapy and Accessibility in the ACRD**

D. Spencer left the meeting at 11:27 am

D. McClary left the meeting at 11:29 am

5. MINUTES

- a. **Accessibility Committee Minutes – May 13, 2025**

MOVED: J. Tattrie

SECONDED: K. Belisle

THAT the minutes of the Accessibility Committee meeting held on May 13, 2025 be adopted.

CARRIED

- b. **Accessibility Committee Minutes – September 9, 2025**

MOVED: K. Belisle

SECONDED: J. Tattrie

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

CARRIED

6. CORRESPONDENCE

- a. **BC Parks response to letter re: Accessibility Issues at MacMillan Provincial Park**
- b. **BC Accessibility Hub E-Learning Opportunities**

MOVED: J. Tattrie

SECONDED: K. Belisle

THAT this correspondence be received.

CARRIED

MOVED: K. Belisle

SECONDED: J. Tattrie

THAT the Accessibility Committee recommend that the Alberni-Clayoquot Regional District Board of Directors advocate to the Ministry of Environment and Parks by requesting improvements to address accessibility barriers at MacMillan Provincial Park (Cathedral Grove), specifically related to the parking area and washroom facilities.

CARRIED

*MOVED: C. Solda
SECONDED: K. Belisle*

THAT the Accessibility Committee recommend that the Alberni-Clayoquot Regional District Board of Directors request Island Health to maintain and provide ongoing funding for the use of contract Occupational Therapists during periods when a full complement of staff is not available, ensuring continuity of services and support for individuals requiring occupational therapy.

CARRIED

7. REQUEST FOR DECISIONS

8. REPORTS

9. LATE BUSINESS

10. 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.

14. ADJOURN

*MOVED: J. Tattrie
SECONDED: N. Uzelman*

THAT the meeting be adjourned at 11:39 am.

CARRIED

Certified Correct:

Cindy Solda,
Chairperson

Kristin Kerr-Donohue,
Administrative Assistant



Alberni-Clayoquot Regional District

MINUTES OF THE SALMON BEACH COMMITTEE MEETING HELD ON TUESDAY, DECEMBER 9, 2025, 1:30 PM

Via Zoom

- MEMBERS PRESENT:** Kel Roberts, Chairperson, Alternate Director, Electoral Area “C” (Long Beach)
Ellen Peete, Member at Large
Jill Maibach, Member at Large
Terry Graff, Member at Large
Ron McKinlay, Member at Large
Ken Lunde, Member at Large
- REGRETS:** Vaida Siga, Chairperson, Director, Electoral Area “C” (Long Beach)
- STAFF PRESENT:** Eddie Kunderman, Operations Manager
Lyndsey Page, Community Services Coordinator

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/9-12-2025/>

1. **CALL TO ORDER**

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

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

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

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

2. **APPROVAL OF AGENDA**

MOVED: R. McKinlay

SECONDED: K. Lunde

THAT the agenda be approved as circulated.

CARRIED

3. **DECLARATIONS**

4. **MINUTES**

a. **Salmon Beach Committee Meeting held September 17, 2025**

MOVED: R. McKinlay

SECONDED: E. Peete

THAT the minutes of the Salmon Beach Committee meeting held on September 17, 2025 be adopted.

CARRIED

5. **PETITIONS, DELEGATIONS & PRESENTATIONS**

6. **CORRESPONDENCE**

7. **REQUESTS FOR DECISIONS**

8. **REPORTS**

a. **2025 Operations Update & 2026 Workplan**

b. **Capital Project Survey**

MOVED: E. Peete

SECONDED: R. McKinlay

THAT the Salmon Beach Committee receives reports a-b.

CARRIED

9. **LATE BUSINESS**

10. **QUESTION PERIOD**

Questions/Comments from the public. The Community Services Coordinator 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.

11. **ADJOURN**

MOVED: E. Peete

SECONDED: R. McKinlay

THAT this meeting be adjourned 2:08 pm.

CARRIED

Certified Correct:

Kel Roberts,
Chairperson

Lyndsey Page,
Community Services Coordinator



Alberni-Clayoquot Regional District

MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING HELD ON WEDNESDAY, DECEMBER 10, 2025

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

DIRECTORS PRESENT:

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

REGRETS:

Vaida Siga, Director, Electoral Area "C" (Long Beach)
Marilyn McEwen, Mayor, District of Ucluelet
Levana Mastrangelo, Executive Legislator, YuułuꞀitꞀatꞀ Government

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Alex Dyer, General Manager of Planning & Development
Cynthia Dick, General Manager of Administrative Services
Heather Zenner, Manager of Administrative Services
Charlie Starratt, Regional Fire Services Manager
Eddie Kunderman, Operations Manager
Janice Hill, Executive Assistant
Jaleen Rousseau, Planning Manager
Michael McGregor, Lands and Resources Coordinator
Tanya Carothers, Solid Waste Manager
Mike Cann, Fire Chief - Sproat Lake Volunteer Fire Department
Mike Kobus, Fire Chief - Beaver Creek Volunteer Fire Department

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

<https://www.acrd.bc.ca/events/10-12-2025/7682/?catid=0>

1. CALL TO ORDER

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

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

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

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

2. APPROVAL OF AGENDA

MOVED: Director Roth

SECONDED: Director Cootes

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. MINUTES

a. Committee-of-the-Whole Meeting – October 22, 2025

MOVED: Director Roth

SECONDED: Director Cote

THAT the minutes of the Committee-of-the-Whole meeting held on October 22, 2025 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. Mike Youds, President, Peter Kaegi, Director, Alberni Valley Transition Town Society, Support in advocating for improved bus service connecting to Port Alberni and Nanaimo to BC Transit and the Ministry of Transportation and Transit**

6. CORRESPONDENCE

7. REQUEST FOR DECISIONS

a. Request for Decision regarding Proposed Initiative Cases (PICS)

MOVED: Director Roth

SECONDED: Director Cootes

THAT the Committee of the Whole direct staff to develop the Regional GIS Strategy in 2026 and consider GIS staff resource needs in the 2027 budget for Proposed Initiative Case 1, in the 2026-2030 Draft ACRD Financial Plan.

CARRIED

MOVED: Director Sparrow
SECONDED: Director Cote

THAT the Committee of the Whole direct staff to include Proposed Initiative Case 02, Development Review Process Update, in the 2026-2030 Draft ACRD Financial Plan.

CARRIED

MOVED: Director Haggard
SECONDED: Director Sparrow

THAT the Committee of the Whole direct staff to include Proposed Initiative Case 03, Building Bylaw and Communication Review, in the 2026-2030 Draft ACRD Financial Plan.

CARRIED

MOVED: Director Cote
SECONDED: Director Roberts

THAT the Committee of the Whole direct staff to include Proposed Initiative Case 04, Sproat Lake Community Parks Lot 950 Crown land Acquisition, in the 2026-2030 Draft ACRD Financial Plan.

CARRIED

MOVED: Director Cote
SECONDED: Director Roth

THAT the Committee of the Whole direct staff to include Proposed Initiative Case 05, Sproat Lake Marine Patrol use of Reserve Funds to Maintain Operations, in the 2026-2030 Draft ACRD Financial Plan.

CARRIED

MOVED: Director Sparrow
SECONDED: Director Johnsen

THAT the Committee of the Whole direct staff to include Proposed Initiative Case 06, Cherry Creek Community Parks or Regional Parks Historic Horne Lake Trail Planning Project, in the 2026-2030 Draft ACRD Financial Plan.

CARRIED

MOVED: Director Roth
SECONDED: Director Cootes

THAT the Committee of the Whole direct staff to include Proposed Initiative Case 07, Beaver Creek Fire Department Sea Can for Storage, in the 2026-2030 Draft ACRD Financial Plan.

CARRIED

*MOVED: Director Cote
SECONDED: Director Johnsen*

THAT the Committee of the Whole direct staff to include Proposed Initiative Case 08, Sproat Lake Fire Department Fire Boat, in the 2026-2030 Draft ACRD Financial Plan.

CARRIED

*MOVED: Director Stere
SECONDED: Director Roth*

THAT the Committee of the Whole direct staff to include Proposed Initiative Case 09, General Government IT Overhead Allocation, in the 2026-2030 Draft ACRD Financial Plan.

CARRIED

*MOVED: Director Boyko
SECONDED: Director Stere*

THAT the Committee of the Whole direct staff to maintain status quo regarding audio technology in the Board room.

CARRIED

*MOVED: Director Roth
SECONDED: Director Johnsen*

THAT the Committee of the Whole direct staff to include Proposed Initiative Case 11, General Government Reconciliation Events, in the 2026-2030 Draft ACRD Financial Plan.

CARRIED

*MOVED: Director Cote
SECONDED: Director Roth*

THAT the Committee of the Whole direct staff to develop a Proposed Initiative Case for a potential Sproat Lake Incorporation Study, specifically requesting that staff look for grant opportunities.

CARRIED

*MOVED: Director Sparrow
SECONDED: Director Jack*

That the Committee of the Whole direct staff to develop a Proposed Initiative Case for the investigation of the potential establishment of a Franklin River Road Water service.

CARRIED

MOVED: Director Sparrow

SECONDED: Director Roth

THAT the Committee of the Whole direct staff to develop a Proposed Initiative Case for the investigation of the potential establishment of a Franklin River Road Fire Protection service.

CARRIED

MOVED: Director Sparrow

SECONDED: Director Roth

THAT the Committee of the Whole direct staff to develop a Proposed Initiative Case for the potential of conducting a referendum in the 2026 Local Government Elections for the creation of a service for providing an annual grant-in-aid for the Cherry Creek Community Hall.

CARRIED

MOVED: Director Jack

SECONDED: Director Haggard

THAT the Committee of the Whole direct staff to develop a Proposed Initiative Case for the creation of a service for the recruitment and retention of medical health care professionals in the Alberni-Clayoquot Region.

CARRIED

8. REPORTS

9. LATE BUSINESS

10. 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.

11. ADJOURN

MOVED: Director Roth

SECONDED: Director Johnsen

THAT this meeting be adjourned at 12:05 pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Heather Zenner,
Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE BEAVER CREEK WATER ADVISORY COMMITTEE MEETING HELD ON THURSDAY, DECEMBER 11, 2025, 10:00 AM

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

MEMBERS Susan Roth, Chairperson, Director, Electoral Area “E” (Beaver Creek)

PRESENT: Pam Craig, Member at Large
Brad Jasken, Member at Large
Christy Arsenault, Member at Large
Jim Warm, Member at Large

REGRETS: Gord Blakey, Member at Large

STAFF PRESENT: Eddie Kunderman, Operations Manager
Matt McLeod, Water Utilities Lead Hand
Lyndsey Page, Community Services Coordinator
Mike Kobus, Fire Chief, Beaver Creek Volunteer Fire Department

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

<https://www.acrd.bc.ca/events/11-12-2025/7679/?catid=0>

1. **CALL TO ORDER**

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

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

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

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

2. **APPROVAL OF AGENDA**

MOVED: P. Craig

SECONDED: J. Warm

THAT the agenda be approved as circulated with the addition of late items as outlined for consideration.

CARRIED

3. **DECLARATIONS**

4. **MINUTES**

a. **Beaver Creek Water Advisory Committee Meeting held September 18, 2025**

MOVED: C. Arsenault

SECONDED: J. Warm

THAT the minutes of the Beaver Creek Water Advisory Committee Meeting held on September 18, 2025 be adopted.

CARRIED

5. **PETITIONS, DELEGATIONS & PRESENTATIONS**

6. **CORRESPONDENCE FOR ACTION/INFORMATION**

7. **REQUEST FOR DECISIONS**

a. **Request for Decision regarding Beaver Creek Water Service Rate Review**

MOVED: J. Warm

SECONDED: B. Jasken

THAT the Beaver Creek Water Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve amendments to Bylaw F1148, Beaver Creek Water Local Service Area Rates and Regulations Bylaw, 2010, to include a water rate increase of \$36 per quarter for Single Family Residential and \$41 per quarter for secondary services on the same lot and commercial connections, effective April 1, 2026.

CARRIED

Members Roth, Craig, Jasken and Warm voted in favour of the motion.
Member Arsenault voted against the motion.

b. **Request for Decision regarding Beaver Creek Water System Alternate Water Study – Next Steps**

MOVED: C. Arsenault

SECONDED: P. Craig

THAT the Beaver Creek Water Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors delay next steps on the Alternate Water Source Study for the Beaver Creek Water System until the June 11, 2026, Beaver Creek Water Advisory Committee meeting.

CARRIED

8. **REPORTS**

a. **2025 Operations Review and 2026 Operations Workplan**

MOVED: P. Craig
SECONDED: J. Warm

THAT the Beaver Creek Water Advisory Committee receive this report.

CARRIED

9. LATE BUSINESS
(requires 2/3 majority vote)

10. QUESTION PERIOD

Questions/Comments from the public. The Community Services Coordinator 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: B. Jasken
SECONDED: J. Warm

THAT this meeting be adjourned at 10:47 am.

CARRIED

Certified Correct:

Susan Roth,
Chairperson

Lyndsey Page,
Community Services Coordinator



Alberni-Clayoquot Regional District

TRANSPORTATION ADVISORY COMMITTEE MEETING

HELD ON TUESDAY, DECEMBER 16, 2025, 1:30 PM

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

MEMBERS

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

PRESENT:

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

Cindy Solda, Councillor, City of Port Alberni

Marilyn McEwen, Director, Mayor, District of Ucluelet

Dan Law, Mayor, District of Tofino

Colin Koszman, Land Use Forester, Mosaic Forest Management

Michael Pearson, District Manager, Transportation, Vancouver Island,
Ministry of Transportation & Transit

Dean Fauchon, Manager, Contract Services, Tsawak-qin Forestry

John McNabb, Member at Large

Arne Elias, Director, Port Alberni Port Authority

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

Marcie Dewitt, Alberni-Clayoquot Health Network

Ken McRae, Member at Large

Tiffany Olsen, Executive Director, Tofino-Long Beach Chamber of
Commerce

REGRETS:

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

Brandy Lauder, Chief Councillor, Hupacasath First Nation

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

Ken Watts, Chief Councillor, Tseshaht First Nation

Josh Jenkins, Executive Director, Ucluelet Chamber of Commerce

OTHERS PRESENT Jim MacDonald, Director of Infrastructure Services, City of Port Alberni

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer

Mike Irg, Special Projects Director

Kristin Kerr-Donohue, Administrative Assistant

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

<https://www.acrd.bc.ca/events/16-12-2025/7757/?catid=0>

1. CALL TO ORDER

The Vice-Chairperson called the meeting to order at 1:30 PM.

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

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

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

2. APPROVAL OF AGENDA

MOVED: J. McNabb

SECONDED: C. Solda

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. MINUTES

a. Transportation Advisory Committee Minutes – November 5, 2025

MOVED: C. Solda

SECONDED: K. McRae

THAT the minutes of the Transportation Advisory Committee meeting held on November 5, 2025 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

6. CORRESPONDENCE FOR ACTION/INFORMATION

7. REQUEST FOR DECISIONS

a. Request for Decision regarding ACRD Secondary Route and Emergency Route Engagement Strategy

T. Olsen joined the meeting at 2:00 PM

MOVED: J. McNabb

SECONDED: C. Solda

THAT the Transportation Advisory Committee recommend the ACRD Board of Directors;

- 1. Approve the lobbying strategy and direct staff to implement immediate next steps as identified in the December 16, 2025, report.*

2. Allocate the identified staff time in the 2026 budget to create a vision consensus toward achieving a coordinated regional lobbying effort to request the Province of BC to:

- a. Establish an emergency access route as an immediate priority;
- b. Continue a phased approach for a viable secondary access road/highway that is open year-round.

CARRIED

8. REPORTS

- a. Discussion for next meeting date in 2026 (Verbal) – M. Irg
February meeting recommended.

9. LATE BUSINESS

10. 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.

11. ADJOURN

MOVED: J. McNabb

SECONDED: C. Solda

THAT the meeting be adjourned at 2:37 PM.

CARRIED

Certified Correct:

Mike Sparrow,
Vice-Chairperson

Kristin Kerr-Donohue,
Administrative Assistant

From: Maddie Graham
Sent: December 23, 2025 8:35 AM
To: Maddie Graham
Subject: FW: Support Request: Indigenous-Led International Sports & Cultural Institute – Canada Soccer NTC Initiative
Attachments: Response to RFI - National Training Centre Initiative.pdf; RFI-NTC.pdf; Authorization and Support for Fundraising Efforts for FIFA 2026 legacy - Hupacasath First Nation.pdf; Athorization Letter from Huu-ay-aht for fund raising - 20251212.pdf; Tseshaht letter of authorization for fundraising 20251219.pdf

From: ahmjahangir@agrohope.ca <ahmjahangir@agrohope.ca>
Sent: December 22, 2025 6:33 PM
To: John Jack <jjack@acrd.bc.ca>; Debbie Haggard <debbie_haggard@portalberni.ca>; Sharie Minions <sharie_minions@portalberni.ca>; Tom Stere <stere@tofino.ca>; Marilyn McEwen <mmcewen@ucluelet.ca>; moriah.cootes@uchucklesaht.ca; Kirsten Johnsen <kirstenj@toquaht.ca>; Levana Mastrangelo <Levana.mastrangelo@ufn.ca>; Bob Beckett <bbeckett@acrd.bc.ca>; Fred Boyko <fboyko@acrd.bc.ca>; Vaida Siga <vsiga@acrd.bc.ca>; Penny Cote <pcote@acrd.bc.ca>; Susan Roth <sroth@acrd.bc.ca>; Mike Sparrow <msparrow@acrd.bc.ca>
Cc: Heather Zenner <hzenner@acrd.bc.ca>; Daniel Sailland <dsailland@acrd.bc.ca>; Jeffrey Cook <[REDACTED]>; brandy@hupacasath.ca; Ken Watts <kenwatts@tseshaht.com>; Jennifer Walsh <cfo@huuayaht.org>; Terry Deakin <terry@ineoemployment.com>
Subject: [SUSPECTED SPAM] Support Request: Indigenous-Led International Sports & Cultural Institute – Canada Soccer NTC Initiative

[CAUTION] This email originated from outside of the ACRD

Dear Board of Directors,

I am writing on behalf of our Organizing Committee to formally request the support of the Alberni-Clayoquot Regional District (ACRD) for a transformative regional legacy project: the International Sports & Cultural Institute.

This project has reached a critical phase following Canada Soccer's "National Training Centre (NTC) Initiative" RFI, released on December 11, 2025. We have submitted a preliminary response to position the Alberni Valley as a premier site for this national legacy.

Key Highlights of the Proposal:

- **Indigenous-Led Collaboration:** This initiative is fully authorized and supported by the **Hupacasath, Tseshaht, and Huu-ay-aht First Nations**, aligning with regional reconciliation and cultural revitalization goals.
- **FIFA 2026 Legacy:** Port Alberni is recognized as a FIFA 2026 Training Base (Pre-Tournament/Acclimatization window). While not a "Team Base Camp" due to specific hospitality criteria, we are eligible to host National Federations for non-host city training base. This recognition is the catalyst of our proposed Institute and RFI to NTC initiative.

- **Technical Readiness:** Sports Labs Ltd conducted a primary site inspection on December 10, 2025. We are awaiting the report to ensure our stadium upgrades meet mandatory FIFA accreditation standards once a National Federation confirms their agreement.
- **Regional Economic Driver:** The facility will serve as a high-performance hub for national teams while providing year-round recreational and training opportunities for all residents of the ACRD.

Request for Support: As we move toward the final Expression of Interest for the Canada Soccer NTC (due early February 2026), we require a formal letter of support from the ACRD Board. A unified show of support from our Regional District and First Nations partners is essential to demonstrate the regional readiness required by Canada Soccer and FIFA.

We would welcome the opportunity to present a brief project overview at your next board meeting to discuss how this institute will benefit the entire Alberni Valley.

Thank you for your consideration of this generational opportunity for our region.

Wishing you and the Council happy holidays, Merry Christmas, and a Happy New Year!

Sincerely,



Abu Hasan Muhammed Jahangir

President & CEO

Agrohope Farms & Products Inc

3072 4th Avenue, Port Alberni BC V9Y 2B9

(O) 877 709 1808 (D) 778 548 4313

Website: www.agrohope.ca

We respectfully acknowledge that we conduct our business on the unceded traditional territories of the Hupacasath and Tseshaht First Nations.



CANADA SOCCER

237 rue Metcalfe St.
Ottawa, ON K2P 1R2

Request for Information (RFI) National Training Centre Initiative

Date: 12/01/2025

To: Municipalities, Provincial and Territorial Soccer Associations, USport, Sport Canada and other stakeholders of interest

From: Canada Soccer

CC: Concacaf, FIFA

Subject: Expression of Interest – Hosting a Potential National Training Centre for Soccer

1. Introduction

Canada Soccer invites stakeholders across Canada to express their interest in hosting a future National Training Centre (NTC) dedicated to high-performance soccer.

The NTC will serve as a cornerstone legacy project of Canada's role in hosting the 2026 FIFA World Cup, a once-in-a-generation opportunity to strengthen our national sporting infrastructure, create a permanent home for Canadian soccer, and leave a lasting legacy for communities across the country.

This RFI seeks to identify stakeholders, including municipalities, provinces, soccer clubs, postsecondary institutions and other interested organizations with the vision, infrastructure, and alignment to collaborate in building a world-class environment for player development, coaching education, and community engagement. The purpose of this RFI is to gather preliminary information and explore partnerships. This is not a call for proposals, but rather is the first step in identifying suitable locations and strategic partners for future engagement and collaboration.

2. Background

As part of Canada Soccer's legacy plan following the FIFA World Cup 2026, the Federation is advancing the vision for a permanent home of Canadian soccer - a modern, integrated National Training Centre that serves as the heartbeat of the sport in Canada. The facility will unite player development, national teams, coach and referee education, sports science, and community programs under one roof. It will symbolize excellence, inspire the next generation, and project Canada's football identity globally.

Soccer is Canada's most widely played sport and one of its fastest-growing. Despite its reach and influence, the game lacks a true national home. The NTC aims to change that by connecting high-performance sport with community access, economic development, and national pride.

3. Objectives of the RFI

This RFI aims to:

- Identify stakeholders with interest and capacity to host the National Training Centre. This includes municipalities, provinces, soccer clubs, postsecondary institutions and other interested organizations.
- Assess potential partnerships with municipalities, provinces, private investors, and educational institutions.
- Evaluate candidate locations based on technical, logistical, and developmental criteria.
- Establish a collaborative process that aligns with Canada Soccer's long-term vision for sustainability, inclusion, and sport excellence.
- Create a foundation for subsequent feasibility assessments, site visits, and formal RFP processes.

4. Economic and Community Impact

The National Training Centre will deliver significant economic, social, and community benefits to the host municipality and surrounding region. Beyond its role as a highperformance sport facility, the NTC is envisioned as a catalyst for local development, tourism, and civic pride.

Economic Benefits

- Creation of direct and indirect jobs during design, construction, and operation.
- Attraction of visitors, athletes, and teams for national and international tournaments, training camps, and events.
- Stimulation of local businesses in hospitality, retail, and service sectors.
- Increased visibility for the host location as a national and international destination for sport and tourism.

Community and Social Benefits

- Enhanced access for local residents and youth programs to world-class facilities and coaching resources.
- Partnerships with schools and community organizations to deliver inclusive sport and wellness programming.
- Development of community pride and civic identity through association with Canada's national sport legacy.
- Alignment with municipal priorities for health, inclusion, active living, and economic renewal.

5. Site and Partnership Requirements

Municipalities are invited to provide information addressing the following key requirements:

A. Land and Infrastructure

Preferred lot size: 40–60 acres of contiguous, developable land to accommodate 4–8 full-size outdoor natural and hybrid-grass pitches, one or more indoor or covered fields for year-round training, one small stadium, a high-performance building (gym, recovery, sports medicine, and analysis facilities), administrative and educational spaces (classrooms, meeting rooms, offices), dining facilities, parking and access control, and space for future expansion including commercial, academic, hotel and hospitality or community facilities. The site should also allow for long-term tenants such as professional or regional teams, ensuring operational sustainability and consistent usage. Accessibility to major transportation routes and airports is essential. Zoning and utilities must support institutional or sporting use with reliable access to power, water, and sewage.

B. Transportation and Connectivity

International accessibility through direct or short-connection flights to major European hubs (e.g., London, Frankfurt, Amsterdam) is highly preferred. Domestic access via proximity to major Canadian airports and public transit connections is required to facilitate athlete, staff, and visitor mobility.

C. Player and Competition Ecosystem

Proximity to elite youth and professional player and technical staff pools, such as provincial programs or professional academies, is beneficial. The location should provide access to a dense and competitive match environment to support continuous player development and regular competition opportunities.

D. Climate and Environmental Factors

Preference will be given to sites enabling year-round training, whether through favorable climate or indoor facilities. Environmental sustainability will serve as a core principle, and all parties are encouraged to detail initiatives aimed at reducing carbon footprints and promoting sustainable practice.

E. Community and Institutional Partnerships

Strong provincial, municipal and community support is vital. Respondents are encouraged to outline partnerships with local government, educational institutions, and regional sports organizations, as well as potential collaborations with private or public investors. Joint funding models, land-use partnerships, and community programming integration are considered strong assets.

F. Future Expansion and Innovation

The site should allow for long-term scalability, including research and innovation facilities, dormitories, or commercial expansion zones. Canada Soccer encourages interest from partners open to innovation in sports science, performance analytics, sustainability, and athlete wellbeing.

G. Accessibility and Inclusion

The NTC will be designed and operated with a commitment to environmental sustainability, accessibility, and inclusion. Respondents are encouraged to describe how their approach supports energy efficiency, Indigenous engagement, diversity and inclusive access to community programs.

H. Financial Sustainability

Preliminary expectations include exploring commercialization opportunities such as retail operations, sponsorship and signage, and additional programming to ensure long-term financial sustainability of the project.

6. Information Requested

Interested parties are invited to submit:

1. A letter of interest outlining motivation to host the National Training Centre.
2. Overview of available land or facilities (maps, zoning, ownership details).
3. Description of transportation and international connectivity.
4. Summary of the local soccer ecosystem (clubs, academies, leagues).
5. Proof of initial support or acknowledgement from the province.
6. Potential partnerships, funding opportunities, or incentives.
7. Letters of support from municipal council or regional authorities
8. Details of possible municipal or regional contributions (land, services, infrastructure, tax credits).
9. Additional unique factors supporting suitability for this initiative.

7. Evaluation and Next Steps

All submissions will be reviewed by a CSA internal working group who comprise an internal project working group at this preliminary stage. Shortlisted partners will be invited for follow-up discussions and site visits as part of a subsequent feasibility phase. Canada Soccer expects to identify preferred locations by mid-2026, followed by a more formal Request for Proposals (RFP) and funding alignment process.

8. Funding and Partnership Framework

The National Training Centre will be financed through a combination of:

- FIFA World Cup 2026 legacy funds.
- Federal and provincial investment.
- Private philanthropy and corporate partnerships (including naming rights opportunities).
- Municipal participation through land contributions, infrastructure support, tax incentives, in-kind services, or other value added contributions.

This multi-partner model reflects the project's national importance and ensures sustainable operations over the long term.

9. Submission Process

Responses should be submitted electronically in PDF format to: NTC@canadasoccer.com with the subject line "RFI Response – Canada Soccer National Training Centre". The deadline for submissions is February 12, 2026 (11:59 PM EST). Following review, Canada Soccer may engage selected respondents for further dialogue, feasibility analysis, and eventual RFP or partnership discussions.

10. Confidentiality

All information received will be treated as confidential and used solely for internal evaluation by Canada Soccer.

11. Contact Information

Please send any inquiries or questions to NTC@canadasoccer.com

Response to RFI: Alberni Valley’s Proposal for Canada Soccer’s National Training Centre (NTC) – A Transformative FIFA 2026 Legacy

The Organizing Committee for FIFA 2026 Activities in the Alberni Valley, authorized and supported by the Hupacasath First Nation, Tseshaht First Nation, and Huu-ay-aht First Nation, is pleased to submit this comprehensive response to your Request for Information (RFI).

Our proposal is a definitive, ready-to-execute answer to your call for a “transformative project” and a “cornerstone legacy project of the FIFA World Cup 2026,” fully aligned with your vision for excellence, inclusion, and innovation.

1. Vision and Readiness

Our project is a natural extension of Port Alberni’s success in securing designation as Canada’s only non-host city recognized as a FIFA 2026 Training Base (acclimatization window). This proves our operational capacity and commitment to establishing a national home for Canadian soccer in a unique, high-impact regional setting.

Our commitment is deep-rooted; we have been actively working on this initiative for nearly a year, advocating through our local MLA and MP, and engaging in sports diplomacy by inviting prospective nations and corporate sponsors to witness the planned signing ceremony of our Institute. We are ready to partner and proceed immediately.

2. Strategic Location and Existing Capacity

The Alberni Valley is positioned as a high-performance location ready for NTC development:

- **Facilities & Compliance:** Upgrades are in process at Bob Dailey Stadium and Echo Minor Fields to meet international standards, demonstrating our commitment to excellence.
- **Land Availability:** We offer 50+ acres of developable land (expandable to 200+ acres) within a 30-minute radius of existing facilities. This land is designated for the NTC and the subsequent development of other international-standard facilities (hockey, basketball, athletic track, pools, gym, dormitories, etc.).
- **Logistics:** The mild coastal climate allows for year-round training. Our quiet, natural environment is ideal for elite athlete recovery, as validated by FIFA’s site visit.

3. Unrivaled Partnership and Reconciliation Model

The NTC project is built upon a robust, multi-sector partnership structure, serving as a powerful demonstration of inclusion and capacity:

Partner Category	Partners	Strategic Commitment
Indigenous Leadership	Tseshaht, Hupacasath, Huu-ay-aht First Nations	Authorization, land use, joint venture, and cultural integration (subject to the terms and council approval).
Municipal/Regional	City of Port Alberni, Alberni-Clayoquot Regional District	Land commitments, infrastructure upgrades, and financial incentives (subject to detail proposal and council approval).
Education & Development	School District 70, North Island College	Educational programming (sports science, coaching), and facility access. (More discussion and academic planning require)

4. Transformative Legacy: The International Sports & Cultural Institute

The NTC will anchor our long-term vision: an Indigenous-led International Sports and Cultural Institute that embodies innovation:

- **Global Development:** We are creating academic pathways and discussing UNICEF scholarships for high-potential athletes from underprivileged countries.
- **Economic Impact:** The facility is projected to generate an annual economic impact of \$10–20 Million through sports tourism and job creation.
- **Reconciliation in Action:** Deep integration with Nuu-chah-nulth culture and governance makes this a truly Canadian project dedicated to advancing reconciliation through sport.

5. Attachments and Next Steps

We are confident that the Alberni Valley presents a strategically superior, highly motivated, and operationally ready option for the NTC.

Currently Attached:

- Letters of Support from Host Community (City of Port Alberni, ACRD, all three First Nations, community and TACS Minister).
- Letters supporting the Organizing Committee’s Mandate.

We acknowledge the confidentiality of the RFI process. We are prepared to immediately provide detailed land maps, facility concepts, municipal contribution estimates, and any required checklist items to move this project forward.

We respectfully request a meeting at your earliest opportunity to discuss our submission in detail and outline the necessary steps for project completion and formal approval.

On behalf of the Organizing Committee - FIFA 2026 Activities in Alberni Valley

Abu Hasan Muhammed Jahangir

Supported by:





Hupacasath First Nation

5500 Ahahswinis Drive
PO Box 211
Port Alberni, BC V9Y 7M7
Tel: 250-724-4041
Fax: 250-724-1232

November 14, 2025

Abu Hasan Muhammed Jahangir
General Secretary
Organizing Committee of FIFA 2026 Activities in Alberni Valley
3072 4th Avenue
Port Alberni, BC V9Y 2B9

Re: Authorization and Support for Fundraising Efforts – Alberni Valley FIFA 2026 Initiative

Dear Abu,

Hupacasath First Nation is pleased to affirm its support for the Alberni Valley initiative to secure FIFA Pre-Tournament Training Facility status and advance related community legacy projects.

To assist the Organizing Committee in moving forward with this important work, Hupacasath First Nation hereby provides formal authorization for the Organizing Committee of FIFA 2026 Activities in Alberni Valley to:

1. Approach and engage corporate sponsors, donors, grant programs, and funding partners on behalf of Hupacasath First Nation for the purposes of supporting the FIFA 2026 Pre-Tournament Training Facility initiative and associated legacy projects;
2. Represent Hupacasath First Nation in fundraising discussions, proposal submissions, and partnership outreach connected to the project;
3. Include Hupacasath First Nation's name, logo (subject to approved artwork), and supporting role in sponsorship applications, funding requests, promotional materials, and project documentation.

Any funds directed to Hupacasath First Nation as part of this collaborative effort will be used to support:

- FIFA accreditation requirements and associated upgrades to Bob Dailey Stadium, Echo Minor Field, and related facilities; and
- Indigenous-led sport, youth development, cultural, and community legacy initiatives benefiting the Alberni Valley.

Hupacasath First Nation values the spirit of cooperation demonstrated in this project and looks forward to continued collaboration that strengthens partnerships, advances reconciliation, and creates meaningful long-term benefits for the region.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brandy Lauder', written in a cursive style.

Chief Brandy Lauder
Hupacasath First Nation



CITY OF PORT ALBERNI

City Hall
4850 Argyle Street
Port Alberni, B.C. V9Y 1V8
Tel. (250) 723-2146 Fax: (250) 723-1003

Our File No. 8100-01

April 4, 2025

Abu Hasan Muhammed Jahangir
Agrohope Farms & Products Inc
3072 4th Avenue
Port Alberni, BC V9Y 2B9
By email: ahmjahangir@agrohope.ca

Dear Mr. Jahangir,

Re: *FIFA 2026 Engaging Activities and Cultural Celebration*

On behalf of Council for the City of Port Alberni we are incredibly excited to support this submission to become a host city for a World Cup-playing nation during FIFA 2026. We would be truly honoured to welcome FIFA 2026 participants into the Alberni Valley, offering a stage to showcase the unmatched spirit and passion of this community.

This event would not only highlight our deep love for organized sports but also create a platform for exciting activities to bring people together. It will offer unforgettable experiences for locals and visitors, all while inspiring the next generation of athletes in the valley and leaving a legacy for years to come.

Yours truly
CITY OF PORT ALBERNI

Sharie Minions
Mayor



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

March 28, 2025

Abu Hasan Muhammed Jahangir
President, Agrohope Farms & Products Inc.
3072 4th Avenue, Port Alberni, BC V9Y 2B9
V9Y 2B9
ahmiahangir@agrohope.ca

Terry Deakin, Owner
INEO Employment Services
4908 Argyle Street
Port Alberni, BC V9Y 1V7
terry@ineoemployment.com

Re: Support for the Alberni Valley to become Host for a World Cup Playing Nation During FIFA 2026

Dear Organizing Committee for FIFA 2026 Activities in Alberni Valley,

On behalf of the Alberni-Clayoquot Regional District Board of Directors I am pleased to advise that we whole-heartedly support your committee's submission of an official offer package to become a host city for a World Cup-playing nation during FIFA 2026.

This is an incredible opportunity for the Alberni Valley to gain international recognition, drive economic growth, and highlight our community as a premier destination for sports, tourism, and cultural events.

The support of the BC Soccer Association, the City of Port Alberni, Tseshahat First Nation, Hupacasath First Nation, Alberni-Clayoquot Regional District and other key players show our community's commitment to this event. We wish you well with this application.

Sincerely,

John Jack, Chairperson
Alberni-Clayoquot Regional District



Hupacasath First Nation

5500 Ahahswinis Drive
PO Box 211
Port Alberni, BC V9Y 7M7
Tel: 250-724-4041
Fax: 250-724-1232

December 18, 2024

Attention : Abu Hasan Muhammed Jahangir

The Hupacasath' First Nation, met last week and are very interested in participating in this community event.

We are honored to participate in this event and wish to you express our clear and strong support for the potential in a friendly match in the Alberni Valley , featuring the popular World Cup team facing off against team Canada.

We look forward to participating in this event and also agree to co host in a cultural way with land acknowledgment and with Sponsorship as identified by council.

At this time, Susan Wale will be main contact and can be reached via email or office at (250) 724-4404 or my cell (250) 918-5500.

Best of the season!

Brandy Lauder

Chief Council

Hupacasath First Nation



TSESHAHT FIRST NATION

5091 Tsuma-as Dr. Port Alberni, BC V9Y 8X9
P: 250.724.1225 | F: 250.724.4385 | Tseshahat.com

January 30th, 2025

Attention: Abu Hasan Muhammed Jahangir
Secretary, Organizing Committee
Agrohope Farms & Products Inc.
3072 4th Avenue
Port Alberni, BC V9Y 2B9

RE: Support for Friendly Match and Activities during FIFA 2026

Dear Mr. Jahangir,

The Tseshahat First Nation is pleased to express our support for the proposed friendly match and related activities in Tseshahat unceded territory of the Alberni Valley during FIFA 2026

As Tseshahat, we take pride in welcoming events and visitors to our traditional territory, which spans the Alberni Valley, Alberni Inlet, a large portion of Barkley Sound and the Broken Group Islands. This initiative represents an excellent opportunity to showcase the spirit of community, cultural exchange, and collaboration that aligns with our Nation's values and vision.

We are committed to supporting this exciting event and are happy to contribute through a cultural welcome to our territory. We also look forward to working closely with the organizing committee to ensure the event's success. Please feel free to contact Executive Director, Thomas Hleck at (250) 724-1225 (office) for further coordination.

On behalf of Tseshahat First Nation, we welcome this initiative and the opportunity to highlight the vibrancy of our community on a global stage. We look forward to participating in this exciting event.

Kleco, Kleco

Wahmeesh (Ken Watts)
Elected Chief Councillor, Tseshahat First Nation
CC-Tseshahat staff and Council



huu ay aht

ANCIENT SPIRIT, MODERN MIND

April 23, 2025

Agrohope Farms & Products Inc.
On behalf of FIFA 2026 Activities Organizing Committee
3072 4th Avenue
Port Alberni BC V9Y 2B9

RE: Letter of Support – Huu-ay-aht First Nation – FIFA 2026 Activities in the Alberni Valley

To whom it may concern,

Please accept this letter as an expression of our support for the Organizing Committee for the FIFA 2026 Activities in the Alberni Valley. Huu-ay-aht First Nations is pleased to stand behind this initiative, which presents a unique opportunity to bring international attention to our region, including the rich culture, history, and diversity that make it so special.

We believe that hosting a nation playing in the World Cup will have significant economic impacts, particularly in tourism, infrastructure development, and local business growth. The event will attract visitors globally, creating opportunities for local businesses, including Indigenous-owned enterprises, to engage with a broader market.

Creating space for the celebration and sharing of Indigenous culture and heritage is important to Huu-ay-aht First Nations and we are pleased to see this reflected as a core value of the Host City initiative. Huu-ay-aht First Nations is eager to contribute to the cultural programming during FIFA 2026, offering a platform for our heritage and traditions to be showcased on the world stage.

This initiative will also provide long-term benefits to the region, including job creation, skills development, and enhanced pride in Indigenous culture, especially for youth. Additionally, it will foster valuable partnerships across Indigenous and non-Indigenous communities, strengthening our collective ability to grow and prosper together.

Huu-ay-aht First Nations is proud to stand alongside the City of Port Alberni, Tseshaht First Nation, Hupačasath First Nation, ACRD, and other local partners in this endeavor. We are committed to being an active and engaged participant in this process, and we look forward to collaborating to make this opportunity a reality for the Alberni Valley.

łeko (klecko – Thank You),

Karen Haugen, Executive Director
Huu-ay-aht First Nations

Office: Anacla Government Office, 170 Nookemus Road, Anacla, B.C., V0R 1B0

Phone: 1.888.644.4555 | 250.728.3414 | Fax: 250.728.1222

Mall: Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 | Phone: 250.723.0100 | Fax: 250.723.4646



Organizing Committee for FIFA 2026 Activities in Alberni Valley
c/o Abu Hasan Muhammed Jahangir
President, Agrohope Farms & Products Inc.
3072 4th Avenue, Port Alberni, BC V9Y 2B9

c/o Terry Deakin
Owner, INEO Employment Services
4908 Argyle Street, Port Alberni, BC V9Y 1V7

May 1, 2025

To whom it may concern,

On behalf of the Board of Education for the Pacific Rim School District, I am pleased to offer our enthusiastic support for your proposal to host a FIFA 2026 World Cup-playing nation in the Alberni Valley.

This initiative represents a powerful opportunity to align with several of the core commitments outlined in our district's Strategic Plan. Most notably, it supports our goals to foster student success through meaningful learning opportunities, build strong community connections, and engage students with diverse cultural perspectives. A partnership of this nature not only enriches classroom learning but also creates real-world pathways for students to explore global citizenship, athletic development, and intercultural understanding.

We also commend the Committee's inclusive approach in collaborating with the Tseshaht and Hupacasath First Nations, reflecting our district's strategic priority of advancing equity and Indigenous education. Embedding Indigenous perspectives in major community initiatives is vital to fostering respect, reconciliation, and shared celebration.

The educational possibilities associated with hosting a FIFA nation—whether through school-based programming, cultural exchanges, youth mentorship, or sport development—align deeply with our vision of learning together to realize full potential. The global nature of the FIFA World Cup offers a once-in-a-lifetime chance to inspire and engage learners across all grade levels and communities within our district.

We are proud to support this initiative and look forward to potential opportunities to collaborate on programming that benefits students, staff, and families alike.

Yours sincerely,

Pam Craig, Board Chair
Board of Education, Pacific Rim School District
4690 Roger Street, Port Alberni, BC V9Y 3Z4
www.sd70.bc.ca

Letter of Support**From Ralph Spencer, President of the Alberni Athletics Soccer Club (AASC)**

As President of the Alberni Athletics Soccer Club (AASC), it is both an honor and a privilege to represent a vibrant organization made up of over 600 players and more than 100 dedicated volunteers. At AASC, we take great pride in fostering an inclusive and welcoming environment for all our players, their families, and supporters. Our volunteer base is truly exceptional and continues to be the foundation of our club's success.

Over the past 25 years, AASC has proudly hosted numerous jamborees and tournaments, including several Mini World Cups and at least one Provincial Championship. Each of these events has brought a great energy to our club and elevated the quality and spirit of soccer in our community.

We are pleased to support and participate in the Port Alberni World Cup initiative and believe an event like this will bring excitement, unity, and opportunity to our Club, and community.

Sincerely,

Ralph Spencer

President

Alberni Athletics Soccer Club (AASC)



The voice of business.

May 1, 2025

Re: Organizing Committee for FIFA 2026 Activities in Alberni Valley

To Whom It May Concern,

On behalf of the Alberni Valley Chamber of Commerce, I am pleased to offer our full support for the Alberni Valley's bid to become a host city for the FIFA 2026 World Cup. This initiative represents a transformative opportunity for our business community and aligns directly with our mission to drive economic development, strengthen local enterprises, and showcase the Alberni Valley.

With Canada co-hosting FIFA 2026 and several matches scheduled in Vancouver, the chance to host an international team right here in Port Alberni is timely and strategic. The potential for economic impact, including increased tourism, hotel bookings, restaurant traffic, and retail sales, is substantial. Beyond short-term gains, this opportunity would position our region as a credible destination for future international events and long-term investment.

We commend the collaborative efforts already underway between the organizing committee, BC Soccer Association, the City of Port Alberni, the Alberni-Clayoquot Regional District, Tseshah and Hupacasath First Nations, and other community leaders. Their shared vision reflects the kind of regional collaboration and ambition that the Chamber is proud to support.

The added potential for cultural celebrations, FIFA-endorsed events, and partnerships with international media and sponsors would shine a global spotlight on our unique offerings, from Indigenous heritage to local businesses and outdoor recreation. It is an initiative that would benefit every sector of our community.

The Alberni Valley Chamber of Commerce wholeheartedly supports this proposal and looks forward to exploring how we can further contribute to its success. We thank the organizing committee for their leadership and vision in bringing this remarkable opportunity to our region.

Sincerely,

A handwritten signature in black ink that reads "Jolleen Dick".

Jolleen Dick
Chief Executive Officer
Alberni Valley Chamber of Commerce
2533 Port Alberni Hwy
Port Alberni, BC V9Y 8P2

PORT ALBERNI PORT AUTHORITY

2750 Harbour Road
Port Alberni, BC V9Y 7X2
Tel. (250) 723-5312



ADMINISTRATION PORTUAIRE DE PORT ALBERNI

2750 Harbour Road
Port Alberni, BC V9Y 7X2
Tél. (250) 723-5312

March 31, 2025

Organizing Committee
FIFA 2026 Activities in Alberni Valley
Port Alberni, BC

Dear Members of the Organizing Committee,

On behalf of the Port Alberni Port Authority (PAPA), I am pleased to offer our full support for your bid to welcome a FIFA World Cup–playing nation to the Alberni Valley during FIFA 2026.

This is an exciting and ambitious initiative that has the potential to bring lasting economic, cultural, and social benefits to our region. Hosting a team would not only put Port Alberni on the global map, but also provide an opportunity to showcase the best of our community — from its natural beauty and rich cultural heritage to its world-class hospitality and infrastructure.

As the gateway to the Pacific Rim, Port Alberni is uniquely positioned to provide world-class logistical, transportation, and operational support. Our port facilities are capable of accommodating international-scale activity, and we are ready to contribute to the smooth and successful hosting of a World Cup nation. Events like these bring invaluable exposure, economic benefits, and lasting legacy for local businesses and residents—and PAPA is proud to be a part of that potential.

We applaud the leadership and collaborative spirit of the Organizing Committee and all participating partners — including the BC Soccer Association, the City of Port Alberni, ACRD, Tseshaht First Nation, Hupacasath First Nation, and other regional stakeholders — for coming together to pursue this extraordinary opportunity.

We look forward to seeing this vision come to life and stand ready to support the organizing committee in any way we can. Please consider this letter as a strong endorsement of your bid, and do not hesitate to reach out if there is anything further we can do to assist.

Regards,

A handwritten signature in blue ink, appearing to read "Zoran Knezevic".

Zoran Knezevic
President and CEO | Président & Directeur Général



Rotary Club of
Port Alberni



Rotary Club of Port Alberni-Arrowsmith
Rotary Club of Port Alberni
Port Alberni, BC
March 25, 2025

President, Agrohope Farms & Products Inc.
3072 4th Avenue
Port Alberni, BC V9Y 2B9

Abu Hasan Muhammed Jahangir
Secretary, Organizing Committee for FIFA 2026 Activities in Alberni Valley,

Dear Mr. Jahangir,

On behalf of the Rotary Club of Port Alberni Arrowsmith and the Rotary Club of Port Alberni, we would like to express our support in principle for the initiative to host a FIFA 2026 World Cup-playing nation in the Alberni Valley.

We recognize the potential of this opportunity to bring positive attention, economic benefits, and cultural enrichment to our community. The vision of uniting residents, businesses, and organizations around such a globally significant event aligns with our Rotary values of service, community engagement, and international goodwill.

While we are not able to commit to any financial contribution at this time, both Rotary clubs would be open to exploring ways to support the initiative through volunteerism and community involvement, should the project proceed.

We appreciate the work your committee is doing to bring this ambitious and exciting vision to life and wish you every success in your efforts to secure Alberni Valley as a host community.

Sincerely,

Michael Ramsay
President 2024/25
Rotary Club of Port Alberni-Arrowsmith

Suzanne Dube
President-Elect 2024/25
Rotary Club of Port Alberni

Rotarians: People of Action
Rotary's Vision Statement: Together, we see a world where people unite and take action to create lasting change – across the globe, in our communities, and in ourselves.



Ref: 88925

July 10, 2025

Abu Hasan Muhammed Jahangir
President and Chief Executive Officer
Agrohope Farms & Products Inc
Email: ahmjahangir@agrohope.ca

Dear Abu Hasan Muhammed Jahangir:

Thank you for your email expressing your interest in hosting a Team Base Camp for the FIFA World Cup 26TM. Please accept my apologies for the delayed response. I congratulate your community for its initiative and the work it has undertaken to explore this opportunity. As MLA for Mid Island-Pacific Rim, Minister Josie Osborne shared your community's strong interest and enthusiasm with me.

Hosting seven matches during the World Cup 26—the world's largest single sporting event—is a great opportunity to generate long-lasting benefits for our tourism sector and British Columbia's economy. We are working hard with the Host City (Vancouver) to ensure that these benefits are realized.

The Province appreciates your efforts to pursue hosting a Team Base Camp. Unfortunately, we do not have specific funding programs for communities that are vying to host World Cup 26 teams.

Thank you again for your letter and for your service. I look forward to finding ways we can collaborate to make British Columbia an even better place to call home.

Sincerely,

Spencer Chandra Herbert
Minister of Tourism, Arts, Culture and Sport



TSESHAHT FIRST NATION

5091 Tsuma-as Dr. Port Alberni, BC V9Y 8X9
P: 250.724.1225 | F: 250.724.4385 | Tseshaht.com

December 19, 2025

Abu Hasan Muhammed Jahangir

General Secretary

Organizing Committee of FIFA 2026 Activities in Alberni Valley

3072 4th Avenue

Port Alberni, BC V9Y 2B9

Re: Authorization and Support for Fundraising Efforts – Alberni Valley FIFA 2026 Initiative

Dear Abu,

Tseshaht First Nation is pleased to confirm its support for the Alberni Valley initiative to secure designation as a FIFA 2026 Pre-Tournament Training Facility and to advance related community-driven legacy projects.

To support the Organizing Committee in carrying out this work on behalf of the region, Tseshaht First Nation hereby provides **support** for the Organizing Committee of FIFA 2026 Activities in Alberni Valley to:

1. **Approach and engage corporate sponsors, donors, grant providers, and funding partners.** on behalf of Tseshaht First Nation for the purpose of supporting the FIFA 2026 Pre-Tournament Training Base initiative and associated legacy **programs but must be done in collaboration and communication with Tseshaht to ensure we are not applying for the same funds;**
2. **Represent Tseshaht First Nation in collaboration and coordination with Tseshaht First Nation official representatives in fundraising discussions, concept submissions, and partnership outreach** connected to this initiative;
3. **Include Tseshaht First Nation’s name, approved logo(provided by Tseshaht communications team), and supporting role** in sponsorship proposals, funding applications, promotional materials, presentations, and project documentation related to the initiative **so long as the funding does not negatively impact, is without prejudice**



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5091 Tsuma-as Dr. Port Alberni, BC V9Y 8X9
P: 250.724.1225 | F: 250.724.4385 | Tseshaht.com

and does not impact Tseshaht funding applications or financial goals and objectives of the Nation.

Any funds directed to Tseshaht First Nation through this collaborative effort will be applied toward:

- Required **FIFA accreditation upgrades** and associated improvements to Bob Dailey Stadium, Echo Minor Field, and related training facilities; and
- **Indigenous-led sport, youth development, cultural revitalization, and community legacy initiatives** that benefit Tseshaht citizens and the wider Alberni Valley.

This letter of support is being provided without prejudice to Tseshaht Aboriginal Title and Rights and does not forgo legal Crown Consultation, Accommodation and our Free, Prior and Informed Consent. Tseshaht also has conditions that must be met for all letters of support which we provide and which are also applicable for this initiative, that include, but are not limited to:

1. **Governance**- pending Tseshaht availability; a role/seat for Tseshaht any governance board, committee or working group on the subject matter when applicable.
2. **Cultural** - Tseshaht participation in any groundbreaking, grand opening or other opportunities given this is in our territory with Tseshaht protocols and ceremonies as agreed to by Tseshaht.
3. **Territorial recognition**- a commitment of signage on the project or event in writing through an agreed to plaque, written territorial acknowledges or a sign recognizing unceded Tseshaht hahoulthee/territory or joint communications regarding the project, and the name of the project/building utilizing Tseshaht language as this is our territory.
4. **Tseshaht participation**- specific seats or other opportunities for Tseshaht and members in the initiative
5. **Employment and Training and partnerships**- That employment and training opportunities be provided directly to Tseshaht members if applicable and Tseshaht be provided an economic development or partnership opportunities when applicable.

Tseshaht First Nation values the cooperative approach being taken in this project and looks forward to continued collaboration that strengthens partnerships, supports youth, advances reconciliation, and builds meaningful long-term benefits for our community and the region.

Sincerely,



TSESHAHT FIRST NATION

5091 Tsuma-as Dr. Port Alberni, BC V9Y 8X9
P: 250.724.1225 | F: 250.724.4385 | Tseshaht.com

Kleco, Kleco

Wahmeesh(Ken Watts)
Elected Chief Councillor
Tseshaht First Nation



Hupacasath First Nation

5500 Ahahswinis Drive
PO Box 211
Port Alberni, BC V9Y 7M7
Tel: 250-724-4041
Fax: 250-724-1232

November 14, 2025

Abu Hasan Muhammed Jahangir
General Secretary
Organizing Committee of FIFA 2026 Activities in Alberni Valley
3072 4th Avenue
Port Alberni, BC V9Y 2B9

Re: Authorization and Support for Fundraising Efforts – Alberni Valley FIFA 2026 Initiative

Dear Abu,

Hupacasath First Nation is pleased to affirm its support for the Alberni Valley initiative to secure FIFA Pre-Tournament Training Facility status and advance related community legacy projects.

To assist the Organizing Committee in moving forward with this important work, Hupacasath First Nation hereby provides formal authorization for the Organizing Committee of FIFA 2026 Activities in Alberni Valley to:

1. Approach and engage corporate sponsors, donors, grant programs, and funding partners on behalf of Hupacasath First Nation for the purposes of supporting the FIFA 2026 Pre-Tournament Training Facility initiative and associated legacy projects;
2. Represent Hupacasath First Nation in fundraising discussions, proposal submissions, and partnership outreach connected to the project;
3. Include Hupacasath First Nation's name, logo (subject to approved artwork), and supporting role in sponsorship applications, funding requests, promotional materials, and project documentation.

Any funds directed to Hupacasath First Nation as part of this collaborative effort will be used to support:

- FIFA accreditation requirements and associated upgrades to Bob Dailey Stadium, Echo Minor Field, and related facilities; and
- Indigenous-led sport, youth development, cultural, and community legacy initiatives benefiting the Alberni Valley.

Hupacasath First Nation values the spirit of cooperation demonstrated in this project and looks forward to continued collaboration that strengthens partnerships, advances reconciliation, and creates meaningful long-term benefits for the region.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brandy Lauder', written in a cursive style.

Chief Brandy Lauder
Hupacasath First Nation



huu ay aht

ANCIENT SPIRIT, MODERN MIND

December 12, 2025

Abu Hasan Muhammed Jahangir - General Secretary
Organizing Committee of FIFA 2026 Activities in Alberni Valley
3072 4th Avenue
Port Alberni, BC V9Y 2B9

Re: Support for Fundraising Efforts – Alberni Valley FIFA 2026 Initiative

Mr. Hasan Muhammed Jahangir,

Huu-ay-aht First Nations is pleased to affirm its support for the Alberni Valley initiative to secure FIFA Pre-Tournament Training Facility status and advance related community legacy projects.

To assist the Organizing Committee in moving forward with this important work, Huu-ay-aht First Nations hereby provides formal support to the Organizing Committee of FIFA 2026 Activities in Alberni Valley to:

1. Approach and engage sponsors, donors, grant programs, and funding partners on behalf of Huu-ay-aht First Nations for the sole purpose of supporting the FIFA 2026 Pre-Tournament Training Facility initiative and associated legacy projects.
2. Include Huu-ay-aht First Nations name, logo (subject to approved artwork), and support in sponsorship applications, funding requests, promotional materials, and project documentation.

Any funds directed to Huu-ay-aht First Nations as part of this collaborative effort will be used to support:

- FIFA accreditation requirements and associated upgrades to Bob Dailey Stadium, Echo Minor Field, and related facilities; and
- Indigenous-led sport, youth development, cultural, and community legacy initiatives benefiting the Alberni Valley and Huu-ay-aht First Nations.

Huu-ay-aht First Nations looks forward to continued collaboration that strengthens partnerships, advances reconciliation, and creates meaningful long-term benefits for the region.

Chief Councillor Sayaačath (John Jack)
Huu-ay-aht First Nations

Office: Anacla Government Office, 170 Nookemus Road, Anacla, B.C., V0R 1B0

Phone: 1.888.644.4555 | 250.728.3414 | Fax: 250.728.1222

Mail: Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 | Phone: 250.723.0100 | Fax: 250.723.4646



December 5, 2025

File: 10280-60 (92F/4, 92F/3)

Chair and Directors
Alberni-Clayoquot Regional District
3008 Fifth Avenue, Port Alberni, BC, V9Y 2E3
Sent by email to: mailbox@acrd.bc.ca

Dear Chair and Directors:

The BC Geographical Names Office has received a request from Tla-o-qui-aht First Nation to change three official names. At this time, we are inviting you to comment on the naming proposal as detailed in Appendix A and on the attached map.

Official names are labelled on Provincial and Federal maps and charts and included in the Province's official names datasets. The history of all past and present official names is maintained in the BC Geographical Names Information System and accessible through the [BC Geographical Names Web App](#).

In accordance with the BC Geographical Naming Policy and Procedures, before any naming decisions are made it is important to ascertain a) if there are other known traditional names for this feature, and b) that the proposed name reflects the heritage values in the area. Requesting input from governments, communities and relevant organizations potentially impacted by a feature's official name is a vital step in geographical naming.

As an identified government, we are requesting any comments you have on behalf of your communities on this proposed name changes.

Adoption of these names would not prejudice legitimate claims to the land.

Please redirect this request to the appropriate contact within your government as needed or let me know if it should be sent elsewhere. Feel free to contact me directly if you have any questions. Thank you in advance for your comments; your response before March 6, 2026, would be appreciated.

Kind regards,

Trent Thomas
Provincial Toponymist
Trent.thomas@gov.bc.ca

Enclosure

Cc. Daniel Sailland, Chief Administrative Officer, dsailand@acrd.bc.ca

Appendix A: Name Change Requests

1. Change the official name of the northern portion of Chesterman Beach to “**ḥāḥaquuʔa**” [pronounced: nah-nah-kuu-ah] for the northern portion of the beach south of Tofino (municipality), on the west side of Templar Channel, in the Alberni-Clayoquot Regional District. If the name change is approved, the southern portion of the beach would retain the official name Chesterman Beach.
 - “**ḥāḥaquuʔa**” is a Tla-o-qui-aht language name and means “needlefish”, referencing the abundance of these fish on the point. the root word of the names is “ḥāḥaqin” (information provided by Tla-o-qui-aht First Nation, 2025).
 - Tla-o-qui-aht have distinct names for the northern and southern parts of Chesterman Beach, separated by the sand tombolo to Frank Island. Their submission only proposed a name change for the northern portion of the beach. If approved, the southern portion of the beach would retain its official name, *Chesterman Beach*.
 - The centre of the beach is located at: 49.1184, -125.8937
 - “**ḥāḥaquuʔa**” name record: <https://apps.gov.bc.ca/pub/bcgnws/names/77219.html>
 - Chesterman Beach name record: <https://apps.gov.bc.ca/pub/bcgnws/names/5818.html>

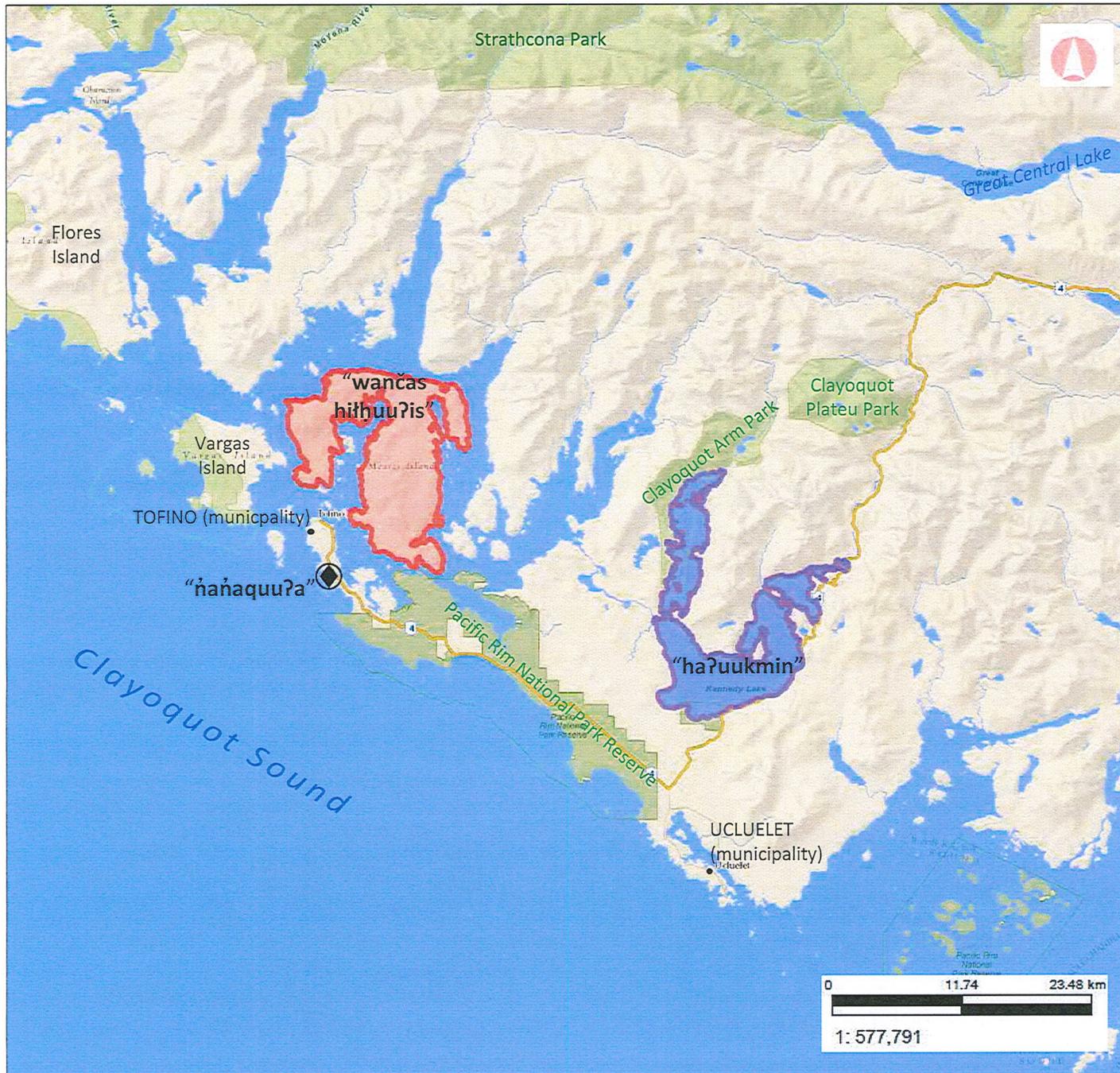
2. Change the official name of Kennedy Lake to “**ḥaʔuukmin**” [pronounced: ha-uuk-min] for the lake northwest of Barkley Sound, southeast of Tofino (municipality), in the Alberni-Clayoquot Regional District.
 - “**ḥaʔuukmin**” is a Tla-o-qui-aht language name and roughly means “feasting bowl”. The root word of the name is ḥaʔuk, “to eat” (information provided by Tla-o-qui-aht First Nation, 2025).
 - The centre of the lake is located at: 49.05969, -125.55389.
 - “**ḥaʔuukmin**” name record: <https://apps.gov.bc.ca/pub/bcgnws/names/77239.html>
 - Kennedy Lake name record: <https://apps.gov.bc.ca/pub/bcgnws/names/3749.html>

3. Change the official name of Meares Island to “**wančas hiḥuuʔis**” [pronounced: wa-na-chas hiḥ-huu-is] for the island north of Tofino (municipality) in Clayoquot Sound, west side of Vancouver Island, in the Alberni-Clayoquot Regional District.
 - “**wančas hiḥuuʔis**” is a Tla-o-qui-aht language name. “wančas” means “flukes of a whale when diving” and “hiḥuuʔis” means “as far as you can go” and “something below mountain” (information provided by Tla-o-qui-aht First Nation, 2025).
 - The centre of the island is located at: 49.19163, -125.84335.
 - “**wančas hiḥuuʔis**” name record: <https://apps.gov.bc.ca/pub/bcgnws/names/77240.html>
 - Meares Island name record: <https://apps.gov.bc.ca/pub/bcgnws/names/25714.html>

See the online name records linked above for more information and audio pronunciations.

Distribution List:

Ahousaht First Nation	Friends of Clayoquot Sound
Alberni-Clayoquot Regional District	Indigenous Tourism BC
BC Parks	Royal Canadian Marine Search and Rescue
Canadian Coast Guard	Tourism Tofino
Destination BC	West Coast Inland Search and Rescue Society
District of Tofino	



BC Geographical
Names Office

Name Information

“h̓aḥaḥuuʔa”

Current Name: Chesterman Beach (northern portion)
Pronunciation: nah-nah-kuu-ah
Location: 49.1194, -125.8944

“haʔuukmin”

Current Name: Kennedy Lake
Pronunciation: ha-uuk-min
Location: 49.0597, -125.5539

“wančas hiłhuuʔis”

Current Name: Meares Island
Pronunciation: wa-na-chas hiłhhuu-is
Location: 49.1916, -125.8434

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Datum: NAD83
Projection: WGS_1984_Web_Mercator_Auxiliary_Sphere

Key Map of British Columbia



From: [Heather Zenner](#)
To: [ACRD Administration](#)
Subject: Watershed Security Advocacy opportunity
Date: December 8, 2025 9:29:50 AM

From: Vickey Brown <mayor.brown@cumberland.ca>
Sent: Saturday, December 6, 2025 12:47:07 p.m.
To: Vickey Brown <mayor.brown@cumberland.ca>
Subject: Watershed Security Advocacy Please

Hello local government colleagues,

Thank you for taking the time to read this – I know we are all tired and looking forward to the holidays!

We all know that watershed protection has never been more important. Healthy, well-managed watersheds are the foundation of our drinking water, local ecosystem health, climate resilience, and long-term community security. When watersheds are degraded or governance gaps exist, communities are the first to feel the consequences—whether through fire, flood, water shortages, slides or other emergencies. **Strengthening watershed governance and funding is one of the most effective ways to reduce long-term risks while supporting sustainable growth and community well-being.**

As we look ahead to Budget 2026, it's increasingly clear that a strong, unified local government voice is urgently needed. Communities across B.C.—including ours—are feeling the escalating impacts of drought, water insecurity, floods, wildfires, and rising emergency response costs. Local governments are being asked to keep people safe, support housing, and protect drinking water, often without the tools and resources required. This is why many of us are working alongside the BC Watershed Security Coalition on this important campaign. The Coalition brings together Indigenous partners, local governments, farmers, industry, and community organizations who share a common goal: ensuring our watersheds are protected, resilient, and supported by modern governance and sustainable funding. By aligning our voices, we can help drive meaningful provincial action.

Local government representatives across the province are being invited to sign onto a joint letter calling on the Province to:

- [Enable local Watershed Boards](#)
- [Modernize industrial water rates](#)
- [Dedicate new provincial water revenues to the Watershed Security](#)

[Fund](#)

You can sign on to the letter here:

www.watershedsecurity.ca/home/local-government-sign-on-letter

We're hoping to gather signatures by **December 17**. If that timeline presents challenges for your community, please let us know. The letter will be sent to Premier Eby and key Ministers in early January, and we will share the final version with all signatories before it goes out.

Your leadership and your voice are critically important right now. If you can, please also share this invitation with other local government colleagues across B.C.—strong regional representation will help show the scale and urgency of what our communities are experiencing.

Thank you for your consideration and for the work you do every day.

Happy almost Holidays!

Vickey

Vickey Brown, (she/her) Mayor

p: 250.218.0321 | e: mayor.brown@cumberland.ca

Village of Cumberland

OUR STRATEGIC PRIORITIES: **Diverse and Healthy Community** | **Sustainable Service Delivery** | **Community Planning**

The Village of Cumberland respectfully acknowledges that the land we gather on is on the Unceded Traditional Territory of the K'ómoks First Nation, the traditional keepers of this land.

Gila 'kasla...Hay ch q' a'

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To:

The Honourable David Eby, Premier of British Columbia
The Honourable Randene Neill, Minister of Water, Land and Resource Stewardship
The Honourable Brittny Anderson, Minister of State, Rural Communities and Local Government
The Honourable Christine Boyle, Minister of Housing and Municipal Affairs
The Honourable Brenda Bailey, Minister of Finance
The Honourable Adrien Dix, Minister of Energy and Climate Solutions
The Honourable Lana Popham, Minister of Agriculture

Subject: Water Insecurity Threatens BC Communities and Our Economy

Dear Premier Eby and Ministers,

Planning for the future of B.C.'s economy is vital, and initiatives like the Look West strategy reflect a bold vision for investment, resilience, and long-term prosperity. But that vision cannot succeed if it overlooks the foundation every sector depends on: healthy watersheds and functioning natural systems. Our watersheds are not a backdrop; they are the infrastructure that makes every job, every farm, and every community possible.

Across BC, water insecurity is no longer an abstract concern. Dawson Creek's recent state of water emergency is just the latest stark example: years of drought combined with high industrial demand have brought reservoirs to critically low levels, forcing costly emergency measures, including a proposed \$100 million water pipeline. Dawson Creek follows the Sunshine Coast and the Village of McBride in declaring water emergencies in recent years. Communities from every corner of the province are now facing similar pressures, dwindling supplies, rising costs, and mounting strain on local economies.

Local governments are being asked to do more with less: approve housing, support economic growth, prepare for emergencies, and protect drinking water, often without the resources, authority, coordination, or data required to manage water sustainably. Decisions are often made upstream, frequently leaving downstream communities to bear the financial and social consequences.

The economic risks of inaction are real and growing:

- Water shortages force businesses to close and farms to lose crops
- Wildfires and droughts damage infrastructure, impact tourism, and threaten community health
- Declining investor confidence as communities face water insecurity
- Rising emergency costs that strain local budgets

BC's water governance system remains fragmented. Unlike other provinces, we lack a coordinated framework of watershed boards. Local watershed boards bring together First Nations, local governments, and other key water users like Agriculture to develop local solutions

to water challenges. Collaborative successes in the Koksilah, Cowichan, Nicola, and Okanagan watersheds demonstrate what is possible, but they remain the exception rather than the norm.

Sustained, long-term funding is needed to do this critical work. There is a practical path forward, and it does not require raising taxes for everyday people. A recent report from the [BC Watershed Security Coalition](#) highlights that BC currently charges some of the lowest industrial water rental rates in Canada. Modernizing these rates could generate **over \$100 million annually**, providing a stable, ongoing revenue source for watershed planning, monitoring, and restoration.

We urge the Province to take three key actions:

1. **Enable local watershed boards** - Develop a provincial system of Watershed Boards that provides clear decision-making structures, enabling local governments and First Nations to lead, coordinate data and set shared priorities with key water users that reflect each watershed's unique geography and history.
2. **Modernize industrial water rental rates** - ensure large-volume water users contribute fairly to the systems our communities and economy rely on.
3. **Scale up the Watershed Security Fund** - direct provincial water revenue back into the health of our watersheds, driving good local jobs in the watershed workforce, community-led watershed planning, monitoring, and stewardship.

Investing in watershed security strengthens BC's climate resilience, supports local jobs, safeguards drinking water, protects food production, attracts investment, and stabilizes regional economies. In short, **watershed security is community security and economic security**.

Local governments are ready to lead and collaborate on this work, but we cannot do it alone. Provincial leadership, sustained funding, and governance reform are essential. The longer we wait, the higher the costs - but if we act now, we can build a more resilient, prosperous, and sustainable future for every community in British Columbia.

Our communities and our shared economy depend on it.

Sincerely,

[Names and Communities will be listed here]



DISTRICT OF COLDSTREAM

9901 KALAMALKA ROAD, COLDSTREAM, BC V1B 1L6

Phone 250-545-5304 Fax 250-545-4733

Email: info@coldstream.ca Website: www.coldstream.ca

"Rural Living At Its Best"

OFFICE OF THE MAYOR

File: 0410-20
December 2, 2025

Hon. Christine Boyle
Minister of Housing and Municipal Affairs

Via email: HMA.Minister@gov.bc.ca

Dear Minister Boyle:

Re: **Proposed Bill M-216 – Professional Reliance Act**

At the District of Coldstream Council Regular meeting held on November 24, 2025, Council passed the following resolution:

THAT the Mayor be authorized to send a letter to Honourable Christine Boyle, Minister of Housing and Municipal Affairs with copies to Brittny Anderson, Minister of State and MLA George Anderson, as the author of the Private Bill expressing concerns on the proposed Bill M216 Professional Reliance Act.

We appreciate the Province's commitment to improving housing delivery and development processes; however, we share significant concerns about this Bill and its implications for local governance, public safety, and democratic accountability.

1. Implications for Local Governance

a. Lack of Consultation and Unusual Legislative Path

Bill M-216 introduces sweeping changes to municipal authority without prior consultation with local governments or the Union of BC Municipalities. This bypasses established engagement processes and raises concerns about transparency and due process. Structural governance reforms of this magnitude are typically introduced through government legislation with Cabinet review and intergovernmental consultation—not as a Private Member's Bill.

b. Practical and Legal Contradictions

The Bill assumes that one registered professional can replace the multidisciplinary expertise of municipal teams—planners, engineers, fire prevention staff, transportation analysts, and environmental specialists. No such designation exists, nor does a liability framework to ensure accountability.

c. Inefficiencies and Delays

The dispute resolution mechanism—referring concerns to the Superintendent of Professional Governance—will likely create bottlenecks and delays, exacerbating the very issues the Bill seeks to resolve. This office is not equipped to adjudicate technical disputes across 161 municipalities and 27 regional districts.

2. Public Safety

a. Risks to Public Safety, Environment, and Liability

Local review processes exist to safeguard public health, infrastructure integrity, and environmental sustainability. Municipal staff routinely identify errors in professionally prepared plans. Eliminating these checks introduces unacceptable risks. While the Bill attempts to limit municipal liability, legal experts caution that municipalities could still face costly litigation if professionals or their firms become insolvent—ultimately leaving taxpayers to bear the burden of any shared liability claims.

3. Democratic Accountability

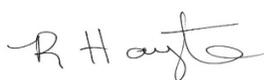
a. Erosion of Local Authority and Democratic Oversight

The Bill mandates that municipalities accept submissions from certifying professionals without the ability to require peer review. This removes critical local oversight and shifts decision-making from democratically accountable bodies to private actors whose primary duty is to their clients, not the broader public interest. Efficiency must not come at the expense of democracy.

Our Request

The District of Coldstream urges the Province to withdraw Bill M-216 and recommit to a transparent, collaborative process with local governments. We support efforts to streamline approvals and deliver housing, but these goals must be achieved without compromising public safety, environmental protection, and democratic accountability.

Sincerely,



Ruth Hoyte

Mayor

c: Council, District of Coldstream
Brittney Anderson, Minister of State for Local Government & Rural Communities
MLA George Anderson, Bill Sponsor
BC Municipalities & Regional Districts

December 10, 2025

File No. 0530-01

Hon. Christine Boyle
Minister of Housing and Municipal Affairs
Parliament Buildings
Victoria, BC V8V 1X4

Via email: hma.minister@gov.bc.ca

Dear Minister Boyle:

Re: Bill M216 – *Professional Reliance Act*

On behalf of City of Williams Lake Council, I am writing to express our concerns and opposition to Bill M216, the *Professional Reliance Act*. While we acknowledge the Province's commitment to addressing housing supply challenges and streamlining approvals, this legislation represents a significant overreach into municipal jurisdiction and is likely to create unnecessary risks related to both human and environmental health and safety.

It appears to us that Bill M216 would undermine local government decision-making authority and oversight over development projects, bypassing the professional expertise of municipal planners, engineers, and building officials, whose knowledge of local context is essential for responsible and sustainable development.

Protection of Local Knowledge

The City of Williams Lake, like many local governments, has been diligently striving to improve and streamline development approval processes in alignment with local and provincial housing goals, while also ensuring the long-term tenets of public safety and economic and environmental sustainability are protected. Members of the development review staff, regulated by their respective professional bodies, work closely and collaboratively with developers to ensure the above goals are met, and yet frequently find themselves reviewing plans and drawings created by individuals that are unfamiliar with local, regional, or even provincial context. City staff often note omissions and concerns with designs that would have a significant local impact if implemented - for instance related to unique geotechnical or transportation conditions - but would go unnoticed and unaddressed by those unfamiliar with such dynamics. Often developers' professionals face pressure to prioritize budget and schedule constraints over the need to build safer and more sustainable neighbourhoods that reflect community needs and protect the environment over the long-term.

The Opposite Effect – Increased Delays

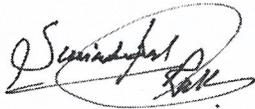
It is ultimately inevitable that a local government will face a situation where concerns about the quality, accuracy, or assumptions of a professional cannot be left unaddressed in good conscience. Often resolved quickly via open dialogue and comments from staff, Bill M216 will force a new practice of referring the matter to the provincial Superintendent of Professional

Governance for formal dispute resolution. This office focuses on professional regulation, not deliberation on the unique technical aspects of professional work in settings across the province. As such, requiring the Superintendent to resolve potential disputes from multiple municipalities, each with the potential for many annual developments, will almost certainly lead to increased inefficiencies and processing delays, exacerbating the very issue Bill M216 seeks to address.

In short, British Columbians that live, play, and raise families in local communities expect decisions regarding their safety and health to be made by those with local accountability and vested, personal interest in their neighbours – not delegated to remote consultants or developers that are motivated primarily by financial gain.

Although the City of Williams Lake recognizes the need for increased housing and supports efforts to accelerate delivery, we urge the Province to pause Bill M216 and engage in meaningful consultation with local governments and professional organizations before proceeding. Respecting municipal authority and democratic processes is critical to achieving housing goals while safeguarding public trust.

Yours truly,



Mayor Surinderpal Rathor

- c: Premier David Eby premier@gov.bc.ca
Hon. Brittny Anderson, Minister of State for Local Governments &
Rural Communities MSP.Minister@gov.bc.ca
MLA Lorne Doerkson, Cariboo Chilcotin Lorne.Doerkson.MLA@leg.bc.ca
MLA George Anderson george.anderson.MLA@leg.bc.ca
Cori Ramsay, President, UBCM cori.ramsay@princegeorge.ca
BC Municipalities
Select Standing Committee on Private Bills and Private Members' Bills PMBCCommittee@leg.bc.ca



City of Parksville
Office of the Mayor

December 12, 2025

The Honourable David Eby, Premier
The Honourable Brenda Bailey, Minister of Finance
Stephanie Higginson, MLA, Ladysmith-Oceanside
George Anderson, MLA, Nanaimo-Lantzville

Re: Bill M216 - Professional Reliance Act

On behalf of the Council of the City of Parksville, I am writing to express our strong opposition to Bill M216, the Professional Reliance Act.

While we recognize the intent of the legislation to streamline development approvals and reduce administrative costs, we have serious concerns about the implications for local governance and community planning. Bill M216 would force local governments to accept submissions certified by registered professionals as meeting permit or bylaw requirements, effectively removing municipal discretion and oversight. This represents a serious erosion of local authority and undermines the role of local governments as the order of government closest to citizens and best positioned to reflect community priorities. Moreover, the proposed changes create liability for local governments, with limited recourse for reparations.

Furthermore, the bill was introduced without meaningful engagement or consultation with local governments or the Union of BC Municipalities (UBCM). Systemic changes of this magnitude should be developed collaboratively to avoid unintended consequences. Shifting approval processes from local governments to private professionals and provincial dispute resolution mechanisms raises questions about accountability, liability, and public interest. It also places additional strain on the Office of the Superintendent of Professional Governance, which may not be adequately resourced for this expanded role.

Moreover, local governments are already adapting to significant legislative changes handed down from the Province, including housing targets under the *Housing Supply Act*, Bills 44 and 47 on small-scale multi-unit housing and transit-oriented development, and the *Infrastructure Projects Act*, among numerous others. Adding another sweeping change without consultation risks overwhelming municipal capacity and delaying critical housing and infrastructure projects.

.../2

For these reasons, the City of Parksville supports UBCM's position and urges the Province to withdraw Bill M216. Any future changes to local approval processes should be developed through a transparent, consultative process that respects local autonomy and ensures practical implementation. We also request that the Province engage with local governments and UBCM to explore alternative solutions that balance efficiency with accountability and community input.

The City of Parksville sponsored resolution EB77, which was endorsed at both the Association of Vancouver Island and Coastal Communities annual convention and the Union of BC Municipalities annual convention. The resolution urges the Province to conduct meaningful technical level consultation with local governments about the feasibility and practicality of implementation, prior to amending legislation that affects the capacity and authority of local governments; to consider reasonable timelines for local governments to adapt to legislative changes; to consider the timing of multiple significant changes to core legislation across multiple topics; to coordinate the release of regulations and policy with statute amendments to assist local government staff in meeting timelines; and to provide sustained core funding to local governments to accompany permanent changes that create additional workload for local government staff. We strongly encourage the Province to heed the voices of many local governments across BC who endorsed this resolution.

Thank you for considering the concerns being voiced by the City of Parksville, the Union of BC Municipalities and many other local governments. We look forward to working collaboratively on solutions that strengthen, rather than diminish, local governance.

Sincerely,



DOUG O'BRIEN
Mayor

cc: Council
Union of BC Municipalities Executive
Union of BC Municipalities Members



Honourable David Eby
Premier of British Columbia
Honourable Christine Boyle
Minister of Housing and Municipal Affairs
Donegal Wilson
Member of the Legislative Assembly, Boundary - Similkameen

December 15, 2025

Subject: *Bill M216 Professional Reliance Act* – City of Greenwood Remarks

On behalf of the City of Greenwood, following a motion passed by Council on December 15, 2025. The City of Greenwood Council has directed that I convey our concerns regarding *Bill M216, the Professional Reliance Act*. While we share the Province's objective of increasing housing supply, we believe this legislation undermines the foundations of local democracy and responsible community planning.

Municipal councils are elected to represent their residents and are entrusted with balancing growth, sustainability, and community character. *Bill M216* would diminish that role by transferring key decision-making powers away from local governments and into provincial processes that lack the nuance of local context. Greenwood's professional staff and the Regional District of Kootenay Boundary's planners bring essential expertise to these matters, and their work is grounded in the realities of our community. Removing or sidelining that expertise risks poor outcomes and erodes public confidence.

Greenwood has consistently met housing requirements established by both the Province and our own Council. This demonstrates that municipalities are capable of delivering solutions without heavy-handed provincial intervention. Imposing a uniform framework across diverse communities disregards the unique circumstances of each municipality and penalizes those that have acted responsibly.

We are also troubled by the dispute resolution mechanism proposed in *Bill M216*. Assigning authority to the Office of the Superintendent of Professional Governance - an office without mandate or capacity in local land-use planning - creates uncertainty and weakens accountability. Residents expect their elected representatives to make these decisions, not an external body removed from community realities.

For these reasons, Greenwood Council urges the Province to suspend implementation of *Bill M216* and to engage in genuine consultation with municipalities and professional organizations. Constructive dialogue will ensure that housing goals are advanced while respecting local autonomy and preserving democratic governance.

We remain committed to working with the Province on housing solutions that strengthen communities, respect municipal authority, and uphold public trust.

Sincerely,

A handwritten signature in black ink that reads "John Bolt". The signature is fluid and cursive, with a large initial "J" and a long horizontal stroke extending to the right.

Mayor John Bolt

cc: Dean Trumbley, Chief Administrative Officer
Brooke McCourt, Corporate Officer
Donna Dean, RDKB Manager of Planning and Development
Brian Champlin, RDKB Manager of Building Inspection Services
BC Municipalities & Regional District



January 5, 2026

Select Standing Committee on Private Bills and Private Members' Bills
c/o Legislative Assembly of British Columbia
Room 224, Parliament Buildings
Victoria, BC V8V 1X4
Email: PMBCommittee@leg.bc.ca

Dear Chair and Members of the Committee,

Re: Concerns Regarding Bill M216 – Professional Reliance Act

On behalf of local government elected officials, I am writing to express serious concerns regarding Private Member's Bill M216, the proposed *Professional Reliance Act*. While we support efforts to streamline development approvals and increase housing supply, the Bill raises significant governance, public safety, liability, and operational concerns for local governments.

Under the existing framework of the *Community Charter* and *Local Government Act*, local governments may require professional certifications and, where appropriate, peer review to support development approvals. This discretion is essential in areas subject to flooding, steep slopes, wildfire interface conditions, and other hazards. The current professional reliance model allows local governments to exercise due diligence while balancing efficiency with public safety and environmental protection.

Bill M216 would prohibit local governments from requiring peer review of professional submissions, except with authorization from the Office of the Superintendent of Professional Governance (OSPG). This restriction applies broadly to rezonings, OCP amendments, development permits, variances, heritage permits, and building permit-related assessments. The result is a one-size-fits-all approach that removes a critical oversight tool and undermines local government autonomy.

Eliminating independent review increases risks to public safety and the environment. Local government staff routinely identify deficiencies in applications already certified by registered professionals. Without the ability to require peer review, the likelihood of failures increase.

Although the Bill suggests that liability rests with certifying professionals, local governments will continue to face legal exposure, public scrutiny, and emergency response costs when failures occur—particularly where professionals are underinsured or unavailable.

The Bill may also delay, rather than accelerate, development. Disputes would be referred to the OSPG, which is not currently mandated or resourced to adjudicate technical disagreements within development approval timelines.

Finally, Bill M216 was introduced without meaningful consultation with local governments or UBCM and departs from the findings of the 2018 Professional Reliance Review, which recommended strengthening oversight and accountability—not eliminating peer review. Concerns also remain regarding enabling provisions for mandatory processing timelines, which may lead to unsafe or sub-optimal outcomes.

For these reasons, we respectfully urge the province to suspend further consideration of Bill M216 and to engage in comprehensive consultation with local governments and relevant stakeholders to develop balanced, evidence-based reforms.

Sincerely,



Owen Torgerson
Mayor
Village of Valemount

Cc: The Honourable Christine Boyle, Minister of Housing and Municipal Affairs
Premier David Eby
Cori Ramsay, President, UBCM
BC Municipalities & Regional Districts

December 12, 2025

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

Dear Chair John Jack and Board:

**RE: CANADA COMMUNITY-BUILDING FUND: SECOND COMMUNITY WORKS FUND
PAYMENT FOR 2025/2026**

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payment for fiscal 2025/2026. An electronic transfer of \$274,857 is expected to occur in December 2025. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund can be found on our [website](#).

For further information, please contact Canada Community-Building Fund Program Services by e-mail at ccbf@ubcm.ca or by phone at 250-356-5134.

Sincerely,



Councillor Cori Ramsay
UBCM President

PC: Teri Fong, Chief Financial Officer

File:

0400-20

December 12, 2025

VIA EMAIL: FIN.Minister@gov.bc.ca

Honourable Brenda Bailey, Minister of Finance

Dear Minister Bailey:

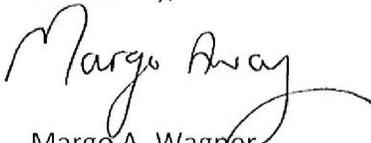
Re: Upcoming Changes to Gathering and Transmission Pipeline Valuation – 2026 Assessment Roll

On behalf of the Cariboo Regional District Board, I am writing in regard to BC Assessment's proposal in relation to the new formula for pipeline property valuation, scheduled for implantation in 2026.

The Board strongly opposes the proposal and requests it be deferred until the entire Utility Property Class valuation process is reviewed in 2026.

Thank you for considering this request.

Yours truly,



Margo A. Wagner
Chair

cc: UBCM
NCLGA
BC Regional Districts



To: ACRD Board of Directors
From: Mike Irg, Special Projects Director
Meeting Date: January 14, 2026
Subject: ACRD Secondary Route and Emergency Route Engagement Strategy

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors;

1. ***Approve the lobbying strategy and direct staff to implement immediate next steps as identified in the December 16, 2025, report.***
2. ***Allocate the identified staff time in the 2026 budget to create a vision consensus toward achieving a coordinated regional lobbying effort to request the Province of BC to:***
 - a. ***Establish an emergency access route as an immediate priority;***
 - b. ***Continue a phased approach for a viable secondary access road/highway that is open year-round.***

Background:

On December 16, 2025, the ACRD Transportation Advisory Committee considered the attached request for decision and made the above recommendation.

Options Considered:

Other options for consideration include:

1. Make changes to the lobbying strategy.
2. Defer the decision pending additional research or consultation.
3. Do not proceed with the recommendation.

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



To: ACRD Transportation Advisory Committee

From: Mike Irg, Special Projects Director

Meeting Date: December 16, 2025

Subject: ACRD Secondary Route and Emergency Route Engagement Strategy

Recommendation:

THAT the Transportation Advisory Committee recommend the ACRD Board of Directors;

1. Approve the lobbying strategy and direct staff to implement immediate next steps as identified in the December 16, 2025, report.
2. Allocate the identified staff time in the 2026 budget to create a vision consensus toward achieving a coordinated regional lobbying effort to request the Province of BC to:
 - a. Establish an emergency access route as an immediate priority;
 - b. Continue a phased approach for a viable secondary access road/highway that is open year-round.

Desired Outcome:

If approved by the Transportation Advisory Committee and subsequently by the ACRD Board of Directors, staff would advance with consensus building and lobbying plan. This would include the preparation of a summary report, request meetings with core partners to build a unified vision, the inclusion of feedback and guidance from partners, as well as the hiring of a lobbying consultancy to support the development and implementation of a coordinated effort for the establishment of an emergency access route as well as a viable secondary access road/highway that is open year-round.

Background:

The Alberni-Clayoquot region currently relies on a single primary highway for access. This creates significant vulnerability during emergencies, natural disasters, or prolonged closures which impacts public safety, economic stability, and community resilience. The Transportation Advisory Committee has identified the need for an alternate access route as a strategic priority for both emergency preparedness and long-term economic development. At the November 5, 2025 the Transportation Advisory Committee passed the following motion:

***THAT** the Transportation Advisory Committee recommend that the ACRD Board of Directors create a coordinated, local lobby effort to convince the Province of BC to establish an emergency access route as a first step and continue to investigate a viable secondary access road/highway*

that is open year-round. Treat the alternate access route as a strategic community and economic priority, not just an emergency measure.

Following up on the above noted resolution, this report provides a framework of next steps for advancing these priorities in 2026. This framework includes the following key milestones:

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

Time Requirements – Staff & Elected Officials:

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

Financial:

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

Strategic Plan Implications:

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

Policy or Legislation:

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

Options Considered:

Other options for consideration by the committee include:

1. Make changes to the lobbying strategy and then refer to the Board.
2. Defer the decision pending additional research or consultation.
3. Do not proceed with the recommendation.

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

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

Appendix A: Coordinated Lobbying Strategy

Strategic Objectives

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

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

Vision Consensus (January - July 2026)

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

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

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

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

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

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

Core Messages

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

Tactics & Workplan

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

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

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

Immediate Next Steps

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



To: ACRD Board of Directors

From: Heather Zenner, Manager of Administrative Services

Meeting Date: January 14, 2026

Subject: Bylaw E1067 – Repeal Mountain Ranch Road Fire Prevention and Suppression Service, and
Bylaw E1068 – Repeal Granville Road Fire Prevention and Suppression Service.

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. E1067, Mountain Ranch Road Fire Prevention and Suppression Service Area Establishment Bylaw Repeal, 2025.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. E1068, Granville Road Fire Prevention and Suppression Service Area Establishment Bylaw Repeal, 2025.

Desired Outcome:

To adopt Bylaw E1067, a bylaw to repeal the Mountain Ranch Road Fire Prevention and Suppression Service Area and to adopt Bylaw E1068, a bylaw to repeal the Granville Road Fire Prevention and Suppression Service Area. To remove a redundant bylaw, the Board must adopt a repeal bylaw.

Background:

In February 2025 the Board adopted an amendment to the Beaver Creek Fire Department Service area bylaw, expanding the service area to include the properties in the Mountain Ranch Road and Granville Road Fire Prevention and Suppression Service Areas to simplify the governance structure and eliminate redundant services. To facilitate the Beaver Creek Fire Department Service Area bylaw amendment, staff notified each property owner of this change, each Electoral Area Director provided their consent for the amendment, and the Inspector of

Municipalities provided approval prior to the amendment being adopted. At this time, the Board was notified that Mountain Ranch Road and Granville Road Fire Prevention and Suppression Service Bylaws would be repealed.

The Board provided three readings to each of these bylaws on October 22, 2025, the Electoral Area Directors provided their consent, and the Inspector of Municipalities provided their approval on November 28, 2025. The final step in repealing the Mountain Ranch Road and Granville Road Fire Services Areas is to adopt these two bylaws.

Time Requirements – Staff & Elected Officials:

Approximately two hours of administrative staff time will be required to finalize these two bylaws.

Financial:

N/A

Strategic Plan Implications:

This is core work and not specifically addressed in the ACRD Strategic Plan.

Policy or Legislation:

Section 137 of the *Community Charter* and Section 349 of the *Local Government Act*.

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. E1067

A bylaw to repeal the establishment of a Local Service to provide a fire prevention and suppression service within Electoral Area “B” (Beaufort)

WHEREAS the Board of the Alberni-Clayoquot Regional District wishes to repeal “Mountain Ranch Road Fire Prevention and Suppression Service Area Establishment Bylaw No. E1006, 1997”;

AND WHEREAS properties located within the Mountain Ranch Road Service Area were incorporated into the boundaries of the Beaver Creek Fire Protection Service Area, on February 26, 2025 making the Mountain Ranch Road Service Area bylaw redundant;

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

1. Citation

This Bylaw may be cited as “**Bylaw No. E1067, Mountain Ranch Road Fire Prevention and Suppression Service Area Establishment Bylaw Repeal, 2025**”.

2. Repeal of Bylaw

“Mountain Ranch Road Fire Prevention and Suppression Service Area Establishment Bylaw No. E1006, 1997” is hereby repealed.

Read a first time this 22 day of October, 2025.

Read a second time this 22 day of October, 2025.

Read a third time this 22 day of October, 2025.

I hereby certify the foregoing is a true and correct copy of the Bylaw cited as “**Bylaw No. E1067, Mountain Ranch Road Fire Prevention and Suppression Service Area Establishment Bylaw Repeal, 2025**” as read a third time by the Board of the Alberni-Clayoquot Regional District on the 22 day of October, 2025.

Cynthia Dick

Cynthia Dick
Corporate Officer

Bylaw No. E1067, Mountain Ranch Road Fire Prevention and Suppression Service Area Establishment Bylaw Repeal, 2025

Approved by the Inspector of Municipalities this 28 day of November, 2025.

Adopted this _____ day of _____, 2025.

Certified true and correct copy of
**“Bylaw No. E1067, Mountain Ranch
Road Fire Prevention and Suppression
Service Area Establishment Bylaw
Repeal, 2025”**

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

Cynthia Dick
Corporate Officer

John Jack,
Chairperson



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

BYLAW NO. E1068

A bylaw to repeal the establishment of a Local Service to provide a fire prevention and suppression service within Electoral Area “E” (Beaver Creek)

WHEREAS the Board of the Alberni-Clayoquot Regional District wishes to repeal “Granville Road Fire Prevention and Suppression Service Area Establishment Bylaw No. 733, 1991”;

AND WHEREAS properties located within the Granville Road Service Area were incorporated into the boundaries of the Beaver Creek Fire Protection Service Area, on February 26, 2025 making the Granville Road Service Area bylaw redundant;

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

1. Citation

This Bylaw may be cited as **“Bylaw No. E1068, Granville Road Fire Prevention and Suppression Service Area Establishment Bylaw Repeal, 2025”**.

2. Repeal of Bylaw

“Granville Road Fire Prevention and Suppression Service Area Establishment Bylaw No. 733, 1991” is hereby repealed.

Read a first time this 22 day of October, 2025.

Read a second time this 22 day of October, 2025.

Read a third time this 22 day of October, 2025.

I hereby certify the foregoing is a true and correct copy of the Bylaw cited as **“Bylaw No. E1068, Granville Road Fire Prevention and Suppression Service Area Establishment Bylaw Repeal, 2025”** as read a third time by the Board of the Alberni-Clayoquot Regional District on the 22 day of October, 2025.

Cynthia Dick

Cynthia Dick
Corporate Officer

Bylaw No. E1068, Granville Road Fire Prevention and Suppression Service Area Establishment
Bylaw Repeal, 2025

Approved by the Inspector of Municipalities this 28 day of November, 2025.

Adopted this _____ day of _____, 2025.

Certified true and correct copy of
**“Bylaw No. E1068, Granville Road
Fire Prevention and Suppression
Service Area Establishment Bylaw
Repeal, 2025”**

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

Cynthia Dick
Corporate Officer

John Jack,
Chairperson



To: Alberni-Clayoquot Regional District Board of Directors

From: Heather Zenner, Manager of Administrative Services
Accessibility Committee

Meeting Date: January 14, 2026

Subject: Accessibility Committee Recommendations – Cathedral Grove and Occupational Therapy.

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors send letters to the Minister of Environment and Parks and to Island Health regarding accessibility concerns in the Alberni-Clayoquot Region.

Desired Outcome:

For the Alberni-Clayoquot Regional District (ACRD) Board to submit a letter to the Minister of Environment and Parks advocating for improved accessibility at Cathedral Grove, and for the Board to submit a letter to Island Health advocating for the use of contract Occupational Therapists to fill staffing gaps.

Background:

At the December 9, 2025 Accessibility Committee meeting, the Committee discussed Cathedral Grove and the accessibility issues with this park. The washrooms in Cathedral Grove are impeded by parking blocks making them inaccessible by wheelchair users, and the pathways to the forested area become inaccessible when vehicles back up against the concrete parking barriers. The Committee received correspondence from Ministry of Environment and Parks staff that acknowledged the accessibility concerns at Cathedral Grove but indicated that moving the concrete barriers to become more accessible, is not possible given the highway right-of-way safety concerns. Ministry staff have committed to looking at other ways to improve accessibility. The committee passed a resolution requesting the Board send a letter to the Minister of Environment and Parks to identify the accessibility issues at Cathedral Grove. As way of reminder the Board sent a letter in October 2025 to the Minister of Transportation and Transit and to the Minister of Environment and Parks to highlight the ongoing safety issues at Cathedral Grove, but no response has been received at the time of writing this report.

Additionally, the Committee discussed Occupational Therapy (OT) services in the Alberni-Clayoquot region. Committee members expressed frustration with the lack of OT services due to staff shortages.

Committee members have experienced significant delays in getting assessed and fitted for a wheelchair due to the lack of Occupational Therapists. The committee passed a resolution requesting the Board send a letter to Island Health requesting that they provide ongoing funding for the use of contract Occupational Therapists during staff shortages, to ensure continuity of services and support for those requiring occupational therapy.

Time Requirements – Staff & Elected Officials:

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

Financial:

N/A

Strategic Plan Implications:

The Island Health request is related to Strategic Plan item 4.1 Strategic Advocacy, specifically related to the availability of health services.

Policy of Legislation:

N/A

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



To: ACRD Board of Directors

From: Heather Zenner, Manager of Administrative Services

Meeting Date: January 14, 2026

Subject: Board Remuneration Review Committee 2026

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors re-confirm the Board Remuneration Review Policy as presented and instruct staff to commence the process to appoint members to the 2026 Board Remuneration Review Committee, including putting out a call for submissions for a member-at-large to sit as a volunteer on the 2026 Board Remuneration Review Committee.

Desired Outcome:

To re-confirm the policy and procedures for reviewing remuneration, expenses and benefits for Regional District Directors and commence the process to appoint members to the 2026 Board Remuneration Review Committee.

Summary:

As permitted under the *Local Government Act*, the Alberni-Clayoquot Regional District (ACRD) Board of Directors provides remuneration, expenses and benefits to Directors by bylaw. A consolidated copy of the current ACRD Board, Remuneration and Expenses Bylaw (Bylaw A1090) is attached.

Background:

Every four years during election year, the ACRD Board of Directors appoints an independent committee to review remuneration, expenses and benefits provided to Regional District Directors. The attached Board Remuneration Review Policy sets out a reasonable, independent and transparent process to determine remuneration, expenses and benefit provided to Directors. As per the Policy, any amendments to the board remuneration and expenses bylaw must be done prior the general local election in October.

The Committee will consist of two previous ACRD Directors and one member-at-large from the region with a good understanding of local government. Staff recommend the Board review and confirm or amend the policy, and authorize a call for submissions for the member-at-large position. In 2022, the following individuals participated on the Committee: Shelley Chrest (member-at-large), Ken McRae (past Director) and Stefan Ochman (past Director). Staff will present recommendations for the 2026 Board

Remuneration Review Committee at a March in-camera meeting, following the member-at-large recruitment process. At that time, the Board will be asked to appoint two previous Directors and one member-at-large.

As per the Board Remuneration Review Policy, the committee will prepare recommendations for the Board's consideration on or before the end of July 2026.

Time Requirements – Staff & Elected Officials:

Approximately 30 hours of administrative staff time and 20 hours of finance staff time will be required to organize and support this Committee including gathering and compiling comparative data from other local governments, conducting meetings, drafting bylaw changes and presenting information to the Board.

Financial:

The cost to conduct this process is covered through the General Government Services budget. Committee members sit as volunteers and are not remunerated; however, they are reimbursed for travel expenses.

Strategic Plan Implications:

n/a

Policy or Legislation:

The *Local Government Act*, ACRD Board, Remuneration and Expenses Bylaw (Bylaw A1090) and ACRD Board Remuneration Review Policy applies.

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

Board Remuneration Review Policy

Policy Issued by: Board of Directors
Date Adopted: February 12, 2014
Dates Amended: May 9, 2018

Purpose

To establish a process, which is reasonable, independent and transparent, to be used in determining the remuneration, expenses and benefits provided to Regional District Directors.

Policy

1. The Regional District provides remuneration, expenses and benefits to Directors under provisions of the *Local Government Act*.
2. The ACRD Board sets the remuneration, expenses and benefits by bylaw cited as "*Board Remuneration, Expenses and Benefits Bylaw*".
3. The *Board Remuneration, Expenses and Benefits Bylaw* is reviewed every four years on general election year. An independent "Board Remuneration Review Committee" is established by the ACRD Board to conduct the review. The Committee is to assess the workload of the Chairperson, Vice-Chairperson and Directors for the ACRD and to recommend an independent unbiased reasonable level of remuneration for members of the Board.

Procedure

1. Every **four years** in **March** of general election year, the ACRD Board will appoint three independent members to sit on a "Board Remuneration Review Committee".
2. Two of the appointed members will be previous Directors of the ACRD Board. The third will be a member at large from the region. The Regional District will put out a call for submissions for a member at large to sit as a volunteer on the Committee. The ACRD Board will review the submissions and select an individual with a good understanding of local government in the region.
3. As per the Terms of Reference below, the Board Remuneration Review Committee will prepare recommendations for the Board's consideration on or before **the end of July** in the year of the general election.

4. Recommendations on remuneration, expenses and benefits accepted by the ACRD Board will be set by bylaw and will come into effect in **December** following the general election.

Committee Terms of Reference

The Board Remuneration Review Committee will undertake the following:

- Review all existing indemnities, expenses and benefits as per the current Bylaw;
- Review comparative rates and formats for other Regional District Boards;
- Consider the workload required, expected and undertaken by members of the Board;
- Consider processes for approval;
- Consider the different roles, members and appointments and how they should be resourced;
- Interview all current Directors to identify issues/ideas;
- Consider Chairperson and Vice-Chairperson's authority to attend meetings, ceremonies, community events etc. on behalf of the Regional District without prior approval from the Regional District Board;
- Consider any other pertinent data relating to indemnities;
- Consider applicable policies for attendance at conferences, workshops;
- Recommend any formula which may provide a reasonable basis for establishing remuneration on an ongoing basis;
- The Committee may call upon the Chief Administrative Officer, Manager of Administrative Services or Manager of Finance as resource persons;
- **Consider compensation for Directors' role in the event of an emergency;**
- **Consider implications to elected officials with respect to the changes to the Canada Revenue Agency tax exemption**



Regional District of Alberni-Clayoquot

Bylaw No. A1090

A Bylaw to Provide for Board Member Remuneration Expenses, and Benefits

CONSOLIDATED FOR CONVENIENCE ONLY

June 28, 2023

The amendment bylaw(s) listed below have been incorporated into *Bylaw No. A1090, Board Remuneration, Expenses and Benefits Bylaw* for convenience purposes only. Persons making use of the consolidated version of Bylaw No. A1090 are advised that it is not a legal document and that for the purpose of interpreting and applying the law, the original bylaw(s) must be consulted. Certified copies of original bylaws are available through the Corporate Officer.

AMENDMENT BYLAW	EFFECTIVE DATE
Bylaw A1090, Board Remuneration, Expenses, and Benefits, 2022	November 1, 2022
Bylaw A1090-1, Board Remuneration, Expenses, and Benefits Bylaw Amendment, 2023	January 11, 2023
Bylaw A1090-2, Board Remuneration, Expenses, and Benefits Bylaw Amendment, 2023	June 28, 2023

WHEREAS the Board of the Alberni-Clayoquot Regional District, may by bylaw, provide for remuneration, expenses and benefits for Directors and Alternate Directors.

WHEREAS the Board of the Alberni-Clayoquot Regional District, is mindful of the need to provide fair and adequate compensation in order to attract and retain qualified Directors, as well as the public interest in ensuring reasonable costs, in providing for remuneration, expenses, and benefits for Directors and Alternate Directors.

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

Definitions

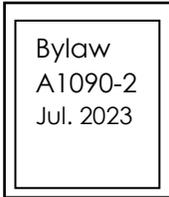
1. In this Bylaw:
 - a. **“Director”** means a person elected or appointed as a Director to the Regional District of Alberni-Clayoquot Board, and includes alternate Directors when that alternate Director is acting in place of a Director;
 - b. **“Regional District”** means the Alberni-Clayoquot Regional District;
 - c. **“Remuneration”** means the annual base salary paid to Directors and the additional amounts paid for attending meetings other than Board meetings.

Remuneration

2. The Remuneration for Directors is set out in Schedule “A” of this bylaw.

Breaches of Code of Conduct

3. a. Where a Director has been found by a Third-Party Investigator appointed under the ACRD *Code of Conduct Policy*, as amended or replaced from time to time, to have breached the *Code of Conduct Policy*, the remuneration to which the Director would otherwise be entitled to under Schedule “A” of this Bylaw shall be adjusted in accordance with the following:
 - i. where the Director has been found to have breached the Policy for a first time, the remuneration to which the Director would otherwise be entitled shall be reduced by 10%, for a period of 12 months from the date of the breach;
 - ii. where the Director has been found to have breached the Policy for a second time, the remuneration to which the Director would otherwise be entitled shall be reduced by 15%, for a period of 12 months from the date of the second breach;
 - iii. where the Director has been found to have breached the Policy for a third or subsequent time, the remuneration to which the Director would otherwise be entitled shall be reduced by 25%, for a period of 12 months from the date of third or subsequent breach;



- iv. for certainly, where a Director has been found to have breached the Policy more than once in a 12-month period, the reductions in the remuneration to which the Director would otherwise be entitled to shall be cumulative for any period of overlap in the duration of each reduction (e.g., if a Director is found to have first breached the Policy on January 1 of a calendar year, and is subsequently found to have breached the Policy again on July 1 of that year, the remuneration to which the Director would otherwise be entitled to shall be reduced by 10% from January 1 to June 30 of that year, by 25% from July 1 to December 31 of that year, by 15% from January 1 to June 30 of the following year, and thereafter be fully reinstated.)
 - v. for further certainty, any financial penalties imposed under this clause shall expire at the end of the electoral term in which they were imposed, and the “cumulative” penalties described in (ii), (iii), and (iv) above shall also be reset at the beginning of each new electoral term, so that where a Director who has been found to be in violation of the Policy in a previous electoral term and is subsequently found to be in violation in a new electoral term, that violation in the new term shall be considered a “first time” breach as described in (i) above.
- b. in the event that a Director is found to be in violation of the Code of Conduct, any remuneration that is foregone by that Director under Section 3 (a) above shall be reallocated to offset a portion of the costs incurred in the Third-Party Investigation which led to the finding of the breach.

Expenses

4. In addition to the Remuneration paid in Section 2, a Director is entitled to:
- a. Be reimbursed for out of pocket costs or to otherwise have the Regional District pay the cost of the following:
 - i. Standard accommodation;
 - ii. Ferry fares for vehicle and driver and other passengers, if any, travelling on Regional District business;
 - iii. Taxi or shuttle bus;
 - iv. Parking;
 - v. Motor vehicle rental, including mileage and insurance costs;
 - vi. Air fare;
 - vii. Childcare or other family care if required to attend meetings. The amount reimbursable must be in proportion to meetings attended and be approved by the Chair.

- b. Be paid an expense allowance:
- i. for each meal at the following per diem rates:
 - Breakfast \$20.00
 - Lunch \$25.00
 - Dinner \$30.00

for Vancouver, Victoria, Whistler or Kelowna, the following allowances shall be paid for each meal that is taken during the trip:

- Breakfast \$25.00
- Lunch \$30.00
- Dinner \$35.00

- ii. of \$20.00 per night away from home for incidental costs;
- iii. for travel on a paved road surface based on the kilometer rate set by Canada Revenue Agency (CRA) at the time the expense is incurred.
- iv. For travel on an unpaved road surface based on the kilometer rate set by Canada Revenue Agency (CRA) for the period plus 0.20 cents per kilometer.
- v. where private lodging is used in lieu of a hotel, reimbursement of \$50 per day.

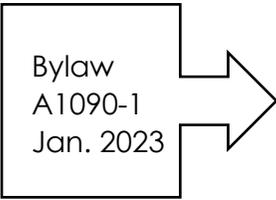
- c. Be reimbursed for long distance telephone charges for calls on Regional District business.

5. No payment will be made, under Section 2 or 3, to a Director for any costs incurred unless they were incurred in the conduct of the Regional District's affairs to attend:

- a. Regional District Board or Committee meetings;
- b. External board, committee or commission meetings in which Directors have been appointed to sit on by the Regional District Board;
- c. Policy Committee meeting in relation to an activated Emergency Operations Centre;
- d. Union of BC Municipalities Convention;
- e. Association of Vancouver Island and Coastal Communities Convention;
- f. Any other meeting, convention or seminar approved by the Regional District Board;
- g. Administrative tribunal or court proceeding;
- h. Public Hearings.

6. Notwithstanding Section 4, the Chairperson of the Board of Directors may authorize any Director or the Chairperson to attend any meeting related to Regional District business without prior approval of the Board of Directors and shall be entitled to payments under

Bylaw
A1090-1
Jan. 2023



**Bylaw A1090, Board Remuneration, Expenses, and Benefits Bylaw
Consolidated – June 2023**

Section 2 and 3. The Chairperson shall report the meeting and purpose to the Chief Administrative Officer and the Regional District Board at the next regular meeting.

7. The Regional District will not reimburse travel and expenses for Director's spouses at conferences and conventions and will not pay for partners programs at AVICC, UBCM or any other conference and conventions.

Expense Submissions

8. Directors must submit expense claims within 60 days of incurring the expense. No claims for the previous year will be accepted after January 31st of each year.
9. Expense claims **must** be supported by all appropriate receipts.
10. The Finance Department will verify expense claims to ensure compliance with the bylaw. Any issues, discrepancies, or conflict in interpretation shall be referred to the Chairperson for adjudication, after consultation with the Chief Administrative Officer. If the matter is not resolved to the satisfaction of the Director, the matter will be referred to the Board of Directors.

Remuneration Payment

11. The Remuneration payable under section 2 and 3 of this bylaw shall be paid bi-weekly through the Regional District payroll system.

Annual Cost of Living Adjustment

12. The Remuneration payable under section 2 and 3 of this bylaw shall be subject to an annual cost of living adjustment of 2%.

No Double Dipping

13. In no case will the Regional District reimburse or pay for any costs claimed by a Director where those costs have been or will be paid by any other organization.

Benefits

14. Directors are, subject to insurance carrier requirements, eligible for medical, extended health, dental and group life insurance benefits for themselves and their dependents on the same basis that the Regional District provides those benefits to its employees, provided that all costs for those benefits are paid in full by the Director.

**Bylaw A1090, Board Remuneration, Expenses, and Benefits Bylaw
Consolidated – June 2023**

15. The Regional District shall obtain and pay the premiums for accident insurance coverage for Directors while on Regional District business.

Regional District Purchased Equipment

16. Directors will have the option of being provided with either an iPad or laptop to conduct Regional District business.
17. At the end of a Director's term, all equipment purchased by the Regional District for that Director will be returned to the Regional District or be offered to that Director for a depreciated value.

Future Changes to Director Remuneration, Expenses, and Benefits

18. An independent review of Directors remuneration, expenses, and benefits shall be conducted every 4 years prior to the next local government election.

Citation

19. This Bylaw may be cited for all purposes as *"Board Remuneration, Expenses, and Benefits Bylaw No. A1090, 2022"*

Repeal

20. Bylaw No. A1084, Board Remuneration, Expenses, and Benefits Bylaw is repealed on October 31, 2022.

Effective Date

21. This bylaw shall come into effect on November 1, 2022.

**Bylaw A1090, Board Remuneration, Expenses, and Benefits Bylaw
Consolidated – June 2023**

1. The annual Director's remuneration is as follows:

Description	November 1, 2022	November 1, 2023	November 1, 2024	November 1, 2025
Director's Remuneration – includes 21 Board meetings & 12 Regional Hospital District meetings per year	\$8,724	\$8,899	\$9,077	\$9,258
Electoral Areas – additional amount	\$3,095	\$3,157	\$3,220	\$3,285
Chairperson – additional amount	\$7,738	\$7,893	\$8,051	\$8,212
Vice-chairperson – additional amount (20% of chairperson additional amount)	\$1,548	\$1,579	\$1,610	\$1,642

2. Additional Director's remuneration for other meetings is as follows:

Description	November 1, 2022	November 1, 2023	November 1, 2024	November 1, 2025
Alternate Director's attendance at Board meeting or Director's attendance at additional Board meetings (above the 2 regular Board meetings)	\$191	\$195	\$198	\$202
Additional amount where travel to the meeting is greater than 60km (round trip)	\$100	\$102	\$104	\$106
Committee meeting or Public Hearing up to 3 hours in length	\$84	\$85	\$87	\$89
Committee meeting or Public Hearing between 3 and 5 hours in length	\$135	\$137	\$140	\$143
Attendance at conferences, conventions, committee meetings or Public Hearing exceeding 5 hours in length	\$191	\$195	\$198	\$202



To: ACRD Board of Directors

From: Heather Zenner, Manager of Administrative Services

Meeting Date: January 14, 2026

Subject: Appointment of Election Officers – 2026 General Local Election

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors appoint Cynthia Dick to the position of Chief Election Officer and Heather Zenner to the position of Deputy Chief Election Officer for the purposes of organizing and conducting the 2026 general local elections for the Alberni-Clayoquot Regional District.

Desired Outcome:

To appoint a chief and deputy chief election officer to organize and conduct the election of electoral area directors in the Alberni-Clayoquot region.

Summary:

General local elections are held every four years on the third Saturday in October. This year, the election will be held on **Saturday, October 17, 2026.**

Background:

For the purposes of conducting an election, local governments must appoint a chief election officer and a deputy chief election officer to ensure the election is run in accordance with the *Local Government Act*.

The chief election officer and deputy are responsible for administering all aspects of the election. Election officials should be appointed early in the election year to guide the election process from start to finish.

The chief election officer is responsible for overseeing all local election administration activities, such as:

- Receiving candidate nomination forms
- Declaring the candidates running for office
- Setting up voting opportunities for qualified electors
- Counting votes on general voting day

- Declaring the election results

The chief election officer is also responsible for training the deputy chief election officer and all other election officials required to conduct the general local election.

The chief election officer may be a senior local government employee, such as the corporate officer, or a private contractor hired to conduct the election on the local government's behalf. Regional District staff recommend that the Board appoint senior staff to conduct the 2026 election as in previous years.

School District Trustee Election

Elections of trustees are conducted every 4 years on the 3rd Saturday in October, the same as local government elections. Elections are conducted in accordance with the *School Act* and the *Local Government Act*. The *School Act* requires that a municipality and/or regional district must conduct trustee elections.

As the Pacific Rim School District has the same boundaries as the ACRD, the Regional District, by way of an agreement, conducts the Pacific Rim School District trustee elections on their behalf in conjunction with ACRD elections. As the ACRD will be conducting the trustee election, the CEO and DCEO are the same as appointed above.

All costs associated with running trustee elections are paid for by the School District.

Time Requirements – Staff & Elected Officials:

Substantial staff time is required to organize and conduct elections in the ACRD's six electoral areas, school trustee election and any potential referendums.

Financial:

Funded through the Electoral Area Administration budget. The costs associated with the election will be a part of the budget discussion.

Strategic Plan Implications:

N/A.

Policy or Legislation:

The *Local Government Act* and the *School Act* apply.

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



To: ACRD Board of Directors

From: Brenda Sauve – Solid Waste Coordinator

Meeting Date: January 14, 2026

Subject: Letter of Support for Alberni Valley Makerspace Society

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors approve the attached letter of support for the Alberni Valley Makerspace Society (Makerspace) to support grant applications.

Desired Outcome:

To provide formal support for Makerspace as they seek funding via various grant applications.

Summary:

Grant applications often have quick submittal requirements. Therefore, Makerspace has requested a general Letter of Support from ACRD to accompany grant applications. This will allow them to quickly and easily demonstrate their successful partnership with ACRD, which will strengthen their applications and increase the likelihood of acquiring funding for innovative projects in the Alberni Valley. The attached letter emphasizes ACRD's strong partnership with the Makerspace organization and the alignment of Makerspace initiatives with ACRD's Solid Waste Management Plan (SWMP).

Background:

Makerspace serves as a community hub for innovation, repair culture, and resource recovery. Their programs, including plastic recycling and zero-waste initiatives, directly aligning with ACRD's waste diversion goals. Makerspace operates out of the ACRD 3rd Avenue Depot.

Time Requirements – Staff & Elected Officials:

Minimal staff time required.

Financial:

No direct financial implications. Support is limited to endorsement through the attached letter.

Policy or Legislation:

Consistent with the ACRD SWMP and provincial waste reduction targets.

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

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

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



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Date: January 14, 2026

To Whom It May Concern,

On behalf of the Alberni-Clayoquot Regional District (ACRD), we are pleased to provide this Letter of Support for the Alberni Valley Makerspace Society (Makerspace).

The ACRD recognizes Makerspace as a vital community hub fostering innovation, repair culture, and circular economy practices. We have a long-standing relationship with Makerspace and are proud to collaborate on initiatives that advance waste reduction and resource recovery. Most recently, the ACRD has opened additional space at our 3rd Avenue Recycling Depot to support the expansion of the Makerspace plastic recycling program, demonstrating our shared commitment to reducing waste and creating local solutions.

The Makerspace efforts strongly align with the ACRD Solid Waste Management Plan (SWMP), including expanding resource recovery infrastructure, developing zero-waste programs, and supporting multi-stream diversion initiatives. Their work directly contributes to our regional goal of reducing landfill disposal.

We commend the Alberni Valley Makerspace for their leadership and innovation and look forward to continued collaboration in building a sustainable, resilient community. Please do not hesitate to contact us for further information.

Sincerely,

John Jack
Chairperson
Alberni-Clayoquot Regional District



To: ACRD Board of Directors

From: West Coast Committee/
Jodie Frank – Solid Waste Project Coordinator
Brenda Sauve – Solid Waste Coordinator

Meeting Date: January 14, 2026

Subject: Bylaw R1033 - Compost Sales Increase Update

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw R1033-9 Amendment – West Coast Landfill Tipping Fee and Regulation Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw R1033-9 Amendment – West Coast Landfill Tipping Fee and Regulation Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw R1033-9 Amendment – West Coast Landfill Tipping Fee and Regulation Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw R1033-9 Amendment - West Coast Landfill Tipping Fee and Regulation Bylaw, 2026.

Desired Outcome:

To adopt the Bylaw R1033-9 Amendment – West Coast Landfill Tipping Fee and Regulation in order to:

- a) Replace Schedule “A” with Schedule “A” attached to and forming part of this bylaw with the following rate changes and category amendments:
 - Update the fees for the purchase of compost from the West Coast Landfill.

Product	Current Rate	New Rate Effective February 1, 2026
Compost	\$50.00 per yard	\$100 per yard

- Remove fish and shrimp from the ‘Fish, Shrimp, and Animal Carcasses’ material fee category, as they are now included under ‘Organic Waste.’ The rate for animal carcasses will remain unchanged at \$200 per tonne, with a \$100 minimum charge.

Current Material Description	Tipping Fee	Other Charges
Fish, shrimp shells, and animal carcasses	\$200.00 per tonne	\$100.00 minimum

Updated Material Description	Tipping Fee	Other Charges
Animal Carcasses	\$200.00 per tonne	\$100.00 minimum

b) Update Section 1. DEFINITIONS to include the following:

“Organic Waste” means compostable organic material including raw and cooked food waste from a commercial or residential premise which includes but is not limited to: fruits and vegetables, meat, fish, shellfish including shrimp shells, poultry and bones thereof, dairy products, bread, pasta and baked goods, tea bags, coffee grounds and filters, soiled paper plates and cups, soiled paper towels and napkins, soiled waxed paper, food soiled cardboard and paper, egg shells, and waxed cardboard.

Summary:

At the December 3, 2025, West Coast Committee (WCC) meeting, the attached report was presented and the above resolution to increase the sale price for Sortn’Grow compost was supported by the Committee. In alignment with the Committee recommendation, this report includes adoption of an amendment to Bylaw R1033 to reflect the new price of Sort’nGrow compost from \$50 per yard to \$100 per yard. Additionally, this report recommends updates to the category descriptions and definitions of Bylaw R1033 in order to better identify and define what qualifies as organic waste.

Policy or Legislation:

Bylaw No. R1033 West Coast Landfill Tipping Fee and Regulation Bylaw, 2019.

Submitted by: Tanya Carothers
Tanya Carothers, Solid Waste Manager

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

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



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. R1033-9

A BYLAW TO AMEND THE WEST COAST LANDFILL TIPPING FEE AND REGULATION BYLAW

WHEREAS by Supplementary Letters Patent, dated August 10, 1973 as amended, the Regional District of Alberni-Clayoquot was granted the function of Garbage Disposal under Division XIV of its Letters Patent;

AND WHEREAS the Regional District of Alberni-Clayoquot is empowered to establish a scale of charges payable for depositing Municipal Solid Waste at the West Coast Landfill;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot deems it advisable to enact regulations pertaining to solid waste disposal and to establish a charge for depositing Municipal Solid Waste;

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

1. Bylaw No. R1033, cited as “West Coast Landfill Tipping Fee and Regulation Bylaw No. R1033, 2019” is hereby amended as follows:
 - a) Replacing Schedule “A” with Schedule “A” attached to and forming part of this bylaw.
 - b) Updating section 1. DEFINITIONS by adding:

1.44 “**ORGANIC WASTE**” means compostable organic material including raw and cooked food waste from a commercial or residential premise which includes but is not limited to: fruits and vegetables, meat, fish, shellfish including shrimp shells, poultry and bones thereof, dairy products, bread, pasta and baked goods, tea bags, coffee grounds and filters, soiled paper plates and cups, soiled paper towels and napkins, soiled waxed paper, food soiled cardboard and paper, egg shells, and waxed cardboard.
2. This Bylaw may be cited as the “**West Coast Landfill Tipping Fee and Regulation Amendment Bylaw No. R1033-9, 2026**”.
3. This Bylaw comes into effect on February 1, 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.

Certified true and correct copy of
**“West Coast Landfill
Tipping Fee and Regulation
Amendment Bylaw
No. R1033-9, 2026”**

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

John Jack,
Chairperson

Cynthia Dick,
Corporate Officer

**Schedule A
 Charges**

1. TIPPING FEES

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

Solid Waste	Tipping Fee	Other Charges
Residential Waste Loads of 83 kg or greater	\$150.00 per tonne	\$15.00 minimum
Residential Waste Loads under 83 kg (each garbage bag or can)	\$5.00 each	\$5 min. for unweighed loads
Industrial, Commercial, Institutional (ICI) Waste Loads of 83 kg or greater – Effective January 1, 2026	\$172.00 per tonne	\$15.00 minimum
Industrial, Commercial, Institutional (ICI) Loads of 83 kg or greater – Effective January 1, 2027	\$191.00 per tonne	\$15.00 minimum
Industrial, Commercial, Institutional (ICI) Loads of 83 kg or greater – Effective January 1, 2028	\$212.00 per tonne	\$15.00 minimum
Recreational Vehicle	\$280.00 per tonne	\$500.00 minimum
Surcharge for loads containing Recyclable Materials; Controlled Waste; or Organic waste	Double the standard tipping fee	
Surcharge for Unsecured loads	Double the standard tipping fee	
Weighing service		\$10.00 each occurrence

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

Controlled Waste	Tipping Fee	Other Charges
Construction/Demolition Waste – As of January 1, 2025	\$185.00 per tonne	\$15.00 minimum
Land clearing debris	\$240.00 per tonne	\$15.00 minimum
Pumpings from domestic septic tanks	\$160.00 per tonne	
Catch basin and manhole material	\$160.00 per tonne	\$150.00 minimum
Animal carcasses	\$200.00 per tonne	\$100.00 minimum
Medical Facility Waste	\$150.00 per tonne	
Loads containing fish feed totes	\$400.00 per tonne	\$160.00 minimum
Coastal Clean-up Waste	\$175.00 per tonne	

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

2. PRODUCT SALES

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

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



To: West Coast Committee

From: Jodie Frank - Solid Waste Project Coordinator
Brenda Sauve, Solid Waste Coordinator

Meeting Date: December 3, 2025

Subject: West Coast Landfill - Proposed Rate Increase for Finished Compost Sales

Recommendation:

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District (ACRD) Board of Directors direct staff to amend Bylaw R1033 to increase the sale price of finished Sort'nGrow compost from \$50 per yard to \$100 per yard, effective February 1, 2026.

Desired Outcome:

To update ACRD's pricing to increase cost recovery for compost processing and support the long-term sustainability of the compost program at West Cost Landfill (WCL).

Summary:

The WCL is experiencing financial challenges due to limited revenue streams that do not cover rising operational costs. This report recommends a rate increase for finished Sortn'Grow Class A compost sold by the ACRD. The current rate of \$50 per yard was set as an initial price point to support the new product, promote the product and gain awareness of the benefits. Quality of the product, reviews, and speed of sales would suggest that can move to a more competitive rate. A proposed increase to \$100 per yard would keep the Sortn'Grow compost affordable for local gardeners while also improving cost recovery at WCL. Further, this change would help increase funds available for maintaining and investing in critical landfill infrastructure and long-term closure plans.

Background:

The ACRD produces finished compost from organic material collected through the residential Sort'nGrow three-stream collection program, which was introduced in 2023. Organics placed in the green cart are delivered to the WCL, where they are processed into nutrient-rich Sort'nGrow compost.

The first batch of certified Class A Sort'nGrow compost was made available to the public in spring 2025, sold at an introductory rate of \$50 per yard. Reviews from customers of the Sort'nGrow compost along with comparisons to other locally available options would suggest that we could move beyond the introductory cost and charge a more competitive rate. This position is further substantiated by the

speed of soil sales that we saw in 2025. The Spring 2025 batch sold out relatively quickly.

Summary of Local Compost Pricing:

- Earth Land and Sea blended compost and soil sold in Port Alberni is \$68/yard.
- Local Retail Supplier, the ONC Garden Center in Tofino has 20 litre bags for \$5.99 or 50 litre bags for \$19.99. One yard contains approximately 750 litres which equates to \$300/yard.
- Retail Supplier, Yard at a Time in Comox Valley has Premium compost (e.g., fish-based or biosolids) for \$120–\$225/yard.

A comparison of local compost pricing, as summarized above, indicates that the proposed Sortn’Grow compost rate increase to \$100 per yard is more affordable in price compared to premium compost sold via the retail market, and reflects the higher value of the Class A Sortn’Go compost product quality.

Based on the processing costs associated with producing high-quality Class A Sortn’Grow compost, the demand for this product, and the comparative market pricing, staff are recommending that the price for Sortn’Grow compost be increased from \$50 per yard to \$100 per yard.

Time Requirements – Staff & Elected Officials:

Minimal staff time required to update bylaw, signage, website, and point-of-sale systems.

Financial:

Efficient landfill operations require a balanced approach to managing costs, generating revenues, and minimizing community impact. Long term sustainability depends on ensuring that operational expenses are adequately funded.

The cost to produce Sortn’Grow compost in 2025 was approximately \$136,000. This was paid for through finished compost sales revenue, plus general revenue from the three-stream curbside program including RecycleBC incentive payments and curbside residential billing. From November 2024 to November 2025, WCL sold 516 yards of compost which generated \$27,985 in revenue. The proposed increase to \$100 per yard could see revenue from compost sales reaching \$55,970 in 2026.

The proposed rate increase will improve cost recovery for compost production, which will reduce the need for funds from the three-stream curbside program. This will increase the availability of three-stream curbside funds that can be used for other upkeep and management needs at WCL.

Strategic Plan Implications:

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

Policy or Legislation:

Compost production is governed by the Organic Matter Recycling Regulation (OMRR). The proposed rate adjustment does not conflict with OMRR guidelines.

Options Considered:

Sort'nGrow Compost is a premium product and the proposed \$100/yard is lower than the amount being charged for other local premium compost products. The West Coast Committee could recommend a higher cost per yard increase for Sortn'Grow compost.

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

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

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



To: Alberni-Clayoquot Regional District Board of Directors
From: Lyndsey Page, Community Services Coordinator
Meeting Date: January 14, 2026
Subject: Beaver Creek Water System Rate Increase

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw No. F1148-5, Beaver Creek Local Service Area Rates and Regulations Amendment Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw No. F1148-5, Beaver Creek Local Service Area Rates and Regulations Amendment Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw No. F1148-5, Beaver Creek Local Service Area Rates and Regulations Amendment Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. F1148-5, Beaver Creek Local Service Area Rates and Regulations Amendment Bylaw, 2026.

Summary:

The attached report was presented to the Beaver Creek Water Advisory Committee on December 11, 2025. The Committee reviewed the proposal to amend Schedule A of Bylaw F1148 "Beaver Creek Water Local Service Area Rates and Regulations, 2010" to increase the quarterly water rate by 20%, effective April 1, 2026. This adjustment raises the Single-Family Residential and Trailer Court rates from \$180 to \$216 per quarter and secondary services and commercial connections from \$205 to \$246 per quarter. The increase is expected to generate approximately \$157,000 in additional annual revenue and is intended to offset the \$160,000 increase in operating costs resulting from the interim bulk water agreement with the City of Port Alberni. Rates were last adjusted in 2025, and this change ensures financial stability for the system while maintaining service levels. Future rate adjustments will be considered as part of ongoing reviews of long-term funding strategies.

Policy or Legislation:

The bylaw is authorized by the Beaver Creek Water System Local Service Area Bylaw No. E1054, 2012, which establishes the local service, and Section 397 of the Local Government Act, which authorizes regional districts to impose fees and charges for services.

Submitted by: Eddie Kunderman
Eddie Kunderman, Operations Manager

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

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



To: Beaver Creek Water Advisory Committee
From: Eddie Kunderman, Operations Manager
Meeting Date: December 11, 2025
Subject: BCWS Rate Review

Recommendation:

THAT the Beaver Creek Water Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve amendments to Bylaw F1148, Beaver Creek Water Local Service Area Rates and Regulations Bylaw, 2010, to include a water rate increase of \$20 per quarter for Single Family Residential and \$23 per quarter for secondary services on the same lot and commercial connections, effective April 1, 2026.

THAT the Beaver Creek Water Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve amendments to Bylaw F1148 to change the allowable consumption per quarter from 90 cubic meters to 60 cubic meters, effective April 1, 2026.

Desired Outcome:

To ensure revenues are increased to offset the increase in the rate of bulk water being provided from the City of Port Alberni (CPA).

Summary:

The interim bulk water agreement with the CPA increased the cost of water supplied to the Beaver Creek Water System (BCWS), adding approximately \$160,000 in annual operating costs. Staff have proposed various options within this report to offset the increase in operating expenses.

Background:

The CPA and Alberni-Clayoquot Regional District (ACRD) agreed on an interim bulk water agreement, as communicated in a June 19th, 2025 report to the Beaver Creek Water Advisory Committee (BCWAC), that included increased rates for the cost of bulk water provided by the CPA to the Beaver Creek Water System (BCWS). The cost per m³ of bulk water was set at 75% of Outside Residential rates (volumes over 60m³). Resulting in an interim bulk water rate of \$1.01/m³ and increased operating costs of approximately \$160,000 annually, depending on the amount of total consumption within the system.

Staff have recommended a two-pronged approach to increase water system revenue in 2026; a combination of increasing the quarterly base water rates by 11.11% and decreasing the volume of water included in the base rate from 90 m³ to 60 m³. Increasing the base rates on April 1, 2026, as detailed in the table below would lead to an increase in revenue in 2026 of approximately \$65,000. For 2027 with all 4 quarters at the new rate, the impact would be approximately \$86,000 in additional revenue.

Classification	Current \$/Quarter	Recommended \$/Quarter	Difference
Single Family Residential	\$180.00	\$200.00	\$20.00/Q
Each additional water use	\$205.00	\$228.00	\$23.00/Q
Trailer courts per unit	\$180.00	\$200.00	\$20.00/Q
Commercial	\$205.00	\$228.00	\$23.00/Q

Reducing the volume of water included in the base rate from 90m³ to 60m³ would lead to an increased system revenue of approximately \$67,000, based off 2024 consumption levels. This will also incentivize water conservation for users within the system, which would potentially reduce the amount of bulk water purchased from the CPA.

In total, the increase in revenues from this approach would generate approximately \$154,000 and come close to offsetting the increase in the bulk water rate, in as equitable a manner as possible.

If the Committee would prefer to leave the volume of water included in the base rate unchanged the increased cost of purchasing bulk water could be made up entirely by increasing the quarterly water rates by 20%, as shown below. This would increase revenue by \$157,000 per year.

Classification	Current \$/Quarter	Recommended \$/Quarter	Difference
Single Family Residential	\$180.00	\$216.00	\$36.00/Q
Each additional water use	\$205.00	\$246.00	\$41.00/Q
Trailer courts per unit	\$180.00	\$216.00	\$36.00/Q
Commercial	\$205.00	\$246.00	\$41.00/Q

If the Committee preferred, they could also recommend increasing the tax rate in conjunction with the base quarterly rate and leaving the volume of water included in the base rate unchanged. Increasing the tax rate equitable to the decrease in the volume of water included in the base rate, \$67,000, would mean a tax increase of approximately 22%.

Time Requirements – Staff & Elected Officials:

Community Services – 10 hours to prepare and present the necessary reports, prepare communications to system users and respond to inquiries.

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

Administrative Services – 1.5 hours to prepare a Bylaw amendment.

Financial:

The recommended increase aims to match the updated CPA bulk water rate with the service rates, proving stable cost and tax requisition through 2026.

Strategic Plan Implications:

This aligns with Strategic Priority 2.3 “Infrastructure Climate Resiliency; A review and further study of options available for the BCWS.”

Policy or Legislation:

This service was established with Bylaw No. E1054 in 2012.

Options Considered:

The BCWAC could choose the following recommendations instead:

- 1) *THAT the Beaver Creek Water Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve amendments to Bylaw F1148, Beaver Creek Water Local Service Area Rates and Regulations Bylaw, 2010, to include a water rate increase of \$36 per quarter for Single Family Residential and \$41 per quarter for secondary services on the same lot and commercial connections, effective April 1, 2026.*

This recommendation would be done in place of the first recommendation and represents an increase of 20% to the base water rates. This would increase revenue by approximately \$157,000 annually.

- 2) *THAT the Beaver Creek Water Advisory Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve amendments to Bylaw F1148 to change the allowable consumption per quarter from 90 cubic meters to 75 cubic meters, effective April 1, 2026.*

This recommendation would be in place of the second recommendation, lowering the allowable consumption included within the base rate by 15m3 per quarter.

- 3) *The Beaver Creek Water Advisory Committee could opt for a quarterly rate increase and an increase in the system taxation rate to offset the increase rate, rather than choose to reduce the quarterly consumption, as outlined above.*

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

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

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

Certified true and correct copy of
**“Beaver Creek Water Local
Service Area Rates and Regulations
Bylaw No. F1148-5, 2026”**

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

John Jack,
Chairperson

Cynthia Dick,
Corporate Officer

WATER RATES

SCHEDULE "A"

1. WATER RATES

- (a) All Consumer Units are subject to the following basic charge per quarter:

Classification	Rate per Quarter
Single Family Residential	\$216.00
Each additional water use on same lot	\$246.00
Trailer Courts each unit	\$216.00
Commercial	\$246.00

- (b) An additional charge of \$2.00 per cubic meter (m³) shall be calculated on consumption that exceeds 90 cubic meters (m³) per quarter.
- (c) If a meter fails to register or to properly indicate the flow of water, consumption will be estimated and billed based on the average previous consumption. This estimate will take into account seasonal variations and other factors, such as ownership changes, that may affect the consumption of water.
- (d) The Alberni-Clayoquot Regional District reads the meters once every quarter. If access is not provided to the meter during the regular quarterly readings, return visits to read the meter are \$25.00 per call.

2. GENERAL CHARGES

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

- (a) Application for new water service or extension \$200.00
- (b) Water turn-on - \$50.00 each
- (c) Service locate fee – at cost
- (d) Emergency water turn-off – at cost
- (e) Services related to the identification and repair of a water leak on the property side of a water line – at cost
- (f) Reconnection of any water service disconnected pursuant to this Bylaw – at cost
- (g) Water connection & meter - \$4,200.00 per connection or cost of construction as determined by the Regional District, whichever is larger.

If a Connection requires a line extension the cost of this construction is to be paid by the Applicant. Cost of connection is to be paid by the Applicant once the Application for Service is reviewed and approved and an invoice is issued.

- (h) Water Model Analysis - \$850 per connection or cost of engineering as determined by the Regional District, if required.

3. HOURLY RATE

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

- (a) \$75.00/hr.



To: Alberni-Clayoquot Regional District Board of Directors

From: Lyndsey Page, Community Services Coordinator

Meeting Date: January 14, 2026

Subject: Millstream Water System Rate Increase

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw No. F1144-3, Millstream Water Local Service Area Rates and Regulations Amendment Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw No. F1144-3, Millstream Water Local Service Area Rates and Regulations Amendment Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw No. F1144-3, Millstream Water Local Service Area Rates and Regulations Amendment Bylaw, 2026.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. F1144-3, Millstream Water Local Service Area Rates and Regulations Amendment Bylaw, 2026.

Summary:

The attached report was presented to the West Coast Committee on December 3, 2025. The Committee reviewed the proposal to amend Schedule A of Bylaw F1144 “Millstream Water Local Service Area Rates and Regulations, 2019” to increase the quarterly water rate from \$300 to \$309, effective April 1, 2026. This 3% inflationary adjustment reflects cost increases since the last rate change in April 2025 and will generate approximately \$1,800 in additional annual revenue. The increase helps maintain financial alignment with operational and maintenance costs and supports contributions to the capital reserve. Rates were last adjusted following recommendations from the Asset Management Plan process, which is still being finalized. Future rate adjustments will be considered once long-term funding targets are confirmed.

Policy or Legislation:

The bylaw is authorized by Bylaw No. 762, which gives the ACRD the ability to establish a local service to provide water supply, treatment, conveyance, storage and distribution system within Electoral Area “C” Long Beach, and Section 397 of the Local Government Act, which authorizes regional districts to impose fees and charges for services.

Submitted by: Eddie Kunderman
Eddie Kunderman, Operations Manager

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

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



To: West Coast Committee
From: Eddie Kunderman, Operations Manager
Meeting Date: December 3, 2025
Subject: Millstream Water System Rate Increase

Recommendation:

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to amend schedule A of Bylaw F1144 "Millstream Water Local Service Area Rates and Regulations, 2019" to increase the quarterly water rates to \$309 per quarter, effective April 1, 2026.

Desired Outcome:

To implement a 3% inflationary adjustment to the Millstream Water System (MWS) quarterly rates, ensuring that they remain aligned with rising costs.

Summary:

Staff are recommending increasing the quarterly rate for the MWS from \$300 to \$309 effective April 1st, 2026. This 3% adjustment reflects inflation since the last increase in April 2025 and will generate approximately \$1,800 in additional annual revenue. The increase helps maintain financial alignment with current cost trends.

Background:

There are currently 43 Single Family Residential connections and 7 secondary uses within the MWS, each paying \$300 per quarter and generating \$60,000 in annual revenue for the MWS. These funds must cover all operational and maintenance costs for the system as well as capital reserve contributions.

Rates were last adjusted in April 2025 following recommendations from the Asset Management Plan (AMP) process to improve system revenue. The AMP update is still being finalized and will establish long-term funding targets for the MWS. Future rate adjustments will be considered once those targets are confirmed.

Within a staff report in February 2025, staff communicated the importance of ensuring water rates rise with inflation. This \$9/quarter (3%) increase reflects the inflation seen from the last rate increase. The

rate increase would be effective as of April 1, 2026, and customers would see the increase on their July water bill.

“Schedule A” of Bylaw F1144-2 shows the cost per quarter of the water classifications.

Classification	Current \$/Quarter	Recommended \$/Quarter	Difference
Single Family Residential	\$300	\$309	\$9/Q
Each additional water use	\$300	\$309	\$9/Q

Time Requirements – Staff & Elected Officials:

It will take Community Services staff approximately four (4) hours to prepare and present the necessary reports, prepare communications to the MWS users and to respond to inquiries.

It will take Finance staff approximately four (4) hours to adjust the rates of the MWS and respond to any inquiries.

It will take Administrative Services approximately two (2) hours to prepare the bylaw amendment.

Financial:

This increase will add \$1,800 in revenue to the MWS annually.

Current annual revenue is approximately \$60,000 from water rates. The average annual costs of MWS operations over the past 5 years is approximately \$58,000.

Strategic Plan Implications:

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

Policy or Legislation:

Bylaw No. 762 gives the ACRD the ability to establish a local service to provide water supply, treatment, conveyance, storage and distribution system within Electoral Area “C” Long Beach.

Options Considered:

- 1) The West Coast Committee could proceed with the recommended 3% inflationary increase effective April 1, 2026.
- 2) The West Coast Committee could choose to defer the rate increase, which may make a larger future adjustment necessary.
- 3) The West Coast Committee could choose to implement a higher increase now to help accelerate revenue growth.

Submitted by: Eddie Kunderman
Eddie Kunderman, Operations Manager

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

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

Certified true and correct copy of
**“Millstream Water Local
Service Area Rates and Regulations
Bylaw No. F1144-3, 2026”**

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

John Jack,
Chairperson

Cynthia Dick,
Corporate Officer

WATER RATES

SCHEDULE "A"

1. WATER RATES

- (a) All Consumer Units are subject to the following basic charge per quarter:

Classification	Rate per Quarter
Single Family Residential	\$309
Each additional water use on same lot	\$309

2. WATER METER RATES

- (b) If metered, an additional charge of \$2.00 per cubic meter (m³) shall be calculated on consumption that exceeds 108 cubic meters (m³) per quarter.
- (c) If a meter fails to register or to properly indicate the flow of water, consumption will be estimated and billed based on the average previous consumption. This estimate will take into account seasonal variations and other factors, such as ownership changes, that may affect the consumption of water.
- (d) The Alberni-Clayoquot Regional District reads the meters once every quarter. If access is not provided to the meter during the regular quarterly readings, return visits to read the meter are \$25.00 per call.

3. GENERAL CHARGES

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

- (a) Application for new water service or extension \$200.00
- (b) Water turn-on - \$50.00 each
- (c) Service locate fee – at cost (minimum of \$50.00)
- (d) Emergency water turn-off – at cost (minimum of \$100.00)
- (e) Services related to the identification and repair of a water leak on the property side of a water line – at cost (minimum \$50.00)

-
- (f) Reconnection of any water service disconnected pursuant to this Bylaw – at cost (minimum of \$50.00)
 - (g) Water connection & meter - \$3,800.00 per connection or cost of construction as determined by the Regional District, whichever is larger. If a Connection requires a line extension the cost of this construction is to be paid by the Applicant. Cost of connection is to be paid by the Applicant once the Application for Service is reviewed and approved and an invoice is issued.



To: ACRD Board of Directors

From: Teri Fong, CPA, CGA, Chief Financial Officer
Heather Zenner, MA, Manager of Administrative Services

Meeting Date: January 14, 2026

Subject: Adoption of Bylaw A1085-2, ACRD Officers' Appointment and Delegation Amendment, 2026

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Bylaw A1085-2, Alberni-Clayoquot Regional District Officers' Appointment and Delegation Amendment, 2026".

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Bylaw A1085-2, Alberni-Clayoquot Regional District Officers' Appointment and Delegation Amendment, 2026".

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Bylaw A1085-2, Alberni-Clayoquot Regional District Officers' Appointment and Delegation Amendment, 2026".

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Bylaw A1085-2, Alberni-Clayoquot Regional District Officers' Appointment and Delegation Amendment, 2026".

Desired Outcome:

To update Bylaw No. A1085 Officers' Appointment and Delegation bylaw to improve operational efficiency.

Summary:

Staff are proposing the attached amendments of the ACRD Officers' Appointment and Delegation bylaw to identify the assignment of power when an Officer is away and to align with the newly adopted ACRD Procurement Policy.

The first proposed change relates to whom the powers of the General Manager of Administrative Services (GMAS) and Chief Financial Officer (CFO) are transferred to when the employee is absent. The current bylaw states that the CAO assumes the powers of each of these positions, however, this bylaw was last updated prior to having a manager role in each of these departments. In 2023 the ACRD created the roles of Manager of Administrative Services and Manager of Financial Services to support the administration and finance departments. As a result, the Manager of Administrative Services and Manager of Financial Services employment contracts state that they assume the responsibilities and

authority of GMAS and CFO respectively when the head of the department is away. Therefore, staff are proposing that Section 7 – Other Assignments of Bylaw A1085, Officers’ Appointment and Delegation, 2019 be amended to align with the employment contracts and transfer the responsibility from the CAO to the respective managers during the GMAS or CFO’s absence.

The other changes recommended by staff better align the ACRD Officers’ Appointment and Delegation bylaw to the newly adopted Procurement Policy as follows:

- Section 9.1g adds the ability of the CAO to negotiate agreements, contracts and leases within the purchasing powers in the Procurement Policy. The addition of the term negotiate eliminates the requirement to include language in each Board resolution regarding the negotiating of the contract. The current Procurement Policy provides the CAO a purchasing authority of \$75,000.
- Section 9.1k provides the authority of the CAO to negotiate agreements, contracts and leases following approval by the Board of Directors. Again, this eliminates the requirement to include language in each Board resolution regarding the negotiating of the contract.
- Section 9.2 was added to provide authority to the GMAS and CFO in negotiating and executing agreements, contracts and leases within their purchasing authority. The current process has a reliance on the CAO for all agreement signings and has become a bottleneck, impacting operational efficiency. The new Procurement Policy provides the GMAS a purchasing authority of \$35,000 and the CFO a purchasing authority of \$50,000 and therefore staff recommend that the delegation bylaw be amended to reflect this authority.

Time Requirements – Staff & Elected Officials:

Staff estimate approximately 10 hours of staff time to amend this bylaw including the drafting of this report.

Financial:

There are no financial implications of this amendment.

Strategic Plan Implications:

The proposed bylaw amendment does not directly align with the objectives outlined in the Strategic Plan, as it pertains to core operational requirements rather than strategic initiatives.

Policy or Legislation:

Attached to this report is a consolidated version of the existing ACRD Officers’ Appointment and Delegation Bylaw A1085 that was last updated in 2021.

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

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

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



Regional District of Alberni-Clayoquot

Bylaw No. A1085-2

A bylaw to amend Bylaw A1085, Alberni-Clayoquot Regional District Officers' Appointment and Delegation

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

1. CITATION

This bylaw may be cited for all purposes as *"Bylaw A1085-2, Alberni-Clayoquot Regional District Officers' Appointment and Delegation Amendment, 2026."*

2. AMENDMENT

Bylaw No. A1085, *Alberni-Clayoquot Regional District Officers' Appointment and Delegation Bylaw, 2019* hereby amended as follows:

Replace Section "7 Other Assignments" with section "7 Other Assignments"

7.1 During the absence of the General Manager of Administrative Services, the powers, duties or functions are assigned:

- a. first to the Manager of Administrative Services;
- b. then to the Chief Administrative Officer if the manager is unable to act.

7.2 During the absence of the Chief Financial Officer, the powers, duties or functions are assigned:

- a. first, to the Manager of Financial Services;
- b. then to the Chief Administrative Officer if the manager is unable to act.

7.3 During the absence of the CAO, the CAO may assign any Officer named in this Bylaw as the acting CAO and that acting CAO will have the same powers, duties and functions as the CAO defined in the Bylaw.

Replace Section "9" with Section "9.1 and 9.2" - Delegation of Authority

9.1 The Board delegates the following powers, duties and functions to the CAO:

- a. the power to instruct counsel to defend any action or proceeding in any court of law, or before any tribunal, arbitrator or any other person, for or on behalf of the Regional District;
- b. the power to accept a restrictive covenant under section 56 of the *Community Charter* or section 219 of the *Land Title Act*;

- c. the power to execute on behalf of the Regional District a discharge of a restrictive covenant referred to in subsection (b) which is no longer required or is to be replaced;
- d. the power to acquire a statutory right of way or easement on behalf of the Regional District in connection with the operation of sewer, water or drainage works;
- e. the power to execute a discharge of a statutory right of way or easement referred to in subsection (d) which is no longer required by the Regional District or is to be replaced;
- f. the power to execute on behalf of the Regional District a union contract subject only to the limits imposed by the Board;
- g. the power to negotiate and execute agreements, contracts and leases (as the lessee) respecting the Regional District activities, works or services under section 263 (1)(a) and 263 (1)(b) of the *Local Government Act* subject to the maximum amount authorized in the Regional District's Procurement Policy and the approved financial plan;
- h. the power to execute agreements and leases where the ACRD is the lessor and the agreement is for three years or less;
- i. the power to execute grant applications and enter into and sign agreements respecting the receipt and use of grants;
- j. Regional District staff will provide a monthly informational report to the Board on the activities delegated under sections (g), (h) and (i) of this Bylaw; and
- k. the power to negotiate and execute agreements, contracts and leases (as the lessee) approved by the Board.

9.2 The Board delegates the following powers, duties and functions to the Chief Financial Officer (CFO) and General Manager of Administrative Services (GMAS):

- a. the power to negotiate and execute agreements, contracts and leases (as the lessee) respecting Regional District activities, works or services under section 263 (1) (a) and 263 (1) (b) of the *Local Government Act* subject to the maximum amount authorized in the Regional District's Procurement Policy and the approved annual financial plan.

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.

John Jack,
Chairperson

Cynthia Dick,
Corporate Officer



Alberni-Clayoquot Regional District

Bylaw A1085

A bylaw to provide for the Appointment of Officers
and the Delegation of Authority

CONSOLIDATED FOR CONVENIENCE ONLY

JUNE 2, 2021

The amendment bylaw(s) listed below have been incorporated into *Bylaw A1085, Alberni-Clayoquot Regional District Officers' Appointment and Delegation* for convenience purposes only. Persons making use of the consolidated version of Bylaw No. A1085 are advised that it is not a legal document and that for the purpose of interpreting and applying the law, the original bylaw(s) must be consulted. Certified copies of original bylaws are available through the Corporate Officer.

AMENDMENT BYLAW	EFFECTIVE DATE
Bylaw A1085-1, Alberni-Clayoquot Regional District Officers' Appointment and Delegation Amendment, 2021	May 26, 2021

Bylaw numbers appearing in the margin of this consolidated version refer to the applicable amendment bylaw.

WHEREAS, the Alberni-Clayoquot Regional District must, by bylaw, under provisions of the *Local Government Act*, establish Officer positions in relation to the powers, duties and functions of corporate administration and financial administration, with titles it considers appropriate;

AND WHEREAS, the Alberni-Clayoquot Regional District may, by bylaw, under provisions of the *Local Government Act*, establish other officer positions for its regional district, with titles it considers appropriate, and may assign powers, duties and functions to those officer positions;

AND WHEREAS, under provisions of the *Local Government Act*, the Board may, by bylaw, adopted by at least two thirds of the votes cast, delegate its powers, duties and functions, including those specifically established by an enactment, to its officers and employees;

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

Citation

1. This Bylaw may be cited as "*Alberni-Clayoquot Regional District Officers' Appointment and Delegation Bylaw No. A1085, 2019*".

Definitions

2. In this Bylaw:
 - "**Board**" means the board of the Alberni-Clayoquot Regional District;
 - "**Chief Administrative Officer (CAO)**" means the senior officer of the regional district;
 - "**Officer**" means any person holding the officer positions of the regional district as established by this Bylaw;
 - "**Regional District**" means the Alberni-Clayoquot Regional District;

Officer Positions

3. The following positions are established as Officers of the Regional District:
 - a. Chief Administrative Officer (CAO)
 - b. General Manager of Administrative Services
 - c. Chief Financial Officer

Chief Administrative Officer (CAO)

4. The CAO is assigned the chief administrative responsibilities under section 235 of the *Local Government Act* which includes the following powers, duties and functions:

- a. Overall management of the administrative operations of the Regional District;
- b. Ensuring that the policies and directions of the Board are implemented;
- c. Advising and informing the Board on the operation and affairs of the Regional District.

General Manager of Administrative Services

5. The General Manager of Administrative Services is assigned the responsibility of corporate administration under section 236 of the *Local Government Act*, which includes the following powers, duties and functions:
 - a. Ensuring that accurate minutes of the meetings of the Board and Board committees are prepared and that the minutes, bylaws and other records of the business of the Board and Board committees are maintained and kept safe;
 - b. Ensuring that access is provided to records of the Board and Board committees, as required by law or authorized by the Board;
 - c. Certifying copies of bylaws and other documents, as required or requested;
 - d. Administering oaths and taking affirmations, declarations and affidavits required to be taken under this or any other Act relating to the Regional District;
 - e. Accepting, on behalf of the Board or Regional District, notices and documents that are required or permitted to be given to, served on, filed or otherwise provided to the Board or Regional District;
 - f. Keeping the corporate seal and having affixed to documents as required.

Chief Financial Officer

6. The Chief Financial Officer is assigned the responsibility of financial administration under section 237 of the *Local Government Act*, which includes the following powers, duties and functions:
 - a. Receiving all money paid to the Regional District;
 - b. Ensuring the keeping of all funds and securities of the Regional District;
 - c. Expending and disbursing money in the manner authorized by the Board;
 - d. Investing funds, until required, in authorized investments;
 - e. Ensuring that accurate records and full accounts of the financial affairs of the Regional District are prepared, maintained and kept safe;
 - f. Exercising control and supervision over all other financial affairs of the Regional District.

Other Assignments

7. Other assignments:
 - a. In addition to the Officer assignments under section 5 and 6 of this Bylaw, the CAO is assigned responsibility for corporate administration under section 236 of the *Local*

- Government Act* and financial administration under section 237 of the *Local Government Act*, as required in the absence of the other Officers.
- b. During the absence of the CAO, the CAO may assign any Officer named in this Bylaw as the acting CAO and that acting CAO will have the same powers, duties and functions as the CAO defined in this Bylaw.

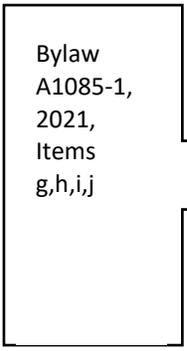
Oath of Office

8. A person appointed to an Officer position in this Bylaw must swear an oath of office as prescribed in "Appendix A" attached to and forming part of this Bylaw.

Delegation of Authority

9. The Board delegates the following powers, duties and functions to the CAO:
- a. the power to instruct counsel to defend any action or proceeding in any court of law, or before any tribunal, arbitrator or any other person, for or on behalf of the Regional District;
 - b. the power to accept a restrictive covenant under section 56 of the *Community Charter* or section 219 of the *Land Title Act*;
 - c. the power to execute on behalf of the Regional District a discharge of a restrictive covenant referred to in subsection (b) which is no longer required or is to be replaced;
 - d. the power to acquire a statutory right of way or easement on behalf of the Regional District in connection with the operation of sewer, water or drainage works;
 - e. the power to execute a discharge of a statutory right of way or easement referred to in subsection (d) which is no longer required by the Regional District or is to be replaced;
 - f. the power to execute on behalf of the Regional District a union contract subject only to the limits imposed by the Board.
 - g. the power to enter into and sign agreements, contracts and leases (as the lessee) respecting Regional District activities, works or services under section 263 (1) (a) and 263 (1) (b) of the *Local Government Act* subject to the maximum amount authorized in the Regional District's Purchasing Policy and the approved annual financial plan.
 - h. the power to execute agreements and leases where the ACRD is the lessor and the agreement is for three years or less.
 - i. the power to execute grant applications and enter into and sign agreements respecting the receipt and use of grants.
 - j. Regional District staff will provide a monthly informational report to the Board on the activities delegated under sections (g), (h) and (i) of this Bylaw.

Bylaw
A1085-1,
2021,
Items
g,h,i,j



Repeal

10. Bylaw No. A1062, *Regional District of Alberni-Clayoquot Officers' Appointment and Delegation Bylaw, 2006* is hereby repealed.

APPENDIX "A"



Alberni-Clayoquot Regional District

Oath of Office

I, _____ having been appointed to the office of

for the Alberni Clayoquot Regional District, do hereby promise and swear:

1. I will faithfully, honestly and impartially, to the best of my knowledge and ability, execute the powers, duties and functions of my Office;
2. I will treat all matters and information that comes to my attention, as a result of my Office, in confidence;
3. I have not received, nor will I receive or accept any payment or reward, or promise of either, in return for the exercise of my powers, duties and functions, other than as permitted by the Regional District;
4. I will not allow my personal interest to conflict with the duties of my Office; and
5. I will comply with all policies and directives of the Regional District and comply with all laws.

Date

Signature of Officer



To: Board of Directors
From: Teri Fong, CPA, CGA, Chief Financial Officer
Meeting Date: January 14, 2026
Subject: Revenue Anticipation Borrowing Bylaw No. F1173

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1173, 2026".

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1173, 2026".

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1173, 2026".

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as "Revenue Anticipation Borrowing Bylaw No. F1173, 2026".

Summary:

A revenue anticipation-borrowing bylaw is created each year to ensure that the Regional District has authority to borrow money for expenditures that must be made before the related revenues are received. In essence, this bylaw is a tool for managing cash flow and is created annually whether it is believed to be required or not. Once received, the revenues are used to cancel the debt. The Regional District did not utilize overdraft in 2025. It is not known, at this time, whether borrowing will be required in 2026 as the need is impacted by the timing of projects as well as collectability of user fees.

This bylaw is required by the Regional District's bank as well as the Municipal Finance Authority (MFA).

Time Requirements – Staff & Elected Officials:

Approximately 2 hours of staff time is required to complete the bylaw and submit to the bank and MFA.

Financial:

If overdraft or temporary borrowing are required then interest charges will be applied, otherwise there are no financial implications.

Strategic Plan Implications:

This bylaw relates to core financial management practices and does not link to Strategic Plan initiatives.

Policy or Legislation:

Section 404 of the Local Government Act provides the authority for revenue anticipation borrowing.

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

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

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

Certified true and correct copy of
**“Revenue Anticipation Borrowing
Bylaw No. F1173, 2026.”**

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

John Jack,
Chairperson

Cynthia Dick,
Corporate Officer



To: ACRD Board of Directors

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

Meeting Date: January 14, 2026

Subject: Proposed Initiative Cases (PIC's)

Recommendation:

- 1. THAT the ACRD Board of Directors direct staff to delay consideration of Proposed Initiative Case 12, Sproat Lake Incorporation Study, to the 2027 Proposed Initiative Case discussion.**
- 2. THAT the ACRD Board of Directors direct staff to include Proposed Initiative Case 13, Referendum for Service Creation for Annual Grant-in-Aid for the Cherry Creek Community Hall, in the 2026-2030 Draft ACRD Financial Plan.**
- 3. THAT the ACRD Board of Directors direct staff to include Proposed Initiative Case 14, Leasing of External Office Space, in the 2026-2030 Draft ACRD Financial Plan.**

Desired Outcome:

To continue the discussions from the December 10, 2025, Committee of the Whole meeting regarding proposed new initiatives to be included in the Draft 2026-2030 Financial Plan.

Summary:

At the December 10, 2025, Committee of the Whole meeting staff presented eleven PICs for consideration. A table summarizing the impact of those decisions is found later in this report. During that meeting the Directors requested staff develop four additional PIC's including:

- Sproat Lake Incorporation Study
- Referendum for Service Creation for Annual Grant-in-Aid for Cherry Creek Community Hall
- Feasibility of Franklin River Road Water and Fire Services
- Primary Care Recruitment and Retention

In addition to those PIC's added by Directors, staff had three other PIC's that required additional time prior to presenting to the Directors for consideration:

- Regional Parks – Log Train Trail development of an enforcement management plan
- Alberni Valley Aquatics Proposed Service
- Leasing of external office space

This report will present the PIC's that are now ready for consideration and an update of when the other PIC's will be presented.

Background:

The PIC's process is used to clearly identify new initiatives to assist in communicating the benefit of a project. PIC's have been created to assist the Board in balancing competing priorities including costs and staff resources. The definition of an ACRD PIC is as follows:

- A. Change in level of service or challenge in maintaining current level of service – for example – FireSmart grant application and program.
- B. Project that is not required by legislation – example – Agriculture zoning changes.
- C. New assets not included in asset management plans – for example – LBA new larger terminal building.
- D. Feasibility study – example – Alberni Valley Aquatics Facility.

A PIC articulates purpose, strategic alignment, financial impacts, risks and alternatives. PIC's will often become the focus of public engagement for the year. Each PIC included in this report will be discussed separately and if supported by the Directors, then will be included in the 2026-2030 Draft Financial Plan for further dialogue during the overall budget discussion.

Financial Impacts:

The total value of the PIC's already supported is \$216,000 and the two additional PICs that staff are recommending will increase this by \$59,000 to \$275,000. Of this total, the financial impact to the requisition is approximately \$190,000 and collectively these initiatives will result in a 1.75% requisition increase when including property value tax and parcel tax in the equation. This increase is before any other operational or already approved increases are added. In addition to the impact to property taxes, reserves funds will support \$85,000 of the initiatives. The 2026-2030 Draft Financial Plan discussion on February 12, 2026, will include all PIC's that are supported today plus all other increases to continue the budget discussions.

PIC's Coming to Upcoming Meetings:

The other initiatives that still require more time are as follows:

1. Regional Parks – Log Train Trail development of an enforcement management plan, as required by the Ministry of Transportation and Transit, to transition the section of trail in the Beaufort Electoral Area to allow motorized use. This project is anticipated to be presented at the January 28, 2026, Committee of the Whole meeting.
2. Alberni Valley Aquatics Proposed Service – Staff will bring forward options for conducting a referendum in conjunction with the 2026 local government elections after the study regarding the renovation of the existing Echo Aquatic Centre is presented to the Board. HCMA is scheduled to present the study at the January 28, 2026, Committee of the Whole meeting.
3. Feasibility of Franklin River Road Water and Fire Services – Staff have reached out to City of Port Alberni staff regarding these topics and will provide more information to the Board when received.
4. Primary Care Recruitment and Retention – Information regarding this project continues to be gathered and staff anticipate bringing the concept back to the Directors in late January.

The 2026 PIC's have been attached to this report in the following order:

PIC #	Service	Initiative Name	Staff Time	Amount	Funding Source
12	General Government	Sproat Lake Incorporation Study	Staff recommend delaying consideration to 2027		
13	Proposed Service	Referendum for Cherry Creek Community Hall Grant-in-Aid	80 hours	\$3,000	Taxation
14	General Government	Leasing of external office space	100 hours	\$56,000 in year 1 and \$36,000 each year thereafter	Taxation

At the Committee of the Whole meeting on December 10, 2025, the following PICs were considered, and the table below outlines the impact of the decisions:

PIC #	Service	Initiative Name	Staff Time	Amount	Funding Source
01	All Services	GIS Strategy – strategy only, no new staff resource	50 hours	No financial impact as staff resources not approved	Taxation in multiple service areas
02	Rural Planning	Development Review Process Update	140 hours	No financial impact	Not applicable
03	Building Inspection	Building Bylaw and Communication Review	100 hours	No financial impact	Not applicable
04	Sproat Lake Community Park	Lot 950 Acquisition	35 hours	\$1,000 - \$5,000 for annual maintenance	Taxation
05	Sproat Lake Marine Patrol	Service Level Impact if no Grant Received	Minimal impact	\$65,000	Reserve fund
06	Cherry Creek Community Parks or Regional Parks	Historic Horne Lake Trail Planning Project	50 hours	No financial impact for the planning phase	Not applicable
07	Beaver Creek Fire Department	Sea Can Storage	20 hours	\$20,000	Reserve fund
08	Sproat Lake Fire Department	Fire Boat	350 hours	\$116,000	Taxation for operating and debt servicing

PIC #	Service	Initiative Name	Staff Time	Amount	Funding Source
09	General Government	Development of Overhead Allocation Formula	35 hours	No financial impact	Not applicable
10	General Government	Boardroom Microphone Upgrade	PIC not approved to proceed		
11	General Government	Reconciliation Events	50 hours	\$10,000	Taxation

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

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

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



Proposed Case Initiative (PIC)

Service Area:	General Government
Initiative Name:	Sproat Lake Incorporation Study
Implementation Year:	2026
Status:	For Board Consideration

Project Description:

Electoral Area 'D' – Sproat Lake Director Cote has requested that staff add to the 2026 work plan a project to secure grant funding and complete a Sproat Lake Incorporation study.

Organizational Problem or Opportunity:

The residents and property owners of Electoral Area 'D' Sproat Lake have expressed interest to Director Cote to complete an Incorporation Study. A study would include community-based engagement process to identify community issues and outlines the implications of incorporation. The process would include applying for a grant to fund the study, hiring a consultant to complete the study, supporting community and First Nation engagement sessions, and presenting the final report to the Board of Directors. The report would likely include recommended next steps including the potential of holding a referendum to consider incorporation.

In terms of history, back in 2006-2007 Sproat Lake was successful in their application to the Ministry of Community Services and Ministry Responsible for Seniors' and Women's Issues to conduct an incorporation study. Here are the links to the ['Request to Discuss Options for Electoral Area Incorporation'](#) presented at the Electoral Area Directors Committee meeting on June 19, 2024 and the ['Electoral Area Incorporation'](#) report presented to the Board of Directors on August 27, 2025 that outlines the incorporation process. The first step in this process would be to apply for funding from the Ministry of Housing and Municipal Affairs for a [Governance Restructure Studies](#) grant. The Ministry has indicated that since the Sproat Lake Incorporation Study was completed over 18 years ago, it would be in the regional district's best interest to explore completing a new study. Applications for funding are subject to a competitive process and factors such as urgency, ongoing projects, and other provincial priorities are taken into consideration when awarding Governance Restructure Studies grants.

Staff do not recommend proceeding with the study in 2026 for a couple of reasons. First, the workplans for both the administration and planning departments are very full as the administration team will be conducting the 2026 General Local Elections in October and the planning department is scheduled to complete two Official Community Plans (OCP's) prior to the election period. Neither workplan has room to support the study without removing another initiative.



Proposed Case Initiative (PIC)

Additionally, the Sproat Lake OCP is currently in 'Phase 4-Create the Plan' of this process with an anticipated completion date being in summer 2026. An OCP establishes a community vision over both short and long terms and involves significant engagement with the community. The information gathered during 2026, as part of the completion of the OCP, will provide valuable input into the Incorporation Study. As a result, staff recommend that this initiative be considered as part of the 2027 workplan.

Strategic Alignment:

There is no direct link to the 2024-2027 Strategic Plan.

Financial Impacts and/or Opportunities:

Approximately 15 hours of staff time would be required to correspond with the Ministry of Housing and Municipal Affairs to make a grant application under the Governance Restructure Studies program. If approved, an estimated 120 hours of staff time would be required to support the study itself. In terms of financial requirements, the study in 2007 cost approximately \$32,000 and staff estimate that it may be closer to \$50,000 now. It is unknown at this time the amount of grant funding that could be secured, and the balance would need to be paid for through General Government.

Risk Evaluation:

The risk of not undertaking the Incorporation Study in 2026 is limited to reputational impacts. No operational or financial risks have been identified beyond the potential for community dissatisfaction.

Alternative Options:

If the Board is not supportive of waiting until 2027 to proceed with the Sproat Lake Incorporation Study the following alternatives could be considered:

THAT the ACRD Board of Directors direct staff to include only the grant application portion of the Proposed Initiative Case 12 Sproat Lake Incorporation Study in the 2026 workplan with the study itself to be completed in early 2027.

Or

THAT the ACRD Board of Directors direct staff to bring back workplan implications of completing Proposed Initiative Case 12 Sproat Lake Incorporation Study in 2026 to the January 28, 2026 Board meeting for consideration.



Proposed Case Initiative (PIC)

Service Area:	Proposed Service – Cherry Creek Community Hall Grant-in-Aid
Initiative Name:	Referendum for Proposed Cherry Creek Community Hall Grant-in-Aid Service
Implementation Year:	2026
Status:	For Board Consideration

Project Description:

Electoral Area F – Cherry Creek Director Sparrow has requested that staff add to the 2026 work plan a project to establish a service to provide an annual grant to the Cherry Creek Community Recreation Commission (CCCRC) to support the operation of Cherry Creek Community Hall. The proposed service would be presented to the community as a referendum question in conjunction with the General Local Elections in October 2026.

Organizational Problem or Opportunity:

Currently the CCCRC applies for a grant-in-aid annually to support upgrades to the Cherry Creek Community Hall which does not enable the non-profit organization to complete any advanced planning. Establishing a service would provide the non-profit certainty of funds moving forward.

If supported by the Board, staff would meet with representatives of the CCCRC to discuss the following components of the establishing bylaw:

- Purpose of funds – capital only or flexibility to use for operating purposes as well
- Service area boundary – entire electoral area boundary or define smaller boundary size
- Cost recovery method – parcel tax or converted land and improvements for example
- Limit on annual amount

The non-profit will be responsible for promoting the bylaw within the community.

Strategic Alignment:

There is no direct link to the strategic plan objectives, however, aligns with focus area 1. Planning for a resilient and liveable region.

Financial Impacts and/or Opportunities:

The financial impacts of this service, once developed and implemented, will be discussed during the development of the establishing bylaw. For reference, the Sproat Lake Community Association Grant-in-



Proposed Case Initiative (PIC)

Aid service is a similar service and has a maximum of \$12,000 per year which amounts to approximately \$12 per parcel each year.

The estimated cost of a referendum question is approximately \$3,000 for printing ballots and advertising requirements. This cost will be paid through General Government. In terms of staff resources, staff estimate approximately 80 hours will be required to develop the service and conduct the referendum.

Risk Evaluation:

An identified risk is that if the CCCRC is unable to achieve financial sustainability of the Cherry Creek Hall that the asset may be sold and no longer remain an asset for the community.

Alternative Options:

Continue with the status quo where CCCRC packs an application to the ACRD's Grant-in-Aid process each year without any guarantee of funding moving forward.



Proposed Case Initiative (PIC)

Service Area:	General Government
Initiative Name:	Leasing of External Office Space
Implementation Year:	2026
Status:	For Board Consideration

Project Description:

The Regional District has experienced growth in staff and service delivery requirements, and has been implementing a post-pandemic hybrid work schedule which limits the amount of time staff can work from remote locations. This has resulted in an inability to functionally accommodate all employees within the existing office building. To maintain operational efficiency and accommodate workspace needs, the time has come to consider leasing external office space.

Organizational Problem or Opportunity:

The current office building no longer provides adequate space for regular operations, including meeting rooms, collaborative work areas, storage, and Emergency Operations activities. This limitation affects productivity, and the ability to deliver services effectively. It also negatively impacts the ACRD's ability to attract and retain personnel. Leasing external office space presents an opportunity to address immediate space constraints and improve working conditions and staff well-being while longer term options continue to be developed.

Strategic Alignment:

There is no direct link to the 2024-2027 Strategic Plan.

Financial Impacts and/or Opportunities:

Estimated lease costs of \$3,000 per month or \$36,000 per year have been identified. There will also be some setup costs of approximately \$20,000 in the first year. Approximately 100 hours are required to negotiate the lease, setup and equip the space, and to complete the move.

Risk Evaluation:

The following are the risks of not proceeding with this concept of leasing external office space:

- Insufficient and overcrowded workspaces may hinder service delivery.
- Cramped conditions negatively impact well-being, job satisfaction and retention.
- Failure to meet accessibility standards and have adequate work station creates liability issues.

Alternative Options:

If the Board does not wish to proceed with the leasing of external office space, two alternatives are:

- 1 - The expansion of remote work arrangements to reduce physical space requirements. and/or
- 2 - Lease an alternative board room space to create new offices and storage.



To: ACRD Board of Directors

From: John Curtis, Grant Coordinator
Mark Fortune, Airport Manager

Meeting Date: January 14, 2026

Subject: Grant Funding Applications for Airport Services

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors authorize staff to submit a grant application to the BC Air Access Program (BCAAP) for funding toward the construction of a new equipment storage facility at the Alberni Valley Regional Airport and, if the application is successful, the Board directs staff to include the project and associated grant administration in the 2026 and 2027 workplans.

THAT the Alberni-Clayoquot Regional District Board of Directors authorize staff to submit a grant application to the BC Air Access Program (BCAAP) for funding toward the design and construction of a fuel distribution system at the Alberni Valley Regional Airport and, if the application is successful, the Board directs staff to include the project and associated grant administration in the 2026 and 2027 workplans.

Desired Outcome:

To secure funding in 2026 from BCAAP for capital projects at the Alberni Valley Regional Airport.

Summary:

As part of the 2026 Financial Plan, several capital projects for the Alberni Valley Regional Airport are proposed for grant funding and will only to be actioned if funding is secured. Grant funding has been utilized for multiple airport infrastructure projects to reduce the tax burden for the airport services and improve the capacity and safety of the ACRD's airports.

A previous application to BCAAP for construction of an Equipment Storage Shelter at AVRA was unsuccessful in both 2024 and 2025. The project scope and budget for the 2025 application had already been reduced to \$600,000 in response to earlier feedback from the program, and the scope remains unchanged for the 2026 reapplication.

The proposed structure is intended to house specialized airport maintenance equipment in a secure, weather-protected environment. The facility will support routine maintenance activities, improve response times for operational and emergency needs, and extend the service life of critical airport equipment.

The existing fuel dispensing system at AVRA was installed in the early 1990s and has reached the end of its service life. The pumps, controls, and associated components are no longer supported by manufacturers, and recent maintenance has demonstrated that replacement parts are increasingly difficult to source.

The proposed project will replace the existing system with modern, code-compliant fuel pumps, controllers, and tanks. This replacement will improve reliability, reduce operational risk, and ensure continued compliance with current safety and environmental standards essential to airport operations.

Background:

The BC Air Access Program (BCAAP) provides partial grant funding for infrastructure, environmental and airport master plans, to eligible public-use airport facilities. Through this provincial funding program, the ACRD can invest in safety, social improvements (such as improved medivac) and climate/environmental projects that help strengthen local, regional and provincial economies. BCAAP encourages funding partnerships with First Nations, local, regional and federal governments, as well as agencies and private-sector organizations. BCAAP infrastructure grants are limited to a maximum of \$2M for any given airport, per year. Airports can apply for multiple projects, however, BCAAP funding will not exceed the maximum amount. The ACRD has received funding for multiple projects at both AVRA and LBA.

Time Requirements – Staff & Elected Officials:

The preparation and submission of grant applications will require up to an average of 15 hours of staff time. If successful, further grant administration staff time will be committed to complete progress reports, submit expenditure claims and write the final report. This grant administration staff time is in addition to the staff time to complete the proposed project.

Financial:

The BCAAP grant, if successful, will provide up to \$450,000 towards the equipment storage infrastructure project. The BCAAP grant, if successful, will provide up to \$150,000 towards the fuel distribution system replacement project. The matching funds required for each of these projects will come for the AVRA capital reserve fund.

Strategic Plan Implications:

The fuel distribution system at the Alberni Valley Regional Airport and the construction of an equipment storage shelter at the Alberni Valley Regional Airport align with Strategic Priority 1.5 to leverage grants toward creating regional and community benefit. These initiatives advance the ACRD's strategic and operational airport needs by actively pursuing external grant funding to improve airport safety, operational efficiency, environmental performance, and service capacity, while reducing the financial burden on local taxpayers.

Options Considered:

Postpone airport projects to future years.

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

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

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



To: ACRD Board of Directors

From: Karen Freethy, Protective Services Manager

Meeting Date: January 14, 2026

Subject: Union of BC Municipalities grant application - Emergency Operations Centres Equipment and Training

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors apply to the Union of BC Municipalities - Community Emergency Preparedness Program Fund for the Emergency Operations Centres and Training grant funding stream, in partnership with the City of Port Alberni and direct staff to provide overall grant management, if successful.

Desired Outcome:

For the Alberni-Clayoquot Regional District (ACRD) to apply for the Emergency Operations Centres (EOC) Equipment and Training grant with interested partners to enhance emergency readiness and resilience.

Summary:

The Community Emergency Preparedness Fund (CEPF) offers funding programs intended to support First Nations and local governments to better prepare for disasters and reduce risks from natural hazards in a changing climate. Funding is provided by the Province of BC and is administered by the Union of BC Municipalities (UBCM). This grant offers an opportunity to collaborate with partners through a single regional application, with each partner eligible for up to \$30,000. The grant is 100% funded; therefore, no matching funds are required. The grant application deadline is February 27, 2026.

Regional resilience is essential for effective emergency management, as hazards often cross jurisdictional boundaries. To enhance this resilience, we propose submitting a joint application in partnership with the City of Port Alberni. This approach would allow each partner to access up to \$30,000, for a combined total of \$60,000 in funding. By pooling resources and expertise, we can improve coordination, enhance efficiency, and build our emergency management capacity across the Alberni Valley, Bamfield and Long Beach.

This grant will enable us to acquire essential supplies, equipment, and training to bolster our EOC capacity and enhance regional resilience. The grant funding will provide an opportunity to purchase supplies such as laptops, printers, IT equipment, identification vests, worker-care kits to enhance response readiness. Additionally, funding will support training sessions focused on EOC sections, roles, and policy group responsibilities.

Investing in resources and training is a critical component of effective emergency preparedness. These improvements will not only reduce vulnerabilities but also enhance our capacity to respond and recover from disasters. Taking this proactive approach equips us with the tools and knowledge needed to strengthen our emergency planning, ensuring faster, more coordinated, and more effective emergency operations that safeguard lives, protect property, and build community resilience.

Background:

UBCM has provided an opportunity for funding under the *CEPF Emergency Operations Centres and Training* grant. This grant will enhance emergency readiness through the delivery of training and the acquisition of EOC equipment and supplies. The ACRD has been successful in previous EOC grant applications, and we anticipate this funding will further enhance our preparedness.

Time Requirements – Staff & Elected Officials:

The preparation of the grant application will require 20 hours of staff time. If successful in receiving grant funding, further time will be required to implement the grant activities, coordinate with project partners, manage expenditure claims, and complete the final project reports. Staff time to complete grant activities is estimated at 120 hours.

Financial:

The grant funds 100% of the eligible activities; no matching funds or partner contribution is required.

Strategic Plan Implications:

This request supports ACRD 2024-2027 Strategic Plan with focuses on Strategy 1.5 - Leverage grants toward creating regional and community benefit by actively pursuing grants that align with or advance the regions' strategic and operational needs.

Policy or Legislation:

The *Emergency and Disaster Management Act* stipulates that local governments are responsible for Emergency Planning and Preparedness. The *Local Government Act* requires that services bear the costs of delivering those services.

ACRD *Bylaw No. PS1012* establishes that the ACRD operates three emergency services across the region, including the Alberni Valley Emergency Service, the Bamfield Emergency Service and the Long Beach Emergency Service.

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

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

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



To: Alberni-Clayoquot Regional District Board of Directors

From: Shane Koren, Manager of Financial Services

Meeting Date: January 14, 2026

Subject: Bylaw F1170-6 – 2025-2029 Financial Plan Amendment – Emergency Planning Alberni Valley and Bamfield Emergency Planning

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as “Bylaw F1170-6, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

That the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as “Bylaw F1170-6, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

That the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as “Bylaw F1170-6, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

That the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Bylaw F1170-6, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment”.

Desired Outcome:

To amend the 2025 to 2029 Financial Plan to reflect the additional emergency operations centre (EOC) and emergency support services (ESS) claim revenue and associated expenditure in the Emergency Planning Alberni Valley and Bamfield Emergency Planning services not originally planned for in the 2025 operating budget.

Summary:

Emergency Planning Alberni Valley:

The Emergency Planning Alberni Valley service saw four EOC – Tsunami Advisory, Wesley Ridge Wildfire, Alberni Valley Flooding, and the Mount Underwood Wildfire – and 12 ESS activations in 2025. The EOC expenditures supported ACRD and City of Port Alberni EOC staff overtime, emergency response actions, recovery actions, and an after-action report. The ESS expenditures provide short-term aid to disaster evacuees. The Mount Underwood Wildfire represents 97% of the total 2025 expenditure.

Bamfield Emergency Planning:

The Bamfield Emergency Planning service saw two EOC activations in 2025 – Bamfield Watermain Break and the Mount Underwood Wildfire. The EOC expenditures supported staff overtime, emergency response actions, recovery actions, and an after-action report. The Mount Underwood Wildfire represents 95% of the total 2025 expenditure.

An after-action review report for the Mount Underwood Wildfire is being finalized and will be brought to the board for discussion at a future date.

Time Requirements – Staff & Elected Officials:

This amending process will require approximately 3 hours of staff time.

Financial:

A draft of Bylaw F1170-6, 2025 to 2029 Alberni-Clayoquot Regional District Financial Plan Amendment has been attached for consideration.

The amendment proposes the following adjustments to the Operating Budgets:

- 043 Emergency Planning Alberni Valley
 - Revenue Category 103 – Conditional Grant – increase of \$260,000 to \$1,005,959
 - Expense Category 235 – Protective Services Expense – Increase of \$150,000 to \$152,000
 - Expense Category 247 – Labour & Benefits – Increase of \$110,000 to \$451,282
- 138 Bamfield Emergency Planning
 - Revenue Category 103 – Conditional Grant – increase of \$90,000 to \$160,890
 - Expense Category 235 – Protective Services Expense – Increase of \$68,000 to \$69,000
 - Expense Category 247 – Labour & Benefits – Increase of \$22,000 to \$51,041

There is no impact to tax requisition amounts, as all incurred expenditures are expected to be recoverable from the Ministry of Emergency Management and Climate Readiness Response and ESS programs. This is due to the incurred expenditure being issued in accordance with and referenced to the recoverable costs listing as provided by the Ministry of Emergency Management and Climate Readiness Response and ESS programs.

Policy or Legislation:

Local Government Act Section 374(2) provides authority to amend a financial plan bylaw. Local Government Act Section 401(1) provides authority to make expenditures not included in a financial plan when related to costs required during an emergency and requires a financial plan amendment be done, when possible, thereafter. Alberni-Clayoquot Regional District Regulatory Bylaw PS1012, 2023 outlines the procedures for the EOC Director to expend Regional District funds during an emergency.

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

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

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

Read a third time this day of , 2026.

Adopted this day of , 2026.

Chairperson

Corporate Officer

Operating Budget

043 - Emergency Planning- Alberni Valley

PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'B', 'D', 'E', and 'F'

Account Type	GLCategory	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Revenues	103 - Conditional Grant	(\$376,821)	(\$798,358)	(\$1,005,959)	(\$531)	(\$541)	(\$557)	(\$574)
	106 - Contracts with Other Governments			(\$50,000)				
	121 - Other Sources	(\$11,440)	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)
	126 - Surplus (Deficit) from Prior Years	(\$71,388)	(\$71,388)	(\$25,287)				
	127 - Tax Requisition	(\$262,791)	(\$262,790)	(\$336,175)	(\$388,527)	(\$398,749)	(\$409,898)	(\$413,263)
	Total	(\$722,440)	(\$1,134,536)	(\$1,419,421)	(\$391,058)	(\$401,291)	(\$412,455)	(\$415,837)
Expenses	202 - Engagement	\$7,758	\$16,200	\$17,500	\$17,997	\$18,392	\$18,944	\$19,512
	218 - Consultant Costs	\$2,457	\$5,000	\$5,000	\$11,041	\$11,262	\$11,599	\$11,947
	227 - Emergency Planning Costs	\$10,645	\$13,500	\$13,000	\$14,222	\$14,550	\$14,957	\$15,375
	235 - Protective Services Expenses	\$3,702	\$7,000	\$152,000	\$2,040	\$2,081	\$2,143	\$2,208
	247 - Labour & Benefits	\$361,979	\$368,574	\$451,282	\$319,935	\$328,467	\$337,506	\$344,053
	250 - Legal Costs		\$1,500	\$1,500	\$1,530	\$1,656	\$1,706	\$1,757
	256 - Office Operations	\$1,998	\$7,850	\$4,500	\$4,610	\$4,723	\$4,864	\$5,010
	257 - Operating Costs	\$11,137	\$13,700	\$19,200	\$19,682	\$20,161	\$20,735	\$15,974
	260 - Project Expenses	\$297,477	\$701,212	\$755,439				
	Total	\$697,153	\$1,134,536	\$1,419,421	\$391,058	\$401,291	\$412,455	\$415,837
Total		(\$25,287)						

PSAB Reconciliation	Financial Plan Balance	\$25,287						
	Deduct: Estimated Amortization not Included	(\$9,730)	(\$9,800)	(\$9,700)	(\$9,700)	(\$9,700)	(\$9,700)	(\$9,700)
	Deduct: Surplus from Previous Year	(\$71,388)	(\$71,388)	(\$25,287)				
	PSAB Annual Surplus/(Deficit)	(\$55,831)	(\$81,188)	(\$34,987)	(\$9,700)	(\$9,700)	(\$9,700)	(\$9,700)

Operating Budget

138 - Bamfield Emergency Planning

PARTICIPANTS: ELECTORAL AREA 'A'

Account Type	GLCategory	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Revenues	103 - Conditional Grant	(\$30,323)	(\$83,900)	(\$160,890)				
	106 - Contracts with Other Governments			(\$10,000)				
	121 - Other Sources		(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,030)
	126 - Surplus (Deficit) from Prior Years	(\$16,480)	(\$16,480)	(\$16,256)				
	127 - Tax Requisition	(\$21,804)	(\$21,804)	(\$22,001)	(\$40,705)	(\$41,784)	(\$42,983)	(\$45,931)
	Total	(\$68,607)	(\$123,184)	(\$210,147)	(\$41,705)	(\$42,784)	(\$43,983)	(\$46,961)
	Expenses	202 - Engagement	\$448	\$1,500	\$1,300	\$1,329	\$1,359	\$1,399
227 - Emergency Planning Costs		\$1,355	\$11,600	\$5,500	\$5,610	\$5,723	\$5,879	\$7,144
235 - Protective Services Expenses		\$311	\$1,500	\$69,000	\$1,082	\$1,104	\$1,137	\$1,171
247 - Labour & Benefits		\$20,089	\$20,684	\$51,041	\$29,690	\$30,526	\$31,387	\$32,274
256 - Office Operations		\$339	\$1,000	\$796	\$820	\$844	\$870	\$896
257 - Operating Costs		\$33	\$3,000	\$3,120	\$3,174	\$3,228	\$3,310	\$3,450
260 - Project Expenses		\$29,777	\$83,900	\$79,390				
Total		\$52,351	\$123,184	\$210,147	\$41,705	\$42,784	\$43,983	\$46,961
Total		(\$16,256)						

PSAB Reconciliation	Financial Plan Balance	\$16,256						
	Deduct: Surplus from Previous Year	(\$16,480)	(\$16,480)	(\$16,256)				
	PSAB Annual Surplus/(Deficit)	(\$225)	(\$16,480)	(\$16,256)				



To: ACRD Board of Directors

Voting Structure: Electoral Area Directors

From: Alima Khoja, Planner 1

Meeting Date: January 14, 2026

Electoral Area: C - Long Beach

Subject: Temporary Use Permit TUP25015 - 232 ALBION CRES (HETU/REID)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors issue Temporary Use Permit TUP25015.

Property Information:

Civic Address:	232 ALBION CRES						
Legal Description:	LOT 9, DISTRICT LOT 469, CLAYOQUOT DISTRICT, PLAN 28781						
PID:	001-474-693	Folio:	770-03449.078	ALR? (Y/N):	No	Lot Area (ha):	0.16 (0.4 ac)

Background:

The applicant is applying for a Temporary Use Permit (TUP) to allow the operation of a short-term rental (STR) on the main and upper floor of the single-family dwelling located at 232 Albion Crescent in the Millstream area of Long Beach. The use will be limited to approximately 1,600 square feet of living space and will include 3 bedrooms, excluding the basement suite.

The Board of Directors first considered the application on December 10, 2025 and resolved to proceed with the neighbour notification process according to section 494 of the *Local Government Act*. A mailout to property owners, and a hand delivery of notices to residents, within 100 m of the property was completed on December 17. The public notice was advertised in the *Westerly News* newspaper in the December 24, 2025 and January 7, 2026 editions. To date, one letter of correspondence has been received expressing concerns related to potential neighbourhood impacts associated with the STR use including noise and traffic. If the Regional District receives any additional correspondence prior to the January 14 meeting, staff will inform the Board.

The house contains a legal secondary suite within the basement, and the applicant resides in the suite on a full-time basis. The main dwelling is used by one of the owners as a vacation residence. A new septic was installed and approved by Island Health in March 2022. The system is designed for the existing house and basement suite. A TUP was issued previously to former owners of the property (TUP22005) and that TUP expired in October 2024. The property was vacant for months before the recent purchase in July 2025.

An inspection by the ACRD Building Inspector will take place prior to the operation of the STR, and a condition of the Temporary Use Permit requires that any identified health and life safety deficiencies be remedied to the satisfaction of the Building Inspector prior to the STR use commencing.

PL20250085/TUP25015

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?it̓'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).

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.

It is recommended that the Board issue Temporary Use Permit TUP25015 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

Kerri Creighton

From: Lindsay Grills [REDACTED]
Sent: December 18, 2025 6:24 PM
To: Planning Shared
Subject: File # TUP25015

[CAUTION] This email originated from outside of the ACRD

Hello,

I am writing in correspondence to the above Temporary use permit application. I have concerns regarding the request as it could open the doors to more of this in this quiet neighbourhood. We have already made changes to the nightly rental situation here and it seems to be working for the most part with the exception of an increase in traffic. This house was recently purchased under the existing rules and I would prefer to keep things as they are.

Lindsay Grills

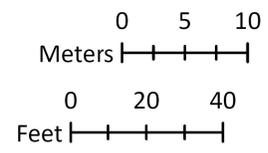
[REDACTED] Albion Cres.

[REDACTED]



This map should not be used for navigation or legal purposes. This product was prepared by the Alberni-Clayoquot Regional District (ACRD) Planning Department and is intended for general reference use only. The ACRD makes no guarantees, expressed or implied, as to the use of the information obtained here and is not responsible for any damages or incidents resulting from any omissions, deletions or errors of data shown here within.

232 Albion Crescent
 LOT 9, DISTRICT LOT 469, CLAYOQUOT DISTRICT, PLAN 28781





TUP25015

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: LUCIE HETU, CHARLES-ANTOINE HETU-REID
Address: 232 ALBION CRES, UCLUELET, BC

With respect to:

Legal Description: LOT 9, DISTRICT LOT 469, CLAYOQUOT DISTRICT, PLAN 28781
PID: 001-474-693

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 main and upper floor of the existing single-family dwelling at 232 Albion Crescent to be operated as a short-term vacation rental (STR) unit.
2. A maximum occupancy of two (2) persons per bedroom for a maximum of six (6) guests shall be permitted at any one time.
3. The short-term rental use is limited to the existing approximate 1,600 square foot living space, including three bedrooms, on the main floor and the upper floor of the house.
4. No overnight accommodation shall be permitted in a den.
5. The STR shall accommodate a minimum of three (3) off-street parking spaces on the property.
6. The Short-Term rental must be registered with the Province of British Columbia as per the *Short-Term Rental Accommodations Act*.
7. Operation of the STR must comply with all health and life safety requirements identified by the ACRD Building Inspector.
8. The owner or a caretaker must live on-site or be available to attend the property within 20 minutes.
9. Contact information for the owner or caretaker and a copy of the TUP must be visible in a public location.
10. Information regarding Tsunami Evacuation Routes must be posted in a visible location on each floor.
11. This permit is valid for three (3) years from the date of execution.
12. At the time this permit expires, the property owner may apply to the Regional District to renew the TUP or return the property to the original use permitted under the zoning.
13. 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

Voting Structure: Electoral Area Directors

From: Alima Khoja, Planner 1

Meeting Date: January 14, 2026

Electoral Area: D - Sproat Lake

Subject: Temporary Use Permit TUP25014 - 8245 DICKSON DR (RUSSELL)

Recommendation:

THAT the Alberni Clayoquot Regional District Board of Directors issue Temporary Use Permit TUP25014.

Property Information:

Civic Address:	8245 DICKSON DR		
Legal Description:	LOT 21, BLOCK 1, DISTRICT LOT 36, ALBERNI DISTRICT, PLAN 14018		
PID:	Folio:	ALR? (Y/N):	Lot Area (ha):
004-477-995	770-00712.040	No	0.22 (0.56 ac)

Background:

The applicant is applying for a Temporary Use Permit (TUP) to operate a short-term rental (STR) in the single-family dwelling. This includes the 4-bedroom single family dwelling, driveway, and a boat slip. The house would be utilized as a STR for a minimum of one (1) week stays.

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*. A mailout to all residents and property owners within 100 m of the subject property was sent on December 17 and ads in the Alberni Valley News were published on December 24 and December 31, 2025. To date, two letters of correspondence have been received regarding the proposed Temporary Use Permit, including one expressing support for the application and one requesting that consideration of the permit be delayed until the adjacent property is sold to allow for new owners to provide feedback. The letter notes that the area is zoned residential and the reasons provided in the letter requesting the delay include the impact on the property sale and impact on future owners. If the Regional District receives any further correspondence prior to the January 14 meeting, staff will inform the Board.

The Building Inspector conducted a health and life safety inspection on Jan 6, 2026 and noted that the property appears to be safe for the operation of an STR provided that a carbon monoxide monitor is installed on the lower level and that a water quality test confirms that there is potable water in the house. A condition has been added to the TUP to require confirmation that all health and life safety requirements are met prior to the operation of the STR.

PL20250074/TUP25014

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.

It is recommended that the Board issue Temporary Use Permit TUP25014 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 and Development

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

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

From: [REDACTED]
To: [Planning Shared](#)
Subject: In support of TUP25014
Date: December 24, 2025 10:36:38 PM

[CAUTION] This email originated from outside of the ACRD

I support the applicant John Russell at 8245 Dickson drive (file TUP25014) as short term rentals in this area provide a good way for families to come and enjoy sproat lake on their holidays.

Best regards,

Carl Monk and family
[REDACTED] Dickson Dr
[REDACTED]

Kerri Creighton

From: Allen Myrfield [REDACTED]
Sent: January 6, 2026 1:55 PM
To: Planning Shared
Subject: Delay TUP25014 until after next door property is Sold.

[CAUTION] This email originated from outside of the ACRD

Dear Penny Cote and 5 other Electoral Directors from other Areas of the ACRD,

Property owner of [REDACTED] Dickson Drive, is asking that TUP25014 be Delayed until after our property next door is sold.

Reasons for Delaying TUP25014:

It will affect the Selling Price.

It will Discourage a Sale for Residential Property Buyers.

It will Not Give A Future Buyer A Choice of having Renters Next Door To Them.

This Area is Zoned Residential.

We have owned our Summer Vacation Property since 1960 and have never Rented it out and Imposed on our Neighbours with Rentals.

We have Put Up with Rentals from 2 different owners from this Property next door for the past 16 years.

Delaying the TUP for a little longer should be a Priority until After our Property is Sold and the new Owner has A Choice.

If it is Bought for a Rental Property, then it would Suit Both Property Owners.

All the Neighbours in this area Except for our Property and Russell's Property are Full Time Residents.

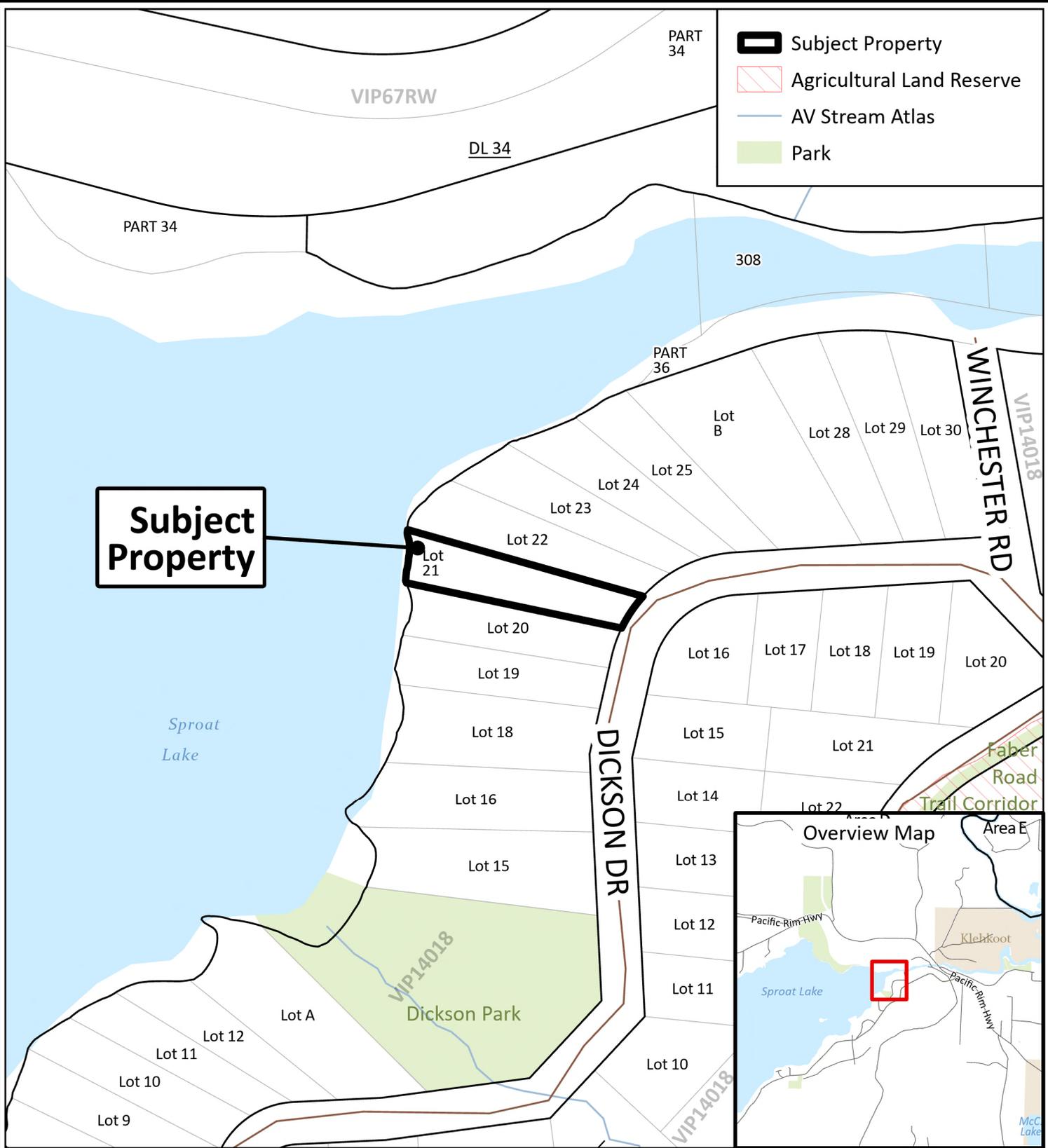
Thank You,

Allen Myrfield.

Sent from my iPhone

-  Subject Property
-  Agricultural Land Reserve
-  AV Stream Atlas
-  Park

Subject Property



 Civic Address: 8245 Dickson Dr
 Legal Description: LOT 21, BLOCK 1, DISTRICT LOT 36, ALBERNI DISTRICT, PLAN 14018



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

N
 0 35 70
 Meters



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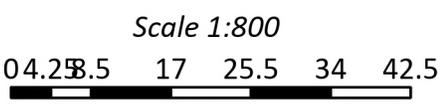
8245 Dickson Dr
 LOT 21, BLOCK 1, DISTRICT LOT 36, ALBERNI
 DISTRICT, PLAN 14018

-  Subject Property
-  Parcels



**ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT**

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



192 Meters



TUP25014

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: DR JOHN N RUSSELL INC,
Address: 8245 DICKSON DR, PORT ALBERNI, BC

With respect to:

Legal Description: LOT 21, BLOCK 1, DISTRICT LOT 36, ALBERNI DISTRICT, PLAN 14018
PID: 004-477-995

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 operation of a short-term rental (STR) of the existing four (4) bedroom single family dwelling located at 8245 Dickson Drive.
2. The property to be used as an STR will accommodate guests for stays of no less than seven (7) consecutive days.
3. The STR must be registered in accordance with the *Short-Term Rental Accommodations Act*.
4. A maximum occupancy of five (5) persons shall be permitted at any one time as per the confirmation from the Registered On-site Wastewater Practitioner (ROWP).
5. The STR must operate in accordance with all ACRD regulatory bylaws, specifically Bylaw No. R1024, 2013 – a Bylaw to provide for the control of noise in the Electoral Area 'D' (Sproat Lake). Quiet time must be observed between 11:00 pm to 8:00 am daily.
6. The STR shall accommodate a minimum of three (3) off-street parking spaces on the property.
7. A maximum of one (1) boat slip on the existing dock shall be provided for STR guests.
8. Operation of the STR must comply with all health and life safety requirements identified by the ACRD Building Inspector.
9. The STR use is subject to confirmation from a water quality test that there is potable water to the house.
10. Marine patrol and boater safety information shall be provided to the renter in the terms and conditions of rental and posted visibly in the residence.
11. No camping or overnight accommodation in a recreational vehicle shall be permitted as part of the STR use on the property.
12. The owner or designated caretaker must be available to attend the property within 20 minutes.
13. 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.
14. 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.

15. 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

Voting Structure: Electoral Area Directors

From: Alima Khoja, Planner 1

Meeting Date: January 14, 2026

Electoral Area: D - Sproat Lake

Subject: Temporary Use Permit TUP25011 - 9694 LAKESHORE RD (Labrie)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors issue Temporary Use Permit TUP25011.

Property Information:

Civic Address:	9694 LAKESHORE RD		
Legal Description:	LOT 3, DISTRICT LOT 134, ALBERNI DISTRICT, PLAN 6827		
PID:	005-800-960	Folio:	770-01685.000
ALR? (Y/N):	No	Lot Area (ha):	1.04 (2.56 ac)

Background:

The property owner is applying for a Temporary Use Permit (TUP) to operate a short-term rental (STR) from the property. This includes the 4-bedroom single family dwelling, carport, driveway and a boat slip during the summer season. The house would be used as a STR during the months of May to September. The applicant noted that at least one of the owners will reside in the neighbouring house to act as the caretaker while the STR is in use and confirmed that there will be no recreational vehicles used as part of the STR.

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*. A mailout to all residents and property owners within 100 m of the subject property was sent on December 17 and ads in the Alberni Valley News were published on December 24 and December 31, 2025. To date, no correspondence has been received. If the Regional District receives any comments prior to the January 14 meeting, staff will inform the Board. An inspection by the ACRD Building Inspector will take place prior to the operation of the STR, and a condition of the Temporary Use Permit requires that any identified health and life safety deficiencies be remedied to the satisfaction of the Building Inspector prior to the STR use commencing.

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.

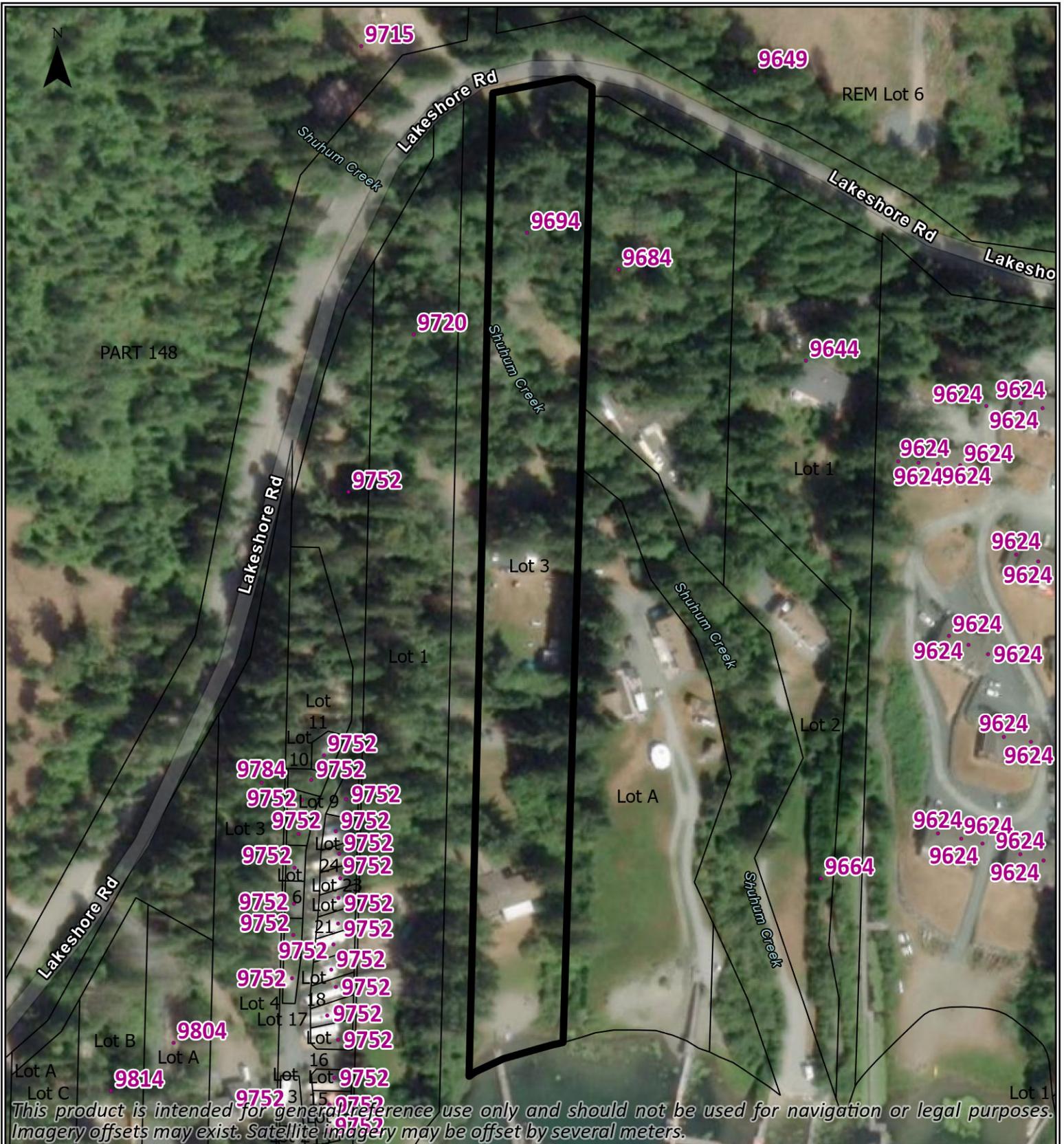
It is recommended that the Board issue Temporary Use Permit TUP25011 for a period of three years subject to the conditions outlined within the TUP.

PL20250052/TUP25011

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



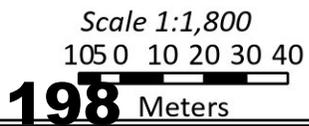
9694 Lakeshore Rd
 LOT 3, DISTRICT LOT 134, ALBERNI DISTRICT,
 PLAN 6827

 Subject Property
 Parcels



**ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT**

Prepared 2025-09-09
 Sources: Maxar, Microsoft, Sources:
 Esri, TomTom, Garmin, FAO, NOAA,
 USGS, © OpenStreetMap contributors,
 and the GIS User Community,
 ParcelMapBC; ACRD





TUP25011

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: ROCHELLE F LABRIE
Address: 9694 LAKESHORE RD, PORT ALBERNI, BC

With respect to:

Legal Description: LOT 3, DISTRICT LOT 134, ALBERNI DISTRICT, PLAN 6827
PID: 005-800-960

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 operation of a short-term rental (STR) within the four (4) bedroom single family dwelling located at 9694 Lakeshore Road.
2. The short-term rental must be registered in accordance with the *Short-Term Rental Accommodations Act*.
3. A maximum occupancy of two (2) persons per bedroom shall be permitted for a total occupancy of eight (8) guests at any one time.
4. 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.
5. The STR shall accommodate a maximum of four (4) vehicles on the property. One parking space must be provided for each bedroom. Maximum of one (1) boat slip provided for STR guests.
6. Operation of the STR must comply with all health and life safety requirements identified by the ACRD Building Inspector.
7. Marine patrol and Boater safety information to be provided to the renter in the terms and conditions of rental and posted visibly in the residence.
8. No camping or any accommodation in a Recreational Vehicle shall be permitted as part of the STR use on the property.
9. The owner or designated caretaker must be available to attend the property within 20 minutes.
10. 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.
11. 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.
12. 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

Voting Structure: Electoral Area Directors

From: Alex Dyer, General Manager of Planning & Development

Meeting Date: January 14, 2026

Electoral Area: D - Sproat Lake

Subject: Rezoning RD24007 - 7775 PACIFIC RIM HWY (ZELLER & VENEMA)

Recommendation:

THAT Bylaw P1526, Sproat Lake Official Community Plan Amendment Bylaw, be adopted.

THAT Bylaw P1527, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.

Property Information:

Civic Address:	7775 PACIFIC RIM HWY						
Legal Description:	LOT A, (DD EH144608), DISTRICT LOT 140, ALBERNI DISTRICT, PLAN 7298						
PID:	019-012-101	Folio:	770-01770.000	ALR? (Y/N):	No	Lot Area (ha):	0.30 (0.75 ac)

Background:

The property owners are applying to rezone the property at 7775 Pacific Rim Highway from a mix of commercial uses to a primary residential use. The applicants intend to rezone from Commercial Highway (C4) District to Acreage Residential (RA3) District and redesignate the property from Commercial Use to Residential Use in the Sproat Lake Official Community Plan (OCP). There are no longer any commercial businesses operating from the property and the amendments would reflect a change in use to residential.

Bylaws P1526 and P1527 were first considered by the Board on August 27, 2025. The bylaws were given first reading and a public hearing was delegated to be held by the Area Director. Following the technical referral agency and public notification processes, a public hearing was held on October 28, 2025. There was no correspondence received from the public at the hearing and the agency referral responses noted that agency interests were unaffected. At the November 12, 2025 Board meeting, the Board received the public hearing report and gave the bylaws second and third readings.

When the Board first considered this application, the Board confirmed that adoption of the rezoning would be subject to:

- a. Confirmation from a Registered On-site Wastewater Practitioner that the parcel can support on-site sewage disposal to a density of 0.24 ha.
- b. The applicant agreeing to discharge Restrictive Covenant EF95869.
- c. Meeting all technical referral agency requirements.

PL20250034/RD24007

The applicants have submitted an assessment from a Registered On-Site Wastewater Practitioner that confirms that the on-site septic system is functioning and can accommodate sewage disposal for the existing three-bedroom home on the 0.3 hectare property. The assessment confirms that the existing system should not be negatively affected by the change in use from commercial to residential.

Restrictive Covenant EF95869 limits the types of commercial uses permitted on the property. The covenant was registered in 1992 as part of a previous proposal and it restricts the commercial use to the operation of a roadside snack bar, hotdog stand and giftshop. As the rezoning application would bring the property into a residential-focused zone, the applicants have agreed to discharge the covenant and have submitted the Land Title & Survey Authority release document for the ACRD to execute. The covenant would be released by the ACRD following the adoption of the bylaws.

On November 26, 2025, the Ministry of Transportation and Transit approved the zoning amendment bylaw pursuant to Section 52 of the *Transportation Act* as the property lies within 800 metres of a Controlled Access Highway.

There are no outstanding technical referral agency requirements and all conditions of rezoning have been satisfied. It is recommended that the Board adopt Bylaws P1526 and P1527.

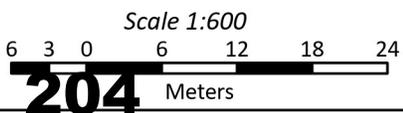
Submitted by: *Alex Dyer*
Alex Dyer, MCIP, RPP, General Manager of Planning & Development

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

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



7775 Pacific Rim Highway
 LOT A, (DD EH144608), DISTRICT LOT 140,
 ALBERNI DISTRICT, PLAN 7298



-  Subject Property
-  Agricultural Land Reserve
-  Jurisdictional Boundary
-  Parcels



Prepared 2025-05-07
 Sources: Maxar, Microsoft, LidarBC (DEM, Hillshade) 2019, ParcelMapBC; ACRD, City of Port Alberni

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REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1526

**A BYLAW TO AMEND BYLAW NO. P1310
ELECTORAL AREA D - SPROAT LAKE 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 Sproat Lake Official Community Plan Amendment Bylaw No. P1526.
2. Schedule B, the plan map, is hereby amended by redesignating LOT A, (DD EH144608), DISTRICT LOT 140, ALBERNI DISTRICT, PLAN 7298, from “Commercial Use” to “Residential Use” 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 27th day of August, 2025
Public Hearing held this 28th day of October, 2025
Read a second time this 12th day of November, 2025
Read a third time this 12th day of November, 2025

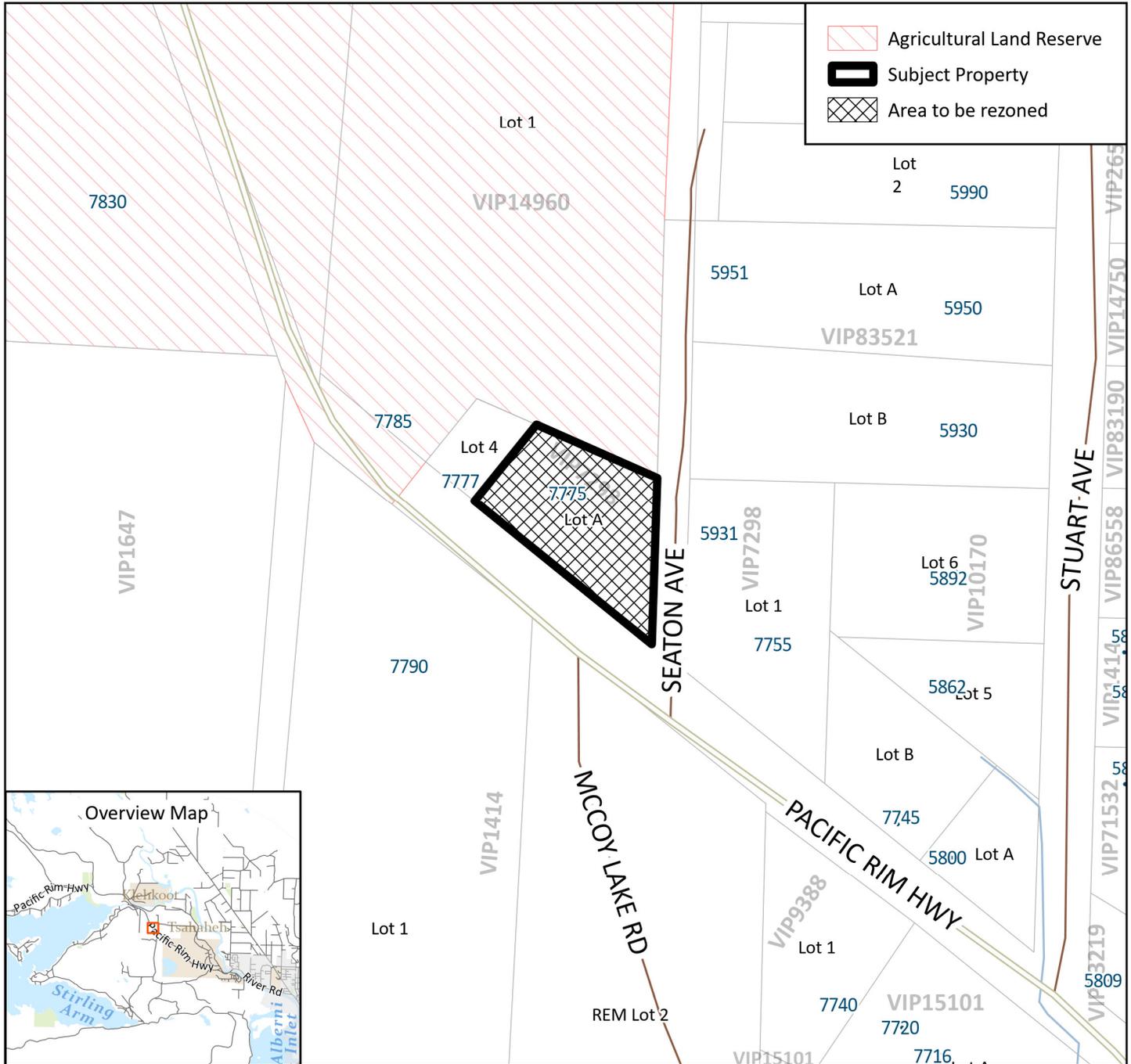
Adopted this day of ,

Corporate Officer

Chair of the Regional Board

Schedule 'A'

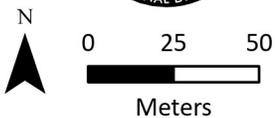
This schedule is attached to and forms part of Bylaw No. P1526, Sproat Lake Official Community Plan Amendment Bylaw, 2025



-  Agricultural Land Reserve
-  Subject Property
-  Area to be rezoned



Legal Description: LOT A, (DD EH144608), DISTRICT LOT 140, ALBERNI DISTRICT, PLAN 7298
 Address: 7775 Pacific Rim HWY



 To be redesignated from Commercial Use to Residential Use.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1527

OFFICIAL ZONING ATLAS AMENDMENT NO. 798

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;

AND WHEREAS 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 P1527.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT A, (DD EH144608), DISTRICT LOT 140, ALBERNI DISTRICT, PLAN 7298, from Commercial Highway (C4) District to Acreage Residential (RA3) District as shown on Schedule 'A' which is attached to and forms part of this bylaw.

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

Read a first time this 27th day of August, 2025
Public Hearing held this 28th day of October, 2025
Read a second time this 12th day of November, 2025
Read a third time this 12th day of November, 2025

Approved pursuant to section 52(3)(a) of the *Transportation Act*

this 26 day of November 2025
Ministry of Transportation and Infrastructure

Approved by the Province as per the *Transportation Act* this _____ day of _____, _____

Adopted this _____ day of _____, _____

Corporate Officer

Chair of the Regional Board

PL20250034/RD24007



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1527

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

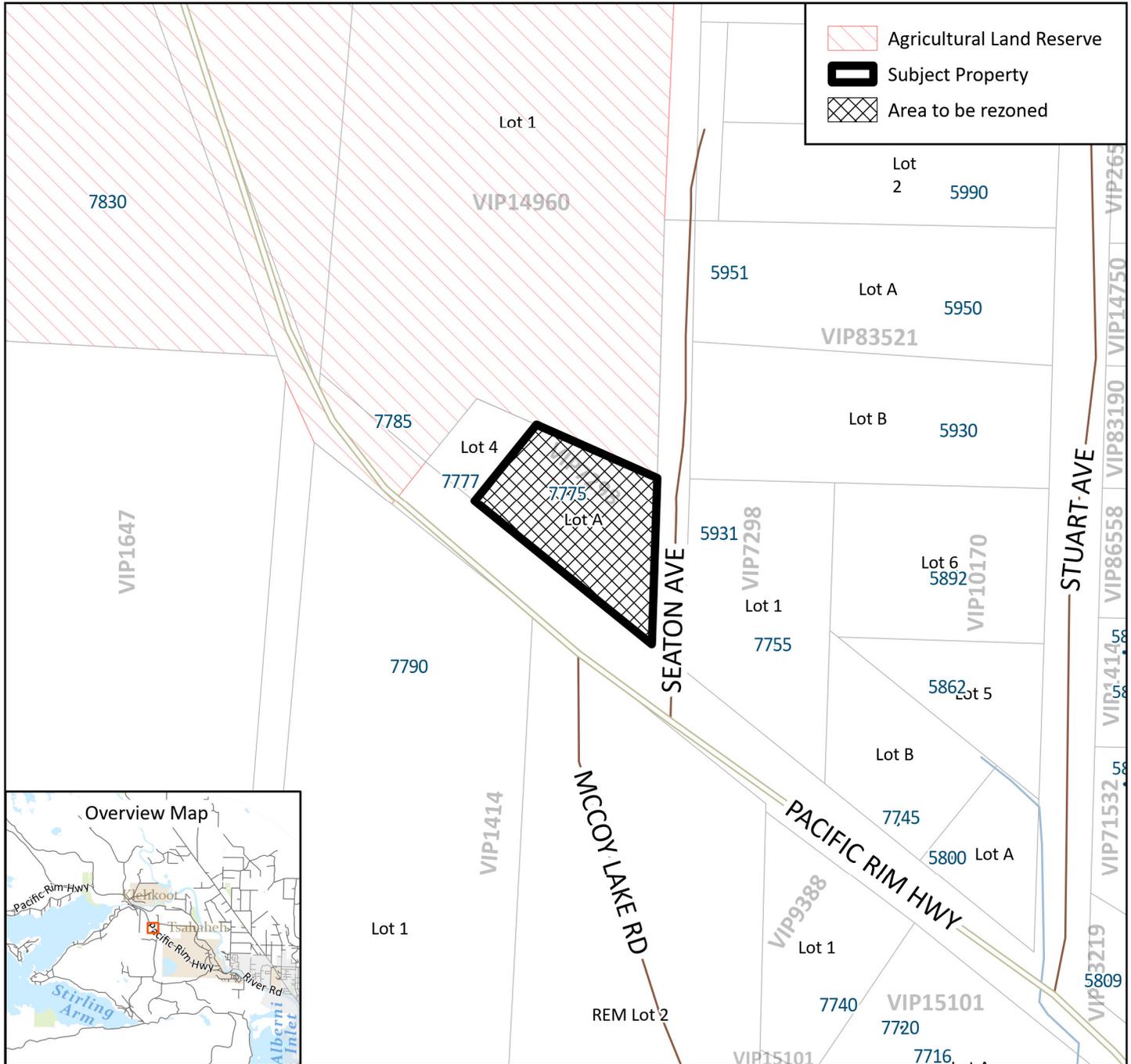
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Approved by the Province as per the *Transportation Act* this 26th day of November, 2025

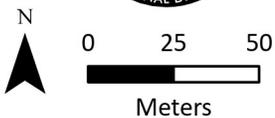
Adopted this day of ,

Schedule 'A'

This schedule is attached to and forms part of Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1527, 2025



Legal Description: LOT A, (DD EH144608), DISTRICT LOT 140,
ALBERNI DISTRICT, PLAN 7298
Address: 7775 Pacific Rim HWY



 To be rezoned from Highway Commercial (C4) District to Acreage Residential (RA3) District.