



Board of Directors Meeting
Wednesday, May 27, 2026

Tin Wis Resort/Zoom (Hybrid) –1119 Pacific Rim Hwy, Tofino, BC
1:30 pm

Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/27-5-2026/>

Register to participate via Zoom Webinar at:

https://acrd-bc-ca.zoom.us/webinar/register/WN_A2-aHo8tQySRejDvdR_ITQ

PAGE #

1. **CALL TO ORDER**

Recognition of Territories.

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

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

2. **APPROVAL OF AGENDA**

(motion to approve, including late items)

3. **DECLARATIONS**

(conflict of interest)

4. **INVITED PRESENTATIONS**

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

- a. **Tai Uhlmann, Sr. Project Manager, Synergy Foundation
Christopher Cameron, Consulting Director, Qatalyst Research Group
regarding the Workforce Development Plan to support economic
transition, retrain workers, boost participation, and enable circular
economy growth through targeted action and funding.**

5-6

6. CONSENT AGENDA

- | | | |
|----|--|--------------|
| a. | Board of Directors Meeting – May 13, 2026 | 7-15 |
| b. | Committee-of-the-Whole – May 13, 2026 | 16-19 |
| c. | West Coast Committee Meeting – May 20, 2026 | 20-23 |
| d. | Committee-of-the-Whole Meeting – May 21, 2026 | 24-27 |

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

7. ITEMS REMOVED FROM CONSENT AGENDA

8. PUBLIC INPUT PERIOD

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

9. CORRESPONDENCE FOR INFORMATION

10. CORRESPONDENCE FOR ACTION

11. REQUEST FOR DECISION REPORTS

- | | | |
|----|---|--------------|
| a. | REQUEST FOR DECISION | 28-40 |
| | BC Transit Annual Operating Agreement
(ALL/WEIGHTED) | |

THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2026-27 Annual Operating Agreement between BC Transit and the Alberni-Clayoquot Regional District for the Alberni Valley Custom and West Coast Conventional Transit systems.

- | | | |
|----|---|--------------|
| b. | REQUEST FOR DECISION | 41-43 |
| | 2026 UBCM Convention Meeting Requests – Premier, Cabinet
Ministers, & MACC Staff
(ALL/UNWEIGHTED) | |

THAT the Alberni-Clayoquot Regional District Board of Directors provide direction to the General Manager of Administrative Services before Thursday, June 18, 2026, on meeting requests with the Premier, Cabinet Ministers, and Provincial Government Staff from Ministries, Agencies, Commissions, and Corporations (MACCs) at the 2026 Union of British Columbia Municipalities Convention.

12. PLANNING MATTERS

12.1 ELECTORAL AREA DIRECTORS

- a. **TUP25016, HFN LANDS CORP, 390 GRAPPLER ROAD (BAMFIELD)** 44-50
Temporary Use Permit – Permit and Memorandum

THAT the Alberni-Clayoquot Regional District Board of Directors issue Temporary Use Permit TUP25016.

- b. **TUP26001, HOERAUF, 9010 BRYSON ROAD (BEAUFORT)** 51-56
Temporary Use Permit – Permit and Memorandum

THAT the Alberni-Clayoquot Regional District Board of Directors issue Temporary Use Permit TUP26001.

- c. **RF24015, BENNETT, 6088 COTTAM ROAD (CHERRY CREEK)** 57-63
Rezoning – Bylaw and Memorandum

THAT Bylaw P1524, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.

13. REPORTS

13.1 STAFF REPORTS

(ALL/UNWEIGHTED)

- a. Monthly Agreement and Grant Report — April 2026 64
b. Meeting Schedule — June 2026 65
c. Building Report — April 2026 66

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

13.2 MEMBER REPORTS

(ALL/UNWEIGHTED)

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

14. OTHER BUSINESS (including Late Items)

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

15. QUESTION PERIOD

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

16. IN CAMERA
(ALL/UNWEIGHTED)

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

- i. 90 (1) (a) : personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;*
- ii. 90 (1) (c) : labour relations or other employee relations;*

17. REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA

18. ADJOURN
(ALL/UNWEIGHTED)

Next Board of Directors Meeting: Wednesday, June 10, 2026, at 1:30 PM
Regional District Board Room & Zoom

WORKFORCE DEVELOPMENT PLAN · 2026–2036

Port Alberni's Circular Economy Workforce

A 10-year strategy to build a skilled, inclusive, and resilient workforce — and a briefing for local governments on what the plan contains and how you can support its delivery.

THE MOMENT

\$6.1 trillion Canadian circular economy by 2030. **188,600** job openings projected on Vancouver Island and Coast (2024–2034). **2026** is the pivotal year for circular economy acceleration nationally.

WHY THIS PLAN, WHY NOW

Port Alberni stands at a pivotal moment. The closure of the region's largest forestry mills creates real workforce pressures — labour-force participation of 53% (10 points below BC), median age of 50, and structural barriers in childcare, transportation, housing, mental health, and digital access. At the same time, the region carries exceptional foundations: deep trades expertise (heavy equipment, millwright, welding, marine, fabrication), a deep-sea port with vessel-recycling potential, 7,702 hectares of agricultural land, one of North America's largest seaweed operations, and Indigenous Nations ready to lead.

This Plan is part of a 2-year project funded through the Canada Retraining and Opportunities Initiative, led by Synergy Foundation with research and authorship by Qatalyst Research Group. It is guided by a Workforce Development Plan Committee with local representation — City of Port Alberni, ACRD, Nuu-chah-nulth Tribal Council, Huu-ay-aht First Nation, North Island College, Work BC, INEO Employment Services and Indigenous Fishers First. Three fully funded training programs are already in market, with training allowances and wrap-around supports for up to 48 people: Green Building & Manufacturing via NIC (Cohort 1 complete — all 15 offered employment at IGV Housing; Cohort 2 completes June 19) and Maritime, Restoration & Remediation via CRS (12 trainees, June 8–July 8). This 10-year plan keeps that momentum going.

THE PLAN: SIX STRATEGIC PILLARS

<p>1. Circular Economy Skills & Training Short, paid, role-aligned cohorts in green building, marine, restoration, and tourism.</p>	<p>2. Indigenous Leadership & Self-Determination Co-governance, Indigenous-led delivery, wellness coordinators, cultural authority.</p>
<p>3. Barrier Removal & Wrap-Around Supports Childcare, transportation, food, housing, mental health, digital access.</p>	<p>4. Employer Engagement & Industry Partnerships Employer Consortium, work-integrated learning, hire-and-train commitments.</p>
<p>5. Youth Pathways & Workforce Pipeline Career exposure, dual-credit, BladeRunners, summer jobs, mentorship.</p>	<p>6. Policy, Infrastructure & Systems Alignment Zoning reform, circular procurement, training facilities, housing strategy.</p>

10-YEAR ROADMAP

Foundation (2026–2027) — governance, first cohorts, plan endorsement. **Delivery** (2028–2030) — Centre of Excellence, sectoral expansion, supports scale. **Scale & Transform** (2031–2036) — self-sustaining model, 150+ workforce housing units.

WHAT THE COMMUNITY TOLD US

Seven focus groups in Feb–Mar 2026 with 30+ contributors converged on six themes: (1) employers are ready to hire — the constraint is short, paid, role-aligned training; (2) training must be short (≤ 6 weeks), paid (stipends are essential), and connected to a real job; (3) wrap-around supports — childcare, transportation, food, housing, mental health, digital access — decide who can participate; (4) Indigenous Nations lead, not consulted — co-governance, wellness coordinators, cultural authority; (5) youth need visible pathways from school to career; (6) policy and regulatory barriers — zoning, approval timelines, rigidity — slow everything down.

BUILT BY MANY

Indigenous Nations lead governance and delivery. **Employers** (IGV Housing, AMIX Group, Indigenous Fishers First, Coastal Restoration Society) commit to hire and train. **Training providers** (NIC, NETP, INEO, Ha-Shilth-Sa, BladeRunners) design short, paid, hands-on programs. **Local governments** facilitate policy alignment, facility access, and advocacy. **Synergy Foundation** convenes and provides technical support, transitioning leadership to the Governance Council and Centre of Excellence as the work matures.

WHAT WE'RE ASKING OF YOU

Endorsement and support — not funds, not new resources.

- 1 Endorse the plan**
Formal council/government endorsement of the Workforce Development Plan, ideally before the October 2026 election cycle.
- 2 Reflect it in your strategy**
Integrate alignment with the plan into your corporate / strategic plan so it carries forward through political and staff transitions.
- 3 Speak with one voice**
Lend your voice in support when called on — to funders, senior governments, and the public over the next ten years.
- 4 Open doors when called on**
Provide access to policy levers, facilities, and partnerships when the plan calls for them — at the time, scope, and pace that work for you.

No funding ask. No new resources requested. Specific opportunities will be brought forward over the 10-year horizon — for your decision, on your timeline.

FOR MORE INFORMATION Synergy Foundation · synergyfoundation.ca Plan prepared by Qatalyst Research Group



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, MAY 13, 2026, AT 1:30 PM

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

DIRECTORS

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

PRESENT:

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

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

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

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

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

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

Tom Stere, Councillor, District of Tofino

Moriah Cootes, Councillor, Uchucklesaht Tribe Government

Kirsten Johnsen, Member of Council, Toquaht Nation

Levana Mastrangelo, Executive Legislator, Yuułuʔiłʔatḥ Government

REGRETS:

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

Sharie Minions, Mayor, City of Port Alberni

Marilyn McEwen, Mayor, District of Ucluelet

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer

Alex Dyer, General Manager of Planning and Development

Jenny Brunn, General Manager of Community Services

Cynthia Dick, General Manager of Administrative Services

Shane Koren, Acting Chief Financial Officer

Karen Freethy, Protective Services Manager

Janice Hill, Executive Assistant

Tanya Carothers, Solid Waste Manager

Kylie Pettifer, Community Projects and Engagement Manager

Jaleen Rousseau, Planning Manager

Kaitlin Murphy, FireSmart Project Coordinator

Brooke Eschuk, Planner 1

Serena Manhas, Planner 1

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

<https://www.acrd.bc.ca/events/13-5-2026/7791/?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.

The Chairperson acknowledged that the Emergency Operations Centre has been activated to address the Cold Creek Wildfire. The Chairperson also acknowledged that although the Province may be rescinding the fire ban, reminding everyone to be aware of the conditions and the need to ensure fire safety.

2. APPROVAL OF AGENDA

The Motion was MOVED and SECONDED

THAT the agenda be approved as circulated.

CARRIED UNANIMOUSLY

3. DECLARATIONS

4. INVITED PRESENTATIONS

5. DELEGATIONS (10 minute maximum)

- a. **Kylie Pettifer, Community Project and Engagement Manager, ACRD presenting the Area 'C' (Long Beach) Official Community Plan**

6. CONSENT AGENDA

- a. **Board of Directors Meeting – April 22, 2026**
- b. **Electoral Area Directors Committee Meeting – April 22, 2026**
- c. **Board Remuneration Committee – April 29, 2026**
- d. **Alberni Valley & Bamfield Advisory Committee – May 5, 2026**

The Motion was MOVED and SECONDED

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

CARRIED UNANIMOUSLY

7. ITEMS REMOVED FROM CONSENT AGENDA

8. PUBLIC INPUT PERIOD

9. CORRESPONDENCE FOR INFORMATION

- a. **RAVI PARMAR, MINISTER OF FORESTS**
Response to ACRD letter regarding retrofit of Canada’s CC-130H Hercules fleet for wildfire suppression
- b. **STEVEN MACKINNON, MINISTER OF TRANSPORT AND LEADER OF THE GOVERNMENT IN THE HOUSE OF COMMONS**
Response to ACRD letter regarding Sproat Lake Marine Patrol Program
- c. **TOFINO GENERAL HOSPITAL FOUNDATION**
Letter to Minister of Infrastructure regarding Health Capital Project, Tofino General Hospital replacement

The Motion was MOVED and SECONDED

THAT the Board of Directors forward the CC-130H Hercules fleet resolution to the Canadian Interagency Forest Fire Centre (CIFFC).

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

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

CARRIED UNANIMOUSLY

10. CORRESPONDENCE FOR ACTION

- a. **REQUEST FOR LETTER OF SUPPORT**
AC Taxi, requesting a letter of support for their application to the Passenger Transportation Board to amend their existing Passenger Transportation License to include Bamfield as an approved service area.

The Motion was MOVED and SECONDED

Possible Motion:

THAT the Alberni-Clayoquot Regional District Board of Directors provide a letter of support in favour of AC Taxi’s application for amendment to their existing Passenger Transportation License to include Bamfield as an approved service area.

CARRIED UNANIMOUSLY

11. REQUEST FOR DECISION REPORTS

- a. **Request for Decision regarding ACRD Community Wildfire Resiliency Plans – Contract Award**

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors award the ACRD Community Wildfire Resiliency Plans contract to Frontera Solutions Inc. in the amount of \$127,840.00 (excluding GST).

CARRIED UNANIMOUSLY

b. Request for Decision regarding Grand Funding Application with UBCM – Community to Community

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors endorse the UBCM Community to Community program funding application to support the development of Memoranda of Understanding with Tseshah First Nation and Hupacasath First Nation, for the purpose of establishing a shared governance framework for the Alberni Valley Regional Airport.

CARRIED UNANIMOUSLY

c. Request for Decision regarding Vancouver Island Soaring Centre Ltd. Leases

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors approve a ten-year groundside lease, with a ten-year right of first renewal, under lease LS-A2025008, with the Vancouver Island Soaring Centre Ltd. for Lot 15 at the Alberni Valley Regional Airport and authorize the CAO to negotiate and execute the lease on behalf of the Regional District.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors approve a ten-year extension, with a ten-year right of first renewal, to the existing airside lease under lease LS-A2025004, with the Vancouver Island Soaring Centre Ltd. for Lot 10 at the Alberni Valley Regional Airport and authorize the CAO to negotiate and execute the lease on behalf of the Regional District.

CARRIED UNANIMOUSLY

d. Request for Decision regarding Lease Renewals – Ken Schuurman and Craigs Enterprises

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors approve a ten-year lease renewal for Ken Schuurman at 7476 Airport Road and authorize the CAO to negotiate and execute the lease on behalf of the ACRD.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors approve a ten-year lease renewal for Craigs Enterprises at 7462 Airport Road and authorize the CAO to negotiate and execute the lease on behalf of the ACRD.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors approve a ten-year lease renewal for Craigs Enterprises at 7468 Airport Road and authorize the CAO to negotiate and execute the lease on behalf of the ACRD.

CARRIED UNANIMOUSLY

12. PLANNING MATTERS

12.1 ELECTORAL AREA DIRECTORS

a. REQUEST FOR DECISION

Area “C” Official Community Plan Bylaw No. 1539, 2026 – First Reading

The Motion was MOVED and SECONDED

THAT Regional District of Alberni-Clayoquot Area ‘C’ Official Community Plan Bylaw No. P1539, 2026, be read a first time.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors consider Official Community Plan Bylaw No. P1539, 2026 in conjunction with the ACRD 2026-2030 Financial Plan.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors consider Official Community Plan Bylaw No. P1539, 2026 in conjunction with the ACRD’s Solid Waste Management Plan Bylaw No.R1020.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the public hearing for Bylaw P1539, 2026 be delegated to the Director for Electoral Area ‘C’, the Alternate Director, or the Chairperson of the Regional District.

CARRIED UNANIMOUSLY

- b. **TUP25017, 0732834 BC LTD, 9195 FABER RD (SPROAT LAKE)**
Temporary Use Permit – Report and Permit

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors issue Temporary Use Permit TUP25017.

CARRIED UNANIMOUSLY

- c. **TUP25018, HOILES/MCGRAIL, 8790 STIRLING ARM DR (SPROAT LAKE)**
Temporary Use Permit – Report and Permit

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors issue Temporary Use Permit TUP25018.

CARRIED UNANIMOUSLY

- d. **DVD25012, BRAIDEN, 8467 BOTHWELL RD (SPROAT LAKE)**
Development Variance –Memorandum and Permit

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors issue development variance permit DVD25012.

CARRIED UNANIMOUSLY

- e. **SD25008PFW, BRAIDEN, 8467 BOTHWELL RD (SPROAT LAKE)**
Parcel Frontage Waiver – Report

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors waive the 10% road frontage requirement, as per section 512 of the Local Government Act, for proposed Strata Lot 1 as shown on the subdivision plan for the property located at 8467 Bothwell Road.

CARRIED UNANIMOUSLY

- f. **DVD26002, GIRARD, 8925 FABER RD (SPROAT LAKE)**
Development Variance – Report and Permit

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors consider issuing development variance permit DVD26002 subject to neighbour notification as per Local Government Act s. 499.

CARRIED UNANIMOUSLY

- g. **DVE25013, COLLINS/CHALMERS, LOT 2 WILLOW RD (BEAVER CREEK)**
Development Variance –Memorandum and Permit

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors issue development variance permit DVE25013.

CARRIED UNANIMOUSLY

- h. **RF24008, TILLEY’S PLUMBING & HEATING LTD, 450 FRANKLIN RIVER RD (CHERRY CREEK)**
Rezoning –Memorandum, Public Hearing Report and Minutes

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors receive the public hearing report.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors receive the public hearing minutes.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors deny rezoning application RF24008.

CARRIED UNANIMOUSLY

12.2 ALL DIRECTORS

- a. **MISC26003, COWICHAN VALLEY REGIONAL DISTRICT BYLAW NO. 4705 REFERRAL**
Misc. Referral – Memorandum

The Motion was MOVED and SECONDED

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to provide a referral response to the Cowichan Valley Regional District’s OCP Amendment Bylaw No. 4705 to advise that the ACRD’s interests are unaffected.

CARRIED UNANIMOUSLY

13. REPORTS

13.1 STAFF REPORTS

13.2 COMMITTEE REPORTS

- a. **Agricultural Advisory Committee Meeting, May 11, 2026 (Verbal), Director Cote-** Committee discussed farming in relation to the OCPs, concerns regarding drought and water management. Considerations for having water licensing in place. Committee acknowledged the work done by ACRD staff through the process of updating OCPs.
- b. **Accessibility Committee Meeting, May 12, 2026, (Verbal), Director Siga-** Jim MacDonald, Director of Infrastructure Services from the City of Port Alberni presented on the proposed upgrades for Argyle Street and the considerations regarding accessibility and parking considerations. Committee discussed accessibility issues for buildings such as the Maker Space building.

The Motion was MOVED and SECONDED

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

CARRIED UNANIMOUSLY

13.3 MEMBER REPORTS

Director Johnsen left the meeting at 3:14 pm.

Director Haggard- Announcement from Minister Osborne regarding the new Cancer Treatment Centre that will be going into West Coast General Hospital and will be opening in about 18 months. Also met with Minister Osborne and discussed Medical Recruitment and Retention. Medical Forum was held in January and Minister Osborne is considering hosting another to continue momentum on discussions.

Director Cote- OCP continues to move along with great community input, open house was well attended and acknowledged staff for moving this work forward. Recently conducted a water test for Sproat Lake with results coming soon.

Chair Jack acknowledged Director Cote for serving as AVICC President.

Director Sparrow- shared concerns for wildfires in the area and the current conditions.

Director Mastrangelo- Yuułu?it?ath will be celebrating their 15 year treaty celebration in Campbell River at end of May, and currently in the second phase of drafting OCP.

Chair Jack- participated in panel discussion on Cowichan decision at AVICC. Discussing having an event/ discussion regarding the Cowichan decision, DRIPA, modern Treaty and potential impacts on the Regional District.

The Motion was MOVED and SECONDED

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

CARRIED UNANIMOUSLY

14. OTHER BUSINESS (including Late Items)

15. QUESTION PERIOD

16. IN-CAMERA

The Motion was MOVED and SECONDED

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

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

And the Freedom of Information and Protection of Privacy Act, section(s):

- ii. 21 (1) (a) (ii): commercial, financial, labour relations, scientific or technical information of or about a third party,*

CARRIED UNANIMOUSLY

The meeting was closed to the public at 3:22 pm.

The meeting was re-opened to the public at 3:49 pm.

17. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

18. ADJOURN

The Motion was MOVED and SECONDED

THAT this meeting be adjourned at 3:50 pm.

CARRIED UNANIMOUSLY

Certified Correct:

John Jack,
Chairperson

Cynthia Dick,
General Manager of Administrative Services



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING

HELD ON WEDNESDAY, MAY 13, 2026, AT 10:00 AM

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)
Les Toth, Alternate Director, Electoral Area "B" (Beaufort)
Vaida Siga, Director, Electoral Area "C" (Long Beach)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Susan Roth, Director, Electoral Area "E" (Beaver Creek)
Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)
Moriah Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Member of Council, Toquaht Nation
Levana Mastrangelo, Executive Legislator, Yuułuꞵiꞵꞵatꞵ Government
- REGRETS:** Fred Boyko, Director, Electoral Area "B" (Beaufort)
Sharie Minions, Mayor, City of Port Alberni
Marilyn McEwen, Mayor, District of Ucluelet
Tom Stere, Councillor, District of Tofino
- STAFF PRESENT:** Daniel Sailland, Chief Administrative Officer
Alex Dyer, General Manager of Planning and Development
Jenny Brunn, General Manager of Community Services
Cynthia Dick, General Manager of Administrative Services
Eddie Kunderman, Operations Manager
Michael McGregor, Lands and Resources Coordinator
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/13-5-2026/>

1. **CALL TO ORDER**

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

The Chairperson recognized this meeting is being held throughout the 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

The Motion was MOVED and SECONDED

THAT the agenda be approved as circulated.

CARRIED UNANIMOUSLY

Director Cote joined the meeting at 10:03 am.

3. DECLARATIONS

4. INVITED PRESENTATIONS

5. DELEGATIONS (10 minute maximum)

6. ADOPTION OF MINUTES

a. Committee-of-the-Whole Meeting – March 4, 2026

The Motion was MOVED and SECONDED

THAT the minutes of the Committee-of-the-Whole meeting held on March 4, 2026, be adopted.

CARRIED UNANIMOUSLY

7. PUBLIC INPUT PERIOD

Colin McLeman, resident of Beaver Creek Road provided input regarding agenda item 10a. Log Train Trail Regulation Bylaw- noting opposition and support for a level 4 service level for the Log Train Trail.

Char L, resident of Cherry Creek Electoral Area provided input regarding agenda item 10a. Log Train Trail Regulation Bylaw- noting opposition and support for a level 4 service level for the Log Train Trail.

Ken Pfeifer, resident of Beaver Creek Area, provided input regarding agenda item 10a. Log Train Trail Regulation Bylaw- noting opposition and support for a level 4 service level for the Log Train Trail.

Bill, resident of Beaver Creek Electoral Area, provided input regarding agenda item 10a. Log Train Trail Regulation Bylaw- noting opposition and support for a level 4 service level for the Log Train Trail.

Lisa Hagen, resident of the City of Port Alberni, provided input regarding agenda item 10a. Log Train Trail Regulation Bylaw- noting opposition and support for a level 4 service level for the Log Train Trail.

Stacy Johnston, resident of the City of Port Alberni, provided input regarding agenda item 10a. Log Train Trail Regulation Bylaw- noting opposition and support for a level 4 service level for the Log Train Trail.

Gordon Brooks, resident of Thompson Road, provided input regarding agenda item 10a. Log Train Trail Regulation Bylaw- noting opposition and support for a level 4 service level for the Log Train Trail.

Chad Hubbard, resident of Beaver Creek Electoral Area, provided input regarding agenda item 10a. Log Train Trail Regulation Bylaw- noting opposition and support for a level 4 service level for the Log Train Trail.

8. CORRESPONDENCE FOR INFORMATION

9. CORRESPONDENCE FOR ACTION

10. REQUEST FOR DECISION REPORTS

a. Request for Decision regarding Log Train Trail Regulation Bylaw

The Motion was MOVED and SECONDED

THAT the Committee-of-the-Whole recommend that the Alberni-Clayoquot Regional Directors direct staff to develop a project scope limited to the works required to meet current Ministry of Transportation and Transit requirements, without incorporating any additional discretionary improvements, enhancements, or expanded uses. This option would ensure regulatory compliance for motorized recreational use while deferring all non-mandatory elements to future consideration.

DEFEATED

The Motion was MOVED and SECONDED

THAT the Committee-of-the-Whole recommend that the Alberni-Clayoquot Regional District Board of Directors adopt the Log Train Trail Regional Park Regulation Bylaw No. R1039, 2026, in order to move forward with the lease update with the Ministry of Transportation and Transit.

Directors Cote, Haggard, Sparrow, Siga, Mastrangelo, Johnsen, Beckett, Cootes, and Jack voted in favour of the motion.

Directors Roth and Toth voted against the motion.

CARRIED

11. REPORTS

- a. Parks Volunteer Framework

The Motion was MOVED and SECONDED

THAT the Committee-of-the-Whole receives this report.

CARRIED UNANIMOUSLY

12. OTHER BUSINESS (including Late Items)

13. QUESTION PERIOD

14. ADJOURN

The Motion was MOVED and SECONDED

THAT this meeting be adjourned at 11:38 am.

CARRIED UNANIMOUSLY

Certified Correct:

John Jack

John Jack,
Chairperson

Cynthia Dick

Cynthia Dick,
General Manager of Administrative Services



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

MINUTES OF THE WEST COAST COMMITTEE MEETING HELD ON WEDNESDAY, MAY 20, 2026, 10:00 AM

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

- MEMBERS PRESENT:** Tom Stere, Chairperson, Councillor, District of Tofino
Marilyn McEwen, Mayor, District of Ucluelet
Vaida Siga, Director, Electoral Area "C" (Long Beach)
Levana Mastrangelo, Executive Legislator, Yuułuʔiłʔatḥ Government
- REGRETS:** Kirsten Johnsen, Member of Council, Toquaht Nation
John Rampanen, Chief Councillor, Ahousaht First Nation
Dave Tovell, Park Superintendent, Pacific Rim National Park Reserve
Bob Anderson, Administrator, Hesquiaht First Nation
- STAFF PRESENT:** Jenny Brunn, General Manager of Community Services
Shane Koren, Manager of Financial Services
Eddie Kunderman, Operations Manager
Janice Hill, Executive Assistant
Tanya Carothers, Solid Waste Manager

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/20-5-2026/>

1. **CALL TO ORDER**

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

The Chairperson recognized this meeting is being held throughout the 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**

The Motion was MOVED and SECONDED

THAT the agenda be approved as circulated.

CARRIED UNANIMOUSLY

3. DECLARATIONS

4. INVITED PRESENTATIONS

5. DELEGATIONS (10 minute maximum)

- a. Seth Wright, Government Relations Manager, BC Transit presenting a West Coast Transit update: ridership, operations, next steps.

6. ADOPTION OF MINUTES

- a. West Coast Committee – Wednesday, February 18, 2026

The Motion was MOVED and SECONDED

THAT the minutes of the West Coast Committee meeting held on Wednesday, February 18, 2026 be adopted.

CARRIED UNANIMOUSLY

7. PUBLIC INPUT PERIOD

8. CORRESPONDENCE FOR INFORMATION

- a. **DISTRICT OF UCLUELET**
Regional Partnership for Wildlife Safety and Conservation Officer Initiative

The Motion was MOVED and SECONDED

THAT the West Coast Committee receive item a. for information.

CARRIED UNANIMOUSLY

9. CORRESPONDENCE FOR ACTION

10. REQUEST FOR DECISION REPORTS

- a. Request for Decision regarding 2026 Grant-in-Aid Applications — West Coast Category

The Motion was MOVED and SECONDED

THAT the West Coast Committee recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$2000 in 2026 to the Surfrider Foundation.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the West Coast Committee recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$2000 in 2026 to the Clayoquot Sound Biosphere Centre and direct staff to bring a report regarding additional clarification of expenditures.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the West Coast Committee recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$2000 in 2026 to the Ucluelet Aquarium Society.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the West Coast Committee recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$2000 in 2026 to the Redd Fish Restoration Society for their Salmon Trails project.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the West Coast Committee recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$1200 in 2026 to the Pacific Rim Arts Society.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the West Coast Committee recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$1000 in 2026 to the Ucluelet & Area Historical Society and direct staff to bring a report regarding additional clarification of expenditures.

CARRIED UNANIMOUSLY

11. REPORTS

11.1 STAFF REPORTS

- a. Lot 13 Pilot — Reducing Human-Bear Conflict
- b. 2025 West Coast Landfill Annual Reports
- c. Year Two Update: Long Beach Airport Ha-Huulthii MOU

The Motion was MOVED and SECONDED

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

CARRIED UNANIMOUSLY

12. IN-CAMERA

The Motion was MOVED and SECONDED

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

- i. 90 (1) (j) : information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;*
- ii. 21 (1) (a) (ii) of FOIPPA: commercial, financial, labour relations, scientific or technical information of or about a third party.*

CARRIED UNANIMOUSLY

The meeting was closed to the public at 11:33 am.

The meeting was re-opened to the public at 11:46 am.

13. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

14. ADJOURN

The Motion was MOVED and SECONDED

THAT this meeting be adjourned at 11:49 am.

CARRIED UNANIMOUSLY

Certified Correct:

Tom Stere,
Chairperson

Janice Hill,
Executive Assistant



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING HELD ON THURSDAY, MAY 21, 2026, 10:00 AM

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)
Vaida Siga, Director, Electoral Area "C" (Long Beach)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Susan Roth, Director, Electoral Area "E" (Beaver Creek)
Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)
Sharie Minions, Mayor, City of Port Alberni
Marilyn McEwen, Mayor, District of Ucluelet
Tom Stere, Councillor, District of Tofino
Levana Mastrangelo, Executive Legislator, Yuułu?if?ath Government
- REGRETS:** Moriah Cootes, Councillor, Uchucklesaht Tribe Government
Kirsten Johnsen, Member of Council, Toquaht Nation
- STAFF PRESENT:** Shane Koren, Acting Chief Financial Officer
Janice Hill, Executive Assistant
Jenny Brunn, General Manager of Community Services

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/21-5-2026/>

1. **CALL TO ORDER**

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

The Chairperson recognized this meeting is being held throughout the 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**

The Motion was MOVED and SECONDED

THAT the agenda be approved as circulated.

CARRIED UNANIMOUSLY

3. DECLARATIONS

4. INVITED PRESENTATIONS

5. DELEGATIONS (10 minute maximum)

6. ADOPTION OF MINUTES

a. Committee-of-the-Whole Meeting – Wednesday, May 13, 2026

The Motion was MOVED and SECONDED

THAT the minutes of the Committee-of-the-Whole meeting held on Wednesday, May 13, 2026 be adopted.

CARRIED UNANIMOUSLY

7. PUBLIC INPUT PERIOD

8. CORRESPONDENCE FOR INFORMATION

9. CORRESPONDENCE FOR ACTION

10. REQUEST FOR DECISION REPORTS

**a. Request for Decision regarding 2026 Grants-in-Aid Applications —
Regional Category**

The Motion was MOVED and SECONDED

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$2,500 in 2026 to the Alberni District Fall Fair Association.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$6000 in 2026 to the Westcoast Inland Search & Rescue.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$6000 in 2026 to the Alberni Valley Rescue Squad.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$5000 in 2026 to the Alberni Valley Makerspace, noting that \$2300 will be coming from Beaver Creek Electoral Area grants-in-aid.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$2500 in 2026 to the Vancouver Island North Film Commission.

CARRIED

The Motion was MOVED and SECONDED

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$3500 in 2026 to the Alberni Athletics Soccer Club.

CARRIED

The Motion was MOVED and SECONDED

THAT the Committee of the Whole recommend that the ACRD Board of Directors deny a grant-in-aid in the amount of \$5000 in 2026 to the BC Wildlife Federation.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$6000 in 2026 to the Alberni Valley Hospice Society.

CARRIED

The Motion was MOVED and SECONDED

THAT the Committee of the Whole recommend that the ACRD Board of Directors award a grant-in-aid in the amount of \$5800 in 2026 to the Tseshaht Lightning contingent on obtaining Society Status by the end of September 30, 2026.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the Committee of the Whole recommend that the ACRD Board of Directors deny the late application received for a grant-in-aid for \$5500 in 2026 to the Port Alberni Shelter Society.

CARRIED UNANIMOUSLY

The Motion was MOVED and SECONDED

THAT the Committee of the Whole recommend that the ACRD Board of Directors direct staff to develop a recategorization mechanism for grant-in-aid applications, including a process to evaluate proposed categories; AND THAT the grant-in-aid application be updated to require applicants to describe how their application aligns with and benefits the selected category; AND FURTHER THAT the proposed mechanism be brought back to the Committee of the Whole for review and approval.

CARRIED UNANIMOUSLY

11. REPORTS

12. OTHER BUSINESS (including Late Items)

13. QUESTION PERIOD

14. ADJOURN

The Motion was MOVED and SECONDED

THAT this meeting be adjourned at 11:31 am.

CARRIED UNANIMOUSLY

Certified Correct:

John Jack,
Chairperson

Janice Hill,
Executive Assistant



To: ACRD Board of Directors

From: Eddie Kunderman, Operations Manager

Meeting Date: May 27, 2026

Subject: BC Transit Annual Operating Agreement

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2026-27 Annual Operating Agreement between BC Transit and the Alberni-Clayoquot Regional District for the Alberni Valley Custom and West Coast Conventional Transit systems.

Desired Outcome:

To execute the 2026-2027 Annual Operating Agreement (AOA) for both the Alberni Valley Custom and West Coast Transit systems.

Background:

The ACRD has had a Master Operating Agreement with BC Transit since 1992 for the provision of a custom public passenger transportation system and shares in the costs of providing the service. The Alberni Valley Custom Transit system services the City of Port Alberni and Electoral Areas "B" (Beaufort), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek). A service agreement was signed with Tseshaht First Nation in 2025, and service is now provided to Tseshaht First Nation. Cost sharing for this agreement is based on population. The West Coast Transit System services the Districts of Tofino and Ucluelet, Area "C", and the communities of hitaçu, Esowista and Ty-Histanis. BC Transit includes both the Alberni Valley Custom Transit and West Coast Conventional Transit systems within the same AOA.

Custom transit ridership grew from 15,848 in 2024 to 17,859 in 2025, an increase of 12.7%. This is in part due to the custom transit expansion that saw the introduction of Saturday service, and an increase of peak weekday hours that were both introduced in January 2025.

The following resolution was passed at the February 19th, 2026 Alberni Valley and Bamfield Service Committee meeting:

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

Staff are in the process of investigating this process and will bring a report to a future meeting with more information on the formal process for requesting a service review.

Ridership in the West Coast Transit system was approximately 6,000 riders in 2025, the first year with BC Transit. Due to some issues with the youth pass and tracking the youth ridership, this number is likely considerably higher than reported. Staff are working closely with BC Transit and the operating company to better track this portion of the ridership demographic moving forward.

Time Requirements – Staff & Elected Officials:

It will take approximately two hours of staff time to execute the 2026-2027 AOA with BC Transit.

Financial:

Custom Transit:

AOA Budget	2025-26	2026-27
Total Cost (includes ACRD share of lease fees)	\$910,128	\$943,540
Total ACRD Share of Costs	\$362,108	\$377,456
Revenue	(\$41,699)	(\$29,000)
Municipal Administration	(\$10,226)	(\$10,430)
Net share of ACRD Costs	\$310,183	\$338,026

The increase in costs for the custom transit system is appraised of increases to the operating contract for the service provider and the procurement of province-wide custom dispatch software. This new software is expected to be fully operational by January 2027. The lower forecasted revenue for 2026-27 is a conservative estimate based off of past year actuals. Actual revenues will be subtracted from the overall cost to ACRD and are anticipated to reduce the net share of costs.

West Coast Transit:

AOA Budget	2025-26	2026-27
Total Cost (includes ACRD share of lease fees)	\$1,300,250	\$1,469,934
Total ACRD Share of Costs	\$747,822	\$839,405
Revenue	(\$117,153)	(\$113,919)
Municipal Administration	(\$19,917)	(\$20,315)
Net share of ACRD Costs	\$610,752	\$705,171

The West Coast system saw a 1,300 hour increase in January 2026, and there are now 9,000 hours for the system within the AOA. 2025-2026 was the first year of BC Transit system operation and a potential increase in budgeted costs for fuel and maintenance was communicated at the onset of the service.

With a full year of system operations in place, actual costs for operations are more predictable and was used for the 2026-27 budget.

Strategic Plan Implications:

N/A

Policy or Legislation:

Letter Patent 1469 gives the ACRD the ability to enter into transit service agreements for the purpose of the provision and maintenance of public passenger transportation services, including custom transit services.

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

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

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

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

ANNUAL OPERATING AGREEMENT

between

Alberni-Clayoquot Regional District

and

British Columbia Transit

Effective
April 1, 2026

CONTENTS

SECTION 1: DEFINITIONS..... 3

SECTION 2: INCORPORATION OF SCHEDULES..... 3

SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT 3

SECTION 4: TERM AND RENEWAL 4

SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT 4

SECTION 6: SETTLEMENT OF DISPUTES 4

SECTION 7: MISCELLANEOUS PROVISIONS 4

SECTION 8: LOCAL CONTRIBUTIONS AND RESERVES 5

SECTION 9: GOVERNING LAW..... 6

SECTION 10: COUNTERPARTS..... 6

SECTION 11: NOTICES AND COMMUNICATIONS 7

SCHEDULE A: TARIFF AND FARES 8

SCHEDULE B: SERVICE SPECIFICATIONS 9

SCHEDULE C: BUDGET 10

ANNUAL OPERATING AGREEMENT

April 1, 2026 – March 31, 2027

BETWEEN: **Alberni-Clayoquot Regional District**
(the "Municipality")

AND: **British Columbia Transit**
(the "Authority")

WHEREAS the Authority is authorized to contract for transit services for the purpose of providing and maintaining those services and facilities necessary for the establishment, maintenance and operation of a public passenger transportation system in the Transit Service Area;

WHEREAS the Municipality is authorized to enter into one or more agreements with the Authority for transit services in the Transit Service Area;

WHEREAS the parties hereto have entered into a Transit Service Agreement which sets out the general rights and responsibilities of the parties hereto;

WHEREAS the Municipality and the Authority are authorized to share in the costs for the provision of a Public Passenger Transportation System pursuant to the *British Columbia Transit Act*;

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Transit Service Agreement, the specific terms and conditions for the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants hereinafter contained, the parties covenant and agree with each other as follows:

SECTION 1: DEFINITIONS

Unless agreed to otherwise in the Annual Operating Agreement, the definitions set out in the Transit Service Agreement shall apply to this Annual Operating Agreement including:

- a) *"Annual Operating Agreement"* shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendments negotiated and entered into by the parties subsequent hereto;
- b) *"Transit Service Agreement"* shall mean the Transit Service Agreement between the parties to this Annual Operating Agreement, including any amendments made there to;
- c) *"Incurred"* means an event or transaction has taken place for which an obligation to pay exists, even if an invoice has not been received, such that the underlying evidence indicates there is little or no discretion to avoid the obligation. The value of the obligation is to be calculated in accordance with recognized Canadian accounting standards.

SECTION 2: INCORPORATION OF SCHEDULES

All schedules to this agreement are incorporated into the agreement, and form part of the agreement.

SECTION 3: INCORPORATION OF THE TRANSIT SERVICE AGREEMENT

Upon execution, this Annual Operating Agreement shall be deemed integrated into the Transit Service Agreement and thereafter, the Transit Service Agreement and Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the *British Columbia Transit Act*, as amended from time to time.

SECTION 4: TERM AND RENEWAL

- a) The parties agree that the effective date of this agreement is to be April 1, 2026, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Transit Service Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.
- b) Upon commencement in accordance with Section 4(a) of this agreement, the term of this agreement shall be to March 31, 2027, except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Transit Service Agreement shall likewise be so terminated or not renewed, as the case may be.
- c) Either party may terminate this agreement as follows:
 - i. Cancellation by the Authority: In the event that the Authority decides to terminate this Agreement for any reason whatsoever, the Authority shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 11.
 - ii. Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension, the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 11.

SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

This Agreement and the parties hereto are subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Any information developed in the performance of this Agreement, or any personal information obtained, collected, or stored pursuant to this Agreement, including database information, shall be deemed confidential and subject to the provisions of FOIPPA, including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of FOIPPA.

SECTION 6: SETTLEMENT OF DISPUTES

In the event of any dispute arising between or among the parties as to their respective rights and obligations under this Agreement, or in the event of a breach of this Agreement, the parties agree to use their best efforts to find resolution through a mediated settlement. However, in the event that mediation is not successful in finding a resolution satisfactory to all parties involved, any party shall be entitled to give to the other notice of such dispute and to request arbitration thereof; and the parties may, with respect to the particular matter then in dispute, agree to submit the same to a single arbitrator in accordance with the applicable statutes of the Province of British Columbia.

SECTION 7: MISCELLANEOUS PROVISIONS

- a) Amendment: This agreement may only be amended in writing as signed by the Municipality and the Authority and specifying the effective date of the amendment.
- b) Assignment: This Agreement shall not be assignable without prior written consent of the parties.
- c) Enurement: This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- d) The parties agree that this agreement is in substantial compliance with all relevant legislative requirements to establish the rights and obligations of the parties as set out in the *British Columbia Transit Act*.
- e) BC Transit acknowledges receipt of a copy of the Community Transit Partnership Agreement between the Municipality and the Tseshah First Nation (the "Partner") effective May 30, 2025. BC Transit

hereby provides written consent for the Municipality to enter into the Community Transit Partnership Agreement provided, however, that:

- i. In the event the Partner provides one year's notice of its intention to terminate the Community Transit Partnership Agreement, the Municipality will immediately notify the Authority in writing of such termination;
- ii. In the event the Partner provides the Municipality with a payment in lieu of providing notice of termination pursuant to Section 9 of the Community Transit Partnership Agreement, the Municipality will immediately forward to BC Transit the full amount of such payment, without set-off whatsoever; and,
- iii. In the event the Partner provides the Municipality with payment in accordance with the subsection above, and the Municipality fails or neglects to forward such payment to the Authority, the Authority shall have the right to include such amount in its monthly invoice to the Municipality for immediate payment by the Municipality.

SECTION 8: LOCAL CONTRIBUTIONS AND RESERVES

British Columbia Transit service is provided using a cost-sharing model. Where any transit-related contributions are received and/or third-party revenues are earned that are in excess of expenses, the Authority is required to hold these excess funds in a reserve account for use against transit-related expenditures in future years. When unanticipated expenditures occur that were not included in the budget and cannot be covered by reserves, the Authority will seek to recover these based on the cost-sharing ratios between the Municipality and the Authority.

Eligible Operating Expenses

The Authority will invoice the Municipality and collect on monthly invoices based on incurred eligible operating expenses to provide Transit Service. Eligible operating expenses are comprised of the following costs of providing Public Passenger Transportation Systems:

- a) For *Conventional Transit Service*:
 - i. the operating costs for providing Conventional Transit Service excluding interest and amortization;
 - ii. the amount of any operating lease costs of BC Transit for Conventional Transit Services;
 - iii. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
 - iv. an amount of the annual operating costs of the Authority not exceeding those costs payable under an Annual Operating Agreement.
- b) For *Custom and Paratransit Transit Service*:
 - i. the operating costs for providing Custom Transit Service excluding interest and amortization, but including the amount paid by the Authority to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
 - ii. the amount of any operating lease costs of the Authority for Custom Transit Service;
 - iii. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement; and
 - iv. an amount of the annual operating costs of the Authority not exceeding those costs payable under an Annual Operating Agreement.
- c) Eligible operating expenses exclude the costs of providing third-party 100%-funded services.
- d) Annual operating costs of the Authority are operations, maintenance and administration costs that are for the shared benefit of all transit systems operated by the Authority. These costs are allocated to each transit system on a pro rata basis, based on the nature of the costs.

Lease Fees

The Authority will invoice the Municipality and collect on monthly invoices for lease fees on tangible capital assets owned by the Authority that are used in the provision of transit service. Lease fees are comprised of the following:

- a) The Municipality's fee for use of the asset, including for the costs of acquisition, construction, development and betterment of the asset and the costs of installing the asset at the location and condition necessary for its intended use;
- b) Debt financing and risk-related charges or costs payable on assets;
- c) Payment into a reserve fund for preventative maintenance and major repair of assets owned or leased by the Authority;
- d) Amounts sufficient for the Authority to recover all other costs relating to the asset, including, but not limited to taxes and administrative charges.

Where lease fees are received that exceed actual asset-related expenses in any given period, these will be placed in a pooled reserve. This reserve will be used to offset against future lease fees as outlined above.

Reserve Funds

The Authority will establish the following for each transit system to record the contributions that have been received but not yet earned as follows:

- a) **Local Transit Fund:** Contributions by the Municipality towards eligible operating expenses that have been received but not matched with a Provincial share contribution will be deferred in the Local Transit Fund.
 - i. Any expenditure of monies from the Local Transit Fund will:
 1. only be credited towards the Municipality's share of expenses for the transit system for which it was collected.
 2. be applied to reduce Municipal invoices at the discretion of the Municipality as agreed to under the Annual Operating Agreement or amendments as required.
 - ii. The Local Transit Fund may be used towards lease fees.
 - iii. The Authority will provide a quarterly statement of account of the Local Transit Fund balance including contributions, amounts utilized and interest earned.

SECTION 9: GOVERNING LAW

This agreement is governed by, and shall be construed in accordance with, the laws of the Province of British Columbia, with respect to those matters within provincial jurisdiction, and in accordance with the laws of Canada with respect to those matters within the jurisdiction of the Government of Canada.

SECTION 10: COUNTERPARTS

This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or PDF copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.

SECTION 11: NOTICES AND COMMUNICATIONS

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties hereto to whom it is addressed where an electronic signed document is emailed to the parties or if mailed by prepaid registered mail to the Authority at:

British Columbia Transit
c/o Executive Assistant, Strategy, Planning and Public Affairs
PO Box 9861
520 Gorge Road East
Victoria, BC V8W 9T5

and to the Municipality at:

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

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF, the parties have hereunto set their hand this _____ day of _____, 2026.

Alberni-Clayoquot Regional District

British Columbia Transit

Vice President, Strategy, Planning and Public Affairs

Vice President, Finance and Chief Financial Officer

SCHEDULE A: FARES

All fares are for one-way trips.

Alberni-Clayoquot Custom

Effective September 1, 2021

PRODUCT	AUDIENCE	PRICE
CASH	All	\$2.00
	Child 12 and under	FREE
	Attendant	FREE

Note: Visitors (elsewhere in B.C. and outside B.C.) are eligible for temporary handyDART service.

West Coast Conventional

Effective March 1, 2025

PRODUCT	AUDIENCE	PRICE
SINGLE RIDE	Adult	\$5.00
	Senior	\$2.00
	Child 12 and under	FREE
	Student	FREE
10 RIDES	Adult	\$50.00
	Senior	\$20.00
30-DAY PASS	Adult/Senior	\$100.00

SCHEDULE B: SERVICE SPECIFICATIONS

Alberni Clayoquot Custom Transit:

The Local Transit Service Area for the boundaries of the Alberni-Clayoquot Transit Service Area shall be the corporate boundaries of the Corporation of the City of Port Alberni and Electoral Areas “B”, “D”, “E” and “F” of the Regional District of Alberni-Clayoquot.

The Annual Service Level for Alberni-Clayoquot Custom Service shall be **8,000** Revenue Service Hours

The Exception Days recognized annually for Alberni-Clayoquot Custom Service are:

Exception Days	Service Level
Easter Monday	No Service
Victoria Day	No Service
Canada Day	No Service
BC Day	No Service
Labour Day	No Service
Truth and Reconciliation Day	No Service
Thanksgiving Day	No Service
Remembrance Day	No Service
Christmas Day	No Service
Boxing Day	Sunday Service
New Years Day	No Service
Family Day	No Service
Good Friday	No Service
Easter Monday	No Service

West Coast Conventional Transit:

The Local Transit Service Area for West Coast Conventional Service shall include Electoral Area “C” (Long Beach), the District of Tofino, the District of Ucluelet, the Toquaht Nation, and the Yuułuʔiłʔatḥ Tribe Government.

The Annual Service Level for West Coast Conventional Service shall be **9,000** Revenue Service Hours

The Exception Days recognized annually for Alberni-Clayoquot Custom Service are:

Exception Days	Service Level
Good Friday	No Service
Easter Monday	Regular Service
Victoria Day	Regular Service
Canada Day	Regular Service
BC Day	Regular Service
Labour Day	Regular Service
Truth and Reconciliation Day	Regular Service
Thanksgiving Day	No Service
Remembrance Day	Regular Service
Christmas Day	No Service
Boxing Day	No Service
New Years Day	No Service
Family Day	No Service
Good Friday	No Service
Easter Monday	No Service

SCHEDULE C: BUDGET

ALBERNI-CLAYOQUOT CUSTOM

	OFFICIAL AOA 2026/27
TOTAL REVENUE	29,000
TOTAL OPERATING COSTS	848,829
TOTAL COSTS (including Local Government Share of Lease Fees)	943,540
NET LOCAL GOVERNMENT SHARE OF COSTS	338,026

WEST COAST TRANSIT

	OFFICIAL AOA 2026/27
TOTAL REVENUE	113,919
TOTAL OPERATING COSTS	1,350,458
TOTAL COSTS (including Local Government Share of Lease Fees)	1,469,934
NET LOCAL GOVERNMENT SHARE OF COSTS	705,171



To: ACRD Board of Directors

From: Cynthia Dick, General Manager of Administrative Services

Meeting Date: May 27, 2026

Subject: 2026 UBCM Convention Meeting Requests- Premier, Cabinet Ministers, & MACC Staff

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors provide direction to the General Manager of Administrative Services before Thursday, June 18, 2026, on meeting requests with the Premier, Cabinet Ministers, and Provincial Government Staff from Ministries, Agencies, Commissions, and Corporations (MACCs) at the 2026 Union of British Columbia Municipalities Convention.

Desired Outcome:

To request and secure meetings with the *Premier, Cabinet Ministers, and Provincial Government Staff from Ministries, Agencies, Commissions, and Corporations (MACC)* at the 2026 Union of British Columbia Municipalities (UBCM) Convention on issues/concerns impacting communities in the region.

Summary:

UBCM was formed to provide a common voice for local government. The annual convention continues to be the main forum for UBCM policymaking. It provides an opportunity for local governments of all sizes and from all areas of the province to come together, share their experiences and take a united position. This year the UBCM Convention will be held in-person, September 14-18, 2026, in Vancouver, BC, at the Vancouver Convention Centre.

Background:

The annual UBCM Convention provides local governments with an opportunity to schedule meetings with the Premier, Ministers, and Ministry staff to discuss topics that are relevant to their communities. Local governments are directed to submit one meeting request per topic and to note if the topic is applicable to multiple ministries. Meetings with the Premier, Ministers and Ministry staff are a good opportunity for local governments to bring community issues/concerns to the attention of the Provincial Government and lobby for change.

The table below provides an overview of Premier and Cabinet Ministry meetings with Provincial

Government Staff from Ministries, Agencies, Commissions, and Corporations:

Premier and Minister Meetings:	MACC Staff Meetings:
<ul style="list-style-type: none"> • In-person only at UBCM Convention • September 14-18, 2026 • 15-minute meetings (high-level) • May request up to 3 topics • One meeting per Minister • Deadline to request: June 24, 2026 	<ul style="list-style-type: none"> • Virtual via Microsoft Teams • September 8-11, 2026 • 30-minute meetings (technical, with subject matter experts) • May request up to 3 topics • One meeting per MACC • Deadline to request: August 5, 2026

The Provincial Appointment Book can be viewed at:

[2026 UBCM Convention Provincial Appointment Book.pdf](#)

To date, the Board has identified the following topics as potential meeting requests:

Ministry/ Staff	Topic	Notes
Ministry of Housing and Municipal Affairs	Inclusive Regional Governance	Announced that no further funding is available at this time to advance Inclusive Regional Governance.
Ministry of Infrastructure	Tofino General Hospital	Meeting request letter sent to Honourable Bowinn Ma for to schedule meeting in Victoria

In prior years, ACRD elected officials met with the following Ministers:

Year	Minister	Topic
2024	Minister of Municipal Affairs	Inclusive Regional Governance
2024	Minister of Water, Land and Resource Stewardship	Drought
2025	Minister of Transportation and Transit	Alternative/ emergency transportation and access routes and the Island Rail Corridor

A meeting was requested in 2025 to meet with Ministry of Transportation and Transit staff to discuss road designations and establishment of speed limits; however, the request was not accepted due to limited availability.

As in previous years, staff will coordinate with the City of Port Alberni, District of Ucluelet and District of Tofino staff regarding any requests for ACRD delegate participation for their meeting requests.

Time Requirements – Staff & Elected Officials:

Approximately 8 – 10 hours of staff time to prepare the request, back-up documentation and coordinate with the municipalities, depending on the number of meeting requests.

Financial:

Associated costs budgeted through General Government services.

Strategic Plan Implications:

The 2024-2027 ACRD Strategic Plan may apply, depending on the topic of the meeting request.

Policy or Legislation:

Provincial Government procedures apply.

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

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



To: ACRD Board of Directors

Voting Structure: Electoral Area Directors

From: Alima Khoja, Planner 1

Meeting Date: May 27, 2026

Electoral Area: A - Bamfield

Subject: Temporary Use Permit TUP25016 - 390 Grappler Road (HFN LANDS CORP)

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors issue Temporary Use Permit TUP25016.

Property Information:

Civic Address:	390 Grappler Road, Bamfield, BC		
Legal Description:	LOT 2, SECTION 20, TOWNSHIP 1, BARCLAY DISTRICT, PLAN 23308 EXCEPT THAT PART IN PLAN 45519		
PID:	000-787-744	Folio:	770-02899.015
ALR? (Y/N):	N	Lot Area (ha):	2.17 (5.36 ac)

Background:

The applicants are seeking a new TUP to provide seasonal staff accommodation for Huu-ay-aht Group of Businesses employees. The staff accommodation building is being reconfigured to provide 6 larger units, created by joining internal doorways. The applicants intend to use the units as seasonal staff accommodation to manage an influx of summer staff. The applicants previously received Temporary Use Permits in August 2018 and in June 2022 for staff accommodations and are now seeking a new permit to reflect the reconfigured floor plan and use of the property.

Previous Consideration & Public Notification

The Bamfield Advisory Planning Commission (APC) reviewed the application at their October 2, 2025, meeting and passed a recommendation to support the TUP application as presented. The Board considered the application a first time at their October 22, 2025, meeting where the Board resolved to “*defer a decision on TUP25016 to allow the Huu-ay-aht Group of Businesses to attend a future Board meeting to provide a presentation on this application.*” The Board considered the application a second time at their April 22, 2026, meeting during which the applicants presented as a delegation to outline their short and long-term plans to develop the subject property for housing.

At the April 22, 2026 meeting, the Board resolved to consider issuing the Temporary Use Permit following public notification as per Local Government Act s. 494. A notice to owners and occupants within 100 metres of the property was mailed on May 7. Notices were advertised in the May 13 and 20 editions of the Alberni Valley News. To date, no correspondence has been received from the public. If any responses are received prior to the May 26, 2026 meeting, staff will inform the Board.

PL20250039/TUP25016

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?ath̓, 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).

Services

The parcel contains an on-site sewage system certified by a Registered On-Site Wastewater Practitioner in August 2021 and the property is connected to the Bamfield Water System.

Building Permit and Development Permit

The western portion of the parcel lies within a development permit area for tsunami inundation risk. The issuance of the development permit and the building permit would both first require the issuance of a Temporary Use Permit by the Board to allow for the dormitory staff housing use. The applicant submitted a Geotechnical Hazard Assessment Report by Lewkowich Engineering Associates Ltd. dated May 5, 2026. The report confirms that from a geotechnical point of view the site is considered safe and suitable for the siting of staff accommodations (three ATCO Trailers). Staff have advised that the next step is for the applicant to apply for a development permit.

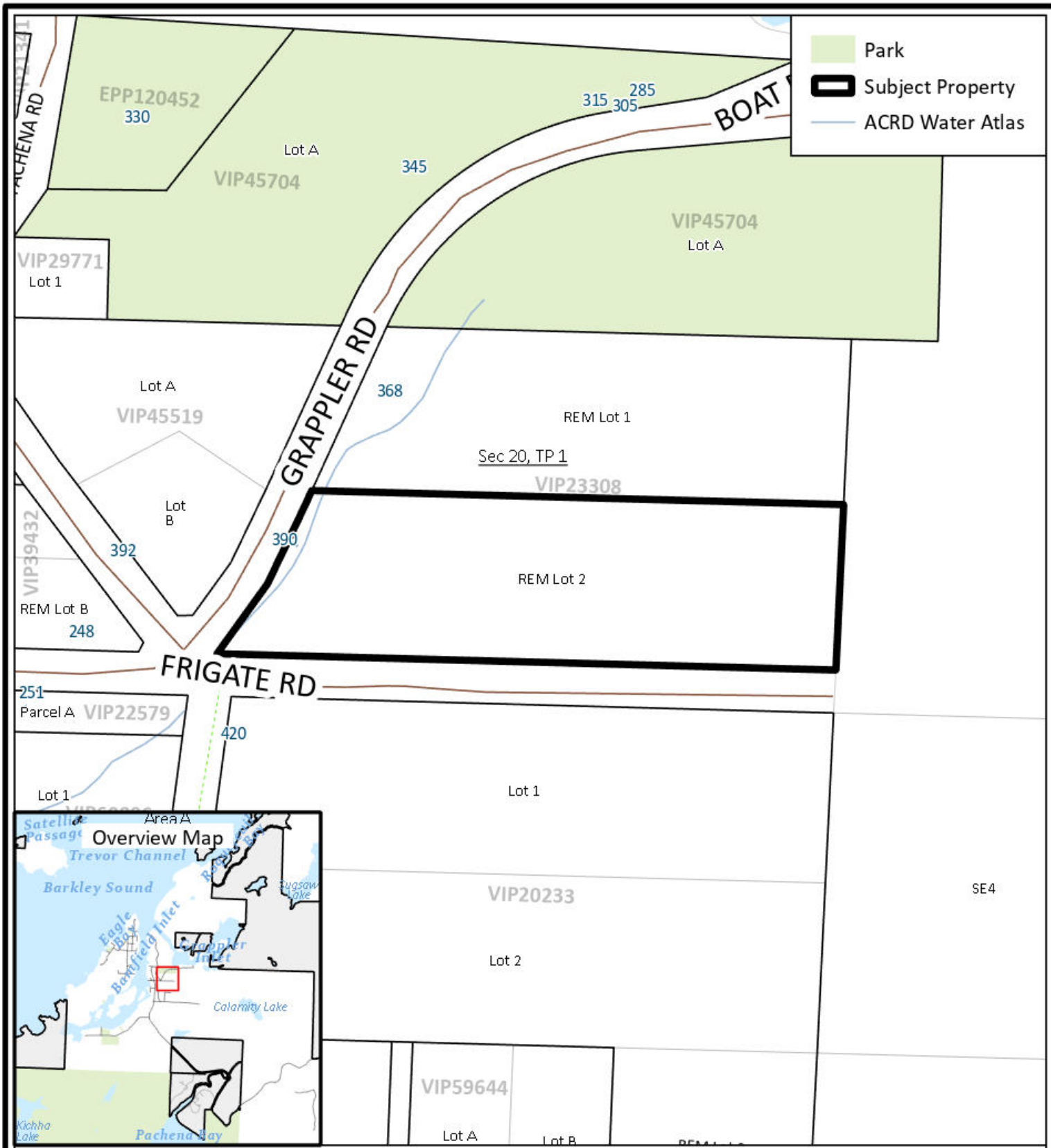
The proponents have applied for a building permit to allow for the building improvements that would convert the existing dormitory staff housing building from 12 units to 6 units by removing interior walls. The applicants have provided building plans and the required letters of assurance from Qualified Professionals to finalize the issuance of the building permit.

When the applicants presented to the Board, they outlined their plans to pursue potential future residential rezoning of the property as outlined in the Huu-ay-aht First Nations Framework Plan published in April 2025. This TUP would allow for continued operation for staff accommodation in the interim to support community objectives while acknowledging that future zoning changes may be considered as part of a rezoning application process.

It is recommended that the Board issue Temporary Use Permit TUP25016 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

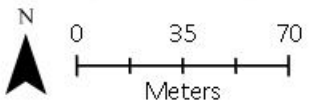
Approved by: *Daniel Sailland*
Daniel Sailland, MBA, Chief Administrative Officer

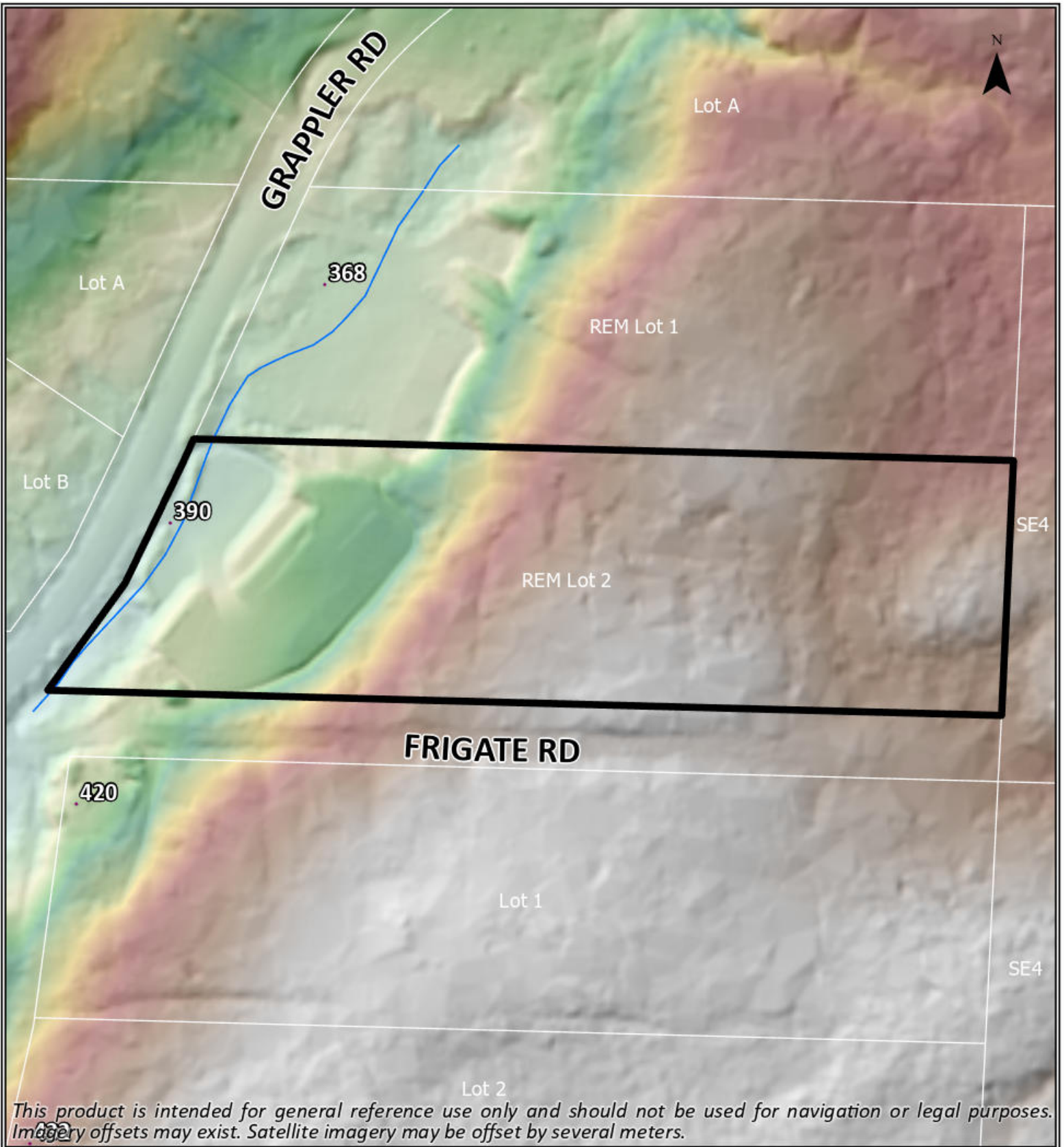


Address: 390 Grappler Road
 Legal Description: LOT 2, SECTION 20, TOWNSHIP 1, BARCLAY DISTRICT, PLAN 23308 EXCEPT THAT PART IN PLAN 45519



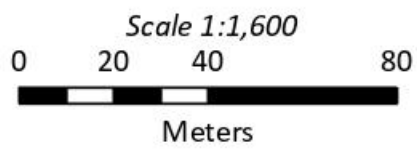
ALBERNI-CLAYOQUOT
REGIONAL DISTRICT









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


390 Grappler Road
 LOT 2, SECTION 20, TOWNSHIP 1, BARCLAY
 DISTRICT, PLAN 23308 EXCEPT THAT PART IN
 PLAN 45519



-  Subject Property
-  Bamfield Stream Atlas

Elevation (m)

-  37.929
-  4.400



**ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT**

Prepared 2026-05-06
 Sources: Microsoft, VantorProv. BC,
 ParcelMapBC; ACRD



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

390 Grappler Road
 LOT 2, SECTION 20, TOWNSHIP 1, BARCLAY
 DISTRICT, PLAN 23308 EXCEPT THAT PART IN
 PLAN 45519


Scale 1:1,700

0 20 40 80



48 Meters

 Subject Property

 Bamfield Stream Atlas



**ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT**

Prepared 2026-05-06
 Sources: Microsoft, VantorProv. BC,
 ParcelMapBC; ACRD



TUP25016

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: HFN LANDS CORP
Address: 390 Grappler Road, Bamfield, BC

With respect to:

Legal Description: LOT 2, SECTION 20, TOWNSHIP 1, BARCLAY DISTRICT, PLAN 23308 EXCEPT PLAN 45519
PID: 000-787-744

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

1. This TUP is issued to permit the operation of seasonal staff accommodations for Huu-ay-aht Group of Businesses employees within the existing structures on the property located at 390 Grappler Road.
2. The structures allowed under this permit to support the seasonal staff accommodation use are limited to the existing 6-bedroom bunkhouse with attached laundry/washroom facilities, and the existing kitchen/common room building.
3. Emergency management and security policies are to be available for review by ACRD staff and enforced by the applicant. There shall be a posted quiet time of 10pm.
4. Contact information for the owner or caretaker and a copy of the TUP must be visible in a public location.
5. The seasonal staff accommodation use shall be screened from neighbouring properties with natural screening and from the road with solid fencing.
6. The property shall not be used for seasonal staff accommodation use unless the ACRD Building Inspector has authorized the construction within the 6-bedroom dormitory-style bunkhouse.
7. On-site parking shall be provided in accordance with the off-street parking regulations in the ACRD Zoning Bylaw.
8. This permit is valid for three (3) years from the date of execution.
9. At the time this permit expires, the property owner may apply to the Regional District to renew the TUP, apply to rezone the property, or return the property to the original use permitted under the current zoning.
10. If the conditions of this permit are not met, or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

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

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: May 27, 2026

Electoral Area: B - Beaufort

Subject: Temporary Use Permit TUP26001 - 9010 Bryson Rd (Hoerauf)

Recommendation:

THAT the Alberni-Clayoquot Board of Directors issue Temporary Use Permit TUP26001.

Property Information:

Civic Address:	9010 Bryson Rd		
Legal Description:	LOT 1 DISTRICT LOT 73A ALBERNI DISTRICT PLAN VIP87310 EXCEPT PLAN EPP118731		
PID:	028-055-292	Folio:	770-00987.100 ALR? (Y/N): Y Lot Area (ha): 27.98 (69.15 ac)

Background:

The property owner is applying for a Temporary Use Permit to allow agri-tourism and agri-tourism accommodation activities on their 27.98 ha sheep farm as permitted under the Agricultural Land Commission (ALC) regulations. As part of the overall agri-tourism offering, the applicant is proposing the addition of six (6) rustic unserviced glamping sites to support overnight accommodation for participants in workshops and events held on the farm. The property is zoned Rural (A2) District, located entirely within the Agricultural Land Reserve (ALC), and is classified as an operating farm with BC Assessment. The applicant lives on-site and runs a small farm that offers workshops and tourist events. Activities include farm tours, "Wool 101" educational workshops, dyeing with material grown on farm, and related educational lessons. The campsites would be utilized as agri-tourism accommodation sites from April 1st to October 15th.

Previous Consideration & Public Notification

The Beaufort Advisory Planning Commission (APC) reviewed the application at their March 31, 2026 meeting and passed a motion to support the application as presented. The Board reviewed this application at their April 22, 2026, meeting and resolved to consider issuing the Temporary Use Permit following public notification as per Local Government Act s. 494. A notice to owners and occupants within 100 metres of the property was mailed on May 7. Notices were advertised in the May 13 and 20 editions of the Alberni Valley News. To date, no correspondence has been received from the public. If any responses are received prior to the May 26 Board meeting, staff will inform the Board.

PL20260005/TUP26001

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?i?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).

Referral Comments

As a part of the referral process, comments were requested from relevant departments. Technical agency referral request was sent out to Island Health, ACRD Building Inspection, and the ACRD Sustainability Planner.

- a. A preliminary referral response from the Building Inspector noted that the proposed structure did not meet the minimum requirements of the 2024 BC Building Code and was not supported for public use in its current form; however, the existing platform structures were permitted for personal use.
- b. Island Health noted interests unaffected by the TUP.
- c. The ACRD Sustainability Planner supported approval of the TUP, noting that agri-tourism accommodation is permitted under ALC regulations and can improve farm viability while reducing regulatory and administrative barriers.

Current Status

Following an inspection, the applicants were advised that modifications to the structures were required to achieve compliance with the Building Code, and that a building permit application must be submitted. In response, the applicant submitted a building permit application for three tent platforms to support the initial phase of their Temporary Use Permit. A building permit was issued on May 1, 2026. Final inspection will be required prior to the commencement of short-term rental operations on the tent platforms. Each platform measures approximately 16 ft. x 22 ft., designed to accommodate a 16-ft-diameter canvas tent while providing additional deck space at the entrance for functional outdoor use. The applicants will restrict open fires in the camping area and no heating, cooking, or burning devices will be allowed inside the tents.

The conditions included in the TUP intend to address building, health, and life safety standards to be required as part of the campground use. Given the conditions included, it is recommended that the Board issue Temporary Use Permit TUP26001 for a period of three years.

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

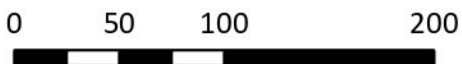
Approved by: *Daniel Sailland*
Daniel Sailland, MBA, Chief Administrative Officer



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

9010 Bryson Rd
 LOT 1 DISTRICT LOT 73A ALBERNI
 DISTRICT PLAN VIP87310 EXCEPT PLAN
 EPP118731

Scale 1:3,600



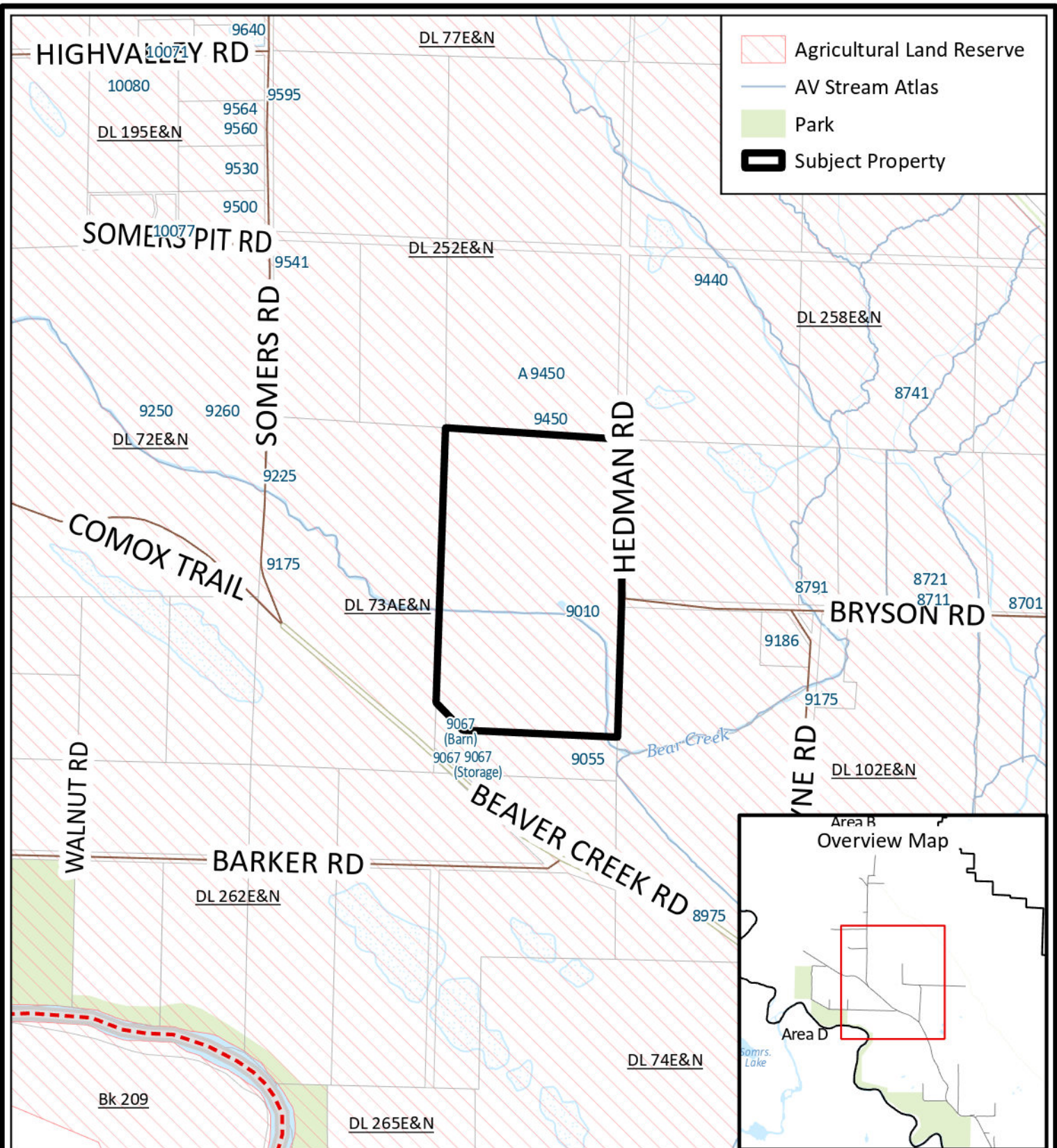
Meters

-  Subject Property
-  Agricultural Land Reserve



**ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT**

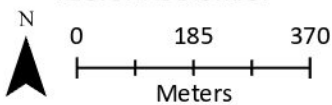
Prepared 2026-02-17
 Sources: Vantor Prov. BC, ParcelMapBC;
 ACRD



Address: 9010 Bryson Rd
 Legal Description: LOT 1 DISTRICT LOT 73A ALBERNI
 DISTRICT PLAN VIP87310 EXCEPT PLAN EPP118731



ALBERNI-CLAYOQUOT
 REGIONAL DISTRICT





TUP26001

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: STAR M HOERAUF
Address: 9010 BRYSON RD, PORT ALBERNI, BC

With respect to:

Legal Description: LOT 1 DISTRICT LOT 73A ALBERNI DISTRICT PLAN VIP87310 EXCEPT PLAN EPP118731

PID: 028-055-292

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

1. The TUP is issued to conduct the following agri-tourism activities on the property at 9010 Bryson Road:
 - a. Farm tours
 - b. "Wool 101" educational workshops
 - c. Natural Dyeing demonstrations using materials grown on the farm
 - d. Related events and educational programming associated with on-farm production.
2. The TUP permits agri-tourism accommodation uses. The accommodation use is limited to six (6) unserviced camping sites which permits accommodation only where it directly supports a qualifying agri-tourism activity.
3. The uses permitted under the TUP must comply with all requirements of the *Agricultural Land Commission Act* and Regulations, and any Agricultural Land Commission policies.
4. The uses permitted under the TUP must maintain compliance with all Island Health regulations.
5. The uses permitted under the TUP must comply with all health and safety requirements identified by the Building Inspector.
6. Use of campsite structures with platforms for short-term rental requires final inspection approval in accordance with the requirements of the issued building permit.
7. Agri-tourism accommodation uses shall be limited to the period from April 1 to October 15.
8. Recreational vehicles shall not be used for permanent accommodation on the property.
9. No open fires are permitted, and all heating or burning devices are prohibited inside the tents.
10. FireSmart principles to be considered as part of any development of the camping area and fire safety and emergency response protocols to be included as part of any agri-tourism accommodation use.
11. The owner or caretaker must live on-site or be available to attend the property within 20 minutes.
12. Contact information for the owner or caretaker and a copy of the TUP must be visible in a public location.

13. This permit is valid for a term of three (3) years from the date of issuance.
14. Prior to expiration, the property owner may apply to renew the TUP, apply to rezone the parcel or, return the property to the original 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: Alex Dyer, GM of Planning & Development

Meeting Date: May 27, 2026

Electoral Area: F - Cherry Creek

Subject: Rezoning RF24015 - 6088 COTTAM RD (BENNETT)

Recommendation:

THAT Bylaw P1524, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.

Property Information:

Civic Address:	6088 COTTAM RD		
Legal Description:	LOT 13, DISTRICT LOT 96, ALBERNI DISTRICT, PLAN 7637		
PID:	005-668-123	Folio:	770-01165.000 ALR? (Y/N): No Lot Area (ha): 1.25 (3.09 ac)

Development Proposal:

The property owners are applying to rezone the property from Small Holdings (A1) District to Acreage Residential (RA3) District to facilitate a four-lot subdivision with a 0.24 ha (0.6 acre) minimum lot size. The applicants intend to create a 0.28 ha lot fronting Cottam Road which would contain the existing house and accessory buildings, two vacant 0.31-0.35 ha parcels accessed from Cottam and one vacant 0.3 ha parcel accessed from Walmer Road to the west.

As a condition of subdivision approval, the applicants will require parcel frontage waivers for the three vacant parcels and will also be subject to the park land dedication requirements of Section 510 of the *Local Government Act (LGA)*. The rezoning would comply with the policies and objectives of the Residential Use designation in the Cherry Creek Official Community Plan.

Background:

The rezoning application was first considered by the Board on February 26, 2025. At that meeting, the Board resolved to consider first reading of Bylaw P1524 at a future meeting subject to the completion of the neighbour notification process required by the *LGA*, and confirmed that adoption of the rezoning would be subject to meeting technical agency referral agency requirements.

Neighbour Notification and Public Correspondence

The public notice for the bylaw amendment was mailed to residents and property owners within 100 metres of the property on March 21, 2025. The notice was advertised in the March 26, 2025 and April 2, 2025 editions of the Alberni Valley News. The notice and information package were posted on the ACRD webpage and a notice of first reading was placed on the Development Application sign on the property.

PL20240096/RF24015

At the April 9, 2025 Board meeting, two (2) letters from the public were received expressing general opposition to the rezoning. The letters raised concerns about additional traffic on Cottam Road, septic systems impacting drainage, impact on the community water supply, and a general concern for increased density. At that meeting, the Board resolved to defer the application for one month and direct staff to work with the applicants to address concerns raised following the neighbour notification.

Addressing Neighbour Concerns and Three Readings of Bylaw P1524

On April 28, 2025, the ACRD received a letter and additional details from the applicants that intended to address concerns raised in the public correspondence. The letter addressed septic considerations, access, water, Official Community Plan compliance, and storm water management.

Sewage Disposal: The applicants provided a report from a Registered On-site Wastewater Practitioner that highlights suitable soil conditions and areas for sewage disposal on each lot that would comply with the Island Health regulations. The ROWP report concludes that “each proposed system retains the ability to treat and dispose of effluent, meets well separation standards to protect underlying groundwater aquifers, will not result in groundwater mounding to a level that will result in effluent breakout to surface causing a health hazard, nor will the cumulative impacts of the proposed systems have a detrimental impact on neighboring properties or on the receiving environment”.

Storm Water Management: The applicants agreed to enter into a covenant that would require an engineered Stormwater Management Plan to be completed at the subdivision stage to ensure that post-development runoff does not exceed pre-development levels.

Access: Any impacts on the road network and access in the area would be regulated by the Ministry of Transportation and Transit as the approving authority for subdivision and the Ministry provided a referral response that noted they had no concerns at the rezoning stage.

At the May 14, 2025 Board meeting, the Board received the additional information and resolved to add an additional condition of rezoning approval to require that “the applicant agree to a Restrictive Covenant requiring that a Stormwater Management Plan prepared by an Engineer be required at subdivision to ensure that runoff and groundwater is managed to pre-development conditions.” With the additional condition of approval, the Board gave three readings to Bylaw P1524 at that meeting.

Agency Referrals

Technical agency referrals were sent on April 1, 2025. Referral responses were received from the Cherry Creek Waterworks District, Cherry Creek Fire Department, Ministry of Transportation and Transit, Island Health, and ACRD Building Inspection. All of the referral responses either noted that the agency’s interests were unaffected or recommended approval subject to conditions outlined in the referral responses. The Building Inspection response highlighted the need for storm water management, the Island Health response provided that sewage disposal and water supply must comply with Provincial regulations, and the Cherry Creek Waterworks District response highlighted requirements for connecting each lot to community water.

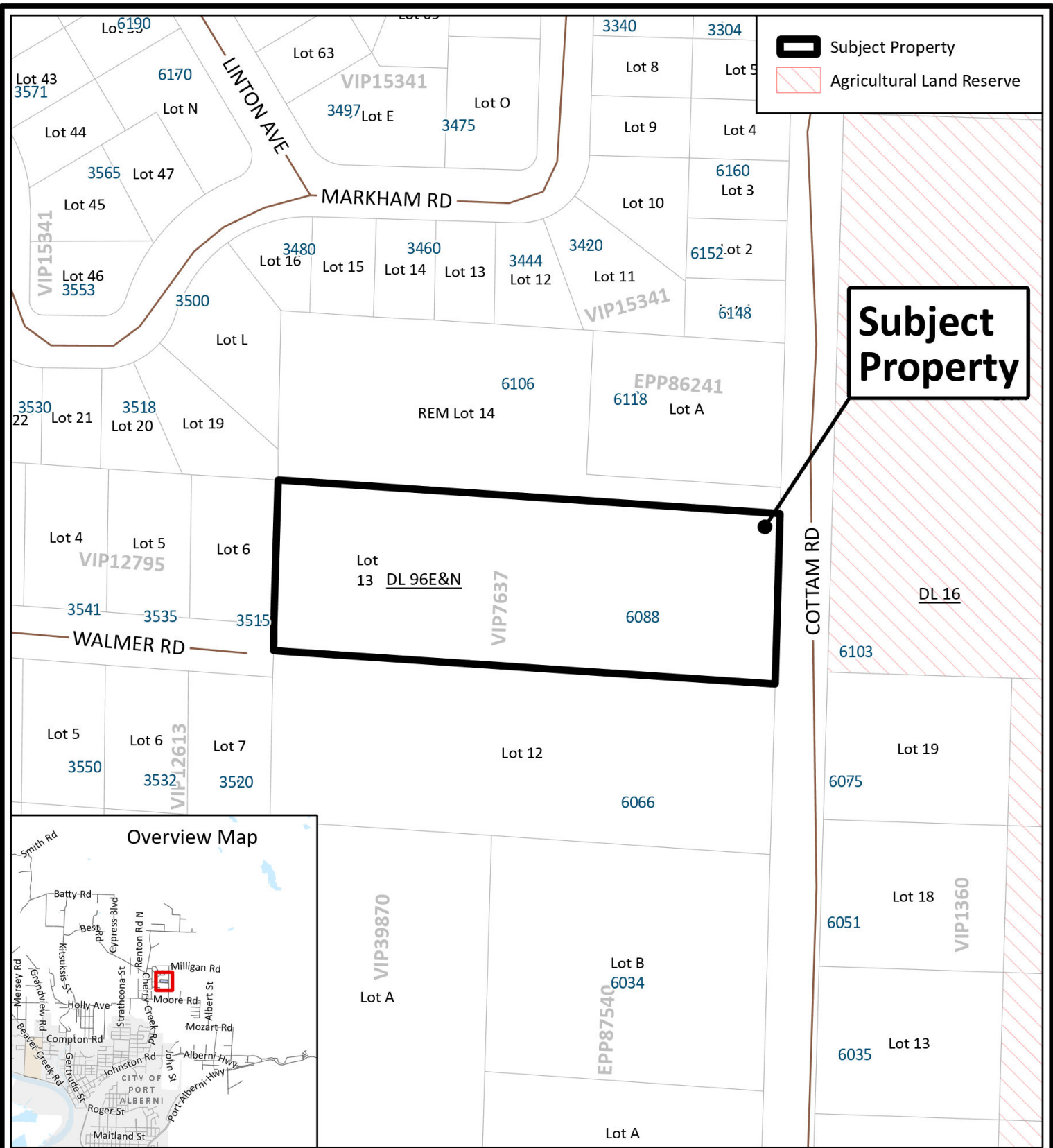
Staff Recommendation

The applicants worked with ACRD staff to prepare the covenant to address the Stormwater Management Plan requirements. The property owners and the ACRD agreed to the covenant wording and Restrictive Covenant CB2748966 was registered to the property title in May 2026, which satisfies the condition of rezoning applied by the Board.

The proposed subdivision is consistent with the policies of the Cherry Creek OCP and would create additional residential housing opportunities in the community. The 2025 Cherry Creek Housing Needs Report highlights an anticipated housing need for 292 additional dwelling units in the community by 2041.

The applicants have satisfied all technical referral agency requirements and the Restrictive Covenant has been registered to address the stormwater management needs identified through the public input period. In staff's opinion, all conditions of rezoning have now been satisfied and it is recommended that the Board proceed with adoption of Bylaw P1524.

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



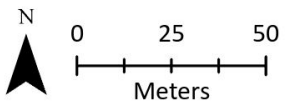
Subject Property



Civic Address: 6088 Cottam Road
Legal Description: LOT 13, DISTRICT LOT 96, ALBERNI DISTRICT, PLAN 7637




ALBERNI-CLAYOQUOT REGIONAL DISTRICT




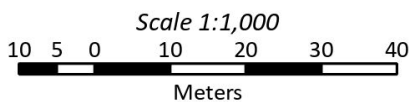
60



6088 Cottam Road
 LOT 13, DISTRICT LOT 96, ALBERNI DISTRICT,
 PLAN 7637

 Subject Property
 Parcels

 Prepared 2025-01-17
 Sources: © OpenStreetMap
 (and) contributors, CC-BY-SA,
 LidarBC (DEM, Hillshade) 2019,
 ParcelMapBC; ACRD



This product is intended for general reference use
 only and should not be used for navigation or legal
 purposes. Imagery offsets may exist.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1524

OFFICIAL ZONING ATLAS AMENDMENT NO. 796

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 No. P1524.

Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT 13, DISTRICT LOT 96, ALBERNI DISTRICT, PLAN 7637 from Small Holdings (A1) District to Acreage Residential (RA3) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.

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

Read a first time this 14th day of May, 2025
Read a second time this 14th day of May, 2025
Read a third time this 14th day of May, 2025

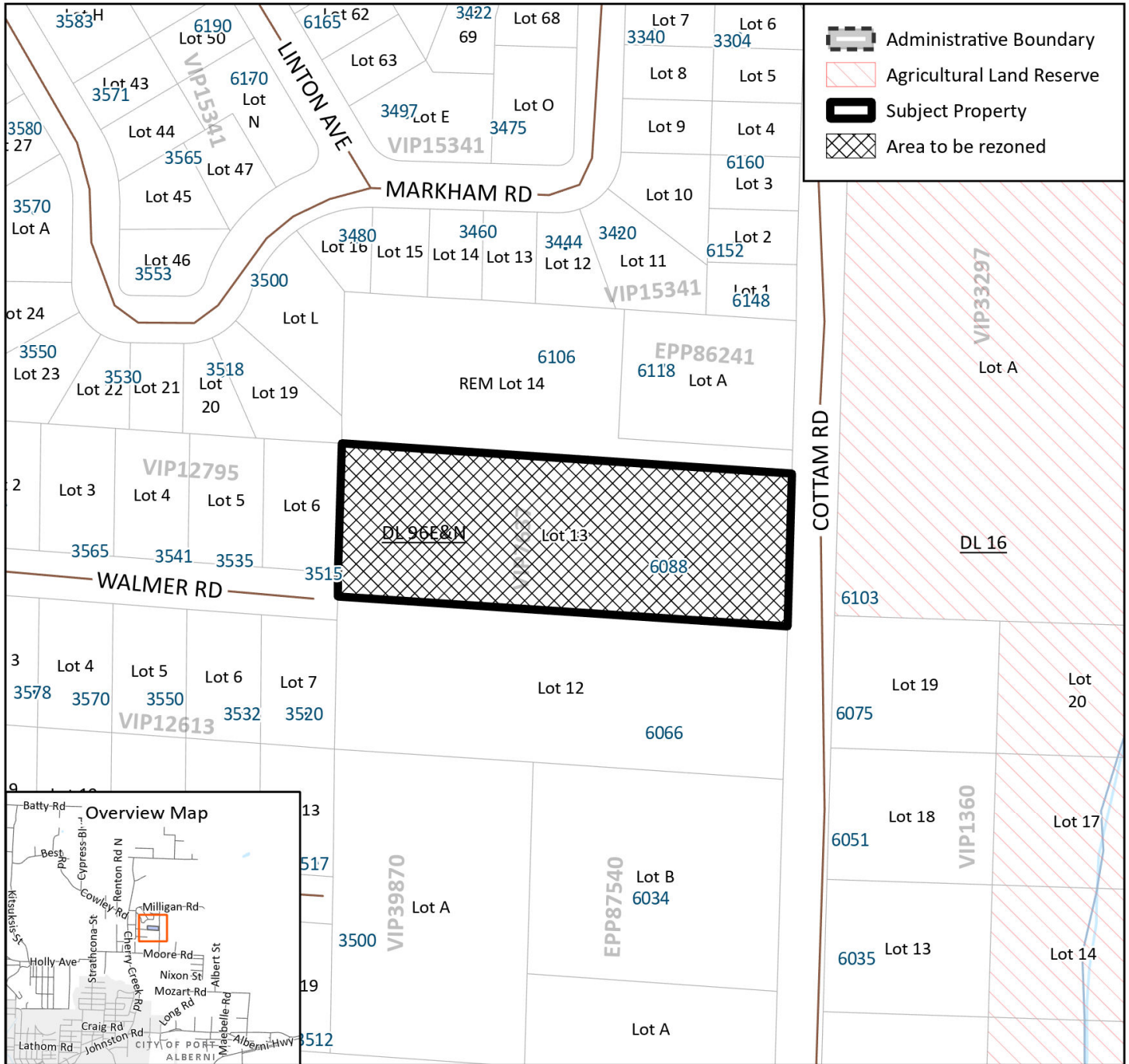
Adopted this day of ,

Corporate Officer

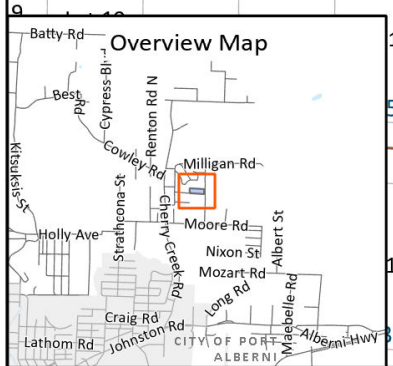
Chair of the Regional Board

Schedule 'A'

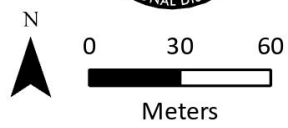
This schedule is attached to and forms part of Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1524, 2025



- Administrative Boundary
- Agricultural Land Reserve
- Subject Property
- Area to be rezoned



Legal Description: LOT 13, DISTRICT LOT 96, ALBERNI DISTRICT, PLAN 7637
 Address: 6088 COTTAM RD



To be rezoned from Small Holdings (A1) District to Acreage Residential (RA3) District.



Monthly Agreement & Grant Delegation Report

The following agreements have been executed by the CAO and or GMs for the period of April 1, 2026, to April 30, 2026:

Parties	Agreement	Purpose	Term	Fees
Marcie DeWitt	Rate Contract	Medical Staff Recruitment and Retention	Apr. 22, 2026 – Dec. 31, 2026	\$150.00/hour to a maximum of \$50,000.00 within the contract term.
Ukee Timber and Road	Contract	CYAZ Logging Debris Removal	Apr. 07, 2026 – Jun. 07, 2026	\$21,500.00 excluding GST
McGill and Associates Engineering Ltd.	Contract	Salmon Beach Stormwater Review and Survey	Apr. 15, 2026 – Jun. 10, 2026	\$7,000.00 excluding GST
Herold Engineering	Quoted Price Agreement	Great Central Lake Boat Launch Design	Apr. 17, 2026	To a maximum of \$4,400.00 excluding GST
Alberni Septic Tank Service	Contract	Parks Portable Restrooms	May 15, 2026 – Sep. 30, 2026	\$2,898.00 inclusive of all services and taxes

Grantor	Agreement	Purpose	Funding Term	Grant Amount
Service Canada	Application Approved	Canada Summer Jobs – Sproat Lake Marine Patrol	Apr. 20, 2026 – Aug. 29, 2026	\$2,557.00
Ministry of Transportation and Transit	Application Denied	BC Air Access Program	N/A	\$899,250.00



Alberni-Clayoquot Regional District

Board of Directors Meeting Schedule June 2026

DATE & TIME	MEETING	LOCATION	ATTENDEES
Wednesday, June 10 10:00 am	Regional Hospital District	ACRD Boardroom/Zoom	Committee/Staff
1:30 pm	Board of Directors	ACRD Boardroom/Zoom	Committee/Staff
Thursday, June 11 10:00 am	Beaver Creek Water Advisory Committee	ACRD Boardroom/Zoom	Committee/Staff
Thursday, June 18 10:00 am	Electoral Area Directors Committee	ACRD Boardroom/Zoom	Committee/Staff
Wednesday, June 24 10:00 am	Committee-of-the-Whole	ACRD Boardroom/Zoom	Committee/Staff
1:30 pm	Board of Directors	ACRD Boardroom/Zoom	Committee/Staff

m:\meeting schedules\2026\monthly\june 2026 directors meeting schedule.docx

REGIONAL DISTRICT OF ALBERNI-CLAYQUOT BUILDING INSPECTOR'S REPORT
April, 2026

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS		
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	
Single Family					1	298,753	2	1,212,773		1	843,288			4	2,354,814
Accessory							1	140,000			1	109,004		2	249,004
Adds+Renos							1	250,000						1	250,000
Multi-Family														0	0
Manufactured							1	7,000						0	7,000
Agricultural														1	0
Commercial														0	0
Industrial														0	0
Institutional														0	0
Renewal														0	0
Demolition											1	1,000		1	1,000
Totals	0	0	0	0	1	298,753	5	1,609,773	1	843,288	2	110,004	9	2,861,818	

REGIONAL DISTRICT OF ALBERNI-CLAYQUOT BUILDING INSPECTOR'S REPORT
2026 TO DATE

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	1	400,466	0	0	2	548,753	6	3,642,826	1	843,288	0	0	10	5,435,333
Accessory	1	150,000	0	0	1	17,596	2	201,433	0	0	1	109,004	5	478,033
Adds+Renos	0	0	0	0	0	0	1	250,000	0	0	0	0	1	250,000
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manufactured	0	0	0	0	0	0	1	7,000	0	0	0	0	1	7,000
Agricultural	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Commercial	1	166,744	0	0	0	0	0	0	0	0	0	0	1	166,744
Industrial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Institutional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Renewal	0	0	0	0	0	0	0	0	1	204,615	0	0	1	204,615
Demolition	0	0	0	0	0	0	1	1,000	0	0	1	1,000	2	2,000
Totals	3	717,210	0	0	3	566,349	11	4,102,259	2	1,047,903	2	110,004	21	6,543,725

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
WOODSTOVE INSPECTIONS		1			1	2	3

	YEAR TO DATE		TOTAL YEAR	
2025	17	3,829,859	98	30,000,766
2024	39	6,563,374	119	30,520,584
2023	36	5,352,684	107	21,617,844
2022	41	8,308,390	127	27,309,617
2021	32	3,332,163	109	15,945,961
2020	32	3,499,966	121	16,119,274
2019	28	4,416,079	109	14,925,682
2018	26	2,995,588	104	12,305,797
2017	28	3,749,910	103	12,826,449
2016	25	2,995,016	82	10,545,063
2015	22	2,047,279	89	8,577,170