



**Board of Directors Meeting
Wednesday, August 24, 2022**

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

Regular Agenda

Watch the meeting live at <https://www.acrd.bc.ca/events/24-8-2022/>

Register to participate via Zoom Webinar at:

https://portalberni.zoom.us/webinar/register/WN_cDhSe2BjTlaumrBEuY4NSA

| | | PAGE # |
|-----------|---|---------------|
| 1. | <u>CALL TO ORDER</u> | |
| | Recognition of Territories. | |
| | Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website. | |
| | Introductions - Board Members and Staff present in the Boardroom. | |
| 2. | <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items required ALL VOTE 2/3 majority vote)</i> | |
| 3. | <u>DECLARATIONS</u> <i>(conflict of interest or gifts exceeding \$250 in value as per section 106 of the Community Charter)</i> | |
| 4. | <u>ADOPTION OF MINUTES</u> (ALL/UNWEIGHTED) | |
| a. | Electoral Area Directors Committee Meeting – July 27, 2022 | 9-12 |
| | <i>THAT the minutes of the Electoral Area Directors meeting held on July 27, 2022 be adopted.</i> | |
| b. | Board of Directors Meeting – July 27, 2022 | 13-27 |
| | <i>THAT the minutes of the Board of Directors meeting held on July 27, 2022 be adopted.</i> | |

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

INVITED GUESTS:

- a. **Nikki Schneider, Operations Manager, Ministry of Transportation, and Infrastructure regarding traffic initiatives including access to the Hole in the Wall, Cathedral Grove, and the installation of a stop light at Maebelle Road and the Highway 4 intersection.**

DELEGATIONS:

- a. **Cst. Elizabeth O'Connor, Indigenous Policing Services, Port Alberni RCMP-GRC, youth violence and associated gang and affiliated lifestyle groups.**
- b. **David Michaud, President, Alberni Valley Bulldogs request for sponsorship and what the ACRD would receive for that sponsorship.**
- c. **Dewayne Richmond regarding TUP21007, 9200 Central Lake Road.**

6. **CORRESPONDENCE FOR ACTION**

(ALL/UNWEIGHTED)

- a. **North Island College, August 17, 2022, Build 2026, Strategic Plan and Year 1 Dashboard and Working Together Dashboard Year 1, Report 1. 28-81**

Possible Motion:

THAT the Board of Directors invite North Island College representatives to update the Board on the progress the College has made on the initiatives set out in the two plans.

- b. **Association of Vancouver Island and Coastal Communities, August 17, 2022, invitation to attend Coastal Marine Strategy On-Line Information Session scheduled for September 19th at 9:30 am. 82-83**

Possible Motion:

THAT the Board of Directors authorize all interested Directors to attend the Coastal Marine Strategy On-line Information Session on September 19, 2022.

7. **CORRESPONDENCE FOR INFORMATION**

(ALL/UNWEIGHTED)

- a. **ISLAND COASTAL ECONOMIC TRUST 84-87**

Nanum'iyus Tth'ele' Murals in Duncan to Celebrate Quw'utsun Culture and Heritage

- b. **UNION OF BRITISH COLUMBIA MUNICIPALITIES** **88**
2020 CRI – Firesmart Community Funding Supports – Alberni Valley & Bamfield Firesmart Project

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

8. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION** **89-98**
Bylaw A1090 Board Remuneration, Expenses, and Benefits (ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to bylaw cited as “Board Remuneration, Expenses, and Benefits Bylaw No. A1090, 2022”.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to bylaw cited as “Board Remuneration, Expenses and Benefits Bylaw No. A1090, 2022”.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to bylaw cited as “Board Remuneration, Expenses, and Benefits Bylaw No. A1090, 2022”.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Board Remuneration, Expenses, and Benefits Bylaw No. A1090, 2022”.

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to develop a committee, following the 2022 local government elections, to develop ideas to encourage diversity and participation in the region.

- b. **REQUEST FOR DECISION** **99-104**
West Coast Multiplex - Updated Memorandum of Understanding (MOU)
(ALL/UNWEIGHTED)

THAT the ACRD Board direct staff to advise the West Coast Multiplex Society that the ACRD may consider signing an updated memorandum of understanding (MOU) upon renewed stakeholder consultation in the determination of regional recreation priorities for the West Coast.

THAT the ACRD Board direct staff to engage with the West Coast communities to determine the preferred process for dialogue regarding the establishment of recreational facility priorities and possible facility locations, and staff be directed

to report to the Board on this issue prior to the re-establishment of strategic priorities in 2023.

THAT the ACRD Board direct staff to work with the West Coast Multiplex Society to identify opportunities for ongoing collaboration as we take time to re-engage interested parties and communities regarding this initiative.

- c. **REQUEST FOR DECISION** **105-110**
Lot 2, Section 20, Township 1, Barclay Land District, VIP 20011 / 325
Bamfield Road
(Deferred from July 27, 2022, Board of Directors Meeting)
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors resolve to register a Notice on Title to Lot 2, Section 20, Township 1, Barclay Land District, VIP 20011 (325 Bamfield Road), as per Section 57 of the Community Charter.

- d. **REQUEST FOR DECISION** **111-112**
Board Resolution – Conduct a Special Board of Directors Meeting,
September 7, 2022
(ALL/UNWEIGHTED)

THAT the quarterly meeting of the Electoral Area Directors meeting scheduled for Wednesday, September 7, 2022, at 1:30 pm in the Regional District Board Room and via Zoom be cancelled.

THAT the ACRD Board of Directors call a Special Board of Directors Meeting on Wednesday, September 7, 2022, at 1:30 pm in the Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC and via Zoom in order to consider the large number of planning applications.

- e. **REQUEST FOR DECISION** **113-118**
Maplehurst Park Management Plan - Access
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to apply for a license of occupation and a Nominal Rent Tenure Lease with the Province of BC for a parking facility within Ministry of Transportation Right of Way and Crown lands at the end of Willow Road.

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to prepare a project plan for establishing a secondary park access in Cherry Creek.

- f. **REQUEST FOR DECISION** **119-210**
Maplehurst Park Management Plan - Operations
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors accept the Maplehurst Park Plan.

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to incorporate operational action items into the workplan and the 2023 Cherry Creek Community Parks Service Financial Plan.

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to continue to work with Tseshah First Nation and Hupacasath First Nation around appropriate park signage and name for Maplehurst Park.

- g. REQUEST FOR DECISION 211-213**
Maplehurst Park Management Plan – Governance and Expansion
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to not pursue Maplehurst trail expansion on adjacent Crown Lands in Beaver Creek and Beaufort Electoral Areas.

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to maintain governance structure and fund operations for Maplehurst Park within the Cherry Creek Community Park service.

- h. REQUEST FOR DECISION 214-240**
Alberni Inlet Trail Expansion
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to consider the Franklin Bridge project when appropriate grants become available for a Steel Truss or Suspension Bridge.

- i. REQUEST FOR DECISION 241-245**
Hole in the Wall Update
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors instruct staff to coordinate discussions with interested parties around examining options for establishing safe parking near Stokes Falls.

- j. REQUEST FOR DECISION 246-248**
Rogers Communications –Cellular Tower at West Coast Landfill
(ALL/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors authorize the CAO to provide Rogers Communications with a letter of land use concurrence.

- k. **REQUEST FOR DECISION** **249-251**
Alberni Valley Landfill 5-year License of Occupation
(ALL/WEIGHTED)

THAT the ACRD Board of Directors direct staff to enter into a License of Occupation with the Province for the Alberni Valley Landfill for a five-year term.

THAT the ACRD Board of Directors direct staff to allocate resources in the 2023-2027 Draft Financial Plan to support meaningful engagement with First Nations during the Alberni Valley Landfill Long Term Tenure Application Process.

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS
(PARTICIPANTS/UNWEIGHTED)

- a. **TUP21004, BIALOUS/LIPSZTAJN, 2401 GRANT AVENUE (LONG BEACH)** **252-254**
Temporary Use Permit Application – Memorandum and Permit

THAT the Board of Directors issue Temporary Use Permit TUP21004.

- b. **TUP22004, MILLER, 66 SUTTON ROAD (LONG BEACH)** **255-260**
Temporary Use Permit Application – Memorandum and Permit

THAT the Board of Directors issue Temporary Use Permit TUP22004.

- c. **TUP22007, KIMOLA/KAIKKONEN/COWLAND/BARIL-DIONNE, 2660 TOFINO UCLUELET HIGHWAY (LONG BEACH)** **261-265**
Temporary Use Permit Application – Memorandum and Permit

THAT the Board of Directors issue Temporary Use Permit TUP22007.

- d. **TUP21007, JANTZEN & RICHMOND, 9211 CENTRAL LAKE ROAD (SPROAT LAKE)** **266-279**
Temporary Use Permit Application – Report

THAT the Board of Directors deny Temporary Use Permit TUP21007.

9.2 ALL DIRECTORS
(PARTICIPANTS/UNWEIGHTED)

- a. **CLAYOQUOT WILDERNESS RESORT LTD., BEDWELL RIVER, CLAYOQUOT SOUND (LONG BEACH)** **280-287**
Request For Decision

THAT the Board of Directors support the application for a structural change to the Clayoquot Wilderness Lands Liquor Primary License to increase the maximum capacity from 50 to 130 persons and to resolve that the ACRD opts out of conducting the public input process.

10. REPORTS

10.1 STAFF REPORTS

(ALL/UNWEIGHTED)

- | | | |
|----|--|------------|
| a. | Meeting Schedule – September 2022 | 288 |
| b. | Building Report – July 2022 | 289 |
| c. | Monthly Agreement & Grant Delegation Report | 290 |

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

10.2 COMMITTEE REPORTS

10.3 MEMBER REPORTS

(Deferred from July 27, 2022 Board of Directors Meeting)
(ALL/UNWEIGHTED)

- a. 9-1-1 Corporation – J. McNabb
- b. Vancouver Island Regional Library – P. Cote
- c. Alberni Valley Chamber of Commerce – S. Minions
- d. Air Quality Council, Port Alberni – D. Bodnar
- e. West Coast Aquatic Board – T. Stere
- f. Association of Vancouver Island & Coastal Communities – P. Cote
- g. Beaver Creek Water Advisory Committee – J. McNabb
- h. Tsawak-qin Public Advisory Group (WIWAG) – J. McNabb
- i. Agricultural Development Committee – T. Shannon
- j. Redd Fish Restoration Society (Central West Coast Forest Society)
– K. Roberts
- k. Other Reports

THAT these reports be received for information.

11. **UNFINISHED BUSINESS**

12. **LATE BUSINESS**

13. **QUESTION PERIOD**

Questions/Comments from the public:

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

14. **RECESS**

(ALL/UNWEIGHTED)

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

15. **RECONVENE**

16. **IN CAMERA**

(ALL/UNWEIGHTED)

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

- 90 (1) (f) Law enforcement, if the Board considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.*

17. **REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA**

18. **ADJOURN**

(ALL/UNWEIGHTED)

**Next Regular Board of Directors Meeting: Wednesday, September 28, 2022,
1:30 pm
Regional District Board Room & Zoom**



Alberni-Clayoquot Regional District

MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE MEETING HELD ON WEDNESDAY, JULY 27, 2022, 10:00 AM

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

DIRECTORS PRESENT: Penny Cote, Director, (Chair) Electoral Area “D” (Sproat Lake)
Bob Beckett, Director, (Vice-Chair), Electoral Area “A” (Bamfield)
Tanya Shannon, Director, Electoral Area “B” (Beaufort)
Kel Roberts, Director, Electoral Area “C” (Long Beach)
John McNabb, Director, Electoral Area “E” (Beaver Creek)
Dianne Bodnar, Director, Electoral Area “F” (Cherry Creek)

STAFF PRESENT: Daniel Sailland, Chief Administrative Officer
Mike Irg, General Manager of Planning & Development
Wendy Thomson, General Manager of Administrative Services
Amy Anaka, Planner

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
www.acrd.bc.ca/events/27-7-2022/

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.

2. **APPROVAL OF AGENDA**

MOVED: Director Beckett

SECONDED: Director Bodnar

THAT the agenda be approved as circulated.

CARRIED

3. **MINUTES**

a. **Electoral Area Directors Committee Meeting – February 24, 2022.**

MOVED: Director Roberts
SECONDED: Director Bodnar

THAT the minutes of the Electoral Area Directors Committee Meeting held on February 24, 2022, be received.

CARRIED

4. CORRESPONDENCE FOR INFORMATION

a. **GRAHAM TATE**
Zoning Bylaw Review

MOVED: Director Beckett
SECONDED: Director Shannon

THAT the Committee receives this item for information.

CARRIED

5. REQUEST FOR DECISIONS

a. **Request for Decision regarding Timeline for the Zoning Bylaw Review Project**

MOVED: Director Shannon
SECONDED: Director Beckett

THAT the Electoral Area Directors Committee recommend that first reading and a public hearing for the updated Zoning Bylaw be planned for January 2023.

CARRIED

b. **Request for Decision regarding Zoning Bylaw Review Project - July 2022 Update and Next Steps**

MOVED: Director McNabb
SECONDED: Director Beckett

THAT the Electoral Area Directors Committee endorse the following changes to the draft Zoning Bylaw, including incorporating amendments coming out of the meeting today:

1. Keep maximum extent of a dock as proposed at 42 m and increase width of walkway from 1.8 m to 2 m (6.5 ft) and width of float from 3.7 m to 4.9 m (16 ft) for docks in fresh and marine water to be more permissive and allow greater flexibility.

2. Increase permitted floor area of one open-sided dock roof structure from 160 ft² to 250 ft² and keep proposed 3.7 m (12 ft) height maximum.

3. Maintain current proposal of a maximum number of days for temporary dwelling in an RV to 15 cumulative days in a Residential zone and increase the number of cumulative days in a year to 60 in a Rural zone, with additional requirements for screening, setbacks, connection to sewage disposal and a requirement for the location of a dwelling on the property.

4. Maintain parking maximums for boats, RVs, and trailers in Residential zones only, and introduce flexibility to allow a combination of up to four (4) personal boats, RVs and trailers to be stored outside on a lot in a Residential zone.

5. Increase keeping of animal limits overall to be more permissive including: an increase in livestock from 1 to 2 on lots smaller than 1 acre, from 2 to 4 on lots 1-2 acres, and from 4 to 6 on lots 2-5 acres; increasing the number of poultry from 36 to 48 on lots 2-5 acres; and removing any maximum number of beehives on lots between 2-5 acres.

6. Increase number of roosters proposed on non-ALR lots to 1 per 2 acres, plus 1 additional rooster per 1 hectare or 2.5 acres.

CARRIED

6. LATE BUSINESS

7. QUESTION PERIOD

Questions/Comments from the public.

The Committee received comments from the public.

- Participating in Person in the ACRD Board Room – The Committee received comments on the rezoning bylaw timelines and review from two members of the public attending in the Board Room.
- Participating in Zoom webinar – The Committee received comments from a member of the public attending via zoom webinar regarding RV's on private lands.
- Submissions received by email at responses@acrd.bc.ca – no submissions to the email address were received.

8. ADJOURN

MOVED: Director McNabb

SECONDED: Director Beckett

THAT this meeting be adjourned 11:54 am.

CARRIED

Certified Correct:

Penny Cote,
Chairperson

Wendy Thomson,
General Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JULY 27, 2022, 1:30 PM

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

DIRECTORS

John Jack, Chairperson, Councillor, Huu-ay-aht First Nation

PRESENT:

John McNabb, Vice-Chair, Director, Electoral Area "E" (Beaver Creek)

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

Tanya Shannon, Director, Electoral Area "B" (Beaufort)

Kel Roberts, Director, Electoral Area "C" (Long Beach)

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

Dianne Bodnar, Director, Electoral Area "F" (Cherry Creek)

Sharie Minions, Mayor, City of Port Alberni

Ron Corbeil, Councillor, City of Port Alberni

Rachelle Cole, Councillor, District of Ucluelet

Tom Stere, Councillor, District of Tofino

Kirsten Johnsen, Member of Council, Toquaht Nation

Alan McCarthy, Member of Legislature, Yuułuꞵiꞵath Government

REGRETS:

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer

Teri Fong, Chief Financial Officer

Mike Irg, General Manager of Planning & Development

Jenny Brunn, General Manager of Community Services

Wendy Thomson, General Manager of Administrative Services

Heather Zenner, Protective Services Manager

Paulo Eichelberger, Solid Waste Manager

Shane Koren, Procurement Coordinator

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

www.acrd.bc.ca/events/27-7-2022/

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.

2. APPROVAL OF AGENDA

MOVED: Director McNabb

SECONDED: Director Cole

THAT the agenda be approved as circulated with the following amendments:

- a. Deferral of Agenda Item 8 e. Request for Decision – Notice on Title, 325 Bamfield Road*
- b. Addition of late correspondence under 6. (b) Correspondence for Action - Regional District of Nanaimo request for support of their UBCM Resolution respecting the legislative reform initiative.*

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Bamfield Water Committee Meeting – June 16, 2022

MOVED: Director McNabb

SECONDED: Director Beckett

THAT the minutes of the Bamfield Water Committee meeting held on June 16, 2022, be adopted.

CARRIED

b. Board of Directors Meeting – June 22, 2022

MOVED: Director Roberts

SECONDED: Director Cote

THAT the minutes of the Board of Directors meeting held on June 22, 2022, be adopted.

CARRIED

c. Committee of the Whole Meeting – June 29, 2022

MOVED: Director McNabb

SECONDED: Director Beckett

THAT the minutes of the Committee of the Whole meeting held on June 29, 2022, be adopted.

CARRIED

d. Special Board of Directors Meeting – July 13, 2022

MOVED: Director Cote
SECONDED: Director McNabb

THAT the minutes of the Special Board of Directors meeting held on July 13, 2022, be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. Inspector Eric Rochette, Officer in Charge, Port Alberni RCMP regarding second quarter of 2022 (April to June) statistics for the Port Alberni RCMP Detachment.**

The Inspector presented the April/June Port Alberni RCMP Detachment statistics.

- b. Larry Stevenson, CEO Island Corridor Foundation, Andrea Thomas, Manager, Corridor Development, Ken McRae, ACRD Director on ICF regarding an update on regional activities.**

The delegation provided an update on rail on Vancouver Island including: assessment conducted by the Province in 2019, legal issues, the weather event impacts, the initial business case and First Nation recognition and consultation. The delegation requested the ACRD Board of Directors provide a letter of support for the Island Corridor Foundation's efforts to ensure the future of the corridor includes the restoration of rail on the Island.

MOVED: Director Minions
SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to provide an expedited letter of support to the Island Corridor Foundation due to their timeline.

MOVED: Director Cote
SECONDED: Director McNabb

THAT the main motion be amended to include the following:

AND THAT the Alberni-Clayoquot Regional District Board of Directors request for the federal and provincial governments to work together to:

- 1. Equitably settle Indigenous claims within and along the island rail corridor;*
and,

2. *Create a multi-disciplinary team, reflecting all affected interests, to advance rail as a transportation option on Vancouver Island; and,*
3. *That this action be ongoing and not delay decisions required by March 2023.*

CARRIED

The main motion, as amended, was

CARRIED

6. CORRESPONDENCE FOR ACTION

- a. **Correspondence July 20, 2022, from Island Corridor Foundation regarding their request for support.**
- b. **Regional District of Nanaimo regarding letter of support for the Legislative Reform Initiative.**

MOVED: Director McNabb

SECONDED: Director Roberts

THAT the Alberni-Clayoquot Regional District Board of Directors forward a letter to the Regional District of Nanaimo supporting their resolution submitted to UBCM regarding the legislative reform initiative.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

- a. **TOWN OF VIEW ROYAL**
Support for Island Rail Corridor
- b. **CORPORATION OF THE CITY OF NEW WESTMINSTER**
Library Funding UBCM Resolution
- c. **TOWN OF GIBSONS**
Hospice Service Funding – UBCM Resolution
- d. **CLAYOQUOT BIOSPHERE TRUST**
Annual Report Letter
- e. **INFRASTRUCTURE CANADA**
Log Train Trail – Active Transportation Planning for the Alberni Valley
- f. **ISLAND COASTAL ECONOMIC TRUST**
Ucluelet Multi-Use Trail Completion to Support Sustainable Tourism
- g. **E-COMM 9-1-1**
E-Comm Insider Subscription
- h. **ISLAND COASTAL ECONOMIC TRUST**
Ahaminaquus Welcome House to Create New Gateway to Nootka Sound
- i. **ELECTORAL AREA “D” (SPROAT LAKE) DIRECTOR PENNY COTE**
Correspondence with BC Timber Sales regarding forestry roads

j. BROOMBUSTERS INVASIVE PLANT SOCIETY
Broom Call to lawmakers to take action

MOVED: Director Stere
SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors instruct staff to investigate possible strategies moving forward regarding BC Timber Sales' plans to deactivate forestry roads including Kurtz Crib bridge.

CARRIED

MOVED: Director McNabb
SECONDED: Director Roberts

THAT the Alberni-Clayoquot Regional District Board of Directors endorse a resolution for consideration as a late item at the 2022 UBCM Convention calling on the Province of British Columbia to establish Scotch Broom as a noxious weed and establish laws to mitigate spread on lands controlled by crown corporations and lands within Provincial control.

MOVED: Director McNabb
SECONDED: Director Cole

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding 2022 Local Government Election Update & Request to Reschedule Board Meeting

MOVED: Director McNabb
SECONDED: Director Roberts

THAT the Alberni-Clayoquot Regional District Board of Directors move the regularly scheduled Board meeting from Wednesday October 12th to Thursday October 13th at 1:30pm in the ACRD Boardroom and via Zoom, allowing for an advance voting opportunity to occur at the Alberni-Clayoquot Regional District office on Wednesday October 12th from 8am to 8pm.

CARRIED

b. Request for Decision regarding ACRD and ACRHD Audit Services

MOVED: Director McNabb
SECONDED: Director Roberts

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors award the ACRD and the Alberni-Clayoquot Regional Hospital District (ACRHD) Audit Services contract to KPMG LLP in the amount of \$181,800 (excluding GST) over a 5-year term, commencing August 1, 2022; and further,

THAT the ACRD Board of Directors authorize the CAO to negotiate and execute the ACRD and ACRHD Audit Services contract on behalf of the Regional District; and further,

THAT the ACRD Board of Directors appoint KPMG LLP as the Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District auditors for the 2022-to-2026-year ends.

CARRIED

c. Request for Decision regarding Log Train Trail Regional Park Management Plan

MOVED: Director McNabb

SECONDED: Director McCarthy

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors award the Log Train Trail Regional Park Management Plan contract to Murdoch De Greeff Inc. in the amount of \$48,360.00 (excluding GST) over a 6-month term, commencing August 1, 2022; and further,

THAT the ACRD Board of Directors authorize the CAO to negotiate and execute the Log Train Trail Regional Park Management Plan contract on behalf of the Regional District.

CARRIED

MOVED: Director Jack

SECONDED: Director McNabb

THAT the ACRD Board of Directors authorize a modification to the Board agenda to go in-camera at 3:15 pm and then return to open meeting.

CARRIED

d. Request for Decision regarding Fire Flow Upgrade Project – Additional Costs

MOVED: Director Stere

SECONDED: Director Roberts

THAT the ACRD Board of Directors approve a project budget increase of \$156,823 to \$743,387 plus GST for the Watermain Upgrade for Fire Protection, at the Long Beach Airport, to Bowerman Excavating Ltd.; and further,

THAT the Alberni-Clayoquot Regional District Board of Directors authorize the CAO to approve the amendment to the Conditional Grant Agreement with the Ministry of Transportation & Infrastructure through the British Columbia Air Access Program (BCAAP) for the Long Beach Airport Fire Protection Improvement Project to reflect that the project has been split into two phases and that the grant is applicable to phase one.

CARRIED

e. Request for Decision regarding Lot 2, Section 20, Township 1, Barclay Land District, VIP 20011 / 325 Bamfield Road

Deferred until the next Board of Directors meeting.

f. Request for Decision regarding Lot 13, District Lot 468, Clayoquot District, Plan 1692 / 2465 Pacific Rim Highway

MOVED: Director Roberts

SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors resolve to register a Notice on Title to Lot 13, District Lot 468, Clayoquot District (2465 Pacific Rim Highway), as per Section 57 of the Community Charter.

CARRIED

g. Request for Decision regarding Lot 6, Block 66, Section 49, Clayoquot Land District, VIP510 / 1009 Seventh Avenue

MOVED: Director Roberts

SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors resolve to register a Notice on Title to Lot 6, Block 66, Section 49, Clayoquot Land District, VIP510 (1009 Seventh Ave), as per Section 57 of the Community Charter.

CARRIED

h. Request for Decision regarding ICI Recycling Solutions and UBCM Resolution

MOVED: Director Stere

SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors submit a letter to the Minister of the Environment and Climate Change Strategy (MOECCS) to expand the Recycling Regulation to include the Industrial, Commercial, and Institutional (ICI) sector for all packaging and printed paper (PPP); and further,

THAT Alberni-Clayoquot Regional District Board of Directors submit the above resolution for consideration as a late resolution at the 2022 Union of British Columbia Municipalities (UBCM) Convention.

CARRIED

The Chairperson asked the public participating via zoom or in the Board Room if they had any questions or comments respecting an agenda item, prior to the meeting going in-camera at 3:15 pm. No responses were received from the public.

Director Minions and Director McCarthy left the meeting at 3:10 pm
The meeting recessed at 3:12 pm.
The meeting re-convened at 3:19 pm

MOVED: Director McNabb

SECONDED: Director Roberts

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; and,*
- iii. 91 (2) (b) If all or part of a meeting is closed to the public, the board may allow a person other than regional district officers and employees to attend, in other cases, if the board considers this necessary.*

CARRIED

The meeting was closed to the public at 3:21 pm.
The meeting was re-opened to the public at 4:13 pm.

i. Request for Decision regarding AVLF – 1 Year - Standing Tipping Fee Waiver – Mosaic Forest Management

MOVED: Director McNabb

SECONDED: Director Corbeil

THAT the Alberni-Clayoquot Regional District Board of Directors approve a 1-year standing tipping fee waiver to Mosaic Forest Management to receive loads of

illegally dumped waste collected by Mosaic Forest Management at the Alberni-Valley Landfill commencing August 1, 2022.

MOVED: Director McNabb

SECONDED: Director Cote

THAT the main motion be amended to instruct staff re-evaluate this proposal in December at their discretion.

CARRIED

Main motion, as amended, was

CARRIED

j. Request for Decision regarding Tender for West Coast Organic Processing Facility and Tipping Area Construction – Civil Works (REVISED)

MOVED: Director Stere

SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors rescind the following resolution passed at the Special Board of Directors meeting held on July 13, 2022:

THAT the Alberni-Clayoquot Regional District Board of Directors award the West Coast Organic Processing Facility and Tipping Area Construction – Civil Works contract to Hazelwood Construction Services Inc. in the amount of \$2,612,848.35 (excluding GST) upon confirmation of satisfactory reference checks; and further,

THAT the ACRD Board of Directors authorize the CAO to negotiate and execute the West Coast Organic Processing Facility and Tipping Area Construction – Civil Works contract on behalf of the Regional District.

CARRIED

MOVED: Director Stere

SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors award the West Coast Organic Processing Facility and Tipping Area Construction – Civil Works contract to Hazelwood Construction Services Inc. in the amount of \$2,723,645.23 (Excluding GST) upon confirmation of satisfactory reference checks; and further,

THAT the ACRD Board of Directors authorize the CAO to negotiate and execute the West Coast Organic Processing Facility and Tipping Area Construction – Civil Works contract on behalf of the Regional District.

CARRIED

Director Corbeil left the meeting at 4:39 pm.

9. **PLANNING MATTERS**

9.1 **ELECTORAL AREA DIRECTORS ONLY**

- a. **DVA20006, DOMBI-SAHI, 422 BURLO ISLAND (BAMFIELD)**
Development Variance Permit Application – Memorandum and Permit

MOVED: Director Beckett

SECONDED: Director McNabb

THAT the Board of Directors issue development variance permit DVA20006.

CARRIED

- b. **TUP21004, BIALOUS & LIPSZTAIN, 2401 GRANT AVENUE (LONG BEACH)**
Temporary Use Permit Application – Report

MOVED: Director Cote

SECONDED: Director McNabb

THAT the Board of Directors consider issuing Temporary Use Permit TUP21004 subject to:

Neighbour notification as per Local Government Act s.494;

Applicant providing contact details of property caretaker who can access the property within 20 minutes.

CARRIED

- c. **TUP22004, MILLER, 66 SUTTON ROAD (LONG BEACH)**
Temporary Use Permit Application – Report

Director Corbeil left the meeting at 4:40 pm

MOVED: Director McNabb

SECONDED: Director Beckett

THAT the Board of Directors consider issuing Temporary Use Permit TUP22004 subject to:

Neighbour notification as per Local Government Act s.494;

Applicant providing contact details of property caretaker who can access the property within 20 minutes;

Assessment by a building inspector to ensure safety of guests on the property.

CARRIED

- d. **TUP22007, KIMOLA, KAIKKONEN, COWLAND & BARIL-DIONNE, 2660 TOFINO UCLUELET HIGHWAY (LONG BEACH)**
Temporary Use Permit Application – Report

MOVED: Director Beckett

SECONDED: Director Cote

THAT the Board of Directors consider issuing Temporary Use Permit TUP22007 subject to neighbour notification as per Local Government Act s.494.

CARRIED

- e. **TUP21007, JANTZEN & RICHMOND, 9211 CENTRAL LAKE ROAD (SPROAT LAKE)**
Temporary Use Permit Application – Report

MOVED: Director Cote

SECONDED: Director McNabb

THAT the Board of Directors is, at this time, disposed to deny this temporary use permit application and prior to doing so, the Board wishes to offer the applicants the opportunity to present their own case as to why this matter should be supported.

CARRIED

- f. **TUP22002, DITTY, 7676 BELL ROAD (SPROAT LAKE)**
Temporary Use Permit Application – Report

MOVED: Director Cote

SECONDED: Director Shannon

THAT the Board of Directors consider issuing Temporary Use Permit TUP22002 subject to:

Neighbouring properties being notified as per Local Government Act s.494;

Confirmation of appropriate sewerage capacity and performance by a Registered Onsite Wastewater Professional;

Confirmation that the existing shared well provides adequate water servicing to the house;

Applicant providing contact details of an acceptable property caretaker who can access the property within 20 minutes;

Assessment by a building inspector to ensure safety of guests on the property.

CARRIED

- g. SE21001, RYLES, LOT 1, EPP96269, DEBEAUX ROAD (BEAVER CREEK)**
Parcel Frontage Waiver Application – Memorandum

MOVED: Director McNabb

SECONDED: Director Beckett

THAT the Board of Directors waive the 10% road frontage requirement for proposed Lots 10, 11 and 12 as per Proposed Subdivision Plan of LOT 1, DISTRICT LOT 24, ALBERNI DISTRICT, PLAN EPP96269.

CARRIED

9.2 ALL DIRECTORS

- a. AB21002, KONKIN, 4555 BEST ROAD (BEAUFORT)**
Agricultural Land Commission Application – Report

MOVED: Director Cote

SECONDED: Director Shannon

THAT the Board of Directors pass a resolution to support and forward the application to the Agricultural Land Commission noting that the application complies with the Beaufort Official Community Plan and ACRD Zoning Bylaw.

CARRIED

- b. AF21004, 0499369BC LTD., LOT 1, PLAN 6543, OLD NANAIMO HIGHWAY (CHERRY CREEK)**
Agricultural Land Commission Application – Report

MOVED: Director Cote

SECONDED: Director Bodnar

THAT the Board of Directors pass a resolution to support forward the application to the Agricultural Land Commission noting that the application complies with the Cherry Creek Official Community Plan and ACRD Zoning Bylaw.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. Meeting Schedule – August 2022
- b. Building Report – June 2022
- c. Monthly Agreement & Grant Delegation Report

MOVED: Director Shannon

SECONDED: Director McNabb

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

CARRIED

10.2 COMMITTEE REPORTS

- a. Electoral Area Directors Committee Meeting, July 27, 2022

Director Cote provided a brief update on the Electoral Area Directors meeting held earlier this morning.

MOVED: Director McNabb

SECONDED: Director Beckett

THAT the Board of Directors receive this verbal report.

CARRIED

10.3 MEMBER REPORTS

MOVED: Director Jack

SECONDED: Director McNabb

THAT the member reports be deferred until the next Board of Directors meeting.

CARRIED

- a. 9-1-1 Corporation – J. McNabb
- b. Vancouver Island Regional Library – P. Cote
- c. Alberni Valley Chamber of Commerce – S. Minions
- d. Air Quality Council, Port Alberni – D. Bodnar
- e. West Coast Aquatic Board – T. Stere
- f. Association of Vancouver Island & Coastal Communities – P. Cote

- g. Beaver Creek Water Advisory Committee – J. McNabb
- h. Tsawak-qin Public Advisory Group (WIWAG) – J. McNabb
- i. Agricultural Development Committee – T. Shannon
- j. Redd Fish Restoration Society (Central West Coast Forest Society)
– K. Roberts
- k. Other Reports

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

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

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

14. RECESS

MOVED: Director Cote
SECONDED: Director McNabb

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

CARRIED

The meeting was recessed at 4:53 pm.

15. RECONVENE

The meeting was reconvened at 4:58 pm.

16. IN-CAMERA

MOVED: Director Jack
SECONDED: Director McNabb

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

- iv. *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 regional district or another position appointed by the regional district;*
- v. *90 (1) (f) law enforcement, if the board considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;*

CARRIED

The meeting was closed to the public at 4:59 pm.

17. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA

The following resolution from the in-camera portion of the Board of Directors meeting was reported out in open meeting:

The Alberni-Clayoquot Regional District Board of Directors appointed Bob Schmitt to the volunteer position of Bamfield Emergency Program Coordinator.

18. ADJOURN

The meeting was adjourned due to loss of quorum at 5:04 pm.

Certified Correct:

John Jack,
Chairperson

Wendy Thomson,
General Manager of Administrative Services

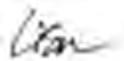
Dear Chair and Directors,

We are very pleased to share with you the first year results of [BUILD 2026](#), NIC's strategic plan and [Working Together](#), NIC's first Indigenization plan. Attached are the *Year 1 Dashboards*, which provide progress reports on the itemized, measurable goals for both visionary plans.

BUILD 2026 and *Working Together* are the creations of the Nations and communities that NIC has the honour and privilege of serving. Your contributions to these plans were essential to their development and will be critical to how we meet our mission to work together to build healthy and thriving communities, one student at a time. We will continue to share our progress with you in the years ahead and look forward to hearing your feedback – either in person or through www.engage.nic.bc.ca.

I look forward to connecting with you soon to discuss the progress we've made on the initiatives set out in the two plans. I encourage you to reach out to me to discuss how North Island College can better support the communities in our region through post-secondary education. At your request, Amber Neumann (Amber.Neumann@nic.bc.ca or 250-334-5270) will be pleased to coordinate a connection.

Sincerely,



Lisa Domae, PhD, RPP
President and CEO
North Island College
2300 Ryan Road, Courtenay BC V9N 8N6
250.334.5270 lisa.domae@nic.bc.ca
www.nic.bc.ca

North Island College is honoured to acknowledge the traditional territories of the combined 35 First Nations of the Nuuchahnulth, Kwakwaka'wakw and Coast Salish traditions, on whose traditional and unceded territories the College's campuses are situated.

BUILD



STRATEGIC PLAN AND YEAR 1 DASHBOARD

North Island College

North Island College is honoured to acknowledge the traditional territories of the combined 35 First Nations of the Nuu-chah-nulth, Kwakwaka'wakw and Coast Salish peoples, on whose traditional and unceded territories the College's campuses are situated.



The **BUILD 2026 vision** uses architecture as an analogy to illustrate a responsive, student-centred strategic plan. It envisions stronger, thriving, more integrated places of learning that reflect and support the richness of the region. It opens the College to the communities we serve, creating a welcoming educational home for students and communities to call their own.



7 A **roof**, or values of governance, that promote resiliency and create a safe place where all students and employees belong.

6 **Windows** that allow the world to see who we are.

9 **Communities** that connect us and provide opportunities to engage, learn and collaborate.

2 A solid **foundation and frame** that supports students and employees and provides a basis to build upon.
3

1 A team of dedicated **people**, or employees, who are supported and committed to the work ahead.

4 Accessible **doorways and rooms**, or programs, that are open to all, making education more attainable and responsive for everyone.
5

8 A sustainable **environment**, vital to local cultures, economies, and people.

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🔍 Look for the *Working Together* symbol to see how *BUILD 2026* supports and works with NIC’s Indigenization Plan.

WELCOME

This strategic plan is founded in our passionate belief that learning empowers people and builds healthier and more resilient communities.

BUILD 2026 is North Island College's commitment to ensure students are at the centre of everything we do. It is our promise to support unique people and communities through individualized learning.

MISSION

**WORKING TOGETHER, NIC
BUILDS HEALTHY AND
THRIVING COMMUNITIES, ONE
STUDENT AT A TIME.**

BUILD 2026 represents a strengthening of our commitment to the many and diverse communities we serve. It is about us raising our ambitions together, with community. In many ways, we are putting our roots down and we are asking you to join us.

NIC has never been a traditional, one-size-fits-all college. NIC began in 1975 as an

innovative experiment to bring education and training to people in every corner of the vast 80,000-square km region we serve. While we now operate campuses in the Comox Valley, Campbell River, Port Alberni, the Mixalakwa campus in Port Hardy, a regional learning centre in Ucluelet, as well as a temporary location at St. Joe's in Comox, we also serve an increasing number of students from across BC and around the world. We have adapted many times to students' changing personal, professional and educational needs.

During our short history, we have evolved from tutors visiting logging camps and remote coastal communities in school buses and a former whaling boat, to mobile training units, to four campuses and digital learning technologies that sustain our in-community program delivery and regional learning. Though our delivery methods and programs have changed, our commitment to student-centred learning and the communities we serve has never wavered.

This plan takes individualized education and training further, so more people can discover, grow and transform themselves through

education, as they prepare for rewarding careers, participate in shifting economies and contribute to more diverse and just societies.

Though our vision is ambitious, we are ready. This plan meets the needs of an ever-changing and globalizing world, punctuated most recently by COVID-19. The pandemic has helped to focus our gaze, clarify our strengths and limitations and renew our sense of purpose.

BUILD 2026 requires us to meet students' and communities' needs now, during the pandemic and in coming years. It invites us to re-focus every aspect of our operations as we realize our new reality.

We are grateful to align *BUILD 2026* with NIC's first Indigenization Plan. Together, the two plans guide the College as we work to meet our obligations to Indigenous peoples across the region.

Visit engage.nic.bc.ca to share your voice as we continue building NIC together.

YEAR 1 IN REVIEW

This strategic plan was created in response to community need. It was developed during the height of the pandemic with the voices of more than 1,500 students, First Nations, communities, industries, governments and employees, and we are exceedingly grateful for their ongoing sharing and partnership. As a result, BUILD 2026 reflects the rapidly changing world and positions NIC to lead, through education and training, as community members recover from COVID-19.

VISION

BY 2026, NIC WILL DELIVER BC'S BEST INDIVIDUALIZED EDUCATION AND TRAINING EXPERIENCE.

This update – *the Year 1 Plan and Dashboard* – represents our progress in many measurables that together move us toward achieving our vision to deliver BC's best individualized education and training experience by 2026.

This document represents significant advancement in each of the plan's nine elements, despite the extended uncertainty arising from the pandemic's unanticipated continuation through a second full year.

While the pandemic's associated effects on the workforce, an acute labour shortage and NIC's recovering financial health have, in a handful of cases, slowed our progress, a distinctly sharpened plan has emerged from our experience responding to the shifting environments.

Throughout the first year of BUILD 2026 we heard the call to be front and centre in the region. We keenly felt the need to support the health and well-being of students and employees; to partner in local economic recovery efforts; to walk the journey that is reconciliation; to respond to rapidly changing demographics in the region; and to support an inclusive society and clean economy.

I'm confident BUILD's flexibility and design will present new opportunities to reflect these

changing priorities, even as new challenges emerge. We look forward to hearing how ripple effects of the pandemic and other environmental factors affect communities, Nations and industries in the region in the years to come.



Lisa Domae PhD, RPP
President and CEO,
North Island College

Eric Mosley
Chair, North Island College
Board of Governors

Working together toward lasting and meaningful reconciliation

BUILD 2026 was launched with *Working Together*, the first Indigenization plan in NIC history. The two plans guide NIC operations, as the College works to meet its obligations to Indigenous peoples across the region. With separate and supported goals, measures and targets, the plans work in tandem toward lasting and meaningful reconciliation.



Look for the *Working Together* symbol through-out this document to see how the *BUILD 2026* actions support the goals from NIC's first Indigenization Plan.

27 Commitments

NIC's commitments were confirmed during the 2019 consultation with employees, students and community members. In 2021, the commitments were further defined, integrated and amended to meet students' changing learning needs.

These commitments inspired our *People* action statements.

ENGAGING PEOPLE

1. Healthy and Productive Workplaces
2. People Development
3. Employee Engagement and Collaboration

These commitments inspired our *Frame, Doorways and Rooms* action statements.

SUPPORTING STUDENTS

Caring and Supportive

4. Student Well-being
5. Student Support and Persistence

Access

6. Program Entry
7. Learning and Services
8. Pathways to Learning

Learning and Programming

9. Indigenous-led Education
10. Community-Connected Learning
11. Self-directed and Customized Learning
12. Global Learning
13. Program Response and Renewal

These commitments inspired our *Foundation, Windows and Roof* action statements.

STRENGTHENING THE COLLEGE

Enrolment Services

14. Brand and Identity
15. Marketing & Recruitment
16. Integrated Enrolment

Infrastructure

17. Teaching and Learning
18. Finances
19. Information Technology
20. Campuses and Centres

Leadership

21. Reconciliation
22. Diversity, Equity and Inclusion
23. Transparency and Accountability

These commitments inspired our *Environment and Communities* action statements.

ENVIRONMENT

24. Climate and Sustainability

SERVING COMMUNITIES

25. Serving the People of the Region
26. Community Engagement
27. Social and Economic Development of the Region

9 Action Statements

Our vision, while ambitious, will be realized when we turn our commitments into action statements.

These action statements were inspired by our *Engaging People* commitments.

People

1. We will recruit, encourage, develop and retain a supportive, inclusive and diverse community of employees.

These action statements were inspired by our *Strengthening the College* commitments.

Foundation

2. We will strengthen our core operations to make NIC more resilient and agile.

These action statements were inspired by our *Supporting Students* commitments.

Frame

3. We will embed caring learning services that support students in their studies.

Doorways

4. We will increase the many ways students can access education and training at NIC.

Rooms

5. We will examine and renew our programs, the types of credentials we offer and the needs of the unique communities we serve.

These action statements were inspired by our *Strengthening the College* commitments.

Windows

6. We will raise awareness about the quality and diversity of learning at NIC.

Roof

7. We will develop diverse, inclusive and accountable processes that support college employees and provide new opportunities to contribute.

These action statements were inspired by our *Serving Communities* commitments.

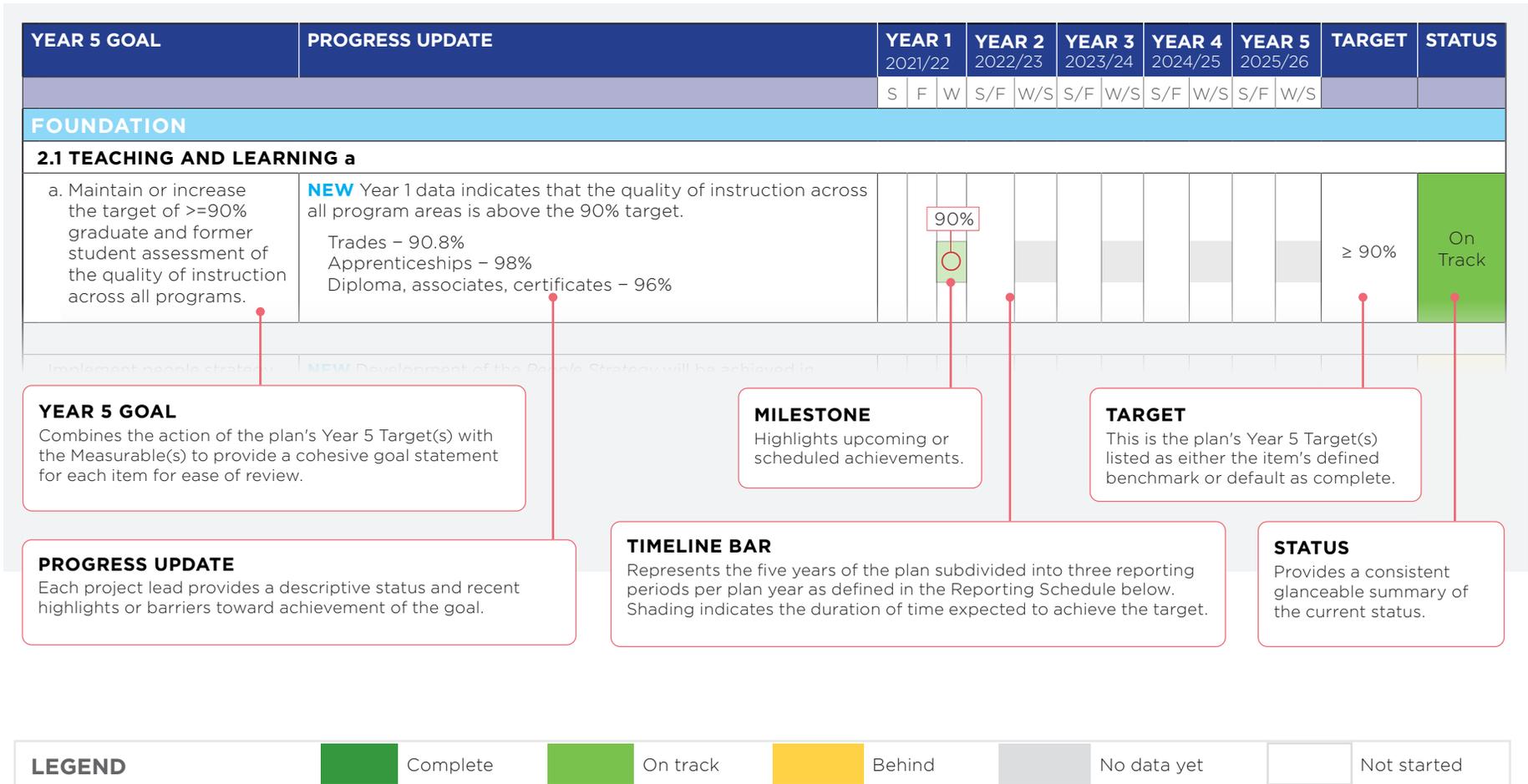
Environment

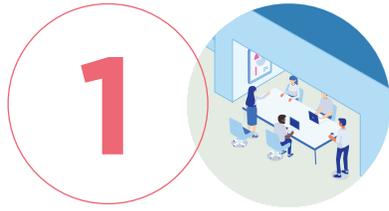
8. We will implement practices that acknowledge the cultural significance of the traditional lands on which we are gathered and sustain the planet for future generations.

Communities

9. We will serve the social and economic development needs of the people and region.

How the Dashboard Works





People



NIC will commit to increasing the number of Indigenous employees with ongoing appointments throughout the institution, including Indigenous senior administrators.

The power of NIC lies in the strength, commitment, and diversity of our people and workplaces. In our fast-changing digital world, our ability to act quickly, creatively and entrepreneurially requires a collaborative culture of growth and innovation.

We will recruit, encourage, develop and retain a supportive, inclusive and diverse community of employees.

1.1 HEALTHY AND PRODUCTIVE WORKPLACES

Positive workplaces are cultivated. Care for our employees' physical and psychological health leads to greater satisfaction, commitment and productivity. A healthy workplace promotes healthy lifestyles, safe physical environments, diverse and culturally safe and supportive work cultures and strong mental health for employees, and ultimately, the students we serve. We will instill health and wellness more intentionally into college structures and operations.

Outcome: Healthier employees working in safe and supportive workplaces

| YEAR 5 GOAL | PROGRESS UPDATE | YEAR 1 2021/22 | | YEAR 2 2022/23 | | YEAR 3 2023/24 | | YEAR 4 2024/25 | | YEAR 5 2025/26 | | TARGET | STATUS |
|---|---|-------------------|---|-------------------|-----|-------------------|-----|-------------------|-----|-------------------|-----|----------|--------|
| | | S | F | W | S/F | W/S | S/F | W/S | S/F | W/S | S/F | | |
| PEOPLE | | | | | | | | | | | | | |
| 1.1 HEALTHY AND PRODUCTIVE WORKPLACES | | | | | | | | | | | | | |
| a. Evaluate, recommend, and implement benchmarks based on research and the National Standard of Canada for Psychologic Health and Safety in the Workplace | NEW Preliminary research into the Canadian Standard for Psychological Safety in the Workplace has begun. Foundational research is now scheduled for Fall 2022 toward a decision for NIC to actively pursue this standard or implement an alternative by Winter 2023. | | | | | | | | | | | Complete | Behind |

1.2 PEOPLE DEVELOPMENT

NIC’s people are our pillars of strength and our competitive advantage. Professional, dedicated and caring employees are at the heart of our student experience. **Excellent people, working together with support and development, will realize our vision and achieve our strategic goals.**

Outcome: Thriving, inspired and productive employees

| YEAR 5 GOAL | PROGRESS UPDATE | YEAR 1 | | | YEAR 2 | | YEAR 3 | | YEAR 4 | | YEAR 5 | | TARGET | STATUS |
|--|--|---------|---------|---------|---------|---------|--------|---|--------|-----|--------|-----|----------|----------|
| | | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | S | F | W | S/F | W/S | S/F | | |
| PEOPLE | | | | | | | | | | | | | | |
| 1.2 PEOPLE DEVELOPMENT | | | | | | | | | | | | | | |
| a. Implement people strategy to develop thriving, inspired, and productive employees | NEW Work began in Winter 2022, leading to a draft framework for the People Strategy, encompassing four key objectives to: 1) create a compelling employee experience, 2) be a learning organization, 3) develop, support, and value leadership, and 4) build the workforce of the future. Consultation, feedback, and strategy development will continue through Fall 2022 toward completion of the People Strategy in Winter 2023. | | | | | | | | | | | | Complete | On Track |

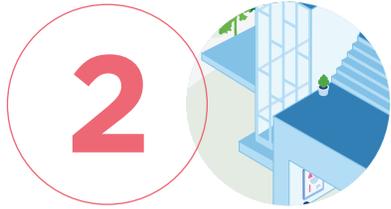
1.3 EMPLOYEE ENGAGEMENT AND COLLABORATION

All NIC employees are valued. The ability to share perspectives with colleagues across college campuses, groups and department areas creates a culture of collaboration that shares knowledge and makes NIC a more positive, engaging place to work. **We will empower people to collaborate, inspire and support each other.**

Outcome: A culture of collaboration supported by peer networks

| YEAR 5 GOAL | PROGRESS UPDATE | YEAR 1 | | | YEAR 2 | | YEAR 3 | | YEAR 4 | | YEAR 5 | | TARGET | STATUS |
|--|--|---------|---------|---------|---------|---------|--------|---|--------|-----|--------|-----|----------|-------------|
| | | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | S | F | W | S/F | W/S | S/F | | |
| PEOPLE | | | | | | | | | | | | | | |
| 1.3 EMPLOYEE ENGAGEMENT AND COLLABORATION | | | | | | | | | | | | | | |
| a. Develop and implement an internal communications strategy | NEW The development of a comprehensive internal communications strategy is the remaining major recommendation of the Employee Engagement Survey. Forward direction will focus on the collaborative development, implementation and evaluation of this strategy. | | | | | | | | | | | | Complete | Not Started |

| | | | | | |
|---------------|--|--|--|---|---|
| LEGEND |  Complete |  On track |  Behind |  No data yet |  Not started |
|---------------|--|--|--|---|---|



Foundation

The quality of NIC’s teaching and learning experiences, its financial health, information technology framework and its campuses and centres are the foundation for the delivery of NIC’s education and training programs. They provide the basis necessary to achieve our vision, mission and mandate. Properly laid, the foundation also withstands the unavoidable pressures on today’s operating environment. **We will strengthen our core operations to make NIC more resilient and agile.**

2.1 TEACHING AND LEARNING

Exceptional teaching and learning experiences are key to each student’s academic success. While the educational landscape continues to change, we will support students’ learning needs and experiences by encouraging excellence and learning within our faculty groups. **We will systemically support and enhance the quality of instruction at NIC through the development of a comprehensive teaching and learning strategy.**

Outcome: Teaching excellence

| YEAR 5 GOAL | PROGRESS UPDATE | YEAR 1 2021/22 | | | YEAR 2 2022/23 | | YEAR 3 2023/24 | | YEAR 4 2024/25 | | YEAR 5 2025/26 | | TARGET | STATUS |
|---|--|-------------------|---|-----------------------------|-------------------|-----|-------------------|-----|-------------------|-----|-------------------|-----|----------|----------|
| | | S | F | W | S/F | W/S | S/F | W/S | S/F | W/S | S/F | W/S | | |
| FOUNDATION | | | | | | | | | | | | | | |
| 2.1 TEACHING AND LEARNING | | | | | | | | | | | | | | |
| a. Maintain or increase the target of >=90% graduate and former student assessment of the quality of instruction across all programs. | NEW Year 1 data indicates that the quality of instruction across all program areas is above the 90% target. Trades – 90.8% Apprenticeships – 98% Diploma, associates, certificates – 96% | | | 90% | | | | | | | | | ≥ 90% | On Track |
| b. Implement a student learning experience survey | NEW The Student Learning Experience Survey has been developed and piloted. The results will inform the teaching and learning strategy. | | | Survey complete | | | | | | | | | Complete | Complete |
| c. Implement teaching and learning strategy | NEW The Teaching and Learning Strategy is in the initial phases of development. | | | Strategy development begins | | | | | | | | | Complete | Behind |

2.2 FINANCES

NIC has a long history of strong and sound financial management, in keeping with our responsibility to the Province and people of this region. This ensures our sustainability over the long term, giving confidence to students and employees, even as we recover from the pandemic and guard against future challenges and threats to our financial security. **We will develop a responsive financial model to eliminate our deficit and create fiscal health.**

Outcome: Fiscal strength

| YEAR 5 GOAL | PROGRESS UPDATE | YEAR 1 | | YEAR 2 | | YEAR 3 | | YEAR 4 | | YEAR 5 | | TARGET | STATUS |
|--|--|--|---------|---------|---------|---------|---|--------|---|--------|-----|----------|--------|
| | | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | S | F | W | S/F | W/S | | |
| FOUNDATION | | | | | | | | | | | | | |
| 2.2 FINANCES | | | | | | | | | | | | | |
| a. Balanced budget within three years of the pandemic ending | NEW NIC is ahead of target to balance the budget by fiscal year 2023/24 with a \$56K surplus at fiscal year end 2021/22. While much of this was the result of one-time revenue increases (Investment income, one-time program funding), it is important to note that tuition and student fee revenue was almost \$1 million below the budget target primarily due to the reduction in international enrolments. Deficit projections for Year 2 have been reduced from \$1.1M to \$792K. | | | | | | | | | | | | |
| | | Actual: \$56,979 Projected: -\$792,752 \$0 +\$100K +\$100K Balanced | | | | | | | | | | On Track | |
| b. Long-term financial health (positive net asset position) | NEW NIC's net assets remain in a good position due to the small surplus produced in fiscal year 2021/22. The erosion of NIC's net assets hasn't been as significant as estimated at the beginning of the pandemic. This has meant that NIC has not needed to draw down any long-term investments, which maintains these funds for future capital projects. Pre-pandemic (fiscal year 2019/20), net assets were valued at \$7.0M. | | | | | | | | | | | | |
| | | Estimated Net Assets as of Mar 31, 2022: \$5.483M \$4.690M \$4.690M \$4.790M \$4.890M > \$2.8M | | | | | | | | | | On Track | |

| | | | | | |
|---------------|--|--|--|---|---|
| LEGEND |  Complete |  On track |  Behind |  No data yet |  Not started |
|---------------|--|--|--|---|---|

2.3 INFORMATION TECHNOLOGY

NIC’s need for a more robust and effective Information Technology (IT) framework was reinforced throughout the pandemic. A solid network, resilient hardware and an integrated suite of applications and services for students and employees require additional investment to meet 21st-century learning needs. **We will actively and intentionally leverage our IT capacity through planning and investment.**

Outcome: Resilient, stable and secure IT services with predictable costs

| YEAR 5 GOAL | PROGRESS UPDATE | YEAR 1 | | | YEAR 2 | | YEAR 3 | | YEAR 4 | | YEAR 5 | | TARGET | STATUS |
|---|--|-----------------------------|---------|---------|---------|---------|--------|---|--------|-----|--------|-----|----------|----------|
| | | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | S | F | W | S/F | W/S | S/F | | |
| FOUNDATION | | | | | | | | | | | | | | |
| 2.3 INFORMATION TECHNOLOGY | | | | | | | | | | | | | | |
| a. Implement IT Service Management (ITSM) model | NEW The first full academic term using NIC’s new service management platform is complete. Both system and operational processes were updated during the term as gaps were identified. Potential expansion to additional service departments is being considered. Development of the asset management portion of the system has begun with a target launch of Summer 2022. | | | | | | | | | | | | Complete | On Track |
| | | TeamDynamix (ITSM) complete | | | | | | | | | | | | |

* IT Service Management Model (ITSM) is a set of policies, practices and procedures for consistently improving the processes, activities and supports required to deliver customer-service oriented technologies in alignment with business goals.

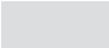
| LEGEND |  Complete |  On track |  Behind |  No data yet |  Not started |
|--------|--|--|--|---|---|
|--------|--|--|--|---|---|

2.4 INTEGRATED ENROLMENT

Integrated enrolment planning is a collaborative, college-wide process to ensure NIC offers, administers and promotes a forward-thinking and relevant mix of program types and student spaces in the region and beyond. Important planning considerations include government priorities, labour market needs and, most importantly, student demand. **We will adjust our offerings through data-driven, program-specific, regionally responsive, collaborative enrolment planning and review that responds to student demand and guides our resourcing.**

Outcome: Optimum college-wide domestic and international enrolment

| YEAR 5 GOAL | PROGRESS UPDATE | YEAR 1 2021/22 | | | YEAR 2 2022/23 | | YEAR 3 2023/24 | | YEAR 4 2024/25 | | YEAR 5 2025/26 | | TARGET | STATUS |
|---|---|-------------------|---|---|-------------------|-----|-------------------|-----|-------------------|-----|-------------------|-----|----------|----------|
| | | S | F | W | S/F | W/S | S/F | W/S | S/F | W/S | S/F | W/S | | |
| FOUNDATION | | | | | | | | | | | | | | |
| 2.4 INTEGRATED ENROLMENT | | | | | | | | | | | | | | |
| a. Define optimum enrolment for NIC | NEW Optimum enrolment for NIC has been projected at 3,000 FTEs: 2,400 domestic and 600 International. Planning processes to achieve targets over the next five years are underway | | | | | | | | | | | | Complete | Complete |
| b. Implement enrolment targets for all programs | NEW A new enrolment template is in development. Decanal areas will utilize template to report for the 2022/23 academic year. Enrolment targets are being set for the 2023/24 academic year, based on institutional capacity, e.g., space, technology, human resources. | | | | | | | | | | | | Complete | On Track |

| LEGEND | Complete | On track | Behind | No data yet | Not started |
|--------|--|--|--|--|--|
| |  |  |  |  |  |

2.5 CAMPUSES AND CENTRES

Since 1975, NIC’s facilities have changed with the region’s needs. Once a collection of 24 regional learning centres, NIC now operates four campuses in Campbell River, Comox Valley, Port Alberni and Mixelakwila (Port Hardy) and the Ucluelet centre. In 2019, we opened the temporary St. Joe’s location of the Comox Valley campus to meet burgeoning program needs. **We will review the capacity of our teaching locations, re-imagine our places, spaces and programming and support the development of living-learning communities* through student housing.**

Outcome: Thriving, inspired and integrated campuses and centres

| YEAR 5 GOAL | PROGRESS UPDATE | YEAR 1 2021/22 | | | YEAR 2 2022/23 | | YEAR 3 2023/24 | | YEAR 4 2024/25 | | YEAR 5 2025/26 | | TARGET | STATUS |
|---|---|-------------------|---|---|-------------------|-----|-------------------|-----|-------------------|-----|-------------------|-----|----------|----------|
| | | S | F | W | S/F | W/S | S/F | W/S | S/F | W/S | S/F | W/S | | |
| FOUNDATION | | | | | | | | | | | | | | |
| 2.5 CAMPUSES AND CENTRES | | | | | | | | | | | | | | |
| a. Develop Campus Master Planning concepts and share with communities | NEW Campus plans are in development to support key projects. These include replacement of Tebo Centre in Port Alberni, Village and St. Joseph’s replacement in Comox Valley, and planning for NIC expansion in Campbell River. Plans for Tebo Centre replacement at Roger Street campus have been developed for consultation. | | | | | | | | | | | | Complete | On Track |
| b. Establish a fully operational NIC Housing Commons at the Comox Valley campus | NEW The NIC Housing Commons has received Ministry approval, and construction plans are moving forward. We are currently working through the RFP process and anticipate the winning design build team contract award to be finalized in Fall 2022. A Student Housing Operations committee is now established and meeting regularly to develop operating milestones in preparation for opening. Recruitment for the Student Housing Manager position is in progress. The project is considered on track with a soft opening planned for Fall 2024. | | | | | | | | | | | | Complete | On Track |

* Living-learning communities are places where students live in a supported environment that directly connects them to peers and supports.

3.2 STUDENT SUPPORT AND PERSISTENCE

NIC students are never alone on their educational path. While each student’s situation is unique, financial stress, lack of child care, the wrong learning path, under-developed study skills, learning struggles, inter-personal conflict, and feeling a lack of belonging can all factor into their ability to reach their educational goals. **We will seamlessly integrate in-class and out-of-class experiences to support students in completing their studies.**

Outcome: Retain students with proactive support strategies

| YEAR 5 GOAL | PROGRESS UPDATE | YEAR 1 | | | YEAR 2 | | YEAR 3 | | YEAR 4 | | YEAR 5 | | TARGET | STATUS |
|--|--|---------|---------|---------|---------|---------|--------|---|--------|-----|--------|-----|----------|----------|
| | | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | S | F | W | S/F | W/S | S/F | | |
| FRAME | | | | | | | | | | | | | | |
| 3.2 STUDENT SUPPORT AND PERSISTENCE | | | | | | | | | | | | | | |
| a. Increase first-year student retention (Fall to Fall) above 47% | NEW Retention initiatives contributing to this outcome include increased promotion of Early Assist and the addition of student self-referral. We have been able to provide outreach to larger numbers of students who are facing challenges in their personal and academic lives. The Student Life team has collaborated with support services to provide workshops and other events designed to engage, inform and connect students. Creating connection and belonging, while providing support to mitigate challenges, serves to strengthen retention. Annual retention data measured from Fall term to Fall term is posted each January. | | | | | | | | | | | | > 47% | On Track |
| b. Maintain or increase \$ scholarships, bursaries, awards and emergency funds available to students | NEW Selection process for distributing the 2022 NIC Foundation Awards is under way. Available funds will meet or exceed last years' total award amount of \$540,000 to over 500 students. Additionally, the Foundation is working with NIC Student Services Financial Aid to distribute, at minimum, an additional \$10K to students throughout the year. | | | | | | | | | | | | ≥ \$500K | On Track |
| c. Increase # of child-care spaces | NEW A review of licensed child-care seats in NIC's regions is now complete. This review included pulling together reports from 2019 from regions who participated and were funded by the BC Ministry of Children and Family Development to engage in child-care planning for their communities. Alberni-Clayoquot Regional District, City of Campbell River, Village of Cumberland and Comox Valley Regional District all completed action plans which included an inventory of existing child-care spaces and identified space creation targets for the next 10 years. The updated data revealed that NIC regions have between 20 to 29% access to full-time child-care spaces available, which is still far off the target of 50% set out in the plans. | | | | | | | | | | | | Complete | On Track |



Doorways

Learning is a journey towards self-discovery, personal growth and socio-economic prosperity. At NIC, our passionate commitment to life-long learning ensures we provide relevant and accessible learning opportunities for all. For many students, access also means valuing their life experiences and being able to choose what, how and when they progress through their studies. **We will increase the many ways students can access education and training at NIC.**

4.1 PROGRAM ENTRY

At NIC we recognize that learning happens in a variety of ways, both inside and outside traditional classrooms. We will enable more students to achieve their goals through NIC. **We will review programs to ensure they support students with multiple access points and provide pathways to learning for under-represented students.**

Outcome: Wider access to courses and programs

| YEAR 5 GOAL | PROGRESS UPDATE | YEAR 1 | | | YEAR 2 | | YEAR 3 | | YEAR 4 | | YEAR 5 | | TARGET | STATUS |
|--|---|---------|---------|---------|---------|---------|--------|---|--------|-----|--------|-----|--------|----------|
| | | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | S | F | W | S/F | W/S | S/F | | |
| DOORWAYS | | | | | | | | | | | | | | |
| 4.1 PROGRAM ENTRY | | | | | | | | | | | | | | |
| a. Increase the % of full-time equivalents (FTEs)* in access** courses and initiatives above 40% | NEW Since the pandemic began, NIC has augmented its core on-campus programming with one-time funding to create skills training programs in-community to support students, First Nations, business and industry across Vancouver Island and BC. | | | | | | | | | | | | > 40% | On Track |

* Full-time Equivalent (FTE) is the metric used to measure enrolment across BC public post-secondary institutions. Full-time students count as one FTE while students taking part-time course loads count as less than one FTE.

** Access includes off-campus, non-traditional credit courses delivered at a time or place that is more available to students. This involves programs delivered off-campus, face-to-face, across the region, Adult Basic Education, Employment Transition, Joy of Lifelong Learning, dual credit and dual admission courses as well as evening and weekend courses.

4.2 LEARNING AND SERVICES

Time and place can render post-secondary learning and services inaccessible for students with multiple family and work commitments.

We will increase access to education and training by offering students flexible learning and service options.

Outcome: Serve more adult students through flexible delivery

| YEAR 5 GOAL | PROGRESS UPDATE | YEAR 1 2021/22 | | | YEAR 2 2022/23 | | YEAR 3 2023/24 | | YEAR 4 2024/25 | | YEAR 5 2025/26 | | TARGET | STATUS |
|--|---|-------------------|---|-----|-------------------|-----|--------------------------------|-----|-------------------|-----|-------------------|-----|----------|----------|
| | | S | F | W | S/F | W/S | S/F | W/S | S/F | W/S | S/F | W/S | | |
| DOORWAYS | | | | | | | | | | | | | | |
| 4.2 LEARNING AND SERVICES | | | | | | | | | | | | | | |
| a. Increase % of courses with more than one entry point/year above 27% | NEW The college was successful in securing one-time funding for programs, throughout the college region, which offer multiple entry points throughout the year. | | | 28% | | | | | | | | | > 27% | On Track |
| b. Increase the % of courses with multiple modes of delivery above 9% | NEW Success in this measure is the result of the continued work of NIC's Education Team and the Centre for Teaching and Learning Innovation (CLTI), which has supported faculty in delivering courses through multiple modes: digital, blended and face-to-face. | | | 44% | | | | | | | | | > 9% | On Track |
| c. Develop and implement digital learning strategy | Preliminary discussions have begun in preparation for development of the digital learning strategy, with a revised estimated start date of Fall 2022. | | | | | | Strategy development begins | | | | | | Complete | Behind |
| d. Develop and implement fully operational digital service strategy | NEW A steering committee is now in place to support development of the digital service strategy. First actions will include reviewing various models to support development of a framework. | | | | | | Digital Service Strategy draft | | | | | | Complete | On Track |

| LEGEND | Complete | On track | Behind | No data yet | Not started |
|--------|----------|----------|--------|-------------|-------------|
| | | | | | |

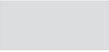
4.3 PATHWAYS TO LEARNING

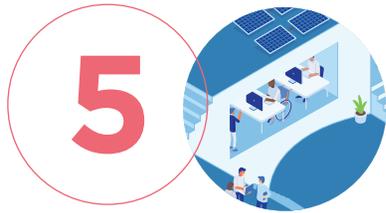
NIC links students, community, employers, industry and educational institutions. We welcome students from education institutions around the world, from within BC “as part of BC’s transfer system,” and from Vancouver Island. We are a gateway for learning.

We will connect students to learning opportunities close to home and across BC.

Outcome: Seamless transitions to and from NIC

| YEAR 5 GOAL | PROGRESS UPDATE | YEAR 1 | | | YEAR 2 | | YEAR 3 | | YEAR 4 | | YEAR 5 | | TARGET | STATUS |
|--|--|---------|---------|---------|---------|---------|--------|---|--------|-----|--------|-----|--------|----------|
| | | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | S | F | W | S/F | W/S | S/F | | |
| DOORWAYS | | | | | | | | | | | | | | |
| 4.3 PATHWAYS TO LEARNING | | | | | | | | | | | | | | |
| a. Maintain dual credit enrolment | NEW Dual credit enrolment, i.e., secondary students simultaneously completing secondary school graduation requirements and first year college is a key provincial initiative supporting attainment of post-secondary education. | | | | | | | | | | | | > 170 | On Track |
| b. Maintain or increase # of students participating in post-secondary pathway agreements | NEW Continued success in this measure is attributable to our dual admissions program, initiatives through Widening Our Doorways 2026 and NIC’s expansive network of educational agreements with other institutions. | | | | | | | | | | | | ≥ 195 | On Track |

| | | | | | |
|---------------|--|--|--|---|---|
| LEGEND |  Complete |  On track |  Behind |  No data yet |  Not started |
|---------------|--|--|--|---|---|




NIC will implement intellectual and cultural traditions of Indigenous peoples through curriculum and learning approaches relevant to learners and communities.

Rooms

Learning is NIC’s reason for being. Our high-quality, relevant and responsive programming draws students from across BC and around the world. COVID-19 has shifted local and global industries, regional labour markets, employment rates and individual student needs. **We will examine and renew our programs, the types of credentials we offer and the needs of the unique communities we serve.**

5.1 INDIGENOUS-LED EDUCATION

Serving the unique 35 First Nations of the Nuu-chah-nulth, Kwakwaka’wakw and Coast Salish traditions has strengthened NIC’s programming, spaces and services. With the guidance of Indigenous leadership, Elders, students and employees, we are committed to supporting Indigenous-led education and celebrating Indigenous knowledge. **We will work collaboratively with Indigenous communities to develop and deliver unique programming that incorporates Indigenous knowledge, language and culture.**

Outcome: Indigenous-led learning

| YEAR 5 GOAL | PROGRESS UPDATE | YEAR 1 | | | YEAR 2 | | YEAR 3 | | YEAR 4 | | YEAR 5 | | TARGET | STATUS |
|--|---|---------------------------|---------|---------|---------|---------|--------|---|--------|-----|--------|-------|----------|--------|
| | | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | S | F | W | S/F | W/S | S/F | | |
| ROOMS | | | | | | | | | | | | | | |
| 5.1 INDIGENOUS-LED EDUCATION | | | | | | | | | | | | | | |
| a. Maintain or increase % of FTE Indigenous students* greater than or equal to representation in the population | NEW NIC successfully established 15 partnerships and educational agreements with Indigenous communities during the 2021/22 year. Strategies outlined in the Working Together Indigenization Plan are supporting the success of this outcome. | 19.2% Indigenous students | | | | | | | | | | > 13% | On Track | |
| b. Maintain or increase % of Indigenous students satisfied with NIC’s help in achieving educational goals, above or equal to 90% | NEW NIC continues to offer services and supports to ensure the ongoing success of Indigenous students, such as providing Indigenous Education Navigators at all four campuses, Elders in Residence and Indigenous Student Lounges. | 90% | | | | | | | | | | ≥ 90% | On Track | |

* Inclusive of First Nations, Métis, Inuit and their communities, arts, cultures and histories in Canada.

| YEAR 5 GOAL | PROGRESS UPDATE | YEAR 1 2021/22 | | YEAR 2 2022/23 | | YEAR 3 2023/24 | | YEAR 4 2024/25 | | YEAR 5 2025/26 | | TARGET | STATUS |
|--|--|---|---|-------------------|-----|-------------------|-----|-------------------|-----|-------------------|-----|----------|----------|
| | | S | F | W | S/F | W/S | S/F | W/S | S/F | W/S | S/F | | |
| ROOMS | | | | | | | | | | | | | |
| 5.1 INDIGENOUS-LED EDUCATION <i>Continued</i> | | | | | | | | | | | | | |
| c. Implement Indigenization Plan recommendations | NEW This is a five-year initiative to implement recommendations of NIC's Indigenization Plan. A dashboard to report out progress will be presented to the Indigenous Education Council. Costing of the Indigenization Plan is now complete. Highlights of the new work completed include the transition of Elders' funding from the Aboriginal Service Plan to the base budget and completion of Q̄ə pix ʔidaʔas , the Gathering Place at the Campbell River campus. | Costing of Indigenization Plan complete | | | | | | | | | | Complete | On Track |

5.2 COMMUNITY-CONNECTED LEARNING

Community-driven, applied learning provides students with tactile understandings of their studies and new connections to employers and industry.

We will enrich student learning through student-centred, community-relevant learning.

Outcome: Place-based learning

| YEAR 5 GOAL | PROGRESS UPDATE | YEAR 1 2021/22 | | YEAR 2 2022/23 | | YEAR 3 2023/24 | | YEAR 4 2024/25 | | YEAR 5 2025/26 | | TARGET | STATUS |
|--|---|--|---|-------------------|-----|-------------------|-----|-------------------|-----|-------------------|-----|----------|----------|
| | | S | F | W | S/F | W/S | S/F | W/S | S/F | W/S | S/F | | |
| ROOMS | | | | | | | | | | | | | |
| 5.2 COMMUNITY-CONNECTED LEARNING | | | | | | | | | | | | | |
| a. Maintain or increase the # of students participating in co-ops, practicums, internships and work-integrated learning experiences over 700 participants. | NEW Targets in this measure have been exceeded through the efforts of the Work Integrated Education department, with support from one-time funding, which has provided for increased capacity to focus on employer engagement. The pivot to virtual networking events has resulted in increased attendance by employers and students and led to additional match-making success for work-integrated learning placements. | 916 students | | | | | | | | | | > 700 | On Track |
| b. Implement place-based learning strategy | Initiatives to implement place-based learning strategies are now actively underway through NIC's academic plan, Widening our Doorways 2026. Decanal areas will report progress in June 2023. | Strategy implemented | | | | | | | | | | Complete | On Track |
| c. Open an expanded and fully operational integrated child care and learning facility at the Comox Valley campus | NEW The work to develop the business case to expand on-campus child-care spaces at the Comox Valley campus is complete. The business case, for presentation to government, is expected to be complete by the end of 2022. The case includes space for Early Childhood Education program delivery with Beaufort Children's Centre as the main operator of the new spaces. NIC has signed an MOU to operate with the Beaufort Childcare Society, and consultation and planning with Beaufort is ongoing. | Business case development Business case to Ministry | | | | | | | | | | Complete | On Track |

5.3 SELF-DIRECTED AND CUSTOMIZED LEARNING

Rapid economic and social change is being unevenly felt across the region. Students now need more accessible skills and credentials that provide access to changing economies.

We will offer individualized and customized education and training to meet the changing needs of students, industry and communities.

Outcome: Individualized advising support and customizable training or programs

| YEAR 5 GOAL | PROGRESS UPDATE | YEAR 1 | | | YEAR 2 | | YEAR 3 | | YEAR 4 | | YEAR 5 | | TARGET | STATUS |
|--|---|---------|---------|---------|---------|---------|--------|---|--------|-----|--------|-----|--------|----------|
| | | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | S | F | W | S/F | W/S | S/F | | |
| ROOMS | | | | | | | | | | | | | | |
| 5.3 SELF-DIRECTED AND CUSTOMIZED LEARNING | | | | | | | | | | | | | | |
| a. Increase # of students with advising support above 425 students | NEW 547 students have been assigned to Advisors or Indigenous Navigators in 2021/22. | | 547 | | | | | | | | | | > 425 | On Track |
| b. Maintain or increase # of short-term customized micro-credentials and programs above 29 | NEW NIC's Education Team was very successful in securing one-time funding to expand our micro-credential program to support the development and delivery of 36 micro-credentials throughout the academic year. | | 36 | | | | | | | | | | ≥ 29 | On Track |

5.4 GLOBAL LEARNING

Global learning enriches the educational experience of all students at NIC, builds a diverse campus community and supports NIC’s sustainability. It brings the world to NIC and provides all students opportunities to study, learn and gain international experience. COVID-19 is affecting student mobility worldwide, with many students beginning their studies in their home countries. We value international students’ many contributions to the communities we serve and look forward to connecting international and Indigenous students with communities through learning.

We will develop a phased plan to broaden and renew international education at NIC.

Outcome: Revitalize and diversify international engagement at NIC

| YEAR 5 GOAL | PROGRESS UPDATE | YEAR 1 2021/22 | | YEAR 2 2022/23 | | YEAR 3 2023/24 | | YEAR 4 2024/25 | | YEAR 5 2025/26 | | TARGET | STATUS |
|---|--|-------------------|---|-------------------|-----|-------------------|-----|-------------------|-----|-------------------|-----|----------|-------------|
| | | S | F | W | S/F | W/S | S/F | W/S | S/F | W/S | S/F | | |
| ROOMS | | | | | | | | | | | | | |
| 5.4 GLOBAL LEARNING | | | | | | | | | | | | | |
| a. Increase # of new international student enrolments each year above 214 new students | NEW A new international education plan currently in development will support success for this outcome and will become the College’s first international plan that emphasizes a deep commitment to Indigenization. Even though NIC has had significant numbers of students committed and waiting for study permits, Canada’s delayed processing continues to be an obstacle for enrolment. However, NIC successfully welcomed 194 new students in 2021/22. About 67% of new students are from India, with the rest arriving from countries including Philippines, Zimbabwe, Japan, Iran, Mexico and Columbia. The coming Fall 2022 term is projected to exceed 120 new students, which is greater than pre-COVID intakes in 2018 and 2019. | | | | | | | | | | | > 214 | Behind |
| b. Increase # of agreements, including one international project by 2023 and 20+ students engaged internationally | NEW Although a complete initiative, NIC continues to advance international opportunities and experience throughout the five-year plan. New highlights include: completing three virtual Study Abroad projects in collaboration with institutions in Costa Rica, Japan and Belgium; awarding 20 Study Abroad scholarships to students participating in virtual opportunities: developing two new field schools; hosting a delegation of eight representatives from Kenya as part of the international project; hosting 10 exchange students from Chile, Mexico, Germany, France and Belgium; and completing a project under the Faculty Mobility Grant in Costa Rica. | | | | | | | | | | | Complete | Complete |
| c. Maintain or increase % of international student responses (agree/strongly agree) that NIC provides a supportive learning environment above 80% | NEW Cross-divisional efforts between the Office of Global Engagement, the Centre for Teaching & Learning Innovation and the Library & Learning Commons are underway to contribute to the success of this goal. Recent student engagement initiatives include the return of face-to-face events and activities with high participation rates. Peer Connector student positions are now in recruitment to support new international students in their first term and throughout their studies. Reporting for this outcome from the Canadian Campus Well-being Survey will be available Fall 2023. | | | | | | | | | | | ≥80% | No data yet |

5.5 PROGRAM RESPONSE AND RENEWAL

NIC’s courses and programs must continuously evolve to continue to be responsive to the changing needs of students, communities, businesses and industries across the region. In a world where there are growing questions about the value and relevancy of post-secondary education, we strive to be the touch point for the region’s students. **NIC will continue to deliver high-quality, relevant and responsive programming.**

Outcome: High-quality, relevant and responsive programming

| YEAR 5 GOAL | PROGRESS UPDATE | YEAR 1 2021/22 | | YEAR 2 2022/23 | | YEAR 3 2023/24 | | YEAR 4 2024/25 | | YEAR 5 2025/26 | | TARGET | STATUS |
|--|--|-------------------|---|-------------------|-----|-------------------|-----|-------------------|-----|-------------------|-----|----------|----------|
| | | S | F | W | S/F | W/S | S/F | W/S | S/F | W/S | S/F | | |
| ROOMS | | | | | | | | | | | | | |
| 5.5 PROGRAM RESPONSE AND RENEWAL | | | | | | | | | | | | | |
| a. Complete renewal plans* for all programs | Decanal areas will begin work on the writing and reporting out of plans in June 2022. | | | | | | | | | | | Complete | On Track |
| b. Complete Provincial Quality Assurance Process Audit** | NEW NIC’s institutional review is scheduled for 2023. Development of the program review process is complete. Development of supporting policies, procedures and handbooks will follow. Eight program areas have completed their self-review, and six of those have also completed their external review. A Quality Assurance working group has met, with updates made to scheduling and policies. | | | | | | | | | | | Complete | On Track |

* Program renewal plans provide programming and embedded services for workers, small business owners and industries negatively affected by the pandemic.

** An external review process, required by all public post-secondary institutions, Government of BC website: bit.ly/BCQAPA



Windows



NIC will support students and employees to increase understanding and reciprocity among Indigenous and non-Indigenous peoples.

At NIC, we champion the value of post-secondary education and training and deliver high-quality learning and training experiences. When asked, 94% of students tell us they are satisfied with their education, 96% say our quality of instruction is high and 98% feel well prepared for further studies.* Yet, there remains a lack of awareness about who we are, what we do and what sets us apart from other post-secondary institutions. **We will raise awareness about the quality and diversity of learning at NIC.**

6.1 BRAND AND IDENTITY

NIC operates in an increasingly crowded post-secondary marketplace, occupied by public and private post-secondary institutions and non-traditional digital providers. **We will build on history and culture to establish our distinct place in an increasingly competitive post-secondary landscape.**

Outcome: Clearly describe who we are, what we do and for whom we do it

| YEAR 5 GOAL | PROGRESS UPDATE | YEAR 1 | | | YEAR 2 | | YEAR 3 | | YEAR 4 | | YEAR 5 | | TARGET | STATUS |
|--|---|---------|---------|---------|---------|---------|--------|---|--------|-----|--------|-----|----------|----------|
| | | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | S | F | W | S/F | W/S | S/F | | |
| WINDOWS | | | | | | | | | | | | | | |
| 6.1 BRAND AND IDENTITY | | | | | | | | | | | | | | |
| a. Establish brand with better overall role and scope of the college | NEW NIC's brand audit is now complete, along with a college community presentation of data and recommendations. The audit identified NIC's overall brand position as having strong recognition with a need/opportunity to further differentiate NIC in relation to its competitors. The five key recommendations from the research were to: 1) focus and celebrate the brand; 2) use insights to drive effective engagement; 3) be where future students live; 4) define future student personas; and 5) strengthen ad creative. Many aspects of these recommendations are already being used, and further development of the brand strategy draft will continue in collaboration with the consultant. | | | | | | | | | | | | Complete | On Track |

* Based on BC Student Outcomes Survey of Diploma, Associate Degree, and Certificate Students, survey year 2021, data prepared by BC Stats

6.2 MARKETING & RECRUITMENT

Engaging marketing, relevant recruitment and supportive advising will enable more students to meet their goals. NIC's digital presence must be responsive to a rapidly changing online landscape to effectively empower student recruitment, retention and engagement.

We will integrate marketing, recruitment and advising strategies to better serve students.

Outcome: Better coordinate and strengthen how we communicate the value of our programs to prospective students*

| YEAR 5 GOAL | PROGRESS UPDATE | YEAR 1 | | | YEAR 2 | | YEAR 3 | | YEAR 4 | | YEAR 5 | | TARGET | STATUS | |
|--|--|---------|---------|---------|---------|---------|--------|---|--------|-----|--------|-----|--------|----------|----------|
| | | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | S | F | W | S/F | W/S | S/F | | | W/S |
| WINDOWS | | | | | | | | | | | | | | | |
| 6.2 MARKETING & RECRUITMENT | | | | | | | | | | | | | | | |
| a. Establish a clearly defined student audience profile for all areas of study | NEW Pending the completion of the Brand Strategy in 6.1, audience profiles at the level of area of study will be complete. | | | | | | | | | | | | | Complete | On Track |
| b. Implement annual marketing and recruitment plans | NEW Annual marketing (and recruitment) plans are an operational commitment that supports a variety of brand and promotional goals. Each spring, the Marketing & Future Students team will consult deans, directors and service-area leads to develop a promotional needs overview for the coming year. These promotional needs will be built out and time-lined to support new student recruitment activities for the subsequent year and keep NIC awareness high in our catchment region. Methods for distributing the plan to the internal community are under development. | | | | | | | | | | | | | Complete | On Track |

* A person from any demographic or community who has expressed interest in studying at NIC for any amount of time.

| | | | | | |
|---------------|--|--|--|---|---|
| LEGEND |  Complete |  On track |  Behind |  No data yet |  Not started |
|---------------|--|--|--|---|---|



Roof



Good governance puts values and principles into practice every day. It ensures programs are accountable to the people who fund our work, including governments, the public and students, and our social responsibilities to each other and the planet. **We will develop diverse, inclusive and accountable processes that support college employees and provide new opportunities to contribute.**

7.1 RECONCILIATION

Meaningful reconciliation with Indigenous Peoples and communities requires inclusive policies and processes that invite Indigenous participation and perspectives in NIC decision-making. **We will include Indigenous worldviews in governance processes across the College.**

Outcome: Adoption of the Truth and Reconciliation Commission’s (TRC) Calls to Action for education and the UN Declaration on the Rights of Indigenous Peoples

| YEAR 5 GOAL | PROGRESS UPDATE | YEAR 1 | | | YEAR 2 | | YEAR 3 | | YEAR 4 | | YEAR 5 | | TARGET | STATUS |
|--|--|-------------------------|---------|---------|---------|---------|--------|---|--------|-----|--------|-----|----------|----------------------|
| | | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | S | F | W | S/F | W/S | S/F | | |
| ROOF | | | | | | | | | | | | | | |
| 7.1 RECONCILIATION | | | | | | | | | | | | | | |
| a. 75% of employees complete NIC specific Indigenous intercultural competency training | NIC-specific cultural training framework is being developed. Although individual modules are now in development, progress delays are expected due to COVID-19 preventing in-person collaboration with Indigenous Elders and knowledge holders. Development will continue throughout 2022/23. | Framework complete | | | | | | | | | | | ≥75% | Behind & No data yet |
| b. 100% of all named program areas with clear measurable commitments to address specific TRC Calls to Action for education | This is a five-year initiative to have all named program areas (social work, early childhood care and education, health care, business and Indigenous language programs) with clear and measurable commitments address specific TRC Calls to Action for education through the Indigenization Plan. Six of six programs have made commitments to address this goal. | All commitments defined | | | | | | | | | | | Complete | Complete |

7.2 DIVERSITY, EQUITY AND INCLUSION

Everybody has the right to see themselves respectfully represented in the NIC community and its places. This is a core value, central to our mission and integral to students and employees alike. **We will meaningfully foster diversity, equity and inclusion by creating safe learning and work places and eliminating the inequities in NIC classrooms, systems and structures.**

Outcome: A diverse, equitable and inclusive college that welcomes all

| YEAR 5 GOAL | PROGRESS UPDATE | YEAR 1 2021/22 | | | YEAR 2 2022/23 | | YEAR 3 2023/24 | | YEAR 4 2024/25 | | YEAR 5 2025/26 | | TARGET | STATUS |
|---|---|-------------------|---|---|-------------------|-----|-------------------|-----|-------------------|-----|-------------------|-----|----------|-------------|
| | | S | F | W | S/F | W/S | S/F | W/S | S/F | W/S | S/F | W/S | | |
| ROOF | | | | | | | | | | | | | | |
| 7.2 DIVERSITY, EQUITY AND INCLUSION | | | | | | | | | | | | | | |
| a. Maintain or increase 80% (2020) of students that agree strongly with "I am respected regardless of my personal characteristics, identity or background." | NEW Reporting for this outcome from the Canadian Campus Well-being Survey will be available Fall 2023. | | | | | | | | | | | | ≥80% | No data yet |
| b. Maintain or increase 88% of students that agree or strongly agree with "My institution values diversity." | NEW Reporting for this outcome from the Canadian Campus Well-being Survey will be available Fall 2023. | | | | | | | | | | | | ≥88% | No data yet |
| c. Implement Diversity, Equity and Inclusion Strategy | NEW Development of NIC's first Diversity, Equity and Inclusion (DEI) policy continued through Winter 2022. A draft policy is now in the process of review, consultation and approval. The BC Government introduced, in 2022, the Accessible BC Act and Regulation and Anti-Racism Data Act. As a public body, the College will need to assess and integrate these requirements into our DEI strategy and actions going forward. A working group will be established in Fall 2022 to begin development of a college-wide strategy. | | | | | | | | | | | | Complete | On Track |
| d. Increase % of students and employees who self-report as a member of a marginalized group protected from discrimination by the BC Human Rights Code | NEW NIC has completed a report that identifies 1) best practices for collecting diversity, equity and inclusion data; 2) recommendations on how to encourage self-reporting and at what stages; and 3) how post secondary institutions are using data to drive services and improve retention of students who are members of the marginalized groups protected from discrimination by the BC Human Rights Code. The BC Government introduced, in 2022, the Anti-Racism Data Act. As a public body, the College will need to assess and integrate these requirements into any data collection activities going forward. | | | | | | | | | | | | TBD | No data yet |

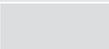
7.3 TRANSPARENCY AND ACCOUNTABILITY

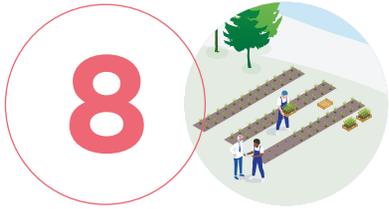
Transparent decision-making builds a culture of trust and respect.

We will facilitate open dialogue, collaboration, and consultation, to manage risk, achieve our goals, and obtain results.

Outcome: Clear, productive, and accountable organizational structure that uses a respectful and consultative decision-making framework

| YEAR 5 GOAL | PROGRESS UPDATE | YEAR 1 | | | YEAR 2 | | YEAR 3 | | YEAR 4 | | YEAR 5 | | TARGET | STATUS |
|--|--|---------|---------|---------|---------|---------|--------|---|--------|---|--------|---|----------|----------|
| | | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | S | F | W | S | W | S | | |
| ROOF | | | | | | | | | | | | | | |
| 7.3 TRANSPARENCY AND ACCOUNTABILITY | | | | | | | | | | | | | | |
| a. Implement new administrative structures, teams and operational committees to meet strategic and operational needs | New administrative structures are in place and will be revised as needed – e.g., as has been done in response to the announcement on Student Housing. | | | | | | | | | | | | Complete | Complete |
| b. Increase engagement with the North Island Students' Union (NISU) | NEW As an essential partner in supporting students, NISU has been invited to engage and participate in a variety of college committees throughout the year, including but not limited to, policy review, student life planning, and selection committee membership for hiring key roles. This collaboration has resulted in additional partnership opportunities with student events that have further increased student engagement and success for all involved. | | | | | | | | | | | | Complete | On Track |

| | | | | | |
|---------------|--|--|--|---|---|
| LEGEND |  Complete |  On track |  Behind |  No data yet |  Not started |
|---------------|--|--|--|---|---|



Environment

The places where we live, learn, work and play matter. The incredibly biodiverse coastal mountains, ocean and forests which form the landscape we live on are key to our identities, inspire us and support the health and economies of people. **We will implement practices that acknowledge the cultural significance of the traditional lands on which we are gathered and sustain the planet for future generations.**

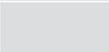
8.1 CLIMATE AND SUSTAINABILITY

As a forward-focused organization that improves people’s futures through education and training, NIC is grateful to support people in the region in their environmental efforts. This includes the most vulnerable members of society, who disproportionately experience the impacts of climate change. **We will combat climate change through education, research and operations.**

Outcome: Climate change education and research

| YEAR 5 GOAL | PROGRESS UPDATE | YEAR 1 | | | YEAR 2 | | YEAR 3 | | YEAR 4 | | YEAR 5 | | TARGET | STATUS |
|---------------------------------------|---|------------------------------|---|---|---------|-----|---------|-----|---------|-----|---------|-----|----------|----------|
| | | 2021/22 | | | 2022/23 | | 2023/24 | | 2024/25 | | 2025/26 | | | |
| | | S | F | W | S/F | W/S | S/F | W/S | S/F | W/S | S/F | W/S | | |
| ENVIRONMENT | | | | | | | | | | | | | | |
| 8.1 CLIMATE AND SUSTAINABILITY | | | | | | | | | | | | | | |
| a. Reduce greenhouse gas emissions | NEW NIC tracks carbon emissions and offsets annually as part of its annual Carbon Neutral Action Report to government. NIC’s greenhouse gas emissions in 2021 were 848 tonnes, down from 963 in 2020, a reduction of 12%. To reach carbon neutrality, NIC pays offsets at \$25 per tonne, or \$21,200 in 2021. NIC will continue to utilize carbon neutral funding to reduce greenhouse gas emissions going forward. A Climate and Sustainability steering committee made up of students, faculty and staff has begun identifying projects that will improve the College’s carbon footprint. | | | | | | | | | | | | Complete | On Track |
| | | 2021 Carbon Neutral outcomes | | | | | | | | | | | | |

| YEAR 5 GOAL | PROGRESS UPDATE | YEAR 1 | | | YEAR 2 | | YEAR 3 | | YEAR 4 | | YEAR 5 | | TARGET | STATUS |
|---|--|---------|---------|---------|---------|---------|--------|---|--------|-----|--------|-----|----------|-------------|
| | | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | S | F | W | S/F | W/S | S/F | | |
| ENVIRONMENT <i>Continued</i> | | | | | | | | | | | | | | |
| 8.1 CLIMATE AND SUSTAINABILITY | | | | | | | | | | | | | | |
| b. Implement process to track # of courses, research and applied learning initiatives that include sustainability | This project will be implemented through NIC's Centre for Applied Research, Technology & Innovation (CARTI) and initiatives as set out in NIC's updated academic plan, Widening Our Doorways 2026, which was finalized in November. Further updates will be available in Fall 2022. | | | | | | | | | | | | Complete | Not started |
| c. Explore adoption of the Sustainability Tracking Assessment and Rating System for Higher Education (STARS) | NEW NIC has joined the the Association for the Advancement for Sustainability in Higher Education (AASHE) which administers the Sustainability Tracking, Assessment and Rating System (STARS), a global sustainability standard for higher education. The College will consider utilizing the STARS benchmarking tools to measure its progress on sustainability. | | | | | | | | | | | | Complete | Not started |

| | | | | | |
|---------------|--|--|--|---|---|
| LEGEND |  Complete |  On track |  Behind |  No data yet |  Not started |
|---------------|--|--|--|---|---|



Communities



NIC will build relationships and be accountable to Indigenous communities in support of self-determination through education, training and applied research.

Communities come together through NIC. We anchor the region's communities through education, training, knowledge and innovation. We work with people, industry, Indigenous and not-for-profit organizations to enrich learning. The mutually beneficial exchange of knowledge and resources leads to healthy and thriving people and communities. It also leads to a healthy college. **We will serve the social and economic development needs of the people and region.**

9.1 SERVING THE PEOPLE OF THE REGION

Each of the communities in the region we serve is unique in their cultures, economies and access to digital technology and infrastructure. Before the pandemic, fewer people across the region were prepared for further education than the provincial average; and the pandemic may have created new obstacles on their educational path. We believe all students and communities should have access to education. **We will serve all communities, including those with barriers to participation in education and the economy.**

Outcome: Higher enrolment from within the region

| YEAR 5 GOAL | PROGRESS UPDATE | YEAR 1 | | | YEAR 2 | | YEAR 3 | | YEAR 4 | | YEAR 5 | | TARGET | STATUS |
|--|--|---------|---------|---------|---------|---------|--------|---|--------|-----|--------|-----|--------|--------|
| | | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | S | F | W | S/F | W/S | S/F | | |
| COMMUNITIES | | | | | | | | | | | | | | |
| 9.1 SERVING THE PEOPLE OF THE REGION | | | | | | | | | | | | | | |
| a. Increase above 31%, the % of in-region public high school graduates who attend NIC within two years of graduation | NEW Ongoing initiatives set out in Widening Our Doorways 2026 are aimed to address and achieve this target by 2026. | | | | | | | | | | | | > 31% | Behind |

9.2 COMMUNITY ENGAGEMENT

NIC is a meeting place where communities come together and work to enrich the region's health and sustainability through education. This is possible only if we are in conversation with those around us, if we are open to hearing a diverse range of voices and if we are committed to work in concert to tackle the issues in front of us. **We will support the people and communities we serve through active collaboration and engagement.**

Outcome: To be at the heart of civic conversations

| YEAR 5 GOAL | PROGRESS UPDATE | YEAR 1 2021/22 | YEAR 2 2022/23 | YEAR 3 2023/24 | YEAR 4 2024/25 | YEAR 5 2025/26 | TARGET | STATUS |
|---|---|-------------------|-------------------|-------------------------|-------------------|-------------------|----------|----------|
| | | S F W | S/F W/S | S/F W/S | S/F W/S | S/F W/S | | |
| COMMUNITIES | | | | | | | | |
| 9.2 COMMUNITY ENGAGEMENT | | | | | | | | |
| a. Create community engagement strategy | NEW The Community Engagement framework draft has been completed in consultation with an internal working group. The Community Engagement Strategy draft is anticipated late Fall 2022. | | | Draft strategy complete | | | Complete | On Track |

9.3 SOCIAL AND ECONOMIC DEVELOPMENT OF THE REGION

NIC is a publicly funded college established by the provincial government to serve the people and communities of the region. In doing so, we support the region's health and sustainability. **We will intentionally use human, financial and physical resources to promote social and economic development.**

Outcome: To be a hub for knowledge, service and innovation in the North Island

| YEAR 5 GOAL | PROGRESS UPDATE | YEAR 1 2021/22 | YEAR 2 2022/23 | YEAR 3 2023/24 | YEAR 4 2024/25 | YEAR 5 2025/26 | TARGET | STATUS |
|---|--|-------------------|-------------------|-------------------|-------------------|-------------------|----------|----------|
| | | S F W | S/F W/S | S/F W/S | S/F W/S | S/F W/S | | |
| COMMUNITIES | | | | | | | | |
| 9.3 SOCIAL AND ECONOMIC DEVELOPMENT OF THE REGION | | | | | | | | |
| a. Create an Alumni Association | NEW An Alumni relations readiness assessment was completed in March 2022. The resulting report and recommendations were submitted with a request for supporting resources noted for next fiscal year. | | | | | | Complete | On Track |
| b. Increase the number of active community partnerships to enhance programming | NEW In partnership with community, industry, First Nations and local governments, NIC has developed new skills training programs offered in-community. | | 18 partnerships | | | | 12 | On Track |
| c. Increase # of students involved in research projects to greater than 13 students | NEW 13 students were involved in research projects during the 2021/22 academic year. CARTI has secured additional funding to support an increase in student engagement in research projects. | | 13 students | | | | > 13 | On Track |



EDUCATION AND TRAINING BUILT FOR YOU

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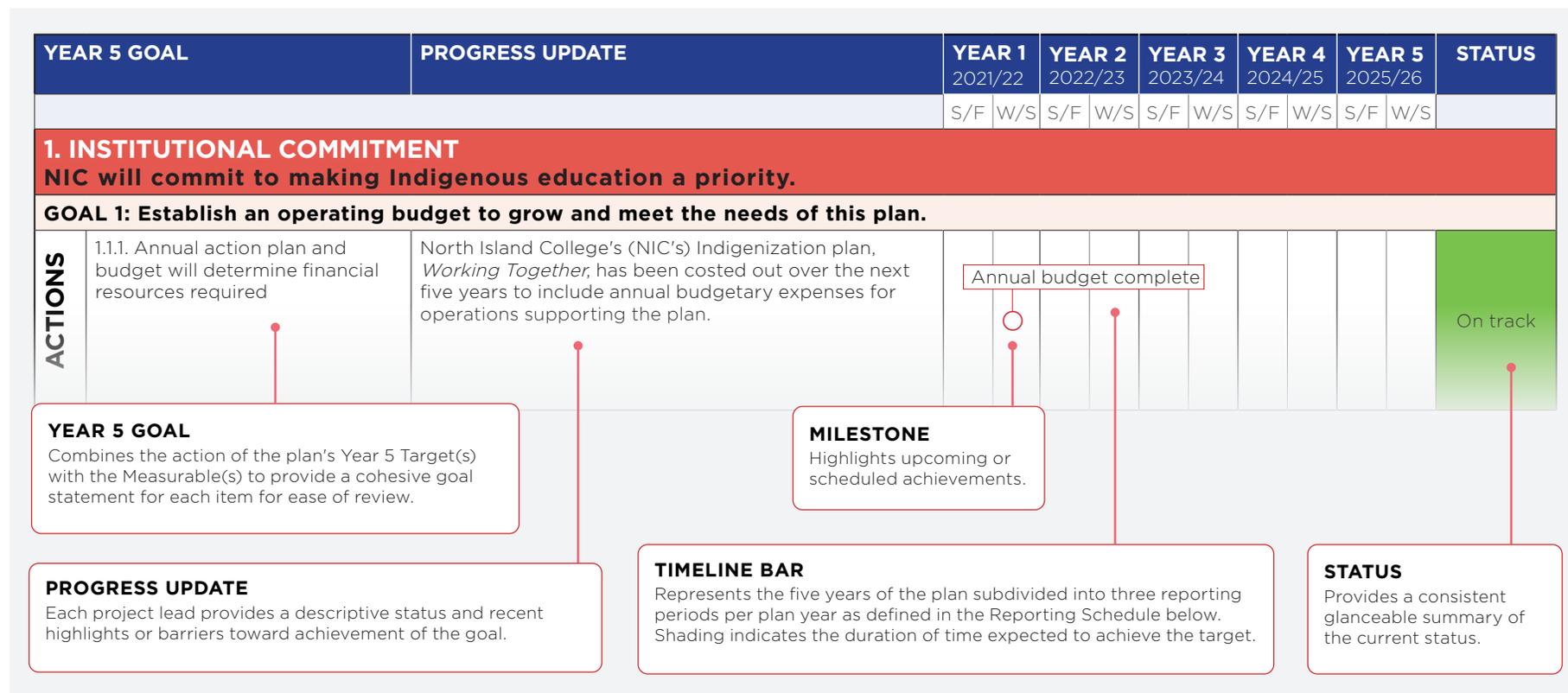
NORTH ISLAND COLLEGE
INDIGENIZATION PLAN
2021-2026

Working Together Dashboard Year 1 Report 1

NORTH ISLAND COLLEGE
 **NIC**
INDIGENOUS EDUCATION

How the Dashboard Works

| | | | | | |
|---------------|--|--|--|---|---|
| LEGEND |  Complete |  On track |  Behind |  No data yet |  Not started |
|---------------|--|--|--|---|---|



WORKING TOGETHER REPORTING

| PLAN YEAR | YEAR 1 | | YEAR 2 | | YEAR 3 | | YEAR 4 | | YEAR 5 | |
|--------------------|-----------------------|----------------------|-----------------------|----------------------|-----------------------|----------------------|-----------------------|----------------------|-----------------------|----------------------|
| | 2021/22 | | 2022/23 | | 2023/24 | | 2024/25 | | 2025/26 | |
| Terms | Summer/Fall | Winter/Spring |
| Measurement Period | July to December 2021 | January to June 2022 | July to December 2022 | January to June 2023 | July to December 2023 | January to June 2024 | July to December 2024 | January to June 2025 | July to December 2025 | January to June 2026 |
| Reporting Date | January 2022 | June 2022 | January 2023 | June 2023 | January 2024 | June 2024 | January 2025 | June 2025 | January 2026 | June 2026 |

WORKING TOGETHER DASHBOARD

YEAR 1 REPORT 1: June 2022

| YEAR 5 GOAL | | PROGRESS UPDATE | YEAR 1 2021/22 | | YEAR 2 2022/23 | | YEAR 3 2023/24 | | YEAR 4 2024/25 | | YEAR 5 2025/26 | | STATUS |
|---|--|--|-------------------|-----|-------------------|-----|-------------------|-----|-------------------|-----|-------------------|-----|----------|
| | | | S/F | W/S | |
| 1. INSTITUTIONAL COMMITMENT | | | | | | | | | | | | | |
| NIC will commit to making Indigenous education a priority. | | | | | | | | | | | | | |
| GOAL 1: Establish an operating budget to grow and meet the needs of this plan. | | | | | | | | | | | | | |
| ACTIONS | 1.1.1. Annual action plan and budget will determine financial resources required | North Island College's (NIC's) Indigenization plan, <i>Working Together</i> , has been costed out over the next five years to include annual budgetary expenses for operations supporting the plan. | | | | | | | | | | | On track |
| | 1.1.2. Source and secure funding | <p>NIC has committed support from its base funding budget to implement and/or maintain actions within this plan, including providing full support for: the Elders in Residence program; an Indigenous Counsellor; a Manager of Indigenous and Regional Partnerships; 10 ABE Indigenous language courses; and the delivery of the Aboriginal Leadership Certificate program.</p> <p>Sourcing and securing funding will be assessed during the provincial base funding review process. Additional funding sources continue to be explored, including the Aboriginal Service Plan.</p> <p>Estimated costing for Year 1 is \$978,000, and NIC was able to contribute \$345,500 to progress on the <i>Working Together</i> actions. An additional \$211,500 has been committed to Year 2 (from base funding) for the Elders in Residence program.</p> <p>(see Appendix C for the draft costing details)</p> | | | | | | | | | | | Behind |

Annual budget complete

Identify financial needs following Provincial base funding review

\$345,500 committed to Year 1

Additional \$211,500 committed to Year 2

Elders in Residence program moved to base funding

| | | | | | |
|---------------|----------|----------|--------|-------------|-------------|
| LEGEND | Complete | On track | Behind | No data yet | Not started |
|---------------|----------|----------|--------|-------------|-------------|

| YEAR 5 GOAL | | PROGRESS UPDATE | YEAR 1 2021/22 | | YEAR 2 2022/23 | | YEAR 3 2023/24 | | YEAR 4 2024/25 | | YEAR 5 2025/26 | | STATUS |
|--|---|--|-------------------|-----|-------------------|-----|-------------------|-----|-------------------|-----|-------------------|-----|----------|
| | | | S/F | W/S | |
| GOAL 2: Ensure departments/faculties identify and act on specific commitments to Reconciliation and Indigenization. | | | | | | | | | | | | | |
| ACTIONS | 1.2.1. Departments create a baseline report for the Indigenous Education Committee (IEC) indicating: a) where they currently stand in Indigenization efforts b) annual goals to be met Annual updates regarding successes/barriers/results to be reported to the IEC and community | A baseline report has been delayed due to issues related to COVID-19. The report is scheduled to be complete in 2024, with surveys rolling out in 2023. Despite absence of the official report, progress is still underway through ongoing program renewal plans, with departments reporting out annually on the <i>Institutional Accountability Plan and Report (IAPR)</i> (see Appendix A, <i>IAPR</i>). | | | | | | | | | | | Behind |
| | Departmental surveys go out | | | | | | | | | | | | |
| GOAL 3: Commit ongoing/multi-year funds to support Indigenous Education programming, services and Indigenization efforts. | | | | | | | | | | | | | |
| ACTIONS | 1.3.1. Establish a base funded program delivery model | Base funded program delivery is currently in place, providing for 9 ABE Indigenous language sections. Base funding has also supported Indigenous Education through contributions to the development of a core competency course and the creation of the Indigenization website. Planning for 2022/23 includes the delivery of the Aboriginal Leadership Certificate as well as 8-10 sections of ABE Indigenous Language courses. | | | | | | | | | | | On track |
| | Aboriginal Leadership Certificate begins | | | | | | | | | | | | |
| | 1.3.2. Offer Indigenous language courses (8 - 10 sections per year) | 9 ABE-level course sections in Nuu-chah-nulth and Kwak'wala were delivered digitally. The Indigenous Language Fluency (ILF) Certificate in Nuu-chah-nulth language has been offered in partnership with Ehattesaht First Nation and Quuquatsa Language society via digital delivery, and the first cohort will be graduating in December 2022. The ILF Certificate in Kwak'wala language has been offered in partnership with Kwakuitl First Nation via digital delivery, and the first cohort will be graduating in June 2022. This cohort is participating in an international field school at Kapi'olani Community College in Honolulu, Hawai'i to explore their language revitalization programs and what it means to be "Indigenous serving". | | | | | | | | | | | On track |
| ILF Certificate in Nuu-chah-nulth complete | | | | | | | | | | | | | |
| ILF Certificate in Kwak'wala complete | | | | | | | | | | | | | |
| 1.3.3. Transition Elders in Residence program from ASP to base funding | Began June 1, 2022 | | | | | | | | | | | | Complete |
| Elders in Residence program moved to base funding | | | | | | | | | | | | | |

| YEAR 5 GOAL | | PROGRESS UPDATE | YEAR 1 2021/22 | | YEAR 2 2022/23 | | YEAR 3 2023/24 | | YEAR 4 2024/25 | | YEAR 5 2025/26 | | STATUS |
|--|---|---|-------------------|-----|-------------------|-----|-------------------|-----|-------------------|-----|-------------------|-----|-------------|
| | | | S/F | W/S | |
| 2. GOVERNANCE MODEL | | | | | | | | | | | | | |
| NIC will ensure governance structures recognize and respect Indigenous peoples. | | | | | | | | | | | | | |
| GOAL 1: Encourage and advocate for increased Indigenous representation on NIC boards, councils and committees. | | | | | | | | | | | | | |
| ACTIONS | 2.1.1. Board of Governors – report on how members are chosen and identify strategies to promote Indigenous representation | While this objective has not yet begun, current makeup of the Board of Governors stands as: <ul style="list-style-type: none"> 1 community member 1 support staff rep 1 student EdCo Chair (ex officio) | | | | | | | | | | | Not started |
| | 2.1.2. Develop an awareness campaign to promote participation (awareness, benefits in participating, etc.) | This campaign has not yet started; however, Indigenous participation on boards, councils and committees has been increasing. Currently, the Education Council (EdCo) includes four Indigenous members. | | | | | | | | | | | Not started |
| GOAL 2: Explore and utilize decolonized and Indigenized decision-making processes. | | | | | | | | | | | | | |
| ACTIONS | 2.2.1. Research and identify decolonized and Indigenized decision-making processes | Exploratory discussions on decolonized and Indigenized decision-making processes were planned for a joint meeting of NIC’s Board of Governors (BOG), EdCo and the IEC in Fall 2021. Due to COVID-19 restrictions, this meeting was postponed and has been rescheduled for March 2023. Plans are also underway for a Summer 2022 symposium to explore decolonial practices in governance, with participation of the Indigenous Education Council (IEC) and the college community. | | | | | | | | | | | Behind |
| | 2.2.2. Trial identified processes across a variety of areas | Following the Summer 2022 symposium and the joint meeting of the BOG, EdCo and IEC, trials will be conducted on the processes identified for decolonized and Indigenized decision-making | | | | | | | | | | | Behind |
| GOAL 3: Review policies and operational practices to ensure they support the recognition of Indigenous people’s human rights and the equity and inclusion of Indigenous students, faculty, staff and community members. | | | | | | | | | | | | | |
| ACTIONS | 2.3.1. Review and update 3 existing NIC policies annually | Indigenous Education (IE) participated in the review of 2 policies/ protocols this year to include Indigenous lens: <ol style="list-style-type: none"> Course syllabus policy – included Territory Acknowledgment language Gathering Place use protocol – underway with the Gathering Place Committee | | | | | | | | | | | On track |
| | 2.3.2. Indigenous member on Policy and Standard committee | TBA | | | | | | | | | | | Not started |

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| 3. TEACHING AND LEARNING | | | | | | | | | | | | | |
| NIC will implement intellectual and cultural traditions of Indigenous peoples through curriculum and learning approaches relevant to learners and communities. | | | | | | | | | | | | | |
| GOAL 1: Develop and implement an Indigenous curriculum sub-committee. | | | | | | | | | | | | | |
| ACTIONS | 3.1.1. Develop Terms of Reference, identify members and invite community members to participate | A symposium is planned for Summer 2022 to discuss and develop an action plan for the Indigenous curriculum sub-committee (ICSC) that will advance the Indigenization of teaching and learning approaches | | | | | | | | | | | On track |
| | 3.1.2. Identify scope of work | Action to follow the Summer 2022 symposium, with resulting action plan for the ICSC. | | | | | | | | | | | On track |
| | 3.1.3. Implement sub-committee as a required Education Council process | ICSC to meet with EdCo to discuss process. | | | | | | | | | | | On track |
| | 3.1.4. Create a protocol guide that addresses the importance of co-development/facilitation/delivery of Indigenized programming | ICSC to consult with IEC and EdCo to develop protocol. | | | | | | | | | | | On track |
| GOAL 2: Ensure Indigenous histories, worldview, knowledge, and pedagogies are relevantly, accurately and respectfully integrated. | | | | | | | | | | | | | |
| ACTIONS | 3.2.1. Undertake college-wide, department-level curriculum reviews to ensure Indigenous histories, worldviews, knowledge and pedagogies are relevantly integrated in programs | As per NIC's academic plan, <i>Widening our Doorways 2026</i> , departments are currently completing program renewal plans, which will inform progress to this goal. (see Appendix A, <i>IAPR</i> - Appendix III regarding Truth and Reconciliation Calls to Action, slated to begin after Goal 1 is complete) | | | | | | | | | | | On track |
| | 3.2.2. Begin by piloting with one program area to develop model and reporting template | Identify best program area to pilot and create program model and reporting template. | | | | | | | | | | | On track |
| | 3.2.3. Identify areas that require growth and develop a plan to address | Complete an assessment across all program areas to identify and assess gaps. | | | | | | | | | | | On track |

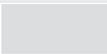
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| GOAL 3: Departments address and respond to the Truth and Reconciliation Commission's Calls to Action. | | | | | | | | | | | | | |
| ACTIONS | 3.3.1. Each Call to Action will have an action plan in place | <p>The College, overall, has made significant progress on implementing the Truth and Reconciliation Commission of Canada's education-related Calls to Action (see Appendix A, <i>IAPR</i> - Appendix III).</p> <p>Following release of the departmental program renewal plans, action plans will be identified to respond to the TRC Calls to Action at the department level.</p> | | | | | | | | | | | On track |
| | Identify action plans | | | | | | | | | | | | |
| GOAL 4: Provide college-wide mentorship and support to faculty members to Indigenize teaching and learning. | | | | | | | | | | | | | |
| ACTIONS | 3.4.1. Provide mentorship and support to faculty members to Indigenize teaching and learning via: a) resources located on an Indigenization website b) regular workshops c) professional development (Pro-D) d) annual Indigenization work across departments | <p>NIC's Indigenization resource website is underway and can be viewed at: https://nicresources.opened.ca/</p> <p>The Indigenous Education Facilitator works with faculty to explore processes toward Indigenization and reconciliation. Over the 2021/22 academic year, she offered a series of Truth and Reconciliation Dialogues to allow for staff, faculty and administration to gain a better understanding of each other's perspectives, encourage critical thinking and learn from one another. Topics included systemic racism and white privilege. The goal was to create spaces for constructive conversation centered around Reconciliation and Reconcili-Action, with an objective to support collective and/or individual commitment to action items identified during each gathering.</p> | | | | | | | | | | | On track |
| | Completion of the Indigenization resource website | | | | | | | | | | | | |
| | 3.4.2. Develop a local "cultural resource person" list | TBA | | | | | | | | | | | |
| 3.4.3. Work with OGE to explore and support faculty partnership/exchange opportunities | <p>Indigenous Education has collaborated with OGE on the following initiatives:</p> <p>Supported access to Govt. of Canada Faculty Mobility funding for Laura Johnston, ABE faculty. Laura completed a project in collaboration with the Costa Rica Institute of Technology titled, <i>Interculturality: Interweaving Indigenous Pedagogies</i> - a project nominated for a PIONEER Award, in the Real Life Learning category.</p> <p>Together with Sara Child and Kapi'olani Community College, Hawai'i, developed an Indigenous Language Revitalization Field School as part of the ILF certificate.</p> <p>Created a new international education plan that will support success for all students and become the college's first international plan to emphasize a deep commitment to Indigenization.</p> | | | | | | | | | | | On track | |

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| GOAL 5: Develop a website that assists faculty, staff and students to access resources, information, publications and reports about Indigenous issues, pedagogy, practice and knowledge. | | | | | | | | | | | | | |
| ACTIONS | 3.5.1. Create a WordPress site | An Indigenous education resource website is in development to support faculty with Indigenizing their courses, curriculum and practices. The website will also house Truth and Reconciliation resources. (see https://nicresources.opened.ca/) | | | | | | | | | | | On track |
| | | | Completion of the Indigenization resource website | | | | | | | | | | |
| 4. UNDERSTANDING AND RECIPROCITY NIC will support students and employees to increase understanding and reciprocity among Indigenous and non-Indigenous peoples. | | | | | | | | | | | | | |
| GOAL 1: Develop and incorporate a multi-tiered local core competency training experience. | | | | | | | | | | | | | |
| ACTIONS | 4.1.1. Develop digital learning modules | Three of seven core competency modules are complete. Development is underway for a six-week digital learning module that will provide insight into the local context and history of First Nations on whose traditional territories NIC's campuses and centres are situated. This training provides faculty with an opportunity to reflect and examine their practice. It also guides them in the development of new teaching and learning methods and supports and services for students. | | | | | | | | | | | Behind |
| | | | Develop local modules | | | | | | | | | | |
| | 4.1.2. Offer multiple training opportunities throughout each year | Once the learning modules are complete, the core competency training will be offered with multiple entry points throughout the year. This training is additional to the series of Truth and Reconciliation Dialogues held during the 2021/22 academic year (updated in 3.4.1 above). | | | | | | | | | | | Behind |
| | | | Launch training to NIC employees | | | | | | | | | | |
| 4.1.3. Develop a roll-out plan to ensure all employees have the opportunity to complete training | IE to consult with NIC's Human Resources department to ensure all currently employees are given the opportunity to complete the core competency training and that the training is integrated into the orientation package for all new employees. | | | | | | | | | | | | On track |
| | | Consultations with HR | | | | | | | | | | | |
| 4.1.4. Ensure content is available to integrate into courses and program for students | Indigenous curriculum sub-committee to facilitate the integration of core competency training into college courses and programs. | | | | | | | | | | | | On track |
| | | Review training with ICSC | | | | | | | | | | | |

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| GOAL 2: Ensure academic programs include content in at least one course, which explores Indigenous histories and identifies how Indigenous issues intersect with the field of study. | | | | | | | | | | | | | |
| ACTIONS | 4.2.1. Develop list of courses with relevant content | Two departments complete: <ul style="list-style-type: none"> • Business • English | | | | | | | | | | | On track |
| | 4.2.2. Departments to work with Indigenous curriculum sub-committee to ensure content is appropriate | Action to follow the Summer 2022 symposium, with resulting action plan for the Indigenous curriculum sub-committee to collaborate with departments on ensuring appropriateness of Indigenous content. | | | | | | | | | | | Not started |
| | 4.2.3. Identify gaps and develop plan to address | A full review of Indigenous content will be conducted by the Indigenous curriculum sub-committee, starting in Spring 2023, with expected completion by Fall 2023. | | | | | | | | | | | Not started |
| GOAL 3: Develop a communications strategy to ensure that every current and prospective student, faculty and staff member at NIC is aware of the traditional territories and Indigenous Nations on whose land NIC campuses and facilities are situated. | | | | | | | | | | | | | |
| ACTIONS | 4.3.1. Communication Strategy to include: <ul style="list-style-type: none"> a) Teaching and protocols re: Territorial acknowledgments b) Territorial acknowledgment videos c) Territorial acknowledgment on each campus d) Territorial acknowledgment within student services and common spaces e) Update of course outline policy to include territorial acknowledgment f) Commitment to start meetings and events with acknowledgment | Communication strategy is not yet complete; however, the following updates refer to the respective sub-goals: <ul style="list-style-type: none"> a) A resource document on teaching and protocols is being created for NIC's Indigenous website b) Territorial acknowledgment videos are near completion c) Environment scan on track to be completed in 2023 (aligning with capital plans and expansion, i.e. Housing) d) Territorial acknowledgments are included in virtual spaces and marketing material and posted in the Comox Valley boardroom. Indigenous language signage is in place throughout campuses (see 6.1.1 below). e) Course outline policy has been updated to include territorial acknowledgment f) It is current practice across the College to open meetings and events with a territorial acknowledgment | | | | | | | | | | | On track |

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| GOAL 4: Develop ongoing annual events that celebrate Indigenous people and culture and build awareness on Indigenous topics. | | | | | | | | | | | | | |
| ACTIONS | 4.4.1. Ensure Indigenous representation is included on NIC planning committees | <p>There is currently Indigenous representation on the following teams/committees/groups:</p> <ul style="list-style-type: none"> • Education Team • Leadership Team (as needed) • Marketing Committee • Student Housing Committee • Mental Health Committee • Equity, Diversity and Inclusion Committee • Graduation Committee • Open House Committee • Port Alberni Orientation Committee • Community Engagement Strategy Working Group • NIC Faculty Association (NICFA) • Student Case Management Team • Academic Integrity Committee • Orientation Committee • Campus Life Committee • Orientation Steering Committee • Community Engagement Strategy Working Group • Joint Job Evaluation Committee | | | | | | | | | | | On track |
| | 4.4.2. Host an annual event or challenge to explore reconciliation | Action toward this goal was initiated in the series of Truth and Reconciliation Dialogues held during the 2021/22 academic year (see 3.4.1 above). Experience gained through the series is informing the planning of annual events/challenges exploring reconciliation. | | | | | | | | | | | On track |
| | 4.4.3. Engage with OGE to host events that celebrate and share local and international cultures | <p>NIC Elders in Residence provide a traditional welcome at international student orientation at each term start.</p> <p>Collaborating with the IE team, OGE hosted four exchange students from Belgium to participate in the Ethnobotany section of the ILF program in Port Hardy.</p> | | | | | | | | | | | On track |
| | 4.4.4. Plan events for: | <p>a) Orientation</p> <ul style="list-style-type: none"> * Elders in Residence provided a traditional welcome and Navigators hosted info sessions <p>b) Graduation</p> <ul style="list-style-type: none"> * Elders in Residence provided a traditional welcome <p>c) Open House - cancelled</p> <p>d) Moosehide Campaign</p> <ul style="list-style-type: none"> * Shared out community based activities <p>e) Orange Shirt Day</p> <ul style="list-style-type: none"> * Initiated media campaign <p>f) National Indigenous Day</p> <ul style="list-style-type: none"> * Launched <i>Working Together</i> Indigenization plan <p>g) Sisters in Spirit - TBA</p> <p>h) Stolen Sisters - TBA</p> <p>i) Red Dress campaign - TBA</p> <p>j) Cultural Day</p> <ul style="list-style-type: none"> *Held Gathering Place blessing | | | | | | | | | | | On track |

| YEAR 5 GOAL | | PROGRESS UPDATE | YEAR 1 2021/22 | | YEAR 2 2022/23 | | YEAR 3 2023/24 | | YEAR 4 2024/25 | | YEAR 5 2025/26 | | STATUS |
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| GOAL 5: Develop educational tools and resources that promote the implementation of the United Nations Declaration on the Rights of Indigenous Peoples and the Truth and Reconciliation Commission's Calls to Action. | | | | | | | | | | | | | |
| ACTIONS | 4.5.1. Create resources, videos and handouts for the Indigenous Education Website | Numerous resources have been, and continue to be, added to the website for NIC faculty and staff. The site can be viewed at: https://nicresources.opened.ca/ | | | | | | | | | | | On track |
| | 4.5.2. Website to include tools for addressing racism in the classroom | Work on this measure is underway, in collaboration with NIC's Centre for Teaching & Learning Innovation. | | | | | | | | | | | Behind |
| 5. INDIGENOUS EMPLOYEE RECRUITMENT NIC will commit to increasing the number of Indigenous employees with ongoing appointments throughout the institution, including Indigenous senior administrators. | | | | | | | | | | | | | |
| GOAL 1: Baseline current, self-identified Indigenous employees. | | | | | | | | | | | | | |
| ACTIONS | 5.1.1. Create process for employees to self-identify | The IE team is providing consultation to the HR department in its work to create this process. | | | | | | | | | | | Behind |
| | | | Development of self-identifying form | | | | | | | | | | |
| GOAL 2: Ensure institutional hiring and human resource development strategies identify goals and approaches for increasing the number of Indigenous staff and faculty. | | | | | | | | | | | | | |
| ACTIONS | 5.2.1. Review Human Rights Exemption - expand to include other positions as necessary | NIC maintains its special program approval through BC Human Rights Tribunal to restrict hiring to only persons of Indigenous ancestry for the following positions: <ul style="list-style-type: none"> Executive Director of Indigenous Education Indigenous Education Navigators Elders in Residence faculty in Indigenous programming The College recently expanded this special program approval to include two additional positions: <ul style="list-style-type: none"> Indigenous Counsellor Manager of Indigenous and Regional Partnerships | | | | | | | | | | | On track |
| | 5.2.2. Review current hiring process with focus on ways to decolonize | TBA | | | | | | | | | | | Not started |
| | 5.2.3. Review minimum education requirement for Indigenous knowledge keepers - develop a best practice to ensure NIC values Indigenous knowledge | IE team is currently reviewing the minimum education requirement and will present recommendations to NIC's Leadership Team (LT) in Winter 2023. | | | | | | | | | | | Behind |
| | | | Present to LT | | | | | | | | | | |

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| GOAL 3: Integrate language within job descriptions and postings that speaks to a commitment to developing competency towards Indigenization. | | | | | | | | | | | | | |
| ACTIONS | 5.3.1. Develop Indigenous competence language | Language on an Indigenous competency requirement is currently being developed by the IE team and will be presented to the IEC for approval in Winter 2023. | | | | | | | | | | | Not started |
| | 5.3.2. Include competence language in job descriptions | IE team is scheduled to meet with HR in Fall 2022 – planning for the inclusion of Indigenous competence language in job descriptions will be on the agenda. | | | | | | | | | | | Not started |
| | 5.3.3. Include competence language in NICFA and CUPE posting templates | Once the IEC has approved the Indigenous competence language, the IE team will connect with LT, NICFA and CUPE to move forward its inclusion in posting templates. | | | | | | | | | | | Not started |
| 6. LEARNING ENVIRONMENT AND HOLISTIC SERVICES | | | | | | | | | | | | | |
| NIC will establish Indigenous-centred holistic services and learning environments for learner success. | | | | | | | | | | | | | |
| GOAL 1: Embed ceremony, language and culture into all aspects of the college environment. | | | | | | | | | | | | | |
| ACTIONS | 6.1.1. See where spaces on campus could be enhanced, such as incorporating Indigenous language signage on campus | Signage is being updated through ongoing operations. The office of Indigenous Education and all campus libraries include Indigenous language on signage, and the Gathering Place (on the Campbell River campus) will soon be acquiring new Indigenous-language signage. OGE has included Liq'wala language signage on their front door at the Campbell River campus and plans to do the same at their Comox Valley office. Additionally, there is a new Nuuchahnulth language welcome sign at the Port Alberni campus – the result of a 2021 CARE Grant. | | | | | | | | | | | On track |
| | 6.1.2. Develop an annual schedule of events which incorporates Indigenous ceremony and culture | Progress has been limited, due to impacts of COVID-19; however, NIC Elders in Residence have participated in providing a traditional welcome at international student orientation days at each term start. | | | | | | | | | | | Behind |
| | 6.1.3. Promote and support study abroad, field schools, and virtual exchange opportunities for Indigenous Students | IE collaborated with OGE to develop an Indigenous Language Revitalization Field School in Hawai'i, in which 15 students, 16 family members and 1 instructor participated. 25 Indigenous students were involved in various study abroad activities, each receiving a Global Skills Opportunities Scholarship of between \$1000 and \$6500. | | | | | | | | | | | On track |

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| GOAL 2: Complete, on a regular basis, service-level reviews with Indigenous students, faculty and staff to ensure supports and services increasingly meet their holistic needs. | | | | | | | | | | | | | | | | | | |
| ACTIONS | 6.2.1. Address barriers to Indigenous student success | <p>IE conducted an Indigenous student satisfaction survey in 2021/22 to identify barriers to student success and other factors impacting Indigenous students.</p> <p>Survey responses highlighted an appreciation for the increased remote learning opportunities made available to students through online learning. At the same time, challenges were identified for students who are not familiar with online learning environments.</p> <p>Students expressed satisfaction with Indigenous student supports and use them frequently (for example, connecting with Navigators & Elders) but suggested that more could be done to increase awareness among Indigenous students (and potential students) about the services available to them.</p> <p>Quotes from the Survey:</p> <p><i>I'm satisfied with the indigenous services that are offered and I'm also satisfied with the monthly funding I receive for being a student at NIC</i></p> <p><i>I really like that NIC has been collaborating with the Nu-uchahnuh (Tribal Council) to meet our needs for education; language revitalization and the forthcoming Fisheries Pathway programs.</i></p> <p><i>Online platform allows me to stay employed and attend school</i></p> <p><i>The indigenous navigators are a wonderful concept, and in practice they perform a critically important task - to help those who have been historically, and systematically, disadvantaged.</i></p> <p>(see Appendix B, 2021/22 Indigenous Student Satisfaction Survey Report)</p> | | | | | | | | | | | | | | | | On track |
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Work with Marketing to increase awareness



LEGEND



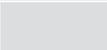
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| GOAL 3: Create culturally safe and culturally responsive campuses. | | | | | | | | | | | | | | |
| ACTIONS | 6.3.1. Continue to enhance support and services for Indigenous students across all campuses | <p>NIC provides the following supports/services for Indigenous students:</p> <ul style="list-style-type: none"> • Designated BC Human Rights Tribunal seats for Indigenous students in Health & Human Service programs • Access to Indigenous counsellors for academic and personal counselling needs • Elders in Residence on campus to provide support and guidance and to deliver cultural teachings through guest speaking in the certificate and diploma programs • Guest speakers with Indigenous backgrounds supporting the work students are doing in the classroom <p>NIC is expanding its supports and services through its work with the Southern and Central region Nuu-chah-nulth Nations to reserve digital seats for students from remote communities. Students will be able to access the Education Assistant and Community Support with Indigenous Focus Certificate programs without leaving their communities, and NIC will support them in finding practice placements in their home communities.</p> | | | | | | | | | | | On track | |
| | 6.3.2. Hire Indigenous service providers, including a counsellor | An Indigenous Counsellor was hired in Fall 2021 | | | | | | | | | | | Indigenous Counsellor hired | Complete |
| | 6.3.3. Create supports and education around cultural safety, racism and diversity | <p>A joint session of the Leadership Team and IE team was held in March 2022 to explore racism within the college community. An actionable outcome was the review and revision of the Student Complaint Policy, which is currently in progress.</p> <p>The series of Truth and Reconciliation Dialogues facilitated by the IE team facilitated educational discussion among staff, faculty and administration on systemic racism and white privilege.</p> <p>Educational resources for faculty and staff are located on the website: https://nicresources.opened.ca/</p> <p>Further initiatives are required among the student body to ensure the learning environment is culturally safe and responsive for all students.</p> | | | | | | | | | | | On track | |
| | 6.3.4. Indigenous lens and consultation when creating services, supports and processes | At the Summer 2022 symposium, the IEC and members of the college community will explore processes to incorporate an Indigenous lens and Indigenous consultation into college governance and the creation of services and supports. | | | | | | | | | | | | Behind |

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| 7. RELATIONSHIP BUILDING AND SELF-DETERMINATION NIC will build relationships and be accountable to Indigenous communities in support of self-determination through education, training and applied research. | | | | | | | | | | | | | |
| GOAL 1: Create opportunities to meet with Nations and Indigenous people informally and in community to foster meaningful relationships, dialogues and commitments to action. | | | | | | | | | | | | | |
| ACTIONS | 7.1.1. Support Indigenous Education Navigators to visit First Nations when requested by community | <p>Progress on this measure has been delayed due to the impacts of COVID-19; however, as First Nations reopen to non-members, Education Navigators will be available to make visits upon request.</p> <p>The reporting structure has improved to better capture data: Navigators are now reporting directly to the Executive Director of Indigenous Education, and monthly event reports provide data for Aboriginal Service Plan reporting.</p> | | | | | | | | | | | Behind |
| | 7.1.2. NIC attendance at community events | <p>Progress on this measure has also been hindered due to COVID-19.</p> <p>Many virtual meetings with First Nations have taken place in lieu of in-person community engagement. Nations are currently in the process of opening up their communities to non-nation members, and NIC is starting to receive requests to attend community events.</p> | | | | | | | | | | | Behind |
| GOAL 2: Develop partnerships with Nations and Indigenous organizations via formal agreements and a structured approach to consultation and engagement, as identified by the Nation or organization. | | | | | | | | | | | | | |
| ACTIONS | 7.2.1. Host community consultations and community forums that include Leadership Team and Education Team involvement | <p>Following the easing of COVID-19 restrictions, the Leadership Team recently attended informal community forums in Port Hardy.</p> <p>Additional meetings took place to explore community identified needs, as LT members met with a number of Nations and organizations: Tseshaht, Hupacasath, K'omoks, Wei Wai Kum, Nanwakolas, K'awat'si Economic Development LP, Ucluelet, Huu-ay-aht, Kwakiult, Gwa'sala-'Nakwaxda'xw and Quatsino Nations.</p> | | | | | | | | | | | On track |
| | 7.2.2. Engage with Métis chartered communities | <p>The executive director of North Island Métis Association (NIMA) is engaged through the annual Indigenous Education Council Meeting and the quarterly regional committee meetings. Further engagement is anticipated for 2023.</p> | | | | | | | | | | | On track |

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| | | | S/F | W/S | |
| GOAL 3: Continue to partner with Indigenous communities to develop accredited, decolonized post-secondary programs that can be delivered in communities and on campus. | | | | | | | | | | | | | |
| ACTIONS | 7.3.1. Communicate readiness to support communities' self-determined education and training goals/needs | NIC's readiness has been communicated through ongoing meetings between the IE team and First Nations communities. The team is currently creating an engagement piece - a package for rural, remote First Nations communities that demonstrates NIC's commitment to self-determined education, the advocacy and support the College provides and examples of previous and ongoing community partnerships. (see Appendix A, IAPR) | | | | | | | | | | | On track |
| | Completion of rural, remote packages for First Nations communities | | | | | | | | | | | | |
| GOAL 4: Develop a strategy to support Indigenous communities with program exploration, proposal preparation and securing funding to develop and deliver self-determined programs. | | | | | | | | | | | | | |
| ACTIONS | 7.4.1. Explore and develop a business model to best support Nations in securing funding - this could include expanding the Indigenous Education team to include a Manager, Indigenous and Regional Partnerships | The IE team has been expanded to include a Manager of Indigenous and Regional Partnerships (MIRP) out of Port Alberni Office. A report on Best Practices of Community Engagement has been developed to support NIC in working with First Nations communities. NIC has been working together with the 35 rights-based Nations to offer in-community programming that allows Indigenous students access, wrap-around supports and continued success in post-secondary education. Through the years, themes and principles have emerged that have laid the foundation for successful programs - these principles come from the people of the past and present, who worked tenaciously for decades to enhance Indigenous education. NIC, Nations and communities have worked tirelessly to enhance and revitalize Indigenous education and in-community programming. Additional capacity resources are required. | | | | | | | | | | | On track |
| | Explore funding opportunities for MIRP position in Northern and Central regions | | | | | | | | | | | | |

| | | | | | |
|---------------|--|--|--|---|---|
| LEGEND |  Complete |  On track |  Behind |  No data yet |  Not started |
|---------------|--|--|--|---|---|

From: avicc@ubcm.ca <avicc@ubcm.ca>
Sent: August 17, 2022 3:17 PM
To: avicc@ubcm.ca
Cc: karen.topelko@gov.bc.ca
Subject: Invitation to Coastal Marine Strategy Information Session for AVICC

[CAUTION] This email originated from outside of the ACRD

Please forward to elected officials, the CAO and Corporate Officer:

This email includes a link to join an on-line information session on September 19th at 9:30 am. The contact for further details on the session is Karen.Topelko@gov.bc.ca

At this information session, Charlie Short, Executive Director of the Coastal Marine Stewardship Branch, will share information on the purpose and scope of the Coastal Marine Strategy.

The Ministry of Land, Water and Resource Stewardship is leading the co-development of a Coastal Marine Strategy with coastal First Nations. They are in the first phase of a process (see below), that will help the BC government consider and develop policy to improve stewardship of the coastal marine environment. This phased approach involves two main stages, beginning with an **Intentions Paper** that outlines key policy concepts under consideration. The Ministry expects to release the Intentions Paper in early fall and then engage with local governments, stakeholders and the public.



The Intentions Paper addresses 6 outcomes and associated policy intentions as follows:

- A healthy and productive coast
- Resilience to climate change
- Trusting, respectful relationships
- Holistic learning and knowledge sharing
- Community well-being
- A sustainable, thriving ocean economy

Subject: Coastal Marine Strategy Information Session for UBCM AVICC
Location: Microsoft Teams Meeting
When: 2022-09-19, 09:30 - 10:30 GMT -7:00 (60 minutes)
Organizer: Topelko, Karen LWRS:EX (Karen.Topelko@gov.bc.ca)

Charlie Short, Executive Director of the Coastal Marine Stewardship Branch, will share information on the purpose and scope of the Coastal Marine Strategy, and where we are at in the process to co-develop an Intentions Paper with coastal First Nations. Approximately 30 minutes will be available to answer questions.

Microsoft Teams meeting

Join on your computer or mobile app

Click here to join the meeting <

Meeting ID: 252 953 669 601

Passcode: DTdNps

Download Teams <<https://www.microsoft.com/en-us/microsoft-teams/download-app>>; | Join on the web <<https://www.microsoft.com/microsoft-teams/join-a-meeting>>;

Or call in (audio only)

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options <[19_meeting_YzNjMWZiYjYtMzQwYi00NWJkLTljNDMtN2UzOGRlZTJjZDE3@thread.v2&messageId=0&language=en-US](https://teams.microsoft.com/meetingOptions/?organizerId=01d2a614-5bee-4f69-ba61-77f96e4b9b35&tenantId=6fdb5200-3d0d-4a8a-b036-d3685e359adc&threadId=19_meeting_YzNjMWZiYjYtMzQwYi00NWJkLTljNDMtN2UzOGRlZTJjZDE3@thread.v2&messageId=0&language=en-US)>>https://teams.microsoft.com/meetingOptions/?organizerId=01d2a614-5bee-4f69-ba61-77f96e4b9b35&tenantId=6fdb5200-3d0d-4a8a-b036-d3685e359adc&threadId=19_meeting_YzNjMWZiYjYtMzQwYi00NWJkLTljNDMtN2UzOGRlZTJjZDE3@thread.v2&messageId=0&language=en-US>;



NANUM'ITYUS TTH'ELE' MURALS IN DUNCAN TO CELEBRATE QUW'UTSUN CULTURE AND HERITAGE

Indigenous-led mural project will encourage visitors and residents to learn about reconciliation



QUW'UTSUN FESTIVAL OF MURALS

Logo created by Ally Easterbrook, Downtown Duncan BIA

COURTENAY, July 27 2022 – Quw'utsun elders and youth, the Cowichan Intercultural Society, the City of Duncan, the Duncan United Church, and other community organizations are working together to create an artistic mural display to foster cultural

understanding and promote cultural tourism, with funding support from the [Community Placemaking Program](#).

These organizations have formed Nanum'lyus Tth'ele (Meeting of Joyful Heart) to establish reconciliation murals at two locations in downtown Duncan. The project is being guided by Cowichan Tribes Elders and youth to celebrate Qu'wutsun culture and heritage.

"This is a major step for reconciliation, building meaningful connections in the community and a better understanding of each other," stated Councillor Albie Charlie, Whulquletse, of Cowichan Tribes' Council.

The goal of this project is to beautify downtown Duncan in an inclusive way, continuing conversations about reconciliation started by the Hul'q'umi'num' Signage Project in 2019.

"During the pandemic, we all worked together install bilingual Hul'q'umi'num' and English street signs on seven streets in the downtown core as an example of reconciliation in action," explains Amanda Vance, Executive Director of the Cowichan Intercultural Society. "That project was an act of solidarity in response to news that some businesses were refusing to serve Cowichan members due to Covid-19 cases on reserve. We hope that this new project will further increase the comfort of Cowichan Tribes members in downtown Duncan."

The Nanum 'lyus Tth'ele mural project came together as partners in the Hul'q'umi'num' Signage Project went on walks together through downtown.

"I remember the first time the group of Elders working on this project walked around town with us sharing stories of places where they were segregated, others that were unwelcoming, and those that still are unwelcoming. Then they began to speak about their hope for the future and the importance of us working together to build that future. The murals reflect that hope for the future and our commitment to building it together," stated City of Duncan Mayor Michelle Staples.

The art mural installations will be designed by a collective of Coast Salish artists and apprentices and will include multimedia components such as a QR code leading to Hul'q'umi'num' words, songs, or stories. Mural themes will include the past, present, and future of reconciliation, reframed in Hul'q'umi'num' as 'thu-itsthuv tun shqwaluwun' (be truthful with your feelings). The mural panels will be movable to allow for the possibility of sharing throughout the region.

"We're honoured to contribute to this beautiful Quw'utsun-led placemaking initiative in Duncan. Seeing Indigenous languages and cultures living, used, taught and celebrated throughout First Nations' respective territories in all communities is an important part of building healthy and resilient communities across the coast," stated Brodie Guy, CEO, Island Coastal Economic Trust.

The project will receive \$50,000 through a collaborative funding arrangement between the Island Coastal Economic Trust and the Targeted Regional Tourism Development Initiative (through 4VI), which provides one-stop funding support of up to 100% of project costs to stimulate and promote vitality in downtowns, Main Streets and business districts across the region.

"We gratefully acknowledge the Province of BC for the funding to support the Community Placemaking Program and help community projects such as this be realized," says Anthony Everett, President & CEO, 4VI. "This highly collaborative initiative syncs with growing trends in cultural and educational tourism and showcases the strong history of the Quw'utsun peoples."

The Nanum'lyus Tth'ele group sees this project as a pilot to gauge interest and capacity for an annual, multi-cultural mural festival that would continue to highlight Indigenous artists and reconciliation. This initiative is expected to get underway shortly, beginning with a Call to Artists to be released this summer.

All applications to the Community Placemaking Program are now accepted on an ongoing basis until the program is fully subscribed. For more information, please visit our website: www.islandcoastaltrust.ca

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About Island Coastal Economic Trust

Founded by the Province of British Columbia in 2006, the Island Coastal Economic Trust works to build a sustainable and resilient coastal economy in reciprocal relationships with First Nations, municipalities, and regional districts across Vancouver Island, the Sunshine Coast, and islands and inlets from the Salish Sea to Cape Caution. Serving over half a million residents, we partner with communities in the development and financing of their economic infrastructure and diversification efforts through our unique structure that is led by, and accountable to, communities.

Since our inception, Island Coastal Economic Trust has approved more than \$55 million to economic development initiatives that have attracted over \$270 million in new investment to our region. These investments have created over 2,750 permanent jobs, and countless positive impacts, across the coast.

Island Coastal Economic Trust acknowledges that we work for communities across the ancestral and unceded territories of the Kwakwaka'wakw, Nuučaan̓uł, Éy7á7juuthem, Ligwilda'xw, Pəntl'áč, she shashishalhem, Hul'q'umi'num', diitiidʔaatx, SENĆOŦEN, Lekwungen, and T'Sou-ke speaking peoples.

For more information, please visit www.islandcoastaltrust.ca

Contact:

Brodie Guy

CEO

Island Coastal Economic Trust

250-871-7797

brodie@islandcoastaltrust.ca

August 8, 2022

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

Reference: CRI-190

Re: 2020 CRI - FireSmart Community Funding Supports – Alberni Valley & Bamfield FireSmart Project

Dear Chair Jack and Board,

Thank you for providing a final report and financial summary for the above noted project. We have reviewed your submission and all reporting requirements have been met.

The final report notes a total eligible expenditure of \$52,666.73. Based on this, a payment in the amount of \$38,216.42 will follow shortly by electronic fund transfer. This represents final payment of the grant and is based on one hundred per cent (100%) of the total reported expenditure minus the initial payment of \$14,450.31 made in March 2021.

I would like to congratulate the Alberni-Clayoquot Regional District for undertaking this project and responding to the opportunity to reduce your community's risk from wildfire.

As a reminder, the intake for the 2023 FireSmart Community Funding & Supports program opens on October 1, 2022 and will be an open intake.

If you have any questions, please contact 250-356-2947 or cri@ubcm.ca.

Sincerely,



Danyta Welch
Manager, Local Government Program Services

cc: Heather Zenner, Protective Services Manager

The FireSmart Community Funding & Supports program is funded by the Province of BC



REQUEST FOR DECISION

To: Board of Directors

From: Board Remuneration Review Committee
Teri Fong, CPA, CGA, Chief Financial Officer
Wendy Thomson, GM of Administrative Services

Meeting Date: August 24, 2022

Subject: Bylaw A1090 Board Remuneration, Expenses, and Benefits

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to bylaw cited as “Board Remuneration, Expenses, and Benefits Bylaw No. A1090, 2022”.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to bylaw cited as “Board Remuneration, Expenses and Benefits Bylaw No. A1090, 2022”.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to bylaw cited as “Board Remuneration, Expenses, and Benefits Bylaw No. A1090, 2022”.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt bylaw cited as “Board Remuneration, Expenses, and Benefits Bylaw No. A1090, 2022”.

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to develop a committee, following the 2022 local government elections, to develop ideas to encourage diversity and participation in the region.

Desired Outcome:

To adopt an updated bylaw for the ACRD Board of Directors’ Remuneration, Expenses, and Benefits to come into effect following the local government elections in the fall of 2022.

Summary:

The ACRD Board of Directors appointed Shelley Chrest, Ken McRae and Stefan Ochman to the 2022 ACRD Board Remuneration Review Committee to review remuneration, expenses and benefits provided to the ACRD Board of Directors. As per the terms of reference, the Committee’s review included the following:

1. Review the current ACRD bylaw A1084
2. Received input from current directors including a survey and zoom discussions
3. Reviewed member municipalities and other Regional District remuneration bylaws
4. Considered director roles, appointments and workloads

The Committee has concluded an in-depth review and developed a revised Board Remuneration, Expenses, and Benefits bylaw for consideration of adoption by the ACRD Board of Directors. The Committee was guided by the principles of balancing fair and equitable compensation for Directors while considering public interest by ensuring reasonable costs.

Amendments to the revised bylaw include:

- **Section 3.vii. Child or other family care** – The Committee discussed the potential barriers for Directors to attend meetings and expressed concern regarding Directors having to pay for child or other family care to enable attendance. As a result, the Committee recommends a reimbursement for child or other family care expenses required to attend meetings. The amount will be based on receipts and must be in proportion to meetings attended.
- **Section 3.b.iii and 3.b.iv. Mileage** – Bylaw A1084 tied the mileage rate to the provincial government rate that has not changed since April 2019. The Committee feels the Canada Revenue Agency (CRA) is more responsive to changing gas prices and other vehicle costs and therefore recommends linking the mileage rate to CRA rates.
- **Section 14. Technology** – the Committee discussed the impact of Zoom meetings on the type of technology required by Directors to support ACRD business. Recognizing that the cost difference is minimal the Committee recommends that the Directors be provided the option of receiving either an iPad or laptop.
- **Schedule 'A' Director's remuneration (base salary) increase for November 2022** – the Committee reviewed Director remuneration base salaries of other Regional Districts as well as the input provided by the current Directors and recommend a 15% increase to the base salary that is applicable to all Directors. This increase is based on a review of current expectations as well as attracting and retaining qualified candidates moving forward.
- **Schedule 'A' Other increases over term** – the current remuneration bylaw references Consumer Price Index (CPI) increases to be added each year of the term. The Committee recognized that the average of the years 2019 to 2021 is equal to 2% and therefore recommends that a set 2% be used for each year of the revised bylaw for clarity purposes. This 2% will be applied to all items in Schedule 'A' of Bylaw A1090 for the periods starting November 1, 2023-2025. The 2% has also been applied to all items, besides Director's Remuneration (base salary) that was discussed above, for November 1, 2022.
- **Schedule 'A' Additional funds for travel 60km of greater was removed** – the current bylaw, A1084, includes an annual amount of \$2,310 for Directors who reside greater than 60km away. The Committee recognizes that the hybrid format of meetings has reduced travel time for attendance at meetings and that this option is likely to continue, and therefore the location where the Director resides should not automatically entitle the Director to increased compensation. Therefore, the revised bylaw has removed this additional amount.
- **Schedule 'A' Per trip amount for travel 60km or greater (round trip) was increased** – with the absence of the automatic additional amount for travel, the Directors will be able to make claims per trip for time spent travelling 60km or greater round trip. This per trip remuneration was in the previous bylaw as well but the Committee recommends increasing the amount from \$75 to \$100. This criteria for remuneration will be increased to travel required for Board meetings.
- **Schedule 'A' Missed meeting deduction** – the Committee does not support the practice of deducting remuneration for missed meetings as is included in the current bylaw. The provision has been removed from revised bylaw. The Committee feels that the Chair has the ability to manage director absences, if required.

Other Committee discussions included:

- **Meals** – the Committee reviewed the meal per diem rates paid by other Regional District's and found the current rates to be consistent with other regions, as a result, the Committee recommends the meal rates stay the same.

- **Encouraging director diversity** - The Committee discussed the importance of encouraging diversity on the Board and engagement in general and suggests that the Board of Directors have further discussions on potential ways to encourage diversity moving forward. The Committee recognized this topic is slightly outside the scope of the Board Remuneration Committee Terms of Reference but feel it is an important topic that came up in some of the survey and interview responses of Directors. The Committee recommends that the Board of Directors, following the 2022 local government elections, strike a committee to develop ideas to increase the participation of young people as well as diverse interest groups in the region. For example, one consideration could be changing the timing of meetings.

Time Requirements – Staff & Elected Officials:

Approximately 40 hours of staff time has been spent on supporting the work of this Committee to date. This is in addition to the time spent by the volunteer committee members.

Financial:

The total cost to the ACRD for Director remuneration, expenses, and benefits by year for the last term is as follows:

| Year | Total Amount |
|------|--------------|
| 2019 | \$202,000 |
| 2020 | \$173,000 |
| 2021 | \$170,000 |

The recommended 15% increase in the Director's base remuneration will cost the Regional District approximately \$16,000 in 2023. The recommendation to remove the automatic amount for travel will reduce the cost to the Regional District by approximately \$11,000, however, will be offset by per trip claims when Directors choose to travel for meetings. The other increases are estimated to cost the Regional District approximately \$4,000 per year but are dependent on the amount of meetings attended. A comparison of current rates to the proposed rates effective November 1, 2023 is as follows:

| Description | November 1, 2021 | November 1, 2022 |
|---|-------------------|-------------------|
| Director's Remuneration – includes 21 Board meetings & 12 Regional Hospital District meetings per year | \$7,586 per year | \$8,724 per year |
| Electoral Areas – additional amount | \$3,035 per year | \$3,095 per year |
| Chairperson – additional amount | \$7,586 per year | \$7,738 per year |
| Vice-chairperson – additional amount (20% of chairperson additional amount) | \$1,517 per year | \$1,548 per year |
| Alternate Director's attendance at Board meeting or Director's attendance at additional Board meetings (above the 2 regular Board meetings) | \$187 per meeting | \$191 per meeting |
| Additional amount where travel to the meeting is greater than 60km (round trip) | \$80 per trip | \$100 per trip |
| Committee meeting or Public Hearing up to 3 hours in length | \$82 per meeting | \$84 per meeting |
| Committee meeting or Public Hearing between 3 and 5 hours in length | \$132 per meeting | \$135 per meeting |

| | | |
|--|-------------------|-------------------|
| Attendance at conferences, conventions, committee meetings or Public Hearing exceeding 5 hours in length | \$187 per meeting | \$191 per meeting |
|--|-------------------|-------------------|

Strategic Plan Implications:

There are no strategic plan implications related to this report. Board remuneration is a core activity required by the Regional District.

Policy or Legislation:

The *Local Government Act* and the ACRD Board Remuneration Review Policy applies.

Options Considered:

If the Directors do not support some or all of the recommendations of the Committee or if further amendments are requested then staff recommend this bylaw not be adopted at this time and the Board provide staff direction on any further changes.

Teri Fong

Submitted by: _____
Teri Fong, CPA, CGA, Chief Financial Officer

Wendy Thomson

Reviewed by: _____
Wendy Thomson, General Manager of Administrative Services

Daniel Sailland

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



Alberni-Clayoquot Regional District

Bylaw No. A1090

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

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

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

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

Definitions

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

Remuneration

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

Expenses

3. In addition to the Remuneration paid in Section 2, a Director is entitled to:
 - a. Be reimbursed for out of pocket costs or to otherwise have the Regional District pay the cost of the following:
 - i. Standard accommodation;
 - ii. Ferry fares for vehicle and driver and other passengers, if any, travelling on Regional District business;
 - iii. Taxi or shuttle bus;

- iv. Parking;
- v. Motor vehicle rental, including mileage and insurance costs;
- vi. Air fare;
- vii. Childcare or other family care if required to attend meetings. The amount reimbursable must be in proportion to meetings attended and be approved by the Chair.

b. Be paid an expense allowance:

i. for each meal at the following per diem rates:

| | |
|-------------|---------|
| • Breakfast | \$20.00 |
| • Lunch | \$25.00 |
| • Dinner | \$30.00 |

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

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

- ii. of \$20.00 per night away from home for incidental costs;
- iii. for travel on a paved road surface based on the kilometer rate set by Canada Revenue Agency (CRA) at the time the expense is incurred.
- iv. for travel on an unpaved road surface based on the kilometer rate set by CRA for the period plus 20% per kilometer.
- v. where private lodging is used in lieu of a hotel, reimbursement of \$50 per day.

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

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

- a. Regional District Board or Committee meetings;
- b. External board, committee or commission meetings in which Directors have been appointed to sit on by the Regional District Board;
- c. Policy Committee meeting in relation to an activated Emergency Operations Centre;
- d. Union of BC Municipalities Convention;

Bylaw No. A1090, 2022
Board Remuneration, Expenses, and Benefits

- e. Association of Vancouver Island and Coastal Communities Convention;
 - f. Any other meeting, convention or seminar approved by the Regional District Board;
 - g. Administrative tribunal or court proceeding;
 - h. Public Hearings.
5. Notwithstanding Section 4, the Chairperson of the Board of Directors may authorize any Director or the Chairperson to attend any meeting related to Regional District business without prior approval of the Board of Directors and shall be entitled to payments under Section 2 and 3. The Chairperson shall report the meeting and purpose to the Chief Administrative Officer and the Regional District Board at the next regular meeting.
6. The Regional District will not reimburse travel and expenses for Director's spouses at conferences and conventions and will not pay for partners programs at AVICC, UBCM or any other conference and conventions.

Expense Submissions

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

Remuneration Payment

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

Annual Cost of Living Adjustment

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

No Double Dipping

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

Bylaw No. A1090, 2022
Board Remuneration, Expenses, and Benefits

Read a second time this **day of** **, 2022**

Read a third time this **day of** **, 2022**

Adopted this **day of** **, 2022**

Chairperson

General Manager of Administrative Services

Schedule "A"

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

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

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

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



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Daniel Sailland, Chief Administrative Officer

Meeting Date: August 24, 2022

Subject: West Coast Multiplex - Updated Memorandum of Understanding (MOU)

Recommendation:

THAT the ACRD Board direct staff to advise the West Coast Multiplex Society that the ACRD may consider signing an updated memorandum of understanding (MOU) upon renewed stakeholder consultation in the determination of regional recreation priorities for the West Coast.

THAT the ACRD Board direct staff to engage with the West Coast communities to determine the preferred process for dialogue regarding the establishment of recreational facility priorities and possible facility locations, and staff be directed to report to the Board on this issue prior to the re-establishment of strategic priorities in 2023.

THAT the ACRD Board direct staff to work with the West Coast Multiplex Society to identify opportunities for ongoing collaboration as we take time to re-engage interested parties and communities regarding this initiative.

Desired Outcome:

That the ACRD Board of Directors provide direction on how to proceed with a request for support for a west coast multiplex. That the Board also consider providing direction to staff on how to advance with community discussions regarding the establishment of recreational facility priorities on the west coast.

Summary:

The West Coast Multiplex Society (WCMS) has been working toward the vision of a west coast multiplex for well over ten years. They have worked with the communities of the west coast and the ACRD to help see the adoption of an establishing Bylaw (E1056) to operate a service for public recreation and community use including a multiplex facility on the West Coast in 2012. Since 2012, the WCMS worked with numerous interested parties, including the Tla-o-qui-aht First Nation who provided a \$100,000 grant towards the initiative, and has been part of several grant applications to build the Multiplex. Unfortunately, these efforts have not yet been successful.

The WCMS has recently drafted an MOU (attached to this report) for this initiative and is seeking support for the ongoing work around the development of a west coast multiplex, through the signing of this MOU from west coast communities and the ACRD. In reviewing the MOU, ACRD staff have had the informal opportunity to discuss recreational facility priorities with some of the likely MOU signatories. These informal discussions suggest that there is strong desire to re-engage the public across the region prior to solidifying the ultimate vision for any recreational facility. Most west coast communities have a range of recreational objectives and aspirations for their appropriate communities. Public

discussions regarding a collaborative/regional approach, including what type of indoor amenity (if any) as well as where such an amenity would be built, appears to be the desired first step.

Based on this understanding, ACRD staff recommend that a formal exchange between our member governments take place to confirm a process for dialogue regarding the establishment of recreational facility priorities and possible facility locations. Staff also believe that it is important to continue working with the WCMS to identify opportunities for ongoing collaboration as we take time to re-engage interested parties and communities regarding this initiative.

Background:

On September 12, 2012, the ACRD Board of Directors adopted an establishing Bylaw (E1056) to establish and operate a service for public recreation and community use including a multiplex facility on the West Coast. The participants of the services included Electoral Area "C" (Long Beach), the District of Tofino and the District of Ucluelet. On August 23, 2017, the bylaw was amended (E1056-1) to amend the boundaries of the West Coast Multiplex Service Area to include the Toquaht Nation as a participant.

This service was, in very large part, the result of the work of the WCMS who had put years of effort into fundraising and creating support in the community before encouraging the Directors to take the service establishing bylaw to referendum.

In 2016, Tla-o-qui-aht First Nation provided a \$100,000 grant towards the project to update the feasibility plan and design. The feasibility study was completed by Recreation Excellence in January of 2017. A detailed design and costing estimate of the facility was then completed by VDA Architecture Ltd. and presented in November of 2017.

Following the completion of the design and costing, a survey was conducted of West Coast property owners and residents to determine if there is continued support for this project. Vancouver Island University assisted with the survey and provided a report to the committee in January of 2018 with the analyzed responses.

In February of 2018, the West Coast Multiplex Society attended the West Coast Committee meeting requesting the Committee support that the project proceeds with a phased approach, with the arena being phase one. The WCMS has committed to raise all the funds necessary to construct the facility.

To date, grant applications for the construction of the facility have not been successful. Since the service-establishing bylaw is for operations only and the facility has not been built, the ACRD Financial Plan has yet to show any requisition as the service is currently inactive.

The WCMS has prepared and circulated a MOU with the intent of reaffirming support for the West Coast Multiplex Concept including the partnership structure; a commitment to seeking private sector fundraising a commitment to enter into appropriate governance and operating agreements; as well as to champion applications for government grants.

The questions being raised through this MOU are timely and pertinent. Over the past 2 years, the region has experienced significant change and staff discussions with the WCMS have highlighted the need to reaffirm priorities regarding recreational amenities on the west coast as well as to clarify our desired approach for achieving these priorities. It is important to note that the ACRD's 2021-2024 Strategic Plan does not identify the development of a regional recreation facility (a multiplex) as a priority. As such, the broader issue is deserving of Board consideration prior to seeing further action taking place. With local (municipal and regional local government) elections scheduled for October 2022, staff will also note that there will be an opportunity to revisit strategic priorities for the ACRD in 2023.

An MOU is meant to establish intent and affirm commitment, it has no binding basis in law and is not a legal or contractual document. While preparing this report, staff did have the opportunity to informally discuss recreational priorities and the West Coast Multiplex concept with some west coast community counterparts. These discussions have identified that there is an interest in collaboration for establishing additional recreational amenities on the west coast. However, it also appears that there would be a strong desire to re-engage the public across the region prior to solidifying the ultimate vision for any recreational facility. Most west coast communities have a range of recreational objectives and aspirations for their appropriate communities. Public discussions regarding a collaborative/regional approach, including values, what type of indoor amenity if any (e.g., pool vs rink vs gymnasium or social gathering space), and where such an amenity would be built, appears to be the desired first step. ACRD staff recommend that a formal exchange between our member governments take place to confirm the staff summaries being made above and to establish a process for ongoing work in 2023 and beyond.

Financial:

This initiative is currently not a budgeted item within the 2022 budget.

Strategic Plan Implications:

West Coast Recreation is currently not a stated objective within the 2021-2024 Strategic Plan, however engagement with community partners to review respective goals and identify opportunities for alignment and cooperation, is.

Policy or Legislation:

Bylaw E1056 and E1056-1 to establish and operate a service for public recreation and community use including a multiplex facility on the West Coast is in place. However, since the service-establishing bylaw is for operations only and the facility has not been built, the ACRD Financial Plan has yet to show any requisition as the as the service is currently inactive.

Options Considered:

1. THAT the ACRD Board sign the MOU with the WCMS.
This option is not the staff recommendation. Although this would show support and would help the WCMS with their ongoing fund-raising efforts, it may not help build consensus toward a common vision with all west coast communities.
2. THAT the ACRD Board decline to sign the MOU with the WCMS.
This option is not the staff recommendation. This would be consistent with budget and with the absence of this expressed objective within the 2021-2024 Strategic plan however, it would limit the WCMS's ability to continue with their work and potentially disenfranchise a highly functioning group of volunteers that are committed to the construction of an important possible recreational facility for the region.
3.
 - a. THAT the ACRD Board direct staff to advise the WCMS that the ACRD may consider signing an updated MOU upon renewed stakeholder consultation in the determination of regional recreation priorities for the West Coast.
 - b. THAT the ACRD Board direct staff to formally engage with the West Coast communities to determine the preferred process for dialogue regarding the establishment of recreational facility priorities and possible facility locations, and staff be directed to report to the Board on this issue prior to the re-establishment

of strategic priorities in 2023.

- c. THAT the ACRD Board instruct staff to work with the WCMS to identify opportunities for ongoing collaboration as we take time to re-engage interested parties and communities regarding this initiative.

This option is the staff recommendation.

Submitted by: *Daniel Sailland*
Daniel Sailland, BA, MBA, Chief Administrative Officer



MEMORANDUM OF UNDERSTANDING

RE: OWNERSHIP, PARTNERING, PLANNING, CONSTRUCTING AND OPERATING THE WEST COAST MULTIPLEX

First Nations, Municipal, and community leaders of the West Coast region have come together to facilitate the creation of a new community recreation and wellness facility, the West Coast Multiplex (WCM).

The Tla-o-qui-aht First Nation is acknowledged as the owner of the WCM, given its proposed future location of the WCM on its traditional and ancestral lands, adjacent to the Tofino-Long Beach Airport.

In turn the Tla-o-qui-aht First Nation is committed to partnering with other area First Nations, Municipal and Regional governments, and other community agencies to plan, construct and operate the WCM.

Together, the Tla-o-qui-aht First Nation with the partners identified below will establish a joint committee with a mandate to oversee the planning, construction, and operations of the WCM.

The Partners are comprised of the: Tla-o-qi-aht First Nation, Ahousaht First Nation, Toquaht Nation, Yuułu?ił?ath Government, Hesquiaht First Nation, Alberni-Clayoquot Regional District, Electoral Area C, District of Ucluelet, and District of Tofino). Additional partners may be added to this collective where it is determined that there is a common interest to support the development of the WCM.

The Partners will be represented by the West Coast Multiplex Society. The Partners may also determine an alternative structure to represent its collective interests at some point in the future.

The mandate of the Partners, through the West Coast Multiplex Society is to:

- bring their respective communities together in support of the project;
- encourage and support private sector fundraising activities for the project;
- commit capital and operational funds toward the project;
- determine the appropriate governance and operating model for the new facility and enter into the necessary and appropriate partnership agreements; and
- champion applications for government grants to build the WCM

West Coast Multiplex Society, PO Box 304, Tofino, BC, V0R 2Z0

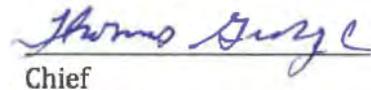
This statement may be executed by fax or by email and in counterparts, and such counterparts, when executed and delivered, will constitute an original and all such counterparts together will constitute the same document.



The Partners agree that the WCM is the priority recreation project for the West Coast, and as such it will give priority to funding requests (grant, philanthropic or otherwise) being made by the signatories individually and/or collectively for the WCM.

The Partners hereby fully endorses and supports the planning, construction, and operations of the WCM, including all funding requests to public or private sources on behalf of the West Coast Multiplex project.

Tla-o-qui-aht First Nation


Chief

Ahousaht First Nation

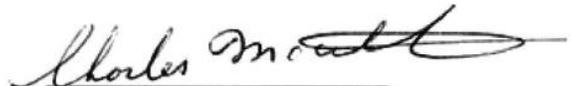
Chief

Toquaht Nation



Chief

Yuuluʔiʔath Government



President

Hesquiaht First Nation

Chief

Alberni-Clayoquot Regional District

Chair

Electoral Area C

Chair

District of Ucluelet

Mayor

District of Tofino

Mayor

Date:

Month, Day, Year

West Coast Multiplex Society, PO Box 304, Tofino, BC, V0R 2Z0

This statement may be executed by fax or by email and in counterparts, and such counterparts, when executed and delivered, will constitute an original and all such counterparts together will constitute the same document.



REQUEST FOR DECISION

To: Board of Directors

From: Wendy Thomson, General Manager of Administrative Services

Meeting Date: July 27th, 2022

Subject: Lot 2, Section 20, Township 1, Barclay Land District, VIP 20011 / 325 Bamfield Road

Recommendation:

“THAT the Alberni-Clayoquot Regional District Board of Directors resolve to register a Notice on Title to Lot 2, Section 20, Township 1, Barclay Land District, VIP 20011 (325 Bamfield Road), as per Section 57 of the Community Charter.”

Desired Outcome:

A Legal Notation be placed on the subject property's State of Title Certificate making persons viewing the Certificate aware of outstanding building safety concerns.

Summary:

Conditions pertaining to a 2006 building permit are not finalized. A previous property owner applied for the building permit and did not complete the construction process, hence, the building permit was never completed. Island Health regulations were not satisfied.

Background:

Building Permit No. BF06-07 was issued June 9, 2006. The proposal was to add to an existing single family dwelling. Inspections were conducted on the home renovation including framing and exterior cladding, however, no further inspections were scheduled with the Regional District after October 4, 2006. Interior finishes were installed after this date effectively concealing building components requiring further inspection. In addition, a sewage disposal system was to be installed in conformance with Island Health regulations as noted on the signed building permit application but was not completed.

On September 24, 2015 a review of the subject property's associated permits was completed. The property owner at that time (ownership changed from the person that applied for building permit) was contacted and correspondence between the Regional District and owner regarding completing building permit BF06-07 ensued. The property owner retained the services of a local contractor to address the outstanding items but to no avail. The work was not completed and the property owner sold the subject property.

The current property owner was made aware of the issues and on October 6, 2021, a letter from the Regional District via registered mail was sent to the property owner outlining the Regional District's intention to commence with the placement of a Notice on Title.

A total of three letters were sent including two additional letters on June 8, 2022, and July 5, 2022.

Time Requirements – Staff & Elected Officials:

An estimated four hours per file. Staff require this resolution from the Board prior to sending the request to the Land Title and Survey Authority of BC for placement. Registration through the Land Title and Survey Authority of BC is relatively quick.

Financial: The Regional District saves time and money by placing a Notice on Title on properties with illegal or sub-Code construction rather than utilizing the expensive and time consuming court system. There are minimal financial implications for registration; however, removal of the Notice is \$700.00 payable to the Manager of Finance of the Regional District or his or her designate as per Bylaw F1091.

Strategic Plan Implications: Building Inspection is included in the 2020 to 2022 Strategic Plan.

Policy or Legislation:

Section 56 of the Community Charter allows a Registered Building Official, who observes work done to a building, land or other structure without the required Building permit and / or inspection(s) or a contravention of a Regional District bylaw and/or building regulation, to request the Regional Board consider the registration of a Notice on Title.

In 2011, the ACRD Board adopted the attached Notice on Title Procedures and staff recommend that a Notice on Title be placed on this property. Bylaw No. F1091 applies to placing a Notice on Title.

Options Considered:

- 1 - The Board direct staff to prepare an in-camera report to consider further action.
- 2 - The Board not place a Notice on Title.

Reviewed by: _____  _____
 Luc Stefani, Building Inspector/Property Maintenance Coordinator

Submitted by: Wendy Thomson
 Wendy Thomson, General Manager of Administrative Services

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



PROCEDURE FOR PLACING A NOTICE ON TITLE

PURPOSE: This document is to serve as a reference for Alberni-Clayoquot Regional District staff regarding placing a Notice on a Property Title.

Prior to placing a Notice on Title, the Building Inspector will first exercise reasonable procedures to obtain voluntary compliance.

Notice on Title is a note attached to a property title that says the property is encumbered by claims, interests, or rights of parties other than the seller. In this case, it would be the Regional District who has a claim on the property for building contraventions.

The *Community Charter* of the Province of British Columbia allows a Registered Building Official, who observes work done to a building, land or other structure without the required Building permit and / or inspection(s) or a contravention of a Regional District bylaw and/or building regulation, may request that the Regional Board consider the registration of a Notice on Title on the property pursuant to Section 57 of the *Community Charter* as per Section 695 of the *Local Government Act*, which states Sections 55 thru 58 apply to Regional Districts.

Prior to placing a Notice on Title, the property owner will be contacted by the ACRD via registered mail to make them aware of the building contraventions. At that time, if the property owner does not take any steps to rectify the situation, the Regional Board will be requested to pass a resolution to place a Notice on Title on the offending property.

Should the Board agree that there are contraventions of Regional District bylaws and/or the *BC Building Code (BCBC)* the Board may pass a resolution pursuant to Section 57 of the *Community Charter*. The resolution would instruct the Deputy Corporate Administrator to file a notice with the Land Title Authority of British Columbia notifying them that Regional District bylaws and/or *BC Building Code* violations exist on the property.

The Land Title Authority of British Columbia will make a notation on the property title that there is a bylaw contravention outstanding for that property. Any individual requesting a title search in the future will then be aware of the building safety concerns.

WHY IS A NOTICE ON TITLE NECESSARY?

The Building Inspection Department is responsible for ensuring all buildings constructed within the ACRD are in compliance with the *British Columbia Building Code (BCBC)*. Where work is completed without permits and/or inspections, no assurance can be provided that the work conforms to the accepted standard that has been established by the BCBC. By placing a Notice on Title, any individual requesting a Title Search will then be made aware of the outstanding building safety concerns.

HOW IS A NOTICE ON TITLE REMOVED?

A property owner may apply to the ACRD Planning and Development Department to have the Bylaw Contravention Notice removed. Once a request is made, an inspection can be conducted to verify that the deficiency has been rectified. If there are no further concerns, and once the required fee has been paid, (Refer to "Notice on Title Fees Bylaw No. F1091") the Land Title Authority of British Columbia will be notified by the Deputy Corporate Officer and the Bylaw Contravention Notice will be removed.

WHEN TO FILE A NOTICE ON TITLE

*** In the following text, the term Council means Regional Board; Municipality means Regional District; Corporate Officer means Deputy Corporate Officer.**

Community Charter Section 57

57 (1) A building inspector may recommend to the council that it consider a resolution under subsection (3) if, during the course of carrying out duties, the building inspector

(a) observes a condition, with respect to land or a building or other structure, that the inspector considers

(i) results from the contravention of, or is in contravention of,

(A) a municipal bylaw,

(B) a Provincial building regulation, or

(C) any other enactment

that relates to the construction or safety of buildings or other structures,
and

(ii) that, as a result of the condition, a building or other structure is unsafe or is unlikely to be usable for its expected purpose during its normal lifetime, or

(b) discovers that

- (i) something was done with respect to a building or other structure, or the construction of a building or other structure, that required a permit or an inspection under a bylaw, regulation or enactment referred to in paragraph (a) (i), and
- (ii) the permit was not obtained or the inspection not satisfactorily completed.

Next Steps

57 (2) A recommendation under subsection (1) must be given in writing to the corporate officer, who must

- (a) give notice to the registered owner of the land to which the recommendation relates, and
- (b) after notice under paragraph (a), place the matter before the council.

(3) After providing the building inspector and the owner an opportunity to be heard, the council may confirm the recommendations of the building inspector and pass a resolution directing the corporate officer to file a notice in the land title office stating that

- (a) a resolution relating to that land has been made under this section, and
- (b) further information about it may be inspected at the municipal hall.

(4) The corporate officer must ensure that all records are available for the purpose of subsection (3) (b).

(5) If the registrar of land titles receives a notice under subsection (3) and payment of the prescribed fee, the registrar must make a note of the filing against the title to the land that is affected by the notice.

(6) The note of a filing of a notice under this section is extinguished when a new title to the land is issued as a result of the deposit of a plan of subdivision or a strata plan.

(7) In the event of any omission, mistake or misfeasance by the registrar or an employee of the registrar in relation to the making of a note of the filing under subsection (5), or a cancellation under section 58, after the notice is received by the land title office,

- (a) the registrar is not liable and neither the Provincial government nor the Land Title and Survey Authority of British Columbia is liable vicariously,
 - (a.1) the assurance fund or the Land Title and Survey Authority of British Columbia as a nominal defendant is not liable under Part 19.1 of the *Land Title Act*, and
 - (b) the assurance fund or the minister charged with the administration of the *Land Title Act* as a nominal defendant is not liable under Part 20 of the *Land Title Act*.

(8) Neither the building inspector nor the municipality is liable for damage of any kind for the doing of anything, or the failure to do anything, under this section or section 58 that would have, but for this subsection, constituted a breach of duty to any person.

(9) The authority under this section is in addition to any other action that a building inspector is authorized to take in respect of a matter referred to in subsection (1).

Cancellation of note against title

58 (1) On receiving a report from a building inspector that the condition that gave rise to the filing of the notice under section 57 (3) has been rectified, the corporate officer must file a cancellation notice and, on receiving the notice, the registrar of land titles must cancel the note against the title to which it relates.

(2) An owner of land with respect to which a notice has been filed under section 57 (3), may apply to the council for a resolution that the note be cancelled.

(3) After hearing an applicant under subsection (2), the council may pass a resolution directing the corporate officer to file a cancellation notice.

(4) If a resolution has been passed under subsection (3), the corporate officer must file a cancellation notice in the land title office and, on receiving the notice, the registrar of land titles must cancel the note against the title to which it relates.

(5) If the council does not pass a resolution under subsection (3), the owner may apply to the Supreme Court and notify the municipality to attend before the court to show cause why the note should not be cancelled.

(6) On an application under subsection (5), after reviewing any evidence that the owner and the municipality may adduce, the court may make an order directing the registrar to cancel the note made under section 57 (5) and, on receiving the order, the registrar of land titles must cancel the note accordingly.

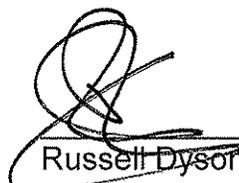
Prepared by:


Carla Connolly, MCIP, Planner

Reviewed by:


Mike Irg, MCIP, Manager of Planning and Development

Reviewed by:


Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Wendy Thomson, General Manager of Administrative Services

Meeting Date: August 24, 2022

Subject: **Board Resolution – Conduct a Special Board of Directors Meeting, September 7, 2022**

Recommendation:

THAT the quarterly meeting of the Electoral Area Directors meeting scheduled for Wednesday, September 7, 2022 at 1:30 pm in the Regional District Board Room and via Zoom be cancelled.

THAT the ACRD Board of Directors call a Special Board of Directors Meeting on Wednesday, September 7, 2022, at 1:30 pm in the Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC and via Zoom in order to consider the large number of planning applications.

Desired Outcome:

To hold a Special Board of Directors meeting in order to address the surplus of planning applications in a timely manner.

Summary:

Due to the large volume of planning applications that would overwhelm the regular scheduled Board of Directors meeting on August 24, 2022, and due to the next regular scheduled Board of Directors meeting not being until September 28, 2022, Regional District staff recommend that a Special Board of Directors meeting be held on September 7th to address the surplus of planning applications in a timely manner.

There is a quarterly Electoral Area (EA) Directors meeting scheduled for the same date and time. Staff have reached out to Director Cote, Chair of the EA Committee and Chairperson Jack and they both support cancelling this meeting in order to hold a special Board of Directors meeting.

Time Requirements – Staff & Elected Officials:

Approximately 2-3 hours will be required to attend the meeting.

Financial:

Minimal costs for Director per diems.

Strategic Plan Implications:

n/a

Policy or Legislation:

ACRD Procedures Bylaw A1075, A1075-1, A1075-2 and *Local Government Act* applies.

Options Considered:

Do not schedule a Special Board of Directors meeting on September 7th and hold off on considering the planning applications until the September 28th Board of Directors meeting. Staff do not recommend as this will delay the final consideration of several planning applications until October-November 2022.

Wendy Thomson

Submitted by: _____
Wendy Thomson, General Manager of Administrative Services

Daniel Sailland

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



REQUEST FOR DECISION

To: Alberni-Clayoquot Regional District Board of Directors

From: Michael McGregor, Lands and Resources Coordinator

Meeting Date: August 24, 2022

Subject: Maplehurst Park Management Plan – Access

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to apply for a license of occupation and a Nominal Rent Tenure Lease with the Province of BC for a parking facility within Ministry of Transportation Right of Way and Crown lands at the end of Willow Road.

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to prepare a project plan for establishing a secondary park access in Cherry Creek.

Desired Outcome:

To create a designated parking area for Maplehurst Park at the end of Willow Road in the short-term and in the medium term develop a secondary parking area at Cowley Road to improve access to the park from Cherry Creek and better connect it to the Cherry Creek community.

Background:

As highlighted in the Maplehurst Park Management Plan, the park is currently not well connected to the surrounding neighbourhoods and most park visitors arrive by vehicle which park along Willow Road and use the Willow Road trail head. The road does not have a widened cul-de-sac at the end and on busy days, gets congested making maneuvering and turning around vehicles difficult.

Public input obtained through the survey and public open house represented interested park users and community members. On the topic of access there was a clear theme expressed for improved parking facilities and support for developing access to the Cherry Creek neighbourhood to the park, due to the park being funded from the Cherry Creek Community Park Service.

Willow Road residents were consulted in person through door knocking and a large number attended the public open house. Residents of Willow Road are impacted from park user traffic and informal parking on the shoulder near the trail head. There are 19 residential properties on Willow Road and the majority of the property owners spoken to would prefer that trail users stopped utilizing Willow Road. Many expressed support for a formal parking facility at the end of Willow road which would address the informal shoulder parking issues. A minority of property owners held no concerns with the existing access.

The ACRD is unable to restrict public access to a public roadway or Crown Lands. If Maplehurst Park had several access points with dedicated, well-designed parking areas connecting different neighborhoods to the park, it would reduce

parking pressure and congestion at any one access point. More access points also decrease travel distances to the park from surrounding neighbourhoods, making it convenient for nearby residents to access the park and partake in active recreation.

Through the Park Management Plan process, staff investigated seven separate access location options, each comprising of specific pros and cons. These options as well as their pros and cons were presented at the public hall meeting in June. The main factors which resulted in staff not recommending that the ACRD pursue these other access locations are due to excessive costs of construction, and/or a lower level of public benefit than the preferred option. The feasible options are listed in the table below.

| Access Point | Estimated Capital Project Cost | Additional Public Benefit | New Connections/Access point | Length of Process | Restricting Factor |
|-------------------|--------------------------------|---------------------------|------------------------------|-------------------|---|
| Willow Road | \$80,000 | Medium | No | Short | None |
| Strathcona Street | \$800,000+ | High | Yes | Short - Medium | Cost |
| Cowley/Best Road | \$300,000 | High | Yes | Medium | Time and Consultation |
| Kitsuksis Road | \$50,000 | Low | No | Medium | Time, low public benefit and Consultation |
| Holly Road | \$150,000 | Low | No | Medium | Time and low public benefit |

Summary:

There is no one simple, cost-effective solution that would address the present issues and provide the improvements to the park that the public has expressed a desire for. To utilize funds most efficiently and produce the greatest amount of public benefit, staff propose that access initiatives be separated into two capital projects. The first is a short-term project with the aim to address public safety concerns and road congestion at the Willow Road Entrance. The second is a medium-term project with the aim to add an additional parking access within Cherry Creek. These two projects are detailed below.

Short Term (1 year)

The only feasible parking facility that can be constructed which addresses the most pressing existing access concerns within the short term (1 year) is to provide safe, formal parking infrastructure at the end of Willow Road.

The other access options would either:

- A) Not be achievable within available budget or,
- B) Would require the ACRD to also expand the park by taking on connecting trails through Crown lands. The Crown land permitting process is controlled by the province, does not hold certainty in its outcome, and will most likely take longer than 1 year, resulting in the project not being a short-term solution.

Due to challenging ditching infrastructure and a wet, boggy area at the end of Willow Road the most cost effective, and lowest impact to the environment would entail a 7-meter access lane to higher ground where a gravel parking area could be constructed on suitable soils (see attached design). To proceed with this project two agreements with the Province of British Columbia are required. A License of Occupation with the Ministry of Transportation and Infrastructure as well as a Nominal Rent Tenure Lease with the Ministry of Forests.

Based on the discussions had during the public engagement process, it is anticipated that some Willow Road residents would not support this project. However, it does have support from trail users and the wider community.

Medium Term (2+ years)

Staff recognize that expanded Willow Road parking does not achieve the greatest public benefit or identified outcomes that the public expressed a desire for, and the Management plan outlines as a priority to pursue. Because of this, staff propose that the expanded parking at Willow Road is a short-term solution to address the most pressing public safety concerns and is only a piece of the long-term access plan. The preferred solution for access is to have multiple parking areas as well as secondary access points which provide sufficient capacity for the public to safely park and access desirable trails/sections within Maplehurst Park.

Multiple accesses would achieve the following: reduce congestion so that all park users are not utilizing one single access point, provide convenient access to Cherry Creek residents who fund the operations of the park through their community parks service, and develop connections to nearby greenways and community trails as well as existing active transportation routes.

The preferred additional parking location is from Cowley/Best Road. An access from this location would require the construction of a parking area off the Road Right of Way (a Section 57 permit with BC Sites and Trails), some but not substantial, trail construction and a footbridge over Kitsuksis Creek. The factors which resulted in this location being recommended as the preferred access point are.

- it's the most cost-effective access within Cherry Creek,
- not adjacent to private residences,
- sufficient space for parking area,
- most cost-effective location for a Kitsuksis Creek Crossing and
- bridge infrastructure would reside within the park boundary

The more challenging factor for this location is that the trail within the Crown lands would cross through an active woodlot tenure area. Conversations to date with the woodlot tenure holder suggest that there is a willingness to work cooperatively and achieve both public recreational and forestry objectives within this area. The ACRD would be able to clearly identify park and woodlot boundaries, communicate the operational needs of the woodlot license holder to trail users, retain key trail connections, close trails during logging operations, or find alternate routes.

Time Requirements – Staff &/or Elected Officials:

The staff time required to consult with stakeholders and obtain the necessary permits associated with establishing a secondary access project will be part of a project plan if the ACRD Board approves this direction.

Financial:

The Short-term project would be funded through the existing \$250,000 community works funds allocated in the 2022 financial plan.

The Medium-term project would begin permitting and detailed design funded through the existing \$250,000. An updated cost estimate for the infrastructure would be developed once the detailed design has been prepared.

Once the capital project is closed; operations, maintenance and asset replacement funding would be required for the Cherry Creek Community Parks Service. A \$2,000-\$4,000 increase is estimated.

Strategic Plan Implications:

This supports strategy 1.5 to maximize parks and trails wellness values and benefits to economic development and

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułu?it?atḥ Government, Huu-ay-aht First Nations, Uchucklesaht Tribe and Toquaht Nation Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)

COVID-19 recovery. It also supports strategy 5.1 to engage with community partners, identify opportunities for alignment and cooperation and support reconciliation and partnering efforts.

Policy or Legislation:

As per Bylaw A1081 Cherry Creek Community Park Management which gives authority for the acquisition, development, management, operation, improvement and maintenance of land, buildings and other facilities for community parks and trails and associated recreational purposes.

Options Considered:

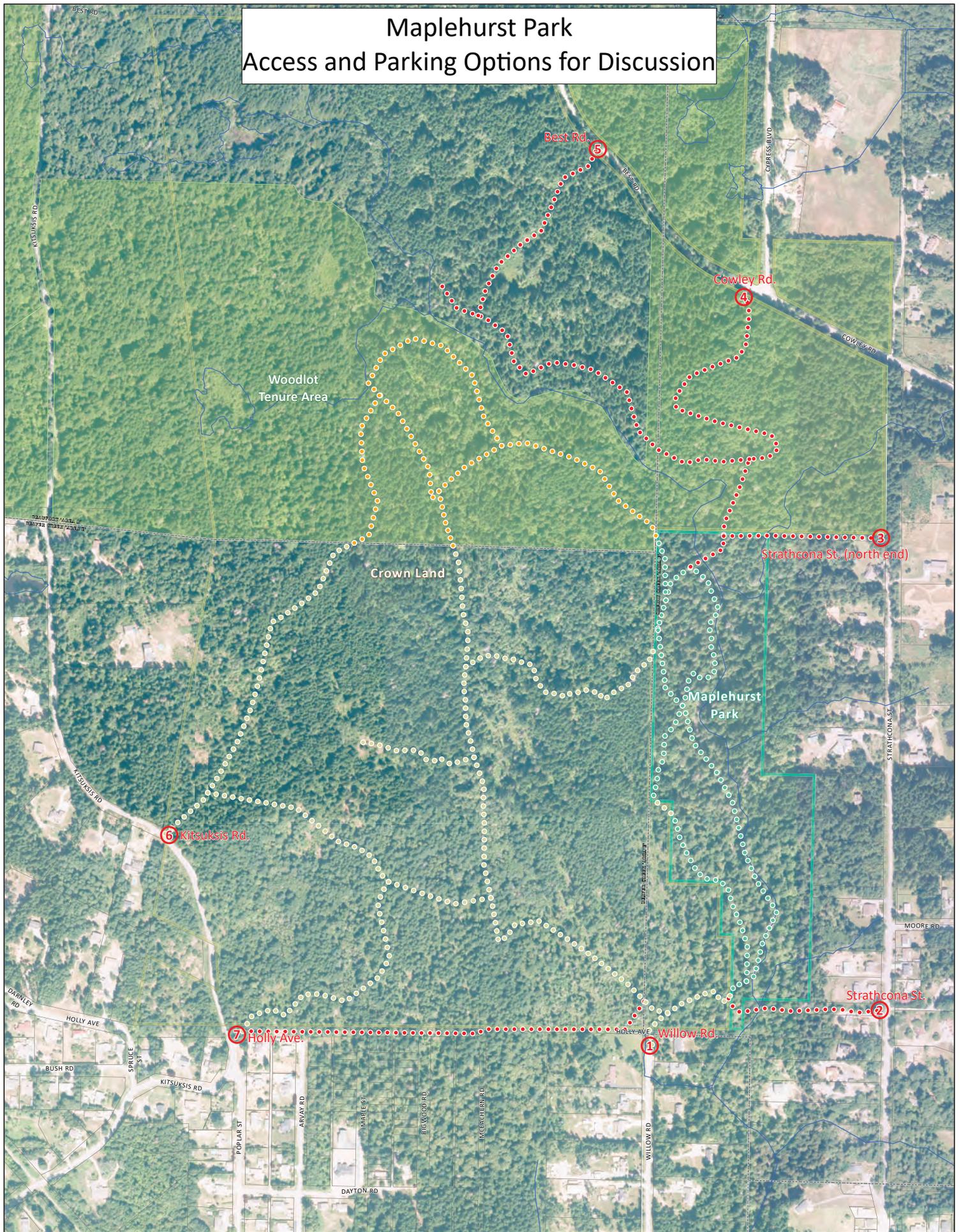
THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to present an alternative plan for addressing Maplehurst Access concerns

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

Reviewed by: *Wendy Thomson*
Wendy Thomson, General Manager of Administrative Services

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

Maplehurst Park Access and Parking Options for Discussion





REQUEST FOR DECISION

To: Alberni-Clayoquot Regional District Board of Directors

From: Michael McGregor, Lands and Resources Coordinator

Meeting Date: August 24, 2022

Subject: Maplehurst Park Management Plan - Operations

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors accept the Maplehurst Park Plan

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to incorporate operational action items into the workplan and the 2023 Cherry Creek Community Parks Service Financial Plan

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to continue to work with Tseshaht First Nation and Hupacasath First Nation around appropriate park signage and name for Maplehurst Park

Background:

K. Albert Consulting has prepared the attached Final Maplehurst Park Management Plan after collecting and compiling background research, first nations engagement, stakeholder engagement, and public consultation. The draft plan was presented to the Committee of the Whole on June 29th for feedback which was incorporated into the final proposed management plan. This plan was then referred to First Nations and posted on-line for public comment. The final plan was updated to reflect the received public comment and is presented to the ACRD Board for adoption along with staff recommendations for project options. Tseshaht have expressed interest in developing a working group to provide input on local First Nations language and culture in the park development.

The idea of renaming Maplehurst park was first brought forward during discussion after the presentation to the Tseshaht council. The name Maplehurst was applied to the proposed subdivision in 1913 which never became a reality. There is little community connection to the name and many park users currently identify the trail as the Gnome Trail due to the little gnome like figures hidden throughout the park trail. Staff will work with Tseshaht and Hupacasath with the intent of identifying an appropriate first nations name(s). Once the suggestions are compiled, they would be brought to the Board along with a staff recommendation for a decision.

Summary:

Operational action items identified within the Final Maplehurst Park Management Plan include:

- Collaborate with Hupačasath and the Tseshaht to acknowledge, communicate, and celebrate their culture, language, and presence in the park and in the region.
- Maintain the park and trail to a level 3 LOS (Level of Service),
- Add wayfinding signage,
- Provide support for volunteers on trail projects,

- Inventory and map rare plants and sensitive ecosystems,
- Utilize best management practices for construction and maintenance of trails,
- Control invasive species, and
- Support wildlife habitat.

Time Requirements – Staff & Elected Officials:

Approximately 100 hours of staff time to follow through on operational action items and a renaming process.

Financial:

Operational action items and the renaming process would be funded through the Cherry Creek Community Parks Operations 2023 Financial Plan. An increase of \$2,000 - \$4,000 to accommodate these additions is anticipated for the Cherry Creek Community Parks Service 2023 Financial Plan.

Strategic Plan Implications:

This supports strategy 1.5 to maximize parks and trails wellness values and benefits to economic development and COVID-19 recovery. It also supports strategy 5.1 to engage with community partners, identify opportunities for alignment and cooperation and support reconciliation and partnering efforts.

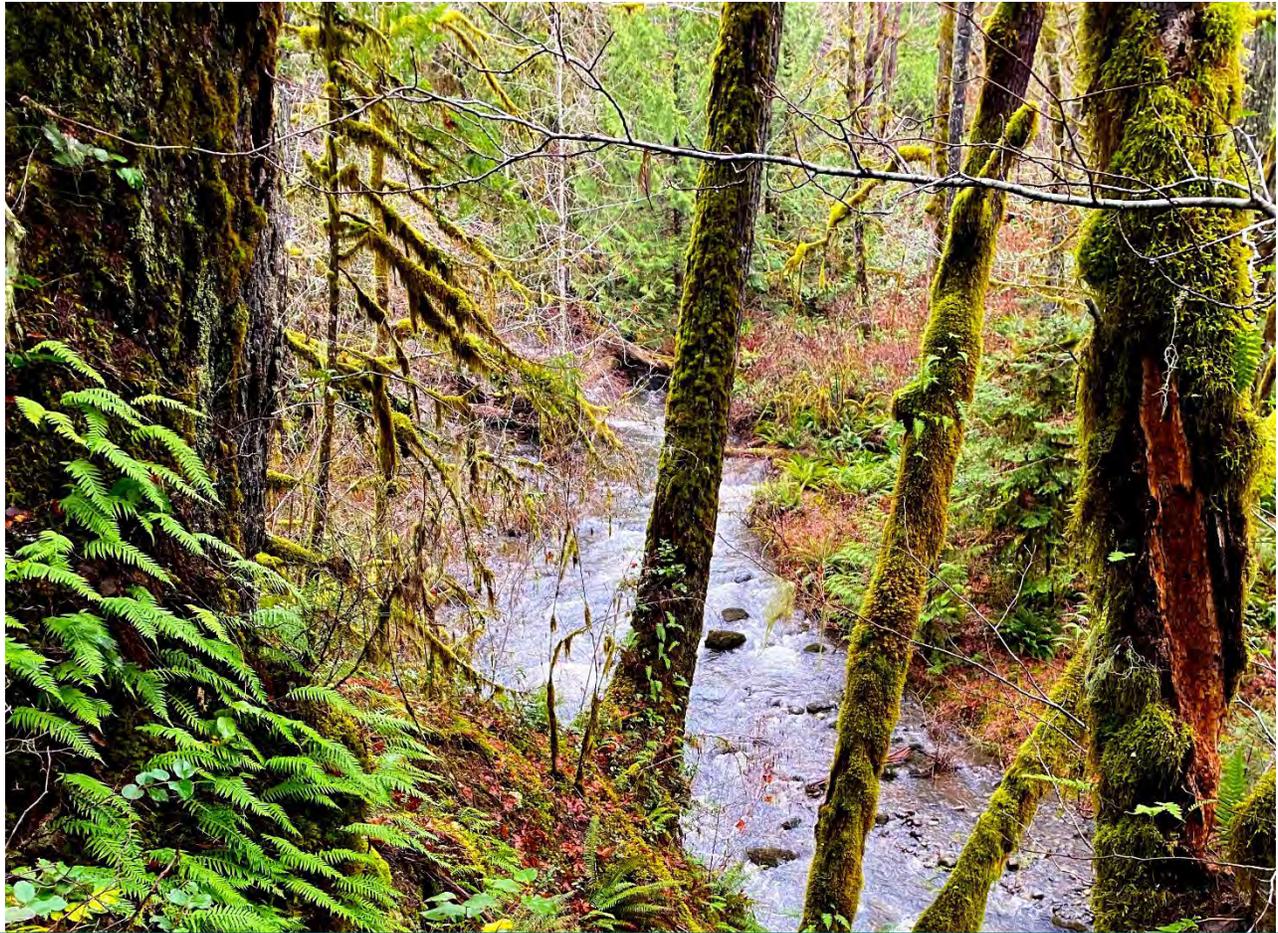
Policy or Legislation:

As per Bylaw A1081 Cherry Creek Community Park Management which gives authority for the acquisition, development, management, operation, improvement and maintenance of land, buildings and other facilities for community parks and trails and associated recreational purposes.

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

Reviewed by: Wendy Thomson
Wendy Thomson, General Manager of Administrative Services

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



Maplehurst Park Management Plan

August 16, 2022



Alberni-Clayoquot
Regional District

Acknowledgements

We acknowledge that Maplehurst Park lies within the unceded traditional territory of the Hupačasath and Tseshaht First Nations. Thank you to both First Nations for your involvement in this park planning project to date. We look forward to working with you to identify ways to share your culture, stories, and ecological knowledge within Maplehurst Park.

A big thank you to the many residents who generously gave of their time to participate in the planning process, shared their knowledge and passion for Maplehurst Park and provided ideas and possible solutions to the Park's management challenges.

Many thanks also to the dedicated ACRD staff who provided guidance and support to this planning project:

Michael McGregor, Lands and Resources Coordinator
Jenny Brunn, General Manager Community Services
Heather Thomson, Communications Coordinator
Amy Wilson, Planner
Alex Dyer, Planning Manager

Finally, thank you to the ACRD Area Directors for their foresight and support of the park planning process for the benefit of their electoral area residents and the larger region:

Dianne Bodnar, Cherry Creek Electoral Area Director
John McNabb, Beaver Creek Electoral Area Director
Tanya Shannon, Beaufort Electoral Area Director

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1. Context

Introduction

The first few sections of this park management plan provide context and background information about Maplehurst Park, identify current use, park values, and management challenges.

The second part of the Plan looks into the future, providing a long-term vision for the park and a set of goals to achieve that vision. The final implementation section lays out actions and timelines to implement the goals.

The Maplehurst Park Management Plan was developed based on input received through several engagement activities between February and May 2022. The Plan provides guidance for park operations, maintenance, and capital projects over the coming 10 to 20 years.

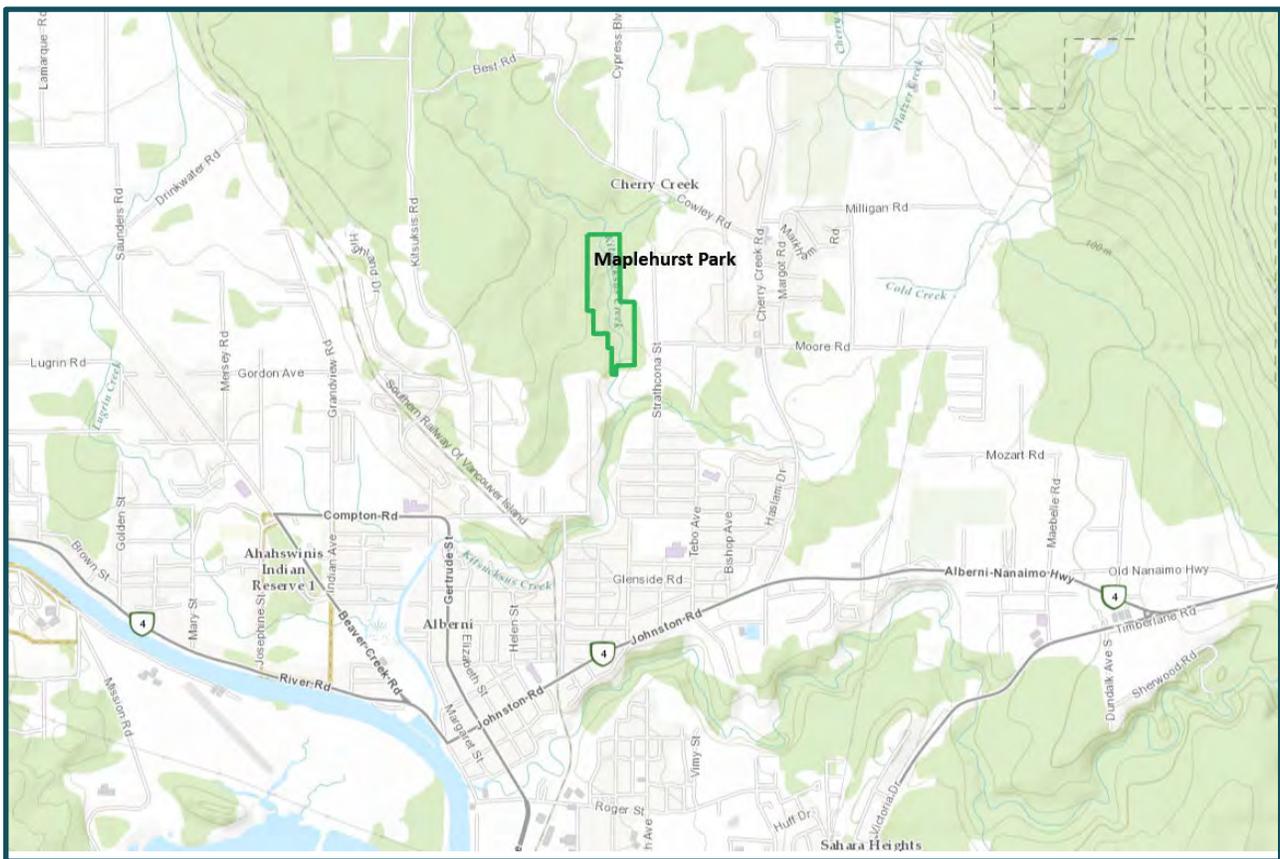


Figure 1: Maplehurst Park context map

Park Description

Located in the Cherry Creek Electoral Area of the Alberni-Clayoquot Regional District (ACRD), Maplehurst Park is a medium sized community park, 14.62 hectare (36 acres) in size. It protects a reach of Kitsuksis Creek, a productive salmon stream. A steep ravine rises on both sides above the Creek. The upland forest is punctuated by mature Douglas-fir, big-leaf maple and western redcedar trees.

A trail system in the shape of a figure eight, with a 1 km southern and 0.6 km northern loop, winds its way through the park. Trails are signed with carved wooden signs and trail junctions are marked with red hearts bent out of rebar. There are no other amenities in the park.

The park's trail system connects to an extensive trail network on the Crown lands to the West and a woodlot tenure to the Northwest of the park.

The main access to the park and trail system is from the end of Willow Road in Beaver Creek Electoral Area.



Figure 2: Park trail map from AllTrails.com

Park History

Maplehurst Park lies within the traditional territories of the Tseshaht and Hupačasath First Nations, Nations of the Nuu-Chah-Nulth Tribal Council. Their peoples have lived in the Alberni Valley, Alberni Inlet, and island groups off the West Coast for time immemorial. They gathered plants, hunted, and fished within their territories, including the park and surrounding lands.

European settlers did not arrive in the Alberni Valley until the later part of the 19th century. The first permanent settlement started in the late 1880s. Settlement intensified upon completion of the Esquimalt and Nanaimo Railway in 1911 due to improved access to the rest of Vancouver Island. Maplehurst Park was created during that early development boom, in 1913, as part of a large subdivision with over 2,000 city-sized lots. The subdivision was never built and cancelled in 1955. The small lots were dissolved into large Crown land parcels but the 14.62 hectare (36 acres) park remained.

The ACRD was established in 1966 by the Province. By virtue of falling within the ACRD's administrative boundaries, the park became an ACRD community park. The ACRD had no active management presence in the park until the start of this planning process in fall 2021. The park's trail system was developed over many years by local residents who built, named, signed, and maintained the trails in the park and on the adjacent Crown lands. The trail system continues to be maintained, and new trails added, by volunteers today.

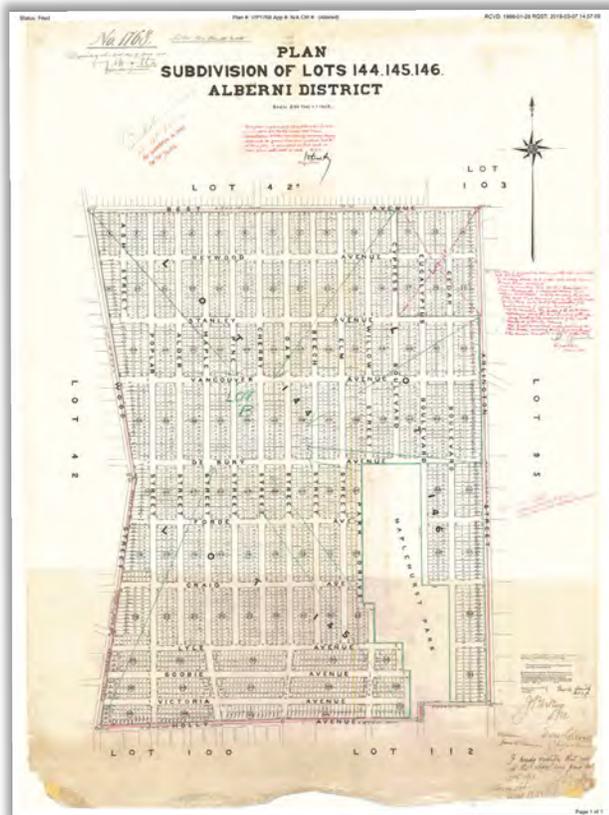


Figure 3: 1913 subdivision plan including Maplehurst Park

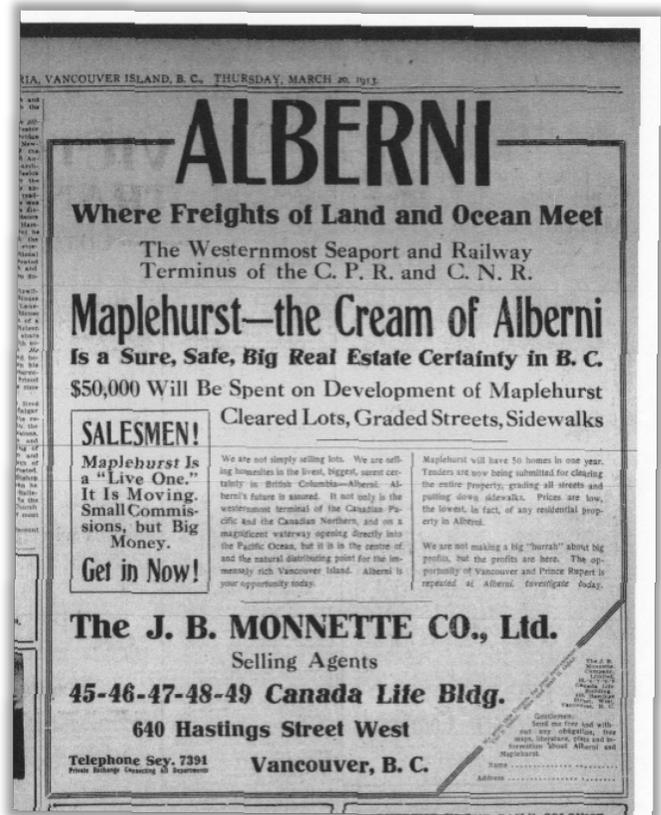


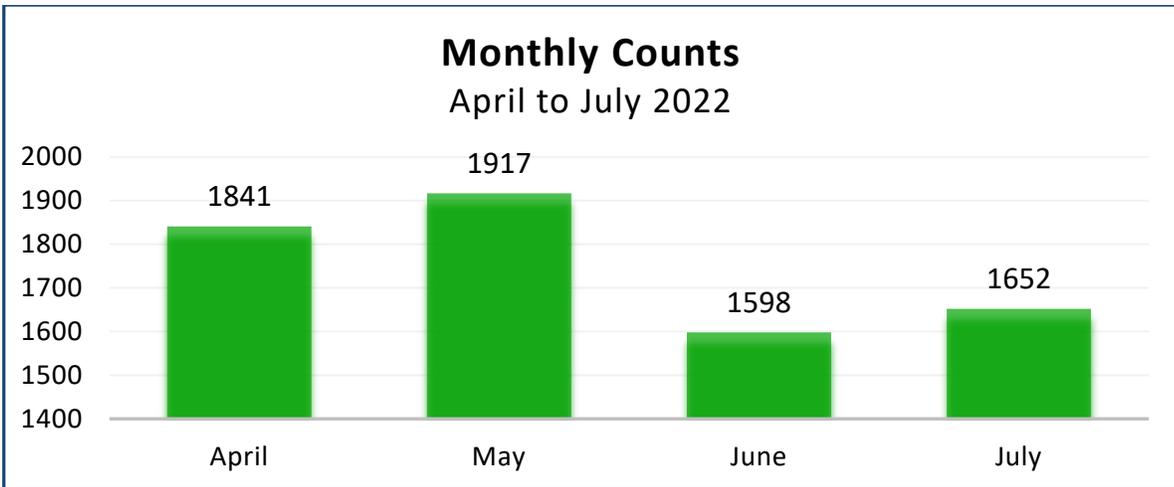
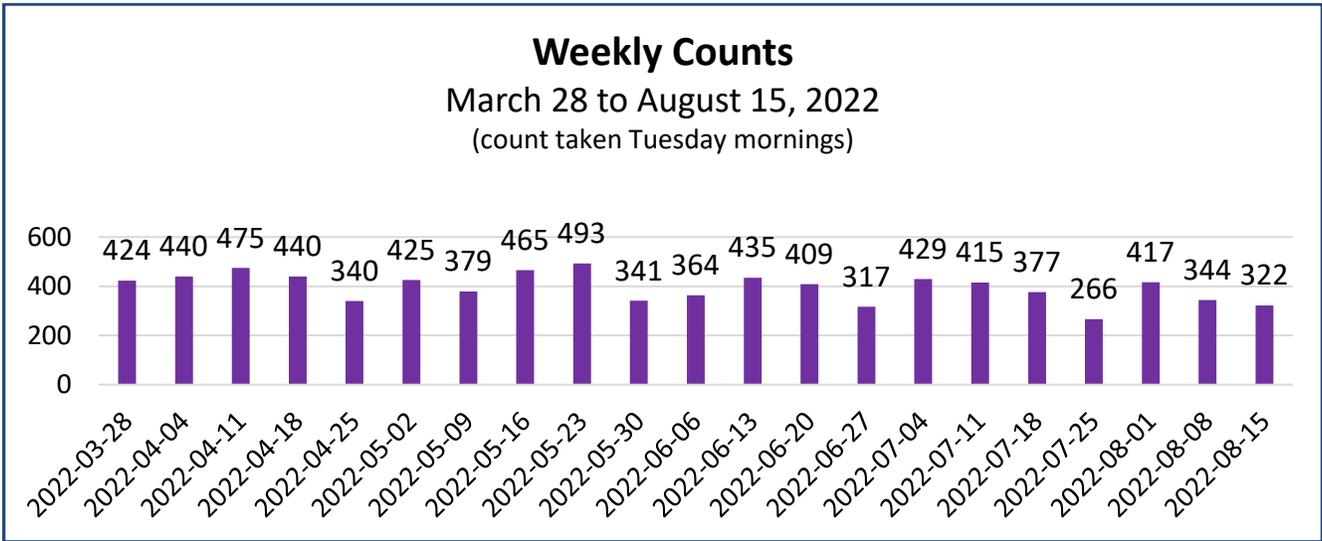
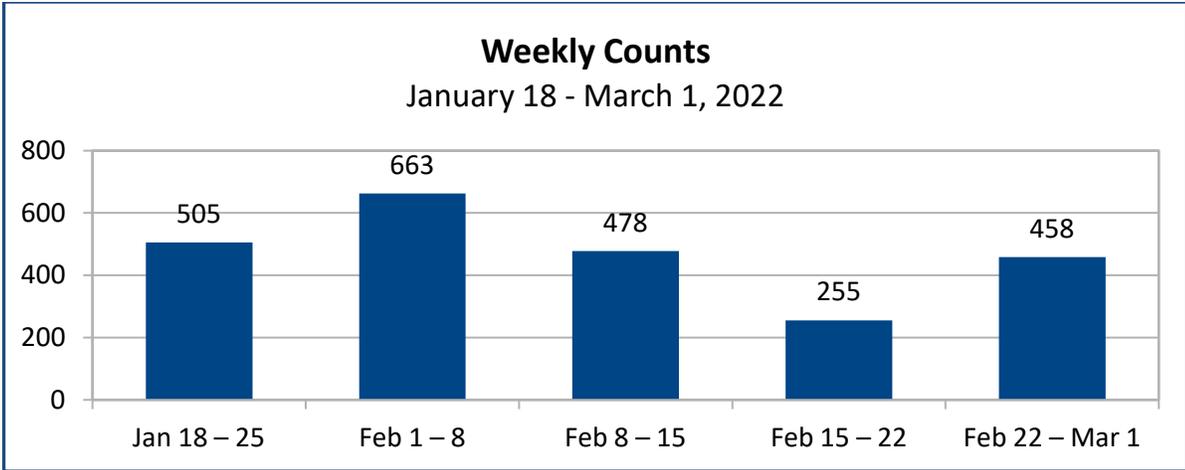
Figure 4: 1913 advertisement promoting the new subdivision to potential buyers

Trail Use

To better understand park use, the ACRD installed an analog trail counter at the Willow Road trail head in January 2022. The blue bar graph below shows visitor counts¹ between January 18 and March 1, 2022 (taken each Tuesday morning of the week). Numbers were higher during good weather weeks such as the week of February 1 to 8, 2022 which reached a high of 663 counts. This represents an average of 95 counts per day during that week.

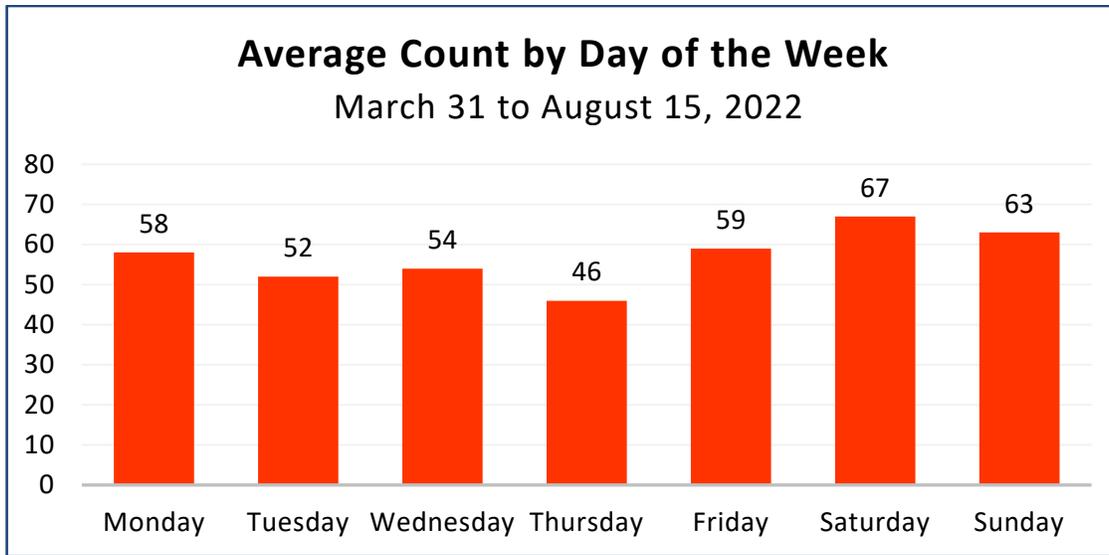
A new digital counter was installed at the end of March. Weekly counts between March 28 and August 15, 2022 are shown on the purple bar graph. Counts range from a low of 266 to a high of 493 counts in a week. If converted to average daily counts, this represents a low average daily county of 38 and a high average daily count of 70.

¹ Note that a trail counter is triggered as people pass by. That means each visitor is counted twice - on their way in and on their way out of the park. The counter may also pick up tall dogs and the occasional deer, adding a few counts to the total. However, it also counts two people who are next to each other as one, reducing the overall count and thereby counterbalancing the additional counts due to dogs and wildlife. While there is a margin of error due to those effects, the data is nonetheless useful to understand park visitation trends over time.



The third, green, bar graph shows trail use by month. Visitation was highest in May at a total of 1917 counts. This represents an average of 62 counts per day in the month of May.

The fourth bar graph shows that the park receives a steady number of visitors on all days of the week with slightly higher numbers on weekends. Saturdays had an average of 67 visitation counts between March 31 and August 15 and Sundays had an average of 63 counts.



Neighbouring Land Uses

Maplehurst Park is surrounded by provincial Crown land to the West and North and private rural residential properties to the East and South.

Crown lands to the West

The Crown lands to the West of the park are within the provincial forest land base. They currently are not under a forest tenure; although there has been interest in a woodlot tenure over those lands in the past. The Crown land includes an extensive trail system that links to the Maplehurst Park trails and serves as an extension to those trails. Many park visitors visit the park but also enjoy the larger trail system on the adjacent Crown lands. The two loop trails in the park are 1.6 km in length. The “Maplehurst Loop Trail,” identified on online trail apps, such as Alltrails.com, is a 3.2 km loop that starts at Willow Road and includes the trail network on the Crown lands. Online trail apps also show an access to the Crown land trails from Kitsuksis Road. Starting a walk there rather than from the end of Willow Road, adds another 1.2 km to the walk. There is also a more southern trail (not mapped online yet) which provides a fairly direct connection from Kitsuksis Road to the Park via a 1.6 km trail. See Appendix 1 – Park and Surrounding Trail Network Map.

Woodlot tenure to the Northwest

The Crown lands to the Northwest of the park are under a woodlot tenure by Greenmax Resources. The tenure was granted in 2017 as part of an exchange for lands that were taken out of Greenmax’ woodlot tenure to expand the Alberni Valley Regional Airport.

As part of their licence, the tenure holder is required to prepare a woodlot licence plan for a ten year period to identify their logging plans prior to harvesting or constructing roads on the woodlot.

The plan is not required to specify a strategy with respect to recreational trails that do not have legal status and do not have a provincial recreation objective.²

However, woodlot licence holders commonly work with the community and local governments to accommodate some recreational use within their tenure area. This may include communicating harvesting plans to recreational users in advance of harvesting, identifying possible alternate locations for recreational trails and working with the community to relocate trails.

Private properties to the East and South

To the East and South of the Park are private rural residences. The private properties fronting Strathcona Street back onto the park. The terrain on that side of the park is steep, rising above the floodplain of Kitsuksis Creek.

The private properties to the South of the Park front Willow Road. Park visitors who arrive by vehicle, typically park at the end of Willow Road and access the park from there.

Park Governance

Maplehurst Park falls within Cherry Creek Electoral Area and is located along that Electoral Area's western boundary. It is the only community park within Cherry Creek Electoral Area and funded by the ACRD Cherry Creek Community Park Service.

To the North, Maplehurst Park borders the Beaufort Electoral Area. The Park's western and southern boundaries abut the administrative boundaries of Beaver Creek Electoral Area. The most popular access point is at the end of Willow Road within Beaver Creek Electoral Area. To reach the Park from the end of Willow Road, park visitors must take a trail that crosses the undeveloped Holly Road right-of-way, administered by the Ministry of Transportation, and a piece of provincial Crown land, before entering the actual Park.

While currently not well connected to the surrounding neighbourhoods, the park has the potential to be within walking distance or a short drive of residents living in the three electoral areas that border the park.



² Trails that are recognized under section 56 of the Forest Range Practices Act are considered to have 'legal status'. This is explained further under 4. Challenges and Opportunities

2. Park Values

First Nation Cultural Values

The park lies within the traditional territories of the Hupačasath and Tseshaht First Nations. Both are nations of the Nuu-Chah-Nulth Tribal Council. Their peoples used to have fishing sites along the Kitsuksis River and gathered plants, hunted, and fished in the Alberni Valley, Alberni Inlet and island groups off the West Coast for time immemorial. They harvested wood in the region to build long houses, canoes, paddles, fish clubbers, fish speers, bows, ladles, root diggers, and other tools. They also cut and carved wood for cultural practices and ceremonial purposes.

Continuing to learn about, recognizing and valuing traditional and current uses as well as cultural practices in and around the park is a key park management goal.

Forest Ecosystem, Fish and Wildlife

Maplehurst Park, like much of the Alberni Valley, lies within the Coastal Western Hemlock biogeoclimatic zone (CWH), commonly known as coastal temperate rainforest. The CWH is, on average, the wettest biogeoclimatic zone in British Columbia. The zone has cool summers and moist, mild winters with low to moderate snowfall. Maplehurst Park lies within the very dry maritime subzone (CWHxm2) of the Coastal Western Hemlock zone. That zone has cool and relatively dry summers (dry, compared to other maritime zones). The CWHxm2 occurs at lower elevations. Its forests are dominated by Douglas-fir, western hemlock and stands of western redcedar. Maplehurst Park also has an abundance of Big-leaf maple and red alder.

Understorey plants include salal, dull Oregon-grape, red huckleberry, sword fern, vanilla-leaf, three-leaved foam flower, and bracken fern. Within poorly drained areas skunk cabbage is abundant. On intermediate moist sites one encounters salmonberry, false lily of



the valley and red osier dogwood. Common mosses are step moss, lanky moss, and Oregon beaked moss.

For a more comprehensive list of plant species, gathered by the Alberni Valley Nature Club, see appendix 2.

To identify whether there are species and ecosystems at risk within the park, the BC Conservation Data Centre (CDC) iMap³ and the Species and Ecosystems Explorer tools were queried. No occurrences of species-at-risk have been documented in the park to date. However, a search of ecological communities at risk indicates forested ecosystems in the CWHxm2 are ecological communities-at-risk or of special concern (either red- or blue-listed) when in mature (>80 years) or old-growth forests (>250 years).

It is not known when Maplehurst Park was last logged but, most likely, there has not been any logging since it became a Park in 1913. The age of a number of mature Douglas-fir and western redcedar trees in the Park, in particular in the Kitsuksis Creek floodplain, are a testament to the absence of logging for over 100 years⁴ As the forest continues to mature, its potential to support species-at-risk that depend on mature and old-growth ecosystems will only increase.

The BC Big Tree Inventory documents a 27 m tall bitter cherry tree to the west of the park, close to the park entrance at the end of Willow Road. The inventory identifies the tree as having a 14 metre wide Crown and a trunk of a 0.55 m diameter at breast height (DBH). The bitter cherry tree is joined to a smaller cherry tree at the base.



Wildlife

There is a bald eagle nest in the park, although not occupied every year, and regular courtship activity at a snag observed by neighbours on Willow Road. There have also been sightings of barred owls and red-legged frogs and one sighting of a Western painted turtle.⁵

Other animal species in the park and surrounding forested area include: squirrel, black-tailed deer, black bear, marten, Northern Saw-whet Owl, Hairy Woodpecker, Pacific Treefrog, and Northwestern Salamander.

Kitsuksis Creek

³ <https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/conservation-data-centre/explore-cdc-data/known-locations-of-species-and-ecosystems-at-risk/cdc-imap-theme> and <https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/conservation-data-centre/explore-cdc-data/species-and-ecosystems-explorer>

⁴ By contrast, the adjacent Crown lands were logged in 1959, a few years after the small lot subdivision on those lands was cancelled.

⁵ Observations reported by a local naturalist and neighbour to the park.

Kitsuksis Creek is known to support an abundance of coho salmon and is one of the most important coho streams in the Alberni Valley. Much of the creek corridor, from its origin in the Beaufort Range to the Alberni Inlet, is in a relatively natural state and the Creek has productive spawning beds. “Kitsuksis” means “stream with log across” in Nuu-chah-nulth language, according to *Place Names of the Alberni Valley* and local First Nation families used to have fishing sites on the Creek.⁶

Recreation

Walking and dog walking are the most popular activities in Maplehurst Park and on the adjacent Crown land trail system.

The Park is also a destination for joggers and runners many of whom live in the City and drive to the park after work or on the weekends to enjoy getting exercise in the outdoors. Nature-based activities in the park include nature photography, bird watching, and mushroom picking.

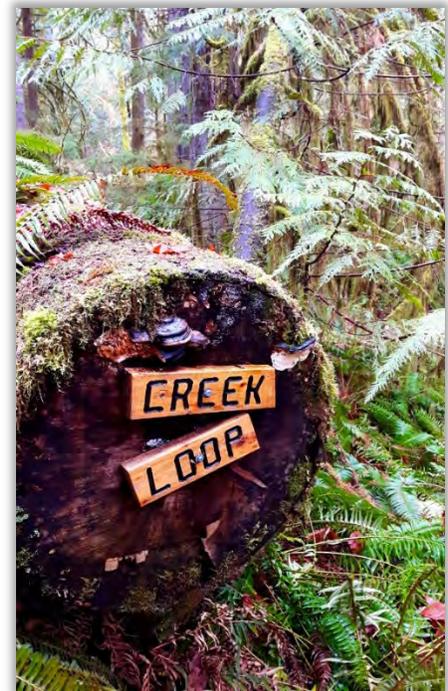
To date, mountain-biking in the park has not been very popular.

See Appendix 3 – Public Engagement Report for survey respondents’ preferred activities in the park.



Spiritual and Mental Health

The comments received during the public engagement activities confirm that what park visitors value about the park is not solely activity-based. The park also sustains and nurtures spiritual and mental health. In their responses to what they enjoy most about the Park, the majority of survey respondents indicated that they are in the park to enjoy nature, the tranquility, and the river. The Park’s naturalness combined with its proximity to the City of Port Alberni and rural residential areas, make it a popular place to visit and recharge.



Community Involvement

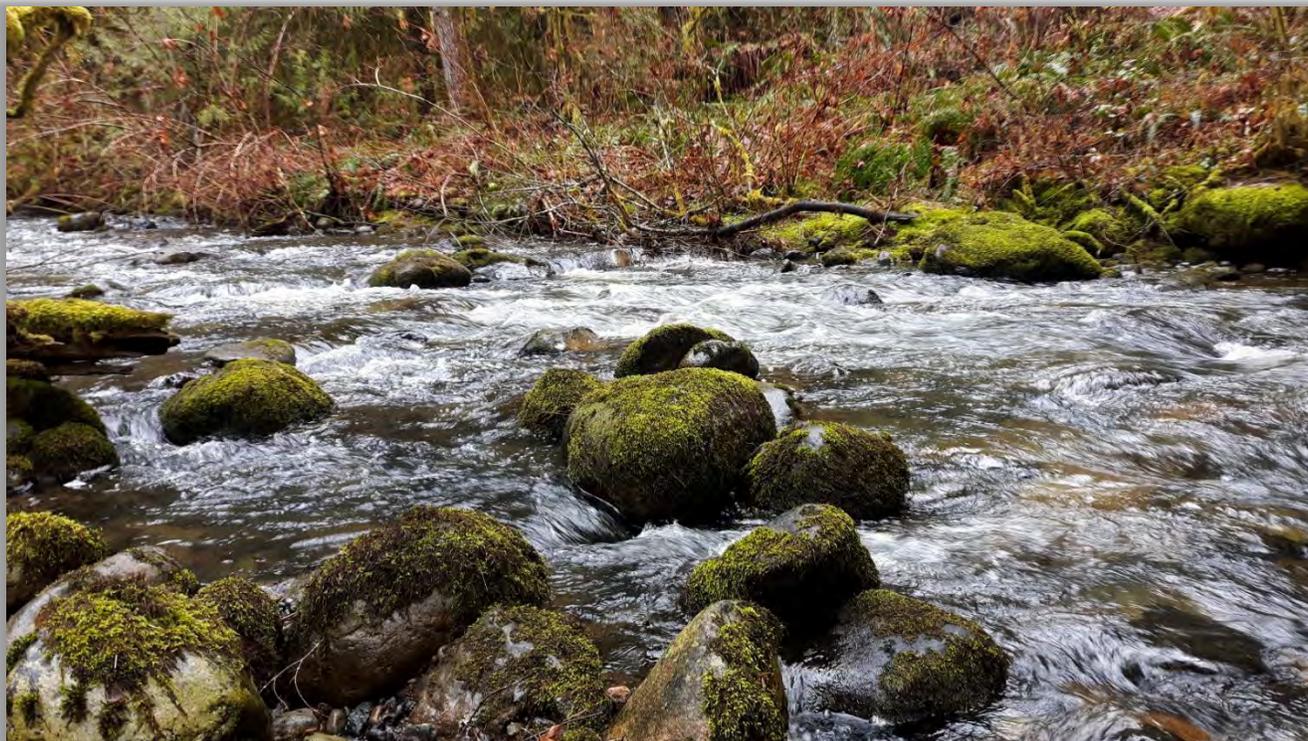
The Park has a long history of community involvement. The trail system within the park and on the adjacent Crown lands was built by local volunteers, starting over 20 years ago and continues to be expanded, improved, and maintained by volunteers today. In the last ten years, volunteer trail builders added walking trail connections from the south end of the

⁶ Conversation with a Tseshah First Nation member.

network to Dayton Road, and from the north end of the network to Kitsuksis Road by the mailboxes. About two years ago, further connections to Arvey Road and a more direct connection to Kitsuksis Road were added. Having these alternate routes and access points has helped to spread out the trail users and minimize conflict.

The beautiful carved wooden trail signs were created by a local resident.

While not popular with everyone, the gnomes and fairies placed in the park are an attraction to small children who delight in discovering the hidden creatures along the trail. This element of discovery sustains their attention on the walk with their parents through the Park.



3. Planning Process

Overview of the Planning Process



Public Engagement

Between January and May 2022, the ACRD engaged the public and stakeholders in the park management planning process for Maplehurst Park through an online survey, site meetings, interviews, and a public open house. The goals of the engagement activities were to understand park visitor use of Maplehurst Park, develop a vision and goals for the park, and identify priorities for park improvements and park management.

The public input received guided the preparation of this park management plan.



Main Themes

The main themes that emerged from the survey, interviews and public open house are:

- Keep the park the way it is/keep it natural
- Prioritize protecting sensitive ecosystems when it comes to allocating park budgets
- Improve wayfinding in the park
- Improve the parking situation at the end of Willow Road by developing and providing parking at other access points, in particular off Kitsuksis Road
- Improve access to the park from the Cherry Creek neighbourhood
- Increase connectivity between the park trail system and other community trails
- Protect the trails on the adjacent Crown lands
- Expand the park
- Build relationships with First Nations
- Work collaboratively with the woodlot tenure holder to develop trails and access points.

A detailed description of the outreach activities, engagement events, input received and key themes is provided in the Public Engagement Report, attached as Appendix 3.

Discussion with First Nations

- The following interests were identified during initial discussions with First Nations: Identifying a native name for the park.
- Sharing First Nations history through interpretive signs similar to the Tonquin Trail signs in Tofino.
- Recognition of First Nations history, language and culture in the park.
- Establishment of a small working group to identify opportunities and work on projects that advance reconciliation with First Nations.

4. Challenges and Opportunities

Research, public engagement activities and interviews with ACRD staff, park neighbours and volunteers identified the following considerations for park management.

Ecosystem Protection

Inventory and Mapping

Protection of sensitive ecosystems was identified as one of the priorities by the public during the planning process. In their comments, many expressed their appreciation of the naturalness of the park and want the ACRD to keep it that way.

Ecosystem protection requires a good understanding of the ecosystem and its components. A review of provincial conservation records and inventories (CDC iMap, Species and Ecosystem Explorer) revealed that there is no documentation of rare plant and animal species in the Park. However, that does not necessarily mean that there are no occurrences. Over time, it is important to collect information and map occurrences of sensitive ecosystems or rare plant species in the Park so that their location and habitat needs can inform decisions about the relocation of existing trails or alignment of new trails in the park.

The ACRD may be able to work with volunteer naturalists and/or the Alberni Valley Nature Club to collect additional data and map occurrences.

Trail Drainage Improvements

Trail braiding, the widening of trails due to users creating short-cuts or circumnavigating wet areas, is causing erosion in some areas, in particular on steep slopes and within the floodplain of Kitsuksis Creek. Improvements to trail surfaces and drainage or, in some cases, relocation of trails to higher and dryer areas, may be necessary to reduce erosion and keep users on the trails.

Control of Invasive Species

Maplehurst Park has a few invasive plant species including Himalayan blackberry and English holly. To date they have not spread extensively. Continued monitoring and control of invasive species in the park and on the adjacent Crown lands so that they do not crowd out native plants and the wildlife that depend on those plants for food and habitat, will help protect the integrity and functioning of existing native ecosystems.

Protection of Wildlife Habitat

The protection of wildlife habitat is central to park management. Maplehurst Park is rich in nurse logs that provide habitat for salamanders, beetles, and insects. There are also numerous wildlife trees that show evidence of woodpecker activity and provide nesting holes for birds and owls. Leaving a tree where it falls (other than cutting out a section for a trail) and leaving tall stumps when a hazard tree has to be felled to ensure park user safety are all best management practices that retain wildlife habitat and support species diversity.

In parallel with these management practices, education of park visitors creates understanding of wildlife habitat needs and supports possible restrictions that the ACRD may want to consider in the future as park use increases. One example of such a restriction that is common in busy parks on Eastern Vancouver Island is dog leashing during fawning season to protect fawns.

Parking and Park Access

The park is currently not well connected to the surrounding neighbourhoods and most park visitors who arrive by vehicle park along Willow Road and use the Willow Road trail head. The road does not have a widened cul de sac at the end and on busy days, gets congested making manoeuvring and turning around vehicles difficult. In addition, there is a deep ditch on the West side of Willow Road which is difficult to see when vegetation grows up in the spring. Over the years, a few park visitors have backed into the ditch and needed to be pulled out.

Having several access points with dedicated and well-designed parking areas would connect different neighbourhoods to the park and reduce parking pressure and congestion at any one access. More access points would also decrease walking distances to the park from surrounding neighbourhoods, making it possible for more nearby residents to walk to the park and leave their car at home.

At the public open house, several possible parking area and access point locations were reviewed with the public: improvements to the Willow Road access (either road side improvements or a parking lot on the road right-of-way that T-s into Willow Road); two undeveloped road rights-of-way off Strathcona Road, an access across from Cowley Road, an access off Best Road, and two accesses off Kitsuksis Road, one by the mail boxes and the other along the undeveloped Holly Road right-of-way. These access options are captured on the map in Appendix 1.

The end of Willow Road is currently the most preferred and direct access point to the park for park visitors who do not live within walking distance of the park. A number of Willow Road residents expressed their desire for a parking lot and formal access off Kitsuksis Road as a way to reduce parking congestion at the end of Willow Road. Some Willow Road residents also supported a parking lot off the end of Willow Road.

Survey respondents and open house participants also wanted to see a connection from the Cherry Creek neighbourhood to the park, in particular since the park is funded from the Cherry Creek Community Park Service. The ACRD has started to review the feasibility and cost of adding more accesses and small parking areas from different neighbourhoods.

Developing additional accesses requires permit applications for trails along Ministry of Transportation road rights-of-way or for trails and parking areas on the Crown lands to the West of the park. The latter type of application may take up to two years. However, there may be opportunities to collaborate with the Province, woodlot tenure holder and First Nations on some of the access points.

Connectivity to Community Trails

There are opportunities to connect the Maplehurst Park and Crown land trails to other greenways that extend into neighbourhoods and into the City of Port Alberni. Providing multiple access points closer to where residents live and work encourages active transportation and active lifestyles, reduces the number of residents driving to the park and transportation-related greenhouse gas emissions. The Kitsuksis Dyke Trail that starts in the City of Alberni ends not far from the park. The ACRD can work with the City of Port Alberni to explore possible routes to connect the trail systems in the two jurisdictions.

There is also an existing trail along Cherry Creek that ends not far from Maplehurst Park. If an access to the Park is created off Strathcona Road, possible routes (including the creek corridor, alongside existing roads or along undeveloped road rights-of-way) can be explored to connect the Park to the Cherry Creek Trail.

Reconciliation with First Nations

Reconciliation with First Nations is a priority for the ACRD. The first step in that process is learning more about Tseshaht and Hupačasath First Nation cultural practices and ecological stewardship of the land, collaborating on projects of common interest, and communicating First Nation history and presence on the land through park naming, interpretation, and joint stewardship.

Recreational Trail Network on Crown land

The existing trail system on the Crown lands was constructed by volunteers without provincial authorization and are not protected through any form of permit or tenure. When reviewing applications for tenures over the Crown land, the Ministry of Forests is not required to consider the trails in the review of the application and decision on award of a tenure.

Comments received to the survey as well as at the public open house showed the public interest in seeing the ACRD take an active role in securing recreational use on the adjacent Crown land trail network. Suggestions included expanding the park to include the Crown lands or seeking a permit over the trail system from Recreation and Trails BC.

Recreational trails on untenured Crown land

Securing an interest in the Crown lands requires discussions with and support from the Ministry of Forests, Recreation and Trails BC, the Hupačasath and Tseshaht First Nations, and possible future tenure

holders - however, currently the Crown land immediately to the West of the Park is untenured. In the short term, a permit over the trail system may be more easily achieved than a protected area status for the Crown lands. However, given the increasing pace of development and accompanying loss of greenspace in the Alberni Valley, public values are shifting. Natural areas close to urban settlements become valued more for outdoor recreation opportunities and access to nature than for timber. As government agencies catch up with this shift in values and First Nations assert their priorities, opportunities for a greater level of protection of the Crown lands may become possible.

Recreational trails within woodlot tenure

Community groups or local governments can apply to the Ministry of Forests, Recreation and Trails BC for a section 57 permit under the *Forest and Range Practices Act* to construct and maintain trails on Crown land. However, if the Crown land is also under a woodlot licence, a section 57 permit does not require the woodlot licence plan to consider the trail unless the Province issues an order to protect the trail.

Community groups or local governments also have the option to apply to enter into a section 56 partnership agreement with Recreation and Trails BC to legally establish trails on Crown lands. If the Province establishes recreation objectives for the trails, then a woodlot licence holder that holds a licence over the same lands, must carry out primary forest activities in the area with the trail in a manner that is consistent with that objective.

Regardless of the above formal mechanisms to confer some level of status to recreation trails on Crown land, in particular Crown land that is under a tenure, there are opportunities for the ACRD to work cooperatively with the woodlot licence holder to clearly identify park and woodlot boundaries, communicate the operational needs of the woodlot licence holder to trail users, retain key trail connections, close trails during logging operations, or find alternate routes. A first step is always a conversation to understand each other's needs and identify common interests to retain public access to the larger Crown land trail system.

Wayfinding in the park

The park has beautiful hand carved trail signs. What is missing is a trail map that shows all of the park trails and adjacent Crown land trails. Improvements to wayfinding through a trail map at key junctions in the park and more wayfinding/directional signage were the top desired future amenities in the park, next to parking improvements expressed in online survey during the park planning process.

In the longer term, a small park kiosk with a trail map, a description of the park and its history, and park user etiquette at key entrances to the park is also desirable.

Support for volunteers

The current service standard for the Park is a level 3. That means a low to medium level of maintenance. This level of service is intended for a natural park space for low to medium trail use. Maintenance is

performed monthly or in response to public complaints. Infrastructure is limited and low maintenance. Vegetation is only pruned or maintained for safety and litter clean-up is in response to complaints.⁷

Open house participants expressed their preference to retain the current level 3 service standard for park and trail maintenance. That level of service could be achieved with the help of volunteers. Staff resources are required to recruit and support volunteers and the ACRD could assist with the provision of equipment and materials.

⁷ ACRD Level of Service Standards.

5. Vision and Goals

The following vision for the future of the park was developed with public input received at the open house and informs the goals and implementation actions in chapter 6.

Vision

Maplehurst Park protects a native ecosystem with mature forest and riparian landscapes. Kitsuksis Creek provides habitat for salmon and an abundance of aquatic species.

The park has a well-maintained rustic trail system, maintained by an active volunteer group with support from the ACRD. Trail signs blend in with the natural environment. Park amenities are minimal and located close to park entrances.

There are several formal park entrances to the park and adjacent Crown land trails with small gravel parking areas, an information kiosk, and a park map. There are also a few secondary entrances marked with trail sign posts.

The park's trail system is connected to a larger trail network in the community. Many park visitors can walk or ride their bikes to the park from the surrounding neighbourhoods.

The adjacent Crown land are managed for their natural values. The Crown land trails are formally recognized and managed for public recreational use by the ACRD in collaboration with First Nations, adjacent tenure holders and provincial government agencies.

Goals

Achievement of the vision is supported by the following six goals:

1. Protect sensitive ecosystems in the park.
2. Provide adequate parking and access from different neighbourhoods to the park.
3. Recognize and celebrate First Nation culture, ecological knowledge, and presence on the land.
4. Connect park trails to surrounding community trail networks.
5. Improve wayfinding in the park while retaining a rustic and natural trail system.
6. Support an active group of park volunteers.

6. Implementation

| Goal 1: Protect Sensitive Ecosystems | | | |
|---|-------------------|------------------|--|
| Action | Time frame | Relative Cost | |
| 1.1. Inventory and map rare plants and sensitive ecosystems <ul style="list-style-type: none"> Identify and map occurrences of rare plant species, sensitive ecosystems, and floodplain areas. Map occurrences as well as floodplain area to assist with trail planning. Route trails to avoid sensitive areas. | 2024 - Ongoing | \$ \$ \$\$ | |
| 1.2. Use best management practices to construct and maintain trails <ul style="list-style-type: none"> Reconstruct trail along Kitsuksis Creek, re-aligning it where feasible to avoid the floodplain Complete drainage improvement to steep trails and trails in wetland areas | 2025 2025 | \$\$ \$\$ | |
| 1.3. Control invasive species <ul style="list-style-type: none"> Map occurrences of invasive species Contract removal or organize removal work parties | ongoing | \$ \$\$ | |
| 1.4. Support wildlife habitat <ul style="list-style-type: none"> Leave nurse logs and wildlife trees. Trim vegetation outside of nesting season As park use increases and in parallel with a public education program, review requiring dog leashing during fawning season to protect fawns. | ongoing 2025 | \$ | |

Goal 2: Provide adequate parking and access from different neighbourhoods to the park

| Action | Time frame | Relative Cost |
|--|---------------------|---------------|
| 2.1 Develop and formalize access to the park via the adjacent Crown lands | | |
| <ul style="list-style-type: none"> Consult with First Nations, the woodlot tenure holder and Province to identify common interests and partnerships to develop formal access to the park via the adjacent Crown land trails. In particular, review feasibility for parking and trail heads off Kitsuksis, Best and Cowley roads and connecting trails from those access points to the park. | 2023-2025 | |
| <ul style="list-style-type: none"> Apply for permits/licences from Province for access trails and parking areas. | 2025-2026 2025 | |
| <ul style="list-style-type: none"> Construct the access point found to be the most feasible. | Medium to long-term | \$\$\$\$ |
| <ul style="list-style-type: none"> Develop other access points over time as park use increases, funds are available and partnership opportunities with First Nations and the woodlot tenure holder can be realized. | | |
| <ul style="list-style-type: none"> Explore regional park status for Maplehurst Park if the ACRD is able to obtain permits or licences over access trails, parklands or parking areas located on the Crown lands, within adjacent electoral areas, and connecting to and serving Maplehurst Park. | | |
| 2.2 Construct a parking area off the end of Willow Road | | |
| <ul style="list-style-type: none"> Confirm feasibility of a parking lot on the road right-of-way running perpendicular to the end of Willow Road and/or on the Crown lands. | 2022 - | \$\$ |
| <ul style="list-style-type: none"> Apply to the Province (MoTI and Ministry of Forests) for the necessary permits. | 2023 | |
| <ul style="list-style-type: none"> Construct parking lot. | 2023 | \$\$\$\$ |
| 2.3 Provide access from Cherry Creek | | |
| <ul style="list-style-type: none"> Determine the best alignment of a connecting trail from the Cherry Creek neighbourhood and a footbridge over Kitsuksis Creek to provide access to Maplehurst Park. | 2023-2024 | \$ |
| <ul style="list-style-type: none"> Bridge and trail construction | Med-Long Term | \$\$\$\$\$\$ |
| <ul style="list-style-type: none"> Parking lot construction | | |

Goal 3: Recognize First Nation Cultural Practice, Ecological Stewardship and Presence on the Land

| Action | Time frame | Relative Cost |
|--|------------|---------------|
| 3.1 <ul style="list-style-type: none"> Seek opportunities to learn about Hupačasath and Tseshaht First Nations' cultural practices and ecological stewardship of the land. Collaborate with the Hupačasath and the Tseshaht to identify projects that acknowledge, communicate, and celebrate their culture, language, and presence in the park and in the region through interpretive signs, joint stewardship and other projects of common interest Work together to identify a First Nations name for the park. | ongoing | |
| | ongoing | |
| | 2022-2023 | |

Goal 4: Connect park trails to surrounding community trail networks

| Action | Time frame | Relative Cost |
|--|---------------|---------------|
| 4.1 Secure the Crown land trails for continued recreational use <ul style="list-style-type: none"> In conjunction with reviewing possible access trails via the Crown lands to the park (2.1), work with First Nations, the woodlot tenure holder, and the Province to identify how recreational use of the Crown land trails can co-exist with existing and potential tenured uses. Apply for the necessary permits over the recreational trails on the Crown lands. Collaborate on signage and communication about woodlot operations to trail users. Support protection of rare and sensitive ecosystems on the Crown lands by re-aligning trails and communicating natural values and trail user etiquette to park users. | 2024 - 2026 | \$\$ |
| | 2023- | \$ |
| 4.2 Connect the Park to Kitsuskis Dyke Trail <ul style="list-style-type: none"> Work in partnership with City of Port Alberni to identify possible routes to connect the Park to the Kitsuskis Dyke Trail. | Med-long term | \$\$\$ |

| Action | Time frame | Relative Cost |
|--|------------------|---------------|
| 4.3 Connect the Park to Cherry Creek Trail and the McLean Mill <ul style="list-style-type: none"> Review possible routes and land tenures to connect the park to Cherry Creek Trail. (Also see 2.3. above) to the East and the McLean Mill to the North. Review ACRD involvement in creating the above and other possible connections as part of a review or update to the ACRD’s Regional Parks and Trails Strategic Plan. | Med – long term- | \$\$\$\$\$ |

Goal 5: Improve wayfinding in the park while retaining a rustic and natural trail system.

| Action | Time frame | Relative Cost |
|--|------------|---------------|
| 5.1 Maintain the park and trail to a level 3 standard of service until use increases to a point where a higher level of service is needed. <ul style="list-style-type: none"> Provide park maps at one or two key junctions in the park. Add wayfinding signs at all junctions. | Ongoing | \$\$ |
| | 2024 | \$ |
| | 2024 | \$ |

Goal 6: Support an active group of volunteers

| Action | Time frame | Relative Cost |
|---|------------|---------------|
| 6.1 Provide support for volunteers on trail projects. <ul style="list-style-type: none"> Support volunteer work parties (e.g. promotion and recruitment, safety equipment, materials, training) | ongoing | \$\$ |

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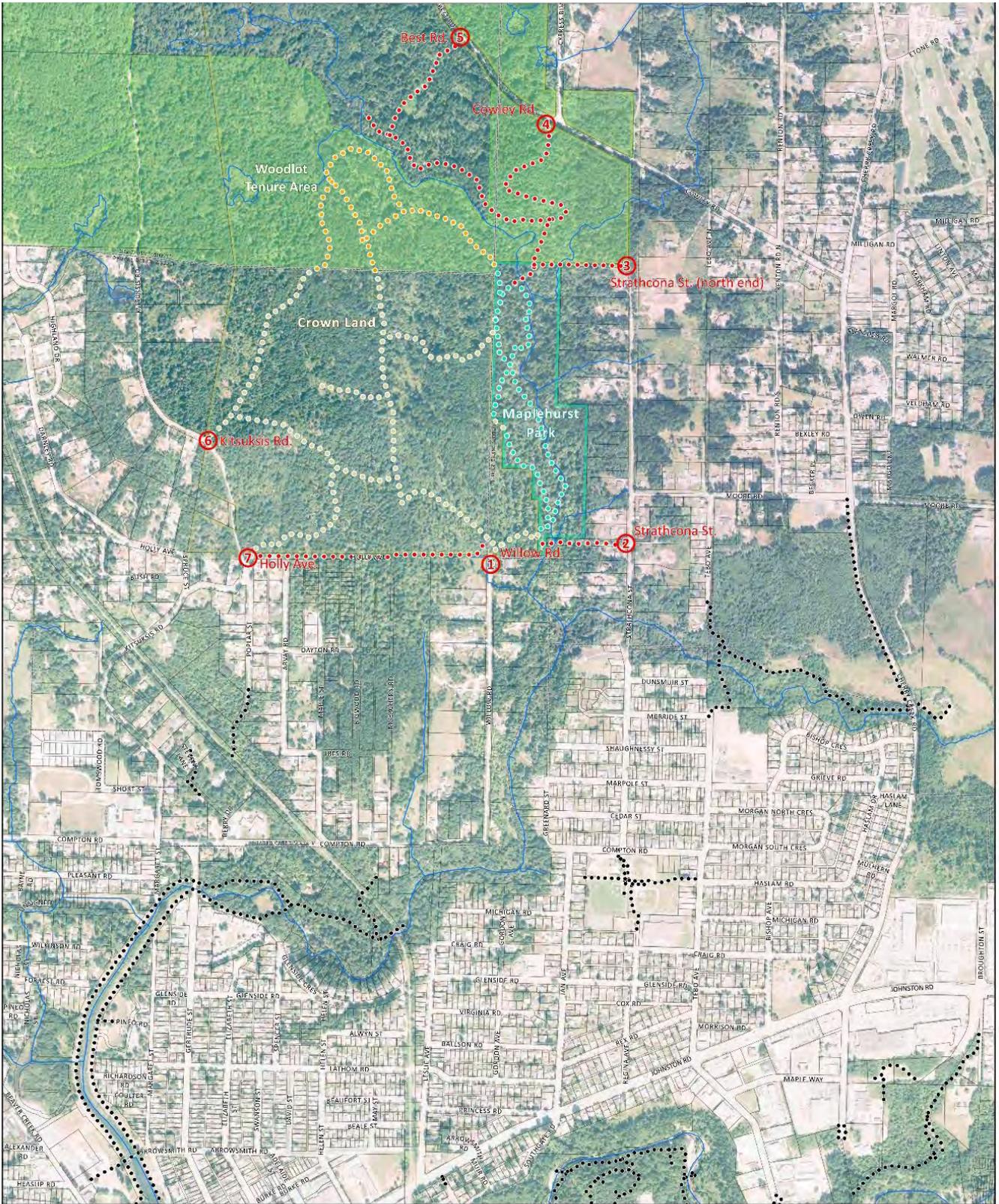
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Appendices

Appendix 1: Park and Surrounding Trail Network



Maplehurst Park & Trails

- Park Access Point
- Woodlot trail ¹
- Crown Land trail
- Maplehurst Park trail
- Potential new trail ²
- Other trails and pathways
- Surveyed streams
- Electoral area boundary
- Crown land boundary
- Park boundary
- Woodlot tenure area

¹ For electronic download
² May be used on condition of obtaining proper logging status

Scale 1:5,000

0 50 100 200
Meters

0 150 300 600
Feet

Prepared 15 May 2022, ACRD
Source: Inventory 2022, ACRD
Forest Tenure License and Permits, Plans BC
Other trails, 2022, OpenStreetMap

Appendix 2: Plant List

Plant species list for Maplehurst Trail collected by Alberni Valley Nature Club, June 21, 2021

Starting coordinates: 49 deg 16.584'N, 124 deg 48.149'W; Ending coordinates: 49 deg 16.683'N, 124 deg 48.725'W

Plants with Obvious Flowers

| Scientific name | Common name | Abundance | Comment |
|--------------------------------|-----------------------------|------------------|---|
| <i>Acer macrophyllum</i> | Big Leaf Maple | low-mod | |
| <i>Achlys triphylla</i> | Vanilla leaf | low-mod | |
| <i>Adenocaulon bicolor</i> | Pathfinder | mod-high | |
| <i>Allium cernuum</i> | Wild (nodding) onion | Locally abundant | |
| <i>Cornus nuttallii</i> | Dogwood | low | |
| <i>Coylus avellana</i> | Hazelnut | v.low | 1 Tree |
| <i>Daucus carota</i> | Wild carrot | v.low | |
| <i>Digitalis purpurea</i> | Foxglove | low | |
| <i>Epilobium sp.(dodonaei)</i> | Narrow leaved fireweed | low | |
| <i>Galium aparine</i> | Cleavers | low-mod | |
| <i>Geranium robertianum</i> | Herb Robert | low | |
| <i>Gaultheria shalon</i> | Salal | mod | |
| <i>Geum macrophyllum</i> | Large leaved Avens | mod | |
| <i>Holodiscus discolor</i> | Oceanspray | mod | |
| <i>Hypochaeris radicata</i> | Cat's ear | low-mod | |
| <i>Ilex aquifolium</i> | Holly | low | spreading |
| <i>Juglans regia</i> | Walnut | v.low | 1 large tree |
| <i>Lactuca muralis</i> | Wall lettuce | low-mod | |
| <i>Linna borealis</i> | Twinflower | mod | |
| <i>Lonicera ciliosa</i> | Western Trumpet Honeysuckle | Locally abundant | |
| <i>Mahonia nervosa</i> | Oregon Grape | mod-high | |
| <i>Maianthemum dilatatum</i> | False lily of the valley | Locally abundant | |
| <i>Malus fusca</i> | Crab apple | low | scattered |
| <i>Moehringia macrophylla</i> | Large leaf sandwort | low | |
| <i>Monotropa uniflora</i> | Ghost pipe | v.low | |
| <i>Physocarpus capitatus</i> | Pacific Ninebark | mod | |
| <i>Prunella vulgaris</i> | Self Heal / Heal all | mod | |
| <i>Prunus sp.(avium)</i> | Cherry | low | |
| <i>Pteridium aquilinum</i> | Bracken | mod-high | |
| <i>Quercus garryana</i> | Garry oak | Locally abundant | vulnerable location |
| <i>Quercus robur</i> | European Oak | low | less than 10 years old-- spread by birds |
| <i>Rosa gymnocarpa</i> | Bald Hip Rose | low | |
| <i>Rubus discolor</i> | Himalayan blackberry | v.low | invasive |
| <i>Rubus parviflorus</i> | Thimbleberry | mod | |
| <i>Rubus spectabilis</i> | Salmonberry | mod | |
| <i>Rubus ursinus</i> | Trailing blackberry | low | |

Plants with Obvious Flowers continued...

| Scientific name | Common name | Abundance | Comment |
|-------------------------------|-------------------------|------------------|--------------------------|
| Salix sp. | A willow | low | |
| Sambucus racemosa ssp. pubens | Red Elderberry | v.low | |
| Sanicula sp.(crassicaulis) | (Pacific) sanicle | Locally abundant | Single plant - dried out |
| Stachys cooleyae | Hedge nettle | low-mod | |
| Symphoricarpos albus | Snowberry | low-mod | |
| Taraxacum officinale | Dandelion | low | |
| Tiarella trifoliata | Foamflower | mod-high | |
| Trientalis latifolia | Broad-leaved starflower | mod | |
| Vaccinium parvifolium | Red Huckleberry | mod | |

Grasses, Sedges and Rushes (incomplete)

| Scientific name | Common name | Abundance | Comment |
|-----------------|-----------------------------|-----------|---------|
| Agrostis sp. | Bentgrass | low | |
| Juncus effusus | Common beach rush/soft rush | v.low | |

Ferns and Allies

| Scientific name | Common name | Abundance | Comment |
|-----------------------|-------------------|------------------|---------|
| Adiantum pedatum | Maidenhair fern | low | |
| Athyrium filix-femina | Lady fern | low | |
| Dryopteris expansa | Spiny wood fern | v.low | |
| Equisetum telmateia | Giant Mare's tail | Locally abundant | |
| Polystichum munitum | Sword fern | mod | |
| Pteridium aquilinum | Bracken fern | mod-high | |

Non-flowering Trees

| Scientific name | Common name | Abundance | Comment |
|--------------------------------------|--------------------|-----------|--------------------------|
| Abies grandis | Grand Fir | v. low | v.low |
| Pinus contorta | Shore Pine | low | |
| Pinus monticola | Western white pine | v.low | Single specimen observed |
| Pseudotsuga menziesii ssp. Menziesii | Douglas Fir | low-mod | |
| Taxus brevifolia | Yew | v. low | Single specimen observed |
| Thuja plicata | Western Redcedar | low | |
| Tsuga heterophylla | Western hemlock | low-mod | |

Bryophytes and Lichens

| Scientific name | Common name | Abundance | Comment |
|----------------------|-------------|-----------|------------------|
| Hylocomium splendens | Step moss | mod | locally abundant |

Appendix 3: Public Engagement Report



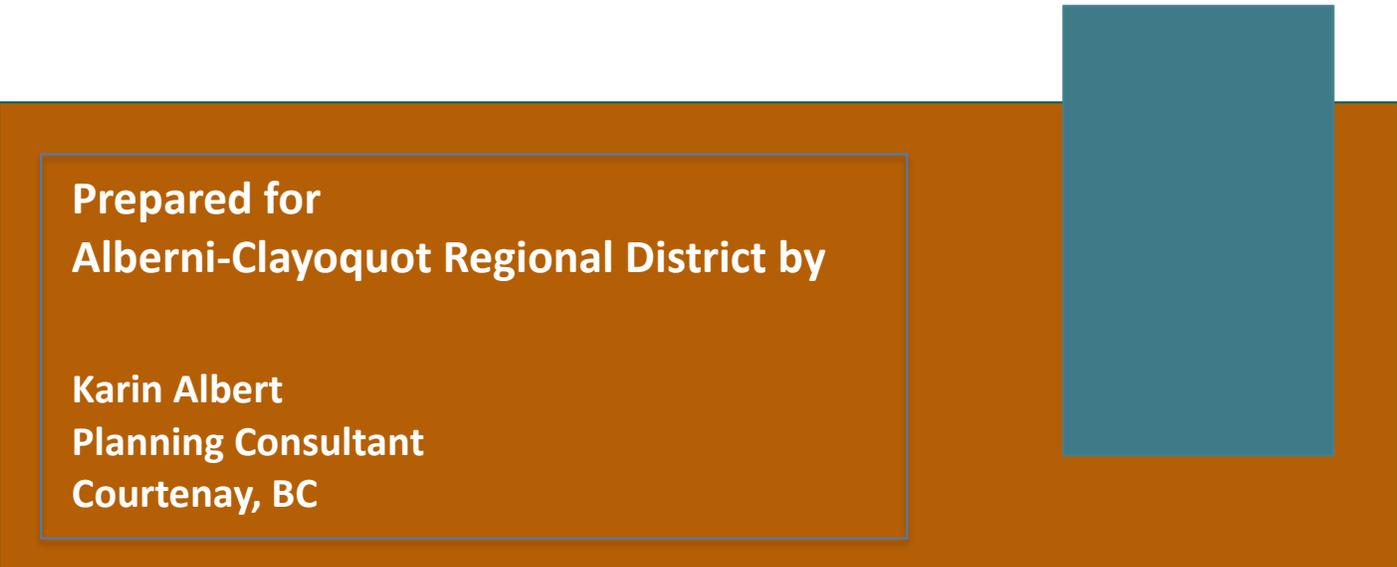
Public Engagement Summary

Maplehurst Park Management Plan

May 25, 2022



Alberni-Clayoquot
Regional District



**Prepared for
Alberni-Clayoquot Regional District by**

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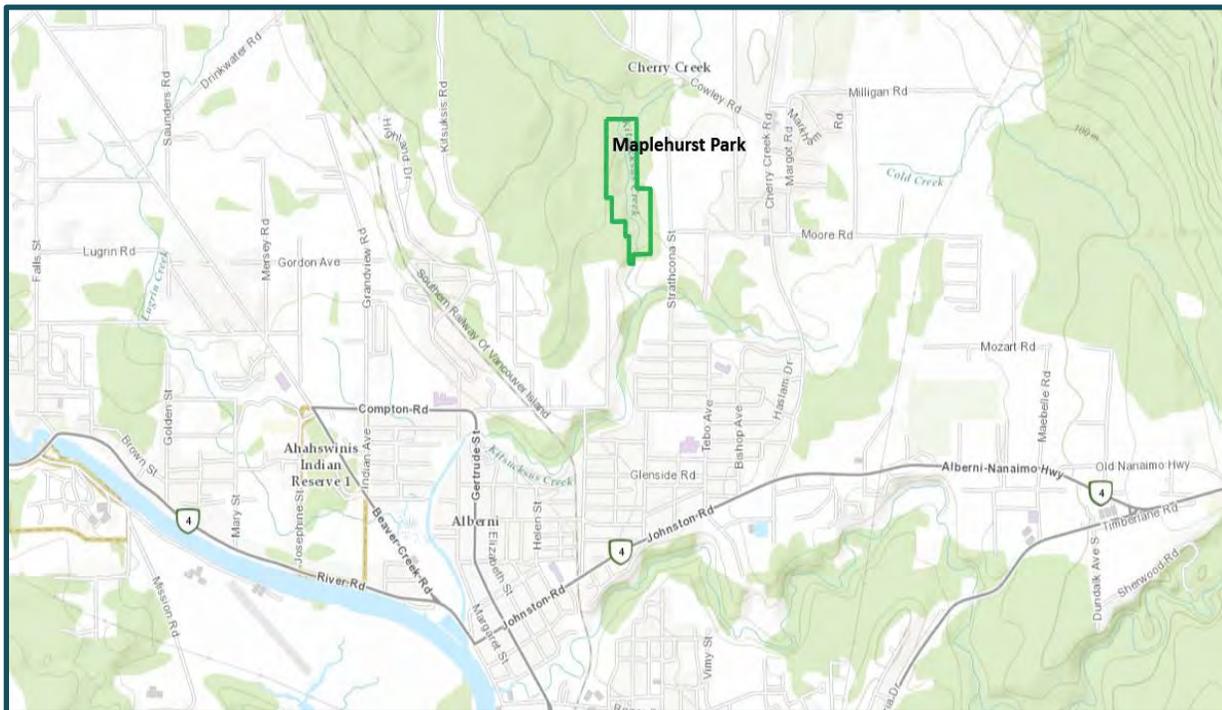
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Overview

1.0 Introduction

Between January and May 2022, the Alberni-Clayoquot Regional District (ACRD) and K. Albert Consulting engaged the public and stakeholders in the park management planning process for Maplehurst Park through an online survey, site meetings, interviews and a public open house. The goals of the engagement were to understand park visitor use of Maplehurst Park and identify priorities for park management and for park improvements.

The input received is summarized in this report, with complete transcriptions of survey and open house comments in the appendices. The information gathered will guide the development of the Maplehurst Park Management Plan.



1.1 Overview of Engagement Results

Key themes that emerged from the public engagement events are:

- Keep the park the way it is/keep it natural
- Prioritize protecting sensitive ecosystems when it comes to allocating park budgets
- Improve wayfinding
- Improve the parking situation at the end of Willow Road by developing and providing parking at other access points, in particular at Kitsuksis Road
- Improve access to the park from the Cherry Creek neighbourhood
- Increase connectivity between the park trail system and other community trails
- Protect the trails on the adjacent Crown lands
- Expand the park
- Build relationships with First Nations
- Work collaboratively with the woodlot tenure holder to develop trails and access points.

1.2 Public Engagement Process

The ACRD created a project webpage with information about the park planning project at letsconnectacr.com/maplehurst-pmp. The public was invited to provide input through an online survey, park user interviews, and a public open house. The online survey was posted on the project webpage and open from February 7 until March 31, 2022. Hard copies were also available at the ACRD office. Responses received on hard copy were entered into the online survey tool. The survey was promoted in the February issue of the regional ACRD newsletter, published as an insert to the Alberni Valley News. The ACRD also issued a news release, put posters in the park and around town, and shared the survey link via social media.

The ACRD received 251 survey responses. Survey respondents represented a broad range of age groups and residents from four electoral areas, the City of Port Alberni, and one First Nation community.

In addition to the survey, the consultants interviewed a variety of park visitors (walkers, dog walkers, joggers, and parents with children) on a Friday and Saturday in early March.

Further, residents along Willow Road, the main entrance point to the Park, were interviewed to understand their concerns and suggestions for the park, in particular in regards to park access and parking.

ACRD staff and the consultant team also initiated discussions with Tseshaht and Hupacaseth First Nations to learn about their interests and discuss how their past and continued presence in the area could be recognized in the park. Follow-up discussions are planned as part of the planning process.

A public open house was held on Wednesday, May 18 from 4 p.m. to 7 p.m. The open house shared the survey results and engaged the public in discussions on access and parking options, trail connectivity, support for community involvement, and level of service/park maintenance. Open house participants were also asked to identify ‘quick wins’ and priorities for the short-, medium- and long-term for park management and park improvements. Photos of the open house poster boards are provided in appendix 4.

The public open house was promoted through the regional ACRD newsletter, news releases, radio public service announcements, flyers, and social media posts.

The engagement opportunities were part of a comprehensive planning process to develop a park management plan for Maplehurst Park. The flow chart below provides an overview of that process.

Planning Process for Maplehurst Park Management Plan



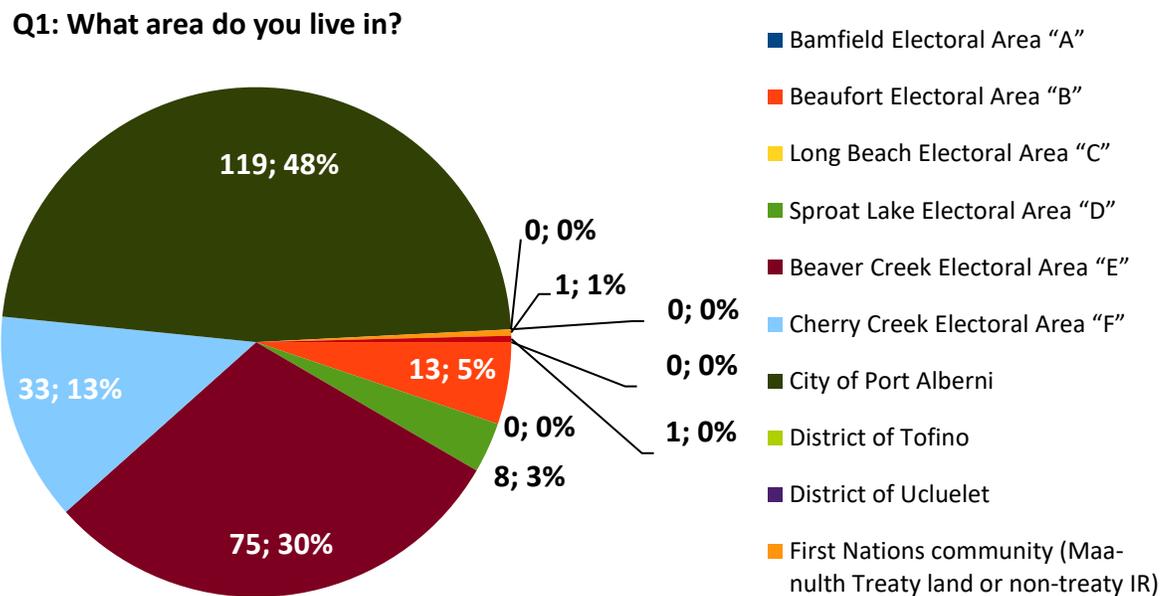
Survey

2.0 Survey Results

2.1 Respondent Profile

Residency

The survey gathered 251 responses from residents from across the region. Forty-eight percent (119) of respondents live in Port Alberni, 30 percent (75) in Beaver Creek Electoral Area “E”, and 13 percent (33) in Cherry Creek Electoral Area “F”. Respondents also include residents of Beaufort Electoral Area “B” (5.2%/13) and Sproat Lake Electoral Area “D” (3.2%/8). One respondent is from a First Nations community (0.4%/1) and one from outside of the ACRD (0.4%/1).

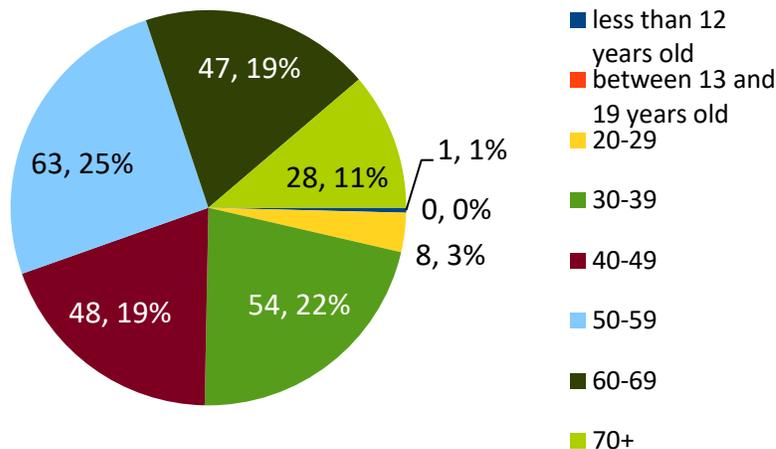


Age Group

The survey received input from a broad range of age groups. Twenty-five percent (63) are 50–59, 22 percent (54) are 30-39, 19 percent (48) are 40-49, and 19 percent (47) are 60-69.

Eleven percent (28) are 70 and older, three percent (8) are between 20-29, and one respondent is less than 12 years old.

Q2: What is your age group?

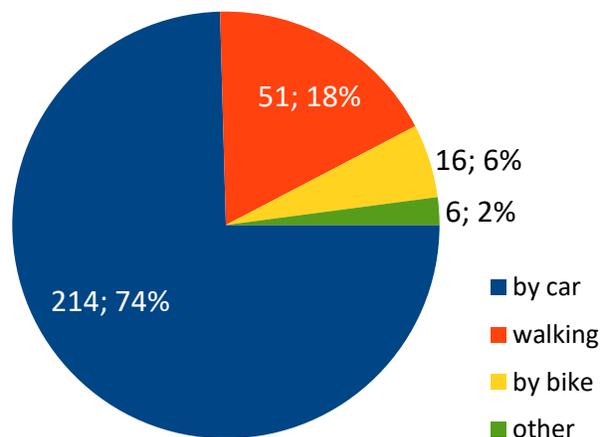


No teenagers between 13 and 19 responded to the survey. This is perhaps not surprising as the park is difficult to get to without a vehicle, and it may not offer the type of activities that most teenagers would be interested in.

Mode of Travel to Park

In response to the question how they get to the park, 87 percent (214) of respondents indicated that they drive, 21 percent (51) walk, seven percent (16) bike, and two percent (6) indicated “other”.

Q3: How do you get to Maplehurst Park?



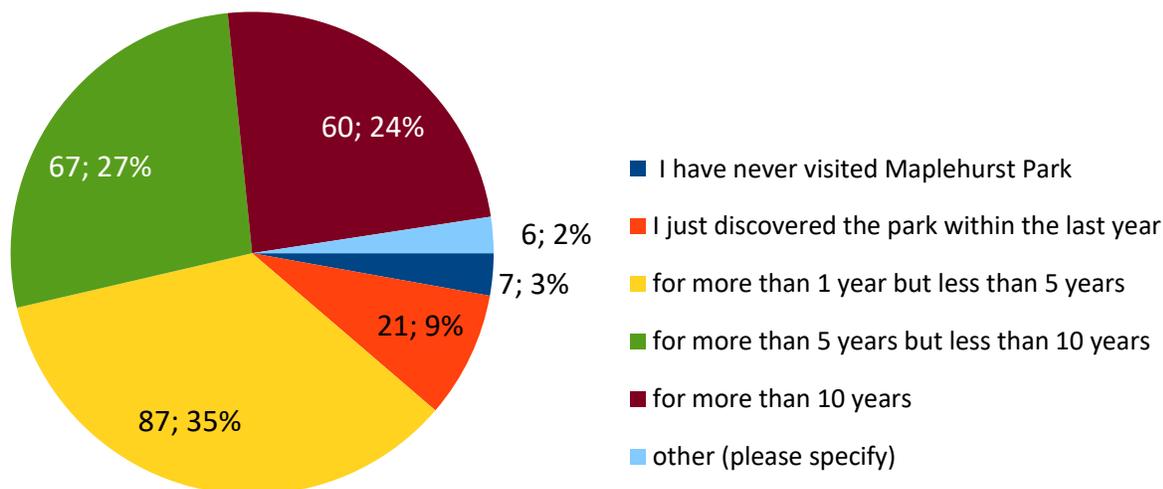
Length of Time Visiting the Park

Over one third of park visitors have discovered the park in the past four years. When asked for how many years they have been visiting the park, 35 percent (87) responded for more than one year but less than five years.

The survey also received responses from a lot of long-time visitors. Twenty-seven percent (67) responded that they have been visiting the park for more than five but less than 10 years and 24 percent (60) have been visiting the park for more than 10 years.

Several new visitors also participated in the survey. Nine percent (21) discovered the park only within the last year. Three percent (7) have never visited the park, and two percent (6) indicated 'other'.

Q4: For how many years have you been visiting Maplehurst Park?

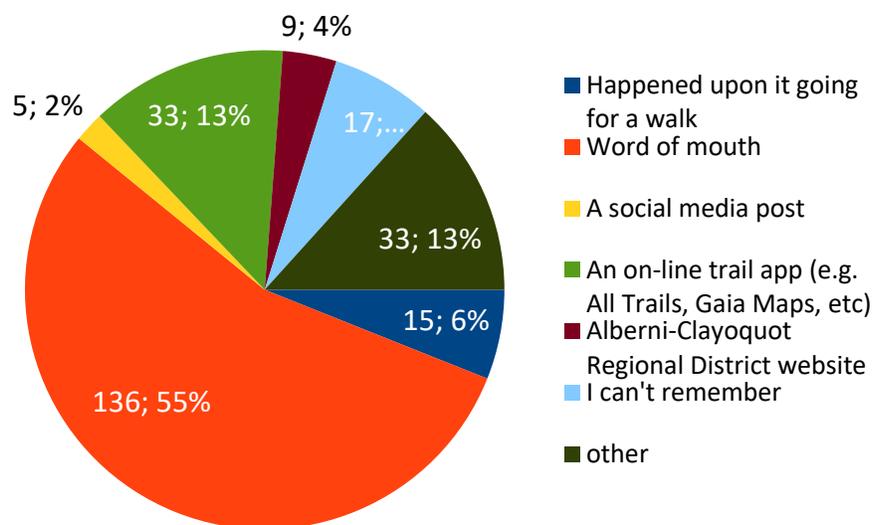


How Respondents First Found out About the Park

The majority of respondents (55%/136) found out about the park through word of mouth. Thirteen percent (33) found it through an online app, such as All Trails, Gaia maps, etc), 13 percent (33) indicated 'other'.

A few respondents found out about the park through the ACRD website (4%/9), just happened upon it going for a walk in the neighbourhood (6%/15), and through a social media post (2%/5). Seven percent (17) could not remember.

Q5: How did you first find out about Maplehurst Park?



2.2 Park Visitation and User Activities

Frequency of Visits

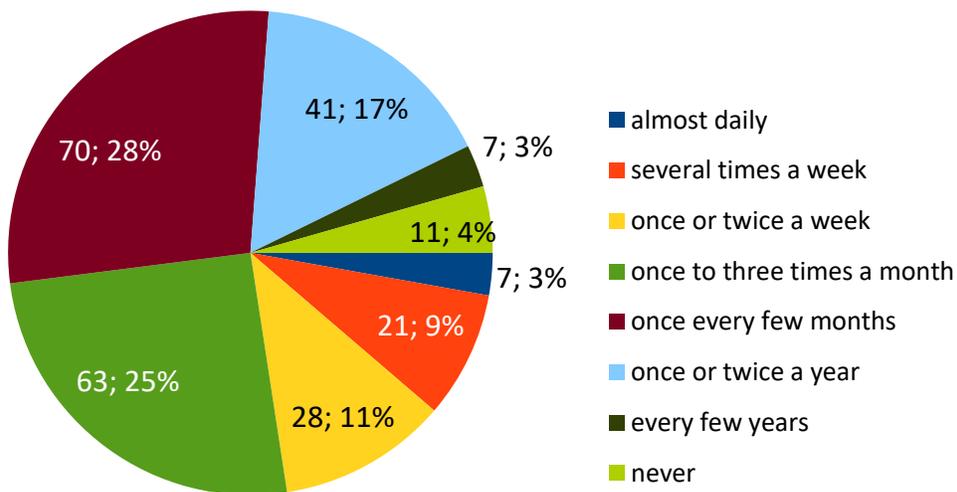
Maplehurst Park has a significant number of regular visitors. Eleven percent (28) visit it once or twice a week, nine percent (21) several times a week, and three percent (7) almost daily. That means, close to a quarter (23%/56) visit the park regularly.

Another quarter (26%/63) visit the park fairly regularly at once to three times a month: 29 percent (70) visit the park once every few months, 17 percent (41) once or twice a year.

Three percent (7) of respondents visit the park every few years and four percent (11) never visit it.

Of those who never visit it, the biggest concern is parking congestion and traffic and/or vehicle speed on Willow Road.

Q6: How often do you visit Maplehurst Park?

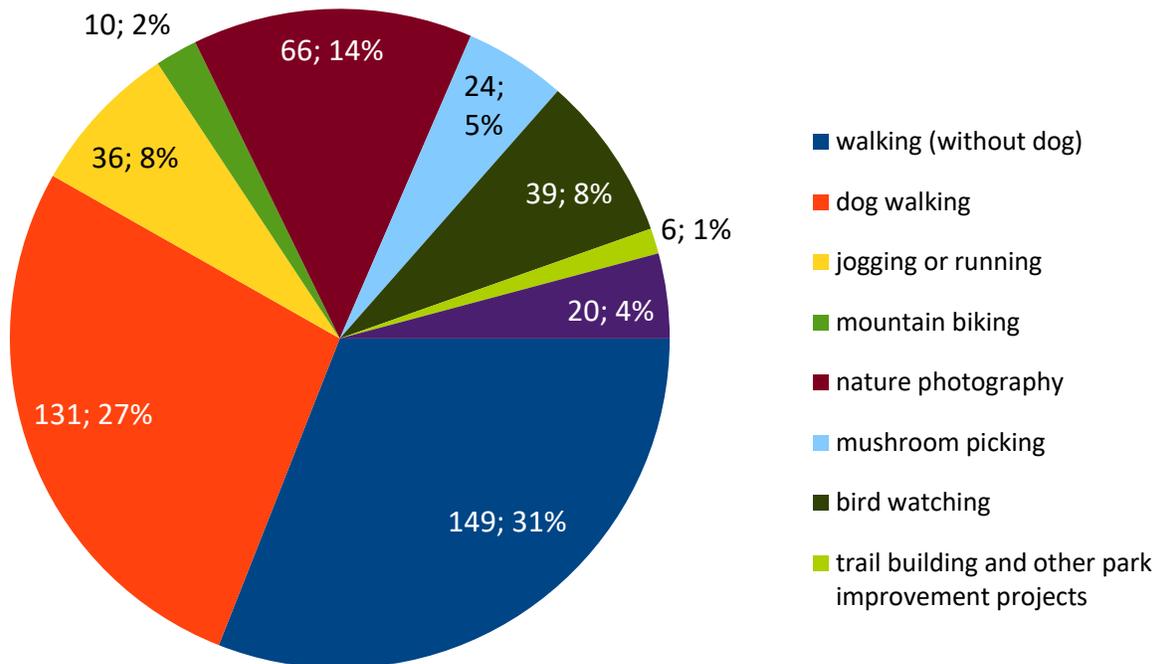


Activities in the Park

The most popular activities in the park are walking (60%/149) or dog walking (53%/131). The next most popular activity of respondents is nature photography (27%/66). Other activities are bird watching (16%/39), jogging or running (14%/36), mushroom picking (10%/24), and mountain biking (4%/10). Six (1%) indicated trail building and a few (8%/20) indicated other.

Note that the percentages do not add up to 100 percent since respondents were able to choose more than one activity.

Q7: What do you like to do when you visit Maplehurst Park? Select all that apply.



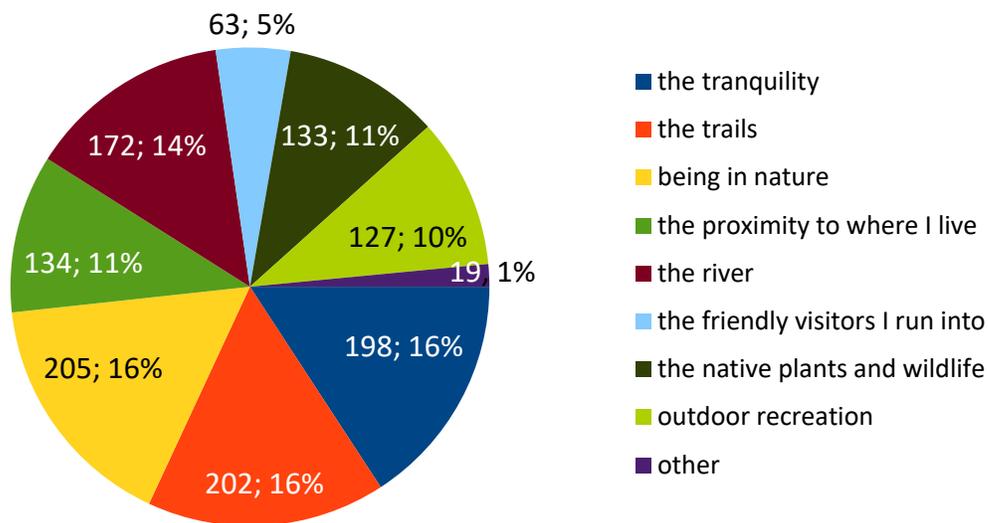
Enjoy most about Maplehurst Park

The majority of respondents are in the park to enjoy nature. Being in nature (84%/205), the trails (82%/202), and the tranquility (81%/198) were the most popular responses to the question asking what respondents enjoy the most about Maplehurst Park.

Also important is the river (70%/172), the proximity to where they live (55%/134), the native plants and wildlife (54%/133), and outdoor recreation (52%/124).

Somewhat fewer people indicated that they enjoy the friendly visitors they run into (28%/62). Eight percent (19) selected 'other'.

Q8: What do you enjoy most about Maplehurst Park?



2.3 Park Amenities

Preferences for Future Park Amenities

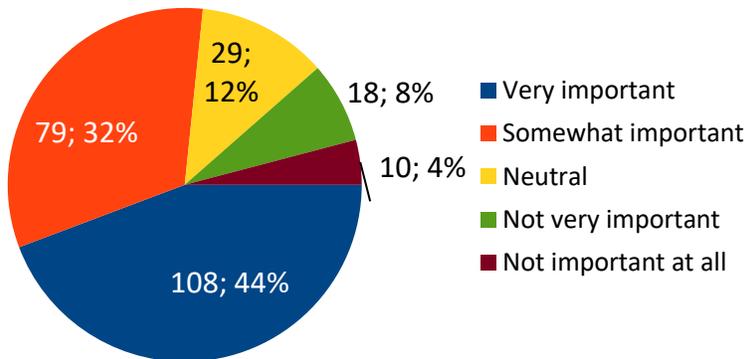
Improved parking areas is a *very important* or *important* future park amenity for 75 percent (187) of respondents.

The next most desired future amenity is a trail map at one or two key junctions in the park. Sixty-five percent (160) indicated that this is *very important* or *important*.

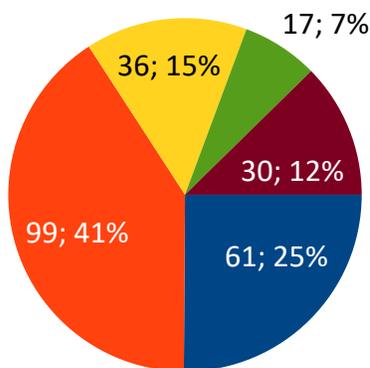
Additional wayfinding signs in the park is *very important* or *important* to 56 percent (139). This is followed by an access trail from Strathcona Road and bridge over Kitsuksis Creek (52% / 130), improvements to existing trails (49% / 122), and an information kiosk with trail map and information about the park (45% / 111).

Of relatively low importance is a picnic area. Only 14 percent (35) believe this is *very important* or *important*.

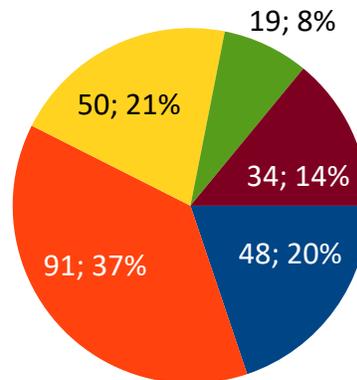
Improved parking area(s)



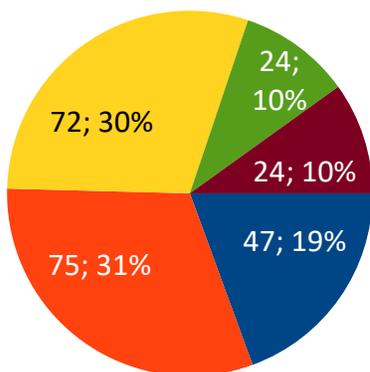
A trail map at one or two key junctions in the park



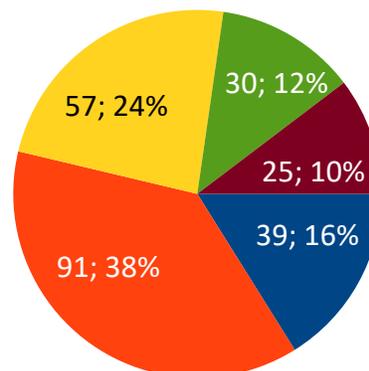
Additional wayfinding signs in the park



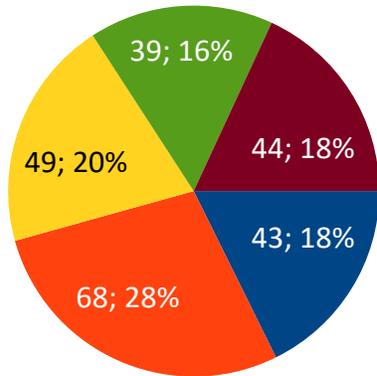
Access trail from Strathcona Road and bridge over Kitsuksis Creek



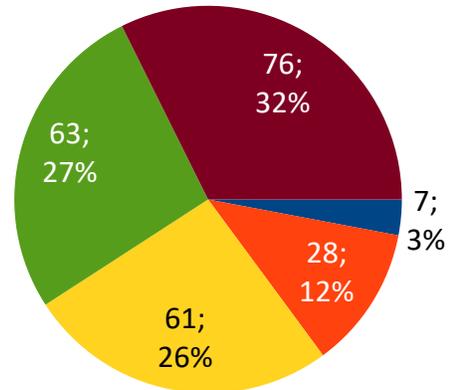
Improvements to existing trails (e.g. drainage, surfacing)



An information kiosk with trail map and info about the park



A picnic area



- Very important
- Somewhat important
- Neutral
- Not very important
- Not important at all

Other Suggestions for Future Park Amenities or Activities

The survey provided the option to add other suggestions for future amenities or activities in the park. Seventy provided other suggestions.

‘Keep the park the same’ or ‘keep it natural’ are mentioned the most frequently. Twelve respondents ask to keep it the same and nine want it to stay natural. Six want garbage cans added, and five want a washroom facility or outhouse.

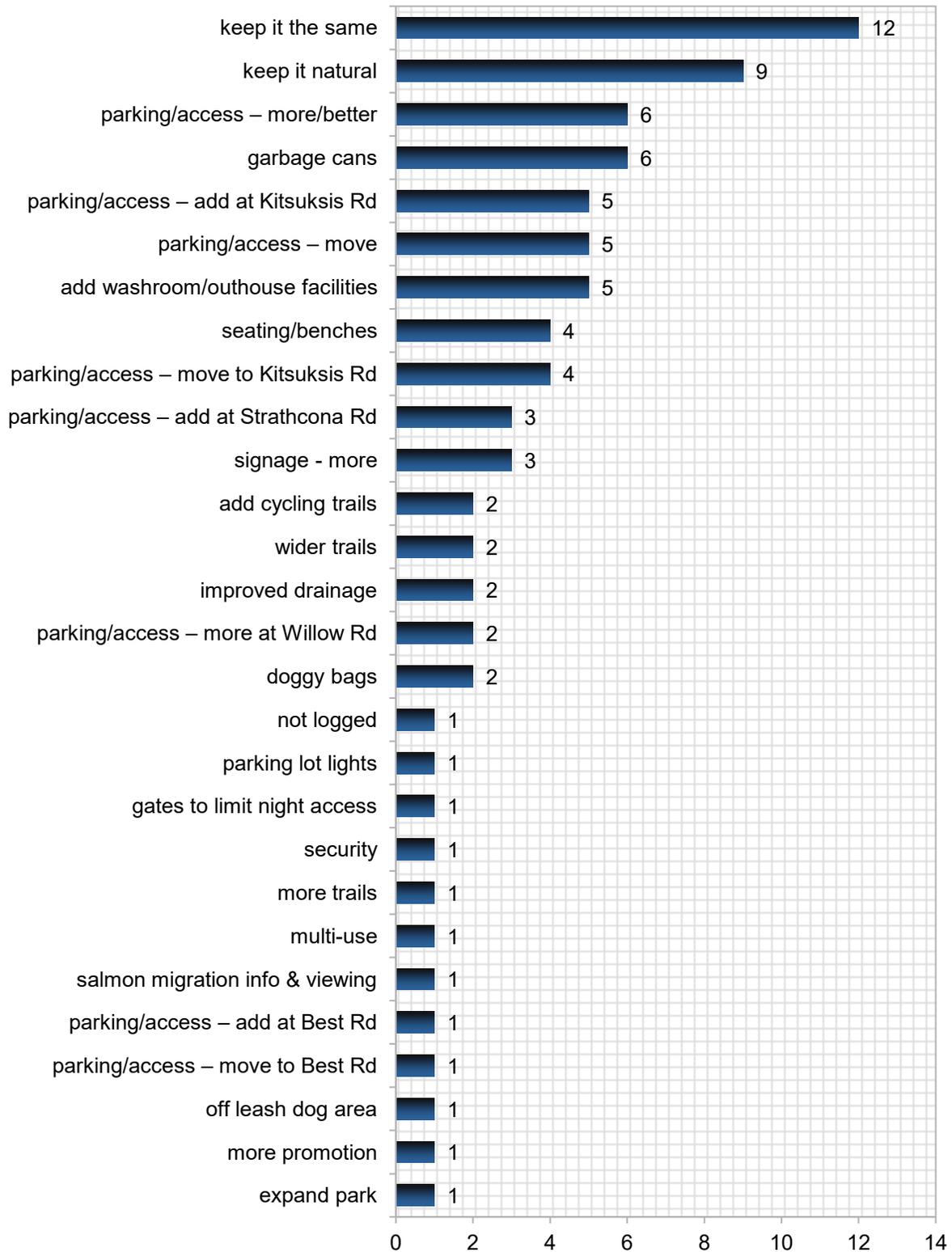
Improvements to parking is a concern for 27 respondents. Eight want to see more or improved parking, five want parking /access to be moved away from Willow Road, five want to see parking added at Kitsuksis Road, four want it moved to Kitsuksis Road, three want to see parking and access from Strathcona Road, and two want more parking at the Willow Road trailhead.

Seating/benches is suggested by four respondents and signage by three. Further suggestions made by one to two people are: dog poop bags at the trailhead, improved drainage, wider trails, biking trails, expansion of the park, more promotion of the park, an off-leash dog area, information about the salmon migration in Kitsuksis Creek and a viewing location, multi-use trails, more trails, enhanced security, gates to limit night access, and parking lot lights.

The following bar graph summarizes the suggestions made by respondents and the number of times they were mentioned.

Appendix 1 lists the full responses to this open-ended question.

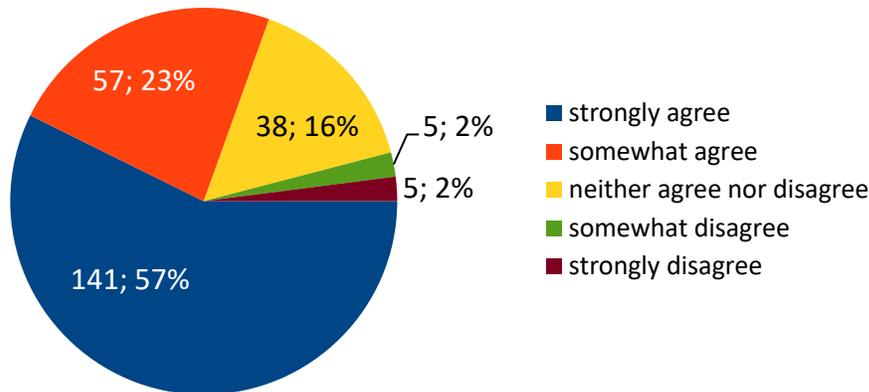
Q10: Please add other suggestions for amenities or activities you would like to see



Access from Kitsuksis Road

The trail system extends beyond the park onto the adjacent Crown land. There are several access points to the Crown land from surrounding streets. One of the access points provides a fairly direct trail across the Crown lands to Maplehurst Park from Kitsuksis Road. Eighty percent (198) *strongly agree* or *agree* that the ACRD should apply to the Province for a permit for a trail connection over the Crown land. Fifteen percent (38) are neutral, and four percent (10) *strongly disagree* or *somewhat disagree*.

Q11: Please indicate your level of support for the ACRD to apply to formally establish the trail system on the adjacent Crown land to provide access to the park from Kitsuksis Road.



Vision for Maplehurst Park

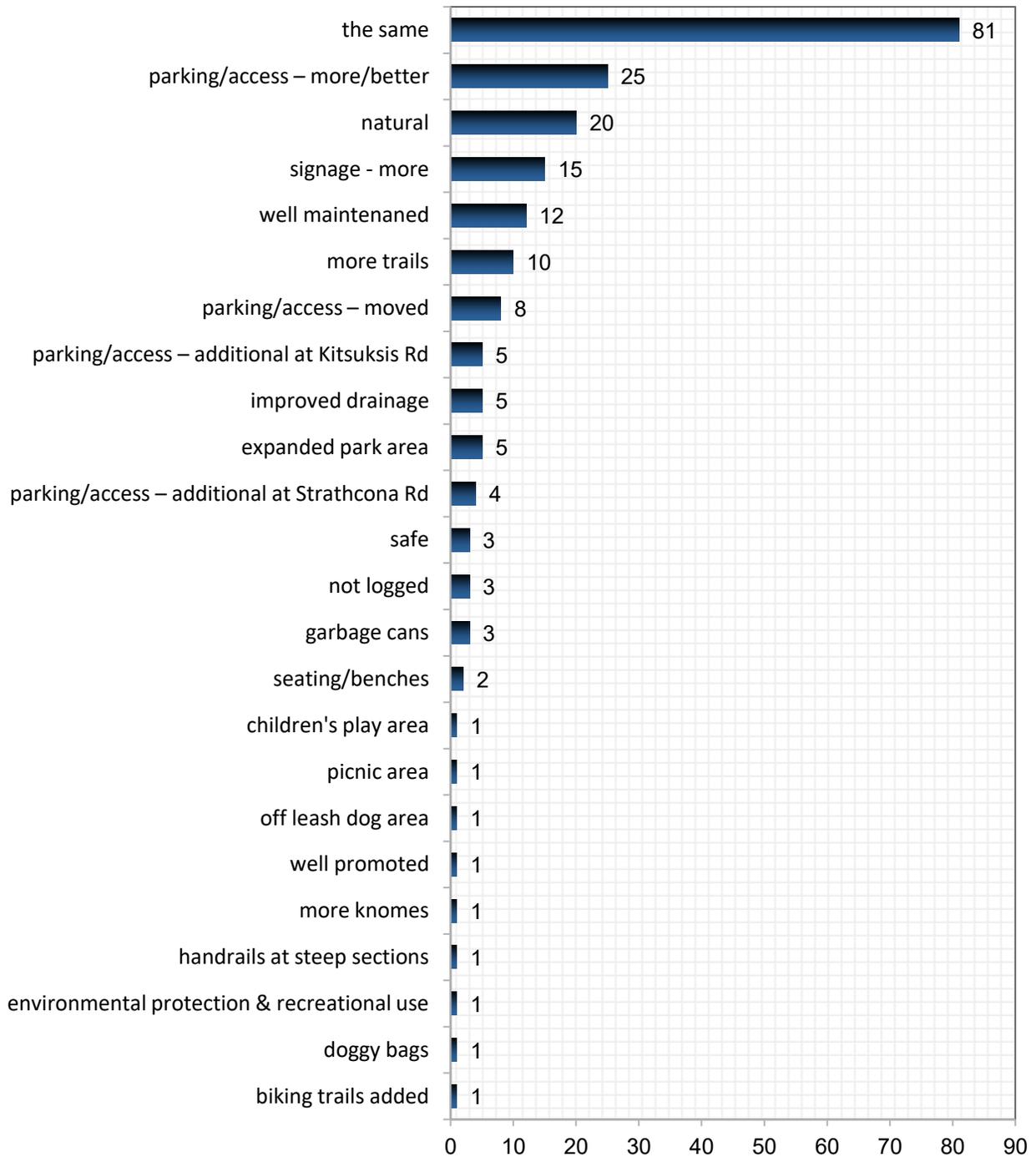
The survey asked respondents to comment on their 10-year vision for Maplehurst Park; 147 responded to this question. More than half, 81 respondents, want the ACRD to keep the park the same. In a similar vein, a further 20 commented that they want the park to stay natural.

There were 42 comments on access and parking. Twenty-five respondents wrote that they want to see more and improved parking. Eight want the existing parking/access to be moved away from Willow Road. Five want parking and access at Kitsuksis Road, and four would like to see parking and access from Strathcona Road.

Signage was mentioned by 15, maintenance by 12, and a desire for more trails by 10. Five envisioned that in 10 years the park would have been expanded to include a larger area. Five mentioned improved drainage.

Other suggestions for the future expressed by one to three respondents are: garbage cans, safety, not logged, seating/benches in the park, dog poop bag dispenser, an off-leash dog area, more gnomes, cycling trails, environmental protection and recreational use, a children’s play area, a picnic area, and handrails along steep sections.

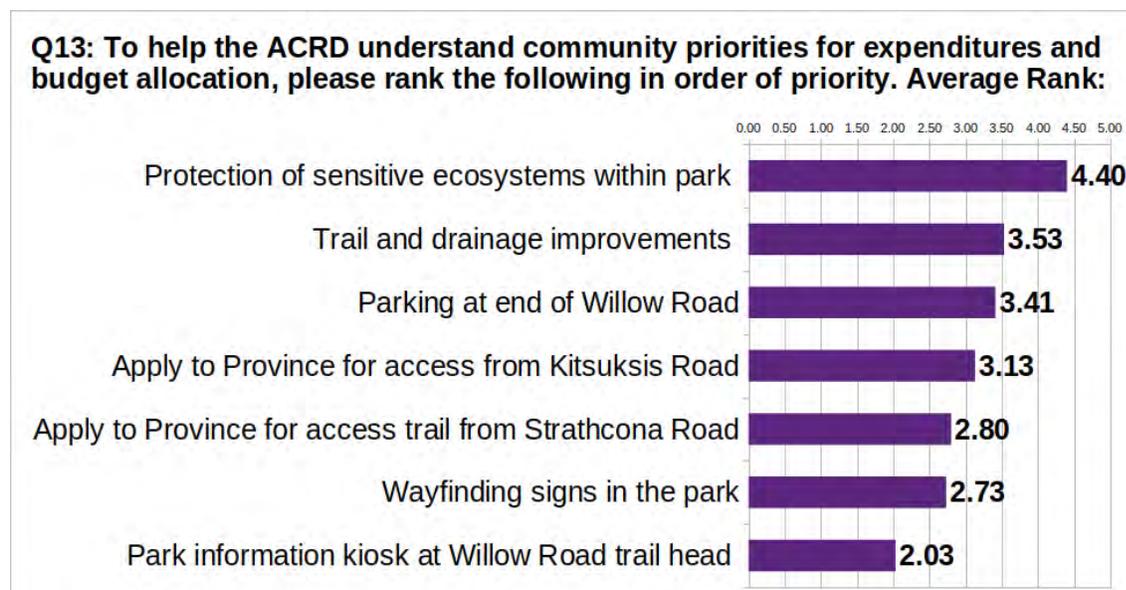
Q12: If you look 10 years into the future, what is your vision of what Maplehurst Park will look like?



Priorities for Park Expenditures

Respondents were asked to rank seven types of improvements to the park in order of priority for future budget allocations. The highest priority is protection of sensitive ecosystems within the park. This was followed by trail and drainage improvements, parking at end of Willow Road, securing an access from Kitsuksis Road through a permit from the Province, and securing an access from Strathcona Road. Wayfinding signs in the park and a park information kiosk at the Willow Road trail head were ranked the lowest overall.

The priority accorded to the protection of sensitive ecosystems is consistent with the vision for Maplehurst Park to be kept natural expressed by many under the previous question.



2.4 Other Comments

At the end of the survey, respondents had the opportunity to add any other comments. Fifty provided other comments. Nine expressed concern for the protection of the natural environment. Six asked that the park be kept as is/be left alone.

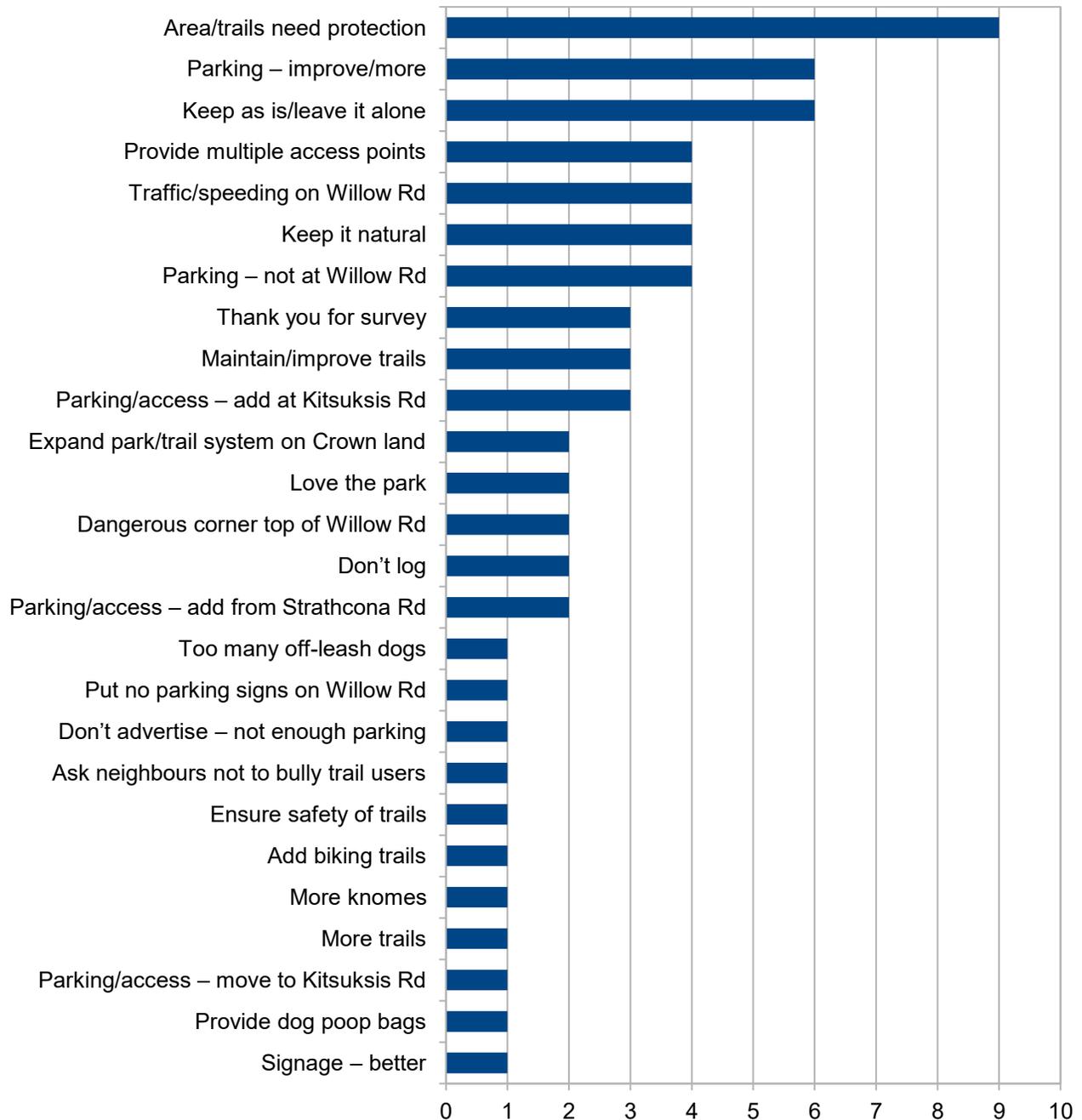
Parking was mentioned several times with concerns ranging from improving the existing parking situation, providing multiple access points to alleviate congestion at the Willow Road end, and providing parking and access from Kitsuksis Road and Strathcona Road.

Respondents also expressed their concerns about the dangerous corner at the top of Willow Road, speeding and traffic on the road, and one suggested to put no parking signs on Willow Road. One respondent asked that trail users not be bullied by neighbours.

Three respondents thanked the ACRD for seeking public input via the survey and a couple of respondents stated that they love the park. Respondents also mentioned the need for dog poop bags and more signage, a desire for biking trails, and for more gnomes.

The full range of comments is summarized in the bar graph below.

Q14: Other comments to inform the park planning process



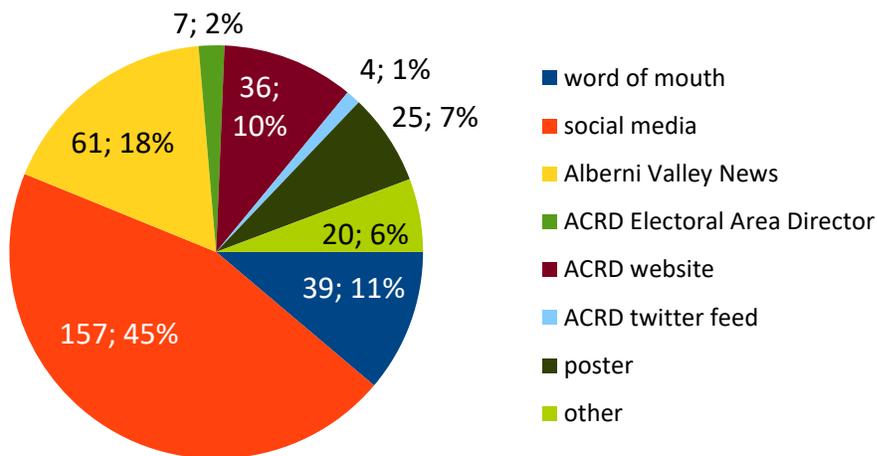
How Respondents Learned About the Survey

To understand how best to reach residents, survey respondents were asked how they learned about the survey.

Social media was the most effective in reaching respondents: 64 percent (157) indicated that they learned about the survey through social media. The next most effective outreach tool was the Alberni Valley News, 25 percent (61) learned about the survey through the local newspaper. Also important in reaching respondents is word of mouth. Sixteen percent (39) learned about the survey through word of mouth. Similarly effective is the ACRD website, which reached 15 percent (36).

Other ways respondents learned about the survey is through a poster (8% / 19), their electoral area director (3% / 7), and the ACRD twitter feed (2% / 4). Eight percent (20) indicated “other”.

Q15: To help us know how best to reach residents on this and other consultations in the future, please let us know how you learned about this survey



In-Person Consultations

3.0 Stakeholder Interviews

3.1 Park Neighbours

The consultant interviewed park neighbours living within 270 metres of the park entrance at the end of Willow Road. Many are frustrated with the amount of traffic on their street and the risk this poses to the safety of children and pets. Specific concerns mentioned are:

- The road is congested with park visitor vehicles on sunny weekends throughout the year;
- The street is no longer safe for kids and dogs to play due to traffic and speeding on Willow Road;
- The combination of the dangerous corner at the top of Willow Road and drivers speeding is an accident waiting to happen;
- Garbage and delivery trucks have difficulty turning around at end of street due to parking congestion;
- Neighbours have difficulty backing into their driveway with a trailer because too little room is left on either side of the driveway;
- Some park visitors are using residents' driveways to turn around. There have been incidents of park visitors backing into a neighbour's sign;
- On occasion, park visitors back into the ditch at the end of the road. When the shrubs are high and have leaved out, the ditch is barely visible. Neighbours or a tow truck have had to come to the rescue to pull out the vehicle.
- Some park visitors do not pick up after their dogs or drop dog poo bags on the side of the road;
- The road is turning into a parking lot.

One of the neighbours is not concerned about parking along the road shoulder, commenting that the road is public and belongs to everyone.

Neighbours suggested that, to alleviate the parking and traffic problem, the ACRD should move the main park entrance to Kitsuksis Road and develop a parking lot there. There are no homes fronting that stretch of road. The trail from Kitsuksis Road crosses the Crown land and connects to trails within the park. Note, as explained in the survey, the ACRD would have to apply for a

permit from the Province to formalize and manage that trails over the Crown land and to develop a parking lot. The application review process can take time and the application can be denied based on considerations of other possible future uses of the land.

3.2 Adjacent Tenure Holder

The Crown land to the Northwest of Maplehurst Park is under a woodlot tenure. Of concern to the woodlot tenure holder is that park visitors who also use the trails on the Crown land may not understand that the woodlot is not a park, may oppose the logging, could enter the woodlot during logging operations, and could pose a safety risk to themselves and workers. Communication through signage regarding park and woodlot boundaries is important so that the public can be aware of where the park ends and the woodlot tenure starts.

The tenure holder generally expressed his support for trails but wishes to see the Maplehurst Loop Trail re-routed to avoid areas in the woodlot that will be logged in the future. He suggested exploring possible alternate routes close to the creek that will not be logged and expressed his interest in working with the ACRD to develop access trails to the park.

3.3 Conservation and Trail Interests

Local residents involved in trail building and maintenance and in ecosystem restoration expressed their concern for sensitive ecosystems both within the park and on the adjacent Crown lands. They would like the ACRD and the Province to work together to protect those areas. They would also like to see the park expanded to include the Crown land to the West of the park – both for the protection of ecosystems and to secure the trails for recreational use into the future.

4.0 First Nations Engagement

The Park lies within the traditional territories of the Hupačasath and Tseshaht First Nations.

The consultant and ACRD staff made a brief presentation about the park planning process to the Tseshaht First Nation and had an informal meeting with the chief of the Hupačasath.

The ACRD is providing regular updates to the two First Nations on the planning project. Follow-up engagement is planned to learn more about First Nation interests, history, and continued presence on the Crown lands and within the park.

The First Nations will also receive a formal referral of the draft plan for comment.

5.0 Open House

A community open house was held on Wednesday, May 18, 2022, from 4 p.m. - 7 p.m. at the Cherry Creek Community Hall.

The open house presented the survey findings and asked residents to comment on a proposed vision statement for the park, community spirit/involvement, access and parking options, trail connectivity, and level of service/park maintenance. Open house participants were also asked to identify ‘quick wins’ and priorities for park improvements for the short-, medium- and long-term.

Appendix 3 provides a transcription of the comments received in response to the poster board discussion topics. Photos of the open house poster boards with the sticky note comments are provided in appendix 4.

5.1 Vision Statement

With respect to the vision statement, suggested additions focussed on the adjacent trail system. Some shared their vision of an expanded park that will include the trail system on the Crown lands. Another comment would like the ACRD and the community work with the woodlot tenure holder to establish trails within the licence area that will not conflict with sustainable forest management goals.

5.2 Community Spirit

On the community spirit board, one participant expressed their appreciation for the creator of the carved wooden signs. Others posted “no gnomes or fairies in the park”.

5.3 Access Options

The open house explored seven parking and access options to the park: improvements to parking at the end of Willow Road, a possible new access off Strathcona Street, either at the south or north end, access and parking at Cowley Road or Best Road, adding parking at the existing trailhead at Kitsuksis Road, and developing parking and a trail along the undeveloped Holly Road right-of-way.

All of the accesses presented had some supporters. Willow Road neighbours preferred developing a parking lot off Kitsuksis Road. Others wanted to see a connection made to the Cherry Creek neighbourhood and expressed their support for access from Strathcona Street. Yet others felt that the least impact on any nearby neighbours would be the development of a new access from Cowley or Best Road.

Access Options – 1. Willow Road

Comments on parking at Willow Road were divided. Several participants posted that Willow Road does not need more traffic, is in rough shape, and that there is no room for parking. One suggestion was to that an extension to Willow Road be built onto the Crown land and a parking lot added there. At the same time, one participant posted their concern about the many small creeks in that proposed parking area. Another comment supported parking improvements at Willow Road. In their experience, there are usually only about two to four cars on the street and just a small parking lot would help. A further comment is that Willow Road is a public road and residents should expect that people park on the road in front of their houses.

Access Options – 2. Strathcona South and 3. North

Comments were generally in agreement that the Cherry Creek neighbourhood needs access to the park. Two comments suggested that better trail access to the park should be a regional priority and funded regionally.

Access Options – 4. Cowley Road and 5. Best Road

One resident likes this access because it impacts the least people. On the other hand, comments expressed concern that the area off Best Road is swampy and has sensitive habitat and any development should respect the environment. Cooperation with the woodlot tenure holder is key for any trails that cross the woodlot. A further comment suggests that Maplehurst Park should be converted to a regional park with regional funding to be able to fund accesses.

Access Options – 6. Kitsuksis Road and 7. Holly Road

Comments overall support adding parking off Kitsuksis Road to take pressure off Willow Road. Comments point out that the area is well drained and easy to develop, the trail is already there – as opposed to building a new trail on the Holly Road right-of-way – and that while the access is further from Kitsuksis Creek, the trails are equally beautiful. One participant would like to see a parking lot at Kitsuksis Road and the addition of two to four parking spots at Willow Road.

5.4 Trail Connectivity

The open house presented a large map with park and surrounding trails, in particular the Kitsuksis Creek Dyke Trail, the Cherry Creek Trail and the adjacent Crown land trails. The map attracted a lot of attention and, in conversations with the consultant and staff, participants agreed that the park needs to be better connected to the community by developing multiple access points and linking it to other community and the Crown land trail networks.

5.5 Trail Maintenance/Level of Service

Eleven of the 16 participants who provided comments on the preferred level of service for Maplehurst Park indicated that they would like to see a low to medium level of maintenance for the park (level 3). This level of service is associated with a natural park space with limited and low maintenance infrastructure. Four participants wanted to see a medium to moderate level of maintenance with regular scheduled maintenance, more vegetation management and routinely inspected infrastructure to ensure public safety (level 2). One participant preferred no routine maintenance, no assets, and no vegetation management (level 4).

5.6 Priorities

The second last poster board asked participants to identify their priorities for park improvements and amenities.

Quick Wins

One key focus for quick wins (priority for year 1) is improving the parking situation at Willow Road by providing parking at Kitsuksis Road, keeping parking to a minimum at Willow Road, and making safety improvements to Willow Road and Compton Road by putting in speed bumps.

Other quick wins identified are garbage bins at entrances to the trail, access off Strathcona Road, making the public aware of park boundaries and surrounding land ownership, consultation with woodlot tenure holder, additional trail to link to the Dyke Trail system, keeping curbed edges and gravelled trails to boggy areas only and leaving them wild elsewhere.

Short-term Priorities

When it comes to short-term priorities (2-3 years), participants want to see multiple accesses to the park, acquisition of the Crown land to add to the park, and conversion of Maplehurst Park to a regional park to better reflect its use by residents from across the region and to ensure not only Cherry Creek residents pay for maintenance and park improvements. Another short-term priority is a parking area on a Holly Road extension, 66' wide by approximately 400' long.

Medium-term Priorities

Medium-term priorities (4-6 years) identified include developing a trail connection to the Dyke trail via Kitsuksis Creek and the rail road right-of-way, providing park access from the Cherry Creek neighbourhood.

Long-term Priorities

Long-term priorities (7-12 years) include implementing a plan that works for all – First Nations tenure holders, the public and public finances, preserving inter-connected trails and parks and creating a better understanding among the public of the sustainable forest management obligation of woodlot tenures. Participants also want to see all the area that has trails preserved for recreation.



Summary

6.0 Main Themes

Key themes that emerged from the public engagement events are to keep the park the way it is/keep it natural; prioritize protecting sensitive ecosystems when it comes to allocating park budgets; improve the parking situation at the end of Willow Road by developing and providing parking at other access points, in particular at Kitsuksis Road; protect the trails on the adjacent Crown lands system; expand the park; improve wayfinding; and build relationships with First Nations and the woodlot tenure holder.

Keep it the same/keep it natural

In responses to open-ended questions, the majority of online survey respondents expressed that they like the park the way it is. They do not want to see too much changed and want the park to stay natural (questions 10, 12 and 14). The value respondents place on keeping the park the way it is, is reflected in the priority they want the ACRD to assign to the protection of sensitive ecosystems within the park when considering future expenditures for the park (question 13).

The open house responses support the preference for keeping the park the same/natural. Most of the participants who provided comments on the preferred level of service for Maplehurst Park indicated that they would like to see a low to medium level of maintenance for the park. This level of service is associated with a natural park space with limited and low maintenance infrastructure.

Additional Parking and Park Accesses

Parking is a key area that needs improvement. Seventy-five percent of survey respondents indicated that improved parking is a very important or important future park amenity. This is echoed in the comments under the open-ended questions. Parking was also a top concern for park neighbours during in-person interviews. Both survey respondents and neighbours would like to see the parking congestion at the end of Willow Road resolved. Suggestions to improve the situation include more and improved parking at the end of Willow Road, moving parking away from Willow Road, and adding parking at Kitsuksis Road, Strathcona Road, or Best Road.

The open house explored seven parking and access options to the park: improvements to parking at the end of Willow Road, a possible new access off Strathcona Street, either at the south or north end, access and parking at Cowley Road or Best Road, adding parking at the

trailhead at Kitsuksis Road, and developing parking and a trail along the undeveloped Holly Road right-of-way.

Many comments supported adding parking off Kitsuksis Road. On the poster board that asked participants to identify their priorities, parking at Kitsuksis Road was identified most often as a “quick win”. Quick win is defined as an improvement over the coming year.

Views were more divided with regards to parking at the end of Willow Road. Suggestions ranged from no parking improvements, developing two to four spaces on Willow Road, to developing a new parking lot into the Crown lands, accessible from the end of Willow Road. One participant expressed concerns about the many small creeks and drainage systems in that off the end of Willow Road.

Park Expansion and Connectivity to Other Trail Systems

A vision for an expanded park that includes the adjacent Crown lands was supported by several participants. Adding the Crown land to the park was identified as a short-term priority (2-3 years) by two participants.

There was overall agreement that Maplehurst Park should be better connected to the Cherry Creek neighbourhood. There was also support for connections to other trail systems, such as Kitsuksis Creek Dyke trail via the railway right-of-way. Both were identified as medium-term priorities (4-6 years).

In acknowledgement of its use by residents from across the region and to help fund additional accesses to the park, participants suggested converting Maplehurst Park to a regional park.

Wayfinding

When it comes to smaller park upgrades and amenities, improvements to wayfinding through a trail map at key junctions in the park and more wayfinding/directional signage were the top desired future amenities in the park, next to parking improvements.

Building Relationships

The importance of building relationships and collaboration with First Nations and the woodlot tenure holder was expressed several times at the open house and seen as key to developing access points across the Crown land, preserving inter-connected trails and parks, and creating a better understanding and appreciation among the public of the woodlot tenure.

7.0 Next Steps

The input gathered through the engagement activities will guide the development of the vision, goals and actions in the Maplehurst Park Management Plan. The draft plan will be presented to the ACRD Committee of the Whole in early summer. Following Committee discussion of the draft plan, any requested edits will be made prior to referral of the plan to First Nations and posting it on the website for public comment.

Following the comment period, further revisions may be made prior to presenting the final park management plan to the ACRD Board for adoption.

Appendices

Appendix 1: Responses to open-ended Questions

Q10: Please add any other suggestions for future amenities or activities that you would like to see in the park.

Please move the trail head to Kitsuksis. The traffic is dangerous to the residents of Willow Road.

Move trailhead access from Willow to Kitsuksis. Install "no parking" signs at trailhead on Willow and along Willow Road; also install 50km/hr signs. Willow Road is a no thru road so on days when 100+ vehicles travel to the trailhead, it's more like 200+ vehicles. Willow and Compton are narrow and people speed.

Traffic on Willow Road has increased 20 fold, from dawn to darkness seven days a week

I love that this trail is so lightly used, so I would hate to see a lot more traffic brought in by picnic areas and larger parking

It would be nice if certain portions of path were drained better, but would not like to see gravelled paths throughout the forest. Of concern to me is the woodlot which covers the northern 1/3 portion of the park. I would hate to see the forest "selectively logged"

To stop any logging in the area

A garbage bin at the main access point on Willow Road and maybe a receptacle for dog waste bags.

I am originally from a small town in the interior. The nature parks there were over run by drug dealers and string meth labs to the point where it became dangerous to visit them even in the daytime. String meth is mixed in foam coolers lined with string and barried underground in out of the way places until the liquid chemical crystallizes on the strings. It is then dug up and sold locally or exchanged for cocaine, increasing that drug market as well. Your parks need way more security and police patrols so this does not happen to your parks. You also might want to install gates to keep people out at night, parking lot lights and park hours. Also build trails that criss cross to keep areas of the park from being too secluded.

I love that the trail remains rustic and would hate to see it glammed up too much. The residents who live at the end of Willow Rd must get frustrated with the constant influx of hikers, so anything to relieve that stress would be great.

I would just prefer better parking but otherwise this trail is perfect the way it is.

Adding too many "amenities" to the park and trails detracts from its natural state.

More park entrances and trail improvements.

Trail needs to be wider, at least two, three people wide

I would like to see a proper parking lot off Strathcona or Kitsuksis so the speeding cars would be eliminated from Willow Rd.

Would love to see actual biking trails go in! Biking is getting more and more popular in our community and we should build on it :)

I reside on Willow Rd and the increased traffic has many neighbours irate due to the lack of respect for their properties and several people have no respect for the safety of the children

in our vicinity. Many have been approached about their speed and have been verbally abused by the drivers. A parking lot on Strathcona I think would be an appropriate location as the street is shorter with signage to control intersection and provides alternate routes to access the park. Is there a section of crown land on Strathcona? Since the park is in Cherry Creek district have the parking lot there also.

An alternative could be Kitsuksis as there is crown land there and the proximity to sections of the trail is accessible.

Don't add a picnic site. This will lead to garbage, and then that becomes a bear or cougar attractant.

Leave it alone. Urbanizing the forest like the Scott Kenny Roger Creek Ravine disaster is not an improvement to nature.

Would prefer not too much development as I appreciate how quiet it is in the park and like trails where it's not too busy which is why I make the drive from my home to enjoy this park.

Promotion as being part of Port Alberni's amenities: City of Trails.

The trails could be wider

A parking lot on Kitsuksus Road is a high priority. There is no parking on Willow Road, and the traffic situation is very bad. Cars speeding on Compton where I live and the houses at the end of Willow are really impacted by this lack of parking.

I like the fact that it is very natural and rustic and would be reluctant to endorse any "improvements" that would take away from this.

The trail is fine the way it is. Don't try to make too many changes. The major issue is parking.

Doggy poop bags and garbage can

Additional access points/trails

I think these trails are amazing, I like that they are low key but well maintained.

outhouses

If the trail was significantly improved I worry it would take away from the tranquility the trail currently boosts. I enjoy the roughness of the trail and having to navigate the seasonal conditions

More parking space at the trailhead at the end of Willow Road.

would like an off leash area

I would love to see that bridge to cross over!!! That would be awesome!!!!

A garbage can as people often leave dog bags around

Better area to park..not sure that Strathcona is the best solution though. maybe Best Rd would work best

Move the trail head off willow road, it needs a proper parking lot.

This is a nice trail however living in the vicinity of other trails, I can understand residents' frustration with parking, dog pooh, unleashed dogs, speeding and wandering into private property most importantly. Unfortunately the pandemic mixed with all trails and social media has made most trail traffic pretty high. I just did some trails by the hole in wall this am cold Thursday and passed about 25 people around 930am. As nice of a walk as maplehurst is, I sympathize with the residents and feel if possible for an area to park where it's not so

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| disruptive it would be nice. All trails is user based and has put trails through my rural property and it's a constant battle and liability i wish on no one, regardless of mass private property signs people are becoming more entitled. |
| Keep it basically as is. A bit of signage would be fine. Don't open it up. Part of what makes it great is it is t well known! |
| Trail markers throughout the system would be helpful |
| A garbage can at trail head |
| Don't fix what isn't broken. I love the natural state of this hidden gem. |
| I do feel bad for the people who live in the cul-de-sac as this is a very popular park but would rather see funds spent on new trails than appeasing neighbours when people park on the public streets. |
| Maplehurst trail needs a parking lot off of Willow road. This is a dead end road with half the town parking in peoples driveway, driving on lawns letting their dogs poop Everywhere, having conflict with the nieghbours. Speeding like willow road is a highway. Dogs have been run over, I'm just surprised a child hasn't been killed. Please move the trail head off of Willow road. Our nieghbourhood has been ruined by this trail. |
| Doggy bags and garbage cans |
| I am hoping to see a strategic plan for more trails in port Alberni. It seems many or our trails are being logged. I do support logging but why does it need to be so close to the city/acrd? We want to create a healthier port Alberni having long term access to nature and trails is a part of that. I truly hope this is the start of long term planning for maintaining trails that won't just be logged a few years from now - like the inlet trail for example. It's just a shame. |
| Leave it as natural as we can |
| Garbage receptacle at trailhead(s). An outhouse would also be awesome. |
| An outhouse at every park in Port Alberni would be wonderful for me and many others. But I am happy too with just the park/trails. Its why I stay here. I manage. |
| Why don't you leave it the way it is? It's just fine the way it is. |
| Benches or logs for sitting if people would like to sit and enjoy the views. But not important. |
| Maybe a bench or two but I love it just being natural fuck dude |
| None |
| Overall I'd like to see it remain much the same as it is. The entrance off Willow Road gets very muddy in the rainy season so improvements to the trail in that area would be nice |
| I love this trail!! |
| mountain bike trails and access Kitsucsis to Strathcona and Willow to Best |
| I'd really like to see this network connect to strathcona road. Also expanding the trail into the crown land. I like the trail is more natural and not a perfect manicured walking path. |
| Stay as natural as possible! |
| Perhaps 1 or 2 sitting benches. No picnic area as feel garbage will be left behind. Perhaps an outhouse. |

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| The park doesn't need development past what is already there. The maintenance is performed for free by volunteers and with a very light touch, which results in a relatively unspoiled environment. |
| Need a wide turn around and parking at end of Willow. Turning around at the existing end of Willow is dangerous now with the deep ditch! |
| Please move the entrance to the trail Willow Rd is not an acceptable thru entrance to the beginning of the trail |
| This park should be developed to ensure that environmentally the area is left natural with a trail system that is friendly to those using it for a wide variety of activities (biking, walking, running). |
| Need to locate a parking lot away from Willow Road to have trail users access from another location that is not a residential street with dogs/kids/safety concerns. Parking lot constructed off of kitsutkis Road with signs indicating this is the access point would be most suitable option as this location would not effect neighbors. |
| Trail maintenance is an ongoing process, it changes year by year. What is being accomplished at this time by volunteers is perfectly adequate. |
| Fall salmon migration information /viewing locations. |
| A way to relieve parking pressure at Willow Rd entrance would be to establish another entrance from Kitsuksis Rd., lovely varied country sw of Maplehurst & quite an addition in territory. |
| I recommend parking off KITSUKSIS not in the residential area the homeowners are not happy on WILLOW road |
| Teachers often give tours and talks in the area, both for school children and for others interested in learning about foraging. A gathering place a bit away from the trail, with woodblocks for sitting on, could be useful. |
| I think there should also be an access point from Kitsuksis Road. There are established trails that lead to this road. Some parking is available along the road, and more could be established. This would reduce pressure on Willow Road. There is an important Garry Oak Ecosystem that needs to be considered is formal trails/parking is established on Crown land (outside of the park). |
| parking is my highest priority. It is such a beautiful trail but very frustrating finding a place to park |
| Washrooms of some sort. Pit toilets or portables |
| Parking and a sign! |

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| Q12: If you look ten years into the future, what is your vision of what Maplehurst Park will look like? |
| Access from Kitsuksis. |
| A trail for everyone to enjoy and a safe place for everyone to park. |
| Access off Kitsuksis Road |

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| Access to Maplehurst Park will have been moved and access to the park from Willow Road will no longer be possible. |
| I hope in 10 years, the park will look exactly as it does right now, it's a walking trail. I do hope the main entrance will be relocated where there will be better access. Willow Road is not big enough to accommodate the traffic as it is right now, I can't imagine in ten years how much more traffic there will be and how much traffic will be speeding up and down the road. As it is right now, I'm surprised that there hasn't been any accidents coming around Willow Road corner, there has been many times where I have been cut off coming around the corner. I've even had to jump into the bush to avoid getting hit. Please consider moving the entrance for everyone, dogs included, safety! |
| Trail users bring their excited-to-go-for-a-walk dogs, barking at 5:30 in the morning Happy awakening! |
| The same but with longer trails up the creek. |
| A nice collection of trails where people can go and escape into nature. |
| The same. It's perfect |
| I would prefer it to remain as pristine as possible, I know there are a lot more visitors recently, I can no longer help with the trail maintenance as I used to, but still really enjoy the peacefulness and serenity of it. a few benches for rest stops would not go amiss. |
| Intact nature trails for everyone to enjoy |
| Please, please not overcrowded. Afraid it may become so. |
| Parking lot and signage for existing trails |
| Preferably as it is or with a larger trail system but continue to be respected by its user base. |
| A safe and beautiful nature walk for the community. |
| Remain as is |
| It should be maintained for safety reasons (snags looked after for example), but otherwise, it's wonderful just the way it is. |
| Very much the same as it is now |
| More entries to trail Additional parking Leave existing trails as they are |
| Multiple accessories with people using the park from all regions. |
| Much as it is. Don't encroach on its natural assets. |
| Additional access points and have the main access point/parking lot away from Willow road . Improved signage/maps for trails |
| The same, because it is a great trail and I like how it is rustic and not over populated. |
| Natural, peaceful walk in the wilderness |
| Better parking, bridge over the creek to access other trail systems accessible for families and dog owners |
| Maintained and well kept. Hopefully it can stay a walking trail |
| I think it is great the way it is now! |

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| Although better parking/access would be helpful, ideally I prefer nature to remain as untouched as possible. |
| Much as it is now. I almost worry about it being over developed because it's charm is the simplicity of it which allows it's natural beauty to be front and centre. |
| Relatively the same. It is pretty much perfect the way it is. |
| Keep it the same just maybe a little better maintained |
| Leave it as is. |
| Popular hiking and biking trail spot in our community! |
| Same as it looks now |
| Presently the trail is primarily a walking, jogging trail. Keep it that way just wide enough for walkers or infant strollers to pass comfortably. A chip or bark mulch bed Animal litter bags at junctions and entry points with receptacles at entry points Signage at trail junctions with distances and approximate walking times. Handrails on the steepest inclines A maintenance program to include all regional district trails Any increase of trail network would be kept at the greatest distance from private lands and property Move trail head to Strathcona or Kitsuksis roads with parking lot Post no parking signs along Willow Rd |
| For it to still be a nice walking trail |
| It will stay the beautiful tranquil place it always has been |
| Still rustic, but a larger network established |
| About the same, slightly more trails but hopefully not too busy |
| End on congestion on Willow Rd |
| Leave it alone |
| Bigger, but just as wild. |
| Unfortunately it will likely be destroyed by over use. |
| I love the idea of extending the trails, but keep it low-key. Trails not super wide that cut down trees, reducing that sensation of being enveloped by nature. |
| Better trail drainage for better year round usage. Better promotion of it's location. |
| AS a resident of Willow Road, I would like to see less traffic on the road, as safety is our priority. Visitors to the trail should have parking available elsewhere. Safety of families living on Willow Road should be a right, not a choice. |
| Maintain as is, except get parking off Willow and traffic off Compton. |
| Improved parking and access. |
| That the trails remain simple and accessible not promoted to tourists. |
| Very much the same other than improved parking. If it were part of a larger network of nature trails that would be fantastic too. I also appreciate that this is one of the few trails that is specifically for walkers, not bikers. |

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| Hopefully it won't change too much as it is fine the way it is. But hopefully there will be a better parking solution. I know the residents of Willow Street don't like the parking. |
| Continued trail maintenance but if it looked exactly the same that would be great. |
| Not a lot different than it is now. A bit more parking and signage. My nightmare is that it will be logged. |
| To be a nice beautiful piece of nature with a well maintained trail |
| Nature trail. Better parking by Willows |
| I would honestly be happy to see it in its current state without any trees being harvested. As it gains popularity, a better parking situation would be needed. |
| Much of the same. Untouched, quiet, off leash pet friendly. Preserving the biodiversity of the area is important to me and my family. |
| Add crown land if possible, protect more park. More trails within park. |
| Similar to now, quiet! |
| The same except with a formal/properly developed and maintained trail system. |
| that the trails are still there, no deforestation, garbage at the trail entrance for dog poop + poop bags more trails! |
| As close to the same as possible but with better parking. |
| improved access, signage, amenities and additional trails |
| a lot the same. it is a beautiful trail. |
| This area remains a greenspace in close proximity to residences in the Alberni Valley. The Park is a popular area for outdoor recreation and education. |
| much more extensive system, off leash area, a few more maps, |
| Still there |
| I would love to see the whole area connect out to Best road, across kitsuksis and over into Strathcona to link with the trails of Cherry creek. |
| A user friendly trail system utilized by all. |
| Hopefully the same, for the home owners that live at the main entrance point. |
| More protected areas in the linking crown land |
| For it still to be there and accessible by public |
| I hope it maintains its special feel and connection to nature |
| don't over do it, keep it natural, don't put up a bunch of signs and unnatural obstacles. keep it natural. |
| for question 13, there are numbers missing and I don't know if 1 or 7 is high or low..so i will go with low being low. |
| Same |
| the same |
| The trail not being on Willow road |
| Quiet, rugged, minimal impact on the environment, trails similar to how they have been in the past decade |

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| Willow road not being a trail head. And no I do not live on will nor the surrounding area. I have a property that experiences issues and am realistically sympathizing with the residents Should look like what it does now!!! |
| A complex trail system for outdoor enthusiast so you can always take advantage of the park regardless of fitness/skill level and time. |
| A nature reserve type area that is available for residents and guests to be able to experience the beauty of our area |
| Much the same as undisturbed as possible but tmwith better signage for safety sake so people don't get lost |
| In ten years I foresee more development happening in the surrounding areas around Maplehurst Park. I see Maplehurst Park as being a beautiful, quiet, and centrally located treed park amidst all the developed areas. |
| I appreciate the wildness of the location, but I think more consistent maintenance would benefit users. I think finding a happy medium between making the paths more accessible to users, and keeping the forest lush and wild, and respecting the biodiversity of the area. |
| I feel a trail head sign with clearly labeled paths would allow more people to feel comfortable not getting lost. I would love a garbage can for dog poop too. |
| maintained as it is and better marked trails |
| Keeping it as natural as possible. |
| Why put all your funds into this one park. What we really need is a plan to protect all the trails being logged - The Lookout, China Creek, Weiner Falls, so many more. I know the Sproat Lakers want the same. Need a MASTER TRAILS PLAN! Keep Maplehurst as close to wild as possible. |
| Move the trail access off of willow. I would love you to stand on willow road on a Saturday afternoon with your dog and grand children and are how many cars almost run you over. |
| Same slight inproo |
| Expanded trail system, small picnic area, well maintained trails. No future logging near the trails. |
| As green an natural as it is now. |
| As little changes as possible |
| Much the same as now, still intact |
| Very little distrupction to the current state |
| To try to keep it s8miliar to what it is now, with better parking and signage and maps |
| A more mature version of what it already is. I would like to see trails maintained, but not paved or graveled. |
| Lots of canopy, and left as natural as possible |
| The same lightly marked and natural trail it is today!!!! |
| The same hopefully, with little human intervention |
| I hope it doesn't change too much. |

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| Maintained to allow access and safety. I don't feel it needs to be 'developed' just maintained so it can be enjoyed in as close to natural state as possible. |
| Unchanged, un promoted and not used as some marketing tool to build a tourism economy. Or promote some huge new subdivision. |
| I would want it to still be a part of nature, and nothing more. |
| Better parking and benches. Possibly a small park somewhere in the middle where you could stop with kids for a break from walking. |
| It would look like a well looked after trail network available to use by many trail users to enjoy the forest. |
| Continuation of trail improvements. I like keep it natural |
| Improved trails and drainage, remain as natural as it is now but improvements to support higher traffic without the impact of that higher traffic |
| Pretty much the same, maybe access from other spots, better parking |
| The same |
| Not logged!!! Safe place for families to be in the Forrest without being too deep |
| None |
| Not logged. |
| Much the same as it is with some trail improvements in muddy and rooty areas |
| Well maintained trails and lots of parking!! |
| Stay the same |
| More mountain biking trails |
| The same but with better parking. |
| Hopefully a larger trail network, properly connecting to strathcona road |
| Exactly the same as it is today, as a rustic trail with sufficient parking. |
| Much the same as it is now. Why spoil what is there? |
| Maintenance is all it needs for my liking |
| The trail should be enjoyed by all !!! The trail should not be impacted by traffic in a residential area |
| Similar to what it is now with some improvements to the trails and drainage systems. |
| A park that is the blueprint for the establishment of other parks. It has sound environmental principles that protects the environment and allows recreational usage. |
| Maplehurst Park and all it's regional trails should be maintained as a forested oasis that is accessible to most regional residents. |
| This will be the ACRD's most utilized trail especially if improvements are made and a parking lot located off of Kitsutkis Road. |
| One of the nice aspects of the Maplehurst trails is the fact they are not overcrowded, I think the current users of the park would agree with this. |
| Access from strathcona rd. With extra parking. Maps at trail heads. Still very raw and natural. |
| Hopefully the current total trail configuration will still be in place with some of the upgrades/suggestions acted upon. |

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| IT STAYS THE SAME |
| Less congested parking and continued community use. |
| For it to stay the same |
| no access from willow road |
| Nice outdoor walking areas for the district |
| More signs telling you where you are and better parking. |
| maintain what is there |
| An intact and |
| Same as now, but with better signage & trail maintenance - a passive recreational trail, left as natural as possible. |
| Improved parking and signage. Trails maintained. |
| Improved up keep of the trails |
| Drainage |
| Expanded parking area |
| A good safe place to park off of Kitsuksus Road. maybe an entrance off Strathcona |
| The same as it does now, natural! |
| Crown land around Maplehurst Park becomes a provincial or regional park. |
| Still the same |
| Hopefully still similar. Tranquil and quiet. Well kept. Safe. |
| Keep the natural beauty of the park but add some parking and a sign and more knomes ! |

Question 14: Please provide us with any other comments to inform the Maplehurst Park Management Planning Process

More dogs and bear will die if the traffic continues on Willow Road.

Willow Road was build in 1960 with the intent to access 15 lots. The people there bought these lots to build their dream homes on a nice dead end road. We did not expect at any time that the traffic to increase by 50 cars a day. The traffic goes from dawn to dusk with no consideration for the residents of Willow Road. There is no parking at the end of the road, all the trail walkers park down the sides of the road. This is very dangerous for the locals trying to inch out of their driveways. Strangers standing in your driveways visiting after their walks, yelling at the home owners. You don't own the road. Every home owner on Willow Road dreads the weekend and the sunshine. Please I'm pleading with you to give us out safe neighbourhood back. Build a proper parking lot on Kitsuksis.

Never been (yet), but I would like to contribute to the survey.

We often walk through to Kitsuksis and then turn down to maplehurst. Some people still persist in discarding casual garbage such as kleenex, candy wrappers etc. we clean up all we see. my priorities are only 1, and 2 really, we have been walking this trail system seems like forever, fresh air, exercise, and communing with nature, and close to home. what could be better? please do not "improve" it . do not spoil the naturalness, the people who use it do not mind a little roughing it.

It is possible to get lost on the trails, better signage would help.

I live at the property at the corner of Compton and Willow/ 5415 Willow. That corner is a dangerous corner, especially in the winter with the slope in the road . People coming toward Willow cut the corner and I am surprised there aren't accidents. Especially in winter.

See my remarks about trail safety above. Unsafe trails can ruin a community.

Thank you for ensuring the longevity of this beautiful, rustic place that allows moments of peace and appreciation of nature.

Continues repair and maintenance improvements yearly

As mentioned, new trail network for bikers would be awesome!

Parking lot required but not along a street or taking away from the established trail system. Primarily my reason for requesting the planning commission apply for access on Kitsuksis and/or Strathcona roads.

Leave it alone.

We find the trail so valuable - hopefully the trail system will be improved & developed.

I hope as much of the natural beauty of Maplehurst will be preserved.

AS a resident of Willow Road, I would like to see less traffic on the road, as safety is our priority. Visitors to the trail should have parking available elsewhere. Safety of families living on Willow Road should be a right, not a choice.

Maplehurst is a huge asset for valley residents, but it shouldn't have a negative impact on residents of Compton Rd. and Willow Rd. As it is, we have too many vehicles driving far quickly on a road with no shoulder, and with a blind corner, just to get to the end of the road to walk their dog.

More access points would cause less congestion at the trail head

Keep as is.

stewardship of the natural eco-system is essential. It is what makes it so special.

Letting the neighbours know not to bully users of the trails system.

Preserve and don't log it please

It should be enhanced and promoted along with other informal trails that abound in the region yet which have no protection from development and logging. There is no serious recreational planning in evidence for RD residents. That's why recreational values are bulldozed with increasing frequency.

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| Love the park |
| I think having multiple entry points will reduce the pressure on the willow road entrance. |
| The trail is getting worn down and as more people discover it it will be essential that it be protected and re-enforced. |
| There are errors on this survey..can't complete is fully. |
| Port Alberni advertises trails like this and hole and the wall and there is not adequate parking. Perhaps they should advertise parks that have easy parking |
| leave it alone |
| Get the trail head off of Willow road |
| It's my favourite! Thanks for asking for input via the survey! |
| The parking would be my only suggestion. Trails are trails, users should have some idea of navigation and physical ability. There are plenty other trails and areas to walk if people are lacking those... |
| Parking must be annoying for the neighbours, but there are always spots available and I have not seen drainage issues while I was there. Road building and parking lots are very expensive, not a good use of tax money. Maybe show a longer route on the map, as I previously mentioned, and indicate multiple parking opportunities along the way. This park has too many off leash dogs. The first loop off Willow should be the poopy loop with doggie bags and a garbage can to drop off the load, if anything. My guess is most people are only there for 20 minutes while the doggie gets some relief. |
| The trail head from willow should only be access by foot traffic. No parking signs should be installed all the way up the willow road. |
| No logging. |
| N/A |
| I think the additional access trails only matter to people who live in the immediate area. |
| Why not leave it be, credit us back at tax time. |
| Thx for addressing this |
| None |
| Please please connect this to strathcona road. And expand trail network into the crown land |
| I have left the previous answer spaces blank because there is no option for"leaving thing alone". Protecting existing assets doesn't imply throwing money and resources at them. |
| Please move parking ideas to kitsiksis as it has the least impact on any residential area . There are no houses with in a reasonable area . Parking up kitsuksis would not impact residents as it does on willow. Willow rd has a 90' corner leading to the trail . Car constantly turn to sharp and end up in the wrong lane . There have been many close calls , it's only a matter of time before there a serious accident |

I cannot find any boundaries for an existing Maplehurst Park on ACRD website. Planning for any park should include at least all lands on which all Maplehurst trails currently run as well as planning for a future expansion. To relieve congestion an informal parking area could also be created at the Kitsuksis entrance.

If parking lot constructed off of Willow Road there will be increased traffic on Willow Road. It is critical to establish new access points and parking lot(s) away from Willow Road. If a parking lot is constructed off of Willow Road it should be placed at a significant distance away from current end of street.

Despite what I have indicated above maybe just improve the parking and leave the trail system as is.

Thank you for, through this survey, reflecting the significant importance of this recreational opportunity to the community.

Better parking not on WILLOW

This area needs protection, not "improvements". There are plenty of other trails in the ACRD that are in more urgent need of upgrades and bridge repairs eg Inlet Trail, Log Train Trail. ACRD should also consider taking on responsibility for the Rogers Creek Nature Trail/Log Train Trail network which is intensively used and need maintenance. Lets spend our tax money wisely.

There is no place to park at the end of Willow Road

More knomes !

Appendix 2: Survey

Maplehurst Park Planning Project

Let's Connect ACRD

ACRD Maplehurst Park Management Plan Survey

Thank you for completing this 5-8 minute survey to help us understand how Maplehurst Park is currently used and to share your ideas and long term vision for the park.

Where do you live?

(Choose any one option)

- Bamfield Electoral Area "A"
- Beaufort Electoral Area "B"
- Long Beach Electoral Area "C"
- Sproat Lake Electoral Area "D"
- Beaver Creek Electoral Area "E"
- Cherry Creek Electoral Area "F"
- City of Port Alberni
- District of Tofino
- District of Ucluelet
- First Nations community (Maa-nulth Treaty land or non-treaty IR)
- Outside of the ACRD

How do you get to Maplehurst Park? Select all that apply.

(Choose all that apply)

- By car
- Walking
- By bike
- Other (please specify)

What is your age group?

(Choose any one option)

- Less than 12 years old
- Between 13 and 19 years old
- 20-29
- 30-39
- 40-49
- 50-59
- 60-69
- 70+

For how many years have you been visiting Maplehurst Park?

(Choose any one option)

- I have never visited Maplehurst Park
- I just discovered the park within the last year
- For more than 1 year but less than 5 years
- For more than 5 years but less than 10 years
- For more than 10 years.
- Other (please specify)

Maplehurst Park Planning Project

Let's Connect ACRD

How did you first find out about Maplehurst Park?

(Choose any one option)

- I just happened upon it going for a walk in the neighbourhood.
- Word of mouth
- A social media post
- An on-line trail app (e.g. All Trails, Gaia Maps, etc)
- Alberni-Clayoquot Regional District website
- I can't remember
- Other (please specify)

How often do you visit Maplehurst Park?

(Choose any one option)

- Almost daily.
- Several times a week.
- Once or twice a week.
- Once to three times a month.
- Once every few months.
- One or twice a year.
- Every few years.
- Never.

What do you like to do when you visit Maplehurst Park? Select all that apply.

(Choose all that apply)

- Walking (without dog)
- Dog walking
- Jogging or running
- Mountain biking
- Nature photography
- Mushroom picking
- Bird watching
- Trail building and other park improvement projects
- Other (please specify)

What do you enjoy most about Maplehurst Park? Select all that apply.

(Choose all that apply)

- The tranquility.
- The trails.
- Being in nature.
- The proximity to where I live.
- The river.
- The friendly visitors I run into.
- The native plants and wildlife.
- Outdoor recreation.
- Other (please specify)

What possible future amenities would you like to see in and adjacent to Maplehurst Park. Please identify the level of importance.

| Questions | Very important | Somewhat important | Neutral | Not very important | Not important at all |
|--|----------------|--------------------|---------|--------------------|----------------------|
| An information kiosk with trail map and info about the park. | | | | | |
| A trail map at one or two key junctions in the park. | | | | | |
| Additional wayfinding signs in the park. | | | | | |
| A picnic area. | | | | | |
| Improved Parking area(s). | | | | | |

Maplehurst Park Planning Project

Let's Connect ACRD

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|---|--|--|--|--|--|
| An access trail from Strathcona Road and bridge over Kitsuksis Creek (requires permit from Ministry of Transportation). | | | | | |
| Improvements to existing trails (e.g. drainage and trail surface improvements). | | | | | |

Please add any other suggestions for future amenities or activities that you would like to see in the park.

The main access to Maplehurst Park is from the end of Willow Road. However, there are also a number of informal trails on the adjacent Crown land to the West of the Park, accessed from Kitsuksis Road. Regional Districts can apply to the Province to formally establish recreational trails on Crown land under the *Forest Range Practices Act* and assume maintenance of the trails.

Applications have to go through a formal approval process with the Province. If the application were successful and trails are formally established, they would receive consideration in planning of forest activities. However, it is important to understand that establishment of a recreational trail would not restrict other uses on the Crown land, such as forestry activities, and would not abrogate First Nations interests and rights.

| Questions | Strongly agree | Somewhat agree | Neither agree nor disagree | Somewhat disagree | Strongly disagree |
|--|----------------|----------------|----------------------------|-------------------|-------------------|
| Please indicate your level of support for the ACRD to apply to formally establish the trail system on the adjacent Crown land. | | | | | |

If you look ten years into the future, what is your vision of what Maplehurst Park will look like?

To help the ACRD understand community priorities for expenditures and budget allocation, please rank the following in order of priority.

(Rank each option)

- _____ Trail and drainage improvements
- _____ Protection of sensitive ecosystems within park
- _____ Parking at end of Willow Road
- _____ Apply to Province for access trail from Strathcona Road
- _____ Apply to Province for access from Kitsuksis Road
- _____ Wayfinding signs in the park
- _____ Park information kiosk at Willow Road trail head

Please provide us with any other comments to inform the Maplehurst Park planning project.

Maplehurst Park Planning Project

Let's Connect ACRD

To help us know how best to reach residents on this and other consultations in the future, please let us know how you learned about this survey.

(Choose all that apply)

- Word of mouth
- Social media
- Alberni Valley News
- ACRD Electoral Area Director
- ACRD website
- ACRD twitter feed
- Poster
- Other (please specify)

Appendix 3: Comments from Open House

Participants were encouraged to provide input by leaving comments on sticky notes on many of the poster boards. The comments are transcribed below, organized by poster board.

Welcome

First Nations consultation should be done early and before public consultation.

Where do you live?

Sproat Lake Area D – 2
Beaver Creek Area E – 2
Beaver Creek Area E at Willow Road – 9
Cherry Creek – 4
Port Alberni – 12

Note, a number of people did not post a pin. The open house was attended by approximately 55 participants, based on intermittent counts throughout the afternoon.

Vision Statement

- The trail system is much bigger than the park. It should all be protected.
- Interconnected trail systems and parks are very important to preserve for the future. (plus 3 green dots to show support)
- Expand park to enclose the trail system
- New parking lot at end of Willow.
- The ACRD and community can work with the woodlot tenure holder to establish trails within the licence area that will not conflict with sustainable forest management goals. (plus 1 green dot to show support)
- The park boundaries should be expanded and include the neighbouring Crown land toward Kitsuksis and the tenured land to the NW of the current park.
- I would like to see the current trail system included in an enlarged park if possible.
-

Survey Results – Future Amenities (level of importance) and other Suggestions for Future Amenities

- Include \$ estimates before or with different options and then ask for feedback.

Community Spirit

- Thanks Lyman for carved signs.
- No human items, nature is best.

- No gnomes or fairies please.
- No gnomes or fairies.

Access Options – 1. Willow Road

- Build extension to Willow Road to the West onto Crown land and ADD a parking lot.
- Many small creeks in proposed parking lot area.
- Most of the time, when I visit the park, there are only 2 – 4 cars on the street. I think adding proper parking spaces on Willow will help.
- No parking lot on Willow Road due to congestion and imposition on Willow Road properties.
- Willow Road is already in rough shape – no more traffic needed due to park.
- No room for parking lot on Willow.
- You bought your houses next to a public park, you should expect people to park on the road in front of your houses. The road is not your personal property – and yes it happens where I live too. I have felt threatened by residents in the past for parking/driving on Willow Road.

Access Options – 2. Strathcona Street South and 3. North

- Cherry Creek needs access. Favour these can be done.
- All electoral areas should share in the cost of upgrades – it is used by city people too.
- Better trail access north to Beaufort and east to Cherry Creek should be a regional priority.
- Road allowance on Strathcona 50 m north of Moore Road is (it seems to be) shorter than suggested access and associated bridge abutment costs. Cherry Creek ratepayers need access to Maplehurst Park and Trail system.

Access Options – 4. Cowley Road and 5. Best Road

- Parking lot at Cowley (verbal comment: impacts the least people)
- Very swampy off Best Road and quads are messing it up. Not nice for foot access.
- The Best Road access has sensitive habitat but it is untenured and could be built if done correctly respecting the environment. The Cowley Road access is an old road grade which will have a future road permit on it. The trail leading S to Maplehurst is an option but likely would not be a permitted trail (a licence of occupation) as has a tenure overlap (woodlot) could still work as a good trail in cooperation with the tenure holder.
- Maplehurst Park should be converted to a regional park with regional funding.

Access Options – 6. Kitsuksis Road and 7. Holly Road

- Parking lot should be off Kitsuksis – well drained and easy to develop.
- Expand the park to include all the access points – no need to build a trail on Holly Road right-of-way.

- Parking should be added on Kitsuksis Road and the trails from there to the park should be maintained. This would take some pressure of Willow Road parking situation.
- I personally do not care for trail access via Holly Road – long way to creek. Bypass to close to houses.
- Access off Kitsuksis would be nice. Although trails are further from creek this part of the park is equally beautiful. I agree parking here would take pressure off Willow.
- Parking here in addition to 2 – 4 parking spots at Willow.

Connectivity

No comments solicited on this board.

Trail Maintenance

Levels of Service

Level 1 – Highest Level of Maintenance – no dots

Level 2 – Medium to Moderate Level of Maintenance – 4 dots

Level 3 – Low to Medium Level of Maintenance – 11 dots

Level 4 – No Routine Maintenance – 1 dot

Priorities

Quick wins

- Keep parking to a minimum on Willow Road – place barriers on west side of culvert parking area and shore up shoulder of pavement
- Make Kitsuksis Road primary parking area
- Gravel and small culverts in boggy areas only – the whole trail should not be too tidy with curbed edges and gravelled pavement. Keep trail wild!
- Garbage bin at entrances to the trail (plus a green dot of support)
- Speed bumps on hill of Willow Road
- Better parking
- Parking lot on Willow
- Access off Strathcona.
- Improve turn-around and parking space at end of Willow and add warning signs and speed bumps to control traffic.
- Calming bumps on Compton not just Willow.
- Safety concerns – speeding up Willow Road, - people parking anywhere, almost blocking driveways, not safe for children and pets
- Make public aware of the park borders and surrounding land ownership
- Traffic concerns on Willow Road
- Safety – Traffic concern on Willow Road too much
- Proper consultation with tenure holder for best results
- Move trail away from environmentally sensitive wet area off end of Willow Road

- Change the woodlot boundaries to encompass the area needed for the expanded trail system.
- Way too much traffic/parking problems on Willow Road impacting properties.
- Additional trail to link Dyke Trail system
- People that live on Willow Road do not want a parking lot

Short-term (within 2-3 years)

- Additional parking on Willow
- Enlarge park to protect all trails and give more access options
- Interconnected trails and parks
- Make a parking area on a new Holly Road extension – 66’ wide by approx 400’ long graveled road. Cars would have room to park and turn around.
- Multiple points of access to Maplehurst Park
- Acquire Crown land for park (expand)
- Second this!! (referencing the above)
- Maplehurst should be converted to a regional park, especially given the usage of the park by residents of all areas of the Alberni Valley (and outsiders). The vast majority of survey respondents were from outside Cherry Creek area.
- Great idea (referencing the above)

Medium-term (within 4-6 years)

- Develop connections with Dyke Trail via Kitsuksis Creek and railroad
- Get a crossing into Cherry Creek to provide access to Maplehurst for more people.

Long-term (within 7 – 12 years)

- Permanent trails with major expenditures would be best places on untenured or land not supported by First Nations as they may need relocation over time.
- Continue to implement plan that works for all: First Nations, tenure holders, public, public finances
- Preserving inter-connected trails and parks for the future
- I agree (with above)
- Understand sustainable forest management obligation of woodlot tenures
- Preserve all the area that has trails. It is more valuable for recreation and CO2 storage

Appendix 4: Open House Poster Boards

Welcome!

Maplehurst Park Management Plan

This open house is part of a public engagement process to gather input for a park management plan for Maplehurst Park.

The plan will:

- outline a vision for the park
- summarize the park's cultural, natural and recreation values
- identify management gaps
- set out short, medium and long term priorities for the protection of the park's natural environment and the development of park amenities
- assist ACRD Board in budgeting and priority-setting for implementation of park projects

Park Planning Process

Jan - Mar 2022 Background Research

Feb - Mar 2022 On-line Survey Stakeholder Interviews Initial Meetings with First Nations

May 2022 Public Open House **We are here**

Jun 2022 Presentation of Draft Plan to ACRD and Committee of the Whole. Revisions to plan.

Jul/Aug 2022 Draft Plan referred to First Nations and posted for public comment. Final edits.

Aug/Oct 2022 Receipt and possible adoption of park plan by ACRD Board.

Maplehurst Park Quick Facts:

- 14.6 hectares (36 acres) in size.
- Within the traditional territories of the Nipawisawak and Tsechah First Nations
- Created in 1913 as part of a subdivision with over 6,000 city-sized lots. The small lot subdivision was cancelled in 1930 but the park remained.
- Located in Cherry Creek Ecological Area E
- Funded by the Cherry Creek community park services.
- Only road access at Willow Road.
- Park trail system extends into provincial Crown land to West and wooded terrain to Northwest.
- Includes a reach of Kitsukis Creek, a productive coho salmon stream.

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Vision Statement

Help Draft a Long-Term Vision for Maplehurst Park

A vision statement expresses a desired future. Below is a draft vision for Maplehurst Park. Write your suggested edits between the lines or on a sticky note below. Or, if you like the vision statement the way it is written, show your support with a green dot below.

Maplehurst Park protects a mature forest and river ecosystem. Kitsukis Creek provides habitat for salmon and an abundance of aquatic and upland species.

The park has a well-maintained rustic trail system. Trails signs blend in with the natural environment. Park amenities are minimal and located close to park entrances. There are several formal park entrances with small gravel parking areas, an information kiosk and a park map. There are also a few secondary entrances marked with trail sign posts.

The park's trail system is connected to a larger trail network in the community. Many park visitors are able to walk or ride their bikes to the park.

Sticky note comments:

The trail system is much bigger than the park. It should all be protected !!!

Expand park to enclose the trail system

Maplehurst is a cold winter

Place a Coloured Dot:

Green dots you like the vision statement
Yellow dots you provided basics to the text
Red dots you made significant edits to the text

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Survey Results

Respondent Profile

The online survey was open from February 7 to April 7, 2022 and gathered 251 responses. The following pie charts provide a snapshot of Maplehurst Park visitors, how often they visit the park, their activities in the park, and what they enjoy most about the park.

Q1: What area do you live in?

Q2: What is your age group?

Q3: How do you get to Maplehurst Park?

Q4: For how many years have you been visiting Maplehurst Park?

Q5: How did you first find out about Maplehurst Park?

Q6: How often do you visit Maplehurst Park?

Q7: What do you like to do when you visit the Park?

Q8: What do you enjoy most about Maplehurst Park?

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Survey Results

Future Amenities

Improved parking is very important or important to 76% of survey respondents.

The next most desired amenity is a trail map at one or two key junctions (56%). This is followed by an access trail from Strathcove Road and bridge over Kitsukis Creek (55%) and an information kiosk with trail map and information about the park (46%).

15% believe a picnic area is very important or important.

Other Suggestions

70 respondents made other suggestions for amenities.

Keep the park the same and keep it natural were mentioned the most often.

Improvements to parking is a concern for 27 respondents.

Solutions offered are:

- more or improved parking (6)
- parking/access moved away from Willow Road (5)
- parking added at Kitsukis Road (5)
- parking moved to Kitsukis Road (4)
- parking/access at Strathcove Road (3)
- more parking at Willow Road (2)
- add parking at Best Road (1)
- move parking to Best Road (1)

Benches are suggested by 4 respondents and signage by 3.

A few other suggestions are made by one or two people (see graph to the right).

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Survey Results

Vision for the Park

The survey asked to imagine the park in 10 years, 81 more than half of the 147 who responded to the question, want the park kept the same. In a similar vein, a further 20 want the park to stay natural.

42 see improved access and parking in the future. Similar in responses under question 10, solutions to the parking problem include: more and improved parking, moving the existing access away from Willow Road, adding parking at Kitsukis Road, and adding parking at Strathcona Street.

More signage, maintenance, improved drainage, more trails and an expanded park are also hopes for the future of the park.

Budget Priorities:

Survey respondents ranked seven types of park improvements in order of priority for future budget allocations.

The highest priority is protection of sensitive ecosystems. This priority is consistent with the vision for Maplehurst Park to be kept the same and be kept natural.

Other priorities are trail and drainage improvements (which supports protection of sensitive ecosystems), parking at the end of Willow Road, access from Kitsukis Road, and access from Strathcona Street.

While desired as future amenities (see question 9), wayfinding signs and a park information kiosk at the Willow Road trail head are less urgent.

The following few boards seek your input to help the ACRD narrow down the best option to improve parking at the park.

Q12: If you look 10 years into the future, what is your vision of what Maplehurst Park will look like?

| Item | Percentage |
|------------------------------------|------------|
| more signage | 100% |
| parking at end of Willow Road | 100% |
| more trails | 100% |
| improved drainage | 100% |
| expanded park | 100% |
| parking at Kitsukis Road | 100% |
| parking at Strathcona Street | 100% |
| improved access | 100% |
| more parking | 100% |
| trail and drainage improvements | 100% |
| protection of sensitive ecosystems | 100% |

Community Spirit

Spirit, Creativity, and Whimsy in the Park

There are many elements in Maplehurst Park that reflect the spirit of the people who maintain, enjoy and use the park – the volunteer-built trails and footbridges, the whiteboard where park visitors can leave a message, the hearts at trail intersections, the welcoming grubs at the trailhead, the fairies in tree crevices, the carved wooden signs. Those are elements which make the park welcoming, playful and unique.

Share your unique stories of the park and how you would like that community spirit to be supported and celebrated.

Access Options

1. Willow Road Parking Improvements

The end of Willow Road is currently the main access and parking area for park visitors. The area gets congested, especially on sunny days in the spring, summer and fall.

There are two options for improvements:

- Place a large culvert in the ditch and fill it in to widen the road to accommodate parking and vehicle turn-around.
- Construct a parking lot within the road right-of-way, under the Crown land.

Option A – Culvert the ditch

Pros:

- Budget available to complete in short-term.
- Improves drivers' safety.
- Adds a few parking spaces.

Cons:

- Does not add enough parking spaces to deal with demand on busy days.

Option B – Parking Lot

Pros:

- Budget available may be sufficient to complete.
- Alleviates congestion on Willow Road.

Cons:

- Requires engineering and environmental designs due to drainage issues.
- Cost estimate to be obtained but likely precludes developing other accesses in the short-term.
- Requires permit from Ministry of Transportation to construct within road right-of-way and from Province (if extends into Crown land).
- Does not reduce traffic on Willow Road.

Did we miss any pros or cons?

Access Options

2. Strathcona Street South and 3. North

There are several road rights-of-way off Strathcona Street that end at the park boundary. The ACRD could apply for a permit from the Ministry of Transportation to develop a trail in one of those road rights-of-way.

ACRD staff explored the two road rights-of-way shown on the map. A creek crossing would be required to connect to the trail system on the other side of Kitsukis Creek.

Pros:

- Indicated as very important or somewhat important by 50% of survey respondents.
- Cherry Creek Electoral Area residents find the park through their community park service but currently do not have convenient access.
- Access from Strathcona Street would provide a direct connection from the Cherry Creek neighbourhood to the park.
- It is typically an easy process to obtain a permit from the Ministry of Transportation to construct a trail within an unused road right-of-way.
- Angle parking could be developed within the road right-of-way.

Cons:

- This access requires a challenging bridge construction, with anchors above the flood zone, and at a site that is difficult to reach with equipment. A rough engineering estimate for one particular location suggests that the cost could be in the half million dollar range.
- The ACRD has not budgeted for this amount in its financial plan and would need to seek additional funding.
- Due to the cost of this option, development of other access points could not be funded in the short or even medium term.
- Access from Strathcona Street will increase the number of vehicles using that street.

Did we miss any pros or cons?

Access Options

4. Cowley Road and 5. Best Road

These two possible access points came up in discussions with the woodlot owner to the North of the park. Trails from Cowley or Best Road would cross Crown land and, in the case of Cowley Road, the woodlot tenure area. Both options would require a permit for the trail from the Province. Possible locations and feasibility of crossing the creek have not been explored yet.

Pros:

- A trail from Cowley Road or Best Road would open up another area for trails.
- The accesses are not adjacent to private residences.
- There is room for a parking area off the road.

Cons:

- The accesses are not close to where many park users live and, as a result, park users are likely to continue to drive to a closer access, such as Willow Road.
- The accesses are not within walking distance of many residents, requiring most park users to drive their vehicles.
- Possible trail alignments and potential creek crossings still have to be explored. Depending on the terrain, cost may be prohibitive.
- The access points are located within the Beaufort Electoral Area which does not have a community park service. A park service would have to be established to fund one of these options. Alternatively, Maplehurst Park could be converted to a regional park with regional funding.
- Identifying and setting up a governance system to fund one of these two accesses could take a couple of years.

Did we miss any pros or cons?




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Access Options

6. Kitsuksis Road and 7. Holly Road

There are two potential access points from Kitsuksis Road to Maplehurst Park:

- An existing trail that starts north of the mail boxes, crosses the Crown land and connects to the Park trails.
- A new trail could be constructed within the undeveloped Holly Road right-of-way.

Option A – Trail North of Mail Boxes

Pros:

- There are few direct neighbours who could be impacted by people and vehicle traffic at the trail head.
- The trail has been built and is in use.
- The area proposed for a parking lot is well drained and easy to develop.

Cons:

- Requires permit and tenure from Province for trail and parking lot. Success of application is uncertain since there are other competing interests in the Crown lands.
- Application process could take up to two years, delaying ACRD-funded improvements.
- Trail head is far from Maplehurst Park and Kitsuksis Creek and trail may not be used by many visitors who want to walk the shorter Maplehurst Park trail loop.
- Additional traffic through residential area on Kitsuksis Road.

Option B – New Trail along Holly Road

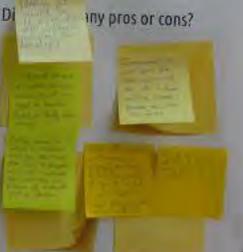
Pros:

- The application process to locate a trail within a Ministry of Transportation Road right-of-way is typically quicker than applying for a trail permit over Crown land.
- There are a number of existing connections from the Holly Road right-of-way to the larger trail network on the Crown lands.

Cons:

- Costly since it requires construction of a new 680 m long trail in addition to a parking lot.
- Trail would pass along the side yards of a few homes.
- Trail head is far from Maplehurst Park and Kitsuksis Creek and may not be preferred over the Willow Road park entrance.

Did we miss any pros or cons?

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Connectivity

Trail Network Connectivity

There are a number of community trails that could potentially be connected to Maplehurst Park. This has the following benefits:

- Access to a larger trail network from different neighbourhoods
- Increased walkability of neighbourhoods and associated health benefits to residents
- More residents living in greater proximity to nature and outdoor recreation, reducing vehicle trips to reach greenspace
- Multiple access points, reducing parking congestion at any one place

The following trails are close to Maplehurst Park:

- Crown land trails
- Cherry Creek trail
- Kitsuksis Dyke trail

Over time and as funding permits, the ACRD could apply for the necessary permits and tenures from the Province to formalize trails over the Crown land and/or construct trails within undeveloped road rights-of-way for greater trail connectivity.





Crown land trail



Kitsuksis Dyke trail



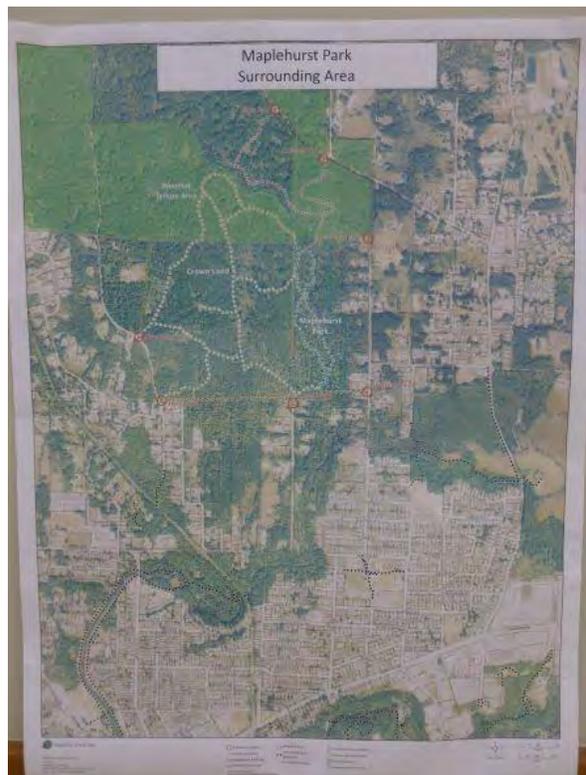
Cherry Creek trail

Please indicate the priority you want the ACRD to accord to trail connectivity to the park on the second to last board.

Note that obtaining permits for trails over Crown land would be without prejudice to First Nations' rights and interests. Other types of Crown land tenures may have precedence over trails under permit.

Trails that extend into the woodlot tenure to the Northwest of the Park may need to be closed during logging operations or may be re-routed.

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Trail Maintenance

Levels of Service

The ACRD has identified the following levels of services for its parks and trails. Indicate your preferred level of service for Maplehurst Park by marking an X in the appropriate row.

| LEVEL OF SERVICE CATEGORIES | | |
|---|--|---|
| LEVEL | STANDARD | USE |
| LEVEL 1 Highest level of Maintenance | Park maintained for first-class appearance. Maintenance weekly to multiple times a week. Infrastructure designed to highest standard and inspected regularly for public safety and high functionality. Vegetation kept pruned and manicured. No accumulated debris or litter onsite. | Highly visible, high profile parks and trails with intensive public use. |
| LEVEL 2 Medium to Moderate level of Maintenance | Parks and trails kept neat. Tolerance to effects of "wear and tear", moderate traffic and natural processes. Maintenance bi-monthly to weekly. Infrastructure designed to safely accommodate current level of use and routinely inspected for public safety. Vegetation kept pruned and maintained to accommodate current park use. Little to no accumulated debris or litter. | Medium to high level of intensive public use. |
| LEVEL 3 Low to Medium level of Maintenance | Natural park space. Maintenance performed monthly or in response to public complaints. Limited and low maintenance infrastructure designed for less intensive uses. Vegetation pruned or maintained for safety. Debris or litter cleaned up in response to public complaint. | intended to be a natural park space for low to medium use of constructed trail. |
| LEVEL 4 No Routine Maintenance | Natural park space. No scheduled routine maintenance or monitoring. No assets onsite. Vegetation management, debris or litter clean up in response to public complaint. | inactive park with no infrastructure. |

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Priorities

Quick wins, short-, medium-, and long-term priorities

Below are the key projects and initiatives reviewed in the survey and at this open house. Protection of sensitive ecosystem, the highest ranked priority in the survey, is an on-going activity and underpins all park projects. Write your priorities on a sticky note or directly into the corresponding quadrant. You are welcome to add other items that we may have missed.

Access options: Willow Rd (A: culvert, B: parking lot), Stramcona Rd, Cowley Rd, Best Rd, Kitsukis Rd (A: by mailboxes, B: at Holly Rd)

Signage: maps at key junctions, wayfinding signs in park, park information look at main entrance(s)

Trail Improvements: Fix drainage issues

Small amenities: Benches, picnic area, doggy-bag dispenser, garbage bin...

Connectivity: Develop connecting trails

Other: Support volunteer efforts, retain/encourage whimsical features, etc.

Short-term (within 2-3 years)

Medium-term (4-6 years)

Long-term (within 7-12 years)

Next Steps

Next Steps in the Planning Process

Jun 2022
Public Engagement Summary posted online

Jun 2022
Presentation of Draft Plan to ACRD Committee of the Whole
Revisions to plan

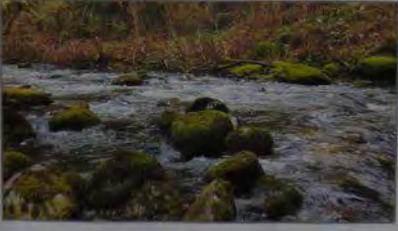
Jul/Aug 2022
Draft Plan posted for public comment and referred to First Nations
Final edits

Aug/Sep 2022
Receipt and possible adoption of park plan by ACRD Board

Implementation
Annual budget process allocates funding for capital projects
Fundraising to supplement budget for major projects

Project webpage: letsconnectacrdbd.ca/maplehurst-pmp

Thank you for your participation!



Poster board set up by a participant:

Maplehurst Park / Maplehurst Trail

What is the difference?

Current Map



Future Vision



Maplehurst





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REQUEST FOR DECISION

To: Alberni-Clayoquot Regional District Board of Directors
From: Michael McGregor, Lands and Resources Coordinator
Meeting Date: August 24, 2022
Subject: Maplehurst Park Management Plan – Governance and Expansion

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to not pursue Maplehurst trail expansion on adjacent Crown Lands in Beaver Creek and Beaufort Electoral Areas

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to maintain governance structure and fund operations for Maplehurst Park within the Cherry Creek Community Park service

Background:

Maplehurst Park falls within the Cherry Creek Electoral Area and is located along that Electoral Area's western boundary. It is funded by the Cherry Creek Community Parks Service. To the Northwest, Maplehurst Park borders the Beaufort Electoral Area. The Park's western and southern boundaries abut the administrative boundaries of Beaver Creek Electoral Area. The most popular access point is at the end of Willow Road within Beaver Creek Electoral Area. Based off survey data, it is believed that the largest user groups of the park in order of highest first are residents of the City of Port Alberni, Beaver Creek, and Cherry Creek.

The existing trail system on the neighboring Crown lands to the west within the Beaver Creek and Beaufort Electoral Areas was constructed by volunteers without provincial authorization and is currently not protected through any form of permit or tenure. When reviewing applications for tenures over the Crown land, the Ministry of Forests is not required to consider the trails in the review of the application and decision on award of a tenure.

Comments received to the survey as well as at the public open house showed the public interest in seeing the ACRD take an active role in protecting recreational use on the adjacent Crown land trail network. Suggestions included expanding the park to include the Crown lands or seeking a permit over the trail system from Recreation and Trails BC.

Local governments can apply to the Ministry of Forests, Recreation and Trails BC for a section 57 permit under the Forest and Range Practices Act to construct and maintain trails on Crown land. However, if the Crown land is also under a woodlot licence, a section 57 permit does not require the woodlot licence plan to consider the trail unless the province issues an order to protect the trail.

Local governments also have the option to apply to enter into a section 56 partnership agreement with Recreation and Trails BC to legally establish trails on Crown lands. If the Province establishes recreation objectives for the trails, then a woodlot licence holder that holds a licence over the same lands, must carry out primary forest activities in the area with the trail in a manner that is consistent with that objective.

Summary:

If the ACRD board were to support an initiative to take steps to secure an interest in the neighboring Crown lands to protect its recreation values, it would require a process where the first step is to pursue a Section 57 application which requires discussions with and obtaining support from the Ministry of Forests, Recreation and Trails BC, the Hupačasath and Tseshaht First Nations, and tenure holders.

If the ACRD were to expand park operations to the neighboring Crown lands it would result in taking on new assets within the Cherry Creek, Beaver Creek and potentially Beaufort Electoral Areas. The current governance structure would require the operations, maintenance, and eventual asset replacement funding to be included within each electoral area's community parks service, resulting in an increase of tax requisition for that service. Because Beaufort does not currently have a community parks service this would not allow expansion into the Beaufort Electoral Area. This noted, the majority of existing Crown land trails are within the Beaver Creek Electoral area and could be placed within the Beaver Creek Community Parks Service.

The Crown Land trails area is 3-4x the size of Maplehurst park, if the ACRD were successful in obtaining a permit for the surrounding Crown land recreational trails, it is anticipated that an increase of \$7,500 - \$10,000 would be required within the Beaver Creek Community Parks Service 2023 Financial Plan to fund annual operations, maintenance and asset replacement.

The public currently has access and utilizes the existing Crown land trails for recreational purposes. The resources required from the ACRD to expand into the Crown land trail network for the purposes of protecting recreational values is significant and the public benefit which would result is generally small. Staff recommend that the ACRD focus efforts and resources within the existing boundaries of Maplehurst Park, improving and securing formal access to the park and allowing the Province of British Columbia to manage the neighboring Crown lands as they see fit.

Time Requirements – Staff & Elected Officials:

No additional staff time is required for implementing the staff recommendation.

Financial:

No new financial implications are associated with the implementation of the staff recommendation.

Strategic Plan Implications:

This supports strategy 1.5 to review service levels for parks and trails to maximize their wellness values and benefits to economic development and COVID-19 recovery. It also supports strategy 5.1 to engage with community partners, identify opportunities for alignment and cooperation and this aligns with 5.2 to support reconciliation and partnering efforts.

Policy or Legislation:

As per Bylaw A1081 Cherry Creek Community Park Management which gives authority for the acquisition, development, management, operation, improvement and maintenance of land, buildings and other facilities for community parks and trails and associated recreational purposes.

Options Considered:

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to pursue the expansion of Maplehurst Park to protect recreation values of adjacent Crown land

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

Reviewed by: Wendy Thomson
Wendy Thomson, General Manager of Administrative Services

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



REQUEST FOR DECISION

To: Alberni-Clayoquot Regional District Board of Directors

From: Michael McGregor, Lands and Resources Coordinator

Meeting Date: August 24, 2022

Subject: Alberni Inlet Trail Expansion

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to consider the Franklin Bridge project when appropriate grants become available for a Steel Truss or Suspension Bridge.

Desired Outcome:

Outline requirements for potential Alberni Inlet Trail Extension and confirm the Boards direction for advancing this initiative.

Summary:

On June 29th, 2022 the attached Request for Decision was brought forward to the ACRD Committee of the Whole. After extensive deliberation the above recommendation was carried.

Time Requirements – Staff & Elected Officials:

Staff time to search for appropriate grants is part of existing activities. If a grant is confirmed then a project plan will be presented to the Board

Financial:

There are no new financial implications with seeking a grant.

Strategic Plan Implications:

This supports strategy 1.5 to review service levels for parks and trails to maximize their wellness values and benefits to economic development and COVID-19 recovery.

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

Reviewed by: Wendy Thomson
Wendy Thomson, General Manager of Administrative Services

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



REQUEST FOR DECISION

To: ACRD Committee of the Whole
From: Michael McGregor, Lands and Resources Coordinator
Meeting Date: June 29th, 2022
Subject: Alberni Inlet Trail Expansion

Recommendation:

THAT the Alberni-Clayoquot Regional District Committee of the Whole accept the report.

Desired Outcome:

Outline requirements for potential Alberni Inlet Trail Extension.

Background:

Presently the ACRD holds a licence for Phases 1 and 2 of the Alberni Inlet Trail with Mosaic Forest Management. Phase 2 ends at the Franklin River where there is a historical bridge which has collapsed. Volunteers from the community have through their own initiative, constructed phase 3 which is not a formal trail, from Franklin River to Headquarters Bay and the start of the Runners Trail. The Alberni Inlet Trail, including the informal stage 3 section is a section of the Vancouver Island Trail; a 800km trail connecting Victoria to Cape Scott.

The steps required to expand the Alberni Inlet Trail would be to ensure Phase 3 meets the minimum trail standards required for an ACRD trail, obtain a licence for Phase 3 with Mosaic and the Province, and construct a pedestrian crossing at Franklin River.

In Spring of 2021 the ACRD received letters from various community groups and their members urging the ACRD to expand the Alberni Inlet Trail to pursue formalizing stage 3, as well as construct a pedestrian crossing at Franklin River. In May of 2021 the ACRD Board of Directors directed staff to investigate options for this expansion including a feasibility study for the construction of a Franklin River pedestrian bridge.

The ACRD was successful in a grant application with the Province of British Columbia for a \$10,000 infrastructure planning grant to develop costed feasibility and design options for a Franklin Bridge pedestrian Crossing.

Summary:

Herold Engineering Ltd. was awarded a contract to complete a site review of the proposed bridge crossing; to assess the remaining historical bridge structure and comment on both its condition and the potential to be utilized in a new pedestrian crossing; and prepare class D costed options for three separate potential structure types.

After a site visit it was determined that the existing bridge structure which had collapsed roughly 5 years ago, holds no redeemable aspects and this location is not recommended to be utilized as a future pedestrian crossing. This structure has never been owned or operated by the ACRD but it may present a public safety concern if trail users have access to the rapidly failing structure.

The potential locations investigated required approximately 40 to 50 m, single span crossing. Considering cost, constructibility, user requirements and maintenance implications the following three bridge types were considered further.

| Description | Type "D" Cost Estimate |
|---|------------------------|
| 1. Steel Truss Bridge – 42 m span | \$ 1,210,000 |
| 2. Suspension Cable Type Bridge with flexible deck – 42 m span | \$ 866,000 |
| 3. Suspension Cable Type Bridge Manually operated Cable-Car – 50 m span | \$ 681,000 |

These are type "D" Cost Estimates based on preliminary design and site data. It is recommended that a minimum of 30% project contingency be included without further project planning or detailed design works.

In addition to dedicating the required funding to proceed with this project the ACRD would also need an expansion of the current Licence of Occupation with Mosaic Forest Management, and an additional permit for a crownland section of Stage 3. Informally, when asked what the general willingness to expand the current license to enable a Franklin River pedestrian crossing and Stage 3 of the Alberni Inlet Trail the response received was; "Mosaic has supported Stage 1 and Stage 2 of the Alberni Inlet Trail. Additional information and discussion would be valuable to understand Stage 3 details prior to supporting a pedestrian crossing at this location or a recreation trail."

Due to the large costs required, staff do not recommend allocating staff time or funding to pursue this project at this time. Through correspondence presented to the board in May of 2021 the Alberni Valley Outdoor Club, Vancouver Island Trail Association and the Vancouver Island section of the Alpine Club of Canada as well as members of the public had generously offered donations to assist in funding the construction of a Franklin River Pedestrian Crossing. With sufficient fundraising support from the community the ACRD could reconsider this project as a priority.

Time Requirements – Staff & Elected Officials:

Staff will share this report with interested parties who would like to see the expansion pursued.

Financial:

There are no current financial implications.

Strategic Plan Implications:

New and Existing Infrastructure: Implement Asset Management program to ensure sustainable capital reserve balances for infrastructure repair and replacement.

Following the 2021 Strategic plan the Regional Parks Service is committed to focusing on properly operating and maintaining its current infrastructure. Prioritizing funding repair and replacement of existing assets before investing in expansion.

Options Considered:

THAT the Alberni-Clayoquot Regional District Committee of the Whole recommend to the Board of Directors to direct staff to prioritize this project within the Community Services work plan and create a proposal within the 2023 financial plan to fund this project.

THAT the Alberni-Clayoquot Regional District Committee of the Whole recommend to the Board of Directors to direct staff to consider the Franklin Bridge project when appropriate grants become available.

THAT the Alberni-Clayoquot Regional District Committee of the Whole recommend to the Board of Directors to reconsider this project as a priority when community groups have raised \$170,000 (25%).

Submitted by: Jenny Bruhn
Jenny Bruhn, General Manager of Community Services

Reviewed by: Wendy Thomson
Wendy Thomson, General Manager of Administrative Services

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

Feasibility Study:

Franklin River Pedestrian Bridge Replacement

Prepared for:

Alberni-Clayoquot Regional District

Michael McGregor

Lands and Resources Coordinator

3008 5th Ave

Port Alberni, BC

V9Y 2E3

Prepared by:

Herold Engineering Limited

Herold Project Number: **5540-002**

3701 Shenton Road

Nanaimo, BC

V9T 2H1



Alberni-Clayoquot
Regional District



www.heroldengineering.com

May 31, 2022

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1 INTRODUCTION

Herold Engineering Limited (Herold Engineering) has completed a feasibility study and site review of the proposed new bridge crossing over the Franklin River for the Alberni-Clayoquot Regional District (ACRD). The crossing, known as Franklin River Bridge, is located south of the community of Port Alberni, BC, near the Vancouver Island Trail (49.41828 N, 124.65347 E), an 800 km multi-use trail connecting Victoria to Cape Scott at the northern tip of Vancouver Island.

It is our understanding that this review is to form part of a preliminary planning and development study to improve access to users and upgrade the bridge crossing at Franklin River. It is unknown when ACRD intends to construct the new bridge as it is contingent on securing funding for the project.

Herold Engineering has reviewed the site and presents the costed options for the design and construction of a new bridge-type structure to improve access. This includes the review of the trail and bridge alignment options and the review of the bridge superstructure and foundation options.

Fieldwork was conducted by Ali Sadeghi, P.Eng. (Herold Engineering) on March 1, 2022, accompanied by ACRD staff Michael McGregor, Lands and Resources Coordinator.

Copies of the map and photos of the site are included in **Appendix B & D**.

2 SCOPE OF REVIEW

The site review was limited to surficial measurements and observation only. This included a walkthrough assessment of the approaching trail to the north of the proposed bridge location. The review of the access from the south of the proposed bridge location was not feasible due to the river water level at the time of assessment. The assessment included observation of the channel characteristics downstream and upstream of the proposed bridge location and a recorded review of channel composition, historic highwater evidence, site conditions, and constrains for construction.

No topographic survey was completed by Herold Engineering and no survey information was made available by ACRD for this assignment. Options for bridge crossing presented in this report are based on topographic modeling using LiDAR information obtained through LiDAR BC – Open LiDAR Data Portal, presented and managed by BC provincial government. Herold Engineering does not assume responsibility for the accuracy of this data.

The following list of items does not form part of the scope of this investigation, but is recommended to refine the result of the assessment as presented in this report:

- Detailed topographic survey of the new bridge location to determine site geometry and bridge alignment;
- Geotechnical investigation to verify the suitability of the proposed foundations;
- Hydrological and Hydrotechnical assessment of Franklin River watershed to meet the requirements of a 200-year return peak flow event (i.e. Q200) including the impact of climate change;
- Environmental assessment to fulfill the permitting requirements and provide mitigation plans during and post construction; and
- Construction Planning Study to ensure effective execution of the construction of the bridge, considering the remote location and limited access to the project area.

3 DESIGN OBJECTIVES & GUIDELINES

All analyses for this review were completed in accordance with the following design objectives and guidelines:

- Design to satisfy the requirements of the Canadian Highway Bridge Design Code (CAN/CSA S6-19);
- Structure hydraulically designed to meet a 200-year return peak flow event. (i.e. Q_{200}) including the impact of climate change;
- Single span construction with foundations outside the wetted perimeter of Franklin River;
- Structure with a preferred clear deck width of 1.219 m (4');
- Intended use for pedestrians only (no cyclist, wheel chair, equestrian traffic or service vehicles);
- Relatively low maintenance structure with low maintenance costs in the long run; and
- The new structure to be located near the existing bridge location.

4 CURRENT SITE CONDITION

4.1 Site Condition - Existing Structure

The existing bridge structure at Franklin River consists of a four-span log stringer industrial bridge with timber decking and guardrails. The overall span of the structure was measured at over 50 m and is supported at each end by stacked log cribs and concrete/timber piles at the pier.

The existing structure is well beyond its expected service life, with mid spans no longer in place and approach spans with significant decay in the stringers and timber deck. Based on the condition of the log stringer, the structure has not seen industrial use in many years. A review of the air photos indicates the structure was accessible as late as 2018, with all spans in place. It's likely the structure was used at that time for pedestrian access before the catastrophic failure of the midspans. Although the concrete/timber pile pier is still in place, it's unlikely the pier could be utilized for the new the structure as significant spalling and decay were noted at the pier.

Generally, the existing bridge location is not suitable for a new pedestrian bridge crossing. Alignment and vehicle tracking that constrains the design of vehicle bridges do not usually impact pedestrian bridges. The existing crossing location may have been chosen to accommodate vehicle use and not intended for pedestrian access. As such, an alternative bridge location has been identified and presented in this report at approximately 30 m upstream from the existing bridge structure.

It is recommended that the remaining spans on the existing structure at each approach are removed and the structure deactivated. This will ensure the hydraulic performance of the river at the crossing location is not compromised in the future event when the remaining spans fail.

4.2 Site Condition – Channel

At the proposed bridge location (approximately 30m upstream from the existing bridge location), Franklin River is confined and narrowed by a steep, near-vertical bedrock rock bluff that extends approximately 20 m along the south channel bank. Immediately upstream and downstream of the rock bluff, the channel is incised by bedrock banks. On the north side, Franklin River is comprised of competent compacted glacial till and there is evidence of bank erosion and scour along the face of the bank, extending to the upstream and downstream of the proposed bridge location.

At the time of the site visit, the existing bridge soffit clearance was measured at approximately 5.5m from the stream bottom, with a water depth of approximately 2.5m. The channel is gently sloped at less than 5% and the stream parent material consists of cobbles, gravel and fines. No evidence of mass movements of large debris was noted.

5 REPLACEMENT OPTIONS

5.1 Bridge Alignment

The review of available aerial photos (Google Earth), LiDAR survey and field investigations suggest the new bridge crossing alignment can be located approximately 30m upstream from the existing bridge location, with the structure constructed perpendicular to the channel centerline.

If the bedrock along the south channel bank is found to be competent and can support the construction of the new bridge, this location would potentially yield the most optimized span length, as it is the narrowest section of Franklin River in the vicinity of the existing bridge location. Additional trail construction may be required to connect the existing trail to the proposed bridge location.

In absence of hydrotechnical assessment and no evidence of highwater impact on the existing structure and not considering the effect of climate change, for the purpose of the feasibility study, it is reasonable to assume that the existing structure has adequate clearance for a historical 200-year flood event and the new structure shall be constructed at relatively the same elevation. This approach has been the premise for the crossing options presented.

From a constructability perspective, access to the project area is a critical element that should be considered in the design process. With the bridge alignment relatively close to the existing bridge and gravel access road, accessibility to the construction site from both the north and south approach is potentially feasible for conventional construction equipment. The feasibility study did not assess the condition of the Hawthorn Main which provides access to the project area from the south approach and Bell 900 which provides access to the project area from the north approach. The review of the aerial photos from 2021 indicates both roads appear to be active and utilized for industrial use (logging operations) in the area.

5.2 Superstructure Alternatives

There are several options available for material and structure types for an approximately 40 to 50m, single-span crossing. For the purpose of this feasibility study, considering the key design elements of cost, constructability, user requirements and maintenance implication, three bridge types as follows were considered for discussion:

1. Steel Truss Bridge
2. Suspension Cable Type Bridge with flexible deck,
3. Suspension Cable Type Bridge Manually Operated Cable-Cart

~A conceptual sketch of the bridge options is presented in **Appendix C**.

5.3 **OPTION 1: Steel Truss Bridge**

Steel truss bridges have been in service and utilized by many municipalities, provincial transportation authorities and developers for many decades. They are fabricated in a controlled setting which allows for optimal quality control and assurance, before being segmented and shipped to the site.

These structures are common and would generally consist of half-through or “pony truss” constructed of hollow steel tubing or build-up steel sections (typically weathering steel). They can be fabricated by experienced bridge manufacturers throughout Canada and be installed relatively quickly, using local crews and with little or no specialized equipment.

The bridge deck options consist of cast-in-place concrete utilizing “stay-in-place” steel forms, galvanized steel or aluminum grading planks anchored to bottom truss cords, or dimensional treated timber. Pedestrian barriers can be fabricated using steel tubing attached to the truss on each side of the bridge.

The structure can be supported on either cast-in-place or precast concrete footings. The use of treated timber footing is acceptable but is not recommended due to rapid decay and the limited service life. The footings can be cast on placed on a constructed pad or anchored directly to competent bedrock.

The main benefits of this type of structure are the higher soffit elevations that are achieved due to the low profile of the structure below the deck, speed of erection and the availability of relatively common material and member components. From the serviceability and user perspective, due to the overall depth of the truss, these structures have relatively low deflection and vibration levels.

The disadvantage to this structure may include the natural red-orange patina of aged weathering steel which not all users find attractive as well as the general truss geometry of the bridge. While appearance and aesthetics are somewhat subjective, truss structures and weathering steel can be “Industrial” in appearance and may or may not fit into a park setting. A compromise can be made by incorporating timber elements to the structure. Timber decks and handrails are generally well accepted in a park environment but may require additional maintenance compared to other options presented.

5.4 **OPTION 2: Suspension Cable Bridge with Flexible Deck**

Suspension cable-type bridges are one of the more common structures utilized in park settings. Due to the inherent nature of these structures, they can be used to span long crossings in remote settings where access to the site can be difficult.

They generally consist of steel cables attached to steel HSS towers at each side of the bridge approach. The towers are then attached to concrete anchor blocks or rock anchors embedded in competent bedrock. Since the structure is primarily supported by anchorage blocks or rock anchors, the geotechnical properties of the bridge location will determine the feasibility of the structure.

For semi-flexible deck-type structures, galvanized steel decking anchored to bottom cables provides access to users. Steel brackets attached to cables provide bridge posts and Chain Link fence provides a barrier to users.

The main advantage of suspension bridge-type structures is that they are relatively affordable to construct and have low maintenance requirements. A minimum amount of supplies is needed to construct the superstructure and no specialized fabrication is required. A more advanced construction crew may be required to successfully and safely install these structures.

The critical element for the construction of these structures is a suitable geotechnical condition to construct the bridge foundation. Poor soft soil or incompetent bedrock will increase the cost of these structures as considerable effort is required to improve the site conditions to support the bridge. A comprehensive geotechnical investigation should be completed to ensure the structure is economically suitable relative to other alternatives.

Typically, suspension bridge types are acceptable in a park setting and tend to attract visitors and become a focal point of the area, a landmark for the community that attracts tourists. They are aesthetically pleasing and the use of a timber deck may allow a better fit in a natural environment.

The main disadvantage to these structures is from a serviceability perspective as they can be quite lively under load and vibrate excessively. This often is acceptable to some users in a park setting but others may find it unacceptable as the excessive vibration may not be comfortable.

These structures have also a limited capacity to carry heavy or concentrated loads. As such their use is limited to pedestrians only. Considerable effort will be required to stiffen the deck so a heavy load can be carried over the bridge. Although the intent of this report is for pedestrian use only, it's important to highlight this drawback.

5.5 **OPTION 3:** Suspension Cables Type Bridge Manually Operated Cable-Car

Suspension cables with manually operated cable-car structure is similar in design approach to the suspension cable bridge presented above. Due to smaller live load capacity requirements, the superstructure (steel cable) and foundation requirements are not as extensive as the other alternative. Access for the user is provided via a Cable-Car (car), manually propelled by users. There is a limit to the number of users that can be placed in the car and it is often single-use only. These structures are typically used in a remote setting where the limited traffic and construction of a bridge structure is constrained by cost.

The main advantage of these structures is cost. Typically, they are simple in design and construction, and the Cable Car and towers can be designed and prefabricated before being shipped to the site.

The main disadvantage of these structures is that they are single-use structures and can only support one to two users at a time. In a setting where projected growth in traffic and users is anticipated, these structures may not be suitable. There are also not that many options available in the future to increase the allowance for the number of bridge users and likely entire new structure would be required. As these structures are operated manually by users, there may be a limit to whom can operate the cars to only abled-bodied persons.

6 COST ESTIMATE

Class "D" Cost Estimates have been prepared and are summarized in the table below:

| Description | Type "D" Cost Estimate |
|---|------------------------|
| 1. Steel Truss Bridge – 42 m span | \$ 1,210,000 |
| 2. Suspension Cable Type Bridge with flexible deck – 42 m span | \$ 866,000 |
| 3. Suspension Cable Type Bridge Manually operated Cable-Car – 50 m span | \$ 681,000 |

The cost estimates provided in this study are intended to be an order of magnitude only and are based on preliminary design and site data. Any project planning, budgeting or funding requests that are undertaken based upon this report should carry adequate contingencies to allow for unforeseen circumstances that may occur as the project proceeds. Based on the preliminary data and site conditions, it is recommended that at a minimum a 30% project contingency at this stage, which could be reviewed if and when the detailed design proceeds.

7 CONCLUSIONS & RECOMMENDATIONS

Based on the findings and constraints noted above, the following comments and recommendations are given:

- It's recommended the new crossing alignment should be considered approximately 30m upstream to a location where the channel geometry is more favorable and the channel more confined and less prone to bank erosion.
- Several options for bridge structures have been presented that will be suitable for the site. It is recommended ACRD apply values to the various considerations to pick a design concept.
- A topographic survey, geotechnical, hydrotechnical, environmental assessment and detailed structural design will be required to complete the design of the new structure.
- Access to the site for construction equipment should be reviewed.
- It is recommended that the existing structure is removed to ensure the hydraulic performance of the new structure is not compromised.

This report has been prepared for the sole and exclusive use of the Alberni-Clayoquot Regional District. The report has been prepared in accordance with generally accepted engineering practice for the design of a new bridge structure. The use of or reliance upon this report by third parties is neither authorized nor warranted.

This report is protected by copyright and shall not be reproduced in any form without the express written consent of Herold Engineering Limited.

Respectfully submitted,

HEROLD ENGINEERING LIMITED

Prepared by:

Reviewed by:

Ali Sadeghi, P.Eng.
Bridge Engineer

Craig Work, P.Eng., FEC
Principal, Sr. Bridge Engineer

APPENDIX A – COST ESTIMATES

| Cost Estimate Type: "D" - Alternative A | | | | | |
|---|---|----------|-------------|---------------|-----------------|
| Project: Franklin River Crossing | | | | | |
| 42 m Steel Truss Bridge Clear Span with Timber Accents | | | | | |
| <u>Schedule of Est. Quantities and Unit Prices</u> | | | | | |
| Item | Description | Est. Qty | Units | Unit Price | Total |
| Section 1 General Requirements | | | | | |
| 1.01 | Mobilization | 1 | Lump Sum | \$ 80,000.00 | \$ 80,000.00 |
| 1.02 | Project Layout | 1 | Lump Sum | \$ 5,000.00 | \$ 5,000.00 |
| 1.03 | Access Management Plan | 1 | Lump Sum | \$ 25,000.00 | \$ 25,000.00 |
| 1.04 | Environmental Mitigation | 1 | Lump Sum | \$ 15,000.00 | \$ 15,000.00 |
| Total Section 1 | | | | | \$ 125,000.00 |
| Section 2 Bridge Construction - Foundation | | | | | |
| 2.01 | Excavation - Structural Foundation | 1 | Lump Sum | \$ 15,000.00 | \$ 15,000.00 |
| 2.02 | Excavation- Benching of Rock for Foundation | 1 | Lump Sum | \$ 25,000.00 | \$ 25,000.00 |
| 2.03 | Supply and Install - Rock Anchor | 1 | Lump Sum | \$ 5,000.00 | \$ 5,000.00 |
| 2.04 | Bridge End Fill | 1 | Cubic Metre | \$ 20,000.00 | \$ 20,000.00 |
| 2.05 | Supply and Install - Heavy Rock Riprap | 50 | Cubic Metre | \$ 350.00 | \$ 17,500.00 |
| Total Section 2 | | | | | \$ 82,500.00 |
| Section 3 Bridge Construction - Cast-in-Place Foundation | | | | | |
| 3.01 | Supply and Place - Concrete & Reinforcing | 15 | Cubic Metre | \$ 3,500.00 | \$ 52,500.00 |
| 3.02 | Install - Form work | 1 | Lump Sum | \$ 7,500.00 | \$ 7,500.00 |
| Total Section 3 | | | | | \$ 60,000.00 |
| Section 4 Bridge Construction - Steel Superstructure | | | | | |
| 4.01 | Supply Structural Elements | 1 | Lump Sum | \$ 260,000.00 | \$ 390,000.00 |
| 4.02 | Install Superstructure | 1 | Lump Sum | \$ 150,000.00 | \$ 150,000.00 |
| 4.03 | Supply - Timber Deck | 1 | Lump Sum | \$ 25,000.00 | \$ 25,000.00 |
| 4.04 | Install Timber Deck | 1 | Lump Sum | \$ 15,000.00 | \$ 15,000.00 |
| 4.06 | Bridge Hardware | 1 | Lump Sum | \$ 25,000.00 | \$ 25,000.00 |
| Total Section 4 | | | | | \$ 605,000.00 |
| TOTAL ESTIMATED EXPENDITURE | | | | | \$ 872,500.00 |
| 30% CONTINGENCY | | | | | \$ 261,750.00 |
| TOTAL ESTIMATED COST + 30% CONTINGENCY | | | | | \$ 1,134,250.00 |
| TOTAL ESTIMATED COST + 30% CONTINGENCY TO NEAREST 1000 | | | | | \$ 1,135,000.00 |
| PROFESSIONAL SERVICES | | | | | |
| 1.00 | Detail Engineering & Surveying | | | | \$ 45,000.00 |
| 2.00 | Geotechnical Engineering and Testing | | | | \$ 25,000.00 |
| 4.00 | Hydrology and Hydrotechnical Assessment | | | | \$ 20,000.00 |
| 3.00 | Environmental Review and Consultation | | | | \$ 5,000.00 |
| Total "D" Estimate | | | | | \$ 1,210,000.00 |

| Cost Estimate Type: "D" - Alternative B | | | | | |
|---|---|----------|-------------|---------------|---------------|
| Project: Franklin River Crossing | | | | | |
| 42 m Suspension Cable Bridge | | | | | |
| <u>Schedule of Est. Quantities and Unit Prices</u> | | | | | |
| Item | Description | Est. Qty | Units | Unit Price | Total |
| Section 1 General Requirements | | | | | |
| 1.01 | Mobilization | 1 | Lump Sum | \$ 80,000.00 | \$ 80,000.00 |
| 1.02 | Project Layout | 1 | Lump Sum | \$ 5,000.00 | \$ 5,000.00 |
| 1.03 | Access Management Plan | 1 | Lump Sum | \$ 15,000.00 | \$ 10,000.00 |
| 1.04 | Environmental Mitigation | 1 | Lump Sum | \$ 15,000.00 | \$ 10,000.00 |
| Total Section 1 | | | | | \$ 105,000.00 |
| Section 2 Bridge Construction - Foundation | | | | | |
| 2.01 | Excavation - Structural Foundation | 1 | Lump Sum | \$ 20,000.00 | \$ 20,000.00 |
| 2.02 | Excavation- Benching of Rock for Foundation | 1 | Lump Sum | \$ 15,000.00 | \$ 15,000.00 |
| 2.03 | Supply and Install - Rock Anchor | 1 | Lump Sum | \$ 75,000.00 | \$ 75,000.00 |
| 2.04 | Bridge End Fill | 1 | Cubic Metre | \$ 10,000.00 | \$ 10,000.00 |
| Total Section 2 | | | | | \$ 120,000.00 |
| Section 3 Bridge Construction - Cast-in-Place Foundation | | | | | |
| 3.01 | Supply and Place - Concrete & Reinforcing | 30 | Cubic Metre | \$ 3,500.00 | \$ 105,000.00 |
| 3.02 | Install - Form work | 1 | Lump Sum | \$ 15,000.00 | \$ 15,000.00 |
| Total Section 3 | | | | | \$ 120,000.00 |
| Section 4 Bridge Construction - Steel Superstructure | | | | | |
| 4.01 | Supply Structural Elements | 1 | Lump Sum | \$ 25,000.00 | \$ 25,000.00 |
| 4.02 | Install Superstructure | 1 | Lump Sum | \$ 125,000.00 | \$ 125,000.00 |
| 4.03 | Supply - Timber Deck | 1 | Lump Sum | \$ 18,000.00 | \$ 18,000.00 |
| 4.04 | Install Timber Deck | 1 | Lump Sum | \$ 20,000.00 | \$ 20,000.00 |
| 4.05 | Bridge Hardware | 1 | Lump Sum | \$ 75,000.00 | \$ 75,000.00 |
| Total Section 4 | | | | | \$ 263,000.00 |
| TOTAL ESTIMATED EXPENDITURE | | | | | \$ 608,000.00 |
| 30% CONTINGENCY | | | | | \$ 182,400.00 |
| TOTAL ESTIMATED COST + 30% CONTINGENCY | | | | | \$ 790,400.00 |
| TOTAL ESTIMATED COST + 30% CONTINGENCY TO NEAREST 1000 | | | | | \$ 791,000.00 |
| PROFESSIONAL SERVICES | | | | | |
| 1.00 | Detail Engineering & Surveying | | | | \$ 45,000.00 |
| 2.00 | Geotechnical Engineering and Testing | | | | \$ 25,000.00 |
| 4.00 | Hydrology and Hydrotechnical Assessment | | | | \$ 20,000.00 |
| 3.00 | Environmental Review and Consultation | | | | \$ 5,000.00 |
| Total "D" Estimate | | | | | \$ 866,000.00 |

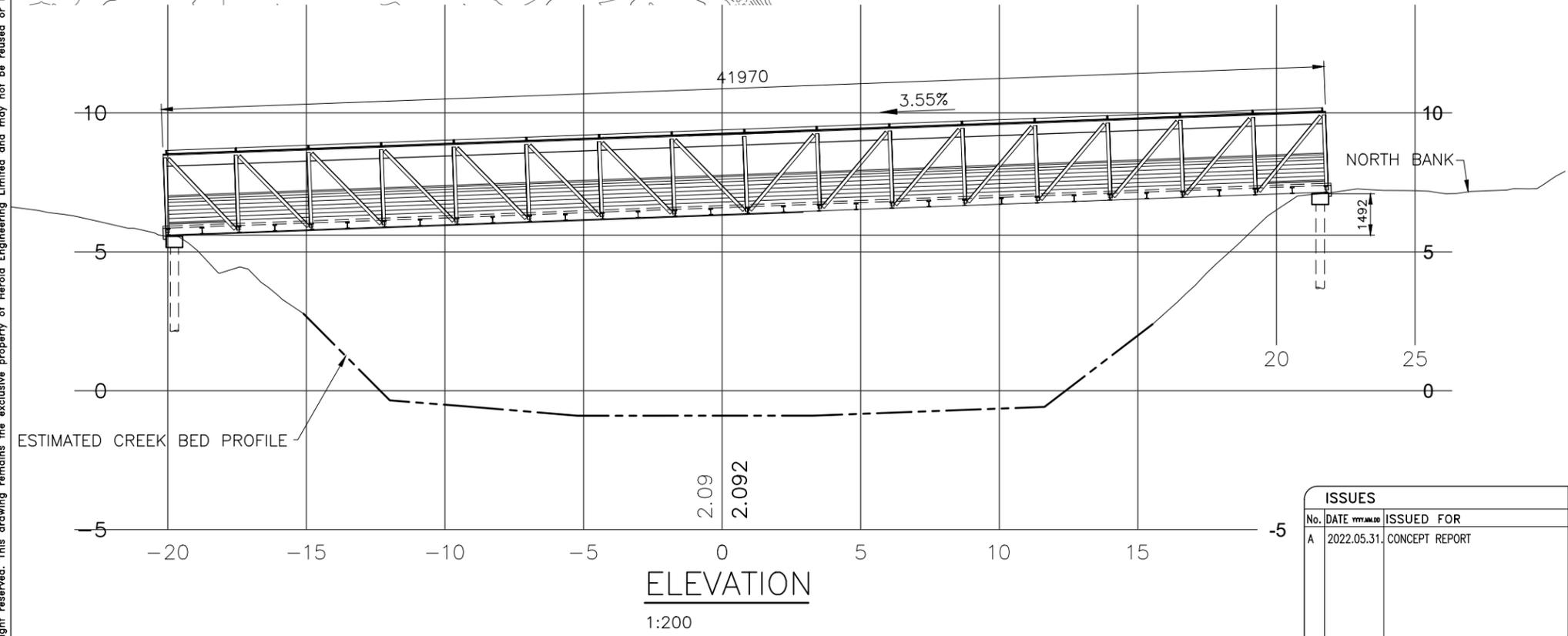
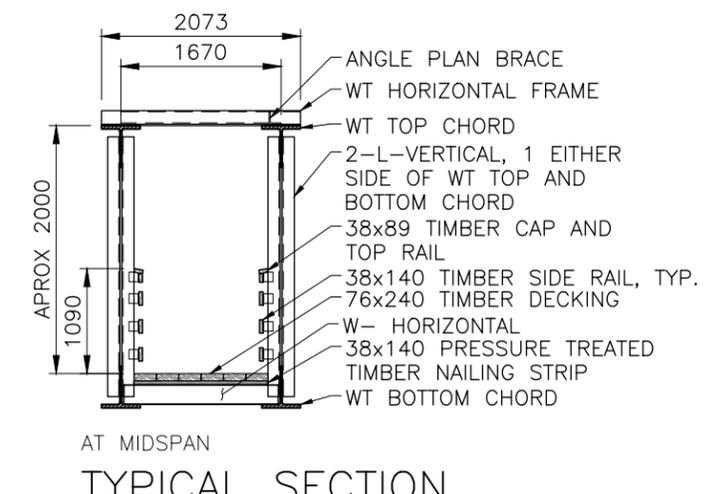
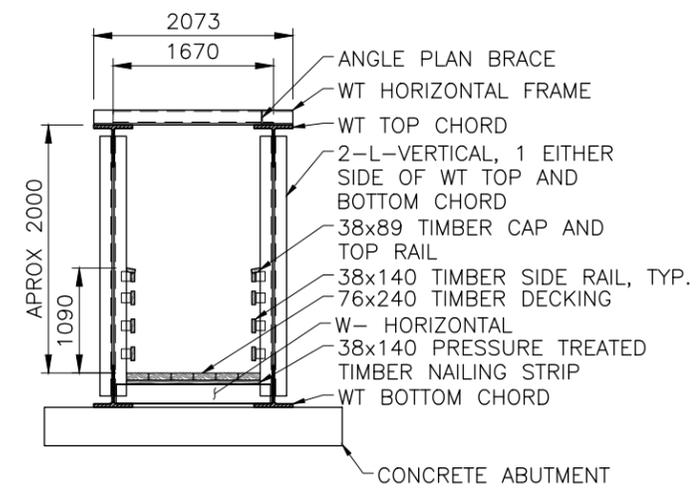
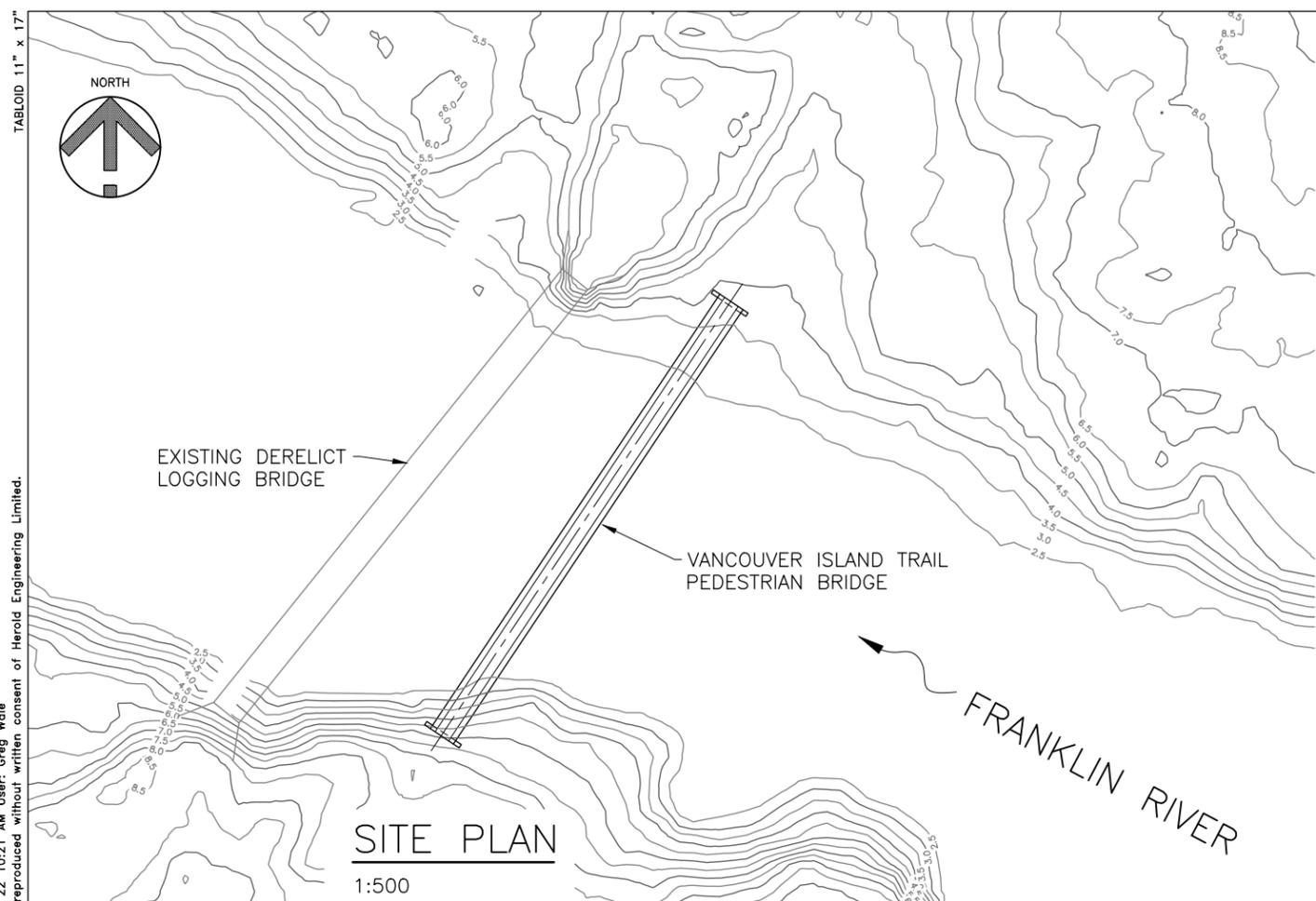
| Cost Estimate Type: "D" - Alternative C | | | | | |
|---|---|----------|-------------|---------------|---------------|
| Project: Franklin River Crossing 50 m Cable Car Bridge | | | | | |
| Schedule of Est. Quantities and Unit Prices | | | | | |
| Item | Description | Est. Qty | Units | Unit Price | Total |
| Section 1 General Requirements | | | | | |
| 1.01 | Mobilization | 1 | Lump Sum | \$ 61,000.00 | \$ 61,000.00 |
| 1.02 | Project Layout | 1 | Lump Sum | \$ 5,000.00 | \$ 5,000.00 |
| 1.03 | Access Management Plan | 1 | Lump Sum | \$ 10,000.00 | \$ 10,000.00 |
| 1.04 | Environmental Mitigation | 1 | Lump Sum | \$ 10,000.00 | \$ 10,000.00 |
| Total Section 1 | | | | | \$ 86,000.00 |
| Section 2 Bridge Construction - Foundation | | | | | |
| 2.01 | Excavation - Structural Foundation | 1 | Lump Sum | \$ 10,000.00 | \$ 10,000.00 |
| 2.02 | Excavation- Benching of Rock for Foundation | 1 | Lump Sum | \$ 15,000.00 | \$ 15,000.00 |
| 2.03 | Supply and Install - Rock Anchor | 1 | Lump Sum | \$ 10,000.00 | \$ 10,000.00 |
| 2.04 | Bridge End Fill | 1 | Cubic Metre | \$ 5,000.00 | \$ 5,000.00 |
| 2.05 | Supply and Install - Heavy Rock Riprap | 0 | Cubic Metre | \$ 350.00 | \$ - |
| Total Section 2 | | | | | \$ 40,000.00 |
| Section 3 Bridge Construction - Cast-in-Place Foundation | | | | | |
| 3.01 | Supply and Place - Concrete & Reinforcing | 10 | Cubic Metre | \$ 3,500.00 | \$ 35,000.00 |
| 3.02 | Install - Form work | 1 | Lump Sum | \$ 5,000.00 | \$ 5,000.00 |
| Total Section 3 | | | | | \$ 40,000.00 |
| Section 4 Bridge Construction - Steel Superstructure | | | | | |
| 4.01 | Supply Structural Elements | 1 | Lump Sum | \$ 20,000.00 | \$ 20,000.00 |
| 4.02 | Supple Cable Cart | 1 | Lump Sum | \$ 75,000.00 | \$ 75,000.00 |
| 4.03 | Install Superstructure | 1 | Lump Sum | \$ 150,000.00 | \$ 150,000.00 |
| 4.04 | Bridge Hardware | 1 | Lump Sum | \$ 55,000.00 | \$ 55,000.00 |
| Total Section 4 | | | | | \$ 300,000.00 |
| TOTAL ESTIMATED EXPENDITURE | | | | | \$ 466,000.00 |
| 30% CONTINGENCY | | | | | \$ 139,800.00 |
| TOTAL ESTIMATED COST + 30% CONTINGENCY | | | | | \$ 605,800.00 |
| TOTAL ESTIMATED COST + 30% CONTINGENCY TO NEAREST 1000 | | | | | \$ 606,000.00 |
| PROFESSIONAL SERVICES | | | | | |
| 1.00 | Detail Engineering & Surveying | | | | \$ 45,000.00 |
| 2.00 | Geotechnical Engineering and Testing | | | | \$ 25,000.00 |
| 4.00 | Hydrology and Hydrotechnical Assessment | | | | \$ 20,000.00 |
| 3.00 | Environmental Review and Consultation | | | | \$ 5,000.00 |
| Total "D" Estimate | | | | | \$ 681,000.00 |

APPENDIX B – MAP



APPENDIX C – CONCEPTUAL DRAWINGS

File: H:\Projects\5540-002 Franklin River Crossing\045 Drawings\Active\5540-002-S01_S02_S03_S04.dwg Plot Time: May, 31, 22, 10:21 AM User: Greg Wale
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PRELIMINARY

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| ISSUES | | |
|--------|------------|----------------|
| No. | DATE | ISSUED FOR |
| A | 2022.05.31 | CONCEPT REPORT |

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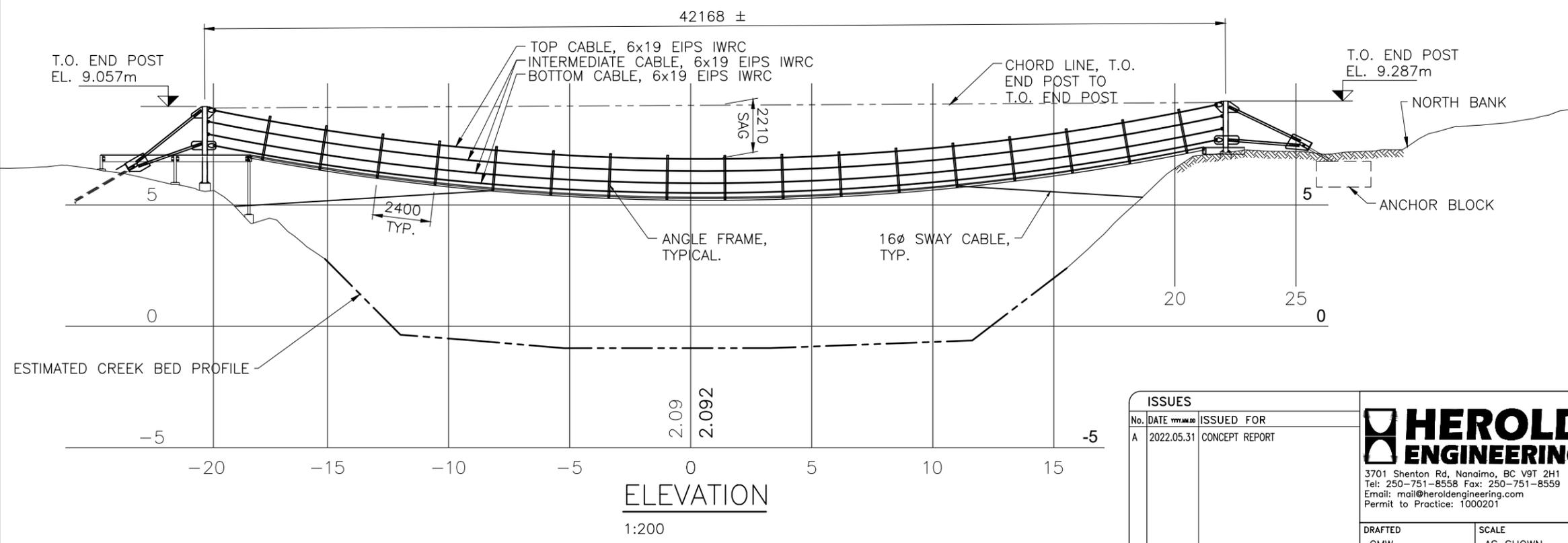
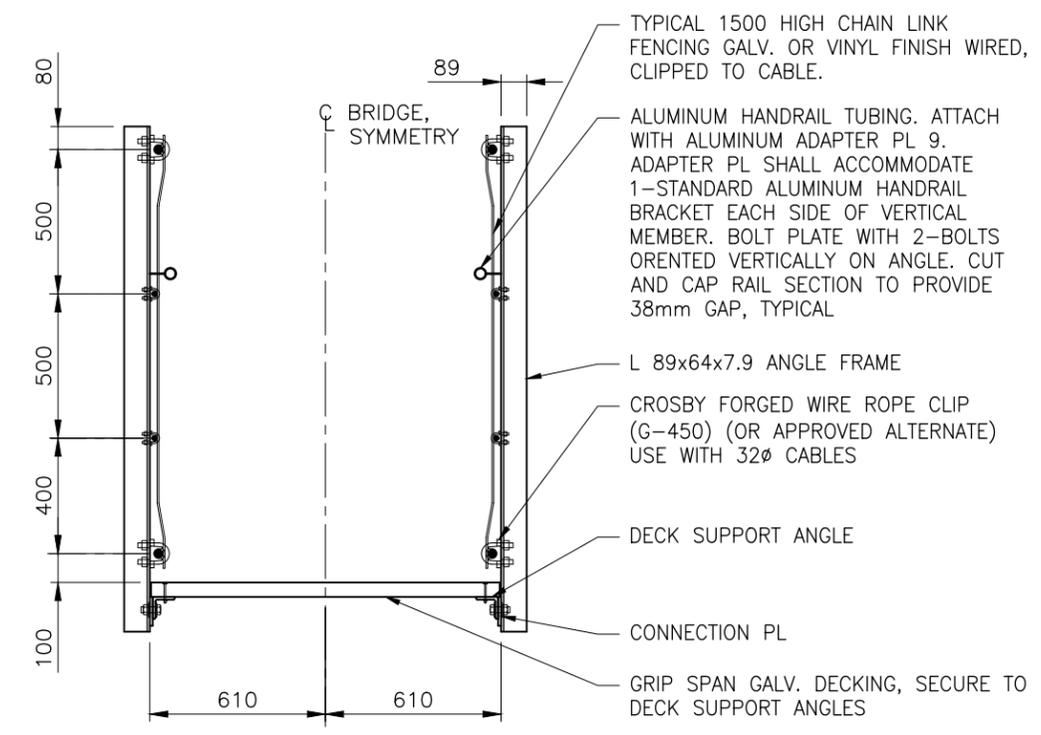
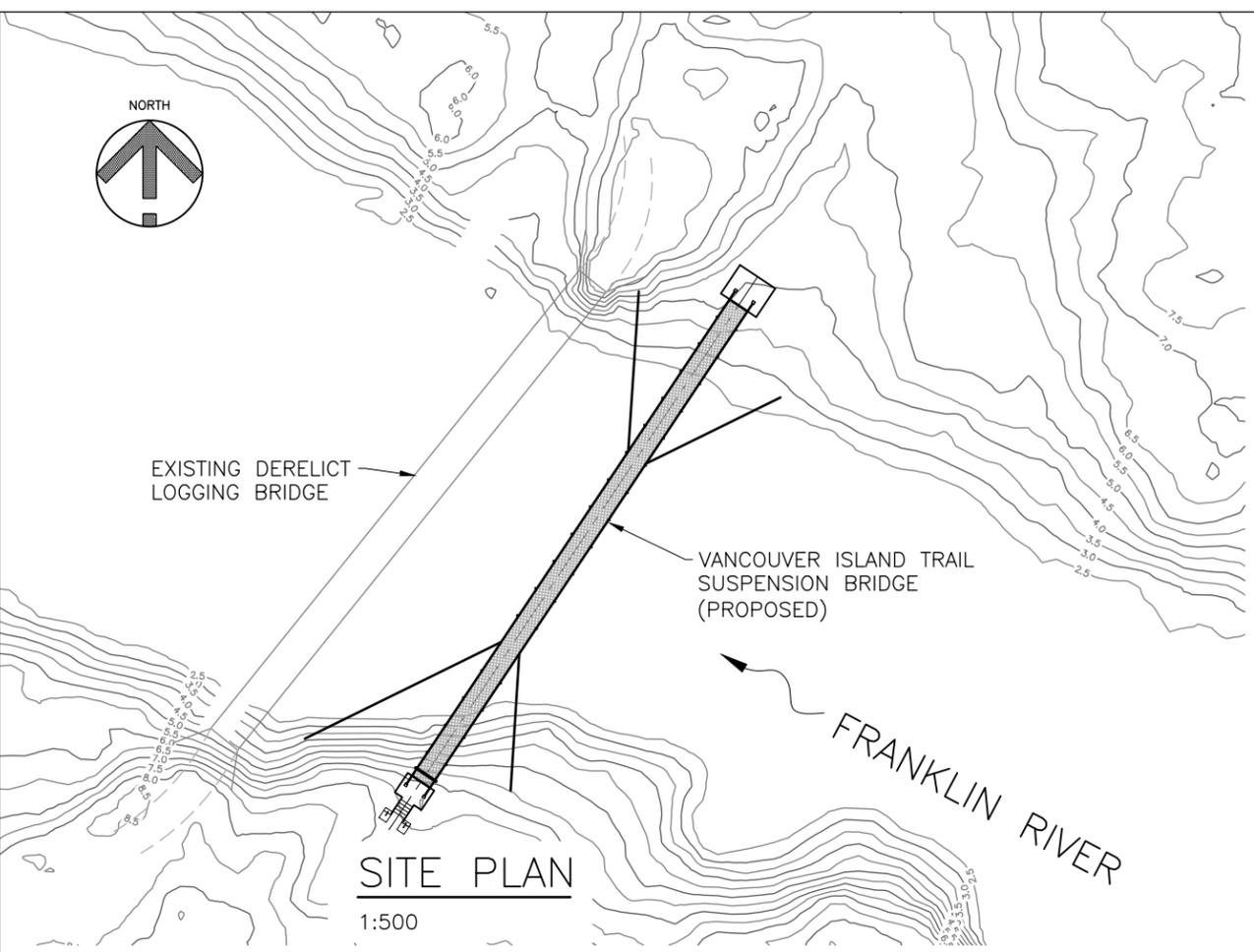
3701 Shenton Rd, Nanaimo, BC V9T 2H1
 Tel: 250-751-8558 Fax: 250-751-8559
 Email: mail@heroldengineering.com
 Permit to Practice: 1000201

VANCOUVER ISLAND TRAIL CROSSING AT FRANKLIN RIVER

| | | | | |
|----------------|-------------------|-------------------------|-------------------------------|---------------|
| DRAFTED GMW | SCALE AS SHOWN | PROJECT No. 5540-002 | HEL DRAWING No. S01 | REVISION A |
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TABLOID 11" x 17"



PRELIMINARY

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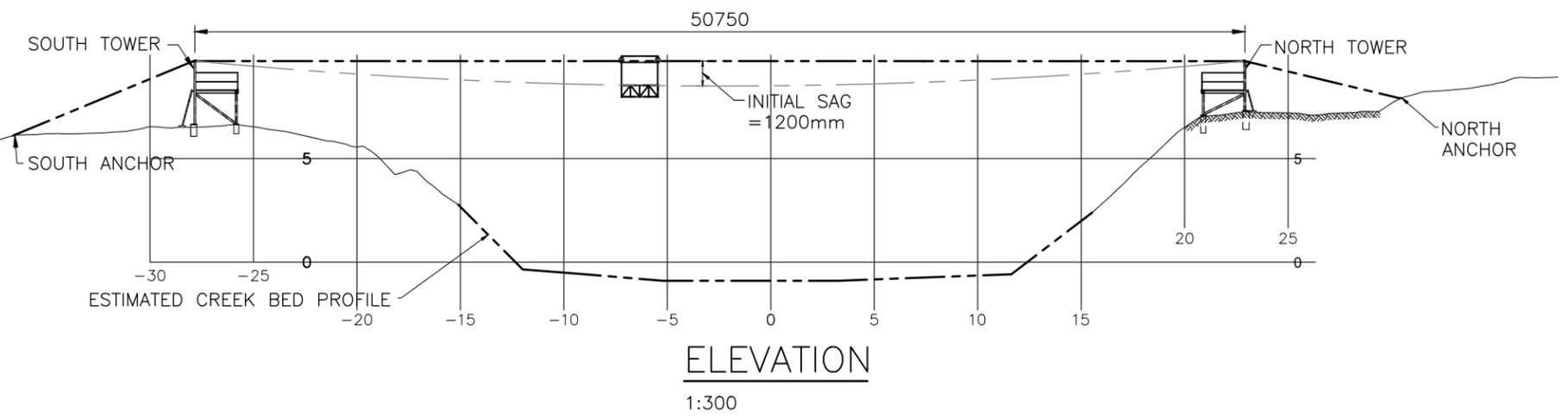
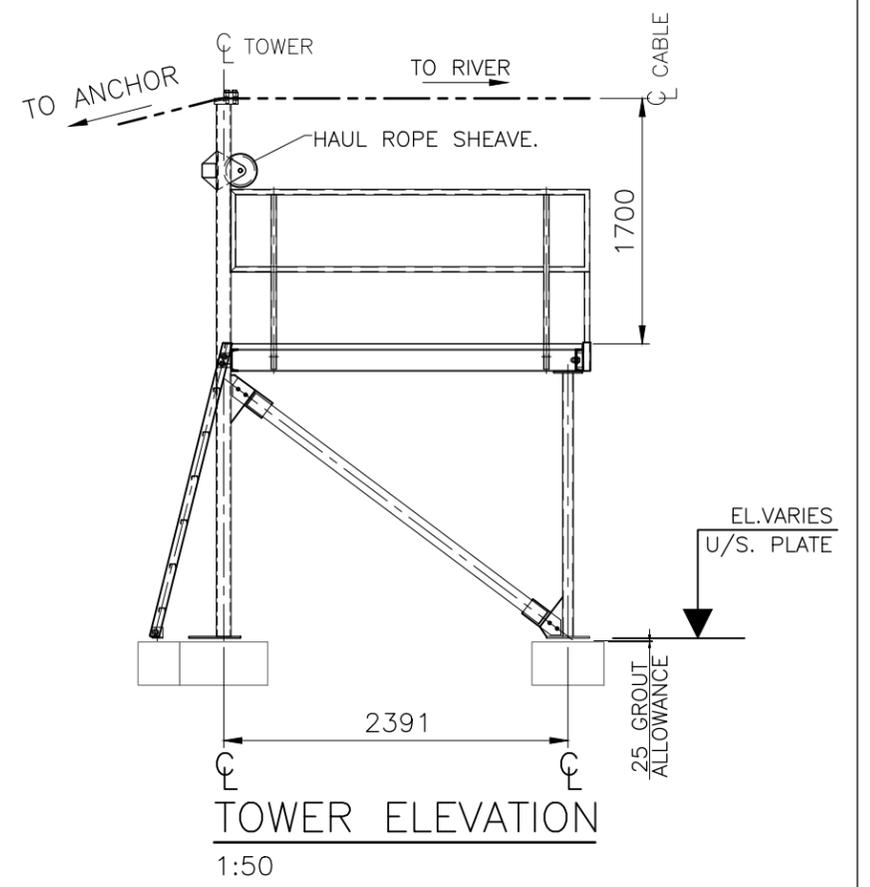
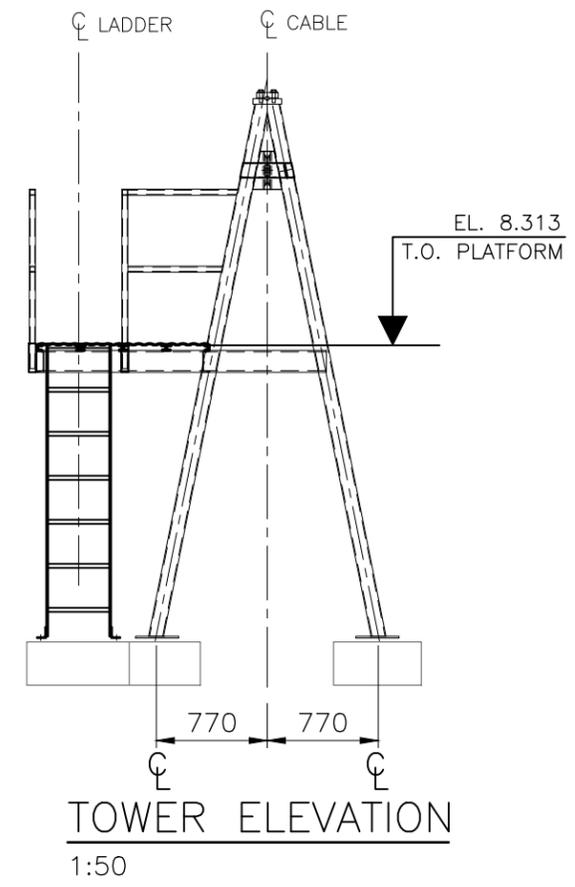
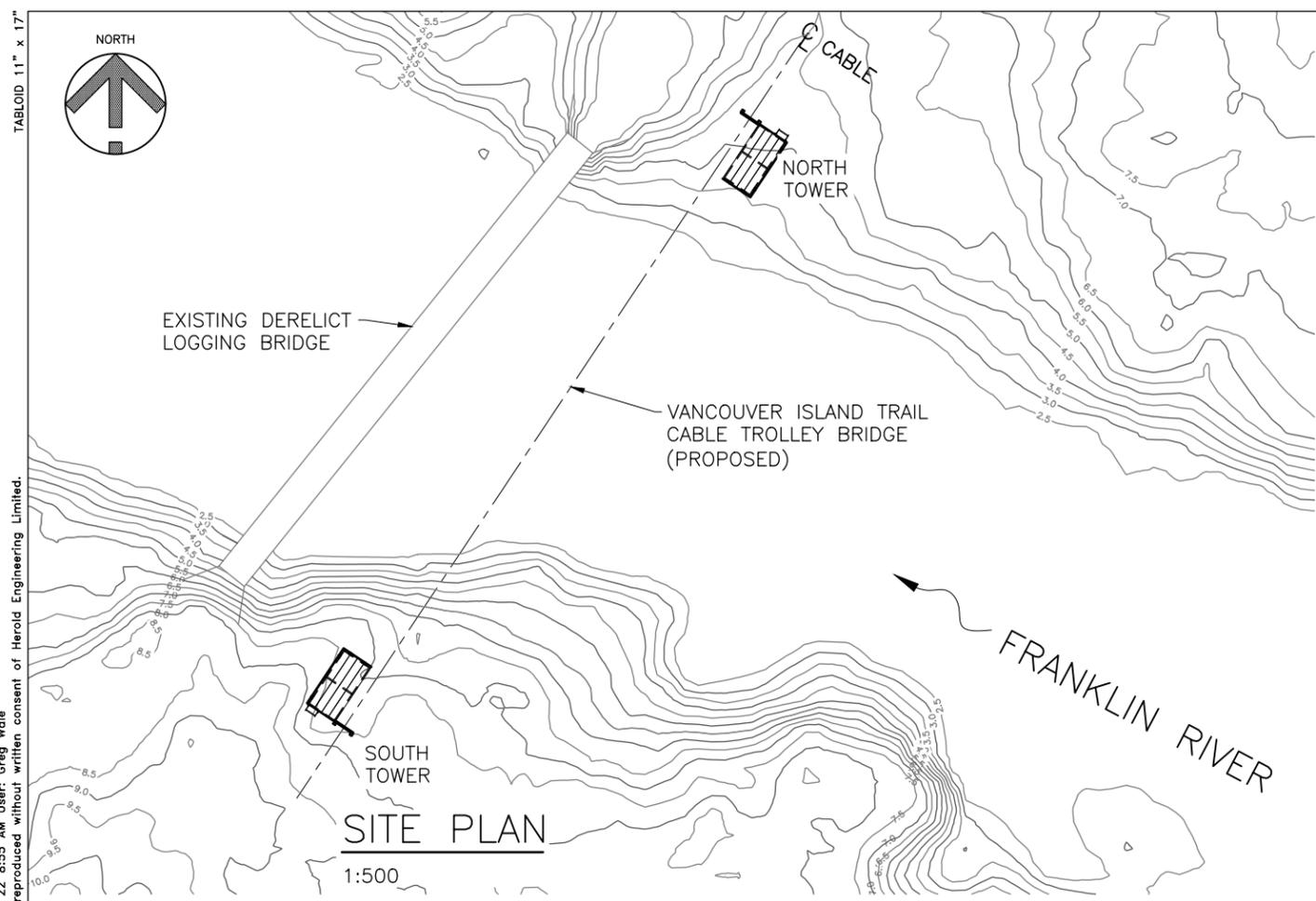
| ISSUES | | |
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| No. | DATE | ISSUED FOR |
| A | 2022.05.31 | CONCEPT REPORT |

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| | |
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| VANCOUVER ISLAND TRAIL CROSSING AT FRANKLIN RIVER | |
| DRAFTED GMW | SCALE AS SHOWN |
| PROJECT No. 5540-002 | HEL DRAWING No. S02 |
| REVISION A | |

File: H:\Projects\5540-002 Franklin River Crossing\045 Drawings\Active\5540-002-S01_S02_S03_S04.dwg Plot Time: May. 30. 22 8:55 AM User: Greg.Wale
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PRELIMINARY

NOT FOR
CONSTRUCTION

| ISSUES | | |
|--------|------------|----------------|
| No. | DATE | ISSUED FOR |
| A | 2022.05.31 | CONCEPT REPORT |

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 3701 Shenton Rd, Nanaimo, BC V9T 2H1
 Tel: 250-751-8558 Fax: 250-751-8559
 Email: mail@heroldengineering.com
 Permit to Practice: 1000201

**VANCOUVER ISLAND TRAIL
CROSSING AT FRANKLIN
RIVER**

| | | | | |
|----------------|-------------------|-------------------------|-------------------------------|---------------|
| DRAFTED GMW | SCALE AS SHOWN | PROJECT No. 5540-002 | HEL DRAWING No. S03 | REVISION A |
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APPENDIX D – PHOTOGRAPH

Nile Creek Bridge Crossing



Photo 1: View of the north Bell 900 access road.



Photo 2: View of the existing bridge north approach.



Photo 3: View of the existing structure from downstream.

Nile Creek Bridge Crossing



Photo 4: View of existing pier.



Photo 5: View existing bridge abutments.



Photo 6: View of the existing structure from upstream.

Nile Creek Bridge Crossing



Photo 7: View of the south approach to the proposed bridge location.



Photo 8: View of the north approach to the proposed bridge location.



Photo 9: View of upstream and sandbar.



REQUEST FOR DECISION

To: Alberni-Clayoquot Regional District Board of Directors
From: Michael McGregor, Lands and Resources Coordinator
Meeting Date: August 24, 2022
Subject: Hole in the Wall Update

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors instruct staff to coordinate discussions with interested parties around examining options for establishing safe parking near Stokes Falls.

Desired Outcome:

Update stakeholder discussions regarding Hole in the Wall attraction

Summary:

On June 29th, 2022 the attached Request for Decision was brought forward to the ACRD Committee of the Whole. After extensive deliberation the above recommendation was carried.

The Ministry of Transportation (MOTI) has committed to conduct a signage and engineering review at this stretch of highway. At the time of this report that review has not been completed. Once it is completed further discussions with interested parties can commence.

The Committee of the Whole also passed the below resolution:

THAT the Alberni-Clayoquot Regional District Committee of the Whole direct staff to invite the Ministry of Transportation and Infrastructure to an upcoming meeting to provide an update on, and discussion around, traffic initiatives including but not limited to: access to the Hole in the Wall, Cathedral Grove and the installation of a stop light at Maebelle Road and the Highway 4 intersection.

Once the above mentioned reviews are completed by MOTI, staff will invite them to an upcoming meeting to update the mentioned initiatives.

Time Requirements – Staff & Elected Officials:

Approximately 30 hours of staff time has been allocated to the coordination of discussions and review of new information.

Financial:

There are no current financial implications beyond the reallocation of staff time.

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

Reviewed by: Wendy Thomson
Wendy Thomson, General Manager of Administrative Services

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



REQUEST FOR DECISION

To: ACRD Committee of the Whole
From: Michael McGregor, Lands and Resources Coordinator
Meeting Date: June 29th, 2022
Subject: Hole In the Wall Update

Recommendation:

THAT the Alberni-Clayoquot Regional District Committee of the Whole direct staff to investigate ACRD cost and time requirements in creating a long term plan for public access to the Hole in the Wall and report back to the next scheduled Committee of the Whole meeting for consideration of being designated as a Regional Park asset.

Desired Outcome:

Update stakeholder discussions regarding Hole in the Wall attraction

Background:

The 'Hole in the Wall' is a remnant of a water line in the form of a large hole through a rockface that allows water to pass through to connect with Roger Creek. It has become a popular attraction for visitors and for locals. The attraction and access trails reside on private property with public access being an unsanctioned use. The majority of parking for public users occurs on the side of the highway within the Ministry of Transportation and Infrastructure (MOTI) road right of way.

The ACRD have not dedicated resources such as funding nor staff time towards this attraction, due to it and the access points not being owned or operated by the ACRD. Current parking and access has long been identified as a public safety concern for the Alberni Valley.

Summary:

On June 17th 2022 Director Dianne Bodnar and Michael McGregor represented the ACRD at a stakeholders roundtable meeting to have a collaborative discussion regarding potential future actions in relation to 'Hole in the Wall'. This meeting was organized and hosted by MLA Hon. Josie Osborne and also attended by representatives of the Tseshahat First Nation, MOTI, Mosaic Forest Management (Mosaic), Port Alberni Chamber of Commerce, and the Black Powder Club.

The existing main access point requires either parking on the highway shoulder or parking at the Coombs Country Candy store then jaywalking across the highway. There was group consensus that this access exposes the public to an unacceptable high risk and measures are required to ensure public safety.

The group also agreed that at this time formal promotion of Hole in the Wall as a public trail or attraction is not advised as there is no safe dedicated parking and public use of these trails within private property is unsanctioned and not approved by the landowner.

MOTI has committed to review signage within the impacted stretch of highway as well as preform an engineering review to propose potential short to medium term initiatives within the highway corridor that may further help address the

public safety risk. The impacted property owners (MOTI and Mosaic) generally do not independently dedicate resources towards the development of attractions such as this, but both expressed a willingness to collaborate and participate in further discussion on the development of a long term plan.

At this moment there is not a clear solution that would adequately address the identified issues. If safe public access is to be developed at this location it requires collaboration between all stakeholders and the development of a long term plan. As the local government for the impacted area the ACRD could take the lead in creating a working group dedicated to developing a concept plan to address the issues identified and establish safe public access. The ACRD could also apply for an infrastructure planning grant with the intention to hire a consultant and produce a concept plan for improved public parking and access.

Prior to the ACRD defining their role in this process it is important to identify what value the Hole in the Wall attraction produces for the Alberni Valley. This is a short hike on a very poor trail. It is more closely classified as a roadside attraction than a recreation trail. Many other parks and trails within the Alberni Valley provide much higher recreation and ecological protection values for the community. The 'Hole in the Wall' does provide tourism value as it is highlighted throughout the internet as one of the top things to do when visiting the Alberni Valley. The tourism value that it produces may make it appropriate to pursue as a potential regional park within the ACRD Regional Parks Service, but developing proper parking, and quality trails would also require significant investment.

If the ACRD directs staff to move forward in leading a working group and developing a long term plan for this attraction it will slow down or shift focus from other Regional Park projects already on the work plan. Further investigation is required to have a better understanding of the potential cost and time requirements for the development of a long term plan.

Time Requirements – Staff & Elected Officials:

Developing a long term plan for Hole in the wall would require significant staff time from the Lands and Resources Coordinator with support from Planning, Mapping, Finance and managers.

Financial:

This initiative has no dedicated funding within the 2022 financial plan and is currently not a funded priority.

Strategic Plan Implications:

New and Existing Infrastructure: Implement Asset Management program to ensure sustainable capital reserve balances for infrastructure repair and replacement.

Following the 2021 Strategic plan the Regional Parks Service is committed to focusing on properly operating and maintaining its current infrastructure funding repair and replacement of existing assets before investing in expansion.

Options Considered:

THAT the Alberni-Clayoquot Regional District Committee of the Whole recommend to the Board of Directors to direct staff to prioritize this project within the Community Services work plan and create a proposal within the 2023 financial plan to fund this project.

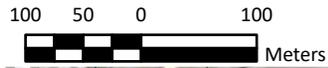
Submitted by: Jenny Brunn
Jenny Brunn, General Manager of Community Services

Reviewed by: Wendy Thomson
Wendy Thomson, General Manager of Administrative Services

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

Hole-in-the-Wall Trails & Surrounding Area

- Unsanctioned Trail Network
- Waterway
- Crown/Private Land boundary



PORT ALBERNI HWY

SHERWOOD RD

Hole-in-the-Wall Trail

Roger Creek Nature Trl

★ Hole-in-the-Wall



Hole-in-the-Wall

June, 2022
Sources:
Basemap from Maxar
Trail data from OpenStreetMap

This map should not be used for navigation or legal purposes. This product was prepared by the Alberni-Clayoquot Regional District (ACRD) Planning Department and is intended for general reference use only. The ACRD makes no guarantees, expressed or implied, as to the use of the information obtained here and is not responsible for any damages or incidents resulting from any omissions, deletions or errors of data shown on this map.



REQUEST FOR DECISION

To: ACRD Board of Directors
From: Michael McGregor, Lands and Resources Coordinator
Meeting Date: August 24, 2022
Subject: Rogers Communications –Cellular Tower at West Coast Landfill

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors authorize the CAO to provide Rogers Communications with a letter of land use concurrence

Desired Outcome:

To permit Rogers Communications (Rogers) to construct a cellular tower at the West Coast Landfill and improve cellular reception for the west coast area.

Summary:

In October of 2021 the ACRD board authorized entering into an agreement with Rogers to permit the construction of a cellular tower at the West Coast Landfill. Once the agreement between the ACRD and Rogers was completed, Rogers proceeded with the required Innovation, Science and Economic Development (ISED) Canada Default Consultation process. This process required that Rogers:

- Notify any property owners within three times the proposed tower height.
- Publish a newspaper notice
- The final step is to request land use concurrence from the relevant land use authority, which is the ACRD.

For the ACRD to satisfy Rogers request for Land Use Concurrence it would require a letter that confirms the following items:

- The ACRD is satisfied with Rogers' consultation process, as outlined in ISED's Default Public Consultation Process;
- That the proposed tower is a permitted use;
- The proposed design and location is acceptable;
- And that the ACRD has been consulted and concurs with the tower location.

Rogers has provided the ACRD with a public consultation summary report and official request for Land Use Concurrence. The ACRD has also received a letter of support from the Tla-o-qui-aht Nation for the planning stages of the tower installation at the west coast landfill. This tower installation will work in conjunction with the new towers proposed along Highway 4 to provide critical improvement of cell coverage in the area as shown on the maps attached.

Time Requirements – Staff & Elected Officials:

Minimal staff time required to draft a letter confirming land use concurrence.

Financial:

The ACRD will receive \$17,000.00 of annual revenue to the West Coast Landfill Service following the beginning of construction.

Strategic Plan Implications:

1.3 – Improve Broadband and Cellular Service

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

Reviewed by: *Wendy Thomson*
Wendy Thomson, General Manager of Administrative Services

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

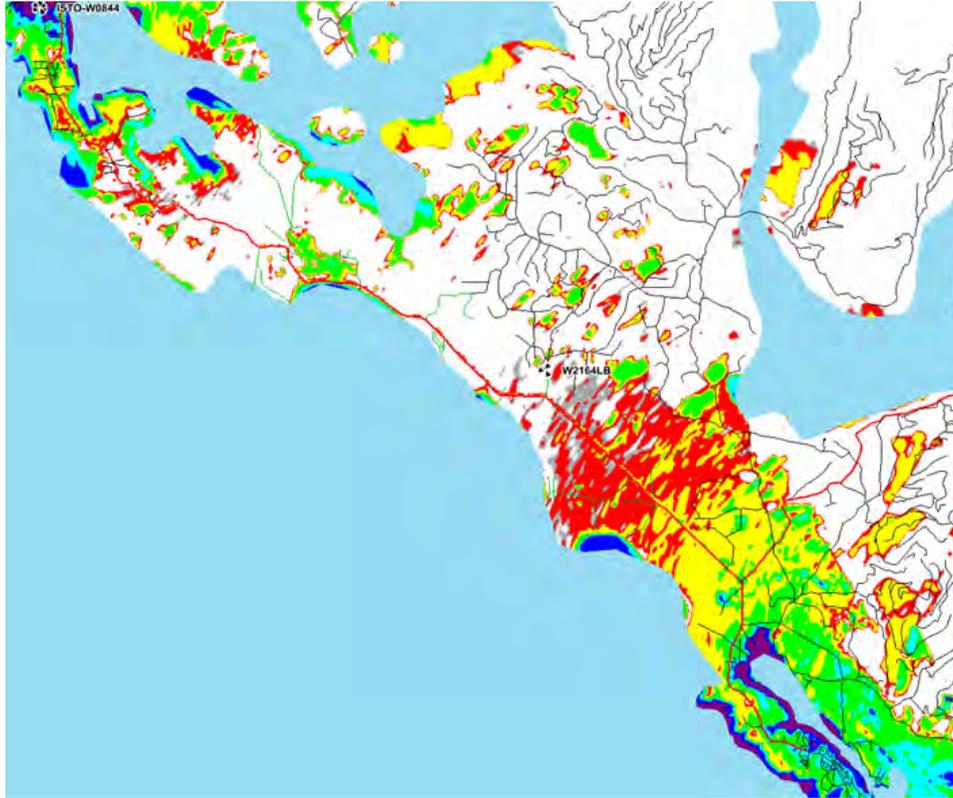
Rogers Supplied Coverage Plots

Green/Blue is strong coverage

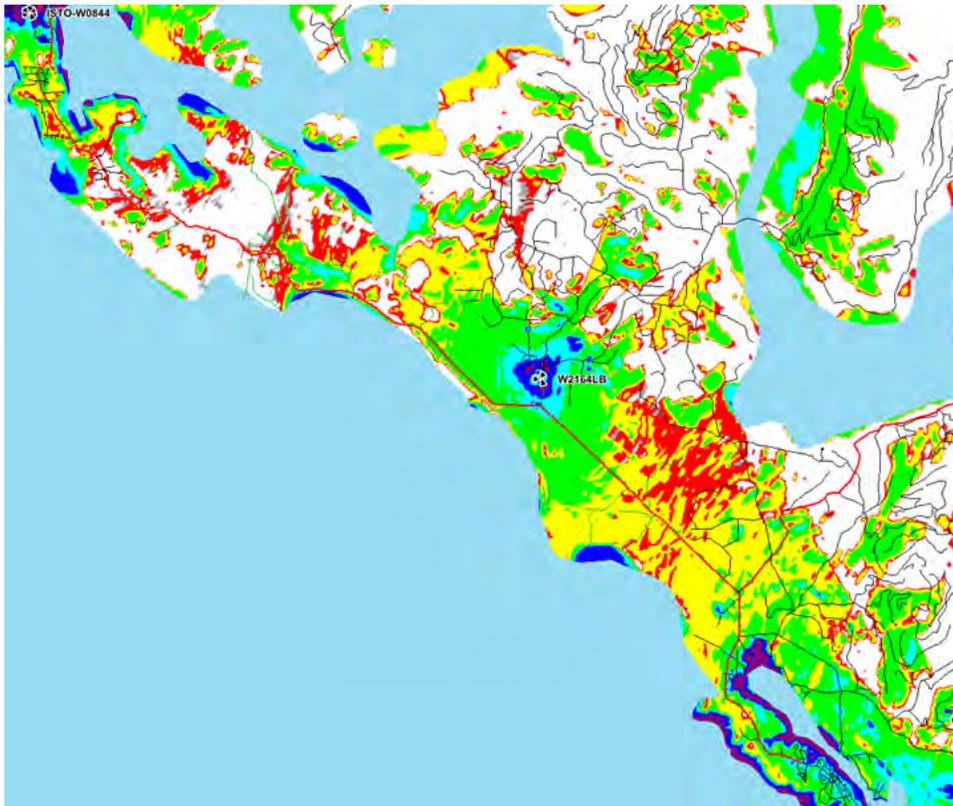
Yellow is good coverage.

Red is poor

BEFORE



AFTER





REQUEST FOR DECISION

To: ACRD Board of Directors

From: Jenny Brunn, General Manager of Community Services

Meeting Date: August 24, 2022

Subject: Alberni Valley Landfill 5-year License of Occupation

Recommendation:

THAT the ACRD Board of Directors direct staff to enter into a License of Occupation with the Province for the Alberni Valley Landfill for a five-year term.

THAT the ACRD Board of Directors direct staff to allocate resources in the 2023-2027 Draft Financial Plan to support meaningful engagement with First Nations during the Alberni Valley Landfill Long Term Tenure Application Process.

Summary:

The ACRD has received the tenure documents from the Province to enter into a 5 year License of Occupation (LOO) for the Alberni Valley Landfill. This LOO will provide the time necessary to complete meaningful engagement with First Nations required to receive a longer term tenure for this property.

Background:

In 2018, the ACRD had several expired Crown land tenures for the Alberni Valley Landfill (AVLF) and staff began working with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRD) to determine which form of land tenure would be best suited to address this situation. Over numerous discussions in 2018 and 2019, it was determined that due to the lack of consultation with the Hupacasath and Tseshaht Nations for initial establishment of the landfill at this location, the best path forward would be for the ACRD to first pursue a 5-year License of Occupation (LOO). This would provide a short-term tenure agreement in order to provide the necessary time for the deeper consultation required to secure a longer term, 30-year tenure agreement.

In 2020, FLNRD began consulting with Tseshaht and Hupacasath First Nations regarding the 5-year LOO application and provided funding for each Nation to complete an independent environmental review of the application. Hupacasath completed their independent review and provided support for the tenure application. However, the independent environmental review completed by PGL for Tseshaht raised a number of concerns that FLNRD requested the ACRD respond to. Throughout 2021, ACRD staff met with FLNRD, Tseshaht, and the Ministry of Environment to discuss these concerns culminating in the ACRD providing written commitment to create a quarterly landfill monitoring group, install additional monitoring wells, formalize an agreement for waiving tipping fees for the community of Tseshaht and a number of other operational improvement initiatives, as detailed in the letter attached to the Management Plan for the LOO.

In 2022, staff initiated the landfill monitoring group with the first meeting held on March 30th, second on June 30th and a third planned for August. Work has begun on the siting of additional monitoring wells and staff are working on a draft

tipping fee agreement. Although progress has been made to address the concerns raised through this tenure process and we have received positive feedback on the collaboration and efforts made in recent years, there is still significant work that will be required to gain support for the longer-term tenure application. This will include both continued engagement through landfill monitoring group meetings with Tseshaht to ensure they have confidence that the landfill doesn't have a negative impact on their community or the environment, and further engagement with the Hupacasath. In order to do this effectively and fulfill the intent of meaningful engagement, adequate staff resources need to be allocated to ensure that information is shared openly, time and resources are available for review and concerns that are raised are documented and followed up on.

It is also important to note that a number of other items have been raised by Tseshaht that will need to be further discussed and may be brought to the Board in the future. This includes:

- Interest for employment/shared management opportunities for the operation/monitoring activities of the landfill
- need for resourcing for Tseshaht staff and technical experts to ensure adequate ongoing review of the technical landfill information presented by the ACRD
- Interest in involvement in the longer-term planning for the landfill

ACRD has met with FLNRD staff recently to discuss the short term LOO and process. Understanding that the ACRD jurisdictional interests overlap but do not replace crown duties for consultation, Ministry staff encouraged the ACRD to begin the application for a long-term lease as early as possible and commended staff on the work done to date. Ministry staff expressed strong support for FLNRD continuing to provide resourcing for First Nations throughout the process, however, budgets are approved annually, limiting the ability to provide a formal long-term commitment.

At the May 13, 2020 meeting, the Board approved pursuing a 30 year lease agreement pending the success of the this short term lease. Following Board approval to enter into the short-term LOO and final document execution, staff will begin working with FLNRD staff on the application for a longer term lease. Staff will also complete the provincial remediation requirements for District lot 307 where previous gravel extraction for landfill cover was accessed.

Time Requirements – Staff & Elected Officials:

There has been substantial staff time invested in this 5-year LOO application. In order to continue to demonstrate meaningful engagement, more staff time will be required over the following five years which will support our longer-term tenure application. Staff will incorporate these necessary resources into the 2023 Financial Plan for consideration and approval by the Board in the upcoming financial planning process.

Financial:

There will be additional costs for environmental consulting fees for the participation in landfill monitoring group meetings, correspondence and presentations. This is expected to be in the range of an additional \$20,000 per year and will be added to the operating budget in the next financial planning process.

Strategic Plan Implications:

This supports Strategy 5.1 to engage with community partners to review respective goals and strategies and identify opportunities for alignment and cooperation. It also aligns with strategy 5.2 to develop protocol agreements with regional First Nations communities to support reconciliation and partnering efforts.

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

Reviewed by: Wendy Thomson
Wendy Thomson, General Manager of Administrative Services

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



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni, BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

MEMORANDUM

To: ACRD Board of Directors
From: Sarah Foulkes, Junior Planner
Meeting Date: August 24, 2022
Subject: TUP21004 – Kamil Bialous and Urszula Lipsztajn – 2401 Grant Ave, Long Beach

Recommendation: THAT the Board of Directors issue Temporary Use Permit TUP21004.

Background: On July 27, 2022, the Board considered an application for a Temporary Use Permit for the property described as LOT 2, DISTRICT LOT 468, CLAYOQUOT DISTRICT, PLAN 1692, located at 2401 Grant Ave in the Long Beach area.

The Board resolved to proceed to the next stage of the Temporary Use Permit process. Public notification involved publishing a notice in the August 10, 2022 issue of the Westerly News, and mailing and hand delivering a notice to all property owners and residents within 100 metres of the subject property. Notices were mailed and hand delivered on August 10, 2022. To date, there has been no public correspondence received. If any correspondence is received prior to the August 24th Board meeting, staff will inform the Board.

As a condition of approval, the applicants were required to provide contact details for a caretaker that would be available to access the property within 20 minutes. The applicants have provided contact details for the neighbouring property owner residing to the south who will act as a caretaker and have noted that a property management company from Ucluelet has been retained to help manage the property.

If approved, the Temporary Use Permit would allow for operation of a short term vacation rental (STR) in the existing 46.5 square meter (500 square foot) cabin on the subject property.

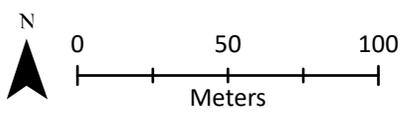
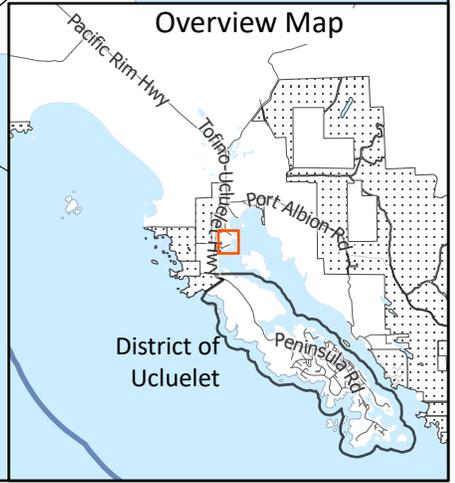
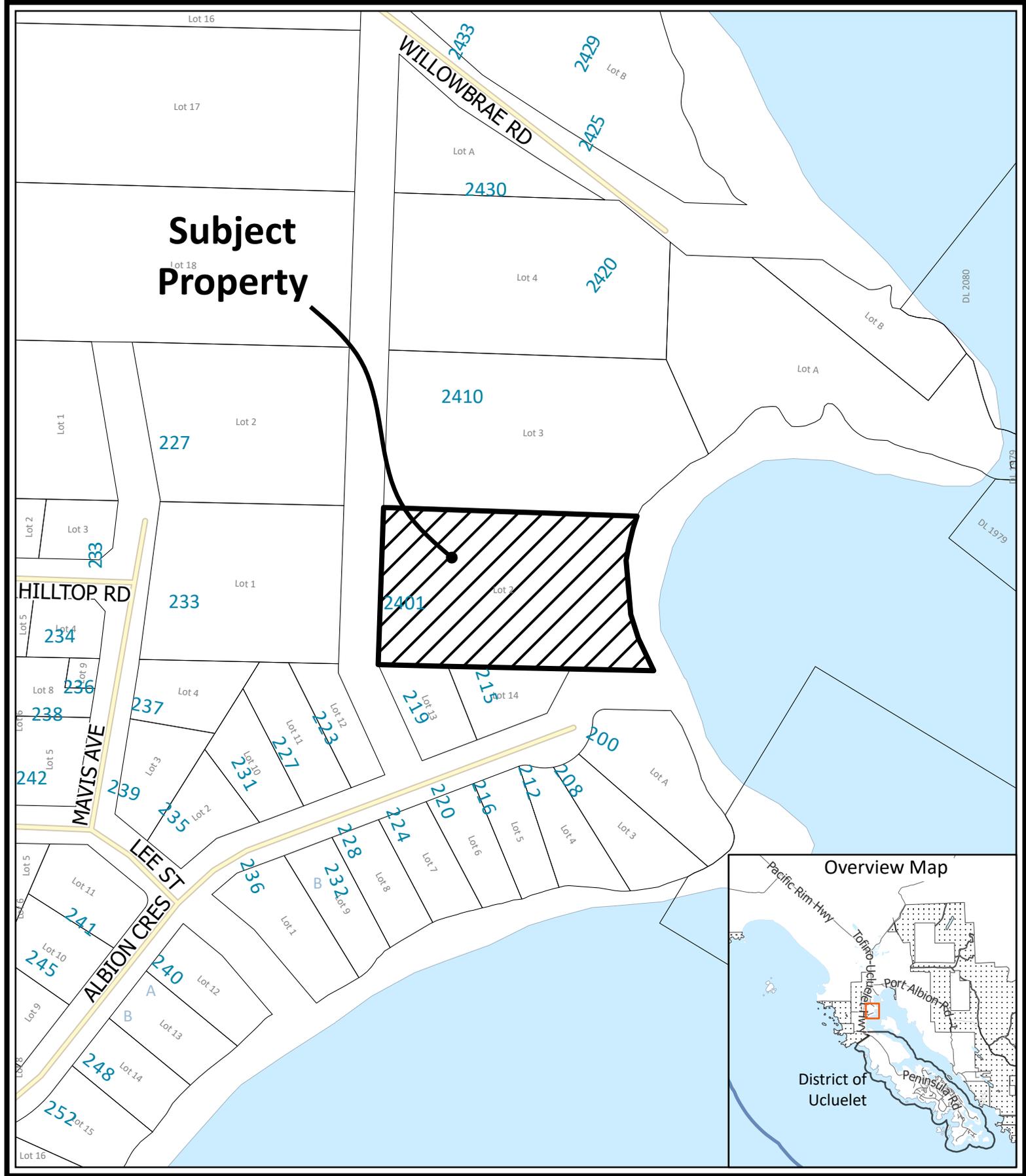
Prepared by: *S Foulkes*
Sarah Foulkes, Junior Planner

Reviewed by: *Alex Dyer*
Alex Dyer, MCIP, RPP, Planning Manager

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

TUP21004

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułuʔiłʔatḥ Government, Huu-ay-aht First Nations, Uchucklesaht Tribe, Toquaht Nation
Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)



 Legal description: LOT 2, DISTRICT LOT 468, CLAYOQUOT DISTRICT, PLAN 1692



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

TEMPORARY USE PERMIT NO. TUP21004

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: Kamil Bialous and Urszula Lipsztajn

Address: 2401 Grant Ave, Ucluelet

With respect to:

Legal Description: LOT 2, DISTRICT LOT 468, CLAYOQUOT DISTRICT, PLAN 1692

PID: 007-109-491

The Regional District of Alberni-Clayoquot hereby issues a Temporary Use Permit to Kamil Bialous and Urszula Lipsztajn with respect to property legally described as LOT 2, DISTRICT LOT 468, CLAYOQUOT DISTRICT, PLAN 1692 subject to the conditions as follows:

1. This permit is issued to allow the existing cabin located on the subject property to be operated as a short term vacation rental (STR) unit.
2. A maximum of two (2) persons shall be permitted per bedroom when the property is being occupied as an STR.
3. The owner or a caretaker must live on-site or be available to attend the property within 20 minutes.
4. Contact information for the owner or caretaker and a copy of the TUP must be visible in a public location.
5. This permit is valid for two (2) years from the date of execution.
6. At the time this permit expires, the property owner may apply to the Regional District to re-issue the TUP or return the property to the original use permitted under the zoning.
7. The operation of the STR must be in compliance with all Provincial Health Officer orders.
8. 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.

At the time this permit expires, the property owner may apply to the Regional District to have it re-issued or the property owner must return the property to the original use permitted under the current zoning or rezone the property.

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 _____, 2022.

This permit was issued under the seal of the Regional District of Alberni-Clayoquot on _____, 2022.

Daniel Sailland, MBA
Chief Administrative Officer

Chair of the Regional Board

TUP21004

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułuʔiłiʔatł Government, Huu-ay-aht First Nations, Uchucklesaht Tribe, Toquaht Nation
Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni, BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

MEMORANDUM

To: ACRD Board of Directors
From: Sarah Foulkes, Junior Planner
Meeting Date: August 24, 2022
Subject: TUP22004 – Amanda and Justin Miller – 66 Sutton Road, Long Beach

Recommendation: THAT the Board of Directors issue Temporary Use Permit TUP22004.

Background: On July 27, 2022, the Board considered an application for a Temporary Use Permit for the property described as LOT 8, SECTION 18, CLAYOQUOT DISTRICT, PLAN 8470, located at 66 Sutton Road in the Port Albion area of Long Beach.

The Board resolved to proceed to the next stage of the Temporary Use Permit process. Public notification involved publishing a notice in the August 10, 2022 issue of the Westerly News, and mailing and hand delivering a notice to all property owners and residents within 100 metres of the subject property. Notices were mailed and hand delivered on August 10, 2022.

One (1) letter of correspondence has been received from the public to date. The email received on August 11, 2022 and attached to the memo as Appendix 'A', is from another Sutton Road property owner and is generally opposed to the application. If any additional correspondence is received prior to the August 24th Board meeting, staff will inform the Board.

As a condition of approval, the applicants were required to provide contact details for a caretaker that would be available to access the property within 20 minutes and a building assessment to ensure safety of guests on the property. The applicants have provided contact details for a property manager based in Ucluelet which satisfies the caretaker availability requirements. The applicants have also provided a home inspection report completed in April 2022 which details the condition of the dwelling and provides recommendations for safety improvements. The repair of any significant deficiencies, as outlined in the report, that relate to occupant safety are to be completed as a condition of the TUP.

If approved, the Temporary Use Permit would allow for operation of a short term vacation rental in the existing 3 bedroom single family house on the subject property. The property owners intend to reside on the property part-time and would rent the house when they are not in residence.

Prepared by: *S Foulkes*
Sarah Foulkes, Junior Planner

TUP22004

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułuʔiłʔatḥ Government, Huu-ay-aht First Nations, Uchucklesaht Tribe, Toquaht Nation
Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)

Reviewed by: *Alex Dyer*
Alex Dyer, MCIP, RPP, Planning Manager

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

Appendix 'A'

From: [Rosy Pongratz](#)
To: [Planning Shared](#)
Subject: TUP22004 - 66 Sutton rd
Date: August 11, 2022 4:52:15 PM

[CAUTION] This email originated from outside of the ACRD

Hello Planning department.

A letter was delivered to my property recently about a notice of intent to issue temporary use permit - TUP22004 - 66 Sutton Road Amanda & Justin Miller, property owners.

The meeting is scheduled for August 24th, however, Amanda and Justin Miller are already renting out (their new home that they just bought a month or two ago) this property as a vacation rental.

https://www.airbnb.ca/rooms/631383243350973665?source_impression_id=p3_1660258001_YjoYGGcQGti9gzyl

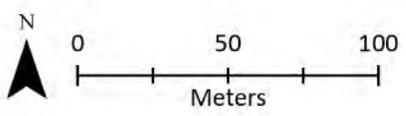
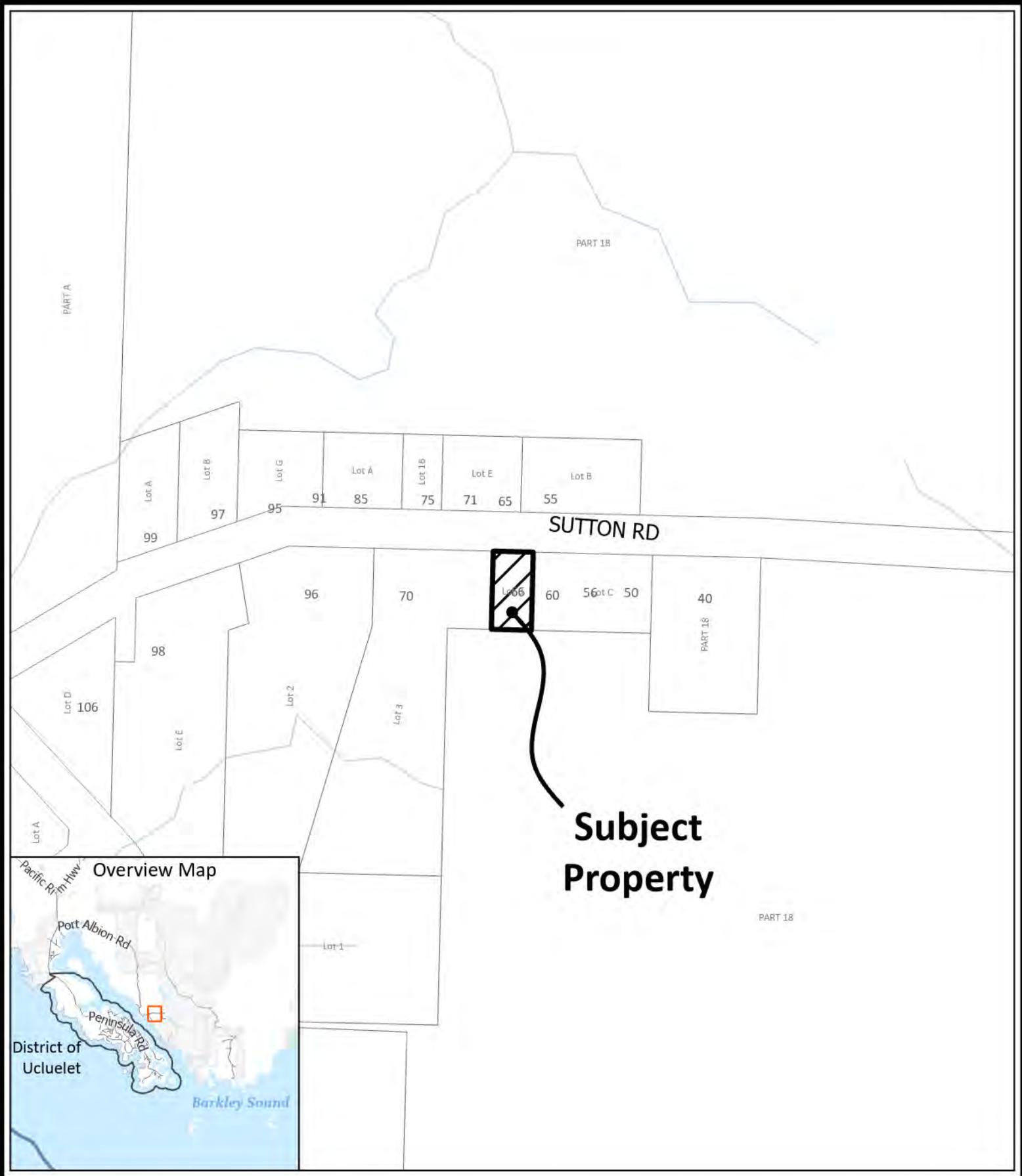
There are other accommodations available in the area for tourists including, Caroline's Cove, Raven Lodge, Sutton rd homestead, Michelle's place and the newest property that I believe has been accepted for a temporary use permit is Pete Donaldson property on Smithdale rd which is still being built. All of these properties have one thing in common and that is that the owners live on the property. If there are any issues that arise, the property owners can deal with it right away.

My concern with 66 Sutton is that the owners do not live on the property, they don't even live in town, they live on the other side of the Island. If any issues arise it is now up to the surrounding residence to call in any complaint(s). The surrounding residences are retired and/or work full time with young children.

Due to the remote area of Sutton Rd, I think it would be hard to have bylaw come by to deal with "tourist issues". There are 15 homes on Sutton rd., we all know each other and it is a shame that one of the houses was bought for the sole purpose to be used as an income property. This is one more house that is not able to house a working member of the community thus depleting the "community". I feel that allowing this TUP does not help in retaining a rural feel in this residential area.

Thank you

Sutton rd property owner



 Legal description: LOT 8, SECTION 18, CLAYOQUOT DISTRICT, PLAN 8470



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

TEMPORARY USE PERMIT NO. TUP22004

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: Amanda and Justin Miller

Address: 66 Sutton Road, Ucluelet

With respect to:

Legal Description: LOT 8, SECTION 18, CLAYOQUOT DISTRICT, PLAN 8470

PID: 005-565-782

The Regional District of Alberni-Clayoquot hereby issues a Temporary Use Permit to Amanda and Justin Miller with respect to property legally described as LOT 8, SECTION 18, CLAYOQUOT DISTRICT, PLAN 8470 subject to the conditions as follows:

1. This permit is issued to allow for the subject property to be operated as a short term vacation rental (STR) unit.
2. A maximum of two (2) persons shall be permitted per bedroom when the property is being occupied as an STR and the rental unit is limited to one group or family at a time.
3. The owner or a caretaker must live on-site or be available to attend the property within 20 minutes.
4. Contact information for the owner or caretaker and a copy of the TUP must be visible in a public location.
5. Fire suppression materials must be maintained and provided for the use of guests.
6. The owner to resolve any significant deficiencies that relate to occupant safety, as outlined in the April 2022 home inspection report.
7. This permit is valid for two (2) years from the date of execution.
8. At the time this permit expires, the property owner may apply to the Regional District to re-issue the TUP or return the property to the original use permitted under the zoning.
9. The operation of the STR must be in compliance with all Provincial Health Officer orders.
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.

At the time this permit expires, the property owner may apply to the Regional District to have it re-issued or the property owner must return the property to the original use permitted under the current zoning or rezone the property.

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 _____, 2022.

This permit was issued under the seal of the Regional District of Alberni-Clayoquot on _____, 2022.

TUP22004

Daniel Sailland, MBA
Chief Administrative Officer

Chair of the Regional Board



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni, BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

MEMORANDUM

To: ACRD Board of Directors
From: Charity Hallberg Dodds, Planning Technician
Meeting Date: August 24, 2022
Subject: TUP22007 Lost Shoe Campground (Kimola, Kaikkonen, Cowland and Baril-Dionne)
2660 Tofino Ucluelet Highway

Recommendation: THAT the Board of Directors issue Temporary Use Permit TUP22007.

Background: On July 27, 2022, the Board considered an application for a Temporary Use Permit for the property described as THAT PART OF BLOCK A OF DISTRICT LOT 483, CLAYOQUOT DISTRICT, LYING TO THE NORTH OF A LINE PARALLEL TO AND PERPENDICULARLY DISTANT 200 FEET FROM THE NORTHERLY BOUNDARY OF SAID BLOCK, located at 2660 Tofino Ucluelet Highway near the Millstream area in Long Beach.

The Board resolved to proceed to the next stage of the Temporary Use Permit process. Public notification involved publishing a notice in the August 10, 2022 issue of the Tofino-Ucluelet Westerly News and providing a notice to all owners and residents of properties within 100 m of the subject property. Notices were mailed and hand delivered August 10th. To date, there has been no public correspondence received. If any correspondence is received prior to the August 24th Board meeting, staff will inform the Board.

A referral request was sent to the District of Ucluelet for their input on the proposed permit. Their response included a correction to the original report. Initially, it was identified as not being within a fire protection service area. However, fire coverage of the property is provided by agreement with the District of Ucluelet. Additional conditions were added to the permit to include site numbering and posting of a site map in a visible location. The referral response is attached to this memorandum for your reference.

If approved, the permit would allow the applicants to continue to operate a campsite consisting of 34 unserviced/partially serviced (hydro only) sites and 15 serviced sites for long-term (monthly) and short-term (daily) rental.

Prepared by: Charity Hallberg Dodds
Charity Hallberg Dodds, Planning Technician

Reviewed by: Alex Dyer
Alex Dyer, MCIP, RPP, Planning Manager

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

TUP22007

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułuʔiłʔatḥ Government, Huu-ay-aht First Nations, Uchucklesaht Tribe, Toquaht Nation
Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3

Telephone (250) 720-2700 Fax (250) 723-1327

TEMPORARY USE PERMIT RESPONSE SUMMARY FORM

APPLICATION FILE NO.: TUP22007

APPLICANTS: Kimola, Kaikkonen, Cowland, Baril-Dionne

ACRD CONTACT: Mike Irg, General Manager of Planning & Development

Date of Referral: August 2, 2022

Approval Recommended for Reasons
Outlined Below

Interests Unaffected by TUP

Approval Recommended Subject to
Conditions Below

Approval NOT Recommended Due to
Reasons Outlined Below

We have consulted with the District of Ucluelet Fire Chief who provided the following recommendations as conditional to supporting this proposed use:

- The TUP says "not within a fire protection area". This is incorrect, as we provide fire coverage through a service agreement with the ACRD. I have emailed Mike Irg directly about that.
- Conditions of the TUP say that fire suppression equipment must be on site. I would like clarification as to the specifics of this equipment.
- Since we provide fire coverage for this property, each site will be required to have its number clearly marked so that we can easily find where we need to go in an emergency. An overall layout (map) of the site should also be posted near the main entrance to the property for quick reference.

Agency (please print): District of Ucluelet

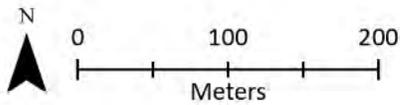
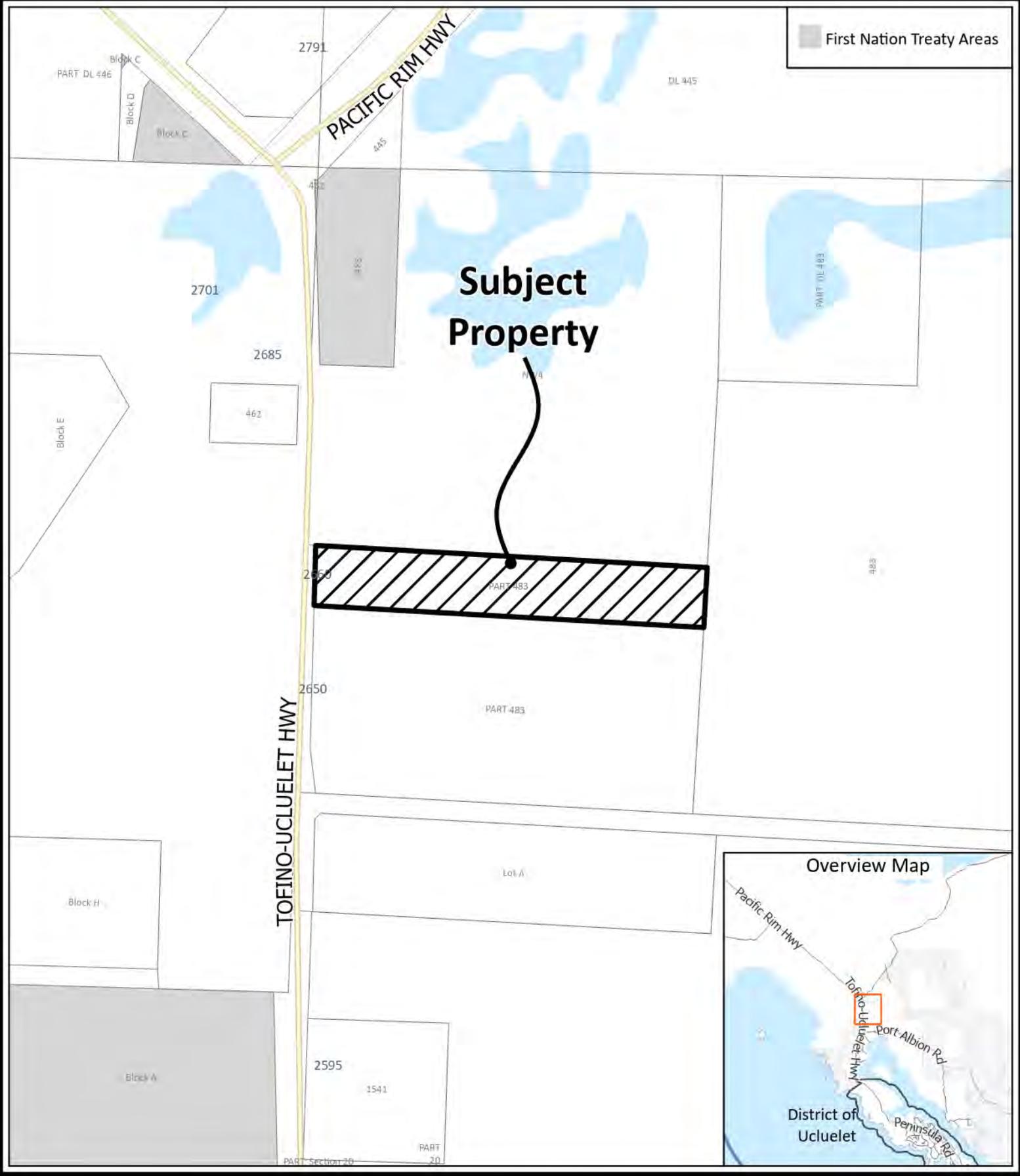
Name (please print): Bruce Greig

Title: Director of Community Planning

Signature: 

Date: 8/11/22

■ First Nation Treaty Areas



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



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

TEMPORARY USE PERMIT NO. TUP22007

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:

Names: Glen Kaikkonen, Vincent Kimola, Cowland Cottage Enterprises Ltd. and Andre-Anne Baril-Dionne

Address: 2660 Tofino Ucluelet Highway, Area C – Long Beach

With respect to:

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

PID: 009-008-918

The Regional District of Alberni-Clayoquot hereby issues a Temporary Use Permit to Glen Kaikkonen, Vincent Kimola, Cowland Cottage Enterprises Ltd. and Andre-Anne Baril-Dionne with respect to property legally described as THAT PART OF BLOCK A OF DISTRICT LOT 483, CLAYOQUOT DISTRICT, LYING TO THE NORTH OF A LINE PARALLEL TO AND PERPENDICULARLY DISTANT 200 FEET FROM THE NORTHERLY BOUNDARY OF SAID BLOCK subject to the conditions as follows:

1. This permit is issued to allow for the operation of a campsite consisting of 34 unserviced/partially serviced (hydro only) sites and 15 serviced sites for long-term (monthly) and short-term (daily) rental.
2. All structures on the property will be used for storage, office use, bicycle rentals and security. No structure or cottage will be utilized as a dwelling unit.
3. Emergency management and security policies are to be available for review by ACRD staff and enforced by the applicant. There shall be a posted quiet time of 10 pm.
4. Fire suppression equipment must be available on site at all times.
5. Garbage disposal and recycling facilities will be provided and maintained on a daily basis in order to reduce attractants for wildlife.
6. Adequate washroom facilities and access to potable water must be available to customers, tenants and/or visitors to the campsite.
7. Campsites must have their number clearly marked for emergency response purposes.
8. Staff and/or the owner or caretaker will be available on site at all times.
9. Contact information for staff and/or the owner or caretaker, a site layout map and a copy of the TUP, must be visible in a public location.
10. On-site parking shall be provided in accordance with the off-street parking regulations in the ACRD Zoning Bylaw.
11. This permit is valid for two (2) years from the date of execution.
12. At the time this permit expires, the property owners may apply to the Regional District to re-issue the TUP or return the property to the original use permitted under the zoning.
13. The operation of the campsite must be in compliance with all Provincial Health Officer orders.
14. 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.

TUP22007

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

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 _____, 2022.

This permit was issued under the seal of the Regional District of Alberni-Clayoquot on _____, 2022.

Daniel Sailland, MBA
Chief Administrative Officer

Chair of the Regional Board

TUP22007

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułuʔiłiʔatł Government, Huu-ay-aht First Nations, Uchucklesaht Tribe, Toquaht Nation
Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue, Port Alberni BC, CANADA V9Y 2E3 Telephone (250) 720-2700 Fax (250) 723-1327

TEMPORARY USE PERMIT APPLICATION

TO: ACRD Board of Directors

MEETING DATE: Deferred from July 27, 2022 meeting

TUP APPLICATION: TUP21007

APPLICANT: Dwayne Richmond & Catherine Jantzen

LEGAL DESCRIPTION: LOT B DISTRICT LOT 58 ALBERNI DISTRICT PLAN EPP99973

LOCATION: 9211 Central Lake Road

ELECTORAL AREA: "D" Sproat Lake

Applicant's Intention: The applicants intend to develop a 10-site campground on the 2.4 hectare (6 acre) property to be used primarily for seasonal and long-term accommodation in recreational vehicles (RVs). The applicants intend to develop the campground as a master planned RV community with an internal access road, water and sewer servicing, screening from the road and neighbouring properties with solid fencing, landscaping, common areas and an amenity building to include laundry facilities.

Recommendation: THAT the Board of Directors deny Temporary Use Permit TUP21007.

Note: If the Board is considering denying the application, the Board policy is to defer a decision on the application and invite the applicants to attend the following meeting to address the Board prior to a decision being made on the application. The Board did this by deferring the the decision from the July 27 meeting to the August 24, 2022 meeting.

Options Considered and Advisory Planning Commission Recommendation: The Sproat Lake APC reviewed the application on July 18th and after discussion regarding the options for considering the application, the APC passed a motion to support proceeding with the TUP application subject to the conditions outlined below. If the Board is considering proceeding with the application, staff recommend that the appropriate motion would be: "THAT the Board of Directors proceed with consideration of TUP21007 and advance the application to the neighbour notification process, subject to:

- Neighbouring properties being notified as per section 494 of the *Local Government Act*.
- The applicant agreeing to proposed conditions of TUP21007 numbered 1 through 18.
- Positive referral responses from Island Health, Sproat Lake Fire Department, and the Ministry of Transportation & Infrastructure (MOTI).

TUP21007

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

- The applicant providing a security to guarantee the performance of the terms of the permit as per section 496 of the *Local Government Act*.
- Confirmation that on-site sewage disposal requirements can be met.
- Referral to the Province to review the requirements of the Groundwater Protection Regulation.
- No permanent roof structures to be located within the campsites.”

Procedure: Prior to the issuance of a Temporary Use Permit, the Board must first pass a resolution to consider issuing the permit. Staff then notify neighbouring property owners and tenants and publish a notice in the newspaper to afford the public an opportunity to make written or verbal submissions to the Board. At a subsequent meeting, the Board can issue or deny the Temporary Use Permit.

Observations:

- 1. Property Description:** The 2.4 hectare (6 acre) property is mostly cleared and slopes up away from Central Lake Road. There is an existing single family dwelling located on the first level bench of land in the southern portion of the property. The driveway to the house location extends further up the hill to a large gravel area developed to the north where the proposed campground would be located. The +/- 1 hectare (2.5 acre) mostly-level gravel area where the campground would be located is screened with a solid wood and metal corrugated fence from the house and road to the south and from a portion of the neighbouring property to the west. The north end of the lot slopes up away from the gravel area. The lot was created by subdivision of the larger parent parcel in 2020. The property borders the Agricultural Land Reserve boundary to the south across the road and is surrounded by rural residential and agricultural acreage parcels ranging from 5 to 14 acres in lot size.
- 2. Services:**
 - (a) Sewage Disposal:** On-site sewage disposal. The applicants have indicated that they have engaged a Registered On-site Wastewater Practitioner to install a new septic system that would be dedicated for the campground. If the Board proceeds with considering the TUP to allow the campground, staff recommend that the installation of a certified septic system be required prior to occupancy.
 - (b) Water Supply:** On-site water. The existing single family dwelling is serviced by a well and the applicants intend to drill a new well to service the campground. The applicants have engaged a certified well driller who has assessed the site and provided assurance that there will likely be sufficient water quantity to service the development. If the Board proceeds with considering the TUP to allow the campground, staff recommend that the applicants provide support from Island Health for the operation of the private water system and guidance from the Province that any requirements of the Groundwater Protection Regulation have been satisfied prior to occupancy.
 - (c) Fire Protection:** Sproat Lake Fire Department.
 - (d) Access:** The property is accessed from Central Lake Road. The campground would share the existing driveway with the single family dwelling. There is a solid fence along the bank at the top of the driveway that provides screening from the road and the applicants intend to construct a code-operated gate at the top of the driveway.

3. Existing Planning Documents Affecting the Site:

- A. Agricultural Land Reserve:** Not within the ALR. The property is adjacent to the ALR boundary to the south.

TUP21007

- B. **Official Community Plan:** The Sproat Lake Official Community Plan designates the property as Rural Use. The objective of the Rural Use designation is to maintain the predominantly rural character of the area with policies to maintain a 2 hectare (5 acre) minimum lot size and to permit a variety of compatible uses on rural lots to make their retention viable.

The ACRD Board passed a resolution on September 22, 2021 to direct staff to draft an amendment to the Sproat Lake OCP to redesignate the Central Lake Road area to a new 'Rural Central Lake Use' designation following the adoption of the updated Zoning Bylaw. The Board direction followed the receipt of a neighbourhood petition that requested a halt to any ongoing rezoning applications for development in the area that would, in the opinion of the petitioners, alter the form and character of the rural residential and agricultural neighbourhood and put a strain on limited ground water supply in the area. Staff expect to start work on the OCP amendment following the completion of the Zoning Bylaw Review Project.

The proposed campground development does not comply with the policies and objectives of the Rural Use designation in the Sproat Lake OCP. The Board has directed staff to draft a new Rural Central Lake Use designation for this neighbourhood that would support maintaining a rural residential and agricultural character to the area.

- C. **Zoning:** The property is zoned Rural (A2) District which permits single family residential, agricultural and accessory uses on the subject property. The A2 zoning does not permit the operation of a campground.

The proposed 10-site campground does not comply with the Rural (A2) District zoning and the temporary use permit application would facilitate the development and operation of the campground on a temporary basis.

- D. **Temporary Use Permits:** Under Section 493 of the *Local Government Act*, the Regional District may issue a Temporary Use Permit, by resolution, in areas designated in an Official Community Plan. A TUP may allow a use not permitted under the Zoning Bylaw, specify conditions under which the temporary use may be carried out, and allow the construction of buildings to support the use for which the permit is issued.

Where a TUP is designated in an OCP, the Regional District must give notice to the public in accordance with the requirements of the *Act*, which includes notifying the neighbouring property owners and tenants, and publishing a notice in the newspaper. The permit would be valid for up to three (3) years.

The applicants intend to develop the 10-site campground to be used primarily for seasonal and long-term recreational vehicle accommodation. The campground would include a gated internal access road, water and sewer servicing, screening from the road and neighbouring properties with solid fencing, landscaping, common areas and an amenity building to include laundry facilities. At the expiry of the three-year TUP, the applicants would either apply to renew the temporary use permit for an additional three years or apply to rezone the property to a commercial campground use.

Temporary Use Permit: Should the Board of Directors proceed with the consideration of this application, the TUP to allow for the development of a 10-site campground on the property located at

TUP21007

9211 Central Lake Road would be subject to the following conditions, and any others, that the Board of Directors considers appropriate at the time of issuance:

1. This permit is issued to allow for the operation of a campground with a maximum of ten (10) campsites.
2. Individual campsites may be used as either long-term seasonal accommodation sites by individual occupants, or short-term vacation accommodation sites by transient occupants.
3. The campground may be operated 365 days of the year.
4. Individual campsites must be a minimum of 120 square meters.
5. All campsites are to be clearly marked and delineated.
6. All campsites are to be setback a minimum of 50 metres from Central Lake Road.
7. The campground shall be screened from neighbouring properties by a solid fence or a 5 metre wide vegetation buffer maintained along the north, west and east boundaries of the campground area and screened from the road by a solid fence along the south boundary of the campground area.
8. The property owner must ensure that a minimum distance of 5 meters is maintained between individual recreational vehicles occupying campsites.
9. There shall be no permanent roof structures located within the campsites.
10. Access within the campground to be maintained, clearly marked and accessible at all times to emergency vehicles.
11. The property owner must comply with all conditions required by the Ministry of Transportation and Infrastructure.
12. The property owner must comply with all conditions required by the Sproat Lake Fire Department.
13. The property owner must comply with all conditions required by Island Health.
14. The property owner must comply with all requirements of the Groundwater Protection Regulation.
15. This permit is valid for three (3) years from the date of execution.
16. At the time this permit expires, the property owner may apply to the Regional District to re-issue the TUP or return the property to the uses permitted in the ACRD Zoning Bylaw.
17. The operation of the STR must be in compliance with all Provincial Health Officer orders.
18. If the conditions of this permit are not met or if there is a change of ownership of the property, the ACRD may rescind or terminate the TUP.

Comments: The applicants intend to develop a master planned RV community with a maximum of ten (10) camping sites; power, water and sewer servicing; internal access road that connects to existing driveway into the property; screening from the road and neighbouring properties with solid fencing; landscaping; common areas; and an amenity building to include laundry facilities. The applicants would install a new on-site sewage disposal system and develop a private water system to service the development. The intention of the development would be to allow for seasonal and long-term temporary accommodation in RVs rather than nightly and weekly tourist accommodation. The applicants believe that the proposed RV campground fills a need for long-term RV accommodation in the region for both seasonal workers and retirees.

In September 2021, the Board directed staff to draft an amendment to the Sproat Lake OCP to redesignate the Central Lake Road area to a new 'Rural Central Lake Use' designation following the adoption of the updated Zoning Bylaw. There is a property approximately 400 metres to the east that is zoned for campground accommodation to allow for up to ten (10) camping sites but, in general, the character of the area is predominantly rural residential and agricultural. The staff recommendation is to consider denying the application at this point recognizing that the Board has directed staff to prepare the OCP amendment and that the Board will be considering the amendment to provide direction on

TUP21007

future development in the Central Lake Road area.

The Sproat Lake Advisory Planning Commission reviewed the application and supported the option to proceed to the neighbour notification stage of the application to gather public input. The APC also recommended that a number of technical matters be considered as part of the TUP application review, including: confirmation from a Registered On-Site Wastewater Practitioner that sewage disposal requirements can be met; positive referral responses from the Sproat Lake Fire Department, MOTI, and Island Health with respect to the private water system; referral to the Province to review the requirements of the Groundwater Protection Regulation to ensure that any impact on the aquifer is considered and mitigated where appropriate; and that no permanent roof structures be permitted within the campsites.

If the Board is considering proceeding with the TUP to allow for the 10-site campground, staff recommend that the Board endorse the TUP conditions of use number 1 through 18 and the conditions of approval outlined in this report. The TUP allows the ACRD to require conditions that are not allowed under zoning regulations, including minimum servicing requirements; support from key referral agencies; screening and buffering; security to ensure the performance of the terms of the permit; a three-year expiry date; and the ability for the Board to revoke the TUP if needed. If the Board proceeds with permitting long-term RV accommodation at this property, there are characteristics of the site and the development proposal that in staff's view would benefit the proposed use, including solid fence screening from the road and neighbouring uses, 50 metre minimum setback from the road, and minimum site servicing levels regulated by the relevant Provincial authorities.

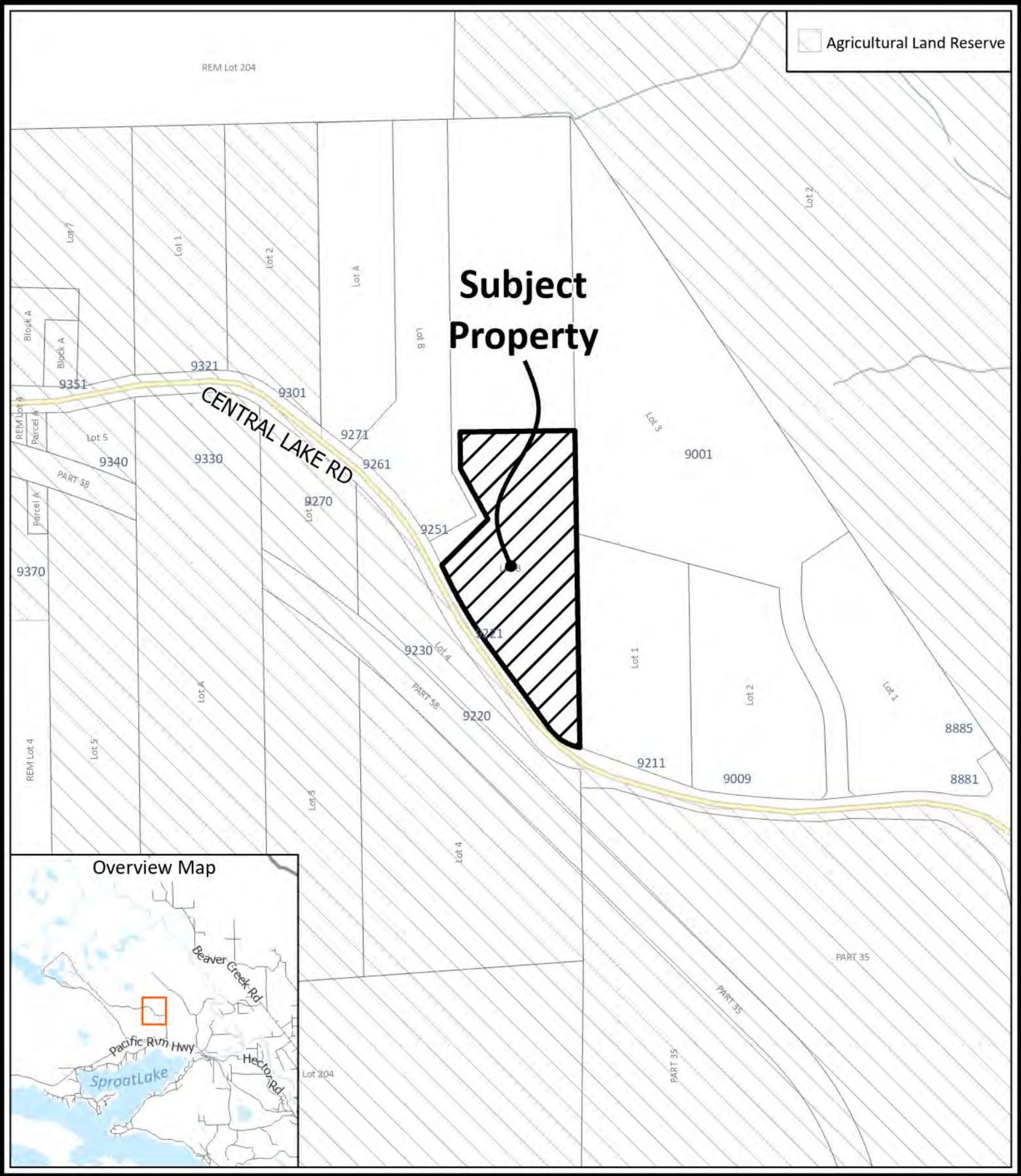
Submitted by: *Alex Dyer*
Alex Dyer, MCIP, RPP, Planning Manager

Reviewed by: *Michael Irg*
Mike Irg, MCIP, RPP, General Manager of Planning & Development

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

TUP21007

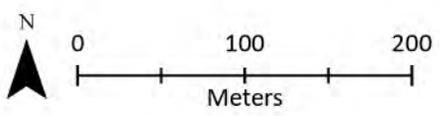
 Agricultural Land Reserve



**Subject
Property**

CENTRAL LAKE RD

Overview Map

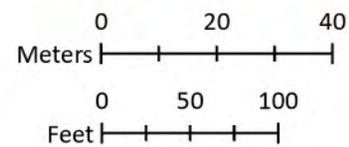


 Legal description: LOT B DISTRICT LOT 58 ALBERNI DISTRICT
PLAN EPP99973

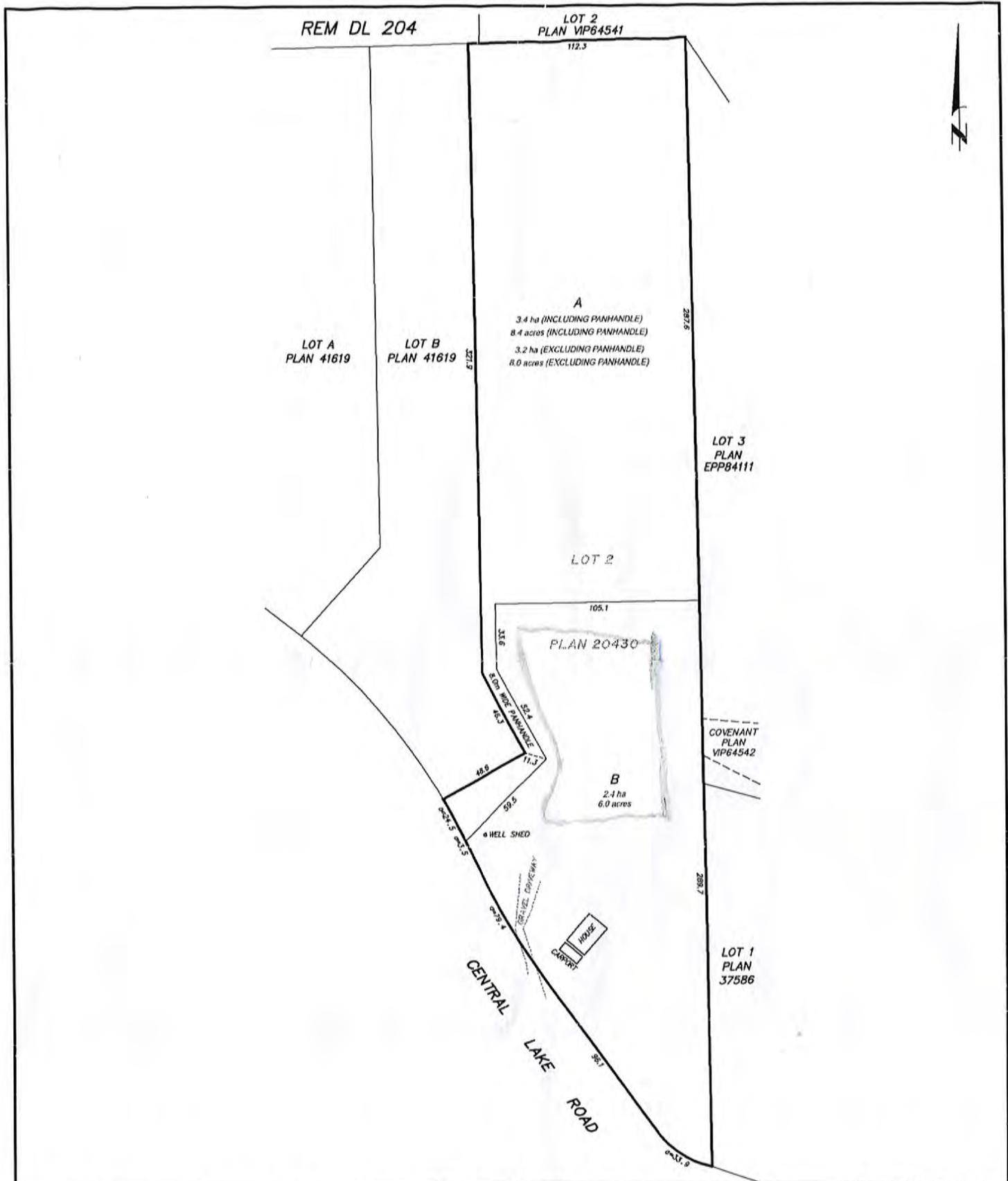


This map should not be used for navigation or legal purposes. This product was prepared by the Alberni-Clayoquot Regional District (ACRD) Planning Department and is intended for general reference use only. The ACRD makes no guarantees, expressed or implied, as to the use of the information obtained here and is not responsible for any damages or incidents resulting from any omissions, deletions or errors of data shown here within.

031-223-940



We are planning to develop 3 acres of our existing 6 acres, into 10 beautiful, full-time living luxury RV sites. We have been in contact with Bowerman Excavating and have a plan for a septic system. Also, we have had Glen Fyfe, from Fyfe's Well Drilling out to our property and have discussed what our options are for water. We have 2 wells on our property – 1 for our personal use and another for our proposed RV units.



**PROPOSED SUBDIVISION PLAN OF
LOT 2, DISTRICT LOT 58,
ALBERNI DISTRICT, PLAN 20430.**
SCALE 1:1250

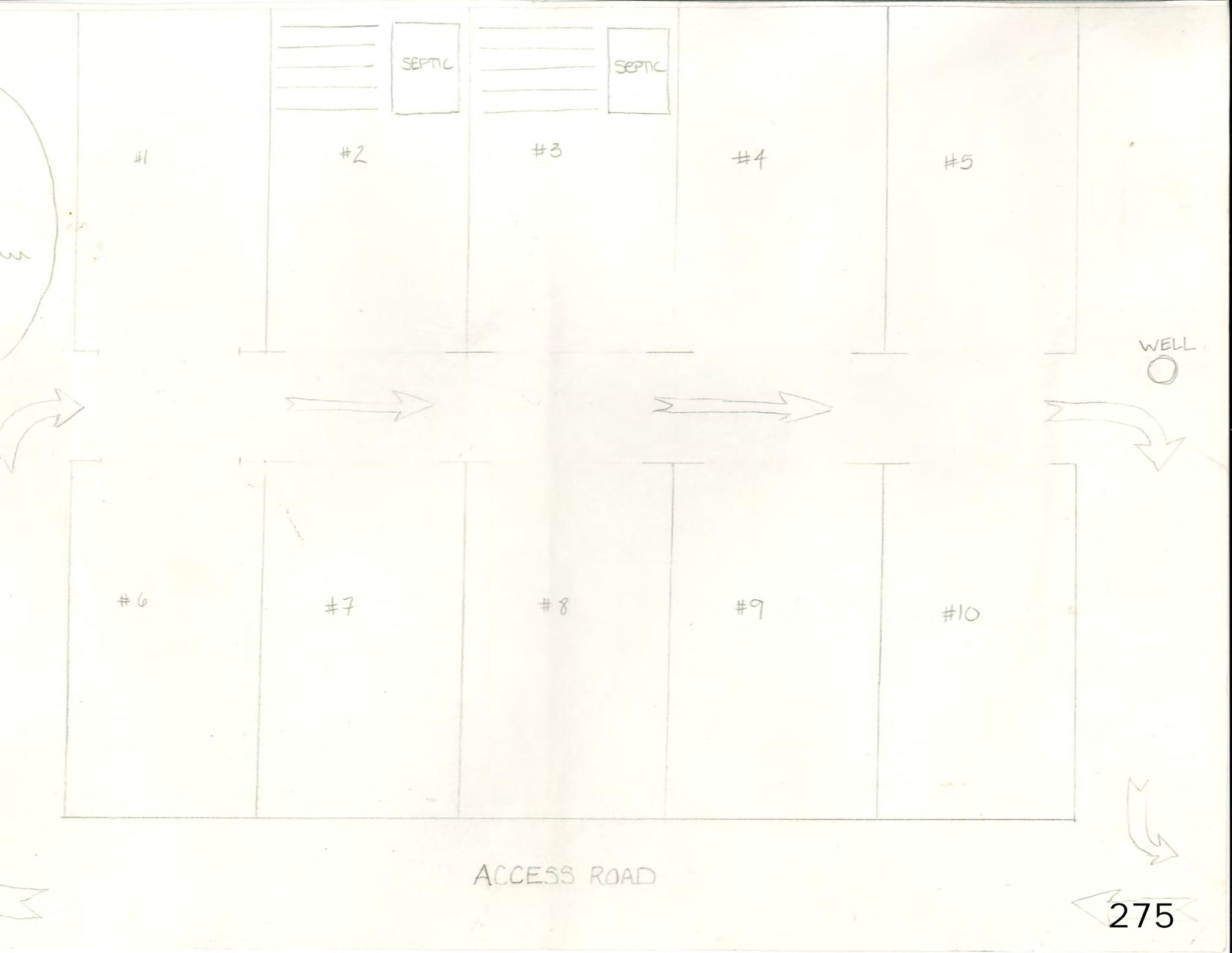


LEGEND

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF
ALL DISTANCES ALONG CURVES ARE ARC DISTANCES
ALL DIMENSIONS AND AREA ARE SUBJECT TO FINAL SURVEY.
DL DENOTES DISTRICT LOT
REM DENOTES REMAINDER
ha DENOTES HECTARES

| No. | DATE | REVISION |
|-----|------------|--|
| 1 | 2018/09/20 | 2 LOT SUBDIVISION PROPOSAL |
| 2 | 2018/09/07 | 2 LOT SUBDIVISION PROPOSAL - NEW CONFIGURATION |
| 3 | 2018/09/25 | 2 LOT SUBDIVISION PROPOSAL - NEW CONFIGURATION |
| 4 | 2018/11/16 | 2 LOT SUBDIVISION PROPOSAL - NEW CONFIGURATION |
| 5 | 2020/01/07 | 2 LOT PROPOSAL - WIDEN PANHANDLE TO 8 METRES |
| | | |
| | | |
| | | |

SIMS ASSOCIATES
LAND SURVEYING LTD.
223 FERN ROAD W.
QUALICUM BEACH, B.C. V0K 1S4
PHONE: 250-752-9121
FAX: 250-752-9241
FILE NUMBER: 18-177-S
DRAWING NUMBER: 18-177 PS.DWG
DATE: 2020/01/07



#1

#2

#3

#4

#5

WELL

#6

#7

#8

#9

#10

ACCESS ROAD

275

July 18, 2022 Pictures



Proposed 10-site campground area looking south



Proposed 10-site campground area looking south east



Service building and screening from the road and the house located on southern portion of the property



Proposed 10-site campground area looking north



Access into proposed campground area



Access road and screening/landscaping along west side of the campground area. Future septic location.



Example camping site



Example camping site



REQUEST FOR DECISION

To: ACRD Board of Directors

From: Alex Dyer MCIP, RPP, Planning Manager

Meeting Date: August 24, 2022

Subject: Liquor Primary License Structural Change – Clayoquot Wilderness Lands
DISTRICT LOT 451, CLAYOQUOT SOUND (Bedwell River)

Recommendation:

THAT the Board of Directors support the application for a structural change to the Clayoquot Wilderness Lands Liquor Primary License to increase the maximum capacity from 50 to 130 persons and to resolve that the ACRD opts out of conducting the public input process.

Summary:

The Clayoquot Wilderness Lands (CWL) camping resort is located at the outlet of the Bedwell River in Clayoquot Sound, approximately 8 kilometers north of Tofino. There is an existing Liquor Primary License issued by the Liquor and Cannabis Regulation Branch (LCRB) for the resort use that permits a maximum capacity of 50 persons within the licensed area. The property owners have applied to increase the maximum capacity to 130 persons.

Background:

The applicants rezoned the CWL properties and foreshore areas in 2022 to accommodate the existing camping resort uses and to facilitate upgrades to the cookhouse and lounge structures. As part of the rezoning process, a restrictive covenant registered to DISTRICT LOT 451 was amended in order to support an increase in the capacity at the site from a maximum of 30 guests to a maximum of 130 guests, staff, contractors and service people at any one time. The amendment to the covenant was required in order to facilitate the LCRB application to increase the capacity permitted within the CWL's Liquor Primary License.

LCRB Liquor Primary License #303526 issued to DISTRICT LOT 451 on the resort lands permits a maximum capacity of 50 persons with hours of sale from 9:00am to 2:00am seven days a week. The licensed area includes the main dining hall and lounge building as well as outdoor deck, lawn and tent areas adjacent to the two buildings. The resort owners have now applied to increase the capacity within the licensed resort area from 50 persons to a maximum of 130 persons. The ACRD Building Inspector has reviewed the licensed area and confirmed a permitted occupancy load of 130 persons.

The site is zoned Comprehensive Development Clayoquot Wilderness Resort (CD CWR) District after having completed a rezoning process in May 2022. The CD CWR zone permits campgrounds and campground amenity uses including a communal dining hall/cookhouse building and a lounge building. Restrictive Covenant EX12758 has been amended to permit a maximum of 130 persons at the site which shall include any

MISC21008

combination of guests, employees, contractors and service people. The dining hall and lounge uses licensed under the Liquor Primary License comply with the permitted uses in the CD CWR District zoning.

The LCRB requires community input on new Liquor Primary License applications, permanent changes to opening/closing hours and structural changes to increase person capacity. The Regional District has the option to either opt out of gathering public input and allowing the LCRB to gather community input directly, or to resolve to gather their own public input by way of public notice, public hearing, referendum or a similar public process. Planning staff recommend that the Board of Directors opt out of gathering public input directly and to rely on the LCRB to take over the public input process to gather the views of residents. Staff highlight that the CWL resort is located in a remote area without any neighbouring residents and the increase in liquor license capacity should have minimal impact on the surrounding area.

Time Requirements – Staff & Elected Officials:

Minimal staff time required to advise the Liquor and Cannabis Regulation Branch if the Board opts out of gathering public input. If the Board desires to conduct a public input process to gather the views of residents rather than rely on the LCRB to conduct the process, a public hearing could be organized. The public hearing fee for the applicants would be \$600. With approximately 30 hours of staff time required to organize the hearing, notify the public, conduct the hearing and report back to the Board, staff anticipate that the cost of conducting a public hearing, including neighbourhood mailout and newspaper advertising costs, would be approximately \$2,500. Staff do not recommend that the Board conduct a public hearing for this application.

Policy or Legislation:

The LCRB regulates liquor licensing in the province under the *Liquor Control and Licensing Act* and Regulation. Liquor Primary Licenses are referred to local governments to provide comment on the impact to neighbouring residents and on the community as a whole if the application is approved. The local government has the option to either:

- i. opt out of the public input process and allow the LCRB to gather community input directly, or
- ii. gather their own public input on the application through a public notice, public hearing or holding a referendum or similar process.

Options:

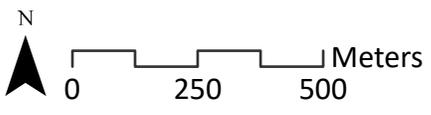
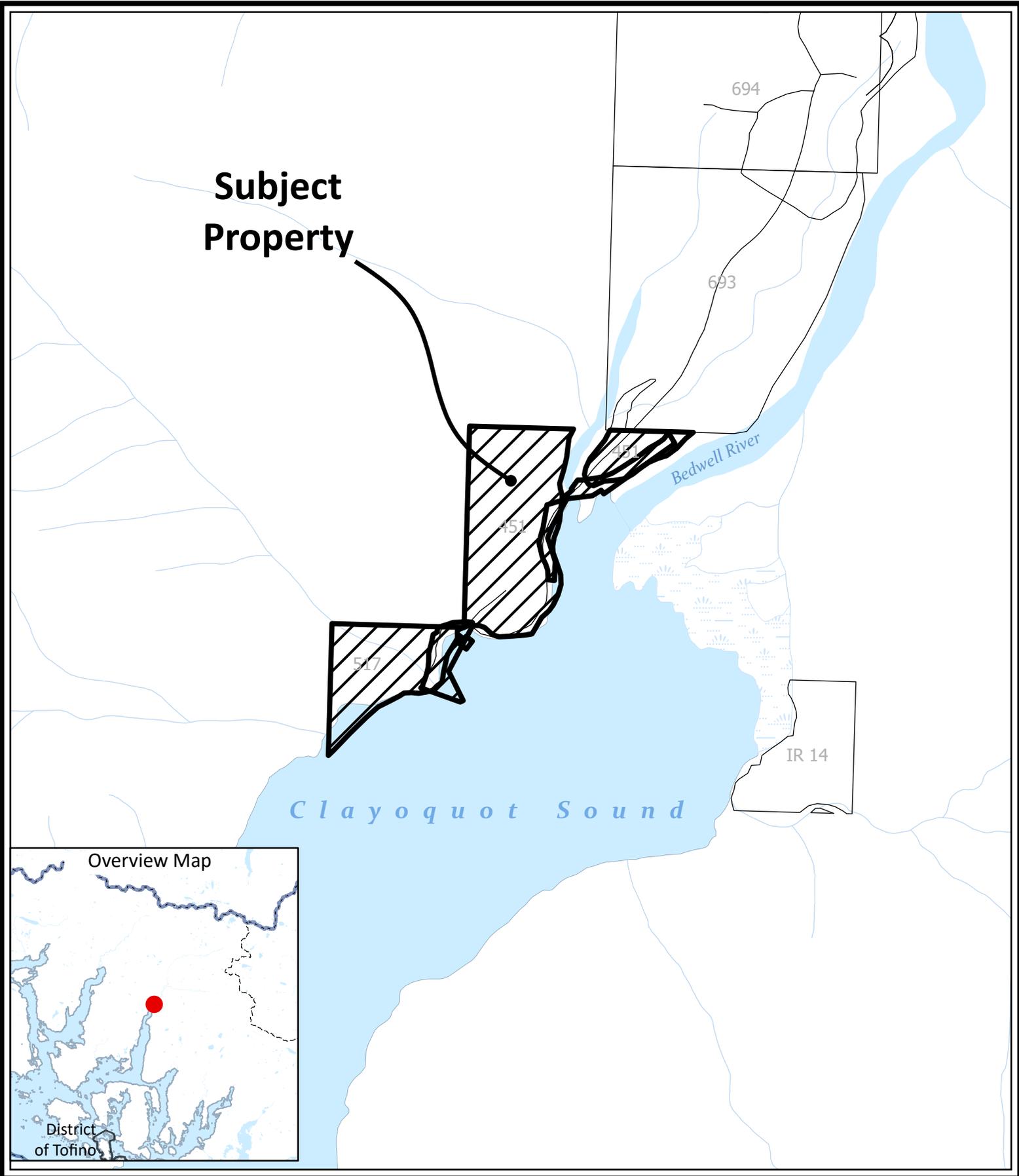
- 1) That the ACRD conduct a formal community input process to gather public input on the application prior to making a recommendation to the Liquor and Cannabis Regulation Branch.

Submitted by: Alex Dyer
Alex Dyer MCIP, RPP, Planning Manager

Reviewed by: Michael Irg
Mike Irg MCIP, RPP, General Manager of Planning and Development

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

MISC21008



Legal Description: LOT 451, CLAYOQUOT DISTRICT;
 DISTRICT LOT 517, CLAYOQUOT DISTRICT; and
 THAT PART OF DISTRICT LOT 1968, TOGETHER WITH UNSURVEYED
 CROWN FORESHORE BEING PART OF THE BED OF BEDWELL SOUND,
 CLAYOQUOT DISTRICT



October 15, 2021

VIA ON-LINE PORTAL

Licensing
Liquor and Cannabis Regulation Branch
4th Floor – 645 Tye Road
Victoria, B.C.
V9A 6X5

Dear Sirs & Mesdames:

Re: Applications for a Structural Change to increase the capacity on the Liquor Primary Licence
At: Clayoquot Wilderness Resort, The Outpost Camp
District lot 451, Clayoquot District Head of Bedwell Sound
Tofino, B.C. V0R 2Z0
Liquor Primary Licence Number 303526
Licensee: Clayoquot Wilderness Resort ULC

The writer is assisting the above Licensee with this Application to increase the capacity on Liquor Primary Licence Number 303526 at Clayoquot Wilderness Resort, The Outpost Camp, District lot 451 Clayoquot District Head of Bedwell Sound, Tofino, B.C. V0R 2Z0.

Our client currently has a capacity of 50 persons for Person 1 on this liquor primary licence and is requesting an increase of capacity to 130 persons for Person 1. You will see that Person 1 covers a large area of the Resort.

The Liquor and Cannabis Regulation Branch approved a structural change application on September 11, 2020 for this Resort as outlined in the attached letter from Brian Thibodeau and the associated approved site plan. This new application is for an increase in person capacity within the existing "red-lined" area from the current Person 1 of 50 person to 130 persons within the same "red-lined" area of the Resort. This area identifies where all hospitality areas are located at the Wilderness Resort.

In this application, I have provided the approved plans from July 31, 2020 and current plan of the same area dated October 15, 2021.

This application for an increase in capacity from 50 persons to 130 persons also involves a rezoning application filed with Alex Dyer at the Alberni-Clayoquot Regional District

(ACRD). Therefore, as we are trying to coordinate this application with ACRD, we would be much obliged if this increase in capacity application could be advanced to Alex.

To support this application, the following has been uploaded onto the Liquor Branch on-line portal:

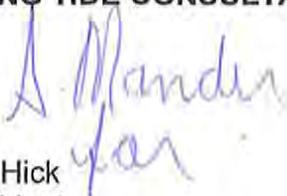
- Letter of Authorization.
- Completed Application for a structural change to increase the capacity to 130 persons from 50 persons.
- Floor plan of Clayoquot Wilderness Resort.
- Copy of liquor primary licence number 303526.
- Copy of current approved floor plan from the Liquor Branch for the establishment.

Please do not hesitate to contact me if you require further information.

Thank you very much for your assistance.

Yours truly,

RISING TIDE CONSULTANTS

A handwritten signature in blue ink, appearing to read "Bert Hick", is written over the printed name and title.

Bert Hick
President



Liquor and Cannabis Regulation Branch
Liquor Primary #303526
 Expires on June 30, 2022

Establishment Name: **Clayoquot Wilderness Resort The Outpost Camp (303526)**
 Licence Name: **Clayoquot Wilderness Resort The Outpost Camp (303526)**
 Location Address: District lot 451, Clayoquot District Head of Bedwell Sound
 TOFINO, B.C., V0R2Z0
 Issued to: CLAYOQUOT WILDERNESS RESORT ULC

TERMS AND CONDITIONS

HOURS OF SALE

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Start | 09:00 |
| End | 02:00 |

CAPACITY

| | |
|----------|----|
| Person01 | 50 |
|----------|----|

- Licence valid from May 1st to September 30th only
- Minors permitted to be present while liquor is being served.
- The terms and conditions to which this licence is subject include the terms and conditions contained in the licensee Terms and Conditions Handbook, which is available on the Liquor and Cannabis Regulation Branch website. The Terms and Conditions Handbook is amended from time to time.
- Liquor may only be sold, served and consumed within the service areas outlined on the official plan, unless otherwise endorsed or approved by the LCRB.
- Subject to terms and conditions specified in the restriction or approval letter(s). Copy of restriction or approval letter(s) must be kept with current liquor licence.

YOUR CURRENT VALID LICENCE MUST BE PROMINENTLY DISPLAYED AT ALL TIMES. TAMPERING, ALTERING OR DEFACING THIS LICENCE IN ANY MANNER MAY RESULT IN THE LICENCE BEING CANCELLED.

Licence issued by the General Manager under the authority of the Control and Licensing Act.

Licence Printed: October 12, 2021

MAXIMUM OCCUPANCY

BC FIRE CODE section 2.7.1.3 "Occupant Load", and BC BUILDING CODE section 3.4.3.2 "Exit Widths", Section 3.7.2.2 "Water Closets"

MAXIMUM PERSONS: **130 Persons**

NOTES: Building Code Analysis as per Architect

ACRD OFFICIAL: L.S.

DATE: June 14th, 2022



ALBERNI-CLOYOQUOT REGIONAL DISTRICT



NIGEL WALKER & ASSOCIATES INC.
 4000 Highway 100
 Nanaimo, BC V9R 5K6
 Tel: 250.754.4477
 Fax: 250.754.4478

GENERAL NOTES
 1. THIS PLAN IS A PRELIMINARY DESIGN AND IS SUBJECT TO CHANGE WITHOUT NOTICE.
 2. THE OCCUPANT LOADS SHOWN ARE BASED ON AREA AND EXITS IF APPLICABLE. OCCUPANT LOADS ARE NOT APPLICABLE AS THE MINIMUM CLEAR HEIGHT SHALL BE 2.0 METERS (6'6") IN ALL AREAS.
 3. THE OCCUPANT LOADS SHOWN ARE BASED ON THE ASSUMPTION THAT ALL AREAS WILL BE FULLY OCCUPIED AT ALL TIMES.
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Rising Tide
 COMMUNITY DEVELOPMENT

LOCAL OFFICE: 250.754.4477
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CLAYOQUOT WILDERNESS LODGE

NSW

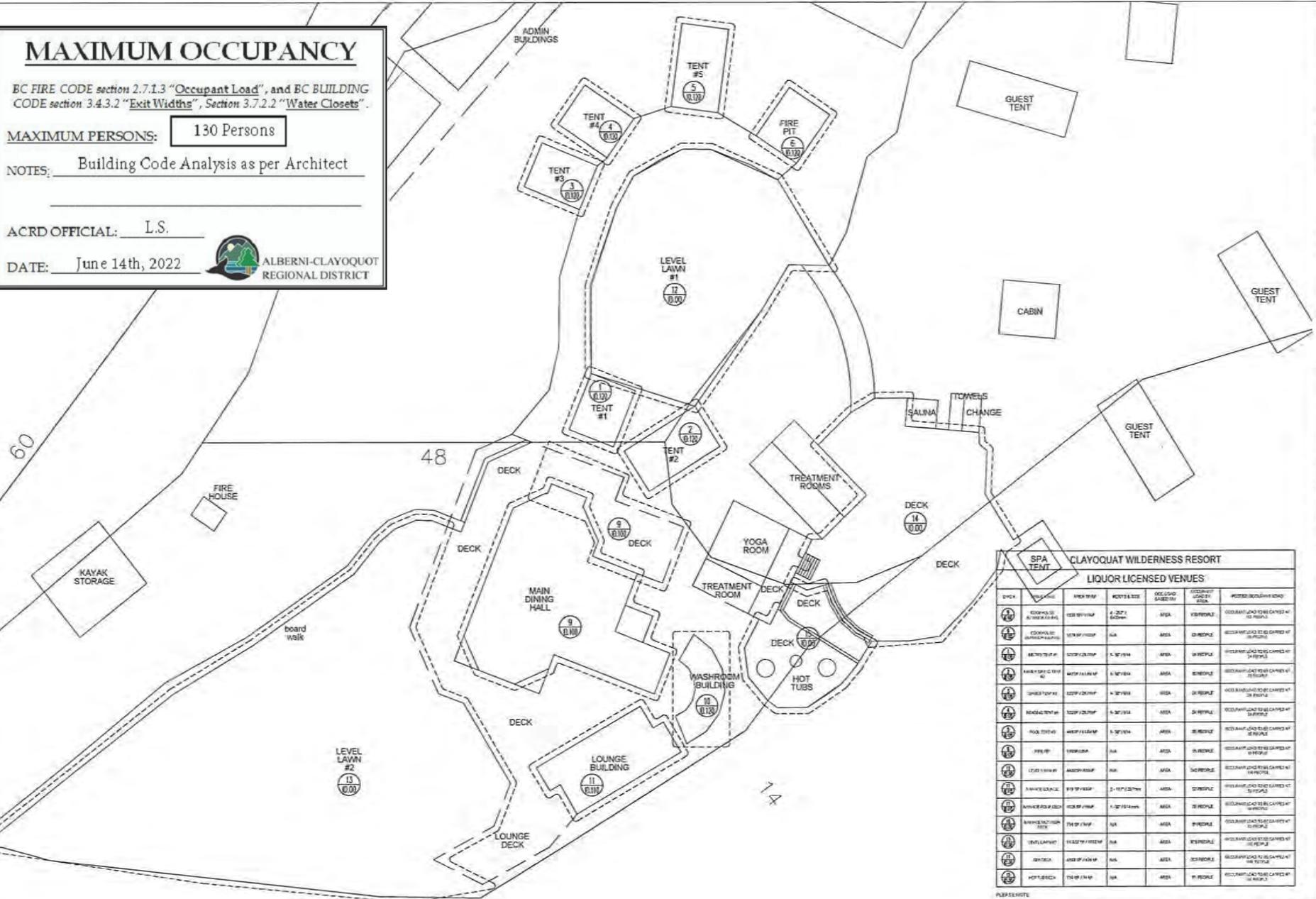
18.08.939

AUGUST 2018

3/8" = 1'-0"

SITE PLAN & LIQUOR LICENSE VENUE PLAN

ID 00 8



| CLAYOQUOT WILDERNESS RESORT | | | | | | |
|-----------------------------|-------------------|-------------------|-------------|-------------|--------------|--|
| LIQUOR LICENSED VENUES | | | | | | |
| VENUE | VENUE NAME | VENUE TYPE | VENUE SIZE | VENUE CLASS | VENUE STATUS | VENUE COMMENTS |
| 1 | COCKTAIL BAR | BAR | 4,200 SQ FT | AREA | VENUE | OCCUPANT LOAD TO BE CARRIED AT ALL TIMES |
| 2 | CONFERENCE ROOM | CONFERENCE ROOM | 1,000 SQ FT | AREA | VENUE | OCCUPANT LOAD TO BE CARRIED AT ALL TIMES |
| 3 | RESTROOM | RESTROOM | 1,000 SQ FT | AREA | VENUE | OCCUPANT LOAD TO BE CARRIED AT ALL TIMES |
| 4 | WASHROOM BUILDING | WASHROOM BUILDING | 1,000 SQ FT | AREA | VENUE | OCCUPANT LOAD TO BE CARRIED AT ALL TIMES |
| 5 | DECK | DECK | 1,000 SQ FT | AREA | VENUE | OCCUPANT LOAD TO BE CARRIED AT ALL TIMES |
| 6 | DECK | DECK | 1,000 SQ FT | AREA | VENUE | OCCUPANT LOAD TO BE CARRIED AT ALL TIMES |
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| 30 | DECK | DECK | 1,000 SQ FT | AREA | VENUE | OCCUPANT LOAD TO BE CARRIED AT ALL TIMES |

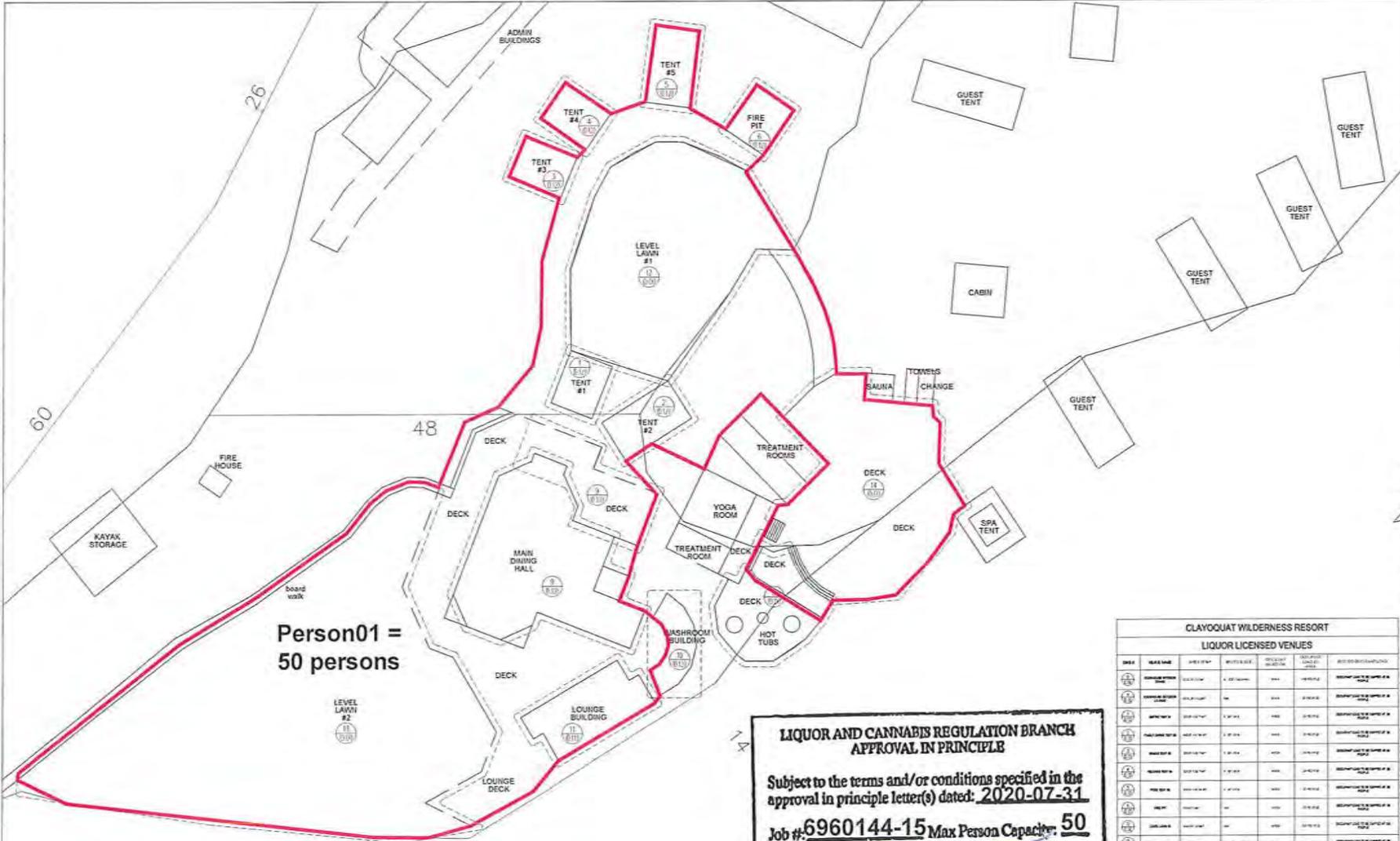
PLEASE NOTE:
 CLAYOQUOT WILDERNESS RESORT IS A RESORT WHICH DOES NOT ALLOW OPEN FIRE. ALL GUESTS MUST BE REGISTERED AND IDENTIFIED TO THE RESORT BY SIGNING THE RESORT REGISTRATION CARD.
 THE RESORT HAS AN ON-SITE OCCUPANT LOAD AS BY PEOPLE IN SEVERAL AREAS AND THIS SHOULD BE FOR A DESIGNATED EVENT SUCH AS A WEDDING OR A CONFERENCE. A CASHIER OR CASUAL DUTY IS ACCEPTED.
 ALL OCCUPANT LOADS SHOWN ARE BASED ON AREA AND EXITS IF APPLICABLE. OCCUPANT LOADS ARE NOT APPLICABLE AS THE MINIMUM CLEAR HEIGHT SHALL BE 2.0 METERS (6'6") IN ALL AREAS.
 OPERATING HOURS: VENUE IS TO BE OPERATED IN A DESIGNATED PLACE IN EACH VENUE. THIS WILL BE ENFORCEMENT AT ALL TIMES BY THE RESORT MANAGER AND STAFF.
 ALL FOOD AND BEVERAGE IS SERVED BY DESIGNATED STAFF ONLY SUCH AS THE COOK HOUSE AND OTHER DESIGNATED AREAS. THERE IS A STRICT POLICY WHICH IS IN PLACE TO PREVENT SMOKING FROM ALL AREAS OF THE TENTS AND OUTDOOR SEATING AREAS. THIS IS ENFORCED BY RESORT STAFF WITHOUT A DISCOUNT IN ANY WAY.



NIGEL WALKER & ASSOCIATES INC.
 www.nigelwalker.com
 info@nigelwalker.com
 347 Seymour Street, Suite 200
 North Vancouver, B.C. V7N 2B8
 Tel: (604) 988-9758
 Fax: (604) 988-9758

GENERAL NOTES
 1. This plan is a site plan for the proposed development and is not a site plan for the existing development.
 2. The site plan is subject to the approval of the relevant authority.
 3. The site plan is subject to the approval of the relevant authority.
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 97. 446
 98. 450
 99. 454
 100. 458



Person01 =
50 persons

**LIQUOR AND CANNABIS REGULATION BRANCH
 APPROVAL IN PRINCIPLE**
 Subject to the terms and/or conditions specified in the
 approval in principle letter(s) dated: **2020-07-31**
 Job #: **6960144-15** Max Person Capacity: **50**
 Authority: *[Signature]*

**LCRB OFFICIAL PLAN
 MUST BE KEPT WITH LIQUOR LICENCE AND
 AVAILABLE FOR INSPECTION AT ALL TIMES**
 Date issued: **2020-09-11**
 Licence # **303526** General Manager

| CLAYOQUOT WILDERNESS RESORT | | | | | | |
|-----------------------------|-----------------------------|------------|-----------------------------|--------------|-----------------------------|----------------|
| LIQUOR LICENSED VENUES | | | | | | |
| VENUE | VENUE NAME | VENUE TYPE | VENUE CLASS | VENUE STATUS | VENUE LOCATION | VENUE CAPACITY |
| 1 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 2 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 3 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 4 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 5 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 6 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 7 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 8 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 9 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 10 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 11 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 12 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 13 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 14 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 15 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 16 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 17 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 18 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 19 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 20 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 21 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 22 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 23 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 24 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 25 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 26 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 27 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 28 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 29 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 30 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 31 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 32 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 33 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 34 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 35 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 36 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 37 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 38 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 39 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 40 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 41 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 42 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 43 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 44 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 45 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 46 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 47 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 48 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 49 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |
| 50 | CLAYOQUOT WILDERNESS RESORT | RESTAURANT | CLAYOQUOT WILDERNESS RESORT | ACTIVE | CLAYOQUOT WILDERNESS RESORT | 50 |

CLAYOQUOT WILDERNESS RESORT
 PARTIAL SITE PLAN
 ID 00 7

SCALE: 1/16" = 1'-0"
 DATE: 18.08.939
 DRAWN: AUGUST 2018
 CHECKED: 1/16" = 1'-0"
 PARTIAL SITE PLAN
 ID 00 7



Alberni-Clayoquot Regional District

**Board of Directors Meeting Schedule
SEPTEMBER 2022**

| DATE | MEETING | TIME & LOCATION | ATTENDEES |
|---|---|---|------------------|
| Wednesday, September 7 th | Alberni Valley & Bamfield Services Committee Meeting | 10:00 am – Zoom/Board Room (Hybrid) | Committee, Staff |
| | Special Board of Directors Meeting | 1:30 pm – Zoom/Board Room (Hybrid) | Board, Staff |
| Monday, September 12 th to Friday, September 16 th | Union of British Columbia Municipalities Conference | Whistler Convention Centre, Whistler, BC | Directors, Staff |
| Wednesday, September 21 st | Committee-of-the-Whole (In-Camera) | 1:30 pm – Zoom/Board Room (Hybrid) | Committee, Staff |
| Wednesday, August 24 th | Board of Directors Meeting | 1:30 pm – Zoom/Board Room (Hybrid) | Directors, Staff |
| | Regional Hospital District Meeting | Immediately Following Board of Directors Meeting | Directors, Staff |

August 19, 2022

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
JULY, 2022**

| BUILDING TYPE | BAMFIELD | | BEAUFORT | | LONG BEACH | | SPROAT LAKE | | BEAVER CREEK | | CHERRY CREEK | | TOTALS | |
|---------------|----------|----------------|----------|----------|------------|----------|-------------|----------------|--------------|----------------|--------------|----------------|----------|------------------|
| | # | VALUE | # | VALUE | # | VALUE | # | VALUE | # | VALUE | # | VALUE | # | VALUE |
| Single Family | 1 | 395,594 | | | | | | | 1 | 163,990 | | | 2 | 559,584 |
| Mobile Homes | | | | | | | | | | | | | 0 | 0 |
| Multi-Family | | | | | | | | | | | | | 0 | 0 |
| Adds&Rens | | | | | | | 2 | 67,415 | | | | | 2 | 67,415 |
| Commercial | | | | | | | 1 | 200,000 | 1 | 425,000 | 1 | 190,944 | 3 | 815,944 |
| Institutional | | | | | | | | | | | | | 0 | 0 |
| Industrial | | | | | | | | | | | | | 0 | 0 |
| Miscellenaous | | | | | | | | | 1 | 12,000 | | | 1 | 12,000 |
| Totals | 1 | 395,594 | 0 | 0 | 0 | 0 | 3 | 267,415 | 3 | 600,990 | 1 | 190,944 | 8 | 1,454,943 |

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
JULY, 2022 TO DATE**

| BUILDING TYPE | BAMFIELD | | BEAUFORT | | LONG BEACH | | SPROAT LAKE | | BEAVER CREEK | | CHERRY CREEK | | TOTALS | |
|---------------|----------|------------------|----------|----------------|------------|------------------|-------------|------------------|--------------|------------------|--------------|------------------|-----------|-------------------|
| | # | VALUE | # | VALUE | # | VALUE | # | VALUE | # | VALUE | # | VALUE | # | VALUE |
| Single Family | 4 | 1,605,661 | 0 | 0 | 4 | 1,248,693 | 8 | 3,694,266 | 10 | 4,022,665 | 4 | 1,360,521 | 30 | 11,931,806 |
| Mobile Homes | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 48,820 | 4 | 493,675 | 0 | 0 | 5 | 542,495 |
| Multi-Family | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Adds&Rens | 0 | 0 | 0 | 0 | 1 | 67,553 | 2 | 67,415 | 1 | 144,666 | 0 | 0 | 4 | 279,634 |
| Commercial | 3 | 969,285 | 0 | 0 | 0 | 0 | 2 | 234,109 | 1 | 425,000 | 1 | 190,944 | 7 | 1,819,338 |
| Institutional | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Industrial | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Miscellenaous | 0 | 0 | 3 | 380,250 | 0 | 0 | 10 | 195,363 | 10 | 519,051 | 6 | 416,939 | 29 | 1,511,603 |
| Totals | 7 | 2,574,946 | 3 | 380,250 | 5 | 1,316,246 | 23 | 4,239,973 | 26 | 5,605,057 | 11 | 1,968,404 | 75 | 16,084,876 |

| | BAMFIELD | BEAVER CREEK | LONG BEACH | SPROAT LAKE | CHERRY CREEK | TOTAL | YTD TOTAL |
|------------------------------|----------|--------------|------------|-------------|--------------|-------|-----------|
| WOODSTOVE INSPECTIONS | | 1 | | | | 1 | 8 |

| | YEAR TO DATE | | TOTAL YEAR | | | YEAR TO DATE | | TOTAL YEAR | |
|------|--------------|------------|------------|------------|------|--------------|-----------|------------|------------|
| 2021 | 68 | 9,394,091 | 109 | 15,945,961 | | | | | |
| 2020 | 60 | 7,927,932 | 121 | 16,119,274 | | | | | |
| 2019 | 57 | 6,978,624 | 109 | 14,925,682 | | | | | |
| 2018 | 66 | 8,342,628 | 104 | 12,305,797 | | | | | |
| 2017 | 53 | 7,345,864 | 103 | 12,826,449 | | | | | |
| 2016 | 48 | 6,425,577 | 82 | 10,545,063 | | | | | |
| 2015 | 53 | 4,503,156 | 89 | 8,577,170 | | | | | |
| 2014 | 57 | 5,115,428 | 73 | 7,121,200 | | | | | |
| 2013 | 45 | 5,380,655 | 81 | 8,208,948 | | | | | |
| 2012 | 55 | 4,670,900 | 92 | 9,011,700 | | | | | |
| 2011 | 86 | 6,823,377 | 120 | 9,221,498 | | | | | |
| 2010 | 108 | 16,860,885 | 149 | 21,524,170 | | | | | |
| 2009 | 63 | 6,581,912 | 123 | 11,302,380 | 1999 | 37 | 1,805,788 | 80 | 3,348,092 |
| 2008 | 73 | 9,556,826 | 147 | 22,682,130 | 1998 | 41 | 1,650,426 | 75 | 3,320,890 |
| 2007 | 73 | 7,016,424 | 163 | 15,007,877 | 1997 | 48 | 2,779,466 | 104 | 10,025,166 |
| 2006 | 84 | 7,663,595 | 161 | 15,909,705 | 1996 | 69 | 5,542,700 | 128 | 9,050,554 |
| 2005 | 74 | 8,278,645 | 138 | 12,962,379 | 1995 | 61 | 5,910,000 | 116 | 9,641,300 |
| 2004 | 77 | 6,842,554 | 133 | 11,036,854 | 1994 | 92 | 6,327,000 | 151 | 7,915,500 |
| 2003 | 37 | 3,671,688 | 97 | 6,925,356 | 1993 | 82 | 5,774,000 | 167 | 10,864,000 |
| 2002 | 42 | 1,754,970 | 76 | 2,986,134 | 1992 | 87 | 5,660,000 | 173 | 11,192,500 |
| 2001 | 40 | 3,734,396 | 89 | 5,790,126 | 1991 | 57 | 3,115,520 | 126 | 7,155,120 |
| 2000 | 43 | 2,009,157 | 88 | 4,095,339 | 1990 | 53 | 5,240,500 | 118 | 6,323,900 |



Monthly Agreement & Grant Delegation Report

The following agreements have been executed by the CAO and or GMs for the period of July 22, 2022 to August 18, 2022:

| Parties | Agreement | Purpose | Term | Fees |
|-------------------------------|------------------------------|---|--|---|
| Ministry of Forests | Licence to Cut L52115 | West Coast Multi-Use Pathway construction | 2 two year term | N/A |
| Frontera Forest Solutions Inc | Contract | To Develop a Community Wildfire Resiliency Plan Electoral Area "C" (Long Beach) | August 1, 2022 – January 31, 2022 | \$25,000.00 – 100% Grant Funded |
| Ministry of Forests | AVRA Lease | Use as a Fire Base Facility | September 1, 2022 – August 31, 2025 | Revenue of \$6,247.10 Plus annual BCCPI Increases |
| Prairie Robotics | Contract | West Coast Waste Collection Contamination Software | 24 month term from collection start date | \$24,000.00 with \$9,000.00 paid by Waste Collection Contractor |
| AVIA NG | Contract | Long Beach Airport Fence Engineering and Contract Management | August 22, 2022 – March 31, 2022 | \$135,460.00 – 100% Grant Funded |