



REGULAR MEETING OF COUNCIL
Tuesday, November 28, 2017 @ 7:30 PM
George Fraser Room, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet

AGENDA

	Page
1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
2.1. Council would like to acknowledge the Yuułu?i?ath First Nations on whose traditional territories the District of Ucluelet operates.	
3. ADDITIONS TO AGENDA	
4. ADOPTION OF MINUTES	
4.1. November 14, 2017 Regular Minutes 2017-11-14 Minutes	5 - 15
5. UNFINISHED BUSINESS	
6. MAYOR'S ANNOUNCEMENTS	
7. PUBLIC INPUT, DELEGATIONS & PETITIONS	
7.1 Public Input	
7.2 Delegations	
• Dr. Paul Hasselback, Island Health Re: Health at the Local Level D-1 Island Health Delegation Request	17
8. CORRESPONDENCE	
8.1. Protocol Agreement Signing Event Marcie DeWitt, Alberni Clayoquot Health Network C-1 ACHN Invitation	19 - 21
8.2. Appointment to the 2018 Vancouver Island Regional Library Board Rosemary Bonanno, Executive Director C-2 VIRL Correspondence	23 - 26
9. INFORMATION ITEMS	
10. COUNCIL COMMITTEE REPORTS	
10.1 Councillor Sally Mole	

Deputy Mayor April – June

- Ucluelet & Area Child Care Society
- Westcoast Community Resources Society
- Coastal Family Resource Coalition
- Food Bank on the Edge
- Recreation Commission
- Ucluelet Health Centre Working Group

=> *Other Reports*

10.2 Councillor Marilyn McEwen

Deputy Mayor July – September

- West Coast Multiplex Society
- Ucluelet & Area Historical Society
- Wild Pacific Trail Society
- Vancouver Island Regional Library Board – Trustee
- Alberni-Clayoquot Regional District Board – Alternate

=> *Other Reports*

10.3 Councillor Mayco Noel

Deputy Mayor October – December

- Ucluelet Volunteer Fire Brigade
- Central West Coast Forest Society
- Ucluelet Chamber of Commerce
- Tourism Ucluelet
- Signage Committee
- Clayoquot Biosphere Trust Society - Alternate
- Barkley Community Forest Board

=> *Other Reports*

10.4 Councillor Randy Oliwa

Deputy Mayor January – March

- Vancouver Island Regional Library Board - Alternate
- Harbour Advisory Committee
- Aquarium Board
- Seaview Seniors Housing Society
- Education Liaison

=> *Other Reports*

- 10.5 Mayor Dianne St. Jacques
- Alberni-Clayoquot Regional District Board
 - West Coast Committee
 - Airport Committee
 - Coastal Community Network
 - Groundfish Development Authority
 - DFO Fisheries Committees for Groundfish & Hake
 - Regional Fisheries Committees
 - Pacific Rim Arts Society
 - Whale Fest Committees
 - Ucluelet Health Centre Working Group
- => *Other Reports*

11. REPORTS

- | | | |
|-------|--|---------|
| 11.1. | 2017/2018 DCC Review - Funding and Consultant Contract
<i>Bruce Greig, Manager of Community Planning</i>
R-1 DCC Review Report | 27 - 28 |
| 11.2. | Development Permit for 266 Boardwalk Boulevard
<i>John Towgood, Planner 1</i>
R-2 Development Permit Report
R-2 Appendix A
R-2 Appendix B | 29 - 39 |
| 11.3. | Community Emergency Preparedness Fund and Emergency Social Services
<i>Karla Robison, Environmental & Emergency Services Manager</i>
R-3 ESS Grant Report
R-3 Appendix A - ESS Application CEPF
R-3 Appendix B - ESS Kits CEPF
R-3 Appendix C - ESS Training CEPF | 41 - 59 |
| 11.4. | 2017 Holiday Season Office Hours
<i>Mark Boysen, Chief Administrative Officer</i>
R-4 2018 Holiday Closure Report | 61 |

12. LEGISLATION

13. LATE ITEMS

14. NEW BUSINESS

15. QUESTION PERIOD

16. CLOSED SESSION

17. ADJOURNMENT

DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, November 14, 2017 at 7:30 PM

Present: **Chair:** Mayor St. Jacques
 Council: Councillors McEwen, Oliwa, Mole, and Noel

Staff: Mark Boysen, Chief Administrative Officer
 Darcey Bouvier, Recording Secretary

Regrets:

1. CALL TO ORDER

1.1 Mayor St. Jacques called the meeting to order at 7:30 pm.

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

2.1 Council acknowledged the Yuułuᑭiᑦᑭᑦᑭᑦ First Nations on whose traditional territories the District of Ucluelet operates.

3. ADDITIONS TO AGENDA

3.1 Councillor Mole

- Requested to review the Policy and Procedures Bylaw under New Business

4. ADOPTION OF MINUTES

4.1 October 24, 2017 Regular Minutes

2017-001 **It was moved by Councillor McEwen and seconded by Councillor Mole**
THAT Council approve the October 24, 2017 minutes as presented.

CARRIED.

5. UNFINISHED BUSINESS

5.1 CAO Mark Boysen

- Provided an update to Council on the action items from the

October 24, 2017 Regular Council meeting.

6. MAYOR'S ANNOUNCEMENTS

- 6.1
- **Mayor St. Jacques introduced and welcomed the District's new Manager of Community Planning, Bruce Greig.**
 - **Reminder to everyone to fill out the Multiplex survey. Council is wanting to get a sense of how the community is feeling about the Mulitplex and the online survey takes less than a minute to complete. Property owners will also be getting one in the mail at the end of this week.**

7. PUBLIC INPUT, DELEGATIONS & PETITIONS

7.1 Public Input

7.2 Delegations

Sgt. Steve Mancini, RCMP
Re: Ucluelet RCMP Update

- Provided Council with a handout with a summary for calls for service over the past two years. The statistics show the Detachment is pretty on par to last year.
- Mid-summer one of the Constables transferred to the Lower Mainland. The Detachment was also tasked with sending members to assist with the fires in the interior.
- One new member has transferred here, Cst. Mark Brown. Cst. Brown comes here from the Relief Unit in Nunavut where he was stationed the last four years. The Detachment is now at full strength with one Sergeant and four Constables, however they do have to members that are scheduled to transfer out in 2018. The office is down one Public Service employee, but she will be returning from maternity leave in December.
- There were some bigger files over the summer but they are now in a position to reassess and focus on some of their priorities for the community; the main one being drug use.
- Sgt. Mancini is currently in the process of working on a business case to supplement the detachment with another Constable position.
- They will taking part in a Restorative Justice presentation in the following weeks.
- The Auxiliary Program is still at a stand still. Nationally, they came out with a policy to implement a tiered system,

which will give the Auxiliary Constables a say in their participation level. Ucluelet currently has 3 Auxiliaries, but always looking to add more and wish to keep the program going.

- The closure of the Tofino RCMP Detachment has had minimal impact on the Ucluelet Detachment. At most the Ucluelet members will release someone from custody or help with booking. There is an agreement with the Tofino bus line to provide people released from jail a free bus ride back to Tofino.
- Ucluelet RCMP does do highway enforcement but also receives help from Traffic Services from Parksville and Nanaimo Detachments. These integrated teams have agreed to come out once a month to do enforcement in the area.
- Fiscal year is April 1st. Will have a meeting with the Council and local First Nations in the new year to review local priorities and to incorporate aspects into their annual performance plan.

Jeremy Dunn, BC Salmon Farmers Association
Re: Salmon Aquaculture Industry Update

- Since 1990 wild capture has been exploited. The gap in production has been filled in by aquaculture. Half of the seafood consumed around the world is farmed.
- The BC Salmon Farmers Association represents 52 organizations. Only 7 of those are primary producers of fish.
- There are 112 marine sites, 20 land based sites and 2 lake based farms. The marine sites take up less than half a percent of the total available coastline here in BC.
- The value to BC is up 37% in the last three years and have been BC's number 1 agricultural export over the past 7 years and continue to be that.
- We are BC's highest rated seafood product with under 80,000 metric tonnes was harvested which is valued just under 750 million dollars. 70% is exported, most of which goes to the USA.
- In the past 3 years aquaculture has generated over 1,600 new jobs.
- Partnerships with First Nations in BC, including Ahousaht and Tla-o-qui-aht First Nations. The only place they do not have an agreement is in the Broughton Archipelago.
- Provided Council updated sustainability progress report. This includes their environmental performance indicators.

One of their goals is zero escapes, but this does not always happen. Last year they had 23 fish escape in four incidents. It is mandatory to report all to the Department of Fisheries and Oceans.

- Innovations in fish health have been a driving force.
- Feed conversion, which measures how much food goes in and how much weight of product comes out. In the past the ratio was 4:1, and now they are close to 1:1.
- Striving to be fully sustainable industry.
- Continue to invest in wild salmon research.
- Community contributions, members working over 350 organizations to donate funds and fresh fish.

8. CORRESPONDENCE

8.1 Microcell Placement and Municipal Rights Citizens for Safe Technology

2017-002 **It was moved by Councillor Mole and seconded by Councillor Noel**
THAT Council move to refer this to Staff to put in the Planning work-plan for 2018.

CARRIED.

8.2 Primary Care Space Correspondence Ministry of Health

2017-003 **It was moved by Councillor Oliwa and seconded by Councillor McEwen**
THAT Council receive correspondence item, "Primary Care Space Correspondence" for information.

CARRIED.

2017-004 *THAT Council direct Staff to write a response letter back to the Ministry of Health requesting a meeting with them to further discuss their internal processes.*
Moved By Mayor St. Jacques, Seconded By Councillor Mole.

CARRIED.

8.3 Adoption Awareness Month Proclamation Ministry of Children and Family Development

2017-005 **It was moved by Councillor Mole and seconded by Councillor McEwen**
THAT Council receive correspondence item, "Adoption Awareness Month Proclamation" for information.

CARRIED.

8.4 A Grande Finale for 2017 Requests The Salish Sea

2017-006 **It was moved by Councillor McEwen and seconded by Councillor Oliwa**
THAT Council receive correspondence item, "A Grande Finale for 2017

Requests" for information.

CARRIED.

**8.5 Passenger Directed Vehicle Services
Hara Associates**

2017-007

It was moved by Councillor McEwen and seconded by Councillor Oliwa
THAT Council direct Staff to participate in correspondence item, "Passenger Directed Vehicle Services" via option "C", which states:

- *Hara will contact a sample of municipalities by telephone. If your municipality cannot attend the meeting, it may email municipal.BCreview@harassociates.com to indicate interest to be included in this sample. Please provide the name and phone number of a contact person.*

CARRIED.

**8.6 2018 Open for Business Awards
Ministry of Jobs, Trade and Technology**

2017-008

- CAO Mark Boysen noted that he received notification that the District of Ucluelet has been nominated for one of the awards. Mr. Boysen will keep Council updated on further correspondences.

It was moved by Councillor Mole and seconded by Councillor Noel

THAT Council move to forward this to the Chamber of Commerce to fan this out to the Business Community.

CARRIED.

**8.7 Radiothon Fundraiser
Pacific Rim Hospice Society**

Councillor Mole

- Noted the Hospice Society is in need of volunteers and to contact to learn more.

Councillor Noel

- Requested Staff to post there advertisement on the District of Ucluelet's website.

2017-009

It was moved by Councillor Mole and seconded by Councillor Oliwa

THAT Council receive correspondence item, "Radiothon Fundraiser" for information.

CARRIED.

9. INFORMATION ITEMS

10. COUNCIL COMMITTEE REPORTS

10.1 Councillor Sally Mole
Deputy Mayor April – June

Westcoast Community Resources Society

- Showing the documentary, "A Better Man" on Thursday, November 16, 2017 at the Ucluelet Community Centre. Admission is free.
- Renovations are nearly complete, looking to open their doors by the end of the year.

Coastal Family Resource Coalition

- The Youth Social Connectedness Grant is available to a number of different organizations, including the youth themselves to apply for. This grant, which is up to \$2,000 is to help fund initiatives or programs that specifically focus on helping youth connect and get involved.
- Flu season is upon us, people can obtain a flu shot at the Public Health Office.
- The Alberni-Clayoquot Health network has an upcoming presentation and workshop called "An Army of People Solvers" on November 30th and December 1st.
- Marcie DeWitt requesting to save the date for the official signing of the Poverty Reduction Strategy Protocol Agreement on January 19, 2018.
- Service Canada will be here December 11, 2017 to help with EI questions, SIN numbers and to assist with other matters as well.
- BC Ambulance Unit Chief advising the local station will be dropping in the number of paramedics by January. They are currently looking to train new people, and noted the training is free through the Justice Institute of BC. If anyone is interested they are directed to contact Rachelle Cole.
- John Douglas, from the Alberni Valley Shelter Society is wanting to work with the West Coast to provide similar services of shelter beds, safe injection sites, and inhalation sites here.

Food Bank on the Edge

- Currently working on their Christmas hamper program. Last year they provided 102 hampers with approximately the same amount going out this year.

10.2 Councillor Marilyn McEwen

*Deputy Mayor July – September***West Coast Multiplex Society**

- Met November 6, 2017 to discuss the survey, go over the questions, and to ensure it represented the right way of asking the questions.
- Fundraising efforts are well underway, of note is Hackett Family sponsorship donation of \$100,000.
- Met with MLA Gord Johns, this resulted in notification of federal and provincial support.
- AGM will be held on April 9th, 2018 at 7pm.
- The Society is hosting a free everyone welcome skate and lunch at the Alberni-Valley Multiplex on November 20th.

=> Other Reports

- Long Beach Airport Advisory meeting was held on November 1, 2017
- Currently working with Primal Communications to put together a marketing strategy for the rebranded airport.
- Primal Communications came up with quite the list to help promote the airport including a new website. In the end the Committee agreed to four things: create an information sheet, print advertising, coordinate a spring launch, and bring in travel writers to help promote the airport.
- Mark Fortune was at the meeting and had the BC Aviation Council's William Templeton Award. This was awarded to the Alberni-Clayoquot Regional District for airport development, which included new landing lights to allow night flights.
- Statistics: highest passenger year was 2016 which saw 7,148 passengers; 2017 is on track to beat that record as they were already at 6950 at the end of October.
- Whale Festival is having their AGM this Thursday, November 16th at 7:00 at the Black Rock Resort.

Alberni-Clayoquot Regional District Board – Alternate

- Met November 1, 2017. Topic of discussion was mainly about the Multiplex survey. Pam Shaw, who is coordinating the VIU students, was on speaker phone to discuss fine tuning the questions, distribution and collection of the survey. Property owners will be mailed a survey, but it is also available online. Still working out how to translate the results of the survey.

- 10.3 Councillor Mayco Noel
Deputy Mayor October – December

Clayoquot Biosphere Trust Society - Alternate

- Currently have 6 working full time
- Estimated budget for next year will be \$630,000.
- 18 biospheres reserves with 1.2 million living in them
- Executive Director, Rebecca Herwitz has been approached by the National team to take the lead on all 18 biospheres.

Barkley Community Forest Board

- Will be starting on the next phase - phase 3.
- Exciting news for the District as we should be receiving the first cheque of approximately \$750,000 in February 2018. With the way things are going there should be a second cheque as well of approximately \$500,000. Will have to set up a meeting to discuss community engagement on how to spend the money.
- Firewood theft slowing down. BC Forest Services working to have firewood permits available online along with areas permitted to cut firewood.
- They are joining the Chamber of Commerce and will be applying for a business licence through the District.

- 10.4 Councillor Randy Oliwa
Deputy Mayor January – March

- 10.5 Mayor Dianne St. Jacques

Alberni-Clayoquot Regional District Board

- Met November 8, 2017. Elections were held and John Jack remains as Chair.
- Pacific Coastal has announced regularly scheduled flights starting in April from Vancouver to the Long Beach Airport and in June from Victoria to the Long Beach Airport.

=> Other Reports

- Thanked Council for all they have done while she has been away on holidays. Special thanks to Councillor Noel who was Acting Mayor, and to Councillor McEwen for attending all the committees in her absence.

2016-10

It was moved by Councillor Noel and seconded by Councillor

Mole.

THAT Council accept committee reports as presented.

CARRIED.

11. REPORTS

11.1 Quarterly Projects Update - 3rd Quarter 2017

Mark Boysen, Chief Administrative Officer

2017-011

It was moved by Councillor Oliwa and seconded by Councillor Noel

THAT Council approve recommendation 1 of report item, "Quarterly Projects Update - 3rd Quarter 2017" which states,

1. *THAT Council review this Q3 update on the progress of Staff projects budgeted for 2017.*

CARRIED.

11.2 Five Year Financial Plan 2017-2021 Bylaw Variance Report - Q3

Carolyn Bidwell, Chief Financial Officer

2017-012

It was moved by Councillor McEwen and seconded by Councillor Mole

THAT Council receive report item, "Five Year Financial Plan 2017-2021 Bylaw Variance Report - Q3" for information.

CARRIED.

11.3 Peninsula Road Crosswalks

John Towgood, Planner 1

2017-013

It was moved by Councillor McEwen and seconded by Councillor Noel

THAT Council approve recommendation 1 of report item, "Peninsula Road Crosswalks" which states:

1. *THAT Council endorse, and communicate to the businesses in the vicinity, two new Ministry of Transportation and Infrastructure constructed crosswalks on Peninsula Road as per the locations and details within the body of this report.*

CARRIED.

12. LEGISLATION

12.1 REPORT - Municipal Regional District Tax Bylaw No. 1223, 2017

Carolyn Bidwell, Chief Financial Officer

2017-014

It was moved by Councillor Noel and seconded by Councillor McEwen

THAT Council approve recommendation 1 of legislation item, "Municipal Regional Tax Bylaw No. 1223, 2017, which states:

1. *THAT Council give Fourth and Final Reading to the "Municipal Regional District Tax Bylaw No. 1223, 2017"*

CARRIED.

12.2 BYLAW - Municipal Regional District Tax Bylaw No. 1223, 2017

2017-015

It was moved by Councillor McEwen and seconded by Councillor Noel
THAT Council give fourth and final reading to Municipal Regional District Tax Bylaw No. 1223, 2017.

CARRIED.

12.3 REPORT - RZ17-03, CS-5 Side Yard Setback Zoning Bylaw Amendment***John Towgood, Planner 1***

2017-016

It was moved by Councillor Mole and seconded by Councillor Oliwa
THAT Council approve recommendation 1 of legislation item, "RZ17-03, CS-5 Side Yard Setback Zoning Bylaw Amendment" which states:
 1. *THAT Zoning Amendment Bylaw No. 1219, 2017 be given first and second reading, and advance to a public hearing.*

CARRIED.

12.4 BYLAW - Zoning Amendment Bylaw No. 1219, 2017

2017-017

It was moved by Councillor McEwen and seconded by Councillor Noel
THAT Council give first reading to Zoning Amendment Bylaw No. 1219, 2017.

CARRIED.

2017-018

It was moved by Councillor Mole and seconded by Councillor Noel
THAT Council give second reading to Zoning Amendment Bylaw No. 1219, 2017.

CARRIED.

13. LATE ITEMS**14. NEW BUSINESS****14.1 Councillor Mole**

- Request to review and update the Council's Policy and Procedures Bylaw to make it more user friendly and to encourage more people to participate.

2017-019

It was moved by Councillor Mole and seconded by Councillor McEwen
THAT Council direct Staff to review Council Policy and Procedures Bylaw, circulate a copy to Council and to prepare for future updates to the document.

CARRIED.

14.2 Council received questions and comments from the public re:

- The proposed crosswalk in front of the church and current traffic flow issues.

15. QUESTION PERIOD

16. CLOSED SESSION

16.1 Procedural Motion to Move In-Camera

2017-020

It was moved by Councillor Mole and seconded by Councillor McEwen
THAT the meeting be closed to the public in order to address agenda items
under Section 90(1), subsections (c) and (e), of the Community Charter.

CARRIED.

16.2 Mayor St. Jacques suspended the regular meeting at 9:36 pm and moved in-camera at 9:46 pm.

17. ADJOURNMENT

17.1 Mayor St. Jacques adjourned the in-camera meeting at 10:45 pm and resumed the regular meeting.

17.2 Mayor St. Jacques adjourned the regular meeting at 10:45 pm.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, November 14, 2017 at 7:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Dianne St. Jacques
Mayor

Mark Boysen
CAO



DISTRICT OF UCLUELET

Request to Appear as a Delegation

All delegations requesting permission to appear before Council are required to submit a written request or complete this form and submit all information or documentation by 11:00 a.m. the Wednesday preceding the subsequent Council meeting. Applicants should include the topic of discussion and outline the action they wish Council to undertake.

All correspondence submitted to the District of Ucluelet in response to this notice will form part of the public record and will be published in a meeting agenda. Delegations shall limit their presentation to ten minutes, except by prior arrangement or resolution of Council.

Please arrive by 7:20 p.m. and be prepared for the Council meeting. The Mayor (or Acting Mayor) is the chairperson and all comments are to be directed to the chairperson. It is important to address the chairperson as Your Worship or Mayor St. Jacques.

The District Office will advise you of which Council meeting you will be scheduled for if you cannot be accommodated on your requested date. For more information contact the District Office at 250-726-7744 or email info@ucluelet.ca.

Requested Council Meeting Date: October 24, 2017

Organization Name: Island Health

Name of person(s) to make presentation: Dr. Paul Hasselback

Topic: Health at the Local Level

Purpose of Presentation: Information only
 Requesting a letter of support
 Other (provide details below)

Please describe:

Dr. Hasselback will be presenting on the new Local Area Health Profile for the area.

Contact person (if different from above): Christal Lawson

Telephone Number and Email: 250.739.6304 or christal.lawson@viha.ca

Will you be providing supporting documentation? Yes No

If yes, what are you providing?

Handout(s)
 PowerPoint Presentation

Note: Any presentations requiring a computer and projector/screen must be provided prior to your appearance date. The District cannot accommodate personal laptops.



November 21, 2017

RE: Alberni Clayoquot Working Together To Reduce Poverty Protocol Agreement

Mayor and Council
 District of Ucluelet
 Box 999, 200 Main Street
 Ucluelet, BC
 V0R 3A0

Dear Ucluelet Mayor and Council,

Following our summer presentation to council and your subsequent resolution to endorse the Alberni Clayoquot Working Together to Reduce Poverty Protocol Agreement, we would like to formally invite you to join us for **Protocol Agreement signing event January 19th from 5:00 pm – 9:00 pm** in partnership with MLA Scott Fraser's office and MP Gord John's office.

Join us to celebrate and review work being done around Poverty Reduction in the region. We invite you to eat together, learn together and participate in the signing of the Alberni Clayoquot Poverty Reduction Protocol Agreement by local governments in the region.

To ensure a collaborative community lead process and take advantage of this opportunity to engage the region the evening will include:

- A shared community dinner
- Panel discussion with speakers ranging from those with lived experience to those with local and provincial perspectives on poverty reduction
- Overview on work being done in the region with opportunities to review information and provide your input
- Opportunities to learn, share education and perspectives

We look forward to our upcoming work with you to keep this conversation in the forefront and continued work with community partners to plan actions to address this complex social issue. We have included a briefing note which outlines information on this initiative. We invite you to review information collected to date on regional priorities around poverty reduction and tell us what you think by participating in our [survey](#) in advance of the event.

Please RSVP directly to the ACHN Coordinator or by following the [Eventbrite link](#) for the event, location of the event will be confirmed and communicated to participant's mid-December. We look forward to seeing you there!

Regards

Marcie DeWitt
 Coordinator, Alberni Clayoquot Health Network
achn@acrd.bc.ca
 250.726.5019

POVERTY REDUCTION PROTOCOL BRIEFING NOTE

BACKGROUND

Recognizing that poverty is a complex issue which cannot be addressed by any one organization or initiative, leaders in the ACRD have begun to bring together local stakeholders to discuss, identify opportunities and plan around poverty reduction.

- November 2015 Community Response to Poverty Forum in the Alberni Valley organized by MLA Scott Fraser
- Clayoquot Biosphere Trust Poverty Forum – February 2016
- Local Mayors, Regional District Directors and organizational leads convened to identify next steps January 2016
- Working Together to Reduce Poverty Workshop, May 30th 2016 organized by the Alberni Clayoquot Health Network
- Identification of 5 Outcome areas and development of Theory of Change to Reduce Poverty in the ACRD, presentation to local groups and leaders Fall and Winter 2016/2017.
- Creation of the Alberni Clayoquot Working Together To Reduce Poverty Protocol Agreement
- Presentation and resolutions to endorse the Poverty Reduction Theory of Change and Protocol Agreement to local leadership tables

LOCAL STATS

While there are many factors which contribute to the complex issue of poverty in our region here are a couple key statistics which point to the need to mobilize action.

- The Alberni Clayoquot Regional District (ACRD) is currently experiences the 4th highest rates of poverty out of 29 Regional Districts in BC with 22.1% living in low income homes
- A child poverty rate of 30.6% and 36.3% of children and youth in the region living in low income homes
- A core housing need of 14.8% with 46.4% of renters spending more than 30% of their income on housing and 12.7% of dwellings requiring major repairs.
- A significantly lower life expectancy
- Significant barriers around housing, transportation, food and health access which vary between urban, rural, remote and First Nation communities.

NEXT STEPS

We recognise that reducing poverty is a long term goal and this is just one of many steps towards this goal. The Alberni Clayoquot Health Network Theory of Change is just a starting point to assist in guiding us forward to make some meaningful change.

- Presentations to local Nuuchahnulth Nation leadership and government tables
- Alberni Clayoquot Working Together to Reduce Poverty Protocol Agreement Signing
- Poverty Reduction education campaign and planning with local community partners to identify next steps and action plans

GET INVOLVED

- Take the [survey](#)
- Attend an event, [sign up](#) to the ACHN newsletter for more info!
- Explore ways we can collaborate by contacting ACHN Coordinator at achn@acrd.bc.ca



ADDITIONAL RESOURCES

Check out some of our local statistics and information resources locally and beyond.

- Vital Signs Reports for the [Alberni Valley](#) and [West Coast Communities](#)
- Living Wage calculation for [Huu-ay-aht First Nation](#) and 2017 report for [West Coast communities](#)
- [Local Health Area 70 Profile](#)
- BC Stats – [Alberni Clayoquot Socio Economic Profile](#)
- Statistics Canada – [ACRD Census Profile](#)
- [Canada Without Poverty](#)
- [Provincial Poverty Profile Report](#)
- [2016 Child Poverty Report Card](#)



Administration
 Box 3333 | 6250 Hammond Bay Road
 Nanaimo, BC Canada V9R 5N3
 t: 250.758.4697 f: 250.758.2482
 e: info@virl.bc.ca w: www.virl.bc.ca

November 1, 2017

Original sent via email

Mayor Dianne St. Jacques
 District of Ucluelet
 PO Box 999
 Ucluelet, BC V0R 3A0



Dear Mayor St. Jacques,

Re: Appointment to the 2018 Vancouver Island Regional Library Board

As the new year approaches, it is time to consider your representation on the Board of Trustees of Vancouver Island Regional Library – the fifth largest library system in British Columbia serving more than 410,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. Vancouver Island Regional Library enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

As per the *British Columbia Library Act*: "Each municipality and/or regional district that is party to the regional library district must, by resolution, appoint a representative and an alternate representative each December at the first meeting of the municipal council or regional district board. A member of the library board holds office for a term of one year: January 1 - December 31, or for the remainder of the year for which the appointment is made. A member is eligible for reappointment, but no member may serve for more than eight consecutive years. Reappointment of sitting members is encouraged in the interest of continuity..."

The *Library Act* also stipulates that "...members of a library board are not entitled to be paid by the library board for their services but may be reimbursed by it for reasonable travelling and out of pocket expenses, including child care expenses, necessarily incurred by them in performing their duties under this Act. (2) A library board may not reimburse a member for any expenses if another body reimburses the member for the expenses or pays the expenses."

Provincial legislation requires certified resolutions be submitted to Vancouver Island Regional Library by December 15, 2017. VIRL Board of Trustees also requires its members to complete a *Statement of Financial Disclosure* on an annual basis (a copy of the form on file with your municipality/district is acceptable). Thus, please find enclosed both a 2018 Appointment form and statement of financial disclosure form for your appointed Board member and Alternate member.

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Lake Cumberland
 Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington
 Courtenay Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington
 Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Toino Ucluelet Union Bay Woss

Appointment to the 2018 Vancouver Island Regional Library Board Rosemary Bonanno, Executive Director



Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
t: 250.758.4697 f: 250.758.2482
e: info@virl.bc.ca w: www.virl.bc.ca

Please complete the enclosed forms and return with a copy of the certified resolution by December 15, 2017 to the attention of Heather Mink Zuvich, Executive Assistant, by mail, email: hminkzuvich@virl.bc.ca or fax: 250.758.2482.

If you require additional information, please contact Ms. Mink Zuvich by phone: 250-729-2310 or email. Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

Rosemary Bonanno, BA MLS
Executive Director

CC: Mark Boysen, CAO, District of Ucluelet

RB/hmz

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington
Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss



Board of Trustees 2018 Appointment Form Trustee

The _____ has appointed _____ as *Trustee* on the
Municipality/ Regional District *name and title*
 Vancouver Island Regional Library Board for the year 2018. The term of the appointment is January 1 –
 December 31, 2018. This appointment will continue until a successor is appointed, as provided under
 Section 18(3) of the Library Act, unless the member is removed for cause as provided under Section
 18(4) of the Library Act.

Representative's Information

Home Address: _____
 City: _____ Postal Code: _____

Courier Address: _____
 check if same as above _____
 City: _____ Postal Code: _____

Email (please check preferred email address)

Home: _____ Municipal: _____
 Other: _____

Phone (please check preferred contact number)

Home: _____ Mobile: _____
 Other: _____

Birthdate (required for insurance purposes)

Day: _____ Month: _____ Year: _____

Staff Contact

Name: _____ Position: _____
 Telephone: _____ Email: _____

Signature

Date

Please attach a certified copy of the resolution.



Board of Trustees 2018 Appointment Form Alternate

The _____ has appointed _____ as *Alternate* on the
Municipality/ Regional District *name and title*
 Vancouver Island Regional Library Board for the year 2018. The term of the appointment is January 1 –
 December 31, 2018. This appointment will continue until a successor is appointed, as provided under
 Section 18(3) of the Library Act, unless the member is removed for cause as provided under Section
 18(4) of the Library Act.

Representative's Information

Home Address: _____
 City: _____ Postal Code: _____

Courier Address: _____
 check if same as above _____
 City: _____ Postal Code: _____

Email (please check preferred email address)

Home: _____ Municipal: _____
 Other: _____

Phone (please check preferred contact number)

Home: _____ Mobile: _____
 Other: _____

Birthdate (required for insurance purposes)

Day: _____ Month: _____ Year: _____

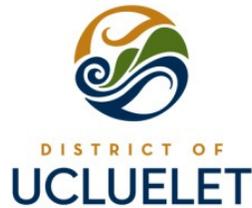
Staff Contact

Name: _____ Position: _____
 Telephone: _____ Email: _____

Signature

Date

Please attach a certified copy of the resolution.



STAFF REPORT TO COUNCIL

Council Meeting: November 28th, 2017
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRUCE GREIG, MANAGER OF COMMUNITY PLANNING

FILE NO: 3150-20-2017

SUBJECT: 2017/2018 DCC REVIEW – FUNDING AND CONSULTANT CONTRACT

REPORT NO: 17-64

RECOMMENDATION(S):

1. **THAT** Council authorize staff to engage Urban Systems to complete a Development Cost Charge bylaw and consultation process, for a maximum fee of \$24,000, and approve the funding allocation as outlined within the body of this Report.

PURPOSE:

To provide Council with information on a Staff request for a sole-sourced consulting contract, and update of funding allocation for the project within the 2017 and 2018 budgets, to allow Staff to engage a specialized Development Cost Charge (DCC) consultant.

BACKGROUND:

Planning Staff have identified the District of Ucluelet's DCC bylaw as an important bylaw requiring review and initially budgeted \$20,000 in 2016 and \$7,000 in 2017 to complete this review. In 2016, Staff engaged Koers engineering to complete the required engineering background report at a cost of \$15,000.

As part of that review it was identified that Ucluelet has some unique challenges and complexities where a specialized DCC Bylaw consultant would be best suited to frame the public consultation, review existing waivers, explore new opportunities to support employee and affordable housing, and to write the new DCC bylaw.

DEVIATION FROM THE PURCHASING POLICY:

Planning Staff have researched the available consulting groups that are considered specialists in the DCC field. It was indicated in that research that two consulting groups have extensive local experience and expertise in preparing the groundwork for a DCC bylaw. Staff requested quotes from both groups, but one group declined to quote. The District of Ucluelet's Purchasing and Disposal Policy requires 3 written quotes for goods or services over \$10,001 and under \$25,000. A sole-sourced contract would therefore require the prior approval of Council. Staff are requesting Council approval to engage Urban Systems based on the specialized nature of the work. The Urban Systems proposal would see the project through to completion including a review of the current DCC waiver mechanism, public engagement and bylaw facilitation to ensure that the DCC bylaw meets the legislative requirements. The scope of work includes the following:

- Background review;
- Preparation of DCC options and strategy;
- Preparation of draft DCC bylaw and consultation materials;
- Initial presentation to Council;
- Host a DCC information meeting for stakeholder and public feedback;
- Finalize DCC bylaw and present to Council; and
- Facilitate Ministry approval process.

FINANCIAL IMPACTS:

Planning Staff are requesting that Council approve funding the project from two sources: the \$7,000 surplus in the current 2017 budget and \$17,000 in the 2018 budget sourced from the existing DCC reserves. Staff have confirmed that the provincial Best Practices Guide on DCC's allows for "planning" as an eligible DCC cost, and that it is common for municipalities to use DCC reserves as a source of funds to cover the costs of updating their regulations without increasing taxation. Earmarking \$17,000 for this work equates to approximately 2% of the current DCC reserves.

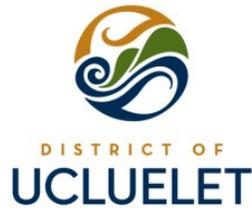
POLICY OR LEGISLATIVE IMPACTS:

The funding elements of this report would affect both the 2017 and 2018 budget. The new DCC bylaw would be presented for consideration by Council, following public input, and would be presented to the Inspector of Municipalities for approval prior to final adoption. If Council wishes to forego the initial presentation to Council, the consultant has indicated that the fee would be reduced by \$2,500 to reflect that change.

OPTIONS REVIEW:

1. That Council authorize staff to engage Urban Systems to complete a Development Cost Charge bylaw and consultation process, for a maximum fee of \$24,000, and approve the funding allocation as outlined within the body of this Report. (**Recommended**)
2. That Council direct Staff to reassess options and funding as identified in this Council meeting.

Respectfully submitted: Bruce Greig, Manager of Community Planning
 John Towgood, Planner
 Carolyn Bidwell, Chief Financial Officer
 Mark Boysen, Chief Administrative Officer



STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 28TH, 2017
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, PLANNER 1

FILE NO: 3060-20 **FOLIO NO:** 0612.127

SUBJECT: DEVELOPMENT PERMIT FOR 266 BOARDWALK BOULEVARD

REPORT NO: 17-65

ATTACHMENT(S): APPENDIX A – APPLICATION
APPENDIX B – DEVELOPMENT PERMIT, DP17-10

RECOMMENDATION(S):

1. **THAT** Council approve Development Permit DP17-10 for LOT 27, PLAN VIP66186, P.I.D 023-956-925 (266 Boardwalk Boulevard).

PURPOSE:

To provide Council with information on a proposed Resort Condo on an undeveloped lot within the Reef Point Development. The proposed development triggers the requirement for a Form and Character, Natural Environment, and Hazardous Conditions Development Permit (“DP”).

BACKGROUND:

An application has been received for a Development Permit for 266 Boardwalk Boulevard (the “**Subject Property**”). This undeveloped property is located within Boardwalk Boulevard loop and was part of the 2000 “Reef Point” development: (**Figure 1**).

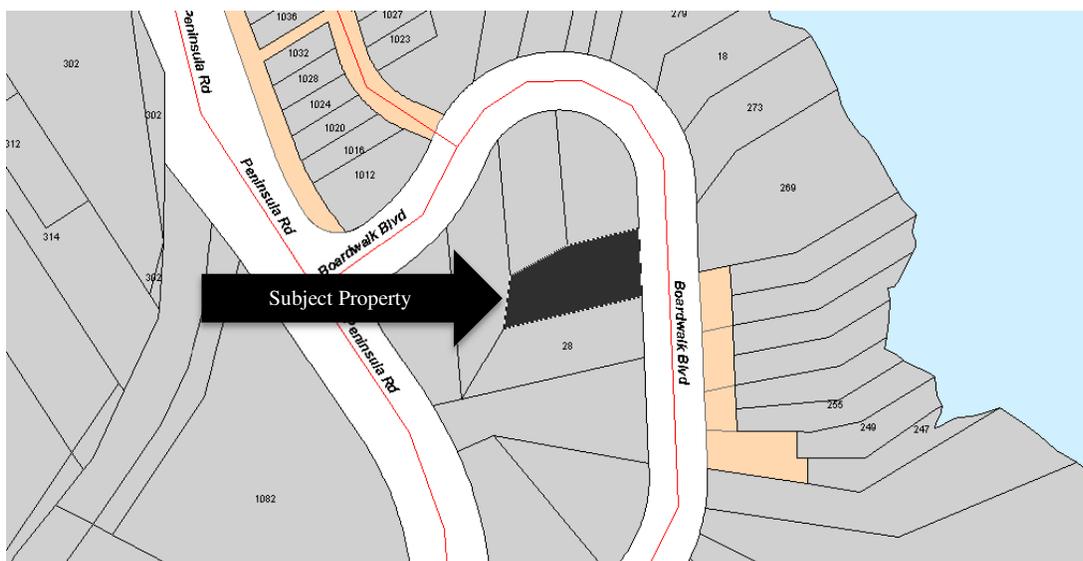


Figure 1 – Site Plan

This lot has been cleared of vegetation for at least 8 years and has a gentle upward slope of 2.5m from front to back

DISCUSSION:

The proposed Development Permit application is assessed on:

- The Official Community Plan's (the "OCP") Reef Point designation policies;
 - Protection of the natural environment, its ecosystems and biological diversity; and
 - Protection of development from hazardous conditions; and
 - Establishment of objectives for the form and character of development in the resort region;
- Zoning Bylaw requirements;

OCP, Protection of the natural environment, its ecosystems and biological diversity:

The building area of the lot has been cleared and contains no significant environmental features.

The general development permit guidelines indicate that an "Environmental Impact Assessment" shall be required for all properties greater than 2 HA in size to evaluate the impacts of a proposed development on the natural environment. The Subject property is 0.03 HA and, considering the green space and low impact nature of the development, Staff have not required an Environmental Impact Assessment. The applicant stated that he will enhance the landscaping to represent the native species on the property, keeping with OCP guidelines.

OCP, Protection of development from hazardous conditions:

This development happens on the upper bench and Approximately 20m from the fore shore, and 8m's above datum, conforming to the OCP's hazardous conditions guidelines.

OCP, Establishment of objectives for the form and character of development in the resort region:

The Reef Point Development Permit Area is intended for large scale tourist commercial developments. Reef Point's natural beauty and rich ecological qualities add significant potential value to Ucluelet, its residents, and future generations in terms of character creation. It is these qualities; beautiful, natural, and wild, which residents and people from afar come to experience. The immediacy of the ocean, the marine environment and the presence of significant stands of forest, including old-growth are primary character-giving qualities of this area.

This application is proposing two identical resort condo buildings each containing two separate Resort Condo suites. The exterior material consists of cedar smart lap siding, wood trim and beam work and fiberglass shingle roofing (**Figure 2**). The property will be landscaped in keeping with the surrounding native species of the area. A garbage receptacle will be enclosed in a 6' cedar enclosure on site with a small electrical building located slightly to the east of the garbage enclosure. The applicant has indicated 4 gravel parking spaces and a concrete driveway connection (**Figure 3**).

This proposal is in keeping with the existing streetscape and the OCP guidelines for the area.

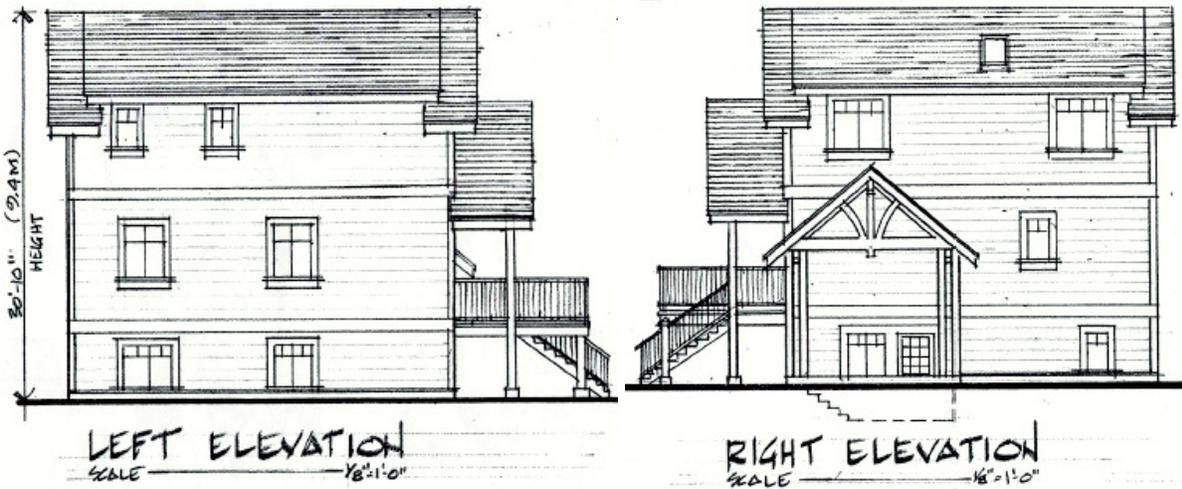
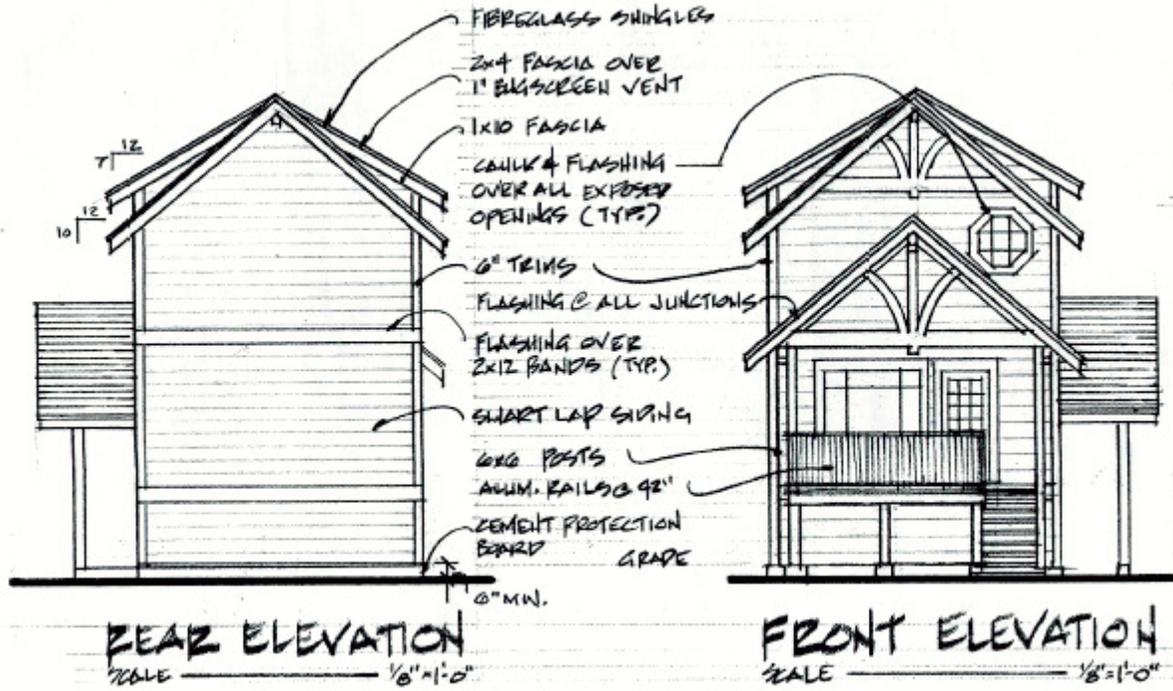


Figure 2 - Building Elevations



Plot plan Scale 1" = 16'-0"
 KRC Holdings, Box 47, Ucluelst, B.C.
 Lot 27 Boardwalk Blvd. Ucluelst, B.C.
 Plan V1P66186, Clayoquot Dist
 Section 21 P10 023-956-925

ft

Figure 3 – Site / Landscape Plan

ZONING BYLAW REQUIREMENTS:

The Property is in the CS-5 zone – Tourist Commercial. This zone is intended to provide for tourist commercial accommodations and other related recreational and primarily tourist commercial uses outside the District’s Village Square and its residential areas. The Application proposes the primary use of “CS-5 1.1. (1) (c) Resort Condo” with Resort Condo defined as:

“Resort Condo” means a building, or group of buildings, providing two or more separate dwelling units, for commercial tourist accommodation use only, without the accessory uses commonly associated with or specifically permitted with hotels or motels. The building(s) must be on the same lot or within the strata plan, except for the parcels within the CS-5 Zone along Peninsula Road, as illustrated below (“Reef Point”), in which case there may be only one unit per lot:

This application meets applicable zoning requirements.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

Staff time will be required to monitor and review the progress of this application.

FINANCIAL IMPACTS:

Development Cost Charges will be charged for the resort condo by a per unit basis and a building permit fee will be charged based on project cost. The value of the property will increase with the proposed improvements increasing the districts tax base. Water and sewer fee will be collected based on metered usage. There are no other direct financial impacts from this application.

POLICY OR LEGISLATIVE IMPACTS:

The Reef Point / Terrace Beach / Spring Cove area is known to have high archeological value. The original development of the area in 2000 did an extensive archeological review. From that report, archeological sites were identified and mapped out and development lots were created around those sites or covenants were positioned on title to regulate how those lots can develop. The Subject Property was not identified as having an archeological site and it does not have an archeological covenant on title that directly relates to the subject property.

It is important to note that the preservation of any archeological site is very important to the District of Ucluelet and that the District will ensure that all developments shall respect archaeological resources and comply with all relevant statutes for the protection of archeological sites. The District of Ucluelet has strongly recommended that the applicant retain the services of an eligible consulting archaeologist.

SUMMARY:

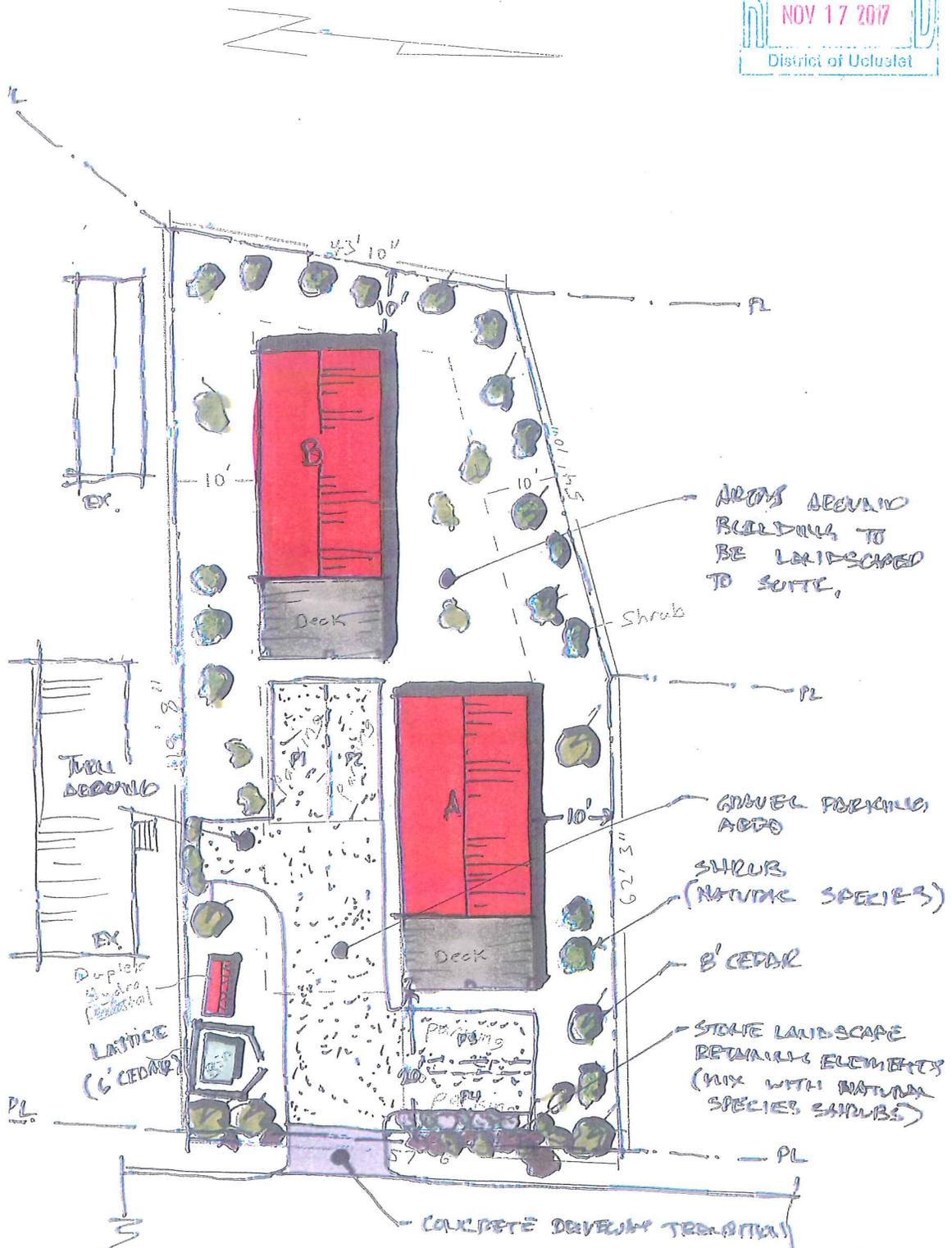
This proposal conforms to the Reef Point Development Permit area tourist commercial vision and is consistent with the existing streetscape.

OPTIONS REVIEW:

1. That Council approve Development Permit DP17-10 for 266 Boardwalk Boulevard.
(Recommended option)
2. Defer consideration pending receipt of further information to be identified.
3. Refuse the permit application, citing the OCP guidelines with which the proposal does not conform.

Staff recommend Option 1 as the proposed development meets the intent of the Reef Point Development Permit Area Guidelines.

Respectfully submitted: John Towgood, Planner 1
Bruce Greig, Manager of Community Planning
Mark Boysen, Chief Administrative Officer



Plot plan Scale 1" = 16'-0"

KRC Holdings, Box 47, Ucluellet, B.C.

Lot 27 Boardwalk BIV, Ucluellet, B.C.

Plan V1P66186, Clayogout Dist

Section 21 PID 023-056-925

ft



DEVELOPMENT PERMIT DP17-10

Pursuant to Part 14, Division 7 of the Local Government Act, R.S.B.C 2015 C.1 as amended:

1. This Development Permit is issued to:

Ken Ludlow, KKC Holdings LTD, Inc No. BC0563579, PO Box 47, Ucluelet, BC, V0R 3A0

2. This Development Permit applies to and only to those lands within the District of Ucluelet described below and all buildings, structures, and other development thereon:

LOT 27, PLAN VIP66186, P.I.D 023-956-925, 266 Boardwalk Boulevard (the "**Lands**").

3. This Development Permit is issued subject to compliance with all of the bylaws of the District of Ucluelet, except as specifically varied or supplemented by this Permit.

4. This Permit authorizes the construction of the following improvements on the Lands:

- a. Two Resort Condo Buildings with each building containing two Resort Condo units.
- b. Servicing of the above unit.
- c. The access to be from existing curb cut with added concrete approach (minimum of 10' from curb edge).
- d. Site to be landscaped with native species ground cover.
- e. Four gravel parking spaces.
- f. Garbage receptacle fully enclosed by a 6' cedar lattice.

These improvements apply only in the locations indicated, and otherwise in accordance with, the drawings attached to this Permit as **Schedule A**.

5. The work authorized by this Permit may only be carried out:

- a. in compliance with the requirements of the District of Ucluelet Zoning Bylaw No. 1160, 2013, except where specifically varied or supplemented by this development permit.
- b. in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws.

6. It is strongly recommended that the applicant retain the services of an eligible consulting archaeologist as the Archeological Branch of the Ministry of Lands, Forest and Natural Resources Operations deems any lands within 50m of a known archaeological site to have high archeological potential.

7. Notice shall be filed in the Land Title Office under Section 503 of the Local Government Act, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.



- 8. This Permit is NOT a Building Permit.
- 9. **Schedules "A"** attached hereto shall form part of this Permit. The Municipality's Chief Administrative Officer is hereby authorized to approve minor amendments to the plans provided that such amendments are consistent with the overall character and intent of the original plans.

AUTHORIZING RESOLUTION passed by the Municipal Council on the day of , 2017.

IN WITNESS WHEREOF this Development Permit is hereby executed and issued by the Municipality the day of , 2017.

THE DISTRICT OF UCLUELET
by its authorized signatories:

Dianne St. Jacques – Mayor

Mark Boysen – Corporate Officer

OWNER
by its authorized signatory

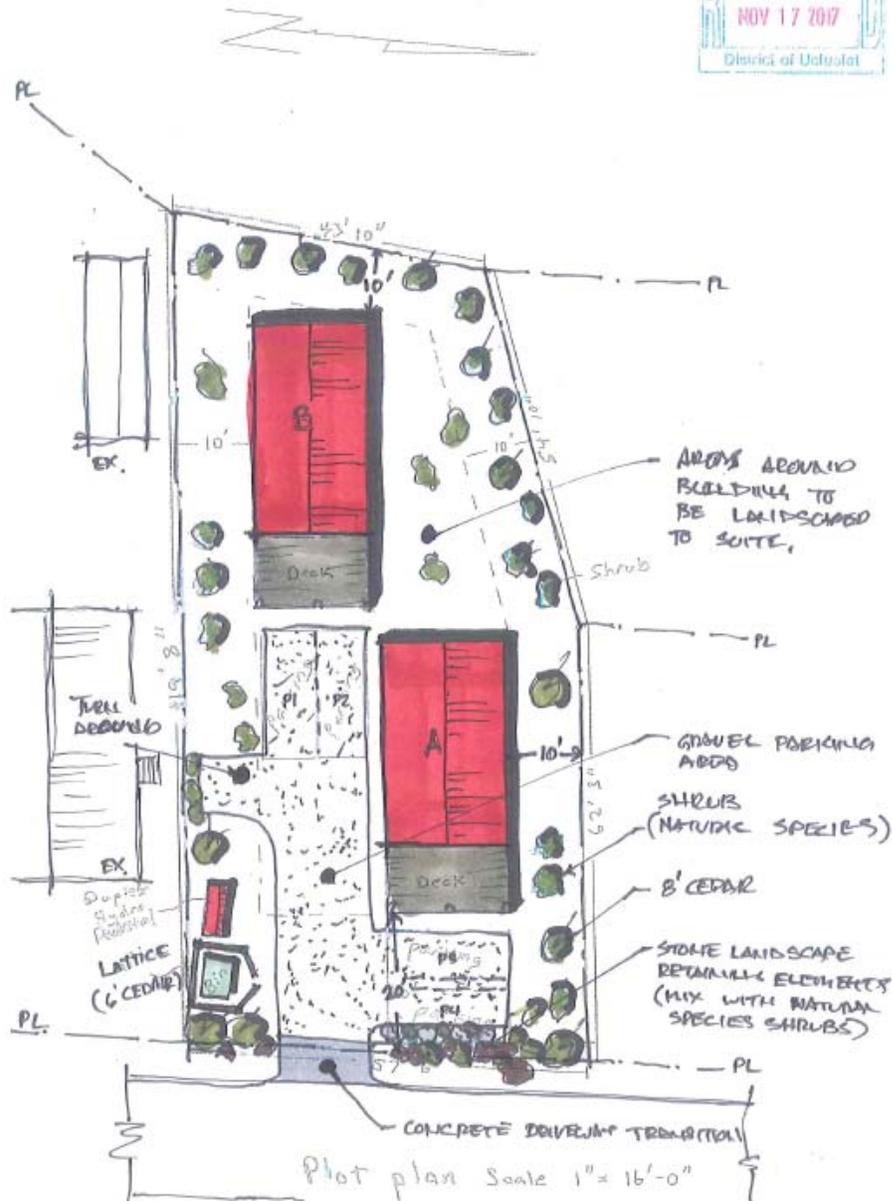
Owner, by its authorized signatory

ISSUED the day of , 2017.

Bruce Greig - Manager of Planning



Schedule A



Plot plan Scale 1" = 16'-0"
 KRC Holdings, Box 47, Ucluelet, B.C.
 Lot 27 Boardwalk Blv, Ucluelet, B.C.
 Plan V1P66186, Clayogout Dist
 Section 21 PID 053-956-925

11



STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 28, 2017
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: KARLA ROBISON, ENVIRONMENTAL & EMERGENCY SERVICES MANAGER

FILE NO: 7130-10

SUBJECT: COMMUNITY EMERGENCY PREPAREDNESS FUND and EMERGENCY SOCIAL SERVICES

ATTACHMENT(S):

REPORT NO: 17-66

APPENDIX A - 2017 APPLICATION FORM FOR THE COMMUNITY EMERGENCY PREPAREDNESS FUND: EMERGENCY SOCIAL SERVICES GRANT
APPENDIX B - ESS KIT BUDGET
APPENDIX C - ESS TRAINING BUDGET

RECOMMENDATION(S):

1. **THAT** Council support Staff in the application for an Emergency Social Services (**ESS**) grant affiliated with the Community Emergency Preparedness Fund (**CEPF**) that is administered by the Union of British Columbia Municipalities (**UBCM**).

PURPOSE:

The purpose of this report is to provide an overview of the CEPF and the ESS Grant, and obtain a required resolution of support from Council for the ESS grant. This grant will better support resiliency for emergency preparedness and disaster response for the community through ESS kits and training.

BACKGROUND:

Local governments and Treaty First Nations in BC are eligible to apply under the CEPF to build emergency response capacity and mitigate future flooding events. The CEPF is a suite of programs intended to enhance the resiliency of communities and their residents in responding to emergencies. Announced this spring, \$32 million in provincial funding is available in five program streams:

- Flood Risk Assessment, Flood Mapping and Flood Mitigation Planning, grants of up to \$150,000 with an application deadline of October 27, 2017;
- Emergency Social Services, grants of up to \$25,000 with an application deadline of November 17, 2017;
- Emergency Operations Centres and Training, grants of up to \$25,000 with an application deadline of February 2, 2018;
- Structural Flood Mitigation, grants of up to \$750,000 with an application deadline of April 13, 2018; and
- Evacuation Route Planning. Details to follow in late 2017.

Staff recently prepared a grant for the ESS program funding stream for \$15,301.26 (**Appendix A**). This grant proposed the purchase of five ESS kits and ESS training for the use of the kits, as well as

Registration and Referrals and Reception Centre training to support recommendations and requirements outlined in Ucluelet's Emergency Plan (**Appendices B and C**). The kits and training would support Ucluelet's ESS Team, as well as Ucluelet's Emergency Network and Emergency Operation Centre (**EOC**) Teams during the response and recovery for an emergency incident or disaster. The five kits and their contents are as follows: Kit #1 - First Aid Supplies, Kit #2 - Computer Hardware and Software, Kit #3 - Hardware and Supplies, Kit #4 - Stationary Supplies, and Kit #5 - Signage.

These kits would not only support a small event, such as a level one response, but a large or complex event where there are mass care situations. As a remote island community, Ucluelet and neighbouring communities located within BC's southwest seismic activity zone will have specific emergency management needs in the event of a Cascadia Subduction Zone (**CSZ**) event - an earthquake of magnitude 8 or greater followed by a tsunami. Lessons learned from the Tohoku, Christchurch, Sumatra, and other relatively recent quakes have heightened awareness and provided insight to both geoscientists and the public of the imminent threat of a devastating megathrust earthquake and tsunami off the coast of BC. Kathryn Schulz outlined in her article "The Really Big One" in the New Yorker in 2015 that the Pacific Northwest region, an area of some 360,000 square kilometres, will suffer the worst natural disaster in the history of North America when the next full-margin rupture of the offshore fault stretching from California to BC occurs (Schulz 2015). Impacts to Ucluelet will be informed by the fact that approximately 58% of the community's buildings and key elements of critical infrastructure are in a tsunami hazard zone. Depending upon the time of day and year, between one half and two-thirds of the resident and visitor population are at risk, and depending on the evacuation strategy, between one fifth and one third of the population-at-risk could be lost (Johnstone 2012).

The kits are transferable to support neighbouring communities and jurisdictions, such as Yuułuṭiḷḷaṭh, Toquaht Nation, District of Tofino, and Pacific Rim National Park Reserve during incidents specific to their region.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

1) Community Tsunami Evacuation Drill

If Council were to support the ESS grant, Staff and Volunteers will test the kits in conjunction with Ucluelet's Community Tsunami Evacuation Drill that is scheduled for May 8, 2018 during Emergency Preparedness Week. For the past eight years (other than years 2012 and 2017), this drill has been an annual community event where the Emergency Services Department, Emergency Network, and First Responders practice Ucluelet's Tsunami Evacuation Plan. This plan is a component of Ucluelet's Emergency Plan - an all-hazards document that outlines the community's vulnerabilities and risks through a hazard risk and vulnerability analysis (**HRVA**), which is the foundation of emergency preparedness. The community drill is also an opportunity for residents and visitors to practice the steps required to evacuate from a teletsunami (a tsunami that takes three hours to travel to the area of interest) to the main Community Safe Zone.

The proposed grant suggests the ESS kits will be utilized and tested during this community event in collaboration with Ucluelet's ESS and EOC Teams, Ucluelet's Emergency Network, neighbouring First Responders, and Holistic Emergency Preparedness and Response. Prior to the community drill, Holistic Emergency Preparedness and Response will conduct training for Ucluelet's ESS and EOC Teams for the 5 Kits, as well as provide Registration and Referrals, Reception Centre training. During the drill, Holistic Emergency Preparedness and Response will provide additional training, guidance, and mentorship. It is also proposed that the Emergency Services Department will invite

Emergency Management British Columbia (**EMBC**) to participate in the evaluation aspect of the drill. It is suggested for EMBC staff to partake in the drill by receiving submitted electronic EOC paperwork (i.e., situation reports, resource requests, after action reports and task reports).

These kits and training will also support additional training opportunities, such as table top exercises.

FINANCIAL IMPACTS:

There are no financial impacts to the District of Ucluelet other than operational Staff time to coordinate the ESS training and Community Tsunami Evacuation Drill.

POLICY AND LEGISLATIVE IMPACTS:

Local authority emergency plans are required through the *Emergency Program Act* and an HRVA is a requirement mandated by BC's *Local Authority Emergency Management Regulation*. Ucluelet's Bylaw to Regulate Emergency Measures outlined in Section 3 of this bylaw as *Duties and Responsibilities of Council* in Part (B) that *plans respecting the preparation for, response and recover from emergencies and disaster, include:*

- (i) *A periodic review and updating of plans and procedures for that review,*
- (ii) *A program of emergency response exercises,*
- (iii) *A training program,*
- (iv) *Procedures by which physical and financial emergency resources or assistance may be obtained,*
- (v) *Procedures by which emergency plans are to be implemented, warning procedures to those persons who may be harmed or suffer loss in an emergency or impending disaster,*
- (vi) *Procedures to coordinate the provision of food, clothing, shelter, transportation and medical services to victims of emergencies and disasters, where that provision is made from within or outside of the municipality, and*
- (vii) *Procedures to establish the priorities for restoring essential services provided by the municipality, or recommend priorities to other service providers, that are interrupted during an emergency or disaster.*

OPTION REVIEW:

1. That Council support Staff in the application for an ESS grant affiliated with the CEPF that is administered by UBCM.
2. Defer consideration pending receipt of further information to be identified.
3. Refuse the ESS application

Staff recommend Option 1 as this grant will support disaster response and recovery through equipment and training for ESS, as well as requirements outlined in Ucluelet's Bylaw to Regulate Emergency Measures and procedures recommended in Ucluelet's Emergency Plan.

Respectfully submitted: Karla Robison, Environmental & Emergency Services Manager
Mark Boysen, Chief Administrative Officer

Community Emergency Preparedness Fund
Emergency Social Services

 Phone: 250 387-4470 E-mail: cepf@ubcm.ca

 Mail: 525 Government Street, Victoria, BC, V8V 0A8

2017 APPLICATION FORM

Please complete and return this form by **November 17, 2017**. All questions are required to be answered by typing directly in this form. For detailed instructions regarding application requirements, please refer to the *2017 Emergency Social Services Program & Application Guide*.

SECTION 1: APPLICANT INFORMATION
Applicant: District of Ucluelet

Date of Application: November 17, 2017

Contact Person*: Karla Robison

Title: Environmental & Emergency Services Manager

Phone: 250-726-4780

E-mail: krobison@ucluelet.ca

* Contact person must be an authorized representative of the applying local government or Treaty First Nation.

SECTION 2: PROJECT INFORMATION
1. NAME OF PROJECT.

Emergency Social Services Kits and Training

2. EMERGENCY PLAN. Please describe the extent to which the proposed project will support recommendations or requirements identified in the local Emergency Plan.

The proposed ESS Kits and ESS Training for the use of the kits, as well as Registration and Referrals and Reception Centre training will support recommendations and requirements outlined in Ucluelet's Emergency Plan. There are 5 Kits that would support Ucluelet's ESS and Emergency Operation Centre (EOC) Teams: First Aid Supplies (Kit #1), Computer Hardware and Software (Kit #2), Hardware and Supplies (Kit #3), Stationary Supplies (Kit #4), and Signage (Kit #5).

3. TRANSFERABILITY. Please describe the extent to which the proposed project may offer transferable resources and supplies (i.e. ESS volunteers, training resources, cots, blankets, etc.) to other local governments and/or Treaty First Nations.

Introduction

Ucluelet means "people of the safe harbour" in the indigenous Nuu-chah-nulth language. The District of Ucluelet has supported this meaning through the Emergency Service Department's vision to showcase the municipality as a leader with innovative emergency management initiatives. This vision is shared by our council in its leadership, by dedicated emergency volunteer services, neighbouring communities, and in Ucluelet's unique community spirit.

Level One to Mass Care

These kits would not only support a small event such as a level one response, but a large or complex event where there are mass care situations. As a remote island community, Ucluelet and neighbouring communities located within BC's southwest seismic activity zone will have specific emergency management needs in the event of a Cascadia Subduction Zone (CSZ) event - an earthquake of magnitude 8 or greater followed by a tsunami. Lessons learned from the Tohoku, Christchurch, Sumatra, and other relatively recent quakes have heightened awareness and provided insight to both geoscientists and the public of the imminent threat of a devastating megathrust earthquake and tsunami off the coast of BC. Kathryn Schulz outlined in her article "The Really Big One" in the New Yorker in 2015 that the Pacific Northwest region, an area of some 360,000 square kilometres, will suffer the worst natural disaster in the history of North America when the next full-margin rupture of the offshore fault stretching from California to BC occurs (Schulz 2015). Impacts to Ucluelet will be informed by the fact that approximately 58% of the community's buildings and key elements of critical infrastructure are in a tsunami hazard zone. Depending upon the time of day and year, between one half and two-thirds of the resident and visitor population are at risk, and depending on the evacuation strategy, between one fifth and one third of the population-at-risk could be lost (Johnstone 2012).

Neighbouring Communities and Jurisdictions

The kits are transferable to support neighbouring communities and jurisdictions (e.g., Yuułu?i?ath, Toquaht Nation, District of Tofino, and Pacific Rim National Park Reserve) during incidents specific to their region.

4. **PARTNERSHIPS.** Please identify any other authorities you will collaborate with on the proposed project and outline how you intend to work together.

Ucluelet's ESS and Emergency Network for Response / Recovery Planning

Ucluelet's Emergency Network is a multi-jurisdictional committee that consist of representatives from BC Ambulance Service, Canadian Rangers, District of Ucluelet, Emergency Social Services, Pacific Rim National Park Reserve, Royal Canadian Mounted Police, Royal Canadian Marine Search and Rescue, School District No. 70, Toquaht Nation, Ucluelet Volunteer Fire Brigade, West Coast Inland Search and Rescue, and Yuułu?i?ath (Ucluelet First Nation). The committee commenced in 2009 with the original purpose to develop and maintain an emergency plan with an effective strategy to address many possible types of emergencies and disasters for the community of Ucluelet. With a "living draft" emergency plan in place, the group is now exercising and improving the plan. The next goal for the committee is to develop a recovery plan. The Emergency Network meets each month, and sometimes more frequently for response, planning, events, and training purposes. The Emergency Network would benefit from these kits during training and exercises. This network supports Ucluelet's Annual Community Tsunami Evacuation Drill (see Proposed Activities).

How will a collaborative approach leverage efficiencies and be a cost effective approach to ESS.

These kits would support Ucluelet's Emergency Social Services and Emergency Network with response and recovery planning, the Annual Community Tsunami Evacuation Drill, and additional training opportunities, such as table top exercises.

5. PROPOSED ACTIVITIES. What specific activities will be undertaken as part of the proposed project. Please refer to Section 4 of the Program & Application Guide.

Annual Community Training Exercise

These kits would support response plan training purposes for ESS and EOC volunteers. Annually, during Emergency Preparedness Week, Ucluelet's Emergency Service Department and Emergency Network practice their tsunami evacuation plan through a community drill. The tsunami evacuation plan is a component of Ucluelet's Emergency Plan - an all-hazards document that outlines the community's vulnerabilities and risks through a hazard risk and vulnerability analysis (HRVA), which is the foundation of emergency preparedness.

The community drill is an opportunity for residents and visitors to practice the steps required to evacuate from a teletsunami (a tsunami that takes three hours to travel to the area of interest) to the main Community Safe Zone. Even those residents and visitors who do not find themselves in low-lying areas or the tsunami inundation zone (lands at less than 20 meters of elevation) at the time of the drill are asked to participate in the mock emergency evacuation since an emergency event can happen anywhere and at any time of the day.

The annual mock scenario is based on a magnitude 8.5 earthquake generated from Alaska at 6:45 pm, with anticipated 4 m tsunami waves and 8 m run-up waves. The mock waves are predicted to reach the shores of Ucluelet at approximately 11:00 pm. Ucluelet's internal and external emergency alerting system is tested prior to the beginning of the exercise to notify emergency teams to meet at the fire hall and EOC, and for residents and visitors to know that drill is starting. First responders and emergency personnel conduct door-to-door and harbour evacuation procedures from 7:00 pm to 8:00 pm. Residents and visitors are asked to grab their emergency kits, and, if they have time, to shut off any utilities - such as natural gas, propane, water, and electricity - and evacuate to Ucluelet's main Community Safe Zone. Ucluelet's Emergency Social Services (ESS) team opens a Reception Centre for residents and visitors from 7:00 pm to 8:00 pm in the secondary school's band room. Ucluelet's Emergency Network activates an EOC at the fire hall.

For residents that choose to practice evacuating to high ground near their homes, emergency personnel are located at each of the Community Safe Zones to greet participants and provide emergency preparedness information. This is an important evacuation exercise to practice in preparation for a magnitude 8.0 or greater CSZ event. In this situation, the ground will shake for approximately two to five minutes. Once the shaking stops, anyone in a low-lying area will have approximately 20 minutes to evacuate to high ground, hence the "20 meters in 20 minutes" motto.

The 2016 community drill resulted in over 40 first responders and emergency personnel assisting with mock evacuations of over 200 homes located below 20 meters of elevation and over 150 citizens practicing their family evacuation plan by grabbing their grab-and-go bags and heading to Ucluelet's main Community Safe Zone.

The 2018 Annual Community Tsunami Evacuation drill will occur on Tuesday, May 8. The ESS kits will be utilized and tested during this community event in collaboration with Ucluelet's ESS and EOC Teams, Ucluelet's Emergency Network, neighbouring First Responders, and Holistic Emergency Preparedness and Response. On May 7, 2018 (the day before the drill), Holistic Emergency Preparedness and Response will conduct training for Ucluelet's ESS and EOC Teams for the 5 Kits, as well as Registration and Referrals, Reception Centre training. During the drill, Holistic Emergency Preparedness and Response will provide additional training, guidance, and mentorship. The District of Ucluelet will invite Emergency Management British Columbia (EMBC) to participate in the evaluation aspect of the drill. The District of Ucluelet proposes for EMBC staff to partake in the drill by receiving submitted electronic EOC paperwork (i.e., situation reports, resource requests, after action reports and task reports).

6. CAPACITY BUILDING. Describe how the proposed project will increase capacity to deliver emergency social services in your community.

The ESS Training along with the ESS Kits, which will be utilized during training exercises (e.g., table tops) and during Ucluelet's Annual Community Tsunami Evacuation Drill, would help to build capacity for Ucluelet's ESS and EOC Teams. The training and kits will better prepare these groups (i.e., District of Ucluelet) to respond to an actual event.

7. EVALUATION. How will the project be evaluated?

The kits will be used during training, drills, and during a response. Documentation and record keeping are required for reception centres and EOC activities. It is important to practice preparing and submitting EOC forms to EMBC. The assessment and evaluation of the computer hardware and software (Kit 2) will take place during training exercises and drills, to ensure the equipment is utilized appropriately, as well as confirm adequate documentation in conducted. The District of Ucluelet proposes for EMBC staff to partake in Ucluelet's Annual Community Tsunami Evacuation Drill on May 8, 2018 by receiving and reviewing Ucluelet's electronic EOC paperwork. This evaluation will help to ensure the forms are completed correctly by Ucluelet's EOC Team. Staff from Holistic Emergency Preparedness and Response will also evaluate Ucluelet's ESS and EOC Teams during the Reception Centre and Referrals, and Reception Centre training, as well as during Ucluelet's 2018 Annual Community Tsunami Evacuation Drill.

SECTION 3: REQUIRED APPLICATION MATERIALS

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:

- Local government Council or Board resolution, or First Nation Band Council resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- Detailed budget for the proposed project. Include a breakdown of desired equipment to be purchased, training and recruitment activities, and other considerations or comments. The budget must also clearly identify the Community Emergency Preparedness Fund funding request, applicant contribution, and/or other grant funding.

SECTION 4: SIGNATURE (To be signed by Local Government or First Nation Applicant)

I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our local authority's jurisdiction (or appropriate approvals are in place).

Name: Karla Robison

Title: Environmental & Emergency Services Manager

Signature: 

Date: November 17, 2017

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

EMERGENCY SOCIAL SERVICES KIT

*Holistic Emergency
Preparedness & Response*



Prepared for you by: Marc D'Aquino

RECEPTION CENTRE KIT #1 - FIRST AID SUPPLIES



(Items may not be exactly as shown)

10	Bag - Ziploc, large waste disposal	
12	Bandage - Cotton triangular length of base 1.25 m	
2	Bandage - Esmarch gum rubber 7.5 cm x 4.5 cm	
10	Blanket - Emergency	
10	Blanket - Wool	
2	Clipboard	
1	Container - Pelican 1550 Yellow	
2	Cup - Eye Wash Plastic	
15	Dressing - 10 cmx10 cm sterile individual pkgs	
4	Dressing - 10 cmx16.5 cm pressure, crepe ties	
10	Dressing - 20 cmx25 cm abdominal individual pkgs	
1256	Dressing - asst sizes, individual pkgs	
2	Flashlight with batteries	
2	Forceps - stainless steel 11.5 cm	
10	Form - Work Safe BC Patient Assessment	
10	Form - Workers Report Injury	
4	Gauge - String 4" x 2 yards	
4	Gauze - String 2" x 2 yards	
4	Glasses - Clear Safety	
20	Gloves - Medical Nitrile (S/M/L)	
4	Glow Sticks	
1	Guide to First Aid, Pocket	
1	Kit- Oropharyngeal airway	
1	Mask - CPR, one-way valve and oxygen inlet	
2	Pad - Burn, 2nd Skin 2" x 3"	
1	Pins - Safety Pkg of 12	
2	Pouch - First Aid Organizer	
12	Applicators - Cotton Tip	
1	Saline - 500 ml sterile 0.9% sodium chloride in unbreakable container	
8	Saline - Sterile 30ml	
2	Scissors - Universal Paramedic, 19cm	
1	Soap - antibacterial 50 ml liquid unbreakable container	
2	Sponge - Quickclot Advanced Clotting	
2	Tape - ½"x 45 yd roll	
2	Tape - 5 cm x 4.5 m roll	
1	Tape - Waterproof 1 x 5 yds	
6	Tensor - 7.5 cm x 4.5 m roll	
24	Towelettes - Antiseptic individually	
2	Pelican Storage Cases - 1550	
TOTAL FIRST AID		955.11

RECEPTION KIT #2 - COMPUTER HARDWARE & SOFTWARE



(Items may not be exactly as shown)

2	Computers	
2	Software Package (Microsoft Office), ESS Forms	
2	Computer/Supply Kit Set Up	
1	Case - ESSD	
1	Case - Printer	
1	Printer (Spare Ink/USB Cord)	
2	Cord - Power Extension 50 Ft	
2	Cord - Power Extension 10 Ft	
2	Cord - Power Bar	
TOTAL COMPUTERS		\$4801.00

RECEPTION CENTRE KIT #3 - HARDWARE & SUPPLIES



(Items may not be exactly as shown)

1	Radio - EATON AM/FM Wind-Up Solar Charging	
2	Batteries – Energizer Alkaline “AA” (Pack of 24) (10 Year shelf Life)	
5	Candles - Long-Burning	
1	Case – Pelican 1610	
1	Case – Pelican 1640	
6	Flashlights – Energizer Weatherproof	
2	Gloves - Work Leather Palm	
6	Hard Hats – Black Diamond (Orange - Headlamp mounting compatible)	
6	Headlamps – Energizer LED	
2	Batteries – Alkaline” AAA” (Pack of 16) (10 Year shelf Life)	
4	Matches – Waterproof (packs of 4)	
1	Megaphone w/ 8 “AA” Alkaline Batteries	
4	Cord - Orange Parachute (50 Ft)	
2	Lightweight Cord - Orange	
3	Whistle Fox 40 (Pack of 2)	
20	Masks – N95	
6	Vests - Traffic & Safety CSA/WorkSafeBC 3M reflective.	
1	Vests – ESS Incident Command (8 per set)	
TOTAL HARDWARE		\$2293.77

RECEPTION CENTRE KIT #4 - STATIONARY SUPPLIES



(Items may not be exactly as shown)

1	Binder – Reception Centre Operational Guidelines	
1	Binder – ESS Field Guide	
1	Binder – ESS Forms	
2	Clipboards	
1	Container – Pelican Case	
20	Envelopes - Brown	
2	Erasers	
2	Paper - Lined (8.5" X 11") (5 per Pack)	
2	Paper Clips – Large(Box)	
2	Pencil Sharpeners	
4	Packs of Pencils (12)	
4	Pens - Felt	
1	Rubber Bands (Package)	
2	Ruler	
2	Scissors	
2	Stapler & Staples, Stapler Remover	
1	Tape - Duct	
2	Tape - Masking	
8	Tape – Transparent	
1	Thumb Tacks	
42	Lanyards – (ICS Colors - Blue, Yellow, Orange, Grey, Red, Green)	
100	Volunteer nametags	
TOTAL STATIONARY SUPPLIES		\$898.27

RECEPTION CENTRE - SIGNAGE		
		
(Items may not be exactly as shown)		
3	Blanks	
1	Child Care	
3	Directional Arrows	
1	Documentation	
1	First Aid	
1	Food	
1	Health Services	
1	Information	
1	Inquiry about Family and Friends	
1	Media	
1	Out of Bounds	
1	Pet Care	
1	Reception Centre (41" x 70")	
1	Reception Centre Staff Area	
1	Registration for Food, Clothing or Lodging	
1	Registration Only	
1	Volunteer Management	
TOTAL SIGNAGE		\$1036.50

RECEPTION CENTRE KITS SUMMARY	
DESCRIPTION	RETAIL
RECEPTION CENTRE KIT #1 - FIRST AID SUPPLIES	955.11
RECEPTION KIT #2 - COMPUTER HARDWARE & SOFTWARE	4801.00
RECEPTION CENTRE KIT #3 - HARDWARE & SUPPLIES	2293.77
RECEPTION CENTRE KIT #4 - STATIONARY SUPPLIES	898.27
RECEPTION CENTRE - SIGNAGE	1036.50
TOTAL OF ALL KITS	\$9984.65

**Vancouver Island Office -
Mailing Address:**
4059 Southwalk Drive
Courtenay, BC, V9N 0B3

Lower Mainland Office:
107-7311 Vantage Way
Delta, BC, V4G 1C9

Contact Info:
Phone: 604-816-1994
Email: hepr@telus.net
Website: www.holisticpr.com

Holistic EPR - Ucluelet Training/Kit Delivery Budget			
DIRECT COSTS	Number of Days	Daily Rate	Total
Emergency Planner/Trainer	2	\$985	\$1,970.00
Emergency Trainer Travel Time	2	\$500	\$1,000.00
Total			\$1,970.00
OTHER COSTS	Rate	Day/Distance/#	Total
Training Materials Per/Person - ESS - Registration/Referrals - Reception Centre	\$81.66	14	\$1,143.24
Travel - Mileage	\$0.53	884	\$468.52
Travel - Meals (Lunch/Incidental)	\$17.30	3	\$51.90
Travel - Transportation(Ferries)	\$89.63	2	\$179.26
Travel - Accomodations	\$109.00	2	\$218.00
Total			\$2,060.92
Sub-Total			\$4,030.92
GST			\$155.66
PST			\$80.03
Total			\$4,266.61



STAFF REPORT TO COUNCIL

Council Meeting: November 28, 2017
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MARK BOYSEN, CHIEF ADMINISTRATIVE OFFICER

FILE NO: 0550-01 GEN

SUBJECT: 2017 HOLIDAY SEASON OFFICE HOURS

REPORT NO: 17-67

RECOMMENDATION:

1. **THAT** Council authorize the closure of the Municipal Hall, Community Centre and the Public Works and Parks departments for the 2017 holiday season.

PURPOSE:

The purpose of this report is to confirm the District of Ucluelet's hours of operation during the 2017/2018 holiday season. The Municipal Office for the 2017 holiday season will be closed from Monday, December 25, 2017 through to Friday, December 29, 2017. The office will reopen on Tuesday, January 2, 2018.

BACKGROUND:

In past last holiday seasons, it was standard practice to close the administration office and public works and parks departments for two weeks over the Christmas period to coincide with school breaks. In 2017, the CAO updated this policy so that the Municipal Office will be closed only over the Christmas week. This allows for increased availability for public inquiries and increased flexibility for staff vacation.

This year, the District office and Public Works Office will be closed to the public on Monday, December 25, 2017 and will reopen on, Tuesday, January 2, 2018. The Ucluelet Community Centre will be closed from December 25, 2017 and will reopen on Monday, January 8, 2018.

As in previous years, the Public Works Office will ensure that sufficient personnel are available should any emergencies occur.

Respectfully submitted:

Mark Boysen, Chief Administrative Officer