



**SPECIAL MEETING OF COUNCIL**  
**Tuesday, September 29, 2020 @ 3:30 PM**  
**George Fraser Room, Ucluelet Community Centre**  
**500 Matterson Drive, Ucluelet**

**AGENDA**

Page

1. CALL TO ORDER
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY  

Council would like to acknowledge the Yuułu?if?ath First Nation, on whose traditional territories the District of Ucluelet operates.
3. NOTICE OF VIDEO RECORDING  

Audience members and delegates are advised that this proceeding is being video recorded and broadcast on YouTube. Audience members and delegates are also that Zoom is being used to conduct this meeting and Zoom may store data on foreign servers.
4. ADDITIONS TO AGENDA
5. APPROVAL OF AGENDA
6. MAYOR'S ANNOUNCEMENTS
7. PUBLIC INPUT
8. REPORTS
  - 8.1. Community Emergency Preparedness Fund - Evacuation Route Planning Grant  
*Rick Geddes, Fire Chief*  
[CEPF Evac Route Grant Application 2020 - Report](#) 3 - 10
  - 8.2. Tree Removal on the Corner of Peninsula Road and Hemlock Street  
*John Towgood, Planner 1*  
[5400-13 2020-01 Tree Removal Staff Report - 279 Hemlock](#) 11 - 14
9. OTHER BUSINESS
10. QUESTION PERIOD
11. CLOSED SESSION  

*Procedural Motion to Move In-Camera:*  
THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(e) and 90(2)(b) of the *Community Charter*.
12. ADJOURNMENT





## STAFF REPORT TO COUNCIL

Council Meeting: September 29, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** RICK GEDDES, FIRE CHIEF

**FILE NO:** 1855-03 UBCM

**SUBJECT: COMMUNITY EMERGENCY PREPAREDNESS FUND  
- EVACUATION ROUTE PLANNING GRANT**

**REPORT NO:** 20-98

**ATTACHMENT(S):** APPENDIX A – COMMUNITY EMERGENCY PREPAREDNESS FUND (CEPF)  
EVACUATION ROUTE PLANNING GRANT APPLICATION AND BUDGET

### **RECOMMENDATION(S):**

1. **THAT** Council supports the activities outlined in the District of Ucluelet 2020 grant application to the UBCM Community Emergency Preparedness Fund Evacuation Route Planning Grant.
2. **THAT** Council will provide overall grant management if the District of Ucluelet is awarded the UBCM Community Emergency Preparedness Fund Evacuation Route Planning Grant.

### **PURPOSE/DESIRED OUTCOME:**

The purpose of this report is to establish Council's support for the activities outlined in the Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund Grant (CEPF) Application (**Appendix A**) and their willingness to provide overall grant management.

### **BACKGROUND:**

The CEPF is a suite of funding programs intended to enhance the resiliency of local governments, First Nations, and communities in responding to emergencies. Funding is provided by the Province of B.C. and is administered by the UBCM. The Evacuation Route Planning funding stream can contribute up to 100% of the cost of eligible activities to a maximum of \$25,000.00.

The intent of this funding stream is to support eligible applicants to develop evacuation route plans that would otherwise be challenged to successfully undertake an evacuation operation during an emergency.

Historically, the District of Ucluelet has had several versions of an evacuation plan in place. If successful in this grant proposal, the District would enter into an agreement with Calian Emergency Management, to provide a simplified, modern evacuation route plan which will be reviewed and exercised on a regular basis.

This project will include a presentation of the finalized evacuation plan to Council as well as a public open house.

Steps of the proposed project include:

1. Phase 1 is the Discovery Phase and includes conducting an initial information session with Calian Emergency Management (the contractor);
2. Phase 2 is the Analysis Phase and will focus on compiling information and findings into actionable items;
3. Phase 3 is the Development Phase and includes consolidation of information gathered in the Discovery and Analysis Phases into deliverables of the project;
4. Phase 4 is the Delivery Phase which will include a presentation of the finalized plan to Council and community open house;
5. Phase 5 is the Maintenance Phase and is not included in the scope of the grant application. Maintenance includes exercising the plan and provision of feedback to the Emergency Planning Committee.

**TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

Approximately 6 hours of administrative time was required to prepare the grant application and Report to Council. Ongoing administrative time will be required to provide the consultant with necessary information and documentation required to complete the plan. The complete grant application and Council Resolution of Support will be submitted to UBCM prior to the due date of November 6, 2020.

**FINANCIAL IMPACTS:**

This project is contingent on funding through the CEPF funding stream. The total cost of this project is \$22,119.00. Success in the grant application would provide 100% of the funding of the project.

**POLICY OR LEGISLATIVE IMPACTS:**

There are no policy or legislative impacts of this proposal.

**OPTIONS REVIEW:**

1. **THAT** Council supports the activities outlined in the District of Ucluelet 2020 grant application to the UBCM Community Emergency Preparedness Fund Evacuation Route Planning Grant. **(Recommended)**
2. **THAT** Council will provide overall grant management if the District of Ucluelet is awarded the UBCM Community Emergency Preparedness Fund Evacuation Route Planning Grant. **(Recommended)**
3. **THAT** Council provide alternative direction to staff.

**Respectfully submitted:**      RICK GEDDES, FIRE CHIEF



## Appendix A

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**EVACUATION ROUTE PLANNING PROJECT 2020 - BUDGET****EXPENSES**

## Project Milestones:

1. Completion of stakeholder engagement & data collection	\$7 866.00
2. Delivery of draft report	\$8 653.00
3. Final Report and presentation to Council	<u>\$5 600.00</u>
Project Total	<b>\$22 119.00</b>

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## Community Emergency Preparedness Fund

### Evacuation Route Planning

#### 2020 Application Form (Updated Sept 2019, June 2020)

Please complete and return the application form by **November 6, 2020**. Due to the COVID-19 pandemic, the April 2020 intake was postponed.

All questions are required to be answered by typing directly in this form. If you have any questions, contact [cepf@ubcm.ca](mailto:cepf@ubcm.ca) or (250) 387-4470.

<b>SECTION 1: Applicant Information</b>	<b>AP</b> <i>(for administrative use only)</i>
Name of Local Government or First Nation: District of Ucluelet	Date of Application: 2020-09-21
Contact Person*: Rick Geddes	Position: Fire Chief
Phone: 250-266-2254	E-mail: rgeddes@ucluelet.ca

\* Contact person must be an authorized representative of the applicant.

<b>SECTION 2: For <u>Regional Projects Only</u></b>
<p><b>1. Identification of Partnering Applicants.</b> For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 2 in the Program &amp; Application Guide for eligibility.</p> <p>N/A</p>
<p><b>2. Rationale for Regional Projects.</b> Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.</p> <p>N/A</p>

<b>SECTION 3: Project Summary</b>
<p><b>3. Name of the Project:</b></p> <p>District of Ucluelet Evacuation Route Planning Project 2020</p>

**4. Project Cost & Grant Request:**

a. Total Project Budget: \$22,119.00      Total Grant Request: \$22,119.00

b. Have you applied for or received funding for this project from other sources (e.g. NDMP, EMBC, National Disaster Mitigation Program, Gas Tax, or other)? If yes, please indicate the source and the amount of funding received or applied for.

No

c. Does this proposal build on other recent projects in your region? If yes, please describe.

Yes. Ucluelet is located on a peninsula, surrounded on three sides by water. The community is extremely vulnerable to the effects of a tsunami. This project is another large piece of our overall emergency management plan. This past May, the District of Ucluelet installed 2 sets of tsunami warning system speakers to notify residents and visitors in our vulnerable areas. We also have a commercial phone / email notification system in place to notify residents of an impending event. Having a sound evacuation plan in place would be one of the last pieces of the puzzle to assist in an organized methodical mass evacuation of our vulnerable areas.

d. Does this proposal relate to other current proposals in your region? If yes, please describe.

Yes. We have an active Emergency Planning Committee and ESS Team. Both groups have received CEPF grant funding this year which will complement this project. The EOC grant funding has allowed us to provide critical upgrades to our EOC communications equipment and emergency management training. With the ESS grant, we are in the process of purchasing an enclosed trailer that will support our ESS Team by providing flexibility where we can establish a reception centre. The trailer will also be used to store ESS equipment which was purchased through the CEPF funding.

**5. Project Summary.** Provide a summary of your project in 150 words or less.

Phase 1 of the project is the "Discovery Phase". This phase will start by meeting with the contractor (Calian Emergency Management), where such items as timelines, reporting methods, and mutually agreed upon expectations will be established. This will include review of all relevant emergency management plans, specific requirements, access routes / methods, topographic considerations, and associated documentation.

Phase 2 of the project is the "Analysis Phase". This phase will focus on compiling information and findings into actionable items. This consists of identifying key tasks that would be required in a major evacuation as well as determining how demographic and hazard impacts could potentially alter these tasks.

Phase 3 of the project is the "Development Phase". In this phase, the project team will consolidate all information they have gathered into the core deliverables of the project.

Phase 4 of the project is "Delivery Phase". This phase consists of the final activities of the project, which include a presentation of the final evacuation plans to District Council and at a public open house.

Phase 5 is the "Maintenance Phase" and is not included in the scope of this grant request. This phase involves exercising the plan through training and the provision of feedback to the Emergency Planning Committee.

- 6. Emergency Plan.** Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan.

This proposed project will support requirements of our Emergency Plan by providing the means for a systematic evacuation of our community's vulnerable (low-lying coastal) areas. We currently have three designated community assembly areas for mustering during an emergency evacuation. What we currently lack is a safe and efficient procedure for the best route(s) for residents to take to get to our assembly areas. This project will provide the information necessary for us to plan a coordinated evacuation route.

#### SECTION 4: Detailed Project Information

- 7. Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Please refer to Section 4 of the Program & Application Guide for eligibility.

The project will result in the completion of a new evacuation route plan for Ucluelet. We will then be able exercise the plan in order to create feedback. This feedback will provide the means to constantly update the plan as needed.

The project will include a presentation of the evacuation route plan to Council, as well as a community open house.

The newly created evacuation route plan will be incorporated into Ucluelet's Emergency Plan.

The plan will also include the following activities: Document collection and review, Partner engagement, Field inspection / ground truth, Consolidation of data; Compiling a geographic profile; Partner Data analysis; HRVA review; Geographic and traffic management analysis; population and demographic analysis; Scenario modeling; evacuation route identification; inventory of personnel, equipment, and services; Identification of safe transit points; Identification of potential optional routes to be developed; vulnerable population evacuation plan;

- 8. Evidence & Rationale.** What is the rationale and evidence for undertaking this project? This may include local hazards identified in the Emergency Plan; threat levels identified in Hazard Risk and Vulnerability Analysis, Community Wildfire Protection/Resiliency Plans, and/or Flood Risk Assessments; and previous emergencies where evacuations were ordered.

The District of Ucluelet's HRVA identifies earthquake / tsunami as "very high" and "moderately likely". This represents the most significant event, which would have the most severe repercussions on Ucluelet. We have been working hard in emergency

planning, to maximize community emergency awareness and preparation. On January 23, 2018 a full scale evacuation was executed as a result of the magnitude 7.9 earthquake near Alaska. There were significant challenges to that process that have resulted in improvements in emergency planning in Ucluelet. A big part of the necessary improvements is the creation of an evacuation route plan.

- 9. Existing Challenges.** How will the proposed project identify and address existing challenges to successful evacuations in the event of emergencies. Refer to Section 6 of the Program and Application Guide.

As a result of the Alaskan earthquake and subsequent evacuation on January 23, 2018, it was recognized that Ucluelet needs to provide clarity on evacuation routes. Previously, there have been numerous editions of loose evacuation routes in place, but no factual documentation supporting these routes. Engaging a professional consulting firm will allow the utilization of science and best practice when planning evacuation routes for the community.

- 10. Large Scale ESS Planning.** Describe the extent to which the proposed project will consider large scale Emergency Support Services scenarios.

The project will consider large scale ESS scenarios in that it will become a part of our Emergency Plan which in turn supports the needs of ESS ie: reception centres / warming centres. We have limited resources locally so it is imperative that we have a solid plan in place which supports the interoperability of the Emergency Plan. With our 2020 ESS grant project, we will have the ability to provide a mobile reception centre if the need arises. The ESS trailer would be able to be deployed to one of our alternate community assembly areas if necessary.

- 11. Transferability.** Describe the extent to which the proposed project may be transferable to other local governments and/or First Nations.

The project will provide specific evacuation routes for the community of Ucluelet. While the process of gathering and analyzing the information is 100% transferable, the route itself will be unique to our community.

- 12. Monitoring & Performance Measures.** Describe how the project will be monitored and what performance measurements will be used (e.g. work progress reports, timeline review, resource planning, procurement plan and roll out, etc.).

The project will be monitored through a contract which will specify timelines for each stage. The project is anticipated to take 12 weeks to complete.

Ongoing feedback of the evacuation route will be created by exercise utilising training courses and exercises ranging from tabletop to full-scale scenarios.

An annual community evacuation exercise will then be organised. Feedback will be elicited from participants.

**13. Additional Information.** Please share any other information you think may help support your submission.

N/A

#### SECTION 5: 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, Band Council resolution or Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- For regional projects only: local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.

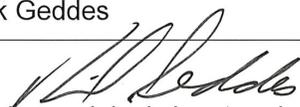
#### SECTION 6: Signature

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: Rick Geddes

Title: Fire Chief

Signature:



Date: 2020-09-21

*An electronic or original signature is required.*

Submit applications to Local Government Program Services, Union of BC Municipalities

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

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



## STAFF REPORT TO COUNCIL

Council Meeting: SEPTEMBER 29, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, PLANNER 1

**FILE NO:** 5400-13

**SUBJECT:** TREE REMOVAL ON THE CORNER OF PENINSULA ROAD AND HEMLOCK STREET **REPORT NO:** 20-99

**ATTACHMENTS:** NONE

### RECOMMENDATION(S):

1. **THAT** Council authorize the removal of four fir street trees located on the northwest corner of Peninsula Road and Hemlock Street, subject to the proposed new landscaping and replanting on the boulevard by the adjacent West Coast Motel business.

### PURPOSE:

The purpose of this report is to provide information on a request from the West Coast Motel to remove four fir street trees on the northwest corner of Peninsula Road and Hemlock Street (the "Subject Trees").



Figure 1 – The Subject Trees

**BACKGROUND:**

In August of 2020, the owner and manager of the West Coast Motel (the “**Applicant**”) requested that District of Ucluelet Staff remove the subject trees which are located within a District of Ucluelet roadway. Since the Subject Trees are prominently situated and their removal would have some impact on the form and character of the Peninsula Road streetscape, Staff considered it appropriate to check in with Council on this request.

**DISCUSSION:**

For both environmental and aesthetic reasons, the District of Ucluelet endeavors to maintain a robust canopy of mature trees both on public and private lands. Mature trees are important for establishing the community’s sense of place and connection to the natural environment. That said, trees are living things with a finite lifespan, and there are times when their removal is justified for safety reasons, important public works projects or to enable appropriate development in the community.

The Subject Trees (**Figure 2**) are fir trees which were perhaps planted as a hedge some years ago. They have been limbed on the lower third of their trunks. They do add a beneficial element of having established mature trees on our main corridor.



Figure 2 – Elevation View

The Applicant intends to reconfigure a patio directly below the subject trees and the excavation contractor informed them the planned work would disturb the roots of the subject trees. Cutting into the root zone may cause the trees to die and/or become a hazard. After receiving this

information, the Applicant contacted Staff to inquire about the removal of the Subject Trees and if their proposed patio works required any other permitting.

A minor Development Permit (**DP**) would be required for the patio works on the motel site. A “minor” DP is defined as an application that does not require security and which has a value of construction less than \$75,000. The Manager of Planning may, at their discretion, process and decide a minor DP application (under the delegated authority per Section 4.1 of the District of Ucluelet Development Approval Procedures Bylaw No. 1164). Since the patio works proposed by the applicant fit the minor DP criteria, the DP portion of the application can be processed by the Manager of Planning.

The removal of the subject trees would be a separate process from the patio DP works. The applicant is offering to remove the trees and stumps, and to re-landscape the affected area at their own cost. The landscaping (**Figure 3**) would mimic the landscaping detail lower down Hemlock (to the north). The following sketch shows the basics of their request. Staff suggest that the plan should include four smaller Shore Pine trees to be planted as an appropriate long-term replacement for the firs.

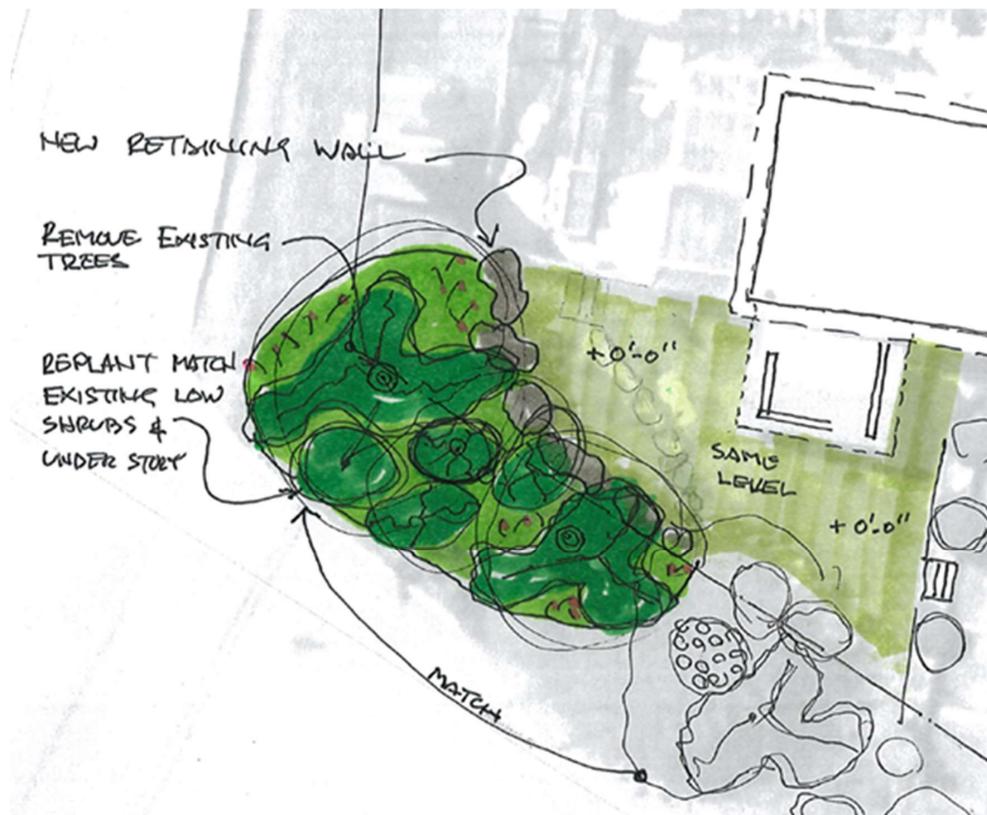


Figure 3 – Landscape Detail

The Applicant would require a permit for doing works in the municipal road right-of-way. Under that permit, the District will hold a \$5,000 deposit to ensure the landscape works are completed.

**TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

If this application is approved, Staff time will be required to process and monitor the tree removal and landscaping.

**FINANCIAL IMPACTS:**

There are no anticipated financial impacts.

**SUMMARY:**

The subject trees, while mature, are not of the highest aesthetic value. The proposed landscaping approach would expand harbour and mountain views from Peninsula Road. Subject to including four smaller replacement trees in the planting plan, Staff can support the Applicant's proposal.

Alternatively, Council has the following option:

2. **THAT** Council defer consideration pending receipt of further information, to be identified.
3. **THAT** Council reject the request to remove street trees from the public Hemlock Road right-of-way in front of the West Coast Motel.

**Respectfully submitted:** John Towgood, Planner1  
Bruce Greig, Manager of Community Planning  
Mark Boysen, Chief Administration Officer