



**REGULAR MEETING OF COUNCIL**  
**Tuesday, April 19, 2022 @ 4:00 PM**  
**Ucluelet Community Centre,**  
**500 Matterson Drive, Ucluelet**

**AGENDA**

		Page
1.	CALL TO ORDER	
2.	ACKNOWLEDGEMENT OF THE YUULU?I?ATH	
	Council would like to acknowledge the Yuulu?i?ath, 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 and Zoom, which may store data on foreign servers.	
4.	LATE ITEMS	
5.	APPROVAL OF AGENDA	
6.	ADOPTION OF MINUTES	
6.1	March 15, 2022 Regular Minutes <a href="#">2022 03 15 Regular Minutes</a>	5 - 12
6.2	March 29, 2022 Regular Minutes <a href="#">2022 03 29 Regular Minutes</a>	13 - 19
7.	PUBLIC INPUT & DELEGATIONS	
7.1	Public Input	
7.2	Delegations	
	<ul style="list-style-type: none"> <li>• Tarni Jacobsen, Pacific Rim Hospice Society Better at Home program <a href="#">Better at Home</a></li> <li>• Randy Oliwa, Pacific Rim Home Development Cooperative (PRHDC) Re: Non-Market Housing Project <a href="#">Pacific Rim Home Development Cooperative</a></li> </ul>	21 - 29  31 - 58
8.	UNFINISHED BUSINESS	
9.	COMMITTEE OF THE WHOLE	
9.1	Traffic Calming Next Steps	59 - 80

James MacIntosh, Director of Engineering

[Traffic Calming](#)

10. BYLAWS
- 10.1 2022-2026 Financial Plan Bylaw No. 1307, 2022 / Annual Tax Rates Bylaw No. 1308, 2022 81 - 94  
Donna Monteith, Chief Financial Officer  
[Five Year Financial Plan / Tax Rates Bylaws](#)
- 10.2 Adoption of Elections and Assent Voting Bylaw No. 1305, 2022 95 - 101  
Paula Mason, Manager of Corporate Services  
[Bylaw No. 1305, 2022](#)
11. REPORTS
- 11.1 Amphitrite Point Park Project Funding 103 - 106  
Abby Fortune, Director of Parks & Recreation  
[Amphitrite Point](#)
- 11.2 CARE Network Proposal For Comprehensive Animal Related Services 107 - 112  
Paula Mason, Manager of Corporate Services  
[CARE Network](#)
12. NOTICE OF MOTION
13. CORRESPONDENCE
- 13.1 Notes from meeting of Ucluelet Concerned citizens - March 21, 2022 113 - 116  
Patricia Sieber, Ucluelet Concerned Citizens group  
[March 2022 - Ucluelet Concerned Citizens meeting notes](#)
- 13.2 The Case for Basic income for Municipalities - Support for AVICC Resolution R37 117 - 118  
Councillor Marianne Alto, City of Victoria / Councillor Dale Bass, City of Kamloops  
[Resolution R37 - Basic Income call for support](#)
- 13.3 Renewing Tofino General Hospital 119 - 128  
Laura McDonald, President, Tofino-long Beach Chamber of Commerce  
[TLBCC to Minister of Health](#)
14. INFORMATION ITEMS
- 14.1 Tourism Master Plan Update Presentation 129  
Abby Fortune, Director of Parks & Recreation  
[Tourism Master Plan update](#)
- 14.2 Update on Village Green: Main & Cedar Intersection 131 - 137  
Bruce Grieg, Director of Community Planning  
[Village Green update](#)
- 14.3 ACRD Press Release 139 - 140  
Heather Thomson, ACRD Communications Coordinator  
[ACRD Press Release - West Coast Evacuation Plans](#)
- 14.4 Around the Region ACRD Newsletter 141  
ACRD Administrative Services  
[March 2022 ACRD Newsletter](#)

15. MAYOR'S ANNOUNCEMENTS

16. COUNCIL COMMITTEE REPORTS

16.1 Councillor Marilyn McEwen  
*Deputy Mayor January 1 - March 15, 2022*

16.2 Councillor Lara Kemps  
*Deputy Mayor March 16 - May 31, 2022*

16.3 Councillor Jennifer Hoar  
*Deputy Mayor June 1 - August 15, 2022*

16.4 Councillor Rachelle Cole  
*Deputy Mayor August 16 - October 31, 2022*

16.5 Mayor Mayco Noël

17. QUESTION PERIOD

18. CLOSED SESSION

18.1 Procedural Motion to Move In-Camera  
*THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(c) of the Community Charter, labour relations or other employee relations.*

19. RECONVENE FROM CLOSED SESSION

20. ADJOURNMENT



**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE UCLUELET COMMUNITY CENTRE, 500 MATTERSON DRIVE**  
**Tuesday, March 15, 2022 at 4:00 PM**

Present:      **Chair:**            Mayor Noël  
                  **Council:**        Councillors Cole, Hoar, Kemps, and McEwen  
                  **Staff:**             Donna Monteith, Acting Chief Administrative Officer, Chief Financial Officer  
                                 Bruce Greig, Director of Community Planning  
                                 Abby Fortune, Director of Parks and Recreation  
                                 James MacIntosh, Director of Engineering Services  
                                 Paula Mason, Manager of Corporate Services  
                                 Samantha McCullough, Executive Assistant

Regrets:

**1      CALL TO ORDER**

The meeting was called to order at 4:00pm.

**2      ACKNOWLEDGEMENT OF THE YUULU?I?ATH**

Council acknowledged the Yuulu?i?ath, on whose traditional territories the District of Ucluelet operates.

**3      NOTICE OF VIDEO RECORDING**

Audience members and delegates were advised that the proceeding was being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.

**4      LATE ITEMS**

There were no late items.

**5      APPROVAL OF AGENDA**

- 5.1    The second scheduled delegation, Mr. McLane of First Light Developments, was unexpectedly unable to attend but looks forward to presenting at a future Council meeting. Item 10.1 was deferred to a future meeting of Council, when Mr. Lawrence is available to attend.**

2022.2051.REGULAR    *It was moved and seconded **THAT** Council adopt the March 15, 2022 Regular Agenda as amended.*

CARRIED.

**6 ADOPTION OF MINUTES****6.1 February 22, 2022 Regular Minutes**

2022.2052.REGULAR *It was moved and seconded **THAT** Council adopt the February 22, 2022 Regular Minutes as presented.*

CARRIED.

**6.2 February 24, 2022 Special Budget Minutes**

2022.2053.REGULAR *It was moved and seconded **THAT** Council adopt the February 24, 2022 Special Budget Minutes as presented.*

CARRIED.

**7 PUBLIC INPUT & DELEGATIONS**

## 71 Public Input

**a) Patricia Sieber - 1058 Helen Road: Ms. Sieber asked how the goals, actions and prioritizing improvements in both communication and community engagement (as quoted from the Strategic Plan) were used to guide the Village Green or Peninsula Road projects.**

**b) Jan Draeseke - The Crow's Nest: Ms. Draeseke of the Ucluelet Concerned Citizens group, asked when the public has access to information at the design level, before projects are finalized, and when do they get to put forth suggestions and give input?**

**c) Bruce Forrest - 372 Marine Drive: Mr. Forrest asked who paid for the survey work that was done on the Peninsula Road project.**

**d) Rina Vigneault - 926 Peninsula Road: Ms. Vigneault spoke to previous Town Hall meetings that were used in past years to provide a forum for public input.**

## 72 Delegations

**Marcie DeWitt, Alberni Clayoquot Health Network  
Re: Building Prosperity in the Alberni Clayoquot - Poverty Reduction Action Plan**

Ms. DeWitt provided a presentation reporting on the findings and recommendations of the Poverty Reduction Action plan. The ACHN's goal is to work regionally to action recommendations around poverty reduction and equity.

**Andrew McLane, APMC Holdings Ltd - First Light  
Developments  
Re: Lot 13 Affordable Housing Project**

Mr. McLane was unable to attend the meeting, but looks forward to presenting at a future meeting of Council.

**8 UNFINISHED BUSINESS**

There was no unfinished business.

**9 BYLAWS**

**9.1 Zoning Amendment Application - Pacific Rim Charters & Guest  
Lodge (354 Forbes Road)  
Bruce Greig, Director of Community Planning**

The applicant was given the opportunity to address Council.

2022.2054.REGULAR *It was moved and seconded **THAT** Council direct staff to advise the applicant to arrange for the registration of the section 219 restrictive covenant and access easement on the title of the property at 354 Forbes Road, and defer further consideration of amending the zoning designation of the property until such time as the conditions stated by Council in October 2018 are met.*

CARRIED.

**9.2 Development Variance Permit and Covenant modification - 848  
Marine Drive  
John Towgood, Municipal Planner**

The applicant was given the opportunity to address Council. Members of the public were also allowed to comment to the proposed DVP. Mr. Lane of 847 Marine Drive, spoke in opposition to the development variance permit being issued.

2022.2055.REGULAR *It was moved and seconded **THAT** Council reject DVP21-03.*

CARRIED.

2022.2056.REGULAR *It was moved and seconded **THAT** Council take a brief recess beginning at 5:37pm. Council returned at 5:45pm.*

CARRIED.

**9.3 Loan Authorization Bylaw No. 1304, 2022 Water System and  
Filtration improvements project  
Donna Monteith, Chief Financial Officer**

Ms. Monteith provided a detailed report regarding the borrowing of the funds required for the completion of the Water System and Filtration

Improvements project. She explained how this borrowing would affect our yearly debt servicing, and how it would be in the District's best interest to begin collecting extra property taxes now, in order to meet the payments later on. Ms. Monteith then detailed how the borrowing process would proceed.

- 2022.2057.REGULAR *It was moved and seconded **THAT** Council abandon District of Ucluelet Loan Authorization Bylaw No. 1268, 2020.*  
CARRIED.
- 2022.2058.REGULAR *It was moved and seconded **THAT** Council approve Option A, to give first, second and third reading of Loan Authorization Bylaw No. 1304, 2022.*  
CARRIED.
- 2022.2059.REGULAR *It was moved and seconded **THAT** Council direct staff to submit District of Ucluelet Loan Authorization Bylaw No. 1304, 2022 to the Inspector of Municipalities for approval.*  
CARRIED.
- 2022.2060.REGULAR *It was moved and seconded **THAT** Council direct staff to revise the District of Ucluelet's five-year financial plan to include a 3% property tax increase to be placed into the Water Capital Reserve fund for future debt servicing of the water system and filtration improvements project.*  
CARRIED.

#### **9.4 Single-Use Item Regulation Bylaw Amendment No. 1298, 2022 Paula Mason, Manager of Corporate Services**

Ms. Mason presented a report regarding adding plastic utensils to the list of regulated single-use items in our existing Single-Use Item Regulation bylaw.

- 2022.2061.REGULAR *It was moved and seconded **THAT** Council approve Option A, to adopt the Single-Use Item Regulation Amendment Bylaw No. 1298, 2022 as presented.*  
CARRIED.

## **10 REPORTS**

### **10.1 Amphitrite Point House Funding Abby Fortune, Director of Parks & Recreation**

This report was deferred to a future meeting of Council, when Mr. Lawrence is available to attend.

### **10.2 2022-2027 MFA Equipment Financing Loan Authorization Donna Monteith, Chief Financial Officer**

Ms. Monteith provided a report seeking a special resolution from Council for an equipment financing loan from the Municipal Finance Authority in

the amount of up to \$350,000 for the purposes of purchasing fleet equipment and vehicles.

2022.2062.REGULAR *It was moved and seconded **THAT** the Council of the District of Ucluelet authorize up to \$350,000 be borrowed, under section 175 of the Community Charter, from the Municipal Finance Authority, for the purpose of purchasing fleet vehicles and equipment; and **THAT** the loan be repaid within 5 years, with no rights to renew.*

CARRIED.

### **10.3 Contract Authorization for Peninsula Road Safety and Revitalization Project** **James MacIntosh, Director of Engineering Services**

Mr. MacIntosh provided a summary of his report. Councilor Hoar asked for clarification whether Option A would include the design of Larch Road in the overall design, thus making Larch Road "shovel ready" and available for staff to apply for the Active Transportation Grant that potentially has a Spring 2022 intake. Mr. MacIntosh confirmed that Councilor Hoar was seeing that clearly.

2022.2063.REGULAR *It was moved and seconded **THAT** Council approve Option A, to the Mayor and Corporate Officer to execute a contract between McElhanney and the District of Ucluelet for the design and construction management services of the Peninsula Road Safety and Revitalization Project in an amount of \$330,000 plus tax.*

CARRIED.

### **10.4 YG Referral – Amendments to Zoning and Structures Act and Official Community Plan** **Bruce Greig, Director of Community Planning**

Mr. Greig presented a referral that had been received from the Yuułuʔiłʔatḥ Government and a draft response letter for Council's consideration.

2022.2064.REGULAR *It was moved and seconded **THAT** Council direct staff to issue a response to the Yuułuʔiłʔatḥ Government request for comment on the proposed amendments to the Yuułuʔiłʔatḥ Government Zoning and Structures Act Amendment Act No. 3 and Official Community Plan Act as presented in the attached letter to staff in Report No. 22-37.*

CARRIED.

### **10.5 2022 Grants in Aid and In-Kind Contributions** **Donna Monteith, Chief Financial Officer**

Council approved \$17,750 in Grant in Aid contributions and \$53,721 in In-Kind contributions.

2022.2065.REGULAR *It was moved and seconded **THAT** Council authorize the Grants in Aid and In-Kind contributions for 2022 as presented in the approved Schedule of 2022 Grants in Aid and Council Contribution Requests; and, **THAT** Council direct staff to amend the draft Five Year Financial Plan by increasing the property tax requisition by an amount equal to the increase in grant in aid contributions as approved in the Schedule of 2022 Grants in Aid and Council Contribution Requests.*

CARRIED.

## 11 NOTICE OF MOTION

11.1 There were no Notices of Motion.

## 12 CORRESPONDENCE

12.1 **Housing Needs Report comments**  
**Art Skoda, Ucluelet Resident**

Mayor Noel advised that the Housing Needs Report was funded by grant funding, not taxpayer funds. He also spoke to the fact that when matters regarding re-zoning come before Council, our community's housing needs are certainly taken into consideration during the decision making process. Mayor Noel also mentioned that discussions regarding a road extension between Cedar Street and Lyche Road have been ongoing before Council since the 1980's.

12.2 **Village Green Proposal**  
**Patricia Sieber, Ucluelet Resident**

Mayor Noel assured Ms. Sieber who was in the audience, that her concerns are heard, that there will be upcoming community engagement where appropriate during project development and that there are bathrooms already approved for the Cedar Hub parking lot. Ms. Sieber was invited back to the microphone to continue her comments. Her overall concern was the distance of the bathrooms from the children's playground in the Village Green area. Councilor McEwen confirmed that the land that will hold the Cedar Hub bathrooms was actually purchased by the previous Council with the specific intention of having bathrooms, parking and lighting available in its specific location.

## 13 INFORMATION ITEMS

13.1 **City of Maple Ridge to Minister Dix - Vaccine Restrictions**  
**Stephanie Nichols, Corporate Officer, City of Maple Ridge**

13.2 **C.A.R.E. Network - Letters of Support**  
**Ucluelet/Tofino Residents**

13.3 **February 2022 Regional Meetings update**

**Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs**

**13.4 AVICC 2022 Convention brochure  
AVICC President Morrison**

**13.5 Presentation to Federal Justice Committee re: prostitution in Canada  
Cathy Peters, BC anti-human trafficking educator, speaker, advocate**

## **14 MAYOR'S ANNOUNCEMENTS**

**14.1 Mayor Noel asked Councilor McEwen to give an update on the upcoming Whale Festival. Councilor McEwen highlighted that although planning has been focused on both virtual and outdoor events due to health restrictions, with the recent change to PHO's there will now be some additional indoor events planned. Heartwood will be hosting two events, Dinner in the Gardens, as well as a cooking demonstration called Marvelous Mollusks. There will be Uzume Taiko Drummers performing and hosting workshops at the Community Centre. Barnacle Ballads with Tiller's Folly will be performing at Long Beach Lodge Resort. PRAS event Art Splash will be held in the ballroom at Black Rock Resort.**

## **15 COUNCIL COMMITTEE REPORTS**

**15.1 Councillor Marilyn McEwen  
*Deputy Mayor January 1 - March 15, 2022***

February 24: District of Ucluelet Special Budget Meeting

March 1: Harbour Authority Meeting

March 18: In-camera meeting with Vancouver Island Regional Library re: strike action

**15.2 Councillor Lara Kempes  
*Deputy Mayor March 16 - May 31, 2022***

February 24: District of Ucluelet Special Budget Meeting

March 1: Harbour Authority Meeting

March 8: Chamber of Commerce AGM

**15.3 Councillor Jennifer Hoar  
*Deputy Mayor June 1 - August 15, 2022***

February 24: District of Ucluelet Special Budget Meeting

March 1: Harbour Authority Meeting

**15.4 Councilor Rachelle Cole**

**Deputy Mayor August 16 - October 31, 2022**

February 23: ACRD Regular Board Meeting  
February 28: Back Roads Task Force meeting  
March 2: West Coast Committee meeting  
March 9: Alberni Clayoquot Regional Hospital District meeting

NB: BC Ambulance Service's Ucluelet station is looking for Class 4 drivers.

**15.5 Mayor Mayco Noël**

**16 QUESTION PERIOD**

**16.1 The Clerk read aloud correspondences by the following people that were submitted via email to [communityinput@ucluelet.ca](mailto:communityinput@ucluelet.ca):**

**Pieter Timmermans**

**Nora O'Malley x 2**

**Whitney Tilson (nee Touserhani)**

**Staff and Council addressed some of the issues raised.**

**The following members of the audience had the opportunity to address Council:**

**Patricia Sieber**

**Rena Vigneault**

**Bruce Forrest**

**Jan Draeseke**

**17 ADJOURNMENT**

The meeting was adjourned at 7:51pm.

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, March 15, 2022 at 4:00 pm in the Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

---

Mayco Noël, Mayor

---

Paula Mason, Deputy Corporate Officer

**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE UCLUELET COMMUNITY CENTRE, 500 MATTERSON DRIVE**  
**Tuesday, March 29, 2022 at 4:00 PM**

Present:      **Chair:**            Mayor Noël  
                   **Council:**        Councillors Cole, Hoar, Kemps, and McEwen  
                   **Staff:**             Duane Lawrence, Chief Administrative Officer  
                                  Donna Monteith, Chief Financial Officer  
                                  Bruce Greig, Director of Community Planning  
                                  Abby Fortune, Director of Parks and Recreation  
                                  Rick Geddes, Fire Chief  
                                  Paula Mason, Manager of Corporate Services  
                                  Samantha McCullough, Executive Assistant

Regrets:

**1      CALL TO ORDER**

The meeting was called to order at 4:00pm.

**2      ACKNOWLEDGEMENT OF THE YUULU?IŁ?ATH**

Council acknowledged the Yuulu?ił?ath, on whose traditional territories the District of Ucluelet operates.

**3      NOTICE OF VIDEO RECORDING**

Audience members and delegates were advised that the proceeding was being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.

**4      LATE ITEMS**

There were no late items.

**5      APPROVAL OF AGENDA**

**5.1    March 29, 2022 Regular Agenda**

2022.2066.REGULAR    *It was moved and seconded **THAT** Council approve the March 29, 2022 agenda as presented.*

CARRIED.

**6      ADOPTION OF MINUTES**

## 7 PUBLIC INPUT & DELEGATIONS

### 71 Public Input

There was no public input from the audience, via Zoom or telephone.

### 72 Delegations

#### **72.1 Joanne Sales, Broombusters Invasive Plant Society Re: Broombusting in Ucluelet**

Ms. Sales provided a PowerPoint presentation to Council regarding broombusting in Ucluelet.

#### **72.2 James Rodgers, CARE Network Re: Proposed Regional Fee-for-Animal-Kenneling-Service**

Mr. Rodgers gave an overview of the organization's current proposal to Council.

## 8 UNFINISHED BUSINESS

There was no unfinished business.

## 9 COMMITTEE OF THE WHOLE

### **9.1 Firehall Feasibility Study Rick Geddes, Fire Chief (PowerPoint presentation by Todd & Scott Zukiwsky)**

Chief Geddes introduced Liberty Construction Management Inc. who provided an overview of the Firehall Feasibility Study. The study included a review of the condition of the existing facility, preparation of a budget for the design and construction of the project, a conceptual block diagrammatic building design, and a three-dimensional concept model as specifically requested by Council in the March 9, 2021 regular meeting. Chief Geddes asked the Committee of the Whole for direction on the following key questions:

1. Does Council wish to proceed with further investigation into the findings of the Study to determine the option that will best suit the District's needs?
2. If so, does Council wish to form an Emergency Services Facility Steering Committee?
3. If Council does not wish to proceed with further investigation into the findings of the Study, will an increase in funding be allocated to bring the current facility into compliance with current standards, regulations, codes, and best practices?

Council gave general direction to proceed with the investigation into the next steps for the replacement of the firehall. Council indicated their desire for Staff

to include an option for the BC Ambulance service to be housed within a new firehall. Council indicated their support for an Emergency Services Facility Steering Committee to work with the Staff on the facility development. Council indicated their support to invest in repairs and maintenance of the firehall until such time as a replacement hall has been built.

- 2022.2067.REGULAR *It was moved and seconded **THAT** Council go into a Committee of the Whole at 5:24pm to discuss Item 9.1 on the agenda.*  
*At 5:24pm it was moved and seconded **THAT** Council take a five minute recess, returning at 5:29pm.*  
*It was moved and seconded **THAT** the Committee of the Whole portion of the meeting be adjourned at 5:30pm, to return to the Regular Meeting.*  
 CARRIED.

## 10 BYLAWS

### 10.1 Election and Assent Voting Bylaw No. 1305, 2022 Paula Mason, Manager of Corporate Services

Ms. Mason provided a summary of her report, which clarified the various options available and recommended choices Council could make to define how the municipality could proceed with administrative and legislative election procedures, using the proposed draft bylaw to do so.

- 2022.2068.REGULAR *It was moved and seconded **THAT** Council approve Option A, to give Election and Assent Voting Bylaw No. 1305, 2022 first, second and third readings as presented.*  
 CARRIED.

## 11 REPORTS

### 11.1 Tsunami Risk Tolerance - Interim Policy Bruce Greig, Director of Community Planning

Mr. Greig presented an Interim Policy designed to provide clear direction for staff and landowners until such time as new and better information is available or guidance and best practices are provided by other levels of government.

- 2022.2069.REGULAR *It was moved and seconded **THAT** Council adopt Tsunami Risk Tolerance – Interim Policy #8-5280-1.*  
 CARRIED.

### 11.2 Notice of Property Disposition Abby Fortune, Director of Parks & Recreation

Ms. Fortune presented a report requesting that Council authorize staff to issue a Notice of Property Disposition for the space the Ucluelet Area & Childcare Society currently occupies, and to proceed with the execution of a five year lease.

2022.2070.REGULAR

*It was moved and seconded **THAT** Council authorize staff to issue a public Notice of Proposed Property Disposition, in accordance with section 94 of the Community Charter, for a portion of Lot A, Plan VIP569363, District Lot 281, Land District 09 Except Plan VIP75072 and more commonly referred to as 500 Matterson Drive to the Ucluelet and Area Childcare Society, by way of lease for a term of five years from April 1, 2022, to March 31, 2027, in the amounts of \$23,653.83 in 2022 (pro-rated), \$32,169.21 in 2023, \$32,812.59 in 2024, \$33,468.84 in 2025, \$34,138.22 in 2026, and \$8,705.25 in 2027 (pro-rated) exclusive of tax and utilities; and further **THAT** Council direct staff to execute the lease agreement accordingly.*

CARRIED.

**11.3 Road Closure Request for the Porsche Club Show & Shine event  
Abby Fortune, Director of Parks & Recreation**

Ms. Fortune requested Council's approval to close sections of road/dock for the upcoming Porsche Club's Show & Shine event in May 2022.

2022.2071.REGULAR *It was moved and seconded **THAT** Council approve option A, to authorize the closure of a short section of Main Street (in front of Whiskey Landing) and Cedar Road (in front of the Village Green), and the Main Street Dock (Whiskey Dock) from 9:00 a.m. to 4:00 p.m. on Saturday, May 14th, 2022 for the Porsche Club 'Show and Shine' event.*

CARRIED.

**11.4 Harbour Authority Minutes, September 7, 2021  
Abby Fortune, Director of Parks & Recreation**

Ms. Fortune presented the Sept 7, 2021 minutes to Council for information purposes.

**11.5 Harbour Authority Request for Letter to address creosote pilings replacement  
Abby Fortune, Director of Parks & Recreation**

Ms. Fortune requested that Council direct staff to write a letter regarding the use of creosote in the Ucluelet Harbour.

2022.2072.REGULAR *It was moved and seconded **THAT** Council approve Option A, to write a letter to the Department of Fisheries (DFO), Small Craft Harbours, asking that they consider using materials other than creosote, when replacing pilings in the harbour.*

CARRIED.

**11.6 2023 Larch Road Multi-Use Path Project - Grant Applications  
John Towgood, Municipal Planner**

Mr. Grieg provided a summary of this report, requesting that Council authorize staff apply for upcoming grants for use with construction costs in the Larch Road project.

2022.2073.REGULAR *It was moved and seconded **THAT** Council, with regard to the 2023 Larch Road Multi-Use Path project, direct Staff to:*

1. *Apply for both the Active Transportation Fund (Federal) and the BC Active Transportation (Provincial) grants.*
2. *Prepare a letter of endorsement from the District of Ucluelet to the two granting agencies to highlight the following points:*
  - I. *That creating a safe and welcoming environment for people on foot and on bicycles in Ucluelet's commercial core is of high importance to the community and its livability.*
  - II. *That making this core area of Ucluelet's public realm more accessible is important to achieve the community's goal to be more inclusive and equitable.*
  - III. *That the proposed works are critical to safely integrate the expected increase in cycling traffic from the new Pacific Rim National Park Reserve's ʔapsčiiik ʔašii multi-use pathway and the Peninsula Road Safety and Beautification project.*
  - IV. *That the improvements in the project area's pedestrian and cycling movement and the beautification of the project area would enhance the visitor and resident experience and support Ucluelet businesses.*

CARRIED.

### **11.7 Seasonal Worker Housing: TUP for RV's Pilot – Lessons Learned Bruce Greig, Director of Community Planning**

Mr. Greig presented an overview of his report. Council expressed a desire to advertise the application period earlier next year, to encourage residents that really need a TUP to apply early enough to provide time for District staff to process the applications prior to the summer months. TUP applications will not be processed as a batch, but will be considered on an individual basis as received.

### **11.8 Resolution Tracking - March 2022 Paula Mason, Manager of Corporate Services**

## **12 NOTICE OF MOTION**

There were no notices of motion.

## **13 CORRESPONDENCE**

### **13.1 Support for Build Back Better Funding resolution Henry Braun, Mayor, City of Abbotsford**

- 13.2 Reducing Patio Application Red Tape for BC's Hospitality Sector and Economic Recovery**  
**BC Craft Brewers Guild, Restaurants Canada, Alliance of Beverage Licensees & BC Restaurant and Food Services Association**
- 13.3 March 2022 Regional Meetings Update**  
**Jessica Brooks, A/Assistant Deputy Minister**
- 13.4 Parental Leave for Elected Officials - response letter**  
**Nathan Cullen, Minister, Ministry of Municipal Affairs**

## **14 INFORMATION ITEMS**

## **15 MAYOR'S ANNOUNCEMENTS**

### **15.1**

Mayor Noel thanked everyone for their participation in the Whale Festival.

## **16 COUNCIL COMMITTEE REPORTS**

### **16.1 Councillor Marilyn McEwen** ***Deputy Mayor January 1 - March 15, 2022***

Mar 18: In-camera meeting with VIRL board of trustees.

### **16.2 Councillor Lara Kemps** ***Deputy Mayor March 16 - May 31, 2022***

No meetings to report.

### **16.3 Councillor Jennifer Hoar** ***Deputy Mayor June 1 - August 15, 2022***

No meetings to report. Councillor Hoar enjoyed the ArtSplash and Whale Festival events. She announced that the Aquarium is currently accepting sponsorships for aquarium tanks or even just individual critters.

### **16.4 Councillor Rachelle Cole** ***Deputy Mayor August 16 - October 31, 2022***

Mar 16: Alberni-Clayoquot Health Network meeting

Mar 21: Back Roads working group meeting

Mar 23: ACRD board meeting

Mar 21: Met with the Ucluelet Concerned Citizen's group

BC Ambulance is hiring drivers, unrestricted Class 4 drivers license is not required but some training is necessary.

**16.5 Mayor Mayco Noël**

Mar 21: Met with the Ucluelet Concerned Citizen's group - a suggestion is that we begin using local bulletin boards again as an additional means of communication for those residents that are not tech savvy.

**17 QUESTION PERIOD**

**17.1 Andrew McLane of First Light Developments - Lot 13, Marine Drive, Ucluelet**

**Mr. McLane provided an update on his affordable housing project's progress. He announced upcoming purchase prices in the range of \$325,000 - \$365,000 for a three-bedroom house on its own land. They are hoping to open up for pre-sale within the next month.**

An email received via communityinput@ucluelet.ca from Chris Bozman of Minato Development Co. regarding his support of the Tsunami/Flood Policy was read aloud.

**18 ADJOURNMENT**

**18.1**

The meeting was adjourned at 6:43pm.

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, March 29, 2022 at 4:00 pm in the Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

---

Mayco Noël, Mayor

---

Paula Mason, Deputy Corporate Officer



## PACIFIC RIM BETTER AT HOME PROGRAM

Better at Home helps seniors with non-medical, day-to-day tasks (like grocery shopping and light housekeeping, for example) so that they can continue to live independently in their own homes. Friendly visits also keep participants socially engaged and connected.

Healthy Aging administers the Better at Home program throughout B.C., supporting over 80 non-profit organizations who deliver Better at Home in over 260 communities. This community-based approach ensures that local agencies are responding to local needs.

Better at Home is funded by the **Government of BC**, through the Ministry of Health and managed by **United Way BC**.



Working with communities in BC's Interior, Lower Mainland, Central & Northern Vancouver Island

**United Way**  
British Columbia

# PACIFIC RIM BETTER AT HOME PROGRAM

## Healthy Aging Values and Vision

The keys to healthy aging for older adults:

- 1. Increasing physical activity**
- 2. Reducing loneliness**
- 3. Maintaining and enhancing independence**

*Active, Connected and Engaged!* These are the keys to health and wellness for all of us, but they become particularly important as we age. Based on these simple essentials, Healthy Aging develops and supports a range of programs and activities that support older adults, including the Better at Home Program.



**United Way**  
British Columbia

Working with communities in BC's  
Interior, Lower Mainland, Central  
& Northern Vancouver Island

# PACIFIC RIM BETTER AT HOME PROGRAM

## FUNDING

- United Way BC is funding the Pacific Rim Hospice Society's Better at Home for two year; we were accepted half way though the first year.
- Year 1 - \$42, 500: December 2021 - March 31, 2022
- Year 2 – \$88, 613: April 1, 2022 – March 31, 2023
- *\*Funding is not guaranteed\**

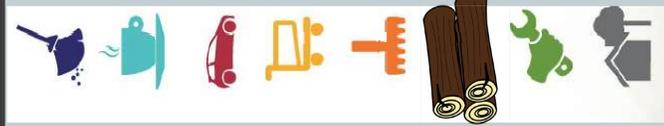


**United Way**  
British Columbia

Working with communities in BC's  
Interior, Lower Mainland, Central  
& Northern Vancouver Island

# PACIFIC RIM BETTER AT HOME PROGRAM

## POSSIBLE SERVICES...



Light housekeeping

Friendly visiting

Transportation to appointments

Grocery shopping

Light yard work

Wood chopping/stacking

Minor home repairs

Other services such as walking groups, socials

Better at Home services vary from community to community, depending on resources available, community capacity, and the specific needs of local seniors or elders.

What services from the Better at Home “basket” of services are a priority for seniors in your community?



**United Way**  
British Columbia

Working with communities in BC's Interior, Lower Mainland, Central & Northern Vancouver Island

## COSTS OF PROGRAM

Better at Home participants pay for Better at Home services based on a sliding scale relative to their single or household income. Lead organizations will use the fee categories outlined below:

Single Income	Household Income	Fee Category	Basis	Subsidy
At or below \$18,415	At or below \$28,050	<b>A</b>	Guaranteed Income Supplement (GIS) and Old Age Security (OAS) <sup>1 2</sup>	100% subsidy (donations accepted)
\$18,416 – \$26,035	\$28,051 – \$39,395	<b>B</b>		80% subsidy
\$26,036 – \$31,790	\$39,396 – \$55,665	<b>C</b>	Above GIS cutoff but below average income	60% subsidy
\$31,791 – \$37,545	\$55,666 – \$71,935	<b>D</b>		40% subsidy
\$37,546 – \$43,300	\$71,936 – \$88,200	<b>E</b>		20% subsidy
* Over \$43,300	** Over \$88,200	<b>F</b>	Average income for B.C. persons (aged 65+) <sup>3</sup>	No subsidy

Revised February 2021

# PACIFIC RIM BETTER AT HOME PROGRAM

## ADVISORY COMMITTEE

- Members on this committee are tasked with guiding the program...
- The Advisory Committee has ten seats available – one for each west coast community with at least half participants older adults/elders. Current representation includes: Tofino and Ucluelet.
- First meeting: April 7, 2022, via zoom.
- Committee members receive a \$50.00 gift card at the Coop for each meeting attended.



**United Way**  
British Columbia

Working with communities in BC's  
Interior, Lower Mainland, Central  
& Northern Vancouver Island

# PACIFIC RIM BETTER AT HOME PROGRAM

## SO FAR...

- We hired the Program Coordinator, Panagiota Thymaras
- We created the draft Terms of Reference for Advisory Committee
- Seeking advisory committee members (ten) with at least 50% older adults/elders 55 years or better
- We are in the process of seeking contractors such as house cleaners, maintenance companies etc. in all communities
- Our first volunteer training occurred in March and we have seven graduates who will likely proceed to becoming volunteers for the Friendly Visiting Program
- Marketing - ongoing
- Seeking clients/participants - ongoing



**United Way**  
British Columbia

Working with communities in BC's  
Interior, Lower Mainland, Central  
& Northern Vancouver Island

PACIFIC RIM BETTER AT HOME PROGRAM

QUESTIONS?



**United Way**  
British Columbia

Working with communities in BC's  
Interior, Lower Mainland, Central  
& Northern Vancouver Island

PACIFIC RIM BETTER AT HOME PROGRAM

CONNECT WITH US

Pacific Rim Hospice Society

Email: [betterathome@pacificrimhospice.ca](mailto:betterathome@pacificrimhospice.ca)

Web: [pacificrimhospice.ca](http://pacificrimhospice.ca)

Tel: 250.725.1240



United Way  
British Columbia

Working with communities in BC's  
Interior, Lower Mainland, Central  
& Northern Vancouver Island





## 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 10 minutes early 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 Noël.

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](mailto:info@ucluelet.ca).

Requested Council Meeting Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Name of person(s) to make presentation: \_\_\_\_\_

Topic: \_\_\_\_\_

Purpose of Presentation:

- Information only
- Requesting a letter of support
- Other (provide details below)

Please describe:

Contact person (if different from above): \_\_\_\_\_

Telephone Number and Email: \_\_\_\_\_

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.



# Business plan for Pac Rim Home Development Cooperative

December 3, 2021

To: Board of Directors  
c/o Randy Oliwa  
randyoliwa@gmail.com

Pac Rim Home Development Cooperative  
PO Box 712  
Ucluelet, BC V0R-3A0

From: Kristine Simpson, CPA, CA  
Partner, Assurance Services  
ksimpson@bdo.ca

BDO Canada LLP  
1100-1055 West Georgia Street  
Vancouver, BC V6E 3P3



## Contents

EXECUTIVE SUMMARY.....	3
BACKGROUND .....	4
Business Overview .....	4
Market Overview - Demand for Supply .....	6
Market Overview - Investor & Partner Attraction .....	7
Operating Model - Basic Overview.....	10
Capital Construction - Basic Overview.....	11
Administration and Financial Record Keeping.....	12
Financial Projections.....	13
SUMMARY OF FINDINGS .....	20



## EXECUTIVE SUMMARY

Co-operatives First is engaged in a capacity building project with the Pac Rim Home Development Cooperative (the "Co-op" or "PRHDC") in Ucluelet, BC. BDO was asked to assist in developing a business plan for the Co-op. Collectively, the foregoing is referred to as the "Project".

Lack of affordable housing is a persistent problem in Ucluelet. Contributing factors include the purchasing of homes for vacation properties both for owners themselves and for rentals. Business owners have found that they are not able to find and retain staff because of the lack of adequate and affordable housing that is available year-round. As a result, a group of business owners decided to address this problem by forming a co-operative that they could invest in to build a housing development that would meet their needs and as such, PRHDC was incorporated in September 2020.

Co-operatives First engaged BDO as a consultant to work with the Board of PRHDC to develop a business plan that provides recommendations on the feasibility of the Project considering the market, technical aspects, and financial feasibility. The key areas of analysis are:

### Overall business plan:

- Sales and marketing considerations – based on demands in the marketplace.
- Operating plan – specifically internal staffing vs. contracted management.
- Human resources – this will be integrated with the operating plan.
- Action plan – identify key steps or barriers for success.

### Financial projections\*:

- Focus on the critical assumptions that will drive financial viability of the Project.
- Perform sensitivity analysis on the critical areas to show impact.
- Indicate the factors that are interdependent and significant to the model.
- Derive a life-cycle financial model (from the capital and operating budget).

*\*The financial projections, which include the construction cost estimates, were collected by PRHDC in August 2021. The readers of this business plan should be cautioned as the price for raw materials and lumber have rapidly changed since the estimates were provided. Accordingly, the conclusions and assumptions expressed in this report may be different if the financial projections and related construction cost estimates were revisited.*

### Overall recommendations:

- Community input and interest.
- Political climate – municipal, provincial, federal.
- Appetite of other specific stakeholders (BC Housing, Chamber network, etc.)



## BACKGROUND

### BUSINESS OVERVIEW

The Pacific Rim Employee Housing Project was originally planned as a 40-unit housing development for local employers seeking affordable housing for their employees. The Project is expected to be self sustaining, but not profit focused and is currently structured under a co-operative ownership model for ownership and administration.

The mission:

*To support economic growth in our West Coast communities by providing secure, environmentally conscious, non-market employee housing so we can foster the well-being of a stable, year-round resident workforce.*

A key unique aspect is that the business owners will be providing the upfront membership investment and providing security for the monthly rental revenue. This spreads the risk regarding vacancy and/or rental income to the members (member businesses) to manage. The business owners will be committing to annual payments to the PRHDC, which are in fact wholly or in part employee compensation costs. This can be imagined like providing healthcare or pension benefits – the employer provides compensation as a recruitment and retention strategy.

As the upfront membership is structured like a loan, the funds will earn a small amount of interest representing the basic cost of capital. The membership will not act like an equity investment, as the Co-op will not be providing benefits (return on investment) to the members over time, or upon exit. The model will be focused on managing property rentals on a cost recovery basis. Individual business owners will need to perform their own needs assessment to estimate the annual and/or lifetime cost, considering:

- Number of units required.
- Amount of vacancy.
- Expected recoveries from employees, if any.
- Administrative management.

The net cash impact to a business owner is within their individual control, as part of their employee compensation strategy. The funds are negotiated and recovered by the business owner from their employees or other short-term rentals, if permitted. This will offset minimum contributions guaranteed to PRHDC. The businesses will have separate agreements with their employees, which is contingent on remaining employed and the rental rate will be negotiated directly between employer and employee. Simply put, the cooperative manages the property and the business will manage their employee's entire rental cycle.



The key factors influencing why this is an attractive business model are as follows:

- Given the housing demand in BC, private developers are focused on projects with the highest return on investment, therefore smaller communities will not be the highest priority. In smaller communities, the cost of construction is higher (transport to community, environmental considerations), risk of vacancies is higher, and the upside potential for market rents is softer. None of these factors are material on their own, but in combination reduce the attractiveness in comparison to other jurisdictions. By operating under a non-profit model, there is less pressure on rental revenue to cover costs and provide a financial return on investment.
- All real estate investment models are driven by the rental revenue opportunity. In a traditional model the investor maintains all the risk related to vacancies and the rental prices. This model places more of the risk on the member or business owner, through the employee compensation model. Therefore, the property owner (PRHDC) is not bearing all the risk.
- Any real estate investment is a long-term financial model in which the initial few years bear significant cash outflows. This proposed model may provide the flexibility to obtain more attractive financing through government programs that essentially provide non-repayable grants and/or low rate financing that will reduce the overall cost to the Project and reduce risk to the members. Such grants could provide the required upfront capital to bridge the initial planning and development phase that is the riskiest and least attractive to traditional real estate investors.
- Local municipalities recognize the challenges of the housing crisis, but no one party has a clear mandate to manage the solution. Municipalities will see the long-term benefits of increased housing supply, but they do not have the available cash, expertise, capacity and/or experience to tackle the challenge. Typically, a municipality will rely on the private sector to provide the capital and expertise, but as discussed above, the demand exceeds the capacity in the market, so the returns in a smaller community are not attractive enough for private sector investors. Similarly, given the four-year election cycles, investments such as housing do not demonstrate benefits quickly enough to become a top priority for elected councils.





## MARKET OVERVIEW - DEMAND FOR SUPPLY

BC is facing one of the most significant housing predicaments. We will not endeavor to repeat the supporting facts and research in this report but purely accept some key metrics as evidence including:

- Purchase prices for homes are so high that people cannot afford to purchase and must consider rental over purchasing.
- Rental vacancies.
- Rental prices – more than 30% of income spent on rent.
- High demand provides landlords with significant power such as rejecting tenants with children or pets.

Ucluelet is one of 14 resort municipalities within BC. Resort municipality designations receive separate funding that is intended to support small, tourism-based municipalities to build and to provide diversity to its tourism infrastructure, deliver exceptional visitor experiences, and incorporate sustainable tourism practices and products. The funding encourages visitation, visitor activity, and projects that create jobs and build a strong economy in tourism-oriented communities. Unfortunately, the infrastructure to attract and retain qualified employees to serve this demand has not been addressed in the funding to date.

Ucluelet is considered a small and remote community with some characteristics that are like other communities that are experiencing comparable challenges. These smaller communities are more susceptible to the resurgence of resource industries that are driving increased need for employee housing. By definition, a remote community will be more attractive for people wanting to live in lower density communities with ample recreation. The recreation is closely tied to the assets that drive the tourist industry.

The COVID-19 pandemic has put further pressure on remote communities, as businesses have accepted the reality of employing remote work forces. Employees who previously felt restricted to living in, or close to large business centres are now putting additional pressure on smaller communities, as they re-locate from city centres. Alternatively, the crisis has reduced the pressure from international tourism, but this should be a temporary reprieve that will return and put added pressure to the current crisis.

Specifically, a tourism focused town faces the further challenges of peak months, where the demand from tourists will drive rental prices that are not sustainable for a permanent homeowner. As such, landlords may cater to the tourist demand, leaving no capacity for the permanent residents (employees) who have not secured long-term rentals or leases.



## MARKET OVERVIEW - INVESTOR & PARTNER ATTRACTION

This venture is modeled under the co-operative model, which is considered the most appropriate, as it aligns to the underlying problem and those directly impacted. We considered those who are negatively impacted by the local housing shortage and their capacity to participate in the solution.

### Business Owners

- Have already made significant investments in the community with their business, homes, and providing employment to the residents.
- We expect the business owners can provide support in the following ways:
  - Upfront membership to show support.
  - Refundable membership to secure housing capacity that meets their needs.
  - Rental revenue commitment for their specific units.

### Ucluelet Chamber of Commerce

- The Chamber of Commerce is a co-operative of businesses who is focused on facilitating the success of the local business community; therefore, this project is aligned with their vision.
- The success of the Chamber is dependant on local business success, so a win-win venture.
- The Chamber could provide support in various ways including:
  - A marketing partner for local business owners to attract employees and tourists to the community.
  - A business partner - as demonstrated in Whistler, the Chamber has become the facilitator of all tourism training for employees to drive customer service standards.
  - A central advocacy point for government stakeholders.
- A survey was performed through the Ucluelet Chamber of Commerce, which garnered 44 responses, primarily from tourism-based businesses, who primarily operate year-round. Many of the businesses are already in the practice of securing housing for employees. While 84% of respondents confirmed that housing is a barrier to expanding their business.
  - Link to the survey:  
<https://docs.google.com/forms/d/1ID30Y4Zff7IVfsMzEIp8cMsabfhPYms2PBwaKcANCyY/viewanalytics>





### **Municipality (residents)**

- Resort Municipalities are unique and have in many cases implemented additional forms of taxation that effectively collect taxes from visitors (tourists) to invest back into the community. The District of Ucluelet (“the District”) has created an Affordable Housing Reserve Fund and has agreed to transfer a portion of the Municipal and Regional District Tax (MRDT) collected to this reserve fund. The Council decision signalled more attention to the housing shortage as a method to support tourism, where traditionally the funding was spent by Tourism Ucluelet on branding and marketing. PRHDC has requested a \$50,000 grant from the Affordable Housing Reserve to perform the necessary due diligence on a building site.
- The residents have chosen to live in this community. The District, on behalf of residents, is committed to the long-term development and success of the community. The key to success is a stable taxation base that is driven by both residents and businesses.
- As noted, the direct investment in housing is outside the traditional mandate and capacity of a municipality. This does not preclude the District from making contributions to success in other ways, including:
  - Donating land for the Project, or other concessions such as:
    - Low rate or nominal land lease.
    - Property tax concessions.
    - Approval of redevelopment for intended purpose.

### **Provincial Government of BC**

- The Provincial Government has a mandate focused on the overall health and prosperity of the province. The current government has noted housing affordability as a key priority.
- Again, the financial success of the Province relies on financial wherewithal of the residents and businesses who provide the tax revenues.
- Where a municipality is primarily focused on their specific community; the Province can take a wider view and make investments in one local community, which will reduce pressures on the wider population and have reciprocal benefits. For example, an investment in Ucluelet may reduce the housing pressures in neighboring communities, provide support for tourism that makes BC more attractive and provide offshoot benefits to other communities.
- We expect that appropriate investments for the Provincial Government could be provided through:
  - Non-repayable grants to help finance the initial planning and development phases.
  - Low rate financing to reduce the overall financing cost to the Project.
  - Operating subsidies to ensure the property is provided to low income residents which reduces pressures on other taxpayer income assistance programs.



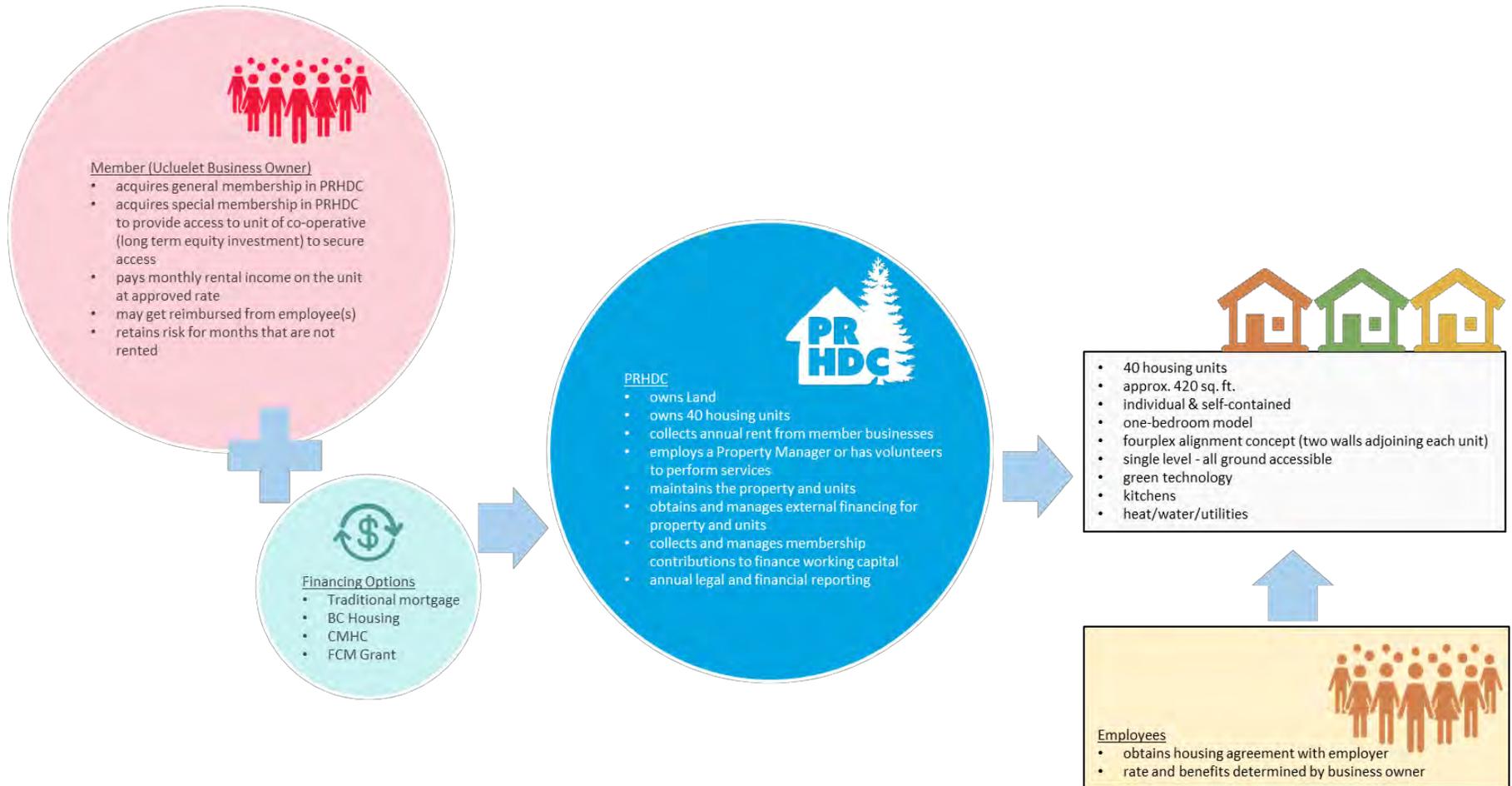
## First Nations

- At this point, the Project is not planned for construction on First Nation lands, but any reduction in housing demand, creates positive impacts for all residents.
- Additional housing supply, as a benefit to business owners, helps ensure quality jobs for all community members.
- The PRHDC has met with the Ucluelet First Nations Government and was presented with a formal letter of support for the proposed project as a viable solution for the region's current challenges.





## OPERATING MODEL - BASIC OVERVIEW





## CAPITAL CONSTRUCTION - BASIC OVERVIEW

Three potential parcels of land have been identified, through consultations with the District. The proposed parcels are sufficiently large, that capacity is not an immediate concern. An initial building and site design were drafted but will not be finalized until the appropriate construction design is clarified and the specific lot is confirmed. It is expected that any servicing to the lots already exists or will be provided by the District without charge to the Co-op.

If the identified property is not serviced, there are several ways that will be considered to collectively service the property. PRHDC would apply for additional capital grants individually and/or cooperatively with the District, First Nations, or private partners.

Within the survey performed, the three lots are identified.

The chosen property is expected to be leased by the District to the Co-op for 60 years at a nominal price i.e. \$1 per year.

The physical plan is for 40 units in pods or fourplex type arrangements, so all will be ground floor accessible. Given the size of the property, there is expected room to expand this capacity in the future if the demand continues to grow.

The final construction design is being reviewed with a focus on:

- Cost effective initial construction – both upfront cost and construction time.
- Energy efficiency to ensure operating costs are managed.
- Green technology to reduce operating costs and ensure specific government grants are accessible.
- Quality and life span of construction to address:
  - Longer time to repay the capital costs of buildings and related site costs.
  - Reduced maintenance costs to reduce financial variability.
  - High wear and tear of temporary housing.

Basic concept includes:

- 420 square foot.
- Individual self-contained living.
- One-bedroom model with bathroom, living room, kitchen.

The Co-op has obtained three quotes for the capital construction ranging from approximately \$120,000 to \$200,000 per unit, depending on various factors. These are prices for units constructed, delivered, blocked, and leveled. This includes appliances, furniture, decks, stairs, gutters.

In addition, the Co-op needs to incur costs for foundations, site works, hydro, sewer, and water connections from the road to the units, roads and driveways, design, project management. The rough estimate for this is approximately \$1.5 million.



## ADMINISTRATION AND FINANCIAL RECORD KEEPING

The Co-op will have to develop the following documents:

- Set of policies and procedures.
- Business plan to align financial investments against desired results.
- Financial controls for the property manager spending limits, board review and approval of budgets against defined spending.
- Accounts payable policy includes thresholds and division of control.
- Financial record keeping and creation of financial statements that are in alignment with generally accepted standards for stakeholders, and accounting practices must be consistently applied year to year.
- Bookkeeping and internal and external accounting without manual adjustments.
- Procurement policy and practices for goods, services, contracts, or other can be tracked through business plan, budget, and progress and completion.
- Monthly accounts payable, accounts receivable schedules, and maintenance projects metrics available for the Board.
- Governance dashboard to evaluate and present key metrics (i.e. budget vs. actuals, cash flows, etc.).
- Organizations must include the ability to monitor financial performance in a timely manner to enable effective decision making. Tools such as income statement with budget comparisons, cash-flow reports, targets, bank reconciliation, etc.

### Property Management

Property management is expected to encompass the typical role of a property manager such as tenant support, rental unit maintenance and overall property maintenance. But this role may be more complex and expanded to manage the relationships with the members (business owners), including clarifying the number of units the business needs, liaison between the business, property, and employees.

For further clarity, there are administrative needs for the Co-op. These needs may be filled internally by a property manager or contracted out to external resources. The key areas will include:

- Minor legal services – annual filings.
- Monthly bookkeeping – volume will be dependant on model of collecting revenue from members and/or whether the Co-op will manage collections from employees.
- Annual assurance services – audit or review of the financial statements for the member.
- Annual tax filing.

***The property management has not been confirmed at this time, no budget has been estimated.***



## FINANCIAL PROJECTIONS

An overall financial model has been developed, that focuses on recovering the capital and operating costs over the estimated useful life of the units. The recovery of costs, presumes a rental rate that is required to manage the estimated deficit. As such, at the end of the initial useful life, the Co-op would have a fully owned building at its residual value. In summary, the members, their employees, and government supporters would have fully financed the units over the useful life.

The initial model has several critical assumptions, which will impact the success of the venture, as follows:

### Expected Lifespan

The most significant assumption is how long the buildings will last, to recover the cost of investment, prior to any significant capital repairs or a reinvestment required. This assumption is difficult to pin down with certainty if new technologies are used that do not have proven track record. Initial thoughts were a “tiny home” technology, which is relatively new and therefore does not have credible historical data to support the assumption. This has now been replaced with the proposed model of “modular construction” with adjoining walls.

The lifespan data we have is heavily influenced by how the home is used and the underlying supporting construction, we will presume:

- Concrete foundation and no intention to move the structure.
- Primarily working individuals, so the wear and tear will be reduced i.e. the renters are not in the home all hours of the day.
- Primary tenants will be single individuals, therefore less wear and tear than families.

The model assumes the building will last a minimum of 50 years. This assumption was provided to all proponents who provided a cost estimate.

### Capital Budget

Based on the bids provided to the Co-op, we have estimated a capital budget of \$10.0M (\$200,000 per unit plus \$1.5M for site preparation costs and \$500,000 for other various costs).

The land lease is expected to be \$1 per year, via a contribution from the District.



## Market Rental Rates

The market rental rate influences this business model in a unique way. Typically, in a for-profit project, the rent is driven by the supply and demand in the market and potential vacancies. Under this model the Co-op members have contributed their equity (\$500) per unit. This secures their unit, but also requires the monthly contribution of rent. If the member does not fully utilize the space (no employees, transition gaps, etc.) the rental income is still owing. As such, the vacancy loss is NIL once the member acquires the unit.

Our understanding of the market in Ucluelet, is one of low or no available supply, which is driving this project. When units do become available, the market rents have been witnessed to be between \$1,200 and \$1,400 per month. These rents are expected to continue to increase as inflation will continue to increase as the contributing inflation factor continues to escalate. With combined inflation, high demand, low housing supply and only market housing developments being constructed, the costs of rental or home ownership are out of reach for many community residents.

In initial discussions there was a goal of \$800 per month or less as a subsidized cost to employees. To be clear, this is the rent contributed by the business member to the Co-op. There is no limit or requirement that the member charge the same amount to their employee, this can be a separate negotiation, which is tied to their employment contract. There is the possibility of the member charging a rate between the minimum and the current market to compensate for potential vacancies or recover the equity contribution. Alternatively, the member may provide the rent at an even lower rate, as an additional form on employee incentive. This will be an individual member choice.

From a business model perspective, the Co-op is focused on membership revenues that cover the initial investment, any required capital outlays throughout the life of the property and its ongoing repairs and maintenance items. Additionally, the Co-op will fund a contingency reserve to cover any unforeseen costs should they arise. PRHDC can consider replacements costs for the property at the end of its useful life and any net salvage value if the lease can be renewed.

This project targets fully forgivable capital grants. Without receiving capital grants in the amounts of \$5M to \$6M or significant donations this project will not move forward. At this point the base case model requires approximately \$1,640 monthly membership rental contribution per unit, to break even. The Co-op will be pursuing potential grants to reduce the overall capital cost to try and get the rental revenue down to the intended goal of \$800 per month.

It is important to recall, that the Co-op is a taxable entity, so it will be liable for taxes on profits not redistributed to members. The vision is a cost recovery model over the life span. Therefore, the membership rental rates must be set to maintain alignment with the Co-op mandate to provide low cost, affordable housing as compared to market rental rates. It is important to note that BC Housing and CMHC typically dictate their understanding of what is deemed affordable housing rates in a community. The allowable annual increases may also be limited by the Residential Tenancy Board. It is therefore crucial to set an appropriate rental rate at the outset of the operations of the property because once it is implemented it may be difficult to amend.



## Operating Revenues and Expenses

The operating revenues and expenses are not deemed the highest priority in the model. In many cases a significant portion of the costs can be borne by the Co-op or charged directly to the members or renters, there is flexibility to the operations model. Specifically, we will comment on the following:

The initial draft model presumes laundry revenue of \$24,000 annually, which grows with inflation. We have not included this in our “base case” as we are not confident that the associated capital is yet incorporated into the physical or capital expenditures. Such revenues that may be derived from laundry can offset capital and operating costs associated, therefore assumed no net revenues at this time.

Similarly, other items could be revenue opportunities, depending on the rental model and how other utilities are incorporated.

Specifically, in relation to utilities, we will need to confirm first the operating model and associated cost for each item. Secondly, whether the costs are included in rents or collected separately from tenants:

- The model incorporates water and sewer at \$12,000 per annum (\$360,000 over the lifespan). Depending on how these services are metered to the property and/or to each unit, the majority of this may be charged directly to the tenants. There is some portion that may be required for common area costs, such as laundry facilities. The costs may also be included in property taxes charged by the District.
- At this time there is no budget for cablevision and/or internet, as it is assumed that each tenant will acquire separately directly from the provider to minimize risk to the Co-op.

The most material operating expense is related to an administrative staff person at \$48,000 per annum. The Co-op has stated it will employ a part-time administrative assistant (“AA”) who will report to the Board of Directors. The AA will be responsible for the day-to-day management for the Co-op including keeping an up-to-date data base, arranging for collection of rents, and arranging for extraordinary maintenance.

Potential cost savings are currently being investigated, which could include partnering with a housing provider that is already operating in the community. There are numerous housing providers in the region already managing properties and the PRHDC has reached out to begin initial discussions. Another option would be a service agreement with the Ucluelet Chamber of Commerce, who has been providing workforce or employee housing options for several years.

The survey notes, that the Co-op may have a number of resident caretakers. These are member business owners, or member employees that are residing in the Co-op and perform the daily caretaking of the property. Caretakers will be responsible for addressing the service and safety requirements of the Co-op and will report extraordinary service requirements to the AA. At this time there is no cost budgeted as it is expected to be volunteer run, but the Co-op may deem it preferred to have a dedicated staff person at least on a part time basis.



Property taxes were estimated at approximately \$40,000 per annum. This is based on an overall capital cost of \$10M, presuming the land is exempt. The 2020 property tax rate for residential properties is \$4.0631 per \$1,000 = \$37,000 per year. The model has not been updated for the immaterial change of \$37,000 for property taxes. Subsequently, we noted the estimated property tax rate for fiscal 2021 was posted as 3.817 per \$1,000, but the budget figure has not been adjusted. PRHDC will attempt to reduce the property tax burden in two ways. Firstly, ensuring the land is zoned for the most preferential rates, which in the District of Ucluelet is the supportive housing category. The supportive housing and residential rates were consistent for the 2021 rates. Further PRHDC will apply to the District for a permissive tax exemption on the property to try and reduce property taxes to NIL.

The Co-op members may request an annual audit or other assurance engagement. In addition, some costs may be required for assistance with income tax filings. This is not currently budgeted. The cost could be estimated at \$8,000 to \$10,000 per annum.

### **Income Taxes**

Under the co-operative model legislation in BC, “any surpluses that are generated may be used to establish reserves, to develop the association, to provide or improve services to members, to pay dividends and for distribution to members in proportion to patronage. The surpluses may also be used for community welfare or the propagation of cooperative enterprise.”

It needs to be highlighted that the co-operative model, is a taxable entity, but typically enjoys a tax advantage, as profits are only taxed to the extent they are not distributed to its members. Therefore, any profits distributed to members are not taxed, and reduce the overall operating cost of PRHDC. It is important to note, that the Co-op intends to operate like a non-profit, therefore it does not plan to make any distributions to members. Therefore, any unplanned surpluses generated, will be taxed at the current rates. The net after tax dollars will be retained to reduce operating costs, fund future maintenance, pay down debt, and ultimately continue to maintain rents “below market”.

The current model assumes an 11% tax rate (combined federal and BC rate for a small business) on the estimated gross surplus. The estimated taxes over the life are approximately \$3.87M over the life of the model. This amount represents the operating surpluses generated that will be repaying the capital financing of the Project, resulting in a net cash neutral position. PRHDC will not be distributing any profits to members.

*Special Note: The membership fee of \$500 may be indexed at the cost of inflation and averaged over the lifetime that the member retains the equity share. Example: Member buys 1 equity share and holds it for 5 years. If after 5 years inflation averages 2% (\$500 x 2% over 5 years = \$50), then upon exiting the Co-op the outgoing equity member would receive \$550 and the new member would purchase the equity share at \$500. The argument here is that the increase is relative to the cost of membership 5 years prior and its value is relative, thus not a profit. Alternatively, we can remove the 2% from the articles.*



## Other Significant Hurdles to Manage

As noted in the documentation provided, there are a few items that need to be confirmed to ensure success of the Project:

It is expected that the Project will be serviced by the District of Ucluelet for water supply. If the land is not serviced, or additional supply is needed, negotiations would need to be facilitated with the District.

## Capital Financing Requirement and Cost of Capital

The initial capital requirements are estimated to be \$10M, primarily made up of the construction costs (hard and soft). The base model presumes that the Co-op will obtain market financing at 3% per annum, amortized over 50 years (consistent with the estimated lifespan). These are reasonably conservative market assumptions for financing and repayment.

There are potential upsides that could be incorporated, if successfully negotiated. The Co-op has engaged in discussions with BC Housing around potential support for the Project. BC Housing is a crown corporation under the Housing Ministry. The Housing Ministry is responsible for providing British Columbians access to more affordable, safe, and appropriate housing through policy and programs, technical codes and standards, and services for landlords and tenants. In many cases, this is focused on “social housing”, but there is increased attention to the fact, that all types of housing supply are needed to drive a healthy economy. BC Housing works in partnership with the private and non-profit sectors, provincial health authorities and ministries, other levels of government and community groups to develop a range of housing options. BC Housing has several programs focused on increasing the supply of affordable rental housing in BC. This support could be seen in the form of:

- Capital grants in the form of forgivable mortgages.
- Low rate financing.
- Operating subsidies.

The Co-op has approached BC Housing to obtain support for the Project. The discussions were with John McEown, Senior Development Manager at BC Housing.

Currently, BC Housing has the Community Partnership Initiative Program, which is described as follows:

- Since 2001, BC Housing has partnered with non-profit societies, government agencies and community organizations through the Community Partnership Initiative (CPI) to facilitate the creation of affordable housing for low- and moderate-income households in communities across British Columbia. Through CPI, BC Housing provides interim construction financing and/or arranges long-term financing through private lenders for eligible project partners to create self-sustaining affordable housing developments. To be considered self-sustaining, affordable housing models must not require any grants or ongoing operating subsidies from BC Housing.



- The most significant barrier, based on the initial understanding of the program, is the focus on non-profit societies. The PRHDC is a non-market housing development co-operative model, that has been formed by Pacific Rim, intended to be cost recovery and not generate any profit. We have assurances from the Federation of Canadian Municipalities (FCM) and CMHC that our co-operative model meets their not-for-profit requirements.
- A clear action plan of the Co-op will be to engage with BC Housing to explore the opportunity to obtain financing assistance, which will in effect improve the financial viability of the Project. Specifically, this could reduce the cost of capital. Which in turn could cause increase annual surplus on the Project, which is contrary to the non-profit intent. BC Housing may require a further plan to provide further clarity on how any potential profits will be used in the future and upon ultimate dissolution of the Co-op. This may include:
  - Building “carriage homes” for tenant rental.
  - Building amenities like covered parking, storage lockers, laundromat, solar charging stations and landscaping.
- We recommend that the Co-op develop a policy and strategy on how it will be reinvesting any accumulated profits from the operations, including the minimum needs and the priorities considering the following:
  - Routine maintenance reserves.
  - Larger capital replacement reserves.
  - Other contingencies.
  - Investment in other non-profit housing capacity, such as senior housing.
  - Potential investment in other non-profit projects.

There is a significant advantage of working with BC Housing to secure the capital financing. As a crown corporation focused on increasing the housing supply, their values and incentives are aligned with the Co-op. Specifically, BC Housing’s lending approach may be more conducive to a unique structure, that does not have the commercial returns that are typically seen in the for-profit sector. In reverse, pitching this model to a traditional lender may require assurances that the Co-op is unable to provide, such as past track record and/or personal or corporate guarantees.





## Initial Funding – Working Capital Financing & Interim Financing

One of the most challenging parts of any long-term project is moving it from “great idea” to shovels in the ground and being patient until operations commence. This proves to be most challenging, as it requires patience, confidence in the result, and significant cash outflows without any cash inflows. All these factors cause angst and uncertainty for members and investors.

In this case, the model makes the following assumptions:

- Unlimited Membership shares can be issued for \$1 each – given unlimited nature; the Co-op can use this as a tool to generate up front working capital from the community – they have a \$1 par value, so this is the amount that would be returned if someone requested a return of investment.
- 40 Investment shares can be issued for \$500 each – the Co-op can also use this tool to generate up front working capital from the community. These have no par value and they appreciate at 2% per year (proxy for inflation); which would be the amount returned when a business exits the Co-op. Total proceeds of \$20,000.

The Co-op is set up with two classes of memberships:

Business member	Resident member
<ul style="list-style-type: none"> <li>• Shall be required to purchase no less than ten 10 membership shares and one investment share. (\$510).</li> <li>• Agree not to redeem their investment shares within five (5) years of purchase, unless approved by the board.</li> <li>• Shall be granted leasing rights over one unit owned by the Co-op for each investment share owned up to a maximum of 4 unless otherwise approved by the Directors.</li> </ul>	<ul style="list-style-type: none"> <li>• Shall be required to purchase no less than 10 membership shares (\$10).</li> <li>• Must reside in a building owned by the Co-op.</li> </ul>

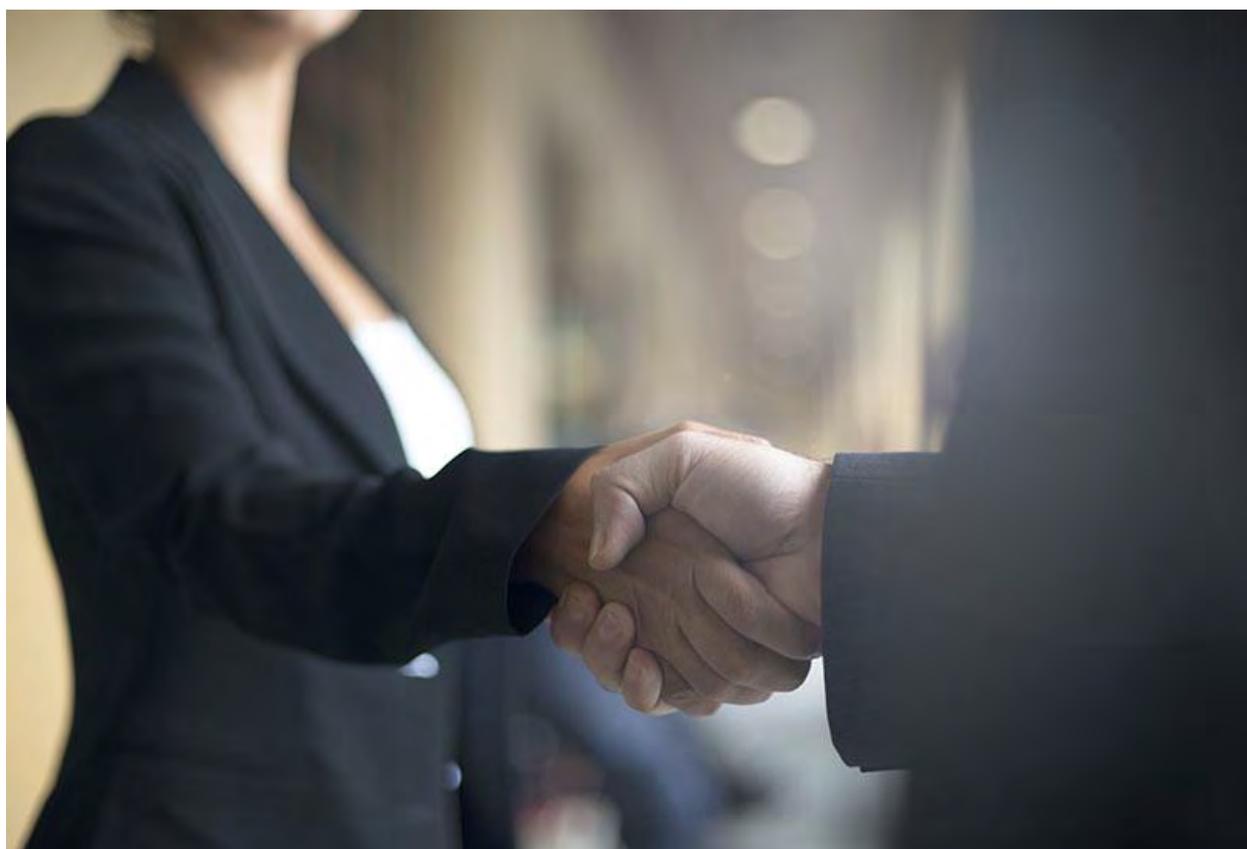
Such shares are “investments” in the Co-op, not donations. But given the low dollar figure to make an investment, the community may be able to garner significant support without major effort. These funds can be focused on bridging the interim financing window until the construction is complete and the homes are operational. Given the terms of no redemption for five years, this provides security of financing until the Co-op can replenish the funds.



## SUMMARY OF FINDINGS

There has been significant effort made by the volunteer Board of Directors to articulate the need for affordable employee housing to support the business community and overall prosperity in the District of Ucluelet. As a result of the identified gap, the Board has developed a strategy meant to begin to provide a viable plan that can be further expanded, once the concept gains acceptance and further support from the community stakeholders. To validate the strategy, the volunteers have performed market research, capital cost budget and a preliminary forecast to provide the appropriate information to key stakeholders. The Board will be using this work to reengage with stakeholders to secure the necessary grants to advance this to the next phase.

*People helping people achieve their dreams – it is our mission.  
It is why we exist as a firm.*



BDO Canada LLP, a Canadian limited liability partnership, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms. BDO is the brand name for the BDO network and for each of the BDO Member Firms. © 2021 BDO Canada LLP. All rights reserved.

[www.bdo.ca](http://www.bdo.ca)



## The Pac Rim Home Development Cooperative (PRHDC) The Home of the future for Pacific Rim Employees

### Our Mission

To support economic growth in our West Coast communities by providing secure, environmentally conscious, non-market employee housing so we can foster the well-being of a stable, year-round resident workforce.

## Pac Rim Home Development Cooperative

### 1. Who Is PRHDC?

Pac Rim Home Development Cooperative incorporated in September 2020. Our Board of Directors, the five founding member businesses, is addressing the lack of available housing, and more specifically workforce housing, on the Pacific Rim of Vancouver Island.

This housing development will help Ucluelet businesses gain a solid housing base. Each member business will be able to offer its own housing to its own employees without being subjected to the scarcity and uncertainty of our housing market thereby facilitating employee hiring and retention.

The benefits are many. Businesses will be able to purchase their own employee accommodations, thus giving them the certainty to plan, grow their business, and attract and retain their employees. The employees will benefit from living in secure, safe, healthy, and affordable housing. A stable workforce will be of tremendous benefit to our community's economic development.

We are passionate about our employee housing project and are excited to see it moving forward.

***Our vision is to create site-specific non-market employee housing.***

### 2. Where we are at.

The cooperative has applied for a Federation of Canadian Municipalities Planning Grant and is also actively applying for grant funding through CMHC.

We have completed a survey of Ucluelet Chamber of Commerce member businesses – Survey results are available at the link below:

(<https://docs.google.com/forms/d/1ID30Y4Zff7IVfsMzEJp8cMsabfhPYms2PBwaKcANCyY/viewanalytics> ).

Our next steps include expanding our membership, local fundraising, and reaching an agreement with partners on the land for this project.

[www.PRHDC.ca/](http://www.PRHDC.ca/)

## Pac Rim Home Development Cooperative

### Appendix A Preliminary housing concept – District of Ucluelet lots to explore

**Property #1 build workforce housing.**

Address: BIG BEACH PARK PID: 009397809

Legal Text: (PID 009397809) District Lot 281, Clayoquot Land District, Except Plan VIP33432, & EXC PLANS VIP34390, VIP35275, VIP47109, VIP48670, VIP56963, VIP62019 & VIP6238



**Property #2 build workforce housing.**

Address: 160 SEA PLANE BASE RD PID: 003534618

Legal Text: (PID 003534618) Lot 3, Plan VIP20323, District Lot 284, Clayoquot Land District,



**Property #3 build workforce housing.**

Address: COAST GUARD DR PID: 030104009

Legal Text: (PID 030104009) Block B, District Lot 1517, Clayoquot Land District, & DL 1507



[www.PRHDC.ca/](http://www.PRHDC.ca/)

# Pac Rim Home Development Cooperative

## Appendix B PRHDC – 1 Bedroom Conceptual Design

### PAC RIM HOME DEVELOPMENT 1 BEDROOM CONCEPTUAL DESIGN DRAFT

The building concept below is for general purposes only. The highlights list is more accurate and reflects close to the final product, but it too can be edited/improved upon. Thank you for taking the time to view and comment on our workforce housing project.



**Highlights:** 14' wide x 30 ft long  
1 bedroom 1 bathroom  
CSA Z240MH standards

**Kitchen:**  
24" electric stove/oven  
24" counter depth fridge  
24" under counter dishwasher  
Single or Double aluminum sink  
Durable countertop, cabinets  
Moen Faucets  
Kitchen table with 2 chairs

**Bathroom:** 5' Accessible Tub shower, with glass door  
Low flow dual flush high-rise toilet  
Vanity with storage  
Vessel mounted sink  
Moen Faucets  
Moen shower faucets  
Pocket door to bathroom  
Frosted bathroom window  
Automatic humidity fan and light

**Interior:**  
Smooth painted walls  
Room in bedroom for queen sized bed  
Room in living room for 5' couch  
All interior lighting is LED and designed to eliminate the need for lamps and side tables  
Pocket door to bedroom  
Secondary exit through window

**Exterior:**  
Hardy plank  
Tin accents  
Full glass entry door  
Porch light LED



## Pac Rim Home Development Cooperative

### Appendix C Sustainability Construction Goals & Standards

We feel a smart build approach with as many green design features as possible without sacrificing safety and integrity are crucial. By exploring all the possible new building techniques, we feel that we can produce a safe, clean, green, and affordable option for the west coast residential employees. By improving building quality, we will be increasing resident comfort, health and quality of life.

- Meet passive house net-zero energy ready standards.
- Designed to the standard of a rental home with a 50-year lifespan.
- Designed for flexibility, innovation and use of sustainably sourced materials
- Focus on accessibility, affordability, and lifestyle.

We envision each cottage to have a garden area with access to a shared garden space. Each cottage will have a dedicated individual storage area in the covered parking area. On site amenities will include a communal outdoor gathering space with BBQ and covered area, bike racks, and surfboard storage. Employees will have access to a carriage house for visitors. The carriage house will be reservable by the employees. The cottage units are designed with 1-2 people in mind. ***The property will not allow tourism nightly accommodation rentals.***

- ~40 Individual Cottage Homes
- Caretaker's home & office (24-hour onsite management)
- Community laundry (4 washers & 4 dryers, lounge area with Wi-Fi)
- Carriage house (rentable for guests)
- BBQ & Common Area & Community Garden
- Parking, bike racks, surfboard storage
- Solar batteries & Water catchment
- Solar charging station

#### Our construction goals:

- Green technology (highly efficient home and hot water heating)
- Wastewater re-use and rainwater catchment and storage
- Carbon neutral living (home to capture light/heat during the day and redistribute at night)
- Accessible covered solar-roofed parking with storage
- Greenspace for common gardens, common gathering area with covered BBQ area
- Accessible age friendly design (single story)
- Communal laundry/recycling area
- Energy-efficient appliances
- Solar panels & batteries

[www.PRHDC.ca/](http://www.PRHDC.ca/)

## Pac Rim Home Development Cooperative

### Appendix D **Administration**

The PRHDC Cooperative is a participatory organization aimed at reducing administrative costs and keeping rents permanently affordable. By participating on the PRHDC Board of Directors for a 1-year term, every business will share in the efforts to reduce costs.

The Officers ( President, Vice-President, and Secretary-Treasurer ) will oversee all Cooperative matters and report to the Board of Directors as a whole at the monthly meetings.

PRHDC will employ a part-time administrative assistant (AA) who will report to the Board of Directors. The AA will be responsible for the day-to-day management for the Cooperative including keeping an up-to-date data base, arranging for collection of rents, and arranging for extraordinary maintenance.

The Cooperative will have a number of resident caretakers. These are member business owners, or member employees that are residing in the Cooperative and perform the daily caretaking of the property. Caretakers will be responsible for addressing the service and safety requirements of the Cooperative and will report extraordinary service requirements to the AA.

[www.PRHDC.ca/](http://www.PRHDC.ca/)



## REPORT TO COMMITTEE OF THE WHOLE

Council Meeting April 12, 2022  
500 Matterson Drive, Ucluelet, BC V0R 3A0

---

**FROM:** JAMES MACINTOSH, DIRECTOR OF ENGINEERING

**FILE NO:** 8600-10

**SUBJECT:** TRAFFIC CALMING NEXT STEPS

**REPORT NO:** 21- 50

**ATTACHMENT(S):** TRAFFIC CALMING POLICY PRESENTATION

---

### SUMMARY OF DESIRED OUTCOME

That the Committee of the Whole provide Staff with direction regarding a new Traffic Calming Policy, including feedback regarding:

- Proposed goals and objectives for traffic calming.
- The proposed process for responding to traffic calming requests and identifying traffic calming solutions.
- Specific traffic calming options for Bay Street in the vicinity of Edna Batchelor Park.

### BACKGROUND

In October of 2021 Council directed Staff to prepare a report regarding speed controls for consideration at a future meeting of Council.

The District installed four speed humps on Peninsula Road in 2019 near the secondary and elementary schools, and subsequently installed a speed hump and raised crosswalk on Matterson Avenue in August 2021. Results to date have been positive, and there is now a desire for more speed humps elsewhere in Ucluelet.

Although speed humps are one of the most effective types of traffic calming, they are not always the best solution to a safety or speeding problem. Additionally, the cost of a speed hump is significant, which is an important consideration given that the District is always trying to maximize its “return on investment” in transportation infrastructure.

To successfully resolve traffic safety concerns and avoid creating new problems, and to make the best use of limited funds, Staff are developing a Traffic Calming Policy that would establish a process for responding to traffic calming requests and identifying appropriate traffic calming solutions.

Staff have engaged Richard Drdul, P.Eng. to develop the Policy. Richard was the principal author of the first edition of the *Canadian Guide to Neighbourhood Traffic Calming*, published in 1998. He has developed polices for several municipalities in BC and Alberta, as well as traffic calming plans in more than 30 neighbourhoods.

## KEY QUESTIONS

1. Does Council support the proposed goals and objectives? Are there additional objectives that should be included, or other considerations?

### Goals:

- Safety
- Liveability

### Objectives:

- Discourage speeding
- Discourage short cutting
- Minimize conflicts
- Enhance the neighbourhood environment

2. Which traffic calming measures does Council favour? Are there any measures that Council is uncertain about, and if so, what concerns does Council have?

- Speed humps
- Raised crosswalks
- Curb extensions
- Median islands
- Traffic circles
- Partial and full closures
- Speed display signs

3. Is Council comfortable with the proposed four-step process for traffic calming? Are there any changes to the process that Council would like Staff to consider?

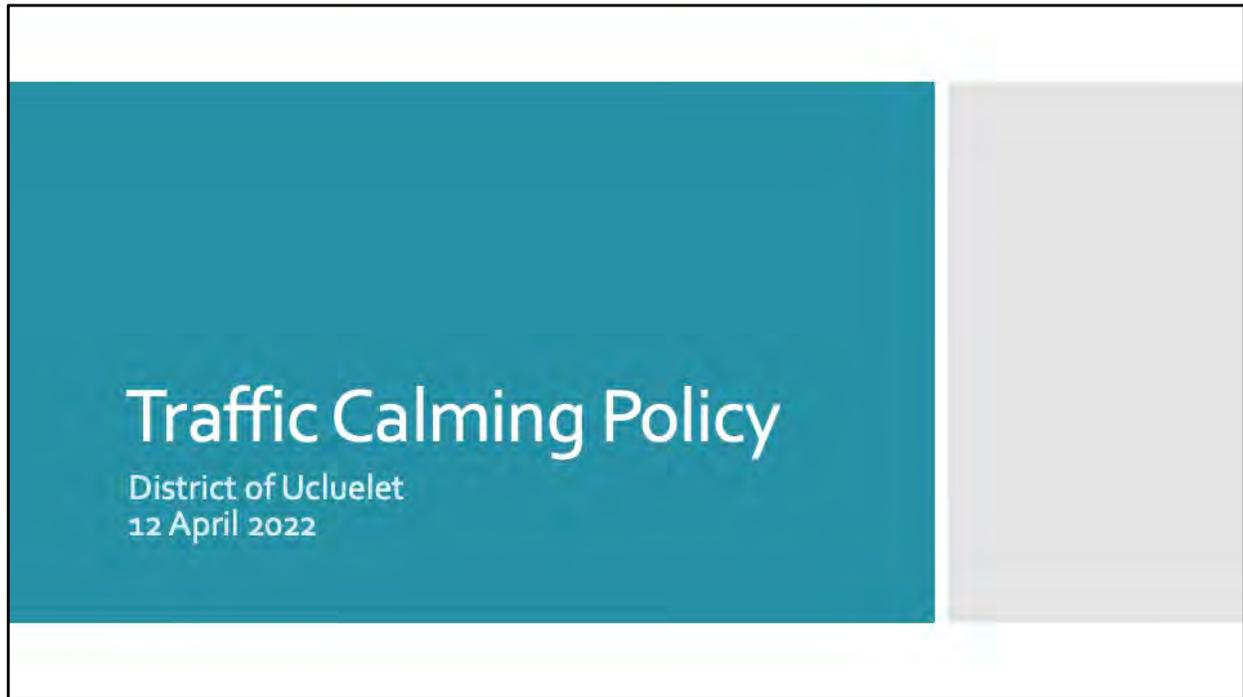
1. Initiation
2. Screening
3. Development
4. Implementation

4. Does Council agree with the proposal to require requests for traffic calming to include demonstrated community support of affected residence and businesses prior to a staff/council review?

## NEXT STEPS:

- Prepare a draft Policy for traffic calming.
- Report back to Council with a draft policy.

**Respectfully submitted:** JAMES MACINTOSH, DIRECTOR OF ENGINEERING  
DUANE LAWRENCE, CAO



Going to talk about:

- New traffic calming policy to be developed for the District
- Traffic calming issues and potential solutions on Bay Street – demonstrate how policy can be applied

## What is traffic calming?

- Physical measures
- Reduce negative effects of traffic
- Alter motorist behaviour
- Improve conditions for pedestrians and other road users

First, before we get into the details, it's useful to review what traffic calming is, so that we all have the same understanding

Traffic calming uses physical measures/devices to encourage motorists to drive safely and respectfully of others – pedestrians, cyclists, residents



Why is a Policy needed?

Traffic problems:

- Speeding
- Short-cutting
- Road safety

Currently no procedures or guidance for responding to complaints or requests

Policy provides a way to respond to (for example):

- Request for speed humps on street with no obvious issue
- Request for speed humps to resolve a problem that would be better resolved with other measures

Policy helps to:

- Ensure community support for traffic calming
- Avoid creating unintended problems
- Determine priorities for traffic calming
- Maximize “return on investment” in transportation infrastructure

## What will the Policy do?

- Faster response
- Prioritize requests
- Fair and equitable treatment
- Effective solutions
- Allocate funds cost-effectively
- Consistency and continuity

**Goals and objectives**

**Goals:**

- Safety
- Livability

**Objectives:**

- Discourage speeding
- Discourage short-cutting
- Minimize conflicts
- Enhance the neighbourhood environment

Goals and objectives describe what traffic calming is intended to achieve

## Traffic calming measures

Most commonly used:

- Speed humps
- Raised crosswalks
- Curb extensions
- Median islands
- Traffic circles
- Partial and full closures
- Speed display signs

## Speed humps



Speed humps reduce 85<sup>th</sup> percentile traffic speeds by 6 to 13 km/h  
Can also discourage shortcutting – reduce traffic volumes up to 27%

## Speed humps

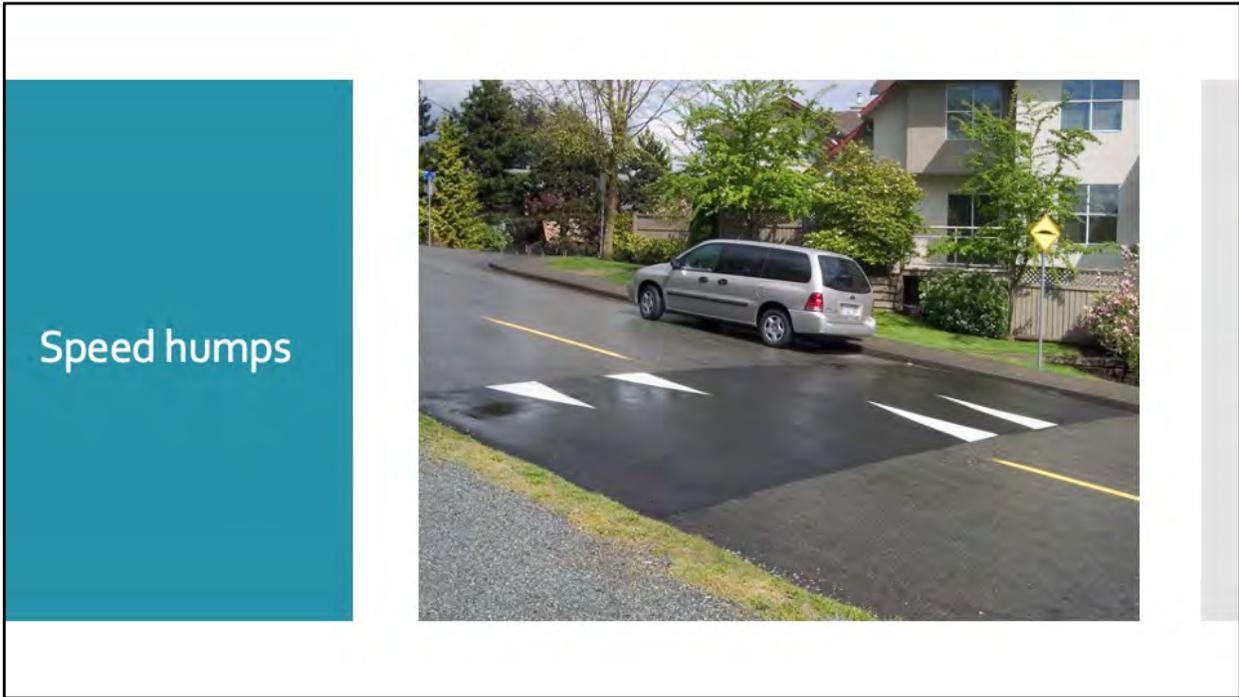


Humps are typically used in series (second hump is on hill where cyclists are)  
Spacing depends on posted speed limit  
Well-suited to 30 km/h zones (playgrounds, schools)

Speed humps



- Safe for bicycles
- Can park on top of humps



Can use on grades up to and including 8%

Speed humps



Can use on roads without curbs, as on many roads in the District  
(example from Delta)

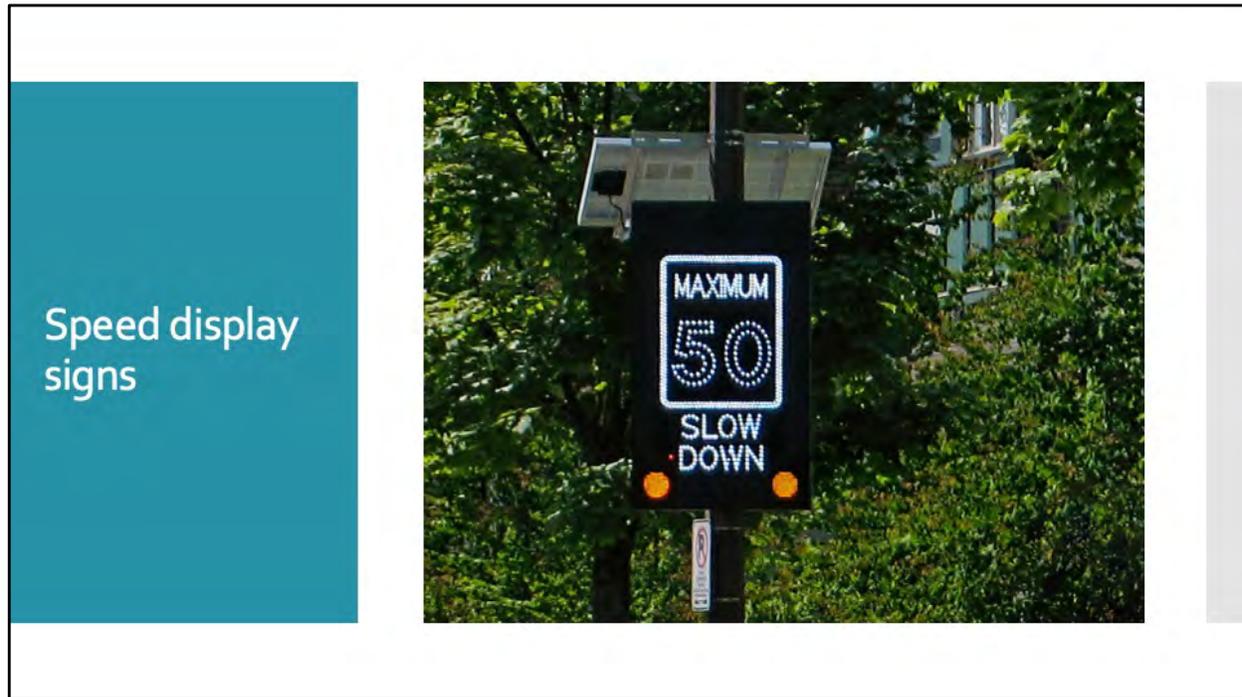
## Raised crosswalks



Raised crosswalk combines a speed hump and a crosswalk (red colouring in this example is an optional extra treatment)  
Can reduce 85th percentile traffic speeds by 5 to 13 km/h  
Also increase proportion of motorists who yield to pedestrians  
(example from Delta)



Traffic circles are a great alternative to 4-way stops, reduce potential conflicts  
Also can reduce 85th percentile traffic speeds up to 14 km/h  
Can be used on roads without curbs – just add short sections of curb on corners of intersection  
(example from Nanaimo)



Sign incorporates a radar speed detector and is activated by a vehicle travelling above a pre-determined speed threshold  
Reduces 85th percentile traffic speeds of approximately 10 km/h  
(example from UBC)

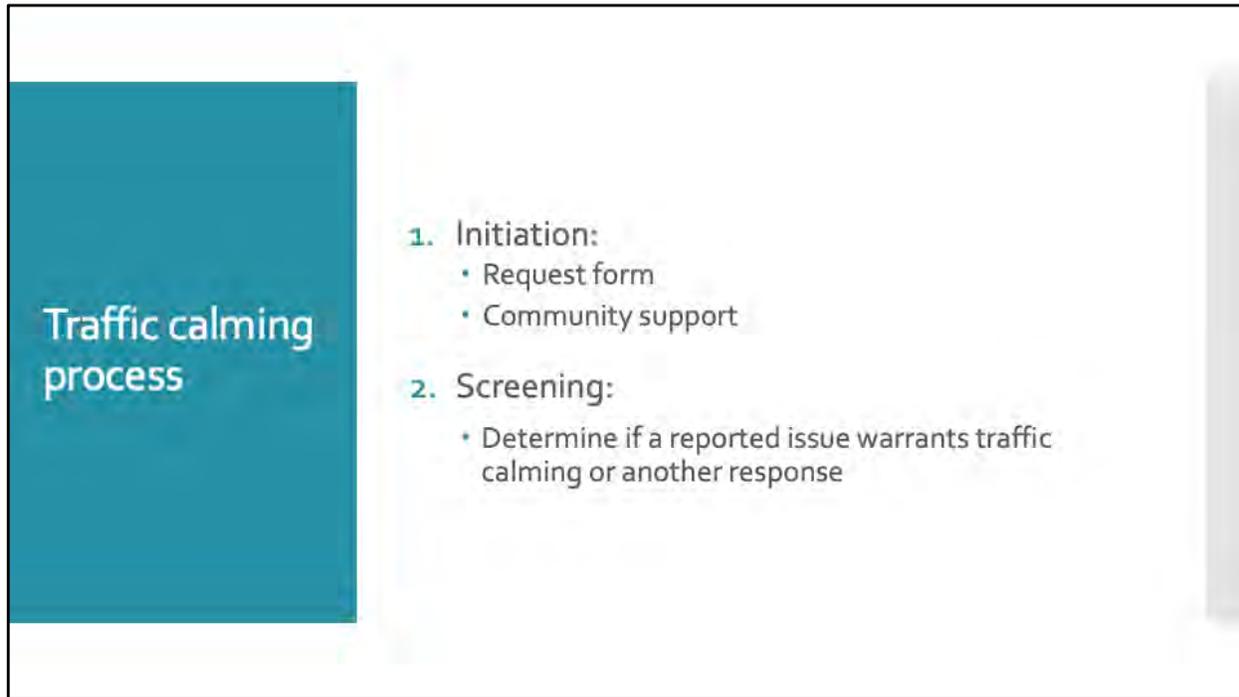
## Traffic calming process

### Established process:

- Easily understood by residents, staff, decision makers
- Transparent, equitable

### Four steps:

1. Initiation
2. Screening
3. Development
4. Implementation



## 1. INITIATION

Anyone or any agency can identify a traffic safety issue and request traffic calming as a potential solution

Residents, business operators, municipal staff, Council members, police, emergency services, transit service providers, other agencies

Requests for traffic calming should demonstrate wider community support for reported issues

Also indicates likely community support for an eventual traffic calming solution

Minimum of  $\mathcal{X}$  signatures required on request from affected property owners, tenants, businesses

## 2. SCREENING

Investigate reported traffic safety issue(s)

Document road conditions, collect data if appropriate

Determine if a traffic calming response is applicable, or another response would be more appropriate and effective, or no response is required



### 3. DEVELOPMENT

Identify the real problem – perceived nature of a problem may be substantially different from the real problem

Use self-enforcing measures – 24/7 presence, do not require police enforcement to be effective

Consider effects on other streets

Identify appropriate traffic calming solution(s) – may be multiple options

Community survey – determine support, identify preferred option

Refine the preferred option as needed

### 4. IMPLEMENTATION

Policy will include design guidelines, typical costs for budgeting purposes

Monitoring – has the problem been resolved, are further measures needed?

**Bay Street**

**Conditions:**

- 30 km/h playground zone
- No sidewalks
- Crosswalk and trail on south side of road
- Trail to community centre and beach

**Issues:**

- Speeding
- Short-cutting
- Pedestrian safety



#### Options:

- Raised crosswalk
- Speed hump(s) – standard and/or shorter 30 km/h humps
- Move 30 km/h playground signs further from park – at least 30 m (adequate distance for motorists to slow from 50 km/h)

Minimum required sight distance = 75 m

Sight distances for westbound traffic:

- To existing crosswalk = approx. 115 m
- To relocated crosswalk at beach trail = approx. 70 m – does not meet minimum requirement

Next steps	
Draft Traffic Calming Policy	May
Staff review	May
Council approval	May/June
Bay Street traffic calming	June–August



## STAFF REPORT TO COUNCIL

Council Meeting: APRIL 12, 2022  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** DONNA MONTEITH, CHIEF FINANCIAL OFFICER

**FILE NO:** 1700-02

**SUBJECT:** FIVE YEAR FINANCIAL PLAN AND TAX RATES BYLAWS

**REPORT NO:** 22-55

**ATTACHMENT(S):** APPENDIX A – UCLUELET 2022-2026 FINANCIAL PLAN BYLAW NO. 1307, 2022  
APPENDIX B – UCLUELET ANNUAL TAX RATES BYLAW NO. 1308, 2022  
APPENDIX C – REVISED POTENTIAL PROPERTY TAX IMPACT SLIDES

### RECOMMENDATION(S):

**THAT** the District of Ucluelet 2022–2026 Financial Plan Bylaw No. 1307, 2022 be given first, second, and third reading.

**THAT** the District of Ucluelet Annual Tax Rates Bylaw No. 1308, 2022 be given first, second, and third reading.

### BACKGROUND:

#### Five Year Financial Plan Bylaw

Section 165 of the *Community Charter* states:

*165 (1) A municipality must have a financial plan that is adopted annually, by bylaw, before the annual property tax bylaw is adopted.*

The financial planning period is five years and must set out the objectives and policies of the municipality in relation to each of the funding sources, the distribution of property tax values for each of the classes that are subject to tax, and the use of permissive tax exemptions.

The Financial plan must also set out the proposed expenditures, funding sources and transfers between funds. The proposed expenditures must have separate amounts for principal and interest on municipal debt, capital additions, and any amounts required for deficiencies from one year to another.

In addition, the Financial plan must set out separate funding sources for; property taxes, parcel taxes, fees, borrowing, and all other sources. Transfers between funds must set out separate amounts for each reserve fund and accumulated surplus.

If actual expenditures and transfers to other funds for a year exceed actual revenues and transfers from other funds for the year, the deficiency must be included in the next year's financial plan as an expenditure in that year.

Further, under Section 166 of the *Community Charter*, a Council must undertake a process of public consultation regarding the proposed financial plan before the bylaw can be adopted. Public consultation occurred throughout the budget process beginning in December 2021. This included Special Meetings on December 9, 2021 and February 24, 2022, as well as an update on tax implications for a potential loan during the March 15, 2022 Regular Council meeting. All presentations to date are accessible on the District's website. As well, online feedback was invited until April 6, 2022. There are no written feedback submissions to provide to Council.

### **Tax Rates Bylaw**

Section 197 of the *Community Charter* states:

*197 (1) Each year, after adoption of the financial plan but before May 15, a council must, by bylaw, impose property value taxes for the year by establishing tax rates for*

- (a) the municipal revenue proposed to be raised for the year from property value taxes, as provided in the financial plan, and*
- (b) the amounts to be collected for the year by means of rates established by the municipality to meet its taxing obligations in relation to another local government or other public body.*

The required tax levy for the District is established by the Financial Plan Bylaw. The levy amount is applied to the revised assessment roll to determine how the levy will be allocated to property owners by property class and assessed value. The revised roll was issued in March 2022 and incorporates any assessment appeals that have been resolved since January 2022.

Property owners should note a variety of factors influence the assessment values on which final tax rates are based and the impact on individual properties will vary.

The same allocation process is used to allocate the dollar values levied by the Regional and Hospital Districts, and the Library. Other jurisdictions levy by issuing the rates directly. These are not included in this bylaw as they have already been established under provincial legislation. They include the School Tax, Policing, Municipal Finance Authority, and BC Assessment.

In accordance with the *Community Charter*, a municipality must annually adopt their financial plan and tax rates bylaw by May 15 of each year.

The proposed 2022-2026 Financial Plan Bylaw No. 1307, 2022 and Annual Tax Rates Bylaw No. 1308, 2022 would replace the current Financial Plan and Tax Rates bylaws from 2021.

### **POLICY OR LEGISLATIVE IMPACTS:**

The 2022-2026 Financial Plan Bylaw and the Annual Tax Rates Bylaw complete the Financial Plan process for 2022 and enable the District of Ucluelet to meet the obligation of levying and collecting taxes for other bodies.

**RECOMMENDATIONS:**

1. **THAT** the District of Ucluelet 2022–2026 Financial Plan Bylaw No. 1307, 2022 be given first, second, and third reading.
2. **THAT** the District of Ucluelet Annual Tax Rates Bylaw No. 1308, 2022 be given first, second, and third reading.

**Respectfully submitted:**      DONNA MONTEITH, CHIEF FINANCIAL OFFICER  
DUANE LAWRENCE, CAO

## Appendix A

**DISTRICT OF UCLUELET****Bylaw No. 1307, 2022**

A Bylaw to Adopt the Five-Year Financial Plan  
For the Period 2022 to 2026 inclusive

---

**WHEREAS** Section 165 of the *Community Charter* requires a Municipality to annually prepare and adopt a financial plan, by bylaw, in each year; and

**WHEREAS** expenditures not provided for in the financial plan or the financial plan as amended, are not lawful except in the event of an emergency;

**THEREFORE** the Council of the District of Ucluelet, in open meeting assembled, enacts as follows:

**1. Citation**

This bylaw may be cited for all purposes as the “**District of Ucluelet 2022 – 2026 Financial Plan Bylaw No. 1307, 2022**”.

**2. Objectives and Policies**

Schedule “A” attached to and forming part of this bylaw, sets out the objective and polices for the period January 1, 2022 to December 31, 2026.

**3. Consultation**

Pursuant Section 166 of the *Community Charter*, public consultation occurred throughout the budget process beginning in December 2021. As well, online feedback took place until April 6, 2022.

**4. Repeal**

The District of Ucluelet 2021 – 2025 Financial Plan Bylaw No. 1289, 2021 is repealed.

**READ A FIRST TIME** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

**READ A SECOND TIME** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

**READ A THIRD TIME** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

**CERTIFIED CORRECT:** “District of Ucluelet 2022 – 2026 Financial Plan Bylaw No. 1307, 2022”

---

Mayco Noël  
Mayor

---

Paula Mason  
Deputy Corporate Officer

**THE CORPORATE SEAL** of the  
District of Ucluelet was hereto  
affixed in the presence of:

---

Paula Mason  
Deputy Corporate Officer

**Schedule “A”**  
**“District of Ucluelet 2022 – 2026 Financial Plan Bylaw No. 1307, 2022”**

**Statement of Objectives and Policies:**

In accordance with Section 165(3.1) of the *Community Charter*, municipalities are required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

- 1) For each of the funding sources described in Section 165(7) of the *Community Charter*, the proportion of total revenue that is proposed to come from that funding source;
- 2) The distribution of property value taxes among the property classes that may be subject to taxes; and
- 3) The use of permissive tax exemptions.

The current financial plan provides for \$17,249,392 to be generated for the 2022 year.

**Revenue Objectives**

- a) The District will review fees and charges regularly to maximize recovery of the cost of service delivery;
- b) The District will actively pursue alternative revenue sources to help minimize property taxes;
- c) The District will consider market rates and charges levied by other public and private organizations for similar services in establishing rates, fees and charges;
- d) The District will establish cost recovery policies for fee-supported services, and these policies will consider whether the benefits received from the service are public and/or private;
- e) The District will establish cost recovery policies for the services provided for other levels of government;
- f) General Revenues will not be dedicated for specific purposes, unless required by law or generally accepted accounting practices (GAAP); and
- g) The District will develop and pursue new and creative partnerships with government, community institutions (schools, churches), and community groups as well as private and non-profit organizations to reduce costs and enhance service to the community.

	2022	Percent of Total
<b>REVENUE</b>		
Property Taxes	\$3,593,281	20.8%
1% Utility Taxes	45,430	0.3%
Federal/Provincial in place of taxes	50,000	0.3%
<b>Taxes</b>	<b>3,688,711</b>	<b>21.4%</b>
Sale of services	1,039,063	6.0%
Penalties and Interest earned	85,300	0.5%
Grants and donations	5,955,360	34.5%
Deferred revenues recognized (DCC, Other)	940,056	5.4%
Water sale of services	772,400	4.5%
Sewer sale of services	597,000	3.5%
Transfers	4,171,502	24.2%
<b>Total Revenue</b>	<b>17,249,392</b>	<b>100%</b>

### Surplus Funds Objective

The *Community Charter* does not allow municipalities to plan for an operating deficit (i.e. where expenditures exceed revenues). To ensure this situation does not occur, revenue projections are conservative and authorized expenditures will be closely monitored. The combination of conservative revenue projections and controlled expenditures should produce a modest annual operating surplus.

### Debt Objective

- a) One-time capital improvements and unusual equipment purchases;
- b) When the useful life of the capital project will exceed the term of financing;
- c) Major equipment purchases;
- d) The maximum borrowing amount to be limited to what is allowed under the *Community Charter*; and
- e) Reserves are to be considered as a funding source before debt.

### Reserve Funds Objective

- a) Provide sources of funds for future capital expenditures;
- b) Provide a source of funding for areas of expenditure that fluctuate significantly from year to year (equipment replacement, special building maintenance, etc.);
- c) Protect the District from uncontrollable or unexpected increases in expenditures or unforeseen reductions in revenues, or a combination of the two;
- d) Provide for working capital to ensure sufficient cash flow to meet the District's needs throughout the year; and
- e) Staff will facilitate Council's review of the amount of reserve funds available on an annual basis.

**Proportion of Taxes Allocated to Classes Objective**

Council's goal is to ensure that there is a fair and equitable apportionment of taxes to each property class. The apportionment to each class is calculated using the multipliers determined by Council prior to preparing the annual tax rate bylaw. The tax multipliers will be reviewed and set by Council annually.

**Permissive Tax Exemptions Objective**

The District of Ucluelet Council reviews and passes a permissive exemption bylaw to exempt certain properties from property tax in accordance with guidelines set out under Sections 220 and 224 of the *Community Charter*. Although there is no legal obligation, Council may choose to grant exemptions as a method of recognizing organizations within our community which enhance the quality of life for community residents.

The permissive exemptions are evaluated with consideration to minimizing the tax burden to be shifted to the general taxpayer.

**Development Cost Charges Objective**

Development cost charges will be used to help fund capital projects deemed to be required in whole or in part due to development in the community. These charges will be set by a bylaw and reviewed regularly as outlined in the bylaw to ensure that the project estimates remain reasonable and the development costs charged are aligned with the strategic goals of Council.

<b>DISTRICT OF UCLUELET</b>					
<b>FINANCIAL PLAN 2022-2026</b>					
<b>BYLAW NO. 1307</b>					
<b>SCHEDULE A</b>					
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>REVENUE</b>					
Property Taxes	\$3,593,281	\$3,819,500	\$4,048,669	\$4,291,590	\$4,549,086
1% Utility Taxes	45,430	46,189	46,189	46,189	46,189
Federal/Provincial in place of taxes	50,000	50,000	50,000	50,000	50,000
<b>Taxes</b>	<b>3,688,711</b>	<b>3,915,689</b>	<b>4,144,858</b>	<b>4,387,779</b>	<b>4,645,275</b>
Sale of services	1,039,063	1,075,080	1,094,300	1,113,360	1,132,770
Penalties and Interest earned	85,300	95,300	95,300	95,300	95,300
Grants and donations	5,955,360	6,586,759	10,668,413	13,855,155	11,391,588
Deferred revenues recognized (DCC, Other)	940,056	-	-	-	-
Water sale of services	772,400	800,615	830,099	863,572	895,770
Sewer sale of services	597,000	617,890	639,716	662,519	686,344
Transfers	4,171,502	1,375,402	1,410,300	917,307	1,586,476
<b>Total Revenue</b>	<b>17,249,392</b>	<b>14,466,735</b>	<b>18,882,986</b>	<b>21,894,992</b>	<b>20,433,523</b>
<b>EXPENSE</b>					
Interest payments	45,130	169,209	167,998	166,796	174,327
Amortization expenses	1,168,995	1,168,995	1,168,995	1,168,995	1,168,995
General Government	1,893,523	1,940,290	1,952,541	1,991,103	2,028,113
Protective services	403,648	391,509	451,423	461,524	468,857
Planning & Development	754,902	743,629	764,089	729,348	768,880
Transportation services	1,113,551	1,079,165	1,075,556	1,129,379	1,147,682
Environmental health (Garbage/recycling)	42,390	15,000	15,000	15,000	15,000
Cemetery	20,081	16,480	16,663	16,995	17,336
Recreation and Tourism	1,115,426	1,046,439	1,062,187	1,033,916	1,049,031
Parks	732,210	720,510	736,337	752,860	767,713
Water operations	950,583	809,537	895,218	981,686	924,555
Sewer operations	633,462	578,617	603,689	603,852	670,393
<b>Total Expense</b>	<b>8,873,901</b>	<b>8,679,380</b>	<b>8,909,696</b>	<b>9,051,454</b>	<b>9,200,882</b>
<b>ADD</b>					
Amortization	1,168,995	1,168,995	1,168,995	1,168,995	1,168,995
Proceeds on Debt					
<b>Total Additions</b>	<b>1,168,995</b>	<b>1,168,995</b>	<b>1,168,995</b>	<b>1,168,995</b>	<b>1,168,995</b>
<b>DEDUCT</b>					
Principal payments debt	140,564	375,737	376,947	354,734	371,434
Transfers to Reserves	1,122,406	455,913	759,338	650,665	811,635
Acquisitions of tangible capital assets	8,281,516	6,124,700	10,006,000	13,007,134	11,218,567
<b>Total Deductions</b>	<b>9,544,486</b>	<b>6,956,350</b>	<b>11,142,285</b>	<b>14,012,533</b>	<b>12,401,636</b>
<b>Financial Plan Balance: Surplus (Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Appendix B

**DISTRICT OF UCLUELET****Bylaw No. 1308, 2022**

A Bylaw for the Levying of Taxation Rates for Municipal, Debt, Regional Library, Regional Hospital, and Regional District Purposes for the year 2022

---

**WHEREAS** Section 197 of the *Community Charter* requires that a Council must adopt a bylaw to impose rates on all taxable land and improvements for the current year;

**NOW THEREFORE** the Council of the District of Ucluelet, in open meeting assembled, enacts as follows:

**Title**

1. This bylaw may be cited for all purposes as "**District of Ucluelet Annual Tax Rates Bylaw No. 1308, 2022**".

**Enactment**

2. The following taxes rates are hereby imposed and levied for the year 2022:
  - I. General Municipal Purposes - For all lawful General Municipal purposes of the municipality on the value of land and improvements taxable for general municipal purposes, rates appearing in Column I of Schedule "A" attached hereto and forming a part of this bylaw.
  - II. Regional District Purposes - For purposes of the Regional District of Alberni-Clayoquot on the value of land and improvements taxable for regional district purposes, rates appearing in Column II of Schedule "A" attached hereto and forming a part of this bylaw.
  - III. Regional Hospital District - For Hospital purposes on the value of land and improvements taxable for regional hospital district purposes, rates appearing in Column III of Schedule "A" attached hereto and forming a part of this bylaw.
  - IV. Library - For Library purposes on the value of land and improvements taxable for regional library purposes, rates appearing in Column IV of Schedule "A", attached hereto and forming a part of this bylaw.

**Effective Date**

- 3. The aforementioned rates and taxes shall be considered to have been imposed on and from the first day of January 2022.

**Terms of Payment and Penalties**

- 4. The aforementioned rates and taxes shall be due and payable on July 4, 2022 at the municipal office of the District of Ucluelet, at Ucluelet in the Province of British Columbia.
- 5. There shall be added to the unpaid taxes levied for the year 2022, in respect of each parcel of land and improvements thereon on the real property tax roll, ten percent (10%) of the amount unpaid as of the fifth day of July 2022.

**READ A FIRST TIME** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

**READ A SECOND TIME** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

**READ A THIRD TIME** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

**CERTIFIED CORRECT;** " District of Ucluelet Annual Tax Rates Bylaw No. 1308, 2022".

---

Mayco Noël  
Mayor

---

Paula Mason  
Deputy Corporate Officer

**THE CORPORATE SEAL** of the District of Ucluelet was hereto affixed in the presence of:

---

Paula Mason  
Deputy Corporate Officer

**Schedule "A"**  
**"District of Ucluelet Annual Tax Rates Bylaw No. 1308, 2022"**

		<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
<b>Class</b>	<b>Class Name</b>	<b>General Municipal</b>	<b>Regional District of Alberni Clayoquot</b>	<b>Regional Hospital District</b>	<b>Library</b>
1	Residential	2.441588	0.3581	0.1473	0.0907
2	Utilities	38.5141	1.2534	0.5156	1.4859
3	Supportive Housing	2.441588	0.3581	0.1473	0.0907
4	Major Industry	0.0000	1.2175	0.5008	0.00000
5	Light Industry	10.93131	1.2175	0.5008	0.4061
6	Commercial	9.985744	.8773	0.3609	0.3710
7	Managed Forest Lands	0.0000	1.0743	0.4419	0.00000
8	Recreational	8.768100	0.3581	0.1473	0.3257



# Potential Property Tax Impact

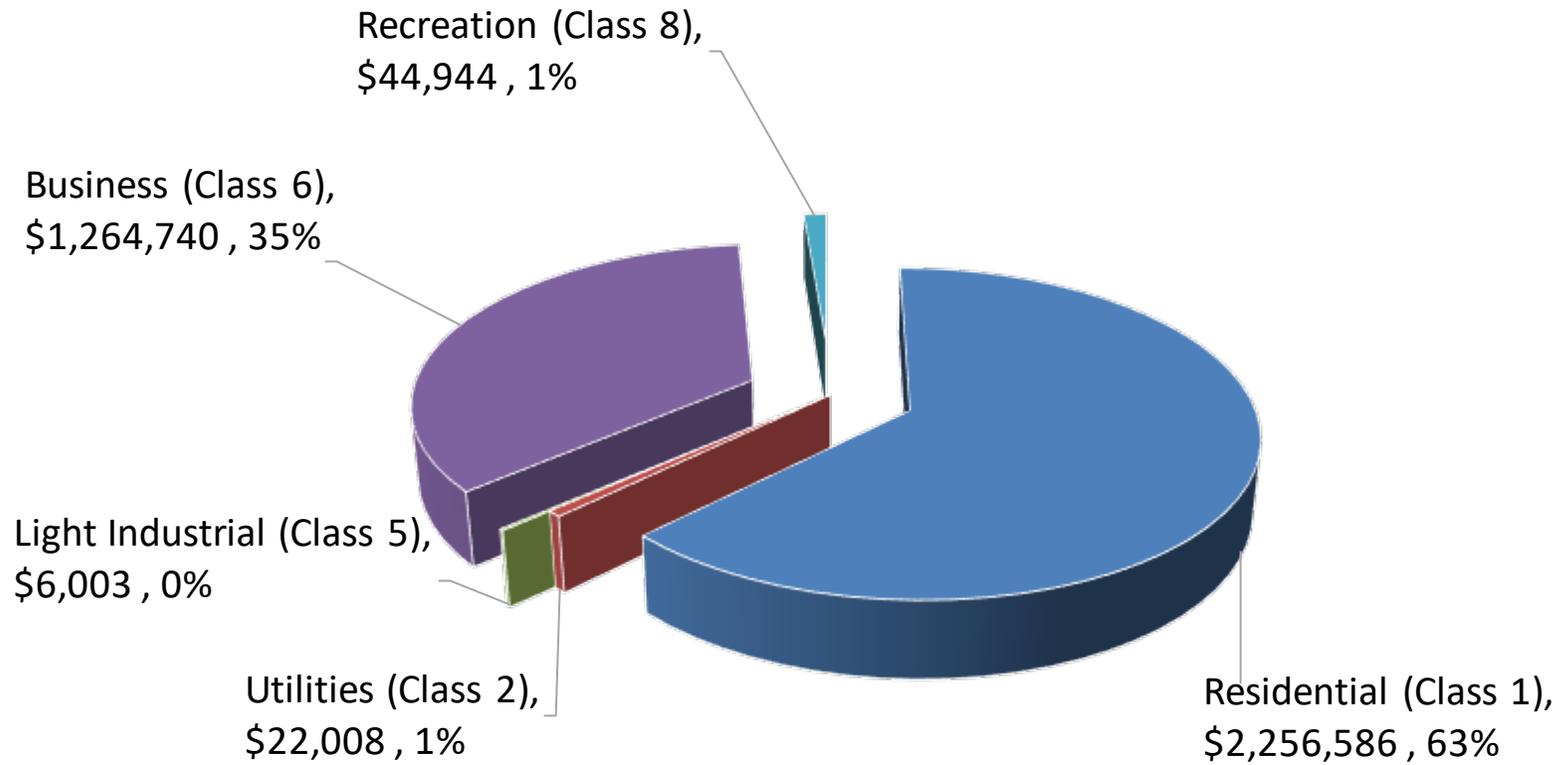
## (Including 3% for Water Filtration Project)

Municipal property taxes for a representative property	2022	2022	2022 property tax increase on representative property		
	Average Market Value Assessment	Average Property Tax Levy			
Res: Single Family	725,758	\$ 1,772.00	\$ 175.00	<del>11.06%</del>	10.96%
1. Residential	613,014	\$ 1,496.73	\$ 161.73	<del>12.39%</del>	12.11%
5. Light. Ind.	183,067	\$ 2,001.16	\$ 198.16	<del>11.09%</del>	10.99%
6. Business	307,790	\$ 3,073.51	\$ 303.51	<del>11.06%</del>	10.96%

The most important factor is not how much your assessed value has changed, but how your assessed value has changed *relative to the average change for your property class. 2022 average for single family homes in Ucluelet is 43%.*



### 2022 PRELIMINARY PROPERTY TAX LEVY BY PROPERTY CLASS



Total 2022 Levy: \$3,594,281



## REPORT TO COUNCIL

Council Meeting: April 12, 2022  
 500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** PAULA MASON, MANAGER OF CORPORATE SERVICES **FILE NO:** 3900-25  
**SUBJECT:** ADOPTION OF ELECTIONS AND ASSENT VOTING BYLAW NO. 1305, 2022 **REPORT NO:** 22- 48  
**ATTACHMENT(S):** ELECTIONS AND ASSENT VOTING BYLAW NO. 1305, 2022

**RECOMMENDATION(S):**

**THAT** Council rescind third reading of Elections and Assent Voting Bylaw No. 1305, 2022.

**THAT** Council give third reading to Elections and Assent Voting Bylaw No. 1305, 2022 as amended.

**THAT** Council adopt the Elections and Assent Voting Bylaw No. 1305, 2022.

**BACKGROUND:**

The purpose of this report is to present for Council’s consideration the adoption of the District of Ucluelet Elections and Assent Voting Bylaw No. 1305, 2022 (the “Bylaw”).

On March 29, 2022 Council gave first, second and third readings to the bylaw. Since that meeting the following typo has been noted. Currently Section 9 (b) reads “recruit, appoint and train any other presiding election officials and **electd** officials that are needed to run the election on voting days.” It should read ““recruit, appoint and train any other presiding election officials and **election** officials that are needed to run the election on voting days.”

As a result, staff are requesting that Council rescind third reading, approve the revision, and give the bylaw third reading as amended. Council will then be in a position to adopt the Bylaw.

**ANALYSIS OF OPTIONS:**

Part 3 of the *Local Government Act* governs how municipal elections are run, however local governments are responsible for adopting bylaws that will govern particular aspects of the actual election, such as the manner for resolving ties, whether to allow mail-in ballots, and other administrative details. The attached, revised bylaw provides a document that shows the choices the District of Ucluelet when given these various options. It also provides a set of administrative decisions that our current Chief Election Officer and Deputy Chief Election Officers can follow.

<b>A</b>	Give the bylaw third reading as amended	<u>Pros</u>	<ul style="list-style-type: none"> <li>• Where there’s an option given to local government, the preferred choice will now be clear, giving election officers and officials a defined set of guidelines to follow</li> <li>• Opting to not charge a nomination deposit will minimize additional duties being put on the finance team</li> </ul>
----------	---	-------------	--

	and adopt the bylaw.	<ul style="list-style-type: none"> <li>• Having the nomination documents available for viewing on our website, will increase the ability of the public to inspect them and will minimize large numbers of people having to physically visit the municipal office</li> <li>• Giving the CEO/DCEO the authority to carry out the administrative duties of the election as needed will ensure preparations are conducted in a smooth/timely manner</li> <li>• Specifying provisions related to permitted signage ahead of time ensures that candidates, members of the public and staff are aware of campaign/advertising regulations</li> <li>• Deciding ahead of time to have a tie vote decided by lot following judicial recount, saves the District a large amount financially, if a runoff election had to be held instead to decide the results of the tie</li> </ul>	
	<u>Cons</u>	<ul style="list-style-type: none"> <li>• If provincial legislation is changed prior to 2026, the bylaw will need to be amended accordingly</li> </ul>	
	<u>Implications</u>	<ul style="list-style-type: none"> <li>• Time spent gathering regulations to include in training packages for election officials will be reduced as many of the guidelines will now be in one document</li> <li>• Time spent familiarizing candidates on allowable election campaigning and signage using the bylaw, will reduce the requirements on bylaw enforcement</li> </ul>	
B	Do not proceed with adoption of the bylaw at this time.	<u>Pros</u>	<ul style="list-style-type: none"> <li>• No further work is needed at this time</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>• Less direction available to election staff</li> <li>• Less accessibility for members of the public to inspect documents</li> <li>• Less awareness of legislative guidelines around acceptable election signage/campaigning</li> <li>• Potential for a having to run another election if a tie vote went to judicial recount and we did not have a bylaw specifying that it is to be resolved by lot</li> <li>• Lack of consistency with the <i>Local Government Act</i></li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>• Huge financial implications if a runoff election was required (advertising, printing of ballots, remuneration of election officials etc.)</li> </ul>
		<u>Suggested Motion</u>	No further action is required.

**POLICY OR LEGISLATIVE IMPACTS:**

[Section 56 \(2\) \(a\)](#) of the LGA requires that bylaws applying to the conduct of the 2022 general local election be adopted by July 4, 2022.

**NEXT STEPS**

- If adopted, the District of Ucluelet website would be updated, and both nomination packages and election officials training packages will be prepared with the new bylaw included.
- Our requirement to have a bylaw, that is consistent with the *Local Government Act*, in place by July 4, 2022 will have been met.

**Respectfully submitted:** PAULA MASON, MANAGER OF CORPORATE SERVICES  
DUANE LAWRENCE, CAO

**DISTRICT OF UCLUELET****Bylaw No. 1305, 2022**

A Bylaw to provide for the determination of various procedures for the conduct of elections and assent voting.

---

**WHEREAS** under the *Local Government Act*, Council may, by bylaw, determine various procedures and requirements to be applied to the conduct of elections and assent voting;

**AND WHEREAS** Council wishes to establish voting procedures and requirements under that authority;

**NOW THEREFORE** the Council of the District of Ucluelet, in open meeting assembled, enacts as follows:

**1. CITATION**

This Bylaw may be cited for all purposes as the "District of Ucluelet Election and Assent Voting Bylaw No. 1305, 2022."

**2. MINIMUM NUMBERS OF NOMINATORS**

As authorized under Section 86 of the *Local Government Act*, the minimum number of qualified nominators required to make a nomination for office as a member of Council shall be 2, unless otherwise specified by bylaw.

**3. NOMINATION DEPOSITS**

No nomination deposit is required upon submission of nomination documents.

**4. ACCESS TO NOMINATION DOCUMENTS**

As authorized under Section 89(7) of the *Local Government Act*, public access to nomination documents will be provided at the District of Ucluelet Municipal Office, 200 Main Street, Ucluelet, during regular business hours and electronically via the internet, as soon as practicable after the time of delivery to the Chief Election Officer, until 30 days following the declaration of election results.

**5. ELECTOR REGISTRATION**

As authorized under Section 76 of the *Local Government Act*, for all elections and assent voting the most current available Provincial list of voters prepared under the *Election Act*, shall form the register of resident electors and shall become the register of electors on the 52<sup>nd</sup> day prior to general voting day.

**6. GENERAL LOCAL ELECTION**

As required under Section 52 of the *Local Government Act*, elections for the mayor and councillors must be held:

- (a) in the year 2014 and in every 4<sup>th</sup> year after that; and

(b) on the 3<sup>rd</sup> Saturday of October in the year of the election.

## 7. BY-ELECTION

As required under Section 54 of the *Local Government Act*, an election must be held to fill a vacancy in an elected local government office, unless the vacancy occurs after June 1<sup>st</sup> in the year of a general election.

## 8. ASSENT VOTING

Assent voting opportunities must be held in accordance with Part 4 the *Local Government Act*.

## 9. AUTHORITY

In addition to the powers as authorized in Sections 58 and 59 and all other relevant Sections of the *Local Government Act* and the *Local Elections Campaign Financing Act*, the Chief Election Officer shall be authorized to:

- a) establish additional general voting opportunities for general voting day and designate voting places for both general voting day and the required advance voting opportunities; and
- b) recruit, appoint and train any other presiding election officials and election officials that are needed to run the election on voting days.

## 10. ADVANCE VOTING

As required under Sections 107 (1) and (2) of the *Local Government Act*, an advance voting opportunity, for elections and assent voting, must be held on the tenth day before general voting day. Voting hours must be from 8 a.m. to 8 p.m. A second advance voting opportunity will not be held. As soon as practicable after the declaration of an election by voting, the Chief Election Officer must designate voting places for the required advance voting opportunities and must give notice in accordance with Section 107 (5) of the *Local Government Act*.

## 11. VOTER IDENTIFICATION

1. To be registered as a resident elector of a municipality or electoral area, a person must meet the requirements as set out under Section 65 (1) of the *Local Government Act*, on the day of registration.
2. To be registered as a non-resident property elector of a municipality or electoral area, a person must meet the requirements as set out under Section 66 of the *Local Government Act*, on the day of registration.

## 12. MAIL BALLOT VOTING

Mail ballot voting will not be offered within the District of Ucluelet.

### 13. ORDER OF NAMES ON BALLOT

The order of names of candidates on the ballot will be determined by lot, in accordance with Section 117 of the *Local Government Act*.

### 14. SCRUTINEERS

As authorized under Section 120 (3) of the *Local Government Act* the number of scrutineers for each candidate that may attend at an election is one (1) scrutineer for each ballot box in use at a voting place. As authorized under Section 181 of the *Local Government Act*, which may be amended from time to time, for assent voting, the number of scrutineers for the question and the number of scrutineers against the question that may attend at the voting place is (1) scrutineer.

### 15. SIGNAGE

Notwithstanding Bylaw No. 1060, 2007, the following provisions shall apply:

1. No Political Signs shall be placed:
  - (a) on a highway meridian, traffic circle or roundabouts, or in a Park;
  - (b) on or in civic buildings owned or leased by the District of Ucluelet such as municipal hall, libraries, fire halls, museums, or similar facilities;
  - (c) on any tree, planter, utility pole, waste receptacle, newspaper box, or mailbox located on District-owned land; or
  - (d) within 1 metre of a fire hydrant.
2. As required under Section 163 (4)(c) of the *Local Government Act*, a person must not post, display, or distribute election advertising, or any material that identifies a candidate or elector organization, unless this is done with the authorization of the Chief Election Officer, at or within 100 metres of a building, structure or other place where voting procedures are being conducted at the time.
3. As required under Section 234 (1) of the *Election Act*, during a campaign period, an individual or organization must not post, display or disseminate in or within 100 metres of the building where the office of the district electoral officer is located
  - (a) campaign period election advertising, or
  - (b) any material that identifies a candidate, registered political party or registered constituency association, unless this is done with the authorization of the district electoral officer.
4. Political signs must comply with provisions of the *Local Government Act*, *Local Elections Campaign Financing Act*, *Elections Act*, *Motor Vehicle Act*, *Transportation Act*, and any other applicable Provincial or Federal statutes, orders or regulations relating thereto.
5. Political signs must not be displayed more than 30 days prior to the General Voting Day, by-election, or assent voting, and are to be removed by the next business day after the conclusion of General Voting Day, by-election, or assent voting.

### 16. PROCEDURES AFTER CLOSE ON VOTING DAY

In accordance with Division 14 of the *Local Government Act*, the following provisions shall apply:

1. The counting of the votes on ballots used for general voting is to be conducted at the voting place where the ballot boxes containing them are located, unless the Chief Election Officer directs that the counting is to take place at another location.
2. A presiding election official and at least one other election official must be present while counting proceedings are being conducted.
3. The counting of the votes on ballots for an election must be conducted by the presiding election official or by other election officials under the supervision of the presiding election official.
4. The procedures for the counting and handling of the votes must be followed as required under Division 14 – Sections 133 through Sections 147 inclusive - of the *Local Government Act*.
5. Before 4 p.m. on the fourth day following the close of general voting, the Chief Election Officer must declare the results of the election as determined under Section 145 of the *Local Government Act*.

#### 17. RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT

In the event of a tie vote after a judicial recount, the results will be determined by lot, in accordance with Section 151 of the *Local Government Act*.

#### 18. EFFECTIVE DATE

This bylaw shall come into force and effect upon the date of adoption.

#### 19. SEVERABILITY

If any part, Section, sub-section, clause of this bylaw for any reason is held to be invalid by the decisions of a Court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remaining portions of this bylaw.

#### 20. REPEALS

The District of Ucluelet “Election and Assent Voting Bylaw No. 1231, 2018” and all amendments are hereby repealed.

**READ A FIRST TIME** this 29th day of **March, 2022**.

**READ A SECOND TIME** this 29th day of **March, 2022**.

**READ A THIRD TIME** this 29th day of **March, 2022**.

**THIRD READING RESCINDED** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**READ A THIRD TIME AS AMENDED** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

CERTIFIED A TRUE AND CORRECT COPY of "District of Ucluelet Election and Assent Voting Bylaw No. 1305, 2022".

---

Mayco Noël  
Mayor

---

Paula Mason  
Deputy Corporate Officer

**THE CORPORATE SEAL** of the District of Ucluelet was hereto affixed in the presence of:

---

Paula Mason  
Deputy Corporate Officer





## REPORT TO COUNCIL

Council Meeting: April 12, 2022

500 Matterson Drive, Ucluelet, BC V0R 3A0

---

<b>FROM:</b>	ABBY FORTUNE, DIRECTOR OF PARKS & RECREATION	<b>FILE NO:</b> 6240-20
<b>SUBJECT:</b>	AMPHITRITE POINT PARK PROJECT FUNDING	<b>REPORT NO:</b> 22- 31
<b>ATTACHMENT(S):</b>	AMPHITRITE HOUSE COST ANALYSIS	

---

### RECOMMENDATION(S):

**THAT** Council direct staff to remove the landscaping component from the Amphitrite Point Park Project; and,

**THAT** Council direct staff to amend the 2022-2026 capital budget to include an additional allocation of \$331,230 from the Resort Municipality Initiative funds for total project cost of \$1,692,000 for the Amphitrite Point Park Project; and,

**THAT** Council direct staff to proceed with the issuance of a request for proposal for the completion of the Amphitrite House project.

### BACKGROUND:

The District of Ucluelet has been working on the redevelopment of the former Lightkeeper's Residence. The intent is to maintain the iconic look and feel of the Lighthouses of the past, with an updated functional space for the future. The renovation/rebuild of the existing structure is a key component of the proposed upgrades, which includes exterior improvements such as a wrap-around deck, outdoor amphitheater, accessible pathways, and upgraded water and sanitary services.

The initial project budget was \$1,360,800 funded through the Investing in Canada Infrastructure Program – Recreation Stream and RMI fund. In the Five-Year Financial Plan (2022-2026), presented to Council on February 24, 2022, a total cost estimate of \$1.9M was proposed. An updated Class B estimate for construction costs and professional services now reflects a total cost of \$2.1M. This increase is reflective of the current market conditions and supply change challenges which are impacting construction projects across the island and BC. The estimate was based on retaining the existing foundation and constructing a new main floor with no basement improvements as presented in the July 2021 options report.

### ANALYSIS OF OPTIONS

In consideration of the increased costs estimates Staff is recommending Council give consideration to splitting the project into two phases, house and landscaping, which would reduce the total project budget by \$408,000. Phase one would include the lighthouse residence and minor landscaping totalling \$1,692,000. Phase two would include the major landscaping works totalling \$248,000 and be considered in a future year. Staff evaluated the impacts of delaying the landscaping and determined that the postponement of the landscaping works would have limited impact on the management and use of the site.

If Council supports the recommendation, an additional \$331,320 of RMI funding would be required to be allocated for a total budget of \$ 1,692,000. Staff received notification from RMI that the District will be receiving an additional \$241,255 performance boost in RMI funding, from 2021. The District has also received an additional \$100,000 annually in the future base funding which can be used to fund the budget shortfall. Staff have contacted the Province regarding the RMI fund and are in the process of confirming that the additional allocation to the project will be supported.

The second option that is available is to fully fund the \$2.1-million-dollar project as reflected in the Class B estimate of March 2022. There would be a funding shortfall of \$739,200 which would require additional funds to be allocated from a combination of RMI and Barkley Community Forest (BCF) funds. Staff have reviewed the available funds within the RMI program and determined that an additional \$400,000 be required from BCF and \$339,200 would be required from RMI in order to fund the entire project.

A third option would be to significantly reducing the scope of the project to meet the existing budget. This would require reworking the designs removing key components such as a second washroom, internal stairs, café build-in, downsizing the deck and substantially reducing the amount of the landscaping. This option would have a high probability of compromising the versatility of the building and site and is not recommended.

A	Approve additional RMI Funds and proceed with the phase 1.	<u>Pros</u>	<ul style="list-style-type: none"> <li>Funds are currently available within the RMI (tbc).</li> <li>Upon confirmation of funding an RFP can be issued to move into the construction phase of the project.</li> <li>Lightkeeper's house retains the intended look, feel and versatility.</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>RMI funds will be reduced and will not be available to be used for other tourism projects.</li> <li>RMI funds will need to be confirmed by the funder.</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>No additional staff or consultant time is required to move the project forward.</li> <li>An additional \$331,320 of RMI funds is required.</li> </ul>
B	Class B estimate full project	<u>Pros</u>	<ul style="list-style-type: none"> <li>The project would move forward as outlined in the Class B Estimate.</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>The District of Ucluelet currently does not have allocated funds for the full Class B estimate as recently laid out for a project cost of \$2.1 million.</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>An additional \$339,200 would be required from RMI to fund the project.</li> <li>An additional \$400,000 would be required from BCF to fund the project.</li> </ul>
		<u>Suggested Motion</u>	<p><b>THAT</b> Council direct staff to retain the full scope of the Amphitrite Point Park project.</p> <p><b>THAT</b> Council direct staff to amend the 2022-2026 capital budget to include an additional allocation of \$739,200 from a combination of Barkley Community Forest Reserve \$400,000 and Resort</p>





**Amphitrite House Cost Analysis**  
**Cost Analysis**  
**03-Mar-22**

Item	Description	Feasibility Study	Budget to Council July 2021	Class C Cost Estimate August 8 2021	Heatherbrae (Class C) September 23, 2021	Heatherbrae (Class B) February 28, 2022	Value Engineering Items March 1, 2022	Value Engineering Descriptions March 3, 2022	Value Engineering Total Adjustment March 3, 2022
1	Site Preparation and Hazardous Material Remediation	\$18,000	\$20,000	\$20,000	\$20,000	\$21,600			\$21,600
2	Building Demolition	-	\$30,000	\$60,000	\$46,700	\$34,900			\$34,900
	Building Misc Detailed Excavation and Backfill					\$14,400			\$14,400
<b>3</b>	<b>Building Renovations Total</b>	<b>\$571,000</b>	<b>\$741,000</b>	<b>\$1,342,400</b>	<b>\$614,300</b>	<b>\$436,700</b>			<b>\$436,700</b>
3.1	Substructure			\$13,600	included in 3.0	included in 3.0			
3.2	Structure- Lower Floor			\$1,900	included in 3.0	included in 3.0			
3.3	Structure- Upper Floor			\$134,600	included in 3.0	included in 3.0			
3.4	Structure- Stairs			\$2,500	included in 3.0	included in 3.0			
3.5	Structure- Roof			\$53,600	included in 3.0	included in 3.0			
3.6	Exterior Enclosure			\$393,400	\$94,200	included in 3.0			
3.7	Partitions & Doors			\$69,500	\$72,000	included in 3.0			
3.8	Finishes			\$98,000	\$48,100	included in 3.0			
3.9	Fittings and Equipment			\$36,600	\$16,900	included in 3.0			
3.10	Mechanical			\$162,500	\$115,600	\$122,300			\$122,300
3.11	Electrical			\$145,500	\$62,400	\$62,600	\$12,000	Remove exterior lower path lights	\$50,600
3.12	General Requirements			\$230,700	included in 3.0	below			
4	Civil Servicing	\$30,000	\$43,000	\$43,000	\$43,000	\$145,530	\$27,500	Remove manhole and reduce civil and landscape repairs	\$118,030
	Civil- Remove Existing Septic tank and Field					\$16,500			\$16,500
	BC Hydro Service	\$0	\$0	\$0	\$0	\$96,930			\$96,930
5	Landscape	\$293,550	\$316,000	\$300,800	\$492,300	\$276,500	\$20,200	Change to seed and reduce planting	\$256,300
6	Wraparound Deck	\$49,450	\$95,000	included in building	\$46,700	\$51,000	\$16,500	Change railing	\$34,500
7	General Requirement and GC Fee			\$79,000	\$264,900	\$275,900			\$275,900
	<b>Subtotal construction costs</b>	<b>\$962,000</b>	<b>\$1,245,000</b>	<b>\$1,845,200</b>	<b>\$1,527,900</b>	<b>\$1,554,860</b>			<b>\$1,478,660</b>
7	10% Contingency	\$226,800	\$249,000	\$184,520		\$155,486			\$147,866
8	3% Escalation Contingency			\$59,500					
9	Drawing Development and Escalation Contingency (15%)				\$229,185				
	<b>Total Construction Costs</b>	<b>\$1,188,800</b>	<b>\$1,494,000</b>	<b>\$2,089,220</b>	<b>\$1,757,085</b>	<b>\$1,710,346</b>			<b>\$1,626,526</b>
10	Professional Fees	\$157,000	\$337,000	\$337,000	\$337,000	\$337,000			\$337,000
11	Pre Construction Services and Construction Management				\$173,464	\$176,035			\$176,035
12	Grand Opening/Other	\$15,000							
	<b>Total with Contingency and Soft Costs</b>	<b>\$1,360,800</b>	<b>\$1,831,000</b>	<b>\$2,426,220</b>	<b>\$2,267,549</b>	<b>\$2,223,381</b>			<b>\$2,139,561</b>
	Percent Increase from Previous Milestone		35%	33%	-7%	-2%			-4%
	Price Variance from Previous Milestone		\$470,200.00	\$595,220.00	-\$158,671.00	-\$44,168.00			-\$83,820.00
	Price Variance from Grant Application		\$470,200.00	\$1,065,420.00	\$906,749.00	\$862,581.00			\$778,761.00
	Costs per sf (Based on total floor area of top floor 1235sf)		\$600.00	\$1,086.00	\$497.41	\$353.60			\$353.60
	<b>District Max Budget = \$1,900,000.00 as of February 2022</b>								
	Value Engineering Required as of February 2022					-\$323,381.00			-\$239,561.00



## REPORT TO COUNCIL

Council Meeting: April 12, 2022

500 Matterson Drive, Ucluelet, BC V0R 3A0

---

<b>FROM:</b>	PAULA MASON	<b>FILE NO:</b> 0320-20
<b>SUBJECT:</b>	CARE NETWORK PROPOSAL FOR COMPREHENSIVE ANIMAL RELATED SERVICES	<b>REPORT NO:</b> 22-49
<b>ATTACHMENT(S):</b>	N/A	

---

### RECOMMENDATION(S):

**THAT** Council approve Option A, to direct staff to write a letter of support to ACRD asking that they consider CARE Network's proposal to establish a regional West Coast animal kennelling service; and further,

**THAT** Council direct staff to write letters of support on behalf of the CARE Network for use in any grant applications they chose to submit.

### BACKGROUND:

On March 12, 2019 the CARE Network participated as a Delegation seeking Council's support in establishing a regional animal shelter that could potentially serve all the communities in our region. As published in the agenda for that meeting, James Rodgers, co-founder of the CARE Network, specifically requested a letter of support that would be included in the organization's application to the ACRD to lease space at CYAZ. Council directed staff to prepare a report for the next Council meeting, providing more information on the District's current services, facilities and costs.

The report, brought to Council on March 26, 2019, described the District of Ucluelet's existing in-house dog kennel, complete with heat, an outdoor run and an attached storage shed. It listed the formal Animal Control training District Bylaw Enforcement staff had taken and spoke to the fact that with the existing facilities/staffing readily available, an in-house approach was more financially responsible and manageable. It also noted that regional animal shelters and animal control services are frequently provided by Regional Districts. The report recommended that a business case for operating a regional shelter should be developed, and it should be clarified whether the ACRD or member municipalities would be asked to contribute to the operating costs, and if so, at what cost? The outcome of the March 2019 discussion was Council directing Staff to write a letter of support for the CARE Network to bring to the West Coast Committee on March 27, 2019.

On March 27, 2019, Mr. Rodgers participated in the West Coast Committee board meeting, providing an overview of the CARE Network's role, but more specifically focusing on the request to lease the land at the Long Beach airport. A 3-year lease was negotiated at a cost of \$200 plus GST/month for Lot K, but no further support for the overall project was either requested or seemed to come out of the meeting.

In June 2021, the CARE Network presented a proposal to the District of Ucluelet Council by way of a delegation, asking that the "District of Ucluelet budget \$18,850 in 2022, and for each of the subsequent four years, with an annual increase of 2%, for animal services provided by CARE Network." The services being offered for the \$18,000 were kennelling stray & abandoned animals, voluntary compliance patrols,

stray cat management, dog & cat licensing program, rehoming animals as needed, and being the primary contact for animal situations/calls in the District. Following the presentation, Council asked staff to provide a report regarding direct Revenue versus Expenses from the District's licensing program.

Licensing Revenue totals per year are as follows:

2019 - \$2,416  
 2020 - \$1,800  
 2021 - \$2,307  
 2022 to date \$1.450

The District's cost for dog tags is approximately \$120/year. Administrative/Regulatory Expenses such as renewal notices, bylaw patrols and other animal-control related bylaw duties are included in expenses that are already a part of ongoing municipal operations.

In February 2022 Council awarded \$5,000 to the CARE Network through the Grant In Aid program, specifically to fund the Stray Cat Management project in Ucluelet.

In early March 2022, staff engaged with James Rodgers, co-founder, to discuss in detail both the historical and current needs/requests of the CARE Network to ensure a clear understanding of the proposal. It was the suggestion of staff, that if all local communities are currently availing of the CARE Network's services in one way or another as described in the above-mentioned proposals, perhaps a more regional approach to annual funding is in order. Mr. Rodgers advised that he recently inquired with the ACRD's General Manager of Community Services, Jenny Brunn, with regards to next steps in establishing a new regional service, under the ACRD's management.

With this approach in mind, Mr. Rodgers presented a revised proposal to Council at the March 29, 2022 Regular Council meeting. The services now being offered for just slightly more than the previous \$18,000 (\$19,239 to be exact) are primarily Animal Kennelling Services with the related costs being specified as Staff Costs (wages, training, housing), Specialized Equipment (cages, catcher pole, net gun), Vehicle Costs (fuel, insurance, maintenance) and Facility Costs (lease, utilities, insurance).

The additional Value-Added Services included at no charge include Animal Handling Support for Bylaw Team - as resources allow, 'After-hours' Animal Handling & Kennelling Support – as resources allow, Stray Cat Management, Dog & Cat Licensing Support, Rehoming Animals as Needed, and Bylaw Development Support. The proposal outlined the CARE Network's current requests as:

1. Provide a letter of support, to the Alberni Clayoquot Regional District Board, encouraging them to consider CARE Network's proposal to establish a west coast animal kennelling service (possibly a 2-to-3-year process),
2. Sign a Memorandum of Understanding with the other communities in the region to support this critical service until it can be established through ACRD taxation, and
3. Allocate the necessary annual funds in the interim for the District of Ucluelet's share of the regional cost of animal kennelling as per CARE Network's proposal.

**Discussion:**

As was the case in March 2019 when Council provided a letter of support to CARE Network for submission to the ACRD as well as the CBT's Vital Grant, and again in August 2019 when Council provided a letter of support to the CARE Network's BC Rural Dividend Grant application, staff recommend that Council continue to provide support to the CARE Network by way of issuing another letter of support for use in establishing a regional service under the management of the ACRD.

With regard to Council allocating the necessary annual funds in the interim for the District of Ucluelet's "share" of the CARE Network's estimated regional cost for animal kennelling, equipment, staff wages, and vehicle & facility costs, these items are currently included in the District's operational budget on an ongoing, annual basis, however the District's staff are also responsible for other non-animal control related duties. As mentioned earlier, the District of Ucluelet currently has a heated kennel on premises that is available for temporary, overnight guests. If an animal requires care for more than just overnight, it is then transferred to Port Alberni SPCA. The animal is kept there for four days, while awaiting contact from its owner. When contact is made, the owner is responsible for all costs associated with the care of the animal from the time it was brought to the SPCA. There is a specific kennel at the Alberni SPCA branch that is dedicated to Ucluelet bylaw staff, should an animal need to be brought in after hours. If no contact is made with the animal's owner by the end of the fourth day, or if the owner decides to forfeit the animal, the SPCA obtains possession of said animal and proceeds with fostering, rehoming, or transferring depending on the situation. At that point in time the District is billed for the costs of the first four days. This is approximately \$50/day kennelling fee (including food), and a one-time \$50 fee for vaccine/flea/worming. This means on the rare occasion an animal is brought to the Alberni SPCA for a full four-night stay without being claimed, the District's costs would be \$250 plus approximately \$170 in staff wages and fuel. This happened once in 2021. As part of the existing relationship between the District of Ucluelet and the Alberni SPCA, is the development of potential upcoming outreach for low-income community members and when available, help with animal food to homes in need. The SPCA is also looking at extending low income spay/neuter for cats, with proof of income required, in the near future.

According to their most recent report, in 2021 the CARE Network provided aid to 118 animals within the District of Ucluelet. Of these, 13 were dogs, 66 were cats, 31 were wild animals and 8 were other animals (such as chickens). According to Mr. Rodgers' records, 95% of all calls were from local citizens.

Although Staff have requested a further breakdown of the calls the CARE Network responded to in 2021/2022, there has been no number provided as of yet to define how many calls resulted in more than one night in care, or how many animals were transported out of town for further care. It is the experience of the District's Bylaw department, that most of the calls related to the type of domestic animals a municipality typically responds to, are based around reuniting animals that are roaming, with their owners.

Of the 30 animal-control related calls District of Ucluelet Bylaw has responded to since August 2021, only one of them required transfer to the SPCA. Until a proper breakdown of the CARE Network's numbers becomes available, staff are recommending using a 1:30 ratio as a guide to determine how many animals would have needed to be transferred to the SPCA if the calls in 2021 from CARE Network had also gone through the District's Bylaw department. Excluding the 31 Wild Animals included in the CARE Network's numbers, in 2021 it would have been approximately 3 cases. This means that the District would have incurred an approximate total potential cost of 4 animals x \$420 = \$2,100 over the course of 2021 that SPCA could have billed us for, assuming the animals were left unclaimed and stayed a full four days in kennelling. Existing annual licensing revenue would appear to be enough to cover these costs, meaning there is no additional cost to the municipality.

With regard to Wild Animals, it is the District of Ucluelet's practise to refer community members to WildSafeBC between March and December. Residents are also advised to contact the Conservation Officer Service 24/7 via telephone or via their online form, especially during the 3-4 month between December and March. Conservation officers are skilled in all areas of wild animal control and have many resources at their fingertips.

When considering engaging any kennelling service provider, the District would require confirmation of the following:

- Veterinary services at the facility Although the CARE Network transfers animals in need to a vet when they need care, there are no vet services at the Long Beach location. This is an important consideration for example, in the case of District Bylaw staff picking up a roaming dog, that gets claimed by their owner 48 hours later. If the dog is kept overnight by the municipality, it is the only animal in the kennel at any given time. If it was transferred to the Alberni SPCA, it is immediately vaccinated to protect it against Parvo, kennel cough etc. as part of its intake to the kennel. This ensures that when an owner comes to claim their pet, it does not return home with a communicable canine disease. As the CARE Network generally has more than one animal in its kennel facility, often including animals that have not yet been vaccinated, transferring a pet to their facility increases the risk of it contracting a communicable canine disease, unless it is vaccinated upon intake.
- Specific Animal Control / Dangerous Dog Certification Although Mr. Rodgers is now a bylaw enforcement officer, he has confirmed that neither himself nor his staff have taken any formal animal control or dangerous dog training to date. This creates a liability for the District when transferring animals into the care of an untrained third party.
- Facility Standards Section 4 of the Prevention of Cruelty to Animals Act, Cattery And Kennel Regulation, recognizes the Code of Practice for Canadian Kennel Operations, Third Edition, as produced by the Canadian Veterinary Medical Association in 2018, as the generally accepted management practices. The Codes of Practice document includes areas such as housing, ventilation, food and water, care and supervision, record-keeping, behavioural needs, socialization, and transportation. Prior to providing funding or utilizing the CARE Network's facilities, the District must have verification that the facility meets the basic standards as set out in the act.
- Insurance Coverage According to MIABC, if someone's pet, temporarily in the care of the municipality, was harmed in some way the District's existing municipal insurance provides the necessary insurance coverage. If the District of Ucluelet was to remove an animal from the care of a resident or was holding an animal until their owner was located, and then transferred the animal to a third-party kennelling service whereupon the animal was harmed in their care, the District of Ucluelet could still be held liable for damages.

#### ANALYSIS OF OPTIONS

It is the recommendation of staff that until such time as the CARE Network can:

- a) provide verification that their facility meets the standards as prescribed in the Code of Practice for Canadian Kennel Operations, and
- b) verify that staff have the certifications required to properly handle a variety of animal-control situations including dangerous dogs, and
- c) ensure that all animals entering the facility are vaccinated upon intake to prevent against communicable canine diseases such as Parvo and kennel cough,

the District of Ucluelet should not consider using the services being offered due to liability exposure. Additionally, if Council wishes to pursue a new third party animal-kennelling service, the Procurement and Disposal policy requires that after defining exactly what services are to be put out to tender, quotations from certified suppliers would need to be reviewed before a supplier is chosen.

In order to be considered, potential service suppliers would need to demonstrate that they meet the requirements set out above. This process ensures accountability for service providers and provides for a process to verify if a facility meets required standards for care, licensing, insurance, and appropriate staffing/certification.

In **Option A**, Staff recommend that Council continue to provide letters of support to the CARE Network team as needed, urging them to reach out to the ACRD to consider establishing animal kennelling as a regional service. As our community continues to grow, there most certainly will become a greater need for further animal related resources in our community. If the avenue of regional services being investigated is successful, residents who regularly call on the CARE Network for assistance, will have a direct means to help fund the service.

**Option B** provides Council the opportunity to continue to evaluate and provide annual funding to a non-profit volunteer organization through the existing Grant in Aid program. Staff recommend that the CARE Network should continue to apply to the municipality annually through the Grants in Aid contributions program, which will provide Council with an avenue to continue to support special projects as they see fit, such as the recently funded Stray Cat Management program. As Mr. Rodgers recently confirmed that the organization does not currently have any active grant applications submitted, Staff would recommend that Council encourage the CARE Network to continue applying for grant funding to help with operating costs and assistance in keeping the services currently being offered on the West Coast afloat, until such time as a regional animal kennelling service is established.

**Option C** consists of Council not proceeding with any course of action at this time and animal control services continuing as currently provided by the municipality.

<b>A</b>	Provide a letter of support to the CARE Network for use in establishing a regional service through ACRD	<u>Pros</u>	<ul style="list-style-type: none"> <li>Provides tangible support for a local volunteer organization</li> <li>Assists in supporting the establishment of a regional animal kenneling service</li> <li>Providing a letter of support only, shows the desire for an affordable regional animal control service</li> <li>Ensures no additional costs are incurred for Ucluelet's municipality or taxpayers at this time, ensures financial responsibility</li> <li>Ucluelet's current service and process meets all legal responsibilities for the care of impounded animals</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>Does not provide CARE Network everything they are asking for</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>Potentially increases animal-related call volume to the municipal bylaw department if CARE Network is unable to continue volunteering in our area</li> </ul>
<b>B</b>	Fund the organization through the annual Grant in Aid program	<u>Pros</u>	<ul style="list-style-type: none"> <li>Provides the CARE Network with an avenue to receive funding each year in support of specific projects within their program</li> <li>Encourages CARE Network to continue applying for funding through external Grant funders, as this is already a requirement of the Grant in Aid application process</li> <li>Shows support for volunteer efforts in our region</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>Requires the CARE Network to submit an annual application for funding</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>Limited funds are available through the Grant in Aid program and each year the amount of financial aid being sought increases</li> </ul>
		<u>Suggested Motion</u>	THAT Council approve option B, to direct Staff to issue a letter encouraging the CARE network to continue to submit grant-in-aid requests to the District through the annual grant-in-aid program.
<b>C</b>		<u>Pros</u>	<ul style="list-style-type: none"> <li>No further actions would be required</li> </ul>

Continue with the existing services as provided by the municipality.		<ul style="list-style-type: none"> <li>• Current services meet all legal requirements for the care of impounded animals</li> </ul>
	<b><u>Cons</u></b>	<ul style="list-style-type: none"> <li>• A lack of support by means of a letter for the CARE Network for use with the ACRD could hinder the establishment of a regional service.</li> <li>• The CARE network could cease providing animal care services in the region.</li> </ul>
	<b><u>Implications</u></b>	<ul style="list-style-type: none"> <li>• Increased call volumes to Bylaw to deal with animal complaints.</li> </ul>
	<b><u>Suggested Motion</u></b>	No motion is required.

**NEXT STEPS**

- If Option A is the approved course of action, staff will provide CARE Network with a letter of support for use in establishing a regional animal kennelling service.
- If Option B is the chosen course of action, staff will issue a letter encouraging the CARE network to continue to submit grant-in-aid requests to the District through the annual grant-in-aid program.
- If Option C is Council's preference, no further steps will be taken.

**Respectfully submitted:** Paula Mason, Manager of Corporate Services  
Duane Lawrence, CAO

**From:** [Patricia Sieber](#)  
**To:** [Community Input Mailbox](#); [Info Ucluelet](#)  
**Subject:** Notes from meeting of Ucluelet Concerned citizens - March 21, 2022  
**Date:** March 24, 2022 10:51:22 PM

---

**[External]**

To the Mayor and Council - District of Ucluelet:

On March 21, 2022, at 7:00pm, 21 citizens met with the Mayor and Councillor Rachelle Cole to discuss concerns surrounding the Village Green Proposal. This letter seeks to inform councillors who could not attend this meeting of some of the key points discussed.

Our purpose was to explore the history of the project and ways in which public input has shaped or not shaped this project. We also wanted to determine just where the community should proceed from this point.

I, Patricia Sieber, chaired this meeting and attempted to show the progress from December 2019 to the present. Barb Forrest and Rina Vigneault made written notes of the discussions. I have summarized those notes and along with my memory they should help you understand our concerns.

Sadly technology problems prevented me from showing all of the council meetings at which the Project had been discussed. My review of You Tube recordings of the meetings revealed some notable patterns:

- On August 17, 2021 when the motion was made to award the contract for formal design,
- On November 23, 2021, when the design was presented to council
- On December 14, 2021 when Jan Draeseke presented her concerns to Council

At all of these meetings there were no questions from Council members with the exception, that on November 23, 2021 Councillor Hoar questioned the number of parking spaces that would be lost. Bruce Greig, the District Planner replied only 9. His answer went unchallenged.

On February 22, 2022 it was once again pointed out by a group of concerned citizens that the Parking in front of the Crow's Nest plus many other spaces would be converted into green space under the proposal. The Council entered into a discussion. After a recess a motion was passed to exclude the front of the Crow's Nest parking spaces from the proposal. No other spaces were mentioned in this motion.

From the reports submitted to council by Mr. Greig we questioned several items.

- We do not have the sticky notes from Dec. 2019 or a report of the findings from that forum. There are scattered through some meetings, references to ideas gleaned from the forum. The idea of a Pedestrian Friendly space was identified. In the directions Mr. Greig suggested be given to the designer with the awarding of the contract there is the quote:
  - - "Fronting the district's office, this small green space is currently disconnected from the nearby ocean inlet by an excess of roadway and parking

We are puzzled as to when "Pedestrian Friendly" became a problem of excessive parking and

now needed to be vehicle free?

Again we question an item in the agenda package for the Feb. 22,2022 meeting, contained in Bruce Greig's summary of the survey results. He is commenting on the subject of parking.

- The majority of public submissions expressed concern for the loss of parking in the area. This may be in part to some misinformation circulating, that the District would be removing 40 parking spaces. The design currently results in a net loss of 12 on-street parking spaces.

Here we feel he is attempting to discredit the survey results. He has elevated the claims of loss parking spaces and again understated the actual loss. One only has to carefully study the maps to see that more than 12 spaces would be lost. We wish that Council would ask for a clear account of spaces that would no longer be available for parking.

Rina Vigneault asked Mayor Noel to explain how council makes its decisions and who reports to whom?

Mayor Noel made these points:

- - Elected officials make decisions.
- - Council is responsible to you.
- - Public has a say every four years during elections.
- 
- Many expressed frustrations in the process followed for seeking public input:
- Jan Draeseke noted that the zoom meeting with stakeholders limited communication and interactions making it difficult to explain her concerns.
- Bruce Forrest suggested that a more effective way to plan projects would be before money is spent the planner would come to council with ideas regarding large projects such as the village green. The council could then take it to a public meeting, so citizens have input. Council then could go to the planner with what citizens want. Next, the planner could hire architects to draw up plans according to input from the public. Lastly, application for a grant and spending of money would happen after public reports. When the pressure of deadlines for Grant application for projects becomes the major factor the public feels unheard and frustrated at having no input.

Several suggestions to fill in those missing steps were offered:

During the time when an idea for development is first suggested the public could be prompted to have input by:

Barbara Schramm suggested that in the public area being considered for redesign, a display board with the plans could be posted so citizens can envision the proposal.

Rina Vigneault suggested that communication is one of the most important things. After the survey results came in few people were aware of them as they were only on the district website and not published in the paper. She suggested putting a couple of community boards, one at the district office and another at the UCC hall so the district could post the projects that everyone could see, discuss, and give feedback to council. Rina also suggested that prior to the survey and possibly before the contract for design was awarded the parking spots to be affected could have been blocked off for a period so that the public could have a better idea of

the impact.

After the meeting a participant who had been thinking more about public input suggested that a public event such as a barbecue could be held in the area to be developed and the changes could be explained in the actual context. That combined with the idea of physically blocking off parking spaces would be a more powerful way for the vision to be made real.

Many participants took the time to identify what they felt important in the Village green area:

Alex Marshall expressed concerns about the fact that this plan for revitalizing the historic core of Ucluelet could be in any town in BC. There is so much history in this community and the plan does not embrace the history in this community. Instead, it is trying to embrace tourism.

Craig Carter mentioned that people come to Ucluelet because it is unique. Making it into a mono scape is a mistake/ wrong.

Alan Hemsworth said that tourists tell him they like Ucluelet because it looks like a town people live in. Things don't look glitzy, it's livable, has history, people respect the history, and it doesn't look artificial. The playground should not be put off to a later date. The maples and the rhodos were planted for a reason as it is part of the history of Ucluelet. He expressed concerns about moving trees and bushes.

Rachelle Cole said that we are making it prettier, safer and more walkable.

Pat Sieber suggested we go with the things that people love about the village green plan and that we defer parking until we can examine it further. She added that we don't want grant money used for things we just have to live with. Once the parking spots are turned into green space it will be difficult and expensive to turn them back and there would probably not be grant money for that.

Randy Oliwa questioned if the grant money was connected to carbon neutral and that was why we were losing parking spaces. The answer was no, the grant was not specific to carbon reduction.

Many other topics were discussed but I have only included here those relevant to the Village Green Proposal. We realize Grant deadlines are looming so we urge the Council to revisit the ideas of concern while there is still time.

The general feelings were summed up by Margaret Morrison who thanked Mayco and Rachelle for attending. She added that people want to be heard and that we all want to move in the same direction. She also cautioned about being aware of unforeseen consequences if actions are not carefully considered.

These remarks are submitted for your careful consideration.

Patricia Sieber

1058 Helen Road

Phone 726-7202



## Jenn Lounsbury

---

**From:** BIBC <basicincomebc@gmail.com>  
**Sent:** Monday, March 28, 2022 2:42 PM  
**To:** Info Ucluelet; Mayco Noël  
**Subject:** The Case for Basic income for Municipalities - Support for AVICC Resolution R37

### [External]

An email from Councillor Marianne Alto, City of Victoria and Councillor Dale Bass, City of Kamloops From [Basic Income BC](#).

Dear Colleagues,

Given that municipalities are struggling to keep up with the downloaded responsibility of providing essential public and social support services, [Coalition Canada basic income - revenu de base](#) worked with mayors and councillors from across the country to develop the [Case for Basic Income for Municipalities](#) to explain **why a federally-funded basic income guarantee** would be of benefit to municipalities.

Municipalities are on the front line in the struggle to ensure that all their residents can lead a life of dignity, health, and participation in the community. The federal government currently provides income support for families with children and for seniors age 65 and older. What is needed is additional support for those age 18-64. When people have a sufficient income to pay for decent housing, nutritious food, and social participation, there is less strain on municipalities and the services they provide.

On January 27, 2022, the [City of Victoria unanimously passed a resolution](#) calling for the Association of Vancouver Island Coastal Communities (AVICC) to call on the Government of Canada to implement a Guaranteed Livable Basic Income to ensure everyone has sufficient income to meet their needs. It also calls for AVICC to endorse this Resolution, and forward the same to the Union of British Columbia Municipalities (UBCM) for consideration at its annual convention in September 2022.

On January 28, 2022, the City of Victoria reformatted their successful motion and submitted it as a resolution for the AVICC convention in April 2022. **The AVICC Resolutions Committee has endorsed [City of Victoria Resolution R37](#)** (page 51) calling for a federally funded Guaranteed Livable Basic income. Endorsed resolutions will be voted on at their convention in April.

### Please show your support for a federally funded basic income:

1. Share the [Case for Basic Income for Municipalities](#) with your colleagues in other communities and cities across the British Columbia.
2. [Sign your name in support](#) of the Case for Basic Income for Municipalities.
3. Vote in favour of [City of Victoria's AVICC resolution R37](#) (page 51) calling for a Guaranteed Livable Basic Income its convention in April.
4. Vote in favour of a UBCM Resolution calling for a basic income guarantee at their convention in September.
5. [Pass a motion at your Council](#) calling on the Government of Canada to implement a basic Income guarantee and send your motion to UBCM.

Municipalities have an important voice in advocating for a federally funded basic income.

Thank you.

Councillor Marianne Alto, City of Victoria  
Councillor Dale Bass, City of Kamloops



March 28th, 2022

Hon. Adrian Dix, Minister of Health  
 BC Ministry of Health  
 PO Box 9422  
 STN Provincial Government  
 Victoria, BC  
 V8W 9V1

Via email: [HLTH.Minister@gov.bc.ca](mailto:HLTH.Minister@gov.bc.ca)

Dear Minister Dix,

On behalf of the board of directors and membership of the Tofino-Long Beach Chamber of Commerce, I am writing to you with regard to the Tofino General Hospital. Since we last wrote to you in 2019, we have learned that Island Health has prioritized the replacement of the Tofino General Hospital in their top capital project recommendations to your ministry.

We surmise that the task of ranking the health care projects across the province is an arduous and difficult task. However, we cannot stress strongly enough the need for this project to move forward in a timely way. We were also told that even though Island Health has prioritized the project, the process at the provincial level could still result in a waiting period of up to 10 years before a new facility is realized. We wish to bring to your attention that this timeline would cause extreme hardship to the west coast communities served by the Tofino General Hospital and visitors to the area.

These west coast communities include Hot Springs Cove, Ahousaht, Opisaht, Tofino, Ty-Histanis, Esowista, Macoah, Hitacu, Area C of the Alberni-Clayoquot Regional District and Ucluelet. The residents of this area include members of the Hesquiaht, Ahousaht, Tla-o-qui-aht, Toquaht and Yuułu?ił?ath First Nations.

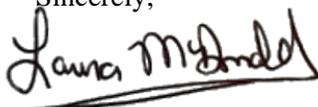
As described in the attached Vital: The Case for Renewing Tofino General Hospital document (also attached) that the Tofino General Hospital Foundation produced in 2019, the current facility was built over half a century ago to service a regional population of 400. Since TGH was constructed in 1954, the population of the region has grown to close to 10,000 and visitation levels have reached 600,000 people per year (2018 statistics). The current facility in its current state simply cannot handle the load it is being asked to bear for another decade. To quote directly from the Vital document: "The staff at Tofino General Hospital are professional, compassionate and dedicated to caring for our communities. However, their work is challenged by significant barriers – unsuitable spaces and crumbling infrastructure – that impede their efforts to provide the best possible care".

We know that in the event of a serious emergency, as we saw in 2015 during a major boating accident, this facility is woefully inadequate. And according to the 2015 Asset Detail Report for Tofino General Hospital, the facility "will likely suffer serious damage or collapse during a severe earthquake". Just when the area would need it most, the hospital would be unusable. Not only does this present an unacceptable threat to the local population, it is even more difficult to invite visitors in such numbers to a region that does not have adequate emergency health facilities.

The Tofino General Hospital Foundation is in the process of assisting Island Health staff with determining a suitable potential location for a new facility on the existing grounds. We also offer our assistance in whatever way we can help. We urge you to assist our community in moving this project forward with all possible haste for the safety of local residents and the hundreds of thousands of visitors that come to the west coast area each year.

We look forward to hearing from you.

Sincerely,

A handwritten signature in black ink that reads "Laura McDonald". The signature is written in a cursive style and is underlined with a single horizontal line.

Laura McDonald, President

cc: Hon. Josie Osborne, MLA Mid-Island-Pacific Rim  
Mayor Dan Law and council, District of Tofino  
Mayor Mayco Noel and council, District of Ucluelet  
Chief Moses Martin and council, Tla-o-qui-aht First Nation  
Chief Joshua Charleson and council, Hesquiaht First Nation  
Chief Greg Louie and council, Ahousaht First Nation  
Chief Charles McCarthy and council, Yuułu?ił?ath First Nation  
Chief Anne Mack and council, Toquaht First Nation  
Westerly News  
Ha-shilth-Sa Newspaper  
Gord Johns, MP Courtenay-Alberni

Box 521, Tofino British Columbia V0R 2Z0 Tel: 250.725.3153

E-mail: [info@tofinochamber.org](mailto:info@tofinochamber.org) [www.tofinochamber.org](http://www.tofinochamber.org)

Since 1929



# vital

The Case for Renewing  
Tofino General Hospital

June 2019



## TIMELINE

- 1952** *Tofino Hospital destroyed by fire, but is rebuilt with community support from the Ahousaht band, local residents and businesses.*
- 1954** *Tofino General Hospital opens, serving a population of 400*
- 1964** *Highway 4 - a gravel road - connects Tofino to the rest of the Island*
- 1970** *Pacific Rim National Park created*
- 1982** *First whale watching company opens in Tofino*
- 2015** *TGH experiences a Code Orange (massive casualties) after a whale watching boat sinks*
- 2017** *Visitors exceed 600,000 per year*
- 2018** *Traditional First Nations cleansing ceremony held at TGH, a first for medical facilities on the Island*
- TODAY** *Tofino General Hospital Foundation begins the process for a new concept plan for TGH*

# THE VITAL HEART OF THE COAST

Since 1954, the Tofino General Hospital (TGH) has provided communities along the west coast of Vancouver Island with exceptional medical care. Generations have grown up relying on the doctors and nurses of this hospital.

Over the past six decades, the local population served by TGH has grown and changed dramatically, with a seasonal 'surge' of visitors. Our approach to health care has also evolved, while at the same time our relationship with local First Nations communities has continued to grow.

With limited upgrades and modifications, our hospital has tried to keep pace with these changes. However, the facility increasingly struggles to meet the needs of our region and is not designed to incorporate current best practices in health care. In fact, the aging building may suffer catastrophic damage during an earthquake - putting the entire community at risk.

The world has changed a great deal since the building of the Tofino General Hospital, over half a century ago. Today, we must start laying the groundwork for medical facilities that will better serve our communities now - and for generations to come.



# THE CHANGING WEST COAST

In 1954, the Tofino General Hospital was built to serve a population of only 400 people, most of whom worked in the fishing and logging industries. The establishment of the hospital provided a central spot for health care in this small, close-knit community that was geographically isolated from the rest of the Island.

Fast forward to 2018: the west coast is now a world-class tourist destination with people arriving from all over the globe to surf, kayak, whale watch and explore the area's pristine beaches and forests. The thriving tourism industry has created significant seasonal pressures that the current hospital is unable to meet. With more than one million visitors each year, along with the accompanying swell of seasonal workers, the hospital is faced with a higher volume of visits in summer, as well as an increase in injuries from recreational accidents. But the current facility lacks the capacity to support these 'surges' of patients.

The west coast's year-round population also continues to grow as the economy diversifies away from traditional natural resource industries, and more people choose to live, work and play in the region we call home. Our approach to health care facilities must respond to this new context.

Renewing Tofino General Hospital Laura McDonald, President, Tofino-long ...

---

## + An Aging Population



The region's fastest growing demographic is the 75+ age group, which will more than double in the next decade. Aging populations often have more complex care needs and require more health care services than the current facilities can provide.

---

+ **As a physician who has lived and worked in Tofino for 32 years, I have seen many changes, most notably an increased population and a huge increase in visitors to the area... the expansion of services to meet the needs of the growing volume of patients cannot be met with the present physical building.**

- Dr. Pam Frazee




---

**+ Since 2013, there has been a 45% increase in Emergency Department visits and a 137% increase in in-patient admissions**

---

## **+ Spaces that work?**

Both insufficient and unsuitable space at the hospital create challenges for patient care. For instance, the Northern Isolation Travel Assistance Program is an important program that brings specialists to see local patients. However, there is no dedicated space for these visiting specialists to assess and treat patients so consultations can only be scheduled outside of peak visitor season.

# EVOLVING CARE

When Tofino General Hospital first opened its doors, in-patient stays were more common and of longer duration. The approach to medicine – and the facilities – were designed to accommodate this type of care.

The way we experience and receive care has changed over time with a shifted emphasis on involving patients in making decisions about their health and treatment. This has led to a more collaborative process where information is carefully explained and discussed. The current TGH facilities were never designed with the spaces to support this modern approach in mind.

The delivery of medical care has also become more component driven, often with decentralized networks of care delivery supported by a central 'hub.' Today, the majority of care centers around the Emergency Department and a variety of outpatient services such as mental health, physiotherapy, diabetes care and laboratory tests. A 'campus of care' is needed, an approach the original architects of the TGH could not have foreseen.

As medical care has evolved, our facility has not. We need a new approach for delivering health care to the region, and new facilities to support this strategy.



# HEALTHY LANDS, HEALTHY PEOPLE

The communities served by Tofino General Hospital sit on the traditional lands of Nuu-chah-nulth First Nations. These First Nations communities were central to the founding of the original hospital itself and continue to play an important role in shaping its future.

Direction from BC First Nations has emphasized the need to adopt a new approach towards transforming healthcare. Grounded in First Nations knowledge and teachings, this approach thinks about health more holistically; shifts investment from acute care to health promotion and disease prevention work; and measures health in a strengths-based and wellness-focused way.

The staff at the Tofino General Hospital are committed to providing culturally appropriate, quality healthcare in partnership with the First Nations. However, the current approach and facilities need to better incorporate these First Nations perspectives and priorities.

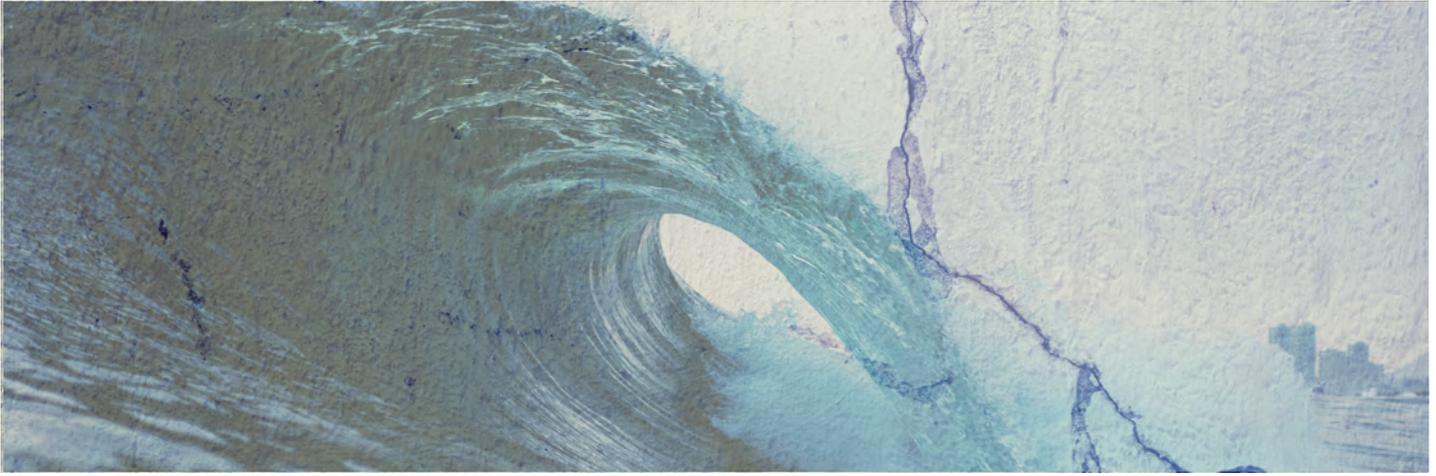
The transformation of the Tofino General Hospital presents a unique opportunity to work as partners with First Nations communities in designing the next step in appropriate health care for the region.

## + Šaahyitsapaquwit

"A place where people go to get well." These Nuu-chah-nulth words for the Tofino General Hospital are written on a banner unveiled in 2018, and celebrate the first ever traditional cleansing of the TGH.

+ **The Tofino General Hospital serves approximately 1,800 First Nations residents, including the Tla-o-qui-aht, Toquaht, Yuułu?iłʔath, Hesquiaht and Ahousaht First Nations.**

**1/3** of the local population identifies as Aboriginal.




---

**+** I dread the result of a significant earthquake on our hospital... a tragedy at a time when a functioning hospital is desperately needed by the community.

- Dr. John M. O'Brien

---

**+** **Odds of a damaging earthquake in the next 50 years: 1 in 3**  
PreparedBC

**The Tofino General Hospital facility will "likely suffer serious damage or collapse during a severe earthquake"**

2015 Asset Detail Report

## **AGING FACILITIES, COMMUNITIES AT RISK**

The staff at Tofino General Hospital are professional, compassionate and dedicated to caring for our communities. However, their work is challenged by significant barriers – unsuitable spaces and crumbling infrastructure – that impede their efforts to provide the best possible care.

Even more importantly, evaluations of the hospital indicate that the building could face potential disaster during an earthquake – just when the people of the west coast need it most. This is particularly alarming given the region's location on the Cascadia Subduction Zone and the inevitability of a massive earthquake in the region.

At an estimated price tag of almost \$30 million to implement seismic upgrades, remove hazardous materials, improve heating, water and air distribution systems and address other structural issues, it no longer makes sense to keep investing in an aging building that struggles to meet the needs of the communities it serves.

Continuing to use the existing building poses a risk to patients – and our communities.



## VITAL NEXT STEPS

For over six decades, the Tofino General Hospital has been a place of healing for the people of the West Coast. Now, we wish to take the first step in a collaborative journey towards a vision of what is possible: new facilities and a new approach to health care.

The Westcoast Wellness Action Group, First Nations communities, local government, businesses and community groups are eager to work with Island Health to develop a concept plan. This document will outline the specifics of the project, ensure community needs are identified and addressed, and determine potential delivery models. The concept plan will chart the map and set the compass towards a better approach to healthcare in our region.

We look forward towards taking the next step: a concept plan for the renewal of the Tofino General Hospital and health care delivery in our region.





**Westcoast Wellness Action Group**

**[westcoastwellnessaction@gmail.com](mailto:westcoastwellnessaction@gmail.com)**



## INFORMATION REPORT

Council Meeting: April 12, 2022

500 Matterson Drive, Ucluelet, BC V0R 3A0

---

**FROM:** ABBY FORTUNE, DIRECTOR OF PARKS & RECREATION

**FILE NO:** 1855-03

**SUBJECT:** TOURISM MASTER PLAN UPDATE PRESENTATION

**REPORT NO:** 22-53

**ATTACHMENT(S):** N/A

---

### PURPOSE

To provide Council with an update presentation from Dan Wilson, Consultant WCS Engagement and Planning, on the Tourism Master Plan for informational purposes.

### BACKGROUND

The presentation includes a review of the plan's purpose, process, priorities, and next steps. The presentation will allow for Council to review the working vision, goals, and the initial high-level strategies.

**Respectfully submitted:** Abby Fortune, Director of Parks & Recreation  
Duane Lawrence, CAO





## INFORMATION REPORT

Council Meeting: April 12, 2022

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING

**FILE NO:** 1290-03 VILLAGE GREEN

**SUBJECT:** UPDATE ON VILLAGE GREEN: MAIN & CEDAR INTERSECTION

**REPORT NO:** 22- 54

**ATTACHMENT(S):** APPENDIX A – 3 PARKING OPTIONS FOR MAIN STREET

APPENDIX B – SKETCH OF POTENTIAL ADDITIONAL PARKING AT ADJACENT CEDAR ROAD PARKING LOT

### PURPOSE

This report is to advise Council on the development of the design work for the Village Green revitalization project – in particular the road alignment, sidewalks and parking areas in the vicinity of the Main Street and Cedar Road intersection.

### BACKGROUND

At its regular meeting held February 22, 2022, Council received an update report on the Village Green revitalization project. At that meeting Council directed staff to *“work with the Village Green consultants to reduce loss of parking in front of the Crow’s Nest building or defer implementation of pedestrian improvements to a future project.”*

### REPORT

The consulting team has revisited the design in the vicinity of the Crow’s Nest building, and has provided the following:

- Deferring pedestrian improvements in front of the Crow’s Nest building is not an option that the design team can support or present to the Ministry of Transportation and Infrastructure.
- Three options for proceeding with the design on Main Street have been explored and an analysis of the benefits and risks of each are presented (see **Table 1** and **Appendix “A”**).
- The second option of completing the pedestrian improvements in front of the Crow’s Nest (displacing 5 parking spaces) but changing to angled parking on the east side of Main Street (adding 3 parking spaces on that side of the street) offers the best balance to reduce the net change to on-street parking in the area, while minimizing the risk of impacting the project goals, timeline and budget.
- The second option has guided the design as it has proceeded to the 95% detailed stage.

Herold Engineering will be available during the Council meeting to provide an overview of the three options that have been explored and their relative pros and cons.

## UCLUELET VILLAGE GREEN UPGRADES | MAIN STREET INTERSECTION &amp; PARKING OPTIONS

	OPTION 1 Existing 70% Design (No Parking at Crows Nest / Intersection)	OPTION 2 Increase Parking Nearby to Crows Nest on Main Street (No Parking at Crows Nest / Intersection)	OPTION 3 Retain Some Parking in front of Crows Nest and Increase Nearby Parking (Modify Intersection to Accommodate)
<b>Safety Considerations</b>	<ul style="list-style-type: none"> <li>Prioritises pedestrian and vehicle safety</li> <li>Possible vehicle pedestrian conflict at southeast corner of intersection (at truck apron)</li> </ul>	<ul style="list-style-type: none"> <li>Prioritises pedestrian and vehicle safety</li> <li>Possible vehicle pedestrian conflict at southeast corner of intersection (at truck apron)</li> <li>Modest compromise to safety by converting parallel parking to angled parking (requiring reverse out)</li> <li>By converting section of parallel parking to angle parking the centre line would have to shift at mid-block.</li> </ul>	<ul style="list-style-type: none"> <li>Possible vehicle conflict from perpendicular parked cars at Crows Nest reversing onto Main Street adjacent to intersection</li> <li>Possible vehicle pedestrian conflict at southeast corner of intersection (at truck apron)</li> <li>Modest compromise to safety by converting parallel parking to angled parking (requiring reverse out)</li> <li>By converting section of parallel parking to angle parking the centre line shifts at mid-block.</li> </ul>
<b>Parking Impacts</b>	<ul style="list-style-type: none"> <li>Displace 5 stalls in front of Crows Nest (no parking directly in front of the building impacting the intersection)</li> </ul>	<ul style="list-style-type: none"> <li>Displace 5 stalls in front of Crows Nest (no parking directly in front of the building impacting the intersection)</li> <li>Gain 2 parking stalls nearby to Crows Nest by converting parking on east side of Main Street to angled parking.</li> </ul>	<ul style="list-style-type: none"> <li>Retain 2 stalls in front of Crows nest</li> <li>Gain 2 parking stalls nearby to Crows Nest by converting parking on east side of Main Street to angled parking.</li> </ul>
<b>Consulting Cost &amp; Considerations</b>	<ul style="list-style-type: none"> <li>No additional design efforts required</li> <li>No additional consultants/costs required</li> <li>(carries forward from 70% existing design)</li> </ul>	<ul style="list-style-type: none"> <li>Modest additional design effort and professional costs required</li> <li>No additional consultants required</li> </ul>	<ul style="list-style-type: none"> <li>Requires additional scope and efforts from existing consulting team</li> <li>May require additional consultants (a qualified traffic engineer to conduct a review of the proposed plan to evaluate safety and provide a recommendation).</li> </ul>
<b>Schedule Considerations</b>	<ul style="list-style-type: none"> <li>No change to design schedule</li> </ul>	<ul style="list-style-type: none"> <li>Modest change to design schedule for revision</li> </ul>	<ul style="list-style-type: none"> <li>Schedule change required for traffic engineering review and recommendation</li> </ul>
<b>MOTI Review</b>	<ul style="list-style-type: none"> <li>Most favourable for MOTI Review process – clearest priority for safety and at the intersection</li> </ul>	<ul style="list-style-type: none"> <li>Most favourable for MOTI Review of Main Street Intersection (same as Option 1)</li> <li>Additional angled parking on the east side of Main Street is less desirable than parallel parking for MOTI standards</li> </ul>	<ul style="list-style-type: none"> <li>Least favourable for MOTI Review process –perpendicular parking on ministry road, near intersection</li> <li>Additional angled parking on the east side of Main Street is less desirable than parallel parking for MOTI standards</li> </ul>
<b>Crows Nest Parking Impacts</b>	<ul style="list-style-type: none"> <li>Highest Impact</li> <li>Parking removed in front of the Crows nest property</li> </ul>	<ul style="list-style-type: none"> <li>High Impact</li> <li>Responds to the request to review the design by increasing parking <i>nearby</i> to the Crows Nest, but not directly in front of the property</li> </ul>	<ul style="list-style-type: none"> <li>Medium Impact</li> <li>Retains 2 (from the original 5) parking stalls at the Crows Nest, and increases nearby parking on Main Street by 2 parking stalls</li> </ul>
<b>Additional Considerations</b>		<ul style="list-style-type: none"> <li>Angled parking on both sides of the street would require reducing the speed limit of Main Street to 30km/h</li> </ul>	<ul style="list-style-type: none"> <li>Angled parking on both sides of the street would require reducing the speed limit of Main Street to 30km/h</li> </ul>

Table 1: Comparison of Options

With the three additional parking spaces achieved by shifting to angled parking on Main Street, the net loss of on-street parking over the project area is 9 spaces.

The third option, which shows two parking stalls retained in front of the Crow's Nest, has not been incorporated into the project design as it is uncertain that this could be certified and receive approval by MoTI. Additional analysis by a traffic engineer would be required, which is outside of the current project scope and budget. If Council wishes to pursue that option staff would obtain costs and seek direction from Council at a future meeting on additional budget. In that scenario staff would recommend that design and tendering of the project not be delayed; rather if any

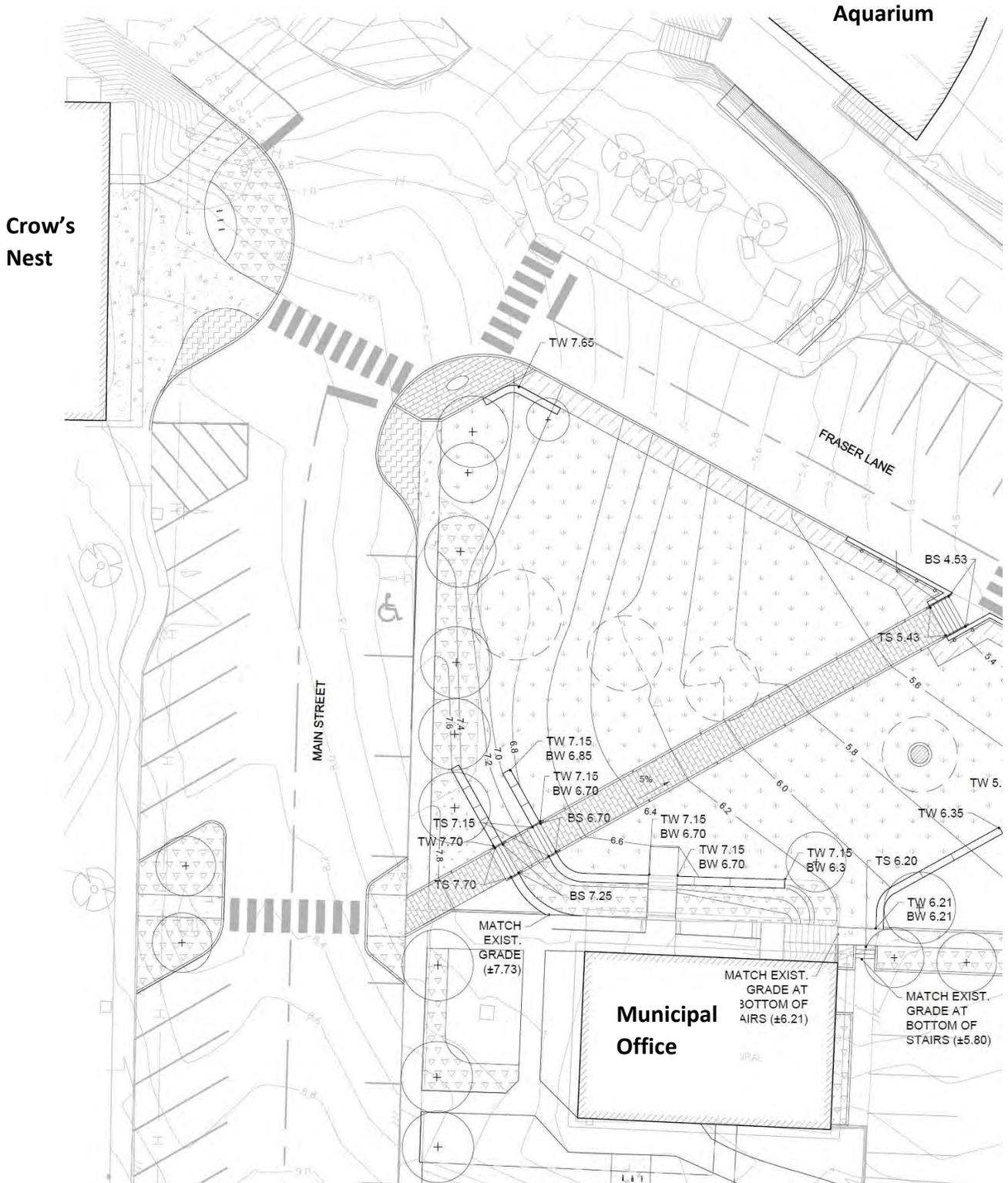
design changes result from those explorations they would need to be authorized at a later date by an approved change order.

To further offset parking in the vicinity, staff have also reviewed the current Cedar Road parking lot configuration. Without expanding the parking area further uphill or needing to construct new access aisles, it appears feasible to add 8 parking spaces on the side closest to Main Street (see **Appendix “B”**). Staff recommend that this be explored further for its feasibility to construct within current operational budgets or as an item for consideration in the 2023 budget. This modest increase in parking spaces would not interfere with a future expansion of the parking on the uphill side of the Cedar Road parking lot.

The Village Green project design is nearing completion and focus is shifting to the preparation of bid documents so that the project can be issued for tender in the coming weeks.

**Respectfully submitted:** Bruce Greig, Director of Community Planning  
Duane Lawrence, CAO

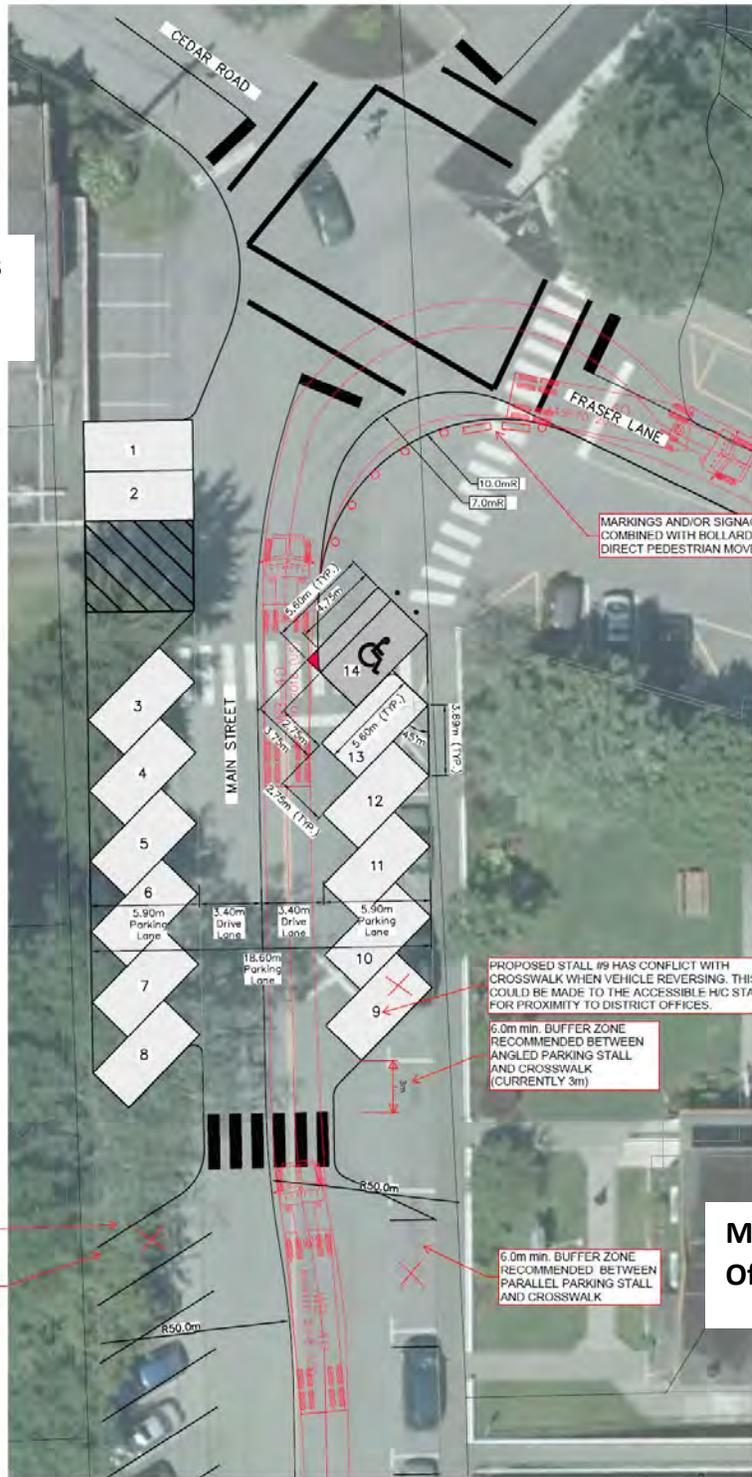
**Option 1: Existing 70% Design**





**Option 3: Retain 2 spaces in front of Crow's Nest**

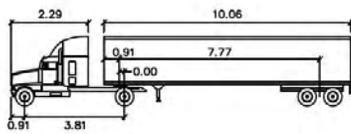
Crow's Nest



4.60m (Typ.)

TYPIC

I



WB-40

meters	
Tractor Width	: 2.44
Trailer Width	: 2.44
Tractor Track	: 2.44
Trailer Track	: 2.44
Lock to Lock Time	: 6.0
Steering Angle	: 20.3
Articulating Angle	: 70.0

**AUTOTURN VEHICLE  
DETAILS**  
NTS

6.0m min. BUFFER ZONE  
RECOMMENDED BETWEEN  
ANGLED PARKING STALL AND  
CROSSWALK

EXISTING STALL HAS CONFLICT  
WITH CROSSWALK WHEN VEHICLE  
REVERSING

PROPOSED STALL #9 HAS CONFLICT WITH  
CROSSWALK WHEN VEHICLE REVERSING. THIS  
COULD BE MADE TO THE ACCESSIBLE H/C STALL  
FOR PROXIMITY TO DISTRICT OFFICES.

6.0m min. BUFFER ZONE  
RECOMMENDED BETWEEN  
ANGLED PARKING STALL  
AND CROSSWALK  
(CURRENTLY 3m)

6.0m min. BUFFER ZONE  
RECOMMENDED BETWEEN  
PARALLEL PARKING STALL  
AND CROSSWALK

Municipal  
Office

1:150 10m



**Appendix B - potential additional spaces (8) in phase 1 of Cedar Parking Hub**  
Update on Village Green: Main & Cedar Intersection Bruce Grieg, Director...





## FOR IMMEDIATE RELEASE

March 29, 2022

### **Alberni-Clayoquot Regional District and First Nations partners successful in grant for West Coast Evacuation Route Plan**

PORT ALBERNI – The Alberni-Clayoquot Regional District (ACRD), Uchucklesaht Tribe, Toquaht Nation, and Huu-ay-aht First Nations are pleased to announce their success in receiving the Union of BC Municipalities grant for the West Coast Region Evacuation Route Plan.

These communities make up the West Coast region of the ACRD. All three are small and isolated communities that rely on each other for support during emergencies. Creating this plan will allow the communities an opportunity to work as a whole in the case of an emergency of any size. This evacuation plan will benefit all West Coast communities, including Yuułuʔiłʔatḥ Government which will participate but is not partnering.

"Having just concluded the evacuation route planning for the Alberni Valley, the importance of planning and sharing a common set of tools and terms will be vital in preparing for emergencies that would require evacuation," explains John Jack, Chair of the ACRD and elected councillor for Huu-ay-aht First Nations. "While the specifics of an incident may change what is needed, the work being done will create the plan that will enable timely and effective adaptation. I look forward to seeing sets of West Coast plans come together so we can have a region-wide set of tools to help enable our preparedness."

The West Coast Evacuation Route Plan will identify alternative evacuation routes and transportation methods. It will also outline resources required for effective evacuation in small and large emergencies, taking into consideration vulnerable populations, choke points, and key locations. It will include evacuation maps compatible with the ACRD's system and identify major and secondary evacuation routes for different scenarios.

"Our communities are unique in many ways as remote villages along the West Coast of Vancouver Island. This presents many potential challenges should an emergency occur," says Toquaht Chief Anne Mack. "We are excited to receive support from UBCM and look forward to working together with the ACRD, Huu-ay-aht, and Uchucklesaht to ensure our members and communities are safer for generations to come."

The evacuation route is essential for these remote communities and working together will help create a plan that will keep the communities safe.

"The remoteness of our community poses many unique and complex challenges when facing evacuation due to the different hazards that could occur in our territory," explains Moses Towell, Resource and



**Alberni-Clayoquot**  
Regional District



**Uchucklesaht**



**huu ayahT**  
ANCIENT SPIRIT  
MODERN MIND

Development Manager for Uchucklesaht Tribe. “It is essential that we all work together to create a solid plan so that when it is needed there is a well-defined support structure that will help to save lives. We are very thankful to be receiving the UBCM funding to facilitate the evacuation route planning that will safeguard all our communities in the regional district.”

The ACRD will be soliciting proposals this spring from contractors to develop the Evacuation Plan, with the project completion expected in March 2023

-30-

For more information, please contact:

Heather Thomson, ACRD Communications Coordinator

250-206-5162

[hthomson@acrd.bc.ca](mailto:hthomson@acrd.bc.ca)



# AROUND THE REGION

## Highlights from the Alberni-Clayoquot Regional District (ACRD) Board of Directors Meetings March 2022

### MARCH 9 MEETING

#### EVACUATION ROUTE PLAN

Vanessa Howard made a presentation to the Board on the ACRD Evacuation Route Plan project. The project was funded through UBCM, and will be utilized by emergency operations centre staff and emergency agencies to plan evacuations in conjunction with the Alberni Valley Emergency Plan.

#### NIC SHARE NEW MISSION STATEMENT

A delegation from North Island College offered an update to the Board on the work they are doing in the region, and how they can work with the ACRD to build healthy and resilient communities. They shared their new mission statement: "Working together, NIC builds healthy and thriving communities one student at a time."

#### ROADSIDE COLLECTION IN RURAL AREAS

The Board approved a motion not to move forward with the roadside collection program for the Alberni Valley Electoral Areas at this time and to remove it from the budget.

#### CLAYOQUOT WILDERNESS RESORT

The Board amended the zoning in order to restrict the location, siting, and density of all campground uses and amenity uses to the existing development, with the exception of upgrades to the cookhouse and lounge structure.

### MARCH 23 MEETING

#### MARKING 10 YEARS OF SERVICE WITH THE ACRD

The Board and the General Manager of Community Services recognized Keith Looker, Maintenance Technician, for 10 years of service with the Region. The Board presented him with a gift to mark the occasion.

#### BROOMBUSTERS UPDATE ON SCOTCH BROOM

The Board heard from a delegation from Broombusters. They explained the impact the invasive species can have on the area, as it smothers and strangles out other species and prevents forest regrowth. The delegation discussed the option of the Board taking action, including removal of broom, sharing information, and passing bylaws to protect the land, water, soil and forest.

#### APPLYING FOR TRAIL GRANT FUNDING

The Board approved motions to apply for funding for \$50,000 from the Federal Active Transportation Fund with Infrastructure Canada to develop a plan for the Log Train Trail and Sproat Lake Trail.

#### FINANCIAL PLAN 2022-2026 ADOPTED

The Board adopted Bylaw F1155, 2022 to 2026 Alberni-Clayoquot Regional District Financial Plan.

#### MARCH 23 - SPECIAL HOSPITAL DISTRICT MEETING FINANCIAL PLAN 2022-2026 ADOPTED

The Board for the Hospital District adopted its budget for the 2022-23 year.

**The Financial Plans can be viewed at [2022 - 2026 Financial Plan \(acrd.bc.ca\)](https://www.acrd.bc.ca)**

### BOARD OF DIRECTORS

**Chair: John Jack**  
Huu-ay-aht First Nations

**Vice-Chair: John McNabb**  
Electoral Area "E" Beaver Creek

**Director Bob Beckett**  
Electoral Area "A" Bamfield

**Director Tanya Shannon**  
Electoral Area "B" Beaufort

**Director Kel Roberts**  
Electoral Area "C" Long Beach

**Director: Penny Cote**  
Electoral Area "D" Sproat Lake

**Director Dianne Bodnar**  
Electoral Area "F" Cherry Creek

**Mayor Sharie Minions**  
City of Port Alberni

**Councillor Ron Corbeil**  
City of Port Alberni

**Councillor Tom Stere**  
District of Tofino

**Councillor Rachelle Cole**  
District of Ucluelet

**Councillor Kirsten Johnsen**  
Toquaht Nation

**Councillor Wilfred Cootes**  
Uchucklesaht Tribe  
Government

**Councillor Alan McCarthy**  
Yuułu?it?at?h Government

### Updated Zoning Bylaw Information Sessions Coming Up

Based on feedback from community members and stakeholders, the ACRD has drafted new updates to the proposed Zoning Bylaw, as of March 2022. Join an upcoming information session to check in with Planning staff:

**Online: April 7 - 4 to 6 pm on Zoom**

**In Person: April 11 - 3:30 to 6:30 pm Sproat Lake Hall and April 12 - 3:30 to 6:30 pm Cherry Creek Hall**

For details and to register for the online session, go to [www.acrd.bc.ca/zbreview](https://www.acrd.bc.ca/zbreview)

If you have any questions, call 250-720-2700 or email [planning@acrd.bc.ca](mailto:planning@acrd.bc.ca)

### UPCOMING MEETINGS

Input on upcoming meetings may be emailed to: [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca)

**West Coast Committee of the Whole** - April 13, 9 am; ACRD Boardroom/Zoom

**Board of Directors** - April 13, 1:30 pm, followed by the Regional Hospital District; ACRD Boardroom/Zoom

**Board of Directors** - April 27, 1:30 pm; ACRD Boardroom/Zoom

Around the Region ACRD Newsletter ACRD Administrative Services

For more information, agendas for meetings, and official minutes from the Board of Director meetings, visit the ACRD Website ([www.acrd.bc.ca](https://www.acrd.bc.ca)) or contact the General Manager of Administrative Services at 250-720-2706 or e-mail [wthomson@acrd.bc.ca](mailto:wthomson@acrd.bc.ca).