



REGULAR MEETING OF COUNCIL
Tuesday, December 10, 2019 @ 2:30 PM
George Fraser Room, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet

AGENDA

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1.	CALL TO ORDER	
2.	ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY Council would like to acknowledge the Yuułu?it?ath First Nations on whose traditional territories the District of Ucluelet operates.	
3.	NOTICE OF VIDEO RECORDING Council would like to advise District of Ucluelet Staff, audience members and delegates that this Council proceeding is being video recorded and the recording will be live streamed or subsequently published on the District of Ucluelet's YouTube channel.	
4.	ADDITIONS TO AGENDA	
5.	APPROVAL OF AGENDA	
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11.3	Councillor Lara Kemps <i>Deputy Mayor April - June 2019</i>	
11.4	Councillor Jennifer Hoar <i>Deputy Mayor July - September 2019</i>	
11.5	Mayor Mayco Noël	
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Donna Monteith, Chief Financial Officer

[L-3 Procurement and Disposal Policy](#)

- 14. OTHER BUSINESS
- 15. QUESTION PERIOD
- 16. CLOSED SESSION

16.1. Procedural Motion to Move In-Camera

THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(g) of the Community Charter.

- 17. ADJOURNMENT

DISTRICT OF UCLUELET
MINUTES OF THE SPECIAL COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Wednesday, November 20, 2019 at 8:30 PM

Present: **Chair:** Mayor Noël
 Council: Councillors Cole, Hoar, Kemps, and McEwen
 Staff: Mark Boysen, Chief Administrative Officer
 Donna Monteith, Chief Financial Officer
 Bruce Greig, Manager of Community Planning
 John Towgood, Planner 1
 Joseph Rotenberg, Manager of Corporate Services
 Nicole Morin, Corporate / Planning Clerk

Regrets:

1. CALL TO ORDER

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

Council acknowledged the Yuułu?iŋ?ath First Nations on whose traditional territories the District of Ucluelet operates.

3. NOTICE OF VIDEO RECORDING

Council advised District of Ucluelet Staff and members of the public that this Council proceeding is being video recorded and the recording will be live streamed or subsequently published on the District of Ucluelet's YouTube channel.

4. ADDITIONS TO AGENDA

4.1 There were no additions to the Agenda.

5. APPROVAL OF AGENDA

5.1 November 20, 2019 Special Council Agenda

2019.001.SPECIAL **It was moved by Councillor McEwen and seconded by Councillor Cole**

That Council approve the November 20, 2019 Special Agenda as presented.

CARRIED.

6. LEGISLATION

6.1 District of Ucluelet Zoning Amendment Bylaw No. 1254, 2019 - 3rd Reading and Council Comment on provincial Cannabis Retail Sales Licence: 1786 Peninsula Road - "Ucluelet Cannabis Co."

Mayor Noël, noted that this is one of the first rezoning applications of

this kind that Council has considered and there may be other retail models that better serve the community. He further noted that there must be a true fit and benefit to the community and he does not see the fit or benefit in this application.

Councillor Cole, stood by the statements she made at the September 18, 2019 Special Council Meeting. She stated that many residents have recommended that Council slow-down, ensure maximum community benefits is obtained, learn from other communities, and do it right the first time. She concluded that she is not comfortable with the application at this time.

Councillor Kemps, stated that she supports cannabis retail sales in Ucluelet but her priority is to ensure that the community receives the appropriate benefit. Councillor Kemps indicated that applications for retail cannabis zoning should address social procurement, living wages and employee benefits.

Councillor McEwen, supported the application. She noted that the Applicant's Liquor and Cannabis Control Board license application is further along than the other Applicants. She also indicated that the proposed location is off of the main drag and relatively private.

Councillor Hoar, noted public concerns regarding Ucluelet's readiness for retail cannabis sales. She noted the lack of local substance abuse counselors and cited concerns heard about the disproportionate effect that increasing access to cannabis will have on the most vulnerable members of Ucluelet's community. She cited community concerns regarding the subject property's location on Larch Road and in particular, youth and senior pedestrian traffic along Larch Road.

2019.002.SPECIAL **It was moved by Councillor McEwen and seconded by Councillor Hoar**

That Council approves recommendation 1 of the report item "District of Ucluelet Zoning Amendment Bylaw No, 1254, 2019 - 3rd Reading and Council comment on provincial Retail Sales Licence: 1786 Peninsula Road - "Ucluelet Cannabis Co." which states:

1. *THAT the "District of Ucluelet Zoning Amendment Bylaw No. 1254, 2019" be given third reading.*

DEFEATED.

2019.003.SPECIAL **It was moved by Councillor Hoar and seconded by Councillor McEwen**

That Council approves recommendation 3 of the report item "District of Ucluelet Zoning Amendment Bylaw No, 1254, 2019 - 3rd Reading and Council comment on provincial Retail Sales Licence: 1786 Peninsula Road - "Ucluelet Cannabis Co." which states:

3. *THAT the Council of the District of Ucluelet, having gathered residents' views in a public hearing, indicate that it would be prepared to pass a resolution of support for the Province to issue a Cannabis Retail Sales licence to the applicant, Andrew Hanson of 1181569 B.C. LTD, dba "Ucluelet Cannabis Co.", with the requested hours of 9am to 11pm seven days per week, subject to adoption of a zoning amendment bylaw to permit cannabis retail sales on the property at 1786 Peninsula Road.*

DEFEATED.

6.2 District of Ucluelet Zoning Amendment Bylaw No. 1257, 2019 - 3rd Reading and Council comment on provincial Cannabis Retail Sales licence: 1685 Peninsula Road - "Green Leaves Cannabis"

Councillor Kemps, noted that she supports cannabis retail sales but does not support this rezoning application at this time. She noted that she supports the location but Council needs to consider a social procurement aspects which are not addressed in this application.

Councillor McEwen, stated that she is willing to support third reading of this bylaw. She indicated that this is the best of the proposed cannabis retail location because of its centrality and siting off of the main drag. Councillor McEwen also noted that the applicant is a pharmacist and therefore has experience distributing controlled substances.

Councillor Cole, stated that she will not be supporting this rezoning application given the community input she has heard. She noted that the proposed site is her preferred cannabis retail locations.

Councillor Hoar, noted that if she had to choose one location, this would be her preferred location. She noted that the community is not ready for a cannabis retail outlet.

Mayor Noël, noted that the applications did not commit to social procurement.

2019.004.SPECIAL It was moved by Councillor Cole and seconded by Councillor Hoar

That Council approves recommendation 1 of the report item "District of Ucluelet Zoning Amendment Bylaw No, 1257, 2019 - 3rd Reading and Council comment on provincial Retail Sales Licence: 1685 Peninsula Road - "Green Leaves Cannabis Co." which states:

1. *THAT the "District of Ucluelet Zoning Amendment Bylaw No. 1257, 2019" be given third reading.*

DEFEATED.

2019.005.SPECIAL **It was moved by Councillor Kemp and seconded by Councillor Hoar**
That Council approves recommendation 3 of the report item "District of Ucluelet Zoning Amendment Bylaw No, 1257, 2019 - 3rd Reading and Council comment on provincial Retail Sales Licence: 1685 Peninsula Road - "Green Leaves Cannabis Co." which states:

3. *THAT the Council of the District of Ucluelet, having gathered residents' views in a public hearing, indicate that it would be prepared to pass a resolution of support for the Province to issue a Cannabis Retail Sales licence to the applicant, Deepthi Sajja of 1193126 B.C. LTD, dba "Green Leaves Cannabis", with the requested hours of 9am to 11pm seven days per week, subject to:*

- a. confirmation that the Province has issued "fit and proper" approval in principle for a Cannabis Retail Sales licence; and,*
- b. adoption of a zoning amendment bylaw to permit cannabis retail sales on the property at 1685 Peninsula Road.*

DEFEATED.

6.3 District of Ucluelet Zoning Amendment Bylaw No. 1255, 2019 - 3rd Reading and Council comment on provincial Cannabis Retail Sales license: 1972 Peninsula Road - "Platinum Cannabis LTD"

Mayor Noël declared a conflict of interest arising from his Brother-In-Law's ownership of the subject property. He recused himself and left the Main Hall at 8:55 P.M.

Councillor Hoar, took issue with the subject property's proximity to the entrance of Ucluelet.

Councillor McEwen, noted that of all of the applications this one had the most letters of support. She further noted that she will not be supporting this particular application.

Councillor Cole, also took issue with the subject property's proximity to the entrance of Ucluelet.

2019.006.SPECIAL **It was moved by Councillor McEwen and seconded by Councillor Hoar**
That Council approves recommendation 1 of the report item "District of Ucluelet Zoning Amendment Bylaw No, 1255, 2019 - 3rd Reading and Council comment on provincial Retail Sales Licence: 1972 Peninsula Road - "Platinum Cannabis Ltd." which states:

1. *THAT the "District of Ucluelet Zoning Amendment Bylaw No. 1255, 2019" be given third reading.*

DEFEATED.

2019.007.SPECIAL **It was moved by Councillor Hoar and seconded by Councillor McEwen**

That Council approves recommendation 3 of the report item "District of Ucluelet Zoning Amendment Bylaw No, 1255, 2019 - 3rd Reading and Council comment on provincial Retail Sales Licence: 1972 Peninsula Road - "Platinum Cannabis Ltd." which states:

3. THAT the Council of the District of Ucluelet, having gathered residents' views in a public hearing, indicate that it would be prepared to pass a resolution of support for the Province to issue a Cannabis Retail Sales licence to the applicant, Charles Philp of Platinum Cannabis Ltd., subject to:

- a. confirmation that the Province has issued "fit and proper" approval in principle for a Cannabis Retail Sales licence; and,*
- b. adoption of a zoning amendment bylaw to permit cannabis retail sales on the property at 1972 Peninsula Road.*

DEFEATED.

7. QUESTION PERIOD

7.1 Mayor Noël returned to the Special Council Meeting after Council dealt with item 6.3.

There were no questions from the public.

8. ADJOURNMENT

8.1 Mayor Noël adjourned the Special Council meeting at 9:00 PM.

CERTIFIED CORRECT: Minutes of the Special Council Meeting held on Wednesday, November 20, 2019 at 8:30 pm in the Main Hall, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

Mayco Noël
Mayor

Mark Boysen
CAO

DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, November 26, 2019 at 4:30 PM

Present: **Chair:** Mayor Noël
 Council: Councillors Cole, Hoar, Kemps, and McEwen
 Staff: Mark Boysen, Chief Administrative Officer
 Joseph Rotenberg, Manager of Corporate Services
 Bruce Greig, Manager of Community Planning
 John Towgood, Planner 1
 Donna Monteith, Chief Financial Officer
 Nicole Morin, Corporate / Planning Clerk
 Brent Ashton, Bylaw Officer

Regrets:

1. CALL TO ORDER

1.1 Mayor Noël called the meeting to order at 4:31 PM.

2. NOTICE OF VIDEO RECORDING

Council advised District of Ucluelet Staff, audience members and delegates that this Council proceeding is being video recorded and the recording will be live streamed or subsequently published on the District of Ucluelet's YouTube channel.

3. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

Council acknowledged the Yuułu?ił?ath First Nations on whose traditional territories the District of Ucluelet operates.

4. ADDITIONS TO AGENDA

4.1 There were no additions to the agenda.

5. APPROVAL OF AGENDA

5.1 November 26, 2019 Regular Agenda

2019-001 **It was moved by Councillor McEwen and seconded by Councillor Hoar**
 THAT Council approve the November 26, 2019 Regular Agenda as presented.
CARRIED.

6. APPROVAL OF MINUTES

6.1 November 12, 2019 Regular Minutes

2019-002

It was moved by Councillor Hoar and seconded by Councillor McEwen

THAT Council approve the November 12, 2019 Regular Minutes as amended.

CARRIED.

7. MAYOR'S ANNOUNCEMENTS

7.1 Royal Canadian Marine Search and Rescue Long Service Awards to David Payne and Brian Congdon

- Brian Congdon and David Payne received Long Service Awards from Council and Paul Cumberland of the Royal Canadian Marine Search and Rescue.

8. PUBLIC INPUT, DELEGATIONS & PETITIONS

8.1 Public Input

- Mike Sajja, resident, requested that Council reconsider their decision to defeat third reading of Zoning Amendment Bylaw No. 1257, 2019 (1685 Peninsula Road). He requested additional time to submit information about social procurement and for Council to delay the submission of Staff's report to the Liquor and Cannabis Regulation Branch (LCRB).

In response, Council indicated that they will not be revisiting their decision regarding Zoning Amendment Bylaw No. 1257, 2019.

- Perry Askounis, resident and the President of Strata 4490, requested that Council consider waiving fees charged to Strata Lot 1 from 2016 to 2018 in relation to a mandatory commercial water meter upgrade.

In response, Council asked if staff were aware of this issue? Mr. Boysen confirmed that Staff are aware of the issue.

Council indicated they will wait for staff to review this issue.

8.2 Delegations

Bill Morrison, North Island College (NIC) Research Grant Application - From Mio

Bill Morrison, Faculty Member at North Island College, led this delegation. He requested a letter of support for a research project

that will focus on the immigration of Japanese to the region. He explained that a high percentage of these immigrants originated from Mio, Wakayama, Japan.

2019.003.REGULAR

It was moved by Councillor McEwen and seconded by Councillor Cole.

THAT Council provides a letter of support for the NIC proposal - From: Mio: Rediscovering Japanese Historiographies for Global Community Building.

CARRIED.

9. CORRESPONDENCE

9.1 SD 70 Ucluelet Secondary School Name Change

Pam Craig, Board Chair, Board of Education for School District 70 (Alberni)

2019-004

It was moved by Councillor McEwen and seconded by Councillor Hoar

THAT Staff distribute by Ukee Mail the letter from School District 70 (Alberni) regarding the proposed name changes of Ucluelet Secondary School and the AW Neill Elementary School.

CARRIED.

2019-005

It was moved by Councillor Cole and seconded by Councillor Hoar

THAT Council provides a letter in opposition to changing the name of Ucluelet Secondary School.

CARRIED.

9.2 LGLA Leadership Forum Registration

2019-006

It was moved by Councillor Hoar and seconded by Councillor McEwen

THAT Councillor Hoar attend the LGLA leadership forum in February 2020.

CARRIED.

9.3 Public Engagement - Old Growth Forest Review

9.4 Duplex - 1641 Holly Crescent and 1639 Holly Crescent

Bruce Greig, Manager of Community Planning, addressed this correspondence. He noted that the writers request rezoning because their duplex is legally non-conforming. He noted that Staff is aware of the issue and would like Council to provide direction as to when and how they would like this and similar issues addressed.

Council recommended taking the issues on as a block.

Mr. Boysen, Chief Administrative Officer, recommended prioritizing this item for discussion during the 2020 Budget process.

10. INFORMATION ITEMS

10.1 Hwy 4 Kennedy Hill Safety Improvements Traffic Interruptions Update

Erin Pomeroy, EAC Project Coordinator

11. COUNCIL COMMITTEE REPORTS

11.1 Councillor Rachelle Cole

Deputy Mayor October - December 2019

- *Nov 21, attended West Coast Community Resource Society Elections*

11.2 Councillor Marilyn McEwen

Deputy Mayor November 2018 - March 2019

- *Nov 23, attended Vancouver Island Regional Library Board Trustee Meeting*

11.3 Councillor Lara Kemps

Deputy Mayor April - June 2019

- *Nov 13, attended Alberni Clayoquot Regional District Coastal Agricultural Roundtable*

11.4 Councillor Jennifer Hoar

Deputy Mayor July - September 2019

- *Nov 13, attended Ucluelet Aquarium AGM*
- *Nov 21, attended Central West Coast Forest Society AGM*

11.5 Mayor Mayco Noël

- *Nov 14, attended Lunch with the Mayor*

12. REPORTS

12.1 Five Year Financial Plan Meeting Schedule (2020-2024)

Donna Monteith

2019-007

It was moved by Councillor McEwen and seconded by Councillor Kemps

THAT Council approve recommendation 1 of the report item, "Five Year Financial Plan Meeting Schedule (2020-2024)" which states:

1. *THAT Council approve the Five-Year Financial Plan Meeting Schedule for the years 2020 to 2024 as presented.*

CARRIED.

12.2 Ucluelet.ca Update
Mark Boysen, Chief Administrative Officer
Verbal Report

Mark Boysen, Chief Administrative Officer, and Joseph Rotenberg, Manager of Corporate Services, highlighted the changes and addition to Ucluelet.ca.

12.3 Community Emergency Preparedness Fund - UVFB Air Management Program Grant
Rick Geddes, Fire Chief

2019-008

It was moved by Councillor Cole and seconded by Councillor Hoar

THAT Council approve recommendations 1 and 2 of report item "Community Emergency Preparedness Fund - UVFB Air Management Program Grant" which state:

1. *THAT Council supports the activities outlined in the District of Ucluelet 2019 grant application to the UBCM Community Emergency Preparedness Fund Volunteer & Composite Fire Departments Equipment & Training Grant.*
2. *THAT Council will provide overall grant management if the District of Ucluelet is awarded the UBCM Community Emergency Preparedness Fund Volunteer & Composite Fire Departments Equipment & Training Grant.*

CARRIED.

12.4 2020 Tourism Tactical Plan
Mark Boysen, Chief Administrative Officer

Denise Stys-Norman presented a slide show about Tourism Ucluelet (TU). Highlights included:

- T.U.'s staffing and funding structure including an expected MRDT funding increase,
- T.U.'s new goals (which are aligned with community goals) and action plan which includes new branding and messaging; and,
- Partnering with the Chamber of Commerce to provide programs like the Ambassador program.

2019-009

It was moved by Councillor McEwen and seconded by Councillor Hoar

THAT Council approve recommendation 1 of the report item "2020 Tourism Ucluelet Tactical Plan" which states:

1. *THAT Council approve Tourism Ucluelet's proposed One-Year Tactical Plan for 2020.*

CARRIED.

12.5 Resolution Tracking - November 2019
Joseph Rotenberg, Manager of Corporate Services

13. LEGISLATION

13.1 Road Closure Bylaw No. 1252, 2019 (985 Peninsula Road) - Adoption

Joseph Rotenberg, Manager of Corporate Services

Bruce Greig, Manager of Community Planning noted a clerical error in the recommended resolution as it should read "Road Closure Bylaw" not "Zoning Amendment Bylaw."

2019-010 **It was moved by Councillor Kemps and seconded by Councillor Hoar**
 THAT Council approve recommendation 1 of report item "Road Closure Bylaw No. 1252, 2019" which states:
 1. *THAT the "District of Ucluelet Zoning Amendment Bylaw No. 1252, 2019" be adopted.*

CARRIED.

2019-011 **It was moved by Councillor Kemps and seconded by Councillor Hoar**
 THAT Council approve recommendation 1 of report item "Road Closure Bylaw No. 1252, 2019 (985 Peninsula) - Adoption" which states:
 1. *THAT the "District of Ucluelet Road Closure Bylaw No. 1252, 2019" be adopted.*

CARRIED.

13.2 Lot 13 Marine Drive - Proposed Affordable Housing **Bruce Greig, Manager of Community Planning**

Bruce Greig, Manager of Community Planning, presented a slideshow. He explained that 33 units and a park are proposed for Lot 13. He also explained that a stream is located on the property which will be protected through a stream enhancement and protection area.

Council Questions and Comments to Mr. Greig:

- What is the proposed mix of rental and freehold units? Mr. Greig noted that this has not been determined.

Andrew McLane, applicant, was invited to speak. He noted that the proposed homes are small, between the size of 400 and 1000 square feet, finished in a style consistent with the West Coast aesthetic and will have a small yard.

Council questions and comments to the applicant:

- Will the units have basements or crawl spaces? The Applicant answered that the site is rocky, but the plan is to include unfinished basement and crawl spaces. Exterior sheds are also planned.

- Will there be somewhere to put a bicycles? The Applicant noted that the park may be suitable for bike storage.
- Council noted the need for strata bylaws. The Applicant agreed that strata bylaws can be registered on title, and be used to regulate onsite maintenance and gardening.
- Council asked about costing for two bedroom? The Applicant answered that his current estimate is in the mid \$200,000 range for a finished and landscaped unit, but BC Housing involvement may further lower the cost of units.

Mr. Greig returned to the slide presentation. Highlights included:

- Lot 13 was part of the Weyerhauser lands;
- It was set aside for affordable housing;
- The associated master development plan defined affordable as 80% of medium income; and,
- An explanation of development cost charges (DCC's) – breaking down how they work in relation to new/replacement infrastructure.

Council questions & comments:

- What can MRDT affordable housing reserve fund be used for? Mr. Greig noted that these funds are earmarked for not-for-profit affordable housing funds and that use of the funds will require an action plan, which requires a housing needs assessment.
- Could we waive property taxes in the event that this development was run by a society or non-profit? Mr. Greig noted that this is possible.
- Council noted concerns about this being a bare land strata. Mr. Greig noted that a bareland strata appeals to developers because it can be more cost effective. He further noted that the standard municipal road or other public infrastructure standards could be varied to accommodate the developers' financial concerns, the underlying reason for applying for developing as a bareland strata.
- Council noted that the DCC pot should be maintained and stressed that this is a time sensitive application.
- Council noted that shifting to 100% medium income is appropriate and waiving DCC's will keep this more affordable. Mr. Greig noted that in theory waiving DCC's can trickle down to result in more affordable housing.

2019-012

It was moved by Councillor McEwen and seconded by Councillor Kemps

THAT Council approves recommendation 1 of report item "Lot 13 Marine Drive - Proposed Affordable Housing" which states:

1. *THAT Council indicate whether it is prepared to support one or more of the following concessions sought by the developer of the proposed 33-unit micro-lot affordable housing development on Lot 13:*

- a. *consider adopting a DCC Cost Reduction and Waiver Bylaw for affordable housing and/or other categories of qualifying development and, if so, direct staff to prepare a draft bylaw and report on funding options for initial consideration and public input; **and/or***
- b. *accept that purchase or rent by households earning the median income or less is deemed as meeting the intent of the District's policies for affordable housing, rather than households earning 80% of median income or less, for this project.*

2019-013

It was moved by Mayor Noël and seconded by Councillor Cole

THAT Council amend recommendation 1 of report item "Lot 13 Marine Drive - Proposed Affordable Housing" as follows:

- 1. *THAT Council indicate whether it is prepared to support one or more of the following concessions sought by the developer of the proposed 33-unit micro-lot affordable housing development on Lot 13:*
 - a. *consider adopting a DCC Cost Reduction and Waiver Bylaw for affordable housing and/or other categories of qualifying development and, if so, direct staff to prepare a draft bylaw and report on funding options for initial consideration and public input; **and/or***
 - b. *accept that purchase or rent by households earning the median income or less is deemed as meeting the intent of the District's policies for affordable housing, rather than households earning 80% of median income or less, for this project.*

CARRIED.

2019-014

It was moved by Mayor Noël and seconded by Councillor Cole

THAT Council approves recommendation 1 of report item "Lot 13 Marine Drive - Proposed Affordable Housing" as amended:

- 1. *THAT Council indicate whether it is prepared to support one or more of the following concessions sought by the developer of the proposed 33-unit micro-lot affordable housing development on Lot 13:*
 - a. *consider adopting a DCC Cost Reduction and Waiver Bylaw for affordable housing and/or other categories of qualifying development and, if so, direct staff to prepare a draft bylaw and report on funding options for initial consideration and public input; **and***
 - b. *accept that purchase or rent by households earning the median income or less is deemed as meeting the intent of the District's policies for affordable housing, rather than households earning 80% of median income or less, for this project.*

CARRIED.

2019-015

It was moved by Councillor Hoar and seconded by Councillor Cole

THAT Council approve recommendation 2 of report item "Lot 13 Marine Drive -

Proposed Affordable Housing" which states:

2. THAT Council direct staff to prepare a zoning amendment bylaw to accommodate the use and density of the proposed affordable housing development on Lot 13, for introduction at a future Council meeting.

CARRIED.

2019-016

It was moved by Councillor Hoar and seconded by Councillor McEwen

THAT Council approve recommendation 3 of the report item "Lot 13 Marine Drive - Proposed Affordable Housing" which states:

3. THAT Council encourage the applicant to provide further detail and / or clarification on the following:

a. the proposed construction method, quality, energy efficiency and exterior materials of the housing units;

b. details of the mechanism and legal instruments which would define and ensure the ongoing affordability of the units, for both rental and ownership models;

c. detailed landscape preservation and stream corridor mitigation plans; and,

d. analysis of servicing requirements and potential efficiencies with municipal utility networks and for connections through the site.

CARRIED.

14. OTHER BUSINESS

There was no other business

15. QUESTION PERIOD

- Mike Sajja – resident, noted that the November 20, 2019 Public Hearing was his first time before Council. In response, Council noted that they brought all the cannabis retail applications to the same point the process so the could be considered at the same time.

16. ADJOURNMENT

16.1 Mayor Noël adjourned the meeting at 6:42 PM.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, November 26, 2019 at 4:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Mayco Noël
Mayor

Mark Boysen
CAO



DISTRICT OF UCLUELET

Request to Appear as a Delegation

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

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

Please arrive 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.

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.

November 19, 2019



Dear Mayor and Council,

I would like to invite the District of Ucluelet to create a Ucluelet Community Fund by making an initial contribution its annual budgeting process.

As the regional community foundation, the Clayoquot Biosphere Trust (CBT) would be honoured to work with you to provide a lasting legacy from the recent community forest activity. Establishing a "community chest" could be an efficient and effective way to dedicate a portion of the earnings in the short-term with the goal to enrich the District of Ucluelet in perpetuity. You have a unique opportunity to create an ongoing source of revenue for local projects and initiatives now and into the future.

A community fund is a type of open endowment fund that pools donations from the municipality, individuals and corporations. People may choose to donate to the fund in honour of or in memory of community members. There is also a role for a community fund in disaster response. As we rally together, a community fund will be recognized by those who wish to assist from near and far, and can provide a source of long-term support for recovery and rebuilding. If you are interested in learning more about the role of philanthropy in emergency response I encourage you read [When Disaster Strikes](#), a report from Community Foundations of Canada.

With an initial contribution budgeted, the mechanics of establishing a community fund are straight forward and there is little ongoing administration required by the District of Ucluelet. Initially Council would determine how much the District would like to contribute. The CBT and District complete a "deed of gift" to document the new endowment fund and transfer the funds. The CBT would then set up the Ucluelet Community Fund within our pool of endowment funds. The District would receive annual statements and can request updates as needed. Donors can contribute online via the CBT's [current campaigns](#) and [donation portal](#). For investment purposes, your funds are pooled with all CBT-held funds and invested in a socially-responsible, conservative portfolio. Each year, the District could utilize the income generated to support the annual Grants-in-Aid program or other critical needs in the community.

I have enclosed additional information about community funds. I would be happy to discuss and answer your questions at any time. Thank you for considering a partnership with the CBT. I see this as a great opportunity to work together.

Sincerely,

A handwritten signature in black ink that reads "Rebecca Hurwitz".

Rebecca Hurwitz
Executive Director

PO Box 67, 316 Main Street, Tofino BC Canada V0R 2Z0
T 250.725.2219 F 250.725.2384

clayoquotbiosphere.org

Community Foundation and Community Fund

Community foundation or geographic-based community fund? What is the best solution for our community?



COMMUNITY FOUNDATIONS OF CANADA
 FONDATEURS COMMUNAUTAIRES DU CANADA
 all for community. ensemble pour tous.

What is the Difference Between a Foundation and Fund?

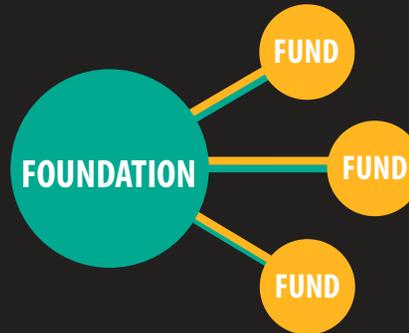
Community Foundation

A non-profit corporation registered as a public foundation with the Canada Revenue Agency.

Governed by a Board of Directors.

Responsible for financial records and reporting, tax filing and audit, administrative infrastructure and resources, investment management, granting administration, organizing joint meetings, entering into fund agreements with donors.

Has liability for all activities and volunteers.



Community Fund (geographic-based)

A component of a Community Foundation that may or may not be a separate legal entity.

Run by a local Advisory Committee in liaison with the Community Foundation board and support from Community Foundation staff. Adheres to the Community Foundation's policies and practices.

May or may not implement own application process; provides grant recommendations to the Community Foundation.

There can be multiple geographically-based Community Funds partnered with one Community Foundation.

How Does a Foundation and Fund Work Together?



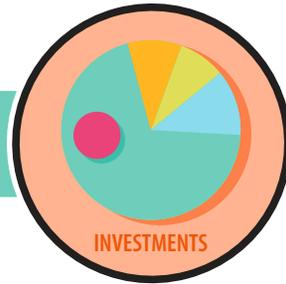
1 COMMUNITY FUND COMMITTEE

A committee of local citizens works with a partner Community Foundation to establish the Community Fund.



2 DONOR

Anyone can be a donor and contribute a gift, small or large, to a Community Foundation designated for their community.



3 INVESTMENT

Community Fund gifts are stewarded by the Community Foundation and added to its investment pool. Income is used to make grants.



4 RECOMMENDATIONS

The Community Fund assesses funding priorities and applications from community organizations that are qualified donees. Recommendations are made to the Community Foundation.



5 GRANTING

The Community Foundation approves and in partnership with the Community Fund distributes funds to the Community Fund's geographic area.



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.

Requested Council Meeting Date: December 10th, 2019

Organization Name: Alberni Clayoquot Child Care Action Plan Team

Name of person(s) to make presentation: Marcie DeWitt

Topic: Alberni Clayoquot Child Care Action Plan

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

Please describe:

Request for decision to receive the 2019 Alberni Clayoquot Child Care Action Plan and recommendations

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.



**Collaborative
Child Care
Planning Across
Alberni - Clayoquot:**

***A Child Care
Needs Assessment
for the ACRD, 2019***



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

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EXECUTIVE SUMMARY

Collaborative Child Care Planning Across Alberni-Clayoquot is both a report and a call to action. Initiated by the Union of British Columbia Municipalities Community Child Care Planning Program, this process recognizes the importance of appropriate child care in creating enriching environments for young children and in supporting parents in their employment, education, and other goals, all of which contribute to a strong social and economic fabric. It also recognizes the role that local governments - municipalities, regional districts, Nuu-Chah-Nulth communities and school districts - have in facilitating access to quality child care.

Many different sources were used to gather information about the current state of child care in the Alberni Clayoquot Regional District (ACRD), including a parent survey, a child care provider survey, parent focus groups, parent and stakeholder open houses, and interviews with early childhood educators and other knowledgeable early years professionals.

Anecdotally, the affordability and availability of child care spaces has caused stress for families. This report offers benchmark data, including the number of child care spaces across the region. It also offers the experiences of nearly 300 families representing nearly 500 children, and that of nearly half of the estimated early childhood educators and other child care workers in the region.

- **One-third** of parent survey respondents are not able to access child care, either because there are insufficient spaces and their children are on a waitlist, or because of other barriers including cost or inflexible hours
- **77.7%** of parent survey respondents who are able to access care are happy with the quality of care their children receive
- When asked about the impacts of barriers to accessing child care, 34% of parent survey respondents identified a negative impact on their career, with some parents taking longer, unpaid maternity leave, switching careers, or leaving the workforce permanently. From a respondent that has not been able to find child care: "I had to give up a job that I spent a lot of time working towards. We are now a one income family, which is a significant financial barrier. Our housing may become insecure as a result."

Across the ACRD, parents face challenges finding child care, point blank. This challenge is most acute for parents of infants and toddlers and for parents seeking before and/or after school care for school-age children. Parents engaged in shift work or non-traditional work schedules also face challenges in finding care that is flexible and operates outside of standard hours (8am-6pm). Certain communities within the ACRD are severely lacking care, either in general or for specific age groups.

Provincial investments in child care infrastructure are encouraging. Though there are barriers to increasing the number of child care spaces across the ACRD, including an insufficient number of early childhood educators and the geography of the region, there are also interested stakeholders representing a variety of institutions, including government, education, early years, and the nonprofit sector. With the information and recommendations in this report, local actors are poised to work collaboratively to bring about positive changes for the children and families that call the region home.

BACKGROUND AND RATIONALE

Child care has been a priority of the province's New Democratic Party (NDP) government since the 2017 election campaign. The 2018 provincial budget included an investment of \$1 billion into child care. Some of this funding has been devoted to increasing the amount of subsidy available to families requiring financial support to access child care. Remaining funding supports the creation of new child care spaces across the province. To gain a better understanding of the child care needs of communities across the province, the Union of British Columbia Municipalities (UBCM) initiated a Community Child Care Planning Program. This program is flexible, allowing for local community engagement efforts that reflect the dynamics of the community. It also seeks necessary information from all communities across the province, including an inventory of existing child care spaces, an interpretation of current trends, a review of local government plans and policies as they relate to child care, and recommended child care space creation targets.

The project team is comprised of three former Early Years Community Developers from across the region, working with the Alberni-Clayoquot Regional District, City of Port Alberni, District of Tofino, and District of Ucluelet to compile a comprehensive plan.

METHODOLOGY

One of the project deliverables is an up-to-date inventory of child care spaces across the region. This was compiled using information from the BC Child Care Map, Island Health community care facility licensing information, and conversations with child care providers across the region.

To learn more about the experiences of local families, a regional parent survey was conducted in June and July 2019. The survey asked parents to reflect on their past, present, and anticipated child care needs, and to provide opinions on the quality, availability, and affordability of child care in their community. In total, the survey received **278** responses representing **483** children. Given the number of children ages 0-14 in the region, this response is a statistically significant sample that provides a 95% confidence interval. The parent survey was promoted online via email and social media and in-person at community events in the Alberni Valley and on the West Coast.

In tandem, a survey was offered to those who have worked or are currently working in the early childhood care and education sector to learn more about their history in the field, best practices, and barriers affecting child care providers. This survey was completed by **50** respondents, representing an estimated half of the child care providers in the region.

In addition to surveys, focus groups, interviews and open houses were utilized to learn more about the experiences of those living in rural and remote communities, and to better understand population sub-groups, including Indigenous families; newcomer, immigrant, and refugee families; families with children with extra support needs; young parent families; low income families; and early years professionals and stakeholders.

In total, **166** people participated in focus groups, interviews and open houses across the region. These **166** adults represented at least **107** children, bringing the total of community engagement participants (surveys and open houses/focus groups) to **444** representing **590** children. This strong response indicates both community support and community need. Thank you to all who participated by promoting and/or completing the survey and by promoting and/or attending an open house or focus group.

POLICY, PLAN, AND BYLAW REVIEW

As the development of additional child care spaces to meet current and projected needs is an infrastructure project, policies, plans, and bylaws from all participating local governments were reviewed to identify child and family friendly policies and to pinpoint any aspects that may create barriers to the creation of licensed child care spaces across the region. Also included in this section are best practices for municipalities engaged in child care space development, and suggested actions to reduce barriers and encourage child care space creation.

Existing local government policy relevant to child care:*

- See ACRD Zoning Bylaw 6.7 (Home Occupation), 141 (Institutional District), and 161 (Comprehensive Development (CD1) District)
- See Bamfield Official Community Plan Policy 3.3.11, Objective 10.1.3, Objective 11.1.2, Policy 11.2.7, and Policy 15.2.5
- See Beaufort Official Community Plan Policy 3.2.7
- See Long Beach South Official Community Plan Policy 4.3.2 and 5.10.2
- See Sproat Lake Official Community Plan Policy 3.2.7
- See Beaver Creek Official Community Plan Policy 3.2.6, 8.2.9, 10.2.1
- See Cherry Creek Official Community Plan Policy 3.2.8
- See City of Port Alberni Official Community Plan Policy 4.2, 4.3 and Zoning Bylaw 6.15.6
- See Tofino Official Community Plan 3.3.1 Community Development Goals, 3.3.2 Community Development Objectives, 3.3.3.5 Social Action Policies and Zoning Bylaw 4.3.2
- See Ucluelet Official Community Plan Guiding Principles, Objective 3N, 3O, Policy 3.27 and 3.28, Zoning Bylaw 303.2 and 303.1

Highlights:

- All ACRD electoral areas, the City of Port Alberni, and the municipalities of Tofino and Ucluelet have zoning bylaws supportive of section 20 of the Community Care and Assisted Living Act
- ACRD zoning allows for child care centres as a home occupation under the Community Care and Assisted Living Act as well as in Institutional Districts (P1) and Comprehensive Development Districts (CD1) as a Permitted Accessory Use to a residence or community centre
- Official Community Plans from ACRD electoral areas support home-based occupations, but lack clear statements of support and/or opportunities for density bonusing around child and family services. Note: Beaver Creek and Bamfield are exceptions to the preceding statement.
- The District of Ucluelet's Official Community Plan includes direct and indirect support of services for children and families, including:
 - Policy 3.28: "Provide space and support for programs provided by other community agencies including West Coast Community Resources Society, Ucluelet Children's Daycare Centre, Vancouver Island Regional Library"
- The District of Tofino's Official Community Plan (currently being updated) also includes direct and indirect support of services for children and families, including
 - Community Development Goals 3.3.1 and 3.3.2: "To support families and children" and "Encourage or provide services and facilities for families, youth, and children."
- The City of Port Alberni's policy is supportive of daycare facilities in Residential and Multi-Family Residential zones, but there is no specific policy around supporting children and families.
- First Nation communities utilize Strategic Plans (Ahousat, Huu-ay-aht), Comprehensive Community Plans (Tseshaht, Hupacasath, Dididaht), and Official Community Plan's (Ucluelet, Uchucklesaht), or do not have plans publicly listed (Toquaht, Hesquiaht, Tla-o-qui-aht)
 - Those with plans publicly available have family, child, and youth services embedded in their planning, education, and community services departments, including strong statements in planning documents emphasizing family togetherness and support. Many of the nations above operate child care centres.

*See Appendix 2 for complete Policy and Objective information.

Non-Policy Involvement in Child Care

Local governments in the region are involved in child care in ways other than policy. This includes:

- Participating at or convening child care planning tables
- Advocating to senior governments on local/regional child care needs
- Undertaking child care needs assessment
- Seeking funding and facilitating the creation of early childhood development hubs (child care centres co-located with other child and family oriented services)
- Promoting child care by facilitating partnerships within the community

Local Best Practices

- District of Tofino owned child care facility (one of few in British Columbia)
- District of Tofino and Ucluelet statements of support for child and family services in respective Official Community Plans
- District of Ucluelet council motion to recognize child care as an essential service
- As a result, Ucluelet Child Care Society receives rent-free space
- Strong School District 70 partnerships for after school care, including at the Family Hub at EJ Dunn and on Alberni school grounds in Port Alberni, and child care centres located on Alberni and Wood Elementary school grounds
- Strong support for child care facilities and programs in First Nation communities, with centres being owned and operated by the Nation under the education department, with implied family-related values in Nation operations
- Undertaking child care needs assessment/space planning project
- Various partnerships with local providers to strengthen services

Best Practices - Other Municipalities

- Providing grants or tax exemptions to child care providers
- Making space available in municipal facilities - at nominal or below market rates - for the provision of child care
- Securing built child care spaces or cash in lieu from developers through the development approval process
- Providing information/links to child care resources on their websites
- Providing planning tools to existing and prospective child care operators
- Establishing family-friendly policies for municipal employees (e.g. compressed work weeks; flexible scheduling to accommodate employees' child care needs)
- Considering the provision of child care in the context of neighbourhood planning by evaluating the need for child care in proposed developments

Though the level of municipal support for child care varies by Alberni-Clayoquot community, it is encouraging to see some mention of child care in the plans and policies of most. There is room for improvement across the region, and this information is included in the Recommendations section.

CHILD CARE IN THE ALBERNI CLAYOQUOT REGIONAL DISTRICT

This section provides a snapshot of child care across the region, including current number of spaces, space utilization information, current trends in child care, and a report on community engagement in support of this planning project.

Current State of Child Care

Before learning about the needs of children and families in the ACRD, acquiring an accurate understanding of the current state of child care in the region was imperative. Using an Inventory tool provided by the Union of British Columbia Municipalities, information was gathered about each licensed child care centre in the ACRD. The Inventory was completed by using the Island Health Licensing database, the Ministry of Children and Families Child Care Map, and by making phone calls or visits to each licensed centre in the region. For the complete Inventory, please see Appendix 3. There were few limitations in collecting the information required and thanks are extended to the licensed child care centres across the region for enthusiastically participating and sharing information about their centres.

It is important to note that unlicensed and/or informal child care, which could include child care provided by grandparents or neighbours, is not included in the inventory. There is no clear methodology available to identify these sources of child care, and they do not offer a meaningful solution to the current child care crisis.

The Alberni-Clayoquot is comprised of the following communities: City of Port Alberni, District of Tofino, District of Ucluelet, Alberni Clayoquot Regional District (ACRD) Electoral Area A - Bamfield, Electoral Area B - Beaufort, Electoral Area C - Long Beach, Electoral Area D - Sproat Lake, Electoral Area E - Beaver Creek, Electoral Area F - Cherry Creek, Tseshaht, Hupacasath, Macoah, Hitacu, Esowista, TyHistanis, Opitsaht, Ahousaht, Hot Springs Cove, and Anacla.



In total, there are:

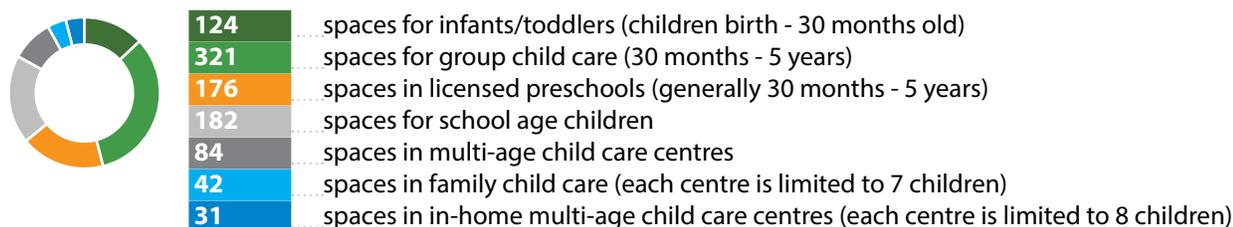
- **4,740** children 0-14 living in Alberni-Clayoquot

(2016 Census, Census Profile - Alberni-Clayoquot, regional district [Census division]) Note: Census data is not always reliable for rural/remote and First Nations communities; consider these numbers an estimate.



Licensed child care resources include:

36 centres (**28** group child care centres and **8** family child care centres)

All together, these 36 centres offer 960 spaces:

Number of licensed child care spaces per capita (children ages 0-14): 0.20. Put differently, there are 5 children for every 1 existing child care space across the region.

Other highlights:

- There is only **1** centre in the region with early opening hours - Grandma Marg's Clubhouse in Tofino opens at 6:30am
- **0** centres in the region offer overnight care
- There are only **3** centres in the region that are open on statutory holidays (2 in Tofino and 1 in Port Alberni)
- Across the region, **9** centres are located in schools or on school grounds
- **11** centres are co-located with other services to support families, including Island Health, Young Parent Programs, the Port Alberni Friendship Centre, and the Ucluelet Community Hub
- Most centres report operating at capacity and maintaining a waitlist

Interpreting Trends

Child care centres

Across the entire Alberni-Clayoquot region there are **960** licensed child care spaces, although access to licensed child care differs by community. Some rural and remote communities, like Anacla and Ahousaht, for example, seem well-served by the current child care offerings. Other communities within the region have no child care within the community, but do not have a sufficient population of children to justify the creation of child care spaces (Macoah is an example of this). Other communities, including the Alberni Valley, Tofino, and Ucluelet demonstrate an acute need for additional child care spaces, particularly for Infants/Toddlers (birth to 30 months) and school-age children requiring before- and after-school care.

Regionally, many value-added child care services are absent. There are almost no centres offering extended hours (defined by UBCM as hours outside of 7am-7pm, though it is important to note that few centres in the region operate outside of 8am-6pm, with many offering even shorter days). There are no centres that offer overnight care for parents working shift work. There are almost no centres that offer flexible hours for parents who work part-time or whose schedules change due to shift work or seasonal/tourism work, both of which are prevalent in the ACRD (according to the 2016 census, 36.6% of workers across the region worked part year and/or part time and 38.7% of total workers commute outside of the community for work).

“ I was not able to find a spot for childcare - I am on a wait list. But even if I did, the hours do not meet my needs when I work evenings and weekends.

Child care utilization rates

The most recent child care utilization rates from the Ministry of Children and Family Development (MCFD) are from 2017. MCFD's Performance Indicator 1.01, Space Capacity in Licensed Child Care Spaces, offers "a proxy for the appropriateness of the amount and combination of types of child care spaces available in the province." Note: Group Multi-Age Care centres are excluded from this calculation, as it is difficult to determine which spaces are being utilized.

The North Island Service delivery area, includes the entirety of the Alberni-Clayoquot Regional District, larger urban centres of Nanaimo and the Comox Valley. Utilization rates from April 2016-March 2017 for this service delivery area:

Service Delivery Area	Group Infant/Toddler	Group Age 3 to 5	Group School Age	Total Group	Family	Total Group and Family
British Columbia	85.2%	73.8%	47.6%	70.3%	71.9%	71.0%
North Vancouver Island	87.8%	62.3%	38.1%	62.2%	68.0%	63.2%

Source: https://www2.gov.bc.ca/assets/gov/family-and-social-supports/services-supports-for-parents-with-young-children/reporting-monitoring/00-public-ministry-reports/volume_9_mar_2017.pdf

Across both British Columbia and the North Vancouver Island Service Delivery Area, child care utilization rates increased between 2015/2016 and 2016/2017. In North Vancouver Island, the most significant increase was the utilization of Group Infant/Toddler care, which grew by 6.1% between 2015/2016 and 2016/2017.

Evidence from the family survey, presented in more detail below, suggests that there are similarities between the Alberni-Clayoquot region and the larger North Vancouver Island service area: there is a high demand for Infant and Toddler care, particularly on the West Coast. Utilization rates are likely higher in this category than what was reported in 2016/2017. Likewise, parents have expressed a need for Group School Age care in the Alberni Valley and on the West Coast, suggesting that current options are not enough to meet demand. Finally, the Alberni-Clayoquot Region has fewer family child care providers when compared to other communities in the service delivery area, including the Comox Valley and Campbell River. While the North Vancouver Island utilization rate for family child care was 68.0% in 2016/2017, the Inventory completed for this project suggests that most family child care providers in the Alberni-Clayoquot region are full or nearly full.

Training for child care providers

The North Island College (NIC) Early Childhood Care and Education (ECCE) program offers an Assistant, Certificate, and Diploma program for those interested in joining the child care field. The program serves most of the communities in the region but is housed in the Alberni Valley, with the Alberni Valley being the only community with access to regular ECCE education and training. Online training is available although this option can be challenging in rural communities with limited internet access, and limited support and practicum placement options.

The Port Alberni campus of NIC currently receives base funding and capacity for 18 full time and 6 part time ECCE students. Of the 24 spots, a minimum of 2 are designated for First Nation students and 3 are designated for Dual Credit students who also attend high school and receive credits towards both high school graduation and their ECCE certificate.

In 2020/2021 NIC will host an International Cohort for a 2 year ECCE Diploma program in Port Alberni. This funding is through the NIC Office of Global Engagement for 24 students. There will be space for domestic students to join in for the diploma sections of the delivery.

Regionally the ECCE Diploma program (which spans 3 years of part time courses) is delivered through interactive TV and has 24 seats distributed across the region including North Island communities.



On the West Coast, NIC has received sporadic one-time funding grants to offer ECCE training. Currently an ECE Assistant course is being offered in Ucluelet through interactive TV (joining with students from Port Hardy). There are 24 seats in this delivery. Additionally, 24 seats have been funded for the ECCE Infant & Toddler Diploma Program (2 year delivery September 2019 – March 2021).

No specific offerings to Bamfield students are currently available.

The expansion of ECCE programs (both base funding and one-time programs) have been possible through funding from the Ministry of Advanced Education Skills Training, relationships established with many First Nations and access to technology to eliminate some geographic barriers.

In addition to NIC, the Port Alberni Friendship Centre has recently partnered with the Nicola Valley Institute of Technology (BC's Indigenous Public Postsecondary Institution) to offer child care courses locally. Aboriginal Pathways ECE program consists of 16 seats for Aboriginal, Metis or Inuit students to work towards an ECE Assistant designation and/or an ECE certificate.

Over the past 5 years there has been a steady increase in interest in the ECCE field. While promising in terms of supporting space creation needs for the region, anecdotally, the field experiences a high turnover rate as graduates find jobs with higher wages outside the ECCE field and/or experience burn out and leave the field within the first 5 years. Currently there is also a shortage of college instructors in this area which undermines capacity to sustain expanded training.

Why Childcare Matters to Communities

Healthy Childhood Development is one of the 12 Key Social Determinants of Health recognized by the World Health Organization and the Government of Canada. This Determinant of Health affirms the importance of positive early experiences for children from the womb to the age of 6 for brain development, school readiness, and wellbeing throughout the span of their lifetime.

The Second Report on the Health of Canadians points out that early experiences of children are greatly impacted by their family situation and the environment that they are born into. New research on epigenetics shows that family stress, housing, and income can have as much of an impact on brain development and health as nutritious foods, attachment, and access to care. This research underscores the importance of supporting access to basic needs for families as well as creating robust programs for early childhood care and education. Healthy childhood development requires a systemic approach to provide support for families, early care and learning opportunities for children from birth to age 6, and tools to provide quality programming in an early childhood education setting.

	WAVE 2 2004-07	WAVE 3 2007-09	WAVE 4 2009-11	WAVE 5 2011-13	WAVE 6 2013-16
Physical	8	9	12	15	18
Social	9	11	10	12	15
Emotional	11	13	11	11	14
Language	20	15	17	15	12
Communication	10	14	9	12	16
One or More Scales	30	26	30	30	32

Source: <http://earlylearning.ubc.ca/maps/edi/sd/70/>

The Human Early Learning Partnership (HELP) at the University of British Columbia works with School Districts across the province to monitor population-level trends in child development and school readiness at kindergarten using a measurement of childhood vulnerability called the Early Development Instrument (EDI). Childhood vulnerability has been on the rise in the ACRD and across the province since 2009. Equal to the provincial average, the most current EDI data indicates that 32% of children in the ACRD experience vulnerability in one or more areas of development. A regional trend of increasing vulnerability (in all areas except language and cognitive development) is disconcerting.

One strong influence to consider is the socio-economic profile of the ACRD, which highlights challenges faced by families including a child poverty rate of 30%, 36% of children living in low income homes and two times the rate of children and youth in care compared to the province as a whole. Comparing a region with similar child poverty rates, SD52 (Prince

Rupert) has a 31% child poverty rate and an EDI which indicates 51% of children are vulnerable on one or more of the EDI scales. The lower vulnerability results in the ACRD indicate the foundation of a strong system of childhood support which has been working hard to increase the resilience of children.

Sources: https://www.who.int/social_determinants/en/, <https://www.canada.ca/en/public-health/services/health-promotion/population-health/what-determines-health/what-makes-canadians-healthy-unhealthy.html#healthychild>, <http://publications.gc.ca/collections/Collection/H39-468-1999E.pdf>

Community Engagement

Quantitative data from government sources, including information about the number and type of licensed child care centres and child care utilization rates, are helpful in understanding the broader child care landscape. However, given the variety of communities that comprise the Alberni-Clayoquot region, this planning process prioritized the inclusion of stakeholders, including parents/families, child care providers, and other community stakeholders (for example, School District 70 staff, Supported Child Development staff, etc.).

Stakeholder input was obtained via the following mechanisms:

- A parent survey
- A child care provider survey
- Community open houses
- Focus groups
- Interviews

Parent survey

A parent survey was conducted across the region in May - July 2019. The purpose of the survey was to learn more from parents about their past, current, and anticipated future child care needs. The survey also allowed parents to reflect on the quality of child care, the cost of child care, and the barriers they have identified or overcome in accessing child care. In total, 278 responses were received representing 483 children across the Alberni-Clayoquot. Given the total number of children across the ACRD, this response makes the survey statistically significant with a 95% confidence level and a 5% margin of error.

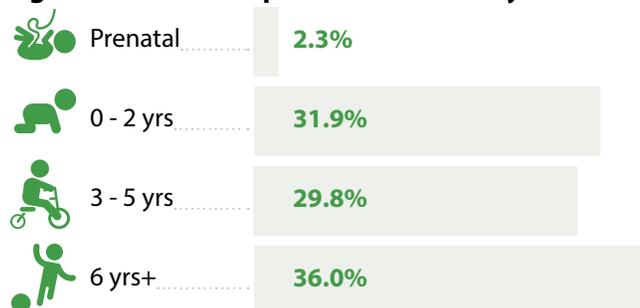
A thorough summary of survey results is offered in Appendix 3. Highlights are below.

Family Demographics

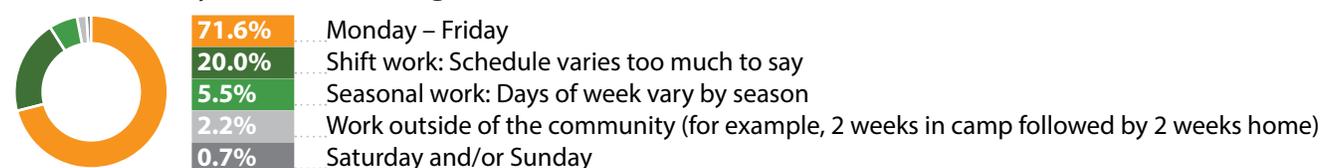


- 92% of parent respondents are engaged in paid employment

Ages of Children Represented in Survey

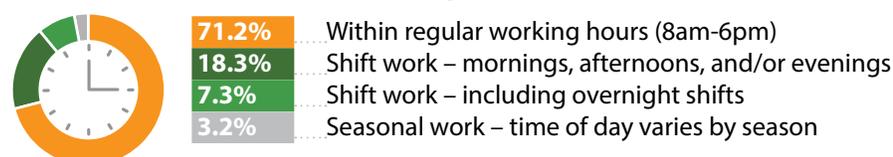


Usual Work Days of Parents/Caregivers



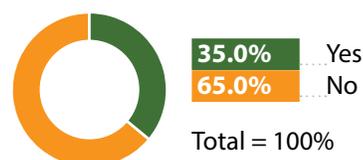
Total = 100%

Usual Work Times of Parents/Caregivers



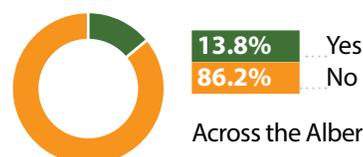
Total = 100%

Families who have utilized Affordable Child Care Benefit



Total = 100%

Families Reporting Indigenous Identity



Across the Alberni Clayoquot Regional District, 19.9% of residents report Indigenous identity (2016 Census).

- 59 respondents report identifying with one of the following groups: Children with extra support needs (34), Francophone families (14), Immigrant and refugee families (7), Young parent families (4)

Past, Present, and Anticipated Child Care Needs

- More than half of children represented in the survey have attended a licensed day care centre (53.9%), while roughly one in four have utilized the following options: before and/or after school care program (28.7%), licensed preschool (27.5%), in the child's home, by a relative (27.1%), in someone else's home, by a licensed care provider (25.9%), and in someone else's home, by an unlicensed care provider (25.5%)
- 44.1% of children of respondents are currently accessing child care, with an additional 21.0% (or 1 in 5 children) on a waitlist, 11.9% not able to access child care, 11.5% not needing child care right now, and 11.5% choosing "Other" and detailing their child care access issues
- The most commonly accessed mode of child care is licensed daycare, at 45.9%, followed by before and/or after school care program, at 21.7%, and in the child's home, by a relative, at 20.6%

Distance Between Home and Child Care Provider



0-4km	5-9km	10-14km	15-19km	20km+
94	37	23	9	9



Total = 172

Monthly Fees Paid for Child Care Currently

28	Up to \$200*		7	\$1000 - \$1199
15	\$201-\$399		12	\$1200 - \$1399
18	\$400 - \$599		15	More than \$1400 (max response \$2900)
28	\$600 - \$799		7	Varies - Drop-in hourly or day rate
20	\$800 - \$999		5	Other (Camps, etc.)

*Of these respondents, 5 mentioned that their centre was part of the \$10/day pilot program. 4 respondents referenced free care provided by a child's grandparent(s).

- While one-third of respondents agree that the monthly fees they pay for child care are reasonable given income and other financial commitments, 43.1% disagree
- 77.7% of respondents are satisfied with the quality of care their children receive
 - Less positive comments about quality of care include a discomfort with the lack of licensed options, concern about the lack of child care workers and centre resources, sacrificing quality in the name of availability or affordability, and dissatisfaction with lack of flexible care options
- When asked to project their child care needs in the next 1-5 years, survey respondents chose licensed daycare (59.6%), before and/or after school program (57.0%), and licensed preschool (37.4%) most frequently

Your Family's Ideal Child Care Solution

- Similarly, when asked to choose their ideal choices for child care if there were no barriers to access, survey respondents chose licensed daycare (73.8%), before and/or after school program (43.4%), and licensed preschool (37.7%) most frequently
- 60% of respondents noted that in an ideal situation, their child care centre would be located within 9km of their home. 76.0% of parent respondents currently accessing child care use a centre within 9km of their home. This suggests that for most, location is not a barrier in accessing child care services in the ACRD.
- Median desired child care fees are \$400-\$599 per month, with some parent respondents mentioning wanting to participate in the \$10/day program and others noting that while they can afford the child care they are currently paying for, it leaves them short in providing for extracurricular activities for children or adding to an RESP

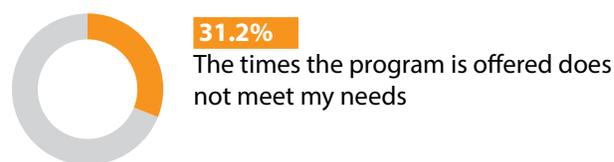
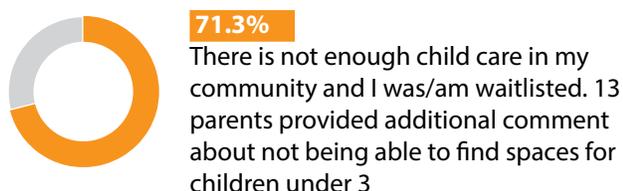
Desired Monthly Child Care Cost Indicated as Comfortable For Families:

40	Up to \$200*		22	\$800 - \$999
29	\$201-\$399		19	\$1000 - \$1199
55	\$400 - \$599		6	\$1200 - \$1399
27	\$600 - \$799		6	\$1400 or more (max response \$2000)

- When considering improving the child care landscape, space creation is a worthy target but quality space creation is a more important goal. Parent respondents were asked to identify which of the following programs/services would be beneficial to their children:
 - Meals and snacks provided – 72.8%
 - A primarily outdoor program – 67.0%
 - Cultural programming (examples include language nests, cultural practices integrated into program) – 41.0%
 - Homework assistance/Tutoring (for school-aged children) – 39.8%
 - Bilingual childcare provision/language learning opportunities – 34.7%
 - Additional support for children with extra needs – 25.1%

Barriers to Accessing Child Care

- Finally, parent respondents were asked to identify the barriers they have experienced in accessing child care. The four most frequently chosen barriers were:

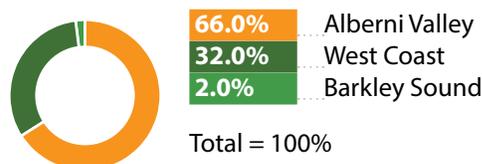


- When asked how these barriers have impacted their family, a full one-third of respondents detailed an impact on their career (i.e. one parent did not return to work or returns to limited hours because of lack of available care), with another 40 respondents citing financial stress and 25 citing stress on family
- Parents who have successfully found child care were queried about any issues that arose after their child care search. 27 parent respondents noted that the centre's hours did not match parent work hours.
- Finally, parents had the opportunity to share any additional information that would be helpful in developing a child care plan. 30 respondents highlighted the frustration of long waitlists, especially for Infant/Toddler spaces, those needing only part-time care, and children with extra support needs.

Child care provider survey

In tandem to the parent survey, a child care provider survey was offered across the region in June and July 2019. The survey created an opportunity for child care provider input in advance of the West Coast child care provider focus group and Alberni Valley open house.

Child Care Communities Represented:



Survey highlights:

- Survey respondents were as likely to be new to field (having worked in child care for 2 years or fewer) as they were to be experienced veterans (clocking 20 years or greater)
- More than half (52.0%) of respondents work in licensed non-profit child care centres
- 44.0% of respondents hold an Early Childhood Care and Learning certificate, while 24.0% hold a diploma specializing in either Infant/Toddler or Special Needs and 16.0% hold a bachelor's degree
- Respondents reported caring for low-income families, children with extra support needs, Indigenous children, young parent families, immigrant and refugee families, and Francophone families.
- Only 10.6% of respondents agree that their community has a sufficient number of child care spaces given the total number of children in the community; 80.9% disagree
 - Broken down by age bracket, child care providers feel their community is lacking sufficient child care spaces for:
 - Infants/Toddlers - 80.8% of respondents believe an adequate number of spaces are lacking
 - 30 Months-School Age - 61.7% believe adequate spaces are lacking
 - School Age - 56.5% believe adequate spaces are lacking
 - Preschool - 36.2% believe adequate spaces are lacking
- Similarly, questions about waitlists surface the lack of child care available across the region: only 17.4% of respondents agree that waitlist lengths in their communities are reasonable
 - 74.5% of providers disagree that Infant/Toddler waitlists are reasonable, while 59.% disagree that 30 Months - School Age waitlists are reasonable
- More than half of respondents (59.6%) disagree that their community provides flexible care (days of the week and time of day) to families
- Finally, child care providers were asked to reflect on their own careers. Care providers identified many assets available to support their ongoing practice and professional development, although opportunities are less regular in the rural and remote communities
 - West Coast child care providers noted increased costs to bring professional development trainers to the Coast and increased costs to travel out of the subregion for professional development
- Survey respondents were asked to identify the barriers they have experienced in their careers. The top three barriers were:
 - Burnout (73.9%)
 - Inadequate compensation (68.9%)
 - Challenging interactions with fellow staff (37.8%) (tie)
 - Challenging interactions with parents/families (37.8%) (tie)



Reviewing the regional parent survey responses and the regional child care provider survey responses in tandem, there were many parallels:

- Both parents and child care providers stressed the need for increased Infant/Toddler and Before and After School Care spaces
- Likewise, parents and child care providers agree that flexible hours are currently lacking to support families
- Parents and child care providers both play key roles in local economies: quality, accessible child care enables parents to participate in the workforce, but a strong ECCE workforce also requires an economic investment and recognition of the importance of educated and dedicated child care workers

Community open houses

Open houses were conducted across the region, with the first being held in Tofino on September 11th, the second being held in Ucluelet on September 17th, and the third being held in Port Alberni on September 25th. Outreach to other Indigenous and remote communities was conducted to validate survey findings and offer opportunities for further engagement.

The purpose of these events was to share the results of the family and child care provider surveys with the community, to hear more from stakeholders about their experience with child care, and to utilize community input to develop recommendations for moving forward. Thus, open house findings are woven into both the key themes and recommendations sections.



In total, **44** families and **42** ECEs and other community stakeholders attended an open house.

Focus groups

Focus groups were conducted in the Alberni Valley in September 2019 and were an opportunity to connect with potentially underserved groups of parents. Four groups were convened: Indigenous families; newcomer, immigrant, and refugee families; young parents (parents under 25 years old); and families with children with extra support needs. One other group of parents was identified as of interest - low-income families - but parents representing this group were interviewed one-on-one because of organizational constraints and subject sensitivity.

A focus group with West Coast Early Child Educators and other professionals engaged in child care was held September 4th. Additionally, engagements with families at the Tofino StrongStart program and interviews with Educators in remote communities were conducted to outreach to populations which were underrepresented in survey or open house results.

In total, there were **24** focus group participants representing **63** or more children. Please see the "Child Care in the Alberni Valley" section for results of these focus groups.

Interviews

Over the course of this process, one-on-one interviews were conducted with parents, child care providers, and other early years stakeholders. In total, 56 interviews were conducted. Findings are woven into key themes and provided additional insight and depth into the child care experience from many different perspectives.

Key themes in regional community engagement findings

1. Infant/Toddler care is needed throughout the region.

Families, early childhood educators, and other early years stakeholders are in agreement that more Infant/Toddler spaces are needed throughout the Alberni Valley and on the West Coast. Care for a community's youngest children allows parents (often mothers, per survey responses) to return to work after maternity leave.

“ Child care has caused me a lot of stress and concern. I am unable to return to work as I have no care for my child. Many local daycare centres don't take infants/toddlers... We have been on waitlists for almost a year and still don't have a confirmed spot for the near future. We are currently on 3 different waitlists.

2. Before and After School Care is needed throughout the region.

There is a related need for before and after school care. With many parents working a traditional work day, and still others engaged in shift work, care is needed for children in the hour or two before school begins and for a few hours after school ends. Some communities are served by before and after school care programs that provide transportation between the school and the child care centre, but many are not. Parents expressed a preference for this type of care to be located on school grounds.

“ We need 3 days/week of care plus after school care for our older child. The after school program runs until 4 or the latest is 4:30. My employment is not flexible to allow me to leave work prior to my shift end at 5. So we will have a gap to fill every work day. I have even taken a permanent decrease in FTE in order to strike some kind of work/life balance - and am still struggling to find adequate care.

3. Parents want more options as to when and where they access child care. Shift work is a reality for more than 25% of survey respondents, some of whom work overnight shifts. The region's seasonal, tourism, and resource-based economies necessitate shift work, but current child care spaces lack flexibility in offering part-time time, care during non-traditional hours, overnight care, weekend care, and statutory holiday care. Child care providers agree that more flexibility would be helpful for families, but the small size of the child care workforce is a barrier to offering increased and/or non-traditional hours.

“ I have had to use friends and family to look after my child. They are not available now and I found someone advertised on Facebook. They are kind and lovely, but they have no training, so I worry about how my child will do there long term. When I work evenings and weekends it's even more difficult to find care for my child. It would be nice to have more centres offer evening and weekend care for children or just have space in general.

4. Child care has a tremendous economic impact on families and communities.

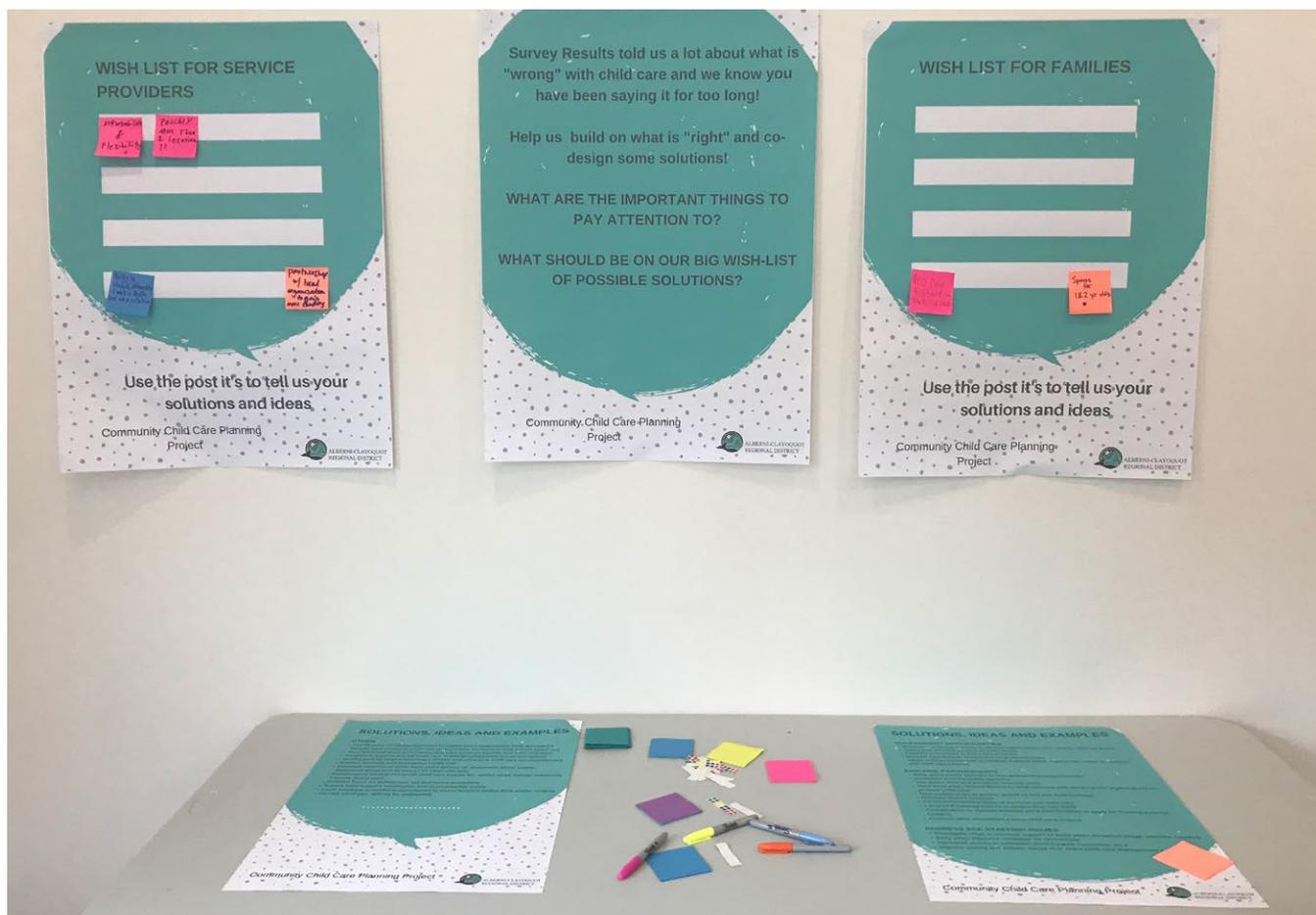
34% of parent respondents report that child care has impacted their career – and not in a positive way. Parents unable to find sufficient child care have resigned from positions, downgraded, scaled back from full-time to part-time, and made other changes to accommodate their children's care needs. This affects the family, but also the larger community and workforce, who lose relatively young workers. In some cases, skilled professionals are difficult to replace.

Additionally, the cost of child care was reported as a barrier by more than half of survey respondents. Parents spoke of the sacrifices made to access child care, including being unable to save money, and to the financially perilous position that paying for child care has brought about.

“ I'm unable to work often and had to give up my posting... after my last maternity leave and go casual. Now I try to pick up shifts when my husband is home from camp but I risk losing my job of 12 years... if I can't pick up enough hours in a year.

5. The early childhood care and education sector is not sufficiently valued or compensated for the work performed.

Again, parents, child care providers, and other early years professionals are in agreement that the early childhood care and education sector is not sufficiently valued or compensated for the work done. Wages in child care centres are low – sometimes only a few dollars over minimum wage – and benefits are rarely offered. The work is both physically, mentally, and emotionally demanding. The field is characterized by high rates of burnout, with many Early Childhood Educators leaving within 5 years. Parents notice that staff turnover in centres decreases the quality of care and makes it more difficult for parents and children to build relationships with child care providers.



CHILD CARE IN THE ALBERNI VALLEY

This section provides a snapshot of child care across the Alberni Valley, including current number of spaces, space utilization information, current trends in child care, and a report on community engagement in support of this planning project.

The Alberni Valley is comprised of the following communities: City of Port Alberni, Alberni Clayoquot Regional District (ACRD) Electoral Area B - Beaufort, Electoral Area D - Sproat Lake, Electoral Area E - Beaver Creek, Electoral Area F - Cherry Creek, Tseshaht, and Hupacasath.

Current State of Child Care

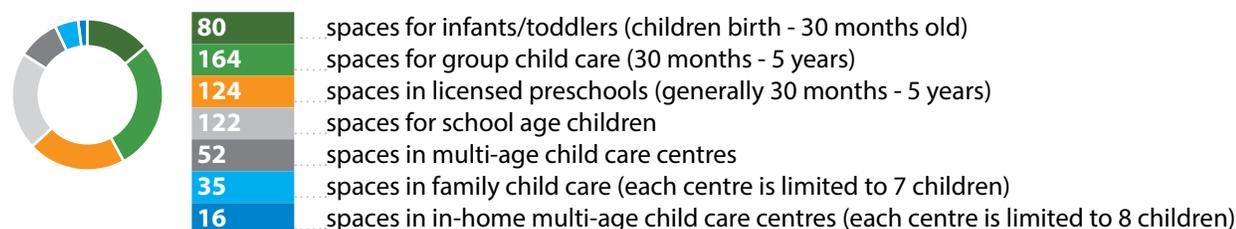
In total, there are 3,725 children 0-14 living in the Alberni Valley



Licensed child care resources include:

24 centres (19 group child care centres and 5 family child care centres)

All together, these 24 centres offer 593 spaces:



Number of licensed child care spaces per capita (children ages 0-14): 0.16

Number of licensed child care spaces for children younger than school age per capita: 0.33, or 1 for every 3 children

Number of licensed child care spaces for school-aged children per capita: 0.04, or 1 for every 25 children

Other highlights:

- There are **0** centres in the Alberni Valley with extended operating hours (before 7am and/or after 7pm)
- **0** centres in the Alberni Valley offer overnight care
- There are **7** centres are located in schools or on school grounds (**5** on School District #70 grounds, and **1** each at Saint John Paul II Catholic School and Haahuupayak School)
- **8** centres are co-located with other services to support families, including the Family Hub, Island Health Preschool Speech and Early Childhood Mental Health services, Outreach Therapy, the Young Parent Program, Kackaamin Family Development Centre, and the Port Alberni Friendship Centre
- Most centres report operating at capacity and maintaining a waitlist
- There is only **1** centre that is a prototype site for the \$10/day Universal Child Care Program (As of October 2019 only 28 families have access to this program across the region.)

Interpreting Trends

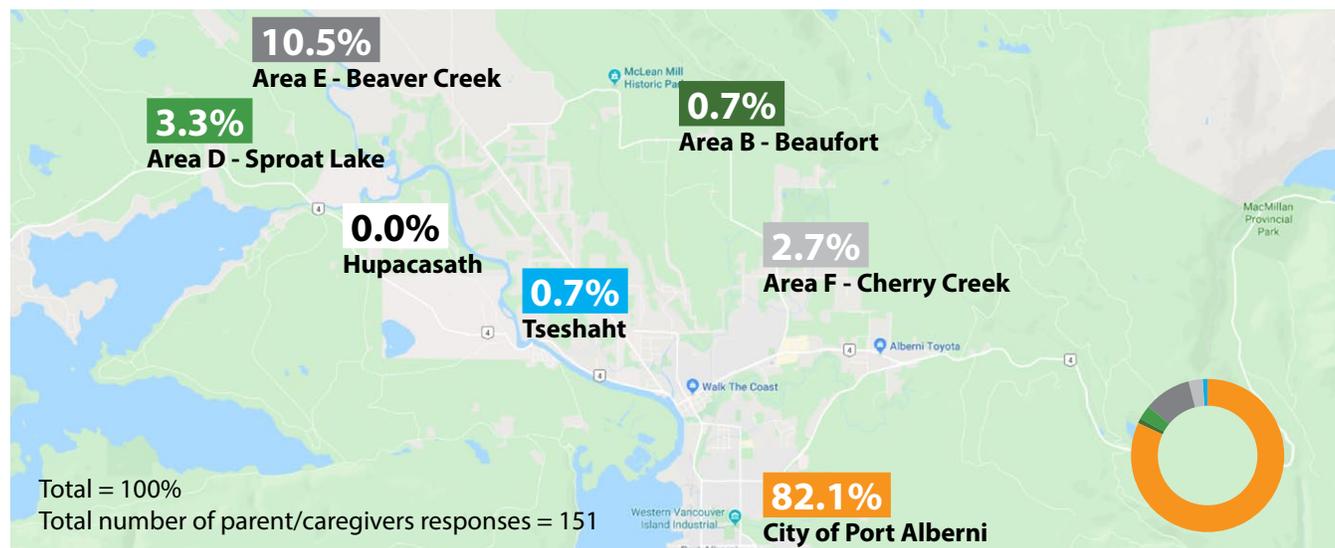
Compared to other areas of the region, the communities that comprise the Alberni Valley are geographically close and connected to one another. The four regional district electoral areas, Hupacasath and Tseshaht Nations and the municipality of Port Alberni, share amenities. For the most part Alberni Valley residents live, work and play across the communities. This area of the region has the largest population and has easier access to many services as compared to West Coast communities and Barkley Sound. Despite this advantage, the current availability of child care spaces in the Alberni Valley is critically low. At present, there are enough spaces for only 16% of children and the spaces are full, many with waiting lists. Parents and Early Childhood Educators are in full agreement that the most immediate needs are for infant and toddler care as well as before and after school care. In addition to space availability, affordability is also a significant barrier. Parent and caregiver stories of being under pressure to quit work, work less, or even live in a different community are, sadly, not rare.

Because of the geography of the communities, parents and caregivers did not express concern about where child care is located except for their school aged children. Many families prefer to have before and after school care available on school property, creating an extended day at school. They described the conflict of juggling child care centre hours, school hours and their work schedules as well as the level of stress created by the logistics of transportation, timing and transitions.

In addition to space needs, families are looking for flexible options for care. There isn't any licensed care facility in the Alberni Valley that offers extended or flexible hours (before 7am or after 7pm), yet 31% of Survey respondents work shift and/ or seasonal work. The unique needs of marginalized populations (families with children with extra support needs, young parents, indigenous families and immigrant or refugee caregivers) amplify the primary concerns of space, flexible care options and affordability.

Foundational to Early Care and Learning is providing children with quality care by qualified professionals. Early Childhood Education and Care Professionals in the Alberni Valley feel the burden of not being able to meet space demands for families. A parallel crisis is the lack of qualified staff required to create more spaces for children to attend. Many child care providers have left the sector from the persistent lack of value both in social perceptions of the work as well as reasonable and equitable compensation. New professionals are being trained, but not retained in the field and not at a rate that meets demand.

Community Engagement



Family survey

151 of the parents/caregivers who completed the child care survey live in the Alberni Valley: 82% live in the City of Port Alberni and the remainder from the surrounding electoral areas of Beaufort (0.7% of responses), Sproat Lake (3.3%), Beaver Creek (10.5%), Cherry Creek (2.7%), and from Tseshahat (0.7%) and Hupacasath (0). These responses represented a total of 276 children aged 13 years or younger. Of these, 30% are infants and toddlers, 30% are preschool aged and 40% are school aged (K-Grade 6).

One in five, or 20% of the surveyed families, identify themselves and/or their children as Indigenous. This is consistent with Census data (2016) across the Alberni Valley, in which 18.3% of total residents report Indigenous identity.

Respondents were given the opportunity to identify with various population subgroups. 50 respondents answered this question: 29 families have children with extra support needs, 5 are Francophone families, 3 are young parent families, 2 families foster children and 1 family is a newcomer/immigrant/refugee family.

Currently, families who responded to the survey have varying child care needs and arrangements. 45% currently access child care, 10% don't need child care, 20% either don't have access or are piecing together care from family and friends, and 25% are on a waitlist.

Child care costs emerged as a significant issue and barrier for survey respondents. More than one-third of families who completed the survey expressed that the fees they pay for child care is a significant percentage of their monthly income. The median monthly child care costs for families in the Alberni Valley is \$600-\$799 and it varies depending on the number of children in the family, centre costs, full or part time hours. A full time, minimum wage job earns \$2400 per month, pre-tax or about \$2000 after taxes. This leaves very little for other living expenses.

Gillian and her husband are professionals who both work in Port Alberni. They live in Nanaimo, not by choice but because they have not been able to find child care in Port Alberni. They placed their daughter (now turning 2) on waitlists in Port Alberni centres one year ago after they moved to the Island from the Lower Mainland. After 12 months they have just recently been offered a spot. In the meantime, Gillian brings her daughter to a Nanaimo based child care centre and has had to rely on her parents for extra support. Because of the commute, both she and her husband leave home before the child care facility is open and come home after it is closed. On days that both Gillian and her husband have work shifts, Gillian's parents have to be late or leave their work early in order to drop off and pick up their granddaughter. Now that they have care for their daughter in Port Alberni, they are finally able to finalize their living arrangements and move to the community.

Given a variety of options, parents and caregivers prefer licensed child care if no other barriers exist. This includes licensed day care, before and after school programs, licensed preschools and care in someone's home by a licensed child care provider. While some parents (27%) would prefer care to be provided at home by family members if possible, currently 50% of respondents use relatives as part of their child care arrangements.

The top three barriers that families indicate they have experienced in searching for child care include:

1. The community lacks sufficient spaces, requiring a family to go on a waitlist,
2. The cost is too expensive given the family's income, and,
3. The times that the child care program runs does not meet families' needs.

The comments and stories survey respondents shared highlighted the significant impacts that these struggles have had in their lives. 56 people described how child care access issues have had an impact on their careers (parent does not return to work or returns limited hours because of the lack of available care). 19 families shared that child care barriers have resulted specifically in financial stress, while 19 families also mentioned other family stress has occurred such as mental stress, marital stress, and time poverty.

Families with more than one child and/or a child with extra support needs experience further and compounding child care challenges. In some cases parents have only been able to find care for some of their children. They describe piecing together care with family and friends, quitting their employment or splitting up children to attend multiple centres. This creates further cost, transportation needs, time and stress on families. More information about child care for children with extra support needs is discussed in more depth in the focus group summary below.

Amanda is a mother with a 1 year old baby and an elementary school aged step-child. Both children need child care now that Amanda has finished her maternity leave and has returned to work as an Early Childhood Educator. Despite having a job to return to, she is only able to return to work part time as she cannot afford to put her infant son in full time care as well as her older son into after school care. Currently she is relying on her mother for child minding.

Key themes from Alberni Valley Parent Survey

1. Infant/Toddler care is needed in the community.
2. Before and After School Care is needed in the community.
3. Child care has a tremendous economic impact on families and communities.
4. Parents seek increased care options such as flexible timing, part-time options, and program choice.

Child care provider survey

Of the 50 responses received on the child care provider survey, 33 reflect those living and working in the Alberni Valley. Perspectives were equally distributed between those who are new to the field (working in early childhood care and education for less than 2 years) and those experienced (20 years or greater). While every type of child care centre perspective is included, the majority of responses are from those working in licensed group centres.

Staffing is the primary challenge that centers face in the Alberni Valley (which mirrors the reality across the province). Based on survey responses, the direct implications of an inability to find and keep enough qualified staff members results in waitlists, inflexible programming for families, low numbers of infant and toddler care spaces that require specialized training, inability to increase space capacity, and, in some cases, a compromise in quality in the attempt to meet parent demands. The reasons for staffing issues are historical and systemic. Low wages, lack of wage parity, low social value of child care, and lack of ongoing learning and professional development are primary factors behind the most frequently named challenge that respondents have faced in their career - burnout - described by 73.3% of respondents.

One child care centre employee stressed the critical importance of not sacrificing quality care as space demands cause centres to stretch staffing capacity very thin. For example, the increase in hiring more Responsible Adults and Early Childhood Educator assistants as a band-aid measure to cover staff shortages threatens to undermine the level of quality care that is possible when enough fully trained early childhood educators work with children.

Key themes from Alberni Valley Child Care Providers Survey

1. Infant/Toddler care is needed throughout the community.
2. Before and After School Care is needed throughout the community.
3. Finding and retaining qualified staff and adequate support staff are the primary barriers to offering both more spaces and more flexibility for families.
4. Staffing issues are rooted in systemic issues of low wages and low social value which results in high levels of burnout.

Focus groups

In recognition that the voices of marginalized parents may not be reflected in the general parent survey, four focus groups were conducted with specific target audiences. As expected, each group validated the common themes that emerged from other data sources as well as highlighted barriers or challenges specific to the unique experiences of these families.

Parents and Caregivers of Children with Extra Support Needs

Along with the typical struggles to find child care spaces detailed above, parents and caregivers of children with extra support needs have additional care needs to satisfy. Invited to participate based on their connection to the Port Alberni Association for Community Living, focus group participants reported difficulty finding qualified support personnel to offer supported child development services within child care centres as well as the specialized care their children require in other situations such as evenings, weekends, and other events. Along with a lack of early childhood educators in the sector, there is also a significant gap in the numbers of care providers needed with specialized training to support children with extra needs. Focus group participants shared stories of the physical and emotional tolls that occur during the process of finding a support person, and particularly one that is a good fit with their child's needs. A poor fit becomes very hard on everyone involved: the child is distressed, the support provider is at risk of burnout or leaving and the family is stressed with the implications of not having enough care support.

Because supports, services, and funding are dependent on diagnosis, these families are often on waitlists for assessments which has a compounding effect on getting support, accessing care and settling a child into consistent, quality care arrangements.

Many of the costs associated with care and support is out of pocket for families, meaning that the financial pressures that families with typical children face when securing child care are amplified when also paying for specialized support. Some of these costs are covered with specific diagnosis before the child enters school. However, after school entry, costs for care and support are largely shouldered by the family. This applies to before and after school care as well as care that is required in situations when schools are unable to accommodate a child for full days.

Adding to a family's financial stress is that parents and caregivers frequently have to miss work to attend doctor's appointments, school appointments, ongoing therapy appointments, and in response to events when children are unable to stay at a child care centre or school.

Tammy wanted to work part-time but only full-time care was available. She was required to pay the full amount, so decided to work full-time to help afford the other extra costs that comes with a child with extra support needs. The decision to work full-time is also influenced by the fact that her child will be a dependent for life. Thus, adding to a pension is really important for later years - but it impacts her choices now. Currently Tammy's work-life balance has suffered and her mental health is definitely in jeopardy.

Young Parents (enrolled in school)

The young parents that participated in this focus group currently attend school and are supported through a Ministry designated Young Parent Program that includes child care space and a parent support worker.

Their primary struggles related to finding and keeping child care were cost, flexibility and, for some, transportation. While cost is similar to what other focus groups highlighted, the interest in greater flexibility stemmed from their feelings of overwhelm. This focus group was held early in the school year, and the parents were still figuring out and establishing routines with their very young children and their own school responsibilities. Transportation was discussed as being a significant barrier when young parents are dependent on others for rides or using public transportation while juggling responsibilities and schedules at school, sometimes employment, and child care.

Participants noted that School District 70 and the local Young Parent Program greatly helped them navigate subsidy applications, find a child care placement, and manage support in general. Young parents appreciate the personal and caring connections with the program's child care providers both in person and through social media.

Parents and Caregivers Attending the Port Alberni Friendship Centre

Parents, parents-to-be, and elders contributed to a dialogue that highlighted the role of cultural values when navigating the child care system. In addition to validating barriers of waitlists and costs, Indigenous families offered insight into their cultural philosophies around families and child rearing, and highlighted how these values come into opposition with traditional child care options.

Subsidy processes and formal child care expenses are in opposition to Indigenous approaches. Licensing regulations were seen as colonizing and misaligned with cultural child rearing practices. As an example, focus group participants noted that having multiples ages of children together to socialize and learn from each other is prevented in licensed group care. Historically and philosophically, however, younger children learn from older children and children of all ages are brought up together. In general, the role of family and family responsibility for the care and nurturing of young children does not align with accessing child care at centres and for monetary exchange.

Child care is part of the much larger aim for reconciliation, equality, and inclusion. The system must recognize the current stresses families experience in a racialized society.

One grandmother shared her 15 year struggle to seek assistance for her daughter and grandchild with extra support needs. Contributing factors included a lack of information, no support to navigate options and the conflict of financial demands and cultural expectations of a grandmother providing child care. Because she, as a family member, stepped in to help care for her grandchild, she was ineligible for compensation. If the family chose to use care outside the family (and against their cultural practices) there were opportunities for financial support through subsidies.

Immigrant or Refugee Parents and Caregivers

To deepen an understanding of the experiences of parents and caregivers who are immigrants or refugees, Literacy Alberni convened a focus group of parents and grandparents with children under 12 years. Many participants were not accessing child care due to school and work commitments, cost, and transportation. In addition, participants expressed that they didn't have the information they needed to apply for subsidy, get on waitlists or learn about child care options.

For this particular group of parents/caregivers, the biggest child care challenge was before and after school care. Their needs indicated a preference for care located on school grounds to provide them the flexibility to pursue employment and/or schooling. One participant is currently seeking employment but feels concerned because his current schedule requires him to drive his child to and from school (at 9am and again at 2:45pm) and a full time job would require a new arrangement for his son.

The refugee participants in the focus group expressed gratitude for the support system that had wrapped around their family since entering Canada. Others cited helpful family members or social serving agencies who helped with navigating funding applications. Others, with only functional English, found social media helpful as a way to reduce barriers by submitting questions or registering for programs online.

In the first 5 years of Emma's son's life, she experienced a very isolated experience as a new immigrant with few English language skills. Looking back, she found the hardest part was building trusting relationships with those who could help her raise her son and create a wider sense of community for him (and herself). She regrets the lack of connection and wishes her son had attended a child care program because she feels it would have added an important Canadian cultural experience and would have alleviated her severe social isolation.

Key themes from All Focus Groups

1. Before and After School Care is needed throughout the region and because focus group participants often face additional access barriers, care on school grounds was preferable.
2. Financial barriers exists across all focus groups. Reducing costs to families will improve access to licensed, quality care arrangements.
3. Families have employment or education commitments that often don't align with the hours of operation of child care centres. Many require flexible care options including part-time care, extended hours, and/or occasional care.
4. Cultural considerations play a role in the child care choices that families make. Regardless of culture, personal relationships, trust and communication were emphasized as important factors when choosing child care.

Open House

25 child care providers and stakeholders participated in a 3 hour drop-in opportunity to learn about preliminary survey results and co-create action ideas and recommendations. Participants were solution focused and generated ideas for provincial and local governments as well as community organizations in the Alberni Valley.

Participants were acutely aware of the relationships between child care space availability and ECE staffing. Many deal daily with the impact of critical space needs and lack of staff. Centres must turn families away, demand full time commitments or not be able to accept multiple children from one family. The serious staff shortage also impacts the centre when someone calls in sick. It can, in some cases, diminish the ability of child care providers to spend quality time with families during the transitions of pick up and drop off and, anecdotally, expedites care provider burn-out.

Participants, most of whom work in the early childhood care and education sector, felt strongly that funding for more support, higher wages, and increased benefits is the strongest way to attract and retain new ECE professionals. To meet the goal of increasing spaces without reducing quality, more qualified staff must be retained. One issue that was raised that complicates staff wages and retention is the inequity of ECE wages across centres in the region. Fair but also equitable wages were suggested as an important practice in stabilizing the workforce.

A number of open house participants expressed an interest in opening new child care spaces and/or expanding existing centres. Several Early Childhood Educators shared ideas about offering licensed group care in residential neighbourhoods in preference to commercial spaces in order to meet neighbourhood based requests for care, particularly before and after school care. The initial barriers presented by both zoning applications and licensing restrictions prevented further action. In addition, current child care providers have experienced the lack of qualified staff as a seemingly insurmountable barrier in creating new spaces.

Key themes from Alberni Valley Stakeholder Open House

1. Infant/Toddler care is needed in the community and throughout the region.
2. Before and After School Care is needed in the community and throughout the region.
3. Attention to ECE wages/benefits is critical to attract and retain adequate staff to be able to sustain increased spaces.
4. Staffing issues are rooted in systemic issues of low wages and low social value which results in high levels of burnout.
5. Funding for related organizations/roles that support child care centres is also important (e.g. Child Care Resource and Referral and Supported Child Development).
6. A focus on quality care is as important as space availability.
7. Municipal governments can make a difference by revising zoning laws and processes to support new child care centres.

Participants validated the recommendations provided in this report. They also had the chance to explore innovative ways that local community organizations could work together differently to make good use of space creation funding opportunities now available.

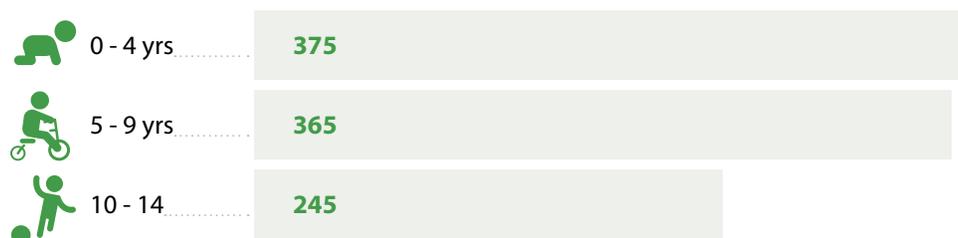
CHILD CARE ON THE WEST COAST

This section provides a snapshot of child care across the region, including current number of spaces, space utilization information, current trends in child care, and a report on community engagement in support of this planning project.

The West Coast is comprised of the following communities: District of Tofino, District of Ucluelet, Alberni Clayoquot Regional District (ACRD) Electoral Area C - Long Beach, Macoah, Hitacu, Esowista, TyHistanis, Opitsaht, Ahousaht, and Hot Springs Cove.

Current State of Child Care

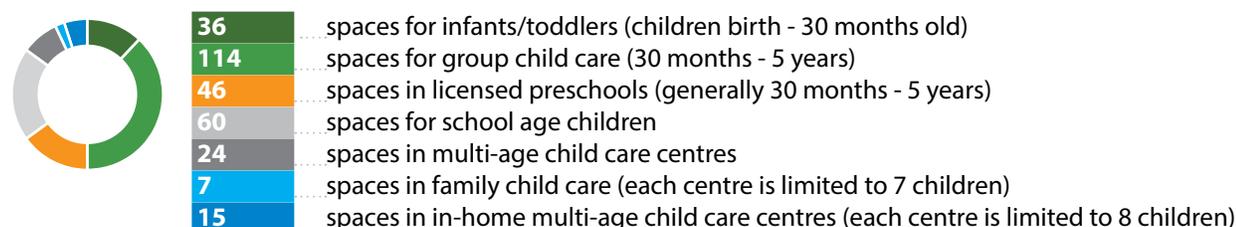
In total, there are 990 children 0-14 living on the West Coast



Licensed child care resources include:

10 centres (7 group child care centres and 3 family child care centres)

All together, these 10 centres offer 302 spaces:



Number of licensed child care spaces per capita (children ages 0-14): 0.30

Number of licensed child care spaces for infants and toddlers per capita: 0.10

Number of licensed child care spaces for children younger than school age per capita: 0.33

Number of licensed child care spaces for school-aged children per capita: 0.24

Other highlights:

- There is **1** centre on the West Coast with extended operating hours (before 7am and/or after 7pm) - Grandma Marg's Playhouse opens at 6:30am
- **0** centres on the West Coast offer overnight care
- There are **0** centres on the West Coast open on statutory holidays
- There is **1** centre co-located on school grounds (Ahousaht Elementary)
- **3** centres are co-located with other services to support families, including Meares Island Cultural Centre, Island Health - Public Health services, and the Ucluelet Community Hub
- **10** centres report operating at capacity and maintaining a waitlist for specific age groups
- There are **0** Infant/Toddler spaces in Ucluelet
- There are **0** licensed preschool programs offered in Tofino and Ucluelet

Interpreting Trends

The ACRD's West Coast is a geographically disparate rural subregion that includes two population centres (Tofino and Ucluelet), Electoral Area C and 5 Nuu-Chah-Nulth Nations which comprise 7 coastal communities (Ahousaht, Hot Springs Cove, Opitsaht, TyHistanis, Esowista, Hitacu and Macoah), some remote and accessible only by boat. Given geographical differences and constraints, there is no consistency in child care offerings across the subregion and some communities are better served by licensed child care than others. Ahousaht, for example, is home to a robust child care program offering 72 spaces for the community's 190 children.

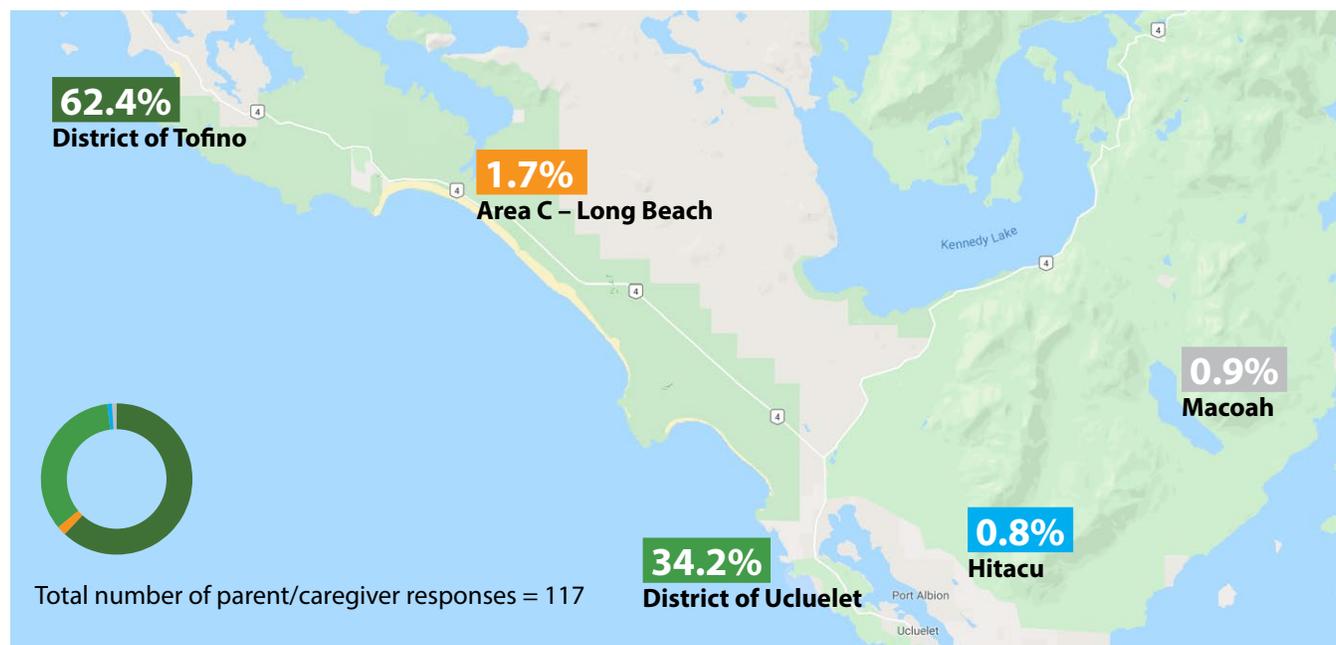
Other communities are lacking in care. Tofino and Ucluelet, the most populous communities in the subregion, do not have adequate child care spaces. This is most evident in looking at Infant/Toddler and Before and After School Care. In total, there are only 4 Infant/Toddler spaces (for children birth to 30 months old) in Tofino, and none in Ucluelet. Any Ucluelet parent requiring Infant/Toddler care is thus forced to obtain care outside of the community. However, the lack of Infant/Toddler spots in general makes it unlikely that a parent could find a licensed space. This forces parents to choose child care provision that is unlicensed and/or not eligible for the Affordable Child Care Benefit (subsidy), including leaving children in the care of a neighbour or friend, or hiring a private nanny.

Before and After School care is limited - although there are school-based programs, these end by 4:30pm. Those needing early morning care are hard pressed to find it, as the majority of child care programs do not open until 8:30am. Parents engaged in the planning project expressed frustration at the overall lack of options that match regular working hours - much less shift work - which is common in the West Coast communities due to the prevalence of tourism-based employment.

The Nuu-Chah-Nulth Nations in the region have much more robust child care programs than their municipal counterparts. Child care provided by nations is often nested under the education departments, with centers owned and operated through the nations in communities with younger families. The communities of the Hesquiaht Nation (Hot Springs Cove) and Toquaht Nation (Macoah) do not presently have high populations of young families and thus do not host child care programs. The communities of the Ahousaht Nation, Tla-o-qui-aht Nation (TyHistanis, Opitsaht and Esowista) and the Yuułuʔiłʔatḥ Government (Hitacu) are host to comprehensive child care programs with Infant/Toddler, Group Child Care, Preschool and After School programs. New centres have been developed recently in TyHistanis and Hitacu.

Between the three centers in Ahousaht, TyHistanis and Hitacu, the Nations host 32 of the available Infant/Toddler spaces, 69 spaces for children younger than school age, 37 Preschool spaces and 42 spaces for School Aged children. While families residing in these communities are better served than some of their neighbors, centres are challenged with the recruitment, training, and retention of staff. Additionally, families do face barriers around childcare, including transportation and access to before and after school care when utilizing services in a neighboring community due to school or employment needs.

Community Engagement



Family survey

117 of the parents/caregivers who completed the child care survey live in the West Coast communities: 62% in the District of Tofino, 34% in the District of Ucluelet, 2% in Area C, 1% in Macoah and 1% in Hitacu. These responses represented a total of 202 children aged 13 years or younger. Of these, 37% are infants and toddlers, 33% are preschool aged and 30% are school aged (K-Grade 6).

5% of the surveyed families identify themselves and/or their children as Indigenous. Respondents were given the opportunity to identify with various population subgroups. 31 respondents answered this question: 5 families have children with extra support needs, 8 are Francophone families, 6 are newcomer/immigrant/refugee family, and 1 is a young parent family.

Currently, families who responded to the survey have varying child care needs and arrangements: 45% currently access child care, 11% don't need child care, 26% either don't have access or are piecing together care, and 17% are on a waitlist.

Child care costs emerged as a significant issue and barrier for survey respondents. 52% of survey respondents expressed that the fees they pay for child care is a significant percentage of their monthly income. The average monthly child care costs for survey respondents in the West Coast communities was approximately \$850 per child per month. This rate varies greatly depending on the number of children in the family, centre costs, and whether a family accesses part- or full-time hours. Additionally, child care subsidies may only be applied to licensed spaces, which are limited. As such, 19 families reported paying over \$1000 a month for childcare with the highest reported amount being \$2900. The average yearly after-tax income for an individual in the West Coast subregion was \$31,000 as per the 2016 census. The Clayoquot Biosphere Trust Living Wage calculation estimates a two parent household requires an annual income of \$71,344 to meet basic expenses. This leaves very little for other living expenses.

“ It has been a struggle to find childcare and a major stress. I had to have three different care providers at one point just to cover my work week. I am on two waitlists for my second child at the moment. Finding care for children under 2 is even more challenging.

“ Daycare is my biggest expense besides rent, and I literally cannot afford it as a single (professional) working parent.

Given a variety of options, 80% of parents and caregivers prefer licensed child care if no other barriers exist. This includes licensed day care, before and after school programs, licensed preschools and care in someone's home by a licensed child care provider.

The top three barriers that families indicate they have experienced in searching for child care include:

1. The community lacks sufficient spaces, requiring a family to go on a waitlist,
2. The cost is too expensive given the family's income, and,
3. The times that the child care program runs does not meet families' needs.

The comments and stories survey respondents shared highlighted the significant impact that child care – or the lack thereof – has made in their lives. 36 people described how child care access issues have had an impact on their careers (parent does not return to work or returns limited hours because of the lack of available care). 47 families mentioned related family stress that has occurred including mental stress, marital stress, and time poverty. 19 families shared that child care barriers have resulted specifically in financial stress.

Families with more than one child and/or a child with extra support needs experience further and compounding child care challenges. In some cases parents have only been able to find care for some of their children. They describe piecing together care with family and friends, quitting their employment, or splitting up children to attend multiple centres. West Coast survey respondents identified significantly higher rates of unlicensed childcare options to make ends meet: 38% rely on care provided in someone else's home, by an unlicensed child care provider, compared to 25% in the region as a whole, and 24% report the use of informal, cooperative child care (parents may take turns providing care for group of children; may share nanny) which was double the reported regional rate. Relying on unlicensed sources of care creates additional cost and quality concerns, and can involve extra transportation, time, and stress on families.

Key themes from West Coast Parent Survey

1. Infant/Toddler care is needed throughout the subregion.
2. Before and After School Care is needed throughout the subregion.
3. Child care has a tremendous economic impact on families and communities.
4. Parents seek increased care options such as flexible timing, part-time options, and program choice.

“ I have had to give up a job that I spent a long time working towards. We are now a one income family which is a significant financial barrier. Our housing may become insecure as a result.

“ My husband and I have to take separate days off in order to make it work, meaning we have sacrificed family time completely. The financial burden of the child care cost is stressing on us. We feel we overpay and the quality of care is not up to standard.

“ We have had to piece-meal together care. My child goes to 3 different places during the week. I have to pay random people larger amounts of money to take him as they aren't actually interested in childcare. There are almost no spots in town for children under 2. I couldn't work full time until my child turned two because there was nowhere for him. Now I'm having a second. I'll have to give up an excellent full time job because there's nowhere to send my youngest.

“ Parental guilt - torn between staying home to provide the childcare experience my children should have and working to provide for our livelihood - food, housing, clothing.

Child care provider survey

Of the 50 responses received to the child care provider survey, 16 reflect those living and working in West Coast communities. Perspectives were equally distributed between those who are new to the field (working as a child care provider less than 2 years) and those experienced (20 years or greater). While every type of child care centre perspective is included, the majority of responses are from those working in licensed group centres.

Staffing is the primary challenge that centers face in the West Coast communities (which mirrors the reality across the province). Based on survey responses, the direct implications of an inability to find and keep enough qualified staff members results in waitlists, inflexible programming for families, low numbers of Infant and Toddler care spaces (which require specialized training), inability to increase space capacity, and, in some cases, a compromise in quality in the attempt to meet parent demands. The reasons for staffing issues are historical and systemic. Low wages, lack of wage parity, low social value of child care, and lack of ongoing learning and professional development are primary factors behind the most frequently named challenge that respondents have faced in their career - burnout (73.3%).

West coast respondents noted a lack of access to training options, while some options do exist locally professional development opportunities and specialized training for Infant/Toddler and Special Needs is particularly hard to obtain. Additionally due to the areas high cost of living and housing shortage recruitment and retention of quality staff is a challenge. Local efforts to train and retain staff who already reside in the area have improved the situation but do not presently meet the need for centres in the area.

Key themes from the Childcare Providers Survey

1. Infant/Toddler care is needed throughout the region.
2. Before and After School Care is needed throughout the region.
3. Finding and retaining qualified staff and adequate support staff are the primary barriers to offering both more and more flexible spaces for families.
4. Staffing issues are rooted in systemic issues of low wages and low social value which results in high levels of burnout.

Child Care Provider Focus Group

In order to better engage Early Childhood Educators and community stakeholders around the project and surface potential solutions, a focus group was organized in partnership with the Coastal Family Resource Coalition Early Years Working Group. Attendees from PacificCARE, Strong Start programs, private childcare centres, North Island College, the public childcare centre and other SD70 representatives met for 1 hour to review the project and provide valuable feedback.

Participants discussed the value of community support, hub models and finding ways to better support early years education. A main topic of conversation was around the need to increase respect and value for Early Childhood Educators, to be seen and compensated as educators rather than daycare workers. Participants underscored the need for Infant/Toddler and After School programs as well as increased flexibility in hours to meet family's needs. Innovative ideas were proposed as systemic interventions which could assist in increasing local capacity, including offering staff housing to increase retention, partnerships between the School District and municipality for co-location of child care spaces, and business sponsorship.

Key Themes

1. Increase capacity in ECE sector through grants for education, increased professional development, and sharing of resources and educators (staff exchange, subs, specialists).
2. Increase ability to meet family's needs – open Infant/Toddler centre, increase hours and flexibility, and help parents access Affordable Child Care Benefit subsidy.
3. Hub model – Develop partnerships with SD70, municipality, seniors and other services.
4. Get creative with space - partner with SD70 for portable to increase early years space; increase Infant/Toddler spaces at community childcare centre.
5. Augment high property costs and barriers to opening new centres with municipal and industry support.

Open Houses

The West Coast parent survey included a wide range of experiences from families in the region, including those with more acute needs. Vulnerable populations in rural and remote communities are often a small number and avenues by which to engage more marginalized family groups are limited as services are less targeted. With limited opportunities to engage specific family groups available, two open houses were organized in Ucluelet and Tofino an opportunity for families to review the survey results, add additional comments and co-create solutions. Open houses were promoted by sending information to programs serving vulnerable families in addition to targeted interviews.

Tofino Open house

25 families, community stakeholders, and decision makers attended the 4-hour open house event to provide valuable feedback on the project. Participants validated the results of the survey and provided additional stories and insight. Primary themes throughout the length of the open house were affordability and flexibility, Infant/Toddler programs, and the expansion of the \$10/day program.

I worry about the emotional toll the lack of childcare will take on my partner and our relationship since we will not see each other much, as one of us has to work while the other watches our infant.

Participants felt that the municipality, other local stakeholders, and more senior levels of government could assist in making childcare centres more attractive to open through support, funding, and provision of land or space. Families had a strong preference for supporting current programs, expanding outdoor nature based programs and seeing more collaboration between child care and SD70 for increased capacity in the community child care centre. Specific collaboration ideas focused on potential partnerships between SD70 and childcare centres for short term space reallocation, moving preschool programs to a mobile on school grounds to free up space for Infant/Toddler programs and ideas for long term planning involving multi sectoral Hub projects. Additional ideas around the development of a child care society to provide administration support to the child care centres in the subregion and assist in future planning were a lively part of the evening.

Ucluelet Open House

19 families, community stakeholders, early childhood educators, municipal staff and decision makers attended the 4-hour open house event to provide valuable feedback on the project. Staff from the QwAYACIIK?IIS Daycare in Hitacu were in attendance to share information with families on the new centre opening in October and provided relevant insights.

Participants validated the results of the survey and provided additional stories and insight. Common themes were similar to the Tofino open house: affordability and flexibility, the need for Infant/Toddler programs, and training subsidies and living wages. Participants expressed the need to engage SD70 to partner and plan for early childhood space in the recently announced Ucluelet Elementary School renovations. Another potential partnership was suggested with the Alberni Valley Employment Centre Older Workers Initiative to investigate seniors returning to work as a potential solution to staffing issues. Participants also expressed the need for training subsidies, financing, and expedited ECE programs to increase support for early educators.

Open House Key Themes

1. Increased support to Early Childhood Educators through subsidies, education, and administration support.
2. Parent needs for affordability, flexibility, and Infant/Toddler and After School care.
3. Partnerships with SD70 and other community stakeholders to increase capacity at current centres and to free up space for new programming.
4. Make it more attractive to expand or create a child care centre – municipal, provincial, federal, and industry support to increase appropriate land/space and funding.
5. The creation of a non-profit child care society for administrative tasks of child care centres.

CHILD CARE IN THE BARKLEY SOUND

This section provides a snapshot of child care across the region, including current number of spaces, space utilization information, current trends in child care, and a report on community engagement in support of this planning project.

The Barkley Sound is comprised of the following communities: Electoral Area A - Bamfield and Anacla.

Current State of Child Care

In total, there are:

- **25** children 0-14 living in the Barkley Sound

Of these:

- **10** are 0-4 years old
- **5** are 5-9 years old
- **10** are 10-14 years old

Licensed child care resources include:

- **1** centres (Group child care centre)

All together, this 1 centre offers:

- **18** spaces
 - **0** spaces for infants/toddlers (children birth - 30 months old)
 - **18** spaces for group child care (30 months - 5 years)
 - **0** spaces in licensed preschools (generally 30 months - 5 years)
 - **0** spaces for school age children
 - **0** spaces in multi-age child care centres
 - **0** spaces in family child care (each centre is limited to 7 children)
 - **0** spaces in in-home multi-age child care centres (each centre is limited to 8 children)

Number of licensed child care spaces per capita: **0.72**

Other highlights:

- There are **0** centres in the Barkley Sound with extended operating hours (before 7am and/or after 7pm)
- **0** centres in the Barkley Sound offer overnight care
- The centre is co-located with a parent and tot drop-in program

1 centres report operating at capacity and maintaining a waitlist

Interpreting Trends

The Barkley Sound communities are small remote communities with a total population of under 250 residents. Anacla is a community of the Huu-ay-aht Nation and Bamfield is an unincorporated community in Area A of the ACRD. Bamfield and Anacla are situated 5 kilometres apart and 80 kilometres down a private logging road from the Alberni Valley. With their close proximity, the communities share many amenities.

While the Barkley Sound communities have access to 18 childcare spaces for the area's 25 children, the family survey drew attention to trends similar to other more populace communities in the ACRD. Families expressed the need for increased flexibility in program time to meet families needs, resources for providers to ensure quality care, spaces to meet family needs, and affordability. Families in the Barkley Sound echoed parents throughout the region identifying meals and snacks, a primarily outdoor program, cultural programming, and homework assistance as the primary quality enhancements which they would seek out in an ideal child care situation.

Community Engagement



The parents/caregivers who completed the child care survey live in the Barkley Sound communities: 75% in Bamfield and 25% in Anacla. These responses represented 33% infants and toddlers, 17% preschool aged and 50% are school aged (K-Grade 6) children.

Currently, families who responded to the survey have varying child care needs and arrangements: 25% currently access child care, 50% don't need child care, and 25% are not able to access. Of the respondents accessing care, 50% were accessing licensed childcare and 50% were accessing a before/after school program.

Given a variety of options, 75% of parents and caregivers prefer licensed child care if no other barriers exist. This includes licensed day care, before and after school programs, licensed preschools and care in someone's home by a licensed childcare provider.

Mirroring the broader region, the top three barriers that families indicate they have experienced in searching for child care include:

1. The community lacks sufficient spaces/formal childcare, requiring a family to go on a waitlist,
2. The days/times that the child care program runs does not meet families' needs, and,
3. The cost is too expensive given the family's income.

Respondents identified that while cost of childcare was still an issue, flexibility and availability of services in their small rural communities had a large impact on their ability to access care. This was a source of financial stress and an impact on the careers of 50% of respondents.

Child Care Provider Input

Child care provider input was solicited both through a phone interview and through the child care provider survey, promoted regionally.

Although there was agreement that the current number and distribution of child care spaces is sufficient to meet community needs, child care provider input highlighted the unique challenges of service provision in a rural and remote community: given the limited number of staff and centres, offering flexible care (flexible days of the week and hours of the day) is very challenging. Offering and maintaining quality care is dependent on the child care providers in place - having a passionate and committed provider makes all the difference. Thus, recruiting and retaining quality staff is of utmost importance. In the event that additional child care providers need to be recruited, offering higher pay or increased professional development incentives were suggested solutions.

Again, as expected, barriers faced in such a small and remote community include lack of access to initial and ongoing training (Responsible Adult, ECCE designations, professional development) and lack of access to a network of other child care providers. It is possible to access both training and other professionals outside of the Barkley Sound, but that has cost and travel implications.

Key themes from Child Care Provider Input

1. Staff recruitment and retention are concerns in this small, remote subregion.
 2. The current number and types of spaces are sufficient to meet current family needs.
 3. Offering families more flexibility in the days/hours that care is available is constrained by the reality of running a small centre.
-

RECOMMENDATIONS

The following section outlines recommended actions to address the existing and future child care challenges across the Alberni-Clayoquot region. Each of the region's communities deserves an adequate child care system where child care is accessible, affordable and high quality. Building on community-gathered evidence of insufficient child care spaces and unaffordability, pressures that dilute child care quality, training and ECE staffing concerns, these recommendations lay a foundation for action required from each level of the system and all partners involved.

The action strategies are required to work towards a vision of having 50% space availability for all children 0-14. While this target is admittedly ambitious, it is based on promising practices as seen in other communities in Canada who have successfully implemented programs similar to the \$10aDay Child Care Plan. The space creation targets (Appendix 3) have been refined to align with local context and are largely influenced by the current ECE labour force concerns. The space targets, therefore, strive to reach 35-40% space availability in the first three years and work towards a 50% space availability in the long term.

It will be important to monitor populations and reassesses need if and when populations shift. This is true for communities such as those in the Barkley Sound that only require minor increases of childcare options at this time as well as those requiring more intensive interventions. It should be celebrated that there are communities in our region, such as Ahousaht, which are currently well-served by the current space availability with models and community practices which demonstrate a high level of attention to the childcare sector.

It should be emphasized that considerable discussions among partners at provincial, municipal and local levels will be required to proceed with a coordinated approach. Collaborative and coordinated efforts are critical to avoid fragmented actions which will compound existing child care challenges.

Source: <https://findingqualitychildcare.ca/quebec>; <https://www.toronto.ca/legdocs/mmis/2017/cd/bgrd/backgroundfile-102626.pdf>, <https://www.10aday.ca>

The \$10aDay child care plan, already in motion in BC, is directly linked to the needs that have been identified in the region for affordable fees for families, more licensed spaces, and better wages for child care providers - interventions which have the ability to create a more robust sector for Early Childhood Educators.

It is estimated that full implementation of the \$10aDay Plan will have a significant and positive impact on BC's GDP and will create 69,100 jobs, even in the short term, according to private-sector economist Robert Fairholm.

How? The \$10aDay Plan invests in the Early Childhood Educator workforce by supporting all caregivers to obtain an ECE Diploma. Over time, the workforce will transition towards a bachelor's degree. Wages will also increase to at least \$25 per hour, along with improved benefits and regular adjustments for inflation.

The plan also lowers parent fees, increases the number and types of licensed spaces to meet diverse family needs and lifts quality by focusing on higher educator wages and education requirements.

Until the plan is fully embedded in legislation, the following recommendations for provincial, municipal and local stakeholders can set the groundwork and maintain the positive momentum that has begun with recent municipal spotlight on child care issues.

Provincial Government Recommendations

- 1. Expedite the implementation of the \$10aDay child care plan universally.**
- 2. Examine licensing regulations to reduce barriers to space creation and innovative partnerships.**

Current licensing regulations have the potential to be more responsive to the needs of families and child care centres in the pursuit of a strengthened child care system.

With the opportunity of school district involvement, licensing and the School Act require alignment to ensure that progressive and innovative service delivery is allowed.

Licensing is also well poised to be a barometer of quality care. Currently, reports reflect compliance but have the potential to communicate (as they are accessible by the public) efforts to deliver quality programming.

And finally, inability to become a licensed centre is a current barrier for outdoor/innovative spaces. With land and rental costs being prohibitive for some centres this poses a unique solution. Licensing becomes a challenge for providers to offer what the public is requesting and it becomes a barrier to any family wishing to access these programs who also require financial support via subsidy.

- 3. Balance investments between capital funding to create spaces and operating costs to sustain spaces.**

Ensure a focus on quality care is as high a priority target as space creation.

Along with space creation funds and the potential of expanding a child care maintenance fund, investing in centre operating costs is critical.

Without adequate capacity to attract qualified staff to the sector, the spaces will remain unfilled. A sustained staffing strategy that runs parallel to space creation includes support with operating funds.

- 4. Attract Early Childhood Educators to the field, maintain quality and reduce costs associated with staff turnover.**

Adequate wages, benefits and a wider recognition of value will strengthen this sector. Without enough qualified staff, efforts to increase space is shortsighted. In addition, without the support to hire and retain Early Childhood Educators, community partners will be unable to play an innovative role in serving the needs of families.

In addition to making the field more attractive through wage enhancements, consider ECE training incentives to enter the field or pursue specialty training. This may include student loan forgiveness, salary lifts, and recognition.

- 5. Improve capacity for local child care coordination, support and accountability.**

Expand, promote, and strengthen the ability for communities to coordinate initiatives regarding child care access, needs, and activities across the region.

Recent Early Years community coordination funding cuts and MCFD mandate changes have been detrimental to communities' abilities to coordinate services, collaborate on shared projects, and reduce fragmented inefficiencies. Coordination funding is required to make a system wide approach to strengthening child care options for families.

Review the role of Child Care Resource and Referral consultants and re-envision to reflect a strengthened linkage with municipal government's commitments to child care space creation targets.

Local Government Recommendations

- 1. Advocate/request that provincial government expedite the \$10aDay child care plan implementation universally and play an active role in advocating for provincial level changes.**
- 2. Work with the child care sector to meet space creation targets based on Child Care Needs Assessment (2019) through leadership, advocacy, partnerships, and monitoring.**

Pockets of child care leadership, advocacy, partnerships, and monitoring are happening in the region but not consistently and not inclusively. The work of a child care council or committee will require an investment in coordination. Request capacity to convene regional (or sub-regional) partners to assist in the implementation of recommendations including the support of local partnerships.

An initial step is to initiate a regional child care committee which could work closely or be convened through the Alberni Clayoquot Health Network. This group, which includes senior representatives of local organizations and municipal government, can provide a regional foundation to build and/or strengthen a sustained local infrastructure and communication mechanism for what is currently a fractured sector. On the West Coast, the existing Coastal Family Resource Coalition already has child care on the agenda, but the topic can be strengthened. The Alberni Valley does not currently have a similar asset existing.

A regional or sub-regional committee or council will propel actions to:

- a. Meet space creation targets
- b. Improve quality across community/region
- c. Address ECCE employment barriers
- d. Promote and support Public – Private – Non-Profit partnerships
- e. Support capital project planning
- f. Establish key performance indicators to track including:
 - a. Local training capacity and enrolment
 - b. Waitlists
 - c. New spaces created
 - d. ECE wage range
 - e. Care options for families

3. Update and/or add child care supporting policies including;

- Zoning for group child care in all neighbourhoods.
- Offer zoning application assistance to new child care centres.
- Waive business license fees for in-home child care providers.
- Support child care space creation through participation in collaborative spaces, land rental agreements with community centres, etc.
- Promote, encourage, and support the inclusion of child care centres in capital projects and community amenities.
- Revise and update Parks plans to focus on walkability and active transport policies to support easy access for centres (helps with outdoor space licensing requirements).
- Enshrine requirement for large employers/new employers of a certain size to provide/support of child care services.

Community Agencies - Alberni Valley Recommendations

1. Work collaboratively to meet space creation targets based on the Child Care Needs Assessment (2019) through leadership, advocacy, partnerships and monitoring. Build and participate in a local Child Care council or committee.

2. Promote, support and explore public-private-nonprofit partnerships that strengthens the ECE sector. For example:

- Child Care programs (not-for-profit) to collectively examine program administration to find increased operating efficiencies and increase shared advocacy.
- NIC, municipal governments, First Nations and Employment Centre – Partner for ECCE employment and training campaign.
- NIC and PAACL to partner on providing free or sponsored first aid and other training for family and friends of children with extra support needs so they are more confident supports and increase child care options for families.
- SD70 and NIC to sustain and expand the dual-credit offering for ECCE students.
- Family Hub at EJ Dunn, Early Childhood Educators of British Columbia (local branch), NIC, and PacificCARE to coordinate professional development and training opportunities. For example: consistent and renewed responsible adult training, a simplified process for shared learning, and a community of practice.
- Municipal governments and ECEBC - active role in celebrating and promoting the value of child care providers to local economy.

3. Promote, support and explore public-private-nonprofit partnerships that support space creation. For example:

- SD70 and City of Port Alberni Parks and Recreation partnership to facilitate before and after school care opportunities.
- PacificCARE and local child care centres working together to monitor waitlists and other supports.
- City of Port Alberni and BC Transit to explore free public transit for children under 13 years from 230-5pm Monday – Friday with a Child Care Bus Pass (to be created).
- Explore partnerships to coordinate and provide Pro Day and summer child care innovations.

4. Actively improve the level of quality care across the community.

- Commit to professional development for staff at all levels (front line, support staff, management, and board)
- Support staff to upgrade education with the implementation of the \$10/day plan
- Licensed Child Care Centres participate in a wage parity and benefits review.
- Promote inclusive opportunities for education and networking that include in-home family child care providers.
- Develop a registry of qualified people, vetted locally, available to care for children with extra support needs (full time, part time, evenings or occasional care).

Community Agencies - West Coast Recommendations

1. Support and participate in work locally to meet space creation targets based on Child Care Needs Assessment (2019) through leadership, advocacy, partnerships and monitoring.

2. Promote, support and explore public-private-nonprofit partnerships that strengthens the ECE sector. For example:

- Child Care programs to collectively examine program administration to find increased operating efficiencies and increase shared advocacy.
- Formation of a non-profit child care administration board to increase capacity in child care centre(s).
- Explore options for staff housing (teacherage) with local partners and support - SD70, Island Health, Municipalities.
- NIC, municipal governments, First Nations and Employment Centre – Partner for ECCE employment and training campaign.
- Employment Centre, Training Partners and child care centre's partner to explore older worker return to work opportunities.
- NIC, First Nations and Municipalities sustain and expand local ECE training opportunities with opportunities for specialized training.
- SD70 and NIC to sustain and expand the dual-credit offering for ECCE students.
- Municipal governments and ECEBC - active role in celebrating and promoting the value of child care providers to local economy.

3. Promote, support and explore public-private-nonprofit partnerships that support space creation. For example:

- SD70, District of Ucluelet and Ucluelet Children's Centre planning for child care space in new school development.
- SD70, District of Tofino and the Tofino Children's Centre partnership to increase child care space on SD70 property to increase capacity at Children's Centre.
- Explore partnerships with the District of Tofino, Island Health and other community partners to facilitate the development of a Community Services Hub in Tofino with child care space.
- Explore partnerships with Municipalities, Chamber of Commerce(s) and local industry to develop innovative space creation solutions for the development of child care centres.
- SD70, child care centres and Parks and Recreation partnership to facilitate before and after school care opportunities.
- PacificCARE and local child care centres working together to monitor waitlists, maintain an early childhood educators substitute list and other supports.
- Districts and BC Transit to explore free public transit for children under 13 years when transit is implemented.
- Explore partnerships to coordinate and provide Pro Day and summer child care innovations.

4. Actively improve the level of quality child care across community.

- Work collaboratively to offer professional development for staff at all levels (front line, support staff, management, and board) in the region.
- Support staff to upgrade education with the implementation of the \$10/day plan.
- Licensed Child Care Centres participate in a wage parity and benefits review.
- Strive towards living wage for staff.
- Licensed Child Care Centres participate in licensing for quality improvement activities.
- Promote inclusive opportunities for education and networking that include in-home family child care providers.
- Develop a registry of qualified people, vetted locally, available to care for children with extra support needs (full time, part time, evenings or occasional care).

CONCLUSION

The provincial childcare landscape offers a complex and multifaceted challenge affecting the lives of families and those providing care to children. The provision of adequate child care spaces, quality programming, and equitable employment opportunities matter not just to those with young families but to the broader economic and social development of communities. Results of the 2019 ACRD Child Care Needs Assessment validate the economic and social toll of the current child care system. This necessitates significant investment and focused activities to both increase the number of quality child care spaces available to families and to strengthen the child care sector to champion these changes. The return on investment for communities is significant; not only will parents be able to return to work, but the resilience of children will increase through quality early care and education, with the ultimate outcome being healthier, more productive citizens, and stronger social and economic sustainability.

The Alberni-Clayoquot's history of innovation and collaboration in the early years is evident in the region's EDI scores. Despite the socio-economic challenges, the region has maintained childhood vulnerability on par with the provincial average. This edge has been made possible through years of work conducted by local early years networks, ECEBC chapters, and other community stakeholders even with ever dwindling financial support. In order to maintain this advantage and begin to move the meter on childhood vulnerability indicators, investments that decrease financial and social stress to families must be made. Concurrent investments in the early childhood care and education sector are equally critical to support those who have been holding up the importance of healthy childhood development for far too long.

THANK YOU

The project planning team wishes to thank the following for their enthusiastic support of and participation in the project:

- The communities of the Alberni Clayoquot for taking action to plan for younger generations
 - Families across the region who shared input via survey, interview, focus group, or open house attendance
 - Early Childhood Educators across the region, who participated in the development of the Inventory, shared input via survey, focus group, and/or open house attendance
 - Early years stakeholders and other community professionals who shared input and attended engagement events
 - The Coastal Family Resource Coalition's Early Years Working Group
 - The Alberni Clayoquot Regional District and municipalities within the region for their support in printing/promoting/offering space for the open houses
 - The following organizations that supported Alberni Valley focus groups:
 - Port Alberni Friendship Centre
 - Literacy Alberni Society
 - PacificCARE Child Care Resource & Referral
 - Hummingburde Child Care Centre
 - Port Alberni Association for Community Living
 - The following organizations that supported West Coast engagement:
 - Coastal Family Resource Coalition
 - Q^wAYACIIK?IIS Daycare
 - Tluucha Children's Centre
 - Island Health, Public Health
 - Tofino StrongStart
 - Tuff City Radio
-

APPENDIX 1: *Glossary of Terms*

Source: http://www.bclaws.ca/civix/document/id/loo94/loo94/332_2007#section1

Child Care

As referenced in this report child care has the meaning of a licensed child care program complying with the BC Community Care & Assisted Living Act and the BC Child Care Licensing Regulation. Programs provide care for three or more children, meeting specific requirements for health and safety, license application, staff qualifications, quality space and equipment, staff to child ratio, and program standards.

Early Childhood Care and Education

A course of study which is required for those wishing to become Registered Early Childhood Educators. Post-basic training may lead to an Infant/Toddler or Special Needs certificate.

Child Care Provider

A person providing child care on an ongoing basis. The person may be employed directly by the parents to care for the child(ren) either in their own home or in the child care provider's home or (s)he may be an employee in a licensed group child care facility.

A registered child care provider will have completed a registration process including criminal record checks, character and physicians references, a home-setting review, as well as providing proof of first aid, group liability insurance and child care training.

Early Childhood Educator (ECE)

A person holding a certificate including:

- early childhood educator certificate,
- a special needs early childhood educator certificate,
- an infant and toddler educator certificate or

Early Childhood Assistant

A person holding an early childhood assistant certificate

Responsible Adult

A person who is qualified to act as a responsible adult under section 29.

License-Not-Required (LNR) Family Child Care

Family child care homes that offer care for one or two children unrelated to the provider of child care. The operations are not required to obtain a license through Community Care Facility Licensing authorities; however, they may choose to register with a Child Care Resource and Referral Centre. Registered License-Not-Required Child Care providers must complete a minimum of 20 hours of family child care training (or responsible adult training) prior to, or within one year of registering as a Registered LNR child care provider.

Licensed Child Care Facility

A child care facility that meets the requirements of the Community Care and Assisted Living Act and the Child Care Regulation.

Types of Licensed Care

Family Child Care – Licensed: Child care offered in the child care provider’s own home for a maximum of seven children.

Group Child Care: The provision of care to children in a non-residential group setting. Group child care providers must have Early Childhood Education training and their facility must be licensed with Community Care Facilities Licensing.

- Group Child Care – Under 36 months: Group child care for a maximum of 12 children under 36 months.
- Group Child Care – 30 months to school-age: Group child care for a maximum 25 children aged 30 months to school-age (5-6 years), with no more than two children younger than 36 months.
- Group Child Care – School-age (5-12 years): Care provided to children before and after school hours. The maximum group size is 30 if all children are in Grade 2 or higher. If any children present in the program are in Kindergarten or Grade 1 then the maximum group size is 24.

Preschool (30 Months to School Age)

A program that provides care to preschool children who are at least

- (i) 30 months old on entrance to the program, and
- (ii) 36 months old by December 31 of the year of entrance.

Occasional Child Care

A program that provides, on an occasional or short-term basis, care to preschool children who are at least 18 months old.

Overnight Care

A program that provides care to cover shift based work hours.

Multi-Age Child Care

A program that provides, within each group, care to children of various ages.

In-Home Multi-Age Child Care

A program in which the licensee personally provides care, within the licensee’s personal residence, to no more than 8 children of various ages. An in-home multi-age child care provider has full ECE qualifications.

Infants

Children between birth and 18 months.

Preschool Child

A child who is at least 30 months old but has not yet entered grade 1.

Child Requiring Extra Support

A child who, for physical, intellectual, emotional, communicative or behavioural reasons, requires support or services that are additional to, or distinct from, those provided to other children.

Parent

The parent of a child and includes, if applicable,

- a. the child's guardian,
- b. the person legally entitled to custody of the child, or
- c. the person who usually has the care and control of the child.

Affordable Child Care Benefit (ACCB)

On September 1, 2018, the Affordable Child Care Benefit replaced the Child Care Subsidy. The new funding will help families with the cost of child care, depending on factors like family size, type of care and household income.

BC Early Childhood Tax Benefit (BCECTB)

A tax-free monthly payment made to eligible families to help with the cost of raising young children under the age of 6 years. Benefits from this program are combined with the Federal Canada Child Benefit (CCB) and the BC Family Bonus Program (BCFB) into a single monthly payment.

Canada Child Benefit (CCB)

A federally-funded tax-free financial benefit, adjusted according to income, disbursed to families with children under 18 years. It is intended to help families with the cost of raising children.

Child Care Resource and Referral (CCRR)

A provincially funded local support service to enhance the availability and quality of child care options by:

- advertising, recruiting and assessing potential family child care providers when a license is not required;
- supporting family and group child care providers;
- establishing and maintaining a registry of licensed and/or regulated child care options in the community; and
- providing resource and referral information to support parents' ability to select quality child care.

Supported Child Development (SCD)

Funded by the Ministry of Children and Family Development and delivered by community agencies, Supported Child Development (SCD) Programs help families of children with developmental delays or disabilities to gain access to inclusive child care. The SCD program serves families with children from birth to 19 years, partnering with community licensed child care programs to offer a range of options for local families whose children require additional supports to attend child care programs for various age groups.

Low Income

Canada does not have an official poverty line; however, several measures of low income exist (e.g. Low Income Cut-Off, Market Basket Measure). For the purpose of this Child Care Needs Assessment, the after tax Low Income Measure (LIM) is used. The LIM is a pure measure of relative low income, defined as half the median family income (adjusted for family size). According to Vibrant Communities Canada, LIMs are the most frequently used measure internationally, particularly when making comparisons between countries.

APPENDIX 2: *Review of Local Plans*

Bylaw #	Overview
ACRD Zoning Bylaw	
6.7 Home Occupation	<p>(1) A home occupation shall involve no internal or external structural alterations to the dwelling; there shall be no exterior indication (other than a sign) that the building is being utilized for any purpose other than that of a dwelling, and no building, structure, fence, or enclosure, other than those in conformity with permitted residential uses in the zoning district in which it is located may be erected.</p> <p>(4) Subject to more restrictive requirements of professional practice where applicable, one person who is not a resident in the dwelling unit may be employed in the home occupation.</p> <p>(5) The operation of a kindergarten, daycare or preschool as a home occupation shall be for a maximum of eight children at any one time.</p>
141 INSTITUTIONAL DISTRICT (P 1)	<p>This District provides for the proper location and regulation of religious, fraternal, private educational, and private hospital facilities in the community.</p> <p>(2) Children's Institutions.</p> <p>(5) Kindergartens.</p> <p>(12) Child and Family Daycare Centres.</p>
161 COMPREHENSIVE DEVELOPMENT (CD1) DISTRICT 161.6.2 Permitted Accessory Uses	<p>(1) Daycare or nursery accessory to a residence or community centre</p>
Bamfield OCP	
Policy 3.3.11	Permit home occupation uses, as a secondary or accessory use, in any designation where a single-family dwelling is the principal use.
Objective 10.1.3	Support Home Based Industries within the terms of regulations that limit the potential for impact on surrounding residential properties
Objective 11.1.2	Continue to support maximum flexibility in the location of commercial development in the community, balanced against the potential for conflict with existing residential lands.
Policy 11.2.7	Ensure mixed use designations are maintained and encouraged to accommodate commercial uses that suit the form and character of Bamfield.
Policy 15.2.5	Future community service uses shall be permitted in any Land Use Designation in the Plan area where supported by the community and evaluated by the Regional District on the impact of the proposed development on existing community service uses and other surrounding land uses

Bylaw #	Overview
Beaufort OCP	
Policy 3.2.7	Permit home occupation use, as a secondary or accessory use, in any designation where single-family residential is the principal use.
Long Beach South OCP	
4.3.2 Rural Residential Policies	a) Permitted uses within areas designated Rural Residential include single-family homes, mobile homes and group homes, home based businesses and home industry. (see Section 5.10)
5.10.2 Home Based Business and Home Industry Policies	a) Home based businesses are permitted in all primary residences provided: i) such activities result in no noise, light, glare, vibration, fumes, odours, dust or smoke that can be detected from outside the home; ii) provision adequate water and sewerage are demonstrated; iii) adequate off-street parking is provided; and iv) the homeowner resides in the residence.
Sproat Lake OCP	
Policy 3.2.7	Permit home occupation uses, as a secondary or accessory use, in any designation where single-family residential is the principal use.
Beaver Creek OCP	
Policy 3.2.6	Permit home occupation use, as a secondary or accessory use, in any designation where single-family residential is the principal use
Policy 8.2.9	Support the provision of special needs housing, seniors' accommodation, and affordable or rental housing through the use of density bonusing, residential use above commercial, the addition of an accessory residential dwelling unit and other means
Policy 10.2.1	Support the continued use of schools and other community service uses within the community.
Cherry Creek OCP	
Policy 3.2.8	Permit home occupation use, as a secondary or accessory use, in any designation where single-family residential is the principal use.
Ucluelet OCP	
Guiding Principles	<p>3. Foster a welcoming and complete community</p> <p>4. Build a diverse and dynamic local economy</p> <p>6. Develop and maintain top quality parks, trails, recreation and community services for residents and visitors</p> <p>9. Manage growth in balance with jobs, infrastructure investments, and the provision of services</p>
Objective 3N	Continue to evaluate trends in facility use, community needs and resources necessary to serve the interests of a diverse population.
Objective 3O	Deliver and support excellent services in partnership with aligned organizations, including the School District, non-profit organizations and the private sector.
Policy 3.27	Continue to use the UCC as the inclusive focal point for delivering universal programs for people of all ages and abilities.
Policy 3.28	Provide space and support for programs provided by other community agencies including: • West Coast Community Resources Society • Ucluelet Children's Daycare Centre • Vancouver Island Regional Library
Zoning Bylaw - 303.2 Despite Subsection 303.1, the following uses are permitted:	(4) in Zones in which a single family dwelling is a principal permitted use, one community care facility, in accordance with and so long as permitted by section 20 of the Community Care and Assisted Living Act, S.B.C. 2002 c.7, being either: (a) a daycare centre for no more than 8 children in care

Bylaw #	Overview
Tofino OCP 2013 (2019 plan under development)	
3.3.1 Community Development Goals	7. To support families and children.
3.3.2 Community Development Objectives	8. Encourage or provide services and facilities for families, youth and children.
3.3.3.5 Social Action Policies	3. The District will encourage services and facilities that support families.
Zoning Bylaw	d. Home occupations may include the following:
4.3 USE	iv. In-home child care licensed under the Community Care and Assisted Living Act;
2. Home Occupations:	h. Home occupations are permitted in residential structures as shown in the following table:
	In-home child care licensed under the Community Care and Assisted Living Act; Single Family, Two Family, Secondary Suite, Caretaker Cottage
Port Alberni OCP	
4.2 Residential (RES) Council Policy	1. Residential land uses will be permitted in areas designated Residential (RES) on Schedule "A" (Land Use Map). 2. The Residential (RES) designation permits the following: - daycare facilities.
4.3 Multi-Family Residential (MFR) Council Policy	1. Multi-Family Residential (MFR) land uses will be permitted in areas so designated on Schedule "A" (Land Use Map). 2. The Multi-Family Residential (MFR) designation permits the following: - daycare facilities.
Zoning Bylaw 6.15.6 The operation of a Home Occupation shall be limited to the following provisions:	(a) Traffic related to the Home Occupation use is prohibited between the hours of 9:00 pm and 8:00 am, except for Home Occupations regulated by the Community Care Facility Act or related regulations. (b) A maximum of one non-resident employee. (c) Operator must hold a valid City of Port Alberni business licence. (d) A Home Occupation must be licenced to and conducted by a permanent resident of the dwelling unit. (e) In R, RR, or A zones, the following regulations also apply: (i) Except for Home Occupations regulated by the Community Care Facility Act or related regulations, the Home Occupation maximum floor area must not exceed 40 m ² (430.6 ft ²).
Home Occupation Use for:	FD - Future Development A1 - Agriculture RR1 - Rural Residential RR2 - Semi Rural Residential R1 - Single Family Residential R2 - One and Two Family Residential R3 - Small Lot Single Family Residential MH1 - Mobile and Modular Homes

APPENDIX 3: *Inventory*

Summary of Spaces and Programs

Ahousaht First Nation	Dididaht First Nation	Hitacu	Huu-ay-aht- First Nation	Port Alberni	Tla-o-qui-aht First Nation	Tofino	Ucluelet
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Number of Child Care Programs by Municipality or Unincorporated Area

Group Child Care (Birth to 36 Months) Spaces	12	-	8	-	244	12	4	-
Group Child Care (30 Months to School Age) Spaces	20	-	32	18	288	17	21	24
Licensed Preschool Spaces	20	-	-	-	246	17	-	-
Group Child Care (School Age) Spaces	20	-	12	-	174	10	6	12
Multi-Age Child Care Spaces	-	-	-	-	87	8	-	16
Family Child Care Spaces	-	-	-	-	51	-	7	-
In-Home Multi Age Child Care Spaces	-	-	-	-	16	-	15	-

Number of Child Care Programs by Municipality or Unincorporated Area

Group Child Care (Birth to 36 Months) Programs	1	-	-	-	15	1	1	-
Group Child Care (30 Months to School Age) Programs	1	-	-	1	17	2	2	1
Licensed Preschool	1	-	-	-	15	2	-	-
Group Child Care (School Age) Programs	1	-	-	-	11	1	1	1
Multi-Age Child Care Programs	-	-	-	-	9	1	-	2
Family Child Care Programs	-	-	-	-	2	-	2	-
In-Home Multi Age Child Care Programs	-	-	-	-	2	-	2	-

Care Schedule (Number of Facilities)

Extended Hours (Before 6AM and/or After 7PM)	-	-	-	-	1	1	1	-
Before School Care	-	-	-	-	2	1	1	-
After School Care	-	-	-	-	1	-	-	-
Open on Statutory Holidays	-	-	-	-	-	-	-	-
Overnight Care	-	-	-	-	-	-	2	-

Space Creation Targets

Alberni Valley - 1 - 3 year projections based on goal of 35% space availability

Year	Number of New Licensed Spaces	Total Number of Licensed Spaces in Community	Project Lead(s) for Creation of New Licensed Spaces	Location(s) of New Licensed Spaces	Age Group(s) and License Type(s) of New Licensed Spaces (e.g. Group Under 36 Months)
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Current Status

Current		593			
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Short Term Targets

Year 1	127	720	Municipal; School District #70; Non-profit child care centre; Private child care centre	AW Neill School; Alberni Valley	Group Child Care (School Age) - 80 spaces; Group Child Care (Birth to 36 months) - 24 spaces; 23 In-home Multi-age care
Year 2	127	847	Municipal; School District #70; Non-profit child care centre; Private child care centre	John Howitt School and Maquinna School; Alberni Valley	Group Child Care (School Age) - 80 spaces; Group Child Care (Birth to 36 months) - 24 spaces; 23 In-home Multi-age care

Medium Term Targets

Years 3-5	451	1300+	Municipal; School District #70; Non-profit child care centre; Private child care centre	Wood School; Alberni Valley	Group Child Care (School Age) - 286 spaces; Group Child Care (Birth to 36 months) - 96 spaces; 269 In-home Multi-age care
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Long Term Targets

Years 6-10	Reassess need for other license types, including 36 months to 5 years, licensed preschool, and group child care (school age)	Towards 50% space availability			
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West Coast - 1 - 3 year projections based on goal of 40% space availability

Year	Number of New Licensed Spaces	Total Number of Licensed Spaces in Community	Project Lead(s) for Creation of New Licensed Spaces	Location(s) of New Licensed Spaces	Age Group(s) and License Type(s) of New Licensed Spaces (e.g. Group Under 36 Months)
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Current Status

Current		268			
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Short Term Targets

Year 1	44	312	School District #70; Non-profit / municipal child care centre Private child care centres	Ucluelet Elementary School; Wickaninnish Elementary School; Home based centre	Group Child Care (School Age) - 30 spaces; Family Child Care and In-Home Multi-Age Care - 14 spaces
Year 2	44	356	School District #70; Non-profit / municipal child care centre; Private child care centres	Ucluelet Elementary School; Wickaninnish Elementary School; Home based centre	Group Child Care (School Age) - 25 spaces; Group Child Care (Birth - 36 months) - 19 spaces; Family Child Care OR In-Home Multi-Age Care (7-8 spaces)

Medium Term Targets

Years 3-5	48	404	Non-profit/ municipal child care centre	Tofino; Ucluelet	Group Child Care (Birth - 36 months) - 48 spaces (24 Tofino, 24 Ucluelet)
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Long Term Targets

Years 6-10	"Reassess need for other license types, including 36 months to 5 years, licensed preschool, and group child care (school age) Reassess need for additional spaces in other West Coast communities"	Towards 50% space availability			
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Barkley Sound - 1 - 3 year projections based on increasing diversity of care options

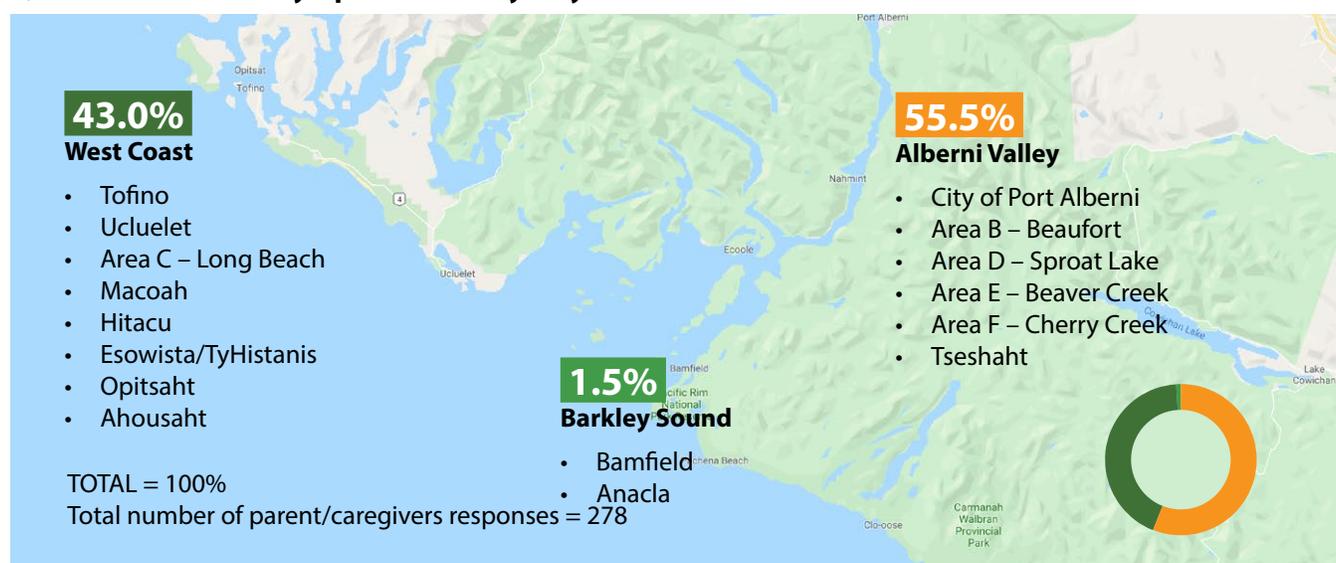
Year	Number of New Licensed Spaces	Total Number of Licensed Spaces in Community	Project Lead(s) for Creation of New Licensed Spaces	Location(s) of New Licensed Spaces	Age Group(s) and License Type(s) of New Licensed Spaces (e.g. Group Under 36 Months)
Current Status					
Current		18			
Short Term Targets					
Year 1	7	25	Private in home	Bamfield	Family child care - 7 spaces
Year 2	Reassess need for additional spaces in Anacla centre				
Medium Term Targets					
Years 3-5	Reassess need for additional spaces in Barkley Sound				
Long Term Targets					
Years 6-10	Reassess need for additional spaces in Barkley Sound				

APPENDIX 4: Summary of Survey Results – Family (Regional, Alberni Valley, West Coast, Barkley Sound)

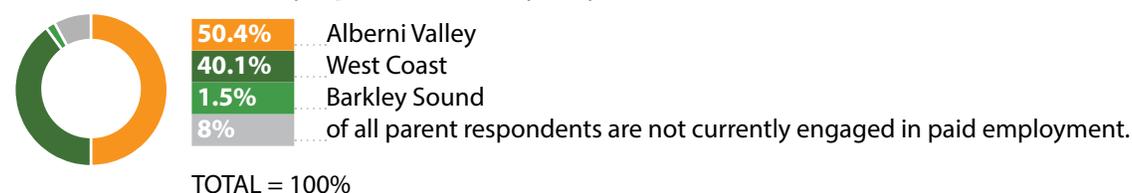
Regional Summary of Survey Results

About Your Family

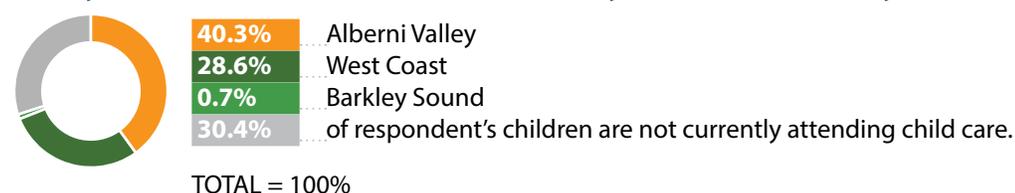
Q1. Which Alberni-Clayoquot community do you live in?



Q2. Which Alberni-Clayoquot community do you work in?

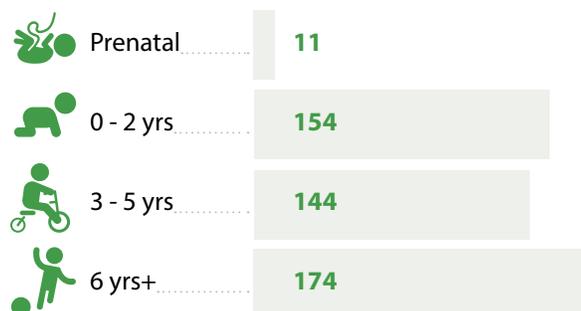


Q3. If your child(ren) attend child care currently, in which community is their child care located?

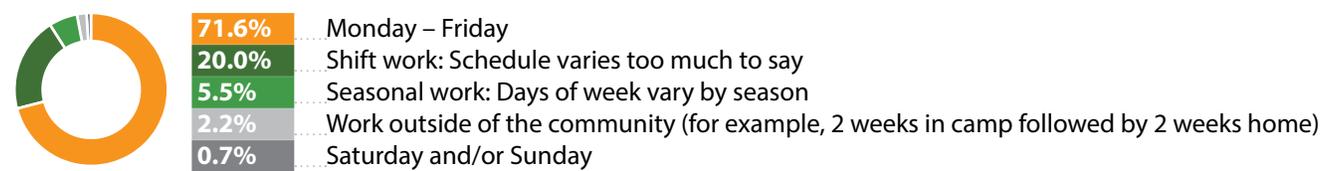


Q4. How many children do you have that are 13 years old or younger?

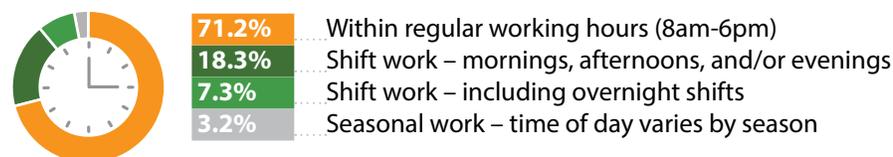
The 274 responses to this question represent **483** children 13 years and younger.

Q5. Please list the ages of your children 13 years and younger.

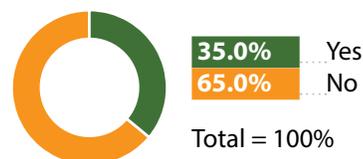
Total = 202

Q6. Thinking of your child(ren)'s regular parents/caregivers, please select the response that best describes the usual days of the week that parents/caregivers work.

Total = 100%

Q7. Thinking of your child(ren)'s regular parents/caregivers, please select the response that best describes the usual time of day that parents/caregivers work.

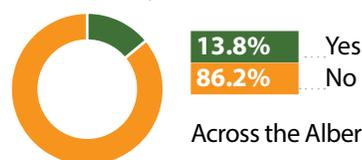
Total = 100%

Q8. If your children have attended or are currently attending child care, have you utilized the Affordable Child Care Benefit (formerly the Child Care Subsidy)?

Total = 100%

Q9. What was your family's annual income in 2018, after tax?

Income	Proportion of respondents	Proportion of respondents – 2016 Census (ACRD)*
Under \$20,000	4.8%	13.7%
\$20,001 - \$39,999	10.3%	21.7%
\$40,000 - \$59,999	15.9%	18.5%
\$60,000 - \$79,999	21.0%	14.6%
\$80,000 - \$99,999	18.8%	10.6%
\$100,000 - \$124,999	18.5%	9.0%
\$125,000 - \$149,999	5.5%	5.4%
\$150,000 or more	5.2%	6.4%

Q10. Does your children/family identify as Indigenous?

Across the Alberni Clayoquot Regional District, 19.9% of residents report Indigenous identity (2016 Census).

Q11. Does your child(ren) and/or family belong to any of the groups below? Please select all that apply.

Note: 82 respondents answered this question; 196 skipped. We assume that respondents that skipped this question do not believe to any of the groups listed. For this reason, responses are reported as numbers instead of percentages.

4	Children with extra support needs	4	Young parent families
4	Francophone families	2	Other (please specify) – Foster children
7	Immigrant and refugee families		

Past, Present, and Anticipated Child Care Needs**Q12. If you have previously accessed child care, what type(s) of care have you used? Please select all that apply.**

53.9%	Licensed daycare or other child care centre	21.9%	In the child's home, by a non-relative
28.7%	Before and/or after school program	20.2%	In a relative's home (not licensed)
27.5%	Licensed preschool	16.6%	My children have not yet accessed child care
27.1%	In the child's home, by a relative	13.4%	Informal, cooperative child care (parents may take turns providing care for group of children; may share nanny)
25.9%	In someone else's home, by a licensed child care provider		
25.5%	In someone else's home, by an unlicensed child care provider		

Note: Percentage total exceeds 100% because respondents were encouraged to choose all applicable options.

Q13. Are you currently able to access child care?



44.1%	Yes
21.0%	On a waitlist
11.9%	No
11.5%	Not Applicable
11.5%	Other (please specify) – (Responses provided: Can only access child care for one of two or more children (4), Require flexible/occasional child care which is not currently available (3), Hours offered in Alberni Valley child care centres are not long enough to sufficiently cover my child care needs as I commute out of town for work (3), Can only access 1 or 2 days per week though full-time care is needed (2), Not accessing formal care thanks to family member providing care (1) We need to provide an aid for our child but cannot find an aid so cannot make use of the spot (1), Using a variety of caregivers and situations that are not compatible with ACCB (1), Affordability (1), Using informal child care because of difficulty finding infant care (1)

Q14. If you are currently accessing care, what type(s) of care are you using? Please select all that apply.

45.9%	Licensed daycare or other child care centre
21.7%	Before and/or after school program
20.6%	In the child's home, by a relative
16.5%	In someone else's home, by an unlicensed child care provider
13.9%	Licensed preschool
13.9%	In a relative's home (not licensed)
13.9%	In someone else's home, by a licensed child care provider
13.4%	In the child's home, by a non-relative
10.3%	Informal, cooperative child care (parents may take turns providing care for group of children; may share nanny)

Note: Percentage total exceeds 100% because respondents were encouraged to choose all applicable options.

Q15. If you are currently accessing child care, please list in kilometres the distance between your home and your child care provider.



0-4km	5-9km	10-14km	15-19km	20km+
94	37	23	9	9

Total = 172



Q16. If you are currently accessing child care, what is the monthly fee?

28	Up to \$200*		7	\$1000 - \$1199
15	\$201-\$399		12	\$1200 - \$1399
18	\$400 - \$599		15	More than \$1400 (max response \$2900)
28	\$600 - \$799		7	Varies - Drop-in hourly or day rate
20	\$800 - \$999		5	Other (Camps, etc.)

*Of these respondents, 5 mentioned that their centre was part of the \$10/day pilot program. 4 respondents referenced free care provided by a child's grandparent(s).

Q17. If you are currently accessing child care, please choose your degree of agreement with the following statement: The monthly fee(s) my family pays for child care are reasonable given our income and other financial commitments.



33.5% Strongly agree and agree
23.4% Neutral
43.1% Disagree and strongly disagree

Total = 100%

Q18. If you are currently accessing child care, please choose your degree of agreement with the following statement: I am satisfied with the quality of care that my child(ren) receives.



77.7% Strongly agree and agree
15.4% Neutral
6.9% Disagree and strongly disagree

Total = 100%

Q19. Please share any additional information about the quality of care your child(ren) and/or family have experienced.

Main themes in qualitative responses:

34 Happy with quality of care	3 Care provider cannot provide for extra support needs
14 Lack of licensed options	3 Prefer centre but can't find space
12 Lack of child care workers and resources	3 Hired nanny due to lack of options
11 Affordability concerns	2 Prefer in-home but can't find space
8 Sacrificing quality of care for other reasons (only available spot, affordability, etc.)	1 Preferred source of care not able to be licensed
7 Lack of flexible care options	
7 Did not return to work due to lack of options	

Q20. If you anticipate your child care needs changing in the next 1-5 years, what types of child care do you anticipate needing? Please select all that apply.

59.6% Licensed daycare or other child care centre	12.6% In the child's home, by a non-relative
57.0% Before and/or after school program	11.7% In the child's home, by a relative
37.4% Licensed preschool	11.3% In someone else's home, by an unlicensed child care provider
28.7% In someone else's home, by a licensed child care provider	9.6% In a relative's home (not licensed)
14.4% Informal, cooperative child care (parents may take turns providing care for group of children; may share nanny)	

Note: Percentage total exceeds 100% because respondents were encouraged to choose all applicable options.

Your Family's Ideal Child Care Situation

Q21. If there were no barriers to accessing child care, which type(s) would be ideal for your child(ren)? Please select all that apply.

73.8%	Licensed daycare or other child care centre	26.6%	In the child's home, by a relative
43.4%	Before and/or after school program	20.1%	In the child's home, by a non-relative
37.7%	Licensed preschool	10.3%	In a relative's home (not licensed)
34.4%	In someone else's home, by a licensed child care provider	4.5%	In someone else's home, by an unlicensed child care provider

Note: Percentage total exceeds 100% because respondents were encouraged to choose all applicable options.

Q22. If there were no barriers to accessing child care, what distance between your home and your child care provider would be ideal? Please respond in kilometres.



0-4km	5-9km	10-14km	15-19km	20km+
57	63	54	10	16



Total = 200

Q23. What is the maximum monthly cost you could comfortably pay for quality child care for your child(ren)?

40	Up to \$200*		22	\$800 - \$999
29	\$201-\$399		19	\$1000 - \$1199
55	\$400 - \$599		6	\$1200 - \$1399
27	\$600 - \$799		6	\$1400 or more (max response \$2000)

Total = 204

*Of these respondents, 5 specifically mentioned wanting to participate in the \$10/day child care program.

Q24. In your ideal child care situation, which of the following programs/services would be beneficial to your child(ren)?

72.8%	Meals and snacks provided	39.8%	Homework assistance/Tutoring (for school aged children)
67.0%	A primarily outdoor program	34.7%	Bilingual childcare provision/language learning opportunities
41.0%	Cultural programming (examples include language nests, cultural practices integrated into program)	25.1%	Additional support for children with extra needs

Other (please specify) – Arts/music programming (6); Specific curriculum, i.e. Montessori, Reggio Emilia (4); Deeper support for extra needs including professionals in the centre, therapy assistance (3); Transportation between school and before and after school care (2)

Note: Percentage total exceeds 100% because respondents were encouraged to choose all applicable options.

Barriers to Accessing Child Care

Q25. Please indicate which of the following barriers your family has experienced as you search for child care. Please select all that apply.

- 71.3%** **There is not enough child care in my community and I was/am waitlisted**
- 51.5%** **The cost of the care is too expensive for my family**
- 31.2%** **The times the program is offered does not meet my needs**
- 22.8%** The program does not offer services for children of different ages, so my children cannot all attend
- 19.4%** The days the program is offered does not meet my needs
- 10.6%** I have not experienced barriers in accessing child care
- 8.4%** There is no formal child care in my community
- 8.4%** There is no transportation available between my child(ren)'s school and their before and after school care
- 8.4%** The program does not provide adequate support to my child(ren) with extra needs
- 7.6%** I am unsure of how to find information about child care/the process is unclear
- 6.3%** Transportation to and from the care is difficult
- 3.8%** The program does not meet my cultural needs
- 3.4%** The program does not meet my language/learning needs
- 18.1%** Other (please specify) (Responses include difficulty finding spaces for children younger than three (13), lack of flexible/part-time/drop-in options for parents working shift work or seasonal jobs (7), lack of choice (1), current daycare closing and inability to find another (1), concerns about quality (1))

Q26. Considering the barriers selected above, what impact have these had on your family?

Main themes in qualitative responses:

- 95** Impact on career (parent does not return to work or returns to limited hours because of lack of available care)
- 40** Financial stress
- 25** Stress on family (includes general mental stress; marital stress; time poverty; process stressful for children)
- 12** Extended family members providing child care (not always ideal situation)
- 8** Needing to navigate multiple care options/centres for multiple children
- 3** Choosing to have fewer children than desired because of insecure child care
- 1** Lack of language and cultural learning opportunities have created less opportunity for teachings

Q27. If you were successful in an initial child care search but still faced barriers in accessing child care (i.e. got a spot in a licensed facility but the hours were incompatible with your work hours), please share your experience here.

Main themes in qualitative responses:

- 27** Centre's open hours did not match parent work hours
- 9** Cost/affordability
- 9** Could only get limited hours at centre/hours not flexible (i.e. 1 or 2 days per week)
- 7** Can only find care for some of our children, not all or children in multiple care environments
- 5** Quality
- 4** Lack of support for child with extra needs
- 2** Centre could not retain staff and my child was turned away due to staff shortage

Q28. Please share any additional stories or information that would be helpful in developing a child care plan for the communities within the ACRD.

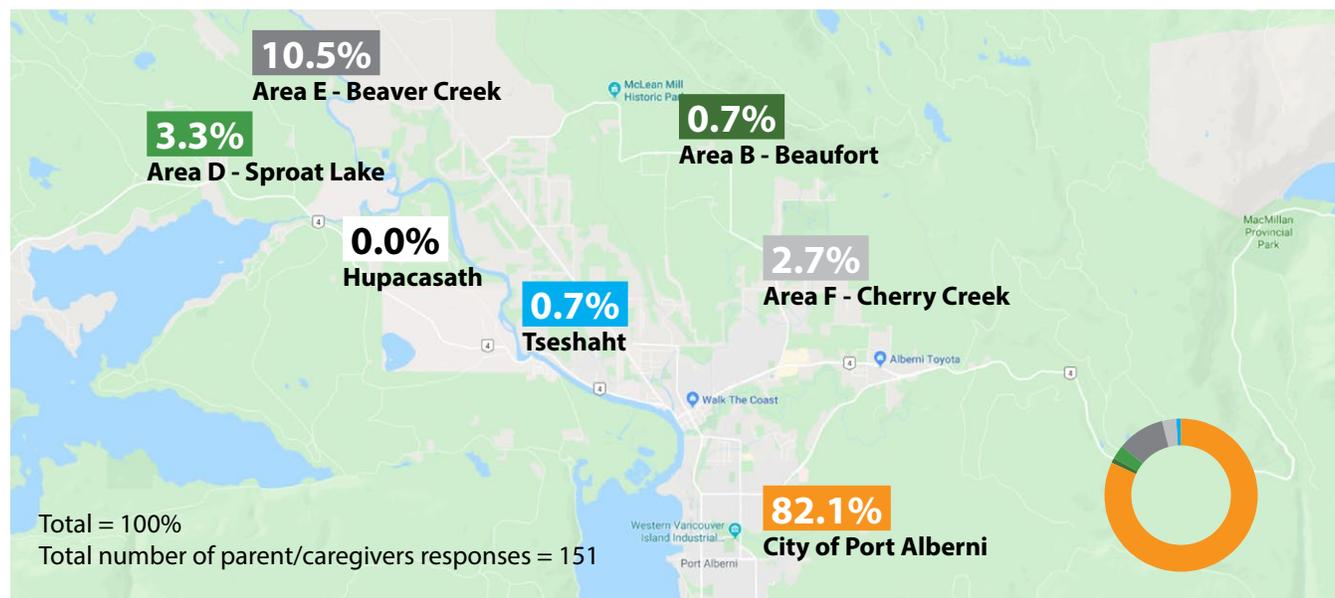
Main themes in qualitative responses:

- 30 Waitlists are long and can be longer for subgroups (Infant/Toddler, those seeking part-time care, children with extra support needs)
 - 18 Create more daycares/spaces
 - 14 Decreasing the cost of child care would be a tremendous help to families
 - 7 More flexibility needed for shift workers
 - 6 School-age children require care and must be included
 - 5 Nature-based setting preferred
 - 4 Can't only focus on increased spaces, but increased number of workers and increased quality
 - 3 Evening and weekend hours are needed and not available
 - 3 Need for increased participation of other early learning specialists (ie speech therapists) in centres
 - 2 More coordination between school and child care, including before and after-school care and care on Pro D days and holidays
 - 2 Limited hours make it difficult for parents to work a regular schedule (ie 8-5 or 9-5)
 - 2 Need for more HeadStart programs
 - 1 Need to decrease turnover in the professional (ECE) field
 - 1 Safety is an important consideration, rather than just space creation
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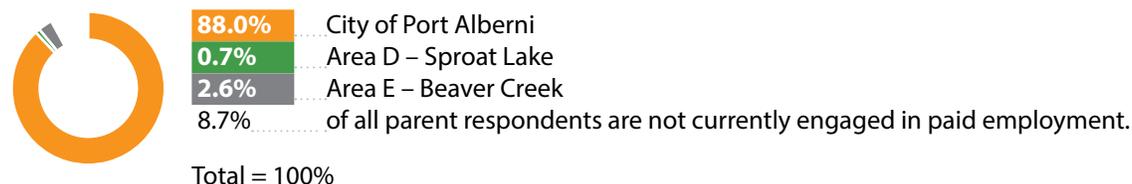
Alberni Valley Summary of Survey Results

About Your Family

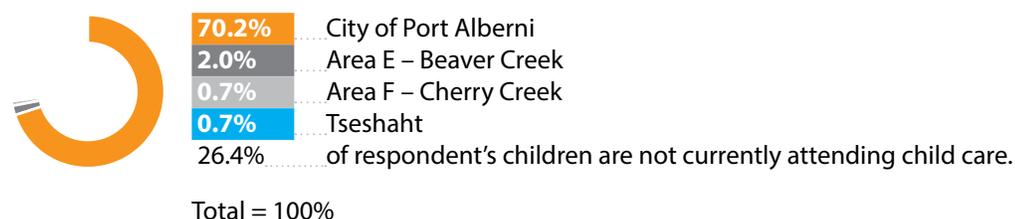
Q1. Which Alberni-Clayoquot community do you live in?



Q2. Which Alberni-Clayoquot community do you work in?



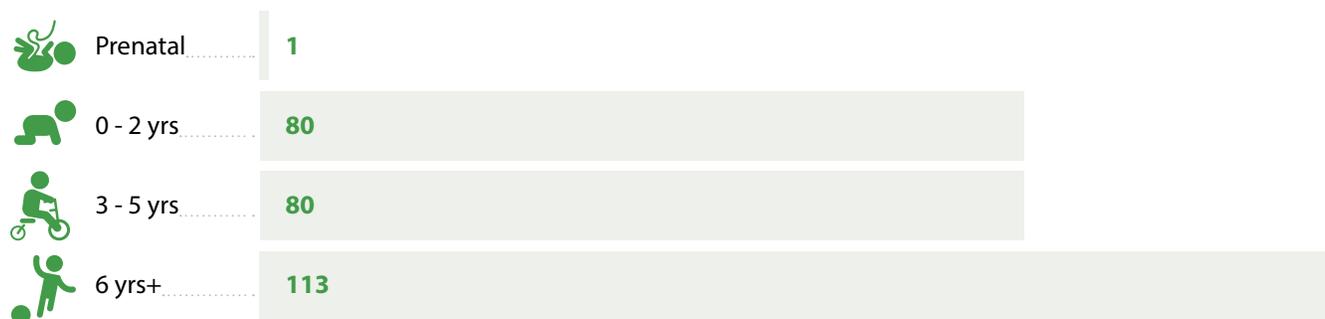
Q3. If your child(ren) attend child care currently, in which community is their child care located



Q4. How many children do you have that are 13 years old or younger?

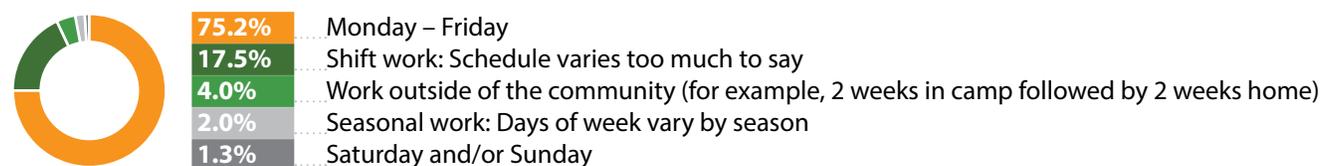
The 149 responses to this question represent 276 children 13 years and younger.

Q5. Please list the ages of your children 13 years and younger.



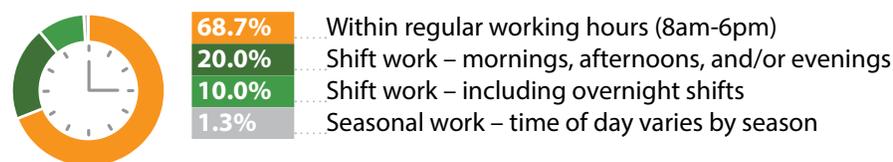
Total = 274

Q6. Thinking of your child(ren)'s regular parents/caregivers, please select the response that best describes the usual days of the week that parents/caregivers work.



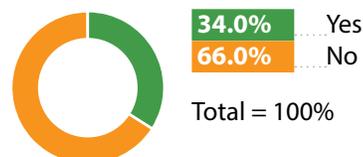
Total = 100%

Q7. Thinking of your child(ren)'s regular parents/caregivers, please select the response that best describes the usual time of day that parents/caregivers work.



Total = 100%

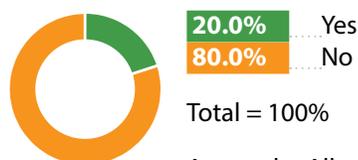
Q8. If your children have attended or are currently attending child care, have you utilized the Affordable Child Care Benefit (formerly the Child Care Subsidy)?



Total = 100%

Q9. What was your family's annual income in 2018, after tax?

Income – 2	Proportion of respondents	Proportion of respondents – 2016 Census (Alberni Valley)
Under \$20,000	6.1%	14.8%
\$20,001 - \$39,999	10.1%	27.0%
\$40,000 - \$59,999	12.2%	20.5%
\$60,000 - \$79,999	19.6%	15.7%
\$80,000 - \$99,999	15.5%	9.6%
\$100,000 - \$124,999	25.0%	7.3%
\$125,000 - \$149,999	4.7%	2.9%
\$150,000 or more	6.8%	2.2%

Q10. Does your children/family identify as Indigenous?

Across the Alberni Valley, 18.3% of residents report Indigenous identity (2016 Census).

Q11. Does your child(ren) and/or family belong to any of the groups below? Please select all that apply.

Note: 50 respondents answered this question; 101 skipped. We assume that respondents that skipped this question do not believe to any of the groups listed. For this reason, responses are reported as numbers instead of percentages.

29	Children with extra support needs	3	Young parent families
5	Francophone families	(2)	Other (please specify) – Foster children
1	Immigrant and refugee families		

Past, Present, and Anticipated Child Care Needs**Q12. If you have previously accessed child care, what type(s) of care have you used? Please select all that apply.**

50.4%	Licensed daycare or other child care centre	17.0%	In someone else's home, by an unlicensed child care provider
37.0%	Licensed preschool	15.6%	My children have not yet accessed child care
27.4%	In the child's home, by a relative	12.6%	In the child's home, by a non-relative
27.4%	In a relative's home (not licensed)	5.9%	Informal, cooperative child care (parents may take turns providing care for group of children; may share nanny)
24.4%	Before and/or after school program		
21.5%	In someone else's home, by a licensed child care provider		

Note: Percentage total exceeds 100% because respondents were encouraged to choose all applicable options.

Q13. Are you currently able to access child care?



44.9%	Yes
24.6%	On a waitlist
10.9%	Other (please specify) (Require flexible/occasional child care which is not currently available (2), Hours offered in Alberni Valley child care centres are not long enough to sufficiently cover my child care needs as I commute out of town for work (1), Can only access 1 or 2 days per week though full-time care is needed (1), Not accessing formal care thanks to family member providing care (1) We need to provide an aid for our child but cannot find an aid so cannot make use of the spot (1), Using a variety of caregivers and situations that are not compatible with ACCB (1))
10.1%	Not applicable – I don't need child care right now
9.4%	No

Q14. If you are currently accessing care, what type(s) of care are you using? Please select all that apply.

42.5%	Licensed daycare or other child care centre
28.3%	In the child's home, by a relative
21.7%	In a relative's home (not licensed)
19.8%	Licensed preschool
17.0%	Before and/or after school program
11.3%	In someone else's home, by an unlicensed child care provider
9.4%	In the child's home, by a non-relative
8.5%	In someone else's home, by a licensed child care provider
8.5%	Informal, cooperative child care (parents may take turns providing care for group of children; may share nanny)

Note: Percentage total exceeds 100% because respondents were encouraged to choose all applicable options.

Q15. If you are currently accessing child care, please list in kilometres the distance between your home and your child care provider.



0-4km	5-9km	10-14km	15-19km	20km+
38	26	19	7	5

Total = 95

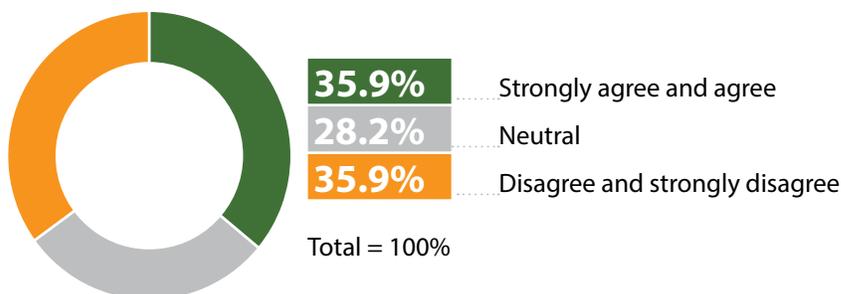


Q16. If you are currently accessing child care, what is the monthly fee?

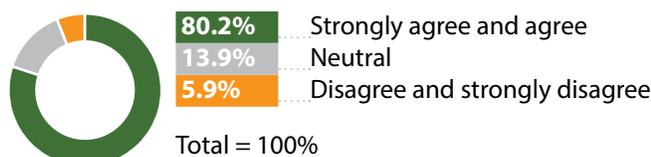
29	Up to \$200*		3	\$1000 - \$1199
6	\$201-\$399		7	\$1200 - \$1399
9	\$400 - \$599		4	More than \$1400 (max response \$2900)
19	\$600 - \$799		6	Varies - Drop-in hourly or day rate
10	\$800 - \$999		0	Other (Camps, etc.)

*Of these respondents, 5 mentioned that their centre was part of the \$10/day pilot program. 4 respondents referenced free care provided by a child's grandparent(s).

Q17. If you are currently accessing child care, please choose your degree of agreement with the following statement: The monthly fee(s) my family pays for child care are reasonable given our income and other financial commitments.



Q18. If you are currently accessing child care, please choose your degree of agreement with the following statement: I am satisfied with the quality of care that my child(ren) receives.



Q19. Please share any additional information about the quality of care your child(ren) and/or family have experienced.

Main themes in qualitative responses:

22 Happy with quality of care	3 Care provider cannot provide for extra support needs
8 Lack of child care workers and resources	3 Prefer in-home but can't find space
7 Lack of licensed options	1 Preferred source of care not able to be licensed
4 Affordability concerns	
4 Lack of flexible care options	
3 Sacrificing quality of care for other reasons (only available spot, affordability, etc.)	

Q20. If you anticipate your child care needs changing in the next 1-5 years, what types of child care do you anticipate needing? Please select all that apply.

57.8% Licensed daycare or other child care centre	11.7% In the child's home, by a non-relative
54.7% Before and/or after school program	10.6% In someone else's home, by an unlicensed child care provider
34.4% Licensed preschool	9.4% Informal, cooperative child care (parents may take turns providing care for group of children; may share nanny)
25.0% In someone else's home, by a licensed child care provider	
15.6% In the child's home, by a relative	
14.1% In a relative's home (not licensed)	

Note: Percentage total exceeds 100% because respondents were encouraged to choose all applicable options.

Your Family's Ideal Child Care Situation

Q21. If there were no barriers to accessing child care, which type(s) would be ideal for your child(ren)? Please select all that apply.

69.9%	Licensed daycare or other child care centre	27.1%	In the child's home, by a relative
45.9%	Before and/or after school program	18.1%	In the child's home, by a non-relative
35.3%	Licensed preschool	11.3%	In a relative's home (not licensed)
30.1%	In someone else's home, by a licensed child care provider	3.0%	In someone else's home, by an unlicensed child care provider

Note: Percentage total exceeds 100% because respondents were encouraged to choose all applicable options.

Q22. If there were no barriers to accessing child care, what distance between your home and your child care provider would be ideal? Please respond in kilometres.



0-4km	5-9km	10-14km	15-19km	20km+
29	37	31	12	9



Total = 118

Q23. What is the maximum monthly cost you could comfortably pay for quality child care for your child(ren)?

25	Up to \$200*		11	\$800 - \$999
19	\$201 - \$399		10	\$1000 - \$1199
31	\$400 - \$599		3	\$1200 - \$1399
19	\$600 - \$799		2	\$1400 or more (max response \$2000)

Total = 120

*Of these respondents, 5 specifically mentioned wanting to participate in the \$10/day child care program.

Q24. In your ideal child care situation, which of the following programs/services would be beneficial to your child(ren)?

71.5%	Meals and snacks provided	23.1%	Bilingual childcare provision/language learning opportunities
50.8%	A primarily outdoor program	11.5%	Other (please specify) – Specific curriculum, i.e. Montessori, Reggio Emilia (3); Deeper support for extra needs including professionals in the centre, therapy assistance (3); Transportation between school and before and after school care (2); Arts/music programming (1)
40.0%	Homework assistance/Tutoring (for school aged children)		
29.2%	Cultural programming (examples include language nests, cultural practices integrated into program)		
25.4%	Additional support for children with extra needs		

Note: Percentage total exceeds 100% because respondents were encouraged to choose all applicable options.

Barriers to Accessing Child Care

Q25. Please indicate which of the following barriers your family has experienced as you search for child care. Please select all that apply.

- 76.2%** **There is not enough child care in my community and I was/am waitlisted**
- 58.4%** **The cost of the care is too expensive for my family**
- 32.7%** **The times the program is offered does not meet my needs**
- 31.7%** The program does not offer services for children of different ages, so my children cannot all attend
- 1.8%** The days the program is offered does not meet my needs
- 10.9%** I am unsure of how to find information about child care/the process is unclear
- 9.9%** There is no formal child care in my community
- 8.9%** I have not experienced barriers in accessing child care
- 6.9%** There is no transportation available between my child(ren)'s school and their before and after school care
- 5.9%** Transportation to and from the care is difficult
- 4.0%** The program does not provide adequate support to my child(ren) with extra needs
- 3.0%** The program does not meet my language/learning needs
- 1.0%** The program does not meet my cultural needs
- 17.8%** Other (please specify) (Responses include difficulty finding spaces for children younger than three (6), lack of flexible/part-time/drop-in options for parents working shift work or seasonal jobs (3))

Q26. Considering the barriers selected above, what impact have these had on your family?

Main themes in qualitative responses:

- 56** Impact on career (parent does not return to work or returns to limited hours because of lack of available care)
- 19** Financial stress
- 19** Stress on family (includes general mental stress; marital stress; time poverty; process stressful for children)
- 5** Extended family members providing child care (not always ideal situation)
- 2** Needing to navigate multiple care options/centres for multiple children
- 1** Choosing to have fewer children than desired because of insecure child care

Q27. If you were successful in an initial child care search but still faced barriers in accessing child care (i.e. got a spot in a licensed facility but the hours were incompatible with your work hours), please share your experience here.

Main themes in qualitative responses:

- 12** Centre's open hours did not match parent work hours
- 11** Could only get limited hours at centre/hours not flexible (i.e. 1 or 2 days per week)
- 11** Cost/affordability
- 5** Can only find care for some of our children, not all or children in multiple care environments
- 3** Quality
- 2** Lack of support for child with extra needs
- Centre could not retain staff and my child was turned away due to staff shortage

Q28. Please share any additional stories or information that would be helpful in developing a child care plan for the communities within the ACRD.

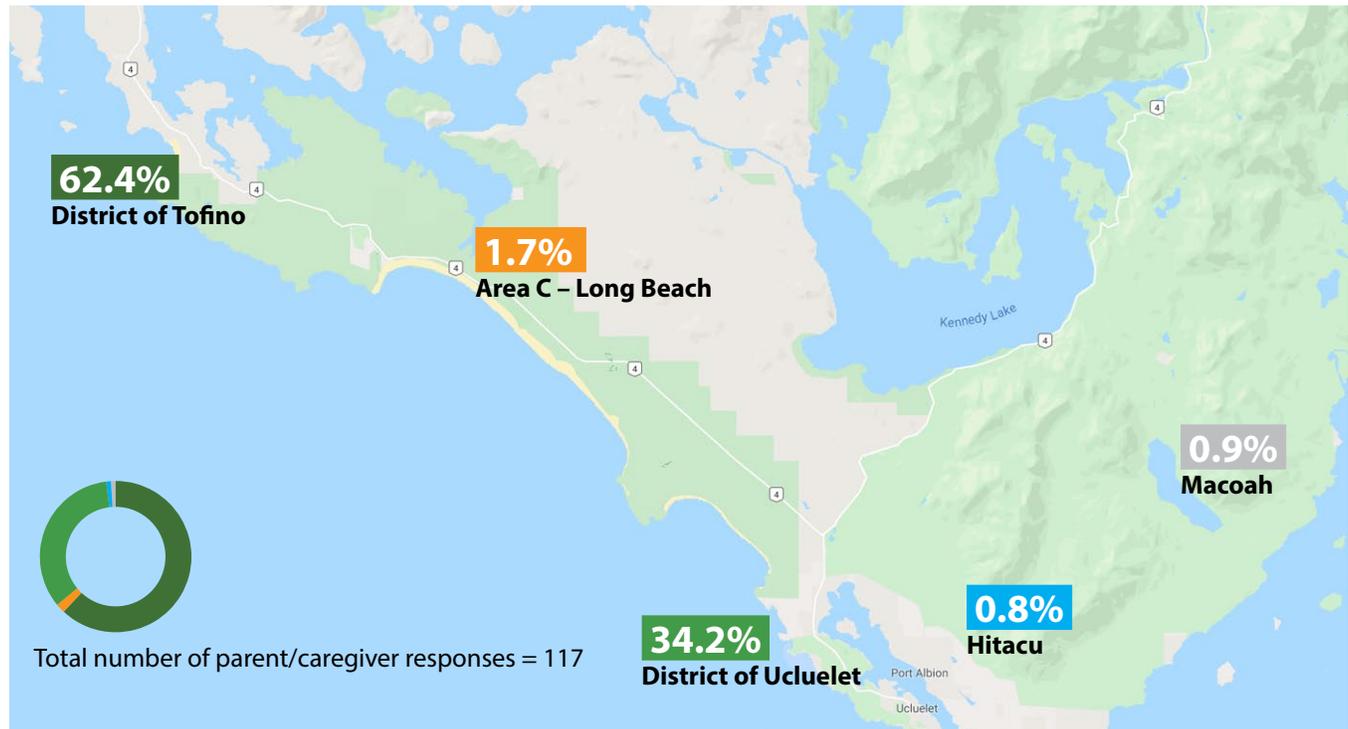
Main themes in qualitative responses:

- 19 Create more daycares/spaces
 - 16 Waitlists are long and can be longer for subgroups (Infant/Toddler, those seeking part-time care, children with extra support needs)
 - 8 More flexibility needed for shift workers
 - 6 Decreasing the cost of child care would be a tremendous help to families
 - 4 Nature-based setting preferred
 - 4 Need for increased participation of other early learning specialists (ie speech therapists) in centres
 - 3 School-age children require care and must be included
 - 2 Evening and weekend hours are needed and not available
 - 1 More coordination between school and child care, including before and after-school care and care on Pro D days and holidays
 - 1 Limited hours make it difficult for parents to work a regular schedule (ie 8-5 or 9-5)
 - 1 Need to decrease turnover in the professional (ECE) field
 - 1 Can't only focus on increased spaces, but increased number of workers and increased quality
-

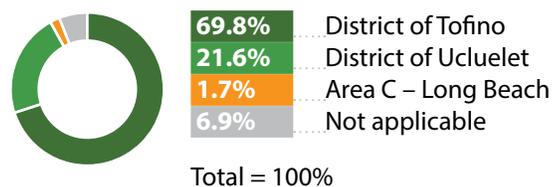
West Coast Summary of Survey Results

About Your Family

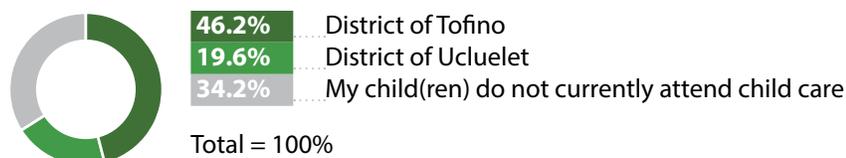
Q1. Which Alberni-Clayoquot community do you live in?



Q2. Which Alberni-Clayoquot community do you work in?



Q3. If your child(ren) attend child care currently, in which community is their child care located?



Q4. How many children do you have that are 13 years old or younger?

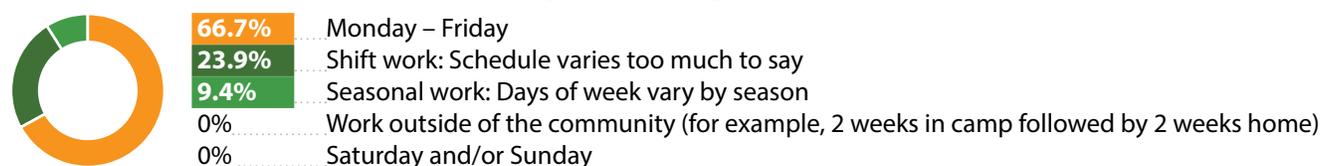
The 117 responses to this question represent 202 children 13 years and younger.

Q5. Please list the ages of your children 13 years and younger.



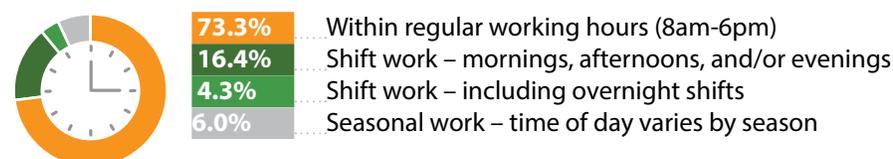
Total = 202

Q6. Thinking of your child(ren)'s regular parents/caregivers, please select the response that best describes the usual days of the week that parents/caregivers work.



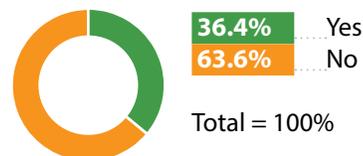
Total = 100%

Q7. Thinking of your child(ren)'s regular parents/caregivers, please select the response that best describes the usual time of day that parents/caregivers work.



Total = 100%

Q8. If your children have attended or are currently attending child care, have you utilized the Affordable Child Care Benefit (formerly the Child Care Subsidy)?

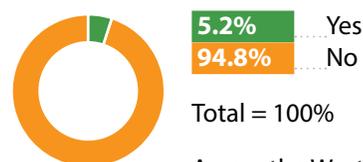


Total = 100%

Q9. What was your family's annual income in 2018, after tax?

Income	Proportion of respondents	Proportion of respondents – 2016 Census (ACRD)*
Under \$20,000	1.7%	13.7%
\$20,001 - \$39,999	10.4%	21.7%
\$40,000 - \$59,999	19.1%	18.5%
\$60,000 - \$79,999	23.5%	14.6%
\$80,000 - \$99,999	23.5%	10.6%
\$100,000 - \$124,999	11.3%	9.0%
\$125,000 - \$149,999	7.0%	5.4%
\$150,000 or more	3.5%	6.4%

*Because of the small populations in some West Coast communities, this data is repressed. Thus, the ACRD data is used for comparison.

Q10. Does your children/family identify as Indigenous?

Across the West Coast, 33% of residents report Indigenous identity (2018 Clayoquot Biosphere Trust Vital Signs report).

Q11. Does your child(ren) and/or family belong to any of the groups below? Please select all that apply.

Note: Most respondents (86) skipped this question, suggesting that they do not identify with any of the following groups. Of the 31 respondents who answered this question, the following responses were selected:

8	Francophone families	4	Young parent families
6	Immigrant and refugee families	2	Other (please specify) – Foster children
5	Children with extra support needs		

Past, Present, and Anticipated Child Care Needs**Q12. If you have previously accessed child care, what type(s) of care have you used? Please select all that apply.**

60.0%	Licensed daycare or other child care centre	26.7%	In the child's home, by a relative
38.1%	In someone else's home, by an unlicensed child care provider	23.8%	Informal, cooperative child care (parents may take turns providing care for group of children; may share nanny)
34.3%	Before and/or after school program	17.1%	Licensed preschool
33.3%	In the child's home, by a non-relative	16.2%	My children have not yet accessed child care
32.4%	In someone else's home, by a licensed child care provider	11.4%	In a relative's home (not licensed)

Note: Percentage total exceeds 100% because respondents were encouraged to choose all applicable options.

Q13. Are you currently able to access child care?

50.0%	Not applicable – I don't need child care right now
45.3%	Yes
17.0%	On a waitlist
14.1%	No
12.3%	Other – (Responses include one or more children accessing child care while younger child(ren) cannot access childcare (5), Can't afford as much child care as I would prefer (4), Cannot find as much child care as I need (1))
11.3%	Not applicable – I don't need child care right now

Q14. If you are currently accessing care, what type(s) of care are you using? Please select all that apply.

51.2%	Licensed daycare or other child care centre
26.2%	Before and/or after school program
23.8%	In someone else's home, by an unlicensed child care provider
21.4%	In someone else's home, by a licensed child care provider
17.9%	In the child's home, by a non-relative
13.1%	Informal, cooperative child care (parents may take turns providing care for group of children; may share nanny)
11.9%	In the child's home, by a relative
7.1%	Licensed preschool
4.8%	In a relative's home (not licensed)

Note: Percentage total exceeds 100% because respondents were encouraged to choose all applicable options.

Q15. If you are currently accessing child care, please list in kilometres the distance between your home and your child care provider.

0-4km	5-9km	10-14km	15-19km	20km+
56	19	1	1	2

Total = 79

**Q16. If you are currently accessing child care, what is the monthly fee?**

7	Up to \$200*	4	\$1000 - \$1199
9	\$201-\$399	3	\$1200 - \$1399
7	\$400 - \$599	12	More than \$1400 (max response \$2900)
7	\$600 - \$799	8	Varies - Drop-in hourly or day rate
10	\$800 - \$999	1	Other (Camps, etc.)

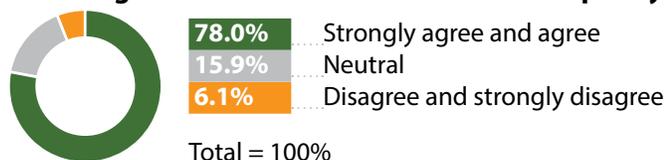
Q17. If you are currently accessing child care, please choose your degree of agreement with the following statement: The monthly fee(s) my family pays for child care are reasonable given our income and other financial commitments.



30.9%	Strongly agree and agree
17.3%	Neutral
51.8%	Disagree and strongly disagree

Total = 100%

Q18. If you are currently accessing child care, please choose your degree of agreement with the following statement: I am satisfied with the quality of care that my child(ren) receives.



Q19. Please share any additional information about the quality of care your child(ren) and/or family have experienced.

Main themes in qualitative response:

11	Parent satisfaction with quality of child care provider	4	ECE turnover is an issue; make job more attractive
8	Would like to access licensed care but no spots available/difficult to find	4	Unhappy with quality but no other options
6	Cannot afford licensed care but would like to	3	Need for more qualified ECEs

Q20. If you anticipate your child care needs changing in the next 1-5 years, what types of child care do you anticipate needing? Please select all that apply.

63.2%	Before and/or after school program	13.7%	In the child's home, by a non-relative
66.1%	Licensed daycare or other child care centre	12.6%	In someone else's home, by an unlicensed child care provider
42.1%	Licensed preschool	7.4%	In the child's home, by a relative
33.7%	In someone else's home, by a licensed child care provider	4.2%	In a relative's home (not licensed)
22.1%	Informal, cooperative child care (parents may take turns providing care for group of children; may share nanny)		

Note: Percentage total exceeds 100% because respondents were encouraged to choose all applicable options.

Your Family's Ideal Child Care Situation

Q21. If there were no barriers to accessing child care, which type(s) would be ideal for your child(ren)? Please select all that apply.

79.6%	Licensed daycare or other child care centre	27.2%	In the child's home, by a relative
41.8%	In someone else's home, by a licensed child care provider	23.3%	In the child's home, by a non-relative
40.8%	Licensed preschool	7.8%	In a relative's home (not licensed)
40.8%	Before and/or after school program	6.8%	In someone else's home, by an unlicensed child care provider

Note: Percentage total exceeds 100% because respondents were encouraged to choose all applicable options.

Q22. If there were no barriers to accessing child care, what distance between your home and your child care provider would be ideal? Please respond in kilometres.



0-4km	5-9km	10-14km	15-19km	20km+
42	20	18	1	5

Total = 86



Q23. What is the maximum monthly cost you could comfortably pay for quality child care for your child(ren)?

15	Up to \$200*	9	\$800 - \$999
10	\$201 - \$399	11	\$1000 - \$1199
24	\$400 - \$599	3	\$1200 - \$1399
8	\$600 - \$799	3	\$1400 or more (max response \$2000)

Total = 83

Q24. In your ideal child care situation, which of the following programs/services would be beneficial to your child(ren)?

88.1%	A primarily outdoor program	38.6%	Homework assistance/Tutoring (for school aged children)
75.3%	Meals and snacks provided	26.7%	Additional support for children with extra needs
55.5%	Cultural programming (examples include language nests, cultural practices integrated into program)	9.9%	Other (Preferences expressed for music, arts, and sports programs integrated into child care)
50.5%	Bilingual childcare provision/language learning opportunities		

Note: Percentage total exceeds 100% because respondents were encouraged to choose all applicable options.

Barriers to Accessing Child Care**Q25. Please indicate which of the following barriers your family has experienced as you search for child care. Please select all that apply.**

76.2%	There is not enough child care in my community and I was/am waitlisted
58.4%	The cost of the care is too expensive for my family
32.7%	The times the program is offered does not meet my needs
31.7%	The program does not offer services for children of different ages, so my children cannot all attend
21.8%	The days the program is offered does not meet my needs
10.9%	I am unsure of how to find information about child care/the process is unclear
9.9%	There is no formal child care in my community
8.9%	I have not experienced barriers in accessing child care
6.9%	There is no transportation available between my child(ren)'s school and their before and after school care
5.9%	Transportation to and from the care is difficult
4.0%	The program does not provide adequate support to my child(ren) with extra needs
3.0%	The program does not meet my language/learning needs
1.0%	The program does not meet my cultural needs

Q26. Considering the barriers selected above, what impact have these had on your family?

Main themes in qualitative responses:

47	Stress on family (includes general mental stress; marital stress; time poverty; process stressful for children)
36	Impact on career (parent delays return to work or does not return to work or returns to limited hours because of lack of available care)
19	Financial stress
4	Considering leaving community to access child care services elsewhere

Q27. If you were successful in an initial child care search but still faced barriers in accessing child care (i.e. got a spot in a licensed facility but the hours were incompatible with your work hours), please share your experience here.

Main themes in qualitative responses:

- | | | | |
|----|---------------------------------------------------------------------------------------|---|------------------------------------------------------------------------------------------------|
| 19 | Centre's open hours did not match parent work hours | 6 | Can only find care for some of our children, not all or children in multiple care environments |
| 9 | Cost/affordability | 4 | Lack of support for child with extra needs |
| 9 | Quality | | |
| 8 | Could only get limited hours at centre/hours not flexible (i.e. 1 or 2 days per week) | | |

Q28. Please share any additional stories or information that would be helpful in developing a child care plan for the communities within the ACRD.

Main themes in qualitative responses:

- 9 Waitlists are long and can be longer for subgroups (Infant/Toddler, those seeking part-time care, children with extra support needs)
- 9 Create more daycares/spaces
- 9 Decreasing the cost of child care would be a tremendous help to families
- 6 Can't only focus on increased spaces, but increased number of workers and increased quality
- 2 More coordination between school and child care, including before and after-school care and care on Pro D days and holidays
- 1 More flexibility needed for shift workers
- 1 School-age children require care and must be included
- 1 Nature-based setting preferred

Barkley Sound Summary of Survey Results

About Your Family

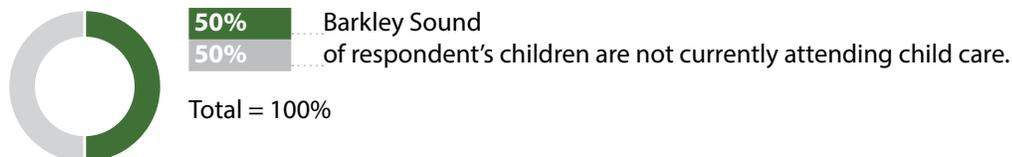
Q1. Which Alberni-Clayoquot community do you live in?



Q2. Which Alberni-Clayoquot community do you work in?



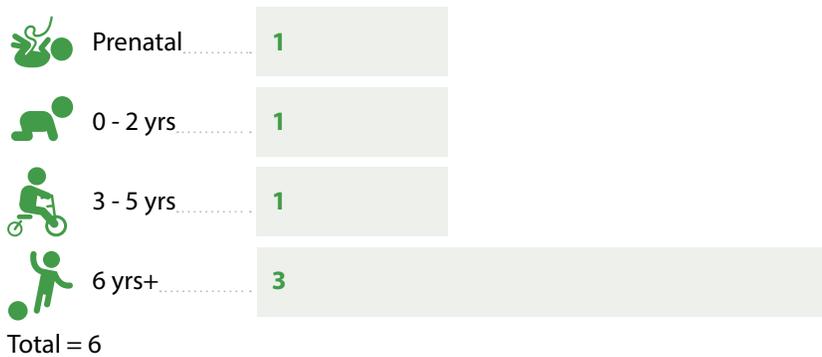
Q3. If your child(ren) attend child care currently, in which community is their child care located?



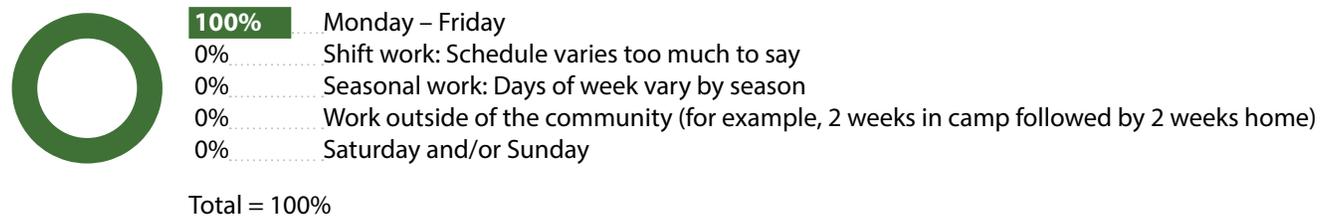
Q4. How many children do you have that are 13 years old or younger?

The 4 responses to this question represent 6 children 13 years and younger.

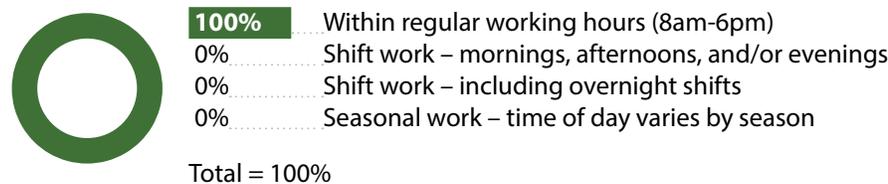
Q5. Please list the ages of your children 13 years and younger.



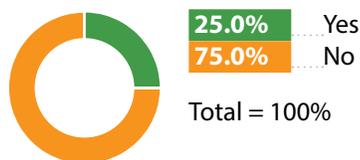
Q6. Thinking of your child(ren)'s regular parents/caregivers, please select the response that best describes the usual days of the week that parents/caregivers work.



Q7. Thinking of your child(ren)'s regular parents/caregivers, please select the response that best describes the usual time of day that parents/caregivers work.



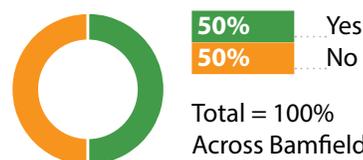
Q8. If your children have attended or are currently attending child care, have you utilized the Affordable Child Care Benefit (formerly the Child Care Subsidy)?



Q9. What was your family's annual income in 2018, after tax?

Income	Proportion of respondents	Proportion of respondents – 2016 Census (ACRD)*
Under \$20,000	25%	13.7%
\$20,001 - \$39,999	0%	21.7%
\$40,000 - \$59,999	50%	18.5%
\$60,000 - \$79,999	0%	14.6%
\$80,000 - \$99,999	25%	10.6%
\$100,000 - \$124,999	0%	9.0%
\$125,000 - \$149,999	0%	5.4%
\$150,000 or more	0%	6.4%

*Because of the small populations in Bamfield and Anacla, this data is repressed for both communities. Thus, the ACRD data is used for comparison.

Q10. Does your children/family identify as Indigenous?

Across Bamfield and Anacla, 36.7% of residents report Indigenous identity (2016 Census).

Q11. Does your child(ren) and/or family belong to any of the groups below? Please select all that apply.

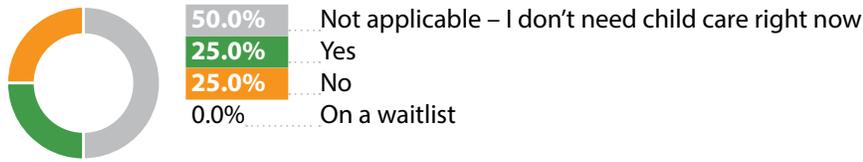
Note: All respondents skipped this question. We assume that respondents that skipped this question do not believe to any of the groups listed (Children with extra support needs, Young parent families, Immigrant and refugee families, Francophone families).

Past, Present, and Anticipated Child Care Needs**Q12. If you have previously accessed child care, what type(s) of care have you used? Please select all that apply.**

50% Before and/or after school program	0% Licensed preschool
50% My children have not yet accessed child care	0% In someone else's home, by an unlicensed child care provider
25% Licensed daycare or other child care centre	0% In the child's home, by a non-relative
25% In the child's home, by a relative	0% Informal, cooperative child care (parents may take turns providing care for group of children; may share nanny)
25% In someone else's home, by a licensed child care provider	
25% In a relative's home (not licensed)	

Note: Percentage total exceeds 100% because respondents were encouraged to choose all applicable options.

Q13. Are you currently able to access child care?

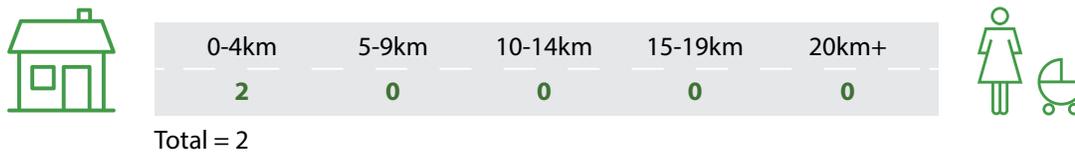


Q14. If you are currently accessing care, what type(s) of care are you using? Please select all that apply.

- 50.0% Licensed daycare or other child care centre
- 50.0% Before and/or after school program
- 0% In the child's home, by a relative
- 0% In someone else's home, by an unlicensed child care provider
- 0% Licensed preschool
- 0% In a relative's home (not licensed)
- 0% In someone else's home, by a licensed child care provider
- 0% In the child's home, by a non-relative
- 0% Informal, cooperative child care (parents may take turns providing care for group of children; may share nanny)

Note: Percentage total exceeds 100% because respondents were encouraged to choose all applicable options.

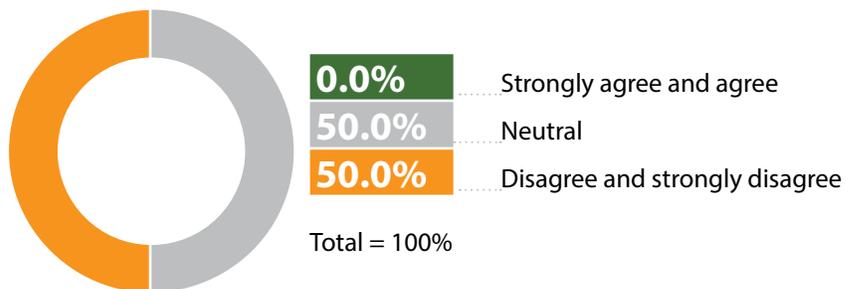
Q15. If you are currently accessing child care, please list in kilometres the distance between your home and your child care provider.



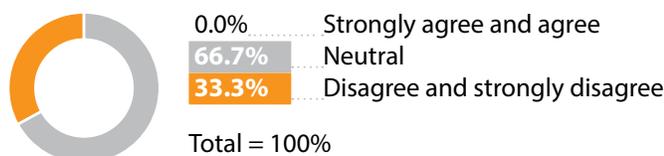
Q16. If you are currently accessing child care, what is the monthly fee?

All respondents skipped this question.

Q17. If you are currently accessing child care, please choose your degree of agreement with the following statement: The monthly fee(s) my family pays for child care are reasonable given our income and other financial commitments.



Q18. If you are currently accessing child care, please choose your degree of agreement with the following statement: I am satisfied with the quality of care that my child(ren) receives.



Q19. Please share any additional information about the quality of care your child(ren) and/or family have experienced.

Main themes in qualitative response:

1 Lack of child care workers and resources

Q20. If you anticipate your child care needs changing in the next 1-5 years, what types of child care do you anticipate needing? Please select all that apply.

66.7%	Licensed daycare or other child care centre	0.0%	Informal, cooperative child care (parents may take turns providing care for group of children; may share nanny)
33.3%	Before and/or after school program	0.0%	In the child's home, by a non-relative
33.3%	Licensed preschool	0.0%	In the child's home, by a relative
33.3%	In someone else's home, by a licensed child care provider	0.0%	In a relative's home (not licensed)
33.3%	In someone else's home, by an unlicensed child care provider		

Note: Percentage total exceeds 100% because respondents were encouraged to choose all applicable options.

Your Family's Ideal Child Care Situation

Q21. If there were no barriers to accessing child care, which type(s) would be ideal for your child(ren)? Please select all that apply.

75.0%	Before and/or after school program	25.0%	In a relative's home (not licensed)
50.0%	Licensed daycare or other child care centre	0.0%	In the child's home, by a relative
50.0%	Licensed preschool	0.0%	In the child's home, by a non-relative
25.0%	In someone else's home, by a licensed child care provider	0.0%	In someone else's home, by an unlicensed child care provider

Note: Percentage total exceeds 100% because respondents were encouraged to choose all applicable options.

Q22. If there were no barriers to accessing child care, what distance between your home and your child care provider would be ideal? Please respond in kilometres.



0-4km	5-9km	10-14km	15-19km	20km+
0	2	0	0	0

Total = 2



Q23. What is the maximum monthly cost you could comfortably pay for quality child care for your child(ren)?

1	Up to \$200*	0	\$800 - \$999
2	\$201 - \$399	0	\$1000 - \$1199
0	\$400 - \$599	0	\$1200 - \$1399
0	\$600 - \$799	0	\$1400 or more (max response \$2000)

Total = 3

Q24. In your ideal child care situation, which of the following programs/services would be beneficial to your child(ren)?

100.0%	Meals and snacks provided	75.0%	Homework assistance/Tutoring (for school aged children)
75.0%	A primarily outdoor program	0.0%	Bilingual childcare provision/language learning opportunities
75.0%	Cultural programming (examples include language nests, cultural practices integrated into program)	0.0%	Additional support for children with extra needs

Note: Percentage total exceeds 100% because respondents were encouraged to choose all applicable options.

Barriers to Accessing Child Care

Q25. Please indicate which of the following barriers your family has experienced as you search for child care. Please select all that apply.

50.0%	There is not enough child care in my community and I was/am waitlisted
50.0%	There is no formal child care in my community
25.0%	The cost of the care is too expensive for my family
25.0%	The times the program is offered does not meet my needs
25.0%	The days the program is offered does not meet my needs
25.0%	The program does not offer services for children of different ages, so my children cannot all attend
0.0%	I have not experienced barriers in accessing child care
0.0%	There is no transportation available between my child(ren)'s school and their before and after school care
0.0%	The program does not provide adequate support to my child(ren) with extra needs
0.0%	I am unsure of how to find information about child care/the process is unclear
0.0%	Transportation to and from the care is difficult
0.0%	The program does not meet my cultural needs
0.0%	The program does not meet my language/learning needs

Q26. Considering the barriers selected above, what impact have these had on your family?

Main themes in qualitative responses:

2	Impact on career (parent does not return to work or returns to limited hours because of lack of available care)
1	Financial stress
1	Extended family members providing child care (not always ideal situation)

Q27. If you were successful in an initial child care search but still faced barriers in accessing child care (i.e. got a spot in a licensed facility but the hours were incompatible with your work hours), please share your experience here.

Main themes in qualitative responses:

1	Centre's open hours did not match parent work hours
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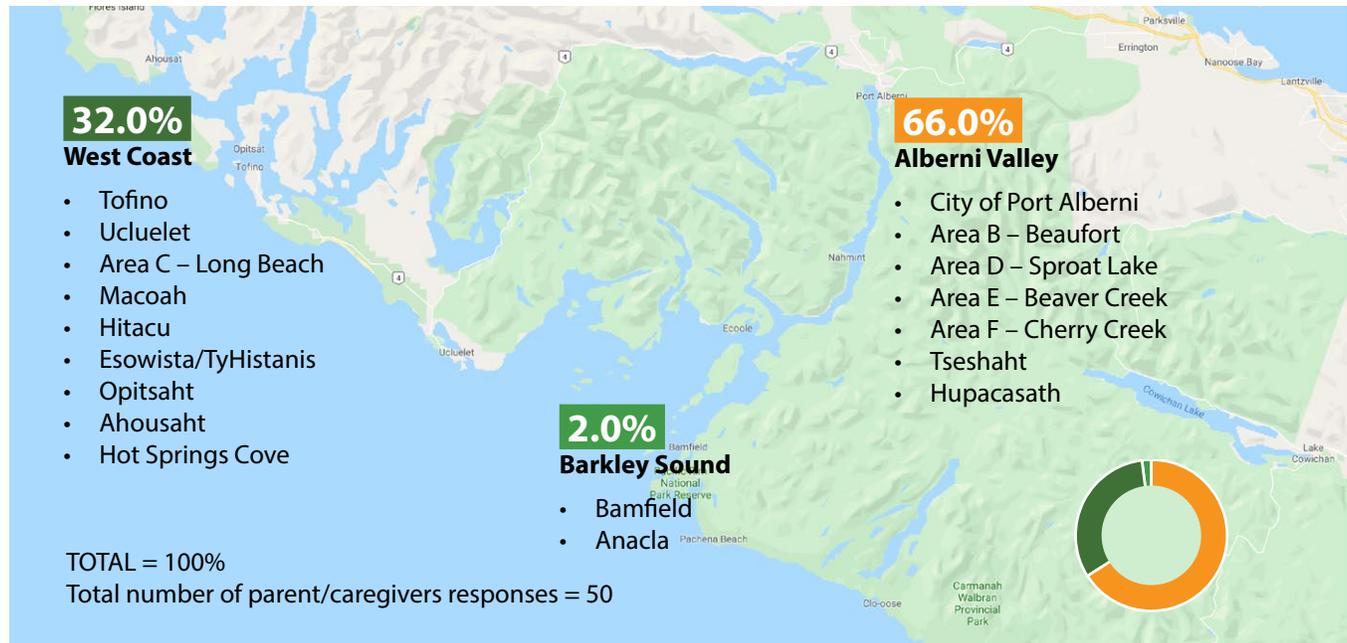
Q28. Please share any additional stories or information that would be helpful in developing a child care plan for the communities within the ACRD.

1	Main themes in qualitative responses: Need for more HeadStart programs
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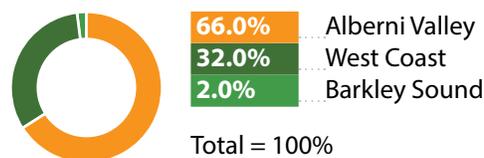
APPENDIX 5: Regional Summary of Survey Results – Child Care Providers

About You

Q1. Which Alberni-Clayoquot community do you live in?



Q2. Which Alberni-Clayoquot community do you work in?



Q3. How long have you worked in the child care field?

13 2 years or fewer	7 10-14 years
3 3-5 years	9 15-19 years
4 6-9 years	14 20 years or greater

Total = 50

Q4. What type of child care centre do you work in?

52.0% Licensed child care centre (non-profit)	4.0% Licensed in-home care
22.0% Licensed child care centre (for profit)	4.0% Unlicensed centre/in-home care (nanny)
10.0% I don't currently work in child care	0.0% Registered license not required
8.0% Other	

Q5. What are the benefits and challenges of the model of child care centre you currently work in? For example, what unique innovations can be made in your setting? What factors make child care delivery challenging in your centre's model?

Benefits

3	Non-profit status allows for grant funding
3	We have a great physical space
3	Staff cohesion
2	Small enough to run programs together in one space
2	Located inside of a school
1	Offering opportunity for mentorship via my program/space
1	Smaller group learning/individual attention
1	Shared full-time spaces so parents requiring part-time care only pay for part-time care
1	Able to deliver Nuu-Chah-Nulth language nest
1	As employee of large centre, my pay is better than others

Challenges

7	Lack of subs
6	Lack of funding
5	Lack of qualified staff
2	Insufficient support for children with extra needs
2	Licensing limitations
2	Lack of spaces in my community
2	Difficulty in working alone for 8-10 hours
2	Low wages
2	Board governance issues
2	Lack of or limited space
1	Limited hours

Q6. What is the highest level of education you have completed?



44.0%	Early Child Care and Education certificate
16.0%	Bachelor's degree
14.0%	Early Childhood Care and Education diploma – Infant and Toddler
10.0%	Early Childhood Care and Education diploma – Special Needs
6.0%	High school graduate
4.0%	Responsible Adult course
4.0%	Graduate degree
2.0%	Some high school

Total = 100%

Q7. If you currently work as a child care provider/in a child care setting, please list your job title.

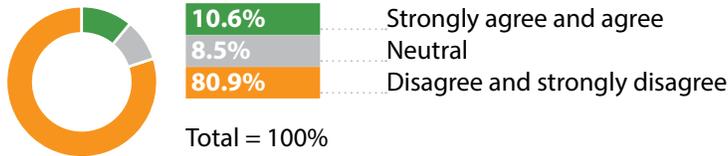
16	Manager/Assistant Manager	2	Outreach/Support worker
14	ECE/Child Care/Preschool/Daycare Worker	2	Substitute
5	ECE Assistant or Responsible Adult	2	Caregiver/Nanny
3	Owner/operator		

Q8. Do the children in your care belong to any of the following groups? Please select all that apply.

84.1%	Low income families	18.2%	Immigrant and refugee families
79.6%	Children with extra support needs	15.9%	Francophone families
77.3%	Indigenous families	4.6%	Other (please specify) (Responses identified foster families)
61.4%	Young parent families (parents under the age of 25)		

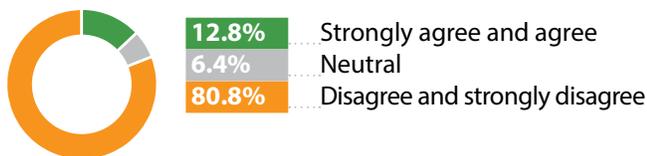
Child Care in Your Community

Q9. My community has an adequate number of total child care spaces given the total number of children in the community.

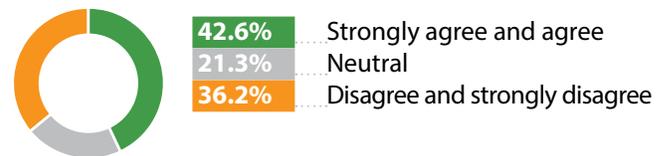


Q10. My community offers an adequate number of child care spaces given the number of local children in each age bracket.

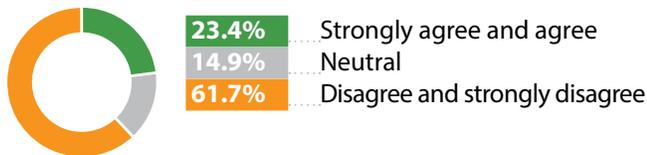
Infant and Toddler



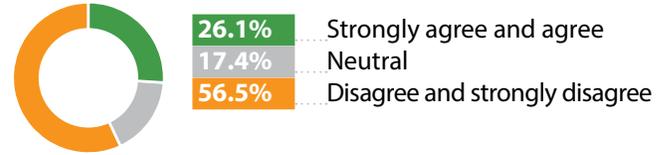
Preschool



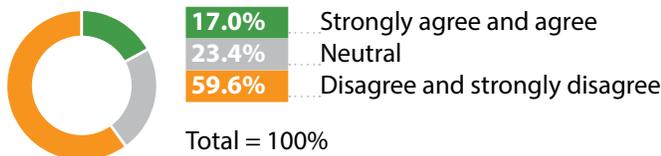
30 Months – School Age



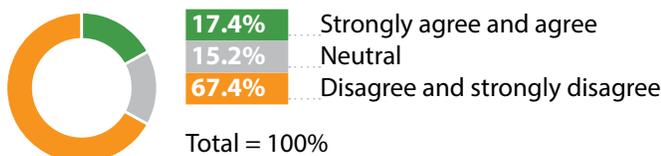
School Age

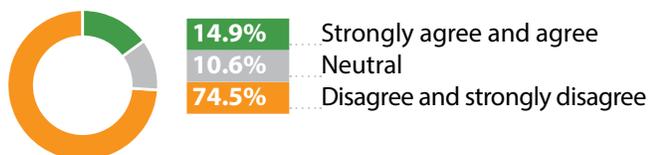
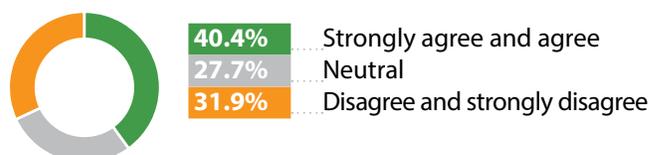
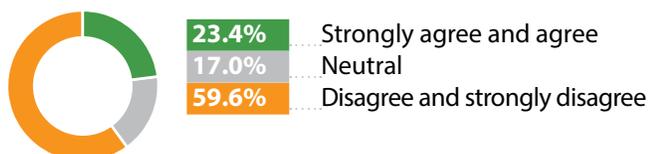
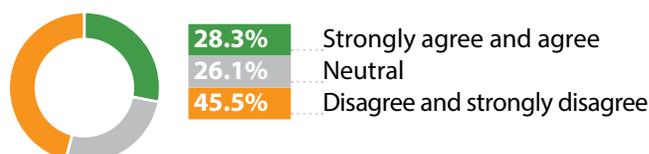
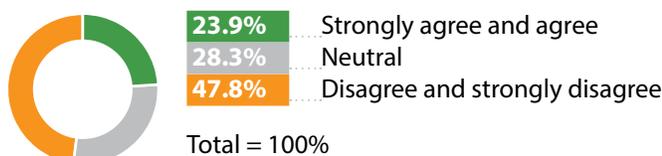
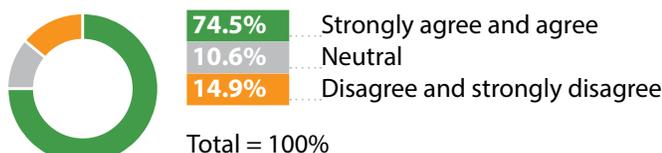
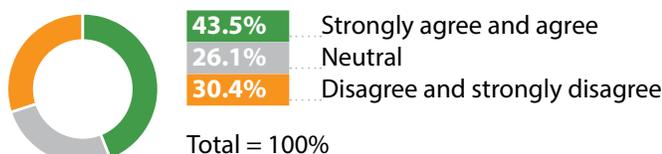


Q11. My community provides flexible child care options to meet the needs of local families. Please take into consideration the days of the week and hours of the day that families need care.



Q12. Overall, waitlists for child care in my community are reasonable.



Q13. Waitlists in my community are reasonable when considering the following age brackets.**Infant and Toddler****Preschool****30 Months – School Age****School Age****Q14. Overall, the cost of child care in my community is affordable given the average family income.****Q15. In my community, families can access child care within a 15-minute commute.****Q16. Overall, I am pleased with the quality of child care available to families in my community.****Q17. Which of the following are regularly available in your community to support your early care and learning practice? Please select all that apply.**

- 77.3% ECCE training and education in support of certificate
- 75.0% Practicum opportunities while working towards certificate/diploma
- 61.4% ECCE training and education in support of diploma
- 61.4% Access to professionals in related fields, including child development; child care resource and referral
- 52.3% Professional development opportunities (towards required professional development hours)
- 50.0% An Early Childhood Educators of British Columbia (ECEBC) branch
- 50.0% Access to staff to support children in the child care setting, including behavior consultants; support for children with extra needs
- 36.4% Responsible adult training
- 29.6% Formal or informal mentorship opportunities within the field

Q18. Please comment on any of the above assets that are (or are not) present in your community, or on any additional assets you have identified.

Opportunities

- 2 Online professional development has been helpful
1 Strong ECEBC branch

Challenges

- | | |
|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| 5 More related support staff needed – behavior consultants and supported child development | 1 More workshops and training needed |
| 2 Cost of bringing professionals to rural and remote communities for pro-d is prohibitive | 1 ECEBC branch only meets sporadically |
| 1 Cost of leaving rural and remote community for pro-d is prohibitive | 1 Training offered only sporadically |
| 1 Very few pro-d opportunities in rural and remote communities | 1 More flexible option needed to quickly complete ECE certificate/diploma while working |

Q19. Which of the following challenges have you experienced in your child care career? Please select all that apply.

- 73.3% Burnout
68.9% Inadequate compensation
37.8% Challenging interactions with fellow staff
37.8% Challenging interactions with parents/families
35.6% Difficult work schedule/hours of work
31.1% Dissatisfaction with job duties not directly related to child care (i.e. cleaning, admin work)
31.1% Lack of opportunity for ongoing learning/professional development
28.9% Other (Responses include: Challenges in differing philosophies/best practices – 1, Private centre not able to match non-profit salaries for staff – 1, Difficulty finding child care for own children while remaining in the field – 1, Low wages deter me from being interested in advancing professionally – 1, Difficulty with child care sector working cohesively to improve the profession – 1)
26.7% Lack of opportunity for advancement/career planning
20.0% Dissatisfaction with job duties related directly to care for children
20.0% Physical nature of work
6.7% Location of workplace

Q20. Please comment on staff attraction or retention from your perspective. For example, if you are a new graduate, what would attract you to a centre? If you are a manager, what has been successful (or not) in attracting and retaining staff? If you are a home child care provider, what does staff attraction and retention look like for you?

What works

- 12 Good pay/increased wages
9 Benefits offered
8 Good colleagues/teamwork
6 Philosophy of centre/management matches my philosophy
3 Paid professional development opportunities
1 Local training opportunities

Barriers

- 4 Wage not adequate given cost of living in community
2 Finding staff who are driven
2 Wages not adequate given the hard work I do
2 Large provider with oppressive management team
1 Role is very demanding
1 Finding substitute staff – in-home care providers



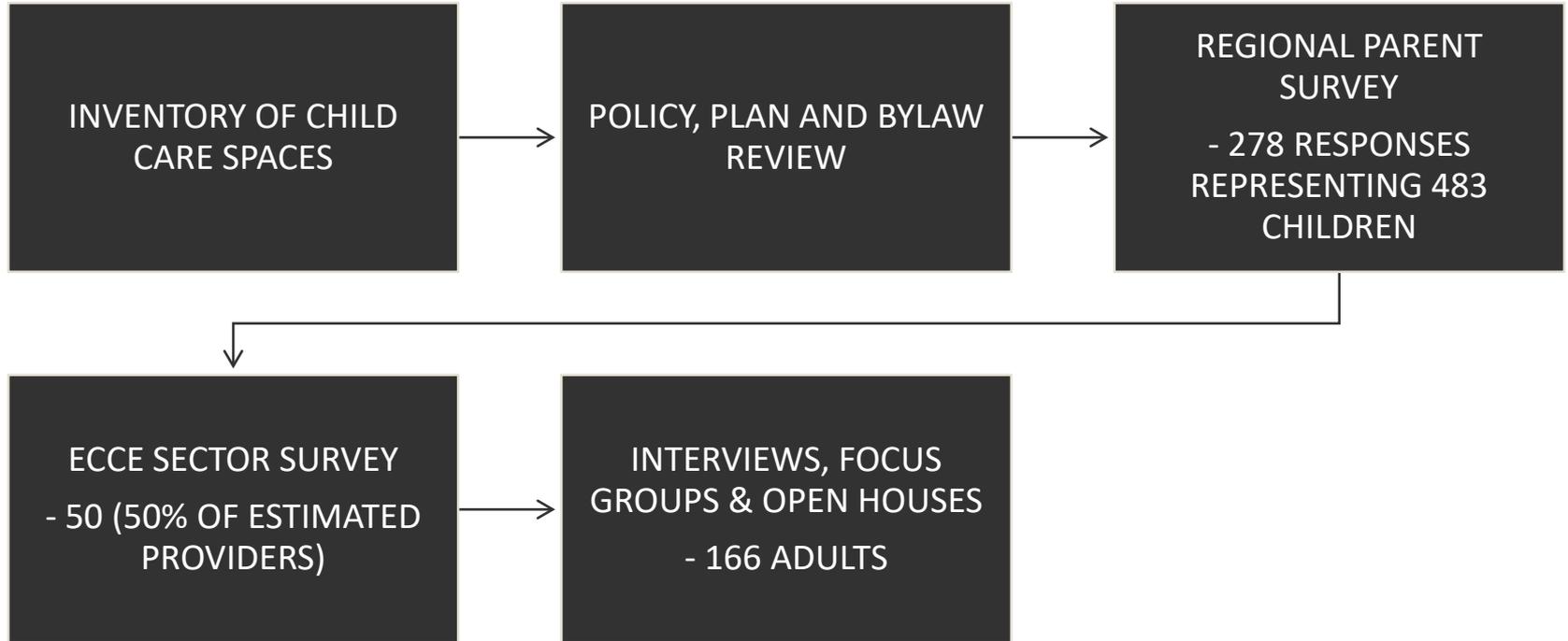
ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

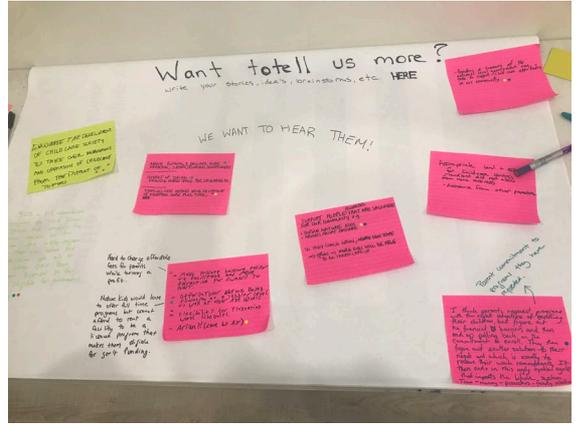
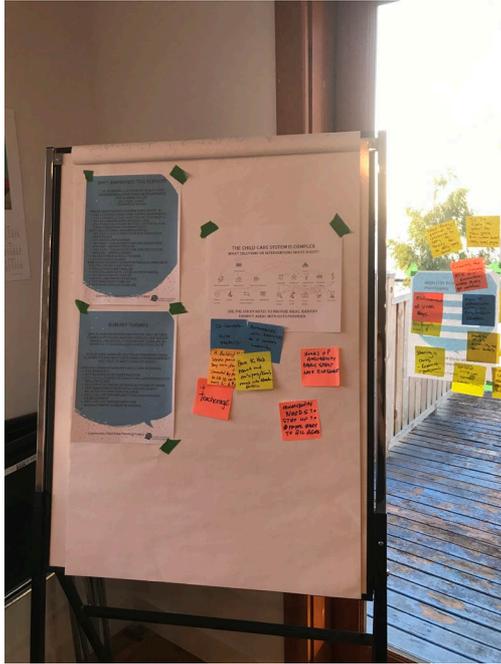


**Collaborative
Child Care
Planning Across
Alberni - Clayoquot:**

***A Child Care
Needs Assessment
for the ACRD, 2019***

The Approach





Open Houses

Current Child Care Space Capacity

In total, there are 990 children 0-14 living on the West Coast



Licensed child care resources include:

10 centres (7 group child care centres and 3 family child care centres)

All together, these 10 centres offer 302 spaces:



3 children for every existing licensed child care space.

Key Findings



Top space needs: Infant/Toddler & Before and After School



Options for Parents - when and where they access child care



Child care has a tremendous economic impact on families and communities.



The early childhood care and education sector staffing crisis - not sufficiently valued or compensated for the work performed.

Recommendations Provincial Government



Expedite the implementation of **\$10aDay** child care plan



Examine **licensing regulations** to reduce barriers to space creation and innovative partnerships



Balance investment between funding to **create spaces and operating costs** to sustain spaces



Attract ECEs to the field, maintain quality and reduce costs associated with staff turnover



Improve capacity for **local child care coordination**, support & accountability

Recommendations Local Government



Advocate/request that provincial government expedite the \$10aDay child care plan implementation universally and play an active role in advocating for provincial level changes.



Work with the child care sector to meet space creation targets based on Child Care Needs Assessment (2019) through leadership, advocacy, partnerships, and monitoring.



Update and/or add child care supporting policies.

Recommendations Community Agencies



Support & participate (work collaboratively) to meet space creation targets.



Promote, support and explore public-private-nonprofit partnership that strengthens the ECE sector.



Promote, support and explore partnership that support space creation.



Actively improve the level of quality care across the community.

Conclusion – Parallel Crisis

Increase Number
of Quality
Childcare Spaces

Strengthen the
Childcare Sector



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.

Requested Council Meeting Date: December 10, 2019

Organization Name: WildSafeBC Pacific Rim

Name of person(s) to make presentation: Bob Hansen

Topic: Program Update - Support Request

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

Please describe:

- 2019 update on Program activities
- demonstrate value of WSBC Pacific Rim Program
- Thank District for their essential support
- Request continued support in 2020

Contact person (if different from [REDACTED]) _____

Telephone Number and Email: [REDACTED] _____

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.

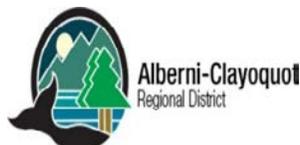
WildSafeBC Annual Report 2019

Pacific Rim Region

Prepared by: Bob Hansen, WildSafeBC Pacific Rim Coordinator



2019 BC Goes Wild team photo at Thornton Creek Hatchery



Executive Summary

This report describes the WildSafeBC Pacific Rim (WSBC PR) program for May 1st to November 30th, 2019. Thanks to generous financial and in-kind support from a diversity of partners a seven-month full time program season was made possible. This support allowed the scope of program activities to be significantly increased. Volunteers added to education and outreach capacity at key times.

Some highlights of the season included:

- generous financial support from partners that extended the program season
- initiation of discussions with Nuuchahnulth First Nations around developing a pilot Indigenous WSBC Program
- collaborations with Yuu-cluth-aht First Nation (YFN) on Hitacu community initiatives
- collaborations in support of launching a regional fruit gleaning program
- the success of the BC Goes Wild (BCGW) weekend of events
- the first annual Community Human-Wildlife Conflict Prevention Supplies Subsidy program
- participation in Lisaak Sin Hay Tiic?mis Co-existence Network initiatives
- partnerships with waste management contractors to increase bear-resistance of commercial garbage bins
- collaborations with Pacific Rim National Park Reserve (PRNPR) including promotion and support of Bare Campsite programs in private and First Nation campgrounds
- Collaborations with the Bamfield WSBC program and the Alberni-Clayoquot Regional District (ACRD)

There was considerable wildlife activity in all communities of the region throughout the season from May 1st to the end of November. Human-Wildlife Conflict Reports (HWCR) to the 24/7 provincial Report All Poachers and Polluters (RAPP) line showed:

- Bear reports up from: 65 in 2018 to 120 in 2019
- Cougar reports down from: 19 in 2018 to 10 in 2019
- Wolf reports up from: 14 in 2018 to 20 in 2019

Black bear reports increased dramatically in all communities in early September and continued to rise through to the end of October and into November. This was linked to a high abundance of fruit on trees in communities. After fruit availability waned bears turned to unsecured attractants including garbage, compost and outdoor freezers. Nine bears were killed due to persistent human-bear conflicts and concerns around public safety and property damage.

Wolf activity was recorded throughout the season across the region. There were 2 incidents where dogs running at large were attacked by wolves. One dog survived and one was euthanized.

Cougar activity was recorded several times in both Ucluelet and Tofino and on two occasions in Hitacu. No conflicts were reported.

Some examples of human-wildlife conflict prevention activities of the WSBC Pacific Rim program included:

WildSafeBC Pacific Rim Annual Report **2019**

- 14 presentations given to 290 participants.
- 200 people reached through door-to-door outreach.
- 17 public events attended and over 900 people reached.
- Over 42,000 people reached through social media.
- 13% increase in likes on Facebook from 560 in 2018 to 646 in 2019.
- Over 200 contacts were made through 16 bin-tagging surveys.
- Bear spray demonstrations for over 60 participants.
- Multiple interviews for local newspaper, a provincial magazine, blog posts, research projects, educational videos and the radio
- Several volunteers were recruited and assisted in various capacities

A key challenge of the 2019 season involved the size of the region with many communities to serve. Another issue is the on-going reluctance of people to call in reports to the RAPP Line. The Conservation Officer Service commented though, that they felt the resistance to reporting is lessening.

The program region (fig. 1) on the central west coast of Vancouver Island includes portions of the traditional territories of seven Nuu-chah-nulth First Nations and several incorporated and unincorporated communities.

There were collaborations with three levels of government, four First Nations, six NGOs and many local businesses and residents. Through development of working relationships with over 60 contacts across the region there were many existing and new initiatives that moved forward.

The provincial WSBC priorities and local goals were set out in a workplan for the Pacific Rim program at the start of the 2019 season. All priorities were addressed, and all goals were largely achieved during the 2019 season. There is a good foundation to continue to build on for 2020 to help “Keep Wildlife Wild and Communities Safe”.

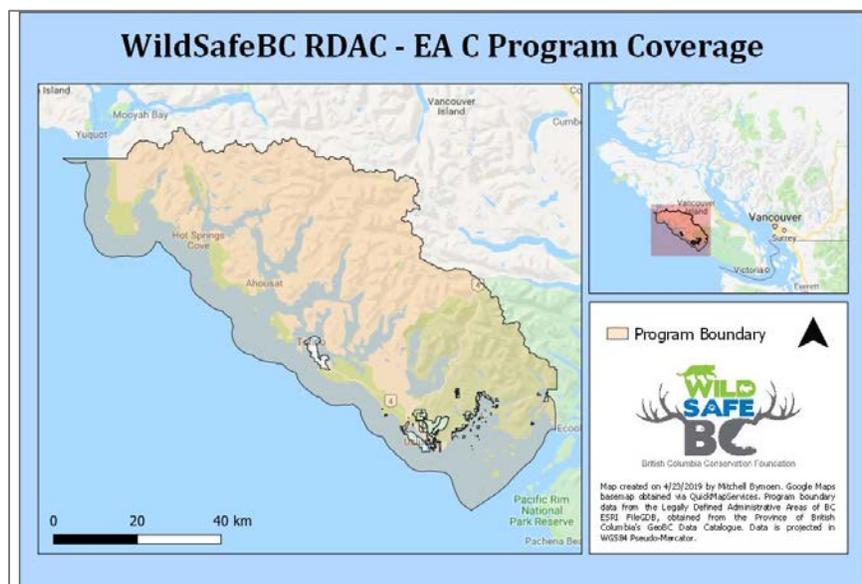


Figure 1. WildSafeBC Pacific Rim program coverage area.

WildSafeBC Pacific Rim Annual Report **2019**

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Cover Photo: From left to right: Dave Hurwitz, Hatchery Manager, Carl Sieber, Pacific Rim National Park Reserve Interpreter, Jean Duckmaten, Hatchery Education Specialist, Bob Hansen WildsafeBC Pacific Rim Coordinator, Stephania Gorgopa, Raincoast Education Society, Barb Beasley, Association of Wetland Stewards for Clayoquot and Barkley Sounds. Photo Credit: Paul Higgins

Highlights from the 2019 Season

Wildlife Activity

Calls made to the Conservation Officer Service through the RAPP line (1-877-952-7277) are available to the public through the WildSafeBC Wildlife Alert Reporting Program (WARP). This data is updated daily and this report for the Pacific Rim region includes data from January 1, 2016 to November 15, 2019.

There was considerable wildlife activity in all communities of the region throughout the season from May 1st to the end of November. Human-Wildlife Conflict Reports (HWCR) to the 24/7 provincial Report All Poachers and Polluters (RAPP) line showed:

- Bear reports up from: 65 in 2018 to 120 in 2019
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Black bear reports increased dramatically in all communities in early September and continued to rise through to the end of October and into November (Fig. 2).

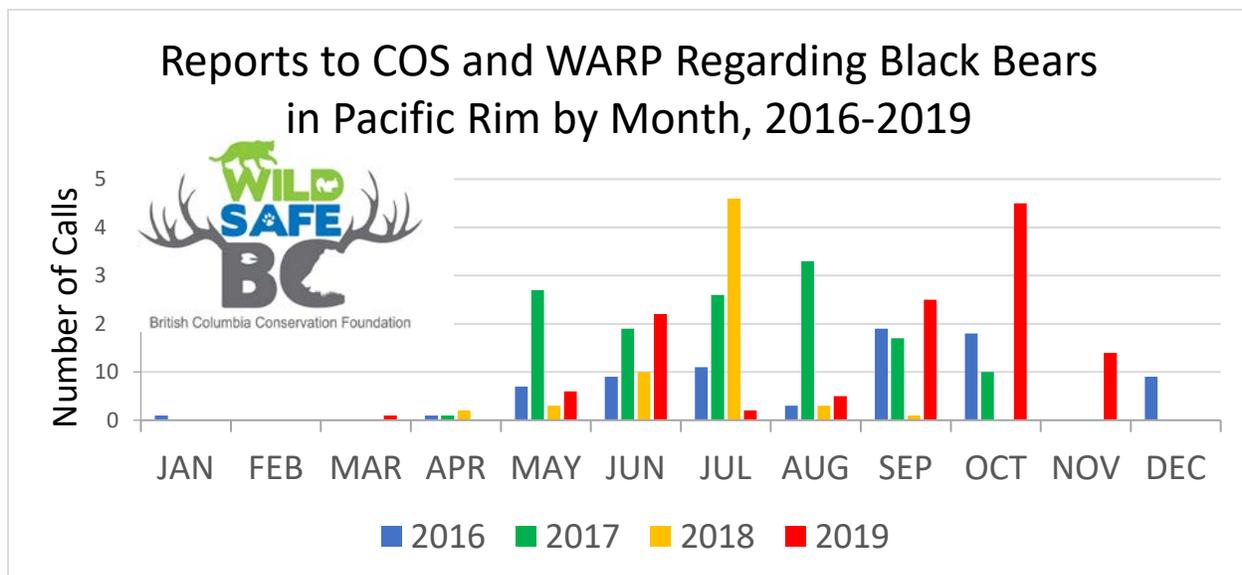


Figure 2. Reports to the COS and WARP regarding black bears by month from January 1, 2016 to November 15, 2019.

This pattern of activity may have been linked to a high abundance of fruit in all communities together with a scarcity of salmon.

After fruit availability waned bears turned to unsecured attractants including garbage, compost and outdoor freezers.

Garbage was the most reported type of bear attractant in HWCR (Fig. 3).

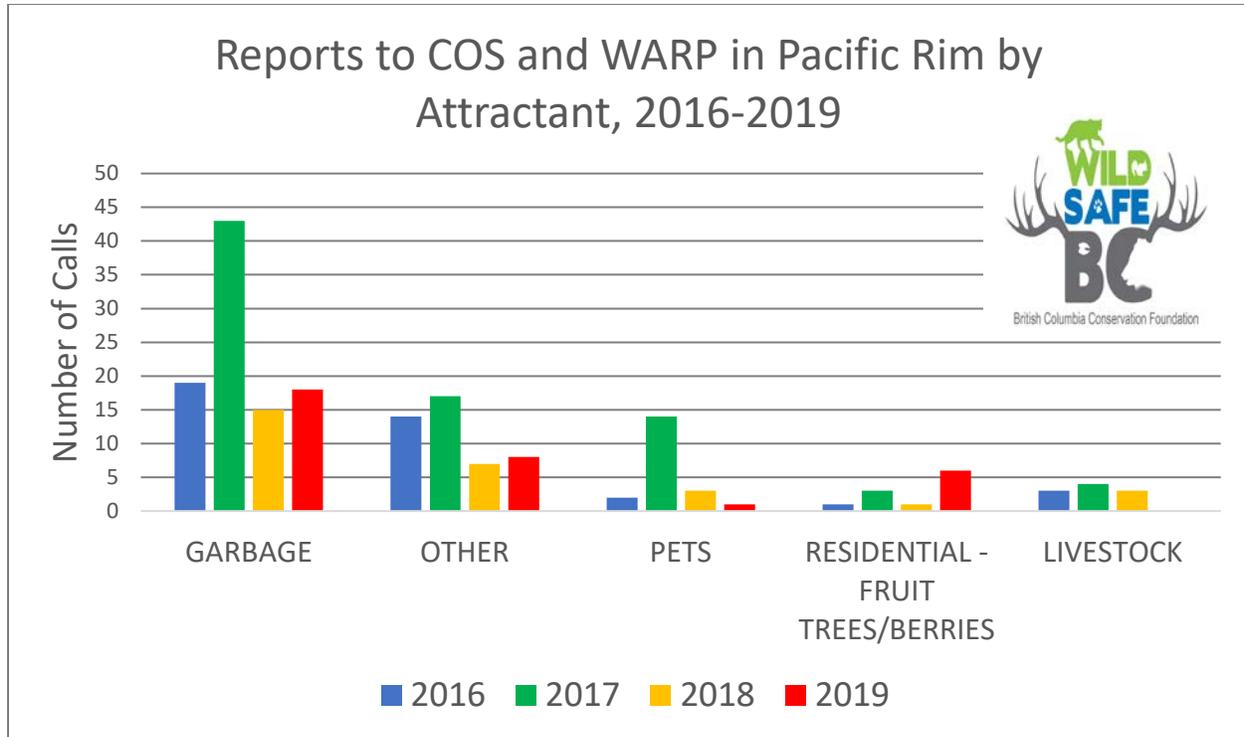


Figure 3. Reports to the COS and WARP regarding black bears and attractants from January 1, 2016 to November 15, 2019.

Fruit as an attractant was under-reported to the RAPP line with only seven reports shown on the Wildlife Alert Reporting Program (WARP) mapping. It is known that there were one or more bears foraging on fruit almost daily in most communities for a period of several weeks.



Figure 4. One of 3 bears targeting fruit trees in Tofino in September 2019. Photo Credit: Camilla Thorogood.

The WildSafeBC Community Coordinator (WCC) advised all contacts to make reports to the RAPP line and explained why this was so important. Some residents responded that they were not reporting because they felt fruit was a natural food source and they were afraid for the fate of the bears.

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The WCC shared all information received from residents in regular updates directly to the COS.

Local salmon stream assessment field crews reported dramatic declines in salmon returns in all salmon systems surveyed in the region. This reduction in a crucial Fall food source may be contributing to human-bear conflict issues continuing right up to the writing of this report in late November.

In five years from 2014-2018 there were zero bear reports in November. As of November 21st, 2019 there had been 14 bear reports (fig. 2).

Food-conditioned bears were being reported in Macoah, Port Albion, Millstream and Ucluelet as of November 21st, 2019.

Prior to November nine bears had been killed due to persistent human-bear conflicts and concerns around public safety and property damage.

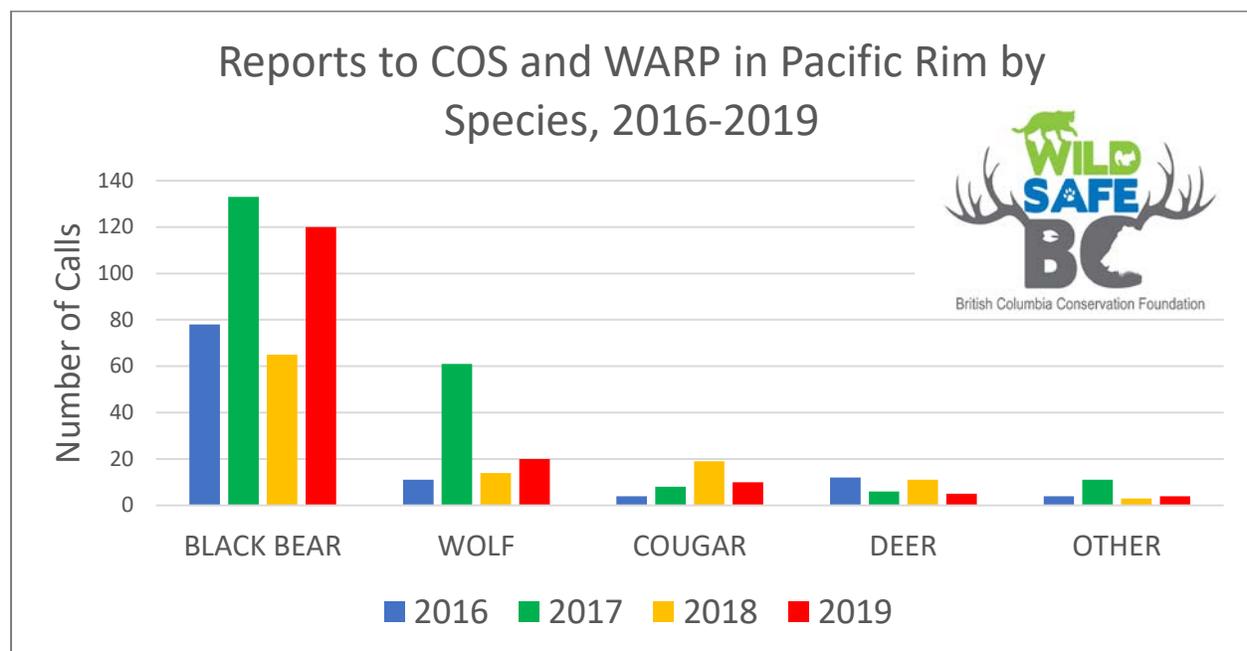


Figure 5. Reports to the COS and WARP regarding black bears and other species from January 1, 2016 to November 15, 2019.

Wolf activity was recorded throughout the season across the region. There were 2 incidents where dogs running at large were attacked by wolves. One dog survived and one was euthanized.

Cougar activity was recorded several times in both Ucluelet and Tofino and on two occasions in Hitacu. No conflicts were reported.

WildSafe Ranger Program

The WCC incorporated WildSafeBC Ranger program content and materials in sessions with various classes at the Ucluelet Elementary School and the Wickaninnish Community School in Tofino (Table 1).

Table 1. Schools that received Junior Ranger Sessions in 2019.

School	Grade	Students	Teachers
Ucluelet Elementary	5 and 6	21	2
Wickaninnish - Tofino	5 and 6	30	4



Figure 6. Learning how to spot and identify wildlife sign.



Figure 7. Talking about safety in wildlife country minutes after bear walked past school.

The WildSafe Ranger educational materials – colouring books, puzzle books, tattoos, colouring contest sheets and bookmarks were popular with children at the booth at various public events.



Figure 6. WSBC volunteer Rachael Turner goes through WildSafe Ranger educational materials at Ukee Days

Presentations to Community Groups and Local Government

The WCC gave a total of 14 presentations to over 290 participants including:

- Delegations to District of Ucluelet Mayor, Council and attending public – two times
- Delegations to District of Tofino Mayor, Council and attending public – two times
- Jamie's Whaling and Adventure Station – management, guides, boat drivers (Fig. 7)
- Tourism Tofino – frontline tourism staff
- lisaak Sin Hay Tiic?mis – Regional Coexistence Network – three times
- St. Michaels University School - Grade 11 Outdoor Leadership Field School
- Royal Roads University - School of Environment and Sustainability Field School
- District of Ucluelet – Town Planner and Bylaw Services
- District of Tofino Bylaw Services and Conservation Officer Service



Figure 7. Talk to management, guides, boat drivers and other staff at Jamie's Whaling and Adventure Station

Public Displays and Events

The WCC participated in 17 public displays and events that engaged over 900 people including:

- Wild Pacific Trail booth and guided walk – two times
- Ucluelet Sunday Market
- Ukee Days – two days
- Tofino Saturday Market – two times
- Millstream Block Party (Fig. 8)
- Tofino Community Food Initiative:
 - Fruit Trees 101
 - Chicken Social
 - Harvest Fest and Fruit Gleaning
 - Bear spray demo
 - Electric fencing demo
- BC Goes Wild – Two Days (Fig. 9)
 - Two bear spray demos



Figure 8. September 29, 2019 Millstream Block Party – funded by CBT Small Community Grant



Figure 9. BC Goes Wild – two days of events at Thornton Creek Hatchery and the Wild Pacific Trail. Over 300 participants.

Door-to-Door Education and Garbage Tagging

Door-to-Door Education

The WCC conducted door-to-door education in residential areas, campgrounds, restaurants, resorts and other businesses in most communities in the region, making over 100 contacts.

Bin-tagging patrols:

The WCC conducted a total of 16 surveys on the evening before scheduled garbage pickup. Ten were in Tofino and six in Ucluelet. If bins were found out they were tagged with an educational warning sticker (Fig. 10). Through the surveys over 200 contacts were made. Every street was surveyed in each community. The survey route was 30 kilometers (km) in Tofino and 25 km in Ucluelet.



Figure 10. Bin left out night before with educational warning sticker

The results of each survey were communicated to Bylaw Services and the COS.

Through a combination of education by the WCC and follow up by Bylaw Services and the COS, all chronic repeat offense situations were resolved.



Figure 11. Repeat offender replaced old unsecured garbage bins with certified bear-resistant poly carts

The incidence of new offenders also decreased (Fig.11 and 12).

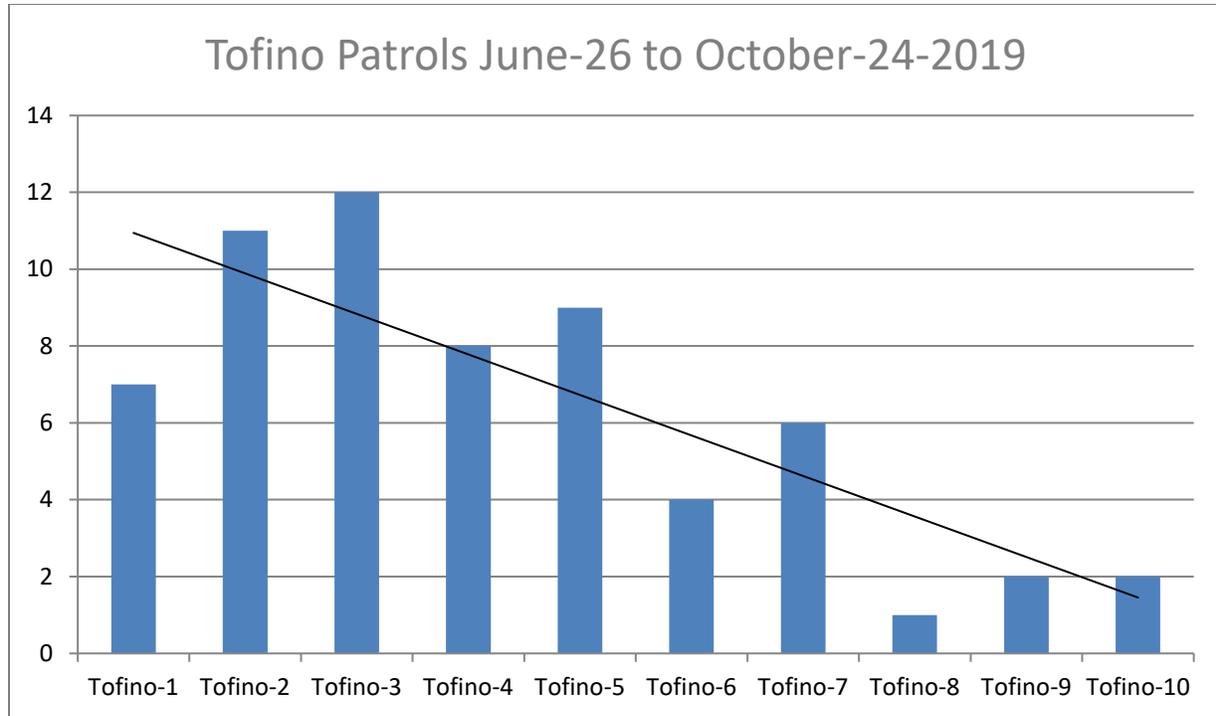


Figure 11. Incidence of bins put out the night before in Tofino decreased after patrols and education

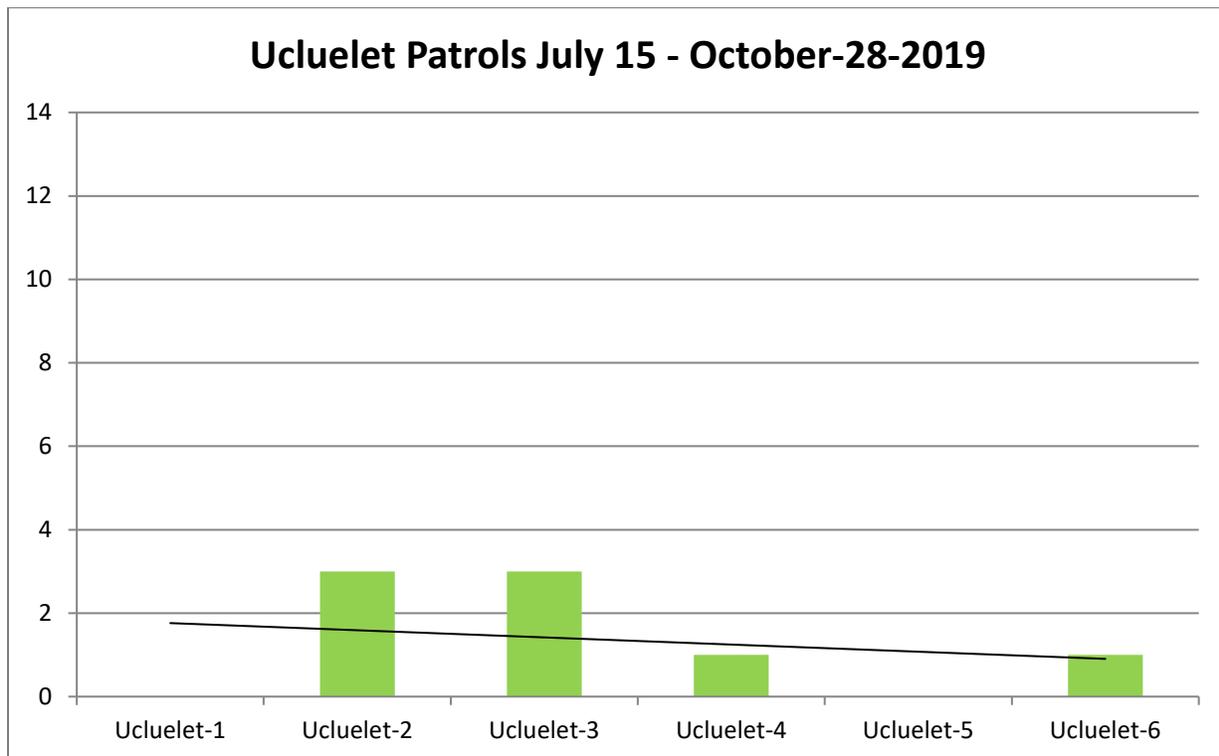


Figure 12. Ucluelet maintained a lower Incidence of bins put out the night before

Social Media and Press

Social Media

The WCC provided weekly wildlife activity updates and educational information through the WSBC Pacific Rim facebook page. WARP maps were often posted to provide a visual overview of HWCRs (Fig. 13).

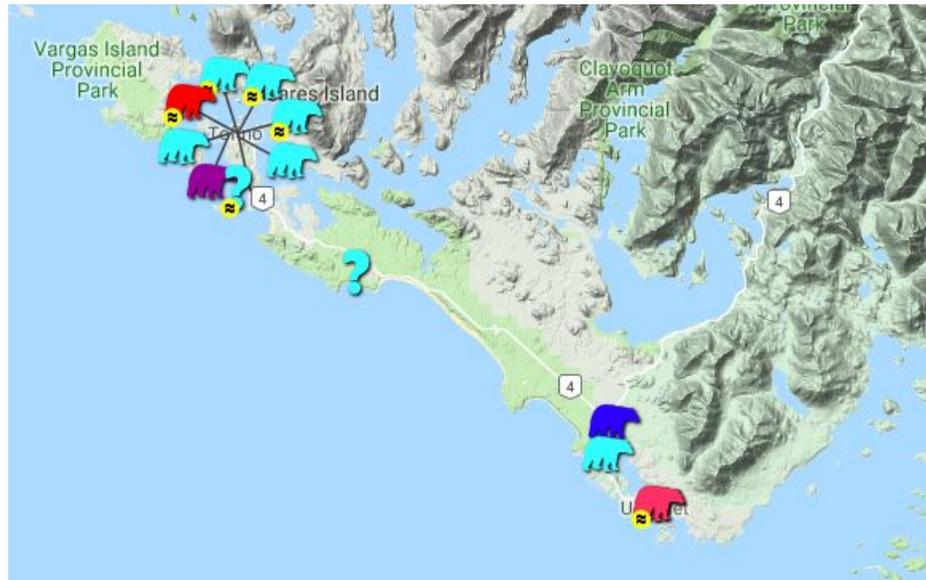


Figure 13. WARP map of Tofino and Ucluelet bear HWCRs September 26 – October 3rd, 2019

Facebook metrics included:

- Over 50 posts by WCC Pacific Rim
- Over 90 posts by WSBC for Wild Wednesdays, Saturday Spotlights and others
- Over 42,000 people reached through social media
- 13% increase in likes on Facebook from 560 in 2018 to 646 in 2019

Press and other Media

- Four Westerly News articles (Fig. 14)
- Tourism Tofino blog post
- Nature, Education, Sustainability and Transformation (NEST) blog article
- University of Victoria – interview for science journalism
- BC Magazine – interview for The Wolf Coast article in summer edition
- Formal release of Thornton Creek Hatchery – Bear Essentials video (Fig. 15)
- Radio interviews to encourage harvesting of fruit – two one-hour interviews (Fig. 16)



Figure 14. One of four Westerly News articles



Figure 15. Thornton Creek Hatchery – Bear Essentials education and safety video on a loop at BC Goes Wild Weekend



Figure 16. Bear activity and fruit gleaning education interviews with Leah Austin, Tofino Community Food Initiative and Cameron Dennison, Tuff City Radio Station Manager

Wildlife in Area Signs:

The WCC distributed wildlife-in-area signage to Bylaw Services, First Nations and several campgrounds. Each recipient agreed to be responsible for employing signs to create awareness at appropriate times.

Wildlife-in area signs were provided to the following based on need for hotspot areas:

- District of Tofino – bear-in-area
- District of Ucluelet – bear, wolf and cougar-in-area
- Ucluelet, Surf Junction, Lost Shoe, Long Beach and Secret Beach campgrounds – bear-in-area
- Hitacu, Yuu-cluth-aht First Nation – bear, wolf and cougar-in-area
- Macoah, Toquaht First Nation – bear-in-area
- The Provincial WSBC Coordinator worked with the Central West Coast Forest Society (CWCFS) to develop education and safety signage which they purchased and installed along highway construction stoppage areas (Fig. 17).



Figure 17. Bear-in-area education and safety signage implemented by CWCFS for highway project

Other signage initiatives:

- Thornton Creek Hatchery gate sign and photographer's code of conduct signs
- Campground Bare Campsite signage

Collaborations

The 2019 season involved many collaborations that increased the capacity and reach of the program.

The BC Goes Wild Weekend of Events (report cover photo)

The BCGW Team included:

- Thornton Creek Enhancement Society
- Pacific Rim National Park Reserve
- The Raincoast Education Society
- Association of Wetland Stewards for Clayoquot and Barkley Sounds
- The Clayoquot Biosphere Reserve
- The Wild Pacific Trail Society

lisaak Sin Hay Tiic?mis - Regional Coexistence Network

The WCC participates with others in the lisaak Sin Hay Tiic?mis - Regional Coexistence Network in addressing human-wildlife coexistence challenges in the region. At each meeting the WCC gave an update presentation on WSBC Pacific Rim 2019 activities. The WCC is part of a subcommittee working on developing a regional strategy with recommended actions to reduce human-wildlife conflicts involving domestic animals.

Network members include:

- Yuu-cluth-aht First Nation Lands and Resources Manager
- Toquaht First Nation Lands and Resources Manager
- Wild about Wolves Research Lead
- Pacific Rim National Park Reserve Human-Wildlife Conflict Specialist and Applied Ecosystem Science Lead
- Clayoquot Biosphere Reserve Research Coordinator
- Tofino Bylaw
- Ucluelet Bylaw
- Strawberry Isle Research Society
- Coastal Animal Rescue and Education Society
- Ocean Outfitters
- Jamie's Whaling and Adventure Center
- PRATO – association of wildlife watching operators in region
- Conservation Officer Service
- BC Provincial Parks Ranger Service
- Raincoast Education Society
- Alberni-Clayoquot Regional District
- Ucluelet Chamber of Commerce
- Tourism Tofino
- Tofino Community Food Initiative
- Coexisting with Carnivores Alliance

Alberni-Clayoquot Regional District Funded Community Human-Wildlife Conflict Prevention Supplies Subsidy Program

The WCC for WSBC Pacific Rim was successful in receiving funding ACRD funding to initiate a subsidy program. Many residents took advantage of the program that covered %50 of the cost of a variety of human-wildlife conflict prevent supplies. Residents invested in:

- 15 Rollins certified bear-resistant residential poly carts (Fig. 11)
- 2 Jora certified bear-resistant composters
- Six electric fencing installations

The electric fencing installations were completed by Jeff Marley, Margo Supplies. He assessed each situation and installed fencing to meet each resident's needs. The first installation was around an enclosure holding the resident's chickens, duck, rabbits and a beehive (Fig. 18).



Figure 18. Tofino Community Food Initiative Director, Leah Austin turns on new electric fence installed by Jeff Marley, Margo Supplies

Another installation was built as an extra layer of protection around a Jora bear-resistant composter. The composter is in a known area of bear activity. A bear showed up just 2 days after installation and did not access the composter (Fig. 19).



Figure 19. Jora bear-resistant composter in high bear activity area with electric fence protection as well

Collaboration with the Tofino Community Food Initiative and the Clayoquot Biosphere Trust for a Regional Fruit Gleaning Program

The 2019 season saw a much higher than usual yield of fruit production across the region. For several weeks' bears were spending time gorging on fruit in every community. Higher incidents of human-bear conflicts followed. The need for an organized regional fruit gleaning program became evident.

The WCC collaborated with the Tofino Community Food Initiative (TCFI) and their membership to launch an education campaign around the need to harvest fruit, how to process and preserve fruit and how to manage fruit trees.

The education campaign included:

- WCC and TCFI Facebook posts
- The TCFI assisted some residents in picking their fruit
- Two one-hour radio shows (Fig. 16)

- Jointly hosted workshops:
 - Fruit Tree Management 101
 - Harvest Fest
- pursuit of a “WildSafe Pledge” that captures a commitment to co-exist with wildlife, keep communities safe while supporting community food security
- pursuit of mapping of community fruit trees

The campaign was followed up with discussions with the Clayoquot Biosphere Trust around applying for funding to create a region-wide fruit gleaning program in 2020. Other potential partners and collaborators that have expressed interest include the Tofino-Ucluelet Culinary Guild, the Raincoast Education Society, School District 70, the Food Bank on the Edge and the ACRD.

Some other 2019 collaborations highlights of the season included:

- participation in Wild about Wolves research project led by Todd Windle, PRNPR (Fig. 20)



Figure 20. Todd Windle, Wild about Wolves Lead, assigns teams for installing wildlife cameras on Vargas Island

- Bylaw Services and COS combined with WCC to deliver a spectrum of response including (Fig. 21):
 - WSBC PR – education and outreach
 - Bylaw Services – follow-up education and compliance
 - COS – follow-up education and enforcement



WildSafeBC Pacific Rim Annual Report **2019**

Figure 21. Left to right: Andrew Riddel-COS, Kiera Tak-Tofino Bylaw, Brittany Willms-Tofino Bylaw, Daniel Eichstadter-COS, Caitlin Bickford-COS

- Many collaborations with Pacific Rim National Park Reserve (PRNPR) including promotion and support of Bare Campsite programs in private and First Nation campgrounds throughout region with Francis Bruhwiler, Human-Wildlife Co-existence Specialist
- Collaborations with the Wild Pacific Trail Society (WPTS), Tanya Nestoruk and Barbara Schramm:
 - Participated in Sea Wolf Walk
 - WSBC PR booth (Fig. 22)
 - WPTS conducted guided walks for BCGW weekend



Figure 22. Wild Pacific Trail Society Interpreter Tanya Nestoruk, on left, and WCC answer questions after Sea Wolf walk

- Collaborations with Bamfield WSBC program coordinator Mandy Ross on electric fencing initiatives and the Bare Campsite program
- Collaborations with James Rodgers, Coastal Animal Rescue and Education Network (CARE) on domestic animals strategy, electric fencing of animal holding facility and other initiatives
- Collaborations with Jenny Brunn, ACRD Operations Manager on community subsidy program and potential expansion, compost diversion, and potential electric fencing loaner program

Directed Initiatives for 2019

WildSafeBC focused on two initiatives in 2019: increased use and acceptance of bear spray and increased Indigenous awareness and engagement.

Bear Spray

The WCC conducted several bear spray demonstrations involving over 60 participants (Fig. 23).



Figure 23. WCC “builds a wall” during bear spray demonstration at Thornton Creek Hatchery for BCGW

The WCC engaged with retailers and determined there is interest in having bear spray instruction for retail store managers and staff, and in having educational displays in stores. There is also interest in the region in the potential for renting bear spray. Topics and interest will be further explored in 2020.

Indigenous Awareness and Engagement

Nuu-chah-nulth Elders Advisory Engagement

There was a request made by the WCC to the Nuuchah-nulth Elders Advisory for permission to use a wolf pelt for public education purposes for the WSBC PR program. Wolves are held sacred in Nuuchah-nulth spiritual beliefs and culture. Permission was granted by the Elders Group and display of the pelt was permitted after a private cleansing and blessing ceremony by Tla-o-qui-aht Elder Levi Martin (Fig. 24).



Figure 24. Cleansing and blessing ceremony of wolf pelt by Tla-o-qui-aht Elder, Levi Martin

Yuu-cluth-aht First Nation Support

The WCC worked closely with Yuu-cluth-aht First Nation around preventing human-wildlife conflicts in the community of Hitacu. Early in the season a dog at large in the community was severely injured by a pack of wolves, a bear became food-conditioned through accessing garbage and there were cougar sightings.

Jonquil Crosby, YFN Lands and Resources Manager and her staff furthered prevention education for residents through postings on the YFN Facebook page, sharing of the WSBC Facebook posts and providing links to WildSafeBC.com online resources.

The WCC provided wildlife-in-area signs and WSBC brochures. The WCC also installed chains with carabiners and instructional decals on the 10 community garbage bins (Fig. 25).



Figure 25. Installing chains with carabiners and instructional decals on Hitacu bins

The YFN staff checked regularly to ensure garbage bins around the community were always properly secured and that garbage was not left on ground by bins.

Potential Pilot Project to Develop an Indigenous WSBC Program for the Region

There is strong interest amongst several Nations to develop a pilot Indigenous WSBC Program for the 2020 season. This action has been identified as a priority goal of the Iisaak Sin Hay Tiic?mis Regional Coexistence Network.

Todd Windle, PRNPR and Chair of the Iisaak Sin Hay Tiic?mis Regional Coexistence Network, facilitated the bringing together of potential collaborators for a pilot project. Ideas were discussed on how to bring about a pilot project.

Meeting participants included:

- Jonquil Crosby – Yuu-cluth-aht FN Lands and Resources Manager
- Marina Rayner – Toquaht FN Lands and Resources Manager
- Christine Gruman – Huu-ay-aht FN Lands and Resources Manager
- Anne Atleo – Ahousaht FN Manager of Administration
- Vanessa Isnardy, Provincial WSBC Coordinator
- Mike Badry – Provincial Human-Wildlife Conflict (HWC) Manager
- Todd Windle – PRNPR and Chair of Iisaak Sin Hay Tiic?mis Regional Coexistence Network

Special Initiatives

Promotion of Human-Wildlife Hazard Assessments (HWA) and Human-Wildlife Conflict Management Plan (HWCMP)

The WCC worked in support of communities progressing towards Bear Smart status in several ways including:

- speaking at Tofino Mayor and Council meeting in support of adoption of Tofino plans completed by Crystal MacMillan, Bear Smart BC Consulting
- recommending updating of Ucluelet plans in delegation to Ucluelet Mayor and Council
- having discussions with town planners and bylaw services in both communities around use of these guiding documents
- discussions with First Nations and the ACRD about the need to undertake these planning initiatives for their jurisdictions

Partnership with Waste Management Contractors to reduce bear access to garbage in commercial bins

Son Bird Refuse and Recycling operated by Chris Bird and Ucluelet Rent-it Center operated by Mayco Noel provide commercial garbage containers to the region. The most common design has a lift bar that can be securely latched or locked in place to prevent bears accessing garbage.

Many bins do not have a latching device or a lock. The WCC and the companies entered into a partnership to address this need in two ways.

The companies provided hardware that the WCC installed on over 40 bins (Fig. 25).

The WSBC PR, Son Bird Manager, Chris Bird, Ucluelet Ren-it Center Manager Mayco Noel and the ACRD Operations Manager, Jenny Brunn partnered to split the cost of purchasing instructional weather-resistant decals to be applied to bins along with the latches (Fig. 26).



Figure 26. Instructional and educational decals applied to lift bar bins with carabiner latches

Workshop on Electric Fencing – An Effective and Under-Utilized Tool

Thanks to the inspiration of Mandy Ross, Bamfield WSBC Coordinator and Jeff Marley, Margo Supplies a workshop came together to explore ways to increase the use of this conflict prevention tool.

The meeting was hosted by Mandy Ross and held at her house in Bamfield. The participants brought a wide range of knowledge, experience and perspectives. Extensive discussions were held over portions of three days resulting in a list of action items for the group. It is hoped that this will become an annual gathering to keep progressing on this goal (Fig. 26).

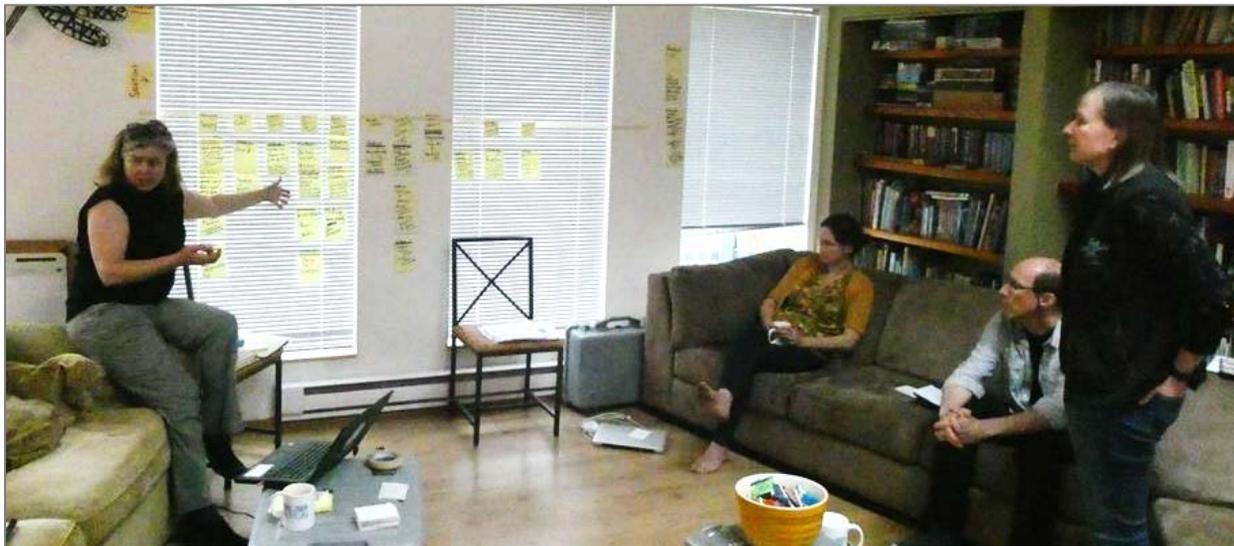


Figure 26. Left to right: Arlene Armstrong, PRNPR, Mandy Ross, Bamfield WCC, Mike Badry, Provincial HWC Manager, Vanessa Isnardy, Provincial WSBC Coordinator

Thanks to Francis Bruhwiler, PRNPR Human-Wildlife Coexistence Specialist who was unable to attend but transported several of us to and from Bamfield by boat.

Participants were:

- Mandy Ross, WSBC Bamfield Coordinator
- Vanessa Isnardy, Provincial WSBC Coordinator
- Nitya Harris, Chair, Co-existing with Carnivores Alliance
- Arlene Armstrong, PRNPR Applied Ecosystem Science Lead and workshop facilitator
- Mike Badry, BC HWC Manager
- Jeff Marley, Margo Supplies
- Gillian Saunders, Grizzly Bear Solutions
- Jenny Brunn, ACRD Operations Manager
- Bob Hansen, WSBC Pacific Rim Coordinator

Challenges and Opportunities

Challenges

A key challenge of the 2019 season involved the size of the region with many communities to serve.

The program region on the central west coast of Vancouver Island includes portions of the traditional territories of seven Nuu-chah-nulth First Nations and several incorporated and unincorporated communities.

The program activities for 2019 focused on the District of Tofino, District of Ucluelet, Hitacu, Yuu-cluth-aht First Nation, Macoah, Toquaht First Nation and in the Alberni-Clayoquot Regional District (ACRD) Area C, Millstream and Port Albion (Fig. 27).



Figure 27. WSBC Pacific Rim program 2019 activities focused in Tofino, Ucluelet, Millstream, Port Albion, Area C, Ucluelet, Hitacu-Yuu-cluth-aht FN and Macoah Toquaht FN. Map source: modified from CBT 2019 Vital Signs report.

These locations experienced persistent presence of bears foraging on fruit trees but also bears accessing unsecured garbage and other attractants. Together with the bear activity in communities there were also issues in six campgrounds located outside of communities. Door-to-door education and outreach involved considerable travel but appeared effective as the bin-tagging survey results showed.

Another issue is the on-going reluctance of people to call in reports to the RAPP Line (Fig. 28).

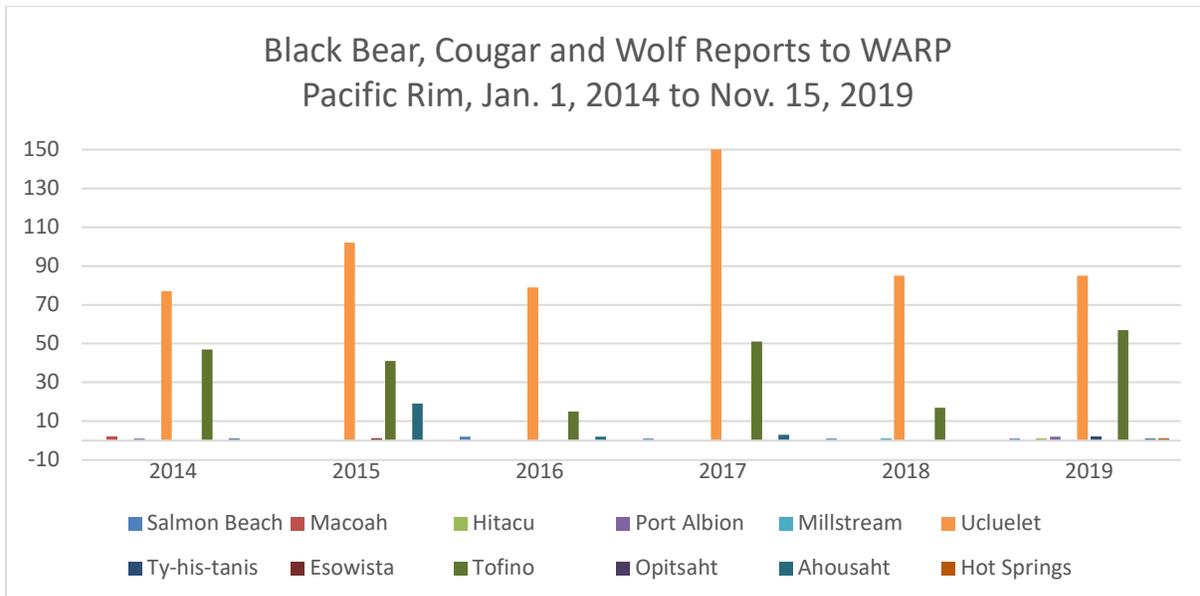


Figure 28. Under-reporting of human-wildlife conflict situations is a challenge

Informal reporting through social media, local news reports and other sources revealed considerable human-wildlife conflicts in all communities in the region in 2019.

The graph shows that almost all reports came from just Ucluelet and Tofino. One community that had only one report showing had persistent issues and at least two bears were subsequently destroyed.

The Conservation Officer Service though reported to the WCC that they felt the rate of reporting has been improving.

Opportunities

As this report describes, engagement through education, outreach, collaborations and partnerships was high. Renewing a full-time program in 2020 will allow the furthering of working relations and the combination of many collaborations to “Keep Wildlife Wild and Communities Safe”.

Some potential opportunities for 2020 include:

- Development and implementation of a pilot Indigenous WSBC Program for the region
- Progress towards adoption and implementation of key recommendations of the Tofino HWWA and HWCMP in support of moving towards Bear Smart status and in support of the Official Community Plan update
- Updating of the Ucluelet HWWA and HWCMP and an action plan to maintain Bear Smart status
- Continue discussions with the ACRD Operations Manager for Area C and Nuu-chah-nulth First Nations around undertaking HWWA and HWCMP projects

- Continue participation in Iisaak Sin Hay Tiic?mis Network initiatives including development of a region-wide strategy to reduce human-wildlife conflicts involving domestic animals
- Continue to support efforts of the Tofino Community Food Initiative and the Clayoquot Biosphere Trust to create a regional-wide fruit gleaning program
- Continue the Community Human-Wildlife Conflict Prevention Supplies Subsidy Program and with support from the ACRD Operations expand the program into ACRD Area C
- Continue to seek to increase the acceptance and availability of bear spray in the region
- Continue partnership with Son Bird Refuse and Recycling and Ucluelet Rent-it Center to install chains with carabiners and educational and instructional decals to increase the bear-resistance of lift bar bins
- Continue to recruit volunteers to assist in the delivery of the WSBC PR program
- Continue education and outreach collaborations with the Raincoast Education Society

Acknowledgements

The 2019 program capacity and reach was significantly expanded due to the excellent support of the BCCF team, strong support from local funding partners and many collaborations across the region. Thank you all for making this program possible!

There are so many to thank. Apologies to anyone I miss. Know that your assistance and support was and is greatly appreciated!

Program Funders:

- BC Conservation Foundation
- Ocean Outfitters – Ocean Simone Shine, General Manager
- Jamie's Whaling and Adventure Stations – Corrine Inouye, General Manager
- Alberni-Clayoquot Regional District – Jenny Brunn, Operations Manager
- Clayoquot Regional Trust – Rebecca Hurwitz, Executive Director and Laura Loucks, Research Director
- Wickaninnish Inn – Charles McDiarmid, Managing Director

In-Kind Support:

Pacific Rim National Park Reserve:

- Arlene Armstrong – Ecologist Team Leader
- Todd Windle – Wild about Wolves Research Coordinator
- Francis Bruhwiler – Human-Wildlife Coexistence Specialist
- Carl Sieber, Interpretation Officer
- Dianna Lukinuk, Interpretation Coordinator

District of Ucluelet:

- Mayor Mayco Noel and Council

WildSafeBC Pacific Rim Annual Report **2019**

- Brent Ashton – Bylaw Services
- Manager of Parks and Recreation – Abby Fortune

District of Tofino:

- Mayor Josie Osborne and Council
- Bylaw Services – Brent Baker and Kiera Tak

Conservation Officer Service:

- Sgt. Stuart Bates
- Andrew Riddell
- Daniel Eichstader
- Caitlin Bickford

BC Provincial Parks Service: Michael Grandbois, Area Manager and other Ranger Staff

Ongoing Collaborations:

- Jonquil Crosby – Yuu-cluth-aht FN Lands and Resources Manager
- Marina Rayner – Toquaht Lands and Resources Manager
- Christine Gruman – Huu-ay-aht Lands and Resources Manager
- Iisaak Sin Hay Tiic?mis Network Membership
- Leah Austin – Tofino Community Food Initiative
- James Rodgers – Coastal Animal Rescue and Education Network
- Wild Pacific Trail Society:
 - Barbara Schramm, Director
 - Tanya Nestoruk, Program Coordinator
 - Silva Johansson, Interpreter
- Thornton Creek Hatchery:
 - Dave Hurwitz, Manager
 - Jean Duckmaten, Education Coordinator
- Ranicoast Education Society:
 - Mark Maftelj, Executive Director
 - Stephania Gorgopa, Communications Director
 - Carrie Harbige, Ucluelet Field School Coordinator
- Association of Wetland Stewards for Clayoquot and Barkley Sounds
 - Barb Beasley, Director
- WSBC Booth Volunteers:
 - Rachael Turner
 - Jessica Ackerman
 - Sarah Brittain
 - Quinn Klassen
 - Paul Higgins
- Ucluelet Bin-Tagging Surveys Volunteer
 - Jeff Anderson



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October 7, 2019

Candidates, Government of Canada

Re: Advocating for digital access for Canadian libraries

Mr. Gord Johns, NDP Candidate, Riding of Courtenay—Alberni

I am writing on behalf of the libraries in Courtenay—Alberni, which provide essential services to their communities, to seek your support on a vital issue confronting public and regional libraries across Canada.

Vancouver Island Regional Library (VIRL) is a member of the Canadian Urban Libraries Council (CULC), a national organization supporting large Canadian libraries. Canadian libraries, including VIRL, increasingly struggle to obtain digital content for our library collections. Barriers placed by publishers include the inability to buy certain publications, the prohibitive cost of digital content, and strict licensing limitations. Since digital content is essential to serving the modern library user, this represents a long-term risk for public libraries across Canada.

CULC is calling upon the candidates in this year's Federal election to address this national issue by working collaboratively to ensure that multinational publishers provide Canada's libraries with affordable access to e-content that meets the needs of library users in our communities.

This letter includes background information on the issues to help inform you about the challenges libraries in Canada are being confronted with.

What is digital content?

Digital content is an increasingly important aspect of library services and includes, but is not limited to:

- eBooks
- Downloadable audiobooks
- Research databases
- Online newspapers and magazines
- Digital classes and learning opportunities

VIRL spends over a million dollars annually on digital content for our library customers.

What is the problem?

Publishers, primarily headquartered outside Canada, are limiting access to digital content by Canadian libraries. When publications are made available in digital form, they are prohibitively expensive to

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss

acquire. Those restrictions and costs make it difficult for libraries to provide important services that contribute to thriving and engaged communities, and increase the cost of doing business for libraries.

What digital publications are difficult to access for public libraries?

To some degree, all types of digital publications – including fiction and non-fiction books, newspapers, magazines, and periodicals – have become either prohibitively expensive or not available to libraries in many instances. This is especially true for publications published by multinational publishers. In some cases, Canadian authors are represented by multinational publishers. Ironically, this means libraries have limited ability to purchase and loan our own national works.

For example, Canadian author Louise Penny's book *Kingdom of the Blind* is available to libraries for:

- \$13 as a paperback
- \$22 in hard cover
- \$60 as an eBook

In addition to unaccountably costing three to four times more than a physical copy, the digital copy has major restrictions: the book can only be checked out electronically 52 times or for two years – whichever happens first. Compare this to the paper edition, which can be borrowed as many times as desired and would typically last 3 – 4 years.

Furthermore, *Kingdom of the Blind* has not been made available to Canadian libraries as a digital audiobook, even though it is available for direct consumer purchase and included in audiobook subscriptions on paid platforms available in Canada.

As this one example illuminates, the inflated costs for digital copies and the lack of availability of Canadian materials increases cost, restricts the ability to satisfy customer demand, and creates public confusion.

How does this impact people in Courtenay—Alberni?

Your constituents are impacted in the following ways:

- **Cost** – VIRL spends over one million dollars a year on digital content, more than a third of our overall collection budget. When these costs are inflated, our purchasing power is diminished.
- **Customer service** – VIRL customers report frustration with not being able to access titles they can see are available for purchase in Canada.

What can the Government of Canada do about this issue?

The Federal Government is best-positioned to provide a comprehensive, Canada-wide solution to the digital access issue. Specific proposed solutions will be offered to the Federal Government by CULC in advance of the 2020 Federal Budget.

Thank you for your ongoing commitment to this important cause. I look forward to hearing from you and to working together to ensure that libraries across Canada can access the e-content required to properly serve our communities.

Sincerely,



Rosemary Bonanno, Executive Director



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October 11, 2019

Mayor Mayco Noel
 District of Ucluelet
 PO Box 999, 200 Main Street
 Tahsis, BC V0R 3A0

Original sent via: mnoel@ucluelet.ca

Dear Mayor Noel,

Re: Letter of Support for Canadian Libraries Access to Digital Content

As a member of Vancouver Island Regional Library, we are asking you to send a letter supporting the right of Canadian libraries to access digital content for our communities. Major publishing companies are placing severe restrictions on the ability for libraries in Canada to lend digital content, such as ebooks and e-audiobooks, to our customers.

These restrictions have a direct impact on the residents of your city.

Across the country, libraries are uniting in their fight against these harmful restrictions, including unsustainably high prices and embargoes on content, with campaigns targeting governments at every level. These efforts are being led by the Canadian Urban Libraries Council (CULC), a national organization supporting large Canadian libraries.

You can show your support by signing the letter attached to this email. By doing so, you are standing up for equitable access, and advocating for ebook and e-audiobook publishers to institute fair, transparent and flexible lending models for public libraries.

The timeline is tight and CULC is hoping to have all signed letters returned to them by next Wednesday (October 16). If you would like to support this important cause, please email your signed letter to Mariah Patterson (mpatterson@virl.bc.ca) by Wednesday afternoon.

If you have any questions, please reach out to me any time.

Thank you for your support.

Sincerely,

Rosemary Bonanno

cc: Marilyn McEwen, VIRL Board Trustee, District of Ucluelet
 Executive Leadership Group

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss



Statement on Equitable Public Access to E-Books

Major publishers have introduced severe restrictions to e-book and e-audiobook lending for public libraries, including embargoes on the sales of new titles and unreasonably high prices, which far exceed the prices offered for print books. As a result, libraries will be unable to fulfill their core functions in building educated, literate communities. These restrictions will be most harmful for populations who already face significant barriers to equitable knowledge and information access in our communities – including youth, people living with disabilities and those with limited financial means.

Public libraries play an essential role in levelling the playing field and strengthening the foundation of our communities. As digital technologies become increasingly inseparable from the ways that people learn, work and interact, the library's unique ability to create onramps for information and knowledge access is more important than ever. There is significant, rising demand for e-books and e-audiobooks from public library users – overall, digital content circulation is increasing by 30% per year.

As elected public officials and trusted leaders in our communities, we are committed to protecting and supporting the capacity of public libraries to:

- Provide equitable access for individuals to gain knowledge and become proficient with digital tools, regardless of their income, physical abilities, age, gender, sexual orientation, race, citizenship status or religion.
- Support lifelong learning and foster empathy, curiosity, civic engagement and a love of reading among community members.
- Educate community members about the rights, responsibilities and implications of their lives online, including data privacy risks when accessing online learning resources and digital content.
- Serve as valued partners to local government in advancing city outcomes for digital inclusion and as institutions that support informed citizens.

Our cities are strongest when all individuals have the same opportunities to further their personal, educational and professional goals. Our democracy is non-negotiable. We stand with all who are urging e-book and e-audiobook publishers to institute fair, transparent and flexible lending models for public libraries.



ALBERNI CLAYOQUOT HEALTH NETWORK TABLE OF PARTNERS 2019 – CALL FOR MEMBERS

SUMMARY

The Alberni Clayoquot Health Network is a mechanism for citizens working and living in the Alberni Clayoquot Regional District to come together and speak with a collective voice on health issues and share ideas and resources to build healthier communities. The Network aims to improve health and well-being and focus on the social determinants of health. Learn more and download the ACHN's Strategic Plan, at www.achn.ca.

The Table of Partners is a leadership table that provides guidance to the Health Network and acts as a key liaison with Alberni Clayoquot Regional District and Island Health. The Alberni Clayoquot Health Network's Table of Partners members commit to a two year term. To ensure consistency, half the seats will expire every December. Members wishing to continue are encouraged to reapply and new applications will be sought from community members meeting the criteria outlined in the following package.

If you are actively engaged in community building and social health issues in the region, this may be the right opportunity for you to contribute to the ACHN. Please read the following document carefully, fill out the attached application form, and submit to:

ACHN Coordinator

achn@acrd.bc.ca

By 4:00 pm on December 11th, 2019

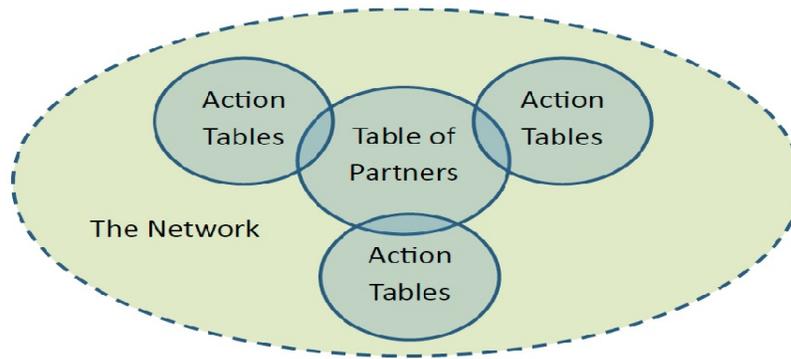


BACKGROUND

Local Health Area 70 is the third largest health area on Vancouver Island. This geographically diverse area spans 6904 km² with three municipalities, ten Nuu-chah-nulth First Nations and six electoral areas within the Alberni Clayoquot Regional District (ACRD). The ACRD hosts a population of over 30,000 people.

The geography of this region challenges organizations and communities to do things differently. The regional health network model presents a unique opportunity for the region to unite, addressing priorities around social indicators which no one community or organization can do in isolation. The Alberni Clayoquot Health Network (ACHN) leverages the strengths of regional assets to ensure equitable participation throughout the region. We strive to increase participation in conversations by developing meaningful relationships and processes, examining solutions which address regional needs and stimulate innovative solutions.

HOW TO GET INVOLVED



The purpose of the ACHN is to network like-minded organizations, agencies, and networks that are already working to improve community health, we “network the networks”, to better support the work you are already doing. Rather than create additional work, meetings or duplicate what you do best we would like to meet you where you are to assist in providing supports to work more effectively as a region. To do this we aim host or support regional **network gatherings** each year which can be learning events, planning events and/or networking events – based on your feedback. We convene new and support existing **action tables** related to strategic priorities of the ACHN on issues which no one community, organization or group can take on independently. Lastly we have a **Table of Partners** to help us expedite decisions and leverage resources.



TABLE OF PARTNERS – CALL FOR MEMBERS

The Table of Partners is a small group of decision makers and regional representatives tasked with directing the work of the Alberni Clayoquot Health Network. This Table meets once monthly and contributes expertise, time, energy, and other resources in order to help guide and direct the overall work of the health network. We strive to ensure membership is reflective of the region, its unique communities and priorities. Members are expected to share expertise, tools and best practices to bring information from the ACHN to their own organization/key community contacts, and vice versa.

We are currently recruiting for the Table of Partners. Recognizing the time commitment for this work as well as the emphasis on regional priorities we are seeking applications from individuals and strive to meet the following criteria in our selection:

- **Commitment to meetings.** Ability to attend of the Table of Partners meetings to the best of their ability 10 months out of the year. Meetings are on the third Wednesday of the month from 9:30 to 12:00 in the ACRD Board Room – eight will be held in Port Alberni, two meetings will be on the West Coast.
- **Term.** Can commit to a two year term.
- **Endorsement to participate.** From their organization, agency or government to participate.
- **Fit with mandate.** Ideally holds a position with a mandate to serve multiple communities and/or areas of focus with in the region.
- **Voice.** Can provide regional context and knowledge.
- **Influence.** Can help influence, leverage or allocate resources.
- **Knowledge.** Is informed and involved with regional community development initiatives and social indicators of health.

INTERESTED?

Let us know a little bit about you by filling out the following questions. Please do not hesitate to get in touch with the ACHN Coordinator, Marcie DeWitt at achn@acrd.bc.ca, 250.726.5019, if you have questions or require more information!

Don't forget there are a variety of ways to participate, let us know if you have interest in hearing about upcoming opportunities and action tables. We will add you to our mailing list to ensure you get up to date information!

We look forward to our ongoing working relationship, building healthy communities and taking action on shared priorities



APPLICATION

Name: _____

Title and Organization: _____

Do you have, or can you get, endorsement from your organization to participate?
Yes No Will Confirm

The Table of Partners places emphasis on the ability of members to commit to monthly meetings. Can you attend monthly meetings? Yes No Will Confirm

Can you commit to the Table of Partners for 2 years? Yes No Will Confirm

Please note that at this time the ACHN does not provide a stipend or travel expenses. Would this be an impediment for your participation? Yes No Will Confirm

Phone: _____ Email: _____

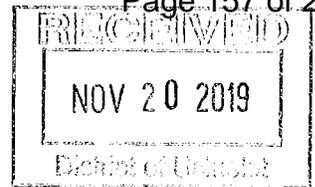
How can you help influence, leverage or allocate resources with the AHCN? Please describe: __

Communities you work with: _____

What is your role with in your organization or community and how do you see as a benefit to the ACHN? _____

Tell us a little about your interest and experience in community health and development: _____

Deadline for applications is December 11th please ensure we receive your information by 4:00 pm to achn@acrd.bc.ca Thank you for your interest!



November 20, 2019

District of Ucluelet
PO Box 999
Ucluelet, BC V0R 3A0

Attention: Mayor Noel and Councillors Cole, Hoar, Kemp and McEwen

**RE: Reef Point Strata Plan VIS 4490
1012 Tye Terrace, Ucluelet, BC
Water Meter Installation**

We write as Agent for The Owners, Strata Plan VIS4490 requesting that fines levied to Strata Lot 01 (65-001) for the late installation of the water meter on Strata Lot 01, the commercial building, be waived.

The late installation fines total \$4,968 as per the attached schedule, plus interest costs.

The Council worked as diligently as possible to have all the water meters installed at all the VIS 4490 properties; 28 in total. A District of Ucluelet recommended plumber was hired to complete this project and, due to his workload, it took several months longer than anticipated.

In the meantime, due to the late installation of SL 01, late fines were assessed by the District and reflected on the property taxes of SL 01.

The installation of the SL 01 system was completed on Jan 17, 2018 and a completed inspection report dated January 18, 2018 was submitted by the Public Works Foreman.

We thank you for your consideration and request again that these fines be waived.

Should you have any questions, please do not hesitate to contact us at our direct line in Ucluelet, at 250-619-1672.

Yours truly,
ARDENT Properties Inc.

Christine Brice
Strata Manager

371 Franklyn Street . Nanaimo BC . V9R 2X5 t. 250.753.0881 f. 250.753.5451

© All Rights Reserved
This e-mail and any files transmitted with it are confidential and intended only for the individual named.
If you have received this e-mail in error, please notify the sender immediately by e-mail.

Reef Point Strata Plan VIS 4490, 1012 Tye Terrace, Ucluelet, BC - Water...

UTILITY ACCOUNT 1012 Tye Terrace, Ucluelet, BC

UB785

	2015			
Fee breakdown:	JAN	MAY	SEP	
Water flat	192.00	192.00	192.00	
Water other*	112.00	112.00	112.00	
Sewer flat	160.00	160.00	160.00	
Sewer other*	92.00	92.00	92.00	
	<u>556.00</u>	<u>556.00</u>	<u>556.00</u>	1,668.00 Transferred to 2016 property taxes

* other: Retail/other/office category

	2016			
	JAN	MAY	SEP	
Water flat	192.00	192.00	200.00	
Water other*	112.00	112.00	224.00	
Sewer flat	160.00	160.00	160.00	
Sewer other*	92.00	92.00	92.00	
Water double cat.1		192.00		192
Water double cat.5		112.00		112
Water triple cat.1			400.00	400
Water triple cat.5			448.00	448
	<u>556.00</u>	<u>860.00</u>	<u>1,524.00</u>	2,940.00 Transferred to 2017 property taxes

} * 1152

	2017			
	JAN	MAY	SEP	
Water flat	200.00	200.00	200.00	
Water other*	224.00	224.00	224.00	
Sewer flat	160.00	160.00	160.00	
Sewer other*	92.00	92.00	92.00	
Water triple cat.1	400.00	400.00	400.00	1200
Water triple cat.5	448.00	448.00	448.00	1344
Water quad cat.1	200.00	200.00	200.00	600
Water quad cat.5	224.00	224.00	224.00	672
	<u>1,948.00</u>	<u>1,948.00</u>	<u>1,948.00</u>	5,844.00 Transferred to 2018 property taxes

} * 3816

TOTALS

* 1152

* 3816

* 4968



EMIL ANDERSON CONSTRUCTION (EAC) INC.

December 4th, 2019

**Re: Hwy 4 Kennedy Hill Safety
Improvements Traffic Interruptions
Update**

Dear Highway 4 travelers,

Attached is a revised copy of the December 1st, 2019 to Jan 4th, 2020 closure schedule. You can find a copy of the schedule on our *EAC Hwy 4 Kennedy Hill Project Updates* Facebook page at facebook.com/eac.bc.ca.kennedy.hill/

There is also a traffic advisory hotline which will provide detailed and up-to-date information to help plan your trip. The number is: **1-855-451-7152**.

Information will also be posted on electronic message boards at either ends of the project and along the Hwy 4 corridor between the west coast and Hwy 19 as well as information posted to DriveBC.ca. For your own safety, it is imperative you respect all construction signage, and stay well clear of any equipment.

We apologize for any inconveniences as a result of this project, but hope you understand that we are working towards a safer highway for all of us.

Further project information is available on the Ministry's project website at gov.bc.ca/highway4kennedyhill. Should you have any questions or concerns, you can leave a message on the traffic advisory hotline at 1 855 451-7152.

Sincerely,

EMIL ANDERSON CONSTRUCTION (EAC) INC.

Erin Pomeroy
EAC Project Coordinator



Expect 30min delays and single-lane alternating traffic at all times not marked by C or T

C Highway closed

T Motorists are advised to arrive at the top of every hour (9am, 10am, 11am, etc). Expect minor delays while opposing traffic clears during release

		12am-1am	1am-4am	4am-5am	5am-7am	7am-9am	9am-11am	11am-3pm	3pm-4pm	4pm-5pm	6pm-9pm	10pm-12am
Sun	Dec 1, 2019		C		C					C		C
Mon	Dec 2, 2019		C		C		C	T		C		C
Tue	Dec 3, 2019		C		C		C	T		C		C
Wed	Dec 4, 2019		C		C		C	T		C		C
Thu	Dec 5, 2019		C		C		C	T		C		C
Fri	Dec 6, 2019		C		C		T	T		C		
Sat	Dec 7, 2019		C		C							
Sun	Dec 8, 2019											
Mon	Dec 9, 2019											
Tue	Dec 10, 2019						C	T		C		C
Wed	Dec 11, 2019		C		C		C	T		C		C
Thu	Dec 12, 2019		C		C		C	T		C		C
Fri	Dec 13, 2019		C		C		T	T		C		
Sat	Dec 14, 2019		C		C		T	T		C		C
Sun	Dec 15, 2019		C		C		T	T		C		C
Mon	Dec 16, 2019		C		C		C	T		C		C
Tue	Dec 17, 2019		C		C		C	T		C		C
Wed	Dec 18, 2019		C		C		C	T		C		C
Thu	Dec 19, 2019		C		C		C	T		C		C
Fri	Dec 20, 2019		C		C		T	T		C		
Sat	Dec 21, 2019		C		C							
Sun	Dec 22, 2019											
Mon	Dec 23, 2019											
Tue	Dec 24, 2019											
Wed	Dec 25, 2019											
Thu	Dec 26, 2019											
Fri	Dec 27, 2019											
Sat	Dec 28, 2019											
Sun	Dec 29, 2019											
Mon	Dec 30, 2019											
Tue	Dec 31, 2019											
Wed	Jan 1, 2020											
Thu	Jan 2, 2020											
Fri	Jan 3, 2020		C		C		T	T		C		
Sat	Jan 4, 2020		C		C		T	T		C		C



STAFF REPORT TO COUNCIL

Council Meeting: DECEMBER 10, 2019
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: NICOLE MORIN, CORPORATE / PLANNING CLERK

FILE NO: 1630-01

SUBJECT: CHEQUE LISTING – NOVEMBER 2019

REPORT NO: 19-155

ATTACHMENT(S): APPENDIX A: NOVEMBER 2019 CHEQUE LISTING

RECOMMENDATION(S):

There is no recommendation. This report is provided for information only.

PURPOSE:

The purpose of this report is to provide Council with a regular update on disbursed cheques.

BACKGROUND:

Finance staff have provided a detailed list of last month's cheque run attached as Appendix A.

POLICY OR LEGISLATIVE IMPACTS:

The cheque listing has been reviewed to ensure compliance with the *Freedom of Information and Protection of Privacy Act*. The names of individual's shown on the cheque listing are either employed with the District or contracted for the delivery of goods and services.

OPTIONS REVIEW:

1. There is no recommendation. This report is provided for information only.
(Recommended)
2. THAT Council provide alternative direction to staff.

Respectfully submitted: Nicole Morin, Corporate / Planning Clerk

APPENDIX A

District of Ucluelet
AP Cheque Listing
November 2019

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
029447	2	19-Nov-01	ACE92	ACE COURIER SERVICES	9356734	FINNING CANADA	55.68		55.68	
029448	2	19-Nov-01	AL001	ACKLANDS - GRAINGER INC.	9337674148	PADLOCKS	202.01		202.01	
029449	2	19-Nov-01	AGS11	AGS BUSINESS SYSTEMS INC	58384	09/29/19-10/28/19	491.61		491.61	
029450	2	19-Nov-01	AVR93	ALBERNI VALLEY REFRIGERATION LTD	20197225	KITCHEN OVEN REPAIR-UCC	442.75		442.75	
029451	2	19-Nov-01	B9413	BEELEY PHIL	122862	SEP/19 MILEAGE-JANITORIAL WORK	74.57		74.57	
029452	2	19-Nov-01	BRI02	BRIGHTEST DAYS PAINTING AND MAINTENANCE	1422	LABYRINTH-PAINTING/ETCHING	5460		5460	
029453	2	19-Nov-01	MA952	BUREAU VERITAS CANADA (2019) INC.	VA1276459 VA1275146 VA1277646	SEWER TESTING B986926 WATER TESTING B988955 WATER TESTING B991413	372.75 263.55 263.55		899.85	
029454	2	19-Nov-01	CL395	CARFRA & LAWTON LAWYERS	54046	MATTER ID: 19182	891		891	
029455	2	19-Nov-01	CHE01	CHERNOFF THOMPSON ARCHITECTS	15195	39038.1 HEALTH CENTRE STUDY	4063.48		4063.48	
029456	2	19-Nov-01	CT002	CLEARTECH INDUSTRIES INC	811318	SODIUM HYPOCHLORITE	828.07		828.07	
029457	2	19-Nov-01	CN038	COLYNS NURSERY & GARDEN CENTRE	22834	BEAUTIFICATION-FALL/WINTER	707.21		707.21	
029458	2	19-Nov-01	IH002	CONNECT HEARING	PSIN0302019	STAFF HEARING TESTS	585.9		585.9	
029459	2	19-Nov-01	CE004	CORPORATE EXPRESS CANADA INC	51737090 51693117	PRINTER TONER-LYCHE SPEAKERS/STATIONERY-FIRE/OFFICE	519.78 258.71		778.49	
029460	2	19-Nov-01	CWC81	CUMMINS CANADA ULC	BE-14246 BE-14263	GENERATOR INSPECTIONS-LSC GENERATOR INSPECTION-HELEN RD	1733.76 1733.76		3467.52	
029461	2	19-Nov-01	CUPE1	CUPE LOCAL #118	10/19	CUPE DUES-OCT/19	1437.9		1437.9	
029462	2	19-Nov-01	DFC01	DUMAS FREIGHT COMPANY	66513 71050	FOUR STAR WATERWORKS BEAVER ELECTRICAL	62.49 819		881.49	
029463	2	19-Nov-01	EB295	E.B. HORSMAN & SON	12222997	FLUORESCENT LIGHTS	287.42		287.42	
029464	2	19-Nov-01	ELS15	EARTH LAND & SEA COMPOST CORP	10603	SOIL/BARK MULCH-SPRING COVE	3293.6		3293.6	
029465	2	19-Nov-01	EAR01	EARTHWAVE LANDSCAPES	711449	BMX PARK-REPAIR/MAINTENANCE	400		400	
029466	2	19-Nov-01	EV001	EVITT ELECTRIC CO. LTD.	36032A	LIGHTBULBS	268.74		268.74	
029467	2	19-Nov-01	FW050	FAR WEST DISTRIBUTORS LTD	330699	TOILET PAPER/SOAP	200.48		200.48	
029468	2	19-Nov-01	fre01	FRECHEVILLE MARYLISE	122869	AFTERSCHOOL FALL/19	500		500	
029469	2	19-Nov-01	GS361	GODIN SYLVIE	122864	HALLOWEEN MAKEUP FALL/19	120		120	
029470	2	19-Nov-01	HE701	HEROLD ENGINEERING LTD	0057554	WHISKEY DOCK CONCEPT DESIGN	325.5		325.5	
029471	2	19-Nov-01	H9416	HOAR JENNIFER	122878	HOAR-VIEA NANAIMO	235.2		235.2	
029472	2	19-Nov-01	IB275	ISLAND BUSINESS PRINT GROUP LTD	171542 171593 171599	ENVELOPE #10 WINDOW X2500 UTILITY BILLS BLANK X6000 ENVELOPES #10 NON-WINDOW X2500	156.8 564.48 364		1085.28	
029473	2	19-Nov-01	ISL03	ISLAND EQUIPMENT RENTALS	82065-1	SCISSOR LIFT RENTAL-UCC	561.4		561.4	
029474	2	19-Nov-01	JR381	J. ROBBINS CONSTRUCTION LTD	4075 4082	SPRING COVE PROJECT-SOIL ROAD MULCH-PW	486.62 1198.75		1685.37	
029475	2	19-Nov-01	J1072	JUSTICE INSTITUTE OF B.C.	8220 01A-49694	EMR COURSE-BOUVIER/UDELL FIRE INSPECTOR WORKBOOK/GUIDE	2038.36 303.14		2341.5	
029476	2	19-Nov-01	CK608	KASSLYN CONTRACTING	D691	D691	949.21		949.21	
029477	2	19-Nov-01	KL001	KEMPS, LARA	122877	KEMPS-VIEA NANAIMO	609.66		609.66	
029478	2	19-Nov-01	KL923	KERDMAN LINDSAY	122868	GYMNASTICS-FALL/19	3981.2		3981.2	
029479	2	19-Nov-01	LS100	L'HOMME SOPHIE	122872	CHOIR PYMT A FALL/19	2836.85		2836.85	
029480	2	19-Nov-01	LB002	LB WOODCHOPPERS LTD.	336752	SMALL TOOLS/EQUIPMENT	478.45		478.45	
029481	2	19-Nov-01	MCG02	MCGILLIVRAY, ERIN	122867	ART CLUB SES A-FALL/19	998.4		998.4	
029482	2	19-Nov-01	MISC	Q.S.T. CONSULTING LTD.	014	CHAINSAW TRAINING	1564.5		1564.5	
029483	2	19-Nov-01	MISC		UB8786-2019	REFUND ACCT 786 UB OVERPYMT	552		552	
029484	2	19-Nov-01	N9371	NOEL MAYCO	122873 122874	NOEL-UBCM VANCOUVER NOEL-WATER MEETING TOFINO	305.68 44.28		349.96	
029485	2	19-Nov-01	PBX12	PBX ENGINEERING LTD	7550	14282-01 UCLUELET SCADA	4803.77		4803.77	
029486	2	19-Nov-01	PC285	PETTY CASH - LYVIER RIVERA	10/19	OCT/19 PETTY CASH	146.7		146.7	

APPENDIX A

District of Ucluelet
AP Cheque Listing
November 2019

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
029487	2	19-Nov-01	PC336	PETTY CASH FORTUNE ABBY	122875 122861	VACUUM BAGS/BATTERIES/TOGGLE BOLTS UKEE DAYS EXTRA PRIZE MONEY	47.9 225		272.9	
029488	2	19-Nov-01	PUR01	PURDY, SHARON	122865	ACUPRESSURE FALL/19	76.8		76.8	
029489	2	19-Nov-01	P1110	PUROLATOR INC	442690248 442812968 442877604	MAXXAM/ZONE WEST BV LABS MAXXAM/JIBC/BV LABS	152.66 114.61 132.02		399.29	
029490	2	19-Nov-01	SI604	SHU IAN	122871	PURPLE DRAGON FALL/19	3432		3432	
029491	2	19-Nov-01	NS003	SIGMUND, NORANANDA	122866	YOGA SES A-FALL/19	816.87		816.87	
029492	2	19-Nov-01	SS419	SOLIDARITY SNACKS	217	EMERGENCY MGMT SNACKS	478.28		478.28	
029493	2	19-Nov-01	SK010	STRICKLAND KARLA	122870	SCULPTURE FALL/19	3204.19		3204.19	
029494	2	19-Nov-01	SUN02	SUN LIFE ASSURANCE COMPANY OF CANADA	69881	NOV/19 EAP PROGRAM	113.93		113.93	
029495	2	19-Nov-01	SP010	SUPERIOR PROPANE	26882727	PROPANE REFILL-REC HALL	1023.82		1023.82	
029496	2	19-Nov-01	T9267	TARON BRENT	122863	TARON-LEADERSHIP VAN ISLE TRAVEL	43.52		43.52	
029497	2	19-Nov-01	TH001	THOR ELECTRIC (1211980 BC LTD)	1068 1056	DIMMABLE BALLAST-UCC FOYER LIGHTS-UCC	1417.5 2357.26		3774.76	
029498	2	19-Nov-01	TOT01	TOTEM TREE OPERATIONS	798344	TREE REMOVAL-VICTORIA/MARINE DR	3885		3885	
029499	2	19-Nov-01	UP459	UCLUELET PETRO-CANADA	6687 6698 6545	OIL/WINDSHIELD WASHER FLUID #24 DIAGNOSTIC SCAN #4 NEW TIRES	146.31 68.5 856.21		1071.02	
029500	2	19-Nov-01	UKE01	UKEE AUTO SERVICE	053519 053534 053503 053536	#4 TIRES AND MOUNT #21 ETRUCK-BRAKES REPAIR #3 SIERRA-REPAIRS #22 ETRUCK-STEERING/SUSPENSION REPAIR	1164.8 336 442.4 504		2447.2	
029501	2	19-Nov-01	US001	URBAN SYSTEMS LTD.	171611 171559	PROJ 1427-0004.01 PROJ 1427-0005.01	8662.5 6069		14731.5	
029502	2	19-Nov-01	W9427	WALKER BRITNEY	122860	HALLOWEEN CANDY/DECORATIONS UCC	40.83		40.83	
029503	2	19-Nov-01	WC345	WURTH CANADA LTD	23701286	PW-GLOVES/KNIFE BLADES	277.91		277.91	
029554	2	19-Nov-15	SBR01	SONBIRD REFUSE & RECYCLING LTD.	37260 37261 37262 37263 37264 37265	OCT/19 GARBAGE SCH OCT/19 GARBAGE 52 STEPS OCT/19 GARBAGE WHISKEY DOCK OCT/19 GARBAGE PW OCT/19 GARBAGE UCC OCT/19 GARBAGE UVFB & UAC	2291 572.67 1169.53 1472.91 202.4 45.15		5753.66	
029553	2	19-Nov-15	SS874	SCIMITAR SPORTS LTD	1534	TABLE COVERS-UCC	608.16		608.16	
029552	2	19-Nov-15	MS170	REVENUE SERVICES OF BC	11/19	NOV/19 MSP	1312.5		1312.5	
029551	2	19-Nov-15	pi110	PUROLATOR INC	443006720 442944815	BUREAU VERITAS MAXXAM/INSIDE SALES	49.71 87.17		136.88	
029550	2	19-Nov-15	PB104	PIONEER BOAT WORKS	79028	GALBRAITH-RAIN PANTS	94.5		94.5	
029549	2	19-Nov-15	PAC03	PACIFIC CHEVROLET BUICK GMC LTD.	129783	VEHICLE SEAT COVERS	465.81		465.81	
029548	2	19-Nov-15	MF207	MUNICIPAL FINANCE AUTHORITY of BC	PILT2019	2019 PILT	2.01		2.01	
029547	2	19-Nov-15	M9277	MCDIARMID JOHN	122881	MCDIARMID-EDUCATION TRAVEL EXPENSE	565		565	
029546	2	19-Nov-15	MC481	MARTIN CRIS	122887	CHOOSE TO MOVE-OCT/19	367.5		367.5	
029545	2	19-Nov-15	LB002	LB WOODCHOPPERS LTD.	338130	AERATOR RENTAL	207.2		207.2	
029544	2	19-Nov-15	KA001	KOERS & ASSOCIATES ENGINEERING LTD.	1764-013 1863-010 1750-009	1764 WELLFIELD VFD UPGRADES 1863 SANITARY MASTER PLAN 1750 BAY ST SANITARY SEWER	388.64 7237.91 3474.01		11100.56	
029543	2	19-Nov-15	CK608	KASSLYN CONTRACTING	D692 D693	D692 D693	4073.05 2605.24		6678.29	
029542	2	19-Nov-15	KS042	KARIATSUMARI SHANDY	122885	SWIMMING/BABYSITTER-OCT/19	1130		1130	
029541	2	19-Nov-15	JR381	J. ROBBINS CONSTRUCTION LTD	4113	BIG BEACH PARKING LOT-GRAVEL	392.14		392.14	
029540	2	19-Nov-15	JSC61	J & S CONTRACTING LTD	191102	UCC PUMP SEAL REPLACEMENT	970.55		970.55	
029539	2	19-Nov-15	ISL03	ISLAND EQUIPMENT RENTALS	82065-2	SCISSOR LIFT PICK UP FEE-UCC	315		315	
029538	2	19-Nov-15	IC130	INFOSAT COMMUNICATIONS	407358	NOV/19 SAT PHONE	65.12		65.12	
029537	2	19-Nov-15	HFE68	HUB FIRE ENGINES & EQUIPMENT LTD.	IN00036721	E2 AIR COMPRESSOR	963.6		963.6	
029536	2	19-Nov-15	HS002	HOGAN, SARAH	122884	DANCE FIT OCT/19	121.73		121.73	

APPENDIX A

District of Ucluelet
AP Cheque Listing
November 2019

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
029535	2	19-Nov-15	PD199	HARBOURVIEW DRUGSTORE	98073	BEELEY-HEP BOOSTER	69.8		69.8	
029534	2	19-Nov-15	HAA03	HARBOUR AUTHORITY ASSOCIATION OF BC	1400	2019 ANNUAL DUES	225		225	
029533	2	19-Nov-15	GPC25	GREATPACIFIC CONSULTING LTD	963	PROJECT REM2019 1005-007	12777.35		12777.35	
029532	2	19-Nov-15	GW178	GRAY WHALE DELICATESSEN	992696	CATERING-UEN/ESS/OFFICERS MTGS	346.5		346.5	
029531	2	19-Nov-15	GB059	GIBSON BROS. CONTRACTING LTD.	22038	WPT-GRAVEL	1199.87		1199.87	
029530	2	19-Nov-15	GAL39	GALLOWAY PAUL ROBERT	122889	GALLOWAY-SCHOOLING-NANAIMO	357.64		357.64	
029529	2	19-Nov-15	FSC10	FOUR STAR COMMUNICATIONS INC	52424	OCT/19	149.95		149.95	
029528	2	19-Nov-15	FW050	FAR WEST DISTRIBUTORS LTD	330788 330790 331177	BATHROOM SUPPLIES-UCC WATER DEPOSIT RETURN BATHROOM SUPPLIES/SNACKS	319.11 -70 245.62		494.73	
029527	2	19-Nov-15	EL048	ERIK LARSEN DIESEL CO. LTD.	717474 717465 717462	BACKHOE REPAIRS BALL BEARINGS-UVFB BATTERY 12V-UVFB	217.34 60.48 496.16		773.98	
029526	2	19-Nov-15	ED977	EDWARDS DAVID	1395	GARDEN ST CONTRACTING	1533		1533	
029525	2	19-Nov-15	EB295	E.B. HORSMAN & SON	12242033	LIFT STN ELECTRICAL/COVER	840.18		840.18	
029524	2	19-Nov-15	dfc01	DUMAS FREIGHT COMPANY	66800	CLEARTECH	550.2		550.2	
029523	2	19-Nov-15	DJ002	DRAESEKE JAN	122888	CHI GONG-OCT/19	98.15		98.15	
029522	2	19-Nov-15	DC001	DOLAN'S CONCRETE LTD.	UP85436	3/4 CRUSH -PW YARD	673.82		673.82	
029521	2	19-Nov-15	CE004	CORPORATE EXPRESS CANADA INC	51783334	OFFICE SUPPLIES	357.91		357.91	
029520	2	19-Nov-15	45R27	CONNECT ROCKET COMMUNICATIONS INC.	3411	NOV/19 MONTHLY SUBSCRIPTION	227.65		227.65	
029519	2	19-Nov-15	IH002	CONNECT HEARING	PSIN0304208	HEARING TESTS-UVFB	321.3		321.3	
029518	2	19-Nov-15	CC014	COASTAL COLOUR PRINT & DESIGN	92661	CANNABIS PROD PUBLIC HEARING SIGNS	209.2		209.2	
029517	2	19-Nov-15	CBT67	CLAYOQUOT BIOSPHERE TRUST	1103	TARON-LVI SPONSORSHIP	2000		2000	
029516	2	19-Nov-15	CBT67	CLAYOQUOT BIOSPHERE TRUST	1060	WALKER-LVI SPONSORSHIP	1800		1800	
029515	2	19-Nov-15	CL395	CARFRA & LAWTON LAWYERS	54046-1	MATTER ID: 19182 REMAINDER	106.92		106.92	
029514	2	19-Nov-15	CIS12	CANCADD IMAGING SOLUTIONS LTD.	64994	POLYPRO PLOTTER ROLLS	444.45		444.45	
029513	2	19-Nov-15	CFP22	CALEDONIA FIRE PROTECTION LTD	25381	FIRE EXTINGUISHER RECHARGE-UVFB	34.65		34.65	
029512	2	19-Nov-15	BU501	BUSTON, TONI	122886	YOUTH DROP IN-OCT/19	1512.18		1512.18	
029511	2	19-Nov-15	MA952	BUREAU VERITAS CANADA (2019) INC.	VA10001061 VA10006445	WATER TESTING WATER TESTING	263.55 263.55		527.1	
029510	2	19-Nov-15	BP940	BLACK PRESS GROUP LTD.	33788173	OCT/19 ADS	161.75		161.75	
029509	2	19-Nov-15	B9413	BEELEY PHIL	122883	OCT/19 MILEAGE-JANITORIAL WORK	59.79		59.79	
029508	2	19-Nov-15	BC206	BC ASSESSMENT AUTHORITY	PILT2019	2019 PILT	406.33		406.33	
029507	2	19-Nov-15	AH01	ALLES HOLDINGS INC	36 37 38	OCT 7-18/19 CONTRACT SERVICES OCT 21-NOV 1/19 CONTRACT SERVICES NOV 4-15/19 CONTRACT SERVICES	504 504 504		1512	
029506	2	19-Nov-15	RH204	ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DIST	PILT2019	2019 PILT	2204.24		2204.24	
029505	2	19-Nov-15	RD205	ACRD	PILT2019	2019 PILT	4240.72		4240.72	
029504	2	19-Nov-15	AS311	ACME SUPPLIES	890688 893022 893022-1	ICEMELT-PW TOILET BRUSH BROOM/PAN-UCC	5281.02 1.86 38.44		5321.32	
029555	2	19-Nov-15	SNP74	STREAMSIDE NATIVE PLANTS	2900	SPRING COVE-FLOWERS/PLANTS	2053.53		2053.53	
029556	2	19-Nov-15	T9267	TARON BRENT	122882	TARON-LVI TOFINO	43.52		43.52	
029557	2	19-Nov-15	TRA01	TRANS CANADA TRAFFIC INC.	41416	SPEED BUMP-PENINSULA RD	2851.52		2851.52	
029558	2	19-Nov-15	TSC19	TRANSPARENT SOLUTIONS CORP	10843	CLEARMAIL DEC/19	20.95		20.95	
029559	2	19-Nov-15	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	6215 3041 71275048 71277067 71277985 71283340 71284624 C01097937	CARDLOCK OCT/19 GENERATOR-HELEN RD #2 PREM FUEL #23 REG FUEL #2 PREM FUEL #2 PREM FUEL #2 PREM FUEL YOUTH PROGRAM-SNACKS	3650.68 499.78 88.61 87.16 85.52 90.39 65 41.46		4731.34	

APPENDIX A

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Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
					C01091538	AFTERSCHOOL CLUB-SNACKS	27.13			
					C01093949	CREAMER-PW	9			
					71285865	#2 PREM FUEL	86.61			
029560	2	19-Nov-15	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	C01222108	COFFEE/CREAM-PW	24.96		277.08	
					C01227692	SPACE HEATER-PW	120.92			
					C01135096	YOUTH ROOM-SNACKS	39.75			
					C01223020	MILK/CREAM-UCC	4.38			
					C01134856	YOUTH ROOM-SNACKS	40.81			
					C01286909	AFTERSCHOOL CLUB-SNACKS	16.34			
					C01284595	AFTERSCHOOL PROGRAM-SNACKS	29.92			
029561	2	19-Nov-15	LEASE	UCLUELET CONSUMERS CO-OPERATIVE ASSN	12/19	DEC/19 LEASE	250		250	
029562	2	19-Nov-15	UP459	UCLUELET PETRO-CANADA	6819	MINI PUMPER-REPAIRS	775.52		789.22	
					6858	BYLAW TRUCK-HEADLIGHTS	13.7			
029563	2	19-Nov-15	UR849	UCLUELET RENT-IT CENTER LTD	35642	GARDEN ST PUMPOUT/SAW RENTAL	287.84		2341.92	
					34968	SKATE PARK PORTABLES-SEP/19	508.48			
					35324	OCT/19 PORTABLES	1545.6			
029564	2	19-Nov-15	US398	UCLUELET SECONDARY SCHOOL	122890	POINSETTAS FOR UCC	83		83	
029565	2	19-Nov-15	UV146	UCLUELET VOLUNTEER FIRE BRIGADE	Q4/19	Q4/19	2100		2100	
029566	2	19-Nov-15	UI923	UKEE INFO TECH	10971	IT SUPPORT OCT/19	4405.35		4405.35	
029567	2	19-Nov-15	US001	URBAN SYSTEMS LTD.	166335	PROJ 1427-0002.01	492.65		2974.69	
					165176	PROJ 1427-0002.01	2482.04			
029568	2	19-Nov-15	WCC28	WESTCOAST CONNECT	3199	GREGG DISTRIBUTORS/LOCKSMITH MONSTER	82.46		82.46	
029569	2	19-Nov-15	WM275	WHITE MAGNOLIA RESORT CO LTD	183	OCT/19 POOL RENTAL	2235.19		2235.19	
029570	2	19-Nov-15	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	02964A	RETURN-THERMOSTAT	-63.79		3712.75	
					03948A	WORK PANTS/SHIRTS-PW SEWER	1061.43			
					03052A	UVFB-CEMENT FOR AIR COMPRESSOR	30.21			
					03062A	PAINT-TRANSFORMER COVER	102.52			
					02644A	UCC KEY COPYING	43.68			
					02876A	HAMMER DRILL/THERMOSTAT-PW	1467.77			
					03043A	UVFB-CEMENT FOR AIR COMPRESSOR	62.04			
					02933A	UVFB-CEMENT FOR AIR COMPRESSOR	58.53			
					04758A	PW SHOP-EXT CORDS/PAINT/KEY COPIES	450.69			
					05703A	GARDEN ST PROJECT SUPPLIES	200.84			
					05699A	LUMBER/PLYWOOD/DECK SCREWS	298.83			
029571	2	19-Nov-15	XC300	XPLORNET COMMUNICATIONS INC	INV29238922	NOV/19	61.59		61.59	
029572	2	19-Nov-15	ZW172	ZONE WEST ENTERPRISES LTD	61278	GEDDES/FORTUNE/ANDERSON-UNIFORMS	2678.2		2678.2	
029573	2	19-Nov-27	AS311	ACME SUPPLIES	853773	PW YARD HAND SOAP	92.49		92.49	
029574	2	19-Nov-27	BC329	BC RECREATION AND PARKS ASSOCIATION	P-601071	LOCAL GOVT ENROLMENT 2020	350		350	
029575	2	19-Nov-27	MA952	BUREAU VERITAS CANADA (2019) INC.	VA10009365	SEWER TESTING	334.64		861.74	
					VA10016817	WATER TESTING	263.55			
					VA10011335	WATER TESTING	263.55			
029576	2	19-Nov-27	CWF01	CENTRAL WESTCOAST FOREST SOCIETY	KNOT18-DOU-2	KNOTWEED REMOVAL/HERBICIDE	2100		2100	
029577	2	19-Nov-27	CN411	CITY OF NANAIMO	122897	EXAM 2 REWRITE	36.75		36.75	
029578	2	19-Nov-27	CS334	CONTROL SOLUTIONS	C003379	UCC HEAT MNTC-4TH QTRRLY BILL	878.22		878.22	
029579	2	19-Nov-27	COO01	COOPER, DAYE	122893	STAR GAZE-FALL/19	374.4		374.4	
029580	2	19-Nov-27	CUPE1	CUPE LOCAL #118	11/19	CUPE DUES-NOV/19	1449.46		1449.46	
029581	2	19-Nov-27	DC001	DOLAN'S CONCRETE LTD.	UP46509	SAND FOR SALT & SAND PROGRAM	461.72		461.72	
029582	2	19-Nov-27	DFC01	DUMAS FREIGHT COMPANY	66903	CLEARTECH	194.25		359.63	
					66488	FOUR STAR WATERWORKS	165.38			
029583	2	19-Nov-27	EB295	E.B. HORSMAN & SON	12272149	TRANSDUCER	833.37		833.37	
029584	2	19-Nov-27	fw050	FAR WEST DISTRIBUTORS LTD	331217	GARBAGE BAGS	241.92		241.92	
029585	2	19-Nov-27	F9134	FORTUNE, MARK	122892	CHRISTMAS OUTDOOR LIGHTS	181.17		181.17	
029586	2	19-Nov-27	GB059	GIBSON BROS. CONTRACTING LTD.	21508	LOAD OF DRAIN ROCK	226.24		226.24	
029587	2	19-Nov-27	JR381	J. ROBBINS CONSTRUCTION LTD	4140	TUGWELL FIELD-TOP DRESSING	4688.97		4688.97	
029588	2	19-Nov-27	jen01	JEN MCLEOD PHOTOGRAPHY	1090	DISTRICT/FACILITIES PHOTO PROJECT	551.25		551.25	
029589	2	19-Nov-27	KS042	KARIATSUMARI SHANDY	122895	SWIM/BABYSITTING-FALL/19	761.25		761.25	
029590	2	19-Nov-27	CK608	KASSLYN CONTRACTING	D694	D694	1538.98		4478.11	
					D695	D695	2939.13			

APPENDIX A

District of Ucluelet
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November 2019

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
029591	2	19-Nov-27	KA001	KOERS & ASSOCIATES ENGINEERING LTD.	0361-076	MARINE DR LOT 16 INFRASTRUCTURE	1890		14601.84	
					1956-001	1956 STORM DRAINAGE MASTER PLAN	7273.75			
					1947-003	1947 HARBOUR LIFT STATION	5438.09			
029592	2	19-Nov-27	LB454	LADYBIRD ENGRAVING & WEB CREATIONS LTD	1772	ENGRAVED NAMEPLATES	42.56		42.56	
029593	2	19-Nov-27	MT004	MacKINNON TAMMI	122894	DOG OBEDIENCE-FALL/19	320			320
029594	2	19-Nov-27	MEC01	MEC PROJECTS LTD	1982	PARKING LOT/RAINFOREST LN LIGHTS	695.31			695.31
029595	2	19-Nov-27	MISC	SKENE LAURIE	386858	UVFB-UNIFORM ALTERATIONS	185			185
029596	2	19-Nov-27	MISC	RILEY JEREMY	447612	RILEY-TRAILER LEAK REPAIR	252			252
029597	2	19-Nov-27	MNP01	MNP LLP	9030152	2019 AUDIT-FIRST INTERIM INVOICE	13230			13230
029598	2	19-Nov-27	N9371	NOEL MAYCO	122898	NOEL-VIEA NANAIMO	78			78
029599	2	19-Nov-27	OE421	ON THE EDGE ROOFING & CONTRACTING	533	UCC GUTTER CLEANING	157.5			157.5
029600	2	19-Nov-27	DP725	PAYNE DAVID	122896	PAYNE-ECC MTNG-QUALICUM BEACH	162.12			162.12
029601	2	19-Nov-27	PI110	PURULATOR INC	443131443	ASSOCIATED FIRE/BUREAU VERITAS	138.09			138.09
029602	2	19-Nov-27	SD199	SCHRAMM DESIGN	2952	WPT ENTRANCE SIGN	268.8		744.8	
					2951	EDNA BATCHELOR PARK SIGN	476			
029603	2	19-Nov-27	SS419	SOLIDARITY SNACKS	220	SOCIETIES MEETING SNACKS	121.8			121.8
029604	2	19-Nov-27	SA131	SUBTIDAL ADVENTURES	191122	UVFB GIFTS-DRINKING GLASSES	295.68			295.68
029605	2	19-Nov-27	SP010	SUPERIOR PROPANE	27085687	TANK RENTAL-UAC	169.58			169.58
029606	2	19-Nov-27	t9267	TARON BRENT	122891	TARON-WATER DISTRIBUTION 2 NANAIMO	579.13			579.13
029607	2	19-Nov-27	UP459	UCLUELET PETRO-CANADA	6875	#2 COTTER PIN FOR TAILGATE	11.2		167.03	
					6976	#10 HEATER REPAIR	155.83			
029608	2	19-Nov-27	UR849	UCLUELET RENT-IT CENTER LTD	35817	SCAFFOLD RENTAL-FIRE HALL	76.16		5416.96	
					35782	LAGOON ROADWAYS	577.5			
					35705	LAGOON ROADWAYS	682.5			
					35732	LAGOON ROADWAYS	630			
					35720	LAGOON ROADWAYS	577.5			
					35771	ROAD CUTTING SAW	2033.3			
					35800	LAGOON ROADWAYS	840			
029609	2	19-Nov-27	UWN40	WESTERLY NEWS	UW0000416040	2020 NEWS SUBSCRPTN 51 ISSUES	75.18			75.18
029610	2	19-Nov-27	WC345	WURTH CANADA LTD	23734347	PW SHOP SUPPLIES	740.76			740.76
029611	2	19-Nov-27	LY001	YOUNG ANDERSON	116191	1190080	1414.34		5030.98	
					116192	1190102	294.28			
					116193	1190162	76.4			
					116194	1190167	1947.02			
					116195	1190170	176.41			
					116196	1190171	1122.53			



MAYORAL REPORT TO COUNCIL

Council Meeting: December 10, 2019

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MAYOR MAYCO NOËL

FILE NO: 0530-10

SUBJECT: 2020 COUNCIL APPOINTMENTS

REPORT NO: 19-158

ATTACHMENT(S): APPENDIX: 2020 COUNCIL

RECOMMENDATIONS:

1. **THAT** Councillor Cole be appointed as representative to the Alberni-Clayoquot Regional District Board (ACRD) and Councillor Kemps be appointed as alternate.
2. **THAT** Mayor Noël be appointed to the Ucluelet Health Centre Working Group.
3. **THAT** Councillor Cole be appointed to the ACRD West Coast Committee and ACRD Long Beach Airport Advisory Committee.
4. **THAT** Mayor and Council be appointed as Council Liaisons in accordance with Appendix A to this report.
5. **THAT** Councillors Cole, McEwen, Kemps, and Hoar be designated to serve as Deputy Mayor in accordance with Appendix A of this report.

PURPOSE:

The purpose of this report is to complete 2020 Council appointments.

BACKGROUND:

Council members are appointed to various internal and external committees annually. Appendix A is the list of proposed Council appointments for 2020, effective January 1, 2020, for the following:

- Deputy Mayor;
- Boards, Commissions, and Committees; and,
- Council liaisons to government and non-government organizations.

In January of 2019, Council updated the committee and liaison structure and adopted the Council Expense Reimbursement Policy Number 5-1920-3 (the "**Policy**").

Section one of the Policy states the following:

Council members are authorized to represent the District, and be reimbursed in accordance with the Bylaw [Council Remuneration, Expense Reimbursement and Benefit Bylaw No. 1226, 2017], when a resolution is adopted at a council meeting that either:

- a) Appoints the council member to a board or organization,*
- b) Authorizes the council member to attend a course or convention, or*

- c) *Authorizes the council member to attend a meeting or event as the District representative.*

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

No additional Staff time will be required as a result of the recommended resolution. More time will be required of some members of Council and less time will be required of others since the 2020 Council Appointments differ from the 2019 Appointments.

FINANCIAL IMPACTS:

There will be no new financial impacts resulting from the recommended resolution as the number of appointments has not changed from January of 2019.

OPTIONS REVIEW:

1. **THAT** Councillor Cole be appointed as representative to the Alberni-Clayoquot Regional District Board (ACRD) and Councillor Kemps be appointed as alternate. **(Recommended)**
2. **THAT** Mayor Noël be appointed to the Ucluelet Health Centre Working Group. **(Recommended)**
3. **THAT** Councillor Cole be appointed to the ACRD West Coast Committee and ACRD Long Beach Airport Advisory Committee. **(Recommended)**
4. **THAT** Mayor and Council be appointed as Council Liaisons in accordance with Appendix A to this report. **(Recommended)**
5. **THAT** Councillors Cole, McEwen, Kemps, and Hoar be designated to serve as Deputy Mayor in accordance with Appendix A of this report. **(Recommended)**
6. **THAT** Council provide alternative direction to staff.

Respectfully submitted: Mayor Mayco Noël

APPENDIX A

2020 COUNCIL APPOINTMENTS

Appointee	Deputy Mayor	Board, Commission & Committee Appointments	Council Liaison Appointments
Councillor Rachel Cole	Oct – Dec. 2020	<ul style="list-style-type: none"> • Alberni-Clayoquot Regional District Board • ACRD Long Beach Airport Advisory Committee (Airport Committee) • ACRD West Coast Committee 	<ul style="list-style-type: none"> • Clayoquot Biosphere Trust Society (Alternate)
Councillor Jennifer Hoar	Jul – Sept. 2020	<ul style="list-style-type: none"> • Vancouver Island Library Board (Alternate) 	
Councillor Lara Kemps	Apr – Jun. 2020	<ul style="list-style-type: none"> • Alberni-Clayoquot regional District Board (Alternate) 	
Councillor Marilyn McEwen	Jan – Mar. 2020	<ul style="list-style-type: none"> • Vancouver Island Library Board 	
Mayor Mayco Noël	N/A	<ul style="list-style-type: none"> • Ucluelet Health Centre Working Group 	<ul style="list-style-type: none"> • Barkley Community Forest • Coastal Community Network • DFO Fisheries Committee for Groundfish & Hake • Groundfish Development Authority • Regional Fisheries Committee



STAFF REPORT TO COUNCIL

Council Meeting: December 10, 2019
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, PLANNER 1

FILE NO: 3360-20-RZ19-01

SUBJECT: ZONING BYLAW AMENDMENT FOR 1178 CORAL WAY

REPORT NO: 19- 152

ATTACHMENT(S): APPENDIX A – APPLICATION
APPENDIX B – ZONING AMENDMENT BYLAW No. 1259, 2019
APPENDIX C – DVP 19-06

RECOMMENDATION:

1. **THAT** District of Ucluelet Zoning Amendment Bylaw No. 1259, 2019, be given first and second reading and advanced to a public hearing; and,
2. **THAT** Council give notice of its intent to consider issuing a Development Variance Permit to vary the following regulations within the Zoning Bylaw No. 1160, 2013, for the proposed construction of a detached accessory building containing a garage and *accessory residential dwelling unit* on the property at 1178 Coral Way as follows:
 - a. increase the permitted size of accessory buildings under section R-1.4.2 from a maximum combined total of 60m² (645ft²) to a maximum of 122m² (1,310ft²).

PURPOSE:

To provide Council with information on an application to amend Zoning Bylaw No. 1160, 2013, for Lot 13, Section 21, Clayoquot District, Plan VIP64737, (1178 Coral Way - the "**Subject Property**") to allow for a detached cottage instead of an attached secondary suite on the property.

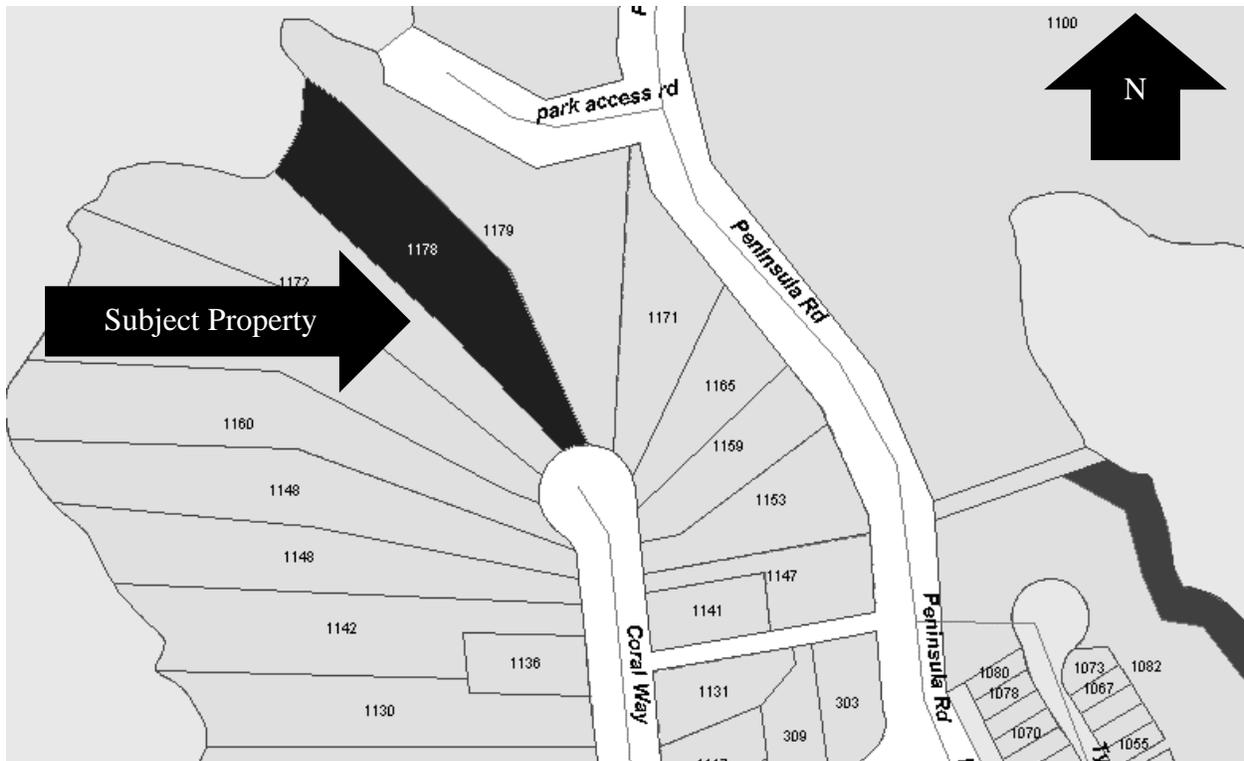


Figure 1 – Subject Property

BACKGROUND:

This application was submitted by Jean-Francois Pelchat on April 3, 2019. The applicant requests a zoning amendment to allow a detached cottage, or *accessory residential dwelling unit (ARDU)*, instead of a secondary suite (SS) in the Single Family Dwelling (SFD) as indicated in Figure 2 below.

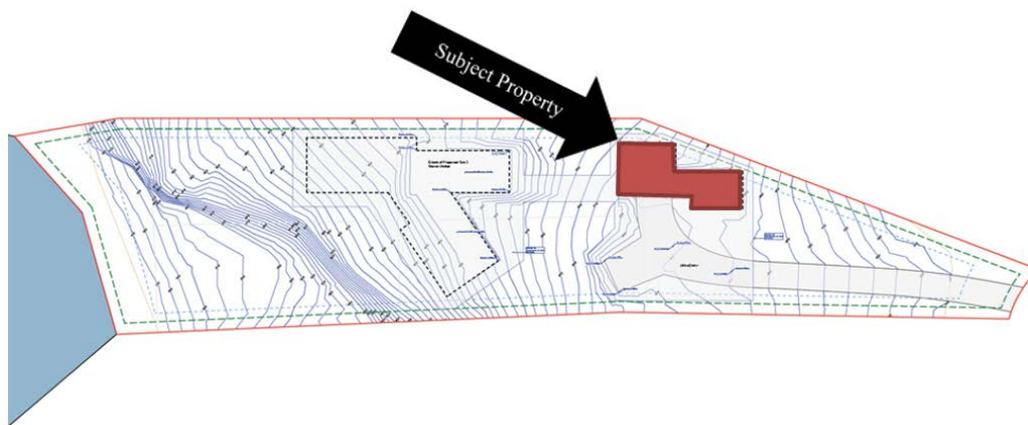


Figure 2 – Site Plan

Currently suites are only permitted as a secondary use within a single-family home per s. 403.1 (1) (c) of the District of Ucluelet Zoning Bylaw No.1160, 2013 (the “**Zoning Bylaw**”).

The Subject Property is a vacant lot in a fee-simple subdivision that was created in February of 2000. The Subject Property has a vacant residential property to the southwest, a residential

property with a SFD to the northeast, it is fronting Coral Way to the southeast, and the Pacific Ocean is at the rear of the property (**Figure 3**).



Figure 3 – Neighbourhood Context

DISCUSSION:

The Subject Property is currently zoned “R-1 Single Family Residential” (**R-1**) and has the following permitted uses:

R-1.1 Permitted Uses

R-1.1.1 The following uses are permitted, but *secondary permitted uses* are only permitted in conjunction with a *principal permitted use*:

(1) Principal:

(a) *Single Family Dwelling*

(2) Secondary:

(a) *Bed and Breakfast*

(b) *Home Occupation*

(c) *Secondary Suite*

Secondary suites are allowed only as a secondary use of a SFD and they must be physically within the home. The requirement for the suite to be attached within a SFD generally ensures that the secondary dwelling is in close proximity to the SFD. This proximity may reduce the impact of the additional residents on a property resulting from a suite (such as noise), especially on smaller properties.

Over the last few years staff have seen a reduction of SS units being built and the conversion of secondary suite residential units to Bed and Breakfast units. Anecdotal evidence suggests that this trend is associated with the requirement for suites to be within SFDs as well as the increased success and ease of online short-term rental bookings.

This trend is detrimental to the community's rental housing stock and represents a loss of dozens of existing and potential affordable rental dwellings. To address this trend and encourage the creation of smaller residential units, Staff support housing options such as the detached accessory residential dwelling unit being proposed in this application.

A detached dwelling also has the potential to provide a degree of privacy and independence for the residents which would be qualitatively different from a secondary suite. Support for the detached dwelling is contingent on the ARDU being located in an appropriate setting. In this case, given the location, size and depth of the lot, the ARDU appears to be situated where little impact would result. The approval process would enable an opportunity for neighbouring property owners to comment on the siting.

To facilitate the applicant's request to allow the secondary dwelling to be detached from the main house, Staff considered multiple approaches. We looked at options for creating a new zone, or modifying the existing R-1 zone more broadly. Both of those could trigger a wider community conversation. Considering the time that the applicant has been waiting for this rezoning, Staff consider it appropriate to limit this application to a site-specific rezoning at this time. Staff propose to modify the list of permitted accessory uses within the R-1 zone to include an ARDU on the subject property. Two sections of the Zoning Bylaw would need to be modified to allow for a detached ARDU on the Subject Property. They are as follows:

A. Section R-1.1 currently permits the following uses:

"R-1.1.1 The following uses are permitted, but secondary permitted uses are only permitted in conjunction with a principal permitted use:

- (1) Principal:
 - (a) *Single Family Dwelling*
- (2) Secondary:
 - (a) *Bed and Breakfast*
 - (b) *Home Occupation*
 - (c) *Secondary Suite*

To allow a detached accessory dwelling unit staff propose that the following be added:

"(3) On the following properties *Accessory Residential Dwelling Unit* is also permitted as a secondary use to the principal *Single Family Dwelling*, located within a detached accessory building on the same property, provided that the *Single Family Dwelling* does not contain a *Secondary Suite* or *Bed and Breakfast*:

- (a) Lot 13, Section 21, Clayoquot District, Plan VIP64737 (1178 Coral Way)."

B. Subsection 401.3 is currently written as follows:

"401.3 No *accessory building* or accessory structure may contain a *dwelling unit* or be used for the purposes of habitation, except for a *guest cottage* in a *Zone* that lists such as a permitted use."

Staff recommend that *accessory residential dwelling unit* be added after *guest cottage* as another exception to the general prohibition in s.401.3 against using accessory buildings as dwellings.

The R-1 zoning regulations also caps the size of accessory buildings at a maximum of 60m². The proposed ARDU is 60m² in size, but would also be combined with a two-car garage, storage and washroom attached to an outdoor shower. Because the building would exceed the 60m² total, staff are recommending that Council consider issuing a Development Variance Permit (**DVP**) to permit the proposed building. Notification for public comment on the variance would be completed in conjunction with the notification for a public hearing on the rezoning bylaw.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

Should the application proceed, staff time will be required to process this Zoning Bylaw Amendment, including giving notice of a Public Hearing and DVP.

FINANCIAL IMPACTS:

There are no direct financial implications to the District of Ucluelet.

POLICY OR LEGISLATIVE IMPACTS:

As the requested change does not change the Residential – Single Family land use designation, Staff consider this application to be consistent with the *Official Community Plan*.

SUMMARY:

For some time planning staff have been reviewing the creation of a “*Surf Shack*” (or “*Coastal Cottage*”, or “*Rainforest Residence*”) zoning amendment as a more broadly-applied option for allowing detached accessory residential dwelling units on larger residential lots - as an alternative or perhaps as an addition to an attached internal secondary suite. Due to competing priorities and the complexity of amending zoning regulations as they apply to existing neighbourhoods, this amendment has not yet been brought forward. Staff expect to bring this forward for Council consideration in the near future. Staff are supportive of creating regulations to permit this use as it could supply an additional needed housing type. Community input will be necessary to ensure that any impacts on existing neighbourhoods are carefully considered.

While this current zoning amendment does not address the bigger picture to create a community-wide housing alternative, it is a step forward.

OPTIONS:

Staff support the zoning amendment and variance moving forward for the ARDU being proposed for 1178 Coral Way. Alternatively, Council could consider the following:

3. **THAT** Council provide alternative direction to Staff and/or the applicant; **or**,
4. **THAT** Council reject the application.

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

Appendix A

April 1, 2019

To whom it may concern:

This is an application request for the rezoning of 1178 Coral Way, Ucluelet. The request is to allow for a suite to be part of the auxiliary building. We, the owner, would like to have our land rezoned to allow for the suite to be a part of the garage and for long term rental only. The benefits of this rezoning are: minimize the impact on the land, keep all building heights to one story, avoid cutting down old growth trees and finally for the well-being and privacy of our future tenants as well as ourselves.

Sincerely,

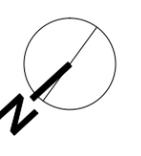
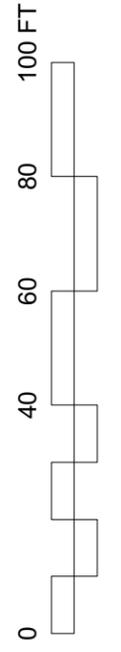
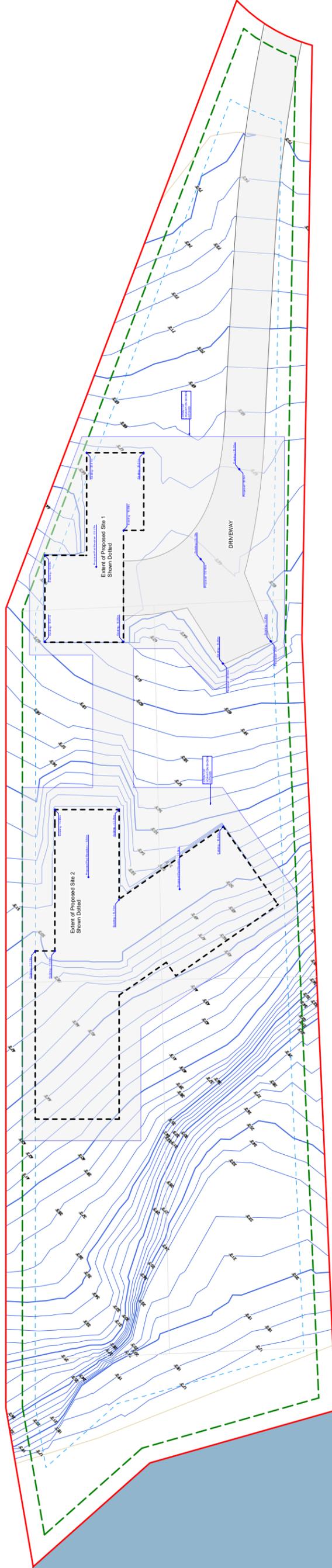
A handwritten signature in black ink, appearing to read 'JF Pelchat & Kristy La Mantia', written over a horizontal line.

JF Pelchat & Kristy La Mantia

- 3 06 Jun 19 Excavation Permit
- 2 26 Oct 18 Client Meeting
- 1 | 21 Sep 18 | Client Meeting

Site Plan - Excavation

1178 Coral Way, Ucluelet, BC



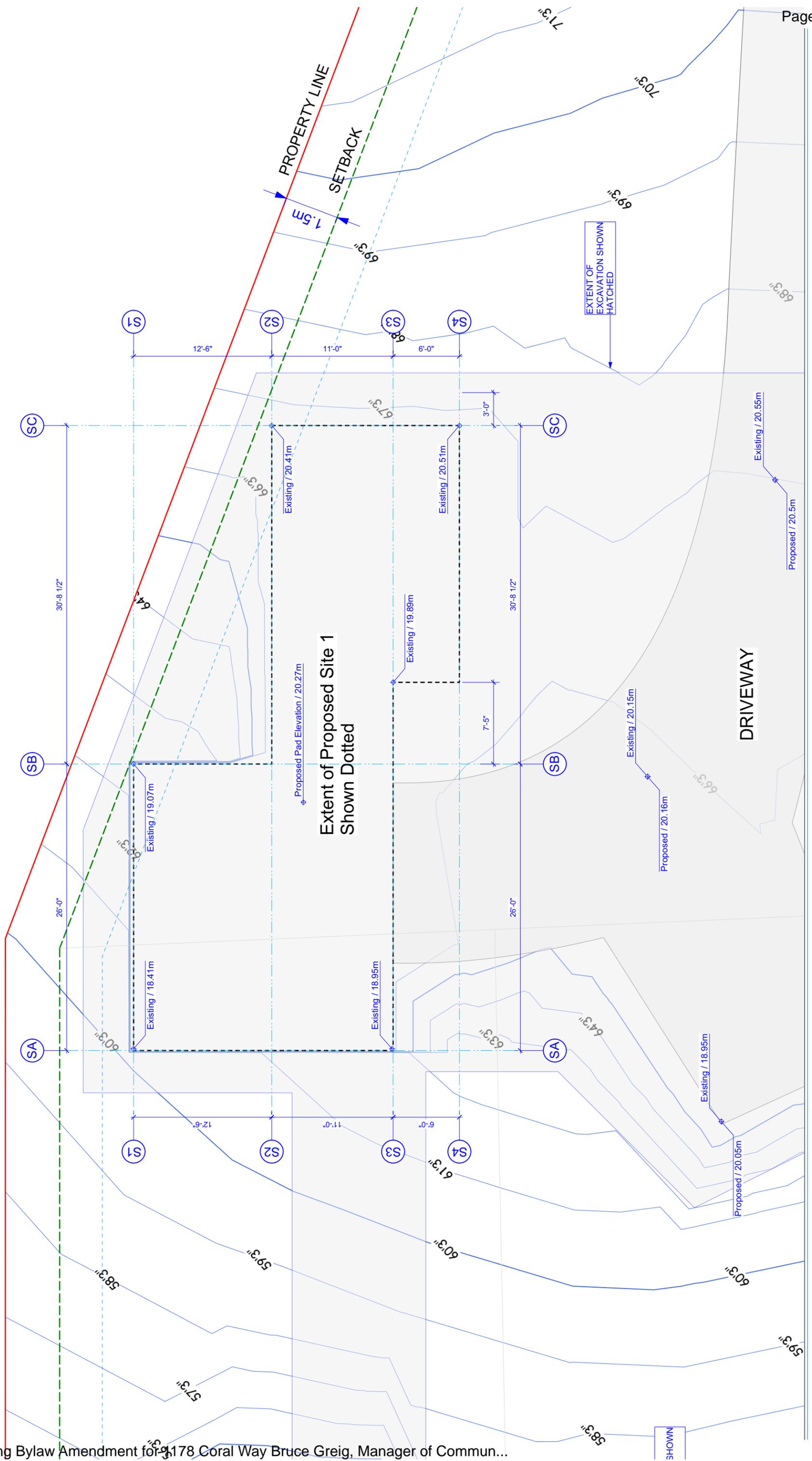
Site 1 Excavation
1178 Coral Way, Ucluelet, BC

30 FT

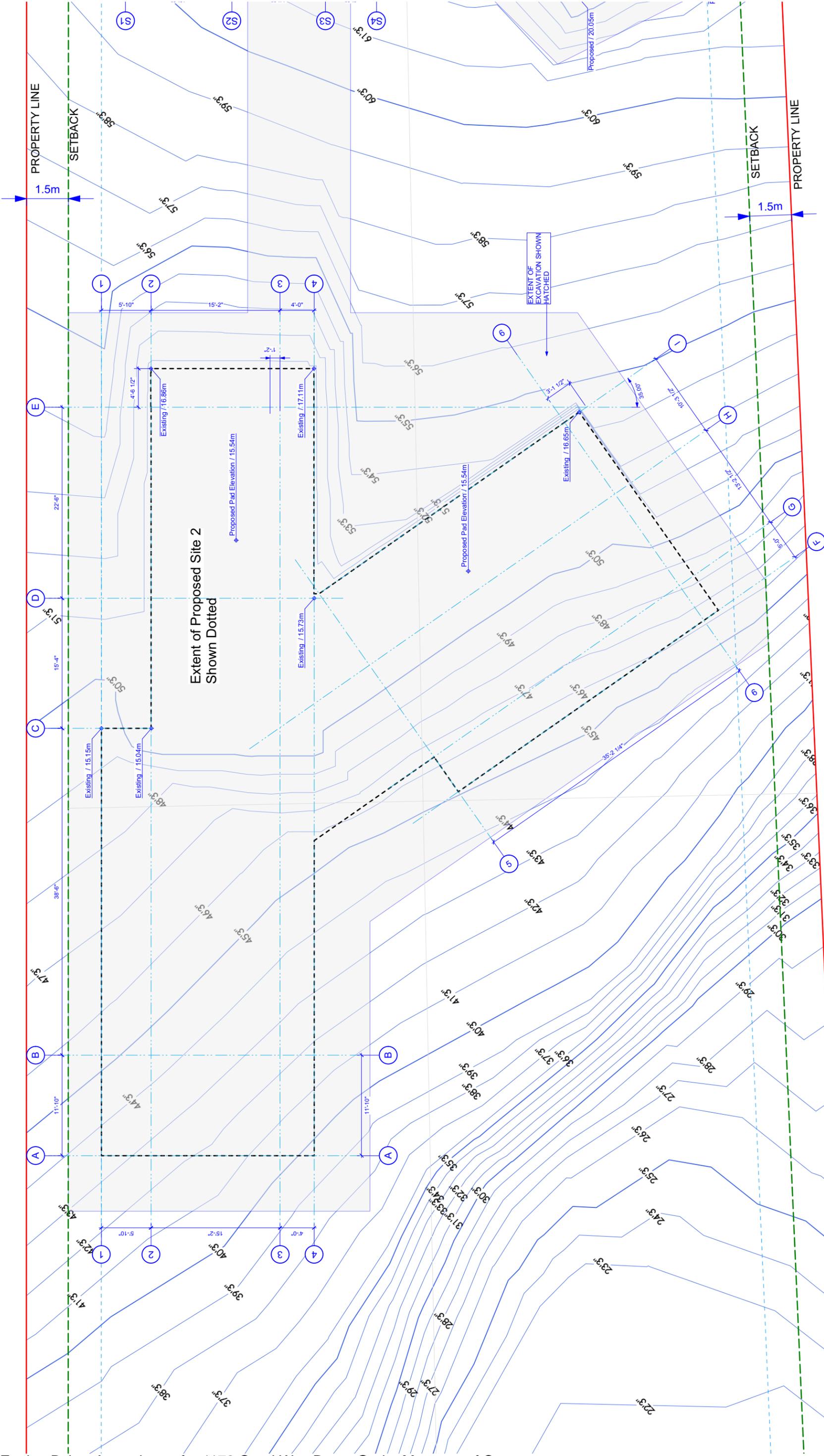
20

10

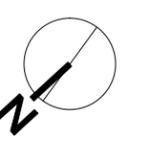
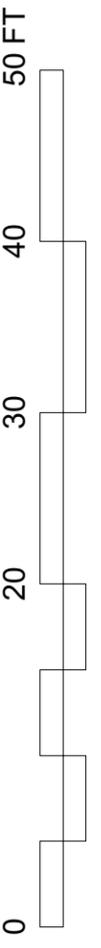
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Total Gross Floor Area: 2290 sqft



Site 2 Excavation
1178 Coral Way, Ucluelet, BC



Suite GFA: 645 sqft

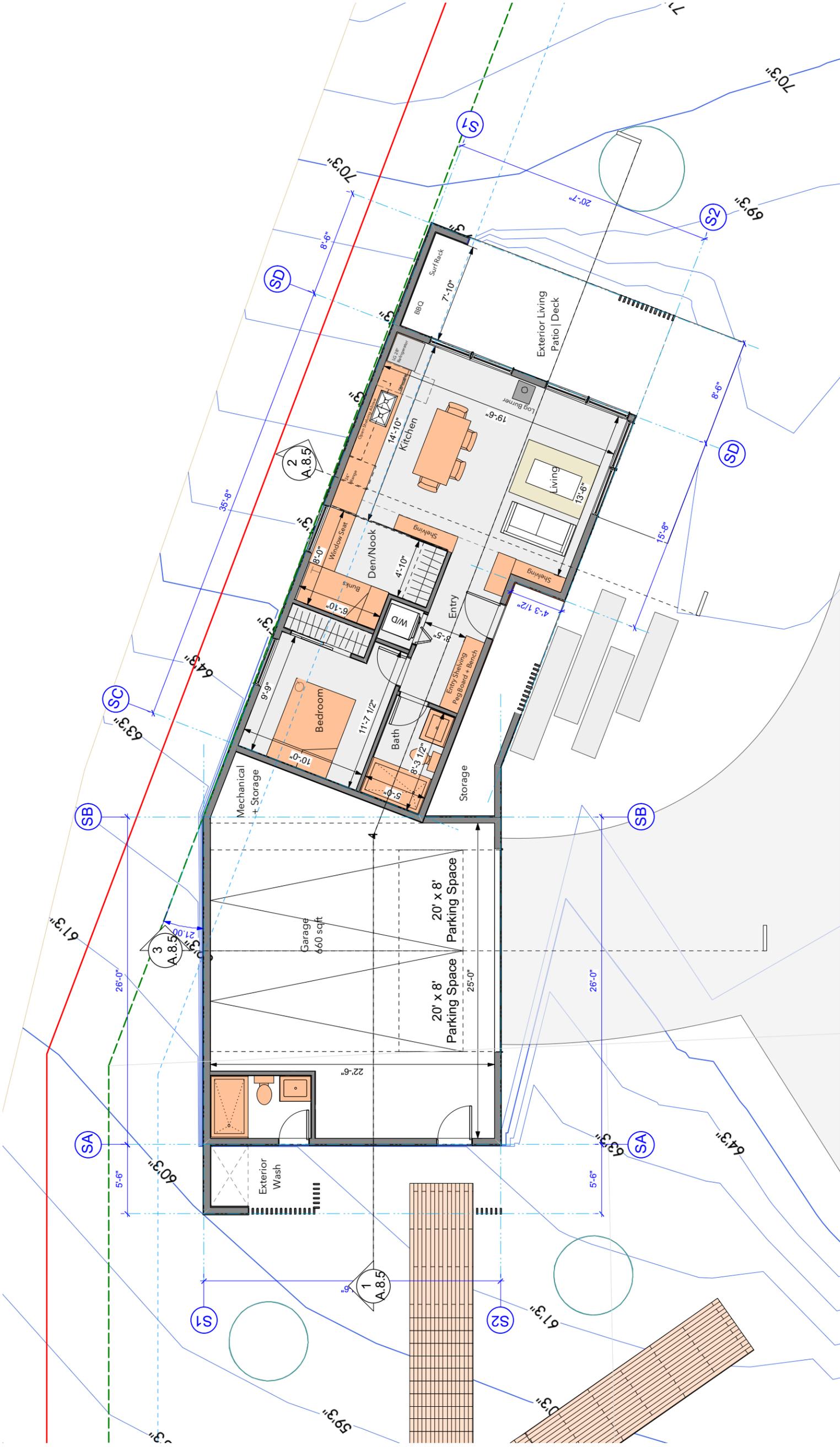
Garage: 660 sqft

A.8

Luke Tyson || Design
190924_Pelchat Residence_Coral Way.vwx

- 6 26 Sep 19 Suite Revisions
- 5 14 Sep 19 Suite Revision
- 4 12 Aug 19 Suite Meeting

Garage + Suite Plan
1178 Coral Way, Ucluelet, BC



A.8.2

Luke Tyson || Design
190904_Pelchat Residence_Coral Way.vwx

- 5 | 14 Sep 19 | Suite Revision
- 4 | 12 Aug 19 | Suite Meeting
- 3 | 06 Jun 19 | Excavation Permit

Garage + Suite Roof | Perspectives

1178 Coral Way, Ucluelet, BC



Garage Door

Entry

Outdoor Shower Access



Covered Deck

BBQ + Storage



Living Area



Driveway

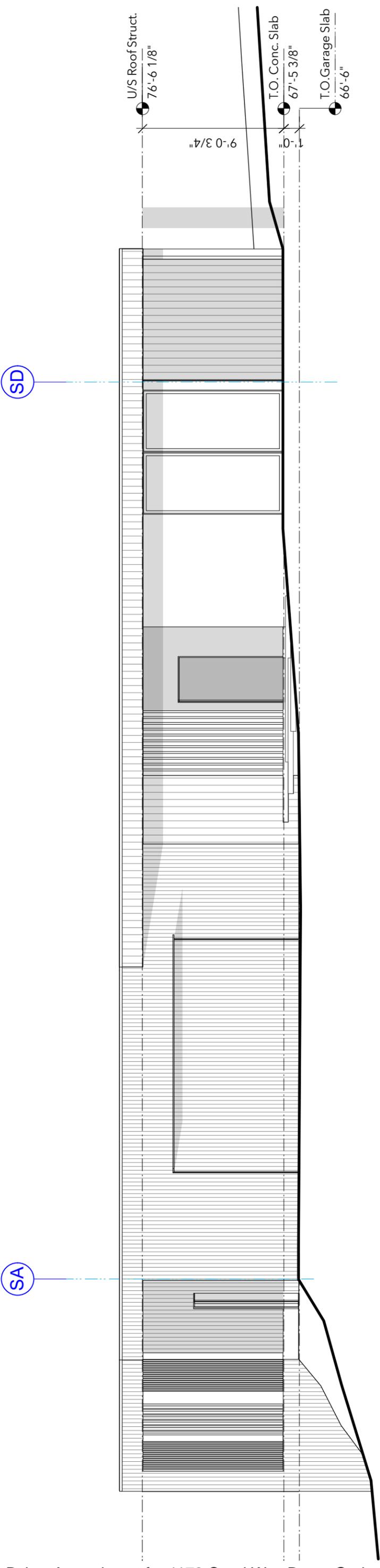
A.8.3

Luke Tyson || Design
190924_Pelchat Residence_Coral Way.vwx

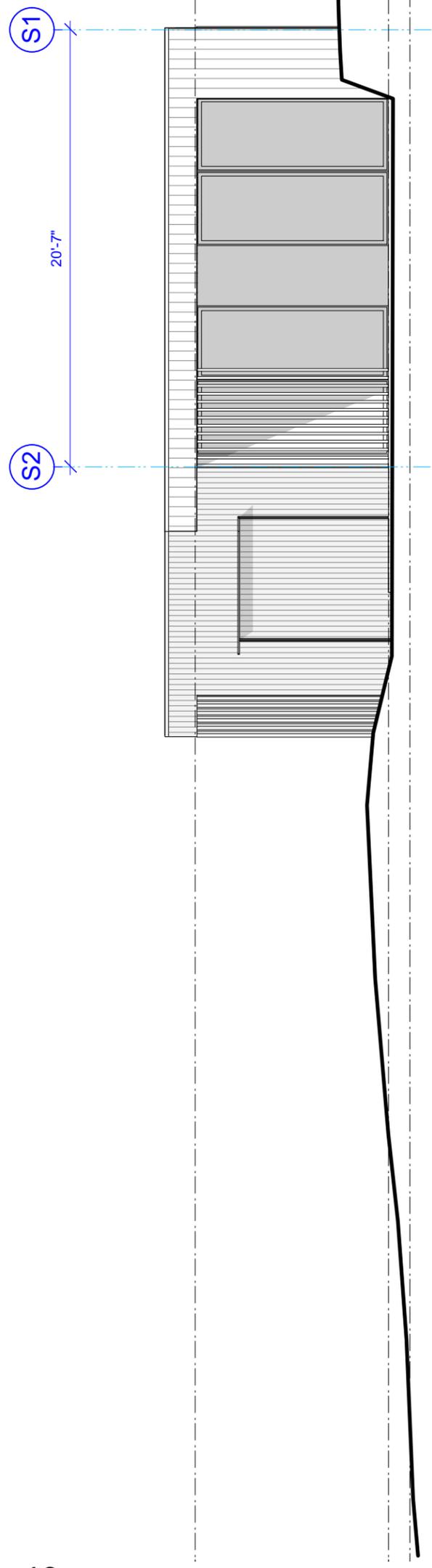
6	26 Sep 19	Suite Revisions
5	14 Sep 19	Suite Revision
4	12 Aug 19	Suite Meeting

Garage + Suite Elevations

1178 Coral Way, Ucluelet, BC



1 Elevation SouthWest | Entry
Scale: 1:75

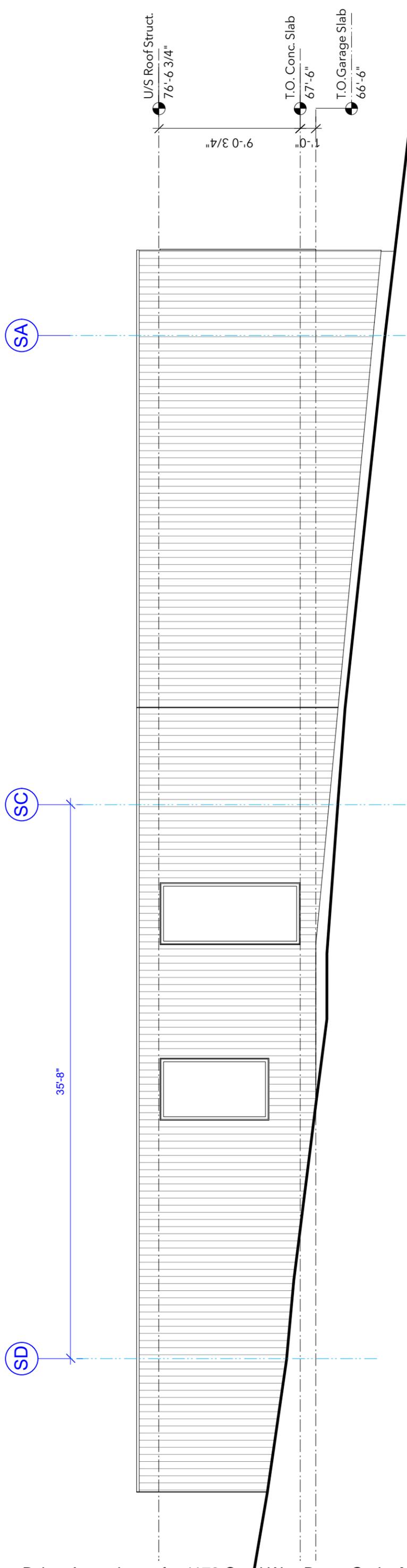


2 Elevation SouthEast | Living + Deck
Scale: 1:75

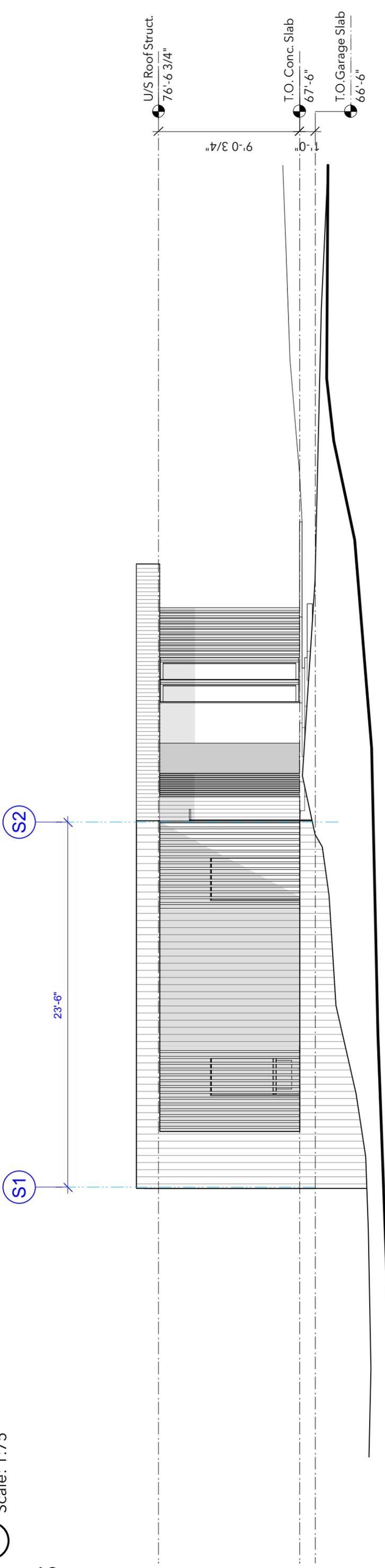
6	26 Sep 19	Suite Revisions
5	14 Sep 19	Suite Revision
4	12 Aug 19	Suite Meeting

Garage + Suite Elevations

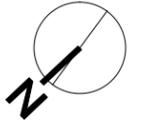
1178 Coral Way, Ucluelet, BC



1 Elevation NorthEast | Rear
Scale: 1:75



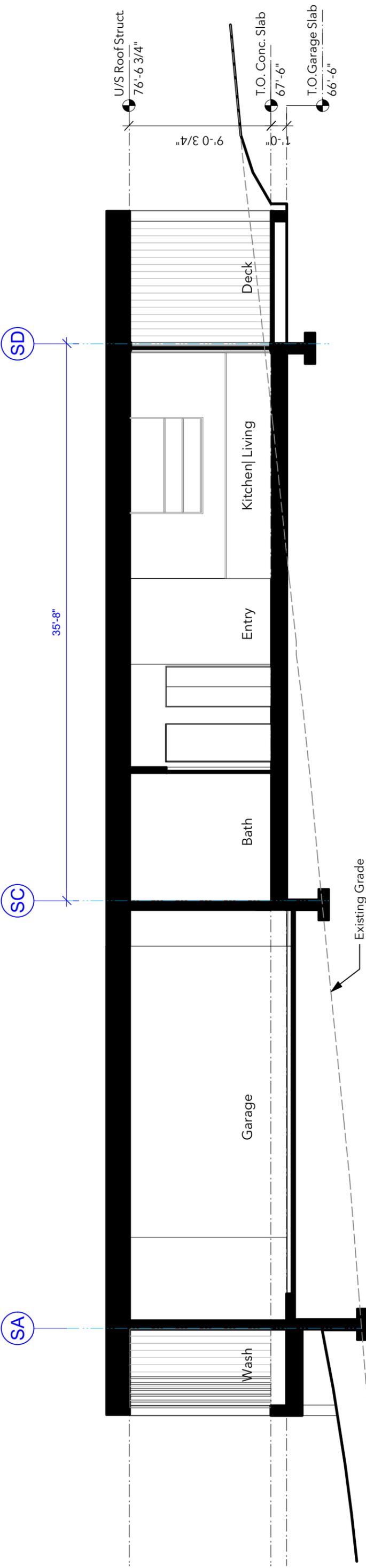
2 Elevation NorthWest | Garage
Scale: 1:75



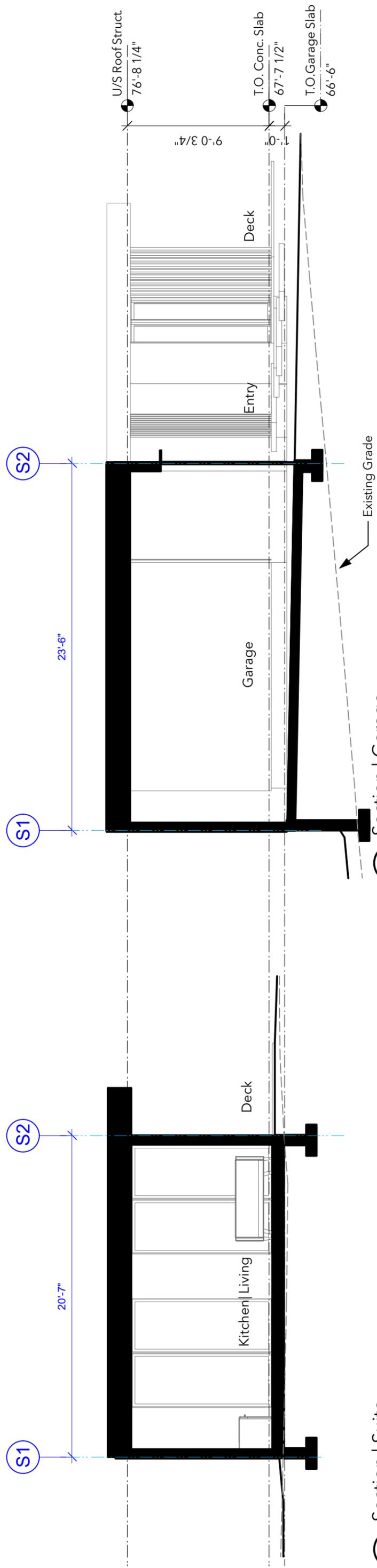
6	26 Sep 19	Suite Revisions
5	14 Sep 19	Suite Revision
4	12 Aug 19	Suite Meeting

Garage + Suite Sections

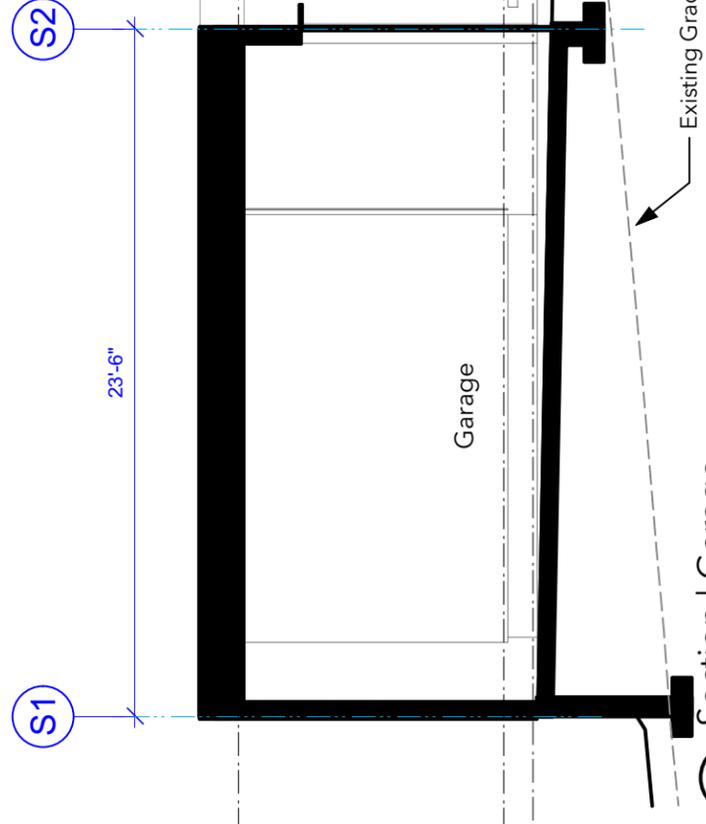
1178 Coral Way, Ucluelet, BC



1 Section | Garage + Suite
Scale: 1:75



2 Section | Suite
Scale: 1:75



3 Section | Garage
Scale: 1:75



DISTRICT OF UCLUELET

Appendix B

Zoning Amendment Bylaw No. 1259, 2019

A bylaw to amend the "District of Ucluelet Zoning Bylaw No. 1160, 2013".

(1178 Coral Way)

WHEREAS the District of Ucluelet Council by Bylaw No. 1160, 2013, adopted the Zoning Bylaw and now deems it appropriate to amend the Zoning Bylaw;

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

1. Text Amendment:

Schedule B of the District of Ucluelet Zoning Bylaw No. 1160, 2013, as amended, is hereby further amended as follows:

- a. by adding the following subsection (3) to section R-1.1.1 in alphanumerical order, as follows:

"(3) On the following properties *Accessory Residential Dwelling Unit* is also permitted as a secondary use to the principal *Single Family Dwelling*, located within a detached accessory building on the same property, provided that the *Single Family Dwelling* does not contain a *Secondary Suite* or *Bed and Breakfast*:

- (a) Lot 13, Section 21, Clayoquot District, Plan VIP64737 (1178 Coral Way)."

- b. by replacing subsection 401.3 with the following text:

"401.3 No *accessory building* or *accessory* structure may contain a *dwelling unit* or be used for the purposes of habitation, except for a *guest cottage* or *accessory residential dwelling unit* in a *Zone* that lists such as a permitted use."

2. Citation:

This bylaw may be cited as "District of Ucluelet Zoning Amendment Bylaw No. 1259, 2019".

READ A FIRST TIME this day of , 2019.

READ A SECOND TIME this day of , 2019.

PUBLIC HEARING held this day of , 2019.

READ A THIRD TIME this day of , 2019.

ADOPTED this day of , 2019.

CERTIFIED A TRUE AND CORRECT COPY of “District of Ucluelet Zoning Amendment Bylaw No. 1259, 2019.”

Mayco Noël
Mayor

Mark Boysen
Corporate Officer

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

Mark Boysen
Corporate Officer



Appendix C

DEVELOPMENT VARIANCE PERMIT DVP19-06

Pursuant to section 498 of the Local Government Act, 2015:

1. This Development Variance Permit is issued to:

Jean Francois Pelchat, Kristy Michelle La Mantia
9217 Pinetree Lane Whistler, BC, V0N 1B9

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

Lot 13, Section 21, Clayoquot District, Plan VIP64737 (1178 Coral Way)

3. This Development Variance Permit is issued subject to compliance with all the bylaws of the District of Ucluelet, except as specifically varied or supplemented by this Permit.
4. This Permit authorizes the following variance to the District of Ucluelet Zoning Bylaw No. 1160, 2013 for the detached garage and accessory residential dwelling unit and shown on the plans attached as Schedule A:
 - **Increase the permitted size of accessory buildings under section R-1.4.2 from a maximum combined total of 60m² (645ft²) to a maximum of 122m² (1,310ft²);**
5. The work authorized by this Permit may only be carried out:
 - a. in compliance with the requirements of the District of Ucluelet Zoning Bylaw No. 1160, 2013, except where specifically varied or supplemented by this development variance permit.
 - b. in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws.
6. Notice shall be filed in the Land Title Office under Section 503 of the Local Government Act, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
7. This Permit is NOT a Building Permit.



AUTHORIZING RESOLUTION passed by the Municipal Council on the day of , 2020.

THE DISTRICT OF UCLUELET
by its authorized signatories:

ISSUED the day of , 2020.

Bruce Greig - Manager of Community Planning

SCHEDULE A

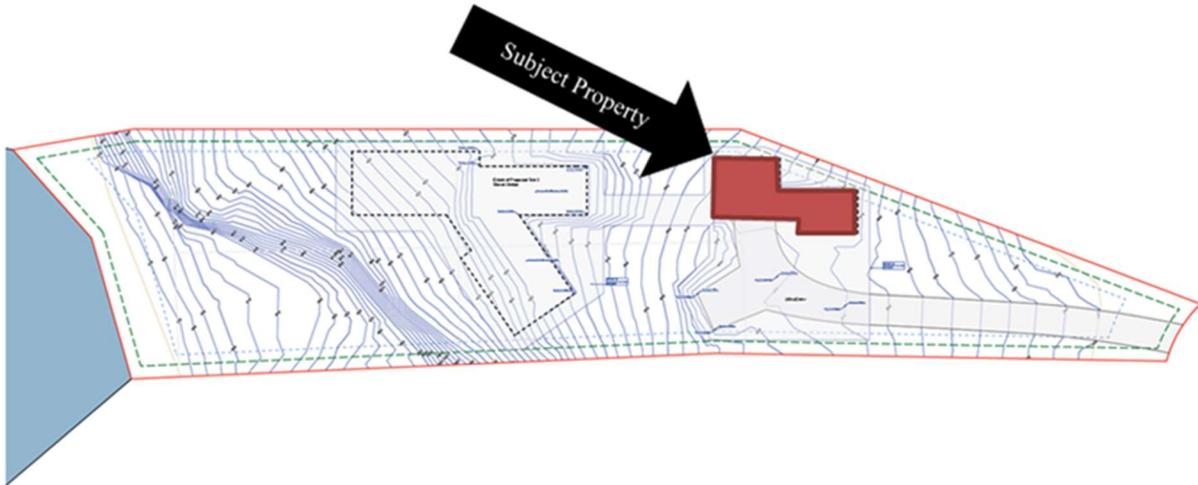


Figure 1 - Site Plan



Suite GFA: 645 sqft
Garage: 660 sqft



Garage + Suite Plan
1178 Coral Way, Ucluelet, BC

6	28 Sep 18	Submit Plans
5	14 Sep 18	Submit Plans
4	02 Aug 18	Submit Making

A.8
Luke Tyson | Design
19882-4_Prelim_Plan_Schedule_A_Coral_Way.doc

Figure 2 - Floor Plan



STAFF REPORT TO COUNCIL

Council Meeting: DECEMBER 10, 2019
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, PLANNER 1

FILE NO: TUP19-06 151.001

SUBJECT: TEMPORARY USE PERMIT- 1861 PENINSULA ROAD

REPORT NO: 19- 156

ATTACHMENTS: Appendix A – Temporary Use Permit TUP19-06

RECOMMENDATIONS:

1. **THAT** Council provide an opportunity for public comment on this item; and,
2. **THAT**, subject to public comment, Council authorize issuance of Temporary Use Permit 19-06 to allow residential and seasonal accommodation for up to three years in the Thornton Motel located at 1861 Peninsula Road.

PURPOSE:

The purpose of this report is for Council to consider an application for a Temporary Use Permit (TUP) for employee housing for Ucluelet Harbour Seafoods within existing motel units at the Thornton Motel at 1861 Peninsula Road (the “**Subject Property**”).

BACKGROUND:

An application was received November 14, 2019 to add residential and seasonal accommodation use to the commercial tourist accommodation use presently occurring within the Thornton Motel.



FIGURE 1: Site Context Map

Ucluelet Harbour Seafoods (**UHS**) has been considering options to house staff of UHS operations within Ucluelet. On August 13, 2019, the applicant requested a Temporary Use Permit (**TUP**) for long term camping on the industrial property located at 1970 Harbour Crescent to help alleviate their staff housing problems. Council subsequently approved TUP19-02 for the Trans-Pacific property on Harbour Crescent for a period of three years. UHS continues to pursue that housing option as well and is working on engineering the necessary waste-water servicing for the site. The application currently in front of Council is an extension of those earlier efforts to find affordable housing for UHS employees.

The subject property is located within the CS-5 Zone - Tourist Commercial, this zone allows for the current motel use with Motel being defined as follows:

“Motel” means a building, or group of buildings on the same lot, providing four (4) or more separate guest rooms or dwelling units with the entrance to each room being to the outside of the building, for commercial tourist accommodation use only, functioning from an on-site staffed office, and with on-site parking in close proximity to each guest room or dwelling unit;

Commercial Tourist Accommodation referred to above is defined as follows:

“Commercial Tourist Accommodation” means the non-residential, daily or short term (not exceeding 30 consecutive days) accommodation of paying guests, transient motorists, tourists or vacationers, as commonly associated with hotels, motels, resorts, vacation rentals, guest houses, hostels, bed and breakfasts, and campgrounds;

These definitions restrict the accommodation within motels to non-residential with a maximum length of 30 days. A TUP will be required to allow the longer residential stay, requested by the applicant.

DISCUSSION:

The owners of the Thornton Motel, YFN Resorts and Accommodations, have agreed to lease the motel to the applicant for the requested residential and seasonal accommodation use for the employees of UHS. This motel has three buildings with seventeen (17) motel rooms, a lobby, and office space. The central location of the Thornton Motel is advantageous to the applicant and will enable convenient pedestrian movement between the UHS employees’ place of work and accommodation.

A TUP permit can include conditions intended to mitigate any expected impacts from the proposed use. The full-time residential use of motel units could conceivably result in more noise from the property; there is also the possibility that longer-term occupants would be tempted to cook in rooms which are not equipped with proper kitchens. Staff suggest adding conditions on the permit to ban cooking from individual rooms, require an onsite manger, and highlight that the permit may be cancelled, if excessive noise were to become a problem (see draft permit in **Appendix A**).

It should be noted that under the provisions of the *Local Government Act* a TUP may only be issued for a period of up to three years, with a possible three-year extension.

Subject to public comment, staff can support the request for a TUP for residential and seasonal accommodation use on the subject property. The requested TUP is a mechanism where the District can show support for affordable / staff housing by allowing a degree of flexibility to the District of Ucluelet’s zoning on a temporary basis. If this residential use functions successfully in providing housing for UHS and has no negative impacts to the community, a more permanent zoning solution could be proposed.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

There are no anticipated time requirements other than to process the permit, plus monitoring with safety inspections at intervals to be determined by the Fire Department.

FINANCIAL IMPACTS:

There are no anticipated direct financial impacts of the proposal on the District.

POLICY OR LEGISLATIVE IMPACTS:

There are no anticipated policy or legislative impacts. The necessary notification has been completed for the requested TUP, therefore Council should provide an opportunity for public input on this item prior to making a decision on the application.

SUMMARY:

Over the past few years a shortage of staff housing has been acutely felt in Ucluelet. Allowing residential uses in Commercial Tourist Accommodation units, where appropriate, may be good way to support the commercial sector by allowing a degree of flexibility in the regulations to add to Ucluelet's housing fabric. The Thornton Motel location is well situated for the proposed use.

OPTIONS REVIEW:

Alternatively, Council has the following options:

3. **THAT** Council defer further consideration of the TUP application until the applicant has provided more information on the proposal; or,
4. **THAT** Council reject the proposed temporary use permit application TUP19-06.

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



TEMPORARY USE PERMIT TUP19-06

Appendix A

General Terms

1. This Temporary Use Permit is issued to:

YFN Resorts & Accommodation INC
 100 Ucluelet Reserve,
 Ucluelet, BC V0R 3A0

and

S&S Seafood Co. (Canada)
 12 Orwell Street, Suite 200
 North Vancouver, BC V7J 2G1

(the "**Permittee**")

as the registered owner and responsible tenant of, and shall apply only to, the lands and premises situate in the District of Ucluelet, in the Province of British Columbia, and more particularly described as:

Lot 1, Plan VIP60188, District Lot 282, Clayoquot Land District, PID 019037961 (1861 Peninsula Road)

(the "**Lands**").

2. This Temporary Use Permit is issued pursuant to section 492 to 497 of the *Local Government Act*.
3. This Temporary Use Permit is issued subject to compliance with all applicable District of Ucluelet Bylaws.
4. This permit does not relieve an owner or occupier from obtaining any other approvals required by any other jurisdiction, or from meeting any other applicable regulations.
5. This Temporary Use Permit authorizes the following use of the Lands, despite the regulations adopted in Ucluelet Zoning Bylaw No. 1160, 2013, as amended:
 - a. **to permit residential and seasonal accommodation in up to 17 units at the Thornton Motel, located on the Lands at 1861 Peninsula Road,**
 subject to the conditions as authorized by Council.
6. The permit holder, as a condition of issuance of this Permit, agrees to comply with the requirements and conditions of **Schedules 1**, which are attached hereto and form part of this permit.



- 7. The land described herein shall be used and developed strictly in accordance with the terms and conditions and provisions of this Permit.
- 8. If the Permittee does not substantially commence the use with respect to which this permit was issued within six months after the date it was issued, the Permit shall lapse.
- 9. Notice shall be filed in the Land Title Office under section 503 of the *Local Government Act*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
- 10. This Permit is NOT a Building Permit.
- 11. This Permit is NOT a Development Permit.

AUTHORIZING RESOLUTION passed by the Municipal Council on the ____ day of _____, 2019.

IN WITNESS WHEREOF this Temporary Use Permit is hereby executed and issued by the Municipality the ____ day of _____, 2019.

THIS PERMIT SHALL EXPIRE on the ____ day of _____, 2022.

THE DISTRICT OF UCLUELET

by its authorized signatories:

Mayco Noël – Mayor

Mark Boysen – Corporate Officer

OWNER

by its authorized signatory

TENANT MANAGING THE USE OF THE LANDS

by its authorized signatory

PLEASE PRINT
YFN RESORTS & ACCOMMODATION INC

DAVE DAWSON, GENERAL MANAGER
S&S SEAFOOD CO. (CANADA)

ISSUED the ____ day of _____, 2019.

Bruce Greig - Manager of Community Planning



Schedule 1 Terms of Temporary Use Permit Conditions TUP19-06

- a) The Permittee must oversee the use of the Lands and keep a manager / caretaker resident on site during any period when the units are occupied by employees. The on-site manager's telephone and email contact shall be provided to the District and updated as required.
- b) The proposed residential and seasonal accommodation is for staff accommodation, to be inhabited by employees working for the Permittee.
- c) No person shall make, allow, or cause to be made any loud, objectionable, or unnecessary noise anywhere on the Lands which may disturb the peace, quiet, rest, enjoyment, comfort, and/or convenience of the neighborhood between the hours of 10 pm of one day and 7 am of the next day.
- d) There shall be no cooking in individual sleeping units. Microwave and automatic shut-off kettles are allowed but hotplate-type cook tops are strictly prohibited.
- e) The Permittee is required to contact the municipal Fire Department to arrange for regular inspection, at a frequency to be determined by the Fire Inspector, to monitor compliance with the terms of this Temporary Use Permit.



STAFF REPORT TO COUNCIL

Council Meeting: December 10, 2019
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: DONNA MONTEITH, CHIEF FINANCIAL OFFICER

FILE NO: 0340-50

SUBJECT: PROCUREMENT AND DISPOSAL POLICY

REPORT NO: 19-157

ATTACHMENT(S): APPENDIX A - PURCHASING AND DISPOSAL POLICY NO. 3-1200-5
APPENDIX B – VERBAL QUOTATION FORM
APPENDIX C – REFERENCE GUIDE TO PROCUREMENT AND DISPOSAL POLICY

RECOMMENDATION(S):

1. **THAT** Council adopt the proposed Procurement and Disposal Policy No 3-1200-5.
2. **THAT** Council repeal Procurement and Disposal Policy No 3-1200-4.

PURPOSE/Desired Outcome

The purpose of this report is to propose and have Council adopt an updated Procurement and Disposal Policy for the District of Ucluelet.

STRATEGIC GOAL:

This report follows the District of Ucluelet strategic plan's focus area of managing growth indicating that policies be modernized to ensure they are current and effective.

BACKGROUND:

During the strategic plan process it was identified that the District perform a policy gap analysis and modernize existing policies in order to manage growth efficiently and improve municipal processes. The procurement policy was adopted in 2016 and has now been reviewed and updated to reflect our current needs.

A policy such as this to sets out the responsibilities and accountability associated with the efficient, economical, socially and environmentally responsible acquisition and disposition of goods and services. The intent of this policy is to ensure that the District of Ucluelet (DOU) receives best overall value in the most cost-effective manner, and that the methods used are open, fair, transparent, and non-discriminatory. This policy will also ensure we meet our obligations under Canada's competitive bidding laws and comply with the various trade agreements. This policy applies to anyone who may be involved in purchasing activities on behalf of DOU, that use corporate funds for the acquisition of goods or services.

TIME REQUIREMENTS:

No further time requirements needed.

FINANCIAL IMPACTS:

This policy provides anyone who may be using corporate funds with an approved procurement process, methods, limits and required guidelines to follow. No other financial impacts are expected.

OPTIONS REVIEW

1. **THAT** Council adopt the proposed Procurement and Disposal Policy No 3-1200-5. **(Recommended)**
2. **THAT** Council repeal Procurement and Disposal Policy No 3-1200-4. **(Recommended)**
3. **THAT** Council provide alternative direction to staff.

Respectfully submitted: Donna Monteith, Chief Financial Officer



The Corporation of the District of Ucluelet

MUNICIPAL POLICY MANUAL**POLICY NUMBER:** 3-1200-5**REFERENCE:**

Procurement and Disposal Policy

ADOPTED BY:**CROSS-REFERENCE:**

Environmental Purchasing Policy 3-1200-3

SUPERSEDES:

#3-1200-4

AMENDED DATE:

N/A

DEPARTMENT:

Finance

EFFECTIVE DATE:

December 10, 2019

Policy Statement

The objective of this policy is to set out the responsibilities and accountability associated with the efficient, economical, socially and environmentally responsible acquisition and disposition of goods and services. The intent of this policy is to ensure that the District of Ucluelet (DOU) receives best overall value in the most cost-effective manner, and that the methods used are open, fair, transparent, and non-discriminatory. This policy will also ensure we meet our obligations under Canada's competitive bidding laws and comply with the various trade agreements.

This policy applies to anyone who may be involved in purchasing activities on behalf of DOU, that use corporate funds for the acquisition of goods or services.

Definitions

Competition means a competitive process such as a Request for Offer (RFO), Request for Proposal (RFP), or Tender.

Competitive bid is a formal request to supply goods or services. The department responsible develops specifications for that need and issues a Request for Bid, (RFB). The RFB includes all the information a vendor should need in order to develop a bid submission.

District means "District of Ucluelet."

Expenditure means an expenditure made in respect of a purchase.

Purchase means the purchase of goods, equipment, or services.

Request for quotation is a formal request for quotes, in writing, to supply goods or services. Quotations are not opened in public. Total bid prices shall be made available for public review on request.

Request for expression of interest is an invitation for suppliers to express interest in a particular project, commodity or service, providing in general terms, ideas that will meet the requirements.



The Corporation of the District of Ucluelet

MUNICIPAL POLICY MANUAL

Request for proposals is a formal request for sealed proposals to supply goods or services that may or may not be fully defined or specified. Proposals are opened in public at a set time and place.

Sole Source means where there is a single supplier that clearly provides the best value to the District in the circumstances of a particular purchase or the circumstances in which the purchase is required are extraordinary or involve an emergency.

Telephone quotation is a formal request for quotes, verbal, to supply goods or services. Quotations are not opened in public. Total bid prices shall be summarized on the verbal quotation form and made available for public review on request.

Tender is a formal request for sealed bids to supply goods or services in response to an advertised invitation. Tenders are opened in public at a set time and place.

Principles

Purchasing activities are to be carried out in a manner that:

- Encourages competitive bidding, so that required goods or services are obtained in a timely manner, in the desired quantity, of the desired quality, and in the most cost-effective manner possible.
- Follows Canadian bidding laws and complies with trade agreements including the *Canadian Free Trade Agreement (CFTA)* and the *New West Partnership Trade Agreement (NWPTA)*, requiring open and non-discriminatory procurement where anticipated costs are at or above established threshold amounts for Municipalities.
- Meets the requirements of the *Community Charter*, including *Division 6 Sections 100-109*, regarding Conflict of Interest.
- Insures that decisions are based on demonstrable technical and operational considerations, and total cost of ownership.

In order to increase the District's awareness and use of environmentally sound and socially beneficial products and services, municipal staff is encouraged to review requirements to ensure that, wherever possible and economical, specifications provide for use of goods and services that are more environmentally and socially acceptable.

Standards of Conduct

Employees, officers, and other designates will conduct themselves in a manner that a reasonable and informed third party would conclude as being appropriate when expending District funds.

Where an employee, officer, or designate has been privy to confidential or sensitive information, it is their responsibility to ensure that it remains so. Such information must not be used for any personal gain or advantage. Information given in the course of any professional activity should be forthright and not intended to mislead or deceive others.

Employees, officers, and other designates shall maintain relationships with suppliers and third parties in a manner that contributes to and promotes fair competition in the market and protects



the interests and reputation of the District. Employees, officers, and other designates should not use their position to garner personal favours or advantages.

General

District staff will endeavour to determine if goods, equipment or services, including construction services, can be provided internally prior to commencing any external purchases.

In all circumstances, the District will comply with the spirit and intent of all applicable trade agreements and any other applicable legislation. Dividing a single purchase into two or more purchases or payments to circumvent policies, purchase card limits and/or levels of signing authority is prohibited under the NWPTA

Every competition must clearly state that the competition is subject to the terms of this Purchasing Policy.

To obtain better value through larger scale purchases, the District may, with the approval of the Chief Administrative Officer, access other public agencies' agreements when appropriate.

The District may enter into an agreement with a supplier for goods, equipment, or services only if that gives the District the best value in connection with quality, service, and price, as compared to the value given by other suppliers.

Before a purchase is committed to, it must be authorized through the appropriate approval and method process in this policy.

Authority, Responsibility and Limits:

The Chief Administrative Officer has overall responsibility to ensure compliance with this policy.

Department Heads are responsible for ensuring that this policy is followed within their areas of control. In this regard, Department Heads shall ensure that:

- Expenditures comply with the District's Financial Plan.
- Sufficient analysis and discussion has taken place.
- The risk of fraud, embezzlement and error is minimized.

Department Heads may delegate purchasing authority to employees in their department, subject to the limits set out below. The Finance Department must be advised in writing of all delegations of purchasing authority.

Purchasing approval limits are:

Council	over \$100,000
Chief Administrative Officer	up to \$100,000
Chief Financial Officer	up to \$75,000
Department Head	up to \$25,000
Supervisor/Foreman	up to \$10,000



Notwithstanding these approval limits, the Chief Administrative Officer may direct staff to submit any contract or agreement to Council for approval.

Purchasing Methods and Limits:

1. Direct Acquisition

Goods or services up to a cost of \$2,000 may be purchased directly from a supplier, although telephone or written quotations are recommended.

2. Telephone Quotations

Telephone quotations from at least three suppliers are required for the purchase of goods or services with a cost from \$2,001 to \$10,000. Prices are to be summarized on the verbal quotation form. Written quotations are also recommended.

3. Written Quotations

Written quotations from at least three suppliers are required for the purchase of goods or services with a cost from \$10,001 to \$25,000. Competitive bid, tenders, requests for proposals or request for expression of interest may also be used.

4. Competitive Bid

Competitive bid from at least three suppliers are required for the purchase of goods or services with a cost from \$25,001 to \$75,000. Tenders, requests for proposals or requests for quotations may also be used.

5. Tenders or Requests for Proposals

Formal tenders or requests for proposals (RFP) must be used for purchases of goods or services with a cost greater than \$75,000 and construction projects greater than \$200,000.

In compliance with the New West Partnership Trade Agreement all procurements of goods, services or construction projects over \$75,000 shall be advertised nationally using the Province of British Columbia's BC Bid service (<http://www.bcbid.gov.bc.ca>).

Purchase Options:

1. Petty Cash

Petty cash may be used for purchases under \$100 where the District does not have an account with the supplier or where the purchase is less than the supplier's minimum amount for sales on account.

2. Purchasing or Credit Card

A purchasing or credit card may be used for purchases under \$2,000 per transaction. This limitation does not apply to expenses associated with an approved conference or course, e.g. registration fees, airfares, accommodation, etc., or approved online purchases.



3. Purchase Order

Purchase orders must be issued for all purchases of goods or services over \$2,000 other than for purchases by petty cash. Purchase orders are not required for circumstances in which a cheque requisition or travel expense form will be used. Examples of this situation include fee refunds to a member of the public, registration fees for a conference, statutory fees such as Land Titles, and employee travel expenses. Purchase orders are not required for utility accounts, or costs relating to legal actions.

4. Authorization of Purchase Orders

Purchases over \$10,000 must be submitted for authorization by the Chief Financial Officer prior to releasing the purchase order number to the supplier of goods, services or contractor.

5. Open Purchase Order

Where greater efficiency will result via purchasing goods or services from one supplier for all or part of a calendar year an “Open Purchase Order” may be issued. Quotation and tendering limits apply to the estimated overall value of the open purchase order. Open purchase orders must be reissued for each calendar year.

Competitions that Exceed Budget:

A competition cannot be awarded if it exceeds the Council approved budget.

The Head of the applicable Department, who jointly with the Chief Financial Officer and the Chief Administrative Officer, will determine whether to reject the bid or seek Council approval to shift or increase the budget.

Used Goods or Equipment:

To ensure maximum value to the District’s purchasing dollars, the purchasing function and performance must be optimized. To this end, the District may consider the purchase of used goods or equipment where a positive business case can be shown.

Sustainable Purchasing Guidelines:

The District considers the environmental, social and economic value of the goods and services being purchased with the intent to shift spending away from goods and services that negatively impact the environment and society towards, products and services that are more environmentally sound and socially beneficial. Wherever possible, procurement decisions will be made to achieve the District’s societal and environmental goals.

At a minimum, the expectation is that all organizations conducting business with the District will meet or exceed environmental standards, laws, and regulations. Best practices for environmental purchasing are outlined in District Policy 3-1200-3 Environmental Purchasing. It is also expected that organizations conducting business with the District will ensure safe and healthy places of work where human and civil rights are respected.



Specifications and Evaluation Criteria:

User departments are responsible for preparing specifications that can be easily interpreted by qualified suppliers. In addition, unless it can be demonstrated that there are valid technical, operational or financial reasons for not doing so, specifications must be prepared that can be fulfilled by more than one product or manufacturer.

Where price and quality are not the only considerations, departments must describe in advance the criteria and method of evaluation that will be used to determine the relative merits of quotations, tenders or proposals. Where appropriate, procurement evaluations can be set to a maximum of 5% for environmental criteria and/or 5% for social criteria. Suppliers will be responsible for summarizing how their product or service will meet the environmental or social goals of the project.

Lowest Cost Purchase:

Where a recommended purchase is not the least cost, a report justifying the selection shall be submitted for the approval of the appropriate Department Head or the Chief Administrative Officer, depending on the level of purchasing authority described earlier in this policy.

Sole Source Purchases:

Sole source purchases generally occur when:

- There is only one available supplier of a product or service that meets the District's needs.
- To ensure compatibility with existing products, facilities or services, to recognize exclusive rights or to maintain specialized products that must be maintained by the manufacturer or its representative.
- During an emergency or circumstances in which delay would be injurious to the public interest.

The terms and conditions for the purchase are completed through negotiation.

Exemptions to the competitive quotation/bidding process may be approved by the Chief Administrative Officer or the Chief Financial Officer in the following circumstances:

1. The compatibility of an item with existing equipment, facilities or services is a paramount consideration.
2. The good or service is required to cope with an emergency.
3. An item is purchased for testing and trial use.
4. An item is currently rented with a rental contract that has a purchase option and the purchase option is beneficial to the District.
5. An item is offered for sale by tender, auction or negotiation and purchasing the item is clearly in the best interest of the District.
6. Insurance and Legal costs.



Alberni-Clayoquot Region Joint Purchasing Group:

The District will participate in the joint procurement of commonly used goods and services where it is in the District's best interest to do so.

Emergency Purchases:

Emergency purchases may be required to restore or maintain acceptable levels of community services or to prevent further damage, serious delays or injury.

In an emergency the preparation, documentation and analysis set out in the usual purchasing procedures may not be possible. Oral authorization to bypass normal purchasing procedures, including Sole Source purchasing, is acceptable. All normal purchasing documentation and reporting, complete with signed authorizations, as required, is to be completed as soon as possible after the emergency.

State of Emergency

In the event of an activation of the District's Emergency Operations Centre or if a State of Local Emergency is declared by District Council, the Federal, Provincial or Regional Governments for the District of Ucluelet for the purposes of this policy, the following shall apply:

- a) The Director of the EOC shall have the authority of the Chief Administrative Officer.
- b) The Finance Section Chief has authority to adjust spending limits that they consider appropriate based on the nature of the emergency.

Documentation and procedures provided by Emergency Management BC shall be followed to ensure Disaster Financial Assistance eligibility is maintained.

Purchasing or Credit Cards:

Purchasing or credit cards reduce operating costs associated with low value, non-repetitive purchases of goods or services. If this method of purchasing is available, each Department Head shall submit requests for purchasing or credit cards to the Chief Financial Officer.

Credit limits and designated areas of acceptable use for each card will be related to departmental needs and determined individually after consultation between the Department Head and the Chief Financial Officer.

The holder of a purchasing or credit card is responsible for documenting all charges on the card as directed by the Finance Department. In the event of loss or destruction of a purchasing or credit card the cardholder must notify the Finance Department immediately. Upon termination of employment a purchasing or credit card must be returned to the Finance Department.

A purchasing or credit card shall not be used by anyone other than the person whose name appears on the card. A purchasing or credit card shall not be used for personal purposes. Cash advances are not permitted on a purchasing or credit card.

**Disposal of Surplus Assets:**

Surplus assets shall be disposed using the following priority:

1. As a trade-in for a new piece of equipment.
2. Offering it to other civic departments.
3. Advertising it for sale on the District's web site.
4. Advertising it for sale at public auction.
5. Donating it, without competition, to any non-profit organization, subject to the approval of the Chief Administrative Officer.

Surplus equipment with a market value less than the costs of disposition may be disposed of by the least-cost method available, taking into account any environmental implications of the disposal.

The Finance Department shall be provided with a written description of all assets transferred between departments, or disposed of by donation, trade-in, sale or discard.

Appeals:

The appeal process allows those who feel the purchasing process was flawed to discuss the matter and seek redress.

An aggrieved proponent must advise the Chief Administrative Officer in writing within five business days of the event causing the issue, stating the nature and basis of their appeal.

The Chief Administrative Officer, within five days, shall convene a meeting of the proponent and the appropriate municipal staff to attempt to resolve the proponent's concerns. Within five business days of this meeting, the Chief Administrative Officer will advise the proponent in writing of the administrative decision on their appeal.

If the proponent's concerns are not satisfied then, within a further five days, the proponent may request that the Municipal Council hear their appeal.

Council must hear the issue at the next regularly scheduled meeting. Both municipal staff and the proponent may make presentations on the matter. The Corporate Administrator shall provide the proponent with Council's decision, in writing, within five days. The decision of Council shall be considered final.

Prohibitions:

The following activities are prohibited:

1. The division of purchases or contracts to bypass the approval and purchasing limits in this policy.
2. Purchases by the District of any goods or services for personal use by or on behalf of any member of Council, employee or member of their immediate families.



The Corporation of the District of Ucluelet

MUNICIPAL POLICY MANUAL

3. Acceptance of personal gifts or gratuities from any current or potential suppliers of goods or services.

In addition, new capital expenditures shall not be made prior to adoption of the current year's Financial Plan unless authorized in writing by the Chief Administrative Officer who may refer the item to Council for approval.

Unauthorized Purchases:

Unauthorized purchases are the personal financial responsibility of the individual making the commitment and the District reserves the right to recover all costs from the employee and consider appropriate disciplinary action.

Freedom of Information:

Freedom of Information ("FOI") and Protection of Privacy legislation applies to all purchasing records. Any such records may be the subject of an FOI request and may be released to a third party by the District's Manager of Corporate Services.

Attachments:The attached documents form part of the Purchasing and Disposal Policy.

- Verbal Quotation Form
- Reference Guide to Purchasing, Procurement and Disposal Policy

Mayco Noël
Mayor, District of Ucluelet



Appendix B

VERBAL QUOTATION FORM (up to \$10,000)

Procurement Description

Description of purchase/service.....

 Project Number (if applicable): Project (if applicable):

Quotation and Evaluation

Selection Criteria

.....

The following suppliers were asked to quote (minimum of three quotes)

Date	Company/Contact Name/Contact Number	Amount Quoted
.....	\$
.....	\$
.....	\$
.....	\$
.....	\$

The recommended quote is from For an amount of \$

Justification:

Signed: Date: / /

Name / Title Procurement Officer/s

Contract Award

Purchase Order Issued (Products/minor services only) or Purchase Order Number:

Letter of Appointment (Services) (Acknowledged by Contractor & filed) or Yes

Letter of Engagement (Consultancy) (Acknowledged by Consultant & filed)

Is the Contractor a small business? (i.e. employs less than 20 people)

Signed: Date: / /

Reference Guide to Purchasing, Procurement and Disposal Policy

Dollar Thresholds	Competitive Process	Approver	Purchasing Method	Form of Contract
\$0-\$2,000	Optional	Dept Head or designate	Corp credit card, procurement card, or on account	N/A
\$2,001-\$10,000	Informal - 3 telephone or email quotes	Dept Head or designate	Purchase Order with Corp credit card, procurement card, or on account	Purchase Order
\$10,001-\$25,000	3 written quotes. Competitive bid, tender, or RFX may be used	Dept Head or designate	Purchase Order with Corp credit card, procurement card, or on account	Purchase Order
\$25,001-\$75,000	Competitive bid from 3 suppliers Tender, RFX doc may also be used	CFO or CAO	Purchase Order + service contract if applicable	Purchase Order + service contract if applicable
\$75,001 + for goods & services	Formal tender or request for proposal	CAO up to \$100,000, Council over \$100,000	Purchase Order + service contract if applicable	Purchase Order + service contract if applicable
\$200,000 + for construction	Formal tender or request for proposal	Council	Purchase Order + service contract if applicable	Purchase Order + service contract if applicable