



REGULAR MEETING OF COUNCIL
Tuesday, March 9, 2021 @ 3:30 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	
<p>Council would like to acknowledge the Yuułu?if?ath First Nation, on whose traditional territories the District of Ucluelet operates.</p>	
3. NOTICE OF VIDEO RECORDING	
<p>Audience members and delegates are advised that this proceeding is being broadcast on YouTube and Zoom, which may store data on foreign servers.</p>	
4. ADDITIONS TO AGENDA	
5. APPROVAL OF AGENDA	
6. ADOPTION OF MINUTES	
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8. MAYOR'S ANNOUNCEMENTS	
9. PUBLIC INPUT, DELEGATIONS & PETITIONS	
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[L - Water and Sewer Parcel Tax](#)

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15. OTHER BUSINESS

16. QUESTION PERIOD

16.1 Questions via Zoom.

16.2 Questions via communityinput@ucluelet.ca

17. CLOSED SESSION

17.1 Procedural Motion to Move In-Camera

THAT the meeting be closed to the public in pursuant to Section 90(1)(c) and (g) of the Community Charter in order to address items related to:

- personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and
- litigation or potential litigation affecting the municipality.

18. ADJOURNMENT

DISTRICT OF UCLUELET
MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, October 20, 2020 at 3:30 PM

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

Regrets:

1. CALL TO ORDER

The meeting was called to order at 3:30 PM.

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

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

3. NOTICE OF VIDEO RECORDING

Audience members and delegates were advised that the proceeding was being conducted via Zoom and broadcast on YouTube. They were also advised that Zoom and YouTube may store data on foreign servers.

4. ADDITIONS TO AGENDA

There were no additions to the Agenda.

5. MAYOR'S ANNOUNCEMENTS

6. PUBLIC INPUT AND DELEGATIONS

6.1 Delegations - Community Group Updates

A representative from each community group was invited to speak to provide highlights on the group's activities.

Bronwyn Kelleher - Army Navy Air Force (ANAF)

- Outlined new revenue sources and activities that the ANAF is exploring including food carts and a free store.
- Noted that Grant in Aid funds intended for improvement to the

Cenotaph were used for other purposes.

- Noted their tight budget and support from ANAF Head Command.
- Discussions with the District regarding the possible relocation of the cenotaph are underway.

Kathy De Vries - Ucluelet Children's Centre (Ucluelet and Area Childcare Society)

- After school and daycare programs are now running at almost full capacity.
- Will apply for Co-Op grant funding for a permanent structure for outdoor play area.
- Working to find solutions for COVID-19 friendly Breakfast with Santa which is this Society's major fundraiser.

Marcie DeWitt - Alberni-Clayoquot Health Network

- Recruiting for Table of Partners who help inform social determinants of health.
- Developing Poverty Reduction Action Plan, a project funded by UBCM.
- Requested that the Societies use their communication channels to distribute the Poverty Reduction Plan survey, and noted that community engagement will be run until December.

Marcie DeWitt - West Coast Inland Search and Rescue

- There are 16 new members and in-person training has recommenced.
- There was a reduction in calls from May to June.
- There may be a soft intake this winter, please spread the word.

Ucluelet Chamber of Commerce - Lara Kemps

- Received \$60,000 grant to develop and provide support to businesses through the Consulting Hive.
- Chamber operated staff housing is at full capacity for the next six months.
- Introduced the new Chamber of Commerce Executive Director, Laurie Filgiano. Councillor Kemps will be stepping down from this position.

Clayoquot Biosphere Trust - Rebecca Hurwitz

- Neighbourhood Small Grants program is now open.
- Delivering Emergency Community Support fund grant, \$30,000 allocated to the region.
- Biosphere Centre is moving through development process in

Tofino. Have now received permission to proceed.

- District's appointment to the CBT board will be open in the March of 2021.
- Working on the UNESCO Periodic Review.

Girl Guides - Heather Riddick

- Noted that meetings are now in-person and indoors, but enrollment is down from last year.
- Girl Guide cookies are now available online but this year Guides will not be selling cookies door to door.
- The 2020 Ecuador Service Project was moved to 2022 and will be doing service in Thailand instead.

Pacific Rim Arts Society - Sue Payne

- Many activities have been cancelled due to COVID-19.
- Are now pivoting towards online activities and resources.
- Provided the drive-in movie.
- Missoula Children's Theatre Company may not be allowed to cross the boarder to the perform their annual play in Ucluelet.
- AGM is November 8th.
- AGM will include In Flanders Fields online reading.

Community Futures - Alberni Clayoquot - Sue Payne

- Noted the business support provided by the Consulting Hive.
- Received 60 applications for the Rural Fund and provided over 1 million dollars in COVID-19 support loans.

Pacific Rim Whale Festival Society - Laurie Filgiano

- 2021 festival will be shorter and have fewer events then past years. There will be online options.
- Pursuing grant funding for the 2021 festival.
- AGM is November 14 - looking for input on 2021 events.

Seaview Seniors Housing Society - Cathy Whitcomb

- Noted that Forest Glenn has been locked down since March 11th.
- COVID-19 has significantly limited the activities hosted at Forest Glenn.
- Affiliation with Island health and the Assisted Living Registry has resulted in significantly more administrative, screening and greeting requirements.
- CBT grant to work with the District to put together a community warming centre for seniors at Forest Glenn.

- Continue to investigate expansion options and will inform Council at a later date.

Canadian Rangers - Emily Coombs

- The Rangers recently wrapped up Operation Lazer which provided services to local communities.
- Rangers are now authorized to provide local rapid damage assessment and light urban search and rescue in the event of a disaster.
- Currently have 20 local members.
- Will conduct urban patrol exercises in January.

Surfrider Foundation Pacific Rim - Nicole Holman

- Partnered with the Marine Debris Tracker App which allows users to log found debris in a Surfrider Pacific Rim database.
- Have worked with the Tribal Parks:
 - on the Take Back the Tap campaign which has a goal to eliminate all single use plastic water bottle sales in the Pacific Rim; and
 - to eliminate open foam dock floats.
- Noted that the Hold onto Your Butt campaign has collected and recycled 1 million butts in the Pacific Rim area.
- Working on a new textile recycling system for the coast to divert the waist from landfill.
- Recently completed first remote shoreline cleanup Vargas Island.

Toast Masters - Julie Beeley

- Toast Masters recently celebrated its 25th anniversary on the West Coast.
- The West Coast club recently partnered with the club in Port Alberni to increase overall attendance.

Tourism Ucluelet - Denise Stys-Norman

- The tourism industry has been significantly impacted by COVID-19.
- TU stopped marketing when COVID-19 started, has now started marketing to Vancouver Island residents.
- TU's funding was negatively impacted due to lower hotel revenues. TU has had to withhold funding typically offered to other organizations as a result.
- Recently had a strategic planning session - new focus will be sustainability tourism.

- Have hired a new creative agency.

Ucluelet Aquarium Society - Geoff Lyons

- The aquarium adopted effective COVID protocols.
- Visitation was down until October. October 2020 visitation was greater than in 2019.
- Federal subsidies and general donations have allowed the aquarium to retain a full compliment of staff.
- The 2020 release date is December 5th.

Food Bank on the Edge - Cris Martin

- Noted no significant increase in demand at the beginning of COVID-19 but recent increase in demand. This trend may be associated with the availability of CERB payments.
- Donations are provided by the Culinary Guild and Zoe's Bakery.
- The Free Store was liquidated to use that space for food storage.
- Baskets will continue to be distributed outdoors.
- Weekly donation from Zoe's bakery.
- Stuff the Cruiser will occur this year.
- Reverse Advent Calendar may also occur.

Westcoast Community Resource Society - Margaret Morrison

- Discussed challenges and cancellations associated with COVID-19.
- No increases in request for service to date, expects increases in the future.
- Grant in Aid program to provide counselling services has continued throughout COVID-19. Counselling is offered by phone.
- AGM is on October 26 and looking to increase their membership.
- Expecting increased demand for their tax program.
- Noted new Instagram account.

West Coast Multiplex Society - Mishele Gagne

- Notified in August that their capital funding grant application was denied. They plan to apply again for that grant in 2021.
- Operational fundraiser was a success.
- Golf Tournament is scheduled for September 18, 2021.

Wild Pacific Trail Society - Don Ferris

- AGM on November 18th.
- Donations are down by about 2/3rds from last year. Visitor

traffic is also down.

- Have received grants from Canada Helps.
- Trail Society has focused on education. Grant in Aid funds were used for online videos rather than in-person educational programming. The videos are called "Learn Where you Live."
- Continues to develop new curriculum.
- There have been vandalism issues on the trail.

7. REPORTS

7.1 Grant in Aid and In Kind Contributions - Deadlines and Expectations

Mark Boysen, Chief Administrative Officer, provided an update about the Grant in Aid process. He noted that grant applications are due on December 15, 2020 and requested that any community group that experienced challenges providing their 2020 Grant in Aid program due to COVID-19, send a letter to the District. He noted that Council may consider extensions at a later date.

8. QUESTION PERIOD

There were no questions.

9. ADJOURNMENT

The meeting was adjourned 5:29 PM

CERTIFIED CORRECT: Minutes of the Committee of the Whole Meeting held on Tuesday, October 20, 2020 at 3:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Mayco Noël
Mayor

Joseph Rotenberg
Corporate Officer

**MINUTES OF THE JOINT COUNCIL COMMITTEE OF THE
WHOLE MEETING HELD VIA ZOOM
Tuesday, January 19, 2021 at 4:30 PM**

Present: **Chair:** Mayor Noël (District of Ucluelet)
Government Officials: Councillors Cole, Hoar, Kemps, and McEwen (District of Ucluelet)
 Elected Chief Councillor Charleson (Hesquiaht First Nation)
 President McCarthy and Legislature Member Touchie (Yuułuʔiłʔatḥ Government)
 Elected Members of Council Johnsen, Mack and Plonka (Toquaht Nation)
 Councillors Anderson, Chalmers, McMaster and Stere (District of Tofino)
 Director Roberts (ACRD Area 'C')

Regrets:

1. CALL TO ORDER

The meeting was called to order at 4:35 PM and the representatives introduced themselves.

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

Council acknowledged the Ucluelet First Nation, on whose traditional territories the District of Ucluelet operates.

3. NOTICE OF VIDEO RECORDING

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4. NEW BUSINESS

4.1 West Coast Land Use Demand Study

Shaun Heffernan, Project Leader & Senior Planner with Urban Systems Ltd.

Mr. Heffernan and his associate J.P. Raulot-Lapointe reported the West Coast Vancouver Island Land Use Demand Study's interim findings. Mr. Heffernan noted that the study is approximately 75% complete.

The presentation addressed the following:

- The Land Use Demand Study's purpose, goal, community partners, geographic scope, key components, and its value for future strategic planning;
- A west coast land inventory which identified vacant and underutilized lands in Tofino, Ucluelet, the ACRD Area 'C,' Tla-o-qui-aht First Nation lands, Toquaht Nation lands, and Ucluelet First Nation lands;
- A land supply analysis which summarized vacant and underutilized lands in the region and the potential demands for those lands;
- The projected growth trends between 2015 and 2050 in regional population, households, non-residential properties, and visitors;
- Key economic opportunities which generally focus on the support of new residents moving to the region for lifestyle reasons and the development of small-scale businesses;
- The projected demand for residential and commercial/industrial property;
- The presenters noted the following preliminary recommendations:
 - Develop regional strategies for sustainable growth;
 - Develop policies that support the coordinated development of existing industrial and commercial lands between jurisdictions;
 - Clarify development goals and streamline the development approval process;
 - Review opportunities to coordinate service delivery and cost-sharing between jurisdictions; and,
 - Explore the development potential and raise awareness about emerging sectors.

The presenters also noted that housing issues could constrain attracting new businesses and outlined the next steps for the project.

Director Roberts requested a copy of the presentation. He noted his interest in the preliminary recommendations and predictions.

Mayor Noël noted the importance of the communities coordinating development efforts and plans as we move forward.

The presenter noted the study addresses the region as a whole, including the Ucluelet First Nation lands.

Elected Chief Councillor Charleson, asked whether reserve lands would be included in the analysis and requested that the study include the Hesquiaht lands.

Councillor Anderson asked to what extent the final report will address servicing? The presenters noted that availability and proximity to services influence development potential. Councillor Anderson also inquired about whether the study will consider optimal ratios for commercial and residential development? The presenters noted that industrial demand is contingent on

the availability of residential housing.

Councillor Stere asked whether the study will consider the protection of natural assets like water sources? The presenters noted that this is not within the study's scope but could be a lens applied to future plans and studies.

Elected Councillor Plonka noted summertime population growth and asked whether the study addresses increased road use and road access to the community? The presenter stated a high-level review of the transportation network has been completed. One constraint is the capacity of Highway 4.

4.2 Round table discussions regarding priority issues identified by the group.

There was no round table discussion.

5. ADJOURNMENT

The meeting was adjourned at 5:37 PM.

CERTIFIED CORRECT: Minutes of the Committee of the Whole Meeting held on Tuesday, January 19, 2021 at 4:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Mayco Noël
Mayor

Joseph Rotenberg
Corporate Officer



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: Next available

Organization Name: Raincoast Education Society

Name of person(s) to make presentation: Mark Maffei

Topic: Shorebird tracking tower at Amphitrite Point

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

Please describe:

As per my communication with Abby Fortune and Mayor Noël, I would like to request permission to install a shorebird telemetry tower somewhere at Amphitrite Point to support ongoing scientific research being carried out by the RES in collaboration with PRNPR and ECCC.

Contact person (if different from above): _____

Telephone Number and Email: ██████████ / mark@raincoasteducation.org

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.



February 26, 2021

Dear Donna Monteith:

Thank you very much to staff members Bruce Grieg, Abby Fortune and Mayor Noel for a very positive meeting on February 5, 2021. It was important to us as it clarified to the Food Bank on the Edge Board the District of Ucluelet's commitment to provide land for a new food bank building.

Our Board is ready to move forward with the next steps of our project – seeking funding and partners.

We will be applying for the Capital Project Grant with the Province of BC for 2021. For facilities project funding we are required to submit an unconditional fixed term land lease (10 year minimum) from the landowner. We therefore respectfully request to start the process of entering into a lease agreement for land for a food bank building with the District of Ucluelet.

The Capital Project Grant details are expected to be released in early March. In conversation with a ministry employee, they indicated the grant dates are expected to be the same as 2020; for Capital projects the applications opened June 1st last year.

We wish to express our sincere appreciation for the overwhelming support and offers of assistance with this huge project from both the District Staff and Council.

Sincere regards,

Cris Martin, President
Food Bank on the Edge Society
Ucluelet, BC



CONTACT

Email: chamberoffice@uclueletinfo.com

PO Box 428, Ucluelet BC V0R 3A0

Phone: 250-726-4641

www.ucluelet.ca

Our Mission: "To promote trade interest and community welfare of Ucluelet."

March 1st 2021

Dear Mayor and Council,

The Ucluelet Chamber of Commerce would like to request assistance in applying for an Arts & Culture Grant through Clayoquot Biosphere Trust and in support of Common Ground Market. As a municipality, the District is eligible to apply on behalf of the Ucluelet Chamber of Commerce, while the Chamber is not eligible to apply directly. To expand on this, CBT eligibility guidelines only accept applications from the following organizations: registered charities, municipalities, First Nations, educational institutions or the government of Canada and British Columbia. Applications can be made on behalf of another, non-eligible, organizations, such as the Chamber, as long as the applying party believes in the community benefit of the project. The UCoC and DoU have collaborated on a CBT grant in the past for a 2017 West Coast Job Expo in partnership with AV Employment.

It should be noted that any organization applying for a CBT grant can only have 3 active grants at a given time. To put this into context, in 2020, DoU only had one active CBT grant. The District's department of Recreation and Tourism tend to utilize CBT grants. Abby Fortune confirmed that they will be applying for the Youth & Education grant in 2021 for programming purposes.

Should this request be accepted by Mayor and Council, I would be happy to write and coordinate the grant myself, however, it would be required that the municipality charge a 10% administrative fee, as CBT does not support flow through funding. CBT would like to see in the application that the district believes in the community benefit of the project and that it aligns with the municipality's values and goals.

The grant application is due March 22, 2021.

I thank you in advance for considering this request and please do not hesitate to contact me should you have any questions.

Sincerely,

Laurie Filgiano

From: [Cole-Hamilton, Will](#)
To: [Info Ucluelet](#)
Subject: Letters to Mayor and Council
Date: February 18, 2021 4:28:20 PM
Attachments: [HCL letter to Local Governments.docx](#)
[PACE BC Letter to Municipalities.docx](#)
[HCL Briefing Summary-1\(4\).pdf](#)

Hello,

I am submitting two letters to Mayor and Council for receipt at an upcoming meeting.

They concern two advocacy campaigns that are seeking a greater range of options for local government which wish to act on reducing GHG emissions related to buildings.

The campaigns are: Help Cities Lead (

<https://www.helpcitieslead.ca/><<https://www.helpcitieslead.ca/>> who's campaign is well summarized in the attached briefing note; and PACE BC

(<https://www.pacebc.ca/>) who's campaign is summarized in this overview by the Pembina Institute (<https://www.pembina.org/op-ed/unlock-retrofits-with-pace-financing>).

Each letter has, as attachments, a sample resolution of support and a sample letter to the relevant ministers. It is important to note that neither resolution of support commits Ucluelet to any action (beyond writing letters of support). The tools for local government advocated by HCL and PACE are intended to be voluntary, to be used if and when a local government is ready to take action.

The local governments of Fernie, Powell River, Courtenay, Kitimat and Highland have already passed resolutions in support and the letters are coming before Councils in 16 other BC local governments in the next two weeks.

Please do contact me if you have any questions.

thanks,
Will

Will Cole-Hamilton

Councillor, City of Courtenay
Director, Comox Valley Regional District
Director, Climate Caucus



It is a privilege to live and work in the unceded traditional territories of the K'ómoks First Nation

CITY OF COURTENAY - OUR CORE VALUES:

People Matter | Be Accountable | Depend on Each Other | Pursue Excellence | Celebrate Success

HELP CITIES LEAD



CLIMATE CAUCUS

Dear Mayor and Council,

We are writing to request your support for the recently launched [Help Cities Lead Campaign](#). Help Cities Lead is an education and awareness campaign to accelerate building decarbonization through collaboration between the Province of British Columbia and local governments. The campaign is led by Climate Caucus and supported by local governments and environmental NGOs.

We are asking that Council:

- endorse the Help Cities Lead Campaign campaign; and
- commit to sending a letter of support to the Hon. Josie Osbourne, Minister of Municipal Affairs, the Hon. George Heyman, Minister of Environment and Climate Change Strategy (ECCS), the Hon. Selina Robinson, Minister of Finance, the Hon. Bruce Ralston, Minister of Energy Mines and Low Carbon Innovation (EMLCI) and Hon. David Eby, Attorney-General and Minister responsible for Housing

Allowing for local government leadership is critical to developing innovative policies and programs to achieve deep emissions reductions from the building sector throughout the province. However, tools currently available to local governments to pursue these critical reduction targets are largely limited to information campaigns and incentives and are insufficient to achieve broad and deep energy and GHG reductions at scale.

The Help Cities Lead campaign identifies a suite of measures that will enable local governments to take effective action on reducing GHG emissions from new and existing buildings. Five regulatory measures have been identified where additional authority would be instrumental for municipalities in accelerating climate action:

- Regulating GHG emissions for new buildings
- Home energy labelling
- Property assessed clean energy (PACE) enabling legislation as outlined in the accompanying [letter from PACE BC](#).
- Regulating GHG emissions for existing buildings
- Building energy benchmarking and reporting

Direction to implement the first three of these measures - enabling local governments to regulate GHG emissions for new buildings, home energy labelling, and PACE financing - were included in the ministerial mandate letters issued in November 2020. Help Cities Lead encourages the province to move as quickly as possible and in close consultation with local governments to develop and implement these measures.

Help Cities Lead would also like the province to enable local governments to choose, when ready, to opt into the remaining two measures not addressed by the mandate letters - namely, regulating GHG emissions for existing buildings and Building energy benchmarking and reporting.

All five of these initiatives will complement what the provincial government and utilities are already doing in these areas. Additional information about each of the initiatives can be found at <https://www.helpcitieslead.ca/>

It is our hope that you will put forward a motion to Council which endorses this campaign and commits to sending letters of support to Ministers Osbourne, Heyman, Robinson, Eby, and Ralston.

Sincerely,

Will Cole-Hamilton
Councillor, City of Courtenay
Director, Climate Caucus
Steering Committee, Help Cities Lead

SUPPORT FOR HELP CITIES LEAD FROM LOCAL GOVERNMENTS

Sample Resolution

WHEREAS emissions by buildings account for 40-60% of a community's green-house gas (GHG) emissions;

WHEREAS climate policy modelling completed for Help Cities Lead shows current actions to reduce greenhouse gas (GHG) emissions from buildings are insufficient to achieve the province's GHG targets for 2030 and 2050;

WHEREAS the November 2020 mandate letters to ministers include direction to provincial ministries to move forward with three of the five policy measures included in the Help Cities Lead climate policy modelling: GHG requirements for new buildings, Property Assessed Clean Energy (PACE) financing, and home energy labelling.

THEREFORE, BE IT RESOLVED THAT [your local government] write a letter to the Minister of Environment and Climate Change Strategy, the Minister of Energy, Mines and Low Carbon Innovation, the Minister of Municipal Affairs, the Attorney-General and Minister responsible for Housing, and the Minister of Finance, expressing its endorsement of the Help Cities Lead campaign; support for the directions set out in the November 2020 ministerial mandate letters regarding GHG requirements for new buildings, PACE financing, and home energy labelling; and also requesting that the province empower local governments to opt to take action, if they so choose, on the two remaining items of the Help Cities Lead's campaign, namely GHG requirements for existing buildings and building energy benchmarking.

[ON LETTERHEAD]

[DATE]

Dear Honourable Ministers,

The [City/Town/Village] of [BLANK] is sending this letter to you as an endorsement of the Help Cities Lead (HCL) campaign.

As you are aware, municipalities are on the front lines of climate change dealing with the impacts of floods, droughts, forest fires, heat waves, etc. We directly influence about half of Canada's energy use and emissions. The success of the province in achieving deep emissions reductions from the building sector is directly connected to the success of local governments in achieving their own targets. While municipalities have shown strong climate leadership, expanded regulatory authority is needed for taking bolder steps to achieving our climate targets.

HCL is an education and awareness campaign focused on accelerating building decarbonization through collaboration between the Province of British Columbia and local governments. The group is led by Climate Caucus and supported by local governments and environmental NGO's.

Why buildings? Emissions from buildings account for about 11% of the province's greenhouse gas (GHG) emissions and for municipalities, GHG emissions from existing buildings account for 40-60% of community emissions. A number of BC local governments have made climate emergency declarations and set ambitious targets to significantly reduce GHG emissions from buildings over the next 10 years. However, local governments are largely limited to information campaigns and incentives for pursuing these ambitious reduction targets. Recent climate policy modelling shows that on their own, these policy tools are insufficient to achieve broad and deep energy and GHG reductions given limited budgets.

HCL campaign recommends a suite of expanded authorities for local governments that will enable communities to take bolder action on reducing GHG emissions from new and existing buildings:

- Property assessed clean energy (PACE) financing
- Mandatory home energy labelling
- Regulating GHG emissions for new buildings
- Regulating GHG emissions for existing buildings
- Mandatory building energy benchmarking and reporting

We are pleased to see that the November 2020 mandate letters to the Ministers of Municipal Affairs and Energy, Mines and Low Carbon Infrastructure support the implementation of PACE financing. We also note that the mandate letter for the Minister of Finance supports home energy labelling. Finally we pleased to see that the mandate letter to the Attorney-General and Minister Responsible for Housing includes support for regulation of GHG emission of new buildings.

We support the directions set out in these new mandate letters regarding PACE financing, home energy labelling, and GHG requirements for new buildings and request that the province empower local governments to opt to take action, if they so choose, on the two remaining items of the Help Cities Lead's campaign, namely GHG requirements for existing buildings and building energy benchmarking. Additional information about each of the initiatives can be found at <https://www.helpcitieslead.ca/>

It is our hope that you would consider meeting with a delegation from Help Cities Lead for further discussion on these initiatives.

Sincerely,

Mayor of [BLANK]

CC

The Hon. Minister George Heyman, Minister of Environment and Climate Change Strategy, ENV.Minister@gov.bc.ca

The Hon. Josie Osborne, Minister of Municipal Affairs, MAH.Minister@gov.bc.ca

The Hon. Bruce Ralston, Minister of Energy, Mines, and Low Carbon Innovation, EMPR.Minister@gov.bc.ca

The Hon. David Eby, Attorney General and Minister responsible for Housing, AG.Minister@gov.bc.ca

The Hon. Selina Robinson, Minister of Finance, FIN.Minister@gov.bc.ca

January 18, 2021



Dear Mayor and Council,

We are writing on behalf of [PACE BC](#), a coalition of organizations working toward the adoption of Property Assessed Clean Energy (PACE) financing in British Columbia. You can learn more about [our vision for a third-party, province-wide BC PACE program here](#).

We are entering a critical window when it comes to tackling the climate crisis, and local governments are at the forefront of this endeavour. The building sector represents more than 30% of emissions in B.C. municipalities, and in order for cities to meet their community-wide emissions reduction targets over the coming decades, our existing building stock needs rapid decarbonization and extensive energy efficiency upgrades. However, currently only the most affluent of residents can afford alternative energy infrastructure or substantial energy efficiency retrofits, and high upfront costs still act as a major barrier to uptake at scale.

PACE programs allow property owners to borrow money they can invest into a broad spectrum of clean energy and resiliency improvements to their buildings. The loan is paid back on the owner's property tax bill, with the energy bill savings afforded by the improvements, often resulting in net gains for the property owner. While existing Canadian PACE programs have been piloted by municipalities and resulted in relatively limited uptake, American PACE programs have seen explosive results, financing hundreds¹ of thousands of successful projects and creating tens of thousands of great green jobs. These highly successful programs are typically administered by third-party, non-governmental organizations and financed by private capital. These features dramatically reduce the fiscal and administrative burdens of PACE on local governments, removing the need for municipalities to contribute any upfront capital, project management capacity, or long-term administrative staff to the programs.

A critical first step toward establishing a robust and thriving PACE financial sector in B.C. is the enactment of PACE-enabling legislation by the province of British Columbia. PACE BC is encouraging the province to pass legislation that ensures the program:

- ★ Is voluntary and opt-in for all parties
- ★ Allows for capital investment from the private sector
- ★ May be administered by third-party organizations

¹ <https://pacenation.us/pace-market-data/>

- ★ Makes PACE available for a broad spectrum of building level improvements including most energy efficiency and resiliency upgrades, and renewable energy projects
- ★ Is available for both residential and commercial property owners
- ★ Is available for retrofits and new construction
- ★ Makes financing available for 100% of the projects hard and soft costs
- ★ Ensures loans are tied to the property, and not the individual borrower, such that in the event of a property sale, remaining loan payments become transferable to the new owner.
- ★ Protects consumers from predatory practices

We are asking municipalities in B.C. to express their support for this win-win proposition by passing a resolution in support of PACE and sending a letter of support for province-wide, third party enabling legislation to the B.C. government. A sample resolution is pasted at the bottom of this letter. If you have any further questions about PACE BC, the attached resolution or next steps for moving it forward, please feel welcome to contact Katie Harrison, at katie@forceofnaturealliance.ca.

Together, we can bring B.C. municipalities one step closer to delivering a deep and swift reduction in carbon emissions that is required of all of us in order to achieve our climate goals over the coming decade.

Sincerely,

The PACE BC Steering Committee:

SUPPORT FOR PACE FROM MUNICIPAL GOVERNMENTS

Sample Resolution & Letter to Ministry

PART 1: DRAFT RESOLUTION

Support for PACE BC from Municipal Governments

WHEREAS [your local government] has shown itself to be a climate leader by [list steps you have taken or are taking];

WHEREAS retrofitting buildings across B.C. is crucial to reducing green-house gas (GHG) emissions and meeting our provincial climate targets;

WHEREAS upfront costs of retrofitting homes and businesses for climate resilience are cost prohibitive to many of our property owners, and Property Tax Assisted Clean Energy (PACE) lowers barriers to implementing GHG reductions, adding value to buildings and making them more desirable places to live or work;

WHEREAS PACE BC is working with interested municipalities *across B.C.* to assist in the establishment of a successful province-wide PACE program that meets the needs of residents and that local governments of all sizes can participate in with minimal start up costs or staff time;

WHEREAS PACE and the resulting ecosystem of retrofitting programs would create well-paying green jobs during a just recovery from the COVID-19 pandemic and a just transition away from fossil fuel infrastructure-related jobs;

THEREFORE, BE IT RESOLVED THAT [your local government] write a letter to the Ministry of Environment, the Minister of Energy, Mines and Low Carbon Innovation, the Minister of Municipal Affairs, Minister of Housing and PACE BC expressing support for B.C. Legislation enabling PACE by third-party administration and confirming [your community's] interest in having a PACE program when it becomes available in B.C.

PART 2: DRAFT LETTER OF SUPPORT

Dear Minister Osborne, Minister Heyman, Minister Ralston and Minister Eby,

During the council meeting of [Date], the [local government] passed the following resolution:

[Insert above resolution]

We are entering a critical window when it comes to addressing the climate crisis, and our province's aggressive new climate targets require us to reduce emissions by 40% over the next decade. The majority of B.C.'s residential and commercial building stock is not energy efficient, and accounts for a significant percentage of province-wide GHGs. The [Pembina Institute has calculated](#) that in order to meet our climate targets, British Columbians will need to retrofit 3% of our building stock — that's 30,000 homes, 17,000 apartment units, and 3 million square metres of commercial space — every year until 2050.

Climate change is the greatest challenge of our time, and though local governments are at the front lines, we do not have all the tools we need to meaningfully tackle mitigation or adaptation, let alone both at once. We know that building operations are one of the biggest drivers of emissions [not everyone is urban so I removed that reference]; however, the start up costs and staff time required to establish community-wide retrofit programs are prohibitive for local governments smaller than Vancouver, and even then such programs have not demonstrated extensive uptake in Canada. This means that retrofits and building GHG reductions are available solely to property owners who can access considerable upfront financing, thereby excluding the majority of our community.

PACE programs with third party administration and opt-in bylaws for local governments have been implemented in the United States since 2009, and have created hundreds of thousands of projects and clean local jobs. In the wake of COVID-19, we feel that PACE and the resulting ecosystem of retrofitting programs would give our economy a boost and provide a path toward a just transition away from fossil fuel infrastructure, all while complementing Clean BC and Resilient BC. It will also support the B.C. Poverty Reduction Strategy, as energy poverty is a major concern for B.C. residents, and those with the lowest incomes will be most impacted by more extreme temperatures, trying to keep their homes cool or warm.

Upfront cost is one of the most significant barriers to retrofitting and the installation of renewable energy options by citizens, businesses and institutions despite the fact that these investments will save property-owners money over the long term. PACE solves that problem by using an innovative financing instrument which permits building and land owners to upgrade their buildings with energy- and resource-saving retrofits, or install renewable energy systems, without putting any money down, and with the repayment of the financing done via an assessment on the building's property tax bill. The capital used to finance the PACE upgrades typically comes from private sources, such as insurance companies and pension funds, who are attracted by the long term secure investment PACE provides. This type of program is favoured compared to public funding in part because it is not subject to political will during changes in government. Therefore, the jobs provided and GHG reductions would not be affected by changes of elected decision-makers.

[Local government] requests that the British Columbia provincial government take immediate steps to enact PACE-enabling legislation as advocated for by PACE BC that ensures the program:

- ★ Is voluntary and opt-in for all parties
- ★ Allows for capital investment from the private sector
- ★ May be administered by third-party organizations
- ★ Makes PACE available for a broad spectrum of building level improvements including most energy efficiency and resiliency upgrades, and renewable energy projects

- ★ Is available for both residential and commercial property owners
- ★ Is available for retrofits and new construction
- ★ Makes financing available for 100% of the projects hard and soft costs
- ★ Ensures loans are tied to the property, and not the individual borrower, such that in the event of a property sale, remaining loan payments become transferable to the new owner.
- ★ Protects consumers from predatory practices

With gratitude,

[Mayor of your community or your Council]

HELP CITIES LEAD



Briefing Note: Help Cities Lead – Reducing Building Sector GHG Emissions

December 2020

Purpose

This note aims to update the provincial government on the benefits of, and support for, a suite of five policy actions that would empower local governments to more effectively reduce building-sector greenhouse gas (GHG) emissions and in turn help the province meet its 2030 climate target. Help Cities Lead, a new coalition of British Columbia local government representatives and non-governmental organizations, developed the policy suite. It encompasses five measures:

1. Home energy labelling;
2. Property Assessed Clean Energy (PACE) financing;
3. Regulating GHG emissions for new buildings;
4. Regulating GHG emissions for existing buildings; and
5. Building benchmarking and reporting.

We are pleased to note that directions to implement the first three of these measures were included in the ministerial mandate letters issued in November 2020. Help Cities Lead coalition members encourage the province to move as quickly as possible and in close consultation with local governments to develop and implement these measures. Help Cities Lead would also like the province to enable local governments to choose, when ready, to opt into the remaining two measures not addressed by the mandate letters.

Help Cities Lead coalition members believe all five of these measures would complement existing provincial government and utility goals and actions, and demonstrate the province's continued leadership and commitment on reducing building sector GHGs. We offer this briefing note as a companion summary for five additional notes, one addressing each of the above measures.

Background

Building-sector emissions account for about 11 per cent of British Columbia's total GHG inventory. This is the third-highest contributor following road transportation (27.1 per cent) and the oil and gas sector (17.6 per cent). At the local-government level,

emissions from existing buildings contribute between 40 and 60 per cent of community emissions.¹

British Columbia has long led the nation on policies to reduce building-sector energy use and GHG emissions. CleanBC moved the province further in this direction with its commitment to implement a net-zero energy-ready building standard by 2032 and a building upgrade standard by 2024. CleanBC also committed the province to explore building energy labelling options. These built-environment commitments, among others, prompted Efficiency Canada to rank the province at the top of its provincial scorecard in 2019.

A number of local governments have established ambitious targets to significantly reduce GHG emissions from their buildings. The province's success in achieving deep building-sector emissions reductions are directly linked to the success of local governments in achieving these targets. However, local governments are constrained in this regard; the tools they currently have available—information campaigns and incentives—will not achieve broad and deep energy and GHG reductions.

Key Considerations

Integration

As noted above, the Help Cities Lead policy suite consists of five policy measures. Recent Integral Group climate policy modelling shows that when implemented together, these five actions compliment and build upon one another to capture deep and broad reductions. This integrated policy approach is also consistent with how other leading jurisdictions are pursuing deep GHG emissions from their building sector.

For example, building benchmarking and home energy labelling would identify the degree and type of needed improvements, a GHG reduction requirement would provide building owners with the imperative to implement them, while PACE financing will help spread the cost of the upgrades over a longer period of time.

Recent Provincial Government direction to move forward on three of the five measures supported by Help Cities Lead coalition members – home energy labelling, PACE financing, and regulating GHG emissions for new buildings - is a strong start. However, given the fact that existing buildings will continue to make up the majority of GHG emissions from the building sector for decades to come, it is important for measures that will enable local governments to opt into requiring benchmarking for existing larger buildings and to regulate GHG emissions for existing buildings to be advanced alongside these. If adopted, the five measures will allow local governments to more effectively derive GHG savings from across the entire spectrum of the building sector: New and existing buildings; large Part 3 buildings and smaller Part 9 buildings; residential, commercial, and institutional.

¹ BC Climate Leaders. The Climate Leaders Playbook. Retrieved from: <https://bcclimateleaders.ca/playbook/the-big-moves/where-we-live-and-work>

Government should also continue with a host of other measures from all levels of government and utilities, including incentives, information campaigns, low-income programs, and other affordable and accessible financing options. In summary, the province can consider the Help Cities Lead policy suite as complimentary to its existing actions.

Climate Impact

New modeling completed by Integral Group for Help Cities Lead suggests the province's existing building policies will likely only reduce GHG emissions 16 per cent below 2007 levels by 2030, and reduce them just 21 per cent by 2050. The company then modelled all five of the Help Cities Lead measures and determined they would together reduce GHG emissions 33 per cent by 2030 and 63 percent by 2050. If the province is to achieve its 2030 and 2050 targets, it will need to take measures over and above the five being requested by Help Cities Lead, such as new incentives, increase the carbon tax, and/or reduce the cost of low-carbon fuels such as electricity.

Table 1: Modelled GHG reductions compared with the Province's 2030 and 2050 targets

	GHG Reductions Below 2007 Levels		
	Business as Usual (Modelled Results)	"Help Cities Lead" Policy Suite (Modelled Results)	Provincial Climate Goal
2030	16%	33%	40%
2050	21%	63%	80%

The results suggest that, when it comes to implementing these measures, time is of the essence. The sooner British Columbia local governments can adopt these kinds of initiatives, the sooner the province will land on a realistic path to achieve its building sector targets.

Local Government Authority

Many leading local governments recognize that they need to do more to achieve their building-sector targets, but current legislation does not enable them to do so. For example:

- The BC Energy Step Code does not allow local governments to directly regulate the level of GHG emissions permitted for new buildings nor does the province regulate emissions from new buildings.
- Local governments cannot regulate the level of GHG emissions permitted for existing buildings, and the province does not have immediate plans to regulate GHG emissions from existing buildings.
- Local governments cannot require mandatory home and building energy performance tracking and reporting—market information that is critical to property owners, potential buyers, and governments. (The province does not yet require building owners to collect and report this information.)
- Without enabling provincial legislation, local governments are extremely constrained in their ability to offer PACE financing to home and commercial property building owners; such financing reduces barriers to upgrading energy and climate performance.

To address the above, government will likely need to amend a number of charters, acts, and regulations, including the Community Charter, the Vancouver Charter, the Building Act Standard Regulation, and the Energy Efficiency Standards Regulation.

Cost to Government

Three of the five requested actions—authority to regulate GHG emissions of new buildings, authority to regulate GHG emissions of existing buildings, and enabling an effective PACE financing tool—represent virtually no incremental cost to the provincial government other than staff resources required to develop and implement the required legislative changes. Once enacted, the actual implementation of these measures will be the responsibility of the local governments that choose to adopt them.

The data collection, storage, and reporting requirements needed to administer home energy labelling and building benchmarking programs are essentially the same regardless of where in the province a program is run. It would therefore be more efficient and cost-effective to host these services through a central provincial platform rather than multiple local or regional ones. To ensure the broadest local-government participation, the province would ideally host and administer such a platform.

The level of resources, funding, and staffing needed to administer benchmarking and home labelling programs will largely depend on the number of properties that the government anticipates they will cover. Based on the experience of other jurisdictions, the number of in-house staff required to implement a program typically ranges between 1.5 to 4.0 full-time equivalent (FTE) personnel, depending on the size of the jurisdiction and complexity of program components. For example, the Province of Ontario has four dedicated staff working on its province-wide benchmarking program, while Washington DC has three staff on benchmarking and four on performance requirements. Program staffing levels can potentially be reduced after initial roll-out, though there will likely be a need for more hours during “high-traffic” periods prior to compliance deadlines.

Wherever possible, the province should work with local governments and other partnering organizations to establish program design and implementation supports to help ensure that all local governments across the province, regardless of their size and location, can take advantage of their new opt-in authorities to reduce GHG emissions from buildings.

Co-Benefits

If implemented, the Help Cities Lead policy suite could yield numerous co-benefits, including:

- Short- to medium- term economic stimulus and employment creation for building upgrades that would not have otherwise occurred. For example, recent research concluded that every dollar spent on the kinds of energy efficiency measures included in the Pan Canadian Framework will result in \$4 to \$7 in net GDP

impacts, and every \$1 million in program spending will lead to 30 job-years of full-time equivalent employment.²

- A boost to the province’s emerging low-carbon economy, provided by the activity of energy retrofits and any other government stimulus programs and incentives.
- Reduced risk of respiratory illness—specifically child asthma—in households that switch from fossil-fuel-based cooking to electricity.³
- Reduced operating costs for certain types of homes and buildings.
- Increased living and working comfort in older homes and buildings as a result of better insulation, multi-paned windows, reduced air leakage, and improved ventilation.
- Improved resilience and comfort during extreme heat and wildfire smoke events, due to the inherent space cooling capabilities of heat pumps combined with filters in ventilation systems needed in high-performance buildings.⁴

Societal Costs

In many cases, the energy savings and other benefits associated with building energy and GHG improvements will outweigh the costs of those improvements. However, given the historically low cost of natural gas, building owners considering a conversion from that fuel to electricity or some other form of low-carbon fuel could see energy costs increase or remain largely unchanged.

This is a serious concern that all levels of government will need to monitor and manage. For this reason, it is important to restate that the recommended five expanded local government authorities will need to continue to be integrated with a host of other measures from all levels of government and utilities—including incentives, information campaigns, low-income programs, and other affordable and accessible financing options.

Next Steps

Potential next steps for government include the following actions.

- Review the five corresponding briefing notes detailing each of the requested measures and actions.
- Arrange a meeting with a small Help Cities Lead delegation to meet with government to review the measures and establish a plan to develop them further. Government participants should include representatives from the ministries of Municipal Affairs, the Minister responsible for Housing, Energy, Mines and Low Carbon Innovation, Environment and Climate Change Strategy, and Finance.

² Dunsy Energy Consulting. “The Economic Impact of Improved Energy Efficiency in Canada.” 2018.

https://cleanenergycanada.org/wp-content/uploads/2018/04/TechnicalReport_EnergyEfficiency_20180403_FINAL.pdf

³ Zhu, R. et al. 2020. “Effects of Residential Gas Appliances on Indoor and Outdoor Air Quality and Public Health in California.” UCLA Fielding School of Public Health.

⁴ Future weather models completed by the Pacific Climate Impacts Consortium (PCIC) predict an increase in the number of heating degree days across the province as a result of intensifying climate change, in addition to increased wildfire risk. Buildings that upgrade to a high-efficiency electric heat pump space heating system will have a higher resilience to these conditions due to their space cooling capabilities. In addition to ensuring a year-round comfortable temperature, the potential for ongoing space conditioning will eliminate the need to ventilate with open windows during periods of unhealthy and hazardous outdoor air quality.

- Undertake an internal review and analysis of the requested measures to establish implementation options, and share these findings with key stakeholders for mutual consideration.
- Respond to the full list of “next steps” recommended from the complete set of five measure-specific briefing notes.

From: [Julia Martin](#) on behalf of [Administration Shared](#)
 Subject: ACRD - Around our Region Newsletter - February 2021
 Date: February 26, 2021 4:07:53 PM



Around our Region



Highlights from the Alberni-Clayoquot Regional District (ACRD) Board of Directors' Meetings - February 2021



FEBRUARY 10TH MEETING

ACRD OPEN & ELECTRONIC MEETINGS – COVID-19 PANDEMIC

With the extension of the Provincial Health Order on gatherings and events, the ACRD will continue to hold open Board and Committee meetings without members of the public in attendance in person until April 29, 2021. ACRD Meetings will continue to be conducted via Zoom videoconferencing and livestreamed on the ACRD website. The public have several ways to participate in ACRD open meetings. For more information on how to participate visit the website at www.acrd.bc.ca.

ACRD & SALVATION ARMY SIGN MOU

The Board approved entering into a Memorandum of Understanding with the Salvation Army, defining Emergency Support Service response roles they will undertake in the Alberni Valley. The MOU will the Salvation Army will formalize their involvement in the emergency program and recognize their contribution.

COVID-19 RESILIENCE INFRASTRUCTURE GRANT APPLICATIONS

The Board authorized submitting grant applications for two grants through the British Columbia – COVID-19 Resilience Infrastructure Stream (CVIRS) in the amount of \$140,000 for the extension of the Lakeshore Drive Pathway and \$32,500 for the construction of a pedestrian bridge within Evergreen Park.

FEBRUARY 24TH MEETING

PUBLIC CONSULTATION – 2021-2025 ACRD FINANCIAL PLAN

The Chief Financial Officer conducted a presentation on the draft 2021 to 2025 Alberni-Clayoquot Regional District Financial Plan. To view the plan, please visit <https://www.acrd.bc.ca/617>. If you have any questions or would like to provide input on the draft plan email budget@acrd.bc.ca.

AVICC RESOLUTION SUBMISSION – UNAUTHORIZED CAMPING.

The Board will forward the following resolution for consideration at the 2021 Association of Vancouver Island and Coastal Communities Convention:
 WHEREAS unauthorized camping has affected in negative ways residents, businesses, the environment and, in many cases, those experiencing homelessness throughout the province and significantly in and around Island and Coastal Communities for many years;
 WHEREAS the COVID-19 Pandemic has exacerbated the effects of and very significantly increased the occurrences of unauthorized camping;
 THEREFORE be it resolved that the Province prioritize working with local governments in understanding the effects on all parties and actively participate in mitigating those that are deleterious to the health and welfare of people, to the environment and to business.

UPCOMING MEETINGS – input on upcoming meetings may be emailed to: responses@acrd.bc.ca

West Coast Committee Meeting – Mar 3rd, 10:00 am; via Zoom
Committee-of-the-Whole (Illegal Camping) Meeting – Mar 3rd, 1:30 pm; via Zoom
Committee-of-the-Whole (with MLA Osborne) Meeting – Mar 5th, 1:00 pm; via Zoom
Budget Deliberations Meeting – Mar 10th, 10:00 am; via Zoom
Board of Directors – Mar 10th, 1:30 pm, followed by the **Regional Hospital District**; via Zoom
AVRA Advisory Committee Meeting – Mar 23rd, 1:30 pm; via Zoom
Board of Directors – Mar 24th, 1:30 pm; via Zoom

This is not the official minutes, but an information report summarizing the Regular Board of Directors Meeting. For more information visit the ACRD Website at www.acrd.bc.ca or contact the General Manager of Administrative Services at 250-720-2706 or e-mail ythomson@acrd.bc.ca.

Board of Directors

Chair: John Jack
(Huu-ay-aht First Nation)

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

Director Bob Beckett
(Electoral Area "A"
Bamfield)

Director Tanya Shannon
(Electoral Area "B"
Beaufort)

Director Kel Roberts
(Electoral Area "D"
Long Beach)

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

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

Mayor Sharie Minions
(City of Port Alberni)

Councillor Debbie Haggard
(City of Port Alberni)

Councillor Tom Stere
(District of Tofino)

Councillor Rachelle Cole
(District of Ucluelet)

Councillor Kirsten Johnsen
(Toquaht Nation)

Councillor Wilfred Cootes
(Uchucklesaht Tribe
Government)

Councillor Alan McCarthy
(Yuulu?il?at? Government)

Voyent Alert!

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Julia Martin

Administrative Assistant

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Email: jmartin@acrd.bc.ca



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STAFF REPORT TO COUNCIL

Council Meeting: MARCH 9, 2021
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: RICK GEDDES, FIRE CHIEF

FILE NO: 0810-03

SUBJECT: FIRE HALL FEASIBILITY STUDY

REPORT NO. 21-28

ATTACHMENT(S): APPENDIX # 1 – BUDGET PROPOSAL FROM LIBERTY CONSTRUCTION GROUP

RECOMMENDATION(S):

1. **THAT** Council approves entering into a sole-source service agreement with Liberty Construction Group, utilizing up to \$30,000 of Barkley Community Forest funds, to provide the services as described in the “Fire Hall Feasibility Study Services Budget Proposal” dated March 3, 2021.

PURPOSE:

The purpose of this report is to introduce discussion regarding the condition of the municipal firehall, and specifically the facility’s ability to satisfy the future needs of this community.

The first step in this process would be to engage a third-party consultant to conduct a feasibility study of the current firehall. The desired outcome of this study would be to provide information regarding the options of renovating the existing building versus the construction of a new facility.

The proposed study would include a review of the existing facility, preparation of a budget for the design and construction of the project, a conceptual block diagrammatic building design, a three-dimensional concept model, as well as a preliminary schedule for the work.

The study would make the fire hall upgrade project ready to move forward should Council wish to proceed with an alternate approval process or grant money become available for construction.

BACKGROUND:

The current firehall has several deficiencies requiring varying levels of attention. The most immediate need is a repair to the roof on the area where the old roof-top siren is mounted. This repair has been accounted for in the 2021 Fire and Emergency Services provisional budget.

This roof repair is part of a bigger picture which includes the need for a full roof replacement within the coming years.

Some of the deficiencies with the firehall include, but are not limited to:

- It is not built to post-disaster standards and would most likely not survive a moderate earthquake;
- There is no capacity to house larger apparatus which is required (ie: an aerial apparatus);

FIREHALL FEASIBILITY STUDY
MARCH 9 2021

- There is no fire suppression system;
- The current training room is not large enough to facilitate future growth of the department and the needs of an Emergency Operations Centre;
- There is no dedicated office space;
- There is not adequate means to dry fire hose after use. This takes a significant toll on the lifespan and reliability of fire hoses;
- There is no fire hydrant on site for refilling apparatus storage; and
- The current heating ventilation air conditioning (HVAC) system is neither adequate, nor cost effective. During days of sunlight, the training room is unbearably hot.

Liberty Construction Group was referred through conversation with other consulting firms, as they are considered subject matter experts in emergency services building design and construction.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

Staff time required for the initial fire hall report would consist of numerous phone calls, meetings, and emails as required.

FINANCIAL IMPLICATIONS:

The cost of enlisting Liberty Construction Group to provide a fire hall feasibility study will be \$22,447 (plus travel from the lower mainland). There would be no financial impact to taxpayers for this report if Barkley Community Forest Funds were utilized.

Immediately required roof repairs will cost approximately \$3,000. One quote for roof replacement has been submitted with a cost of \$42,000 before taxes.

POLICY OR LEGISLATIVE IMPACTS AND CONSIDERATIONS:

The District of Ucluelet's Procurement and Disposal Policy # 3-1200-5 (2019) indicates that an expense of this size (\$25,001 to \$75,000) would normally require a competitive bid process to be exercised. For this feasibility study, it is requested that sole-source purchase is made. A competitive bid process would then be utilized for the renovation to the facility or construction of a new facility, whichever option is chosen as a result of this proposed study.

OPTIONS REVIEW:

1. **THAT** Council approves entering into a sole-source service agreement with Liberty Construction Group, utilizing up to \$30,000 of Barkley Community Forest funds, to provide the services as described in the "Fire Hall Feasibility Study Services Budget Proposal" dated March 3, 2021. **(Recommended)**
2. **THAT** Council provides alternate direction to staff.

Respectfully submitted: Rick Geddes, Fire Chief



CONSTRUCTION GROUP

DISTRICT OF UCLUELET

Budget Proposal

Re: Fire Hall Feasibility Study Services

UCLUELET FIRE HALL RENOVATION OR NEW CONSTRUCTION PROJECT

March 3, 2021

Attention: Fire Chief Rick Geddes

Liberty Contract Management Inc.

Primary Contact:

Scott Zukiwsky
Vice President

E scott@lcmconstruction.ca
T (604) 534.3412

Secondary Contact:

Ken Zukiwsky, GSC
President

E ken@lcmconstruction.ca
T (604) 534.3412

www.libertyconstructiongroup.ca

#316 - 19292 60th Avenue, Surrey BC, V3S 3M2
Fire Hall Feasibility Study Rick Geddes, Fire Chief

Instagram: @libertyconstructiongroup



Introduction to Our Budget Proposal Submission

1.0

Cover Letter



Attention: Rick Geddes, Fire Chief

RE: LIBERTY CONTRACT MANAGEMENT – BUDGET PROPOSAL

FEASIBILITY FOR FIRE HALL RENOVATION OR NEW CONSTRUCTION PROJECT

Dear Fire Chief Rick Geddes,

The Liberty Team has reviewed the request and are pleased to submit our response. We are keenly interested in working on this project as it perfectly matches our company experience, interests, and schedule.

We understand that the District of Ucluelet is considering a Fire Hall Expansion Project. Your email mentioned that the project would be either a renovation or new build. We further understand the District is looking for someone to provide a feasibility study that would compare the two options and help the District to determine how to proceed with the potential project work. Your email asked if Liberty Construction Group would provide you with a budget for preparing such a report. We can do that and feel Liberty is qualified to do so while meeting or exceeding your expectations.

Liberty has successfully worked on the design and construction of more than 22 Emergency Services Buildings.

We facilitate, direct, and participate in all aspects of the project from “concept to completion” of construction. The work generally starts with pre-construction planning, conceptual design, budget preparation, scheduling, municipal approvals, detail design, permit acquisition, tendering and construction (plus many other detailed tasks in between). Our ability to cost-effectively manage construction projects has resulted in substantial cost savings to the Owner, without sacrifice to quality or function.

We thank you for the opportunity to provide this response and we hope that we will be able to work together on this exciting project! Please visit our website or social media for more information about who we are and what we do.

Sincerely,

Ken Zukiwsky, GSC, President | LIBERTY CONTRACT MANAGEMENT INC.

Liberty Contract Management Inc.

#316, 19292 - 60th Avenue Surrey, British Columbia, Canada V3S 3M2

tel 604.534.3412 www.libertyconstructiongroup.ca



Introduction to Liberty Contract Management

1.1

Company Foundation

Liberty Contract Management Inc. was established in 1998 by Ken Zukiwsky. Today Liberty has grown to be a family owned construction group of companies that provides construction services to the private and public sectors. The success of Liberty's growth is attributed to its core values of hard work, honesty, and teamwork. These values have attracted many repeat clients to Liberty. Prior to starting Liberty, Ken worked with major construction companies in the capacity of Estimator, Project Manager and Senior Executive Management.

Company Focus

The primary focus of Liberty Contract Management Inc. is providing integrated design and construction services. Liberty provides these services to the private and public sector for commercial, residential, and institutional projects. Each key member of our staff has in-depth knowledge and positive experience with various types of construction projects: single/ multi-family residential, building envelope restoration, affordable and seniors' housing, manufacturing, warehousing, fire halls, police buildings, aquatic centres, and light and heavy industrial. Liberty's broad range of experience in these varied sectors combined with up to date knowledge of emerging construction methods/technologies provides an advantageous, creative approach to building design and value engineering. This cross-sector design/construction approach brings a unique element to all of Liberty's projects. These innovative applications have been directed toward cost-effective constructability and sustainable features. This applied expertise has resulted in the delivery of quality built projects. In turn Liberty has formed strong client, consultant, and sub-trade relationships which has equated to positive testimonials and long-term client relationships.

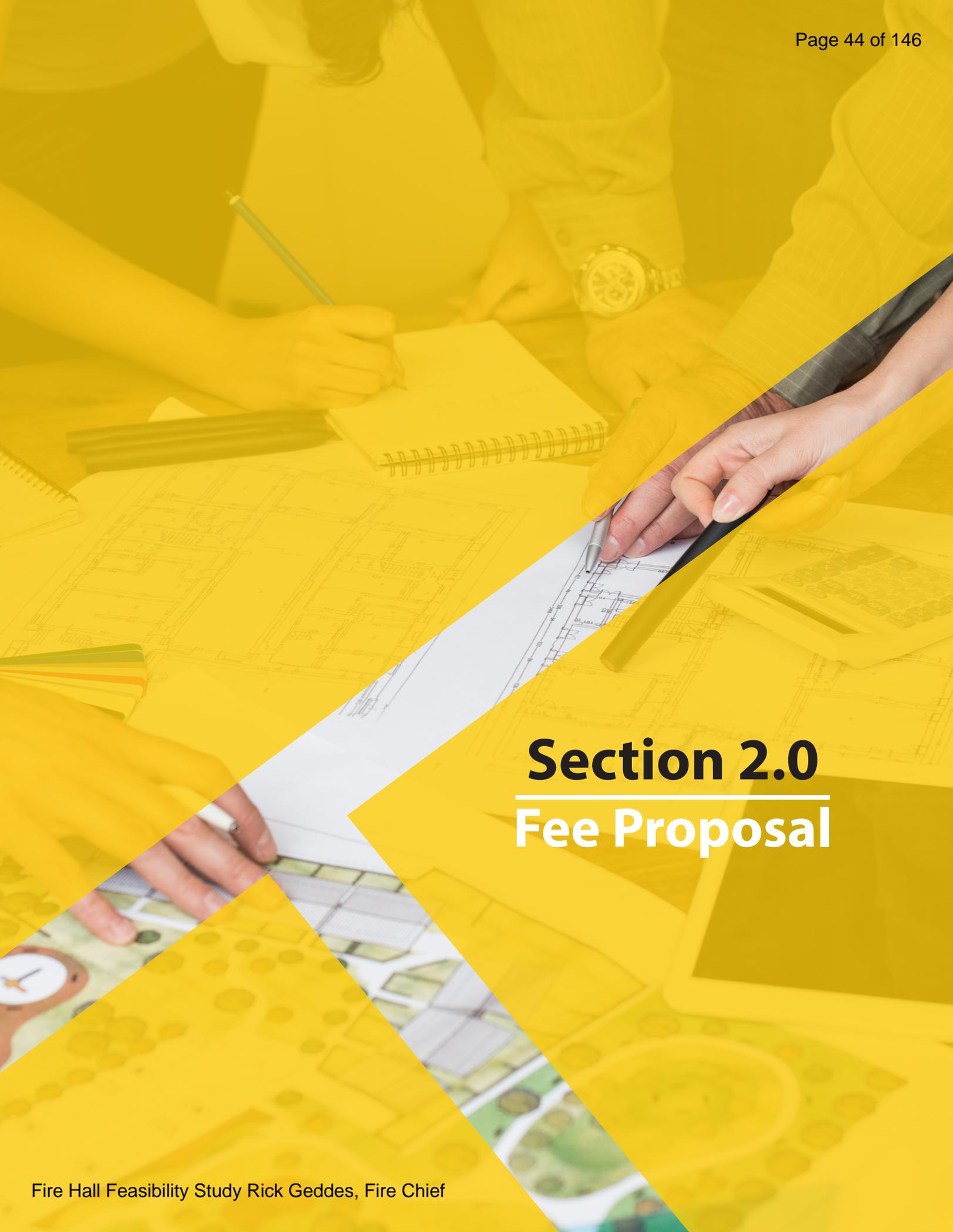
Liberty Contract Management Inc.

Liberty Shxw'ow/hamel Ventures

Liberty Building Envelopes Inc.

Liberty Steel Buildings Inc.

w w w . l i b e r t y c o n t r a c t m a n a g e m e n t . c o m



Section 2.0

Fee Proposal



2.1

FEE PROPOSAL

FEE DOCUMENTS

Proposed Project: Ucluelet Fire Hall Expansion

Request for Budget Proposal - Feasibility Study

To provide feasibility study services to compare a renovation of the existing building vs. a new build.

Deliverables:

Liberty Contract Management Inc. (LCM) will meet with the Fire Chief and Building Committee to determine the needs of the Fire Department regarding design and construction of a suitable Fire Hall.

Renovation and Addition

- Review the condition of the existing building.
- Prepare a program requirements summary and room adjacency diagram.
- Prepare a budget for the design and construction of the renovation and addition.
- Prepare a preliminary schedule for the work.

New Building

- Prepare a program requirements summary and room adjacency diagram.
- Prepare a conceptual block diagrammatic building design including a conceptual 3D building massing model.
- Prepare a budget for the design and construction of the new build.
- Prepare a preliminary schedule for the work.

Liberty proposes to provide the deliverables as noted above for a budget of \$22,447.00. If the District chooses to engage Liberty for this work, Liberty will prepare a formal document for acceptance by the District.

Not Included:

- Travel expenses. Minimum of two trips for two staff would be required.
- Professional consultants if deemed necessary for this preliminary report.
- GST

Terms & Conditions:

- 25% of fee to be paid as down payment upon engagement of Liberty.
- Balance payable in full upon providing the deliverables as noted above.

LIBERTY

Section 3.0
**Corporate Profile
& Experience**



CONSTRUCTION GROUP

3.1

CORPORATE PROFILE

INVOLVEMENT IN DESIGN AND CONSTRUCTION

Since incorporation in 1998, approximately 85% of Liberty's projects were delivered by Construction Management. Liberty has been a true Construction Management company. Today Liberty is able to successfully provide construction services through all contract delivery methods including general contracted work while meeting or exceeding owner expectations.

In many cases Liberty is engaged to provide project management/ construction management services from the pre-construction phases, through to final construction due to our team's expertise with Public Safety building projects. Our vast experience has taught us what works. Therefore we have adopted a 'building from the concept to completion' of construction approach to our projects. We fully understand the complexities of fire hall design and construction. Our team thoroughly enjoys being involved in each project at the earliest possible phase in order to provide our clients with the best possible value, service, and experience.

Liberty is also a member of the Fire Chief's Association of British Columbia (FCABC) and keeps well informed with the changing needs and demands of fire departments to deliver the highest quality of construction services to every client. For over 20 years Liberty representatives have been delegates of the Annual Fire Chief's Convention of BC. Through this channel, the Liberty team has maintained close connections with newly appointed chiefs, retirees, and up-and-coming chiefs.

The Liberty Team strives to achieve a higher level of building. Some of our current public safety projects include: The Village of Queen Charlotte Fire Hall.

Some of our recent pre-construction projects include: *Bowen Island Fire Hall and EOC, Otter Fire Hall No.7, View Royal Fire Hall, Peachland Fire Hall, Fort Nelson Public Safety Building.*

Liberty has worked on dozens of major municipal and private sector building projects of various types since 1998. We fully understand the complex issues of working with stakeholders, user groups, municipalities, non-profit societies, and the private sector. These issues include accountability for budget, schedule, quality control, usability, and facility maintenance.





CONSTRUCTION GROUP

3.1

CORPORATE PROFILE

INVOLVEMENT IN DESIGN AND CONSTRUCTION CONTINUED

Our commitment: Liberty is committed to utilizing local community sub-trades and labour personnel. It is our goal to support local suppliers and businesses to boost the economic growth of individual communities throughout BC. Our aim is also to play a key role in directing future generations toward careers in the construction industry. Our team continues to take an active role with respect to apprenticeship training and the development of young workers.

Liberty has also formed a strong relationship with the Shxw'owhamel First Nation and is dedicated to providing long-term support to indigenous communities.

Box (2)* below showcases some of our public safety and community infrastructure projects. Projects highlighted blue indicate construction works completed during full or partial occupancy.

Project Name	Location	Project Involvement	Size
Harbour Link Tenant Improvement	Delta, BC	Construction Manager	10,000 sf
Village of Queen Charlotte Fire Hall	Haida Gwaii, BC	Pre-Design/ Current Construction Manager	4600 sf
W.C. Blair Recreational Facility	Langley, BC	General Contractor (washroom addition and exterior envelope renovation)	-
Windebank Village BC Housing	Mission, BC	Current General Contractor	16 units
Bodwell Highschool	Vancouver, BC	Construction Manager	-
Mayne Island Fire Hall	Mayne Island, BC	Pre-Design/ Construction	9900 sf
Fort Langley Fire Hall	Fort Langley, BC	Pre-Design/ Construction	9500 sf
Murrayville Fire Hall	Murrayville, BC	Pre-Design/ Construction	18000 sf
Willoughby Fire Hall	Langley, BC	Pre-Design/ Construction	9500 sf
City of Langley Fire Hall	Langley, BC	Pre-Design/ Construction	18000 sf
Williams Lake Fire Hall	Williams Lake, BC	Construction Manager	18000 sf
North Delta Public Safety Building	Delta, BC	Pre-Design/ Construction	36000 sf
Glenayre Fire Hall	Port Moody, BC	Pre-Design/ Renovation Construction	5000 sf
Armstrong/Spallumcheen Fire Hall	Armstrong, BC	Pre-Design, Project Manager (major addition and renovation/ seismic upgrade)	10000 sf
Parksville Fire Hall	Parksville, BC	Pre-Design, Construction Manager, (major addition and renovation/ seismic upgrade)	12000 sf
Port Moody Police Station	Port Moody, BC	Pre-Design/ Construction	45000 sf
Ladysmith RCMP	Ladysmith, BC	Pre-Design/ Construction	9000 sf
Powell River Fire Hall	Powell River, BC	Project Manager	4000 sf
Norgate Fire Hall	Vancouver, BC	Pre-Design/ Construction	-
Naniamo RCMP	Naniamo, BC	Construction Manager, (major addition and renovation)	40,000 sf





CONSTRUCTION GROUP

PROJECT EXPERIENCE



Village of Queen Charlotte Fire Hall (Haida Gwaii)



PROJECT HIGHLIGHTS

Client

Village of Queen Charlotte

Date of Work

November 2019 - current work

Project Size

4,600 sf

Project Location

Haida Gwaii, BC

Project Manager

Tom Nielsen

Construction Type

New Construction

Construction Management

Steel structure, building envelope assembly, door and windows provided by Liberty Steel Buildings Inc.



More project information coming soon! . . .

Follow our social media channels for live progress updates!

The Village of Queen Charlotte Fire Hall provides emergency services to the community of Haida Gwaii. This post-disaster building is set in a unique location and is set to properly house the fire department and its volunteers on the island.



CONSTRUCTION GROUP



Armstrong/ Spallumcheen Fire Hall

PROJECT HIGHLIGHTS

Client

City of Armstrong
Township of Spallumcheen

Date of Work Completed

Pre-construction start: 2014
Construction completion: 2017

Project Size

10,000 Square Feet

Project Location

Armstrong, BC

Project Manager

Ken Zukiwsky

Construction Type

Addition, Renovation, and Seismic Upgrade

Contacts

Chris Pieper - **tel.** +1 250.546.3023
BERND Hermanski Architects
web. www.bhai.ca



THE GROUP TASKED TO COMPLETE THIS PROJECT WAS A JOY TO WORK ALONGSIDE. WHEN PROBLEMATIC UNFORESEEN STRUCTURAL ISSUES CAME TO THE FORE IN THIS OLD BUILDING, THE TEAM QUICKLY POSED SOLUTIONS IN ORDER TO PROVIDE THIS SMALL COMMUNITY A HIGH QUALITY BUILDING. //

- TODD ZUKIWSKY,
PROJECT COORDINATOR,
LIBERTY CONTRACT MANAGEMENT

The Armstrong and Spallumcheen Fire Hall Addition and Renovation Project transformed a once outdated fire hall into a high-functioning public service building that will train and protect the community for decades. The design combined new construction materials with the existing building while upgrading the existing structural components. The clean, functional design fits in with the commercial context while showing off the apparatus through fully glazed front bay doors. This fire hall project features main and second floor administration space, gym, hose/training tower, post disaster structure, and a complete kitchen with eating area and lounge space. The addition and major structural upgrades were completed during partial occupancy and operation of the Fire Hall.



CONSTRUCTION GROUP



PROJECT 3 EXPERIENCE

Parksville Fire Hall

PROJECT HIGHLIGHTS

Client

City of Parksville

Date of Work Completed

2012-2013

Project Size

12,000 Square Feet

Project Location

Parksville, BC

Project Manager

Cole Zukiwsky

Construction Type

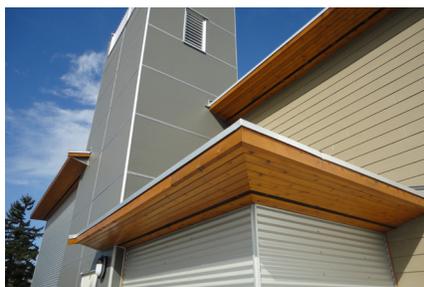
Addition, Renovation, and Seismic Upgrade

Delivery Method

Construction Management

Contact

Available upon request



THIS WAS A CHALLENGING ADDITION, RENOVATION, AND SEISMIC UPGRADE. HOWEVER, IT WAS A SUCCESS AND WE ALL ENJOYED A POSITIVE EXPERIENCE THROUGHOUT THE PROJECT!



- COLE ZUKIWSKY,
SENIOR PROJECT MANAGER,
LIBERTY CONTRACT MANAGEMENT

Liberty was engaged by the City of Parksville to undertake an extensive addition and renovation project, which included extensive renovation to the 12,000 square foot fire hall to deliver a modern west coast design. The work included removal and replacement of the complete building envelope and the construction of a major addition and interior renovation.

The project was completed on time and on budget.

COMMUNITY
CENTRE



Appendix A Client Testimonials



CONSTRUCTION GROUP

MR. ZUKIWSKY IS FIRM AND FAIR, REMAINS COOL AND IS VERY KNOWLEDGEABLE OF ALL ASPECTS OF THE PROJECT BE IT BUDGETS, SCHEDULE, ISSUES, OR DISPOSITION OF PAPER RELATED TO PRICING OR CHANGE ORDERS. THESE ATTRIBUTES TRANSLATE INTO A CONFIDENT SITE SUPERINTENDENT ABLE TO DISCHARGE HIS DUTIES DILIGENTLY AND EFFECTIVELY WITH THE SUB-CONTRACTORS. THE PROJECT IS ON TIME AND BUDGET, A PRODUCT OF ORGANIZATION, TEAMWORK AND POSITIVE DIRECTION DIRECTLY ATTRIBUTABLE TO THE CONSIDERABLE EFFORTS OF MR. ZUKIWSKY

- DENIS S. MATTHEWS, ADMINISTRATIVE COORDINATOR, CARITAL CONTINUING CARE SOCIETY

...WE WERE LUCKY TO HAVE SELECTED VERY COMPETENT LEADERSHIP FOR THE SUCCESSFUL COMPLETION OF THIS \$6,500,000 ENDEAVOR. BASED ON MY EXPERIENCE I WOULD HAVE NO HESITATION IS RECOMMENDING LIBERTY CONTRACT MANAGEMENT

-PETER J LAKE, WATER COMMISSION CHAIR, SALT SPRING ISLAND B.C., CAPITAL REGIONAL PARKS & RECREATION COMISSION, SALT SPRING ISLAND

LIBERTY WAS PARTICULARLY ADEPT AT DEALING WITH PLANNING AND BUILDING OFFICIALS. THE PROJECT WAS FAST TRACKED, SO MEETINGS WERE ARRANGED WITH ALL CONCERNED CIVIC DEPARTMENTS TO GET THEIR AGREEMENT TO MOVE THE PROJECT AHEAD QUICKLY. MULTIPLE BUILDING PERMITS AND PARTIAL OCCUPANCIES WERE REQUIRED AND LIBERTY WAS VERY GOOD AT COORDINATING CONSULTANTS AND BUILDING OFFICIALS. . . LIBERTY ENSURED THAT THERE WERE ADEQUATE QUALIFIED PERSONNEL INVOLVED IN EACH STAGE OF THE JOB IN ORDER TO MAKE A SUCCESS OF A VERY COMPLICATED PROJECT.

- DOUGLAS SCOTT, ARCHITECT

I WOULD LIKE TO PERSONALLY THANK YOU AND THE REST OF YOUR CONSTRUCTION TEAM FOR THEIR COMMITMENT AND CONTINUED EFFORTS WHILE WORKING WITH THE ARCHITECT, ENGINEERS, CITY OF SURREY AND US, AS OWNERS, ON THIS PROJECT AND CONSTRUCTING ONE OF THE MOST DISTINGUISHED BUILDINGS IN THE AREA . . . IT WOULD BE MY PLEASURE TO REFER LIBERTY CONTRACT MANAGEMENT INC. TO OTHER PARTIES AS WE HAVE BEEN EXTREMELY PLEASED WITH NOT ONLY THE QUALITY OF WORKMANSHIP, BUT ALSO LIBERTY'S ABILITY TO PROVIDE OUTSTANDING SERVICE AT A REASONABLE PRICE AND IN A TIMELY MANNER. ALL THESE QUALITIES ARE THE REASONS THIS PROJECT WAS A SUCCESS AND WE SINCERELY HAVE A BUILDING THAT WE ARE VERY PROUD OF.

-D. (DWAYNE) HUNKA, PRESIDENT, SIX POINTE PROPERTIES

WE INVITE YOU TO VISIT OUR WEBSITE AT WWW.LIBERTYCONTRACTMANAGEMENT.COM FOR FURTHER DETAIL ON OUR EXPERIENCE, EXPERTISE, ACCOMPLISHMENTS AND TESTIMONIALS. YOU MAY ALSO FOLLOW US ON INSTAGRAM FOR MORE DETAIL ABOUT SOME OF OUR PROJECTS: [@LIBERTYCONSTRUCTIONGROUP](https://www.instagram.com/LIBERTYCONSTRUCTIONGROUP)

Liberty Contract Management Inc.

#316, 19292 - 60th Avenue Surrey, British Columbia, Canada V3S 3M2

tel 604.534.3412 www.libertyconstructiongroup.ca

**District of Ucluelet
Council Grants-in-Aid Requests
2021**

	2021 Requests	2021 Actual	2020 Requests	2020 Actual
Army Navy & Air Force Veterans				
Clayoquot Biosphere Trust	1,000		1,000	1,000
Central Westcoast Forest Society	2,500		3,425	-
Food Bank on the Edge	2,000		2,000	2,000
Pacific Rim Arts Society			5,000	2,500
Pacific Rim Hospice Society	3,000		4,000	3,000
Pacific Rim Whale festival	1,500			
Paula Ross Dance Society				
Raincoast Education Society			4,860	2,000
Seaview Seniors' Housing Society			4,500	3,000
Surf Rider - Pacific Rim	2,500			
Ucluelet & Area Historical Society				
Ucluelet Chamber of Commerce				
Ucluelet Glee Club			-	
Ucluelet Junior Canadian Rangers			500	-
Ukee Public Market Society			2,500	2,000
USS \$500 discretionary				
USS \$500 scholarship	500		500	500
USS School trip				
West Coast Community Resources Society	2,500		5,000	2,000
Wild Pacific Trail Society			3,000	2,000
TOTAL GRANTS REQUESTED/APPROVED	15,500	20,000	36,285	20,000
Maximum Approved Grant Budget	20,000		20,000	
Over/(Under) Budget	(4,500)	-	16,285	-

Note:

The USS Scholarship request comes via letter in January. It does not denote an amount but Council usually approves \$500

**District of Ucluelet
In Kind Contributions
2021**

	2021 Requests	2021 Actual	2020 Requests	2020 Actual (granted)
Unspecified				
Ucluelet Chamber of Commerce	3,000		3,000	3,000
Facility Fees Waived or (in-kind)				
1st Ucluelet Scouts			1,300	1,300
Girl Guides of Canada	725		1,300	1,300
Food Bank on the Edge	350		410	410
Central Westcoast Forest Society			160	160
Pacific Rim Arts Society			2,500	2,500
Pacific Rim Whale Festival Society	2,000		1,000	1,000
Pacific Toastmasters	700		1,040	1,040
Paula Ross Dance Society	1,375			
Raincoast Education Society			1,000	1,000
Ucluelet & Area Childcare Society	37,660		30,348	30,348
Ucluelet & Area Historical Society	1,410		600	600
Ucluelet Chamber of Commerce			-	
Ucluelet Junior Canadian Rangers	725		1,170	1,170
Westcoast Community Resources Society	5,700		950	950
TOTALS	53,645	-	44,778	44,778
Maximum Approved Contributions Budget	45,640		45,640	
Over/(Under) Budget	8,005	-	(862)	44,778

Note:

Includes Chamber of Commerce contribution \$3000 for Co-op Parking Lot Lease



POLICY NUMBER: 5-1850-2

REFERENCE:

Grants In Aid & In-Kind Contributions

ADOPTED BY:

Council
 November 12, 2019

AMENDED DATE:

N/A

SUPERSEDES:

5-1850-1

DEPARTMENT:

Finance

EFFECTIVE DATE:

November 12, 2019

Policy Statement:

Page 1 of 3

The District of Ucluelet provides grants in aid to financially assist community groups, not-for-profit societies and organizations for a specific project. Council also provides in kind contributions towards rentals and leases of facilities owned/operated by the District. It is recognized these organizations are valuable in helping the District provide a community focus. Funding decisions will be made on a year to year basis and continuing support should not be anticipated.

1. Criteria:

Criteria for evaluating proposals for grants in aid and in-kind contributions will be as follows:

- a) Not-for-profit community organizations operating within the District of Ucluelet or which provide a social service to Ucluelet residents.
- b) It should be a goal of each organization to reduce the amount of financial support requested from the District of Ucluelet in each subsequent fiscal year.
- c) The signature on the application must be an authorized signatory and representative of the organization.
- d) Project must be completed within 12 months of receipt of the grant.
- e) Preference will be given to organizations based in Ucluelet or those that provide a social service to Ucluelet residents and where there is no overlapping service already existing.

2. Ineligible Proposals:

The following types of proposals are ineligible to receive grants in aid or in-kind contributions and will not be considered by Council:

- a) Proposals requesting funding for sports organizations for competition/travel expense.
- b) Monies to subsidize a commercial organization.



- c) Projects that duplicate projects, programs, services or events already provided within the District of Ucluelet.
- d) Assistance for the payment of property taxes or various programs or services legislated by other levels of government.
- e) Proposals for support of research activities, staff training or professional activities.
- f) Proposals from individuals.
- g) Proposals from groups that did not submit the required final report from grants received in previous years.

3. Application Procedure:

- a) Application forms are available online at www.ucluelet.ca or by emailing a request to finance@ucluelet.ca. Completed forms and all supporting documentation may be delivered to 200 Main Street, mailed to Box 999 Ucluelet BC, V0R 3A0 or submitted by email to finance@ucluelet.ca.
- b) All applications must be received by December 15 each year.
- c) Each application should include the following details:
 - the nature, goals and objectives;
 - the names of those involved and if applicable a list of the Board of Directors;
 - projected statement of revenue and expenses;
 - additional support the organization currently receives from the District of Ucluelet: permissive tax exemption; in-kind donations; waiving of rental fees; and
 - any additional funding sources;
 - amount of funding requested.

4. Grant & In-Kind Contribution Review Process:

- a) Applications will first be reviewed by the Finance Department to ensure each application is eligible and complete; no application will be considered if it is incomplete or if a previous grant was provided and the conditions of funding specified in this policy or by resolution of Council were not fully satisfied.
- b) Council will meet to review the applications prior to February 28 each year.
- c) At that meeting, applicants will be permitted 5 minutes to make a presentation to Council supporting their application.
- d) At a subsequent meeting, Council will make the final decision on the applications.
- e) The financial plan will be updated to reflect the total amount of grants and in-kind support to be provided by Grants in Aid and Council Contributions.
- f) Grant financial payments will be made prior to March 31 each year.
- g) Any in-kind support contribution will be communicated to the appropriate departments.



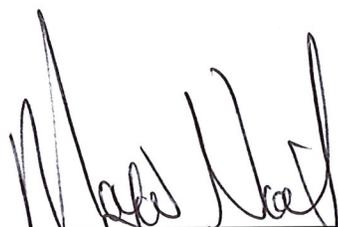
The Corporation of the District of Ucluelet

MUNICIPAL POLICY MANUAL

- h) Communication will be sent to all applicants by the Finance department advising them of Council's decision.
- i) A list of grant recipients will be posted in the annual statement of financial position (SOFI).

5. Conditions of Support:

- a) Funding must be used for the purpose requested. Any funds not used for the requested purpose must be returned to the District of Ucluelet.
- b) District of Ucluelet financial support must be acknowledged at the event or in all printed publicity material relating to the funded activity.
- c) A final report must be submitted to Council by February 28 of the following year including a financial summary of the project.



Mayor Mayco Noël
District of Ucluelet

GRANT-IN-AID APPLICATION FORMOrganization:

Name of Organization: Clayoquot Biosphere Trust Society		
Society Registration #: 870641727 RR0001	Contact Person: Faye Missar	Contact Person Position: Program Coordinator
Phone: 250-725-2219	Fax:	E-mail: faye@clayoquotbiosphere.org
Mailing Address: PO Box 67, Tofino, BC, V0R 2Z0		

Organization Type:	<input checked="" type="checkbox"/> Health/Social Services <input type="checkbox"/> Tourism/Economic Development <input checked="" type="checkbox"/> Youth Services <input checked="" type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Recreation <input checked="" type="checkbox"/> Other: Ecosystem health
Purpose of Organization: See Attached Document	
Organization's Objectives (attach additional information if available): See Attached.	
Nature of Services Provided by Organization: See Attached.	
How many people do you expect to serve by this Grant Application? Directly: 10 Indirectly: up to 100	Who are the people to benefit from your activity or functions? Youth aged 12-30 yrs who reside in the Clayoquot Biosphere region.

Grant:

Grant-in-aid Amount Requested:	\$ 1,000.00
--------------------------------	-------------

Activity or Functions to be Supported by this Grant Application: See Attached

Implications for the Organization if this Grant is not approved:

If this grant is not approved it will mean that less funding will be provided to local youth to spearhead community projects.

Declaration: On behalf of the organization, I hereby declare that the information included in this application is true and correct to the best of my knowledge.

Signature:	
Position\Title:	Faye Missar
Date of Application:	December 7, 2020

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	

Purpose of Organization:

1. to conduct and support research, education and programs which advance conservation and the understanding of natural processes in the marine and terrestrial ecosystems in the Clayoquot Sound Biosphere Region; and
2. to conduct and support research, education and programs in the local communities and First Nations

Organization's Objectives

1. Increase engagement in regional planning and decision-making for healthy communities and ecosystems
2. Enhance mutual understanding and collaboration among communities and organizations for biodiversity conservation, sustainable development, and reconciliation
3. Co-create and promote knowledge and data to support public understanding about complex social and ecological system relationships

Nature of Services Provided by Organization:

- Facilitating and coordinating healthy community and ecosystem initiatives (West Coast N.E.S.T., Eat West Coast, Leadership Vancouver Island, Coastal Family Resource Coalition).
- Empowering youth (field trip funding, education awards, youth grants)
- Co-leading sustainability research, education, and training (Living wage calculation, Vital Signs, Remote Listening Station, university field school courses).

Activity or Functions to be Supported by this Grant Application:

The CBT would like to continue to provide small "youth action grants" (\$50-\$500) to local youth (aged 12-30 years) to support youth-led community projects that promote social belonging, connectedness, empowerment, and leadership for youth in our region. The percentage of youth in our region who feel as if they belong in their community has dropped from 74% in 2016 to 65% in 2018, and the percentage of youth who are able to participate in activities that bring them happiness dropped from 93% in 2016 to 83% in 2018 (CBT Vital Signs, 2018). Further, 66% of youth feel as if they don't have a say in how their community is run (up from 55% in 2014). A lack of activities and opportunities is the top answer given by local youth when asked what they dislike about living on the west coast. In December 2019, we hosted a Youth Vital Conversation for approx. 50 youth from USS and MSS (Ahousaht) who came together at Tin Wis to discuss how to make our region a better place to grow up. They shared thoughts on quality education, recreation, transportation, and community health. At the event the youth made it clear that they need more leadership opportunities and programs that support personal growth and skills development. Youth Action Grants is

one strategy that can support capacity building for youth.



GRANT-IN-AID/IN-KIND CONTRIBUTION APPLICATION FORM

Name of Organization: Central Westcoast Forest Society		
Society Registration #: 8903 6358 RR0001	Contact Person: Mandala Smulders	Contact Person Position: Director of Operations
Phone: 250-726-2424	Fax: n/a	E-mail: mandala@clayoquot.org
Mailing Address: PO Box 641, Ucluelet, BC, V0R 3A0		

NOTE: Field space is limited. If you need more space, please attach in a separate document.

Organization Type:	
<input type="checkbox"/> Health/Social Services <input type="checkbox"/> Tourism/Economic Development <input type="checkbox"/> Youth Services <input type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Recreation <input checked="" type="checkbox"/> Other:	
Purpose of Organization: Conservation of wild fish:restoration, research, education, monitoring	
Organization's Objectives (attach additional information if available): CWFS strives to conserve wild fish populations and offer community engagement through habitat restoration, education, research + monitoring and employment for all 7 communities within the Clayoquot and Barkley Sound region.	
Nature of Services Provided by Organization: 1)Restore forest + stream ecosystems that have been negatively impacted by human activity 2)Enhance aquatic + terrestrial habitat management through research +monitoring projects 3)Engage community through education+employment	
How many people do you expect to serve by this Application? All 7 communities within the Clayoquot and Barkley Sound region + the +/-600,000 visitors to the area every year. (cited: https://tourismtofino.com/wp-content/uploads/2019/05/Economic-Impact-of-Tourism-in-Tofino-2018-4Mar201)	Who are the people to benefit from your activity or functions? All 7 communities within the Clayoquot and Barkley Sound region (jobs + skills building + education) + the visitors to the area every year (education)

Activity or Functions to be Supported by this application (if applying for an In-Kind contribution such as providing meeting space please provide preferred details. ie how many times/hrs per month/location etc):

Funds will facilitate development & ongoing support of an interpretive room at CWFS headquarters. A space that will offer educational public engagement on historical, cultural and environmental development in relation to the conservation work that CWFS has offered and continues to offer in Clayoquot and Barkley Sound region

Implications for the Organization if this application is not approved.
Would the project occur if partial funds were awarded?

The project would commence but not receiving these funds will require that we pair down the overall scope for the project. This could impact feasibility of spatial development, procurement of signage and educational materials, funding employment to run the space and public outreach initiatives.

Grant-In-aid Amount Requested: | \$ **2500**
(not applicable to In-Kind requests)

Declaration: On behalf of the organization, I hereby declare that the information included in this application is true and correct to the best of my knowledge.

Signature:	
Position\Title:	Director of Operations
Date of Application:	December 14th, 2020

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	


UCLUELET
**GRANT-IN-AID/IN-KIND CONTRIBUTION
APPLICATION FORM**

Name of Organization: Food Bank on the Edge		
Society Registration #: 884556911-RR001	Contact Person: Barbara Millar	Contact Person Position: Treasurer
Phone: [REDACTED]	Fax: n/a	E-mail: foodbankedge@gmail.com
Mailing Address: Box 1146, Ucluelet BC, V0R 3A0		

NOTE: Field space is limited. If you need more space, please attach in a separate document.

Organization Type:	
<input checked="" type="checkbox"/> Health/Social Services <input type="checkbox"/> Tourism/Economic Development <input type="checkbox"/> Youth Services <input type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Recreation <input type="checkbox"/> Other:	
Purpose of Organization: Please see attached	
Organization's Objectives (attach additional information if available): -To do all such things as are incidental or conducive to the attainment of the purpose of our organization (operation of a food bank for the residents of the West Coast of Vancouver Island in need of assistance)	
Nature of Services Provided by Organization: -weekly hamper distribution to each client (one full hamper/one top-up per month) -delivery of hampers in partnership with WCRS -Annual Christmas Hampers -financial support for other community food programs	
How many people do you expect to serve by this Application?	Who are the people to benefit from your activity or functions?
- see attached	see attached

Activity or Functions to be Supported by this application (if applying for an In-Kind contribution such as providing meeting space please provide preferred details. ie how many times/hrs per month/location etc):

The GIA would be used to purchase food when donated food items are depleted. FBOTE is supported by food donations from the community; however most items are donated in December.

Request an In-Kind Contribution of the use of the UCC main hall for one day in Dec 2021 to assemble the Christmas hampers

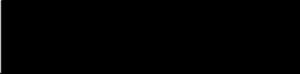
Implications for the Organization if this application is not approved.
Would the project occur if partial funds were awarded?

We will continue to offer monthly hampers and monthly top-ups to our clients as our first priority.

We would re-evaluate our support to the community in other areas if funding was reduced.

Grant-In-aid Amount Requested: <i>(not applicable to In-Kind requests)</i>	\$ 2,000.00
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Declaration: On behalf of the organization, I hereby declare that the information included in this application is true and correct to the best of my knowledge.

Signature:	
Position\Title:	Treasurer
Date of Application:	Dec 14/20

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	



District of Ucluelet Grant-In-Aid Contribution Application Form Additional Information

Organization's Objectives: (continued)

- 2) to offer services in conjunction with those of Food Banks BC from time to time
- 3) to work toward our goal of reducing food insecurity on the west coast of Vancouver Island

Nature of the Services Provided by Organization: (continued)

-Financial support of food programs in our community: West Coast Resource Society weekly luncheon and yearly Christmas lunch; breakfast club at Ucluelet Elementary School (UES), snack program at UES; breakfast club at Ucluelet Secondary School (USS), Homework Club (USS), Resource Room snack support (USS)

-Coordinate with other agencies to ensure our clients are receiving all the resources and help available on the West Coast

How Many People do you expect to serve by this application?

FBOTE provides an average of 60 individual hampers, 40 family hampers, and 50 top up hampers per month.

Who are the people to benefit from your activity or functions?

-All registered food bank clients in Ucluelet, Tofino and the five surrounding Indigenous Communities.

-Any student of the USS or UES who attends any of the programs listed under services above

-Any community member who accesses the weekly community lunch at the West Coast Community Resource Centre.

Additional Grant application information per policy

Board Members

President – Cris Martin

Vice-President – Leslie Anderson

Treasurer – Barbara Millar

Secretary – Laurie Bird
Director - Tierney Schvienk

Other grants and donations:

We receive money from individuals, businesses, and other organizations; fund-raising activities; returnable bottle returns; and coin jars, and financial support from Food Banks BC.

-FBOTE receives a permissive tax exemption each year.

-District of Ucluelet has waived the fee for use of the UAC hall for the Christmas hamper assembly in previous years, and for the UCC for 2020

Please note:

-FBOTE does not have paid employees; all work is carried out by our amazing group of volunteers and our five board members.

*We acknowledge the District's grant-in-aid request to reduce the amount of financial support requested from the District in each subsequent application. However, we request council's consideration of our request for the same amount as in past years as this grant will support year-round services of the Food Bank rather than a one-time project.

Declaration

On behalf of the organization, I hereby declare that the information included in this application is true and correct to the best of my knowledge.

Signature



Name. Barbara Millar

Position Treasurer

Date December 14, 2020

**Food Bank on The Edge
BUDGET PROJECTION 2020-2021**

REVENUE**Donations**

Tax Received Gifts	7,000.00	
Donations - Government	51,000.00	Provincial/ Federal COVID relief
Donations - Business	2,000.00	
Donations - Individuals	6,000.00	
Donations - Christmas Hamper	10,000.00	
Donations -Other	13,000.00	
Donations - Bottles	4,000.00	
Donation Jars	2,000.00	
Grants Received	3,000.00	DoU/ CBT
Total Donations	<u>98,000.00</u>	

Other Revenue

Interest & Dividends Revenue	1,622.33
Patronage Refund	971.52
Total Other Revenue	<u>2,593.85</u>

TOTAL REVENUE 100,593.85

EXPENSE**Depreciation**

Depreciation	3,650.48
Total Depreciation	<u>3,650.48</u>

General & Administrative Expenses

Accounting & Legal	1,405.00
Advertising & Promotions	200.00
Business Fees & Licenses	150.00
Fundraising expense	0.00
Groceries	55,000.00
Christmas Hamper - Groceries	10,000.00
School	3,000.00
Volunteer Appreciation	1,000.00
Insurance	2,337.00
Interest & Bank Charges	17.50
Office Supplies	2,000.00
Repair & Maintenance	3,500.00
Small tools & supplies	1,500.00
Telephone And Internet	2,500.00
Travel & Workshops	500.00
Utilities	2,200.00
Grants (WCRS)	2,000.00
Total General & Admin. Expenses	<u>87,309.50</u>
TOTAL EXPENSE	<u>90,959.98</u>
NET INCOME	<u>9,633.87</u>



DISTRICT OF
UCLUELET

GRANT-IN-AID/IN-KIND CONTRIBUTION APPLICATION FORM

Name of Organization: Pacific Rim Hospice Society		
Society Registration #: 89192 4771 RR 0001	Contact Person: Tarni Jacobsen	Contact Person Position: Tarni Jacobsen
Phone: 2507251240	Fax: 2507251240	E-mail: ed@pacificirimhospice.ca
Mailing Address: 240 Neill St. PO Box 7 Tofino BC V0R 2Z0		

Organization Type:	
<input checked="" type="checkbox"/> Health/Social Services <input type="checkbox"/> Tourism/Economic Development <input type="checkbox"/> Youth Services <input type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Recreation <input type="checkbox"/> Other:	
Purpose of Organization: To enhance the quality of life for individuals and families in the Pacific Rim region during illness, injury, death and grief through education and compassionate care.	
Organization's Objectives (attach additional information if available):	
To provide social, emotional, spiritual and educational support for individuals across the lifespan.	
All services are no cost.	
Supporting community members in all ten west coast communities.	
Nature of Services Provided by Organization:	
Grief and Loss counselling and support to children, youth and adults.	
Grief support groups to youth and adults.	
Support to individuals who are dying and their families.	
Companioning isolated and frail seniors, social programs for seniors.	
Education.	
How many people do you expect to serve by this Application?	Who are the people to benefit from your activity or functions?
30 youth directly 120 indirectly	10 + youth - eight-week Peer Mentoring Program (prog. plan and facilitation)
	20 youth counselling with Registered Clinical Counsellor at Ucluelet SS.

Activity or Functions to be Supported by this application (if applying for an In-Kind contribution such as providing meeting space please provide preferred details. ie how many times/hrs per month/location etc):

Peer Mentoring Program for youth in region (virtual)

Program planning and implementation in spring 2021.

10 + youth participate in eight-week Peer Mentoring Program

And,

Registered clinical Counsellor, Tara Souch providing grief and wellness counselling one to one to youth at Ucluelet Secondary School - up to 20 youth x 6 one hour sessions.

Implications for the Organization if this application is not approved.
Would the project occur if partial funds were awarded?

This project will move forward and we will find alternative funding.

Grant-In-aid Amount Requested: <i>(not applicable to In-Kind requests)</i>	\$ 3,000.00
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Declaration: On behalf of the organization, I hereby declare that the information included in this application is true and correct to the best of my knowledge.

Signature:	Tarni Jacobsen
Position\Title:	Executive Director
Date of Application:	2020-12-15

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	



GRANT-IN-AID/IN-KIND CONTRIBUTION APPLICATION FORM

Name of Organization: Pacific Rim Whale Festival Society		
Society Registration #: S-0048474	Contact Person: Laurie Filgiano	Contact Person Position: Director at Large
Phone: [REDACTED]	Fax:	E-mail: whalefest.coordinator@gmail.com
Mailing Address: Box 955, Ucluelet, BC, V0R 3A0		

NOTE: Field space is limited. If you need more space, please attach in a separate document.

Organization Type:	
<input type="checkbox"/> Health/Social Services <input type="checkbox"/> Tourism/Economic Development <input type="checkbox"/> Youth Services <input checked="" type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Recreation <input type="checkbox"/> Other:	
Purpose of Organization: Inspire, Educate and Entertain	
Organization's Objectives (attach additional information if available): To inspire, educate & entertain locals & visitors throughout our region during Spring Break each March. 2020 will mark the festival's 33rd annual event. We celebrate the spring migration of the Grey Whales as 25,000 pass by our shore each March. We celebrate the beginning of spring & share our West Coast traditions & way of life with each other & our visitors. The festival consists of many educational presentations, hands-on displays, culinary events, kids activities, musical events and more.	
Nature of Services Provided by Organization: A focus on educational speakers & bringing awareness to coastal issues in addition to Maritime Kids Days with performers. culinary events, whale watching support, First Nations cultural events, performers, a parade, family events & fund-raising partnerships. The Whale Festival is one of several marketing tools to showcase the area to our visitors & we do market broadly to bring visitors to the West Coast. Our attendance increases each year.	
How many people do you expect to serve by this Application? Approximately 3,000 in 2021	Who are the people to benefit from your activity or functions? Local businesses benefit by the increased visitor traffic in a shoulder season, brought in by the festival's marketing. Visitors & their families benefit from lots of activities to choose from that are relatively free (\$5 for all button events), and locals benefit with activities for them & their families over spring break.

Activity or Functions to be Supported by this application (if applying for an In-Kind contribution such as providing meeting space please provide preferred details. ie how many times/hrs per month/location etc):

This year's festival will look a bit different, but we know it's possible to offer both in person and virtual events to celebrate.

We are requesting \$1,500 to help support parts of this festival that will require to move to a virtual platform. We will be offering virtual speakers, self-led scavenger hunts, pre-recorded whale watching tours, and more, which will require videographers, equipment and software. These funds will help us organize some out-of-the-box solutions to hosting a festival during COVID times.

In-kind grant: COVID dependent, we are asking for the use of UCC rooms at no charge for events during the 2021 festival.

Implications for the Organization if this application is not approved.
Would the project occur if partial funds were awarded?

Hosting a Whale Festival with some virtual presence, will be a great way to bring back the whale festival since the last successful festival in 2018. It will be an opportunity for previous Whale Festival attendees to be inspired, educated and look forward to their next return to the coast.

It will also be a great community support and chance for the Whale Festival to reconnect with the community.

We will find a way to make this festival happen in 2021 and the support of a grant-in-aid would help set us up for success. We will be able to move forward with partial funding, but hope you will consider our full request.

Grant-In-aid Amount Requested: <i>(not applicable to In-Kind requests)</i>	\$ 1,500
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Declaration: On behalf of the organization, I hereby declare that the information included in this application is true and correct to the best of my knowledge.

Signature:	
Position\Title:	Director at Large
Date of Application:	Dec 14 2020

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	



GRANT-IN-AID APPLICATION FORM

POLICY STATEMENT:

The Applicant for a Grant-In-Aid shall generally comply with the following policy:

Eligibility

The primary purpose for a grant-in-aid is to provide one-time financial assistance to a non-profit organization for a specific project. Grants are considered on a year-to-year basis and continuing support should not be anticipated.

Application

All grant-in-aid applications shall be submitted, in writing, **prior to the third Friday in September**, to the District Office for consideration of inclusion within the following year's Budget.

The application should include the previous year's financial statements if available and a budget for the period for which funds are being sought. Please attach any additional information your organization feels will support this application.

Submit the application form by e-mail or regular post:

Attn: Chief Financial Officer
District of Ucluelet
PO Box 999
Ucluelet, B.C. V0R 3A0
info@ucluelet.ca

Criteria

1. The organization must provide a social enrichment service to the District of Ucluelet.
2. The organization must be local in nature, in that the grant requested is for a specific service to the residents of the District of Ucluelet.
3. The organization must be non-profit and provide a budget for its operation noting any other sources of funds and stating specifically the grant request for the District. Is the organization applying elsewhere for grants? If so, from where?
4. The organization will submit a report within a reasonable time after the grant has been received as to how the funds were expended.
5. The District will not grant monies to a subsidized or commercial organization.
6. The organization must demonstrate that the service provided does fill a need in the community, and that there is no overlapping services already existing.
7. Grants will not be provided for sports organizations for competition/travel expense.

GRANT-IN-AID APPLICATION FORMOrganization:

Name of Organization: Surfrider Pacific Rim		
Society Registration #: 805979424RR0001	Contact Person: Lilly Woodbury	Contact Person Position: Chapter Manager
Phone: [REDACTED]	Fax:	E-mail: lwoodbury@canada.surfrider.org
Mailing Address: 1084 Pacific Rim Highway, PO Box 1459		

Organization Type:	
<input type="checkbox"/> Health/Social Services <input type="checkbox"/> Tourism/Economic Development <input type="checkbox"/> Youth Services <input type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Recreation <input checked="" type="checkbox"/> Other: Environmental services	
Purpose of Organization: See Attached.	
Organization's Objectives (attach additional information if available): See Attached.	
Nature of Services Provided by Organization: See Attached.	
<hr/> <hr/> <hr/>	
How many people do you expect to serve by this Grant Application? 2000 residents plus all visitors	Who are the people to benefit from your activity or functions? See Attached
	<hr/> <hr/> <hr/>

Grant:

Grant-in-aid Amount Requested:	\$ 2500.00
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Activity or Functions to be Supported by this Grant Application:
See Attached.

Implications for the Organization if this Grant is not approved:
No installation of beach clean signage in the District of Ucluelet until we can secure funding to support this.

Declaration: On behalf of the organization, I hereby declare that the information included in this application is true and correct to the best of my knowledge.

Signature:	
Position\Title:	Chapter Manager
Date of Application:	September 17th, 2020

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	

District of Ucluelet 2021 Grants in Aid
Surfrider Pacific Rim Application

Purpose of Organization:

Our mission is the protection and enjoyment of the ocean, beaches and waves for all people, which is enacted through a powerful activist network.

Organization's Objectives

Surfrider Pacific Rim's current objectives involve reducing and eliminating single-use plastics, implementing progressive waste management practices, working with businesses in shifting to a circular economy, educating youth about coastal stewardship, and removing debris from local and remote shorelines - which provides data for all of the aforementioned objectives. Ultimately, through our programs and campaigns, we are working to address the root of the plastics crisis and make cleanups obsolete. Please see our website for more information and a breakdown for every campaign and program.

Services Provided by Organization:

Surfrider Pacific Rim's services are both environmental and social in nature; to address our unique environmental challenges, we collaborate across sectors to create systemic change. We provide environmental education to the Ucluelet Secondary School, teaching students about plastic pollution and how they can address this issue and become ocean stewards. We also work with businesses across the Pacific Rim to eliminate plastics, and since 2016 we have eliminated plastic straws, bags, polystyrene containers and, now, plastic cutlery.

Through our Ocean Friendly Business Campaign, we register 15 new businesses in Tofino and Ucluelet each year as Ocean Friendly, by assisting them in transforming their current operations to eliminate unnecessary plastics, divert waste from landfill, and adopt regenerative practices. Resources, innovative ideas, and best practices developed through this campaign are shared with the entire business community in the Pacific Rim. In 2020, 20 new forms of plastic products and packaging were eliminated across 15 businesses.

We also work with the District of Ucluelet and District of Tofino in supporting their Single-Use Item Regulation Bylaws, which includes building community compliance, engaging and educating the community around changes, as well as consulting and supporting businesses. Since 2016, we have led over 120 cleanups, and removed over 50 tonnes of marine debris from Tofino, Ucluelet and the surrounding regions through our Love Your Beach Clean Program.

Through our Hold On To Your Butt Campaign, we recycle cigarette butts in Tofino and Ucluelet - keeping them out of the landfill and marine environment. Since 2017, we've recycled 925K butts. Through our Wetsuit Reincarnation Program, we recycle wetsuits, and

we've now solidified a new local partner to work with on this initiative. Since 2016, we've recycled 5 tonnes of wetsuits. We're currently working to eliminate plastic and bioplastic cutlery on the west coast through our Cut the Cutlery Campaign, as well as eliminate plastic water bottles 1.5 L and under through our Take Back the Tap Campaign.

How many people do you expect to serve by this Grant Application?

2000 residents plus all visitors.

Who are the people that benefit from your activity or functions?

Our work aims to benefit residing in the Pacific Rim, as we all require a healthy environment that's free from pollutants in order for all aspects of our wellbeing to thrive. Plastic pollution has become one of the most substantial threats to the health of the world's coastlines and ocean, with 8 million tonnes of plastic entering the oceans annually. Eighty percent of this pollution is coming from land based sources, including litter and improperly managed waste. With this in mind, we're the only organization working to address plastic pollution, waste education and waste diversion on the west coast, and, with this, the sole organization leading the way on shifting to a localized circular economy on the coast. Youth, First Nations, individuals and businesses all benefit from our activities and the thousands of volunteer hours provided by this Chapter for the betterment of Ucluelet and the west coast.

As travellers visit the coast to enjoy a clean and beautiful setting, our work also vastly benefits the growing tourism industry on the west coast, especially as tourists cite beaches as their number one reason for visiting.

Activity or Functions to be Supported by this Grant Application

We are applying for funding to install beach clean signage at beach entrances within the District of Ucluelet. We have already created this signage, the design was completed by artist Claire Watson, which was funded by the District of Tofino and Jamie's Whaling Station. So, we just need to amend the signage to change the logos, including adding on the DoU logo. We'll also be amending the sign design to include information about the Marine Debris Tracker app, which we use to log marine debris and litter data, and advocate for people to use to log their data which supports our campaign efforts. The signage instructs visitors to do a "#5minutebeachclean" every time they visit, packing out what they pack in, and leaving the cleaner better than how they found it. Through this tactic, we're working to create self cleaning beaches with the motivation of using the data to create regulatory change.

The funding will allow us to amend the signage (attached) as well as support the costs for printing and installing the signs, which we would love in-kind support from the District of Ucluelet on. The funding will also cover the staff time required to manage and execute this project.

This project is essential for creating “self-cleaning” beaches, especially in the summer season when we witness and record a proliferation of litter on beaches in Ucluelet and Tofino. This project is a necessary step in educating people about packing out what they pack in, and encouraging people to protect where they play.

Implications for the organization if the grant is not approved:

The signage project will not go forward.

Surfrider Pacific Rim Application for the DoU Grants in Aid

Requested Grant Amount and Use of Funds for Love Your Beach Clean Signage

Expenses	Details	Project Budget
Chapter Manager Salary	Project management: signage, logistical, marketing, and supporting businesses in leading cleans	\$375.00
Chapter Coordinator Wage	Project coordination: signage, logistical, marketing, and supporting businesses in leading cleans	\$225.00
Graphic Designer	To amend current signs for Ucluelet context	\$350.00
Printing	Printing 8 beach clean signs	\$800.00
Installation	Installing 8 beach clean signs, including posts	\$500.00
Marketing & Media	Press release about signage and MDT app	\$250.00
TOTAL		\$2,500.00
AMOUNT REQUESTED		\$2,500.00

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5 MINUTE BEACH CLEAN

- 1 COLLECT MARINE DEBRIS OR LITTER. 
- 2 POST A PHOTO TO INSTAGRAM OR TWITTER AND HASHTAG #SURFRIDER #5MINUTEBEACHCLEAN TO ENCOURAGE OTHERS TO DO THE SAME!
- 3 BRING THE ITEMS TO THE NEAREST WASTE DISPOSAL.

“ALWAYS REMEMBER TO PACK OUT WHAT YOU PACK IN AND SAY NO TO SINGLE-USE PLASTICS!”



Surfrider Foundation is a proud Tribal Park Ally. Learn more about ocean stewardship by visiting pacificrim.surfrider.org.





GRANT-IN-AID/IN-KIND CONTRIBUTION APPLICATION FORM

Name of Organization: Westcoast Community Resources Society		
Society Registration #:	Contact Person: Margaret Morrison	Contact Person Position: Executive Director
Phone: (250)726-2343	Fax: (250)726-2353	E-mail: margaret@wccrs.ca
Mailing Address: 500 Matterson Dr. Box 868 Ucluelet, BC, Canada V0R 3A0		

NOTE: Field space is limited. If you need more space, please attach in a separate document.

Organization Type:	
<input checked="" type="checkbox"/> Health/Social Services <input type="checkbox"/> Tourism/Economic Development <input type="checkbox"/> Youth Services <input type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Recreation <input type="checkbox"/> Other:	
Purpose of Organization: To provide social services support to the west coast communities	
Organization's Objectives (attach additional information if available): 1. Provide responsive, safe and supportive services to members of our communities 2. Empower people to explore choices and exercise rights 3. Challenge power systems that perpetuate inequity	
Nature of Services Provided by Organization: Free and confidential counselling and social services, education and training opportunities assistance and advocacy in accessing government programs, facilitating connection in the community.	
How many people do you expect to serve by this Application? 100	Who are the people to benefit from your activity or functions? Adults in the community and their partners and dependents

Activity or Functions to be Supported by this application (if applying for an In-Kind contribution such as providing meeting space please provide preferred details. ie how many times/hrs per month/location etc):

We are seeking continued support of the West Coast Free Counselling Clinic, offering confidential, professional counselling services, now including EMDR therapy, by a licensed Canadian Certified Counsellor to address issues such as depression, anxiety, trauma, and substance use.

Implications for the Organization if this application is not approved.

Would the project occur if partial funds were awarded?

Yes. The number of individuals served would be fewer, but the quality and of services would be the same.

Grant-In-aid Amount Requested: | \$ **2,500**
(not applicable to In-Kind requests)

Declaration: On behalf of the organization, I hereby declare that the information included in this application is true and correct to the best of my knowledge.

Signature:	
Position\Title:	Counsellor
Date of Application:	January 8, 2021

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	



DISTRICT OF
UCLUELET

GRANT-IN-AID/IN-KIND CONTRIBUTION APPLICATION FORM

Name of Organization: Girl Guides of Canada		
Society Registration #:	Contact Person: Heather Riddick	Contact Person Position: Guider
Phone: [REDACTED]	Fax:	E-mail: [REDACTED]
Mailing Address: [REDACTED] Ucluelet BC V0R 3A0		

Organization Type: <input type="checkbox"/> Health/Social Services <input type="checkbox"/> Tourism/Economic Development <input checked="" type="checkbox"/> Youth Services <input type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Recreation <input type="checkbox"/> Other:	
Purpose of Organization: GGC strives to ensure that girls and women from all walks of life, identities, and lived experiences feel a sense of belonging and can fully participate	
Organization's Objectives (attach additional information if available): A place where girls: lead the way, seek new challenges, find their voice, discover how they can make a difference in their world, make friends and have fun!	
Nature of Services Provided by Organization: Crafts, life skills building, camping, excursions, community service	
How many people do you expect to serve by this Application? 12+	Who are the people to benefit from your activity or functions? Local girls - we have 2 Brownies (ages 7-9), 4 Girl Guides (ages 10-12), 6 Pathfinders (ages 13-15)

Activity or Functions to be Supported by this application (if applying for an In-Kind contribution such as providing meeting space please provide preferred details. ie how many times/hrs per month/location etc):
 The District of Ucluelet has been very generous in allowing us to use the UAC Hall and has waived any rental fees. This allows us to have a meeting place. We meet 1x per week on Mondays from 6pm - 8pm

Implications for the Organization if this application is not approved. Would the project occur if partial funds were awarded?
 With no meeting place or to have to pay a rental fee for a meeting place would put the existence of Girl Guides in Ucluelet in jeopardy. As we are such a small group our fundraising is very small and anything we do raise goes towards activities, camps, supplies.

Grant-In-aid Amount Requested: \$
 (not applicable to In-Kind requests)

Declaration: On behalf of the organization, I hereby declare that the information included in this application is true and correct to the best of my knowledge.

Signature:	
Position\Title:	Guider
Date of Application:	Dec 15/20.

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	



DISTRICT OF
UCLUELET

GRANT-IN-AID/IN-KIND CONTRIBUTION APPLICATION FORM

Name of Organization: Pacific Rim Toastmasters (part of Toastmasters International)		
Society Registration #:	Contact Person: Marilyn McEwen	Contact Person Position: Secretary/Treasurer
Phone:	Fax:	E-mail: photos@alberni.net
Mailing Address: [REDACTED], Ucluelet, BC, V0R 3A0		

Organization Type:	
<input type="checkbox"/> Health/Social Services <input type="checkbox"/> Tourism/Economic Development <input type="checkbox"/> Youth Services <input type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Recreation <input checked="" type="checkbox"/> Other:	
Purpose of Organization: Communication & Leadership Education club	
Organization's Objectives (attach additional information if available): We empower individuals to become more effective communicators and leaders. We provide a supportive and positive learning environment for practicing skills such as speaking, listening, conducting efficient meetings (Roberts Rules) and leading.	
Nature of Services Provided by Organization: Members practice communication & leadership skills by following the educational tracks & completing various levels of competencies. This also results in greater self-confidence while developing skills to participate in meetings, committees, etc.	
How many people do you expect to serve by this Application?	Who are the people to benefit from your activity or functions? Club members & guests from both Ucluelet & Tofino & surrounding communities, as well as members & guests who do not live here but participate via Zoom

Activity or Functions to be Supported by this application (if applying for an In-Kind contribution such as providing meeting space please provide preferred details. ie how many times/hrs per month/location etc):

In-kind donation of waived room fees, a value of approximately \$1000 per year. Also use of projector & screen to use with a laptop to facilitate Zoom meetings with members who live outside the community.

Implications for the Organization if this application is not approved.
Would the project occur if partial funds were awarded?

Club funds are received solely through membership fees; the majority is sent to Toastmasters International & our club retains a small portion, used for educational materials & a small budget for advertising. With such a small budget, paying room fees takes away from our capacity to provide updated educational materials, name badges, ribbons, etc.

Grant-In-aid Amount Requested: <i>(not applicable to In-Kind requests)</i>	\$ 1,000.00
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Declaration: On behalf of the organization, I hereby declare that the information included in this application is true and correct to the best of my knowledge.

Signature:	
Position\Title:	Secretary / Treasurer / Past President
Date of Application:	2020-12-14

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	



GRANT-IN-AID/IN-KIND CONTRIBUTION APPLICATION FORM

Name of Organization: Paula Ross Dance Society - DBA Rainforest Dancers		
Society Registration #:	Contact Person: Margaret Morrison	Contact Person Position: Director / Board
Phone: [REDACTED]	Fax: n/a	E-mail: [REDACTED]
Mailing Address: PO Box 319, Ucluelet , BC, V0R3A0		

NOTE: Field space is limited. If you need more space, please attach in a separate document.

Organization Type:	
<input type="checkbox"/> Health/Social Services <input type="checkbox"/> Tourism/Economic Development <input type="checkbox"/> Youth Services <input checked="" type="checkbox"/> Arts & Culture <input checked="" type="checkbox"/> Sports & Recreation <input type="checkbox"/> Other:	
Purpose of Organization: Ballet Dance	
Organization's Objectives (attach additional information if available): Provide ballet classes to High School students at USS.	
Nature of Services Provided by Organization: Non profit Dance organization.	
How many people do you expect to serve by this Application? 4	Who are the people to benefit from your activity or functions? 1. [REDACTED] 2. [REDACTED] 3. [REDACTED] 4. [REDACTED]

Activity or Functions to be Supported by this application (if applying for an In-Kind contribution such as providing meeting space please provide preferred details, ie how many times/hrs per month/location etc):

Weekly professional ballet instruction and class time. Royal Cecchetti Society - Advanced Level training and fitness. 2x week. 5 hours total. Ucluelet Community Centre ballet dance studio. Dance technique choreography.

Implications for the Organization if this application is not approved.
Would the project occur if partial funds were awarded?

Students would receive no ballet dance instruction, fitness or studio time.

Grant-In-aid Amount Requested: <i>(not applicable to In-Kind requests)</i>	\$ 1500
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Declaration: On behalf of the organization, I hereby declare that the information included in this application is true and correct to the best of my knowledge.

Signature:	
Position\Title:	Principal Dance
Date of Application:	Dec 14, 2020

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	



GRANT-IN-AID/IN-KIND CONTRIBUTION APPLICATION FORM

Name of Organization: Ucluelet and Area Child Care Society		
Society Registration #: S0045400	Contact Person: Kathy de Vries	Contact Person Position: Daycare Manager
Phone: 250-726-2339	Fax:	E-mail: uclueletcare@gmail.com
Mailing Address: PO Box 536, Ucluelet, BC VOR 3A0		

NOTE: Field space is limited. If you need more space, please attach in a separate document.

Organization Type:	
<input type="checkbox"/> Health/Social Services <input type="checkbox"/> Tourism/Economic Development <input checked="" type="checkbox"/> Youth Services <input type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Recreation <input type="checkbox"/> Other:	
Purpose of Organization: To provide quality, affordable, and accessible childcare in Ucluelet	
Organization's Objectives (attach additional information if available): Provide quality, consistent programs while providing physical and nurturing care. WE promote imagination, curiosity, respectful relationships, and independence in a play based environment. We provide childcare up to age 12	
Nature of Services Provided by Organization: Group Day Care - Ages 3 to 5, maximum 12 children Multi-Age Program - Ages 1 to 12, maximum 8 children Afterschool Program - Kindergarten to Age 12, full days during school closures and summer and spring	
How many people do you expect to serve by this Application? 80 plus children 60 Families	Who are the people to benefit from your activity or functions? Community members with young families requiring childcare and afterschool care, access also to speech, occupational therapy, child resources etc. We service all families on the west coast.

Activity or Functions to be Supported by this application (if applying for an In-Kind contribution such as providing meeting space please provide preferred details. ie how many times/hrs per month/location etc):

The In Kind contribution ensures that the centre can keep providing child care services at a rate that allows families to access childcare as well as provide stable employment for 12 community members.

The Afterschool Program costs have increased due to space relocation out of the UCC into the UAC.I

Implications for the Organization if this application is not approved.

Would the project occur if partial funds were awarded?

If the grant is not approved it would result in substantial rate increases to families, and decrease staff affordability thus resulting in reducing the number of child care spots available to the families of the community.

As a non-profit society and part of the child care operating fund, our rates can only be increased once a year.

Grant-In-aid Amount Requested: <i>(not applicable to In-Kind requests)</i>	\$ 43000
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Declaration: On behalf of the organization, I hereby declare that the information included in this application is true and correct to the best of my knowledge.

Signature:	
Position\Title:	Daycare Manager
Date of Application:	Dec 15/20

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	



DISTRICT OF
UCLUELET

GRANT-IN-AID/IN-KIND CONTRIBUTION APPLICATION FORM

Name of Organization: Ucluelet & Area Historical Society		
Society Registration #: S-23893	Contact Person: Barb Gudbranson	Contact Person Position: President
Phone: [REDACTED]	Fax:	E-mail: pacificrimhistory@gmail.c
Mailing Address: [REDACTED] Ucluelet, B.C. V0R 3A0		

NOTE: Field space is limited. If you need more space, please attach in a separate document.

Organization Type:	
<input type="checkbox"/> Health/Social Services <input type="checkbox"/> Tourism/Economic Development <input type="checkbox"/> Youth Services <input checked="" type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Recreation <input type="checkbox"/> Other:	
Purpose of Organization: To gather & preserve information, records & objects of the community.	
Organization's Objectives (attach additional information if available): To preserve information, records and objects of educational and cultural value of the area. To establish and maintain an archives and museum for the purpose of preserving, recording and exhibiting for public enjoyment.	
Nature of Services Provided by Organization: Collection and preservation of historical information, records and objects. Creation of historical exhibits/signage for public enjoyment and knowledge.	
How many people do you expect to serve by this Application? Between 300- 1300 people	Who are the people to benefit from your activity or functions? Community members, students, visitors.

Activity or Functions to be Supported by this application (if applying for an In-Kind contribution such as providing meeting space please provide preferred details. ie how many times/hrs per month/location etc):

We would like to request inkind use of the UCC one a month for two hours, twelve months of the year. Use of the UAC Hall for the Annual Mothers Day Plant Sale, full day rental. And the new request of using the UAC Hall during the summer months for the Mobile Museum to be negotiated around any summer rentals, user groups.

Implications for the Organization if this application is not approved.

Would the project occur if partial funds were awarded?

No funds are being request, use of District facilities to allow the UAHS to share local history with the community and visitors.

Grant-In-aid Amount Requested: | \$
(not applicable to In-Kind requests)

Declaration: On behalf of the organization, I hereby declare that the information included in this application is true and correct to the best of my knowledge.

Signature:	Barb Gudbranson
Position\Title:	President
Date of Application:	December 11, 2020

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	

Date: February 14, 2020

To: Abby Fortune, Manager of Parks & Recreation

From: Barb Gudbranson, President, Ucluelet & Area Historical Society

Subject: Use of UAC Hall for Mobile-Museum - Summer 2021

Request:

The Ucluelet & Area Historical Society (UAHS) would like to request the approval of the District of Ucluelet's Council to use the UAC Hall from approximately the end of June to mid-September 2020 (dates negotiable) to house a Mobile-Museum. The UAC Hall (Ucluelet Athletic Commission Hall) is one of our community's historic buildings and would therefore be an ideal location for this important project. It is hoped that this use would be without charge and a small area for storage for the short period as it is in the public interest.

Objective:

The UAHS believes the proposed Mobile Museum is an important first step toward the eventual development of a permanent museum in Ucluelet. It would provide community residents and tourists alike with the opportunity to learn about Ucluelet's growth and development over the past one hundred years and in so doing gain an appreciation for the many things that make Ucluelet beautifully unique and historically significant. It also has the potential to be an important attraction for summer visitors.

Project Description:

The UAHS proposes the development of a Mobile Museum comprised of portable exhibits, historical photos and artifacts that are deemed appropriate for the venue. Hours of operation are negotiable and flexible in recognition that there may be pre-existing reservations scheduled at the UAC Hall.

At this time, it is not anticipated that there will be an admission charge, but there may be an opportunity for patrons to make a donation to the UAHS which would help to offset costs associated with exhibit development.

Exhibits will focus on fostering a deeper understanding and appreciation for the authentic cultural and natural heritage of the area. The UAHS hopes to include the opportunity for founders and/or their descendants and elders from local First Nations to share their unique knowledge of Ucluelet's history and socialize with museum guests.

It is intended that the exhibits would focus on the following areas:

- Maritime Exploration
- Early Settlers

- First Nations
- Japanese Canadians
- World War II Airforce & Military
- Natural Resource Development - Fishing, Forestry and Mining

Conclusion:

The Mobile Museum will provide the UAHS with the opportunity to share interesting artifacts and archived photographs while developing community and cultural partnerships. It will also allow the UAHS to collect important statistical data and information necessary for the long-term goal of developing a permanent museum site in Ucluelet. With the added bonus of providing another local attraction for visitors during the summer of 2021, the UAHS seeks the approval of Ucluelet District Council for the use of the UAC Hall.

Thank you for your time, consideration and support.

Barb Gudbranson, UAHS President



DISTRICT OF
UCLUELET

**GRANT-IN-AID/IN-KIND CONTRIBUTION
APPLICATION FORM**

Name of Organization: Ucluelet Junior Candian Rangers		
Society Registration #:	Contact Person: Bernadette Herbert	Contact Person Position: Adult Chairperson
Phone: [REDACTED]	Fax:	E-mail: [REDACTED]
Mailing Address: [REDACTED] Ucluelet, BC V0R3A0		

NOTE: Field space is limited. If you need more space, please attach in a separate document.

Organization Type:	
<input type="checkbox"/> Health/Social Services <input type="checkbox"/> Tourism/Economic Development <input checked="" type="checkbox"/> Youth Services <input type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Recreation <input type="checkbox"/> Other:	
Purpose of Organization: Support and educate youth age 12-18	
Organization's Objectives (attach additional information if available): Help youth age 12-18 to grow and flourish into better citizens. To provide them with experiences and life skills in a safe enviroment to help them help our community.	
Nature of Services Provided by Organization: Youth "cadet" program	
How many people do you expect to serve by this Application? up to 20 youth	Who are the people to benefit from your activity or functions? Youth 12 - 18

Activity or Functions to be Supported by this application (if applying for an In-Kind contribution such as providing meeting space please provide preferred details. ie how many times/hrs per month/location etc):

Outside of our "Covid Life" we are currently living the Junior Canadian Rangers normally meet thursday evening at the UAC hall from 7pm - 8:30pm. we follow the school timeline taking breaks for summer, winter and springbreaks.

We also utilize a storage closet in the UAC Hall for our weekly meeting supplies.

Implications for the Organization if this application is not approved.

Would the project occur if partial funds were awarded?

The Junior Ranger Program will not be able to exist without the in kind use of the meeting space. for the 2021-2022 year. Unfortunately due to covid we have only been able to meet 4 meetings since March 2020. UAC Hall

Grant-In-aid Amount Requested: \$
(not applicable to In-Kind requests)

Declaration: On behalf of the organization, I hereby declare that the information included in this application is true and correct to the best of my knowledge.

Signature:	
Position\Title:	Adult Committee Chair
Date of Application:	Dec 13 2020

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	



DISTRICT OF
UCLUELET

GRANT-IN-AID/IN-KIND CONTRIBUTION APPLICATION FORM

Name of Organization: Westcoast Community Resources Society		
Society Registration #: S0028514	Contact Person: Margaret Morrison	Contact Person Position: Executive Director
Phone: [REDACTED]	Fax:	E-mail: margaret@wccrs.ca
Mailing Address: PO Box 868 Ucluelet		

NOTE: Field space is limited. If you need more space, please attach in a separate document.

Organization Type:	
<input checked="" type="checkbox"/> Health/Social Services <input type="checkbox"/> Tourism/Economic Development <input type="checkbox"/> Youth Services <input type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Recreation <input type="checkbox"/> Other:	
Purpose of Organization: Community and Social Services	
Organization's Objectives (attach additional information if available): Support and assist community members to have their needs met through trauma informed and non-judgemental services; enhance impact through partnership and participation at local tables; educate and inform.	
Nature of Services Provided by Organization: Transition House emergency shelter for women/children leaving abuse; counselling support for women, children, youth; outreach services to community; Second Stage housing for women; Community Living BC support for clients.	
How many people do you expect to serve by this Application? >450 persons	Who are the people to benefit from your activity or functions? Potentially all community members; those affected by violence, directly or indirectly; disadvantaged or marginalized; seniors, youth, women.

Activity or Functions to be Supported by this application (if applying for an In-Kind contribution such as providing meeting space please provide preferred details. ie how many times/hrs per month/location etc):
 WCRS would respectfully request an in-kind donation to reduce our monthly rent in the UCC Hub area. Like many groups we have been affected by disruptions in service delivery, shifts in funding priorities, added costs; our bucket has sprung dozens of tiny leaks. A rent reduction would allow us a little flexibility.

Implications for the Organization if this application is not approved.
 Would the project occur if partial funds were awarded?
 Implications would be possible continued restriction of direct walk in service access at Hub. We would like to be prepared for gradual lifting of restrictions. WCRS will be able to continue with operations at UCC if partial funds were granted.

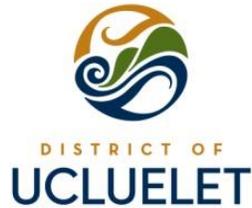
Grant-In-aid Amount Requested: | \$
(not applicable to In-Kind requests)

Declaration: On behalf of the organization, I hereby declare that the information included in this application is true and correct to the best of my knowledge.

Signature:	Margaret Morrison
Position\Title:	Executive Director
Date of Application:	December 14th, 2020

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	



STAFF REPORT TO COUNCIL

Council Meeting: MARCH 9, 2021
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: DONNA MONTEITH, CHIEF FINANCIAL OFFICER, ACTING CAO

FILE NO: 0640-30

SUBJECT: QUARTERLY PROJECTS UPDATE – Q4 2020

REPORT NO: 20-30

ATTACHMENT(S): APPENDIX A – 2020 QUARTERLY PROJECT STATUS REPORT TABLE
APPENDIX B – STRATEGIC PLAN TRACKING FOR Q4 2020
APPENDIX C – PLANNING PERMITS TRACKER

RECOMMENDATION(S):

1. THAT Council receives this Q4 2020 update on the progress of budgeted Staff projects.

PURPOSE:

The purpose of this report is to provide a quarterly update to Council on the progress of key projects that were approved in the 2020 District of Ucluelet Financial Plan and to provide a check in on the status of 2019-2022 Strategic Plan projects that Council has set for their term in office.

BACKGROUND:

Staff are pleased to provide this Q4 update on the status of departmental projects for 2020 (**Appendix A**). The current overall projects completion status to the end of Q4 is 84%.

Staff have also included Strategic Plan Tracking for 2020 (**Appendix B**) to provide Council with a progress update on actions listed in the 2019-2022 Strategic Plan. Many of these actions link to the work in **Appendix A**. Lastly, we have added a new Planning Permits Tracker in **Appendix C**. This gives a quick status of developments related to Council approved permits in the last quarter and annual trends. Staff would like to receive Council feedback on this new reporting tool.

Table 1 below provides a summary of the 2020 projects which will indicate their status over the year.

Table 1: Q4 2020 Status of Departmental Actions.

Department	Recreation & Tourism	Community Planning	Admin	Fire-EM Services	Operations	Totals
In Progress	2	0	0	1	5	8
Completed	4	5	1	4	1	15

Respectfully submitted:

Donna Monteith, Acting Chief Administrative Officer

2020 Project Management Tracker

Appendix A



Average Completion:

Project	Project Manager	Estimated Finish	Estimated Budget	Budget Spent	Funding Source	Completion	Status
Amphitrite House Project Initiation	Abby Fortune	May-22	\$709,000	\$3,750	Grant	100%	Planning complete. Funding confirmed. Project initiated.
Amphitrite Centre Project Planning	Abby Fortune	May-22	\$100,000	\$3,087	Community Forest	100%	Goal to create work plan with Urban systems - start survey work & front counter
Harbour Projects	Abby Fortune	Dec-20	\$126,000	\$72,865	Harbour Reserves	100%	Most projects were completed or forwarded to 2021
Spring Cove Trail	Abby Fortune	Dec-20	\$46,000	\$25,535	RMI	100%	completed
Wayfinding and Signage	Abby Fortune	Dec-21	\$15,200	\$0	RMI	40%	Project moved to 2021 - work plan completes
Heritage Signage	Abby Fortune	Dec-20	\$3,000	\$500	RMI	95%	Completed - currently being installed
Village Green Design	Bruce Greig	Dec-20	\$150,000	\$72,000	Gas Tax	100%	TDCF grant submission completed
Peninsula Road Revitalization Design	Bruce Greig	Dec-20	\$145,000	\$73,355	Gas Tax	100%	Design complete. Proceeding with discussions to divest from Province.
Flood Risk Assessment & Mapping	Bruce Greig	May-20	\$138,000	\$138,517	Grant	100%	Project complete.
Land Use Demand Study	Bruce Greig	Dec-20	\$40,000	\$0	Partnership	100%	Project initiated in partnership with Tofino and ACRD.
OCP Adoption	Bruce Greig	Dec-20	\$0	\$0	General	100%	Final draft presented to Council.
Health Centre Design	Mark Boysen	Jun-20	\$45,000	\$34,686	General	100%	Final draft prepared for Council.
Tsunami Sirens	Rick Geddes	Jun-20	\$39,400	\$34,800	Community Forest	100%	Installed.
Tsunami Kiosk (Tugwell)	Rick Geddes	Jun-20	\$45,573	\$23,258	RMI	80%	Structure installed.
Fire Hall Upgrades	Rick Geddes	Jun-20	\$8,000	\$10,470	General	100%	Upgrades completed to stairs, and bathroom/showers.
EOC Upgrades	Rick Geddes	Jun-20	\$25,000	\$25,000	Grant	100%	complete
ESS Modernization and Trailer	Rick Geddes	Dec-20	\$25,000	\$24,157	Grant	100%	Purchased and installed.
Bay Street Duplex and Pathway Construction	Warren Cannon	Jun-20	\$629,000	\$607,165	Sewer Fees	100%	Sewer pipe connected, Path lighting planned 2021
Cedar Road Hub - Phase 2	Warren Cannon	Jun-20	\$365,500	\$180,609	Gas Tax RMI	80%	construction to be completed in early 2021

Quarterly Projects Update - Q4 2020 Donna Monteith, Chief Financial Officer

Project	Project Manager	Estimated Finish	Estimated Budget	Budget Spent	Funding Source	Completion	Status
Well Upgrade/VFD	Warren Cannon	Dec-20	\$130,000	\$26,400	Water Fees	60%	Tender awarded. Completion in 2021.
Sewer/Storm Master Plan	Warren Cannon	Jun-20	\$90,000	\$50,000	Sewer Fees	50%	Sewer 75% Storm10% complete. Linked to Land Use Project. Complete 2021.
SCADA Water	Warren Cannon	Jun-20	\$55,000	\$10,869	Water Fees	30%	Remaining work linked to VFD project.
SCADA Sewer	Warren Cannon	Dec-20	\$32,000	\$0	Sewer Fees	0%	Will be started in 2021.

2020 Strategic Plan Tracker

Strategic Plan Actions Planned for 2020

Appendix B



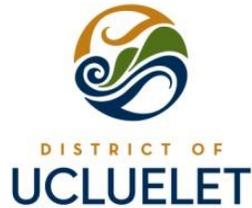
Year	Focus Area	Strategy	Activity	Status
2019	1 - MANAGING GROWTH & MAINTAINING QUALITY OF LIFE	Development bylaw/policy enhancement and modernization	Complete bylaw/policy gap analysis	Gap Analysis initiated, report to Council in 2021.
2019	2 - COMMUNITY DEVELOPMENT	Development of Health Centre	Conduct feasibility study/business case with Island Health	Project Tracker Action #12.
2019	2 - COMMUNITY DEVELOPMENT	Acquire Amphitrite Lands	Pursue grant for lighthouse/residence	Grant approved and project initiated. Completion in 2021.
2019	2 - COMMUNITY DEVELOPMENT	Acquire Amphitrite Lands	Finalize operations agreement for lighthouse/residence	In discussions with DFO to finalize agreement.
2019	2 - COMMUNITY DEVELOPMENT	Complete Harbour Master Plan	Finalize and adopt HMP	Project Tracker Action #3.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Complete Asset Management Program	Conduct facility and fleet review	Condition assessments have been completed for all facilities and vehicles.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Develop Peninsula Road Corridor and Infrastructure Strategy	Consultation with Ministry of Transportation and Infrastructure	Letter submitted to Province requesting 75% funding for improvements projects and divestiture of Bay-Main St. portion of Peninsula. Awaiting response following Provincial election.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Develop Peninsula Road Corridor and Infrastructure Strategy	Public planning and engagement program	Project Tracker Action #8.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Alignment of Utility Master Plans	Development Cost Charges review	Planned for 2021.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Alignment of Utility Master Plans	Complete Subdivision Bylaw update	Staff working with consultant (Urban Systems) to complete.
2019	4 - PARTNERSHIPS & COLLABORATION	Alignment of Strategic Plans	Formally share Strategic Plan with neighboring ACRD members and First Nations	Strategic Plan has been shared with regional partners.
2020	1 - MANAGING GROWTH & MAINTAINING QUALITY OF LIFE	Development bylaw/policy enhancement and modernization	Update or develop new bylaws/policies to address gaps	Summer 2021.
2020	1 - MANAGING GROWTH & MAINTAINING QUALITY OF LIFE	Housing affordability strategy	Complete housing needs assessment	Planned for 2021.
2020	2 - COMMUNITY DEVELOPMENT	Development of Health Centre	Finalize plan and funding for the Health Centre	Consultants report being finalized.
2020	2 - COMMUNITY DEVELOPMENT	Acquire Amphitrite Lands	Pursue transfer of Coast Guard facility from DFO	DFO has indicated potential transfer of ownership January 1, 2021.
2020	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Complete Asset Management Program	Complete all condition assessments	Condition assessments have been completed for all facilities and vehicles.
2020	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Complete Asset Management Program	Integrate into Annual Reporting Process	Under development.
2020	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Develop Peninsula Road Corridor and Infrastructure Strategy	Master Plan completed	Project Tracker Action #8.
2020	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Alignment of Utility Master Plans	Complete Storm and Sewer Master Plans	Project Tracker Action #21.
2020	4 - PARTNERSHIPS & COLLABORATION	Alignment of Strategic Plans	Host engagement event to highlight Strategic Plan alignments	Event was held at the UCC on Monday January 20, 2020 and virtually on January 19, 2021.
2020	4 - PARTNERSHIPS & COLLABORATION	Pursue and develop Collaboration Model	Host collaboration scoping event with Mayors, Directors, Chiefs, and CAOS, eye an annual process for cooperation	It was agreed to meet in January of each year moving forward.
2021	1 - MANAGING GROWTH & MAINTAINING QUALITY OF LIFE	Housing affordability strategy	Develop comprehensive housing strategy.	
2021	2 - COMMUNITY DEVELOPMENT	Development of Health Centre	Initiate Construction of the Health Centre.	
2021	2 - COMMUNITY DEVELOPMENT	Complete Harbour Master Plan	Implement HMP	
2021	2 - COMMUNITY DEVELOPMENT	Develop Beautification Plan	Village Centre and Peninsula Road revitalization projects.	
2021	2 - COMMUNITY DEVELOPMENT	Develop Beautification Plan	Develop Beautification Plan	
2021	4 - PARTNERSHIPS & COLLABORATION	Pursue and develop Collaboration Model	Develop collaboration plan for West Coast services including Regional Planning, Water, Protective Services, and Transportation.	
2022	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Complete Asset Management Program	Sustainable infrastructure funding plan for water, sewer, and roads.	

Appendix C

Approved Development Application Status Update

Q4 2020	
New Applications Received	0
Applications In-Process	7
Pending More Information	3

Approvals	2020	2019	2018	2017
Development Permits	14	5	13	10
Rezoning	10	6	10	10
Development Variances	5	7	5	7
Temporary Use Permits	5	6	n/a	n/a
Total	34	24	28	27



STAFF REPORT TO COUNCIL

Council Meeting: March 9, 2021
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

FILE NO: 1630-01

SUBJECT: CHEQUE LISTING – FEBRUARY 2021

REPORT NO: 21-27

ATTACHMENT(S): APPENDIX : DISTRICT OF UCLUELET AP 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: Joseph Rotenberg, Manager of Corporate Planning

AP Cheque Listing

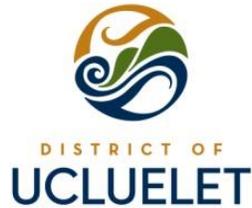
Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
21-Feb-04	CI192	CIBC - VISA CENTRE	VISA/01/21	DEC 16/20-JAN 15/2021	9059.43		9059.43	
21-Feb-05	ACE92	ACE COURIER SERVICES	14294645	LB WOODCHOPPER PTA021721	29.17		29.17	
21-Feb-05	ACE07	ALBERNI COMMUNICATIONS & ELECTRONICS LTD	29617	VHF RADIO	938.56		938.56	
21-Feb-05	AFS01	ASSOCIATED FIRE & SAFETY	27366	TURNOUT GEAR REPAIR	145.73		145.73	
21-Feb-05	BE440	BEAVER ELECTRICAL MACHINERY	5677	LAGOON FLOATS	560		560	
21-Feb-05	BB534	BUIRS BRITTANY	123294	VIRTUAL BARRE WIN/21	460.8		460.8	
21-Feb-05	AS311	BUNZL CANADA INC.	7709205 7709206	CLEANING PRODUCTS CLEANING PRODUCTS	276.03 47.47		323.5	
21-Feb-05	MA952	BUREAU VERITAS CANADA (2019) INC.	VA10282656	WATER SAMPLE C103643	263.55		263.55	
21-Feb-05	CHE01	CHERNOFF THOMPSON ARCHITECTS	16183	PROJ 39038.1 HEALTH CENTRE STUDY	2940		2940	
21-Feb-05	CCL88	CORLAZZOLI CONTRACTING LTD	111 110 112	DANGER TREE FALLING BIKE PATH TREE REMOVAL DANGER TREE REMOVAL-CEMETARY	1207.5 1890 997.5		4095	
21-Feb-05	CE004	CORPORATE EXPRESS CANADA INC	55133725	LAMINATING POUCHES/DAY PLANNERS	233.59		233.59	
21-Feb-05	dj002	DRAESEKE JAN	123291	CHIGONG JAN/21	46.74		46.74	
21-Feb-05	DH143	DURWARD HEATHER	123295	VIRTUAL YOGA WIN/21	204.8		204.8	
21-Feb-05	EDG01	EDGETT EXCAVATING	13032	JOB#20-09 CEDAR RD PARKING HUB	97533.02	9333.3	88199.72	
21-Feb-05	FW050	FAR WEST DISTRIBUTORS LTD	INV-F000566 INV-F000599 INV-F000448	HAND SOAP/GLOVES/PAPER TOWEL GARBAGE BAGS/PAPER TOWEL PARKS-BATHROOM/CLEANING	326.51 114.19 477.32		918.02	
21-Feb-05	GB059	GIBSON BROS. CONTRACTING LTD.	24382	CRUSH GRAVEL	560		560	
21-Feb-05	GF001	GRAPHICS FACTORY	27252 27239	COMMUNITY SIGN SIGNAGE DESIGNED BY SCHRAMM	67.2 194.88		262.08	
21-Feb-05	HFE68	HUB FIRE ENGINES & EQUIPMENT LTD.	258	FIREHALL-SHELVING/SMALL TOOLS	1189.95		1189.95	
21-Feb-05	JAL42	JAL DESIGNS AND GRAPHICS INC.	40502180 40502240	PRINTED DECALS UVFB-DECALS	313.6 91.84		405.44	
21-Feb-05	CK608	KASSLYN CONTRACTING	D759 D758	D759 D758	559.78 1327.37		1887.15	
21-Feb-05	KL923	KERDMAN LINDSAY	123293	VIRTUAL PILATES/GYM	633.6		633.6	
21-Feb-05	MEC01	MEC PROJECTS LTD	2785	ELECTRICAL WORK UCC/UAC	1655.64		1655.64	
21-Feb-05	misc		FA-0547	UCC DEPOSIT RETURN	500		500	
21-Feb-05	PF686	PROFIRE EMERGENCY EQUIPMENT	INVPO40780 INVPO40714 INVPO40783 INVPO40781 INVPO40782	UNIT E2 SERVICE FILTERS/FLOWMETER FOAM UNIT R1 SERVICE UNIT E1 SERVICE UNIT MINI SERVICE	1964.98 1987.01 1010.01 649.44 587.32		6198.76	
21-Feb-05	pi110	PUROLATOR INC	446551936 446608420	BV LABS/ZONE WEST/ECYCLE FRONTLINE OUTFITTER	174.89 124.75		299.64	
21-Feb-05	QS114	QUICKSCRIBE SERVICES LTD.	67322	QUICKSCRIBE ONLINE 2YR SBSCRPTN	240.8		240.8	
21-Feb-05	RM275	ROCKY MOUNTAIN PHOENIX	IN023671	AIR QUALITY TESTING	706.45		706.45	
21-Feb-05	NS003	SIGMUND, NORANND	123292	VIRTUAL YOGA WIN/21	166.4		166.4	
21-Feb-05	T9267		123290	TIRE RACK-REIMBURSEMENT	268.78		268.78	
21-Feb-05	DT002	TOFINO DISTRICT OF	20210040	AUG-DEC/2020 BUILDING INSPECTOR	17255.16		17255.16	
21-Feb-05	TS002	TRAN SIGN 2019 LTD.	802392	ROAD SIGNAGE	415.74		415.74	
21-Feb-05	UP459	UCLUELET PETRO-CANADA	10849	2001 FORD REPAIR	1033.37		1033.37	
21-Feb-05	UR849	UCLUELET RENT-IT CENTER LTD	40262	TWO-STROKE ENGINE OIL	147.17		147.17	

AP Cheque Listing

Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
21-Feb-05	US398	UCLUELET SECONDARY SCHOOL	123297	GRAD BANNER DONATION	1000		1000	
21-Feb-05	UI923	UKEE INFO TECH	12265	IT SUPPORT JAN/21	5054.51		5054.51	
21-Feb-05	US001	URBAN SYSTEMS LTD.	185455 184031	PROJ 1427.0005.01 PENINSULA RD PROJ 1427.0007.01 LOT 13	2609.25 725.76		3335.01	
21-Feb-05	WCC28	WESTCOAST CONNECT	5126	DEC/20 COURIER	510.93		510.93	
21-Feb-05	WC345	WURTH CANADA LTD	24182406 24187643 24191339	SAFETY GEAR SAFETY GEAR NITRILE GLOVES XL	871.01 123.51 189.18		1183.7	
21-Feb-18	AFS01	ASSOCIATED FIRE & SAFETY	27522	VANGUARD GAUNTLET-PPE	285.6		285.6	
21-Feb-18	aqu01	AQUATERRA ELECTRIC	31	SCH-ELECTRICAL REPAIR	660		660	
21-Feb-18	AEL78	ALBION ELECTRIC LTD	749603 749604	52 STEPS-REWIRE JUNCTION BOX OUTERBASIN-ELECTRICAL TROUBLE	89.44 1092		1181.44	
21-Feb-18	BCF01	BC FIRE TRAINING OFFICERS ASSOCIATION	4127	ANNUAL MEMBERSHIP DUES	157.5		157.5	
21-Feb-18	bud01	BUDGET GLASS	1320403	CUSTOM GLASS-PW	650.33		650.33	
21-Feb-18	CN411	CITY OF NANAIMO	123299	UVFB EXAMS	635.25		635.25	
21-Feb-18	CE004	CORPORATE EXPRESS CANADA INC	55401090 55389299 55360289	OFFICE SUPPLIES-LYCHE NOTEBOOKS WALL CALENDARS	73.57 16.48 71.87		161.92	
21-Feb-18	cupe1	CUPE LOCAL #118	01/21	JAN/21 DUES	2110.96		2110.96	
21-Feb-18	DWS54	DOGWASTE SOLUTIONS	1692	DOG WASTE BAGS X5 CASES	756.4		756.4	
21-Feb-18	DC001	DOLAN'S CONCRETE LTD.	UP85148	WASHED SAND	315.56		315.56	
21-Feb-18	DFC01	DUMAS FREIGHT COMPANY	68823 78596	CLEARTECH CLEARTECH	183.75 183.75		367.5	
21-Feb-18	EB295	E.B. HORSMAN & SON	12812632 12808463	WATER TOWER ELECTRICAL PARTS LIFT STATION LIGHTING	136.94 249.26		386.2	
21-Feb-18	EAR01	EARTHWAVE LANDSCAPES	698840	BIKE PARK-START UP FEES/EXPENSES	2000		2000	
21-Feb-18	ED977	EDWARDS DAVID	1489	CHIPPER/DUMP TRUCK	1018.5		1018.5	
21-Feb-18	EL048	ERIK LARSEN DIESEL CO. LTD.	718707	KING NIPPLE-UVFB	5.88		5.88	
21-Feb-18	FW050	FAR WEST DISTRIBUTORS LTD	INV-F000783 INV-F000668	UAC CLEANING SUPPLIES SCH-CLEANING SUPPLIES	404.09 284.86		688.95	
21-Feb-18	FS004	FOUR STAR WATERWORKS	87103017-00	PVC PIPE	249.72		249.72	
21-Feb-18	GF001	GRAPHICS FACTORY	27480	HARBOUR BYLAW SIGNAGE	179.2		179.2	
21-Feb-18	PD199	HARBOURVIEW DRUGSTORE	728557	TWINRIX VACCINES-PW	279.96		279.96	
21-Feb-18	HRPR7	HOLISTIC EMERGENCY PREPAREDNESS	5877 5878	EOC REFRESHER W/ ZOOM PELICAN CASES(ORANGE)	1224.75 973.38		2198.13	
21-Feb-18	JD79	J & D WEAVER HOLDINGS LTD	064732	FIREHALL SUPPLIES	114.41		114.41	
21-Feb-18	CK608	KASSLYN CONTRACTING	D760 D761	D760 D761	2265.85 780.96		3046.81	
21-Feb-18	KL923	KERDMAN LINDSAY	123300	GYMNASTICS WINTER/21	3615.6		3615.6	
21-Feb-18	KA001	KOERS & ASSOCIATES ENGINEERING LTD.	2058-003 2075-002 0361-084	2058 WELL NO.3 VFD 2075 AUX POWER LIFT STATIONS 0361 SUBDIVISION REVIEWS 2066 PEN	1566.55 1001.7 255.99		2824.24	
21-Feb-18	L0483	LAND TITLE & SURVEY AUTHORITY OF BC	DP12-06D	DP12-06 DEFECT FEE	14.97		14.97	
21-Feb-18	MISC		BP17-44	BP17-44 DMG DEP RETURN	1000		1000	
21-Feb-18	MISC		BP20-57	BP20-57 DMG DEP RETURN	1000		1000	
21-Feb-18	PBX12	PBX ENGINEERING LTD	10578	17451-03 AT:LOST SHOE CREEK	2240.7		2240.7	

AP Cheque Listing

Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
21-Feb-18	PC285	PETTY CASH	12/20_2	DUMP TRUCK PARTS	41.22		62.26	
			01/2021	OFFICE EXPENSES/CREAMER	21.04			
21-Feb-18	PC650	PRAIRIE COAST EQUIPMENT	W06342	J.DEERE TRACTOR SERVICING	1449.17		2714.6	
			W06343	TORO MOWER SERVICING	1265.43			
21-Feb-18	PI110	PUROLATOR INC	446669884	BV LABS/VIERA	77.51		77.51	
21-Feb-18	SP010	SUPERIOR PROPANE	32759542	1510 PENINSULA-PROPANE REFILL	1370.12		1539.7	
			32978990	UCC TANK RENTAL	169.58			
21-Feb-18	THA01	THAY TEA	123296	TEA-XMAS GIFTS	109.25		109.25	
21-Feb-18	TU428	TOURISM UCLUELET	11/20	NOV/20 MRDT (LESS 2020 ADMIN FEE)	20289.84		20289.84	
21-Feb-18	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	71427847	FUEL-JANITORIAL	29.94		3305.91	
			04JAN21#4384	SNACKS-FIREHALL	56.27			
			06JAN21#4881	BATTERIES-UCC	32.41			
			6867	CARDLOCK JAN/21	2658.29			
			07JAN21#1711	COFFEE CREAMER-PW	25.16			
			08JAN21#1962	PARKS-YARD SUPPLIES	187.54			
			12JAN21#0998	DESCALER COFFEE MACH-PW	10.97			
			71430423	JANITOR-FUEL	39.8			
			13JAN21#1325	TIE DOWNS-PW	159			
			71433114	JANITOR-FUEL	56.97			
			25JAN21#4113	COFFEE/CREAMER-LYCHE	49.56			
21-Feb-18	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	71434303	QUAD-PREM FUEL	14.84		14.84	
21-Feb-18	UP459	UCLUELET PETRO-CANADA	11076	TOWING-LAWN MOWERS	719.25		719.25	
21-Feb-18	UKE01	UKEE AUTO SERVICE	0722907	#23 REPAIRS/SERVICE	586.88		586.88	
21-Feb-18	UL500	ULINE CANADA CORPORATION	7841597	FIREHALL-VARIOUS ITEMS	608.96		608.96	
21-Feb-18	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	46734A	GARBAGE BIN/KEY COPYING	96.1		1668.85	
			46851A	LYCHE MATERIALS	67.68			
			46852A	FIREHALL MATERIALS	91.01			
			46854A	PW BUILDING MATERIALS	781.37			
			47371A	FIREHALL DOOR LOCK	37.18			
			48680A	LOSTSHOE FENCE	595.51			
21-Feb-18	WC345	WURTH CANADA LTD	24193126	HEAVY DUTY APRONS	346.88		1664.79	
			24212083	VARIOUS SUPPLIES/MATERIALS	1317.91			
21-Feb-18	CIVIN	CIVIC INFO BC	2021-0046	MEMBERSHIP 2021	149.1		149.1	



STAFF REPORT TO COUNCIL

Council Meeting: March 9, 2021
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: SHARON EVANS, ADMINISTRATION CLERK

FILE NO: 0550-20

SUBJECT: RESOLUTION TRACKING – FEBRUARY 2021

REPORT NO: 21-26

ATTACHMENT(S): APPENDIX A: RESOLUTION TRACKER

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 monthly status update on resolutions that have been adopted by Council.

BACKGROUND:

The resolution follow-up status categories are:

- Assigned – action has not yet commenced;
- In Progress – action has been taken by Staff; and,
- Complete – action has been completed.

Items will be removed from the list after actions are shown once as being completed.

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: Sharon Evans, Administration Clerk
Joseph Rotenberg, Manager of Corporate Services

Appendix A

Date	Meeting Item Description	Resolution	Description	Department Responsible	Follow-Up Status
September 25, 2018	Lease with Ucluelet & Area Historical Society	THAT Council approve recommendation 1 of report item, "Lease with Ucluelet & Area Historical Society", which states: THAT Council enter into a lease agreement with the Ucluelet and Area Historical Society that is similar to their original Provincial Lease #111228 – Block A District Lot 1507, Clayoquot Land District for approximately 2.4 hectares	Meet with UAHS looking at options. UAHS to get back to Ms. Fortune to confirm the direction they would like to proceed	Recreation & Tourism	In Progress: Met with Historical Society - waiting for feedback on the lease
May 14, 2019	Zoning Amendment, Housing Agreement & DVP (354 Forbes Road)	THAT Council, with regard to the proposal to renovate the building on Lot 17, District Lot 281, Clayoquot District, Plan VIP76147 (354 Forbes Road) and request for zoning amendments to permit commercial tourist accommodation on the property: give third reading to the "District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1248, 2019"; give third reading to the "Ucluelet Housing Agreement Bylaw No. 1249, 2019"; and issue Development Variance Permit DVP19-03	Bring Bylaw No. 1248 & No. 1249 for adoption, once all subject to conditions being met	Planning	In Progress - waiting for applicant to meet conditions prior to adoption
December 10, 2019		THAT Staff provide Council with options for rejuvenating the Frank Jones Memorial site.	Staff to provide Council with options for rejuvenating the Frank Jones Memorial site	Recreation & Tourism	In Progress - This will be part of overall master plan for Tugwell Field Area - Planning 2021
January 14, 2020	Zoning Bylaw Amendment for 2100 Peninsula Road	That staff prepare a report that identifies options for the regulation of odor and noise, including a covenant	Staff to prepare a report	Planning	In Progress- awaiting information from applicant
January 14, 2020		THAT Staff work with Black Rock Oceanfront Resort & Spa to identify unique solutions for navigation to the resort	A.) Staff to incorporate options for directional landmarks in designs for Peninsula Road B.) Staff to follow up with Black Rock to discuss options for appropriate directional signs	Planning & Public Works	Assigned

Appendix A

February 11, 2020	West Coast Multi-Use Path Extension Bruce Greig, Manager of Community Planning West Coast Multi-Use Path Extension	THAT the District of Ucluelet make application to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to expand Licence of Occupation File 1407317, to allow for the extension of the West Coast Multi Use Path and other associated utility uses, between the existing Multi Use Path and Pacific Rim National Park Reserve	Apply to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development	Planning / Public Works	In Progress
March 12, 2020	Reporting and Request for Funding Letter from the Ucluelet Chamber of Commerce	THAT Council directs Staff to present a report that explores options for the use of the \$10,000 allocated to explore economic development options including the future location of Tourism Ucluelet	Draft report regarding future locations for Tourism Ucluelet	Planning	In Progress
March 12, 2020	Operating and Project Review - Draft 5 Year Financial Plan	That Council direct Staff to provide a report on options for investing the remaining Community Forest Funds that have not been allocated for the 2020 budget	Draft report	Finance	Assigned - delayed due to Covid requirements
March 17, 2020	Water Treatment Loan Authorization Donna Monteith, Chief Financial Officer	3. THAT District of Ucluelet Loan Authorization Bylaw No. 1268, 2020 be given third reading and referred to the Inspector of Municipalities for approval	Staff to refer bylaw to the Inspector for Municipalities for approval	Administration / Finance	Assigned: this project is on hold until 2021 fiscal year
April 28, 2020	Lot 13 Marine Drive - Proposed Affordable Housing	THAT Council authorize the discharge of "No Build" covenant FB154873 from the title of Lot 13, concurrent with the registration of the "No Subdivision Covenant with Option to Purchase" on the property's title	Discharge covenant once No Subdivision Covenant with Option to Purchase is registered on the property title	Planning	In Progress - documents signed and back with lawyers for registering.
June 23, 2020	District of Ucluelet Flood Mapping Project Bruce Greig, Manager of Community Services	THAT Council earmark the results of the flood mapping project for upcoming discussions in the Strategic Planning update and subsequent Budget preparations, for next steps to: update Emergency Preparedness plans; consider resiliency in long-term Asset Management planning; consider changes to development regulations, including a process for public consultation, as they relate to existing properties; and, consider new policy on future developments to avoid areas of flood risk.	Use report findings to update strategic planning, emergency preparedness plans, asset management planning, development regulations, policies related to development and subsequent budget preparation.	Administration	Assigned: this will be brought back during strategic and budget planning.

Appendix A

July 14, 2020	Audio Visual Upgrades for the Main Hall	THAT Council reschedule the August 4, 2020 Regular Council Meeting to August 18, 2020 at 5:00 PM; and THAT Council approve using up to \$60,000 RMI funds for Audio Visual (AV) upgrades to the Main Hall at the Ucluelet Community Centre.	Implement AV upgrades.	Recreation & Tourism	In Progress - working with IT & Rec staff - late spring completion
October 13, 2020	Revised Covenant and Option to Purchase - Lot 13 Marine Drive Bruce Greig, Manager of Community Planning	THAT Council indicate that the offer to provide funding in the amount of \$320,000.00 to support the servicing and infrastructure of the development to reduce the cost of units to qualifying households would remain valid until September 1, 2025, and would be payable upon the owner obtaining a final occupancy permit for the last of the 33 houses to be built on the proposed lots.	Pay funds to the developer if and when occupancy permits are issued.	Finance	Assigned: Long Term Project Subject to Developer performance.
October 13, 2020	Lot 13 Marine Drive - Development Permit for Affordable Housing Bruce Greig, Manager of Community Planning	THAT Council authorize discharge of Restrictive Covenant FB154877 from the title of Lot 13 which restricts development on site within the riparian areas defined next to streams "AB" and "AC";	Discharge restrictive covenant.	Planning	Complete
November 24, 2020	Garage Exemption from Calculation for F.A.R. Bruce Greig, Manager of Community Planning	THAT Council direct staff to prepare a draft Zoning Amendment Bylaw to reinstate the exemption of garage floor area from the calculation of F.A.R., except for properties with the R-4 or R-5 zoning designation, for future consideration and public input.	Provide a report that attaches a Zoning Amendment Bylaw that introduces garage exemption which does not apply to the R-4 or R-5 Zones.	Planning	In Progress
December 3, 2020		THAT Council adopt the December 3, 2020 Special Meeting Minutes as presented.	Print, sign, upload and file.	Administration	Complete

Appendix A

December 15, 2020	Development of "The Cabins" Properties in the Reef Point Area John Towgood, Planner 1	11. THAT Council authorize the following: a. discharge of Statutory Right-of-Way EL10355 from the Cabins Property, as defined in this report, at the time the subdivision is registered to redefine the parcel boundaries for the subject properties; and, b. removal of section 3.a from Statutory Right-of-Way EL10354 from the Lodge and the Staff Housing Property, as defined in this report, at the time the subdivision is registered to redefine the parcel boundaries for the subject properties; and,	Discharge and amend the Statutory Rights of Way at the appropriate time.	Planning	Assigned
December 15, 2020	Development of "The Cabins" Properties in the Reef Point Area John Towgood, Planner 1	7. THAT District of Ucluelet Official Community Plan Amendment Bylaw No. 1281, 2020, be referred to a public hearing;	Give notice of the public hearing for the OCP Amendment, Zoning Bylaw Amendment, and the Development Variance Permit. Conduct public hearing.	Planning	In Progress - date TBD
December 15, 2020	Karen Laine and Christine Brice Re: Utility Charges Increase	THAT Staff work with Ardent Properties to identify options and present a report to Council in 2021.	Draft report regarding the water fees applicable to Whiskey Landing and other Strata Bulidings.	Finance	In Progress - Met with Ardent Feb 8/21
January 12, 2021	Ucluelet Climate Change Adaptation Plan Adoption Mark Boysen, Chief Administrative Officer	1. THAT Council adopt the Ucluelet Climate Change Adaptation Plan; and, 2. THAT Council direct Staff to integrate the adopted Climate Change Adaptation Plan actions into the District's Five-Year Financial Plan process.	Post Climate Change Adaptation Plan on Ucluelet.ca.	Administration	Complete
January 12, 2021	Overdose Crisis and Call for Overdose Action Plan Ken Christian, Mayor, Kamloops	THAT Council support the resolution adopted by the Kamloops City Council regarding overdose crisis in British Columbia.	Draft and send letter of support.	Administration	Complete
January 12, 2021	Guiding Lights Across BC - Feb 22 2021 - District of Ucluelet Diamond Isinger, Provincial Commissioner (BC), Girl Guides of Canada-Guides du Canada	THAT Council direct Staff to install blue lights on the District of Ucluelet sign located at the junction for the week of February 22, 2021 to participate in Guiding Lights Across BC.	Install lights on District of Ucluelet sign at the Junction for the week of February 22, 2021.	Public Works	Complete

Appendix A

January 12, 2021	Ucluelet Draft OCP Bruce Greig, Manager of Community Planning	THAT Council, with regard to the 2020 Official Community Plan (OCP) bylaw update: 3. provide feedback to staff on any desired changes to the draft before the bylaw is brought back for consideration of second reading as amended at a future meeting of Council.	Bring back OCP for second reading as amended.	Planning	Complete
January 26, 2021	2021 Council Meeting Schedule Amendment Joseph Rotenberg, Manager of Corporate Services	THAT Council reschedule the February 4, 2021 "Committee of the Whole – Societies" meeting to March 4, 2021 at 3:30 PM.	Post notices of rescheduling.	Administration	Complete
January 26, 2021	District of Ucluelet Zoning Amendment Bylaw No. 1267, 2020 (796 Marine Drive) - Adoption Joseph Rotenberg, Manager of Corporate Services	THAT District of Ucluelet Zoning Amendment Bylaw No. 1267, 2020, be adopted.	Update bylaw tracker, print, sign and file.	Administration	Complete
January 26, 2021	District of Ucluelet Zoning Amendment Bylaw No. 1282, 2020 (The Lodge at Terrace Beach) – Rescind 2nd Reading and Amend Bruce Greig, Manager of Community Planning	THAT District of Ucluelet Zoning Amendment Bylaw No. 1282, 2020, be referred to a public hearing; and,	Publish public hearing notice.	Planning	In Progress - Public Hearing scheduled for January 28 was cancelled. Hearing date TBD.
January 26, 2021	District of Ucluelet Zoning Amendment Bylaw No. 1282, 2020 (The Lodge at Terrace Beach) – Rescind 2nd Reading and Amend Bruce Greig, Manager of Community Planning	THAT District of Ucluelet Zoning Amendment Bylaw No. 1282, 2020, be given second reading as amended;	Amend bylaw.	Administration	Complete
January 26, 2021	District of Ucluelet Zoning Amendment Bylaw No. 1282, 2020 (The Lodge at Terrace Beach) – Rescind 2nd Reading and Amend Bruce Greig, Manager of Community Planning	THAT the public hearing currently scheduled for Thursday January 28, 2021, be cancelled.	Publish notice of cancellation.	Administration	Complete
February 9, 2021	January 12, 2021, Regular Council Minutes	THAT Council adopt the January 12, 2021, Regular Council Minutes as amended.	Print, sign, post and file.	Administration	Complete

Appendix A

February 9, 2021	January 21, 2021, Special Council Minutes	THAT Council adopt the January 21, 2021, Special Council Minutes as presented.	Print, sign, post and file.	Administration	Complete
February 9, 2021	January 26, 2021, Regular Meeting Minutes	THAT Council adopt the January 26, 2021, Regular Minutes as amended.	Print, sign, post and file.	Administration	Complete
February 9, 2021	Coastal Restoration Society - Request for letter of support Andrea McQuade and Joshua Temple, Director, Coastal Restoration Society	THAT Council direct Staff to write a letter of support for the Coastal Restoration Society's application to the Clean Coastal Clean Waters initiative fund for their project to remove debris in the Clayoquot and Barkley Sound.	Draft letter of support.	Administration	Complete
February 9, 2021	Development Permit and Rezoning Request for 1672 Cedar Road John Towgood, Planner 1	<p>1. THAT Council, with regard to the proposed development of a 4-unit mixed-use building at 1672 Cedar Road, authorize issuance of the requested Development Permit, subject to the applicant providing the following for review and approval by staff:</p> <ul style="list-style-type: none"> i. revised building plans to articulate the front face of the building and/or side walls at the corners to reduce the appearance of the building mass - given the close proximity to the street and relationship to adjacent properties; ii. confirmation that the siting of the proposed building is acceptable to BC Hydro given the nearby overhead power lines and their distance from the proposed building; iii. confirmation of suitability of the proposed emergency access and/or additional fire suppression measures within the building; iv. further detailed architectural, civil and landscape architectural plans showing the following: <ul style="list-style-type: none"> 1. details of shed / bicycle enclosure; 2. details of screening for waste & recycling bins; 	Issue building permit after conditions are met.	Planning	In Progress

Appendix A

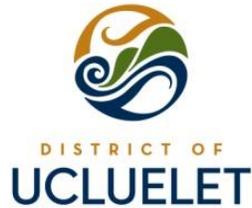
February 9, 2021	Development Permit and Covenant Modification for 590 Marine Drive John Towgood, Planner 1	<p>THAT Council, in regard to Lot B, District Lot 281, Clayoquot District, Plan VIP82211 (590 Marine Drive), authorize the following:</p> <p>a. modification of Covenant CA7109503 to reflect the six-unit multifamily building and associated landscaping, sidewalk, and parking area proposed in this application.</p> <p>b. issuance of Development Permit DP20-16 for a six-unit multifamily building and associated landscaping, sidewalk, and parking area, subject to the Developer providing:</p> <p>i. final detailed civil and landscape plans, for review and approval by District staff;</p> <p>ii. cost estimate of the proposed off-site works and landscaping; and,</p> <p>iii. landscape security deposit in the amount of 125% of the estimated cost of the proposed works.</p>	Modify covenant, and issue building permit after conditions have been met.	Planning	In Progress
February 9, 2021	ICIP Investing In Canada Infrastructure Resilience Program - COVID 19 Infrastructure Stream (CVRIS) Adaptation, Resilience & Disaster Mitigation (ARDM) Program Grant Application Warren Cannon, Manager of Operations	THAT Council direct Staff to apply to the Investing in Canada Infrastructure Program- Adaptation, Resilience & Disaster Mitigation Stream (ARDM) for grant funding for the Sanitary Sewer System Auxiliary Power project; and, THAT Council supports the Sanitary Sewer System Auxiliary Power project and commits to its share of any associated ineligible costs and cost overruns, if needed.	Draft certified resolution.	Administration	Complete
February 9, 2021	Requesting a letter from the District of Ucluelet George Hanson, President, VIEA	THAT Council direct Staff to submit a letter in support of VIEA's supply chain resiliency project.	Draft letter of support.	Administration	Complete
February 9, 2021	Fire Emergency Equipment Funding for Small Rural Communities Denis Dugas, Mayor, Port Hardy	THAT Council support Mayor Dugas' letter to the Minister of Municipal Affairs regarding fire and emergency equipment funding for small rural communities.	Communicate Council's support to Mayor Dugas.	Administration	Complete
23-Feb-21	CBC License Agreement Renewal Joseph Rotenberg, Manager of Corporate Services	THAT Council authorize the District of Ucluelet's authorized signatories to enter into the CBC Licensing Agreement dated for reference February 23, 2021.	Sign and file licensing agreement.	Administration	In Progress

Appendix A

23-Feb-21	Ucluelet and Area Childcare Society Letter of Support for Co-op Community Space Grant Abby Fortune, Manager of Recreation & Tourism	1. THAT Council write a letter of support for the Ucluelet & Area Child Care Society (UACCS) to partner with the District of Ucluelet through the Co-op Community Spaces Grant to: a. Build an awning addition of the end of the building at the Daycare at the UCC for covered outdoor space; b. Remove the pea gravel and install rubber matting for a playground surface; and c. To accept funding and issue receipts on the UACCS behalf.	Draft and send letter of support.	Recreation & Tourism	Complete
23-Feb-21	Ucluelet Official Community Plan Bylaw Bruce Greig, Manager of Community Planning	That Council, with regard to the Official Community Plan (OCP) bylaw update: 4. refer the OCP Bylaw to the following agencies for a period of 60 days to invite their formal comment: • Ucluelet First Nation; • Toquaht Nation; • Alberni Clayoquot Regional District; • District of Tofino; • School District 70; • Island Health; • Ministry of Transportation and Infrastructure; • Pacific Rim National Park Reserve; • Clayoquot Biosphere Trust; • Westcoast Community Resources Society; • Alberni Clayoquot Health Network; • Wild Pacific Trail Society; • Tourism Ucluelet; • Ucluelet Chamber of Commerce; and,	Refer the OCP to the identified agencies	Planning	In-Progress
23-Feb-21	Ucluelet Official Community Plan Bylaw Bruce Greig, Manager of Community Planning	That Council, with regard to the Official Community Plan (OCP) bylaw update: 3. give second reading to District of Ucluelet Official Community Plan Bylaw No. 1236, 2020, as amended;	Update bylaw.	Planning	Complete
23-Feb-21	Ucluelet Official Community Plan Bylaw Bruce Greig, Manager of Community Planning	That Council, with regard to the Official Community Plan (OCP) bylaw update: That Council, with regard to the Official Community Plan (OCP) bylaw update: 5. refer District of Ucluelet Official Community Plan Bylaw No. 1236, 2020, to a public hearing.	Give notice of the public hearing.	Planning	In Progress
February 23, 2021	Ursula Banke, Island Work Transitions Inc. Re: WC Senior Services - Better at Home Program (UWLM)	THAT Council direct Staff to draft a letter of support for the WC Senior Services - Better at Home Program.	Draft and send letter of support.	Administration	Complete

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February 23, 2021	Ursula Banke, Island Work Transitions Inc. Re: WC Local Labour Market Information Project	THAT Council direct Staff to draft a letter of support for the West Coast Business & Workforce Strategy - Post Pandemic Recovery program.	Draft and send letter of support.	Administration	Complete
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STAFF REPORT TO COUNCIL

Council Meeting: March 9, 2021
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRUCE GREIG, MANAGER OF COMMUNITY PLANNING **FILE NO:** 3360-20-RZ21-02

SUBJECT: ZONING AMENDMENT – GARAGE FAR EXEMPTION **REPORT NO:** 21-31
IN THE R-1 ZONE.

ATTACHMENT(S): APPENDIX A - BYLAW NO. 1287, 2021
APPENDIX B – BACKGROUND REPORT FROM NOVEMBER 24, 2020

1. Requested resolution:

THAT Council give first and second reading to District of Ucluelet Zoning Amendment Bylaw No. 1287, 2021, and refer the bylaw to a public hearing.

2. Purpose:

The purpose of this report is to bring forward a zoning amendment to reinstate an exemption for building areas designated and used solely for the parking or temporary storage of private vehicles from the gross floor area used in the calculation of floor area ratio (the “**Exemption**”) on residential properties. Council passed the following resolution at its November 24, 2020, regular meeting:

“THAT Council direct staff to prepare a draft Zoning Amendment Bylaw to reinstate the exemption of garage floor area from the calculation of F.A.R., except for properties with the R-4 or R-5 zoning designation, for future consideration and public input.”

3. Discussion:

The exemption was originally taken out of the Zoning Bylaw by the adoption of Zoning Amendment Bylaw No. 1269, 2020. The removal was recommended to remove a perceived loophole in the zoning bylaw regulations that could allow homes with extra-large garages to circumvent the allowable Floor Area Ratio (**FAR**) regulation for a lot. As mentioned in previous reports (see **Appendix ‘B’**) the reinstatement of this exemption should be subject to discussion of why there is a FAR requirement, the rationale behind a parking exemption, and the possibility of unintended outcomes.

3.1. FAR regulations:

The FAR regulation has been in the R-1 zoning since the adoption of Zoning Bylaw No. 800, 1999, and specifies a ratio of total building area per land area. FAR is a common zoning tool used to regulate building size in many municipalities in BC. Generally, this regulation defines a limit on the

overall mass and impact of a building - and works in conjunction with regulations for maximum lot coverage, maximum height and minimum setbacks. The following diagrams in **Figure 1** compare what might be built without any maximum FAR regulation, with a defined FAR, and with a FAR but with an unlimited parking exemption:

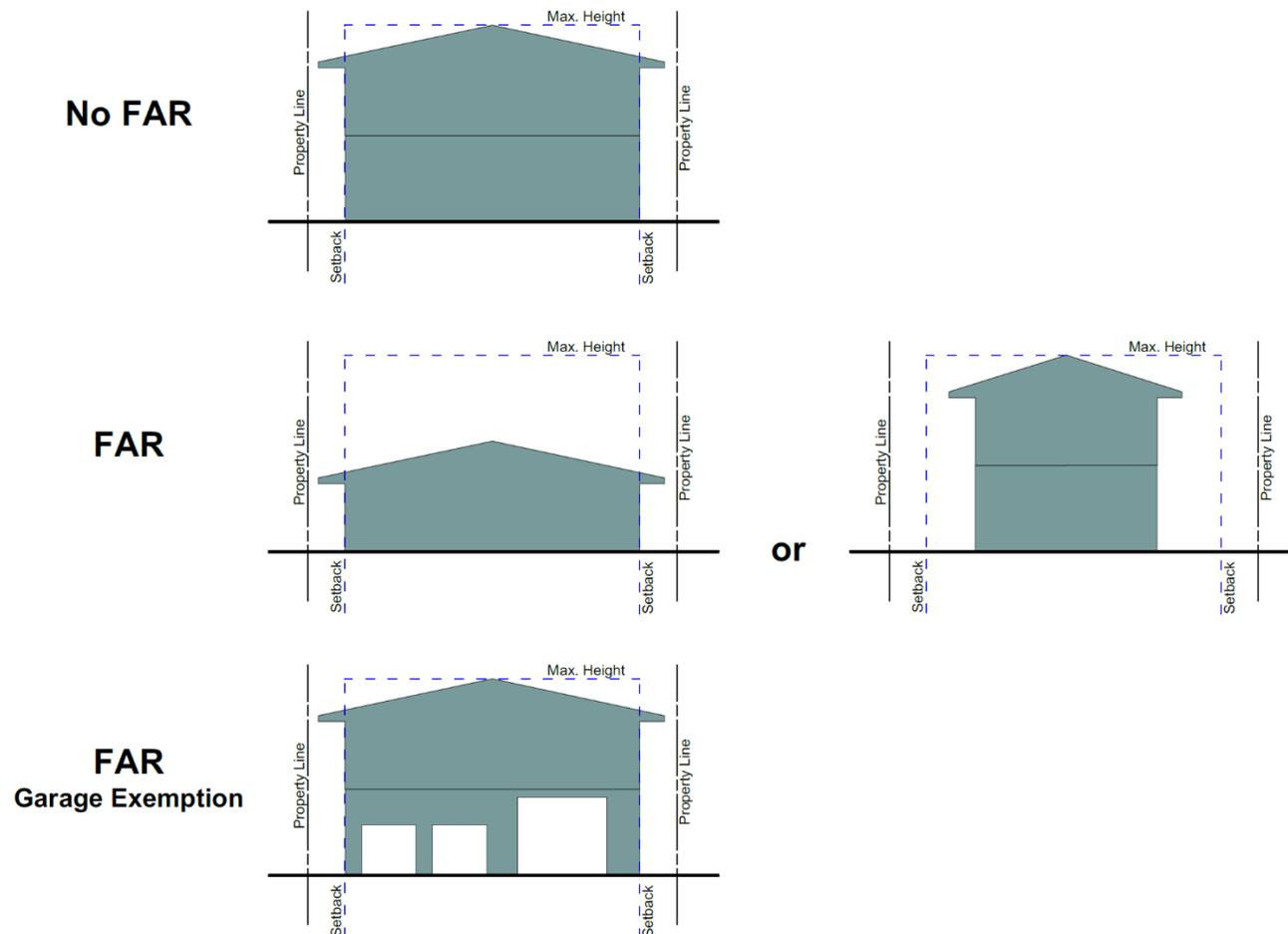


Figure 1

3.2. Parking Exemption:

An exemption for the indoor parking and storage of cars should have a clear rationale. Some communities exempt areas for a secondary suite to encourage the construction of accessory dwellings, some exempt limited areas for parking (one space at 28m² or two spaces at 56m²), some do not have any exemptions at all, and others have an unlimited exemption - often the latter is tied to the parking being placed below grade as an incentive to create underground parking.

The following are possible reasons to justify exempting garage area from the regulation of overall building mass:

- Aesthetic: more space for vehicles parked indoors could improve the public streetscape and the overall character of a neighbourhood. Anecdotally, however, existing garages

are often used as storage spaces and their existence may not necessarily reduce the parking of vehicles in front of properties.

- Monetary: automobiles are a large investment and the ability to park indoors may allow residents to more easily protect that investment.

Similar reasoning could be used to justify floor area exemptions for the following:

- Accessory dwellings: to create an incentive to develop infill housing;
- Home workshops: to support mental health, support local arts and craft activities and/or support the development of new home-based businesses.
- Indoor fitness facilities: to support physical health.
- Greenhouses: to support mental health and food self-sufficiency.

FAR is just one regulatory tool which sets a boundary on what can be built on a property, to meet community expectations. For example, the lots on both Lorne White Place and Cedar Grove Place do not have a maximum FAR regulation in their zoning. On those streets the building size is limited by setbacks, height and lot coverage. On both streets the relatively small lot sizes, additional green space covenants (which act like extra building setbacks), and the small frontages create a limited building envelope.

3.3. Unintended Outcomes

Prior to the removal of the FAR exemption by Bylaw No. 1269, 2020, the town was not experiencing a proliferation of overly-large homes. A small number of concerns have been raised by residents in recent years, when surprised by the size of a neighbour's new home. As the community grows and property values rise, however, it can be expected that new construction will expand toward the maximum allowable under the zoning regulations. An unlimited garage exemption could be used to permit construction of a garage-dominated house appearing overly large to neighbourhood residents. Staff therefore recommend that if Council is considering providing a floor area exemption for garages, that Council also consider placing a reasonable upper limit on the amount of floor area which would enjoy that exemption.

4. Draft Ucluelet Zoning Amendment Bylaw No.1287, 2021

This bylaw would reinstate an unlimited parking exemption as directed by Council. The bylaw would apply the exemption to the R-1 Zone only, as follows:

THAT Schedule B of the District of Ucluelet Zoning Bylaw No. 1160, 2013, as amended, is hereby further amended by adding the following subsection to section R-1.3 Density in alphanumerical order, as follows:

"R-1.3.2(a) Notwithstanding the Density Regulations in Section 304.2, on lots within the R-1 zone, building areas designated and used solely for the parking or temporary storage of private vehicles may be excluded from the gross floor area used in the calculation of floor area ratio."

A review of the residential zones indicated that the reinstatement of the exemption would only be required in the R-1 zone since:

- in the R-4, R-5 and the draft R-6 zones, the smaller lot sizes would not be appropriate for an FAR exemption (which could easily result in very large buildings squeezed on to small lots);

- the residential lots in the CD zones (e.g., Rainforest Drive) are generally larger and allow for ample gross floor area, with a higher maximum FAR (0.5 compared with R-1 at 0.35);
- smaller lots in some CD zones are not regulated by a maximum FAR (as noted above).

5. **Financial Implications:**

Because the bylaw amendment would apply broadly to all properties within the R-1 zone, delivery of individual notices to property owners and occupants is not required; the cost of advertising the required notification would be limited to the placement of an ad in the paper for two issues and would be accommodated under current operational budgets.

6. **Options:**

An unlimited parking exemption is not recommended. It is recommended that if an exemption for parking is reintroduced to the FAR regulations for the R-1 zone, that a limited exemption area be defined as proposed in option B below. Council could consider the following:

- A. **THAT** Council initiate readings of the draft Bylaw No. 1287, 2021, as outlined at the outset of this report;
 - B. **THAT**, prior to second reading of bylaw No. 1287, amend the draft bylaw by replacing in proposed subsection R-1.3.2(a) the words “building areas” with “up to 56m² (600 ft²) of building area”;
- or,
- C. **THAT** Council provide alternative direction to staff.

Respectfully submitted: Bruce Greig, Manager of Planning
John Towgood, Planner 1
Donna Monteith, Acting Chief Administrative Officer

Appendix A

DISTRICT OF UCLUELET**Zoning Amendment Bylaw No. 1287, 2021**

A bylaw to amend the "District of Ucluelet Zoning Bylaw No. 1160, 2013".

(Areas used for parking may be excluded from *gross floor area* in the R-1 Zone)

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:

THAT Schedule B of the District of Ucluelet Zoning Bylaw No. 1160, 2013, as amended, is hereby further amended by adding the following subsection to section **R-1.3 Density** in alphanumerical order, as follows:

"R-1.3.2(a) Notwithstanding the Density Regulations in Section 304.2, on lots within the R-1 zone, building areas designated and used solely for the parking or temporary storage of private vehicles may be excluded from the *gross floor area* used in the calculation of *floor area ratio*."

2. Citation:

This bylaw may be cited as "District of Ucluelet Zoning Amendment Bylaw No. 1287, 2021".

READ A FIRST TIME this day of , 2021.

READ A SECOND TIME this day of , 2021.

PUBLIC HEARING held this day of , 2021.

READ A THIRD TIME this day of , 2021.

ADOPTED this day of , 2021.

CERTIFIED A TRUE AND CORRECT COPY of “District of Ucluelet Zoning Amendment Bylaw No. 1287, 2021.”

Mayco Noël
Mayor

Joseph Rotenberg
Corporate Officer

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

Joseph Rotenberg
Corporate Officer

Appendix B

**STAFF REPORT TO COUNCIL**

Council Meeting: November 24, 2020
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRUCE GREIG, MANAGER OF COMMUNITY PLANNING

FILE NO: 0550-20 AGENDA

SUBJECT: GARAGE EXEMPTION FROM CALCULATION OF F.A.R.

REPORT NO: 20-128

ATTACHMENT(S): APPENDIX A – UCLUELET ZONING AMENDMENT BYLAW NO. 1269, 2020
APPENDIX B – EXCERPT OF ZONING AMENDMENT DISCUSSION FROM STAFF REPORT DATED MARCH 17, 2020
APPENDIX C – EXCERPTS OF ADVERTISING OF MARCH 17, 2020, WAIVER OF PUBLIC HEARING AND INVITATION FOR PUBLIC INPUT FROM THE WESTERLY NEWS AND DISTRICT OF UCLUELET WEBSITE

RECOMMENDATIONS:

1. **THAT** Council, with regard to the change to the definition of *Gross Floor Area* in Ucluelet Zoning Bylaw No. 1160, 2013, which was recently modified by Zoning Amendment Bylaw No. 1269, 2020, to remove the exemption of garage floor area from the calculation of Floor Area Ratio (F.A.R.), leave the bylaw as currently enacted and:
 - a. indicate to individual property owners who require garage floor area exemption for the development of their land that they have the option to apply for a site-specific zoning amendment;
 - b. monitor the number of such applications and inquiries which come forward over a period of time, before considering whether adjustments to the allowable F.A.R. - or further exemptions from the calculations of F.A.R. - are warranted; and,
 - c. consider directing staff to prepare, for consideration in the 2021 Budget process, a scope of work and cost estimate for consulting services for analysis and reporting on Floor Area Ratios in residential zones comparing built out neighbourhoods within similar communities, and potentially recommending adjustments to the Zoning Bylaw – for consideration in combination with other potential zoning amendments for housing in accessory residential units, better definition of short term rentals, etc. already being discussed for the 2021 work plan.

DISCUSSION:

At its November 10, 2020, regular meeting Council passed the following resolution:

“WHEREAS our understanding in April was that Bylaw No. 1269, 2020, was specifically related to Lot 13 and its R-5 zoning, we now find it affects all zoning in the District. We would like to better understand the impact of these changes and would appreciate more insight into this matter;

***THEREFORE, BE IT RESOLVED THAT** Council requests staff to write a report on the changes to Floor Area Ratios arising from Bylaw No. 1269, 2020, and its impacts.”*

Attached, for reference, are the Zoning Amendment Bylaw No. 1269, 2020 (**Appendix ‘A’**), excerpts from the staff report dated March 17, 2020 (**Appendix ‘B’**), and copies of the notice given for Bylaw No. 1269 (**Appendix ‘C’**).

Given that a number of long-range planning projects are already either underway or scheduled, reflecting the strategic priorities set by Council, staff recommend that the zoning bylaw be left in its current form for the time being. If the lack of a garage exemption proves to be a recurring issue for land-owners, then this could be brought back for Council’s consideration at any time.

Floor Area Ratio, or F.A.R., is the ratio of the total building floor area divided into the total lot area. F.A.R. is one component of zoning regulations which can define the maximum total building mass allowable on a property of a given size. The form and character of a neighbourhood develops over time, and can be shaped by regulations such as F.A.R. adopted by the community.

The use within a building, for example whether the space is used for a garage or a living room, is arguably immaterial to how the total building mass is experienced from the exterior on neighbouring properties and at the public street. Nevertheless, the exemption of some portions of a building’s gross floor area from the calculation of F.A.R. is sometimes used as an incentive for property owners to dedicate space to a particular use. In essence, the community may accept a more massive building if the building includes some portion which is seen as providing some benefit to the community. Council may wish to consider, if revisiting the exemptions from *Gross Floor Area*, what uses are most appropriate for such an exemption, and to what degree.

If Council wishes to consider a broad adjustment of Floor Area Ratios in existing residential zones, it would be appropriate to undertake a degree of research and analysis into comparable zoning regulations - and the resulting neighbourhood form which results - as properties are built out. Staff recommend that if this is the direction of Council, then it would be appropriate to include that work as part of the project to revisit regulations around accessory residential uses (suites and cottages) as well as short term rentals in the existing residential zones (currently anticipated 2021).

Should the garage floor area exemption be reinstated generally, then staff would recommend that such exemption should not apply within the smaller-lot R-4 or R-5 zones.

OPTIONS:

Staff recommend that property owners may use the option of applying for a site-specific amendment to suit their needs, should the F.A.R. prove limiting under the bylaw as it currently stands.

Alternatively, Council could consider the following:

2. **THAT** Council provide direction to staff, for the preparation of a draft Zoning Bylaw amendment, on whether exemptions to F.A.R. are to be considered as an incentive for the development of secondary land uses on residential properties which may provide a community benefit such as:
 - a. secondary suite;
 - b. accessory residential dwelling unit; and/or,
 - c. daycare facility as a home occupation; **or**,

3. **THAT** Council direct staff to prepare a draft Zoning Amendment Bylaw to reinstate the exemption of garage floor area from the calculation of F.A.R., except for properties with the R-4 or R-5 zoning designation, for future consideration and public input.

Respectfully submitted: Bruce Greig, Manager of Community Planning
Mark Boysen, Chief Administrative Officer

DISTRICT OF UCLUELET**Zoning Bylaw Amendment Bylaw No. 1269, 2020**

A bylaw to amend the District of Ucluelet Zoning Bylaw
(Lot 13 Marine Drive – new R-5 Compact Single-Family Residential Zone).

WHEREAS Section 479 and other parts of the *Local Government Act* authorize zoning and other development regulations;

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

1. Text Amendment:

The District of Ucluelet Zoning Bylaw No. 1160, 2013, as amended, is hereby further amended as follows:

- A. By** replacing the definition of Gross Floor Area within Division 100 – Enactment and Interpretation, Section 103 Definitions, such that the new definition reads as follows:

“**Gross Floor Area**” means the total area of all floors of a *building(s)* or use within a *building* (as the case may be) on a *lot*, measured to the exterior walls of the *building*, specifically excluding only non-habitable portions of a *basement*.”

- B. By** amending within Division 300 – General Prohibitions and Regulations, Section 306 Buildings & Structures – Setbacks and Siting, such that “R-5” is added to the list of residential zones to which Section 306.3(7) applies.

- C. By** adding a new Residential zone, to Schedule B – The Zones that directly follows R-4 Zone – Small Lot Single Family Residential such that the new section reads as follows:

“R-5 Zone – COMPACT SINGLE-FAMILY RESIDENTIAL

This Zone is intended for more affordable, compact single-family residential infill development with low-impact accessory uses.

R-5.1 Permitted Uses

R-5.1.1 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) *Home Occupation*
 - (b) *Secondary Suite*

R-5.2 Lot Regulations

- R-5.2.1 Minimum Lot Size: 150 m² (1,615 ft²)
- R-5.2.2 Minimum Lot Frontage: 7.5 m (25 ft)

R-5.3 Density:

- R-5.3.1 Maximum Floor Area Ratio: 0.5
- R-5.3.2 Maximum Lot Coverage: 50%

R-5.4 Maximum Size (Gross Floor Area):

- R-5.4.1 Principal Building: 140 m² (1,500 ft²)
- R-5.4.2 Accessory Buildings: 10 m² (107 ft²) combined total

R-5.5 Maximum Height:

- R-5.5.1 Principal Buildings & Structures: 5 m (16.4 ft)
- R-5.5.2 Accessory Buildings & Structures: 3.5 m (11.5 ft)

R-5.6 Minimum Setbacks:

- R-5.6.1 The following minimum setbacks apply, as measured from the *front lot line, rear lot line* and *side lot lines(s)*, respectively:

	(a) Front Yard Setback	(b) Rear Yard Setback	(c) Side Yard - Interior Setback	(d) Side Yard - Exterior Setback
(1) Principal	3 m (9.8 ft)	3 m (9.8 ft)	1.2 m (4 ft)	3 m (9.8 ft)
(2) Accessory		0 m	0 m	0 m

- R-5.6.2 In addition, no *accessory building* or access to a *parking space* may be located between the front face of the principal building and the street."

2. Map Amendment:

Schedule A (Zoning Map) of District of Ucluelet Zoning Bylaw No. 1160, 2013, as amended, is hereby further amended by changing the zoning designation of Lot 13, District Lot 283, Clayoquot Land District, Plan VIP84686 [PID 027-473-538] shown shaded on the map attached to this Bylaw as Appendix "A", from CD-5 Zone FORMER WEYCO FOREST LANDS CD-5C SubZone (Development Area 3) OCEANWEST CD-5C.1.2 AFFORDABLE HOUSING to R-5 Zone – COMPACT SINGLE-FAMILY RESIDENTIAL.

3. **Citation:** This bylaw may be cited as "District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1269, 2020".

READ A FIRST TIME this 17th day of March, 2020.

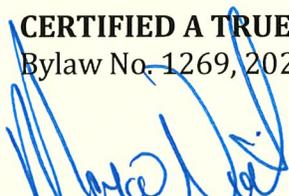
READ A SECOND TIME this 17th day of March, 2020.

PUBLIC HEARING WAS WAIVED on 17th day of March, 2020.

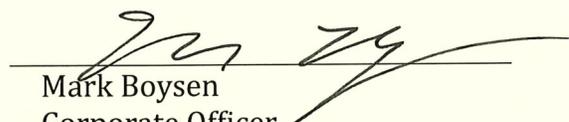
READ A THIRD TIME this 28th day of April, 2020.

ADOPTED this 28th day of April, 2020.

CERTIFIED A TRUE AND CORRECT COPY of "District of Ucluelet Zoning Amendment Bylaw No. 1269, 2020."

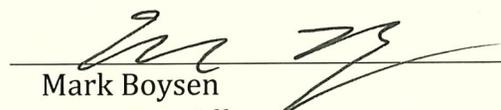


Mayco Noël
Mayor



Mark Boysen
Corporate Officer

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

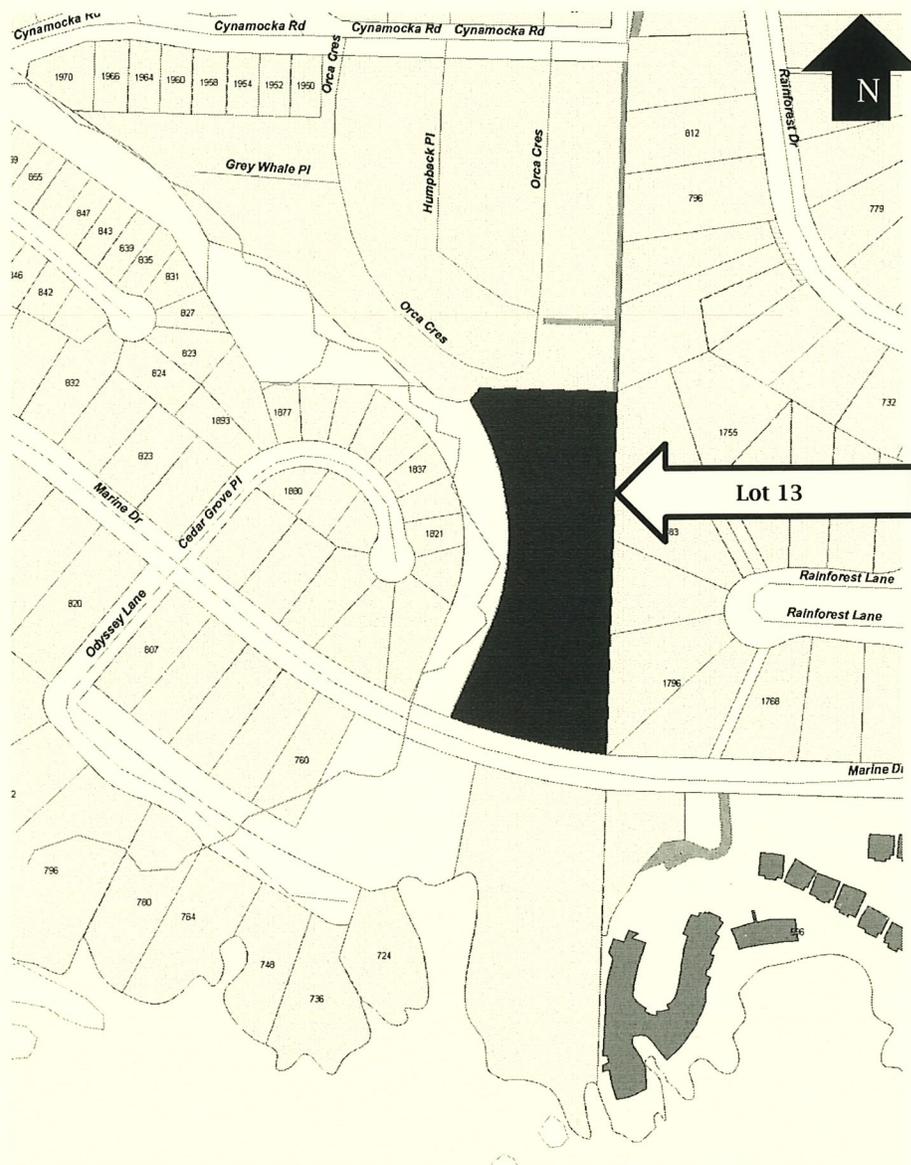


Mark Boysen
Corporate Officer

APPENDIX 'A'

District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1269, 2020

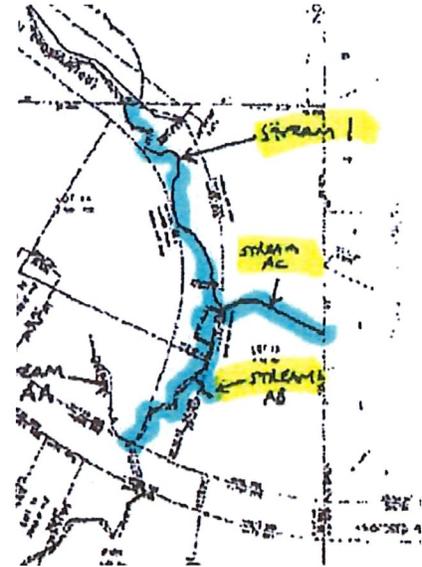
From: CD-5C.1.2 Affordable Housing
To: R-5 Compact Single-Family Residential



Staff recommend that detailed grading and drainage plans, reviewed and developed with the guidance of a Qualified Environmental Professional, should inform future decisions on the Development Permit and subdivision of Lot 13.

3.2.4 Draft MoU Partnership Agreement with the BC Housing AHOP program:

A draft master partnering agreement between BC Housing and the District is provided in Appendix 'A'. This agreement sets out the framework where the cost savings achieved by the developer are captured by a second mortgage provided by BC Housing on the ownership units in the AHOP program (in this case, 24 ownership lots). Under the agreement, if these units sell and transition out of the program, then the value of those mortgages is returned to the District's affordable housing reserve account. The provincial AHOP program essentially provides an incentive for municipalities to reduce some of the costs of developing affordable housing supply. The end goal of the AHOP program is not to create permanently affordable housing units in this development, but to create new housing supply which is initially affordable (and may remain so for many years) and at the same time allow those qualifying home buyers to get into the market and begin building equity. Also, it should be stated that by nature of their design, these homes (small houses on small lots) are likely to remain more affordable in the long run than other types of housing. There is no residual development potential on the proposed lots; they are not suited to further subdivision or up-scaling of the houses on site.



At the time of writing this report, a statement from BC Housing has not yet been received to confirm their valuation of the proposed cost savings being achieved by the developer. Staff have provided the following summary and expect that, prior to a public hearing, confirmation of the project commitment will be available from BC Housing:

Municipal contribution to offset servicing:	\$320,000
Reduced road construction costs (as varied):	\$115,750
Cost savings by creating fee-simple subdivision:	<u>\$20,000</u>
total:	\$455,750

This does not include a factor of land value costs from density bonusing, or for Council's support for broadening the definition of "affordable housing" under the prior approvals affecting the potential to develop Lot 13 – this is an ongoing point of discussion between staff and BC Housing.

3.3 Draft Zoning Amendment Bylaw No. 1269, 2020:

A rezoning bylaw has been prepared to achieve three things (see **Appendix "B"**). Primarily, the bylaw would create a new R-5 zone for compact single-family development to suit the 33 proposed small lots.



Bylaw No. 1269 would also update the definition of "Gross Floor Area" to remove an existing exemption for garages. The area occupied by the garage portion of a building contributes to the overall massing of the building (no different than building area occupied by bedrooms or storage); staff's opinion is that the existing exemption for garages in the definition of gross floor area is a mistake. Given the generous floor area ratios within the current zoning regulations, this is not expected to impact property owners' ability to reasonably develop existing properties.

Lastly, the draft bylaw would include "R-5" in the list of residential zones which, under section 306.3(7) are allowed an uncovered outdoor patio within the setback areas on a residential property.

The new R-5 zone has also been crafted with an eye to future rezoning applications which may come forward to create small infill lots by subdivision. Because no areas of the District are being pre-zoned with these small parameters for subdivision, there is no risk of a proliferation of extremely compact lots changing the character of neighbourhoods.

In other words, in order to take advantage of the regulations in the R-5 zoning designation, a property owner would need to apply to rezone their property and present a plan detailing their proposal for how they would develop their site; Council would not be obliged to approve that future rezoning unless they are comfortable that the plan fits in the context of the neighbourhood and the feedback received from neighbouring residents.

3.4 Draft Housing Agreement Bylaw No. 1270, 2020:

The housing agreement authorization bylaw has drafts of the two (ownership and rental) housing agreements attached as schedules A and B, which would be registered on the ownership (i.e., AHOP) and rental lots, respectively, at the time those lots are created by the subdivision of Lot 13 (see **Appendix "C"**).

3.4.1 Affordable Ownership Housing Agreement:

The lots for purchase under the AHOP program would be administered by BC Housing. The housing agreement applying to these lots basically guarantees that they will be developed as proposed and sold to purchasers meeting the income requirements of BC Housing. The agreement includes the following criteria for a "qualified person":

As drafted in Bylaw 1270:	As preferred by the developer:
has lived in ACRD min. 24 months	has lived in ACRD min. 6 months
has worked full time a minimum of 1 year on west coast (or is retired after living here 5 years out of last 10)	has proof of employment on the west coast (or is retired after living here 1 year out of the last 10)
does not own other property	does not own other property
meets BC Housing AHOP income requirements	meets BC Housing AHOP income requirements

The applicant would like a looser definition of a qualifying person, to broaden the pool of potential purchasers of the 24 ownership units. Staff suggest that the criteria as drafted are likely to result in enough buyers from within the community. There is a provision for the

Notice to Waive Public Hearing

Notice is hereby given pursuant to Sections 464(2) and 467 of the Local Government Act that, at its regular meeting held March 17th, 2020, District of Ucluelet Council determined that proposed changes to the Zoning Bylaw are consistent with the District of Ucluelet Official Community Plan and thereafter resolved to waive the holding of a Public Hearing for

District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1269, 2020.

In general terms the purpose of this proposed Bylaw is to amend the District of Ucluelet Zoning Bylaw No. 1160, 2013 (the "Zoning Bylaw"), as follows:

1. By replacing the definition of Gross Floor Area, such that the new definition reads as follows:
 "Gross Floor Area" means the total area of all floors of a *building(s)* or use within a *building* (as the case may be) on a *lot*, measured to the exterior walls of the *building*, specifically excluding only non-habitable portions of a *basement*."
2. By amending Division 300, such that "R-5" is added to the list of residential zones to which Section 306.3(7) applies (to allow an uncovered patio within lot setbacks, like in other residential zones).
3. By adding a new Residential zone "R-5 Zone – Compact Single Family Residential". This Zone is intended for more affordable, compact single-family residential infill development with low-impact accessory uses.
4. By amending the zoning map to change the designation of Lot 13, District Lot 283, Clayoquot Land District, Plan VIP84686 [PID 027-473-538] ("Lot 13 Marine Drive") shown shaded on the map below, from CD-5 Zone to the new R-5 Zone – Compact Single Family Residential:



Further Information:

Copies of the bylaw, application, reports and relevant background documents may be viewed in the

"Lot-13 Marine Drive Affordable Housing Public Input"

section of the District of Ucluelet website:

<https://ucluelet.ca/community/district-of-ucluelet-council/lot-13-marine-drive-affordable-housing-public-input>

Despite the decision to waive holding a public hearing during the COVID-19 outbreak, Council encourages any persons who believe their interests to be affected by the bylaw to

LEARN ABOUT THE PROPOSAL AND SUBMIT YOUR COMMENTS!

Please inform yourself of the details of this proposal by exploring the information provided at the website link above. Public comment on Bylaw No. 1269 and the proposed 33-lot development is encouraged and can be submitted **in writing**. Submissions can be mailed to the District of Ucluelet, P.O. Box 999, Ucluelet B.C., V0R 3A0 or emailed to communityinput@ucluelet.ca, or placed in the drop box outside the municipal office at 200 Main Street, but must be received by the end of day on

April 16th, 2020.

Written submissions must include your name and street address and will be considered part of the public record on this matter, pursuant to the *Freedom of Information and Protection of Privacy Act*.

Copies of the bylaws and related background materials may be inspected at the District of Ucluelet Municipal Hall between the hours of 8:30 am to 4:00 pm weekdays except statutory holidays from the date of this notice until April 16, 2020. However, due to the COVID-19 pandemic access to District Hall may be restricted during this period, so members of the public are encouraged to view the materials at the website noted above, and if you wish to view the materials at the Hall we ask that you contact staff in advance so we can make appropriate arrangements to ensure health and safety. Staff can be reached at (250) 726-7744 ext. 223. Please be prepared to leave a message with your callback information, as many staff members are currently working remotely. Community input is important - and we thank you for your patience as we adjust our practices in response to rapidly changing global circumstances.



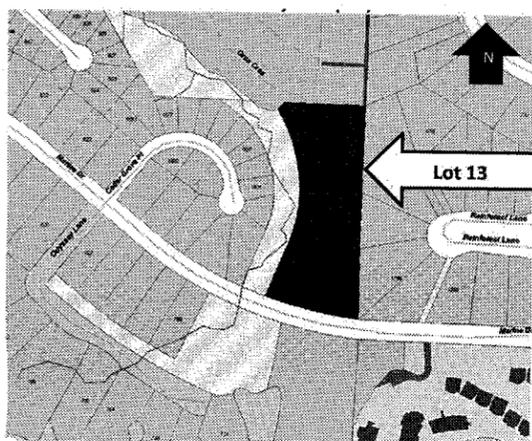
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District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1269, 2020.

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1. By replacing the definition of Gross Floor Area, such that the new definition reads as follows: "Gross Floor Area" means the total area of all floors of a building(s) or use within a building (as the case may be) on a lot, measured to the exterior walls of the building, specifically excluding only non-habitable portions of a basement."
2. By amending Division 300, such that "R-5" is added to the list of residential zones to which Section 306.3(7) applies (to allow an uncovered patio within lot setbacks, like in other residential zones).
3. By adding a new Residential zone "R-5 Zone – Compact Single Family Residential". This Zone is intended for more affordable, compact single-family residential infill development with low-impact accessory uses.
4. By amending the zoning map to change the designation of Lot 13, District Lot 283, Clayoquot Land District, Plan VIP84686 [PID 027-473-538] ("Lot 13 Marine Drive") shown shaded on the map below, from CD-5 Zone to the new R-5 Zone – Compact Single Family Residential:



Subject Property

Further Information:

Copies of the bylaw, application, reports and relevant background documents may be viewed in the

"Lot-13 Marine Drive Affordable Housing Public Input"

section of the District of Ucluelet website:

<https://ucluelet.ca/community/district-of-ucluelet-council/lot-13-marine-drive-affordable-housing-public-input>

Despite the decision to waive holding a public hearing during the COVID-19 outbreak, Council encourages any persons who believe their interests to be affected by the bylaw to

LEARN ABOUT THE PROPOSAL AND SUBMIT YOUR COMMENTS!

Please inform yourself of the details of this proposal by exploring the information provided at the website link above. Public comment on Bylaw No. 1269 and the proposed 33-lot development is encouraged and can be submitted in writing.

Submissions can be mailed to the District of Ucluelet, P.O. Box 999, Ucluelet B.C., V0R 3A0 or emailed to communityinput@ucluelet.ca, or placed in the drop box outside the municipal office at 200 Main Street, but must be received by the end of day on

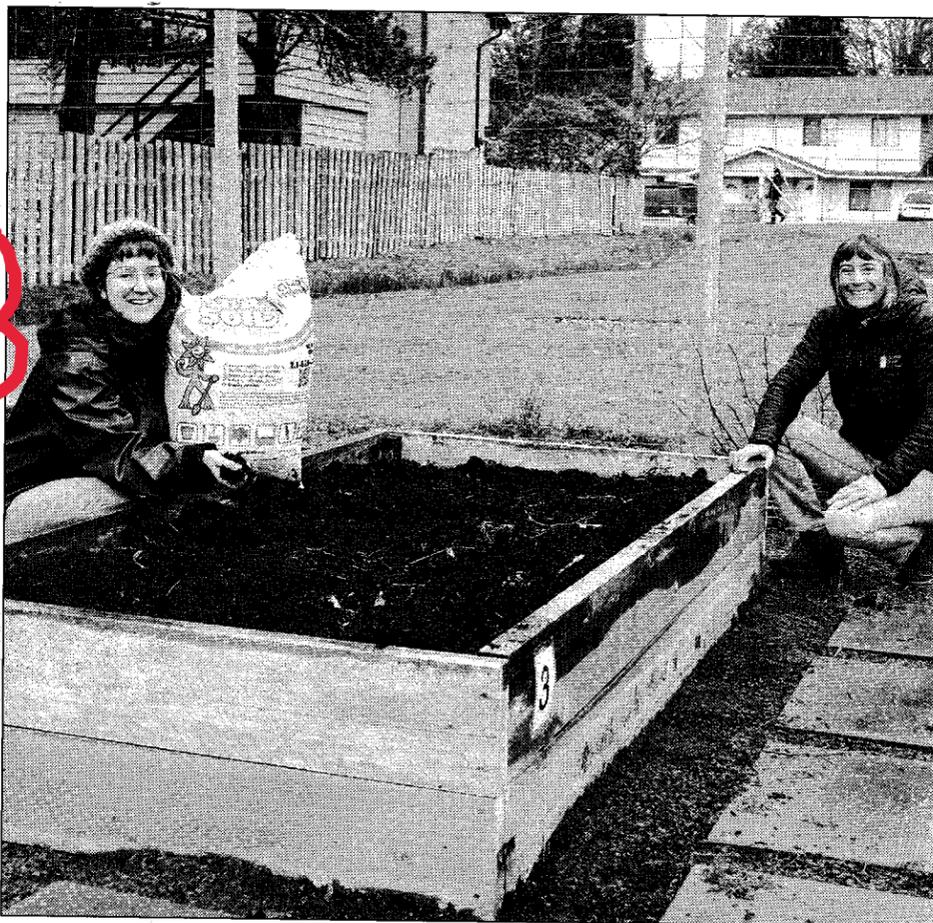
April 16th, 2020.

Written submissions must include your name and street address and will be considered part of the public record on this matter, pursuant to the *Freedom of Information and Protection of Privacy Act*.

Copies of the bylaws and related background materials may be inspected at the District of Ucluelet Municipal Hall between the hours of 8:30 am to 4:00 pm weekdays except statutory holidays from the date of this notice until April 16, 2020. However, due to the COVID-19 pandemic access to District Hall may be restricted during this period, so members of the public are encouraged to view the materials at the website noted above, and if you wish to view the materials at the Hall we ask that you contact staff in advance so we can make appropriate arrangements to ensure health and safety. Staff can be reached at (250) 726-7744 ext. 223. Please be prepared to leave a message with your callback information, as many staff members are currently working remotely. Community input is important - and we thank you for your patience as we adjust our practices in response to rapidly changing global circumstances.

Dated this 18th of March 2020

COMMUNITY



SOIL TOIL: Ucluelet Local Food Society president Jeanne Keith Ferris, right, helps beginner gardener Britny Scheuermann ready her garden plot for planting. For gardening tips from local experts, see Page 10. (Nora O'Malley photo)

COMMUNITY

Raincoast Education Society puts out the call for fish guts

ANDREW BAILEY
andrew.bailey@westerlynews.ca

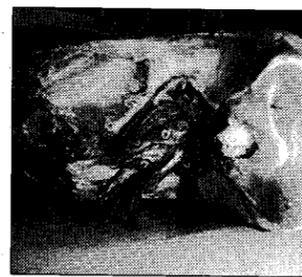
It's gut check time for local salmon populations.

The Raincoast Education Society is asking all West Coast fishers to donate their catch's stomachs in an effort to dissect the diets of chinook in Barkley and Clayoquot Sound.

The RES is calling on fishers to place Chinook salmon guts into a zip lock bag, record the salmon's size and the location it was caught, and then contact the society's executive director Mark Maftai at mark@raincoasteducation.org.

Those guts will then be sent to the University of Victoria where stomach samples from all over B.C. are being tested as part of the Adult Salmon Diet Project.

"Wild chinook salmon stocks in Barkley and Clayoquot Sound are declining. Everyone's worried about it and everyone's pointing the finger at whatever they can point a finger at," Maftai told



The Raincoast Education Society is asking fishers to donate their catch's stomachs, like this one photographed at a fishing derby held in Bamfield. (Will Duguid photo).

the *Westerly News*.

"It's obviously an issue that a lot of their spawning habitat has been compromised. It's obviously an issue that they're being fished pretty hard. It's obviously an issue that they're being exposed to pathogens and parasites at salmon farms. But, none of those things together can explain the declines that we're seeing...The only thing that really holds water is that there's a problem with at-sea survival and the number one thing that affects at-sea

survival, really, is diet. Either they're getting eaten or they're not eating enough."

Maftai said the goal is to collect samples through the year for several years so that data can be compared regionally, seasonally and annually.

"That will help us put another piece in the puzzle. Right now, we gauge the health of salmon stocks by looking at returns, but those aren't consistent," he said. "All you know is how many fish came up the river. What we're thinking is, the number of fish that come up the river might have a lot to do with how much food is out there for them to eat before they come up the river."

He added local fishers who donate guts would be a big help, noting the society scored "tons of samples" at a fishing derby in Bamfield last month.

Maftai said the data collected by the program will be shared widely and will help guide salmon restoration efforts in evidence-driven directions.



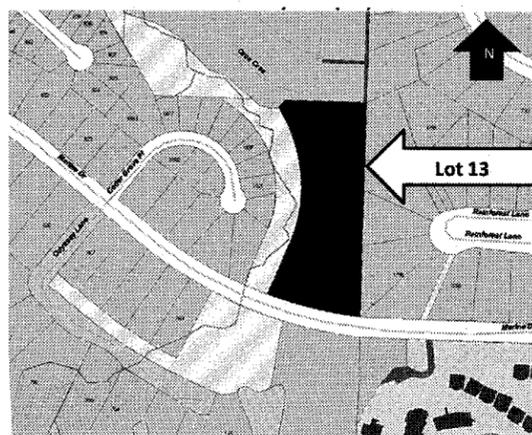
Notice to Waive Public Hearing

Notice is hereby given pursuant to Sections 464(2) and 467 of the Local Government Act that, at its regular meeting held March 17th, 2020, District of Ucluelet Council determined that proposed changes to the Zoning Bylaw are consistent with the District of Ucluelet Official Community Plan and thereafter resolved to waive the holding of a Public Hearing for

District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1269, 2020.

In general terms the purpose of this proposed Bylaw is to amend the District of Ucluelet Zoning Bylaw No. 1160, 2013 (the "Zoning Bylaw"), as follows:

1. By replacing the definition of Gross Floor Area, such that the new definition reads as follows: "Gross Floor Area" means the total area of all floors of a building(s) or use within a building (as the case may be) on a lot, measured to the exterior walls of the building, specifically excluding only non-habitable portions of a basement."
2. By amending Division 300, such that "R-5" is added to the list of residential zones to which Section 306.3(7) applies (to allow an uncovered patio within lot setbacks, like in other residential zones).
3. By adding a new Residential zone "R-5 Zone – Compact Single Family Residential". This Zone is intended for more affordable, compact single-family residential infill development with low-impact accessory uses.
4. By amending the zoning map to change the designation of Lot 13, District Lot 283, Clayoquot Land District, Plan VIP84686 [PID 027-473-538] ("Lot 13 Marine Drive") shown shaded on the map below, from CD-5 Zone to the new R-5 Zone – Compact Single Family Residential:



Subject Property

Further Information:

Copies of the bylaw, application, reports and relevant background documents may be viewed in the

"Lot-13 Marine Drive Affordable Housing Public Input"

section of the District of Ucluelet website:

<https://ucluelet.ca/community/district-of-ucluelet-council/lot-13-marine-drive-affordable-housing-public-input>

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Dated this 18th of March 2020

GARDEN



Humble potatoes are one of the most valued food sources in war-time. (Pixabay photo)

Yes, in my backyard: Food security at home

CONNIE KURAMOTO AND
JEANNE KEITH FERRIS

Special to the Westerly

Raise a garden trowel against Covid-19 and build food security right at home. What crop has humanity turned to for food security?

Introducing the humble potato

Potatoes have sustained communities over millennia and are the fourth most cultivated crop in the world.

An easy grower in our coastal climate, spuds are nutritional power packs; productive in small containers, and a great teaching crop for new gardeners.

Kitchen cabinet surprise

Potatoes stored in your warm, dark, kitchen cabinet may have already sprouted eyes. Eyes are the growing points and may have little stems sticking out representing the start of a new potato plant. Growers who buy and use special "seed potatoes" will put them in a warm, dark place to develop eyes.

Most garden books you read may direct you to purchase certified, disease free seed potatoes; and if you are growing a lot of potatoes, and growing them in the ground, that is probably the best practice. However, if you are growing just a few potatoes for your family, I cannot see the harm of using any old potato that has sprouted in your cabinet for your seed potatoes.

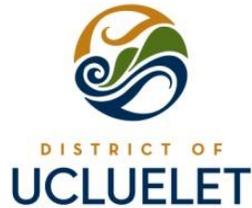
I would reject any that are soft or black and mushy, but other potatoes, even ones that look slightly wilted will be fine, and no, they do not have to be sprouted before planting. You can start planting potatoes anytime now.

Containers and soil

Buckets work well for growing potatoes. Five-gallon sized wooden buckets, water buckets or plastic food grade buckets are ideal. If needed, drill drainage holes into the bottom. The stamped recycle number found on the bottom of a plastic bucket should have a number 2 in it if it is food safe. Even large plasticized grocery bags can be used. These types of containers will discourage evaporation and soil drying out. Fill your container to about one third full with a good potting soil mix and bagged compost in equal measure. Place 2 seed potatoes at opposite edges and cover them completely with about four more inches of soil. Now, if you have it, add some balanced organic fertilizer. For good drainage, don't place the containers directly on the ground, but raised-up on boards. The rugged potato requires loose, well-drained soil, food, and plenty of water. It is best to water every morning, and to water until there is some drainage from the bottom of the bucket. Use about four litres of water. Mulch with leaves, seaweed, wood chips, shredded paper or cardboard to hold moisture, and shade the potato tubers from sunlight. Light exposed tubers can turn green and are inedible.

Soon you will see the potato's green foliage emerge. When the foliage grows about one foot, then heap-in more soil to near the container's rim. When you see flowers on the plants, potatoes have begun to form. Potatoes are ready to harvest when the tops die down. Tip the bucket over, and it's time to eat!

Connie Kuramoto is an Organic Master Gardener and Jeanne Keith-Ferris is the president of the Ucluelet Local Food Society.



STAFF REPORT TO COUNCIL

Council Meeting: MARCH 9, 2021
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: DONNA MONTEITH, CHIEF FINANCIAL OFFICER

FILE NO: 3900-25

SUBJECT: WATER AND SEWER PARCEL TAX BYLAWS

REPORT NO: 21-25

ATTACHMENT(S): APPENDIX A – SEWER PARCEL TAX BYLAW NO. 1285, 2021
APPENDIX B – WATER PARCEL TAX BYLAW NO. 1286, 2021

RECOMMENDATION(S):

1. **THAT** the Sewer Parcel Tax Bylaw No. 1285, 2021 be given first, second, and third reading.
2. **THAT** the Water Parcel Tax Bylaw No. 1286, 2021 be given first, second, and third reading.

PURPOSE/DESIRED OUTCOME:

The purpose of this report is to request Council give three readings to Sewer Parcel Tax Bylaw No. 1285, 2021 and Water Parcel Tax Bylaw No. 1286, 2021.

BACKGROUND

In 2011 the District of Ucluelet established Water and Sewer Parcel Tax Rolls, Bylaw No. 1138, 2011 and Bylaw No 1139, 2011 respectively under Section 200 of the *Community Charter*. This allowed the District to impose parcel taxes for both water and sewer utilities to support the funding of these services. Both Parcel Tax Rolls indicate that parcel taxes will be based on a single amount per parcel as defined under Section 202 (2).

Subsequent Parcel Tax Bylaws were adopted to impose the actual tax levy, also as defined by Section 200 of the *Community Charter*. The Water Parcel Tax Bylaw No. 1197, 2016 expired December 31, 2020. The Sewer Parcel Tax Bylaw No. 1243, 2019 expired December 31, 2020. Staff have incorporated the 2020 parcel tax rates for both water and sewer services into the 2021-2025 draft financial plan, and as such, are not recommending any increases over the next five years.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

There are no extra time requirements required implementing these bylaws.

FINANCIAL IMPACTS:

The water parcel tax rate of \$80 per year will remain the same for 2021-2025. The sewer parcel tax rate of \$85 per year will remain the same for 2021-2025.

POLICY OR LEGISLATIVE IMPACTS:

Adoption of the sewer and water parcel tax bylaws must occur prior to the adoption of the five-year financial plan bylaw May 11, 2021.

OPTIONS REVIEW:

1. **THAT** the Sewer Parcel Tax Bylaw No. 1285, 2021 be given first, second, and third reading.
(Recommended)
2. **THAT** the Water Parcel Tax Bylaw No. 1286, 2021 be given first, second, and third reading.
(Recommended)
3. **THAT** Council provides alternative direction to staff.

Respectfully submitted: Donna Monteith, Chief Financial Officer
Warren Cannon, Manager of Public Works

DISTRICT OF UCLUELET**BYLAW NO. 1285, 2021**

A bylaw to impose a sewer parcel tax on owners of land under the provisions of section 200 of the *Community Charter*

WHEREAS the Council of the District of Ucluelet is empowered by the *Community Charter* to impose and levy a parcel tax to provide all or part of the funding for a service;

AND WHEREAS certain costs have been incurred by the District of Ucluelet in providing sewer services within its boundaries;

AND WHEREAS it is deemed desirable and expedient to impose and levy a parcel tax on each parcel within the District of Ucluelet to provide a part of the funding for the service;

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

1. In this bylaw, unless the context otherwise requires, "Municipality" means District of Ucluelet.
2. A tax shall be and is hereby imposed upon the owners of land or real property included in the sewer parcel tax roll prepared in accordance with "Sewer Parcel Tax Roll Bylaw No. 1139, 2011"; to provide part of the funding for the sewer service; the aforesaid tax to be hereinafter referred to as the "parcel tax".
3. The parcel tax shall be levied in each year from 2021 to 2025 on each parcel within the Municipality included in the water parcel tax roll, whether or not they are in fact being provided with the service.

4. The amount of the annual parcel tax shall be:

2021	\$ 85.00	Per parcel
2022	\$ 85.00	Per parcel
2023	\$ 85.00	Per parcel
2024	\$ 85.00	Per parcel
2025	\$ 85.00	Per parcel

5. This bylaw may be cited as "Sewer Parcel Tax Bylaw No. 1285, 2021"

READ A FIRST TIME this th day of , **2021**.

READ A SECOND TIME this th day of , **2021**.

READ A THIRD TIME this th day of , **2021**.

ADOPTED this th day of , **2021**.

CERTIFIED CORRECT; "Sewer Parcel Tax Bylaw No. 1285, 2021"

Mayco Noël
Mayor

Joseph Rotenberg
Corporate Officer

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

Joseph Rotenberg
Corporate Officer

DISTRICT OF UCLUELET

Appendix B

Bylaw No. 1286, 2021

A bylaw to impose a water parcel tax on owners of land under the provisions of section 200 of the *Community Charter*

WHEREAS THE Council of the District of Ucluelet is empowered by the *Community Charter* to impose and levy a parcel tax to provide all or part of the funding for a service;

AND WHEREAS certain costs have been incurred by the District of Ucluelet in providing water services within its boundaries;

AND WHEREAS it is deemed desirable and expedient to impose and levy a parcel tax on each parcel within the District of Ucluelet to provide a part of the funding for the service;

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

1. In this bylaw, unless the context otherwise requires, "Municipality" means District of Ucluelet.
2. A tax shall be and is hereby imposed upon the owners of land or real property included in the 2011 parcel tax roll prepared in accordance with "Water Parcel Tax Roll Bylaw No.1138, 2011" to provide part of the funding for the water service. The aforesaid tax is to be hereinafter referred to as the "parcel tax".
3. The parcel tax shall be levied in each year from 2021 to 2025 on each parcel within the Municipality included in the water parcel tax roll, whether or not they are in fact being provided with the service.
4. The amount of the annual parcel tax shall be:

2021	\$ 80.00	Per parcel
2022	\$ 80.00	Per parcel
2023	\$ 80.00	Per parcel
2024	\$ 80.00	Per parcel
2025	\$ 80.00	Per parcel
5. This bylaw may be known and cited for all purposes as the "Water Parcel Tax Bylaw No. 1286, 2021".

READ A FIRST TIME this day of , 2021.

READ A SECOND TIME this day of , 2021.

READ A THIRD TIME this day of , 2021.

ADOPTED this day of , 2021.

CERTIFIED CORRECT; “Water Parcel Tax Bylaw No. 1286, 2021”

Mayco Noël
Mayor

Joseph Rotenberg
Corporate Officer

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

Joseph Rotenberg
Corporate Officer