



**REGULAR MEETING OF COUNCIL  
Tuesday, August 8, 2023 @ 4:00 PM  
Ucluelet Community Centre  
500 Matterson Drive, Ucluelet**

**AGENDA**

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1. CALL TO ORDER	
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1.2 NOTICE OF VIDEO RECORDING Audience members and delegates are advised that this proceeding is being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.	
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*Deputy Mayor, April 1 - June 30, 2023*
- 10.2 Councillor Jennifer Hoar  
*Deputy Mayor, January 1 - March 31, 2023*
- 10.3 Councillor Ian Kennington  
*Deputy Mayor, July 1 - September 30, 2023*
- 10.4 Councillor Mark Mattei  
*Deputy Mayor, October 1 - December 31, 2023*
- 10.5 Mayor Marilyn McEwen
11. QUESTION PERIOD
12. ADJOURNMENT



**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE UCLUELET COMMUNITY CENTRE, 500 MATTERSON DRIVE**  
**Tuesday, July 18, 2023 at 4:00 PM**

Present:     **Chair:**       Mayor McEwen  
               **Council:**   Councillors Anderson, Hoar, Kennington, and Maftei  
               **Staff:**       Bruce Greig, Director of Community Planning  
                           Abby Fortune, Director of Parks and Recreation  
                           Joseph Rotenberg, Manager of Corporate Services  
                           Monica Whitney-Brown, Planning Assistant  
                           Samantha McCullough, Manager of Human Resources &  
                           Communications

Regrets:

**1. CALL TO ORDER**

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

**1.1 ACKNOWLEDGEMENT OF THE YUULU?IL?ATH**

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

**1.2 NOTICE OF VIDEO RECORDING**

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

**2. LATE ITEMS**

**2.1 Variance Permit 23-06**

**2.2 Additional Public Feedback on Variance Permit 23-06**

**2.3 1333 Pine Rd. on Road Parking Concerns**

**2.4 Late Agenda 3 - Further Public Input on Development Variance Permit 23-06**

**3. APPROVAL OF THE AGENDA**

**3.1 July 18, 2023, Regular Council Meeting Agenda**

The Mayor noted the late agenda items.

2023.2191.REGULAR *It was moved and seconded **THAT** the July 18, 2023, Regular Council Meeting agenda be amended by adding the late item on the first late*

*agenda titled “Variance Permit 23-06”, the late item on the second late agenda titled “Additional Public Feedback on Variance Permit 23-06” and the late item on the third late agenda titled “Late Agenda 3 – Further Public Input on Development Variance Permit 23-06” to Appendix C of report item 7.2 “Development Variance Permit Application - 1701 Rainforest Lane”.*

CARRIED.

2023.2192.REGULAR *It was moved and seconded **THAT** the July 18, 2023, Regular Meeting Agenda be further amended by adding the late agenda item from the second late agenda title “1333 Pine Rd. on Road Parking Concerns” to Item 7.1 “Development Variance Permit for 1333 Pine Road” as appendix C.*

CARRIED.

2023.2193.REGULAR *It was moved and seconded **THAT** the July 18, 2023, Regular Council Meeting agenda be approved as amended.*

CARRIED.

#### 4. ADOPTION OF MINUTES

##### 4.1 June 20, 2023, Committee of the Whole Minutes

Council noted that the minutes should be amended by adding the Executive Director of the Food Bank on the Edge's name and title to the record of her presentation.

2023.2194.REGULAR *It was moved and seconded **THAT** June 20, 2023, Committee of the Whole Minutes be adopted as amended.*

CARRIED.

##### 4.2 June 27, 2023, Regular Council Minutes

2023.2195.REGULAR *It was moved and seconded **THAT** June 27, 2023, Regular Council Minutes be adopted as presented.*

CARRIED.

#### 5. PUBLIC INPUT & DELEGATIONS

##### 5.1 Delegations

**Ted Olynyk, Manager of Community Relations, Vancouver Island-Sunshine Coast**  
**Re: BC Hydro Update - Ucluelet**

Mr. Olynyk provided a brief overview of BC Hydro operations and projects in the region. The presentation outlined BC Hydro systems including recent local improvements, transmission routes to the west coast, regular vegetation work, causes of local

outages, emergency and storm responses, and recent increases in noteworthy storms.

Chief Geddes, introduced the recently hired Deputy Fire Chief, Markus McRurie. Deputy McRurie, introduced himself and noted that Ucluelet Fire Rescue will be recruiting new members in the fall.

## 6. UNFINISHED BUSINESS

### 6.1 Environmental Development Permit/Development Variance Permit for 1656 Bay St.

***Monica Whitney-Brown, Assistant Planner***

The Mayor relied on section 131(1) of the Community Charter to require Council to reconsider the following motion which was defeated at the June 27, 2023 Council meeting:

- **THAT** Council authorize the Director of Community Planning to execute and issue Development Variance Permit DVP23-10 to allow the construction of an addition to a single-family dwelling 16 metres from the natural boundary of a watercourse.

The Mayor outlined the reasons she was requiring Council to reconsider this matter.

Council discussed the proposed variance and noted the Qualified Environmental Professional's report, the applicant's letter included in the agenda package, and the overall community benefit of the variance. Council also noted the potential impact on species living in the riparian zone and the significant size of the variance requested.

2023.2196.REGULAR *It was moved and seconded **THAT** Council authorize the Director of Community Planning to execute and issue Development Variance Permit DVP23-10 to allow the construction of an addition to a single-family dwelling 16 metres from the natural boundary of a watercourse.*

CARRIED.

2023.2197.REGULAR *It was moved and seconded **THAT** Council authorize the Director of Community Planning to execute and issue Environmental Development Permit DP23-03 to allow an addition in an environmental development permit area at 1656 Bay Street.*

CARRIED.

## 7. REPORTS

### 7.1 Development Variance Permit for 1333 Pine Road

***Monica Whitney-Brown, Planning Assistant***

Ms. Whitney-Brown presented this report and responded to Council questions related to when the District requires parking plans to be submitted.

The applicant, Andi Wardrope, noted that the unit would be used by long-term residents, visiting family members, and as a B&B.

- Simone Lalande, 1333 Pine Road, reiterated that the unit would be used for long-term residents and clarified that guest parking would be on the property, and he and Ms. Wardrope plan to sell one of their vehicles which will eliminate the need for the on street parking. Mr. Lalande also addressed Council questions related to transplanting the Laurel bushes on site.

Council invited comment from members of the public.

- Richard Kalchevich, resident of Pine Road, opposed the variance and noted his letter included in the agenda package. He outlined parking issues on Pine Road, recommended all parking occur on private property, and encouraged Council to investigate parking issues in the area.

Mr. Lalande spoke a second time, and noted that the proposed variance will not be used, as they are selling their second vehicle. In response to Council questions, Mr. Lalande noted that if on site parking was required, the Laurel bushes would be removed.

Ms. Wardrope reiterated that since they plan to sell one of their vehicles, the proposed parking variance will not be used.

Council discussed the proposed variance and noted:

- concerns raised by the public related to parking issues on Pine Road;
- parking issues throughout Ucluelet;
- concerns with setting a precedent by waiving the parking requirement;
- the limited impact of this variance due to the proponent's plan to have one vehicle;
- the value of preserving the Laurel bushes and the need to trim them back from the road; and
- the particular circumstances and timing of the applicant's B&B application as it relates to the adoption of Bylaw No. 1310.

2023.2198.REGULAR *It was moved and seconded **THAT** Council authorize the Director of Community Planning to execute and issue Development Variance Permit*

*DVP23-08 to waive parking requirements for one B&B room at 1333 Pine Road.*

CARRIED.

2023.2199.REGULAR **THAT** Council direct Staff to prioritize presenting a report to Council on boulevard parking, including diagonal parking, on Pine Road and the impact on pedestrian and road safety.

CARRIED.

## **7.2 Development Variance Permit Application - 1701 Rainforest Lane Monica Whitney-Brown, Planning Assistant**

Ms. Whitney-Brown presented this report.

The applicant, Alyne Francis, noted their priority is to preserve privacy, maintain as much vegetation as possible, and provide housing through the accessory dwelling unit. In response to Council questions related to the siting of the accessory dwelling unit, Ms. Francis noted that siting is intended to preserve privacy of the tenant and the applicant.

The Mayor noted written public feedback in opposition to the variance included in the agenda package. Members of the public were invited to comment:

- Emily Mecke, a direct neighbour to the subject property, noted her letter included in the agenda package and the condition she recommended in her letter related to the retention of vegetation in the sideyard setback.

The applicant addressed Council a second time and noted that they intend to maintain vegetation between their property and Ms. Mecke's homes.

Council discussed the proposed variance and noted the:

- importance of promoting construction of accessory dwelling units;
- height variance for the accessory dwelling unit would result in a building that was similar in height to single family dwellings in the area;
- limited impact of the variances for floor area ratio and maximum gross and the maximum gross floor area of the accessory dwelling unit;
- possibility and importance of constructing the home and accessory building within established setbacks; and
- impact of the variance related to setbacks on the privacy of neighbours.

2023.2200.REGULAR *It was moved and seconded THAT Council authorize the Director of Community Planning to execute and issue Development Variance Permit*

*DVP23-06 for the construction of a single-family dwelling and accessory dwelling unit at 1701 Rainforest Lane.*

DEFEATED.

2023.2201.REGULAR *It was moved and seconded **THAT** the the meeting be recessed for five minutes.*

CARRIED.

The meeting was recessed at 6:05 PM and returned to session at 6:16 PM.

2023.2202.REGULAR *It was moved and seconded **THAT** Council amend Development Variance Permit DVP23-06 to delete variance 4. a. and 4. b. as presented in Report No. 23-106.*

CARRIED.

2023.2203.REGULAR *It was moved and seconded **THAT** Council reconsider the following motion:*

- **THAT** Council authorize the Director of Community Planning to execute and issue Development Variance Permit DVP23-06 for the reconstruction of a single-family dwelling and accessory dwelling unit at 1701 Rainforest Lane.

CARRIED.

2023.2204.REGULAR *It was moved and seconded **THAT** Council amend the motion to add the words "as amended" after the words Development Variance Permit DVP23-06.*

CARRIED.

2023.2205.REGULAR *It was moved and seconded **THAT** Council authorize the Director of the Community Planning to execute and issue Development Variance Permit DVP23-06 as amended for the construction of a single-family dwelling and accessory dwelling unit at 1701 Rainforest Lane.*

CARRIED.

### **7.3 Temporary Use Permit Lot 12 - Black Rock Oceanfront Resort Bruce Greig, Director of Community Planning**

Mr. Greig presented this report.

Council invited the applicant to present. The applicant's agents, David Ehrhart, Lara Kempf and Adele Larkin, addressed Council. The agents:

- objected to the Staff recommendation;
- explained the temporary use permit (TUP) is necessary to create a staging area for a comprehensive renovation of hotel facilities which is critical for business viability;
- explained that current on site parking is insufficient for staging the renovation;
- noted the impact of COVID 19, staffing shortages, and the recent road closure on Black Rock operations;

- noted the TUP would result in the removal of a limited number of trees and would be located at least 55 feet from the Wild Pacific Trail;
- outlined the contributions Black Rock makes to the community including its positive economic impacts;
- outlined long-term plans to develop staff housing on the subject site; and,
- explained that it is not reasonable to require a proposal and timeline for providing a Statutory Right of Way for public pedestrian trail along the water front of the Black Rock properties at this time due to the Black Rock strata ownership decision making structure.

2023.2206.REGULAR *It was moved and seconded **THAT** Council direct staff to give notice of its intent to issue TUP 22-12 subject to the applicant providing:*

- *A detailed arborist's assessment of trees #325, 326, 331, 370, 371 & 375 – 378 with recommendations for their preservation;*
- *A detailed landscape plan and security deposit for the preservation and, if necessary, restoration of the trees and understorey along the Marine Drive frontage; and*
- *A security deposit in the amount of \$10,000 for the restoration and stabilization of the proposed drainage works.*

CARRIED.

2023.2207.REGULAR *It was moved and seconded **THAT** Council direct staff to refer the application to the Wild Pacific Trail Society for comment.*

CARRIED.

#### **7.4 Contract Authorization - Village Green Playground Install Abby Fortune, Director of Parks & Recreation**

Ms. Fortune presented this report. She noted playground construction would start in February 2024 with anticipated completion in mid-March.

2023.2208.REGULAR *It was moved and seconded **THAT** Council authorize the Mayor and Corporate Officer to execute a \$290,000, plus GST, contract between the District of Ucluelet and Kinsol Timber Systems Ltd. (KinsolPlay) for the Village Green Playground Project.*

CARRIED.

#### **7.5 Notice of Land Disposition - Strawberry Isle Marine Research Society Abby Fortune, Director of Parks & Recreation**

Ms. Fortune presented this report.

2023.2209.REGULAR *It was moved and seconded **THAT** Council authorize staff to issue a public Notice of Property Disposition for a portion of the lands having the PID 025926691 and legal description Lot 12, Plan VIP76147, District Lot 284,*

*Clayoquot Land District, and more commonly referred to as 334 Forbes Road, by way of lease, for a term of five years with an annual fee of \$10.00 plus gst.*

CARRIED.

**7.6 2022 Annual Report**  
**Joseph Rotenberg, Manager of Corporate Services**

Mr. Rotenberg presented this report.

Council provided an opportunity for the public to ask question and comment on the 2022 Annual Report. There was no public input.

2023.2210.REGULAR *It was moved and seconded **THAT** Council adopt the District of Ucluelet 2022 Annual Report as attached.*

CARRIED.

**7.7 2022 Statement of Financial Information Report**  
**Duane Lawrence, CAO/Finance Officer**

Sam Parent, Manager of Finance, presented this report.

2023.2211.REGULAR *It was moved and seconded **THAT** Council approve the District of Ucluelet 2022 Statement of Financial Information as attached to the July 18, 2023 Staff Report Number 23-100.*

CARRIED.

**8. NOTICE OF MOTION**

There were no notices of motion.

**9. CORRESPONDENCE**

**9.1 Letter for Reconsideration - 1656 Bay Street - DPA VI**  
**Mason Hampel**

**9.2 Lot 12 Report**  
**Lara Kemps, Assistant General Manager, Black Rock Oceanfront Resort**

**9.3 Proclamation Request - National Drowning Prevention Week**  
**Kaelan D'Sena, Communications, Lifesaving Society - BC & Yukon Branch**

The Mayor noted frequent receipt of requests like this.

2023.2212.REGULAR *It was moved and seconded **THAT** Council direct staff to develop a recognition, awareness and proclamation policy for Councils consideration.*

CARRIED.

**9.4 Light up in Blue for Prostate Cancer Awareness Month**

**Shelley Werk, Donor Relations, Prostate Cancer Foundation BC**

2023.2213.REGULAR *It was moved and seconded **THAT** Council direct staff to light up the District of Ucluelet sign at the Junction in blue in September to participate in Prostate Cancer Awareness Month and broadcast it across our social media.*

CARRIED.

**10. INFORMATION ITEMS**

**10.1 Release of In-Camera Resolutions from June 8 & 27, 2023**  
*Joseph Rotenberg, Manager of Corporate Services*

**10.2 Resolution Tracking - July 2023**  
*Joseph Rotenberg, Manager of Corporate Services*

**10.3 UPDATES: 2024 Convention & Accommodations, Open-Net Pen Transition Plan, Modernized Emergency Management Legislation, UBCM Grant Webinars**  
*Association of Vancouver Island and Coastal Communities*

2023.2214.REGULAR *It was moved and seconded **THAT** the meeting be extended beyond three and a half hours.*

CARRIED.

2023.2215.REGULAR *It was moved and seconded **THAT** Council authorize Mayor and Council (all five members) to attend the AVICC conference in Victoria, April 12 to 14, 2024, and registration and accommodations be arranged for Mayor and Council by Staff.*

CARRIED.

**10.4 Correspondence from the Office of the Mayor - City of Surrey**  
*Brenda Locke, City of Surrey, Mayor*

**10.5 CBT Prepares 2023 Vital Signs Report**  
*Rebecca Hurwitz, Executive Director, Clayoquot Biosphere Trust*

**10.6 City of Prince George Resolution - Reimbursing Local Governments for Medical Services**  
*Leslie Kellett, Deputy Corporate Officer, City of Prince George*

**10.7 ACRD Advisory Committee Recruitment: Solid Waste Management Plan**  
*Jodie Frank, Alberni-Clayoquot Regional District*

**11. MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS**

**11.1 Councillor Shawn Anderson**  
*Deputy Mayor, April 1 - June 30, 2023*

**11.2 Councillor Jennifer Hoar**

***Deputy Mayor, January 1 - March 31, 2023***

Councillor Hoar attended the Canada Day Celebrations and Mary Kimoto's belated birthday celebration on July 1st. On July 5th, Councillor Hoar attended a Wild Pacific Trail Society Board meeting where information about the impact of the recent road closure on Society programming attendance was presented.

Councillor Hoar noted Ukee Days planned for July 28th to 30th and encouraged residents to volunteer.

**11.3 Councillor Ian Kennington**  
***Deputy Mayor, July 1 - September 30, 2023***

On July 13, Councillor Kennington chaired the Accessibility Committee's first meeting where a framework was discussed and a meeting schedule was adopted.

**11.4 Councillor Mark Maftei**  
***Deputy Mayor, October 1 - December 31, 2023***

Councillor Maftei attended the Ucluelet Secondary School Graduation ceremony on June 24th and the Canada Day celebrations on July 1st.

**11.5 Mayor Marilyn McEwen**

The Mayor noted the recent community update on water which encourages residents to practice mindful water usage. The Mayor also noted the recent Huu-ay-aht First Nation election, congratulated the elected candidates, and will be writing a letter of congratulation.

The Mayor attended Alberni-Clayoquot Regional District meetings on June 28th where waste composition audit services contracts were awarded. On June 29th the Mayor attended the Barkley Community Forest (BCF) Annual General Meeting. BCF issued a dividend in the amount of \$1,000,000 to each shareholder and has published a map of the community forest which is available at the District Office and Community Centre. BCF is working to develop trails on the forest lands. On July 12th the Mayor attended a SortnGo ribbon cutting event at the West Coast Landfill.

The Mayor plans to attend a meeting coordinated by the Mayor of Port Alberni to discuss the establishment of a permanent secondary service road to circumvent the areas affected by the Cameron Lake Bluff fire.

**12. QUESTION PERIOD**

The Mayor called for questions from the public. There were no questions.

**13. ADJOURNMENT**

The meeting was adjourned at 7:42 PM.

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, July 18, 2023 at 4:00 pm in the Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

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Duane Lawrence, Corporate Officer

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Marilyn McEwen, Mayor





## REPORT TO COUNCIL

Council Meeting: August 8<sup>th</sup>, 2023

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MONICA WHITNEY-BROWN, PLANNING ASSISTANT

**FILE No:** 3070-TUP22-12

**SUBJECT:** TEMPORARY USE PERMIT - LOT 12 (BLACK ROCK OCEANFRONT RESORT)

**REPORT No:** 23- 112

**ATTACHMENT(S):** APPENDIX A – REPORT TO COUNCIL 23-108  
 APPENDIX B – TEMPORARY USE PERMIT 22-12  
 APPENDIX C – TREE MANAGEMENT PLAN SUBMITTED JULY 31, 2023  
 APPENDIX D – SITE CLEARING PLAN SUBMITTED JULY 31, 2023  
 APPENDIX E – CORRESPONDENCE RECEIVED PRIOR TO PUBLICATION OF AGENDA

### RECOMMENDATION:

THAT Council accept public comment and provide direction on Temporary Use Permit 22-12 as discussed in the analysis of options below.

### BACKGROUND:

This application was first brought before Council at their regular meeting on July 18<sup>th</sup> for a Temporary Use Permit to allow a staff parking lot and construction staging area for a period of two years on Lot 12, Plan VIP84686, District Lot 283, Clayoquot Land District, PID 027473520 (“Lot 12”).

At the regular Council meeting on July 18<sup>th</sup>, Council reviewed the report prepared by Staff (**Appendix A**) and heard from the applicant regarding the proposal. Council directed staff to give public notice for the Temporary Use Permit application according to the requirements of the *Local Government Act*. Notice has now been given, and this matter has returned for Council to receive public input and consider next steps.

Subsequently, the applicant has provided a Tree Management Plan (see **Appendix C**) and a plan showing the limits of the proposed site clearing (see **Appendix D**).

### DISCUSSION:

At the regular Council meeting on July 18<sup>th</sup>, Council adopted a motion to seek comment on the proposed TUP from the Wild Pacific Trail Society. Staff provided the background materials to the Society. A letter from the WPTS providing input is found in **Appendix E**.

Staff have drafted a Temporary Use Permit (see **Appendix B**). The TUP is for two years and includes conditions aimed to ensure the impacts of this proposed development are managed and minimized where possible as outlined in the July 18 staff report. Temporary Use Permits typically

contain conditions to restore the site to its original state at the termination date of the TUP. In this case, it will of course be impossible to restore mature forest to the state it was pre-clearing, but Staff have included a condition that the applicant must provide a full revegetation and restoration plan to be implemented at the termination of the temporary use permit, unless they have been issued a development permit for the comprehensive development of the Lot 12 site.

#### ANALYSIS OF OPTIONS:

The following table outlines options for Council to pursue in relation to this Temporary Use Permit. Council may wish to discuss the desired direction for this application – and whether the permit conditions adequately reflect that outcome - prior to forming a motion for debate and decision.

A	Approve the application for Temporary Use Permit 22-12	<u>Pros</u>	<ul style="list-style-type: none"> <li>Allows the applicant to pursue their plans for updating the Black Rock Resort.</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>As proposed, the temporary development could permanently impact the environment, WPT and Marine Drive.</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>Follow-up will be required between the applicant and staff to meet conditions of the TUP, monitor for compliance and collect security deposits.</li> </ul>
		<u>Suggested Motion</u>	<b>THAT</b> Council authorize the Director of Community Planning to execute and issue Temporary Use Permit TUP22-12 to allow the construction of a temporary parking lot and construction staging area for a period of two years on Lot 12 Marine Drive subject to the conditions included in the permit.
B	Refer Temporary Use Permit 22-12 back to staff for amendment.	<u>Pros</u>	<ul style="list-style-type: none"> <li>Allows Council to ensure the permit reflects the desired outcome.</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>Unknown at this time</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>Staff will assist in crafting a new motion, amend the Temporary Use Permit, and follow up with applicant about amended conditions.</li> <li>Staff can advise Council on the implications for providing additional public notice to capture the revisions.</li> </ul>
		<u>Suggested Motions</u>	<b>That</b> Council direct staff to amend Temporary Use Permit TUP22-12 for a temporary parking lot and construction staging ground by <u><i>[provide direction on desired outcome]</i></u> and bring the amended temporary use permit TUP22-12 back to Council for consideration at the next regular Council meeting.
C	Reject the application for Temporary Use Permit TUP22-12	<u>Pros</u>	<ul style="list-style-type: none"> <li>Keeps the forested site intact until a long-term development is designed to balance appropriate scale and environmental protection.</li> <li>Avoids impacting the WPT and Marine Drive until a more comprehensive plan is presented.</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>The applicant would have to utilize its existing parking lot areas or find an alternative site for expanded parking and staging.</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>There are no financial or staffing implications to the District of Ucluelet associated with rejecting this application.</li> </ul>
		<u>Suggested Motion</u>	No motion is required.

**POLICY OR LEGISLATIVE IMPACTS:**

If Council directs that the TUP conditions be amended, staff will consider and provide advice on whether additional public notification may be advised prior to issuing the permit.

**NEXT STEPS:**

Subject to public comment and Council direction, staff will work to implement any issued permit and the conditions of its approval.

**Respectfully submitted:**

MONICA WHITNEY-BROWN, PLANNING ASSISTANT  
BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING  
DUANE LAWRENCE, CAO





REPORT TO COUNCIL  
 Council Meeting: July 18, 2023  
 500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING **FILE NO:** 3070-TUP22-12  
**SUBJECT:** TEMPORARY USE PERMIT LOT 12 – BLACK ROCK OCEANFRONT RESORT **REPORT NO:** 23- 108  
**ATTACHMENT(S):** APPENDIX A – APPLICATION  
 APPENDIX B – EXCERPTS OF RELEVANT OCP DEVELOPMENT GUIDELINES

**RECOMMENDATION:**

**THAT** Council reject the application for Temporary Use Permit TUP22-12 for temporary staff parking and construction staging on Lot 12 Marine Drive; and,

**THAT** Council suggest that the applicant find an alternative location for the proposed temporary staff parking and construction staging or amend the application to provide a comprehensive sensitively-designed plan for the long term development of Lot 12 in accordance with OCP Bylaw guidelines for Development Permit Areas IV, V, and VII - and show how the clearing and temporary parking area fits as a first phase in the context of the overall plan for the property.

**BACKGROUND:**

A Temporary Use Permit (**TUP**) application was received October 19, 2022, for a parking lot with up to 12 long term camping spaces that could house Black Rock Oceanfront Resort (“**Black Rock**”) employees on Lot 12, Plan VIP84686, District Lot 283, Clayoquot Land District, PID 027473520 (“**Lot 12**”).



Figure 1 – Subject Property – Lot 12

Staff provided feedback on the application, identifying a number of questions that needed to be answered to process the Environmental Development Permit and TUP. Subsequently, Black Rock modified the application to reduce the size of the parking lot and clarify that the requested use at this time is parking for

staff and the staging of materials for an upcoming renovation of the resort. An updated Qualified Environmental Report review of the proposed site was submitted June 29, 2023.

Lot 12 has the CD-5E.1.3 zoning designation. *Parking Lot* is not a principal permitted use under this designation, therefore a Temporary Use Permit would be required to authorize the requested use.

The subject property is a 3.4 acre (1.39 ha) vacant property with a mature forest containing Krummholz trees near the coast, large hemlocks, and significant old cedar snags. The property also contains an important segment of the Wild Pacific Trail (WPT) secured through a Statutory Right of Way (see the SRW below in **Figure 2**).

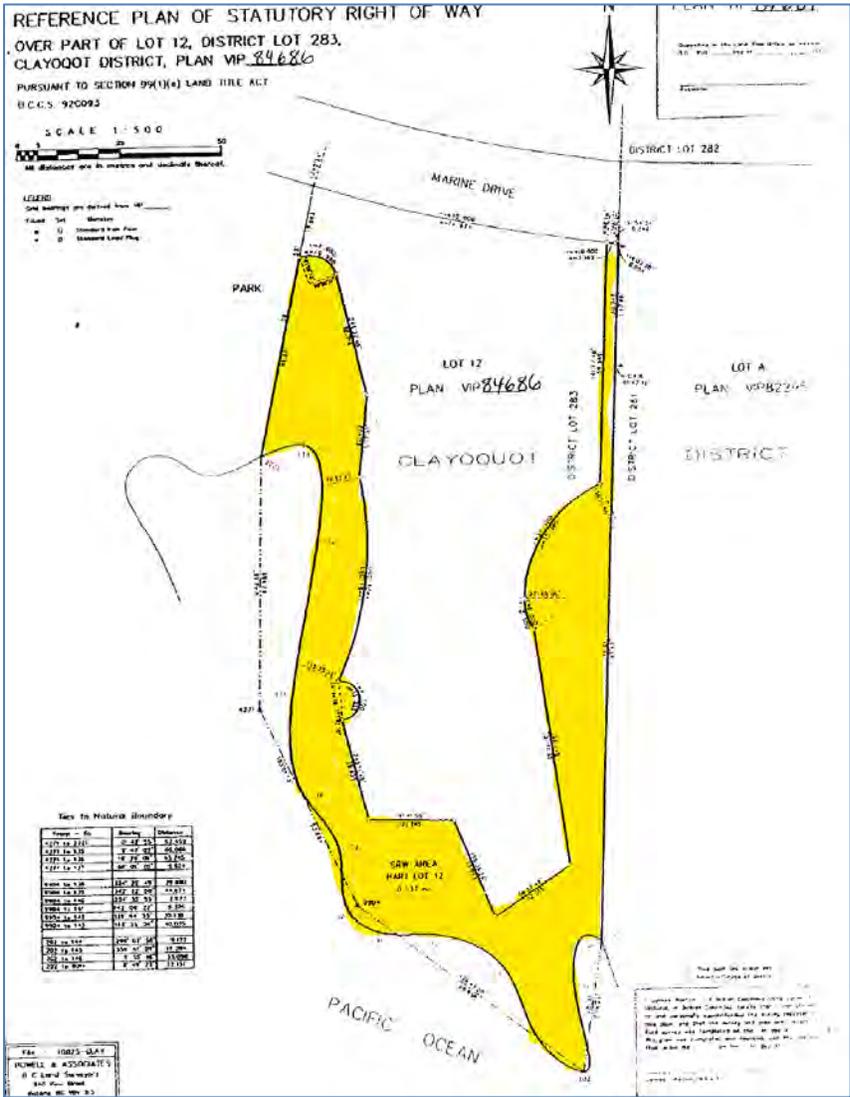


Figure 2 – Trail SRW

This trail segment across Lot 12 retains the wild setting between the developed Black Rock property to the south and the developed areas of the Ocean West subdivision to the north.

This plan, with a reduced footprint, would impact the Lot 12 environment by removing a minimum of 7 large trees plus many other smaller trees and understorey vegetation (see **Figure 3**). The applicant has

completed an environmental assessment report and storm water civil drainage plan. The Redd Fish environmental assessment report identifies that there is a low probability that this area supports species at risk and sets recommendations for development of the temporary parking lot. The drainage plan provided by Herold Engineering would direct rainwater runoff to the shoreline in a manner to avoid erosion (swale and pipe under the WPT to direct water to solid rock).

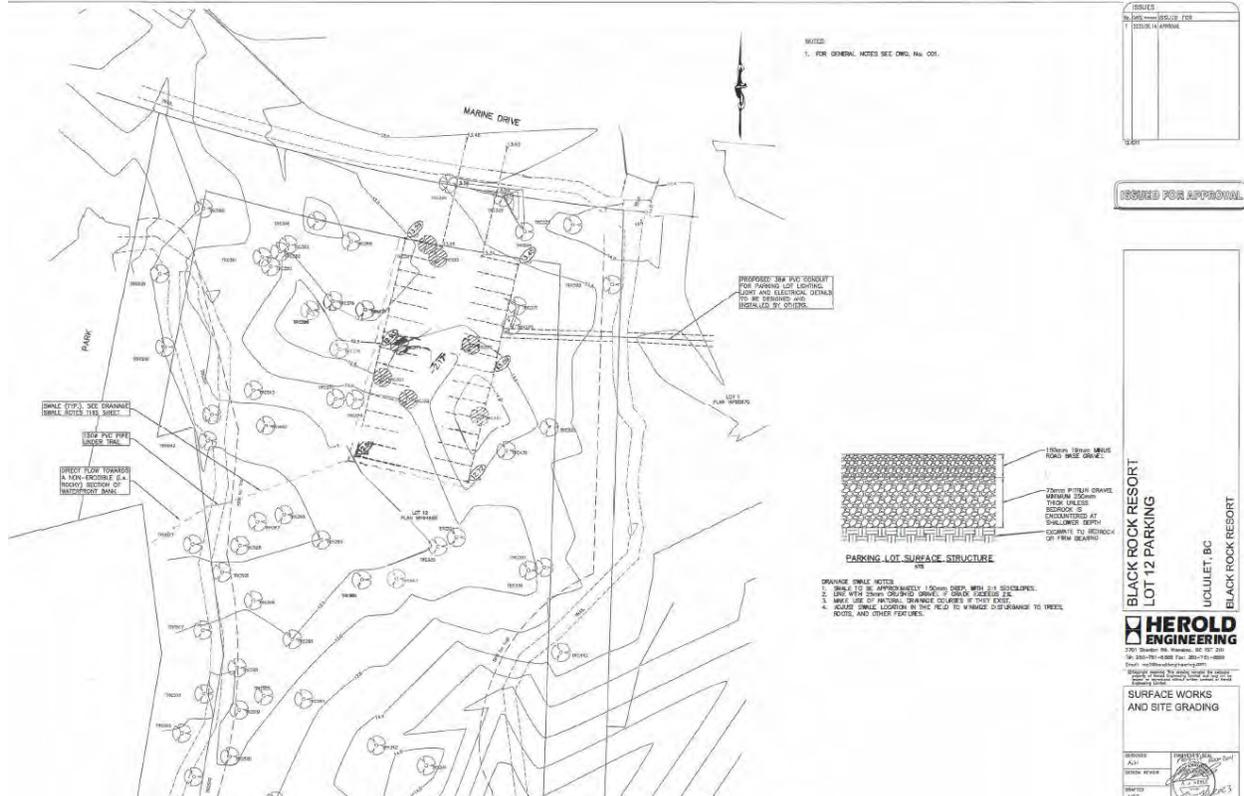


Figure 3 – site plan

**DISCUSSION:**

Due to the proximity to the WPT any development application related to this lot should not be considered until such time as a full development plan for the site has been presented. As such Staff cannot recommend approval to clear a portion of the lot for temporary purposes without assessing the long-term development of the entire site and providing a comprehensive plan to address the on-and off-site impacts of the development.

**A - Environmental Impact**

Lot 12 is a key property along the coast with largely intact environmental attributes. Many have experienced Lot 12 from the Wild Pacific Trail and its wild setting, spectacular viewpoints, and connection to Brown’s Beach, trails to north, and Big Beach Park to the south. It is important to the community for any development on Lot 12 to be done in a considered and sensitive manner. In this case the applicant is looking to clear a section of the lot that contains multiple large and mature trees for the purpose of parking and staging of construction materials for a temporary use and without a comprehensive development plan for

the site. While there is obvious convenience to having a large staging and parking area next door to the subject property, the proposal would impact environment Marine Drive frontage and WPT experience.

Without an overall plan for the future long-term development of Lot 12, staff struggle to recommend support for clearing part of this forested site to create a temporary parking area. If approved, staff recommend that at a minimum the owner be required to provide an arborist assessment and recommendation for protecting the root zone of the trees to be retained on the edge of the clearing.

Development of Lot 12 is to be expected but the current plan - to start by clearing a portion of the lot for temporary uses and figure out the long-term use of the land later - is not consistent with the development practices guided by the bylaws adopted by the community.

B – Wild Pacific Trail (WPT)

Any new development on this site should be considered in conjunction with improvements to the connectivity of the WPT. A key objective of Ucluelet’s official Community Plan (OCP) bylaw (F31) is for the WPT to continuously follow the exposed outer shore along the length of the peninsula. This vision for the WPT was achieved within Lot 12 by Statutory Right of Way (SRW) but was not secured on the adjacent Black Rock property. A coastal bypass route through the Black Rock parking lot was partially secured but has critical gaps. The map in Figure 4 shows where the WPT bypass route was secured by SRW, shaded in yellow:

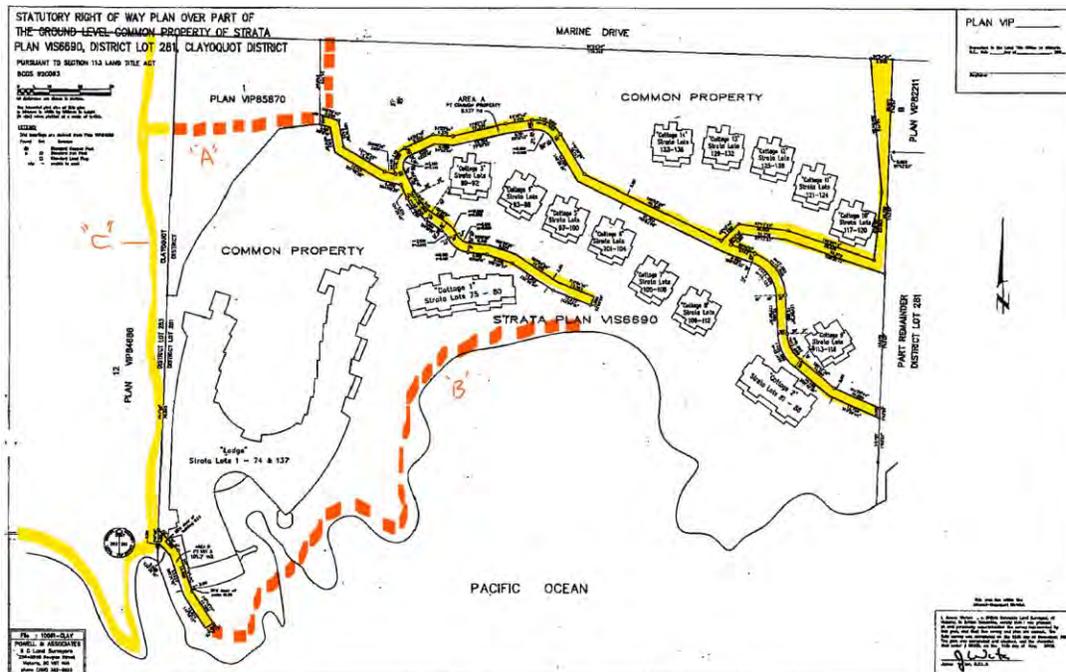


Figure 4 – Secured Trail (yellow) and Unsecured Potential (red).

The trail connectivity in and around Black Rock is disjointed. Development of Lot 12 will impact that section of the trail as well. Before further development is approved a continuous route for the public trail should be secured – closing the gaps and providing a net improvement to the trail experience for public and resort guests alike. Creating a coastal link would augment the WPT while reducing the impact of development on the WPT along the current corridor and therefore allow more intensive development of the site.

### C – Marine Drive frontage

The OCP guides developments to retain an adequate vegetative buffering along the frontage of the road to preserve the unique natural character of Marine Drive (see relevant excerpts in **Appendix B**). In 2018 the resort obtained a Development Permit to build staff housing on the adjacent lot. As part of that permit the applicant committed to landscape the frontage of the new building to ensure the frontage would blend back into the wild forest streetscape that is prevalent in this section of Marine Drive:



Figure 5 – 2018 staff housing DP Landscape Plan



Figure 6 – Installed planting

The plant material installed did not achieve the proposed wild forest character consistent with the rest of the Marine Drive streetscape. Staff recommend that any approvals for development on Lot 12 include conditions requiring details and security deposit for proposed retention and/or replanting to maintain the ecological function and character of the forested corridor.

#### Summary:

Key considerations in this Temporary Use Permit application include that the zoning does not allow for the development of a parking lot, the proposed parking lot would result in aesthetic impacts on the site, the Wild Pacific Trail and the Marine Drive streetscape, and the long-term use of the lot has not been

determined. Staff recommend that - without a comprehensive plan for the long-term development of the site and measures to mitigate the impacts on the environment, public access, trail and road user experience - Council encourage the applicant to look for an alternative approach for project parking and material staging. Additionally, no timeline for the development of this site has been submitted to staff. As such the development of the proposed parking area should be considered a permanent development with a temporary use.

Black Rock Resort is a major employer and part of the community of Ucluelet. The need for the business to renovate their premises and to expand their employee housing is understood and fully supported. Unfortunately, staff cannot recommend that the impacts are fully addressed with the plans currently presented for the development of a portion of Lot 12 for temporary purposes.

**ANALYSIS OF OPTIONS:**

<b>A</b>	Reject the application for Temporary Use Permit TUP22-12	<u>Pros</u>	<ul style="list-style-type: none"> <li>Keeps the forested site intact until a long-term development is designed to balance appropriate scale and environmental protection.</li> <li>Avoids impacting the WPT and Marine Drive until a more comprehensive plan is presented.</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>The applicant would have to utilize its existing parking lot areas or find an alternative site for expanded parking and staging.</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>There are no financial or staffing implications with rejecting this application.</li> </ul>
<b>B</b>	Direct Staff to give Notice for TUP22-12 subject to additional conditions	<u>Pros</u>	<ul style="list-style-type: none"> <li>Allows the application to proceed and receive public input.</li> <li>Mitigates impacts of current proposal.</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>As proposed, the temporary development could permanently impact the environment, WPT and Marine Drive</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>Staff would give notice as required for a future Council meeting with an opportunity for public comment.</li> </ul>
		<u>Suggested Motions</u>	<ul style="list-style-type: none"> <li><b>THAT</b> Council direct staff to give notice of its intent to issue TUP22-12 subject to the applicant providing:                             <ul style="list-style-type: none"> <li>A detailed arborist’s assessment of trees #325, 326, 331, 370, 371 &amp; 375 – 378 with recommendations for their preservation;</li> <li>A detailed landscape plan and security deposit for the preservation and, if necessary, restoration of the trees and understorey along the Marine Drive frontage;</li> <li>A security deposit in the amount of \$10,000 for the restoration and stabilization of the proposed drainage works; and</li> <li>A proposal and timeline for providing a SRW for future public pedestrian trail along the waterfront of the Black Rock properties.</li> </ul> </li> <li><b>THAT</b> Council direct staff to refer the application to the Wild Pacific Trail Society for comment.</li> </ul>
	<u>Pros</u>	<ul style="list-style-type: none"> <li>Allows the application to proceed and receive public input.</li> </ul>	



BLACK ROCK MANAGEMENT INC.  
c/o 5403 Buckingham Ave.  
Burnaby, B.C. V5E 1Z9

October 7 2022

District of Ucluelet  
200 Main Street  
Ucluelet B.C., V0R 3A0

Attention: Bruce Greig  
Director of Community Planning

Dear Sir:

Re: Site Preparation – Lot 12

We wish to make an application to the District for the necessary approvals to carry out the creation of a temporary parking area on a portion of Lot 12 Plan VIP84686 located adjacent to Black Rock Resort.

This request is initiated by and the result of the current crises we are as operators of Black Rock Resort are facing in finding housing for our employees. We are proposing that in the short term, i.e. a period of roughly 2 years, we provide an improvement to a portion of the Lot 12 lands so as to provide a temporary parking area that will include service connections for water, sewer and electricity. We estimate this improvement could provide temporary RV parking for approximately 12 units. In the longer term we are proposing that some of this upgraded area would then be repurposed as a site for the creation of additional employee housing units similar to what we did previously next door at 636 Marine Drive. For this initial period the civil services we would construct would be designed so that they could then be implemented into a new freestanding employee housing structure.

Currently we are not able to fully staff the hotel. This summer we simply did not have enough employees to meet the guest load at the hotel. The primary reason for staff shortages has been the community wide lack of accommodation into which we could house new hires. This past summer our management team and staff have been forced to work beyond a level that can be permanently maintained and if we do not find a solution we will be in a position whereby we will be forced to restrict our guest bookings.

To assist Council and Staff to more easily consider our application we have included along with the proposed application and interim construction details a preliminary study of the permanent housing component that we envision being developed.

Thank you in advance for your consideration in this matter . We are hopeful that this interim step will at least provide for the hotel operations some staffing relief for the next 18 to 24 months.



**REDD FISH**  
RESTORATION

286 Main Street  
Po Box 641 Ucluelet BC, V0R 3A0  
250-726-2424  
info@reddfish.org  
reddfish.org

**September 26, 2022**

Black Rock Oceanfront Resort  
596 Marine Drive  
Ucluelet, BC  
V0R 3A0  
ATTN: Lara Kemps

**RE: BIOPHYSICAL ASSESSMENT OF PROPOSED PARKING EXPANSION AT THE BLACK ROCK OCEANFRONT RESORT**

Dear Ms. Kemps,

**Introduction**

Redd Fish Restoration was asked by Black Rock Oceanfront Resort (Black Rock) to conduct a biophysical assessment of a proposed RV parking area on the east side of the Black Rock property at Strata Lot 1, Plan VIS6690, District Lot 281, Clayoquot Land District (PID 027697312). The property is within the traditional territory of the Yuułuʔiłʔatḥ Nation.

Black Rock is proposing to construct a gravel parking area with serviced parking for RVs to be used by staff (Appendix A: Survey Drawings). The proposed development falls within the Environmental Development Permit Area per Schedule E of the District of Ucluelet Official Community Plan (2020).

This biophysical assessment was completed to meet the requirement of the District of Ucluelet Official Community Plan (2020) including:

- the General Guidelines Applicable to all Environmental Development Permit Areas (DPAs); and
- the DPA V – Terrestrial Ecosystems (Mature Forest) Category.

**Methods**

A background review of readily available public information sources was conducted for the proposed RV parking area location including:

- a query of the BC Conservation Data Center iMap database for known occurrence records of species at risk within one kilometer of the property;
- review of the provincial Habitat Wizard database for known fish streams in the area of the project; and,
- a review of available SEI mapping from the District of Ucluelet for known watercourses in relation to the property.

The provincial Ecosystems Explorer Database was queried for potential species occurrences in the region based on the following criteria:

- Red or Blue-listed OR SARA listed Animals OR Plants OR Ecosystem; AND 'Municipalities': Ucluelet

The results of this query (Appendix B) produce some obscure results that included species well outside of their home ranges. This list was sorted into species with potential to occur and those that are considered very unlikely based on one or both of the following:

- Study area outside of known range for the species or species is not known in the area; and
- No suitable habitat in the study area

Note that invertebrates identified in this query were beyond the scope of this assessment and were not assessed.

On September 2, 2022 Kim Poupard, R.P.Bio. of Redd Fish Restoration visited the site to assess ecological resources and potential site sensitivities. The proposed development area, as well as an approximately 30 meter buffer area (the 'study area'), was assessed for ecological values (e.g., streams, wetlands, old growth forest, listed species and ecosystems or habitat with the potential to support species at risk) and important wildlife features (nests, dens, wildlife trees, etc.). Conditions were documented with field notes and site photographs. A georeferenced PDF map uploaded to Avenza Maps™ on a GPS enabled handheld device was used to navigate the study area and georeferenced important habitat features.

## Results

The study area is located within the Coastal Western Hemlock Very Wet Hypermaritime biogeoclimatic zone (CWHvh1). The proposed development is within an area of mature coniferous forest that has been modified by historical logging as well as exposure to the Pacific coast. The proposed development has been designed to respect the marine setback area (as shown on the survey plan in Appendix A: Figure 1). The proposed development is bounded by the Wild Pacific Trail on three sides and Marine Drive to the north. Access would be from Marine Drive.

The area hosts mature western redcedar (*Thuja plicata*) and western hemlock (*Tsuga heterophylla*). The understory is variable with areas of very dense tall shrub dominated by salal (*Gaultheria shallon*) and evergreen huckleberry (*Vaccinium ovatum*) with scattered false-azalea (*Menziesia ferruginea*) and salmonberry (*Rubus spectabilis*). The tree canopy becomes more open nearer to the coast on the west side of the development area allowing a denser shrub layer to develop. There are very few herbs and forbs in the understory. On the east side of the property sword fern (*Polystichum munitum*), bracken fern (*Pteridium aquilinum*) and wood horsetail (*Equisetum sylvaticum*) are common in the understory.

Coarse woody debris is abundant and remnant stumps from historical forest harvesting are present in the understory, particularly on the east side of the site.

The diversity of vegetation on the site is generally low and there is no habitat with a high potential to support rare or endangered vegetation species. The coast bluffs to the south of the site have a much

higher likelihood of supporting vegetation species at risk; no impacts to these features is anticipated from the proposed development. No ecosystems at risk (Appendix B: Table B3) were identified within the proposed development area.

The BC Conservation Data Center (BC CDC) iMap application was queried for marked known occurrence records of species at risk (Appendix B: Figure 2). One occurrence overlaps the site: tall woolly-heads (*Psilocarphus elatior*) is a provincially red-listed species and is federally listed as Endangered on Schedule 1 of the Species At Risk Act (SARA). This plant occurs in wet areas and vernal wetlands (Klinkenberg 2020). No suitable habitat to support this species was noted within the proposed development area.

Several potential wildlife trees were noted in the area, three in particular were noted within the proposed development area with some potential value to wildlife (Appendix A: Figure 1). These were correlated with the survey number on the trees, where available. These features may provide perches for raptors and seabirds. They also have some remaining bark on their lower boles that may be used for summer roosting tree bats. No large cavities or stick nests were found.

Wildlife trees of similar quality are common in the region and are not considered a limiting habitat feature on the landscape. These features can provide forage and nesting habitat for birds, including migratory species. The absence of bark on most of the standing dead trees within the development area likely precludes use by migratory tree bats.

Record of northern red-legged frog (*Rana aurora*) occurs approximately 300 m west of the Project. Red-legged frog are provincially blue-listed and listed as 'Special Concern' under the federal SARA. The development area is unlikely to support breeding habitat for obligate aquatic breeding amphibian species as no suitable wetlands were noted, however, the development area may support overwintering.

There are records of California wax-myrtle (*Morella californica*) to the south of the site on the Ucluelet peninsula (Appendix B: Figure 2). This species is provincially blue-listed but is relatively common in the region. No California wax-myrtle plants were noted within the development area.

No streams or wetlands were observed within the study area. The provincial Habitat Wizard (2022) does not indicate any streams within one kilometer of the study area. Schedule E of the District of Ucluelet OCP (2021) indicates one stream approximately 300 m west of the proposed development, identified as #29 with a channel width of 2.0 m and non-fish bearing status. This feature was not assessed in the field; however, no impacts are anticipated as a result of the proposed development.

The BC Ecosystems Explorer Query data is provided in Appendix B. The wildlife results included some obscure results. The list was sorted into species with potential for occurrence on the site (See Table B1 in Appendix B), these are provided below in Table 1.

**Table 1. Wildlife species at risk from the BC Ecosystems Explorer Query (Appendix A) with potential of occurring on the site.**

Group	Common Name	Scientific Name	BC List	SARA Schedule	
				Schedule	Designation
amphibians	Northern Red-legged Frog	<i>Rana aurora</i>	Blue	1	Special Concern
amphibians	Wandering Salamander	<i>Aneides vagrans</i>	Blue	1	Special Concern
amphibians	Western Toad	<i>Anaxyrus boreas</i>	Yellow	1	Special Concern
birds	Band-tailed Pigeon	<i>Patagioenas fasciata</i>	Blue	1	Special Concern
birds	Barn Swallow	<i>Hirundo rustica</i>	Yellow	1	Threatened
birds	Black Swift	<i>Cypseloides niger</i>	Blue	1	Endangered
birds	Black-throated Green Warbler	<i>Setophaga virens</i>	Blue		
birds	Evening Grosbeak	<i>Coccothraustes vespertinus</i>	Yellow	1	Special Concern
birds	Great Blue Heron, <i>fannini</i> subspecies	<i>Ardea herodias fannini</i>	Blue	1	Special Concern
birds	Olive-sided Flycatcher	<i>Contopus cooperi</i>	Yellow	1	Threatened
birds	Pine Grosbeak, <i>carlottae</i> subspecies	<i>Pinicola enucleator carlottae</i>	Blue		
birds	Purple Martin	<i>Progne subis</i>	Blue		
birds	Rough-legged Hawk	<i>Buteo lagopus</i>	Blue		
birds	Western Screech-Owl, <i>kennicottii</i> subspecies	<i>Megascops kennicottii kennicottii</i>	Blue	1	Threatened
mammals	Little Brown Myotis	<i>Myotis lucifugus</i>	Blue	1	Endangered
mammals	Townsend's Big-eared Bat	<i>Corynorhinus townsendii</i>	Blue		
SARA = Species at Risk Act					

Of the species in Table 1, northern red-legged frog, wandering salamander (*Aneides vagrans*) and western toad (*Anaxyrus boreas*) have a low likelihood of occurring on the site based on a lack of proximal breeding habitat and professional experience in the region. The lack of suitable breeding habitat and the marginal suitability of the habitat to support overwintering amphibians likely precludes use. Impacts to amphibians is considered negligible.

Most of the birds in Appendix B: Table B1 are considered to have a low likelihood of occurrence in the region or are uncommon migrants; however, the habitat may support Band-tailed Pigeon (*Patagionas fasciata*) and Great Blue Heron (*Ardea Herodias*). Band-tailed Pigeon commonly use mature forest edges in the region. Great Blue Heron occasionally build solitary nests in mature trees. The habitat within the

proposed development area is also suitable summer roosting habitat for Little Brown Myotis (*Myotis lucifugus*) and Townsend's Big-eared Bat (*Corynorhinus townsendii*).

No nests, dens or other critical wildlife habitat features were detected within the development area; however, the area does support suitable nesting habitat for breeding birds. The regional nesting period is March 26 to August 7 according to Environment Canada (2022) for forested ecosystems in the region (within the A1 Nesting Zone). It is understood that clearing is scheduled for the fall of 2022 so interaction with the nesting season should be avoided.

No large stick nests or cavities of Piliated Woodpecker (*Dryocopus pileatus*; now under specific protections within the Migratory Bird Regulations [2022]) were noted within the proposed development area and the area does not host habitat suitable for tree-nesting seabirds whose nests are also now protected year-round (Migratory Bird Regulation 2022).

The development area may be suitable for bear denning. The area was searched thoroughly for indications of denning; however, dens within dense understory and coarse woody debris can be hard to detect. Typically bear dens are accompanied by trails, scat and other evidence of use. Bear scat was noted along the Wild Pacific Trail adjacent to the site; however, no sign was noted within the development area. The likelihood of denning is considered low, however as the habitat is potentially suitable and the work is proposed for early in the denning season (October – November), a protocol for den encounters should be in place. Recommendations for this protocol are provided in the following section.

The development proposal will result in a loss of approximately 3483 m<sup>2</sup> of maturing second growth forest along the seacoast. The likelihood of the area to support species at risk is generally low.

The proposed development is within a developed area that lacks connectivity with other potentially important habitat features. The value to large-bodied wildlife is considered low.

### Recommendations

Site clearing is scheduled for the fall or winter of 2022; therefore, interaction with nesting birds and roosting bats is not anticipated. If any clearing is required during the nesting period (March 26 to August 7), a pre-clearing survey will be required.

If a suspected bear den is encountered during site clearing, work should cease immediately, and a Qualified Environmental Professional should be engaged to develop a mitigation plan. If a marked increase in bear activity in the area (daily encounters of bears or bear sign such as new scat) is noted during the fall season, a pre-clearing survey for bear dens in the area should be conducted.

Care should be taken to not impact amphibians. Keep the site dry and avoid creating pooling water during the late winter and spring months so as not to attract breeding amphibians to the site.

Black Rock Oceanfront Resort  
Lot 12 Biophysical Assessment

P00040

The topography of the site and lack of surface water receptors suggests that the risk of sediment transportation off site is low.

Care should be taken to avoid damage to structural tree roots of retained trees around the periphery of the proposed clearing. Generally, the drip line is a good reference for where these roots occur. If grubbing is required in these areas, or if large tree roots of suspected retained trees are encountered, care should be taken to avoid damaging these roots. A small excavator or hand digging should be utilized for grubbing around structural roots to avoid excessive damage. Use of structural soils should be considered for the base material if tree roots from retained trees are present.

The development area is currently free of weeds and invasive species. Vehicles and equipment must be clean and free of soil and plant parts prior to coming to site to avoid spreading weeds.

Note that conformance with building codes and other bylaws is not part of this assessment.

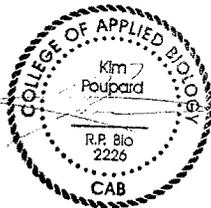
#### **Closure**

We trust that the above meets your current requirements, if you have any questions, please contact the undersigned.

Regards,

#### **Redd Fish Restoration**

**Prepared by:**



Kim Poupard, R.P.Bio

**Attachments:** Site Photographs

Appendix A: Figure 1

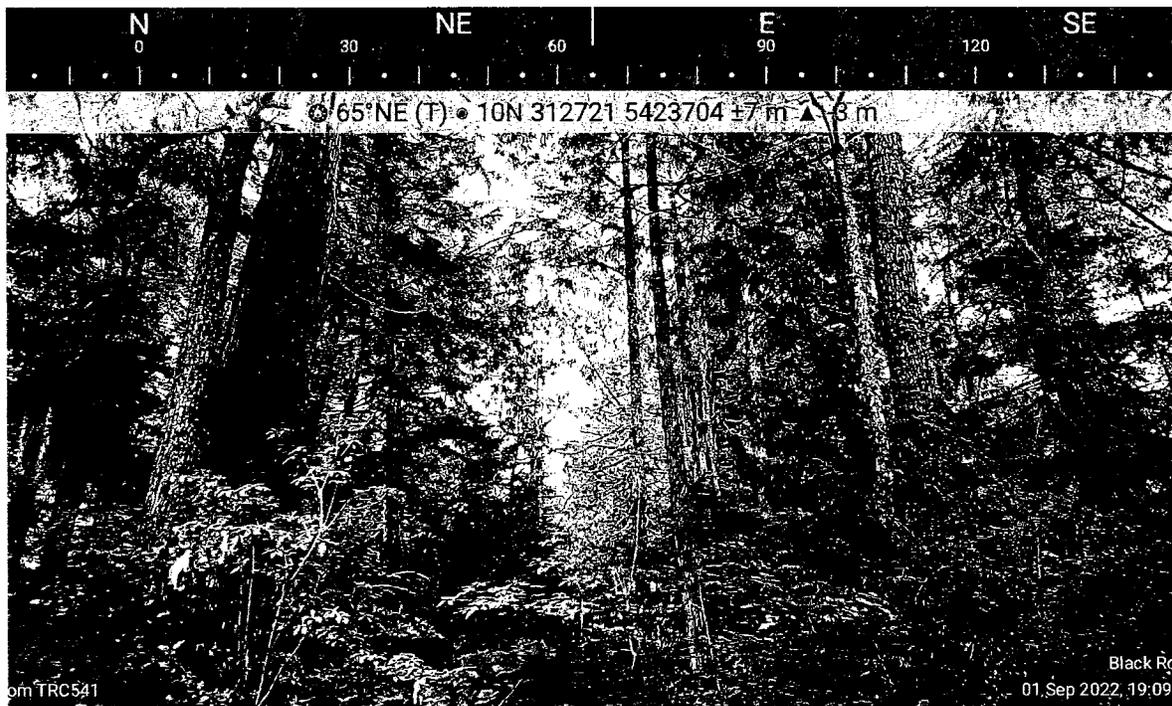
Appendix B: Figure 2, Tables B1-B3

**References:**

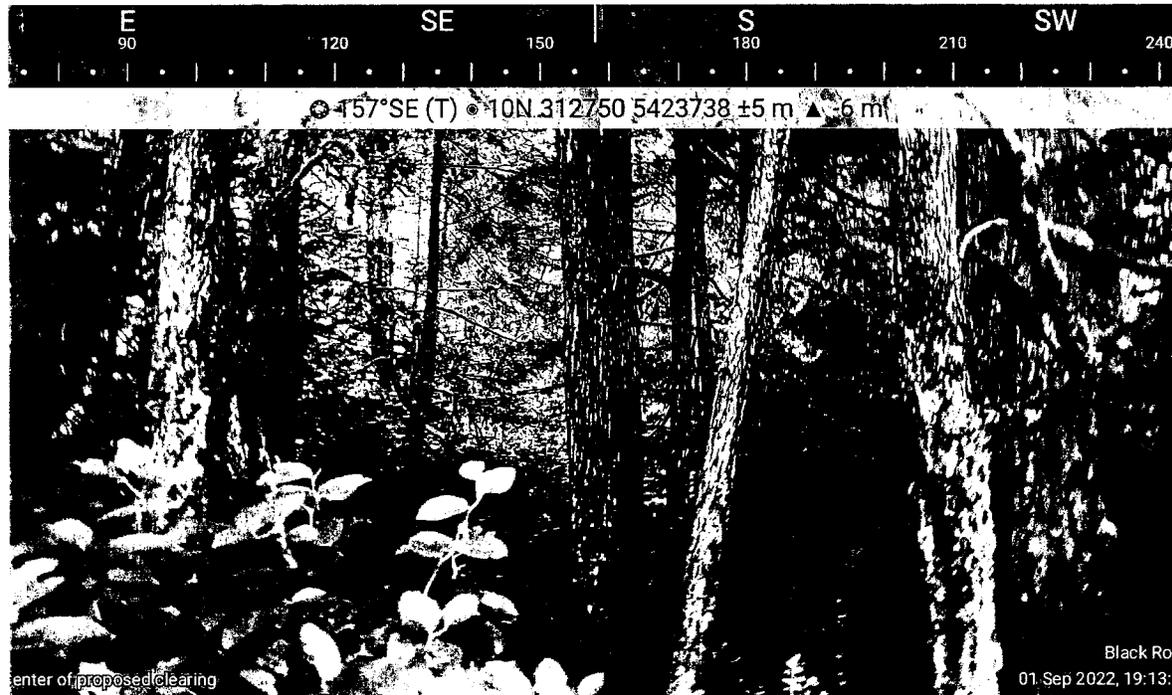
- Environment Canada. 2021. General Nesting Periods of Migratory Birds. Available online: <https://www.canada.ca/en/environment-climate-change/services/avoiding-harm-migratory-birds/general-nesting-periods/nesting-periods.html> (accessed September 13, 2022).
- BC Conservation Data Center. Online mapping application maintained by the Province of British Columbia. Available at: <http://maps.gov.bc.ca/ess/hm/cdc/> (accessed August 17, 2022).
- BC Habitat Wizard. Online mapping application maintained by the Province of British Columbia. Available at: <https://maps.gov.bc.ca/ess/hm/habwiz/> (accessed August 17, 2022).
- Klinkenberg, Brian. (Editor) 2020. E-Flora BC: Electronic Atlas of the Plants of British Columbia [eflora.bc.ca]. Lab for Advanced Spatial Analysis, Department of Geography, University of British Columbia, Vancouver. [Accessed: 2022-09-21 10:34:16 AM ]

**Acts and Regulations**

- Migratory Birds Regulations. 2022. Status update on the modernization of the Migratory Birds Regulations, 2022. Available online at: <https://www.canada.ca/en/environment-climate-change/services/migratory-game-bird-hunting/status-update-modernization-regulations.html> (accessed September 13, 2022).
- District of Ucluelet. 2020. Official Community Plan. Bylaw No 1236 (2020). Adopted Jan 2022. Available online at: <https://ucluelet.ca/community/planning-building-bylaw/community-planning-and-zoning/official-community-plan> (accessed September 14, 2022).



**Photo 1.** Showing habitat conditions within the proposed development area on the east side of the site. Note multistoried coniferous forest with patchy understory shrubs.



**Photo 2.** Showing conditions at the approximate center of the proposed development area.



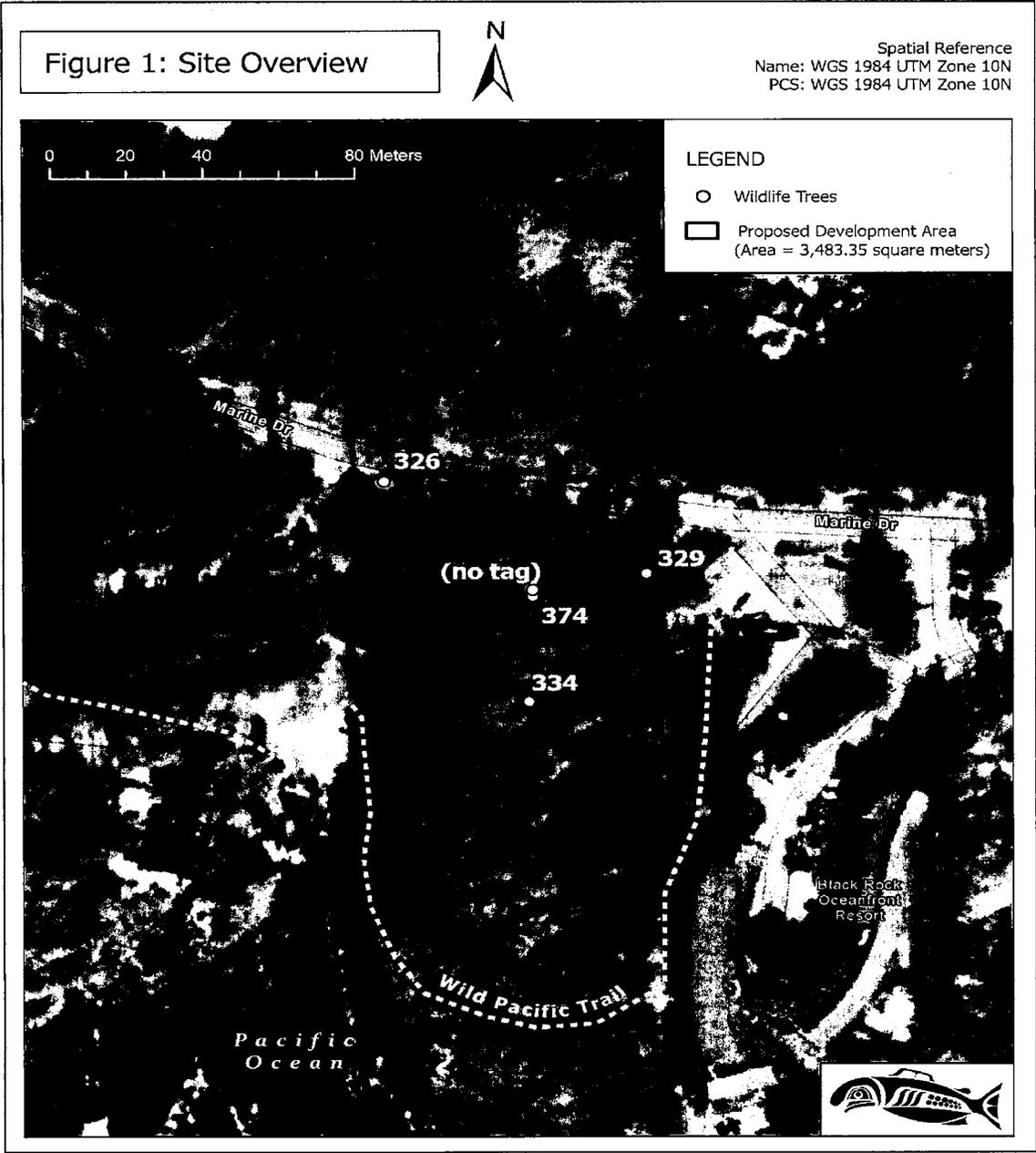
**Photo 3.** Showing modified forest to the west of the proposed development, taken from the Wild Pacific Trail to the north of the proposed project (left of photo).



**Photo 4.** Showing representative wildlife trees within the proposed development area. These are trees 334 and 335 as shown on the survey design drawing. Note that these have relatively little signs of use, relatively low value as wildlife trees and are common on the landscape.

APPENDIX A:

SURVEY DRAWINGS



APPENDIX B:

BC ECOSYSTEMS EXPLORER SEARCH RESULTS

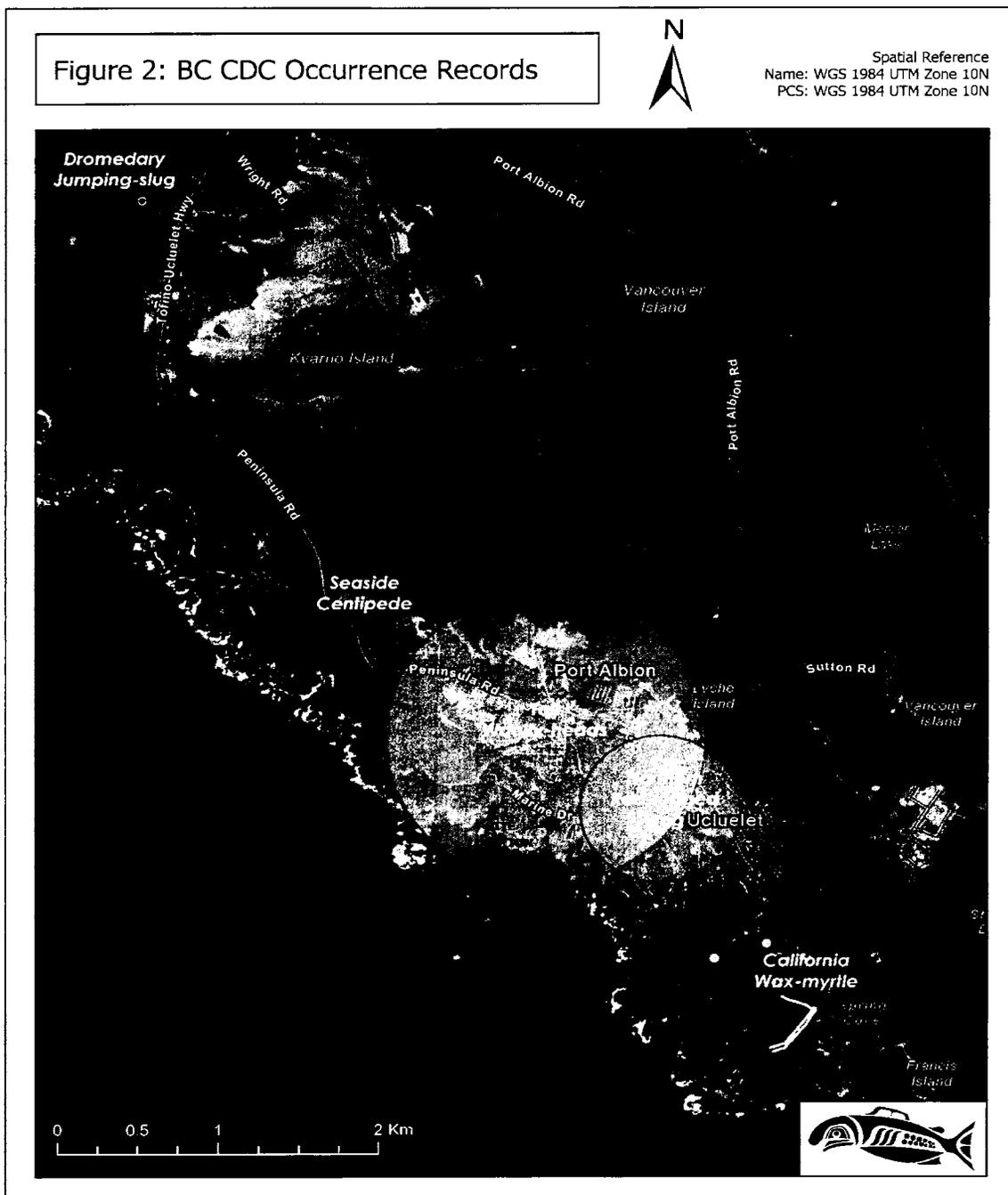


Table B1. BC Ecosystems Explorer Query Results and Likelihood of Occurrence Assessment.

Group	English Name	Scientific Name	BC List	SARA* Schedule	SARA Status	MBCA*	Likelihood of Occurrence (Yes / No)	Rational (If No) <sup>1</sup>
amphibians	Coastal Tailed Frog	<i>Ascaphus truei</i>	Yellow	1	Special Concern		No	1
amphibians	Northern Red-legged Frog	<i>Rana aurora</i>	Blue	1	Special Concern		Yes	
amphibians	Wandering Salamander	<i>Aneides vagrans</i>	Blue	1	Special Concern		Yes	
amphibians	Western Toad	<i>Anaxyrus boreas</i>	Yellow	1	Special Concern		Yes	
birds	American Avocet	<i>Recurvirostra americana</i>	Blue			Y	No	2
birds	American Bittern	<i>Botaurus lentiginosus</i>	Blue			Y	No	2
birds	American Golden-Plover	<i>Pluvialis dominica</i>	Blue			Y	No	2
birds	American White Pelican	<i>Pelecanus erythrorhynchos</i>	Red				No	2
birds	Ancient Murrelet	<i>Synthliboramphus antiquus</i>	Blue	1	Special Concern	Y	No	2
birds	Band-tailed Pigeon	<i>Patagioenas fasciata</i>	Blue	1	Special Concern	Y	Yes	
birds	Barn Owl	<i>Tyto alba</i>	Blue	1	Threatened		No	1, 2
birds	Barn Swallow	<i>Hirundo rustica</i>	Yellow	1	Threatened	Y	Yes	
birds	Bay-breasted Warbler	<i>Setophaga castanea</i>	Red			Y	No	1, 2
birds	Black Scoter	<i>Melanitta americana</i>	Blue			Y	No	2
birds	Black Swift	<i>Cypseloides niger</i>	Blue	1	Endangered	Y	Yes	
birds	Black-crowned Night-heron	<i>Nycticorax nycticorax</i>	Red			Y	No	1, 2
birds	Black-throated Green Warbler	<i>Setophaga virens</i>	Blue			Y	Yes	
birds	Bobolink	<i>Dolichonyx oryzivorus</i>	Red	1	Threatened	Y	No	1, 2
birds	Brandt's Cormorant	<i>Urile penicillatus</i>	Red				No	2
birds	Brant	<i>Branta bernicla</i>	Blue			Y	No	2
birds	California Gull	<i>Larus californicus</i>	Red			Y	No	2
birds	Canada Goose, <i>occidentalis</i> subspecies	<i>Branta canadensis occidentalis</i>	Red				No	2
birds	Canada Warbler	<i>Cardellina canadensis</i>	Blue	1	Threatened	Y	No	1



birds	Peregrine Falcon, <i>pealei</i> subspecies	<i>Falco peregrinus pealei</i>	Blue	1	Special Concern	No	2
birds	Pine Grosbeak, <i>carlottae</i> subspecies	<i>Pinicola enucleator carlottae</i>	Blue			Yes	
birds	Prairie Falcon	<i>Falco mexicanus</i>	Red			No	2
birds	Purple Martin	<i>Progne subis</i>	Blue		Y	Yes	
birds	Red Knot	<i>Calidris canutus</i>	Blue	1	Threatened / Endangered	No	2
birds	Red-necked Phalarope	<i>Phalaropus lobatus</i>	Blue	1	Special Concern	No	2
birds	Rough-legged Hawk	<i>Buteo lagopus</i>	Blue			Yes	
birds	Rusty Blackbird	<i>Euphagus carolinus</i>	Blue	1	Special Concern	No	2
birds	Sage Thrasher	<i>Oreoscoptes montanus</i>	Red	1	Endangered	No	2
birds	Short-billed Dowitcher	<i>Limnodromus griseus</i>	Blue		Y	No	2
birds	Short-eared Owl	<i>Asio flammeus</i>	Blue	1	Special Concern	No	1, 2
birds	Smith's Longspur	<i>Calcarius pictus</i>	Blue		Y	No	2
birds	Surf Scoter	<i>Melanitta perspicillata</i>	Blue		Y	No	2
birds	Thick-billed Murre	<i>Uria lomvia</i>	Red		Y	No	2
birds	Tufted Puffin	<i>Fratercula cirrhata</i>	Blue		Y	No	2
birds	Upland Sandpiper	<i>Bartramia longicauda</i>	Red		Y	No	2
birds	Wandering Tattler	<i>Tringa incana</i>	Blue		Y	No	2
birds	Western Grebe	<i>Aechmophorus occidentalis</i>	Red	1	Special Concern	No	2
birds	Western Screech-Owl	<i>Megascops kennicottii</i>	No Status	1	Threatened	Yes	
birds	Western Screech-Owl, <i>kennicottii</i> subspecies	<i>Megascops kennicottii kennicottii</i>	Blue	1	Threatened	Yes	
birds	White-tailed Ptarmigan, <i>saxatilis</i> subspecies	<i>Lagopus leucura saxatilis</i>	Blue			No	2
birds	Yellow-billed Cuckoo	<i>Coccyzus americanus</i>	Red		Y	No	2
birds	Yellow-breasted Chat	<i>Icteria virens</i>	Red	1	Endangered	No	2
bivalves	Long Fingernailclam	<i>Musculium transversum</i>	Blue			N/A	
bivalves	Olympia Oyster	<i>Ostrea lurida</i>	Blue	1	Special Concern	N/A	
bivalves	Striated Fingernailclam	<i>Sphaerium striatulum</i>	Blue			N/A	

bivalves	Swamp Fingernailclam	<i>Musculium partumeium</i>	Blue					N/A
gastropods	Blue-grey Taildropper	<i>Prophysaon coeruleum</i>	Blue	1	Threatened			N/A
gastropods	Broadwhorl Tightcoil	<i>Pristiloma johnsoni</i>	Blue					N/A
gastropods	Dromedary Jumping-slug	<i>Hemphillia dromedarius</i>	Red	1	Threatened			N/A
gastropods	Evening Fieldslug	<i>Deroceras hesperium</i>	Red					N/A
gastropods	Haida Gwaii Slug	<i>Staalta gwaii</i>	Red	1	Special Concern			N/A
gastropods	Meadow Rams-horn	<i>Planorbula campestris</i>	Blue					N/A
gastropods	Northern Abalone	<i>Haliotis kamtschatkana</i>	Red	1	Endangered			N/A
gastropods	Oregon Forestsnail	<i>Allogona townsendiana</i>	Red	1	Endangered			N/A
gastropods	Prairie Fossaria	<i>Galba bulimoides</i>	Blue					N/A
gastropods	Puget Oregonian	<i>Cryptomastix devia</i>	Red	1	Extinct			N/A
gastropods	Rocky Mountain Physa	<i>Physella propinqua</i>	Blue					N/A
gastropods	Sunset Physa	<i>Physella virginea</i>	Blue					N/A
gastropods	Threaded Vertigo	<i>Nearctula sp. 1</i>	Blue	1	Special Concern			N/A
gastropods	Warty Jumping-slug	<i>Hemphillia glandulosa</i>	Red	1	Special Concern			N/A
gastropods	Western Thorn	<i>Carychium occidentale</i>	Blue					N/A
gastropods	Wrinkled Marshsnail	<i>Stagnicola caperata</i>	Blue					N/A
insects	Alkali Bluet	<i>Enallagma clausum</i>	Blue					N/A
insects	Audouin's Night-stalking Tiger Beetle	<i>Omus audouini</i>	Red	1	Threatened			N/A
insects	Autumn Meadowhawk	<i>Sympetrum vicinum</i>	Blue					N/A
insects	Black Petaltail	<i>Tanypteryx hageni</i>	Blue					N/A
insects	Blue Dasher	<i>Pachydiplax longipennis</i>	Blue					N/A
insects	Boisduval's Blue, <i>blackmorei</i> subspecies	<i>Icaricia icarioides blackmorei</i>	Blue					N/A
insects	Clodius Parnassian, <i>claudianus</i> subspecies	<i>Parnassius clodius claudianus</i>	Blue					N/A
insects	Common Ringlet, <i>insulana</i> subspecies	<i>Coenonympha californica insulana</i>	Red					N/A
insects	Common Wood-nymph, <i>incana</i> subspecies	<i>Cercyonis pegala incana</i>	Red					N/A
insects	Dun Skipper	<i>Euphyes vestris</i>	Blue	1	Threatened			N/A

insects	Edith's Checkerspot, <i>taylori</i> subspecies	<i>Euphydryas editha taylori</i>	Red	1	Endangered		N/A
insects	Edwards' Beach Moth	<i>Anarta edwardsii</i>	Red	1	Endangered		N/A
insects	Greenish Blue, <i>insulanus</i> subspecies	<i>Icaricia saepiolus insulanus</i>	Red	1	Endangered		N/A
insects	Johnson's Hairstreak	<i>Callophrys johnsoni</i>	Red				N/A
insects	Large Marble, <i>insulanus</i> subspecies	<i>Euchloe ausonides insulanus</i>	Red	1	Extinct		N/A
insects	Monarch	<i>Danaus plexippus</i>	Red	1	Special Concern		N/A
insects	Moss' Elfin, <i>mossii</i> subspecies	<i>Callophrys mossii mossii</i>	Red				N/A
insects	Propertius Duskywing	<i>Erynnis propertius</i>	Red				N/A
insects	Rocky Mountain Parnassian, <i>olympiannus</i> subspecies	<i>Parnassius smintheus olympiannus</i>	Blue				N/A
insects	Sand-verbena Moth	<i>Copablepharon fuscum</i>	Red	1	Endangered		N/A
insects	Silver-spotted Skipper	<i>Epargyreus clarus</i>	Blue				N/A
insects	Silver-spotted Skipper, <i>californicus</i> subspecies	<i>Epargyreus clarus californicus</i>	Red				N/A
insects	Sinuous Snaketail	<i>Ophiogomphus occidentis</i>	Blue				N/A
insects	Western Branded Skipper, <i>oregonia</i> subspecies	<i>Hesperia colorado oregonia</i>	Red				N/A
insects	Western Pine Elfin, <i>sheltonensis</i> subspecies	<i>Callophrys eryphon sheltonensis</i>	Blue				N/A
insects	Western Pondhawk	<i>Erythemis collocata</i>	Blue				N/A
insects	Zerene Fritillary, <i>bremnerii</i> subspecies	<i>Speyeria zerene bremnerii</i>	Red				N/A
Lampreys	Cowichan Lake Lamprey	<i>Entosphenus macrostomus</i>	Red	1	Threatened		N/A
Lampreys	Western Brook Lamprey (Morrison Creek Population)	<i>Lampetra richardsoni</i> pop. 1	Red	1	Endangered		N/A

malacostraca cans	Quatsino Cave Amphipod	<i>Stygobromus quatsinensis</i>	Blue					N/A	
mammals	Caribou (Northern Mountain Population)	<i>Rangifer tarandus</i> pop. 15	Blue	1	Special Concern			No	1,2
mammals	Ermine, <i>anguinae</i> subspecies	<i>Mustela richardsonii anguinae</i>	Blue						
mammals	Fisher	<i>Pekania pennanti</i>	No Status						
mammals	Grey Whale	<i>Eschrichtius robustus</i>	Blue	1	Special Concern			No	2
mammals	Grizzly Bear	<i>Ursus arctos</i>	Blue	1	Special Concern			No	2
mammals	Hoary Bat	<i>Lasiurus cinereus</i>	Blue						
mammals	Little Brown Myotis	<i>Myotis lucifugus</i>	Blue	1	Endangered			Yes	
mammals	Mountain Goat	<i>Oreamnos americanus</i>	Blue					No	1, 2
mammals	Roosevelt Elk	<i>Cervus elaphus roosevelti</i>	Blue					No	2
mammals	Steller Sea Lion	<i>Eumetopias jubatus</i>	Blue	1	Special Concern			No	2
mammals	Townsend's Big-eared Bat	<i>Corynorhinus townsendii</i>	Blue					Yes	
mammals	Townsend's Vole, <i>cowani</i> subspecies	<i>Microtus townsendii cowani</i>	Red						
mammals	Vancouver Island Marmot	<i>Marmota vancouverensis</i>	Red	1	Endangered			No	1, 2
mammals	Western Water Shrew, <i>brooksi</i> subspecies	<i>Sorex navigator brooksi</i>	Blue						
mammals	Wolverine	<i>Gulo gulo</i>	No Status	1	Special Concern			No	1
mammals	Wolverine, <i>luscus</i> subspecies	<i>Gulo gulo luscus</i>	Blue	1	Special Concern			No	1
mammals	Wolverine, <i>vancouverensis</i> subspecies	<i>Gulo gulo vancouverensis</i>	Red	1	Special Concern				
mammals	Yuma Myotis	<i>Myotis yumanensis</i>	Blue						
oligochaete s	an earthworm	<i>Arctiostrotus perrieri</i>	Blue					N/A	
ray-finned fishes	Bull Trout	<i>Salvelinus confluentus</i>	Blue					No	2

ray-finned fishes	Cutthroat Trout, <i>clarkii</i> subspecies	<i>Oncorhynchus clarkii clarkii</i>	Blue			No	2
ray-finned fishes	Eulachon	<i>Thaleichthys pacificus</i>	Blue			No	2
ray-finned fishes	Inconnu	<i>Stenodus leucichthys</i>	Blue			No	2
ray-finned fishes	Misty Lake "Lake" Stickleback	<i>Gasterosteus sp. 18</i>	Red	1	Endangered	No	2
ray-finned fishes	Misty Lake "Stream" Stickleback	<i>Gasterosteus sp. 19</i>	Red	1	Endangered	No	2
reptiles	Common Sharp-tailed Snake	<i>Contia tenuis</i>	Red	1	Endangered	No	2
reptiles	Gophersnake	<i>Pituophis catenifer</i>	No Status	1	Extinct / Threatened	No	1, 2
reptiles	Gophersnake, <i>catenifer</i> subspecies	<i>Pituophis catenifer catenifer</i>	Red	1	Extinct	No	1, 2
turtles	Leatherback Sea Turtle	<i>Dermodochelys coriacea</i>	Red	1	Endangered	No	2
turtles	Northern Painted Turtle	<i>Chrysemys picta</i>	No Status	1	Endangered / Special Concern	No	2
turtles	Northern Painted Turtle - Pacific Coast Population	<i>Chrysemys picta</i> pop. 1	Red	1	Endangered	No	2

\* SARA = Species at Risk Act; MBCA = Migratory Bird Convention Act

Notes 1:

1. Outside of known range for the species or species is not known in the area
2. No suitable habitat in the study area

Table B2. BC Ecosystems Explorer Query Results for Vegetation.

Name Category	English Name	Scientific Name	BC List	SARA Schedule	SARA Status	Habitats (Type / Subtype / Dependence)
Bryophyte	rigid apple moss	<i>Bartramia aprica</i>	Red	1	Endangered	Rock/Sparsely Vegetated Rock / Garry Oak Coastal Bluffs / Facultative - frequent use
Bryophyte	Roell's brotherella	<i>Brotherella roellii</i>	Red	1	Endangered	
Bryophyte	banded cord-moss	<i>Entosthodon fascicularis</i>	Blue	1	Special Concern	Grassland/Shrub / Garry Oak Maritime Meadow / Facultative - frequent use
Bryophyte	acuteleaf small limestone moss	<i>Seligeria acutifolia</i>	Red	1	Endangered	
Vascular Plant	yellow sand-verbena	<i>Abronia latifolia</i>	Blue			Other Unique Habitats / Beach / Obligate ; Other Unique Habitats / Sand Dune / Facultative - frequent use
Vascular Plant	pink sand-verbena	<i>Abronia umbellata</i> var. <i>breviflora</i>	Red	1	Endangered	Other Unique Habitats / Beach / Facultative - frequent use ; Other Unique Habitats / Sand Dune / Facultative - frequent use
Vascular Plant	dwarf maiden-hair fern	<i>Adiantum aleuticum</i> var. <i>subpumilum</i>	Blue			Other Unique Habitats / Beach / Facultative - frequent use ; Rock/Sparsely Vegetated Rock / Cliff / Facultative - frequent use
Vascular Plant	mountain hemlock dwarf mistletoe	<i>Arceuthobium tsugense</i> ssp. <i>mertensianae</i>	Blue			Forest / Conifer Forest - Mesic (average) / Unknown
Vascular Plant	three-forked mugwort	<i>Artemisia furcata</i>	Blue			Alpine/Tundra / Alpine/Subalpine Meadow / Unknown ; Alpine/Tundra / Krummholtz / Unknown ; Alpine/Tundra / Tundra / Unknown ; Rock/Sparsely Vegetated Rock / Cliff / Unknown ; Rock/Sparsely Vegetated Rock / Talus / Unknown

Vascular Plant	corrupt spleenwort	<i>Asplenium adluerinum</i>	Blue				Rock/Sparsely Vegetated Rock / Cliff / Facultative - frequent use ; Rock/Sparsely Vegetated Rock / Rock/Sparsely Vegetated Rock / Facultative - frequent use
Vascular Plant	river bulrush	<i>Bolboschoenus fluviatilis</i>	Blue				Other Unique Habitats / Estuary / Facultative - frequent use ; Riparian / Riparian Shrub / Facultative - frequent use ; Wetland / Marsh / Obligate
Vascular Plant	two-edged water-starwort	<i>Callitriche heterophylla</i> var. <i>heterophylla</i>	Unknown				Lakes / Pond/Open Water / Facultative - occasional use
Vascular Plant	beach bindweed	<i>Calystegia soldanella</i>	Blue				Other Unique Habitats / Sand Dune / Obligate
Vascular Plant	angled bittercress	<i>Cardamine angulata</i>	Blue				Forest / Conifer Forest - Moist/wet / Facultative - frequent use ; Forest / Old Forest / Facultative - occasional use ; Riparian / Riparian Forest / Facultative - frequent use ; Stream/River / Stream/River / Facultative - frequent use
Vascular Plant	estuarine paintbrush	<i>Castilleja ambigua</i> var. <i>ambigua</i>	Blue				Grassland/Shrub / Garry Oak Maritime Meadow / Facultative - frequent use ; Other Unique Habitats / Estuary / Facultative - frequent use ; Other Unique Habitats / Vernal Pools/Seasonal Seeps / Facultative - frequent use
Vascular Plant	Fischer's chickweed	<i>Cerastium fischerianum</i>	Blue				Grassland/Shrub / Meadow / Facultative - occasional use ; Lakes / Lake / Facultative - frequent use ; Riparian / Riparian Herbaceous / Facultative - occasional use ; Stream/River / Stream/River / Facultative - frequent use
Vascular Plant	tooth-leaved monkey-flower	<i>Erythranthe dentata</i>	Blue				Riparian / Riparian Forest / Unknown ; Stream/River / Stream/River / Unknown

Vascular Plant	white glacier lily	<i>Erythronium montanum</i>	Blue			Alpine/Tundra / Alpine/Subalpine Meadow / Unknown ; Other Unique Habitats / Avalanche Track / Unknown
Vascular Plant	dwarf red fescue	<i>Festuca rubra ssp. mediana</i>	Yellow			
Vascular Plant	Haida Gwaii avens	<i>Geum schofieldii</i>	Blue			Rock/Sparsely Vegetated Rock / Cliff / Facultative - frequent use ; Rock/Sparsely Vegetated Rock / Rock/Sparsely Vegetated Rock / Facultative - frequent use ; Rock/Sparsely Vegetated Rock / Talus / Facultative - frequent use
Vascular Plant	American glehnia	<i>Glehnia littoralis ssp. leiocarpa</i>	Blue			Other Unique Habitats / Beach / Obligate ; Other Unique Habitats / Sand Dune / Obligate
Vascular Plant	hairy goldfields	<i>Lasthenia maritima</i>	Blue			Ocean / Marine Island / Unknown ; Rock/Sparsely Vegetated Rock / Cliff / Unknown ; Rock/Sparsely Vegetated Rock / Rock/Sparsely Vegetated Rock / Unknown
Vascular Plant	silky beach pea	<i>Lathyrus littoralis</i>	Red			Other Unique Habitats / Beach / Facultative - frequent use ; Other Unique Habitats / Sand Dune / Facultative - frequent use
Vascular Plant	California wax-myrtle	<i>Morella californica</i>	Blue			Grassland/Shrub / Shrub - Natural / Unknown
Vascular Plant	redwood sorrel	<i>Oxalis oregana</i>	Blue			Forest / Conifer Forest - Moist/wet / Facultative - frequent use ; Forest / Old Forest / Facultative - occasional use
Vascular Plant	whitebark pine	<i>Pinus albicaulis</i>	Blue	1	Endangered	Forest / Conifer Forest - Dry / Facultative - frequent use ; Forest / Conifer Forest - Mesic (average) / Facultative - frequent use ; Rock/Sparsely Vegetated Rock / Cliff / Facultative - frequent use ; Rock/Sparsely Vegetated Rock / Rock/Sparsely Vegetated Rock / Facultative - frequent use ;

Vascular Plant	black knotweed	<i>Polygonum paronychia</i>	Blue				Rock/Sparsely Vegetated Rock / Talus / Facultative - frequent use
Vascular Plant	Alaska holly fern	<i>Polystichum setigerum</i>	Blue				Other Unique Habitats / Beach / Facultative - frequent use ; Other Unique Habitats / Sand Dune / Facultative - frequent use Forest / Conifer Forest - Moist/wet / Facultative - frequent use ; Riparian / Riparian Forest / Facultative - occasional use ; Riparian / Riparian Shrub / Facultative - occasional use ; Rock/Sparsely Vegetated Rock / Rock/Sparsely Vegetated Rock / Facultative - occasional use ; Stream/River / Stream/River / Facultative - occasional use
Vascular Plant	wedge-leaf primrose	<i>Primula cuneifolia</i> ssp. <i>saxifragifolia</i>	Blue				Grassland/Shrub / Meadow / Facultative - frequent use ; Rock/Sparsely Vegetated Rock / Rock/Sparsely Vegetated Rock / Facultative - occasional use
Vascular Plant	Smith's fairybells	<i>Prosartes smithii</i>	Blue				Forest / Conifer Forest - Moist/wet / Unknown ; Forest / Deciduous/Broadleaf Forest / Unknown ; Forest / Mixed Forest (deciduous/coniferous mix) / Unknown ; Riparian / Riparian Forest / Unknown
Vascular Plant	leafless wintergreen	<i>Pyrola aphylla</i>	Blue				Forest / Conifer Forest - Mesic (average) / Facultative - frequent use
Vascular Plant	Hibberson's trillium	<i>Trillium hibbersonii</i>	Blue				Rock/Sparsely Vegetated Rock / Cliff / Facultative - occasional use

Table B3. BC Ecosystems Explorer Query Results for Ecosystems.

English Name	Scientific Name	Ecosystem Group	BC List
red alder / salmonberry / common horsetail	<i>Alnus rubra</i> / <i>Rubus spectabilis</i> / <i>Equisetum arvense</i>	Terrestrial Realm - Flood Group (F): Low Bench Flood Class (Fl)	Blue
Lynghye's sedge herbaceous vegetation	<i>Carex lynghyei</i> Herbaceous Vegetation	Estuarine Realm: Estuarine Marsh Class (Em)	Red
large-headed sedge Herbaceous Vegetation	<i>Carex macrocephala</i> Herbaceous Vegetation	Terrestrial Realm - Beach Group (B): Beachland Class (Bb)	Red
tufted hairgrass - meadow barley	<i>Deschampsia cespitosa</i> ssp. <i>beringensis</i> - <i>Hordeum brachyantherum</i>	Estuarine Realm: Estuarine Meadow Class (Ed)	Red
common spike-rush Herbaceous Vegetation	<i>Eleocharis palustris</i> Herbaceous Vegetation	Wetland Realm - Mineral Wetland Group: Marsh Wetland Class (Wm); Estuarine Realm: Estuarine Marsh Class (Em)	Blue
dune wildrye - beach pea	<i>Leymus mollis</i> ssp. <i>mollis</i> - <i>Lathyrus japonicus</i>	Terrestrial Realm - Beach Group (B): Beachland Class (Bb)	Red
Sitka spruce / Pacific reedgrass	<i>Picea sitchensis</i> / <i>Calamagrostis nutkaensis</i>	Terrestrial Realm - Forest: Coniferous - dry	Blue
Sitka spruce / slough sedge	<i>Picea sitchensis</i> / <i>Carex obtusata</i>	Terrestrial Realm - Forest: Coniferous - moist/wet	Blue
Sitka spruce / salal	<i>Picea sitchensis</i> / <i>Gaultheria shallon</i>	Terrestrial Realm - Forest: Coniferous - dry	Blue
Sitka spruce / Oregon beaked-moss	<i>Picea sitchensis</i> / <i>Kindbergia oregana</i>	Terrestrial Realm - Forest: Coniferous - dry	Blue
Sitka spruce / false lily-of-the-valley Very Wet Hypermaritime 1	<i>Picea sitchensis</i> / <i>Maianthemum dilatatum</i> Very Wet Hypermaritime 1	Terrestrial Realm - Flood Group (F): Highbench Flood	Red
Sitka spruce / Pacific crab apple	<i>Picea sitchensis</i> / <i>Malus fusca</i>	Terrestrial Realm - Forest: Coniferous - moist/wet	Blue

Sitka spruce / sword fern	<i>Picea sitchensis</i> / <i>Polystichum munitum</i>	Terrestrial Realm - Forest: Coniferous - moist/wet	Blue
Sitka spruce / tall trisetum	<i>Picea sitchensis</i> / <i>Trisetum canescens</i>	Terrestrial Realm - Flood Group (F); Middle Bench Flood Class (Fm); Terrestrial Realm - Forest: Coniferous - moist/wet	Red
dune bluegrass Herbaceous Vegetation	<i>Poa macrantha</i> Herbaceous Vegetation	Terrestrial Realm - Beach Group (B); Beachland Class (Bb)	Red
beaked ditch-grass Herbaceous Vegetation	<i>Ruppia maritima</i> Herbaceous Vegetation	Estuarine Realm: Estuarine Marsh Class (Em)	Red
Sitka willow - Pacific willow / skunk cabbage	<i>Salix sitchensis</i> - <i>Salix lasiandra</i> var. <i>lasiandra</i> / <i>Lysichiton americanus</i>	Wetland Realm - Mineral Wetland Group: Swamp Wetland Class (Ws)	Blue
American glasswort - sea-milkwort	<i>Sarcocornia pacifica</i> - <i>Lysimachia maritima</i>	Estuarine Realm: Estuarine Marsh Class (Em)	Red
western redcedar - Sitka spruce / skunk cabbage	<i>Thuja plicata</i> - <i>Picea sitchensis</i> / <i>Lysichiton americanus</i>	Terrestrial Realm - Forest: Coniferous - moist/wet; Wetland Realm - Mineral Wetland Group: Swamp Wetland Class (Ws)	Blue
western redcedar - Sitka spruce / devil's club Very Wet Hypermaritime 1	<i>Thuja plicata</i> - <i>Picea sitchensis</i> / <i>Oplopanax horridus</i> Very Wet Hypermaritime 1	Terrestrial Realm - Forest: Coniferous - moist/wet	Blue
western redcedar - Sitka spruce / sword fern	<i>Thuja plicata</i> - <i>Picea sitchensis</i> / <i>Polystichum munitum</i>	Terrestrial Realm - Forest: Coniferous - dry; Terrestrial Realm - Forest: Coniferous - mesic	Blue
western hemlock - Sitka spruce / lanky moss	<i>Tsuga heterophylla</i> - <i>Picea sitchensis</i> / <i>Rhytidadelphus loreus</i>	Terrestrial Realm - Forest: Coniferous - mesic	Blue



**REDD FISH**  
RESTORATION

Po Box 641 Ucluelet BC, VOR 3A0  
286 Main Street  
250-726-2424  
info@reddfish.org  
reddfish.org

June 29, 2023

Black Rock Oceanfront Resort  
596 Marine Drive  
Ucluelet, BC  
VOR 3A0  
ATTN: Lara Kempes

**RE: REVIEW OF PARKING LOT DRAINAGE PLAN AT THE BLACK ROCK OCEANFRONT RESORT**

Dear Ms. Kempes,

In September of 2022, Redd Fish Restoration conducted a biophysical assessment of a proposed RV parking area on the east side of the Black Rock property at Strata Lot 1, Plan VIS6690, District Lot 281, Clayoquot Land District (PID 027697312; Redd Fish Restoration 2022). Since, a drainage plan update has been prepared by Herold Engineering. The details of this plan were discussed with Al Hearle, P. Eng. of Herold Engineering. The proposed drainage plan was assessed in the field on June 27, 2023.

Herold Engineering is proposing to construct a drainage swale at the southeast corner of the parking area. The drainage swale will direct water into the adjacent forest and towards the marine foreshore. There is approximately 15 m of vegetation between the southeast edge of the parking lot and the Wild Pacific Trail along the shoreline.

The proposed swale will be a maximum of 20 cm deep and armoured with coarse rock to protect native soils from erosion. The swale should be constructed to allow for infiltration, primarily. A small culvert (100 mm diameter) should be installed under the Wild Pacific Trail at the low spot (of natural drainage) to allow water to drain from the area if the water volume exceeds the rate of infiltration. The culvert will prevent water from being impounded by the trail and causing standing surface water. The foreshore area is primarily coarse, vertical bedrock (Photo 1) where the culvert would likely be installed (Photo 2).

The risk of shoreline erosion as a result of the proposed design is considered negligible. The forested area that will initially receive the water is slightly sloped with mature western hemlock (*Tsuga heterophylla*) and a dense shrub understory. The soil appears to be a shallow, friable, loam, likely over shallow bedrock. Increased moisture in this area is not expected to have an adverse effect on the vegetation.

The following mitigation measures are provided to minimize potential risks to the environment from the proposed development:

- The swale should be “field fit” once the parking area is cleared and there is a clearer understanding of the drainage pattern.
- Avoid damage to tree roots when installing the swale. The swale should be micro-routed around structural tree roots to the extent possible. If a root cannot be avoided, soil should be excavated by hand and drainage rock installed around the root so that the root can be left in place.
- The culvert under the Wild Pacific Trail should be installed at the lowest point with a deep inlet so that surface water drains freely and is not impounded by the trail.
- Ensure that the culvert outlet extends beyond the trail fill and deposits water onto an unerodable surface (such as bedrock) or install a rock splash pad to minimize risk of erosion at the outlet.
- Minimize vegetation clearing. Route the swale in a manner that minimizes clearing requirements. No trees should be removed to facilitate the drainage swale.

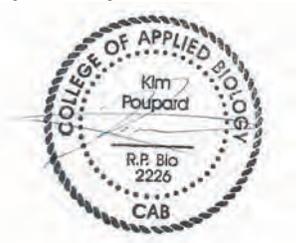
**Closure**

We trust that the above meets your current requirements, if you have any questions, please contact the undersigned.

Regards,

**Redd Fish Restoration**

**Prepared by:**



Kim Poupard, R.P.Bio

**Attachments:** Site Photographs

**Reference:**

Reddfish Restoration Society. 2022. Biophysical Assessment of Proposed Parking Expansion at the Black Rock Oceanfront Resort. Non-refereed technical report prepared for the Black Rock Oceanfront Resort. 7 pages + appendices.



**Photo 1.** Showing the shoreline area below where the culvert would cross the Wild Pacific Trail (just left of center). Note the non-erodable bedrock and beach sand.



**Photo 2.** Approximate area where the culvert would be installed along the Wild Pacific Trail, facing southwest. Note the dense low shrub vegetation.

ISSUES
NO DATE ISSUED FOR FOLLOW UP APPROVAL

ISSUED FOR APPROVAL



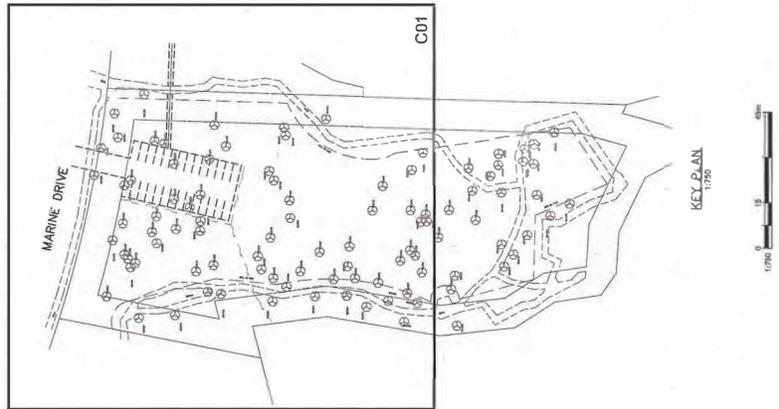
- GENERAL NOTES:
1. ALL SURFACE RESTORATION AS PER MMD TYPE 05 UNLESS OTHERWISE NOTED.
  2. ALL SURFACE RESTORATION AS PER MMD TYPE 05 UNLESS OTHERWISE NOTED.
  3. ALL SURFACE RESTORATION AS PER MMD TYPE 05 UNLESS OTHERWISE NOTED.
  4. ALL SURFACE RESTORATION AS PER MMD TYPE 05 UNLESS OTHERWISE NOTED.
  5. ALL SURFACE RESTORATION AS PER MMD TYPE 05 UNLESS OTHERWISE NOTED.

BLACK ROCK RESORT  
LOT 12 PARKING  
UCULET, BC  
BLACK ROCK RESORT



PROJECT NO.	17750
DATE	2020-02-12
SCALE	AS SHOWN
DRAWN BY	MONICA WHITNEY
CHECKED BY	HEROLD ENGINEERING
DATE	2020-02-12
PROJECT NO.	17750
DATE	2020-02-12
SCALE	AS SHOWN
DRAWN BY	MONICA WHITNEY
CHECKED BY	HEROLD ENGINEERING
DATE	2020-02-12

EXISTING	PROPOSED	DESCRIPTION	EXISTING	PROPOSED	DESCRIPTION
1.00	1.00	EXISTING ASPHALT DRIVE	1.00	1.00	EXISTING ASPHALT DRIVE
1.01	1.01	EXISTING CONCRETE DRIVE	1.01	1.01	EXISTING CONCRETE DRIVE
1.02	1.02	EXISTING GRAVEL DRIVE	1.02	1.02	EXISTING GRAVEL DRIVE
1.03	1.03	EXISTING SAND DRIVE	1.03	1.03	EXISTING SAND DRIVE
1.04	1.04	EXISTING GRAVEL DRIVE	1.04	1.04	EXISTING GRAVEL DRIVE
1.05	1.05	EXISTING SAND DRIVE	1.05	1.05	EXISTING SAND DRIVE
1.06	1.06	EXISTING GRAVEL DRIVE	1.06	1.06	EXISTING GRAVEL DRIVE
1.07	1.07	EXISTING SAND DRIVE	1.07	1.07	EXISTING SAND DRIVE
1.08	1.08	EXISTING GRAVEL DRIVE	1.08	1.08	EXISTING GRAVEL DRIVE
1.09	1.09	EXISTING SAND DRIVE	1.09	1.09	EXISTING SAND DRIVE
1.10	1.10	EXISTING GRAVEL DRIVE	1.10	1.10	EXISTING GRAVEL DRIVE
1.11	1.11	EXISTING SAND DRIVE	1.11	1.11	EXISTING SAND DRIVE
1.12	1.12	EXISTING GRAVEL DRIVE	1.12	1.12	EXISTING GRAVEL DRIVE
1.13	1.13	EXISTING SAND DRIVE	1.13	1.13	EXISTING SAND DRIVE
1.14	1.14	EXISTING GRAVEL DRIVE	1.14	1.14	EXISTING GRAVEL DRIVE
1.15	1.15	EXISTING SAND DRIVE	1.15	1.15	EXISTING SAND DRIVE
1.16	1.16	EXISTING GRAVEL DRIVE	1.16	1.16	EXISTING GRAVEL DRIVE
1.17	1.17	EXISTING SAND DRIVE	1.17	1.17	EXISTING SAND DRIVE
1.18	1.18	EXISTING GRAVEL DRIVE	1.18	1.18	EXISTING GRAVEL DRIVE
1.19	1.19	EXISTING SAND DRIVE	1.19	1.19	EXISTING SAND DRIVE
1.20	1.20	EXISTING GRAVEL DRIVE	1.20	1.20	EXISTING GRAVEL DRIVE



LIST OF DRAWINGS  
DATE: JUNE 2020  
C01 KEY PLAN, DRAWING LIST & GENERAL NOTES  
C02 SURFACE WORK AND SITE GRADING

ISSUES	ISSUED FOR
NO. DATE	BY
1 2023.06.14	APPROVAL

ISSUED FOR APPROVAL

- NOTES:
- FOR GENERAL NOTES SEE DWG. No. C01.

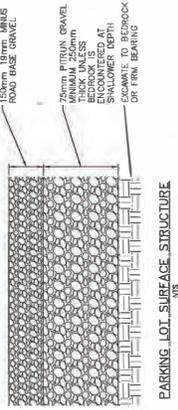


PROPOSED 300 PAC CONDUIT FOR PARKING LOT LIGHTING. DETAILS TO BE PROVIDED AND INSTALLED BY OTHERS.

SWALE (TYP.), SEE DRAINAGE SWALE NOTES THIS SHEET.

150P PAC PIPE UNDER LITRAL.

DIRECT FLOW TOWARDS A NON-ENCLOSED OR WATERFIGHT BANK.



- DRAINAGE SWALE NOTES:
- SWALE TO BE APPROXIMATELY 150mm DEEP, WITH 21mm BEDDING.
  - ADJUST SWALE LOCATION IN THE FIELD TO MINIMIZE DISTURBANCE TO TREES, ROADS, AND OTHER FEATURES.
  - MAKE USE OF NATURAL DRAINAGE COURSES IF THEY EXIST.
  - ADJUST SWALE LOCATION IN THE FIELD TO MINIMIZE DISTURBANCE TO TREES, ROADS, AND OTHER FEATURES.

BLACK ROCK RESORT  
LOT 12 PARKING  
UCLULET, BC  
BLACK ROCK RESORT

**HEROLD ENGINEERING**  
270 Dawson Rd. Burnaby, BC V7T 2H1  
Tel: 604-673-1234  
Fax: 604-673-1235  
www.heroldengineering.com

**SURFACE WORKS AND SITE GRADING**

PROJECT NO.	1558-0006
DATE	2023.06.14
CLIENT	BLACK ROCK RESORT
PROJECT	LOT 12 PARKING
SCALE	AS SHOWN
DATE	2023.06.14
BY	[Signature]
CHECKED	[Signature]
DATE	2023.06.14
PROJECT	LOT 12 PARKING
SCALE	AS SHOWN
DATE	2023.06.14
BY	[Signature]
CHECKED	[Signature]
DATE	2023.06.14

Excerpts from *Ucluelet Official Community Plan Bylaw No. 1306, 2022*, development guidelines:

**Multi-Family / Commercial / Mixed-Use (DPA IV)**

TUP's are not subject to form and character Development Permits but because this application considers substantial clearing of the subject lot the application should consider the following guidelines:

**F4.** *Parking shall be located at the rear of lots, if possible, and screened from street view with either a structure or landscaping, or where feasible, below grade;*

**F5.** *Parking areas with more than 10 spaces should be broken into smaller groups, divided by landscaped areas and trees;*

**F21.** *Landscape plans submitted for a development permit shall illustrate type, size, and location of proposed planting, and shall detail all hard and soft landscaping elements to convey a comprehensive design for the site;*

**F22.** *Landscape planting schemes must provide definition and clarity within the public realm. Plant material should be used to:*

*a. Define the edges of outdoor space such as a café seating area;*

*b. Signify a particular spot such as an entrance or gateway;*

*c. Highlight pedestrian corridors; d. Delineate private and semi-private space from public space;*

*d. Delineate private and semi-private space from public space;*

*e. Beautify a streetscape; and,*

*f. Soften the transition of adjacent land uses.*

**F31.** *When locating buildings allow space for the Wild Pacific Trail, Safe Harbour Trail and Harbour Walk within vegetated corridors along the coastline, as an integrated part of the design for properties located on the waterfront, as shown on Schedule 'C' Parks and Trails Network.*

**F.IV.9.** *Where visitor parking or common parking areas are required, small groupings of parking stalls interspersed with tree planting should be employed rather than 1 uninterrupted lot wherever possible. Native plants are preferred;*

**F.IV.10.** *Parking areas that are visible from the street and/or adjacent to residential buildings should be screened by substantial landscaping.*

**F.IV.12.** *Preserving as much of the natural shoreline condition as possible, as well as the forest and its underlying shrub layer is critical to maintaining the character of the community. All development must recognise these values and strive to minimize the adverse effects on the natural environment development can often bring. The form and character of buildings should reflect the natural beauty of the area. This can be achieved through:*

**F.IV.17.** *Clear-cutting forested sites is prohibited. Developments must present plans showing tree retention and measures to ensure protection of existing significant trees and shrubs, clearly delineated limits of disturbance during construction, along with new plantings. The plans shall show pre- and post-development conditions to prevent over-cutting. Protection of adequate root zone buffers around retained trees shall be identified by a qualified professional and shown on the plans;*

**F.IV.18.** *Mature Western Red Cedar and Sitka Spruce must be identified by a qualified arborist and, where they are determined to be healthy, preserved;*

**F.IV.19.** *The siting of new buildings, extensions to existing buildings as well as campsites and roads etc., must work sensitively around established existing vegetation and must be located to minimize alterations to the foreshore and other environmentally sensitive areas. As part of the efforts to maintain and enhance the landscape character of the area, all efforts must be made to retain landscape and ecological integrity;*

**F.IV.20.** *Minimal blacktop and hardscape paving should be used for driveways and patio areas, particularly in front yards. Gravel or grass driveways and wood decks are preferred*

**F.IV.22.** *All developments must provide robust visual buffers of parking, loading and service areas by way of retained and enhanced native vegetation along all boundaries. In the case of those boundaries fronting the road, reasonable efforts must be made to retain significant trees and shrubs between driveways;*

**Terrestrial (Mature Forest) (DPA V)**

**E.V.1.** *Development should be planned to avoid intrusion into DPA V areas of the site and to minimize the impact of any activity on these areas.*

**Marine Shorelines (DPA VII)**

**E.VII.3.** *Land shall be retained in its natural state where possible, preserving indigenous vegetation and trees. If an adequate suitable building envelope exists on a parcel outside of the DPA, the proposed development should be directed to that site or area. Encroachment into the DPA shall only be permitted where the applicant can demonstrate that the encroachment is necessary to protect environmentally sensitive features, due to hazardous conditions or topographical considerations, or to relate the development to surrounding buildings and structures.*

**E.VII.4.** *The removal of trees and vegetation within DPA VII is discouraged and must be limited to only those areas that must be cleared to support the development. Any clearing required to accommodate roads, buildings, structures, and utilities, with the exception of necessary hydraulic, percolation, or geotechnical testing, shall not occur until after the issuance of a Development Permit to minimize the potential for soil erosion, runoff and spread of invasive species.*



# TEMPORARY USE PERMIT TUP22-12

## General Terms

1. This Temporary Use Permit is issued to:

BLACK ROCK RESIDENCES INC  
596 Marine Drive, Ucluelet, BC V0R 3A0

(the "Permittee")

as the authorized agent of the registered owner of, and shall apply only to, the lands and premises situated in the District of Ucluelet, in the Province of British Columbia, and more particularly described as:

Lot 12, Plan VIP84686, District Lot 283, PID 027473520, Clayoquot Land District (the "Lands").

2. This Temporary Use Permit is issued pursuant to section 492 to 497 of the *Local Government Act*.
3. This Temporary Use Permit is issued subject to compliance with all applicable District of Ucluelet Bylaws.
4. This Temporary Use Permit authorizes the following uses on the Lands:
 

*Clearing of approximately 850 m<sup>2</sup>, seven mature trees, addition of fill, creation of a driveway access to Marine Drive and associated civil works for the creation of a temporary parking lot and staging area.*
5. This permit does not relieve an owner or occupier from obtaining any other approvals required by any other jurisdiction, or from meeting any other applicable provincial or federal regulations.
6. The permit holder, as a condition of issuance of this Permit, agrees to comply with the requirements and conditions of **Schedules 1-4**, which are attached hereto and form part of this permit.
7. In addition to compliance with the terms and conditions listed in Schedules 1-4, the permit holder must adhere to all recommendations of the Qualified Environmental Professional report in **Schedule 5** which is attached hereto and forms part of this permit.
8. In addition to compliance with the terms and conditions listed in Schedules 1-5, the permit holder must adhere to all recommendations of the Arborist's tree management plan in **Schedule 6** which is attached hereto and forms part of this permit.

TEMPORARY USE PERMIT – CONSTRUCTION STAGING AND STAFF PARKING

- 9. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit.
- 10. Notice shall be filed in the Land Title Office under section 503 of the *Local Government Act*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
- 11. This Permit is NOT a Building Permit.
- 12. This Permit is NOT a Development Permit.
- 13. Provisions of sections 495, 496 and 502 of the *Local Government Act* requiring security applies to this permit as set forth in **Schedule 2**.

**AUTHORIZING RESOLUTION** passed by the Municipal Council on the        of        , 2023.

**IN WITNESS WHEREOF** this Temporary Use Permit is hereby executed and issued by the Municipality the of        , 2023.

**THIS PERMIT SHALL EXPIRE** on the day of the        of        , 2025 (2 years).

**ISSUED** the        day of        , 2023.

\_\_\_\_\_  
Bruce Greig - Director of Community Planning

TEMPORARY USE PERMIT – CONSTRUCTION STAGING AND STAFF PARKING

Schedule 1 Required Undertaking

TO THE DISTRICT OF UCLUELET:

I (We), Black Rock Residences Inc. representing *the Lands* hereby undertake as a condition of issuance of this Temporary Use Permit to:

- a) Cease use and remove any improvements or structures built to support the temporary use from the subject property not later than 1 month after the termination date set out on the Temporary Use Permit.
- b) Implement an approved revegetation plan not later than 1 month after the termination date set out on the Temporary Use Permit, unless a Development Permit or renewal of the Temporary Use Permit is authorized by Council prior to the termination of this Temporary Use Permit.
- c) Abide by all conditions of the Temporary Use Permit.

I(We) understand that should we not fulfill the undertakings described herein, the District of Ucluelet or its agents may enter upon *the Lands* and perform such work as is necessary to eliminate the temporary use and bring the use and occupancy of the property into compliance with the District of Ucluelet bylaws, and that any securities submitted to the District pursuant to the Temporary Use Permit shall be forfeited and applied to the cost of restoration of *the Lands* as herein set out.

We further understand that in the event of a default of the conditions contained within the Temporary Use Permit, we shall forfeit the securities submitted to the District of Ucluelet.

This undertaking is attached hereto and forms part of the Temporary Use Permit.

DATE: \_\_\_\_\_

PERMITTEE: \_\_\_\_\_

WITNESS: \_\_\_\_\_

## TEMPORARY USE PERMIT – CONSTRUCTION STAGING AND STAFF PARKING

**Schedule 2 Security**

As a condition of the issuance of this Permit, the District of Ucluelet is holding a security set out below to ensure that development is carried out and operated in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. The condition of the posting of the security is that should the Permittee fail to use the land as authorized according to the terms and conditions of the Permit and within the time provided, the District of Ucluelet may use the security to carry out the work by its servants, agents, or contractors, and any surplus shall be paid over to the Permittee; or should the Permittee carry out the development permitted by this Permit within the set time set out above, the security shall be returned to the Permittee. There is filed accordingly:

- a) A Letter of Credit or cash to be deposited into a specified bank account, to be held for the term of the permit in the amount of \$10,000 for the restoration and stabilization of any land affected by the proposed drainage works. The purpose of the security is to cover any associated costs to the District of Ucluelet with respect to any necessary remedial acts to ensure the stability of the Lands and avoid negative impact on the environment.
- b) A Letter of Credit or cash to be deposited into a specified bank account, to be held for the term of the permit in the amount of \_\_\_\_\_ representing 125% of the cost of removal and remediation works. The purpose of the security is to cover any associated costs to the District of Ucluelet with respect to the removal of the temporary use and remediation of the site.

TEMPORARY USE PERMIT – CONSTRUCTION STAGING AND STAFF PARKING

**Schedule 3 Terms of Temporary Use Permit Conditions**

- a) The permitted temporary use shall be limited to the following uses;
- Clearing of approximately 850 m<sup>2</sup>, seven mature trees, addition of fill, creation of a driveway access to Marine Drive and associated civil works for the creation of a temporary parking lot and staging area.*
- b) The use is to be located and accessed only as indicated on the site plan (Schedule 4)
- c) No other temporary uses other than the above-mentioned uses shall be permitted.
- d) Prior to any site mobilization, the applicant will provide to the District of Ucluelet:
- i. A detailed plan and a deposit of 125% of the value of the work for the removal of the temporary parking area improvements including revegetation of the trees and understorey prepared by a landscape architect or Qualified Environmental Professional, to be approved by the Director of Community Planning;
  - ii. A plan and deposit of 125% of the value of the work for the preservation and, if necessary, restoration of the trees and understorey along the Marine Drive frontage, to be approved by the Director of Community Planning;
  - iii. A security deposit in the amount of \$10,000 for the restoration and stabilization of the proposed drainage works;
- e) Prior to any site mobilization, the applicant will clearly delineate the limits of disturbance and provide protective fencing around the drip line of retained trees around the periphery of the proposed clearing to avoid damage to structural tree roots as recommended by the project Arborist. The applicant will arrange a confirmation inspection with the Arborist and District staff prior to any site disturbance.
- f) The Permittee will abide by the following conditions;
- i. The parking lot and staging ground is not be occupied until the access drive aisles, parking spaces, and/or fire lanes are delineated to the satisfaction of the District. Access aisles and vehicle turnarounds are to be kept free at all times, for emergency access.
- g) The municipal Bylaw Enforcement Officer may arrange for site inspection at any time, in a reasonable manner, to monitor compliance with the terms of the Temporary Use Permit.
- h) Failure of the Permittee to meet and maintain any of the terms listed above may result in suspension of the permit and forfeiture of the security deposits.





TEMPORARY USE PERMIT – CONSTRUCTION STAGING AND STAFF PARKING

Schedule 5 Qualified Environmental Professional Report

TEMPORARY USE PERMIT – CONSTRUCTION STAGING AND STAFF PARKING

Schedule 6 Arborist's Tree Management Plan



Black Rock Resort  
Tree Management Plan

# Black Rock Resort Lot 12 Parking

## Tree Management Plan

Prepared for: Black Rock Resort

Prepared by: AMP Timber Rigging LTD

David Gemmell  
ISA Certified # PN-8827A  
TRAQ-Qualified  
Certified Danger Tree Assessor Id# P2527

AMP Timber Rigging LTD  
Address: 3367 Ponderosa Way  
Ph: (250) 668-9711  
E-mail : amptimberripping@gmail.com

Black Rock Resort  
Tree Management Plan

**Site Visit Date:** July 27, 2023

**Location:** Proposed parking lot off Marine drive

**Scope of Assignment:**

The objective of the assignment is to examine existing trees near proposed parking lot that could potentially be impacted by construction and prepare tree management plan.

**Methodology:**

- Trees at the site were visually examined
- Information such as tree species, DBH (1.4m) and CRZ were recorded in the report.
- DBH: Diameter at breast height – diameter of trunk, measured in centimetres at 1.4m above ground level. For trees on a slope, it is taken at the average point between the high and low side of the slope.
- Critical Root Zone (CRZ): A calculated radial measurement in metres from the trunk of the tree. It is the optimal size of tree protection zone and is calculated by multiplying the DBH of the tree by 10, 12 or 15 depending on the tree's Relative Tolerance Rating.
  - 15 x DBH = Poor Tolerance of Construction
  - 12 x DBH = Moderate
  - 10 x DBH = Good

**Summary of Site Assessment:**

Several trees at the site were inspected by Certified Arborist, David Gemmell. Trees # 326, 325, 371, 370, 331, 375, 376, 377, 378 were visually examined added to the Tree Inventory Table. Each tree inventoried was identified in the field with a ribbon and a number. The location of trees is shown on Black Rock Resort Lot 12 Parking drawings. Information such as tree species, DBH (1.4m), critical root zone radius (CRZ), health condition, and relative tolerance to construction impacts were included in the inventory table. When it comes to CRZ, no exploratory excavations have been conducted and thus the conclusions reached are based solely on critical root zone calculations and our best judgment using our experience and expertise. The location, size and density of roots are often difficult to predict without exploratory excavations and therefore the impacts to the trees may be more or less severe than we anticipate.

For most of the trees inspected it would be hard to avoid construction within CRZ but as long as the impact is limited to one side, they can be potentially retained. The following tree management prescriptions and general design strategies will be employed to mitigate impacts associated with tree removals and retention.

**General Mitigation Recommendations:**

**Arborist Supervision:**

All excavation or grade change occurring within the critical root zones of protected trees should be completed under supervision by the arborist. This includes (but is not limited to) the following activities within CRZs:

- Tree removals

Black Rock Resort  
Tree Management Plan

- Any excavation, grade change or services that may encroach within the critical root zones of trees to be retained

It is also important that all personnel at the site are to receive an induction, which informs them of their responsibilities regarding protection of the regulated trees, prior to their commencement to work on the site.

**Tree Removal:**

The trees to be removed, must be removed in such a way that minimizes the damage to the trees to be retained and to the soil within the critical root zones. The suggested methodology to complete this is directional falling. Where possible trees near the edge of the areas to be preserved can be felled away from the preservation area, so the majority of the tree lands outside of the areas to be protected. Once felled, the trees can be grabbed and lifted with an excavator with a hydraulic thumb and where possible, lifted entirely out of the area without dragging the tree.

**Mitigation strategy for trees to be retained:**

Cutting or disturbing a large percentage of a tree's roots increases the likelihood of the tree's failure or death. Install strong fencing around the CRZ and keep the fence in place for the life of the development project to ensure protection. When possible extend the fencing beyond the dripline; for each 2.5 cm (1 inch) of trunk diameter, extend the protection area an additional 30 cm (1 ft).

The recommendations listed below retain good air and water supply to the critical roots of protected trees, as well as protect them from mechanical damage, to help trees remain as healthy and stable as possible during the construction process and beyond:

- Avoid cutting tree roots over 4 inches in diameter.
- Mulching can be an important proactive step in maintaining the health of trees and mitigating construction related impacts and overall stress. Mulch should be made from a natural material such as wood chips or bark pieces and be 5-10 cm deep. No mulch should be touching the trunk of the tree.
- Communicate the intent of the tree protection barriers to the construction manager and workers to ensure that CRZ is not disturbed during construction activities.
- Protect high-value trees with stem, branch, and root padding or wraps in addition to CRZ barriers.

To protect trees and tree roots within the fenced CRZ, do not do the following:

- Stockpile construction materials or demolition debris
- Park vehicle or equipment
- Pile soil and/or mulch
- Change soil grade by cutting or filling
- Damage roots by grading, tearing, or grubbing
- Compact soil with equipment, vehicles, material storage, and/or foot traffic
- Contaminate soil from washing out equipment (especially concrete) and vehicle maintenance
- Attach anything to trees using nails, screws, and/or spikes
- Wound or break tree trunks or branches through contact with vehicles and heavy equipment.

Black Rock Resort  
Tree Management Plan

**Recommendations for working within the CRZ:**

Under certain circumstances, disturbing or cutting roots in a CRZ may be unavoidable. In this case follow these guidelines:

- If pruning roots make all necessary cuts to tree roots cleanly with sharp tools; never tear with a backhoe. A clean cut encourages good wound closure and confines the spread of decay. Any severed roots must be pruned back to sound tissue to reduce wound surface area and encourage rapid compartmentalization of the wound.
- Back filling the excavated area around the roots should be done as soon as possible to keep the roots moist and aid in root regeneration.
- Minimize soil compaction. In areas where construction traffic must encroach into the critical root zones of trees to be retained, efforts must be made to reduce soil compaction where possible by displacing the weight of machinery and foot traffic. This can be achieved by one of the following methods:
  - Installing a layer of coarse wood chips at least 20 cm in depth and maintaining it in good condition until construction is complete.
  - Placing medium weight geotextile cloth over the area to be used and installing a layer of crushed rock to a depth of 15 cm over top.
  - Placing two layers of 19mm plywood.
- Consider performing construction activities in CRZ areas manually and installing trunk protection to prevent mechanical damage to the trunk.

**Barrier Fencing:**

The areas surrounding the trees to be retained should be isolated from the construction activity by erecting protective barrier fencing. Where possible, the fencing should be erected at the perimeter of the critical root zones.

The barrier fencing must be a minimum of 4 feet in height, of solid frame construction that is attached to wooden or metal posts. A solid board or rail must run between the posts at the top and the bottom of the fencing. This solid frame can then be covered with plywood or flexible fencing. The fencing must be erected prior to the start of any construction activity on site and remain in place through completion of the project. Signs should be posted around the protection zone to declare it off limits to all construction related activity. The project arborist must be consulted before this fencing is removed or moved for any purpose.

**Paved Surfaces Above Tree Roots:**

If the new paved surfaces within the CRZs of trees to be retained require excavation down to bearing soil and roots are encountered in this area, their health or stability could be impacted. If tree retention is desired, a raised and permeable paved surface should be constructed in the areas within the critical root zone of the trees. To allow water to drain into the root systems below, we also recommend that the surface be made of a permeable material (instead of conventional asphalt or concrete) such as permeable asphalt, paving stones, or other porous paving materials and designs.

Once more detailed plans are available, we can provide more detailed recommendations specific to the project. If there are any questions or concerns regarding this tree report please contact Dave Gemmell at 250- 668-9711

Black Rock Resort  
Tree Management Plan

**Tree Identification Table**

<b>Tree Number</b>	<b>Species</b>	<b>DBH (cm)</b>	<b>Observations</b>	<b>Condition</b>	<b>Relative Tolerance</b>	<b>CRZ (m)</b>
326	Western Red Cedar	116	Dead top, lean, major cavity	Fair/poor	Moderate	13.92
325	Western Red Cedar	83	Dead top, dead wood	Fair/poor	Moderate	9.96
371	Western Red Cedar	109	Co-dominant stem, broken branches, major cavity	Fair/good	Moderate	13.08
370	Western Hemlock	67	Witches broom, lean	Fair/good	Moderate	8.04
331	Western Red Cedar	65.6	Stilted roots	Fair/good	Moderate	7.87
375	Western Red Cedar	111.2	Co-dominant stem, multiple hang up trees, dead top, dead wood	Fair/poor	Moderate	13.34
376	Western Red Cedar	88.5	Leans into tree 375	Fair/poor	Moderate	10.62
377	Western Hemlock	51.7	No significant issues	Fair/good	Moderate	6.2
378	Western Red Cedar	83.4	Slight lean	Fair/good	Moderate	10.01

Black Rock Resort  
Tree Management Plan

**Limitations and Disclosure:**

This Assessment is based on the circumstances and observations as they existed at the time of the site inspection of the Client's Property. The opinions in this Assessment are given based on observations made and using generally accepted methods and professional judgment; however, because trees and plants are living organisms and subject to change, damage and disease, the results, observations, recommendations, and analysis as set out in this Assessment are valid only as at the date any such testing, observations and analysis took place and no guarantee, warranty, representation or opinion is offered or made by AMP Timber Rigging LTD as to the length of the validity of the results, observations, recommendations and analysis contained within this Assessment. As a result the Client shall not rely upon this Assessment, save and except for representing the circumstances and observations, analysis and recommendations that were made as at the date of such inspections. Clients may choose to accept or disregard the recommendations of the arborist, or seek additional advice.

Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand, conditions are often hidden within trees or below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time. Likewise, remedial treatments like any medicine, cannot be guaranteed. Treatment, pruning and removal of trees may involve considerations beyond the scope of the arborist's services, such as property boundaries, property ownership, site lines, disputes between neighbours, landlord-tenant matters, etc. Arborists cannot take such issues into account unless complete and accurate information is given to the arborist. The person hiring the arborist accepts full responsibility for authorizing the recommended treatment or remedial measures. Trees can be managed, they cannot be controlled. To live near trees is to accept some degree of risk. The only way to eliminate all risk is to eliminate all trees





**To: Mayor and Council**  
District of Ucluelet, Ucluelet, BC V0R 3A0

**RE: TUP22-12 Lot 12 Black Rock Resort**

July 31, 2023



Dear Mayor and Council,

The Wild Pacific Trail Society (WPTS) has been asked to provide input on this TUP application for Lot 12, the site of significant trail vistas and a trail connection along the Lot 12 border. This permit would result in the trail route being adjacent to a clear-cut parking lot/storage area/campground used for temporary accommodation which, without sensitive design and screening, would be of substantial detriment to the trail user experience. The Trail Society echoes the concerns of District planning staff, especially where tree retention, root protection and trail routing past future buildings is concerned. There is no master plan for us to comment on, but we would lobby to keep this property minimally impacted so the trail users and guests at future resort buildings can all enjoy a *mature* rainforest setting. To clear this land and the mature trees adjacent to the trail for a temporary purpose is not something we can support.

The WPTS treasures our strong relationship with Black Rock Resort, and we are very grateful for their support over the years. We would like to suggest a mutually beneficial solution as outlined in the OCP: the current Wild Pacific Trail to Marine Drive coastal detour route (via the interior of Lot 12) could be replaced during this renovation time and thus avoid routing the trail next to the parking lot/storage/campground.

Imagine being able to showcase a scenic new trail connection in front of a newly renovated resort at their grand re-opening. Amending the traffic flow at the trail dead-end in front of Currents Restaurant, would be a win-win for guests as well as trail users who could finally see the resort as a destination, not a frustrating disconnect between Big Beach and Brown's Beach. Oyster Jim & District staff have created a shovel-ready trail plan which uses the landscape to conceal trail users from the resort.

This juncture is the perfect time to work closely with Black Rock Resort to make this coastal trail connection a true amenity to the resort, the community, and visitors.

Sincerely,

Wild Pacific Trail Society  
Box 572, Ucluelet, BC

*The Trail Society is a group of citizen volunteers dedicated to the building, preservation and protection of Ucluelet's trail network since 1999. We also focus on educational programming for trail users.*

**Joseph Rotenberg**

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**From:** Joseph Rotenberg  
**Sent:** July 28, 2023 3:41 PM  
**To:** Joseph Rotenberg  
**Subject:** RE: Feedback on staging area clearance by Browns Beach for Black Rock

From: Ryan Knighton [REDACTED]  
Sent: Friday, July 28, 2023 12:54 PM  
To: Info Ucluelet <info@ucluelet.ca>  
Subject: Feedback on staging area clearance by Browns Beach for Black Rock

[External]

Dear mayor and council,

I am writing to register my opposition to the proposed clearance for staging and parking beside Browns Beach for Black Rock renovations. It seems incredibly shortsighted of us, as a community, to allow deforestation even a small deforestation for simply a temporary parking lot. Prioritizing cars over this landscape and the wild Pacific Trail, which serves our tourism, is not a viable path. We have suffered the longest drought in memory in this area, and we must commit to better actions to serve our climate. Trees not cars. I appreciate the Black Rock trying to renovate, but we must find an alternative to cutting down yet more trees on Marine Drive. We have already seen a lot of clearance on this street in the past couple years. It is also a common good being ruined for private gain. We must do better.

Ryan Knighton  
[REDACTED]

Note: this message was dictated into a phone by a blind man. Some words may only be approximations of the intended.

**Joseph Rotenberg**

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**From:** JACKIE SPEDDING [REDACTED]  
**Sent:** August 1, 2023 6:10 PM  
**To:** Community Input Mailbox; Monica Whitney-Brown  
**Subject:** District of Ucluelet Temporary Use Permit 22-12  
**Attachments:** Ucluelet Public Notice - Temp Permit - Aug. 8 Mtg.pdf

**[External]**

To whom it may concern,

From:  
Jackie Spedding  
Unit owner at Blackrock Resort  
Unit 202 - 596 Marine Drive, Ucluelet, BC, V0R3A0  
Strata Lot Owner 33

I would like to make a voice in my opinion that cutting down forestry for short-term needs is not appropriate. This will also affect my current ownership and property value in the Blackrock Resort. How can I voice my opinion further?

A few questions:

- what will the use of this are be in the long-term
- do we know who has requested this?

Please email me back, to acknowledge receipt of this email. Thank you

Regards,  
Jackie Spedding

## Public Notice: Temporary Use Permits

Pursuant to Section 494 of the *Local Government Act*, public notice is hereby given that the District of Ucluelet will consider the following Temporary Use Permit applications at a Regular Council Meeting in the **George Fraser Room** at the **Ucluelet Community Centre, 500 Matterson Drive, Ucluelet B.C.**, on **August 8th, 2023**, commencing at **4 pm**.

### District of Ucluelet

#### Temporary Use Permit 22-12

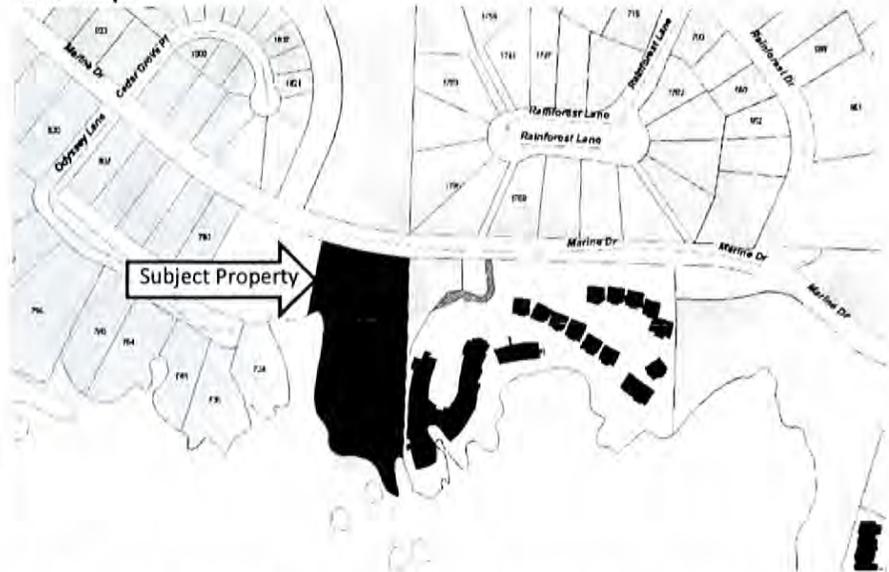
**Application Number:** TUP22-12

**Location:** Lot 12 Marine Drive (Black Rock)

**Legal Description:** Lot 12, Plan VIP84686, District Lot 283, Clayoquot Land District, PID 027473520

**Purpose:** In general terms, the purpose of this Permit is to allow a parking lot and staging area to be constructed on the site and operated for a period of two years during hotel renovations. Approximately 850 m<sup>2</sup> of the forested lot would be cleared for the proposed use.

Site Map:



**Anyone** who believes this application will affect their interests may make a written submission and/or will be given an opportunity to be heard at the Regular Council Meeting as follows:

<b>Participate by Written Submission:</b>	All written submissions must include your name and street address. Any submissions dropped-off or mailed to the District office, must be received before the start of the Regular Council Meeting. Written submissions are considered part of the public record pursuant to the <i>Freedom of Information and Protection of Privacy Act</i> .	
	<b>Drop-off at the District Office</b> 200 Main Street Ucluelet B.C.	<b>Mail</b> District of Ucluelet P.O. Box 999, Ucluelet B.C. VOR 3A0
		<b>Email</b> <a href="mailto:communityinput@ucluelet.ca">communityinput@ucluelet.ca</a>
<b>Attend the Council Meeting in-person or by Zoom:</b>	<b>Attend In-person</b> Ucluelet Community Centre, 500 Matterson Drive, Ucluelet B.C.	<b>Attend by Zoom and Telephone</b> To attend by zoom or telephone please visit the District of Ucluelet web page: <a href="https://ucluelet.ca/community/district-of-ucluelet-council/communicating-with-council">https://ucluelet.ca/community/district-of-ucluelet-council/communicating-with-council</a>  If you cannot access this web page or need more information on how to participate, please visit the District Office or contact the Corporate Services Department at 250-726-7744. Please also note that Regular Council Meetings are also live streamed on the District of Ucluelet's YouTube Channel
<b>Review the application:</b>	The application, permit and other relevant materials may be inspected at the District of Ucluelet office at 200 Main Street from the date of this notice, until the Council Meeting, during regular office hours (Mon. – Fri., 8:30 a.m. - 4:00 p.m. excluding holidays)	
<b>Questions?</b>	Contact the District of Ucluelet's Planning Department at 250-726-7744 or <a href="mailto:mwhitneybrown@ucluelet.ca">mwhitneybrown@ucluelet.ca</a>	



## REPORT TO COUNCIL

Council Meeting: August 8, 2023  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 1290-04

**SUBJECT:** PENINSULA ROAD SAFETY AND REVITALIZATION DESIGN AND FINANCING

**REPORT NO:** 23- 116

**ATTACHMENT(S):** APPENDIX A – DESIGN

APPENDIX B – SCHEDULE

APPENDIX C – PROJECT FIGURES, MILESTONES, AND COUNCIL REPORT LOG

### RECOMMENDATION(S):

**THAT** Council endorse the design of Peninsula Road Safety and Revitalization as presented, for phase 1 advancement.

**THAT** Council allocate up to \$1,040,000 from the B.C. Growing Communities Fund (BCGCF) for construction of the storm system replacement.

**THAT** Council direct staff to prepare and issue a tender for construction of the Peninsula Road Safety and Revitalization works and storm system replacement, as presented.

### PROJECT OVERVIEW:

Peninsula Road is being upgraded for improvements in safety, connectivity, and beautification. The complete project overview including storyboard, stakeholder engagements, detailed engineering plans and 3D project renderings are available on the project website: [Peninsula Road Safety and Revitalization](#).

### BACKGROUND:

In March of 2023, Council received cost estimates for the full corridor upgrade which was multiple times higher than estimated at the project's inception. Increasing cost estimates were due to inflation, rising costs from COVID-19, and increased levels of detail from concept to preliminary design. Council authorized the project to be segmented into smaller phases and directed staff to prepare a recommendation for phase 1 of construction.

#### Design Advancement to Prepare Council Recommendation for Phase 1

The team focused attention on a 4-block section between Seaplane Base Road and Bay Street that has been identified as the most advantageous for advancement in phase 1 for the following reasons:

- The 4-block section provides the greatest opportunity along Peninsula Road for improvements in connectivity, safety, functionality, and beautification.

- The storm system in this specific section has deteriorated beyond repair and the Ministry of Transportation and Infrastructure (MoTI) capital contribution is specified for this section only.
- Grant agreements have been written specifically for the section between Seaplane Base Road and Bay Street.

#### Completed Peninsula Road Site Analysis

The project has now had all required site assessments completed. The assessments identify risks from different fields that could affect the project's schedule, costs, and progress. There are identified risks within the assessments that the team will have to mitigate; however, all are believed to be manageable within the current schedule and allocated budget. The completed assessments include Environmental Impact Assessment; Geotechnical Assessment; Archaeological Assessment; Utility Locates and Storm System Ownership Assessment.

#### Boulevard and Storm Works Combined for Vertical Integration

The project has been vertically integrated within the 4-block section to combine the storm system replacement and boulevard upgrade into one phase. The vertical integration will significantly improve the project's constructability, efficiency, cost savings, and quality of the final result. Capital has been prioritized in the areas that provide the highest impact on Peninsula Road while working with the constraints of the grants and condition of the project site.

#### Design Advancement of Boulevard Works

The advancement of the boulevard design work was focused on the priority 4-block section. The 4 junctions/intersections of Seaplane Base Road, Norah Street, Lyche Road, Hemlock Road and Bay Street, will get revitalized with safety and beautification improvements. The boulevards between the intersections/junctions will receive upgrades including a new bi-directional bike lane, improved crosswalks and enhanced boulevards with landscaping to define, separate and provide safety. Within several weeks, the design can be completed.

#### Design Advancement of Storm Works

The storm system design was started and fast-tracked to catch up with the rest of the project schedule. The design was focused on the most problematic area between Seaplane Base Road and Lyche Road which has been designed to be completely removed and replaced. The proposed system is designed to drain the large District catchment areas adjacent to Peninsula Road while integrating with the new boulevard improvements. The design is nearing completion and can be finished within several weeks.

#### Estimates of Construction Costs for Boulevard and Storm Works

The boulevard works have received a Class B cost estimate update for the 4-block section which remains within the approved available project budget. The storm system replacement has received a Class C cost estimate for the 4-block section which exceeds the currently approved available resources.

#### Collaboration with the Ministry of Transportation and Infrastructure

With the storm system design nearing completion and cost estimates received, Staff requested from the Ministry a capital contribution proportional to the total cost estimates to construct the shared-ownership

storm system. In July, the Ministry made a \$500,000 capital commitment to add to their previous \$100,000 contribution. Staff have requested that the MoTI further increase their contribution and the District is awaiting a response. Concerning highway resurfacing, MoTI has added a placeholder of \$4,000,000 into their 2024 budget to resurface the highway. The District has not yet authorized this work and will prepare a plan for Council's consideration.

### Peninsula Road: Challenges, Lessons Learned, and the Big Picture

The Peninsula Road project has illuminated the necessity of vertically integrated streetscape improvements. The Peninsula Road corridor is a main trunk through the community which is dense with utilities. Those utilities have reached a time in their lifecycle where they are aged and undersized. The utilities significantly affect the progress of this specific project. They are also limiting the advancement of development projects and growth which rely on the utility corridor. The storm system is being dealt with now but there are also water and sanitary lines which will become a topic of focus in the years ahead and are not part of this project scope. The District will want to further develop processes and agreements which ensure these assets can be adequately replaced and maintained in the decades ahead. Specifically, an ownership and maintenance agreement with the Ministry will be developed to ensure the highway/utility is maintained and replaced appropriately. As well, financial instruments need to be further developed by staff to ensure the assets are replaced and upsized commensurate with use and growth.

### ANALYSIS OF OPTIONS:

- **Option A** – Council endorses the prioritized 4-block boulevard and storm system segment for phase 1 advancement and allocates the full funding of the District contribution for the replacement of the storm system and directs staff to proceed with tendering.
- **Option B** – Council endorses the prioritized 4-block boulevard and storm system segment for phase 1 advancement and allocates partial funding of the District contribution for a phased approach of the replacement of the storm system and directs staff to proceed with tendering.
- **Option C** – Council directs staff to prepare alternative segments for phase 1 advancement and defer all capital investment for the replacement of the storm system and tendering.

### Option A Summary

If Council supports advancement of the segment between Seaplane Base Road and Bay Street for phase 1, capital must be allocated to facilitate the replacement of the storm system to move the project forward. In this option, the District would fully fund the difference between the cost estimate for replacement and the Ministry's capital contribution. With the storm replacement fully funded, Council could then direct staff to complete the designs for phase 1 and prepare tender documents for construction of the total project.

A financing strategy has been prepared for Council's consideration that would fully fund the storm system replacement and all other project costs. If approved, there would be a new total project budget for the combined boulevard and storm works of \$3,613,000 which is inclusive of all costs including designs, construction, 30% contingencies, and taxes. The Total Project Financing table calculates all project funding sources, approved and pending and all estimated expenses for the total phase 1 project. Summary-level highlights include:

- The Approved Safety and Revitalization sources and expenses are not proposed to change.
- The storm system replacement has sources and expenses that are new and/or pending:
  - MoTI has contributed new capital;
  - MoTI request to contribute additional capital;
  - Council request to contribute new capital;
  - A cost estimate of storm construction has been received.

<b>Total Project Financing (\$)</b>			
<b>Total Sources</b>			
Source	Approved Safety and Revitalization Boulevard	New Storm System Replacement	Combined
Canadian Communities Revitalization Fund (CCRF)	750,000		
Gas Tax	1,000,000		
Resort Municipality Initiative (RMI)	140,000		
MoTI Contribution 1		100,000	
MoTI Contribution 2 (new)		500,000	
MoTI Contribution 3 (request)		0	
DoU Contribution 1		83,000	
DoU Contribution 2 (pending Council decision)		1,040,000	
<b>Total Sources</b>	<b>1,890,000</b>	<b>1,723,000</b>	<b>3,613,000</b>
<b>Total Expenses</b>			
Engineer contract 1 for boulevards	346,500		
Estimate of boulevards construction – Class B	1,543,500		
Engineer contract 2 for storm		183,000	
Estimate of storm construction – Class C		1,540,000	
<b>Total Expenses</b>	<b>1,890,000</b>	<b>1,723,000</b>	<b>3,613,000</b>

To fund the \$1,040,000, staff propose allocating a portion of the \$1,489,000 grant from the BC Growing Communities Fund (BCGCF) received in March of 2023. These funds are restricted to capital projects within the municipality and have not been allocated within the 2023 financial plan. During the budget planning process staff recommended holding \$348,000 of the funds to cover the anticipated District portion of the replacement of the Mercantile Water Line, \$490,000 for the Peninsula Road stormwater works, and \$651,000 was identified for general infrastructure repair works, including \$83,000 of which was approved for the Peninsula Road storm water investigation and design work.

With the updated information and cost estimates for the Peninsula Road storm system replacement, staff are recommending that up to \$1,040,00 of the BCGCF be allocated to the Peninsula Road Storm water works. Staff continue to recommend that the remaining funds be held for the District's portion of the Mercantile waterline replacement project and general infrastructure repairs and replacement projects. Budget amendment recommendations will be provided for Council's consideration once the projects and associated cost estimates are solidified.

<b>BC Growing Communities Fund (\$)</b>	<b>Previous</b>	<b>Proposed</b>
Mercantile Creek Submarine Line	348,000	366,000
General Infrastructure Repairs (\$651,000 - \$83,000)	568,000	0
Storm Replacement Design	83,000	83,000
Storm Replacement Construction	490,000	<b>1,040,000</b>
<b>Total Grant</b>	<b>1,489,000</b>	<b>1,489,000</b>

#### Option B Summary

In option B, Council could endorse the segment between Seaplane Base Road and Bay Street for advancement in phase 1. The boulevard works would be installed as designed and presented.

The storm system could be partially installed by implementing a phased approach to reduce the capital needed. The system would have the main line installed in this phase and the outfall replacement deferred for a future phase. The outfall is a costly segment of the storm system replacement, estimated at \$200,000. Its replacement requires additional permitting from the Department of Fisheries which has been estimated in the Environmental Impact Assessment to be a long-lead item and a potential schedule risk. Removing the replacement of the outfall in phase 1 could reduce the estimated construction costs of the storm system from \$1,540,000 to \$1,340,000; thus, reducing the District needed contribution from \$1,040,000 to \$840,000.

The outfall under Lyche Road is the largest collection segment in Ucluelet's storm system and the most significant point of discharge for Peninsula Road. This system provides a stable highway subsurface that is not susceptible to erosion. The existing condition of the corrugated steel pipe under Peninsula Road and Lyche Road is aged beyond its useful service and needs to be upgraded as soon as possible.

#### Option C Summary

Council could direct staff to prepare alternate options for phase 1. In this option, the capital investment estimated to construct the storm system would be deferred for a future year. The storm system would remain in its existing condition which prevents advancement of the above ground boulevard works. Tendering the project for construction would be deferred until alternate plans could be developed, presented and approved.

#### OPTIONS TABLE:

<b>A</b>	Endorse, allocate full capital, direct to tender	<b>Pros</b>	<ul style="list-style-type: none"> <li>Highest community improvements in safety, beautification, connectivity, utility function.</li> </ul>
		<b>Cons</b>	<ul style="list-style-type: none"> <li>Unplanned costs to replace the storm system</li> </ul>
		<b>Implications</b>	<ul style="list-style-type: none"> <li>\$1,040,000 of new funding from BCGCF required</li> </ul>
		<b>Pros</b>	<ul style="list-style-type: none"> <li>Significant community improvements in safety, beautification, connectivity, utility function.</li> </ul>

<b>B</b>	Endorse, allocate partial funding, direct to tender	<u>Cons</u>	<ul style="list-style-type: none"> <li>Deferred outfall replacement</li> <li>Possibility of cascading failure of storm line outfall when tying in at Peninsula road resulting increased project costs.</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>\$840,000 of new funding required from BCGCF</li> <li>High risk of unplanned expenses related to the storm system</li> </ul>
		<u>Suggested Motion</u>	<p>THAT Council endorse the design as presented for phase 1 advancement.</p> <p>THAT Council allocate \$840,000 from the BC Growing Communities Fund (BCGCF) for the construction of the storm system replacement.</p> <p>THAT Council direct staff to prepare and issue a tender for construction for the Peninsula Road Safety and Revitalization and storm system replacement works as presented.</p>
<b>C</b>	Prepare alternate options, defer funding and tender	<u>Pros</u>	<ul style="list-style-type: none"> <li>Council provides additional input into phase 1.</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>Delivery of project within budget and grant timelines would be at extreme risk.</li> <li>Storm system will continue to be a high priority project that must be completed in the very near term.</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>Potential loss of grant funding</li> <li>Increased overall costs for both storm works and surface works when they proceed.</li> </ul>
		<u>Suggested Motion</u>	THAT Council direct staff to prepare alternative phase 1 options.

**NEXT STEPS:**

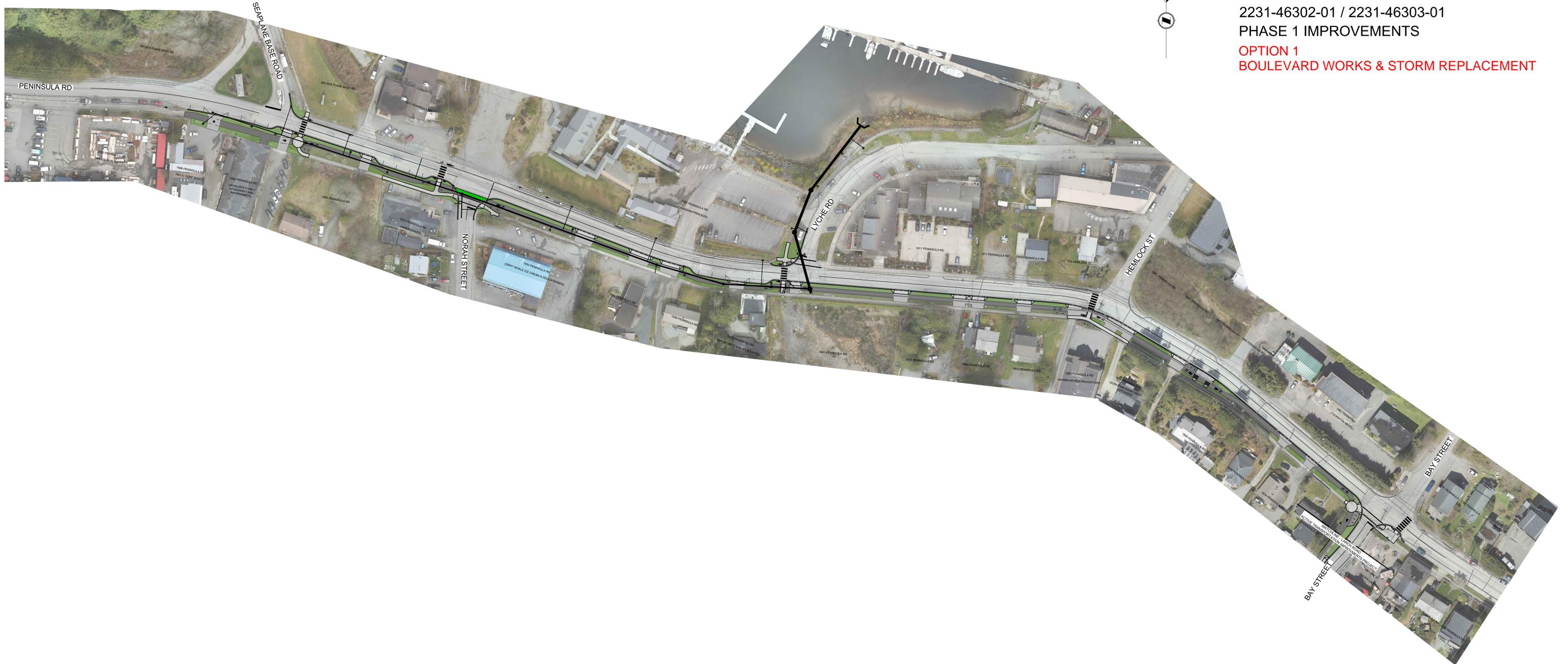
- Integrate Council's direction into the strategy;
- Staff have requested additional funds from the MoTI and are awaiting their response. Their final contribution has the possibility to reduce the District's total contribution. Staff will update Council with the MoTI's final contribution at the time of the construction contract authorization.
- Complete the designs, prepare tender and construction documents and issue call for pricing;
- Continue to advance the project schedule:
  - August: Council direction;
  - August: Designs completed and tender documents prepared;
  - September: Tender call;
  - October: Council consideration for construction contract award;
  - November – March: Construction.

Respectfully submitted:

James Macintosh, Director of Engineering Services  
Duane Lawrence, CAO

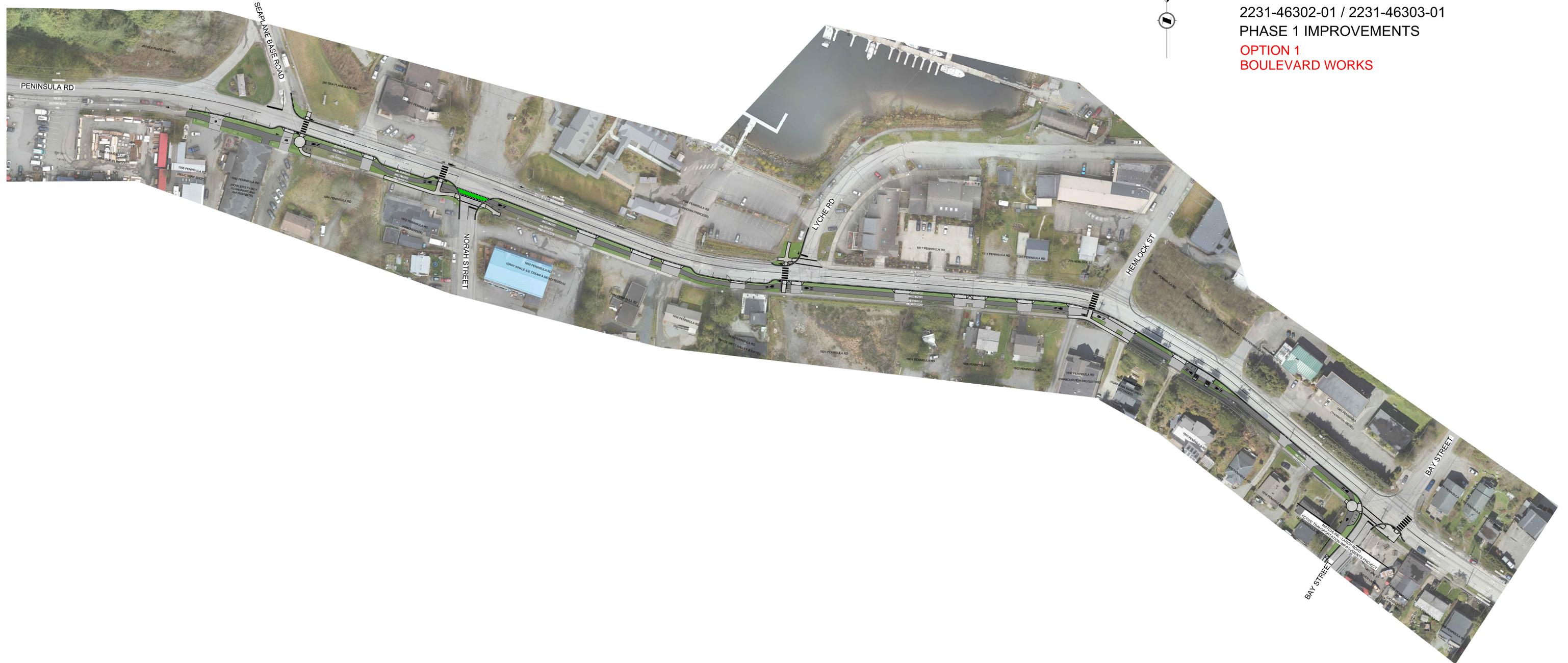


PENINSULA ROAD SAFETY & REVITALIZATION  
PENINSULA ROAD STORM SYSTEM REPLACEMENT  
2231-46302-01 / 2231-46303-01  
PHASE 1 IMPROVEMENTS  
**OPTION 1**  
**BOULEVARD WORKS & STORM REPLACEMENT**



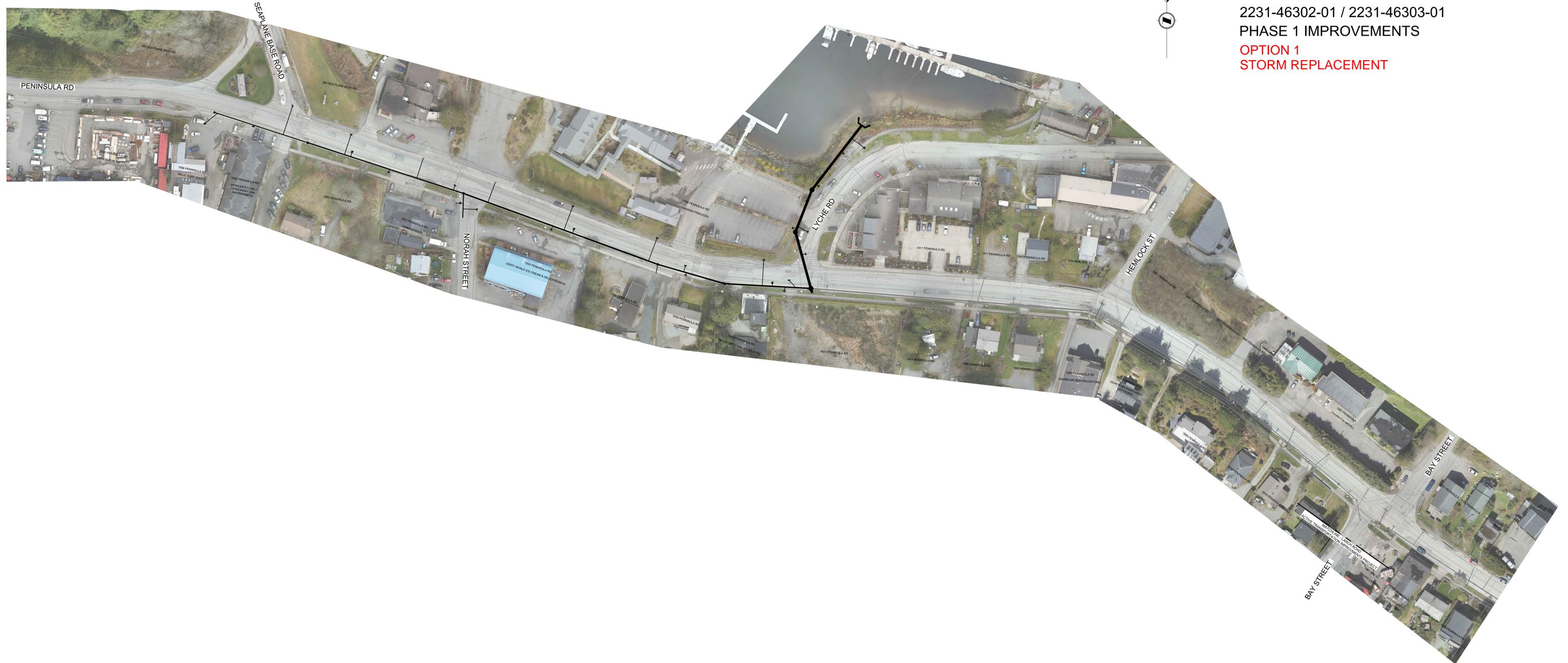


PENINSULA ROAD SAFETY & REVITALIZATION  
PENINSULA ROAD STORM SYSTEM REPLACEMENT  
2231-46302-01 / 2231-46303-01  
PHASE 1 IMPROVEMENTS  
**OPTION 1**  
**BOULEVARD WORKS**





PENINSULA ROAD SAFETY & REVITALIZATION  
PENINSULA ROAD STORM SYSTEM REPLACEMENT  
2231-46302-01 / 2231-46303-01  
PHASE 1 IMPROVEMENTS  
**OPTION 1**  
**STORM REPLACEMENT**









**APPENDIX - Project Dates, Finances, and Council Report(s) Project Log**

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Project Dates and Finances

Project Title	<ul style="list-style-type: none"> <li>• Peninsula Road Safety and Revitalization</li> </ul>
Schedule	<ul style="list-style-type: none"> <li>• March 31, 2024</li> </ul>
Project Figures	<ul style="list-style-type: none"> <li>• \$750,000 CCRF Grant</li> <li>• \$1,000,000 Gas Tax</li> <li>• \$140,00 RMI</li> <li>• \$1,890,000 Project Budget</li> <li>• (346,500.00) Consultant Contract</li> <li>• (1,543,500) Available construction budget</li> </ul>
Project Team	<ul style="list-style-type: none"> <li>• McElhanney (engineering)</li> <li>• Lanarc (architecture)</li> </ul>

**Council Report(s) Project Log**

The history of project milestones which has led the District to the opportunity today:

**March 14, 2023**

Peninsula Road Safety and Revitalization James MacIntosh, Director of Engineering Services

Mr. MacIntosh presented this report in conjunction with Sean O'Conner (contractor from McElhanney Construction Engineering Company) and Kate Evans (contractor from Lanarc).

- Mr. MacIntosh addressed project design iterations which account for public feedback and escalating costs, and outlined Council's options;
- Mr. O'Conner presented a video 3D rendering flythrough of the design for proposed safety and revitalization of Peninsula Road between Forbes Road and Main Street;
- Ms. Evans provided details about the project related to landscape architecture and design iterations intended to enhance safety and project feasibility.

Mr. MacIntosh responded to Council questions related to the Ministry of Transportations and Infrastructure's timeline for the project. He noted that paving could be completed in

2024.

Mr. MacIntosh also addressed Council questions related to the quality of the planned work. Council emphasized the need for the works to be long-lasting and quality. Council also discussed the need to coordinate these works with the Storm Drain project and discussed concerns with escalating costs.

2023.2081. REGULAR It was moved and seconded THAT Council direct staff to proceed with the Peninsula Road Safety and Revitalization Project as presented in 23-32 staff report and report back to Council with project phasing options for consideration. CARRIED.

### **March 14, 2023**

Contract Authorization for Peninsula Road Storm Water System Engineering  
James MacIntosh, Director of Engineering Services

Mr. MacIntosh presented this report, and reviewed Council's options.

Council discussed concerns related to the District's aging assets and infrastructure. The direct award of the contract was also discussed.

- 2023.2082.REGULAR It was moved and seconded THAT Council authorize the District to enter into a funding agreement for the provision of \$100,000 from the Ministry of Transportation and Infrastructure to fund their portion of the Peninsula Road storm water system engineering. CARRIED.
- 2023.2083.REGULAR It was moved and seconded THAT Council direct staff to include \$183,000 plus applicable taxes in the 2023 capital budget for Peninsula Road storm water system engineering with the District's portion of the engineering costs funded through the BC Growing Communities Fund. CARRIED.
- 2023.2084.REGULAR It was moved and seconded THAT Council authorize the award of a contract for \$183,000 plus all applicable taxes to McElhanney Engineering for the engineering services and design of the Peninsula Road storm water system. CARRIED.

### **May 31, 2022**

9.1 Peninsula Road Safety and Revitalization Next Steps James MacIntosh, Director of Engineering Services Mr. MacIntosh presented an overview of the project. Kate Evans from Lanarc Consultants provided the Committee with a slideshow presentation detailing the project process, public engagement overview and highlights, and next steps. Mr. MacIntosh requested feedback from the Committee regarding the following key questions: 1. What are the Committee's key concerns, if any? The Committee discussed

concerns such as parking, landscaping, pullouts for delivery trucks, keeping the existing trees and reducing gravel as much as possible including in private driveways that meet the roadway. 2. What does the Committee like most about the conceptual design? The Committee highlighted the following things they like the most in the conceptual design as active transportation, sidewalks, accessibility, safety and beautification. 3. Does the Committee support and endorse the overall direction? The Committee is 100% in support of the overall direction of the project. 4. Is there anything the team has missed that needs to be discussed? The Committee expressed the importance of addressing the lack of parking in the town. They discussed the creation of an overall parking management plan for the community as a whole. A preliminary design will be brought to Council for an informational update in July 2022.

### March 15, 2022

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

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

on Peninsula Road from Forbes Road to Main Street, is intended to make this roadway more inviting and comfortable for pedestrians, cyclists, and vehicles. The project would be financed through Gas Tax funds, RMI funding and grant funding. Staff are seeking authorization to apply for the BC Active Transportation Infrastructure Grant and Canadian Community Revitalization Funds. Mr. Greig outlined the District's initial approach to this project and noted that Staff are recommending that Council change their approach to meet new funding opportunities. Under the new approach the project would not address the intersections of Bay Street and Peninsula Road, or Main Street and Peninsula Road to the extent previously proposed. Further improvements to these intersections could be future projects for the District of Ucluelet and Ministry of Transportation and Infrastructure. Regular Council Meeting Minutes – July 13, 2021. The proposed project would involve the construction of new bicycle and pedestrian infrastructure, as well as boulevard green space along Peninsula Road and Larch Road. Council discussed the proposal and the possibility of continuing to lobby the Ministry of Transportation to fund the project as originally conceived. Council further discussed the importance of the proposed improvements along Larch Road.

### August 18, 2020

In-camera meeting, no minutes: The purpose of this report is to confirm the direction of the design work to date and seek Council endorsement of next steps for the design, financing and construction of infrastructure improvements to the public realm in the Peninsula Road and Main Street corridor.

**July 13, 2021**

12.5 Endorsement of the 2023 Peninsula Road Safety and Beautification Project for Multiple Grant Applications *John Towgood, Planner* Bruce Greig, Director of Community Planning, presented a PowerPoint presentation which outlined the 2023 Peninsula Road Safety and Beautification Project. This project involves significant improvements.



## REPORT TO COUNCIL

Council Meeting: August 8, 2023

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** DUANE LAWRENCE, CAO

**FILE No:** 6700-20

**SUBJECT:** PACIFIC RIM HOUSING DEVELOPMENT COOPERATIVE REQUEST

**REPORT No:** 23- 114

**ATTACHMENT(S):** NONE

### RECOMMENDATION(S):

**THAT** Council direct Staff to advise the Pacific Rim Housing Development Cooperative that the District does not have suitable land available for their project.

### BACKGROUND:

The Pacific Rim Housing Development Cooperative (the “PRHDC”) has been working towards a cooperative-based employee housing development for several years. In February of 2023, Council directed staff to engage with the PRHDC to gather additional information regarding:

1. Details of the construction costs.
2. If the project as formulated would be considered assistance to business.
3. Confirmation of the request from PRHDC to the District.

### PROJECT OVERVIEW AND CONSTRUCTION COSTS:

The PRHDC’s project involves the development of up to 40 units of employee housing based on a small home concept. The Cooperative would lease the units to interested entities who would sublet the units to their employees.

The PRHDC forecasts the building costs for a 40-unit development at \$5,155,000 or \$128,875 per unit inclusive of all development and construction costs. Each unit is proposed to be 450 sq.ft. for an estimated construction cost of \$286/sq.ft.

Funding sources are proposed via government grants of \$100,000 per unit with a mortgage of \$28,875 per unit or \$1,155,000. It should be noted that actual servicing costs may vary depending on the land to be developed. Therefore, servicing costs may significantly impact the viability of the project. Until such time as a location has been confirmed it would be impracticable for the servicing costs to be accurately estimated.

At the time of this report PRHDC has not secured grant funding or loans for the project.

**REQUEST TO THE DISTRICT:**

Staff have confirmed that the PRHDC is requesting Council consider an allocation of land and a potential tax exemption. The PRHDC has confirmed there is no request for a capital contribution to the project.

**ASSISTANCE TO BUSINESS:**

PRHDC has provided Staff with several documents that outline how the Cooperative would operate. Based on the documents, provided examples and process overview, it appears the updated Cooperative model is open to any business to participate through an unlimited membership process and an accommodation waiting list system. The updated society documents confirm their society status, and unlimited number business and resident memberships. Below is an overview of the proposed membership system.

- Businesses or other entities purchase a membership to the cooperative.
- Member businesses or other entities that wish to access a unit purchase a unit holder share in the cooperative for \$500 for each unit of housing to be leased (maximum 4-units).
- Cooperative board allocates units to unit shareholders on a first-come, first-served basis.
- Business or other entity enters into a lease agreement with the Cooperative for 12 months.
- Prospective tenants (employees) purchase a \$10.00 resident membership share which would allow them to access a leased unit.
- Employee enters sublease with the business or entity that has been allocated a unit.
- Vacant units would be returned to the Cooperative for redistribution at the end of the lease period if not being utilized.
- Next business or entity in line that desires access to a unit is offered a 12-month lease.

The only restriction on accessing a unit would be membership and the number of units available for lease. If forty units were to be constructed a maximum of 40 and minimum of 10 businesses would be able to hold a unit.

It should be noted that memberships may be approved or refused for undefined reasons by PRDHC Directors or persons authorized by the Directors to approve applications for memberships. Staff also noted that there does not appear to be a system of checks and balances in place to ensure there is no bias when the PRHDC Board is allocating available units. Currently the Board is identified as providing oversight of all processes and Board Members could work for or otherwise represent entities that apply for the units. This creates a high probability of board members being in a conflict of interest when allocating units.

A clear separation of the Boards powers in the allocation of units should be required by the District, such as the allocation committee members not being eligible for units or a lottery system, prior to entering into any agreement.

Based on the documents provide it appears that the revised model would be open to all businesses and therefor providing assistance to the Society may not be considered assistance to business. If Council opts to support this request, Staff would complete a final verification step and have our solicitors confirm Staff's findings. Staff would further recommend that if a land use agreement

were reached, that provisions within the lease include terms that ingrain an open unbiased system for the allocation of available units.

### LAND REQUEST:

PRHDC has provided a written overview of the land requirements for their project. They estimate that each home would require 2,600 sq.ft. or 104,000 sq.ft. for forty homes. PRHDC has also estimated an additional requirement of 10% or 10,400 sq.ft. for parking, roads and walkways. The total land required for a 40-unit project is therefore estimated at 2.63 acres. Staff have reviewed the land calculations and determined that the projected size of land is adequate, provided the topography of the lot supports an optimal layout. The PRHDC has indicated to staff that undertaking the project on a smaller lot is possible and would continue to meet the objectives of the project although on a reduced level.

The municipality has limited land holdings beyond parkland and any allocation of land should be considered in the context of the future needs of the municipality. An allocation to a housing development project should be deemed a permanent allocation.

Staff completed a review of potential lots and identified two parcels of surplus freehold land that could be consider for this project, one lot is behind the public works yard (the “Public Works Lot”) and the other is the water tower lot behind the school (the “Water Tower Lot”).

### The Water Tower Lot:

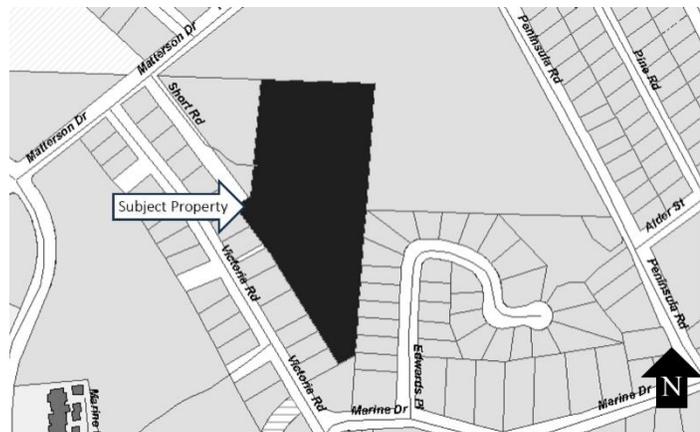
The Water Tower Lot has been previously identified as one of the few municipally-owned properties that is a potential candidate for a housing development project.

The Water Tower Lot is located behind the Ucluelet Secondary School. At 5.6 Acres this lot is large enough for the proposed 40-unit development but has access and servicing challenges.

Costs associated with servicing the Water Tower Lot are anticipated to be higher than the estimates provided by the PRHDC. Unless additional funding is secured by PRDHC, the higher development costs may undermine project viability or decrease unit affordability.

The extension of Short Road to access the property would require substantial grading work and potential land acquisition from the neighbouring Ocean Park Villa property.

PRHDC representatives have acknowledged the significant development costs make the Water Tower Lot less desirable and possibly outside of their means.



### The Public Works Lot:

The Public Works Lot is located behind the District of Ucluelet Public Works yard on Peninsula Road. It is 1.44 acres in size and relatively flat.

The location, site topography and relative ease of development, make this lot a candidate although the size of the lot would restrict the development to about 20 units.

This lot location has a high value to the District due to its proximity to the works yard and light industrial zoning. There is no other lands currently owned by the District that the Public Works facility could be expanded into. Based on the limited usable land the District owns with light industrial zoning, Staff would not recommend the allocation of the Public Works Lot for a permanent employee housing development project.

Currently Staff envision two potential future District uses for the lot.

First, Staff foresee a need to expand the Public Works Yard into this lot to meet increased community needs associated local works and community growth.

Second, Staff has considered this lot for the development of a temporary worker housing project of some sort, in the form of a serviced location to offset the need for temporary use permits. This would allow for contract workers to be housed on the site; either in support during the construction of municipal capital projects or by contract to local businesses. Staff have only considered this as a temporary use due to the long-term high value of the land for the District.



### Summary:

Given the small size and high value to the District of the Public Works Lot, if an allocation of land were considered, Staff would recommend the Water Tower Lot. As noted, the Water Tower Lot may present significant challenges and increased costs to the PRHDC. If this were being considered, Staff would recommend that an analysis of other opportunities for the Water Tower Lot be undertaken, for comparison to ensure the land is put to the highest and best use for the community. Given these realities and the District's limited landholding, Staff are unable to recommend a parcel of land owned by the municipality that meets the needs of the PRHDC.

### TAX EXEMPTION:

With respect to a tax exemption, Council has the ability under [S. 224 of the Community Charter](#) to provide a tax exemption. The value of a tax exemption is dependent on the total assessed value of the land and improvements. At this stage, Staff is unable to advise Council as to the value of the tax exemption if it were to be approved due to the lack of information on the lands and improvements.

Although permissible Staff would typically not recommend a tax exemption. Although a tax exemption would assist in reducing the total operating costs, the housing development would not be contributing to the ongoing costs associated with the municipal infrastructure that services the property.

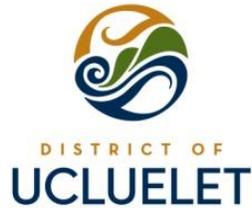
<b>A</b>	Do not support the request(s).	<b>Pros</b>	<ul style="list-style-type: none"> <li>District has limited lands and will retain the available lots for municipal purposes.</li> </ul>
		<b>Cons</b>	<ul style="list-style-type: none"> <li>Employee housing remains an issue within the community that needs to be addressed in other ways.</li> <li>PRHDC will need to consider alternate land options</li> </ul>
		<b>Implications</b>	<ul style="list-style-type: none"> <li>There are no financial or staff implications identified.</li> </ul>
		<b>Suggested Motion</b>	<b>THAT</b> Council direct Staff to advise the Pacific Rim Housing Development Cooperative that the District does not have suitable land available for their project.
<b>B</b>	Support the request through the allocation of a portion of the water tower lot.  <b>NOT RECOMMENDED</b>	<b>Pros</b>	<ul style="list-style-type: none"> <li>Provides the PRHDC with an opportunity to realize their project.</li> <li>Has the potential to create new employee housing.</li> </ul>
		<b>Cons</b>	<ul style="list-style-type: none"> <li>Precludes other community and/or housing uses on one of the few municipally owned parcels of land</li> <li>Lot is larger than needed for the project</li> <li>Lot has very high servicing costs</li> </ul>
		<b>Implications</b>	<ul style="list-style-type: none"> <li>Staff resources to continue to work with PRHDC</li> <li>Option to sell the land to a developer in order to purchase alternate lands is not available.</li> <li>Option to use the land for alternate purposes (e.g., housing, park) no longer available.</li> </ul>
		<b>Suggested Motion</b>	<b>THAT</b> Council direct staff to engage the Pacific Rim Housing Development Cooperative to confirm their interest in the Water Tower Lot and prepare a land use agreement or lease agreement between the District and the Pacific Rim Housing Development Cooperative for PID 009397809, District Lot 281, Clayoquot Land District, Except Plan VIP33432, & EXC PLANS VIP34390, VIP35275, VIP47109, VIP48670, VIP56963, VIP62019 & VIP62387.
<b>C</b>	Support the request and allocate the Public Works Lot to the PRHDC project.  <b>NOT RECOMMENDED</b>	<b>Pros</b>	<ul style="list-style-type: none"> <li>Creates an opportunity for an employee housing development to occur</li> </ul>
		<b>Cons</b>	<ul style="list-style-type: none"> <li>Allocation of this land would be permanent</li> <li>Future use of the land for municipal purposes would no longer be possible</li> <li>Limits the expansion of the works yard</li> <li>District has limited developable land for municipal purposes</li> <li>Costs for future land will only become more significant into the future when additional lands are required for the municipality</li> </ul>

	<u>Implications</u>	<ul style="list-style-type: none"> <li>• Staff time to draft an agreement</li> </ul>
	<u>Suggested Motion</u>	<p>THAT Council direct staff to develop a land use agreement or lease agreement between the District and the Pacific Rim Housing Development Cooperative for PID 025926691, Lot 12, Plan VIP76147, District Lot 284, Clayoquot Land District.</p>

NEXT STEPS

- Advise PRHDC of Councils decision.
- Dependent on direction of Council with respect to a potential land allocation and/or tax exemption for further consideration.

Respectfully submitted:                      Duane Lawrence, CAO



## REPORT TO COUNCIL

Council Meeting: August 8, 2023

500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 3320-20-SD23-01

**SUBJECT:** LOT 16 SUBDIVISION: FRONTAGE OF PROPOSED LOT 2

**REPORT NO:** 23- 113

**ATTACHMENT(S):** APPENDIX A - PROPOSED LOT LAYOUT

### RECOMMENDATION(S):

THAT Council, with regard to the proposed subdivision of Lot 16 Marine Drive - and subject to the dedication of a 6m fire access lane as highway on the west side of proposed Lot 24 - exempt the proposed Lot 2 townhouse parcel from the minimum 10% highway frontage under section 512(2) of the *Local Government Act*.

### BACKGROUND:

The adoption of *Ucluelet Zoning Amendment Bylaw No. 1284, 2021*, changed the designation of the portion of Lot 16 shown as the proposed townhouse parcel (referred to as "Lot B" during rezoning and now as "Lot 2" on the surveyors' plan of the proposed subdivision) to R-3 High Density Residential with a maximum site-specific density of 28 units.

The R-3 zoning regulations require a minimum lot frontage of 18m. The proposed Lot 2 would have 35.4m of frontage on the proposed new internal road (see **Appendix A**).

In addition to the zoning requirements, section 512 of the *Local Government Act* applies:

- 512** (1) *If a parcel being created by a subdivision fronts on a highway, the minimum frontage on the highway must be the greater of*
- (a) *10% of the perimeter of the lot that fronts on the highway, and*
  - (b) *the minimum frontage that the local government may, by bylaw, provide.*
- (2) *A local government may exempt a parcel from the statutory or bylaw minimum frontage provided for in subsection (1).*

Lot 2 would have a perimeter of 484m. The frontage on the proposed new internal road would equal 7.3% of the perimeter.

In addition, a fire access lane is shown over the west side of proposed Lot 24. Dedicating this as a 6m public lane would better ensure that it remains clear for fire access, and would increase the frontage to 8.6% of the perimeter.

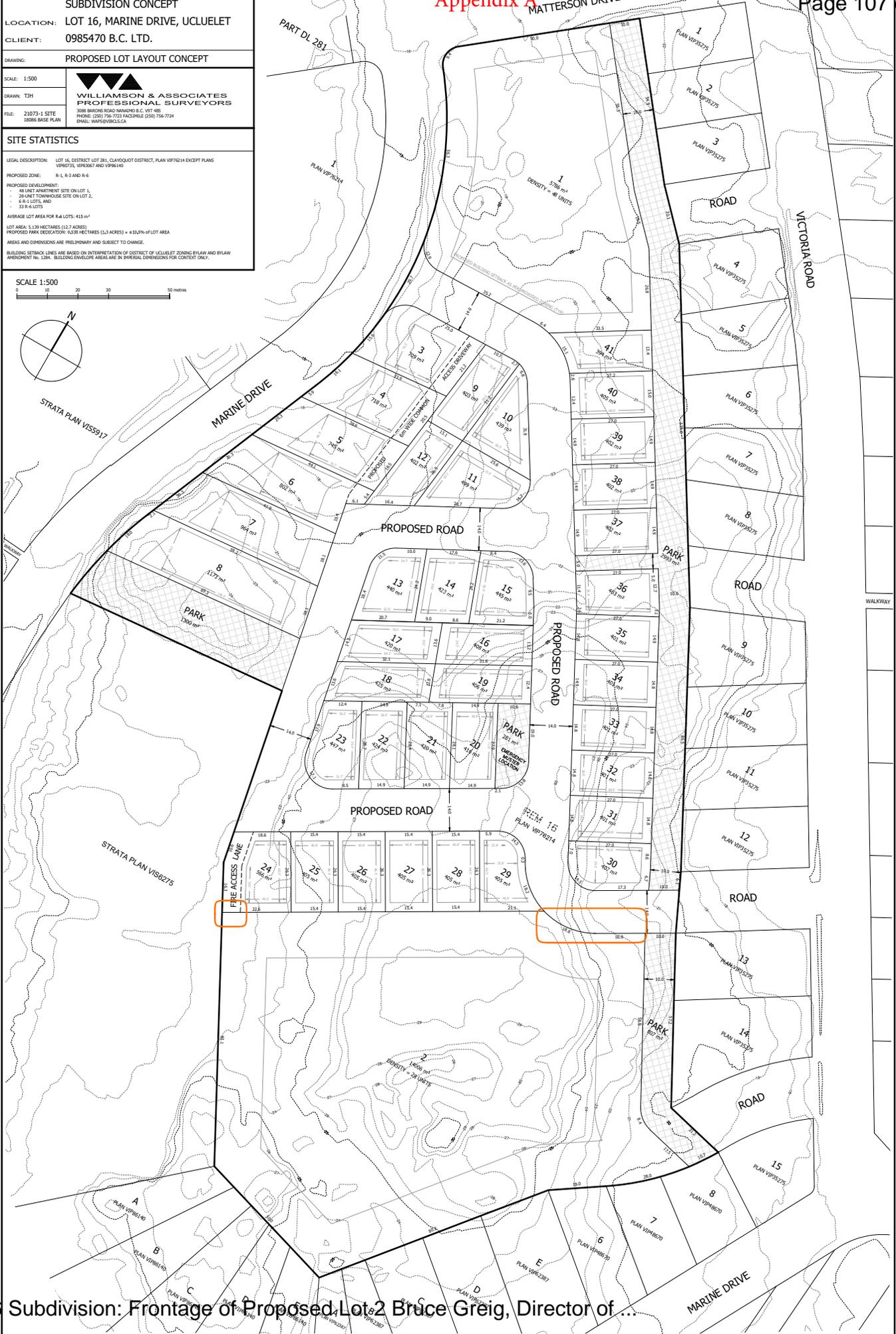
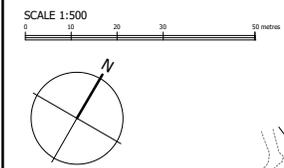


Appendix A

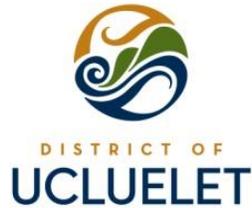
**PROJECT:** PROPOSED MIXED RESIDENTIAL SUBDIVISION CONCEPT  
**LOCATION:** LOT 16, MARINE DRIVE, UCLUELET  
**CLIENT:** 0985470 B.C. LTD.  
**DRAWING:** PROPOSED LOT LAYOUT CONCEPT  
**SCALE:** 1:500  
**DRAWN:** T3H  
**FILE:** 21073-1 SITE 18066 BASE PLAN  
**WILLIAMSON & ASSOCIATES PROFESSIONAL SURVEYORS**  
 3038 BARKS ROAD NANAIMO B.C. V1Y 4B5  
 PHONE: (250) 756-7722 FACSIMILE: (250) 756-7724  
 EMAIL: WAPS@WBCS.CA

**SITE STATISTICS**  
**LEGAL DESCRIPTION:** LOT 16, DISTRICT LOT 281, CLAYCOUT DISTRICT, PLAN V1P7614 EXCEPT PLANS V1P92735, V1P9367 AND V1P96140  
**PROPOSED ZONE:** R-1, R-3 AND R-6  
**PROPOSED DEVELOPMENT:**  
 - 48 UNIT APARTMENT SITE ON LOT 1  
 - 28 UNIT TOWNHOUSE SITE ON LOT 2  
 - 6 R-1 LOTS, AND  
 - 33 R-6 LOTS  
**AVERAGE LOT AREA FOR R-6 LOTS: 415 m<sup>2</sup>**  
**LOT AREA:** 5.19 HECTARES (12.7 ACRES)  
**PROPOSED PARK DESIGNATION:** 0.28 HECTARES (0.7 ACRES) = 4.93% OF LOT AREA  
**AREAS AND DIMENSIONS ARE PRELIMINARY AND SUBJECT TO CHANGE.**  
**BUILDING SETBACK LINES ARE BASED ON INTERPRETATION OF DISTRICT OF UCLUELET ZONING BYLAW AND BYLAW AMENDMENT NO. 1284. BUILDING ENVELOPE AREAS ARE IN SPHERICAL DIMENSIONS FOR CONTEXT ONLY.**

REVISION 1: JUNE 29, 2022







## REPORT TO COUNCIL

Council Meeting: August 8, 2023

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** ABIGAIL K FORTUNE, DIRECTOR OF PARKS & RECREATION

**FILE NO:** 7900-10

**SUBJECT:** WINTER LIGHTS PURCHASING

**REPORT NO:** 23- 111

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

### RECOMMENDATION(S):

**THAT** Council authorize the purchase of commercial Winter Exterior lights from Dekra-Lite Canada without undertaking a full competitive bidding process.

**THAT** Council approve Option 1 as described in Report No. 23-111 as the preferred decorative pole light.

### BACKGROUND:

Council identified within the Resort Development Strategy (RDS) adopted in 2022 that the beautification of the community through the installation of decorative lights was a priority. The RDS is funded through the Resort Municipality Initiative (RMI) program which provides funding for RMI communities to make improvements to tourism related infrastructure and some programs. The RDS was approved in 2022 by Council and the Province. As part of the strategy \$80,000 for decorative lighting was included in the 2023 RMI budget.

The intent of the decorative lighting project is to enhance specific areas of the community during the shoulder and winter season through the installation of decorative winter lighting. Staff are recommending focusing on the municipal buildings and frontages where existing electrical service connections are readily available. Any substantial enhancement to seasonal lighting on primary road corridors (Peninsula Road; Marine Drive etc.) would require the installation of electrical servicing. Currently our road corridors do not have dedicated power for this purpose.

The seasonal decoration plan is as follows:

- Municipal office second level
  - Upper-level building outlined in lights and garland large bow or holly decoration
- Village Green area
  - All large trees to be trunk wrapped, with lights and decorations in the trees
  - Wrapping of the fence line

- Community Centre
  - Outline the whole building in lights
  - Focus on the courtyard with Christmas décor and display,
  - Lit trees
  - Front walkway light up (Marine Drive)
- Fire Hall
  - Building and bay doors in red & white strand lights
  - Large light Christmas decor on top level
- Small Craft Harbour
  - Outlining lights on Harbour Manager building
  - Outlining lights on washroom facilities
  - Light Christmas decor
- Works Yard
  - Fence line light up
  - Lit decor on gates
- Amphitrite house (2024 install)
  - Light outlining deck and roof line
  - Accent light décor and display
- Banner poles lights
  - 4 along Matterson Street
  - 4 along Marine Drive – 2 either side of Matterson & Marine Drive intersection
  - 4 along Peninsula Road from Marine Drive towards Little Beach, if funds allow



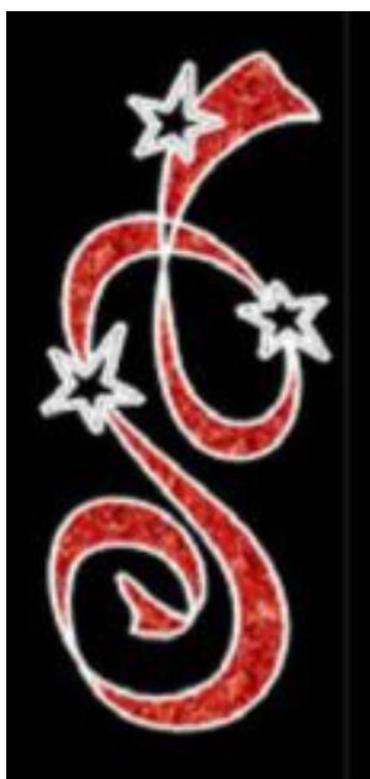
#### **BANNER POLES (5 FT X 2 FT) RECOMMENDATIONS:**

Staff have reviewed available decorative pole lighting options, three of the which are shown below. Staff are recommending Option 1 as the preferred decoration. If additional pole lights are purchased in future years, it would be the intent to continue to purchase the same design in order to create a consistent look and feel along our transportation corridors.

**Option 1**  
(Recommended)



**Option 2**



**Option 3**



**ANALYSIS OF OPTIONS:**

Staff are recommending the purchase of commercial grade C7 or C9 LED bulbs strings, primarily white with accent colours and displays, outdoor extension cords, pedestrian outdoor ground cover for the cords, pole mounted lights, outlets for poles plus additional lighted decorations. Approximately 50% of the funds would be used for the string light, 30% for decorations, and 20% for support supplies and install.

Previously, the District has not purchased commercial grade lights, nor have we significantly lit up areas of Ucluelet. Over the counter non-commercial grade lights have proven not to last the winters in Ucluelet and often must be replaced annually.

The District's procurement and disposal policy specifies that the purchase of products and services greater than \$25,000 should go through a competitive bidding process. Due to the nature of this project, the purchase of individual lengths of lighting and specific decorative lights, a formal bidding process is not practical nor effective as there are limited suppliers for this type of product.

Staff researched and evaluated three companies for outdoor commercial lights based on cost, reputation, and accessibility to supplies. Dekra-Lite Canada had the best base wire cost, reputation, and access to supplies in a timely manner. Dekra-Lite Canada specializes in commercial Christmas decorations and have been in business for over 30 years. Products are designed to last year after year, especially after storing them for 9-10 months a year.

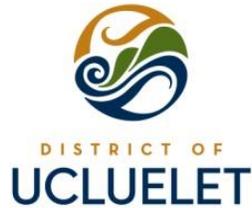
In 2022, Ucluelet purchased winter exterior commercial lights from Dekra-Lite Canada for testing. The exterior lights proved to stand up to Ucluelet's winter weather conditions and have recently been tested to ensure longevity of the product after storage. Staff is therefor requesting council approve a direct purchase of decorative lighting from Dekra-Lite without undertaking the formal competitive bidding process typically undertaken for amounts greater than \$25,000.

<b>A</b>	Proceed with the purchase of commercial grade exterior lights from Dekra- Lite Canada	<u>Pros</u>	<ul style="list-style-type: none"> <li>Improved community decorative lighting within the community</li> <li>Increased potential for increased visitations during the off and shoulder seasons</li> <li>Improves the look and feel of the community during the winter months</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>Not apparent</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>Increased annual staff time for the installation of the lighting</li> <li>Slight increase in annual electrical costs</li> <li>RMI funding of \$80,000 (no direct tax dollars involved)</li> </ul>
<b>B</b>	Direct Staff to develop an alternate lighting plan	<u>Pros</u>	<ul style="list-style-type: none"> <li>Increased lighting is focused on areas that meet Council's requirements</li> <li>Improved community decorative lighting within the community</li> <li>Increased potential for increased visitations during the off and shoulder seasons</li> <li>Improves the look and feel of the community during the winter months</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>Delay in ordering of lighting</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>Unknown at this time</li> </ul>
		<u>Suggested Motion</u>	<b>THAT</b> Council direct staff to bring an alternate lighting plan forward for Council's consideration.
<b>C</b>	Do not proceed with the decorative lighting project	<u>Pros</u>	<ul style="list-style-type: none"> <li>RMI Funds could potentially be repurposed to an alternate project</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>Winter lights beautification would not occur</li> <li>Continued use of residential decorative lights which fail regularly</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>RDS would have to be revisited with the province.</li> <li>Additional work for staff to revisit the project</li> </ul>
		<u>Suggested Motion</u>	No motion is required.

#### NEXT STEPS:

- Finalize plan and purchasing of product
- Hang lights and decorations
- Enjoy the magic

Respectfully submitted:      Abby Fortune, Director of Parks & Recreation



## REPORT TO COUNCIL

Council Meeting: August 8th, 2023  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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**FROM:** ABIGAIL FORTUNE, DIRECTOR OF PARKS AND RECREATION **FILE No:** 8100-20  
**SUBJECT:** SALMON FEST SPECIAL EVENT **REPORT No:** 23- 110  
**ATTACHMENT(S):** APPENDIX A - SPECIAL EVENTS PERMIT

---

### RECOMMENDATION(S):

**THAT** Council authorize the use of 160 Seaplane Base Road by the Ucluelet Chamber of Commerce and Redd Fish Restoration Society to host a beer garden in association with a fun run and night market on Sunday, September 10 from 4:00 pm – 8:00 pm.

### BACKGROUND:

As per the BC Liquor Control Board requirement, in order to obtain a Special Occasions License (SOL) for events on municipal property, local authorities must permit use of their facilities or properties for liquor service. SOL applications will be denied by the BC Liquor Control Board if local approval for an event on municipal property is not received.

For 2023, the annual Salmon Fest concludes with a "Fun-Run" hosted by Redd Fish Restoration Society, alongside a night market hosted by the Ucluelet Chamber of Commerce.

The "Fun-Run" is a new event (hoping to become annual) that brings community together to learn about salmon. The run will be entirely contained within the Seaplane Base park. Runners will race 1 mile around the night market, with contestants consuming 4oz of kombucha, or bubbly water (for a total of 16oz) every 1/4-mile and completing trivia questions, egg races, and other fun activities throughout the race.

The night market will feature various local artisans, non-profits, food trucks, musicians and other entertainment. Both activities will be the closing day of the Salmon Fest, which has usually only been a Tofino-based event.

The goal is to bring together both communities to celebrate salmon and draw visitors into Ucluelet from Tofino. The "closing ceremonies" will hand out awards (Best Costume, Fastest Miler, etc. etc.). There will be a beer garden run by the Chamber of Commerce, featuring beer from Ucluelet Brewing Co. and potentially spirits from a local distillery. The Chamber has stated

that the overall event will NOT be an alcohol excessive event, and conservative drinking practices will be used. Walking and biking will be encouraged before and during the event. And with the events ending early (8pm sharp), late noise disturbances and prolonged drinking will not be an issue to the community. The event will be family-friendly, with kids' activities such as Sharky's Balloons, bubbles, and kids play area.

#### ANALYSIS OF OPTIONS:

<b>A</b>	Council permits liquor service for Special Event	<u>Pros</u>	<ul style="list-style-type: none"> <li>A new event in Ucluelet as a part of the Salmon-Fest.</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>None apparent</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>Ensure Special Events permit, and SOL is in compliance.</li> </ul>
<b>B</b>	Council denies liquor service for Special Event	<u>Pros</u>	<ul style="list-style-type: none"> <li>Event could still take place without alcohol service</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>Event as planned would not be run as presented</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>Ensure Special Events permit is in compliance</li> </ul>
		<u>Suggested Motion</u>	No motion is required.

#### NEXT STEPS:

- Inform the proponents of Council's decision
- Ensure that other requirements for the Special Events permits are met

Respectfully submitted:      Abigail Fortune, Director of Parks and Recreation



DISTRICT OF UCLUELET  
**SPECIAL EVENT PERMIT APPLICATION FORM**

### APPLICANT INFORMATION

Organization Name: Ucluelet Chamber of Commerce/Redd Fish Restoration Society

Primary Contact Name: Josh Jenkins

Mailing Address: [REDACTED]

Phone: \_\_\_\_\_ Cell: [REDACTED]

Email: [REDACTED]

Secondary Contact Name: Jadyn Patton

Mailing Address: [REDACTED]

Phone: \_\_\_\_\_ Cell: [REDACTED]

Email: [REDACTED]

### EVENT INFORMATION

Event name: Salmon Fest Finale Date: Sept. 10, 2023

Location: Seabase Plane Park

Site Map attached:

yes: \_\_\_\_\_ no: x

Event Description: (please describe your event or attach a summary in letter format)

The annual Salmon Fest concludes with a "Fun-Run" hosted by Redd Fish Restoration, alongside a night market hosted by the Ucluelet Chamber of Commerce. The "Fun-Run" is a new event (hoping to become annual) that brings community together to learn about salmon. The race will go around the night market, a total distance of 1 mile has to be run, with every 1/4 mile contestants will drink a cup of kombucha or bubbly water, the fun run will be contained within the park. Contestants will have to complete trivia questions, egg races, and other fun activities during the 1 mile race. The night market will feature various local artisans, non-profits, food trucks, and musicians and other entertainment. Both activities will be the closing day of the Salmon Fest, which has usually only been a Tofino-based event. Our goal is to bring together both communities to celebrate salmon, as well as draw visitors into Ucluelet from Tofino. The "closing ceremonies" will hand out awards (Best Costume, Fastest Miler, etc etc). There will be a beer garden run by the Chamber of Commerce, featuring beer from Ucluelet Brewing Co. and potentially spirits from a local distillery. The overall event will NOT be an alcohol excessive event, and conservative drinking practices will be used. Walking and biking will be encouraged before and during the event. And with the events ending early (8pm sharp), late noise disturbances and prolonged drinking will not be an issue to the community. The event will be family-friendly, with kids' activities such as Sharky's Balloons, bubbles, and kids play area.

Salmon Fest Special Event Abigail Fortune, Director of Parks and Recreat...

Is this an Annual Event?

yes: hopefully no: \_\_\_\_\_

### Event Schedule

<b>Set Up</b>	Date: <u>Sept. 10</u>	Time: <u>11am</u>	Day of Week	<u>Sunday</u>
<b>Event Starts</b>	Date: <u>Sept. 10</u>	Time: <u>4pm</u>	Day of Week	<u>Sunday</u>
<b>Event Ends</b>	Date: <u>Sept. 10</u>	Time: <u>8pm</u>	Day of Week	<u>Sunday</u>
<b>Take Down</b>	Date: <u>Sept. 10</u>	Time: <u>until 11pm (at the latest)</u>	Day of Week	<u>Sunday</u>

Anticipated number of participants: 250

Will you be having security:

yes: if necessary no: \_\_\_\_\_ otherwise, done by volunteers

Please provide description of security plan.

The area will be fenced, IDs will be checked at entrance, and legal drinkers will be supplied with a non-transferrable wrist bands. Only servers with SIR certificates will be serving. Other security needs can be determined as deemed necessary by Parks and Recreation.

Have you contacted to RCMP:

yes: \_\_\_\_\_ no: x - one will be supplied

Parking: (please describe how event parking will be coordinated)

At the Seaplane Base Park parking lot, volunteers can help guide parking. As mentioned, arriving by foot or bike will be strongly encouraged.

How and when will affected residents and or businesses be notified:

Any potential residents/businesses that could be affected by this event will be notified with a letter explaining event, if they have issues there will be a contact for them to discuss their qualms with an organizer of the event. We will work alongisde them to resolve this to ensure that the event won't be problematic.

Road Closure Requested

yes: \_\_\_\_\_ no: **X** \_\_\_\_\_

Details:

Event Additional Requirements:

yes: **X** \_\_\_\_\_ no: \_\_\_\_\_

Details: some tents, tables would be required. Other permits as necessary (temporary use permits etc), A/V requirements (some power may be needed).

## EQUIPMENT & ACTIVITIES

Are there any musical entertainment features related to your event?

yes: **X** \_\_\_\_\_ no: \_\_\_\_\_

Details:

Local artists, acoustic sets, artist will be play during the market up until 8pm.

Will sound amplification be used for announcements, speeches or other public addresses?

yes: **X** \_\_\_\_\_ no: \_\_\_\_\_

Electrical Services Required: (please note municipality will not supply electrical cords)

yes: **X** \_\_\_\_\_ no: \_\_\_\_\_

Details: Services required for A/V, minor amount to help musicians set up for their performances.

Will portable toilets be supplied for this event?

yes: **X** \_\_\_\_\_ no: \_\_\_\_\_

First Aid: In the event of an emergency or injury to participants what first aid provisions have been made:

First Aid Attendants will be provided by Redd Fish, present throughout entire event as well as through set/up and tear-down.

Waste Management: What arrangements have been made to reduce litter/removal of waste during or after the event:

Garbage Bins and Recycling bins will be provided around the park, with big signage indicating where to find them. Volunteers will also be circulating to make sure litter is place in the proper bins.

Accommodation: Have you taken into account accommodation requirements for your event.

yes: X no: \_\_\_\_\_

Details: **Mainly for locals, all entertainment will be locally sourced. Any visitors will be required to source their own accommodations.**

## FOOD & BEVERAGE

Will food and beverage service be available during your event?

yes: X no: \_\_\_\_\_

Please note a Temporary Food Permit will required by Vancouver Island Health Authority

Will alcohol beverages be available during your event?

yes: X no: \_\_\_\_\_

If YES a Special Occasion License is required with a copy going to the District of Ucluelet as well as a plan for safe ride home and security.

\* Please also see Special Occasions Licence- Major Events document Terms & Conditions - Government of BC

## CLEAN UP & GARBAGE

Please note garbage must be removed immediately due to wildlife concerns

Site garbage plan: **Bins at the event, for garbage disposal. Separate cans for garbage and recycling.**

Recycling Plan: **Recycling Bins provided with signage highlighting what containers can be put in what bin.**

Garbage removal plan: **Garbage will be placed in Seaplane Base dumpsters, if not allowed, garbage will be stored in Redd Fish Office overnight and taken to dump on Monday morning.**

Detailed event clean-up plan: **After take down starting at the end of the event (8pm), volunteers will circulate the area to ensure all garbage is removed, recycling is in proper bins. Organizers won't leave area until ALL litter is taken care of.**

## FEES

Rental fee: \$100(?) Deposit Fee: no problem! \$500

## INSURANCE

**Commercial General Liability Insurance**

Broad form Commercial General Liability policy for a limit of not less than \$3,000,000.00 on an occurrence basis with respect to third party liability claims for bodily injury, property damage, personal injury. This policy shall include but is not limited to: Premises and operation Liability, Blanket Contractual Liability, Products and Completed Operations, Tenants' Legal Liability, Non-Owned Automobile Liability, Owner's and Applicant's Protective Liability, Contingent Employers' Liability, Breach of Conditions clause. The District of Ucluelet shall be added as "Additional Insured" along with Cross-Liability and Severability of Interest clauses.

\* A copy of the insurance must be provided to the District of Ucluelet

**Notice of Cancellation**

All such insurance policies shall stay in force and not be amended, cancelled or allowed to lapse and shall contain the necessary "Endorsements" to provide the District with thirty (30) days prior written notice.

**General**

The Applicant agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premiums payments. All of the required Applicants' insurance policies shall be primary, non-contributing with respect to any insurance carried by the District. The District of Ucluelet reserves the right to impose such higher limits or other types of insurance as would reasonably be required of a prudent Applicant of similar event.

I have read and understand the Insurance requirements:

JJ

Initial required

Included:                    yes: \_\_\_\_\_                    no: x (will be supplied)

**INDEMNITY AGREEMENT**

Without limiting any other obligation of the Applicant under this application or otherwise, the Applicant hereby agrees to Indemnify and Save Harmless the District of Ucluelet , its elected officials, officers, employees, servants, agents and others from whom the District is in law responsible, from and against any liability, loss, claims, damages, fines, or penalties, cost and expenses (including consulting fees), investigatory and legal expenses, and other actions or course of actions, suits, caused by or attributed to any willful or negligent act, omission, delay, or allegations thereof on the part on the Applicant, its officers, employees, subcontractors, agents, licensees, assignees, invitees or other persons engaged in the event pursuant to this Application or anyone else for whom the Applicant is in law responsible. Should the District be made a party to any litigation by or against the Applicant, then the Applicant will protect, indemnify and hold the District harmless and will promptly pay all costs, expenses, and legal fees (on a solicitor and own client basis) incurred or paid by the District in connection with such litigation upon demand. The Applicant will also promptly pay upon demand all costs, expenses and legal fees (on a solicitor and own client basis) that may occur or be paid by the District in enforcing the terms, covenants and conditions in this application. The Applicant's obligation

under this indemnification section will survive the expiry or termination of this application.

I have read and understand the Insurance requirements:

JJ

Initial required

DATE: July 31st 2023



## REPORT TO COUNCIL

Council Meeting: August 8, 2023  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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**FROM:** ABBY FORTUNE, DIRECTOR OF PARKS & RECREATION **FILE NO:** 0550-20  
**SUBJECT:** 4<sup>TH</sup> ANNUAL DUSTIN RILEY SOAPBOX DERBY **REPORT NO:** 23 - 109  
**ATTACHMENT(S):** Appendix A – Special Events Permit & Location Map

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### RECOMMENDATION(S):

**THAT** Council authorize the closure Bay Street, from the intersection of Peninsula Road to the intersection of Cedar Road and, Cedar Road, from the intersection of Bay Street to the intersection of Park Lane from 7:30 am to 5:00 pm on Saturday September 9, 2023 for the annual Soap Box Derby.

### BACKGROUND:

The Black Rock Oceanfront Resort has submitted a Special Events permit application to run the 4<sup>th</sup> Annual Dustin Riley Soapbox Derby on Saturday, September 9, 2023. The Black Rock Oceanfront Resort has met or is in the process of meeting the requirements set out in the application form for an event of this kind. Black Rock Oceanfront Resort will be required to submit proof of insurance for the event naming the District of Ucluelet as additionally insured in a broad form Commercial General Liability Policy.

The organizers of the event will also be required to provide notification to residents and businesses that will be affected by the event prior to the derby.

### ANALYSIS OF OPTIONS:

By closing the section Bay Street as outlined in the attached appendix, the event can take place. By not closing the section of road, traffic will not be disrupted but the event will need to be relocated or cancelled.

A	Road Closure Approved	<u>Pros</u>	<ul style="list-style-type: none"> <li>• Allows planned event to take place</li> <li>• Location has successfully been used for this event in the past.</li> <li>• Event volunteers will place and remove barriers for the event provided by the District of Ucluelet.</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>• There would be no access to Bay Street off Peninsula during the event day.</li> <li>• Localized traffic disruptions</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>• Existing staff will deliver barricades and requested equipment to event.</li> <li>• No additional staff time required.</li> </ul>



Appendix A



DISTRICT OF UCLUELET  
SPECIAL EVENT PERMIT APPLICATION FORM

**APPLICANT INFORMATION**

Organization Name: Soapbox Derby

Primary Contact Name: Lara Kemps / Mayco Noel

Mailing Address: [Redacted]

Phone: [Redacted] Cell: [Redacted]

Email: [Redacted]

Secondary Contact Name: Noel

Mailing Address: [Redacted]

Phone: [Redacted] Cell: [Redacted]

Email: [Redacted]

**EVENT INFORMATION**

Event name: Soapbox Derby Date: September 9 / 23

Location: Lower Bay Street

Site Map attached:  
yes: \_\_\_\_\_ no: \_\_\_\_\_

Event Description: (please describe your event or attach a summary in letter format)

Is this an Annual Event?

yes:  no:

**Event Schedule**

<b>Set Up</b>	Date: <u>Sept 9</u>	Time: <u>7:30 am</u>	Day of Week: <u>Saturday.</u>
<b>Event Starts</b>	Date: <u>Sept 9</u>	Time: <u>10:00am</u>	Day of Week: <u>Saturday.</u>
<b>Event Ends</b>	Date: <u>Sept 9</u>	Time: <u>4:00pm</u>	Day of Week: <u>Saturday.</u>
<b>Take Down</b>	Date: <u>Sept 9</u>	Time: <u>4-5pm</u>	Day of Week: <u>Saturday</u>

Anticipated number of participants: \_\_\_\_\_

Will you be having security:

yes:  no:

Please provide description of security plan.

Have you contacted to RCMP:

yes:  no:

Parking: (please describe how event parking will be coordinated)

Parking at Cedar Park and on Bay Street by the oyster truck

How and when will affected residents and or businesses be notified.

Door to door with letter.

Road Closure Requested

yes:  no: 

Details:

Lower Bay Street

Event Additional Requirements:

yes:  no: 

Details:

**EQUIPMENT & ACTIVITIES**

Are there any musical entertainment features related to your event?

yes:  no: 

Details:

Will sound amplification be used for announcements, speeches or other public addresses?

yes:  no: 

Electrical Services Required: (please note municipality will not supply electrical cords)

yes:  no: 

Details:

We work with West Coast Hotel / Whales Tale for power

Will portable toilets be supplied for this event?

yes:  no: 

First Aid: In the event of an emergency or injury to participants what first aid provisions have been made:

Ambulance will be on site

Waste Management: What arrangements have been made to reduce litter/removal of waste during or after the event:

No plastic bottles  
garbage receptacles placed throughout event area

Accommodation: Have you taken into account accommodation requirements for your event.

yes:  no:

Details:

N/A

**FOOD & BEVERAGE**

Will food and beverage service be available during your event?

yes:  no:

Please note a Temporary Food Permit will required by Vancouver Island Health Authority

Rotary Club providing food + looking after permit.

Will alcohol beverages be available during your event?

yes:  no:

If YES a Special Occasion License is required with a copy going to the District of Ucluelet as well as a plan for safe ride home and security.

\* Please also see Special Occasions Licence- Major Events document, Terms & Conditions - Government of BC

**CLEAN UP & GARBAGE** Please note garbage must be removed immediately due to wildlife concerns

Site garbage plan: Please provide site plan

Recycling Plan:

Garbage removal plan:

Detailed event clean-up plan: Please provide time line

Clean up will be completed no later than 6pm at the latest

**FEES**

Rental fee: \_\_\_\_\_ Deposit Fee: \_\_\_\_\_ \$500

**INSURANCE**

Insurance will be applied for but closer to the event date.

**Commercial General Liability Insurance**

Broad form Commercial General Liability policy for a limit of not less than \$3,000,000.00 on an occurrence basis with respect to third party liability claims for bodily injury, property damage, personal injury. This policy shall include but is not limited to: Premises and operation Liability, Blanket Contractual Liability, Products and Completed Operations, Tenants' Legal Liability, Non-Owned Automobile Liability, Owner's and Applicant's Protective Liability, Contingent Employers' Liability, Breach of Conditions clause. The District of Ucluelet shall be added as "Additional Insured" along with Cross-Liability and Severability of Interest clauses.

\* A copy of the insurance must be provided to the District of Ucluelet

**Notice of Cancellation**

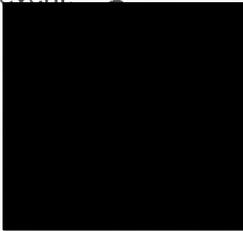
All such insurance policies shall stay in force and not be amended, cancelled or allowed to lapse and shall contain the necessary "Endorsements" to provide the District with thirty (30) days prior written notice.

**General**

The Applicant agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premiums payments. All of the required Applicants' insurance policies shall be primary, non-contributing with respect to any insurance carried by the District. The District of Ucluelet reserves the right to impose such higher limits or other types of insurance as would reasonably be required of a prudent Applicant of similar event.

I have read and understand the Insurance requirements:

Included:                    yes:       ✓                          no:       

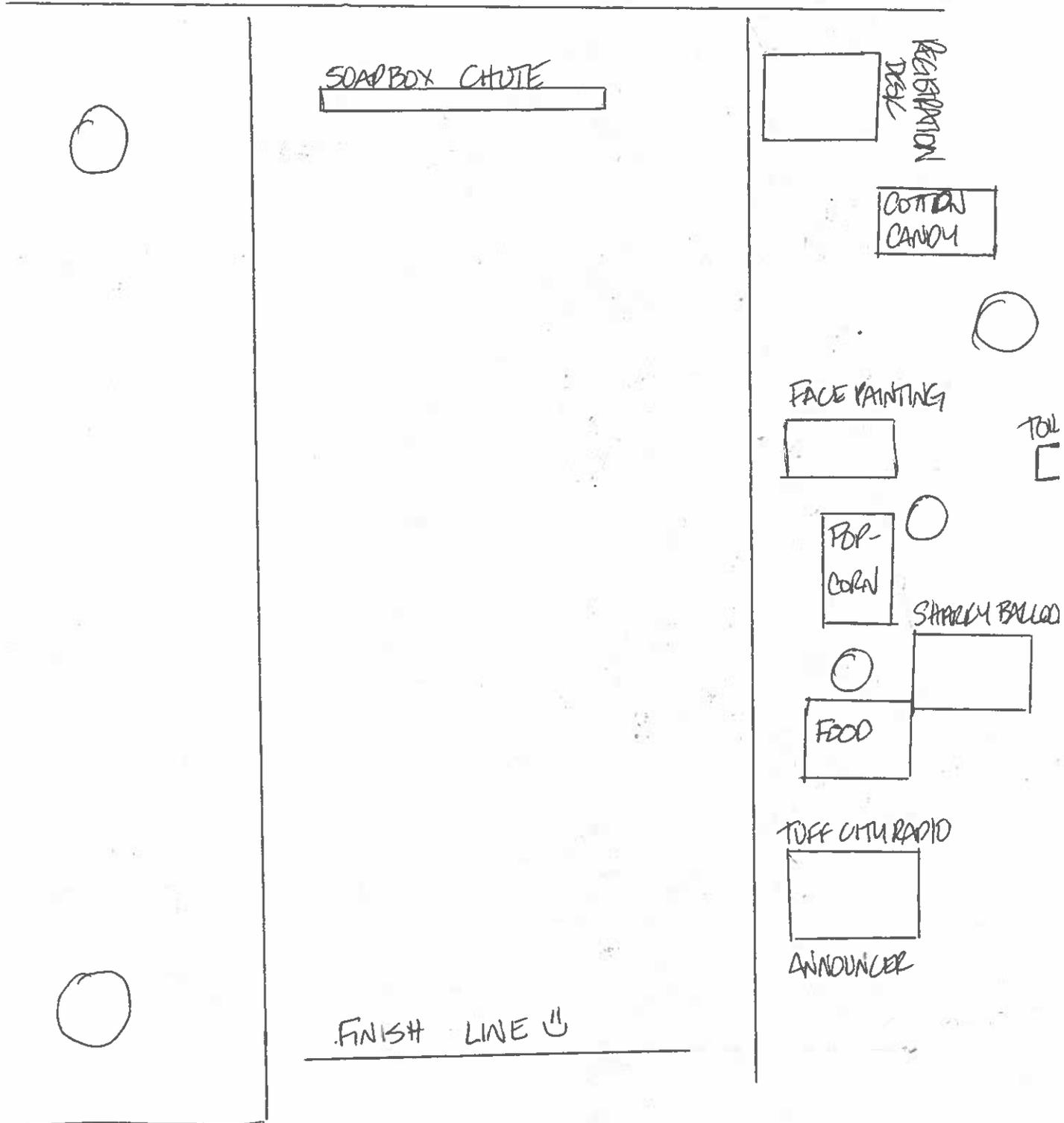


Initial required

**INDEMNITY AGREEMENT**

Without limiting any other obligation of the Applicant under this application or otherwise, the Applicant hereby agrees to Indemnify and Save Harmless the District of Ucluelet , its elected officials, officers, employees, servants, agents and others from whom the District is in law responsible, from and against any liability, loss, claims, damages, fines, or penalties, cost and expenses (including consulting fees), investigatory and legal expenses, and other actions or course of actions, suits, caused by or attributed to any willful or negligent act, omission, delay, or allegations thereof on the part on the Applicant, its officers, employees, subcontractors, agents, licensees, assignees, invitees or other persons engaged in the event pursuant to this Application or anyone else for whom the Applicant is in law responsible. Should the District be made a party to any litigation by or against the Applicant, then the Applicant will protect, indemnify and hold the District harmless and will promptly pay all costs, expenses, and legal fees (on a solicitor and own client basis) incurred or paid by the District in connection with such litigation upon demand. The Applicant will also promptly pay upon demand all costs, expenses and legal fees (on a solicitor and own client basis) that may occur or be paid by the District in enforcing the terms, covenants and conditions in this application. The Applicant's obligation

PENINSULA ROAD.



CEDAR ROAD.

○ - Garbage.



July 24, 2023

Mayor and Council  
District of Ucluelet  
200 Main Street,  
Ucluelet, BC

Dear Mayor and Council

We are writing to ask the District of Ucluelet to show its support for local news media by following the example of the Province of British Columbia and the Federal and Quebec governments and stop all advertising with Meta platforms Facebook and Instagram. We are also asking that you direct staff to divert the portion of your advertising budget spent on Meta to invest in local news media.

The Westerly News needs your assistance to safeguard the ongoing ability of our journalists to continue to report freely on matters of public interest. Canadian media is facing unprecedented challenges that are affecting our ability to continue to publish journalism that readers can trust. Our huge audience growth over the past ten years isn't reflected in the advertising investment by governments and private corporations. As audience numbers continued to grow at an unprecedented pace, media investment supporting Canadian news organizations has dropped from 23.1 per cent in 2014 to a mere 5.7 per cent in a five-year span.

With the passage of Bill C-18, the Online News Act, Meta has announced it will remove all accredited news content from its pages rather than negotiate a fair deal with Canadian news media. Google has also indicated that unless its demands are met, it will deindex news organizations, making it impossible for Canadians to find local news sources using Google search.

More than ever, democratic principles are under attack from bad actors that spread information at a rate only made possible by algorithm-driven mega-companies like Meta that control almost every facet of our information networks.

Trusted news sources like The Westerly News are an important indicator of a thriving democracy. We've gained huge audiences by adding balance in an increasingly unbalanced world and by helping to communicate the work being done by many non-profit organizations, service clubs, business associations and individuals to build a better community for all. Black Press Media averages more than 4.1 million unique views a month on our news sites including The Westerly News and we employ more BC-based journalists than any other BC news organization.

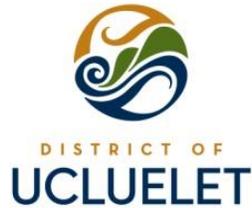
We ask that the District of Ucluelet use its economic clout and join its provincial and Canadian counterparts and governments around the world that are taking a stand at this crucial time in history to proclaim that the power to decide how and what information is shared isn't the purview of an elite group of foreign-based players, but should be in the hands of democratic governments and the people who elect them.

We thank you for your time and we trust the District of Ucluelet will side with Canadian news media and the democratic principles that have shaped our country.

Sincerely,

*Teresa Bird*

Teresa Bird  
Publisher  
Westerly News



## INFORMATION REPORT

Council Meeting: August 8, 2023

500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE No:** 5560-01

**SUBJECT:** DISTRICT WATER LEVELS, CONSERVATION AND STAGED RESTRICTIONS

**REPORT No:** 23- 115

**ATTACHMENT(S):** APPENDIX A – AQUIFER LEVELS AND RAINFALL

APPENDIX B – GOVERNMENT OBSERVATION WELL No. 329

APPENDIX C – LOST SHOE CREEK AQUIFER MAP

APPENDIX D – 4-STAGE LIMITATIONS AND WATER USE

### PURPOSE:

This report provides information regarding current and historical water aquifer levels, water conservation and restrictions, and the development of a policy to formalize water usage within the District.

### REPORT:

Staff are providing information on the current, historic, and anticipated levels in the Lost Shoe Creek Aquifer.

1. The Lost Shoe Creek Aquifer has two independent monitoring stations which provide current and historical data on water levels. Both data sets combined provide a highly reliable longitudinal measure of aquifer levels.
  - a. The District of Ucluelet’s Supervisory Control and Data Acquisition (SCADA) system monitors and records ground water levels daily and stores data for up to 3 years.
  - b. The provincial Observation Well No. 329 monitors and records ground water levels daily and stores data for up to 30 years.
2. The Lost Shoe Creek Aquifer is currently 7.79 meters. Our aquifer levels run at a peak level of approximately 10.5 meters in the rainy season with an average dry seasonal level of 8 meters. The District mandate of water usage in Ucluelet is **General Water Conservation**. Staff are preparing for the high likelihood of continued low rainfall and declining water aquifer levels into the Fall and early winter.
3. A table defining water use restrictions has been prepared and is in draft form. The table defines 4 stages of water use restrictions which are linked to the aquifer. The stages in restrictions rise and fall proportionally with the aquifer water levels. Staff will continue to

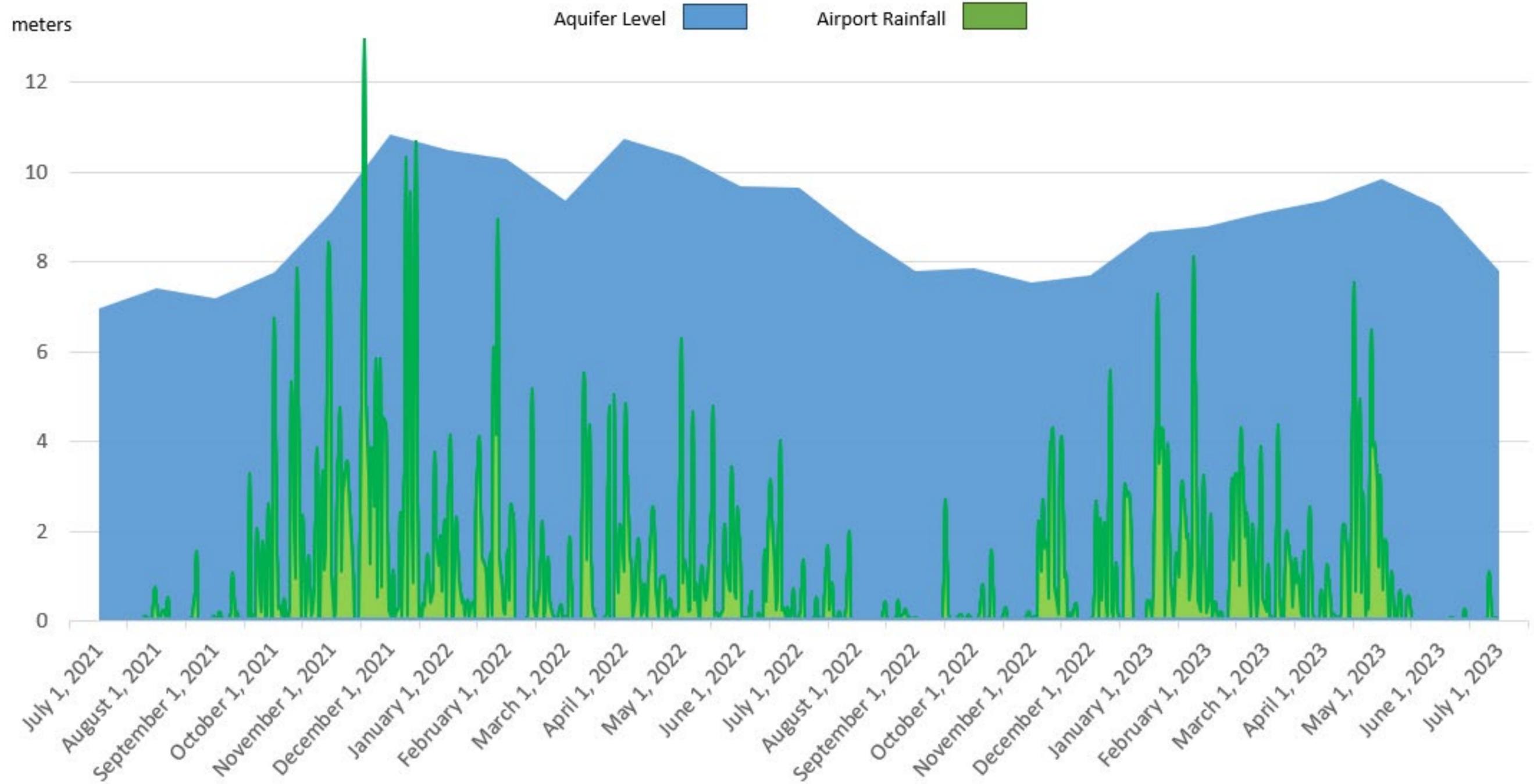
monitor aquifer levels closely. If a need for added caution develops, a community update calling for the appropriate stage restriction will be issued.

4. District staff are also preparing a water conservation and restriction policy to formalize water usage within the District. The policy will be developed in the coming months in anticipation of implementation prior to the summer of 2024. A key to the success of the policy will be fulsome engagement with community water users, most notably the commercial and industrial users that have the largest effect on water use and potential conservation gains.

Respectfully submitted:            James Macintosh, Director of Engineering Services  
   Duane Lawrence, CAO

APPENDIX A – AQUIFER LEVELS AND RAINFALL

### Lost Shoe Creek Aquifer and Rainfall





APPENDIX B – GOVERNMENT OBSERVATION WELL NO. 329

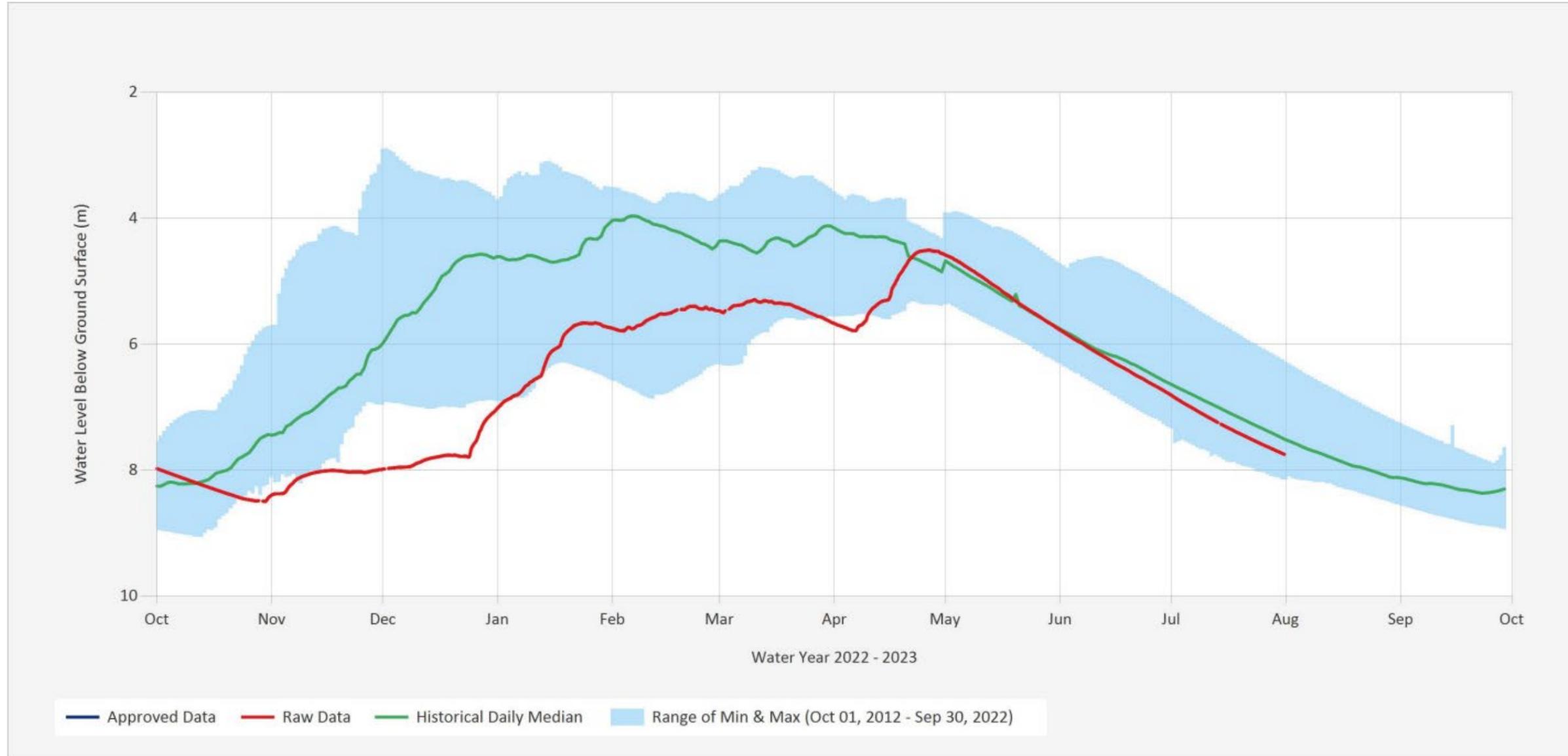
Groundwater Level Statistics Chart

Aug 1, 2023 | 1 of 1

Groundwater.OW329.Groundwater Level Statistics Chart

Source Data: SGWL.Working@OW329

Location: OBS WELL 329 - UCLUELET (HWYS YARD), Latitude: 48.994962, Longitude: -125.59433, Elevation: : 0 m



The statistics (median/min/max) are based on the previous 10 years of available data prior to the current Water Year

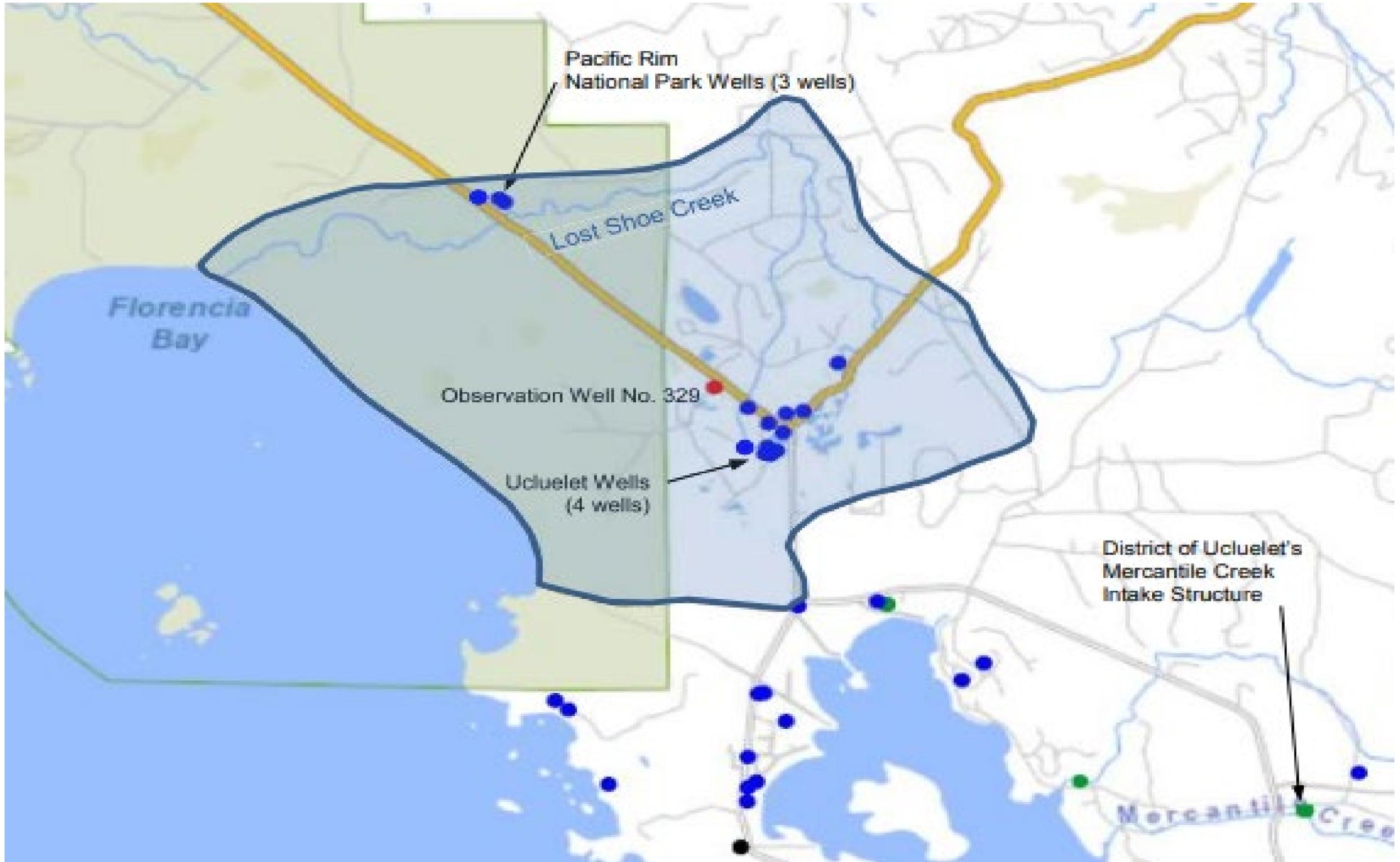
The statistics (median/min/max) are only displayed for wells with at least two years of data

The Groundwater Level Statistics Chart is only available for Active Wells

Data last appended: July 31, 2023 13:00 UTC+00:00

Status: Active







## 4-Stage Limitations of Water Usage

Aquifer Levels and Stages	Stage	Meters of Aquifer	All Users
<div style="text-align: center;"> <h3>Lost Shoe Creek Aquifer 4-Stage Restrictions</h3> <p>Legend: Median</p> </div>	1	7m	<ul style="list-style-type: none"> <li>Watering of lawns, gardens, trees and landscaped areas is restricted to use of a hand-held hose with an automatic shut-off mechanism, hand-held canister, or use of a sprinkler or a drip irrigation system:</li> <li>Odd numbered civic addresses may water on Monday and Thursday between the hours of 6 AM to 9 AM and 7 PM. and 10 PM; and</li> <li>Even numbered civic addresses may water on Tuesday and Friday between the hours of 6 AM and 9 AM and 7 PM and 10 PM</li> <li>All other outdoor uses of water may only be undertaken with the use of containers or a hand-held hose with an automatic shut-off mechanism.</li> </ul>
	2	6m	<ul style="list-style-type: none"> <li>Watering of lawns, gardens, trees and landscaped areas is prohibited except for the watering of food plants by hand-held hose with an automatic shut-off mechanism or hand-held canister as follows:</li> <li>Odd numbered civic addresses may water on Monday and Thursday between the hours of 6 AM to 9 AM and 7 PM and 10 PM; and</li> <li>Even numbered civic addresses may water on Tuesday and Friday between the hours of 6 AM and 9 AM and 7 PM and 10 PM</li> <li>All other outdoor use of water is prohibited except to the minimum extent to remove salt water and provide basic hygienic cleaning.</li> <li>For clarity, filling or refilling of hot tubs is prohibited.</li> </ul>
	3	5m	<ul style="list-style-type: none"> <li>All outdoor use of water is prohibited.</li> </ul>
	4	4.5m	<ul style="list-style-type: none"> <li>All outdoor use of water is prohibited.</li> <li>Indoor use of water is restricted to drinking purposes and use for sanitation purposes.</li> </ul>





**MONTHLY  
Mayor's / Chief's / President's  
POLICING REPORT  
June, 2023  
Ucluelet Detachment  
"E" Division  
British Columbia**



Royal Canadian Mounted Police  
Gendarmerie royale du Canada

Calls for Service: 119

### **Annual Performance Plan (A.P.P.'S) Community Priorities**

- (1) Crime Reduction
  - a) Speed Enforcement / Awareness
- (2) Build and Maintain Relations with the Community
  - a) Community Involvement
  - b) Reconciliation
- (3) Vulnerable Persons
  - a) Community Referrals

### **High Risk Charges**

Domestic Violence Charges: 1

Sexual Assault Charges: 0

### **Crime Reduction**

#### **Road Safety**

Check stops: 0

Impaired Driving: 3 files no charges

Traffic Tickets: 0

Written Warning: 1

### **Build and Maintain Relations with the Community**

#### **Community Involvement**

- Members and staff attended to the school sports day and BBQ.
- Members and staff attended to the unveiling of the Totem Pole in front of the high school.
- Members and staff attended the elementary school for the grade 7 grad.
- Members and staff attended to the high school grad.
- Sgt. JONES attended to the Mayor and Council meeting. The new leadership report was presented and Sgt. JONES introduced Cst. SIMKINS.

- Cst. HARRY assisted with the Van Isle 360 event by being out in the RCMP boat and directing traffic in to the docks. After the event Cst. HARRY attended to the dinner and was recognized for his efforts.
- Joint vessel patrols (out on the water) have begun where RCMP members team up with other agencies to conduct patrols of the waters to educate and (when necessary) enforce various statutes. The RCMP boat has become more visible in the waters.

### **Reconciliation**

- Cst. HARRY continues to dedicate a considerable amount of his personal time by helping out and visiting with elders, helping out community members, participating with the local daycare and attending community functions in both Hitacu and Macoah. This officers dedication to the community members in these areas is invaluable.
- Other detachment members have begun conducting proactive visits to the communities to open positive interactions with community members.

### **Vulnerable Persons**

#### **Community Referrals**

2 for the month of June.

### **Other Police Services**

#### **Criminal Record Checks**

Criminal record / Vulnerable Sector checks: 10

OCCURRENCES	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Assaults (Not including sexual assaults)	3	22	1	46
Sexual Offences	0	6	1	12
Break and Enters (Residence & Business)	1	10	1	7
Theft of Motor Vehicle	0	2	0	5
Theft Under \$ 5000.00	5	9	3	22
Theft Over \$ 5000.00	0	2	0	3
Drugs ( Possession )	0	4	0	0
Drugs ( Trafficking )	1	2	0	3
Causing a Disturbance	6	20	6	32
Liquor Act	3	15	5	40
Mischief - damage to property	1	12	3	37
Mischief - obstruct enjoyment	5	9	2	12
Impaired Driving	3	21	6	28
IRP / 24 hr suspension	0	7	4	10
Utter threats	2	8	1	14
Bylaw	6	18	6	40
Mental Health	7	16	1	28
<b>Total Calls for service</b>	119	535	162	1307

<b>JUSTICE REPORTS</b>	<b>Current Month</b>	<b>Year to Date</b>	<b>Current Month of previous year</b>	<b>Previous Year Total</b>
Victim Services Referral - Accepted	2	4	0	2
Victim Services Referral - Declined	1	5	0	0
Victim Services - Proactive Referral	0	0	0	0
Restorative Justice Referrals	0	0	0	0
<b>Prisoners Held</b>	6	19	8	43
<b>Prisoners escorted</b>	3	3	0	0
<b>Liquor Destroyed Immediately</b>	2	3	0	4

Should you have any questions or concerns regarding this report, please feel free to contact me to discuss.

Prepared by: Sgt. Marc JONES

Telephone: 250 726-7773

Email: marc.jones@rcmp-grc.gc.ca

Extended Distribution List:  
District Advisory NCO





**MONTHLY  
Mayor's / Chief's / President's  
POLICING REPORT  
July, 2023  
Ucluelet Detachment  
"E" Division  
British Columbia**



Royal Canadian Mounted Police  
Gendarmerie royale du Canada

Calls for Service: 159

**Annual Performance Plan (A.P.P.'S) Community Priorities**

- (1) Crime Reduction
  - a) Speed Enforcement / Awareness
  
- (2) Build and Maintain Relations with the Community
  - a) Community Involvement
  - b) Reconciliation
  
- (3) Vulnerable Persons
  - a) Community Referrals

**High Risk Charges**

Domestic Violence Charges: 0

Sexual Assault Charges: 0

**Crime Reduction**

**Road Safety**

Check stops: 1  
Impaired Driving: 4 files no charges  
Traffic Tickets: 0  
Written Warning: 1

**Build and Maintain Relations with the Community**

**Community Involvement**

- Members and staff attended to the Canada Day celebrations.
  
- Members, staff, family members and West Coast Marine section attended to and participated in the Ukee day parade and volunteered at various venues.
  
- Impaired driving unit was up again this month and in combination with detachment members checked over 300 vehicles.

**Reconciliation**

- Cst. HARRY continues to dedicate a considerable amount of his personal time by participating in the following:
  - a) Playing ball with the youth
  - b) Bringing food to elders
  - c) Having lunch with the elders
  - d) Attending the youth day camp
  - e) Attending a drum making session
  - f) Attending an elder's dinner
  - g) Attending the newly formed walking group
  - h) Attending the warriors camp and camping out with the youth
  - i) Taking part in a canoe journey
  
- Detachment members have continued to do proactive visits to the communities to open positive interactions with community members.

### **Vulnerable Persons**

#### **Community Referrals**

1 for the month of July.

### **Other Police Services**

#### **Criminal Record Checks**

Criminal record / Vulnerable Sector checks: 13

OCCURRENCES	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Assaults (Not including sexual assaults)	1	23	0	46
Sexual Offences	0	6	0	12
Break and Enters (Residence & Business)	1	11	1	7
Theft of Motor Vehicle	1	3	1	5
Theft Under \$ 5000.00	2	11	2	22
Theft Over \$ 5000.00	2	4	0	3
Drugs ( Possession )	0	4	0	0
Drugs ( Trafficking )	0	2	0	3
Causing a Disturbance	6	26	3	32
Liquor Act	6	21	5	40
Mischief - damage to property	2	14	3	37
Mischief - obstruct enjoyment	10	19	1	12
Impaired Driving	4	25	4	28
IRP / 24 hr suspension	4	11	3	10
Utter threats	0	8	3	14
Bylaw	4	22	10	40
Mental Health	3	19	1	28
<b>Total Calls for service</b>	159	694	153	1307

<b>JUSTICE REPORTS</b>	<b>Current Month</b>	<b>Year to Date</b>	<b>Current Month of previous year</b>	<b>Previous Year Total</b>
Victim Services Referral - Accepted	0	4	0	2
Victim Services Referral - Declined	2	7	0	0
Victim Services - Proactive Referral	0	0	0	0
Restorative Justice Referrals	0	0	0	0
<b>Prisoners Held</b>	6	25	2	43
<b>Prisoners escorted</b>	2	5	0	0
<b>Liquor Destroyed Immediately</b>	0	3	0	4

Should you have any questions or concerns regarding this report, please feel free to contact me to discuss.

Prepared by: Sgt. Marc JONES

Telephone: 250 726-7773

Email: marc.jones@rcmp-grc.gc.ca

Extended Distribution List:  
District Advisory NCO















## Admin Support

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**From:** BC Honours and Awards HAS:EX <bchonoursandawards@gov.bc.ca>  
**Sent:** July 25, 2023 3:47 PM  
**Subject:** Medal of Good Citizenship - Call for Nominations

[External]



**Do you know a deserving citizen in your community? Nominate them today!**

Nominations are open for the Province's **Medal of Good Citizenship** for 2023. This prestigious medal recognizes people who have made outstanding contributions to their communities without expectation of remuneration or reward. The medal reflects people's generosity, service, acts of selflessness and contributions to community life.

Please nominate someone you feel meets the criteria and share this e-mail with others in your organization and/or community. You can also download or share a promotional poster by clicking [here](#).

Nominations are due by **Monday, September 4, 2023**. Submissions received after this date will be considered for 2024.

For nomination forms and additional information on this honour, [please visit our website](#).

Thank you in advance for your time and support in nominating exceptional citizens in your community.





July 31, 2023

Re: Clayoquot Biosphere Trust annual update

Dear Mayor and Council,

The Clayoquot Biosphere Trust (CBT) staff and board are excited to share our [latest Annual Report](#), highlighting our recent programs and grants. We would like to express our gratitude for all the volunteers and partners with whom we collaborate; as a UNESCO Biosphere and Community Foundation, none of what we do would be possible without your continued support.

The region is part of a world network of over 700 UNESCO Biospheres: special places that have made a commitment to sustainable development guided by global plans that coordinate local action. We reflect on our efforts every 10-years in a formal process called the periodic review. We are grateful for the feedback provided during this process and committed to taking these words to heart as we move forward. Last year, we received the news of the successful redesignation of the Clayoquot Sound Biosphere Region. Our next review will address 2020-2030, declared by the UN as The Decade of Action, an urgent call to accelerate sustainable solutions to the world's challenges utilizing the 17 Sustainable Development Goals as our guide.

This past year, CBT has continued momentum towards the establishment of the Biosphere Centre, which will be centrally located in Tofino. With 9,400 square feet of purpose-designed space, the Centre includes flexible indoor and covered outdoor teaching and exhibition space, research and collaboration spaces, an Elders room, a publicly accessible library and archives area, a teaching kitchen, an interactive UNESCO visitor centre, and 2 residential housing units. This is a legacy project that will touch the lives of all residents of the Biosphere and share the inspiration of this region and its global significance with visitors in the years ahead. Please let me know if you'd like to learn more about our progress on this significant capital project.

All First Nations and communities in the region participate on the [CBT Board of Directors](#). We want to especially recognize Sarah Butterworth (director) and Toni Buston (alternate director), the District of Ucluelet's representatives on the CBT board, for their contributions.

Thank you for your continued commitment to and participation in the CBT. Please reach out if you'd like to learn more about any of our projects (725.2219; [rebecca@clayoquotbiosphere.org](mailto:rebecca@clayoquotbiosphere.org)).

Sincerely,

Rebecca Hurwitz  
Executive Director

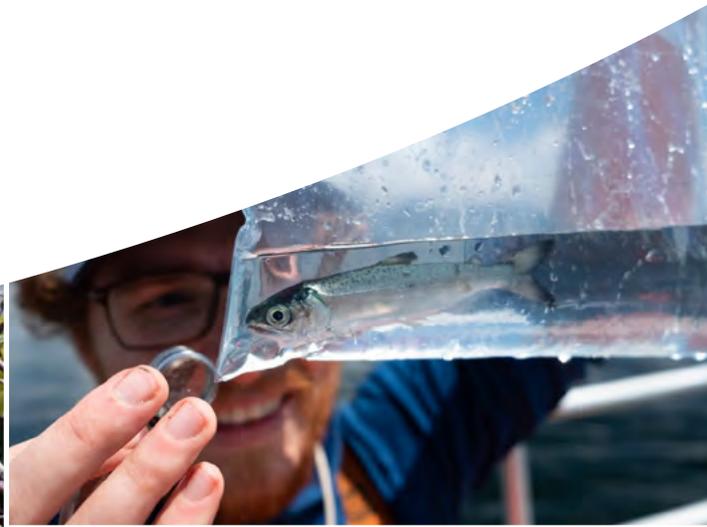
PO Box 67, 316 Main Street, Tofino BC Canada V0R 2Z0

T 250.725.2219

[clayoquotbiosphere.org](http://clayoquotbiosphere.org)

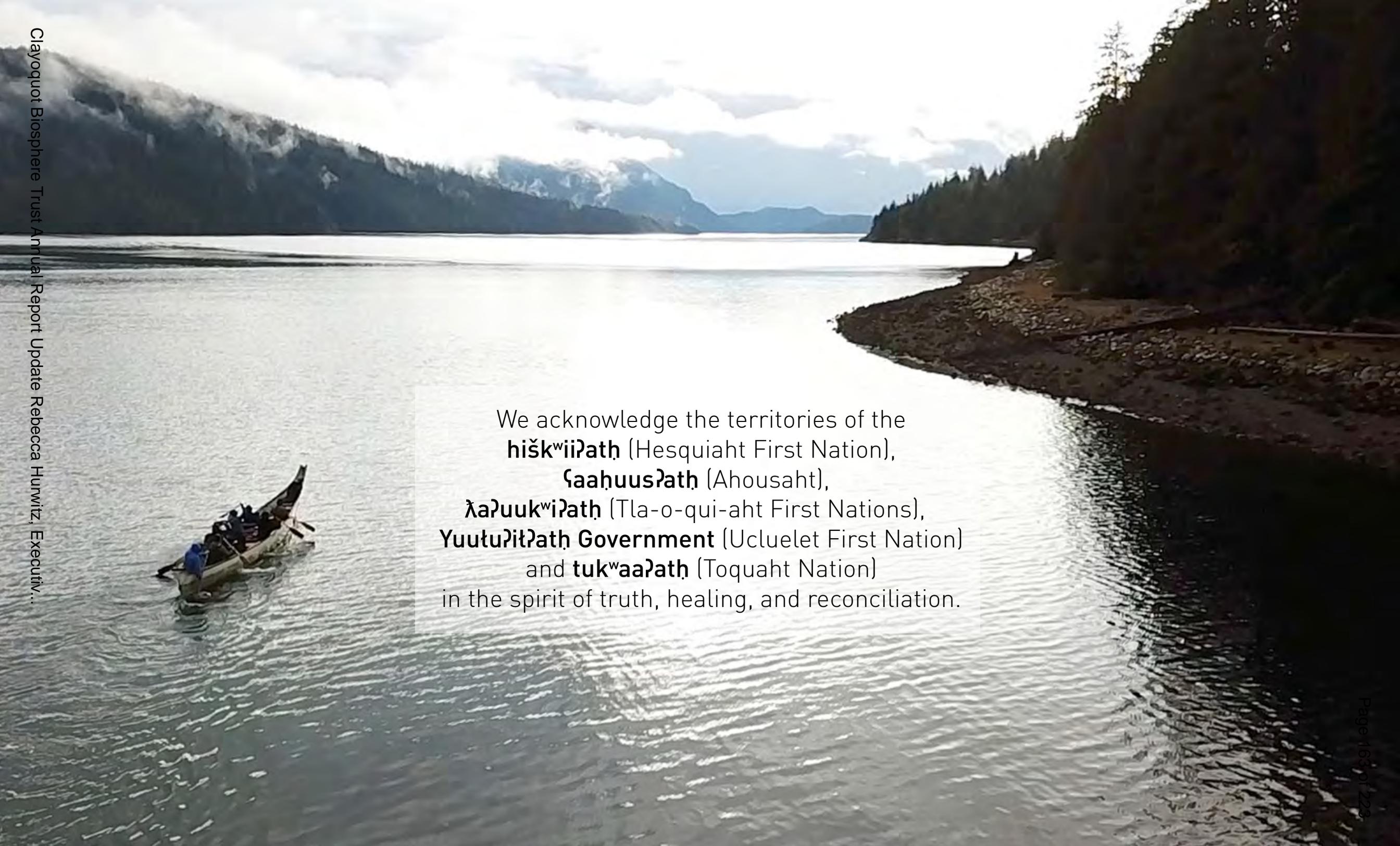
Clayoquot Biosphere Trust Annual Report Update Rebecca Hurwitz, Executiv...





2022 Annual Report

Globally-minded • Ecosystem-oriented • Community-driven



We acknowledge the territories of the  
**hiškwiiᑭath** (Hesquiaht First Nation),  
**ᑭaaᑭuusᑭath** (Ahousaht),  
**ᑭaaᑭuusᑭath** (Tla-o-qui-aht First Nations),  
**Yuutuᑭiᑭath Government** (Ucluelet First Nation)  
and **tukᑭaaᑭath** (Toquaht Nation)  
in the spirit of truth, healing, and reconciliation.

# From the Co-chairs

For the Clayoquot Biosphere Trust (CBT), 2022 was a year relearning how to gather and collaborate in the post-pandemic context to best promote the health of individuals, communities, and ecosystems throughout the Clayoquot Sound Biosphere Region. Contributing to this sense of change and re-emergence were the many new team members we welcomed following the departure of several long-term directors and staff. We're grateful to those who have contributed their time and talents to the CBT in recent years.

Continuing on our commitment to become a more equity driven organization, we began exploring changes to our granting programs: changes directly informed by community members leading the work we support. We conducted a deep review of the CBT Vital Grants program, in which project leaders provided feedback to make Vital Grants—and all CBT grants—better able to effectively meet the needs of communities and organizations.

We also made significant progress towards our goal of building the Biosphere Centre, a regional hub where innovative programs provide opportunities to learn, connect, and share ideas, and where, ultimately, we craft solutions that benefit all people in the region. Following a successful property rezoning in April, significant work on both design and fundraising began in earnest.

*Looking ahead, and grounded by our reflection on where we stand today and how we came to be here, we're feeling hopeful. We are inspired by the fresh perspective and energy of new team members and are moving forward in a community-informed direction.*

**Ruth Charleson and Nicky Ling**  
Co-chairs, Board of Directors, Clayoquot Biosphere Trust



## Board of Directors

- Ariane Shaw – At-large – Director
- Elyse Goatcher-Bergmann – At-large – Director
- Mike Davis – District of Tofino – Treasurer
- Moses Martin – Tla-o-qui-aht First Nations – Interim Director
- Naomi Mack – Toquaht Nation – Secretary
- Nicky Ling – Alberni-Clayoquot Regional District – Co-chair
- Ruth Charleson – Hesquiaht First Nation – Co-chair
- Tom Campbell – Ahousaht – Director
- Toni Buston – District of Ucluelet – Director
- Zoltan Schafer – Yuuʔitʔath Government – Director

## Board Advisors

- Kendall Woo & Olga Nassinovkaia – Environment and Climate Change Canada
- Linda Higgins & Denise Koshowski – Fisheries and Oceans Canada
- Jazz Amyot & Dave Tovell – Parks Canada
- Rhonda Morris & Jennifer Sibbald – Province of British Columbia

# Vision

The community of the Clayoquot Sound UNESCO Biosphere Region (CSBR) will live sustainably in a healthy ecosystem, with a diversified economy, and strong, vibrant, and united cultures, while embracing the Nuu-chah-nulth First Nations living philosophies of *iisaak* (living respectfully), *qwa' aak qin tiič mis* (life in the balance), and *hišukniš čawaak* (everything is one and interconnected).



# Our Team



- Brooke Wood – Manager of Community Initiatives
- Colin Robinson – Operations and Communications Coordinator
- Erika Goldt – Eat West Coast Lead
- Jason Sam – Program Coordinator
- Michelle Hall – Campaign and Donor Relations Lead
- Nicole Gerbrandt – Director of Education, West Coast NEST
- Rebecca Hurwitz – Executive Director
- Rosalee Brown – Administrative Assistant
- Tsimka Martin – Literacy Coordinator
- Verena Merkel – Finance Coordinator

Champions,  
change-makers,  
builders, stewards.  
Researchers, helpers,  
advocates, allies. We are  
a catalyst for positive change  
and a sustainable future.

# Co-leading Sustainability Knowledge Development @ Education

## Biodiversity Conservation in the Biosphere

The CBT is coordinating a project to support and strengthen biodiversity conservation activities in the region. Looking beyond traditional parks and protected areas, the project provides funding and logistical support for “other effective conservation measures,” including Indigenous Protected and Conserved Areas, that can contribute to Canada’s conservation area targets.

In 2022, the CBT provided support for numerous stewardship and restoration projects including:

- Hesquiaht Harbour Slope Stabilization – Hesquiaht Nation and Redd Fish Restoration Society
- Atleo River Watershed Restoration Project – Maaqutusiis Hahoulthee Stewardship Society and Redd Fish Restoration Society
- Tribal Parks Guardian Support for Stewardship & Conservation – Tla-o-qui-aht First Nations
- WildSafeBC Human-wildlife conflict mitigation – BC Conservation Foundation

*In collaboration with the Canadian Biosphere Reserves Association, the CBT played a lead role in securing funding from Environment and Climate Change Canada to support activities in the region and in 18 other UNESCO biosphere regions across Canada.*



## Indigenous-led Westcoast Stewardship Corridor

Administered by the CBT, the Indigenous-led Westcoast Stewardship Corridor (ILWSC) is an initiative to bring together Indigenous and non-Indigenous land and water stewards along the west coast of Vancouver Island—from Hesquiaht in the north to Sc’ianew (Beecher Bay) in the south—to collaborate, share knowledge, and plan for greater ecological, cultural, spiritual, and economic activity.

In 2022, the ILWSC Steering Committee connected with representatives from each of the 13 First Nations within the corridor to introduce the concept of the initiative, to better understand each Nation’s stewardship visions and values, and to develop an overall vision that best aligns with each Nation. Eleven of the 13 Nations participated and shared perceived barriers, challenges, and opportunities that participating in the ILWSC Corridor might present and areas for future collaboration. This effort resulted in a report presenting the key findings of the research and the next steps forward. This research was funded by CBT and Nature United.

## Sydney Inlet Soundscape Monitoring Program

With permission from Ahousaht and in collaboration with local researchers, the CBT coordinates an ongoing acoustic ecology project in a remote inlet in Clayoquot Sound. 2022 research activities included deployment of under-water microphones for a total of four weeks over two deployment periods in winter and spring. Acoustic recordings were also conducted in three terrestrial locations.

# Strengthening Healthy Communities, Ecosystems, and Economies

The CBT's food security initiative, **Eat West Coast**, continued to help local communities and organizations develop effective, community-based responses to food-access challenges and increase knowledge around making healthy, affordable food choices.

## Significant initiatives in 2022 include:

- co-coordinating the Coastal Agriculture Roundtable, a standing committee of the Alberni-Clayoquot Regional District focused on advancing regional food production,
- continuing our ongoing food preservation program providing knowledge and equipment, launching of a program focusing on food and social connectedness for seniors and elders, and nourishing families in need with good food boxes.



Project spotlight: Introduction to Jewellery Making for Youth

With the goal of introducing youth to a new craft and showcasing how arts can be a career focus, Tofino-based LF Jewellery led an inclusive jewellery-making workshop, expanding the number of spots available to ensure everyone interested was able to participate. Youth had the chance to learn and create necklaces and rings, building friendships, confidence, and hands-on creative skills. *Way to go everyone!*



## Neighbourhood Small Grants

Neighbourhood Small Grants (NSG) provide individuals with \$50-500 to support grassroots community-building initiatives.

With increasing ability to get together in person again, NSG supported many gatherings in 2022 that had not been possible in recent years.

Our program awarded 33 grants (\$13,900) over two cycles:

**green grants** in the spring (19 grants for a total of \$7,000)

**culture grants** in the fall (14 grants for a total of \$6,900)

We continued our collaboration with the Tofino-Ucluelet Culinary Guild, which supplemented food-related projects with in-kind grocery donations.

Thank you to Westcoast Community Resources Society for continuing to partner with the CBT in support of this project and to all of the funders and project leaders for making 2022 such a successful year for Neighbourhood Small Grants!

# Empowering Youth

## Education Awards

In partnership with Genus Capital Management, the CBT grants two \$12,608 education awards annually. The awards are based on community involvement, personal reference letters, a proposed education plan, and academic achievement.

The Central Region Nuu-chah-nulth Education Award is shared between Jaden Frank and Alden Campbell.

**Jaden Frank**, a Tla-o-qui-aht member living in Port Alberni, is studying to be an early childhood educator (ECE) at Vancouver Island University. Jaden volunteered for years helping with community events like Elder’s Christmas dinners and potlatches. Jaden would not only serve Elders or help with event logistics, but also provide childcare, noting that from a young age she always loved children and babies. Jaden says she is excited to become an ECE because it involves *“not only playing and caring for children, but also teaching them.”*



**Alden Campbell**, from Ahousaht, is studying culinary arts at VIU with the dream of experimenting with cooking techniques, focusing on bringing people together over food. A highly involved community member, Alden planned and led youth activities at the Ahousaht rec centre, played volleyball and basketball, shared his love of food by cooking dinner for special occasions like feasts and birthday parties, and always lending a hand cleaning or setting up events at community spaces.



## Truth and Reconciliation at Ucluelet Secondary School

With support from the Legacy of Hope Foundation, the CBT coordinated a Truth and Reconciliation project at Ucluelet Secondary School in collaboration with students, staff, and community members in September 2022. Culminating in an exhibit attended by hundreds of community members on the National Day for Truth and Reconciliation, six classes were involved in a range of different activities throughout September including:

- hearing from residential school survivors,
- creating a poetry book honouring survivors,
- researching the TRC Calls to Action and their current progress,
- analyzing the wording associated with official apologies, and
- designing and printing orange t-shirts.



**Pani Ayoubizadeh** from Ucluelet received the Clayoquot Sound Biosphere Education award and is studying science at the University of British Columbia with the goal of becoming a cardiac surgeon. At Ucluelet Secondary School, she volunteered with the school laboratory, the Surfrider Youth Club, student council, and competed on the cross-country running team. She also volunteered at the Ucluelet Aquarium and was a member of the British Columbia Youth Parliament. Pani says, *“I hope to inspire other immigrants like me to step out of their comfort zone and try to get involved in their new communities. Home is not simply where you were born, but it is the place where you step out of your comfort zone and pursue your passions with purpose.”*

# Establishing the Clayoquot Sound Biosphere Centre

The CBT has continued momentum towards the establishment of a Biosphere Centre, a culturally safe knowledge hub in Tla-o-qui-aht Territory. The Centre will bring the communities of Tla-o-qui-aht, Ahousaht, Hesquiaht, Yuuʔitʔath, Toquaht, Ucluelet, and Tofino to advance reconciliation, youth empowerment, climate action, biodiversity conservation, and sustainable development. We envision a place to unite people through grassroots initiatives and place-based experiential learning, generating a legacy of social responsibility, economic resiliency, and environmental sustainability.

With approximately 9,400 square feet of purpose-designed space over three levels, the Centre includes flexible indoor and covered outdoor teaching and exhibition space, research & collaboration spaces, an Elders room, a publicly accessible library & archives area, a teaching kitchen, an interactive UNESCO visitor centre, and 2 residential housing units.

This is a legacy project that will touch the lives of all residents of the Biosphere and share the inspiration of the West Coast and its global significance with hundreds of thousands of visitors in the years ahead.

*Learn more about the Clayoquot Sound Biosphere Centre here.*

In celebration of the of the rezoning process in April, we held a small cleansing ceremony on the land with Tla-o-qui-aht cultural workers Chris and Hayden Seitcher to reflect with gratitude on the work done to date and to envision work to come.



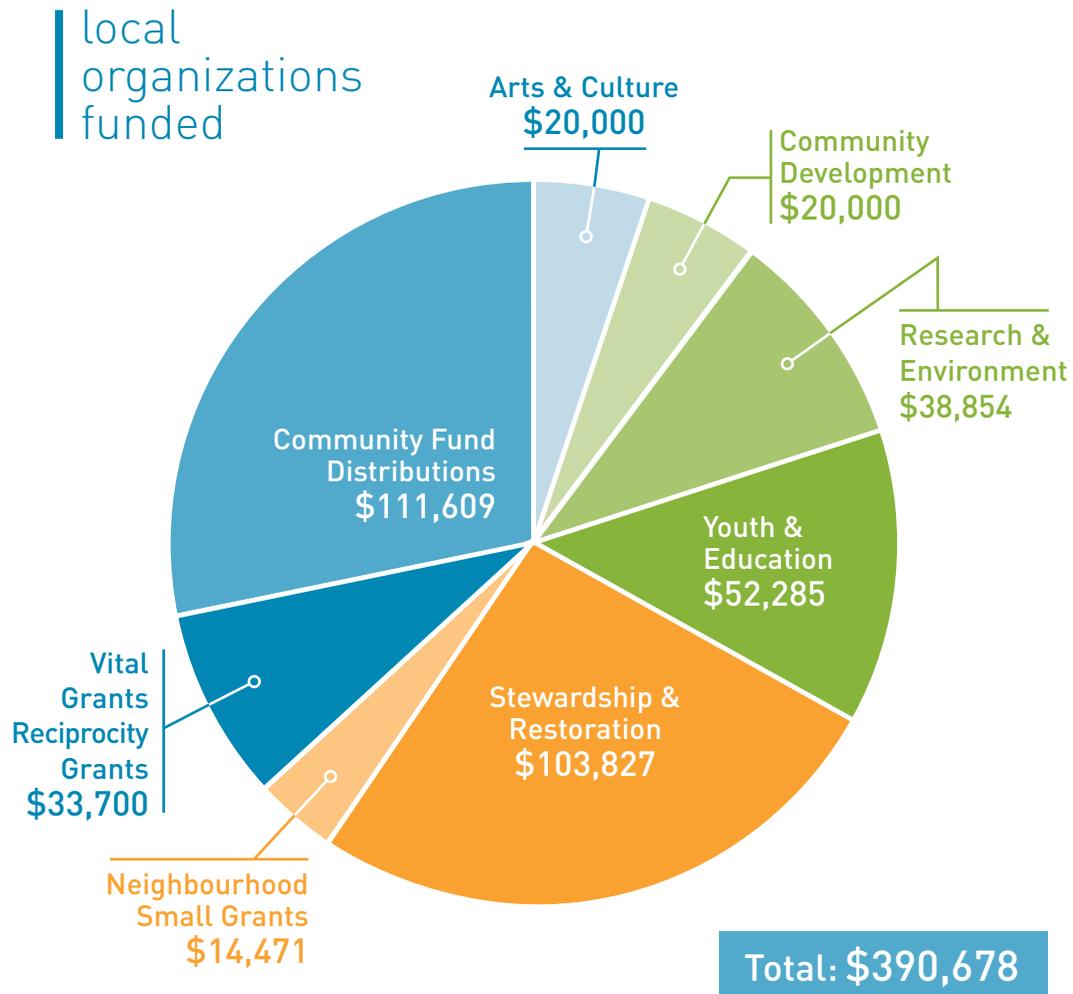
With MOTIV Architects, the CBT hosted design workshops and open houses for community members and project partners. We are honoured to have received over 55 letters of support from partners, education institutions, NGO's, businesses and other organizations.



*The CBT has committed to achieving the Living Building Challenge (LBC). The LBC invites a design that cultivates a symbiotic relationship between people, communities, and nature. A flower is used as a metaphor for LBC and is based on seven core performance areas represented by each petal.*

To get involved or contribute to the Biosphere Centre, contact Michelle Hall at [michelle@clayoquotbiosphere.org](mailto:michelle@clayoquotbiosphere.org).

# 2022 Grants by the numbers



# Funded Projects

## Arts & Culture

- Toquaht Nation** - Toquaht Intermediate Carving Workshop
- Wild Pacific Trail Society** - Ancient Cedars Voice Box
- Carving on the Edge Festival Society** - Canoe Carving at Naa'Waya'Sum Gardens
- Pacific Rim Arts Society** - Missoula Children's Theatre
- Wickaninnish Community School** - Afterschool Central Dialect classes
- Seal Folk Productions** - Qwayaciik
- Coastal Queer Alliance** - Coastal Queers Concert

## Community Development

- Yuuluʔilʔath Government**
  - UFN Trail Crew: Collaborative Sustainable Trail Building Training
- Maaqutsiis Hahoulthee Stewardship Society**
  - Revisiting our Haahoulthee (Ahousaht Territory)
- Westcoast Community Resources Society** - Wellness Markets
- Westcoast Community Resources Society** - Sexual Assault Response Program
- District of Ucluelet** - Youth Cooking Classes

## Research & Environment

- Ucluelet Aquarium Society** - Ucluelet Harbour Eelgrass Survey
- Wetland Stewards for Clayoquot and Barkley Sounds**
  - Waaʔit habitat stewardship on tukʔaaʔath lands
- Redd Fish Restoration Society** - Barkley Sound Kelp Monitoring
- Redd Fish Restoration Society** - Invasive Yellow Flag Iris Volunteer Project
- Pacific Peoples Partnership** - ʔihukcáa RedTide International Indigenous Climate Change Gathering

## Youth & Education

- Ahousaht fisheries** - Food security teaching traditional hunting and gathering
- Carving on the Edge Festival Society** - Through Our Eyes Tla-o-qui-aht Territory Youth District of Tofino - Tofino Youth Night
- Tla-o-qui-aht First Nations Education Department** - Mutaa Surf Summer Camp & Surf Shed Build
- Ucluelet Secondary School** - Exploring the Role of Story and Land in First People's Perspectives
- Ucluelet Secondary School** - USS Surfrider Youth Club Waste Reduction Campaign
- Ucluelet First Nation** - Bamfield Marine Sciences Center Field Trip
- Tla-o-qui-aht First Nations** - Traditional Seafood Harvest
- Warrior Program Fund** - Clayoquot Lake Site Restoration
- Ucluelet Secondary School** - CBT Youth Advisory Committee pilot project

## Biosphere Research Award

- Raincoast Education Society** - Residency and Habitat Use of Migrating Shorebirds in Tofino

## Vital Grants and Reciprocity Funding

- Pacific Rim Hospice Society** - Child and youth grief counselling and education
- Cedar Coast Field Station Society** - Assessing Juvenile Chinook Salmon Survival
- Surfrider Foundation Pacific Rim Chapter** - Love Your Beach Clean
- Yuuluʔilʔath Government** - Land-Based Values Short Film
- Yuuluʔilʔath Government** - Traditional seafood harvest safety and logistics
- Tla-o-qui-aht First Nations** - Tla-o-qui-aht Tribal Parks/Allies Marketing
- Toquaht Nation** - Toquaht Intermediate Carving Workshop
- Westcoast Community Resources Society** - Healthy gatherings for men and families

## Stats



# Regional Programs

## Coastal Family Resource Coalition



The Coastal Family Resource Coalition (CFRC) is a network of west coast health service providers that develops capacity to improve overall health in our communities. Administered by CBT, the CFRC facilitates collaboration to achieve social and cultural sustainable development.

Throughout the year the coalition met monthly and supported several community health projects such as:

- sexual assault response training led by Westcoast Community Resources Society,
- Whistle! Safe rides for patients leaving Tofino General Hospital,
- online and print services directory, and
- the Moe the Mouse language program.

## Coming Together Forum

In 2022, the CFRC hosted the tenth biennial Coming Together Forum in Tofino. This regional health forum brought together community members, service providers, leaders, and decision-makers to identify and address the most pressing health needs. Over 90 people attended the forum including several youth who facilitated a panel discussion.



## The NEST (Nature. Education. Sustainability. Transformation.)

is a regional education tourism collaboration led by the CBT along with communities, organizations, and businesses. NEST connects visiting learners with local knowledge holders for place-based learning, while also expanding education and training opportunities for residents.

Highlights from 2022 include:

- the return in-person programming and visiting school groups to the region,
- the creation of coastal science and conservation learning opportunities for local youth in partnership with local experts and Royal Roads University through a NSERC PromoScience grant, including:
  - growing a collection of place-based StoryMaps sharing regional stories,
  - bringing Tla-o-qui-aht place names and content into StoryMaps, and
  - developing StoryMaps curriculum in partnership with the local school district.
- raising awareness of the United Nations Sustainable Development goals through conferences and events, and
- hosting our 5th annual Fibre Art Retreat (knitting and weaving of textiles ranging from wool to cedar bark) at Black Rock Resort, with eight of our 30 participants returning from previous years.

# Thank you for Giving

Our 2022 donors join a group of committed funders who invest in our region through their donations, grants to our program, or in-kind contributions. We thank each of our donors for placing your trust in us to steward these funds and maximize their impact.

Alberni-Clayoquot Regional District  
 Alex Grame  
 Alex J Davidson  
 Alex Kee  
 Alexandra and Simon Lamond  
 Allan Chase  
 Allan Cloke  
 Andrea and Glenn Dixon  
 Andrew Purdey  
 Andrew White  
 Angela Hill  
 Anne Martin  
 Anonymous  
 Arlene McGinnis  
 Bill & Risa Levine  
 Billy McGinnis  
 Bob Hansen  
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 Bruce Baugh  
 Carmen Sloman  
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 Tofino Resort + Marina Inc.  
 Tofino Saltwater Classic Fishing Society  
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 Tom Westley  
 Tree house Gift Company Ltd.  
 Twisted Pine Trust  
 Ucluelet Brewing Company  
 Ucluelet Consumers Co-operative Association  
 Vancouver Foundation  
 Victoria Foundation  
 Wickaninnish Inn Ltd.  
 Zoe Jordan

A founding contribution from the Government of Canada has supported the CBT programs and grants since our beginning in 2000. We are grateful for their investment in our region through the gift of the Canada Fund, a \$12-million endowment.

## Endowment Funds at Work

CBT has 12 endowment funds that supported regional positive change in 2022.

A few examples include:

Warrior Program Fund provided equipment and logistics for:

- free-diving and marine harvesting
- archery
- small vessel operator training

Saltwater Classic Fund provided:

- grants totaling over \$85,000 to 19 local organizations



Local kids participating in the Tofino Saltwater Classic ball hockey game. The fishing tournament provides funds for many community organizations including Wickaninnish Elementary School.

# Ways to give

A donation to the CBT makes meaningful and lasting impacts in areas that are important to you. From arts and culture to research, from education to the environment, donors and funders come to us to simplify and enhance their charitable giving in the region.

The CBT's 12 community funds include:

- Biosphere Centre Fund
- Biosphere Research Fund
- CBT Operating Endowment Fund
- Clayoquot Sound Wild Salmon Fund
- Debbie Mundy Memorial Scholarship Fund
- Nuu-chah-nulth Language Fund
- Pacific Rim Foundation Fund
- Saltwater Classic Fund
- Tofino Children's Swimming and Water Safety Fund
- Tofino Community Fund
- Warrior Program Fund
- West Coast N.E.S.T. Fund

Today  
for tomorrow

CBT's fully audited financial statements are available on our website.  
Registered Charity Registration #870641727RR0001.



## Fossil Fuel Free Investing

The pooled funds of the CBT are invested in partnership with Genus Capital Management, a pioneer in Canada's divest-invest movement. Genus ensures our funds are not invested in the fossil fuel industry or other socially and environmentally harmful industries, aligning our investments with our long-standing commitment to living sustainably. Genus includes an SDG lens in their investment criteria, working to ensure the investments that drive the local impact of our foundation also advance SDGs in the wider world.

If you have questions about leaving a lasting legacy,

whether through contributing to a fund or starting your own, our executive director, Rebecca Hurwitz, would be pleased to meet with you. As a donor, you can work with the CBT to identify your philanthropic goals, matching your interests with community data and needs.

*Learn more about giving.*



The CBT is the only organization in Canada that is both a community foundation and a UNESCO biosphere.

Both of these networks have embraced the UN Sustainable Development Goals (SDGs) to guide efforts and monitor progress.



The SDGs provide a useful framework that allow us to draw connections between the health of ecosystems and communities in the CSUBR. At the CBT, we have known since our inception that thriving communities and thriving ecosystems go hand in hand, guided by the Nuu-chah-nulth philosophy of *hišukniš čawaak* (everything is one and interconnected).



The CBT is an active member of the Canadian Biosphere Reserves Association as one of 19 UNESCO biosphere reserves in Canada.



The CBT is one of Canada's 191 community foundations.



Creating a better future through biosphere stewardship, philanthropy, and community building.



316 Main Street | PO Box 67  
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**web:** [clayoquotbiosphere.org](http://clayoquotbiosphere.org)  
**email:** [info@clayoquotbiosphere.org](mailto:info@clayoquotbiosphere.org)

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Andrew McCurdy  
Melissa Renwick  
Ben Grayzel



## Admin Support

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**From:** NIC President <president@nic.bc.ca>  
**Sent:** July 20, 2023 1:00 PM  
**To:** Info Ucluelet  
**Subject:** North Island College's BUILD 2026 Strategic Plan and Year 2 Dashboard Report  
**Attachments:** BUILD 2026 Strategic Plan and Year 2 Dashboard.pdf

**[External]**

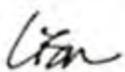
Dear Mayor and Council,

The North Island College (NIC) community has been working together for two years under the guidance of our strategic plan, [BUILD 2026](#), and we are very pleased to share our progress with you in the attached *BUILD 2026 Strategic Plan and Year 2 Dashboard*. The dashboard provides updates on the itemized, measurable goals of this visionary plan, offering inspiring news on expanded educational opportunities that are helping to strengthen this region, from Bamfield to Bella Coola.

*BUILD 2026* was developed through meaningful consultation with the First Nations and communities that NIC has the honour and privilege of serving. Your ongoing input continues to inform this responsive document, as it navigates us toward our mission of working together to build healthy and thriving communities, one student at a time.

*BUILD 2026* serves in tandem with NIC's overarching Indigenization plan, [Working Together](#). These plans are further supported by [Widening Our Doorways](#) (ensuring all learning at NIC is relevant and accessible), [Journeying Together](#) (connecting international students and faculty with Indigenous perspectives) and [The CARE<sup>2</sup> Plan](#) (supporting the mental health and wellbeing of all members of the college community). The five plans and their dashboard reports (as published) are shared on [Engage NIC](#), where we encourage your feedback.

Please reach out to [Danielle Hoogland](#), Community Engagement Liaison if you wish to discuss our progress on the initiatives in *BUILD 2026* or share your vision of how we can better support communities across the region through post-secondary education.




North Island College is honoured to acknowledge the traditional territories of the combined 35 First Nations of the Nuu-chah-nulth, Kwakwaka'wakw and Coast Salish traditions, on whose traditional and unceded territories the College's campuses are situated.

# BUILD



**STRATEGIC PLAN AND YEAR 2 DASHBOARD**

North Island College

North Island College is honoured to acknowledge the traditional territories of the combined 35 First Nations of the Nuu-chah-nulth, Kwakwaka'wakw and Coast Salish peoples, on whose traditional and unceded territories the College's campuses are situated.



The **BUILD 2026 vision** uses architecture as an analogy to illustrate a responsive, student-centred strategic plan. It envisions stronger, thriving, more integrated places of learning that reflect and support the richness of the region. It opens the College to the communities we serve, creating a welcoming educational home for students and communities to call their own.



7 A **roof**, or values of governance, that promote resiliency and create a safe place where all students and employees belong.

6 **Windows** that allow the world to see who we are.

9 **Communities** that connect us and provide opportunities to engage, learn and collaborate.

2 A solid **foundation and frame** that supports students and employees and provides a basis to build upon.

1 A team of dedicated **people**, or employees, who are supported and committed to the work ahead.

4 Accessible **doorways and rooms**, or programs, that are open to all, making education more attainable and responsive for everyone.

8 A sustainable **environment**, vital to local cultures, economies and people.

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🕒 Look for the *Working Together* symbol to see how *BUILD 2026* supports and works with NIC's Indigenization Plan.

# WELCOME

This strategic plan is founded in our passionate belief that learning empowers people and builds healthier and more resilient communities.

BUILD 2026 is North Island College's commitment to ensure students are at the centre of everything we do. It is our promise to support unique people and communities through individualized learning.

## MISSION

**WORKING TOGETHER, NIC  
BUILDS HEALTHY AND  
THRIVING COMMUNITIES, ONE  
STUDENT AT A TIME.**

*BUILD 2026* represents a strengthening of our commitment to the many, diverse communities we serve. It is about raising our ambitions together with community. In many ways, we are putting down roots, and we are asking you to join us.

Originally created during COVID-19, this plan is designed to be responsive and has been adjusted annually to meet students' and communities' ever-changing needs.

Just as NIC was created as an innovative experiment to bring education and training to people in every corner of the vast 80,000-square km region, NIC will continue to change.

During our short history, we have evolved from tutors visiting logging camps and remote coastal communities in school buses and a former whaling boat, to mobile training units, to four campuses in Campbell River, the Comox Valley, Port Alberni, Port Hardy, a regional learning centre in Ucluelet, as well as a temporary location at St. Joe's in Comox.

We have adapted many times to students' changing personal, professional and educational needs. We have invested in digital learning technologies to sustain our in-community program delivery and regional learning. We serve an increasing number of students from across BC and around the world.

Though our delivery methods and programs have changed, our commitment to student-centred learning and the communities we serve has never wavered.

This plan takes individualized education and training further, so more people can discover, grow and transform themselves through education, as they prepare for rewarding careers, participate in shifting economies and contribute to more diverse and just societies.

Though our vision is ambitious, we are ready. We know we are capable of responding quickly to students' needs, when they need it most.

*BUILD 2026* requires us to prepare students and communities to be more resilient. It invites us to continue to be responsive and refine our operations to meet ongoing change.

We are grateful to align *BUILD 2026* with NIC's first Indigenization Plan, *Working Together*.

The two overarching plans, supported by a growing number of integrated and supporting plans, guide our work as we strive to meet our obligations to Indigenous peoples across the region, ensure education and training is accessible to all and meet the social and economic needs of students and communities across the region.

Visit [engage.nic.bc.ca](https://engage.nic.bc.ca) to share your voice as we continue building NIC together.

# YEAR 2 IN REVIEW

As NIC enters the third year of this integrated strategic plan, we are so proud of how much we have accomplished.

Two years ago, we had an ambitious vision – to deliver BC’s best individualized education and training experience by 2026. We started this plan by listening, then responding to calls for NIC to be front and centre in the region; to build stronger connections with communities, businesses, the post-secondary sector and the Province.

## VISION

**BY 2026, NIC WILL DELIVER BC’S BEST INDIVIDUALIZED EDUCATION AND TRAINING EXPERIENCE.**

We are seeing results across a wide range of programming, infrastructure, Indigenization and health and well-being measures. A few examples of our Year 2 achievements include:

Regional Delivery: NIC earned \$5M in one-time funding and delivered 438 domestic full-time equivalent (FTE) students in regional skills training, economic recovery and Indigenous-led programming across the region. This constitutes an estimated 19% of NIC’s total domestic FTEs that were delivered in partnership with community, industry and First Nations. Many

more students accessed a wide range of programs, including micro-credentials, health and adult upgrading.

Student Housing: NIC secured an additional \$11.4M to meet the \$77.4M cost of the 217-bed student housing project at the Comox Valley campus. With a new design build team in place, NIC hosted a well-attended site blessing by K’ómoks First Nation, and the site was cleared in anticipation for construction in Summer 2023.

Port Alberni Campus Master Plan: NIC undertook wide-ranging engagement to ensure facilities in the Port Alberni region meet student needs for the long term. The resulting proposal includes an expanded trades building at the Roger Street campus to support growing community needs. The building creates the foundation to support goals for childcare, a new Indigenous gathering space and student housing onsite.

Journeying Together: Guided by the NIC Indigenous Education Council, *Journeying Together* introduces international students to Indigenous knowledge and understanding throughout their studies and commits NIC to advancing Indigenization, decolonization and reconciliation through a global lens. The plan is one of Canada’s first Indigenous-focused international education plans, and received a national award for excellence in global education at the Colleges and Institutes Canada World Congress in April.

CARE<sup>2</sup>: Informed by the National Standard of Canada for Mental Health and Well-being for Post-Secondary Students (July 2020), *CARE<sup>2</sup>* provides a comprehensive framework for student mental health and wellness. Developed with input from students, the plan outlines NIC goals over five years and is already receiving support. Bell Canada awarded NIC a \$100K Let’s Talk grant to support mental health in trades training.

While there is much more to do, we are confident that this plan will continue to position us for ongoing success.

We are excited about the expanding possibilities in the region, as NIC continues to meet the needs of the students, Nations, industries and communities we serve.



**Jane Atherton**  
Chair, North Island College  
Board of Governors

**Lisa Domae** PhD, RPP  
President and CEO,  
North Island College

## Working together to support students and communities.

NIC's two overarching strategic and Indigenization plans, **BUILD 2026** and **Working Together**, are supported by **Journeying Together**, **Widening Our Doorways** and the **CARE<sup>2</sup> Plan**. Through the implementation of these plans, the College connects international students and faculty with Indigenous perspectives, ensures all learning at NIC is relevant and accessible and supports the mental health and wellbeing of all members of the college community. The five plans work collectively to realize connected goals, measures and targets which support student success, strengthen communities and foster lasting, meaningful reconciliation across the region.



Look for the *Working Together* symbol throughout this document to see how the *BUILD 2026* actions support the goals from NIC's first Indigenization Plan.

## 27 Commitments

NIC's commitments were confirmed during the 2019 consultation with employees, students and community members. In 2021, the commitments were further defined, integrated and amended to meet students' changing learning needs.

These commitments inspired our *People* action statements.

### ENGAGING PEOPLE

1. Healthy and Productive Workplaces
2. People Development
3. Employee Engagement and Collaboration

These commitments inspired our *Frame, Doorways and Rooms* action statements.

### SUPPORTING STUDENTS

#### Caring and Supportive

4. Student Well-Being
5. Student Support and Persistence

#### Access

6. Program Entry
7. Learning and Services
8. Pathways to Learning

#### Learning and Programming

9. Indigenous-Led Education
10. Community-Connected Learning
11. Self-Directed and Customized Learning
12. Global Learning
13. Program Response and Renewal

These commitments inspired our *Foundation, Windows and Roof* action statements.

### STRENGTHENING THE COLLEGE

#### Enrolment Services

14. Brand and Identity
15. Marketing & Recruitment
16. Integrated Enrolment

#### Infrastructure

17. Teaching and Learning
18. Finances
19. Information Technology
20. Campuses and Centres

#### Leadership

21. Reconciliation
22. Diversity, Equity and Inclusion
23. Transparency and Accountability

These commitments inspired our *Environment and Communities* action statements.

### ENVIRONMENT

24. Climate and Sustainability

### SERVING COMMUNITIES

25. Serving the People of the Region
26. Community Engagement
27. Social and Economic Development of the Region

## 9 Action Statements

Our vision, while ambitious, will be realized when we turn our commitments into action statements.

These action statements were inspired by our *Engaging People* commitments.

These action statements were inspired by our *Strengthening the College* commitments.

These action statements were inspired by our *Supporting Students* commitments.

These action statements were inspired by our *Strengthening the College* commitments.

These action statements were inspired by our *Serving Communities* commitments.

**People**

1. We will recruit, encourage, develop and retain a supportive, inclusive and diverse community of employees.

**Foundation**

2. We will strengthen our core operations to make NIC more resilient and agile.

**Frame**

3. We will embed caring learning services that support students in their studies.

**Doorways**

4. We will increase the many ways students can access education and training at NIC.

**Rooms**

5. We will examine and renew our programs, the types of credentials we offer and the needs of the unique communities we serve.

**Windows**

6. We will raise awareness about the quality and diversity of learning at NIC.

**Roof**

7. We will develop diverse, inclusive and accountable processes that support college employees and provide new opportunities to contribute.

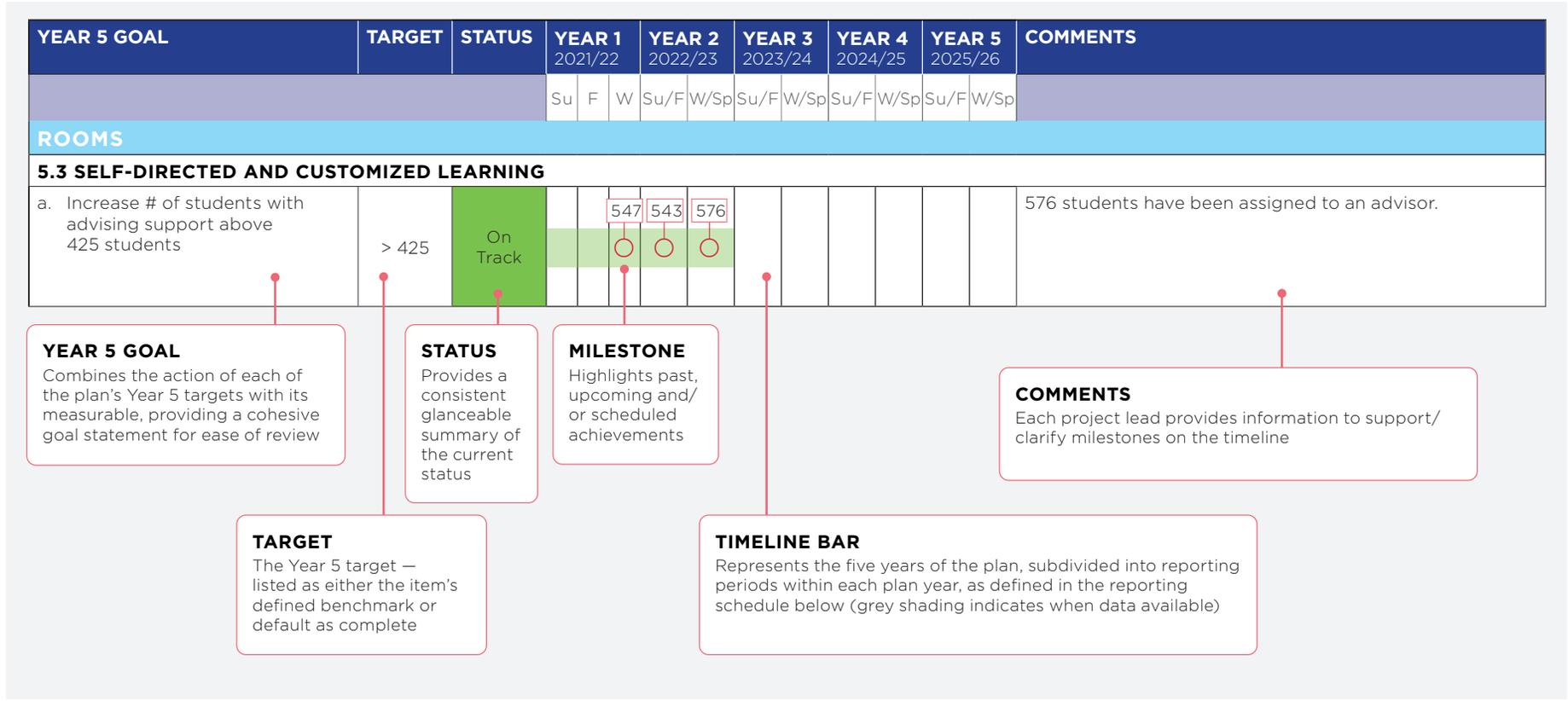
**Environment**

8. We will implement practices that acknowledge the cultural significance of the traditional lands on which we are gathered and sustain the planet for future generations.

**Communities**

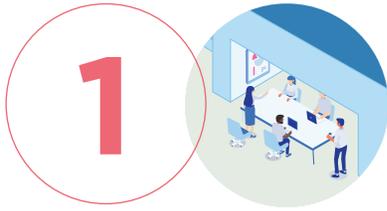
9. We will serve the social and economic development needs of the people and region.

## How the Dashboard Works



LEGEND	Complete	On Track	Behind	No data yet	Not started

PLAN YEAR	YEAR 1 2021/22			YEAR 2 2022/23		YEAR 3 2023/24		YEAR 4 2024/25		YEAR 5 2025/26	
	Term	Summer	Fall	Winter	Summer/Fall	Winter/Spring	Summer/Fall	Winter/Spring	Summer/Fall	Winter/Spring	Summer/Fall
Measurement Period	May to Aug 2021	Sep to Dec 2021	Jan to Apr 2022	July to December 2022	January to June 2023	July to December 2023	January to June 2024	July to December 2024	January to June 2025	July to December 2025	January to June 2026
Reporting Date	Sep 21	Jan 22	Jun 22	February 2023	June 2023	February 2024	June 2024	February 2025	June 2025	February 2026	June 2026



# People

NIC will commit to increasing the number of Indigenous employees with ongoing appointments throughout the institution, including Indigenous senior administrators.

The power of NIC lies in the strength, commitment, and diversity of our people and workplaces. In our fast-changing digital world, our ability to act quickly, creatively and entrepreneurially requires a collaborative culture of growth and innovation.

**We will recruit, encourage, develop and retain a supportive, inclusive and diverse community of employees.**

## 1.1 HEALTHY AND PRODUCTIVE WORKPLACES

Positive workplaces are cultivated. Care for our employees' physical and psychological health leads to greater satisfaction, commitment and productivity. A healthy workplace promotes healthy lifestyles, safe physical environments, diverse and culturally safe and supportive work cultures and strong mental health for employees, and ultimately, the students we serve. We will instill health and wellness more intentionally into college structures and operations.

**Outcome: Healthier employees working in safe and supportive workplaces**

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23			YEAR 3 2023/24			YEAR 4 2024/25			YEAR 5 2025/26			COMMENTS
			Su	F	W	Su	F	W/Sp										
<b>PEOPLE</b>																		
<b>1.1 HEALTHY AND PRODUCTIVE WORKPLACES</b>																		
a. Evaluate, recommend and implement benchmarks based on research and the National Standard of Canada for Psychological Health and Safety in the Workplace	Complete	On Track																Research on the National Standard continues. The next step is to engage with the Canadian Mental Health Association (CMHA) and implement the CMHA's <i>Not Myself Today</i> program as a precursor to moving forward with implementing the National Standard.
																		Foundational research begins
																		Begin implementation of <i>Not Myself Today</i>

### 1.2 PEOPLE DEVELOPMENT

NIC's people are our pillars of strength and our competitive advantage. Professional, dedicated and caring employees are at the heart of our student experience. **Excellent people, working together with support and development, will realize our vision and achieve our strategic goals.**

**Outcome: Thriving, inspired and productive employees**

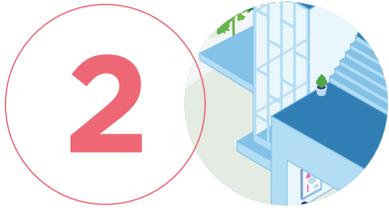
YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23			YEAR 3 2023/24			YEAR 4 2024/25			YEAR 5 2025/26			COMMENTS			
			Su	F	W	Su	F	W/Sp													
<b>PEOPLE</b>																					
<b>1.2 PEOPLE DEVELOPMENT</b>																					
a. Implement People Plan to develop thriving, inspired and productive employees	Complete	On Track																			Fulsome, college-wide consultation, conducted between January and March, identified key themes which will be embedded in the first draft of the plan, due this summer. Feedback on the draft plan will inform the finalized plan, to be launched in Fall 2023.
<div style="position: absolute; top: 10px; left: 300px; border: 1px solid red; padding: 2px;">Draft strategy complete</div> <div style="position: absolute; top: 30px; left: 400px; border: 1px solid red; padding: 2px;">Final plan complete</div>																					

### 1.3 EMPLOYEE ENGAGEMENT AND COLLABORATION

All NIC employees are valued. The ability to share perspectives with colleagues across college campuses, groups and department areas creates a culture of collaboration that shares knowledge and makes NIC a more positive, engaging place to work. **We will empower people to collaborate, inspire and support each other.**

**Outcome: A culture of collaboration supported by peer networks**

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23			YEAR 3 2023/24			YEAR 4 2024/25			YEAR 5 2025/26			COMMENTS			
			Su	F	W	Su	F	W/Sp													
<b>PEOPLE</b>																					
<b>1.3 EMPLOYEE ENGAGEMENT AND COLLABORATION</b>																					
a. Develop and implement an internal communications strategy	Complete	On Track																			Recommendations on a new employee communications strategy have been received and are being shared with those who have provided feedback. Work to integrate some recommendations into the People Plan is underway. Prioritization of the recommendations will begin in Winter and Fall 2024 towards developing a budget for 2024/25.
<div style="position: absolute; top: 10px; left: 300px; border: 1px solid red; padding: 2px;">Draft strategy complete</div> <div style="position: absolute; top: 30px; left: 400px; border: 1px solid red; padding: 2px;">Begin implementation</div>																					



# Foundation

The quality of NIC's teaching and learning experiences, its financial health, information technology framework and its campuses and centres are the foundation for the delivery of NIC's education and training programs. They provide the basis necessary to achieve our vision, mission and mandate. Properly laid, the foundation also withstands the unavoidable pressures on today's operating environment. **We will strengthen our core operations to make NIC more resilient and agile.**

## 2.1 TEACHING AND LEARNING

Exceptional teaching and learning experiences are key to each student's academic success. While the educational landscape continues to change, we will support students' learning needs and experiences by encouraging excellence and learning within faculty groups. **We will systematically support and enhance the quality of instruction at NIC through the development of a comprehensive teaching and learning strategy.**

### Outcome: Teaching excellence

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22	YEAR 2 2022/23	YEAR 3 2023/24	YEAR 4 2024/25	YEAR 5 2025/26	COMMENTS
			Su   F   W	Su/F   W/Sp	Su/F   W/Sp	Su/F   W/Sp	Su/F   W/Sp	
<b>FOUNDATION</b>								
<b>2.1 TEACHING AND LEARNING</b>								
a. Maintain or increase the target of 90% graduate and former student assessment of the quality of instruction across all programs	≥ 90%	On Track		96%	93%			NIC continues to exceed targets set in the Province's accountability framework.
b. Implement a student learning experience survey	Complete	On Track		Survey complete				The Student Learning Experience Survey will be formally launched college-wide in Fall 2023.
					Implement survey institution-wide			

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23			YEAR 3 2023/24			YEAR 4 2024/25			YEAR 5 2025/26			COMMENTS			
			Su	F	W	Su	F	W	Sp	Su	F	W	Sp	Su	F	W	Sp		Su	F	W
<b>FOUNDATION</b>																					
<b>2.1 TEACHING AND LEARNING</b> <i>continued</i>																					
c. Implement combined teaching and learning/digital learning strategy	Complete	On Track																			Development continues on a holistic strategy, focused on teaching, learning, digital learning and innovation, with a first draft underway in Spring 2024.

**2.2 FINANCES**

NIC has a long history of strong and sound financial management, in keeping with our responsibility to the Province and people of the region. This ensures our sustainability over the long term, giving confidence to students and employees, as we recover from the pandemic and guard against future challenges and threats to our financial security. **We will develop a responsive financial model to eliminate the deficit and create fiscal health.**

**Outcome: Fiscal strength**

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23			YEAR 3 2023/24			YEAR 4 2024/25			YEAR 5 2025/26			COMMENTS																			
			Su	F	W	Su	F	W	Sp	Su	F	W	Sp	Su	F	W	Sp																				
<b>FOUNDATION</b>																																					
<b>2.2 FINANCES</b>																																					
a. Balanced budget within three years of the pandemic ending	Balanced	On Track																			NIC is continuing to recover revenues lost during the pandemic. The actual deficit for 2022/23 is slightly lower than the projected amount, and the Ministry has approved the projected deficit for 2023/24.																
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Projected:</td> <td>(\$1.5M)</td> <td>(\$793K)</td> <td>(\$643K)</td> <td>0</td> <td>\$100K</td> </tr> <tr> <td>Actual:</td> <td>\$57K</td> <td>(\$741K)</td> <td></td> <td></td> <td></td> </tr> </table>															Projected:	(\$1.5M)	(\$793K)	(\$643K)	0	\$100K	Actual:	\$57K	(\$741K)											
Projected:	(\$1.5M)	(\$793K)	(\$643K)	0	\$100K																																
Actual:	\$57K	(\$741K)																																			
b. Long-term financial health (positive net asset position)	> \$2.8M	On Track																			NIC's net assets remain in a good position, due to the small surplus produced in fiscal year 2021/22 and the lower-than-anticipated deficit in 2022/23. The erosion of NIC's net assets hasn't been as significant as estimated at the beginning of the pandemic, maintaining these funds for future use.																
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Projection in 2021:</td> <td>\$3.9M</td> <td>\$2.8M</td> <td>\$2.1M</td> <td>\$2.1M</td> <td>\$2.2M</td> </tr> <tr> <td>Current Projections:</td> <td></td> <td></td> <td>4.1M</td> <td>\$4.1M</td> <td>\$4.2M</td> </tr> <tr> <td>Actual:</td> <td>\$5.4M</td> <td>\$4.7M</td> <td></td> <td></td> <td></td> </tr> </table>															Projection in 2021:	\$3.9M	\$2.8M	\$2.1M	\$2.1M	\$2.2M	Current Projections:			4.1M	\$4.1M	\$4.2M	Actual:	\$5.4M	\$4.7M					
Projection in 2021:	\$3.9M	\$2.8M	\$2.1M	\$2.1M	\$2.2M																																
Current Projections:			4.1M	\$4.1M	\$4.2M																																
Actual:	\$5.4M	\$4.7M																																			

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet □ Not started

### 2.3 INFORMATION TECHNOLOGY

NIC's need for a more robust and effective Information Technology (IT) framework was reinforced throughout the pandemic. A solid network, resilient hardware and an integrated suite of applications and services for students and employees require additional investment to meet 21st-century learning needs. **We will actively and intentionally leverage our IT capacity through planning and investment.**

**Outcome: Resilient, stable and secure IT services with predictable costs**

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23			YEAR 3 2023/24			YEAR 4 2024/25			YEAR 5 2025/26			COMMENTS
			Su	F	W	Su/F	W/Sp											
<b>FOUNDATION</b>																		
<b>2.3 INFORMATION TECHNOLOGY</b>																		
a. Implement IT Service Management (ITSM) model*	Complete	On Track																Extended inventory planning/implementation continues, and knowledge base is also progressing. Both efforts have slowed due to core business needs but fundamentally remain on track. Notable progress bringing the HR/Payroll teams onboard with the Service Desk. Upcoming efforts will utilize the ITSM approach and tool to develop an improved change management process.

\* IT Service Management Model (ITSM) is a set of policies, practices and procedures for consistently improving the processes, activities and supports required to deliver customer-service oriented technologies in alignment with business goals.

## 2.4 INTEGRATED ENROLMENT

Integrated enrolment planning is a collaborative, college-wide process to ensure NIC offers, administers and promotes a forward-thinking and relevant mix of program types and student spaces in the region and beyond. Important planning considerations include government priorities, labour market needs and, most importantly, student demand. **We will adjust our offerings through data-driven, program-specific, regionally responsive, collaborative enrolment planning and review that responds to student demand and guides our resourcing.**

**Outcome: Optimum college-wide domestic and international enrolment**

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23			YEAR 3 2023/24			YEAR 4 2024/25			YEAR 5 2025/26			COMMENTS
			Su	F	W	Su/F	W/Sp											
<b>FOUNDATION</b>																		
<b>2.4 INTEGRATED ENROLMENT</b>																		
a. Define optimum enrolment for NIC	Complete	Complete																The Education Team continues its work in enrolment planning to meet the College's enrolment targets, set at 3,000 FTEs by 2026. The FTE measure may need to be reconsidered, as Ministry directions for shorter, faster, labour-market-focused programming continue.
b. Implement enrolment targets for all programs	Complete	Complete																Annual program targets are in place, and a new Integrated Enrolment planning process has been developed to promote the offering of a forward-thinking, relevant mix of programs and student spaces in the region and beyond.

## 2.5 CAMPUSES AND CENTRES

Since 1975, NIC's facilities have changed with the region's needs. Once a collection of 24 regional learning centres, NIC now operates four campuses in Campbell River, Comox Valley, Port Alberni and M̓ixalakwila (Port Hardy) and the Ucluelet centre. In 2019, we opened the temporary St. Joe's location of the Comox Valley campus to meet burgeoning program needs. **We will review the capacity of our teaching locations, re-imagine our places, spaces and programming and support the development of living-learning communities\* through student housing.**

**Outcome: Thriving, inspired and integrated campuses and centres**

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23			YEAR 3 2023/24			YEAR 4 2024/25			YEAR 5 2025/26			COMMENTS			
			Su	F	W	Su	F	W	Sp	Su	F	W	Sp	Su	F	W	Sp		Su	F	W
<b>FOUNDATION</b>																					
<b>2.5 CAMPUSES AND CENTRES</b>																					
a. Develop Campus Master Planning concepts and share with communities	Complete	On Track																			<p>M̓ixalakwila complete</p> <p>Comox Valley complete</p> <p>Port Alberni complete</p> <p>Campbell River complete</p> <p>Campus planning continues to support key projects: replacing the Tebo Centre in Port Alberni and the Village portables in Comox Valley and expanding the Campbell River campus. The new Port Alberni Campus Plan was approved by the Board of Governors in February 2023 and presented to the community in March.</p>
b. Establish a fully operational NIC Housing Commons at the Comox Valley campus	Complete	On Track																			<p>Tree removal/site clearance</p> <p>Housing opens</p> <p>Operational development begins</p> <p>Under the direction of design-build team, Urban One, the building site was cleared in Winter 2023. Building permits will be reviewed by the City of Courtenay this summer, and construction will begin in Fall 2023. A new Student Housing Manager joined the College in April and is supporting the Student Housing Operations Committee in meeting operating milestones.</p>

\* Living-learning communities are places where students live in a supported environment that directly connects them to peers and supports.

## 2.6 RISK MANAGEMENT

Risk is inherent in many aspects of post-secondary operations, and as we cannot eliminate all risk, a coordinated approach to risk management is critical to help us think through what might happen as we position ourselves to harness the present and embrace the future. **We will manage risk effectively in order to protect and enhance the value that NIC delivers to the community.**

**Outcome: Informed decision-making and a proactive risk management culture**

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23			YEAR 3 2023/24			YEAR 4 2024/25			YEAR 5 2025/26			COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp			
<b>FOUNDATION</b>																		
<b>2.6 RISK MANAGEMENT</b>																		
a. Develop and implement a College-wide risk management program	Complete	On Track																<b>NEW</b> Adding this as a new BUILD goal demonstrates the College's commitment to risk management. Work is underway to develop NIC's risk management program framework and guidelines.



# Frame

NIC will establish Indigenous-centred holistic learning environments for learner success.

From the moment students enter the college, our services support their learning experiences. With “we are NICe” setting the tone, our learning services integrate with our many and varied courses and programs to ensure students are supported. **We will embed caring learning services that support students in their studies.**

### 3.1 STUDENT WELL-BEING

Health and wellness begins with knowing students as individuals, treating each student fairly and equitably, and celebrating and learning from their diversity. **We will embed student well-being into programming to improve accessibility and build connections between students as they balance their responsibilities.**

**Outcome: Increased student-well-being**

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23			YEAR 3 2023/24			YEAR 4 2024/25			YEAR 5 2025/26			COMMENTS	
			Su	F	W	Su	F	W	Sp	Su	F	W	Sp	Su	F	W	Sp		
<b>FRAME</b>																			
<b>3.1 STUDENT WELL-BEING</b>																			
a. Develop and implement a Student Mental Health and Well-Being plan	Complete	Complete																	The CARE <sup>2</sup> Dashboard will be updated in Summer 2023. Bell Canada awarded NIC a <i>Let's Talk</i> grant of \$100K to support plan goals.

### 3.2 STUDENT SUPPORT AND PERSISTENCE

NIC students are never alone on their educational path. While each student's situation is unique, financial stress, lack of childcare, the wrong learning path, under-developed study skills, learning struggles, inter-personal conflict, and feeling a lack of belonging can all factor into their ability to reach their educational goals. **We will seamlessly integrate in-class and out-of-class experiences to support students in completing their studies.**

**Outcome: Retain students with proactive support strategies**

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23			YEAR 3 2023/24			YEAR 4 2024/25			YEAR 5 2025/26			COMMENTS
			Su	F	W	Su	F	W/Sp										
<b>FRAME</b>																		
<b>3.2 STUDENT SUPPORT AND PERSISTENCE</b>																		
a. Increase first-year student retention (Fall to Fall) above 47%	> 47%	On Track																The next report will be in Fall 2023. This measure is expected to remain on track.
b. Maintain or increase \$ scholarships, bursaries, awards and emergency funds available to students	≥ \$500K	On Track																The 2023 awards program distributed \$545,090 to 450 students. The 2024 awards program is projected to have \$530K-\$540K available for distribution.
c. Increase # of childcare spaces above 94	>94	On Track																NIC has secured funding to support 75 new childcare seats at the Comox Valley campus.



# Doorways

Learning is a journey towards self-discovery, personal growth and socio-economic prosperity. At NIC, our passionate commitment to life-long learning ensures we provide relevant and accessible learning opportunities for all. For many students, access also means valuing their life experiences and being able to choose what, how and when they progress through their studies. **We will increase the many ways students can access education and training at NIC.**

## 4.1 PROGRAM ENTRY

At NIC we recognize that learning happens in a variety of ways, both inside and outside traditional classrooms. We will enable more students to achieve their goals through NIC. **We will review programs to ensure they support students with multiple access points and provide pathways to learning for under-represented students.**

**Outcome: Wider access to courses and programs**

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23			YEAR 3 2023/24			YEAR 4 2024/25			YEAR 5 2025/26			COMMENTS
			Su	F	W	Su	F	W/Sp										
<b>DOORWAYS</b>																		
<b>4.1 PROGRAM ENTRY</b>																		
a. Increase the % of full-time equivalents (FTEs)* in access** courses and initiatives above 40%	> 40%	On Track																The College continues to source one-time funding opportunities in collaboration with community partners, including Indigenous Nations, to support in-person and digital programming throughout the college region.

\* Full-time Equivalent (FTE) is the metric used to measure enrolment across BC public post-secondary institutions. Full-time students count as one FTE while students taking part-time course loads count as less than one FTE.

\*\* Access includes off-campus, non-traditional credit courses delivered at a time or place that is more available to students. This involves programs delivered off-campus, face-to-face, across the region, Adult Basic Education, Employment Transition, Joy of Lifelong Learning, dual credit and dual admission courses as well as evening and weekend courses.

## 4.2 LEARNING AND SERVICES

Time and place can render post-secondary learning and services inaccessible for students with multiple family and work commitments.

**We will increase access to education and training by offering students flexible learning and service options.**

**Outcome: Serve more adult students through flexible delivery**

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23			YEAR 3 2023/24			YEAR 4 2024/25			YEAR 5 2025/26			COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp			
<b>DOORWAYS</b>																		
<b>4.2 LEARNING AND SERVICES</b>																		
a. Increase % of courses with more than one entry point per year above 27%	> 27%	On Track				28%			28%									The College was successful in sourcing funding to support the offering of both credentialed and non-credentialed programs. These were offered throughout the college region with multiple points of entry through the academic year.
b. Increase the % of courses with multiple modes of delivery above 9%	> 9%	On Track				44%			33%									The Centre for Teaching and Learning Innovation (CTLI) continues to support and provide guidance to faculty, successfully delivering courses through multiple modes, including digital, in-person and blended.
c. Develop and implement fully operational digital service strategy	Complete	On Track	Digital service strategy complete															The Digital Service Strategy was approved in April 2023 and will be operationalized in Fall 2023.
			Digital service strategy implementation															

### 4.3 PATHWAYS TO LEARNING

NIC links students, community, employers, industry and educational institutions. We welcome students from educational institutions on Vancouver Island, across BC and around the world. We are a gateway for learning.

**We will connect students to learning opportunities close to home and across BC.**

**Outcome: Seamless transitions to and from NIC**

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23			YEAR 3 2023/24			YEAR 4 2024/25			YEAR 5 2025/26			COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp			
<b>DOORWAYS</b>																		
<b>4.3 PATHWAYS TO LEARNING</b>																		
a. Maintain dual credit enrolment above 170	> 170	On Track																Through the collective efforts of Student Services and the Education Team, the College successfully enrolled 275 students in dual credit courses.
b. Maintain or increase the # of partnership agreements each year, equal to or above 16	≥ 16	On Track																Continued success in this measure is attributed to the combined efforts of Student Services and the Education Team in fostering and formalizing strategic educational agreements with other post-secondary institutions and educational partners.



YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23			YEAR 3 2023/24			YEAR 4 2024/25			YEAR 5 2025/26			COMMENTS			
			Su	F	W	Su	F	W	Sp	Su	F	W	Sp	Su	F	W	Sp		Su	F	W
<b>ROOMS</b>																					
<b>5.1 INDIGENOUS-LED EDUCATION</b>																					
c. Implement Indigenization Plan recommendations	Complete	On Track																			The Year 2 Dashboard of NIC's Indigenization Plan, <i>Working Together</i> , will be approved by the Indigenous Education Council in Fall 2023.
			Indigenization Plan costing complete			Year 2 Working Together Dashboard complete			Year 1 Working Together Dashboard complete												

**5.2 COMMUNITY-CONNECTED LEARNING**

Community-driven, applied learning provides students with tactile understandings of their studies and new connections to employers and industry.

**We will enrich student learning through student-centred, community-relevant learning.**

**Outcome: Place-based learning**

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23			YEAR 3 2023/24			YEAR 4 2024/25			YEAR 5 2025/26			COMMENTS			
			Su	F	W	Su	F	W	Sp	Su	F	W	Sp	Su	F	W	Sp		Su	F	W
<b>ROOMS</b>																					
<b>5.2 COMMUNITY-CONNECTED LEARNING</b>																					
a. Maintain or increase the # of students participating in co-ops, practicums, internships and work-integrated learning experiences to over 700 participants	> 700	On Track																			921 students participated in co-ops, practicums, internships and/or work-integrated learning (WIL) in 2022/23. WIL is a powerful form of experiential education, helping students forge new career paths and new networks for success in a rapidly changing world.
			916 students			921 students															
b. Implement place-based learning initiatives in program renewal plans	Complete	On Track																			Within their renewal plans – which identify and prioritize goals against the benchmarks and targets outlined in <i>Widening Our Doorways</i> and <i>Working Together</i> – program areas continue the strategy to infuse place-based learning. New initiatives include the offering of the Awi'nakola ABE program at the Mixalakwila campus and the first offering of the Island Pre-health diploma program.
			Strategy implemented																		
c. Open an expanded and fully operational integrated child-care and learning facility at the Comox Valley campus	Complete	On Track																			The Province has committed \$14.2M toward the new \$14.7M Centre of Excellence in Early Learning at the Comox Valley campus. Design plans will be finalized this summer and a builder contracted in Fall 2023. Consultations with Beaufort Children's Centre (the main operator) continue, and NIC is providing operational planning support.
			Business case development			\$14.2M Ministry funding achieved			Business case approved			Builder selected			Academic & child-care spaces open						

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet □ Not started

### 5.3 SELF-DIRECTED AND CUSTOMIZED LEARNING

Rapid economic and social change is being unevenly felt across the region. Students now need more accessible skills and credentials that provide access to changing economies.

**We will offer individualized and customized education and training to meet the changing needs of students, industry and communities.**

**Outcome: Individualized advising support and customizable training or programs**

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23			YEAR 3 2023/24			YEAR 4 2024/25			YEAR 5 2025/26			COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp			
<b>ROOMS</b>																		
<b>5.3 SELF-DIRECTED AND CUSTOMIZED LEARNING</b>																		
a. Increase # of students with advising support above 425 students	> 425	On Track				547	543	576										576 students have been assigned to an advisor.
b. Maintain or increase # of short-term and micro-credential programs above 14	≥ 14	On Track				24		26										NIC's Education Team successfully secured one-time funding agreements to develop and deliver 26 short-term, customized micro-credentials and programs throughout the college region.

### 5.4 GLOBAL LEARNING

Global learning enriches the educational experience of all students at NIC, builds a diverse campus community and supports NIC's sustainability. It brings the world to NIC and provides all students opportunities to study, learn and gain international experience. COVID-19 is affecting student mobility worldwide, with many students beginning their studies in their home countries. We value international students' many contributions to the communities we serve and look forward to connecting international and Indigenous students with communities through learning.

**We will develop a phased plan to broaden and renew international education at NIC.**

**Outcome: Revitalize and diversify international engagement at NIC**

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23			YEAR 3 2023/24			YEAR 4 2024/25			YEAR 5 2025/26			COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp			
<b>ROOMS</b>																		
<b>5.4 GLOBAL LEARNING</b>																		
a. Increase # of new international student enrolments each year above 214 new students	> 214	On Track																304 new international students joined NIC this academic year. September 2023 intake numbers are nearing capacity in all academic, vocational and human services programs, and Winter 2024 intake is looking strong.
b. Increase # of agreements, including one international project by 2023 and 20+ students engaged internationally	Complete	Complete																The Office of Global Engagement (OGE) secured a new international project in Tanzania and granted 45 study-abroad scholarships for students participating either physically or virtually in mobility education in several countries. Faculty were supported to create new programming in Brazil and to develop new virtual exchange programs.
c. Maintain or increase % of international student responses (agree/strongly agree) that NIC provides a supportive learning environment above 81%	≥ 81%	On Track																Next survey will be conducted in 2025.

### 5.5 PROGRAM RESPONSE AND RENEWAL

NIC's courses and programs must continuously evolve to continue to be responsive to the changing needs of students, communities, businesses and industries across the region. In a world where there are growing questions about the value and relevancy of post-secondary education, we strive to be the touchpoint for the region's students. **NIC will continue to deliver high-quality, relevant and responsive programming.**

**Outcome: High-quality, relevant and responsive programming**

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23			YEAR 3 2023/24			YEAR 4 2024/25			YEAR 5 2025/26			COMMENTS			
			Su	F	W	Su	F	W	Sp	Su	F	W	Sp	Su	F	W	Sp		Su	F	W
<b>ROOMS</b>																					
<b>5.5 PROGRAM RESPONSE AND RENEWAL</b>																					
a. Complete renewal plans* for all programs	Complete	Complete																			Program areas provided progress reports on their 2022/23 renewal plans at the end of May 2023. Departments will submit updated renewal plans for the 2023/24 academic year by the end of June 2023.
b. Complete Provincial Quality Assurance Process Audit (QAPA)**	Complete	On Track																			NIC's program review process launched six new programs this spring and engaged in a QAPA orientation with the Ministry. In June, three to four programs for review will be identified. NIC's institutional report will be submitted in late September 2023, with the QAPA panel visit scheduled for November. Quality Student Learning info sessions and workshops, engaging the college community, were held this spring, and further engagements are scheduled for Fall 2023.

\* Program renewal plans provide programming and embedded services for workers, small business owners and industries negatively affected by the pandemic.

\*\* An external review process, required by all public post-secondary institutions, Government of BC website: [bit.ly/BCQAPA](https://bit.ly/BCQAPA)



# Windows



NIC will support students and employees to increase understanding and reciprocity among Indigenous and non-Indigenous peoples.

At NIC, we champion the value of post-secondary education and training and deliver high-quality learning and training experiences. When asked, over 90% of students tell us they are satisfied with their education, say our quality of instruction is high and feel well prepared for further studies.\* Yet, there remains a lack of awareness about who we are, what we do and what sets us apart from other post-secondary institutions. **We will raise awareness about the quality and diversity of learning at NIC.**

## 6.1 BRAND AND IDENTITY

NIC operates in an increasingly crowded post-secondary marketplace, occupied by public and private post-secondary institutions and non-traditional digital providers. **We will build on history and culture to establish our distinct place in an increasingly competitive post-secondary landscape.**

**Outcome: Clearly describe who we are, what we do and for whom we do it**

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23			YEAR 3 2023/24			YEAR 4 2024/25			YEAR 5 2025/26			COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp			
<b>WINDOWS</b>																		
<b>6.1 BRAND AND IDENTITY</b>																		
a. Establish brand with better overall role and scope of the College	Complete	On Track																Consultant work completed on time, and Marketing and Future Students team is working with the recommendations to refine brand ecosystem for soft launch in Fall 2023 and full brand refresh launch in Winter 2024.
			Internal/external audits complete			Tactical plan operative			Brand architecture finalized			Brand strategy complete						
						Consultant recommendations received			Brand strategy consultant secured									

\* Based on BC Student Outcomes Survey of Diploma, Associate Degree, and Certificate Students, survey year 2022, data prepared by BC Stats

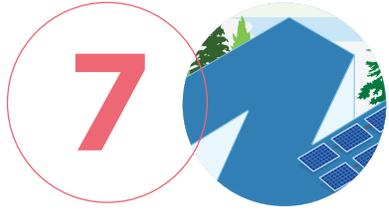
## 6.2 MARKETING & RECRUITMENT

Engaging marketing, relevant recruitment and supportive advising will enable more students to meet their goals. NIC's digital presence must be responsive to a rapidly changing online landscape to effectively empower student recruitment, retention and engagement. **We will integrate marketing, recruitment and advising strategies to better serve students.**

**Outcome: Better coordinate and strengthen how we communicate the value of our programs to prospective students\***

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23			YEAR 3 2023/24			YEAR 4 2024/25			YEAR 5 2025/26			COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp			
<b>WINDOWS</b>																		
<b>6.2 MARKETING &amp; RECRUITMENT</b>																		
a. Establish a clearly defined student audience profile for all areas of study	Complete	On Track																Guided by brand report recommendations, the Marketing and Future Students team is refining personas in Spring/Summer 2023.
b. Implement annual marketing and recruitment plans	Complete	Complete																In consultation with program-area leads and informed by the 2022/23 campaigns and promotional initiatives, Marketing and Future Students is developing the 2024/25 recruitment and marketing tactical plan for domestic audiences. The plan will retain the current digital-first strategy, offer refined targeting of promotions directed to mature learners and include the January 2024 launch of NIC's refreshed brand. The plan will be accessible to the internal NIC community on the college portal.

\* A person from any demographic or community who has expressed interest in studying at NIC for any amount of time.



# Roof



NIC will ensure governance structures recognize and respect Indigenous Peoples.

Good governance puts values and principles into practice every day. It ensures programs are accountable to the people who fund our work, including governments, the public and students, and our social responsibilities to each other and the planet. **We will develop diverse, inclusive and accountable processes that support college employees and provide new opportunities to contribute.**

## 7.1 RECONCILIATION

Meaningful reconciliation with Indigenous Peoples and communities requires inclusive policies and processes that invite Indigenous participation and perspectives in NIC decision-making. **We will include Indigenous worldviews in governance processes across the College.**

**Outcome: Adoption of the Truth and Reconciliation Commission's (TRC) Calls to Action for education and the UN Declaration on the Rights of Indigenous Peoples**

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23			YEAR 3 2023/24			YEAR 4 2024/25			YEAR 5 2025/26			COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp			
<b>ROOF</b>																		
<b>7.1 RECONCILIATION</b>																		
a. 75% of employees complete NIC-specific Indigenous intercultural competency training	≥ 75%	Behind & No data yet																Development continues on the NIC-specific cultural training framework, with four of seven modules complete. The revised completion goal is Fall 2023. Under the direction of our regional Nations, storytelling videos and interviews are being conducted through the summer to integrate into the training.
b. 100% of all named program areas with clear measurable commitments to address specific TRC Calls to Action for education	Complete	Complete																This measurable has been achieved — all program areas have made commitments to address this goal.

LEGEND ■ Complete ■ On Track ■ Behind ■ No data yet □ Not started

## 7.2 DIVERSITY, EQUITY AND INCLUSION

Everybody has the right to see themselves respectfully represented in the NIC community and its places. This is a core value, central to our mission and integral to students and employees alike. **We will meaningfully foster diversity, equity and inclusion by creating safe learning and workplaces and eliminating the inequities in NIC classrooms, systems and structures.**

**Outcome: A diverse, equitable and inclusive college that welcomes all**

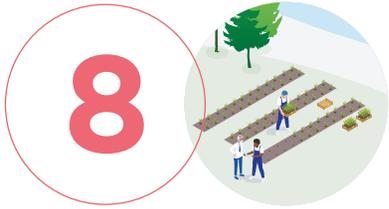
YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23			YEAR 3 2023/24			YEAR 4 2024/25			YEAR 5 2025/26			COMMENTS	
			Su	F	W	Su	F	W/Sp											
<b>ROOF</b>																			
<b>7.2 DIVERSITY, EQUITY AND INCLUSION</b>																			
a. Maintain or increase 88% (2020) of students that agree strongly with "I am respected regardless of my personal characteristics, identity or background."	≥ 88%	On Track																	The Student Affairs team is building on initiatives, including the CARE <sup>2</sup> Plan, Accessibility Plan, new counseling model and revised conduct processes to achieve success in this measure.
b. Maintain or increase 88% of students that agree or strongly agree with "My institution values diversity."	≥ 88%	On Track																	Through the initiatives noted in 7.2.a., Student Affairs is striving to increase the number of students who feel that NIC values diversity. NIC's People Plan is expected to positively impact success in this measure and help ensure a great student experience for every student. Next survey will be launched in 2025.
c. Implement Diversity, Equity and Inclusion Strategy	Complete	On Track																	The Accessibility Advisory Committee formed in Spring 2023 was tasked with drafting NIC's first Accessibility Plan by June 2023. The plan will be finalized by the September 2023 legislated deadline and will help inform the development of the broader DEI strategy.

### 7.3 TRANSPARENCY AND ACCOUNTABILITY

Transparent decision-making builds a culture of trust and respect. **We will facilitate open dialogue, collaboration, and consultation, to manage risk, achieve our goals, and obtain results.**

**Outcome: Clear, productive and accountable organizational structure that uses a respectful and consultative decision-making framework**

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23			YEAR 3 2023/24			YEAR 4 2024/25			YEAR 5 2025/26			COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp			
<b>ROOF</b>																		
<b>7.3 TRANSPARENCY AND ACCOUNTABILITY</b>																		
a. Implement new administrative structures, teams and operational committees to meet strategic and operational needs	Complete	Complete	○															Being revised as needed.
b. Increase engagement with the North Island Students' Union (NISU)	Complete	Complete					○											The VP, Students & Community Engagement and the Executive Director, NISU meet regularly to advance integrated planning and collaboration through the Campus Life Advisory Committee. Events include orientations, end-of-term lunches (for students and employees), Thrive events, Black History Month, Pink Shirt Day, Transgender Day of Visibility and Mental Health week. NISU has also increased its participation in administrative selection committees and college-wide committees.



# Environment

The places where we live, learn, work and play matter. The incredibly biodiverse coastal mountains, ocean and forests which form the landscape we live on are key to our identities, inspire us and support the health and economies of people. **We will implement practices that acknowledge the cultural significance of the traditional lands on which we are gathered and sustain the planet for future generations.**

## 8.1 CLIMATE AND SUSTAINABILITY

As a forward-focused organization that improves people's futures through education and training, NIC is grateful to support people in the region in their environmental efforts. This includes the most vulnerable members of society, who disproportionately experience the impacts of climate change. **We will combat climate change through education, research and operations.**

**Outcome: Climate change education and research**

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23			YEAR 3 2023/24			YEAR 4 2024/25			YEAR 5 2025/26			COMMENTS
			Su	F	W	Su	F	W	Sp	Su	F	W	Sp	Su	F	W	Sp	
<b>ENVIRONMENT</b>																		
<b>8.1 CLIMATE AND SUSTAINABILITY</b>																		
a. Reduce greenhouse gas emissions	Complete	On Track																NIC's greenhouse gas emissions in 2022 were 12% lower than in 2010 (944 tonnes vs. 1,069 tonnes). We are on track to meet CleanBC's 2025 target of a 16% reduction in emissions, focusing on reducing emissions created through building operations, paper use and transportation..

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23			YEAR 3 2023/24			YEAR 4 2024/25			YEAR 5 2025/26			COMMENTS	
			Su	F	W	Su/F	W/Sp												
<b>ENVIRONMENT</b>																			
<b>8.1 CLIMATE AND SUSTAINABILITY</b>																			
b. Implement process to track # of courses, research and applied learning initiatives that include sustainability	Complete	On Track																Process established	Sustainability outcomes were incorporated in 18 applied-research initiatives, including the study of forage-fish populations in collaboration with Project Watershed, the support of Kwiakah First Nation in assessing wild kelp beds in their territory and the restoration of kelp habitat.
c. Explore adoption of the Sustainability Tracking Assessment and Rating System for Higher Education (STARS)	Complete	On Track																Decision on tracking system	The Sustainability Tracking Assessment and Rating System (STARS) is a global standard for higher education. We have met with post-secondary partners to better understand the value of STARS and have conducted a gap analysis to help inform the College's decision.



# Communities



NIC will build relationships and be accountable to Indigenous communities in support of self-determination through education, training and applied research.

Communities come together through NIC. We anchor the region's communities through education, training, knowledge and innovation. We work with people, industry, Indigenous and not-for-profit organizations to enrich learning. The mutually beneficial exchange of knowledge and resources leads to healthy and thriving people and communities. It also leads to a healthy college. **We will serve the social and economic development needs of the people and region.**

## 9.1 SERVING THE PEOPLE OF THE REGION

Each of the communities in the region we serve is unique in their cultures, economies and access to digital technology and infrastructure. Before the pandemic, fewer people across the region were prepared for further education than the provincial average; and the pandemic may have created new obstacles on their educational path. We believe all students and communities should have access to education. **We will serve all communities, including those with barriers to participation in education and the economy.**

**Outcome: Higher enrolment from within the region**

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23			YEAR 3 2023/24			YEAR 4 2024/25			YEAR 5 2025/26			COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp			
<b>COMMUNITIES</b>																		
<b>9.1 SERVING THE PEOPLE OF THE REGION</b>																		
a. Increase above 278 the # of students participating in custom regional and in-community programming	> 278	On Track				353		374									Success in this measure has been achieved through the ongoing initiatives set out in <i>Widening Our Doorways 2026</i> .	



### 9.3 SOCIAL AND ECONOMIC DEVELOPMENT OF THE REGION

NIC is a publicly funded college established by the provincial government to serve the people and communities of the region. In doing so, we support the region's health and sustainability. **We will intentionally use human, financial and physical resources to promote social and economic development.**

**Outcome: To be a hub for knowledge, service and innovation in the North Island**

YEAR 5 GOAL	TARGET	STATUS	YEAR 1 2021/22			YEAR 2 2022/23			YEAR 3 2023/24			YEAR 4 2024/25			YEAR 5 2025/26			COMMENTS
			Su	F	W	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp	Su/F	W/Sp			
<b>COMMUNITIES</b>																		
<b>9.3 SOCIAL AND ECONOMIC DEVELOPMENT OF THE REGION</b>																		
a. Create alumni-relations capacity	Complete	On Track																<p>Alumni-relations readiness assessment complete</p> <p>Alumni Relations established</p> <p>Capacity plan complete</p> <p>Alumni Relations Liaison job description approved and posted</p> <p>The alumni-relations readiness assessment advises that capacity in this area be built prior to the formation of an association. Anticipate successful hire of Alumni Relations Liaison and beginning work on developing the alumni-relations program in Fall 2023.</p>
b. Increase the number of active community partnerships to enhance programming	12	On Track																<p>18 partnerships</p> <p>31 partnerships</p> <p>Community Engagement continues to foster dialogue within NIC and throughout the communities we serve, and in fiscal year 2022/23, community partnerships have expanded to 31.</p>
c. Increase # of students involved in research projects to greater than 13 students	> 13	On Track																<p>13 students</p> <p>30 students</p> <p>28 students</p> <p>In 2022/23 fiscal year, 16 NIC students were hired to participate in research projects, and another 14 students participated as part of their course work.</p>

EDUCATION AND TRAINING BUILT FOR YOU

[WWW.NIC.BC.CA](http://WWW.NIC.BC.CA)



PEACE RIVER REGIONAL DISTRICT

July 31, 2023

UBCM Member local Governments

VIA Email

Re: BC Wildfire Service Fire Fighting Equipment

Dear Mayor and Council / Board of Directors

At its June 29, 2023, Regular Meeting, the Peace River Regional District Chair and Directors endorsed the following resolution and resolved that it be forwarded to the UBCM members for consideration of support:

WHEREAS, the province of British Columbia is prone to wildfires, which pose significant threats to public safety, communities, property, and the environment, and where climate change has contributed to an increase in the frequency, intensity, and severity of wildfires, thereby placing an unprecedented strain on available firefighting equipment;

AND WHEREAS, the Provincial Government has the responsibility to ensure that the BC Wildfire Service has adequate resources, including equipment, to effectively respond to and manage wildfires to safeguard lives, protect infrastructure, and preserve the natural environment, and where the effectiveness and efficiency of the BC Wildfire Service's operations in the containment of wildfires heavily depend on the availability of adequate equipment and resources:

THEREFORE BE IT RESOLVED that the Provincial Government take immediate action to ensure that BC Wildfire is provided with all available firefighting equipment, including Coulson Aviation's Next Gen fire suppression equipment, and any other available Canadian company with aviation firefighting equipment, to combat wildfires during increased demand during peak wildfire seasons;

AND BE IT FURTHER RESOLVED that the Provincial Government explore partnerships with federal agencies, neighboring provinces, and available contractors to enhance equipment sharing and mutual aid agreements, ensuring a more robust response to wildfires and promoting regional collaboration in firefighting efforts.

Yours truly,

*Leonard Hiebert*

Leonard Hiebert  
Chair

Background information on this resolution is enclosed for reference.

diverse. vast. abundant.

Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8  
(250) 784-3200 (800) 670-7773 Fax: (250) 784-3201  
prrd.dc@prrd.bc.ca

9505 100 St, Fort St. John, BC V1J 4N4  
(250) 785-8084 Fax: (250) 785-1125  
prrd.fsj@prrd.bc.ca



PEACE RIVER REGIONAL DISTRICT

**BACKGROUND INFORMATION:**

Wildfires pose a significant threat to public safety, communities, infrastructure, and wildlife. In British Columbia, wildfires have increased in frequency and severity in recent years. The efficient and effective management of wildfires requires access to a well-equipped and adequately resourced firefighting force, allowing BC Wildfire to respond rapidly to suppress and contain wildfires and sustain firefighting efforts during prolonged operations, minimizing their destructive impact. Inadequate access to firefighting equipment can lead to delayed response times, compromising firefighting efforts, and increased risk to human life and property. Therefore, the Province must ensure that BC Wildfire can access all available firefighting equipment.

REPLY TO: Peace River Regional District at [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)



**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**



**FOR IMMEDIATE RELEASE**

July 13, 2023

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## **Upgrades at West Coast Landfill increase opportunity to reduce waste**

The Alberni-Clayoquot Regional District (ACRD) is celebrating the completion of upgrades at the West Coast Landfill – changes that will make the facility easier to use and increase opportunities to divert waste.

The changes were constructed through 2022 and completed in spring 2023. They include an expanded public tipping area that better accommodates diversion streams and the construction of an onsite composting facility to process the food and yard waste now being collected from residential homes on the West Coast.

“These changes will help us continue to reduce the amount of waste that is going to the landfill by making it easier for residents to easily access alternative disposal options. Investing in these infrastructure upgrades is key to continuing toward our goals of reducing the how much waste created by each person in our region,” said Debbie Haggard, vice-chair of the ACRD Board.

Funding for this project comes from the Government of Canada through the Canada Community-Building Fund, which is administered by the Union of BC Municipalities. In 2020, the ACRD received a \$6-million grant that funded the introduction of organics collection in the City of Port Alberni and on the West Coast, as well as landfill improvements.

“Ensuring communities have access to reliable infrastructure is vital for their safety and well-being. These upgrades will have tangible impacts on the quality of life of families and the vitality of the ACRD now and into the future. Our government will continue to work with provincial and municipal partners to build a healthier environment for everyone,” said the Honourable Harjit S. Sajjan, Minister of International Development and Minister responsible for the Pacific Economic Development Agency of Canada, on behalf of the Honourable Dominic LeBlanc, Minister of Intergovernmental Affairs, Infrastructure and Communities.

“Improving public access to local services, such as waste disposal, is a priority for us, and we know that investments in infrastructure help create dynamic and vibrant communities,” said Anne Kang, Minister of Municipal Affairs. “The upgrades at the West Coast Landfill are just one example of how we’re working with all levels of government to meet the unique needs of their communities.”

Alberni-Clayoquot Regional District - 3008 Fifth Avenue, Port Alberni, BC - 250-720-2700 - [www.acrd.bc.ca](http://www.acrd.bc.ca)

Serving Port Alberni, Tofino, Ucluelet, Treaty First Nations: Huu-ay-aht, Yuuʔuʔiʔath, Uchucklesaht Tribe Government and Toquaht Nation and six electoral areas: "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek).



**ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT**



"People and businesses on the West Coast have long been advocating for more ways to divert waste and reduce their environmental footprint, which is why empowering our community to actively participate in waste reduction efforts at the West Coast Landfill means so much to us," said Josie Osborne, MLA for Mid Island-Pacific Rim. "These investments provide easier access to recycling, composting, and alternative disposal options, and they reflect our commitment to the lands and waters that sustain us."

For more updates on the program and to learn more follow along at [letsconnectacrd.ca/sortngo-west-coast](https://letsconnectacrd.ca/sortngo-west-coast) or follow us at [www.facebook.com/ACRD.recycles](https://www.facebook.com/ACRD.recycles).

-30-

For more information,  
Jodie Frank  
Solid Waste Project Coordinator  
250-720-2700

More photos available upon request.



Photo information: Alberni-Clayoquot Regional District Directors Tofino Councillor Tom Stere and Ucluelet Mayor Marilyn McEwen, cut the ribbon at the official opening of the West Coast Landfill on Wednesday, July 12. They are joined by (left to right) ACRD CAO Daniel Sailland, Tofino Manager of Infrastructure and Capital Projects Simon Kirkland, Toquaht Nation Manager of Housing and Infrastructure Jackie Arsenault, Elmer Arsenault, ACRD Solid Waste Project Coordinator Jodie Frank, ACRD Solid Waste Coordinator Brenda Sauve, Berry and Vale Contracting Operations Manager Cameron Vale, WC Landfill Manager Tony Konefall, ACRD Solid Waste Manager Paulo Eichelberger, and ACRD General Manager Community Services Jenny Brunn. [Photo courtesy of ACRD]

Alberni-Clayoquot Regional District - 3008 Fifth Avenue, Port Alberni, BC - 250-720-2700 - [www.acrd.bc.ca](http://www.acrd.bc.ca)

Serving Port Alberni, Tofino, Ucluelet, Treaty First Nations: Huu-ay-aht, Yuuufu?ii?ath, Uchucklesaht Tribe Government and Toquaht Nation and six electoral areas: "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek).

Upgrades at West Coast Landfill Increase Opportunity to Reduce Waste Jod...



13211 Henry Ave, Box 159  
Summerland BC V0H 1Z0  
Tel: 250-494-6451 Fax: 250-494-1415  
www.summerland.ca

July 17, 2023

Dear fellow District Municipality mayors and councillors,

I am writing to see if there is interest in a get-together at this year's UBCM to speak about issues pertaining to District municipalities.

I know each of our 50 district municipalities is unique but perhaps one challenge many of us have in common is the very thing that makes us a District – ie, our small population relative to our land base.

Here in Summerland, 86% of our land has restrictions limiting development and therefore contributes less than 3% of our property tax revenues. Yet infrastructure demands (eg. road maintenance) in these areas are increasing.

We never get far when speaking to the Province about this issue and we often wonder if there are other municipalities in the same boat with whom we could join forces. (If so, they're most likely to be a District municipality.)

There may be other mutual concerns, and opportunities, but I don't know if District municipalities have ever met to identify and discuss them, or to just speak about what it means to be a District. UBCM seems to be the logical place to start a conversation so please let me know if you think a get-together should be organized.

If there is enough interest, we can ask UBCM to provide us a room and meeting time during the Convention.

Sincerely,

A handwritten signature in black ink that reads "Doug Holmes". The signature is written in a cursive style and is placed on a light-colored rectangular background.

Doug Holmes  
Mayor, District of Summerland



# UBCM 2023 BALANCING ACT

July 24, 2023

**TO: Chief & Council; Mayor & Council**  
**FROM:** Councillor Sarah Fowler, Village of Tahsis  
Small Community Representative  
**RE: Small Talk Forum 2023**

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As your Small Community Representative, I wish to advise you of the upcoming UBCM Convention, specifically the Small Talk Forum.

**Date:** Tues Sept 19, 2023  
**Time:** 9:00 am – 12:00 pm  
**Location:** Ballroom A/B (Level 1), Vancouver Convention Centre East

The Small Talk Forum, for Indigenous and local governments with a population under 5,000, continues to be one of the most popular sessions at Convention. Your direct involvement has made the Forum a repeat success, and in 2023 we encourage you to contribute your ideas. Then, come prepared to engage in discussion of these ideas, as well as issues raised by other communities.

What are one or two challenges of greatest concern facing your community? How is your community grappling with these challenges?

If you have a best practice or success story to share, please tell us about it as well. This is an opportunity for small communities to share tips and information and help one another with day-to-day challenges. For instance, has your community completed (or is undertaking) a project or initiative that you think would be informative for other small communities?

**Please submit challenges, success stories, or other discussion topics to Bhar Sihota, Senior Policy Analyst at [bsihota@ubcm.ca](mailto:bsihota@ubcm.ca) by Fri Aug 4, 2023.** *We will distribute the list of issues at the Forum and will endeavour to address some of these issues ahead of time.* We will also have a facilitator, and resource persons on hand to provide technical information.

We hope that you will be able to take part, and encourage you to submit your ideas. I look forward to welcoming you to the 2023 Small Talk Forum!

<b>Please distribute this memo to Chief &amp; Council or Mayor &amp; Council</b>
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