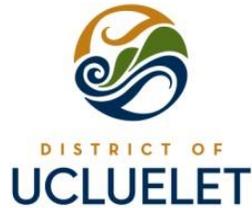




REGULAR MEETING OF COUNCIL
Thursday, December 7, 2023 @ 4:00 PM
George Fraser Room in the Ucluelet Community Centre, and Electronically (Via Zoom)
500 Matterson Drive, Ucluelet

LATE AGENDA

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1. LATE ITEMS	
1.1. Consultant Contract Authorization for Development Cost Charges Program Review and Update <i>James MacIntosh, Director of Engineering Services</i> RTC - DCC Contract	3 - 6
1.2. October and November 2023 Monthly Ucluelet Detachment Policing Reports Leadership Report November 2023 Leadership Report October 2023	7 - 17



REPORT TO COUNCIL

Council Meeting: December 7, 2023
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JAMES MACINTOSH, DIRECTOR OF ENGINEERING SERVICES

FILE NO: 5210-05

SUBJECT: CONSULTANT CONTRACT AUTHORIZATION FOR DEVELOPMENT COST CHARGES PROGRAM REVIEW AND UPDATE

REPORT NO: 23- 161

ATTACHMENT(S): N/A

RECOMMENDATION(S):

THAT Council authorize the Corporate Officer to execute a \$78,905 plus G.S.T. contract to Urban Systems Ltd. to review and update the Development Cost Charges program and bylaw.

THAT Council direct staff to allocate \$90,000 plus G.S.T. in the 2024 budget for the review and update of the Development Cost Charges program and bylaw funded through Development Cost Charge Reserves.

BACKGROUND:

Development Cost Charges (DCCs) are monies that are collected from land developers by a municipality, to offset some of the infrastructure expenditures incurred, to service the needs of new development. Imposed by bylaw pursuant to the *Local Government Act*, the charges are intended to facilitate development by providing a method to finance capital projects related to roads, drainage, sewers, water and parkland.

Development Cost Charges Bylaw No. 738 was adopted by the District in 1997 and amended in 2007. The District's program, Bylaw, and fees are out of date, resulting in the District being unable to capture adequate fees to fund the infrastructure growth necessary for sustainable development.

In recent years, the District has undertaken several initiatives, including a Land Use Demand Study, to gain a better understanding of land use demand, growth, and housing needs. Furthermore, updates have been completed to the Official Community Plan (OCP), water, stormwater and sanitary master plans, as well as a draft 20-year Capital Renewal Plan. These endeavors collectively contribute to the District's proactive approach to addressing its evolving requirements and facilitating sustainable development. In view of these accomplishments, as well as significant building developments on the horizon and impending amendments to the DCC legislation, now is

a timely opportunity to update the DCC program to better support the District's development infrastructure needs.

In November of 2023, the District invited qualified experts in the field of urban economics and engineering to provide proposals for the review and update of the District's DCC program and Bylaw. The following deliverables were developed as desired and necessary outputs from the update:

1. Ensure the District is recovering adequate funding to support future growth;
2. Leverage the above works so that the District can start collecting DCCs as soon as possible;
3. Incorporate new and existing provincial legislation to optimize the DCC Program.

Of the two proposals received, Urban Systems Ltd. is the recommended contract winner. Urban Systems Ltd. provides a blend of planning, engineering, local government consulting, and architecture skills that combine to provide a comprehensive interdisciplinary approach to municipal services. As one of Western Canada's largest planning practices, they have been at the forefront of DCCs in British Columbia for the past 10+ years, completing DCC program updates for over 50 communities in B.C. The key deliverables from their proposal are:

1. Review of existing DCC program;
2. DCC workshops with staff and stakeholders;
3. Develop DCC project lists;
4. Update DCC financial model and rates;
5. Draft DCC program;
6. DCC background reports and Bylaw preparations;
7. DCC Bylaw submission to Ministry;
8. Additional options (amenity contribution charges, detailed costs estimates, land economic analysis).

The base price for their proposed work plan is \$78,905, with options for additional value-added deliverables. Staff is recommending including an additional \$11,095 in the 2024 budget to allow for the inclusion of the value-added items resulting in a total price of \$90,000 plus G.S.T. Urban Systems has indicated the project would take approximately 10 months to complete. Staff are further recommending utilizing DCC reserves to fund the DCC Bylaw update.

The District allocated \$18,500 in 2023 for the DCC program and Bylaw update. There is a significant variance between the original budget allocation and proposed contract value because it was originally planned as a basic Bylaw update; however, it has become clear that a full program review is necessary. The update will also allow the District to advance the potential collection of amenity cost charges (ACCs) within the DCC program. The Province has recently advised municipalities that they are contemplating updating the DCC legislation to allow for the collection of ACCs which include development related growth costs specific to parks and recreation, fire and emergency services, solid waste facilities etc. The proposed update will contemplate those new ACCs allowing the District to advance those fees upon adoption of the updated legislation.

ANALYSIS OF OPTIONS:

A	Authorize the contract and capital allocation	<u>Pros</u>	<ul style="list-style-type: none"> The District’s outdated DCC Bylaw creates liability for the District that will be mitigated by updating the Bylaw. The District can begin receiving the full amount of allowable fees from developments once the Bylaw is updated. The program update will ensure the District is prepared for impending changes to the development legislation. The additional options will be determined once the project is underway. They include items that could be valuable to the update, such as amenity contribution charge updates, detailed cost estimates, and land economic analysis.
		<u>Cons</u>	<ul style="list-style-type: none"> Once approved, it will be 10 months until the update is complete, and the program benefits can take affect.
		<u>Implications</u>	<ul style="list-style-type: none"> The contract base value is \$78,905, plus G.S.T. The additional option deliverables are \$11,095 resulting in a final contract value of \$90,000 plus G.S.T. \$18,500 will be carried forward from the 2023 budget with an additional \$71,500 allocated in the 2024 budget.
B	Direct staff to defer the DCC update for a future year	<u>Pros</u>	<ul style="list-style-type: none"> Council could prioritize budget towards other District needs.
		<u>Cons</u>	<ul style="list-style-type: none"> Development fees will continue to be under charged creating further liability and unfunded infrastructure needs for the District.
		<u>Implications</u>	<ul style="list-style-type: none"> Significant liability provided the amount of developments planned in 2024 and future years.
		<u>Suggested Motion</u>	<p>THAT Council direct staff to defer the Development Cost Charges update to 2025.</p>
C	Do not proceed	<u>Pros</u>	<ul style="list-style-type: none"> Ucluelet would continue to have very low development cost charges which is good for developers.
		<u>Cons</u>	<ul style="list-style-type: none"> The current DCC program and Bylaw will continue to under receive fees from developers to fund growth-related infrastructure needs.
		<u>Implications</u>	<ul style="list-style-type: none"> Undercharging development cost charges creates unfunded infrastructure and liability for the District.
		<u>Suggested Motion</u>	<p>No motion is required.</p>

POLICY OR LEGISLATIVE IMPACTS:

- 738 Bylaw, 1996 – Development Cost Charges



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



Royal Canadian Mounted Police Gendarmerie royale du Canada



Calls for Service: 84

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: 1
Impaired Driving: 1 file no charges
Traffic Tickets: 1
Written Warning: 0

Build and Maintain Relations with the Community

Community Involvement

- Members attended both the schools for Remembrance Day ceremonies.
- Members attended community Remembrance Day.

Reconciliation

- Cst. HARRY continues to dedicate a considerable amount of his personal time by participating in the following:
 - a) Attended Youth Basketball practice on a few occasions.
 - b) Attended and assisted with Elders walk
 - c) Visited elders in the community and brought food to them.
 - d) Attended a cultural dinner with a drum and dance practice.
 - e) Attended elders lunch and discussed issues for youth getting accessibility to computers. Currently attempting to access funding to resolve this issue.
 - f) Assisted the Junior Canadian Rangers with drill practice for Remembrance Day.
 - g) Visited the Daycare to keep up relations and assist with any community issues. While at the daycare, participated in a walk and then took the youth through a tour of the police vehicle.
 - h) Took an elder on a tour of the community Christmas lights.

- Detachment members have continued to do proactive visits to the communities to open positive interactions with community members.

Vulnerable Persons

Community Referrals

2 for the month of November

Other Police Services

Criminal Record Checks

Criminal record / Vulnerable Sector checks: 16

OCCURRENCES	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Assaults (Not including sexual assaults)	6	37	5	46
Sexual Offences	1	11	0	12
Break and Enters (Residence & Business)	4	15	0	7
Theft of Motor Vehicle	0	6	0	5
Theft Under \$ 5000.00	1	18	4	22
Theft Over \$ 5000.00	0	8	0	3
Drugs (Possession)	0	5	0	0
Drugs (Trafficking)	0	3	0	3
Causing a Disturbance	3	46	1	32
Liquor Act	1	36	2	40
Mischief - damage to property	2	21	6	37
Mischief - obstruct enjoyment	2	39	1	12
Impaired Driving	1	42	1	28
IRP / 24 hr suspension	0	18	1	10
Utter threats	0	10	0	14
Bylaw	3	51	1	40
Mental Health	1	52	3	28
Total Calls for service	84	1109	93	1307

JUSTICE REPORTS	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Victim Services Referral - Accepted	2	10	0	2
Victim Services Referral - Declined	1	15	0	0
Victim Services - Proactive Referral	0	2	0	0
Restorative Justice Referrals	0	1	0	0
Prisoners Held	6	38	0	43
Prisoners escorted	0	11	0	0
Liquor Destroyed Immediately	1	6	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

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

Extended Distribution List:

District Advisory NCO



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



Royal Canadian Mounted Police Gendarmerie royale du Canada



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

- (1) Crime Reduction
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- (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: 1 file no charges

Traffic Tickets: 1

Written Warning: 1

- Impaired driving unit attended during the month of September. During their time: 9 impaired driver were removed from the road, 3 warrants of arrest were executed, 1 prohibited driver was charged and located a substantial amount of meth in on vehicle pull over

Build and Maintain Relations with the Community

Community Involvement

- Members handed out candy in their police vehicles during Halloween.

Reconciliation

- Cst. HARRY continues to dedicate a considerable amount of his personal time by participating in the following:
 - a) Brought a Hitacu elder to visit his home community in Campbell River (Homalco First Nations and We Wai Kum first Nations).
 - b) Attended the Toquaht First Nations emergency Operations training in Macoah.
 - c) Visited elders in the community and brought food to them.
 - d) Attended dance practice Hitacu Cixwatin Centre.
 - e) Attended TFN cultural lunch and drum practice in Macoah.
- 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 October

Other Police Services

Criminal Record Checks

Criminal record / Vulnerable Sector checks: 16

OCCURRENCES	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Assaults (Not including sexual assaults)	6	31	3	46
Sexual Offences	0	11	0	12
Break and Enters (Residence & Business)	0	15	1	7
Theft of Motor Vehicle	0	6	0	5
Theft Under \$ 5000.00	2	16	2	22
Theft Over \$ 5000.00	1	7	0	3
Drugs (Possession)	1	4	0	0
Drugs (Trafficking)	0	3	0	3
Causing a Disturbance	2	44	4	32
Liquor Act	2	34	1	40
Mischief - damage to property	2	19	2	37
Mischief - obstruct enjoyment	2	37	0	12
Impaired Driving	1	41	3	28
IRP / 24 hr suspension	1	17	1	10
Utter threats	0	10	0	14
Bylaw	8	43	3	40
Mental Health	8	44	3	28
Total Calls for service	84	1025	83	1307

JUSTICE REPORTS	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Victim Services Referral - Accepted	1	9	1	2
Victim Services Referral - Declined	1	14	0	0
Victim Services - Proactive Referral	0	2	0	0
Restorative Justice Referrals	0	1	0	0
Prisoners Held	2	37	2	43
Prisoners escorted	0	11	0	0
Liquor Destroyed Immediately	1	5	0	4

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

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