



**REGULAR MEETING OF COUNCIL**

**Thursday, February 15, 2024 @ 4:00 PM**

**Electronically (Via Zoom) and in the George Fraser Room in the Ucluelet Community Centre  
500 Matterson Drive, Ucluelet**

**LATE AGENDA**

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This meeting is a hybrid meeting conducted both in-person and electronically through Zoom.

Visit [Ucluelet.ca/CouncilMeetings](https://ucluelet.ca/CouncilMeetings)

for Zoom login details, links to the livestream on YouTube and other information about Council meetings.

Members of the public may attend the George Fraser Room in the Ucluelet Community Centre to hear, or watch and hear, this meeting including any electronic participation.

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|--------------|---|
| <b>3 - 8</b> | <b>1. LATE ITEMS</b>  |
|              | 1.1. Letter of Support Request - Ucluelet Racquet Sports Club<br><i>Penny Jones, Ucluelet Racquet Sports Club, Board of Directors</i><br><a href="#">2024-02-13 LoS Request Pickleball Club</a> |





# Ukee Pickleball

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## Ucluelet Racquet Sports Club

1358 Edwards Place  
PO Box 1058  
Ucluelet, B.C.  
VOR 3A0

February 13, 2024

Mayor and Council

District of Ucluelet

Via email

Dear Mayor and Council,

The Ucluelet Racquet Sports Club was incorporated as a not for profit Society in the Province of B.C. in the summer of 2022 (Inc. # S0076938). The Society's purpose is to foster the growth and development of racquet sports in the District of Ucluelet. We currently have 50 paid members most of whom are residents and property owners. The Society is served by an elected dedicated board consisting of 5 Directors.

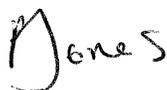
We have recently begun fundraising efforts to develop and or improve playing facilities in the town and to that end were informed by the Manager of the local Co-op of a grant program administered by the Co-op called the Community Spaces Program. (See attachment 1) The funding window is only open during the month of February and our organization has been determined to meet their eligibility criteria as a potential applicant. We are therefore respectfully requesting Council to consider writing a letter of support that would need to expressly stipulate support for the Society's project and specifically agree to receive the grant funds on the Society's behalf and issue a charitable tax receipt to the Co-op.

The project we are excited to advance is a refurbishing of the existing playing facility at the Seaplane Base Hall. This phase of the project would replace the missing or damaged windows in the facility, replace the existing lighting with updated LED lights, replace the 4 exterior metal double doors and restore the playing surface by applying an epoxy based levelling compound that is commonly used to restore gymnasium floors in dated facilities. (Please see estimate attachment 2)

If the Society is successful in garnering a grant for these works we would then apply for a BC Gaming grant in June of this year that would potentially match the Co-op donation and enable the Society to have work completed that would reinstate the washroom facilities by installing a septic holding tank and pump out facility (similar to the system the District is currently installing at the project at Amphitrite Point) and complete the repairs on part of the back roof, install a covered porch in front of the rear door and replace rotten fascia and broken gutters.

We have heard from many community members (beyond the sporting community) who have both practical and sentimental reasons as to why they support the restoration and ongoing maintenance of the Seaplane Base Hall. We hope that this current council shares the vision we have in providing an improvement to the community that is not funded through civic taxes and buys us all more time in fundraising and developing a new covered hard court sports complex in the future..

Sincerely yours,

A handwritten signature in black ink that reads "Jones". The first letter 'J' is large and stylized, with a loop that extends upwards and then down to the left. The rest of the name is written in a cursive, slightly slanted style.

Penny Jones on behalf of the Board of Directors URSC.

Attachments:

1. Community Spaces Program Details
2. Estimate for work Saltwater Building Co.

## What is Co-op Community Spaces?

At Co-op, we know the importance of community, and we are proud to support spaces that bring people together. That's why we created the Community Spaces program to help protect, beautify and improve spaces across Western Canada.

Co-op will invest in the communities we serve by contributing \$1 million per year to support projects that improve the places where Canadians meet, play, learn and share.

Applications are accepted between February 1 and March 1 at 5 p.m. (CST). For application support, please review the following sections.

## Who Can Apply?

Co-op Community Spaces is focused on improving community health and well-being by building places for Western Canadians to come together, build social connections and enable community development. In keeping with our ongoing commitment to invest in the communities we serve, projects can apply to receive between \$25,000 and \$150,000 in capital funding in three categories: recreation, environmental conservation and urban agriculture. Keep reading to see if your project meets the eligibility requirements.

### Funding Categories

#### Recreation

Provide enhanced recreation spaces in the community such as sports or arts centres or playgrounds.

#### Environmental Conservation

Preservation of natural spaces in the community such as green spaces or interpretive centres.

#### Urban Agriculture

Small-scale community agriculture initiatives in both rural and urban areas such as community gardens or food education facilities.

## Curious about past recipients?

Here's a quick look at some of our past recipients who fall into each category.

### Recreation

- Indian Head Skate Park, Indian Head, SK
- Magic Carpet Lift at Optimist Hill, Saskatoon, SK

### Environmental Conservation

- Wildlife Haven Murray Education Centre, Ile des Chênes, MB
- Willband Creek Park Viewing Platform, Abbotsford, BC

### Urban Agriculture

- Regina Food Bank, Regina, SK
- Winnipeg Harvest, Winnipeg, MB

## Project Eligibility Requirements

To be eligible for funding the project must:

- Have a funding request between \$25,000 - \$150,000 (requests above or below will not be considered)
- Align with one of the three funding categories (recreation, environmental conservation or urban agriculture)
- Be available and accessible for the community to use
- Be completed within two years of receiving funding
- Be a capital project (please review page 7 for an outline of what is considered a capital project)
- Be located in British Columbia, Alberta, Saskatchewan or Manitoba
- Agree to permanent signage

## Applicant Eligibility Requirements

In addition to the project requirements, your group must fall into one of the following applicant categories:

- Registered charities under the Canada Revenue Agency with valid registration numbers
- Registered non-profit organizations under the provincial government with proof of registration
- Non-profit organizations partnered with their municipal government who will accept funding and issue receipts on their behalf
- Community service co-operatives

**\*If you have any questions about your eligibility, please see page 5.**

### **We are a non-profit but do not have a charity number. Are we still eligible?**

- Non-profit organizations without registered charitable status are still eligible to apply for the program, as long as they have letters of support from their local municipal government to accept the funding and issue receipts on the recipient's behalf.

### **Can municipalities apply for funding?**

- Municipalities are not eligible to apply for the Community Spaces program. Charities, non-profits, and community service co-operatives are the only groups eligible for funding.

### **How does a municipality partner with a non-profit?**

- Partnering with a municipality will provide the non-profit the support to receive funds, as the funds will be sent to the municipality, who can issue a receipt. The non-profit is still required to manage the project.
- The project can be owned and operated by the municipality if it's accessible to the community.

### **Can we still apply if our project contains multiple phases?**

- Projects are permitted to have multiple phases, as long as they follow the eligibility requirements. Please note that Community Spaces does not support programming, only capital expenditures.

### **We are not located in British Columbia, Alberta, Saskatchewan or Manitoba. Can we apply?**

- No. At this time, the program only extends to the four western provinces.

### **Does there need to be a Co-op in the community?**

- No, there does not need to be a Co-op in your community, but we do consider the distance to the nearest Co-op.

### **Can schools or classrooms apply for this grant?**

- Schools can apply for this grant through their school board as long as the school board is registered as a non-profit or charity.
- If your group is not registered, you will need to submit a letter from the city councillor endorsing the project in your area.
- Classrooms are not eligible.

### **Can faith-based schools or organizations apply?**

- Faith-based organizations and schools that apply will be considered, as long as the project isn't politically affiliated or only accessible to people of a certain religion or faith. Community Spaces wants to bring the community together and inclusion is important!

### **Can daycares that are operated out of churches apply?**

- If the daycare operates independently from the church, then it is eligible to apply.

### **Can Indigenous communities apply?**

- Some Indigenous communities are registered as charities through CRA and can meet the eligibility criteria of the program.

|   |                             |  |          |               |                                 |            | DATE Feb 13 2024   |
|--|-----------------------------|--|----------|---------------|---------------------------------|------------|--|
| Sea Plane Base Pickle Ball Upgrades  |                             |  |          |               |                                 |            |  |
| Division   | Item                        | Notes  | Quantity | Unit          | Rate                            | Sum        | Notes  |
| <b>Division 0</b>  |                             |  |          |               |                                 |            |  |
| <b>Div. 1 General Conditions</b>   |                             |  |          |               |                                 |            |  |
| Div. 0 Total   |                             |  |          |               |                                 |            |  |
| 01-1101  | Project Management          | Project Manager/ Site super Hours                      | 65       | hrs           | \$ 95.0                         | \$ 6,175   |  |
| 01-1200  | Waste Disposal              | Estimate based on schedule                             | 1        | allowance     | \$ 2,500                        | \$ 2,500   |  |
| Div. 1 Total   |                             |  |          |               |                                 |            |  |
| Div. 2 Existing Conditions   |                             |  |          |               |                                 |            |  |
| 02-2100  | Demolition                  |  | 2        | days          | \$ 1,040                        | \$ 2,080   |  |
| Div. 2 Total   |                             |  |          |               |                                 |            |  |
| Div. 3 Concrete  |                             |  |          |               |                                 |            |  |
| Div. 3 Total   |                             |  |          |               |                                 |            |  |
| Div. 4 Masonry   |                             |  |          |               |                                 |            |  |
| Div. 4 Total   |                             |  |          |               |                                 |            |  |
| Div. 5 Metals  |                             |  |          |               |                                 |            |  |
| Div. 5 Total   |                             |  |          |               |                                 |            |  |
| Div. 6 Woods and Plastics  |                             |  |          |               |                                 |            |  |
| 06-6100  | Lumber supply               |  | 1        | allowance     | \$ 3,500                        | \$ 3,785   | RE and RE windows and doors  |
| 06-6200  | Rough Carpentry             | General Carpentry labour allowance                     | 250      | hrs           | \$ 68                           | \$ 16,875  | We have put in extra hours as this is a renovation, assuming no major surprises in the existing building this should come down |
| Div. 6 Total   |                             |  |          |               |                                 |            |  |
| Div. 7 Thermal and Moisture Protection   |                             |  |          |               |                                 |            |  |
| 07-7100  | Cladding Supply and Install | Supply and Install of Cladding including waterproofing | 1        | allowance     | \$ 1,000                        | \$ 1,000   | Allowance for cladding material to patch in as needed at new doors/windows   |
| Div. 7 Total   |                             |  |          |               |                                 |            |  |
| Div. 8 Openings  |                             |  |          |               |                                 |            |  |
| 08-8100  | Window                      | 5 replacement windows vinyl non operable               | 5        | windows       | \$ 1,000                        | \$ 5,000   | waiting on supplier quote  |
| 08-8100  | door Supply C/W Hardware    | 4x double steel doors 1x single door                   | 5        | doors         | \$ 2,500                        | \$ 12,500  | based on previous project pricing  |
| 08-8300  | Opening Prep                | standard Blueskin and building paper prep              | 10       | openings      | \$ 350                          | \$ 3,500   |  |
| 08-8400  | Window and door install     | window and exterior door install                       | 10       | doors/windows | \$ 350                          | \$ 3,500   |  |
| Div. 8 Total   |                             |  |          |               |                                 |            |  |
| Div. 9 Finishes  |                             |  |          |               |                                 |            |  |
| 09-9300  | Flooring                    | Epoxy Gym floor coating                                | 1        | allowance     | \$ 60,000                       | \$ 60,000  | This is an estimate, no trade involvement in this quote  |
| Div. 9 Total   |                             |  |          |               |                                 |            |  |
| Div. 10 Speciality   |                             |  |          |               |                                 |            |  |
| Div. 10 Total  |                             |  |          |               |                                 |            |  |
| Div. 11 Equipment and Appliances   |                             |  |          |               |                                 |            |  |
| Div. 11 Total  |                             |  |          |               |                                 |            |  |
| Div. 12 Furnishing   |                             |  |          |               |                                 |            |  |
| Div. 12 Total  |                             |  |          |               |                                 |            |  |
| Div. 13 Special Construction   |                             |  |          |               |                                 |            |  |
| Div. 13 Total  |                             |  |          |               |                                 |            |  |
| Div. 14 Conveying Equipment  |                             |  |          |               |                                 |            |  |
| Div. 14 Total  |                             |  |          |               |                                 |            |  |
| Div. 21 Fire Suppression   |                             |  |          |               |                                 |            |  |
| Div. 21 Total  |                             |  |          |               |                                 |            |  |
| Div. 22 Plumbing   |                             |  |          |               |                                 |            |  |
| Div. 22 Total  |                             |  |          |               |                                 |            |  |
| Div. 23 Heating Ventilation and Air Condition  |                             |  |          |               |                                 |            |  |
| Div. 23 Total  |                             |  |          |               |                                 |            |  |
| Div. 24 Integrated Automation  |                             |  |          |               |                                 |            |  |
| Div. 24 Total  |                             |  |          |               |                                 |            |  |
| Div. 25 Electrical   |                             |  |          |               |                                 |            |  |
| 26-2600  | Electrical servicing        | Electrical works for new lighting                      | 1        | allowance     | \$ 12,500                       | \$ 12,500  |  |
| 26-2630  | Lighting fixtures           | New LED light fixtures                                 | 24       | fixtures      | \$ 275                          | \$ 6,600   | Allowance for indirect LED light fixtures  |
| Div. 25 Total  |                             |  |          |               |                                 |            |  |
| Div. 31 Earth Works  |                             |  |          |               |                                 |            |  |
| Div. 31 Total  |                             |  |          |               |                                 |            |  |
| Div. 32 Exterior Improvements  |                             |  |          |               |                                 |            |  |
| Div. 32 Total  |                             |  |          |               |                                 |            |  |
| Notes  |                             |  |          |               |                                 |            |  |
| The owner should carry a general contingency for this project due to the age and nature of the works<br>No permit fees, design costs, project insurances etc have been allowed for in this cost estimate<br>Budgeting is an in house estimate based on site review<br>All budgeting in this Estimate is a best guess understanding of the scope<br>Estimate is valid for 30 days<br>This is a risky project given the age of the building, the owner should carry an additional contingency and understand the risks associated with renovating an old building that shows signs of poor maintenance |                             |  |          |               |                                 |            |  |
|  |                             |  |          |               | Total of all Divisions          | \$ 156,015 | plus GST   |
|  |                             |  |          |               | Construction management fee 10% | \$ 15,602  | Est Fee on project   |
|  |                             |  |          |               | GST @ 5%                        | \$ 6,801   |  |
|  |                             |  |          |               | Total                           | \$ 178,418 |  |

5BC would be able to start this work late spring early summer 2024 with an estimated duration of 3 months