



REGULAR MEETING OF COUNCIL

George Fraser Community Room, Ucluelet Community Centre,
 500 Matterson Drive, Ucluelet, and
 Electronically via Zoom ([Ucluelet.ca/CouncilMeetings](https://ucluelet.ca/CouncilMeetings))
Tuesday, March 25, 2025 @ 4:00 PM

AGENDA

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1. CALL TO ORDER	
1.1. ACKNOWLEDGEMENT OF THE YUULU?I?ATH	
Council would like to acknowledge the Yuulu?i?ath, on whose traditional territories the District of Ucluelet operates.	
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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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- 11.1. Councillor Shawn Anderson
Deputy Mayor, April 1 - June 30, 2025
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Deputy Mayor, October 1 - December 31, 2025
- 11.4. Mayor Marilyn McEwen
12. QUESTION PERIOD
13. ADJOURNMENT



REGULAR MEETING OF COUNCIL

Held Electronically and in the George Fraser Community Room,
Ucluelet Community Centre, 500 Matterson Drive, Ucluelet
Tuesday, December 10, 2024 @ 4:00 PM

MINUTES

Present: **Chair:** Mayor McEwen
 Council: Councillors Anderson, Hoar, Kennington, and Mafei
 Staff: Duane Lawrence, Chief Administrative Officer
 Jeffrey Cadman, Director of Finance
 Bruce Greig, Director of Community Planning
 James MacIntosh, Director of Engineering Services
 Joseph Rotenberg, Manager of Corporate Services
 John Towgood, Municipal Planner
 Nancy Owen, Executive Assistant

Regrets:

1. CALL TO ORDER

The December 10, 2024 Regular Council meeting was called to order at 4:01 PM.

1.1 ACKNOWLEDGEMENT OF THE YUULU?IŁ?ATH

Council acknowledged the Yuulu?ił?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 Further Correspondence Related to Bylaw No. 1355, 2024 & DVP 24-04

2.2 ERIF Response to December 10, 2024 Agenda - 221 Minato OCP and Zoning Bylaws

2.3 Clayoquot Biosphere Trust Alternate Director

Joseph Rotenberg, Manager of Corporate Services

- 2024.2330.REGULAR *IT WAS MOVED AND SECONDED:
THAT the December 10, 2024 Regular Council Meeting agenda be amended by:*
- *adding the late item titled “Further Correspondence Related to Bylaw No. 1355, 2024 & DVP” to Public Hearings item 5.1.2.;*
 - *adding the late item titled “ERIF Response to December 10, 2024 Agenda – 221 Minato OCP and Zoning Bylaw” to item 7.3.; and*
 - *adding the late item titled “Clayoquot Biosphere Trust Alternate Director” as report item 8.5.*

CARRIED.

3. APPROVAL OF THE AGENDA

3.1 December 10, 2024, Regular Council Meeting Agenda

- 2024.2331.REGULAR *IT WAS MOVED AND SECONDED:
THAT the December 10, 2024, Regular Council Meeting Agenda be adopted as amended.*

CARRIED.

4. ADOPTION OF MINUTES

4.1 September 24, 2024 Regular Council Meeting Minutes

Council noted a correction to be made in the Mayor's Announcements and Council Committee Reports for the Union of British Columbia Municipalities Annual Convention.

- 2024.2332.REGULAR *IT WAS MOVED AND SECONDED:
THAT the September 24, 2024, Regular Council Meeting Minutes be adopted as amended.*

CARRIED.

5. PUBLIC HEARINGS

The Mayor outlined the public hearing rules and Staff outlined how members of the public can participate in-person and electronically. Staff further noted that all related documents are available for review at the place of the public hearing and on the District's website.

**5.1 District of Ucluelet Zoning Amendment Bylaw No. 1355, 2024 & Development Variance Permit 24-04
(Subject Property: Lot 2 Plan EPP117265; Application Numbers: RZ24-09 & DVP 24-04)**

The Mayor opened the public hearing on District of Ucluelet Zoning Amendment Bylaw No. 1355, 2024 at 4:08 PM. The Mayor noted that this public hearing is also the opportunity for the public to comment on

Development Variance Permit 24-04.

5.1.1. Proposed Bylaw, Development Variance Permit, & Related Information

The Director of Community Planning, provided an overview of the subject bylaw and development variance permit in general terms.

5.1.2. Related Written Correspondence

There were two written correspondence items in opposition to the proposed bylaw and development variance permit.

5.1.3. Applicant Presentation

The applicant's representative, Doug Cole, addressed correspondence submitted in opposition to the development. He noted site servicing and the waste dumpster would not have to be moved. Also, there are easements in place which will allow for access to large vehicles and truck services for the site. Mr. Cole went on to outline community benefits associated with the development.

5.1.4. Public Input

The Mayor noted the two correspondence items in the agenda package and called three times for public input. There was no additional public input.

This public hearing was closed at 4:18 PM.

**5.2 District of Ucluelet Zoning Amendment Bylaw No. 1356, 2024 and Development Variance Permit 24-08
(Subject Property: 1768 Peninsula Road; Application Numbers: RZ24-11 & DVP 24-08)**

The Mayor opened the public hearing on District of Ucluelet Zoning Amendment Bylaw No. 1356, 2024 at 4:19PM. The Mayor noted that this public hearing is also the opportunity for the public to comment on Development Variance Permit 24-08.

5.2.1. Proposed Bylaw, Development Variance Permit, & Related Information

The Director of Community Planning, provided an overview of the subject bylaw and development variance permit in general terms.

5.2.2. Related Written Correspondence

There was one written correspondence item in opposition to the proposed bylaw and development variance permit.

5.2.3. Applicant Presentation

The applicant's representative, Doug Cole, noted that the rezoning and variance are intended to address access issues for the property and resolve encroachment of a building on the property into the side yard setback.

5.2.4. Public Input

The Mayor noted the correspondence item in the agenda package and called three times for public input. There was no additional public input.

The public hearing was closed at 4:27 PM.

6. UNFINISHED BUSINESS

There was no unfinished business.

7. BYLAWS

7.1 Zoning Amendment and DVP for Lot 2 Plan EPP117265

John Towgood, Municipal Planner

Councillor Kennington declared a conflict of interest and recused himself because he was the planner and architect on this project. He left the council chamber at 4:28 PM.

- 2024.2333.REGULAR *IT WAS MOVED AND SECONDED:*
THAT Council give third reading to District of Ucluelet Zoning Amendment Bylaw No. 1355, 2024. CARRIED.
- 2024.2334.REGULAR *IT WAS MOVED AND SECONDED:*
THAT Council adopt District of Ucluelet Zoning Amendment Bylaw No. 1355, 2024. CARRIED.
- 2024.2335.REGULAR *IT WAS MOVED AND SECONDED:*
THAT Council authorize the Director of Community Planning to execute and issue Development Variance Permit 24-04. CARRIED.

7.2 Zoning Amendment and Development Variance Permit for 1768 Peninsula Road *Anneliese Neweduk, Planner*

Councillor Kennington returned to the meeting at 4:30 PM after Council dealt with item 7.1.

2024.2336.REGULAR *IT WAS MOVED AND SECONDED:*
THAT Council give third reading to District of Ucluelet Zoning Amendment Bylaw No. 1356, 2024.

CARRIED.

2024.2337.REGULAR *IT WAS MOVED AND SECONDED:*
THAT Council adopt District of Ucluelet Zoning Amendment Bylaw No. 1356, 2024.

CARRIED.

2024.2338.REGULAR *IT WAS MOVED AND SECONDED:*
THAT Council authorize the issuance of Development Variance Permit 24-08.

CARRIED.

7.3 221 Minato Road (ERIF): OCP Amendment / Rezoning / Environmental DP
Bruce Greig, Director of Community Planning

Mr. Greig presented this report.

The applicant was invited to present. The applicant did not present.

The Mayor noted the late correspondence item submitted by the Applicant in response to the Staff report.

Council discussed the importance of receiving public input as soon as possible on the proposed bylaws at a public hearing given the size of the project, the sensitive ecological area it is located in, and the need for affordable housing.

Council noted the need for the approval process to be efficient, to avoid any unnecessary delays and related costs.

Staff noted that Councillor Anderson submitted proposed motions related to this matter before the meeting. Staff displayed the motions on the projector.

Staff outlined best practices for amending a bylaw after first reading and noted that the resolution text provided by Councillor Anderson related to amending District of Ucluelet Zoning Amendment Bylaw No. 1367, 2024, may not be precise enough. Staff also outlined the notice requirements for holding a public hearing and related timing issues.

Staff made a series of recommendations related to the resolution provided by Councillor Anderson. The recommendations included:

1. Using the entire name of the Bylaw in each resolution;
2. Not referring to the agenda page number of the agenda in the resolutions;
3. Making a motion for Staff to update District of Ucluelet Zoning Amendment Bylaw No. 1367, 2024, and bring back the updated bylaw for Council to consider first reading at a future meeting rather than giving the bylaw first reading at this meeting, amending it on the fly and then giving it second reading;
4. A Housing Agreement Bylaw would be required to enter into a Housing Agreement. This Bylaw could be presented when an updated Zoning Amendment Bylaw is presented to Council for first reading; and
5. Directing Staff to prepare a covenant amendment to an existing covenant on title for Council's consideration at a later meeting rather than waiving, deleting, or changing sections of the Covenant at this time.

Council discussed the sufficiency of the Archeological and Environmental Assessments and how to best reflect that they are satisfied with the reports.

2024.2339.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Council give first and second readings to District of Ucluelet Official Community Plan Amendment Bylaw No. 1366, 2024.

CARRIED.

2024.2340.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Council direct Staff to update the following items in the draft Zoning Amendment Bylaw No. 1367, 2024 to align with the updated Masterplan:

- a. CD-6.5 Maximum Size (Gross Floor Area) to have a minor increase for Lot 3 as follows: Building Footprint 2475m², Gross Floor Area 3850m², Proposed Lot Coverage 17% and Maximum Lot Coverage 20%. The totals at the bottom of the table will be updated accordingly.
- b. CD-6.7 Maximum Heights for the Principal Building to be increased to 9.5m for Lot 1, 2 and 5 to accommodate the updated flood level.
- c. CD-6.8 Minimum Setbacks for Lot 4 Commercial to be updated to 3m proposed and minimum front setback.
- d. Definition of Vacation Rental and CD-6.2 Permitted uses to be updated so that a secondary permitted use (such as vacation rental) is allowed without being in conjunction with a principal permitted use (such as permanent resident occupation) only and limited to Lot 3 and Lot 5 homes.

CARRIED.

2024.2341.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Council direct staff to refer District of Ucluelet Official Community Plan Amendment Bylaw No. 1366, 2024, to the Yuułu?iŋ?ath Government, the

Ministry of Transportation and Infrastructure and the School District 70 Board of Education for a period of 30 days for comment during the public notification period.

CARRIED.

2024.2342.REGULAR *IT WAS MOVED AND SECONDED:
THAT Council refer District of Ucluelet Official Community Plan Amendment Bylaw No. 1366, 2024, to a public hearing at the earliest opportunity.*

CARRIED.

2024.2343.REGULAR *IT WAS MOVE AND SECONDED:
THAT Council indicate that adoption of District of Ucluelet Official Community Plan Amendment Bylaw 1366, 2024 and District of Ucluelet Zoning Amendment Bylaw No. 1367, 2024 would be subject to the owners registering a Section 219 covenant on 221 Minato Road to ensure the following is provided as a matter of public interest:*

- 1. That an additional 1m setback from the property boundary will be covenanted along the foreshore and Middle Stream in accordance with the Aquaparian Environmental Report; and*
- 2. That Form 3 in the BC Flood Hazard Area Land Use Management Guidelines will be signed by the developer/landowner to indemnify the Municipal staff and Council for development approval.*

CARRIED.

2024.2344.REGULAR *IT WAS MOVE AND SECONDED:
THAT Council direct Staff to work with the applicant to develop a Housing Agreement.*

CARRIED.

2024.2345.REGULAR *IT WAS MOVED AND SECONDED:
THAT Council direct Staff to prepare an amendment to the covenant having the registration numbers CB365207 and CB365209 for Council's review which removes reference to the development of the trail on the property and updates reference to the housing agreements so they relate to the current application.*

CARRIED.

7.4 Zoning Amendment for 1983 Athlone Road Madeleine Haynes, Planning Assistant

Councillor Kennington declared a conflict of interest and recused himself. He left council chambers at 5:51 PM

2024.2346.REGULAR *IT WAS MOVED AND SECONDED:
THAT Council give first, second, and third readings to the District of Ucluelet Zoning Amendment Bylaw No. 1359, 2024.*

CARRIED.

2024.2347.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Council adopt the District of Ucluelet Zoning Amendment Bylaw No. 1359, 2024.

CARRIED.

8. REPORTS

8.1 Development Variance Permit for 1983 Athlone Road *Madeleine Haynes, Planning Assistant*

Councillor Kennington was also recused for this item.

The Mayor invited the applicant or their representative to speak. The applicant did not address Council.

Mayor called for public input on the Development Variance Permit. There was no public input.

2024.2348.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Council authorize the Director of Community Planning to execute and issue Development Variance Permit DVP24-09.

CARRIED.

8.2 Adding more Tourist Accommodation in Ucluelet *Bruce Greig, Director of Community Planning*

Councillor Kennington reentered the meeting at 5:58 PM after Council dealt with items 7.4 and 8.1.

Mr. Greig, presented this report.

Council noted the statistics presented in the report show dramatic growth in tourism accommodation over the last three years but this growth may be an anomaly.

Council discussed the "slowish growth" target for tourism accommodations set by the Official Community Plan. This target amounts to 335 new units over 30 years and almost half of that growth occurred in the last three years.

Council discussed the impact of visitation on local services and infrastructure, and the value of establishing a target for land planning and infrastructure planning purposes. Council also discussed using tourism accommodation to incentivize the development of other priority housing types.

Council discussed several targets including a target of zero and maintaining the current target. Council also discussed how the target

should be calculated and whether growth from 2022 to date should be included in the calculation.

Councillor Anderson left the meeting at 6:31 PM and returned to the meeting at 6:35 PM.

In response to Council questions, Staff identified possible tools for regulating the number of short-term rentals which will be further discussed at a future meeting.

2024.2349.REGULAR *IT WAS MOVED AND SECONDED:
THAT Council indicate that as a starting point, and subject to public comment, it intends to maintain the Official Community Plan Bylaw No. 1306, 2022, to reflect and accommodate a 30-year growth of 335 units of tourist accommodation, for long-range planning purposes.*

CARRIED.

2024.2350.REGULAR *IT WAS MOVED AND SECONDED:
THAT Council refer the above motion as a starting point for discussion with the Yuułuʔiłʔatḥ Government on what degree of tourism sector growth would be appropriate and sustainable within the traditional territory of the Yuułuʔiłʔatḥ.*

CARRIED.

The meeting was recessed for ten minutes at 7:10 PM and returned to session at 7:24 PM.

2024.2351.REGULAR *IT WAS MOVED AND SECONDED:
THAT the meeting be extended beyond 3.5 hours.*

CARRIED.

This motion was adopted at 7:24 PM.

8.3 Subdivision Control Bylaw RFP James MacIntosh, Director of Engineering Services

This report was presented by Mr. MacIntosh.

Council noted public input opportunities in option A and B, and further noted that if the community engagement under option A is insufficient, additional funds could be allocated for further engagement.

2024.2352.REGULAR *IT WAS MOVED AND SECONDED:
THAT Council affirm that the process, support documents, and deliverables outlined in Report No. 24-125 align with Council's expectations for the development of a bylaw for Council consideration, which if adopted, would replace Ucluelet Subdivision Control Bylaw No. 521.*

CARRIED.

8.4 2025-2029 Five-Year Financial Plan - Operational Budget

Presentation (Verbal Report)
Jeffrey Cadman, Director of Finance

Mr. Cadman presented a slideshow that outlined the proposed operational budget by department and highlighted significant new expenditures. The estimated tax increase required to fund the operational budget is approximately 3%.

Mr. Cadman also noted two proposed capital projects that were not identified during the presentation on capital projects at the November 26th Council Meeting.

Finally, Mr. Cadman presented three options for capital requisitions in 2025 and their associated estimated tax implications. Those options were:

- \$500,000 capital requisition, which in combination with the operational budget, would result in roughly a 6-8% residential tax increase and a 4-5% increase in business property taxes;
- \$750,000 capital requisition, which in combination with the operational budget, would result in roughly an 8-10% residential tax increase and a 5-6% increase in business property taxes;
- \$1,000,000 capital requisition, which in combination with the operational budget, would result in roughly a 10-12% residential tax increase and a 6-7% increase in business property taxes.

Council discussed these options and noted that given market uncertainty and the impact of last year's tax requisition on property owners, Council will take a more conservative approach to taxation this year.

Council discussed the first and second options and noted that the Pay Parking program will help to normalize taxes in future years.

8.5 Clayoquot Biosphere Trust alternate Director
Joseph Rotenberg, Manager of Corporate Services

2024.2353.REGULAR *IT WAS MOVED AND SECONDED:*
THAT Council direct Staff to repost the Clayoquot Biosphere Trust Alternate Director position.

CARRIED.

9. NOTICE OF MOTION

There were no notices of motion.

10. CORRESPONDENCE

10.1 Westerly Article November 20, 2024

Jenny Sheline

10.2 Ucluelet Housing Stats

Judy Gray

Council brought this item forward for discussion and the Mayor noted that the District has control over zoning but not whether a property owner will pull a building permit. The Mayor further noted that we received 64 permit applications in 2024 and 80 in 2023.

The Mayor explained that applications may be stalled or withdrawn, typically at the request of the owner, and that rejected applications are mostly due to violations of codes and land use regulations.

In response to Council questions, Staff clarified that over 55 building permits were issued this year.

11. INFORMATION ITEMS

11.1 Resolution Tracking Update

Nancy Owen, Executive Assistant

11.2 Appointment of Pacific Rim School District's Representative to the District of Ucluelet

Paula Mason, Manager of Corporate Services, School District 70 Pacific Rim

12. MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS

12.1 Councillor Shawn Anderson

Deputy Mayor, April 1 - June 30, 2024

Councillor Anderson attended:

- the Ucluelet Aquarium release day; and
- the Christmas tree sale at the Rent-it-Centre.

12.2 Councillor Jennifer Hoar

Deputy Mayor, January 1 - March 31, 2024

Councillor Hoar encouraged members of the public to attend the Glee Show on December 13th and 14th.

12.3 Councillor Ian Kennington

Deputy Mayor, July 1 - September 30, 2024

Councillor Kennington encouraged members of the public to participate in the Remax Christmas Angel Program.

12.4 Councillor Mark Maftei

Deputy Mayor, October 1 - December 31, 2024

Councillor Maftai also encouraged members of the public to attend the Glee Show on December 13th and 14th.

12.5 Mayor Marilyn McEwen

Mayor McEwen attended:

- the Seniors Lunch at Forest Glenn, and Alberni Clayoquot Regional Board Meeting November 27th;
- the Tuff City Radio 'Talks of the Town', and the Pacific Rim Whale Festival AGM on November 28th;
- addressed the Leadership Vancouver Island program, and later attended the ribbon cutting on Peninsula Road and served hot chocolate for Midnight Madness at the Village Green on November 29th;
- the cheque presentation from the Co-Op to Clayoquot Biosphere Trust on December 3rd;
- a Westcoast Committee meeting on December 4th where the Multiplex Society, WildSafeBC and BC Transit presented;
- the holiday lunch at the Community Centre and the Rotary Club's AGM on December 4th.
- the Resort Community Collaborative Mayors Meeting on December 5th; and
- the Ucluelet Fire Rescue Christmas banquet on December 7th.

Mayor McEwen encouraged members of the public to attend the Sail Past on December 11th.

13. QUESTION PERIOD

There were no questions.

14. CLOSED SESSION

14.1 Procedural Motion to Move In-Camera

2024.2354.REGULAR *IT WAS MOVED AND SECONDED:*

THAT the December 10, 2024, Regular Council Meeting be closed to the public pursuant to the following section of the Community Charter:

- *90(1)(c) labour relations or other employee relations.*

CARRIED.

The meeting was closed to the public at 8:22 PM.

15. ADJOURNMENT

15.1 Procedural Motion to Adjourn

Council returned to open session at 9:54 PM.

2024.2355.REGULAR *IT WAS MOVED AND SECONDED:*

THAT the December 10, 2024, Regular Council Meeting be adjourned at 9:54 PM.

CARRIED.

CERTIFIED CORRECT:

Duane Lawrence, Corporate Officer

Marilyn McEwen, Mayor

Certified Fair and Accurate, Nancy
Owen, Executive Assistant



DISTRICT OF UCLUELET

Request to Appear as a Delegation

All delegations requesting permission to appear before Council are required to submit a written request or complete this form and submit all information or documentation by 12:00 p.m. five clear days before a Council Meeting. Applicants should include the topic of discussion and outline the action they wish Council to undertake.

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

Please arrive 10 minutes early and be prepared for the Council meeting. The Mayor (or Acting Mayor) is the chairperson and all comments are to be directed to the chairperson. It is important to address the chairperson as Your Worship or Mayor McEwen.

The District Office will advise you of which Council meeting you will be scheduled for if you cannot be accommodated on your requested date. For more information contact the District Office at 250-726-7744 or email info@ucluelet.ca.

Requested Council Meeting Date: Tuesday, 25 March 2025

Organization Name: ERIF Economic Restoration Infrastructure Fund Inc on behalf of ERIF Housing Association

Name of person(s) to make presentation: Joshua Hunt

Topic: 221 Minato Road Submission

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

Please describe:

Requesting discussion in an open meeting for the proposed Housing Agreement and applications for Development Permit and Subdivision Application for 221 Minato Rd. Note: the Temporary Use Permit Application on proposed Lot 5 will be withdrawn.

Contact person (if different from above): _____

Telephone Number and Email: 236-507-4309 joshua.h@erif.ca

- Will you be providing supporting documentation? Yes No
- If yes, what are you providing? Handout(s) PowerPoint Presentation

Note: Any presentations requiring a computer and projector/screen must be provided prior to your appearance date. The District cannot accommodate personal laptops.

The personal information you provide on this form is collected under s. 26(c) of the FOIPPA and will be used for the purpose of processing your application to appear as a delegation before the District of Ucluelet Council. The application will form part of the meeting's agenda and will be published on the website. Your personal telephone number and e-mail address will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of your personal information may be referred to the Manager of Corporate Services 200 Main Street, PO Box 999, Ucluelet BC, V0R 3A0 or by telephone at 250-726-7744.



REPORT TO COUNCIL

Council Meeting: March 25, 2025

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: ED CHOW, MANAGER OF CORPORATE SERVICES **FILE No:** 4200-20
SUBJECT: 2025 BY-ELECTION **REPORT No:** 25-31
ATTACHMENT(S): Appendix A - Contract Proposal for by-election Services

RECOMMENDATION(S):

THAT Council approve the proposal from Panneton & Associates to provide by-election services for the District's upcoming by-election for the vacant Councillor seat.

BACKGROUND:

The District currently has one vacant seat on Council. Under section 54 (4) of the Local Government Act, a local government is required to hold a by-election as soon as "practicable" after a vacancy occurs, which includes appointing a Chief Election Officer (CEO) to oversee the election. Due to current staff capacity limitations, we are unable to manage the by-election in-house. As such, staff reached out to several consultants who have previously provided CEO services to local governments. To date, we have received only one proposal.

Panneton & Associates, a consulting firm comprised of current and retired local government professionals, has submitted a proposal. The firm provides a wide range of services to local governments across British Columbia. Two principals from Panneton & Associates, Mark Brown and Mark Panneton, would be responsible for providing the contracted CEO services.

Mark Brown: Former Chief Administrative Officer (CAO) for the Town of Qualicum Beach and contracted CEO for the City of Port Alberni during its by-election last December.

Mark Panneton: Current Director of Legislative & Legal Services for the City of West Kelowna.

Under this arrangement, District staff will handle most on-site duties for the by-election. The contractor will review all relevant bylaws, forms, public notices, and other by-election documents. Additionally, they will conduct virtual information sessions for candidates, provide training for election workers, and be present during the advance and general elections.

March 19, 2025

Ed Chow
Manager of Corporate Services
District of Ucluelet
echow@ucluelet.ca

Re: Response to Enquiry – District of Ucluelet By-Election Services

Mr. Chow,

It is our pleasure to provide a response to your enquiry regarding by-election services for the District of Ucluelet.

Panneton & Associates is a boutique consulting firm comprised of current and former local government professionals. Our staff have a wide range of experience working in various local government fields and bring invaluable skills and expertise to the table. Due to the diverse backgrounds of our team, Panneton & Associates can offer a wide range of services to local governments in British Columbia.

We welcome the opportunity to demonstrate our ability and interest to plan and administer this by-election. Having a competent team to lead this very important initiative is an essential requirement for success. We are committed to providing the highest quality services to the District of Ucluelet and look forward to demonstrating our capabilities.

We have assigned Mr. Mark Brown as our Lead Consultant on this assignment, as he has extensive local government and election administration experience in British Columbia. The former Chief Administrative Officer for the Town of Qualicum Beach, Mark has planned and administered numerous local government elections for the Town of Qualicum Beach, general elections for the District of West Vancouver, recent by-elections for Lions Bay, New Westminster, and, in December 2024, Port Alberni. Mark was also responsible for a referendum for Bowen Island Municipality (see attached Biographies/Experience document for further details). Mark Brown would serve as Chief Election Officer.

Mark Panneton will be supporting Mark Brown with the planning and administration of the District of Ucluelet's by-election. Mark has worked in Legislative Services for the District of West Vancouver since 2008, and left his role as Director of Legislative Services in early 2024 to start his own consulting firm. During his time with the District of West Vancouver Mark planned and

administered five elections and one by-election (see attached Biographies/Experience document for further details). Mark also assisted with the administration of the City of Port Alberni's by-election in December 2024 as Deputy Chief Election Officer.

Proposal:

Panneton & Associates will provide the following services:

- All statutory duties of Chief Election Officer
- Administrative Work (form review, notice preparation, general administration etc.)
- Obtain Provincial Voters List
- Provide Information to Elections BC
- Plan and conduct Candidate Information Session (virtual)
- Acquisition of Vote Tabulators and Ballots (if required)
- Election Official Training (virtual)
- Administer Advance Voting Day
- Administer General Voting Day
- Certify Election Results and prepare Final Report; and
- Liaise with applicable Elections BC staff, District of Ucluelet staff, and legal counsel (if required), on an as-needed basis and in relation to the services above.

Panneton & Associates understands that you will be providing the following services to the District of Ucluelet in your capacity as Deputy Chief Election Officer:

- Accept nomination documents during Nomination Period (on-site)
- General logistics support (on-site)
- Book voting location(s)
- Assist with administrative work (on-site)
- Recruit Election Officials as required
- Assist with administering Advance Voting Day
- Assist with administering General Voting Day

Location:

This work will be conducted remotely and onsite. The client is responsible for all associated costs, including travel, accommodation, and meals. The dates and times of onsite visits will be in accordance with the election calendar and include but are not limited to advance and general voting days. We will work with the District of Ucluelet to ensure that the dates and times of onsite

PANNETON & ASSOCIATES LTD.

LOCAL GOVERNMENT MANAGEMENT AND CONSULTING SERVICES

visits are mutually acceptable. The receipt of nomination documents will be conducted by District of Ucluelet staff and therefore falls outside the scope of this agreement.

Duration:

If the General Voting Day is set for June 28, 2025 the following is the PRELIMINARY DRAFT TASK DATES that the CEO will be responsible for are as follows:

March 31, 2025	Election Bylaw Adoption Deadline
April 9, 2025	Earliest date to appoint Chief Election Officer
April 13, 2025	Start of Period for Notice of Nominations
May 6, 2025	End of Period for Notice of Nominations
May 13, 2025	Start of Nomination Period
May 19, 2025	Start of Period for Notice of Advance Voting
May 23, 2025	End of Nomination Period
May 23, 2025	Declaration of Candidates
May 29, 2025	Start of Period for Notice of Election by Voting
June 2, 2025	Declaration of Election by Voting
June 11, 2025	End of Period for Notice of Advance Voting
June 18, 2025	First Advance Voting Opportunity
June 21, 2025	End of Period for Notice of Election by Voting
June 28, 2025	General Voting Day
August 1, 2025	Deadline to submit CEO Election Report to Council

Insurance:

Panneton & Associates is covered by WorkSafe BC and maintains \$2 million liability, cyber, and errors and omissions insurance. As employees of Panneton & Associates, Mark Brown and Mark Panneton are insured as outlined above.

Estimated Budget:

As requested, a budget estimate has been prepared for your consideration. We estimate that the cost of engaging Panneton and Associates to plan and administer the District of Ucluelet's 2025 byelection will be \$20,000.00 (see attached Budget Estimate document for cost breakdown and further details), plus GST. Please note that this estimate is subject to change based on the District's needs and to ensure adherence to legislative requirements.

Terms and Invoicing:

Our rate for providing the above-mentioned services is \$120.00/hour, plus GST. Time will be billed in quarter-hour increments. Invoices will be submitted by the consultant on a monthly basis and are payable by the client within two weeks of submission.

Do not hesitate to contact us for any further clarifications or questions concerning this proposal. We look forward to working with the District of Ucluelet

Respectfully submitted,

Mark Panneton

Mark Panneton,

Principal

Panneton and Associates Ltd.

Biographies/Experience

Mark Brown (Lead Consultant/Chief Election Officer)

250-927-0304

brown@pannetonandassociates.com

PREVIOUS EXPERIENCE IN SIMILAR PROJECTS:

- 2024** Conducted December 2024 by-election for the City of Port Alberni as Chief Election Officer.
- 2023/24** Chief Election Officer, School District No. 40 (New Westminster) – Contracted by the City of New Westminster on behalf of the School District to conduct the Trustee by-election. Responsible for all aspects of the by-election including establishing polling locations, advance poll dates, candidate information session, recruiting and training election officials, renting automated voting machines, coordinating with the School District and City of New Westminster IT staff, as well as communications staff, to post/publish both statutory notices and election promotion materials.
- 2023** Chief Election Officer, Lions Bay – Appointed by the Minister of Municipal Affairs, Anne Kang to conduct the Village of Lions Bay Councillor by-election. I was authorized by Ministerial Order to be the Chief Election Officer and to do all that was required, for the administration and conduct of the by-election.
- 2022** Coordinated Election training of CEO's and DCEO's for Sunshine Coast Regional District, Town of Gibsons and District of Sechelt.
- 2020** Chief Election Officer, Bowen Island Municipality – during COVID19 conducted a borrowing referendum for the new Community Centre/Municipal Office.
- 2018 & 2022** Chief Election Officer, District of West Vancouver – all aspects of general election, candidate sessions, training of election officials and conducting a judicial recount.
- 1980 – 2013** Chief Election Officer, Town of Qualicum Beach - All aspects of general elections, by-elections, referendums, boundary extensions and AAP's including statutory notices, election official training, ballot count etc.

Mark has been the Chief Administrative Officer for the Town of Qualicum Beach, the Sunshine Coast Regional District, Town of Gibsons and the Village of McBride. Mr. Brown is a Past President of LGMA, VILGMA, CivicInfo BC and a former Director of CAMA representing BC and Yukon.

Todd Pugh, Executive Director, CivicInfo BC

tpugh@civicinfo.bc.ca / 250-383-4898

Candace Witkowskyj, Executive Director, LGMA

cwitkowskyj@lgma.ca / 250-383-7032

Don Lidstone, Managing Partner, Lidstone & Company

lidstone@lidstone.ca / 877-339-2199

PANNETON & ASSOCIATES LTD.

LOCAL GOVERNMENT MANAGEMENT AND CONSULTING SERVICES

Mark Panneton (Supporting Consultant/Deputy Chief Election Officer)

672-381-1000

panneton@pannetonandassociates.com

PREVIOUS EXPERIENCE IN SIMILAR PROJECTS:

Mark started his career in local government with the District of West Vancouver's (District) Legislative Services department in 2008. He held the progressively senior roles of Legislative Services Clerk, Deputy Corporate Officer, and Director, Legislative Services/Corporate Officer during his 16 years with the District.

In January 2024, after 5.5 years in the role of Director, Mark left the District to start Panneton & Associates Ltd., a boutique local government consulting firm. Mark gained extensive experience in planning and administering general local elections and by-elections during his time with the District, including the 2008, 2011, 2014, 2018, and 2022 general local elections and a 2016 by-election. Mark also has a Masters degree in Professional Communication, and excels in preparing and providing clear and concise messaging, training, and documentation.

Mark recently assisted with the conduct of the City of Port Alberni's by-election in December 2024 as Deputy Chief Election Officer.

REFERENCES:

Robert Bartlett, CAO, Tsleil-Waututh Nation

cao@twnation.ca

Nina Leemhuis, CAO (Retired), District of West Vancouver

nleemhuis@shaw.ca / 604-908-6453

Don Lidstone, Managing Partner, Lidstone & Company

lidstone@lidstone.ca / 877-339-2199

Budget Estimate

Prepared March 19, 2025

	Hourly Rate	Total hours	Total Price
Election Preparation			
Administrative Work (form review, notice preparation, general admin)	120	84	\$9,660.00
Candidate Information Session	120	15	\$1,725.00
Nomination Period (assumes that Ed Chow as DCEO will take nominations)	Not Required	0	\$0.00
Acquisition and Set Up of Vote Tabulators	Not Required	0	\$0.00
EO Training (assumes that Ed Chow as DCEO will conduct EO recruitment)	120	15	\$1,725.00
Voting			
Advance Voting Day (x1)	120	14	\$1,610.00
General Voting Day (x1)	120	18	\$2,070.00
Post-Election			
Certify Election Results and Prepare Final Report	120	15	\$1,725.00
Total hours		161	\$18,515.00
Lump Sum Expense allowance (mileage/hotels/meals, etc)			\$1,485.00
Grand Total (Excluding taxes)			\$20,000.00

Payment terms as follows:

Monthly Invoicing of Consultants Time and Expenses

GST to be added to the Grand Total

**Note: Allocations for each line item in the proposed budget are projected estimates and subject to revision during the course of the project.*

FROM: MADDIE HAYNES, PLANNING ASSISTANT

FILE No: 2450-20-62060

SUBJECT: ADU COVENANT AUTHORIZATION – 238 MATTERSON DRIVE

REPORT No: 25-32

ATTACHMENT(s): APPENDIX A - S.219 COVENANT

RECOMMENDATION:

THAT Council authorize the Mayor and Corporate Officer to execute the Section 219 restrictive covenant for 238 Matterson Drive for registration at the Land Title Office.

PURPOSE:

The purpose of this report is to inform Council of the requirement for a Section 219 covenant as stipulated by Section 408.1(8) of the *District of Ucluelet Zoning Bylaw No. 1160, 2013*, and to seek authorization to execute the agreement for 238 Matterson Drive (Lot 11, Plan VIP11923, Section 21, Clayoquot Land District – the “**subject property**”).

The covenant pertains to an existing garage on the applicant’s property that the owners wish to convert to an Accessory Dwelling Unit (ADU). The covenant would ensure that the property owner cannot create a separate title for the ADU. The new dwelling is currently at the building permit review phase; the bylaw regulations require that the covenant be registered prior to issuance of final occupancy.



Figure 1: Subject property

BACKGROUND:

Section 408.1(8) of the zoning bylaw was introduced through amendments adopted by Council in *Bylaw No. 1310, 2022*, at the time ADU was added as a permitted use to most single-family residential zones. Section 401(8) stipulates the following:

An Accessory Residential Dwelling Unit is only permitted where the owner of the lot has registered a covenant under section 219 of the Land Title Act against the title of the lot, in favour of the District of Ucluelet and satisfactory in its form and priority of registration, providing that the Accessory Residential Dwelling Unit must not be subdivided from the lot containing the principal building, whether pursuant to the Strata Property Act, the Land Title Act, or otherwise.

This provision is common in municipal zoning bylaws that permit ADUs. The covenant for the subject property was prepared based on a template provided by the municipal solicitors.

DISCUSSION:

The applicant has provided the attached covenant to meet the requirements of the zoning bylaw for their project.

ANALYSIS OF OPTIONS:

A	Approve authorization of the ADU Covenant for 238 Matterson Drive	<u>Pros</u>	<ul style="list-style-type: none">Allows the applicant to proceed with their building permit for the ADU
		<u>Cons</u>	<ul style="list-style-type: none">Unknown at this time
		<u>Implications</u>	<ul style="list-style-type: none">Creates a new long-term dwelling unit within the community
B	Reject authorization of the ADU Covenant for 238 Matterson Drive [not recommended]	<u>Pros</u>	<ul style="list-style-type: none">Unknown at this time
		<u>Cons</u>	<ul style="list-style-type: none">Would not allow the applicant to obtain occupancy for a new ADU
		<u>Implications</u>	<ul style="list-style-type: none">Would forego a new long-term dwelling unit within the communityWould call into question the goal of current housing regulations and policies and, in particular, would trigger review of section 408.1(8) of the zoning bylaw.
		<u>Suggested Wording</u>	THAT Council reject authorization of the ADU Covenant for 238 Matterson Drive.

Next Steps and Legislative Impacts:

If authorized by Council, the covenant can be signed and then registered with the Land Title Office by the owner, and the owner’s building conversion project can proceed without delay.

The current process requires a Council resolution authorizing the execution of each covenant. Staff note that, if adopted, the draft *Delegation of Authority Bylaw No. 1338, 2024*, would streamline this process by delegating to staff the authority to sign these covenants as a matter of course.

Respectfully submitted: Maddie Haynes, Planning Assistant
 Bruce Greig, Director of Community Planning
 Duane Lawrence, Chief Administrative Officer

TERMS OF INSTRUMENT - PART 2

SECTION 219 COVENANT – ACCESSORY RESIDENTIAL DWELLING UNIT

THIS AGREEMENT dated for reference the ____ day of _____, _____

is BETWEEN:

Giordano Holdings Ltd.

780 Claremont Avenue

Victoria, BC V8Y 1K1

(the “Grantor”)

AND:

DISTRICT OF UCLUELET

Box 999

200 Main Street

Ucluelet BC V0R 3A0

(the “District”)

WHEREAS:

- A. The Grantor is the registered owner of the land legally described in Item 2 of Part 1 of the *Land Title Act* Form C to which this Agreement is attached and which forms part of this Agreement (the “Lands”);
- B. Section 219 of the *Land Title Act* of British Columbia permits the registration of a covenant of a negative or positive nature in favour of a municipality, in respect of the use of land, the building on land, the subdivision of land and the preservation of land or specified amenity on the land;
- C. The Grantor has made an application to the District for a building permit to construct an accessory residential dwelling on the Lands (the “Accessory Residential Dwelling Unit”); and
- D. In connection with the Grantor’s application for a building permit to construct the Accessory Residential Dwelling Unit, the District’s zoning bylaw requires, and the Grantor has agreed to grant to the District, a covenant under section 219 of the *Land Title Act* prohibiting any subdivision that would create a separate title for the Accessory Residential Dwelling Unit or the area of the Lands on which the Accessory Residential Dwelling Unit is or will be constructed.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the covenants herein contained and the sum of one dollar (\$1.00) paid by the District to the Grantor, the receipt and

Sec. 219 ADU Covenant Template Last Updated: July 2024

sufficiency of which the Grantor acknowledges, the Grantor and the District agree, pursuant to section 219 of the *Land Title Act* as follows:

1. **Definitions** – In this agreement:

(a) “**Parcel**” has the meaning assigned to it the *Land Title Act*.

(b) “**Principal Residence**” means a dwelling or building that is the principal building or dwelling on a Parcel for the purposes of the Zoning Bylaw, and:

(i) if the resident owns the property on which the residence is located, the dwelling or building where the resident lives and claims the provincial home owner grant; or

(ii) if the resident does not own the property on which the residence is located, the dwelling or building where the resident lives, makes their home, and conducts their daily affairs including, without limitation, paying bills and receiving mail and is generally the dwelling unit with the residential address used on documentation related to billing, identification, taxation and insurance purposes, including, without limitation, income tax returns, Medical Services Plan documentation, driver’s licences, personal identification, vehicle registration and utility bills

(c) “**Subdivision**” means to divide, apportion, consolidate or subdivide land or any building on land, or the ownership or right to possession or occupation of land or any building on land, into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization or development of “cooperative interests” or a “shared interest in land” as defined in the *Real Estate Development Marketing Act*.

(d) “**Zoning Bylaw**” means District of Ucluelet Zoning Bylaw No. 1160, 2013.

2. **Subdivision Restrictions** – The Lands shall not be Subdivided if such Subdivision will result in the Accessory Residential Dwelling Unit, land containing the Accessory Residential Dwelling Unit, or any portion thereof, being located on or within a Parcel that is separate from the Parcel containing the Principal Residence located on the Lands.

3. **Inspection** – The District, its officers, employees, contractors and agents, shall have reasonable access to the Lands and any buildings thereon at all reasonable times in order to ascertain compliance with Agreement.

4. **Bylaws to the Contrary** – This Agreement shall restrict use of the Lands in the manner provided herein despite any right or permission to the contrary contained in any bylaw or permit of the District.

5. **Municipal Permits** – The Grantor agrees that the District may withhold building permits and occupancy permits with respect to any building or other structure from time to time constructed or proposed to be constructed on the Lands, as the District may, in its sole discretion, consider necessary to ensure compliance with this Agreement.
6. **Indemnity** – As an integral part of this Agreement, pursuant to section 219(6)(a) of the *Land Title Act*, the Grantor hereby indemnifies the District and each of its elected or appointed officials, officers, employees or agents:
- (a) from and against any and all liability, actions, causes of action, claims, suits, proceedings, judgements, damages, expenses, legal fees, demands and losses at any time suffered or incurred by, or brought against, the District, or any of its elected or appointed officials, officers, employees or agents, arising from or in connection with the granting or existence of this Agreement, the performance of any of the Grantor’s obligations under this Agreement, any breach of any provision under this Agreement; and
 - (b) for all costs, fees and expenses, including legal fees, incurred by the District in the enforcement of this Agreement as result of any breach of any provision of this Agreement by the Grantor.
7. **Release** – The Grantor, on its behalf, hereby releases and forever discharges the District and each of its elected or appointed officials, officers, employees or agents, from and against all claims, demands, damages, actions, or causes of action by reason of or arising out of or which would or could not occur but for the terms and operation of this Agreement, or, except to the extent arising from the negligence or wilful misconduct of the District or those for whom it is at law responsible, the exercise by the District of any of its right under this Agreement.
8. **Survival** – The indemnity and release set out in this Agreement will survive termination or discharge of this Agreement.
9. **Specific Relief** – The Grantor agrees that the public interest in ensuring that all of the provisions of this Agreement are complied with strongly favours the award of a prohibitory or mandatory injunction, or an order for specific performance or other specific relief, by the Supreme Court of British Columbia at the instance of the District, in the event of an actual or threatened breach of this Agreement.
10. **No Effect on Powers** – Nothing in this Agreement shall:
- (a) affect or limit the discretion, rights or powers of the District or the District’s Approving Officer under any enactment or at common law, including in relation to the use, development or subdivision of the Lands;
 - (b) affect or limit any enactment relating to the use, development or subdivision of the Lands; or
 - (c) relieve the Grantor from complying with any enactment, including in relation to the

use, development or subdivision of the Lands;

And the Grantor covenants and agrees to comply with all such enactments with respect to the Lands.

11. **District Discretion** – Where the District or a representative of the District is required or permitted under this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent:
 - (a) the relevant provision shall not be considered fulfilled unless the approval, opinion, determination, consent or expression of satisfaction is in writing signed by the District or the representative, as the case may be;
 - (b) the approval, opinion, determination, consent or satisfaction is in the sole discretion of the District or the representative, as the case may be; and
 - (c) the District or the representative, as the case may be, is under no public law duty of fairness or natural justice in that regard and the District or the representative may do any of those things in the same manner as if it were a private person and not a public body or employee or officer thereof.
12. **No Obligation to Enforce** – The rights given to the District under this Agreement are permissive only and nothing in this Agreement shall give rise to any legal duty of any kind on the District to anyone or obligate the District to enforce this Agreement or to perform any act or incur any expense.
13. **Agreement Runs with Lands** – This Agreement shall burden and run with, and bind the successors in title to, the Lands and each and every part into which the Lands may be subdivided by any means (including by deposit of a strata plan of any kind under the *Strata Property Act* (British Columbia)).
14. **Waiver** – No waiver by the District of any requirement or breach of this Agreement shall be effective unless it is an express waiver in writing that specifically references the requirement or breach and no such waiver shall operate as a waiver of any other requirement or breach or any continuing breach of this Agreement.
15. **Remedies** - No reference to or exercise of any specific right or remedy by the District shall prejudice or preclude the District from exercising any other right or remedy, whether allowed at law or in equity or expressly provided for in this Agreement, and no such right or remedy is exclusive or dependent upon any other such remedy and the District may from time to time exercise any one or more of such remedies independently or in combination.
16. **Priority** – The Grantor shall cause this Agreement to be registered in the applicable land title office against title to the Lands with priority over all financial liens, charges and encumbrances, and any leases and options to purchase, registered or pending registration at the time of application for registration of this Agreement, including by causing the

holder of each such lien, charge, encumbrance, lease or option to purchase to execute an instrument in a form required by the District under which such holder postpones all of the holder's rights to those of the District under this Agreement in the same manner and to the same extent as if such lien, charge, encumbrance, lease or option to purchase had been registered immediately after the registration of this Agreement.

17. **Modification** – This Agreement may not be modified except by an agreement or instrument in writing signed by the Grantor or its successor in title and the District or a successor or assignee.

18. **Further Assurances** – The Grantor shall do and cause to be done all things, including by executing further documents, as may be necessary to give effect to the intent of this Agreement.

19. **Grantor's Expense** – The Grantor shall perform its obligations under this Agreement at its own cost and expense and without compensation from the District.

20. **Severance** – If any part of this Agreement is for any reason held to be invalid by a decision of a court with the jurisdiction to do so, the invalid portion is to be considered severed from the rest of this Agreement and the decision that it is invalid shall not affect the validity or enforceability of the remainder of this Agreement.

21. **Interpretation** – In this Agreement:

(a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;

(b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this agreement;

(c) the term "enactment" has the meaning given to it under the *Interpretation Act* (British Columbia) on the reference date of this Agreement;

(d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;

(e) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced from time to time, unless otherwise expressly provided;

(f) reference to a particular numbered section, or to a particular lettered schedule, is, unless otherwise expressly provided, a reference to the correspondingly numbered section or lettered schedule of this Agreement;

(g) time is of the essence; and

(h) where the word "including" is followed by a list, the contents of the list are not intended to limit or otherwise affect the generality of the expression preceding

the word "including".

22. **Governing Law** – This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed to be the proper law hereof.
23. **Enurement** – This Agreement hereof shall enure to the benefit of the parties and their respective successors and assigns, as the case may be.
24. **Entire Agreement** – This Agreement is the entire agreement between the parties regarding its subject.
25. **Execution in Counterparts & Electronic Delivery** – This Agreement may be executed in any number of counterparts and delivered by e-mail, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute one and the same instrument, provided that any party delivering this Agreement by e-mail shall also deliver to the other party an originally executed copy of this Agreement.

As evidence of their agreement to be bound by the terms of this instrument, the parties have executed the General Instrument – Part 1 (*Land Title Act* Form C) attached to and forming part of this Agreement.

END OF DOCUMENT



REPORT TO COUNCIL

Council Meeting: March 25, 2025

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: ANNELIESE NEWEDUK, PLANNER

FILE NO: 3060-20 DP24-09 / 3360-20
REZ24-15 / 3090-20 DVP24-06

SUBJECT: ZONING AMENDMENT, DEVELOPMENT PERMIT, AND
VARIANCES FOR 1351 EBER ROAD

REPORT NO: 25-33

ATTACHMENT(s): APPENDIX A – APPLICATION
APPENDIX B – DISTRICT OF UCLUELET ZONING AMENDMENT BYLAW No. 1369, 2025
APPENDIX C – DEVELOPMENT VARIANCE PERMIT 24-06
APPENDIX D – DEVELOPMENT PERMIT 24-09
APPENDIX E – QEP ENVIRONMENTAL REPORT

RECOMMENDATION(s):

1. **THAT** Council direct staff to give notice of first reading for *District of Ucluelet Zoning Amendment Bylaw No. 1369, 2025*, and
2. **THAT** Council direct staff to give statutory notice to receive input on Development Variance Permit 24-06.

BACKGROUND:

This report is regarding the property at 1351 Eber Road (See Figure 1); PID 005569567, Lot 18, Block 1, Plan VIP9200, Section 21, Clayoquot Land District (the “Subject Property”), the former location of Erik Larson Diesel. The owner recently demolished and plans to rebuild the single-family dwelling using the existing foundation on the property. This application entails a zoning amendment (see Appendix B) and a Development Variance Permit (see Appendix C) that would collectively bring the property into compliance with current bylaws. An Environmental Development Permit is also an aspect of this application as the subject property is within 30m of the shoreline (see Appendix D).



Figure 1. Left: The subject property. Right: Orthographic image of the subject property and adjacent water lot. Lot boundaries are in yellow.

ZONING:

The property is zoned R-1 Single Family Residential and consists of a single family dwelling, accessory shed, and large industrial warehouse previously used for *Building and Boat Repair* (See Figure 2). Because the *Building and Boat Repair* use has been discontinued for a period greater than six months, it is no longer considered legal non-conforming, leaving the R-1 uses the only allowable use on the subject property. The owner currently has no plans for other uses beyond those permitted by the R-1 zoning. Proposed uses would be *single family dwelling* and *secondary suite* and the former warehouse / shop building would be usable for personal storage purposes only without any commercial or industrial activity.

Adjacent to the subject property is a water lot zoned Marine Recreation and Protection (M-5) that has an existing wharf structure. The surrounding area is primarily zoned R-1, except for a nearby Guest House (GH), a Vacation Rental (VR-1) and a Medium Density Residential (R-2) zoned apartment building. Properties along Eber Road are zoned R-1, although some exhibit legal non-conforming marine related industrial uses such as the direct neighbour Neptune Ice Ltd. and Ukee Ice Ltd. further down the block.

DISCUSSION:

The existing structures on the subject property were built during a time period when there were minimal regulations in the *District of Ucluelet Zoning Bylaw No. 1160, 2013* (Zoning Bylaw) for setbacks and massing, which explains why the site is non-compliant with current bylaw regulations. The intent of *Zoning Amendment Bylaw No. 1369* and DVP24-06 is to bring the building's siting and massing into compliance with the Zoning Bylaw so that the owner can obtain a building permit to reconstruct the single-family dwelling onsite (See Figure 2). No changes in use are requested.

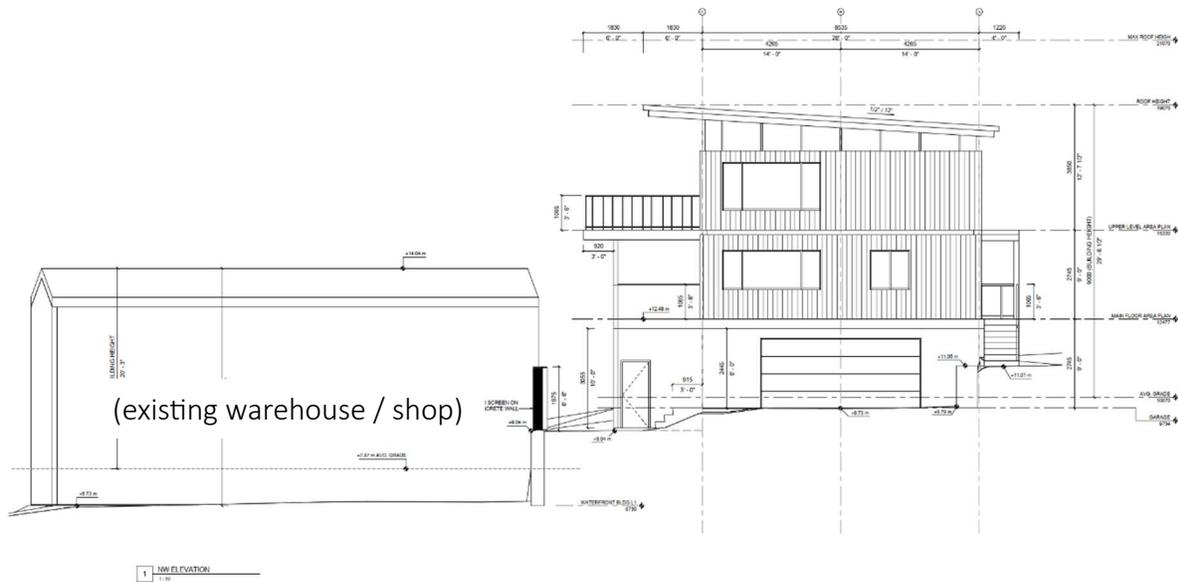


Figure 2. Proposed single family dwelling.

REZONING:

The applicant has applied for a site-specific text amendment that would amend the R-1 zone to allow for increased floor area ratio (FAR) and lot coverage maximums for the subject property (See Table 1). *Zoning Amendment Bylaw No. 1369* would increase allowable FAR and lot coverage to 0.86 and 48.3% respectively, which aligns with what exists on the property. It is important to note that despite the increased density allowances, the size of the proposed SFD on its own aligns with the allowances of the R-1 zone, therefore the increase in FAR and lot coverage are to account for the existing warehouse building.

	R-1 Regulations	Proposed (warehouse and SFD) Amendment	SFD only
Floor Area Ratio	0.35	0.86	0.35
Lot Coverage	35%	48.3%	23.3%

Table 1. Proposed density amendments for 1351 Eber Road

In addition, an aspect of *Bylaw No. 1369* would allow the floor space of the secondary suite to be 50% of the habitable area, whereas S403.1(3)(b) of the Zoning Bylaw limits secondary suites to a maximum of 35% of the habitable area. This zoning regulation was based on a previous BC Building Code (BCBC) definition, which has since been updated, and the floor space restriction was removed from the code definition of a secondary suite.

The District is undergoing a zoning analysis to update secondary suite regulations so that it better aligns with current BCBC definitions and regulations, therefore the applicant’s request to build a secondary suite at 50% of the habitable area is supportable.

DEVELOPMENT VARIANCE PERMIT:

The owner has opted to minimize ground disturbance and reconstruct the SFD using the existing foundation; the requested DVP would address non-conforming siting through setback variances as well as address the size of the accessory warehouse. Avoiding ground disturbance is supported in this instance due to the site’s previous industrial activity and potential for soil contamination. Please refer to Table 2 to compare proposed variances with current R-1 regulation permissions.

	R-1 Regulations	Proposed
Front yard principal building setback	7.5m	3.1m
Side yard accessory building setback	1.5m	0.2m
Exterior side yard principal building setback	5m	1.8m
Rear yard accessory building setback	6m	0m
Setback from the natural boundary of the ocean	7.5m	0m
Accessory building maximum height	5.5m	6.17m
Accessory building maximum area	60m ²	146.3m ²

Table 2. Proposed variances for 1351 Eber Road

ENVIRONMENTAL DEVELOPMENT PERMIT:

The Marine Shoreline Development Permit Area (DPA VII) is designated as all land within 30m above and below the natural boundary of the sea and includes the subject property. As the site has been previously developed, the report completed by Redd Fish Restoration indicates that the proposed reconstruction of the single-family dwelling does not pose any substantial risks to the marine shoreline area. Further excavation or clearing is not proposed, and the mitigation recommendations provided by Redd Fish have been incorporated into the conditions of Environmental DP24-09 (See Appendix D).

CONTAMINATED SITE AND REMEDIATION:

The site was previously used for schedule 2 industrial activity and is therefore subject to Provincial Contaminated Sites Regulations. However, the proposed reconstruction of the single family dwelling is exempted as per CSR Section 4.2(2) – persons applying to municipalities because the proposal utilizes the existing foundation and does not propose any site clearing, excavation, or grading. If at any point there is excavation, the owners would be required to first address provincial requirements by potentially remediating any contamination and obtaining a Certificate of Compliance from the Province in order to commence work. The owner has informed District staff that they are in the process of independently and proactively obtaining a Certificate of Compliance from the Province, although it is not triggered by this current application.

OCP LONG-RANGE LAND USE DESIGNATION

The subject property is designated “Marine Industrial” as per the OCP’s Long Range Land Use Plan. This designation is generally applied to lands with existing marine infrastructure where a variety of water-dependent light and medium industrial uses exist and are foreseeable in the future. It is important to know that many of the properties within Ucluelet with the “Marine Industrial” long-range land use designation have current land use zoning designations that do not allow water-dependent industrial uses. In some cases the marine industrial uses continue to operate under legal non-conforming protection, and the District anticipates a comprehensive zoning analysis of these waterfront properties to ensure current and future land uses align and that existing marine industrial operations are recognized by local bylaw regulations.

The subject property is one of these properties as its current zoning (R-1) and future land use designation (Marine Industrial) do not align with respect to permitted uses. Because the requested zoning amendments do not change the permitted uses – rather they address site-specific non-conformities of the existing buildings on the property – adopting Bylaw No. 1369 would not be inconsistent with the long-range OCP designation.

BUILDING SERVICES:

A building permit will be required in accordance with the BC Building Code and the District of Ucluelet Building Bylaw in effect at the time of building permit application. The BC Building code sets minimum requirements for safety, health, accessibility, fire and structural protection of buildings plus energy and water efficiency.

FIRE AND EMERGENCY SERVICES:

The fire department has no immediate concerns with the application. The applicant is required to follow the District of Ucluelet’s Fire Services Development Design Guidelines. Depending on occupancy type and usage, a fire safety inspection will be required prior to occupancy. The proponent should engage the fire department directly for specific requirements.

ENGINEERING AND OPERATIONS:

A complete engineering and servicing review will be completed prior to building permit issuance.

ANALYSIS OF OPTIONS:

A	Give notice of first reading to Bylaw No. 1369 and direct staff to give	<u>Pros</u>	<ul style="list-style-type: none">• Would allow the application to proceed.• Would align with the applicant’s desired outcome• Applicant would be able to apply for a Building permit.• Would add residential units to Ucluelet’s housing stock.
---	---	-------------	---

	statutory notice for DVP24-06		<ul style="list-style-type: none"> • Would help revitalize a vacant lot. • Would remove lawful non-conforming aspects on the property.
		<u>Cons</u>	<ul style="list-style-type: none"> • Unknown at this time.
		<u>Implications</u>	<ul style="list-style-type: none"> • Would allow the application to proceed. • Would provide an opportunity for public input on the DVP (not REZ or DP).
B	Provide alternative direction	<u>Pros</u>	<ul style="list-style-type: none"> • Would ensure Council’s goals and objectives are achieved.
		<u>Cons</u>	<ul style="list-style-type: none"> • Unknown at this time.
		<u>Implications</u>	<ul style="list-style-type: none"> • Dependent on Council’s direction.
		<u>Suggested Motion</u>	THAT Council (<i>provide alternative direction here</i>).
C	Reject the application	<u>Pros</u>	<ul style="list-style-type: none"> • Unknown at this time.
		<u>Cons</u>	<ul style="list-style-type: none"> • Does not allow the application to proceed. • Property would remain lawful non-conforming. • The applicant could not apply for a building permit.
		<u>Implications</u>	<ul style="list-style-type: none"> • The application would not proceed. • The property would remain lawful non-conforming. • The applicant could not apply for a building permit. • Additional staff time would be required to follow up with the applicant.
		<u>Suggested Motion</u>	<ul style="list-style-type: none"> • No motion is required.

POLICY OR LEGISLATIVE IMPACTS:

This application would amend and vary the *District of Ucluelet Zoning Bylaw No. 1160, 2013*. This application is consistent with the *Official Community Plan* and the *Local Government Act*. The applicant is responsible for ensuring that all Provincial and Federal laws, requirements, and best practices are followed.

It is important to note that *Bill 44 – 2023 Housing Statutes (Residential Development) Amendment Act, 2023* amended Section 464.3 of the *Local Government Act*, and now states that:

- “(3) A local government must not hold a public hearing on a proposed zoning bylaw if
- (a) an official community plan is in effect for the area that is the subject of the zoning bylaw,
 - (b) the bylaw is consistent with the official community plan,
 - (c) the sole purpose of the bylaw is to permit a development that is, in whole or in part, a residential development, and
 - (d) the residential component of the development accounts for at least half of the gross floor area of all buildings and other structures proposed as part of the development,”

Where a public hearing would have previously been held, this legislative change prohibits a public hearing for *District of Ucluelet Zoning Amendment Bylaw No. 1369, 2025*.

NEXT STEPS:

If Council proceeds to the first reading of *District of Ucluelet Zoning Amendment Bylaw No. 1369, 2025* staff would undertake the necessary notification to enable public input on the Bylaw and the accompanying Development Variance Permit. If the Bylaw is adopted, Development Permit 24-09 and Development Variance Permit 24-06 could then be approved by Council.

Respectfully Submitted: Anneliese Neweduk, Planner
 Bruce Greig, Director of Community Planning
 Duane Lawrence, CAO

February 27, 2025

Re: Written Statement of Intent (R2), 1351 Eber Road

District of Ucluelet

Box 999, 200 Main Street, Tofino BC V0R 2Z0

cc: Bruce Greig, Director of Community Planning, District of Ucluelet

To the District of Ucluelet,

Please accept the following as a Written Statement of Intent for the property located at 1351 Eber Road in Ucluelet, BC.

The project scope involves:

- a) Building a new single-family residence with a secondary suite on an existing foundation and
- b) Allowing for additional uses in the R1 zone for an existing industrial building with legal non-conforming status.
- c) No changes to the foundation or any digging on the site.

Property Information

Legal Non-confirming Uses:	Boat Building & Repair
Zoning:	R1 - Single-family Residential (Upland Lot) M5 - Marine Recreation & Protection (Water Lot)
Development Permit Areas:	Marine Shoreline (DPA VII)
Official Community Plan:	IN - Industrial

The purpose of this application is to obtain the following:

1. An Environmental Development Permit for the upland area of the property. (Refer to Reddfish Restorative Report)
2. A variance to the setbacks to maintain the existing foundation for both buildings. (Refer to A001 - Site Overview)
 - a) 7.5m Front (Variance to maintain existing setbacks: 3.1m at the front corner, 6m along Eber Road)
 - b) 7.5m Natural Boundary (Variance to maintain the existing footprint of the metal building within the setback)
 - c) 1.5m Side Interior (Variance to maintain existing setback: .2m to the metal building)
 - d) 5m Side Exterior (Variance to maintain existing setback of 1.8m)
3. A variance to the Maximum Floor Area Ratio (FAR) of 35% in the R1 Zone. (Refer to A002 - Calculations)
 - a) Existing FAR prior to demolition: 1.08%
 - b) Proposed FAR with new development: 95%
4. A variance to the Maximum Lot Coverage of 35% in the R1 Zone. (Refer to A002 - Calculations)
 - a) Existing Lot Coverage prior to demolition: 54%
 - b) Proposed lot coverage with new development: 48.3% (Includes outdoor decks & exterior stairs)
5. A variance for parking within 1.5m of the Front & Side Lot Lines. (Refer to A100 - Site Plan)
6. A variance to permit a secondary suite that is greater than 35% of the total floor area of the primary residence via 403.1(a). The total habitable GFA of the residence is 166.4m² and the secondary suite is 83.2m² = 50%.
7. Allow for an oversized personal garage on the property.

MSA+D, Mallory Stuckel Architecture + Design, Inc.

 Box 952, Tofino BC V0R 2Z0

 (778) 871-9924

 mallory@msad.ca



Note the following:

1. The subject property is located within the DPA VII - Marine Shoreline and meets the requirements listed in the District of Ucluelet Official Community Plan. Refer to the Environmental Report from Reddfish Restoration.
2. No height variances are required and all buildings meet the Maximum Building Height of 8.5m in the R1 Zone.
 - a) Proposed Residence Height: 9.0m (In accordance)
 - b) Existing Metal Building Height: 7.78m (In accordance)
3. 7 parking spaces total can fit on the Upland lot. There are 6 potential spaces available near the site.

The following outlines the maximum parking available (13).

- a) 7 parking spaces on the upland lot (2 single family, 1 secondary suite)
- b) 2 additional parking spaces that cross the boundary into the Water Lot
- c) 4 off-site parallel parking stalls along Garden Street

For the purpose of this application, 7 stalls are considered within the property line for the upland lot and 3 of these are designated for the residence.

The following support documents have been provided:

- 1) Development Application, signed September 13, 2024.
- 2) Owner's Authorization of Agent, dated March 27, 2024.
- 3) Change of Directors, dated March 24, 2024.
- 4) Certificate of Title, dated March 23, 2024.
- 5) Survey. Bennet Land Surveyors, dated May 15, 2024.
- 6) Environmental Report (Biophysical Assessment), Reddfish Restoration, dated September 10, 2024.
- 7) Site Disclosure Statement, dated August 26, 2024.
- 8) Architectural Drawings. MSA+D, dated December 17, 2024. (Revised)**

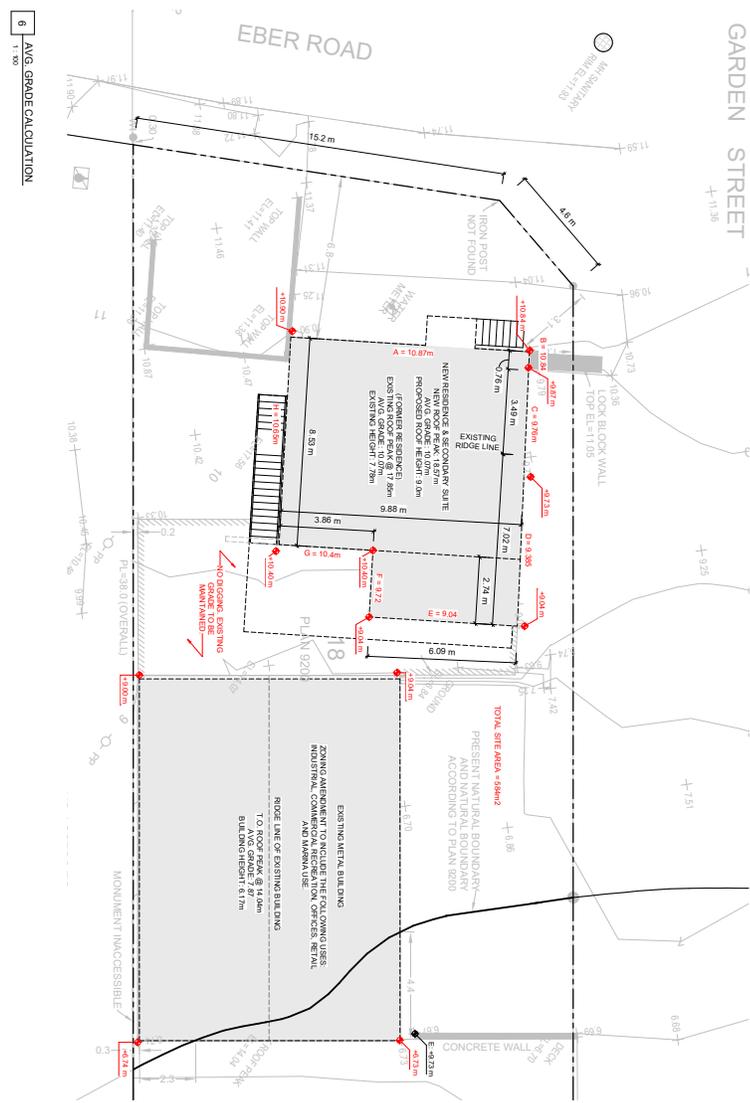
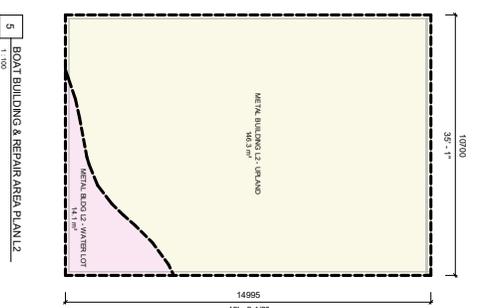
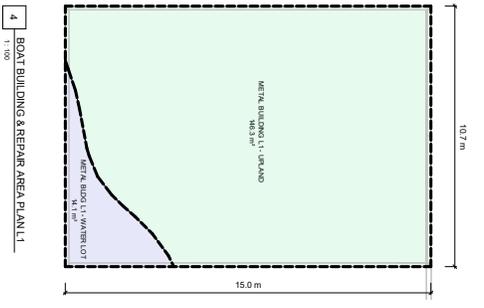
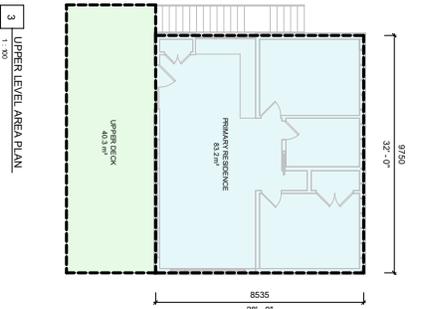
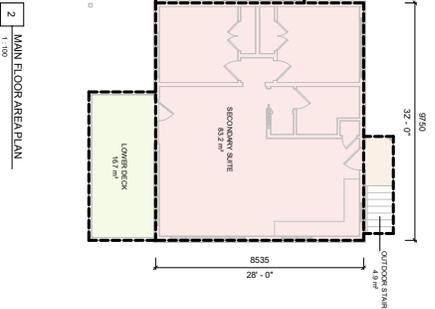
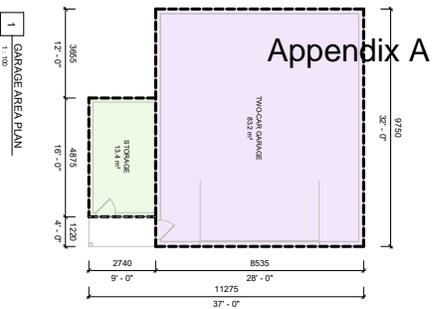
Please let me know if any additional information is required in support of the application.

Thank you,



Mallory Stuckel, Architect AIBC MRAIC

Appendix A



AVG GRADE CALCULATION (RESIDENTIAL)

LENGTH (L)	AVG GRADE (A)	L X A
A = 9.88m	AVG: 10.87	= 108.7
B = 7.9m	AVG: 10.84m	= 85.6
C = 3.48m	AVG: 9.79m	= 34.06
D = 7.02m	AVG: 9.388m	= 65.88
E = 6.09m	AVG: 8.04m	= 50.05
F = 2.74m	AVG: 9.72m	= 26.83
G = 3.86m	AVG: 10.4m	= 40.1
H = 8.81m	AVG: 10.65m	= 93.44
	AVG GRADE	= 42.23m
		= 428.5

AVG GRADE: 42.83 / 42.32 = 10.97m

AVERAGE GRADE CALCULATION (METAL BUILDING)

9.04 * 6.73 + 6.74 * 9.00 = 31.51 / 4 = 7.88m

AREA SCHEDULE

Name	Area
METAL BUILDING L1 - UP/LAND	163.3m²
METAL BUILDING L2 - UP/LAND	163.3m²
METAL BUILDING L1 - WATER LOT	282.6m²
METAL BUILDING L2 - WATER LOT	141.4m²
PRIMARY RESIDENCE	832.2m²
SECONDARY SUITE	832.2m²
STORAGE	134.4m²
TWO-CAR GARAGE	967.2m²
LOWER DECK	157.7m²
OUTDOOR STAIR	9.7m²
OUTDOOR STAIR	9.7m²
UPPER DECK	693.4m²
UPPER DECK	693.4m²

FLOOR AREA RATIO (FAR) CALCULATION:

UP/LAND LOT FLOOR AREA RATIO (FAR): 3.35

RESIDENCE FAR: 28.3%

METAL BUILDING FAR: 22.6%

TOTAL UP/LAND SITE AREA: 556.6m²

655.5 / 556.6 = 11.7%

WATER LOT FLOOR AREA RATIO (FAR): 2.23

METAL BUILDING FAR: 28.3%

TOTAL WATER LOT AREA: 1399m²

28.3 / 1399 = 0.2%

LOT COVERAGE CALCULATION

UP/LAND LOT COVERAGE: 41.3%

RESIDENCE LOT COVERAGE: 8.32m²

LOWER DECK LOT COVERAGE: 18.7m²

UPPER DECK LOT COVERAGE: 2.8m²

TOTAL UP/LAND SITE COVERAGE: 13.82m²

EXTERIOR STAIR: 7.8m²

METAL BUILDING LOT COVERAGE: 148.3m²

TOTAL UP/LAND SITE AREA: 282.3m² / 556m² = 48.3%

WATER LOT COVERAGE: 0.1%

METAL BUILDING LOT COVERAGE: 14.1m²

TOTAL WATER LOT AREA: 1399m²

14.1 / 1399 = 0.1%

NOTES:

RESIDENTIAL AREAS ARE CALCULATED TO THE OUTSIDE OF SETBACKING

WATERPROM BUILDING AREA BASED ON PLAN SURVEY



Issue: 01 Issued for DP & Variance Review
December 17, 2024

NOT FOR CONSTRUCTION

1351 EBER ROAD

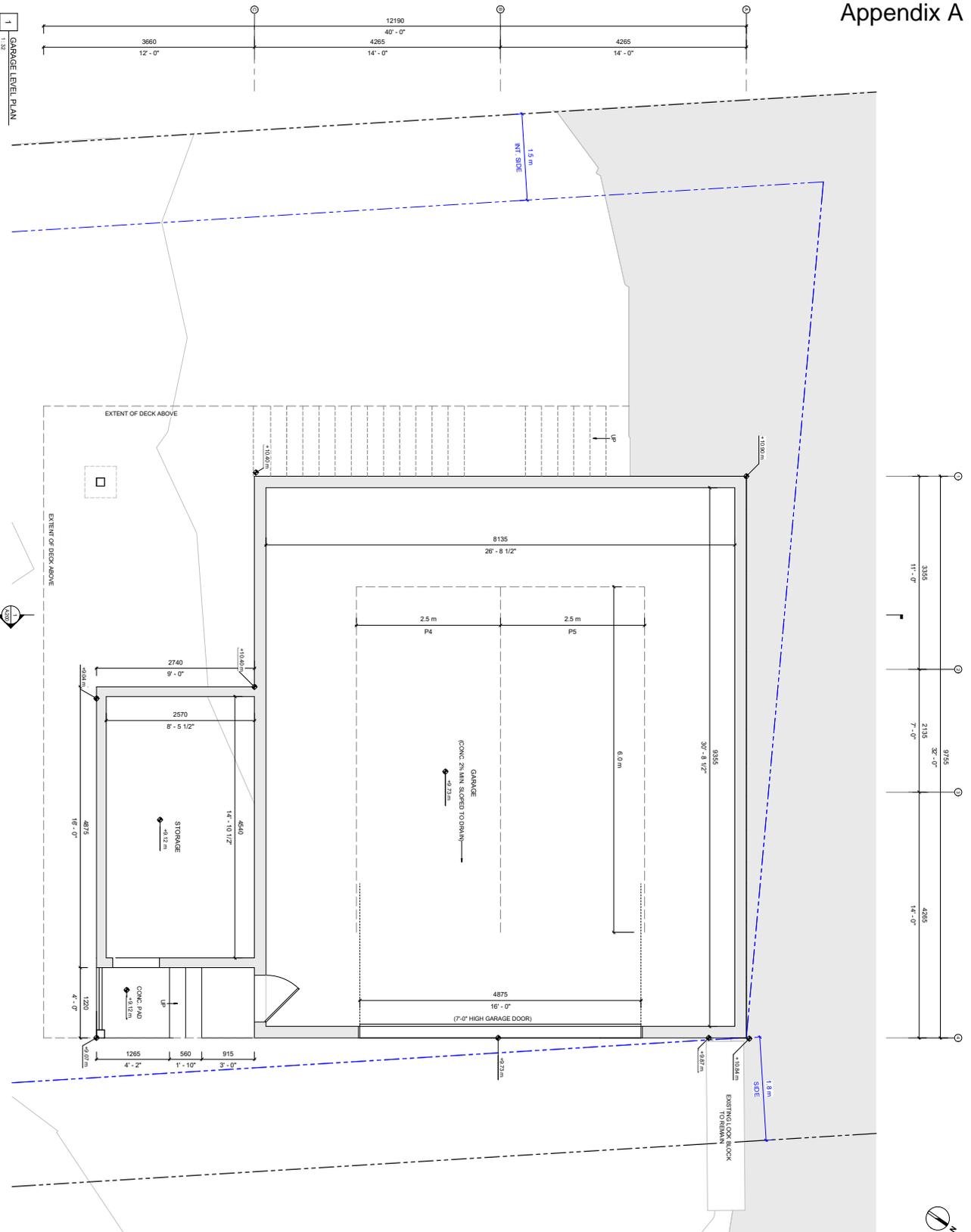
MSA+D | Harry Stuckel Architecture + Design Inc.
804-582-7000
1351 Eber Road, Uclulet BC V0R 2Z0
e:mahy@msad.ca | t: (778) 971-9924

Location: 1351 Eber Road, Uclulet BC V0R 2Z0

Consultants:
Survey: Burned Land Surveying Ltd.
Metals: Burned Land Surveying Ltd.
Kanihiro, BC V0T 5L9
T: (250) 754-5519

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Calculations: A002



1351 EBER ROAD

MS+A-D | Malory Stuckel Architecture + Design Inc.
 808-522, John St. V1R 4Z0
 Vancouver, BC V6B 1A3
 e: malory@msad.ca t: (778) 971-9924

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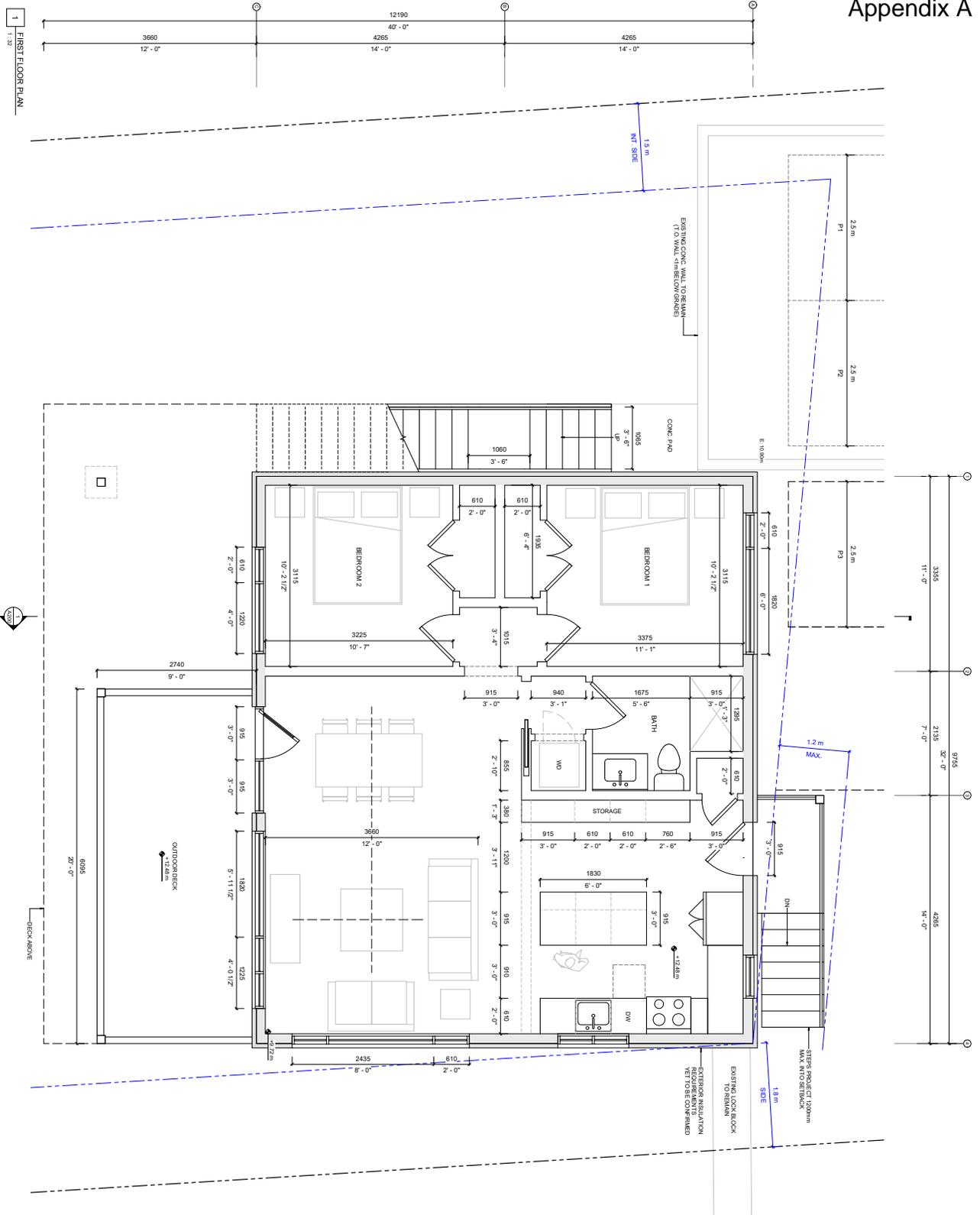
Consultants:
Survey
 Burned Land Surveying Ltd.
 10700 15th Ave.
 Nanaimo, BC V0T 5L9
 T: (250) 754-5519



Issue:
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December 17, 2024

Notes:
NOT FOR CONSTRUCTION

GARAGE LEVEL
A101



1 FIRST FLOOR PLAN 1:50

1351 EBER ROAD

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Location:
 1351 Eber Road, Uluwatu BC V0R 2Z0

Consultants:
 Survey:
 Binnet Land Surveying Ltd.
 1000 West 10th Avenue, Suite 100
 Nanaimo, BC V9T 5L9
 T: (250) 754-5519

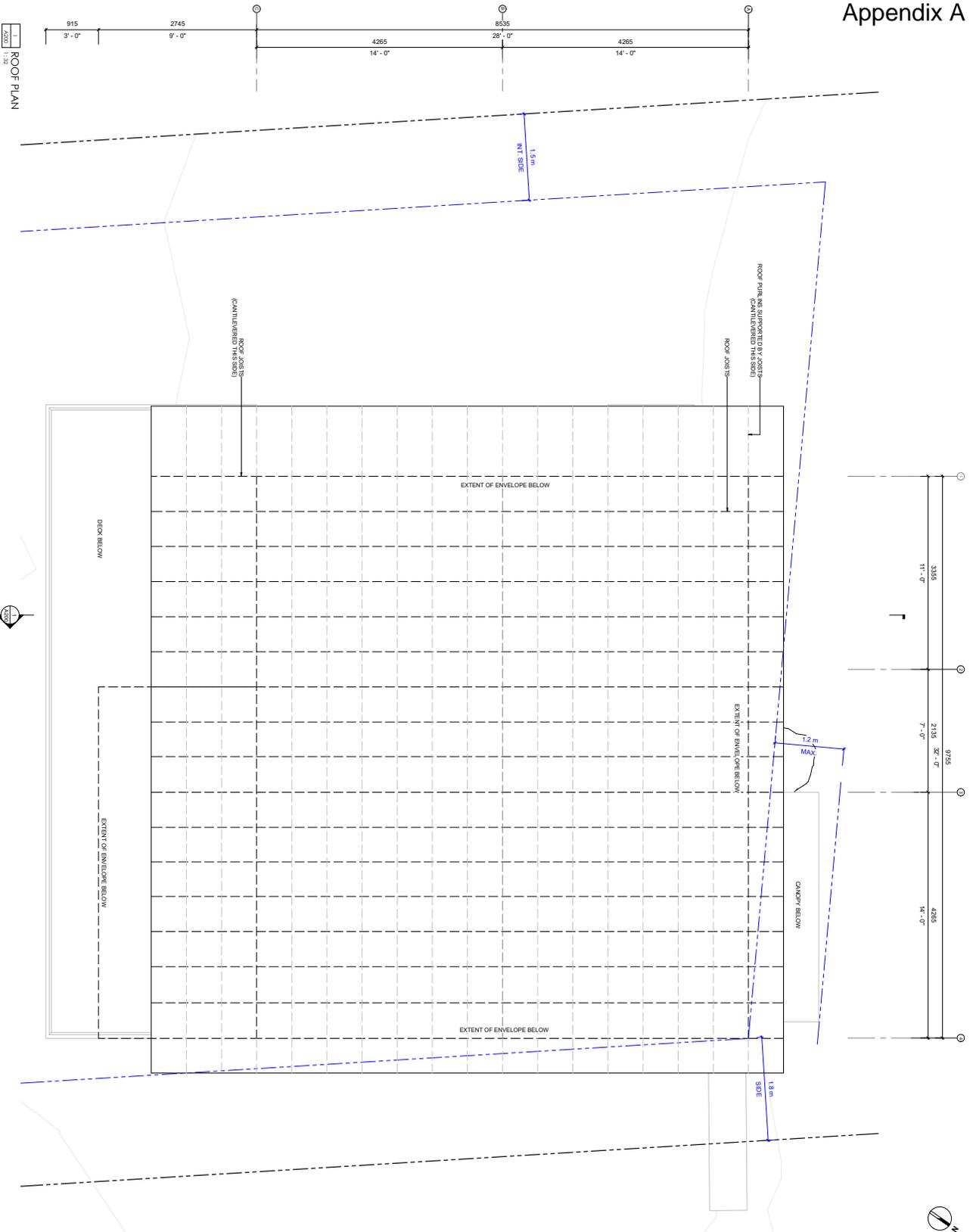


Issue:
 01 Issued for DP & Variance Review
 December 17, 2024

Notes:
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LEVEL ONE PLAN
A102

Appendix A



1-1 ROOF PLAN
1:32

1351 EBER ROAD

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Location:
 1351 Eber Road, Vancouver BC V6R 2Z0

Consultants:

Survey:
 Burned Land Surveying Ltd.
 1351 Eber Road, Vancouver BC V6R 2Z0
 t: (250) 754-5519

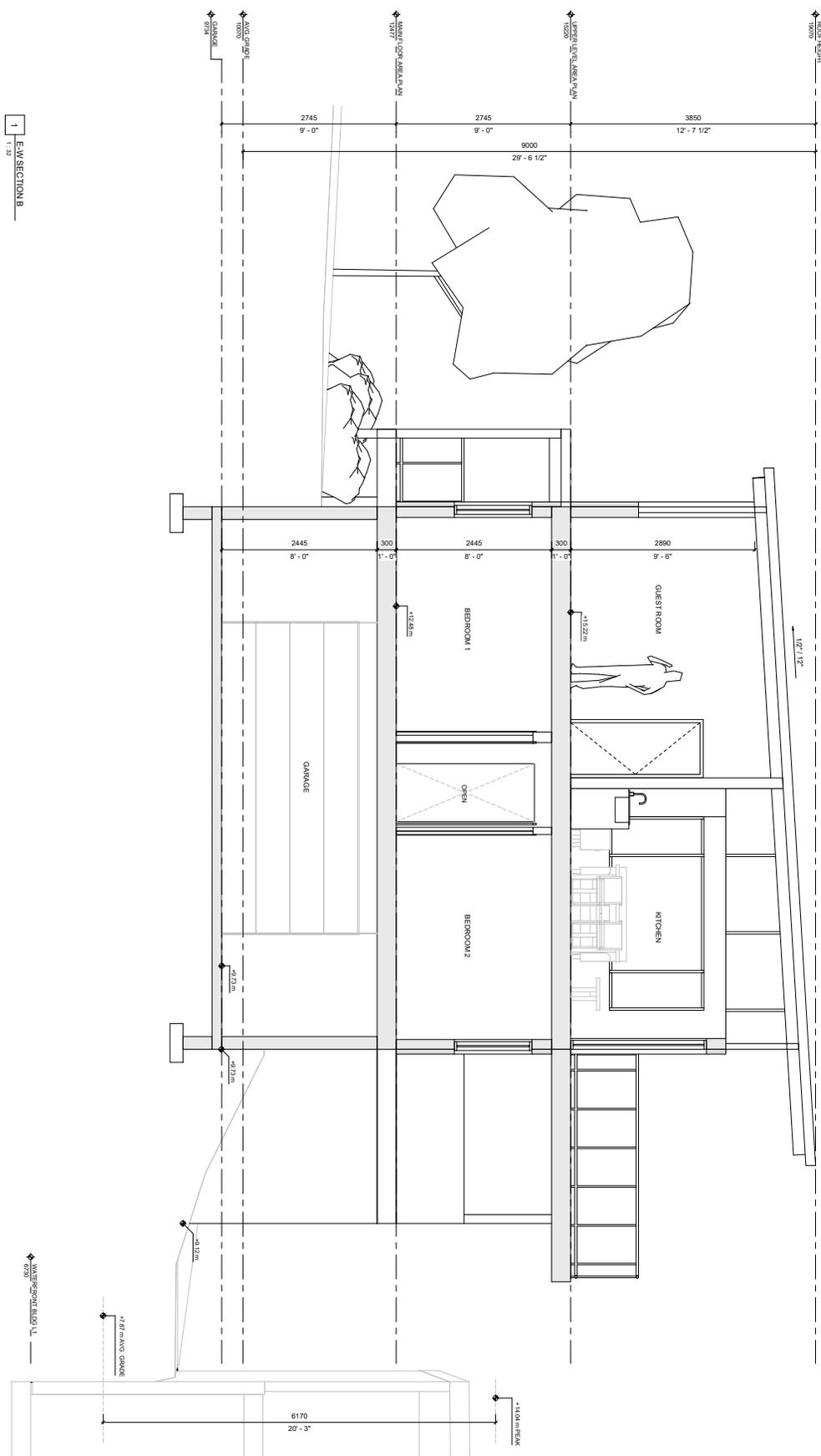


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 December 17, 2024

Notes:
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ROOF PLAN A104

Appendix A



1 E-W SECTION B
1:32

SECTION 1
A200

Notes:
NOT FOR CONSTRUCTION

Issue:
01 Issued for DP & Variance Review
December 17, 2024



Location:
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Consultants:
Survey:
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DISTRICT OF UCLUELET

Zoning Amendment Bylaw No. 1369, 2025

A Bylaw to amend the “District of Ucluelet Zoning Bylaw No. 1160, 2013”.

(1351 Eber Road)

WHEREAS the District of Ucluelet Council by Bylaw No. 1160, 2013, adopted the Zoning Bylaw and now deems it appropriate to amend the Zoning Bylaw;

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

1. Text Amendment:

Schedule B of the *District of Ucluelet Zoning Bylaw No. 1160, 2013*, as amended, is hereby further amended by:

- A. adding a new subsection alphanumerically to the R-1 Single Family Residential zone such that the new section reads as follows:

“R-1.7.3 Notwithstanding other regulations of this bylaw, on the lands legally described as PID 005-569-567, Lot 18, Block 1, Section 21, Clayoquot Land District, Plan VIP9200, (1351 Eber Road), the following regulations apply:

- (1) Maximum allowable Floor Area Ratio: 0.857
- (2) Maximum allowable Lot Coverage: 48.3%
- (3) A *secondary suite* is permitted to have a floor area occupying up to 50% of the habitable area of the *single family dwelling*.”

2. Citation:

This bylaw may be cited as “District of Ucluelet Zoning Amendment Bylaw No. 1369, 2025”.

FIRST NOTIFICATION OF FIRST READING published this day of , 2025.

SECOND NOTIFICATION OF FIRST READING published this day of , 2025.

READ A FIRST TIME this day of , 2025.

READ A SECOND TIME this day of , 2025.

READ A THIRD TIME this day of , 2025.

ADOPTED this day of , 2025.

CERTIFIED CORRECT: "District of Ucluelet Zoning Amendment Bylaw No. 1369, 2025."

Marilyn McEwen
Mayor

Duane Lawrence
Corporate Officer

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

Duane Lawrence
Corporate Officer

RU

DEVELOPMENT VARIANCE PERMIT DVP24-06

Pursuant to section 498 of the Local Government Act, R.S.B.C 2015 C.1 as amended:

1. This Development Variance Permit is issued to:

Duncan Wood, 1144 Keith Road West, North Vancouver, BC, V7P 1Y1 (the "Owner")

2. This Development Variance Permit applies to, and only to, those lands within the District of Ucluelet described below, and the buildings, structures, and other development thereon:

1351 Eber Road; PID 005569567, Lot 18, Block 1, Plan VIP9200, Section 21, Clayoquot Land District (the "Land")

3. The work authorized by this Permit may only be carried out:

- a. in compliance with the requirements of the *District of Ucluelet Zoning Bylaw No. 1160, 2013* ("zoning bylaw"), except where specifically varied or supplemented by this development variance permit and,
- b. in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws.

4. This permit authorizes the following variances to *District of Ucluelet Zoning Bylaw No. 1160, 2013*, specific to the plans and elevations attached as **Schedule A**:

1. **A Front Yard Setback of 3.1m whereas section R-1.6.1(1)(a) of the zoning bylaw indicates a minimum of 7.5m.**
2. **A Side Yard Setback of 0.2m whereas section R-1.6.1(2)(c) of the zoning bylaw indicates a minimum of 1.5m.**
3. **An Exterior Side Yard Setback of 1.8m whereas section R-1.6.1(1)(d) of the zoning bylaw indicates a minimum of 5m.**
4. **A Rear Yard Setback of 0m whereas section R-1.6.1(2)(b) of the zoning bylaw indicates a minimum of 6m.**
5. **A Setback from the Natural Boundary of the Ocean of 0m whereas section 306.2(1)(a) of the zoning bylaw indicates a minimum of 7.5m.**
6. **An Accessory Building maximum height of 6.17m whereas section R-1.5.2 of the zoning bylaw indicates a maximum of 5.5m**
7. **An Accessory Building maximum area of 146.3m² whereas section R-1.4.2 of the zoning bylaw indicates a maximum of 60m².**

5. The above variances are granted for the proposed subdivision as shown on **Schedule A**.

6. The above variances are granted for the proposed structures and uses of the land as shown on **Schedule A**. Should the buildings be later removed or destroyed, this Development Variance Permit shall cease to apply and the zoning bylaw requirements in effect at the time shall apply.
7. The Owner shall substantially commence the development within 24 months of the date of issuance, after which this permit shall be null and void.
8. 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.
9. This Permit is NOT a Building Permit.

AUTHORIZING RESOLUTION passed by the Municipal Council on the th day of , 2025.

ISSUED the th day of , 2025.

Bruce Greig
Director of Community Planning

DEVELOPMENT PERMIT DP24-09

Pursuant to section 488 of the Local Government Act, R.S.B.C 2015 C.1 as amended:

1. This Development Permit is issued to:

DUNCAN WOOD (The “**Owner**”)

2. This Development Permit applies to, and only to, those lands within the District of Ucluelet described below, and the buildings, structures, and other development thereon:

1351 Eber Road; PID 005569567, Lot 18, Block 1, Plan VIP9200, Section 21, Clayoquot Land District
(The “**Lands**”).

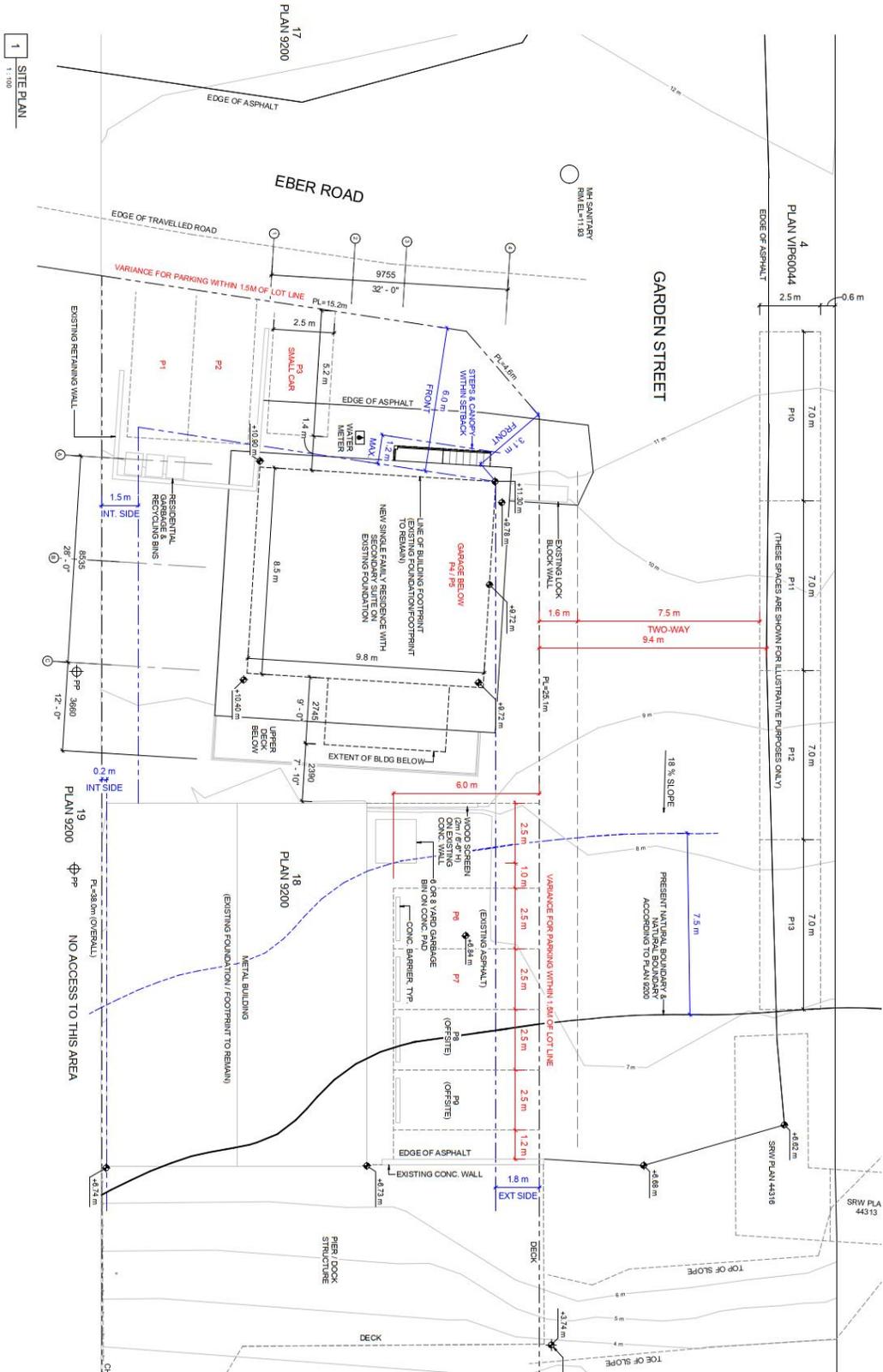
3. This Permit authorizes the construction of a single-family dwelling with a secondary suite on an existing foundation.
4. These improvements apply only in the locations indicated, and otherwise in accordance with, the drawings and specifications attached to this Permit as **Schedule 1**.
5. The permit holder, as a condition of issuance of this Permit, agrees to comply with the terms and conditions of **Schedule 2** which is attached hereto and forms part of this permit.
6. In addition to compliance with the terms and conditions listed in Schedule 2, the permit holder must adhere to all conditions of the Qualified Environmental Professional report in **Schedule 3** which is attached hereto and forms part of this permit.
7. The work authorized by this Permit may only be carried out in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws. The Owner is responsible for ensuring that the timing of the work and any required permits or notifications by other agencies are obtained as required to comply with all applicable regulations.
8. 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.
9. The Owner shall substantially commence the development within 24 months of the date of issuance, after which this permit shall be null and void.
10. This Permit is NOT a Building Permit.
11. The Municipality’s Chief Administrative Officer is hereby authorized to approve minor amendments to the plans provided that such amendments are consistent with the overall character and intent of the original plans.

AUTHORIZING RESOLUTION passed by the Municipal Council on the th day of , 2025.

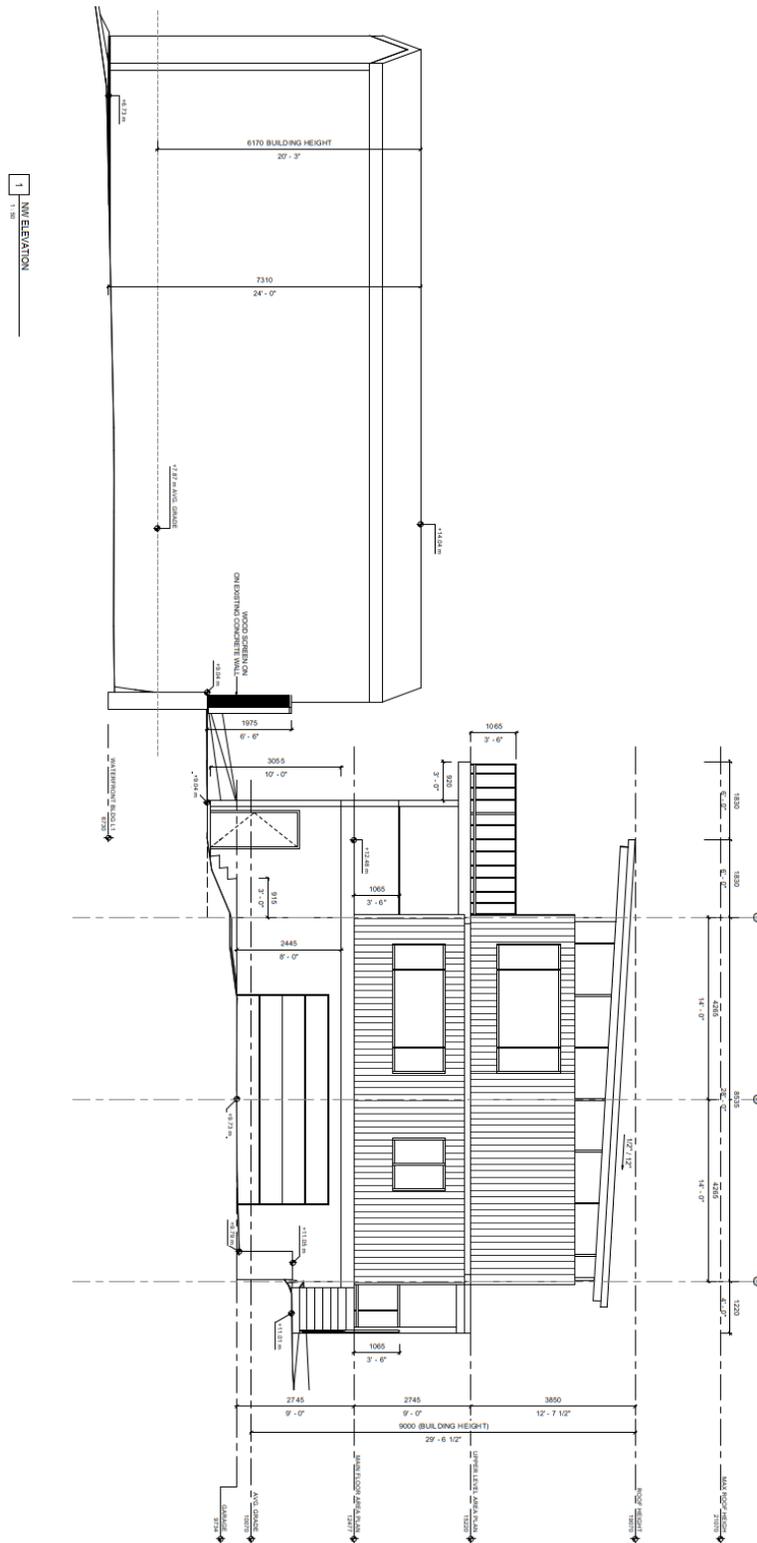
ISSUED the th day of , 2025.

Bruce Greig
Director of Community Planning

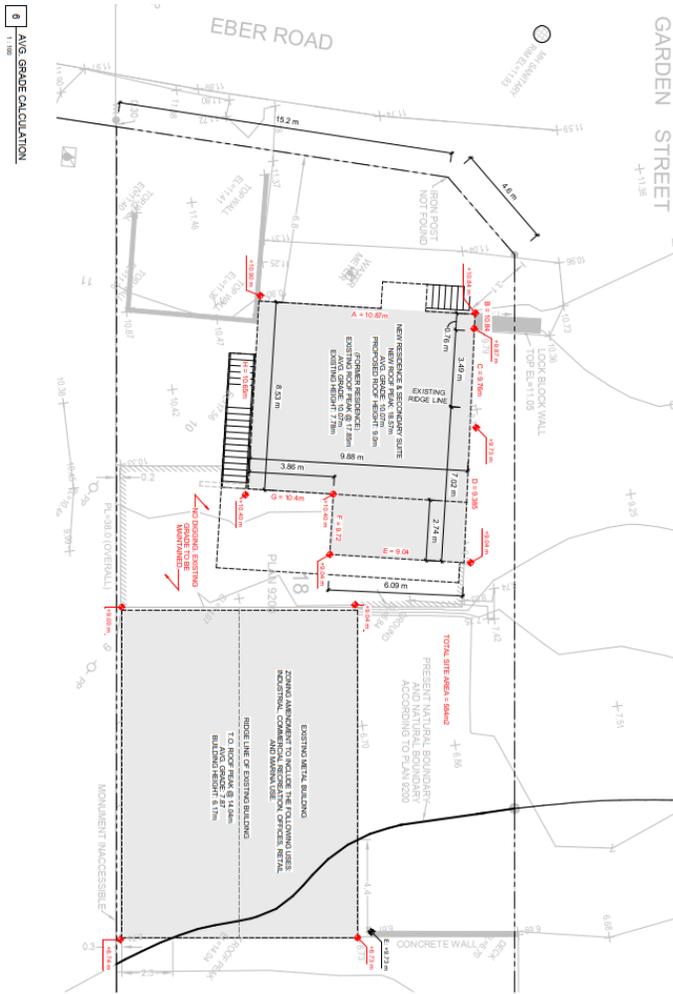
Schedule 1 (1 of 4)



Schedule 1 (2 of 4)



Schedule 1 (3 of 4)



AVG GRADE CALCULATION (RESIDENTIAL)

LENGTH (L)	AVG GRADE (A)	L x A
A = 9.88m	AVG 10.27	100.7
B = 7.0m	AVG 10.84m	75.9
C = 3.68m	AVG 9.75m	35.8
D = 7.20m	AVG 9.58m	69.0
E = 6.08m	AVG 9.84m	60.0
F = 2.74m	AVG 9.72m	26.6
G = 3.88m	AVG 10.44m	40.4
H = 4.84m	AVG 10.69m	51.7
I = 4.23m	AVG 10.96m	46.3
AVG GRADE	10.27	423.7

AVG GRADE CALCULATION (METAL BUILDING)

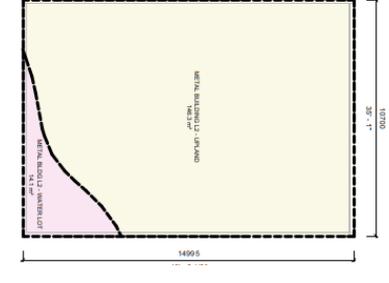
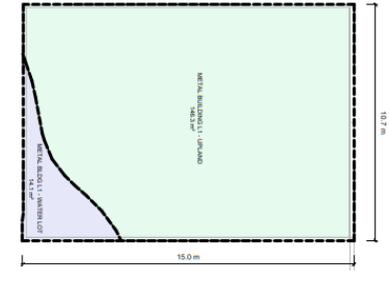
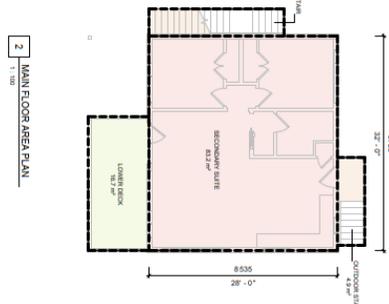
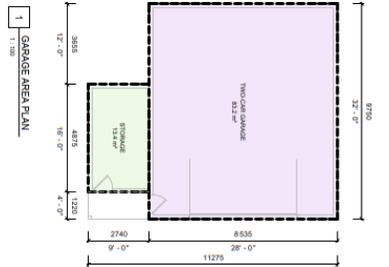
LENGTH (L)	AVG GRADE (A)	L x A
J = 6.23m	AVG 9.24	57.6
K = 6.24m	AVG 9.11	56.8
AVG GRADE	9.18	114.4

FLOOR AREA BASED AREA CALCULATION

NAME	AREA
RESIDENCE	203m ²
SECONDARY SUITE	55m ²
TOTAL FLOOR AREA	258m ²

LOT COVERAGE CALCULATION

NAME	AREA
RESIDENCE	81.2m ²
SECONDARY SUITE	23.8m ²
TOTAL LOT COVERAGE	105.0m ²



1 GARAGE AREA PLAN
2 MAIN FLOOR AREA PLAN
3 UPPER LEVEL AREA PLAN
4 BOAT BUILDING & REPAIR AREA PLAN 1
5 BOAT BUILDING & REPAIR AREA PLAN 2

Schedule 2 (1 of 1)

Terms and Conditions

As a condition of the issuance of this Permit, the Permittee representing the Lands hereby to comply with all following Impact Reductions and Mitigation Measures, determined by Qualified Environmental Professional (QEP) as necessary to avoid negative impacts to environmental habitats within and adjacent to the Property.

The following recommendations are:

- 1) Demolition work should follow TerraWest Environmental recommendations found in Section 5.0 of the Pre-Demolition Hazardous Materials Assessment (2024) report. Hazardous materials must be disposed of or recycled in accordance with the *BC Environmental Management Act* and the *Hazardous Waste Regulations*.
- 2) Drainage in front of the bay doors of the building proposed for demolition should be blocked to prevent surface runoff from entering the ocean during demolition and construction activities.
- 3) No clearing is proposed for the project. If clearing is necessary, in order to avoid potential impacts to breeding birds and subsequent contravention of the provincial Wildlife Act or the federal Migratory Bird Convention Act, vegetation clearing for the project should be conducted outside of the breeding bird nesting season which is March 26 to August 7 for forested ecosystems in the region (within the A1 Nesting Zone; Environment Canada 2021). If clearing within this window is unavoidable, a pre-clearing survey is required.

Schedule 3 (1 of 1)

See Appendix A – September 10, 2024 Redd Fish Restoration Biophysical Assessment for 1351 Eber Road



September 10, 2024

Duncan Wood
1351 Eber Road
Ucluelet, BC
VOR 3A0

**RE: BIOPHYSICAL ASSESSMENT TO SUPPORT A MARINE SHORELINE DEVELOPMENT PERMIT
APPLICATION (DPA-VII) AT 1351 EBER RD., UCLUELET, B.C.**

Dear Mr. Wood,

Introduction

Redd Fish Restoration (Redd Fish) was asked by Mr. Wood (owner) to assess a proposed development at 1351 Eber Road, Ucluelet, BC (LOT 18, BLOCK 1, SECTION 21, CLAYOQUOT DISTRICT, PLAN 9200 [PID 005-569-567]), within the traditional territory of the Yuuʷuʷiʷaʷath Government.

The property is within the DPA – VII Marine Shoreline area as shown on Schedule E of the District of Ucluelet Official Community Plan (2020). This assessment was conducted to address the requirements in Section 488(1)(a) of the District of Ucluelet *Local Government Act* (2020).

The owner is proposing the demolition of an existing industrial building on the property (Attachment B: Photo 1) and replacing it with a new single-family residence with a long-term rental unit on the main floor. The new residence will be constructed within the existing footprint of the industrial building (243.65m²) and built on the existing foundation. The owner is also proposing renovating the interior of the waterfront building, adding new windows and adding cladding if necessary.

The existing building was used previously as a machine shop and auto parts store. TerraWest Environmental Inc. conducted a Phase 1 Environmental Assessment on December 4, 2023 and a Pre-Demolition Hazardous Building Materials Assessment (HBMA) March 15, 2024 to address potential environmental concerns associated with the subject property. No further environmental investigations were recommended as a result of these assessments.

Methods

A background review of readily available public information sources and other consultant reports was conducted for the location including:

- A review of the BC Conservation Data Centre iMap database for known occurrence records of species at risk within five kilometres of the subject property;
- A query of the BC Ecosystems Explorer for species and ecosystems at risk that may occur in the area;

- A review of the provincial Habitat Wizard database for mapped streams and fish occurrence records within five kilometers of the subject project;
- A review of the District of Ucluelet GIS mapping portal;
- Phase 1 Environmental Site Assessment (TerraWest 2023); and,
- Pre-demolition Hazardous Building Materials Assessment (TerraWest 2024).

In addition, 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 occurring within the CWHvh1 biogeoclimatic zone

The results of this query (Attachment C) include species within the CWH where the variant is not specified thereby producing results that are not relevant to the project. The list was sorted into species with potential to occur (based on habitat requisites, historical range and professional knowledge of the region) and those that are considered very unlikely based on one or both of the following:

- The property is outside of known range for the species or the species is not known in the area; and,
- The property does not contain habitat suitable to support the species .

Note that invertebrates identified in this query were beyond the scope of this assessment and were not assessed with the exception of those where there is a known occurrence record near the project.

On June 10, 2024 Chris Dolphin of Redd Fish visited the site to assess potential interactions with environmental resources and environmental regulatory requirements. An approximately 30 m buffer was assessed for wildlife habitat value and the occurrence of any important wildlife features (e.g., cavities, burrows, dens, etc.) or other environmental sensitivities (e.g., wetlands, seeps, watercourses, etc.). Conditions were documented with field notes and site photographs.

Results

The property is within the Southern Very Wet Hypermaritime Coastal Western Hemlock Variant (CWHvh1) biogeoclimatic zone (iMapBC 2023). This zone is characterized by a cool wet climate with very little snowfall where the Pacific Ocean moderates temperatures throughout the year (Green and Klinka 1994). Forests on zonal sites are dominated by western hemlock (*Tsuga heterophylla*) commonly mixed with amabilis fir (*Abies amabilis*) and western redcedar (*Thuja plicata*). Salal (*Gautheria shallon*), red huckleberry (*Vaccinium parvifolium*), evergreen huckleberry (*Vaccinium ovatum*), and deer fern (*Strutheopteris spicant*) are common understory species. Typical bryophytes include *Rhytidiadelphus loreus* and *Hylocomium splendens* (step moss).

The subject property is 331.6 m² and is located on shore of the Ucluelet Inlet in central Ucluelet in a residential neighbourhood. The property slopes gently to the northeast and drains into Ucluelet harbour. The property is bordered by residential properties to the west and south and a fish processing plant to the east (Attachment B: Photo 3). No clearing or excavation is proposed for the new development. Existing developments on the property include two industrial buildings and a large dock (Attachment B: Photo 2). No streams or wetlands were observed within the assessed area. The property is primarily asphalt bordered by red alder (*Alnus rubra*), thimbleberry (*Rubus parviflorus*) and salmonberry (*Rubus spectabilis*).

The Habitat Wizard (2024) database does not show any streams within one kilometre of the property. The nearest streams are northeast of the property on the east side of Ucluelet Harbour. No interaction with the project is anticipated.

The BC Conservation Data Center (BC CDC) iMap application was queried for marked known occurrence records of species at risk. There are two marked known occurrence records within 1 km of the property:

1. Tall woolly-heads (*Psilocarphus elatior*) approximately 645 metres northwest of the property. Tall woolly-heads are a provincially red-listed species and are 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.
2. Northern Red-legged frog (*Rana aurora*) approximately 290 metres northwest of the property. Northern Red-legged frog are provincially blue-listed and listed as ‘Special Concern’ under the federal SARA. This species is relatively common in the region based on professional experience. The development area is unlikely to support breeding habitat for this species (they are obligate aquatic breeders).

No interaction with these species is expected from the proposed development.

There are a number of records of California wax-myrtle (*Morella californica*) to the south of the site scattered along the Ucluelet peninsula. This species is provincially blue-listed and is relatively common in the region. No California wax-myrtle plants were noted within the proposed development area.

The BC Ecosystems Explorer Results are provided in Attachment C. Wildlife species in this list that could not be excluded based on the criteria provided above are shown in Table 1. These species may occur in the project area based on the range distribution of the species and the habitat within the subject property.

Table 1. Wildlife Species at Risk with Potential to Occur in the Study Area.

Class (English)	English Name	Scientific Name	BC List	COSEWIC	SARA Schedule	SARA Status
amphibian	Northern Red-legged Frog	<i>Rana aurora</i>	Blue	Special Concern	1	Special Concern

amphibian	Wandering Salamander	<i>Aneides vagrans</i>	Blue	Special Concern	1	Special Concern
amphibian	Western Toad	<i>Anaxyrus boreas</i>	Yellow	Special Concern	1	Special Concern
birds	Band-tailed Pigeon	<i>Patagioenas fasciata</i>	Blue	Special Concern	1	Special Concern
birds	Common Nighthawk	<i>Chordeiles minor</i>	Blue	Special Concern	1	Special Concern
birds	Evening Grosbeak	<i>Coccothraustes vespertinus</i>	Yellow	Special Concern	1	Special Concern
birds	Great Blue Heron, <i>fannini</i> subspecies	<i>Ardea herodias fannini</i>	Blue	Special Concern	1	Special Concern
birds	Killdeer	<i>Charadrius vociferus</i>	Blue			
birds	Northern Goshawk, <i>laingi</i> subspecies	<i>Accipiter gentilis laingi</i>	Red	Threatened	1	Threatened
birds	Northern Pygmy-Owl, <i>swarthi</i> subspecies	<i>Glaucidium gnoma swarthi</i>	Blue			
birds	Olive-sided Flycatcher	<i>Contopus cooperi</i>	Yellow	Special Concern	1	Special Concern
birds	Pine Grosbeak, <i>carlottae</i> subspecies	<i>Pinicola enucleator carlottae</i>	Blue			
birds	Western Screech-Owl, <i>kennicottii</i> subspecies	<i>Megascops kennicottii</i>	Blue	Threatened	1	Threatened
mammal	Ermine, <i>anguinae</i> subspecies	<i>Mustela richardsonii anguinae</i>	Blue			
mammal	Hoary Bat	<i>Lasiurus cinereus</i>	Blue	Endangered		
mammal	Little Brown Myotis	<i>Myotis lucifugus</i>	Blue	Endangered	1	Endangered
mammal	Townsend's Big-eared Bat	<i>Corynorhinus townsendii</i>	Blue			
mammal	Yuma Myotis	<i>Myotis yumanensis</i>	Blue			

Of the species in Table 1, northern red-legged frog (*Rana aurora*) and western toad (*Anaxyrus boreas*) have a low likelihood of occurring on the site based on a lack of proximal breeding habitat. These species may use upland areas but are generally found at low density in these areas.

Avian species at risk have the potential to occur on the site, in particular Great Blue Heron (*Ardea Herodias fannini*) are likely to use the foreshore for feeding. This species also occasionally nests singly in mature coniferous forests.

Band-tailed Pigeon (*Patagioenas fasciata*) are relatively common in the area and are commonly seen in small flocks along mature forest edges. This species is strongly associated with mineral springs (BC CDC 2000). As no mineral springs were noted during the field assessment and the proposed project requires no clearing, potential adverse effects to this species are not anticipated.

Evening Grosbeak (*Coccothraustes vespertinus*) and Olive-sided Flycatcher (*Contopus cooperi*) may be present in the region at low density according to eBird (2024)¹. Pine Grosbeak (*Pinicola enucleator carlottae*) is very rare in the region with only one recent (2018) documented observation near Tofino.

Killdeer (*Charadrius vociferus*) are a common, year-round resident in the area. They are strongly associated with shoreline and open areas. They nest on the ground in open habitat with low-growing vegetation (Jackson and Jackson 2020).

Northern Goshawk (*Accipiter gentilis laingi*) are associated with large areas of undisturbed mature and old-growth forest (interior forest habitat). Large, well-spaced trees with limited understory are requisite for this species (BC CDC 2005b). The subject property is unlikely to support this species based on adjacent development.

Northern Pygmy-owl (*Glaucidium gnoma swarthi*) are more commonly associated with montane and sub-montane slopes in a range of forest types. Woodpecker or natural cavities are required for nesting (Deshler 2003). The habitat on the site is unlikely to support this species.

Western Screech-owl (*Megascops kennicottii kennicottii*) are generally associated with riparian areas and mature mixed-forest habitats. They require large diameter trees with natural or excavated cavities for nesting. Cavities of Northern Flicker (*Colaptes auratus*) or Pileated Woodpecker (*Dryocopus pileatus*) are commonly used (Cannings et al. 2020). No suitable nesting cavities for this species were observed in the study area and the habitat is generally marginal for this species. Potential interactions with the project are expected to be negligible.

Bats, including little brown myotis (*Myotis lucifugus*), may use live or standing dead trees for roosting during the summer months (BC CDC 2015). Townsend's big eared bat (*Corynorhinus townsendii*) typically roost in caves and are rarely found in trees (BC CDC 2014). Little brown myotis (*Myotis lucifugus*) may roost in trees during the spring and summer months but tend to hibernate in caves over winter (BC CDC 2015). Yuma myotis (*Myotis yumansis*) roost in caves, cliffs, tunnels or other structures (BC CDC 2025) and forage over water.

No nests, dens or other critical wildlife habitat features were detected within the assessment area; however, the area does support suitable nesting habitat for breeding birds.

Recommendations

Demolition work should follow TerraWest Environmental recommendations found in Section 5.0 of the *Pre-Demolition Hazardous Materials Assessment* (2024) report. Hazardous materials must be disposed of or recycled in accordance with the BC *Environmental Management Act* and the *Hazardous Waste Regulations*.

¹ Note that eBird is a non-verified, publicly populated database. However, professional experience with the program suggests that the information is relatively reliable.



Appendix E

1728 Peninsula Rd
Po Box 641 Ucluelet BC, V0R 3A0
250-726-2424
info@reddfish.org
reddfish.org

Drainage in front of the bay doors of the building proposed for demolition should be blocked to prevent surface runoff from entering the ocean during demolition and construction activities.

No clearing is proposed for the project. If clearing is necessary, in order to avoid potential impacts to breeding birds and subsequent contravention of the provincial *Wildlife Act* or the federal *Migratory Bird Convention Act*, vegetation clearing for the project should be conducted outside of the breeding bird nesting season which is March 26 to August 7 for forested ecosystems in the region (within the A1 Nesting Zone; Environment Canada 2021). If clearing within this window is unavoidable, a pre-clearing survey is required.

Given the nature of the proposal, risks of sediment and erosion resulting from the proposed activities are negligible.

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:

Chris Dolphin, B.Sc

Reviewed by:



Kim Poupard, R.P. Bio

Attachments: Attachment A: Design Drawings
Attachment B: Site Photographs
Attachment C: BC CDC Ecosystems Explorer Query Results

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 June 10, 2024).
- B.C. Conservation Data Centre. 2000. Species Summary: *Patagioenas fasciata*. B.C. Minist. of Environment.
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- B.C. Conservation Data Centre. 2005b. Species Summary: *Accipiter gentilis laingi*. B.C. Minist. of Environment.
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Available at: <http://maps.gov.bc.ca/ess/hm/cdc/> (accessed June 10, 2024).
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<https://doi.org/10.2173/bow.wesowl1.01>
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- Jackson, B. J. and J. A. Jackson (2020). Killdeer (*Charadrius vociferus*), version 1.0. In *Birds of the World* (A. F. Poole and F. B. Gill, Editors). Cornell Lab of Ornithology, Ithaca, NY, USA. <https://doi.org/10.2173/bow.killde.01>
- 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.
- TerraWest (TerraWest Environmental Management and Consulting). 2023. Phase 1 Environmental Site Assessment: 1351 Eber Road, Ucluelet, BC. Non-refereed technical report prepared for Duncan Wood (File: Project File: DWER24-01). 14 pages +appendices.



TerraWest (TerraWest Environmental Management and Consulting). 2024. Pre-demolition Hazardous Building Materials Assessment, House: 1351 Eber Road, Ucluelet, BC. Non-refereed technical report prepared for Duncan Wood (File: Project File: DWER24-01). 28 pages +appendices.

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 June 10, 2024).

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Appendix E

1728 Peninsula Rd
Po Box 641 Ucluelet BC, V0R 3A0
250-726-2424
info@reddfish.org
reddfish.org

ATTACHMENT A: DESIGN DRAWINGS AND DEVELOPMENT PERMIT AREAS

PROJECT INFORMATION

DESCRIPTION: DEMOLITION OF AN EXISTING INDUSTRIAL BUILDING
CONSTRUCTION OF A NEW SINGLE FAMILY RESIDENCE WITH A LONG TERM
RENTAL UNIT ON THE MAIN FLOOR.

LEGAL ADDRESS: LOT 18, BLOCK 1, SECTION 21, CLAYCOLOT DISTRICT, PLAN 6200

ZONING: R1 SINGLE-FAMILY RESIDENTIAL

MAP/PLAN SITE COVERAGE: 180.5m² + 83.25m² = 263.8m²

EXISTING FOOTPRINT: UNCHANGED

PROPOSED FOOTPRINT: UNCHANGED

MAXIMUM HEIGHT: 8.5m

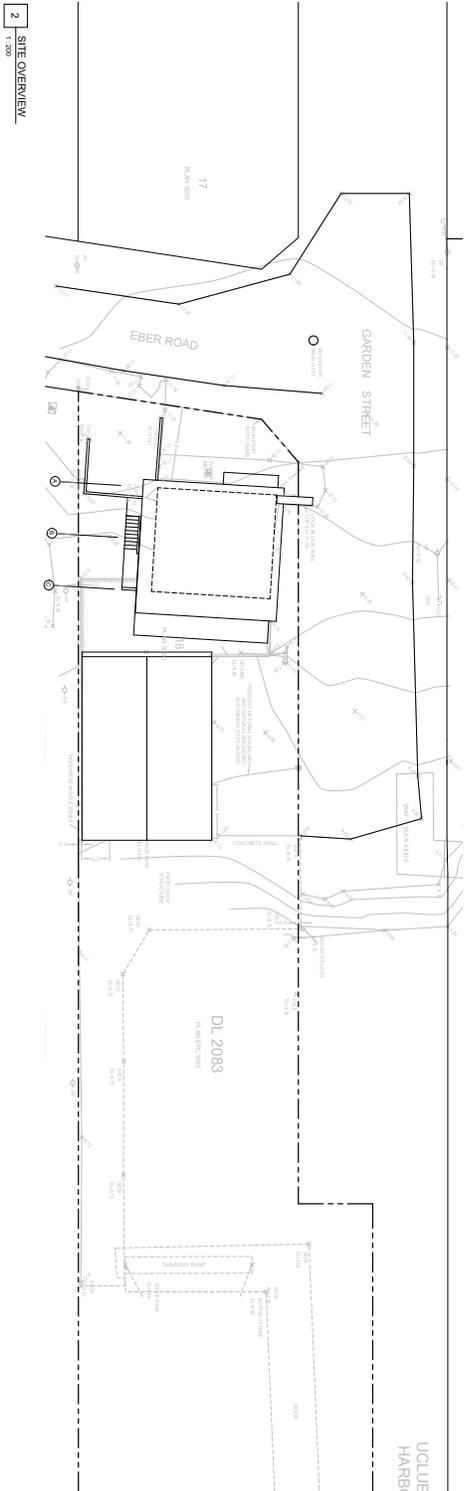
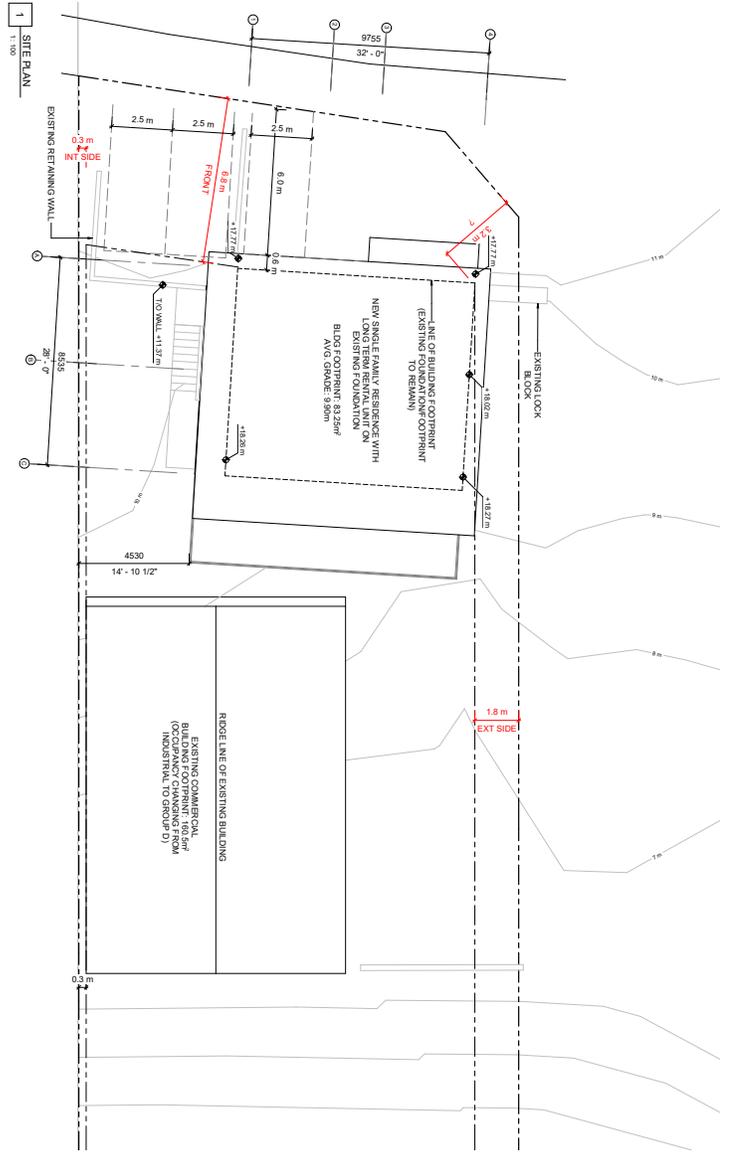
PROPOSED HEIGHT: 8.5m

SETBACKS: 7.5m FRONT 6.8m EXISTING 6.8m VARIANCE REQUEST
1.5m SIDE INTERIOR 1.2m EXISTING 2m VARIANCE REQUEST
5m SIDE EXTERIOR 1.8m EXISTING 1.8m VARIANCE REQUEST

TOTAL FOOTPRINT: 331.8m²

AVERAGE GRADE: NORTH-WEST (0.79 + 9.68 + 19.92) / 4 = 9.76
NORTH-EAST (0.52 + 4.93 + 18.27) / 4 = 8.15
SOUTH-EAST (1.14 + 1.14 + 1.14) / 3 = 1.14
SOUTH-WEST (110.3 + 50.81 + 21.72) / 4 = 10.82
AVERAGE GRADE: 9.18m / 4 = 9.80m

Appendix



1351 EBER ROAD

MSA+D | Halory Suckel Architecture + Design Inc.
3605 - 10th Street, Vancouver, BC V6N 2Z0
Tel: (604) 681-8888
e: mhalory@msad.ca

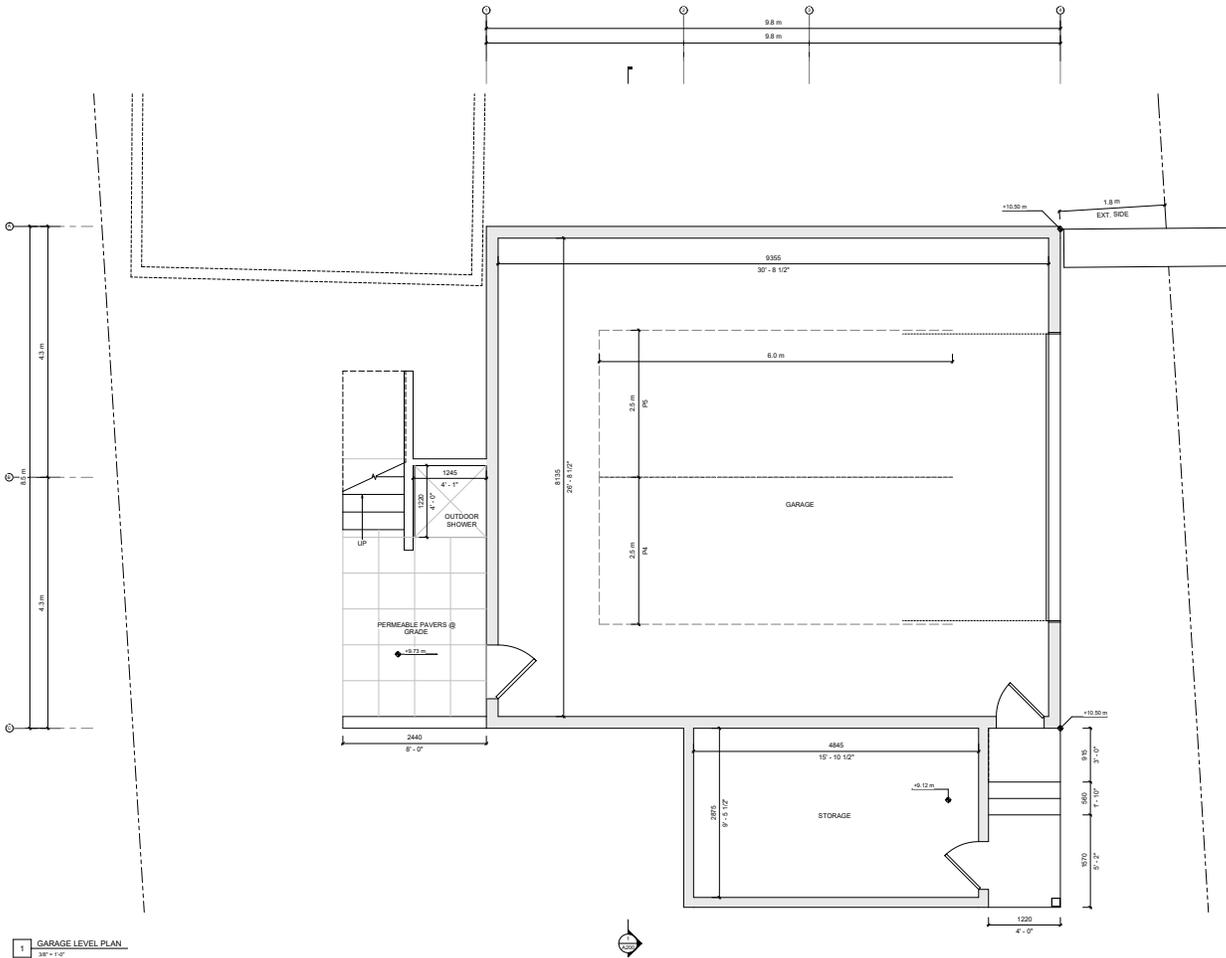
All drawings and specifications are the original property of MSA+D. This drawing is for the use of the client only and is not to be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of MSA+D. The client agrees to indemnify and hold MSA+D harmless from all claims, damages, and expenses, including reasonable attorneys' fees, arising from any use of this drawing or specifications for any purpose other than that intended by MSA+D.

Location: 1351 Eber Road, Uclulet BC V0R 2Z0

Consultants:
Survey: Burrell Land Surveying Ltd.
Architect: MSA+D
Kananisno, BC V0R 5L9
Tel: (250) 754-5519

Issue:
01 Issued for Variance Review
May 28, 2024
Notes:
NOT FOR CONSTRUCTION

SITE PLAN
A100



1 GARAGE LEVEL PLAN
3/8" = 1'-0"

1351 EBER ROAD

MSA+D | Malory Skudel Architecture + Design Inc.
 Box 628, Tofino, BC V0R 2Z0
 contact: Malory Skudel, Architect AIBC
 e: malory@msad.ca t: (778) 871-9924

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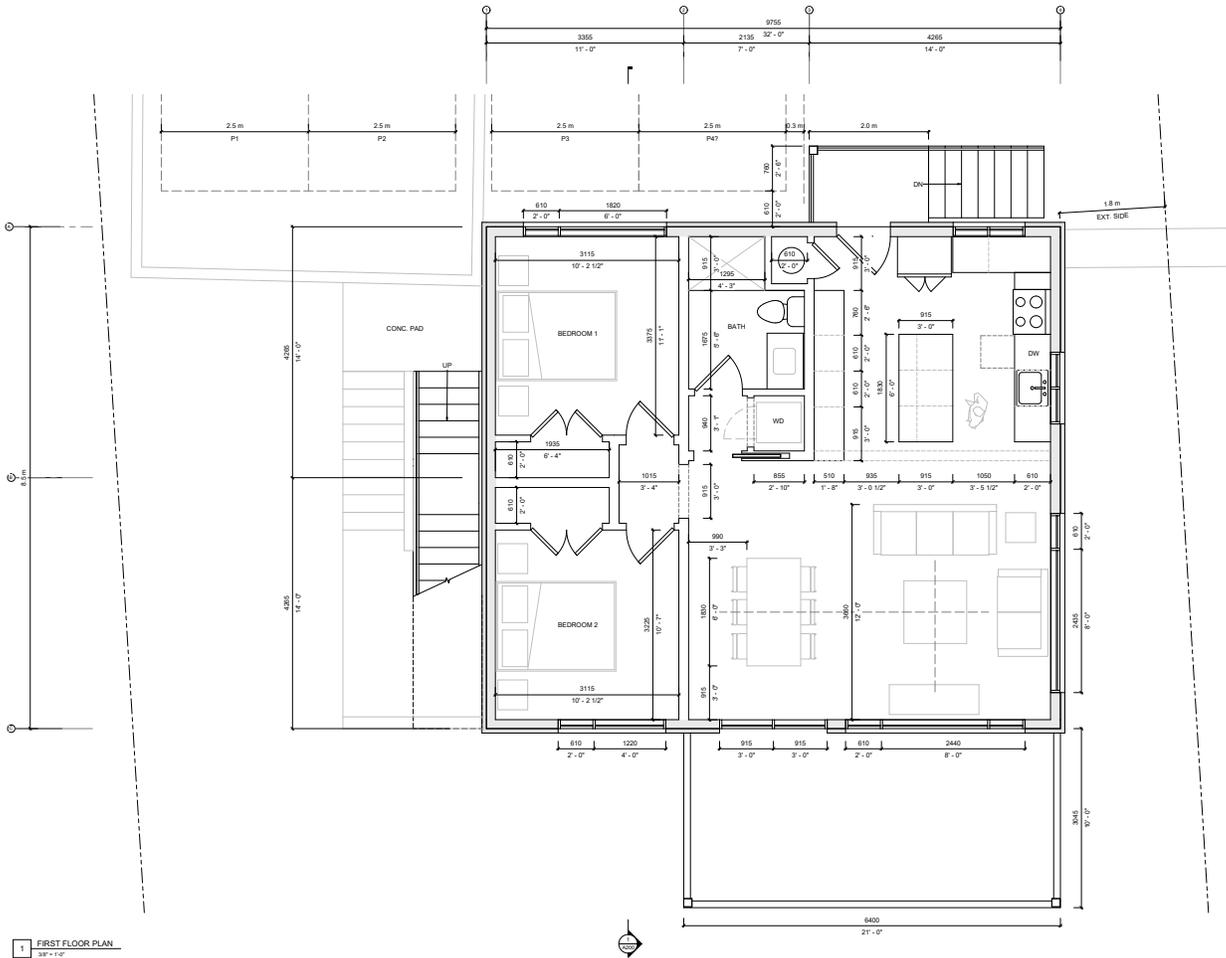
Location:
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Consultants:
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 2336A Unit B Delina Place
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GARAGE LEVEL

A101



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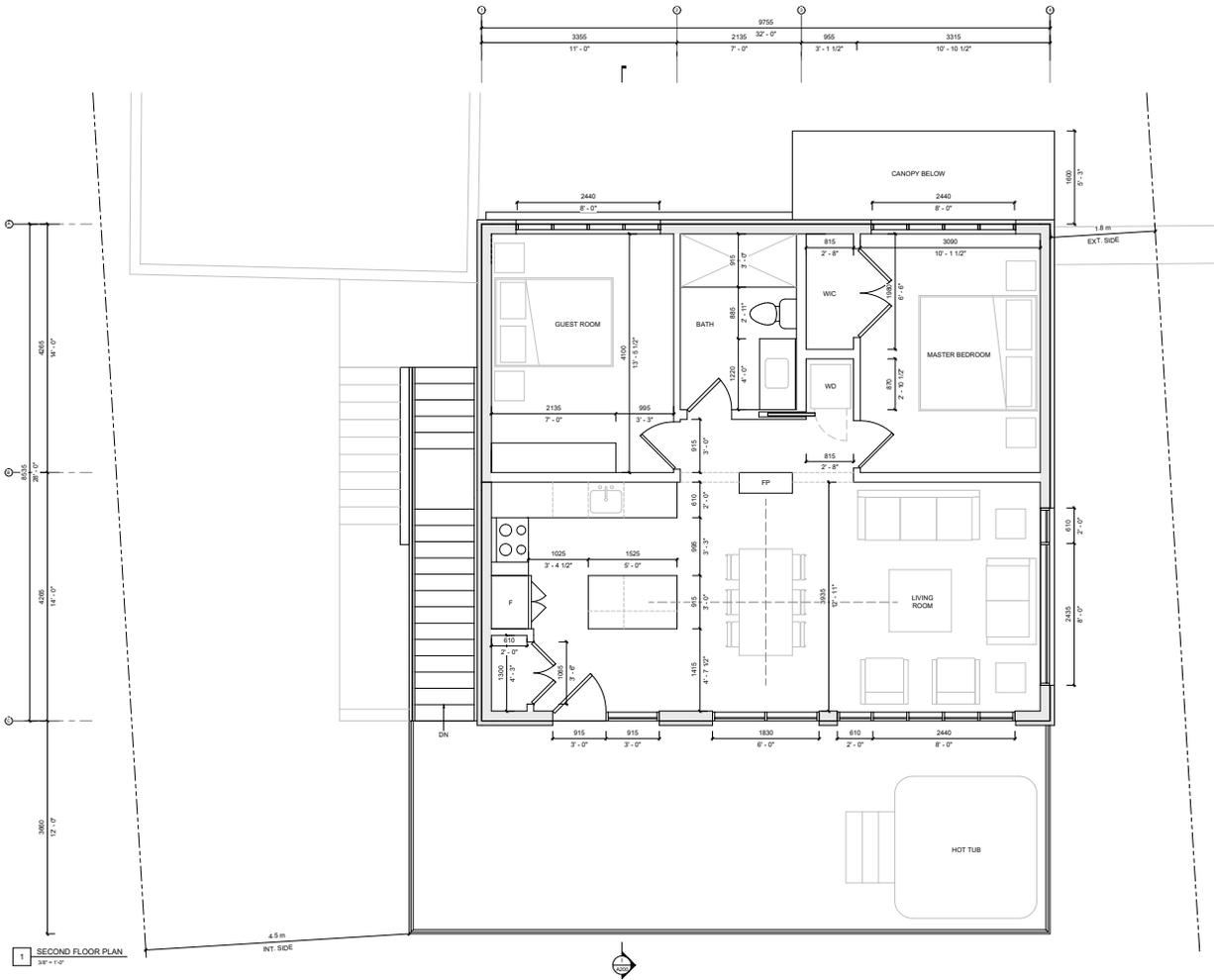
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LEVEL ONE PLAN
A102

1 FIRST FLOOR PLAN
 3/8" = 1'-0"



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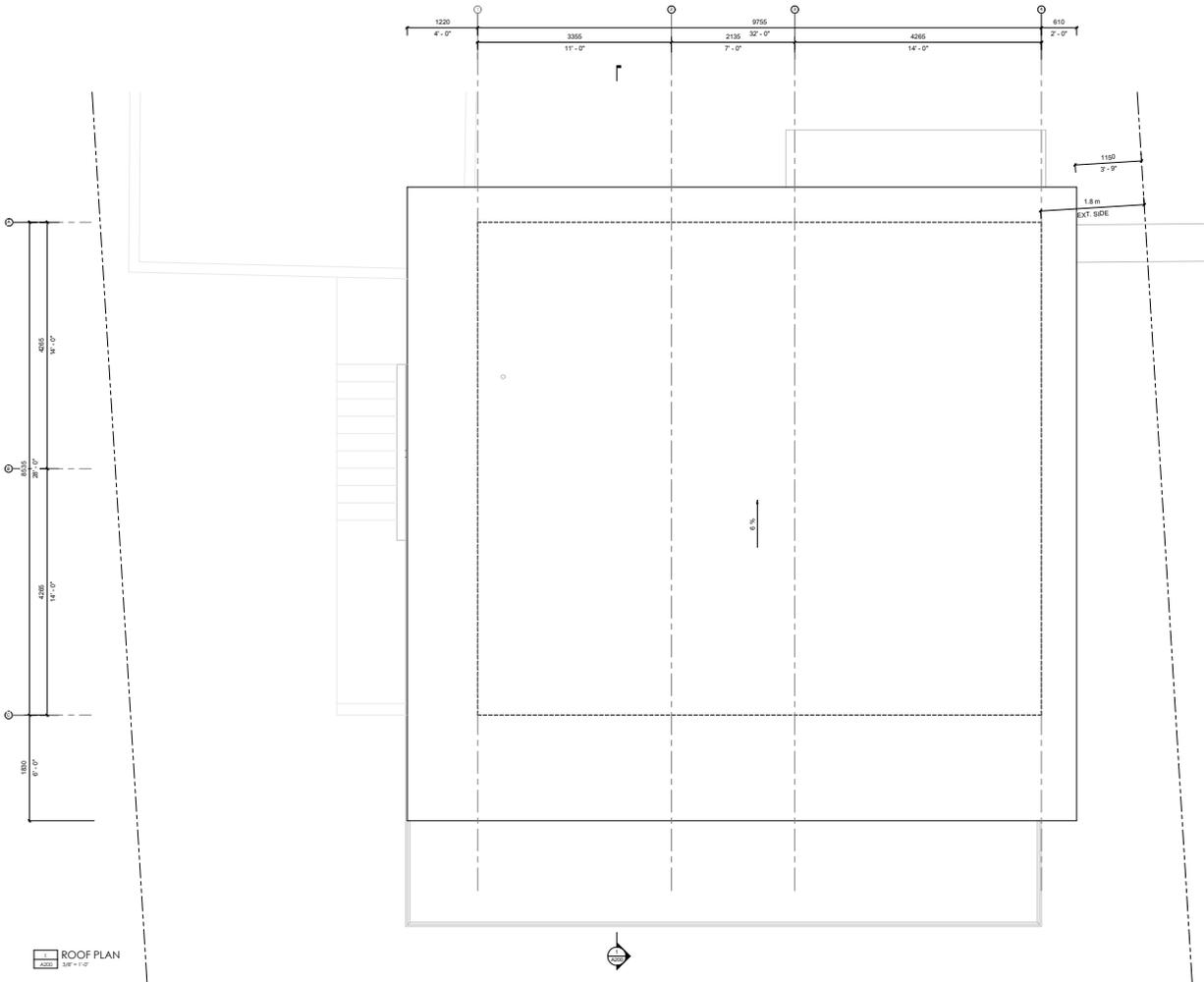
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LEVEL TWO PLAN

A103



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ROOF PLAN
A104

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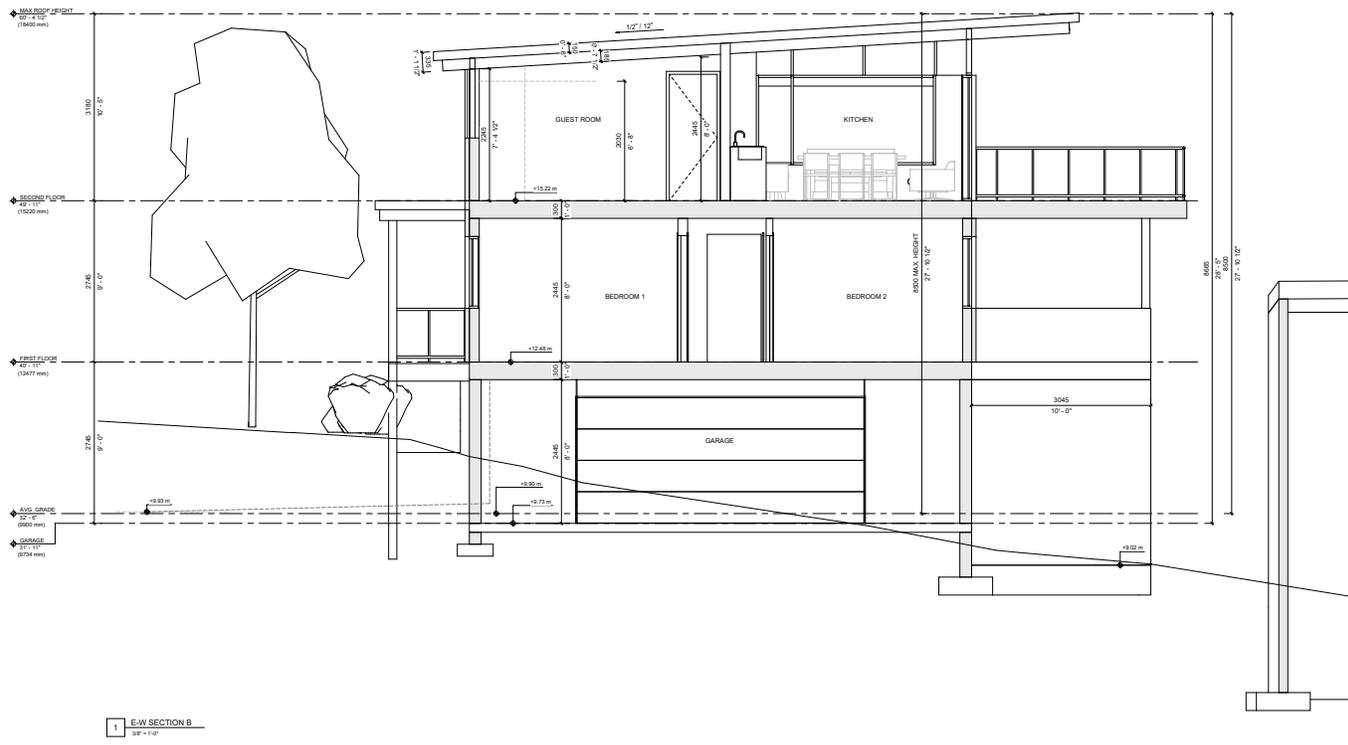
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SECTION 1

A200



1 E-W SECTION B
 3/8" = 1'-0"



Appendix E

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ATTACHMENT B: SITE PHOTOGRAPHS



Photo 1: Showing industrial building proposed for demolition.



Photo 2: Showing dock and foreshore area of property.



Photo 3: Showing fish processing plant adjacent to subject property



Appendix E
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ATTACHMENT C:

BC ECOSYSTEMS EXPLORER SEARCH RESULTS



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Table C1. 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) ¹
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



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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	Caspian Tern	<i>Hydroprogne caspia</i>	Blue			Y	No	2
birds	Cassin's Auklet	<i>Ptychoramphus aleuticus</i>	Red	1	Special Concern	Y	No	2
birds	Common Murre	<i>Uria aalge</i>	Red			Y	No	2
birds	Common Nighthawk	<i>Chordeiles minor</i>	Blue	1	Threatened	Y	No	2
birds	Connecticut Warbler	<i>Oporornis agilis</i>	Blue			Y	No	1, 2
birds	Double-crested Cormorant	<i>Nannopterum auritum</i>	Blue				No	2
birds	Evening Grosbeak	<i>Coccothraustes vespertinus</i>	Yellow	1	Special Concern	Y	Yes	
birds	Forster's Tern	<i>Sterna forsteri</i>	Red			Y	No	2
birds	Great Blue Heron, <i>fannini</i> subspecies	<i>Ardea herodias fannini</i>	Blue	1	Special Concern		Yes	
birds	Green Heron	<i>Butorides virescens</i>	Blue			Y	No	2
birds	Gyrfalcon	<i>Falco rusticolus</i>	Blue				No	1, 2
birds	Horned Lark, <i>strigata</i> subspecies	<i>Eremophila alpestris strigata</i>	Red	1	Endangered		No	2
birds	Horned Puffin	<i>Fratercula corniculata</i>	Red			Y	No	2
birds	Hudsonian Godwit	<i>Limosa haemastica</i>	Red			Y	No	2
birds	Lark Sparrow	<i>Chondestes grammacus</i>	Blue			Y	No	1
birds	Lewis's Woodpecker	<i>Melanerpes lewis</i>	Blue	1	Threatened	Y	No	1, 2
birds	Long-billed Curlew	<i>Numenius americanus</i>	Yellow	1	Special Concern	Y	No	2
birds	Marbled Murrelet	<i>Brachyramphus marmoratus</i>	Blue	1	Threatened	Y	No	2
birds	Northern Fulmar	<i>Fulmarus glacialis</i>	Red			Y	No	2
birds	Northern Goshawk, <i>laingi</i> subspecies	<i>Accipiter gentilis laingi</i>	Red	1	Threatened		No	2



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birds	Northern Pygmy-owl, <i>swarthi</i> subspecies	<i>Glaucidium gnoma swarthi</i>	Blue				No	2
birds	Olive-sided Flycatcher	<i>Cotopus cooperi</i>	Yellow	1	Threatened	Y	Yes	
birds	Peregrine Falcon	<i>Falco peregrinus</i>	No Status	1	Special Concern		No	2
birds	Peregrine Falcon, <i>anatum</i> subspecies	<i>Falco peregrinus anatum</i>	Red	1	Special Concern		No	2
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>Callidris canutus</i>	Blue	1	Threatened / Endangered	Y	No	2
birds	Red-necked Phalarope	<i>Phalaropus lobatus</i>	Blue	1	Special Concern	Y	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	Y	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	Y	No	2



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birds	Western Screech-Owl	<i>Megascops kennicottii</i>	No	1	Threatened		Yes	
birds	Western Screech-Owl, <i>kennicottii</i> subspecies <i>kennicottii</i>	<i>Megascops kennicottii</i> <i>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	Y	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 striatinum</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>Pristioma 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>Stadla 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</i> sp. 1	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	



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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 icaroides 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>Calliphrys 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>Calliphrys mossii mossii</i>	Red				N/A	
insects	Propertius Duskywing	<i>Erynnis propertius</i>	Red				N/A	



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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



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mammals	Grizzly Bear	<i>Ursus arctos</i>	Blue	1	Special Concern	No	2
mammals	Hoary Bat	<i>Lasius 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 vanancouverensis</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				
oligochaetes	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



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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>Dermochelys 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



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Table C2. 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 roelli</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	acutleaf 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>merensianae</i>	Blue			Forest / Conifer Forest - Mesic (average) / Unknown



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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 adullerinum</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



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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</i> ssp. <i>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</i> ssp. <i>leiocarpa</i>	Blue			Other Unique Habitats / Beach / Obligate ; Other Unique Habitats / Sand Dune / Obligate



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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 ; Rock/Sparsely Vegetated Rock / Talus / Facultative - frequent use
Vascular Plant	black knotweed	<i>Polygonum paronychia</i>	Blue				Other Unique Habitats / Beach / Facultative - frequent use ; Other Unique Habitats / Sand Dune / Facultative - frequent use



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Vascular Plant	Alaska holly fern	<i>Polystichum setigerum</i>	Blue			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 fairbells	<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 aplylla</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



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Table C3. 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 (F1)	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 obnupta</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



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Sitka spruce / false lily-of-the-valley Very Wet Hypermaritime 1	<i>Picea sitchensis / Maianthemum dilatatum</i> Very Wet Hypermaritime 1	Terrestrial Realm - Flood Group (F): Highbench Flood	Red
Sitka spruce / Pacific crab apple	<i>Picea sitchensis / Malus fusca</i>	Terrestrial Realm - Forest: Coniferous - moist/wet	Blue
Sitka spruce / sword fern	<i>Picea sitchensis / Polystichum munitum</i>	Terrestrial Realm - Forest: Coniferous - moist/wet	Blue
Sitka spruce / tall trisetum	<i>Picea sitchensis / 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 - Salix lasianдра var. lasianдра / Lysichiton americanus</i>	Wetland Realm - Mineral Wetland Group: Swamp Wetland Class (Ws)	Blue
American glasswort - sea-milkwort	<i>Sarcocornia pacifica - Lysimachia maritima</i>	Estuarine Realm: Estuarine Marsh Class (Em)	Red
western redcedar - Sitka spruce / skunk cabbage	<i>Thuja plicata - Picea sitchensis / 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 - Picea sitchensis / Oplapanax horridus</i> Very Wet Hypermaritime 1	Terrestrial Realm - Forest: Coniferous - moist/wet	Blue



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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



REPORT TO COUNCIL

Council Meeting: March 25, 2025

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JAMES MACINTOSH, DIRECTOR OF ENGINEERING SERVICES

FILE NO: 5330-20

SUBJECT: Design Contract, Sanitary Sewer Projects

REPORT NO: 25- 35

ATTACHMENT(S): Appendix A – Design Fee Estimate Sanitary Sewer Projects 1, 2, 4, 5, and 6

RECOMMENDATION(S):

THAT Council authorize the Mayor and Corporate Officer to execute a contract between the District of Ucluelet and Koers & Associates for \$260,000 plus GST for the design of sanitary sewer projects 1, 2, 4, 5, and 6 as outlined in report number 25-35.

BACKGROUND:

The District of Ucluelet commissioned the 2023 Sewer Master Plan, which identified significant capacity limitations affecting the Official Community Plan's (OCP) projected growth.

Council received further reports detailing system bottlenecks that could halt development approvals until key projects were implemented ([Report No. 24-86](#)). In response, staff commissioned an update to the sanitary sewer master plan to reflect the most recent growth projections, which had shifted from the OCP's original estimates. The findings were presented in [Report No. 24-113](#), identifying projects needed immediately, as well as over 5-year, 10-year, and 20-year horizons.

Within the 5-year period, 14 projects were identified as necessary to address under-capacity issues and enable near-term development approvals. Of these, five have been prioritized due to their critical role in addressing system-wide constraints and supporting significant upcoming developments, particularly at 221 Minato Bay. These priority projects will be expedited, with an estimated six-month design timeline, followed by a 12-month construction period, making them operational by approximately September 2026.

The remaining projects in the 5-year plan remain crucial for near-term growth and will be advanced in subsequent phases. District staff are preparing an application to the Canadian Housing Infrastructure Fund for up to \$13,000,000. If successful, this funding would cover the design and construction of all projects within the 5-year scope. In the interim, financing will come from the District's capital reserves.

This request is for the **design phase only** for [projects 1, 2, 4, 5, and 6](#), which include:

- Hemlock Lift Station Replacement (Project 1)
- Gravity Main on Hemlock (Project 2)
- Gravity Main on Helen (Project 4)

- **Big Beach Lift Station Pump Upgrades (Project 5)**
- **Force Main on Marine and Victoria (Project 6)**

These projects involve installing a new lift station, upgrading pumps at an existing lift station, and constructing approximately 490 meters of new sewer segments. Technical Memo No. 5 from Report No. 24-113 estimates total construction costs at \$3,610,000.

To initiate the work, staff obtained a design proposal from Koers & Associates totaling \$260,000. Given the recent approval of the consulting services standing agreement, this contract qualifies for direct award, eliminating the need for a formal procurement process. Upon approval, design work will commence immediately. Once completed, projects will be tendered for construction, and staff will return to Council to seek authorization for construction contracts.

While the timeline is ambitious, this approach ensures the timely completion of critical infrastructure to align with Council’s development growth objectives.

ANALYSIS OF OPTIONS

A	Authorize the Contract	<u>Pros</u>	<ul style="list-style-type: none"> • Expedites the design and construction of priority sanitary sewer projects. • Resolves immediate capacity constraints and enables key developments. • Aligns with Council’s directive for accelerated infrastructure improvements.
		<u>Cons</u>	<ul style="list-style-type: none"> • Requires upfront capital investment before securing grant funding.
		<u>Implications</u>	<ul style="list-style-type: none"> • Design completed within 6 months, construction completed within 12 months (18 months) • \$260,000 expenditure for design, with an estimated \$3,610,000 for construction. • \$260,000 will not be eligible for the CHIF grant (if successful) as work will be completed prior to the award of the grant.
B	Do Not Authorize the Contract	<u>Pros</u>	<ul style="list-style-type: none"> • Avoids immediate expenditure of \$260,000. • Staff would issue an RFP for a competitive bid process.
		<u>Cons</u>	<ul style="list-style-type: none"> • Delays resolution of critical capacity issues. • Risks postponing significant development projects. • No guarantee of a lower bid price.
		<u>Implications</u>	<ul style="list-style-type: none"> • Uncertain timeline for resolving sewer capacity constraints. • Potential loss of development opportunities due to infrastructure limitations.
		<u>Suggested Motion</u>	No Motion Required

POLICY OR LEGISLATIVE IMPACTS:

N/A



**KOERS
& ASSOCIATES
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Consulting Engineers

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2520-01
March 14, 2025

District of Ucluelet
PO Box 999 – 200 Main Street
Ucluelet, BC, V0R 3A0

Attention: **Mr. James MacIntosh**
 Director of Engineering Services

Re: Engineering Services Fee Estimate for:
 2025 Capital Projects

In response to your request, we provide the following proposed scope of work and budget estimate. We understand that the work on this project will be conducted in accordance with the General Municipal Engineering Services agreement between Koers & Associates and the District of Ucluelet, dated March 2025.

Project Scope

We understand the scope of work under this assignment to include the following:

- 1. Hemlock Street Lift Station and Gravity Sewer Upgrade**
 - Replace the existing sewage lift station with a new above ground package pump system
 - Add an emergency generator for the lift station
 - Replace approx. 120m of gravity sewer from Lyche Rd to the Hemlock LS
- 2. Big Beach Lift Station and Forcemain Upgrade**
 - Upgrade the pumps and install VFD's and other associated improvements to the existing sewage lift station
 - Replace approx. 250m of sewage forcemain from Victoria Rd to the Big Beach LS
- 3. Helen Road Gravity Sewer Upgrade**
 - Replace approx. 120m of gravity sewer from Marine Dr to SMH 345

These reflect projects 1, 2, 4, 5, and 6 from the Sanitary Sewer Update Technical Memorandums published by Koers in 2024-2025.

Scope of Work

We understand that Koers & Associates' scope of work would include the following proposed tasks:

1. Topographic survey and base plan development of each site
2. Up to two site trips to Ucluelet to meet with District staff for review of each project
3. Preliminary Design Submission for Review (30% stage)
4. Detailed Design Submission for Review (75% stage)
5. Tender Ready Design Submission (100% stage)
 - a. Including tender documents and Class A cost estimate

.../2



2520-01
March 14, 2025

2

District of Ucluelet
Mr. James MacIntosh

Budget Estimate

We provide the following budget estimate for design services up to tender ready:

1. Hemlock St Lift Station and Gravity Sewer Upgrade	\$70,000
2. Big Beach Lift Station, Gravity Sewer and Forcemain Upgrade	\$70,000
3. Helen Rd & Marine Dr Gravity Sewer Upgrade	<u>\$60,000</u>
Total	\$200,000 + GST

Electrical Engineering Budget Allowance

1. Hemlock St Lift Station	\$30,000
2. Big Beach Lift Station	\$30,000
Total	\$60,000 + GST

We have requested a budget for electrical engineering design services for each of the two lift station projects by PBX Engineering and we will provide an update once PBX provides a budget estimate.

We note that these projects are located within the area the District has identified as High Archaeological & Cultural Potential in the OCP. This budget estimate does not include archaeological services. However, the District may want to add an allowance for hiring an archaeologist to review the location of any known archaeological sites in the proximity of these projects and prepare any required permitting.

Note the following items are not included in this fee estimate: legal surveying, land acquisition, third party utility fees, archaeologist or environmental consultants, geotechnical engineering, structural engineering, tendering or construction services.

We note that the actual level of effort required may vary depending on a variety of factors, such as coordination with third parties, ultimate design selection, and project schedule. Koers will invoice based on actual time and expense incurred, in accordance with the terms of the General Municipal Engineering Services agreement.

We trust this budget estimate is sufficient for your needs and meets with your approval. Please call if you have any questions or require any further information.

Yours truly,

KOERS & ASSOCIATES ENGINEERING LTD.

Chris Downey, P.Eng.
Principal

Permit to Practice No. 1001658

KOERS & ASSOCIATES ENGINEERING LTD.





STAFF REPORT TO COUNCIL

Council Meeting: March 25, 2025

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: ABBY FORTUNE, DIRECTOR OF COMMUNITY SERVICES

FILE NO: 1880-20

SUBJECT: 2025 GRANTS IN AID AND IN-KIND CONTRIBUTIONS AWARD

REPORT NO: 25-34

ATTACHMENT(S): APPENDIX A - SCHEDULE OF 2025 GRANTS IN AID AND COUNCIL CONTRIBUTION REQUESTS
APPENDIX B - Grant in Aid and In-Kind Contributions Applications

RECOMMENDATION(S):

THAT Council approve the Grants in Aid and In-Kind contributions for 2025 as presented in Appendix A, "Schedule of 2025 Grants in Aid and Council Contribution Requests" attached to staff report No. 25-34.

BACKGROUND:

The District of Ucluelet provides Grants in Aid to assist community groups, not-for-profit societies, and organizations with specific projects. Council also provides In-Kind Contributions towards rentals and leases of facilities owned/operated by the District. Grants and In-Kind Contributions are considered on a year-to-year basis.

Applicants must meet the following eligibility requirements for Grants in Aid and In-Kind Contributions:

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

The following types of proposals are ineligible and will not be considered by Council:

- a) Proposals requesting funding for sports organizations for competition/travel expense;
- b) Monies to subsidize a commercial organization;
- c) Projects that duplicate projects, programs, services, or events already provided within the District of Ucluelet;
- d) Assistance for the payment of property taxes or various programs or services legislated by other levels of government;
- e) Proposals for support of research activities, staff training or professional activities;
- f) Proposals from individuals;
- g) Proposals from groups that did not submit the required final report from grants received in previous years.

Please note all 2025 applicants are in good standing and have submitted final reports for 2024.

The requests for funds from Grants in Aid and Council In-Kind Contributions are attached as Appendix A. Applicants were invited to present their requests at a Committee of the Whole meeting on February 6, 2025. Council members individually considered all the requests and provided staff with individual allocations of the available funds. These allocations were combined and then averaged to provide the total suggested allocations as presented in Appendix A.

ANALYSIS OF OPTIONS

Staff are recommending the approval of Grants in Aid to a maximum combined total of \$21,750 and In-Kind Contributions to a maximum combined total of \$48,450 based on the evaluation criteria in the policy, and the amount approved by Council in the 5-year financial plan.

The combined value of 2025 grant in aid requests totaled \$37,850; however, the current annual budget is \$21,750, which is a difference of \$16,100.

The combined value of 2025 In-Kind contribution requests totaled \$48,926, the current annual budget of \$48,450 which is a difference of \$476.

A	Approval of Grants in Aid and In-Kind contributions to the maximum budgeted amount.	<u>Pros</u>	<ul style="list-style-type: none"> • No new taxes are required if approvals remain within the budgeted amount. • Provides support to local non-profit organizations. • Increases the number of services and events hosted in Ucluelet by non-profit organizations
		<u>Cons</u>	<ul style="list-style-type: none"> • Some societies may not receive the funding they hoped for. • Some organizations may be required to seek additional funding from alternate sources. • In-kind contributions of District spaces reduce rentable space availability and increase the reliance on subsidization.
		<u>Implications</u>	<ul style="list-style-type: none"> • Rental revenues are reduced by the value of the in-kind contributions.
B	Approval of Grants in Aid and In-Kind contributions in an amount determined by Council.	<u>Pros</u>	<ul style="list-style-type: none"> • Council funds all the programs they wish. • Organizations would not be required to seek additional funding to support their initiatives.
		<u>Cons</u>	<ul style="list-style-type: none"> • Increased taxes or alternative funds would need to be added to the 2025 financial plan.
		<u>Implications</u>	<ul style="list-style-type: none"> • The five-year financial plan will need to be updated prior to the first reading of the bylaw. • Rental revenues are reduced by the value of the in-kind contributions.
		<u>Suggested Motion</u>	<p>THAT Council amend Appendix A, “Schedule of 2025 Grants in Aid and Council Contribution Requests” attached to staff report No. 25-34, as follows:</p> <p>a. _____;</p> <p>b. _____;</p> <p>c. _____.</p>

**District of Ucluelet
Council Grants-in-Aid Requests 2025**

	2025 Requests	2025 Recommended	2024 Requests	2024 Recommended	2025 Actual
Clayoquot Biosphere Trust	4,000	2,000			
Coastal Queer Alliance			5,000	4,800	
Pacific Rim Arts Society	3,000	2,833	3,000	3,000	
Pacific Rim Home Development Cooperative			500	347	
Pacific Rim Hospice Society	4,000	3,250			
Pacific Rim Whale festival	1,000	1,000			
Paula Ross Dance Society			2,500	2,000	
Raincoast Education Society	10,000	4,850	10,000	5,000	
REDD Fish Restoration Society	2,500	1,417	2,500	2,000	
Surf Rider - Pacific Rim			4,800	2,500	
Ucluelet Aquarium Society	6,700	4,900			
Ucluelet Dog Park Coalition			2,000	1,500	
Ucluelet Sports Racquet Club*			3,500		
USS \$500 scholarship	500	500	500	500	500
West Coast Multiplex Society	6,150	1,000			
TOTAL GRANTS REQUESTED/APPROVED	37,850	21,750	34,300	21,647	500
Maximum Approved Grant Budget	21,750	21,750	21,647	21,647	21,750
Over/(Under) Budget	16,100	-	12,653	-	(21,250)

* no longer meet criteria

**District of Ucluelet
In-Kind Contributions 2025**

<u>Facility Fees Waived or (in-kind)</u>	2025 Requests	2025 Recommended	2024 Requests	2024 Recommended	2025 Actual
Food Bank on the Edge	260	260	150	150	
Girl Guides of Canada	875	875			
Pacific Rim Arts Society	2,100	2,017	200	200	
Pacific Rim Home Development Cooperative			25	25	
Pacific Rim Whale Festival Society	660	640	570	570	
Sea View Seniors' Housing Society			2,640	2,640	
Pacific Rim Rotary Club	675	650	300	300	
Ucluelet & Area Childcare Society	35,321	35,321	34,605	34,605	
Ucluelet & Area Historical Society	650	650	625	625	
Ucluelet Junior Canadian Rangers	875	875	800	800	
Ucluelet Chamber of Commerce	1,460	1,385	245	245	
Ucluelet Sports Racquet Club	300	300			
Westcoast Community Resources Society	5,750	5,750	5,750	5,750	
TOTALS	48,926	48,723	45,910	45,910	-
Maximum Approved Contributions Budget	48,450	48,450	47,500	47,500	48,450
Over/(Under) Budget	476	273	(1,590)	(1,590)	(48,450)



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

Name of Organization: Clayoquot Biosphere Trust		
Society Registration #: #870641727 RR0001	Contact Person: Michelle Hall	Contact Person Position: Fundraiser
Phone: [REDACTED]	Fax: michelle	E-mail: @clayoquotbiosphere.org
Mailing Address: POBox67 Tofino, V0R 2Z0		

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

Organization Type:	
<input checked="" type="checkbox"/> Health/Social Services <input checked="" type="checkbox"/> Tourism/Economic Development <input checked="" type="checkbox"/> Youth Services <input checked="" type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Recreation <input checked="" type="checkbox"/> Other:	
Purpose of Organization: Community Foundation & Steward of the UNESCO Biosphere Region Designation	
Organization's Objectives (attach additional information if available): please see additional document	
Nature of Services Provided by Organization: please see additional document	
How many people do you expect to serve by this Application? please see additional document	Who are the people to benefit from your activity or functions? please see additional document

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

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

Grant-In-aid Amount Requested: | \$ **4,000**
(not applicable to In-Kind requests)

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

Signature:	
Position\Title:	Fundraiser
Date of Application:	21st November 2024

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	

Clayoquot Biosphere Trust: Grants in Aid application

Clayoquot Biosphere Trust (CBT) was established in 2000 to steward the UNESCO Biosphere Region designation and is one of Canada's 19 UNESCO Biosphere Regions. In 2012, CBT joined Community Foundations of Canada, an association of 191 community foundations across Canada that provides resources and funding for its members. CBT is both a community foundation and a UNESCO Biosphere Region, and the only organization in Canada to embrace this dual mandate.

The CBT has managed the Canada Fund endowment received from the federal government to steward the UNESCO designation while gaining capacity as a grant-making organization and works with donors to create a diversity of community funds. We have granted over \$4.5 million to support regional programs from the income earned since 2000.

CBT relies on the vision and strategic direction of a committed Board of Directors representing a diversity of experience, skills, and interests that support our role as a UNESCO Biosphere and community foundation. The Board of Directors is comprised of appointments from Hesquiaht First Nation, Ahousaht, Tla-o-qui-aht First Nations, Yuuʷuʷiʷiʷaʷ Government, Toquaht Nation, District of Tofino, District of Ucluelet and the Alberni-Clayoquot Regional District Area C, as well as two At-large Directors. We also appreciate the dedication of non-voting board advisers appointed by Environment and Climate Change Canada, the Department of Fisheries and Oceans, Parks Canada, and the Province of British Columbia.

Naomi Mack	Cochair	tuk ^w aaʷaʷ (Toquaht Nation)
Nicky Ling	Cochair	Alberni Clayoquot Regional District – Area C
Mike Davis	Treasurer	District of Tofino
Tiitstiitskauauksuup (Lorena Frank)	Secretary	ʷaʷuuk ^w iʷaʷ (Tla-o-qui-aht First Nations)
Sarah Evalina	Director	District of Ucluelet
Hahuuʷa (Tara Atleo)	Director	ʷaaʷuusʷaʷ (Ahousaht)
Vacant until late-November	Director	Yuuʷuʷiʷiʷaʷ (Ucluelet) Government
Vacant	Director	hiʷk ^w iiʷaʷ (Hesquiaht First Nation)
Brett Freake	Director at Large	Tofino
Elyse Goatcher Bergmann	Director at Large	Ucluelet

The CBT is governed in accordance with our constitution, bylaws, and policies, all of which can be found on our website. The board delegates the day-to-day management to the Executive Director whose work is guided by a business plan and a budget approved annually, as well as the organization's bylaws and policies. The CBT has a competent and caring staff team that deliver a range of programs and activities.

The CBT has significant experience convening regional projects, engaging local communities, and coordinating partners to achieve a shared goal. The CBT often provides a coordinating role in projects that are regional in scope including financial, logistical, and project management responsibilities.

CBT mandate and mission

Clayoquot Biosphere Trust (CBT) leads research, education, and training initiatives that advance reconciliation, youth empowerment, biodiversity conservation, climate action and sustainable development. CBT provides funding and logistical support to enable the Clayoquot Sound UNESCO Biosphere Region to achieve its shared vision of living sustainably in a healthy ecosystem with a diversified economy and strong, vibrant, and united cultures. The CBT shares and exchanges knowledge and experience locally and globally and accomplishes these objectives by working proactively within the UNESCO Man and the Biosphere Program framework.

Nature of Services provided by CBT

Please see the CBT 2023 Annual Report [3.CBT_AR_2023.pdf \(clayoquotbiosphere.org\)](#) for list of programs, and projects completed by our organization.

Activities and Event to be supported by this application

In 2025, we will celebrate the 25th anniversary of the Clayoquot Sound UNESCO Biosphere Region designation. To honor this milestone, CBT will host a celebratory regional gathering in Tofino. We anticipate hosting the gathering in September in a central and accessible location such as the Tofino elementary school field (although details are still to be confirmed). Our goal is to bring together hiškʷiiʔath̓ (Hesquiaht First Nation), ʕaah̓uusʔath̓ (Ahousaht), ʕaʔuukʷiʔath̓ (Tlao-qui-aht First Nations), Yuuʕuʔiʔath̓ Government (Ucluelet First Nation), and tukʷaaʔath̓ (Toquaht Nation), District of Tofino, District of Ucluelet and Area C as well as visitors to reaffirm our shared commitment to UNESCO's values of sustainability, cultural respect, and environmental stewardship. This gathering will celebrate the collaborative efforts and achievements of these communities in preserving the west coast's extraordinary biodiversity and rich cultural heritage. It reflects this region core values and enhances the recognition of its vibrant, inclusive spirit allowing us to celebrate and learn from each other.

Visitors and residents of this region will gain a deeper understanding of the Biosphere Region's unique stewardship since the War in the Woods. Through storytelling, activities and a shared meal, the gathering will foster a stronger connection to each other while promoting sustainable, cultural, and educational tourism practices. This event will highlight the region's rich ecological and cultural heritage and demonstrate the community's commitment to balancing people and nature.

Similarly to the regional gathering co-hosted by the CBT, Yuu-cluth-aht Government and Parks Canada in 2017 with more than 800 attendees, the CBT anticipates reaching out to Tla-o-qui-aht First Nation and the District of Tofino to invite them to be a partner and co-host in the celebration. Due to the timing of this grant application, we haven't begun those conversations yet but didn't want to miss this potential funding opportunity.

Event Description

The 25th-anniversary UNESCO celebration gathering is a full-day public event designed to bring together communities, visitors, and stakeholders to honor the Biosphere Region's designation and the collaborative efforts that uphold its ecological and cultural values. The event will take place at a central and accessible outdoor venue for the celebration, this could be the Tofino elementary school field for example.

To ensure inclusivity and accessibility, transportation will be provided for participants from across the region. Boats will be arranged for representatives traveling from the five Nuuchahnulth Nations, and a bus will shuttle attendees from Ucluelet, making it easier for everyone to join the celebration.

A highlight of the gathering will be a locally sourced wild salmon feast, celebrating the region's rich natural bounty and fostering connections through the shared experience of food. Attendees will have the opportunity to enjoy this meal while engaging in meaningful conversations about sustainability, cultural respect, and environmental stewardship.

The event will also feature a vibrant lineup of activities and presentations. Local NGOs will be invited to set up booths to showcase their work and engage with the community. Organizations such as Tourism Tofino, Tourism Ucluelet, and 4VI will also be invited to share their contributions to sustainable tourism and community development.

Interactive activities will include cedar weaving workshops, art demonstrations, and storytelling sessions, providing attendees with hands-on opportunities to connect with the region's cultural and ecological heritage. Each Nation will be invited to share their unique stories, traditions, and perspectives, creating a space for cultural exchange and understanding.

The event will also include remarks from local leaders and dignitaries. We will invite the mayors of Tofino and Ucluelet, alongside invited representatives from the provincial and federal governments, including the MLA and MP. Their participation will highlight the significance of the Biosphere Region and reinforce the shared commitment to sustainability and community well-being.

This celebration is a unique opportunity to reflect on the achievements of the past 25 years and inspire continued collaboration to ensure that the region remains a model for sustainable living, cultural preservation, and environmental stewardship.

Funding & Beneficiaries

Food is a powerful medium for connection, and it sits at the heart of this event. Sharing a meal is more than nourishment—it's a catalyst for meaningful conversations around the values that unite us: sustainability, cultural respect, and environmental stewardship.

We anticipate between 500-800 attendees, including local residents, visitors, and representatives from the five Nuuchahnulth Nations that participate in CBT governance. To create a welcoming and inclusive atmosphere, we plan to serve locally sourced foods, such as wild salmon, which reflect the rich cultural and ecological heritage of our region. These meals will foster a sense of community and spark important discussions about the interconnectedness of people and the environment.

We respectfully request \$4,000 in funding to support the cost of food, ensuring a high-quality experience for all attendees. Additionally, we seek in-kind support through access to the District's event supplies, including tables, chairs, and tents, to create an accessible and comfortable gathering space, while reducing waste.

By gathering between 500-800 participants—including residents, visitors, and First Nation communities—the event will create opportunities for deep connections with cultural and environmental stewardship. Attendees will engage in storytelling, and experiential activities that celebrate local traditions, from traditional cooking of salmon to cedar weaving. It will be a gathering for reflection, dialogue, and celebration. It will leave a lasting impression on visitors and residents alike, fostering a sense of stewardship and pride that resonates beyond the event.

Impacts

Sustainability: This event emphasizes environmental, social, and economic sustainability by promoting locally sourced food, reducing waste, and fostering dialogue around sustainable development. Through workshops and discussions, attendees will explore ways to balance cultural preservation with environmental stewardship.

Authenticity: The gathering celebrates the unique west coast identity, incorporating the voices and leadership of Indigenous communities whose traditional territories we share. By highlighting authentic local traditions and cultural expressions, we aim to reflect the eclectic and vibrant nature of all communities.

Inclusivity and Collaboration: The event is designed to bring together diverse community members, Indigenous communities, and visitors, fostering connections and creating a culturally enriching experience. Collaborative programming, including storytelling and sharing food will encourage shared learning and understanding.

BUDGET

PROJECT EXPENSES				
List each eligible activity or service:	Cash	In-Kind	Projected Cost	Actual
Wild Salmon Community Feast	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8000	
Marquee tent rental	<input checked="" type="checkbox"/>	<input type="checkbox"/>	20000	
Chairs & table rental	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1000	
Crockery & cutlery rental	<input type="checkbox"/>	<input checked="" type="checkbox"/>	500	
Honorariums for speakers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5000	
Activities like cedarweaving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5000	
10 x NGO information booths	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10000	
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15000	
TOTAL EXPENSES	<input type="checkbox"/>	<input type="checkbox"/>	64500	0

Revenue Sources					
List the Organization for each revenue source (can be other levels of government, private sector organization or funding from your organization)	Cash	In-Kind	Projected Revenue	Actual Revenue	Confirmed/ Pending
District of Tofino	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4000		<input type="checkbox"/>
District of Ucluelet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4000		<input type="checkbox"/>
Canada Commemorates grant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	35000		<input type="checkbox"/>
District of Tofino (table/chairs/dishes loan)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1500		<input type="checkbox"/>
10 x NGO's	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10,000		<input type="checkbox"/>
CBT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10000		<input type="checkbox"/>
TOTAL EXPENSES	<input type="checkbox"/>	<input type="checkbox"/>	64500	0	<input type="checkbox"/>

**If funding is not granted by the District of Ucluelet, we would seek support from other sources. However, it would be deeply disappointing not to have the District's involvement in such a meaningful way, as their support would underscore the importance of community collaboration in celebrating this milestone event.*



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

Name of Organization: Pacific Rim Arts Society		
Society Registration #: S0009107	Contact Person: Kelly Deakin	Contact Person Position: Executive Director
Phone: 250 726 2443	Fax: n/a	E-mail: pacificrimarts@gmail.com
Mailing Address: PO Box 468 Ucluelet BC V0R 3A0		

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

Organization Type:	
<input type="checkbox"/> Health/Social Services <input type="checkbox"/> Tourism/Economic Development <input type="checkbox"/> Youth Services <input checked="" type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Recreation <input type="checkbox"/> Other:	
Purpose of Organization: To engage and encourage arts and culture within the west coast communities	
Organization's Objectives (attach additional information if available): PRAS's mission is to foster an inclusive and self-sustaining arts and cultural landscape that is an integral part of thriving and vibrant communities on the Pacific Rim West Coast.	
Nature of Services Provided by Organization: Arts and Culture activities and events including but not limited to, Children's Theatre, ArtSplash Annual Art Show, Annual Pacific Rim Summer Festival and Cultural Heritage Festival, youth programs, outreach programs, Orange Door Gallery members shows/support, Battle of the Bands and partnering with local non profits, organizations and municipal parties to provide year round programming.	
How many people do you expect to serve by this Application? 3000 +	Who are the people to benefit from your activity or functions? PRAS aims to provide arts and culture experiences for people of all ages, locals and visitors alike, through interactive events, festivals, art shows and workshops.

Activity or Functions to be Supported by this application (if applying for an In-Kind contribution such as providing meeting space please provide preferred details. ie how many times/hrs per month/location etc):
 PRAS is requesting support for both the Cultural Heritage Festival and the Summer Festival for the 2025 year.
 Both festivals are annual events, the Summer Festival takes place throughout Ucluelet and Tofino and the Cultural Heritage Festival takes place mainly within Ucluelet. Both festivals highlight arts and culture activities and experiences for both locals and visitors and for persons of all ages and orientation. The Summer Festival highlights outdoor music/musicians and both events are now highlighting the now popular Arts and Culture Walk. The funds from this application would be put towards the arts and culture walk, supplies required, honorariums to the participating artists and youth initiatives within both festivals.
 The requested funding would be split equally between the two festivals as mentioned above.

Implications for the Organization if this application is not approved.
 Would the project occur if partial funds were awarded?
 One of the main implications of PRAS not being awarded funding from the local municipality is that without local municipal funding or major funders BC Gaming and BC Arts Council will not continue funding our programming and operations. Funding requested either in part or whole would greatly benefit our programming as well as our funding applications on the federal and provincial level. PRAS greatly appreciates the funding that the District of Ucluelet has provided us to date.
 PRAS aims to move forward with all festivals and events however we can, within reason.

Grant-In-aid Amount Requested: <i>(not applicable to In-Kind requests)</i>	\$ 3000
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Declaration: On behalf of the organization, I hereby declare that the information included in this application is true and correct to the best of my knowledge.

Signature:	Kelly Deakin
Position\Title:	Executive Director
Date of Application:	Aug 22, 2024

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	



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

Name of Organization: Pacific Rim Hospice Society		
Society Registration #: 89192 4771 RR 0001	Contact Person: Tarni Jacobsen	Contact Person Position: Executive Director
Phone: [REDACTED]	Fax:	E-mail: ed@pacificrimhospice.ca
Mailing Address: PO Box 7 Tofino BC V0R 2Z0		

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

Organization Type:	
<input type="checkbox"/> Health/Social Services <input type="checkbox"/> Tourism/Economic Development <input checked="" type="checkbox"/> Youth Services <input type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Recreation <input checked="" type="checkbox"/> Other:	
Purpose of Organization: To enhance the quality of life for individuals and families.	
Organization's Objectives (attach additional information if available): To provide social, emotional, spiritual and educational support for individuals across the lifespan in all west coast communities. All services for clients are provided at no cost.	
Nature of Services Provided by Organization: Grief and Loss counselling to youth and their families Grief support groups to youth and adults. Support to individuals who are at end of life/dying and their families. Friendly Visiting/Better at Home Program to older adults- non-medical home supports such as transportation, help with house cleaning, yard maintenance, warm meal program etc.	
How many people do you expect to serve by this Application? 120. 20 youth attending the two seven-week groups. As well, indirectly, their families, loved ones and friends, approx 100.	Who are the people to benefit from your activity or functions? Youth - 13-19 years from District of Ucluelet, Area C, Hitacu, Tofino -clients at Ucluelet Secondary School, incl. family, friends, school staff etc.

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

Our clinical counsellor will partner with West Coast Community Resources Society staff to co-facilitate two youth groups for 20 individuals.

The groups will be seven weeks long and consist of providing peer mentorship and resiliency skills to youth 13-19. The main goals of the group will be for youth to gain skills in order to learn healthy communication, how to provide support for their peers experiencing challenges, as well as provide a list of social services available to them. The groups will be held after school hours at the Ucluelet Community Centre.

Implications for the Organization if this application is not approved.

Would the project occur if partial funds were awarded?

PRHS would still provide these much-needed services and seek alternate funding sources.

Grant-In-aid Amount Requested:	\$4000.00
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(not applicable to In-Kind requests)

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

Signature:	<i>Tarni Jacobsen</i>
Position\Title:	Executive Director
Date of Application:	December 14, 2024

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	



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

Name of Organization: Pacific Rim Whale Festival Society		
Society Registration #: S-0048474	Contact Person: Sarah Watt	Contact Person Position: Festival Director
Phone: [REDACTED]	Fax: info@	E-mail: pacificrimwhalefestival.c
Mailing Address: PO Box 955, Ucluelet, BC V0R 3A0		

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

Organization Type:	
<input type="checkbox"/> Health/Social Services <input checked="" type="checkbox"/> Tourism/Economic Development <input type="checkbox"/> Youth Services <input checked="" type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Recreation <input checked="" type="checkbox"/> Other:	
Purpose of Organization: Inspire, Educate & Entertain	
Organization's Objectives (attach additional information if available): We strive to educate and entertain locals and visitors as we celebrate the return of the Gray Whales passing our shores during spring break each March. The society is committed to sharing our West Coast traditions & way of life with visitors to the area and with each other. We do this with many educational and cultural presentations, culinary events, interactive activities, musical events and so much more.	
Nature of Services Provided by Organization: Educational Talks Culinary Events Workshops Beach Cleans Art Classes Music	
How many people do you expect to serve by this Application? 1500+	Who are the people to benefit from your activity or functions? Businesses benefit from using PRWF as a platform for visitor traffic. Visitors & locals benefit from the educational nature of the events to gain awareness of the area and our environment. Islanders benefit with an exciting festival during spring break that is relatively free (\$5 button for most events).

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

Our grant request is in two parts. First, we ask for an in-kind grant-in-aid to provide the festival rooms at the UCC at no charge for occasional meetings of the board of directors October through March, as well as rooms at not-for-profit rate for events during the 2025 festival.

We would like to secure the main hall and a side room opposite it for Maritime Kids Day, scheduled for Thursday March 20th 2023, 8am - 4pm. Waivered or reduced fees will allow us to allocate money towards exhibitor fees.

Second, we request \$1000 to assist us in covering rising costs with the Chowder Chow Down. This will be used to support restaurants taking place cover food and staffing costs

Implications for the Organization if this application is not approved.

Would the project occur if partial funds were awarded?

Project would still go ahead if partial funds were awarded.

We recognise that the Chowder Chowdown is a popular event but rising food costs and staff shortages limits restaurants wanting to take part so we would like to offer monetary support to help offset costs and still allow local businesses to take part.

Grant-In-aid Amount Requested: <i>(not applicable to In-Kind requests)</i>	\$ 1000
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Declaration: On behalf of the organization, I hereby declare that the information included in this application is true and correct to the best of my knowledge.

Signature:	
Position\Title:	Festival Director
Date of Application:	2024-12-01

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	



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

Name of Organization: Raincoast Education Society		
Society Registration #: 896568417RR0001	Contact Person: Mark Maftai	Contact Person Position: Executive Director
Phone: [REDACTED]	Fax:	E-mail:
Mailing Address: email is: mark@raincoasteducation.org 1801 Bay Street, Ucluelet,		
NOTE: Field space is limited. If you need more space, please attach in a separate document.		
Organization Type: <input type="checkbox"/> Health/Social Services <input checked="" type="checkbox"/> Tourism/Economic Development <input checked="" type="checkbox"/> Youth Services <input checked="" type="checkbox"/> Arts & Culture <input checked="" type="checkbox"/> Sports & Recreation <input type="checkbox"/> Other:		
Purpose of Organization: Science-based education in support of local stewardship and conservation		
Organization's Objectives (attach additional information if available): The mandate of the RES is "To shape an environmentally sustainable future for the Clayoquot and Barkley Sound region through education and community stewardship."		
Nature of Services Provided by Organization: We run a variety of science-based education programs for youth and adults as well as conduct research and monitoring initiatives to study our local ecosystems.		
How many people do you expect to serve by this Application? 1,500+	Who are the people to benefit from your activity or functions? Between Tofino and Ucluelet, we engage with more than 2,500 local residents per year, plus more than 500 visitors per year. Notably, we serve every single student K-7 in our region's schools - Tofino, Ucluelet, Ahousaht and Bamfield.	

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

As in previous years, we request support to offset the costs of our Field School program, which delivers the BC science curriculum in an outdoor setting to the students of Ucluelet Elementary School. >80% of the cost of this program is wages, which are notoriously difficult to fund through grants. We HAVE successfully applied for and received a BC Gaming grant to offset some our costs, but we are still underfunded. Since this program supports so many activities and goals recognized by the District of Ucluelet as community priorities, we are respectfully requesting support through the GIA program to supplement other sources of funding to keep this program going.

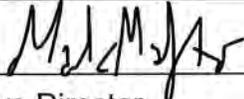
Implications for the Organization if this application is not approved.
Would the project occur if partial funds were awarded?

As always, we will greatfully accept anything we are given, but once again, we must highlight that this program continues to be subsidized by Tofino businesses whose collective support declines each year. We can only offer this program if we have the funds to do so.

As in previous years, I must stress that SD70 does NOT support this program. Despite unanimous support from staff and administration at UES and WCS, SD70 has declined to offer any financial support for this program. I have met with the Board of Trustees and pleaded our case, but to no avail. It's very frustrating, but it is what it is. If we want this program in our community, the community will have to support it. We remain committed to offering it so long as we are able to do so.

Grant-In-aid Amount Requested: <i>(not applicable to In-Kind requests)</i>	\$ 10,000
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Declaration: On behalf of the organization, I hereby declare that the information included in this application is true and correct to the best of my knowledge.

Signature:	
Position\Title:	Executive Director
Date of Application:	Dec 15, 2025

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	



DISTRICT OF
UCLUELET

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

Name of Organization: Redd Fish Restoration Society		
Society Registration #: 8903 6358 RR0001	Contact Person: Mandala Smulders	Contact Person Position: Director of Operations
Phone: 250-726-2424	Fax:	E-mail: mandala@reddfish.org
Mailing Address: PO Box 641 Ucluelet BC V0R 3A0		

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

Organization Type:	
<input type="checkbox"/> Health/Social Services <input type="checkbox"/> Tourism/Economic Development <input type="checkbox"/> Youth Services <input type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Recreation <input checked="" type="checkbox"/> Other:	
Purpose of Organization: **see attached	
Organization's Objectives (attach additional information if available): **see attached	
Nature of Services Provided by Organization: **see attached	
How many people do you expect to serve by this Application?	Who are the people to benefit from your activity or functions? **see attached
All members of the 7 communities within the Clayoquot and Barkely Sounds, plus the numerous visitors to these areas that come from worldwide.	

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

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

Grant-In-aid Amount Requested: <i>(not applicable to In-Kind requests)</i>	\$ 2,500
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Declaration: On behalf of the organization, I hereby declare that the information included in this application is true and correct to the best of my knowledge.

Signature:	**see attached
Position\Title:	Director of Operations
Date of Application:	December 15 2024

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	

Redd Fish Restoration Society: Grant-In-Aid Application

Purpose of Organization:

To restore damaged coastal ecosystems, rebuild populations of threatened and endangered fish and wildlife, and inspire an ethic of stewardship by reconnecting people with the environment. To support thriving communities through the restoration of aquatic and forest ecosystems, education, employment, and stewardship.

Organization's Objectives (attach additional information if available):

Redd Fish Restoration Society (Redd Fish) is a registered charity focused on restoration, research, and education. For over 27 years, Redd Fish has worked with the nuučaanuł Nations in Clayoquot and Barkley Sound on ecological restoration in their hahuułi (territory). Together our mission is to use the best available science, technology, and Indigenous ecological knowledge to restore damaged coastal ecosystems and rebuild wild salmon stocks.

Our restoration work takes a holistic approach guided by the principle of "hiišuk?iš čawaak"—everything is one—ensuring that our work is both comprehensive and deeply rooted in the interconnectedness of all things. Redd Fish focuses on community engagement, incorporating local knowledge and perspectives, and committing to perpetual stewardship as foundational principles for effective restoration.

Nature of Services Provided by Organization:

Our restoration work embodies a holistic, watershed-level approach; it addresses the root causes of habitat degradation and species decline and focuses on restoring the processes and relationships that govern and shape these ecosystems. Redd Fish has completed over 87 km of stream habitat restoration, 707 ha of forest restoration, placed 840 m³ of clean spawning gravel, deactivated 249 km of high-risk logging roads, planted 326,522 trees, and has raised and invested over 30 million dollars in habitat restoration on Vancouver Island.

Redd Fish also has a major focus on community education and outreach. We strive to provide opportunities for locals and visitors to learn about the importance of wild salmon, and why habitat restoration is so essential. We work with the local Nations to bring nuučaanuł values into our education and incorporate nuučaanuł language wherever we can. Some of our educational services include interpretive forest walks at restoration sites, hands-on experiential learning, and kids' education programs.

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

Our work benefits people of all the communities in the region. Watershed restoration has ecological, cultural, and economic benefits that radiate outward. Members of our communities are also benefited through job creation, skill building and education, and visitors every year are benefited through education and enhanced understanding of the place they are in.

The project that this funding will target is the Salmon Trail (description of the program in next question). This program is aimed at youth and children, but its education topics and themes have the potential to benefit people of all ages, backgrounds, and knowledge levels.

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

The Salmon Trail is a joint project between Redd Fish Restoration and the Ucluelet Aquarium, that began in summer 2022. It aims to educate the public (locals and visitors to the region) about the freshwater and marine ecosystems that surround us, and how important species like salmon depend on healthy ecosystems to thrive. The Salmon Trail consists of 6 stations around Ucluelet and Tofino that take place on different days of the week throughout the summer months (June–August). The stations include: the Wild Pacific Trail (Lighthouse Loop), Wickaninnish Beach, the Tofino Public Market, Redd Fish Supply Co., Ucluelet Aquarium, and the Ucluelet Sunday Market. Each station represents the ecosystems that make up different links of a salmon’s lifecycle – the river, the forest, estuaries, near-shore ocean habitat, the open ocean, and human impacts. Every station has its own educational activity that participants must complete. Participants starting the program will receive the Salmon Trail Passport – this booklet has a map highlighting all the stations around Tofino and Ucluelet and will be stamped every time an activity at a station is completed. A staff member from Redd Fish and the Aquarium will be present to answer questions, educate, and engage with visitors. A major focus of the education at the booths will be on the interconnectivity of ecosystems, and how all aspects affect each other. There will also be information on the restoration work that Redd Fish does, and why it is so critical to conserve wild salmon populations. Community members and visitors to the area will gain a deeper understanding of how their interactions with our environment have the potential to cause negative impacts, and how they can reduce that. The Salmon Trail promotes a sense of community and encourages kids (and all ages) to participate in events around Tofino and Ucluelet. Since the Salmon Trail will connect events in both Tofino and Ucluelet, it will encourage visitors to go between the two towns to explore, which will promote economic sustainability for small businesses. This project engages with local citizens and the high volume of visitors to the area throughout the summer. It will engage an estimated 400 people (estimated from participant numbers from 2024).

The funds from this grant will support the program by helping pay for staff time associated with running this year of the Salmon Trail and design time for program materials.

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

The Salmon Trail will still go ahead if partial funds are awarded, but some aspects will have to be scaled back (such as design time, promotions, number of printed materials, and quality of printed materials) and engagement with the public will be reduced.

Signed:

A handwritten signature in black ink, appearing to read 'MS', followed by a long horizontal line extending to the right.

Mandala Smulders, Director of Operations



DISTRICT OF
UCLUELET

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

Name of Organization: Ucluelet Aquarium Society		
Society Registration #:	Contact Person: Rachel Baker	Contact Person Position: Assistant Curator
Phone: 250-726-2782	Fax:	E-mail: rachel@uclueletaquarium.o
Mailing Address: 180 Main Street, Ucluelet, BC V0R 3A0		

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

Organization Type:	
<input type="checkbox"/> Health/Social Services <input checked="" type="checkbox"/> Tourism/Economic Development <input type="checkbox"/> Youth Services <input type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Recreation <input type="checkbox"/> Other:	
Purpose of Organization: To promote respect and education for local marine environments	
Organization's Objectives (attach additional information if available): As a collect-and-release facility, the Ucluelet Aquarium is dedicated to fostering respect and understanding of local marine environments. Our primary objectives are to provide education about marine life and ecosystems, and to inspire a sense of stewardship and respect for the ocean. (more on separate document)	
Nature of Services Provided by Organization: The Ucluelet Aquarium provides a variety of services aimed at education and conservation. (more on separate document)	
How many people do you expect to serve by this Application? ~300 people directly ~50,000 people indirectly	Who are the people to benefit from your activity or functions? Seniors, students, children, local businesses, general public. (more on separate document)

Activity or Functions to be Supported by this application (if applying for an In-Kind contribution such as providing meeting space please provide preferred details. ie how many times/hrs per month/location etc):
 The Community Access and Enhancement Initiative aims to make the Ucluelet Aquarium more inclusive and accessible to community members while enhancing its facilities to provide a welcoming environment. Through this initiative, we plan to offer season passes to local seniors and daycare centers, ensuring that these groups have regular opportunities to connect with and learn about the marine environment. We also aim to lower costs for local schools by offering them free youth day passes and providing guided school group experiences.
 (more on separate document)

Implications for the Organization if this application is not approved.
 Would the project occur if partial funds were awarded?
 While full funding would ensure the complete implementation of the Community Access and Enhancement Initiative, partial funding would still allow us to proceed with some components of the project. For example, we would prioritize providing youth, senior and daycare center passes. However, without full funding, other elements—such as the building lights and landscaping maintenance—might need to be delayed or scaled back.

Grant-In-aid Amount Requested: <i>(not applicable to In-Kind requests)</i>	\$ 6700
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Declaration: On behalf of the organization, I hereby declare that the information included in this application is true and correct to the best of my knowledge.

Signature:	Rachel Baker
Position\Title:	Assistant Curator
Date of Application:	December 6th, 2024

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	



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

Name of Organization:		
Society Registration #:	Contact Person:	Contact Person Position:
Phone:	Fax:	E-mail: info@westcoastmultiplex.org
Mailing Address:		

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

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

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

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

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

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

Signature:	<i>Samantha Hackett</i>
Position\Title:	
Date of Application:	

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	



DISTRICT OF
UCLUELET

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

Name of Organization: Food Bank on the Edge Society		
Society Registration #: 884556911RR0001	Contact Person: Cris Martin	Contact Person Position: Vice President
Phone: [REDACTED] 9	Fax:	E-mail: foodbankedge@gmail.com
Mailing Address: P.O. Box 1146, Ucluelet, BC V0R3A0		

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

Organization Type:	
<input checked="" type="checkbox"/> Health/Social Services <input type="checkbox"/> Tourism/Economic Development <input type="checkbox"/> Youth Services <input type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Recreation <input type="checkbox"/> Other:	
Purpose of Organization: To address food insecurity on the west coast of Vancouver Island.	
Organization's Objectives (attach additional information if available): On a weekly basis, the FBOTE serves clients who need assistance feeding themselves and their families. We serve the west coast communities of Ucluelet, Hitacu, Tofino and the indigenous communities in the surrounding area.	
Nature of Services Provided by Organization: We offer a monthly, supplemental food hamper consisting of non-perishable food items as well as frozen protein options, dairy, bread and fresh produce. We size our hampers according to the number of family members.	
How many people do you expect to serve by this Application? This application is for use of the Rec Hall for the annual Christmas Hamper. The hamper will be serving between 250 and 300 individuals.	Who are the people to benefit from your activity or functions? They are community members from all parts of the area, living and working here.

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

We are asking for an In-Kind contribution of the use of the Seaplane Base Rec Hall for our annual Christmas Hamper. We require the building for two days, a prep day and the hamper day.

Implications for the Organization if this application is not approved.

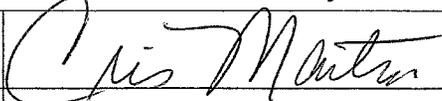
Would the project occur if partial funds were awarded?

If we couldn't use the Rec Hall we would struggle to find a place with enough space and available during the holidays.

Grant-In-aid Amount Requested: \$

(not applicable to In-Kind requests)

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

Signature:	
Position\Title:	Vice President
Date of Application:	December 11, 2024

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	



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

Name of Organization:
Girl Guides of Canada

Society Registration #:	Contact Person: Seika Anderson	Contact Person Position: Contact Guider
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Phone: [REDACTED]	Fax:	E-mail: [REDACTED]
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Mailing Address:
PO Box 656, Ucluelet BC V0R3A0

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

Organization Type:

Health/Social Services Tourism/Economic Development Youth Services

Arts & Culture Sports & Recreation Other:

Purpose of Organization:
To give space for girls to build their confidence and leadership skills.

Organization's Objectives (attach additional information if available):
To be a catalyst for girls empowering girls. Guiding provides a safe, all-girl environment that invites girls to challenge themselves, to find their voice, meet new friends, have fun and make a difference in the world. Girl Guides of Canada (GGC) strives to ensure that girls and women from all walks of life, identities and lived experiences feel a sense of belonging and can fully participate. Girl Guides is an organization with over 100 years of

Nature of Services Provided by Organization:
We are a youth-focused organization dedicated to empowering young girls and women by helping them build leadership skills, develop confidence, and engage in community service.

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

20

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

Girl Guides is available to young girls in our community between 5 and 18 years of age. The leaders of our groups benefit by facilitating the activities and learning from the girls. We have high school students that are part of our groups as junior leaders.

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

We are kindly requesting a grant in kind for the use of a community space. This space would allow us to continue providing a safe, welcoming, and productive environment for our Girl Guides members. In return for this generous support, we would be happy to acknowledge your organization in our communications, social media posts, and at events, ensuring that your contribution is recognized by our parents.

Our group consists of approximately 10, aged 5-18, who meet weekly to take part in a variety of activities, including badge work, leadership development, outdoor adventures, and community service projects. These programs are designed to help girls grow into confident, responsible citizens who contribute to their communities and the world.

Implications for the Organization if this application is not approved.

Would the project occur if partial funds were awarded?

If funding or space cannot be provided through this grant, we will continue our efforts to seek alternative sources of support, but the added financial strain could impact our ability to offer the full range of activities and resources that are essential to the growth and development of the girls in our program

Grant-In-aid Amount Requested: | \$

(not applicable to In-Kind requests)

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

Signature:	
Position\Title:	Contact Guide
Date of Application:	December 12, 2024

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	

Pacific Rim Arts Society

PO Box 321, 250 Main St. Ucluelet, BC V0R 3A0
pacificrimarts@gmail.com

June 19, 2024

To: District of Ucluelet Finance
Ucluelet Rec Commission
Mayor and Council

Re: Missoula Children's Theatre
January 13 – 18, 2025

On behalf of the Pacific Rim Arts Society and the Missoula Children's Theatre I would like to request In-Kind use of the main hall for the 2025 theatre production.

Unfortunately, I was not prepared enough to request the year in advance. Once I complete the 2025 grant in aid application it does not fall within the timeline for approval of the in-kind request.

The Missoula Children's Theatre rotates between the communities of the Ucluelet and Tofino to allow fairness in participation of all children from all West Coast Communities.

Our Missoula budget does not allow for finances to pay for a weeklong venue for the children to practice and perform.

We would greatly appreciate your consideration in allowing the Pacific Rim Arts Society, Missoula Children's Theatre to use the main hall at the UCC for practices Jan 13 – 17, 2025 from 4 – 6pm and 6:30 – 9pm as well as for Saturday Jan 18, 2025, from 2pm to 9:00pm for two live performances starting at 3pm and 7pm.

Thank you in advance for your consideration of this request.

Kelly Deakin
Executive Director
P.R.A.S.



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

Name of Organization: Pacific Rim Rotary Club		
Society Registration #:	Contact Person: Kelly Deakin	Contact Person Position: treasurer
Phone: [REDACTED]	Fax:	E-mail: pacificrimarts@gmail.com
Mailing Address: PO Box 1354, Ucluelet, BC V0R 3A0		

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

Organization Type:	
<input type="checkbox"/> Health/Social Services <input type="checkbox"/> Tourism/Economic Development <input type="checkbox"/> Youth Services <input type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Recreation <input checked="" type="checkbox"/> Other:	
Purpose of Organization: Service Club, part of Rotary International	
Organization's Objectives (attach additional information if available): To serve the community in developing projects and events that serve or local community, ie: Disc Golf Course, Pumpkins in the Mist, Dustin Riley Soap Box Derby. To promote the ideals of Rotary International in giving humanitarian services, promoting good will and upholding high standards in ethics.	
Nature of Services Provided by Organization: Local service projects include: the disc golf course, Chowder Chowdown with Whale Festival, Pumpkins in the mist with District of Ucluelet, earth week community clean-up, beach cleans, sponsoring the soap box derby as well as supporting other local non profits, food bank, pacific rim arts society, etc., ANAF	
How many people do you expect to serve by this Application? Currently have 9 active members but the programs serve several hundred	Who are the people to benefit from your activity or functions? Community members and visitors benefit from our activities and community events.

Activity or Functions to be Supported by this application (if applying for an In-Kind contribution such as providing meeting space please provide preferred details. ie how many times/hrs per month/location etc):
 The Rotary Club is requesting an in-kind contribution by providing a meeting space for our club at the UCC on the 2nd Thursday of each month for 2 hours (6pm to 8pm). We are also requesting in-kind use of the Main Hall and kitchen in March (approximately 16th) date to be confirmed for Chowder Chowdown as part of the Whale Festival and the use of the UCC to sponsor and host the Pumpkins in the Mist (end of October - Halloweenish)

Current Board of Directors: Jeff Anderson President; Kelly Deakin Treasurer, Kelly Deakin and Jeff Anderson shared secretary role, Betty Winpenny, Ryan Wacket, Elsie Koulelis, Marcus Salewski

Implications for the Organization if this application is not approved.
 Would the project occur if partial funds were awarded?
 A regular meeting space helps provide stability for the club. Use of the UCC for our events would assist in supporting these events by eliminating the expense of room rental. Our goal is to utilize 100% of our fundraising efforts to go toward service projects within the community. As a non-profit, this in-kind contribution would be of great assistance and helping us realize our goals.

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

Signature:	Kelly Deakin
Position\Title:	treasurer
Date of Application:	December 11, 2024

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	



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

Name of Organization: Ucluelet and Area Childcare Society		
Society Registration #: S0045400	Contact Person: Elyse Goatcher-Bergmann	Contact Person Position: Board Secretary
Phone: [REDACTED]	Fax:	E-mail: uaccsboard@gmail.com
Mailing Address: PO Box 536 Ucluelet BC V0R3A0		

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

Organization Type:	
<input type="checkbox"/> Health/Social Services <input type="checkbox"/> Tourism/Economic Development <input checked="" type="checkbox"/> Youth Services <input type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Recreation <input type="checkbox"/> Other:	
Purpose of Organization: To provide licenced childcare in the Ucluelet area.	
Organization's Objectives (attach additional information if available): Our mission is to provide quality, consistent, and affordable childcare in a play-based environment that promotes imagination, curiosity, and respect. We also provide access to developmental resources and connections to related service providers.	
Nature of Services Provided by Organization: UACCS is a registered charity and non-profit society offering care for children ages 0-12. Currently, we are able to offer the following programs: - Group Daycare (at the Ucluelet Community Centre) - Multi-Age Program (at the Ucluelet Community Centre) - After School Program - Infant Toddler Program	
How many people do you expect to serve by this Application? We serve over 80 children per year, reaching approximately 60 families.	Who are the people to benefit from your activity or functions? Our primary clients are children, community members and families requiring daycare and afterschool care, however the economic and social benefits of affordable, quality childcare extend to all areas of society including businesses, government and beyond.

Activity or Functions to be Supported by this application (if applying for an In-Kind contribution such as providing meeting space please provide preferred details. ie how many times/hrs per month/location etc):
 We are seeking a continuation of the District's annual in-kind contribution to the Society's rental of the daycare space in the Ucluelet Community Centre per the lease agreement ending March 31, 2027 (attached).

Per the lease agreement, the in-kind contribution request for April 1, 2025 to March 31, 2026 is \$35,321.45 (\$2,803.29 per month, plus GST).

Background: Our understanding is that between 2010 and 2017 the Society was not obligated to pay rent to the District in recognition of the \$110,000 contribution UACCS made to the original construction of the Ucluelet Community Centre. Since 2017, the lease agreements with District indicate that market rent is applied to the childcare space, and Council has seen fit to cover the expense through the annual grant-in-aid process.

Implications for the Organization if this application is not approved.

Would the project occur if partial funds were awarded?

If the Society were responsible for paying the monthly rent set out in the lease agreement, the community may lose a vital asset and service. As a non-profit society, we receive the majority of our funding through provincial grants, which limit our ability to raise and apply parent fees to cover costs.

Without the in-kind support of the District of Ucluelet, the Society may be forced to decrease services, resulting in affordability and social challenges for the area's residents.

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

Signature:	E.Goatcher-Bergmann
Position\Title:	Board Secretary
Date of Application:	December 11, 2024

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	



DISTRICT OF
UCLUELET

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

Name of Organization: Ucluelet & Area Historical Society		
Society Registration #: S-23893	Contact Person: Barb Gudbranson	Contact Person Position: President
Phone: [REDACTED]	Fax:	E-mail: info@ucluelethistory.ca
Mailing Address: P.O.Box397,Ucluelet, B.C. V0R 3A0		

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

Organization Type:	
<input type="checkbox"/> Health/Social Services <input type="checkbox"/> Tourism/Economic Development <input type="checkbox"/> Youth Services <input checked="" type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Recreation <input type="checkbox"/> Other:	
Purpose of Organization: To gather, preserve and protect the history & artifacts of Ucluelet and area	
Organization's Objectives (attach additional information if available): To gather and preserve information, records and objects of educational, historical and cultural value associated with Ucluelet & surrounding area. To establish and maintain active archives for the purpose of preserving and recording historical information to be used for public exhibits, education and enjoyment.	
Nature of Services Provided by Organization: To gather and archive historical information, photographs and artifacts for future educational programs and exhibits. To protect and preserve the history of Ucluelet and surrounding area. To assist in offering educational opportunities for all community members and visitors to the area.	
How many people do you expect to serve by this Application?	Who are the people to benefit from your activity or functions?
This application is an in-kind request for meeting room space that allows the planning of services. Estimated 400 people.	Community members, tourists, historian enthusiasts, researchers will all benefit from activities hosted by the Ucluelet & Area Historical Society.

Activity or Functions to be Supported by this application (if applying for an In-Kind contribution such as providing meeting space please provide preferred details. ie how many times/hrs per month/location etc):
 We are requesting an in-kind donation for meeting space and our annual plant sale. January 9, February 13, March 13, April 10, May 8, June 12, July 10, August 14, September 11, October 9, November 13, December 11 from 5:00 - 7:00pm on Activity Room 1.
 April 12 12:30 - 4:30 in Activity Room 1 & 2
 May 10, UAC Hall from 7:30 am - 3:00pm, set up May 9, 5:00 - 8:00 pm

Implications for the Organization if this application is not approved.
 Would the project occur if partial funds were awarded?
 It would be most challenging for the UAHS to continue with their successful events and archiving without the requested meeting space.

Grant-In-aid Amount Requested: <i>(not applicable to In-Kind requests)</i>	\$ 650
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Declaration: On behalf of the organization, I hereby declare that the information included in this application is true and correct to the best of my knowledge.

Signature:	Barb Gudbranson
Position\Title:	President
Date of Application:	December 13, 2024

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	



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

Name of Organization: Ucluelet Junior Canadian Rangers		
Society Registration #:	Contact Person: Bernie Herbert	Contact Person Position: Adult Comitee
Phone: [REDACTED]	Fax:	E-mail: uclueletjcr@gmail.com
Mailing Address: box 917 Ucluelet, BC v0r 3a0		

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

Organization Type:	
<input type="checkbox"/> Health/Social Services <input type="checkbox"/> Tourism/Economic Development <input checked="" type="checkbox"/> Youth Services <input type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Recreation <input type="checkbox"/> Other:	
Purpose of Organization: To help guide youth to be healthy active community members.	
Organization's Objectives (attach additional information if available): Depending on the needs and interests of the local young people, the specialities of the adult staff and the resources available . In general however, The Junior Canadian Ranger program has three basic "circles" of training. Ranger skills, life skills, and traditional skills.	
Nature of Services Provided by Organization: Our little group has represented at Canada Day, Remembrance Day, this year we did " No Stone Left Alone" at Ucluelet Cemetary, Tofino Cemetary and Morpheus Island. We assisted the ANAF with setting up for Remembrance Day and helped Tofino Legion with Poppy Sales. We will be helping the food bank with stuff the cruiser and christmas hampers all making for a very busy start to our 2024/25 year!	
How many people do you expect to serve by this Application?	Who are the people to benefit from your activity or functions?
Our direct group is 11 youth with 4 - 6 active adults. But we are able to assist more groups and concntrate on citizenship skills too.	There are many people that benifit from this group. From the youth involved, to the adults that help tp guide them to the various people around the community the number of people that are helped is endless. We enjoy helping out where ever we can.

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

We are requesting continued use of the UAC hall for our weekly meetings Mondays from 6:45 - 9pm (following the school calendar) and continued use of our storage there.

Implications for the Organization if this application is not approved.

Would the project occur if partial funds were awarded?

With out this support the Junior Canadian Ranger program wont exist in Ucluelet.

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

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

Signature:	Bernadette Herbert
Position\Title:	Adult Comitee
Date of Application:	Novemeber 25 2024

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	



DISTRICT OF
UCLUELET

RECEIVED

DEC 10 2024

District of Ucluelet

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

Name of Organization: Ucluelet Racquet Sport Club		
Society Registration #: 50076938	Contact Person: Penny Jones	Contact Person Position: Director
Phone: [REDACTED]	Fax:	E-mail: tjkeepickle@gmail.com
Mailing Address: P.O. Box 1058 Ucluelet BC V0R 3A0		

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

Organization Type:	
<input type="checkbox"/> Health/Social Services <input type="checkbox"/> Tourism/Economic Development <input type="checkbox"/> Youth Services <input type="checkbox"/> Arts & Culture <input checked="" type="checkbox"/> Sports & Recreation <input type="checkbox"/> Other:	
Purpose of Organization: To promote & support Racquet Sports in Ucluelet area	
*Organization's Objectives (attach additional information if available): To encourage playing racquet sports for all ages and demographics in Ucluelet area.	
*Nature of Services Provided by Organization: The society organizes monthly drop in pickleball sessions and co hosts the annual Total Fluke Pickleball Tournament with the U.G.C. Recreation Dept.	
How many people do you expect to serve by this Application? 100	Who are the people to benefit from your activity or functions? Adults ranging in ages from 25 to 80 years old.

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

Annual fundraiser for the Racquet club to raise funds for a dedicated outdoor playing surface. The Society is requesting an in-kind contribution of the community center hall and kitchen for one evening in March. Total of 4 hrs. 5pm-9pm

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

If the in-kind contribution is not supported the Society would scale back the fundraiser and rent a space to host the event elsewhere. The cost of a rental reduces the potential fundraising effort.

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

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

Signature:	B Jones
Position\Title:	Director
Date of Application:	December 9/24

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	



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

Name of Organization: Westcoast Community Resources Society		
Society Registration #: S0028514	Contact Person: Laurie Hannah	Contact Person Position: Executive Director
Phone: [REDACTED]	Fax: 250-726-2353	E-mail: exec.director@wccrs.ca
Mailing Address: P.O. Box 868, Ucluelet, BC V0R 3A0		

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

Organization Type:	
<input checked="" type="checkbox"/> Health/Social Services <input type="checkbox"/> Tourism/Economic Development <input type="checkbox"/> Youth Services <input type="checkbox"/> Arts & Culture <input type="checkbox"/> Sports & Recreation <input type="checkbox"/> Other:	
Purpose of Organization: To end gender based violence in all in forms while supporting community members.	
Organization's Objectives (attach additional information if available): Our mission is to empower and support all members of our communities to move beyond systemic barriers, violence, and abuse through the provision of safe shelter, education and counselling services. We provide responsive, safe and supportive services to individuals and families while supporting their right to explore options and make choices in all areas of their lives. We do this in partnership with other services and resources on the westcoast.	
Nature of Services Provided by Organization: We host 13 programs which include a Transition House, Second Stage supportive Housing, Women's Counseling, Women's Outreach, Community Outreach, Sexual Assault Response Program, PEACE counseling for children, Substance Outreach Worker, Youth and Family Substance Use Counseling, Community Youth Worker, Child and Youth Special Needs Worker, Community Living BC Coordinator and a CISM team. All these programs are free to westcoast community members.	
How many people do you expect to serve by this Application?	Who are the people to benefit from your activity or functions?
Over 1000 individuals, our regions population according to CBT 2023 Vital Signs is 7,626 and all of the 9 communities have access to our programs.	All community members on the west coast, everyone who visits our Hub office and attends our holiday luncheon, benefit from our activities and functions. This includes free weekly soup lunches, free tax clinics and more. Most of the individuals are impacted by violence, disadvantaged and marginalized.

Activity or Functions to be Supported by this application (if applying for an In-Kind contribution such as providing meeting space please provide preferred details. ie how many times/hrs per month/location etc):
 WCRS would respectfully request an in-kind donation of \$5000 to reduce our monthly rent in the UCC Hub area. This allows us the flexibility to respond to changing needs quickly and adapt our service delivery accordingly.

WCRS looks forward to continuing to host the annual Holiday Luncheon in mid December. We are requesting an in-kind donation for use of main hall on the day of the event and use of kitchen 2 days leading up the event. The cost for a two day rental is \$750. A full-day rental fee being \$375 and then access the day before to set-up and to store pre-made food.

Implications for the Organization if this application is not approved.
 Would the project occur if partial funds were awarded?
 Implications would be reduced accessibility to serve our clients at the Hub. Our Hub space is essential for community members to connect with our free child, youth and adult counseling services without this many individuals would present at the hospital or other community services unnecessarily. Attending our events at the Hub are important gateway for community members to access our other programs and services and to create a sense of belonging for all.

With increased awareness our holiday luncheon has grown year after year. The increased cost of food and increased number of participants has placed significant financial strain on our budget. We would have to limit our service delivery with no or partial funding, potentially not offer the holiday luncheon to the community at all.

Grant-In-aid Amount Requested: <i>(not applicable to In-Kind requests)</i>	\$ 5750.00
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Declaration: On behalf of the organization, I hereby declare that the information included in this application is true and correct to the best of my knowledge.

Signature:	Laurie Hannah
Position\Title:	Executive Director
Date of Application:	December 3, 2024

OFFICE USE ONLY

Date Application Received:	
Amount Awarded:	



INFORMATION REPORT

Council Meeting: March 25, 2025

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: ABBY FORTUNE, DIRECTOR OF COMMUNITY SERVICES

FILE NO: 7900-10

SUBJECT: PARKS & RECREATION MASTER PLAN

REPORT NO: 25- 37

ATTACHMENT(S): N/A

PURPOSE:

To formally introduce Stephen Slawuta from RC Strategies, project lead for the Parks & Recreation Master Plan and provide Council with an update on the project through a presentation by RC Strategies.

BACKGROUND:

The purpose of this presentation is not only to update Council on the Master Plan but provide context and timelines for the next stages of the project.

The presentation will highlight:

- Who RCS is
- Project objectives
- Work plan overview
- Research Methods
- Community Engagement – key topics
- Engagement with council

Respectfully submitted:

Abby Fortune, Director of Community Services
Duane Lawrence, CAO



INFORMATION REPORT

Council Meeting: March 25, 2025
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: DUANE LAWRENCE, CAO **FILE NO:** 0640-30
SUBJECT: COUNCIL STRATEGIC PRIORITIES UPDATE **REPORT NO:** 25- 36
ATTACHMENT(S): APPENDIX A – STRATEGIC PRIORITIES SUMMARY
APPENDIX B – COUNCIL PRIORITIES UPDATE 25-03-25

PURPOSE:

This report is intended to provide Council with a quarterly update on Council’s Strategic Priorities.

BACKGROUND:

Council’s priority plan provides an overview of priority objectives and directions for municipal staff that are actioned as part of their annual work plan. The strategic priorities also provide general guidance on the organizational direction identified through key objectives.

Council’s Strategic Priorities and Summary are living documents. If new priorities are identified by Council they may be added to Council’s Priorities by resolution. It is key to recognize that if a new priority is identified, existing priorities will be deferred to allow the new priority to be actioned.

REPORT:

Currently Council has identified a total of 58 priorities to be actioned between 2023 and 2027. Operationally, staff have included updates on 14 key additional operational projects/initiatives/development activities.

- C - Completed Priorities (4)
- OG - Ongoing Priorities (9)
- IP - In Progress Priorities (28)
- F - Future Priorities (17)
- P – Key Operational Projects (14)

Respectfully submitted: **Duane Lawrence, CAO**



2024-2027 Council Priorities Plan

Updated December 2024



Council Priorities

Council has seven priority areas for the 2024 – 2027 term. Council priorities will be achieved through the actioning of key projects identified on the following pages. Although projects are linked to a specific primary priority area, many projects deliver on multiple priorities.



Housing & Affordability

Enable the creation and retention of diverse housing options while maintaining overall sustainable growth for the long-term health and well-being of the community and environment.



Infrastructure

Invest in the long-term sustainability of municipal infrastructure through proactive and responsible financial investment and infrastructure planning.



Governance & Finance

Ensure the District is providing the right level of services in a responsive, transparent and fiscally sustainable manner.



Environmental Sustainability, Climate and Emergency Resilience

Ucluelet's natural assets are the foundation of our community. It is vital that we understand these sensitive ecosystems, manage them in a sustainable manner and prepare for impacts due to climate change.



Intergovernmental and First Nations Relations

Ucluelet is committed to working with all West Coast communities proactively and collaboratively to ensure growth and development are undertaken purposefully and with understanding of future impacts.



Health, Wellness & Recreation

Advocate for increased opportunities and support systems for comprehensive, local, health services while investing in the development of facilities and recreation opportunities that are accessible. Develop and maintain our natural recreation amenities and indoor and outdoor venues, to provide quality and diverse recreation opportunities.



Economic Development

Foster the diversification of Ucluelet's economy by creating an environment that encourages and is open to the development of high-quality business opportunities.

Council Priorities Plan Overview

The District of Ucluelet's Council Priorities Plan identifies projects that Council has approved for action. Projects included in the plan can be significant enablers of one or more Council Priorities, new activities or focus points; complex and/or large projects, with significant cross-departmental responsibilities and/or impacts; projects requiring significant community-wide or multiple stakeholder engagement and/or projects which require Council authorization to implement or are advocacy initiatives for increased regional and local services for Ucluelet.

Priorities are identified by Council in rank order and are an indication of the order in which a priority will be actioned within a specific category and subject to the grant and legislative obligations in addition to overall department capacity to complete the work. Projects identified in the Council Priorities Plan do not constitute the entirety of the organization's efforts. In addition to the projects in the Council Priorities Plan, District staff have responsibility for ensuring that regulatory obligations are met; that core services are delivered; and that systems, processes and customer service are continually enhanced.

The Council Priorities Plan is flexible. To remain relevant, the projects associated with each Council Priority are refreshed annually. Those projects included in the Council Priorities Plan are seen by Council as critical to advancing one or more priorities and have been approved for funding. Some projects will be completed in a single calendar year, whereas others will be completed over several years.

Funding

The majority of the annual budget is devoted to delivering on current commitments, providing municipal services including water, sanitary, roads, parks & trails, development support and municipal administration. Completing new projects often requires specialized expertise, staffing resources and dedicated funding. Through the five year financial plan and annual budget process, Council considers whether and how to fund new projects to further advance identified priorities.

The new projects itemized within the following pages are those which Council have identified as key priority projects and allocate funds to within the five-year financial plan and annual budget process. The Five year financial plan reflects anticipated project costs. If costs escalate due to changes to the project scope or inflationary pressures budgets will need to be adjusted for the project to proceed. Through the annual budget process, staff identify whether the amounts identified in the five year financial plan are sufficient to carry out the projects planned for the coming year. Where changes are needed, these adjustments are flagged for Council's consideration. Each year Council reviews and considers the following years projects and to what level those projects should be funded.

Council's Priorities Plan is a 'living document' that is subject to change based on Council direction but captures the most current direction, plans and priorities of Council.

Housing & Affordability

Enable the creation and retention of diverse housing options while maintaining overall sustainable growth for the long-term health and well-being of the community and environment.

Key Objectives

- Prioritize affordable and attainable rental and ownership opportunities in new developments.
- Update policies to allow for flexible development (including diversity of housing types, rentals, sales and vacation accommodations) that advance the housing types we need while ensuring developer accountability.
- Utilize the housing needs assessment to align residential and visitor accommodation growth and development within the community.

Project #	Priority #	Department	Project Description	Project Year				Status		
				2020	2021	2022	2023	Future	In Progress	Complete
1	HA1*	Planning	Create a development and approval process guide for ADUs	X				X	X	X
2	HA2*	Planning	Initiate amnesty program for legalizing existing secondary suites	X				X	X	X
3	HA3*	Planning	Update the Development Permit Application Procedures Bylaw	X				X	X	X
4	HA4	Administration /Planning	Engage an affordable housing authority		X			P		
5	HA5	Planning	Develop a permit tracking system		X			P		
6	HA6*	Planning	Create a development and approval process guide for residential and small-scale multi-family dwellings			X		X		
7	HA7	Finance	Explore options to discourage vacant homes. (speculation and vacant home tax)		X					
8	HA8	Planning	Support the development of seasonal and permanent employee housing options		X	X			X	
9	HA9*	Planning	Update policies and procedures to reduce the time required during the approval process	X	X	X	X	X	X	

Project #	Priority #	Department	Project Description	Project Year				Status		
				2020	2021	2022	2023	Fu	In	Co
10	HA10*	Engineering & Planning	Update the Subdivision Servicing Bylaw	X	X			X	X	
11	HA11*	Engineering	Update the Works and Services Bylaw	X	X			X	X	
12	HA12*	Corporate Services	Update of Delegation of Authority Bylaw	X	X			X	X	
13	HA13	Planning	Apply for grants for Supportive Housing Project (BC Housing/CMHC)	X	X	X		P	X	
14	HA14*	Planning	Update of Housing Needs Assessment & Supporting OCP policies	X	X			X	X	
15	HA15	Planning	Identify and acquire lands to support the development of affordable housing				X	P		
16	HA16*	Planning	Update Zoning to include pre-zoned areas for multi-family housing and rental housing		X					
17	HA17*	Planning	Update Zoning bylaw to specify where short term vacation rentals are permitted.		X					
18	HA18*	Administration	Create/update development information web pages		X			X	X	

(1) Project year(s) is an indication of the target year a project will be actioned and anticipated duration for completion.

(2) Ongoing projects are represented by all years being indicated.

(3) Funding is provisional based on five-year financial plan approvals. Projects requiring future funding approvals to be considered in the 5-year financial plan are indicated with a 'P' for pending.

(4) Priority # is an indication of the order in which a priority will be actioned within a specific category and subject to the grant and legislative obligations in addition to overall department capacity to complete the work. Project number is used as a reference only.

(5) Priorities maybe actioned out of sequence dependent on department capacity, funding approvals, grant action requirements.,

(6) * is an indication of an action item funded through the **Housing Accelerator Fund (HAF)** with reporting and completion obligations.

Infrastructure

Invest in the long-term sustainability of municipal infrastructure through proactive and responsible financial investment and infrastructure planning.

Key Objectives

- Adequately fund existing infrastructure.
- Invest in high quality, resilient infrastructure that supports the future housing and community needs.
- Develop partnership opportunities to address regional, large scale, infrastructure demands that will have significant long term environmental and economic benefits.

Project #	Priority #	Department	Project Description	Project Year				Status		
				20	20	20	20	Fu	In	Co
19	11	Engineering*	Update water and sanitary infrastructure master plans	X	X			X	X	X
20	12	Engineering	Undertake water treatment project to address brown water	X	X	X		X	X	
21	13	Engineering	Repair and upgrade sanitary systems to allow for development demands.		X	X	X	P	X	
22	14	Engineering & Finance*	Update Development Cost Charges and Ancillary Cost Charges Bylaw	X	X			X	X	
23	15	Engineering & Planning*	Review infrastructure master plans to ensure infill and densification are adequately serviced	X	X			X	X	
24	16	Engineering & Finance	Development of an Asset Management Plan			X	X	P		
25	17	Administration	Explore regional, large-scale, infrastructure development project(s)				X	P		

Governance & Finance

Ensure the District is providing the right level of services in a responsive, transparent and fiscally sustainable manner.

Key Objectives

- Increase transparency in how the municipality provides community services.
- Provide the right level of service that balances the needs of residents and tourism.
- Manage the investment of resort municipal funding to prioritize the overall well-being of the community while supporting and maintaining healthy tourism infrastructure.

Project #	Priority #	Department	Project Description	Project Year				Status		
				2020	2021	2022	2023	Fu	Pr In	Co
26	GF1	Administration & Council	Advocate for increased flexibility in RMI, MRDT funding towards community priorities	X	X	X	X		X	
27	GF2	Finance & Engineering	Update Water and Sanitary Rates to reflect operational and capital funding requirements		X			X	X	
28	GF3	Finance & Administration	Investigate and implement Alternative Funding Strategies	X	X			X	X	
29	GF4	Corporate Services	Develop an alternative notice bylaw (development notification)			X				
30	GF5	Corporate Services	Re-develop municipal website	X	X			X	X	
31	GF6	Administration	Develop communications strategy and supporting policies				X			
31	GF7	Finance	Maintain and strengthen 5-year capital plan	X	X				X	

Environmental Sustainability, Climate and Emergency Resilience

Ucluelet's natural assets are the foundation of our community. It is vital that we understand these sensitive ecosystems, manage them in a sustainable manner and prepare for impacts due to climate change.

Key Objectives

- Ensure the community and municipal systems are prepared for and able to support its residents and visitors during future climate related and general emergencies.
- Understanding and investing in the future of our natural assets, managing the lands and waters that surround Ucluelet in a sustainable manner.

Project #	Priority #	Department	Project Description	Project Year				Status		
				20	20	20	20	Fu	In	Co
33	EC1	Planning	Create a natural assets sustainability plan			X	X	P		
34	EC2	Engineering & Planning	Incorporate Natural Assets into Asset Management Program				X	P		
35	EC3	Planning	Update and identify key priorities within the Ucluelet Climate Readiness Plan & Energy Sustainability Plan		X				X	
36	EC4	Fire Services	Fire Hall and Emergency Operations Facility Replacement	X	X			P	X	
37	EC5	Fire Services	Emergency Management Plan Update		X			X	X	
38	EC6	Administration & Fire Services	Advocate for Regional West Coast Evacuation Plan	X						X

Intergovernmental and First Nations Relations

Ucluelet is committed to working with all West Coast communities proactively and collaboratively to ensure growth and development are undertaken purposefully and with understanding of future impacts.

Objectives

- Maintain and enhance our relationship with first nations by fostering decision making processes based on mutual trust and respect of the traditional lands and waters in which Ucluelet resides.
- Understand and support the integration of west coast and first nation community objectives

Project #	Priority #	Department	Project Description	Project Year				Status		
				20	20	20	20	Fu	In	Co
39	G1	Administration & Council	Meet regularly with the Yuuʔiʔath Government maintaining an open dialogue on areas of mutual interest	X	X	X	X		X	
40	G2	Planning	Development of an Indigenous Significant Sites Protocol				X			
41	G3	Planning & Administration	Develop referral protocols for major developments with UFN				X			
42	G4	Fire Services & Finance	Update Fire Services Agreements with UFN and ACRD	X	X				X	
43	G5	Administration	Collaborate with ACRD and Tofino to identify and further municipal service priorities.	X	X	X	X		X	

Health, Wellness & Recreation

Advocate for increased opportunities and support systems for comprehensive, local, health services while investing in the development of facilities and recreation opportunities that are accessible. Develop and maintain our natural recreation amenities and indoor and outdoor venues, to provide quality and diverse recreation opportunities.

Key Objectives

- Increase access to health care services in the community to allow residents to receive comprehensive care throughout their lives.
- Invest in the development and maintenance of our natural recreation amenities and indoor and outdoor venues, to provide quality and diverse recreation opportunities.

Project #	Priority #	Department	Project Description	Project Year				Status		
				20	20	20	20	Fu	In	Co
44	C1	Community Services	Implement the recommendations as set out in the accessibility plan		X	X	X	P		
45	C2	Council	Advocate for medical supports and specialist care as part of the new health center	X	X	X	X		X	
46	C3	Council	Advocate for increased mental health supports and crisis intervention	X	X	X	X		X	
47	C4	Council	Advocate for increased access for the provision of homecare and senior supports	X	X	X	X		X	
48	C5	Community Services	Strengthen affordable access to recreation programs			X		P		
49	C6	Community Services	Update the Recreation Masterplan to reflect current and future needs of the community	X	X			X	X	
50	C7	Community Services	Develop Recreation Hall Replacement Plan	X	X			X	X	

Economic Development

Foster the diversification of Ucluelet's economy by creating an environment that encourages and is open to the development of high-quality business opportunities.

Key Objectives

- Ensure municipal infrastructure can support the development of new business opportunities
- Support the development of a sustainable and diverse local economy.

Project #	Priority #	Department	Project Description	Project Year				Status		
				20	20	20	20	Fu	In	Co
51	ED1	Planning	Update zoning to protect commercial and industrial uses for harbor properties			X	X			
52	ED2	Administration	Partner with local organizations in the development of economic diversification and development	X	X	X	X	X	X	
53	ED3	Corporate Services	Develop partnership for the development of an Economic Resiliency Strategy	X	X	X		X	X	
54	ED4	Administration & Council	Advocate and explore partnership opportunities for research and development of sustainable energy projects (e.g. wave energy)	X	X	X	X		X	
55	ED5	Council	Advocate for research and development of aquaculture opportunities and partnerships	X	X	X	X		X	

Other Priorities

Project #	Priority #	Department	Project Description	Project Year				Status		
				20	20	20	20	Fu	In	Co
56	O1	Council	Advocate for the reinstatement of a lifeguard program at Long Beach	X	X	X	X		X	
57	O2	Council & Administration	Advocate for full cellular coverage for highway 4	X	X	X	X		X	
58	O3	Administration	Continue to monitor and support the ongoing development and enhancement of public transit within the region.	X	X	X	X		X	

Council Priorities and Operational Project Tracking

Project #	Priority #	Department	Project Description	Status	Notes/Update/Outcome
Strategic Priorities Update Duane Lawrence, CAO	HA1*	Planning	Create a development and approval process guide for ADUs	C	Guide approved by Council.
	HA2*	Planning	Initiate amnesty program for legalizing existing secondary suites	C	Program approved by Council
	HA3*	Planning	Update the Development Permit Application Procedures Bylaw	C	Updated bylaw adopted by Council
	HA4	Administration /Planning	Engage an affordable housing authority	F	
	HA5	Planning	Develop a permit tracking system	IP	Tracking parameters being determined with integration specifications with updated website being determined
	HA6*	Planning	Create a development and approval process guide for residential and small-scale multi-family dwellings	F	
	HA7	Finance	Explore options to discourage vacant homes. (speculation and vacant home tax)	F	
	HA8	Planning	Support the development of seasonal and permanent employee housing options	IP	Ongoing support to housing developments.
	HA9*	Planning	Update policies and procedures to reduce the time required during the approval process	IP	Actioning 20-initiatives identified and funded through the housing accelerator fund (HAF) program anticipate to be completed by end of 2025.
10	HA10*	Engineering & Planning	Update the Subdivision Servicing Bylaw	IP	Koers to undertake technical specifications development starting Aril 2025.
11	HA11*	Engineering	Update the Works and Services Bylaw	F	
12	HA12*	Corporate Services	Update of Delegation of Authority Bylaw	IP	Amendments to bylaw pending for Council review
13	HA13	Planning	Apply for grants for Supportive Housing Project (BC Housing/CMHC)	IP	Applying to community housing fund grant (BCHousing).
14	HA14*	Planning	Update of Housing Needs Assessment & Supporting OCP policies	IP	Housing Needs Assessment approved by Council, supporting policy updates to be developed and presented to Council
15	HA15	Planning	Identify and acquire lands to support the development of affordable housing	F	
16	HA16*	Planning	Update Zoning to include pre-zoned areas for multi-family housing and rental housing	F	Anticipated to be action by the end of 2025.
Page 183 of 216	HA17*	Planning	Update Zoning bylaw to specify where short term vacation rentals are permitted.	F	Anticipated to be action by the end of 2025.
	HA18*	Administration	Create/update development information web pages	IP	Website contract awarded. Design process underway inclusive of updated development information

Council Strategic Priorities Update Due to the Lawrence, CAO	I1	Engineering*	Update water and sanitary infrastructure master plans	IP	Sanitary masterplan has been updated and will be updated every 5-years; Water masterplan update to be completed in 2025.
	I2	Engineering	Undertake water treatment project to address brown water	IP	Design work underway; class C estimates anticipated for early 2025 with construction RFP to follow.
	I3	Engineering	Repair and upgrade sanitary systems to allow for development demands.	IP	16 projects identified; RFP for engineering under development
	I4	Engineering & Finance*	Update Development Cost Charges and Amenity Cost Charges Bylaw	IP	Future development related project identified; Urban systems and Staff consolidating project details and costs.
	I5	Engineering & Planning*	Review infrastructure master plans to ensure infill and densification are adequately serviced	IP	Sanitary review complete, water and storm reviews pending.
	I6	Engineering & Finance	Development of an Asset Management Plan	F	
	I7	Administration	Explore regional, large-scale, infrastructure development project(s)	F	
Page 184 of 216	GF1	Administration & Council	Advocate for increased flexibility in RMI, MRDT funding towards community priorities	IP	CAO & Mayor working with Resort Communities on funding request strategy
	GF2	Finance & Engineering	Update Water and Sanitary Rates to reflect operational and capital funding requirements	IP	Referred to Waterworth to assist in calculating updated rates
	GF3	Finance & Administration	Investigate and implement Alternative Funding Strategies	IP	Contract for parking program executed. Program under development with service provider. Anticipated implementation date of May of 2025
	29	Corporate Services	Develop an alternative notice bylaw (development notification)	F	
	30	Corporate Services	Re-develop municipal website	IP	Contract awarded, site redevelopment underway, anticipated for completion in early summer 2025
	31	Administration	Develop communications strategy and supporting policies	F	
	31	Finance	Maintain and strengthen 5-year capital plan	OG	Ongoing refinement of the 5-year capital plan. To be updated annually.
33	Planning, Finance & Engineering	Create a natural assets sustainability plan	F		
34	Planning, Finance & Engineering	Incorporate Natural Assets into Asset Management Program	F		
	EC3	Planning	Update and identify key priorities within the Ucluelet Climate Readiness Plan & Energy Sustainability Plan	IP	Review of existing climate readiness plan with update to be presented to Council

Council Strategic Priorities Update Duane Lawrence CAO	EC4	Fire Services	Fire Hall and Emergency Operations Facility Replacement	IP	Developing grant application for design work and updated feasibility study.	
	EC5	Fire Services	Emergency Management Plan Update	F		
	EC6	Administration & Fire Services	Advocate for Regional West Coast Evacuation Plan	C	Regional Evacuation plan is in place with annual review.	
	G1	Administration & Council	Meet regularly with the Yuułuʔiłʔatḥ Government maintaining an open dialogue on areas of mutual interest	OG	Ongoing - CAO meeting with YG every 6 weeks, Leadership meetings YG Executive and Council meeting quarterly	
	G2	Planning & Administration	Development of an Indigenous Significant Sites Protocol	IP	Discussion with YG leadership and staff to determine key objectives; policy development underway.	
	G3	Planning & Administration	Develop referral protocols for major developments with UFN	IP	Discussion with YG leadership and staff to determine key objectives; policy development underway.	
	G4	Fire Services & Finance	Update Fire Services Agreements with UFN and ACRD	IP	Reviewed deficiencies with ACRD, negotiating updated agreement	
	G5	Administration	Collaborate with ACRD and Tofino to identify and further municipal service priorities.	OG	Ongoing meetings between CAO's	
	C1	Community Services	Implement the recommendations as set out in the accessibility plan	IP	Accessibility plan under review prior to being presented to Council for Consideration.	
	C2	Council	Advocate for medical supports and specialist care as part of the new health center	OG	Advocacy meeting at UBCM	
	C3	Council	Advocate for increased mental health supports and crisis intervention	OG	Advocacy meeting at UBCM	
	47	C4	Council	Advocate for increased access for the provision of homecare and senior supports	OG	Advocacy meeting at UBCM
	48	C5	Community Services	Strengthen affordable access to recreation programs	F	Review existing support programs and bring a report back to Council for additional direction
49	C6	Community Services	Update the Recreation Masterplan to reflect current and future needs of the community	IP	Completed program, parks, trails and facility inventory; community engagement and input session slated for May/June of 2025	
50	C7	Community Services	Develop Recreation Hall Replacement Plan	F	Pending completion of master plan. To be actioned in fall/winter of 2025	
51	ED1	Planning	Update zoning to protect commercial and industrial uses for harbor properties	F		
52	ED2	Administration	Partner with local organizations in the development of economic diversification and development	OG	Working with Chamber and Tourism Ucluelet to identify opportunities	
53	ED3	Corporate Services	Develop partnership for the development of an Economic Resiliency Strategy	IP	Funding MOU signed with Chamber of Commerce	
54	ED4	Administration & Council	Advocate and explore partnership opportunities for research and development of sustainable energy projects (e.g. wave energy)	IP	Ongoing conversations with UVic and JEDI	

Council Strategic Priorities	ED5	Council	Advocate for research and development of aquaculture opportunities and partnerships	OG	Discussion with North Island College and industry
	O1	Council	Advocate for the reinstatement of a lifeguard program at Long Beach	IP	Issuance of letter advocating for program
	O2	Council & Administration	Advocate for full cellular coverage for highway 4	IP	Advocacy meeting at UBCM; Awaiting action by telecom provider; possible request for increased hotspots along hwy 4 as interim solution
	O3	Administration	Continue to monitor and support the ongoing development and enhancement of public transit within the region.	OG	BC Transit now providing service delivery to West Coast.
Key Operational Project/Initiative/Development Updates					
Update Duane Lawrence, CAO	P1	Planning/Engineering	221 Minato Bay Development Project	IP	PLA under review; housing and covenants under legal review; zoning bylaw at 3rd reading; environmental DP ready for issuance; 1st review of civil complete with comments issued to ERIF for revisions and comment; reviewed sanitary constraints and identified need for potential interim solutions.
	P2	Administration	Joint Job Review Committee	IP	Working with union on updating job descriptions to reflect current job duties and responsibilities
	P3	Planning	Housing Accelerator Fund	IP	Interim reporting February 2025, prioritizing action plan. Received 2nd year funding.
	P4	Administration & Planning	Planning and Development Service Review	IP	Consultant contract issued, undertaking review of staff reports, policies, bylaws. Survey completed by consultant. In person interviews scheduled for April.
	63	Community Services	Resort Development Strategy Update	IP	Confirmation of community & council project list, develop RDS for review by Council prior to submission to province for endorsement
	64	Planning	Provincial Housing Mandates	IP	Updating zoning and policies to meet provincial mandates
	65	Engineering	Sanitary Revitalization and Capacity Development Project(s)	IP	Engaging engineering firm to design critical system upgrades in 12 - 18 months; Applying for the CHIF grant to offset borrowing needs to complete the 14 critical projects.
	67	Community Services & Engineering	Trail Head Washroom Project (RMI & DD Grants)	IP	Locations identified, civil works to be installed in May; finalizing building type and supplier
	68	Administration & Planning	ACRD OCP Updates	F	Awaiting referral of ACRD Area C OCP update for comment.
	69	Planning & Engineering	First Light Affordable Housing Development (Lot 13)	IP	Working with developer on civil services review.
	P11	Engineering & Community Services	Amphitrite House	IP	Lease executed, planning ribbon cutting; finalizing completion of deficiencies.
	P12	Engineering	Harbour Water Line Replacement (Hitacu)	IP	Reviewing design requirements.
	P13	Planning, Administration & Engineering	Matterson Affordable Housing Development	IP	Serving of priorities; working on land transfer with SD#70; Engaging consultant to asset on grant application.
	P14	Planning	Weyerhaeuser Development	IP	Final subdivision review pending submission from applicant.



INFORMATION REPORT

Council Meeting: March 25, 2025

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: DUANE LAWRENCE, CAO **FILE NO:** 8400-20
SUBJECT: UCLUELET PARKING PROGRAM **REPORT NO:** 25- 35
ATTACHMENT(S): APPENDIX A: UCLUELET PARKING PROGRAM OVERVIEW

PURPOSE

This report is intended to provide Council with an updated overview of the parking program.

BACKGROUND

Council directed staff to proceed with implementing a parking program at the June 11, 2024, Regular Council Meeting. In December of 2024 the District engaged HotSpot Parking Inc. as the municipalities parking service provider. Since this time staff and HotSpot representatives have been working through the implementation process of the parking program. Currently Staff are anticipating residents to be able to start registering vehicles into the system in April of 2025 with an anticipated launch of the program in May.

Report

The Ucluelet Parking Program is intended to provide an additional source of funding that the municipality will be able to allocate to Council priorities to assist in offsetting some of the infrastructure costs associated with a high level of tourism. Unlike resort municipality initiative funding (RMI) and the municipal resort development tax (MRDT) parking revenues can be allocated towards capital replacement programs and other municipal priorities as approved by Council through the regular budget process.

Below is an overview of the parking program:

- Westcoast residents including Ucluelet, Yuułu?if?ath, Toquaht Nation, ARCD Area 'C' – South Long Beach, Tla-o-qui-aht Nation, Ahousaht and Hesquiaht will be exempt from parking fees although they will need to register their vehicles on the HotSpot platform.
- Westcoast businesses will be eligible for an annual permit, subject to holding a valid business licence and a \$50 administrative fee.
- Tofino and ACRD residents outside of South Long Beach will be eligible for an annual permit subject to a \$50 administrative fee.

- Emergency Vehicles (police, fire, ambulance) delivery vehicles, and municipal vehicles will be exempt from the parking program.
- Permits will provide parking for any municipal parking lot, road and street.
- Private lands are not subject to the parking program as they are not within the jurisdiction of the municipality.
- Parking permits can be purchased for 1, 3, 5 and 7 days for standard sized vehicles and recreational vehicles and trailers.
- Permits can be purchased through the HotSpot App or online.
- Permits can be reserved through the online Hotspot Platform in advance of arriving in Ucluelet.
- Permits will allow for a permit holder to park in any municipally owned or operated parking lot, street or road.

Parking Fees

Council requested staff provide options for permits to be issued for greater than one day. The below fee structure is currently being contemplated and will be presented to Council for consideration as part of the parking bylaw update anticipated to be presented to Council in April.

Pay Parking Permit Fees and Charges		
Standard Vehicle	1-Day	\$10.00
Standard Vehicle	3-Days	\$27.00
Standard Vehicle	5-Days	\$45.00
Standard Vehicle	7-Days	\$60.00
Recreational Vehicle	1-Day	\$15.00
Recreational Vehicle	3-Days	\$40.00
Recreational Vehicle	5-Days	\$65.00
Recreational Vehicle	7-Days	\$90.00
Commercial Vehicle Registration Fee	Annual	\$50.00
Vehicle Registration Fee	Annual	\$50.00

Anticipated Timeline

Staff are working with hotspot to finalize the service provider platform and are currently undergoing training. Once training has been completed the site will become active for residents to register their vehicles. Although there is no deadline to register a vehicle the District will be encouraging residents to register their vehicles early. A community open house to answer questions is planned for mid to late April. Signage will be installed just prior to the parking program fully coming online in advance of the May long weekend.

Respectfully submitted: Duane Lawrence, CAO

Ucluelet Visitor Parking Program



Why A Parking Program

As a resort community we experience increased costs related to maintaining infrastructure for a population significantly higher than our permanent population. Ucluelet's new parking program will allow the District to collect a little bit from visitors which will help support infrastructure costs that support our tourism sector.

Revenues will be used for capital projects approved by Council in the Municipal budget. We are forecasting \$400,000 gross revenue for 2025.

Park Anywhere Program

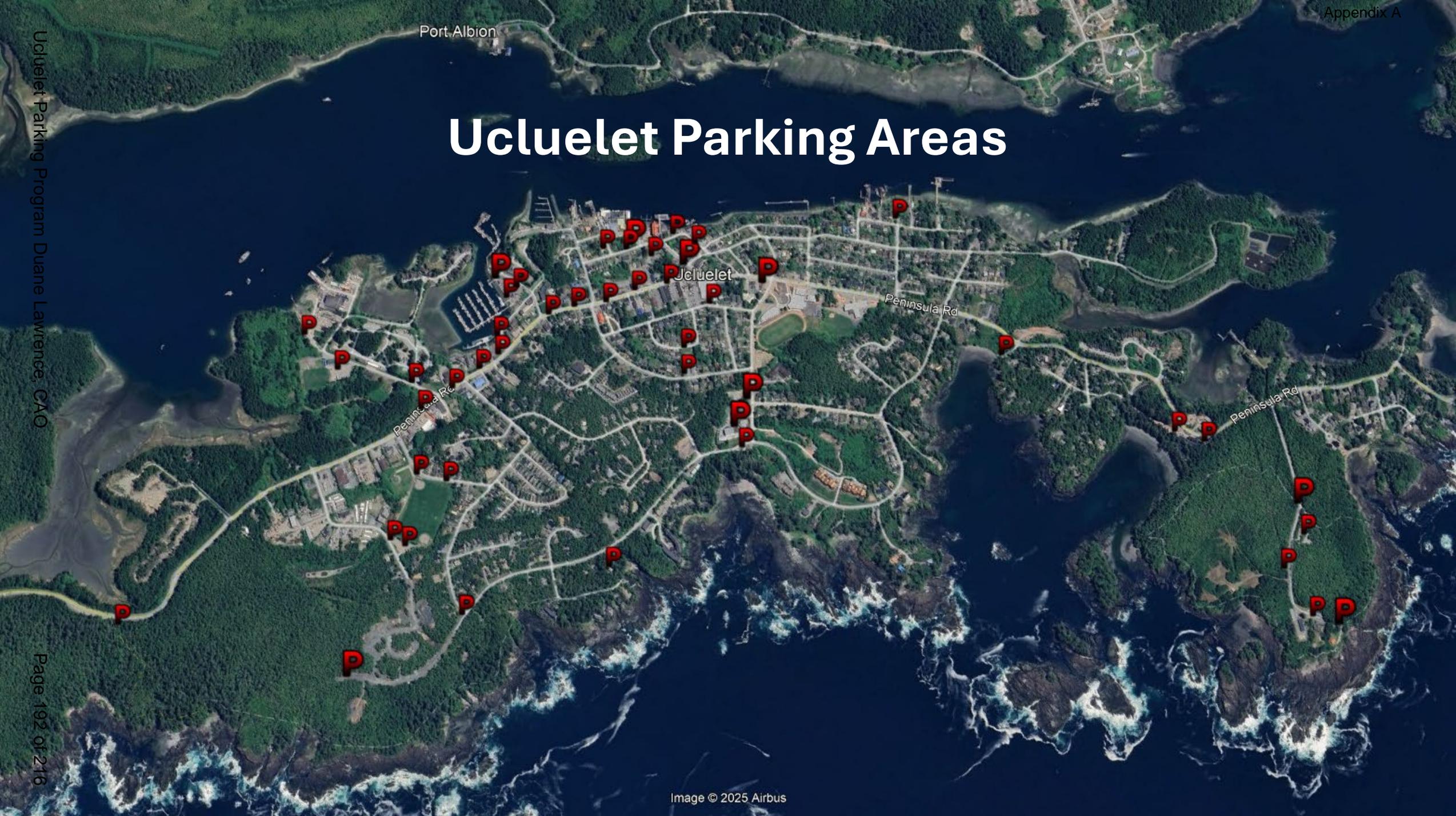
Visitors will be able to purchase day parking permits for 1,3, 5, and 7 days

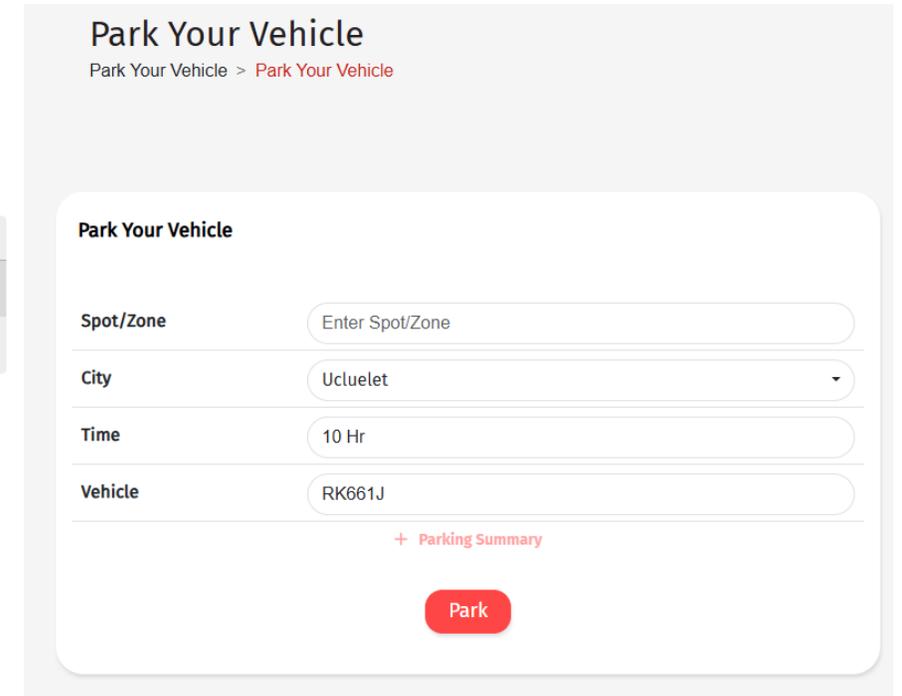
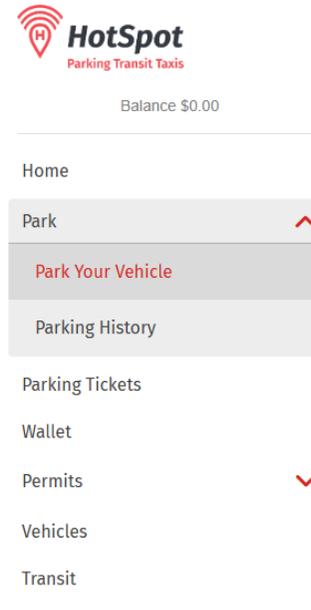
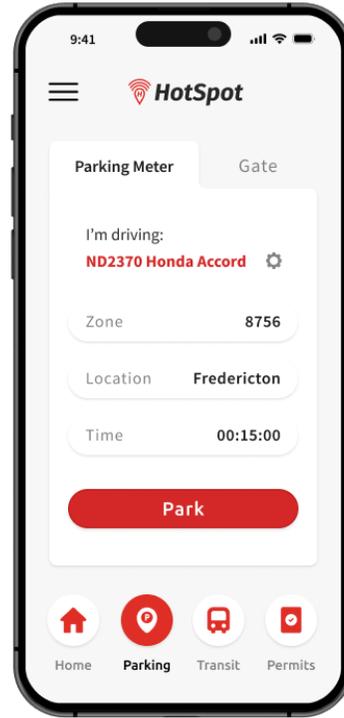
Permits allow for a permit holder to park anywhere in Ucluelet including:

- Amphetrite, Big Beach, Browns Beach etc.
- Small Craft Harbour, Boat Launch
- Peninsula Rd., Main St., Cedar Rd. etc.

Port Albion

Ucluelet Parking Areas





Purchasing a Parking Permit

Parking permits will be available through the Hotspot App or Online

Generally, it takes less than a minute to purchase a permit

Hotspot accepts Visa, MC, Google Pay and iPay

Parking Reservations

Ucluelet's parking program will permit visitors to pre-purchase or reserve their parking permit in advance of their stay.



Westcoast Residents Exemptions

Westcoast residents will be eligible for complimentary parking permits.

- Ucluelet
- Yuuʔuʔiʔaḥ
- Toquaht Nation
- ARCD Area 'C' – South Long Beach
- Tla-o-qui-aht Nation
- Ahousaht
- Hesquiaht

To register residents will need to provide a picture of their licence plate number and two pieces of proof of residence (i.e. property or utility bill, drivers licence, hydro or phone bill etc.)

Westcoast Residents

Volunteers and seasonal workers in Ucluelet will be eligible for a complimentary parking pass for the time they are working or volunteering in Ucluelet subject to:

- Proof of volunteer or seasonal work from their employer confirming two or more months employment term.
- Vehicle licence plate

Westcoast Residents who will be eligible for an annual permit subject to a \$50 administrative fee.

- District of Tofino
 - ACRD Area 'C' (Other than South Long Beach)
- 

West Coast Business

Annual Parking Permit for all West Coast Business of \$50, subject to a valid Ucluelet Business License.

Certain vehicles are provided a full exemption from the parking program.

- Emergency Vehicles
- Delivery Vehicles
- Municipal Vehicles



Private Lands and Parking Lots

Permits are only required for municipal parking lots and roads

District is not permitted to monitor private lots or lands

Up to individual parking lot owners to monitor their parking facilities

Visitor Parking Rates

Pay Parking Permit Fees and Charges		
Standard Vehicle	1-Day	\$10.00
Standard Vehicle	3-Days	\$27.00
Standard Vehicle	5-Days	\$45.00
Standard Vehicle	7-Days	\$60.00
Recreational Vehicle	1-Day	\$15.00
Recreational Vehicle	3-Days	\$40.00
Recreational Vehicle	5-Days	\$65.00
Recreational Vehicle	7-Days	\$90.00
Commercial Vehicle Registration Fee	Annual	\$50.00
Vehicle Registration Fee	Annual	\$50.00

Parking Support

HotSpot parking will provide assistance 7 days a week 8:00 am – 5:00 pm

Phone: 1-855-712-5888

Email: support@htsp.ca

District staff will also be available to provided support during regular business hours Monday to Friday 8:30 – 4:00 pm.

In person: 200 Main Street

Phone: 250.726.7744

Email: parking@ucluelet.ca

Implementation

March	Community Update of Program
April	Community & Stake Holder Open House Q&A Amendment to the Parking Bylaw
April/May	Westcoast Residents Vehicle Registration Opens
May	Parking Signs Installed
May	Visitor Parking Program Begins



**MONTHLY
Mayor's / Chief's / President's
POLICING REPORT
February, 2025
Ucluelet Detachment
"E" Division
British Columbia**



Calls for Service: 62

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: 1

Crime Reduction

Road Safety

Check stops: 0

Impaired Driving: 1 file no charges

Traffic Tickets: 0 – Ucluelet Members / 3 – Traffic Members

Written Warning: 3 – Ucluelet Members / 0 – Traffic Members

Build and Maintain Relations with the Community

Community Involvement

- Members participated in community pickle ball.
- Member attended Ucluelet community Centre lunch.
- Members attended to Long Beach Airport to provide St. Johns life savings awards to members at the Tofino Airport.

Reconciliation

- Cst. HARRY continues to dedicate a considerable amount of his personal time by participating in the following:
 - a) Attended the basketball tournament in Hitacu at Cixwatin Center
 - b) Visited with elders in Hitacu and Macoah
 - c) Attended Macoah community lunch and craft session
 - d) Attended Hitacu cultural dinner
 - e) Spoke with new YFN emergency program coordinator.
 - f) Attended YFN Qwayaciikiis daycare lunch and dinner at Cixwatin Center
 - g) Attended to Indigenous mental health training.

- Sgt. JONES and Cst. HARRY attended an executive zoom meeting with Ucluelet First Nations on community issues.

- 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 February

Other Police Services

Criminal Record Checks

Criminal record / Vulnerable Sector checks: 12

OCCURRENCES	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Assaults (Not including sexual assaults)	6	11	2	48
Sexual Offences	2	3	1	12
Break and Enters (Residence & Business)	0	1	0	15
Theft of Motor Vehicle	0	1	2	6
Theft Under \$ 5000.00	1	4	3	36
Theft Over \$ 5000.00	0	1	0	5
Drugs (Possession)	0	0	0	6
Drugs (Trafficking)	0	0	1	5
Causing a Disturbance	2	2	2	62
Liquor Act	3	6	2	74
Mischief - damage to property	1	1	5	39
Mischief - obstruct enjoyment	4	6	3	32
Impaired Driving	1	2	1	35
IRP / 24 hr suspension	0	1	0	61
Utter threats	0	2	2	21
Bylaw	2	4	1	34
Mental Health	7	13	5	65
Total Calls for service	62	82	78	1423

JUSTICE REPORTS	Current Month	Year to Date	Current Month of previous year	Previous Year Total
Victim Services Referral - Accepted	1	6	1	29
Victim Services Referral - Declined	2	3	0	16
Victim Services - Proactive Referral	0	0	0	1
Restorative Justice Referrals	0	0	0	1
Prisoners Held	4	8	1	56
Prisoners escorted	0	1	0	3
Liquor Destroyed Immediately	2	2	1	40

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

Keely Mullane

From: Lara Kemps (Black Rock Resort) <lkemps@blackrockresort.com>
Sent: March 10, 2025 3:25 PM
To: Info Ucluelet
Cc: Adele Larkin (Black Rock Resort)
Subject: Water Flushing
Attachments: Gordon Food Service.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

[External]

Dear District of Ucluelet

I wanted to follow up regarding the recent water flushing and the significant impact it has had on Black Rock Oceanfront Resort. Despite providing advance notice to guests, the water quality during the flushing was far from acceptable—at times nearly black and entirely undrinkable. I know that the flushing is inevitable and needed even though us, as a business wish it was done in January as opposed to Spring Break! As a result, we had to distribute bottled water throughout the resort and provide discounts to many affected guests.

Unfortunately, Black Rock is impacted nearly every day throughout the flushing process, making it extremely difficult to operate at the level expected of a hospitality business. We have attached an invoice for the bottled water we purchased to ensure our guests had access to safe drinking water, and we hope that the District will cover this expense.

I understand that the question has been raised in council about why we don't install a water filtration system. The reality is that this is far more complex than it may seem, with costs nearing half a million dollars—an amount that is simply not within our operational budget.

We appreciate your attention to this matter and look forward to discussing possible solutions. Please let us know how you'd like to proceed regarding the reimbursement.

Sincerely,

Lara Kemps
Assistant General Manager
Black Rock Oceanfront Resort
PO Box 310, [596 Marine Drive, Ucluelet, BC V0R 3A0](#)
250-726-4807

Set in Nature, Designed for Comfort

Black Rock Resort resides within the Yuułuᑭitᑭatᑭ - Ucluelet First Nation traditional territory, of whose ancestral lands we work and play.



Gordon Food Service Canada Ltd
 British Columbia Division
 1700 Cjiveden Avenue
 Delta, BC, Canada V3M 6T2
 GST #859190092
 RT0001 Tel: (604) 529-0800
 Fax: (604) 529-0970
 Toll Free: 888-428-0152
 www.gfscanada.com

Invoice 9019202552
Purchase Order BLACK ROCK - WATER
Invoice Date 02/12/2025

Route # 3131	Stop # 002	Customer 1320700 BLACK ROCK OCEANFRONT	Representative LEIGH STADNIK 1(604)529-0869	Terms 7 Days Weekly - Due Wednesday
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Ship To: **BLACK ROCK OCEANFRONT
 RESORT
 596 MARINE DR
 UCLUELET BC V0R 3A0
 Tel:2507264800**

Bill To: **BLACK ROCK MANAGEMENT INC
 PO BOX 310
 UCLUELET BC V0R 3A0**

POSTED
FEB 20 2025

Item Code	Qty Ord	Qty Ship	Unit	Pack Size	Brand	Item Description	Cat	Cust Cat	Unit Price	Spec	Tax	Extended Price
1493506	168	168	CS	24x500 ML	Pure L	WATER SPRING NAT PET CONTAINER DEPOSIT ECOLOGY FEE	GR	0.00	7.53			1265.04 403.20 201.60
Page Total:												1869.84

Category Summary											
	CATEGORY RECAP	CS	EA	WEIGHT	CUBE	SUBTOTAL	PST/QST	SUBTOTAL	GST/HST	TOTAL	
GR	Grocery	168		2094.96	113.06	1265.04		1265.04		1265.04	
	TOTAL CONTAINER DEPOSIT					403.20		403.20		403.20	
	TOTAL ECOLOGY FEE					201.60		201.60	10.08	211.68	
	Total	168		2094.96	113.06	1869.84		1869.84	10.08	1879.92	

THE SALE AND DELIVERY OF THE GOODS AND/OR SERVICES CONTAINED ON THIS INVOICE AND ALL OTHER TRANSACTIONS AND DEALINGS RELATED THERETO SHALL BE GOVERNED EXCLUSIVELY BY THE PURCHASE TERMS AND CONDITIONS (THE "TERMS") AVAILABLE AT <https://gfs.ca/en-ca/purchase-terms-and-conditions/>. ACCEPTANCE OF THE GOODS AND/OR SERVICES OR CUSTOMER'S SIGNATURE ON THIS INVOICE CONSTITUTES ACCEPTANCE OF THE TERMS BY CUSTOMER. MARINE STEWARDSHIP COUNCIL: MSC-C-53810; ASC INTERNATIONAL: ASC-C-00700.

Received By _____ Print Name _____

Product Total	\$1869.84
Misc	\$0.00
Sub total	\$1869.84
PST/QST	\$0.00
Sub total	\$1869.84
GST/HST	\$10.08
Invoice Total	\$1879.92





HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Ottawa

Room 524
Confederation Building
Ottawa, Ontario
K1A 0A6
Tel.: 613-992-0903
Fax.: 613-992-0913

Parksville

Main Community Office
1209 East Island Hwy,
Suite 12
Parksville, BC
V9P 1R5
Tel.: 250-947-2140
Fax.: 250-947-2144



Gord Johns

Member of Parliament
Courtenay – Alberni

Gord.Johns@parl.gc.ca
<http://gordjohns.ca/>

Courtenay

Satellite Community Office
Open Wednesdays
437 5th Street
Courtenay, BC
V9N 1J7
Tel: 1-844-620-9924

March 7, 2025

Mayor McEwen and Council
mmcewen@ucluelet.ca
communityinput@ucluelet.ca

Dear Mayor McEwen and Council,

The purpose of this letter is to provide you with a summary of federal capital investments within your jurisdiction over the nine years of my representation as your Member of Parliament.

Please pass on my congratulations to your senior staff, planning, engineering and other team members for a job well done and to your current and past Councils for the community improvements that have resulted from your successful applications over these years. I have very much appreciated the opportunity to play my part in shining a light in Parliament on the importance of these investments to infrastructure and conservation projects in Ucluelet.

I was first inspired to run for parliament when it became apparent to me as a municipal Councillor in Tofino --and later, the Executive Director of the Long-Beach Chamber of Commerce --that central Vancouver Island was not getting its fair share of federal investment. Our communities were sending millions of dollars annually in taxes to Ottawa and getting back very little in infrastructure, housing, and other capital investment.

While we had to make up decades of underfunding by previous federal governments, we have worked hard to address these shortfalls and garnered record levels of investment.

In the following pages I will break down investments in infrastructure and conservation projects in Ucluelet since I was elected in 2015, as compared to the level of investment during the terms of previous Conservative MPs for the decade prior. Please note that these data come from Parliamentary Order Papers and open government data and may not be exhaustive.

INFRASTRUCTURE

Since I was first elected as Member of Parliament in 2015, Ucluelet has received the following federal infrastructure investments, according to Parliamentary Order Papers and open government sources:

- **2017: \$13,500,000 for Highway 4 – Kennedy Hill Safety Improvements**
- **2017: \$869,045 for Wastewater Treatment Lagoon Rehabilitation**
- **2018: \$47,560 for Asset Management Systems Development**
- **2018: \$26,000 for the 2018 Climate Action Program Plan**
- **2021: \$544,320 for the Amphitrite Point Project**
- **2021: \$3,840,000 for Water Treatment System Upgrades**
- **2022: \$133,414 through the Canada Community-Building Fund**
- **2023: \$133,414 again through the Canada Community-Building Fund**

- **2023: \$50,000 through the Active Transportation Fund**
- **2023: \$139,646 additionally through the Canada Community-Building Fund**

By comparison, in the ten years prior to my election, Ucluelet received the following in federal infrastructure investments:

- **2007: \$1,000,000 for the Ucluelet Multipurpose Centre**
- **2009: \$20,287 for the Wild Pacific Trail Extension – Terrace Beach**
- **2009: \$31,667 for a Trail Expansion**
- **2010: \$148,500 for Road Work on Maggie Lake Forest Service Road**

In total, Ucluelet received **\$1,200,454** in the decade prior to my election, and through our collaboration, **\$19,283,399** has been invested over the past nine years, **16 times** more than in the decade prior. Excluding the Kennedy Hill safety improvements, which were requested by Ucluelet Council, Ucluelet still received nearly **five times more funding** since my election than in the decade prior.

Additionally, **\$17,166,798** in federal funding has been invested in Long Beach Airport since 2016. This is **more than four times** the **\$4,138,855** which the airport received in the decade prior to my election.

CONSERVATION

Over the years, I have heard from your Councils that conservation is a priority in Ucluelet. I am glad to have been able to play a small part in assisting you to secure the following federal funding.

Since 2016, Ucluelet has received the following funding through the Central Westcoast Forest Society / Redd Fish Conservation Society:

- **2017: \$641,460**
- **2018: \$562,878**
- **2019: \$17,644**
- **2020: \$768,055**
- **2021: \$2,953,744**
- **2022: \$2,953,744**
- **2023: \$2,250,140**

In the ten years prior to my election, Ucluelet received the following conservation funding toward the society:

- **2006: \$100,000**
- **2007: \$100,000**
- **2010: \$138,400**
- **2011: \$100,000**
- **2013: \$132,140**
- **2015: \$683,246**

In total, Ucluelet received **\$2,070,607** in the decade prior to my election toward conservation by the Redd Fish Restoration Society. Since then, we have together secured **\$9,614,231** in funding. This represents more than a **five-fold increase in annual conservation financing** for a champion of Ucluelet's environment, and **more than a four-fold total** increase in funding.

Additionally, through your hard work, we've been able to secure **\$1,695,233** through the Ghost Gear Fund for the riding since the program was launched in 2020. Of this **\$700,000** was earmarked for the west coast, with an additional **\$690,000** for Clayoquot Sound and the Alberni Inlet. In addition to receiving **\$1,390,000** through the Ghost Gear Fund, the Coastal Restoration Society has received another **\$31,117,828** since 2020 in federal conservation funding.

Housing

Housing is a priority for the west coast, and working together, we have secured **\$2,095,293** for Ucluelet through the Housing Accelerator Fund, **over 200 times more funding** than the **\$10,000** which was invested during the decade before I was elected.

I very much appreciate the opportunity to collaborate with you in securing **\$7.1 million** in funding for the construction of the new biosphere centre; and I was pleased to assist communities on the west coast with the creation of ʔapsčiiik ʔašii, which was a longstanding priority for the region.

Since 2019, your advocacy has assisted with the allocation of **\$798,930** for Surf Canada's work to make the west coast safer.

It has been a privilege to work with you to build a better Ucluelet and improve the lives of residents. I have been proud to raise issues specific to the people of Ucluelet in the House of Commons on 51 occasions as your Member of Parliament. My Conservative predecessor only raised Ucluelet eight times over 15 years in the House of Commons.

There is much work left to do for Ucluelet. With eighteen months remaining in your term, please reach out to me to let me know your priorities soon. I hope to continue assisting you in the implementation of your strategic and official community plans and the successful achievement of federal funding applications, reducing the pressure on your residential and commercial taxpayers.

Best wishes to all.

Yours truly,

A handwritten signature in black ink, appearing to read 'Gord Johns', with a long horizontal stroke extending to the right.

Gord Johns, MP
Courtenay-Alberni



March 20, 2025

AVICC Member Legislative Services
AVICC Member Councils, Boards, and CAOs

RE: FEEDBACK REQUESTED: Reforming the Local Government Act - A Roadmap

I am reaching out to formally request that this communication be included as a Board or Council Communication on your upcoming agenda.

Feedback is requested on the initiative to modernize the *Local Government Act (LGA)*. It has been identified that the input from member staff and elected officials is crucial, and we are asking that this opportunity be shared throughout your organization, and that time be allocated to allow for participation.

Don Lidstone K.C. has written a document, "[Regional District Legislation Roadmap](#)", as a framework to gather feedback from all five area associations on the challenges local governments are experiencing with the *LGA*. The *Roadmap* document has been transposed into a survey that is now available at the following link:

[Reforming the Local Government Act: A Roadmap – SURVEY LINK](#)

- The survey may be completed by individuals or as a group – we would like to hear from local government and First Nations elected officials and staff with comments about the legislation and recommendations, examples of how the current legislation impacts the work that you do, and potential solutions or additional recommendations.
- The *Roadmap* document has been divided into 9 survey pages in SurveyMonkey, consisting of an executive summary with recommendations, followed by examinations of Parts 5-12 of the *LGA*.
- Each of the 9 survey pages is followed by questions that you are invited to respond to as you wish. There is no requirement to answer all the questions – any degree of input is beneficial.
- Survey responses will be anonymously compiled to produce a report for UBCM and the Province that defines issues and specific preferences for modernizing the current legislation.
- There is an option in each section to input your contact information if you are willing to provide more information about your comments, or if you would like a response - this is not required.
- Your responses will be saved after each page, so that you can pause and return to the survey at your convenience – you must use the same device and web browser to access your saved survey.

- You may edit your responses, or add additional comments up until May 31, 2025 at 11:59pm – you must use the same device and web browser to access your previously submitted survey.

Any survey responses received by March 28 will be included in content provided to the area associations' annual conventions. The final deadline to submit responses to any of the survey pages is 11:59 pm on Saturday, May 31.

Thank you for considering our request. If you have any questions, please reach out to AVICC Executive Director, Theresa Dennison, at info@avicc.ca.

Sincerely,



Ben Geselbracht
AVICC President
Councillor, City of Nanaimo

cc: Theresa Dennison, Executive Director, AVICC; info@avicc.ca