



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))
2025-June-10 @ 4:00 PM

AGENDA

Page

1. CALL TO ORDER

1.1. ACKNOWLEDGEMENT OF THE YUULU?IL?ATH

Council would like to acknowledge the Yuulu?il?ath, on whose traditional territories the District of Ucluelet operates.

1.2. NOTICE OF VIDEO RECORDING

Audience members and delegates are advised that this proceeding is being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.

2. LATE ITEMS

3. APPROVAL OF THE AGENDA

3.1. June 10, 2025, Regular Council Meeting Agenda

4. ADOPTION OF MINUTES

4.1. May 27, 2025, Regular Council Meeting Minutes

[2025-05-27 Regular Council Meeting Minutes](#)

5. UNFINISHED BUSINESS

5.1. Development Variance Permit for 1869 Cedar Grove PI *Bruce Greig, Director of Community Planning*

[2025-05-27 RTC DVP25-02 1869 Cedar Grove PI](#)

[2025-05-27 RTC DVP25-02 Cedar Grove PI - Appendix A](#)

[2025-05-27 RTC DVP25-02 Cedar Grove PI - Appendix B](#)

5.2. 1061 Helen Road Traffic Impact Study *James MacIntosh, Director of Engineering Services*

[2025-06-10 RTC 1061 Helen Road Traffic Impact](#)

[2025-06-10 RTC 1061 Helen Road Traffic Impact Study - Appendix A](#)

5 - 10

11 - 45

47 - 51

- 53 - 114** 5.3. Rezoning and OCP Amendment for 1061 Helen Road
Bruce Greig, Director of Community Planning
- [2025-06-10 RTC RZ22-04 and OCP](#)
[2025-06-10 RTC RZ22-04 and OCP - Appendix A](#)
[2025-06-10 RTC RZ22-04 and OCP - Appendix B](#)
[2025-06-10 RTC RZ22-04 and OCP - Appendix C](#)
[2025-06-10 RTC RZ22-04 and OCP - Appendix D](#)
- 6. COMMITTEE OF THE WHOLE**
- 6.1. Procedural Motion to move into a Committee of the Whole
- 115 - 199** 6.2. Development Cost Charges (DCC) Bylaw Update
James MacIntosh, Director of Engineering Services
- [2025-06-10 RTCOW - DCC](#)
[2025-06-10 RTCOW - DCC - Appendix A](#)
[2025-06-10 RTCOW - DCC - Appendix B](#)
- [Addenda]
- 7. BYLAWS**
- 201 - 208** 7.1. Fees and Charges Amendment Bylaw No. 1380, 2025
Abby Fortune, Director of Community Services
- [2025-06-10 RTC - Fees and Charges Amendment Bylaw No. 1380, 2025](#)
[2025-06-10 RTC - Fees and Charges Amendment Bylaw No. 1380, 2025 - Appendix A](#)
- 8. REPORTS**
- 209 - 215** 8.1. Contract Request for Three New Community Washrooms
James MacIntosh, Director of Engineering Services
- [2025-06-10 RTC - Three New Community Washrooms](#)
[2025-06-10 RTC - Three New Community Washrooms - Appendix A](#)
[2025-06-10 RTC - Three New Community Washrooms - Appendix B](#)
- 217 - 224** 8.2. CBC Licensing Agreement Renewal
Ed Chow, Manager of Corporate Services
- [2025-06-10 RTC - CBC lease renewal](#)
[2025-06-10 RTC - CBC Lease Renewal - Appendix A](#)
- 225 - 228** 8.3. Letter to the Province Requesting Reconsideration of Significant Increases to Foreshore Lease Rates
Ed Chow, Manager of Corporate Services
- [2025-06-10 RTC - Foreshore Lease Letter](#)
[2025-06-10 RTC - Foreshore lease letter - Appendix A](#)
- 229 -** 8.4. Union of BC Municipalities Minister Meetings

[2025-06-10 RTC - UBCM Meeting Requests - 2025](#)

[2025-06-10 RTC - UBCM Meeting Requests - 2025 - Appendix A](#)

9. NOTICE OF MOTION

10. CORRESPONDENCE

289

- 10.1. WildSafe BC regarding Pacific Rim Bridge Funding Request

[2025-06-04 WildSafe BC re. Pacific Rim Bridge Funding Request - District of Ucluelet](#)

11. INFORMATION ITEMS

12. MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS

- 12.1. Councillor Shawn Anderson
Deputy Mayor, April 1 - June 30, 2025
- 12.2. Councillor Jennifer Hoar
Deputy Mayor, January 1 - March 31, 2025
- 12.3. Councillor Mark Maftai
Deputy Mayor, October 1 - December 31, 2025
- 12.4. Mayor Marilyn McEwen

13. QUESTION PERIOD

14. ADJOURNMENT



REGULAR MEETING OF COUNCIL

Held Electronically and in the George Fraser Community Room,
Ucluelet Community Centre, 500 Matterson Drive, Ucluelet

May 27, 2025 @ 4:00 PM

MINUTES

Present: **Chair:** Mayor McEwen
Council: Councillors Anderson, Hoar, and Maftai
Staff: Richard Harding, Interim Chief Administrative Officer
Bruce Greig, Director of Community Planning
Abby Fortune, Director of Community Services (via Zoom)
Ed Chow, Corporate Officer/Manager of Corporate Services
Rick Geddes, Fire Chief
Florence Pelchat, Deputy Corporate Officer/Corporate Services Coordinator

Regrets:

1. CALL TO ORDER

The May 27, 2025, Regular Council Meeting was called to order at 4:01 PM.

1.1 ACKNOWLEDGEMENT OF THE YUULU?I?ATH

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

1.2 NOTICE OF VIDEO RECORDING

Audience members and delegates are advised that this proceeding is being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.

2. LATE ITEMS

2.1 Procedural Motion to Amend the Agenda with the Late Items

Resolution No. 2025.2209.REGULAR

THAT the May 27, 2025, Regular Council Meeting agenda be amended to add

the late items titled "K. Pierce re. APP DVP25-02", "D. and B. Fraser re. DVP 25-02", and "A. Lankester re. DVP 25-02" to the 7.1. section of the agenda.

CARRIED.

Resolution No. 2025.2210.REGULAR

THAT the May 27, 2025, Regular Council Meeting agenda be amended to add a closed session as a late item to the end of the meeting.

CARRIED.

3. APPROVAL OF THE AGENDA

Resolution No. 2025.2211.REGULAR

THAT the May 27, 2025, Regular Council Meeting Agenda be adopted as amended.

CARRIED.

4. ADOPTION OF MINUTES

4.1 May 13, 2025, Regular Council Meeting Minutes

Resolution No. 2025.2212.REGULAR

THAT the May 13, 2025, Regular Council Meeting Minutes be adopted as presented.

CARRIED.

5. UNFINISHED BUSINESS

There was no unfinished business.

6. BYLAWS

6.1 Fire Department Establishment and Operations Bylaw No. 1379, 2025 - Adoption

Rick Geddes, Fire Chief

Rick Geddes, Fire Chief, delivered a presentation to Council regarding Fire Department Establishment and Operations Bylaw No. 1379, 2025 - Adoption. The presentation consisted of:

- First, Second, and Third Readings
- Adoption

Resolution No. 2025.2213.REGULAR

THAT Council adopt the District of Ucluelet Fire Department Establishment and Operations Bylaw No. 1379, 2025.

CARRIED.

7. REPORTS

7.1 Development Variance Permit for 1869 Cedar Grove Pl *Maddie Haynes, Planner*

Bruce Greig, Director of Community Planning, provided a concise overview of the Development Variance Permit for 1869 Cedar Grove Place. His presentation covered the following points:

- Proposed variances
- Development plans
- Compliance with building codes and safety regulations
- Details of the specific variance request
- Public notification and community input

Mayor McEwen then opened the floor for community input on the Development Variance Permit application. Daniel and Brandi Fraser of 1861 Cedar Grove Place addressed Council with comments on item 7.1. Andy Lankester and Ashley Henry, both of 1869 Cedar Grove Place, also provided their comments on item 7.1.

Resolution No. 2025.2214.REGULAR

THAT Council defer consideration of Development Variance Permit DVP25-02 to a future Council meeting.

CARRIED.

3 in favor.
1 opposed.

8. NOTICE OF MOTION

There was no notice of motion.

9. INFORMATION ITEMS

9.1 Small Craft Harbour Report Update *Abby Fortune, Director of Community Services*

Kevin Cortes, Harbour Master, delivered a presentation to Council regarding Small Craft Harbour Report Update. The presentation consisted of:

- Van Isle 360 Race
- Canadian Navy Training Exercise
- Project Updates
- Garbage Compound
- Whiskey Dock Extension
- Boat Count 2024
- Revenue
- Upgrades/Maintenance of Dock
- Fishery Update
- Sea Lions Issue
- Department of Fisheries and Ocean, Small Craft Harbour Update

10. MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS

10.1 Councillor Shawn Anderson *Deputy Mayor, April 1 - June 30, 2025*

Councillor Anderson:

- Attended a meeting with COAST (Centre for Ocean Applied Sustainable Technologies)
- Participated in an Alberni-Clayoquot Health Network meeting
- Met with Donna Hayes to discuss the medical challenges of living in a remote area
- Met with Josie Osborne
- Attended the Black Ty Gala in support of Ty Watson House in Port Alberni
- Highlighted the upcoming Red Carpet Gala in Ucluelet

10.2 Councillor Jennifer Hoar *Deputy Mayor, January 1 - March 31, 2025*

Councillor Hoar:

- Attended a virtual information session on the 2025 UBCM Convention - Premier, Cabinet Ministers, & MACC Staff Meeting Request Processes
- Highlighted the upcoming Glee Kids Show
- Attended the Grad Auction

10.3 Councillor Mark Maftei *Deputy Mayor, October 1 - December 31, 2025*

Councillor Maftei had no updates to report at this time.

10.4 Mayor Marilyn McEwen

Mayor McEwen:

- Attended a West Coast Committee Meeting of the Alberni-Clayoquot Regional District (ACRD)
- Participated in an ACRD Board Meeting
- Met with the Executive Director of UVic's Accelerating Community Energy Transformation (ACET) initiative
- Attended a COAST (Centre for Ocean Applied Sustainable Technologies) meeting
- Joined a Chamber of Commerce Mixer at the brewery
- Participated in an ACRD Committee of the Whole meeting
- Met with Josie Osborne to discuss upcoming foreshore leases from the Province

11. QUESTION PERIOD

There were no questions and no comments.

12. CLOSED SESSION

12.1 Procedural Motion to Move In-Camera

Resolution No. 2025.2215.REGULAR

THAT the May 27, 2025, regular Council meeting be closed to the public pursuant to the following sections of the Community Charter:

90(1)(g) litigation or potential litigation affecting the municipality.

CARRIED.

The meeting was closed to the public at 5:03 PM.

Council returned to open session at 6:42 PM.

13. ADJOURNMENT

Resolution No. 2025.2220.REGULAR

THAT the May 27, 2025, Regular Council Meeting be adjourned at 6:42 PM.

CARRIED.

CERTIFIED CORRECT:

Marilyn McEwen, Mayor

Corporate Officer

FROM: MADDIE HAYNES, PLANNER

FILE No: 3090-20 DVP25-02

SUBJECT: DEVELOPMENT VARIANCE PERMIT FOR 1869 CEDAR GROVE PL

REPORT No: 25-59

ATTACHMENT(s): APPENDIX A – DEVELOPMENT VARIANCE PERMIT 25-02
APPENDIX B – APPLICATION

RECOMMENDATIONS:

THAT Council authorize the Director of Community Planning to execute and issue Development Variance Permit DVP25-02.

BACKGROUND:

This report is regarding the property at 1869 Cedar Grove Place (see **Figure 1**); PID 027784843, Lot 52, Plan VIP86134, District Lot 283, Clayoquot Land District. The applicant has applied for a Development Variance Permit (DVP) to bring an existing non-compliant Single-Family Dwelling (SFD) into compliance with current bylaws. The SFD is located 0.45m from the interior side yard lot line, whereas a setback of 1.5m is required within the *District of Ucluelet Zoning Bylaw No. 1160, 2013*.



Figure 1. The subject property

DISCUSSION:

During construction of the SFD, the approved foundation footings were relocated in error, resulting in the current placement of the home being non-conforming to the subject property's CD-5C minimum setback regulations (see **Figure 2**). This error was not discovered until after occupancy for the SFD was issued.

In addition to land use regulations, the BC Building Code (BCBC) requires a minimum building distance from adjacent properties to ensure life safety. The applicant has since taken the necessary steps to implement solutions that comply with the BCBC and were approved by the District of Ucluelet's Building Official earlier this year (see further details in **Appendix B**). As a final step, the applicant is seeking the proposed variance to bring the SFD into compliance with the zoning bylaw.

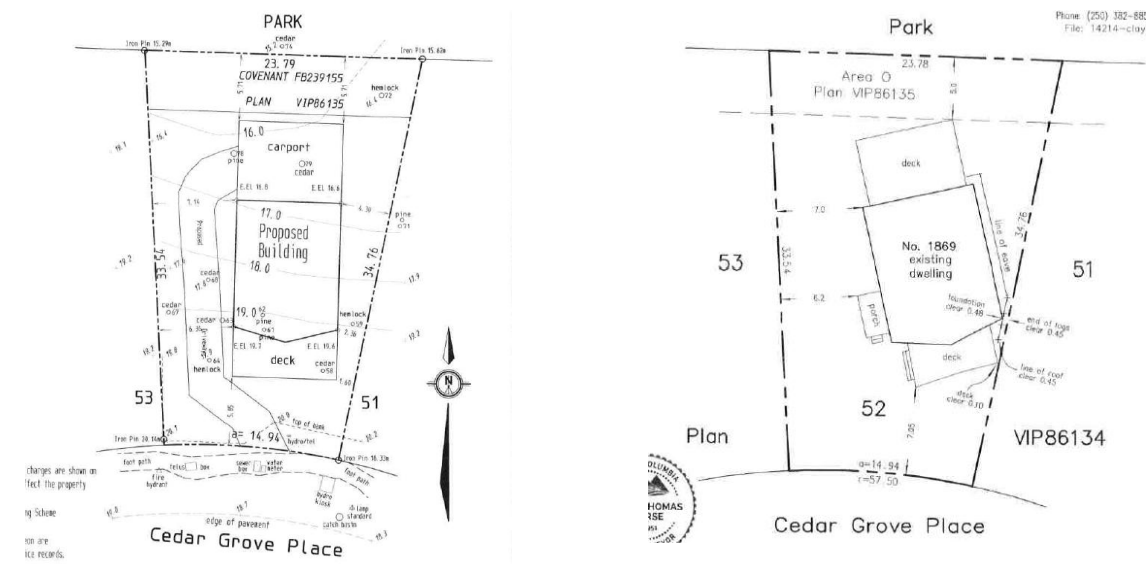


Figure 2. Originally Approved vs. Existing SFD Location

ANALYSIS OF OPTIONS:

A	Authorize issuance of DVP25-02	Pros	<ul style="list-style-type: none"> Would allow applicant to bring the existing SFD into compliance with the zoning bylaw Would remove a potential barrier for current or future owners to renovate or finance their home.
		Cons	<ul style="list-style-type: none"> Unknown at this time
		Implications	<ul style="list-style-type: none"> None identified.
B	Provide Alternative Direction	Pros	<ul style="list-style-type: none"> Would allow Council to meet their objective
		Cons	<ul style="list-style-type: none"> Unknown at this time
		Implications	<ul style="list-style-type: none"> Unknown at this time

C		<u>Suggested Motion</u>	THAT Council, with regard to DVP25-02, <i>[provide alternative direction here]</i>
	Reject DVP25-02	<u>Pros</u>	<ul style="list-style-type: none"> Unknown at this time
		<u>Cons</u>	<ul style="list-style-type: none"> Would require the applicant to take further action to bring the SFD into compliance; and / or, Would leave the building as non-conforming with respect to the zoning setbacks; that may have impacts on the current and/or future owners impacting such things as renovating, insuring or financing the home.
		<u>Implications</u>	<ul style="list-style-type: none"> Additional staff time will be required to follow up with applicant and process applications as required
		<u>Suggested Motion</u>	THAT Council reject the application for DVP25-02.

POLICY OR LEGISLATIVE IMPACTS:

Notification has been completed for the Development Variance Permit DVP25-02. Council should provide an opportunity for public comment on the requested variance.

This application is consistent with the *Local Government Act* and the *District of Ucluelet Official Community Plan Bylaw No. 1306, 2022*. If the application proceeds, the DVP would vary the *District of Ucluelet Zoning Bylaw No. 1160, 2013*.

NEXT STEPS:

If approved, the attached DVP would be signed by the Director of Community Planning, issued to the applicant, and notice will be filed with the Land Title Office.

Respectfully submitted: Madeleine Haynes, Planner
Bruce Greig, Director of Community Planning
Richard Harding, Interim CAO

DEVELOPMENT VARIANCE PERMIT DVP25-02

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:

Andrew Lankester & Ashley Henry (the "Owners")

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:

1869 Cedar Grove Place; PID 027784843, Lot 52, Plan VIP86134, District Lot 283, Clayoquot Land District (the "Lands")

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 lot as identified on **Schedule A**:

- 1. An interior side yard setback of 0.45m whereas Section CD-5C.7.1 (1)(c)(1)(i) of the zoning bylaw indicates 1.5m.**

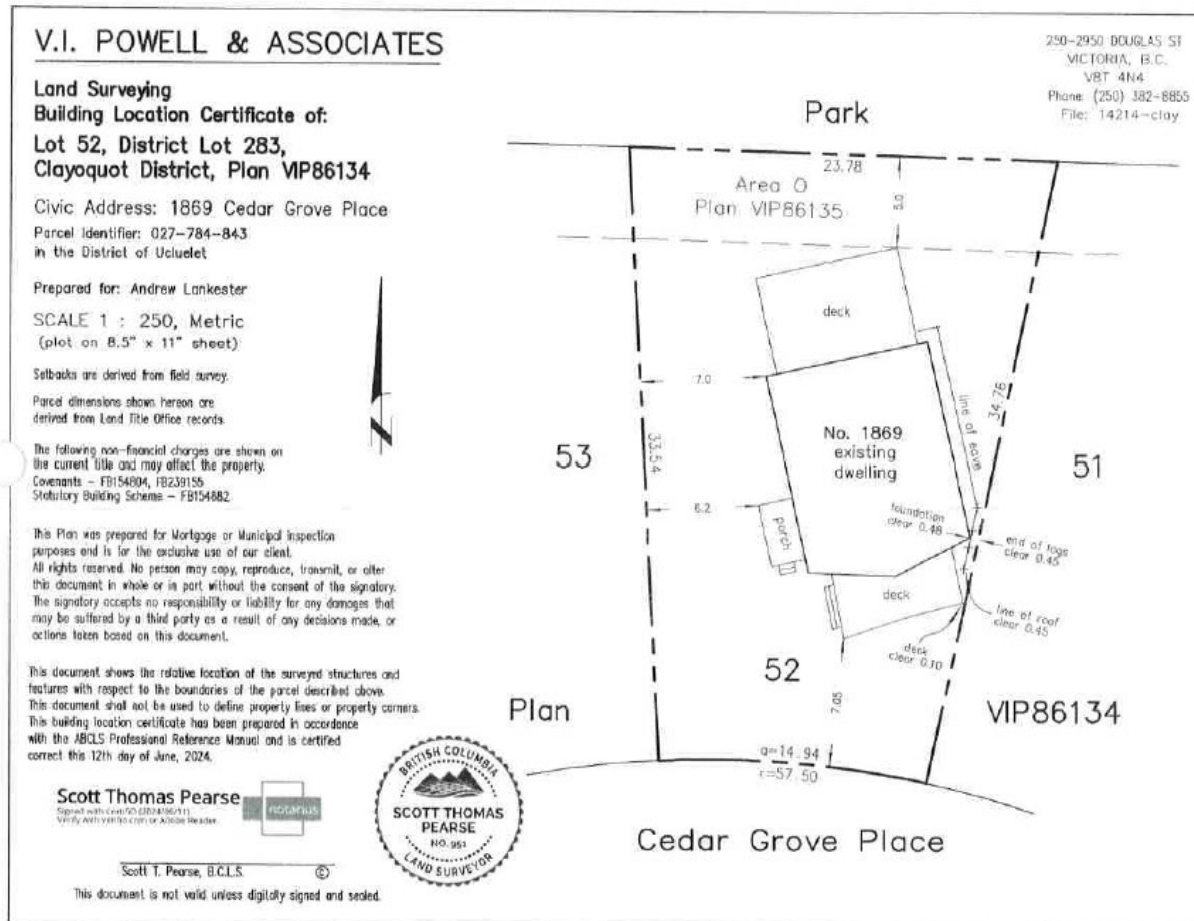
5. The above variance is granted for the proposed building as shown on **Schedule A**. Should the building be later removed or destroyed, this Development Variance Permit shall cease to apply and the zoning bylaw requirements in effect at the time shall apply.
6. Notice shall be filed in the Land Title 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.
7. 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

SCHEDULE A



March 15, 2025

Attn: District of Ucluelet Town Planner/ Maddie Haynes

Subject: Variance Application for 1869 Cedar Grove Pl, Ucluelet BC V0R 3A0

Dear Honorable Council Members,

Please accept my application for a property variance at the above noted address.

The details are outlined as follows:

- On or about Dec 17th, 2017, I engaged a local home building company, Norse Log Homes to construct the home
- Footings for the project were installed and locally approved by the district on May 18, 2018
- They finished the home build on or about Sept 2019.
- The occupancy permit was issued on September 16, 2019 (see attached)
- On March 3, 2023, I received a letter from the district citing a contravention of the building by-law and Zoning By-law

Sometime after the completion of the home, it came to light that the home foundation was accidentally put .45m from the property line by a Norse Log Homes contractor under the supervision of Norse Log Homes. This is inside the setback and out of line with the current Zoning by-laws, but it also put the home offside with the BC Building Code being too close in proximity to the neighboring home. As a side note, It is unfortunate that a post footing survey was not required at the time by the District of Ucluelet to be completed as we would have caught this situation far sooner.

Since March 3, 2023, I have been in constant contact with both Nicholas Henderson and as of late Nicole Morin on how best to deal with this unfortunate situation. I researched the idea of lifting and moving the home, but it became clear, very quickly that this was not an affordable nor a practical option.

Nicholas was kind enough to suggest that I could engage an engineering firm that specializes in this type of situation to put the home in compliance with the district. Since March 2023, I have been diligent in my efforts, spending hours of time to bring it into compliance. Here is a list of efforts put into this plan of attack:

- Engaged an engineering firm, Celerity Engineering Limited, to come up with a plan that will satisfy the stake holders. (plan attached) This solution was accepted by Nicholas Henderson as a viable solution.
- Installed a fire suppression system inside the home by Caledonia Fire Protection under the supervision of Rocky Point engineering

- Removed the overhanging eave and corner purlins of the home by local contractors under the supervision of Brad May from McGill and Associates Engineering Ltd.
- Installed non-vented soffits as per the Engineered alternate solution by a local tradesman.
- A third survey was completed by AG surveys to ensure all the work was completed to the satisfaction of Nicholas and Nicole.
- I received the building permit final inspection from Nicole Morin on Jan 8, 2025 (see attached) to ensure that all work that was instructed in the Celerity report, was adhered to.

The out-of-pocket cost of this renovation was in excess of **\$65,000!**

The home is now fully compliant with BC Building codes. However, I am still inside the setback which is why I am respectfully applying for a building variance so that the home will exist in a legal space.

I am hoping that the representatives who are considering this application can see that this situation was created not by myself and that it was clearly an error by the builder. Stuff happens in construction, at least that is what I am told. This situation has caused years of frustration and consternation for my family. We have put everything we have into making this a beautifully constructed home. Hopefully it will be enjoyed by many happy owners and renters (it has a legal suite) for many decades to come and be able to be bought and sold without restrictions to future owners.

I want to thank both Nicholas Henderson and Nicole Morin. Both were extremely professional, but I also found them to be empathetic and helpful in my plight in gaining legal status. Without either of them I don't know where I would be on this today.

Sincerely,



Andy Lankester



Ashley Henry

Site Plan of:

Lot 52, District Lot 283

Clayoquot District, Plan VIP86134

Parcel Identifier: 027-784-843

SCALE - 1 : 250

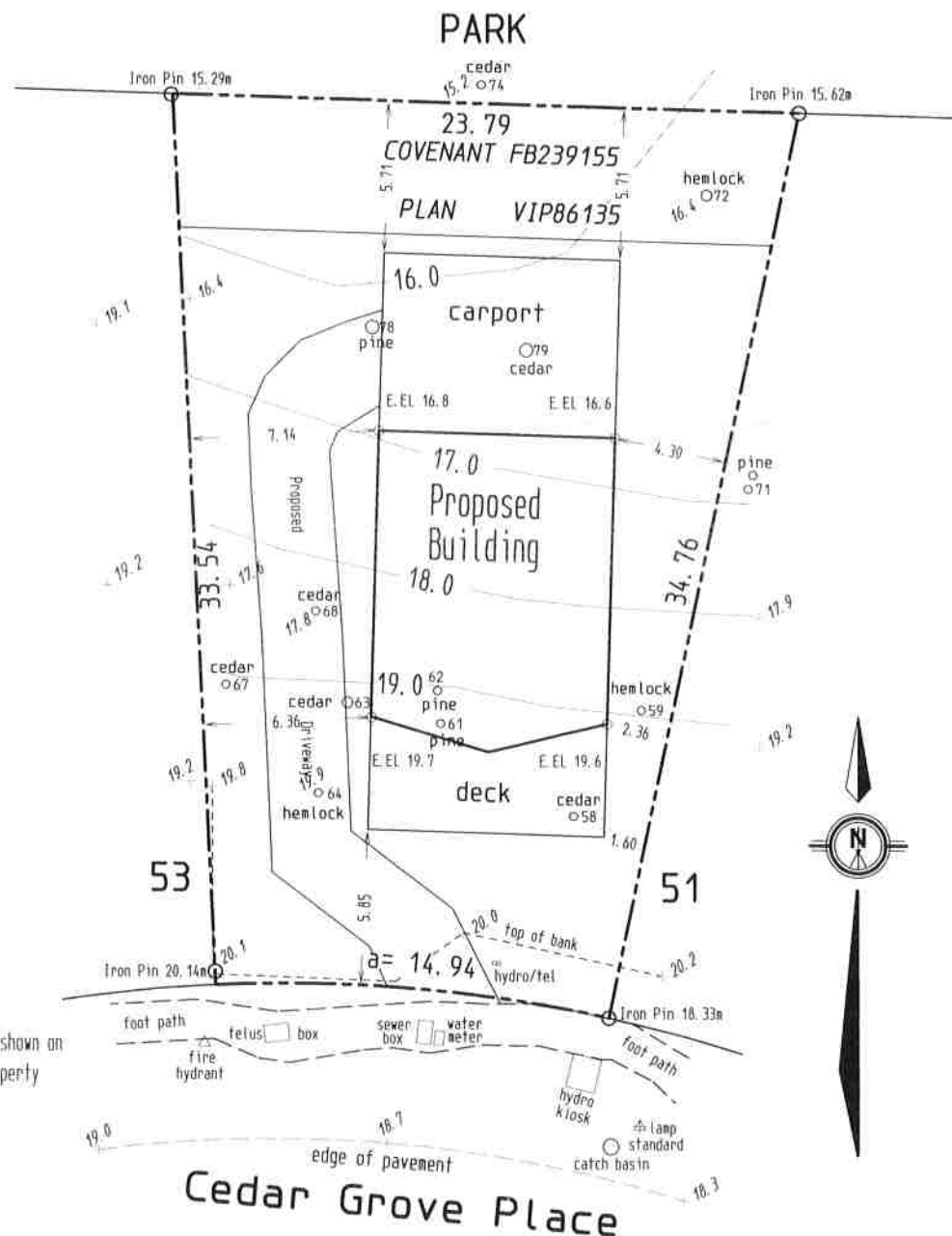


All distances are in metres and decimals thereof.

(plot on 8.5" x 11" sheet)

ORIGINAL

NORSE MADE A MISTAKE
AND put it in the wrong
PLACE.



The following non-financial charges are shown on the current title and may affect the property

FB154804 - Covenant

FB154882 - Statutory Building Scheme

FB239155 - Covenant

Parcel dimensions shown hereon are derived from Land Title Office records.

CURRENT

HOME showing INSIDE of property line .45 m

AS approved By Celebrity Engineering + UCLUELET Building Code.

V.I. POWELL & ASSOCIATES**Land Surveying****Building Location Certificate of:****Lot 52, District Lot 283,
Clayoquot District, Plan VIP86134**

Civic Address: 1869 Cedar Grove Place

Parcel Identifier: 027-784-843
in the District of Ucluelet

Prepared for: Andrew Lankester

SCALE 1 : 250, Metric
(plot on 8.5" x 11" sheet)

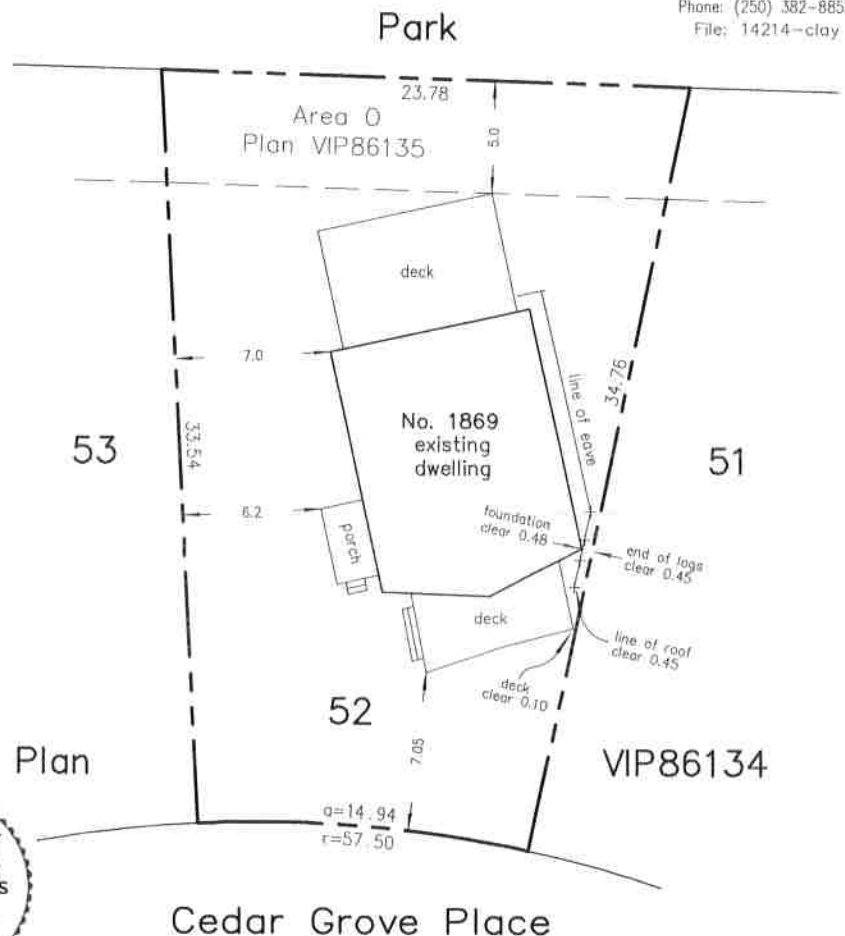
Setbacks are derived from field survey.

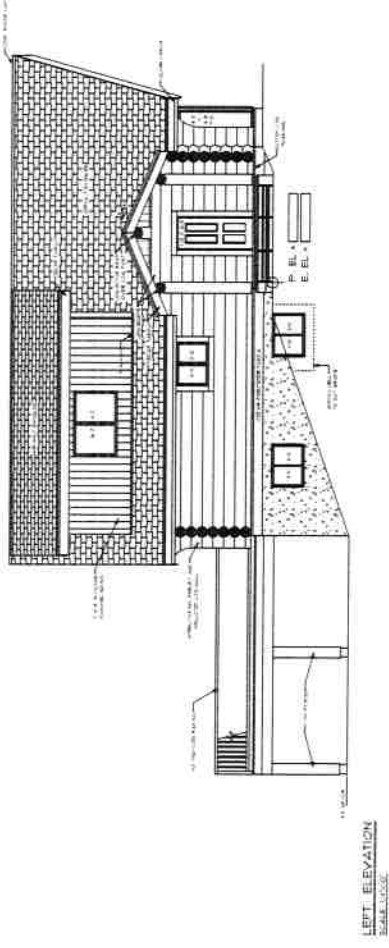
Parcel dimensions shown hereon are
derived from Land Title Office records.The following non-financial charges are shown on
the current title and may affect the property.Covenants - FB154804, FB239155
Statutory Building Scheme - FB154882This Plan was prepared for Mortgage or Municipal inspection
purposes and is for the exclusive use of our client.All rights reserved. No person may copy, reproduce, transmit, or alter
this document in whole or in part without the consent of the signatory.The signatory accepts no responsibility or liability for any damages that
may be suffered by a third party as a result of any decisions made, or
actions taken based on this document.This document shows the relative location of the surveyed structures and
features with respect to the boundaries of the parcel described above.
This document shall not be used to define property lines or property corners.This building location certificate has been prepared in accordance
with the ABCLS Professional Reference Manual and is certified
correct this 12th day of June, 2024.**Scott Thomas Pearse**Signed with CertiNO (2024/06/11)
Verify with veritho.com or Adobe Reader

Scott T. Pearse, B.C.L.S.

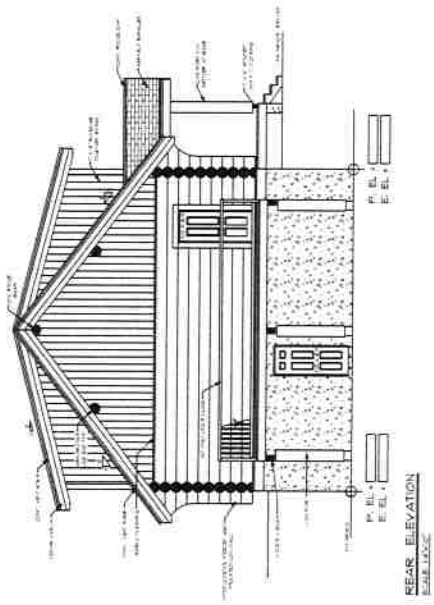
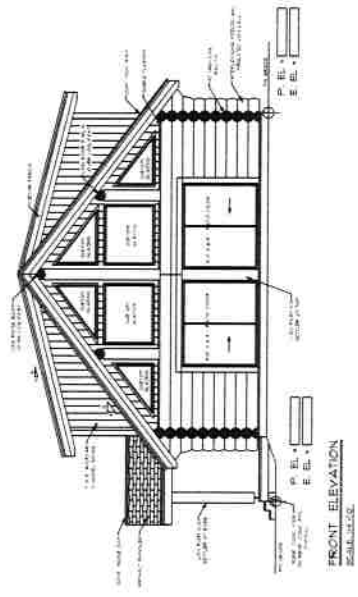


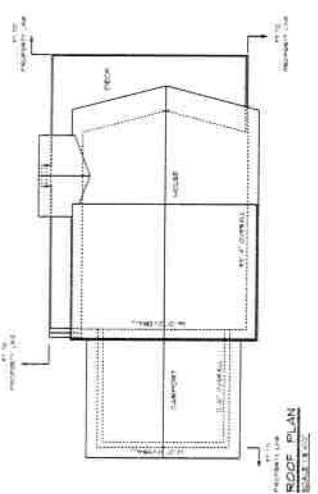
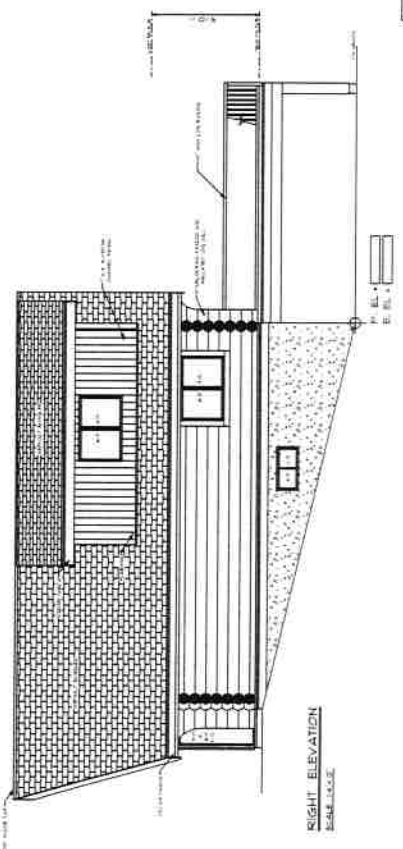
This document is not valid unless digitally signed and sealed.

250-2950 DOUGLAS ST
VICTORIA, B.C.
V8T 4N4
Phone: (250) 382-8855
File: 14214-clay



NORBE LOG HOMES, LTD.			
PLAN SET	NO. 190 - 1004	DATE	1/78
1 - 11' 0" x 17' 0"	OCEANFRONT LOG COTTAGE	NO. 190 - 1004	1/78
PAGE	10 OF 11	DATE	1/78





NOTES

1. What is the purpose of the document?
The purpose of this document is to provide a detailed description of the project's objectives, scope, and deliverables, and to serve as a communication tool for all stakeholders involved in the project.

2. What are the key objectives of the project?
The key objectives of the project are to develop a new software application that meets the needs of the client, to ensure that the application is scalable and secure, and to deliver the application on time and within budget.

3. What is the scope of the project?
The scope of the project includes the development of a new software application, the testing of the application, and the deployment of the application to the client's environment.

4. What are the deliverables of the project?
The deliverables of the project include the software application, the test results, and the deployment plan.

5. What are the risks of the project?
The risks of the project include the possibility of delays, the possibility of budget overruns, and the possibility of the client not being satisfied with the results.

6. What are the roles and responsibilities of the project team?
The roles and responsibilities of the project team are as follows:

- Project Manager: Responsible for overall project management, including planning, execution, and monitoring.
- Software Developer: Responsible for the development of the software application.
- Tester: Responsible for the testing of the software application.
- Deployment Specialist: Responsible for the deployment of the software application.

7. What is the timeline of the project?
The timeline of the project is as follows:

- Phase 1: Planning (1 week)
- Phase 2: Development (4 weeks)
- Phase 3: Testing (2 weeks)
- Phase 4: Deployment (1 week)

8. What is the budget of the project?
The budget of the project is \$100,000.

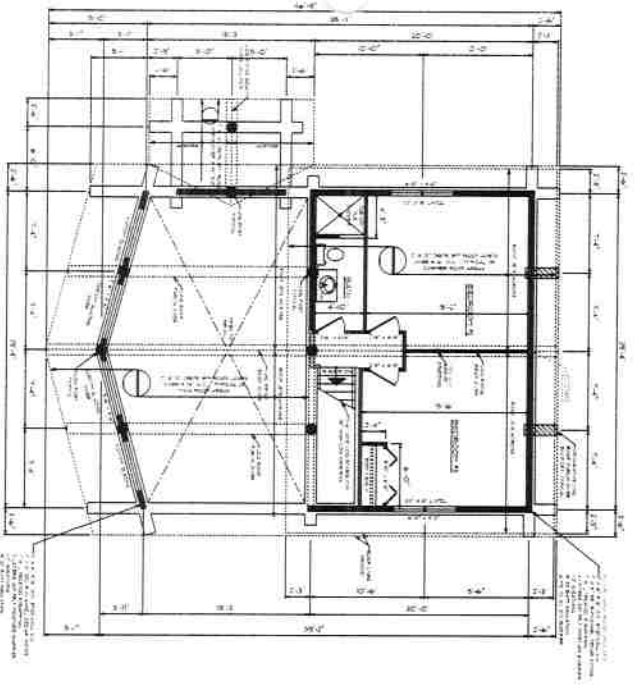
9. What are the next steps?
The next steps are to review the document with the client, to obtain client approval, and to begin the project.

10. What is the contact information for the project manager?
The contact information for the project manager is as follows:

John Doe
Project Manager
ABC Company
123 Main Street
New York, NY 10001
Phone: (123) 456-7890
Email: john.doe@abc.com

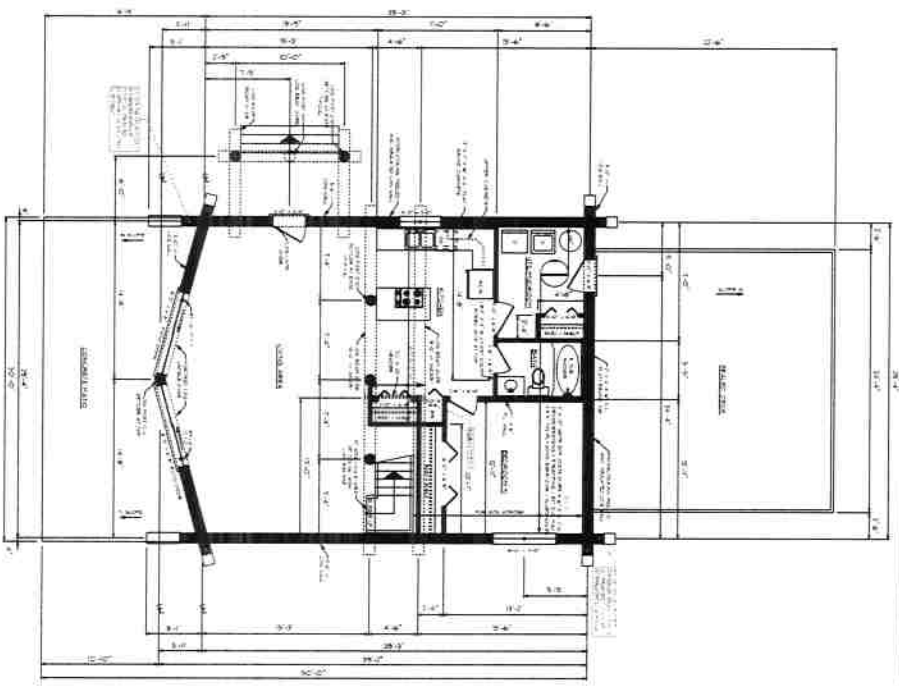
NORRIS LOG HOMES LTD.		719	
PAY 3017		NO - 350 - 3144	NO - 18 - 27
14-10			
OCEANVIEW LOG COTTAGE			
PASS IN 27-1		NO - 18 - 27	

TITLE: 1869 CEDAR GROVE PI LOT 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.



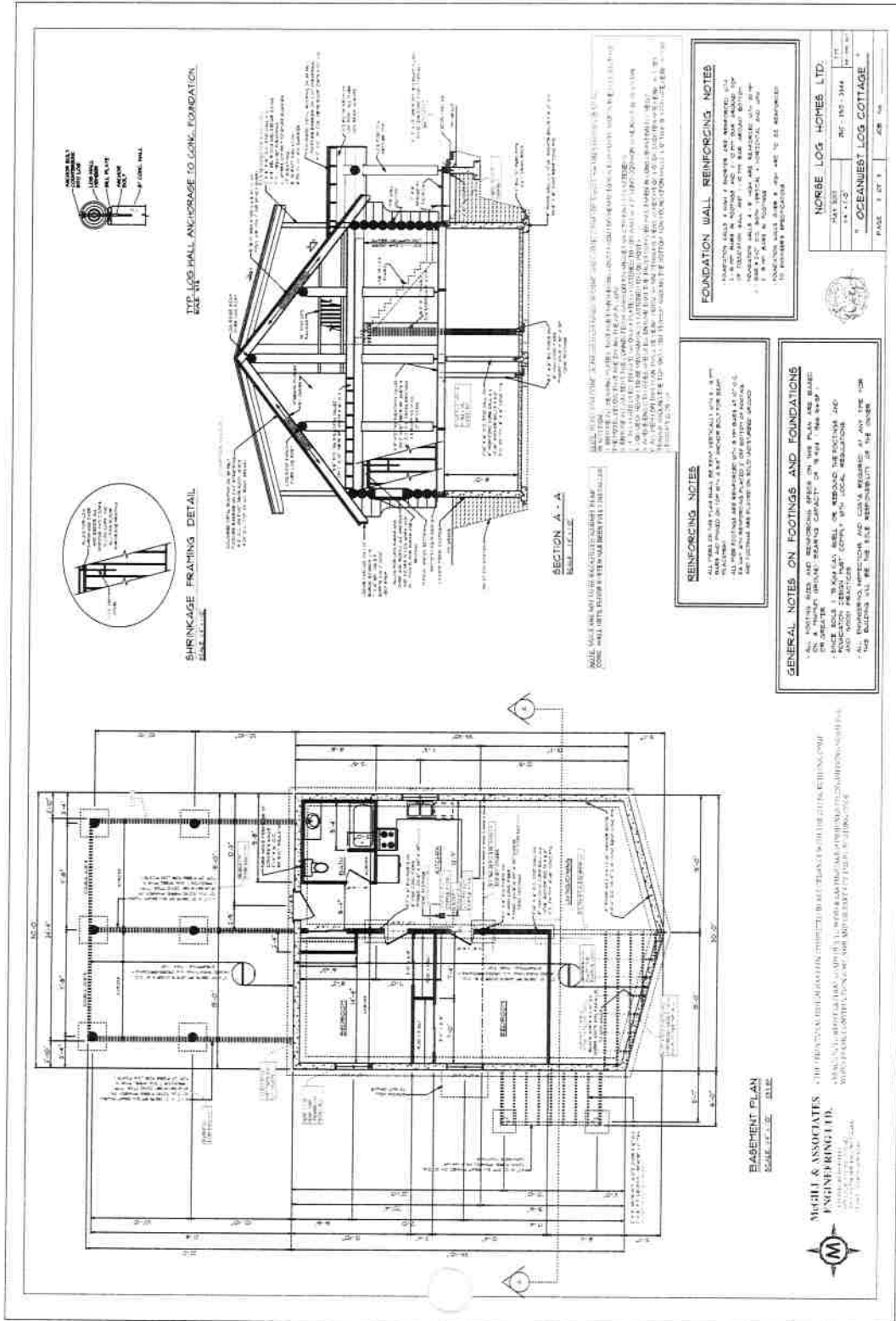
LOFT FLOOR PLAN
 SCALE: 1/8" = 1'-0"
 DATE:

MUELLER & ASSOCIATES
 ENGINEERING LTD.
 1111 11th Avenue West
 Suite 100
 Vancouver, BC V6H 1T1
 Tel: 604-681-1111
 Fax: 604-681-1112
 Email: info@muelเลอร์.com



MAIN FLOOR PLAN
 SCALE: 1/8" = 1'-0"
 DATE:

NORSE LOG HOMES LTD.	
PLAN NO.	NO. 100 - 101
DATE	11/11/00
OCEANVIEW LOG COTTAGE	
PAGE 1 OF 1	100





200 Main St.
P.O. Box 999
Ucluelet BC
V0R 3A0

Building Inspection
778-748-8482
building@ucluelet.ca

BUILDING PERMIT No. 24-02

ADDRESS: 1869 Cedar Grove Pl.

DATE: May 3, 2024

REVIEWED BY **NH**

The attached drawings and specifications have been reviewed and are subject to compliance with the corrections and additions as indicated below.

This sheet forms part of the permit drawings and shall remain attached thereto and be kept on the job site until completion of construction.

Review of the drawings, specifications and issuance of the building permit does not prevent the building inspector from thereafter requesting the correction of errors in the application or specifications and in no way relieves the owner from full responsibility for compliance with the requirements of the BC Building Code (current edition) and all applicable bylaws.

Please review, understand, and sign both your copy and the file copy of these notes prior to paying for your Building Permit.

*****PLEASE ENSURE YOUR BUILDING CONTRACTOR RECEIVES A COPY OF THESE NOTES*****

1. **This permit is for the remediation of Building Code contraventions during the original construction of the building. The building was constructed in close proximity to the property line and various fire protection measures need to be employed.**
2. **All construction and plumbing to meet 2018 BC Building & Plumbing Codes.**
3. **Alternative solutions to address spatial separation have been accepted as proposed by Celerity Engineering Limited. See alternative solution report dated August 18, 2023 sealed by Stefan Germann, registered professional engineer.**
4. **Take notice that the District of Ucluelet, in issuing this Permit has relied upon the certification of compliance for;**
 Structural engineering by Brad West , professional engineer;
 Fire suppression by Aaron Mullaley , professional engineer;
 Submitted with the plans of construction that the plans comply with the current British Columbia Building Code and other applicable enactments respecting safety of the building or structure. Schedule Bs are attached and form part of this permit, Schedule C-Bs to follow.
5. **Surveyor to confirm the location of the roof cutback to ensure adequate clearance from property line. ✓**
6. **See approved plans for additional notes and construction requirements.**
7. **Site address to be clearly visible from the road at all times during construction.**
8. **Approved Building Permit Plans MUST be on site for ALL inspections. If approved plans are not on site no inspection will be done.**
9. **Inspection requests must be submitted at least 24 hours in advance by email to building@ucluelet.ca and include reference to BP# and type of inspection in the subject line.**
10. **The District of Ucluelet will rely on field reviews by the above noted registered professionals to determine compliance with the BC Building Code and all applicable enactments respecting safety. Please provide all field reviews to the Building Official. The Building Official reserves the right to conduct site visits to review and audit the professional reliance process.**



200 Main St.
P.O. Box 999
Ucluelet BC
V0R 3A0

Building Inspection
778-748-8482
building@ucluelet.ca

BUILDING PERMIT No. 24-02

ADDRESS: 1869 Cedar Grove Pl.

DATE: May 3, 2024

REVIEWED BY NH

11. Occupancy requirements:

- All registered professional field reviews
- All P.Eng schedule C-Bs (original or digitally sealed)
- Survey certificate for roofline



District of Tofino
Box 9, Tofino, BC V0R 2Z0
Tel: 250-725-3229



DISTRICT OF
UCLUELET

District of Ucluelet
Box 999, Ucluelet, BC V0R 3A0
Tel: 250-726-7744

BUILDING INSPECTION SHEET

DATE: Jan 8/24

BUILDING PERMIT No: 24-02

NAME: LANKESTER

ADDRESS: 1869 Cedar Grove Pl

INSPECTION PERFORMED:

EXCAVATION & FOOTING	FOUNDATION	DRAINS & DRAIN ROCK	FRAMING	ROUGH PLUMBING	INSULATION	EXTERIOR CLADDING	FINAL INSPECTION
----------------------	------------	---------------------	---------	----------------	------------	-------------------	------------------

REMARKS:

- alternate section report received
- all professional field reviews received
- all P in schedules received (B & C-B)
- survey certificate for roof line received
- roof venting complete - strip vent installed at roof level

Details:

Permit Closed

Thank you very much.

Nicholas Morin

REINSPECTION REQUIRED:

Page 27 of 289

YES

NO

Development Variance Permit for 1869 Cedar Grove Pl Bruce Greig, Director...

White Copy - Owner or Contractor

Yellow Copy - File Copy

Pink Copy - Record Book



CELERITY ENGINEERING LIMITED
100 – 535 West 10th Avenue
Vancouver BC V5Z 1K9
TEL: 604-375-0437
web: www.celerity.ca

Building Code Alternate Solution Report

For

**1869 Cedar Grove Place
Ucluelet, BC**

Prepared For

**Andy Lankester
1869 Cedar Grove Place
Ucluelet, BC**

July 7, 2023

Celerity Project: 23117

1869 Cedar Grove Place - Alternate Solution Report
Project #: 23117

July 7, 2023

This technical report was prepared by Celerity Engineering Limited (CEL) for the Client and only addresses specific building code issues under the Celerity Engineering Limited-Client agreement for this project, and in no way shall be construed as exhaustive or complete. No warranty is intended or implied for use by any third party. CEL accepts no responsibility for damages, if any, suffered by any third party as the result of use of the contents of this report without written authorization from CEL.

The material herein reflects Celerity Engineering Limited's best judgement based on the information available to it at the time of preparation. This report is produced and signed solely on behalf of CEL and no liability whatsoever accrues to the authors.

Consideration of protection of the building owner's property is not included in this design beyond the extent which arises from compliance with the Building Code, unless this has been specifically requested. Accordingly, in the event of a fire, it is possible that the property loss could be significant.

It is assumed that the details of these documents are read and understood. CEL should be contacted if there are any queries regarding interpretation or meaning of the content. CEL takes no responsibility for the misinterpretation by others. The incorporation of the building code measures described in this technical report, including alternative solutions, into the design, building permit and construction documents, is the responsibility of the registered professionals of record.

Submission of this Strategy document for Authority Having Jurisdiction approval implies full understanding and acceptance of the above.

Version	Date	Status	Prepared	Reviewed
1	July 7, 2023	For submission to AHJ	SG	MS

Revision Log	Revision Notes

CELERITY ENGINEERING LIMITED

Permit to Practice: 1001462



2023-07-07

Stefan Germann, P.Eng.
Senior Building Code Consultant

celerity

Celerity Engineering Limited
Vancouver • Victoria • Regina

1869 Cedar Grove Place - Alternate Solution Report
Project #: 23117

July 7, 2023

SCOPE.....	1
Alternate Solution: Interior Water Curtain Sprinkler System.....	2
Discussion and Analysis.....	4
Summary.....	7
Conclusion.....	7
References	a
Appendix A.....	b

SCOPE

Celerity Engineering Limited (CEL) has been engaged by Andy Lankester (Client) to provide an Alternate Solution for the building located at 1869 Cedar Grove Place, Ucluelet, BC.

The subject building of this Alternate Solution Report is an existing single family home, which was erroneously constructed close to the neighbouring property line, with the roof overhang encroaching the property line, and as such, does not currently comply with the spatial separation and exterior wall construction requirements of 2018 British Columbia Building Code Part 9 (Building Code).

This alternate solution report addresses the exterior wall construction and cladding requirements for the east exposing building face only. It is understood that the remainder of the building that encroaches the property line will be modified such that compliance with the Acceptable Solutions is achieved.

This report evaluates the mitigating features of the proposed Alternative Solution against the Building Code intent, objective, and functional statements to demonstrate the level of performance described by the Acceptable Solution requirements is met.

This Alternative Solution report is based on the architectural drawings by Norse Log Homes Ltd. and other information provided to us by the client.

Building Description

The building is an existing single family home, 2 storeys in height with a basement, constructed of combustible materials with solid log walls and post and beam log construction throughout. The building is not currently sprinklered or provided with a fire alarm system. The building is located such that the exposing building faces are skewed to the property lines.

Compliance

The Building Code under Division A, Part 1, Sentence 1.2.1.1.(1) states that there are two methods of achieving code compliance: (1) by complying with the applicable acceptable solutions provided in Division B of the Building Code, and (2) by using Alternative Solutions, accepted by the authority having jurisdiction under Section 2.3 of Division C. An Alternative Solution will achieve at least the minimum level of performance required by the Acceptable Solutions provided in Division B in the areas defined by the objectives and functional statements attributed to the applicable Acceptable Solutions.

Further explanatory information provided under Appendix A of Division A, Part 1 of the Building Code, clarifies that in order to demonstrate the minimum level of performance required by the code, the Alternative Solution is required to only satisfy the intents, objectives and functional statements attributed to the specific Acceptable Solution requirement. As such, an Alternative Solution is not required to propose an additional mitigating feature; however, it is required to demonstrate that the objectives identified by the code are achieved.

ALTERNATE SOLUTION: INTERIOR WATER CURTAIN SPRINKLER SYSTEM

Table 1 provides an overview of the Acceptable Solution in question, including the associated intents, objectives, and functional statements, as well as a summary of the proposed Alternative Solution.

Table 1 – Overview of the applicable Acceptable Solution and proposed Alternative Solution.

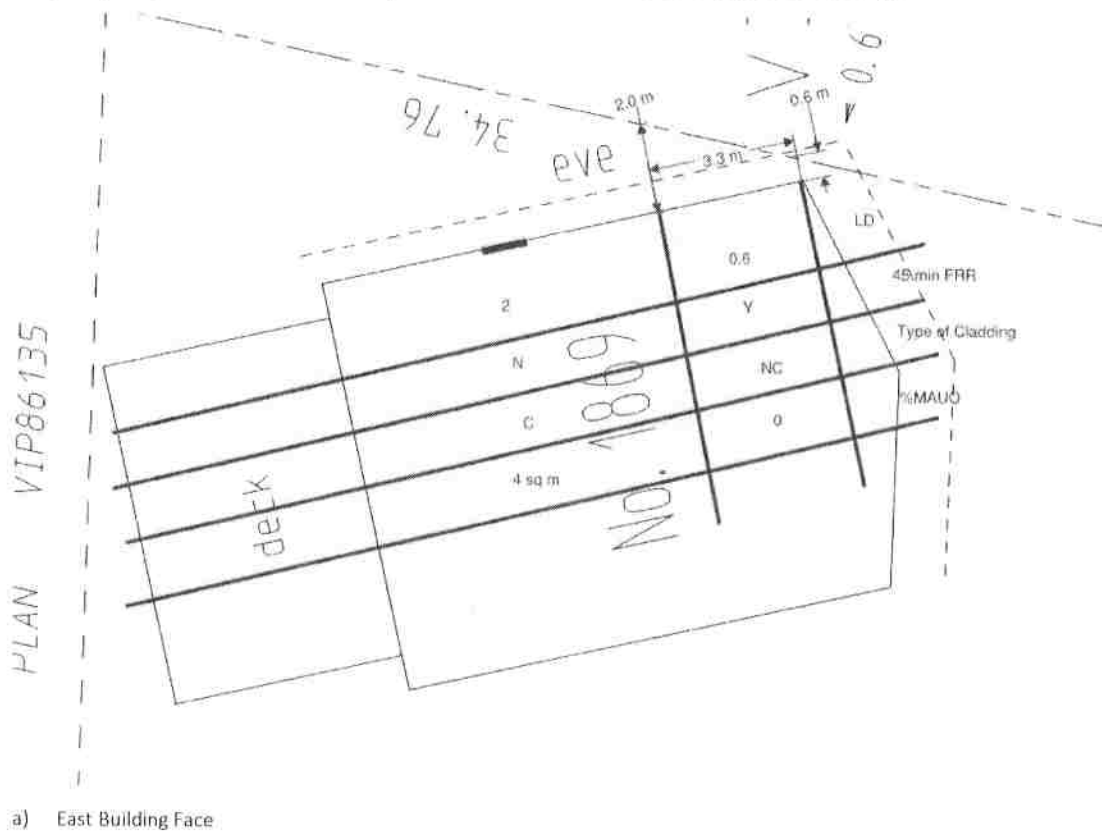
Building Code Requirement/Objective and Alternative Solution					
Code Reference	Article 9.10.15.5. Construction of Exposing Building Face of Houses				
Code Requirement	<p>Sentence 9.10.15.5.(2) and (3)</p> <p>...where the limiting distance is less than 0.6 m, the exposing building face and exterior walls located above the exposing building face that enclose an attic or roof space shall have a fire-resistance rating of not less than 45 min, and... the cladding shall be metal or noncombustible cladding...</p> <p>...where the limiting distance is equal to or greater than 0.6 m and less than 1.2 m, the exposing building face and any exterior wall located above the exposing building face that encloses an attic or roof space shall have a fire-resistance rating of not less than 45 min, and... the cladding shall be metal or noncombustible cladding...</p>				
Intent / Objective	<p>The functional statements (F02, F03) and objectives (OP 3.1), as provided by the Building Code, are summarised as follows:</p> <table border="1"> <tr> <td> <p>(F02) To limit the severity and effects of fire or explosions.</p> <p>(F03) To retard the effects of fire on areas beyond its point of origin.</p> </td><td>In order</td><td> <p>(OP 3.1) to limit the probability that, as a result of the design or construction of the building, adjacent buildings will be exposed to an unacceptable risk of damage due to fire impacting areas beyond the building of origin.</p> </td></tr> </table> <p><u>Intent 1:</u></p> <p>To limit the probability that:</p> <ul style="list-style-type: none"> an exposing building face will have insufficient fire resistance, which could lead to the spread of fire from the subject building to an adjacent building during the time required for emergency responders to perform their duties, which could lead to damage to the adjacent building, and an exposing building face will be ignited and contribute to, or be involved in, a fire, which could lead to the spread of fire from the subject building to an adjacent building during the time required for emergency responders to perform their duties, which could lead to damage to the adjacent building. 		<p>(F02) To limit the severity and effects of fire or explosions.</p> <p>(F03) To retard the effects of fire on areas beyond its point of origin.</p>	In order	<p>(OP 3.1) to limit the probability that, as a result of the design or construction of the building, adjacent buildings will be exposed to an unacceptable risk of damage due to fire impacting areas beyond the building of origin.</p>
<p>(F02) To limit the severity and effects of fire or explosions.</p> <p>(F03) To retard the effects of fire on areas beyond its point of origin.</p>	In order	<p>(OP 3.1) to limit the probability that, as a result of the design or construction of the building, adjacent buildings will be exposed to an unacceptable risk of damage due to fire impacting areas beyond the building of origin.</p>			

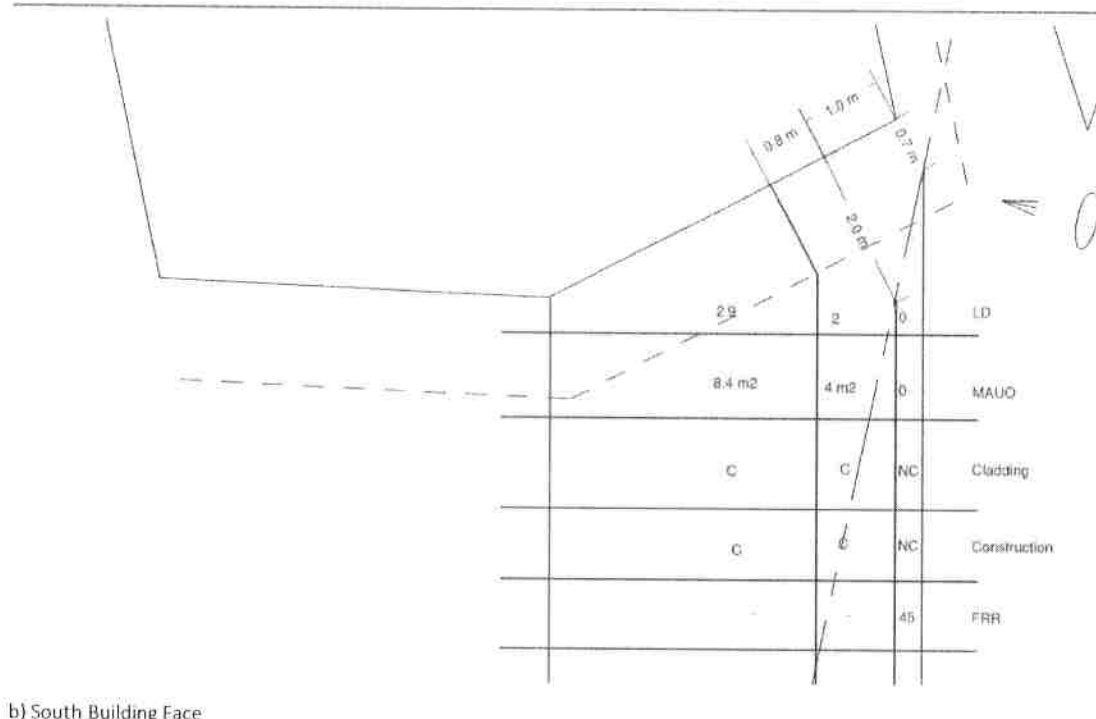
Building Code Requirement/Objective and Alternative Solution	
<i>At Variance</i>	<p>The exterior wall construction of the building consists of solid logs that are approximately 12" in diameter, with no cladding layer on the exterior side, which does not strictly meet the requirements of Sentences 9.10.15.5.(2) and (3).</p> <p>Although not a strict variance, the fire resistance rating of the wall, will be assessed using good engineering practice to provide a fire resistance rating equivalent to 45 min.</p>
<i>Summary of Mitigating Features.</i>	<p>The following mitigating features are proposed:</p> <ul style="list-style-type: none"> - The solid log construction inherently provides a 45 min fire resistance rating and could be reasonably expected to provide a rating that exceeds one hour. - The solid log construction is reasonably expected to perform in similar manner to that of CLT, which when tested using standard test methods does not significantly contribute to fire.

DISCUSSION AND ANALYSIS

The east exterior wall of the building has been constructed such that a portion of the wall is within 1.2 m of the adjacent property line. As required by Sentences 9.10.15.5.2) and 3) the wall is required to have a 45 min fire resistance rating and non-combustible cladding.

As permitted by Sentence 9.10.15.4.2) the exposing building face, when angled away from the property line, can be assessed in a piecewise manner that is summarised as follows:





b) South Building Face

Figure 1 - Spatial Separation Assessment (East and South Building Faces)

As seen in Figure 1, only the first 3.3 m of the east exposing building face is located within 2 m of the property line and is required to comply with Sentences 9.10.15.5.2) and 3), i.e. 45 min fire resistance rating and non-combustible cladding, as per Article 9.10.15.2. The same applies to the first 1 m of the south building face.

Fire Resistance Rating of Mass Timber (Log Wall)

Pyrolysis is the process in which material is decomposed, or broken down, into simpler molecular compounds by the effects of heat alone [1] which can then be ignited via either a piloted source or by an increase in heating (auto-ignition). The burning of wood itself is a complex process involving the three main polymeric constituents of wood (cellulose, hemicellulose and lignin) which decompose to a mixture of volatile gases, tar (levoglucosan) and carbonaceous char [2], [3]. The char itself has a much lower thermal conductivity than virgin wood; therefore, it delays the onset of pyrolysis of the virgin wood [4].

"Investigations in many fire resistance tests have shown that the rate of charring of timber is roughly uniform and very predictable in the standard test fire, depending on the density and moisture content of the wood. Many national codes specify a constant charring rate in the range 0.60–0.75 mm/min for softwoods and about 0.5 mm/min for hardwoods [5]." Based on this, the expected char depth after 45 min would 33.75 mm (assuming a char rate of 0.75 mm/min). Given that the entire exterior wall construction of the building consists of nominal 12" (305 mm) diameter, solid, rough-hewn logs, the char depth should not penetrate through the full extent of the log wall, therefore achieving a fire resistance rating of 45 min over the entire wall. Thus, exceeding the minimum requirement in the Building Code. It is worth noting, that the requirement for fire resistance of the external wall is to address radiation and not structural stability. Further to this, none of the structural member in the building are required to carry a fire resistance rating.

Non-combustible Cladding

As noted above, only the first 3.3 m of the east wall and 1.0 m of the south wall is required to be provided with non-combustible cladding. However, unlike typical platform framing construction that is filled with concealed spaces and gaps that fire can penetrate to reach the cladding material from the inside, the solid log construction does not have the same gaps that could lead to fire reaching the exterior of the building.

As detailed above, the solid log walls achieve a fire resistance rating based on the natural properties of wood. Further, as the entire east wall is constructed of the same solid logs, the whole wall is provided with a fire resistance rating, not just the first 1.6 m, which is beyond that required by the Code. Extrapolating the fire resistance calculation above, the wall should provide a fire resistance rating that exceeds 1 h, based on the thickness of the logs, which also exceeds that permitted by the Code. Additionally, as solid logs form the environmental barrier it is reasonable to assume that they are tightly fitted, which should limit fire spreading leaking from the inside out.

Lastly, it is worth noting that there are minimal windows in the east exposing building face. The windows that are provided are located in the parts of the wall that are permitted to have combustible construction and located remote from the area required to have non-combustible cladding. However, the south building face has more window, while most of these windows are located in portions of the wall that permit openings and are not required to have non-combustible cladding, a small portion of a window is not in compliance. This variation is addressed in a separate alternate solution.

Should fire migrate through the log wall and reach the exterior, it is reasonably expected that the contribution of the logs would not be significant within the time required for fire service intervention. A study in the UK [6] using the SP Fire 105 standard test method of exterior CLT walls noted the following results:

- No contribution of the structural timber to the fire development and fire spread, during the standard façade fire tests according to testing method SP Fire 105.
- No structural damage of the structural timber, during the standard façade fire tests according to testing method SP Fire 105.
- Insignificant contribution of the structural timber to the fire development, during a 99 minutes long fire resistance test of an external wall exposed from the external side.
- Insignificant structural damage, during a 99 minutes long fire resistance test of an external wall exposed from the external side.

The following table summarized the differences between SP Fire 105 and CAN/ULC-S134:

Test	Arrangement	Fire Source	Facade Dimensions	Std Fire Source	Test Duration	Failure Criteria
SP FIRE 105 (Swedish standard)	Single wall surface	Flames emerging from a window	H: 6 m W: 4 m Includes a 500 mm eave at top	2.5 MW Heptane fuel tray in enclosure	15 minutes	Exterior fire spread > 3.2 m above window
CAN/ULC S134 (Canadian standard)	Single wall surface	Flames emerging from a window	H: 7.25 m above window W: 6 m	5.5 MW propane burner or timber crib in enclosure	25 minutes	Exterior fire spread > 5 m above window

Table 2 - Summary of Full-Scale Facade Tests [7]

Noting the differences in the test methods, it is reasonable to assume that the results of the tests would be similar [6] and are inline with the National research Council finding by Gibbs and Su [8]. Although the tests above were completed using mass timber, it could be reasonably expected that solid 305 mm thick logs would perform in a similar manner.

Given this rationale, the level of performance of the solid log wall would limit the probability that the exposing building face will be ignited and contribute to, or be involved in, a fire, therefore meeting the intent and objectives of the building code, by generally meeting the requirements in CAN/ULC-S134 which is a permitted acceptable cladding solution as defined in Article 9.10.15.5.

SUMMARY

The use of solid log construction in lieu of standard platform framing provides a level of protection that meets and at times exceeds that required by the Building Code. The 305 mm diameter logs should be able to provide a fire-resistance rating that exceeds 1 hour, where the Building Code only requires 45 minutes. Additionally, testing of CLT construction in the UK notes that there is not significant contribution of exterior timber to fire that originates both inside and outside of a building. These findings align with those of the NRC and CAN/ULC-S134. Therefore, it could be reasonably expected that the solid logs would perform similarly to that of CLT, thus meeting the intent and objectives in the Building Code.

CONCLUSION

It is our opinion, based on the analysis and measures outlined in this report, that the proposed Alternative Solution will achieve the minimum level of performance required by the Acceptable Solution under Division B of the 2018 BC Building Code, in the areas described by the associated objectives and functional statements. Therefore, this report has demonstrated satisfactory compliance with the fire and life safety requirements of the Building Code in conformance with the requirements of Section 2.3 of Division C of the Building Code.

Celerity Engineering Limited commits to completing field reviews on a discretionary basis to confirm the compliance of the installation of the solution described in this report. At acceptable completion of the Alternative Solution installation, Celerity Engineering Limited will provide the District of Ucluelet a letter of assurance in a format acceptable to the AHJ.

The Alternative Solution described in this report has been developed specifically for the project address and shall not be used in any other location. Acceptance of this Alternative Solution by the District of Ucluelet shall not be considered as setting any precedence for future developments.

REFERENCES

- [1] NFPA, NFPA 921 "Guide for Fire and Explosion Investigations", Quincy, MA: NFPA , 2021.
- [2] R. K.-K. Yuen, "Pyrolysis and combustion of wood in a cone calorimeter," 1998.
- [3] L. A. Lowden, and T. R. Hull, "Flammability behaviour of wood and a review of the methods for its reduction," *Fire Science Review*, vol. 2, no. 1, 2013.
- [4] A. I. Bartlett, R. M. Hadden and L. A. Bisby, "A Review of Factors Affecting the Burning Behaviour of Wood for Application to Tall Timber Construction," *Fire Technology*, vol. 55, no. 1, 2019.
- [5] A. H. Buchanan and A. K. Abu, *Structural Design for Fire Safety*, Wiley, 2017.
- [6] D. Brandon, "Collection of Facade Fire Tests Including Timber Structures," RISE , 2020.
- [7] A. Kimball , "Fire Hazards of Exterior Walls Assemblies Containing Combustible Components".
- [8] E. Gibbs and J. Su, "Full scale exterior wall test on Nordic cross-laminated timber system," National Research Council of Canada, 2015.

APPENDIX A

Qualification

Tel: (604) 375-0437
Web: www.celerity.ca

Email: sgermann@celerity.ca
Direct: (604) 375-0437 x212

PROFESSIONAL EXPERIENCE

EDUCATION

RELATED COURSES

PROFESSIONAL REGISTRATIONS

Vancouver • Victoria • Prince Rupert 42 of 289

Occupancy Permit

District of Ucluelet

Planning Department

200 Main Street, Ucluelet, BC

VOR 3A0, PO. Box 999

tel 250-726-4770 fax 250 726 7335

Building Permit Number

BP 18-22

Class Of Occupancy

- | | |
|--|---|
| <input type="checkbox"/> A1 Assembly - performing arts | <input checked="" type="checkbox"/> C Residential occupancies |
| <input type="checkbox"/> A2 Assembly not elsewhere in A | <input type="checkbox"/> D Business and personal services |
| <input type="checkbox"/> A3 Assembly occupancies - arena | <input type="checkbox"/> E Mercantile occupancies |
| <input type="checkbox"/> A4 Assembly occupancies | <input type="checkbox"/> F1 High-hazard industrial |
| <input type="checkbox"/> B1 Detention occupancies | <input type="checkbox"/> F2 Medium-hazard industrial |
| <input type="checkbox"/> B2 Treatment occupancies | <input type="checkbox"/> F3 Low-hazard industrial |
| <input type="checkbox"/> B3 Care occupancies | |

Description of Property

Property Owner: Ashly Elizabeth Henry & Andrew Brent LankasterCivic Address (es): 1869 Cedar Grove Rd.Zoning: CD-5CLegal Description: Lot 52 District Lot 283 Clayoquot District Plan VIP86134 PID: 027-784-843, Folio: 180.642

Conditions

Single family dwelling with self-contained secondary suite.

IMPORTANT NOTICE

The occupancy approved under this permit refers only to inspected components of the above building permit(s), and such occupancy is permitted as of the date shown. This permit is not a warranty that the subject building or any part of the building complies with all Regional and Provincial regulations covering zoning and building construction or that the building or any part of the building is without defect. Conformity to all regulations is the responsibility of the owner.

September 16, 2019

Date

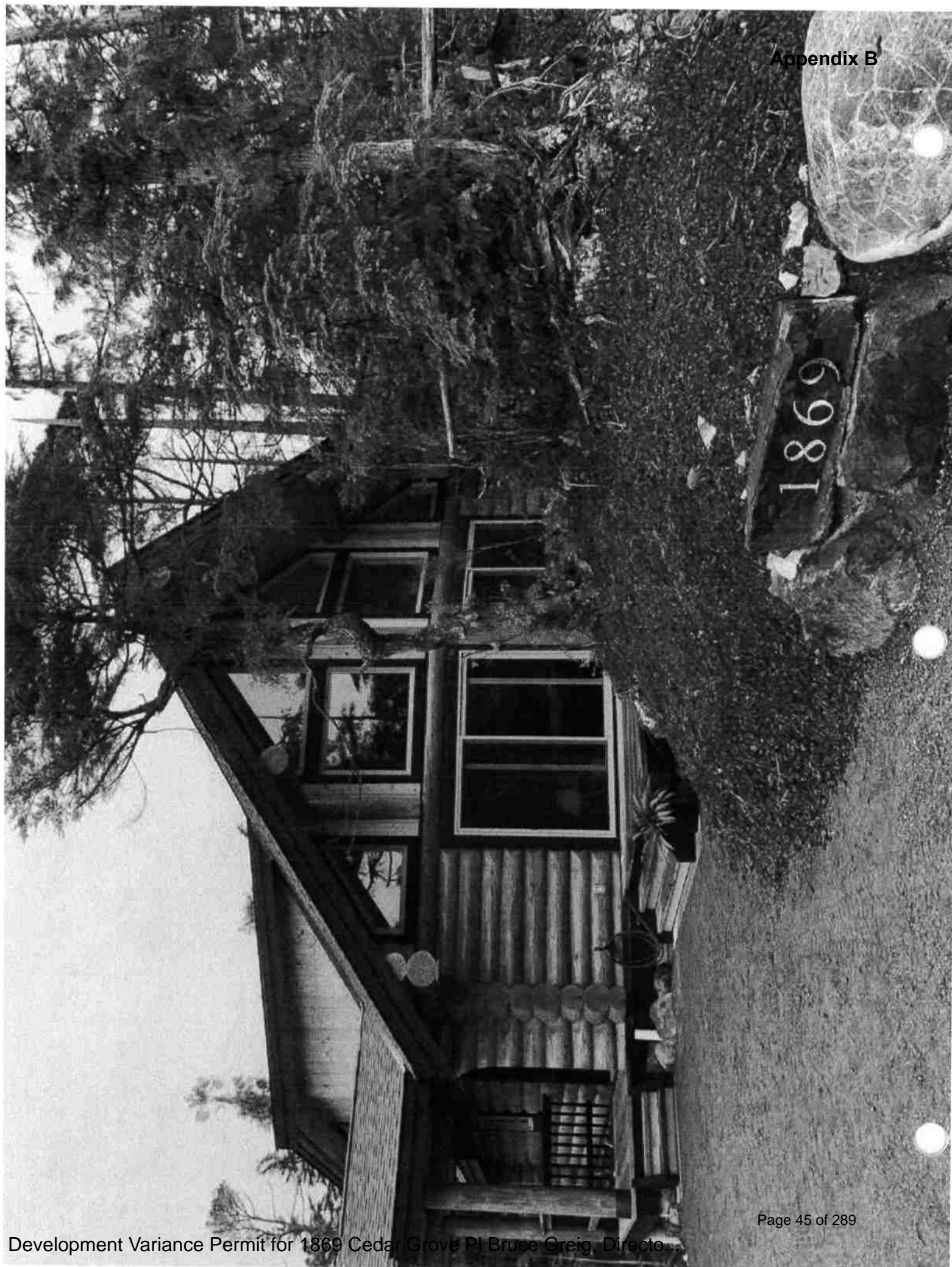
Nicholas Henderson

Digitally signed by Nicholas Henderson
Date: 2020.04.03 16:05:05 -0700

Building Inspector Signature



2-12-18



FROM: JAMES MACINTOSH, DIRECTOR OF ENGINEERING SERVICES

FILE No: 5400-01

SUBJECT: 1061 HELEN ROAD TRAFFIC IMPACT STUDY

REPORT No: 25-63

ATTACHMENT(s): APPENDIX A - BUNT & ASSOCIATES, TRIP GENERATION MEMO

PURPOSE:

The purpose of this report is to provide Council with information regarding the projected traffic impact associated with the proposed rezoning at 1061 Helen Road, as previously requested by Council following concerns raised over vehicle volumes and road capacity.

BACKGROUND:

The application to rezone the property at 1061 Helen Road was brought before Council in 2024. The proposed change would rezone the property from an existing allowance that includes a single-family dwelling, a secondary suite, an accessory dwelling unit, and tourist accommodation suites, to a new zoning allowing for six multiple-family dwelling units.

During Council's review of the proposed bylaw amendments (OCP Amendment Bylaw No. 1337, 2024 and Zoning Amendment Bylaw No. 1322, 2024), concerns were expressed about the capacity of Helen Road to accommodate increased traffic. Council subsequently resolved to defer consideration of the proposed OCP amendment until a staff investigation into the feasibility of widening Helen Road could be completed, specifically with attention to the potential increase in traffic volumes arising from the proposed zoning.

To respond to this directive, a professional traffic analysis was commissioned.

REPORT:

Staff retained Bunt & Associates Ltd. to prepare a trip generation review (Appendix A) for the proposed development at 1061 Helen Road. The study applied vehicle trip rate estimates from the Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition—a standard reference used by transportation professionals across Canada.

The analysis focused on weekday AM and PM peak hours, comparing the estimated trip generation under the existing zoning with that of the proposed rezoning. The results indicate the following:

- Total peak hour trips (AM and PM) are effectively the same under both zoning scenarios, with an estimated 3 vehicle trips per hour in each case.
- The marginal differences in trip generation—resulting from the replacement of tourist units and accessory dwellings with a denser but more consistently occupied residential use—do not trigger any thresholds that would necessitate roadway upgrades.
- Helen Road, classified as a Minor Collector and operating well below its capacity, is capable of accommodating the projected traffic volumes without any negative impact on performance or safety.

In summary, the professional conclusion is that the proposed rezoning would not result in a material increase in traffic volumes compared to the existing zoning permissions. Therefore, widening Helen Road is not warranted based on traffic engineering standards.

Respectfully submitted: **James Macintosh, Director of Engineering Services**

MEMO

DATE: January 7, 2025
 PROJECT NO: 08-24-0082
 PROJECT: **1061 Helen Road, Ucluelet**
 SUBJECT: **Trip Generation Memo**

TO: John Towgood, District of Ucluelet

PREPARED BY: Kyle Brandstaetter, MCIP RPP
 APPROVED BY: Yulia Liem, P.Eng., PTOE

1. INTRODUCTION

Bunt and Associates Ltd. (Bunt) has prepared the following trip generation memo for the subject property and rezoning at 1061 Helen Road, which proposes to go from:

- Existing Zoning allowance: *1 Single family dwelling, 1 Secondary suite, 1 accessory dwelling unit, and 3 tourist accommodation suites.*

- TO -

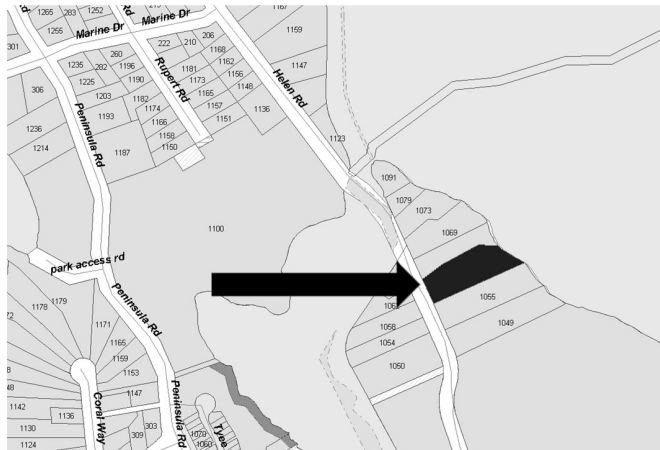
- Proposed Zoning allowance: *6 Multiple Family Dwelling units.*

It is understood that District of Ucluelet Council had the following resolution regarding the proposed rezoning and which this review will seek to address:

"THAT Council defer consideration of the motion to give District of Ucluelet Official Community Plan Amendment Bylaw No. 1337, 2024 third reading, until Council receives a staff investigation into the feasibility of widening Helen Road".

2. SITE CONTEXT

Figure 1 below presents the property location, which is located on the northern tip of Hyphocus Island. Helen Road is the only access route that serves this property, connecting to the residential neighbourhood and town to the north (via a land bridge) but terminates just south of the property. The road is subject to 50kph speed restrictions and is classified as a Minor Collector Road by the District.

Figure 1: Site Location

3. TRIP GENERATION

In order to address Council's concerns it is important to understand the anticipated level of new vehicle trips generated by the proposed rezoning. The following presents estimated weekday peak hour vehicle volume comparisons for the existing versus proposed zoning. This assessment focuses on the typical busiest time periods for residential use land use, which fall within weekday standard commuter periods: typical morning AM peak (08:00-09:00), and typical afternoon PM peak (16:00-17:00).

Applying the vehicle trip rate estimates (see **Table 1**) from the Institute of Transportation Engineers (ITE) Trip Generation Manual (11th Edition) to the land use types/densities under consideration, comparative results of the estimated weekday peak hour vehicle trips (existing zoning vs proposed zoning) are presented in **Table 2**; these values were rounded to the nearest whole number.

Table 1: Assumed Weekday Peak Hour Trip Rates (ITE)

SCENARIO	LAND USE	CODE	VARIABLE	AM PEAK			PM PEAK		
				IN	OUT	Average Rate	IN	OUT	Average Rate
Existing Zoning	Single Family Detached	210	Dwelling Units	25%	75%	0.70	63%	37%	0.94
	Single Family Attached *	215		25%	75%	0.48	59%	41%	0.57
	Recreational Home **	260		55%	45%	0.22	46%	54%	0.29
Proposed Zoning	Single Family Attached *	215		25%	75%	0.48	59%	41%	0.57

* secondary units, accessory dwelling units, and townhomes (proposed zoning) ** tourist accommodation suites

Table 2: Estimated Weekday Peak Hour Vehicle Trips – Comparison

SCENARIO	LAND USE	UNITS	AM PEAK			PM PEAK		
			IN	OUT	TOTAL	IN	OUT	TOTAL
Existing Zoning	Single Family Detached	1	0	1	1	1	0	1
	Single Family Attached	2	0	1	1	1	0	1
	Recreational Home	3	1	0	1	0	1	1
	TOTAL		1	2	3	2	1	3
Proposed Zoning	Single Family Attached	6	1	2	3	2	1	3
	TOTAL		1	2	3	2	1	3

The findings confirm:

- There would be no significant change to the weekday peak hour vehicle trip generation between the exiting land uses permitted in the current zoning, versus the proposed land uses of the rezoning;
- The level of estimated weekday peak hour vehicle trips generated by the property, whether developed with the uses already permitted under the existing zoning or with the proposed development with a rezoning, is minimal (no more than one vehicle trip every 20 minutes on average during peak traffic periods).
- This low level of traffic would have no negative impact on the area road network and does not trigger the need for road widening to Helen Road.

4. HELEN ROAD WIDENING

Based on the land uses that use Helen Road currently and the findings above, anticipated peak hour vehicle volumes along Helen Road (in this southern segment) are anticipated to be low and at a level that would not trigger road widening to accommodate traffic volumes.

As a general rule, a single traffic lane can typically accommodate up to several hundred vehicles per hour depending on road geometry, terrain, adjacent land uses, and intersection traffic control type.

Helen Road is likely operating at a very small fraction of this level of traffic and would continue to do so with the proposed rezoning of Lot 1061 Helen Road. This could be confirmed with a simple count of existing vehicle traffic activity if Council deems this to be necessary.

* * * * *

We trust that the information above will be of assistance in the project's rezoning submission, please do not hesitate to contact us should you have any questions or comments.

REPORT TO COUNCIL

Council Meeting: June 10, 2025
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING

FILE NO: 3360-20 RZ22-04

SUBJECT: REZONING AND OCP AMENDMENT FOR 1061 HELEN ROAD

REPORT NO: 25-62

ATTACHMENT(S): APPENDIX A – OCP AMENDMENT BYLAW NO. 1337, 2024
APPENDIX B – ZONING AMENDMENT BYLAW NO. 1322, 2024
APPENDIX C – DEVELOPMENT PERMIT 22-13
APPENDIX D – 2024 MINUTES EXCERPTS: FEB. 27, JUNE 25, JULY 9 & SEPT. 3

RECOMMENDATION(S):

1. **THAT** Council give third reading to *District of Ucluelet Official Community Plan Amendment Bylaw No. 1337, 2024*.
2. **THAT** Council adopt *District of Ucluelet Official Community Plan Amendment Bylaw No. 1337, 2024*.
3. **THAT** Council give third reading to the *District of Ucluelet Zoning Amendment Bylaw No. 1322, 2024*.
4. **THAT** Council adopt *District of Ucluelet Zoning Amendment Bylaw No. 1322, 2024*.
5. **THAT** Council authorize the Director of Community Planning to execute and issue Development Permit DP22-13.

BACKGROUND:

During the [February 27, 2024, Regular Council Meeting](#), the *District of Ucluelet Official Community Plan Amendment Bylaw No. 1337, 2024 (Appendix “A”)*, and *District of Ucluelet Zoning Amendment Bylaw No. 1322, 2024 (Appendix “B”)*:

- received first and second readings;
- were considered in conjunction with the District of Ucluelet five-year Financial Plan, and the Alberni-Clayoquot Regional District Waste Management Plan;
- were advanced to a Public Hearing; and,
- the *OCP Amendment Bylaw No. 1337* was referred to the Yuułu?i?ath Government.

A Public Hearing on the Bylaws took place during the [June 25th, 2024 Regular Council Meeting](#). Following the Public Hearing, Council considered third reading at this meeting and did not adopt the Bylaws. At the [July 9th, 2024 Regular Council Meeting](#), correspondence was received from the

applicant and the Mayor requested that the Bylaws be brought back to Council for reconsideration.

Notification was completed and a second Public Hearing on the Bylaws was held September 3, 2024. After conducting the Public Hearing, Council discussed the reconsideration of third reading and adoption of *Bylaw No. 1337* and *Bylaw No. 1322* (see **Appendix D** for excerpts of Council minutes). Council then passed the following motion:

2024.2262.REGULAR ***IT WAS MOVED AND SECONDED:
THAT Council give third reading to District of Ucluelet Official Community Plan Amendment Bylaw No. 1337, 2024.***

2024.2263.REGULAR ***IT WAS MOVED AND SECONDED:
THAT Council defer consideration of the motion to give District of Ucluelet Official Community Plan Amendment Bylaw No. 1337, 2024 third reading, until Council receives a staff investigation into the feasibility of widening Helen Road.***

CARRIED.

A separate report has been prepared by the Director of Engineering Services on a traffic analysis completed by Bunt & Associates, for this agenda. That report concludes, *“that the proposed rezoning would not result in a material increase in traffic volumes compared to the existing zoning permissions. Therefore, widening Helen Road is not warranted based on traffic engineering standards.”*

Having received the report, Council could now consider the motion to give third reading to Bylaw No. 1337, 2024. If that is supported, subsequent motions for considering the OCP amendment and Zoning amendment bylaws are provided at the outset of this report, above.

If the Bylaws are adopted, Council would be in a position to then approve the issuance of Development Permit 22-13 (see **Appendix “C”**).

Background information on the proposed development can be found at the links above and in the [February 27, 2024 Regular Council Meeting Agenda](#) (item 6.1).

ANALYSIS OF OPTIONS:

A	Give third reading to and adopt <i>Bylaw No. 1337</i> and <i>Bylaw No. 1322</i>	<u>Pros</u>	<ul style="list-style-type: none"> • Would allow for the application to proceed • The current zoning and designated long term use of the subject property would align. • Would allow for increased diversity of housing options in Ucluelet.
		<u>Cons</u>	<ul style="list-style-type: none"> • Unknown at this time.
		<u>Implications</u>	<ul style="list-style-type: none"> • Following bylaw adoption, owner could proceed with finalizing plans for building permits.
B	Amend <i>Bylaw No. 1337</i> and/or	<u>Pros</u>	<ul style="list-style-type: none"> • Would ensure Council’s expectations are met.
		<u>Cons</u>	<ul style="list-style-type: none"> • Unknown at this time.

	Bylaw No. 1322	<u>Implications</u>	<ul style="list-style-type: none">• Further work to address the priorities of Council,• If the Bylaw is amended, Council will have to direct staff to give notice for another public hearing.
		<u>Suggested Motion</u>	<ul style="list-style-type: none">• THAT Council direct staff to bring back <i>Official Community Plan Amendment Bylaw No. 1337, 2024</i>, with the following amendments: <i>[specify desired changes]</i> for readings and public hearing at a future council date. <p>And/or</p> <ul style="list-style-type: none">• THAT Council direct staff to bring back <i>District of Ucluelet Zoning Amendment Bylaw No. 1322, 2024</i>, with the following amendments: <i>[specify desired changes]</i> for readings and public hearing at a future council date.
C	Abandon Bylaw No. 1337 and/or Bylaw No. 1322	<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 applicant’s development to proceed.
		<u>Implications</u>	<ul style="list-style-type: none">• Subject property’s current zoning and long-range designation would remain the same.
		<u>Suggested Motion</u>	No Motion Required.
If Bylaw 1337 and Bylaw 1322 are approved, Council would be in a position to consider the issuance of DP22-13.			
D	Authorize issuance of DP22-13	<u>Pros</u>	<ul style="list-style-type: none">• Allows applicant’s development to proceed.
		<u>Cons</u>	<ul style="list-style-type: none">• Unknown at this time.
		<u>Implications</u>	<ul style="list-style-type: none">• If approved, staff would sign the permit and register notice.• Owner could then submit for building permits.
E	Provide Alternative Direction on DP22-13	<u>Pros</u>	<ul style="list-style-type: none">• Would allow Council to meet their objective.
		<u>Cons</u>	<ul style="list-style-type: none">• Unknown at this time.
		<u>Implications</u>	<ul style="list-style-type: none">• Unknown at this time.
		<u>Suggested Motion</u>	THAT Council, with regard to Development Permit 22-13, <i>[provide alternative direction here]</i>
F	Reject DP22-13	<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 applicant’s development to proceed.
		<u>Implications</u>	<ul style="list-style-type: none">• The application would not proceed.• Additional staff time will be required to follow up with applicant and consultants.
		<u>Suggested Motion</u>	THAT Council reject the application for Development Permit 22-13 <i>[noting which specific DP guidelines are not being adequately met]</i> .

POLICY OR LEGISLATIVE IMPACTS:

This application is consistent with the *Local Government Act*. This application would amend the *District of Ucluelet Official Community Plan Bylaw No. 1306, 2022*, and the *District of Ucluelet Zoning Bylaw No. 1160, 2013*, if adopted.

NEXT STEPS:

This would be the last step in the Bylaw adoption process. If approved, the attached DP would be signed by the Director of Community Planning, issued to the applicant, and notice will be filed with the Land Title Office.

Respectfully submitted: Bruce Greig, Director of Community Planning
Richard Harding, Interim CAO

DISTRICT OF UCLUELET

Official Community Plan Amendment Bylaw No. 1337, 2024

A bylaw to amend the District of Ucluelet Official Community Plan
(1061 Helen Road – Land Use designation change).

WHEREAS Section 471 of the Local Government Act identifies the purposes of an Official Community Plan as “a statement of objectives and policies to guide decisions on planning and land use management, within the area covered by the plan, respecting the purposes of local government”, and the District has adopted an Official Community Plan;

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

1. Map Amendments:

The “District of Ucluelet Official Community Plan Bylaw No. 1306, 2022, as amended, is hereby further amended as follows:

- A. Schedule ‘A’ Long Range Land Use Plan is hereby further amended by changing the designation of 1061 Helen Road; Lot B, District Lot 543 Native Island, Clayoquot District, Plan VIP78185 (PID 026-159-511), shown shaded on the map attached to this Bylaw as Appendix “A”, from Single Family Residential to Multi-Family Residential.

2. Citation:

This bylaw may be cited as “District of Ucluelet Official Community Plan Amendment Bylaw No. 1337, 2024”.

READ A FIRST TIME this 27th day of **February, 2024.**

Considered in conjunction with the District of Ucluelet Financial Plan and Waste Management Plan under Section 477 of the *Local Government Act* this 27th day of **February, 2024**

READ A SECOND TIME this 27th day of **February, 2024.**

PUBLIC HEARING held this 25th day of **June, 2024.**

PUBLIC HEARING held this 3rd day of **September, 2024.**

READ A THIRD TIME this day of , **2025.**

ADOPTED this day of , **2025.**

CERTIFIED A TRUE AND CORRECT COPY of “Official Community Plan Amendment Bylaw No. 1337, 2024”

Marilyn McEwen
Mayor

Corporate Officer

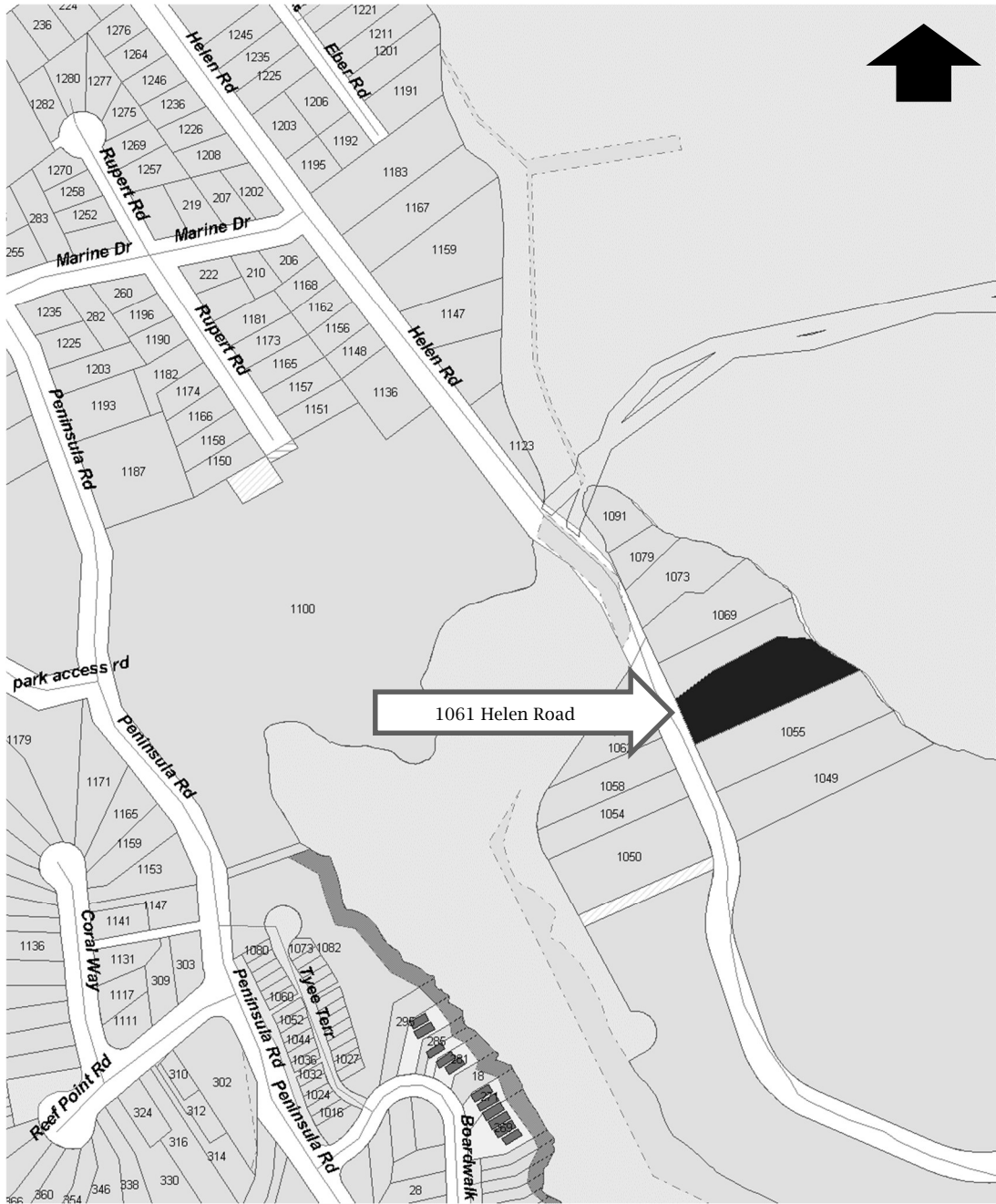
THE CORPORATE SEAL of the District of Ucluelet was hereto affixed in the presence of:

Corporate Officer

Appendix ‘A’

Official Community Plan Amendment Bylaw No. 1337, 2024

OCP Schedule ‘A’ Long Range Land Use Plan
From: “Single Family Residential”
To: “Multi-Family Residential”



DISTRICT OF UCLUELET

Zoning Amendment Bylaw No. 1322, 2024

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

(1061 Helen 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. Replacing section R-2.1.2(1)(b)(i), as follows:

"(i) Despite the above, Multiple Family Residential is not permitted on Lot 3, Plan VIP76238, District Lot 543, Clayoquot Land District, Native Island [PID 025-815-059] and Lot A, District Lot 543, Native Island, Clayoquot Land District, Plan VIP78185, [PID 026-159-511]"

B. Adding section R-2.1.2(1)(b)(ii) in alphanumeric order, as follows:

"(ii) Despite other sections of this bylaw, Lot B, District Lot 543, Native Island, Clayoquot Land District, Plan VIP78185, [PID 026-159-511; 1061 Helen Road] Multiple Family Residential use is the only allowable principle use and the Multiple Family Residential use may be in a building or group of buildings containing one or more dwelling units, limited to a maximum of six units with a maximum total combined gross floor area of 1200m²."

2. Citation:

This bylaw may be cited as "District of Ucluelet Zoning Amendment Bylaw No. 1322, 2024".

READ A FIRST TIME this 27th day of **February, 2024**

READ A SECOND TIME this 27th day of February, 2024

PUBLIC HEARING held this **25th** day of **June, 2024.**

PUBLIC HEARING this 3rd day of **September, 2024.**

READ A THIRD TIME this this day of , 2025.

ADOPTED this day of , 2025.

CERTIFIED CORRECT: "District of Ucluelet Zoning Amendment Bylaw No. 1322, 2024."

Marilyn McEwen
Mayor

Corporate Officer

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

Corporate Officer

DEVELOPMENT PERMIT DP22-13

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:

Haode Investments Ltd (The “Permittee”)

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:

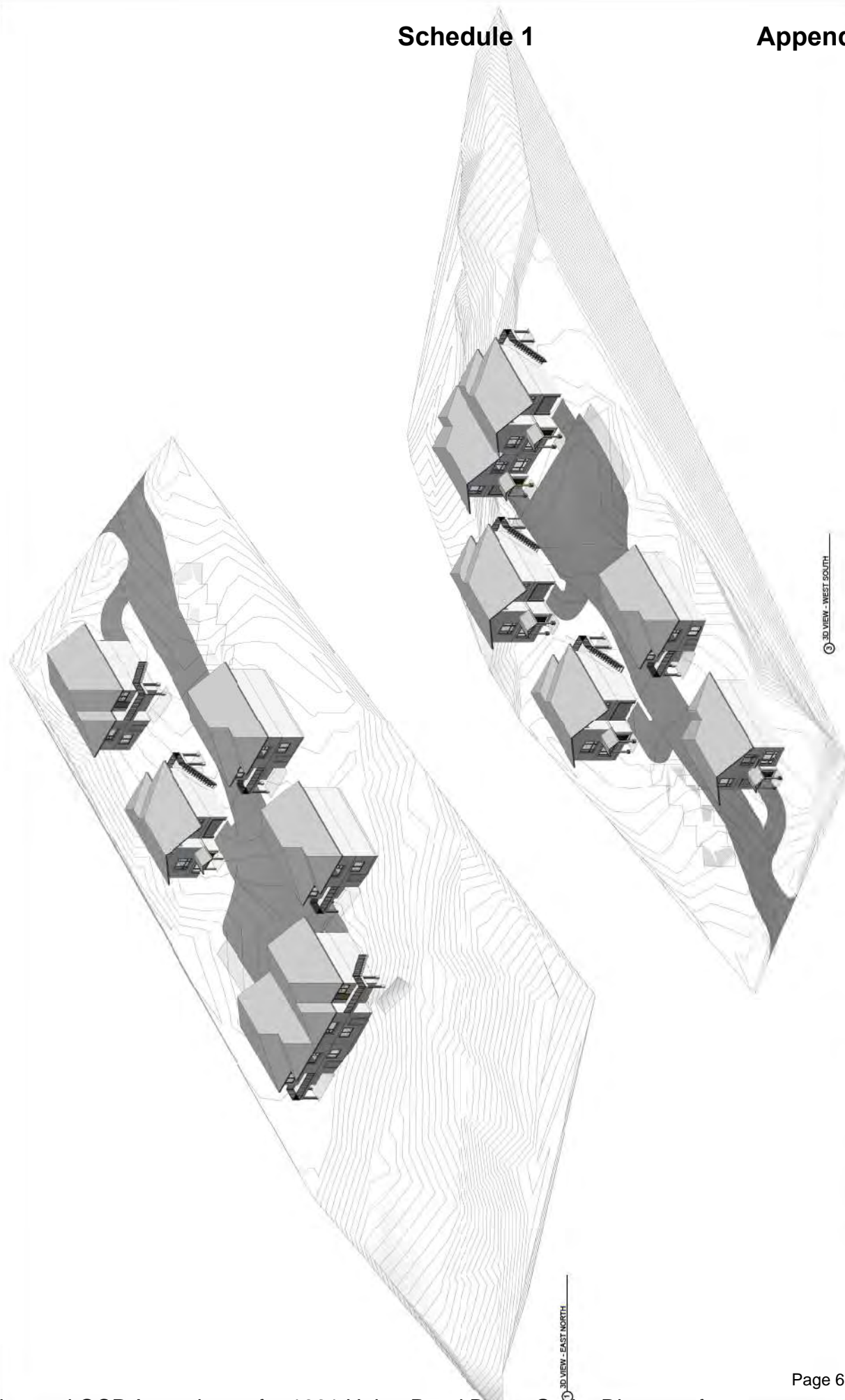
1061 Helen Road; Lot B, District Lot 543, Native Island, Clayoquot Land District, Plan VIP78185, [PID 026-159-511] (The “Lands”)

3. This Permit authorizes the following improvements on the Lands:
 - Six Multiple Family Residential Dwelling Units and associated driveway and landscape works (as shown on **Schedule 1**).
4. 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.
5. 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.
6. Prior to any site disturbance or contractor mobilization, the permit holder must erect fencing or otherwise demarcate the no-disturbance area beyond the 20m shoreline setback and contact the District of Ucluelet to arrange a pre-construction inspection.
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. Upon completion of all proposed works, the Owner shall provide a letter from a QEP to the District of Ucluelet confirming that the work done under permit was completed meeting the conditions listed below.
11. This Permit is NOT a Building Permit.
12. 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 day of , 2025.

ISSUED the day of , 2025.

Bruce Greig
Director of Community Planning



3D VIEW - WEST SOUTH

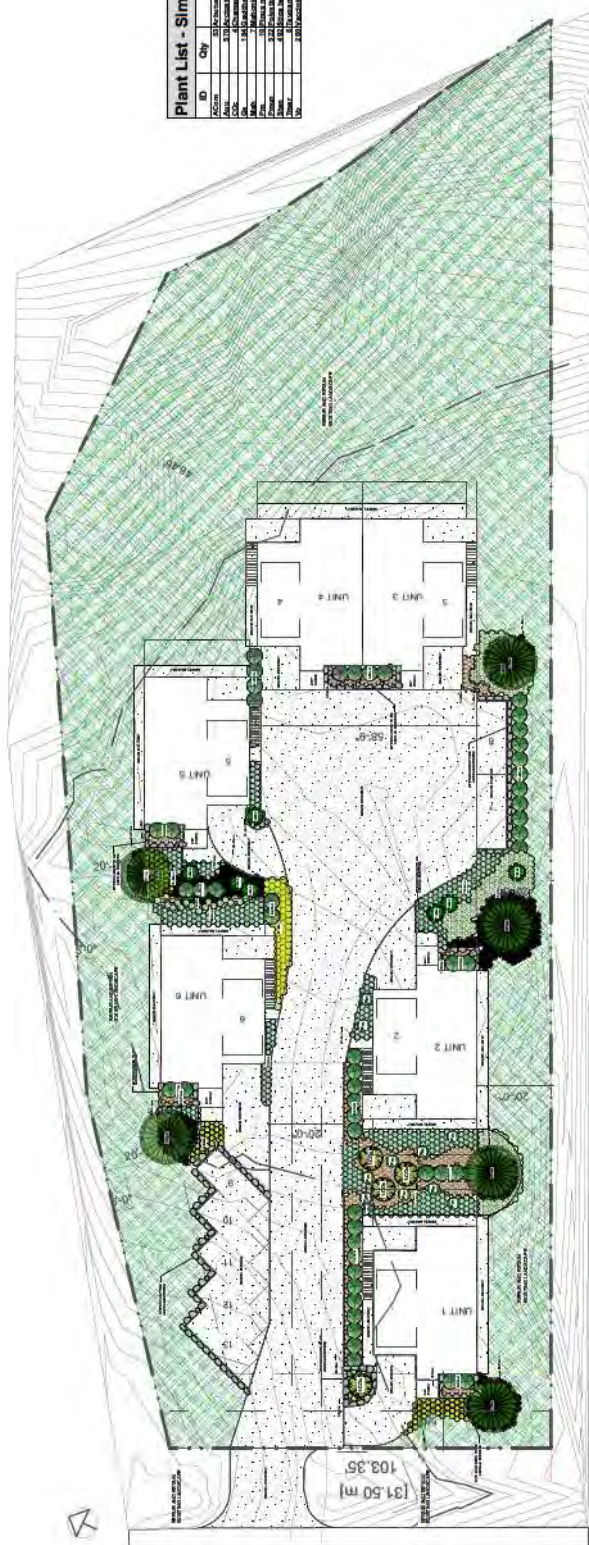
3D VIEW - EAST NORTH

<p>1061 HELEN ST UCLUELET BC</p>		<p>3D VIEWS</p>		<p>AS NOTE</p>		<p>ELITE DESIGN</p>		<p>2024-01-23 2:36:05 PM</p>	
<p>1. ISSUE FOR REVIEW</p>	<p>2. REVISIONS FOR REZONING</p>	<p>3. REVISIONS FOR REZONING</p>	<p>4. REVISIONS FOR REZONING</p>	<p>5. REVISIONS FOR REZONING</p>	<p>6. REVISIONS FOR REZONING</p>	<p>2024-01-23</p>	<p>2024-01-23</p>	<p>2024-01-23</p>	<p>2024-01-23</p>
<p>Copyright © 2024 Elite Design Inc. All rights reserved. The contents of this drawing are the property of Elite Design Inc. and shall not be used or reproduced without written permission of Elite Design Inc. All other dimensions and notes are subject to change without notice. The drawings are the property of Elite Design Inc. and shall not be used or reproduced without written permission of Elite Design Inc.</p>									

CR3



5



Plant List - Simple			
ID	Qty	Botanical Name	Comments
1	1	100% Native Plant	100% Native Plant
2	1	100% Native Plant	100% Native Plant
3	1	100% Native Plant	100% Native Plant
4	1	100% Native Plant	100% Native Plant
5	1	100% Native Plant	100% Native Plant
6	1	100% Native Plant	100% Native Plant
7	1	100% Native Plant	100% Native Plant
8	1	100% Native Plant	100% Native Plant
9	1	100% Native Plant	100% Native Plant
10	1	100% Native Plant	100% Native Plant
11	1	100% Native Plant	100% Native Plant
12	1	100% Native Plant	100% Native Plant
13	1	100% Native Plant	100% Native Plant
14	1	100% Native Plant	100% Native Plant
15	1	100% Native Plant	100% Native Plant
16	1	100% Native Plant	100% Native Plant
17	1	100% Native Plant	100% Native Plant
18	1	100% Native Plant	100% Native Plant
19	1	100% Native Plant	100% Native Plant
20	1	100% Native Plant	100% Native Plant

Schedule 1

No.

Date

Name/Title

greenroom garden

GREENROOM GARDEN

PROPOSED LANDSCAPE PLAN
1061 HELEN STREET
VICTORIA

LANDSCAPE PLAN

Project

Client

Design

Drawn

Scale

Date

Sheet

Of

1061 Helen Street, Victoria, BC V8M 1A1

1061 Helen Street, Victoria, BC V8M 1A1

1061 Helen Street, Victoria, BC V8M 1A1

1061 Helen Street, Victoria, BC V8M 1A1

1061 Helen Street, Victoria, BC V8M 1A1

1061 Helen Street, Victoria, BC V8M 1A1

1061 Helen Street, Victoria, BC V8M 1A1

1061 Helen Street, Victoria, BC V8M 1A1



100% Native Plant

100% Native Plant

100% Native Plant

100% Native Plant

100% Native Plant

100% Native Plant

100% Native Plant

100% Native Plant

100% Native Plant

PROPOSED TREES AND PLANTS

Schedule 2

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. Prior to any site disturbance or contractor mobilization, the permit holder must erect fencing or otherwise demarcate the no-disturbance area beyond the 20m shoreline setback, and contact the District of Ucluelet to arrange a pre-construction inspection.

1. A shoreline setback width of 20 m is being prescribed for the subject property, which is to be measured from the Present Natural Boundary of the shoreline (Figure 3). This vegetated setback encompasses the steeper portions of the backshore in which signs of slope instability were noted (Figures 3 and 4) and will ensure that they remain stable. Additionally, this setback will ensure that all the functions listed in Section 4.1 remain intact. Although no eelgrass was found in the intertidal zone, the mouth of the Ucluelet inlet shown as “Medium” importance for herring spawn in the Department of Fisheries and Oceans’ (DFO) Pacific herring (*Clupea pallasii*) spawn data for Barkley Sound. Populations of herring have not been assigned a conservation status provincially¹³; however, population health of the West Coast Vancouver Island herring stock is currently rebuilding after historically low population numbers in the early 2000’s, and biomass has not been sufficient for the DFO to permit a commercial fishery since 2005¹⁴.
2. Due to the known importance of the mouth of Ucluelet Inlet to a commercially important species that is undergoing a population recovery, no disturbance must take place within the 20m shoreline setback. As designed, the proposed development does not encroach into the recommended 20 m setback.
3. Due to the signs of slope instability noted within the backshore habitat as described in Section 3.2.3 above, it is important that drainage from the proposed construction of impermeable surfaces outside of the 20 m shoreline setback be designed in such a way so as not to exacerbate any potential instabilities. Rain runoff must not be channelized and must be allowed to infiltrate into soil prior to entering the 20 m shoreline setback. It is recommended that the developer work with an appropriately qualified engineer to design a site-specific drainage plan prior to construction designed to prevent any erosion of slopes within the 20 m shoreline setback.
4. The entire 20 m recommended shoreline setback is well vegetated with a native plant community. No enhancements are necessary to improve the slope stability or ecosystem functions provided by this setback, and therefore a landscaping plan is not recommended as part of this assessment. Invasive species consisting primarily of Scotch broom were noted on the subject property adjacent to Helen Road outside of the MSDPA. This portion of the property will be highly disturbed during construction. It is recommended that during the site clearing phase, any vegetation or soils containing invasive plants be bagged and disposed of at a landfill to prevent further spread.

5. It will be important to implement mitigation measures during the construction on the subject property to protect the sensitive backshore vegetation adjacent to the site.
6. The accidental release of petroleum, oils, hydraulic fluids, lubricants, concrete additives, anti-freeze or other hazardous materials onto land surfaces or into waterbodies is an offence under the Federal Fisheries Act and may result in degradation of habitat quality and could be a threat to human health. Machinery required for the proposed development will likely be limited to a generator to power hand tools, and trucks delivering materials to the site. Environmental protection procedures for handling and storage of fuels and hazardous materials shall include the following items:
 - a. A spill kit of appropriate capacity will be on hand at all times heavy machinery or gas-powered tools are in use during construction.
 - b. All identified spills will be cleaned up immediately, and contaminated soils and vegetation will be removed for appropriate disposal.
 - c. Refueling of equipment is to occur only at designated fuelling stations and located at least 20 m from the shoreline.
 - d. All fuel, chemicals, and hazardous materials will be clearly marked.
 - e. Pumps and jerry cans are to be placed on poly sheeting and sorbent pads to contain spills.
 - f. All equipment maintenance with the potential for accidental spills (e.g., oil changes, lubrications) will be done on a designated area at least 20 m from the shoreline. Tarps should be laid down prior to commencement of work to facilitate clean up.
 - g. In the event of a spill, the following guidelines should be followed:
 - i. Spills to the receiving environment are to be reported to Emergency Management BC (1-800-663-3456) if they exceed the reportable limits (e.g., 100 liters of fuel or oil).
 - ii. Apply sorbent pads and booms as necessary.
 - iii. Dispose of all contaminated debris, cleaning materials, and absorbent material by placing in an approved disposal site.
7. Specific measures to control sediment during construction will include:
 - a. Maintain/do not disturb vegetation within the prescribed 20 m shoreline setback.
 - b. Where there is a potential for silt runoff in the proximity of existing waterbodies, control devices will be installed prior to construction activities commencing.
 - c. Filter fabric dams, rock check dams, and silt fencing will be used as needed on a site-specific basis to control erosion. Filtration should be accomplished using filter fabric keyed into substrates and banks and elevated.
 - d. using stakes or straw bales. Silt fencing is not an acceptable mitigation technique to control erosion in flowing ditches; however, it is useful for containing slumping areas and for use as baffles to slow water velocities.
 - e. Excavation will be stopped during intense rainfall events or whenever surface erosion occurs affecting nearby waterbodies.

- f. Soil stockpiles will be placed a minimum of 20 m from any waterbody and in a location where erosion back into the marine environment cannot occur and will not impede any drainage.
 - g. Soil stockpiles with the potential to erode into waterbodies are to be covered with poly sheeting. Other techniques, such as terracing or surface roughening can greatly reduce surface erosion on steeper slopes.
 - h. Permanent exposed soil areas and erosion-prone slopes that may potentially erode into waterbodies are to be seeded or covered with geotextile.
 - i. Clearing will take place immediately prior to excavation and earthworks to minimize the length of time that soils are exposed. Vegetation in adjoining areas will not be disturbed.
- 8. All trees and native vegetation within the 20 m shoreline setback will need to be retained and protected, unless a tree is deemed hazardous by a certified arborist. Trees provide critical functions in backshore areas by providing shade, nutrient and leaf litter drop, large woody debris recruitment in both the foreshore and marine environments, and bank stability through their complex root networks. They also help retain soil and provide more favourable growing conditions for other understory shrubs and ground cover plants in the backshore area. As previously described, there will be significant clearing of existing vegetation from portions of the subject property; however, there are no plans for any vegetation removal within the 20 m shoreline buffer zone. Specific measures to protect trees during development will include:
 - a. A root protection zone for all trees in the 20 m shoreline setback will be established prior to construction commencing. The root protection zone should be established at the edge of the drip line of trees within the 20 m shoreline setback. The root protection zone should be physically delineated and should be off-limits to machinery.
 - b. Machine access will be from the southwest side of the property.
 - c. Tree protection plans will be communicated to everyone on site prior to commencing construction.
 - d. If roots are encountered during construction, they should be first avoided if possible, and if they must be cut, they should be cut cleanly with a saw as opposed to shattered with machinery.
 - e. Care should be taken not to break any limbs of trees within the 20 m shoreline setback during construction. If any limbs are accidentally broken, they should be cleanly cut with a saw.
 - f. Should any issues arise with regards to potential changes to the impact on trees during development, it is recommended that an arborist be retained to provide guidance on the least impact approach to development around trees.



558 England Ave
Courtenay, BC V9N 2N3
p: 250.871.1944
w: currentenvironmental.ca

To:	Lynn Lee, Property Developer	Date:	January 22, 2024
From:	Jamie Godfrey, Technologist Rupert Wong, R.P. Bio.	Pages:	26
Cc:	District of Ucluelet Planning	Project:	1529 (Revision 1)

RE: REVISED ASSESSMENT REPORT – 1061 Helen Road, Ucluelet, BC.

This letter report is intended to provide the District of Ucluelet (DOU) a revised project scope for a proposed multi-family home development on the subject property at 1061 Helen Road. In addition, this report summarizes the biophysical state of the subject property. There is a Marine Shoreline Development Permit Area (MSDPA) on the subject property relating to the marine shoreline of Ucluelet Inlet (Figure 1). The DOU Bylaw No. 1306¹ requires that an assessment report be prepared by a Qualified Environmental Professional (QEP) prior to development occurring within the 30 m MSDPA. The property owners will be undertaking the construction of a new resort condominium within the 30 m MSDPA on their property. As such, this report satisfies the requirements of the DOU Bylaw 1306 for an assessment report.

This report is divided into the following categories:

1	Introduction	2
1.1	Proposed Development	3
2	Methodology	6
2.1	Background Review	6
2.2	Field Assessment	7
2.2.1	Marine Shoreline	7
2.2.2	Watercourses and Wetlands	7
2.2.3	Terrestrial Habitats and Species	7
2.2.4	Species and Ecosystems at Risk.....	8
3	Results	8
3.1	General Description of the Subject Property.....	8
3.2	Marine Shoreline	9
3.2.1	Physical Shoreline Characteristics	9
3.2.2	Subtidal Habitat.....	9
3.2.3	Supralittoral and Intertidal Habitat	9
3.2.4	Backshore Habitat	10
3.3	Watercourses and Wetlands	10
3.4	Terrestrial Habitats and Species	10
3.5	Species and Ecosystems at Risk	10
4	Discussion/Recommendations	12
4.1	Importance of Backshore Habitat.....	12

¹ District Of Ucluelet. (2022). *Bylaw No. 1306, 2022: A bylaw to adopt "District of Ucluelet Official Community Plan 2022."*
<https://ucluelet.ca/community/planning-building-bylaw/community-planning-and-zoning/official-community-plan>

4.2	Shoreline Setback Area	13
4.3	Steep Slopes.....	13
4.4	Drainage.....	13
4.5	Vegetation Restoration and Invasive Species Removals	15
4.6	Mitigation Measures During Construction	15
5	Conclusion	16
6	Closure	16
	Photos	17
	Appendix A: Rock Exfiltration Gallery Example	27
	Appendix B: Mitigation Measures During Construction.....	28

1 INTRODUCTION

The subject property is a 0.4-hectare property located on the northeastern shore of Hyphocus Island and affronts the marine environment of Ucluelet Inlet. The civic address of the property is 1061 Helen Road, and the PID is 026-159-511. The subject property is zoned R-2 – Medium Density Residential, which is “intended for low to medium density residential uses in a variety of housing types”; however, it is surrounded by properties under a variety of different zoning designations including R – 1 (Single Family Residential), RU (Rural Residential), and GH (Guest House). The subject property is currently undeveloped and well vegetated, while the neighboring lots to the north and south have been partially developed for home construction. As the eastern edge of the subject property is defined by the marine shoreline of Ucluelet Inlet, Ucluelet’s Marine Shoreline DPA (MSDPA) covers the eastern 30 m of the subject property. The property does not fall within Ucluelet’s Terrestrial Ecosystems DPA (TEDPA).

The objectives of this assessment report are to:

1. Delineate and describe the shoreline habitat on the subject property;
2. Provide advice and recommendations on appropriate siting of development on the subject property;
3. Identify sensitive habitats and species on the subject property that require protection;
4. Provide mitigation measures to protect the shoreline and any other sensitive habitats and species during development; and
5. Prescribe habitat enhancements and invasive species removals where applicable.

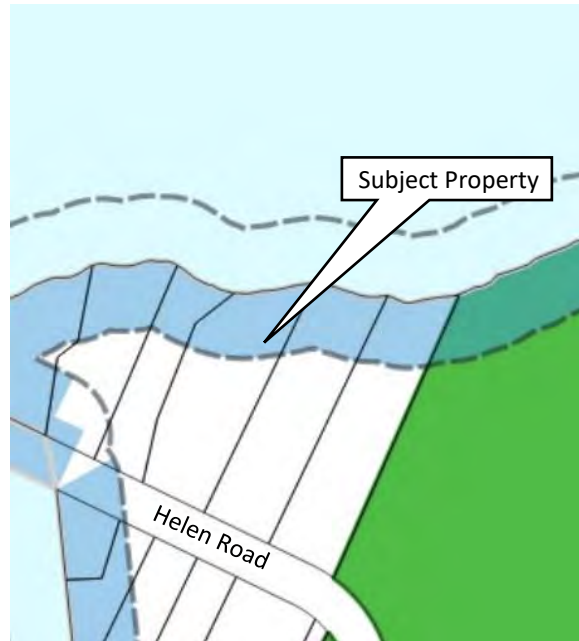


Figure 1. Location of the subject property and the 30 m Marine Shoreline Development Permit Area (Grey dashed lines).

1.1 PROPOSED DEVELOPMENT

The subject property is currently undeveloped and completely vegetated (Photo 1). Proposed work on the subject property includes the construction of a townhouse complex (Figures 2 and 3). The proposed development will have six units with associated driveway access and parking, stormwater infrastructure, and landscaping (Figures 2 and 3). Lot coverage for the proposed development will be 6976.39 square feet which represents approximately 16.29% of an allowable 40%. These calculations include the proposed condominium and exterior “covered areas,” but do not include other hardened surfaces such as driveways or walkways on the property. Development of the subject property will require tree removals, grubbing, and grading of land within the development footprint prior to construction.



Figure 2. Revised site plan (Jan. 2024) for the proposed construction at 1061 Helen Road. The pink dashed line approximates top-of-bank.

Biophysical Assessment – 1061 Helen Road, Ucluelet, BC

Rezoning and OCP Amendment for 1061 Helen Road Bruce Greig, Director of ...



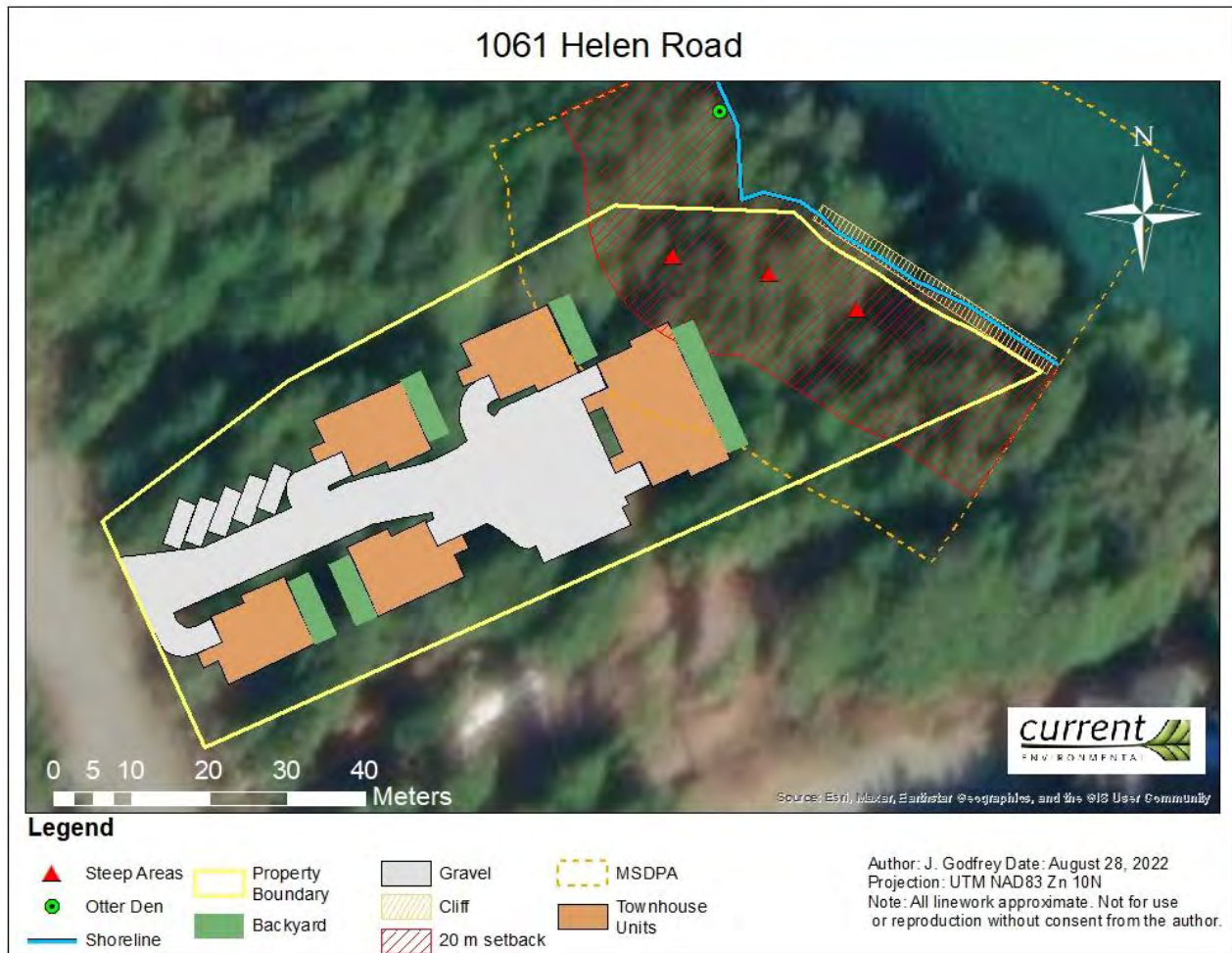


Figure 4: Location of the proposed development in relation to the 30 m MSDPA and 20 m Shoreline setback

2 METHODOLOGY

2.1 BACKGROUND REVIEW

Background information on Environmentally Sensitive Areas (ESAs) located within or in proximity to the subject property was obtained using the following sources:

- 1) Conservation Data Center (CDC)
- 2) District of Ucluelet Mapping (UkeeMap)
- 3) Wildlife Tree Stewardship atlas (WiTS)
- 4) Great Blue Heron Atlas
- 5) Species at Risk Act (SARA) database
- 6) Aerial photographs

2.2 FIELD ASSESSMENT

A ground-level assessment of aquatic/terrestrial habitats and species was conducted on July 28, 2022. The entire property was walked to ensure that all Environmentally Sensitive Areas (ESAs) were mapped; however, the assessment focused on the marine shoreline and the proposed development in the 30 m MSDPA. The following sections provide additional detail on specific inventory methods.

2.2.1 Marine Shoreline

The site survey was timed to coincide with a mid to low tide, to observe the intertidal areas adjacent to the subject property. Backshore vegetation was documented, and observations were made on the current functions of the backshore habitat on the marine shoreline. Sampling for fish/egg presence was not completed as part of this assessment. Methodologies to complete the marine shoreline assessment were based primarily on those outlined in *Develop with Care – Environmental Guidelines for Urban and Rural Land Development in British Columbia*².

For the purposes of this assessment, the habitat inventory affecting the subject property has been limited to the upper intertidal zone (from the mid-tide range to the high-water mark), the supralittoral zone (otherwise known as the splash zone which would only receive water/sediment during storm events), and the backshore zone (extending from the supralittoral zone to outer edge of the 30 m wide MSDPA for the marine shoreline).

2.2.2 Watercourses and Wetlands

The subject property was walked to ensure there were no other watercourses or wetlands on or near the property requiring protection from development. Criteria for delineating watercourses was based on the *BC Riparian Areas Protection Regulation (RAPR)*³. Under the RAPR, the Stream Boundary is defined as the "visible high water mark of a stream where the presence and action of the water are so common and usual, and so long continued in all ordinary years, as to mark on the soil of the bed of the stream a character distinct from that of its banks, in vegetation, as well as in the nature of the soil itself, and includes the active floodplain." Vegetation indicators were used as guidance to determine the presence or absence of wetlands on the subject property, as described in *Wetlands of British Columbia*⁴.

2.2.3 Terrestrial Habitats and Species

Survey methods for terrestrial elements or ESAs were directed in part by those outlined in *Develop with Care – Environmental Guidelines for Urban and Rural Land Development in British Columbia*² and the *Field Manual for Describing*

² BC Ministry of Environment. (2014). *Develop With Care: Environmental Guidelines for Urban and Rural Land Development*. <<https://www2.gov.bc.ca/assets/gov/environment/natural-resource-stewardship/best-management-practices/develop-with-care/dwc-section-4.pdf>>

³ BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development. (2019). *Riparian Areas Protection Regulation: Technical Assessment Manual*. <https://www2.gov.bc.ca/assets/gov/environment/plants-animals-and-ecosystems/fish-fish-habitat/riparian-areas-regulations/rapr_assessment_methods_manual_for_web_11.pdf>

⁴ MacKenzie, W.H, and J. R. Moran. (2014). *Wetlands of British Columbia, A Guide to Identification*. BC Ministry of Forests.

*Terrestrial Ecosystems*⁵. Vegetation on the subject property was identified with the assistance of *Plants of Coastal British Columbia* and *E-Flora BC: Electronic Atlas of the Flora of BC*.⁶

2.2.4 Species and Ecosystems at Risk

An office-based assessment of Species at Risk occurrences on the subject property was completed using the *CDC BC Species and Ecosystems Explorer*⁷, the *Federal Species at Risk Public Registry*⁸, the *Wildlife Tree Stewardship Atlas*⁹ and the *Great Blue Heron Atlas*¹⁰. The on-site assessment of Species at Risk was completed concurrent with the other inventory efforts mentioned above and was based primarily on methods outlined in *Develop with Care – Environmental Guidelines for Urban and Rural Land Development in British Columbia*².

3 RESULTS

The following sub-sections describe the findings of the background review and site visit conducted on July 28th, 2022. Discussion on how these findings influence the proposed development are provided in the Discussion/Recommendations section of the report (Section 4).

3.1 GENERAL DESCRIPTION OF THE SUBJECT PROPERTY

The subject property is a 0.4-hectare property located on the northeast portion of Hyphocus Island. The property affronts the marine shoreline near the mouth of the Ucluelet Inlet on its southwest shore. The civic address of the property is 1061 Helen Road (PID: 026-159-511) and it lies southeast of the town center in a neighborhood of mixed residential zoning. The property itself is one of three on Hyphocus Island zoned R-2 - Medium Density Residential. The lot is roughly rectangular with the long edges running approximately northeast – southwest. The property widens slightly toward the northeast where it meets the shoreline, which angles to the southeast (Figures 2 and 4). The topography of the lot is roughly flat in the 2/3 closest to Helen Road, and slopes steeply towards the ocean within the 30 m MSDPA (Figure 3).

The property is currently vegetated with second growth forest and has no existing development. Tree cover on the property is dominated by western redcedar (*Thuja plicata*) and western hemlock (*Tsuga heterophylla*), with Sitka spruce (*Picea sitchensis*) present in small amounts. Shrubs on the subject property are sparse and consist of a mix of salal (*Gaultheria shallon*), red huckleberry (*Vaccinium parvifolium*), evergreen huckleberry (*Vaccinium ovatum*), false azalea (*Rhododendron menziesii*) and salmonberry (*Rubus spectabilis*). The herb layer is also sparse and includes deer fern (*Blechnum spicant*), sword fern (*Polystichum munitum*), and 3-leaved foamflower (*Tiarella trifoliata*) (Photos 1 and 2). The plants of the subject property closely match the CWHvh1 05 – CwSs-Sword fern site series which is a common plant community on Vancouver Island's west coast.

There were no significant populations of invasive species found on the subject property other than in full sun immediately adjacent to Helen Road where a population of Scotch broom (*Cytisus scoparius*) was noted (Photo 3).

⁵ BC Ministry of Environment. (2010). *Field Manual for Describing Terrestrial Ecosystems, 2nd Edition*. <https://www2.gov.bc.ca/assets/gov/environment/plants-animals-and-ecosystems/conservation-data-centre/field_manual_describing_terrestrial_ecosystems_2nd.pdf>

⁶ University of British Columbia. (2020). *E-Flora BC: Electronic Atlas of the Flora of BC*. <<https://ibis.geog.ubc.ca/biodiversity/eflora/index.shtml>>

⁷ BC Ministry of Environment. (2020). *CDC map and Ecosystems Explorer*. <<http://maps.gov.bc.ca/ess/hm/cdc/>>

⁸ Government of Canada. (2020). *Species at Risk Public Registry*. <<https://www.canada.ca/en/environment-climate-change/services/species-risk-public-registry.html>>

⁹ Community Mapping Network. (2020). *Wildlife Tree Stewardship Atlas (WiTS)*. <<https://cmnmaps.ca/wits/>>

¹⁰ Community Mapping Network. (2020). *Great Blue Heron Atlas*. <<https://cmnmaps.ca/GBHE/>>

3.2 MARINE SHORELINE

3.2.1 Physical Shoreline Characteristics

The shoreline of the subject property is oriented to the northeast and protected from the dominant winds in Ucluelet, as well as from the large swells that affect the western coasts of the area. No artificial armouring was seen during the July 28 site visit at the subject property; however, a natural rock cliff delineates the intertidal zone from much of the backshore habitat (Figure 4, Photo 4). At the north end of this rock wall the backshore is much more gently sloped and forms a small beach, from which a footpath leads away from the ocean (Photo 5). General beach characteristics are quite homogenous along the shoreline in both directions and will be described in detail in Section 3.2.2 (Photos 6 and 7).

3.2.2 Subtidal Habitat

The marine habitat immediately offshore of the subject property is within the main marine traffic route in and out of the harbor of Ucluelet – Ucluelet Inlet. It has a “hard-flat” benthic class; a low tidal speed (0.046-0.111m/s); and an average depth of approximately 15m¹¹. There are no mapped eelgrass or kelp beds offshore of the subject property.

3.2.3 Supralittoral and Intertidal Habitat

As mentioned in Section 3.2.1 above, much of the backshore habitat of the subject property is delineated from the intertidal zone by a rock cliff. The cliff is approximately 1.2 m tall, with the uppermost portions being covered in moss, and the bottom 0.6 m colonized by acorn barnacles (*Belanus glandula*) (Photo 8).

Beyond the cliff, the 30 m MSDPA of the intertidal habitat is relatively homogenous. Limbs from the trees growing at the edge of the backshore habitat grow over the beach and shade the first 5.5 m (Photo 9). The slope of the beach is uniform throughout the entire 30 m MSDPA at approximately 5°. Two distinct zones were noted with a break at approximately 22.6 m from the high tide line (Photo 10). Sediments in the upper intertidal zone from 0 to 22.6 m consisted of poorly sorted mineral sediments ranging in size from medium sands to boulders, with the dominant size classes being medium sands to pebbles (Photo 11). Between 22.6 and 30 m sediments were noticeably more well sorted, and grain sizes were concentrated more between pebbles and cobbles (Photo 12). The proportion of shell fragments also increased below 22 m.

Rockweed (*Fucus distichus*) is common from 0 to 22.6 m while sea lettuce (*Ulva lactuca*) occurs in lesser amounts from 22.6 to 30 m. Molluscs including butter clam (*Saxidomus gigantea*), Pacific oyster (*Crassostrea gigas*), acorn barnacle, and periwinkle snails (*Littorina sp.*) are common throughout the intertidal zone (Photo 12).

¹¹BC Marine Conservation Atlas. 2024. BCMCA: Marine Atlas of Pacific Canada. <https://www.cmnb.ca/atlasgallery/bc-marine-conservation-analysis-atlas/>

3.2.4 Backshore Habitat

Topography of the backshore is sloped towards the ocean (Figure 2, Photo 2) with an average overall slope of approximately 27° in the 30 m MSDPA. The slope is currently well vegetated with a stand of second growth coastal forest similar to that described in Section 3.1; however, the sparse herb layer described there becomes well developed and dominated by sword ferns in steeper areas (Photo 2). Trees on the slope range in size from 0.1 m to 0.8 m DBH and grow in soils up to 70 cm deep.

No specific evidence of wildlife use or presence in the backshore of the subject property was noted on the July 28th site visit; however, a river otter den was found on the backshore of the adjacent property to the north (Photo 13, Figure 4). Backshore on the subject property has moderate habitat value in the form of large trees for perching and feeding habitat for birds and arboreal mammals, hollows in fallen or rotting trees that offer denning sites for a range of species, and thick, well shaded cover adjacent to a marine shoreline rich in food resources (Photos 9).

Some signs of slope instability were noted on backshore slopes including “J” shaped trees indicative of soil creep, and soil slumping in some localized steep areas (Photo 14). Due to the presence of large tree stumps indicating a history of logging on the property, it is possible that a loss of soil cohesion resulting from historic logging activities may be the cause of the instability (Photo 15). In any case, it is important that vegetation be retained on the slope to ensure that the structural benefits of an intact root system within the soil are maintained.

3.3 WATERCOURSES AND WETLANDS

There are no ditches, streams, or wetlands on the subject property. Although the property slopes steeply towards the ocean, no distinct watercourse channels were observed. This is likely due to the small elevation of the slope resulting in relatively low catchment of rain; thick soils allowing for significant infiltration; and the thick vegetation coverage absorbing large amounts of rainfall.

3.4 TERRESTRIAL HABITATS AND SPECIES

As previously described, the lot is well vegetated with a plant community common on near shore habitats of Vancouver Island’s west coast. The presence of large stumps on the property indicates a history of logging, and the regenerating forest contains trees with a range of sizes up to a diameter at breast height (DBH) of approximately 0.8 m. Second growth forests retain less value than old growth forests for wildlife; however, evidence of valuable habitat characteristics were seen on the subject property. Deer were seen on the property outside of the 30 m MSDPA, and a river otter den was found near the shoreline on the adjacent property to the north. Additionally, potential nesting sites for cavity nesting or denning species were seen including rotten stumps and cover formed by fallen trees.

No bird nests or nesting trees were observed on the subject property during the July 28th survey.

Overall, the wildlife value of the subject property is considered moderate, and the recommended 15 m MSDPA will preserve a shoreline wildlife corridor on the property.

3.5 SPECIES AND ECOSYSTEMS AT RISK

The nearest recorded bald eagle nest (BAEA-108-320) is approximately 850 m from the subject property (Figure 5), and there are no great blue heron nests within one kilometer of the subject property. The proposed development will not pose a risk to any known bald eagle or blue heron nests.

According to the Department of Fisheries and Oceans mapping data, there is critical habitat within 1km of the subject property for both northern and southern resident killer whales; however, this is associated with the waters on the offshore side of the Ucluelet peninsula. There are 13 other species at risk that may be found in the marine waters adjacent to the property¹². Four are highly mobile marine mammal species that may occasionally enter Ucluelet Inlet but would be unlikely to remain for any length of time; and four are species that inhabit depths below 100m. Of the remaining five, both basking shark and leatherback turtle are extremely rare in British Columbia waters. Based on preferred habitat characteristics, northern abalone, tope, and yelloweye rockfish may inhabit subtidal waters offshore of the subject property.

The subject property is within 500 m of known populations of the California wax-myrtle (*Morella californica*) and site conditions are within the habitable range for the species; however, no individuals were found on the property during the site visit on July 28, 2022. The California wax-myrtle is a provincially blue-listed plant but due to its physical separation from the subject property, the proposed construction does not pose a risk to nearby populations of this species.



Figure 5. The nearest known bald eagle nest showing a 300 m buffer in relation to the subject property.

¹² Department of Fisheries and Oceans Canada. 2024. *Aquatic Species at Risk Map*. DFO. <https://www.dfo-mpo.gc.ca/species-especes/sara-lep/map-carte/index-eng.html>



Figure 6: Nearby populations of the California wax-myrtle (Green) in relation to the subject property.

4 DISCUSSION/RECOMMENDATIONS

ESAs that require protection during the design and construction of the new dwelling are the marine shoreline and its associated backshore habitat including the trees on the steep slope. The following sections provide guidance on protecting these ESAs

4.1 IMPORTANCE OF BACKSHORE HABITAT

Backshore vegetation plays several critical roles in maintaining ecological function along the subject shoreline:

- 1) **Shoreline stabilization:** Vegetation stabilizes and traps shoreline substrates and helps dissipate wave energy to maintain natural process functions along marine shorelines.
- 2) **Pollutant removal:** Backshore vegetation filters pollutants from surface flows originating on terrestrial lands. In the case of residential developments, this typically relates to driveway and roof runoff.
- 3) **Perching sites for birds of prey:** Although there are no old growth trees on the subject property, the lack of continuous forest coverage on surrounding lots means that even smaller trees may provide important perching sites. Furthermore, retention of existing trees will allow for forest succession and future provision of potential nesting sites.

- 4) **Shade and microclimate:** Backshore vegetation plays a key role in moderating temperatures and maintaining moisture of substrates in the high intertidal zone. This role is particularly evident in the upper 5.5 m of the intertidal zone shaded by tree limbs.
- 5) **Food production:** Shoreline vegetation provides habitat for a wide variety of invertebrate species that form a significant portion of the prey base for marine wildlife – particularly forage fish and salmonids.
- 6) **Organic matter and large woody debris recruitment:** Properly functioning backshore vegetation provides a continuous supply of organic matter to the shoreline system in the form of logs, smaller wood, and leaf litter. This material drives primary food production, provides microhabitats for numerous invertebrate species, helps maintain and regulate moist microhabitats, and dissipates wave energy.

4.2 SHORELINE SETBACK AREA

A shoreline setback width of 15 m is being prescribed for the subject property, which is to be measured horizontally from the Present Natural Boundary of the shoreline (Figure 3). This vegetated setback encompasses the steeper portions of the backshore in which signs of slope instability were noted (Figures 3 and 4) and will ensure that they remain stable. Additionally, this setback will ensure that all the functions listed in Section 4.1 remain intact.

No disturbance can take place within the 15 m shoreline setback. It is recommended that shoreline access through the 15m shoreline setback not be developed.

As designed, the proposed development does not encroach into the recommended 15 m setback (Figure 4).

4.3 STEEP SLOPES

The property has undergone a geotechnical hazard assessment by Lewkowich Engineering Associates Ltd.¹³, which paid particular attention to the sloped portion of the property between the proposed development and the marine shoreline, including the 15m shoreline setback. The overall gradient of the sloped eastern portion of the property was measured at 27°, with isolated sections at 30°. The geotechnical report recommends a 30.0 m setback from the Future Natural Boundary (FNB), which approximates the current top of bank on the subject property (Figure 2).

The proposed location of units 3 and 4 as shown in Figures 2-4 is immediately adjacent to the top of bank setback as proposed in the geotechnical assessment of the property, and final location must be confirmed by a qualified land surveyor prior to construction.

4.4 DRAINAGE

The geotechnical assessment completed by LEA for the subject property has concluded that the soil coverage on the eastern sloped portion of the property is insufficiently stable for stormwater infiltration¹⁴. Instead of infiltration, it has been recommended that stormwater outflow be conveyed via solid pipe to the intertidal zone. This conveyance method will ensure that flashy flow originating from stormwater runoff of newly constructed impermeable surfaces will not erode soils from the slope; however, it comes with an increased risk of erosion and sedimentation at the outlet of the pipe (Figure 7). It is therefore recommended that all stormwater outflow from the property be outlet to an exfiltration gallery or rock apron. An exfiltration gallery consists of a rectangular or circular excavation lined with geotextile fabric and filled

¹³ Paul Fraser, and Chris Hudec. 2024. *Geotechnical Hazard Assessment: 1061 Helen Road , Ucluelet B.C., Proposed Residential Development. File No. E1445.01r1*. Lewkowich Engineering Associates Ltd.

with clean, granular stone or other void forming material (Appendix A). Construction of such a feature requires sufficient soil depth and low enough slope gradient for machine access. A potential candidate location is at the northeast corner of the subject property. A rock apron consists of a prism of riprap positioned immediately downstream of the stormwater outflow (Figure 8). It serves to spread flow and reduce velocity, thereby reducing scour of parent materials.

Either an exfiltration gallery or a rock apron would be suitable stormwater outflow solutions to reduce beach erosion and sedimentation of the marine environment; however, they must be designed by a qualified hydrotechnical engineer.

Another potential risk posed to the marine environment by the proposed development is conveyance of deleterious substances roadways and parking areas. To reduce this risk it is recommended that all stormwater catch basins be furnished with Armtex SDD3 Oil Grit Separators (or equivalent).

Solid pipe conveyance of stormwater to the intertidal environment as proposed in the geotechnical assessment is acceptable if appropriate hydrocarbon containment measures are installed at stormwater intakes; and that the stormwater outflow has measures in place to eliminate erosion of the intertidal zone and sedimentation of subtidal marine habitats.



Figure 7. Uncontrolled stormwater outflow causing beach erosion.

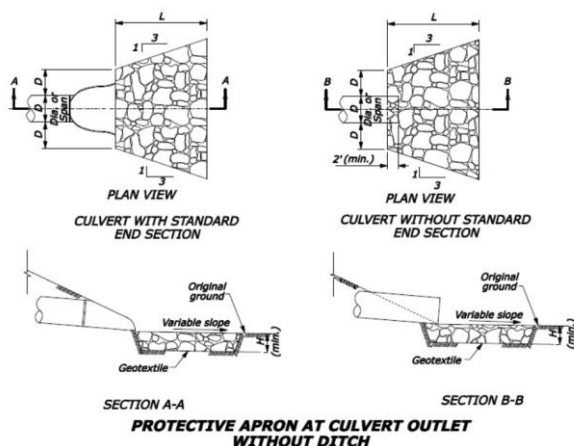


Figure 8. Example design of a rock apron at a stormwater outflow.

4.5 VEGETATION RESTORATION AND INVASIVE SPECIES REMOVALS

The entire 20 m recommended shoreline setback is well vegetated with a native plant community. No enhancements are necessary to improve the slope stability or ecosystem functions provided by this setback, and therefore a landscaping plan is not recommended as part of this assessment.

Invasive species consisting primarily of Scotch broom were noted on the subject property adjacent to Helen Road outside of the MSDPA. This portion of the property will be highly disturbed during construction. It is recommended that during the site clearing phase, any vegetation or soils containing invasive plants be bagged and disposed of at a landfill to prevent further spread.

4.6 MITIGATION MEASURES DURING CONSTRUCTION

It will be important to implement mitigation measures during the construction on the subject property to protect the sensitive backshore vegetation adjacent to the site. Mitigation measures during construction are provided in Appendix B.

5 CONCLUSION

Based on the results on this assessment, proposed development on the subject property can proceed without causing a net impact to the adjacent shoreline habitat for the following reasons:

- 1) There will be no construction, ground disturbance, or removal of trees or vegetation within the 15 m shoreline setback area on the subject property.
- 2) No disturbance will occur to the 15m shoreline setback area.
- 3) A drainage plan is designed to prevent:
 - a. Introduction of hydrocarbons to the marine environment;
 - b. Erosion of the intertidal zone;
 - c. Sedimentation of the marine environment.
- 4) As per Section 4.6 and Appendix B, any potential adverse effects during construction can be mitigated to result in no, negligible or minor harmful effects on aquatic resources. If mitigation measures are not implemented as intended harmful alterations may result.

6 CLOSURE

We trust this assessment has satisfied the requirement to determine the potential effects of the proposed development on the adjacent marine habitat at 1061 Helen Road.

Please contact the undersigned with any questions or concerns.

Sincerely,



Jamie Godfrey, Technologist

and



Rupert Wong, R.P. Bio.

Current Environmental Ltd.

PHOTOS

Photo 1. Representative photo of vegetation found in the western, flatter portions of the subject property.



Photo 2. Representative photo of vegetation seen within the sloped 30 m MSDPA in the eastern portion of the subject property.



Photo 3. Western property boundary where the subject property meets Helen Road. Populations of Scotch broom were found in sun exposed areas of this property boundary.



Photo 4: Rock cliff delineating the intertidal zone from the backshore habitat at 1061 Helen Road.



Photo 5: Backshore of the northern edge of the subject property north of the rock cliff. Photo shows the edge of the backshore habitat and a beach access trail from the forested portion of the subject property.



Photo 6. Representative photograph of the shoreline of adjacent properties to the northwest.



Photo 7. Representative photograph of the shoreline of adjacent properties to the southeast.



Photo 8. Representative photograph of the cliff separating the backshore of 1061 Helen Road from the intertidal zone.



Photo 9. Backshore habitat of 1061 Helen Road as seen from the intertidal zone. Note the tree branches overhanging the uppermost intertidal zone.



Photo 10: Transition between poorly sorted beach sediments and more well sorted sediments seen at approximately 22.6 m from the high tide line in front of 1061 Helen Road.

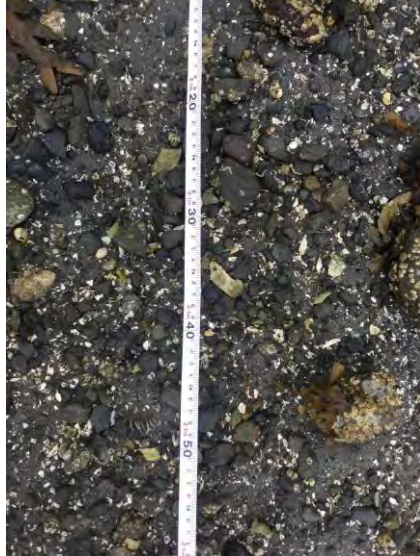


Photo 11. Representative photograph of sediments in the 0 – 22 m range of the intertidal zone adjacent to 1061 Helen Road. Grain sizes in this portion of the intertidal zone were poorly sorted with a wide range of sizes.



Photo 12. Representative photograph of sediments in the 22 - 30 m range of the intertidal zone adjacent to 1061 Helen Road. Grain sizes in this portion of the intertidal zone were more well sorted with less fine material and more shell fragments.



Photo 13: Entrance to otter den and scat found in the backshore of the neighboring property to the northwest of 1061 Helen Road.



Photo 14: "J" shaped tree growth found in steep areas of the backshore of 1061 Helen Road that can be indicative of soil creep.



Photo 15: An example of a large stump found above a steep area in the backshore of 1061 Helen Road.

Schedule 3



558 England Ave
Courtenay, BC V9N 2N3
p: 250.871.1944
w: currentenvironmental.ca

APPENDIX A: ROCK EXFILTRATION GALLERY EXAMPLE

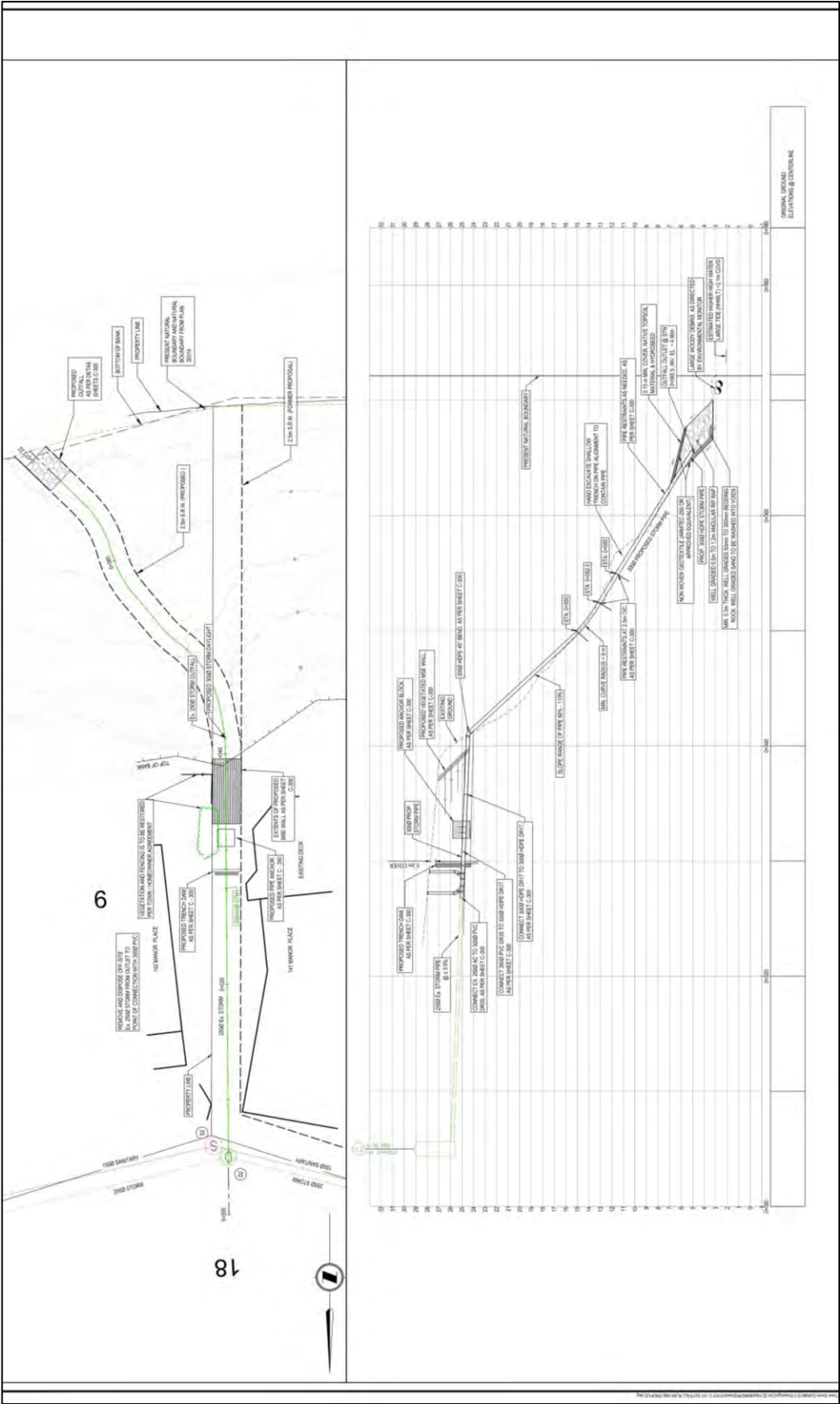


Figure 9. Typical design of stormwater pipe running down a steep slope and discharging through a rock exfiltration gallery.



558 England Ave
Courtenay, BC V9N 2N3
p: 250.871.1944
w: currentenvironmental.ca

APPENDIX B: MITIGATION MEASURES DURING CONSTRUCTION

Fuels and Hazardous Materials:

The accidental release of petroleum, oils, hydraulic fluids, lubricants, concrete additives, anti-freeze, or other hazardous materials onto land surfaces or into waterbodies is an offence under the Federal *Fisheries Act* and may result in degradation of habitat quality and could be a threat to human health. Machinery required for the proposed development will include heavy equipment and truck traffic.

Environmental protection procedures for handling and storage of fuels and hazardous materials shall include the following items:

- 1) A spill kit of appropriate capacity will be on hand at all times heavy machinery or gas-powered tools are in use during construction.
- 2) All identified spills will be cleaned up immediately, and contaminated soils and vegetation will be removed for appropriate disposal.
- 3) Refueling of equipment is to occur only at designated fuelling stations and located at least 20 m from the shoreline.
- 4) All fuel, chemicals, and hazardous materials will be clearly marked.
- 5) Pumps and jerry cans are to be placed on poly sheeting and sorbent pads to contain spills.
- 6) All equipment maintenance with the potential for accidental spills (e.g., oil changes, lubrications) will be done on a designated area at least 20 m from the shoreline. Tarps should be laid down prior to commencement of work to facilitate clean up.
- 7) In the event of a spill, the following guidelines should be followed:
 - a. Spills to the receiving environment are to be reported to Emergency Management BC (1-800-663-3456) if they exceed the reportable limits (e.g., 100 liters of fuel or oil).
 - b. Apply sorbent pads and booms as necessary.
 - c. Dispose of all contaminated debris, cleaning materials, and absorbent material by placing in an approved disposal site.

Sediment and Erosion Control:

Specific measures to control sediment during construction will include:

- 1) Maintain/do not disturb vegetation within the prescribed 20 m shoreline setback.

- 2) Where there is a potential for silt runoff in the proximity of existing waterbodies, control devices will be installed prior to construction activities commencing.
- 3) Filter fabric dams, rock check dams, and silt fencing will be used as needed on a site-specific basis to control erosion. Filtration should be accomplished using filter fabric keyed into substrates and banks and elevated using stakes or straw bales. Silt fencing is not an acceptable mitigation technique to control erosion in flowing ditches; however, it is useful for containing slumping areas and for use as baffles to slow water velocities.
- 4) Excavation will be stopped during intense rainfall events or whenever surface erosion occurs affecting nearby waterbodies.
- 5) Soil stockpiles will be placed a minimum of 20 m from any waterbody and in a location where erosion back into the marine environment cannot occur and will not impede any drainage.
- 6) Soil stockpiles with the potential to erode into waterbodies are to be covered with poly sheeting. Other techniques, such as terracing or surface roughening can greatly reduce surface erosion on steeper slopes.
- 7) Permanent exposed soil areas and erosion-prone slopes that may potentially erode into waterbodies are to be seeded or covered with geotextile.
- 8) Clearing will take place immediately prior to excavation and earthworks to minimize the length of time that soils are exposed. Vegetation in adjoining areas will not be disturbed.

Tree Protection:

All trees and native vegetation within the 20 m shoreline setback will need to be retained and protected unless a tree is deemed hazardous by a certified arborist. Trees provide critical functions in backshore areas by providing shade, nutrient and leaf litter drop, large woody debris recruitment in both the foreshore and marine environments, and bank stability through their complex root networks. They also help retain soil and provide more favourable growing conditions for other understory shrubs and ground cover plants in the backshore area.

As previously described, there will be significant clearing of existing vegetation from portions of the subject property; however, there are no plans for any vegetation removal within the 20 m shoreline buffer zone. Specific measures to protect trees during development will include:

- 1) A root protection zone for all trees in the 20 m shoreline setback will be established prior to construction commencing. The root protection zone should be established at the edge of the drip line of trees within the 20 m shoreline setback. The root protection zone should be physically delineated and should be off-limits to machinery.
- 2) Machine access will be from the southwest side of the property.
- 3) Tree protection plans will be communicated to everyone on site prior to commencing construction.
- 4) If roots are encountered during construction, they should be first avoided if possible, and if they must be cut, they should be cut cleanly with a saw as opposed to shattered with machinery.
- 5) Care should be taken not to break any limbs of trees within the 20 m shoreline setback during construction. If any limbs are accidentally broken, they should be cleanly cut with a saw.

- 6) Should any issues arise with regards to potential changes to the impact on trees during development, it is recommended that an arborist be retained to provide guidance on the least impact approach to development around trees.



**Minute Excerpts from the
February 27, 2024, Regular Council Meeting**

6. BYLAWS

6.1 Rezoning and OCP Amendment for 1061 Helen Road
John Towgood, Municipal Planner

Bruce Greig, Director of Community Planning, clarified that the subject application is for a six unit multi-family development in five buildings not the 11 units presented in the initial application package.

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

2024.2064.REGULAR *IT WAS MOVED AND SECONDED:*

THAT District of Ucluelet Official Community Plan Amendment Bylaw No. 1337, 2024, be introduced and be given first and second reading.

CARRIED.

2024.2065.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Council considers the District of Ucluelet Official Community Plan Amendment Bylaw No. 1337, 2024, in conjunction with the District of Ucluelet 2023 - 2027 Financial Plan Bylaw No. 1329, 2023 and the Alberni-Clayoquot Regional District Waste Management Plan.

CARRIED.

2024.2066.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Council considers the District of Ucluelet Official Community Plan Amendment Bylaw No. 1337, 2024, be referred to the Yuułuʔiłʔatḥ Government and that, given the narrow focus of Bylaw No. 1337, 2024, Council is satisfied that no further consultation is required with other persons, organizations, and authorities identified in sections 475(2)(a) and (b) of the Local Government Act.

CARRIED.

2024.2067.REGULAR *IT WAS MOVED AND SECONDED:*

THAT District of Ucluelet Official Community Plan Amendment Bylaw No. 1337, 2024, be referred to a public hearing.

CARRIED.

2024.2068.REGULAR IT WAS MOVED AND SECONDED:

THAT District of Ucluelet Zoning Amendment Bylaw No. 1322, 2024 be introduced, given first and second reading, and advanced to a public hearing.

CARRIED.

2024.2069.REGULAR IT WAS MOVED AND SECONDED:

THAT District of Ucluelet Tsunami Risk Tolerance Interim Policy 8-5280-2, which supersedes District of Ucluelet Tsunami Risk Tolerance Interim Policy 8-5280-1, be adopted.

CARRIED.



**Minute Excerpts from the
June 25, 2024, Regular Council Meeting**

2. LATE ITEMS

2.1 Additional Public Hearing Written Submissions Related to Bylaw Nos. 1337, 2024 and 1322, 2024

5. PUBLIC HEARINGS

5.1 District of Ucluelet Official Community Plan Amendment Bylaw No. 1337, 2024, and District of Ucluelet Zoning Amendment Bylaw No. 1322, 2024

The Mayor outlined the rules of the public hearing. Staff provided information about participating in the hearing in-person or electronically.

The Mayor opened the public hearing at 4:06 PM.

5.2 Proposed Bylaws & Related Information

The Director of Community Planning outlined the purpose of the subject bylaws in general terms.

5.3 Related Written Correspondence Received During the Notice Period

The Mayor noted the written correspondence about the subject bylaws on the agenda, including the late item. The following summarizes that correspondence:

- Patricia Sieber, Carl Sieber, and Silva Johnson (Helen Road) wrote in opposition to the development. They raised concerns with increased density, Helen Road's capacity for increased traffic, the Causeway's narrow road width, and the potential precedent approving this development could set. They further outlined difficulties associated with widening the road but acknowledged the need for housing in Ucluelet.
- Lindsey Black (Helen Road), wrote in opposition to the subject bylaws and noted the development would not be consistent with Policy 3.155 of the Official Community Plan. Ms. Black further noted concerns with pedestrian safety, increased density, and the development's impact on the area's natural state.

- Shirley and Keith Martin (Helen Road), wrote in opposition to the development. They cited concerns with the density of the development and increased traffic.
- Benoît Sandjian (Helen Road), outlined a number of questions related to the development. The questions relate to parking, the housing capacity of each dwelling unit, affordability, vegetation retention, and impact on land values.
- Jennifer Yakimishyn and Darren Salisbury (Helen Road), wrote in opposition to the development. They raised concerns related to density, traffic, and the narrow width of the Causeway.
- Leanne Pelosi (Helen Road), wrote in opposition to the development and noted concerns related to density, ecological impact, and pedestrian safety.
- Kristen O'Keefe (Rupert Road), wrote in opposition to the development and noted concerns related to density, ecological impact, pedestrian safety, and issues with emergency vehicle access to Helen Road.
- Tracy Eeftink (Helen Road), wrote in opposition to the development. She cited concerns related to density and setting a precedent for future development approvals in the neighbourhood.
- Christine Skucas (Helen Road), wrote in opposition to the development and cited concerns related to density, traffic, road widths, and community impact.

5.4 Applicant Presentation

The Mayor invited the applicant to present. The applicant did not present.

5.5 Public Input

The Mayor called three times for public input.

Patricia Sieber (Helen Road), spoke in opposition to the development. She noted her letter and concerns related to setting a precedent for future development on Hyphocus, road capacity/infrastructure, and increased traffic.

Christine Skucas (Helen Road), spoke in opposition to the development. She noted concerns with the roads capacity for increased traffic, the density of the development, and setting a precedent for future growth.

The public hearing was closed at 4:16 PM.

7. BYLAWS

7.2 Rezoning and OCP Amendment for 1061 Helen Road

Anneliese Neweduk, Planner

Bruce Greig, Director of Community Planning, presented this report.

Mr. Greig, addressed Council questions related to parking requirements, floor area ratio, and setbacks.

Council discussed the development and noted public input in opposition.

2024.2209.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Council give third reading to District of Ucluelet Official
Community Plan Amendment Bylaw No. 1337, 2024.

DEFEATED.



Minute Excerpts from the
July 9, 2024, Regular Council Meeting

10. CORRESPONDENCE

10.1 Request for Reconsider - 1061 Helen Road

Paul Zhan, Principal, Elite-Design

The Mayor noted that third reading of the subject bylaw, Official Community Plan Amendment Bylaw No. 1337, 2024, was defeated on June 25, 2024. The Mayor required that Council reconsider and vote again on this motion pursuant to section 131 of the *Community Charter*.

The Mayor noted that another public hearing should be held on the Official Community Plan Amendment Bylaw and the related District of Ucluelet Zoning Amendment Bylaw No. 1322, 2024, before Council reconsiders third reading of Official Community Plan Amendment Bylaw.

2024.2237.REGULAR IT WAS MOVED AND SECONDED:

THAT Council postpone reconsideration of the motion to give District of Ucluelet Official Community Plan Amendment Bylaw No. 1337, 2024, third reading until the September 3rd, Regular Council Meeting.

CARRIED.

2024.2238.REGULAR IT WAS MOVED AND SECONDED:

THAT Ucluelet Official Community Plan Amendment Bylaw No. 1337, 2024 and District of Ucluelet Zoning Amendment Bylaw No. 1322, 2024, be referred to a public hearing.

CARRIED.



**Minute Excerpts from the
September 3, 2024, Regular Council meeting**

6. PUBLIC HEARINGS

6.1 District of Ucluelet Official Community Plan Amendment Bylaw No. 1337, 2024, and District of Ucluelet Zoning Amendment Bylaw No. 1322, 2024

The Mayor provided a brief legislative history of Bylaw No. 1337, 2024, and noted that this is the second public hearing on Bylaw No. 1337, 2024 and Bylaw No. 1322, 2024.

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 were available for review at the place of the meeting and on the District's website.

The Mayor opened the public hearing on District of Ucluelet Official Community Plan Amendment Bylaw No. 1337, 2024, and District of Ucluelet Zoning Amendment Bylaw No. 1322, 2024 at 4:18 PM.

6.2 Proposed Bylaws & Related Information

The Director of Community Planning provided a brief overview of the subject bylaws in general terms.

6.3 Related Written Correspondence Received During the Notice Period

The Mayor noted the written correspondence in the agenda package, including the late item. The following summarizes that correspondence:

- Patricia Sieber, Carl Sieber, and Silva Johnson (Helen Road) wrote in opposition to the development. They raised concerns with increased density, Helen Road's capacity for increased traffic, the Causeway's narrow road width, and the potential precedent approving this development could set. They further outlined difficulties associated with widening the road but acknowledged the need for housing in Ucluelet.
- Lindsey Black (Helen Road), wrote in opposition to the subject bylaws and noted the development would not be consistent with Official Community Plan policy 3.155. Ms. Black further noted concerns with pedestrian safety, increased density, and the development's impact on the area's natural state.
- Shirley and Keith Martin (Helen Road), wrote in opposition to the development. They cited concerns with the density of the development and increased traffic.
- Benoît Sandjian (Helen Road), outlined a number of questions related to the development. The questions related to parking, the housing capacity of each dwelling unit, affordability, vegetation retention, and impact on land values.
- Jennifer Yakimishyn and Darren Salisbury (Helen Road), wrote in opposition to the development. They raised concerns related to density, traffic, and the narrow width of the Causeway.
- Leanne Pelosi (Helen Road), wrote in opposition to the development and noted concerns related to density, ecological impact, and pedestrian safety.
- Kristen O'Keefe (Rupert Road), wrote in opposition to the development and noted concerns related to density, ecological impact, pedestrian safety, and issues with emergency vehicle access to Helen Road.
- Tracy Eeftink (Helen Road), wrote in opposition to the development. She cited concerns related to density and setting a precedent for future development approvals in the neighbourhood.
- Christine Skucas (Helen Road), wrote in opposition to the development and cited concerns related to density, traffic, road widths, and community impact.
- Thomas Burley (Helen Road), wrote in opposition to the development. He noted that the original intent of the developed lots were for single family homes or a lodge with 2 guesthouses, and that multi-family dwellings on a lot would degrade the value of the surrounding properties.
- Paul Zhan (the Developer's Agent) wrote to advocate for the rezoning of the property. He noted the proposal is in line with the

province's housing plan to increase residential density and is a opportunity to address housing shortages in Ucluelet.

- Spencer O'Brien (Marine Drive) wrote in opposition to the development. She cited concerns related to road and lot density, loss of greenspace and wildlife corridors, and pedestrian safety.
- Shirley and Keith Martin (Helen Road) wrote in opposition to the development and reiterated their concerns with the density of the development and increased traffic.
- Bridget Reichert Kelly (Resident) wrote in opposition to the development. She noted concerns related to excessive density, environmental impacts, pedestrian safety, and the location being unsuitable for high density.
- Adrian Marcoux (Resident) wrote in opposition to the development and cited concerns related to road and lot density, loss of greenspace and wildlife corridors, and pedestrian safety.
- Leanne Pelosi (Helen Road), wrote in opposition to the development and reiterated her concerns related to density, ecological impact, and pedestrian safety.
- Jennifer Yakimishyn and Darren Salisbury (Helen Road), wrote in opposition to the development. They raised concerns related to current infrastructure and overall community vision.
- Tracy Eeftink (Helen Road), wrote in opposition to the development. She cited concerns related to traffic flow and suitability of low-income housing in the area.

6.4 Applicant Presentation

The applicant was invited to speak. The applicant did not speak at this time.

6.5 Public Input

The Mayor called three times for speakers.

Tracey Eeftink (Helen Road), spoke in opposition to the development. She noted her letter and concerns with the following:

- increased density and lower income housing in this area;
- Helen Road's narrow width; and
- setting a precedent for future development on Hyphocus Island.

Patricia Sieber (Helen Road), spoke in opposition to the development. She noted that the proposed density is not appropriate for this site.

Dennis Morgan (Helen Road), noted that the District should maintain a public database of all developments that are underway. He noted that no development plans or drawings are available for public review. Staff

clarified that the development plans and drawings were included in the agenda package. Mr. Morgan further noted that restrictions should be put in place to prohibit short-term rentals on the property. Council clarified that short-term rentals would not be permitted under the proposed zoning but are permitted under the property's current zoning.

Lisbeth Edwards (Helen Road), spoke in opposition to the development and noted concerns with the increased traffic and speeding. Ms. Edwards further noted the need for speedbumps on Helen Road and challenges with installing a sidewalk in the area.

The Developer's agent, Paul Zhan (Vancouver), noted that the development would result in six units, which is permitted under the current zoning. He further noted that under the proposed zoning, short-term rentals would not be permitted, which helps to address local housing shortages. Mr. Zhan also noted that the proposed development would have limited impact on local traffic.

Matt Harbidge (Peninsula Road), noted the proposed development would result in fair market value homes not affordable or attainable homes.

Nancy Lobaw (Rainforest Drive), did not object to the development but noted that it would be a unique development in the area. She noted that the proposed zoning would not increase the sites density, the living area for the units would be 1500 sqft, the current zoning allows for taller buildings than proposed in the development, and potential traffic on Helen Road would likely be reduced by the zoning amendment as short-term rentals would not be permitted. Ms. Lobaw further noted that there would be an increase of four parking spots under the proposed zoning to a minimum of 9 parking spots. She recommended that the 9 parking spot minimum be converted into a maximum to address traffic concerns and that the owner be encouraged to designate which parking spots are assigned to which unit. Ms. Lobaw noted potential tax revenues from the development and the shoreline setback provides a wildlife corridor that is larger than recommended by the Qualified Environmental Professional.

Todd Evelina (resident), noted a trend of residents wanting housing to be developed but not in their neighbourhood. He further noted that increased density is required to address local housing shortages. Mr. Evelina noted that Councillor Anderson has a potential conflict of interest as his wife submitted a letter in opposition to this development.

The Mayor closed the public hearing on District of Ucluelet Official Community Plan Amendment Bylaw No. 1337, 2024, and District of

Ucluelet Zoning Amendment Bylaw No. 1322, 2024, at 4:46 PM.

7. UNFINISHED BUSINESS

7.1 Clarification re: Section 4(1) of the District of Ucluelet Development Application Procedures Bylaw 1350 (Verbal Report) *Bruce Greig, Director of Community Planning*

Mr. Greig, presented this verbal report. He explained that section 4(1) of the Development Application Procedure Bylaw No. 1350, 2024, enables Council to waive rules set out in that bylaw through a unanimous vote of Council members present at a meeting. Mr. Greig noted that a unanimous vote is commonly required where procedural rules are suspended and provided examples from other local bylaws.

8. BYLAWS

8.1 Rezoning and OCP Amendment for 1061 Helen Road *Anneliese Neweduk, Planner*

The Mayor noted the public hearing held on the subject bylaws earlier in the meeting and explained that the following motion was defeated on June 25th:

- **THAT** Council give third reading to District of Ucluelet Official Community Plan Amendment Bylaw No. 1337, 2024.

The Mayor further noted that she required reconsideration of this motion on July 9th, because there was confusion about the current uses allowed on the property. The vote to reconsider was deferred to this meeting, so a second public hearing could be held.

In response to Council questions, Staff clarified that the property's current zoning allows short-term rentals and under the proposed zoning short-term rentals would be prohibited.

Council discussed the motion and considered the following:

- whether the rezoning would result in increased density and whether that density is appropriate for the area;
- whether the rezoning would cause increased traffic and its impact;
- pedestrian and vehicle safety issues associated with the width of Helen Road and the Causeway;
- ingress and egress challenges;
- public input received at the public hearings;
- the need for increased housing supply;
- the need for additional information related to widening Helen

Road in this area and the Causeway to improve pedestrian and vehicle safety; and

- deferring the motion on third reading of Bylaw No. 1337, 2024 until after a report on widening Helen Road is presented.

2024.2262.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Council give third reading to District of Ucluelet Official Community Plan Amendment Bylaw No. 1337, 2024.

2024.2263.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Council defer consideration of the motion to give District of Ucluelet Official Community Plan Amendment Bylaw No. 1337, 2024 third reading, until Council receives a staff investigation into the feasibility of widening Helen Road.

CARRIED.



REPORT TO COMMITTEE OF THE WHOLE

Council Meeting June 10, 2025

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JAMES MACINTOSH, DIRECTOR OF ENGINEERING SERVICES

FILE No: 5230-01

SUBJECT: DEVELOPMENT COST CHARGES (DCC) BYLAW UPDATE

REPORT No: 25- 64

ATTACHMENT(s): APPENDIX A – URBAN SYSTEMS PRESENTATION: DCC PROGRAM
APPENDIX B – DCC PROGRAM BACKGROUND REPORT

SUMMARY OF DESIRED OUTCOME:

The purpose of this report is to provide the Committee of the Whole with an update on the District's Development Cost Charges (DCC) Bylaw review and to receive direction on two key items:

1. Whether the Committee is comfortable proceeding with the proposed municipal assist factors; and
2. Whether the Committee supports moving forward to the community engagement phase.

Urban Systems Ltd., the District's DCC consultant, will present an overview of the technical work completed to date, including a "DCC 101" refresher, a draft project list with cost estimates, and preliminary DCC rate calculations. Staff seek the Committee's guidance before finalizing the model and initiating public engagement.

BACKGROUND:

In December 2023, Council authorized the District to engage Urban Systems to undertake a full review and update of the Development Cost Charges Bylaw ([Report No. 23-161](#)). The current Bylaw is outdated and no longer reflects the scale, cost, and timing of growth-related infrastructure required to support development in the District.

Since early 2024, staff and the consultant have worked collaboratively to:

- Compile and reconcile all updated capital plans;
- Identify growth-related infrastructure projects and develop updated cost estimates;
- Prioritize projects based on urgency and alignment with anticipated growth;
- Establish preliminary rate calculations based on the updated capital program and eligible recoveries.

A key part of this process includes confirming the municipal assist factors, which reflect the portion of costs the District will contribute (as opposed to being recovered through DCCs). These factors directly impact the final rates.

The work completed to date is now ready for review and Committee input before proceeding to the next phase of the process.

KEY QUESTIONS:

Following the presentation by Urban Systems, staff seek the Committee's feedback and direction on the following:

1. Municipal Assist Factor

- Does the Committee support the proposed 25% Municipal Assist Factor applied to water treatment, sanitary treatment, and fire protection within the draft DCC program?
- The Municipal Assist Factor is at Council's discretion and must be funded through non-DCC/non-ACC revenue sources (e.g., general taxation).

2. Stakeholder Engagement

- Does the Committee support proceeding to stakeholder engagement based on the draft rates presented?

3. Additional Input

- Does the Committee have additional input on the approach prior to engagement and Bylaw development?

Topics may include:

- Direction to staff to explore Waivers and Reductions;
- Direction to conduct economic viability testing of development (per the ACC Best Practices Guide);
- Feedback on potential discretionary DCC exemptions.

NEXT STEPS :

Pending the Committee's direction, the next steps in the DCC Bylaw update process are:

- Finalize the draft DCC model and technical report;
- Initiate the community and stakeholder engagement phase;
- Refine the draft Bylaw and submit it to the Ministry of Municipal Affairs for review and approval;
- Bring the new DCC Bylaw forward for Council adoption.

Respectfully submitted: James Macintosh, Director of Engineering Services

DISTRICT OF UCLUELET DCC AND ACC PROGRAMS

Council Presentation
June 10th, 2025



Ensure the District is collecting funds to cost share the infrastructure and amenities needed to support growth by:

- Updating the District of Ucluelet's DCC Bylaw
- Developing an ACC Bylaw (new)

PROJECT PURPOSE

Purpose

Familiarize Council with proposed ACC & DCC programs and Rates

Outcomes

- Receive Council Direction on:
 1. Municipal Assist Factor
 2. Stakeholder engagement

CoW MEETING PURPOSE & OUTCOMES

WORKSHOP AGENDA

DCC AND ACC PROGRAM UPDATE KICKOFF WORKSHOP

1. DCC and ACC Overview
2. Technical Inputs
3. Present Draft DCC Program and Proposed Rates
4. Implementation Elements
5. Next Steps & Discussion

OVERVIEW

WHAT ARE DCCs AND ACCs?

- Help communities recover the costs of **off-site infrastructure needed for growth**
- Based on the **principle of cost-sharing**, ensuring new development pays its share of growth-related infrastructure
- **Provincially-regulated** development finance tool
 - Part 14, Division 19 of the Local Government Act (LGA)
 - New legislation (Bill 46) now allows a wider scope of services and amenities (November 2023)
 - DCC Best Practices Guide (March 2025)
 - ACC Best Practices Guide (March 2025)

WHY USE DCCs AND ACCs?

- Fosters a **fair** and **equitable** approach where growth pays for growth and infrastructure costs are **transparent**
- Creates **consistency** for the development community through a clear policy framework
- Ensures **certainty** that services support growth and development
- Minimizes **financial risk** to the District
- Ensures **timely** processing of development applications

WHY NOW?

- The current Development Cost Charge (DCC) Bylaw was consolidated in 2007; since that time:
 - The District has grown (~35%) and is expected to continue growing
 - Infrastructure costs have increased
 - DCC Legislation and best practices have advanced
 - District faces different infrastructure needs, such as new Master Plans

WHAT PROJECTS ARE DCC-ELIGIBLE?

DCCs CAN BE USED TO FUND

Capital costs for planning, engineering, design, or studies for:

- Transportation services
- Water services
- Drainage services
- Sewer services
- Parkland acquisition and improvements
- Fire protection facilities **(new)**
- Police facilities **(new)**
- Solid waste and recycling facilities **(new)**

DCCs CANNOT BE USED TO FUND

- Infrastructure or parks needed to serve the existing population (deficiencies, asset replacement)
- In other words: **DCC projects must be growth-related**
- Operations and maintenance costs
- Community buildings – eligible under ACCs

WHAT WORKS ARE ACC-ELIGIBLE?

ACCs CAN BE USED TO FUND

Amenities (non-exhaustive)

- Community, youth, or seniors' centre
- Recreation or athletic facility
- Library
- Daycare facility
- Public square

ACCs CANNOT BE USED TO FUND

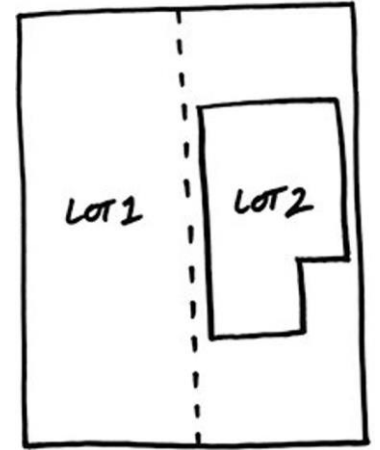
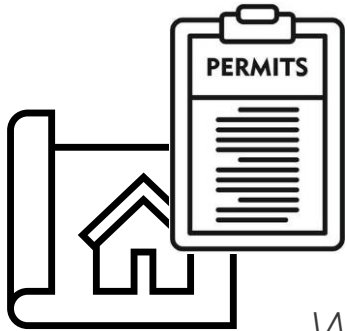
- Projects otherwise eligible for DCCs
- Projects needed to serve the **existing** population (deficiencies, asset replacement), i.e., **ACC projects must be growth-related**
- Operations and Maintenance Costs

TECHNICAL INPUTS

HOW AND WHEN ARE DCCs COLLECTED?

DCCs must be paid by applicants at either:

- **subdivision approval** for low density development sites, or
- **building permits** for medium- and high-density residential uses, commercial, industrial, and institutional development.



Where subdivision is not applicable for low-density development sites, DCCs may be charged at building permit.

DEFINITIONS

Low Density Residential

Single- and two-family dwellings, where each unit can include up to one secondary suite *(in line with SSMUH legislation)*



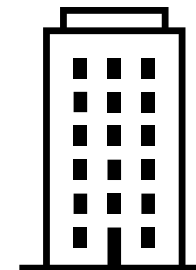
Medium Density Residential

Buildings with 3 or more units that each have their own entrance (like townhouses, triplexes, or mobile homes) and in some cases accessory buildings

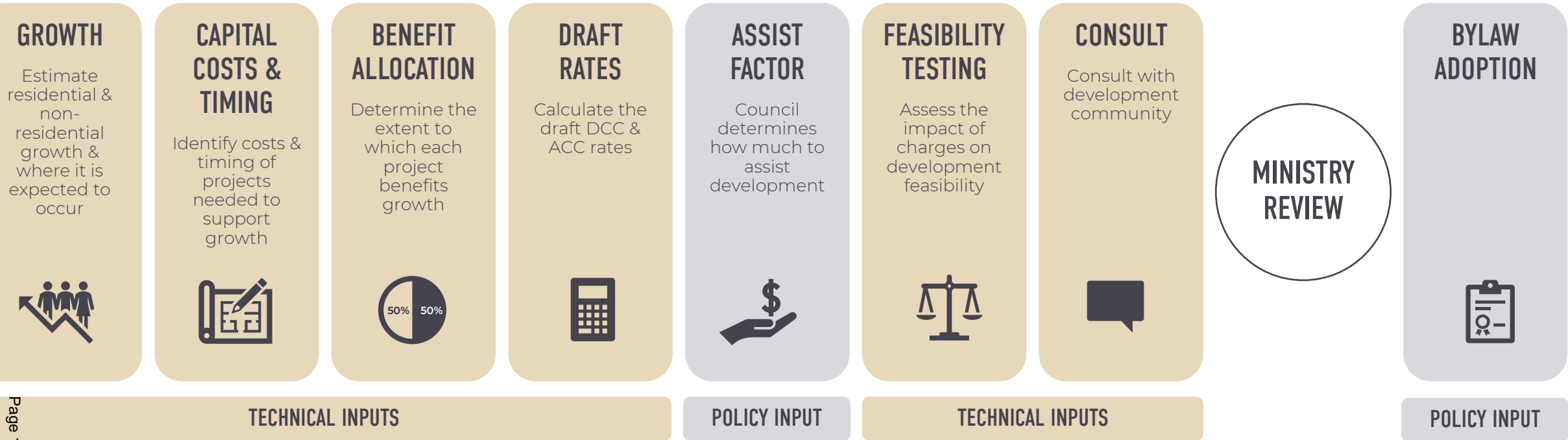


High Density Residential

Multi-unit dwelling containing 3 or more self-contained units accessed through a common hallway (stacked)



HOW DO WE DETERMINE THE RATES?

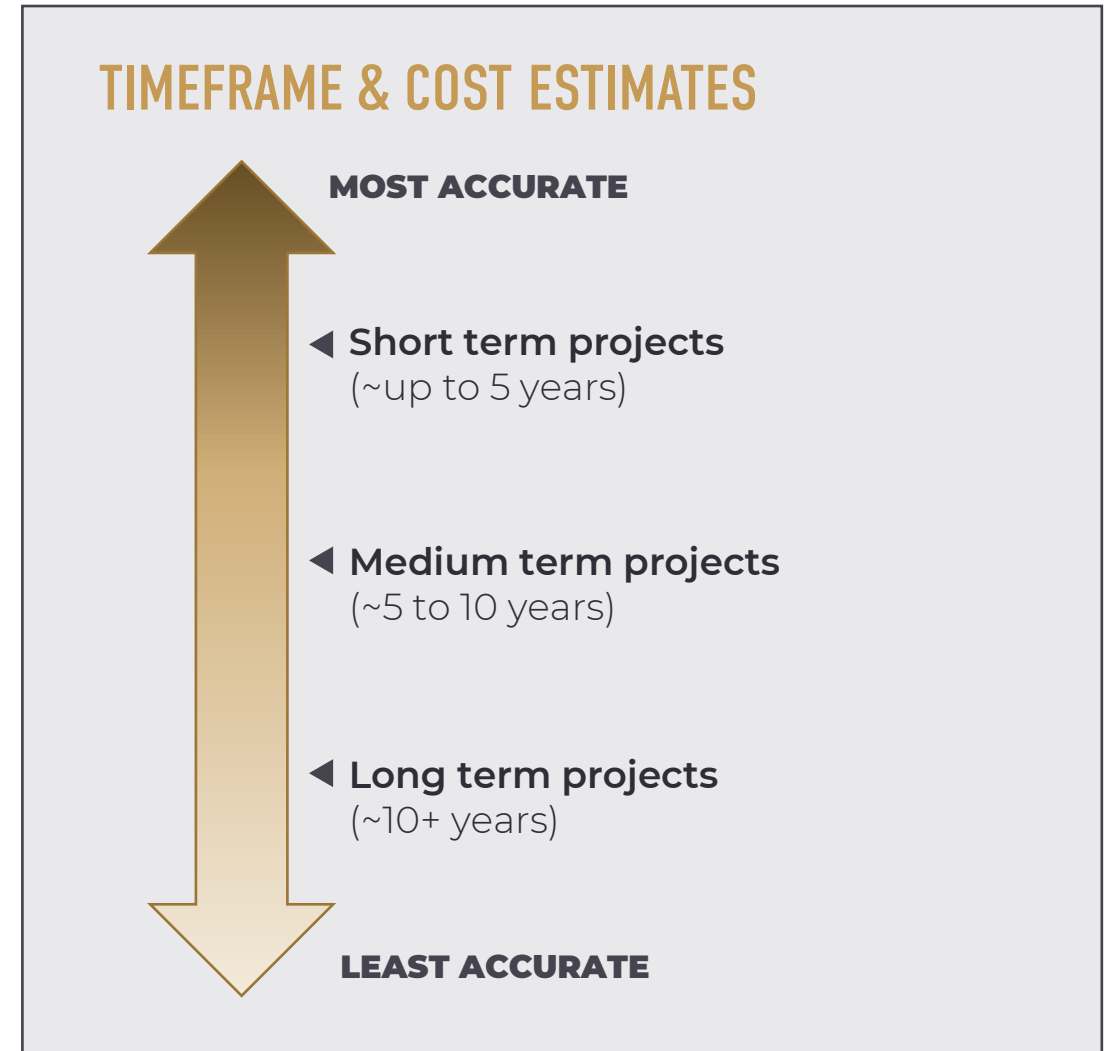


GROWTH

- Population forecasts are based on:
 - BC Stats and Census data
 - Planning documents (e.g., OCP, Housing Needs Reports)
 - Building permit trends by unit type
 - Staff knowledge of zoning, land capacity, and servicing constraints
- Population and job growth are translated into development units using persons-per-unit and floor area assumptions
- The time horizon of the growth projections align with infrastructure and land use plans (typically between 10 to 30 years)

CAPITAL COSTS & TIMING

- Timing is aligned with anticipated development and infrastructure needs
- Typically based on a rolling 10- to 30-year program, updated every 3 to 5 years
- May extend further for long-term projects that benefit future generations (e.g., treatment plant)
- Cost estimate accuracy is typically more precise for near-term projects



ALLOCATING BENEFIT

- Each project is assigned a benefit allocation between 1%* and 100%
**projects that are not growth-driven (i.e., 0%) are ineligible for DCCs*
- Percent is based on the extent to which a project will benefit new development
- Ensures costs are shared equitably between existing and future users

SHARE OF BENEFIT (TO DEVELOPMENT):



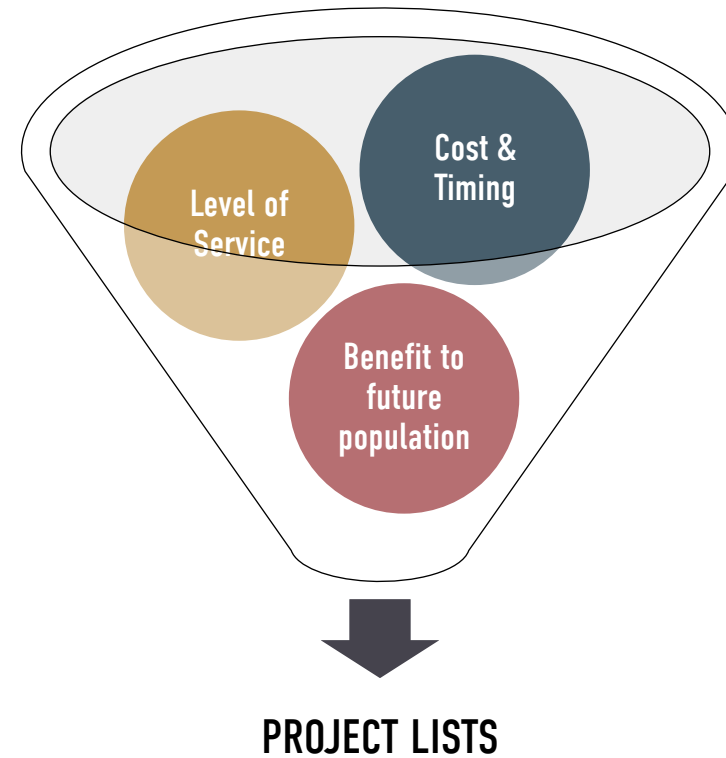
MUNICIPAL ASSIST FACTOR

- Legislation requires local government to assist development for DCCs and ACCs
- Assist amount must be made up through other revenue sources (e.g., taxation)
- **Council has complete discretion** to set an assist factor between 1% (least assistance) and 99% (most assistance)
- The assist factor is varied by:
 - Infrastructure program (e.g., roads, water, sewer)
 - Amenity category (e.g., libraries, community centers)

The assist factor is cannot be varied by land use type

PROJECT PRIORITIZATION

- DCCs and ACCs should reflect the costs of capital projects needed for new development
- Each project is prioritized in the context of the project list based on:
 - Cost and timing of projects
 - Target levels of service to be achieved
 - Benefit to future population



PROJECT EXAMPLE

ASSUMPTIONS

- \$1 Million (M) project cost
- 35% benefit allocation to new growth (i.e., 65% to existing users)
- 1% Municipal Assist Factor

PROJECT COST e.g., \$1M		BENEFIT ALLOCATION e.g., 35% benefit to growth		ASSIST FACTOR (1%) e.g., 1% assistance to developer		COST SHARE	
DEVELOPER CONTRIBUTION		\$350K	-	\$3.5K	=	\$346.5K	
DISTRICT CONTRIBUTION		\$650K	+	\$3.5K	=	\$653.5K	

PROPOSED DCC AND ACC RATES

CURRENT DCC RATE

Land Use	Unit of Charge	Roads	Sewer	Water	Drainage	Parks	Total
Single Family	Per unit	\$3,140	\$3,179	\$4,450	-	\$2,113	\$12,882
Multi Family	Per unit	\$1,927	\$2,543	\$3,560	-	\$1,690	\$9,720
Commercial Accommodation	Per unit	\$1,726	\$1,271	\$1,780	-	\$845	\$5,622
Commercial	per m ² GFA	\$45.18	\$8.77	\$12.27	-	-	\$66.22
Industrial	per hectare	\$37,271	\$57,216	\$80,091	-	-	\$174,578

PROPOSED DCC PROGRAM CONSIDERATIONS

- A **1% Municipal Assist Factor** was applied across all the programs, with the exception of:
 - Sanitary Sewer Treatment (25%)
 - Water Treatment (25%)
 - Fire Protection Facilities (25%)
- A **20-year program time horizon** was used for most categories, except:
 - Sanitary (30 years)
 - Sanitary Treatment (50 years)
 - Water Treatment (50 years)
 - Fire Protection Facilities (50 years)

- These programs include large, long-term infrastructure projects designed to serve future generations.
- Given their scale:
 - A higher municipal assist factor has been applied to test rate sensitivity
 - Program timeframes are aligned more closely with infrastructure life cycles
 - Reflects the scale and broad community benefits of the projects

PROPOSED DCC RATES

Land Use	Transportation	Water	(NEW) Water Treatment	(NEW) Drainage	Sanitary	(NEW) Sanitary Treatment	Parks	(NEW) Fire	Total Charges
Low Density Residential	\$4,920.45	\$1,413.46	\$2,903.95	\$4,697.85	\$3,852.36	\$6,806.97	\$1,990.97	\$1,633.67	\$28,219.67
Medium Density Residential	\$2,239.66	\$833.58	\$1,712.58	\$ 2,245.29	\$ 2,271.90	\$4,014.37	\$1,174.16	\$963.45	\$15,454.99
High Density Residential	\$2,103.92	\$507.39	\$1,042.44	\$ 1,145.82	\$1,382.90	\$2,443.53	\$714.71	\$ 586.45	\$9,927.15
Commercial Accommodation	\$2,103.92	\$471.15	\$967.98	\$ 1,145.82	\$1,284.12	\$2,268.99	\$663.66	\$ 544.56	\$9,450.19
Commercial	\$33.93	\$3.62	\$7.45	\$14.80	\$9.88	\$17.45	\$5.11	\$4.19	\$96.43
Industrial	\$10.18	\$1.63	\$ 3.35	\$10.36	\$4.45	\$7.85	\$-	\$1.89	\$39.70
Institutional	\$33.93	\$3.62	\$7.45	\$13.98	\$9.88	\$17.45	\$5.11	\$4.19	\$95.61

PROPOSED ACC RATE

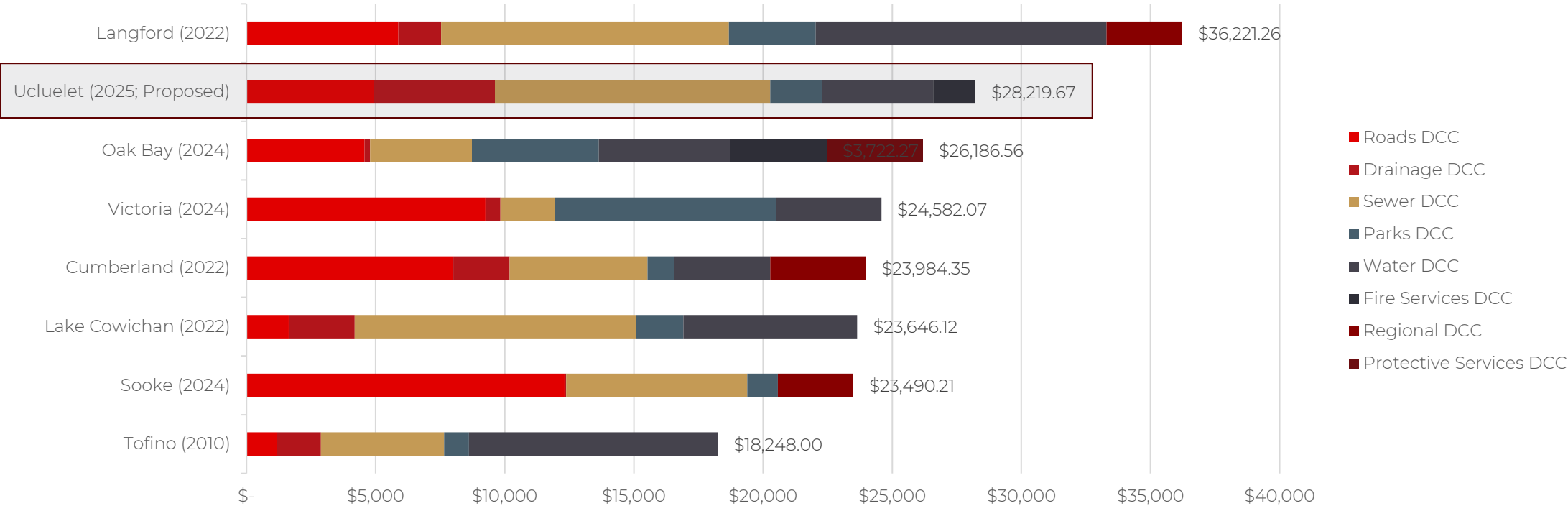
Land Use	Unit of Charge	Proposed Rates
Low Density Residential	Per unit	\$6,500.50
Medium Density Residential	Per unit	\$3,833.63
High Density Residential	Per unit	\$2,333.51
Commercial Accommodation	Per unit	\$2,166.83
Commercial	per m ² GFA	\$16.67
Industrial	per m ² GFA	\$7.50
Institutional	per m ² GFA	\$16.67

**Note: A proposed Municipal Assist Factor of 1% has been applied; the program is based on a 20-year time horizon*

COMMUNITY COMPARISONS

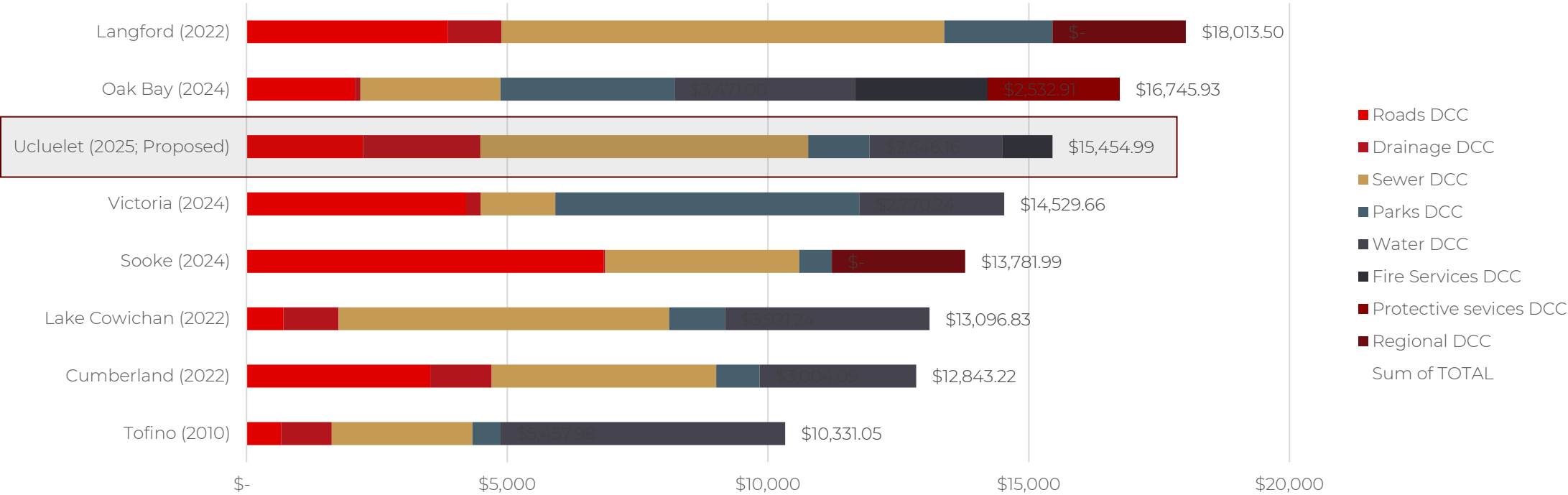
DCC COMPARISON

LOW DENSITY RESIDENTIAL (PER UNIT)



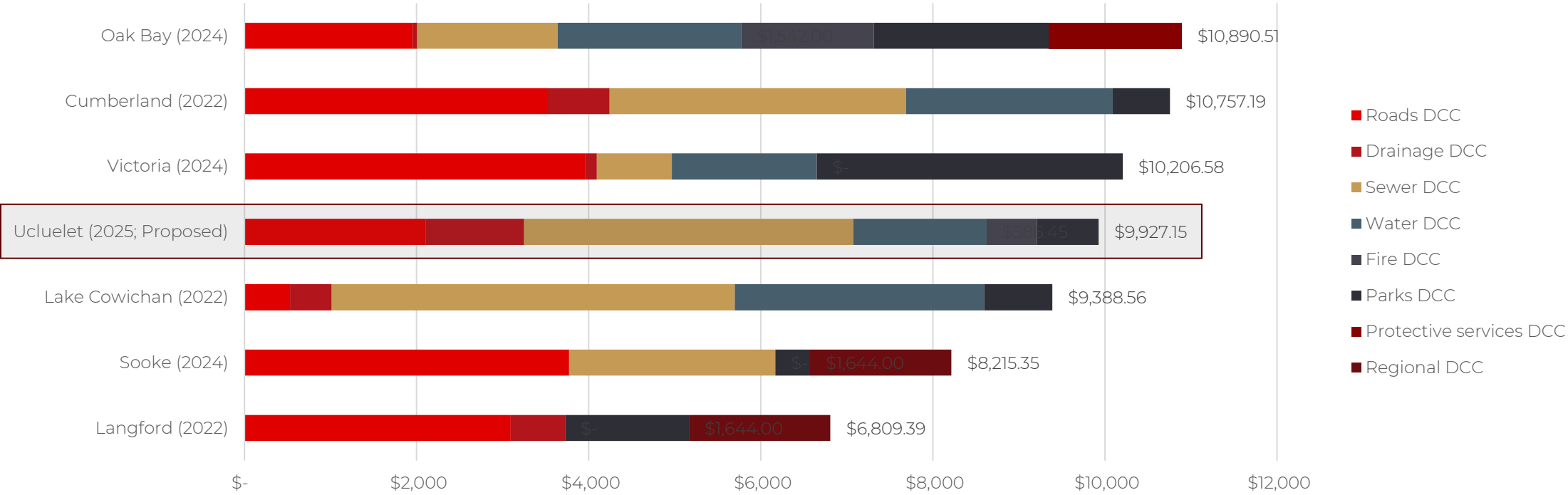
DCC COMPARISON

MEDIUM DENSITY RESIDENTIAL (PER UNIT)



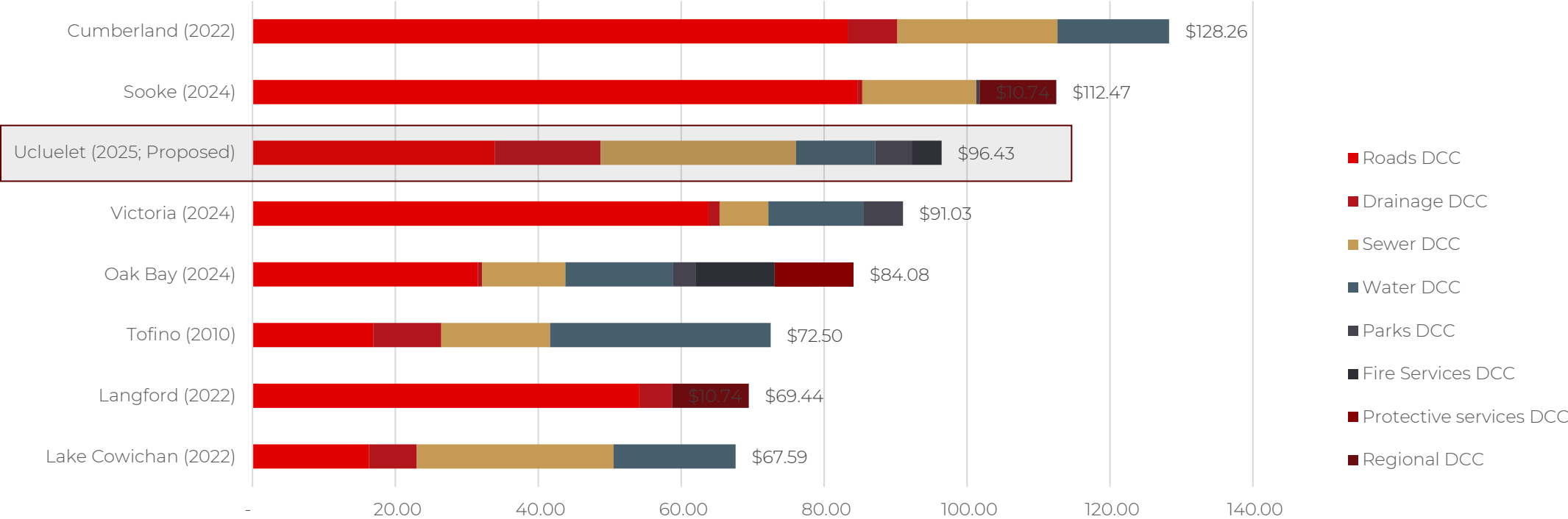
DCC COMPARISON

HIGH DENSITY RESIDENTIAL (PER UNIT)



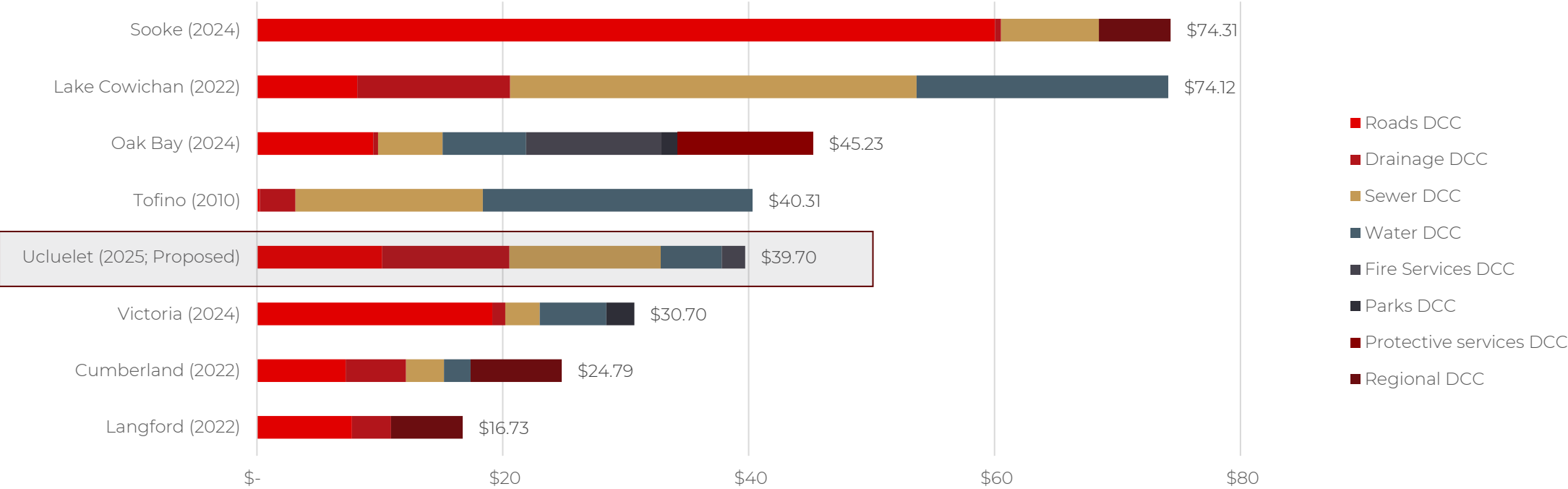
DCC COMPARISON

COMMERCIAL (PER M2 GROSS FLOOR AREA)



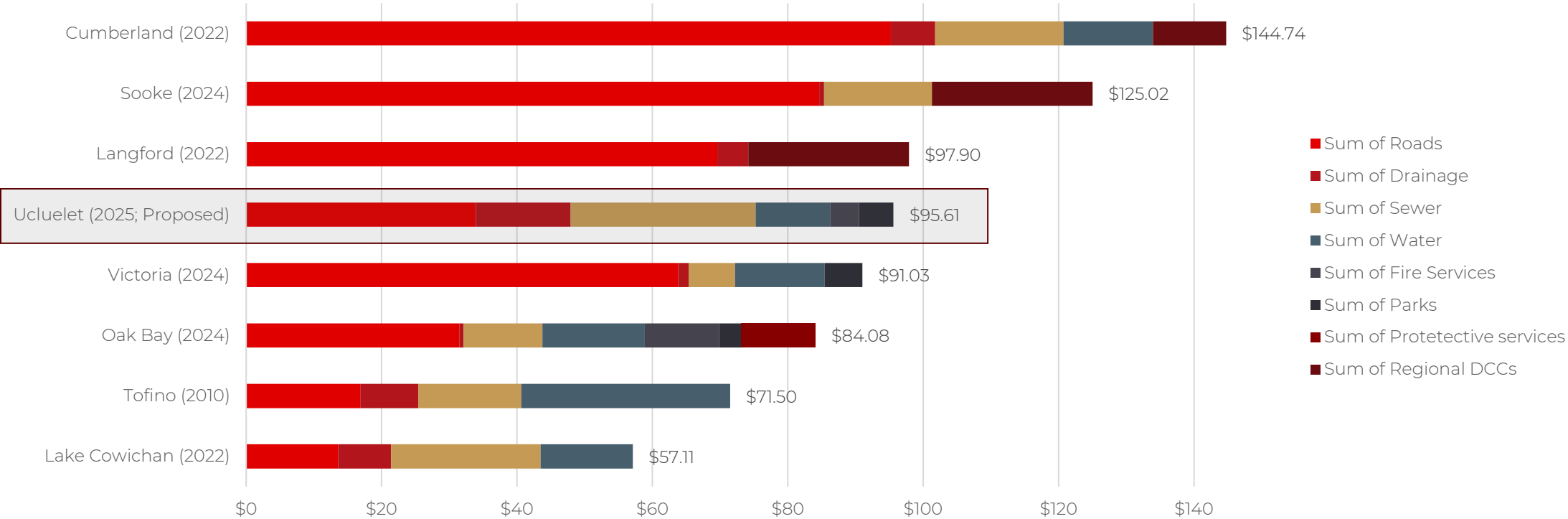
DCC COMPARISON

INDUSTRIAL (PER M2 GROSS FLOOR AREA)



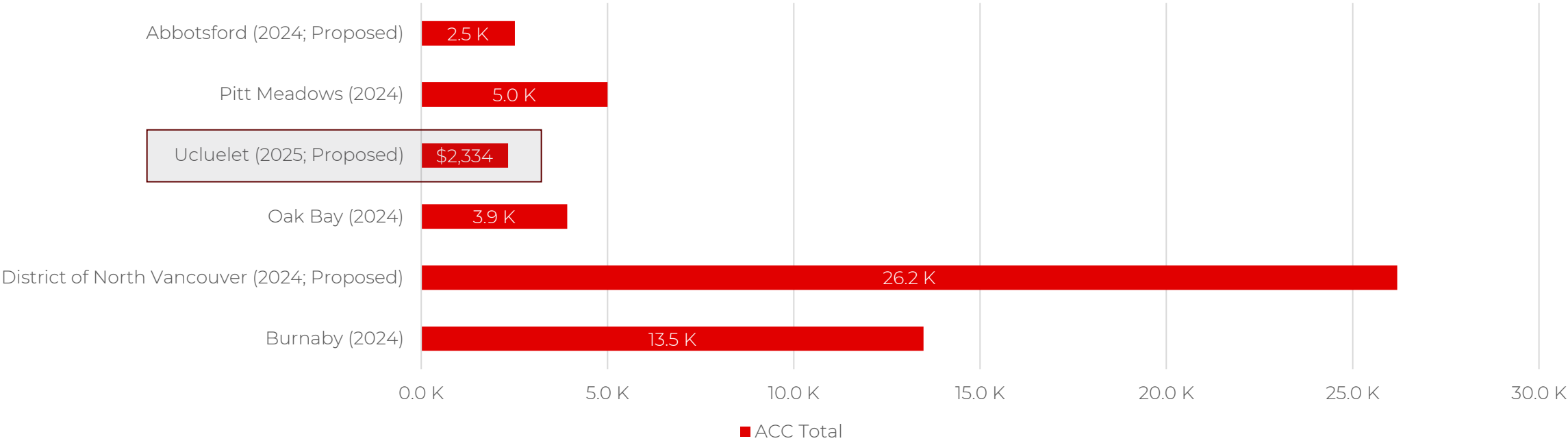
DCC COMPARISON

INSTITUTIONAL (PER M2 GROSS FLOOR AREA)



ACC COMPARISON

HIGH DENSITY RESIDENTIAL

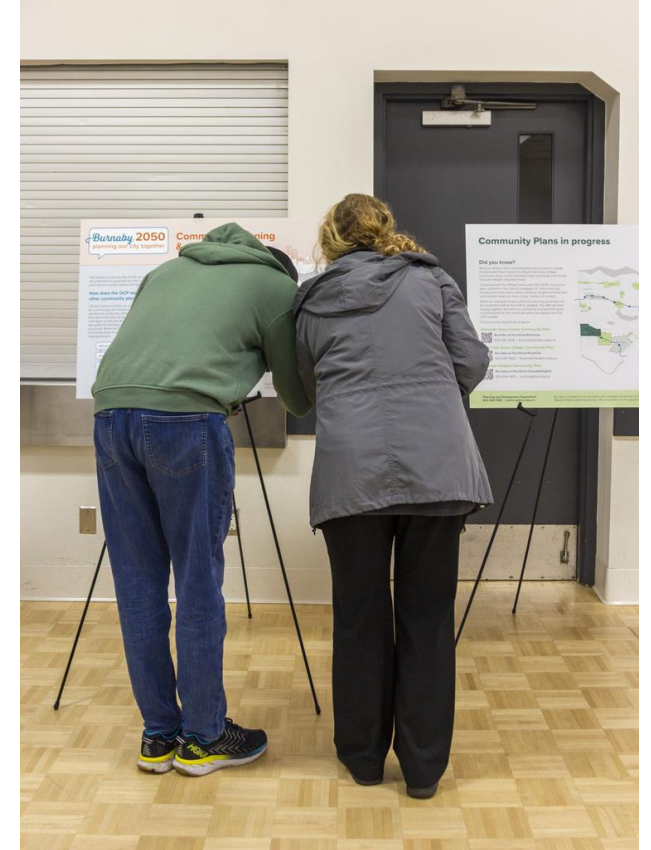


DCC AND ACC IMPLEMENTATION

ENGAGEMENT

- Best practice is to consult with key interested parties, like the development community, as part of the ACC and DCC updates
- Information to be shared on District's website and through invitation letters to identified individuals/organizations
- In-person workshop planned, unless there is high interest (will shift to virtual)

There is often no consultation with the broader general public, as they are not affected by the DCC and ACC rates



IN-STREAM PROTECTION

New DCC rates apply upon bylaw adoption, but in-stream protection may apply for eligible **complete** applications:

Subdivision (LGA Sec. 511)

- Subdivision application submitted before bylaw adoption and fee paid
- Exempt from new rates for 12 months
- Subdivision must be approved within that time

Building Permit (LGA Sec. 568)

- Building permit issued within 12 months of adoption
- Requires precursor application (building, DP, or rezoning) submitted and paid before adoption
- Development must be fully within precursor area

A complete application is one:

- ✓ ☒ That has been received
- ✓ ☒ Is complete
- ✓ ☒ Has been paid

STATUTORY EXEMPTIONS (UNDER LEGISLATION)

DCC Exemptions	ACC Exemptions
<ul style="list-style-type: none"> Buildings for public worship Development does not impose a new capital cost burden DCCs have been charged previously <p>Can be varied by Council:</p> <ul style="list-style-type: none"> Building permits for $\leq \\$50,000$ Residential units $\leq 29\text{m}^2$ in size Fewer than 4 units, i.e. duplex/triplexes 	<ul style="list-style-type: none"> Development does not result in growth ACCs have been charged previously In some cases, affordable housing

POTENTIAL WAIVERS AND REDUCTIONS

- Council can waive or reduce ACCs or DCCs on eligible developments
- Waivers and Reductions should be established in a separate bylaw – *as they do not require Ministerial approval*
- Where an ACC or DCC is waived or reduced, the costs must be made up through other revenue (e.g., taxation)

Development eligible for Waivers and Reductions:	
DCC & ACC	<ul style="list-style-type: none">• Not-for-profit rental housing• For-profit affordable rental housing
DCC	<ul style="list-style-type: none">• Housing designed for reduced environmental impact/GHG
ACC	<ul style="list-style-type: none">• Housing subject to requirements under an affordable and special needs housing zoning bylaw (Inclusionary Zoning bylaw)

TIMELINE

DCC & ACC BYLAW UPDATE PROCESS

PROGRAM DEVELOPMENT

Estimate growth

Develop DCC and ACC project lists

Consider draft Assist Factor

COUNCIL INPUT

Calculate draft DCC and ACC Rates

BYLAW ADOPTION

We are here!

Present Draft DCC and ACC Rates to Council

COUNCIL INPUT

Consult with Stakeholders

Three Readings of DCC and ACC Bylaw

COUNCIL INPUT

Provincial Approval of DCC Program

Adopt DCC and ACC Bylaw

COUNCIL INPUT

Note: Upon bylaw adoption, there is a 12-month grace period for in-stream development

QUESTIONS & DISCUSSION

DEVELOPMENT COST CHARGE (DCC) BYLAW UPDATE

DISTRICT OF UCLUELET

June 10, 2025

DCC Background Report - **DRAFT**

URBAN
S Y S T E M S

312 - 645 Fort Street, Victoria, BC V8W 1G2 | T: 250.220.7060

CONTACT: Laura Bernier
E: lbernier@urbansystems.ca

A faint, light gray background map of Ucluelet, BC, showing a network of streets and some circular features like roundabouts or parks.

PREPARED FOR:

James MacIntosh
Director of Engineering Services
200 Main Street, Ucluelet, BC
V0R 3A0

312 - 645 Fort Street, Victoria, BC V8W 1G2 | T: 250.220.7060

File: 1427.0019.01

This report is prepared for the sole use of the District of Ucluelet. No representations of any kind are made by Urban Systems Ltd. or its employees to any party with whom Urban Systems Ltd. does not have a contract. © 2024 URBAN SYSTEMS®.

CONTENTS

CONTENTS	I
APPENDICES	II
EXECUTIVE SUMMARY	III
1.0 INTRODUCTION AND BACKGROUND	1
1.1.1 KEY DRIVERS.....	1
1.1.2 KEY INPUTS	1
2.0 DCC CALCULATION METHODOLOGY AND KEY FINDINGS.....	2
2.1 SCOPE OF PROGRAM	2
2.1.1 JURISDICTION-WIDE VERSUS AREA-SPECIFIC CHARGES.....	2
2.1.2 TIME FRAME.....	2
2.1.3 DCC ELIGIBLE SERVICES.....	2
2.2 ESTIMATING GROWTH.....	2
2.2.1 LAND USE CATEGORIES.....	2
2.2.2 DEVELOPMENT FORECAST	2
2.2.3 EQUIVALENCIES.....	3
2.3 PROJECT LISTS.....	4
2.3.1 DCC PROJECTS.....	4
2.3.2 ALLOCATION OF BENEFIT	5
2.3.3 USE OF ASSIST FACTOR.....	2
3.0 DCC PROGRAM COSTS.....	3
3.1 INTEREST ON LONG-TERM DEBT.....	3
4.0 DCC RATES	3
5.0 STAKEHOLDER CONSULTATION	6
6.0 POLICY CONSIDERATIONS AND DECISIONS	6
6.1 BYLAW EXEMPTIONS.....	6
6.2 COLLECTION OF CHARGES – BUILDING PERMIT AND SUBDIVISION.....	6
6.3 COLLECTION OF DCCS ON REDEVELOPED OR EXPANDED DEVELOPMENTS.....	7
6.4 FINANCIAL FEASIBILITY	7
7.0 DCC IMPLEMENTATION.....	7
7.1 IN-STREAM PROTECTION AND PHASE-IN OF DCC RATES	7
7.2 REBATES AND CREDITS.....	8

7.3	DCC MONITORING AND ACCOUNTING	8
7.4	DCC REVIEWS.....	9

TABLE OF FIGURES

Table 1. DCC Key Elements	iv
Table 2. Summary of Land Use Categories	2
Table 3. Growth Projections (20-50Year)	3
Table 4. Equivalent Unit Methodology	3
Table 5. Equivalent Units.....	4
Table 6. DCC Project List Summary	4
Table 7. Summary of Benefit Factor Methodology	2
Table 8. Total Cost of Proposed DCC Program	3
Table 9. Current DCC Rates.....	4
Table 10. Total Proposed DCC Rates.....	5

APPENDICES

APPENDIX A: DCC SERVICES TECHNICAL CALCULATIONS

EXECUTIVE SUMMARY

In 2023, the District of Ucluelet initiated the process of updating its Development Cost Charge (DCC) Bylaw, which was last updated in 2007. The goal of this update is to ensure infrastructure funding keeps pace with anticipated growth.

The DCC Bylaw Update aligns with:

- Local Government policy and planning, like the District's Official Community Plan (OCP).
- Aligns with recently released DCC Best Practice Guide

The DCC Program was informed by cross-departmental collaboration between staff from Planning, Building, Permits and Bylaw, Public Works (Engineering), Parks & Recreation, Administration and Finance. Together with the project team, these departments developed updated project lists and draft DCC rates reflective of the community's future servicing needs.

New provincial legislation for housing and DCCs are key considerations in the development of this DCC Program. While the legislation allows for new infrastructure categories such as solid waste, fire services, and police services, only fire services projects have been incorporated at this time.

The update of this DCC Bylaw involved the following:

- Reviewing residential and non-residential growth projections.
- Identifying eligible DCC projects, cost estimates and appropriate benefit factors.
- Determining appropriate land use categories and units of charge; and,
- Allocating costs based on impact on infrastructure (equivalence factors).

This report outlines the District of Ucluelet's proposed DCC Program and 2025 DCC rates, which are summarized in **Table ES-1**.

Table ES-1: Proposed 2025 DCC Rates

Land Use	Unit	Transportation	Water	Water Treat.	Drainage	Sanitary	Sanitary Treat.	Parks	Fire Services
Low-Density Residential	per lot	\$4,920.45	\$1,413.46	\$2,903.95	4,697.85	\$3,852.36	\$6,806.97	\$1,990.97	\$1,633.67
Medium-Density Residential	per unit	\$2,239.66	\$833.58	\$1,712.58	\$2,245.29	\$2,271.90	\$4,014.37	\$1,174.16	\$963.45
High-Density Residential	per unit	\$2,103.92	\$507.39	\$1,042.44	\$1,145.82	\$1,382.90	\$2,443.53	\$714.71	\$586.45
Commercial	per m ² of GFA	\$2,103.92	\$471.15	\$967.98	\$1,145.82	\$1,284.12	\$2,268.99	\$663.66	\$544.56
Commercial Accommodation	per unit	\$33.93	\$3.62	\$7.45	\$14.80	\$9.88	\$17.45	\$5.11	\$4.19
Industrial	per m ² of GFA	\$10.18	\$1.63	\$3.35	\$10.36	\$4.45	\$7.85	\$-	\$1.89
Institutional	per m ² of GFA	\$33.93	\$3.62	\$7.45	\$13.98	\$9.88	\$17.45	\$5.11	\$4.19

DCC Key Elements

Prepared by the Ministry of Municipal Affairs, the Development Cost Charge Best Practices Guide (Best Practices Guide) stipulates key elements that should be considered when determining DCC rates. **Table 1** outlines the key elements, decisions, and supporting rationale used in this update. The table also indicates whether the approach aligns with the Best Practices Guide.

Table 1. DCC Key Elements

Key Element	DCC Update	Rationale	Aligns with Best Practices Guide?
Time Horizon	20, 30, 50 Years	Aligns with the <u>OCP</u> , master plans, capital plans, and infrastructure planning studies	✓
District-wide or area-specific charge	District - wide charge	DCC projects are components of District-wide infrastructure/parks systems and therefore provide a District-wide benefit	✓
Grant Assistance	None	No identified DCC projects include grant assistance	✓
Developer Contribution	None	No identified DCC projects include a developer contribution	✓
Financing	No	No identified DCC projects include financing	✓
Benefit Factor	33% to 100%	<ul style="list-style-type: none"> • Baseline - Benefit to the Population at Large • Rule of Thumb • Technical Analysis 	✓
Municipal Assist Factor (MAF)	1%, 25%	A 1% municipal assist factor was applied for the majority of the DCC programs; a 25% municipal assist factor was applied for programs with large, long-term infrastructure projects. (To be determined by Council)	✓
Units of charge	Per lot, per dwelling unit, and per m ² Gross Floor Area (GFA)	<p>Per lot or per dwelling unit for low density residential. DCCs are levied on single family dwellings at time of subdivision or building permit, as determined by the District, to collect DCCs as early in the process as possible.</p> <p>Per dwelling unit for medium density and high density residential. DCCs are levied on ground-oriented attached dwellings and apartment units at building permit when the number of units is known.</p> <p>Per m² of Gross Floor Area (GFA) for commercial, industrial, and institutional uses as impact on infrastructure is expected to correlate most closely with floor space.</p>	✓

1.0 INTRODUCTION AND BACKGROUND

In 2024, the District of Ucluelet (District) initiated the process to update their Development Cost Charge (DCC) bylaw, Development Cost Charge Bylaw No. 738, 1996, and related Amendment Bylaw No. 1056, 2007.

The District of Ucluelet currently collects DCCs for roads, sewer (storm and sanitary), water distribution, and parks. The DCC program has been updated with the aim of capturing growth trends, projects needed to support growth, cost escalation, and changes to provincial legislation.

Many municipalities across B.C. use DCCs as a cost-recovery tool to support municipal financial sustainability. The advantages of implementing and updating a DCC Bylaw are as follows:

- Provides certainty to the development community about infrastructure upgrade costs and what projects these costs will pay for.
- Ensures costs for future infrastructure are fairly distributed across the benefiting developments.
- Fosters fairness by ensuring the development community and existing property taxpayers share the costs of growth-related infrastructure.
- Minimizes financial risk by allowing the District to save for growth-related infrastructure costs.

This DCC update aligns with the legislative requirements outlined in Part 14, Division 19 of the *Local Government Act*, the *Community Charter*, and the DCC Best Practices Guide.

1.1.1 KEY DRIVERS

The revised DCC program will capture current infrastructure costs for capital projects that are driven by growth for the following services: water, water treatment, sanitary sewer, sanitary sewer treatment, drainage, transportation, fire protection, and parks (land acquisition and parkland improvements). The proposed rates ensures that those who will use and benefit from the services provided by the District share in the costs of growth-related infrastructure in a fair and equitable manner.

Key drivers for updating the District's DCC program include:

- Increasing development pressures, community growth, and changing development patterns.
- New infrastructure projects required to meet future development and growth.
- Increasing costs of construction and land acquisition costs.
- Ensuring timely and transparent cost recovery on capital projects.

1.1.2 KEY INPUTS

The District's updated DCC program aligns with capital planning, OCP growth projections, and historical building permit data, as well as conversations with key staff across various departments.

The development of the updated DCC program involved technical analysis to determine the costs of the infrastructure that is required to meet future growth. This included:

- Determining the projected growth of the District and future land use patterns.
- The impacts of that growth on capital infrastructure projects.
- The benefit of each project to new versus existing development.
- The Municipal Assist Factor (MAF) that will be applied to each DCC program.

These technical inputs, along with Council's discretionary ability to set the MAF, are used to calculate the DCC rates.

Please note that the material provided in this background report is meant for information only. The District's adopted DCC Bylaw should be referred to for rates and requirements.

2.0 DCC CALCULATION METHODOLOGY AND KEY FINDINGS

2.1 SCOPE OF PROGRAM

2.1.1 JURISDICTION-WIDE VERSUS AREA-SPECIFIC CHARGES

Local governments must decide whether to apply DCCs uniformly across the entire jurisdiction or tailor them to specific areas. Area-Specific Charges set different DCC rates for distinct areas, appropriate when certain regions have unique infrastructure requirements or growth patterns.

In the District of Ucluelet, growth and infrastructure needs are evenly distributed. The updated DCC rates have been calculated on the basis of a jurisdiction-wide charge. As such, the DCC rate will be applied consistently throughout the municipality.

2.1.2 TIME FRAME

For the District of Ucluelet, the DCC Bylaw Update is largely based on a 30-year planning horizon, consistent with the growth projections outlined in the Official Community Plan (OCP).

A 30-year planning horizon was considered for Sanitary Sewer to align with master plans.

A 50-year planning horizon was applied to program with large infrastructure projects with an anticipated benefit for future generations in order to better align with infrastructure lifecycles.

This build-out program includes all the infrastructure needed to support full development as envisioned in the OCP over that time frame. By planning for a 20-year horizon, the District ensures long-term infrastructure readiness while aligning DCC investments with anticipated growth.

2.1.3 DCC ELIGIBLE SERVICES

For the District of Ucluelet's updated DCC Bylaw, the following service categories are included as eligible for DCC funding:

- Roads
- Water and Water Treatment
- Sanitary Sewer and Sanitary Sewer Treatment
- Storm Drainage
- Parks
- Fire Protection Services

Police and solid waste services were not included in this DCC Update.

2.2 ESTIMATING GROWTH

2.2.1 LAND USE CATEGORIES

The proposed DCCs are based on different land use categories that serve as a proxy to reflect the impact of different built forms on infrastructure services. The definitions in Error! Reference source not found. Table 2 apply to the land use categories used in the DCC Bylaw.

Table 2. Summary of Land Use Categories

Land Use	Inclusions and definitions
Low-Density Residential	A Single Family Dwelling, which may contain one additional dwelling unit in the form of an attached secondary suite, or a Duplex Dwelling with no secondary suite(s).
Medium-Density Residential	Three (3) or more self-contained units of residential development accessible through separate, ground-oriented entrances (i.e., not accessed through a common hallway) and does not contain a self-contained dwelling unit wholly or partly above another self-contained dwelling unit. Included forms of development include detached secondary suites, garden suites, townhouses, triplexes, fourplexes, mobile homes, and modular homes.
High-Density Residential	A building or portion of a building containing three (3) or more self-contained dwelling units accessed through a common hallway, one or more of which are wholly or partly above another self-contained dwelling unit (e.g., apartments).
Commercial	A commercial development in a Commercial Entertainment, Commercial Recreation, or Commercial Tourist Accommodation zone listed in the Zoning Bylaw or a similar development in another zone permitted in accordance with the Zoning Bylaw, in which the predominant use of the zone, as determined by its purpose and list of permitted uses, is of a commercial nature.
Commercial Accommodation	A commercial accommodation refers to land or a building which is zoned to permit commercial accommodation use under the District's Zoning Bylaw.
Industrial	An industrial development in a Light, Medium, or Service Industry zone listed in the Zoning Bylaw, or similar development in another Zone permitted in accordance with the Zoning Bylaw, in which the predominant use, as determined by its general purpose and list of permitted uses, is of an industrial nature.
Institutional	An institutional development in a public or institutional zone listed in the Zoning Bylaw or a similar development in another zone permitted in accordance with the Zoning Bylaw, in which the predominant use of the zone, as determined by its purpose and list of permitted uses, is of an institutional nature.

2.2.2 DEVELOPMENT FORECAST

Statistics Canada Census data (2016 and 2021), Official Community Plan (OCP), building permit data, and conversations with staff were used to develop the District's population growth and residential projections.

Growth projections for commercial, industrial, and institutional uses are based on a review of historical building permit data, Land Use Demand Study (2021), and staff input. The projections account for new and ongoing development applications and vacant land capacity to reflect anticipated changes development more accurately over the next 20, 30, and 50 years.

The residential and non-residential growth projections used in this DCC update are shown in Error! Reference source not found. below.

Table 3. Growth Projections (20-50Year)

Land Use	Population (20 year)	Population (30 year)	Population (50 year)	Units
Low-Density Residential	400	600	1,000	Per unit
Medium-Density Residential	160	240	400	Per unit
High-Density Residential	80	120	200	Per unit
Commercial	39,900	600	1,000	Per m ² of gross floor area
Commercial Accommodation	400	55,400	92,300	Per unit
Industrial	57,600	86,400	144,000	Per m ² of gross floor area
Institutional	3,400	5,200	8,600	Per m ² of gross floor area

2.2.3 EQUIVALENCIES

Different types of development place varying levels of demand on infrastructure. To ensure fairness in how DCCs are applied, equivalency factors are used to represent the relative impact each land use category, such as residential, commercial, industrial, and institutional, has on infrastructure services. These factors help balance the differing demands and enable consistent and equitable DCC rates across land uses.

For residential development, equivalency factors are typically based on persons per household using data from Statistics Canada. These factors reflect differences in unit type, density, and occupancy patterns to better estimate the population-related demand each residential development places on infrastructure.

For non-residential development, including commercial, industrial, and institutional uses, equivalency is generally based on population per square meter or employees per square meter.

The equivalent units used to reflect the demand that each land use category places on infrastructure services are described in **Table 4**.

Table 4. Equivalent Unit Methodology

Service	Methodology
Water Sanitary Parks Fire	Residential uses: <ul style="list-style-type: none"> Average household size (person per household) Non-residential uses: <ul style="list-style-type: none"> Equivalent population/employees per square metre
Roads	Trips generated
Drainage	Runoff coefficients

The equivalency units in Table 5 are aligned with the District of Ucluelet's modelling work. Updates have been made to include consideration for the presence of secondary suites in the Low-Density Residential land use category (i.e., single-unit homes).

Table 5. Equivalent Units

Land Use	Transportation	Water	Drainage	Sanitary	Parks	Fire Services
Low-Density Residential	1.450	3.900	1.000	3.900	3.900	3.900
Medium-Density Residential	0.660	2.300	0.480	2.300	2.300	2.300
High-Density Residential	0.620	1.400	0.240	1.400	1.400	1.400
Commercial	0.003	0.018	0.003	0.018	0.018	0.018
Commercial Accommodation	0.010	0.010	0.003	0.010	0.010	0.010
Industrial	0.003	0.005	0.002	0.005	-	0.005
Institutional	0.010	0.010	0.003	0.010	0.010	0.010

2.3 PROJECT LISTS

DCC rates are determined by applying the key elements, growth projections and equivalencies, described earlier in this report, to projects that are DCC eligible and expected to be built within the specified DCC timeframe.

2.3.1 DCC PROJECTS

The proposed projects align the DCC programs with current hard costs (i.e., construction, materials) and were vetted for eligibility according to the Ministerial requirements for DCCs. Capital costs for projects are based on new project lists and include contingency and engineering allowances. A summary of the DCC project lists is included in **Table 6**; comprehensive DCC project lists are provided in **Appendix A**.

Table 6. DCC Project List Summary

Service	Project List Summary
Transportation	<ul style="list-style-type: none"> Complete streets and active transportation improvements Sidewalk and intersection installations and improvements
Water	<ul style="list-style-type: none"> New watermains and watermain upgrades, treatment plant, and reservoir
Water Treatment	<ul style="list-style-type: none"> Water treatment plant
Sanitary	<ul style="list-style-type: none"> Sanitary mains and pipe upgrades Lift station servicing
Sanitary Treatment	<ul style="list-style-type: none"> Sanitary treatment plant
Drainage	<ul style="list-style-type: none"> Stormwater drainage system upgrades New drainage mains
Parks	<ul style="list-style-type: none"> Parkland improvements and acquisition
Fire Services	<ul style="list-style-type: none"> Fire hall expansion
<i>Note: the District of Ucluelet will own and control all projects in this DCC program.</i>	

All parkland improvement projects in this DCC update align with the eligibility requirements of the legislation. As per the DCC Best Practices Guide, parkland improvement works are limited to:

- Fencing
- Landscaping
- Drainage and irrigation
- Trails
- Restrooms
- Changing rooms
- Playground equipment
- Playing field equipment

2.3.2 ALLOCATION OF BENEFIT

Project benefit factors (or benefit allocations) are used to determine to what extent a proposed project benefits future growth versus existing users and are determined on a project-by-project basis.

Some DCC projects may benefit the population at large, in which case the capital costs (or a portion of them) should be shared by the entire community. Other projects will only benefit new growth, in which case the new users benefiting from these services will pay most of the project costs.

Factors considered when determining benefit factors include:

- Population growth analysis and modelling (new vs. existing population) developed for the District's OCP update;
- Proximity to areas experiencing new growth and /or redevelopment for parks and some active transportation; and/or,
- Project triggers and timing.

The benefit factor of each DCC eligible project was evaluated on a scale of 33% to 100% using three main approaches:

1. Baseline - Benefit to the population at large (33%)

As part of Ucluelet's "low-ish growth scenario," the District is expecting a population increase of approximately 33% over the next 20 years. All projects included in the DCC program are anticipated to provide a minimum benefit of 33% to the community as a whole, including existing residents. This baseline recognizes that while the primary purpose of the DCC program is to support growth, many infrastructure projects will also enhance capacity and services for the current population. This shared benefit is reflected in how project costs are allocated between new and existing development.

2. Rule of thumb

- 50% – Benefits both new development and existing development equally
- 60% – Benefits both new development and existing development somewhat equally
- 100% – Benefits only new development

3. Technical Analysis

- To determine increases in service capacity – done through modeling and master planning for water, sanitary, and drainage projects

A summary of the benefit factor methodology is included in Table 7.

Table 7. Summary of Benefit Factor Methodology

Service	Benefit Allocation (Developer Responsibility)	Benefit Factor Methodology
Transportation	33% to 100%	<ul style="list-style-type: none"> • Rule of thumb • Benefit to the population at large
Water	50% to 100%	<ul style="list-style-type: none"> • Rule of thumb • Benefit to the population at large
Water Treatment	50%	<ul style="list-style-type: none"> • Rule of thumb - Benefits both new development and existing development equally
Sanitary	50%	<ul style="list-style-type: none"> • Rule of thumb • Benefit to the population at large
Sanitary Treatment	50%	<ul style="list-style-type: none"> • Rule of thumb - Benefits both new development and existing development equally
Drainage	50%	<ul style="list-style-type: none"> • Rule of thumb • Benefit to the population at large
Parks	33% to 60%	<ul style="list-style-type: none"> • Rule of thumb • Benefit to the population at large
Fire Services	50%	<ul style="list-style-type: none"> • Rule of thumb • Benefit to the population at large

2.3.3 USE OF ASSIST FACTOR

As required by the Local Government Act, Development Cost Charges (DCCs) must include a Municipal Assist Factor, a portion of the capital cost that the local government helps pay for instead of passing the full cost on to new development. This means the DCC program is designed to share the financial responsibility between new development and the broader community.

The assist factor is separate from the benefit allocation between existing and future users. It is a policy decision made by Council and must be set at a minimum of 1%. The assist factor helps ensure that DCCs remain fair and support overall affordability, while also recognizing that some costs are shared for the benefit of the whole community.

For this update a 1% municipal factor was applied to all services except Sanitary Sewer Treatment, Water Treatment and Fire Protection. These programs include large, long-term infrastructure designed to serve future generations.

3.0 DCC PROGRAM COSTS

The total DCC Program Costs amount to **\$91.7 M**—of those costs, **\$38.9 M** are eligible for recovery through DCCs (i.e., paid by developers). The District is responsible for funding the remaining **\$52.9 M (\$1.69 M/year)** through District revenues (e.g., property tax). This is a key consideration for Council when considering the District's financial sustainability and the costs to developers and existing taxpayers. These costs are included in

Table 8.

Table 8. Total Cost of Proposed DCC Program

Service	Total Capital Costs	Municipal Assist Factor	DCC Recoverable Program Costs	Municipal Costs	Annual Municipal Costs (20-50 y)
Transportation	\$11.3 M	20%	\$5.5 M	\$5.7 M	\$.29 M
Water	\$1.5 M	1%	\$1.5 M	\$.0 M	\$.0 M
Water Treatment	\$9.6 M	25%	\$3.6 M	\$6.0 M	\$.12 M
Drainage	\$8.2 M	1%	\$4.1 M	\$4.2 M	\$.21 M
Sanitary	\$9.8 M	1%	\$4.9 M	\$5.0 M	\$.17 M
Sanitary Treatment	\$37.5 M	25%	\$14.1 M	\$23.4 M	\$.47 M
Parks	\$4.8 M	1%	\$1.8 M	\$3.0 M	\$.15 M
Fire Services	\$9.0 M	25%	\$3.4 M	\$5.6 M	\$.28 M
Total	\$91.7 M	-	\$38.9 M	\$52.9 M	\$1.69 M

3.1 INTEREST ON LONG-TERM DEBT

No interest on long-term debt is included in the DCC program.

4.0 DCC RATES

DCC rates are determined by applying the key elements outlined earlier in this report—including growth projections, equivalency factors, and the list of eligible projects expected to be constructed within the DCC timeframe. These rates reflect the cost of providing new infrastructure to support anticipated development in the District.

Table 9 shows the District of Ucluelet's current DCC rates, which have been in place since 2007. **Table 10** presents the newly proposed DCC rates for 2025, based on updated growth expectations and infrastructure needs.

The DCC calculations use a 1% assist factor across all service categories, unless otherwise noted. This ensures a fair contribution from the District while keeping rates reasonable for new development.

Table 9. Current DCC Rates

Land Use	Unit	Transportation	Water	Drainage	Sanitary	Parks	Total
Single Family	Per unit	\$3,140	\$4,450	\$-	\$3,179	\$2,113	\$12,882
Multi Family	Per unit	\$1,927	\$3,560	\$-	\$2,543	\$1,690	\$9,720
Commercial Accommodation	Per unit	\$1,726	\$1,780	\$-	\$1,271	\$845	\$5,622
Commercial	Per m ² of GFA	\$45.18	\$12.27	\$-	\$8.77	\$-	\$66.22
Industrial	Per m ² of GFA	\$37,271	\$80,091	\$-	\$57,216	\$-	\$174,578

Table 10. Total Proposed DCC Rates

Land Use	Unit	Transportation	Water	Water Treatment	Drainage	Sanitary	Sanitary Treatment	Parks	Fire Services	Total
Low-density Residential	Per lot	\$4,920.45	\$1,413.46	\$2,903.95	\$4,697.85	\$3,852.36	\$6,806.97	\$1,990.97	\$1,633.67	\$28,219.67
Medium-density Residential	Per unit	\$2,239.66	\$833.58	\$1,712.58	\$2,245.29	\$2,271.90	\$4,014.37	\$1,174.16	\$963.45	\$15,454.99
High-density Residential	Per unit	\$2,103.92	\$507.39	\$1,042.44	\$1,145.82	\$1,382.90	\$2,443.53	\$714.71	\$586.45	\$9,927.15
Commercial	Per m² of GFA	\$2,103.92	\$471.15	\$967.98	\$1,145.82	\$1,284.12	\$2,268.99	\$663.66	\$544.56	\$9,450.19
Commercial Accommodation	Per unit	\$33.93	\$3.62	\$7.45	\$14.80	\$9.88	\$17.45	\$5.11	\$4.19	\$96.43
Industrial	Per m² of GFA	\$10.18	\$1.63	\$3.35	\$10.36	\$4.45	\$7.85	\$-	\$1.89	\$39.70
Institutional	Per m² of GFA	\$33.93	\$3.62	\$7.45	\$13.98	\$9.88	\$17.45	\$5.11	\$4.19	\$95.61
*The DCC Rates apply a 1% Municipal Assist Factor										

5.0 STAKEHOLDER CONSULTATION

[To be updated once stakeholder consultation is completed – pending Council direction]

6.0 POLICY CONSIDERATIONS AND DECISIONS

6.1 BYLAW EXEMPTIONS

The LGA is clear that a DCC cannot be levied if the proposed development does not impose new capital cost burdens on the District, or if a DCC has already been paid in regard to the same development. However, if additional further expansion for the same development creates new capital cost burdens or uses up capacity, the DCCs can be levied for the additional costs.

The LGA further restricts the levying of the DCC at the time of application for a building permit if:

- The building permit is for a church or place of public worship as per the Community Charter; or
- Buildings that contain fewer than 4 self-contained dwelling units.
- The value of the work authorized by the building permit does not exceed \$50,000 or a higher amount as prescribed by bylaw; or
- Unit size is no larger than 29 sq.m. and only for residential use.

Legislation allows local governments to charge DCCs at building permit on residential buildings with fewer than four self-contained dwelling units, if such a charge is provided for in the local government's DCC Bylaw.

The District will be including this provision to enable the District to charge DCCs on residential buildings with fewer than four self-contained dwelling units at building permit.

6.2 COLLECTION OF CHARGES – BUILDING PERMIT AND SUBDIVISION

Municipalities can choose to collect DCCs at subdivision approval or building permit issuance. Of the two possible collection times, subdivision approval occurs earlier in the process.

The District will collect DCCs for Low-Density Residential units either at time of subdivision approval or building permit issuance depending on development timing. Collecting DCCs early will allow the District to ensure timely provision of infrastructure and services.

DCCs for medium- and high-density residential, commercial, industrial, and institutional land use categories will be collected at time of building permit issuance when the final number of units (e.g., duplex, apartment, or townhouse) and the total floor area are known.

6.3 COLLECTION OF DCCS ON REDEVELOPED OR EXPANDED DEVELOPMENTS

When an existing building or development undergoes an expansion or redevelopment there is usually a need for additional DCC related infrastructure. The new developer/ builder should pay the applicable DCCs based on the additional floor area for commercial, industrial, or institutional land uses at the DCC rates in the current DCC Bylaw. In essence, the District is giving a DCC credit for the existing development or building. DCCs are only levied on the new development/building area.

If a detached dwelling unit (low-density residential) is replaced by another detached dwelling unit then no additional DCCs are payable.

If a lot is subdivided into two, for example, to construct two smaller single detached dwelling units, then DCCs are payable on the one additional single detached residential lot.

If a multi-family residential (high-density residential) development is replaced by another multi-family residential development with the same unit mix and number of units, then no additional DCCs are payable.

6.4 FINANCIAL FEASIBILITY

When setting Development Cost Charges (DCCs), the Local Government Act requires that local governments consider whether the charges might discourage development or make housing and serviced land less affordable. The level of financial analysis needed depends on the size of the proposed changes, whether DCCs are already in place, and the conditions of the local housing and land markets.

Consulting with the development community is an important part of this process. It helps ensure that DCCs are fair and predictable and allows developers to plan for costs while continuing to support housing supply and affordability.

In some cases, a simple, high-level review of market conditions may be enough. In more complex situations, detailed financial feasibility testing may be needed to understand the full impact of proposed DCCs.

To maintain balance, local governments may adjust the DCC program by:

- Increasing the assist factor (so the municipality pays a greater share),
- Removing or deferring certain capital projects, or
- Phasing in new rates gradually by adjusting the assist factor over time.

This flexible approach helps ensure that DCCs support growth without creating barriers to development.

7.0 DCC IMPLEMENTATION

7.1 IN-STREAM PROTECTION AND PHASE-IN OF DCC RATES

The new DCC rates will be in force as per the effective date in the DCC Bylaw when it is adopted. Protection from rate increases for development applications that are submitted prior to the adoption date will be provided as per legislation.

There are two ways a developer can qualify for exclusion from the new DCC rates:

1. Pursuant to section 511 of the *LGA* (subdivision).

If the new DCC Bylaw is adopted after a subdivision application is submitted and the applicable subdivision fee is paid, the new DCC Bylaw has no application to the subdivision for 12 months after the DCC Bylaw is adopted. As such, if the subdivision is approved during the 12 months' in-stream protection period, no DCC rates apply. This only applies in cases where DCCs are levied at subdivision.

OR

2. Pursuant to section 568 of the *LGA* (building permits).

The new DCC Bylaw is not applicable to a construction, alteration, or extension if: (a) a building permit is issued within 12 months of the new DCC Bylaw adoption, AND (b) either a building permit application, a development permit application or a rezoning application associated with the construction (defined as "precursor application") is in-stream when the new DCC Bylaw is adopted, and the applicable application fee has been paid. The development authorized by the building permit must be entirely within the area subject to the precursor application.

The above is a summary of sections 511 and 568 of the *LGA* and not an interpretation or an explanation of these sections. Developers are responsible for complying with all applicable laws and bylaws and seeking legal advice as needed.

Note: One year in-stream protection is based on the adoption date of the DCC Bylaw, not the effective date.

7.2 REBATES AND CREDITS

The District should establish a practice to guide staff in the collection of DCCs and the use of DCC credits and rebates as stipulated in the *LGA* and referenced in the DCC Best Practices Guide. There may be situations in which it is not in the best interests of the District to allow an owner to build DCC services outside their subdivision or development. Building such services may start or accelerate development in areas where the District is not prepared to support. Policies for DCC credits, rebates and latecomer agreements are often drafted to assist staff in development financing.

7.3 DCC MONITORING AND ACCOUNTING

To monitor the DCC Program, the District should enter all the projects contained in the DCC program into its tracking system. The tracking system would monitor the status of the project from the conceptual stage through to its final construction. The tracking system would include information about the estimated costs, the actual construction costs, and the funding sources for the projects. The construction costs would be based on the tender prices received, and the land costs based on the actual price of utility areas and or other land and improvements required for servicing purposes. The tracking system would indicate when projects are completed, their actual costs, and would include new projects that are added to the program.

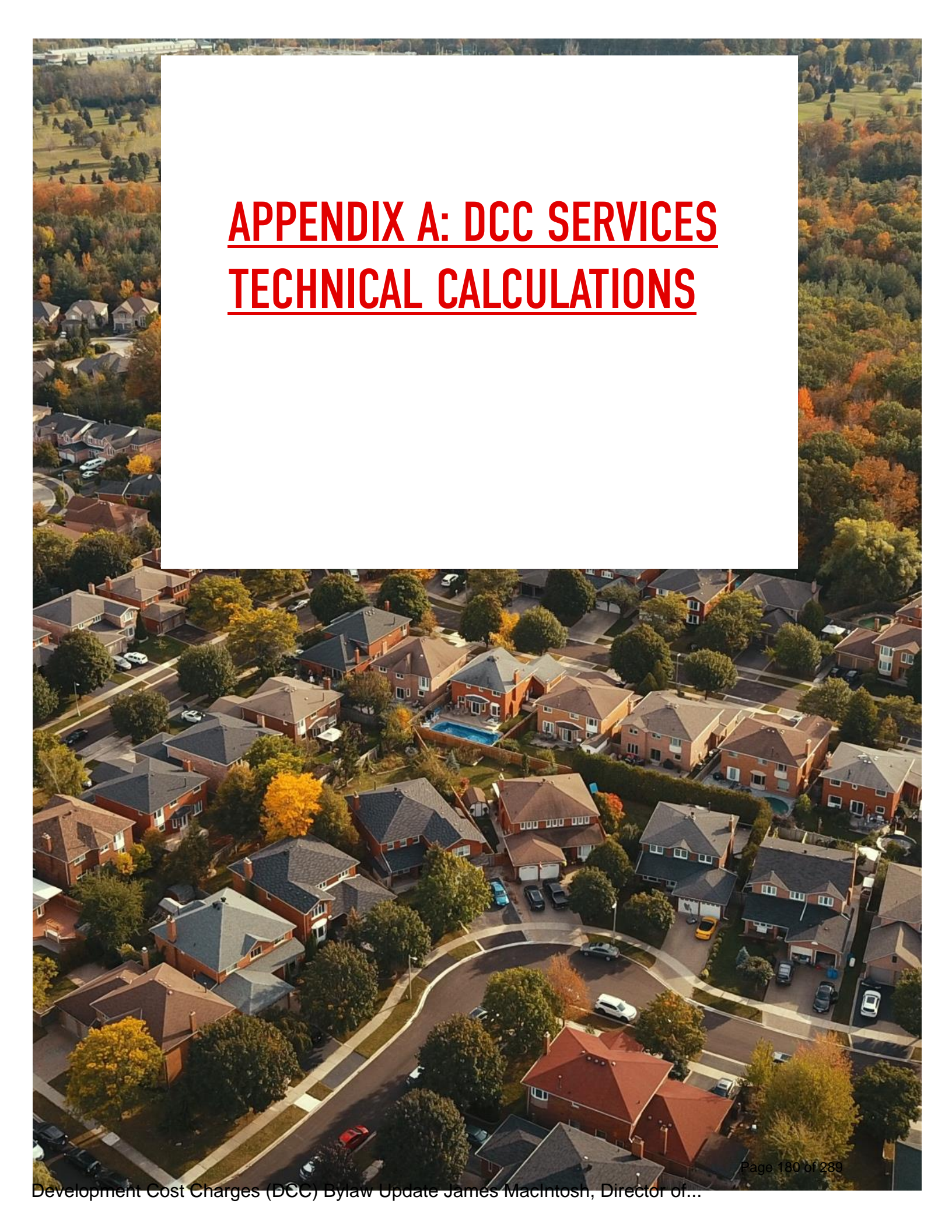
7.4 DCC REVIEWS

To keep the DCC program as current as possible, the District should review its program annually. Based on its annual review, the District may make minor amendments to the DCC rates. The District should apply a CPI inflation factor, as permitted by the legislation, annually (to a maximum of 4 years). Typically, a major amendment to the DCC program and rates is recommended every 5 years.

DRAFT

This page is intentionally blank.

DRAFT

An aerial photograph of a suburban neighborhood. The houses are mostly two-story brick or stone structures with varying roof colors (brown, grey, red). There are many trees, some with autumn-colored leaves in shades of yellow, orange, and red. A winding road is visible in the lower half of the image. The overall scene is a typical residential area.

APPENDIX A: DCC SERVICES TECHNICAL CALCULATIONS

This page is intentionally blank.

DISTRICT OF UCLUELET DCC PROGRAMS AND RATE CALCULATIONS

Transportation Program

DCC Program

Project Name	Description/Extent	Cost Estimate w/ cont. 40%	Benefit Factor (%)	Benefit to New Development	Municipal Assist Factor 1%	DCC Recoverable	Total Municipal Responsibility
Roads, sidewalks, and intersection Improvements							
Main Street / Peninsula Road Intersection	Undertake a detailed intersection design to accommodate a four-way stop; pavement narrowing and curb bulges; future crosswalk across Main Street (should accommodate special landscape feature on the northeast corner); improve intersection geometry	\$ 2,100,000	50%	\$ 1,050,000	\$ 10,500	\$ 1,039,500	\$ 1,060,500
Village Square Sidewalks	Sidewalks recommended within Village Square and adjacent areas to connect the Inner Harbour to the Village Square.	\$ 71,190	33%	\$ 23,730	\$ 237	\$ 23,493	\$ 47,697
Cedar Road Extension	Connect Lyche Street to Cedar Road (approx. 140 m) - Building new road (curb-to-curb)	\$ 2,380,000	100%	\$ 2,380,000	\$ 23,800	\$ 2,356,200	\$ 23,800
Multi-use Path completion (Matterson)	Coast to Coast trail (paved path on Matterson from ocean to inlet)	\$ 1,050,000	33%	\$ 350,000	\$ 3,500	\$ 346,500	\$ 703,500
Helen Road Upgrading	Upgrade Helen Road to Hyphocus Island for the Hyphocus Island Development	\$ 1,335,600	60%	\$ 801,360	\$ 8,014	\$ 793,346	\$ 542,254
Active Transportation							
Peninsula Road Improvements Program: Matterson Drive to Marine Drive	Installing AT facilities, infrastructure installation, road rehabilitation for infrastructure installation. Peninsula Road program should continue in phases over an extended period of time (20 years +)	\$ 3,220,000	50%	\$ 1,610,000	\$ 16,100	\$ 1,593,900	\$ 1,626,100
Peninsula Road Improvements Program: Matterson Drive to MAIN	Sidewalk Improvements on Pen Road MATTERSON to MAIN = 261m	\$ 3,514,000	50%	\$ 1,757,000	\$ 17,570	\$ 1,739,430	\$ 1,774,570
Peninsula Road Bike Lanes	Painted Bike lanes: Coast Guard Road to Reef point; Reef Point to Matterson; Matterson to Main	\$ 22,785	33%	\$ 7,595	\$ 76	\$ 7,519	\$ 15,266
Coast Guard Road Bike Lane	Painted bike lanes	\$ 26,565	33%	\$ 8,855	\$ 89	\$ 8,766	\$ 17,799
		\$ 13,720,140		\$ 7,988,540	\$ 79,885	\$ 7,908,654	\$ 5,811,486

District of Ucluelet
Transportation
DCC Calculations

A: Traffic Generation Calculation					
Land Use	Col. (1)	Col. (2)	Col. (3)	Col. (4) = (1) x (3)	Col. (5) = (4) / (a)
	Estimated New Development	Unit	Wt. Trip Rate	Trip Ends	% Trip Ends
Low Density Residential	400	Dwelling Unit/ Lot	1.450	580	37%
Medium Density Residential	160	Dwelling Unit	0.660	106	7%
High Density Residential	80	Dwelling Unit	0.620	50	3%
Commercial Accommodation	400	By unit	0.620	248	16%
Commercial	36,900	m2 Gross Floor Area	0.010	369	24%
Industrial	57,600	m2 Gross Floor Area	0.003	173	11%
Institutional	3,400	m2 Gross Floor Area	0.010	34	2%
			Total Trip Ends	1,559 (a)	100%
B: Unit Transportation DCC Calculation					
Net Transportation DCC Program Recoverable		\$7,908,654	(b)		
Existing DCC Reserve Monies		\$238,625	(c)		
Net Amount to be Paid by DCCs		\$7,670,029	(d) = (b) - (c)		
DCC per Trip End		\$4,919.84	(e) = (d) / (a)		
C: Resulting Transportation DCCs					DCC Revenue Estimates
Low Density Residential		\$7,133.77	Per Dwelling Unit/ Lot	(e) x Col. (3)	\$2,853,507
Medium Density Residential		\$3,247.09	Per Dwelling Unit	(e) x Col. (3)	\$519,535
High Density Residential		\$3,050.30	Per Dwelling Unit	(e) x Col. (3)	\$244,024
Commercial accommodation		\$3,050.30	Per m2 Gross Floor Area	(e) x Col. (3)	\$1,220,120
Commercial		\$49.20	Per m2 Gross Floor Area	(e) x Col. (3)	\$1,815,421
Industrial		\$14.76	Per m2 Gross Floor Area	(e) x Col. (3)	\$850,148
Institutional		\$49.20	Per m2 Gross Floor Area	(e) x Col. (3)	\$167,275

District of Ucluelet
Water
DCC Program

Project Name	Description/Extent	Cost Estimate Source	Cost Estimate w/ Contingency (2019/2020\$) 30%	Benefit Factor %	Benefit to New Development	Municipal Assist Factor 1%	DCC Recoverable	Total Municipal Responsibility
Highway Reservoir Duplication	Construct a duplicate 1,400m3 reservoir at the Hwy Reservoir site	Water Master Plan (2017), Koers Report (2016)	\$1,250,000	100%	\$1,250,000	\$12,500	\$1,237,500	\$12,500
Marine Dr: Victoria Rd to Edwards Place	Watermain upgrade - fire flow capacity to allow for development in new areas. Existing main that must be doubled in size for 30 year projection. Main would not be upgraded if growth were not occurring.	Water Master Plan (2017)	\$54,000	50%	\$27,000	\$270	\$26,730	\$27,270
Forbes Rd: 371 Forbes Rd to Marine Dr	New Watermains (small) - redundancy for Ocean's West	Water Master Plan (2017)	\$222,000	100%	\$222,000	\$2,220	\$219,780	\$2,220
TOTALS			\$1,526,000		\$1,499,000	\$14,990	\$1,484,010	\$41,990

District of Ucluelet
Water
DCC Calculations

A: Waterworks DCC Calculation					
Land Use	Col. (1)	Col. (2)	Col. (3)	Col. (4) = (1) x (3)	Col. (5) = (4) / (a)
	Estimated New Development	Unit	Person per unit (residential)/ Equivalent Population/m2 (other land uses)	Multiple	% Population Equivalent
Low Density Residential	400	Dwelling Unit/ Lot	3.900	1,560	48%
Medium Density Residential	160	Dwelling Unit	2.300	368	11%
High Density Residential	80	Dwelling Unit	1.400	112	3%
Commercial Accommodation	400	By unit	1.300	520	16%
Commercial	36,900	m2 Gross Floor Area	0.010	369	11%
Industrial	57,600	m2 Gross Floor Area	0.005	259	8%
Institutional	3,400	m2 Gross Floor Area	0.010	34	1%
			Total Equivalent Population	3,222 (a)	100%
B: Unit Waterworks DCC Calculation					
Net Water DCC Program Recoverable		\$1,484,010	(b)		
Existing DCC Reserve Monies		\$316,205	(c)		
Net Amount to be Paid by DCCs		\$1,167,805	(d) = (b) - (c)		
DCC per Person		\$362.42	(e) = (d) / (a)		
C: Resulting Waterworks DCCs					DCC Revenue Estimates
Low Density Residential		\$1,413	Per Dwelling Unit/ Lot	(e) x Col. (3)	\$565,383
Medium Density Residential		\$834	Per Dwelling Unit	(e) x Col. (3)	\$133,372
High Density Residential		\$507	Per Dwelling Unit	(e) x Col. (3)	\$40,592
Coomercial Acommodation		\$471	Per m2 Gross Floor Area	(e) x Col. (3)	\$188,461
Commercial		\$4	Per m2 Gross Floor Area	(e) x Col. (3)	\$133,735
Industrial		\$2	Per m2 Gross Floor Area	(e) x Col. (3)	\$93,940
Institutional		\$4	Per m2 Gross Floor Area	(e) x Col. (3)	\$12,322

District of Ucluelet
Water Treatment
DCC Program

Project Name	Description/Extent	Cost Estimate Source	Cost Estimate w/ Contingency (2019/2020\$) 30%	Benefit Factor %	Benefit to New Development	Municipal Assist Factor 25%	DCC Recoverable	Total Municipal Responsibility
Water Treatment Upgrade	New treatment plant to improve quality and accommodate 30 years of District growth according to OCP build out	Capital Plan	\$9,600,000	50%	\$4,800,000	\$1,200,000	\$3,600,000	\$6,000,000
TOTALS			\$9,600,000		\$4,800,000	\$1,200,000	\$3,600,000	\$6,000,000

District of Ucluelet
Water Treatment
DCC Calculation

A: Waterworks DCC Calculation					
Land Use	Col. (1)	Col. (2)	Col. (3)	Col. (4) = (1) x (3)	Col. (5) = (4) / (a)
	Estimated New Development	Unit	Person per unit (residential)/ Equivalent Population/m2 (other land uses)	Multiple	% Population Equivalent
Low Density Residential	1,000	Dwelling Unit/ Lot	3.900	3,900	48%
Medium Density Residential	400	Dwelling Unit	2.300	920	11%
High Density Residential	200	Dwelling Unit	1.400	280	3%
Commercial Accommodation	1,000	By unit	1.300	1,300	16%
Commercial	92,300	m2 Gross Floor Area	0.010	923	11%
Industrial	144,000	m2 Gross Floor Area	0.005	648	8%
Institutional	8,600	m2 Gross Floor Area	0.010	86	1%
			Total Equivalent Population	8,057 (a)	100%
B: Unit Waterworks DCC Calculation					
Net Water DCC Program Recoverable		\$3,600,000	(b)		
Existing DCC Reserve Monies		\$316,205	(c)		
Net Amount to be Paid by DCCs		\$3,283,795	(d) = (b) - (c)		
DCC per Person		\$407.57	(e) = (d) / (a)		
C: Resulting Waterworks DCCs					DCC Revenue Estimates
Low Density Residential		\$1,590	Per Dwelling Unit/ Lot	(e) x Col. (3)	\$1,589,525
Medium Density Residential		\$937	Per Dwelling Unit	(e) x Col. (3)	\$374,965
High Density Residential		\$571	Per Dwelling Unit	(e) x Col. (3)	\$114,120
Coomercial Acommodation		\$530	Per m2 Gross Floor Area	(e) x Col. (3)	\$529,842
Commercial		\$4	Per m2 Gross Floor Area	(e) x Col. (3)	\$376,188
Industrial		\$2	Per m2 Gross Floor Area	(e) x Col. (3)	\$264,106
Institutional		\$4	Per m2 Gross Floor Area	(e) x Col. (3)	\$35,051

District of Ucluelet
Sanitary Sewer
DCC Program

Project Name	Description/Extent	Cost Estimate w/ cont.	Benefit Factor %	Benefit to New Development	Municipal Assist Factor	DCC Recoverable	Total Municipal Responsibility
		50%			1%		
Hemlock St Lift Station Upgrade (55 lps)	Aged infrastructure to be replaced with new capacity to support 30 year OCP projection (i.e. twice as big)	\$ 997,500	50%	\$ 498,750	\$ 4,988	\$ 493,763	\$ 503,738
Hemlock St 300 PVC Gravity	Aged infrastructure to be replaced with new capacity to support 30 year OCP projection (i.e. twice as big)	\$ 540,000	50%	\$ 270,000	\$ 2,700	\$ 267,300	\$ 272,700
Row off Eber Rd 300 PVC Gravity	Aged infrastructure to be replaced with new capacity to support 30 year OCP projection (i.e. twice as big)	\$ 112,500	50%	\$ 56,250	\$ 563	\$ 55,688	\$ 56,813
Helen Road 450 PVC Gravity	Aged infrastructure to be replaced with new capacity to support 30 year OCP projection (i.e. twice as big)	\$ 630,000	50%	\$ 315,000	\$ 3,150	\$ 311,850	\$ 318,150
Big Beach Lift Station "Pump" Upgrades (60 lps)	Aged infrastructure to be replaced with new capacity to support 30 year OCP projection (i.e. twice as big)	\$ 420,000	50%	\$ 210,000	\$ 2,100	\$ 207,900	\$ 212,100
Big Beach Forcemain 250 HDPE	Aged infrastructure to be replaced with new capacity to support 30 year OCP projection (i.e. twice as big)	\$ 937,500	50%	\$ 468,750	\$ 4,688	\$ 464,063	\$ 473,438
Peninsula RD 300 PVC Gravity	Aged infrastructure to be replaced with new capacity to support 30 year OCP projection (i.e. twice as big)	\$ 2,025,000	50%	\$ 1,012,500	\$ 10,125	\$ 1,002,375	\$ 1,022,625
Marine Dr Rupert to Helen 300 PVC Gravity	Aged infrastructure to be replaced with new capacity to support 30 year OCP projection (i.e. twice as big)	\$ 382,500	50%	\$ 191,250	\$ 1,913	\$ 189,338	\$ 193,163
Marine Dr Rainforest to Big Beach 300 PVC Gravity	Aged infrastructure to be replaced with new capacity to support 30 year OCP projection (i.e. twice as big)	\$ 270,000	50%	\$ 135,000	\$ 1,350	\$ 133,650	\$ 136,350
Peninsula Rd Lift Station "Pump" Upgrade	Aged infrastructure to be replaced with new capacity to support 30 year OCP projection (i.e. twice as big)	\$ 240,000	50%	\$ 120,000	\$ 1,200	\$ 118,800	\$ 121,200
Peninsula Rd Lift Station Forcemain 150 HDPE	Aged infrastructure to be replaced with new capacity to support 30 year OCP projection (i.e. twice as big)	\$ 825,000	50%	\$ 412,500	\$ 4,125	\$ 408,375	\$ 416,625
Peninsula Rd Norah to Lyche 250 PVC Gravity	Aged infrastructure to be replaced with new capacity to support 30 year OCP projection (i.e. twice as big)	\$ 431,250	50%	\$ 215,625	\$ 2,156	\$ 213,469	\$ 217,781
Lyche Rd Peninsula to Hemlock 300 PVC Gravity	Aged infrastructure to be replaced with new capacity to support 30 year OCP projection (i.e. twice as big)	\$ 1,035,000	50%	\$ 517,500	\$ 5,175	\$ 512,325	\$ 522,675

Cypress Rd Bay to Cedar to 300 PVC Gravity	Aged infrastructure to be replaced with new capacity to support 30 year OCP projection (i.e. twice as big)	\$ 765,000	50%	\$ 382,500	\$ 3,825	\$ 378,675	\$ 386,325
Cedar Rd MH 819 to Main 250 PVC Gravity	Aged infrastructure to be replaced with new capacity to support 30 year OCP projection (i.e. twice as big)	\$ 225,000	50%	\$ 112,500	\$ 1,125	\$ 111,375	\$ 113,625
Fraser Lane Lift Station Upgrade	Aged infrastructure to be replaced with new capacity to support 30 year OCP projection (i.e. twice as big)	\$ 1,042,500	50%	\$ 521,250	\$ 5,213	\$ 516,038	\$ 526,463
Helen Rd Lift Station "Pump" Upgrade	Aged infrastructure to be replaced with new capacity to support 30 year OCP projection (i.e. twice as big)	\$ 915,000	50%	\$ 457,500	\$ 4,575	\$ 452,925	\$ 462,075
Helen Rd Lift Station Forcemain 400 HDPE	Aged infrastructure to be replaced with new capacity to support 30 year OCP projection (i.e. twice as big)	\$ 4,500,000	50%	\$ 2,250,000	\$ 22,500	\$ 2,227,500	\$ 2,272,500
Marine Dr Peninsula to Rupert 450 PVC Gravity	Aged infrastructure to be replaced with new capacity to support 30 year OCP projection (i.e. twice as big)	\$ 630,000	50%	\$ 315,000	\$ 3,150	\$ 311,850	\$ 318,150
Imperial Lane Forcemain 50 HDPE	Aged infrastructure to be replaced with new capacity to support 30 year OCP projection (i.e. twice as big)	\$ 112,500	50%	\$ 56,250	\$ 563	\$ 55,688	\$ 56,813
Marine Dr Lift Station Upgrade	Aged infrastructure to be replaced with new capacity to support 30 year OCP projection (i.e. twice as big)	\$ 772,500	50%	\$ 386,250	\$ 3,863	\$ 382,388	\$ 390,113
Norah Road Lift Station Updrade	Aged infrastructure to be replaced with new capacity to support 30 year OCP projection (i.e. twice as big)	\$ 795,000	50%	\$ 397,500	\$ 3,975	\$ 393,525	\$ 401,475
Bay St (Simplex) Lift Station Upgrade	Aged infrastructure to be replaced with new capacity to support 30 year OCP projection (i.e. twice as big)	\$ 195,000	50%	\$ 97,500	\$ 975	\$ 96,525	\$ 98,475
Eber Rd/ Foreshore 375 PVC/ 400HDPE Gravity	Aged infrastructure to be replaced with new capacity to support 30 year OCP projection (i.e. twice as big)	\$ 3,675,000	50%	\$ 1,837,500	\$ 18,375	\$ 1,819,125	\$ 1,855,875
Peninsula Rd by Reef Pt Lift Station 250 PVC Gravity	Aged infrastructure to be replaced with new capacity to support 30 year OCP projection (i.e. twice as big)	\$ 318,750	50%	\$ 159,375	\$ 1,594	\$ 157,781	\$ 160,969
TOTALS		\$ 22,792,500		\$ 11,396,250	\$ 113,963	\$ 11,282,288	\$ 11,510,213

District of Ucluelet
Sanitary Sewer
DCC Calculation

A: Sanitary Sewer DCC Calculation					
Land Use	Col. (1)	Col. (2)	Col. (3)	Col. (4) = (1) x (3)	Col. (5) = (4) / (a)
	Estimated New Development	Unit	Person per unit (residential)/ Equivalent Population/land area (other land uses)	Multiple	% Population Equivalent
Low Density Residential	600	Dwelling Unit/ Lot	3.900	2,340.00	48%
Medium Density Residential	240	Dwelling Unit	2.300	552.00	11%
High Density Residential	120	Dwelling Unit	1.400	168.00	3%
Commercial Accommodation	600	By unit	1.300	780.00	16%
Commercial	55,400	m2 Gross Floor Area	0.010	554.00	11%
Industrial	86,400	m2 Gross Floor Area	0.005	388.80	8%
Institutional	5,200	m2 Gross Floor Area	0.010	52.00	1%
			Total Equivalent Population	4,834.80 (a)	100%
B: Unit Sanitary Sewer DCC Calculation					
Net Sanitary Sewer DCC Program Recoverable		\$11,282,288	(b)		
Existing DCC Reserve Monies		\$93,203	(c)		
Net Amount to be Paid by DCCs		\$11,189,085	(d) = (b) - (c)		
DCC per Person		\$2,314.28	(e) = (d) / (a)		
C: Resulting Sanitary Sewer DCCs					DCC Revenue Estimates
Low Density Residential		\$9,026.00	Per Dwelling Unit/ Lot	(e) x Col. (3)	\$5,415,600
Medium Density Residential		\$5,323.00	Per Dwelling Unit	(e) x Col. (3)	\$1,277,520
High Density Residential		\$3,240.00	Per Dwelling Unit	(e) x Col. (3)	\$388,800
Commercial Accommodation		\$3,009.00	Per m2 Gross Floor Area	(e) x Col. (3)	\$1,805,400
Commercial		\$23.14	Per m2 Gross Floor Area	(e) x Col. (3)	\$1,282,112
Industrial		\$10.41	Per m2 Gross Floor Area	(e) x Col. (3)	\$899,792
Institutional		\$23.14	Per m2 Gross Floor Area	(e) x Col. (3)	\$120,343

District of Ucluelet
Sanitary Sewer Treatment
DCC Program

Project Name	Description/Extent	Cost Estimate w/ cont.	Benefit Factor %	Benefit to New Development	Municipal Assist Factor	DCC Recoverable	Total Municipal Responsibility
		50%			25%		
WWTP Lagoon Capacity & Treatment Upgrade	Aged infrastructure to be replaced with new capacity to support 30-year OCP projection (i.e. twice as big) - <i>Existing deficiencies</i>	\$37,500,000	50%	\$18,750,000	\$4,687,500	\$14,062,500	\$23,437,500
TOTALS		\$37,500,000		\$18,750,000	\$4,687,500	\$14,062,500	\$23,437,500

District of Ucluelet
Sanitary Sewer Treatment
DCC Calculation

A: Sanitary Sewer Treatment DCC Calculation					
Land Use	Col. (1)	Col. (2)	Col. (3)	Col. (4) = (1) x (3)	Col. (5) = (4) / (a)
	Estimated New Development	Unit	Person per unit (residential)/ Equivalent Population/land area (other land uses)	Multiple	% Population Equivalent
Low Density Residential	1,000	Dwelling Unit/ Lot	3.900	3,900.00	48%
Medium Density Residential	400	Dwelling Unit	2.300	920.00	11%
High Density Residential	200	Dwelling Unit	1.400	280.00	3%
Commercial Accommodation	1,000	By unit	1.300	1,300.00	16%
Commercial	92,300	m2 Gross Floor Area	0.010	923.00	11%
Industrial	144,000	m2 Gross Floor Area	0.005	648.00	8%
Institutional	8,600	m2 Gross Floor Area	0.010	86.00	1%
			Total Equivalent Population	8,057.00 (a)	100%
B: Unit Sanitary Sewer DCC Calculation					
Net Sanitary Sewer DCC Program Recoverable		\$14,062,500	(b)		
Existing DCC Reserve Monies		\$0	(c)		
Net Amount to be Paid by DCCs		\$14,062,500	(d) = (b) - (c)		
DCC per Person		\$1,745.38	(e) = (d) / (a)		
C: Resulting Sanitary Sewer DCCs					DCC Revenue Estimates
Low Density Residential		\$6,807.00	Per Dwelling Unit/ Lot	(e) x Col. (3)	\$6,807,000
Medium Density Residential		\$4,014.00	Per Dwelling Unit	(e) x Col. (3)	\$1,605,600
High Density Residential		\$2,444.00	Per Dwelling Unit	(e) x Col. (3)	\$488,800
Commercial Accommodation		\$2,269.00	Per m2 Gross Floor Area	(e) x Col. (3)	\$2,269,000
Commercial		\$17.45	Per m2 Gross Floor Area	(e) x Col. (3)	\$1,610,983
Industrial		\$7.85	Per m2 Gross Floor Area	(e) x Col. (3)	\$1,131,004
Institutional		\$17.45	Per m2 Gross Floor Area	(e) x Col. (3)	\$150,102

District of Ucluelet
Drainage
DCC Program

Project Name	Description/Extent	Cost Estimate w/ 40% cont.	Benefit Factor %	Benefit to New Development	Municipal Assist Factor	DCC Recoverable	Total Municipal Responsibility
					1%		
Sewage Lagoon Outfall Outlet, Harbour	New Main	\$ 853,191	50%	\$ 426,595	\$ 4,266	\$ 422,329	\$ 430,861
1068 Helen Rd Outfall, Harbour	New Main	\$ 717,767	50%	\$ 358,884	\$ 3,589	\$ 355,295	\$ 362,472
Helen Road Lift Station Outfall, Harbour	New Main	\$ 1,124,608	50%	\$ 562,304	\$ 5,623	\$ 556,681	\$ 567,927
Rupert Rd (future) Outfall, Harbour	New Main	\$ 477,971	50%	\$ 238,985	\$ 2,390	\$ 236,595	\$ 241,375
1100 Peninsula Rd Outfall, Harbour	New Main	\$ 1,166,169	50%	\$ 583,085	\$ 5,831	\$ 577,254	\$ 588,916
Tyee Terrace (The Cabins) Outfall, Harbour	New Main	\$ 154,223	50%	\$ 77,112	\$ 771	\$ 76,340	\$ 77,883
Bay Street Outfall, Pacific Ocean	New Main	\$ 1,951,671	50%	\$ 975,835	\$ 9,758	\$ 966,077	\$ 985,594
Marine Dr Future Extension Outfall (250 m west of Forbes Rd), Pacific Ocean	New Main	\$ 215,511	50%	\$ 107,755	\$ 1,078	\$ 106,678	\$ 108,833
Marine Dr Future Extension Outfall (570 m west of Forbes Rd), Pacific Ocean	New Main	\$ 617,934	50%	\$ 308,967	\$ 3,090	\$ 305,877	\$ 312,057
Marine Dr Future Extension Outfall (920 m west of Forbes Rd), Pacific Ocean	New Main	\$ 603,846	50%	\$ 301,923	\$ 3,019	\$ 298,904	\$ 304,942
Florencia Dr (Wynd and Sea future hotel site) Outfall, Pacific Ocean	New Main	\$ 147,369	50%	\$ 73,684	\$ 737	\$ 72,947	\$ 74,421
Study: Storm System Engineering and Replacement	New Main	\$ 200,000	50%	\$ 100,000	\$ 1,000	\$ 99,000	\$ 101,000
TOTALS		\$ 8,230,260		\$ 4,115,130	\$ 41,151	\$ 4,073,979	\$ 4,156,281

District of Ucluelet
Drainage
DCC Calculation

A: Drainage DCC Calculation					
Land Use	Col. (1)	Col. (2)	Col. (3)	Col. (4) = (1) x (3)	Col. (5) = (4) / (a)
	Estimated New Development	Unit	Equivalence Factor	Multiple	% Population Equivalent
Low Density Residential	400	Dwelling Unit/ Lot	1.000	400	47%
Medium Density Residential	160	Dwelling Unit	0.478	76	9%
High Density Residential	80	Dwelling Unit	0.244	20	2%
Commercial Accommodation	400	By unit	0.244	98	12%
Commercial	36,900	m2 Gross Floor Area	0.003	116	14%
Industrial	57,600	m2 Gross Floor Area	0.002	127	15%
Institutional	3,400	m2 Gross Floor Area	0.003	10	1%
			Total Equivalent Population	847 (a)	100%
B: Unit Drainage DCC Calculation					
Net Drainage DCC Program Recoverable		\$4,073,979	(b)		
Existing DCC Reserve Monies		\$95,364	(c)		
Net Amount to be Paid by DCCs		\$3,978,615	(d) = (b) - (c)		
DCC per Equivalent Drainage Unit		\$4,697.85	(e) = (d) / (a)		
C: Resulting Drainage DCCs					DCC Revenue Estimates
Low Density Residential		\$4,698.00	Per Dwelling Unit/ Lot	(e) x Col. (3)	\$1,879,200
Medium Density Residential		\$2,245.00	Per Dwelling Unit	(e) x Col. (3)	\$359,200
High Density Residential		\$1,146.00	Per Dwelling Unit	(e) x Col. (3)	\$91,680
Commercial Accommodation		\$1,146.00	Per m2 Gross Floor Area	(e) x Col. (3)	\$458,400
Commercial		\$14.80	Per m2 Gross Floor Area	(e) x Col. (3)	\$546,054
Industrial		\$10.36	Per m2 Gross Floor Area	(e) x Col. (3)	\$596,664
Institutional		\$13.98	Per m2 Gross Floor Area	(e) x Col. (3)	\$47,519

District of Ucluelet
Parks
DCC Program

DCC Project ID	Project Name	Description/Extent	Cost Estimate w/ cont. 40%	Benefit Factor %	Benefit to New Development	Municipal Assist Factor 1%	DCC Recoverable	Total Municipal Responsibility
Park Improvements and Plans								
P-1	New Playground: Edna Batchelor Park	Replace equipment and playground expansion	\$196,000	50%	\$98,000	\$980	\$97,020	\$98,980
P-2	New Playground: Kimoto Dr	Replace equipment and playground expansion	\$168,000	50%	\$84,000	\$840	\$83,160	\$84,840
P-3	New Playground: Lions Park	Replace equipment and playground expansion	\$196,000	50%	\$98,000	\$980	\$97,020	\$98,980
P-5	Parks and Recreation Master Plan	Develop Parks Master Plan	\$140,000	50%	\$70,000	\$700	\$69,300	\$70,700
Open Space								
P-6	Open/Green Space: Village Green Revitalization (Phase 2)	New segment of open green space (Helen and Fraser Lane)	\$3,150,000	33%	\$1,050,000	\$10,500	\$1,039,500	\$2,110,500
P-13	Open/Green Space: R.O.W Green Space (4 Sites)	General improvements to park spaces along ROWs (landscaping, fencing, etc.)	\$239,400	75%	\$179,550	\$1,796	\$177,755	\$61,646
Trails								
P-10	Trail: Harbour Walk Trail	Trail Segment from Olson Bay to Small Craft Harbor. 500m	\$4,200	60%	\$2,520	\$25	\$2,495	\$1,705
NEW	Pedestrian Access Improvements	Pedestrian Access Improvements to Garden, Norah, Spring Cove and Elaina.	\$700,000	33%	\$233,333	\$2,333	\$231,000	\$469,000
	TOTALS		\$4,793,600		\$1,815,403	\$18,154	\$1,797,249	\$2,996,351

District of Ucluelet
Parks
DCC Calculation

A: Parks DCC Calculation					
Land Use	Col. (1)	Col. (2)	Col. (3)	Col. (4) = (1) x (3)	Col. (5) = (4) / (a)
	Estimated New Development	Unit	Person per unit (residential)/ Equivalent Population/m2 (other land uses)	Multiple	% Population Equivalent
Low Density Residential	400	Dwelling Unit/ Lot	3.900	1,560	53%
Medium Density Residential	160	Dwelling Unit	2.300	368	12%
High Density Residential	80	Dwelling Unit	1.400	112	4%
Commercial Accommodation	400	By unit	1.300	520	18%
Commercial	36,900	m2 Gross Floor Area	0.010	369	12%
Industrial	57,600	m2 Gross Floor Area	0.000	0	0%
Institutional	3,400	m2 Gross Floor Area	0.010	34	1%
			Total Equivalent Population	2,963 (a)	100%
B: Unit Parks DCC Calculation					
Net Parks DCC Program Recoverable		\$1,797,249	(b)		
Existing DCC Reserve Monies		\$284,625	(c)		
Net Amount to be Paid by DCCs		\$1,512,624	(d) = (b) - (c)		
DCC per Person		\$510.50	(e) = (d) / (a)		
C: Resulting Parks DCCs					DCC Revenue Estimates
Low Density Residential		\$1,990.97	Per Dwelling Unit/ Lot	(e) x Col. (3)	\$796,387
Medium Density Residential		\$1,174.16	Per Dwelling Unit	(e) x Col. (3)	\$187,866
High Density Residential		\$714.71	Per Dwelling Unit	(e) x Col. (3)	\$57,176
Commercial Accommodation		\$663.66	Per m2 Gross Floor Area	(e) x Col. (3)	\$265,462
Commercial		\$5.11	Per m2 Gross Floor Area	(e) x Col. (3)	\$188,376
Industrial		\$0.00	Per m2 Gross Floor Area	(e) x Col. (3)	\$0
Institutional		\$5.11	Per m2 Gross Floor Area	(e) x Col. (3)	\$17,357

District of Ucluelet
Fire Protection
DCC Program

Project Name	Description/Extent	Cost Estimate w/ cont.	Benefit Factor %	Benefit to New Development	Municipal Assist Factor 25%	DCC Recoverable	Total Municipal Responsibility
Fire Hall expansion	Replace and expand Fire hall	\$ 9,000,000	50%	\$ 4,500,000	\$ 1,125,000	\$ 3,375,000	\$ 5,625,000
TOTALS		\$ 9,000,000		\$ 4,500,000	\$ 1,125,000	\$ 3,375,000	\$ 5,625,000

District of Ucluelet
Fire Services
DCC Calculation

A: Fire DCC Calculation					
Land Use	Col. (1)	Col. (2)	Col. (3)	Col. (4) = (1) x (3)	Col. (5) = (4) / (a)
	Estimated New Development	Unit	Person per unit (residential)/ Equivalent Population/m2 (other land uses)	Multiple	% Population Equivalent
Low Density Residential	1,000	Dwelling Unit/ Lot	3.900	3,900	48%
Medium Density Residential	400	Dwelling Unit	2.300	920	11%
High Density Residential	200	Dwelling Unit	1.400	280	3%
Commercial Accommodation	1,000	By unit	1.300	1,300	16%
Commercial	92,300	m2 Gross Floor Area	0.010	923	11%
Industrial	144,000	m2 Gross Floor Area	0.005	648	8%
Institutional	8,600	m2 Gross Floor Area	0.010	86	1%
			Total Equivalent Population	8,057 (a)	100%
B: Unit Fire DCC Calculation					
Net Fire DCC Program Recoverable		\$3,375,000	(b)		
Existing DCC Reserve Monies		\$0	(c)		
Net Amount to be Paid by DCCs		\$3,375,000	(d) = (b) - (c)		
DCC per Person		\$418.89	(e) = (d) / (a)		
C: Resulting Fire DCCs					DCC Revenue Estimates
Low Density Residential		\$1,633.67	Per Dwelling Unit/ Lot	(e) x Col. (3)	\$1,633,673
Medium Density Residential		\$963.45	Per Dwelling Unit	(e) x Col. (3)	\$385,379
High Density Residential		\$586.45	Per Dwelling Unit	(e) x Col. (3)	\$117,289
Commercaill Accommodation		\$544.56	Per m2 Gross Floor Area	(e) x Col. (3)	\$544,558
Commercial		\$4.19	Per m2 Gross Floor Area	(e) x Col. (3)	\$386,636
Industrial		\$1.89	Per m2 Gross Floor Area	(e) x Col. (3)	\$271,441
Institutional		\$4.19	Per m2 Gross Floor Area	(e) x Col. (3)	\$36,025

REPORT TO COUNCIL

Council Meeting: June 10, 2025

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: ABBY FORTUNE, DIRECTOR OF COMMUNITY SERVICES **FILE NO:** 7710 - ADMIN

SUBJECT: FEES AND CHARGES AMENDMENT BYLAW NO. 1380, 2025 **REPORT NO:** 25-68

ATTACHMENT(S): APPENDIX A - FEES AND CHARGES AMENDMENT BYLAW NO. 1380, 2025

RECOMMENDATION(S):

THAT Council give District of Ucluelet Fees and Charges Amendment Bylaw No 1380, 2025 first, second, and third reading; and,

THAT Council direct staff direct staff to publish notice on the District website, and through Ukee mail for the proposed District of Ucluelet Fees and Charges Amendment Bylaw No 1380, 2025 and provide an opportunity for the public to make written representations or verbal comments to Council prior to adoption of the bylaw.

BACKGROUND:

Each year in accordance with [Community Charter S. 165](#), Municipalities are required to adopt a Five-Year Financial Plan complete with objectives and policies regarding funding sources. The District adopted the District of Ucluelet 2025 – 2029 Financial Plan Bylaw No. 1370, 2025 on March 10, 2025, using the following objectives in relation to revenue objectives:

- a) The District will review fees and charges regularly to maximize recovery of the cost-of-service delivery;
- b) The District will actively pursue alternative revenue sources to help minimize property taxes;
- c) The District will consider market rates and charges levied by other public and private organizations for similar services in establishing rates, fees and charges;

Parks& Recreation – Schedule “I”

The recommended amended changes to the Parks & Recreation fees to include Amphitrite House:

Amphitrite House Fees	Commercial	Non-Commercial/Nonprofit
Per hour	\$60	\$40
Half Day (4 hours)	\$175	\$150
Wedding Reception*		\$750
Event* (4 – 6 hours)	\$310	\$255
*Damage deposit	\$350	\$250

Staff researched like properties as well as looking at capacity and services provided in order to establish costing. Properties researched were District of Tofino, Black Rock, Tin Wis, Long Beach Lodge, Wickaninnish Inn, Shore building and Ucluelet Aquarium.

General and Administrative Fees Schedule “A”

Another proposed change to the Fees and Charges Bylaw is to amend Schedule “A” – General and Administrative Fees by introducing fees related to Freedom of Information and Protection of Privacy (FOIPPA) requests:

Freedom of Information and Protection of Privacy Act Requests

- First three hours: No charge
- Additional time beyond the first three hours: \$40 per hour
(Fees are subject to provincial regulation, as amended from time to time.)

ANALYSIS OF OPTIONS

A	Council give Fees & Charges Amendment Bylaw No 1380, 2025 1-3 reading	<u>Pros</u>	<ul style="list-style-type: none"> • Establishing fees addresses the inability to currently charge at Amphitrite House and Freedom of Information and Protection of Privacy Acts Requests • Addresses the ability to maximize recovery cost for the facility so that is not dependant on taxpayers to cover the operational costs of the building. • Addresses the ability to recover staff extended time when processing FOIPPA requests
		<u>Cons</u>	<ul style="list-style-type: none"> • None anticipated
		<u>Implications</u>	<ul style="list-style-type: none"> • Staff will provide notices and provide opportunity for public input • Staff will implement amended rate schedule if adopted
B	Council does not make a motion.	<u>Pros</u>	<ul style="list-style-type: none"> • n/a
		<u>Cons</u>	<ul style="list-style-type: none"> • Operational costs for the facility/services will continue to not be covered
		<u>Implications</u>	<ul style="list-style-type: none"> • Taxpayer funds may be required to cover operational costs
		<u>Suggested Motion</u>	No motion is required.

POLICY OR LEGISLATIVE IMPACTS:

- [Community Charter S. 194](#)
- Amended Schedule “A” and Amended Schedule “I” will become effective upon adoption of this bylaw.

NEXT STEPS

- Notice to the public prior to adoption
- Council to consider adoption at the July 8, 2025, Regular Council Meeting.

Respectfully submitted: Abby Fortune, Director of Community Services
Ed Chow, Corporate Officer
Richard Harding, Acting CAO

DISTRICT OF UCLUELET

Bylaw No. 1380, 2025

A bylaw to amend District of Ucluelet Fees and Charges Bylaw No. 1316, 2022

WHEREAS the Council of the District of Ucluelet wishes to amend “District of District of Ucluelet Fees and Charges Bylaw No. 1316, 2022” under the provisions of the *Community Charter*.

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

Citation

1. This bylaw may be known and cited for all purposes as the “District of Ucluelet Fees and Charges Amendment Bylaw No. 1380, 2025”.

Application

2. Where there is a discrepancy between this Bylaw and any or all amendment bylaws enacted prior to this bylaw and affecting the District of Ucluelet Fees and Charges Bylaw No. 1380, 2025, then this Bylaw shall be deemed to supersede the prior bylaw(s) in the matter of the discrepancy.

Amendments

3. District of Ucluelet Fees and Charges Bylaw No. 1380, 2025 is hereby amended by:
 - a. Insert the following fees for Amphitrite House to “Schedule 'I' Parks & Recreation – 2025” as attached to and forming part of this Bylaw.

Amphitrite House Fees	Commercial	Non-Commercial/Nonprofit
Per hour	\$60	\$40
Half Day (4 hours)	\$175	\$150
Wedding Reception*		\$750
Event* (4 – 6 hours)	\$310	\$255
*Damage deposit	\$350	\$250

- b. Insert the following fee charges for Freedom of Information and Protection of Privacy Act Requests to “Schedule 'A' General and Administrative Fees – 2025” as attached to and forming part of this Bylaw.

Freedom of Information and Protection of Privacy Act Requests

- First three hours: No charge
- Additional time beyond the first three hours: \$40 per hour
(Fees are subject to provincial regulation, as amended from time to time.)

Severability

4. If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by a decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.

READ A FIRST TIME this day of , 2025

READ A SECOND TIME this day of , 2025

READ A THIRD TIME this day of , 2025

PUBLIC NOTICE GIVEN on the District of Ucluelet's website and UKEE Mail on this day of , 2025.

ADOPTED this day of , 2025

CERTIFIED CORRECT; "District of Ucluelet Fees and Charges Amendment Bylaw No. 1380, 2025".

Marilyn McEwen
Mayor

Ed Chow
Corporate Officer

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

Ed Chow
Corporate Officer

Schedule 'I' Parks & Recreation Fees – 2025 Inserted

Amphitrite House Fees	Commercial	Non-Commercial/Nonprofit
Per hour	\$60	\$40
Half Day (4 hours)	\$175	\$150
Wedding Reception*		\$750
Event* (4 – 6 hours)	\$310	\$255
*Damage deposit	\$350	\$250

Schedule 'A' General and Administrative Fees – 2025 Inserted

Freedom of Information and Protection of Privacy Act Requests

- First three hours: No charge
- Additional time beyond the first three hours: \$40 per hour
(Fees are subject to provincial regulation, as amended from time to time.)

FROM: CONTRACT REQUEST FOR THREE NEW COMMUNITY WASHROOMS

FILE NO: 5230-01

SUBJECT: JAMES MACINTOSH, DIRECTOR OF ENGINEERING SERVICES

REPORT NO: 25- 61

ATTACHMENT(S): APPENDIX A – SITE PLANS
APPENDIX B – FINANCIALS

RECOMMENDATION(S):

THAT Council authorize the Mayor and Corporate Officer to enter into an agreement with Parkworks Solutions Corporation in the amount of \$425,913.28 plus GST for the supply and delivery of three public washroom facilities.

BACKGROUND:

Access to safe, clean, and permanent public washrooms is a growing priority within the community, particularly in high-use visitor and recreation areas. In 2024, the District identified the need to expand and upgrade its public washroom infrastructure and included this initiative in the Five-Year Capital Plan.

In 2025, funding for this project was successfully secured from two external sources:

- Destination Development Fund: \$340,000
- Resort Municipality Initiative (RMI) Funding: \$190,000

This resulted in a total available budget of \$530,000 allocated to the acquisition and installation of three new public washrooms.

Staff identified three priority locations for new facilities:

1. He-Tin-Kis Parking Lot – new location
2. Browns Beach – new location
3. Whale's Tail Beach – replacement of a temporary unit with a permanent facility

These locations were selected based on high foot traffic, current service gaps, and community benefit.

Procurement and Vendor Engagement

Staff initiated a competitive procurement process by issuing two public Requests for Proposals (RFPs) for the supply and installation of prefabricated public washrooms. Unfortunately, both RFPs

received no responses. This outcome reflects a challenging supplier market for prefabricated washroom facilities, particularly in remote or coastal areas.

In response, staff explored direct engagement with reputable suppliers. Parkworks Solutions Corporation, a Vancouver-based firm with demonstrated experience supplying public washroom facilities across B.C., was identified as a strong candidate. Following negotiations, the company has provided a quote of \$425,913.28 plus GST for the fabrication and delivery of three units. The washrooms can be delivered within approximately six months of contract execution.

Project Delivery and Cost Summary

In addition to the cost of the units themselves, the District will be responsible for site preparation, engineering, and utility connections at all three locations. The total anticipated project cost, including contingency, is \$528,510, leaving a small buffer of approximately \$1,490 within the total allocated budget of \$530,000. A detailed financial breakdown is provided in Appendix B.

This cost includes:

- Supply and delivery of prefabricated washrooms
- On-site installation
- Engineering services and stamped drawings
- Utility installation and connection
- Contingency for unforeseen site conditions

All necessary site preparations and utility servicing will be coordinated by District staff and contractors ahead of delivery.

ANALYSIS OF OPTIONS:

Option 1 – Approve Contract with Parkworks Solutions Corporation (Recommended)

Proceeding with the agreement allows the District to deliver beneficial community improvements within budget and timelines.

Option 2 – Reissue RFP and Delay Project

Reattempting a public procurement could potentially yield more options or lower costs, but this is uncertain.

A	Approve Contract with Makrgroup (Recommended)	<u>Pros</u>	<ul style="list-style-type: none"> • Addresses important community needs in three high traffic areas • High-quality, durable construction from a proven supplier • Cost-effective procurement through direct negotiation • Project remains within the approved capital budget
		<u>Cons</u>	<ul style="list-style-type: none"> • Procurement was not through an open competitive bid, due to market limitations
		<u>Implications</u>	<ul style="list-style-type: none"> • Financial: Fixed cost of \$425,913.28 plus GST; total project remains within the \$530,000 budget


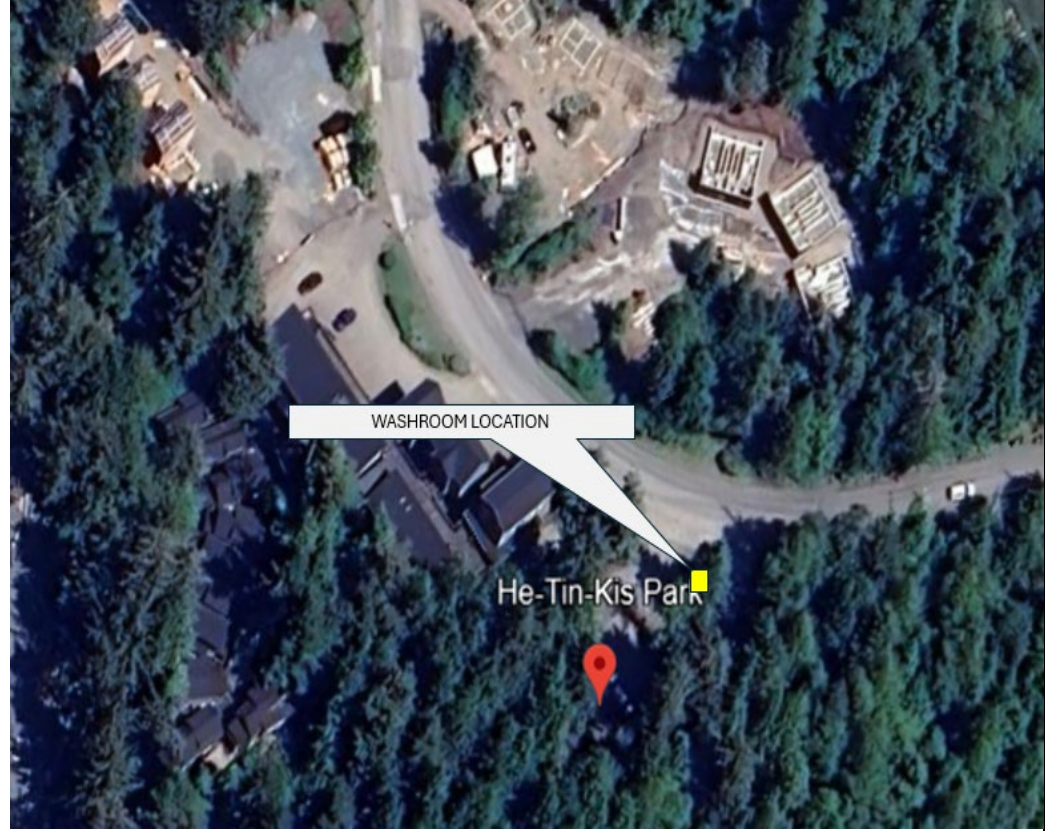







			<ul style="list-style-type: none"> Time: Washrooms can be delivered and installed within six months, enabling use during the 2026 peak season
B	Reissue RFP and Delay Project	<u>Pros</u>	<ul style="list-style-type: none"> Maintains full competitive procurement process May attract different pricing or design options
		<u>Cons</u>	<ul style="list-style-type: none"> Previous RFPs received no responses; risk of repeating outcome Delays delivery and service to the public Potential for increased costs due to inflation or construction market shifts
		<u>Implications</u>	<ul style="list-style-type: none"> Financial: Potential for increased costs due to inflation, market shifts, or revised specifications Time: Likely delays of 6–12 months before delivery, pushing installation into 2026 and risking forfeiture of funding timelines
		<u>Suggested Motion</u>	THAT Council directs staff to reissue the RFP

NEXT STEPS:

- Execute the Agreement**
 Staff will finalize and execute the contract with Makrgroup for the supply of three prefabricated public washrooms.
- Prepare Sites and Utilities**
 Site preparations, including grading, foundation work, and utility servicing, will be coordinated at each of the three locations.
- Coordinate Delivery and Installation**
 Staff will work with Parkworks Solutions Corporation to schedule delivery and oversee installation within the targeted six-month timeframe.

Respectfully submitted: James Macintosh, Director of Engineering Services

Appendix A – Site Plans

Brown’ Beach	He-Tin-Kis	Whale’s Parking Lot
		
<div data-bbox="96 1032 574 1395"><p>Ozark I Single-user, fully accessible flush restroom.</p><div data-bbox="96 1280 354 1310">+1 800 696 5766Request For Quote ></div></div> 	<div data-bbox="1059 1032 1560 1395"><p>Ozark I Single-user, fully accessible flush restroom.</p><div data-bbox="1059 1280 1330 1310">+1 800 696 5766Request For Quote ></div></div> 	<div data-bbox="2060 1032 2545 1395"><p>Gunnison - Single Vault One single-user, fully accessible waterless restroom.</p><div data-bbox="2060 1290 2371 1320">+1 800 696 5766Request For Quote ></div></div> 

Appendix B – Financing

High-Level

Budget	
Destination Development Fund	\$340,000
RMI Funding	\$190,000
Total Budget	\$530,000
Cost Estimates	
Buildings	\$319,224
Freight	\$52,233
Installation	\$34,998
Engineering	\$8,555
Stamped Engineer Drawings	\$7,000
Other Install Costs	\$16,500
Utility Installs	\$90,000
Contingency	\$1,490
Total Cost Estimates	\$528,510

Detailed Cost Estimates

	Budget	Building	Building \$	Freight	Installation	Engineering	Stamped Eng Drawing	Other Install Costs	Civil Eng	Utility Install
Whales	190,000	GUNNINSON	59,516	17,411	11,666	3,335	3,500	500		0
He-Tin-Kis	170,000	OZARK 1	129,854	17,411	11,666	2,610	1,750	8,000	0	40,000
Browns	170,000	OZARK 1	129,854	17,411	11,666	2,610	1,750	8,000	0	50,000
Sub-Totals	530,000		319,224	52,233	34,998	8,555	7,000	16,500	0	90,000
Total Costs	528,510									
Contingency	1,490									



REPORT TO COUNCIL

Council Meeting: June 10, 2025

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: ED CHOW, MANAGER OF CORPORATE SERVICES

FILE NO: 2380-01

SUBJECT: CBC LICENSING AGREEMENT RENEWAL

REPORT NO: 25-65

ATTACHMENT(S): APPENDIX A – CBC LICENSING AGREEMENT

RECOMMENDATIONS:

THAT Council approve the attached CBC First Renewal to the Licensing Agreement.

BACKGROUND:

The District of Ucluelet entered into a licensing agreement with CBC, dated July 16, 2015, allowing the installation of a CBC radio antenna on the Matterson Reservoir. This antenna provides CBC radio coverage for Ucluelet and the surrounding area.

The agreement was previously renewed in 2020 for a five-year term (2020–2025).

District staff and representatives from CBC have now negotiated the attached draft CBC Licensing Agreement, which proposes a further five-year term (2025–2030). The new agreement is largely consistent with the previous version, with the primary change being a modest increase in the annual license fee—from \$510 to \$560.

NEXT STEPS:

If approved, the Mayor and Corporate Officer will sign the attached CBC First Renewal to the Licensing Agreement. A signed copy will then be provided to CBC.

Respectfully submitted: Ed Chow, Manager of Corporate Services

FIRST RENEWAL TO THE LICENSE AGREEMENT

THIS AGREEMENT is made, in the City of Ucluelet, Province of British Columbia, this 20th day of May 2025 with an effective date of First (1st) day of September 2025 (the “**Effective Date**”).

BETWEEN:

DISTRICT OF UCLUELET, a municipality having its offices at 200 Main Street, Ucluelet, British Columbia, V0R 3A0
(hereinafter referred to as the “**Licensor**”)

AND:

CANADIAN BROADCASTING CORPORATION, a Crown Corporation established under the Broadcasting Act S.C. 38-39 Elizabeth II c.11, having its head office at 181 Queen Street, Ottawa, Ontario, K1P 1K9 and a place of business at 250 Front Street West, Toronto, Ontario, M5W 1E6;
(hereinafter referred to as the “**Licensee**” and together with the Licensor, the “**Parties**”)

WHEREAS the licensor is the lawful owner of a certain parcel of land at Ucluelet described as district lot 281, Clayoquot Land District, Pt of the Rem of DI 281 that portion located at the end of Short Road (See 00114.900 other portion of DI 2 of British Columbia (hereinafter referred to as “**Land**”);

WHEREAS by a License Agreement dated the 23rd day of February 2021 the Licensor granted to the Licensee a non-exclusive license (hereinafter referred to as the “**Original License**”) to use a portion of the Licensor’s land (hereinafter referred to as the “**Licensed Area**”) to install, operate and maintain certain equipment, and/or occupy certain facilities on the Licensed Area (hereinafter referred to as the “**Works**”);

WHEREAS the Original License was for a term of five (5) years, that commenced on the First (1st) day of September 2020 and shall terminate on the Thirty-First (31st) day of August 2025;

WHEREAS the Original License and any subsequent renewal or amendment shall collectively be referred to as the “**License Agreement**”;

AND WHEREAS the Licensee gave notice of its intention to renew the License Agreement for the first of two Five (5) year renewal terms available to it and the Licensor has agreed;

All capitalized terms used in this Agreement, unless otherwise defined herein, have the same meaning as set out in the License Agreement.

THIS AGREEMENT WITNESSETH that the Licensor hereby grants a license to the Licensee to continue in operation at the Licensed Area, with equipment as outlined in Appendix A of the License Agreement, for a further term of Five (5) years that shall commence on the First (1st) day of September 2025 and terminate on the Thirty-First (31st) day of August 2030 subject otherwise to the same terms, covenants, provisos and conditions as are in the above recited License Agreement, except that:

LICENSE FEE AND CHARGES

1. In consideration of the rights herein granted, and without prior demand, the Licensee shall pay to the Licensor, effective the the First (1st) day of September 2025, a yearly License Fee of Five Hundred and Sixty (\$560) dollars, plus applicable Sales Taxes, if any. The License Fee is payable annually in advance of each year starting at the Commencement Date and in each and every succeeding year during the Term.

Payment shall continue to be made to the Licensor at the following address:

DISTRICT OF UCLUELET
200 Main Street
PO Box 999
Ucluelet, BC
V0R 3A0
Attention: Finance

NOTICE

2. Clause g of the Original License is deleted and replaced with the following:

Any notice which is required to be given under the terms of this License Agreement shall be effectively given by one party to the other if hand-delivered or mailed by prepaid registered mail, sent by facsimile or by electronic mail and directed as follows:

to the Licensors at:

CANADIAN BROADCASTING CORPORATION

250 Front Street West
P.O. Box 500, Station "A"
Toronto, Ontario
M5W 1E6

Attention: CBC/Radio-Canada - Real Estate Transactions, Transmission
Fax: 416-205-2420
Email: cbc.colocation@cbc.ca

and to the Licensee at:

DISTRICT OF UCLUELET

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

Attention: Corporate Officer
Fax: (250) 726-7335
Email: Info@ucluelet.ca

Any notice sent in accordance with the present License Agreement will be deemed received the same day if hand delivered, sent by facsimile or by electronic mail, or on the 3rd business day following its issue if sent by registered mail.

OTHER TERMS AND CONDITIONS

3. Except as expressly amended herein, the License Agreement shall remain in full force and effect unamended, and the parties hereto ratify all terms and conditions contained therein.

COUNTERPARTS

5. This Agreement may be executed in counterparts, and whether delivered by hand, mail, e-mail or facsimile, each of which shall be deemed to be an original and both of which when taken together shall be deemed to constitute one and the same instrument.

GOVERNING LAW

6. This Agreement shall be construed and enforced in accordance with the laws of the Province of British Columbia and the federal laws applicable therein. The parties submit to the exclusive jurisdiction of the courts of British Columbia.

CONFIDENTIALITY

7. Subject to the provisions of the Access to Information Act (Canada, R.S. 1985, c. A-1), both parties shall ensure that non-public information owned by the other party and disclosed to a party, in any manner, in the course of the negotiation of this Agreement and/or contained within such Agreement shall remain confidential and shall not be disclosed to any third party excepting its solicitors, advisors or agents or others for the purposes of interpreting or carrying out obligations under this Agreement or assessing the value of this Agreement, unless required by law. In the case of a voluntary disclosure the party that discloses the information to a third party shall remain responsible for any breach to this confidentiality provision or privacy provision by such third party. This provision shall remain in effect five (5) years from the expiration of the License Agreement.

ACCESS TO INFORMATION

8. The Licensee is subject to the *Access to Information Act* (Canada, R.S. 1985, c. A-1). As a consequence, records under the control of the Licensee may be subject to a request for access and be disclosed if no exclusion or exemption provided in the Act applies. This paragraph will not be interpreted as a waiver of the confidentiality obligations of the License Agreement.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed.

CANADIAN BROADCASTING CORPORATION

BY: Ginette Michaud
Ginette Michaud
Corporate Director, Real Estate Transactions
Date May 28, 2025

AND: Julie Boudreau
Julie Boudreau
Finance and Administration
Date May 29, 2025

We have the authority to bind the Corporation.

DISTRICT OF UCELET

BY: _____
Name
Title
Date

AND: _____
Name
Title
Date

We/I have the authority to bind our Corporation/Organization.

APPENDIX “A”

Facilities made available to the Licensee under this License Agreement are as follows:

SERVICE: CBC/Radio-Canada FM Radio transmitter site

BUILDINGS (SHARED):

Use of the Licensed Area for install of:

Rooftop (water reservoir):

- One (1) 2-bay PSI TX Antenna model: PSIFML-2A-90WS-HR attached to a 10m (75mm' OD) mast mounted on top of the water reservoir building;
- One (1) Kathrein RX Antenna model: YA7-FCM/HCM attached to a 4.5m (60mm OD) mast mounted on top of the water reservoir building

Interior (pump control shack):

- Space for one (1) equipment rack in pump control shack located next to the reservoir

FREQUENCY:

- 92.7MHz

POWER (HYDRO/ELECTRICITY):

- Other: Licensee connected to Licensor's utility service on site through Licensor's power (breaker panel) with use of one (1) 120VAC 15A breaker. Additional fees for power recovery may apply, at discretion of Licensor.

2025 FIRST Renewal CBC at District of Ucluelet - FINAL

Final Audit Report

2025-05-29

Created:	2025-05-28 (Eastern Daylight Time)
By:	Tracey Walsh (tracey.walsh@cbc.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAACMPn5ESwHrzMwWb_sJnRFmedbtyXAfv

"2025 FIRST Renewal CBC at District of Ucluelet - FINAL" History

-  Document created by Tracey Walsh (tracey.walsh@cbc.ca)
2025-05-28 - 5:58:08 PM EDT- IP address: 159.33.10.193
-  Document emailed to Ginette Michaud (ginette.michaud@radio-canada.ca) for signature
2025-05-28 - 5:58:54 PM EDT
-  Email viewed by Ginette Michaud (ginette.michaud@radio-canada.ca)
2025-05-28 - 8:02:37 PM EDT- IP address: 66.249.83.32
-  Document e-signed by Ginette Michaud (ginette.michaud@radio-canada.ca)
Signature Date: 2025-05-28 - 8:03:27 PM EDT - Time Source: server- IP address: 142.182.26.56
-  Document emailed to Julie Boudreau (julie.boudreau@radio-canada.ca) for signature
2025-05-28 - 8:03:30 PM EDT
-  Email viewed by Julie Boudreau (julie.boudreau@radio-canada.ca)
2025-05-29 - 2:58:07 PM EDT- IP address: 74.125.212.198
-  Document e-signed by Julie Boudreau (julie.boudreau@radio-canada.ca)
Signature Date: 2025-05-29 - 3:06:09 PM EDT - Time Source: server- IP address: 159.33.64.193
-  Agreement completed.
2025-05-29 - 3:06:09 PM EDT

REPORT TO COUNCIL

Council Meeting: April 15, 2025

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: ED CHOW, MANAGER OF CORPORATE SERVICES

FILE NO: 0220 - 40

SUBJECT: LETTER TO THE PROVINCE REQUESTING RECONSIDERATION OF SIGNIFICANT INCREASES TO FORESHORE LEASE RATES

REPORT NO: 25-66

ATTACHMENT(S): Appendix A - Draft Letter

RECOMMENDATION(S):

THAT Council authorize Mayor McEwen to sign the attached letter and meet with provincial representatives to discuss the foreshore lease issue.

BACKGROUND:

On February 28, 2025, Neptune Ice Ltd. contacted the Mayor and Council to request assistance with the urgent issue of a proposed significant increase in their foreshore lease. Neptune is among the first leaseholders to receive notice of this substantial rate hike, which is expected to affect all foreshore leaseholders upon renewal.

At the March 10, 2025 Council meeting, Council directed staff to contact the Province to gather more information and request that leaseholders be provided with additional notice. In follow-up to this direction, CAO Mr. Harding met with the owner of Neptune and discussed the matter with MLA Osborne on May 21, 2025.

The attached draft letter outlines the severe economic impact the offshore lease increases would have on small businesses, workers, and coastal communities. It urges the Province to reconsider the magnitude of the increases and to implement measures to mitigate the devastating effects on these communities.

NEXT STEPS:

- If Council approves the draft letter, staff will send the letter to the Province, local MLA, and the Yuułuʔiłʔatḥ Government.
- Staff will also request a meeting with provincial representatives and stakeholders to further discuss this urgent issue.

Respectfully submitted: Ed Chow, Manager of Corporate Services

5 June 2025

Honourable Randene Neill
Minister of Water, Land, and Resource Stewardship
PO Box 9012 Stn Prov. Govt.
Victoria, BC V8M 9L6

Dear Minister,

RE: Urgent Request for Special Consideration on Foreshore Lease Increases Impacting Small Coastal Communities

On behalf of the District of Ucluelet, I am writing to express deep concern regarding the recent and significant proposed increase to foreshore lease payments, which in some cases represent more than a 500% escalation over previous rates.

We understand and respect the Province's efforts to ensure fair and equitable returns from public land use, and we acknowledge that these lease adjustments may be intended to increase revenue. However, this revenue comes at a profound cost to small business owners and coastal communities like ours—communities already navigating the challenging realities of a declining fishing industry and a delicate transition toward tourism-based economies.

Our office has been contacted by several local businesses, including Neptune's, whose annual foreshore lease payment is set to increase from \$13,000 to \$64,000. This exponential rise is simply not manageable for small, family-run enterprises. They are facing the real prospect of closure, and with that, the loss of vital local employment and economic activity. In Neptune's case alone, 25 employees stand to lose their jobs—25 families who contribute to the social and economic fabric of our community.

The broader impacts of this increase cannot be overstated:

- **Business Closures:** Small marine-dependent operations, which form the backbone of our coastal economy, may be forced to shut down.
- **Loss of Employment:** With limited alternative industries, each job loss hits hard and reverberates through the entire community.

District of Ucluelet . *Life on the Edge*®

200 Main Street, PO BOX 999, Ucluelet, British Columbia V0R 3A0
(250) 726-7744 • Fax (250) 726-7335 • info@ucluelet.ca • www.ucluelet.ca

- **Decline in Tourism:** Our waterfronts are not only places of work—they are the foundation of Ucluelet's visitor economy. A decline in services and marine activity will diminish our appeal as a tourism destination.

While we recognize the Province's need to modernize lease calculations, we respectfully request a reconsideration of the proposed model. Specifically, we ask the Province to:

- Explore alternative formulas for calculating foreshore lease rates that better reflect the economic realities of small businesses and coastal communities.
- Consider a phased implementation of any necessary lease increases over a multi-year period to allow businesses time to adjust and plan sustainably.

In the spirit of collaboration and shared interest in the long-term health of British Columbia's coastal communities, I would like to request a meeting between provincial representatives and the District of Ucluelet at your earliest convenience. We believe that with open dialogue, we can identify a solution that supports both the Province's fiscal goals and the economic resilience of our region.

In closing, while we understand that this lease increase may represent an opportunity for increased provincial revenue, we must emphasize that such benefit is being borne by the sacrifice of small business owners, their employees, and the vitality of communities like ours. We urge you to consider the broader consequences and to work with us in finding a more balanced path forward.

Thank you for your attention to this critical matter. We look forward to your response and the opportunity to meet soon.

Sincerely,

Marilyn McEwen, Mayor
District of Ucluelet

Cc: Honorable Josie Osborne, M.L.A.

President Charles McCarthy, Yuułu?ít̓ath̓ Government

REPORT TO COUNCIL

Council Meeting: June 10, 2025

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: ED CHOW, MANAGER OF CORPORATE SERVICES **FILE NO:** 0390-20
SUBJECT: UBCM MINISTER MEETINGS **REPORT NO:** 25-67
ATTACHMENT(S): Appendix A - 2025 UBCM Convention Provincial Appointment Book

RECOMMENDATION(S):

THAT Council direct staff to prepare ministerial meeting request(s) on the following topics for the 2025 Union of British Columbia Municipalities conference:

- a. _____,
- b. _____; and,
- c. _____.

BACKGROUND:

The Union of British Columbia Municipalities hosts an annual conference in September each year. The 2025 conference is planned for September 22 -26, at the Victoria Conference Centre.

During the conference there is an opportunity for municipalities to request meetings with the various Provincial Ministry Staff or Ministers to discuss key issues or concerns. Typically, the requests can take several forms, an ask of the ministry to action a key issue, an opportunity for a municipality to express their appreciation for past or pending support for a local item, or to bring a new item of local or regional importance to the Minister's attention.

Below is a list of topics Council may consider for this year's ministerial meetings:

- Offshore Lease Increase
- Affordable Housing Projects
- Fire Hall Grants
- Health Services

NEXT STEPS

- Issue meeting request related to the topics identified by Council

Respectfully submitted: Ed Chow, Manager of Corporate Services

2025 PROVINCIAL APPOINTMENT BOOK FOR UBCM CONVENTION

Meeting Requests with:

**The Premier, Cabinet Ministers, and
Provincial Government Staff from Ministries,
Agencies, Commissions, and Corporations (MACC)
at the 2025 UBCM CONVENTION**

Victoria, British Columbia



Information compiled as of April 2025.

TABLE OF CONTENTS

INTRODUCTION.....	3
MEETING REQUEST INFORMATION AND LINKS.....	4
PROVINCIAL MINISTRIES AVAILABLE DURING 2025 UBCM CONVENTION	5
MINISTER OF STATE FOR LOCAL GOVERNMENTS AND RURAL COMMUNITIES.....	5
MINISTRY OF AGRICULTURE AND FOOD.....	5
ATTORNEY GENERAL.....	7
MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT.....	9
MINISTRY OF CITIZENS' SERVICES.....	10
MINISTRY OF EDUCATION AND CHILD CARE.....	11
MINISTRY OF EMERGENCY MANAGEMENT AND CLIMATE READINESS.....	13
MINISTRY OF ENERGY AND CLIMATE SOLUTIONS.....	14
MINISTRY OF ENVIRONMENT AND PARKS	18
MINISTRY OF FINANCE.....	20
MINISTRY OF FORESTS.....	21
MINISTRY OF HEALTH.....	23
MINISTRY OF HOUSING AND MUNICIPAL AFFAIRS	26
MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION.....	31
MINISTRY OF INFRASTRUCTURE.....	32
MINISTRY OF JOBS, ECONOMIC DEVELOPMENT AND INNOVATION.....	32
MINISTRY OF LABOUR.....	36
MINISTRY OF MINING AND CRITICAL MINERALS.....	36
MINISTRY OF POST-SECONDARY EDUCATION AND FUTURE SKILLS.....	38
MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL.....	40
MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION.....	44
MINISTRY OF TOURISM, ARTS, CULTURE AND SPORT.....	46
MINISTRY OF TRANSPORTATION AND TRANSIT.....	48
MINISTRY OF WATER, LAND AND RESOURCE STEWARDSHIP.....	50
PROVINCIAL AGENCIES, COMMISSIONS, AND CORPORATIONS AVAILABLE DURING 2025 UBCM CONVENTION.....	53

INTRODUCTION

The Provincial Appointment Book provides UBCM local government and First Nations members instructions on how to request a meeting with the Premier, Cabinet Ministers, and provincial Ministries, Agencies, Commissions, and Corporations (MACC) staff, to be scheduled during the week of 2025 UBCM Convention.

Monday, September 22 to Friday, September 26

Victoria Conference Centre
Victoria, B.C.

Information on each MACC's programs, projects, and scope of work is also included.

Meeting Details

Meetings with the **Premier and Cabinet Ministers** will be 15 minutes in length and will take place in person during the following dates:

**Monday, September 22 to
Friday, September 26**
The Parliament Buildings

Meetings with **MACC staff** will be 30 minutes in length (20 minutes for the Ministry of Transportation and Transit), and will take place in person during the following dates:

**Monday, September 22 to
Thursday, September 25**
Fairmont Empress Hotel,
Shaughnessy Ballroom

Onsite Provincial Appointment Desk

Provincial Appointment Desk staff will be available onsite to receive meeting requests for MACC staff at the following location:

Monday, September 22 to Thursday, September 25
Fairmont Empress Hotel, Lower Lobby Level, Foyer
8:30 am — 4:00 pm

Please note that MACC staff availability may be limited onsite.

MEETING REQUEST INFORMATION AND LINKS

Honourable David Eby, Premier and Cabinet Ministers

Including Ministers of State and
Parliamentary Secretaries

Click: [Premier and Cabinet Ministers
Meeting Requests](#)

Invitation Code: MeetingRequest2025
(case sensitive)

Deadline: July 2, 2025 6:00 pm PST

Contact:

Marlène Behrens
Premier and Cabinet Ministers Meeting
Coordinator
250 213-3856
UBCM.Meetings@gov.bc.ca

Timeline:

Meeting regrets will be communicated
in late August, and meeting
confirmations sent in early September.

Provincial Government MACC Staff

(Ministries, Agencies, Commissions,
and Corporations)

Click: [MACC Staff Meeting Requests](#)

Invitation Code: MACCStaff2025
(case sensitive)

Deadline: August 20, 2025 11:59 pm PST

Contact:

Sarah Staszkiel
MACC Staff Meeting Lead
778 405-1784
IGRS.UBCM.MeetingRequests@gov.bc.ca

Casey Cathcart
MACC Staff Meeting Coordinator
778 405-3140
IGRS.UBCM.MeetingRequests@gov.bc.ca

Timeline:

Details regarding confirmed MACC Staff
meetings will be communicated to local
governments and First Nations members by
email by **September 17**.

PROVINCIAL MINISTRIES AVAILABLE DURING THE 2025 UBCM CONVENTION

MINISTER OF STATE FOR LOCAL GOVERNMENTS AND RURAL COMMUNITIES

DIVISION/BRANCH	TOPIC
Local Government Relations	<ul style="list-style-type: none"> • Overall responsible for engagement with UBCM and local governments. • Serves as a key point of contact for UBCM, local governments, and rural communities. • Fosters collaborative relations with Mayors and Councils, and Regional District Chairs and Boards to maintain open lines of communication, receive feedback, and identify solutions on joint priorities. • Advises the Premier and Cabinet so the local government and rural communities' lens are considered in government decision-making processes. • Secretariat for: <ul style="list-style-type: none"> ◦ UBCM Convention (Host Minister). ◦ UBCM Quarterly Executive Meetings (attends). ◦ UBCM Advocacy Days. • Hosts and/or participates in forums to facilitate the two-way sharing of information e.g.: <ul style="list-style-type: none"> ◦ UBCM Area Associations. ◦ Local Government Management Association. ◦ Regional District Chairs & Chief Administrator Officers Forum. ◦ Local leadership Roundtables and virtual Town Halls.

MINISTRY OF AGRICULTURE AND FOOD

DIVISION/BRANCH	TOPIC
Business Risk Management Branch	<ul style="list-style-type: none"> • Helps producers manage risks such as weather hazards, natural disasters, wildlife, diseases, pests, and market declines, that cause income losses and lead to financial instability. The branch delivers three programs to help farmers manage financial risk: Production Insurance offers insurance protection for agricultural crops against weather perils; Agri-Stability protects farm enterprises from the financial impacts of significant margin declines which can be caused by increasing input costs or reduced agricultural revenues; and Wildlife Damage Compensation - compensates farmers for losses due to wildlife.

[TO TOP](#)

MINISTRY OF AGRICULTURE AND FOOD CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Corporate, Policy and Priorities Branch</i>	<ul style="list-style-type: none"> Provides corporate leadership, coordination, and analysis of policy, legislative and data issues related to the ministry's mandate. The branch guides the development of ministry policy and legislation, including managing stakeholder relationships, participating in provincial policy and legislation development, and overseeing policy and legislative projects. The branch serves as the central resource for internal and external clients on relevant, comprehensive, high-quality, and timely economic and social data on the province's farming, commercial fishing, aquaculture and food and beverage processing industries. Additionally the branch is responsible for land use planning and geospatial services.
<i>Extension and Support Services Branch</i>	<ul style="list-style-type: none"> Identifies and promotes agriculture and food production/processing systems that are sustainable and enhance the economic benefits to the province. The branch maintains operations in all agriculture regions of the province to deliver ministry programs and services through a network of regional agrologists, technical and industry specialists. The branch works through a variety of strategic partnerships and is the primary point of contact for the ministry's agriculture clients, both businesses and associations. The branch also provides professional agricultural support to local government planning and emergency response processes, and to both the Agricultural Land Commission and the Farm Industry Review Board.
<i>Food and Beverage Branch</i>	<ul style="list-style-type: none"> Leads market and business development activities for farmers, food and beverage processors and Indigenous communities as well as key initiatives such as Grow BC, Feed BC, Buy BC, and the BC Food Hub Network. The branch works in partnership across regional stakeholders, industry, public sector organizations and levels of government to enhance the agriculture and food and beverage sector's capacity, inclusivity, and competitiveness, grow provincial food system resilience, promote career opportunities, and support current and next generation entrepreneurs.
<i>Food Safety Inspection Branch</i>	<ul style="list-style-type: none"> Safeguards public health by ensuring that agri-food, meat, and seafood produced in the province is safe and wholesome. The branch works in partnership with other federal and provincial agencies to facilitate food safety through three main program areas which are led by an Executive Director and supported by a team of administrative and policy and program advisory staff. The branch also supports food safety through the Canadian Agricultural Partnership by administering On-Farm Food Safety and Post-Farm Food Safety.
<i>Office of the Chief Veterinarian</i>	<ul style="list-style-type: none"> Provides provincial leadership on regulated animal and zoonotic diseases, One Health and One Welfare in B.C. The branch works to build resilient animal health systems for B.C. in collaboration with provincial ministries, the federal government, livestock industry, and veterinary professionals.

[TO TOP](#)

MINISTRY OF AGRICULTURE AND FOOD CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Plant and Animal Health Branch</i>	<ul style="list-style-type: none"> Supports the sustainability of animal and plant agriculture while serving to protect the well-being of the people of British Columbia through diagnostic services, surveillance, risk assessment, and the development of strategies to address identified risks. The branch addresses plant health risks and issues that affect plant and agriculture productivity, environmental sustainability and competitiveness of agricultural crops in British Columbia. Through diagnostic services and surveillance, the branch helps protect human health with the timely and accurate diagnosis of zoonotic diseases in the public health and food safety sectors (e.g., SARS-CoV-2, influenza, Salmonella).
<i>Regenerative Agriculture and Climate Initiatives</i>	<ul style="list-style-type: none"> Supports formulation of strategies, identifies opportunities, and drives the development and implementation of regenerative agriculture, innovation, climate initiatives and emergency management. This includes advancing B.C. as a leader in food security and the emerging agri-tech sector, helping companies bring innovation to agriculture and position B.C. as an agri-tech leader. Developing strategies and plans to maintain a new regenerative agricultural network, creating opportunities for farmers and greater food security by bringing together natural systems of production with agri-technologies that enhance production. Developing strategies and plans to achieve CleanBC climate action plan goals, helping farmers, ranchers and food processors prepare for climate impacts and ensure food security. Oversight of the ministry's emergency management function, including management of issues relating to avian influenza, wildfire, floods, and other natural or unexpected emergencies.

ATTORNEY GENERAL

DIVISION/BRANCH	TOPIC
<i>Court Services Branch</i>	<ul style="list-style-type: none"> Responsible for case documentation and adjudication support for all matters going before the court, including case initiation and processing, fee collection, file and exhibit management, court clerking, court records and transcripts, interpreter services, and the preparation and dissemination of court orders. In addition, the Court Services Branch is responsible for courtroom and courthouse security, prisoner custody and escort, document service, and jury administration.

[TO TOP](#)

ATTORNEY GENERAL CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Indigenous Justice Secretariat</i>	<ul style="list-style-type: none"> Leads the implementation of the First Nations Justice Strategy ("the Strategy") within government, including influencing social sector areas that provide health and housing supports for individuals in the justice system. At the core of the Strategy is the rebuilding of First Nations justice systems as an expression of self-determination. As such, the Indigenous Justice Secretariat has a vital role in supporting First Nations in that rebuilding work. This includes the Secretariat advancing changes within government to laws, policies, and practices that are directly responsive to what First Nations determine is needed for Strategy implementation and rebuilding of their justice systems. The Indigenous Justice Secretariat is responsible for cross-ministry implementation of the Strategy and operationalization of the identified priorities within provincial government. This includes the implementation of the <i>Declaration Act</i> where it intersects with justice, as well as supporting relationships between First Nations, the province, and Canada to advance jointly identified priorities, funding, and partnership opportunities where the Strategy aligns with provincial and federal mandates. The Indigenous Justice Secretariat is also responsible for working with Métis Nation BC on the cross-ministry implementation of the Métis Justice Strategy, managing the Native Courtworker and Counselling Association contract, and working with Canada to support the development of the Federal Indigenous Justice Strategy.
<i>Justice Services Branch</i>	<ul style="list-style-type: none"> Improves users' access to justice and experience with the administration of justice in B.C. by transforming elements of the justice system. The Justice Services Branch delivers programs and services relating to family justice, and access to justice. The branch also develops policy and legislation and supports tribunals, agencies, and independent offices within the ministry, and leads strategic projects to create change and systemic impact on the justice sector.
<i>Multiculturalism and Anti-Racism Branch</i>	<ul style="list-style-type: none"> The Multiculturalism and Anti-Racism Branch is responsible for cross government implementation of the <i>Anti-Racism Act</i>. This includes working across ministries to respond to data trends identified through the <i>Anti-Racism Data Act</i> and take action on systemic racism within policies, program and services. Engage communities through the Resilience BC Anti-Racism Network, multiculturalism grants, and related initiatives, to provide them with the information, supports, and training needed to respond to and prevent future incidents of racism. Support victims of hate incidents in B.C. by operating the Racist Incident Helpline to report, track and provide resources to individuals harmed by racist incidents. Continue to address historical wrongs with Sons of Freedom Doukhobor community and ongoing work with the National Association of Japanese Canadians.

[TO TOP](#)

MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT

DIVISION/BRANCH	TOPIC
<i>Strategic Services Division</i>	<ul style="list-style-type: none"> The Strategic Services Division provides expertise to enable large-scale, cross-ministry, and complex system transformation as envisioned in the ministry's Strategic Framework. The division leads: <ul style="list-style-type: none"> Project management — supports strategic initiatives and continuous improvement through tracking, assessing and making recommendations on project risks, mitigation strategies and resource deployment. Change management — champions organizational change and effective implementation of significant change initiatives with staff and external partners and service providers. Transformation integration — oversees alignment and integration of priority transformation projects to support the roll-out of system wide changes in a coordinated way and to ensure operational needs are met. Strategic planning and communications – directs, coordinates, and manages planning, reporting, internal, external, and web-based communications and engagement.
<i>Service Delivery Division</i>	<ul style="list-style-type: none"> Service Delivery Division provides Network of care across the province focused on children and youth with support needs, child and youth mental health, adoption, family support, child protection, youth justice and helping youth transition from government care to adulthood. Services, including 24/7 emergency response, are delivered through 169 community-based District Offices, Provincial Centralized Services Centre, Maples Adolescent Treatment Centre, Child & Youth Mental Health Intake Clinics, Victory Hill Dorm, Burnaby Youth Custody Centre, Inpatient Assessment Unit, Youth Forensic Services, and Family Connections Centres.
<i>Policy, Legislation and Litigation Division</i>	<ul style="list-style-type: none"> Lead strategic and operational policy, legislation and service design for programs and services, including adoption, children with support needs and mental health concerns, community resources for children and youth in or transitioning from government care, child welfare, and support for youth involved in the justice system's practices.
<i>Division / Early Years and Inclusion Policy, Communications and Engagement</i>	<ul style="list-style-type: none"> The Early Years and Children and Youth with Support Needs (CYSN) Policy branch provides development and oversight of strategic and operational policy for early childhood development programs and services for CYSN. The team incorporates a cross-government approach for programs and services for children and families and is currently working to co-develop an improved system of services for CYSN. Policy staff also research and develop innovative approaches for citizen engagement and program delivery.

[TO TOP](#)

MINISTRY OF CITIZENS' SERVICES

DIVISION/BRANCH	TOPIC
Connectivity	<ul style="list-style-type: none"> Internet and cellular connectivity: The division provides guidance on planning for broadband internet to communities and highway and community cellular coverage to municipal and regional governments and oversees the Connecting British Columbia and the Connecting Communities BC funding programs.
Government Digital Experience (GDX)	<ul style="list-style-type: none"> GDX provides the technical infrastructure that enables gov.bc.ca, and manages high priority web content. GDX is responsible for government's web training, standards and digital accessibility and supports plain language, easy to navigate and access information.
Office of Chief Information Officer (OCIO)	<ul style="list-style-type: none"> The OCIO supports the transformation of government services through integration, collaboration, and innovation. It leads strategy, policy, and standards that support digital government and information management including information technology (IT), IT security, integrated data, privacy, and the management of the Information Management/IT investment portfolio for the province. It provides corporate information management services to government including Freedom of Information; proactive disclosures of information; privacy, records management, and elements of information security. Through the BC Data Service, the OCIO delivers trusted data services and analysis, including population projections, community economic resilience indicators and service-level equity research. It is responsible for the implementation of the <i>Anti-Racism Data Act</i> and the BC Data Plan. Through the CyberBC program, the OCIO provides broader B.C. public sector organizations with resources to help improve cybersecurity. Specifically, it covers the foundations of cybersecurity including security frameworks, policy, standards, assessments of threats and weaknesses, and minimization of risks.
Procurement and Supply	<ul style="list-style-type: none"> The division plays a leadership role in government procurement and supply services. These activities serve the provincial government, the broader public sector, the public and, in some cases, municipalities. For example, municipalities use BC Bid to provide vendors with information on upcoming procurement operations and Asset Investment Recovery to dispose of municipal surplus assets in a convenient, environmentally friendly manner that returns a fair market value to the municipality.
Real Property	<ul style="list-style-type: none"> The Real Property Division (RPD) provides everything needed to design, set up and manage a government workplace. RPD has responsibility for the province's real estate portfolio. Real estate for schools, post-secondary institutions, hospitals, and municipalities are excluded from RPD's responsibilities.

[TO TOP](#)

MINISTRY OF CITIZENS' SERVICES CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Service BC</i>	<ul style="list-style-type: none"> Through a provincial network of 65 service centres and the Service BC (SBC) Provincial Contact Centre through multiple service channels including mobile outreach, digital and web based information. SBC provides approximately 300 government services on behalf of more than 40 partner ministries and agencies. The division enables the design and delivery of accessible, responsive, and cost-effective services, making it easier for residents and businesses to interact with government. The BC Registries and Digital Services Branch facilitates and supports commerce in the province through administration and verification of business, personal property, and manufactured home registrations.

MINISTRY OF EDUCATION AND CHILD CARE

DIVISION/BRANCH	TOPIC
<i>Child Care Division</i>	<ul style="list-style-type: none"> The Child Care Division leads the development and implementation of ChildCareBC. The ChildCareBC plan was launched in 2018 and is government's 10-year strategy to build access to affordable, quality, inclusive child care as a core service that families can rely on. Key programs delivered through the Child Care Division include those providing operational funding for child care providers, cost-saving fee reductions and/or subsidy benefits for parents, capital grant programs for expanding and maintaining child care spaces, education and professional development supports for the child care workforce, and supports for community-based programs such as Child Care Resource and Referral Centres and Young Parent Program. In addition, the division supports programs that help families and children access and participate in fully inclusive child care settings, as well as funding and supporting the development and expansion of distinctions-based Indigenous-led child care. The ministry, through the Child Care Division, oversees the Early Childhood Educator Registry, which issues provincial certifications, accesses and recommends approval for Early Childhood Educator (ECE) post-secondary programs, and investigates complaints regarding ECE and Early Childhood Educator Assistant (ECEA) conduct and competence. The division oversees the child care budget of \$865.255M for FY 24/25. The division also invests federal funding from the Early Learning and Child Care and Agreements.

[TO TOP](#)

MINISTRY OF EDUCATION AND CHILD CARE CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Learning and Education Programs Division</i>	<ul style="list-style-type: none"> The Learning and Education Programs Division (LEPD) is responsible for: defining what children learn and when (curriculum); whether they have learned it (assessment, reporting and graduation requirements); and the extent to which what they learn equips them for the job market and/or post-secondary education (student transitions). LEPD is made up of two branches: <ul style="list-style-type: none"> The Student Learning Branch manages all activities related to curriculum design and development, large-scale assessment design, delivery, marking and results-reporting, policies for providing feedback on student progress to parents and students, French education, and engagement with the Organisation for Economic Co-operation and Development (OECD). Annual assessments include the Foundation Skills Assessment for grades 4 and 7, and Literacy and Numeracy Graduation Assessments. The Education Programs and Policy Branch is responsible for policy, programs, and standards related to inclusive education, graduation, career development, and student transitions to the post-secondary system and employment. The branch is also responsible for the ministry's scholarships program.
<i>Resource Management Division</i>	<ul style="list-style-type: none"> The Resource Management Division (RMD) provides operational and planning support for school districts and monitors the financial accountability of boards of education against ministry and government policy. The division also provides a wide range of corporate functions for the ministry, including budgeting and financial support services, strategic human resources, workplace and facilities support, and risk management and emergency preparedness.
<i>System Liaison and Supports Division</i>	<ul style="list-style-type: none"> The System Liaison and Supports Division (SLSD) provides leadership and support to school districts and independent schools in the areas of Early Learning, Indigenous Education, Mental Health and Substance Use, School Food Programs, Strategic Priorities (e.g., anti-racism, SOGI), and Student Safety and Wellness. The division is responsible for promoting safe, caring and inclusive school environments with a focus on equity.

[TO TOP](#)

MINISTRY OF EMERGENCY MANAGEMENT AND CLIMATE READINESS

DIVISION/BRANCH	TOPIC
Corporate Services Division	<ul style="list-style-type: none"> Responsible for the provision of strategic advice and the delivery of corporate services to support ministry programs and services. Manages the Disaster Financial Assistance Arrangements (DFAA) claim administration and provincial cost tracking. Responsible for public education initiatives including: <ul style="list-style-type: none"> The delivery of PreparedBC, the province's preparedness public education program serving First Nations communities, local authorities and the public. The development of resources, programs, and social media campaigns aimed at influencing positive disaster risk reductions.
Disaster Recovery	<ul style="list-style-type: none"> Leads coordination of provincial ministry and agency supports for communities following a disaster with regionally-based teams. Implements the Disaster Financial Assistance (DFA) program, and when DFA is not available, seeks alternative government and non-government funding opportunities to assist impacted parties. Administers DFA appeals process. Responsible for disaster recovery operational policy including national flood insurance program development, cross government disaster recovery framework, and recovery specialists who are ready to deploy to assist communities when a disaster strikes.
Disaster Risk Management	<ul style="list-style-type: none"> Leads emergency management and provincial business continuity management planning. Conducts emergency management training and exercises. Undertakes strategic after actions reviews of disaster events, undertaking provincial and regional disaster and climate risk assessments. Administers funding programs for First Nations and local governments to advance disaster risk reduction through planning and mitigation activities. Advances policy, programs, and strategies to reduce disaster and climate risks.
Partnerships, Engagement and Legislation	<ul style="list-style-type: none"> Delivers ministry's strategic policy and legislation. This work includes providing guidance on the Ministry of Emergency Management and Climate Readiness's (EMCR) modernized legislation, the <i>Emergency and Disaster Management Act</i> (EDMA), and the development of new regulations, such as the Local Authorities Regulation and Compensation and Disaster Financial Assistance Regulation. Leads the development and implementation of EMCR's inter-agency and inter-governmental partnerships. Leads EMCR's emergency management partnership agreements with the federal government, local governments, First Nations, emergency management partner agencies, critical infrastructure operators, non-governmental, faith-based, and other emergency management partners and agencies.

[TO TOP](#)

MINISTRY OF EMERGENCY MANAGEMENT AND CLIMATE READINESS CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Regional Operations</i>	<ul style="list-style-type: none"> Leads and coordinates the preparedness and response to provincial and regional-level emergencies and disasters, supporting other authorities within their areas of jurisdiction by working directly with First Nations, local authorities, provincial ministries and agencies, federal departments, other jurisdictions, industry, and volunteers. Leads and coordinates 24/7 emergency management capability through six regional offices located in Surrey, Kamloops, Nelson, Prince George, and Terrace, with the Vancouver Island Regional Office co-located at the Ministry of Emergency Management and Climate Readiness (EMCR) Headquarters (HQ) in Victoria. In addition, EMCR HQ houses the Emergency Coordination Centre and Provincial Duty Managers providing 24/7 situational awareness, activation of response to emergencies, including broadcast intrusive alerting. Coordinates B.C.'s Public Safety Lifeline Volunteer groups, who provide an array of critical, front-line emergency services, including Ground Search and Rescue, Air Search and Rescue, Road Rescue, Emergency Support Services, and Emergency Radio Communications.

MINISTRY OF ENERGY AND CLIMATE SOLUTIONS

DIVISION/BRANCH	TOPIC
<i>Energy Resources Division</i>	<ul style="list-style-type: none"> Accountable for the management and responsible development of the province's energy resources. The division oversees the <i>Petroleum and Natural Gas Act</i>, the <i>Geothermal Resources Act</i>, the <i>Energy Resource Activities Act</i> and related regulations. Issues and administers Crown petroleum, natural gas, geothermal and carbon capture related subsurface tenures; oversees tenure development and resources access planning; collects tenure-related revenues; and maintains geological databases and systems. Primary point of contact for many key pieces of energy infrastructure that play critical roles in providing energy security for British Columbians. The division includes the Trans Mountain Office and works regularly with Enbridge which operates the primary natural gas pipeline in the province. Oversees the province's royalty system (with the Ministry of Finance) including implementation of the New Royalty Framework, and the Healing the Land and Emissions Reduction program.

[TO TOP](#)

MINISTRY OF ENERGY AND CLIMATE SOLUTIONS CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Energy Resources Division Continued...</i>	<ul style="list-style-type: none"> • Develops policy, statutes and regulations that apply to the energy resource sector and supports achieving greenhouse gas reduction targets as it relates to the sector, including methane emissions targets. • Collaborates across government on Indigenous reconciliation initiatives and environmental monitoring and research programs, conducts oil and gas resource assessments, manages resource development planning and cumulative effects, guides modernized land use planning, develops environmental practices, and initiates and administers oil and natural gas restoration programs. • The division includes the Clean Energy and Major Projects Office (CEMPO) which is supporting the 10 successful renewable electricity projects from BC Hydro's 2025 call for power, and is responsible for the effective implementation of Liquefied Natural Gas (LNG) Canada, Ksi Lisims LNG, Cedar LNG, Woodfibre, and the associated pipelines. CEMPO also works across government to support clean energy projects, such as hydrogen, biofuels, and renewable natural gas.
<i>Electricity and Utility Regulation Division</i>	<ul style="list-style-type: none"> • Responsible for British Columbia's electricity and alternative energy sectors, including BC Hydro. These sectors are made up of diverse interests that develop electricity generation, transmission, and distribution infrastructure, clean or renewable energy sources, including biomass, biogas, hydrogen, geothermal, hydro, solar, ocean, and wind. The division took a lead role in the development of Powering Our Future: B.C.'s Clean Energy Strategy. • Focuses on increasing electrification, and deployment of low carbon energy by supporting BC Hydro's 2025 call for power. • Responsible for policies, programs, regulations and legislation to support the province's legislated short and long-term greenhouse gas (GHG) reduction targets, including: the <i>Climate Change Accountability Act</i>, the <i>Greenhouse Gas Reduction (Clean Energy) Regulation</i>, the <i>Utilities Commission Act</i>, and the <i>Clean Energy Act</i>. • Supports the Minister's oversight of BC Hydro and is responsible for public utility regulatory policy under the <i>Utilities Commission Act</i>. The division leads provincial collaboration with the British Columbia Utilities Commission to reframe the Commission's current role as an economic regulator to align with the province's climate action, energy and affordability objectives, especially for low-income households. • Implements policies and legislation to support BC Utilities Commission oversight of B.C.'s regulated energy utilities, including BC Hydro, FortisBC, and Pacific Northern Gas, in their delivery of conventional and low-carbon clean energy across the province. • Administers the Innovative Clean Energy (ICE) Fund, a special account used to further the energy and environmental priorities of the government. • Responsible for co-leading the Indigenous Clean Energy Opportunities (ICEO) process with the First Nations Energy and Mining Council, which engages with First Nations rights holders and organizations in a collaborative dialogue to fully participate in current and future clean energy opportunities and to align the province's strategic clean energy policy and legislation with the United Nations Declaration on the Rights of Indigenous People (UNDRIP).

[TO TOP](#)

MINISTRY OF ENERGY AND CLIMATE SOLUTIONS CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Energy Decarbonization Division</i>	<ul style="list-style-type: none"> Responsible for policies and programs that advance energy efficient, low-carbon technologies and practices in the built environment through incentives and standards. This portfolio includes the CleanBC Better Homes and Better Buildings Program and the Energy Efficiency Standards Regulation. Develops policy and program initiatives to decarbonize community energy systems through the implementation of clean energy projects in communities across British Columbia, including grid-connected local governments, Indigenous communities, and non-grid connected remote communities. This portfolio includes the CleanBC Remote Community Energy Strategy. Responsible for developing and implementing legislation, policies, and programs to decarbonize the transportation sector and spur growth in the clean transportation industry in B.C. This portfolio includes the <i>Zero Emission Vehicles (ZEV) Act</i>, the ZEV Regulation, and the CleanBC Go Electric Programs. Responsible for the implementation of B.C.'s Low Carbon Fuel Standard that requires fuel suppliers to reduce the carbon intensity of their fuels used in transportation and other applicable purposes (with a 30 percent reduction in carbon intensity for diesel and gasoline class fuels by 2030, and a 10 percent reduction by 2030 for jet fuels.)
<i>Climate Action Secretariat</i>	<ul style="list-style-type: none"> Responsible for development and implementation of B.C.'s climate strategies. This includes both reducing greenhouse gas emissions and preparing the province for the impacts of climate change. The Climate Action Secretariat (CAS) is responsible for several of B.C.'s climate-related pieces of legislation, regulation, and programs. Works to achieve provincial climate action goals through engagement and collaboration with Indigenous peoples, the provincial public sector, other orders of government, research institutions, non-governmental organizations, professional and industry associations and business and industry. Responsible for key climate programs for local governments, like the Local Government Climate Action Program, which provides funding for climate action in communities, and the federal/provincial CleanBC Communities Fund, which provides funding for clean infrastructure projects. In addition, CAS provides support to local governments through the Community Energy and Emissions Inventory to understand emissions trends. Works directly with industrial operators and verification bodies to ensure compliance under the B.C. Output Based Pricing System, manages the CleanBC Industry Fund, and develops new industrial climate policy such as Net Zero New Industry, which requires new industrial facilities to achieve net-zero emissions by 2050 (2030 for new LNG).

[TO TOP](#)

MINISTRY OF ENERGY AND CLIMATE SOLUTIONS CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Strategic and Indigenous Partnerships Division</i>	<ul style="list-style-type: none"> • This division provides cross-ministry support to both the Ministry of Energy and Climate Solutions and the Ministry of Mining and Critical Minerals. • The division works to advance Indigenous reconciliation and key sector negotiations, supports cross-ministry policy, intergovernmental relations, ministry planning and strategic initiatives. • The division leads strategic initiatives and supports the ministry's mandate to advance reconciliation with First Nations including the negotiation of Reconciliation and other agreements and engaging with Indigenous groups on policy matters. • The division also works with other ministry divisions, the Ministry of Water, Land and Resource Stewardship and the Ministry of Indigenous Relations and Reconciliation on key reconciliation related matters and initiatives including economic recovery matters such as the Mining Reform Project, and modernized land use planning. This work is consistent with Government's objectives under the <i>Declaration on the Rights of Indigenous Peoples Act</i> (DRIPA) and ensures that First Nations actively participate in natural resource development in their Traditional Territories. • To ensure that the ministries take a strategic approach to the delivery of their programs and services, the division provides corporate oversight and coordination of policies, leads intergovernmental relations, coordinates Cabinet and legislative initiatives, designs and delivers employee communications and engagement, develops and coordinates service plans and annual reports, and manages corporate reporting processes. Examples of this work include: support of the Estimates Debate, Energy and Mines Ministers' Conference, Council of the Federation, federal/provincial forums, the UBCM Convention, and the First Nations Leadership Gathering (FNLG).

[TO TOP](#)

MINISTRY OF ENVIRONMENT AND PARKS

DIVISION/BRANCH	TOPIC
Conservation and Recreation Division	<ul style="list-style-type: none"> The Parks and Recreation Program is responsible for the integrated delivery of two public facing lines of business, BC Parks and Recreation Sites and Trails B.C. (RSTBC). BC Parks is a land management and regulatory program focused on conservation and recreation services. These services are delivered through the acquisition, designation, administration, planning, management and regulation of natural resources and activities in 1,050 provincial parks, recreation areas, conservancies, ecological reserves, and protected areas. RSTBC provides public recreation opportunities by developing, maintaining, and managing a network of recreation sites and recreation trails on Crown land outside of parks and protected areas. The Conservation Officer Service (COS) provides public safety and environmental enforcement services to British Columbians. The agency's core mandates include natural resource law enforcement and human-wildlife conflicts prevention and response. The COS is the lead agency in B.C. to respond to problem wildlife, including predator attacks on people that cause serious injury and death.
Environmental Assessment Office	<ul style="list-style-type: none"> The Environmental Assessment Office (EAO) is a neutral regulatory agency that reviews proposed major projects such as mines, pipelines, oil and gas facilities, water management, waste disposal, resorts, and large infrastructure projects. Under the legal framework of the 2018 <i>Environmental Assessment Act (the Act)</i>, the EAO implements a process to ensure that any environmental, economic, social, cultural and health effects that may occur during the lifetime of a project are thoroughly assessed. The EAO coordinates its work with federal and provincial agencies, local governments, and First Nations, and engages the public throughout the environmental assessment process, to inform provincial Ministers' decision on whether projects should be approved to proceed. The EAO has been working closely with other provincial regulators and permitting agencies to ensure all provincial reviews are efficient and streamlined – including coordinating with permitting processes while meeting consultation obligations with First Nations. The EAO also has a reconciliation purpose under the <i>Act</i>, and accordingly works jointly with B.C. First Nations to assess a proposed project's impact on Nations and their rights. If a project is approved to proceed, the EAO monitors and enforces compliance with its requirements to ensure that projects are designed, built, operated, decommissioned, and reclaimed in compliance with the conditions of their approval. The EAO is carrying out a review of the <i>Environmental Assessment Act</i>, since it has been in place for five years, to ensure it is meeting its intended purpose to provide a clear and timely path for the assessment and potential authorization of responsible resource projects, advance reconciliation with First Nations, improve public engagement and transparency, and deliver stronger environmental protections. In 2025, the EAO conducted preliminary engagement with First Nations, industry representatives, and other levels of government to hear what has and has not been working with environmental assessments, to inform the scope and focus of the review. EAO will continue to engage with these partners, stakeholders, and the public throughout the review.

[TO TOP](#)

MINISTRY OF ENVIRONMENT AND PARKS CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Environmental Protection Division</i>	<ul style="list-style-type: none"> • Policy authorizations and compliance and enforcement under the <i>Environmental Management Act</i> and <i>Integrated Pest Management Act</i> including: <ul style="list-style-type: none"> ◦ Air quality. ◦ Reducing toxins. ◦ Pollution prevention. ◦ Environmental emergencies/provincial spill response. ◦ Contaminated site remediation, brownfields, hazardous and industrial waste ◦ <i>Integrated Pest Management Act</i>. ◦ Extended producer responsibility, circular economy, recycling, CleanBC Plastics Action Plan, Plastic Action Fund. ◦ Organics infrastructure funding programs. ◦ Community Woodsmoke Reduction Program. ◦ Public Interest Bonding Strategy. ◦ Local government waste management planning. ◦ Waste management facilities (incineration, landfilling, municipal liquid [sewage] and solid waste). ◦ Sewage management for large, private wastewater treatment systems. ◦ Compliance and enforcement for industrial, commercial activities and sectors regulated under the <i>Environmental Management Act</i> and under the <i>Integrated Pest Management Act</i> as it relates to pesticide sales and use. ◦ Environmental impact assessment for waste discharge authorizations. ◦ Permitting and compliance reporting for industrial operations' emissions to air, ground, and water. ◦ Provincial environmental monitoring networks (air and water quality, hydrometric, snow survey, groundwater, climate), environmental databases, State of Environment reporting. ◦ Air and water quality stewardship & partnerships. ◦ Analytical chemistry laboratory services, provincial laboratory quality assurance, and standards. ◦ Indigenous relations and partnerships development related to environmental quality and monitoring.
<i>Strategic Services and Indigenous Partnerships Division</i>	<ul style="list-style-type: none"> • Coordination of cross-ministry policy initiatives and corporate support for policy development, legislation, and inter-governmental relations. • Business improvement and corporate reporting; ministry-wide integration and delivery of digital and service transformation opportunities. • Advice and recommendations on cross-cutting Indigenous initiatives, Indigenous relationship practices evaluation, strategies, and development of guiding principles for partnerships with First Nations. • Cross-ministry support to promote transparent, principled and consistent approaches to compliance and enforcement (C&E); support the integration of C&E policies, tools and practices across the Natural Resources Sector; and lead public proactive reporting of C&E actions across the Sector.

[TO TOP](#)

MINISTRY OF FINANCE

DIVISION/BRANCH	TOPIC
<i>Policy and Legislation Division / Financial And Corporate Sector Policy Branch</i>	<ul style="list-style-type: none"> • Anti-money laundering in real estate and the financial sector, including beneficial ownership transparency initiatives. • Financial and corporate sector policy including: <ul style="list-style-type: none"> ◦ Securities. ◦ Real Estate (including mortgage brokers and real estate developers). ◦ Financial institutions. ◦ Money Services Businesses. ◦ Insurance. ◦ Pensions. ◦ Personal Property Security. ◦ Business Organizations (including companies, societies, and cooperatives and corporate beneficial ownership transparency. ◦ Land owner transparency. ◦ Land Title and Survey Authority.
<i>Crown Agencies Secretariat</i>	<ul style="list-style-type: none"> • Leadership and support for board appointments and development for public sector organizations; and for the annual performance management and reporting cycle for ministries and crown agencies. • Strategic oversight and support to specific Crowns, agencies, or organizations, including: <ul style="list-style-type: none"> ◦ The BC Lottery Corporation (BCLC), including BCLC's oversight of casinos and community gaming facilities. ◦ The Liquor Distribution Branch (LDB) sales and policy, including BC Liquor Stores and BC Cannabis Stores. ◦ Insurance Corporation of BC (ICBC) provides direct support to the Minister of Public Safety and Solicitor General. <p><i>**For Minister meeting requests for the Liquor Distribution Branch or the Insurance Corporation of BC please direct these to the Ministry of Public Safety and Solicitor General.</i></p> <p><i>**For staff meeting requests for the Liquor Distribution Branch please direct these to the Ministry of Public Safety and Solicitor General.</i></p> <p><i>**For staff meeting requests for the Insurance Corporation of BC please see their description in the Provincial Agencies, Commissions, and Corporations section.</i></p>
<i>Policy and Legislation Division / Intergovernmental Fiscal Relations</i>	<ul style="list-style-type: none"> • Federal-provincial fiscal relations (e.g., intergovernmental transfers). • Joint federal-provincial social policy priorities (e.g., income security and the Canada Pension Plan). • Local government fiscal relations with the Ministry of Housing and Municipal Affairs. • First Nations fiscal relations, with the Ministry of Indigenous Relations and Reconciliation (as it relates to funding formula design). • Land Title & Survey Authority (LTSA) five and 10 Year Reviews.

[TO TOP](#)

MINISTRY OF FINANCE CONTINUED...

DIVISION/BRANCH	TOPIC
Policy and Legislation Division / Property Tax and Assessment Policy	<ul style="list-style-type: none"> Property tax and assessment policy including: <ul style="list-style-type: none"> Provincial property assessment policy, legislation, and methodology. Oversight of BC Assessment (BCA) and the Property Assessment Review panels. Provincial property taxes (school, rural, police). Property Transfer Tax. Speculation and Vacancy Tax.
Policy and Legislation Division / Tax Policy Branch	<ul style="list-style-type: none"> Provincial tax policy, including: <ul style="list-style-type: none"> Provincial Sales Tax. Municipal and Regional District Tax. Carbon Tax. Motor Fuel Tax. Provincial Income Tax. Indigenous Taxation. Employer Health Tax. Flipping Tax. Cannabis Excise Tax.
Gender Equity Office	<ul style="list-style-type: none"> Pay Transparency Reporting. Gender-Based Analysis Plus (GBA+).

MINISTRY OF FORESTS

DIVISION/BRANCH	TOPIC
Associate Deputy Minister's Office	<ul style="list-style-type: none"> Permitting Process Improvements and Performance Measures. Forestry Digital Services Program. Critical Incident Stress Management Program. Supports the province's goal of reconciliation with Indigenous peoples through the implementation of the UN Declaration on the Rights of Indigenous Peoples (UNDRIP) and the <i>Declaration Act</i> Action Plan. First Nations Reconciliation and & Negotiations Strategy, New Fiscal Framework and Revenue Sharing, First Nations Forest Tenure, First Nations Forestry. Council Engagement and Consultation Systems and Information Management.
BC Wildfire Service	<ul style="list-style-type: none"> Prevention (Community Resiliency Initiative, FireSmart, Cultural and Prescribed Fire, Crown Land Wildfire Risk Reduction). Preparedness (Regional District Cooperative Community Wildfire Program, Engagement and Wildfire Emergency Planning). Response. Wildfire Land Based Recovery and Fire Rehabilitation.

[TO TOP](#)

MINISTRY OF FORESTS CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Forest Resiliency and Archaeology</i>	<ul style="list-style-type: none"> • Old growth deferrals. • Provincial Forest Landscape Planning. • Archaeology Branch. • <i>The Heritage Conservation Act Transformation Project</i> (HCATP).
<i>Integrated Resource Operations Division</i>	<ul style="list-style-type: none"> • Natural Resource Officer Service: Inspections and investigations related to contraventions of a wide range of natural resource legislation including the <i>Forest Act</i>, <i>Forest and Range Practices Act</i>, <i>Wildfire Act</i>, <i>Heritage Conservation Act</i>, <i>Water Sustainability Act</i>, and <i>Land Act</i>. • Management of Forest Service Roads. • Forest tenures policy, coordination of tenure replacements, tenure transfers, negotiation and implementation of access agreements. • Forest Worker Safety.
<i>Office of the Chief Forester</i>	<ul style="list-style-type: none"> • Provides provincial leadership for forest management, forest health, silviculture, and stewardship. • Continuous improvement of forest management policies, legislation and practices. • Provincial oversight of reforestation including partnerships with the federal government on 2B trees. • Acquisition and update of forest inventory, spatial analysis, and reporting of timber and non-timber values. • Setting sustainable harvest levels through allowable annual cut determinations across 41 forest management units. • Forest genetics, management of ministry research program, and provincial seed supply. • Ecological adaptation strategies to mitigate climate change and forest carbon management. • Forest investment program, integrated investment and investment partnerships with federal government and other partners. • Developing and growing the bi economy, with a focus on innovation and bioproduct development, through work with Indigenous, international, and other partners. • Continued conservation and management of old growth through Forest Landscape Plan establishment.

[TO TOP](#)

MINISTRY OF FORESTS CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Regional Operations</i>	<ul style="list-style-type: none"> Activities that occur within regional operations include forestry, range, tenure management, authorizations, and Indigenous consultation. Operation of regional and District offices that support providing client access to natural resource authorizations, (in partnership with the Ministry of Water, Land and Resource Stewardship and FrontCounter BC) geographic information and forest revenue management. Emergency Management and Climate Readiness, BC Wildfire Service support, wildfire risk reduction, wildfire rehabilitation and recovery, and resource stewardship (resource value monitoring and assessment). BC Timber Sales (regional timber sales), investment and reporting on forest management to the Office of the Chief Forester and timber sales reviews for regions. Strategic initiatives and forest landscape planning, silviculture project delivery, resource roads, infrastructure including access and land management issues.
<i>Timber, Range and Economics</i>	<ul style="list-style-type: none"> Forest sector economics and transformation. Trade and Log Export Policy. Softwood lumber. Timber pricing, timber measurements and stumpage. Value added forestry, range policy and planning. Invasive plants. Modernizing forest policy. BC Timber Sales provincial operations. Fibre supply and access. Pulp and paper and utilization policy. Wildfire salvage.

MINISTRY OF HEALTH

DIVISION/BRANCH	TOPIC
<i>Finance and Corporate Services</i>	<ul style="list-style-type: none"> Supports programs and health authorities by managing and ensuring a consistent approach to financial and corporate services planning, policy, performance oversight/reporting, and critical financial and corporate services issues management. Services provided include Health Authority, Finance and Decision Support, Emergency Management, and Audit and Investigations.
<i>Health Sector Workforce and Beneficiary Services</i>	<ul style="list-style-type: none"> Responsible for operational delivery of beneficiary and diagnostic services and workforce strategies that contribute to effectively meeting patient and population health needs and improving patient outcomes through the efficient delivery of health services.

[TO TOP](#)

MINISTRY OF HEALTH CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Hospital and Provincial Health Services (HPS)</i>	<p>Hospital and Surgical Health Services Division</p> <ul style="list-style-type: none"> • Focuses on implementing specialized community and surgical services and programs, regional hospital-based services, and provides provincial oversight of Medical Assistance in Dying (MAiD). • Leads service transformation across the health sector and facilitates collaboration between the ministry and health authorities. • Supports the ministry's mandate by increasing access to and reducing wait times for surgical services. <p>Provincial Health Services Division</p> <ul style="list-style-type: none"> • The Provincial Services branch within the HPS Division is responsible for oversight of specialized programs areas coordinated through the Provincial Health Services Authority (PHSA), including BC Emergency Health Services (BCEHS), BC Autism Network, and BC Children's Hospital. • As part of supporting government's commitment to the 10-Year Cancer Action Plan, the Cancer Care branch ensures implementation of the plan, as well as policy/legislation, monitors performance (incl. access and wait times, etc.), supports funding, and evaluation for continuous quality improvement. • In collaboration with PHSA, the Provincial Medical Imaging Office and with the regional health authorities, provides direction, policy/legislation, monitors performance (incl. access and wait times), supports funding, and evaluation for continuous quality improvement for medical imaging services across the province.
<i>Office of Indigenous Health</i>	<ul style="list-style-type: none"> • Works alongside Indigenous partners to address Indigenous-specific racism and improve the health and well-being of Indigenous peoples in B.C. • Provides Indigenous-led strategic priorities, legislation, policy and program development in the Ministry of Health, and cross-government where appropriate and supports the ministry in its own journey to embed cultural humility, anti-racism, and the upholding of Indigenous human rights throughout ministry initiatives. • Key focus: Using the Recommendations of the In Plain Sight report as a blueprint for action to address Indigenous-specific racism and discrimination across the B.C. health care system.
<i>Population and Public Health</i>	<ul style="list-style-type: none"> • Focuses on improving people's overall health and well-being by preventing disease, disability and injury, protecting people from harm, promoting health, and ensuring a focus on key priority groups, including Indigenous peoples, women and children. The purpose is to promote a healthier population and reduce current and future demands on the health care system.
<i>Primary Care</i>	<ul style="list-style-type: none"> • Responsible for driving priorities within the primary care strategy, including: policy direction, program development and implementation, results monitoring, quality improvement and evaluation oversight. The current priorities of the division are: increasing attachment and access through Primary care networks; Urgent and primary care centres; Community health centres; First Nations Led Primary Care Initiatives, Nurse Practitioner-led Primary Care Centres; other team-based primary care services both in person and virtual; and integration of primary care services with specialized community services programs. • The division also includes HealthLink BC , which connects people living in B.C. with health information and services through 8-1-1, Primary Care Online and through their health library.

[TO TOP](#)

MINISTRY OF HEALTH CONTINUED...

DIVISION/BRANCH	TOPIC
Seniors Services	<ul style="list-style-type: none"> • Responsibility for Home Health, Long-Term care, and Assisted Living policy development and implementation. • Ministry policy and actions related to the Assisted Living Registry operations and oversight.
Child, Youth, Indigenous Partnerships & Community Initiatives Division	<ul style="list-style-type: none"> • Setting strategic direction and leading initiatives related to child and youth mental health and substance use, including the expansion of Foundry Youth Centres, Foundry Virtual, developing a youth substance use system of care, including youth substance treatment beds and non-bed-based youth substance use services, and implementing integrated child and youth teams. • Supporting Indigenous-led solutions for mental health and substance use services and supports. This includes responsibility for the Indigenous treatment, recovery and aftercare fund which, through Indigenous partnerships, advances broader commitments to Indigenous reconciliation through the social determinants of health, land-based healing initiatives, and First Nations-run treatment centres. • Leading adult mental health initiatives such as suicide prevention and affordable community counselling. • Developing programs to serve people with complex mental health and substance use needs, including implementation of complex care housing. • Lead for community-based MHSU crisis response services including Peer Assisted Care Teams (PACT) Mobile Integrated Crisis Response (MICR) teams, also known as Car programs, and provincial crisis line services.
Strategic Planning & Governance	<ul style="list-style-type: none"> • Lead for public information, social marketing, and anti-stigma campaigns for mental health and addictions in the province. • Lead for sector-wide mental health and substance use strategy, planning and progress reporting.
Mental Health and Substance Use Division	<ul style="list-style-type: none"> • Lead for specialized adult mental health policy and programs serving individuals with complex, severe mental health and substance use disorders and acquired brain injury. • Lead for substance use policy and programs for the toxic drug public health emergency such as overdose prevention services, naloxone, prescribed alternatives, and drug checking. • Lead for the <i>Mental Health Act</i>, including involuntary treatment, tertiary services, correctional health services, assertive community treatment, and intensive case management.
Treatment and Recovery Division	<ul style="list-style-type: none"> • Lead for adult substance use treatment and recovery – this includes withdrawal management through to longer-term aftercare, including both outpatient, and bed-based services. • Lead for decriminalization of illicit drugs for personal possession in B.C. • Leads and/or supports initiatives and provides strategic advice on workplace mental health. Works collaboratively with community partners, unions, and employer groups to ensure employees and leaders have the tools and training they need to foster psychologically healthy and safe workplaces.

[TO TOP](#)

MINISTRY OF HOUSING AND MUNICIPAL AFFAIRS

DIVISION/BRANCH	TOPIC
<i>Building, Governance and Innovation Division</i>	
<i>Crown Governance and Oversight Branch</i>	<ul style="list-style-type: none"> Governance and oversight for BC Housing as well as BC Housing performance monitoring/reporting. Responsible for developing strong partnerships to support the work of BC Housing. <p>BC Housing (BCH):</p> <ul style="list-style-type: none"> BCH is responsible for implementation of Building BC programs that are helping government to deliver 114,000 units of affordable housing including the following programs: Supportive Housing Fund, Women's Transition Housing Fund, Community Housing Fund, Indigenous Housing Fund, Rapid Response to Homelessness, Deepening Affordability program. It is also responsible for BC Builds and HousingHub which works with communities, governments, non-profit, and private sector stakeholders to facilitate the creation of new affordable rental housing.
<i>Strategic Projects and Business Transformation Branch</i>	<ul style="list-style-type: none"> Oversight on housing and homelessness strategy implementation, monitoring, and reporting. Intergovernmental relations on housing and homelessness. Partnering with BCH on strategic projects for business transformation and improvement projects. Ministry's overall approach to engagement, consultation, and partnership with Indigenous Peoples; supports alignment between provincial housing initiatives and the province's commitments to reconciliation; advises on housing-related topics of mutual interest to Indigenous Peoples and local governments.
<i>Development and Partnerships Branch</i>	<ul style="list-style-type: none"> Supports innovations in the approvals and construction of housing. <ul style="list-style-type: none"> Prefabricated housing and panels. Standardized housing designs. Development of ongoing programs and tools design to support BC Builds. Housing development partnerships. Process development with other governments (First Nation and federal) and provincial ministries and agencies to identify land for housing. Safety Standards for technical systems: The regulatory framework for electrical and gas systems, elevators, amusement devices, and liaison for Technical Safety BC.
<i>Building and Safety Standards Branch</i>	<ul style="list-style-type: none"> Buildings and Construction: The regulatory framework for the design and construction of buildings including development of building, plumbing, fire, and energy codes homeowner protection (e.g., home warranties), oversight of certain industry professionals and trades (e.g., home builder licensing and mandatory building official qualifications), and policy advice relating to the built environment, including climate, mass timber construction, and accessibility for new buildings. Liaison with BCH Licensing and Consumer Services, Building Officials Association of BC, National Research Council and Accessibility Standards Canada. Technical requirements for existing buildings related to CleanBC, climate adaptation, and disaster mitigation (e.g., earthquakes, flooding, and wildfires). National Building Code, BC Building Code, Digital Permitting Construction Codes: Building Permit Hub; Digitized Construction Codes. Local government authority to enforce building standards.

[TO TOP](#)

MINISTRY OF HOUSING AND MUNICIPAL AFFAIRS CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Housing and Land Use Policy Division</i>	
<i>Data and Analytics Branch</i>	<ul style="list-style-type: none"> • Leads collection and development of housing data. • Conducts housing market economic and data analyses. • Work with BC Housing to align research and data initiatives/products. • Provides data and analytics in support for program and policy development, monitoring, reporting, and evaluation.
<i>Housing Policy Branch</i>	<ul style="list-style-type: none"> • Supports housing policy and legislation for market and non-market housing, including: <ul style="list-style-type: none"> ◦ the <i>Strata Property Act</i> and regulations; ◦ the <i>Short Term Rental Accommodations Act</i> and regulations; and ◦ other housing types, including purpose-built rentals, co-ops and long-term residential leases. • Develops provincial housing strategies.
<i>Housing Targets Branch</i>	<ul style="list-style-type: none"> • Administers the housing targets program to issue targets for specified municipalities under the <i>Housing Supply Act</i> and regulation. • Prioritize specified municipalities for targets assessment, estimate housing needs and produce housing targets. • Consultation with specified municipalities and First Nations with land interests, issues timebound Housing Target Orders and evaluates progress reports that track progress toward meeting housing targets: 1) net-new units; 2) housing units by type, tenure, and affordability; and 3) municipal actions to increase housing supply (housing policies, bylaws, partnerships, development approvals, and permitting). • Consideration of compliance measures if satisfactory progress has not been made by municipalities to meet housing targets.
<i>Planning and Land Use Management Branch</i>	<ul style="list-style-type: none"> • Land use planning policy and program development. Legislation and program supports for: <ul style="list-style-type: none"> ◦ Small-scale, multi-unit housing. ◦ Housing needs reports. ◦ Proactive zoning (OCP and zoning bylaws). ◦ Amenity cost charges. ◦ Inclusionary zoning. ◦ Density bonus. ◦ Public hearings.

[TO TOP](#)

MINISTRY OF HOUSING AND MUNICIPAL AFFAIRS CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Housing and Homelessness Programs Division</i>	
<i>Residential Tenancy Branch</i>	<ul style="list-style-type: none"> • Oversight of the <i>Residential Tenancy Act</i> and <i>Manufactured Home Park Tenancy Act</i>, the regulatory framework for landlords and tenants, including conventional residential and manufactured home park tenancies. • Information services, disputes resolution, and compliance & enforcement for landlord and tenant disputes.
<i>Engagement and Encampment Response Branch</i>	<ul style="list-style-type: none"> • Provincial coordination for cross-ministry encampment responses including Homeless Encampment Action Response Team (HEART)/Homeless Encampment Action Response Temporary Housing (HEARTH) programs and the Provincial Encampment Response Framework. • Engagement to inform the implementation and development of Belonging in BC Homelessness Plan, including the Indigenous Advisory Committee and People with Lived Experience Advisory Committee. • Provincial emergency shelter policy and program oversight. • Development and implementation of the Downtown Eastside – Provincial Partnership Plan. • Implementation of initiatives related to experiences of Gender Based Violence and homelessness.
<i>Homelessness and Supportive Housing Policy Branch</i>	<ul style="list-style-type: none"> • Research and policy development related to homelessness, supportive housing and rent supplements. • Development and implementation of several initiatives within Belonging in BC Homelessness Plan, including: <ul style="list-style-type: none"> ◦ Integrated Support Framework to coordinate and streamline access to supports. ◦ Supportive Rent Supplement Program. ◦ Point in Time Homelessness Count. ◦ Preventing and Reducing Homelessness Integrated Data Project. • Research and policy development related to rental assistance, including: <ul style="list-style-type: none"> ◦ Rental Assistance Program. ◦ Shelter Aid for Elderly Renters Program. ◦ Canada-BC Housing Benefit. ◦ Homeless Prevention Program. ◦ BC Rent Bank.
<i>Short-Term Rental Branch</i>	<ul style="list-style-type: none"> • Compliance and enforcement of short-term rental legislation and regulations; including voluntary compliance through education, compliance orders, and administrative penalties. • Local government short-term rental data sharing, and delisting requests. • Registration of Short-Term Rentals required under the <i>Short-Term Rental Accommodations Act</i>. • Platform data sharing (listings) with the province. • Platform (major, medium, minor) validation of registered hosts (beginning May 1, 2025).

[TO TOP](#)

MINISTRY OF HOUSING AND MUNICIPAL AFFAIRS CONTINUED...

DIVISION/BRANCH	TOPIC
Local Government Division	
Governance and Structure Branch	<ul style="list-style-type: none"> • Incorporation, restructuring, boundary extensions, structure-related legislation and processes, and local and regional governance. • Local government administration, elections, governance operations-related legislative requirements/powers, and local and regional services. • Local government-First Nations/Indigenous relations and reconciliation, Crown Grant/Nominal Rent Tenure sponsorships, Business Improvement Areas, and Resort Associations. • Dispute resolution related to Regional District service reviews/withdrawals and other intergovernmental disputes.
Infrastructure and Engineering Unit	<ul style="list-style-type: none"> • Asset management, drinking water, wastewater, stormwater, solid waste, green energy, resource recovery, community, recreation, natural assets, and other capital grants, infrastructure planning grants and programs. Investing in Canada Infrastructure Program (Environmental Quality; Community, Culture and Recreation, Rural and Northern Communities, CleanBC Communities Fund) Critical Community Infrastructure, and Water Metering Pilot).
Local Government Finance Unit	<ul style="list-style-type: none"> • Annual financial reporting from local governments, including financial plans, audited financial statements and property tax bylaws used to create local government financial data tables. Unconditional grants; Growing Communities Fund; • Investments and municipal corporations. Long-term liabilities. Development financing (including Development Cost Charges). • Property tax, user-fees, and other sources of revenue. • The financial impact of local government services.
Policy, Research and Legislation Branch	<ul style="list-style-type: none"> • Overall responsibility for local government legislation development for the <i>Community Charter</i>, <i>Local Government Act</i>, <i>Local Elections Campaign Financing Act</i>, <i>Vancouver Charter</i>, and other local government legislation. • Broad responsibility for forward-looking policy development in the local government sphere including monitoring trends and developments in other jurisdictions and reviewing UBCM resolutions. Provide advice and support to other ministries in the development of legislation or policies that impact local governments.

[TO TOP](#)

MINISTRY OF HOUSING AND MUNICIPAL AFFAIRS CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Local Government Division Continued...</i>	
<i>Land Use, Planning, and Regional Impacts Branch</i>	<ul style="list-style-type: none"> Local government planning program support, land use management framework, and public hearings (in support with the Planning and Land Use Management Branch), along with other local planning and land use tools through the <i>Local Government Act</i> and <i>Community Charter</i>. Implementation of regional growth strategies, land use bylaw approvals (Islands Trust, Sun Peaks, University of British Columbia (UBC)), and collaborating on climate mitigation with the Joint Provincial-UBCM Green Communities Committee. Cross-ministry support and advice on issues that intersect with local government land use planning. Supporting work on inclusive regional governance. Monitoring socio-economic effects of Liquefied Natural Gas (LNG) projects on local governments and Indigenous Nations in B.C., including the Northern Healthy Communities Fund through the Northern Development Initiative Trust. Developing and implementing policies and programs that facilitate collaboration with and between local governments, other provincial ministries, and interested parties, particularly in relation to provincially approved projects with local impacts. Support for all phases of emergency management (preparation, response, recovery, mitigation) at both a provincial level and local government level.
<i>Public Libraries Branch (PLB)</i>	<ul style="list-style-type: none"> Working with public library boards, library staff, and local governments, in their roles and responsibilities under the <i>Library Act</i>. Helping communities improve and access public library services. Provides advice and guidance on related legislation, governance, financial reporting, provincial funding, digital infrastructure, provincial-wide services, and provincial policies. Apportionment of provincial public library grants (not capital). Local government questions about financing new library buildings/significant renovations, ownership, or infrastructure questions should be directed to Local Government Infrastructure and Finance Branch, but PLB may also be included.

[TO TOP](#)

MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION

DIVISION/BRANCH	TOPIC
<i>Negotiations and Regional Operations Division</i>	<ul style="list-style-type: none"> Leads provincial engagement with First Nations to advance reconciliation initiatives, including negotiating and implementing agreements with First Nations partners in conjunction with other provincial agencies, federal and local government, and working with partner and interest holders and the public to ensure the success of reconciliation initiatives. Provides guidance and leadership to other provincial agencies on establishing and enhancing relationships with Indigenous Peoples including the advancement of shared decision-making initiatives with First Nations, consistent with sections 6 and 7 of the <i>Declaration on the Rights of Indigenous Peoples Act</i>.
<i>Reconciliation Transformation and Strategies Division</i>	<ul style="list-style-type: none"> Leads provincial development and implementation of strategic reconciliation initiatives, such as the <i>Declaration on the Rights of Indigenous Peoples Act</i>. Facilitates collaboration and partnership between Indigenous and non-Indigenous peoples, stakeholders, and all levels of government to build capacity and support outcomes that advance reconciliation at the local, regional, and provincial levels.
<i>Strategic Partnerships and Initiatives Division</i>	<ul style="list-style-type: none"> Leads and supports the development and implementation of key strategies to strengthen the socio-economic conditions and socio-cultural of Indigenous Peoples and communities in B.C. Leads the development of provincial strategies for improving outcomes for Métis and urban Indigenous populations. Leads community engagement and the coordination of the provincial response to residential school sites in B.C. Leads treaty implementation and fiscal policy to advance reconciliation.
<i>Declaration Act Secretariat</i>	<ul style="list-style-type: none"> Falls under the responsibility of the Minister of Indigenous Relations and Reconciliation, but it is separate and distinct from the Ministry of Indigenous Relations and Reconciliation. A central agency that assists ministries in advancing legislative initiatives in alignment with the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and in meeting legislative alignment obligations as set out in section 3 of the <i>Declaration on the Rights of Indigenous Peoples Act</i>. Provides guidance to ministries on undertaking consultation and cooperation and serves as an interlocutor role for the province and Indigenous Partners. Works with Indigenous partners to help set legislative priorities.

[TO TOP](#)

MINISTRY OF INFRASTRUCTURE

DIVISION/BRANCH	TOPIC
Community Capital Development	<ul style="list-style-type: none"> Program support, procurement and construction for capital projects and initiatives related to public K-12 schools, childcare and health care facilities.
Corporate Services & Community Capital Development	<ul style="list-style-type: none"> Program support, procurement and construction for capital projects and initiatives related to public post-secondary education facilities and other provincial capital infrastructure. Corporate Services for the ministry including Corporate Finance information management and strategic human resources.
Infrastructure Policy and Partnerships	<ul style="list-style-type: none"> Partnerships and engagement with other organizations and levels of government related to infrastructure projects within the ministry's mandate. Integration of policy and planning to advance significant capital infrastructure projects that support the health, education, child care, long-term care, and post-secondary sectors. This includes the strategic use of provincial lands.

MINISTRY OF JOBS, ECONOMIC DEVELOPMENT AND INNOVATION

DIVISION/BRANCH	TOPIC
Small Business and Economic Development Division	<ul style="list-style-type: none"> Development and delivery of policies, initiatives and funding programs to support inclusive economic development and diversification in rural, regional, and Indigenous communities. Delivery of free and accessible economic development services to rural and regional local governments, Indigenous communities, businesses and economic development agencies through a team of specialized economic development staff located on-the-ground throughout B.C. Support to communities experiencing an economic disruption and significant job loss (such as a mill closure) through coordination of community transition programs and services for workers, businesses, and communities. Delivery of the Rural Economic Diversification and Infrastructure Program (REDIP), providing funding for economic diversification, resilience, clean growth, and infrastructure development in rural and regional communities. Support to communities for economic recovery following a natural disaster, under the Provincial Disaster Recovery Framework. Updates and shares data, tools and resources to support community economic development on gov.bc.ca/economic development. Economic analysis and policy development; Better Regulations for British Columbians omnibus regulatory and legislative amendment processes. Small business programs, resources, and available supports including Mobile Business Licenses, BizPaL, and business advisory services. Manages the provincial legislation and relationships with the northern, southern interior, and island-coastal economic trusts. Development and coordination of the province's StrongerBC economic plan and associated programming.

[TO TOP](#)

MINISTRY OF JOBS, ECONOMIC DEVELOPMENT AND INNOVATION CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Investment Division</i>	<ul style="list-style-type: none"> • Responsible for InBC Investment Corporation, a \$500 million strategic investment fund that invests in B.C.'s high-growth potential businesses to help them scale up. • Facilitates investments through the Major Investments Office: <ul style="list-style-type: none"> ◦ Assesses the technical, financial, and strategic scope of investment opportunities to determine the appropriate level of ministry engagement. ◦ Engages with potential investors who have a viable project opportunity and provides customized support to enable the investment to advance in B.C. ◦ Works closely with other ministries to boost B.C. as a global exporter of climate solutions, carbon capture, storage, and other low carbon technologies. ◦ Leads and/or collaborates on complex cross ministry/government activities or strategic initiatives. ◦ Develops partnerships with investors to match project financing needs with strategic sources of capital. ◦ Leads the ministry's investment evaluation process. • Delivers the BC Manufacturing Jobs Fund, which provides incentive funding of up to \$10 million to manufacturing operators to scale, grow, and modernize their facilities through capital investment. • Administers the Small Business Venture Capital Tax Credit Program that provides a tax credit to investors to help off-set some of the risk of investing in B.C.'s start-up and early-stage small businesses, predominantly businesses involved in tech development or small business manufacturing. The 30 percent tax credit helps entrepreneurs and innovators raise investment capital to commercialize ideas, develop technologies, and grow their business operations.

[TO TOP](#)

MINISTRY OF JOBS, ECONOMIC DEVELOPMENT AND INNOVATION CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Trade, Investment and Corporate Initiatives Division</i>	<ul style="list-style-type: none"> • Facilitates trade promotion, investment attraction, and supports initiatives to increase export capacity in all regions of the province. • Works collaboratively with key stakeholders, industry, and all levels of government to build an inclusive, sustainable, and innovative economy. • Establishes and delivers integrated trade and investment programs to help B.C. increase exports, solidify international alliances, attract foreign direct investment, and eliminate protectionist measures, including: <ul style="list-style-type: none"> ◦ Develops and delivers events and outreach to support awareness and networking for B.C. businesses in the province and abroad. ◦ Delivers and coordinates export readiness and export services programs serving communities across the province including Indigenous communities and helping develop prosperous exporting companies positively impacting these communities. ◦ Supports the delivery of the Export Navigator Program and Trade Accelerator Program. ◦ Delivers the Environmental, Social and Governance (ESG) Centre of Excellence (COE) to support trade, investment and economic development in the province through championing ESG. ◦ Develop and deliver initiatives to attract and retain international investors and businesses, including support for site selection, aligning efforts with municipal and federal partners to optimize the best investment opportunities for B.C. ◦ Advance and defend B.C. interests in international and domestic trade negotiations, agreements, and disputes. • Monitor, analyze, and communicate trends in investment, exports, and policy, connecting to the B.C. industry development context, and providing the evidence base for sound strategy development and decision making. <ul style="list-style-type: none"> ◦ Implement the Trade Diversification Strategy.

[TO TOP](#)

MINISTRY OF JOBS, ECONOMIC DEVELOPMENT AND INNOVATION CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Innovation and Industry Development</i>	<ul style="list-style-type: none"> • Develop and deliver policy and programming for B.C.'s technology and innovation sectors, including responsibility for Innovate BC and emerging technology sectors like artificial intelligence and quantum computing. • Advance the province's Intellectual Property Strategy to build the province's intellectual property capacity by increasing the awareness, use and protection of intellectual property by small and medium-sized enterprises. • Leads the province's participation in the Digital Supercluster and Quantum Algorithms Institute. • Support the expansion of the Integrated Marketplace Initiative (IMI). The IMI increases innovation and technology adoption by linking industry with local innovation suppliers to implement, scale, and ultimately export B.C. technology solutions. The initiative is helping industry address its business needs while helping reduce carbon emissions, increase productivity and resiliency, or increase safety with domestic innovative solutions. The province's Crown agency, Innovate BC, delivers the program. • Oversight of the BC Knowledge Development Fund (BCKDF) that supports the development of research infrastructure, like labs and equipment. The BCKDF helps B.C.'s institutions attract researchers, skilled technicians, and research users. Supporting research infrastructure can foster innovation and help institutions collaborate with industry. • Catalyze construction sector innovation, in part by advancing the Mass Timber Action Plan and leveraging mass timber manufacturing to transform the way we build by moving construction of large buildings offsite to factories and to expand the use of mass timber in building construction. • Develop and implement key sector development programs and resources such as the Manufacturing Action Plan, the BC Maritime Industries Strategy, BC Centre for AgriTech Innovation and the Youth in Manufacturing Internship Program. • Develop and lead policies, planning and strategies related to industrial land that support the objectives of the ministry and the government. • Develops and implements the province's Life Sciences and Biomanufacturing Strategy to position B.C. as a hub for the biotechnology sector: <ul style="list-style-type: none"> ◦ Conducts life sciences policy analysis. ◦ Develops and maintains sector intelligence resources on B.C.'s life sciences sector, including through engagement with sector stakeholders and in collaboration with BC Stats. • Leading the B.C. Government's involvement in Web Summit Vancouver. This includes the BC Pavilion booth design and programming to showcase the B.C. tech ecosystem at the conference. Web Summit Vancouver (WSV) will take place in Vancouver May 27 to 30, 2025, as well as in May of 2026 and 2027. It is part of a suite of global tech conferences that includes Lisbon, Doha, Rio, and Hong Kong that unites global tech leaders, investors, startups, and media.

[TO TOP](#)

MINISTRY OF LABOUR

DIVISION/BRANCH	TOPIC
Employment Standards	<ul style="list-style-type: none"> Administration of the <i>Employment Standards Act</i> to ensure employees receive basic standards of compensation and conditions of employment, including the minimum wage. Provide fair and efficient procedures for resolving employment standards disputes between employees and employers. Responsible for the Employment Standards Branch and the Employment Standards Tribunal. Responsible for enforcement of the <i>Temporary Foreign Worker Protection Act</i>.
Labour Relations	<ul style="list-style-type: none"> Administration of the Labour Relations Code through the independent quasi-judicial B.C. Labour Relations Board. The ministry also promotes stable labour relations by monitoring collective bargaining disputes and providing formal and informal assistance to the parties. Also, responsible for the <i>Fire and Police Services Collective Bargaining Act</i> and the <i>Fire Department Act</i>.
Workers' Compensation	<ul style="list-style-type: none"> Administration of the <i>Workers Compensation Act</i> through WorkSafeBC (provincial Workers' Compensation Board). WorkSafeBC provides compensation services, health care and vocational rehabilitation to injured workers. WorkSafeBC also has authority to develop, enact and enforce the Occupational Health and Safety Regulation. The ministry is also responsible for the Employers' Advisers Office, the Workers' Advisers Office, and the Workers' Compensation Appeal Tribunal.

MINISTRY OF MINING AND CRITICAL MINERALS

DIVISION/BRANCH	TOPIC
Mines Health, Safety and Enforcement Division	<ul style="list-style-type: none"> The division is responsible for mine workers' health and safety, compliance verification and enforcement, and investigations of serious incidents at mines. The division: <ul style="list-style-type: none"> Oversees the regulation of abandoned mines. Manages the ongoing review and revision of the Health, Safety, and Reclamation Code for Mines in B.C. Oversees policy Indigenous engagement, inspector training, and compliance data and reporting in its core business areas. The division includes the Chief Auditor, responsible for conducting audits evaluating the effectiveness of B.C.'s mining regulatory framework.
Responsible Mining and Competitiveness Division (RMCD)	<ul style="list-style-type: none"> Responsible for managing authorizations, geoscience, and policy for the mining cycle from early mineral exploration, construction and development of major and regional mines, and mine closure and reclamation. Supports the competitiveness of B.C.'s mining sector, including critical minerals and helps position B.C. as an attractive jurisdiction for investment by providing a fair, effective, and transparent authorizations, and focusing on regulatory certainty, Indigenous reconciliation and partnerships, world-class geoscience, innovation, and leading environmental standards.

[TO TOP](#)

MINISTRY OF MINING AND CRITICAL MINERALS CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Mineral Tenure Act Modernization Office - MTAMO (Office within RMCD)</i>	<ul style="list-style-type: none"> • The Mineral Tenure Act Modernization Office (MTAMO) leads work to modernize B.C.'s mineral tenure system in alignment with the United Nations Declaration on the Rights of Indigenous Peoples. • Established in June 2023, the office is working in partnership with First Nations, the First Nations Leadership Council, and a B.C. technical working group to co-develop a vision for legislative reform. The MTAMO is identifying the legislative, policy, and process changes needed to bring the <i>Mineral Tenure Act</i> into alignment with the Declaration. This work follows a distinctions-based approach and is grounded in the Declaration Act Secretariat's Interim Guidance, with meaningful collaboration and engagement at all stages of reform.
<i>Critical Minerals Office - CMO (Office within RMCD)</i>	<ul style="list-style-type: none"> • Critical Minerals Office (CMO) is a dedicated office within the Responsible Mining and Competitiveness Division (RMCD) that supports the advancement of B.C. critical minerals projects across the value chain that contributes to a low carbon future. The CMO works with industry, unions, stakeholders and First Nations to develop and implement a capital markets and investment attraction strategy that identifies opportunities for mineral exploration and the critical minerals sector. • The CMO will: <ul style="list-style-type: none"> ◦ Support exploration and early-stage critical minerals projects to remove barriers to entering regulatory processes efficiently. ◦ Increase industry and investor interest in critical minerals opportunities in British Columbia. ◦ Promote critical minerals mining and value chain projects to capital markets and the federal government. ◦ Support the participation of interested First Nations in critical minerals opportunities. ◦ Find areas of alignment between the First Nations Energy and Mining Council's Critical Minerals Strategy and B.C.'s Critical Minerals Strategy.

[TO TOP](#)

MINISTRY OF MINING AND CRITICAL MINERALS CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Strategic and Indigenous Partnerships Division</i>	<ul style="list-style-type: none"> • This division provides cross-ministry support to both the Ministry of Energy and Climate Solutions and the Ministry of Mining and Critical Minerals. • The division works to advance Indigenous reconciliation and key sector negotiations, supports cross-ministry policy, intergovernmental relations, ministry planning, and strategic initiatives. • The division leads strategic initiatives and supports the ministry's mandate to advance reconciliation with First Nations including the negotiation of Reconciliation and other agreements and engaging with Indigenous groups on policy matters. • The division also works with other ministry divisions, the Ministry of Water, Land and Resource Stewardship, and the Ministry of Indigenous Relations and Reconciliation on key reconciliation related matters and initiatives including economic recovery matters such as the Mining Reform Project, and modernized land use planning. This work is consistent with Government's objectives under the <i>Declaration on the Rights of Indigenous Peoples Act</i> (DRIPA) and ensures that First Nations actively participate in natural resource development in their Traditional Territories. • To ensure that the Ministries take a strategic approach to the delivery of their programs and services, the division provides corporate oversight and coordination of policies, leads intergovernmental relations, coordinates Cabinet and legislative initiatives, designs and delivers employee communications and engagement, develops and coordinates service plans and annual reports, and manages corporate reporting processes. Examples of this work include: support of the Estimates Debate, Energy and Mines Ministers' Conference, Council of the Federation, federal/provincial forums, the UBCM Convention, and the First Nations Leadership Gathering (FNLG).

MINISTRY OF POST-SECONDARY EDUCATION AND FUTURE SKILLS

DIVISION/BRANCH	TOPIC
<i>Finance, Technology And Management Services Division</i>	<ul style="list-style-type: none"> • Responsible for operating and capital grants to 25 Public Post-Secondary Institutions (PSI), Full-Time Equivalent (FTE), and PSI financial health. • Monitoring and reporting, PSI revenue generation, including land use, PSI housing policy, manage ministry budget, maintain ministry IT systems and digital information security, Administrative Services Collaborative, including overdose prevention and response, shared procurement, etc., lead ministry's business continuity and emergency response readiness with PSIs, and strategic Human Resources for the ministry.

[TO TOP](#)

MINISTRY OF POST-SECONDARY EDUCATION AND FUTURE SKILLS CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Governance, Legislation and Engagement Division</i>	<ul style="list-style-type: none"> The division is responsible for the ministry's legislative development, as well as Order In Council (OIC) board appointments, labour relations and governance, and intergovernmental relations and corporate reporting. Indigenous policy and engagement and Indigenous programs and partnerships. Houses the Office for International Credential Recognition responsible for improving foreign credential recognition and overseeing professional governance.
<i>Post-Secondary Policy and Programs Division</i>	<ul style="list-style-type: none"> Responsible for 25 public Post-Secondary Institutions (PSIs) and their programs including: Adult Basic Education and English Language Learning; StudentAid BC including the BC Access Grant, the Provincial Tuition Waiver for Former Youth in Care, and the BC Loan Forgiveness Program; tech-relevant programs; teacher education and early childhood educator programs; veterinary medicine education; and health and medical education. Enhancing the learner experience through student mental health initiatives, combatting sexualized violence, promoting work integrated learning and co-ops, micro-credentials, Education Quality Assurance designation, and advice and recommendations to the minister on new degree programs through the Degree Quality Assessment Board. Regulation, oversight and monitoring of over 300 private training institutions, including student protection. B.C.'s Post-Secondary Digital Learning Strategy and Digital Services Strategy which aim to improve how digital technologies support access to flexible, high-quality post-secondary education. International education, leading strategic policy/liaison function for the sector including the Tuition Limit Policy, and providing oversight for the British Columbia Council for International Education (BCCIE), a Crown corporation, and four shared service program offices providing B.C.'s central online application service (EducationPlannerBC), B.C.'s academic credit transfer system (BC Council on Admission and Transfer), and centralized teaching and learning supports (BCcampus and the BC Electronic Library Network).
<i>Labour Market Development Division</i>	<ul style="list-style-type: none"> Responsible for the development and management of targeted labour market and workforce development policies and programs to help people get the information and skills they need to participate in B.C.'s labour market. This includes oversight of B.C.'s StrongerBC Future Ready Action Plan, the trades training system, including Skilled Trades Certification and the Crown agency responsible, SkilledTradesBC. Responsible for a number of programs for people, employers, and communities. These include the Sector Labour Market Partnerships program, the Community Workforce Response Grant, the BC Employer Training Grant, Skills Training for Employment programs, and skills training for forestry dependent communities. Produces a wide range of labour market information and insights, including B.C.'s Labour Market Outlook, and disseminates labour market information, career planning tools, and other resources through the WorkBC.ca website.

[TO TOP](#)

MINISTRY OF POST-SECONDARY EDUCATION AND FUTURE SKILLS CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Immigration Services and Strategic Planning Division</i>	<ul style="list-style-type: none"> Responsible for immigration policy, programs, and services for the province including the Provincial Nominee Program (PNP), supporting the attraction of international skilled and semi-skilled workers and entrepreneurs to all regions. Priority occupations include Health, Childcare, and Tech, plus attraction to smaller centres. Ensures new residents and aspiring newcomers have timely and equitable access to settlement and integration services through BC Newcomer Services, BC Safe Haven, and Career Paths. Leads the province's approach to exceptional migration measures (i.e. border readiness and emergency humanitarian response).

MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

DIVISION/BRANCH	TOPIC
<i>BC Coroners Service</i>	<ul style="list-style-type: none"> Responsible for investigating and determining the circumstances of all unnatural, sudden, and unexpected, unexplained, or unattended deaths in the province. Makes recommendations to improve public safety and prevent death in similar circumstances. Responsible for the investigation of all child death (under the age of 19 years) in B.C. and for investigating all deaths in custody.
<i>BC Corrections</i>	<ul style="list-style-type: none"> Responsible for the supervision of individuals, 18 years or older, on bail or serving a sentence in the community, and the supervision of individuals in custody awaiting trial or serving a sentence under two years.
<i>Community Safety and Victim Services Branch</i>	<ul style="list-style-type: none"> Responsible for coordinating a provincial network of programs and services for victims of crime including programming for violence against women, gender-based violence, and sexual assault. Responsible for coordinating the province's work in the areas of restorative justice, and human trafficking. Includes the Civil Forfeiture Office which manages the Civil Forfeiture Crime Prevention and Remediation Grant Program. Includes the Crime Victim Assistance Program.
<i>Gaming Policy and Enforcement Branch</i>	<ul style="list-style-type: none"> Regulates all gambling in British Columbia and ensures the integrity of gambling industry companies, people, and equipment. Regulates commercial gambling conducted and managed by the British Columbia Lottery Corporation (e.g., lotteries, casinos, community gaming centres, commercial bingo halls and online gambling on PlayNow.com), British Columbia's horse racing industry, and licensed charitable gambling events. Administers the Gambling Support BC program, which includes a continuum of responsible and problem gambling prevention and treatment services.

[TO TOP](#)

MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL CONTINUED...

DIVISION/BRANCH	TOPIC
Corporate Strategic Initiatives Branch	<ul style="list-style-type: none"> Responsible for Policing and Public Safety Modernization and government's response to the recommendations of the Special Committee on Reforming the <i>Police Act</i>. Responsible for coordination of the province's Safer Communities initiatives, and supporting the Cabinet Community on Community Safety. Responsible for the E-Comm 9-1-1 review, as well as the future of 9-1-1 and Next Generation 9-1-1. Responsible for the Office of the Fire Commissioner (OFC) which is the lead provincial agency for fire and life safety, prevention, and education. The OFC's mandate includes: <ul style="list-style-type: none"> administering and enforcing fire safety legislation; collecting and reporting fire loss statistics; promoting fire safety awareness; provision of firefighter medals and awards; establishing structure firefighting training standards and training standards for fire inspectors and investigators; supporting fire inspections and fire investigations; and working with the BC Wildfire Service which helps to protect communities and other critical infrastructure during wildland urban interface fires. Supports cross-government initiatives and secretariat functions within the ministry, including sponsorship of the cross-government Compliance and Enforcement Collaborative.
Insurance Corporation of BC (ICBC)	<ul style="list-style-type: none"> ICBC is mandated to provide universal compulsory auto insurance (Basic insurance) to drivers in B.C. In addition, ICBC provides British Columbians with Optional auto insurance products. ICBC provides several non-insurance services on behalf of the provincial government, including vehicle registration and licensing, driver licensing and fines collection. ICBC champions a safe driving culture by working with communities, law enforcement, and other stakeholders on various road safety campaigns and initiatives. ICBC is responsible to the Minister of Public Safety and Solicitor General, who is supported within government by the Crown Agencies Secretariat in the Ministry of Finance. <p>**For Minister meeting requests related to ICBC matters, please direct these to the Ministry of Public Safety and Solicitor General.</p> <p>**For staff meeting requests for ICBC, please see their description in the Provincial Agencies, Commissions, and Corporations section.</p>

[TO TOP](#)

MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Liquor and Cannabis Regulation Branch</i>	<ul style="list-style-type: none"> As a regulator, the Liquor and Cannabis Regulation Branch oversees provincial liquor and cannabis legislation and regulations that govern B.C.'s private retail sale and consumption of liquor and cannabis. Issues liquor and cannabis retail store licenses. Educates establishments about liquor and cannabis laws and rules. Takes enforcement action when licensed establishments do not follow the <i>Cannabis Control and Licensing Act</i> and the <i>Liquor Control and Licensing Act</i>, associated regulations or their specific terms and conditions. Delivers social responsibility training programs including Selling It Right, Serving It Right, and Special Event Server. Works with local government, Indigenous nations, and industry and other stakeholders to develop liquor and retail cannabis policy and provide advice to government concerning decisions related to liquor and non-medical cannabis policy. Includes the Cannabis Secretariat, which is responsible for leading and supporting the advancement of cannabis policy across B.C. ministries, leading negotiation of government-to-government agreements with Indigenous nations pursuant to Section 119 of the <i>Cannabis Control and Licensing Act</i> and working with First Nations and key partners to advance a collaborative approach to cannabis-related governance and jurisdiction, as outlined in the DRIPA Action Plan commitment 4.47.
<i>Liquor Distribution Branch</i>	<ul style="list-style-type: none"> Responsible for the wholesale distribution of beverage alcohol and non-medical cannabis. Responsible to the Minister of Public Safety and Solicitor General, who is supported within the government by the Crown Agencies Secretariat in the Ministry of Finance. <p><i>**For <u>Minister</u> and <u>staff meeting</u> requests related to Liquor Distribution Branch matters, please direct these to the <u>Ministry of Public Safety and Solicitor General</u>.</i></p>
<i>RoadSafetyBC</i>	<ul style="list-style-type: none"> One of the key provincial agencies responsible for road safety in the province. Governs drivers, oversees driver medical fitness, runs driver programs, and implements road safety policies. Focuses on addressing high-risk driving behaviours (speeding, distracted driving, and impaired driving) and works with partners to help reach their goal of zero traffic fatalities. Operates provincial road safety programs and is the policy and regulatory agency responsible for ensuring the safe and responsible operation of motor vehicles in B.C. The Superintendent of Motor Vehicles is the administrative authority governing drivers and has authority to: <ul style="list-style-type: none"> Prohibit a person from driving a motor vehicle. Require a driver to take part in a program to improve their driving. Review and make decisions about sanctions, driving prohibitions and ICBC licensing decisions. Make sure B.C. drivers are medically fit to drive.

[TO TOP](#)

MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Policing and Security Branch</i>	<ul style="list-style-type: none"> • Superintends and provides central oversight of B.C. policing and law enforcement by developing and administering policing policy, programs, and provincial standards. The branch ensures the adequate and effective delivery of policing throughout the province. • Security Programs Division administers the Criminal Record Review Program, Protection Order Registry, security screening for cannabis workers and retail applicants, and regulates the security industry, metal dealers and recyclers, pill presses, and armored vehicles / body armor. • Municipal Policing, Governance and Oversight Division is responsible for superintending, oversight and alignment of municipal police departments (non-RCMP) and their boards. The division also has responsibility for areas including provincial policing standards, compliance and training, crime data, police technologies, special police constable appointments and designation, and decriminalization. • Serious and Organized Crime Division is responsible for oversight and policy development in the areas of organized crime, gang violence and serious crime, as well as innovative crime prevention responses, such as Situation Tables. • Indigenous, Core Policing, and Contract Management Division provides oversight of provincial, municipal police unit (RCMP), and Indigenous policing agreements, and works with Public Safety Canada in support of the First Nations Policing Program. The division also has responsibility for oversight of police model transitions. • Community Safety Unit (CSU) is responsible for compliance and enforcement under the <i>Cannabis Control and Licensing Act</i>, with a focus on the illegal sale and production of cannabis. CSU investigators carry out compliance and enforcement activities against unlicensed cannabis retailers and producers across the province. Investigations are conducted through a variety of strategies, including complaints received from the public, government agencies, police, and legal market operators. Potential enforcement is prioritized on several factors, including public safety, links to organized crime, proximity to licensed stores, and the province's commitment to reconciliation. The CSU works collaboratively with enforcement partners, including police agencies, the Civil Forfeiture Office, Ministry of Finance (responsible for illegal tobacco enforcement), and Health Canada.

[TO TOP](#)

MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION

DIVISION/BRANCH	TOPIC
<i>Accessibility Directorate</i>	<ul style="list-style-type: none"> • Providing cross-government advice and support to promote greater accessibility and inclusivity of policies and programs. • Implementation of the <i>Accessible British Columbia Act</i>, which seeks to identify, remove, and prevent barriers to inclusion experienced by people with disabilities. • Development of accessibility standards for service delivery and accessible employment. • Implementation of the <i>Accessible B.C. Regulation</i>, which requires local governments to implement an accessibility plan, accessibility committee, and an accessibility feedback tool. • Supports the Parliamentary Secretary for Accessibility. • Support for Ministerial Advisory Committees, including Registered Disability Savings Plan Action Group and Provincial Accessibility Committee.
<i>Research, Innovation and Policy Division</i>	<ul style="list-style-type: none"> • Provides research, policy, and legislation support to the ministry to deliver income and disability assistance to British Columbians most in need. • Leads development, evaluation, and implementation of the government's policies on income and disability assistance. • Leads government's work on B.C.'s Poverty Reduction Strategy, and the ministry's food security mandate item. • Supports the Parliamentary Secretary for Community Development and Non-Profits. • Leads ministry intergovernmental relations related to social services, Indigenous policy and <i>Declaration on the Rights of Indigenous Peoples Act</i> accountabilities. • Provides reconsideration services for clients disputing eligibility decisions regarding income assistance, disability assistance and child care subsidy.

[TO TOP](#)

MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Employment and Labour Market Services Division</i>	<ul style="list-style-type: none"> • WorkBC Employment Services is the largest network of employment providers in the province and supports all British Columbians seeking work regardless of where they live or employment barriers they may face. Services are delivered through 102 WorkBC Centres as well as through a strong online presence, accessible from anywhere in the province. Services include access to individualized employment counselling, job search resources, employment planning, skills training, financial supports, wage subsidy placements, assistive technology supports, apprentice services and more. • The division is currently working on an Employment Service Modernization Project to ensure future service delivery meets the diverse and evolving needs of job seekers and employers in B.C. • WorkBC Community and Employer Partnerships (CEP) provide work experience and training opportunities in communities across B.C. to address local labour market issues. The CEP fund supports community-based initiatives to help individuals and the broader community. With the help of this fund, communities see positive social impacts, economic growth, and more employment opportunities for unemployed British Columbians. • CEP 2025/26 will focus on fewer, strategically chosen job creation partnerships (JCP) and project-based labour market training (PBLMT) projects to ensure maximum impact and alignment with the ministry and national priorities: <ul style="list-style-type: none"> ◦ Community-driven projects customized for job seekers with complex needs, far removed from the labour market and who have difficulty accessing traditional employment services. ◦ Equitable program investment across the province. ◦ Indigenous-led projects. ◦ Projects with a duration of 12 months or less. • Community-based Employment Services offers outreach-based, customized employment services to people in B.C. who are far removed from the job market and experience barriers to accessing traditional employment services. Services are delivered in community by local service providers to reach people experiencing severe mental/physical health conditions, substance use, and/or homelessness or precarious housing. Service providers meet people where they are along their path towards employment, with trauma-informed and culturally safe supports for people to take meaningful steps to get a job. • Services have launched in six pilot locations in the province: <ul style="list-style-type: none"> ◦ Victoria; ◦ Nanaimo; ◦ Kelowna; ◦ Prince George; ◦ Surrey; and ◦ Vancouver Downtown Eastside.

[TO TOP](#)

MINISTRY OF TOURISM, ARTS, CULTURE AND SPORT

DIVISION/BRANCH	TOPIC
Arts and Culture	<ul style="list-style-type: none"> • Supports the arts and culture sector with funding, policy, and programs. • Administers grant programs for artists, creators, and non-profit arts and culture organizations, including arts infrastructure. • Provides secretariat support and administration for the BC Arts Council. • Administers BC Arts Council funding for non-profit arts and culture organizations, collectives, artists, and Indigenous governments. • Delivers multiple programs including an arts infrastructure program which supports eligible organizations to develop and enhance cultural spaces, from capital improvements to equipment, that enable the work of B.C.'s arts and cultural practitioners. • Supports the arts and culture sector ecology in British Columbia through outreach, engagement, research, and partnerships. • Provides oversight, strategic direction, and corporate support for the Royal BC Museum. • Leads implementation of cultural infrastructure projects, including the Royal BC Museum Provincial Archives, Collections and Research Building, Chinese Canadian Museum, Canadians of South Asian Heritages Museum, provincial Filipino cultural center, as well as supporting the redevelopment of the Jewish Community Centre of Greater Vancouver, the Vancouver Art Gallery, and the Art Gallery of Greater Victoria.
Community Gaming Grants	<ul style="list-style-type: none"> • Community Gaming Grants supports eligible not-for-profit organizations delivering community programs that benefit the citizens of B.C. • Grants are awarded across several sectors including arts and culture, sport, public safety, environment, human and social services, and Parent Advisory Councils and District Parent Advisory Councils.
BC Athletic Commission	<ul style="list-style-type: none"> • Legislation and regulatory oversight of professional boxing, kickboxing, and mixed martial arts, as well as all amateur combat sports.
Creative Sector	<ul style="list-style-type: none"> • Supports the economically driven creative sector (i.e., film, television, interactive digital media, music, and publishing) by leading cross-ministry and intergovernmental research, policy and program development. <ul style="list-style-type: none"> ◦ This includes policy and program oversight of the province's \$42 million investment in the sector, made in 2023, over three years. • Provides oversight of Knowledge Network, B.C.'s public education broadcaster, and Creative BC, the province's lead economic development agency for the creative sector. Works with industry stakeholders to maximize marquee event opportunities, such as the 2025 JUNOS and 2025 Canadian Country Music Awards. • Facilitates cross-ministry, intergovernmental and stakeholder issues management, strategic visioning, consultation, and collaboration on topics of interest (e.g., <i>Online Streaming Act</i>, <i>Copyright Act</i>, Tax Credits).
Heritage	<ul style="list-style-type: none"> • Provides advice and information on British Columbia's historic places, paleontological resources, and geographical names. Exercises regulatory authority and develops policy under the <i>Heritage Conservation Act</i> and the <i>Land Act</i> regarding the identification, formal recognition, commemoration, protection and celebration of heritage and fossil sites, management of provincial heritage sites and the management of the BC Register of Historic Places and the BC Geographical Names Office.

[TO TOP](#)

MINISTRY OF TOURISM, ARTS, CULTURE AND SPORT CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Mountain Resorts</i>	<ul style="list-style-type: none"> • Delivers a one window regulatory approach for resort development and community ski area administration and the review and authorization of expansions and new proposals on Crown land across the province. • Evaluates phased development plans and conducts major project reviews through working with First Nations, public engagement, and community and stakeholder engagement. • Provides advice and information on resort development policy and programs.
<i>Amateur Sport</i>	<ul style="list-style-type: none"> • Provides funding to over 70 designated amateur sports organizations to contribute to the health and wellness of British Columbians. • Funding programs facilitate the development of competitive athletes, coaches, officials, volunteers, and sport administrators. • Administers grant programs related to boosting sport participation, high-performance athlete development, and event hosting. • Provides oversight of the BC Games Society, the province's Crown Corporation that runs the BC Summer and Winter Games and prepares Team BC for the Canada Games. • Provides oversight and strategic direction to viaSport, the province's lead service delivery partner.
<i>Marquee Sports</i>	<ul style="list-style-type: none"> • Responsible for assessing opportunities to bring marquee sport events to the province. These events are assessed for their economic and social impacts. • Responsible for securing provincial funding, oversight and strategic direction for marquee sport events such as the 2025 Grey Cup, 2025 Invictus Games, and FIFA World Cup 2026.
<i>Tourism</i>	<ul style="list-style-type: none"> • The Tourism Branch develops and implements policies and programs to support sustainable tourism growth, enhance visitor experiences, and realize economic benefits through tourism. • The branch administers the Resort Municipality Initiative (RMI), Destination Event Program, and jointly manages the Municipal Regional District Tax program (MRDT) with Ministry of Finance and Destination BC. Provides oversight of Destination BC (international tourism marketing) and BC Pavilion Corporation (BC Place and Vancouver Convention Centre) and leads development and implementation of the provincial tourism framework.

[TO TOP](#)

MINISTRY OF TRANSPORTATION AND TRANSIT

DIVISION/BRANCH	TOPIC
Highways and Regional Services Division	<ul style="list-style-type: none"> The Highways and Regional Services Division is responsible for: <ul style="list-style-type: none"> Developing, maintaining, and operating safe, secure provincial and regional transportation networks. Leading the ministry in provincial issue management, emergency response, and preservation of transportation infrastructure. Promoting compliance of safety regulations within the transport sector, with the goal of increasing road safety and protecting public health, the environment, and transportation infrastructure. Planning and delivering rehabilitation and capital projects in the region. Fostering partnerships and delivering on commitments with First Nations and Indigenous communities. Supporting provincial economic growth through regional work and development services. Implementing sustainable, resilient, and innovative transportation solutions. The division, through their Commercial Vehicle Safety Enforcement (CVSE) program, also: Regulates and manages commercial vehicle activities on the provincial highway network and aligns requirements with neighboring provinces to ensure the safe and efficient movement of goods within B.C. and beyond. This division also includes the Passenger Transportation Branch, which regulates commercial passenger vehicles including taxis, ride hailing companies, limousines, charter, and inter-city (scheduled) buses, in accordance with the <i>Passenger Transportation Act</i>.
Integrated Transportation and Infrastructure Services Division	<ul style="list-style-type: none"> Integrated Transportation and Infrastructure Services Division develops and promotes a world class transportation network through innovation and collaboration. The division oversees aspects of strategic planning, capital programming, engineering, land management, and major project delivery for the ministry. The division is also the primary interface between the government and two Crown Corporations: BC Rail and Transportation Investment Corporation (TI Corp). The division's key functions include: <ul style="list-style-type: none"> Integrated Transportation Planning. Goods Movement. Properties and Land Management. Transit Oriented Development and Land Value Capture. Major project policy and delivery including the TI Corp relationship. Engineering and Technical Services. Engineering Standards.

[TO TOP](#)

MINISTRY OF TRANSPORTATION AND TRANSIT CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Policy, Programs and Partnerships Division</i>	<ul style="list-style-type: none"> • The Policy, Programs, and Partnerships Division is responsible for all aspects of strategic transportation policy and legislation, including transit, ferries, passenger vehicles, passenger directed services, active transportation, rail safety, airports, rural, remote and intercity transportation, emerging transportation technology, and the <i>Motor Vehicle Act</i>. • In addition: <ul style="list-style-type: none"> ◦ The division administers a number of grant programs to support the transportation sector and services, including passenger accessibility, airports, and active transportation. ◦ Manages the relationship with transportation service delivery partners including BC Transit, TransLink, BC Ferries, ride hail, taxi, inland ferry operators, airlines, etc. ◦ Inter-governmental relations. ◦ Leads the ministry's participation in CleanBC and climate change initiatives.
<i>Strategic and Corporate Priorities Division</i>	<ul style="list-style-type: none"> • The Strategic and Corporate Priorities Division is responsible for leading a wide range of strategic cross-ministry and corporate initiatives. • The division leads and supports cross-ministry and cross-government services and programs including: <ul style="list-style-type: none"> ◦ Coordinating the delivery of the ministry's strategic plan and ministry specific commitments under the <i>Declaration on the Rights of Indigenous Peoples Act</i>. ◦ Leading the ministry's Journey Toward Reconciliation, GBA+ and diversity, equity, and inclusion work, and is responsible for leading the development and implementation of the ministry's People Plan and Digital Strategy. ◦ Delivering culture and engagement programs and leading the ministry's corporate communications strategies. • The division also delivers information management, privacy, security, and digital services in partnership with our clients.

[TO TOP](#)

MINISTRY OF WATER, LAND AND RESOURCE STEWARDSHIP

DIVISION/BRANCH	TOPIC
<i>Land Use Planning and Cumulative Effects</i>	<ul style="list-style-type: none"> Responsible for leading B.C.'s land stewardship strategies, supported by science and knowledge, that promote and guide the province's goals for reconciliation with First Nations. Responsible for delivering the following programs: <ul style="list-style-type: none"> Modernized Land Use Planning delivered in partnership with First Nations. Collaborative Indigenous Stewardship Framework. Cumulative Effects Framework. Recommendations within the Old Growth Report, including ecosystem health, and biodiversity.
<i>Water, Fisheries and Coast</i>	<ul style="list-style-type: none"> The Water, Fisheries and Coast Division brings together program areas responsible for the Watershed Security Strategy and implementation, Water Management, Wild Salmon Strategy, and Coastal Marine Planning. It works to support functioning and resilient marine, aquatic, and coastal ecosystems that support a diversity of economic activities and provide the foundation for vibrant and thriving coastal communities and cultures. Aquatic Ecosystems Branch provides oversight to the Freshwater Fisheries Society of B.C. (FFSBC) who contribute to recreational fishing by stocking approximately 700 lakes across B.C. with six million trout, kokanee and char annually. The division provides provincial leadership on water and coordinates government's strategy on 'source to tap' drinking water protection. It is also responsible for watershed-related strategic planning, policy, science, assessments and analysis tools for B.C., as well supporting the use of water governance and planning tools in the <i>Water Sustainability Act</i> (e.g., water sustainability plans and water objectives). This work is collaborative by design and will include First Nations, local governments, and other interested parties. The division leads the implementation of the <i>Water Sustainability Act</i> and other water related legislation and regulations as it pertains to the management of water allocation, dam safety and flood safety with a focus on public safety and resiliency of the environment. It also leads on policy, planning and supports in relation to water-related hazards such as flood and drought for the province. The division supports restoration and rebuilding of wild fish populations and provides leadership for aquatic habitat policy and restoration. It also sets fisheries and aquaculture policy, develops new strategies to protect and revitalize B.C.'s wild salmon populations, and is the provincial lead for interfacing with Fisheries and Oceans Canada (DFO). Is the Statutory Decision Maker (SDM) under the <i>Wildlife Act</i> for B.C.'s recreational freshwater fisheries as well as administration of the <i>Riparian Areas Protection Act</i>. Leads prevention and provincial response to aquatic invasives. In natural disaster response, leads actions and direction to protect or recover aquatic ecosystems and the aquatic/fish species that rely on them. The division is the provincial hub for marine and coastal policy, planning, and science providing expertise to drive development and implementation of strategic and operational policies and plans that lead the way on collaborative decision-making with First Nations and Canada.

[TO TOP](#)

MINISTRY OF WATER, LAND AND RESOURCE STEWARDSHIP CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Reconciliation, Lands and Natural Resource Policy</i>	<ul style="list-style-type: none"> • This division provides leadership in developing a “roadmap” for the natural resource sector to support the effective operationalization and implementation of the <i>Declaration on the Rights of Indigenous Peoples Act</i>. • Lands Program includes Lands Branch and Crown Land Opportunities and Restoration Branch. Lands Branch provides operational policy support for <i>Land Act</i> tenures and transfers, maintains the Crown Land Registry, and offers legislative support for the <i>Land Title Act</i> and other private land legislation. • The Crown Land Opportunities and Restoration Branch comprises of the Crown Land Opportunities Program (CLO), which focuses on priority Crown land sales and transfers to address reconciliation and housing needs, and the Crown Contaminated Sites Program (CCSP), which is the lead agency for the investigation and possible remediation of prioritized, high-risk abandoned contaminated sites on vacant Crown land. • First Nation Land Transfers Branch: provides technical and expertise to Ministry of Indigenous Relations and Reconciliation and First Nations engaged in negotiations and leads the implementation of land-based agreements, including land transfers and vesting of land.
<i>Permitting Transformation Division</i>	<ul style="list-style-type: none"> • This division leads on land and water authorizations across the province. This includes permit applications, First Nation consultation, and major project reviews. • Regional offices provide client access to natural resource authorizations expertise and supports through Front Counter BC. • This division holds responsibility for the Housing Action Taskforce to support provincial housing authorizations, connectivity authorizations, and works closely on various energy initiatives like the transition of renewable energy project applications to the BC Energy Regulator and the Call for Power & Sustainment Projects through BC Hydro. • Additional prioritization is on advancing the necessary strategic, policy, process and technology work required to transform and shift permitting across this ministry and the Natural Resource Ministries as a whole.
<i>Natural Resource Information and Digital Services (NRIDS)</i>	<ul style="list-style-type: none"> • Provides essential Information Management (IM) services by way of the creation, maintenance, and publication of foundational datasets and geospatial information – this also includes operation of the provincial aerial imagery and LiDAR programs, maintenance of land survey monumentation and data, and species and ecosystems information. • This work provides essential context and intelligence to support decision making across the Natural Resource Ministries (NRM) and beyond. The Digital Road Atlas (DRA) program provides GIS business processes that support B.C.’s current 9-1-1 requirements. • For the implementation of Next Generation 9-1-1 (NG9-1-1), NRIDS is advocating for improved public access to high quality geospatial data that delivers the broadest and best use as a strategic asset. • The IM offerings include ready-made, authoritative, spatial information about the shape, landscape, environment, and condition of B.C. as well as offering on-demand custom analysis, visualization, and mapping products for the NRM.

[TO TOP](#)

MINISTRY OF WATER, LAND AND RESOURCE STEWARDSHIP CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Resource Stewardship Division</i>	<ul style="list-style-type: none"> • The division is responsible for the Together for Wildlife Strategy, wildlife policy regulations and allocation, ecosystem health and biodiversity, conservation of wildlife and habitat and economic diversity and sustainability, fish and wildlife angling and hunting opportunities, Tripartite Agreement of Nature Conservation (implementation planning and fund coordination), the draft Biodiversity and Ecosystem Health Framework and advancing wildlife co-management with First Nations and partnerships to support shared stewardship of wildlife. • Responsible for delivering the following core programs: <ul style="list-style-type: none"> ◦ Wildlife Management. ◦ <i>Wildlife Act</i> and its regulation and policy framework. ◦ Fish and Wildlife Population Assessment and Decision Support. ◦ Regional Action Planning for fish and wildlife stewardship and Management. ◦ First Nations Partnerships and Co-management. ◦ Biodiversity Conservation Science and Research. ◦ Species at Risk Recovery and Implementation. ◦ Invasive Aquatic and Terrestrial Species Management. ◦ Species at Risk Recovery and the Provincial Caribou Recovery Program. ◦ Wildlife Life Health.
<i>Southeast Initiatives Secretariat (SEIS)</i>	<ul style="list-style-type: none"> • The Southeast Initiatives Secretariat (SEIS) was formed July 2025 as a new delivery, to support strong cross-ministry provincial governance, establish clear accountability and develop specific actions to resolve challenging issues related to metallurgical coal mining in southeast B.C. • Our mandate is to develop and implement a coordinated and aligned cross-ministry strategy that allows for continuation of responsible mining of metallurgical coal in the Elk Valley while improving environmental quality, managing cumulative effects, healing the land, and advancing models of shared decision-making with First Nations to build prosperous and healthy communities for all.

[TO TOP](#)

PROVINCIAL AGENCIES, COMMISSIONS, AND CORPORATIONS AVAILABLE DURING THE 2025 UBCM CONVENTION

MACC	TOPIC
<i>Agricultural Land Commission</i>	<ul style="list-style-type: none"> Information and advice regarding the Agricultural Land Reserve (ALR) and work of the Provincial Agricultural Land Commission (ALC). ALC Chair and/or Chief Executive Officer will be in attendance.
<i>BC Emergency Health Services (BCEHS)</i>	<ul style="list-style-type: none"> As part of the Provincial Health Services Authority, BCEHS governs the emergency medical services system in B.C. and provides pre-hospital emergency and inter-facility patient transfer services. BCEHS paramedics, emergency medical call takers and dispatch staff provide pre-hospital emergency care and ground and air ambulance transport medically necessary transport (ground and air ambulances) for British Columbians. In many rural communities across the province, BCEHS Community Paramedics also provide scheduled care for patients with chronic health conditions as part of a community based health team. BCEHS also oversees patient inter-facility patient transfers in the province, working with health authorities to coordinate the transfer of acute and critically ill patients to an appropriate level of care both within and outside of B.C. Members of the BCEHS executive team look forward to participating in productive and engaging sessions with municipal leaders.
<i>BC Energy Regulator</i>	<ul style="list-style-type: none"> The British Columbia Energy Regulator oversees the full life cycle of energy resource activities in B.C. from site planning to restoration. This includes oil, gas, geothermal, hydrogen, ammonia, methanol with anticipated legislation in spring 2025 that will expand our mandate to regulate renewable energy projects. We look forward to addressing any questions you may have on our regulatory oversight.
<i>BC Housing</i>	<ul style="list-style-type: none"> BC Housing is responsible for implementation of Building BC programs that are helping government to deliver 114,000 units of affordable housing including the following programs: Supportive Housing Fund, Women's Transition Housing Fund, Community Housing Fund, Indigenous Housing Fund, Rapid Response to Homelessness, Deepening Affordability program. It is also responsible for BC Builds and HousingHub which works with communities, governments, non-profit and private sector stakeholders to facilitate the creation of new affordable rental housing.
<i>BC Hydro</i>	<ul style="list-style-type: none"> BC Hydro's mission is to safely provide our customers with reliable, affordable, clean electricity. Our vision celebrates our clean energy advantage and our environmental stewardship role in B.C. Sustainability is about making the best choices with available resources, which means leveraging our clean electricity for all British Columbians. BC Hydro's Community Relations staff look forward to addressing any questions that you may have related to our operations.

[TO TOP](#)

PROVINCIAL AGENCIES, COMMISSIONS, AND CORPORATIONS AVAILABLE DURING THE 2025 UBCM CONVENTION

MACC	TOPIC
BC Transit	<ul style="list-style-type: none"> From small towns to large urban centres outside of Metro Vancouver, BC Transit delivers safe, reliable, customer focused transportation services you can rely on. BC Transit would be pleased to discuss any questions you may have regarding our services. In order to provide you with the best information possible, please provide specifics relating to your questions within the meeting request.
Insurance Corporation of British Columbia (ICBC)	<ul style="list-style-type: none"> ICBC provides universal compulsory auto insurance (basic insurance) to drivers in British Columbia, with rates regulated by the British Columbia Utilities Commission (BCUC) and sells optional auto insurance in a competitive marketplace. Insurance products are available across B.C. through a network of independent brokers, and claims services are provided at ICBC claims handling facilities located throughout the province. ICBC invests in road safety and loss management programs to reduce traffic-related deaths, injuries and crashes, auto crime and fraud. In addition, provides driver licensing, vehicle registration and licensing services, and fines collection on behalf of the provincial government at locations across the province. ICBC will have staff at the Convention who would be pleased to discuss or meet on any issues related to ICBC's operations.
The Land Title and Survey Authority of British Columbia (LTSA)	<ul style="list-style-type: none"> LTSA is a statutory corporation responsible for operating B.C.'s land title and survey systems and the Land Owner Transparency Registry (LOTR). LTSA processes over seven million online transactions annually and provides land information and datasets to the province, local governments, and other public agencies. The services include mapped databases such as ParcelMap BC and AUTOPROP. ParcelMap BC is the current, complete, and trusted mapped representation of titled and Crown land parcels across British Columbia, considered to be the point of truth for the graphical representation of property boundaries.
Office of the Seniors Advocate (OSA)	<ul style="list-style-type: none"> OSA monitors and analyzes seniors' services and issues in B.C. and makes recommendations to government and service providers to address systemic issues. The Office also provides information and referrals for individuals who are navigating seniors services and tracks their concerns, which helps inform future work. The services which the Office monitors are in five key areas: health care, housing, income supports, community supports, and transportation. The Office collaborates with service providers, government, and health authorities to improve effectiveness, efficiency, and outcomes for seniors.

[TO TOP](#)

PROVINCIAL AGENCIES, COMMISSIONS, AND CORPORATIONS AVAILABLE DURING THE 2025 UBCM CONVENTION

MACC	TOPIC
<i>Police Victim Services British Columbia (PVSBC)</i>	<ul style="list-style-type: none"> • Police Victim Services of British Columbia Society (PVSBC) is the B.C. registered not for profit charity membership organization mandated to be the primary advocate for all (95+) police-based victim service (PBVS) organizations within the province. • PBVS local organizations are physically embedded with the municipal or RCMP detachment delivering ongoing police-based victim services to the citizens of each community. • Our Vision is - All victims of crime and trauma across B.C. receive compassionate, professional, and consistent services. • PVSBC advocates, represents, lobbies, and communicates with members, partners and stakeholders on the development and delivery of PVSBC trauma informed programs, baseline, and advanced training, professional development, and member support programs. • Funding is provided by the provincial and federal governments, with additional resources from corporate and individual contributions, sponsorships, and program revenues.
<i>Regional Health Authorities (RHA): Fraser Health; Interior Health; Island Health; Northern Health; Vancouver Coastal Health</i>	<ul style="list-style-type: none"> • RHA: When most people think about health care, the first thing they think of are hospitals. While many services are offered in the hospitals operated by the regional health authorities, they also offer a wide range of other important services such as: <ul style="list-style-type: none"> ◦ Home and community care; ◦ Long-term care; ◦ Seniors care; ◦ End of life care; ◦ Mental health & substance use; ◦ Environmental health; ◦ Public health; ◦ Healthy Living; ◦ Infant & Youth; ◦ Sexual Health; ◦ Lab and medical imaging services; ◦ Indigenous health; ◦ Urgent and Primary Care; ◦ Virtual Health Services; ◦ Women's Health and Cancer Care; and ◦ Primary Care (Health Authority owned/operated).

[TO TOP](#)

PROVINCIAL AGENCIES, COMMISSIONS, AND CORPORATIONS AVAILABLE DURING THE 2025 UBCM CONVENTION

MACC	TOPIC
<i>Provincial Health Services Authority (PHSA)</i>	<ul style="list-style-type: none"> • PHSA has a unique role in B.C.'s health authority system: to ensure that B.C. residents have access to a coordinated provincial network of high-quality specialized health-care services. • PHSA programs provide care and services through specialized hospitals and centres across B.C. such as BC Children's Hospital and BC Cancer and BC Mental Health & Substance Use Services, including programs such as the Red Fish Healing Centre. • PHSA is also responsible for specialized health services, which are delivered across the province in collaboration with regional health authorities, such as cardiac, trauma, perinatal and stroke services. Through BC Emergency Health Services, PHSA oversees the BC Ambulance Service and Patient Transfer Services. • BC Centre for Disease Control (BCCDC) and the Public Health Reference Laboratory.
<i>Royal Canadian Mounted Police</i>	<ul style="list-style-type: none"> • The Royal Canadian Mounted Police (RCMP), Canada's national police force, provides policing services to most of British Columbia, including 150 municipalities. • These services include, but are not limited to, uniformed patrols, response to calls for service, investigative services, community-based policing, and traffic enforcement. Additionally, the B.C. RCMP is part of a number of integrated teams operating throughout the province who provide specialized police services to British Columbians. • The B.C. RCMP values ongoing collaboration and meaningful communication with our partners. Representatives of the B.C. RCMP's Senior Management Team look forward to hearing your feedback and answer any questions you may have about its services so that we can work together towards our common goal of providing your community with a professional, efficient, and effective police service.

[TO TOP](#)



June 4th, 2025

To Ucluelet Mayor and Council;

The District of Ucluelet has submitted an application for RMI funding to support having a year-round, full-time WildSafeBC Pacific Rim Program. This initiative was undertaken by the District of Ucluelet in recognition of the need for and benefits of having the services WildSafeBC Pacific Rim year-round. Ucluelet continues to grow and human-wildlife co-existence challenges are complex and dynamic.

The WildSafeBC Pacific Rim Program came into being in 2018 thanks to an application from the District of Ucluelet. Since that time the working relationships with the District of Ucluelet residents, businesses, schools and organizations have grown as has the scope and utility of the community program.

The wide-ranging services delivered foster appreciation of local wildlife, help prevent/resolve human-wildlife conflicts and enhance community safety. The primary tools include education, outreach, training sessions and electric fencing.

Another pillar of the program is extensive collaborations. An example is the collaboration with Bylaw Services from day-to-day operations to drafting a Wildlife Attractant Management Bylaw. This season a new collaboration is underway to implement an action plan to enhance the bear-resistance of the residential cart system.

The program has grown and matured since 2019 to the point that strong support from the District of Ucluelet and other partners in the region made possible the hiring of a full-time, year-round community coordinator in 2024.

This was very timely as the human-bear co-existence challenges began last spring and continued through-out the winter and right up to this morning.

This decision on RMI funding from the Province is pending. We respectfully request bridge funding until that decision is reached. 4K is the level of program funding received from the District the last several years. It is proposed that if the RMI request for 20K is approved that the 4K bridge funding could be recouped at that time.

Thank you Mayor and Council for considering this request.

Bob Hansen and Chris Read, WildSafeBC Pacific Rim Community Coordinators