



**REGULAR MEETING OF COUNCIL
Tuesday, March 12, 2019 @ 2:30 PM
George Fraser Room, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet**

AGENDA

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1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
2.1. Council would like to acknowledge the Yuułu?i?at̓ First Nations on whose traditional territories the District of Ucluelet operates.	
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11.3	Councillor Lara Kemps <i>Deputy Mayor April - June 2019</i>	
11.4	Councillor Jennifer Hoar <i>Deputy Mayor July - September 2019</i>	
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Mark Boysen, Chief Administrative Officer
[Ucluelet Climate Action Plan Draft Report](#)

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- 15. QUESTION PERIOD
- 16. ADJOURNMENT

DISTRICT OF UCLUELET
MINUTES OF THE SPECIAL COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Wednesday, January 30, 2019 at 1:00 PM

Present: **Chair:** Mayor Noël
 Council: Councillors Cole, Hoar, Kemps, and McEwen
 Staff: Mark Boysen, Chief Administrative Officer
 Marlene Lagoa, Manager of Corporate Services
 Warren Cannon, Manager of Public Works
 Bruce Greig, Manager of Community Planning
 Abigail Fortune, Manager of Parks and Recreation
 Donna Monteith, Director of Finance

Regrets:

1. CALL TO ORDER

1.1 Mayor Noël called the meeting to order at 1:00 PM.

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

2.1 Council would like to acknowledge the Yuułu?iŋ?ath First Nations on whose traditional territories the District of Ucluelet operates.

3. ADDITIONS TO AGENDA

3.1 There were no additions.

4. APPROVAL OF AGENDA

4.1 January 30, 2019 Special Agenda

2017-001 **It was moved by Councillor McEwen and seconded by Councillor Hoar**
 THAT Council approve the January 30, 2019 Special Agenda as presented.
CARRIED.

5. ADOPTION OF MINUTES

5.1 January 16, 2019 Special Minutes

2017-002 **It was moved by Councillor McEwen and seconded by Councillor Cole**
 THAT Council approve the January 16, 2019 Special Minutes as presented.
CARRIED.

6. UNFINISHED BUSINESS

6.1 There was no unfinished business.

7. MAYOR'S ANNOUNCEMENTS

7.1 There were no announcements.

8. PUBLIC INPUT, DELEGATIONS & PETITIONS

8.1 Public Input

There were no members of the public present.

9. REPORTS

9.1 Early Budget Approvals

Mark Boysen, Chief Administrative Officer

CAO Mark Boysen provided an overview of projects in the 2019-2023 Financial Plan, highlights included:

- There may be a need for a March 6, 2019 budget meeting depending on how strategic planning goes in late February.
- Open House has been scheduled for March 14, 2019.

Warren Cannon, Manager of Public Works, presented on early budget items and addressed Council's questions on the following:

Kennedy Lake Water Project

- Funds are for additional water filtration testing and does not include an updated project estimate.
- Mr. Boysen noted that there will be additional costs if the District was successful with the Kennedy Lake Water grant project.
- Mayor Noël asked that staff keep Council updated on the project so they can move it forward with other communities and levels of government.

SCADA

- Both water systems are on SCADA now and the reservoir will be brought online too.
- The purpose of the request is to upgrade the current system.
- The request is for the panel and connections and will become a capital asset.
- Goal is to have all systems on SCADA.
- The SCADA system that is being invested in has been planned to accommodate future additions to the system.
- Once in it purchased only need to budget for programming costs.
- Marlene Lagoa, Manager of Corporate Services, presented the Council Conferences budget and answered questions.
- Mayor Noël noted FCM Conference has not been attended by Ucluelet in the past; however, the District should attend this year

as we have been successful getting an FCM grant.

- Would like the CAO to also attend.
- Mayor will be representing the region as an ACRD Director.

2017-003

It was moved by Councillor Cole and seconded by Councillor Kemps

THAT Council approve the following 2019 projects, funded through sewer and water fees:

- *Kennedy Lake Water Project (\$50,000)*
- *SCADA Water (\$55,000)*
- *Bay Street Duplex Elimination (\$480,000)*

CARRIED.

2017-004

It was moved by Councillor Hoar and seconded by Councillor McEwen

THAT Council approve increasing the annual budget for Council attendance at conferences from \$30,000 to \$35,000 in the 2019-2023 Financial Plan.

CARRIED.

9.2 Planning & Development Projects

Bruce Greig, Manager of Community Planning

Bruce Greig, Manger of Community Planning, provided an overview of planning and development projects, highlights included:

- Moving the affordable housing needs assessment to 2020 to do it in partnership with Tofino. The project was approved yesterday at Tofino's budget meeting. Once the assessment is complete the DCC Bylaw can come together quickly.
- The land use study is a project that may be done in conjunction with the affordable housing needs assessment or with the regional district.
- Clarified that a portion of MRDT funds are being transferred to a housing reserve fund.
- Council asked about the terms of the housing reserve fund. CAO Boysen noted there is a bylaw that was setup.
- The draft OCP will be coming back to Council later this spring.
- The cost of updating bylaws relates to hiring a consultant to prepare specialized bylaws. For example, the land use demand study cost is to hire a specialized land economist.
- Asked why road design is not consistent around town: Mr. Greig responded, the bylaw was last updated in 1989. There will be public engagement opportunity with the new bylaw.
- Concern was expressed with delaying work on affordable housing until 2020.
- Mr. Greig said the assessment will look at the entire spectrum of housing and demographics to identify the gaps of how many housing units are needed to meet the community's needs. It will also help with applying for grants. There is a struggle between

short term rentals and long-term housing in our residential neighbourhoods.

- Secondary detached dwellings: it will require adoption of an amendment to the zoning bylaw to allow it.
- A report is coming to Council in the next couple of weeks looking at where short term rentals are in residential zones.
- The province has mandated housing needs assessments as a new requirement for adopting the OCP. It will likely result in an amendment to the OCP after 2020.

9.3 Parks & Recreation Projects **Abigail Fortune, Manager of Parks & Recreation**

Abigail Fortune, Manager of Parks & Recreation, presented the parks and recreation projects, highlights included:

- Age friendly resource hub project has resulted in a website.
- Alder Road Park: waiting for grass to grow, bench dedication and installation this spring. There is a potential for phase 2 as part of public realm projects with a kayak launch.
- Ucluelet Community Centre Capacitor installed on heat pump to reduce electrical costs.
- Parks office at Public Works Yard: Money in last year's budget to purchase a Ryco trailer for the Parks office.
- Banner program: design work is complete and purchased. \$3400 is being carried over from 2018 for the installation. In the future may look at establishing more banners in town.
- Spring Cove is 90% complete and the District received funding from ICBC.
- St. Jacques Park: additional landscaping work in 2019 including a labyrinth.
- Public washroom at Chamber is just waiting on an automatic locking door handle to be installed.
- Big Beach Accessible Pathway, funded from RMI, is a challenge. It was looked at last year, but they couldn't find anything feasible. Staff are continuing to examine different options.

Staff addressed Council's question on the following:

- St. Jacques Park Funding: Original was \$63,750 with 75% federal grant funding with remaining balance being covered by RMI. An additional \$20,000 from RMI was needed to upgrade original plan - created a proper raised pathway, added a parking lot area, and resolved drainage issues.
- Issues with accessible pathways, including the one at Little Beach. One option is to build a concrete wall.
- Clearing of pathways at the beaches: The District's responsibility is clearing till the end of that pathway.

- District bought an accessible mat and will try and put it in this summer at Little Beach.
- Additional storage at Ucluelet Community Centre: one of the struggles identified by Mayor Noël is storage. The District should look at creating an additional dry storage space around the back side of the building. CAO Mark Boysen noted looking at use of space will be part of the facilities asset management plan and can fall into that discussion.
- Backup Generator at Ucluelet Community Centre: One of the two spaces with green fencing is for a generator. It can be hooked up – we just need the unit. CAO Mark Boysen noted that if we have enough information about costing we can bring that to the February 20th meeting for discussion.

9.4 Public Works Projects

Warren Cannon, Manager of Public Works

Warren Cannon, Manager of Public Works, presented the Public Works budget, highlights included:

- Marine Drive – water drainage, grubbing and new water hydrant being carried over to 2019.
- Cedar Road – survey work done last year; includes water, sewer and storm; and the moving of washrooms at Tugwell.
- Fleet – fleet analysis will be conducted, and new vehicles acquired in next six months.

Staff addressed Council's question on the following:

- The Cedar Road Hub is anticipated to be ready for the summer.
- Suggestion for Cedar Road Hub is to divert traffic from Peninsula and then exit onto Cedar Road.
- Signage for Cedar Road Hub – not planned for this initial phase. Long-term the District is looking at a pedestrian right-of-way to Peninsula Road.
- CAO Boysen noted that staff are looking at two phases for the Hub project as it is not ideal for motor homes. The goal by the summer is to have some cars and washrooms. Phase 2 is a significant cost and want to see what use is like in the first year with the option of additional concrete work.
- Council expressed concerns with signage being crucial because of the hidden entrance.

9.5 Emergency Services Projects

Mark Boysen, Chief Administrative Officer

CAO Mark Boysen presented the Emergency Services projects, highlights included:

- At an in-camera meeting Council approved a new Fire Chief position which will be posted shortly.
- Tsunami Kiosk at Amphitrite has been installed at Amphitrite. There is a budget to install another one in Tugwell Park in 2019.
- Emergency sirens testing was conducted in 2018. Installation of sirens donated by the City of Port Alberni will take place in 2019 and cost \$40,000
- Flood Risk Assessment & Mapping grant for 100% funding is due February 22. A report will be coming to Council at the February 20th meeting for approval.

Staff addressed Council's question on the following:

- Tsunami signage and kiosk - Coast Smart signage is now up. No other signage planned at this time. Future signage will depend on recommendations from the Ucluelet Emergency Network and the new Fire Chief.

9.6 Harbour Projects

Mark Boysen, Chief Administrative Officer

CAO Mark Boysen presented the Harbour projects, highlights included:

- Harbour Manager is responsible for overseeing the projects.
- Projects are paid for from the Harbour Reserve Fund.
- 2018 projects include an updated security camera system, upper deck replacement of planks, and railing paint.
- 2019 Projects totalling \$8,700 to upgrade WiFi, commercial dryer, life jacket board with 8 life jackets, and parking lot painting.

Staff addressed Council's question on the following:

- Discussion on maintenance tasks and whether they are the responsibility of the Harbour Manager, and whether the cost would be covered from operating or reserves.
- Council would like to see improvements to signage, general upkeep and painting. They would like to be asked what they would like to see.
- Washrooms are hitting the end of life.
- The sign at the small craft harbour needs to be replaced.
- Council discussed the value of security cameras for protecting municipal assets.
- CAO to report back on whether 52 Steps has security cameras. Council is concerned about a boat that is being used for staff accommodation. There is no security camera at the boat launch.

9.7 Corporate Services/Finance Projects

Marlene Lagoa, Manager of Corporate Services

CAO Mark Boysen presented the Corporate Services and Finance projects, highlights included:

- FCM funded Climate Action Plan coming to Council next month.
- Community Health Care Facility Feasibility was budgeted for \$30,000. Had a recent meeting with Island Health staff last week and there is interest on a partnership.
- WaterWorth software is being completed in 2019.
- In 2019 another \$15,250 to update and complete new budgeting software.
- Webcasting report will be coming to Council next month.

9.8 Public Realm Projects

Mark Boysen, Chief Administrative Officer

CAO Mark Boysen presented the public realm projects, highlights included:

- Barkley Community Forest survey results for existing and potential public realm initiatives.
- Summary of current funding estimates from Gas Tax, RMI, community forest, reserve funds, and grants.

Staff addressed Council's question on the following:

- There is no expiry date on the use of Gas Tax funds.
- CAO Boysen will provide Council with more information on what Gas Tax will and won't fund.

10. OTHER BUSINESS

10.1 There was no other business.

11. QUESTION PERIOD

11.1 S. Mole

- Noted she was in support of the life-jackets and signage at the harbour.
- Council discussed potential safety concerns and noted that life-jackets will need to be replaced regularly.

12. CLOSED SESSION

12.1 *Procedural Motion to Move In-Camera:*

2017-005

It was moved by Councillor Hoar and seconded by Councillor Cole

THAT the meeting be closed to the public in order to address agenda items under Sections 90(1)(g), 90(1)(i), and 90(1)(k) of the Community .

CARRIED.

12.2 Mayor Noël suspended the regular meeting at 3:07 PM and moved in-camera at 3:18 PM.

12.3 Mayor Noël adjourned the in-camera meeting at 5:20 PM and resumed the open meeting.

13. ADJOURNMENT

13.1 Mayor Noël adjourned the meeting at 5:20 PM.

CERTIFIED CORRECT: Minutes of the Special Council Meeting held on Wednesday, January 30, 2019 at 1:00 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

Mayco Noël
Mayor

Mark Boysen
CAO

DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, February 12, 2019 at 2:30 PM

Present: **Chair:** Mayor Noël
 Council: Councillors Cole, Hoar, Kemps, and McEwen
 Staff: Mark Boysen, Chief Administrative Officer
 Marlene Lagoa, Manager of Corporate Services
 Abigail Fortune, Manager of Parks and Recreation
 Bruce Greig, Manager of Community Planning
 John Towgood, Planner 1
Regrets: Donna Monteith, Director of Finance

1. CALL TO ORDER

1.1 Mayor Noël called the meeting to order at 2:31 PM.

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

2.1 Council acknowledged the Yuułu?it?ath First Nations on whose traditional territories the District of Ucluelet operates.

3. ADDITIONS TO AGENDA

3.1 There were no additions to the agenda.

4. APPROVAL OF AGENDA

4.1 February 12, 2019 Regular Agenda

2017-001 **It was moved by Councillor McEwen and seconded by Councillor Cole**
 THAT Council approve the February 12, 2019 Regular Agenda as presented.
CARRIED.

5. ADOPTION OF MINUTES

5.1 January 22, 2019 Regular Minutes

2017-002 **It was moved by Councillor McEwen and seconded by Councillor Kemps**
 THAT Council approve the January 22, 2019 Regular Minutes as presented.
CARRIED.

5.2 January 22, 2019 Special Minutes

2017-003 **It was moved by Councillor Hoar and seconded by Councillor Cole**
 THAT Council approve the January 22, 2019 Special Minutes as presented.
CARRIED.

6. UNFINISHED BUSINESS

6.1 Ministry of Citizens' Services Reply Letter, Re: Hwy 4 Cellular Connectivity Howard Randell, Executive Director

- Mayor Noël shared that an AVICC resolution regarding lack of cellular connection - not just on highway but throughout the ACRD region - will be coming before the ACRD Board.

6.2 AVICC - 2nd Call for Resolutions and Nominations The Association of Vancouver Island and Coastal Communities

- CAO Mark Boysen confirmed that he submitted the District's late 2018 UBCM resolution to modernize the 1% utility tax to AVICC.
- Councillors Cole and Kemps, and Mayor Noël wish to attend the AVICC conference in April in Powell River.

2017-004

It was moved by Councillor Cole and seconded by Councillor Kemps

THAT Council authorize Mayor Noël and Councillors Cole and Kemps to attend the 2019 AVICC Convention in Powell River.

CARRIED.

7. MAYOR'S ANNOUNCEMENTS

- ### 7.1
- **Backroad clean-up is this Saturday at 11:00 AM; the meeting point is the Visitors Centre.**
 - **Next budget meeting is February 20, 2019 at 1:00 PM.**

8. PUBLIC INPUT, DELEGATIONS & PETITIONS

8.1 Public Input

There were no members of the public who wished to speak.

8.2 Delegations

Doug Cole, Weyerhaeuser
Re: Update on Oceanwest Master Planning Activities

Doug Cole from Weyerhaeuser presented an updated masterplan for a portion of the lands formerly known as Wyndansea, highlights included:

- Old plan for 340 acres of land was from 14 years ago.
- Part of the former Wyndansea land was sold in 2006 to another developer and is now owned by the Onni Group.
- New masterplan is for the remaining 177 acres of land.
- Has been working with staff to achieve some of the same

density but create more open space and trail north of Odyssey lane.

- After engaging hotel developers and assessing needs, new plan is down to 2 hotel sites and 200 units maximum.
- Added some service industrial land as an expansion of Forbes Road.
- Took 2 multi-family sites and separated them into individual sites.
- A plan will be coming forward to Council for the extension of Forbes Road Phase 5 with 32 lots.
- We created smaller building lots with less family homes overall, while they don't qualify as affordable, the lots themselves are attainable because of size.
- Looking at how we can protect trail and dedicate that land for the community's use.
- They are in the process of working on setbacks and covenants to protect streams.
- The original plan included an affordable housing covenant on Lot 13. They are working with developers but have not had success. One option may be to donate the land to make something happen and take the pressure off developer to build.
- In the process of updating an archeological survey for the rest of the land.
- Assured Council that Wild Pacific Trail will have access to the new section of trail.

9. CORRESPONDENCE

9.1 ACRD Application to the UBCM Childcare Planning Project Marci DeWitt, Consulting Services

Marci Dewitt provided additional background to Council on the ACRD's application to the UBCM Childcare Planning Project for funding, highlights included:

- Study will look at the availability and needs of family for childcare spaces in Ucluelet, Tofino and the rest of the ACRD as well.
- Childcare services are very inter-connected in the region.
- Developing an action plan based on consultation with all stakeholder groups and then developing a regional action plan and linking that need with opportunities in the region for training and space development.
- Funds will be distributed this spring, inventory to be completed right away, consultation before summer, and with an action plan done by winter

2017-005

It was moved by Councillor McEwen and seconded by Councillor Hoar

That Council for the District of Ucluelet support the Alberni-Clayoquot Regional District's application to the UBCM Community Child Care Planning Program for funding to undertake child care planning activities and develop a community child care space creation action plan for ACRD region communities; and further that the ACRD, as the primary applicant, be authorized to apply for, receive and manage grant funding on the District of Ucluelet's behalf.

CARRIED.

9.2 Parks Canada User Fees Consultation Invitation Pacific Rim National Park Reserve

- Noted deadline is February 15th for comments.

9.3 Letter of Support Request Thornton Creek Enhancement Society

- Dave Hurwitz, Thornton Creek Enhancement Society, addressed Council's questions about the society's operations and annual budget.
- Council discussed options for raising funds to support the Society including collecting a small fee from Small Craft Harbour users.

2017-006

It was moved by Councillor Kemps and seconded by Councillor Cole

THAT Council write a letter of support for the Thornton Creek Enhancement Society's grant application to the Pacific Salmon Foundation to repair two salmon raceways.

CARRIED.

2017-007

It was moved by Mayor Noël and seconded by Councillor Cole

THAT Council bring back the topic of adding a line item to Small Craft Harbour users to support the Thornton Creek Hatchery Society to budget discussion on February 20.

CARRIED.

9.4 Lease Agreement Request Ucluelet and Area Childcare Society

2017-008

It was moved by Mayor Noël and seconded by Councillor McEwen

THAT Council refer the lease agreement request from the Ucluelet and Area Childcare Society to budget discussion on February 20.

CARRIED.

10. INFORMATION ITEMS

10.1 Hwy 4 - Kennedy Hill Traffic Interruptions Schedule Emil Anderson Construction (EAC) Inc.

10.2 Planned Power Outage - Tofino, Ucluelet & Surround Communities BC Hydro

- Mayor Noël noted there would be no power in town on March 3, 2019 from 9 am to 5 pm.

11. COUNCIL COMMITTEE REPORTS

11.1 Councillor Rachelle Cole

Deputy Mayor October - December 2019

Clayoquot Biosphere Trust Society

- Attended February 12th meeting as an alternate for Geoff Lyons.
- Attending the Community Foundations Conference as a representative from June 6-8 in Victoria.

Ucluelet Emergency Network

- Attended January 30 de-brief meeting of December storm.

Zero Waste Summit

- Attended summit on February 8, 2019.
- Representation from US cities in Portland and San Francisco.
- Goal is to reach zero fatalities on the roadways.
- Does not apply as much to us in rural communities.
- If you take the lessons down to a rural setting it is things like pathways, trails, boulevards and green spaces between sidewalks and roads.

Surf-related Injury Prevention Workshop

- Attended January 31 session in Tofino for first responders.

Code Hack

- Will be applying to participate in Island Health's 24-hour Code Hack event on March

Coastal Family Resource Coalition

- Attended February 6 meeting.

Mental Health – PHSA and BC Ambulance Services

- Reported that by March 31st all first responders will have mental health training in the province including in Ucluelet.

- 11.2 Councillor Marilyn McEwen
Deputy Mayor November 2018 - March 2019

Harbour Advisory Commission

- Attended the January 23 meeting.
- New contact at DFO is Spencer Wright who attended the HAABC conference here.
- Floathouse lease was renewed for 3 years.
- Discussed updating harbour brochure and committee Terms of Reference.
- Harbour Master reported that flashing green lights on new boat basins will be changed to yellow to not disturb residents at Water's Edge.

Island Health Group Meeting

- Attended January 25th meeting with Island Health staff on building a medical facility here.

Surf-related Injury Prevention Workshop

- Attended January 31 session in Tofino.
- At the end of the workshop there was a lot of good will about developing an advocacy group to carry it forward and for future workshops.

Tour of District Assets

- Attended the Tour of District Assets on February 8.

HAABC Conference

- Attending HAABC Conference taking place at UCC.

- 11.3 Councillor Lara Kempes
Deputy Mayor April - June 2019

There were no committee reports from Councillor Kempes.

- 11.4 Councillor Jennifer Hoar
Deputy Mayor July - September 2019

Wild Pacific Trail Society

- Spring Cove Trail is still being worked on until further notice.

- 11.5 Mayor Mayco Noël

Alberni-Clayoquot Regional District Board

- ACRD is going to pay for half of Mayor Noël's expenses to FCM Convention along with another rep from ACRD. CAO Mark Boysen will also be attending the convention.
- Wood stove exchange program is popular in Port Alberni and is available to our region but we don't take advantage of it.

Island Health Group Meeting

- Attended January 25th meeting.
- Attended January 31 session in Tofino.
- Suggested future partnership with Tourism Ucluelet.

Parks Canada

- Had a meeting with Superintendent Karen Haugen.
- Park is looking to go from a level 3 to a level 4 park with year-round instead of seasonal operations.
- Construction of the multi-use trail begins April 1 with construction to take 3 years.

HAABC Conference

- Attended the HAABC Conference.
- Met with the new DFO representatives and they are very approached. We should reach out to them about developing a long-term plan for the harbour.

12. REPORTS**12.1 Transfer of Liquor Licence Location - Archipelago Cruises*****John Towgood, Planner 1***

Bruce Greig, Manager of Community Planning, presented Archipelago Cruises' application to transfer their liquor licence from 1634 Cedar Road to 1943 Peninsula Road, highlight included:

- Liquor is served on the boat as part of a picnic on a wildlife cruise.
- Currently there is adequate parking.
- Noted that parking associated with any future development on the site will have to factor all uses, including the marina.
- Notification was distributed in the Westerly News and on the website.
- Noted that Council should provide opportunity for the public to share their views in the meeting.

Mayor called for any public input on the application.

- No members of the public wished to speak.

2017-009

It was moved by Councillor Kemps and seconded by Councillor Cole

THAT Council approve recommendation 1 of report item, "Transfer of Liquor Licence Location - Archipelago Cruises" which states:

1. *THAT Council, after having considered the opinion of the community's residents and business operators as determined by notifications in the Westerly newspaper and on the District website, endorse the transfer of liquor licence for 466 442 BC LTD, Archipelago Cruises, from its current docking location at 1634 Cedar Road to its new location at 1943 Peninsula Road.*

CARRIED.

12.2 EOC Training - UBCM Grant Application

Mark Boysen, Chief Administrative Officer

- CAO Mark Boysen presented on the benefits the UBCM EOC training funds that were received in 2018 and an overview of the 2019 proposal.
- The District has used Holistic Emergency Preparedness and Response as the training contractor. Staff and the Fire Department think the contractor is well-qualified.

2017-010

It was moved by Councillor Cole and seconded by Councillor McEwen

THAT Council approve recommendation 1 & 2 of report item, "EOC Training - UBCM Grant Application" which states:

1. *THAT Council support Staff in the application for a 2019 Emergency Operation Centre (EOC) Development Project grant affiliated with the Community Emergency Preparedness Fund (CEPF).*
2. *THAT Council authorize the award of a sole source contract for the grant submission.*

CARRIED.

12.3 Fire Service Agreement with Yuułu?it?ath Government

Mark Boysen, Chief Administrative Officer

Mayor Noël provided background on the District's fire services agreement with Ucluelet First Nation, highlights included:

- It has been in the works for awhile.
- It is a fantastic start at helping our neighbours.
- It will be a work in progress and there is opportunity to revisit the agreement in the future.
- Would like to celebrate the new agreement in March.

Captain Anderson responded to Council's question – the agreement is for fire structure only and does not include first responder calls.

2017-011

It was moved by Councillor McEwen and seconded by Councillor Kemps
THAT Council approve recommendation 1 of report item, "Fire Service Agreement with Yuulu?if?ath Government" which states:

1. *THAT Council approve a new Fire Protection Services Agreement for Yuulu?if?ath Government at a cost of \$5,000 annually for a period of 2 years.*

CARRIED.

12.4 Pacific Rim Visitors Centre Agreement with Parks Canada **Mark Boysen, Chief Administrative Officer**

Council discussion highlights included:

- Concerned with how much risk is placed upon the District for insurance and access.
- Nervous about locking in to something for 10 years.
- Operational requirements have changed from previous agreements - it is alleviating two parties to agree who is going to do the cleaning that will set everyone up for disappointment.
- Last 4 years there has been disappointment with Parks Canada not keeping up the building and gardening.
- The building is littered with rodents right now and Parks have not done anything to date to address it.

CAO Mark Boysen noted that it is a unique agreement and hard to resolve issues, other highlights included:

- We want to look at way the junction works as it is our property.
- Will look to reduce the term to 5 years or more.
- There are hydro issues still to resolved.
- Another option is to bring Parks staff in to speak with Council.

2017-012

It was moved by Councillor Kemps and seconded by Councillor Hoar
THAT Council direct Staff to bring back an updated 2019 agreement between the District of Ucluelet and Parks Canada regarding the Pacific Rim Visitor Centre.

CARRIED.

12.5 Cheque Listing - January 2019 **Marlene Lagoa, Manager of Corporate Services**

Council questions and comments included:

- Pitney Works – would like to watch the cost of postage and see the District going green.
- BC Hydro – would like an update from Staff on LED lighting opportunities.
- ACRD – payment is for fire truck loan.

12.6 Video Recording of Council Meetings

Marlene Lagoa, Manager of Corporate Services

Councillor McEwen excused herself from the meeting due to her media business at 3:54 PM.

Council discussion highlights included:

- Concern with videos being available forever and picked apart for malicious purposes.
- Webcasting of Council meetings is the way forward as it is with the times.
- Whether webcasting will help Council reach a larger audience.
- When Council meetings are being recorded it can change the dynamics of the meeting.
- Webcasting is an exercise in government being open and transparent.
- Potential issues may arise when there is a major development being considered.
- While it would be easier not to webcast, doing so is the right thing to engage more community members.

2017-013

It was moved by Councillor Cole and seconded by Councillor Hoar

THAT Council approve recommendation 1 of report item, "Video Recording of Council Meetings" which states:

1. *THAT Council approve \$2000 in the 2019 budget for a camera to record and stream council meetings on YouTube.*

CARRIED.

Councillor McEwen returned to the meeting at 4:08 PM.

12.7 Covenant Modification
John Towgood, Planner 1

Bruce Greig, Manager of Community Planning, presented the application for covenant modification for 738 Odyssey Lane.

- Confirmed neighbours were contacted and were okay with the changes.

2017-014

It was moved by Councillor Cole and seconded by Councillor Hoar

THAT Council approve recommendation 1 of report item, "Covenant Modification" which states:

1. *THAT Council:*
 - a. *approve the proposed modification to Covenant FB154854 for 736 Odyssey Lane, by reducing the greenspace setback requirement as per the terms and drawings within the body of this report; and*
 - b. *direct that the Corporate Officer be authorized to execute the covenant modification documents for registration at the Land Title Office.*

CARRIED.

13. LEGISLATION

13.1 Terms of Reference for Advisory Committees of Council

Mark Boysen, Chief Administrative Officer

CAO Mark Boysen presented the draft Terms of Reference for Council's consideration for adoption, highlights included:

- Goal of the new Terms of Reference is to provide a consistent format.
- Renaming the commissions to advisory committees.
- Council member would Chair the meeting and provide more formality for the meetings.
- Plan is to move forward with posting for new members this year.

Council discussion ensued, highlights included:

- Recommend moving it to 5 members - concern with 7 members and getting those spots filled. In the past there have been up to 9 members, and it was hard to get people.
- Add wording for one youth representative, mandatory or encouraged, for Parks and Recreation.
- Suggestion to reach out to the school or youth program at UCC once a year to get youth input.
- Interest in making term 2 years to avoid new appointments each year and to carry over the committees after a new Council is elected.
- Posting for committee members should be in the spring time to coincide with postings for representatives to the Barkley Community Forest Board.
- Mayor Noël asked that the item be brought back as unfinished business for the next meeting.

14. OTHER BUSINESS

14.1 Short-term Rentals

- **Councillor Kemps asked if staff will be bringing forward an update on the compliance and non-compliance with short-term rentals.**

Family Fun Run

- **Family Fun Run on the Wild Pacific Trail route is happening Monday, February 18, 2019.**

Marine Drive Update

- **Mayor Noël asked for an update on the Marine Drive path. Residents want to know what is being planned, such as location of crosswalk.**

- **CAO Boysen responded that work is being done right now. Once area is cleared off there is drainage work that needs to be done. Project will be moving forward in a couple of weeks with completion several months away.**

Business Walks

- **Mayor Noël will be arranging Business Walks with the rest of Council and the Chamber.**

15. QUESTION PERIOD

- 15.1 B. Schramm, on behalf of Wild Pacific Trail society, liked hearing the plans for Weyerhaeuser lands and the support of the trail.**

N. O'Malley, asked if the Ucluelet First Nation Fire Agreement includes Port Albion. Mayor Noël responded that the Millstream ACRD area already has a pre-existing fire services contract.

16. CLOSED SESSION

16.1 Procedural Motion to Move In-Camera

2017-015

It was moved by Mayor Noël and seconded by Councillor McEwen

THAT the meeting be closed to the public in order to address agenda items under Sections 90(1)(i) and 90(1)(l) of the Community Charter.

CARRIED.

- 16.2 Mayor Noël suspended the regular meeting at 4:28 PM and moved in-camera at 4:38 PM.**

- 16.3 Mayor Noël adjourned the in-camera meeting at 5:17 PM and resumed the open meeting.**

17. ADJOURNMENT

- 17.1 Mayor Noël adjourned the meeting at 5:17 PM.**

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, February 12, 2019 at 2:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Mayco Noël
Mayor

Mark Boysen
CAO

DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, February 26, 2019 at 4:30 PM

Present: **Chair:** Mayor Noël
 Council: Councillors Cole, Hoar, Kemps, and McEwen
 Staff: Bruce Greig, Acting Chief Administrative Officer/Manager of
 Community Planning
 Marlene Lagoa, Manager of Corporate Services
 Donna Monteith, Director of Finance

Regrets:

1. CALL TO ORDER

1.1 Mayor Noël called the meeting to order at 4:35 PM.

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

2.1 Council would like to acknowledge the Yuułu?iŋ?ath First Nations on whose traditional territories the District of Ucluelet operates.

3. ADDITIONS TO AGENDA

3.1 There were no additions to the agenda.

4. APPROVAL OF AGENDA

4.1 February 26, 2019 Regular Agenda

2017-001 **It was moved by Councillor Cole and seconded by Councillor McEwen**
THAT Council approve the February 26, 2019 Regular Agenda as presented.

CARRIED.

5. UNFINISHED BUSINESS

5.1 Terms of Reference for Advisory Committees of Council
Mark Boysen, Chief Administrative Officer

- Councillor Kemps shared that she has spoken with members from both the Harbour and Recreation commission and would like to recommend a Committee of the Whole meeting to talk it all out.

2017-002 **It was moved by Councillor Kemps and seconded by Councillor Cole**
THAT Council schedule a special Committee of the Whole meeting, with date to be determined, to meet with members of the Harbour and Recreation

Commissions.

CARRIED.

6. MAYOR'S ANNOUNCEMENTS

- 6.1
- **Reminder there is no power in town on Sunday.**
 - **Mayor's Luncheon this Thursday at the Gray Whale Deli.**

7. PUBLIC INPUT, DELEGATIONS & PETITIONS

7.1 Public Input

There were no members of the public who wished to speak.

7.2 Delegations

**Dr. Paul Hasselback, Island Health
Re: Role of the Medical Health Officer**

Dr. Paul Hasselback, Medical Health Officer with Island Health, wished to introduce himself to the new Council and inform them of the role of the Medical Health Officer. Highlights included:

- Introduced Marcie Dewitt, Coordinator for the Alberni Clayoquot Health Network.
- Introduced Michelle Hanna, Director Rural, from Tofino General Hospital. She is someone the District is going to be engaging with more.
- Key items for the Medical Health Officer include: health monitoring and reporting; promotion of health; protection from health hazards and impediments; and disease prevention.
- Non-regulatory roles include being a medical consultant on public health issues; and encourage local governments to reach out with questions and for input on bylaws to keep health on the forefront.
- Hot topics in public health: overdose crisis; housing crisis; cannabis legalization; alcohol consumption (#1 substance issue on west coast); changes with children.
- Simmering issues: poverty/wealth inequity; climate change and health; transportation and health; healthy built environment; healthier ageing; family support and future health impacts.
- Child Development vulnerability is an area they are looking at more closely. Children starting kindergarten are lacking in emotional maturity compared to earlier counterparts.
- Conclusions from the Coming Together Forum last year is

that health on west coast is average.

- Significant economic differences are contributing to the negative measure we are seeing on the west coast especially in children.
- Happy to come back if you want to speak about specific issues. His colleagues will also welcome the opportunity to come and speak with the District.

Dr. Hasselback responded to Council's request for advice on what things to consider when applications for a Cannabis store come forward.

- Dr. Hasselback will forward to Council a letter that was sent to municipalities a year ago. The letter provides tips on how local governments can be better prepared.
- There are good examples of cannabis regulations in place when it comes to setbacks, location, and hours of operation.
- Recommended that Council be somewhat conservative because once you say yes you can't go back.

Joseph Rotenberg, Ucluelet Chamber of Commerce
Re: UBERE Year One Report

Councillor Kemps excused herself from the meeting due to the Chamber being her employer at 5:02 PM.

- Joey Rotenberg presented overview of year one of the Chamber's UBERE program and outlined plans for year two of the program.
- Requesting funding from the District for Year 2:
 - Base Budget for UBERE Program of \$30,000.
 - Youth Program, originally requested under Grants-in-aid, for \$6,860.
- Highlights of the Year 2 Plan:
 - Scalable depending on funding.
 - Goal is to leverage the \$30,000 from the District to seek additional grant funding.
 - At this point the program can run with a single staff member and with the help of contractors.
 - The UBERE program aligns with the District's economic development strategy.
 - Presented different components of the UBERE program based on a base budget of \$30,000 or a full budget with additional grants totalling over \$100,000.
- Asked Council to consider a multi-year budget for economic development.

- Noted the potential for regional solution to regional challenges by working with partners such as Bamfield, Tofino, and HUU-Ay-Aht First Nation.
- Chamber is willing to help deliver other District economic development priorities on a fee for service basis.

Questions and comments from Council included:

- Decreasing the budget for pizza and finding cheaper and healthier food options.
- Suggested approaching the Co-op for assistance with providing food for a youth program.
- Acting CAO Bruce Greig noted that CAO Mark Boysen was going to prepare a report for Council on economic development. The UBERE program and initiatives at the Harbour were going to be aspects of that report.
- Mayor Noël asked that the report from CAO Boysen consider what is the 3 to 5 year program for economic development in the community. It would be nice to get stability for our group as well as others.
- The youth program was considered as part of Grants-in-Aid. Council was adamant that the youth program was important but the pot of money for Grants-in-Aid was limited to a total of \$20,000 for all projects.

2016-3

It was moved by Councillor Cole and seconded by Councillor McEwen.

THAT Council direct staff to increase the economic development budget for 2019 to \$35,000 to fund the Ucluelet Chamber of Commerce's Ucluelet Business and Employment Retention and Expansion program and the Youth Entrepreneurship program.

CARRIED.

Councillor Kemp's returned to the meeting at 5:36 PM.

8. CORRESPONDENCE

8.1 Request to Change the Zoning Bylaws to Prohibit the Bottling of Groundwater

Bruce Gibbons, Merville Water Guardians

- The District has no bylaw that deals with the bottling of ground water.
- Councillor McEwen noted that support for the resolution will be up to those Councillors attending the AVICC Convention.
- Mayor Noël wished to discuss the issue of industrial activity and trucks parking on the side of the road by the junction which is near our aquifer. Perhaps not allowing any parking at the spot.
- Acting CAO Bruce Greig said that the coordination would have to

take place with the ACRD as it is outside the District's boundary.

- Mayor Noël will speak to the Area C Director.

8.2 Parking, Sidewalk and Crosswalk Concerns Ucluelet Elementary School Parents

- Councillor Kemps noted that this issue was already raised by the PAC but that these parents are not in the group.
- Acting CAO Bruce Greig noted there was no contact information provided in the letter.
- Council discussed the short-term option of installing the speed bumps that the District has in storage.
- Mayor Noël suggested that staff reach out officially to SD 70 staff to have a dialogue about on-site parking issues and road right-of-way where parents are parking.

2017-004

It was moved by Mayor Noël and seconded by Councillor McEwen

THAT Council direct staff to reach out to SD 70 staff on their plans for parking and traffic measures at the school.

CARRIED.

2017-005

It was moved by Councillor Cole and seconded by Councillor Hoar

THAT Council direct staff to bring back a report on the implementation of speed bumps in the school zone on Peninsula Road to the next meeting.

CARRIED.

8.3 Invitation to the Oceans Protection Plan Dialogue Forum, March 2019

Transport Canada

- There is also an online platform option that Councillors may be able to participate in.

9. INFORMATION ITEMS

9.1 HWY 4 - Kennedy Hill Traffic Interruptions Update

Emil Anderson Construction (EAC) Inc.

9.2 Information Session on ʔapsčičik ʔašii – Multi-use Pathway Project – March 5-7, 2019

Pacific Rim National Park Reserve

- Mayor Noël would like to encourage everyone in the community to attend.

9.3 BC Economic Summit - March 3-5, 2019

BC Economic Development Association

- Councillor Kemps noted she will be attending on behalf of the

Chamber and will be reporting back.

10. COUNCIL COMMITTEE REPORTS

10.1 Councillor Rachelle Cole

Deputy Mayor October - December 2019

- **LGLA Seminar for newly elected officials in Parksville was great.**
- **Attended Seniors Luncheon. Youth are there to help older adults with their electronic devices.**
- **Attending Seaview Seniors Residence meeting on March 11th. Will ask them to come as a delegation before Council on March 26th.**
- **Asked if ICBC will cover the cost of signage in town. Acting CAO Bruce Greig responded that ICBC will fund a portion of the sidewalk. Location of crosswalks is based on engineered drawings.**
- **Wished to recognize Captain Alan Anderson's contribution to the Ucluelet Emergency Network and making it engaging.**

10.2 Councillor Marilyn McEwen

Deputy Mayor November 2018 - March 2019

- **LGLA Seminar for newly elected officials in Parksville from February 13-15.**
- **Attended February 19 Committee of the Whole meeting to hear requests for Grants-in-Aid.**
- **February 20 was the last budget meeting.**
- **Strategic Planning was held on February 22 and 23 with Brian Carruthers.**
- **February 24 attended Wild Pacific Trail visioning session. The Manager of Parks & Recreation and Manager of Community Planning were also in attendance.**
- **Provided an update on the Whale Festival.**

10.3 Councillor Lara Kemp

Deputy Mayor April - June 2019

- **Recent events have been captured by Councillors Cole and McEwen.**

10.4 Councillor Jennifer Hoar

Deputy Mayor July - September 2019

- **Recent events have been captured by Councillors Cole and McEwen.**

10.5 Mayor Mayco Noël

- **Attended the BC Small Business Awards in Vancouver last week with Joey Rotenberg. Ucluelet was nominated in the top 3 of small communities for the Open for Business Award for the UBERE program. The Town of Gibsons won the award.**

11. REPORTS

11.1 Resolution Tracking - February 2019

Marlene Lagoa, Manager of Corporate Services

11.2 Quarterly Projects Update - 4th Quarter 2018

Mark Boysen, Chief Administrative Officer

Council questions and comments included:

- Marine Drive Connector – lots of people are asking questions. Would like to see a plan and see it communicated. Acting CAO Bruce Greig noted there is a preliminary design for the trail that will need to be adjusted based on the drainage requirements of the site. There will be one crosswalk at Edwards Place and one further down by the beach. Staff are discussing having an open house in the future, possibly at the same time as the regional transportation plan.
- OCP timeline – Staff are working towards bringing back a draft of the OCP bylaw back with amendments this spring so we can do conduct a public hearing and do referrals. Timing depends very much on our current work load.
- Actuals vs. Completion Status – Staff clarified that the completion status of the projects does not reflect the funds spent to date.
- Electric Vehicle DC Fast-Charging Station – is located at the Visitors Centre at the junction.

12. LEGISLATION

12.1 Sewer Parcel Tax Bylaw 2019-2020

Donna Monteith, Director of Finance

Donna Monteith, Director of Finance, responded to Council's question on the sewer parcel tax:

- Rate is based on a set annual fee.
- The tax applies to all properties in the District including those properties with no hook-ups.

2017-006 **It was moved by Councillor McEwen and seconded by Councillor Cole**
THAT Council approve recommendation 1 of legislation item, "Sewer Parcel Tax Bylaw 2019 - 2020" which states:

1. *THAT the Sewer Parcel Tax Bylaw No. 1243, 2019 be given first, second, and third reading.*

CARRIED.

13. OTHER BUSINESS

13.1 Open for Business Award

2017-007 **It was moved by Mayor Noël and seconded by Councillor Cole**
THAT Council send a congratulations letter to the Town of Gibsons for winning the Open for Business Award for small communities.

CARRIED.

14. QUESTION PERIOD

14.1 D. McCreary

- **On behalf of the Chamber, thanked Council for approving their requests for economic development. They look forward to working with Council.**

15. CLOSED SESSION

15.1 *Procedural Motion to Move In-Camera*

2017-008 **It was moved by Mayor Noël and seconded by Councillor Hoar**
THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(g) and 90 (1)(i) of the Community Charter.

CARRIED.

15.2 Mayor Noël suspended the regular meeting at 6:13 PM and moved in-camera at 6:17 PM.

15.3 Mayor Noël adjourned the in-camera meeting at 7:15 PM and resumed the open meeting.

16. ADJOURNMENT

16.1 Mayor Noël adjourned the meeting at 7:15 PM.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, February 26, 2019 at 4:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Mayco Noël
Mayor

Mark Boysen
CAO



DISTRICT OF UCLUELET

Request to Appear as a Delegation

All delegations requesting permission to appear before Council are required to submit a written request or complete this form and submit all information or documentation by 11:00 a.m. the Wednesday preceding the subsequent Council meeting. Applicants should include the topic of discussion and outline the action they wish Council to undertake.

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

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

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

Requested Council Meeting Date: March 12, 2019

Organization Name: CARE Network

Name of person(s) to make presentation: James Rodgers

Topic: Letter of Support Request: Regional Animal Shelter

Purpose of Presentation:

Information only

Requesting a letter of support

Other (provide details below)

Please describe:

CARE Network, the region's animal rescue group, is planning to establish an animal shelter and care facility designed to safely house animals in need. Since 2011, CARE and other local animal groups such as Ukee SCAT have housed these injured, neglected or sick animals in volunteer foster homes. However, the number of animals these groups work with each year is now beyond what these volunteer homes can manage (hundreds annually). The time has come to establish a regional animal shelter that can potentially serve all the communities in our region and CARE is seeking letters of support from each community to help with fundraising efforts. Together we can make our communities safer and healthier for all residents and visitors, whether they have two legs or four.

Contact person (if different from above): _____

Telephone Number and Email: XXXXXXXXXX info@coastalanimalrescue.ca

Will you be providing supporting documentation? Yes No

If yes, what are you providing?

Handout(s)

PowerPoint Presentation

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

Subject: Time Sensitive: DoU Letter of Support for a Regional Animal Shelter?

From: Coastal Animal Rescue & Education Network <info@coastalanimalrescue.ca>

Sent: March 8, 2019 11:56 AM

Subject: Re: Time Sensitive: DoU Letter of Support for a Regional Animal Shelter?

Hi,

CARE is seeking a letter of support from DoU Mayor & Council stating their support for CARE's plan to work with communities throughout or region to establish a central, regional animal shelter and care facility. If provided, CARE will include this letter in the organization's application to the ACRD to lease space at CYAZ, as well as in the organization's applications for grants related to the animal shelter facility such as the one recently submitted to the Clayoquot Biosphere Trust (CARE, Yuułu?it'ath Government and Tla-o-qui-aht First Nation applied for a \$20,000 Vital Grant as partners).

Resolution Suggestion:

"THAT the District of Ucluelet Mayor & Council support in principle CARE Network's plan to work with communities throughout our region to establish a central, regional animal shelter and care facility."

James



Mayor and Council
District of Ucluelet
200 Main Street
Ucluelet, BC V0R-3A0

February 22, 2019

Re: Proposal for Canada's Target 1 Nature Fund Challenge

Dear Mayco

I am writing today to request your support for an application that Tla-o-qui-aht First Nation is submitting to Canada's Target 1 Nature Fund Challenge in partnership with Nature United. The proposal is seeking federal funding necessary to implement Tla-o-qui-aht's land use vision, including the establishment of new protected areas.

Please find an enclosed draft letter of support for your consideration.

Sincerely,



Chief Moses Martin

P. 250.725.3350 F. 250.725.3352
www.tla-o-qui-aht.org

TLA-O-QUI-AHT FIRST NATION
PO Box 18 #1119 Pacific Rim Hwy . Tofino . BC . V0R 2Z0

Dear Review Committee:

On behalf of XXXXXXXX (e.g. The District of Tofino) I would like to offer support for the proposal submitted by Nature United in partnership with Tla-o-qui-aht and Ahousaht First Nations. We believe that the land use visions being advanced by both Nations will benefit local communities and contribute to the well-being of the region on a whole.

We support the Nations commitment to this important work and believe conservation and sustainable resource management are fundamental to ensuring that current and future generations can thrive in our communities.

We hope that you will fund this important project and support our collective vision for healthy and resilient communities in coastal BC.

Sincerely,

XXXXXX (e.g. Josie Osborne, Mayor)

Subject: PLS SEE THE ATTACHMENT

From: Saya Masso - Natural Resources Manager <lands@tla-o-qui-aht.org>

Subject: RE: PLS SEE THE ATTACHMENT

Date: February 27, 2019 at 9:20:16 AM PST

To: Mayco Noël <mnoel@ucluelet.ca>

Good morning Mayco,

For well over a decade, TFN has been working to realize our vision for land use within our traditional territory. After years of consultation with community members we have developed a vision that will address our social, cultural, and economic aspirations—benefiting the Nation and the surrounding community. We are now in the process of seeking the necessary support and resources to implement this vision. I have attached a draft map that shows our vision for our territory (MAP C). This map is final but subject change as we work with the Province and other interest groups impacted by this vision. The exact size of the 'Buffer Zone' around Kennedy Lake has yet to be finalized, and will be determined this year, (through community input, it was recommended to be 500m).

For almost a decade we have been partnering with Nature United, Canadian affiliate to the US based organization The Nature Conservancy TNC (the worlds largest conservation organization) who has provided financial and technical support to our Nation on this journey. Nature United has committed to supporting our Nation with the necessary tenure reform and other capacity needed to realize this vision. Upon implementation of the land use vision they have also committed to establishing an endowment to support the ongoing stewardship and resource management within our territory.

Please do not distribute the map widely, and leave that to TFN.

I hope this helps in your considerations.

Kind regards,

Saya m. Masso

Tla-o-qui-aht First Nation

Manager of Lands and Resources

#1119 Pacific Rim Highway -PO Box 18 Tofino, BC VoR 2Z0

(cel) 250.726.6401 (P) 250.725.3350 (F) 250.725.3352 (E) lands@tla-o-qui-aht.org



** This Email and any attachments contain information that is confidential, and only intended for the individual(s) named in the correspondence. If you received this in error, any circulation or copying is strictly prohibited. Please delete it, and notify the sender immediately.**



RCMP APPRECIATION DAY in BC - FEBRUARY 1

February 28, 2019

On February 1st, 1920, the Parliament of Canada created the Royal Canadian Mounted Police, combining the Northwest Mounted Police (1873) and the Dominion Police (1868).

At this time, Manitoba is the only Province in Canada to have February 1st designated RCMP Appreciation Day.

February 1st, 2020 is their 100th Anniversary

We are a group of Canadian citizens residing in Vernon, BC, who formed a committee to acknowledge February 1st each year as a day to honor and recognize the men and women of the RCMP for their dedication and service.

We are asking for a letter of support from the Mayor and Council of your city or town. We will compile this support with other cities, municipalities, BC MLA's and BC Members of Parliament and present it to the Legislative Assembly of British Columbia to ultimately acknowledge February 1st as Royal Canadian Mounted Police Appreciation Day.

The Vernon City Council voted unanimously to endorse our motion and their letter is attached.

The Maple Leaf Forever.

Thank you for your earliest reply and consideration in this matter.

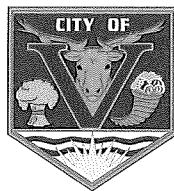
Sincerely,

Martin von Holst RCMP Day - Vernon Committee Chair

RCMPappreciationday@gmail.com

Contact # - 250-241-5000

Guy Bailey RCMP Day - Vernon Committee Secretary



File: 0220-01

THE CORPORATION OF THE CITY OF VERNON

3400 - 30TH STREET VERNON, BRITISH COLUMBIA V1T 5E6

TELEPHONE (250) 545-1361 FAX (250) 545-4048

August 16, 2018

OFFICE OF THE MAYOR

Email: martin@3pr.ca

RE: RCMP Appreciation Day

Dear Mr. Von Holst:

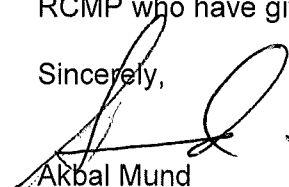
Council, at their Regular meeting of August 13, 2018 passed the following motion:

"THAT Council authorize the Mayor, on behalf of Council to provide a letter of support to the RCMP Day Committee for their efforts to move forward with a petition signed by Canadian citizens that will be directed to the Province of British Columbia and the Government of Canada to ultimately acknowledge February 1st as 'Royal Canadian Mounted Police Day'

CARRIED"

On behalf of Council, we support the initiative that February 1st be recognized as Royal Canadian Mounted Police Day to acknowledge and recognize the men and women of the RCMP who have given much to our communities in terms of service and sacrifice.

Sincerely,



Akbal Mund
Mayor

copy: Council
Eric Foster, MLA
Mel Arnold, MP
Supt. S Baher, RCMP Vernon



File: 0400.04

February 26, 2019

Association of Vancouver Island Coastal Communities Local Governments

Dear Neighbour:

RE: MUNICIPAL SURVIVOR CLIMATE CHALLENGE

The District of Highlands Council would like to challenge all of the AVICC Local Governments to a **Municipal Survivor Climate Challenge**.

The goal of the challenge is to initiate a fun and friendly local government competition with each participating council measuring their average “One-Planet Living” footprint of the Mayor and Council members, who then take steps in their daily lives over the next year to reduce their average footprint. Highlands Council believes this fun competition can show community leadership while assisting in education and building local resilience in the face of a rapidly changing climate.

The calculator we are using is: <https://www.footprintcalculator.org>. This easy to use online tool gives the following data based on subjective inputs by individuals:

1. How many Earth’s would be required if everyone lived like that person
2. Ecological footprint (how many hectares of land are required)
3. Carbon footprint (tonnes of CO₂)

The District of Highlands hopes to launch this competition on Earth Day 2019 (April 22) and the competition would run for one year, until Earth Day 2020.

What would be involved?

Each council member would determine their personal results prior to April 22, 2019 using the footprint calculator. Your Council’s average results for the three items above would be calculated (this responsibility could be assigned to a council or staff member) and the averaged results would be forwarded to the District of Highlands via the Corporate Officer: tneuraute@highlands.ca. Then throughout the year council participants would work towards lowering their initial results. Come Earth Day 2020 the same participants will once again take the challenge and the councils average would then again be forwarded to the District of Highlands. Highlands will summarize the results and relay them back to you. Again, these are combined averages and not individual results.

Goals of the Challenge:

- to educate
- to engage community and the region in a simple fun way
- to invite information community participation by expanding the survey to residents
- to attract media coverage
- to demonstrate community leadership in responding to the climate crisis
- to build local resilience
- to gain more support for climate policies and initiatives
- to empower individuals to take action

Join our carbon footprint duel!

Two documents are attached for your reference; a one-page poster including District of Highlands Council's average figures, and the original information memo from Councillor Ann Baird.

If you have any questions regarding this initiative, please do not hesitate to contact the District of Highlands at 250-474-1773.

Yours truly,



Ken Williams, Mayor
District of Highlands



Highlands Council Challenges your Council to a carbon footprint duel with the launch of the Municipal Survivor Climate Challenge

**LAUNCH DATE
APRIL 22, 2019**

In our concern for climate change, Highlands Council would like to challenge your Council in a friendly competition to take the Municipal Survivor Climate Challenge to compare ecological footprints and to strive to take steps in daily life to reduce your Council's average footprint. Only council averages will be used for comparison, and no individual results will be made known. We would also like councils to encourage their residents to take the challenge, the District of Highlands advertized the challenge in its Spring issue of its newsletter.

The calculator we have used is located at:

<https://www.footprintcalculator.org>

It takes only a few minutes to fill out. This tool gives the following data based on subjective inputs by individuals:

- How many earths would be required if everyone lived like that person
- The ecological footprint (how many hectares of land would be required)
- The carbon footprint (tonnes of CO₂)

Highlands Council average figures are:

2.4 earths

4.14 hectares

6.94 tonnes of CO₂

Bragging rights go to the Council that:

- Starts with the lowest number of earths
- Has the largest reduction over one year
- Has the lowest number at the end of one year

And the fossil award would go to the council with the highest average.

The goals for this challenge are:

- To educate
- To engage community and the region in a simple and fun way
- To invite informal community participation
- To attract media coverage
- To demonstrate leadership in responding to the climate crisis
- To build local resilience
- To gain more support for climate policies and initiatives
- To empower individuals to take action

Will you accept the challenge?



To: Council Members
 From: Councillor Ann Baird

File: 0530.01
 Date: December 13, 2018

Subject: Municipal Survivor Climate Challenge

Introduction:

Create a friendly competition between municipal councils challenging them to decrease their ecological footprint with the goal of education, community leadership, and building local resilience in the face of a rapidly changing climate.

Background:

The new report of the IPCC (Intergovernmental Panel on Climate Change) (Nov 2018) focuses on the emission pathways to keeping global average temperatures under a 1.5 degree Celsius rise AND the implications of not doing so. The consequences are bad enough even at the 1°C rise we have already experienced, but almost unspeakable if we don't meet this 1.5°C target. The IPCC findings state that global emissions must reduce 45% by 2030 and 100% by 2050. The good news is that scientists and economists say this is possible. The bad news is that we need to change everything immediately. https://report.ipcc.ch/sr15/pdf/sr15_spm_final.pdf

Quote from Sir David Attenborough at COP24 (UN Climate Summit in Poland) on Dec 3, 2018.

<https://www.bbc.com/news/science-environment-46398057>

"Right now we are facing a manmade disaster of global scale, our greatest threat in thousands of years: climate change. If we don't take action, the collapse of our civilisations and the extinction of much of the natural world is on the horizon.

"The world's people have spoken. Time is running out. They want you, the decision-makers, to act now. Leaders of the world, you must lead. The continuation of civilisations and the natural world upon which we depend is in your hands."

Quote from António Guterres, the United Nations secretary general on Sept 10, 2018.

<https://www.un.org/sg/en/content/sg/statement/2018-09-10/secretary-generals-remarks-climate-change-delivered>

"If we do not change course by 2020, we risk missing the point where we can avoid runaway climate change, with disastrous consequences for people and all the natural systems that sustain us."

Details for The Municipal Survivor Climate Challenge:

To initiate a fun and friendly municipal competition with each participating council measuring their **average** "One-Planet Living" footprint **of the mayor and council**, who then take steps in their daily lives over the next year to reduce their average footprint. Suggested calculator:

<https://www.footprintcalculator.org/>

This tool gives the following data based on subjective inputs by individuals:

1. How many Earth's would be required if everyone lived like that person
2. Ecological footprint (how many hectares of land are required)
3. Carbon footprint (tonnes of CO2)

Bragging rights and possible award would be for the council that:

1. Starts with the lowest footprint (how many earth's)
2. Has the biggest reduction over one year
3. Has lowest at the end of the year
4. And perhaps the fossil award to the highest average footprint council

Goals:

1. Education
2. Community and regional engagement in a simple and fun way
3. Invite informal community participation or expand to a community footprint survey
4. Media coverage
5. Leverage existing pathways of inter-municipal interactions to expand climate awareness
6. Demonstrate community leadership in responding to the climate crisis
7. Shift the cultural story around climate action
8. Build local resilience
9. Gain more support for climate policies and initiatives
10. Empower individuals to take action

Many people say that individual actions don't make a difference. To this we can say:

1. Individual actions add up. Think of a drop of water, a puddle, a pond, a lake, a river, an ocean.
2. It's about ethics and doing the right thing. Demonstrate climate leadership to our community and to our region.
3. People that take personal action are more likely to take political action and support/request meaningful changes locally, provincially, federally, and globally.
4. Personal changes now will make us more resilient to climatic, ecological and economic shocks.

Other Comments:

- Requires very little staff time and has no financial costs
- Easy to use and no individual footprints are shared...only council average
- Individuals who are feeling hopeless or are negatively impacted by the enormity of the climate crisis suffer more health and stress related issues. Offering examples of actions and opportunities can help individuals begin making changes. Personal actions often lead to a sense of control; connection and hope which help reduce stress, anxiety, and fear, thereby leading to a healthier community.

NOTICE OF MOTION for January 7, 2019 regular council meeting:

That council initiates the Municipal Survivor Climate Challenge AND perform our individual global footprint calculations, AND allow the Chief Administrative Officer to average our individual footprint results (including number of planets, CO₂e, and number of hectares of land), AND send a letter with Highlands Council averages challenging other AVICC municipalities to do the same.

Respectfully Submitted,



Councillor Ann Baird

Subject: 2019 COFI Convention - Complimentary Registration - RSVP Required
Attachments: Registration Form - Coast Community Leaders 2019 - Accommodation.pdf

From: Gillrie, Diana <Gillrie@cofi.org>

Sent: February 22, 2019 1:01 PM

Subject: Reminder - 2019 COFI Convention - Complimentary Registration - RSVP Required

TO: Mayors
Regional District Chairs
President and Executive Director of AVICC

Re: COFI ANNUAL CONVENTION - April 3-5, 2019 in Vancouver, BC

The 2019 COFI Convention is quickly approaching. We'd be delighted to have you join us from April 3-5 in Vancouver at the Parq Vancouver Hotel & Conference Centre.

Every year, the BC Council of Forest Industries extends special invitations to community leaders through our Community Leaders Program. The 2019 program has been expanded to include island and coastal participants with the merger of the Coast Forest Products Association into COFI in 2018.

As you may have seen in our email sent on January 30, this invitation includes a complimentary registration and one-night hotel stay to facilitate your overnight travel to Vancouver.

The convention is a great opportunity for elected officials – newly elected or returning – to learn more about forestry in British Columbia, network with industry representatives, meet provincial and federal government officials, connect with indigenous leaders, and participate in an engaging conference program.

To date, 40 mayors and chairs (or their designates) from across British Columbia have registered to join us this April, and they will be joined by hundreds of other delegates and special guests.

You can find a preview of our 2019 convention program online [here](#); a full schedule will be available on our website before the end of February.

Will you be able to participate? Your RSVP is kindly requested at your earliest convenience. To ensure the availability of hotel rooms to accommodate your stay, we request your response by March 3, 2019. Please complete the **attached form** and submit it to gillrie@cofi.org to confirm your participation.

We hope to see you soon!

From: Gillrie, Diana

Sent: Wednesday, January 30, 2019 4:25 PM

Subject: 2019 COFI Convention - Complimentary Registration - RSVP Required

TO: Mayors
Regional District Chairs
President and Executive Director of AVICC

Re: COFI ANNUAL CONVENTION - April 3-5, 2019 in Vancouver, BC

I am pleased to invite you to attend the 2019 Convention of the BC Council of Forest Industries to be held from April 3 - 5, 2019 at the JW Marriott Parq Vancouver Hotel and Conference Centre in downtown Vancouver.

The BC Council of Forest Industries is the voice of the BC forest industry in the province. Forestry creates one in every 17 jobs, or more than 140,000 jobs in British Columbia. The industry is adapting, evolving and innovating, and continues to be one of the most significant economic drivers in the province.

COFI and the Coast Forest Products Association joined together in 2018 and we are proud to now count island and coastal forestry companies among our COFI membership. For those of you who may not be familiar with our annual event, COFI's convention is the largest gathering of the forest sector in Western Canada. Our speakers and delegates are key influencers from the forest industry, government, communities, and First Nations.

The community leaders program is a key part of our Convention program. We are pleased to offer you one complimentary registration package to attend the convention. As our guest, we will provide a complimentary convention registration, as well as one night's accommodation at the Parq Vancouver's hotels.

We look forward to you joining us. If you are unable to attend, your community's CAO or a designated councillor/director are welcome to attend and utilize the complimentary registration. We also encourage other councillors and staff to attend and are pleased to extend the COFI member rate to them (\$400 if they register before March 1). You can contact Diana Gillrie to get the member promotional code to register any additional local government representatives online.

To confirm your participation at the COFI Convention as your community's local government representative, please complete the enclosed registration form and return it to Diana Gillrie at gillrie@cofi.org by February 7, 2019. Kindly do not register online, as Diana will arrange for your participation as part of the community leaders program.

COFI will pay for one night's accommodation at the Parq Vancouver, at the JW Marriott or the Douglas, both attached to the conference venue. Any additional nights will be at your own expense. To book your room please indicate your plans on the attached registration form.

I look forward to seeing you at the Convention in April 2019 in Vancouver, BC. If you have any questions about registration, please contact Diana Gillrie at 778.760.1166 or via email at gillrie@cofi.org.

Warm regards,



Susan Yurkovich
President & CEO
Council of Forest Industries

Diana Gillrie
Administrative Assistant

Phone: 778.760.1166
Mobile: 250.859.9578
Email: gillrie@cofi.org



Join us at the 2019 COFI Convention

April 3-5, 2019 • Vancouver, BC

**REGISTER
HERE**

More information:

☎ 778 760 1166

✉ gillrie@cofi.org



**BC COUNCIL OF FOREST INDUSTRIES
2019 ANNUAL CONVENTION
April 3 - 5, 2019
JW Marriott Parq Vancouver Hotel and Conference Centre**

COMMUNITY LEADERS COMPLIMENTARY REGISTRATION FORM

One complimentary registration is extended to Mayors, Regional District Chairs, Presidents and the Executive Directors of regional local government associations, or their designate. Should the individual above not be able to attend, a designate or the CAO can attend in their place.

To receive your complimentary registration, please indicate your plans below and return this form to our office.

Should your organization wish to send additional individuals (staff, councillors/directors, etc) to the Convention, they may register at the COFI Member Rate, (colored in green below); please contact Diana Gillrie at 778.760.1166 to receive the promotional code to access this reduced rate.

Registration packages will be available at the COFI Registration Desk in the pre-function area of the Parq Hotel Conference Centre from 12:00 pm to 6:00 pm on Wednesday, April 3rd, 7:00 am to 5:00 pm on Thursday, April 4, and 7:00 am to 12:00 pm on Friday, April 5th.

For more information about COFI or the 2019 Convention, please visit www.cofi.org

Organization Name:						
Contact Name:	Ice Breaker Reception Wednesday Night Parq Hotel (Exhibit Hall)	FULL CONVENTION \$500 Early bird rate of \$400 until March 1	OR	THURSDAY ONLY \$400	OR	FRIDAY ONLY \$300
Phone:						
1. Name & Title:	<input type="checkbox"/> Complimentary	<input type="checkbox"/> Complimentary	OR	<input type="checkbox"/> Complimentary	OR	<input type="checkbox"/> Complimentary
Email:						
Please print your name exactly as you wish it to appear on your name tag Email addresses are required for current and future Annual Convention correspondence						
ACCOMMODATION:						
COFI will reserve a room in your name at the Parq Vancouver, at the JW Marriott or the Douglas, both attached to the conference venue once your arrival and departure dates are known. A confirmation will be sent to you. <u>Please note only one night is complimentary – any additional nights will be at your own expense.</u>						
ACCOMMODATIONS REQUIRED: YES ---- Wed, April 3 <input type="checkbox"/> and/or Thurs, April 4 <input type="checkbox"/>						

Send your completed form by February 7 via email to: gillrie@cofi.org

From: Info Ucluelet
Subject: West Coast Transportation Update
Attachments: RFD - Transit Study.pdf

From: Alberni Clayoquot Health Network <achn@acrd.bc.ca>
Sent: March 7, 2019 11:36 AM
Subject: West Coast Transportation Update

Hello Transportation partners,

Just wanted to provide a quick update around the transportation progress in the West Coast Communities. For the past year work has been progressing between BC Transit and the ACRD West Coast Committee representatives (made up of local government partners who sit on the ACRD board in the West Coast communities). A feasibility study has been conducted and now it is time to bring the information out to community members for input.

The Alberni Clayoquot Health Network stayed active with this initiative to continue linking communities in the proposed service area not represented in the ACRD and ensure that the intention of health, employment and education equity remain a central piece of this project.

I have attached the feasibility study to this update for information purposes, the next phase of this project is community engagement so please help us to get the word out. I will distribute more information as marketing information becomes more available but please save the date(s).

- April 3rd, 4 - 7 in Tofino
- April 4th, 1 - 3 in Hitacu
- April 4th, 4 - 7 in Ucluelet

We will also be working with the Coastal Family Resource Coalition for a targeted engagement with service providers the morning of April 3rd in Tofino and hope to have additional targeted engagement in the afternoon but have not yet confirmed.

Please stay tuned for further info and marketing coming your way and do not hesitate to get in touch with any questions.

Cheers

Marcie DeWitt
Coordinator
Alberni Clayoquot Health Network
achn@acrd.bc.ca
250.726.5019



REQUEST FOR DECISION

To: West Coast Committee

From: Rob Williams, General Manager of Environmental Services

Meeting Date: October 3, 2018

Subject: West Coast Transit Study

Recommendation:

THAT the West Coast Committee recommend to the ACRD Board approve BC Transit to move ahead with public engagement regarding the potential implementation of a West Coast conventional transit service as outlined in BC Transit's 2018 report – Tofino Ucluelet Transit Service Feasibility Study.

Desired Outcome:

That approval be granted to move ahead with public engagement for a new potential West Coast conventional transit service.

Background:

In the spring of 2018 the ACRD Board approved the execution of a memorandum of understanding (MOU) in order for BC Transit to complete a feasibility study for the potential of a new West Coast transit service. The attached draft report provides background for the project and highlights key objectives with the feasibility study. In short, the study sought to better understand current demographics and local transportation options, as well as to identify broader transportation needs of the community through a market demand analysis. This analysis has led to the development of potential service options.

The following three options were considered for this new potential West Coast service:

1. Conventional Transit

Conventional transit provides fixed-route service along the highway between Tofino and Ucluelet Monday-Sunday. Higher service levels would be offered May through October to accommodate for the influx of tourists during these months. Base level service would be provided from November through April for residents to use for regular trips such as commuting to work, going to the grocery store or medical appointments. Initial high level estimates for this type of service are in the range of \$450,000 (ACRD share) based on 7 day a week service.

2. Flex-Route Transit

Flex-Route transit allows for the conventional service to deviate from the fixed-route to accommodate for transit users with mobility challenges who live further away from the highway. Transit users call the operations company the day prior to their trip to book a pick-up and drop-off. Extra time is built into the schedule to allow the transit vehicle to deviate from the route. Lower service levels are offered to accommodate for the extra time to deviate from the route.

The benefit to this model is that it provides the predictability of scheduled service for the general population while also being able to provide a higher level of access and care to those who need it. A potential challenge is that it needs careful

attention to schedule development and dispatching to work best. It is easier to do well on midday trips rather than mixed with peak-period commuter trips. Initial high level estimates for this type of service are in the range of \$450,000 (ACRD share) based on 7 day a week service.

3. Paratransit

This service option would dedicate one transit vehicle to providing paratransit service that is centered on the by-request model and not fixed to a specific route. On-Demand Paratransit operates only when passengers request service and provides door-to-door service. Dispatchers work to group similar trips together and have a specified number of service hours within each day to allocate trips. To schedule a pick-up, customers call the operator the day prior to their trip to request a pick up. The operator creates a schedule based on the requests received that day and notifies the riders of the schedule for the next day. Customers who did not schedule a pick-up can still catch the bus by flagging down the bus along the route. Initial high level estimates for this type of service are in the range of \$170,000 (ACRD share) based on 3 day a week service.

BC Transit is recommending that the ACRD move forward with option number one, a conventional transit service. This is the preferred option as it will provide regular consistent predictable service to West Coast communities. More specifically, this service type would potentially provide 7 day a week service operating on hourly scheduled frequency in both directions between Ucluelet and Tofino.

The following is a high-level project timeline outlining next steps going forward.

Action	Timeframe	Year
1. Service Option Selection	October	2018
2. Public Engagement on Selected Service Option	Spring	2019
3. Final Approval of Service Option	Spring	
4. Request Transit Expansion (BC Transit MOU)	Spring/Summer	
5. New Service Bylaw Approval	Fall/Winter	2019/20
6. Finalize Operating Agreement & Logistics	Spring/Summer	2020
7. Service Implementation	Fall	

Staff are recommending that approval be granted to BC Transit in order to move ahead with public engagement on the new proposed West Coast transit service. Feedback from this engagement will be incorporated in the final service details.

Time Requirements – Staff & Elected Officials:

A marginal amount of staff time will be required to assist with next steps of this initiative.

Financial:

There are a number of different options to apportion costs amongst the funding participants. These can include a tax apportionment model based on parcels, land improvements, parcel and improvements, service hours by jurisdictions, and population are a few to note. Apportionment based on land and improvements tends to be the fairest approach as it incorporates land values as well as land improvements therefore more equitably distributing costs amongst participants as it uses a standard service cost unit rate, or mill rate. Land and improvements is the current apportionment approach for allocating costs for the Alberni Valley handyDART service.

For illustration purposes only, below is a high-level estimate and example of how costs would be shared under a land and improvement model with the service participants being the District of Ucluelet and Tofino as well as Electoral Area C – Long Beach. This is based on an estimated total service cost of \$450,000 with a 53% local cost share agreement with BC Transit, which equates to a \$240,000 annual cost to the ACRD. This does not include potential offsetting revenues collected through the fare box that would be 100% retained by the ACRD.

It should be noted that further engagement with local First Nations will also take place as part of next steps to determine other potential service participants.

Participant	2018 Converted Values \$	% Share	Requisition
District of Ucluelet	125,373,743	58	\$140,191
District of Tofino	62,666,343	29	\$70,073
Area C – Long Beach	26,593,064	12	\$29,736
Total	\$214,633,150	100	\$240,000

The estimated residential tax rate, based on the above assumptions would be \$0.11 per \$1,000 of assessed value. Therefore, a property with a \$500,000 total assessed value would have paid approximately \$56 for this service 2018.

Policy or Legislation:

Confirming the local governance of this new service will be a key part of next steps upon final confirmation of the service level and cost. This includes determining the funding participants for the service and how the costs for the service will be allocated and collected through taxation. This would also require a new service establishment bylaw triggering an elector assent process. It is assumed that the new service contract with BC Transit would be administered by the ACRD considering the Regional District already has a service agreement with BC Transit and that this new service could just be an amendment.

Options Considered:

The only option considered is to not continue on with this project which would require immediate notification to BC Transit. However, this is not recommended as there has been a lot of momentum and community support to date to try and establish a new West Coast transit service and therefore the staff feel the broader public should have a chance to comment on the recommended service option and associated costs.

Submitted by:



Rob Williams, MSc, General Manager of Environmental Services

Approved by:

Per: 

Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer

Tofino - Ucluelet Feasibility Study



Alberni-Clayoquot Regional District
Tofino – Ucluelet Feasibility Study



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1. Introduction

The purpose of this feasibility study is to describe the potential service options and resources required to implement transit service between the Districts of Tofino and Ucluelet.

2. Background

In 2009, the Corporation of the District of Tofino approached BC Transit to conduct a feasibility study in the area servicing Tofino, Ucluelet and the Ahousaht, Hesquiaht, Yuułuʔiłʔatḥ, Toquaht, and Tla-o-qui-aht First Nations. BC Transit completed a Pre-Feasibility Study to provide a scope of the service and high level cost estimates for consideration by all parties. No action was taken from the initial study. Though this study was completed, a refresh of scope and costs is required due to population growth in each of the communities.

In preparation for the Feasibility Study, the ACRD undertook a market demand analysis to define desired scope of the transit system and current transportation assets in the region. The West Coast Transportation Study Scope Setting document (Appendix A) outlines population demographics, community land use and transportation plans, existing transportation solutions and an analysis of the potential market.

The purpose of this document is to provide a conceptual overview of service options and a final recommended service option for consideration by the ACRD Board. Further work, including detailed schedule development and detailed costing, is required to implement transit service in the area. In addition, an amended Annual Operating Agreement is required.

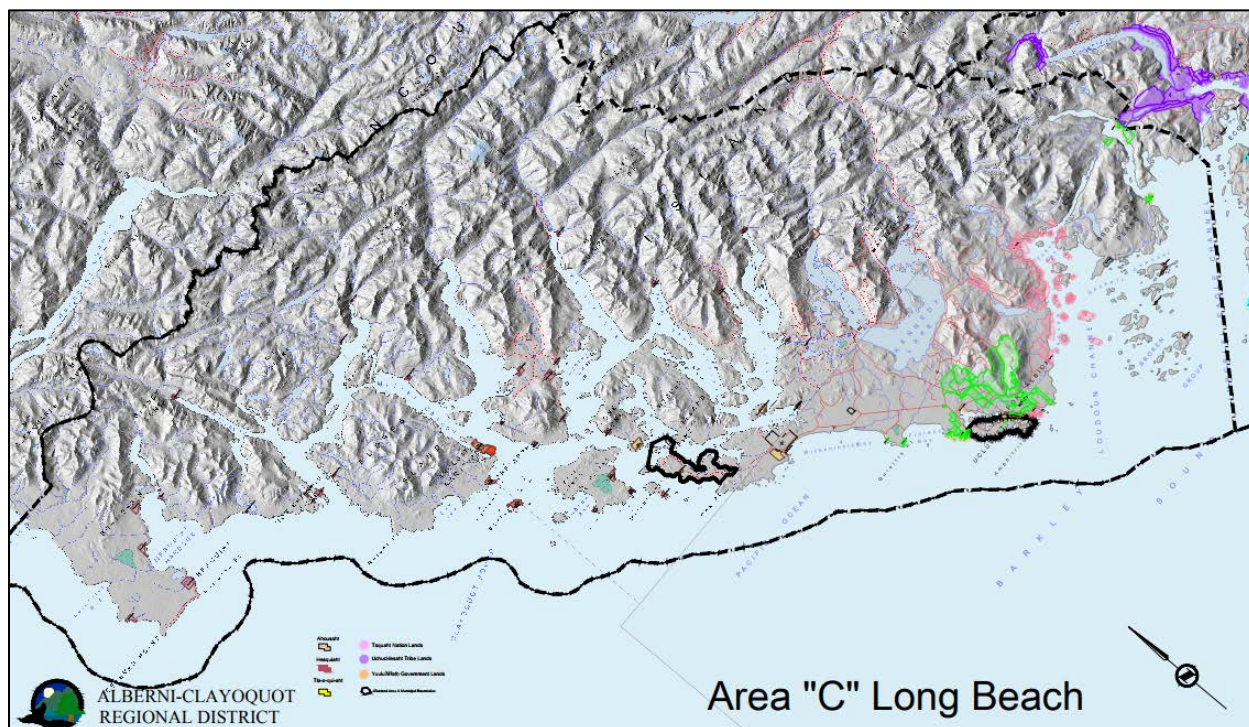


Figure 1: Study Area

3. Objectives

The objectives of the feasibility study, as discussed and reviewed with the local partners, are listed below. The objectives serve to define the expected role of transit in the region in terms of

service levels and form the basic requirements any proposed transit system must fulfill in order to be acceptable to the regional district, local municipalities and First Nations communities.

1. Identify the transit market based on demographic data and existing transportation services.
2. Develop service options and outline associated costs. Service options will be consistent with the area's population and land use patterns.

4. Transit Market

Community profiles are useful in determining the size and characteristics of the potential transit markets. Various factors impact transit ridership, including sociodemographic characteristics, individual travel patterns, land use and development patterns, comparable travel times with the private vehicle, parking prices, access to key destinations, transportation network design, existing transportation options, fare prices, and fuel prices.

The west coast communities of the Alberni Clayoquot Regional District (ACRD) are made up of the two municipalities of Tofino and Ucluelet; the ACRD Electoral Area C; and the 5 Nuu-Chah-Nulth Nations, Hesquiaht, Ahousaht, Tla-o-qui-aht, Yuu-thlu-ilth-aht and Toquaht. Travel between these rural and remote communities varies between highway access, logging roads, boats and float planes. This study will focus on travel services between communities with paved road access along highway 4 and Port Albion Road - Ucluelet, Hitacu, Esowista, TyHistanis, Tofino and ACRD Area C.

4.1 Community Overview

Population and Employment Statistics

The 2016 Census recorded a permanent population of approximately 5340 residents in the west coast communities over 3228 square kilometres of diverse geography. The west coast communities host a young population with a median age of 34. According to the 2016 census, 26% of the population is aged 20 to 34, followed by those aged 35 to 49 at 23% and 19% of residents from age 50 to 64. The region has a smaller youth and senior population with 13% of youth aged 0 to 19 and 12% age 65 and older. Table 1 displays the population by community from the 2016 Census.

Community in Proposed Study Area	Reported 2011 Census Population	Reported 2016 Census Population	Population Increase	Population Reported by Community (2017)
Tofino	1876	1932	3%	3200
Ucluelet	1627	1717	5.5%	1717
Alberni-Clayoquot Area C	433	677	56.4%	677
Hitacu	240	274	14.2%	274
Esowista (and Ty-Histanis)	176	94	-46%	431
Total	4352	4694	6.6%	6349

According to the 2016 Census the permanent population of the west coast communities located within the study area is 4694 and showing growth. Due to some ongoing challenges in census data, each community was contacted to validate population through housing departments and district records as part of the Market Demand Analysis. With community data incorporated the west coast communities in this study area have a permanent population of 6349 showing considerable growth since the 2011 census.

Community Evolution

The allure of the Pacific Rim National Park and marketing for the region as a tourist destination has led to growth and a significant tourism economy in the west coast communities.

- The region sees an annual influx of visitors and seasonal workers, 940 000 visits to Pacific Rim National Park between May and October in 2015 according to Parks Canada.
- Most opportunities for employment are located in the municipalities of Ucluelet and Tofino, with ongoing economic and community growth the need for housing and transportation services within and between communities becomes more evident.
- Seasonality of the tourism industry draws a young demographic which are often not accounted for as residents in the municipalities for census although Districts are working to address this information gap.
- New housing developments in the First Nation communities have led to growing populations, increased training and employment opportunities in community as well as need to access services in neighboring communities.
- Although 2016 Census numbers identify a 6.6% growth, when community population data is incorporated the growth rate is significant and development is continuing.

Community Land Use and Form

Communities in the study area are comprised primarily of single family dwellings which account for 66% of housing. Official community plans and housing studies in the area as a whole are recognizing the need for increased affordability and housing options in order to accommodate long term residents and seasonal workers while balancing the demands of an attractive vacation destination. First Nation communities within as well as outside of the study area have been active in developing new housing opportunities for members which has seen an increase to populations as well as an increased need develop community amenities and means to access those in neighboring communities.

Employment

The 2016 Census reports that the median income after tax for households in the study area is \$52,448 while the 2017 Clayoquot Living Wage calculation suggests an annual household income of \$73,200 is required to meet regional living expenses. A large percentage of residents rely on sales and service roles in tourism as a primary occupation with 26.6% of residents reporting that they have two jobs and 11.6% have three or more jobs. According to the Clayoquot Living Wage calculation 40% of residents earn less than or close to minimum wage and 67% of residents earn less than the calculated living wage of \$20.11. The 2016 census demonstrates the strong trend towards the tourism based economic drivers, the top concentrations of industries which residents in the study area are employed:

- 28% in accommodation and food services;
- 9% in retail trade;
- 7% in agriculture, forestry, fishing and hunting;
- 7% in construction;
- 6% in public administration, healthcare and social work and transportation and warehousing respectively.

Community Amenities and Trip Generators

Due to the small permanent population in the region, infrastructure for basic needs such as health care, education, recreation and employment are shared between communities. Most infrastructure and employment opportunities are located in one of the two municipalities, which necessitates increased travel between communities.

Recreation facilities and halls exist throughout the region with local programming for residents, annual and special events at both indoor and outdoor venues, in part due to the tourism industry as well as the prevalence of outdoor activities and culture. In addition, a new regional multiplex recreation facility is being planned on the traditional territory of the Tla-o-qui-aht First Nations along Airport road. The project consists of a multi-phased development of a recreation facility to serve multi-generational families and provide a basic community service that does not currently exist.

Transit routes that align with population density generate high levels of ridership throughout the entire duration of the trip. Based on evidence across North America, development that is concentrated in nodes but not contiguous generates less overall ridership as the bus will not pick anyone up for the majority of the trip. There are a number of key destinations that are located along the transit route that could generate demand throughout the day and not just at either end of the route. These destinations include, but are not limited to:

- Downtown Tofino
- Industrial Way
- Tofino Botanical Gardens
- Highway Plaza
- Tourism Tofino
- Tofino-Long Beach Airport (YAZ)
- Tofino – Ucluelet Junction
- Downtown Ucluelet

Existing Transportation Options

Transportation options around the region are limited. As with many rural communities, walking and cycling infrastructure can be limited in certain sections of each community, shoulders on highways are narrow if present at all, but recent efforts to plan more accessible active transportation options has seen improvements to this.

Since 2012, the District of Tofino has offered a free hourly, daytime shuttle from late June to early September through a contract with Tofino Bus. This service is funded by a blend of Resort Municipality Initiative funding, pay parking revenue, and Gas Tax grant funding. Ridership statistics from this six-year seasonal shuttle indicate steady growth and an increase in usage by residents and visitors alike. In 2017, the shuttle operated from 8:00 am to 10:00 pm with nine stops servicing 26,270 riders over the two-month program. A 40-foot low floor bus is used to provide this service and can accommodate large surfboards of up to 12 feet. Preliminary 2018 ridership numbers show an increase in demand over the previous year.

School District 70 also contracts Tofino Bus to transport students to local schools.

Many of the residents of the west coast communities rely on private transportation options in order to access basic needs, as such less safe transportation options such as hitch hiking are also common to those without personal transportation.

4.2 Estimated Transit Ridership

There are approximately 6,000 people who live in the communities in the Study Area. Due to limited transportation options in the region, it is anticipated that customers will use this service for all types of trips rather than for the purpose of commuting to work in peak morning and afternoon hours. Therefore, service options will be developed to meet ridership demand.

The community population, land use patterns, and low density along Highway 4 suggest that this transit line will be relatively low in productivity at an estimated 5-7 rides per hour. The service options provided below reflect an appropriate level of transit service for the anticipated demand.

5. Service Options

Service options are designed to meet the level of ridership demand and needs of customers. The service description of each option identifies the following:

Conventional Transit

Conventional transit operates mainly in urban areas and uses standard sized buses (35 feet long or more) or high capacity buses in dense urban areas. Trips operate on fixed routes and follow schedules.

Flexible Transit or Flex-Routed Transit is built on a fixed route; however extra time is scheduled into trips. This extra time enables the bus to go off route within to provide door-to-door pick up and/or drop off.

Given the relative high cost of providing HandyDART service, it is important to ensure that customers are matched with the type of transit service needed. This helps to ensure that limited resources are allocated appropriately and available for those that require the service. In order to meet the needs of the ageing demographic, alternative service delivery model, such as Flexible Transit should be considered.

The benefit to this flexible transit model is that it provides the predictability of scheduled service for the general population while also being providing a higher level of access.

Paratransit services typically use an accessible transit vehicle provided by BC Transit and are usually operated by contracted private operating companies or local governments contracted to provide that function.

Paratransit operates only when passengers request service and provides door-to-door service.

Dispatchers work to group similar trips together and have a specified number of service hours within each day to allocate trips.

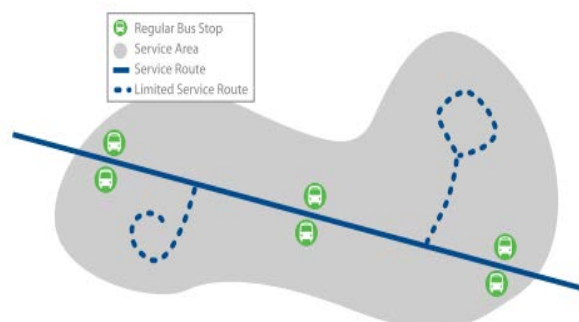
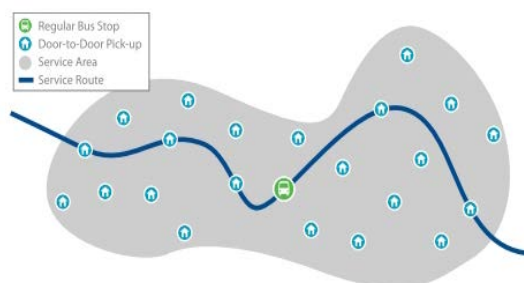


Figure 2: Flex-Routed Transit



The key benefit of this style of service is that it is the most efficient way of providing service to people with a disability and others in a rural setting. It groups similar trips together and ensures that the bus doesn't travel further than it needs to. The challenge is that it can be harder to mix with commuter needs and can provide less predictability and autonomy for general users.

Definitions

- Service Hours - Estimated number of annual hours that will be utilized based on the time to complete one round-trip and any recovery time.
- Ridership - Estimated annual ridership based on ridership levels on routes in other, similar transit systems.
- Vehicle Requirements - Estimated number of vehicles required to operate the service option.
- Estimated Cost - Expected annual cost based on a standardized operating cost per service hour and estimated vehicle costs, off-set by passenger revenue.

Service Options

The proposed routing is outlined in the map below. The route is 42 kilometers one way and would take approximately 60 minutes for a transit vehicle to drive. A 10-minute recovery would be added to the route to create a cycle time¹ of 70 minutes (one direction).

Proposed routing would require further analysis to identify timing points, potential stops and develop detailed travel times. In addition, analysis is required to determine whether the turnarounds identified in downtown Ucluelet and downtown Tofino are feasible.

The transit service options, as outlined below, seek to provide a minimum level of service to residents between Tofino and Ucluelet. The options provide high level cost estimates, two vehicle type (light-duty and medium-duty) options, frequency, and span. All trips would operate approximately between 7:00 am and 7:00 pm.

Proposed Transit Line

This route will operate bi-directionally between Tofino and Ucluelet via Highway 4.

¹ Cycle time is the total time it takes to complete a route, including travel time and layover time



Proposed Route Descriptions

4 Tofino

Start on Neil Street, left on Third Street, right on Campbell Street, continue on Pacific Rim Highway, continue on Tofino Ucluelet Highway, continue on Peninsula Road, left on Marine Drive, left on Helen Road, right on Fraser Lane

4 Ucluelet

Start on Fraser Lane, continue on Cedar Road, left on Bay Street, right on Peninsula Road, continue on Tofino Ucluelet Highway, continue on Pacific Rim Highway, continue on Campbell Street, left on First Street, left on Neil Street

Service Option 1

Conventional Transit - Monday to Sunday

The conventional service option provides transit service along a fixed route Monday through Sunday between Ucluelet and Tofino. This option focuses on providing a higher level of service in the summer during tourist season, and a focus on providing basic transit service in the winter

for local access for everyday trips. This routing also services the Esowista and TyHistanis First Nations communities. This routing does not directly serve the Hitacu First Nations community, though future expansion could consider directly servicing the community.

Service Option 1 proposes 70-minute service in the summer months from 6:00am to 9:00pm. During the winter months, 140-minute service is provided from 7:00am to 9:00pm. This service option requires two vehicles to be in service during peak season. A third vehicle would be required as a spare for the fleet.

Pros:

- Regular, predictable service;
- Operates 7 days a week, provides reliable option for residents;
- Attractive option for commuters

Cons:

- Winter service span differs in Tofino and Ucluelet because system uses one bus in the winter
- Does not directly serve the Hitacu First Nations community;

Service Option 1 – Summer (May to October)

Span of Service

First trip	Last trip	First trip	Last trip
From Tofino to Ucluelet		From Ucluelet to Tofino	
6:00	21:10	6:00	21:10

Service Frequency, *Approximate headways between trips*

Route Segment	All Day
Tofino ↔ Ucluelet	70
Ucluelet ↔ Tofino	70

Potential Schedule

Tofino to Ucluelet	
Leaving Tofino	Arrive Ucluelet
6:00	7:00
7:10	8:10
8:20	9:20
9:30	10:30
10:40	11:40
11:50	12:50
13:00	14:00
14:10	15:10
15:20	16:20

Ucluelet to Tofino	
Leaving Ucluelet	Arrive Tofino
6:00	7:00
7:10	8:10
8:20	9:20
9:30	10:30
10:40	11:40
11:50	12:50
13:00	14:00
14:10	15:10
15:20	16:20

16:30	17:30
17:40	18:40
18:50	19:50
20:00	21:00
21:10	22:10

16:30	17:30
17:40	18:40
18:50	19:50
20:00	21:00
21:10	22:10

Service Option 1 – Winter (November to April)

Span of Service

First trip	Last trip	First trip	Last trip
From Tofino to Ucluelet		From Ucluelet to Tofino	
7:00	19:40	8:10	20:50

Service Frequency, Approximate headways between trips

Route Segment	All Day
Tofino ↔ Ucluelet	140
Ucluelet ↔ Tofino	140

Potential Schedule

Tofino to Ucluelet	
Leaving Tofino	Arrive Ucluelet
7:00	8:00
9:20	10:20
11:40	12:40
15:00	16:00
17:20	18:20
19:40	20:40

Ucluelet to Tofino	
Leaving Ucluelet	Arrive Tofino
8:10	9:10
10:30	11:30
13:50	14:50
16:10	17:10
18:30	19:30
20:50	21:50

Service Option Summary

Season	Service Frequency	Trips per day	# of buses	Days per week	Weeks per year	Est. Annual Hours
Summer	70 minutes	14	2	7	27	7000
Winter	140 minutes	6	1	7	25	3000
Total						10,000

Service Option 2 – summer (May to October)

Flex-Route Transit

This service option operates using a conventional route and schedule, with time built into the schedule for the bus to deviate from the route. Residents can request a pick-up or drop-off and

the bus deviates from the route to provide the door-to-door service. If there are no requests, scheduled service continues and the driver has extra time at either end of the route.

The service would provide a connection for the Hitacu First Nations Community. The maximum distance the vehicle should deviate from the fixed route system is 8km.

Pros:

- Accommodates demand from neighbourhoods and First Nations Communities not directly on the Highway;
- Provides a reliable daily option with door-to-door service.

Cons:

- Winter service span differs in each community because system uses one bus;
- Trip travel times inconsistent, not attractive for commuters

Span of Service

First trip	Last trip	First trip	Last trip
From Tofino to Ucluelet		From Ucluelet to Tofino	
6:00	20:00	6:00	20:00

Service Frequency, *Approximate headways between trips*

Route Segment	All Day
Tofino ↔ Ucluelet	90
Ucluelet ↔ Tofino	90

Potential Schedule

Pick-ups and drop-offs will be scheduled with the operating company at least one-day prior.

Tofino to Ucluelet	
Leaving Tofino	Arrive Ucluelet
6:00	7:30
7:45	9:15
9:30	11:00
11:15	12:45
13:00	14:30
14:45	16:15
16:30	18:00
18:15	19:45
20:00	21:30

Ucluelet to Tofino	
Leaving Ucluelet	Arrive Tofino
6:00	7:30
7:45	9:15
9:30	11:00
11:15	12:45
13:00	14:30
14:45	16:15
16:30	18:00
18:15	19:45
20:00	21:30

Service Option 2 – winter (November to April)

Span of Service

First trip	Last trip	First trip	Last trip
From Tofino to Ucluelet		From Ucluelet to Tofino	
7:00	20:00	8:45	18:15

Service Frequency, Approximate headways between trips

Route Segment	All Day
Tofino ↔ Ucluelet	180
Ucluelet ↔ Tofino	180

Potential Schedule

Pick-ups and drop-offs will be scheduled with the operating company at least one-day prior.

Tofino to Ucluelet	
Leaving Tofino	Arrive Ucluelet
7:00	8:30
9:30	11:00
13:00	14:30
16:30	18:00
20:00	21:30

Ucluelet to Tofino	
Leaving Ucluelet	Arrive Tofino
8:45	9:15
11:15	12:45
14:45	16:15
18:15	19:45
-----	-----

Service Option Summary

Season	Service Frequency	Trips per day	# of buses	Days per week	Weeks per year	Annual Hours
Summer	90 minutes	9	2	7	27	5500
Winter	180 minutes	5	1	7	25	3500
Total						9,000

Service Option 3**All-day On-demand Transit Service**

In addition to the above service options, a paratransit option was explored centered around the by-request model and is not tied to a schedule or fixed-route. To schedule a pick-up, customers call the operator the day prior to their trip to request a pick up. The operator creates a schedule based on the requests received that day and notifies the riders of the schedule for the next day. Customers who did not schedule a pick-up can still catch the bus by flagging down the bus along the route. This service option would provide service to all of the First Nations communities with paved road access and could even be extended to Toquaht Bay Road to provide a connection for the Toquaht First Nations Community.

This option would be in addition to service option 1 or 2.

Pros:

- Provides basic service for shopping, social, or medical trips; and
- Provides door-to-door service.

Cons:

- Expensive to operate

- Three days per week service will not meet all resident needs; and
- Commuters are not accommodated;

Span of Service

Service would be available from 7am to 7pm Tuesday through Thursday. Future phases could consider extending service span and days of the week the service is offered.

Season	Hours per day	# of buses	Days per week	Weeks per year	Annual Hours
All year	12 hours	1	3	52	2,500

6. Fleet and Infrastructure Options

Operations and Maintenance Facility

A transit operations and maintenance facility is required for storing and maintaining buses. At minimum, there needs to be secure off street parking for fleet vehicles, servicing of fareboxes, office space for administration, driver check in, lost and found and dispatch space to support Custom Transit Service.

There are two approaches that can be considered.

Option 1 – Operating Company

Acquiring land, building and maintaining facility can be included in the request for proposal when hiring an operating company. This option increases costs, but requires less maintenance and administration. In this scenario, the proponent is responsible for securing a location to park and service the fleet.

Option 2 – ACRD, or local partner owned facility

The ACRD or one of the local partners provides a location for a maintenance facility. This option minimizes costs.

Transit Vehicle

Tofino and Ucluelet are world renowned surf locations, with over 35 kilometres of pristine beaches that attract surfers from all over the world. As a result, consideration must be given to allowing surfboards on transit vehicles. There are two types of vehicles that were considered for modifications to accommodate surfboards. These modifications would require capital investment before delivery, and design approval from the Fleet Standards team.

Rear-loading International EI-Dorado

The International EI-Dorado is a dynamic specialty bus, commonly used in paratransit systems or custom transit systems. They are a light duty high-floor design vehicle which typically have lower maintenance costs than low-floor models, but raise the challenge of loading ambulatory passengers via a lift instead of a kneeling ramp.



Figure 3 - International El-Dorado

Currently, all International El-Dorado buses in the BC Transit fleet have curb-side loading at the front and rear sides of the bus. A true rear-loaded International could be explored to accommodate putting surfboards on buses. However, this is not an efficient way of loading ambulatory passengers because loading would occur off the curb on the road behind the vehicle. The International bus can accommodate 30 seated passengers and four wheel chairs. The International has the potential to accommodate surf boards up to 12', but a modified floor plan is required and could come at the cost of seating.

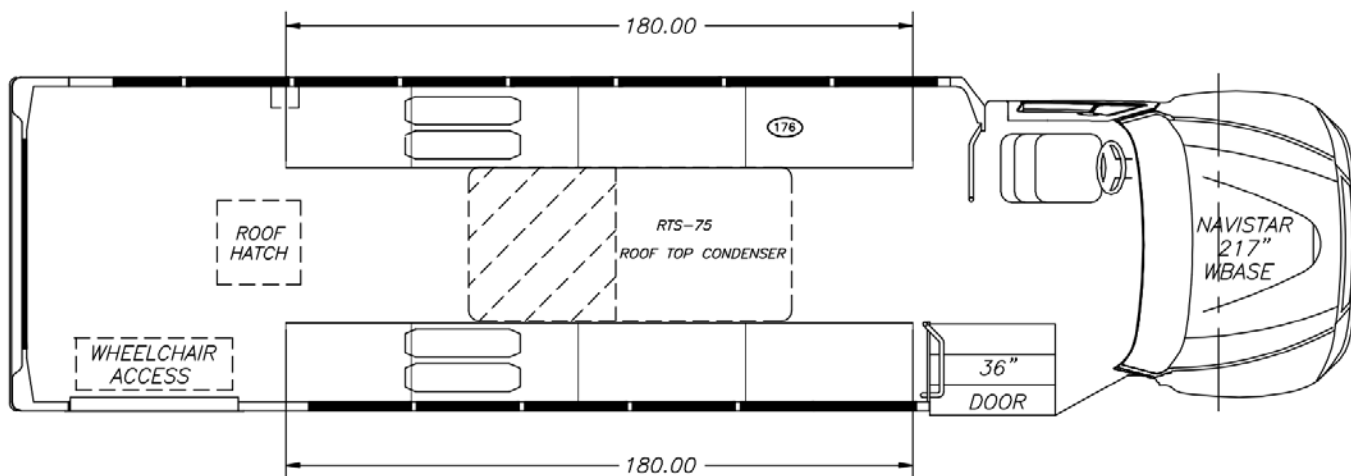


Figure 4 – Current International El-Dorado Floor Plan. Wheelchair access door would need to move to back of bus to accommodate loading surf boards

30' Vicinity

The 30' Vicinity bus resembles a more traditional public transit vehicle and is commonly used in conventional transit systems. It is a medium duty bus that can accommodate 24 seated passengers plus standees and 2 wheel chairs. There is an opportunity to order a modified floor plan Vicinity 30' bus to accommodate surfboards, but it will come at the expense of passenger seating and initial capital investment. The Vicinity bus can load surfboards through the rear doors and can potentially accommodate a board up to 10.5' in length. The lease fees and fuel costs are more expensive for the Vicinity than an International El-Dorado.



Figure 5 - 30' Vicinity

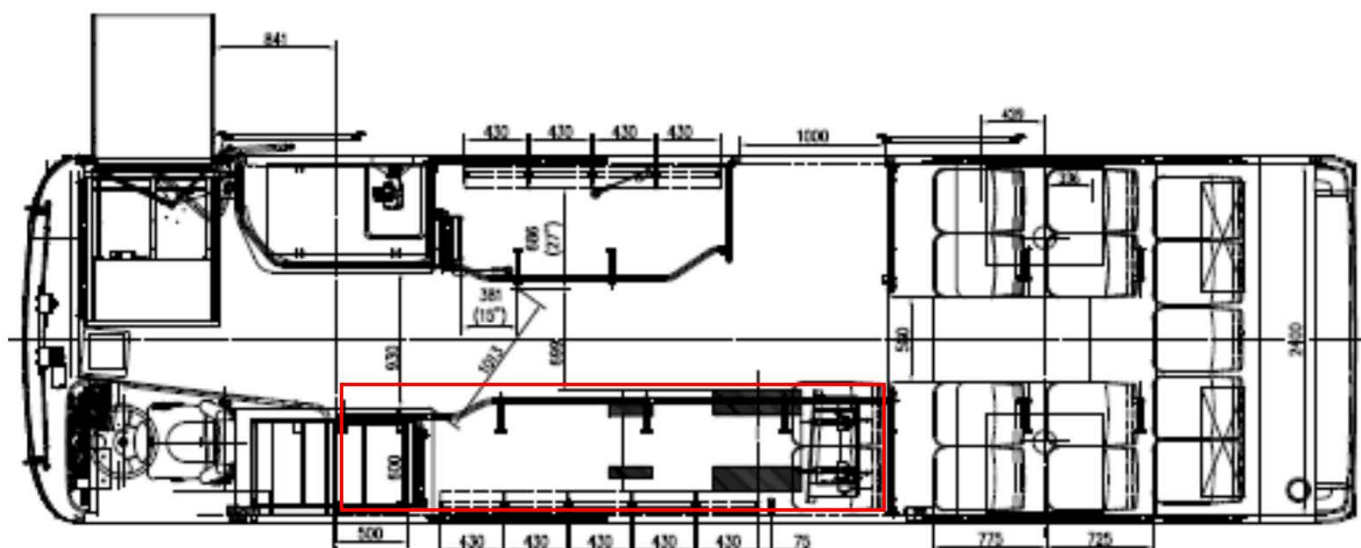


Figure 6 - Proposed 30' Vicinity surf board storage area. Enables rear-loading of surf boards

Maintenance Provider Considerations

An in-depth feasibility study of maintenance providers in the region would need to occur to verify which fleet type would be suitable for the service. Maintenance for an International El-Dorado bus could be contracted out to maintenance providers that work on school buses or city fleet vehicles because of the simple high-floor design that is similar to automotive trucks.

Maintenance for a Vicinity would involve a BC Transit presence to train maintenance providers and to provide parts inventory stock as Vicinity buses are an atypical vehicle. Because of the low-floor design, Vicinity buses require hoists to work on them. If the maintenance provider doesn't have access to hoists, it would require an additional capital investment of roughly \$60,000 cost shared between BC Transit as an initial lump sum and the local government as a lease fee. Port Alberni operates Vicinity buses today, and work could be contracted to their maintenance facility, but there would be large costs and downtime associated with maintaining buses further away from the operating system.

Fleet Compatibility Considerations

Consideration should be given to the compatibility with the BC Transit fleet if modifications are made to buses servicing this area to accommodate surf board as a modified vehicle would limit fleet movements and use of the contingency fleet.

7.7 Service Option Summary & Recommendations

The service options presented are intended to provide a preliminary high-level sense of the feasibility and scope of transit options for the west coast communities. They are intended to be further refined through public engagement and implementation.

BC Transit is recommending to move forward with Conventional Service Option 1. Service Option 1 offers a more attractive level of service for a marginal increase in cost.

	Total Vehicle s	Annual Service Hours	Ride s per hour	Annual Ridershi p	Est. Revenu e	Operatin g Costs	Lease Fees (Local Share)	Total Est. Cost	Est. Net Muni Share
Option 1: Conventi onal Transit	2+1	10,000	7	70,000	\$140,00 0	\$850,000	\$91,00 0	\$941,00 0	\$404,10 0
Option 2: Flex-Route Transit	2+1	9,000	5	45,000	\$90,000	\$765,000	\$91,00 0	\$856,00 0	\$408,80 0
Option 3: All-day on- demand Paratransit	1+1	2,500	5	12,500	\$25,000	\$212,500	\$60,70 0	\$237,20 0	\$149,00 0

* Assumes use of a light duty vehicle

** Assumes \$2.00 fare

*** Assumes conventional cost sharing % with the province (local share = 53.31%, prov share = 46.69%).

Ultimately community appetite to fund the local portion of costs for service—as well as provincial funding and prioritization for expansion—may make the final call as to whether or not implementation of transit is pursued. Maintenance capacity at the time of implementation may also impact what service might look like and whether service is feasible.

7. Next Steps

This report is provided for review by the Alberni Clayoquot Regional District. BC Transit will await direction from the ACRD to pursue implementation. There are a number of issues related to next steps and potential implementation that should be highlighted:

- **Jurisdiction** – As the local government partner for any potential transit service in the ACRD, the ACRD would need to confirm the process by which the local municipalities, electoral area and First Nations communities might enter into a transit function, what the governance structure might look like, and any local taxation implications.
- **ACRD support** – As this feasibility study was conducted on behalf of the ACRD through the existing transit partnership with BC Transit, this report must be formally received by the ACRD. The West Coast Transportation Committee is the ACRD body that would provide a recommendation to the Regional District Board on next steps. Board approval and direction would be required to move forward on any of the cost-shared proposals.
- **Resident support** – There has not been any consultation as to whether there is resident appetite to pay for transit through property taxes. Public consultation should also include soliciting feedback on the proposed route and schedule to ensure transit accommodates key trip times for residents. If the ACRD Board is supportive of the recommended transit option provided in this report, it would be useful to undertake a public consultation process to gather resident feedback on the plan's service option as well as their appetite to enter into the transit funding function.
- **Funding** – Under the BC Transit Act, funding for transit systems must be cost shared between BC Transit and the sponsoring local government at a prescribed rate, with passenger revenues used to offset the local share of costs. This funding arrangement

means that both parties must come to the table with funding before service can be implemented. For instance, if a local municipality has funding for new transit services but the corresponding provincial share is not available, then service cannot be implemented.

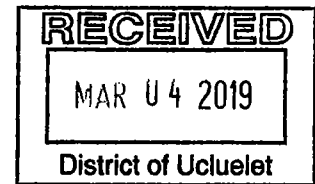
BC Transit receives its funding on an annual basis from the provincial government. This annual funding arrangement means that BC Transit cannot confirm a timeframe for service implementations over the long term. Typically, BC Transit receives more expansion requests than available funding and as such BC Transit cannot accommodate all requests. Similarly, any new service would also require provision within the ACRD's budgets.

- **Prioritization** – BC Transit uses a number of transit service performance and land use criteria to prioritize available funding for service expansions between transit systems. Therefore, moving ahead on any of the west coast transit service would require both available provincial funding and sufficient ranking against other requests for services within the ACRD as well as among other communities.
- **Detailed Implementation Plan** – If the service option is approved, BC Transit would work with the ACRD to create a detailed implementation plan. This plan could include issuing a request for proposals to operate services and would also undertake the detailed operational planning to confirm route, schedules, maintenance feasibility and capacity, vehicle requirements, costs and—pending its confirmation of overall service viability--implementation timelines. In addition, an operating agreement is required to implement a transit service.

It is recommended that the Alberni Clayoquot Regional District:

- Receive this report for approval;
- Provide direction on whether the ACRD Board would like BC Transit to proceed with an implementation plan

Filecode: 0220-40 CORR



Box 12
Ucluelet, BC
V0R 3A0

March 4, 2019

Dear Mayor and Council:

I am requesting an independent review of the bursary offered through Parks and Recreation. The bursary offered is helpful for people with low income and on disability, but they are capped at \$100. This can make it challenging when some people can't work or are not working to be paying the difference of some of the higher cost programs available. I do not feel that anyone should be offered the services for free, but an increase in the allowable bursary amount to \$150.00 seems reasonable.

Sincerely,

A handwritten signature in black ink, appearing to read "Karen Smith". The signature is fluid and cursive, with a long horizontal stroke at the end.

Karen Smith



EMIL ANDERSON CONSTRUCTION (EAC) INC.

February 28th, 2019

**Re: Hwy 4 Kennedy Hill Safety Improvements
Traffic Interruptions Update**

Dear Highway 4 travelers,

Attached is a copy of the March 1st, 2019 to April 1st, 2019 closure schedule. You can find a copy of the schedule on our *EAC Hwy 4 Kennedy Hill Project Updates* Facebook page at facebook.com/eac.bc.ca.kennedy.hill/

There is also a traffic advisory hotline which will provide detailed and up-to-date information to help plan your trip. The number is: **1-855-451-7152**.

Information will also be posted on electronic message boards at either ends of the project and along the Hwy 4 corridor between the west coast and Hwy 19 as well as information posted to DriveBC.ca. For your own safety, it is imperative you respect all construction signage, and stay well clear of any equipment.

We apologize for any inconveniences as a result of this project, but hope you understand that we are working towards a safer highway for all of us.

Further project information is available on the Ministry's project website at gov.bc.ca/highway4kennedyhill. Should you have any questions or concerns, you can leave a message on the traffic advisory hotline at 1 855 451-7152.


Sincerely,

EMIL ANDERSON CONSTRUCTION (EAC) INC.

Erin Pomeroy
EAC Project Coordinator



1 - March	Friday	Road CLOSED between the following times: -1AM to 4AM -5AM to 7AM No 12PM to 1PM and 4PM to 5PM Expect up to 30min delays between 12:00AM till 7:00AM
2 - March	Saturday	No Closures
3 - March	Sunday	BC Hydro Special Closures for Relocation Work (See Notice on Page 4) Road CLOSED between the following times: -10:00AM to 11:00AM -12:00PM to 1:00PM -2:00PM to 3:00PM -4:00PM to 5:00PM Expect up to 30min delays between 7:00am and 5:00pm
4 - March	Monday	Expect up to 30min delays between 7:00AM and 5:00PM
5 - March	Tuesday**	Road CLOSED between the following times: -1AM to 4AM -5AM to 7AM -12PM to 1PM -4PM to 5PM -10PM to 12AM except on Fridays Expect up to 30-minute delays at all other times, day and night. ** Tuesday – No 1AM to 4AM and 5AM to 7AM closure ** Friday – No 12PM to 1PM and 4PM to 5PM closure
6 - March	Wednesday	
7 - March	Thursday	
8 - March	Friday	
9 - March	Saturday	
10 - March	Sunday	
11 - March	Monday	
12 - March	Tuesday	
13 - March	Wednesday	
14 - March	Thursday	
15 - March	Friday**	
16 - March	Saturday	No Closures
17 - March	Sunday	
18 - March	Monday	

19 - March	Tuesday**	<p>Road CLOSED between the following times: -1AM to 4AM -5AM to 7AM -12PM to 1PM -4PM to 5PM -10PM to 12AM except on Fridays Expect up to 30-minute delays at all other times, day and night.</p> <p>** Tuesday – No 1AM to 4AM and 5AM to 7AM closure</p> <p>** Friday – No 12PM to 1PM and 4PM to 5PM closure</p>
20 - March	Wednesday	
21 - March	Thursday	
22 - March	Friday	
23 - March	Saturday	
24 - March	Sunday	
25 - March	Monday	
26 - March	Tuesday	
27 - March	Wednesday	
28 - March	Thursday	
29 - March	Friday**	
30 - March	Saturday	<p>No Closures</p> <p> Find us on Facebook @eac.bc.ca.kennedy.hill</p>
31 - March	Sunday	
1 - April	Monday	

Planned power outage: Tofino, Ucluelet and surrounding communities

We need to switch off power in your area for about 8 hours for work related to the Kennedy Hill Safety Improvement Project. To keep our crews and the public safe, power must be switched off while we complete this important work.

Where: All customers in Tofino, Ucluelet, Ahousaht, Toquaht Bay, Salmon Beach, Port Albion and surrounding areas

When: Sunday, March 3

Time: 9 a.m. to 5 p.m.

To protect your equipment from damage during the outage, please turn off all lights, electric heaters, major appliances and unplug all electronics. We'll restore power as soon as we can.

Visit bchydro.com/outages or call 1 800 BCHYDRO (1 800 224 9376) for more information.



5539

From: Info Ucluelet
Subject: Boating BC Association-Passage of Abandoned Vessels Act
Importance: High

From: Krystle Landert
Sent: March 4, 2019 10:24 AM
Subject: Boating BC Association-Passage of Abandoned Vessels Act
Importance: High

- **The Boating BC Association issued the news release (listed below) today - this is an important item for many coastal and inland communities. To that end, we would appreciate if you would share the attached with staff and elected members.**



March 4, 2019

Passage of Abandoned Vessels Act An Important Step in Addressing Issue of Derelict Boats

Vancouver BC – The passage of federal legislation on the issue of abandoned boats underlines the need for boaters to take proactive measures and appropriately manage their vessels through to their end of life, says the Boating BC Association.

Bill C-64 increases owner responsibility and liability for vessels – and not complying with the Act can now result in penalties of up to \$50,000 for individuals and \$250,000 for companies or corporations.

“We believe the passage of this federal legislation will serve as both a reminder and incentive for boaters to take action,” says Association President, Don Prittie. “We know the vast majority of boaters are responsible, and step-one is educating owners and ensuring they know how and where they can dispose of their vessels.”

Boating BC received a grant under Transport Canada’s Abandoned Boats Program to support a public relations campaign that will be leveraged through municipal and industry gatherings and promoted by Association members throughout the province. An important aspect of the campaign is the creation of a data base that includes boat disposal options: www.boatingbc.ca/boatdisposal.

Derelict and abandoned vessels are an eyesore - but more significantly, they pose navigational, environmental and safety risks. Abandoned or derelict boats may wash ashore or sink, releasing fuel or toxins which put

marine life and habitat at risk. These vessels also pose a danger to the boating public and beachgoers and are a hindrance to waterfront businesses and local economies.

More information about Bill C-64 is available at: <https://bit.ly/2NAnVVa>

Boating BC Association represents the recreational boating industry across British Columbia and is comprised of more than 300-member businesses. The Association offers counsel on business and governance issues, as well as representing and advocating on behalf of the boating industry to all levels of government.

-30-

For more information, please contact:
Kelly Gleeson – LBMG

Krystle Landert

Senior Public Relations Specialist



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STAFF REPORT TO COUNCIL

Council Meeting: MARCH 12, 2019
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MARLENE LAGOA, MANAGER OF CORPORATE SERVICES

FILE NO: 1630-01

SUBJECT: CHEQUE LISTING – FEBRUARY 2019

REPORT NO: 19-22

ATTACHMENT(S): APPENDIX A – FEBRUARY 2019 CHEQUE LISTING

RECOMMENDATION(S):

There is no recommendation. This report is provided for information only.

PURPOSE:

The purpose of this report is to provide Council with a monthly listing of all cheques disbursed.

BACKGROUND:

Finance staff have provided a detailed list of the cheque run for February 2019 (Appendix A).

POLICY OR LEGISLATIVE IMPACTS:

The cheque listing has been reviewed to ensure compliance with the *Freedom of Information and Protection of Privacy Act*. The names of individual's shown on the cheque listing are either employed with the District or contracted for the delivery of goods and services.

OPTIONS REVIEW:

1. There is no recommendation. This report is provided for information only. **(Recommended)**
2. THAT Council provide alternative direction to staff.

Respectfully submitted: Marlene Lagoa, Manager of Corporate Services

Mark Boysen, Chief Administrative Officer

APPENDIX A

District of Ucluelet
AP Cheque Listing
February 2019

Cheque #	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
27120945	2004-02-19	tp002	TELUS COMMUNICATIONS INC.	01/19 FIRE	JAN/19 FIREHALL	184.8	184.8
028277	2008-02-19	BR021	BARRY'S DRUG MART	465295 469531	SUNSCREEN-PW WATER-PARKS & REC	86.47 5.94	92.41
028278	2008-02-19	GB059	GIBSON BROS. CONTRACTING LTD.	20234	DRAIN ROCK-ST.JACQUES PARK	287.07	287.07
028279	2008-02-19	JR381	J. ROBBINS CONSTRUCTION LTD	3390	AGGREGATE-PARKS AND REC	67.47	67.47
028280	2008-02-19	LB454	LADYBIRD ENGRAVING & WEB CREATIONS LTD	1564	METAL NAMEPLATES	40.32	40.32
028281	2008-02-19	PR725	PACIFIC RIM MARINE SEARCH & RESCUE SOC	SRF12/18	D648-650/2017-2018 ADJUSTMENTS	184.75	184.75
028282	2008-02-19	RF255	RUSSELL FOOD EQUIPMENT LTD	1393247 1395617 1393247.1 12/31/2018	ZOJIRUSHI DISPENSER RETURN HANDY POT-UCC HANDY POTS-UCC DEC/18 FIN CHARGE	-86.55 83.96 353.81 7.02	358.24
028283	2008-02-19	TAB01	TAB PRODUCTS OF CANADA, CO.	11272812	FILE LABEL NUMBER TABS	231.16	231.16
028284	2008-02-19	UR849	UCLUELET RENT-IT CENTER LTD	30160	CORING MACHINE RENTAL	117.14	117.14
028285	2008-02-19	45R27	CONNECT ROCKET COMMUNICATIONS INC.	2797	FEB/19 MONTHLY SUBSCRIPTION	280.41	280.41
028286	2008-02-19	AFS01	ASSOCIATED FIRE & SAFETY	21191 21176 21161	CLASS A FOAM-FIREHALL TURNOUT GEAR X2 SETS FF BOOTS	1484 5397 567	7448
028287	2008-02-19	AGS11	AGS BUSINESS SYSTEMS INC	48308	12/29/18-01/28/19	508.65	508.65
028288	2008-02-19	AHI01	ALLES HOLDINGS INC	17	JAN 14-25/19	1008	1008
028289	2008-02-19	B9394	BOYSEN MARK	122514	BOYSEN-VANCOUVER MEETINGS	259.4	259.4
028290	2008-02-19	BCF01	BC FIRE TRAINING OFFICERS ASSOCIATION	3417	2019 MEMBERSHIP DUES	157.5	157.5
028291	2008-02-19	BUS01	BUSTON, TONI	122610	YOUTH CO/FOODSAFE-JAN/19	725	725
028292	2008-02-19	BWP01	BLACK & WHITE PARTY RENTALS LTD	01-14595-0	UKEE DAYS DEPOSIT 2019	1500	1500
028293	2008-02-19	CE004	CORPORATE EXPRESS CANADA INC	49569853 49517644 49494671 49619205	FILE BOXES-LYCHE PENS/FILE FOLDERS-LYCHE LAMP/PAPER PAD/STAPLE REMOVER HANGING FILE FOLDERS-LYCHE	218.23 78.14 169.5 180.01	645.88
028294	2008-02-19	CK608	KASSLYN CONTRACTING	D654 D655	D654 D655	1523.22 1565.63	3088.85
028295	2008-02-19	CUPE1	CUPE LOCAL #118	01/2019	CUPE DUES-JAN/19	1243.48	1243.48
028296	2008-02-19	DJ002	DRAESEKE JAN	122613	CHI GONG-JAN/19	177.61	177.61
028297	2008-02-19	EB295	E.B. HORSMAN & SON	11883789	LSCA-SWITCH BLOCK	24.8	24.8
028298	2008-02-19	EISC2	ELITE IMAGE SOFTWARE CORP	22403	BUSINESS CARDS-FORTUNE/LAGOA	218.33	218.33
028299	2008-02-19	EL048	ERIK LARSEN DIESEL CO. LTD.	716593	4-TON REPAIRS	888.71	888.71
028300	2008-02-19	F0257	FIRE CHIEFS ASSOCIATION OF BC	2139	FCABC/19 DUES-EEFTINK	246	246
028301	2008-02-19	F9134	FORTUNE, MARK	122603	BATTERIES-UVFB	77.07	77.07
028302	2008-02-19	FC000	JOHNSON COURTNEY	122606	YOUTH PROGRAM-JAN/19	320	320
028303	2008-02-19	FSC10	FOUR STAR COMMUNICATIONS INC	49239	JAN/19	149.95	149.95
028304	2008-02-19	FW050	FAR WEST DISTRIBUTORS LTD	324756 324809	GRBG BAGS/TOILET PPR-PW BATHROOM SUPPLIES-UCC	231.04 304.46	535.5
028305	2008-02-19	HC279	HUBER CHANTAL	122611	YOGA-JAN/19	151.11	151.11
028306	2008-02-19	HRPR7	HOLISTIC EMERGENCY PREPAREDNESS	1316	EOC GRANT DELIVERY	3301.12	3301.12
028307	2008-02-19	HS002	HOGAN, SARAH	122607	DANCE FIT-JAN/19	46.82	46.82
028308	2008-02-19	HS876	HINDER SANDRA	122609	PRIMARY BALLET-JAN/19	332.8	332.8
028309	2008-02-19	IC130	INFOSAT COMMUNICATIONS	371768	JAN/19 SAT PHONE	65.12	65.12

APPENDIX A

District of Ucluelet
AP Cheque Listing
February 2019

Cheque #	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
028310	2008-02-19	ITS10	ISLAND TRACTOR & SUPPLY LTD.	533881	KUBOTA-REPLACEMENT LENS	44.64	44.64
028311	2008-02-19	KL923	KERDMAN LINDSAY	122612	MAT/GYM-JAN/19	43.34	43.34
028312	2008-02-19	MA952	MAXXAM ANALYTICS	VA1211395 VA1210636 VA1213127	WATER TEST B905864 SEWER TESTING B904195 WATER TESTING B907570	263.55 334.64 263.55	861.74
028313	2008-02-19	MI273	MID-ISLAND FIRE EQUIPMENT LTD	33925B	SCBA TANK TESTING-UVFB	362.25	362.25
028314	2008-02-19	MISC	VICEDA	122600	VAN ISL TEC ATTRACTION PORTAL	2500	2500
028315	2008-02-19	MITC1	MITCHELL, CALI	3	JAN21-FEB3/19 CONTRACT SRVCS	1214	1214
028316	2008-02-19	MS170	REVENUE SERVICES OF BC	02/19	FEB/19 MSP	2325	2325
028317	2008-02-19	NEL01	NELSON, TAMARA	122604	JAN 17-31/19 CONSULTING SRVCS	1545	1545
028318	2008-02-19	OE421	ON THE EDGE ROOFING & CONTRACTING	339	CHRISTMAS LIGHT REMOVAL-LYCHE	157.5	157.5
028319	2008-02-19	OTC25	OUT OF OUR TREE CUSTOM WOODWORK	122601	CHAMBER OF COMMERCE RENOVATION	6477.71	6477.71
028320	2008-02-19	PC285	PETTY CASH - LYVIER RIVERA	01/19	JAN/19 PETTY CASH	64.91	64.91
028321	2008-02-19	PF686	PROFIRE EMERGENCY EQUIPMENT	INVPO26535 INVPO26537 INVPO26534	ENGINE 1 SERVICE/INSPECTION RESCUE 1 SERVICE/INSPECTION ENGINE 2 SERVICE/INSPECTION	1126.65 1291.22 3382.77	5800.64
028322	2008-02-19	PI110	PUROLATOR INC	440394234	MAXXAM	90.69	90.69
028323	2008-02-19	RF255	RUSSELL FOOD EQUIPMENT LTD	01/31/2019	JAN/19 FINANCE CHARGE	7.02	7.02
028324	2008-02-19	RL068	RIVERA LYVIER	122608	LATIN CARDIO-JAN/19	94.89	94.89
028325	2008-02-19	SBR01	SONBIRD REFUSE & RECYCLING LTD.	34585 34586 34587 34588 34589 34590 34591	JAN/19 RECYCLING TRANSFER FEE LYCHE JAN/19 GARBAGE 52 STEPS JAN/19 GARBAGE SCH JAN/19 GARBAGE WHISKEY DOCK JAN/19 GARBAGE PW JAN/19 GARBAGE UCC JAN/19 GARBAGE UVFB & UAC	45.05 412.36 838.09 363.41 508.08 169.51 92.05	2428.55
028326	2008-02-19	SUN02	SUN LIFE ASSURANCE COMPANY OF CANADA	54380	FEB/19 EAP PROGRAM	99.23	99.23
028327	2008-02-19	UI923	UKEE INFO TECH	10829	IT SUPPORT JAN/19	3749.21	3749.21
028328	2008-02-19	UP459	UCLUELET PETRO-CANADA	3600 3628 3690	#4-TIRES/OIL CHANGE LIGHTS/OIL-PARKS VEHICLES #2 FLAT TIRE REPAIR	362.33 105.55 31.17	499.05
028329	2008-02-19	UR849	UCLUELET RENT-IT CENTER LTD	32139	JAN/19 PORTABLES	1545.6	1545.6
028330	2008-02-19	VF001	VOLUNTEER FIREFIGHTERS' ASSN. OF B.C.	RENEW19	VFAB/RENEWAL 19	168	168
028331	2008-02-19	VTS70	VALLEY TRAFFIC SYSTEMS	314210	PLAYGROUND CAUTION SIGNS	408.39	408.39
028332	2008-02-19	WC345	WURTH CANADA LTD	23389031 23392493	CAUTION TAPE-EMRGY SERVICES DANGER TAPE, RED	58.95 58.95	117.9
028333	2008-02-19	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	75045A 75608A 77209A 74729A 76678B 76093A 75940A 75823A 76728A 75886A 75885A	KEY CUTTING-PW SINK TAP-PW ZINC SHACKLES-SCH OUTER BASIN INDUSTRIAL GLUE-ST.JACQUES PARK LAG BOLTS-PW SHOP SUPPLIES DRIVE RATCHET-PW POST SADDLE/PIER BLOCK RETURN POST SADDLE/DECK BLOCK-PW CEDAR/SHINGLES-CANNON PARK KIOSK CEDAR/SCREWS-CANNON PARK KIOSK BAR HOLDER RETURN-CANNON PRK KIOSK	27.78 86.63 163.07 23.91 26.59 19.66 -16.19 75.17 192.42 69.28 -19.62	648.7
028334	2008-02-19	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	77352A	FLASHING-CANNON PARK KIOSK	22.4	22.4
028335	2008-02-19	WW601	WORDSWORTH MEDIA LTD.	JV11UCLUELET	JAZZ FEST AD-1/4 PG-UKEE DAYS	341.25	341.25
028336	2008-02-19	XC300	XPLORNET COMMUNICATIONS INC	INV25035246 INV25424205	JAN/19 JAN/19	55.99 55.99	111.98

APPENDIX A

District of Ucluelet
AP Cheque Listing
February 2019

Cheque #	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
27328797	2012-02-19	TP002	TELUS COMMUNICATIONS INC.	01/19	JAN/19	5035.54	5035.54
27328778	2013-02-19	BMC01	BELL MOBILITY INC	01/2019	JAN/19	1196.47	1196.47
028337	2022-02-19	CF870	COMOX FIREFIGHTERS ASSOCIATION	201812091	LINDSAY-LIVE FIRE LVL 1	550	550
028338	2022-02-19	GAR05	GARAVENTA (CANADA) LTD	1685872-0	JUL/18-JUL/19 MAINTENANCE	1260	1260
028339	2022-02-19	JAL42	JAL DESIGNS AND GRAPHICS INC.	40499896	HATS/SHIRTS-PW/PARKS	1730.09	1730.09
028340	2022-02-19	MAL51	McELHANNEY ASSOCIATES LAND SURVEYING LTD	2232 099398	PROJ:DOU PENINSULA RD BRDWLK SRW	630	630
028341	2022-02-19	ORC01	ORCA HEALTH & SAFETY CONSULTING INC.	4845	WCB RESCUE PLAN/9.22 APPLICATIONS	840	840
028342	2022-02-19	SA131	SUBTIDAL ADVENTURES	745766	UVFB O2 TANK REFILLS 2014-2018	1695.32	1695.32
028343	2022-02-19	DT002	TOFINO DISTRICT OF	20190060	JUL1-DEC31/18 BLDNG INSPCTR	21149.98	21149.98
028344	2022-02-19	AEL78	ALBION ELECTRIC LTD	749081	LIGHTING-52 STEPS	170.89	170.89
028345	2022-02-19	AHI01	ALLES HOLDINGS INC	18 19	JAN 28-FEB 8/2019 FEB 11-22/19 CONTRACT SRVCS	1008 1008	2016
028346	2022-02-19	BIL30	BERKS INTERTRUCK LTD	36747	R1 BRAKING SENSOR REPAIR	601.24	601.24
028347	2022-02-19	BP940	BLACK PRESS GROUP LTD.	33611280	JAN/19 ADS	1530.71	1530.71
028348	2022-02-19	B9394	BOYSEN MARK	122615	BOYSEN-CAO FORUM TRAVEL	240.4	240.4
028349	2022-02-19	BM190	BREAKERS MARINE LTD	P51469	PLOW SKIDS-SNOW PLOW	159.02	159.02
028350	2022-02-19	CT002	CLEARTECH INDUSTRIES INC	181997JMH 778815	CONTAINER RETURN SODIUM HYPOCHLORITE/CONTAINER DEP	-546 818.66	272.66
028351	2022-02-19	COM03	COMMUNITY ENERGY ASSOCIATION	2019-0153	2019 MEMBERSHIP CEA	1300	1300
028352	2022-02-19	CCL88	CORLAZZOLI CONTRACTING LTD	0010	TREE FELLING-MAIN & CEDAR RD	630	630
028353	2022-02-19	CE004	CORPORATE EXPRESS CANADA INC	49567229 49696320 49654308	FILE FOLDERS FILE TOTES OFFICE CHAIR-MUNICPL CLERK OFFICE	274.46 509.21 410.31	1193.98
028354	2022-02-19	DC001	DOLAN'S CONCRETE LTD.	UK45867	CONCRETE BLOCK-LAGOON	705.6	705.6
028355	2022-02-19	DFC01	DUMAS FREIGHT COMPANY	73274	CLEARTECH	231	231
028356	2022-02-19	ED977	EDWARDS DAVID	1339	TREE REMOVAL-HETINKIS PARK	682.5	682.5
028357	2022-02-19	FW050	FAR WEST DISTRIBUTORS LTD	325028 325025	ICE MELT-ROAD SALT SUGAR-UCC	777.41 28.01	805.42
028358	2022-02-19	f9134	FORTUNE, MARK	1841370	UVFB JACKETS X5	873.04	873.04
028359	2022-02-19	GFO11	GFOA OF BC	P-675	GFOA MEMBERSHIP 2019	220.5	220.5
028360	2022-02-19	HAA03	HARBOUR AUTHORITY ASSOCIATION OF BC	2019/02/11	2019 SAFE HARBOUR-PARLEE/WINPENNY	600	600
028361	2022-02-19	IC130	INFOSAT COMMUNICATIONS	375367	FEB/19 SAT PHONE	65.12	65.12
028362	2022-02-19	IB275	ISLAND BUSINESS PRINT GROUP LTD	168800	BLANK #10 WINDOW ENVELOPES	156.8	156.8
028363	2022-02-19	KM085	KAISER, MARIA	122620	STEP IT UP-JAN/FEB2019	74.97	74.97
028364	2022-02-19	CK608	KASSLYN CONTRACTING	D657 D656	D657 D656	877.75 1013.02	1890.77
028365	2022-02-19	MA952	MAXXAM ANALYTICS	VA1214490	WATER TESTING B909379	263.55	263.55
028366	2022-02-19	MF200	MINISTER OF FINANCE	122616	FORESHORE LOT 984	220.5	220.5
028367	2022-02-19	MISC		BP18-07	BP18-07 DMG DEP RETURN	1000	1000
028368	2022-02-19	MITC1	MITCHELL, CALI	4	FEB 4-18/19 CONTRACT SRVCS	1214	1214
028369	2022-02-19	NEL01	NELSON, TAMARA	122617	FEB 1-14/19 CONSULTING SERVICES	1417.5	1417.5
028370	2022-02-19	N9371	NOEL MAYCO	122623	PARKS CANADA/AFFRDBL HOUSING	102.82	388.86

APPENDIX A

District of Ucluelet
AP Cheque Listing
February 2019

Cheque #	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Paid Amount
				122624	LGLA/OPITSAHT	286.04	
028371	2022-02-19	NP156	NORTH PACIFIC REPAIR	127983	JUNCTION SIGN-REPAIR	102.9	772.5
				127982	FRASER LN LIFT STN DOOR REPAIR	275.74	
				127987	#10 REPAIRS	240.62	
				127997	KIOSK PROJ-BRACKETS	153.24	
028372	2022-02-19	PR725	PACIFIC RIM MARINE SEARCH & RESCUE SOC	SRF01/19	JAN/19 D651-654/D648 ADJ	542.55	542.55
028373	2022-02-19	PBX12	PBX ENGINEERING LTD	6092	14282-01 SCADA MAINT SUPPORT	359.63	5984.79
				6096	16331-02 LAGOON SCADA CONSTRUCTION	1825.47	
				6097	16331-03 LAGOON SCADA PROGRAMMING	3799.69	
028374	2022-02-19	PI110	PUROLATOR INC	440460603	MAXXAM	374.67	374.67
028375	2022-02-19	RID01	RIDGELINE MECHANICAL LTD	390151888	BAY ST PUMP STN/LAGOON FLOW METERS	57262.48	51536.23
028376	2022-02-19	RK125	ROSENE KAT	122619	FAMILY DAY 2019	200	200
028377	2022-02-19	SD199	SCHRAMM DESIGN	TG19-52	TIDE GUIDES 2019	101.06	101.06
028378	2022-02-19	SK010	STRICKLAND KARLA	122618	CLAY SCULPTING	3728.4	3728.4
028379	2022-02-19	SP010	SUPERIOR PROPANE	23552168	TANK RENTAL-UCC	169.58	169.58
028380	2022-02-19	TU428	TOURISM UCLUELET	11/18	NOV/18 MRDT	15367.33	15367.33
028381	2022-02-19	T9345	TOWGOOD JOHN	122621	TOWGOOD-MULTIMODAL WORKSHOP TRAVEL	39.96	599.95
				122622	TOWGOOD-LAW COURSE TRAVEL	559.99	
028382	2022-02-19	TSC19	TRANSPARENT SOLUTIONS CORP	10230	CLEARMAIL MAR/19	20.95	20.95
028383	2022-02-19	LEASE	UCLUELET CONSUMERS CO-OPERATIVE ASSN	03/19	MAR/19 LEASE	250	250
028384	2022-02-19	UP459	UCLUELET PETRO-CANADA	3783	WHITE RANGER-BATTERY/SNOWBRUSH	258.74	1662.49
				3751	#24-WINDSHIELD WIPER MOTOR	689	
				3813	WHITE RANGER-CONTROL ARMS/BALL JOINTS	714.75	
028385	2022-02-19	UR849	UCLUELET RENT-IT CENTER LTD	32510	TRUCKING FOR ROAD SALT/SAND	53.21	53.21
028386	2022-02-19	WCC28	WESTCOAST CONNECT	2102	JAL DESIGN/WALKER SAW	30.45	30.45
028387	2022-02-19	LY001	YOUNG ANDERSON	111724	1190040	894.33	6087.09
				111725	1190080	103.94	
				111726	1190134	606.93	
				111727	1190145	321.56	
				111728	1190157	305.93	
				111729	1190160	338.81	
				111730	1190161	1689.2	
				111731	1190165	1826.39	



STAFF REPORT TO COUNCIL

Council Meeting: MARCH 12, 2019
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOHN TOWGOOD, PLANNER 1

FILE NO: 3090-20-DVP19-01

SUBJECT: DEVELOPMENT VARIANCE PERMIT DVP19-01 FOR 1465 HELEN RD

REPORT NO: 19-23

ATTACHMENT(S): APPENDIX A – APPLICATION
APPENDIX B – DVP19-01

RECOMMENDATION(S):

1. **THAT** Council approve DVP19-01 to allow a single Bed and Breakfast guest room to occur on Lot 22, Plan VIP1116 Section 21, Clayoquot District (1465 Helen Road) without the parking space required by Section 505.1 of the District of Ucluelet Zoning Bylaw No. 1160, 2013.

PURPOSE:

The purpose of this report is to give Council information on an application to vary the Zoning Bylaw to allow a Bed and Breakfast (**B&B**) use without the required additional on-site parking for the subject property, Lot 22, Plan VIP1116 Section 21, Clayoquot District, 1465 Helen Road (**Figure 1**)

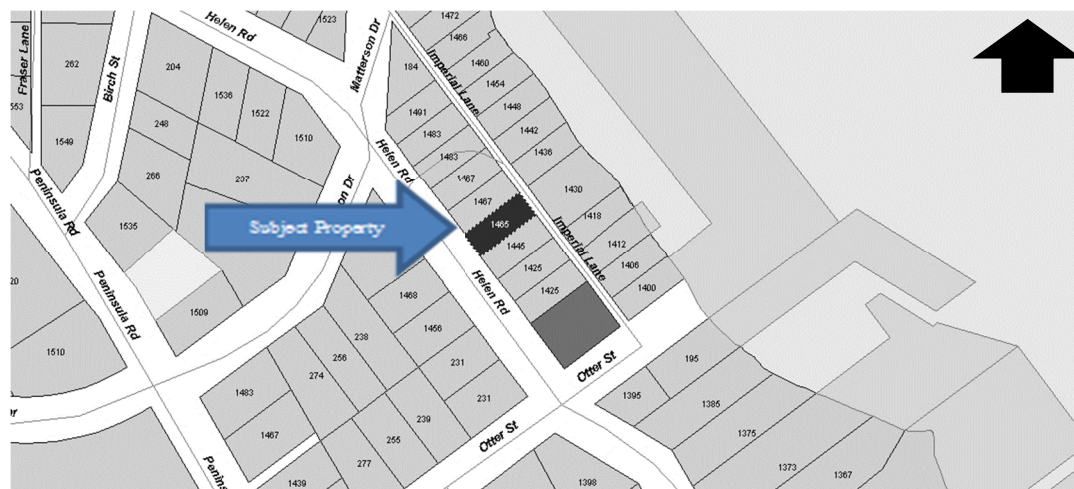


Figure 1- Property Location

BACKGROUND:

The existing Single-Family Dwelling (**SFD**) on this property was constructed in 1979. The Zoning Bylaw in place at the time required a SFD to have 1.5 parking spaces. As the SFD was constructed with a building permit there must have been some consideration, at the time, that parking would

occur on street. Due the lack of documentation, it is not possible to state with certainty that the parking for the subject property is lawfully non-conforming at this time. For the purposes of this application, staff consider the existing house complies with the parking required for a SFD by the Zoning Bylaw. From the building records available, the subject SFD has never contained a legal secondary suite or a business license for a previous B&B use.

A B&B use without a license was noted on the subject property by the municipal Bylaw Officer in early 2018. A request was made to bring the B&B use into compliance, and a B&B business license application was promptly received. The business license had to be refused based on the fact that the property lacked the required on-site parking for the proposed B&B use. Following this revelation, the applicant applied for a Development Variance Permit on January 10, 2019, requesting a variance for the required on-site parking. Staff encouraged the applicant to create the required parking on site rather than apply for a variance. The applicant hired a surveyor and engaged in discussions with local civil contractors. As a result of that work, the applicant states that the construction of a parking space is not possible unless the large mature trees in the front yard are removed. As the applicant prefers not to remove the trees in the front yard they have requested to proceed with the application for a variance.

It should be noted that a request to vary parking requirements could not be considered by the Board of Variance, since the scope of the Board only extends to the review of applications which could cause hardship in case of:

- (i) the siting, size or dimensions of a building or other structure, or
- (ii) the siting of a manufactured home in a manufactured home park.

DISCUSSION

The subject property has steep grades on both the Helen Road and Imperial Lane frontages, making the construction of driveway problematic. Staff agree with the applicant and consider that if a gravel base and a retaining structure were added to create parking in the front yard, that the mature trees and their root structures would be adversely affected. The following sketch shows the impact if a parking space was to be provided on site (**Figure 2**).

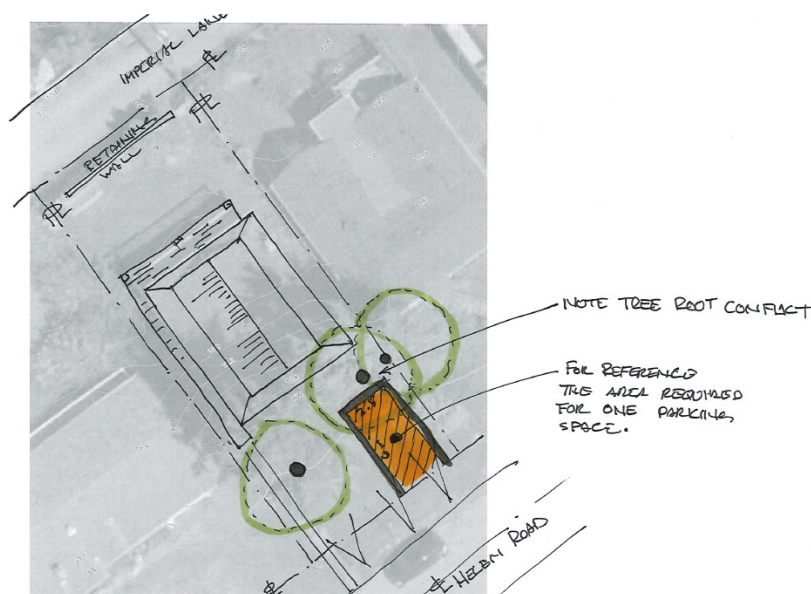


Figure 2- Site Sketch

This application represents an additional street parking burden to the Helen Road, where four other SFD's on the same block do not have on-site parking. There are circumstances where on-street parking is appropriate and a good way of adapting to existing and historical conditions. In this case, the applicant is left with a choice, to either cut down the existing trees and build an on-site parking space for the B&B guest room, or request a variance.

SUMMARY

The owners of this parking-challenged property wish to carry out a secondary use which is otherwise allowed by their zoning designation. In this case, Staff consider that retention of the existing trees (**Figure 3**) would have more benefit than creating the required on-site parking space for the B&B use.



Figure 3 – Site Trees

These existing mature trees are important for the identity and streetscape appeal of Ucluelet's existing neighborhoods. It also should be noted that an on-site parking space (green in **Figure 4** below) will also take away an on-street parallel space (red in **Figure 4** below).

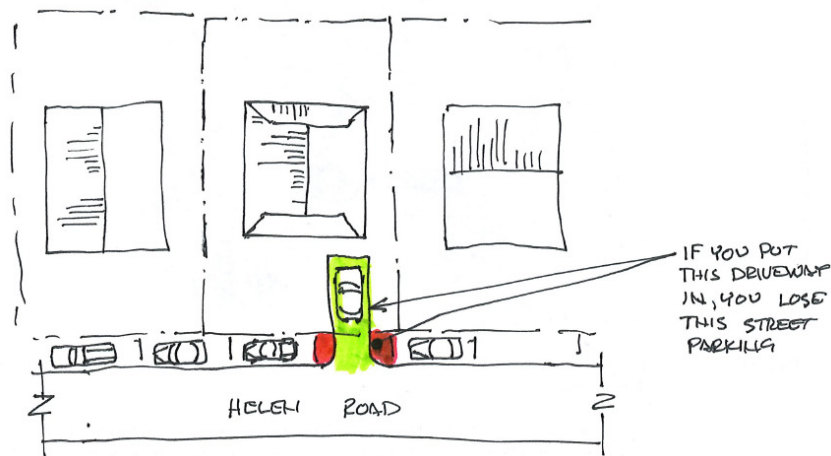


Figure 4 – Impact on Street Parking

Subject to public comment, staff can therefore recommend that Council consider issuing the requested parking variance.

ZONING REQUIREMENTS

Section 505.1 of the District of Ucluelet Zoning Bylaw No. 1160, 2013, requires that the parking requirement for a Bed & Breakfast use is 1 space per bedroom or guest room. The Applicant will be required to have either a variance to allow Bed and Breakfast guest room without a parking requirement or build a space on site.

BUILDING REQUIREMENTS

The applicant will be required to have the B&B space inspected by both the building inspector and the bylaw inspector prior to business license approval.

NOTIFICATION

A notification was mailed to the owners listed on title and delivered by hand to occupants of the homes and businesses within 100m of the subject property. The applicant has collected letters of support from some the immediate neighbours. At the time of the writing of this report, Staff have not received any letters or inquiries on this matter. Anyone who believes the proposed variance will affect their interests will also be given the opportunity to be heard at the March 12, 2019 Council meeting.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

There will be Staff time to administer this Development Variance Permit if approved.

FINANCIAL IMPACTS:

There is no financial impact to the District of Ucluelet.

POLICY OR LEGISLATIVE IMPACTS:

None

OPTIONS REVIEW:

1. Subject to public comment, THAT Council approve DVP19-01 to allow a single Bed and Breakfast guest room to occur on Lot 22, Plan VIP1116 Section 21, Clayoquot District, 1465 Helen Road without the parking space required by Section 505.1 of the District of Ucluelet Zoning Bylaw 1160, 2013. **(Recommended)**
2. THAT Council deny this application.
3. THAT Council defer this application and provide the applicant with an alternate direction.

Respectfully submitted:

John Towgood, Planner 1
Bruce Greig, Manager of Community Planning
Mark Boysen, Chief Administration Officer

Appendix A

Letter of Hardship for off street parking for 1465 Helen Road,

I am requesting a variance for Off Street Parking in relation to 1465 Helen Road. I believe there is due hardship because of the dimensions and elevation of our lot in relation to the front and back of the yard.

The dimensions of 1465 Helen road are 11.9m wide by 30.6m long. The distance from the front of the property line to our house is 6.3meters. The length of a full size pickup is 6.1m. This gives us .2 meters between the house and the front of a pickup. There are also three mature trees in our front yard that are about 1.5 meters from the house.

This is not enough space to build a parking spot in the front yard.

The back yard has similar space issues as the front yard there is not enough space to build a parking spot. In addition to the space issue the back of our lot is bordered by a 2m high retaining wall which runs the length of our backyard.

For these reasons, I believe there is due hardship for off street parking for our property.

Thank you.

Sincerely,



Matt Edwards

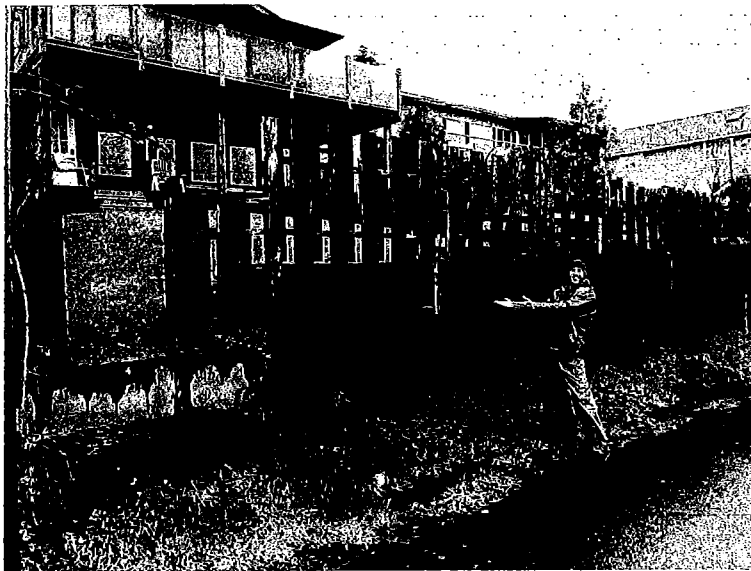
Front YARD view

Circled stick is property line



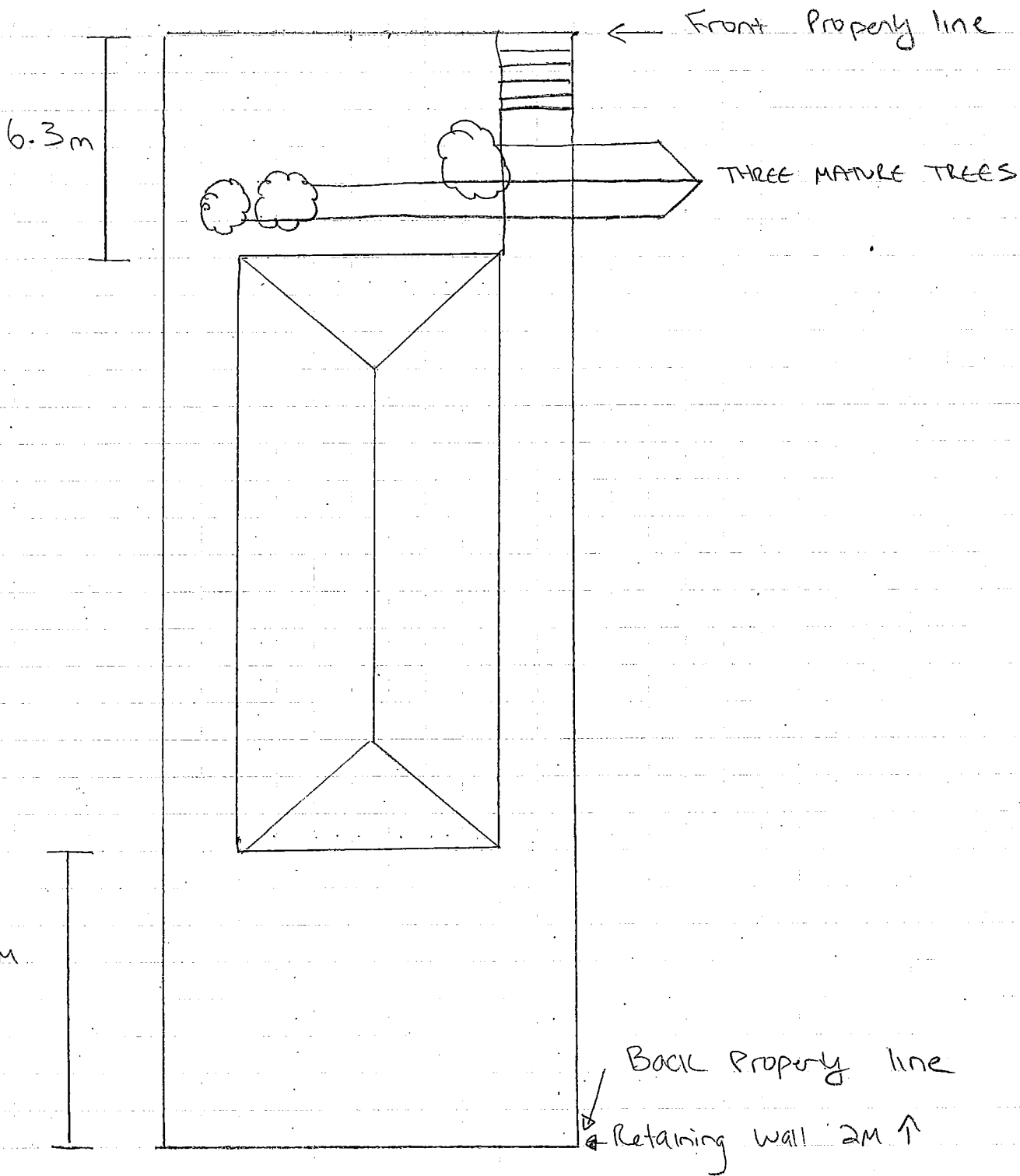
Front property line

BACK YARD view
2 m Retaining wall



HELEN ROAD

□ = 1m



IMPERIAL LANE

Neighbourhood Permission

1. We have gained all signatures from our neighbours with their permission for us to park on the street with our holiday rental guests.
2. The residence of 1456 Helen road have given us their permission to park our personal vehicles (1 or 2) in front of their house on Helen road that they do not use this space for parking as they have a garage and one vehicle.
3. We have guaranteed our neighbours that our holiday rental guests will park directly in front of our yard, and we will park one of our vehicles in front of 1456 Helen Road. We will include all information about parking in our pre-trip information to our guests so they know where to park and will not park in front of any other neighbours house on Helen Road.

Sincerely,



Matt Edwards

REQUEST FOR STREET PARKING

September 24, 2018


Matt Edwards and Angela Bueckert of 1465 Helen Road are requesting a variance with the District of Ucluelet. 1465 does not have off street parking, which is required by the district in order to operate a holiday rental suite. Matt and Angela are requesting a variance to this rule, which means their holiday rental guests can park on the street.

The holiday rental suite on 1465 Helen road is a two person suite. Only one vehicle is allowed in conjunction with the suite. The guests are permitted to park directly in front of 1465 Helen road and are informed of this in all communication prior to arrival. Matt and Angela will work hard to ensure that guests park in this designated area and do not park in front of any other houses on the street. We will work with all residents on Helen Road to ensure that they are not being affected by this variance throughout the year and encourage neighbours to speak openly with them about their concerns. All neighbours have been given Matt and Angela's contact information in case any issues arise.

Street Address

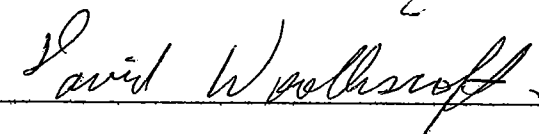
Name

Signature

1456 Helen Rajinder Phumaha 

1468 HELEN Ada Doreen 

1425 Helen RD. Ada Doreen Adilwangan

1475 HELEN RD David Woolcroft 



DEVELOPMENT VARIANCE PERMIT DVP19-01

Pursuant to section 498 of the Local Government Act, 2015:

1. This Development Variance Permit is issued to:

MATT EDWARDS, PO BOX 678, UCLUELET, BC, V0R 3A0

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

Lot 22, Plan VIP1116 Section 21, Clayoquot District, (1465 Helen Road)

3. This Development Variance Permit is issued subject to compliance with all the bylaws of the District of Ucluelet, except as specifically varied or supplemented by this Permit.
4. This Permit authorizes the following variance to the District of Ucluelet Zoning Bylaw No. 1160, 2013 on the Lands, as shown on Schedule A:
 - Section 505.1 which requires that the parking requirement for a Bed & Breakfast use is 1 space per bedroom or guest room, is reduced to 0 spaces required for the first licensed Bed & Breakfast bedroom or guest room.
5. 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, except where specifically varied or supplemented by this development variance permit.
 - b. in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws.
6. The above variance is granted for the proposed single Bed & Breakfast guest room on the land as shown on Schedule A. Should the existing building be removed or destroyed, or the Bed & Breakfast use be discontinued, this Development Variance Permit shall cease to apply and the zoning requirements in effect at the time shall apply.
7. 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.
8. This Permit is NOT a Building Permit.



AUTHORIZING RESOLUTION passed by the Municipal Council on the _____ day of _____, 2019.

IN WITNESS WHEREOF this Development Variance Permit is hereby executed and issued by the Municipality the _____ day of _____, 2019.

THE DISTRICT OF UCLUELET
by its authorized signatories:

Mayco Noël – Mayor

Mark Boysen – Corporate Officer

OWNER
by its authorized signatory:

Name:

ISSUED the _____ day of _____, 2019.

Bruce Greig - Manager of Community Planning



SCHEDULE A – Site Plan





STAFF REPORT TO COUNCIL

Council Meeting: MARCH 12, 2019
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MARK BOYSEN, CHIEF ADMINISTRATIVE OFFICER

FILE NO: 1855-04

SUBJECT: UCLUELET DRAFT CLIMATE ACTION PLAN

REPORT NO: 19-24

ATTACHMENT(S): APPENDIX A – REPORT TO COUNCIL FCM PARTNERS FOR CLIMATE PROTECTION PROGRAM (JANUARY 23, 2018)
APPENDIX B – UCLUELET DRAFT CLIMATE ACTION PLAN

RECOMMENDATION(S):

1. **THAT** Council provide feedback on the draft Ucluelet Climate Action Plan prior to final adoption at a future meeting.

PURPOSE:

The purpose of this report is to provide Council with a draft of the Ucluelet Climate Action Plan for comment.

BACKGROUND:

On January 23rd, 2018, Council approved a resolution to Join the FCM-ICLEI (Local Governments for Sustainability) Partners for Climate Protection Program and approved a proposed 2018 Ucluelet Climate Action Project Plan (Appendix A).

The result is a draft Ucluelet Climate Action Plan (Appendix B).

The Community Energy Association (CEA) was hired to provide consultation services and will present the draft Plan to Council.

Staff request Council provide feedback on the draft Plan so that a final version of the Plan can be presented for adoption at a future meeting.

OPTIONS REVIEW:

1. **THAT** Council provide feedback on the draft Ucluelet Climate Action Plan prior to final adoption at a future meeting. **(Recommended)**
2. **THAT** Council provide alternative direction to staff.

Respectfully submitted: Mark Boysen, Chief Administrative Officer



STAFF REPORT TO COUNCIL

Council Meeting: January 23, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MARK BOYSEN, CHIEF ADMINISTRATIVE OFFICER

FILE NO: 5280-20

REPORT NO: 18-02

SUBJECT: FCM PARTNERS FOR CLIMATE PROTECTION (PCP) PROGRAM

ATTACHMENT(S): APPENDIX A: Council Resolution to Join the FCM-ICLEI Partners for Climate Protection Program

RECOMMENDATION(S):

1. **THAT** Council approve the resolution to Join the FCM-ICLEI (Local Governments for Sustainability) Partners for Climate Protection Program; and
2. **THAT** Council approve the proposed 2018 Ucluelet Climate Action Project Plan.

PURPOSE:

The purpose of this report is to request Council's support for a resolution to join the Federation of Canadian Municipalities (FCM) and International Council for Local Environmental Initiatives (ICLEI) Partners for Climate Protection (PCP) Program and support the proposed 2018 Ucluelet Climate Action Project Plan.

BACKGROUND:

Ucluelet Climate Action to Date

In 2011, the District developed a modernized Official Community Plan (OCP) including a separate section on Greenhouse Gas (GHG) Emission Targets, Policies and Action. Many new GHG policies were adopted in the 2011 OCP including in the areas of Land Use and Development, Transportation, Buildings, Public Infrastructure and Facilities, Community Energy Systems, Solid Waste and Waste Management, and Awareness, Education and Outreach. It also included a section on actions (Monitoring and Reporting) which, to this point, have not been actively reported on. Although this section of the OCP requires some updating, it provides a foundational framework from which the community can build upon.

To this point there has not been the planning or resources dedicated to move actions forward. The proposed 2018 Ucluelet Climate Action Project Plan will help to ensure the District follows through on these commitments.

In early 2018, the District will utilize an Official Community Plan update process to consult the community on a range of community priorities including climate action. Input will derive from several opportunities to accelerate the climate action conversation and allow the community to contribute to new language in the OCP and to the PCP Program milestones process.

The District has also completed the following climate actions:

- Annual completion of the Climate Action Rebate Incentive Program Reports for the Province of BC.
- Recent commissioning of a corporate energy consumption report conducted and nearly finalized.
- Two existing purchasing policies that support a commitment to environmental best practices.
- Supporting the installation of a DC fast charging station for electric vehicles.

FCM Partners for Climate Protection (PCP) Program

Staff are proposing that Council consider participation in the FCM Partners for Climate Protection (PCP) program. The PCP program is a network of Canadian municipal governments that have committed to reducing greenhouse gases (GHG) and to acting on climate change. Since the program's inception in 1994, over 300 municipalities have joined PCP, making a public commitment to reduce emissions.

The program empowers municipalities to take action against climate change through a five-milestone process that guides members in creating GHG inventories, setting realistic and achievable GHG reduction targets, developing local action plans, and implementing plans using specific, measurable actions to reduce emissions. The milestone framework includes:

Milestone 1 – Creating a greenhouse gas emissions inventory and forecast.

Milestone 2 – Setting an emissions reduction target.

Milestone 3 – Developing a local action plan.

Milestone 4 – Implementing the local action plan or a set of activities.

Milestone 5 – Monitoring progress and reporting results.

The PCP program offers a proven approach to reducing GHG emissions while providing support to achieve success. Through the program, the District will gain access to the following tools and resources:

- Support and guidance, through the PCP Milestone Framework, to help members reduce GHG emissions;
- Access to a network of 300 local governments across Canada that are acting on climate change and can help the community succeed by offering their experience and examples;
- Technical support tools, including the PCP Milestone Tool and PCP Protocol;

- Information and access to funding opportunities, such as those offered by FCM's Green Municipal Fund;
- Capacity-building resources, including workshops, case studies and training opportunities; and
- Awards and recognition for milestone achievements and for reported measures.

Membership in the program also holds the municipality accountable to the following responsibilities:

- Carry out the PCP five-milestone framework within 10 years of joining the program;
- Submit documentation demonstrating progress with the five-milestone framework at least once every two years; ad
- The PCP Program requests that one staff member and one Council act as primary contacts on behalf of the municipality. It is recommended that the Chief Administrative Officer and the Mayor act as primary contacts for the program.

SUMMARY:

FCM PCP Membership Resolution

To become a member in the PCP program, Council must adopt the resolution provided in *Appendix A*, which acknowledges the District's commitment to taking action on climate change.

Proposed District of Ucluelet 2018 Climate Action Program Plan

To support the milestone framework, Staff have drafted the Ucluelet 2018 Climate Action Program Plan which is presented below for Council consideration. The Plan sets a path to achieve the greenhouse gas reduction goals already committed to within the Ucluelet Official Community Plan; 33% by 2020 and 80% by 2050. It also commits to using the methodology of the FCM PCP Program to achieve both community and corporate milestones 1, 2 and 3 in 2018. This would set up the community to achieve milestones 5 by the year 2020. The plan intends to establish an updated baseline for Ucluelet's GHG emissions inventory, reconfirm emissions reduction targets, and outline actions to reduce GHG emissions for municipal operations and the community.

Phase 1: Community GHG Inventory (Feb-Apr 2018)

PCP Milestone 1: Creating a greenhouse gas emissions inventory and forecast

This phase would be primarily completed by a consultant to conduct a community emissions inventory and forecast for the community. Staff will support the consultant and provide local information and expertise.

Phase 2: Target Setting (Apr 2018)

PCP Milestone 2: Setting an emissions reduction target

This phase is for staff to complete using feedback from the community during the OCP consultation, working with staff/Council, and reviewing best municipal practices in BC and Canada.

Phase 3: GHG Plan Development (Apr-Jul 2018)

PCP Milestone 3: Creating a local action plan

This phase would involve development of a Community Energy and Emissions Plan (CEEP) with the help of a consultant. This phase would again benefit from the OCP update process and along with a proposed Sustainability Speaker Engagement Series that would focus on home energy efficiency, vehicle electrification, waste reduction and renewable energy. These sessions would not only provide value information to the community, but will also be a chance for them to provide feedback and contribute to the development of the CEEP.

The completion of this project plan will result in the following high-value climate action assets for the Ucluelet community:

- A completed energy and emissions inventory forecast;
- Confirmation of emission reduction targets including updated baselines; and
- Development of a Community Energy and Emissions Plan to guide future actions.

Progress of the climate action program will be reported on during the municipally legislated annual reporting process. A separate section will be included in the annual report for climate action and sustainability initiatives. The District also uses a quarterly reporting process to update projects and financial information to Council and this will also include climate action projects.

There are several opportunities for this plan to contribute to other District goals and programs including:

- Integration of climate goals into a new asset management program.
- Advancing waste management for the community including composting programs.
- Identifying new renewable energy opportunities for the region, building on existing research such as wave energy generation.
- Raise awareness of adaptation planning for the community including local challenges of sea level rise and water security.

The successful roll out of this plan will set a new standard for the Alberni-Clayquot region and further encourage our local partners to work with Ucluelet on significant regional challenges such as transportation.

FINANCIAL IMPLICATIONS:

Committing to the resolution of the PCP program does not require financial commitment.

Federal funding has been requested to support the proposed 2018 Climate Action Project Plan. The funding application submitted in early January 2018 seeks \$26,000 in funding and has only committed staff time resources from the Municipality to support implementation.

If the funding application is not successful, other funding opportunities will be identified and presented to Council for approval.

OPTIONS:

Staff recommend the following options:

1. **THAT** Council approve the resolution to Join the FCM-ICLEI (Local Governments for Sustainability) Partners for Climate Protection Program.
2. **THAT** Council approve the proposed 2018 Ucluelet Climate Action Project Plan.

Respectfully submitted: Mark Boysen, Chief Administrative Officer
Karla Robison, Manager of Environment and Emergency Services

Council Resolution to Join the FCM–ICLEI (Local Governments for Sustainability) Partners for Climate Protection Program

WHEREAS it is well established that climate change is increasing the frequency of extreme weather events and posing other risks, such as drought, forest fires and rising sea levels, which present serious threats to our natural environment, our health, our jobs and our economy;

WHEREAS the 2016 Paris Agreement, signed by more than 190 countries, including Canada, committed to limit the global temperature increase to below two degrees Celsius and to pursue efforts to limit this increase to 1.5 degrees Celsius, in order to avoid the most severe climate change impacts;

WHEREAS local governments are essential to the successful implementation of the Paris Agreement;

WHEREAS Canada's cities and communities influence approximately 50 per cent of national greenhouse gas (GHG) emissions and can drive systemic low-carbon practices, including: building high-efficiency buildings, undertaking building retrofits and developing district heating; building active transit, electric vehicle infrastructure and electrified public transit; implementing near-zero GHG waste plans; and delivering high-efficiency water and wastewater services;

WHEREAS investments in these types of measures also reduce operating costs, help municipalities maintain and plan for future community services, protect public health, support sustainable community development, increase community resilience and reduce a community's vulnerability to environmental, economic and social stresses;

WHEREAS a number of government and international and national organizations have called for greater cooperation among all stakeholders to meet reduction targets, including Canada's Big City Mayors' Caucus, which supports binding GHG emission reduction targets at the international, national and city levels, action plans that cut emissions, identification of risks and mitigation solutions, and regular municipal GHG emissions reporting;

WHEREAS the **Federation of Canadian Municipalities (FCM)** and **ICLEI–Local Governments for Sustainability** have established the Partners for Climate Protection (PCP) program to provide a forum for municipal governments to share their knowledge and experience with other municipal governments on how to reduce GHG emissions;

WHEREAS over 300 municipal governments across Canada representing more than 65 per cent of the population have already committed to reducing corporate and community GHG emissions through the PCP program since its inception in 1994;

WHEREAS PCP members commit to adopt a community GHG reduction target of 30 per cent below 2005 levels by 2030, in line with the Government of Canada's target, and to adopt a corporate GHG reduction target that is similar or more ambitious, and to consider adopting a deeper community and corporate emissions reduction target of 80 per cent by 2050;

WHEREAS the PCP program is based on a five-milestone framework that involves completing a GHG inventory and forecast, setting a GHG reduction target, developing a local action plan, implementing the plan, and monitoring progress and reporting results;



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WHEREAS PCP members commit to carry out the five-milestone framework within 10 years of joining the program and to report on progress at least once every two years;

WHEREAS PCP members accept they can be suspended from the program — subject to prior notice in writing by the PCP Secretariat — in the event of non-submission of progress reports within the established deadlines;

BE IT RESOLVED that the municipality of the District of Ucluelet endorse the Government of Canada's commitment to the Paris Agreement to limit global temperature increase to below two degrees Celsius and to pursue efforts to limit the global temperature increase to 1.5 degrees Celsius; and

BE IT RESOLVED that the municipality of the District of Ucluelet review the guidelines on [PCP member benefits and responsibilities](#) and then communicate to FCM its participation in the PCP program and its commitment to achieving the milestones set out in the PCP five-milestone framework;

BE IT FURTHER RESOLVED that the municipality of the District of Ucluelet appoint the following:

- | | |
|---------------------------|--|
| a) Corporate staff person | Mark Boysen, Chief Administrative Officer
250-726-4777
mboysen@ucluelet.ca |
| b) Elected official | Mayor Dianne St. Jacques
250-266-1059
dstjacques@ucluelet.ca |

to oversee implementation of the PCP milestones and be the points of contact for the PCP program within the municipality.

_____ Signature

_____ Date



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SCIENTIFIC BACKGROUND

The International Panel on Climate Change (IPCC) says in its 2014 *Fifth Assessment Report* that warming of the Earth's climate system is unequivocal and that "the IPCC is now 95 per cent certain that humans are the main cause of current global warming."

The IPCC concludes this warming is caused primarily by increased atmospheric concentrations of carbon dioxide, methane and nitrous oxide released from burning coal, oil and natural gas and from cutting trees and clearing land for agriculture and development.

The IPCC has a high degree of confidence that the following climate-related impacts are occurring or will occur over the next century in North America:

- More frequent hot and fewer cold temperature extremes, resulting in longer and more frequent heat waves.
- More frequent and intense extreme precipitation events.
- Thawing of permafrost, causing greater emissions of greenhouse gases and leading to disruptions to infrastructure and the traditional ways of life in northern communities.
- Melting of glaciers and polar ice, causing sea level rise in over 70 per cent of coastal communities.
- Increased risk of extinction for a large fraction of terrestrial, freshwater and marine species, undermining food security in many regions.
- In urban areas, increase risks for people, assets, economies and ecosystems including risks from heat stress, storms and extreme precipitation, flooding, landslides, air pollution, drought, water scarcity, sea level rise and storm surges.
- In rural areas, impacts on water availability and supply, food security, infrastructure, and agricultural incomes, including shifts in food production areas.

Under business-as-usual scenarios, the IPCC has high confidence that global surface temperature is likely to exceed two degrees Celsius by the end of the 21st Century.

The IPCC observes that warming resulting from human influences could lead to abrupt or irreversible impacts, depending on the rate and magnitude of climate change, and that the more human activities disrupt the climate, the greater the risks.

Under a stringent emission reduction scenario, the IPCC concludes that surface warming could be kept under two degrees Celsius, which would reduce the risks and impacts of climate change.



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CLEAN ENERGY FOR THE SAFE HARBOUR

District of Ucluelet
100% Renewable Energy Plan
2019



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EXECUTIVE SUMMARY

Ucluelet's 100% Renewable Energy Plan carves a path towards a low carbon future: A future where Ucluelet residents experience the benefits of a connected, healthy, and economically prosperous community, while taking action on climate change and adapting to climate impacts.

The District of Ucluelet is committed to an 80% reduction in greenhouse gas (GHG) emissions and a shift to 100% renewable energy by 2050.

The Ucluelet 100% Renewable Energy Plan focuses on leveraging municipal powers to help residents, businesses, and visitors save energy, emissions and money. The plan lays out actions for buildings, transportation, waste and municipal operations. Actions fall into four categories:

- » **Infrastructure:** Investments into the District's own infrastructure, such as district-owned buildings, transportation networks, and public charging stations
- » **Policy:** Changes to District policy and regulation that lead to energy and emissions reductions in the community, such as requirements and incentives for enhanced energy efficiency in new buildings
- » **Engagement:** Outreach and education that inspires residents and businesses to make choices to reduce energy and emissions and prepares the private sector for a low carbon future
- » **Collaboration:** Proactive communication and collaboration with Provincial ministries, utilities, and neighbouring jurisdictions to move forward on actions that support Ucluelet's climate action goals

Municipal Commitment

The District of Ucluelet, like most communities across British Columbia, is responding to climate change. Ucluelet signed on to the BC Climate Action Charter, committing to working towards carbon neutral operations, measuring community emissions, and creating a complete, compact community. Provincial legislation requires that each local government establish targets, plans, and strategies to do their part to mitigate climate change.

The purpose of this plan is to outline a practical plan for Ucluelet to use its municipal powers to help residents and businesses save energy and, by doing so, save money and reduce greenhouse gas emissions.

Ucluelet's Official Community Plan has 24 Policies that directly relate to climate action and saving energy, emissions, and money in the community. This 100% Renewable Energy Plan will guide implementation of OCP policies.

Provincial Actions

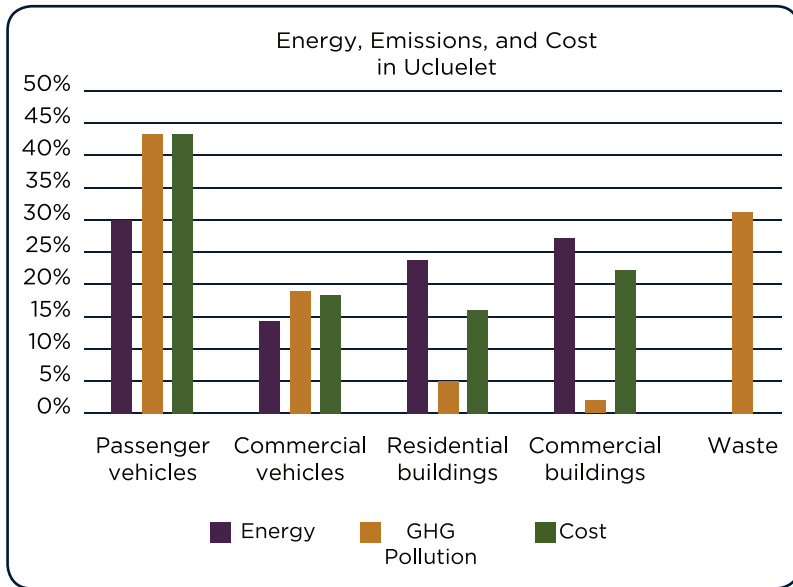
Province of BC has taken many actions to help British Columbians take action on climate change. Many of these actions have local government implications as well. The 2018 [CleanBC plan](#) outlines bold actions to reduce emissions in buildings, transportation, waste, and industry.



Current Situation

Most of Ucluelet’s 14,000 tonnes of emissions comes from transportation. This is partly because most buildings in the community are heated with electricity, which in BC is almost carbon free. Waste is the next largest category of emissions, caused by food and yard waste decomposing in landfill.


Residents and businesses in Ucluelet spend \$8.5 million annually on energy, mostly gasoline and diesel for transportation as can be seen in the chart at the side. This equates to approximately \$5,000 for each resident of Ucluelet. Reducing the energy used in buildings and vehicles can save residents and businesses money, while also reducing emissions.




Targets

This plan outlines approaches to get to the targets set in the OCP.

The main target is:



80% GHG Reduction and 100% Renewable by 2050.



this translates to:
a 4.2% annual decrease in emissions for every resident of Ucluelet.

Approach to Climate Action




The District of Ucluelet recognizes that decisions made by residents and businesses will have the biggest impact towards meeting the emissions reductions targets. The approach reflected in this plan clearly lays out the role of the District with respect to investments in supportive infrastructure, as well as policy and regulation that enables broader energy and emissions reduction. The greatest impact will come from outreach, engagement, and incentives that empower residents, visitors and businesses to save energy, emissions and money in their homes, businesses, and transportation choices.

Climate Action Principles

- » The District of Ucluelet is committed to working with residents, businesses and other collaborators to be a sustainable community including adopting science-based emissions targets
- » The District of Ucluelet supports a sustainable community through infrastructure, policy, and engagement, and leading by example.
- » Ucluelet Residents, businesses, and visitors support a sustainable community through their choices in buildings and heating, transportation, and waste
- » While becoming environmentally sustainable, Ucluelet will also become healthier, more connected, and equitable
- » Ucluelet is on a 30-year journey with steps every year to move toward 100% renewable energy and zero-waste.
- » Every year, we will have more efficient buildings running on less and less heating oil and propane, greener transportation options, and less food and yard waste going to the landfill

Goals of Ucluelet's 100% Renewable Energy Plan

This Plan outlines 10 climate action goals across 4 sector categories:
Transportation, Buildings, Waste, and Municipal Operations.

	More Connected and Convenient	Goal 1 - Ucluelet attracts businesses so residents can access key services close to home	Pages 11-28
	Transportation Choices	Goal 2 - Ucluelet residents can safely move around town by foot, bike, scooter, or other low-carbon transportation modes Goal 3 - Ucluelet is connected to the region by reliable transit and an extended EV charging network	
	Support Transition to Electric Vehicles	Goal 4 - Ucluelet residents and visitors can charge electric vehicles at home, work, and popular destinations	
	Better Buildings	Goal 5 - All new buildings are energy efficient, durable, comfortable and affordable to operate due to complying with the BC Energy Step Code Goal 6 - Existing residential and commercial buildings become energy efficient, comfortable, durable, and cheaper to operate through whole-building energy retrofits	
	Renewable Heat	Goal 7 - Ucluelet transitions away from heating oil and propane by 2030 in favour of renewable sources of heat such as heat pumps	Pages 29-34
	Divert Organics	Goal 8 - Organic waste is diverted from the landfill due to a curbside collection program and on-site composting	
	Think Long-term	Goal 9 - The District integrates climate action into all municipal processes	Pages 38-42
	Lead by Example	Goal 10 - The District leads by example by ensuring all buildings are energy efficient and by transitioning to a low-carbon fleet	

2030 Targets: How We Get There

To reach the target will take ongoing commitment over the next 30 years. The biggest changes will be in how we move. More cycling, walking, scooters, electric golf carts, and transit will help. The biggest shift will be to electric vehicles over time as existing vehicles are replaced. This will reduce emissions (BC electricity is low carbon) and save 90% of the fuel cost since internal combustion engines are only about 20% efficient and gasoline is twice as expensive as electricity for the same amount of energy.

How we heat our homes will change as well. New buildings will be much more efficient (80% more efficient by 2030) and we will eliminate heating oil first, then propane as a heating source.

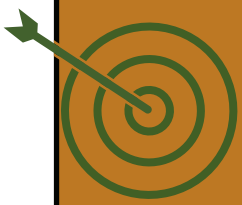
We will stop wasting our food scraps and yard trimmings. Instead of being buried in a landfill, they will be collected for compost.

The timeline at the side depicts some of the changes we can expect with this plan. The plan will take 30 years to achieve. The district has an important role to play in setting up the infrastructure required for the change like sidewalks, charging stations, and multi use paths. It also has a role with establishing policy, regulation and incentives to drive the change.

Citizens and businesses of Ucluelet have the biggest role.

The change depends on their individual choices about how to get around, where to live, and how to handle food and yard material. To engage citizens and businesses, the plan will necessarily depend on ongoing, sustained engagement to help residents sort through what their choices are and how those choices impact the direction of the community and the world.

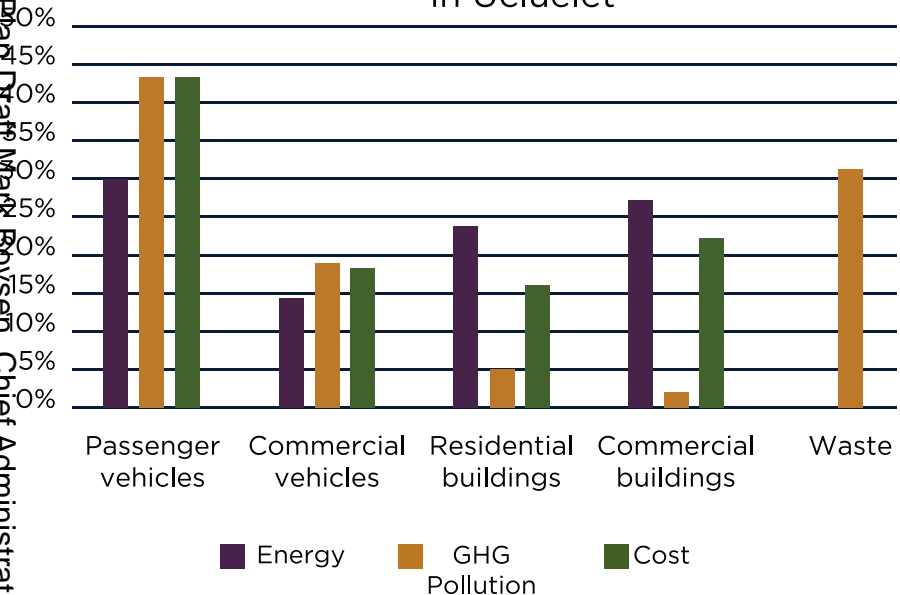
2019	0% per-capita GHG reduction	Targets and actions committed to and budgeted Ongoing community engagement starts Infrastructure starting to be deployed Policies developed to shape future growth
2022	10% per-capita GHG reduction	EV's 5% of new car sales (6), EV's 1% of all passenger vehicles (16) Yard and garden waste is used to create compost New multi-use paths and sidewalks increase walking and cycling Transit service begins All new buildings 20% more efficient than 2018 code
2025	31% per-capita GHG reduction	Heating oil eliminated EV's 10% of new car sales (9) and 3% of all vehicles (42)
2027	38% per-capita GHG reduction	All new buildings 40% more efficient than 2018 code
2030	48% per-capita GHG reduction	All new buildings 80% more efficient than 2018 code EV's 30% of new car sales (36) and 11% of all passenger vehicles (153)
2040	70% per-capita GHG reduction	100% of new passenger vehicles sold in BC are zero emissions / electric EV's 100% of new car sales (152) and 54% of all passenger vehicles (1,014)
2050	100% renewable energy, 80% emissions reduction	Propane eliminated 100% of passenger fleet is electric or hydrogen from electrolysis 100% of buildings are heated with electricity 90%+ of yard and garden waste is composted 100% of commercial vehicles are electric, hydrogen, or biodiesel Fishing fleet converted to 100% renewable fuel



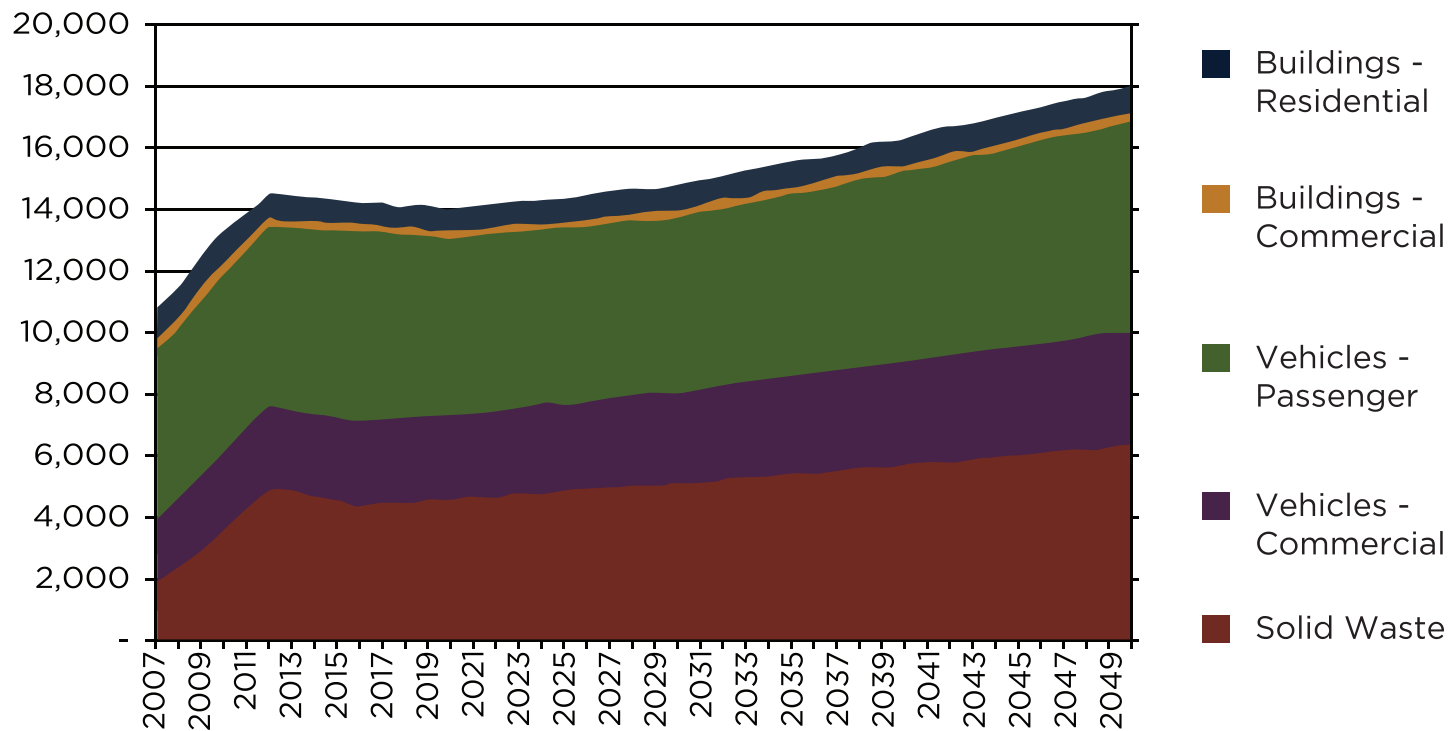
Forecast Emissions

Community-wide greenhouse gas emissions in Ucluelet have been estimated from Province of BC's Community Energy and Emissions Inventory and forecast based on population growth and committed senior government policies. This is shown in the chart below.

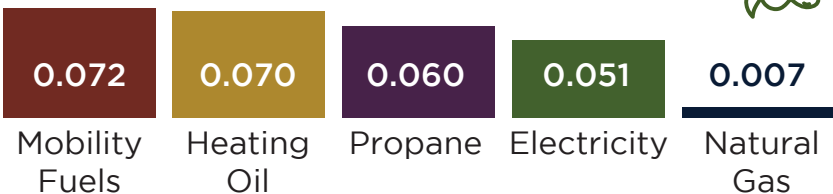
Energy, Emissions, and Cost in Ucluelet



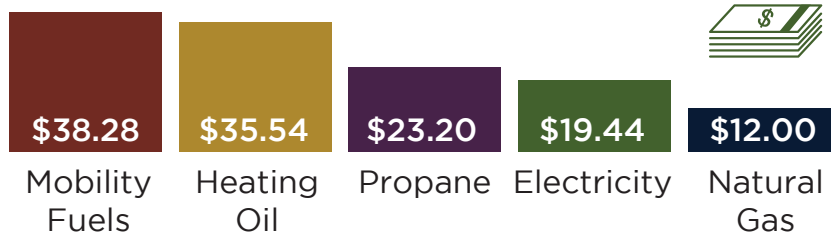
Forecast Emissions by Sector: Tonnes per Year



Greenhouse Gases per gigajoule



Cost per gigajoule



Targets

The District will work with other governmental and non-governmental partners to promote the following *per capita reductions* in GHG emissions (from the 2007 baseline) within the region and District of Ucluelet:



40% GHG reduction by 2030

60% GHG reduction by 2040

**80% GHG reduction with
100% renewable energy by 2050**



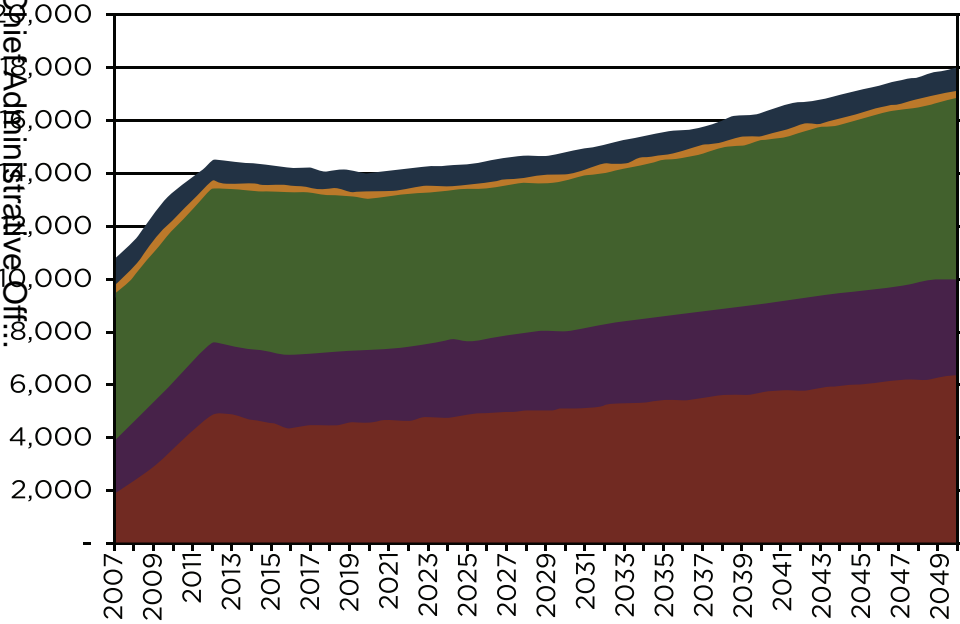
Every person and business reducing 4.2% every year from 2019 to 2050 on average

Same as every year 72 more people eliminating 100% of their emissions

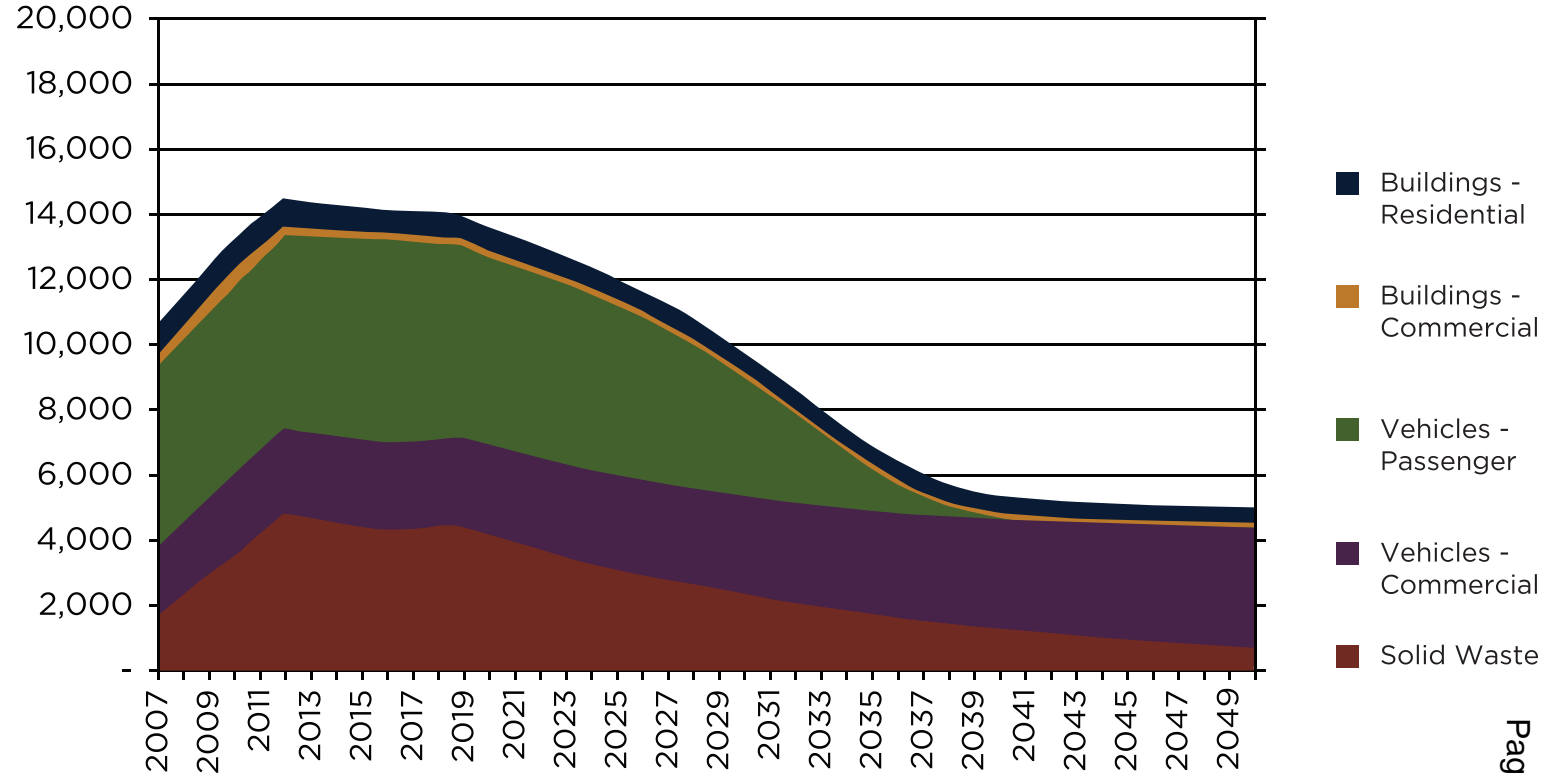
Impacts of Climate Action Plan

By undertaking the actions in this plan, the District can affect future community energy and emissions. The following charts show the projected emissions reductions that can result from actions in this plan, compared to forecasted emissions in a scenario of “business as usual”.

Forecast Emissions by Sector, Tonnes per Year (Business as Usual Scenario)



Planned Emissions by Sector, Tonnes per Year (Impacts of Ucluelet’s 100% Renewable Energy Plan)



UCLUELET'S 100% RENEWABLE ENERGY PLAN

Ucluelet Climate Action Plan Draft Mark Boysen, Chief Administrative Off...





Vehicles are responsible for 60% of the greenhouse gas pollution generated from Ucluelet residents and businesses, not including visitors. Transportation fuels such as gasoline and diesel are the largest expenditure on energy in the community, followed closely by electricity. At almost \$5 million per year, saving a percentage of transportation costs can add up to economic development opportunities.

Current Situation

Ucluelet residents and businesses depend on fossil fuel vehicles as their primary mode of transportation currently. The second most common way to make trips is by walking which accounts for approximately 20% of trips. This is likely seasonal with a higher proportion in the summer and lower proportion in winter. Ucluelet's current geographic footprint of approximately 4 linear kilometers lends itself to walking and cycling transportation choices if the right infrastructure is in place. Almost all passenger vehicles in Ucluelet are fossil-fuel powered. There are less than five electric vehicles currently registered in Ucluelet, including a Leaf and the District's two Might-E trucks. The District is demonstrating leadership through the adoption of EV's in its fleet.

Business as Usual Considerations

Population growth for the purposes of modeling is assumed to be the historical average of approximately 1.08%. The planned new development could significantly accelerate population growth. This would affect transportation emissions increasing the number of vehicles as the population increases and as distances within the District increase.

There is low Electric Vehicle (EV) penetration in Ucluelet currently. The recently announced provincial 'Zero Emissions Vehicle Mandate' is not included in the 'business as usual' forecast because it has not been enacted yet and it is provincial level mandate with no assurance that the same proportion of EV's will be sold locally. The Official Community Plan (OCP) has excellent detailed policies for active transportation and public transit, which will further increase walking and cycling.



Goals

- Goal 1** – Ucluelet attracts businesses so residents can access key services close to home
- Goal 2** – Ucluelet residents can safely move around town by foot, bike, scooter, or other low-carbon transportation modes
- Goal 5** – Ucluelet is connected to the region by reliable transit and an extended EV charging network
- Goal 4** – Ucluelet residents and visitors can charge electric vehicles at home, work, and popular destinations



Saving energy, emissions, and money on transportation will require simultaneous change in all four transportation characteristics in the graphic below.

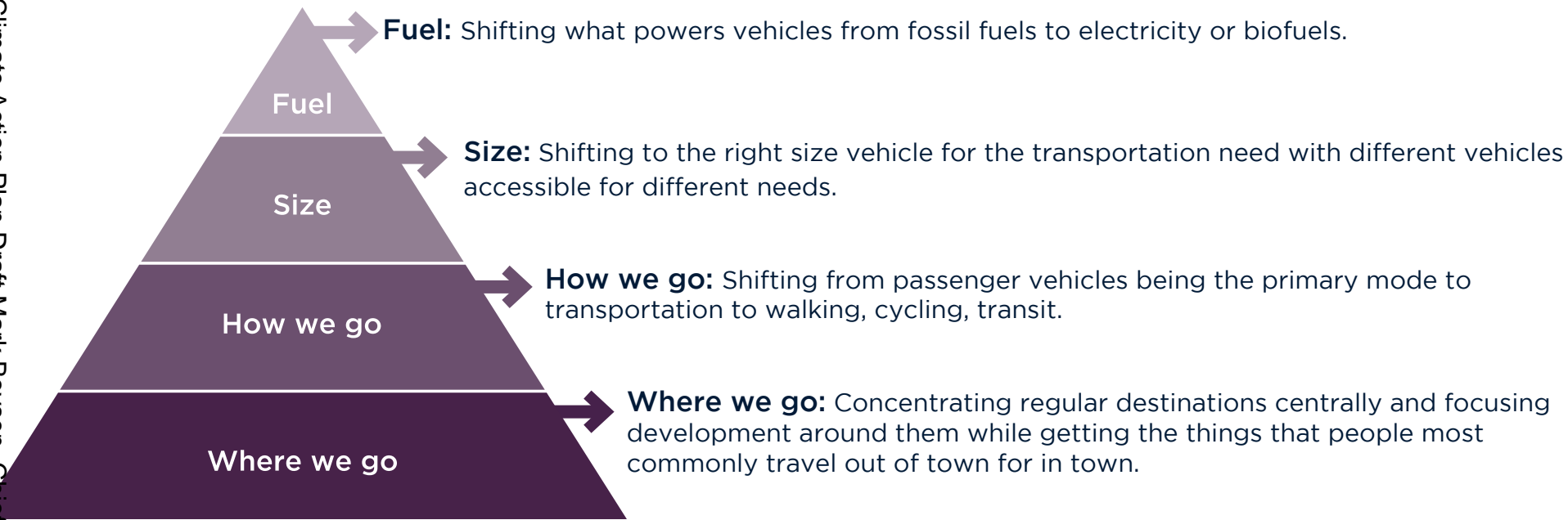


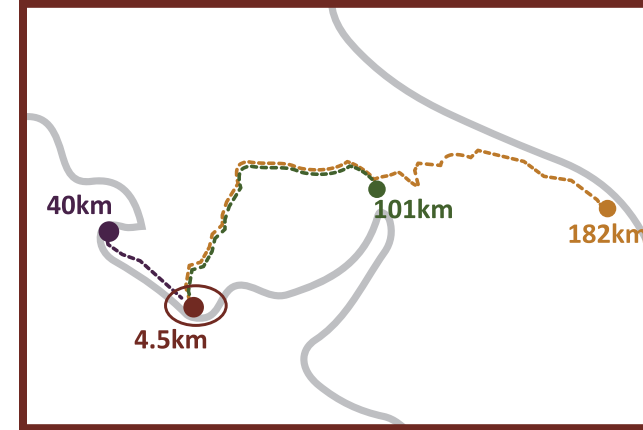
Photo: Tourism Ucluelet

WHERE WE GO - TRIP DISTANCE REDUCTION

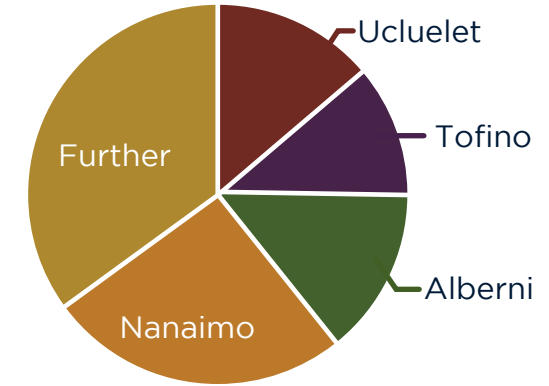
Trips are made around town and out of town. Currently Ucluelet is approximately 4.5km end to end. The closest municipalities out of town are Tofino and Port Alberni. Distances are shown at the side. There are different strategies for influencing trips around town versus trips out of town.

A survey of participants at the CEEP Open House in October 2018 shows that only 11% of vehicle kilometers traveled are within Ucluelet. While there is a far greater number of trips around Ucluelet, they are of a much shorter distance. This was a small sample size and may not fully reflect the community-wide average. It does demonstrate that out of community travel is most likely a larger portion of vehicle kilometers traveled than in-community transportation.

Where We Go



Monthly Vehicle KM Traveled by Destination



? HOW

Reducing trip distance within the community involves decisions about growth and density. Reducing trip distance for trips outside the community involves attracting businesses and services to Ucluelet that reduce the number of trips out of community that residents and businesses have to make.

\$ COSTS

Infill development can utilize the existing municipal infrastructure (roads, multi-use paths, sewers, etc.) and **save the district money** compared to greenfield development. Attracting businesses and services to Ucluelet that people currently travel out of the community for can align with economic development goals. Ucluelet's OCP includes plans for greenfield development and expansion. These development areas can be well connected to the town centre and include some services and amenities to encourage active and assisted transportation (see "How we go").

OFFICIAL COMMUNITY PLAN

Policies 2.14 and 2.15 support infill development in the core and centralization of governments services there

⚙️ STRATEGY

The official community plan has supportive policies for reducing trip distance through infill development in the core. This is an important part of reducing in-community trip distance, particularly given the central location of the core.

The planned new development at the north end of town has the potential to increase the linear length of the community by 50% or more and has the potential to attract growth that would otherwise occur in already developed and serviced areas of the community. The increase in the developed area of the community and the potential to distribute future growth to lower density areas will work against trip distance reduction. Minimizing the footprint of the new development through higher density on each lot with fewer lots can potentially avoid deforestation. The sequestration of carbon in trees could possibly be counted against the municipality's corporate inventory as part of meeting Ucluelet's commitment to being carbon neutral in its operations.

Attracting businesses and services to Ucluelet can be a significant part of reducing the number of trips residents have to make out of town. The most common examples cited at the CEEP Open House in October were a dentist and sports facilities.



ACTION PLAN - Where We Go

ENGAGE	ACTION	TIMING	EFFORT/ IMPACT
	Survey	2019	medium/ none

NEXT STEPS

Design a short survey on travel patterns including number of trips by destination per month on average and reason for out of town travel. Engagement team distributes survey, collects results, and compiles results in a manner that can be analyzed. Review consolidated survey results to update the inter-community vs intra-community travel split and refine emissions reduction projections. Review consolidated survey results to identify businesses, services, or facilities that could significantly reduce out of community travel needs.

ENGAGE	ACTION	TIMING	EFFORT/ IMPACT
	Business Attraction & Retention	2020 - 2022	medium/ TBD

NEXT STEPS

As part of local economic development strategy, target business types that residents are currently traveling out of town to get to.

3

POLICY	ACTION	TIMING	EFFORT/ IMPACT
	Recognize carbon value of avoided deforestation	2020 - 2022	medium/ TBD

NEXT STEPS

Contact Province of BC, Ministry of Environment, Climate Action Secretariat to obtain information on rules for counting avoided deforestation and calculation tools. Include in Climate Action Revenue Incentive Program grant reporting if applicable.

ENGAGE	ACTION	TIMING	EFFORT/ IMPACT
--------	--------	--------	-------------------



Fleet Driver Training

2020

**low /
low**

NEXT STEPS

As part of local economic development strategy, target business types that residents are currently traveling out of town to get to.



IMPACT - Where We Go

The impact of actions in this section has not been modeled as it depends materially on the results of the recommended survey and future decisions on which business / services to attract and retain within the community.

Driving growth to the community core through infill and densification would help reduce in-community kilometers traveled by having more people live closer to the places around town they need to go to regularly. A general rule of thumb for the impact of densification on transportation is that doubling density in a complete, compact way can reduce vehicle kilometers traveled by 25%. The calculation below is based on assumptions which likely over-estimate the impact of densification of the core on travel emissions in Ucluelet:

- » % of community in 'core': 20%
- » % of travel within community: 15%
- » % of total annual growth directed to the 'core': 100%

If future growth is directed to the core for approximately 18 years, the density of the core will double. The core would then be 40% of the population, and a reduction of 25% of the in-community kilometers traveled (15% of total kilometers) could be achieved (40%X25%X25%) yielding a 2% reduction in total passenger-vehicle emissions. Ucluelet's OCP includes a vision to expand development, so the likely emissions reductions from trip distance reduction will be lower. In this case, greater emissions reductions would result from focusing on active and assisted transportation infrastructure, transit, and support for electric vehicles.

HOW WE GO - MODAL SHIFT

Individuals have choices about how they move around. This plan identifies how the municipality can support people making a choice to shift how the move from single occupant passenger vehicles to walking, cycling, transit, and ride sharing. Currently over 70% of trips are taken by car while walking and cycling account for just over 20% of trips combined. The trips completed by walking and cycling are generally within the community which, as noted in the previous section accounts for the majority of the number of trips while only representing 15% of total kilometers traveled due to the less frequent but longer distance of out-of-town trips.

? HOW

To create a significant shift out of single occupant vehicles, infrastructure is required such as multi-use paths, sidewalks, and a transit system. In addition, ongoing community engagement and promotion are required to establish social norms that reinforce choices to use active transportation and transit.

The draft OCP details plans for sidewalks and multi-use paths. These are capital-intensive multi-year investments that are planned and budgeted separately from this plan.

BC Transit is studying the possibility of a transit service looping both Ucluelet and Tofino. This service could shift some in-community trips from cars to transit and could have an even greater impact for trips between Ucluelet and Tofino. Ucluelet to Tofino travel accounts for approximately the same amount of vehicle emissions as travel within Ucluelet.

Outreach can include 'walking school bus' programs, walk to work commuting challenges, or competitions among residents to make sustainable transportation choices.



STRATEGY

The primary strategy for building out the infrastructure is ongoing, multi-year construction, combined with updating subdivision servicing bylaws, and collaborating with Ministry of Transportation and Infrastructure and BC Transit to assist with infrastructure development and cost sharing. Simultaneously, an ongoing campaign to encourage people to choose to use active transportation and transit should be run. The infrastructure is detailed in the Official Community Plan which has **18 policies** related to this topic.



OFFICIAL COMMUNITY PLAN

The OCP has many detailed policies related to shifting how we move including policies 2.12, 2.16, 2.17, 2.20, 2.21, 2.23, 2.25, 2.26, 2.22, 2.27, 2.60, 2.63, 2.69, 2.72, 2.86, 2.87, 2.88, and 2.89 as well as the map above.



COSTS

Multi-use paths and sidewalks are significant multi-year capital investments. Collaborating with Ministry of Transportation to complete sidewalks or multi-use paths as Peninsula Road is upgraded will be an important strategy to reduce District costs. As noted above this infrastructure is budgeted separately from this plan.



ACTION PLAN - How We Go

1

COLLABORATION	ACTION	TIMING	EFFORT / IMPACT
---------------	--------	--------	-----------------



MOTI collaboration on Peninsula

2019

medium / medium

NEXT STEPS

Continue engagement with Ministry of Transportation and Infrastructure to ensure sidewalks and paths identified in the OCP are completed as Peninsula Road is refurbished.

3

INFRASTRUCTURE	ACTION	TIMING	EFFORT / IMPACT
----------------	--------	--------	-----------------



Infrastructure build-out

Ongoing

medium / medium

NEXT STEPS

Complete build-out of sidewalks and paths as planned and budgeted

5

ENGAGE	ACTION	TIMING	EFFORT / IMPACT
--------	--------	--------	-----------------



Engagement / Promotion

Ongoing

medium / medium

NEXT STEPS

See engagement section of this document (Page 23)

2

POLICY	ACTION	TIMING	EFFORT / IMPACT
--------	--------	--------	-----------------



Update Subdivision Servicing Bylaws

2020 - 2022

medium / high

NEXT STEPS

Review current best practices for active transportation infrastructure in SDS bylaws. Adapt these practices to reflect the unique nature of Ucluelet. Include in broader update to SDS bylaws.

4

COLLABORATION	ACTION	TIMING	EFFORT / IMPACT
---------------	--------	--------	-----------------



Collaborate with BC Transit

Ongoing

medium / medium

NEXT STEPS

Continue to work with BC Transit to secure a transit service providing regular service to Ucluelet and Tofino.



IMPACT - How We Go

These actions could lead to a reduction of 6% of emissions from personal transportation over time. Building out active transportation infrastructure in the community will impact in-community emissions (15% of total personal transportation emissions). An extensive network backed by an ongoing engagement campaign could see a doubling of the percentage of trips completed by walking or cycling (shifting a further 20% of in-community transportation) yielding a 3% reduction in personal transportation emissions. Shift percentages are estimates based on survey results at the CEEP open house.

Similarly, a well-planned frequent bus service around Ucluelet and to Tofino backed by ongoing promotion and engagement could shift 20% of trips to Tofino to bus also yielding a 3% reduction in personal transportation emissions.



SIZE / EFFICIENCY

Size and efficiency of vehicles and driving significantly affect the amount of energy and emissions produced.



HOW

Municipalities have three tools to affect the size and efficiency of vehicles in their communities. First is anti-idling bylaws to promote efficient driving. Second is establishing a 'truck share' so that residents can access large vehicles when needed without having to own one so that they do not have to use an oversized vehicle for all transportation tasks. The third is by reducing speed limits to enable golf carts and other low speed (typically electric) vehicles to use community roads legally and comfortably.



COSTS

Costs for these actions are relatively low. Anti-idling and speed limit adjustments costs are related to staff time to implement these measures as well as signage. A truck share will vary in cost depending on the approach taken such as providing an incentive for a non-profit or company to start up a truck share or donating a municipal vehicle or operating a truck share through the municipality itself.



STRATEGY

Actions in this section are not directly referenced in the OCP, however recent interest has emerged from the Chamber of Commerce in enabling golf carts on community streets.



NO-IDLE ZONE

It All Adds Up To Cleaner Air



ACTION PLAN - Size & Efficiency

POLICY	ACTION	TIMING	EFFORT / IMPACT
--------	--------	--------	-----------------



Adopt anti-idling bylaw

2020

low / low

NEXT STEPS

Adapt an existing anti-idling bylaw to Ucluelet, Adopt the bylaw, post signs and direct the engagement team to engage the community in providing feedback to drivers who disregard the bylaw.

ENGAGE	ACTION	TIMING	EFFORT / IMPACT
--------	--------	--------	-----------------



Plan truck-share

2020

low / low

NEXT STEPS

Commission a study to develop a business case for a truck share and evaluate options for structuring it as well as challenges / barriers. Based on study results develop a plan to initiate a truck share.

2

POLICY	ACTION	TIMING	EFFORT / IMPACT
--------	--------	--------	-----------------



Reduce speed limit in community

2020

low / low

NEXT STEPS

Review BC examples of communities lowering speed limits to enable low speed electric vehicles and adapt existing bylaws for Ucluelet. Direct engagement team to work with hospitality sector and chamber of commerce to raise awareness.



IMPACT - How We Go

These actions could lead to a reduction of 6% of emissions from personal transportation over time. Building out active transportation infrastructure in the community will impact in-community emissions (15% of total personal transportation emissions). An extensive network backed by an ongoing engagement campaign could see a doubling of the percentage of trips completed by walking or cycling (shifting a further 20% of in-community transportation) yielding a 3% reduction in personal transportation emissions. Shift percentages are estimates based on survey results at the CEEP open house.

Similarly, a well-planned frequent bus service around Ucluelet and to Tofino backed by ongoing promotion and engagement could shift 20% of trips to Tofino to bus also yielding a 3% reduction in personal transportation emissions.

ELECTRIC VEHICLES

Modern electric vehicles were launched in 2011. Previously, custom-built low speed electric vehicles such as the District’s Might-E Trucks have existed as well as retrofitted vehicles. The Province of BC has stated its intention to implement a requirement for all vehicle manufacturers who sell vehicles in BC to sell a minimum percentage of electric vehicles. This percentage starts at 10% in 2025 and escalates to 100% by 2040. This mandate is at the manufacturer and provincial level. These percentages will not translate into a particular community without both infrastructure and engagement.

Electric vehicles save approximately 90% of fuel cost due to electric drive being much more efficient than internal combustion and electricity costing half as much as gasoline per unit of energy. Internal combustion engines are typically 20% efficient, meaning for every \$100 of gas you put in the tank, \$80 goes to creating waste heat around the engine and 20% goes to moving the vehicle forward.

Electric vehicles also have low maintenance costs due to no oil changes, simple transmissions with 1 gear, and regenerative braking.

Local governments play a key role in EV adoption through deploying charging infrastructure, requirements for new buildings and facilities to be EV-ready, and outreach.

Other communities in south-eastern BC, northern BC, and Alberta have found significant value in regional collaboration for EV infrastructure, outreach, policy and integration of EV’s into tourism branding to drive economic development.

The plan below outlines how Ucluelet could do its part to get its fair share of EV’s and reduce personal transportation emissions by 94% by 2050.



STRATEGY

The Official Community Plan has 4 policies related directly or indirectly to electric vehicles. The shift to EV’s is the single largest emissions reduction opportunity in the plan over time and it is highly dependent on active support from the District. This includes public charging stations, policy for EV ready new building, encouraging innovative uses of EV’s, extensive outreach, regional collaboration and engagement with senior government.



COSTS

The main cost area for EV’s is deployment of ‘Level 2’ public chargers to enable residents and visitors to charge while in the community. A ‘level 2’ charger is small device with some intelligence that enables a vehicle to charge up from a 220V 40A electrical circuit (about the same as a clothes dryer). These chargers average approximately \$10,000 including equipment and installation costs.


Other costs include community and dealer engagement on an ongoing basis.

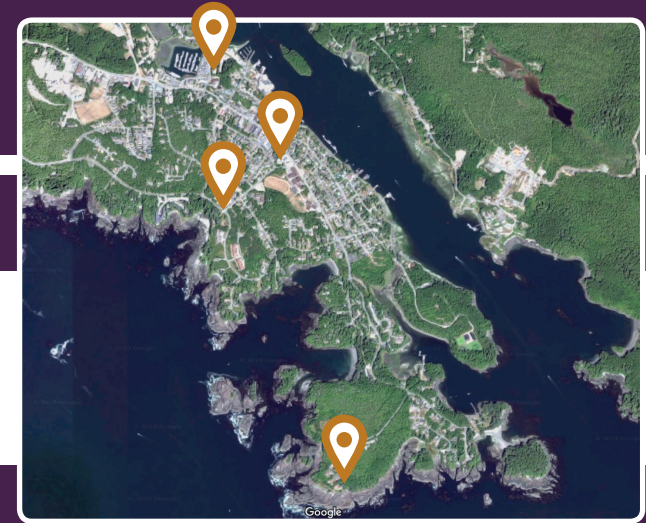
OFFICIAL COMMUNITY PLAN

Policies 2.13, 2.18, 2.24, 2.65 support electric vehicles



ACTION PLAN - Electric Vehicles

INFRASTRUCTURE	ACTION	TIMING	EFFORT / IMPACT
	8 initial public chargers	2019	medium / medium



NEXT STEPS

Four 'level 2' (220v/40a) charging stations, each with two plugs at strategic locations in the community. One station at each of the locations on the map except the new parking hub which would have 2 stations (4 plugs). Currently the only chargers are the fast charger at the junction and the level 2 at Black Rock. These charging stations will provide a place for visitors to charge up while experiencing the community. The chargers serve two purposes - to attract visitors and to remind residents that EV's are a choice they can make.

Budget estimate is \$12,000 for each of the stations installed (\$60,000 total) plus a small annual network fee. **Include full amount in 2019 budget to be safe.**


The Province of BC is likely to come out with grants for public level 2 chargers in 2019.

Immediate work should begin to confirm locations, specific siting of the stations, electrical capacity of the associated buildings and an estimate for both electrical and civil work to install the stations (they can be wall mounted which is less expensive or pedestal mounted). Consider painting the parking stall for EV charging to act as a further visual cue for non-EV drivers to avoid parking in the spot reserved for charging. When choosing specific sites, consider distance to the electrical panel (drives cost), safety, convenience for parking, and "selfie-friendly" backgrounds so that people when charging can post to social media in a positive way. In addition to stations, **signage** should be installed for all stations directing EV drivers from Peninsula road to the charging station. Contact Fraser Basin Council for current provincial standards for signage. These signs also serve as a reminder about electric vehicles for residents.

Electricity use for the station is minimal. A time-based fee for charging may help drive the desired behavior of using the charger when needed then moving on so others can use it. Determine procurement approach for chargers (Province of BC has negotiated a corporate supply agreement (CSA) for level 2 chargers (<https://www2.gov.bc.ca/gov/content/governments/services-for-government/bc-bid-resources/goods-and-services-catalogue/ev-charging-stations?keyword=ev&keyword=charging>) which Ucluelet could use or it could issue a Request for Proposals to a short list of EV charging providers.

Once estimates are completed, keep in touch with the Province of BC and Fraser Basin Council on timing of grants. Schedule installation and media-friendly launch / promotion of the stations. Ensure stations are showing up on EV driver applications.

ACTION PLAN - Electric Vehicles

ENGAGE	ACTION	TIMING	EFFORT / IMPACT
	Highway 4 Regional Collaboration & Launch Event & dealer engagement	Q1 2019 and ongoing	medium / medium

NEXT STEPS

EV's have a regional element including highway charging infrastructure, public outreach, dealer engagement, integration into regional branding and tourism, and through joint procurement access to larger grants, lower costs on infrastructure, and economies of scale with outreach.

The electrification of the Ministry of Transportation 'Level 3' fast charger at the Taylor River Rest Area provides an excellent opportunity for initial collaboration and awareness raising through a 'Highway 4' e-opening, possibly in March 2019 to coincide with the Pacific Rim Whale Festival and Art Splash. A media-friendly rally of EV's could be organized from Parksville through Coombs and Port Alberni, to Long Beach and Tofino then ending in Ucluelet with filming at key stops to compile into a EV tourism video for the region. Ideally, car dealers from Port Alberni or Nanaimo provide test drives in a high visibility event that also allows the District to profile its Might-E trucks as well as the fast charger on Ucluelet land at the junction.

This requires:

- » Commitment from Ucluelet and engagement with the other communities along highway 4 as well as with Province of BC Ministry of Energy and Mines for possible co-funding of regional outreach activities and Ministry of Transportation and Infrastructure.
- » Detailed workplan and budget (est. \$25,000 spread across multiple communities for event and coordination and securing grants which could offset part or all of the \$25,000)
- » Branding / story discussions with the communities and finalization of a brand and story
- » Selection and engagement of someone to film key parts and to edit into a short (2-5 minute video)
- » Event planning including timing, stops, key focus in each community
- » Engagement with current EV owners in the region to recruit them to participate in the event
- » Engagement with new and used vehicle dealers to participate in test drives
- » Event facilitation and media / social media promotion
- » Post event editing
- » Development of vision and specific targets / goals for ongoing regional collaboration (increasing DCFC on Highway 4 for redundancy, regional community engagement, policy alignment, Level 2 joint procurements and access to provincial funding as it becomes available)



ACTION PLAN - Electric Vehicles

3

POLICY

ACTION

TIMING

EFFORT / IMPACT



Update building bylaw requirements to include 100% of new buildings to have 100% of parking spaces with electrified circuits for EV charging

2019 - 2020

low / high

NEXT STEPS

Province of BC has issued direction that BC Building Code does not address EV charging and so local governments are free to enact requirements for EV charging in new buildings. There are many examples of policies requiring EV charging in Part-9 buildings (homes, duplexes) and Part-3 buildings (condo's, commercial). The current best practice is to require energized outlets for 100% of parking stalls (with power sharing to reduce electrical infrastructure costs) for new condo's and energized outlets for every new home in a place appropriate for an EV plug. This significantly reduces the cost of rewiring a home when an EV is used. <https://pluginbc.ca/policy/> is a good reference for these policies. A further consideration is an 'EV Ready' sticker for homes that have appropriate circuits in the right places.

- » Review policy best practices
- » Adapt to Ucluelet while considering the potential for Ucluelet and Tofino to align policies
- » Engage building community to increase awareness and buy-in including around approaches to compliance and costs
- » Adopt Building Bylaw update

4

ENGAGE

ACTION

TIMING

EFFORT/ IMPACT



Work with local hospitality sector to transition to EV fleets

2020 - 2022

medium/ TBD

NEXT STEPS

Engage tourism sector to purchase electric commercial fleet vehicles and low-speed bus shuttles





ACTION PLAN - Electric Vehicles

5 ENGAGE

ACTION

TIMING

EFFORT / IMPACT



Ongoing engagement with BC Hydro and Ministry of Transportation

2019 and ongoing

low / medium

NEXT STEPS

Engage BC Hydro and Ministry of Transportation (possibly through regional collaboration above) to encourage further charging infrastructure deployment along Highway 4 to facilitate travel to/from Ucluelet for visitors and for residents.

6

POLICY

ACTION

TIMING

EFFORT / IMPACT



Consider public EV charging and community amenity

2020

low / high

NEXT STEPS

For new developments, evaluate the potential to include public EV charging as an amenity contribution.

7 ENGAGE

ACTION

TIMING

EFFORT / IMPACT



Ongoing engagement

2019 and ongoing

medium / high

NEXT STEPS

To achieve uptake of EV's locally, ongoing engagement will be required. Some examples include:

- » Public education on initial cost of used EV's and operational costs (particularly for people who travel a lot over relatively short distances)
- » Assessment of interest in a joint procurement of EV's to drive the price down further
- » Engage the local automobile repair shops to get training on EV's
- » Conduct public awareness and test drives at community events
- » Identify opportunities to include used EV's in low-income / worker housing to provide a safe and reliable form of low-cost transportation
- » Engage hospitality industry on EV charging provisioning as well as electric bicycles for their guests and/or electric golf cart transportation.



IMPACT - Electric Vehicles

Electric vehicle infrastructure and sustained engagement could reduce personal transportation emissions by **94% by 2050**.

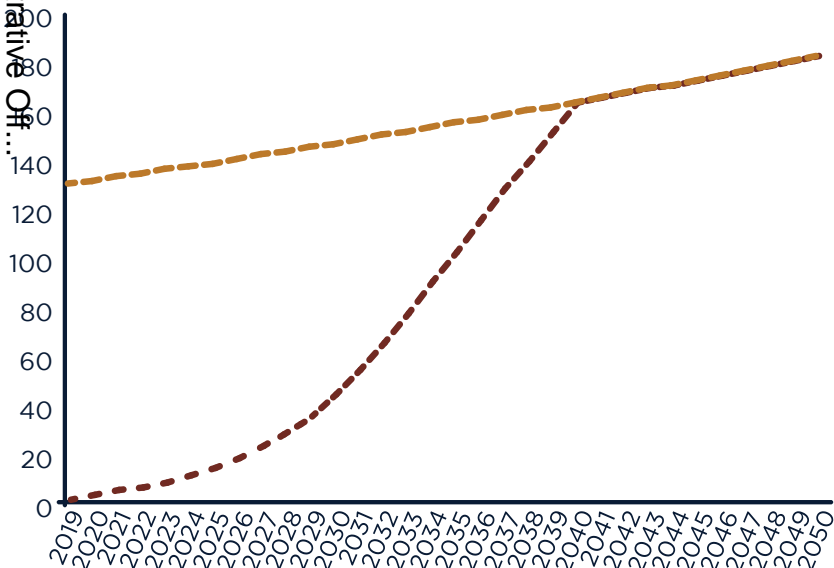
The impacts of these actions are outlined in the charts below with projections on EV sales within the community, the proportion of all vehicles that are electric and the percentage of personal transportation emissions saved.

The financial savings are also significant with cumulative fuel savings, not including savings on repairs and maintenance totaling \$1.7 million in 2030 and rising to over \$17 million by 2040.



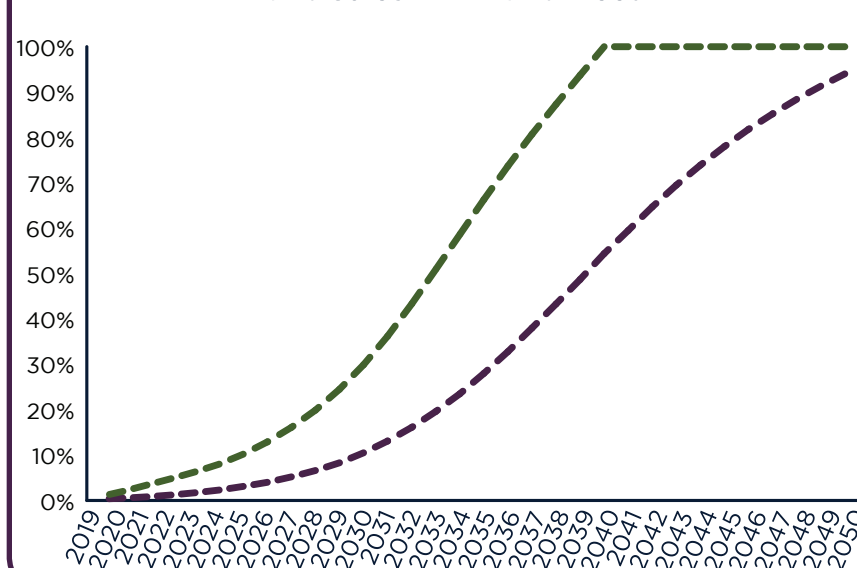
Ucluelet EV Sales Projections

— New Car Sales - - - Annual PEV Sales

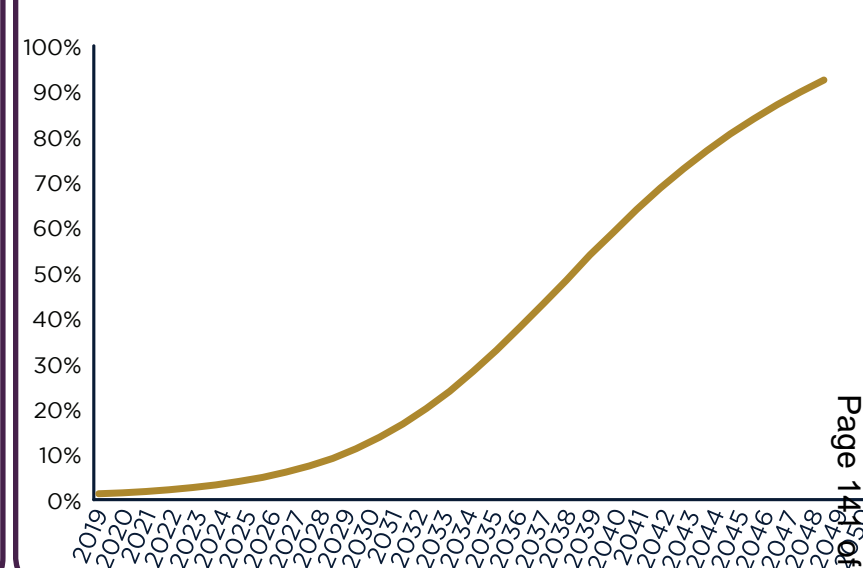


Electric Shift of Vehicles in Ucluelet

— EV % Sales - - - EV % Fleet



Ucluelet Personal Transportation GHG Reduction



DECARBONIZING COMMERCIAL VEHICLES

Electrification

Medium and heavy-duty commercial vehicles account for approximately 30% of transportation emissions in Ucluelet. While electric light-duty vehicles are already available and charging infrastructure is underway, decarbonizing larger commercial vehicles is more difficult. Electric vehicle charging standards for medium and heavy-duty vehicles is currently evolving, and manufacturing is expected to begin on the first heavy-duty EVs. Currently there are limited options for fully electric commercial vehicles, such as school and transit buses and some medium-duty vehicle applications.

The District of Ucluelet can monitor the readiness of electric vehicle technology for the commercial sector and engage with local industry, such as fisheries and trucking to prepare them for an eventual shift towards electrification. The District

will play an important role collaborating with the Ministry of Transportation and Infrastructure and BC Hydro to ensure future high-voltage charging capability along Hwy 4 corridor

Compressed Natural Gas (CNG)

While Ucluelet does not have natural gas supply, there may be an opportunity for a compressed natural gas (CNG) fueling station in Port Alberni that could be utilized by CNG trucks coming in and out of Ucluelet. CNG vehicles and fueling stations are generally available for medium and heavy-duty vehicles today in urban and some rural areas. Port Alberni, given its placement along Hwy 4 and home base for several medium and heavy-duty fleets, could possibly support a CNG fueling station. CNG vehicle operators can become carbon neutral through the purchase of renewable natural gas (RNG) credits.



ACTION PLAN - Decarbonizing Commercial Vehicles

ENGAGE	ACTION	TIMING	EFFORT / IMPACT
	Work with trucking to transition to low carbon fuels	2022	high / medium

NEXT STEPS

- Engage local fishing industry and fish truck operators about shifting to lower carbon transportation. Explore options for language in transportation contracting
- Conduct regular reviews of low carbon options (every 5 years) with fish plant and/or trucking company.

DECARBONIZING COMMERCIAL VEHICLES

Available Technology for Low-Carbon Trucking

Technology	Costs	GHG Reduction (%/yr. vs. Diesel)	Status as of 2018
CNG	Capital: \$295k (\$50 - 80k above diesel) Lifetime: Equal to diesel in 2015, \$150k savings by 2020	30	Long-haul CNG/LNG trucks now available, 4 in BC, with FortisBC being able to build stations anywhere as needed.
DNG	Capital conversion cost: \$75k, \$53k paid by FortisBC, \$22k by customer Lifetime: 0.5 - 2 year payback, \$60k - 200k lifetime savings	20 - 40	Conversion kits up to 775 DLE now available, 15 refueling stations in BC, and limited stations between Edmonton to Calgary, and 401 corridor from Windsor to Montreal. Also long-haul CNG/LNG trucks now available.
RND	Additional fuel cost of >\$0.27/L above CNG fuel, however \$0.30-0.40/DLE available back as carbon credits	100	Five RNG facilities in BC available now. RNG well suited for HDVs

Source: Decarbonizing the Commercial Transportation Sector (CEA, 2019)

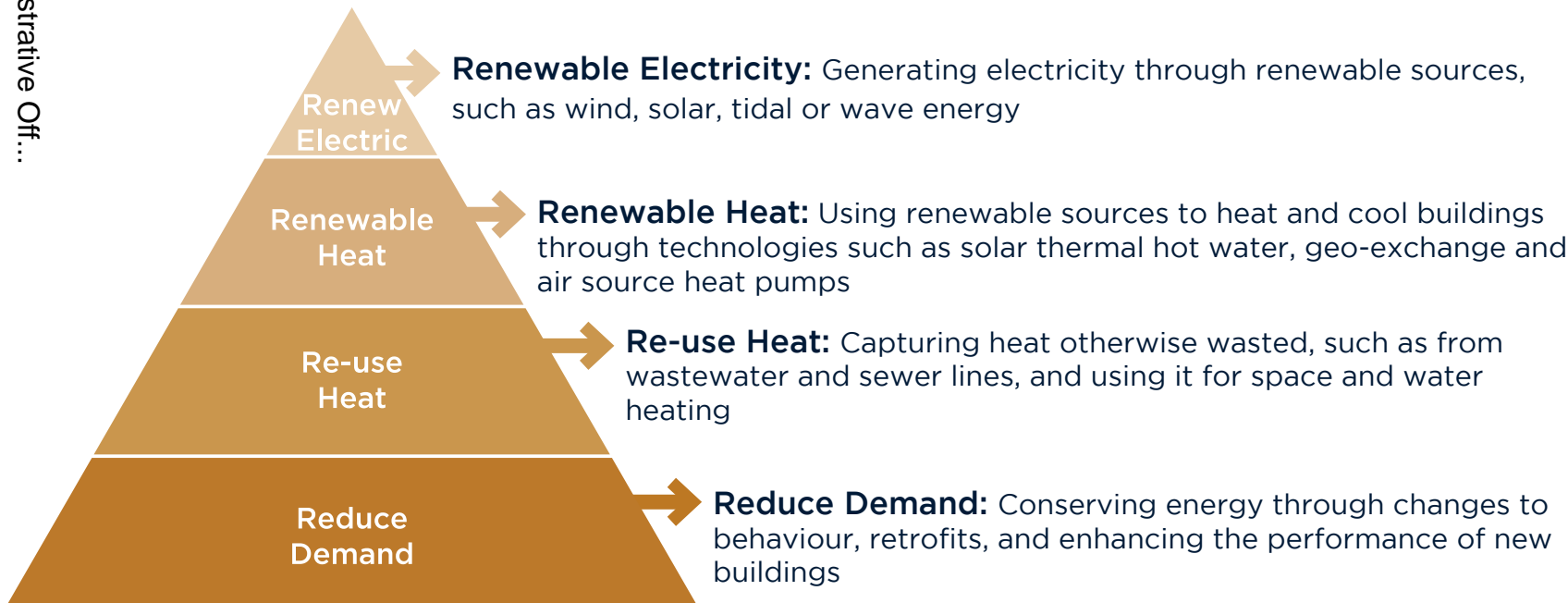


Buildings make up a small portion of Ucluelet’s greenhouse gas emissions (7%) because the primary fuel source for heating is electricity. However, half of the energy consumed and about 40% of the community’s energy budget (\$3.5 million) is spent on heating and powering homes and businesses.

Reducing energy consumption in buildings will help residents and businesses save money, but it also leads to a host of other benefits, including more comfortable and healthy spaces to live and work. High performance, energy efficient buildings are also more durable and resilient in the face of extreme weather events, which are becoming more frequent due to climate change.

The focus for saving energy, emissions and costs in the building segment is on reducing demand.

Energy efficiency measures in both existing and new residential and commercial buildings are usually the best initial investment for recuperating value and realizing the other benefits stated above. Most actions in this plan fall under this broad strategy, which is the bottom of the triangle below. With efficiency maximized, there are opportunities to recover heat and invest in renewable energy at both the single building and community scale.



Goals

Goal 5 - All new buildings are energy efficient, durable, comfortable and affordable to operate due to complying with the **BC Energy Step Code**

Goal 6 - Existing residential and commercial buildings become energy efficient, comfortable, durable, and cheaper to operate through **whole-building energy retrofits**

Goal 7 - Ucluelet transitions away from heating oil by 2030 in favour of **renewable sources of heat** such as heat pumps



REDUCE DEMAND



HOW

Energy demand can be reduced in existing residential and commercial buildings through a range of strategies that include changes to behaviour or operating conditions, technology and equipment upgrades, up to deep whole-building energy retrofits. It is up to building owners and residents to determine what level of investment makes sense, but the District can help provide information and offer top-up incentives to further improve the business-case for energy savings.

Where the municipality has more direct impact on building energy efficiency is the buildings not yet built. The BC Building Code is changing to require increased energy performance in the future, following the structure of the BC Energy Step Code, which is available now. The local building industry can get ahead of the curve with the help of the District: through implementing the Energy Step Code with incentives, stepped up regulation and focused training opportunities.



STRATEGY

The official community plan supports high-efficiency buildings in new developments and major renovations of existing buildings. When considering adoption of the Energy Step Code, the District could step up the base energy performance of new major developments, such as the planned new development past Forbes road.



COSTS

The District can provide valuable information to residents and businesses at very little cost. With increased investment, there are opportunities to strategically encourage specific energy retrofits through topping up EfficiencyBC incentives. The administrative costs of incentive top-ups is borne by the Provincial program instead of by the District.

The cost of adopting the Energy Step Code depends on whether the District implements an incentive program, such as a building permit rebate or subsidized mid-construction air tightness testing. Once the Step Code is adopted into the building bylaw, there are no significant costs to the District, however builders and developers will experience moderate incremental costs, which can be offset through incentives and training opportunities.



OFFICIAL COMMUNITY PLAN

Policies 2.34 and 2.22 support reducing energy demand at civic facilities

Policy 2.28 supports incorporating high-efficiency buildings in new developments and major renovations, and targets implementing the Energy Step Code by 2020

ACTION PLAN - Reduce Demand

ENGAGE	ACTION	TIMING	EFFORT / IMPACT
	Promote efficiency at time of permit and other means	2019	low / low

NEXT STEPS

- » Distribute EfficiencyBC materials at the front counter and at community events (CEA can provide)
- » Explore opportunities for additional community outreach, including social media and local news
- » Promote wood stove exchange program through regional district when available (Fall 2019?)
- » Adapt and distribute sustainability checklist for renovation and new home permits (CEA can provide)

POLICY / ENGAGE	ACTION	TIMING	EFFORT / IMPACT
	Establish a retrofit program with incentive top ups and outreach	2019	medium / medium

NEXT STEPS

- » Determine funding opportunities for incentive top-ups
- » Conduct an outreach campaign with engagement contractor and/or summer student. Target building envelope upgrades (insulation and air sealing/weatherization) and heat pump (see next section)
- » Set a bold target for overall energy reduction (including electricity), such as “Reduce electricity for home heating by 10% by 2030 and 50% by 2050)





ACTION PLAN - Reduce Demand

ENGAGE	ACTION	TIMING	EFFORT / IMPACT
--------	--------	--------	-----------------



Initiate Step Code consultation **2019** **low / low**

NEXT STEPS

- » Submit notification to consult with builders to the Energy Step Code Council (January)
- » Communicate Step Code implementation strategy and seek feedback (February)
- » Provide follow-up to training offered in December 2018 based on builder feedback
- » Engage with developers of large buildings (Part 3)
- » Engage with local Realtor(s)



IMPACT - Reduce Demand

Because buildings in Ucluelet are primarily heated by electricity, the GHG reduction impacts are low for this sector. However, the energy spend for buildings will be reduced due to improved efficiency. Residents and businesses will experience the benefit of reduced operating cost and increased comfort.

4 POLICY	ACTION	TIMING	EFFORT / IMPACT
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Adopt the Energy Step Code through incentives and regulation* **2019 - 2023** **low / low**

**CEA has funding to provide implementation support*

NEXT STEPS

2019

- » Roll-out and communicate incentive program for Energy Advisor/ mid-construction air tightness testing (April/May) - Funding: BC Hydro Step Code Implementation Offer
- » Require Step 2/3 for master developments

2020 - 2022

- » Require Step 1 community-wide (January 2020)
- » Require energy labeling (EnerGuide label) as an administrative requirement (January 2020)
- » Launch Building Permit Rebate Program (Part 9 buildings) for Steps 2-5 (January 2020)
- » Require Step 3 community-wide (January 2021) (Step 3 will become the base building code in 2022)
- » Require Step 4 community-wide (January 2023) (Part 9 buildings)

? HOW

There are multiple technologies available for harvesting waste heat, heat from renewable sources or renewable electricity. The biggest opportunities are in new buildings, where the District can encourage heat recovery ventilators and air source heat pumps. The Energy Step Code requires that builders work with Energy Advisors, who will act as a valuable resource for determining cost-effective energy solutions, including renewable energy opportunities.

For existing buildings, the District can encourage fuel switching from fossil fuel sources such as heating oil and propane, to sources of renewable heat, specifically air source heat pumps. A range of options is available, from information online, to robust outreach campaigns and incentive top-ups.

The District can take a leadership role with its own facilities, by evaluating opportunities to capture waste heat and generate renewable energy through technologies such as heat recovery, solar energy, and biomass boilers.

OFFICIAL COMMUNITY PLAN

Policy 2.22 supports demonstrating leadership in new public facilities

Policies 2.36, 2.37 and 2.38 support the development of renewable energy systems and district energy

\$ COSTS

Programs for fuel-switching will be tied to broader energy efficiency campaigns. As with energy efficiency, there are opportunities to encourage specific energy retrofits, such as replacing heating oil with air source heat pumps, through topping up [EfficiencyBC](#) incentives. The administrative costs of incentive top-ups is borne by the Provincial program instead of by the District.

⚙️ STRATEGY

The official community plan supports the development of 100% renewable energy systems including a variety of energy sources (biomass, solar photovoltaic, solar hot water, geothermal and sewer and waste water heat recovery sources. There is strong community interest to explore the potential for a wave energy demonstration project.



ACTION PLAN - Waste Heat and Renewable Energy

POLICY	ACTION	TIMING	EFFORT / IMPACT
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Top-up incentives for fuel-switching and retrofits

2019

**medium/
medium**

2

ENGAGE	ACTION	TIMING	EFFORT / IMPACT
--------	--------	--------	-----------------



Heat pump engagement campaign

NEXT STEPS

Incenting fuel switching from oil or propane to electricity will:

- » Determine funding opportunities for incentive top-ups, specifically oil to heat pumps
- » Conduct an outreach campaign with summer student that would include a detailed heating oil and propane inventory
- » Set a bold target for oil to heat pump fuel switching, such as “Eliminate propane for heating and heating oil in buildings by 2022”

NEXT STEPS

- » Determine training needs and sponsor training opportunities for heating contractors to improve local capacity
- » Explore coordinating a bulk-purchase/installation to reduce costs for residents
- » Engage with heating oil and propane distributors to advise them of the District’s targets and outreach plans

COLLABORATION	ACTION	TIMING	EFFORT / IMPACT
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Explore wave energy demonstration project

2020

**medium/
medium**

NEXT STEPS

As a community with a strong coastal identity and surf-loving residents, a wave energy demonstration project could generate interest and community pride. Local residents have approached the District to explore this opportunity in the past, but it has not moved forward. With new funding announced from the Province and improvements to the technology, there is now an opportunity to revisit this innovative idea.

- » Determine potential industry partners and explore project feasibility
- » Funding: [CleanBC Communities Fund](#) (application deadline is March 27, 2019)



IMPACT - Waste Heat and Renewable Energy

The most significant emissions reduction potential from buildings is switching heating oil to low carbon heating sources, such as air-source heat pumps.

WASTE



Ucluelet Climate Action Plan Draft March 2024
Chief Administrative Officer

Waste accounts for 30% of Ucluelet’s greenhouse gas emissions, so it is the most significant category for emissions reductions after transportation.

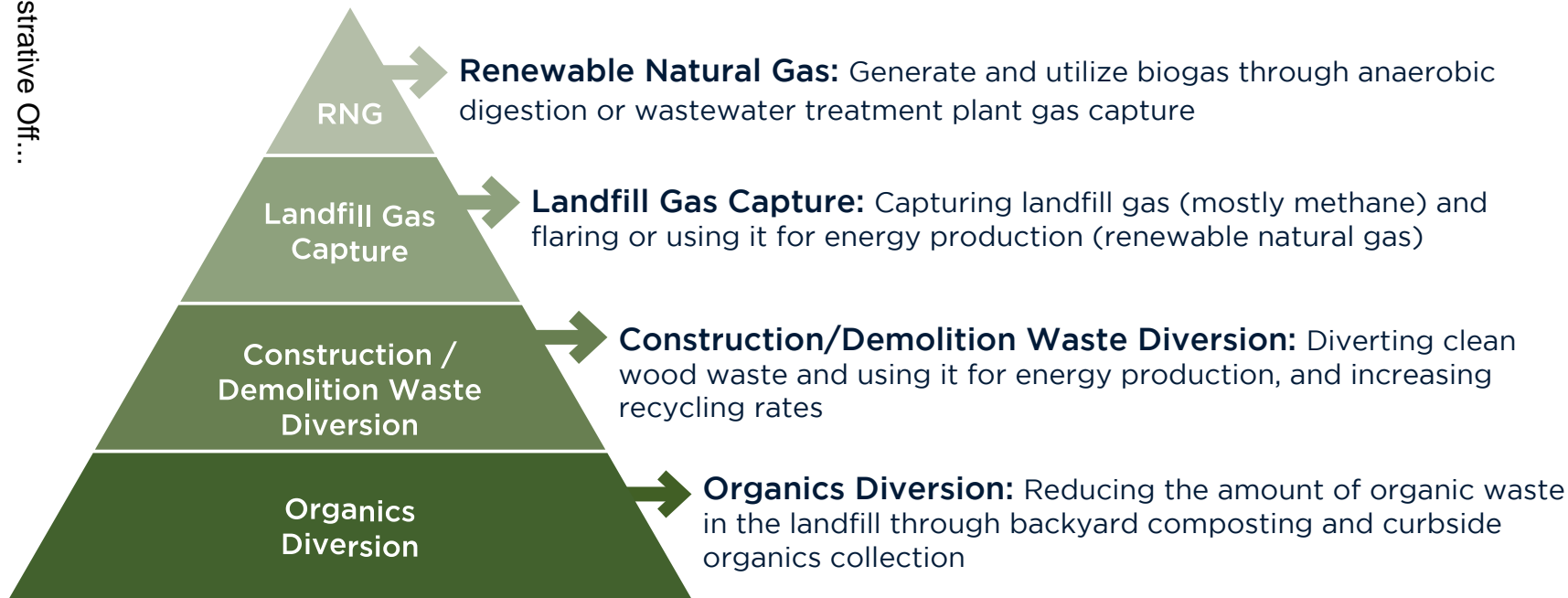
Emissions from waste occur when organic waste mixed in with garbage decomposes in the landfill and produces methane, a potent greenhouse gas that is released into the atmosphere. Organic waste makes up about 35-40% of landfilled waste, and includes food waste from homes and businesses, yard and garden waste, wood waste, and paper that cannot be recycled, such as food-soiled paper. Organic material decomposes over approximately 10 years in local landfills. Organics diversion reduces or eliminates the new waste added every year but the

waste that is already in place at the landfill continues its decomposition process. Because of this, it takes a number of years for the emissions reductions from organics diversion to scale up. Of course, how much waste is diverted (the diversion rate) is key to emissions savings.

Currently Ucluelet does not have an organics diversion program. Some residents have backyard composting, and deal with wood and yard waste through backyard burning. The Co-Op grocery store has an anaerobic digester to process food waste and

other organic waste such as coffee cups, bamboo cutlery and fryer grease, and convert it into a soil supplement and biofuel that may eventually be able to heat the store.

The Co-op’s initiative to turn waste into a valuable resource represents an action at the top of the waste triangle below. The District can explore further opportunities for similar small-scale biogas digesters, but the biggest opportunity is to collaborate with the Regional District on a comprehensive organic waste diversion program.



Goals

Goal 8 – Organic waste is diverted from the landfill due to a curbside collection program and on-site composting



ORGANICS DIVERSION

? HOW

The main way to reduce waste related emissions is to divert organic waste, such as kitchen scraps, yard trimmings, and wood waste away from the landfill. Organics diversion can occur through backyard composting, drop-off programs, and/or curbside collection. The District will need to collaborate with the Alberni-Clayoquot Regional District (ACRD) to roll out a curbside collection program and conduct accompanying outreach activities. The District can supplement the curbside program with education on backyard composting and explore subsidizing backyard composters, tumblers and solar cone digesters, while addressing wildlife challenges.

⚙️ STRATEGY

The Official Community Plan supports enhancing waste reduction programs and exploring opportunities for individual or collective composting systems. While there are concerns over wildlife interactions, the food waste is currently mixed with garbage and accessible to animals. A strategic organics diversion plan can incorporate best practices in reducing wildlife attractants while keeping the organics separate from municipal solid waste.

\$ COSTS

The West Coast Landfill is operated by ACRD, so it is the regional district that will be responsible for initiating an organics diversion program. In 2018, ACRD received \$6 million in funding from the federal Gas Tax Fund for the Consolidated Strategic Landfill Diversion Program. There will be costs to the District for community outreach.



OFFICIAL COMMUNITY PLAN

Policy 2.39 supports enhancing programs to reduce waste, recycle and reuse waste where possible

Policy 2.40 supports exploring opportunities for individual or collective composting systems, while acknowledging the challenges that come with minimizing wildlife conflicts



ACTION PLAN - Organics Diversion

COLLABORATION	ACTION	TIMING	EFFORT / IMPACT
	Collaborate with Regional District for curbside organics collection	2019	high / medium

NEXT STEPS

The Regional District has funding to establish an organics diversion program. The main action for the District is to seek involvement in the planning process and coordinate for community engagement.

ENGAGE	ACTION	TIMING	EFFORT / IMPACT
	Support local food production		

NEXT STEPS

- » Integrate climate goals with West Coast Agricultural Plan
- » Implement or support a buy-local campaign

2 ENGAGE	ACTION	TIMING	EFFORT / IMPACT
	Conduct outreach related to backyard composting and options for food-based businesses	2019	low / low

NEXT STEPS

- » Explore options for subsidized wildlife appropriate backyard composters, tumblers and/or solar cone digesters.
- » Conduct community outreach on backyard composting, gardening, and local food
- » Engage with local food based businesses and accommodation providers to determine options for commercial food diversion. Determine whether the Co-op's system has capacity to accept food waste from other businesses.





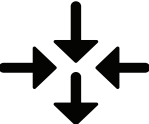





Integration of the Climate Action Plan into municipal processes

The table below provides a guide to embedding the CAP into other plans, work programs, committees and budgets. Regular reporting and five-year reviews of the plan will help ensure consistent progress.

Goals

Goal 9 - The District integrates climate action into all municipal processes

Goal 10 - The District leads by example by ensuring all buildings are energy efficient and by transitioning to a low-carbon fleet

<i>Incorporate</i>	<i>Budget</i>	<i>Monitor</i>	<i>Convene</i>	<i>Report</i>	<i>Renew</i>
 <p>Embed CAP into other planning documents, e.g.:</p> <ul style="list-style-type: none"> - OCP - Zoning Bylaw - Other plans as appropriate 	 <p>Embed CAP actions into budgeting process.</p> <p>Potentially allocate CARIP grant to a sustainable development fund to help implement the Climate Action Plan</p>	 <p>Monitor CAP implementation indicators for specific actions, e.g.:</p> <ul style="list-style-type: none"> - Number of homes participated in EfficiencyBC programs - Meters of cycling path or sidewalk added - Number of EVs owned by residents 	 <p>Regular meetings to discuss implementation, e.g.:</p> <ul style="list-style-type: none"> - Committee of Council - Staff meetings 	 <p>Regular reports to Council</p> <p>Integrate at same time as CARIP is reported</p> <p>Provide statistics to Council and show community accomplishments.</p>	 <p>Prepare for plan renewal every 3-5 years.</p>

District staff discussed options for integrating the CAP and ongoing climate work into the District’s organizational structure. It was noted that all departments have some responsibility for the issue but to move the plan forward, a dedicated staff could be required and potential funding opportunities were discussed, including an option for a shared community outreach coordinator that supports activities in Tofino and Ucluelet.

The District can include items on Climate Action Policy in every report to Council and ensure CAP progress is a regular feature. It is important to report on specific actions and measurable outcomes and sharing this information with the community will help to build awareness. Promotion of local actions already underway such as LED conversion, active transportation infrastructure, and District

owned EV stations highlight Ucluelet’s commitment and success. The District recognizes the value of this and can further build support in the community.

The subsequent sections of the Climate Action Plan highlight actions that help residents and businesses save energy and emissions. The District can undertake action in the categories of supportive policy, engagement activities, and infrastructure. In addition to supporting the community with climate action, the District can take a strong leadership role by prioritizing climate action across its own operations and infrastructure. The table below lists the actions the District can undertake in the next five years to save energy and emissions in its own operations.

	ACTIONS	In Place?	Year To Do					IMPLEMENTATION NOTES
			2019	2020	2021	2022	2023	
	Building Operations							
	Commit to building the most energy efficient facilities							Implement a high performance building policy that requires a minimum level of energy performance, referencing the Energy Step Code where applicable. Consider other sustainability features such as water conservation, materials (such as a Wood First approach). Require an evaluation of renewable energy sources for new construction and major renovations
	Conduct energy audits of existing facilities	X						Determine if further audits are necessary (UAC Hall and Rec Hall)
	Complete energy improvements already identified by previous audits or studies							Review energy audit of Community Centre and prioritize improvements
	Incorporate energy management into annual building maintenance procedures							Monitor energy consumption using MyHydro if available. Consider benchmarking Community Centre using Energy Star Portfolio Manager.
2	Fleet Operations							
	Develop a vehicle purchasing policy							Implement a Green Fleet Policy that guides purchasing decisions towards low carbon vehicles and right-sizing vehicles. Purchase a fully electric fleet vehicle when feasible

Uluwelet Climate Action Plan Draft Mark Boyesen, Chief Administrative Off..	Infrastructure							
	Conduct energy focused operational review of infrastructure							
	Evaluate energy recovery options from facilities							Investigate opportunities for energy recovery from existing and new facilities and infrastructure. E.g. Wastewater heat recovery
	Purchasing and Corporate Leadership							
	Incorporate energy considerations into purchasing policies							
	Incorporate Life Cycle Costing into all major purchasing decisions							
	Incorporate GHG tracking requirements into service provider agreements							
	Encourage and recognize staff who develop new GHG reduction measures							
	Implementation							
	Identify the Owner of the plan							
Assign the CARIP grant into an energy conservation fund								
Establish a GHG reduction target							Establish a GHG and energy target for corporate operations and categories (ie. Fleet)	
Develop an administrative system for tracking corporate emissions							Consider an energy and emissions tracking tool to assist with CARIP reporting, PCP reporting, and energy management.	
Develop an emissions reduction reporting process							Tied to above	



POLICY AND INFRASTRUCTURE

The implementation plan is structured in two pieces with the first being policy and infrastructure which is largely within the sphere of control of the District. The second piece to the plan is community engagement, which is detailed in the following section.

The chart at the side provides an overview of the key areas of action, tasks, timing, relative impact on greenhouse gas emissions, and relative cost.

The plan begins with actions that are foundational to achieving change including securing commitment and resources for the plan and putting the pieces in place for steady, ongoing action from staff and future councils.

Next, there are tasks for the District to demonstrate leadership in its own operations and use its operations to demonstrate new ways of doing things.

Transportation will involve significant infrastructure investments over many years, as outlined in the Official Community Plan maps related to sidewalk and multi-use path infrastructure. Electric Vehicle (EV) charging infrastructure, supportive policy, and regional collaboration all support the shift to EV's.

Retrofitting existing buildings for efficiency and getting off of oil will be a priority along with setting out how best to support more efficient new buildings.

Waste will require active engagement with the Regional District to get organics diversion happening on a large scale.

Ucluelet Climate Action Plan

ACTION	2019				2020				2021				2022				2023				Impact	Cost
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4		
Leadership - Organization																						
Finalize Plan & Council Adoption	█																					L
Budget (capital & operating)	█																					L
Update Responsibilities / Reporting			█	█	█																H	L
Integrate CEEP into Strategic Plan	█																				H	L
Scope & RFP climate engagement team		█																			H	M
Leadership - Operations																						
Develop & adopt a green fleet policy					█																M	L
Develop & adopt a green building policy					█																L	L
Internal green procurement policy					█																L	L
Conduct fleet review & ID EV opportunities	█	█	█																		H	M
Conduct building energy audits		█	█																		L	M
LED street light conversion							█	█	█	█	█	█									L	M
Implement energy conservation measures						█	█	█	█												L	L

ACTION	2019				2020				2021				2222				2023				Impact	Cost
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4		
Transportation Infrastructure																						
Survey																						
Business Attraction & Retention																						
Recognize carbon value of avoided deforestation																						
MOTI collaboration on Peninsula																					M	M
Update subdivision servicing bylaw																					M	H
Path & sidewalk improvements per OCP																					M	M
Collaborate with BC Transit																					M	M
8 'L2' EV chargers at public locations																					M	M
EV-ready requirement for all new builds																					H	L
BC Hydro & MOTI engagement																					L	M
Public EV charging becomes an amenity																					L	H
Engage industry to transition to low carbon fuels																					H	M
Reduce speed limit to enable LSEV/golf carts																					M	L
Regional EV collaboration & March launch																					M	M
Buildings																						
Promote efficiency at time of permit																					L	L
Initiate Step Code consultation																					L	L
Adopt Step Code incentive or requirement																					L	L
Top-up for fuel-switching & retrofits																					M	M
Waste																						
Collaborate with RD on organics																					H	M



ENGAGEMENT PLAN

The actions in the previous section provide the organizational commitment, physical infrastructure, and supportive policy for change. It is the many decisions of individuals that will actually create the change. For this reason, the engagement plan is focused on supporting the social side of change.

The District of Ucluelet can control the provisioning of infrastructure and set policy. It is up to the individual residents and businesses in Ucluelet to make daily small choices and less frequent big choices to save energy, emissions, and money...and as a major tourism destination, influence visitors from around the world to do the same.

This will require significant, ongoing, dedicated community and stakeholder engagement. Of particular note is engagement on electric vehicles, organics diversion, active transportation and transit to promote the use of the infrastructure once deployed.

This plan recommends a part-time (50%) contract community engagement coordinator with oversight from District staff. This could be an individual or an organization with demonstrated experience in engaging the local community, passion for climate action, and strong communication and project management skills. A budget estimate for this is \$25,000 annually. This cost is small compared to the cost of the infrastructure that will be deployed.

Although many actions are tagged for implementation in 2019, it really a focus on education and outreach to the community on many climate action activities. The District can promote activities and celebrate success through its website, facebook page, newsletters and posters. The following is a list of potential engagement topics referred to in this plan:

- » www.encybc.com and utility incentive programs
- » Sustainability checklists
- » Builder and developer workshops and BC Energy Step Code
- » Efficient wood stove programs and clean air programs
- » Promote lower speed limits
- » Advertise the benefits of active transportation and additions to the network
- » Anti idling campaign
- » Ride sharing
- » Electric vehicle and golf cart awareness
- » Water conservation
- » Organics diversion
- » Celebrate success and green economy opportunities.





LIST OF ACRONYMS

BAU	Business as Usual
CEA	Community Energy Association
CEEI	Community Energy and Emissions Inventory (inventories created by the Province for each local government)
CEEP	Community Energy and Emissions Plan
CO2	Carbon Dioxide
DSM	Demand Side Management (measures used to reduce energy consumption)
ECAP	Energy Conservation Assistance Program, a program offered through BC Hydro that provides free home energy efficiency retrofits to income qualifying households
GHG	Greenhouse Gas (there are several different anthropogenic GHGs and they have different relative impacts.)
GJ	Gigajoules (one of the measures of energy)
HDV	Heavy Duty Vehicles (i.e. commercial vehicles, like trucks)
IPP	Independent Power Project
kWh	kilowatt hours (standard measure of energy)
LAP	Local Area Plan
LDV	Light Duty Vehicles (i.e. the types of vehicles driven by ordinary people)
OCP	Official Community Plan
RGS	Regional Growth Strategy



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The preparation of this Climate Action Plan was carried out with assistance from the Government of Canada and the Federation of Canadian Municipalities. Notwithstanding this support, the views expressed are the personal views of the authors, and the Federation of Canadian Municipalities and the Government of Canada accept no responsibility for them.



STAFF REPORT TO COUNCIL

Council Meeting: MARCH 12, 2019
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: DONNA MONTEITH, DIRECTOR OF FINANCE

FILE NO: 3900-25

SUBJECT: SEWER PARCEL TAX BYLAW 2019-2020 (ADOPTION)

REPORT NO: 19-25

ATTACHMENT(S): APPENDIX A – SEWER PARCEL TAX BYLAW NO. 1243, 2019

RECOMMENDATION(S):

1. **THAT** the Sewer Parcel Tax Bylaw No. 1243, 2019 be adopted.

PURPOSE/DESIRED OUTCOME:

The purpose of this report is to request Council adopt Bylaw No. 1243, 2019.

BACKGROUND:

At the February 26, 2019 Regular Meeting, Council gave first, second, and third reading to Sewer Parcel Tax Bylaw No. 1243, 2019.

In 2011 the District of Ucluelet established the Parcel taxes for both water and sewer utilities. The original parcel tax bylaw for sewer utilities expired in 2017. Last year Bylaw No. 1232 was adopted to impose one year of sewer parcel tax for 2018. Staff are bringing a new Sewer Tax Bylaw No. 1243 forward for 2019 and 2020 for Council's adoption.

The intention of the bylaw is to allocate the cost of the sewer utilities to all parcels that benefit by the availability of utility, whether connected or not. Section 200 of the *Community Charter* states that Council may impose a parcel tax to provide all or part of the funding for the services provided by the utilities.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

Adoption of the bylaw does not change the District's process of imposing or collecting sewer fees.

FINANCIAL IMPACTS:

There is no change to the sewer parcel tax rate of \$85.00 which has been set since 2011.

POLICY OR LEGISLATIVE IMPACTS:

Council must adopt a new sewer parcel tax bylaw in order to collect for sewer revenue in 2019.

Adoption of the sewer tax bylaw must occur prior to the adoption of the five-year financial plan bylaw on April 9, 2019.

OPTIONS REVIEW:

1. **THAT** the Sewer Parcel Tax Bylaw No. 1243, 2019 be adopted. **(Recommended)**
2. **THAT** Council provide alternative direction to staff.

Respectfully submitted: Donna Monteith, Director of Finance
Mark Boysen, Chief Administration Officer

APPENDIX A

DISTRICT OF UCLUELET**BYLAW NO. 1243, 2019**

A bylaw to impose a sewer parcel tax on owners of land under the provisions of section 200 of the Community Charter

WHEREAS the Council of the District of Ucluelet is empowered by the Community Charter to impose and levy a parcel tax to provide all or part of the funding for a service;

AND WHEREAS certain costs have been incurred by the District of Ucluelet in providing sewer services within its boundaries;

AND WHEREAS it is deemed desirable and expedient to impose and levy a parcel tax on each parcel within the District of Ucluelet to provide a part of the funding for the service;

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

1. In this bylaw, unless the context otherwise requires:
 “Municipality” means District of Ucluelet;
2. A tax shall be and is hereby imposed upon the owners of land or real property included in the sewer parcel tax roll prepared in accordance with “Sewer Parcel Tax Roll Bylaw No. 1243, 2019”; to provide part of the funding for the sewer service; the aforesaid tax to be hereinafter referred to as the “parcel tax”.
3. The parcel tax shall be levied in 2019 and 2020 on each parcel within the Municipality included in the sewer parcel tax roll.
4. The amount of the annual parcel tax shall be \$85.00 (eighty-five dollars) per parcel.
5. This bylaw may be cited as “Sewer Parcel Tax Bylaw No. 1243, 2019”

APPENDIX A

READ A FIRST TIME this 26th day of **February, 2019.**

READ A SECOND TIME this 26th day of **February, 2019.**

READ A THIRD TIME this 26th day of **February, 2019.**

ADOPTED this day of , **2019.**

CERTIFIED CORRECT: "Sewer Parcel Tax Bylaw No. 1243, 2019"

Mayco Noël
Mayor

Mark Boysen
Corporate Officer

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

Mark Boysen
Corporate Officer