



**REGULAR MEETING OF COUNCIL**  
**Tuesday, December 15, 2020 @ 3:30 PM**  
**George Fraser Room, Ucluelet Community Centre,**  
**500 Matterson Drive, Ucluelet**

**AGENDA**

	Page
1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
<p>Council would like to acknowledge the Yuułu?iŋ?ath First Nation, on whose traditional territories the District of Ucluelet operates.</p>	
3. NOTICE OF VIDEO RECORDING	
<p>Audience members and delegates are advised that this proceeding is being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.</p>	
4. ADDITIONS TO AGENDA	
5. APPROVAL OF AGENDA	
6. ADOPTION OF MINUTES	
6.1 November 24, 2020 Regular Minutes	5 - 11
<p style="padding-left: 20px;"><a href="#">2020-11-24 Regular Council</a></p>	
7. UNFINISHED BUSINESS	
7.1 Tourism Ucluelet 2021 Tactical Plan and Budget	13 - 30
<p style="padding-left: 20px;"><i>Joseph Rotenberg, Manager of Corporate Services</i></p> <p style="padding-left: 20px;"><a href="#">R - Tourism Ucluelet Tactical Plan and Budget.1</a></p>	
8. MAYOR'S ANNOUNCEMENTS	
9. PUBLIC INPUT & DELEGATIONS	
9.1 Public Input	
<ul style="list-style-type: none"> <li>• Public input via Zoom</li> <li>• Public input via email</li> </ul>	
9.2 Delegations	
<ul style="list-style-type: none"> <li>• Bob Hansen, WildSafeBC Pacific Rim</li> </ul> <p style="padding-left: 20px;">Re: 2020 WSBC Pacific Rim Season Overview and Winter 2021 Workplan</p> <p style="padding-left: 20px;"><a href="#">WildSafeBC Dec 15 2020 Redacted</a></p>	
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	• Karen Laine and Christine Brice Re: Utility Charges Increase <a href="#">UCDF Strata Plan VIS 6411 - Whiskey Landing</a>	33 - 41
	• Laurie Filgiano, Executive Director, Ucluelet Chamber of Commerce Re: <i>Common Ground Market Initiative</i> <ul style="list-style-type: none"> <li>• <i>Funding Request and Letter of Support</i></li> </ul>	
10.	CORRESPONDENCE	
10.1	Food Risk Mitigation through Green Infrastructure and Natural Assets <i>Rob Vagramov, Mayor, City of Port Moody</i> <a href="#">2020-11-27 Port Moody Flood Risk</a>	43 - 46
10.2	Interfor Mamook Replacement Arrowsmith FSP <i>Julia Leropoli, RPF, Forester</i> <a href="#">2020-12-07 INTERFOR Public Input</a>	47 - 48
11.	INFORMATION ITEMS	
11.1	Coastal Communities Social Procurement Initiative Update & Membership Opportunity <i>Lisa Helps, Mayor, City of Victoria and Colleen Evans, Councillor, Campbell River</i> <a href="#">2020-11-18 Coastal Community Social Procurement</a>	49
11.2	Vancouver Island - Sunshine Coast Community Relations 2020 Annual Report <i>Chris O'Riley, President and CEO, BC Hydro</i> <a href="#">2020-12-10 BC_CR AnnualReport</a>	51 - 62
12.	COUNCIL COMMITTEE REPORTS	
12.1	Councillor Marilyn McEwen <i>Deputy Mayor January - March 2020</i>	
12.2	Councillor Lara Kemps <i>Deputy Mayor April - June 2020</i>	
12.3	Councillor Jennifer Hoar <i>Deputy Mayor July - September 2020</i>	
12.4	Councillor Rachelle Cole <i>Deputy Mayor October - December 2020</i>	
12.5	Mayor Mayco Noël	
13.	REPORTS	
13.1	Gatherings and Events Order & The Designated Overflow Area <i>Joseph Rotenberg, Manager of Corporate Services</i> <a href="#">R - Events and Gatherings Order</a>	63 - 79
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13.3	Amphitrite Point Park - Long Range Development Plan <i>Abby Fortune, Manager of Recreation &amp; Tourism</i> <a href="#">R - Amphitrite Point Park</a>	85 - 96



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14. LEGISLATION
- 14.1 Development of "The Cabins" Properties in the Reef Point Area 183 - 279  
*John Towgood, Planner 1*  
[L - Rezoning for the Cabins](#)
- 14.2 District of Ucluelet Harbour Regulation Amendment Bylaw No. 1280, 2020 - 281 - 300  
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*Joseph Rotenberg, Manager of Corporate Services & Abby Fortune, Manager of Recreation & Tourism*  
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15. OTHER BUSINESS
16. QUESTION PERIOD
- 16.1 Questions from the public via Zoom
- 16.2 Questions from the public via email
17. CLOSED SESSION
18. ADJOURNMENT



**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, November 24, 2020 at 3:30 PM**

Present:      **Chair:**            Mayor Noël  
                  **Council:**        Councillors Cole, Hoar, Kemps, and McEwen (All Councillors Via Zoom)  
                  **Staff:**             Mark Boysen, Chief Administrative Officer (Via Zoom)  
                              Donna Monteith, Chief Financial Officer (Via Zoom)  
                              Bruce Greig, Manager of Community Planning (Via Zoom)  
                              Joseph Rotenberg, Manager of Corporate Services  
                              Abby Fortune, Manager of Recreation & Tourism (Via Zoom)  
                              Nicole Morin, Corporate / Planning Clerk

Regrets:

**1. CALL TO ORDER**

The meeting was called to order at 3:35 PM.

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

Council acknowledged the Yuułu?iŋ?ath First Nation, on whose traditional territories the District of Ucluelet operates.

**3. NOTICE OF VIDEO RECORDING**

Audience members and delegates were advised that the proceeding was being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.

**4. ADDITIONS TO AGENDA**

**4.1 Add "COVID-19 Update (Verbal Report)" as Report Item 13.3.**

**4.2 Add the following to Report Item 14.2. after page 78 of the agenda:**

- **Appendix A to Ucluelet Zoning Amendment Bylaw No. 1244, 2019**

**5. APPROVAL OF AGENDA**

**5.1 November 24, 2020 Regular Meeting Agenda**

2020.228.REGULAR **It was moved by Councillor Cole and seconded by Councillor McEwen**

***THAT Council approve the November 24, 2020 Regular Council Meeting Agenda as amended.***

CARRIED.

## 6. ADOPTION OF MINUTES

### 6.1 October 27, 2020 Special Minutes

2020.229.REGULAR **It was moved by Councillor Kemps and seconded by Councillor McEwen**  
*THAT Council adopt the October 27, 2020 Special Minutes as presented.*  
 CARRIED.

### 6.2 October 27, 2020 Regular Minutes

2020.230.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Kemps**  
*THAT Council adopt the October 27, 2020 Regular Minutes as presented.*  
 CARRIED.

### 6.3 November 10, 2020 Regular Minutes

Staff explained that the payment to Great Pacific Consulting was for the environmental monitoring of sewer system outfall.

Council noted a number of typos to be amended.

2020.231.REGULAR **It was moved by Councillor Kemps and seconded by Councillor Cole**  
*THAT Council adopt the November 10, 2020 Regular Minutes as amended.*  
 CARRIED.

## 7. UNFINISHED BUSINESS

There was no unfinished business.

## 8. MAYOR'S ANNOUNCEMENTS

The Mayor encouraged residents to limit travel to essential purposes and thanked business for adjusting their businesses practices to keep the community safe.

## 9. PUBLIC INPUT & DELEGATIONS

9.1 Public Input  
 There was no public input.

9.2 Delegations

**Ursula Banke, Island Work Transitions Inc (dba Alberni Valley Employment Centre)**  
**Re: West Coast Labour Market Indicators Project**

Ms. Banke explained that the West Coast Labour Market Indicators Project (the "Project") is a regional project which will develop local labour force indicators informed by West Coast

regional workforce data. The indicators could be used by government and business to develop short term and long term workforce strategies that address human resource supply and demand issues on the West Coast.

Ms. Banke requested that:

- Council provide a letter of support for the Project;
- Council approve funding in the amount of \$9,000 for the Project; and
- a District of Ucluelet representative participate in the Project's Working Group.

Council discussed the project, the need for long term funding to update the indicators and other funding options. Council recommended that Ms. Banke present the Project to the ACRD and noted that the funding request will be deferred to the upcoming budget process.

2020.232.REGULAR

**It was moved by Mayor Noël and seconded by Councillor Hoar.**

***THAT*** Council direct Staff to draft a letter of support for the West Coast Labour Market Indicators Project.

CARRIED.

## 10. CORRESPONDENCE

### 10.1 Provincial Funding for Emergency / Fire Equipment for Small Communities

***Dennis Dugas, Mayor, District of Port Hardy***

Council noted challenges associated with funding volunteer fire fighting equipment and noted that the Insurance Premium Tax could be a reasonable source of funding.

2020.233.REGULAR

**It was moved by Mayor Noël and seconded by Councillor Hoar**

***THAT*** Council direct Staff to write a letter in support of Mayor Dugas' proposal to establish a coalition of small communities to lobby for the Provincial government to provide financial support to small communities for the provision of fire service.

CARRIED.

## 11. INFORMATION ITEMS

### 11.1 Announcing the British Columbia Reconciliation Award ***The Honourable Janet Austin, Lieutenant Governor of British Columbia and Judith Sayers, President, Nuuchahnulth Tribal Council***

Council recommended that information about the Reconciliation Award be distributed via Ukee Mail.

**11.2 COVID-19 Safe Restart Grants for Local Governments**  
***Kaya Krishna, Deputy Minister, Ministry of Municipal Affairs and Housing***

Council noted that the allocation of these funds will be addressed during the budget process.

**12. COUNCIL COMMITTEE REPORTS**

**12.1 Councillor Marilyn McEwen**  
***Deputy Mayor January - March 2020***

- November 21 - attended Vancouver Island Regional Library Board Meeting.

**12.2 Councillor Lara Kemp**  
***Deputy Mayor April - June 2020***

**12.3 Councillor Jennifer Hoar**  
***Deputy Mayor July - September 2020***

- November 17 - attended Wild Pacific Trail Annual General Meeting.
- Noted that it is day 11 of the reverse advent calendar which ends on December 5th.

**12.4 Councillor Rachelle Cole**  
***Deputy Mayor October - December 2020***

- Attended ACRD Elections for Chair and Vice Chair. Director Jack was elected Chair and Director McNabb was elected Vice Chair.
- Attended the West Coast Resource Society Annual General Meeting. Noted Alan Anderson's important contribution to this society.
- Attended the Coastal Family Resource Coalition's Coming Together forum.

**12.5 Mayor Mayco Noël**

- Attended the Coastal Community Network Annual General Meeting.

**13. REPORTS**

**13.1 Harbour Authority Master Plan Update (Verbal Report & PowerPoint**

**Presentation)****Abby Fortune, Manager of Recreation & Tourism**

Ms. Fortune introduce Phil Rinn, the contractor responsible for developing the Master Plan. Mr. Rinn noted that the physical boundaries of the study area have been expanded to the north and south, the survey engagement period has been extended until December 15th, and 37 surveys have been received. Mr. Rinn then showed Council how the online survey works, discussed some initial findings, and outlined next steps.

**13.2 Ucluelet Secondary School Generator Agreements****Joseph Rotenberg, Manager of Corporate Services**

Mr. Rotenberg provided an explanation of the two proposed agreements which relate to the installation of a generator at the Ucluelet Secondary School gym, which is a designated emergency reception centre.

2020.234.REGULAR **It was moved by Councillor Kemps and seconded by Councillor Cole**

1. **THAT** Council authorize the District of Ucluelet's authorized signatories to enter into the "Ucluelet Senior Secondary Emergency Use Agreement."

2. **THAT** Council authorize the District of Ucluelet's authorized signatories to enter into the "Funding Agreement – USS Emergency Generator."

CARRIED.

**13.3 COVID-19 Update (Verbal Report)****Mark Boysen, Chief Administrative Officer**

Mr. Boysen provided this verbal report. He noted the following:

- On Wednesday November 18th Ucluelet experienced its first public case of COVID-19 at the Black Rock Resort. The resort took immediate steps and is now closed except for essential services.
- On Thursday the 19th, Dr. Henry outlined new province wide Public Health Orders. Immediately after this announcement, District Staff made the decision to temporarily close all programming provided at the UCC. The District office is now closed to the public until further notice but staff are available by phone or email to assist residents as needed.
- On Friday the 20th, Staff received new information from the BC Recreation and Parks Association that confirmed we can operate our existing low-impact programs with the following changes:
  - Mandatory mask in all programs as legislated;
  - Increase in spacing from 2 metres to 3 metres; and
  - Reducing class size.
- The Ucluelet Community Centre and programming was reopened

on the date of this meeting with the new restrictions, but several new changes have been announced including the suspension of yoga, martial arts and gymnastics.

- The COVID-19 Task Force will meet on Thursday November 26, after which a COVID-19 Update will be provided to the community.

2020.235.REGULAR **It was moved by Councillor Cole and seconded by Councillor McEwen**  
*THAT this meeting be recessed for five minutes.*

CARRIED.

## 14. LEGISLATION

### 14.1 **Garage Exemption from Calculation for F.A.R.** ***Bruce Greig, Manager of Community Planning***

The meeting was recessed 5:01 PM and recommenced at 5:05 PM.

Mr. Greig, noted that prior to the adoption of Zoning Amendment Bylaw No. 1269, 2020, Zoning Bylaw No. 1160, 2013 included an open ended exemption for garage use from the calculation of Floor Area Ratio. The Planning Department saw this open ended exemption as a loop hole which Zoning Amendment Bylaw No. 1269 closes. He noted that if Council reinstates the exemption for garage floor area, it should not apply to the R-5 and R-4 Zones because these zones create small lots.

Mr. Greig encouraged Council to discuss the intent of the exemption as well as where this matter falls within Council's priorities.

Council discussed the costs associated with site specific rezoning and their positions regarding the recommended and alternative motions.

2020.236.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Cole**  
*3. THAT Council direct staff to prepare a draft Zoning Amendment Bylaw to reinstate the exemption of garage floor area from the calculation of F.A.R., except for properties with the R-4 or R-5 zoning designation, for future consideration and public input.*

CARRIED.

### 14.2 **Adoption District of Ucluelet Zoning Amendment Bylaw No. 1244, 2019 and Approval of Development Permit DP19-02** ***Bruce Greig, Manager of Community Planning***

Mr. Greig noted the late item - "Appendix A to Ucluelet Zoning Amendment Bylaw No. 1244, 2019." He also noted that a restrictive covenant, which Council indicated was a condition of adopting this bylaw, was recently registered. Finally, Mr. Greig outlined the



next steps in the development process.

2020.237.REGULAR **It was moved by Councillor Cole and seconded by Councillor Hoar**  
 1. **THAT** District of Ucluelet Zoning Amendment Bylaw No. 1244, 2019, be adopted.

CARRIED.

2020.238.REGULAR **It was moved by Councillor Cole and seconded by Councillor Hoar**  
 2. **THAT** Development Permit DP19-02 be approved for the subdivision of 221 Minato Road, Lot B, District Lot 286, Clayoquot District, Plan VIP79908.

CARRIED.

## 15. OTHER BUSINESS

### 15.1 Ucluelet Secondary School Sign

Council noted that the District partially funded the purchase of the light up sign at the Ucluelet Secondary School which is not currently functioning.

2020.239.REGULAR **It was moved by Mayor Noël and seconded by Councillor Cole**  
**THAT** Council directs Staff to write a letter to School District 70 regarding the sign at the Ucluelet Secondary School which is not currently functioning.

CARRIED.

## 16. QUESTION PERIOD

There were no questions.

## 17. CLOSED SESSION

There was no closed session.

## 18. ADJOURNMENT

The Meeting was adjourned at 5:23 PM.

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, November 24, 2020 at 3:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

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Mayco Noël  
 Mayor

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Mark Boysen  
 CAO





## MAYORAL REPORT TO COUNCIL

Council Meeting: December 15, 2020

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

**FILE NO:** 0530-10

**SUBJECT:** TOURISM UCLUELET 2021 TACTICAL PLAN AND BUDGET

**REPORT NO:** 20-132

**ATTACHMENT(S):** APPENDIX A – TOURISM UCLUELET 2021 TACTICAL PLAN AND BUDGET

### **RECOMMENDATIONS:**

1. **THAT** Council:
  - a. approve the Tourism Ucluelet 2021 Tactical Plan and Budget as presented; and
  - b. direct Staff to transfer up to \$55,000 of 2021 MRDT Online Accommodation Platform (OAP) tax revenues to Tourism Ucluelet and transfer any additional OAP revenues to the District of Ucluelet Affordable Housing Reserve Fund.

### **PURPOSE:**

The purpose of this report is bring back Tourism Ucluelet's 2021 Tactical Plan and Budget (**Appendix A**) for Council's review and in particular, for Council to consider Tourism Ucluelet's request for the MRDT Online Accommodation Platform Revenues (the "OAP Tax Revenues") collected in 2021 to be allocated to their 2021 Budget.

### **BACKGROUND:**

Tourism Ucluelet provides destination marketing services for the District of Ucluelet. Tourism Ucluelet's primary funding source is the Municipal & Regional District Tax Program (the "MRDT") which is a tax applied to the sale of short-term accommodations provided in Ucluelet. In 2018, the MRDT tax was extended to apply to residential dwellings used as accommodations, provided the dwelling is listed on an online accommodation platform. This report will refer to these funds as the "OAP Tax Revenues".

To date, OAP Tax revenues have been transferred to the District of Ucluelet Affordable Housing Reserve Fund rather than to Tourism Ucluelet via Council motion. Funds received from the online accommodation platform total \$143,692 and \$108,060 in 2019 and 2020, respectively.

On December 3, 2020, Council received a delegation from Tourism Ucluelet's Executive Director, Denise Stys-Norman. The delegate sought approval of Tourism Ucluelet's 2021 Tactical Plan and Budget. Tourism Ucluelet's 2021 Budget lists \$55,000 of OAP Tax Revenues as a revenue source.

Council discussed the possibility of splitting the OAP Tax proceeds by providing up to \$55,000 to Tourism Ucluelet and transferring any additional funds to the District of Ucluelet Affordable Housing Reserve Fund but decided to defer the matter to this Council meeting.

Tourism Ucluelet is requesting the full OAP funding amounts and has provided the following comments:

- *2021 remains an unknown. While vaccines are in the near future, if lockdowns and severe travel restrictions persist over the holidays and into Q1, businesses that rely on Christmas revenue will see themselves at a further disadvantage and potential vulnerabilities when travel resumes which will in turn further affect Tourism Ucluelet's funding.*
- *Tourism Ucluelet is not fully depleting our reserves to ensure that we have funds to help through 2022 and beyond.*
- *By receiving the full amount of OAP next year, it would allow Tourism Ucluelet to save some of our reserves that were allocated in 2021 and defer them to 2022. TU is not anticipating 2019 revenues for a few years which will mean that whatever we have set aside will provide us a buffer and much needed revenues in 2022.*
- *We understand that affordable housing is vital for Ucluelet, but it is anticipated that travel numbers will not rebound for a few years which means an additional strain on businesses.*

**TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

Nominal Staff time will be required to implement the recommended motion.

**FINANCIAL IMPACTS:**

The recommended motion will result in at most \$55,000 of OAP Tax Revenues being diverted from the District of Ucluelet Affordable Housing Reserve Fund to Tourism Ucluelet.

**ALTERNATIVE OPTIONS REVIEW:**

2. **THAT** Council:
  - a. approve the Tourism Ucluelet 2021 Tactical Plan and Budget as presented; and,
  - b. direct Staff to transfer all 2021 MRDT Online Accommodation Platform (OAP) tax revenues to Tourism Ucluelet.
3. **THAT** Council direct Staff to continue to transfer all 2021 MRDT Online Accommodation Platform (OAP) revenues to the District of Ucluelet Affordable Housing Reserve Fund and invite Tourism Ucluelet to submit an amended 2021 Tactical Plan and Budget.
4. **THAT** Council provide alternative direction to Staff.

**Respectfully submitted:** Joseph Rotenberg, Manager of Corporate Services  
 Donna Monteith, Chief Financial Officer  
 Mark Boysen, Chief Administrative Officer

**One-Year Tactical Plan Template**

Appendix A

<b>Designated Recipient:</b>	<u>DISTRICT OF UCLUELET</u>
<b>Designated Accommodation Area:</b>	<u>MUNICIPALITY OF UCLUELET</u>
<b>Date Submitted:</b>	<u>DECEMBER 2020</u>
<b>MRDT Repeal Date:</b>	<u>JUNE 2023</u>
<b>Five Year Period:</b>	<u>2018 – 2023</u>

Section 1: Overview and Update to Five-year Strategic Business Plan	
Heading	Description
<b>Strategic Direction</b>	<p><i>This document presents as a typical annual tactical plan designed in an optimistic view, with the intent to move forward should there be an ability to function in some capacity of normalcy in 2021. Should COVID-19 restrict the ability to execute our plans for in-person workshops, meetings, roaming staff, marketing events or promoting the community as a ideal location for in-person small to medium sized conferences (for 2022), Tourism Ucluelet will adapt accordingly. We will ensure that the organization pivots to continue support for on-line stakeholder programs allowing for continued development and divest funds through other channels to maintain market share.</i></p> <p><b>Vision</b> - Ucluelet shares our environment, history, culture, and heritage with visitors, while enhancing the lives of community members.  Our community's Official Community Plan envisions Ucluelet as: <i>an attractive, safe, healthy, friendly, vibrant, ecologically sound maritime community which is the all-season resort destination of choice for visitors.</i></p> <p><b>Mission</b> - A visitor-tax funded destination marketing organization (DMO) that collectively builds a strong, genuine brand through focused marketing and sales efforts and industry collaborations.</p> <p><i>Tourism Ucluelet has 3 goals:</i></p> <ul style="list-style-type: none"> <li>• Marketing &amp; Promotional Activities</li> <li>• Visitor Services</li> <li>• Stakeholder Engagement &amp; Organizational Governance</li> </ul> <p><b>Marketing &amp; Promotional Activities</b>  Marketing initiatives will focus on increasing length of stay and visitor yield while encouraging return visitation, with a focus on shoulder and off-season.</p> <p><i>Objectives:</i></p> <ul style="list-style-type: none"> <li>• Increase in MRDT revenues by 3% annually</li> <li>• Increase occupancy rate in non-peak seasons (September 30 – June 14) as measured by participating accommodations</li> <li>• Increase average length of stay by one day, as measured by participating accommodations</li> <li>• Increase online and social engagement across all monitored channels by 5%.</li> </ul> <p><b>Visitor Services</b>  Visitor service delivery will focus on increasing visitor touchpoints and encouraging</p>

	<p>increased length of stay, visitor yield and satisfaction.</p> <p><i>Objectives:</i></p> <ul style="list-style-type: none"> <li>• Continue to cross support regional partnerships with Tofino and Parks Canada at Junction and downtown Visitor Centres</li> <li>• Generate revenue/pursue grants to ensure cost-recovery for visitor services by 2021</li> <li>• Grow local and regional stakeholder represented at visitor centres</li> <li>• Increase the number of visitor parties by 3% annually</li> </ul> <p><b>Stakeholder Engagement &amp; Organizational Governance</b></p> <p>As a Destination Management Organization, maintain strong stakeholder engagement while effectively governing the organization.</p> <p><i>Objectives:</i></p> <ul style="list-style-type: none"> <li>• Leverage funds at a minimum of 5% of the MRDT collected over 5 years (~\$20,000 annually)</li> <li>• Succession planning documentation completed</li> <li>• Annual Stakeholder Survey score of 3.5/5</li> <li>• Increased stakeholder engagement in marketing initiatives and corporate events</li> <li>• Increased collaboration on development of Resort Development Strategy with District of Ucluelet</li> </ul> <p>Develop Tourism Ucluelet policy statements on key issues affecting local tourism industry</p>
<p><b>Key Learnings and Conclusions</b></p>	<p>Prior to March 2020, Tourism Ucluelet was preparing to hire and implement out new purpose statement along with a brand refresh that was more reflective of our new direction.</p> <p><i>Key Learnings:</i></p> <p>Tourism Ucluelet has established audiences who have fond memories of visiting or living in the area. When Tourism Ucluelet posted asking people to not visit early on in COVID, responses through social channels were positive and protective of the area. People asking others not to visit Ucluelet and keep it safe. These comments revealed a sense of preservation for the area and longing to return.</p> <p>Ucluelet is fortunate to be positioned as a desired destination in the province. Once Phase 3 began, Ucluelet filled up quickly which offered a prosperous summer and fall. We recognize the impact this has had on our businesses and families that rely on tourism to survive, this was not taken for granted as we could have been much worse off.</p> <p>2020 and 2021 will remain unpredictable when COVID remains in the forefront of everyone’s lives. Ucluelet will continue to monitor reports as adapt our fall and winter marketing campaigns in accordance with the direction for our Board, District and PHO’s office.</p> <p><i>Outcomes</i></p> <p>January to March:</p> <ul style="list-style-type: none"> <li>• Completed the stress-free zone campaign. This had gained traction for Tourism</li> </ul>

	<p>Ucluelet and has become a recognizable billboard campaign that started in Nanoose Bay on Vancouver Island for 3 years ago which has now diversified into promotional items and merchandise being sold at the Ucluelet Pacific Rim Visitor Centre, located at the junction between Ucluelet and Tofino.</p> <p>April – October:</p> <ul style="list-style-type: none"> <li>• All paid media was turned off, projects stopped, and only organic inspiration images and videos were posted to maintain market awareness and intrigue for when travel could resume.</li> <li>• The Visitor centre was reduced in staff size and adapted to manage visitors within the building. The seasonal visitor centre never opened for 2020, questioning the value of a second seasonal centre in town. Posing the question of what visitor services could look like in 2021.</li> </ul> <p>October – December:</p> <ul style="list-style-type: none"> <li>• Hired new agency and conducted our strategic planning session teasing out priorities for the remainder of 2020 and the preparatory work of shifting messaging for 2021.</li> <li>• Paid ads for storm watching resumed at the end of October enticing snowbirds to visit.</li> </ul>
<b>Overall Goals and Objectives</b>	<p>Tourism Ucluelet continues to follow the 5-year plan set out during the renewal process, but this past fall the DMO undertook a multi-day strategic planning session to better understand how the organization could serve its function in a more authentic and responsible manner. The goal was to develop a new purpose statement with pillars that would align Tourism Ucluelet’s mandate while remaining respectful to our community, stakeholders and continuing to promote an authentic experience to consumers who identify with the community values.</p> <p>The new strategy statement is, “By 2023 Tourism Ucluelet will lead Ucluelet's vibrant and sustainable tourism industry through industry collaboration, responsible and authentic promotion, visitor and community education, support for community priorities and accountability in our operations.”</p> <p>Tourism Ucluelet will make the shift from destination awareness marketing to campaigns that resonate with like-minded consumers who will travel to the destination and identify with the values of Ucluelet through inspiring stories, messaging and images.</p> <p>By making these changes, the long-term goal is to ensure our community strives for balance, our surroundings remain as pristine as possible, while still welcoming growth and development.</p> <p>Tourism Ucluelet defined three pillars for success to achieve these goals:</p> <ol style="list-style-type: none"> <li>1. Foundation of Digital Success Seamless connect with consumers and expand the visibility of Ucluelet’s businesses and experiences while demonstrating an ROI.</li> <li>2. Innovate on Responsible and Authentic Promotion Embody Ucluelet’s unique spirit and charm through innovative promotional campaigns that emphasize authentic and responsible experiences</li> <li>3. Visitor and Community Education</li> </ol>

	<ul style="list-style-type: none"> <li>• Tourism Ucluelet will also move forward to create a network of local and guest advocates who will amplify the Ucluelet message.</li> </ul>
<b>Strategies</b>	<p>To achieve these goals, a firm was hired in early Q4 to start developing a sustainable brand and communications plan that will assist in facilitating the brand shift and messaging. Digital, social and storytelling will be the primary focus of our new direction. All the while still producing visually appealing material to like-minded consumers that connect with preservation of the area and environmental stewardship. The ads and messaging will target eco-conscious high-yield consumers who are looking for genuine life-affirming experiences immersed in a pristine part of BC, exposed to nature, wildlife, outdoor adventure tours and culinary experiences.</p> <p>Tourism Ucluelet will also collaborate with the Ucluelet Chamber of Commerce to offer an Ambassador program that will provide training to front line staff sharing to tools to ensure that the new messaging of responsible consumer behaviour is being disseminated as visitors check in. In addition to this program, Tourism Ucluelet will be creating a stakeholder workshop series to help tourism businesses become more digitally savvy and develop additional marketing skills. This will be facilitated by the Ucluelet chamber of Commerce for Tourism Ucluelet.</p> <p>Additionally, the District to Ucluelet will be spearheading the development of a Tourism Master Plan which TU will be heavily participating in over 2021.</p> <p>Tourism Ucluelet will further work with organizations, the District of Ucluelet to ensure that similar messaging is sent to community members through newsletters offering insight to the new practices that the DMO, District and Chamber are aiming to achieve.</p>
<b>Target Markets</b>	<p>Traditionally, Tourism Ucluelet has marketed within and to limited regions outside of the province of BC trying to capture the rubber tire market. Considering the challenges that COVID-19 has created to capture these outside markets, Tourism Ucluelet will continue to be adaptive and abide by the Provincial health orders and limit our marketing to BC only. We will continue to do so until we have been given the permissions from the province to expand our marketing back into other markets.</p> <p>Ucluelet currently experiences a peak season between mid-May to mid October and non-peak season from late October to early May. On average visitors to the area stay longer than three nights. The marketing focus will be on the non-peak season (mid-October to the beginning of May) and extending the number of nights from three to four. The tactics will target the following visitors:</p> <p><u>Primary Geographic Target Markets</u></p> <ul style="list-style-type: none"> <li>• Rubber tire markets of the lower mainland, Vancouver Island, Pacific Northwest USA and Calgary/Edmonton</li> </ul> <p><u>Primary Visitor Demographic – shoulder and off season</u></p> <ul style="list-style-type: none"> <li>• Visitors who are eco-conscious and share the same values as the community</li> <li>• High yield consumers willing to travel to a remote area</li> <li>• Couples on weekend getaways – seeking relaxing retreat in nature</li> <li>• Active travellers, year-round – seeking extended stays and soft adventure</li> <li>• Young and active – prefer quality of experiences from accommodation, food to</li> </ul>



	<p>activities</p> <ul style="list-style-type: none"> <li>• Families, school holidays and summer – currently represents majority of peak season revenue for most Ucluelet operators</li> <li>• Corporate and incentive, year-round</li> <li>• Weddings, retreats, small conferences</li> </ul> <p><u>Secondary Geographic Target Markets</u></p> <ul style="list-style-type: none"> <li>• Areas of Ontario that resonate with our primary visitor demographic descriptions.</li> <li>• California and longer-haul markets in partnership with Tourism Vancouver Island and Destination BC</li> </ul> <p><u>Secondary Visitor Demographic</u></p> <ul style="list-style-type: none"> <li>• <u>Hikers</u></li> <li>• <u>Mountain bikers</u></li> <li>• <u>Surfers</u></li> <li>• <u>Food enthusiasts</u></li> <li>• <u>Kayakers</u></li> <li>• <u>Outdoor enthusiasts</u></li> </ul> <p><u>Explorer Quotient (EQ) Segments</u></p> <p>Tourism Ucluelet’s target visitors match the following EQ segments:</p> <ul style="list-style-type: none"> <li>• <i>Authentic Experiencers</i> are typically understated travellers looking for authentic, tangible engagement with destinations they seek, with an interest in understanding the history of the places they visit.</li> <li>• <i>Free Spirits</i> are highly social and open-minded. Their enthusiasm for life extends to their outlook on travel. Experiential and adventurous, they indulge in high-end experiences that are shared with others.</li> <li>• <i>Cultural Explorers</i> are defined by their love of constant travel and continuous opportunities to embrace, discover and immerse themselves in the culture, people and settings of the place they visit.</li> <li>• Ucluelet’s wilderness, scenic beauty, rich history, wildlife viewing, Wild Pacific Trail and outdoor adventure opportunities and the local community’s desire to protect it matches with the Authentic Experiencers concern for the health of the planet and what it means to future generations. Free Spirits sense of sharing their adventures online while enjoying the finer aspects of the community provide ample reasons for these EQ segments to visit. Of the 10 most appealing activities for Canadian Authentic Explorers, Ucluelet offers several either in the destination or very close by: marine and land-based wildlife viewing, visiting small towns, visiting national parks, seeing beautiful coastlines and beaches, dining at restaurants offering local ingredients and visiting aquariums.</li> </ul> <p><u>Overview of Visitors Experiences in Ucluelet</u></p>
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- **Touring & Exploring** is identified as BC’s largest trip motivator. Visitors looking to tour and explore will find Ucluelet offers a welcome coastal retreat at the end of a cross-island journey through old-growth forests along a winding mountain highway
- **Wilderness Comfort** – Ucluelet remains rural, but welcomes guests with quality amenities found next to wild nature
- **Outdoor Adventure** – Ucluelet offers numerous options for those seeking active outdoor pursuits such as hiking along the Wild Pacific Trail, cycling along bike paths, fishing charters, kayaking and surfing, as well as exploring the nearby Pacific Rim National Park Reserve. Final working is being done on the multi-use path that will finally connect Ucluelet to Tofino through the National Park, providing the opportunity for long distance hikes and bike rides in a safe and beautiful manner. Opening spring 2022. Ucluelet will also be adding mountain biking to its list of activities. Trails will begin construction in 2021 to be market ready for spring of 2022. When this opens, Ucluelet will be on of the only locations in Canada that someone can go mountain biking all year round.
- **Ocean Coastline and Rainforests** – a variety of coastal experiences that create return visitation and ideal images for sharing: Wild Pacific Trail, storm watching, relaxing getaways, pristine and raw natural surroundings.
- **Wildlife viewing** – both marine (whales, marine mammals, and birds) and land-based (bears, wolves, shorebirds) wildlife viewing is available. Ucluelet also has the original catch and release aquariums in Canada. This facility allows visitors to get up close and personal with marine life that is normally found off the coast of Ucluelet while learning from the staff through their interpretive programs.
- **Indigenous Culture** – Engage Yuułuʔiłʔatḥ - Ucluelet First Nation, the Yuułuʔiłʔatḥ Government and Yuułuʔiłʔatḥ - Ucluelet First Nation owned and operated businesses to ensure Indigenous tourism products and services are linked, showcased and future opportunities are collaborated upon
- **Arts** – are always influenced by the natural surroundings. Painting, carvings, sculpture, crafts, photography; there are multiple galleries in town that offer a host of local one-of-a-kind work
- **Culinary** – A variety of restaurants; cafes, bakeries, diners, distillery (opened early 2018), micro brewery (late fall 2019), casual and high-end restaurants, food trucks using local ingredients

Should events be allowed to restart in some in-person capacity for 21021, Tourism Ucluelet will ensure support to these festivals and events, whether in-kind or otherwise.

**Festivals & Events** – Canadian Surf Nationals, Ukee Days, Edge to Edge Marathon, Arts Splash, Pacific Rim Whale Festival, Summer Festival, Cultural Heritage Festival, Canada Day, Sail Past, Midnight Madness (per-Christmas shop local initiative), Van Isle 360 (bi-annually), Soap Box Derby in the fall, monthly beach clean-ups with Surfrider Pacific Rim as well as guided interpretative walks facilitated by the Wild Pacific Trail Society. These festivals and events are unique with a local flare

**Section 2: One-Year Tactical Plan with Performance Measures**
**Major Category: Marketing**

**Activity Title:** Measurable promotional initiatives that increase awareness of responsible tourism, length of stay and visitor yield while encouraging return visitation, with a focus on shoulder and off-season.

**Tactics:**

- Marketing Firm
- Digital and social media (channels all Tourism Ucluelet not DiscoverUcluelet except for the website)
- Creation of a new website using discoverucluelet.com URL
- Travel media with Destination BC/Tourism Vancouver Island
- Travel Trade in collaboration with communities on Vancouver Island
- Broadcasting
- Ambassador Program

Collaborating with organizations to help promote environmental stewardship

**Implementation Plan:**

**Description:** Conduct marketing initiatives that showcase authentic and life-affirming experiences while increasing consumer awareness of environmental stewardship, length of stay, visitor yield, and encouraging return visitation.

**Quantifiable objectives:**

- Increase in MRDT, Occupancy and Length of stay
- Increase online and social engagement across all monitored channels
- Development and implementation of a sustainable communication plan

**Rationale:** Tourism Ucluelet’s mandate is to promote the destination in partnership with key stakeholders, while providing a seamless connection with consumers and expanding the visibility of Ucluelet’s businesses as well as experiences while demonstrating an ROI. As Tourism Ucluelet moves forward to implement our new sustainable tourism strategy, until otherwise indicated, all messaging for 2021 will have COVID-19 safety messaging integrated into all ads to ensure responsible travel continues.

**Action Steps:**

- Marketing agency will begin implementing new brand refresh strategy that will be focused on mindful, responsible and sustainable travel efforts.
- Engage in Destination BC cooperative program opportunities where available (BC Fishing)
- Build new website that is more reflective of Tourism Ucluelet’s new direction.
- New asset development that is reflective of the new direction and in-line with DBC brand standards
- Digital and social media
- Asset development for new mountain biking sector
- Rich content development for new website, blogs, newsletters
- travel media independent and in collaboration with Tourism Vancouver Island and Destination BC
- familiarization tours
- Stakeholder, consumer and Local newsletter program
- Travel trade consortia with Tourism Vancouver Island and Greater Destination Victoria
- Support to not-for-profits through marketing granting program and in-kind support for events and festivals that offer the opportunity to enhance the visitors experience while in Ucluelet
- Expand plan for weddings, conference, and retreat market that coincide with Provincial Health Office

recommendations

- Coordinate and inventory businesses who already conduct themselves as environmental stewards
- Develop marketing materials for stakeholders with new messaging to share with travelers
- Monitor stakeholder and resident sentiment

**Short Description:**

**Potential partnerships:** Tourism Ucluelet stakeholders, Tourism Ucluelet Board of Directors, District of Ucluelet, Ucluelet Chamber of Commerce, Tourism Tofino, Parks Canada, Tourism Vancouver Island, Surfrider Foundation Pacific Rim, Destination BC, Ucluelet Aquarium, Wild Pacific Trail, Thornton Creek Hatchery, Ucluelet Mountain biking association and BC Mountain Biking Association

**Resources:** Budget and Tourism Ucluelet staff

**Sources of funding:** MRDT funding, partner funding

**Responsibilities:** Tourism Ucluelet staff

**Timeframe:** will roll out over the course of 2021

**Co-op advertising (Print & Online)**

- Destination BC cooperative marketing program – BC Fishing (early spring)

**Website**

- New website being built for 2021
- Will include new content around responsible travel
- Content rich stories
- Continue to monitor and adapt our SEO
- New itineraries and blog posts
- Continual updates with new and pre-existing stakeholders
- Online marketing and Google ad words

**Social Media & Digital advertising**

- Ongoing through social media channels with programmatics, google adwords
- Ongoing content creation and hosted influencer participation on Facebook, Instagram, Twitter, YouTube
- Consumer E-Newsletters
- Podcasts may be developed to assist with the visually impaired as well as another method of storytelling

**Media Relations**

- FAM support as requested, in partnership with Destination BC/Tourism Vancouver Island
- Story development, media outreach, itinerary development, hosting and fact checking – ongoing
- Ucluelet is too small on its own to attend Media Trade Shows. Support Tourism Vancouver Island staff to attend Canada's West Market Place and Rendezvous
- Travel Trade consortia with Victoria and Tourism Vancouver Island

**Print materials and racking**

- Tear away map with updated membership listing (summer)

**Sustainable Brand & Communications Plan**

- Focus around mindful, authentic, and responsible travel
- Increase word of mouth referrals to Ucluelet

- Strategy to target like minded value-based travelers to the area
- Work with local societies who focus on environmental stewardship to assist with language to educate visitors on how to be a responsible traveler.

**Budget:** \$320,100

**Evaluation mechanism:** Google Analytics, SEO, Later, AirDNA, Facebook manager, community and stakeholder survey, individual predetermined seasonal campaign metric, STR Report (Occupancy and average daily rates), EV station data collection, waste management reports, Reporting from Wildlife organizations (the Hatchery) to determine improvement in visitor behaviour

**Performance Measures:**

(Stakeholder interests/engagement due to perceived success of campaigns)

Output Measures:

- Types of marketing activities
- Number of event campaigns and results
- Description of social media activities and outcomes
- Stakeholder engagement for campaigns
- Number of media placements
- Webpage visits
- Visitor inquiries/calls
- surveys

Outcome Measures:

- MRDT revenues
- Occupancy rate in shoulder seasons, as measured by participating accommodations
- Average length of stay, as measured by participating accommodations
- Social media engagement
- Email program – number of subscribers
- Ads performance measurements
- Conversion and CTR rates
- Marketing initiative tracking (calls to action) from cooperative marketing activities
- EV station data
- Waste management reports
- Positive behaviour shifts at key attractions

<p><b>Major Category:</b> Visitor Services</p>
<p><b>Activity Title:</b> Increasing visitor touchpoints and encouraging responsible travel while in the area, increased length of stay, visitor yield and satisfaction.</p>
<p><b>Tactics:</b></p> <ul style="list-style-type: none"> <li>▪ Maintain primary visitor services at junction – Pacific Rim Visitor Centre, in partnership with Parks Canada, Ucluelet and Tofino stakeholders as well as the downtown seasonal office</li> <li>▪ Apply for federal summer employment funding</li> <li>▪ Train up to 6 visitor centre summer students and staff</li> <li>▪ Collaborate with Ucluelet Chamber of Commerce to deliver an Ambassador Program to deliver community knowledge and customer service training to front line staff in the hospitality industry, eventually rolling it out to community member who would like to volunteer</li> <li>▪ Develop a more effective roaming visitor services plan for summer</li> <li>▪ Initiate minor leasehold improvements/upgrades at visitor centre(s)</li> <li>▪ Continue to improve accessibility options at the Visitor centres and work with the District on the improvement of accessibility throughout Ucluelet</li> <li>▪ Install wayfinding maps throughout town</li> <li>▪ Move towards a further enhanced digital platform that can help the visitors services staff offer efficient and timely information, especially during peak season</li> <li>• Revenue plans – increase stakeholder engagement within Ucluelet and surrounding communities with dynamic marketing packages, maintain desirable merchandise on site, continue applying for DBC visitor services and Canada summer jobs grants, engage neighbouring DMO’s to cross promote businesses and activities</li> </ul>
<p><b>Implementation Plan</b></p> <p><b>Description:</b> Plan for roaming staff at key iconic locations throughout Ucluelet while continuing to deliver existing visitor servicing out of current locations.</p> <ul style="list-style-type: none"> <li>• Generate revenue/pursue grants to work toward goal of cost-recovery by 2023</li> <li>• Grow local and regional stakeholders represented at visitor centres</li> <li>• Increase the number of visitor parties by 3% annually</li> <li>• In light of COVID-19, continue to offer complementary racking services at the Pacific Rim Visitor Centre to Ucluelet businesses</li> </ul> <p><b>Visitor Services Goals</b></p> <p>Tourism Ucluelet’s primary goal is to have visitors stay longer, experience new and exciting products our businesses have to offer and ensure visitors leave having a life-affirming experience while on the west coast. The visitor centre plays a vital role in welcoming visitors to the west coast and providing them with accurate information to enhance their vacation, as well as insight on how to be a responsible traveler. This requires Tourism Ucluelet to be innovative in its approach to providing the best possible service to our guests. In 2021, Tourism Ucluelet will take steps to offer more equitable opportunities for those visitors traveling to the west coast with disabilities. This will ensure that all visitors have barrier-free opportunities to experience what Ucluelet and the West Coast have to offer.</p> <p>Ucluelet is fortunate to have multiple locations through out town that could warrant a more sophisticated mobile building, trailer or vehicle to provide, roaming services not only by the Amphitrite lighthouse, but also by the Aquarium and at events. Staff will be equipped with digital devices to find information and dressed in branded vests so visitors know that the staff are part of Tourism Ucluelet.</p>

The downtown office received a small refresh in the spring of 2019 in preparation for the summer season. The office turned into a small pop-up museum with local Indigenous and Japanese artifacts, items that represented our fishing and logging heritage as well as original books from George Fraser a world-renowned horticulturalist who created a hybrid Rhododendron to survive on the west coast of Vancouver Island. A digital historical walking tour was created by a company called On This Spot to assist with expanding our historical representation of the town.

**Action Steps:**

- Maintain visitor services at junction, in partnership with Parks Canada and downtown seasonal office. The downtown seasonal office will be dependent on the impact of COVID-19. The Junction centre is open all year round except for Christmas and New Years Day. Hours vary depending on season. Parks Canada leaves the junction after Thanksgiving weekend and does not return until the beginning of May annually. The Downtown Visitor centre is open seasonally, typically from mid-June until mid-September. This building is also the Administrative office for the Executive Director.
- Apply for federal summer employment
- Train up to 6 visitor centre summer students and staff
- refine mobile visitor centre in partnership with District of Ucluelet and Wild Pacific Trail Society
- Update suggested itineraries for guest and have on hand for reference
- Have information on hand for mindful travel
- Ensure historical walking tour is on website and visible at the centres
- Work with stakeholders to better understand what they offer for visitors traveling with disabilities and generate a list for visitor centre and stakeholder staff as well as posting on our website

**Potential partnerships:** Parks Canada, Tourism Ucluelet and Tofino stakeholders, District of Ucluelet, Ucluelet and Tofino Chamber of Commerce, Wild Pacific Trail Society, Ucluelet Historical Society and the George Fraser Society, regional businesses outside of the Pacific Rim region.

**Resources:** Budget and Tourism Ucluelet staff

**Sources of funding:** MRDT funding, partner funding

**Responsibilities:** Tourism Ucluelet staff

**Timeframe:**

## Visitor Centres

- Pacific Rim Visitor Centre at the Junction between Ucluelet and Tofino; open all year round
- Mid June opening of downtown centre
- March – Pacific Rim Whale Festival, Spring Break and Art Splash
- April – Surf Nationals,
- Spring - Cultural Heritage Festival
- July – Canada Day Celebrations, Ukee Days, Summer Festival
- October - Edge to Edge Marathon
- December – Aquarium Release day, Sail Past

## Visitor Centre staffing

- January/February – federal grant application due
- May/June – training of staff

**Budget:** \$111,500

**Evaluation mechanism:** Visitor Centre statistics, local/regional partnerships represented at the centres, merchandise sales



**Performance Measures:**
Output Measures:

- Visitor in person inquiries/calls/emails
- Roaming staff
- Itinerary requests
- Website accommodation inquiries

Outcome Measures:

- Monthly Visitor numbers
- Number of engagements by roaming staff
- Number of local/regional partnerships represented at centres
- MRDT revenues
- Increase average length of stay through occupancy rate in shoulder seasons as measured by participating accommodations
- CTR on apps and information through the website

**Major Category:** Stakeholder & Community Engagement, as well as Organizational Governance

**Activity Title:** Maintaining strong community and stakeholder engagement while effectively governing the organization.

**Tactics:**

- Participate with organizations who have developed environmental stewardship programs
- Complete MRDT reporting requirements (April & November)
- Participate in Destination BC cooperative programs to leverage marketing dollars (BC Fishing campaign)
- Engage Yuułuʔiłʔatḥ - Ucluelet and Toquart First Nation, the Yuułuʔiłʔatḥ and Toquart Government as well as Yuułuʔiłʔatḥ - Ucluelet and Toquart First Nation owned and operated businesses to ensure Indigenous tourism products and services are linked, showcased and future opportunities are collaborated upon
- Maintain regular communications with tourism business stakeholders
- Maintain regular communications with District of Ucluelet
- Maintain regular communications with Ucluelet Chamber of Commerce
- Member of the Ucluelet Emergency Operations Centre (EOC)
- Member of the Ucluelet COVID Recovery Task Force
- Director on the BCDMOA Board of Directors
- Create open dialog with locals and develop advocates/ambassadors
- Develop Tourism Ucluelet policy statements
- Attend professional development programs to ensure, Board of Directors and staff are up to date on responsibilities to the Organization
- Maintain active membership with provincial advocacy efforts – Tourism Industry Association of BC (TIABC) and BC Destination Marketing Organization Association (BCDMOA) and attend AGMs, conferences, etc.
- Attend Tourism Vancouver Island Leadership Council meetings

**Implementation Plan**

**Description:** Maintain, enhance and cultivate new relationships with stakeholders, community members and leaders, organizations, First Nations and other industry partners to increase partner engagement, improve the understanding of the DMO role and effectively govern the organization.

**Quantifiable objectives:**

- Leverage funds at a minimum of 10% of the MRDT collected over 5 years (~\$7800)
- Succession planning documentation completed by end of 2021
- Increased community engagement to share the same message to consumers; how to be a responsible traveller while on the west coast (ie the Hatchery and bear interaction)



- Increased stakeholder engagement in marketing initiatives
- Increased collaboration on *Resort Development Strategy* with District of Ucluelet
- Develop Tourism Ucluelet policy statements on key issues affecting local tourism industry
- Participation in the Tourism Master Plan development process

**Rationale:** Tourism Ucluelet will be expanding its staff to assist in the implementation of additional projects and our new sustainable communication plan. Ucluelet is in a unique position to educate our visitors on best practices when coming to the west coast, but in order to do this effectively, there needs to be one message shared by the local community members and businesses. Further collaboration with the District of Ucluelet and the Ucluelet Chamber of Commerce ensure this message is reached to all facets of the community.

**Action Steps:**

- Complete MRDT reporting requirements (April & November)
- Participate in Destination BC cooperative programs leverage marketing dollars (Fishing BC)
- Engage Yuuʷuʷiʷaʷ - Ucluelet and Toquart First Nation, the Yuuʷuʷiʷaʷ and Toquart Government and Yuuʷuʷiʷaʷ - Ucluelet and Toquart First Nation owned and operated businesses to ensure Indigenous tourism products and services are linked and showcased as well as future opportunities are collaborated upon
- Provide stakeholder support to Remarkable Experiences program when in area
- Hold an open house for community to learn more about Tourism Ucluelet and its goals
- Maintain regular communications with tourism business stakeholders:
  - send monthly stakeholder e-update
  - maintain stakeholder section of website ([www.discoverucluelet.com/stakeholders](http://www.discoverucluelet.com/stakeholders))
  - send annual stakeholder survey
  - share best practice resources designed for tourism business
  - encourage stakeholders to promote, share, link to Tourism Ucluelet marketing materials from their marketing platforms
  - send annual report to community
- Maintain regular communications with District of Ucluelet:
  - maintain District representation on Tourism Ucluelet board
  - bi-annual Tourism Updates to Mayor and Council
  - attend bi-annual Societies meeting with District, Mayor and Council as well as all other Societies in Ucluelet
  - Continue participating in the EOC and COVID recovery Task force
- Maintain regular communications with Ucluelet Chamber of Commerce
  - Maintain Chamber representative on Tourism Ucluelet board
  - Maintain stakeholder support and unification on subjects that impact the tourism business community
  - Provide stakeholder support through workshops aimed at enhancing digital awareness and marketing acumen
  - Support the further development of an on-line version of the Ambassador program
- Maintain active membership with provincial advocacy efforts – Tourism Industry Association of BC (TIABC) and BC Destination Marketing Organization Association (BCDMOA) and attend AGMs, conferences, etc.

**Potential partnerships:** Tourism Ucluelet stakeholders, District of Ucluelet, Ucluelet Chamber of Commerce, Parks Canada, societies in Ucluelet that have like-minded approaches to environmental stewardship, Destination BC Visitor Services Network and Learning Academy

**Resources:** Budget and Tourism Ucluelet staff

**Sources of funding:** MRDT funding, partner funding

**Responsibilities:** Tourism Ucluelet staff

**Timeframe:**

MRDT reporting requirements

- April – annual report
- November – tactical plan

Destination BC cooperative programs

Tourism Ucluelet is not the lead on our consortium partnerships. Due to the remoteness of our location and the group Tourism Ucluelet partners with, any new plans are usually discussed via conference call in advance of the application being submitted. Once the application is approved, all work is done via conference call and email.

Stakeholder communications

- Monthly stakeholder e-update
- Updates to stakeholder section as required, including copies of monthly e-update
- Annual Stakeholder survey
- Annual Open house for local community members

District of Ucluelet communications

- Spring – update to District of Ucluelet council
- Fall – update to District of Ucluelet council
- Monthly board meetings attended by District representative

Tourism Industry Association of BC events

- February - [BC Tourism Industry Conference](#) and BCDMOA annual meeting
- Fall – TIABC AGM and BCDMOA meeting

**Budget:** \$643,100 (this does not include the Affordable Housing OAP contributions)

**Evaluation mechanism:** Stakeholder Survey development; stakeholder engagement in Tourism Ucluelet initiatives; open rate of stakeholder e-update, community attendance at annual open house

**BUDGET 2021**

Revenues	2021 budget
Carry-forward from previous calendar year (surplus/reserve)	342,500
MRDT	197,000
MRDT from online accommodation platforms (estimated)	55,000
<b>MRDT Subtotal</b>	<b>594,500</b>
Local government contribution	-
Stakeholder contributions (i.e. membership dues)	6,700
Co-op funds received (e.g. DBC Coop; DMO-led projects)	-
Grants – Federal (pending application approval)	-
Grants – Provincial (visitor Services funding)	50,000
Grants/Fee for Service - Municipal	-
Retail Sales	8,000
Interest	1,000
Other	7,000
<b>Total Revenues</b>	<b>667,200</b>
Expenses	
Marketing	
Marketing staff – wage and benefits (including AOR)	68,500
Media advertising and production	28,600
Website - hosting, development, maintenance	104,000
Social media	68,000
Consumer Shows, events	-
Collateral production, and distribution	2,000
Travel media relations	10,000
Travel trade	-
Consumer-focused asset development (imagery, video, written content)	39,000
<b>Subtotal</b>	<b>320,100</b>
Destination & Product Experience Management	
Destination & Product Experience Management Staff – wage and benefits	
Industry development and training	32,000
Product experience enhancement and training	10,000
Research, evaluation, and analytics	5,000
Other (please describe)	
<b>Subtotal</b>	<b>47,000</b>
Visitor Services	
Visitor Services activities	111,500
Other (please describe)	
<b>Subtotal</b>	<b>111,500</b>
Meetings Conventions, Events & Sport	
Meetings, conventions, conferences, events, sport, grant programs, etc.	35,000
<b>Subtotal</b>	<b>35,000</b>
Administration	
Management and staff unrelated to program implementation – wages and benefits	77,000
Finance staff – wages and benefits	11,000
Human Resources staff – wages and benefits	2,000
Board of Directors costs	-

Information technology costs – workstation-related costs (i.e. computers, telephone, support, networks)	13,200
Office lease/rent	15,000
General office expenses	27,400
Other (please describe) - TRAVEL	3,000
<b>Subtotal</b>	<b>148,600</b>
<b>Affordable Housing</b>	
General MRDT revenues	-
Revenues from online accommodation platforms (estimated)	-
<b>Subtotal</b>	
<b>Other</b>	
All other wages and benefits not included above	
Other activities not included above (please describe) Professional Development for FT staff and BOD	5,000
<b>Subtotal</b>	<b>5,000</b>
<b>Total Expenses:</b>	<b>667,200</b>
<b>BALANCE</b>	<b>\$0</b>



## 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](mailto:info@ucluelet.ca).

Requested Council Meeting Date: December 15th, 2020

Organization Name: WildSafeBC Pacific Rm

Name of person(s) to make presentation: Bob Hansen

Topic: 2020 WSBC Pacific Rim season overview and winter 2021 workplan

Purpose of Presentation:

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

Please describe:

The 2020 WSBC program has been very busy with conflict prevention education, response to conflict situations, supporting residents with subsidies and community collaborations to further coexistence with local wildlife.

Late season contributions have extended the program season to Feb 2021. This provides a first time opportunity to collaborate on proactive initiatives with the District and others, outside of the busy season.

Contact person (if different from above): \_\_\_\_\_

Telephone Number and Email: XXXXXXXXXX pacrim@wildsafebc.com

Will you be providing supporting documentation?  Yes  No

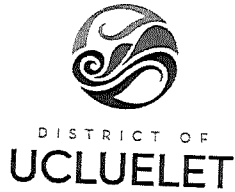
If yes, what are you providing?

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.



**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.

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Requested Council Meeting Date: Dec 15, 2020

Organization Name: Strata Plan VIS 6411 - Whiskey Landing

Name of person(s) to make presentation: Karen Laine and Christine Brice

Topic: Utility Charges Increase

Purpose of Presentation:

Information only

Requesting a letter of support

Other (provide details below)

Please describe:

The Strata Council for VIS 6411 would like to discuss options for water/sewer utilities billing.

Contact person (if different from above): Christine Brice

Telephone Number and Email: 250-619-1672 Christine.brice@ardentproperties.com

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.





December 7, 2020

District of Ucluelet  
PO Box 999  
Ucluelet, BC V0R 3A0

**Attention: Mayor Noel and Councilors Cole, Hoar, Kemp and McEwen**

**RE: Whiskey Landing VIS 6411  
1645 Cedar Road, Ucluelet, BC  
Utility Charges Increase**

We write on behalf of the Council of Owners, Strata Plan VIS 6411

In November, the Whiskey Landing Strata Corporation was notified of an error in the historical water billing for Whiskey Landing. As of November 1, 2020, the rate of water billing was going to increase to  $\$28.25 \times 33 \text{ units} = \$932.25$  based on the number of units with their own certificate of indefeasible title. This is a massive increase to the yearly budget from  $\$2,500.00$  to  $\$11,187.00$ .

Historically the monthly usage for the building has been below 170, vastly less than the 660 that is now deemed our monthly usage. We don't want to pay for water that we are not using.

The Strata Council would like to discuss options for billing other than the method of individual roll assessed units such as metering the water usage for the entire property or each unit installing their own in-line radio read meter.

While these options are being explored, the Council would like to request that the strata units in the building that do not have any water/sewer connections be removed from the billing calculation. In particular, there are a number of inhabitable and underutilized spaces, which are summarized below.

**Inhabitable spaces - SL 1, 2, 3 and 17:** These 4 strata lots are not habitable spaces and do not have water or sewer supply. SL 1, 2, and 3 are in our sub-basement where the common building systems (mechanical, elevator, black water holding tank) are located. There is a single point of access to the subbasement so it will never be granted an occupancy permit. SL 17 is a collection of spaces that include the lobby reception desk and closet space. Once again, no occupancy permit will ever be issued for this strata lot.

**Underutilized spaces – SL 4, 5, 6, 7, 8, 9, 10 and 11.** SL 4 and SL 5 were originally imagined as assets the developer would offer the District as public washrooms. They are not in use and having a single point of access are unlikely to ever be issued an occupancy permit. SL 6, 7 and 8 are planned for retail use, currently just SL 7 is in use as a storage space for an existing business in the building. SL 9, 10 and 11 are a single, open and unfinished area originally planned as a restaurant and pub. As it remains unfinished and uninhabitable at the moment, this space is currently in use as a storage space for an existing business in the community.





See the attached spreadsheet list of detailed units and their uses, maps of the strata plan and photos illustration of these spaces. The Strata Council would be happy to provide an on-site walkthrough or virtual walkthrough of these spaces.

Is there any advantage to individual water meters? We also see the value of fairly allocating by unit for water usage and would like to have some options to discuss with our Owners around this after speaking with District staff.

We appreciate your time and attention and look forward to further discussion about the options.

Yours truly,  
ARDENT Properties Inc.

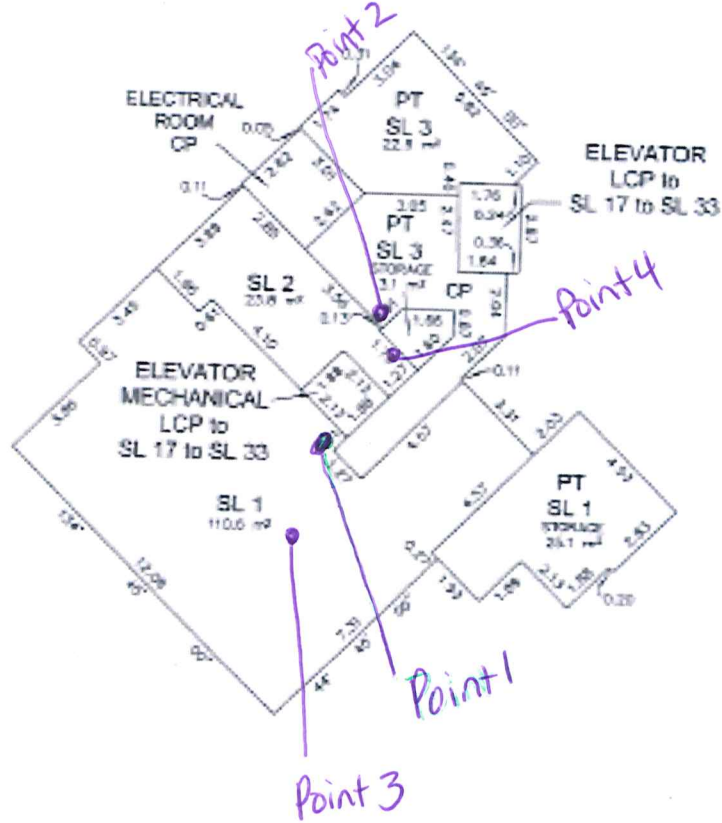
A handwritten signature in cursive script, appearing to read 'C Brice', is written in black ink.

Christine Brice  
Strata Manager

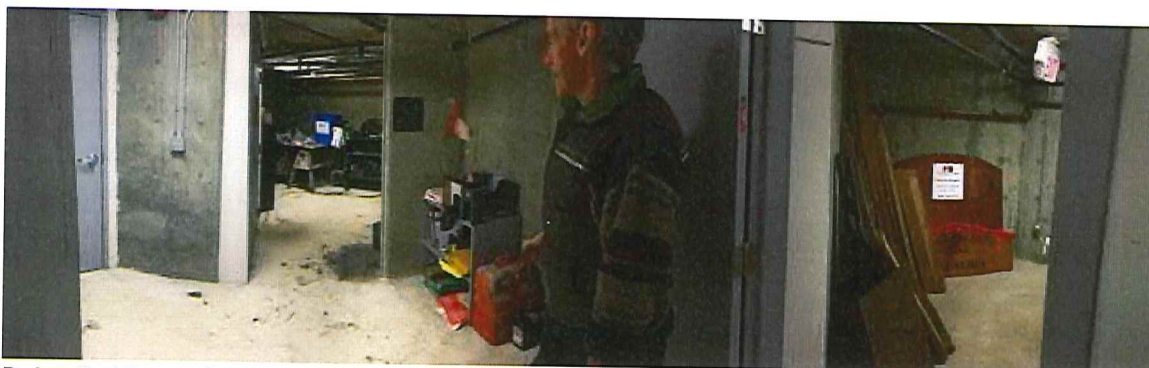
CB/af  
Enclosure



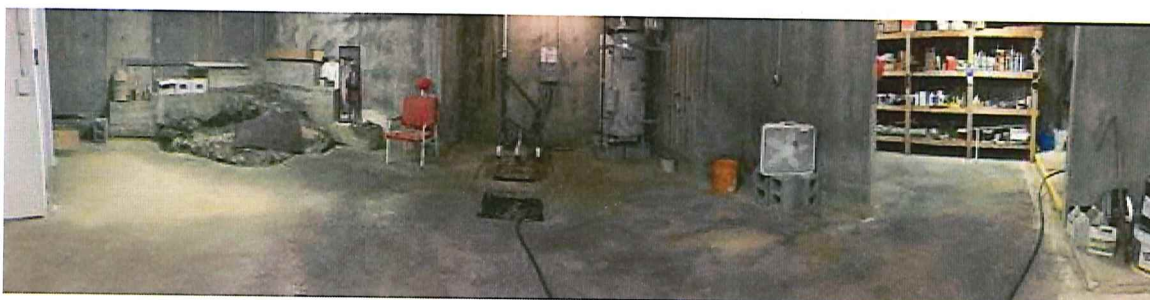
Subbasement: Strata Lots 1, 2 and part of Strata Lot 3



Point 1: View of subbasement - Strata Lots One and Two



Point 2: View of subbasement – part of Strata Lot 3



Point 3: View of subbasement Strata Lots 1 and 2

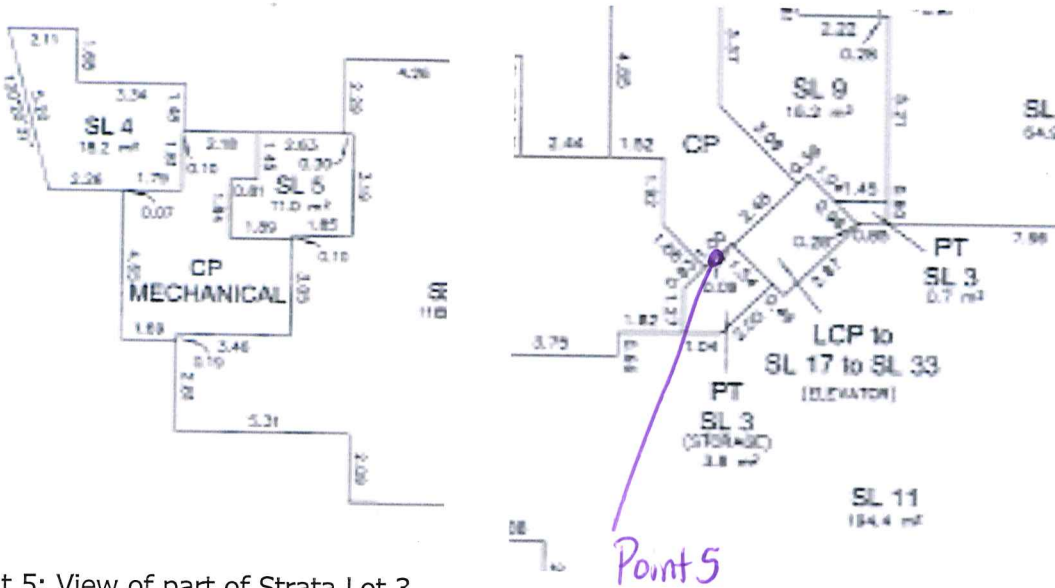


Point 4: View of subbasement Strata Lots 2 and 1





Basement: Part of Strata Lot 3 and Strata Lot 4 and 5

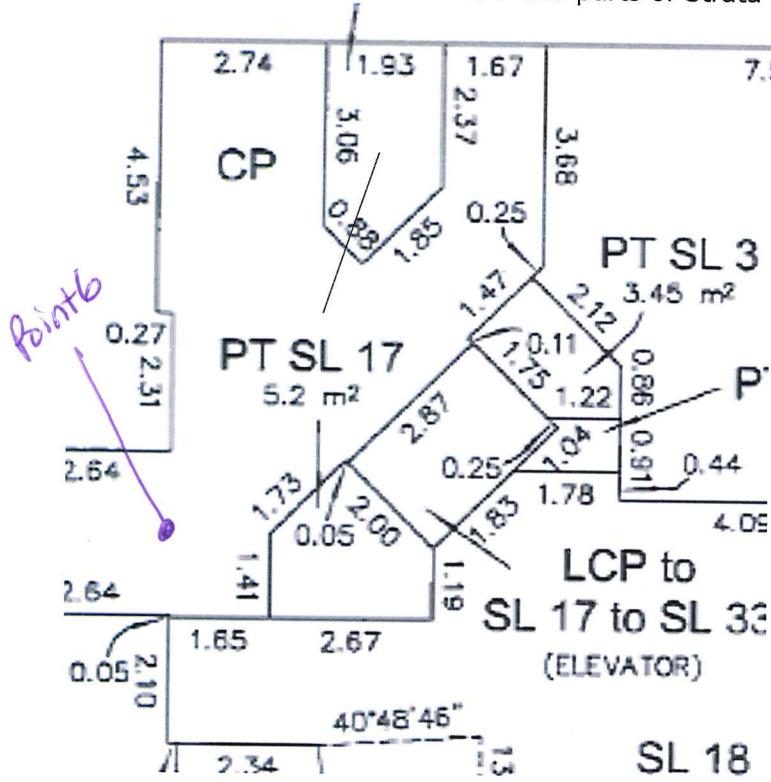


Point 5: View of part of Strata Lot 3





Ground Floor: Part of Strata Lot 3 and parts of Strata Lot 17

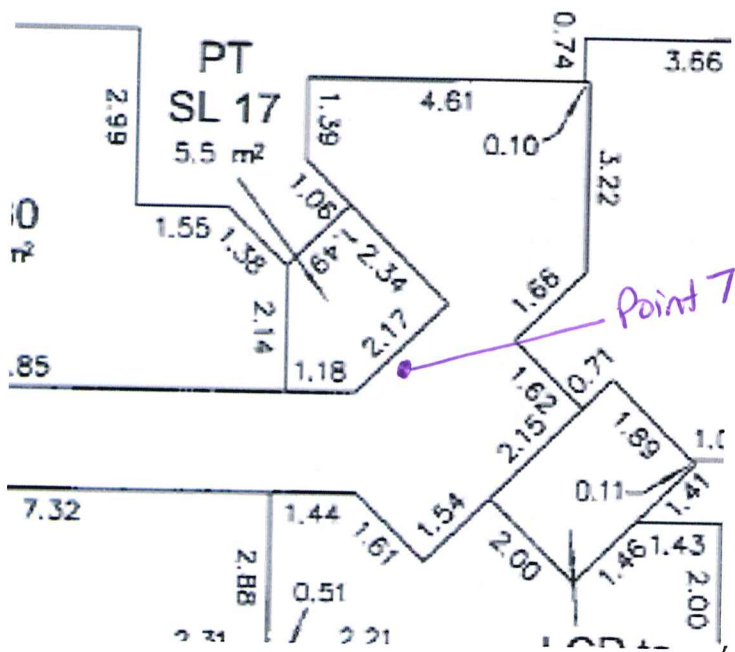


Point 6: View of part of Strata Lot 17 – lobby desk





Third Floor: Part of Strata Lot 17



Point 7: Views of part of Strata Lot 17



VIS 6411

Strata #	Suite #	usage
01	01	subbasement - uninhabitable
02	02	subbasement- uninhabitable
03	03	collection of uninhabitable spaces
04	04	unoccupied, unfinished
05	05	unoccupied, unfinished
06	06	unoccupied
07	07	warehouse
08	08	unoccupied, formerly used as laundry when the building was a hotel
09	09	underutilized unfinished, uninhabitable - currently storage
10	10	underutilized unfinished, uninhabitable - currently storage
11	11	underutilized unfinished, uninhabitable - currently storage
12	12	retail business - currently closed
13	13	retail business
14	14	retail business
15	15	retail business - currently by appointment only
16	16	retail space - currently closed
17	17	lobby space and closets- uninhabitable
18	18	residential - occupied with no laundry
19	107	residential - short term rental with laundry
20	212	residential - short term rental with laundry
21	211	residential - short term rental with laundry
22	210	residential - short term rental with laundry
23	209	residential - short term rental with laundry
24	208	residential - short term rental with laundry
25	207	residential - short term rental with laundry
26	308	residential - short term rental with laundry
27	307	residential - occupied with no laundry
28	305	residential - short term rental no laundry
29	306	residential - short term rental no laundry
30	303	residential - short term rental no laundry
31	304	residential - short term rental no laundry
32	302	residential - short term rental with laundry
33	301	residential - short term rental with laundry





November 4, 2020

To All British Columbia Municipalities,

On November 3, 2020 Council passed the attached resolution regarding Flood Risk Mitigation through Green Infrastructure and Natural Assets.

Port Moody City Council is requesting that your Council consider supporting the need for flood risk mitigation and reach out to the Minister of Environment & Climate Change Strategy, the Minister of Municipal Affairs and Housing, the Minister of Agriculture, and the Premier of British Columbia.

In the 2020 UBCM convention, a resolution regarding Flood Risk Mitigation through Green Infrastructure and Natural Assets was slated to be NR16. However, because of a new format and timing constraints, members did not get to vote on this critical environmental protection piece, which was sponsored by the LMLGA executive. As BC faces the challenges of a climate crisis and rebuilding the economy in a more resilient manner, the creation of fish-friendly flood infrastructure is a critical part of a just recovery.

Our current flood protections drastically impact the lives of fish and other species and rarely take into account diffusing polluted water runoff before it ends up in our watersheds. And of course, protecting our fish protects ecosystems as a whole, which in turn protects food webs and keystone species, food security and food sovereignty, and protect fisheries jobs. Nature-based flood-control solutions that provide both flood protection and fish passage are currently not required by regulators or by funding programs for upgrades of existing structures, even though they are well proven to be effective. In fact these win-win solutions provide excellent return on investment and can make our communities even safer from flooding, but are severely underfunded here in BC.

A major flood with our current infrastructure would be catastrophic, upgrading flood infrastructure needs to be a high priority for capital spending. The solution can be one that provides multiple benefits that creates green jobs, helps us adapt to climate change, advances reconciliation and UNDRIP commitments, while also improving recreational and aesthetic values and of course, is economically smart.

Expanding on this last point:

- Existing flood mitigation funding can be leveraged for multiple benefits: studies have found that investment in ecosystem services generates significant economic value and helps communities avoid millions of dollars in future costs.
- In addition, investing in natural flood control is often cheaper and more efficient than investing in “grey” infrastructure not just in Canada but across the world.
- And finally, data from the United States show that short-term economic benefits – jobs and other economic spinoffs – from watershed restoration projects are

equivalent to other kinds of public infrastructure works. For example, a \$1M investment in watershed restoration creates between 13 and 22 jobs, and \$2M to \$3.4M in economic activity.

Reducing storm water-related impacts also reduces our communities' exposure to water pollution and flooding-related health hazards and their associated health outcomes, such as waterborne illness, respiratory disease and asthma associated with mold and bacteria, vectorborne disease, stress, injury, and death. Trees, bushes, and greenery have the ability to absorb air pollutants and trap airborne particulates on their leaves, reduce surface and air temperatures. And because it more resilient to climate related impacts it reduces the need to fix grey infrastructure, which saves money for our residents.

Green infrastructure, such as fish-friendly flood infrastructure, also provides a plethora of co-benefits. Such projects increase exposure to the natural environment, reduce exposure to harmful substances and conditions, provide opportunity for recreation and physical activity, promote community identity and a sense of well-being, and provides economic benefits at both the community and household level. These benefits are all known to directly or indirectly benefit public health. The degree to which the environmental, social, economic, and public health benefits of green infrastructure are realized is dependent on a number of factors, including the design, installation, and maintenance of the green infrastructure features.

Evidence is clear that holistic innovative solutions seem more expensive in the short-term, but provincial political will is needed to reap a myriad of co-benefits that far outweigh the upfront costs. Local governments are dedicated to climate solutions; however, with our only means of funding being property taxes, the province needs to come to the table as a funding partner.

We strongly encourage all BC Local Governments to consider the benefits healthier, reconnected ecosystems can have not just in the next year or two, but into the future as we work to build back a better BC. We hope you join us to advocacy to the Provincial Government to support this initiative through grants and funding as part of a just and green economic recovery.

Sincerely,



Mayor Rob Vagramov  
City of Port Moody



City of Port Moody  
**Council Resolution**  
 November 3, 2020

*THAT the following resolution regarding Flood Risk Mitigation Through Green Infrastructure and Natural Assets be endorsed by the City of Port Moody and forwarded for consideration at the 2021 Lower Mainland Local Government Association and subsequent Union of British Columbia Municipalities convention as recommended in the report dated October 12, 2020 from Councillor Amy Lubik regarding Flood Risk Mitigation Through Green Infrastructure and Natural Assets Lower Mainland Local Government Association and Union of British Columbia Municipalities Consideration:*

*Whereas the side channels, tributaries and sloughs of the Fraser and other large rivers have deep value to First Nations as historic transportation corridors, sites of food cultivation and harvest, refuge and gathering places; many of these same waterways are or were valuable recreational fishing, boating and swimming sites but are no longer safe and accessible for these activities;*

*And whereas these waterways provide moderating effects for localized and riverine flooding and valuable habitat for wild salmon and other important species; And whereas there is no current requirement or standard practice for treating these natural and manmade waterways as valuable natural assets for their provision of the aforementioned ecosystem services:*

*Therefore be it resolved that Union of British Columbia Municipalities request that the federal and provincial governments remove constraints and implement requirements for incorporating green infrastructure and nature-based solutions in flood management to ensure effective flood risk mitigation while maintaining or restoring social, cultural and ecological co-benefits for these systems;*

*And be it further resolved that Union of British Columbia Municipalities request that the federal and provincial governments promote natural assets as a viable emergency planning solution and provide appropriate funding through the Disaster Mitigation Adaptation Fund,*



*Investing in Canada Infrastructure Program, Community Emergency Preparedness Fund, Emergency Management BC and other similar emergency planning and mitigation funds.*

*AND THAT a letter advocating for Flood Risk Mitigation Through Green Infrastructure and Natural Assets as part of a provincial climate resilience strategy, as well as economic green stimulus package, be sent to the Minister of Environment, the Minister of Municipal Affairs and Housing, the Minister of Agriculture, and the Premier of BC;*

*AND THAT Port Moody write to all other municipalities in BC asking them to write letters of support to the aforementioned ministries.*



Sent via email to [info@ucluelet.ca](mailto:info@ucluelet.ca) (no hard copy will follow)

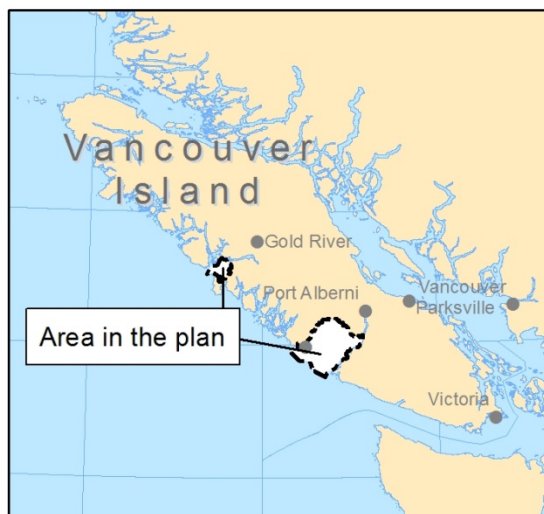
December 4, 2020

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

Attention: The Village of Ucluelet

**Re: Interfor Mamook Replacement Arrowsmith FSP**

The purpose of this letter is to inform you that the 60-day public review and comment period for the Arrowsmith Forest Stewardship (FSP) has commenced. This FSP, which is held by Interfor and MaMook Natural Resources Limited, will serve to replace the current Arrowsmith FSP that expires on June 21, 2021. The FSP covers area on the west coast of Vancouver Island as shown on the map below:



The FSP shows the location of Forest Development Units and provides the results and strategies that the FSP holders will follow for objectives that the government has set for various forest and resource values. The FSP is an operational plan prepared in accordance with the Forest and Range Practices Act.

The plan, when approved, will form the basis for future development of roads and cutblocks leading to the issuance of cutting permits and road permits, which provide authority to harvest. The FSP may be adjusted as a result of written comments received during the public review and comment period. The public review and comment period extends from December 2, 2020 to February 1, 2021.

**Interfor Corporation**

**Coastal Woodlands Division**  
1250A Ironwood Street  
Campbell River, BC, Canada V9W 6H5

tel: (250) 286-1881  
fax: (250) 286-3412

[Interfor.com](http://Interfor.com)

It is our intention to submit the final FSP to the Delegated Decision Maker from the Ministry of Forests, Lands and Natural Resource Operations for approval shortly after the review and comment period closes.

Do to Covid-19 restrictions, the plan will not be available for viewing at the Interfor office, however copies of the plan can be accessed by contacting Interfor. To ensure consideration of your comments, any written comments must be received no later than February 01, 2021.

Please direct all written comments, questions, and requests for the FSP to [Julia.leropoli@interfor.com](mailto:Julia.leropoli@interfor.com)

Yours truly,  
**Interfor Corporation**



Julia leropoli, RPF  
Forester

**Social Procurement**

## INITIATIVE

November 18, 2020

Mayor Mayco J. Noel  
District of Ucluelet  
PO Box 999  
Ucluelet BC V0R 3A0

**Re: Coastal Communities Social Procurement Initiative Update & Membership Opportunity**

Dear Mayor Noel,

We write to update you on the progress of the Coastal Communities Social Procurement Initiative (CCSPI) and to invite your organization to join the 20 existing local government members.

The CCSPI program is a low cost, high value resource that provides local governments with the training, expertise and support they need to easily integrate social procurement practices and add social value to their existing purchasing. For an annual membership fee equivalent to AVICC dues, participating governments get access to a full suite of professional development and training, templates, case studies, impact measurement tools and expert consultation support at no additional cost.

In just two years CCSPI membership has grown from 6 to 20 local governments. Members so far have procured over \$25 million using a social procurement lens to the benefit of their local economies. This means that local business and employment, skills and training opportunities are being generated from existing procurement dollars at a time when local economies need it most.

Social procurement is a key economic recovery opportunity for local governments. Joining CCSPI now will ensure that your organization has access to the training and expertise required to implement social procurement practices and take advantage of the opportunity to create additional community benefit from your existing procurement spend.

Colleen Evans, CCSPI Co-Chair will be in touch to discuss this opportunity with you directly, however if you have any questions in the meantime please visit [www.ccspi.ca](http://www.ccspi.ca) or contact Robert Fisher, CCSPI Project Coordinator by email at [rfisher@scalecollaborative.ca](mailto:rfisher@scalecollaborative.ca) or by phone on (250) 886-3063.

Sincerely,

Lisa Helps  
Mayor, City of Victoria  
Co-Chair, CCSPI Steering Committee



Colleen Evans,  
Councillor, Campbell River  
Co-Chair, CCSPI Steering Committee



Cc: Mr Mark Boysen, Chief Administrative Officer  
Ms Donna Monteith, Director of Finance





# Vancouver Island – Sunshine Coast Community Relations 2020 Annual Report

Fall 2020

Crews at work overlooking Pender Harbour. Photo courtesy of Dylan Martini.

## Vancouver Island dam safety and seismic upgrades proposed for the Campbell River system

There are four hydroelectric watersheds on Vancouver Island – Jordan River near Sooke, Ash River near Port Alberni, Puntledge River in the Comox Valley, and the Campbell River. Together, they can generate about 25% of Vancouver Island’s peak electricity demand in the winter.

We have a rigorous Dam Safety Program to monitor our dams 24/7, and when determined, we’ll upgrade them following the Canadian Dam Association guidelines.

For the Campbell River hydroelectric system, we have three dams, built in the 1940s and 1950s, that will have improvements so they can withstand a severe earthquake. We’ve proposed seismic upgrades for the Strathcona Dam, downstream at the Ladore Dam, and below that at the John Hart Dam.



Ladore Dam is one of the dams in the Campbell River system.



Strathcona Dam, one of the dams in the Campbell River system, is the largest dam on Vancouver Island.

Since 2014, we continue to consult with First Nations and engage the community on the three proposed projects. We plan to begin the regulatory process with a BC Utilities Commission application filing of the John Hart project in early 2021, and hopefully get approval to begin construction in 2023, which could then last about five years. We’ll file the BCUC applications for the other two dam projects after the John Hart application. The construction period for the Ladore and Strathcona projects will be about three to four years, pending regulatory approval. The capital cost for each project is in the hundreds of millions of dollars and cost estimates are being refined as we complete the designs.

For more information, please select [bchydro.com/crdamsafety](https://www.bchydro.com/crdamsafety).

### Powered by Water

BC Hydro provides clean, reliable and affordable electricity to British Columbians. We generate 96% clean energy for the province, giving us a hydro advantage.

 **BC Hydro**  
Power smart

## Message from Chris O’Riley, President & CEO



Hi everyone,

BC Hydro is pleased to share our Community Relations annual report highlighting some of our work in your region. We’re proud to serve communities and their elected representatives in all parts of the province.

While our annual report looks back at the fiscal year ending March 31, 2020, I want to start by recognizing the unprecedented time we’re currently in. COVID-19 has touched all of us in some way. Like many of you, at BC Hydro we’ve had to adjust our plans to ensure the safety

of our employees, contractors and communities. What hasn’t changed is our commitment to adapting so that we can safely provide you with the electricity our communities rely on.

BC Hydro continues to invest approximately \$3 billion per year in our system to ensure it is there to support British Columbia’s growing population and economy. We have the important responsibility to keep electricity rates affordable for our customers, while funding these necessary investments in our electricity system. To support this goal, we implemented the outcomes from Phase 1 of the Comprehensive Review of BC Hydro and continued to make all reasonable efforts to limit rate increases. We have also advanced affordability initiatives to help our customers save money on their electricity bills and continued to focus on making it easier for our customers to do business with us.

We’re working with the Province on Phase 2 of the Comprehensive Review to strategically position BC Hydro for long-term success, while meeting the Province’s climate goals, keeping rates affordable, furthering reconciliation with Indigenous Peoples and supporting quality economic development. The actions taken as part of the Phase 2 Review will support the government’s CleanBC plan, including expanding the electrification of our growing economy over the coming decades.

Within this report, you’ll find many examples of how we’re working with your communities on a range of topics – from capital projects and corporate programs, to initiatives like the Integrated Resource Plan (Clean Power 2040). This report also includes some important indicators of how we’re doing in providing you with reliable power.

Specifically in the Vancouver Island – Sunshine Coast region, we’re carrying out a project to replace old submarine cables – the Protection Island Crossing. There are over 250 kilometres of distribution submarine cables providing power to islands off Vancouver Island.

We’re proud of our accomplishments this year. We’ll continue to work closely with you on a daily basis to meet the needs of your community. If you have any questions, please contact our Community Relations representatives in your region. We’d be pleased to help.

Sincerely,

Chris O’Riley  
President & CEO  
BC Hydro

### Quick Facts

#### PROVINCE-WIDE:

4 million customers

Electricity is delivered through a network of:

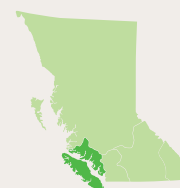
- 79,000 kilometres of transmission and distribution lines
- over 300 substations
- 1 million plus utility poles

Capital investments of approximately \$3 billion a year

#### VANCOUVER ISLAND – SUNSHINE COAST GENERATING CAPACITY:

Ash	28 MW
Clowhom	33 MW
John Hart	138 MW
Jordan River	170 MW
Ladore	47 MW
Puntledge	24 MW
Strathcona	64 MW

MW = megawatt



## Site C Update

Site C will be a third dam and hydroelectric generating station on the Peace River in northeast B.C. Construction started more than five years ago, in July 2015.

During the fifth year of construction, activities accelerated substantially in all project areas, particularly the roller-compacted concrete placement work on the spillways buttress and the activities required in advance of river diversion in fall 2020. Work also advanced along the Highway 29 realignment, transmission line corridor and in the future reservoir area.

The project reached several milestones this past year, including:

- river diversion was successfully achieved on October 3, 2020, which involved opening the two diversion tunnels and completing the rockfill berm across the Peace River
- the temporary fish passage facility is now operational
- the Site C Substation and one of two 75-kilometre-long transmission lines that run between Site C and the Peace Canyon Substation were energized in October 2020
- the roller-compacted concrete buttress for the Site C spillways was completed in October 2019; work continues on the buttress for the dam core
- powerhouse construction advanced and penstock installation began; to date, one of six penstock units are complete
- work advanced on all sections of the Highway 29 realignment

BC Hydro also delivered on several commitments in the region this year. We continued to provide grants to support non-profit organizations in the Peace region through the Generate Opportunities (GO) Fund; as of September 2020, \$487,000 had been distributed to 55 projects. We distributed the first funds from our \$20 million Peace Agricultural Compensation Fund; as of March 2020, \$400,000 had been distributed to 16 projects.

For more information on Site C, please select [sitecproject.com](http://sitecproject.com).



The Site C project achieved river diversion in October 2020.

## Clean Power 2040 – Building a bright electricity plan for B.C.

Clean Power 2040 is our province-wide, long-term resource planning process. Engaging with you will help us make informed strategic decisions to meet future electricity demand. These decisions will become part of our next Integrated Resource Plan (IRP).

Over the next year, through Clean Power 2040, we'll be looking at options for our power system over a 20 year horizon.

### JOIN US AS WE EXPLORE B.C.'S CLEAN ELECTRICITY FUTURE.

- What should we do to meet everyone's electricity needs over time?
- How should BC Hydro meet the demand for electrification?
- What new technology could support our power systems?

We already have one of the cleanest renewable power systems in the world, but our ability to meet your needs now and in the future depends on different assets and factors. This includes our power stations, power lines, conservation initiatives and our understanding of potential demand.

Through Clean Power 2040, we're gathering input from customers, Indigenous communities, regulators and governments. We're also looking at technical, financial, environmental and economic development considerations. Your forward-thinking input alongside those factors will help us draft actions.

### Five Fast Facts on Clean Power 2040

- BC Hydro must submit an Integrated Resource Plan (IRP) to the B.C. Utilities Commission.
- The IRP is a plan for our power system over the next 20 years.
- The IRP is structured to look at early years (now to approximately 2030) and the remaining years to 2040.
- Engagement with Indigenous communities, our customers, and our future customers is key.
- Clean Power 2040 kicked off in September and will take one year to complete.

Sign up for our updates, and learn more about participating in the Clean Power 2040 consultation process that started this fall, by selecting [bchydro.com/CleanPower2040](http://bchydro.com/CleanPower2040).



# Regional information

## Capital projects

### PROTECTION ISLAND CROSSING

Many coastal communities are reliant on submarine cables for their electrical service. About 40% of our power is generated on Vancouver Island, with the remainder supplied by two transmission submarine cable systems crossing the Strait of Georgia. The older of the two systems, built in the 1980s, crosses from the Sunshine Coast, over Texada Island and lands at Qualicum Bay. In 2008, new transmission cables replaced the 1950s cable system between Tsawwassen and Duncan. In addition to those two transmission crossings, over 250 kilometres of distribution submarine cables provide power to islands off the Island, and to islands off islands off the Island.



Crews installing conduit on Protection Island.

Protection Island receives electricity via two submarine cables from Nanaimo to Newcastle Island, a small island in Nanaimo's harbour, and then from Newcastle Island to Protection Island. The cables linking Newcastle Island to Protection Island are over 45 years old. A failure of one cable in 2013 leaves a single submarine cable in service between Newcastle Island and Protection Island. Following years of planning, a new cable route for two new submarine cables was selected; direct from Nanaimo to Protection Island.

Construction on the new crossing began in spring 2020 and included conduit (duct) installation at Pirates Park on Protection Island and Maffeo Sutton Park in Nanaimo. Laying of the submarine cable occurred over two days in August with a team of divers working off a large barge in McKay Channel to place with precision the new cable on the ocean floor. Careful consideration is given to tides, currents, undersea terrain, ecosystems and marine traffic. A portion of the on-shore work must be coordinated with extreme low tides, leaving a construction timeline with little wiggle room.



Crews place concrete mats over newly installed conduits (ducts) in the intertidal zone on Protection Island.

Vancouver Island has more trees per kilometre of utility power line than any place else in North America; add to that more than 250 kilometres of submarine cables that connect the Island and smaller islands to the provincial grid and it results in many challenges for our crews and planning engineers. We'll never eliminate outages completely, but with the work we do above and below the water we can lessen the impacts on our customers.

Protection Island has been connected to BC Hydro's grid since 1969. The newly installed submarine cables ensure they continue to receive reliable power for many years to come.

### NEW DISTRICT OFFICE TO SERVE THE WEST COAST

At the end of the world's longest car wash, sometimes referred to as Highway 4, you will find Ucluelet and Tofino perched on the edge of the Pacific. Although a logging road connected the divide to Port Alberni in 1959, it wasn't until a year after the Pacific Rim National Park was created in 1971 that pavement linked the tiny west coast communities with the rest of the Island. Each year, thousands of visitors take the drive to experience the park and other amenities of the west coast; not surprisingly, some are staying behind. Tofino was one of the fastest growing communities on the Island, which means greater pressure on BC Hydro to meet the electricity demand and expectations of the area.

Due to the growth in the region, BC Hydro expanded the Long Beach Substation. Initiated in 2012, the \$56 million Long Beach Area Reinforcement project added additional substation capacity. The project was brought into service in the summer of 2015 and included the expansion of the Great Central Lake and Long Beach substations. In the Long Beach Substation, two new transformers were installed with more than three times the capacity of the original transformers to supply load in the area for the next 10 years and beyond.



Vehicle truck bays at the new office can accommodate the new, larger field trucks.

This substation expansion resulted in less than ideal access to the office building as the existing 470 m<sup>2</sup> (5056 ft<sup>2</sup>) Long Beach Office, built in 1999, is located within the confines of the substation, just east of the Tofino/Ucluelet junction. The current local office does not meet the operational needs of our 5 full-time and 2 drop-in personnel.

The current facility cannot accommodate the new, larger field trucks, and has inadequate yard space. Any future expansion would have encroached further into the operations space and render the site unusable. Before the end of 2020, a new and larger BC Hydro district office will be built near Ucluelet to meet the growing requirements of our staff. Completed by this fall, the \$9 million project will support a regional response to operational requirements for a residential and commercial population of approximately 4,000 customers.

As BC Hydro is an essential service, all of our new buildings are built to rigorous standards to ensure we are available and functional after any natural disaster. When considering the new site, the most important requirement was that it be located outside of the tsunami inundation zone. The new prefabricated modular main administration building is designed with an estimated service life of 40 years and the flexibility to accommodate up to 20 additional staff in a storm or emergency event.

The building will accommodate two new distribution line truck bays, a large-bucket truck bay, a tool crib, and a workshop and warehouse space. There is ample room for future expansion and storage on the 5-acre property, as well as staff and visitor parking stalls, including an accessible stall and infrastructure to add electric charging stations in the future.

Our capital project investments are creating thousands of jobs for skilled workers in a wide range of disciplines and generating economic opportunities for local contractors and businesses across the province. BC Hydro continues to invest approximately \$3 billion per year to upgrade aging assets and build new infrastructure to ensure our system is there to support British Columbia's growing population and economy.

Check out what the road was like in the 1960s to the west coast:

[tranbc.ca/2017/04/06/see-what-tofino-and-ucluelet-was-like-in-the-1960s/](http://tranbc.ca/2017/04/06/see-what-tofino-and-ucluelet-was-like-in-the-1960s/)

### BC HYDRO CREWS REPLACING 8,000 AGING POWER POLES

Our crews are replacing more than 8,000 wooden power poles across B.C. as part of our ongoing maintenance program.



**Top community on Vancouver Island for pole replacements**



**Top community on Sunshine Coast for pole replacements**

The average lifespan of a wooden power pole is 40 to 50 years, with many lasting much longer. In fact, more than 10% of BC Hydro's poles are more than 50 years old.

Adverse weather, insects and wildlife all contribute to the deterioration of the poles over time, which results in them needing to be replaced.

We have about 900,000 wooden poles that hold more than 58,000 kilometres of overhead distribution lines. Replacing power poles is one of the investments we're making to our aging infrastructure to improve the safety and reliability of the electricity system.

## BC HYDRO EXPANDS EV NETWORK WITH NEW STATIONS

With the reduced station usage during the COVID-19 pandemic, BC Hydro has been able to accelerate station upgrades on Vancouver Island. Stations at Sidney, Nanaimo, Port Alberni, Ucluelet, Courtenay and Campbell River have all received upgrades including new or additional fast chargers, signage and lighting.

Electric vehicle drivers can now use the BC Hydro EV mobile app and RFID card to activate stations at 20 former Greenlots network locations. FLO and ChargePoint apps are also supported at these locations. These include the following: Campbell River, Colwood, Courtenay, Nanaimo, Port Alberni and Qualicum.

Some stations are more popular than others, and BC Hydro is moving to better meet increasing demand at some of the busiest stops in B.C.

So far, dual stations have been installed at Sidney's Beacon Plaza, Nanaimo Superstore, and Port Alberni's No Frills. On the way are dual stations at the Courtenay Superstore, and the Campbell River Community Centre.

### Good etiquette, good karma, at EV fast-charge stations

Here are some points about etiquette that will help everyone get along.

1. Take only what you need, and limit your charge to 30-40 minutes
2. Stay close by in case you need to move your vehicle to let someone else charge
3. Don't park in an EV charging stall if you're not charging or waiting to charge
4. Put the charging cord away, and keep the station tidy
5. Don't unplug others, unless there's a note that gives you the green light



Electric vehicle charging station at the Tofino/Ucluelet junction.



Electric vehicle dual charging stations at Port Alberni's No Frills.



# Supporting communities

## Trees and vegetation management

Our electrical system is complex and highly efficient, with over 79,000 kilometres of overhead transmission and distribution power lines throughout the province. Managing trees and plants around these lines is important for safety and service reliability.

Our vegetation management team regularly inspects trees and other tall vegetation growing under or adjacent to our overhead system to identify potential problems. Tall, diseased or dead trees can fall or grow into power lines, causing electrical outages.

Vegetation management contractors – we employ professional arborists and foresters that follow strict environmental guidelines – prune or remove trees and vegetation in areas where the lines may be impacted. What's more, when an area experiences reliability issues, we assess the local distribution lines for potential tree-related causes. Even with a proactive management program, more than half of all outages in B.C. are caused by trees. For more information, please select [bchydro.com/trees](http://bchydro.com/trees).

## Community ReGreening Program

Our Community ReGreening Program helps fund urban tree planting that's related to visual aesthetics and environmental enhancements. We pay for seedlings, medium and large trees in cities and towns across B.C. Over the past 20 years, we've funded the planting of more than 300,000 trees.

We partner with local communities and Tree Canada to help make sure appropriate trees are planted around power lines, while enhancing open spaces. The program is intended for small-scale community projects and is open to local governments served by BC Hydro. All applications need to be received by January 31, to be eligible for funding within the same year. For more information, please select [bchydro.com/regreening](http://bchydro.com/regreening).

Successful applications included:

Community	Project	Funding
<a href="#">Alberni-Clayoquot Reg. Dist.</a>	Shades of Color – Community Regreening Program	\$1,500
<a href="#">Campbell River</a>	Heritage Cemetery/City Hall	\$5,980
<a href="#">Central Saanich</a>	Central Saanich 2020	\$2,700
<a href="#">Comox Valley Reg. Dist.</a>	One Spot Trail – Hedgerow Planting	\$3,700
<a href="#">Cowichan Valley Reg. Dist.</a>	Bright Angel Park Playground Tree Project	\$4,500
<a href="#">Courtenay</a>	Courtenay River Air Park & Estuary Planting	\$4,000
<a href="#">Esquimalt</a>	Town of Esquimalt Regreening Project	\$6,764
<a href="#">Ladysmith</a>	Ladysmith Green Street Trees Enhancement	\$2,700
<a href="#">Langford</a>	Irwin Bike Park	\$5,800
<a href="#">Lantzville</a>	Peterson Road Re-Greening	\$4,750
<a href="#">North Saanich</a>	2020 Lillian Hoffar Park Tree Planting Project	\$5,675
<a href="#">Oak Bay</a>	Uplands Park Garry Oak Boulevard Planting	\$7,500
<a href="#">Salt Spring Island (Conservancy)</a>	Tree Planting on Salt Spring Island Nature Reserves	\$3,060
<a href="#">Saanich</a>	Saanich Arboretum	\$6,000
<a href="#">Sechelt</a>	Adopt a Street Tree (Phase 10)	\$5,000
<a href="#">Sidney</a>	Rathdown Park Improvements	\$4,400

## Beautification Fund

Our Beautification Fund provides financial assistance to municipal governments to relocate BC Hydro equipment on public property. We co-fund projects to move overhead lines and poles to underground duct banks as part of community redevelopment plans or to enhance and improve the use of public spaces. Previous projects have included high traffic areas and community venues such as town centres, parks, commercial districts, civic facilities, and bike lanes.

This past year, successful applicants for conversion of overhead to underground facilities included:

- Qualicum Beach
- Sidney

Select [bchydro.com/beautification](https://www.bchydro.com/beautification) for more information and to apply. Applications must be submitted by September 30 to be considered for the following year.

## Decorative Wrap Grant Program

Our Decorative Wrap Grant Program provides financial assistance to municipal governments looking to improve the visual aesthetics of a neighbourhood by installing decorative wraps on BC Hydro-owned pad-mounted equipment boxes. Eligible applicants can receive grant funding of \$350 or \$700 per unit, depending on the size of the equipment box to be wrapped. The funding amount will be determined by BC Hydro during the application review.



Example of a decorative wrap on our pad-mounted equipment.

This past year, successful applicants for decorative wraps included:

- Port McNeil
- Sidney
- Sechelt

The application closing date for each year is September 30. For more information, please select [bchydro.com/wrap](https://www.bchydro.com/wrap).

## Fish & Wildlife Compensation Program

The Fish & Wildlife Compensation Program (FWCP) is a partnership between BC Hydro, the Province of B.C., Fisheries and Oceans Canada, First Nations, and public stakeholders to conserve and enhance fish and wildlife in watersheds impacted by BC Hydro dams.

In 2019 – 2020, the FWCP's Coastal Region board approved 14 projects on Vancouver Island and the Sunshine Coast, for nearly \$622,000 in funding.

The projects included improving salmon spawning and rearing habitat, eco-cultural restoration of estuary habitat, increasing our understanding of bat conservation, purchasing 22 hectares of conservation lands, improving nutrients for salmonids, and restoring riparian areas.

Since 1999, the FWCP has committed more than \$38.6 million to support fish and wildlife in its Coastal Region. Learn more at [fwcp.ca](https://www.fwcp.ca).



In the summer of 2019 with FWCP funding, 4,000 metric tonnes of gravel were placed 300 metres downstream of the John Hart Generating Station in the Campbell River area. The project, led by the Campbell River Salmon Foundation, has added 3,143 m<sup>2</sup> of Chinook salmon spawning habitat. It will also support coho, chum, and steelhead population. Photo courtesy of Campbell River Salmon Foundation.

### Did you know?

The FWCP is funded annually by BC Hydro. The FWCP directs those funds towards priority actions across its three regions to fulfill its mission and work towards its vision of thriving fish and wildlife populations in watersheds that are functioning and sustainable.

For information on Community Engagement Grants – which are typically \$500 to \$1,000 and help stewardship groups and others take action to benefit local fish and wildlife – please select [fwcp.ca/community-engagement-grants/](https://www.fwcp.ca/community-engagement-grants/).



## Grants-in-lieu

We pay net property tax and grant payments to local governments. The grant program is a provincial government initiative and the amounts paid are determined under the current legislation. Listed below are the grants paid to each community in the Vancouver Island–Sunshine Coast region as of June 30, 2020.

Municipality/District	School Taxes*	Grants	Other Taxes	Total Payments
Regional District of Alberni–Clayoquot	0	\$61,097.00	0	\$61,097.00
Village of Alert Bay	\$3,482.31	\$8,467.49	\$18.05	\$11,967.85
City of Campbell River	\$2,687,405.63	\$962,382.95	0	\$3,649,788.58
Capital Regional District	0	\$370,950.00	0	\$370,950.00
District of Central Saanich	\$319,005.83	\$274,655.36	\$6,781.85	\$600,443.04
City of Colwood	\$40,966.32	\$140,313.91	0	\$181,280.23
Town of Comox	\$38,425.47	\$118,685.04	0	\$157,110.51
Regional District of Comox Valley	0	\$52,369.00	0	\$52,369.00
City of Courtenay	\$202,404.36	\$432,989.20	\$349.06	\$635,742.62
Village of Cumberland	\$11,492.46	\$36,149.26	0	\$47,641.72
City of Duncan	\$8,730.10	\$61,578.39	0	\$70,308.49
Township of Esquimalt	\$180,673.98	\$280,782.22	0	\$461,456.20
Town of Gibsons	\$58,392.65	\$117,294.37	\$636.39	\$176,323.41
Village of Gold River	\$11,883.36	\$21,477.13	0	\$33,360.49
District of Highlands	\$90,800.86	\$30,028.05	0	\$120,828.91
Town of Ladysmith	\$64,107.25	\$116,989.75	0	\$181,097.00
Town of Lake Cowichan	\$26,771.44	\$37,946.06	\$350.00	\$65,067.50
City of Langford	\$209,196.65	\$373,732.09	0	\$582,928.74
District of Lantzville	\$106,388.65	\$69,190.61	\$20.00	\$175,599.26
District of Metchosin	\$58,057.77	\$57,478.96	0	\$115,536.73
City of Nanaimo	\$713,184.81	\$2,005,441.49	\$92.76	\$2,718,719.06
Municipality of North Cowichan	\$863,685.68	\$1,188,090.69	\$1,182.00	\$2,052,958.37
District of North Saanich	\$109,337.57	\$193,079.60	\$204.72	\$302,621.89
District of Oak Bay	\$36,744.60	\$136,739.54	0	\$173,484.14
City of Parksville	\$41,357.22	\$138,640.38	0	\$179,997.60
City of Port Alberni	\$182,284.61	\$697,761.59	\$40.86	\$880,087.06
Village of Port Alice	\$6,666.00	\$14,723.31	0	\$21,389.31
District of Port Hardy	\$67,102.14	\$93,758.53	0	\$160,860.67
Town of Port McNeill	\$9,928.86	\$44,224.38	0	\$54,153.24
City of Powell River	\$167,117.16	\$395,745.42	\$2,210.20	\$565,072.78
Town of Qualicum Beach	\$107,133.34	\$204,596.44	\$40.00	\$311,769.78
District of Saanich	\$1,039,676.60	\$1,735,581.67	0	\$2,775,258.27
Village of Sayward	\$2,853.57	\$4,396.90	0	\$7,250.47
District of Sechelt	\$60,000.53	\$151,542.94	\$(0.42)	\$211,543.05
Town of Sidney	\$22,739.19	\$125,338.92	0	\$148,078.11
District of Sooke	\$104,740.36	\$147,861.52	0	\$252,601.88

\*Local governments collect school taxes which are then forwarded to the provincial government to help fund school districts.

## Grants-in-lieu continued

Municipality/District	School Taxes*	Grants	Other Taxes	Total Payments
Regional District of Strathcona	0	\$139,653.00	0	\$139,653.00
Regional District of Sunshine Coast	0	\$72,008.00	0	\$72,008.00
Village of Tahsis	\$16,080.32	\$20,339.18	0	\$36,419.50
District of Tofino	\$10,319.76	\$48,246.47	0	\$58,566.23
District of Ucluelet	\$12,117.90	\$39,251.23	0	\$51,369.13
City of Victoria	\$690,131.69	\$1,548,610.00	\$198.26	\$2,238,939.95
Town of View Royal	\$117,486.30	\$149,940.82	0	\$267,427.12
Village of Zeballos	\$1,961.02	\$4,374.50	0	\$6,335.52

\*Local governments collect school taxes which are then forwarded to the provincial government to help fund school districts.

## Community grants

By providing power to the people and businesses of this province, we provide an essential and important service. We also believe in doing more than that: we offer two types of grants to support non-profit organizations and registered charities that are making a difference in their communities. This year, we supported nearly 80 community-based projects across every region of the province.

Our grants are given out in three focus areas: building the workforce of tomorrow, safety education, and developing smart energy ideas. When planning for your project, please keep in mind that our grants have set criteria and application deadlines. To learn more, please select [bchydro.com/grants](http://bchydro.com/grants).

Some of the organizations that we supported in the region this past year included:

Organization	Project	Community	Grant
<b>Sooke Fire and Rescue Department</b>	Medical Aid Equipment Update Project	Sooke	\$2,000
<b>Cowichan Valley Amateur Radio Society</b>	Mount Brenton DC System Update Project	Ladysmith to Malahat including Gulf Islands and Lake Cowichan	\$1,000
<b>Denman Island Neighbourhood Emergency Preparedness Organization</b>	Post Disaster Communicating	Denman Island	\$900
<b>FED Urban Agriculture Society</b>	Street to Sky Project	Victoria	\$2,000
<b>Gibsons Landing Heritage Society</b>	Heritage Playhouse Lighting Upgrade	Gibsons	\$1,000
<b>Powell River Salmon Society</b>	Power Our Fish 2020	Powell River	\$2,000
<b>Nanaimo Science and Sustainability Society</b>	Science Saturday	Nanaimo Regional District and Parksville	\$1,000
<b>The Mustard Seed Street Church</b>	Life Skills, Education and Employment Programming	Greater Victoria and Duncan	\$2,000
<b>Timberlane Barracks Sponsor Committee</b>	Building Upgrades	Powell River	\$1,000
<b>Society for the Advancement of Young Scientists</b>	Vancouver Island Regional Science Fair	Vancouver Island communities from Campbell River to Victoria	\$2,000



# Reliability performance

We recognize how important the reliable supply of electricity is to our customers. We'll continue to improve, reinforce and maintain the electrical system.

The information below provides a comparison between Fiscal 2019 and Fiscal 2020 for communities in the Vancouver Island–Sunshine Coast region. These statistics include interruptions due to planned outages.

Community	Fiscal 2019 Average customer interruption duration (hours)	Fiscal 2020 Average customer interruption duration (hours)	Fiscal 2019 Average number of interruptions per customer	Fiscal 2020 Average number of interruptions per customer
Campbell River	2.82	3.29	2.55	1.86
Courtenay	3.61	2.38	2.11	1.46
Duncan	9.43	1.72	4.58	4.21
Islands Trust	12.99	3.13	8.32	6.21
Nanaimo	7.57	2.10	1.90	0.98
Parksville	8.59	1.61	0.76	1.26
Port Alberni	3.99	2.51	2.64	1.64
Port Hardy	2.27	2.28	6.52	6.86
Powell River	3.64	1.04	2.61	2.42
Qualicum Beach	6.65	1.67	5.55	5.55
Sechelt	2.31	2.66	2.42	3.52
Victoria	3.27	1.63	0.57	0.57

# BC Hydro Community Relations

At BC Hydro we build strong relationships to support the unique needs and strengths of the communities we serve. Our Community Relations team does this by listening, providing information and working together with communities. We're the point of contact for local government, media, local business and community groups. Whether it's for capital projects, corporate initiatives and programs, local BC Hydro activities, significant planned outages, emergency response or unplanned power outages, we work hard to meet the needs of our stakeholders and ensure communities are kept informed.

## Vancouver Island–Sunshine Coast

If you have questions or comments for us, please contact:

<p>Ted Olynyk Manager, Community Relations Vancouver Island–Sunshine Coast 250 755 7180 <a href="mailto:ted.olynyk@bchydro.com">ted.olynyk@bchydro.com</a></p>	<p>Karla Louwers Public Affairs Officer 250 755 4713 <a href="mailto:karla.louwers@bchydro.com">karla.louwers@bchydro.com</a></p>	<p>Stephen Watson Stakeholder Engagement Advisor 250 755 4795 <a href="mailto:steve.watson@bchydro.com">steve.watson@bchydro.com</a></p>
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## BC Hydro guide for local government

Quick access to key information on [bchydro.com](http://bchydro.com)

My Hydro and Energy Savings initiatives	
<p><b>My Hydro</b> <a href="http://bchydro.com/myhydro/">bchydro.com/myhydro/</a></p>	Log in to manage your account.
<p><b>Energy Savings Programs</b> <a href="http://bchydro.com/energysavings">bchydro.com/energysavings</a></p>	Learn how you can be smart with your power. Take advantage of rebates and programs.
Projects	
<p><b>Capital Projects</b> <a href="http://bchydro.com/projects">bchydro.com/projects</a></p>	Learn more about major projects taking place in your region.
Programs	
<p><b>Beautification fund</b> <a href="http://bchydro.com/beautification">bchydro.com/beautification</a></p>	Find out more about our beautification program that provides financial assistance to municipal governments for conversion of overhead to underground facilities.
<p><b>Decorative Wrap Grant Program</b> <a href="http://bchydro.com/wraps">bchydro.com/wraps</a></p>	Learn about our program that provides financial assistance to municipal governments looking to install decorative wraps on BC Hydro pad-mounted equipment boxes.
<p><b>Community ReGreening Program</b> <a href="http://bchydro.com/regreening">bchydro.com/regreening</a></p>	The regreening program assists municipalities with urban tree planting while helping to make sure appropriate trees are planted around power lines.
Community Giving	
<p><b>Grants for community groups</b> <a href="http://bchydro.com/grants">bchydro.com/grants</a></p>	Learn about our grants for community groups and how to apply for them.
<p><b>Scholarships &amp; Endowments</b> <a href="http://bchydro.com/scholarships">bchydro.com/scholarships</a></p>	We look to build the next generation of engineers, electricians, and many other key roles who will help us deliver clean energy to our customers. Learn about our scholarships and endowments.
Electric vehicles	
<p><b>Fast charging stations</b> <a href="http://bchydro.com/ev">bchydro.com/ev</a></p>	Learn more about how clean and affordable power makes B.C. a great fit for electric vehicles.
Report an outage	
<p><b>How to report a power outage</b> <a href="http://bchydro.com/outages">bchydro.com/outages</a></p>	Check the outage map or list to see if we know your power is out. If not, call us at 1 800 BCHYDRO (1 800 224 9376) or *HYDRO (*49376) on your mobile phone to report it.
Report graffiti	
<p><b>How to report graffiti on our equipment</b> <a href="http://bchydro.com/graffiti">bchydro.com/graffiti</a></p>	We rely on the public to report graffiti on everything from our pad-mounted transformer boxes to our offices.



## MAYORAL REPORT TO COUNCIL

Council Meeting: December 15, 2020

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

**FILE NO:** 0550-01

**SUBJECT:** GATHERING AND EVENTS ORDER & THE DESIGNATED OVERFLOW AREA

**REPORT NO:** 20-133

**ATTACHMENT(S):** APPENDIX A – PUBLIC IN-PERSON ATTENDANCE AT COUNCIL MEETINGS AND PUBLIC HEARINGS (REPORT NO: 20-103)

### **RECOMMENDATIONS:**

1. **THAT** pursuant to Section 7(4) of Ministerial Order M192 Council close Activity Room 1 and 2 to in-person public attendance during the December 15, 2020, Regular Meeting due to the Provincial Health Order regarding Gatherings and Events; and,
2. **THAT** Council continue to ensure openness, transparency, accessibility, and accountability in respect of all open council meetings and public hearings by:
  - a. livestreaming open council meetings and public hearings on YouTube and Zoom Webinar;
  - b. receiving public input and questions submitted during open council meetings and public hearings via email and having Staff read the same during the Public Input or Question Period sections of the agenda;
  - c. receiving public input and questions in real time at open council meetings and public hearings via Zoom Webinar; and,
  - d. receiving written correspondence at council meetings and public hearings submitted in accordance with District of Ucluelet Council Procedures Bylaw No. 1264, 2020.

### **PURPOSE:**

The purpose of this report is to obtain a resolution authorizing the closure of Activity Room 1 and 2 to public in-person attendance during the December 15, 2020, Regular Council Meeting.

### **BACKGROUND:**

At the October 13, 2020, Regular Meeting Council adopted the following motion:

1. **THAT**, pursuant to Ministerial Order M192 and due to limited Council Chamber capacity during COVID-19, Council authorizes that until there are changes to the restriction on gathering and social distancing requirements, all open meetings of Council, including Committee of the Whole and public hearings, shall be conducted without members of the public present in Council Chambers; and
2. **THAT** Council is ensuring openness, transparency, accessibility and accountability in respect of all open council meetings and public hearings by:

- a. *livestreaming open council meetings and public hearings on YouTube;*
- b. *receiving public input and questions submitted during open council meetings and public hearings via email and having Staff read the same during the Public Input or Question Period sections of the agenda;*
- c. *receiving public input and questions in real time at open council meetings and public hearings via Zoom Webinar;*
- d. *receiving written correspondence at council meetings and public hearings submitted in accordance with District of Ucluelet Council Procedures Bylaw No. 1264, 2020; and,*
- e. *designating Activity Room 1 or 2 as a place where members of the public can attend to watch and hear council meetings and public hearings while they are in progress.*

Subsection 2. e. of this motion designates Activity Room 1 or 2 in the Ucluelet Community Centre as a place where members of the public can attend to watch and hear Council meetings and public hearings. Our understanding is that designating a space is a requirement of the *Community Charter*. For more information about this resolution please refer to **Appendix A**.

On December 2, 2020, the Provincial Government updated its Health Order Regarding Events and Gatherings. The update prohibits members of public from attending Council Meetings in-person. We have been informed by Ministry of Municipal Affairs and Housing Staff (the "MAH Staff") that this prohibition extends to spaces where members of the public can attend to watch and hear Council Meetings like Activity Room 1 or 2. MAH Staff have also informed use that since we are closing the physical space where people can view and hear Council meetings (Activity Room 1 or 2), Council must adopt the recommended resolution to conform with Ministerial Order 192.

At this time Staff are recommending that Activity Room 1 and 2 only be closed to in person public attendance for the December 15, 2020 meeting as there are no further Council Meetings scheduled for 2020 and there may be a change to the Provincial Health Order regarding Gatherings and Events in 2021. If there are no changes to that Order, Council will have to adopt a similar resolution at their next Council meeting.

#### **TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

There will be no impact on Staff or Elected Official time associated with the recommended resolution.

#### **FINANCIAL IMPACTS:**

The recommended resolution has no financial ramifications.

#### **OPTIONS REVIEW:**

1. **THAT** pursuant to Section 7(4) of Ministerial Order M192 Council close Activity Room 1 and 2 to in-person public attendance during the December 15, 2020, Regular Meeting due to the Provincial Health Order regarding Gatherings and Events; and, **(Recommended)**
2. **THAT** Council continue to ensure openness, transparency, accessibility, and accountability in respect of all open council meetings and public hearings by:
  - a. livestreaming open council meetings and public hearings on YouTube and Zoom Webinar;

- b. receiving public input and questions submitted during open council meetings and public hearings via email and having Staff read the same during the Public Input or Question Period sections of the agenda;
  - c. receiving public input and questions in real time at open council meetings and public hearings via Zoom Webinar; and,
  - d. receiving written correspondence at council meetings and public hearings submitted in accordance with District of Ucluelet Council Procedures Bylaw No. 1264, 2020. **(Recommended)**
3. **THAT** Council provide alternative direction to Staff.

**Respectfully submitted:** Joseph Rotenberg, Manager of Corporate Services

Appendix A



## STAFF REPORT TO COUNCIL

Council Meeting: October 13, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

**FILE NO:** 0550-01

**SUBJECT:** PUBLIC IN-PERSON ATTENDANCE AT COUNCIL MEETINGS AND  
PUBLIC HEARINGS

**REPORT NO:** 20-103

**ATTACHMENTS:** APPENDIX A – MINISTERIAL ORDER NO. M192

### **RECOMMENDATION(S):**

1. **THAT**, pursuant to Ministerial Order M192 and due to limited Council Chamber capacity during COVID-19, Council authorizes that until there are changes to the restriction on gathering and social distancing requirements, all open meetings of Council, including Committee of the Whole and public hearings, shall be conducted without members of the public present in Council Chambers; and
2. **THAT** Council is ensuring openness, transparency, accessibility and accountability in respect of all open council meetings and public hearings by:
  - a. livestreaming open council meetings and public hearings on YouTube;
  - b. receiving public input and questions submitted during open council meetings and public hearings via email and having Staff read the same during the Public Input or Question Period sections of the agenda;
  - c. receiving public input and questions in real time at open council meetings and public hearings via Zoom Webinar;
  - d. receiving written correspondence at council meetings and public hearings submitted in accordance with District of Ucluelet Council Procedures Bylaw No. 1264, 2020; and,
  - e. designating Activity Room 1 or 2 as a place where members of the public can attend to watch and hear council meetings and public hearings while they are in progress.

### **PURPOSE:**

To introduce for discussion resolutions which authorizes Council to conduct open meetings and public hearings without members of the public being permitted to be physically present in Council Chambers.

### **BACKGROUND:**

Ministerial Order No. M192 (the “M192”) came into force on June 17, 2020. M192 requires that a council use best efforts to allow members of the public to attend open council meetings in a manner that is consistent with any applicable requirements or recommendations made under the Public Health Act. It goes on to state that when in-person attendance is not practicable, Council may pass a



resolution which outlines the way that the municipality complies with the open meeting requirements.

On June 23, 2020 Council adopted the following resolution:

1. *THAT Council:*
  - a. *open Council Chambers to the public;*
  - b. *designate Activity Rooms 1 or 2 in the Ucluelet Community Centre as a location where members of the public may listen and watch a livestream of council meetings when Chambers is at capacity;*
  - c. *instructs Staff to facilitate in-person and Zoom Webinar participation in public hearings; and*
  - d. *instruct Staff to prepare a report about conducting council meetings in the Main Hall at the Ucluelet Community Centre.*

After adopting that motion Council conducted several Meetings in the Main Hall (two of which included Public Hearings) and several meetings in Council Chambers. There was limited in-person public attendance at these meetings.

#### **DISCUSSION:**

Regularly conducting council meetings in the Main Hall has proven to be logistically impractical and cost prohibitive. Since council meetings are livestreamed and use Zoom, substantial staff time and the assistance of the District's information technology contractor is required to setup and teardown meetings in the Main Hall. Furthermore, conducting meetings regularly in this space competes with recreational programming conducted in the Main Hall, which is the District's largest and therefore safest indoor activity area.

Staff have also noted several challenges with conducting meetings in Council Chambers with in-person public attendance.

The maximum capacity of Council Chambers while maintaining physical distancing is ten. District lawyers have advised that if Council Chamber's reaches capacity, Council should pass a resolution that Chambers has been closed to in-person attendance by members of the public since it is at capacity and outlines how the District is complying with the open meeting rule.

At least seven Council and staff members attend council meetings in-person. From time to time additional staff members attend to present reports in-person. This leaves at most three spaces for members of the public.

Capping council meeting attendance creates process concerns which are particularly relevant to public hearings and other statutorily required opportunities for members the public to be heard.

Staff do not recommend ushering members of the public between Council Chambers and the designated overflow areas (Activity Room 1 or 2) to facilitate in-person attendance when capacity is an issue. This approach may interrupt the free flow of information by creating the risk that members of the public may miss submissions made by others while moving between rooms. This approach would also require additional cleaning of microphones and podiums between speakers as well as additional Staff to marshal people and monitor social distancing in the Community Centre.

Staff also do not recommend allowing three members of the public to attend meeting in Chambers to the exclusions of other members of the public. This approach may create or be perceived to create an uneven playing field between those members of the public who have the opportunity to provide public input in-person and members who are only able to participate remotely because Council Chambers is at capacity.

Conducting open meetings and public hearings without in-person attendance, streaming meetings online, designating a place where members of the public can attend to watch Council Meetings online and providing multiple avenues to participate remotely (via email and Zoom) is recommendable because it levels the playing field for members the public and allows for the uninterrupted flow of information. It also addresses logistical and safety concerns associated with in-person attendance.

**POLICY OR LEGISLATIVE IMPACTS:**

The recommended resolution addresses process and logistical concerns addressed above while conforming with Ministerial Order No. M192.

**TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

Nominal additional staff time will be required to update the District’s website section related to Council Meetings and to post the Zoom Webinar details for each Council Meeting.

**OPTIONS REVIEW:**

1. **THAT**, pursuant to Ministerial Order M192 and due to limited Council Chamber capacity during COVID-19, Council authorizes that until there are changes to the restriction on gathering and social distancing requirements, all open meetings of Council, including Committee of the Whole and public hearings, shall be conducted without members of the public present in Council Chambers; and **(Recommended)**
2. **THAT** Council is ensuring openness, transparency, accessibility and accountability in respect of all open council meetings and public hearings by:
  - a. livestreaming open council meetings and public hearings on YouTube;
  - b. receiving public input and questions submitted during open council meetings and public hearings via email and having Staff read the same during the Public Input or Question Period sections of the agenda;
  - c. receiving public input and questions in real time at open council meetings and public hearings via Zoom Webinar;
  - d. receiving written correspondence at council meetings and public hearings submitted in accordance with District of Ucluelet Council Procedures Bylaw No. 1264, 2020; and,
  - e. designating Activity Room 1 or 2 as a place where members of the public can attend to watch and hear council meetings and public hearings while they are in progress. **(Recommended)**
3. **THAT** Council provide alternative direction to Staff.

**Respectfully submitted:** Joseph Rotenberg, Manager of Corporate Services

**PROVINCE OF BRITISH COLUMBIA**

**ORDER OF THE MINISTER OF PUBLIC SAFETY AND  
SOLICITOR GENERAL**

*Emergency Program Act*

**Ministerial Order No. M192**

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020;

AND WHEREAS local governments, including the City of Vancouver, and related bodies must be able to conduct their business in accordance with public health advisories to reduce the threat of COVID-19 to the health and safety of members and employees of local government and related bodies and members of the public;

AND WHEREAS it is recognized that public participation in local governance is an essential part of a free and democratic society and is important to local governments' purpose of providing good government to communities;

AND WHEREAS the threat of COVID-19 to the health and safety of people has resulted in the requirement that local governments and related bodies implement necessary limitations on this public participation;

AND WHEREAS section 10 (1) of the *Emergency Program Act* provides that I may do all acts and implement all procedures that I consider necessary to prevent, respond to or alleviate the effects of any emergency or disaster;

I, Mike Farnworth, Minister of Public Safety and Solicitor General, order that

- (a) the Local Government Meetings and Bylaw Process (COVID-19) Order No. 2 made by MO 139/2020 is repealed, and
- (b) the attached Local Government Meetings and Bylaw Process (COVID-19) Order No. 3 is made.

Date

17/06/2020

Minister of Public Safety and Solicitor General

*(This part is for administrative purposes only and is not part of the Order.)*

**Authority under which Order is made:**

Act and section: *Emergency Program Act*, R.S.B.C. 1996, c. 111, s. 10

Other: MO 73/2020; MO 139/2020; OIC 310/2020

## LOCAL GOVERNMENT MEETINGS AND BYLAW PROCESS (COVID-19) ORDER NO. 3

### Division 1 – General

#### Definitions

- 1 In this order:
- “**board**” has the same meaning as in the Schedule of the *Local Government Act*;
  - “**council**” has the same meaning as in the Schedule of the *Community Charter*;
  - “**improvement district**” has the same meaning as in the Schedule of the *Local Government Act*;
  - “**local trust committee**” has the same meaning as in section 1 of the *Islands Trust Act*;
  - “**municipality**” has the same meaning as in the Schedule of the *Community Charter*;
  - “**municipality procedure bylaw**” has the same meaning as “procedure bylaw” in the Schedule of the *Community Charter*;
  - “**regional district**” has the same meaning as in the Schedule of the *Local Government Act*;
  - “**regional district procedure bylaw**” means a procedure bylaw under section 225 of the *Local Government Act*;
  - “**trust body**” means
    - (a) the trust council,
    - (b) the executive committee,
    - (c) a local trust committee, or
    - (d) the Islands Trust Conservancy,
 as defined in the *Islands Trust Act*;
  - “**Vancouver council**” has the same meaning as “Council” in section 2 of the *Vancouver Charter*;
  - “**Vancouver procedure bylaw**” means a bylaw under section 165 [*by-laws respecting Council proceedings and other administrative matters*] of the *Vancouver Charter*.

#### Application

- 2
- (1) This order only applies during the period that the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the *Emergency Program Act* and any extension of the duration of that declaration is in effect.
  - (2) This order replaces the Local Government Meetings and Bylaw Process (COVID-19) Order No. 2 made by MO 139/2020.

## Division 2 – Open Meetings

### Open meetings – municipalities

- 3 (1) A council, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter*, must use best efforts to allow members of the public to attend an open meeting of the council or body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A council or body is not required to allow members of the public to attend a meeting if, despite the best efforts of the council or body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If a council or body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
- (a) the council or body must state the following, by resolution:
    - (i) the basis for holding the meeting without members of the public in attendance;
    - (ii) the means by which the council or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
  - (b) for the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*, the meeting is not to be considered closed to the public.
- (4) The council or body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
- (a) Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*, and
  - (b) any applicable requirements in a municipality procedure bylaw of a council.

### Open meetings – regional districts

- 4 (1) A board, a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act*, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* as that section applies under section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, must use best efforts to allow members of the public to attend an open meeting of the board, board committee or body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A board, board committee or body is not required to allow members of the public to attend a meeting if, despite the best efforts of the board, board committee or body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.



- (3) If a board, board committee or body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
  - (a) the board, board committee or body must state the following, by resolution:
    - (i) the basis for holding the meeting without members of the public in attendance;
    - (ii) the means by which the board, board committee or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
  - (b) for the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter* as that Division applies to a regional district under section 226 of the *Local Government Act*, the meeting is not to be considered closed to the public.
- (4) The board, board committee or body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
  - (a) Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*,
  - (b) section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, and
  - (c) any applicable requirements in a regional district procedure bylaw of a board.

#### **Open meetings – Vancouver**

- 5 (1) The Vancouver council, or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter*, must use best efforts to allow members of the public to attend an open meeting of the Vancouver council or the body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) The Vancouver council or a body is not required to allow members of the public to attend a meeting if, despite the best efforts of the Vancouver council or the body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If the Vancouver council or a body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
  - (a) the Vancouver council or the body must state the following, by resolution:
    - (i) the basis for holding the meeting without members of the public in attendance;
    - (ii) the means by which the Vancouver council or the body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
  - (b) for the purposes of section 165.1 [*general rule that meetings must be open to the public*] of the *Vancouver Charter*, the meeting is not to be considered closed to the public.

- (4) The Vancouver council or a body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
  - (a) section 165.1 of the *Vancouver Charter*, and
  - (b) any applicable provision in the Vancouver procedure bylaw.

#### **Open meetings – trust bodies**

- 6 (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [*land use and subdivision regulation*] of the *Islands Trust Act*, must use best efforts to allow members of the public to attend an open meeting of the trust body or board of variance in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A trust body or board of variance is not required to allow members of the public to attend a meeting if, despite the best efforts of the trust body or board of variance, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If a trust body or board of variance does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
  - (a) the trust body or board of variance must state the following, by resolution:
    - (i) the basis for holding the meeting without members of the public in attendance;
    - (ii) the means by which the trust body or board of variance is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
  - (b) For the purposes of section 11 [*procedures to be followed by local trust committees*] of the *Islands Trust Act*, the meeting is not to be considered closed to the public.
- (4) A trust body or board of variance may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
  - (a) section 11 [*application of Community Charter and Local Government Act to trust bodies*] of the *Islands Trust Regulation*, B.C. Reg. 119/90, and
  - (b) any applicable requirements in a procedure bylaw of a trust body.

### **Division 3 – Electronic Meetings**

#### **Electronic meetings – municipalities**

- 7 (1) A council, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter*, may conduct all or part of a meeting of the council or body by means of electronic or other communication facilities.



- (2) A member of a council or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a council or body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a council or body does not use electronic or other communication facilities as described in subsection (3), the council or body must state the following, by resolution:
  - (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
  - (b) the means by which the council or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A council or body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) Section 128 (2) (c) and (d) [*electronic meetings and participation by members*] of the *Community Charter* does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless a council or body proceeds as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
  - (a) section 128 of the *Community Charter*, and
  - (b) any applicable requirements in a municipality procedure bylaw of a council.

#### **Electronic meetings – regional districts**

- 8 (1) A board, a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act*, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* as that section applies under section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, may conduct all or part of a meeting of the board, board committee or body by means of electronic or other communication facilities.
- (2) A member of a board, board committee or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a board, board committee or body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a board, board committee or body does not use electronic or other communication facilities as described in subsection (3), the board, board committee or body must state the following, by resolution:



- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
  - (b) the means by which the board, board committee or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A board, board committee or body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) Section 2 (2) (d) and (e) [*electronic meetings authorized*] of the Regional District Electronic Meetings Regulation, B.C. Reg. 271/2005, does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless a board, board committee or body proceeds by using electronic or other communication facilities as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
- (a) section 221 [*electronic meetings and participation by members*] of the *Local Government Act*,
  - (b) the Regional District Electronic Meetings Regulation, and
  - (c) any applicable requirements in a regional district procedure bylaw of a board.

#### **Electronic meetings – Vancouver**

- 9 (1) The Vancouver council, or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter*, may conduct all or part of a meeting of the Vancouver council or the body by means of electronic or other communication facilities.
- (2) A member of the Vancouver council or of a body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), the Vancouver council or a body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If the Vancouver council or a body does not use electronic or other communication facilities as described in subsection (3), the Vancouver council or the body must state the following, by resolution:
- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
  - (b) the means by which the Vancouver council or the body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) The Vancouver council or a body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.

- (6) Section 2 (2) (c) and (d) [*electronic meetings authorized*] of the City of Vancouver Council Electronic Meetings Regulation, B.C. Reg. 42/2012, does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless the Vancouver council or a body proceeds by using electronic or other communication facilities as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
  - (a) section 164.1 [*meeting procedures*] of the *Vancouver Charter*,
  - (b) the City of Vancouver Council Electronic Meetings Regulation, and
  - (c) any applicable provision in the Vancouver procedure bylaw.

#### **Electronic meetings – improvement districts**

- 10 (1) An improvement district board, or a committee of an improvement district board appointed or established under section 689 [*appointment of select and standing committees*] of the *Local Government Act*, may conduct all or part of a meeting of the improvement district board or committee of an improvement district board, other than an annual general meeting, by means of electronic or other communication facilities.
- (2) A member of an improvement district board or committee of an improvement district board who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), an improvement district board or committee of an improvement district board must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If an improvement district board or committee of an improvement district board does not use electronic or other communication facilities as described in subsection (3), the improvement district board or committee of an improvement district board must state the following, by resolution:
  - (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
  - (b) the means by which the improvement district board or committee of an improvement district board is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) An improvement district board or committee of an improvement district board may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) This section applies despite
  - (a) section 686 [*meeting procedure – improvement district board*] of the *Local Government Act*, and
  - (b) any applicable requirements in a procedure bylaw of an improvement district board.

**Electronic meetings – trust bodies**

- 11 (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [*land use and subdivision regulation*] of the *Islands Trust Act*, may conduct all or part of a meeting of the trust body or board of variance by means of electronic or other communication facilities.
- (2) A member of a trust body or board of variance who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a trust body or board of variance must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a trust body or board of variance does not use electronic or other communication facilities as described in subsection (3), the trust body or board of variance must state the following, by resolution:
- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
  - (b) the means by which the trust body or board of variance is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A trust body or board of variance may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) This section applies despite
- (a) section 2 [*electronic meetings authorized*] of the *Islands Trust Electronic Meetings Regulation*, B.C. Reg. 283/2009, and
  - (b) any applicable requirements in a procedure bylaw of a trust body or applicable to a board of variance.

**Division 4 – Timing Requirements****Timing requirement for bylaw passage – municipalities**

- 12 Despite section 135 (3) [*requirements for passing bylaws*] of the *Community Charter*, a council may adopt a bylaw on the same day that a bylaw has been given third reading if the bylaw is made in relation to
- (a) the following sections of the *Community Charter*:
    - (i) section 165 [*financial plan*];
    - (ii) section 177 [*revenue anticipation borrowing*];
    - (iii) section 194 [*municipal fees*];
    - (iv) section 197 [*annual property tax bylaw*];
    - (v) section 200 [*parcel tax bylaw*];
    - (vi) section 202 [*parcel tax roll for purpose of imposing tax*];
    - (vii) section 224 [*general authority for permissive exemptions*];

- (viii) section 226 [*revitalization tax exemptions*];
- (ix) section 235 [*alternative municipal tax collection scheme*], and
- (b) tax sales, as referred to in Divisions 4 [*Annual Tax Sales*] and 5 [*Tax Sale Redemption Periods*] of the Local Government Finance (COVID-19) Order made by MO 159/2020, or otherwise under Division 7 [*Annual Municipal Tax Sale*] of Part 16 [*Municipal Provisions*] of the *Local Government Act*.

### **Division 5 – Public Hearings**

#### **Public hearings – Local Government Act**

- 13
- (1) A public hearing under Part 14 [*Planning and Land Use Management*] or 15 [*Heritage Conservation*] of the *Local Government Act*, including a public hearing under section 29 (1) (b) [*land use and subdivision regulation*] of the *Islands Trust Act*, may be conducted by means of electronic or other communication facilities.
  - (2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),
    - (a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,
    - (b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and
    - (c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.
  - (3) This section applies to delegated public hearings.
  - (4) This section applies despite the following provisions:
    - (a) section 124 [*procedure bylaws*] of the *Community Charter*;
    - (b) section 225 [*procedure bylaws*] of the *Local Government Act*;
    - (c) section 11 [*application of Community Charter and Local Government Act to trust bodies*] of the *Islands Trust Regulation*, B.C. Reg. 119/90;
    - (d) section 2 [*electronic meetings authorized*] of the *Islands Trust Electronic Meetings Regulation*, B.C. Reg. 283/2009;
    - (e) any applicable requirements in a procedure bylaw made under the *Community Charter*, the *Local Government Act* or the *Islands Trust Act*.

#### **Public hearings – Vancouver Charter**

- 14
- (1) A public hearing under Division 2 [*Planning and Development*] of Part 27 [*Planning and Development*] of the *Vancouver Charter* may be conducted by means of electronic or other communication facilities.
  - (2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),
    - (a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,



- (b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and
  - (c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.
- (3) This section applies despite
- (a) section 566 [*amendment or repeal of zoning by-law*] of the *Vancouver Charter*, and
  - (b) any applicable provision in the Vancouver procedure bylaw.

### **Division 6 – Deferral of Annual Requirements**

#### **Annual general meeting and requirements – improvement districts**

- 15
- (1) An improvement district may defer an annual general meeting that is required under section 690 [*annual general meeting – improvement districts*] of the *Local Government Act* to a date not later than December 31, 2020.
  - (2) An improvement district may defer the preparation of financial statements required under section 691 [*annual financial statements*] of the *Local Government Act* to a date not later than December 31, 2020.
  - (3) Despite the date referred to in section 691 (5) of the *Local Government Act*, an improvement district may submit to the inspector the audited financial statements of the improvement district for the preceding year and any other financial information required by the inspector at the time of the annual general meeting of the improvement district.
  - (4) If an annual general meeting of an improvement district is deferred under subsection (1) of this section and the term of an improvement district trustee would be expiring and the vacancy filled at that meeting, the term of the improvement district trustee is extended until the annual general meeting is held.
  - (5) This section applies despite
    - (a) Division 3 [*Governance and Organization*] of Part 17 [*Improvement Districts*] of the *Local Government Act*, and
    - (b) any applicable provisions in a letters patent for an improvement district.





## MAYORAL REPORT TO COUNCIL

Council Meeting: December 15, 2020

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MAYOR MAYCO NOËL

**FILE NO:** 0530-10

**SUBJECT:** 2021 COUNCIL APPOINTMENTS

**REPORT NO:** 20-131

**ATTACHMENT(S):** APPENDIX A – 2021 COUNCIL APPOINTMENTS

### **RECOMMENDATIONS:**

1. **THAT** Councillor Cole be appointed as representative to the Alberni-Clayoquot Regional District Board (ACRD) and Councillor Kemps be appointed as alternate.
2. **THAT** Councillor Cole be appointed to the ACRD West Coast Committee and ACRD Long Beach Airport Advisory Committee.
3. **THAT** Mayor and Council be appointed as Council Liaisons in accordance with Appendix A to this report.
4. **THAT** Councillors Cole, McEwen, Kemps, and Hoar be designated to serve as Deputy Mayor in accordance with Appendix A of this report.
5. **THAT** Councillor McEwen, Mayor Noël, Mark Boysen (Chief Administrative Officer) and Donna Monteith (Chief Financial Officer) be designated as the District of Ucluelet authorized signatories.

### **PURPOSE:**

The purpose of this report is to complete 2021 Council appointments and reiterate the designations of the District of Ucluelet's authorized signatories.

### **BACKGROUND:**

Council members are appointed to various internal and external committees annually. Appendix A is the list of proposed Council appointments for 2021, effective January 1, 2021, for the following:

- Deputy Mayor;
- Boards, Commissions, and Committees; and,
- Council liaisons to government and non-government organizations.

In January of 2019, Council updated the committee and liaison structure and adopted the Council Expense Reimbursement Policy Number 5-1920-3 (the "**Policy**").

Section one of the Policy states the following:

*Council members are authorized to represent the District, and be reimbursed in accordance with the Bylaw [Council Remuneration, Expense Reimbursement and Benefit Bylaw No. 1226, 2017], when a resolution is adopted at a council meeting that either:*

- a) *Appoints the council member to a board or organization,*
- b) *Authorizes the council member to attend a course or convention, or*
- c) *Authorizes the council member to attend a meeting or event as the District representative.*

**TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

No additional Staff time will be required as a result of the recommended resolution. The 2021 appointments do not differ from the 2020 Council appointments. As a result, no additional Elected Official time will be required in 2021 due to the recommended motions.

**FINANCIAL IMPACTS:**

There will be no new financial impacts resulting from the recommended resolution as the number of appointments has not changed from January of 2020.

**OPTIONS REVIEW:**

1. **THAT** Councillor Cole be appointed as representative to the Alberni-Clayoquot Regional District Board (ACRD) and Councillor Kemps be appointed as alternate. **(Recommended)**
2. **THAT** Councillor Cole be appointed to the ACRD West Coast Committee and ACRD Long Beach Airport Advisory Committee. **(Recommended)**
3. **THAT** Mayor and Council be appointed as Council Liaisons in accordance with Appendix A to this report. **(Recommended)**
4. **THAT** Councillors Cole, McEwen, Kemps, and Hoar be designated to serve as Deputy Mayor in accordance with Appendix A of this report. **(Recommended)**
5. **THAT** Councillor McEwen, Mayor Noël, Mark Boysen (Chief Administrative Officer) and Donna Monteith (Chief Financial Officer) be designated as the District of Ucluelet authorized signatories. **(Recommended)**
6. **THAT** Council provide alternative direction to staff.

**Respectfully submitted:** Mayor Mayco Noël



## APPENDIX A

**2021 COUNCIL APPOINTMENTS**

<b>Appointee</b>	<b>Deputy Mayor</b>	<b>Board, Commission &amp; Committee Appointments</b>	<b>Council Liaison Appointments</b>
<b>Councillor Rachel Cole</b>	<b>Oct – Dec. 2021</b>	<ul style="list-style-type: none"> <li>• Alberni-Clayoquot Regional District Board</li> <li>• ACRD Long Beach Airport Advisory Committee (Airport Committee)</li> <li>• ACRD West Coast Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Clayoquot Biosphere Trust Society (Alternate)</li> </ul>
<b>Councillor Jennifer Hoar</b>	<b>Jul – Sept. 2021</b>	<ul style="list-style-type: none"> <li>• Vancouver Island Library Board (Alternate)</li> </ul>	
<b>Councillor Lara Kemps</b>	<b>Apr – Jun. 2021</b>	<ul style="list-style-type: none"> <li>• Alberni-Clayoquot regional District Board (Alternate)</li> </ul>	
<b>Councillor Marilyn McEwen</b>	<b>Jan – Mar. 2021</b>	<ul style="list-style-type: none"> <li>• Vancouver Island Library Board</li> <li>• Alberni-Clayoquot Health Network – Transportation Working Group</li> </ul>	<ul style="list-style-type: none"> <li>• Alberni Clayoquot Health Network Table of Partners</li> </ul>
<b>Mayor Mayco Noël</b>	<b>N/A</b>	<ul style="list-style-type: none"> <li>• Ucluelet Health Centre Working Group</li> </ul>	<ul style="list-style-type: none"> <li>• Barkley Community Forest</li> <li>• Coastal Community Network</li> <li>• DFO Fisheries Committee for Groundfish &amp; Hake</li> <li>• Groundfish Development Authority</li> <li>• Regional Fisheries Committee</li> </ul>

\* The District of Ucluelet's Authorized Signatories are Mayor Mayco Noël, Councillor Marilyn McEwen, Mark Boysen (Chief Administrative Officer), and Donna Monteith (Chief Financial Officer).





## STAFF REPORT TO COUNCIL

Council Meeting: DECEMBER 15, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** ABBY FORTUNE, MANAGER OF RECREATION & TOURISM      **FILE NO:** 6240-20 AMPHITRITE LANDS

**SUBJECT:** AMPHITRITE POINT PARK – LONG RANGE DEVELOPMENT PLAN      **REPORT NO:** 20-134

**ATTACHMENT(S):** APPENDIX A – URBAN SYSTEMS WORK PLAN – AMPHITRITE POINT PARK

### **RECOMMENDATION(S):**

1. **THAT** Council approve spending up to \$105,500 to fund Phase One of the Amphitrite Point Park project, as budgeted for in the Five-Year Financial Plan 2020-2024 Bylaw No. 1274, 2020.

### **PURPOSE:**

To seek Council's approval to fund Phase One of the Amphitrite Point Park project as budgeted for in the five-year financial plan.

### **BACKGROUND:**

At the February 20, 2020 Budget meeting, Staff recommended that Council allocate \$250,000 for preliminary work related to Amphitrite Centre. Funds allocated for this project are required to be approved by Council prior to use (\$100,000 was allocated for 2020 and \$150,000 was allocated for 2021).

Phase One of Amphitrite Point Park project would allow the District to appropriately evaluate Amphitrite Centre and the divestiture of the building and surrounding area.

By moving forward with Phase One now, cost savings may result from joint use of services required for this project and the Amphitrite House project. Both projects require environmental, archaeology, utility and facility assessments as well as site investigations, surveys, and base mapping. The resulting studies are also a requirement for the District to apply to the Province to acquire the Amphitrite Centre and surrounding lands.

The Manager of Recreation & Tourism would work directly with Urban Systems to carry out Phase One of the project as listed below and detailed in **Appendix A**. Phase One will result in the compiled information required to apply for the institutional lands.

### **PHASE 1: Evaluate Assess and Support with Divestiture**

Task 1: Site Investigations and Background Review - Project Start-up Meeting

- Review and Evaluate Existing Site Facilities and Features
- Environmental
- Archaeology
- Transportation and Access

- Existing Utilities
- Survey and Base Mapping

Task 2: Site Opportunities and Constraints Analysis

- Preliminary Vision and Program
- Site Analysis Memo and Map

Task 3: Acquisition of Coast Guard Centre and Lands

- Interim Lease Agreement
- Acquisition Agreement
- Front Counter BC Application

**TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

Staff time would be required to oversee this project in conjunction with Urban Systems and prepare the documents required to acquire the institutional lands.

**FINANCIAL IMPACTS:**

The funds for the project have been budgeted in the five-year financial plan but Council approval is required to access those funds.

The recommended resolution has no direct tax implication as the budgeted funds are derived from the Barkley Community Forest fund.

**OPTIONS REVIEW:**

1. **THAT** Council approve spending up to \$105,500 to fund Phase One of the Amphitrite Point Park project, as budgeted for in the Five-Year Financial Plan 2020-2024 Bylaw 1274, 2020. **(Recommended)**
2. **That** Council provide alternate direction to staff

**Respectfully submitted:** Abigail K. Fortune, Manager of Recreation & Tourism

November 18, 2020

File: 1427.0000.00

District of Ucluelet  
 200 Main Street  
 Ucluelet, BC V0R 3A0

**Attention: Abby Fortune, Manager of Recreation and Tourism**

**RE: Work Plan – Amphitrite Point Park: Long Range Development Plan**

## 1. Introduction

We are pleased to provide this Work Plan to assist the District of Ucluelet with a phased approach in acquiring the Amphitrite Centre building and lands and developing a Long Range Development Plan for Amphitrite Point Park. Based on our ongoing discussions with the District's team, we propose the following Phases and Tasks for this assignment:

- **PHASE 1: Evaluate Assess and Support with Divestiture**
  - Task 1: Site Investigations and Background Review
    - Project Start-up Meeting
    - Existing Site Facilities and Features
    - Environmental
    - Archaeology
    - Transportation and Access
    - Existing Utilities
    - Survey and Base Mapping
  - Task 2: Site Opportunities and Constraints Analysis
    - Preliminary Vision and Program – Working Session with District Staff
    - Site Analysis Memo and Map
  - Task 3: Acquisition of Coast Guard Centre and Lands
    - Interim Lease Agreement
    - Acquisition Agreement
    - Front Counter BC Application
- **PHASE 2: Prepare Long-Term Development Plan (Future)**
  - Task 4: Establishing a Vision: Project Principles, Goals, Objectives and Program
  - Task 5: Concept Option Development
  - Task 6: Long Range Development Plan and Recommendations

This project will be completed in parallel with the forthcoming building and site improvements to **Amphitrite House**, the former Lightkeeper's Residence. This work will also aim to provide clear direction in advancing priority aspects of the plan to detailed design and construction, including alignment with current and anticipated grant funding sources.

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## 2. Project Understanding

In March 2017, the District of Ucluelet acquired 18.3 hectares (45.2 acres) of former Coast Guard lands to develop as a recreational park. *Amphitrite Point Park* includes several important destinations for residents and tourists alike, including the former Lightkeeper's Residence, a portion of the unique and popular Wild Pacific Trail (WPT), trailhead parking and associated amenities. The WPT is owned and operated by the District and could benefit significantly from drainage and accessibility improvements.

The site is also home to several buildings and related infrastructure under control of the Federal government. This includes Amphitrite Centre, which is located at the heart of the site and shares a parking lot with Amphitrite House. The Coast Guard has completed the construction of a new facility within Amphitrite Park and will transition their operation to the new facility once complete. The Coast Guard has expressed an interest and has initiated discussions to divest the current facility and parking lot to the District of Ucluelet. This facility has potential to be an important part of Amphitrite Point Park and could provide facilities to serve recreational, educational, and District operational uses, while also complementing the planned uses of Amphitrite House. However, the District would like to further analyze the condition of the building and assets, in order to better understand the both the financial and operational implications of accepting ownership of the facility, including potential financial support required from the Federal government.

In December 2018, in conjunction with District staff and with significant community and stakeholder input, Murdoch De Greeff Landscape Architects prepared the *Amphitrite Point Feasibility Study*, which:

- Explores potential uses and programs for the adaptive re-use of the Lightkeeper's Residence
- Provides conceptual planning and design of outdoor gathering/watching areas, amphitheatre, viewing deck, safety and accessibility improvements, improved wayfinding signage and parking expansion considerations
- Summarizes comments and feedback received from stakeholders and the broader community through a Public Open House (2 options presented)
- Estimates costs for project planning, design, and construction

Directly following completion of the feasibility study in January 2019, the District successfully applied for provincial and federal funding support for the *Amphitrite Point Project*, as part of the *Investing in Canada Infrastructure Program*. The Amphitrite Point Park Long Range Development Plan is intended to build on the planned improvements at Amphitrite House, while identifying complementary programming and associated infrastructure and operational considerations that will be necessary as the use and intensity of the park evolve over time.

Various initiatives related to Amphitrite Point are also identified within the District's *2019 – 2022 Strategic Plan*, the *2018 Official Community Plan (OCP)* and the *2013 Parks and Recreation Master Plan (PRMP)*, including:

- Improving accessible, safe viewing opportunities and re-purposing the Lightkeeper's House at Amphitrite Point (*OCP*)
- Acquiring Amphitrite lands and secure ownership of the lighthouse, residence and Coast Guard facility for the benefit of the community (*Strategic Plan*)
- Consideration of Amphitrite Point as a potential future location for a museum, in support of the *Ucluelet and Area Historical Society (PRMP)*

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### 3. Proposed Scope of Work

#### **PHASE 1: Evaluate Assets and Support with Divestiture**

##### **Task 1 – Site Investigations and Background Review**

###### **A. Project Start-up Meeting**

At the outset of the project, an integrated start-up meeting will be held with key District staff and Urban Systems' discipline leads (i.e. landscape architecture, infrastructure, transportation, environmental) to establish key project direction, responsibilities, schedule and outcomes. *Note: the start-up meeting will be completed in conjunction with the background site visit; travel expenses have been included within those specific tasks where applicable.*

###### **B. Review and Evaluate the Existing Site Facilities and Features**

The site is currently home to the Wild Pacific Trail, Amphitrite House and DFO Centre. There are several parking facilities that support these points of interest. We will complete a site inventory and analysis for each of these facilities and their supporting infrastructure, including the 'VFA Assessments' that were recently completed on behalf of DFO. We will also review the site for other notable points of interest or plans to be considered (e.g. Ucluelet and Area Historical Society's land lease).

###### **C. Environmental Setting and Conditions**

We will identify environmental considerations that could impact development of the site. This scoping exercise will consider water, land, flora and fauna features within and adjacent to the site. The review will identify considerations in each of these areas and determine further environmental review and/or permitting requirements related to development of the site.

###### **D. Archaeology - Preliminary Field Reconnaissance (PFR)**

This site is within the traditional territory of the Yuułuʔiłʔatḥ (Ucluelet) First Nation and may include sites of archaeological significance. Preliminary field reconnaissance will be completed by Carey Cunneyworth from Yuułuʔiłʔatḥ as part of the Amphitrite House project. This will include both desktop review and an on-site visual survey that will inform archaeological considerations for all of Amphitrite Point Park. It will also identify if further action is anticipated or required prior to or during site development (e.g. sub-surface testing, construction monitoring, etc.). No further archaeological work has been included within the scope of this work plan.

###### **E. Transportation and Access**

Amphitrite Point is located on the southern end of the Ucluelet peninsula, with access from Peninsula Road and Coast Guard Drive. We will review the existing transportation infrastructure and multi-modal site access, including:

- Road condition and site access
- Parking lot condition and capacity
- Cycling and pedestrian facilities to/from the site
- Walking routes / transitions from parking areas into the site
- Accessibility considerations to and throughout the site
- Other issues as needed and in conjunction with site programming objectives



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## **F. Existing Utilities**

We will collect and review as-built drawings for existing municipal owned utilities, including water, sanitary and drainage infrastructure. Once we have collected the information, we will host a working session with the Ucluelet Operations team to discuss any known capacity or maintenance issues with the utilities. We will also review and discuss future improvements identified for the utilities in the area. The review will consider both the utilities at the site, as well as downstream receiving infrastructure on Peninsula Road and beyond. We will also complete a cursory review of the third-party utilities with support from an Electrical Engineer to identify constraints with future improvements.

## **G. Survey and Base Mapping**

A topographic and legal survey will be completed by our survey sub-consultant. The Surveyor will be procured in conjunction with the Amphitrite House project through a competitive quotation process. We have included a budgetary allowance within this work plan for the survey and will provide the District with an updated budget once the Surveyor has been secured.

Using the site survey and other background information collected in this task, we will prepare an AutoCAD base map for use throughout the project.

### **Task 1 Deliverables:**

- *Existing Site Facilities and Features Memo*
- *Environmental Scoping Report*
- *Archaeological Preliminary Field Reconnaissance Report*
- *Existing Transportation/Mobility Memo*
- *Existing Infrastructure Overview Memo*
- *Topographic and Legal Survey*
- *Consolidated CAD Project Base Map*

## **Task 2: Site Opportunities and Constraints Analysis**

### **A. Preliminary Vision and Program – Working Session with District Staff**

Following completion of the site investigations and background review in Task 1, we will hold a working session with the District's internal team to:

- Share the key findings of the background review
- Discuss the District's short and long-term vision for the site, including potential program elements

This initial visioning session will help inform our site analysis and ensure we are capturing the appropriate 'books-ends' for the potential site uses that may be impacted by existing site and building conditions.

### **B. Site Analysis Memo and Map**

Based on what we learn through the Working Session, we will review and analyze the opportunities and constraints from the perspectives listed below and prepare a summary memo and corresponding map(s):

- **Staging Nodes - Parking Lot and Trailheads**
  - Review existing and planned nodes such as the Lighthouse, Whale, Otter parking lots – including connections to Wild Pacific Trail.
  - Prepare a needs assessment with regards to layout, circulation, amenities (e.g. washrooms, seating, signage) and emergency kiosk.

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- **Site Access, Gateway, Arrival Sequence**
  - Review access along Coast Guard Road, from Peninsula Road to Amphitrite Centre and including each parking/trailhead node, especially multi-modal connections between Amphitrite Centre plaza, Whale Lot and key WPT trailheads
  - Review existing drop-off / pick-up areas and identify opportunities to improve condition, make more effective use of available space and/or better accommodate specialty uses such as accessible parking, tour buses and recreation vehicles
  - Identify triggers for transportation infrastructure improvements (e.g. potential road repairs and/or reconfiguration required for utility upgrades)
- **Site Circulation and Multi-modal Connectivity**
  - Review connectivity and accessibility between site nodes/destinations (incl. establishment of desired design standards/classification for on-site pathways)
  - Review emergency access requirements and ability to accommodate required vehicles
  - Consider larger tourist-type vehicles (i.e. buses and recreational vehicles)
  - Identify restricted access to operational areas (e.g. remainder of Coast Guard complex)
- **Key Recreational Storm Watching Amenities**
  - Review viewpoints, seating, barriers, shelters, etc. from a safety and accessibility perspective
- **Site Servicing and Utilities (to be completed in conjunction with Amphitrite House)**
  - Map existing services and utilities in the surrounding area
  - Review Master plans to confirm if there are known capacity constraints with these utilities
  - Review planned infrastructure improvements in the area and confirm timing
  - Identify trigger points for utility upgrades
- **Wayfinding and Communication**
  - Identify opportunities for location of maps, trail and route markings, etc. Keys to success:
    - i. Can new visitors to Ucluelet navigate the site safely and confidently?
    - ii. Do the wayfinding materials inform users' decision-making process?
    - iii. Opportunities for local community/cultural education and interpretation?

#### **Task 2 Deliverables:**

- *Meeting summary / sketches from Working Session*
- *Technical Site Analysis memo and map(s)*

#### **Task 3: Acquisition of Coast Guard Centre and Lands**

##### **A. Support with Interim Lease Agreement (Top priority)**

Our understanding is that the District may be entering into a lease agreement with the Coast Guard and begin using the Centre and site before the divestiture process is complete. Based on previous experience through another DFO asset (the Lighthouse), the District would like to better understand the short and long-term operations and maintenance responsibilities and costs of the building and site, to ensure the assets continue to meet their intended use without unexpected costs to the District.

Urban Systems will provide a supporting role in this task by identifying anticipated maintenance activities and costs, as well as estimating the annual third-party utility costs for the building and site. We will engage

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a building construction professional to support our team with this task and plan to leverage the professionals that are competitively procured through the Amphitrite House project if possible. We have included a budget allowance for the building professional and will update the budget once the team has been secured for Amphitrite House.

Note that we have not accounted for legal fees to review the lease agreement, however we would recommend that the District engage internal or external legal counsel to review the agreement prior to execution.

### **B. Support with Acquisition Agreement**

We will provide technical support to the District while during negotiation and divestiture of the Centre and Lands and anticipate our role will include:

- Commissioning an appraisal of the land, parking lot, and building (by District)
  - This will be completed by an appraisal firm and invoiced directly to the District (note that fees are not included within this work plan)
- Using the existing VFA Assessments as a starting point, prepare an independent condition assessment and identify building upgrades required as part of the acquisition:
  - Urban Systems will support with the site and infrastructure assessment
  - A building professional (competitively procured through Amphitrite House project) will support with the building assessment
  - We assume that the District's Electrician and Building Inspector will be present during site inspections and will do our best to coordinate with their schedules

### **C. Support with Front Counter BC Application**

The Province requires the District to prepare and submit an application to *Front Counter BC* for tenure over the Centre and lands. We will compile the draft application and supporting documentation for the District's final review and submission. We anticipate the supporting documentation will include:

- Management Plan detailing the proposed use of land (to be prepared by the District with minor support from Urban Systems)
- GIS shape file of site plan (to be prepared by Urban Systems)

#### **Task 3 Deliverables:**

- *Support with Interim Lease*
  - *Technical Memo: Estimated Operations and Maintenance Costs*
- *Support with Long Term Divestiture*
  - *Technical Memo: Required Building Improvements and Costs*
- *Front Counter BC Application*
  - *Support with Application Preparation*
  - *Site Map (GIS Shape File)*

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## **PHASE 2: Prepare Long-Term Development Plan (*Future*)**

### **Task 4: Establishing a Vision: Project Principles, Goals, Objectives and Program**

The intent of this task is to capture the District's vision for Amphitrite Point Park while establishing key project principles and priorities to be considered in future planning and decision making. We would recommend engaging a space planning consultant to support the team in capturing the goals, objectives and programming elements for the re-purposing of both buildings (House and Centre), while collaborating with the larger technical team on and defining the overall vision for the immediate site and larger Amphitrite Point Park. We are proposing workshop sessions with District staff to capture previously identified needs or desires for the site and to explore potential opportunities, as the context has changed significantly when considering the potential building and land divestiture. This stage of the project will include collaboration between Urban Systems and the Architect procured through Amphitrite House.

***Task 4 Deliverables:*** Summary Memo: Workshop Sessions Process and Results

### **Task 5: Concept Option Development**

For areas that require additional design development, we will develop multiple concept options that demonstrate how various aspects of the long-term vision can be achieved. These concepts could include 'functional relationship diagrams' that situate, orient and organize program elements within the site. They will also consider and demonstrate permutations of supporting infrastructure such as site access, parking, and site circulation. The concepts will be presented graphically with associated pros and cons, representative precedent images and basic sketches/details to communicate planning/design intent. We will also prepare high level (e.g. Class 'D' +/- 40%) cost estimates to inform District staff and provide them with an additional decision-making tool.

*Stakeholder engagement could be a component of the options analysis; however, the engagement strategy requires further discussion to confirm the preferred approach.*

***Task 5 Deliverables:*** Concept Drawings/Sketches with Pros/Cons Memo and Class D Cost Estimate

### **Task 6: Long Range Development Plan and Recommendations**

The Long Range Development Plan will compile all previous work described above into an easy to navigate narrative and straight-forward plan to inform and guide ongoing development of Amphitrite Point Park. The plan will include several maps that identify key nodes and planned improvements across the site, which will inform next steps with Amphitrite House, Amphitrite Centre, Wild Pacific Trail and others. These maps will be supported by a summary report that highlights key priorities, critical path items, and associated recommendations.

***Task 6 Deliverables:*** Long Range Development Plan Summary Report and Maps

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#### 4. Project Delivery Team

The District's team will be led by Abby Fortune (Recreation and Tourism), with support from Bruce Greig (Community Planning) and Warren Cannon (Operations). Abby will also coordinate with Mark Boysen (CAO) on larger strategic objectives and keep him apprised as the project advances.

The proposed consulting team will include a diverse group of professions from Urban Systems, strategic partners and sub-consultants with expertise specific to this assignment:

- **Site Planning and Landscape Architecture** - Phil Rinn, MBCSLA (Project Co-Leader); Tenille Thompson, MBCSLA; Catherine Berris, RPP, MBCSLA (Senior Advisor)
- **Infrastructure / Civil** – Dan Todd (Project Co-Leader), P.Eng.; Adam Phillips, EIT
- **Transportation Planning & Engineering** – Dan Casey, RPP; Matt Sallee, P.Eng.
- **Environmental** - Rhonda Maskiewich, R.P.Bio.; Rachel Howes, B.Sc.
- **Project Coordination and Graphic Support**, Devon Phillips, BBA
- **Archaeology** – Yuułu?i?ath First Nation (Carey Cunneyworth, RPA)
- **Space Planning and Architecture** – *to be confirmed during Amphitrite House team procurement*
- **Electrical and Communications** – PBX Engineering (sub-consultant)

#### 5. Partner and Stakeholder Considerations

Understanding potential partners and stakeholder groups and properly engaging them during development of the plan should be carefully considered. It is anticipated that a communication and engagement plan will be prepared for this project, which might include groups such as:

- Wild Pacific Trail Society
- Ucluelet and Area Historical Society
- Local First Nation Partners:
  - Toqhaht Nation
  - Ucluelet (Yuułu?i?ath) First Nation
  - Tla-o-qui-aht First Nation
- Tourism Ucluelet
- Ministry of Transportation and Infrastructure (MoTI)
- Environmental Stewardship Groups (e.g. Clayoquot Biosphere Trust)
- Educational and Research Organizations (e.g. North Island College, University of Victoria)

#### 6. Schedule and Budget

The estimated budget for Phase 1 works is **\$105,500**, including disbursements and applicable travel expenses. As noted within this work plan, we have included budget allowances for the Architect and Surveyor's scopes of work. These professionals will be confirmed during the initial phase of the Amphitrite House project and will provide a detailed budget at that time. In addition, we have not included costs for an appraisal or legal support of the short-term lease or acquisition agreement.

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PHASE / TASK	BUDGET	TIMING
<b><u>PHASE 1: Evaluate Assets and Support with Divestiture</u></b>		
<b>Project Management and Coordination</b>	\$5,700	Ongoing
<b>Task 1: Site Investigations and Background Review</b>	\$53,100	Dec. 2020 – Feb. 2021
<ul style="list-style-type: none"> <li>A. Project Start-up Meeting</li> <li>B. Review and Evaluate the Existing Site Facilities and Features</li> <li>C. Environmental Setting and Conditions</li> <li>D. Archaeology - Preliminary Field Reconnaissance (PFR)</li> <li>E. Transportation and Access</li> <li>F. Existing Utilities</li> <li>G. Survey and Base Mapping</li> </ul>		
<b>Task 2: Site Opportunities and Constraints Analysis</b>	\$19,200	Feb. 2020 – Mar. 2021
<ul style="list-style-type: none"> <li>A. Preliminary Vision and Program - Working Session</li> <li>B. Site Analysis Memo and Map</li> </ul>		
<b>Task 3: Acquisition of Coast Guard Lands</b>	\$27,500	
<ul style="list-style-type: none"> <li>A. Support with Interim Lease Agreement for Centre and Lands</li> </ul>		Dec. 2020 – Mar. 2021
<ul style="list-style-type: none"> <li>B. Support with Acquisition Agreement</li> </ul>		Feb. 2020 – May 2021
<ul style="list-style-type: none"> <li>C. Support with Front Counter BC Application</li> </ul>		
<b>PHASE 1 TOTAL</b>	<b>\$105,500</b>	
<b><u>PHASE 2: Prepare Long-Term Development Plan (Future)</u></b>		
<b>Project Management and Coordination</b>		Ongoing
<b>Task 4: Establishing a Vision - Project Principles, Goals, Objectives and Program</b>		To be confirmed (TBC)
<b>Task 5: Concept Option Development</b>		TBC
<b>Task 6: Long Range Development Plan and Recommendations</b>		TBC
<b>PHASE 2 TOTAL</b>	<b>TBC</b>	

Date: November 18, 2020  
File: 1427.0000.00  
Attention: Abby Fortune, Manager of Recreation and Tourism  
Page: 10 of 10



We look forward to confirming the detailed project scope with you and are able to proceed on this assignment immediately. Please contact either of the undersigned directly if you have any questions or concerns.

Sincerely,

**URBAN SYSTEMS LTD.**

A handwritten signature in black ink, appearing to read 'P. Rinn'.

Phil Rinn, MBCSLA  
Landscape Architect & Integrative Planner

A handwritten signature in blue ink, appearing to read 'D. Todd'.

Dan Todd, P.Eng.  
Project Manager

/PR,DT

[file:///usl.urban-systems.com/projects/Projects\\_VIC/1427/0000/00/R-Reports-Studies-Documents-Proposals/Amphitrite%20Park/2020-11-18\\_AmphitritePointPark\\_WorkPlan\\_UrbanSystems.docx](file:///usl.urban-systems.com/projects/Projects_VIC/1427/0000/00/R-Reports-Studies-Documents-Proposals/Amphitrite%20Park/2020-11-18_AmphitritePointPark_WorkPlan_UrbanSystems.docx)





## STAFF REPORT TO COUNCIL

Council Meeting: December 15, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MARK BOYSEN, CHIEF ADMINISTRATIVE OFFICER

**FILE NO:** 5280-02

**SUBJECT:** UCLUELET CLIMATE CHANGE ADAPTATION PLAN ADOPTION

**REPORT NO.:** 20-137

**ATTACHMENT(S):** APPENDIX A – DRAFT UCLUELET CLIMATE CHANGE ADAPTATION PLAN

### **RECOMMENDATIONS:**

1. **THAT** Council adopt the Ucluelet Climate Change Adaptation Plan; and,
2. **THAT** Council direct Staff to integrate the adopted Climate Change Adaptation Plan actions into the District's Five-Year Financial Plan process.

### **PURPOSE:**

The purpose of this report is to present the final draft of the Ucluelet Climate Change Adaptation Plan (CCAP) and request support for some initial implementation steps.

### **BACKGROUND:**

The District of Ucluelet is committed to taking meaningful action on climate change. The District has already developed a 100% Renewable Energy Plan that sets a path towards a low carbon future and has signed on to the BC Climate Action Charter. The CCAP has been built upon existing actions taken by the District and new opportunities for action that advance the climate resilience of Ucluelet's social, economic, built and natural systems identified by the community stakeholder group.

The development of Ucluelet's Climate Change Adaptation Plan was funded and facilitated by the District's participation in ICLEI Canada's Adaptation Changemakers project. Supported by technical guidance from ICLEI and regional experts, Adaptation Changemakers was a two-year initiative in which eight communities across Canada built local capacity for climate change resilience and advanced efforts on adaptation. Built on a cohort model, this project brought the eight participating communities together multiple times over the course of the project, gathering at three national workshops to network, learn, and share experiences about adaptation planning.

### **DISCUSSION:**

Over the two year adaptation planning process, a community stakeholder group came together to learn about the projected impacts of climate change on the region, assess and prioritize Ucluelet's top climate change risks, and identify actions that the District and community can take to improve climate resiliency in Ucluelet and the region. Council contributed significant time to this process, and it made for a much more effective plan.

The top climate adaptation risks identified for Ucluelet include:

- impacts to infrastructure, utilities, and the transportation network from more extreme weather events;
- impacts to water supply and storage from rising annual temperatures and hotter, drier summers;
- impacts to the marine environment including aquatic species; and
- impacts to both native and invasive species.

In response to these risks, the CCAP identifies priority objectives, actions, and departmental responsibilities, which are summarized in Table 5.



**Table 5 Summary of Objectives, Adaptation Actions, and Responsible Departments**

<b>Objective 1: Strengthen Infrastructure Resilience and Reduce Risk to Buildings and Property</b>	<b>Department</b>
<b>Action 1.1:</b> Address vulnerabilities to electrical distribution infrastructure.	Engineering Services
<b>Action 1.2:</b> Conduct flood risk mapping for sea level rise and use results to communicate and manage risks.	Community Planning
<b>Action 1.3:</b> Assess vulnerabilities of Highway 4 transportation link.	Emergency Services
<b>Objective 2: Enhance Resilience of Ecosystems and Protect Natural Areas</b>	
<b>Action 2.1:</b> Study current water systems and explore resiliency measures to make the existing water system more resilient.	Engineering Services
<b>Action 2.2:</b> Create an Invasive Species Action Plan.	Engineering Services
<b>Action 2.3:</b> Support local activities to maintain wild fish stocks and habitat.	Community Planning
<b>Action 2.4:</b> Develop a Biodiversity Network Plan to ensure priority ecosystems are protected in municipal land-use planning bylaws.	Community Planning
<b>Action 2.5:</b> Through the Integrated Stormwater Management Plan, create bylaws, policies or plans to protect habitats.	Engineering Services
<b>Objective 3: Improve Public Safety and Preparedness to Climate-related Events</b>	
<b>Action 3.1:</b> Complete Emergency Operations Centre (EOC) training and update EOC to continue to be prepared for extreme events.	Emergency Services
<b>Objective 4: Think Regionally, Act Locally</b>	
<b>Action 4.1:</b> Participate in a region-wide climate change dialogue and planning process with municipalities, First Nations, Parks Canada and BC Parks to expand and integrate the Ucluelet Climate Change Adaptation Plan into future projects.	Corporate Services

The District of Ucluelet would like to thank the following stakeholders for their contributions in making this an impactful and community-focused action plan:

- Clayoquot Biosphere Trust
- Parks Canada
- Alberni Clayoquot Health Network
- Tourism Ucluelet
- Ucluelet Chamber of Commerce
- District of Ucluelet Staff and Council

Neighbouring First Nation communities were invited to participate in the development of this Plan but were unable, due to current workloads.

**TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

The actions identified with the CCAP will be reviewed during each year’s budget planning process to review the status of actions and assess the opportunity to move initiatives forward.

**FINANCIAL IMPLICATIONS:**

No immediate financial impacts.

**ALTERNATIVE OPTIONS:**

The recommended motions are listed at the beginning of this report. Alternatively, Council could consider the following:

3. **THAT** Council provide alternative direction to Staff.

**Respectfully submitted:** Mark Boysen, Chief Administrative Officer



Appendix A

District of Ucluelet

# Community Climate Change Adaptation Plan

MARCH 2020



DISTRICT OF  
**UCLUELET**

## Acknowledgements

The District of Ucluelet would like to thank the following stakeholders for their contributions in making this an impactful and community-focused action plan:

- Clayoquot Biosphere Trust
- Parks Canada
- Alberni Clayoquot Health Network
- Tourism Ucluelet
- Ucluelet Chamber of Commerce
- District of Ucluelet Staff and Council

## Project Staff

- Mark Boysen, Chief Administrative Officer, District of Ucluelet
- Abby Fortune, Manager of Parks and Recreation
- Bruce Greg, Manager of Community Planning
- Warren Cannon, Manager of Public Works
- Summer Goulden, Climate Change Planner and BC Lead, ICLEI Canada

## Land Acknowledgement

The District of Ucluelet acknowledges that we are located on the traditional territory (ḥaaḥuuli) of the Yuuḥuʔiḥʔath (Ucluelet First Nation). We are neighbouring communities who share interests in the Ucluth Peninsula and surrounding area. Our long-standing relationship is built upon mutual respect and many individual, personal ties.

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The preparation of this 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.

Photo credit on front cover: Barbara Schramm

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## Executive Summary

The District of Ucluelet is committed to taking meaningful action on climate change while including the community in this process every step of the way. The District has already developed a 100% Renewable Energy Plan that carves out a path towards a low carbon future and has signed on to the BC Climate Action Charter. This Adaptation Plan builds upon existing actions taken by the District to address climate change and allows the District to proactively identify opportunities for action that advance the community further toward climate resilience of its social, economic, built and natural systems.

The intent of this plan is to help organizations, institutions, businesses, and individuals of all ages adapt to current and future climate-related risks and opportunities. Although the District has a primary role for most actions outlined in the Plan, they look to various stakeholders to further

educate and implement climate change adaptation measures in the broader community.

Throughout this adaptation planning process, a community stakeholder group came together over a two-year period to learn about the projected impacts of climate change on the region, to assess and prioritize Ucluelet's top risks from a changing climate, and to identify actions that both the District and community can take to improve resiliency in Ucluelet and the region.

The top risks include impacts to infrastructure, utilities, and the transportation network from more extreme weather events, impacts to water supply and storage from rising annual temperatures and hotter, drier summers, impacts to the marine environment including aquatic species, and impacts to both native and invasive species.

---

The adaptation actions identified to address Ucluelet's priority risks were divided into the following five overarching objectives:

- 1. Strengthen Infrastructure Resilience and Reduce Risk to Buildings and Property**
- 2. Enhance Resilience of Ecosystems and Protect Natural Areas**
- 3. Improve Public Safety and Preparedness to Climate-related Events**
- 4. Think Regionally, Act Locally**
- 5. Integrate Climate Change Thinking into Future Planning**

## DISTRICT OF UCLUELET PRIORITY CLIMATE ADAPTATION OBJECTIVES AND ACTIONS

### Objective 1: Strengthen Infrastructure Resilience and Reduce Risk to Buildings and Property

**Action 1.1:** Address vulnerabilities to electrical distribution infrastructure and increase effective and transparent risk management.

**Action 1.2:** Conduct flood risk mapping for sea level rise and use results to communicate and manage risks.

**Action 1.3:** Understand vulnerabilities of Highway 4 and how disruptions could affect food security and other critical resources.

### Objective 2: Enhance Resilience of Ecosystems and Protect Natural Areas

**Action 2.1:** Study current water systems and explore alternative measures to make the existing system more resilient.

**Action 2.2:** Create an Invasive Species Action Plan and coordinate with existing initiatives.

**Action 2.3:** Support local activities to maintain wild fish stocks and habitat.

**Action 2.4:** Explore funding opportunities to develop a Biodiversity Network Plan to ensure priority ecosystems are protected in municipal land-use planning bylaws (with regional partners).

**Action 2.5:** Through the Integrated Stormwater Management Plan, create bylaws, policies or plans to protect habitats.

### Objective 3: Improve Public Safety and Preparedness to Climate- related Events

**Action 3.1:** Complete Emergency Operations Centre (EOC) training and update EOC to continue to be prepared for extreme events.

### Objective 4: Think Regionally, Act Locally

**Action 4.1:** Participate in a region-wide climate change dialogue and planning process to expand and integrate the Ucluelet Climate Change Adaptation Plan into future projects.

### Objective 5: Integrate Climate Change Thinking into Future Planning

**Action 5.1:** Include support for climate change adaptation in existing planning documents and all new strategies moving forward.

---

## Introduction

Scientific evidence continues to show that human actions are having a significant impact on the natural and anthropogenic systems of our planet. These impacts will have long-lasting effects in the region, materializing as climatic changes such as increased summer and winter temperatures, increased frequency and intensity of wind and storm events, and sea level rise.

Our natural environments and our cities are especially at risk to these changes. The sensitivity of ecosystems to change may mean a dramatic shift to existing habitats and to our natural environments as we know it. For communities with the concentration of people, buildings, infrastructure, and transportation systems in a relatively small area, climate-related impacts will have an adverse effect on economic, social, and environmental well-being.

Our future is not what we planned it to be and therefore, we must plan to adapt. The risk is that the changes are unprecedented, and we may not be equipped. If we wait to see what impacts are going to materialize, we risk being unable to effectively respond to manage the consequences that will result. In waiting, we also miss out on the opportunity to reduce the impacts and even capitalize on some of the positive benefits that could arise.

To prepare, we must first continue forward with our long-term strategy to reduce greenhouse gases by implementing mitigation actions that address the root causes of climate change. The Ucluelet Climate Action Plan, approved by Council in January 2019, has set a path for the municipality to make these reductions. Secondly, we must prepare to adapt to the changes and impacts that are coming or already underway.



By preparing to adapt to this uncertain future, we will enhance the resilience of our natural environment and communities, reducing the risk that climate events will impact our community. Adaptation and Mitigation measures will overlap in some areas and these dual benefit actions will be a priority.

The District's Climate Action 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. This Plan outlines a few key climate action principles that speak to both adaptation and mitigation initiatives, including:



Figure 1 Climate action principles from the District of Ucluelet's Climate Action Plan

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 and adapt to climate change.

The purpose of this plan is to outline a practical roadmap to guide Ucluelet in preparing for and responding to the climatic changes that the community is experiencing. The District of Ucluelet's Official Community Plan holds supporting policies that clearly commit to climate mitigation and adaptation actions including:

**Table 1 Summary of policies, objectives, and goals supporting climate action in OCP**

<b>Climate Action Goal</b>	Ucluelet residents are resilient to climate change and energy scarcity and costs.
<b>Climate Action Monitoring</b>	The District's Annual Reporting will include a section on Climate and Energy, which will include progress updates on actions and indicators in the 2018 Climate Action Plan
	The District will track and report on the 2030 greenhouse gas emissions target reduction target of 40% for by 2030 based on 2007 levels, and also report on additional indicators identified in the Climate Action Plan.
<b>Servicing and Infrastructure</b>	Objective 4D: To adapt municipal infrastructure systems to remain resilient to the impacts of a changing climate.
<b>GHG Policies</b>	Policy 2.32: Review municipal infrastructure and assets for vulnerability to rising sea levels and increased storm events.
	Policy 2.30: Establish and undertake the work, as necessary, to refine Flood Construction Levels to ensure new development and infrastructure avoids the impact of rising sea levels.

## Adaptation Changemakers

The development of Ucluelet's Community Climate Change Adaptation Plan was facilitated by the District's participation in ICLEI Canada's Adaptation Changemakers project. Supported by technical guidance from ICLEI and regional experts, Adaptation Changemakers was a two-year initiative that engaged eight communities across Canada to build local capacity for climate change resilience and to advance efforts on adaptation. Built on a cohort model, this project brought the eight participating communities together multiple times over the course of the project, gathering at three national workshops to network, learn, and share experiences about adaptation planning.

**Table 2 Participating municipalities in ICLEI's Adaptation Changemakers project**

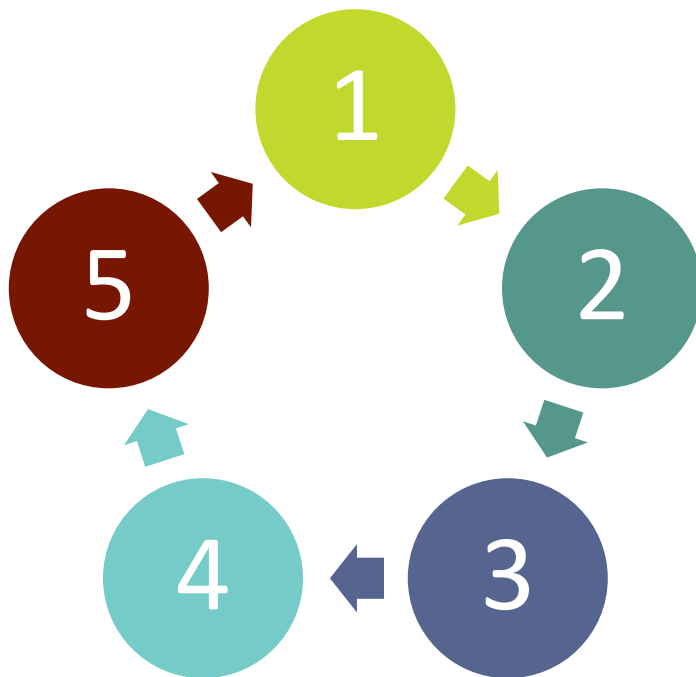
<b>British Columbia</b>	District of Ucluelet City of Prince George Town of Qualicum Beach
<b>Newfoundland and Labrador</b>	Town of Conception Bay South Town of Portugal Cove-St. Philip's
<b>Ontario</b>	City of Windsor City of Peterborough Town of Caledon

Each Changemakers municipality followed Milestones 1– 3 of ICLEI Canada's Building Adaptive and Resilient Communities (BARC) program – a five milestone planning framework that supports the development and implementation of a Municipal Climate Change Adaptation Plan. The process involved identifying local climate change projections and impacts, facilitating a risk and vulnerability assessment, and identifying community actions to increase resilience to projected changes.

The adaptation planning process was community-focused, and each participating municipality convened a wide range of community stakeholders, allowing for collaborative co-development of adaptation plans that address climate risks across multiple sectors and systems. The Municipality acts as a coordinator and champion of the plan, and various actions and risks within the plan are owned and implemented by non-municipal stakeholders. This collaborative co-governance model allows the burden of responsibility to be shared amongst key partners and increases resilience in areas outside the corporation of the District.



## ICLEI Canada's Building Adaptive and Resilient Communities Framework



### **MILESTONE ONE - INITIATE**

Within this milestone, communities identify stakeholders to review and understand existing knowledge on how the regional climate is changing, followed by a brainstorming exercise to identify potential climate change impacts.

### **MILESTONE TWO—RESEARCH**

The second milestone is meant to further develop a community's understanding of climate change impacts and the major service areas which are likely to feel these impacts most acutely. Within this milestone, a municipality will scope the climate change impacts for the region and conduct both a vulnerability and risk assessment.

### **MILESTONE THREE - PLAN**

The third milestone provides guidance on how to establish a vision, set adaptation goals and objectives, identify adaptation options, and examine possible constraints and drivers to various actions. From there, a community will draft a Local Adaptation Strategy. Baseline data is collected and recorded, financing and budget issues are addressed, an implementation schedule is drafted, implementation responsibilities are determined, and progress and effectiveness indicators are identified in the Plan.

### **MILESTONE FOUR - IMPLEMENT**

In the fourth milestone, communities work to ensure that they have the approval and support of council, municipal staff and the community in order to move forward on implementation. Communities will also make sure they have the appropriate implementation tools to ensure the ongoing success of the Strategy.

### **MILESTONE FIVE – MONITOR & REVIEW**

The fifth and final milestone serves to assess whether the goals and objectives of the Strategy have been achieved, and helps communities identify any problems that have been encountered and develop solutions. Additionally, the fifth milestone helps communities communicate their progress to council and the general public.

## Adaptation vs. Mitigation

Climate change adaptation refers to any initiative or action that seeks to reduce the vulnerability of social, economic, built, and natural systems to changing climate conditions. Adaptation efforts may focus on changing individual behaviour, updating municipal by-laws and policies, enhancing the capacity of physical infrastructure, and improving ecological services.

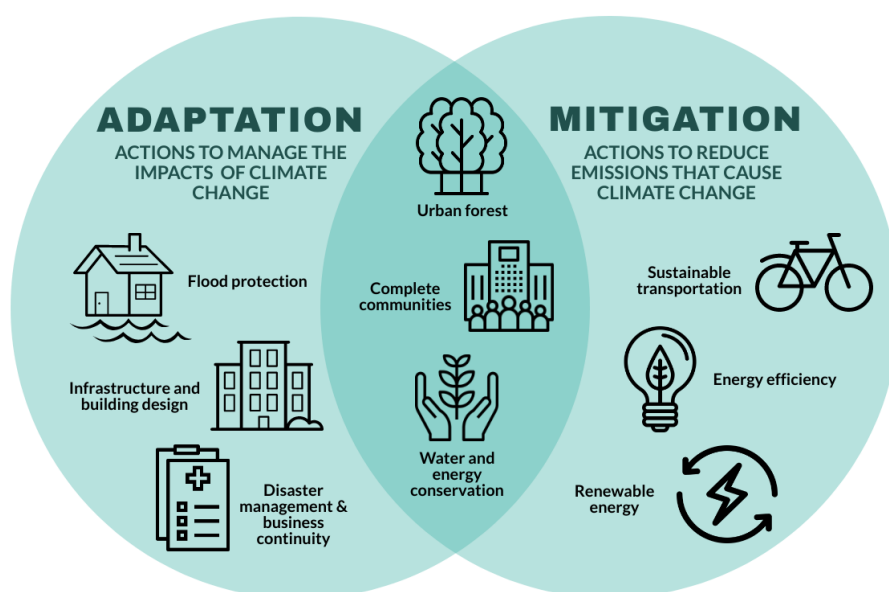
Climate change mitigation refers to the implementation of policy, regulatory and project-based measures that contribute to the stabilization or reduction of greenhouse gas concentrations in the

atmosphere. These include anti-idling by-laws, building retrofits to conserve energy, and transitioning to low-carbon energy sources.

The effects of climate change are wide ranging and will require a diversity of responses. While mitigation efforts work to contain the long-term impacts of global warming, adaptation measures are needed to address the climate change impacts that are already happening. Adaptation is not meant to replace or undermine mitigation efforts, rather adaptation complements local government efforts to protect and improve their long-term sustainability.

**ADAPTATION = managing the unavoidable**

**MITIGATION = avoiding the unmanageable**



Source: ICLEI Canada, 2019

## Global and National Climate Change

Since the late 1800s, the Earth's temperature has risen by 1°C largely due to human activities (IPCC, 2014). As fossil fuel extraction and consumption continues around the world, warming is accelerating at a faster rate. Earth's average surface temperature in 2018 was the fourth hottest year on record since record-keeping began in the 1880s (NASA, 2019). As of 2019, the five warmest recorded years have occurred during the past five years, and the 20 warmest years on record have occurred over the past 22 years (NASA, 2019). July 2019 was the hottest month ever recorded, shrinking Arctic and Antarctic sea ice to historic lows 19.8% below average (NOAA, 2019).

Similar to global trends, Canada has been warming over the last six decades, with average temperatures over land increasing by 1.5°C between

1950 -2010 (Bush et.al, 2014). This rate of warming is almost double the global average reported over the same period, meaning an increase of 2°C globally could result in a 3-4°C change in Canada. The years 2011 and 2012 were found to be 1.5°C and 1.9°C warmer than the 1961-1990 average in Canada, with 2018 now standing as the warmest year on record globally.

Canada has also generally become wetter over the past several decades, with average annual precipitation across the country increasing by approximately 16% between 1950-2010. This increase is dominated by large changes in British Columbia and Atlantic Canada. Extreme precipitation events are also likely to become more intense and more frequent – recent studies show that a 1-in-20-year storm event are likely to become 1-in-10-year storm events by the 2050s.

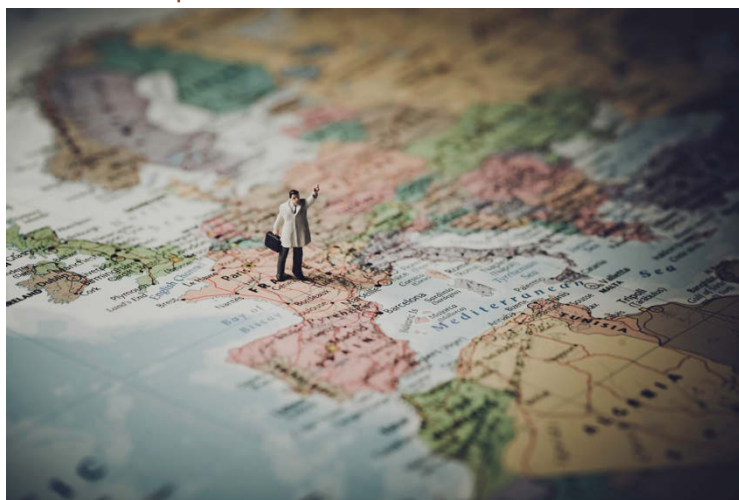


Wild Pacific Trail, Ucluelet

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## Federal Policy Direction on Climate Adaptation

Canada was one of 195 countries to sign the Paris Agreement in December 2015. The Agreement aims to keep the global temperature to well below two degrees Celsius, and to drive efforts to limit the temperature increase even further to 1.5 degrees Celsius above pre-industrial levels. In terms of adaptation, the Agreement has a goal to enhance adaptive capacity, strengthen resilience and reduce vulnerability to global climate change, in line with the temperature goal (Government of Canada, 2016).



The Government of Canada has also produced several policy documents that support and guide the country's position on climate change adaptation. For example, in 2016, the Government of Canada released its Pan Canadian Framework on Clean Growth and Climate Change, which includes adaptation considerations and actions to improve climate resiliency. Major focus areas include building climate resilience through infrastructure, protecting and improving human health and well-being, and reducing climate-related hazards and disaster risks. The framework recognizes the important role that Canadian municipalities will play in implementing climate solutions locally.

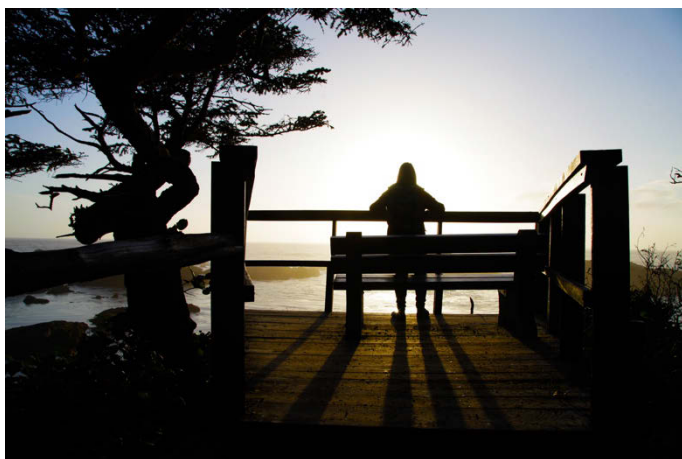
The Government of Canada has also taken a number of ad-hoc steps in recent years to help Canadians adapt to a changing climate, including:

- Developing the Expert Panel on Climate Change Adaptation and Resilience Results in August 2017. The Expert Panel was tasked with providing advice to the federal government on how to measure progress on adaptation and climate resilience.
- Creating the Federal Adaptation Policy Framework, which brings the consideration of climate change risks into federal decision-making.
- Creating the Canadian Centre for Climate Services, which provides public information on understanding and adapting to climate change.

## Provincial Policy Direction on Climate Adaptation

In 2019, the Province of British Columbia completed a Preliminary Strategic Climate Risk Assessment for B.C. as a first step in better understanding climate-related risks in B.C. and to help the government develop appropriate measures to address those risks.

The assessment is being used to inform a provincial climate preparedness and adaptation strategy to help protect people, communities and businesses from the impacts of climate change (set to be released in late 2020). While the risk assessment is not intended to be used as a prediction of future events it can act as a tool to evaluate the likelihood and potential consequences of each event happening in the future to understand the degree of risk each poses for the province to help prepare.



Wild Pacific Trail, Ucluelet  
Photo Source: Landon Sveinson

### Key Findings of the Provincial Assessment:

- The greatest risks to B.C. are severe wildfire season, seasonal water shortage, heat wave, ocean acidification, glacier loss, and long-term water shortage.
- Other risks that have the potential to result in significant consequences include severe river flooding and severe coastal storm surge, although these events are less likely to occur.
- Nearly all risk event scenarios (except moderate flooding and extreme precipitation and landslide) would have major province-wide consequences in at least one category.

While Federal and Provincial governments provide strategic focus, standards, and potential funding streams for adaptation, it will be up to local governments to tailor climate change adaptation strategies to their local circumstances and to the unique set of climate change impacts they expect to face.



---

## Climate Science

Climate change is defined as any change in global or regional climate patterns. While the Earth's climate has naturally fluctuated for millions of years, changes in climate from the mid-to-late 20th century onwards are largely attributed to increases in human activity. Human activities affect the climate system through two means – changes to land surface (e.g. deforestation) and altering the composition of the atmosphere through increasing atmospheric concentrations of GHGs through the burning of fossil fuels.

The United Nations Intergovernmental Panel on Climate Change (IPCC) is the UN body tasked with assessing the science related to climate change, its impacts and potential future risks, and possible response options. In its Fifth Assessment report, the IPCC declared with certainty the widespread impact of human-caused climatic changes. The report stated: “Human influence on the climate system is clear, and recent anthropogenic emissions of greenhouse gases are the highest in history. Recent climate changes have had widespread impacts on human and natural systems” (IPCC, 2014).

In October 2018, the IPCC released its most urgent report to date, stating that the global community may have as little as 10 to 12 years to slow

greenhouse gas emissions and limit global temperature increase to 1.5°C (IPCC, 2018). To limit warming, there must be “rapid and far-reaching” transitions in how we use our lands, energy, industry, buildings, transportation and design our cities (IPCC, 2018). Now more than ever, it is crucial that cities adapt to help community members prepare for increasing intensity of climate-related risks. The IPCC recommends a mix of adaptation and mitigation options to limit global warming to 1.5°C, implemented in a participatory and integrated manner (IPCC, 2018).

It is important to note that uncertainty is an integral part of the study of climate change. Uncertainty is factored into climate change scenarios, models, and data, and reflects the complex reality of environmental change and the evolving relationship between humans and the planet. While it is not possible to anticipate future climactic changes with absolute certainty, climate change scenarios help to create plausible representations of future climate conditions. These conditions are based on assumptions of future atmospheric composition and on an understanding of the effects of increased atmospheric concentrations of greenhouse gases (GHG), particulates, and other pollutants.



## Climate Change Projections for Ucluelet

Climatic changes in BC during the twentieth century have often exceeded global trends but vary significantly by region. Recent events in the District of Ucluelet including water shortages, winter storms, and other occurrences of extreme weather over the past several decades have highlighted the need to be prepared for ongoing challenges.

The following data highlights the projected impacts of climate change on the District of Ucluelet. The Climate Atlas and Canadian Climate Data and Scenarios tools were used to access downscaled climate data for the District, as well as models and scenarios from the IPCC's Fifth Assessment Report. The parameters included in this report are temperature, precipitation, and sea level rise. Key findings include increased temperature, increased precipitation in fall, winter, and spring, and increased intensity of rainfall. In addition, sea levels and ocean and stream temperatures are expected to rise.

**Table 3: Summary of Climatic Changes**

RCP 8.5			
Climate Indices	Baseline	2021-2080	2051-2080
Mean annual temperature	9.1°C	10.5°C	12°C
Days over 30°C	0	0-2 days	0-4 days
Freeze-thaw days	20.2 days/year	6.8 days/year	2.2 days/year
Mean annual precipitation	3122 mm	3232 mm	3343 mm
Sea level rise	Average 1.7 ±0.2 mm/year	Sea level expected to rise 700mm - 800mm by 2100	
Water temperatures	Increasing at varying degrees in ocean and streams		

### Temperature

Temperatures in the District of Ucluelet are expected to rise in congruence with provincial changes. In Ucluelet, the average annual temperature is expected to increase by 1.4°C by the 2050s, and 2.9°C by the 2080s.

### Hot Days

The District can expect to start experiencing hot days (days where the temperature exceeds 30°C) that did not previously occur based on historical data.

---

### Freeze-Thaw

A freeze-thaw cycle is any day where the minimum temperature is below 0 °C and the maximum temperature is above 0 °C. The RCP 8.5 ensembles project that freeze-thaw cycles will decrease significantly due to overall warmer temperatures.

### Precipitation

Precipitation in Ucluelet is expected to rise in congruence with provincial changes, with decreased precipitation during the summer months. The Climate Atlas provides information from a weather station located within the District of Ucluelet. In a high emissions scenario, Ucluelet can expect to experience an average annual precipitation increase of 110 mm during 2021-2050 and 221 mm during 2051-2080.

### Heavy or Extreme Precipitation

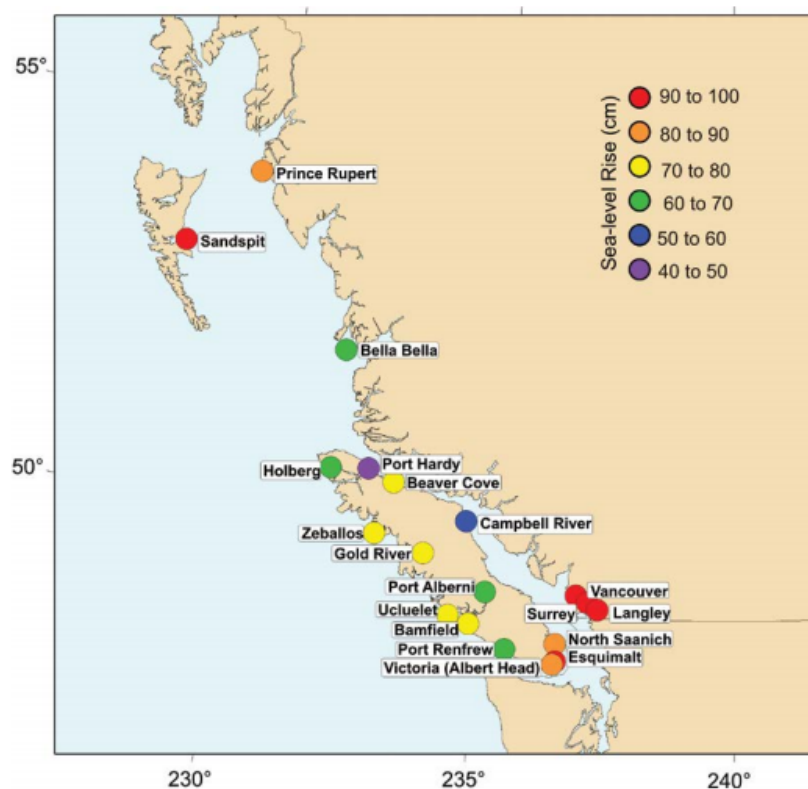
Extreme and heavy rain events are expected to become more intense and more frequent. The West Coast receives 20–25% of its annual precipitation in heavy rainfall resulting from atmospheric rivers. The frequency of atmospheric river events is expected to increase for coastal BC during the period 2041–2070 under a high-emissions scenario (Lemmen et al., 2016).

### Sea Level Rise

Sea levels vary widely depending on several temporal, atmospheric, and oceanographic factors. Climate variabilities such as El Niño/La Niña Southern Oscillation contribute to extreme water levels, temperatures and storm surge flooding. Climate change impacts such as melting glaciers, warmer temperatures (thermal expansion), and changes in salinity have also contributed to changing sea levels. Between 1900–2009, the trend of global sea-level rise was on average 1.7 ±0.2 mm/year. This is expected to rapidly increase. The IPCC projects a range of global sea-level rise of 26–98 cm by the year 2100, based on the RCP emissions scenarios (Lemmen et al., 2016).

On the British Columbia coast, the projected amount of sea level rise is not uniform. The most drastic sea level rise is projected to occur on the Fraser Lowland, southern Vancouver Island, and the north coast (Lemmen et al., 2016). Interestingly, sea levels in the Tofino area have historically decreased by 12.4cm/century. Variation in sea level change between B.C. sites is largely explained by different amounts of vertical land movement. Land along the southwest coast of Vancouver Island is rising at about 25 centimetres per century, while vertical land motion along the northern coast is negligible (Lemmen et al., 2016). Despite historically lower sea

levels, global projections indicate an increase for the District of Ucluelet and surrounding areas. Figure 2 below depicts the range of projected sea level rise along the coast.



**Figure 2 Projections of relative sea-level rise by 2100 for the 95th percentile under RCP 8.5**

Source: Canada's Marine Coasts in a Changing Climate

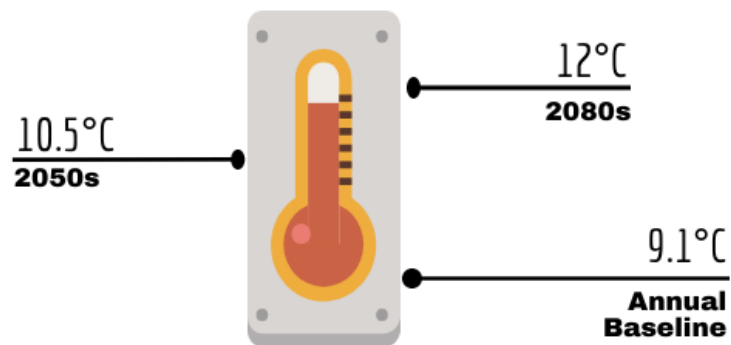
### Water Availability

Many regions in British Columbia are expected to experience increasing water shortages (Lemmen et al., 2008). Loss of snowpack and glaciers as well as precipitation changes are expected to limit water supply during peak demand periods during summer (Harford, 2008). Saltwater intrusion resulting from sea level rise can also impact groundwater. In addition to water supply, reduced summer stream flows will affect aquatic ecosystems such as critical salmon habitat.

### Water Temperatures

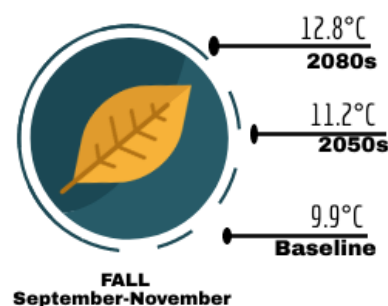
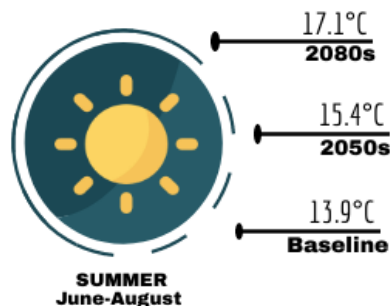
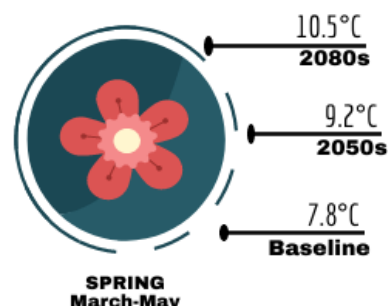
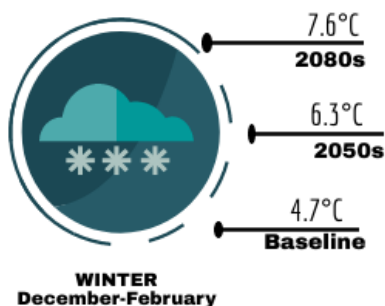
Sea surface temperatures have warmed significantly in British Columbia. Similar to sea level rise, sea surface temperature change varies across the region. Stream temperatures could rise by up to 2°C, and when coupled with lower flow levels, can have a significant impact on fisheries (Harford, 2008).

# Ucluelet Future Climate Change Projections

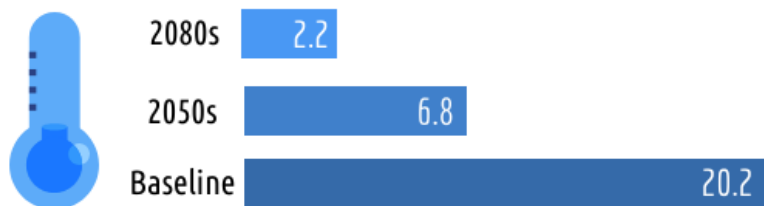


## ANNUAL MEAN TEMPERATURES

Mean, minimum & maximum daily temperatures are projected to increase in every season.

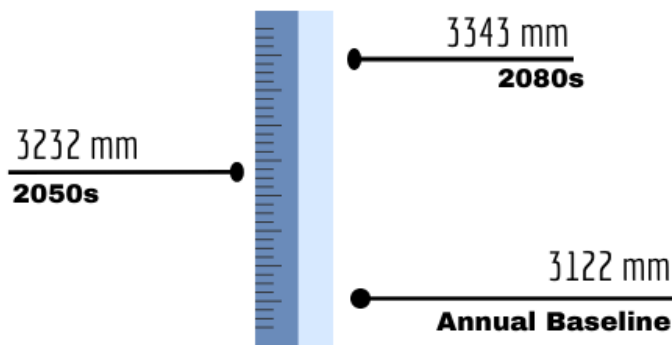


## SEASONAL MEAN TEMPERATURES



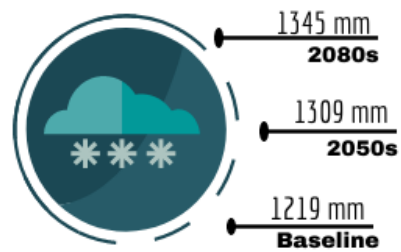
## FREEZE-THAW CYCLES

Freeze-thaw days are expected to significantly decrease over the long-term.

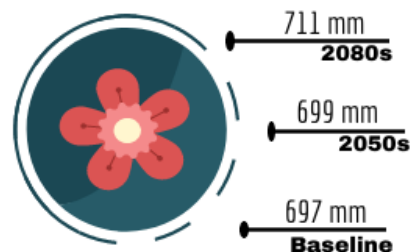


### ANNUAL MEAN PRECIPITATION

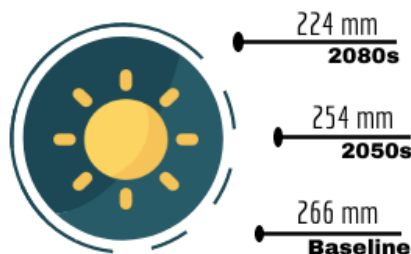
Annual precipitation is expected to increase. Winter, Spring and Fall are projected to get significantly wetter.



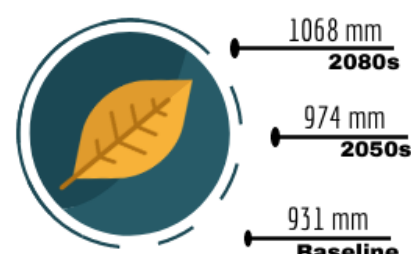
**WINTER**  
December-February



**SPRING**  
March-May



**SUMMER**  
June-August



**FALL**  
September-November

### SEASONAL MEAN PRECIPITATION



Precipitation will fall at a faster rate (mm/h)



Shorter storms will have an increasingly high intensity



Return periods of heavy storms will shorten, meaning increased frequency

### HEAVY PRECIPITATION EVENTS

Precipitation events in general are projected to become more intense and extreme.



In the District of Ucluelet, sea levels could rise by **70 to 80 cm** by the year 2100.

**SEA-LEVEL RISE**

Rising sea levels could cause increased coastal erosion, loss of low-lying lands, soil salination, and saltwater intrusion.

Sea surface temperatures have been **higher during the past three decades** than at any other time since reliable data collection began in 1880.



**SEA SURFACE TEMPERATURES**

Warmer sea surface temperatures could cause changes in aquaculture productivity, increased spread of aquatic invasive species, changes to marine ecosystems and species distribution, and more.

Sources:

Canadian Climate Data and Scenarios Network - Government of Canada

Chiotti, Q. and Lavender, B. (2008): Ontario; in *From Impacts to Adaptation: Canada in a Changing Climate, 2007*, edited by D.S. Lemmen, F.J. Warren, J. Lacroix and E. Bush; Government of Canada, Ottawa, ON, p. 227-274

Climate Atlas of Canada tool - The Prairie Climate Centre

Lemmen, D.S., Warren, F.J., James, T.S. and Mercer Clarke, C.S.L. editors (2016): *Canada's Marine Coasts in a Changing Climate*; Government of Canada, Ottawa, ON, 216, 248p.

**Figure 3: Climate Change Projections for the District of Ucluelet**



## Impacts and Issues

Impact statements consider the projected climatic changes and their effects on built, natural, and human/social systems. A workshop was held in September 2018 where participants were divided into groups and asked to develop impact statements for each system, thinking about the specific changes Ucluelet could experience. The group identified 40 impacts that were later used to inform a vulnerability and risk assessment, where they were further refined and prioritized.

### **Impact statements are intended to capture:**

- A climatic threat/change (e.g. rising temperatures)
- The outcome of the climatic change (e.g. extreme heat event)
- The consequences associated with this outcome (e.g. heat stress)

## Vulnerability and Risk Assessment

Vulnerability, or the degree to which a system is susceptible to the impacts of climate change, is a function of both sensitivity and adaptive capacity. Sensitivity is defined as the degree to which a system is affected by climatic conditions (e.g. temperature increases) or a specific climate change impact (e.g. increased flooding). Adaptive capacity is defined as the ability of built, natural and social systems to adjust to climate change, to moderate potential damages, to take advantage of opportunities, or to cope with the consequences.

In other words, a vulnerability assessment determines how susceptible we are to changes to our climate (e.g. heatwaves, extreme storms, sea level rise), and how prepared we are for those changes. For example, our trees may be affected by hotter and drier summers, but if most of the species are not susceptible to damage, and we have a plan to affordably replace those species that are, our vulnerability is low. Conversely, our vulnerability to poor air quality from wildfires is higher because we are susceptible and there is only so much that we can do to limit the impact on human health.

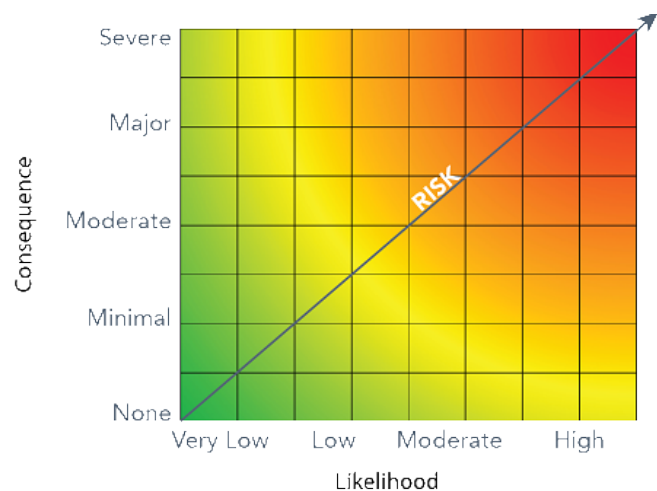
In February 2019, an online questionnaire was sent to local stakeholders to assess the vulnerability of Ucluelet to the climate change impacts that were identified in the second local meeting; these impacts related to the built, natural, and human/social systems within the city. As a result of the vulnerability assessment, 4 low-vulnerability impacts were removed or combined with pre-existing impacts to create an updated list of 36 impact statements to move onto the risk assessment process.

Analyzing risk is a key step in adapting to climate change and planning for a future in which the climate will be different than it is today. A local workshop involving a variety of stakeholders and local experts was held to determine Ucluelet's level of risk to the 36 impact statements that moved forward from the vulnerability phase. The risk assessment was used as a way to further prioritize which risks are most pertinent to plan for. In the risk assessment workshop, participants were asked to assess the consequences of each climate impact statement using the following 12 criteria:

**Table 4 Risk assessment consequence criteria**

Social	Economic	Environmental
Public Health & Safety	Property Damage	Air
Displacement	Local Economy & Growth	Water
Loss of Livelihood	Community Livability	Soil
Cultural Aspects	Public Administration	Ecosystem Function

Risk is a function of likelihood and consequence. A likelihood score was pre-determined for each impact statement by the project team, and participants were asked to review these scores at the workshop. The focus of the working session was to assign consequence scores for each of the social, economic, and environmental factors above to determine the overall risk score for each impact statement.



Defining risk is intended to be an iterative process and should be revisited and reevaluated every five years. The following risks were identified by Ucluelet's stakeholder group as priority risks in the community:

- Increase in extreme weather events causing damage to buildings and infrastructure, extended power outages, and disruption and delays in the transportation network. (Medium-high risk)
- Rising annual temperatures impacting potable water supply through reduced snowpack and water storage issues. (Medium risk)
- Rising ocean and air temperatures and increasing acidification stressing aquatic species. (Medium risk)
- Rising annual temperatures increasing invasive species and plant diseases, threatening native species. (Medium risk)

## Future Directions

The actions and objectives presented below are a combination of District and community-led measures that have been developed to address Ucluelet's priority climate impacts and risks. Detailed implementation tables including scope and current practice, roles and responsibilities, anticipated timeline and costing, as well as monitoring can be found in Appendix A.

## Vision

Ucluelet is a vibrant, resilient community that is committed to the careful stewardship of all of its systems; natural, built, and social. Residents are knowledgeable and prepared, visitors learn to steward the area like locals, and the natural environment thrives from careful management and thoughtful valuation. We will minimize climate change risks to our community through careful planning to ensure our community will thrive for generations to come.

## Objectives and Actions

The following five objectives were identified as key overarching areas of focus for the District of Ucluelet in their adaptation planning. Once implemented, the actions in this plan will contribute towards achieving the objectives below:



Table 5 Summary of Objectives, Adaptation Actions, and Responsible Departments

<b>Objective 1: Strengthen Infrastructure Resilience and Reduce Risk to Buildings and Property</b>	<b>Department</b>
<b>Action 1.1:</b> Address vulnerabilities to electrical distribution infrastructure and increase effective and transparent risk management.	Engineering Services
<b>Action 1.2:</b> Conduct flood risk mapping for sea level rise and use results to communicate and manage risks.	Community Planning
<b>Action 1.3:</b> Understand vulnerabilities of Highway 4 and how disruptions could affect food security and other critical resources.	Emergency Services
<b>Objective 2: Enhance Resilience of Ecosystems and Protect Natural Areas</b>	
<b>Action 2.1:</b> Study current water systems and explore alternative measures to make the existing system more resilient.	Engineering Services
<b>Action 2.2:</b> Create an Invasive Species Action Plan and coordinate with existing initiatives.	Engineering Services
<b>Action 2.3:</b> Support local activities to maintain wild fish stocks and habitat.	Corporate Services
<b>Action 2.4:</b> Explore funding opportunities to develop a Biodiversity Network Plan to ensure priority ecosystems are protected in municipal land-use planning bylaws (with regional partners).	Community Planning
<b>Action 2.5:</b> Through the Integrated Stormwater Management Plan, create bylaws, policies or plans to protect habitats.	Engineering Services
<b>Objective 3: Improve Public Safety and Preparedness to Climate-related Events</b>	
<b>Action 3.1:</b> Complete Emergency Operations Centre (EOC) training and update EOC to continue to be prepared for extreme events.	Emergency Services
<b>Objective 4: Think Regionally, Act Locally</b>	
<b>Action 4.1:</b> Participate in a region-wide climate change dialogue and planning process with municipalities, First Nations, Parks Canada and BC Parks to expand and integrate the Ucluelet Climate Change Adaptation Plan into future projects.	Corporate Services
<b>Objective 5: Integrate Climate Change Thinking into Future Planning</b>	
<b>Action 5.1:</b> Include support for climate change adaptation in existing planning documents and all new strategies moving forward.	Community Planning

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## Implementation Schedules

While Ucluelet has made strides in adaptation through the development of the Community Climate Change Adaptation Plan (CCCAP), it is through implementation of the Plan that the District will improve its adaptive capacity. To ensure the implementation is prompt and effective, implementation schedules were developed for each adaptation action (see Appendix A).

The implementation schedules are intended to be a living document and will be further refined as implementation progresses. Updates may be made to accommodate changes in policies, staff or financial resources, and unexpected extreme weather events. This flexibility will ensure the District and its community partners are not constrained to certain parameters should new opportunities for implementation arise. The implementation schedules were developed to identify and allocate resources required to implement priority actions.

Alongside every priority action, the Implementation Schedule includes:

- Action Name – The name of the identified action
- Scope – A description of the action
- Current Practice – Description of any related ongoing initiatives or policies, exploring alignment and coordination with the current action
- Risks Addressed – Priority risks identified through the vulnerability and risk assessment that the action addresses
- Lead Organization – The organization(s) that will lead implementation
- Department Responsible – Main department at the District of Ucluelet responsible for implementation
- Potential Partners – The organization(s) that could support implementation
- Anticipated Timing – How long implementation is expected to take
  - Short (<2 years)
  - Medium (2-5 years)
  - Long (5+ years)
- Monitoring Metric – Indicator that illustrates progress on implementation or on achieving the identified objectives
- Costing – Costs of implementing the action. Scale used:
  - Low (<\$100,000)
  - Medium (\$100,000-\$1M)
  - High (>\$1M)

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## OBJECTIVE 1 | Strengthen Infrastructure Resilience and Reduce Risk to Buildings and Property

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### Action 1.1 Address vulnerabilities to electrical distribution infrastructure and increase effective and transparent risk management.

**Description:** Severe storm events are not a new phenomenon for the District of Ucluelet, particularly in winter months, but the frequency and intensity of these weather events are projected to increase across the region over time. An increase in extreme rainfall and wind events could cause extended power outages and damage to buildings and utility infrastructure, as was seen with the 2018 December windstorm that was responsible for the greatest outage in BC Hydro's history (BC Hydro, 2019). Weather-related service disruptions often impact the transportation network as well, further exacerbating the isolation of the community and potential vulnerability during extreme storm events. Addressing vulnerabilities to existing infrastructure and increasing management of these risks was identified as a priority to reduce impacts to the community and improve overall resiliency.

#### Supporting Actions

##### *Concrete/Operations*

- Identify priority pump stations and upgrade with auxiliary power to respond to power outages
- Identify priority buildings for new back-up power systems across the community

##### *Policy and Planning*

- Explore code options to mandate increased storm resilience in new developments
- Improve building site inspection and planning protocols to maximize passive solar
- Integrate climate adaptation measures into asset management

##### *Research and Communication*

- Conduct community engagement to raise awareness and educate residents on protocol and responses to critical infrastructure disruptions (e.g. 48 hours prep blitz twice per year)
- Provide information and early warnings to visitors and community about hazards in advance of extreme weather and high wind events
- Support organizing at the neighbourhood level to ensure redundancy in food security and power



- 
- Understand extreme weather impacts on buildings, partnering with existing initiatives to streamline (e.g. BC Housing's Mobilizing Building Adaptation and Resilience program)
  - Increase household resilience to electricity disruption by promoting clean energy solutions such as information on BC rebates and incentives for increasing household energy efficiency

### Action 1.2 Conduct flood risk mapping for sea level rise and use results to communicate and manage risks.

**Description:** The District of Ucluelet, being surrounded on three sides by the Pacific Ocean and its proximity to the Cascadia subduction zone, is a community that is acutely affected by the incremental and sudden changes to ocean conditions like storm surges, king tides, storm waves, climate change, sea level rise, and coastal erosion. Flood risk mapping is a crucial element of flood risk management, and an essential tool to avoid or minimize damage to life and property caused by floods (Flood Resilience Portal, 2020).

One of the effects of climate change is a rise in sea level. While experts using the best available science are still grappling with a range of possible impacts, current expectations are that the sea level on the west coast of Vancouver Island will rise somewhere in the vicinity of one metre by the year 2100. Any development along the coastline must take this into consideration in an attempt to anticipate and minimize any negative impacts that rising sea levels may have on the built environment and the safety of residents (OCP, 2018).

#### Supporting Actions

##### *Policy and Planning*

- Integrate flood risk mapping into planning for future land-use decisions including changes to zoning
- Develop concrete guidelines for future buildings and update the building bylaw
- Continue to update flood construction levels as new flood risk and sea level rise data becomes available, and apply the appropriate regulatory tools to enforce them (e.g. zoning updates/bylaw creation, etc.)
- Coordinate actions with other levels of government

##### *Research and Communication*

- Create resources to educate homeowners on flood risks and options to mitigate damage to private property
- Provide resources for retrofitting existing properties as well as for new builds

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### Action 1.3 Understand vulnerabilities of Highway 4 and how disruptions could affect food security and other critical resources.

**Description:** People travel to and within Ucluelet predominantly by car. Transportation is a key factor of how residents and visitors experience community life and the landscape. By land, Provincial Highway #4 connects Ucluelet and the Ucluth Peninsula to the eastern side of Vancouver Island. The Tofino-Ucluelet Airport, located approximately 24km to the northeast within the Pacific Rim National Park Reserve, serves people traveling by private and commercial airplanes (OCP, 2018).

As the frequency in more extreme weather events increases, Highway #4 may face growing risks from more frequent and intense storm events including heavy rain and wind. This could trigger a wide range of impacts such as overland flooding, delays in construction, highway closures, and lack of access to emergency routes, services, and supplies for the community. There are a number of potential safety implications from impacts to the highway, and the District would benefit from a detailed vulnerability and risk assessment to determine where the community is most susceptible, and where they can take action to mitigate these impacts. With a better understanding of how the community may be affected, the District and community can better prepare for these events.

#### Supporting Actions

##### *Policy and Planning*

- Update current planning procedures to account for increased climate-related closures to Highway #4

##### *Research and Communication*

- Complete a vulnerability and risk assessment for climate impacts to the transportation corridor
- Communicate findings of risk assessment with community to raise public awareness of personal preparedness
- Manage impacts to medical centre/access resulting from impacts to transportation network

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## Objective 2 | Enhance Resilience of Ecosystems and Protect Natural Areas

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**Action 2.1** Study current water systems and explore alternative measures to make the existing system more resilient.

**Description:** Although average precipitation is expected to increase across the region, precipitation in summer months is expected to decrease by approximately 10%. Furthermore, higher winter and springtime temperatures will reduce the percentage of total precipitation occurring as snowfall. Less snow and more rain will lead to faster runoff and could contribute to water-scarcity issues because less water will be stored as snow and ice. These projected future conditions will also impact the depletion of aquifers, increasing wildfire risk.

Tackling the issue of water quality and quantity into the future is best approached regionally. It is important for all surrounding municipalities, regional districts and First Nations governments to come together to discuss and plan for this risk to ensure no governing body is taking actions that might cause harm to another.

### Supporting Actions

#### *Policy and Planning*

- Develop a sustainable water planning strategy to reduce ecosystem drought vulnerability
- Explore the creation of additional water storage capacity and invest in technology available for water capture
- Conduct assessment to determine when a water filtration system will need to be installed
- Ensure all buildings are on water meters and update bylaws/policies to reflect any changes to water conservation measures
- Create and coordinate various plans (e.g. Emergency Drought Plan, Water Master Plan, Rain Catchment Plan, Water Conservation Study) to help ensure resilience of water supply
- Develop a baseline for water consumption in the community so use can be monitored moving forward

---

### *Research and Communication*

- Support development of regional conversation around managing water supply
- Support household water conservation by creating incentives to reduce potable water use (e.g. provide rebates for water collection systems (cisterns & rain-barrels), increase costs for commercial users)
- Update regulations for greywater use and increase public awareness about possibilities

### Action 2.2 Create an Invasive Species Action Plan and coordinate with existing initiatives.

**Description:** Climate change is expected to impact the spread of invasive species throughout the District due to warmer, drier summers, rising annual temperatures, as well as a decline in snowpack and freezing temperatures. Some invasive plant species are more prolific at spreading wildfire and reducing ecosystem resilience to this threat. Ucluelet is already home to a variety of invasive species, most notably Scotch Broom and Knotweed, which are largely managed by volunteer organizations. Developing a plan to manage the spread of invasive species is critical to keep them under control, as the goal of eradication may not always be feasible.

### Supporting Actions

#### *Research and Communication*

- Support research and monitoring for invasive species and plant diseases
- Support monitoring and management of invasive species in the marine environment (e.g. by encouraging boat rinsing)
- Assess priority areas to focus on (e.g. parks, road edges, habitat impacts)
- Increase public education and awareness raising campaigns on invasive species management

### Action 2.3 Support local activities to maintain wild fish stocks and habitat.

**Description:** Climate change is already impacting fish stocks, which creates a complex web of adverse effects for fishermen, hatcheries, and communities involved with aquaculture or the fishing industry more broadly. Healthy aquatic habitats are critical for the survival of fish, fish supportive processes and are important to maintain biodiversity. Unnecessarily disturbing these sensitive and important aquatic environments may harm their vitality and the ecological services they provide and can have downstream consequences on fish habitat (OCP, 2018). With rising ocean temperatures and acidification, reduced stream flows in summer

months, and warmer river temperatures, exacerbated by a growing quantity of plastics and contaminants in the marine system, marine health is challenged from many different angles.

### Supporting Actions

#### *Policy and Planning*

- Research additional land-use regulations and bylaws that could improve aquatic habitat protection
- Clearly communicate riparian development permit areas and increase existing management

#### *Research and Communication*

- Increase advocacy and public awareness of organizations like the Hatchery and the Aquarium and the services they provide
- Host education session with local realtors and builders to communicate risks

**Action 2.4** Explore funding opportunities to develop a Biodiversity Network Plan to ensure priority ecosystems are protected in municipal land-use planning bylaws (with regional partners).

**Description:** Healthy ecosystems and biodiversity are fundamental to life on our planet, particularly in mitigating the impacts of climate change and supporting a more resilient natural environment (Hoffman, 2015). Ucluelet is home to rich plant and animal habitat due to the peninsula's interface between the terrestrial and marine environments. The ecosystems here are a complex and fragile array of diverse flora and fauna which depend on the health and resources of the ocean and temperate rainforest (OCP, 2018).

Areas with high carbon sequestration value such as saltmarshes, eel grass beds, heath/bog forests, wetlands, and estuaries are examples of priority ecosystems to protect via regulations and policies. Additionally, natural areas that act as wind buffers prevent water erosion & provide slope stability, and contiguous forest canopy cover maintains temperature gradients for wildlife corridors.

### Supporting Actions

#### *Policy and Planning*

- Expand the percentage of greenways and parks as a required component of development proposal approvals

- 
- ❑ Identify key areas for ecological restoration and prioritize these areas as a land-use zoning category
  - ❑ Reduce percentage of allowable land-clearing per hectare to ensure land-use planning bylaws are aligned with biodiversity conservation goals
  - ❑ Develop targets for % canopy cover to maintain temperature gradient and % land-cover to reduce erosion and mitigate vulnerability to flooding
  - ❑ Prioritize wildlife corridors and habitat protection in land-use planning bylaws
  - ❑ Revise zoning bylaws to reflect limits-to-growth in areas vulnerable to sea-level rise, flooding and storm impact
  - ❑ Maintain vegetation buffers, forested canopies and green zones as part of a comprehensive climate change impact land-use plan
  - ❑ Develop a baseline to monitor tree health and manage impacts of extreme events on trees

#### *Research and Communication*

- Raise awareness of some of the issues facing habitats in the area

#### **Action 2.5** Through the Integrated Stormwater Management Plan, create bylaws, policies or plans to protect habitats.

**Description:** Situated in a coastal rainforest, Ucluelet is blessed with an abundance of rainfall. Stormwater collected in pipes and discharged directly to watercourses or the foreshore creates a potential for erosion and discharge of contaminants, which can be harmful to fish and the environment. Healthy aquatic ecosystems have a capacity to retain stormwater runoff, maintain water quality by reducing levels of sediment, nutrients and contaminants in outflow water, to slow water flow and to prevent erosion (OCP, 2018).

As risks emerge and systems age, we have an opportunity to improve stormwater management through the application of Green Stormwater Infrastructure (GSI), which can mitigate flooding, lower infrastructure upgrade costs, while providing a suite of social, economic, and environmental benefits to the community. Developing policy that mandates consideration for GSI and developing the resources to help with GSI literacy will support expansion of GSI and improve stormwater management across the watershed. Development Permit Areas (DPAs) are another effective way to improve stormwater management, while protecting riparian areas from the effects of warmer temperatures and drier conditions.



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## Supporting Actions

### *Policy and Planning*

- Update Subdivision and Development Servicing Standards Bylaw to incorporate green/lean infrastructure
- Update or create new policies, bylaws, and DPAs to effectively manage stormwater and enhance natural habits and ecosystem services

### *Research and Communication*

- Take a natural assets and ecosystem services approach to managing stormwater through exploring a Municipal Natural Asset program or working with Municipal Natural Assets Initiative
- Public education and awareness raising on stormwater management and green stormwater options available for private property
- Explore incentive programs to encourage green stormwater management on private property

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## Objective 3 | Improve Public Safety and Preparedness to Climate-Related Events

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### Action 3.1 Complete Emergency Operations Centre (EOC) training and update EOC to continue to be prepared for extreme events.

**Description:** With increasing frequency and severity of extreme weather, risks to the District are expected to grow. Climate readiness and emergency preparedness is a moving target, and it is crucial that departments within the District as well as the community as a whole understand how to respond in an emergency situation. It is also important for departments within the District to have up-to-date business continuity plans and an understanding of these procedures so staff can continue to offer core services in the event of an emergency or prolonged extreme weather event. Emergency preparedness should be practiced, and plans updated on an annual basis to ensure resiliency to increasingly severe weather events.

#### Supporting Actions

##### *Policy and Planning*

- Encourage all departments to review and update Business Continuity Plans
- Schedule annual mandatory exercises to ensure adequate knowledge of EOC operations

##### *Research and Communication*

- Share results of Ucluelet's climate change adaptation project with emergency management network. Improve and refine current training based on outcomes.
- Update extreme event kits for staff to manage closures
- Confirm scope of responsibilities of various union members for response and recovery
- Develop educational signage for visitors to make them aware of risks and to provide response information
- Coordinate specialized training for responders (e.g. Coast Smart, Adventure Smart)
- Engage with community and regional stakeholders to identify duties, responsibilities and response protocols strengthening collaboration and coordination
- Create and promote opportunities for small businesses to learn about emergency management
- Continue to engage with residents and community service providers about personal preparedness and critical service delivery

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## Objective 4 | Think Regionally, Act Locally

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**Action 4.1** Participate in a region-wide climate change dialogue and planning process with municipalities, First Nations, Parks Canada and BC Parks to expand and integrate the Ucluelet Climate Change Adaptation Plan into future projects.

**Description:** Most climate impacts and risks transcend political and geographic boundaries. Similarly, many of the actions that can reduce risks caused by climate change are more effectively addressed through a regional lens.

The District's 2019-2022 Strategic Plan states: "We are stronger together. There are many advantages and efficiencies to be achieved through sharing our respective aspirations and collaborating with our neighbors for the greater good of our communities. Shared resources and expertise can reduce costs and enhance productivity while a strong, collective voice on important issues in our area can positively influence decisions and policies of government. It is also important to advocate for our community through these discussions."

### Supporting Actions

#### *Policy and Planning*

- Incorporate climate adaptation into the pre-existing list of areas to discuss as a region (as determined in Strategic Focus Area 4 of the Strategic Plan)
- Create a platform (forum, event, series of meetings, etc.) to talk about regional priorities such as emergency planning, land-use planning, regional planning, and explore how climate adaptation/mitigation planning fits into each of these areas

#### *Research and Communication*

- Formally share Ucluelet's Climate Adaptation Plan with neighboring ACRD members and First Nations
- Host an engagement event starting in 2020 to explore how the region can better work together and establish an annual process for cooperation
- Explore possibility of creating a regional natural asset management initiative

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## Objective 5 | Integrate Climate Change Thinking into Future Planning

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**Action 5.1** Include support for climate change adaptation in existing planning documents and all new strategies moving forward.

**Description:** Climate change is a lens you can apply to all planning procedures to maximize opportunities for adaptation and mitigation action. Documents like the Strategic Plan and Official Community Plan should be updated to incorporate climate considerations, and all new plans should integrate adaptation and mitigation into them wherever possible. Climate adaptation and resilience standards should also be integrated into District procedures such as urban and strategic planning, design, and development approval processes moving forward.

### Implementation and Governance

The CCCAP is intended to guide the District of Ucluelet and community partners to prepare for the impacts of climate change. As such, a strong focus on implementation, governance, and monitoring is essential to the Plan's success. Changes to federal and provincial legislation and regulations, as well as technological advances, are anticipated over the plan horizon; this will impact the long-range strategies, underscoring the importance of periodic review and adjustments to the CCCAP.

### Oversight and Governance

It is intended that the CCCAP will be "municipally-led and community supported". The benefits of this model are that it enables the District to play a leadership role, while also sharing the responsibility for plan implementation. It also potentially allows for the leveraging of capital of the community for those actions that are beyond municipal responsibility. The District will coordinate with community stakeholders involved in implementation to produce an annual report that highlights progress made on both adaptation and mitigation actions in the region.

### District Council

Council will be responsible for the endorsement of the Community Climate Change Adaptation Plan, and to receive and review annual progress reports on implementation actions and outcomes.

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## Funding

The adaptation actions identified in this Plan will be integrated into departmental workplans and budgets moving forward. Many actions fall within pre-existing departmental budgets, and departments will be responsible for identifying additional funding sources such as partnerships and grants for any actions without sufficient budget allocated.

It is recommended that the District continue to maximize available funding opportunities to advance the implementation of adaptation actions. There are multiple funding avenues that align with the implementation guidelines outlined in the CCAP, including but not limited to:

- Federation of Canadian Municipalities (e.g. Green Municipal Fund);
- Canada Revenue Agency tax incentives for industrial investments in energy conservation and clean energy generation;
- Real Estate Foundation of BC
- Infrastructure Canada (e.g. Investing in Canada Infrastructure Program, Disaster Mitigation and Adaptation Fund);
- The Federal Canadian Industry Program for Energy Conservation (CIPEC);
- Trees Canada (e.g. Community Tree Grants);
- Community Healthy Living Fund (e.g. healthy eating and physically activity programming grants);
- Impact Assessment Agency of Canada (e.g. environmental assessment funding);
- EcoAction Community Funding Program
- Infrastructure Canada's Smart Cities Challenge

As funding opportunities are constantly changing, it will be important for District staff and community partners to continually research and monitor available opportunities to leverage for implementation.

## Communication, Education and Outreach

The long-term success of the plan hinges upon an informed and involved community taking part in ongoing conversations about climate impacts and the benefit of climate action. The conversation must translate to action on both the individual and community-level. Integrating climate awareness into the mainstream practices and thinking of all community groups, residents, visitors and municipal staff will be essential in successfully maximizing our resiliency potential.

In order to ensure widespread community support and involvement, multiple mediums of communication and outreach should be utilized. These range from

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visual mediums (e.g. infographics, advertisements) and written media (e.g. government publications, newspaper articles, brochures, websites) to oral communications (e.g. group dialogue, presentations). Both internal and external communication will help increase public awareness and buy-in surrounding the CCCAP.

It is recommended that the District of Ucluelet, working with community partners, develop a communications strategy that keeps residents informed about the progress of the CCCAP and provides actions they can accomplish at home and in the community.

### Monitoring and Review

Tracking progress is an important part of the monitoring and review process as it enables the District and Community to assess whether the actions outlined in this Plan are producing the desired results. It sets the stage for Plan longevity, as it allows the District and the community to build upon the networks created and lessons learned throughout plan development. Since adaptation is a moving target, a monitoring framework also ensures that the community can assess whether local risks and vulnerabilities are changing and make required adjustments to the adaptation actions.

At a minimum the climate change projections, vulnerability and risk assessment will be reviewed every 5 years. In the event that new impacts, vulnerabilities or risks are identified a formal review of the Climate Change Adaptation Plan will occur. An implementation update report to council will occur on a bi-annual basis once implementation begins. As implementation progresses, it will be important for the District and its community stakeholders to develop indicators that measure if actions are succeeding in reducing vulnerability to climate change.

### Next Steps

The next steps will be for the District of Ucluelet to implement actions of the CCCAP according to the implementation schedule. Priority will be given to actions that can be mainstreamed into current planning schedules and existing operations, as well as actions that have mitigation co-benefits. Planning from a budgeting and work plan perspective for the mid-to-longer term actions will also begin in the short term.



## APPENDIX A – Climate Action Implementation Tables

### OBJECTIVE 1 | Strengthen Infrastructure Resilience and Reduce Risk to Buildings and Property

<b>Action 1.1</b>	Address vulnerabilities to electrical distribution infrastructure and increase effective and transparent risk management.
<b>Scope</b>	<p>Severe storm events are not a new phenomenon for the District of Ucluelet, particularly in winter months, but the frequency and intensity of these weather events are projected to increase across the region over time. An increase in extreme rainfall and wind events could cause extended power outages and damage to buildings and utility infrastructure, as was seen with the 2018 December windstorm that was responsible for the greatest outage in BC Hydro’s history (BC Hydro, 2019).</p> <p>Weather-related service disruptions often impact the transportation network as well, further exacerbating the isolation of the community and potential vulnerability during extreme storm events. Addressing vulnerabilities to existing infrastructure and increasing management of these risks was identified as a priority to reduce impacts to the community and improve overall resiliency.</p>
<b>Current Practice</b>	<p>A facilities assessment has been conducted and district-owned buildings were reviewed to assess the need for back-up power. The resulting plan will dictate how many years it will take and how much it will cost, which is dependent on the size and composition of each building. Priority stations are expected to have back-up power in the next 5 years. While some work is already underway, the only building with back-up power in the community currently is the Fire Hall.</p> <p><b>OCP (2018)</b> <i>Climate Action Goal</i> Ucluelet residents are resilient to climate change and energy scarcity and costs.</p>

	<p><i>Servicing and Infrastructure, Objective 4D</i> To adapt municipal infrastructure systems to remain resilient to the impacts of a changing climate.</p> <p><b>Strategic Plan (2019-2022)</b> <i>Strategic Focus Area 3: Asset &amp; Infrastructure Management</i> Ucluelet has a significant investment in municipal infrastructure that sustains our community. We are responsible to current and future citizens to <u>proactively and cost-effectively plan for and manage our assets</u> to prevent deterioration and failure and ensure capacity to serve future needs.</p>
<p><b>Risks Addressed</b></p>	<p>Increase in extreme weather events causing damage to buildings and infrastructure, extended power outages, and disruption and delays in the transportation network. (Medium-high risk)</p>
<p><b>Supporting Actions</b></p>	<p><i>Concrete/Operations</i></p> <ul style="list-style-type: none"> <li>• Identify priority pump stations and upgrade with auxiliary power to respond to power outages</li> <li>• Identify priority buildings for new back-up power systems across the community</li> </ul> <p><i>Policy and Planning</i></p> <ul style="list-style-type: none"> <li>• Explore code options to mandate increased storm resilience in new developments</li> <li>• Improve building site inspection and planning protocols to maximize passive solar</li> <li>• Integrate climate adaptation measures into asset management</li> </ul> <p><i>Research and Communication</i></p> <ul style="list-style-type: none"> <li>• Conduct community engagement to raise awareness and educate residents on protocol and responses to critical infrastructure disruptions (e.g. 48 hours prep blitz twice per year)</li> <li>• Provide information and early warnings to visitors and community about hazards in advance of extreme weather and high wind events</li> </ul>

	<ul style="list-style-type: none"> <li>• Support organizing at the neighbourhood level to ensure redundancy in food security and power</li> <li>• Understand extreme weather impacts on buildings, partnering with existing initiatives to streamline (e.g. BC Housing's Mobilizing Building Adaptation and Resilience program)</li> <li>• Increase household resilience to electricity disruption by promoting clean energy solutions such as information on BC rebates and incentives for increasing household energy efficiency</li> </ul>
<b>Lead Organization(s)</b>	District of Ucluelet
<b>Department Responsible</b>	Engineering Services
<b>Potential Partners</b>	<p>BC Hydro, BC Transit  Ucluelet Emergency Network  Tourism Ucluelet &amp; Tofino  Chamber of Commerce  Tofino-Long Beach Airport, Francis Barkley, Small Craft Harbour, Harbour Authority  Alberni Clayoquot Regional District  Ministry of Transportation and Infrastructure, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, Department of Fisheries and Oceans  Barkley Community Forest, Wild Pacific Trail, Pacific Rim National Park Reserve  Columbia Fuels</p>
<b>Anticipated Timing</b>	Upgrade to pump stations is already underway and is included in the 5-year plan, but it does not cover all stations. It is estimated it could take 5-7 years to complete.
<b>Monitoring Metric</b>	<ul style="list-style-type: none"> <li>• Number of days of resiliency for the District (design based on target)</li> <li>• Percent of infrastructure with back-up power (priority stations and buildings)</li> <li>• Annual report for 2020 will report on climate metrics; can use this to track annual progress</li> <li>• Number of community engagement events held to raise awareness</li> </ul>

<b>Costing</b>	High (> \$1M)
<b>Action 1.2</b>	<b>Conduct flood risk mapping for sea level rise and use results to communicate and manage risks.</b>
<b>Scope</b>	<p>The District of Ucluelet, being surrounded on three sides by the Pacific Ocean and its proximity to the Cascadia subduction zone, is a community that is acutely affected by the incremental and sudden changes to ocean conditions like storm surges, king tides, storm waves, climate change, sea level rise, and coastal erosion. Flood risk mapping is a crucial element of flood risk management, and an essential tool to avoid or minimize damage to life and property caused by floods (Flood Resilience Portal, 2020).</p> <p>One of the effects of climate change is a rise in sea level. While experts using the best available science are still grappling with a range of possible impacts, current expectations are that the sea level on the west coast of Vancouver Island will rise somewhere in the vicinity of one metre by the year 2100. Any development along the coastline must take this into consideration in an attempt to anticipate and minimize any negative impacts that rising sea levels may have on the built environment and the safety of residents (OCP, 2018).</p>
<b>Current Practice</b>	<p>Ucluelet was successful in its application for a \$150,000 grant from the Province of BC to complete flood risk mapping of the community's coastline. The flood risk mapping will also assist in refining tsunami inundation levels that will support emergency response planning.</p> <p><b>OCP</b>  <i>GHG Policies – Public Infrastructure and Facilities</i>  Policy 2.32: Review municipal infrastructure and assets for vulnerability to rising sea levels and increased storm events.  <i>GHG Policies – Buildings</i>  Policy 2.30: Establish and undertake the work, as necessary, to refine Flood Construction Levels to ensure new development and infrastructure avoids the impact of rising sea levels.</p>

<b>Supporting Actions</b>	<p><i>Policy and Planning</i></p> <ul style="list-style-type: none"> <li>• Integrate flood risk mapping into planning for future land-use decisions including changes to zoning</li> <li>• Develop concrete guidelines for future buildings and update the building bylaw</li> <li>• Continue to update flood construction levels as new flood risk and sea level rise data becomes available, and apply the appropriate regulatory tools to enforce them (e.g. zoning updates/bylaw creation, etc.)</li> <li>• Coordinate actions with other levels of government</li> </ul> <p><i>Research and Communication</i></p> <ul style="list-style-type: none"> <li>• Create resources to educate homeowners on flood risks and options to mitigate damage to private property</li> <li>• Provide resources for retrofitting existing properties as well as for new builds</li> </ul>
<b>Lead Organization(s)</b>	District of Ucluelet
<b>Department Responsible</b>	Community Planning
<b>Potential Partners</b>	Ucluelet Chamber of Commerce
<b>Anticipated Timing</b>	Flood risk mapping will occur in 2020, and updates to data, legislation, and raising in awareness with the community should be ongoing.
<b>Monitoring Metric</b>	<ul style="list-style-type: none"> <li>• Completion of new policy on FCLs</li> <li>• Building bylaw updated</li> <li>• Zoning bylaws updated</li> <li>• Integration of sea level rise planning into OCP</li> </ul>
<b>Costing</b>	Medium: \$100,000-\$1M

<b>Action 1.3</b>	<b>Understand vulnerabilities of Highway 4 and how disruptions could affect food security and other critical resources.</b>
<b>Scope</b>	People travel to and within Ucluelet predominantly by car. Transportation is a key factor of how residents and visitors experience community life and the landscape. By land, Provincial Highway #4 connects Ucluelet and the Ucluth

	<p>Peninsula to the eastern side of Vancouver Island. The Tofino-Ucluelet Airport, located approximately 24km to the northeast within the Pacific Rim National Park Reserve, serves people traveling by private and commercial airplanes (OCP, 2018).</p> <p>As the frequency in more extreme weather events increases, Highway #4 may face growing risks from more frequent and intense storm events including heavy rain and wind. This could trigger a wide range of impacts such as overland flooding, delays in construction, highway closures, and lack of access to emergency routes, services, and supplies for the community. There are a number of potential safety implications from impacts to the highway, and the District would benefit from a detailed vulnerability and risk assessment to determine where the community is most susceptible, and where they can take action to mitigate these impacts. With a better understanding of how the community may be affected, the District and community can better prepare for these events.</p>
<b>Current Practice</b>	<p><b>OCP</b>  <i>General Transportation Network, Policy 2.66</i>  Ensure new development improves connections to Peninsula Road and the Pacific Rim Highway as the District's primary corridor, to promote improved local and regional transit service.</p>
<b>Supporting Actions</b>	<p><i>Policy and Planning</i></p> <ul style="list-style-type: none"> <li>• Update current planning procedures to account for increased climate-related closures to Highway #4</li> </ul> <p><i>Research and Communication</i></p> <ul style="list-style-type: none"> <li>• Complete a vulnerability and risk assessment for climate impacts to the transportation corridor</li> <li>• Communicate findings of risk assessment with community to raise public awareness of personal preparedness</li> <li>• Manage impacts to medical centre/access resulting from impacts to transportation network</li> </ul>
<b>Lead Organization(s)</b>	<p>District of Ucluelet  BC Transit</p>



<b>Department Responsible</b>	Emergency Services
<b>Potential Partners</b>	Ministry of Transportation and Infrastructure BC Ambulance Service Joint Rescue Coordination Centre Emergency Management BC
<b>Anticipated Timing</b>	Medium-term (2-5 years)
<b>Monitoring Metric</b>	<ul style="list-style-type: none"> <li>• Completion of vulnerability and risk assessment</li> <li>• Number of updates to existing planning and procedural documents</li> <li>• Number of public education initiatives</li> </ul>
<b>Costing</b>	Med (\$100,000-\$1M)

## Objective 2 | Enhance Resilience of Ecosystems and Protect Natural Areas

<b>Action 2.1</b>	Study current water systems and explore alternative measures to make the existing system more resilient.
<b>Scope</b>	<p>Although average precipitation is expected to increase across the region, precipitation in summer months is expected to decrease by approximately 10%. Furthermore, higher winter and springtime temperatures will reduce the percentage of total precipitation occurring as snowfall. Less snow and more rain will lead to faster runoff and could contribute to water-scarcity issues because less water will be stored as snow and ice. These projected future conditions will also impact the depletion of aquifers, increasing wildfire risk.</p> <p>Tackling the issue of water quality and quantity into the future is best approached regionally. It is important for all surrounding municipalities, regional districts and First Nations governments to come together to discuss and plan for this risk to ensure no governing body is taking actions that might cause harm to another.</p>

<p><b>Current Practice</b></p>	<p>There is currently an established well-head protection area, as well as a Watershed Protection Plan. The District is working on a Water Master Plan and will be looking at how to maximize water storage next, as well as water filtration options.</p> <p>The District has applied for a grant to add filtration systems to their water supply system, and will do so over the next couple of years if successful. This planned upgrade to their current system would significantly increase the town's water supply, as well as reduce turbidity.</p> <p>Ucluelet Council allocated some budget to explore the feasibility of Kennedy Lake as an alternate water source, but there needs to be a significant amount of regional discussion, coordination, and collaboration before this could be seriously considered.</p> <p>Prioritizing water restrictions and conservation measures over new water sources decreases drought vulnerability for important ecosystems and increases overall community and ecosystem resilience.</p> <p><b>OCP</b> <i>Water Storage:</i></p> <p>There is a current shortfall in recommended storage volume requirements with the two existing reservoirs to meet fire flow standards, therefore the District should plan for constructing a new facility.</p>
<p><b>Risks Addressed</b></p>	<p>Rising annual temperatures impacting potable water supply through reduced snowpack and water storage issues. (Medium risk)</p>
<p><b>Supporting Actions</b></p>	<p><i>Policy and Planning</i></p> <ul style="list-style-type: none"> <li>• Develop a sustainable water planning strategy to reduce ecosystem drought vulnerability</li> <li>• Explore the creation of additional water storage capacity and invest in technology available for water capture</li> <li>• Conduct assessment to determine when a water filtration system will need to be installed</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure all buildings are on water meters and update bylaws/policies to reflect any changes to water conservation measures</li> <li>• Create and coordinate various plans (e.g. Emergency Drought Plan, Water Master Plan, Rain Catchment Plan, Water Conservation Study) to help ensure resilience of water supply</li> <li>• Develop a baseline for water consumption in the community so use can be monitored moving forward</li> </ul> <p><i>Research and Communication</i></p> <ul style="list-style-type: none"> <li>• Support development of regional conversation around managing water supply</li> <li>• Support household water conservation by creating incentives to reduce potable water use (e.g. provide rebates for water collection systems (cisterns &amp; rain-barrels), increase costs for commercial users)</li> <li>• Update regulations for greywater use and increase public awareness about possibilities</li> </ul>
<b>Lead Organization(s)</b>	Regional collaboration: Clayoquot Biosphere Trust Municipalities & Alberni-Clayoquot Regional District First Nations Parks Canada
<b>Department Responsible</b>	Engineering Services
<b>Potential Partners</b>	Tourism Ucluelet School District Surf Rider Chamber of Commerce
<b>Anticipated Timing</b>	A lot of this work can be completed in the medium-term (2-5 years), but there are a variety of components that would be ongoing (e.g. regional collaboration, community education).
<b>Monitoring Metric</b>	<ul style="list-style-type: none"> <li>• Development of or updated water-planning documents and strategies</li> <li>• Amount of annual/seasonal water consumption (once a baseline is identified)</li> </ul>

	<ul style="list-style-type: none"> <li>• Creation of regional watershed working group – afterwards: number of meetings, number of organizations involved</li> <li>• Installation of water filtration system</li> </ul>
<b>Costing</b>	High (> \$1M)

<b>Action 2.2</b>	Create an Invasive Species Action Plan and coordinate with existing initiatives.
<b>Scope</b>	<p>Climate change is expected to impact the spread of invasive species throughout the District due to warmer, drier summers, rising annual temperatures, as well as a decline in snowpack and freezing temperatures. Some invasive plant species are more prolific at spreading wildfire and reducing ecosystem resilience to this threat. Ucluelet is already home to a variety of invasive species, most notably Scotch Broom and Knotweed, which are largely managed by volunteer organizations. Developing a plan to manage the spread of invasive species is critical to keep them under control, as the goal of eradication may not always be feasible.</p>
<b>Current Practice</b>	<p>Ucluelet Council has had preliminary discussions about allocating budget towards addressing invasive species in the area. At the last Union of BC Municipalities (UBCM), the Ministry of Transportation highlighted vehicles travelling along Highway 4 as a driving factor in spreading invasive species to the District, and indicated the potential of allocating some budget towards managing this spread. This would include budget towards awareness raising and education.</p> <p>The volunteer organization Broombusters currently operates in Ucluelet, and the community also benefits from a day of invasive species action, 'Knotweed Day'.</p> <p>The District of Ucluelet is committed to the responsible stewardship of its natural resources and preservation of the local environment for future generations (OCP, 2018). Objective 2A To develop carefully and use land wisely to ensure that the most sensitive and valuable environmental features</p>

	are protected, and ecological functions are not irreparably disturbed.
<b>Risks Addressed</b>	Rising annual temperatures increasing the spread of invasive species and plant diseases, threatening native species. (Medium risk)
<b>Supporting Actions</b>	<i>Research and Communication</i> <ul style="list-style-type: none"> <li>• Support research and monitoring for invasive species and plant diseases</li> <li>• Support monitoring and management of invasive species in the marine environment (e.g. by encouraging boat rinsing)</li> <li>• Assess priority areas to focus on (e.g. parks, road edges, habitat impacts)</li> <li>• Increase public education and awareness raising campaigns on invasive species management</li> </ul>
<b>Lead Organization(s)</b>	District of Ucluelet
<b>Department Responsible</b>	Engineering Services
<b>Potential Partners</b>	Ministry of Transportation and Infrastructure Central West Coast RainCoast Education Clayoquot Biosphere Trust Pacific National Rim Park Wild Pacific Trail Society Tourism Ucluelet West Coast NEST
<b>Anticipated Timing</b>	Medium-term (2-5 years) Tackling invasive species isn't as high of a priority as some other areas in the District such as water supply, and expanding current initiatives to become more coordinated will take time. Volunteers can increase this time scale and momentum.
<b>Monitoring Metric</b>	<ul style="list-style-type: none"> <li>• Completion of Invasive Species Action Plan</li> <li>• Plan will determine other monitoring metrics</li> <li>• Number of community events targeted at invasive species removal</li> </ul>

	<ul style="list-style-type: none"> <li>Number of public engagement/awareness raising opportunities (e.g. social media posts, booths at community events)</li> </ul>
<b>Costing</b>	Low (< \$100,000)

<b>Action 2.3</b>	<b>Support local activities to maintain wild fish stocks and habitat.</b>
<b>Scope</b>	<p>Climate change is already impacting fish stocks, which creates a complex web of adverse effects for fishermen, hatcheries, and communities involved with aquaculture or the fishing industry more broadly. Healthy aquatic habitats are critical for the survival of fish, fish supportive processes and are important to maintain biodiversity. Unnecessarily disturbing these sensitive and important aquatic environments may harm their vitality and the ecological services they provide and can have downstream consequences on fish habitat (OCP, 2018). With rising ocean temperatures and acidification, reduced stream flows in summer months, and warmer river temperatures, exacerbated by a growing quantity of plastics and contaminants in the marine system, marine health is challenged from many different angles.</p>
<b>Current Practice</b>	<p>Hatcheries play an important role in helping us understand new climate realities and can help us learn about the varying impacts warmer temperatures will have on different species of salmon. Ucluelet's Thornton Creek Hatchery collects valuable enumeration data and DNA samples for the Department of Fisheries and Oceans, which can be used to track changes to population health and numbers.</p> <p>The District has a Development Permit Area (DPA) for Stream and Riparian Areas Protection to ensure sufficient water for fish, to protect and restore fish habitat, and to improve riparian protection and enhancement (VI). This is in conformance with the objectives of the provincial Fish Protection Act.</p> <p>The next update to the OCP will clearly define riparian development areas and permit requirements to protect wild fish stock and habitat.</p>



<b>Risks Addressed</b>	Rising ocean and air temperatures and increasing acidification stressing aquatic species. (Medium risk)
<b>Supporting Actions</b>	<p><i>Policy and Planning</i></p> <ul style="list-style-type: none"> <li>• Research additional land-use regulations and bylaws that could improve aquatic habitat protection</li> <li>• Clearly communicate riparian development permit areas and increase existing management</li> </ul> <p><i>Research and Communication</i></p> <ul style="list-style-type: none"> <li>• Increase advocacy and public awareness of organizations like the Hatchery and the Aquarium and the services they provide</li> <li>• Host education session with local realtors and builders to communicate risks</li> </ul>
<b>Lead Organization(s)</b>	Area C District of Ucluelet Alberni-Clayoquot Regional District
<b>Department Responsible</b>	Corporate Services
<b>Potential Partners</b>	Thornton Creek Hatchery Tla-o-qui-aht Tribal Parks Ucluelet Aquarium Society West Coast N.E.S.T. Clayoquot Biosphere Trust Raincoast Education Society Central Westcoast Forest Society
<b>Anticipated Timing</b>	Long-term (5+ years); Ongoing
<b>Monitoring Metric</b>	<ul style="list-style-type: none"> <li>• Amendment to existing policies or bylaws</li> <li>• Creation of new policies or bylaws</li> <li>• Number of public engagement events</li> </ul>
<b>Costing</b>	Med (\$100,000-\$1M)

<b>Action 2.4</b>	Explore funding opportunities to develop a Biodiversity Network Plan to ensure priority ecosystems are protected in municipal land-use planning bylaws (with regional partners).
<b>Scope</b>	<p>Healthy ecosystems and biodiversity are fundamental to life on our planet, particularly in mitigating the impacts of climate change and supporting a more resilient natural environment (Hoffman, 2015). Ucluelet is home to rich plant and animal habitat due to the peninsula’s interface between the terrestrial and marine environments. The ecosystems here are a complex and fragile array of diverse flora and fauna which depend on the health and resources of the ocean and temperate rainforest (OCP, 2018).</p> <p>Areas with high carbon sequestration value such as saltmarshes, eel grass beds, heath/bog forests, wetlands, and estuaries are examples of priority ecosystems to protect via regulations and policies. Additionally, natural areas that act as wind buffers prevent water erosion &amp; provide slope stability, and contiguous forest canopy cover maintains temperature gradients for wildlife corridors.</p>
<b>Current Practice</b>	<p><b>OCP</b>  <i>Objective 2E:</i> Recognize, enhance and protect key areas for biodiversity and sensitive marine, terrestrial, and riparian ecosystems within the parks and trails network (OCP, 2018).</p>
<b>Supporting Actions</b>	<p><i>Policy and Planning</i></p> <ul style="list-style-type: none"> <li>• Expand the percentage of greenways and parks as a required component of development proposal approvals</li> <li>• Identify key areas for ecological restoration and prioritize these areas as a land-use zoning category</li> <li>• Reduce percentage of allowable land-clearing per hectare to ensure land-use planning bylaws are aligned with biodiversity conservation goals</li> <li>• Develop targets for % canopy cover to maintain temperature gradient and % land-cover to reduce erosion and mitigate vulnerability to flooding</li> <li>• Prioritize wildlife corridors and habitat protection in land-use planning bylaws</li> </ul>

	<ul style="list-style-type: none"> <li>• Revise zoning bylaws to reflect limits-to-growth in areas vulnerable to sea-level rise, flooding and storm impact</li> <li>• Maintain vegetation buffers, forested canopies and green zones as part of a comprehensive climate change impact land-use plan</li> <li>• Develop a baseline to monitor tree health and manage impacts of extreme events on trees</li> </ul> <p><i>Research and Communication</i></p> <ul style="list-style-type: none"> <li>• Raise awareness of some of the issues facing habitats in the area</li> </ul>
<b>Lead Organization(s)</b>	Regional Initiative
<b>Department Responsible</b>	Community Planning
<b>Potential Partners</b>	District of Ucluelet, District of Tofino, Alberni-Clayoquot Regional District, First Nations Clayoquot Biosphere Trust Pacific Rim National Park Reserve
<b>Anticipated Timing</b>	Medium-term (2-5 years)
<b>Monitoring Metric</b>	<ul style="list-style-type: none"> <li>• New bylaws, policies created</li> <li>• Amendments to existing bylaws and policies</li> <li>• Development of targets for canopy and land-cover</li> <li>• Baseline for monitoring tree health</li> </ul>
<b>Costing</b>	Low (< \$100,000)

<b>Action 2.5</b>	Through the Integrated Stormwater Management Plan, create bylaws, policies or plans to protect habitats.
<b>Scope</b>	Situated in a coastal rainforest, Ucluelet is blessed with an abundance of rainfall. Stormwater collected in pipes and discharged directly to watercourses or the foreshore creates a potential for erosion and discharge of contaminants, which can be harmful to fish and the environment. Healthy aquatic ecosystems have a capacity to retain stormwater runoff, maintain water quality by reducing levels of sediment,

	<p>nutrients and contaminants in outflow water, to slow water flow and to prevent erosion (OCP, 2018).</p> <p>As risks emerge and systems age, we have an opportunity to improve stormwater management through the application of Green Stormwater Infrastructure (GSI), which can mitigate flooding, lower infrastructure upgrade costs, while providing a suite of social, economic, and environmental benefits to the community. Developing policy that mandates consideration for GSI and developing the resources to help with GSI literacy will support expansion of GSI and improve stormwater management across the watershed. Development Permit Areas (DPAs) are another effective way to improve stormwater management, while protecting riparian areas from the effects of warmer temperatures and drier conditions.</p>
<p><b>Current Practice</b></p>	<p>The development of a Stormwater Management Plan is currently underway and included in the District's 5-year financial plan. There is budget allocated towards this initiative.</p> <p><b>OCP</b> <i>Servicing and Infrastructure Objective 4F</i> To adopt an environmentally sound, integrated stormwater management strategy.</p> <p>Several projects in Ucluelet have shown rainfall can be collected in gravel filled trenches and topsoil to dissipate stormwater run-off in a more natural way into the ground. The District will explore options to expand this approach, when updating municipal servicing standards. In addition, the District encourages developers to retain forest cover during subdivision development (i.e. only clear what is necessary to construct the infrastructure and roads) and retain pockets of forest land to the extent possible.</p>
<p><b>Supporting Actions</b></p>	<p><i>Policy and Planning</i></p> <ul style="list-style-type: none"> <li>• Update Subdivision and Development Servicing Standards Bylaw to incorporate green/lean infrastructure</li> </ul>

	<ul style="list-style-type: none"> <li>Update or create new policies, bylaws, and DPAs to effectively manage stormwater and enhance natural habits and ecosystem services</li> </ul> <p><i>Research and Communication</i></p> <ul style="list-style-type: none"> <li>Take a natural assets and ecosystem services approach to managing stormwater through exploring a Municipal Natural Asset program or working with Municipal Natural Assets Initiative</li> <li>Public education and awareness raising on stormwater management and green stormwater options available for private property</li> <li>Explore incentive programs to encourage green stormwater management on private property</li> </ul>
<b>Lead Organization(s)</b>	District of Ucluelet
<b>Department Responsible</b>	Engineering Services
<b>Potential Partners</b>	Harbour Authority Department of Fisheries and Oceans Municipal Natural Assets Initiative (MNAI)
<b>Anticipated Timing</b>	Medium-term (2-5 years)
<b>Monitoring Metric</b>	<ul style="list-style-type: none"> <li>Completion of Integrated Stormwater Master Plan</li> <li>Number of public engagement events held</li> <li>Number of updates to existing policies/bylaws/ DPAs</li> <li>Number of new policies or bylaws created to manage stormwater and protect natural areas</li> <li>Creation of incentive program</li> </ul>
<b>Costing</b>	Med (\$100,000-\$1M)

## Objective 3 | Improve Public Safety and Preparedness

<b>Action 3.1</b>	Complete Emergency Operations Centre (EOC) training and update EOC to continue to be prepared for extreme events.
<b>Scope</b>	With increasing frequency and severity of extreme weather, risks to the District are expected to grow. Climate readiness and emergency preparedness is a moving target, and it is crucial that departments within the District as well as the community as a whole understand how to respond in an emergency situation. It is also important for departments within the District to have up-to-date business continuity plans and an understanding of these procedures so staff can continue to offer core services in the event of an emergency or prolonged extreme weather event. Emergency preparedness should be practiced, and plans updated on an annual basis to ensure resiliency to increasingly severe weather events.
<b>Current Practice</b>	Ucluelet's Fire Hall is currently the full-time Emergency Operations Centre for the District. They have been providing training consistently over the past year and continue to do so to support preparedness in the community. Looking to the future, the District will be assessing other buildings in the community for future use and considering renovations to the current EOC including upgrades to bathroom facilities and more space for people to gather. Decisions on future renovations will be reflected in the budget for the new few years.
<b>Risks Addressed</b>	Increase in extreme weather events causing damage to buildings and infrastructure, extended power outages, and disruption and delays in the transportation network. (Medium-high risk)
<b>Supporting Actions</b>	<p><i>Policy and Planning</i></p> <ul style="list-style-type: none"> <li>• Encourage all departments to review and update Business Continuity Plans</li> <li>• Schedule annual mandatory exercises to ensure adequate knowledge of EOC operations</li> </ul>

	<p><i>Research and Communication</i></p> <ul style="list-style-type: none"> <li>• Share results of Ucluelet's climate change adaptation project with emergency management network. Improve and refine current training based on outcomes.</li> <li>• Update extreme event kits for staff to manage closures</li> <li>• Confirm scope of responsibilities of various union members for response and recovery</li> <li>• Develop educational signage for visitors to make them aware of risks and to provide response information</li> <li>• Coordinate specialized training for responders (e.g. Coast Smart, Adventure Smart)</li> <li>• Engage with community and regional stakeholders to identify duties, responsibilities and response protocols strengthening collaboration and coordination</li> <li>• Create and promote opportunities for small businesses to learn about emergency management</li> <li>• Continue to engage with residents and community service providers about personal preparedness and critical service delivery</li> </ul>
<b>Lead Organization(s)</b>	Ucluelet Fire Department – Fire Chief District of Ucluelet
<b>Department Responsible</b>	Emergency Services
<b>Potential Partners</b>	Tourism Ucluelet Ucluelet Volunteer Fire Brigade (UVFB) BC Search and Rescue, BC Ambulance Service, Emergency Management BC RCMP RMSAR, Coastguard, Joint Rescue Coordination Centre
<b>Anticipated Timing</b>	Short Term (<2 years); Ongoing
<b>Monitoring Metric</b>	<ul style="list-style-type: none"> <li>• EOC training completed</li> <li>• Number of trainings completed for responders</li> <li>• Results shared with emergency management network</li> <li>• Number of educational signs in community with risk, recovery and response information</li> <li>• Completion of annual exercises</li> <li>• Number of opportunities for small businesses to learn about emergency management</li> </ul>



	<ul style="list-style-type: none"> <li>Number of opportunities for residents and community service provides to learn about personal preparedness</li> </ul>
<b>Costing</b>	Low (< \$100,000)

## Objective 4 | Think Regionally, Act Locally

<b>Action 4.1</b>	Participate in a region-wide climate change dialogue and planning process with municipalities, First Nations, Parks Canada and BC Parks to expand and integrate the Ucluelet Climate Change Adaptation Plan into future projects.
<b>Scope</b>	<p>Most climate impacts and risks transcend political and geographic boundaries. Similarly, many of the actions that can reduce risks caused by climate change are more effectively addressed through a regional lens.</p> <p>The District's 2019-2022 Strategic Plan states: "We are stronger together. There are many advantages and efficiencies to be achieved through sharing our respective aspirations and collaborating with our neighbors for the greater good of our communities. Shared resources and expertise can reduce costs and enhance productivity while a strong, collective voice on important issues in our area can positively influence decisions and policies of government. It is also important to advocate for our community through these discussions."</p>
<b>Current Practice</b>	The District of Ucluelet's current Strategic Plan is for the time period of 2019-2022 and does not include climate change as a top priority. However, the 4 <sup>th</sup> Strategic Focus Area is <i>Partnership and Collaboration</i> , with the goal to "enhance the effectiveness of our services and our advocacy efforts by fostering strategic collaboration and partnerships with our neighboring communities". This includes the development of a Collaboration Model; a formal structure to support collaboration between neighbouring communities and First

	Nations. Areas for collaborative planning include Regional Planning, Water, Protective Services, and Transportation.
<b>Supporting Actions</b>	<p><i>Policy and Planning</i></p> <ul style="list-style-type: none"> <li>• Incorporate climate adaptation into the pre-existing list of areas to discuss as a region (as determined in Strategic Focus Area 4 of the Strategic Plan)</li> <li>• Create a platform (forum, event, series of meetings, etc.) to talk about regional priorities such as emergency planning, land-use planning, regional planning, and explore how climate adaptation/mitigation planning fits into each of these areas</li> </ul> <p><i>Research and Communication</i></p> <ul style="list-style-type: none"> <li>• Formally share Ucluelet's Climate Adaptation Plan with neighboring ACRD members and First Nations</li> <li>• Host an engagement event starting in 2020 to explore how the region can better work together and establish an annual process for cooperation</li> <li>• Explore possibility of creating a regional natural asset management initiative</li> </ul>
<b>Lead Organization(s)</b>	District of Ucluelet
<b>Department Responsible</b>	Corporate Services
<b>Potential Partners</b>	Municipalities and First Nations within the Alberni-Clayoquot Regional District BC Parks Parks Canada
<b>Anticipated Timing</b>	Begin planning for collaborative events in 2020/2021 Long-term (5+ years); Ongoing
<b>Monitoring Metric</b>	<ul style="list-style-type: none"> <li>• Number of communities in the region that have been engaged in dialogue about Ucluelet's adaptation planning process</li> <li>• Number of regional events held</li> <li>• Creation of regional plans, policies, documents, etc.</li> </ul>
<b>Costing</b>	Low (< \$100,000)

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## Objective 5 | Integrate Climate Change Thinking into Future Planning

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**Action 5.1** Include support for climate change adaptation in existing planning documents and all new strategies moving forward.

Climate change is a lens you can apply to all planning procedures to maximize opportunities for adaptation and mitigation action. Documents like the Strategic Plan and Official Community Plan should be updated to incorporate climate considerations, and all new plans should integrate adaptation and mitigation into them wherever possible. Climate adaptation and resilience standards should also be integrated into District procedures such as urban and strategic planning, design, and development approval processes moving forward.

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## APPENDIX B – Glossary of Terms

**Adaptation:** Includes any initiatives or actions in response to actual or projected climate change impacts and which reduce the effects of climate change on built, natural and social systems.

**Adaptive Capacity:** The ability of built, natural and social systems to adjust to climate change (including climate variability and extremes), to moderate potential damage, to take advantage of opportunities, or to cope with the consequences.

**Baseline:** A climatological baseline is a reference period, typically three decades (or 30 years), that is used to compare fluctuations of climate between one period and another. Baselines can also be called references or reference periods.

**Climate:** The weather of a place averaged over a period of time, often 30 years. Climate information includes the statistical weather information that tells us about the normal weather, as well as the range of weather extremes for a location.

**Climate Change:** Climate change refers to changes in long-term weather patterns caused by natural phenomena and human activities that alter the chemical composition of the atmosphere through the build-up of greenhouse gases which trap heat and reflect it back to the earth's surface.

**Climate Change Atlas of Canada:** The Climate Atlas of Canada is an interactive tool that combines climate science, mapping, and storytelling to depict expected climatic changes across Canada to the end of the century. The 250-layer map is based on data from 12 global climate models. Users are shown a baseline period of warming trends by region that spans from 1950 to 2005 and can toggle between two future projection periods, 2021 to 2050 and 2051 to 2080.

**Climate Change Data and Scenarios Tool:** The Canadian Climate Data and Scenarios (CCDS) site was originally launched in February 2005 with support from Environment and Climate Change Canada the Climate Change Adaptation Fund (CCAF) and the University of Regina. The CCDS supports climate change impact and adaptation research in Canada through the provision of climate model and observational data.

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**Climate Projections:** Climate projections are a projection of the response of the climate system to emissions or concentration scenarios of greenhouse gases and aerosols. These projections depend upon the climate change (or emission) scenario used, which are based on assumptions concerning future socioeconomic and technological developments that may or may not be realized and are therefore subject to uncertainty.

**Climate Change Scenario:** A climate change scenario is the difference between a future climate scenario and the current climate. It is a simplified representation of future climate based on comprehensive scientific analyses of the potential consequences of anthropogenic climate change. It is meant to be a plausible representation of the future emission amounts based on a coherent and consistent set of assumptions about driving forces (such as demographic and socioeconomic development, technological change) and their key relationships.

**Ensemble Approach:** An ensemble approach uses the average of all global climate models (GCMs) for temperature and precipitation. Research has shown that running many models provides the most realistic projection of annual and seasonal temperature and precipitation than using a single model.

**Extreme Weather Event:** A meteorological event that is rare at a place and time of year, such as an intense storm, tornado, hail storm, flood or heat wave, and is beyond the normal range of activity. An extreme weather event would normally occur very rarely or fall into the tenth percentile of probability.

**Greenhouse Gas (GHG) Emissions:** Greenhouse gases are those gaseous constituents of the atmosphere, both natural and anthropogenic, that absorb and emit radiation at specific wavelengths within the spectrum of thermal infrared radiation, emitted by the Earth's surface, the atmosphere itself, and by clouds. Water vapour (H<sub>2</sub>O), carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), ozone (O<sub>3</sub>), and chlorofluorocarbons (CFCs) are the six primary greenhouse gases in the Earth's atmosphere in order of abundance.

**Climate Impact:** The effects of existing or forecast changes in climate on built, natural, and human systems. One can distinguish between potential impacts (impacts that may occur given a projected change in climate, without considering adaptation) and residual impacts (impacts of climate change that would occur after adaptation).

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**Impact Statement:** Climate-related impact statements are concise statements that outline locally-relevant projected threats and how those changes are expected to affect the built, natural, social, and economic systems of the municipality.

**Mitigation:** The promotion of policy, regulatory and project-based measures that contribute to the stabilization or reduction of greenhouse gas concentrations in the atmosphere. Renewable energy programs, energy efficiency frameworks and substitution of fossil fuels are examples of climate change mitigation measures.

**Representative Concentration Pathways:** Representative Concentration Pathways (RCPs) are four greenhouse gas concentration (not emissions) trajectories adopted by the IPCC for its fifth Assessment Report (AR5) in 2014. It supersedes Special Report on Emissions *Scenarios* (SRES) projections published in 2000.

**Resilience:** The capacity of a system, community or society exposed to hazards to adapt, by resisting or changing in order to reach and maintain an acceptable level of functioning and structure.

**Risk:** The combination of the likelihood of an event occurring and its negative consequences. Risk can be expressed as a function where  $\text{risk} = \text{likelihood} \times \text{consequence}$ . In this case, *likelihood* refers to the probability of a projected impact occurring, and *consequence* refers to the known or estimated outcomes of a particular climate change impact.

**Sensitivity:** Measures the degree to which the community will be affected when exposed to a climate related impact. Sensitivity reflects the ability of the community to function (*functionality*) as normal when an impact occurs.

**Vulnerability:** Vulnerability refers to the susceptibility of the community to harm arising from climate change impacts. It is a function of a community's sensitivity to climate change and its capacity to adapt to climate change impacts.

**Weather:** The day-to-day state of the atmosphere, and its short-term variation in minutes to weeks.

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## APPENDIX C – Acronyms

**ACRD** – Alberni-Clayoquot Regional District

**CCCAP** – Community Climate Adaptation Plan

**DPA** – Development Permit Area

**EOC** – Emergency Operations Centre

**FCLs** – Flood Construction Levels

**GIS** – Green Stormwater Infrastructure

**IPCC** – Intergovernmental Panel on Climate Change



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## STAFF REPORT TO COUNCIL

Council Meeting: December 15, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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**FROM:** NICOLE MORIN, CORPORATE/PLANNING CLERK

**FILE NO:** 0550-20

**SUBJECT:** RESOLUTION TRACKING – NOVEMBER 2020

**REPORT NO:** 20-135

**ATTACHMENT(S):** APPENDIX A: RESOLUTION TRACKING

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**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 status update on resolutions that have been adopted by Council.

**BACKGROUND:**

The resolution follow-up status categories are:

- Assigned – action has not yet commenced;
- In Progress – action has been taken by Staff; and
- Complete – action has been completed.

Items will be removed from the list after actions are shown once as being completed.

**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:**

Nicole Morin, Corporate/Planning Clerk  
Joseph Rotenberg, Manager of Corporate Services

Date	Meeting Item Description	Resolution	Description	Department Responsible	Follow-Up Status
September 25, 2018	Lease with Ucluelet & Area Historical Society	THAT Council approve recommendation 1 of report item, "Lease with Ucluelet & Area Historical Society", which states: THAT Council enter into a lease agreement with the Ucluelet and Area Historical Society that is similar to their original Provincial Lease #111228 – Block A District Lot 1507, Clayoquot Land District for approximately 2.4 hectares	Meet with UAHS looking at options. UAHS to get back to Ms. Fortune to confirm the direction they would like to proceed	Recreation & Tourism	In Progress: awaiting response from Historical Society for review and signing
May 14, 2019	Zoning Amendment, Housing Agreement & DVP (354 Forbes Road) □	THAT Council, with regard to the proposal to renovate the building on Lot 17, District Lot 281, Clayoquot District, Plan VIP76147 (354 Forbes Road) and request for zoning amendments to permit commercial tourist accommodation on the property: give third reading to the "District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1248, 2019"; give third reading to the "Ucluelet Housing Agreement Bylaw No. 1249, 2019"; and issue Development Variance Permit DVP19-03	Bring Bylaw No. 1248 & No. 1249 for adoption, once all subject to conditions being met	Planning	In Progress - waiting for applicant to meet conditions prior to adoption
December 10, 2019		THAT Staff provide Council with options for rejuvenating the Frank Jones Memorial site.	Staff to provide Council with options for rejuvenating the Frank Jones Memorial site	Recreation & Tourism	In Progress - This will be part of overall master plan for Tugwell Field Area -
January 14, 2020	Zoning Bylaw Amendment for 2100 Peninsula Road	That staff prepare a report that identifies options for the regulation of odor and noise, including a covenant	Staff to prepare a report	Planning	In Progress- awaiting information from applicant
January 14, 2020		THAT Staff work with Black Rock Oceanfront Resort & Spa to identify unique solutions for navigation to the resort	A.) Staff to incorporate options for directional landmarks in designs for Peninsula Road B.) Staff to follow up with Black Rock to discuss options for appropriate directional signs	Planning & Public Works	Assigned
February 11, 2020	West Coast Multi-Use Path Extension Bruce Greig, Manager of Community Planning West Coast Multi-Use Path Extension	THAT the District of Ucluelet make application to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to expand Licence of Occupation File 1407317, to allow for the extension of the West Coast Multi Use Path and other associated utility uses, between the existing Multi Use Path and Pacific Rim National Park Reserve	Apply to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development	Planning / Public Works	In Progress
March 12, 2020	Reporting and Request for Funding Letter from the Ucluelet Chamber of Commerce	THAT Council directs Staff to present a report that explores options for the use of the \$10,000 allocated to explore economic development options including the future location of Tourism Ucluelet	Draft report regarding future locations for Tourism Ucluelet	Planning	In Progress
March 12, 2020	Operating and Project Review - Draft 5 Year Financial Plan	That Council direct Staff to provide a report on options for investing the remaining Community Forest Funds that have not been allocated for the 2020 budget	Draft report	Finance	Assigned - delayed due to Covid
March 17, 2020	Lot 13 - Zoning Bylaw Amendment Bruce Greig, Manager of Community Planning	8. THAT Council indicate that it is prepared to authorize the following, once the "No Subdivision Covenant" has been registered on the title of Lot 13:  a. discharge of "No Build" covenant FB154873 currently registered on the title of Lot 13; and,  b. approval for the future modification of Master Development Agreement and Covenant EX125879, at the time the subdivision of Lot 13 is registered, to document that 33 affordable units have been created for future consideration and calculation of the development potential on other lands currently owned by Weyerhaeuser Company Ltd. THAT Council approve recommendation 8 of report item, "Lot 13 - Zoning Bylaw Amendment" which states: 8. THAT Council indicate that it is prepared to authorize the following, once the "No Subdivision Covenant" has been registered on the title of Lot 13	Staff to work with lawyer to modify Master Development Agreement and Covenant EX125879, at the time the subdivision of Lot 13 is registered	Planning	In Progress
March 17, 2020	Water Treatment Loan Authorization Donna Monteith, Chief Financial Officer	3. THAT District of Ucluelet Loan Authorization Bylaw No. 1268, 2020 be given third reading and referred to the Inspector of Municipalities for approval	Staff to refer bylaw to the Inspector for Municipalities for approval	Administration / Finance	Assigned: this project is on hold until 2021 fiscal year

Appendix A

Resolution Tracking - November 2020 Nicole Morin, Corporate Planning C...

April 28, 2020	Lot 13 Marine Drive - Proposed Affordable Housing	THAT Council authorize the discharge of "No Build" covenant FB154873 from the title of Lot 13, concurrent with the registration of the "No Subdivision Covenant with Option to Purchase" on the property's title	Discharge covenant once No Subdivision Covenant with Option to Purchase is registered on the property title	Planning	In Progress: documents signed and back with lawyers for registering.
May 12, 2020	Lot 13 Marine Drive - Correspondence from Weyerhaeuser Todd Powell, Vice President of Weyerhaeuser NR Company	THAT Council indicate that it is prepared to authorize modification of Master Development Agreement and Covenant EX125879 on lands owned by Weyerhaeuser Company Ltd. at the point when a Development Permit has been issued for the proposed subdivision and development of the land, subject to the concurrent registration of the "No Subdivision Covenant with Option to Purchase" being registered on the title of Lot 13	Modify Master Development Agreement at the time DP is issued, subject to the "No Subdivision Covenant with Option to Purchase" being registered on the Lot 13	Planning	In Progress
June 23, 2020	District of Ucluelet Flood Mapping Project Bruce Greig, Manager of Community Services	THAT Council earmark the results of the flood mapping project for upcoming discussions in the Strategic Planning update and subsequent Budget preparations, for next steps to: update Emergency Preparedness plans; consider resiliency in long-term Asset Management planning; consider changes to development regulations, including a process for public consultation, as they relate to existing properties; and, consider new policy on future developments to avoid areas of flood risk.	Use report findings to update strategic planning, emergency preparedness plans, asset management planning, development regulations, policies related to development and subsequent budget preparation.	Administration	Assigned: this will be brought back during strategic and budget planning.
July 14, 2020	Audio Visual Upgrades for the Main Hall	THAT Council reschedule the August 4, 2020 Regular Council Meeting to August 18, 2020 at 5:00 PM; and THAT Council approve using up to \$60,000 RMI funds for Audio Visual (AV) upgrades to the Main Hall at the Ucluelet Community Centre.	Implement AV upgrades.	Recreation & Tourism	In Progress - working with IT
August 18, 2020	Covenant Modification - 1079 Helen Road John Towgood, Planner 1	THAT Council authorize the discharge the S.219 Restrictive Covenant EV152825 registered on Lot 1, DL 543, Native Island, Clayoquot District, Plan VIP76238 (1079 Helen Road) and replace it with a new S.219 covenant based on the March 3, 2020, Geotechnical Report by Lewkowich Engineering and Associates Ltd.	Discharge covenant and replace it.	Planning	In Progress
October 13, 2020	Revised Covenant and Option to Purchase - Lot 13 Marine Drive Bruce Greig, Manager of Community Planning	THAT Council accept the proposed Option to Purchase from ACMC Holdings as sufficient assurance that the proposed development of affordable housing on Lot 13 will occur in an acceptable time frame;	Register option at the appropriate time.	Planning	In Progress
October 13, 2020	Revised Covenant and Option to Purchase - Lot 13 Marine Drive Bruce Greig, Manager of Community Planning	THAT Council approve the modification of Master Development Agreement and Covenant EX125879, concurrent with the registration of the Use and Development Covenant and the Option to Purchase, to document that 33 affordable units have been created on Lot 13 for future consideration and calculation of the development potential on other lands currently owned by Weyerhaeuser Company Ltd.; and,	Modify Master Development Agreement and Remove the Covenant.	Planning	In Progress
October 13, 2020	Lot 13 Marine Drive - Development Permit for Affordable Housing Bruce Greig, Manager of Community Planning	THAT Council authorize discharge of Restrictive Covenant FB154877 from the title of Lot 13 which restricts development on site within the riparian areas defined next to streams "AB" and "AC";	Discharge restrictive covenant.	Planning	In Progress
October 13, 2020	Revised Covenant and Option to Purchase - Lot 13 Marine Drive Bruce Greig, Manager of Community Planning	THAT Council indicate that the offer to provide funding in the amount of \$320,000.00 to support the servicing and infrastructure of the development to reduce the cost of units to qualifying households would remain valid until September 1, 2025, and would be payable upon the owner obtaining a final occupancy permit for the last of the 33 houses to be built on the proposed lots.	Pay funds to the developer if and when occupancy permits are issued.	Finance	Assigned: Long Term Project Subject to Developer performance.
October 13, 2020	Essential Services Mutual Aid Agreement Joseph Rotenberg, Manager of Corporate Services	THAT Council authorize the District of Ucluelet's authorized signatories to enter into the Essential Services Mutual Aid Agreement.	Coordinate execution of the Agreement.	Administration	Complete
October 13, 2020	Lot 13 Marine Drive - Development Permit for Affordable Housing Bruce Greig, Manager of Community Planning	THAT Council authorize issuance of Development Permit 3060-20-DP20-11 for a proposed 33-lot affordable development on Lot 13, District Lot 283, Clayoquot Land District, Plan VIP84686;	Issue Development Permit.	Planning	Complete

Appendix A

Resolution Tracking - November 2020 Nicole Morin, Corporate / Planning C...

October 13, 2020	Development Permit & Development Variance Permit for 1892 Peninsula Rd. John Towgood, Planner 1	THAT Council, with regard to a proposed six-unit resort condo/residential mixed-use building at 1892 Peninsula Road (Lot 6, Block A, District Lot 282, Clayoquot District, Plan 7810), approve the following: subject to public comment, issue Development Variance Permit DVP20-03 to allow a commercial tourist accommodation on the first storey of a mixed Commercial/Residential building, whereas section 103 of Zoning Bylaw No. 1160, 2013, defines Mixed Commercial/ Residential as excluding commercial tourist accommodation from the first storey of a building; and, issue Development Permit DP20-09 for a proposed six-unit resort condo / residential mixed use building, associated site works, and landscaping.	Issue Development Permit and Development Variance Permit.	Planning	Complete
October 13, 2020	Temporary Use Permit - 1685 Peninsula Road John Towgood, Planner 1	THAT , subject to public comment, Council authorize issuance of Temporary Use Permit TUP 20-03 for a period of up to three years, to allow for a Single Family Dwelling residential use within an existing 90m2 building located in the northwest corner of the property at 1685 Peninsula Road. No short term rental use of this dwelling.	Issue the temporary use permit as amended.	Planning	Complete
October 27, 2020	October 13, 2020 Special Minutes	THAT Council adopt the October 13 Special Council Minutes as presented.	Print, sign, and file.	Administration	Complete
October 27, 2020	October 13, 2020 Regular Minutes	THAT Council adopt the October 13 Regular Council Minutes as amended.	Amend, print, sign and file.	Administration	Complete
October 27, 2020	Development Permit & Development Variance Permit for 1023 Tyee Terrace John Towgood, Planner 1	THAT Council, with regard to a single unit resort condo building at 1023 Tyee Terrace (Strata Lot 19, Plan VIS4490, Section 21, Clayoquot Land District, with interest in common property), approve the following:  a. subject to public comment, issue Development Variance Permit DVP20-05 to allow:  i. a front yard setback of 4.5m whereas section CS-5.6.1 the District of Ucluelet Zoning Bylaw No. 1160, 2013, requires 6m; and,  ii. a rear yard setback of 2.2m whereas section CS-5.6.1 the District of Ucluelet Zoning Bylaw No. 1160, 2013, requires 3m.  b. issue Development Permit DP20-12 for a single unit resort condo building, associated site works, and landscaping.	Issue DP and DVP.	Planning	Complete
October 27, 2020	Lot 13 Marine Drive - Development Variance Permit Bruce Greig, Manager of Community Planning	2. THAT Council authorize issuance of Development Variance Permit 3090-20-DVP20-02 for the proposed 33-lot affordable development on Lot 13, District Lot 283, Clayoquot Land District, Plan VIP84686 as follows:  a. vary the Ucluelet Subdivision Control Bylaw No. 521, 1989, to allow development of a compact residential road and services within a 10m dedicated road right-of-way (instead of a 15m minimum road dedication).	Issue DVP.	Planning	Complete
November 24, 2020	Garage Exemption from Calculation for F.A.R. Bruce Greig, Manager of Community Planning	THAT Council direct staff to prepare a draft Zoning Amendment Bylaw to reinstate the exemption of garage floor area from the calculation of F.A.R., except for properties with the R-4 or R-5 zoning designation, for future consideration and public input.	Provide a report that attaches a Zoning Amendment Bylaw that introduces garage exemption which does not apply to the R-4 or R-5 Zones.	Planning	Assigned
November 24, 2020	Provincial Funding for Emergency / Fire Equipment for Small Communities Dennis Dugas, Mayor, District of Port Hardy	THAT Council direct Staff to write a letter in support of Mayor Dugas' proposal to establish a coalition of small communities to lobby for the Provincial government to provide financial support to small communities for the provision of fire service.	Draft letter of support.	Administration	Assigned
November 24, 2020	Ucluelet Secondary School Sign	THAT Council directs Staff to write a letter to School District 70 regarding the sign at the Ucluelet Secondary School which is not currently functioning.	Draft letter to SD70 regarding Ucluelet Secondary School sign.	Administration	Complete
November 24, 2020	Ursula Banke, Island Work Transitions Inc (dba Alberni Valley Employment Centre) Re: West Coast Labour Market Indicators Project	THAT Council direct Staff to draft a letter of support for the West Coast Labour Market Indicators Project.	Draft letter of support and determine who will represent the District of Ucluelet on the West Coast Labour Market Indicators Project Advisory Board.	Administration	Assigned

Appendix A

Resolution Tracking - November 2020 Nicole Morin, Corporate / Planning C...

November 24, 2020	Ucluelet Secondary School Generator Agreements Joseph Rotenberg, Manager of Corporate Services	1. THAT Council authorize the District of Ucluelet's authorized signatories to enter into the "Ucluelet Senior Secondary Emergency Use Agreement." 2. THAT Council authorize the District of Ucluelet's authorized signatories to enter into the "Funding Agreement – USS Emergency Generator."	Print, sign and send contracts to SD70.	Administration	Complete
November 24, 2020	November 10, 2020 Regular Minutes	THAT Council adopt the November 10, 2020 Regular Minutes as amended.	Amend, print, sign, post and file minutes.	Administration	Complete
November 24, 2020	October 27, 2020 Special Minutes	THAT Council adopt the October 27, 2020 Special Minutes as presented.	Print, sign, post and file minutes.	Administration	Complete
November 24, 2020	October 27, 2020 Regular Minutes	THAT Council adopt the October 27, 2020 Regular Minutes as presented.	Print, sign, post and file minutes.	Administration	Complete
November 24, 2020	Adoption District of Ucluelet Zoning Amendment Bylaw No. 1244, 2019 and Approval of Development Permit DP19-02 Bruce Greig, Manager of Community Planning	2. THAT Development Permit DP19-02 be approved for the subdivision of 221 Minato Road, Lot B, District Lot 286, Clayoquot District, Plan VIP79908.	Issue DP19-02.	Planning	Complete







## STAFF REPORT TO COUNCIL

Council Meeting: December 15, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** NICOLE MORIN, CORPORATE/PLANNING CLERK

**FILE NO:** 1630-01

**SUBJECT:** CHEQUE LISTING – NOVEMBER 2020

**REPORT NO:** 20-136

**ATTACHMENT(S):** APPENDIX : DISTRICT OF UCLUELET AP 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 regular update on disbursed cheques.

### **BACKGROUND:**

Finance staff have provided a detailed list of last month's cheque run attached as 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:**

Nicole Morin, Corporate/Planning Clerk  
Joseph Rotenberg, Manager of Corporate Planning

District of Ucluelet  
AP Cheque Listing - November 2020

Cheque #	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
030945	20-Nov-02	ACT01	ACTIVE NETWORK LTD	4200010283	2019 QRTRLY FEE	2100		2100	
030946	20-Nov-02	AGS11	AGS BUSINESS SYSTEMS INC	284822	COPIER 09/29-10/28	764.38		764.38	
030947	20-Nov-02	AHI01	ALLES HOLDINGS INC	62	OCT 5-16/20 UVFB CONTRACT	630		630	
030948	20-Nov-02	BP940	BLACK PRESS GROUP LTD.	33964594	SEP/20 ADS	333.58		333.58	
030949	20-Nov-02	BR330	BLACK ROCK MANAGEMENT INC.	154491	COUNCIL MEETING LUNCH	190.65		190.65	
030950	20-Nov-02	BB534	BUIRS BRITTANY	123202	DANCE FALL/20	2832		2832	
030951	20-Nov-02	MA952	BUREAU VERITAS CANADA (2019) INC.	VA10214580 VA10222969 VA10220311	WATER TESTING C073075 WATER TESTING C076978 WATER TESTING C074756	263.55 263.55 263.55		790.65	
030952	20-Nov-02	CHE01	CHERNOFF THOMPSON ARCHITECTS	15956	PROJ 39038.1 HEALTH CENTRE STUDY	3130.54		3130.54	
030953	20-Nov-02	CA135	COASTAL ARC WELDING	1170	STUMP DUMP GATE/BACKHOE REPAIR	3465		3465	
030954	20-Nov-02	CE004	CORPORATE EXPRESS CANADA INC	54269590 54252843	SANITIZER DISPENSER UCC OFFICE SUPPLIES	257.59 257.27		514.86	
030955	20-Nov-02	DAV01	DAVID STALKER EXCAVATING LTD.	11128H 11166H 11209H 11239H	HOLDBACK INVOICE 11128 HOLDBACK INVOICE 11166 HOLDBACK INVOICE 11209 HOLDBACK INVOICE 11239	19828.06 3936.36 21992.45 9732.36		55489.23	
030956	20-Nov-02	DC001	DOLAN'S CONCRETE LTD.	UK50521	BAY ST PATHWAY CONCRETE	164.87		164.87	
030957	20-Nov-02	DFC01	DUMAS FREIGHT COMPANY	77478	FOUR STAR WATERWORKS	92.61		92.61	
030958	20-Nov-02	DE001	DUNCAN ELECTRIC MOTOR LTD.	P4260	FLUSH VALVE COVER/GASKET	125.44		125.44	
030959	20-Nov-02	EB295	E.B. HORSMAN & SON	12639883 12678969 12678984 12668035 12659175	UCC KILN FIREHALL BUILDING MATERIALS FIREHALL BUILDING MATERIALS FIREHALL BUILDING MATERIALS LAGOON MATERIALS	607.04 445.01 86.69 1230.56 377.64		2746.94	
030960	20-Nov-02	EO001	ENVIRONMENTAL OPERATORS CERT. PROGRAM	119555	FACILITY DUES-HYPHOCUS	105		105	
030961	20-Nov-02	EL048	ERIK LARSEN DIESEL CO. LTD.	718507	FIRE TRUCK MAINTENANCE	2198.68		2198.68	
030962	20-Nov-02	fw050	FAR WEST DISTRIBUTORS LTD	339106	GARBAGE BAGS/TOILET PAPER PARKS	274.88		274.88	
030963	20-Nov-02	GB059	GIBSON BROS. CONTRACTING LTD.	23862	MOVE REFER TRAILER	283.5		283.5	

District of Ucluelet  
AP Cheque Listing - November 2020

Cheque #	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
030964	20-Nov-02	PD199	HARBOURVIEW DRUGSTORE	713912 713715	PARKS OH&S SUPPLIES PARKS OH&S SUPPLIES	44.62 148.63		193.25	
030965	20-Nov-02	hel01	HELLO NATURE ADVENTURE TOURS	CNTS-290720	YOUTH PROGRAM-KAYAKING	1218		1218	
030966	20-Nov-02	HRPR7	HOLISTIC EMERGENCY PREPAREDNESS	4881	ESS TRAILER UPDATE	2360.1		2360.1	
030967	20-Nov-02	JD79	J & D WEAVER HOLDINGS LTD	064151	DRILL BITS/SMALL TOOL OIL-UVFB	86.21		86.21	
030968	20-Nov-02	JAL42	JAL DESIGNS AND GRAPHICS INC.	40501888	FIRE DEPT T-SHIRTS	240.8		240.8	
030969	20-Nov-02	CK608	KASSLYN CONTRACTING	D744 D745 123196	D744 D745 RESERVE FEES COMMISSION HARBOUR MANAGE	3092.44 3870.32 3189.38		10152.14	
030970	20-Nov-02	KL923	KERDMAN LINDSAY	123203	GYMNASTICS FALL/20	6826.4		6826.4	
030971	20-Nov-02	ka001	KOERS & ASSOCIATES ENGINEERING LTD.	2047-002 1947-009	2047 UTILITY UPGRADES 1947 HARBOUR LIFT STATION	500.85 4928.18		5429.03	
030972	20-Nov-02	LB002	LB WOODCHOPPERS LTD.	365530	AERATOR RENTAL	207.2		207.2	
030973	20-Nov-02	MAL51	McELHANNEY ASSOCIATES LAND SURVEYING LTD	2231 142540	PROJ: BAY ST SRW	4725		4725	
030974	20-Nov-02	MIE30	MIECM	2020-017	2020 MIECM DUES	200		200	
030975	20-Nov-02	MISC	[REDACTED]	123184	UCC PYMT REFUND	11		11	
030976	20-Nov-02	MISC	[REDACTED]	123185	REFUND ON RESERVE MOORAGE	236.25		236.25	
030977	20-Nov-02	MISC	[REDACTED]	123186	REFUND ON RESERVE MOORAGE	236.25		236.25	
030978	20-Nov-02	MISC	[REDACTED]	123187	REFUND ON RESERVE MOORAGE	236.25		236.25	
030979	20-Nov-02	MISC	[REDACTED]	123188	REFUND ON RESERVE MOORAGE	236.25		236.25	
030980	20-Nov-02	MISC	[REDACTED]	123189	REFUND ON RESERVE MOORAGE	236.25		236.25	
030981	20-Nov-02	MISC	[REDACTED]	123190	REFUND ON RESERVE MOORAGE	236.25		236.25	
030982	20-Nov-02	MISC	[REDACTED]	123191	REFUND ON RESERVE MOORAGE	236.25		236.25	
030983	20-Nov-02	MISC	[REDACTED]	123192	REFUND ON RESERVE MOORAGE	236.25		236.25	
030984	20-Nov-02	MISC	[REDACTED]	123193	REFUND ON RESERVE MOORAGE	236.25		236.25	

District of Ucluelet  
AP Cheque Listing - November 2020

Cheque #	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
030985	20-Nov-02	MISC		123194	REFUND ON RESERVE MOORAGE	236.25		236.25	
030986	20-Nov-02	MISC		123195	REFUND ON RESERVE MOORAGE	236.25		236.25	
030987	20-Nov-02	MISC		123198	GYM CLASS CANCELLATION	18		18	
030988	20-Nov-02	MISC	MIELKE SARITA	123199	HATHA YOGA SES A FALL/20	528		528	
030989	20-Nov-02	MISC		BP18-70	BP18-70 DMG DEP RETURN	1000		1000	
030990	20-Nov-02	MISC		BP19-03	BP19-03 DMG DEP RETURN	1000		1000	
030991	20-Nov-02	PC336	PETTY CASH FORTUNE ABBY	123197	OCT/20 EXPENSES	35.79		35.79	
030992	20-Nov-02	PC650	PRAIRIE COAST EQUIPMENT	P29814	J.DEERE IGNITION KEYS	26		26	
030993	20-Nov-02	pi110	PUROLATOR INC	445729073	BV LABS/AGO INDUST/VIERA	280.96		280.96	
030994	20-Nov-02	SS874	SCIMITAR SPORTS LTD	1581	FACE MASKS-UVFB	724.06		724.06	
030995	20-Nov-02	SK010	STRICKLAND KARLA	123201	POTTERY FALL/20	4466		4466	
030996	20-Nov-02	SUN02	SUN LIFE ASSURANCE COMPANY OF CANADA	94209	NOV/20 EAP	121.28		121.28	
030997	20-Nov-02	TAI01	TAIJI COMMUNICATIONS CORP	3025	2019 REPORT FINAL INVOICE	4095		4095	
030998	20-Nov-02	LEASE	UCLUELET CONSUMERS CO-OPERATIVE ASSN	11/20	NOV/20 LEASE	250		250	
030999	20-Nov-02	UR849	UCLUELET RENT-IT CENTER LTD	39600	FIREHALL-WASTE BIN TO LANDFILL	454.85		454.85	
031000	20-Nov-02	UKE01	UKEE AUTO SERVICE	105972 105996	JOHN DEERE SERVICING/REPAIR JOHN DEERE REPAIRS	323.68 352.8		676.48	
031001	20-Nov-02	WPT01	WILD PACIFIC TRAIL SOCIETY	123183	TRAIL COUNTER TRAFX RESEARCH	346.5		346.5	
031002	20-Nov-02	WIL01	WILLIAMSON ASHLEY	123200	YOGA SES A FALL/20	688		688	
031003	20-Nov-02	wp166	WINDSOR PLYWOOD - UCLUELET DIV.	34469A 34855A 37113A 37114A 37115A 37117a 37116A	SCH-FAUCET/PLUMBING MATERIALS WPT MATERIALS KIOSK MATERIALS CABLE TIES-PW PW MATERIALS PW BUILDING MATERIALS PARKS-SEP MATERIALS	145.99 3212.95 1478.22 21.17 687.89 292.69 203.3		6042.21	
031004	20-Nov-02	WC345	WURTH CANADA LTD	24076736 24084540	NITRILE GLOVES-PW ECO ABSORB	98.23 86.84		185.07	

District of Ucluelet  
AP Cheque Listing - November 2020

Cheque #	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
031005	20-Nov-02	ZW172	ZONE WEST ENTERPRISES LTD	63492	UCLUELET FIRE RESCUE CREST ARTWORK	56		56	
031030	20-Nov-16	NP156	NORTH PACIFIC REPAIR	128317	DUMP TRUCK RUNNING BOARD	210.07		210.07	
031029	20-Nov-16	NK002	NIXON, KEVIN	123211	REIMBRSMT-UVFB MASKS	55		55	
031028	20-Nov-16	MISC	[REDACTED]	UB2047-2020	UB2047 OVERPYMT	1089.9		1089.9	
031027	20-Nov-16	MISC	OLIWA LACHLAN	123207	OLIWA-SCHOLARSHIP DOU	500		500	
031026	20-Nov-16	CK608	KASSLYN CONTRACTING	D747 D746	D747 D746	4415.1 2327.92		6743.02	
031025	20-Nov-16	JD79	J & D WEAVER HOLDINGS LTD	064335	EOC SUPPLIES	145.24		145.24	
031024	20-Nov-16	IC130	INFOSAT COMMUNICATIONS	448009	SAT PHONE NOV/20	65.12		65.12	
031023	20-Nov-16	PD199	HARBOURVIEW DRUGSTORE	710989 716064	[REDACTED] HEP VACC 1ST SHOT [REDACTED] HEP VACC 2ND SHOT	69.8 70.65		140.45	
031022	20-Nov-16	GPC25	GREATPACIFIC CONSULTING LTD	1106	PROJECT REM2020 1005-008	6769.47		6769.47	
031021	20-Nov-16	GB059	GIBSON BROS. CONTRACTING LTD.	23890	GRAVEL-ROADS/SHOULDERING	560		560	
031020	20-Nov-16	FRO01	FRONTLINE OUTFITTERS	49703	UVFB UNIFORM ITEMS	449.22		449.22	
031019	20-Nov-16	FW050	FAR WEST DISTRIBUTORS LTD	339824 339546	CLEAN SWEEP SUPPLIES GARBAGE BAGS-SCH	348.26 55.96		404.22	
031018	20-Nov-16	EL048	ERIK LARSEN DIESEL CO. LTD.	718490	BACKHOE SERVICING	136.61		136.61	
031017	20-Nov-16	FS004	FOUR STAR WATERWORKS	87102220-00	PRV BAY ST WTP	94.25		94.25	
031016	20-Nov-16	EB295	E.B. HORSMAN & SON	12623607	STREET LIGHT MATERIALS	53.71		53.71	
031015	20-Nov-16	DFC01	DUMAS FREIGHT COMPANY	69974 80880 81189 77483	CLEARTECH CLEARTECH BEAVER ELECTRIC FOUR STAR WATERWORKS	471.45 194.25 139.07 46.16		850.93	
031014	20-Nov-16	CE004	CORPORATE EXPRESS CANADA INC	54648258	FILE FOLDERS-LYCHE	99		99	
031013	20-Nov-16	COO01	COOPER, DAYE	123210	MENTAL HEALTH FALL/20	1076.4		1076.4	
031012	20-Nov-16	CN411	CITY OF NANAIMO	123206	UVFB EXAMS	561.75		561.75	

District of Ucluelet  
AP Cheque Listing - November 2020

Cheque #	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
031011	20-Nov-16	ma952	BUREAU VERITAS CANADA (2019) INC.	VA10229718	BV LABS C079064	263.55		263.55	
031010	20-Nov-16	AFS01	ASSOCIATED FIRE & SAFETY	26584	"POLY TUFF 4" HOSE"	688.8		688.8	
031009	20-Nov-16	AS877	ANDREW SHERET LIMITED	03-090409	SUMP PUMP	243.65		243.65	
031008	20-Nov-16	ACE07	ALBERNI COMMUNICATIONS & ELECTRONICS LTD	29208 29264	PW RADIO EQUIPMENT UVFB-PAGER/RADIO SERVICING	1492.25 155.39		1647.64	
031007	20-Nov-16	AL001	ACKLANDS - GRAINGER INC.	9671060540	CALIBRATION GAS	320.39		320.39	
031006	20-Nov-16	ACE92	ACE COURIER SERVICES	14289078	PRAIRIE COAST B019131	25.5		25.5	
031031	20-Nov-16	DP725	PAYNE DAVID	123212	EOC COMPUTER SUPPLIES	33.9		33.9	
031032	20-Nov-16	PC285	PETTY CASH - LYVIER RIVERA	10/20	OCT/20 PETTY CASH	275.45		275.45	
031033	20-Nov-16	PB104	PIONEER BOAT WORKS	80185 80262	DENMAN-RAINGEAR/GUMBOOTS HOOK ATTCHMNT HYAB CRANE LIFT	389.03 85.07		474.1	
031034	20-Nov-16	PI110	PURULATOR INC	445982093	BV LABS	69.68		69.68	
031035	20-Nov-16	SD199	SCHRAMM DESIGN	2996	FIRE DEPT LOGO	89.25		89.25	
031036	20-Nov-16	SC003	SHARE CANADA	20940	NATRAKLENE DEGREASER	2829.26		2829.26	
031037	20-Nov-16	SI604	SHU IAN	123209	PD SESS A FALL/20	950.4		950.4	
031038	20-Nov-16	NS003	SIGMUND, NORANND	123208	YOGA SES A FALL/20	672		672	
031039	20-Nov-16	SBR01	SONBIRD REFUSE & RECYCLING LTD.	39318	WHISKEY DOCK GARBAGE JUN/20	393.25		393.25	
031040	20-Nov-16	TTM01	T&T MARINE VENTURES LTD	11/20	1167 HELEN NOV/20 RENT & DMG DEPOSIT	1900		1900	
031042	20-Nov-16	HI715	TERRAPURE	93131835	SCH-WASTE OIL DISPOSAL	89.59		89.59	
031043	20-Nov-16	TU428	TOURISM UCLUELET	08/20	AUG/20 MRDT	97069.07		97069.07	
031044	20-Nov-16	TSC19	TRANSPARENT SOLUTIONS CORP	11632	CLEARMAIL DEC/20	20.95		20.95	
031045	20-Nov-16	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	6726 10OCT2020#9274 05OCT2020#0283 05OCT2020#0381 14OCT2020#3809 28OCT2020#2129 22OCT2020#4844	CARDLOCK OCT/20 UVFB WATER REFILL SNACKS COFFEE CREAMER PW FIREHALL WATER COOLER/KITCHEN ITEMS FIREHALL WATER/MILK FIREHALL-AERATOR	2523.18 22.5 36.35 25.16 199.29 9.09 37.46		3373.01	



District of Ucluelet  
AP Cheque Listing - November 2020

Cheque #	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
				15OCT2020#8483	SUMP PUMP	207.19			
				71400819	FLAT DECK PREM FUEL	157			
				71403427	Z71 REG FUEL	96.66			
				71403825	R1 DIESEL	59.13			
031046	20-Nov-16	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	71407792	ATV PREM FUEL	9.09		139.24	
				71409479	#10 REG FUEL	130.15			
031047	20-Nov-16	LEASE	UCLUELET CONSUMERS CO-OPERATIVE ASSN	12/20	DEC/20 LEASE	250		250	
031048	20-Nov-16	UP459	UCLUELET PETRO-CANADA	10260	FORD RANGER-TIRE REPAIR	24.93		91.3	
				10264	VEHICLE WIPER BLADES	66.37			
031049	20-Nov-16	UR849	UCLUELET RENT-IT CENTER LTD	38494	STIHL LEAF BLOWER	587.96		2669.26	
				39307	TRIMMER FUEL TANK REPLACEMENT	232.73			
				39448	OCT/20 PORTABLES	1848.57			
031050	20-Nov-16	UI923	UKEE INFO TECH	12201	IT SUPPORT OCT/20	5190.69		5190.69	
031051	20-Nov-16	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	37665A	SOCCER KEYS	16.8		112.31	
				37718A	DRILL BITS/CABLE TIES	30.45			
				38114A	SCH TOILET REPAIRS	65.06			
031052	20-Nov-16	WC345	WURTH CANADA LTD	24082566	PARKS-GLOVES/VESTS	279.33		279.33	
031053	20-Nov-16	XC300	XPLORNET COMMUNICATIONS INC	INV34558382	EMRGNCY INTERNET FIREHALL NOV/20	70.55		70.55	
031054	20-Nov-26	ACE92	ACE COURIER SERVICES	14289974	DUNCAN ELECTRIC C211520	25.73		25.73	
031055	20-Nov-26	AED01	AED ADVANTAGE SALES LTD.	INV-15522	AED CABINET-UCC	235.2		235.2	
031056	20-Nov-26	ago01	AGO INDUSTRIES INC.	924230	COVERALLS UVFB	1064.7		1064.7	
031057	20-Nov-26	AHI01	ALLES HOLDINGS INC	64	NOV 2-13/20 UVFB CONTRACT	630		1260	
				63	OCT 19-30/20 UVFB CONTRACT	630			
031058	20-Nov-26	bdc01	BD CARRUTHERS AND ASSOCIATES	01-20DU	STRATEGIC PLANNING	2539.08		2539.08	
031059	20-Nov-26	BP940	BLACK PRESS GROUP LTD.	33981070	OCT/20 ADS	387.34		387.34	
031060	20-Nov-26	BB534	BUIRS BRITTANY	123219	ADULT FITNESS SES B FALL/20	1000		1000	
031061	20-Nov-26	MA952	BUREAU VERITAS CANADA (2019) INC.	VA10239944	WATER TESTING C083209	263.55		1388.85	
				VA10235583	SEWER TESTING C079565	334.64			
				VA10235587	WATER TESTING C081269	263.55			
				VA10245395	WATER TESTING C085119	131.78			

District of Ucluelet  
AP Cheque Listing - November 2020

Cheque #	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
				VA10244278	WATER TESTING C084676	131.78			
				VA10244279	WATER TESTING C084674	263.55			
031062	20-Nov-26	CN411	CITY OF NANAIMO	123220	UVFB EXAMS	315		315	
031063	20-Nov-26	CT002	CLEARTECH INDUSTRIES INC	851327	SODIUM HYPOCHLORITE/CONTAINER DEP	828.07		828.07	
031064	20-Nov-26	CWR36	COKELY WIRE ROPE LTD	IN0014834	CHAIN/SHACKLE-PW (2019 EXPENSE)	143.04		143.04	
031065	20-Nov-26	ce004	CORPORATE EXPRESS CANADA INC	54613116	UCC OFFICE SUPPLIES	67.23		1299.71	
				54627691	LYCHE OFFICE SUPPLIES	210.34			
				54648257	LYCHE-OFFICE SUPPLIES	119.87			
				54678707	LYCHE-OFFICE SUPPLIES	119.91			
				33995	FURNITURE-LYCHE	782.36			
031066	20-Nov-26	cupe1	CUPE LOCAL #118	10/20	OCT/20 DUES	1348.87		1348.87	
031067	20-Nov-26	EB295	E.B. HORSMAN & SON	12704379	FIREHALL-HEATER	357.64		1205.38	
				12708153	FIREHALL HEATERS	715.27			
				12690022	UVFB EQUIPMENT	132.47			
031068	20-Nov-26	EL048	ERIK LARSEN DIESEL CO. LTD.	718563	FIREHALL GENERATOR PARTS	832.64		832.64	
031069	20-Nov-26	FW050	FAR WEST DISTRIBUTORS LTD	340115	GARBAGE BAGS/TOILET PAPER	73.75		193.45	
				339845	NITRILE GLOVES	119.7			
031070	20-Nov-26	FSC10	FOUR STAR COMMUNICATIONS INC	56809	NOV/20 ANSWERING SERVICES	162.75		162.75	
031071	20-Nov-26	FS004	FOUR STAR WATERWORKS	87102466-00	PW-C18 MH GRT	302.93		302.93	
031072	20-Nov-26	GB059	GIBSON BROS. CONTRACTING LTD.	23884	EXCAVATOR-WATER TIE IN	1295.09		1295.09	
031073	20-Nov-26	JR381	J. ROBBINS CONSTRUCTION LTD	4773	GRAVEL	381.82		381.82	
031074	20-Nov-26	CK608	KASSLYN CONTRACTING	D748	D748	2281.39		3497.06	
				D749	D749	1215.67			
031075	20-Nov-26	KA001	KOERS & ASSOCIATES ENGINEERING LTD.	2058-001	2058 WELL NO. 3 VFD	161.39		8040.73	
				1947-010	1647 HARBOUR LIFT STATION	7091.84			
				0361-082	0361 SUBDIVISION REVIEWS LOT 1	787.5			
031076	20-Nov-26	lcf01	LASERCAM FABRICATION INC	SI-1587	SANITIZER STANDS/DISPENSERS	369.6		369.6	
031077	20-Nov-26	MEC01	MEC PROJECTS LTD	2643	BAY ST LIGHTING	490.88		490.88	
031078	20-Nov-26	MISC		123214	REFUND GYMNASTICS	51		51	

District of Ucluelet  
AP Cheque Listing - November 2020

Cheque #	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
031079	20-Nov-26	MISC		123215	CANCELLATION WEDDING CEREMONY	52.5		52.5	
031080	20-Nov-26	MISC	MUDGE KAREN	123216	SWIM SES A FALL/20	244		244	
031081	20-Nov-26	MISC	MADDIFORD LOUIS	123217	BIKE FALL/20	960		960	
031082	20-Nov-26	MISC		123218	REFUND-KIDS HOCKEY FALL/20	37.72		37.72	
031083	20-Nov-26	MISC	CHIMO GYMNASTICS	123221	GYMNASTICS EQUIPMENT	875		875	
031084	20-Nov-26	PR725	PACIFIC RIM MARINE SEARCH & RESCUE SOC	SRF 09/20 SRF 10/20	D737-D741 (SEP) D742-D746 (OCT)	1261.05 1202.6		2463.65	
031085	20-Nov-26	PI110	PUROLATOR INC	446039927	BV LABS	234.05		234.05	
031086	20-Nov-26	SBR01	SONBIRD REFUSE & RECYCLING LTD.	39849 39848 39850 39852 39847 39853 39851 40410 40411 40413 40412	52 STEPS GARBAGE AUG/20 SCH GARBAGE AUG/20 WHISKEY DOCK GARBAGE AUG/20 UCC GARBAGE AUG/20 LYCHE RECYCLING FEE AUG/20 UVFB/UAC GARBAGE AUG/20 PW YARD GARBAGE AUG/20 SCH GARBAGE OCT/20 52 STEPS GARBAGE OCT/20 PW YARD GARBAGE OCT/20 WHISKEY DOCK GARBAGE OCT/20	339.62 2484.97 900.09 253.71 34.02 92.81 1906.8 1732.59 444.63 1436.19 460.82		10086.25	
031087	20-Nov-26	SBR01	SONBIRD REFUSE & RECYCLING LTD.	40414 40415	UCC GARBAGE OCT/20 UVFB/UAC GARBAGE OCT/20	160.45 143.2		303.65	
031088	20-Nov-26	UP459	UCLUELET PETRO-CANADA	10210 10415 9389 10072	2004 RANGER-RADIATOR CAP BYLAW TRUCK REPAIR 2008 CANYON-REPAIRS ANTIFREEZE-2012 F150	21.35 155.83 785.1 80.58		1042.86	
031089	20-Nov-26	UV146	UCLUELET VOLUNTEER FIRE BRIGADE	Q4/20	Q4/20 CONTRIBUTION	2500		2500	
031090	20-Nov-26	UKE01	UKEE AUTO SERVICE	106575 106594	#3 STARTER REPAIR/OIL SERVICE DETHATCHER REPAIR	576.8 100.8		677.6	
031091	20-Nov-26	WCC28	WESTCOAST CONNECT	4858 4707	BV LABS/LB WOOD/ANDREW SHERET BV LABS	360.12 485.4		845.52	





## STAFF REPORT TO COUNCIL

Council Meeting: December 15, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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**FROM:** JOHN TOWGOOD, PLANNER 1

**FILE No:** 6480-20-OCP20-01  
3360-20-RZ20-07  
3390-20-DVP20-06  
3060-20 DP20-17

**SUBJECT:** **DEVELOPMENT OF “THE CABINS” PROPERTIES IN THE REEF POINT AREA**

**REPORT No:** 20-138

**ATTACHMENT(S):** APPENDIX A – OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW No. 1281, 2020  
APPENDIX B – ZONING AMENDMENT BYLAW No. 1282, 2020  
APPENDIX C – HOUSING AGREEMENT BYLAW No. 1283, 2020  
APPENDIX D – DEVELOPMENT VARIANCE PERMIT DVP20-06  
APPENDIX E – DEVELOPMENT PERMIT DP20-17  
APPENDIX F – APPLICATION FOR 1082 PENINSULA ROAD “THE CABINS”  
APPENDIX G – ENVIRONMENTAL ASSESSMENT REPORT

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### RECOMMENDATION:

**THAT**, with regard to the proposed further development of “the Cabins at Terrace Beach” resort on the Lodge property, the Staff Housing property, and the Cabins property - as described in the staff report of December 15, 2020 - Council indicate the following:

1. **THAT** District of Ucluelet Official Community Plan Amendment Bylaw No. 1281, 2020, be introduced and be given first reading by title only;
2. **THAT** Council consider District of Ucluelet Official Community Plan Amendment Bylaw No. 1281, 2020, in conjunction with the District of Ucluelet Financial Plan;
3. **THAT** Council consider District of Ucluelet Official Community Plan Amendment Bylaw No. 1281, 2020, in conjunction with the Waste Management Plan;
4. **THAT** District of Ucluelet Official Community Plan Amendment Bylaw No. 1281, 2020, be given second reading;
5. **THAT** District of Ucluelet Official Community Plan Amendment Bylaw No. 1281, 2020, be referred to the following agencies:
  - a. Yuułuʔiłʔatḥ Government;
  - b. Alberni Clayoquot Regional District;
  - c. Wild Pacific Trail Society;
  - d. Tourism Ucluelet; and
  - e. Ucluelet Chamber of Commerce;

6. **THAT** Council indicate whether District of Ucluelet Official Community Plan Amendment Bylaw No. 1281, 2020, be referred to additional agencies;
7. **THAT** District of Ucluelet Official Community Plan Amendment Bylaw No. 1281, 2020, be referred to a public hearing;
8. **THAT** District of Ucluelet Zoning Amendment Bylaw No. 1282, 2020, be given first and second reading and advanced to a public hearing; and,
9. **THAT** District of Ucluelet Housing Agreement Bylaw No. 1283, 2020, be given first, second, and third reading;
10. **THAT** Council direct Staff to give the statutory notice for Development Variance Permit DVP20-06 to provide an opportunity for public input on the proposed Development Variance Permit at the public hearing on the OCP amendment and Zoning amendment bylaws;
11. **THAT** Council authorize the following:
  - a. discharge of Statutory Right-of-Way EL10355 from the Cabins Property, as defined in this report, at the time the subdivision is registered to redefine the parcel boundaries for the subject properties; and,
  - b. removal of section 3.a from Statutory Right-of-Way EL10354 from the Lodge and the Staff Housing Property, as defined in this report, at the time the subdivision is registered to redefine the parcel boundaries for the subject properties; and,
12. **THAT** Council indicate that final adoption of the requested bylaws would be subject to the following:
  - a. registration of a Section 219 Restrictive Covenant on the properties to ensure:
    - i. that, prior to obtaining an occupancy permit for any of the proposed cabins, the subdivision to consolidate the lots and resolve the parcel boundaries will have been registered; and,
    - ii. that the development and use of the Lodge and Staff Housing will conform to the plans presented;
  - b. registration of Section 218 Statutory Rights-of-Way to allow for construction and maintenance of the public access trails by the District, as proposed on the submitted plans.

**PURPOSE:**

To provide Council with information on a multifaceted development application on multiple properties that involves an amendment to the future land use map of the District of Ucluelet Official Community Plan Bylaw No. 1140, 2011 (the "**OCP**"), a map amendment to The District of Ucluelet Zoning Bylaw No.1160, 2013 (the "**Zoning Bylaw**"), a Development Variance Permit (**DVP**), and a Development Permit (**DP**).

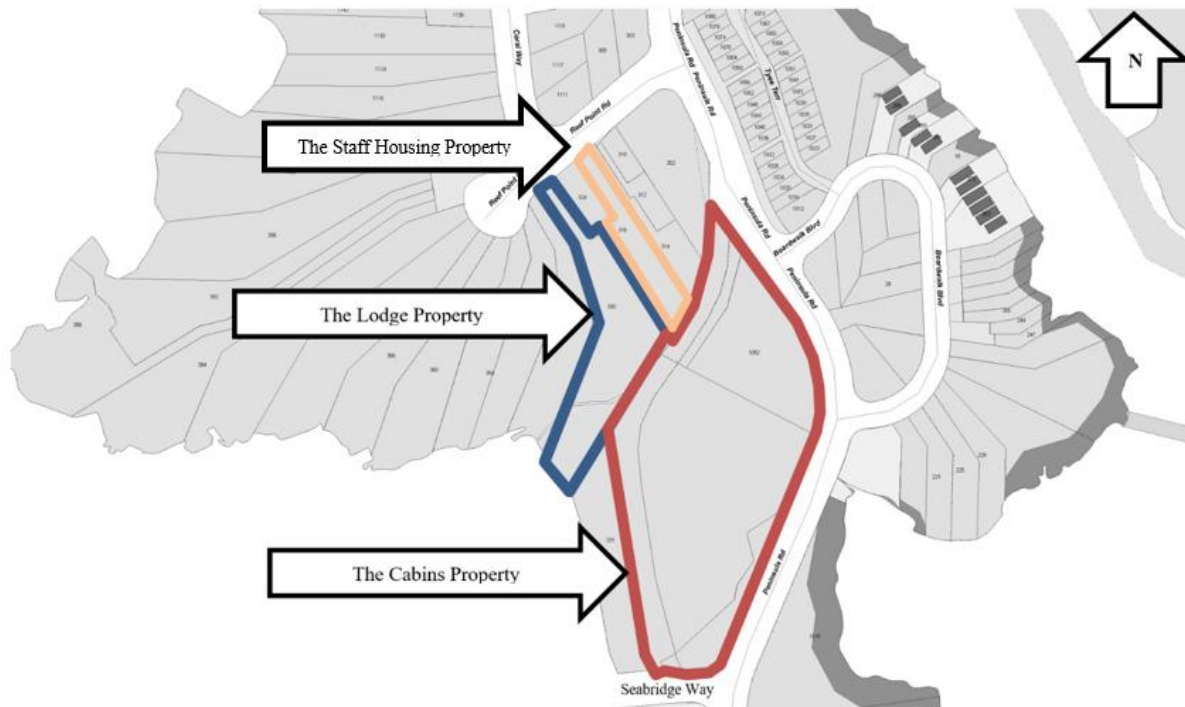


Figure 1 – Subject Properties

**BACKGROUND:**

In the early part of 2020, the applicant submitted a development application for:

1. An OCP and Zoning Bylaw amendment for:
  - a. 330 Reef Point Road, Lot 35, Plan VIP64737, Section 21, Clayoquot Land District (the “**Lodge Property**”); and,
  - b. 316 Reef Point Road, Lot 37, Plan VIP64737, Section 21, Clayoquot Land District (the “**Staff Housing Property**”).

The request is to change the zoning designation of these properties from the GH- Guest House (**GH**) to CS-5 Tourist Commercial (**CS-5**) and to add two units of staff housing as an allowable secondary use for the property. This zoning request will require an amendment to the 2011 OCP’s Schedule ‘A’ Proposed Land Use Designation map.

2. A DP and DVP which would apply over multiple legal parcels (collectively the “**Cabins Property**”) as follows:
  - a. 1082 Peninsula Road, Lot 1, Plan VIP66548, Section 21, Clayoquot Land District, Except Plan VIP70592.
  - b. Plan VIP70592, Section 21, Clayoquot Land District, that part shown as area B.
  - c. Lot C, Plan VIP70592, Section 21, Clayoquot Land District, shown as area C Plan VIP70592.
  - d. Lot D, Plan VIP70592, Section 21, Clayoquot Land District, that part of sec 21 ld 09 shown as area D on plan VIP70592.
  - e. Lot 3 and 4, Plan VIP67274, Section 21, Clayoquot Land District.
  - f. Lot 4, Plan VIP67274, Section 21, Clayoquot Land District.



- g. Section 21, Clayoquot Land District, that part incl within Plan VIP69014, adjacent & fronting Lot 1 Plan VIP66186, lying N of a line & said line produced & extended from the SW boundary of said Lot 1 having a bearing of 295 degrees 40'23".
- h. Plan VIP69014, Section 21, Clayoquot Land District, that part adjacent to & fronting lot 35 pl VIP64737, lying S of a line & said line produced & extended from the mostly NE boundary of said Lot 35 having a bearing of 145 degrees 00'00".
- i. Section 21, Clayoquot land district, that part incl within pl VIP69014 adjacent & fronting Lot 37 Plan VIP64737, lying S of a line produced & extended from the NE boundary of said lot 37 having a bearing of 145 degrees 00'00" & lying M of a line produced & extended from the mostly SW boundary of said lot 37 having a bearing of 145 degree.

The request for the Cabins Property is to allow for the addition of 13 motel cabins, associated roads, paths and landscaping. A future DP will be submitted at the time the applicant has completed plans defining the architectural form and character for the two mixed-use buildings indicated within the application on the Cabins property.

### **DISCUSSION:**

There are many parts to this application. The subject properties include the old alignment of Peninsula Road, a substantial stand of mature trees and an archaeological midden site protected by restrictive covenant. The proposal includes new public rights-of-way being offered for pedestrian circulation and connection through the site - enabling public access from the north end of Terrace Beach to both Spring Cove and north toward Little Beach. The resort owners are also offering to dedicate a portion of land to enable the Seabridge Way public right-of-way to be widened, enabling future improvements for better public parking and pedestrian access. The total benefits proposed cross over between the property boundaries and should be considered overall when weighing each of the individual development requests.

The report will be structured as follows:

- An OCP Bylaw Amendment for the Lodge and Staff Housing Properties.
- A Zoning Bylaw Amendment and DVP for the Lodge and Staff Housing Properties.
- A DP and DVP for the Cabins Properties.
- Existing restrictive covenants.
- New restrictive covenants.
- Sequencing.
- Time requirements – staff & elected officials.
- Financial impacts.
- Policy or legislative impacts.
- Options.

### **OCP BYLAW AMENDMENT**

Any zoning amendment should be supported by the Ucluelet OCP and be consistent with the adopted *Schedule A - Proposed Land Use Designation* map. The current designation for the Lodge Property and The Staff Housing property is Residential - Single Family (the yellow color below). To facilitate the requested zoning of the Lodge property and the Staff Housing property, the *OCP Schedule - A*, would need to first be amended by changing the designation for those two properties to Tourist Commercial (the pink color below). It would also be prudent to add those two properties

to the mapping within *Development Permit Area No. 3 (Reef Point)* so that the DP policies and requirements for *DP Area no.3* would apply to the Lodge and Staff Housing properties.

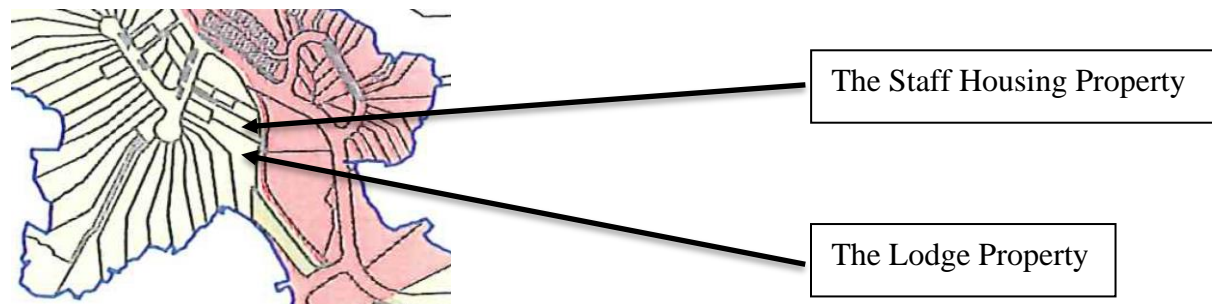


Figure 2 – Clip from OCP’s Schedule - A

### ZONING BYLAW AMENDMENT

#### The Lodge Property

The Lodge Property is part of a subdivision created in 1997, and the property was originally zoned as *R-1 Single Family Residential (R-1)*. On February 17, 2004, Council adopted bylaw No. 927, 2004, which changed the property’s zoning designation from R-1 to *GH – Guest House (GH)*. The GH zone on this 4,525 m<sup>2</sup> property would have permitted the following uses:

- A principal use (required) of One Single-Family Dwelling (**SFD**) that could contain up to six Guest Rooms (**GR**).
- A secondary use of up to four Guest Cabins (**GC**).
- **13 Bedrooms Total** (for context we used 3-bedroom SFD as an average)

The main SFD building and two cabins were issued a building permit on September 30, 2004, with occupancy given on August 15, 2006. The plans on file show that the main SFD building was purpose-built containing the following configurations of rooms and suites:

- 8 one-bedroom guest rooms grouped around a common kitchen and recreation area (main and top floor).
- 1 two-bedroom dwelling unit (has its own kitchen).
- 1 one-bedroom staff accommodation dwelling unit (has its own kitchen).
- 1 guestroom-type staff housing unit (does not have a kitchen).
- **12 Bedrooms Total**

A walk through by staff of the building confirms that, other than minor changes, the building was built as per plans submitted. This building, with these uses in place, did not and does not conform to the GH zoning. Current staff cannot speak to why or how this was approved; we can only comment that the building’s configuration appears to have been reviewed and approved by the District of Ucluelet.

Because there was an active business licence at the time the current owner purchased the property, and this business had been in operation for years prior to the sale of the property, the owner was under the impression that the use of the business conformed to the property’s zoning. The Bylaw Officer and Planning staff have been working with the owner to bring their current business operation into conformity. Staff suggested that since the building and cabins were purpose-built more as a motel than as a SFD, and that the property has essentially been operating as a motel, that

the best way forward would be to change the zoning designation to *CS-5 Tourist Commercial (CS-5)* which contains Motel as a principal use.

In consideration of the up-zoning or increased allowable density of this property the applicant has offered as an amenity, a Statutory Right-of-Way (**SRW**) to alleviate a District of Ucluelet trail trespass (**Figure 3**) that occurs over 338 Reef Point Road (property to the west of the Lodge Property). The new SRW would be routed away from 338 Reef Point Road and would connect to the existing Wild Pacific Trail (**WPT**) within the municipal park fronting Terrace Beach. This new route would work around mature Sitka Spruce trees and be of significant benefit to the WPT trail system.

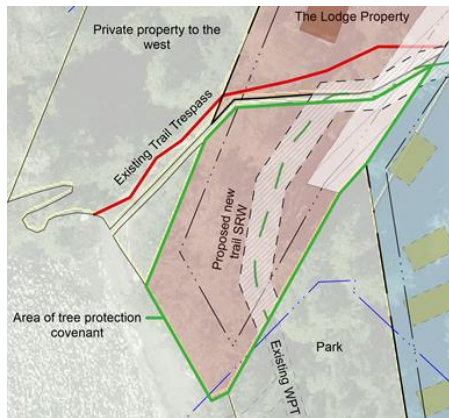


Figure 3 – The Lodge Property trail rerouting plan

#### Development Variances for the Lodge Property

It is best practice at the time of rezoning to recognize any variances that may be required for the existing buildings on a property.

1. The Lodge property contains a small seasonal creek close to the ocean boundary, the southernmost cabin requires an 8m setback and the main building requires a 15m setback to the natural Boundary of this creek, whereas section 306.2 (1) (b) of the District of Ucluelet Zoning Bylaw No.1160, 2013, requires 30m (**Figure 4**).

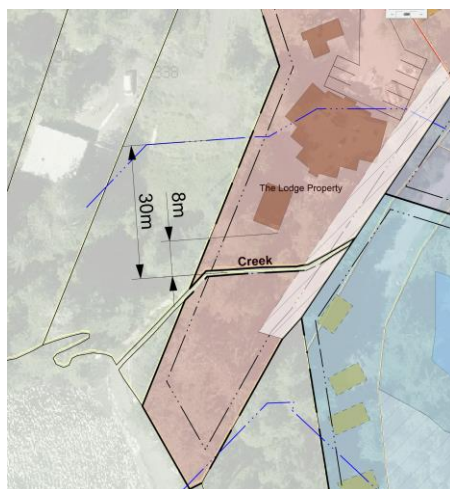


Figure 4 – DVP for the Lodge Property

Considering that the building plans were approved by previous staff, that the property has been essentially operating as a motel for years, and that current Planning staff are not aware of any complaint to this operation, staff support the change of zoning from GH to CS-5 and the DVP request. The proposed SRW amenities represent substantial benefit to the community.

### The Staff Housing Property

This panhandle lot is currently vacant and zoned R-1 and has the potential to contain:

- 1 SFD; and,
- 3 Bed and Breakfast guest rooms; or
- 2-bedroom Secondary Suite to 90 m<sup>2</sup> (969 ft<sup>2</sup>) of gross floor area.
- **6 Bedrooms Total** (for context we used 3-bedroom SFD as an average)

The applicant is requesting that this parcel be amalgamated with the Lodge property and that the zoning designation be amended to allow a staff housing use in the form of two *accessory residential dwelling units* (ARDU) atop a proposed new laundry room. Staff consider the best way to do this would be to give the property a CS-5 zoning designation, add a site-specific amendment to allow a second ARDU on the property, and register a Section 219 restrictive covenant over the buildable area of the staff housing property to ensure that only the proposed use could occur in that area.

As staff housing is a much-needed commodity in the community, the inclusion of the proposed units is strongly supported.

It should be noted that the applicant would be subject to a development permit for any future development on the site (including the building of the laundry and staff housing building). Vehicle access for the future Staff housing building will use the existing vehicle access of 330 Reef Point Road, as the applicant wishes to retain the existing trees within the panhandle and to the rear of 324 Reef Point Road. The applicant is also offering a 5m pedestrian trail connection through the Staff Housing property along the eastern property line that would connect Reef Point Road, Coral Way and Little Beach to Terrace Beach. This Route (**Figure 5**) would be a pleasant alternative to the current route along Peninsula Road for someone traveling from Terrace Beach to Little Beach and beyond, and would allow the Reef Point neighbourhood more direct connections to the beaches on either end. This could also be seen as another connection of the WPT trail network and help connect the southern part of the WPT (at Amphitrite Point) with the northern section (Big Beach and beyond). It should also be noted that the trail SRW can be seen as a buffer to the residence to the west and that the impact of the staff accommodation use is generally diminished when it is directly connected to the resort operation (i.e., the resort has a vested interest in keeping the noise of the tenants to a minimum, not only for the impact to the neighbors but also to the guests of the resort).

Within Ucluelet's housing continuum, staff housing is recognized as being one of the most important; considering the trail SRW through the property being offered by the applicant, the use of this property to support the resort operations on the Lodge and Cabins properties as proposed is strongly supported by staff.

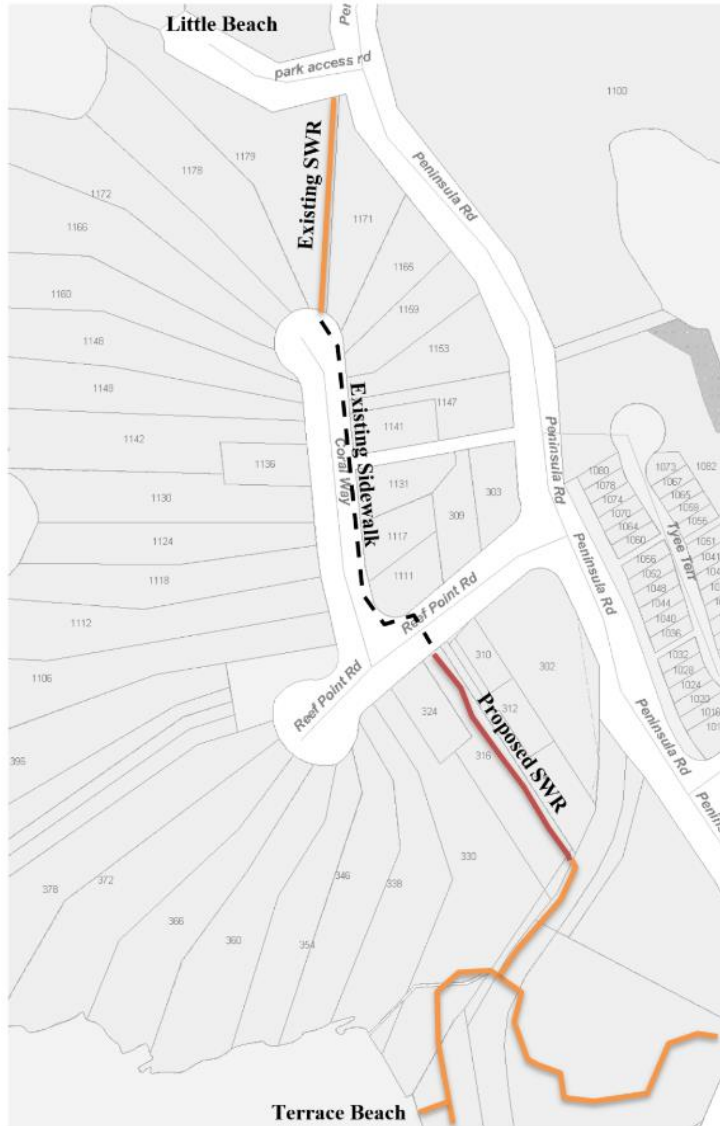


Figure 5 – Trail to Little Beach

### **DP FOR THE CABINS PROPERTY**

The Cabins Property falls into the Reef Point Development Permit Area (**DPA No.3**), which is established for the purposes of:

- Protection of the natural environment, its ecosystems and biological diversity; and,
- Protection of development from hazardous conditions; and,
- Establishment of objectives for the form and character of development in the resort region.

### **Protection of the natural environment, its ecosystems and biological diversity**

Aquaparian Environmental Consultants completed an Environmental Assessment Report for the property dated March 18, 2020 (see **Appendix G**). Although this property contains significant environmental features, most of these environmental elements occur in a protected midden area

and are not planned to be removed or altered. The 13 proposed cabins, their parking and access road are to be built over the old Peninsula Road with little impact to the trees and shrubs adjacent to the previously disturbed roadbed. The proposed mixed-use building to the south of the property and its parking lot is to be built over the existing gravel parking lot fronting Seabridge Way. The proposed mixed-use building to the north of the property and its parking lot is to be built on an existing gravel pad. Both of these mixed-use buildings and their parking lots are expected not to have an adverse environmental impact. The Aquaparian report describes regulatory development measures that the applicant must follow if the development is to proceed.

All trail works indicated in this proposal are anticipated to be done by the District of Ucluelet and would require both an archaeological permit and an environmental review before trail construction is started.

#### Protection of development from hazardous conditions

The 13 proposed cabins would be constructed on the old Peninsula Road base and as such are required to have a geotechnical assessment. The geotechnical assessment was completed December 19, 2019, by Lewkowich and Associated Engineering. As part of this assessment a minimum Flood Construction Level (**FCL**) was set at 8.95m above Geodetic (a standardized high tide level). This level matches the recent modeling work done within the Ucluelet's Flood Mapping Project (**Figure 6**) which describes a FCL of 8.9m above geodetic considering a 1m Sea Level Rise, an AEP of 0.5% (a rare storm event), and 0.6m freeboard (a safety margin).

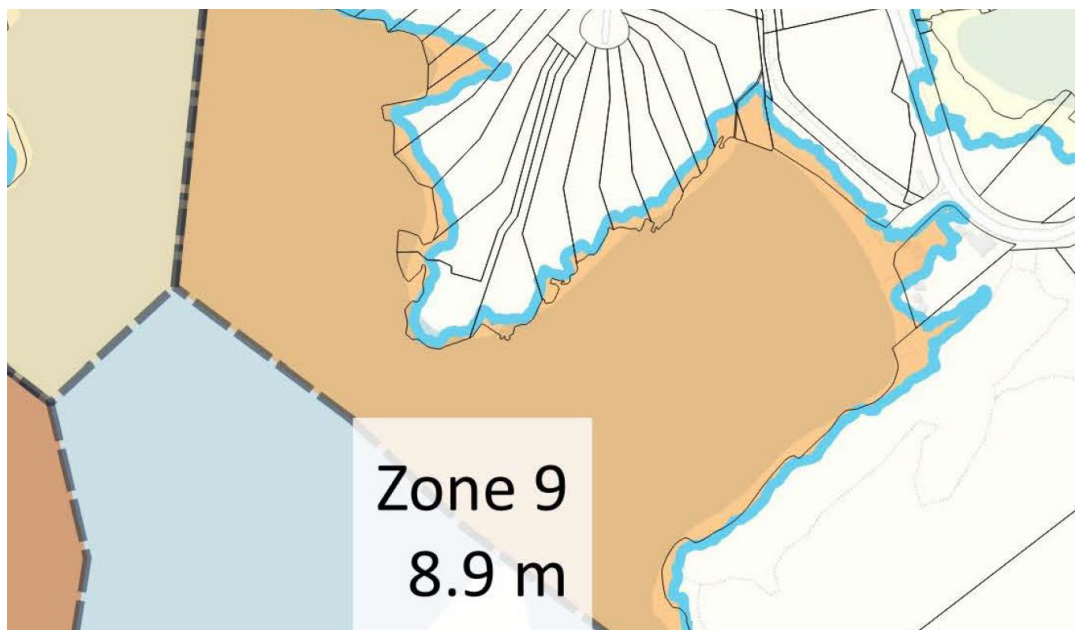


Figure 6 – Clip from the Coast Storm Flooding Support Map

The FCL modeling in the District of Ucluelet's Coastal Storm Flooding Support Map does not consider tsunami flooding. Tsunami modeling information will typically become a consideration for new development involving the subdivision of land which would create new lots (i.e., where new development parcels can be created to avoid potential tsunami flood zones). It is recommended that the resort operators develop a Tsunami evacuation plan for their resort that considers the new tsunami information generated by the Ucluelet Flood Hazard Mapping Project.



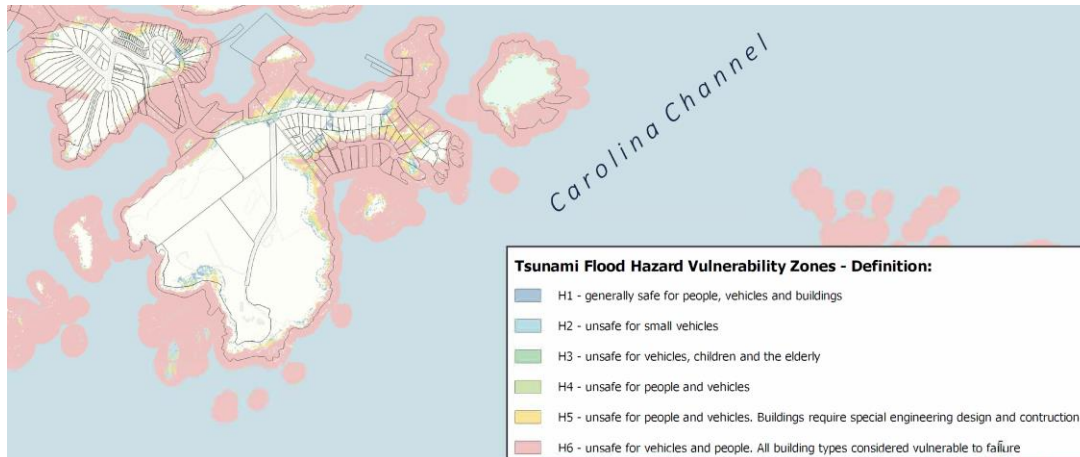


Figure 7 – Clip from the Tsunami Flood Planning Support Map

### Establishment of objectives for the form and character of development in the resort region

The form and character of this development will be broken down to the specific elements that form the proposal.

### Amalgamation of redundant properties

The applicant and Planning staff consider it the appropriate time to amalgamate the multiple existing parcels that form the resort into three newly-defined parcels and a road dedication as follows:

1. The Cabins Property North (Purple).
2. The Cabins Property South (Light Blue).
3. The Lodge / Staff Housing Property (Orange).
4. The Road Dedication (Green)

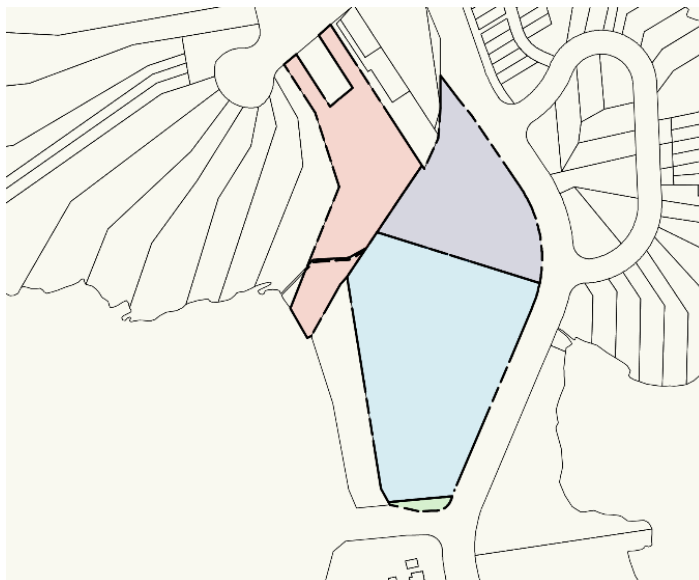


Figure 8 – Final property configuration.



The proposed redefinition of the lot boundaries would also relocate a property line between the north and south Cabins lots to fix a building / property line conflict with the existing cabins (see **Figure 15**). The applicant has offered the road dedication parallel to Seabridge Way (green in **Figure 8** above and hatched in **Figure 9** below). This contribution is to be considered as part of the OCP and Zoning request for the Lodge and Staff housing properties. This road dedication to the District of Ucluelet would provide an important amenity contribution for the realization of a double-loaded parking area and better pedestrian access to Terrace Beach in the Seabridge Way alignment.



Figure 9 – Seabridge Way public parking concept

#### The Cabins along the old Peninsula Road

The proposal shows 13 three-storey, two-bedroom cabins positioned along the old Peninsula Road. The proposed cabins (**Figure 10**) will be positioned back and above the beach. With the existing trees and understory in the park, these buildings should not dominate landscape but blend in much like the Terrace Beach Resort cabins to the south (**Figure 11**).



Figure 10 – Proposed cabins



Figure 11 – Existing nearby Terrace Beach Resort cabins

The proposed cabins will be clad in horizontal stained cedar siding, cedar fascia and trim with a gray metal roof. The shape and look of these cabins is a modern twist to the west coast cabin. It is encouraged that the applicant breaks up the colors of the exterior siding of these cabins to add interest to the grouping.

### The Northern Mixed-Use Building

This three-storey, mixed-use building consists of 950 sq.ft. of operations space for the resort on the ground floor, 950 sq.ft. of commercial space on the main floor and two 425 sq.ft. tourist accommodation units on the top floor. Detailed drawings for this building have not been included in this application but the applicant has stated they will maintain the general character and materials of the 13 proposed cabins. This building would be subject to a future DP application when the architectural and site design are further resolved. The inclusion of small-scale neighbourhood commercial use in this location is a good addition, near the crosswalk at the intersection of Boardwalk Boulevard and adjacent Spring Cove trail.

### The Southern Mixed-Use Building

This two-storey, mixed-use building consists of 950 sq.ft. of commercial space on the main floor and two 425 sq.ft. accommodation units on the top floor. Detailed drawings for this building have not been included in this application but the applicant has stated they will maintain the general character and materials of the 13 proposed cabins. This building would be subject to a future DP application when the architectural and site design are further resolved.

### Roads and Pedestrian Pathways

The vehicle access (red arrows below) to the site will continue to be through the existing parking for the Cabins property with the main egress being proposed to be one-way outs in two directions (one north and one south). This routing is appropriate considering the constraints of the building sites for the proposed cabins, and the small amount of traffic expected.

The pedestrian routes throughout the site will be much improved by this proposal. The applicant has offered a 5m SRW for a public path as indicated in blue below (**Figure 12**) through the forested midden. This new trail segment would be a direct connection to the crosswalk at the corner of Boardwalk Boulevard and the Spring Cove trail and create a loop between Spring Cove and Terrace Beach. The initial trail alignment has been walked in the field with staff from the Yuułu?i?ath Government, and after review with their Council they have expressed support for working with the District on developing a trail in this location. The trail presents an opportunity to introduce people to the rich history, cultural importance and natural beauty of this site.

The applicant has also offered a section of the old Peninsula Road indicated in purple below to be for public use as a shared (pedestrian/vehicle/bike) roadway. Guest and staff of the resort may also move on private pathways indicated in orange below.

Also, with the proposed road dedication, there will be an opportunity for the District to build a pathway to create an accessible connection between Terrace Beach and the Peninsula Road sidewalk (indicated in light blue below).

These new legal rights for pedestrian routes through the resort's property represents a significant amenity being offered to the community. These trails and loops systems improve livability for residents and are economic drivers forming part of Ucluelet's identity as a wild and green place. The gradual expansion of the trail network is a community goal. Staff recommend that the required survey, archeological and environmental work plus the construction and maintenance cost of these trails should be the responsibility of the District.



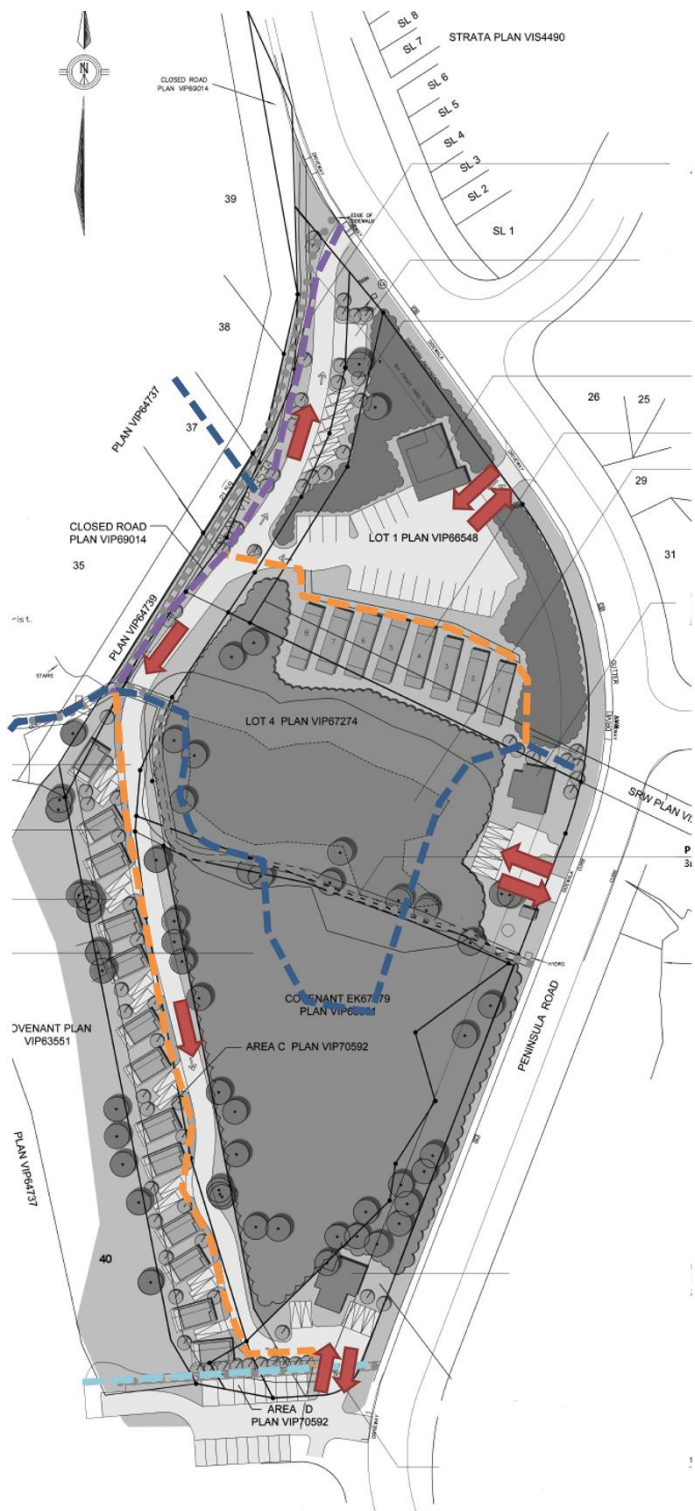


Figure 12 – The Cabins vehicle and pedestrian movement

### Landscaping

The applicant has indicated that they will landscape any disturbed areas in native species similar to what has already been done on the property. A final detailed landscape plan would be required as a standard condition of the DP. Any work in the district boulevard will require a works permit and may require a landscape deposit. This deposit will be secured at building permit.

### Zoning

The subject property is zoned CS-5 Tourist commercial. With drawings submitted proposal meets zoning requirements except for the variances listed below. A further more detailed of the buildings review will be completed at the building permit stage.

In summary, the draft DP20-17 (see Appendix E) would authorize the subdivision (to realign the parcel boundaries), construction of the 13 new cabins, new access, pathways and landscaping of disturbed areas. Future DP's would be submitted at the time the applicant has completed plans defining the architectural form and character for the mixed-use buildings on the Cabins Property and the resort service / staff accommodation building on the Staff Housing Property.

### Development Variances - The Cabins Proposal

The Cabins proposal will require the following setback variances:

1. The southernmost cabin will require an exterior side yard setback of 2m, whereas section CS-5.6.1 (1) (d) of Ucluelet Zoning Bylaw No. 1160, 2013, requires 6m; and
2. Multiple cabins along the old Peninsula Road will require a rear yard setback of 1m, whereas section CS-5.6.1 (1) (b) of Ucluelet Zoning Bylaw No. 1160, 2013, requires 3m; and

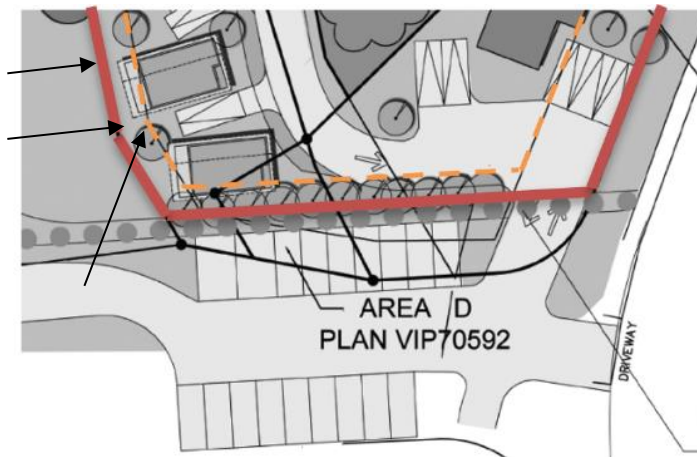


Figure 13

3. The four of proposed cabin to the north will require a natural boundary of 8m, whereas section 306.2 (1) (b) requires 30m.

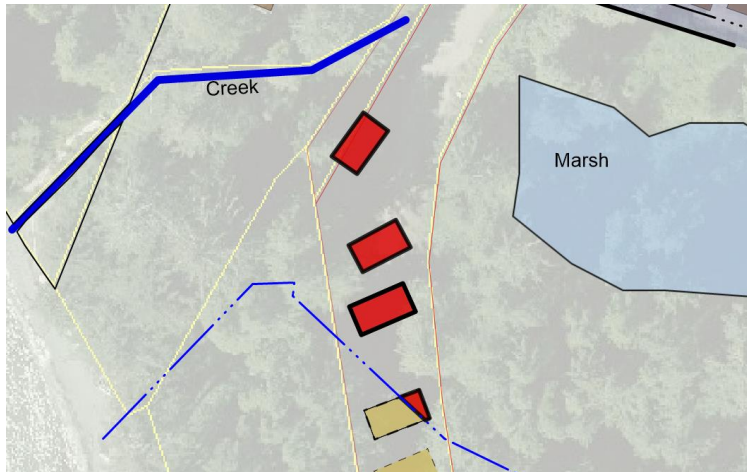


Figure 14

The DVP20-06 has been drafted to accommodate these variances (see **Appendix 'D'**). It is recommended that notification for public input on the variances be done at the same time as the public hearing on the bylaws.

**EXISTING RESTRICTIVE COVENANTS:**

There are two covenants on the property titles that can be removed as the proposed development proceeds (see **Figure 15**):

Statutory Right-of-Way EL10355 (trail)

This SRW is for a pedestrian foot path and it was in place prior to the rerouting of Peninsula Road. As indicated in **Figure 15** below this SRW has been built over and is no longer practical to be used. As the applicant is giving the District of Ucluelet an new and better route, the removal of this SRW from the Cabin's property is supported.

Statutory Right-of-Way EL10354 (footpath/sewer)

This SRW is for both a community sewer line and a footpath. As this location is on a steep bank. As the applicant has given the District of Ucluelet a better route for the foot path, removing the footpath elements from the covenant the Lodge and the Staff Housing property is supported and can be done at the time the new subdivision is registered.

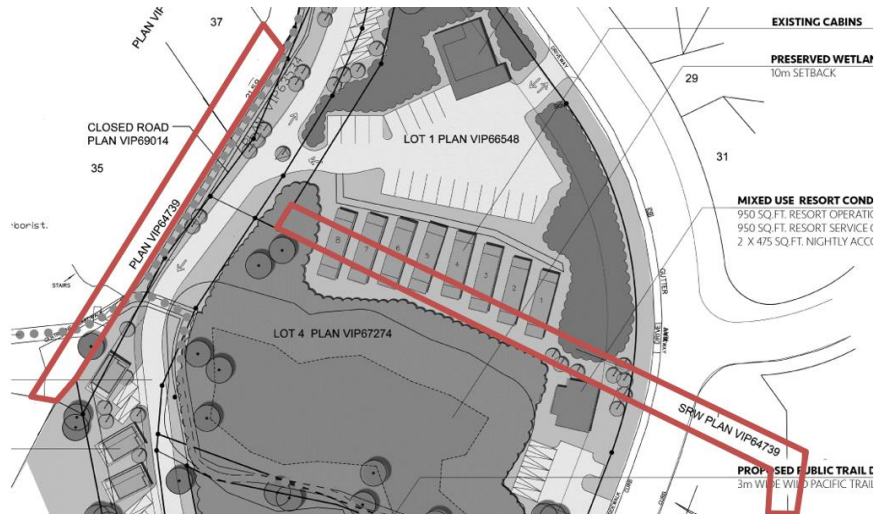


Figure 15 – Existing Covenants

### **HOUSING AGREEMENT BYLAW**

To ensure that the area proposed for Staff housing is only to be used to accommodate staff, a housing agreement needs to be placed on title with the adoption of the zoning amendment bylaw. A housing agreement must be authorized by bylaw and Staff recommend that Council give Bylaw No. 1283 three readings prior to public hearing. A draft of the housing agreement is contained in **Appendix C**.

### **SEQUENCE OF PROCESSES**

If this application is to move forward, Staff consider the best sequence would be as follows:

1. First and Second Reading of:
  - a. OCP Amendment Bylaw No. 1281
  - b. Zoning Amendment Bylaw No. 1282
2. First three readings of:
  - a. Housing Agreement Bylaw No. 1283
3. Public Hearing for input on:
  - a. OCP Amendment Bylaw No. 1281
  - b. Zoning Amendment Bylaw No. 1282
  - c. Variances in DVP20-06
4. Third Readings, Adoption or Approval of:
  - a. Third reading to OCP Amendment Bylaw No. 1281
  - b. Third reading to Zoning Amendment Bylaw No. 1282
  - c. Adoption of Housing Agreement Bylaw No. 1283
  - d. Approval of DVP for both the Cabins property and the Lodge property.
  - e. Approval of the Cabins DP
5. Before adoption of the Zoning and OCP amendment Bylaws the applicant would need to:
  - a. register a restrictive covenant to ensure:
    - i. that, prior to obtaining an occupancy permit for the proposed new cabins, the subdivision to consolidate the lots and resolve the parcel boundaries



- will have been registered (note this would allow for building permits to be issued while the subdivision process is underway); and,
- ii. that the development and use of the Lodge and Staff Housing will conform to the plans presented;
  - b. register Section 218 Statutory Rights-of-Way to allow for construction and maintenance of the public access trails by the District, as proposed on the submitted plans.
  - c. execute the Housing Agreement for the staff housing units.
6. Adoption of OCP and Zoning amendment bylaws;
  7. Application for building permits for cabins;
  8. Registration of subdivision; and,
  9. Occupancy of cabins.

**TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

Should this application proceed, staff time will be required to process the Bylaw Amendments (including giving notice of a Public Hearing), the DVP, the DP, the Housing Agreement, SRW and covenant and ultimately, building permits. It is quite a package, but the draft bylaws and permits attached to this report have been put together so that this could move forward efficiently, and so that the public can see the entire proposal and provide input as part of the process.

**FINANCIAL IMPACTS:**

The District of Ucluelet will be required to put together the legal and survey framework to secure the trail SRW. The construction of the trail would be a future project for consideration by Council. The Development Cost Charges for the new development will be collected at building permit:

- per unit for the accommodation units; and,
- per meter of floor area for the commercial units.

**POLICY OR LEGISLATIVE IMPACTS:**

This application amends both Ucluelet's OCP and Zoning bylaws. The motions recommended at the outset of this report include the necessary Council consideration for any OCP amendment in conjunction with the District's Financial Plan and Waste Management Plan. The amendment to the 2011 OCP is deemed minor and staff recommend would not require an extensive referral process. Council should turn its mind to what agencies, if any, should receive a referral to prompt their consideration of whether the proposed OCP amendment would affect their interests – staff have suggested a short list of pertinent agencies but look to Council for direction.

**OPTIONS:**

This proposal represents a recognition of the existing uses, a repair to the disjointed land parcels and existing SRW's, and a major improvement to pedestrian movement in the area. The proposal is for sensitive site development and investment in expanding one of the community's well-known and highly regarded resort operations. The dedication of the road area to Seabridge Way would allow the District to make an efficient and accessible public access to Terrace Beach. Considering the totality of this proposal and the community benefits it represents, it is fully supported by staff.

Alternatively, Council could consider the following:

2. **THAT** Council provide alternative direction to staff.

**Respectfully submitted:** John Towgood, Planner 1  
Bruce Greig, Manager of Planning  
Mark Boysen, Chief Administrative Officer

**DISTRICT OF UCLUELET**

Appendix A

**Official Community Plan Amendment Bylaw No. 1281, 2020**

A bylaw to amend the District of Ucluelet Official Community Plan  
(Lot 35 and 37 VIP64737 – Land Use designation change).

---

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

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

**1. Map Amendments:**

The “District of Ucluelet Official Community Plan Bylaw No. 1140, 2011, as amended, is hereby further amended as follows:

- A. Schedule ‘A’ (Proposed Land Use Designations) is hereby further amended by changing the designation of Lot 37, Plan VIP64737, Section 21, Clayoquot Land District (PID: 023-656-271) and Lot 35, Plan VIP64737, Section 21, Clayoquot Land District (PID: 023-656-255), shown shaded on the map attached to this Bylaw as Appendix “A”, from Residential–Single Family to Tourist Commercial; and,
- B. Schedule ‘C’ (Development Permit Areas) is hereby further amended by designating Lot 37, Plan VIP64737, Section 21, Clayoquot Land District (PID: 023-656-271) and Lot 35, Plan VIP64737, Section 21, Clayoquot Land District (PID: 023-656-255), shown shaded on the map attached to this Bylaw as Appendix “A”, within Development Permit Area #3 - Reef Point.

**2. Citation:**

This bylaw may be cited as “District of Ucluelet Official Community Plan Amendment Bylaw No. 1281, 2020”.

**READ A FIRST TIME** this day of \_\_\_\_\_, 2020.

**Considered in conjunction with the District of Ucluelet Financial Plan and Waste Management Plan** under Section 477 of the *Local Government Act* this day of \_\_\_\_\_, 2020.

**READ A SECOND TIME** this day of \_\_\_\_\_, 20 .

**PUBLIC HEARING** held this day of \_\_\_\_\_, 20 .

**READ A THIRD TIME** this day of \_\_\_\_\_, 20 .

**ADOPTED** this day of \_\_\_\_\_, 20 .

**CERTIFIED A TRUE AND CORRECT COPY** of "Official Community Plan Amendment Bylaw No. 1281, 2020"

\_\_\_\_\_  
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

### Appendix 'A'

## Official Community Plan Amendment Bylaw No. 1281, 2020

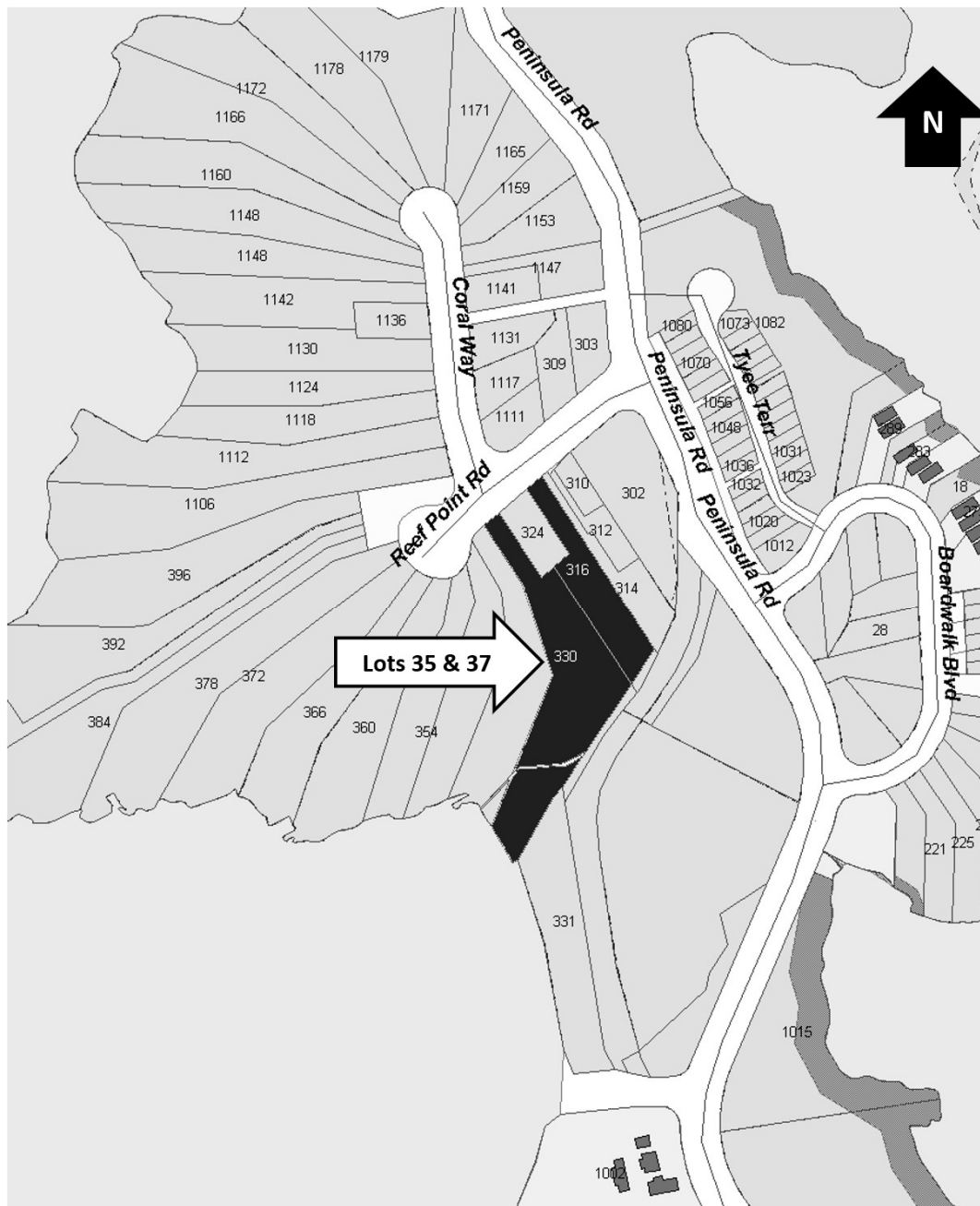
OCP Schedule 'A' Proposed Land Use Designations

From: "Residential - Single Family"

To: "Tourist Commercial"

OCP Schedule 'C' Development Permit Areas

Add to DPA "#3 Reef Point"



**DISTRICT OF UCLUELET**

Appendix B

**Zoning Amendment Bylaw No. 1282, 2020**

A bylaw to amend the "District of Ucluelet Zoning Bylaw No. 1160, 2013".  
(316 and 330 Reef Point Road, Zoning designation change from R-1 and GH to CS-5)

---

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

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

**1. Text Amendment:**

THAT Schedule B of the District of Ucluelet Zoning Bylaw No. 1160, 2013, as amended, is hereby further amended by adding the following secondary permitted use to section *CS-5.3.1 Maximum Number* in alphanumerical order, as follows:

"(2) Despite subsection (1) above, a maximum of two (2) *Accessory Residential Dwelling Units* are permitted on Lot 37, Section 21, Clayoquot Land District, Plan VIP64737 (316 Reef Point Road)"

**2. Map Amendment:**

Schedule A (Zoning Map) of District of Ucluelet Zoning Bylaw No. 1160, 2013, as amended, is hereby further amended by changing the zoning designation of Lot 37, Section 21, Clayoquot Land District, Plan VIP64737 (PID: 023-656-271) and Lot 35, Section 21, Clayoquot Land District, Plan VIP64737 (PID: 023-656-255), shown shaded on the map attached to this Bylaw as Appendix "A", from R-1 Single Family Residential to CS-5 Tourist Commercial.

**3. Citation:**

This bylaw may be cited as "District of Ucluelet Zoning Amendment Bylaw No. 1282, 2020".

**READ A FIRST TIME** this     day of     , 20     .

**READ A SECOND TIME** this     day of     , 20     .

**PUBLIC HEARING** held this     day of     , 20     .

**READ A THIRD TIME** this     day of     , 20     .

**ADOPTED** this     day of     , 20     .

**CERTIFIED A TRUE AND CORRECT COPY** of “District of Ucluelet Zoning Amendment Bylaw No. 1282, 2020.”

---

Mayco Noël  
Mayor

---

Mark Boysen  
Corporate Officer

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

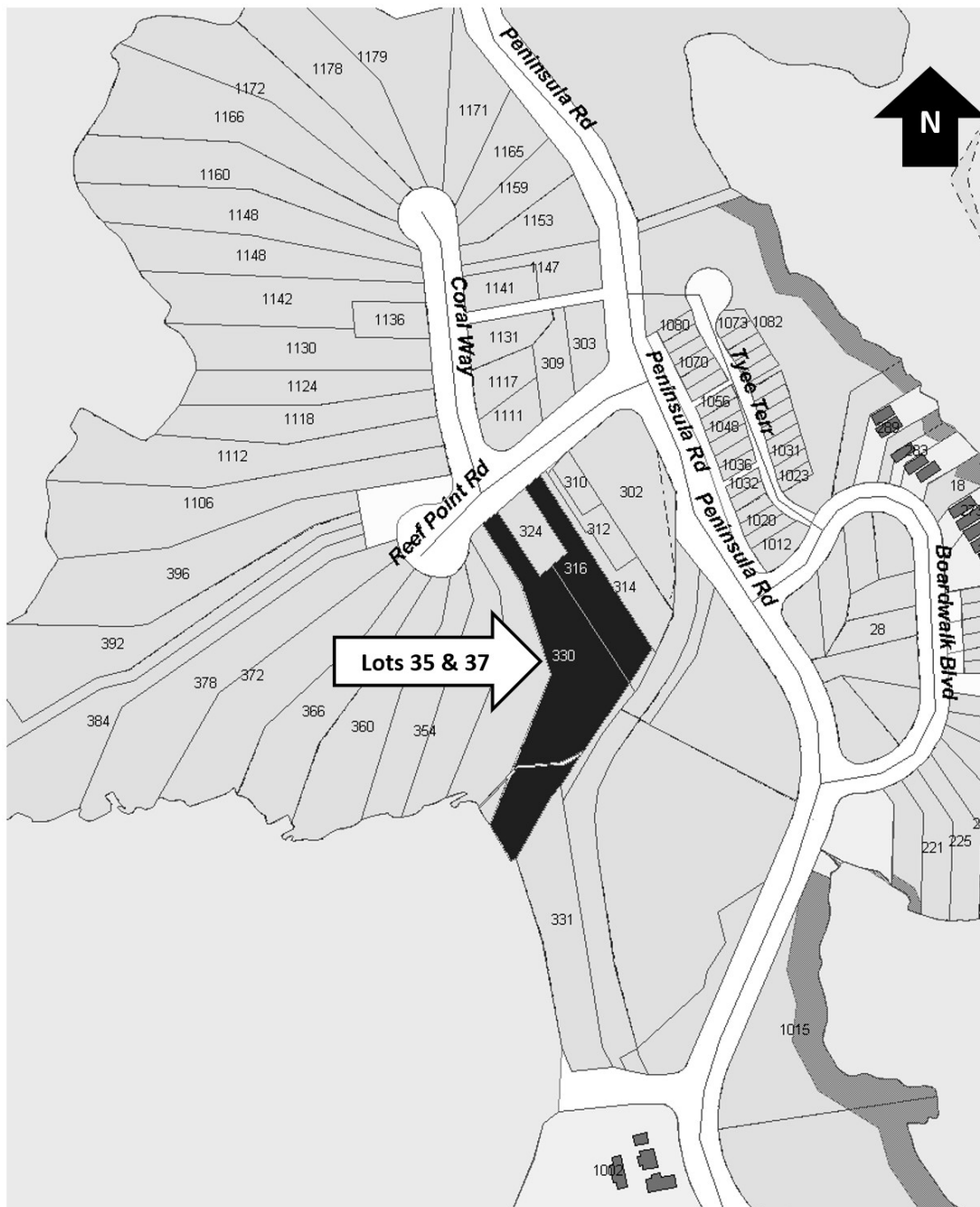
---

Mark Boysen  
Corporate Officer



### Schedule 'A' District of Ucluelet Zoning Amendment Bylaw No. 1282, 2020

From: R-1 Single Family Residential  
To: CS-5 Tourist Commercial



**DISTRICT OF UCLUELET**  
**Bylaw No. 1283, 2020**

Appendix C

A Bylaw to Authorize the District of Ucluelet to Enter into a Housing Agreement.  
 (316 Reef Point Road Housing Agreement)

---

**WHEREAS** the Municipality may, by Bylaw, under Section 483 of the Local Government Act enter into a Housing Agreement which may include terms and conditions agreed to by the Municipality and the Owner regarding the occupancy of the housing units identified in the Agreement;

**AND WHEREAS** the Municipality has rezoned the lands described in this Bylaw to enable the Owner to construct and maintain a Staff Housing complex on the Lands and the Municipality has deemed it expedient to require the Owner, as a condition of rezoning, to enter into a Housing Agreement with the Municipality pursuant to Section 483 of the Local Government Act;

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

1. The Municipality is authorized to enter into Housing Agreements pursuant to Section 483 of the *Local Government Act*, in substantially the form attached to this Bylaw as Appendix "A", with respect to the land located in the District of Ucluelet having a civic address of 316 Reef Point Road and legally described as Lot 37, Plan VIP64737, Section 21, Clayoquot Land District (PID: 023-656-271), as shown shaded on the map attached and forming part of this bylaw as Schedule 'B'.
2. The Mayor and the Chief Administrative Officer of the Municipality are authorized to execute the Housing Agreements on behalf of the Municipality.

**CITATION**

3. This bylaw may be known and cited for all purposes as the "Ucluelet Housing Agreement Bylaw No. 1283, 2020".

**READ A FIRST TIME** this day of , 20 .

**READ A SECOND TIME** this day of , 20 .

**READ A THIRD TIME** this day of , 20 .

**ADOPTED** this day of , 20 .

**CERTIFIED A TRUE AND CORRECT COPY** of "Ucluelet Housing Agreement Bylaw No. 1283, 2020"

---

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

**Appendix "A" to Bylaw No. 1283****HOUSING AGREEMENT****(Section 483, *Local Government Act*)**

This Agreement, dated for reference the \_\_\_ day of \_\_\_\_\_, 2021 is

BETWEEN:

The District of Ucluelet  
200 Main Street (PO Box 999)  
Ucluelet, BC  
V0R 3A0

(the "District")

and:

0933164 B.C. LTD., INC.NO. 0933164  
PO BOX 315  
UCLUELET, BC  
V0R 3A0  
(the "Owner")

**WHEREAS:**

- A. The Owner is the registered owner of land located at 316 Reef Point Road in the District of Ucluelet, which land is within the CD-5 Zone under the District's Zoning Bylaw 1160, and is more particularly described as:

PID: 023-656-271

LOT 37 SECTION 21 CLAYOQUOT DISTRICT PLAN VIP64737

(the "Land");

- B. The Owner has offered to enter into this agreement restricting the use of the land and occupancy of the proposed staff housing *Accessory Residential Dwelling Units* to employees of "the Cabins at Terrace Beach" business operating on the Land, or other employees of hotels, motels or restaurants operating within the boundaries of the District of Ucluelet;
- C. The District may, pursuant to Section 483 of the *Local Government Act*, enter into a housing agreement with an owner of land that includes terms and conditions regarding the occupancy, tenure and availability to specified classes of persons of the housing that is subject to the agreement; and,

- D. The Council of the District has, by Housing Agreement Bylaw No. 1283, 2020, authorized the District to enter into this Agreement with the Owner.

**THIS AGREEMENT** is evidence that in consideration of \$2.00 paid by the District to the Owner, the receipt and sufficiency of which are acknowledged by the Owner, and in consideration of the promises exchanged below, the parties agree, as a housing agreement between the Owner and the District under s. 483 of the *Local Government Act*, as follows:

#### **STAFF HOUSING UNITS**

1. **Occupancy Restriction.** The Owner agrees that the employee housing unit located on the upper floor of the Check-in Centre building located on the Land, as indicated in Schedule B to this Agreement, will be occupied only by the employees of the Owner or employees of restaurants, hotels or motels located within the boundaries of the District of Ucluelet, and the children and spouses of those employees, provided that children and spouses are only allowed to occupy a unit while the unit is occupied by the employee.
2. **Annual Verification.** No later than January 15 of each year the Owner will provide to the District, substantially in the form attached as Schedule A to this Agreement unless the District agrees to accept another form, a written statement of the Owner confirming the occupancy in respect of each unit on the Land complies with section 1, above.

#### **DEFAULT AND REMEDIES**

3. The Owner agrees that any breach or default in the performance of this Agreement on its part must be corrected, to the satisfaction of the District, within the time stated in any notice of default provided to the Owner by the District.
4. The Owner acknowledges that an award of damages may be an inadequate remedy for a breach of this Agreement and that the District is entitled in the public interest to an order for specific performance of this Agreement, a prohibitory or mandatory injunction to cure any breach of this Agreement, and a declaration that a residential tenancy agreement or any portion of such an agreement or a strata corporation bylaw constitutes a breach of this Agreement and is unenforceable.

#### **GENERAL PROVISIONS**

5. **Housing Agreement.** The Owner acknowledges that this Agreement constitutes a housing agreement under s.483 of the *Local Government Act* and that the District will register a notice of this housing agreement against title to the Land.
6. **Indemnity.** The Owner shall indemnify and save harmless the District and each of its elected officials, officers, directors, employees and agents from and against all claims, demands, actions, loss, damage, costs and liabilities for which any of them may be liable by reason of

any act or omission of the Owner or its officers, directors, employees, agents or contractors or any other person for whom the Owner is at law responsible, that constitutes a breach of this Agreement.

7. **Release.** The Owner releases and forever discharges the District and each of its elected officials, officers, directors, employees and agents and each of their heirs, executors, administrators, personal representatives, successors and assigns from all claims, demands, damages, actions or causes of action arising out of the performance by the Owner of its obligations under this Agreement.
8. **Survival.** The obligations of the Owner set out in sections 3 and 4 shall survive any termination of this Agreement.
9. **Municipal Powers Unaffected.** This Agreement does not limit the discretion, rights, duties or powers of the District under any enactment or the common law, impose on the District any duty or obligation, affect or limit any enactment relating to the use or subdivision of the Land, or relieve the Owner from complying with any enactment.
10. **No Public Law Duty.** Where the District is required or permitted by this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent, the District is under no public law duty of fairness or natural justice in that regard and the Owner agrees that the District may do any of those things in the same manner as if it were a private party and not a public body.
11. **Notice.** Notice required or permitted to be served under this Agreement is sufficiently served if delivered in person or mailed to the postal address of the Owner or the District, as the case may be, at the address set out above, and in the case of mailed notice shall be deemed to have been received on the third day following mailing.
12. **Enuring Effect.** This Agreement is binding upon, and enures to the benefit of the parties and their respective successors and permitted assigns.
13. **Severability.** If any provision of this Agreement is found to be invalid or unenforceable, it shall be severed from this Agreement and the remainder shall remain in full force and effect.
14. **Remedies and Waiver.** All remedies of the District under this Agreement are cumulative, and may be exercised in any order or concurrently, any number of times. Waiver of or delay by the District in exercising any remedy shall not prevent the later exercise of any remedy for the same or any similar breach.
15. **Sole Agreement.** This Agreement represents the entire agreement between the parties respecting the tenure, use and occupancy of the housing units to be located on the Land, and there are no representations, conditions or collateral agreements on the part of the District other than those set out in this Agreement.

- 16. **Further Assurance.** The Owner must forthwith do all acts and execute such instruments as may be reasonably necessary in the opinion of the District to give effect to this Agreement.
- 17. **Runs with the Land.** This Agreement runs with the Land, including any part into which the land may be subdivided, and is binding on the Owner and all persons who acquire an interest in the Land.
- 18. **No Joint Venture.** Nothing in this Agreement will constitute the District as the joint venturer, agent or partner of the Owner or give the Owner any authority to bind the District in any way.

0933164 B.C. LTD., by its authorized signatories:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Date:

**The Corporation of the District of Ucluelet,**  
by its authorized signatories:

\_\_\_\_\_  
Mayor:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Corporate Officer:

\_\_\_\_\_  
Date:



Schedule A to Housing Agreement

**STATUTORY DECLARATION**

<b>CANADA</b>	)	<b>IN THE MATTER OF A HOUSING</b>
	)	<b>AGREEMENT WITH THE DISTRICT OF</b>
	)	<b>UCLUELET</b>
	)	
<b>PROVINCE OF BRITISH COLUMBIA</b>	)	<b>("Housing Agreement")</b>
	)	

TO WIT:

I, \_\_\_\_\_ of \_\_\_\_\_, British Columbia, do solemnly declare that:

1. I am the owner or authorized signatory of the owner of land located at 316 Reef Point Road in the District of Ucluelet, (the "Lands"), and make this declaration to the best of my personal knowledge.
2. This declaration is made pursuant to the Housing Agreement in respect of the Lands.
3. For the period from \_\_\_\_\_ to \_\_\_\_\_ the Lands were occupied only by employees of the Cabins at Terrace Beach or another hotel, motel or restaurant business operating within the District of Ucluelet, or the children or spouses of those employees. Attached to this declaration is a list of the tenants of each of the units located on the Lands, and their place of employment.
4. I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and pursuant to the *Canada Evidence Act*.

DECLARED BEFORE ME at the District of \_\_\_\_\_ )  
 Ucluelet, in the Province of British Columbia, )  
 this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_. )  
 \_\_\_\_\_ )  
 \_\_\_\_\_ )  
 \_\_\_\_\_ )  
 A Commissioner for Taking Affidavits in the )  
 Province of British Columbia )

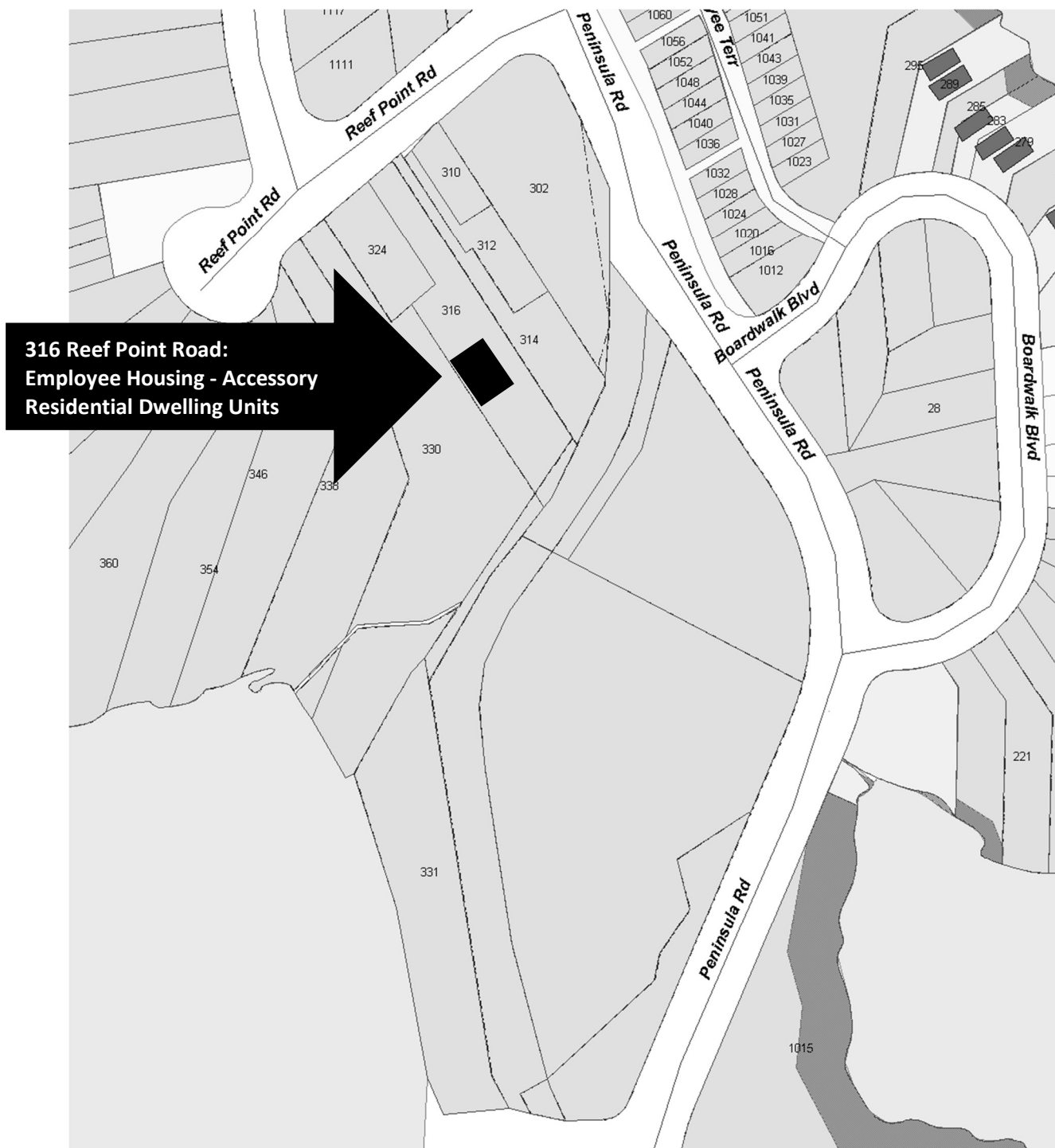
\_\_\_\_\_  
 DECLARANT



**Schedule "B" to Housing Agreement**

**EMPLOYEE HOUSING UNITS**

**(316 Reef Point Road – the Cabins at Terrace Beach)**





Appendix D

## DEVELOPMENT VARIANCE PERMIT DVP20-06

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

1. This Development Variance Permit is issued to:

**LOUGHEED ENTERPRISES LTD., INC.NO. BC0998092, 102 2455 DOLLARTON HIGHWAY,  
NORTH VANCOUVER, BC, V7H 0A2;**

**GO CABIN VACATION PROPERTY MANAGEMENT INC., INC.NO. BC0647673, 1566  
PENINSULA ROAD, UCLUELET, BC, V0R 3A0; and,**

**0933164 B.C. LTD., INC.NO. 0933164.**

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

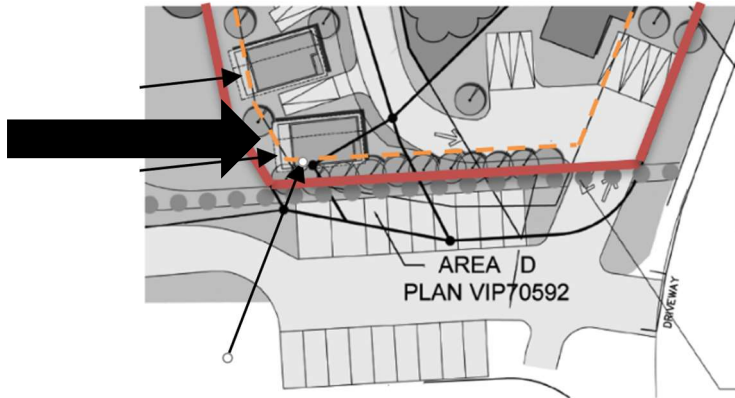
**Over multiple lots as follows:**

- a) Lot 1, Plan VIP66548, Section 21, Clayoquot Land District, Except Plan VIP70592.
- b) Plan VIP70592, Section 21, Clayoquot Land District, that part shown as area B.
- c) Lot C, Plan VIP70592, Section 21, Clayoquot Land District, shown as area C Plan VIP70592.
- d) Lot D, Plan VIP70592, Section 21, Clayoquot Land District, that part of sec 21 ld 09 shown as area D on pl vip70592.
- e) Lot 3 and 4, Plan VIP67274, Section 21, Clayoquot Land District.
- f) Lot 4, Plan VIP67274, Section 21, Clayoquot Land District.
- g) Section 21, Clayoquot Land District, that part incl within Plan VIP69014, adjacent & fronting Lot 1 Plan VIP66186, lying N of a line & said line produced & extended from the SW boundary of said Lot 1 having a bearing of 295 degrees 40'23".
- h) Plan VIP69014, Section 21, Clayoquot Land District, that part adjacent to & fronting lot 35 pl VIP64737, lying S of a line & said line produced & extended from the most sly NE boundary of said Lot 35 having a bearing of 145 degrees 00'00".
- i) Section 21, Clayoquot land district, that part incl within pl VIP69014 adjacent & fronting Lot 37 Plan VIP64737, lying S of a line produced & extended from the NE boundary of said lot 37 having a bearing of 145 degrees 00'00" & lying M of a line produced & extended from the most sly SW boundary of said lot 37 having a bearing of 145 degree. (collectively, the "Cabins Property"); and,
- j) 330 Reef Point Road, Lot 35, Plan VIP64737, Section 21, Clayoquot Land District (the "Lodge Property").

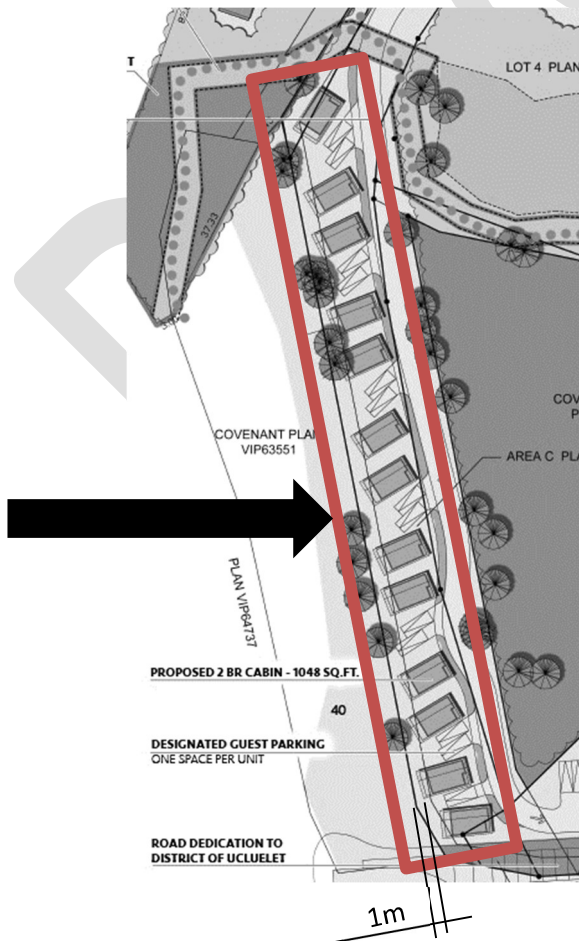
3. The work authorized by this Permit may only be carried out in compliance with the requirements of the District of Ucluelet Zoning Bylaw No. 1160, 2013, except where specifically varied or supplemented by this development variance permit and in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws.

4. This Permit authorizes the following variances specific to the plans and details attached as Schedule "A":

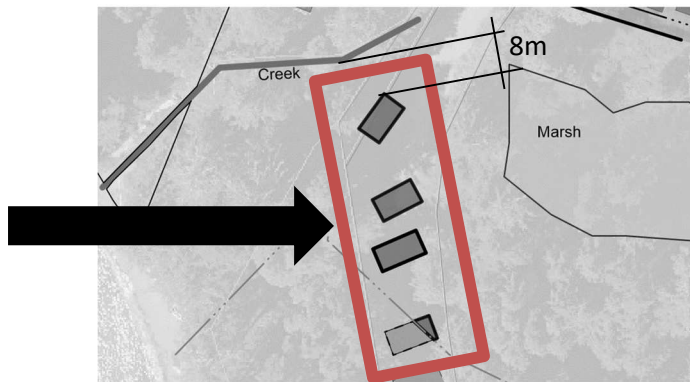
- a. **The southernmost cabin will require an exterior side yard setback of 2m, whereas section CS-5.6.1 (1) (d) of Ucluelet Zoning Bylaw No. 1160, 2013, requires 6m; and**



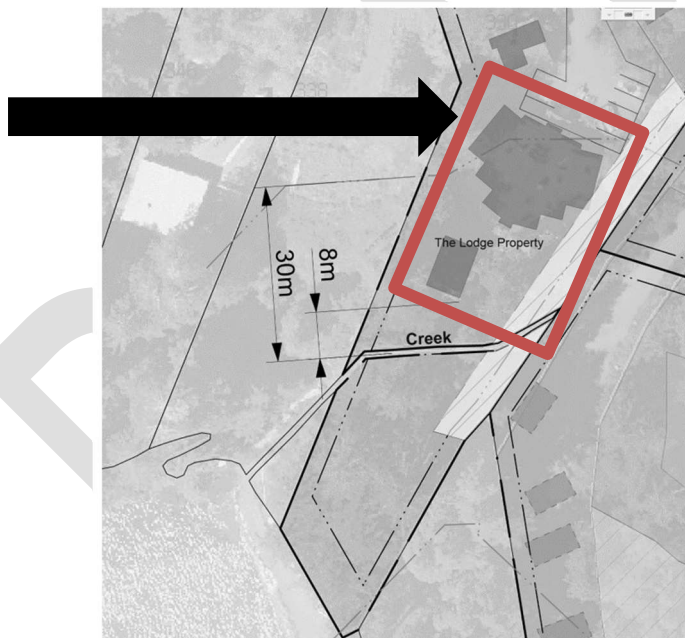
- b. **Multiple cabins along the old Peninsula Road will require a rear yard setback of 1m, whereas section CS-5.6.1 (1) (b) of Ucluelet Zoning Bylaw No. 1160, 2013, requires 3m; and**



- c. **The four of proposed cabin to the north will require a natural boundary of 8m, whereas section 306.2 (1) (b) required 30m.**



- d. **The existing southernmost cabin requires a 8m setback and the existing main building requires a 15m setback to the natural Boundary of this creek, whereas section 306.2 (1) (b) of the District of Ucluelet Zoning Bylaw No.1160, 2013, requires 30m (Figure 4).**



5. This variance is authorized subject to the condition that the owners install, at their cost, a fire hydrant or a fire standpipe located to the rear of the existing building prior to receiving an occupancy permit, to the satisfaction of the Fire Inspector.
6. The above variances are granted for the proposed structures and use of the land as shown on Schedule A. Should the building be later removed or destroyed, 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      , 202 .

**ISSUED** the      day of      , 202 .

\_\_\_\_\_  
Bruce Greig - Manager of Community Planning

DRAFT



**Schedule A**





# DEVELOPMENT PERMIT DP20-17

Appendix E

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

1. This Development Permit is issued to:

**LOUGHEED ENTERPRISES LTD., INC.NO. BC0998092, 102 2455 DOLLARTON HIGHWAY,  
NORTH VANCOUVER, BC, V7H 0A2; and,**

**GO CABIN VACATION PROPERTY MANAGEMENT INC., INC.NO. BC0647673, 1566  
PENINSULA ROAD, UCLUELET, BC, V0R 3A0**

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

**Over multiple lots as follows:**

- a) Lot 1, Plan VIP66548, Section 21, Clayoquot Land District, Except Plan VIP70592.
  - b) Plan VIP70592, Section 21, Clayoquot Land District, that part shown as area B.
  - c) Lot C, Plan VIP70592, Section 21, Clayoquot Land District, shown as area C on Plan VIP70592.
  - d) Lot D, Plan VIP70592, Section 21, Clayoquot Land District, shown as area D on plan VIP70592.
  - e) Lot 3 and 4, Plan VIP67274, Section 21, Clayoquot Land District.
  - f) Lot 4, Plan VIP67274, Section 21, Clayoquot Land District.
  - g) Section 21, Clayoquot Land District, that part incl within Plan VIP69014, adjacent & fronting Lot 1 Plan VIP66186, lying N of a line & said line produced & extended from the SW boundary of said Lot 1 having a bearing of 295 degrees 40'23".
  - h) Plan VIP69014, Section 21, Clayoquot Land District, that part adjacent to & fronting lot 35 Plan VIP64737, lying S of a line & said line produced & extended from the mostly NE boundary of said Lot 35 having a bearing of 145 degrees 00'00".
  - i) Section 21, Clayoquot land district, that part incl within Plan VIP69014 adjacent & fronting Lot 37 Plan VIP64737, lying S of a line produced & extended from the NE boundary of said lot 37 having a bearing of 145 degrees 00'00" & lying M of a line produced & extended from the mostly SW boundary of said lot 37 having a bearing of 145 degree.
3. This Development Permit is issued subject to compliance with all bylaws of the District of Ucluelet.
4. This Permit authorizes the following improvements on the Lands:
- a) **The reconfiguration and amalgamation of the properties listed above into 2 parcels plus road dedication.**
  - b) **The construction of thirteen (13) 1,048 sq.ft. motel buildings each consisting of two one-bedroom motel units and associated road, parking, and landscaping.**
  - c) **Paved circulation roads and access road to Seabridge Way.**
  - d) **Paved or gravel parking area.**
  - e) **Underground water, sewer, storm drain, electrical and private utilities.**



- f) Landscaping of the road edges and on any disturbed area.
- g) All exterior lighting to be full cut-off and night sky compliant (lighting/electrical plan to be approved by Staff prior to construction).
- h) All existing trees and understory to be retained where possible.
- i) The establishment of a Statutory Right-of-Way for a pedestrian route system.

These improvements apply only in the locations indicated, and otherwise in accordance with, the drawings and specifications attached to this Permit as **Schedule A**.

5. The work authorized by this Permit may only be carried out in compliance with all federal, provincial, and municipal statutes, regulations, and bylaws. The owner is responsible for ensuring that the timing of the work and any required permits or notifications by other agencies are obtained as required to comply with all applicable regulations.
6. The work authorized by this permit must be done following all recommendations of the QEP detailed in the report by Aquaparian Environmental Consulting Ltd., dated March 18, 2020. A letter from the QEP confirming that construction has complied with all requirements will be required at the project completion.
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.
9. **Schedules A** attached hereto shall form part of this Permit. The Municipality's Chief Administrative Officer is hereby authorized to approve minor amendments to the plans provided that such amendments are consistent with the overall character and intent of the original plans.

**AUTHORIZING RESOLUTION** passed by the Municipal Council on the      day of      , 2021 .

**ISSUED** the      day of      , 2021.

\_\_\_\_\_  
Bruce Greig - Manager of Community Planning

**Schedule A**

(See Appendices F & G)

DRAFT



Appendix F

District of Ucluelet Planning Department  
 200 Main Street,  
 PO Box 999,  
 Ucluelet, BC,  
 V0R3A0

Date: August 11, 2020

Attn: Bruce Greig  
 Re: Development Permit with Variance, 1090 Peninsula Road "The Cabins at Terrace Beach" zoned CS-5 Tourist Commercial

This letter of intent is to inform the District of Ucluelet of our wish to develop the properties formally described as:

(PID 024008648) Lot 1, Plan VIP66548, Section 21, Clayoquot Land District, Except Plan VIP70592

(PID 024167517) Lot 4, Plan VIP67274, Section 21, Clayoquot Land District

(PID 024167509) Lot 3, Plan VIP67274, Section 21, Clayoquot Land District

(PID 024769215) Lot C, Plan VIP70592, Section 21, Clayoquot Land District, SHOWN AS AREA C ON PL VIP70592

(PID 024769223) Lot D, Plan VIP70592, Section 21, Clayoquot Land District, THAT PT OF SEC 21 LD 09 SHOWN AS AREA D ON PL VIP70592

(PID 024769207) Plan VIP70592, Section 21, Clayoquot Land District, THAT PART SHOWN AS AREA B

(PID 024531758) Section 21, Clayoquot Land District, THAT PART INCL WITHIN PL VIP69014 ADJACENT & FRONTING LOT 37 PL VIP64737, LYING S OF A LINE PRODUCED & EXTENDED FROM THE NE BOUNDARY OF SAID LOT 37 HAVING A BEARING OF 145 DEGREES 00'00" & LYING N OF A LINE PRODUCED & EXTENDED FROM THE MOST SLY SW BOUNDARY OF SAID LOT 37 HAVING A BEARING OF 145 DEGREES

(PID 024531651) Plan VIP69014, Section 21, Clayoquot Land District, THAT PART ADJACENT TO & FRONTING LOT 35 PL VIP64737, LYING S OF A LINE & SAID LINE PRODUCED & EXTENDED FROM THE MOST SLY NE BOUNDARY OF SAID LOT 35 HAVING A BEARING OF 145 DEGREES 00'00"

(PID 024531774) Section 21, Clayoquot Land District, THAT PART INCL WITHIN PL VIP69014, ADJACENT & FRONTING LOT 1 PL VIP66186, LYING N OF A LINE & SAID LINE PRODUCED & EXTENDED FROM THE SW BOUNDARY OF SAID LOT 1 HAVING A BEARING OF 295 DEGREES 40'23"

## **Project Overview:**

The Cabins at Terrace Beach owned by Lougheed Enterprises Ltd has developed a masterplan to expand existing operations along the old Peninsula Road Right of Way with the addition of 13 two bedroom cabins and two small mixed use buildings adjacent to the existing Peninsula Road.

A portion of the site contains a covenant for an archaeological First Nations midden deposit. Terra Archaeology was engaged to oversee the development and retain the necessary permits to develop the non-covenanted areas as well as consult with First Nations stakeholders as part of the permit process. A geotechnical evaluation by Lewkowich Geotechnical concluded the site is suitable for development and will provide fill recommendations for foundations. Herold Engineering has provided the preliminary site servicing report. An environmental impact assessment was conducted by Aquaparian Environmental Consulting.

The cabins will be situated on the old Peninsula Road bed on previously disturbed soil and will be utilizing a "Cap and Fill" procedure to protect the potential remaining artifacts under the old road bed. The access route to the cabins will consist of a 15 ft gravel one way access lane and a 5 ft shoulder for fire access. The plan makes an effort to retain all significant trees (*as determined by District of Ucluelet guidelines*). The trees were identified by a survey conducted by AG Surveys in 2019.

Two small mixed use commercial buildings are proposed for the site. One building on Lot 3, Plan VIP67274, Section 21, Clayoquot Land District would contain tourist commercial on the ground floor with 2 nightly rental suites above - approximately 1900 sq.ft.. The second building on Lot 4, Plan VIP67274, Section 21, Clayoquot Land District would contain resort operations in a basement level, tourist commercial uses on the main floor and 2 nightly rental suites on the second floor - approximately 2850 sq.ft. These buildings plans are not finalized but will maintain the character and materials of the proposed cabins.

## **Community Benefit:**

Terrace Beach is an important part of the trail network in Ucluelet. We are committed to enhancing access for tourists and locals to this public asset. We are proposing 2 public beach access dedications through the property and the possibility of a third.

The first access is north along the old peninsula road right of way and this would connect to the beach through the adjacent property (The Rainforest Lodge) owned by a sister company of Lougheed Enterprises Ltd.

The second access point would be a 3m wide dedication through the centre of lot 4 adjacent to the covenant. This alignment would be staked and dedicated after an alignment is set in coordination with The District of Ucluelet and The Wild Pacific Trail Society to determine the route that showcases and protects the natural features in the area.

The third potential access point is at the south end of the property. The applicant is willing to assist and work with The District of Ucluelet should they desire to construct a public parking lot with access to Terrace Beach.

## **Variance Request:**

The site has a narrow developable area along the old Peninsula Right of Way. In order to utilize the area in such a way that is sensitive to the archaeological and environmental features we are asking for a variance to the rear lot setback overhang limits for roof and cantilevered decks of up to 6ft. Foundation

areas would respect the existing rear yard setback requirement under CS-5 Zoning. This variance would allow us to keep the drive aisle further away from the covenant area and preserve 7 of the 8 trees located adjacent to the midden. The overhang extension would not increase the site clearing required for the cap and fill slope to the property line.

As part of the Parking community benefit outlined above, one of the land dedications would impact proposed Cabin 13 which would require an easing of the sideyard setback adjacent to the dedicated parcel. Additionally, should that dedication be accepted there will need to be a retaining wall constructed along the property line to something other than the prescribed 1:1 slope for the structural fill. This will not be possible without a larger retaining wall which will also provide a privacy screen through elevation change between the public walkway and the adjacent cabin.

## Zoning Requirements CS5

LOT AREA: 19745 SQ.M. / 212,536 SQ.FT.

	MIN/MAX	PROPOSED	CONFORMS
HEIGHT:	39' FT	37'6"	YES * (see note)
FRONT YARD:	20'	20'	YES
REAR YARD:	10'	10'	YES ** (see note)
INTERIOR SIDE:	10'	00' (MIN.)	YES
EXTERIOR SIDE:	10'	15' (MIN.)	NA
LOT COVERAGE:	40%	10,860 SQ.FT.(5%)	YES
FLOOR AREA RATIO	(.70):	.126	YES

*\*\* (note: height is from existing natural grade and includes estimated 36" structural fill)*

*\*\* (note: variance required for deck/roof overhangs)*

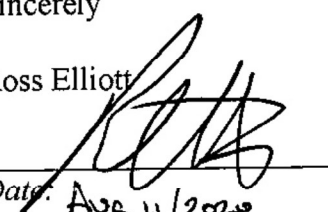
## FLOOR SPACE:

EXISTING CHECK IN CENTRE:	1900 SQ.FT.
EXISTING CABINS 8 X 800 SQ.FT.:	6400 SQ.FT.
PROPOSED CABINS 13 X 1048 SQ.FT.:	13624 SQ.FT.
MIXED USE BUILDING 1:	1900 SQ.FT.
MIXED USE BUILDING 2:	2850 SQ.FT.
TOTAL:	26,674 SQ.FT.

Thank you for your consideration of the above.

Sincerely












Ross Elliott

  
Date: Aug 11/2020





**LEGEND**

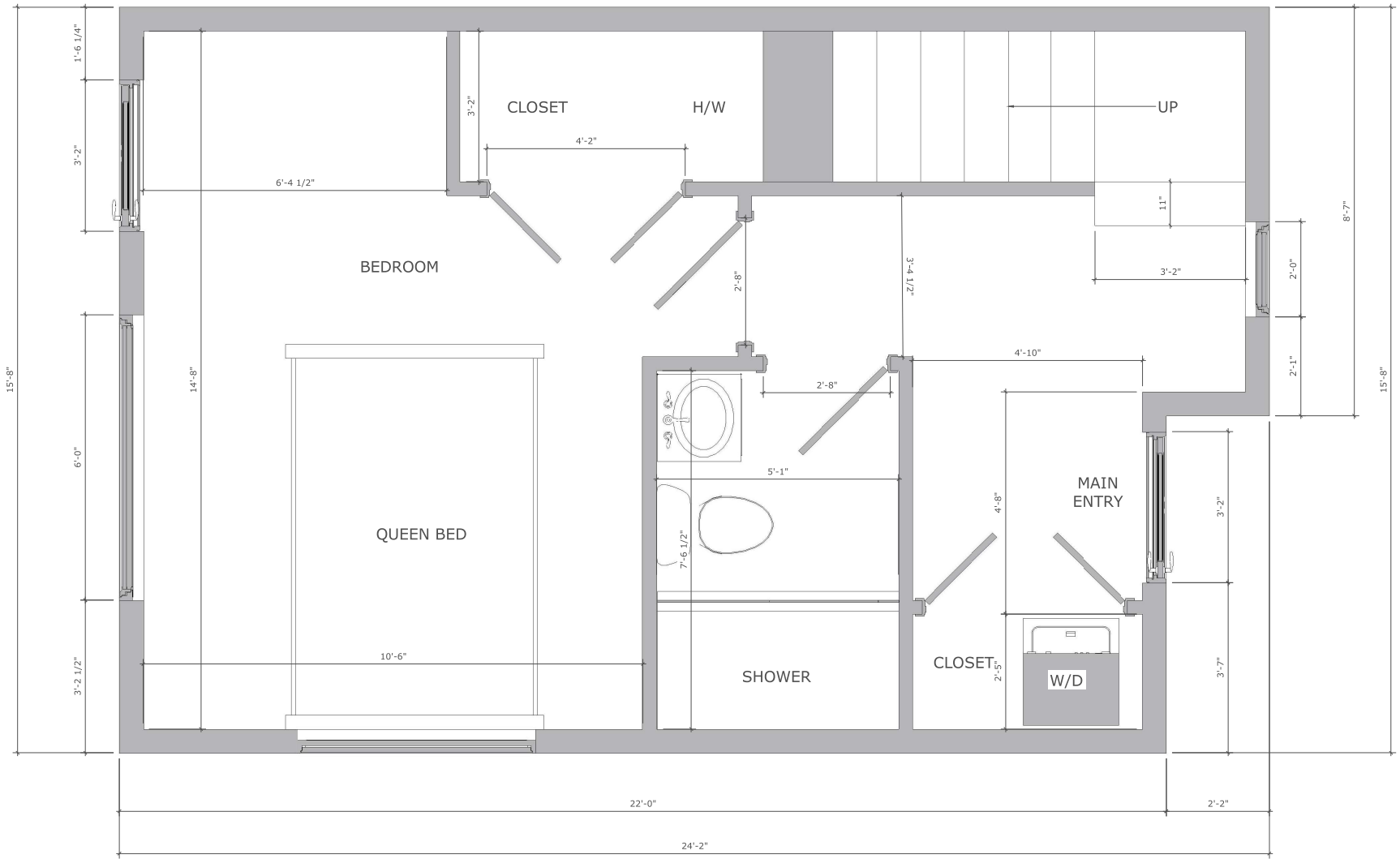
-  RAIN FOREST LODGE
-  EXISTING RFL CABINS
-  PROPOSED STAFF ACCOMMODATION/RESORT OPERATIONS
-  EXISTING CABINS
-  EXISTING CHECK-IN CENTRE
-  PROPOSED CABINS
-  PROPOSED MIXED USE R/III DINING
-  EXISTING SIGNIFICANT TREE LOCATIONS
-  COVENANT AREA
-  PROPOSED PUBLIC BEACH ACCESS TRAIL
-  PRESERVED WETLAND AREA 10m SETBACK

<p>PREPARED BY: <b>The Design Centre</b> Development of The Casino Properties in the Reef Point Area John Towgo...</p>	<p>PREPARED FOR: <b>LOUGHEED ENTERPRISES LTD</b></p>	<p>DRAWING TITLE: <b>LAND USE PLAN</b></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>01 -</td><td>00000000</td></tr> <tr><td>02 -</td><td>00000000</td></tr> <tr><td>03 -</td><td>00000000</td></tr> <tr><td>04 -</td><td>00000000</td></tr> <tr><td>05 -</td><td>00000000</td></tr> <tr><td>06 -</td><td>00000000</td></tr> <tr><td>07 -</td><td>00000000</td></tr> <tr><td>08 -</td><td>00000000</td></tr> <tr><td>09 -</td><td>00000000</td></tr> <tr><td>10 -</td><td>00000000</td></tr> <tr><td>11 -</td><td>00000000</td></tr> <tr><td>12 -</td><td>00000000</td></tr> <tr><td>13 -</td><td>00000000</td></tr> <tr><td>14 -</td><td>00000000</td></tr> <tr><td>15 -</td><td>00000000</td></tr> <tr><td>16 -</td><td>00000000</td></tr> <tr><td>17 -</td><td>00000000</td></tr> <tr><td>18 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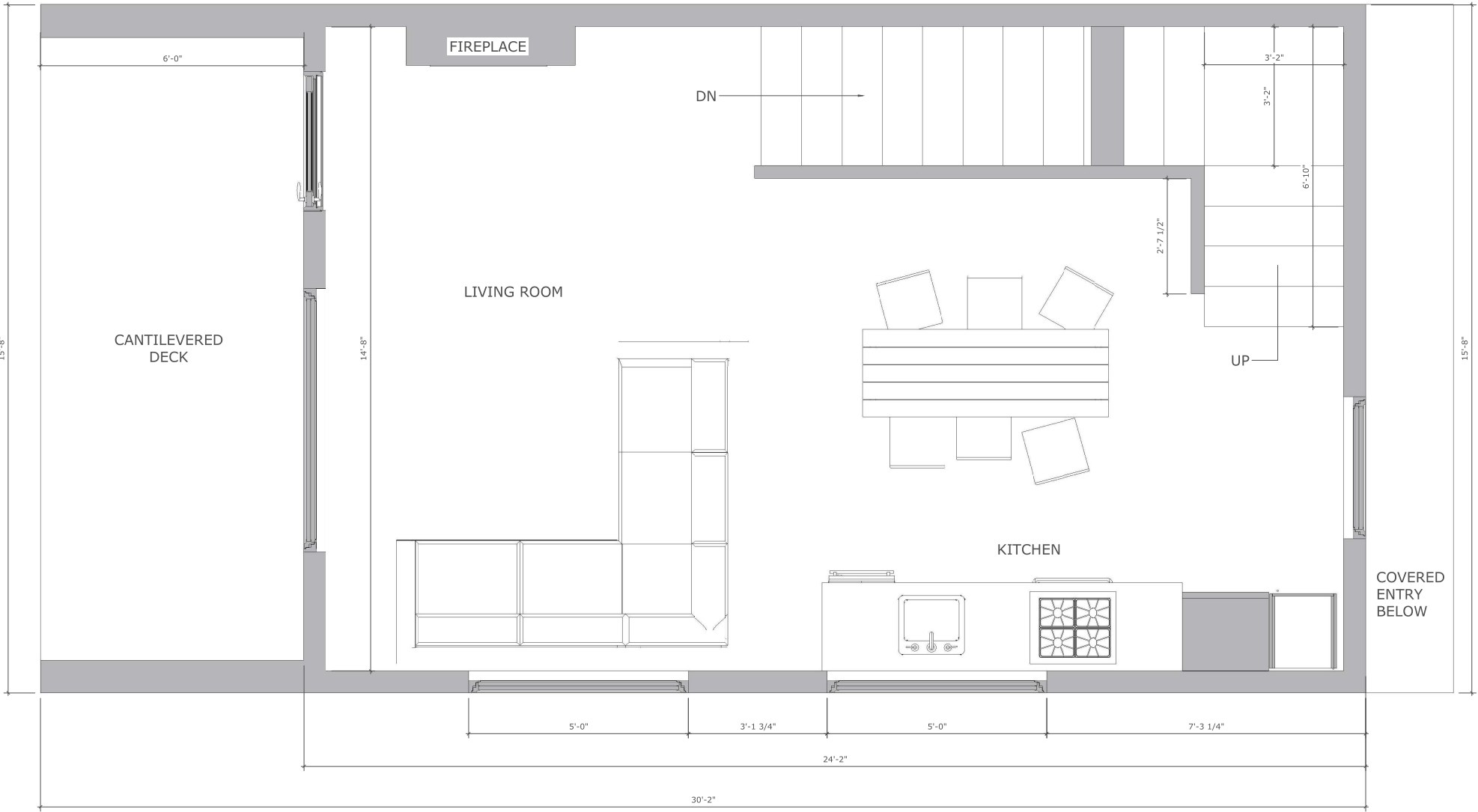
The Cabins at Terrace Beach



NOTE: EXTERIOR DIMENSIONS INCLUDE 1/2" SHEATHING,  
 INTERIOR DIMENSIONS TO FRAMING

GROUND FLOOR PLAN - SCALE: 1" = 1'-0"  
 363 SQ.FT  
 (NOTE: AREA MEASURED TO EXTERIOR SHEATHING)  
 1015 SQ.FT TOTAL FLOOR AREA

**GROUND FLOOR PLAN**

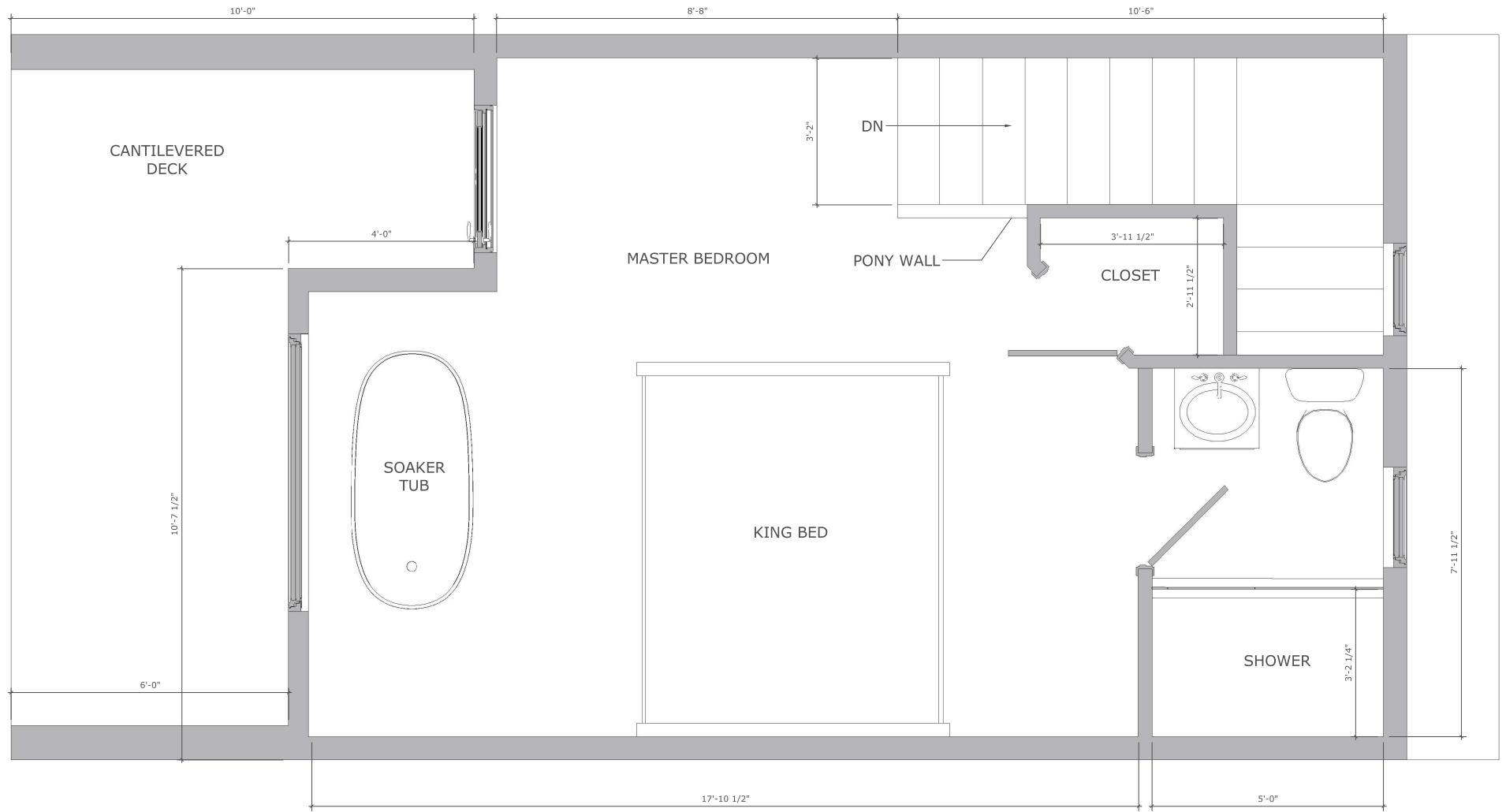


NOTE: EXTERIOR DIMENSIONS INCLUDE 1/2" SHEATHING, INTERIOR DIMENSIONS TO FRAMING

2ND FLOOR PLAN - SCALE: 1" = 1'-0"  
326 SQ.FT  
(NOTE: AREA MEASURED TO EXTERIOR SHEATHING)  
1015 SQ.FT TOTAL FLOOR AREA

**2ND FLOOR PLAN**

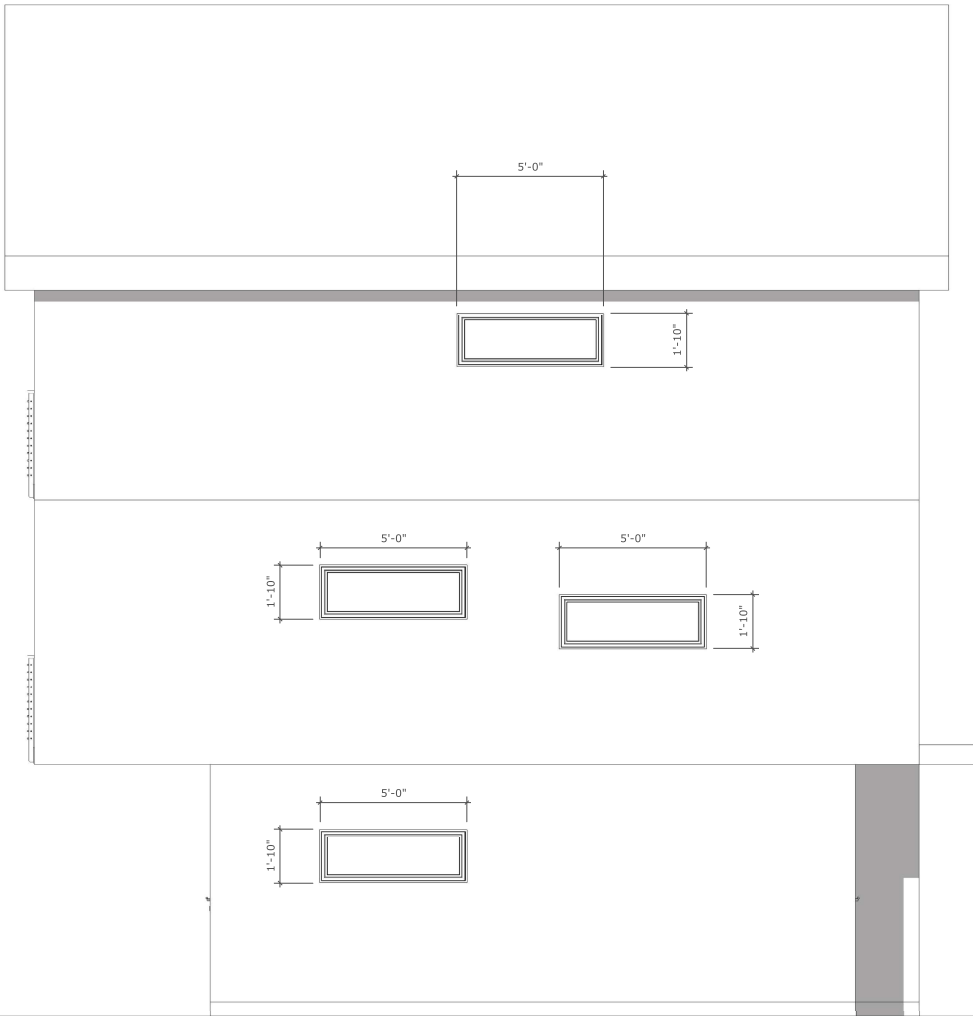




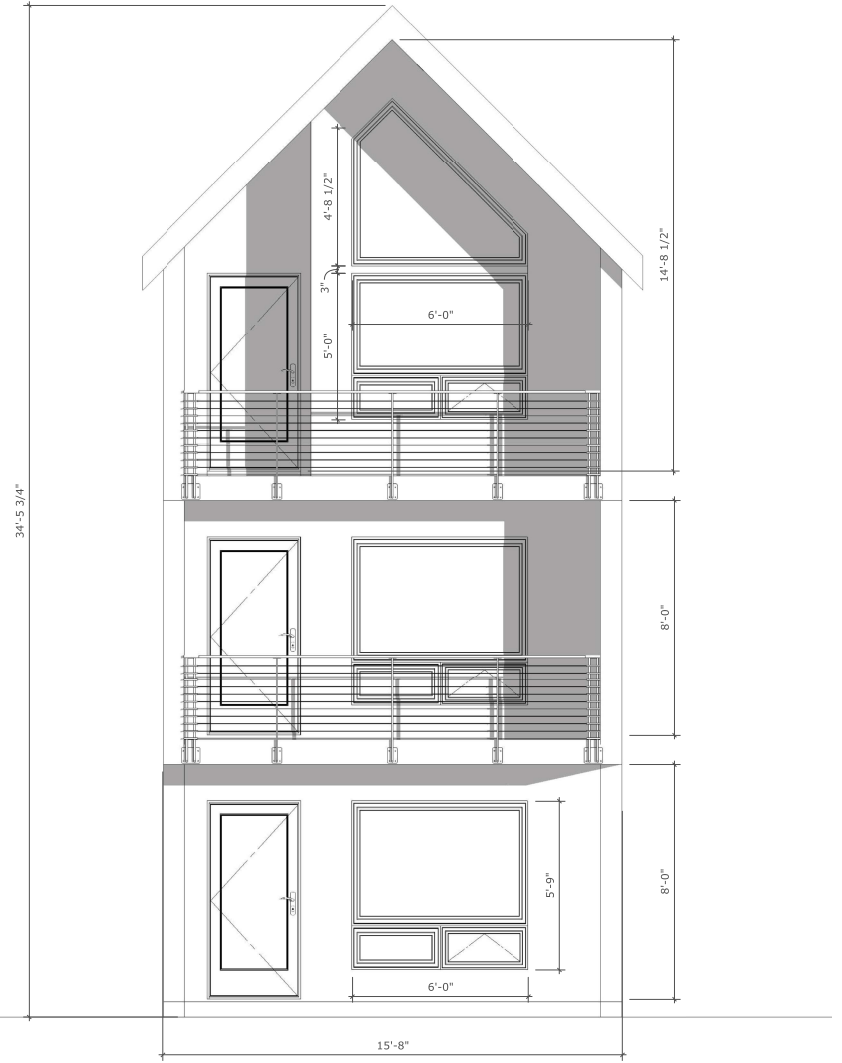
NOTE: EXTERIOR DIMENSIONS INCLUDE 1/2" SHEATHING, INTERIOR DIMENSIONS TO FRAMING

3RD FLOOR PLAN - SCALE: 1" = 1'-0"  
 326 SQ.FT  
 (NOTE: AREA MEASURED TO EXTERIOR SHEATHING)  
 1015 SQ.FT TOTAL FLOOR AREA

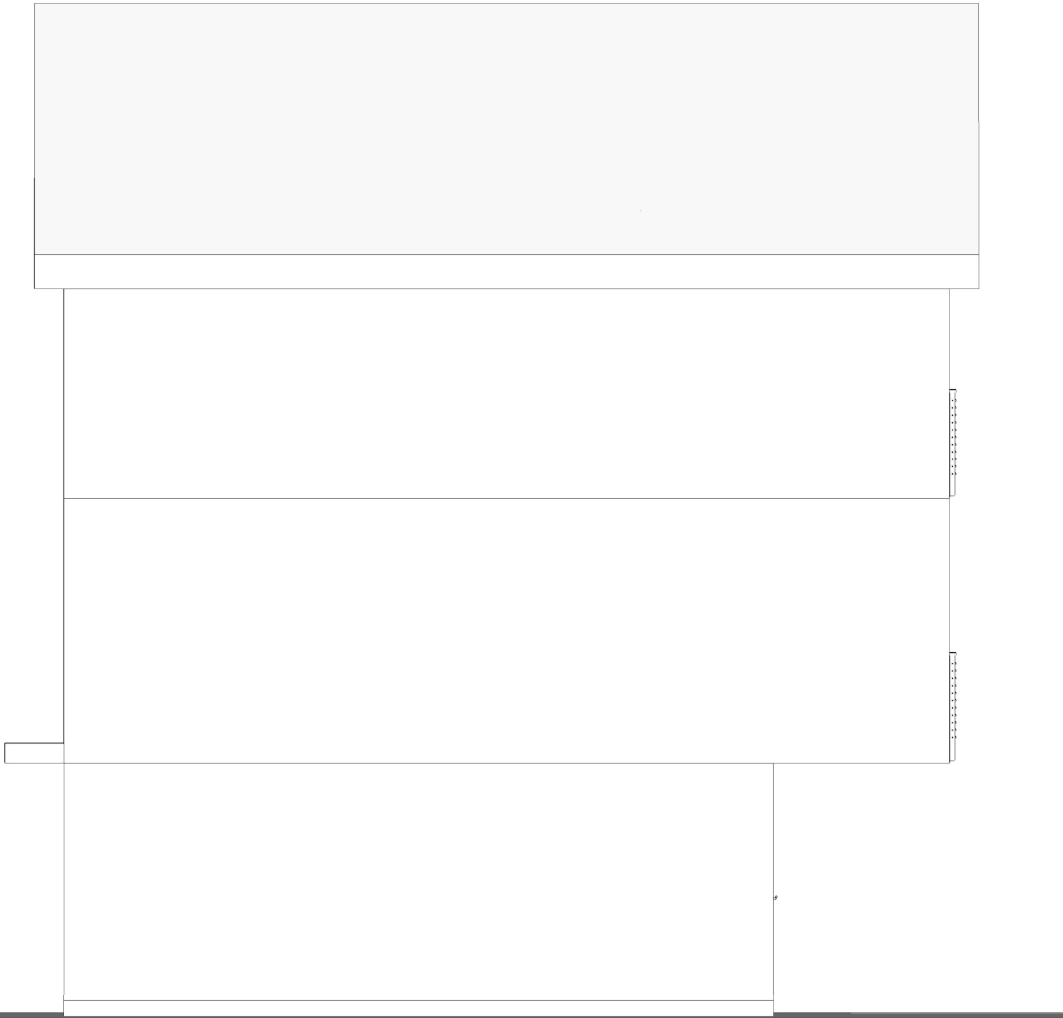
**3RD FLOOR PLAN**



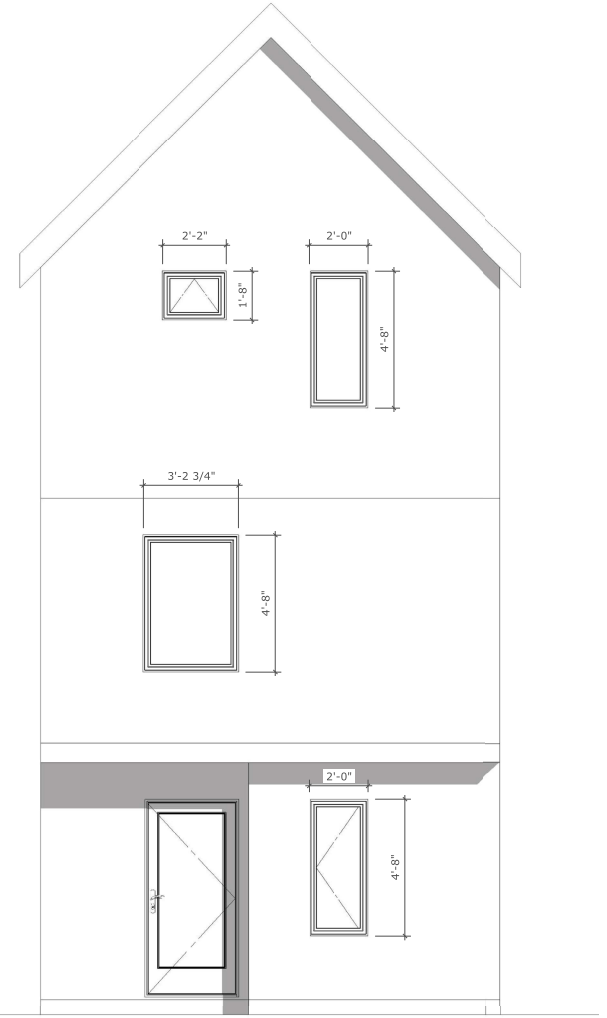
SOUTH ELEVATION - SCALE: 1/2" = 1'-0"



WEST ELEVATION - SCALE: 1/2" = 1'-0"

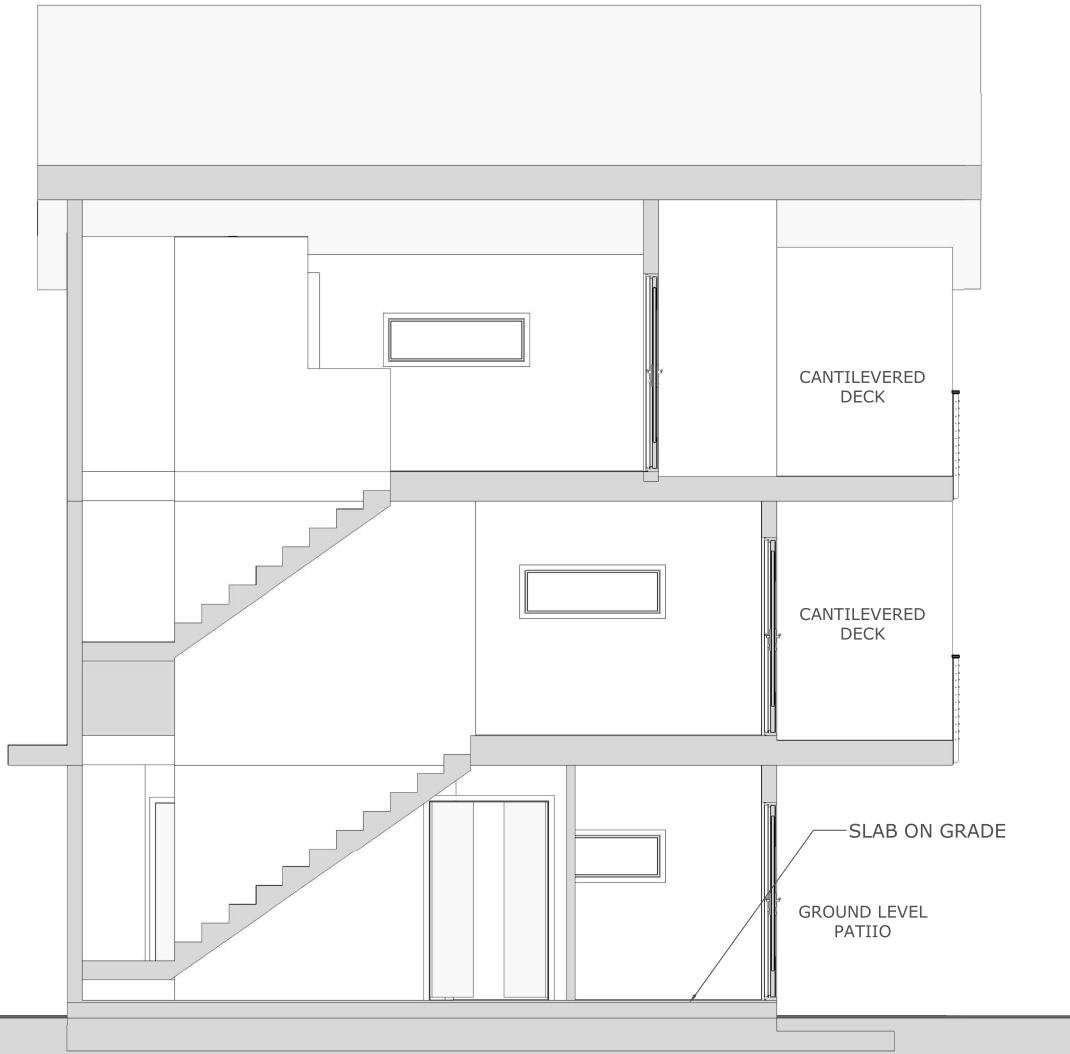


NORTH ELEVATION - SCALE: 1/2" = 1'-0"

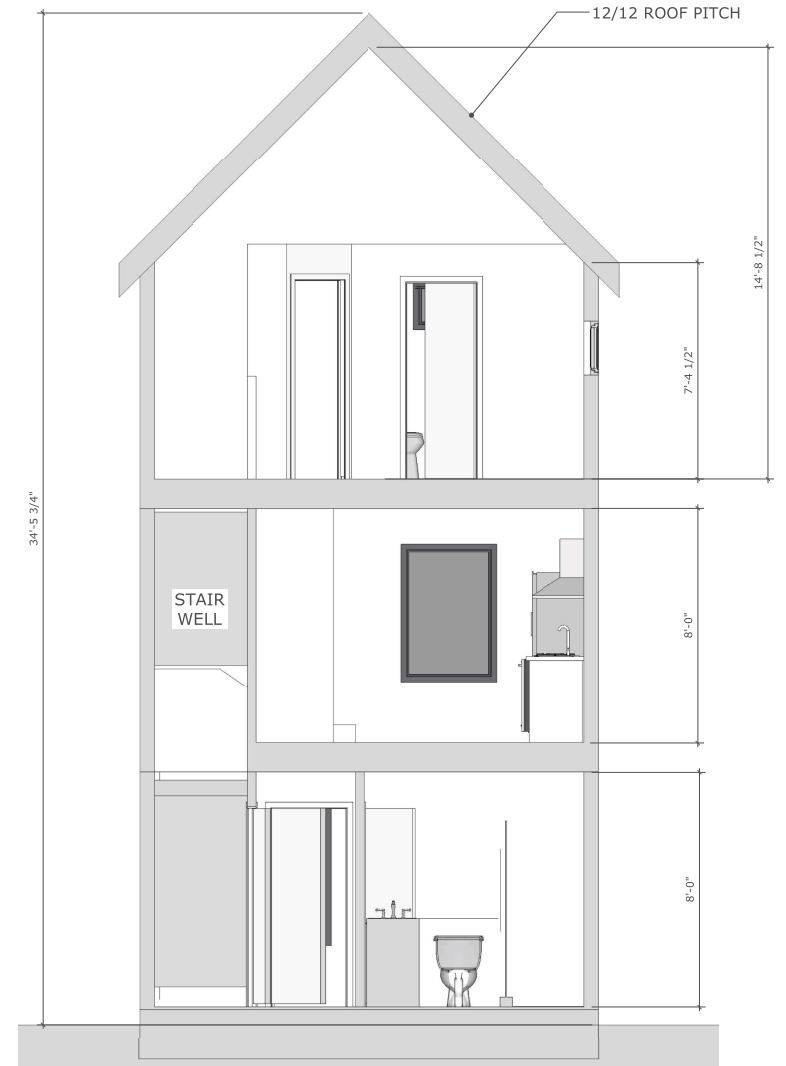


EAST ELEVATION - SCALE: 1/2" = 1'-0"





SECTION 1 - SCALE: 1/2" = 1'-0"



SECTION 2 - SCALE: 1/2" = 1'-0"

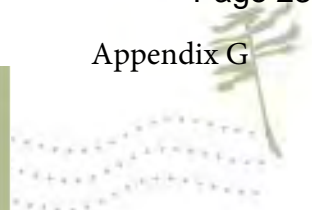








**AQUAPARIAN**  
Environmental Consulting Ltd.



**ENVIRONMENTAL ASSESSMENT REPORT  
THE CABINS AT TERRACE BEACH DEVELOPMENT,  
UCLUELET, BC**

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March 18, 2020

Suite 203-321 Wallace Street, Nanaimo, BC V9R 5B6  
Office 250-591-2258; Cell **CHRIS ZAMORA** 250-714-8864

Development of "The Cabins" Properties in the Reef Point Area John Towgo...

The Cabins Resort

March 2020

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## 1.0 INTRODUCTION

Aquaparian Environmental Consulting Ltd (Aquaparian) was retained by Ross Elliot of Loughheed Properties Ltd for the owner of “The Cabins at Terrace Beach Resort” located in Ucluelet, BC to complete a general environmental assessment (EA) of the property in preparation for 15 new recreational resort cabins and a mixed-use commercial/resort building. The purpose of the EA is to identify environmental features of the parcel and to determine environmental constraints and opportunities for its development following Municipal and Provincial land development regulations. Aquaparian understands that D.R. Clough Consulting was hired in August 2019 to complete an environmental assessment of the property but that additional natural resource information and the identification of municipal bylaws and land development regulations applicable to the property is required by the District of Ucluelet in order for them to complete a full environmental review of development.

The Cabins at Terrace Beach (subject property) carries the civic address 1090 Peninsula Road. However, the property is understood to be divided amongst several legal lots identified as:

- **Peninsula Road, PID 024167517; Lot 4 Plan VIP 67274, Section 21, Clayoquot District;**
- **Old Peninsula Road, PID 024769215; Lot C, Plan VIP 70592, Section 21, Clayoquot District;**
- **331 Seabridge Way, PID 023656301; Lot 40 Plan VIP 647737, Section 21, Clayoquot District. (Ocean side lot and west of Old Peninsula Rd)**

In preparation for this EA, Aquaparian completed an assessment of the property on February 14, 2020. The purpose of the site assessment was to acquire an understanding of the environmental site characteristics of the property including topography and drainage, forest cover species and composition, presence of wildlife trees, watercourses, wetlands, environmentally sensitive or rare habitat types, as well as, evidence of general wildlife use. This report will not include a detailed inventory of species associated with the property, however, comments will be provided on level of habitat value that exists on the site. This report can also be considered as an addendum to the D. R. Clough Report (dated August 19, 2020).

A site location map of the study area has been included in this report as Figure 1 and a site development plan for the 15 cabins and multi-use building produced by “The Design Centre” has been included in this report as Figures 2. A selection of photographs taken during Aquaparian’s site assessment has been included in this report as Appendix A.



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## 1.1 PROJECT DESCRIPTION

The Cabins at Terrace Beach have been in operation for more than ten years and presently includes eight small wood framed cabins with parking located within the northern half of the property. Other facilities include a separate resort office and crushed gravel recreational trail leading down to the beach and ocean. The property is currently zoned as Tourist Commercial (TC), is tear shaped and is bounded to the north and east by New Peninsula Road, to the south by resort development and parking and to the west by the ocean (Terrace Beach).

As understood, the property owner intends to include the addition of 12-15 nightly rental cabins similar to what exists on site along the old Peninsula Road bed that traverse through the property and the construction of a mixed use Resort Condo building which includes commercial space. The new cabins will be constructed on top of the existing road bed. Asphalt remains will be stripped off and a new layer of compacted crush material will be laid on top as sub-base. The cabins will be supported on piers and will not include any excavation for foundation support. The resort condo building will be located within a previously disturbed area just off of New Peninsula Road. The owner would also like to include a narrow 1.5m wide crushed gravel trail and section of elevated wooden board through the ravine to connect the series of new cabins with the resort condo building (See Figure 2 Conceptual Master Plan produced by the Design Centre).

## 1.2 REGULATORY REVIEW

The following is a review of federal, provincial and municipal (District of Ucluelet Official Community Plan 2018 (Schedule 1 to the District of Ucluelet Official Community Plan Bylaw No. 1236, 2018) that may apply to the development of the property:

- **District of Ucluelet Official Community Plan** - Development Permit Area (DPA No.8 Former Forest Reserve Lands; starting page 118).

The Official Community Plan (OCP) Schedule E for the District of Ucluelet identifies that the natural area surrounding the community maybe associated with various environment Development Permit Areas (DPA's). Applicable DPA's subject top to the parcel may include the following:

- DPA VI – Stream and Riparian Areas Protection - These DPA's include lands within 30m of a stream and watercourses, including lakes, streams, ponds and wetlands identified as fish supportive habitat or connected to a watercourse that supports fish (excluding marine shoreline or estuaries).
- DPA VII – Marine Shoreline. This DPA includes shoreline waters and natural fish and wildlife habitat that could be subject to degradation due to development of



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harmful use and applies to all lands within 30m, measured horizontally in both landward and seaward directions, from the natural boundary of the ocean. Includes the siting of new buildings, extensions to existing buildings as well as structures, roads, driveways, parking areas, trails, paths and utilities.

- **Section 34 of the Provincial Wildlife Act**

Section 34 of the Provincial Wildlife Act states that a person commits an offence if the person, except as provided by regulation, possesses, takes, injures, molests or destroys:

- (a) a bird or its egg,
- (b) the nest of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl; or
- (c) the nest of a bird not referred to in paragraph (b) when the nest is occupied by a bird or its egg.

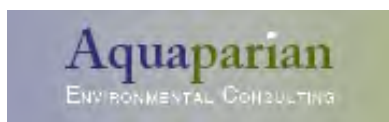
In areas with no local government tree protection bylaws, outside of the nesting season, a landowner has the right to cut down any trees right up to and beside a tree containing the nest. During the nesting season, such an activity may 'molest' the nesting birds, and could result in an offence. Provincial guidelines indicate the songbird nesting season is from April 1st to July 31st of a given year.

\*Eagle, Osprey and Great Blue Heron nests are provincially protected year-round, whether or not the nest is in use (as per the Provincial Wildlife Act). Bald eagles, ospreys and herons typically nest in forest stands near the ocean (including near protected coves). Bald eagle nesting season generally starts in January and extends until the end of August of a given year. Nesting activity can occur outside these dates depending on the weather.

- **Provincial Water Sustainability Act (WSA), Section 11 (2016)**

Prohibits any changes in or about a stream without submitting a provincial Section 11 Notification or Approval of proposed works or receiving an Approval from the BC Ministry of Environment. Changes in and about a stream is defined in the WSA as:

- Any modification to the nature of a stream, including any modification to the land, vegetation and natural environment of a stream or the flow of water in a stream or,
- Any activity or construction within a stream channel that has or may have an impact on a stream or a stream channel; includes culvert and bridge installations.



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No works such as Culvert or Bridge Installation are to be completed without Notification or Approval by the crown.

- **Heritage Conservation Act.**

All archaeological sites, recorded or not, are protected under the Heritage Conservation Act and must not be altered or damaged without a site alteration permit from the Archaeology Branch. Culturally Modified Trees (CMT) are protected under the BC Heritage Act and require a permit before removal. Old growth trees may also be protected under the BC Heritage Act depending on species, size and significance.

- **Fisheries Act, 2012.**

Recent changes to the federal fisheries act in 2012 have re-focused efforts on protecting the productivity of commercial, recreational and Aboriginal fisheries. Changes to the Fisheries Act include the prohibition against causing serious harm to fish that are part of or support a commercial, recreational and Aboriginal fishery (as per Section 35), and includes the prohibiting the altering the passage for fish and modifying the flow of watercourses.

- **Federal Migratory Birds Convention Act, 1994.**

Most species of birds in Canada are protected under this act. "Migratory birds" are defined by Article I of the Convention which names the families and sub-families of birds protected, and provides some clarification of the species included. In general, birds not falling under federal jurisdiction within Canada include grouse, quail, pheasants, ptarmigan, hawks, owls, eagles, falcons, cormorants, pelicans, crows, jays, kingfishers, and some species of blackbirds.

Vegetation clearing in the nesting season may result in an impact to birds protected under this Act and are required to undertake a bird nest presence survey prior to any clearing works.

## 2.0 SITE DESCRIPTION

Main biophysical features within the development includes a second growth forest stand and shallow ravine located in the middle of the property and Terrace Beach (west side). The west side of the property also includes a 300m long section of the old Peninsula Road which presently acts as a walking trail (See Figure 2). The old road bed is made of fill and raised to allow for a suitable grade. Sections of the road still remaining include asphalt capping and the yellow divider line. This road bed borders the west side of the shallow forested ravine which is



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covenanted. A road side ditch from the old Peninsula Road drains into the ravine and exits 300m down gradient through the ravine under New Peninsula Road to the northeast and then to the ocean through a 400mm metal culvert. The location of the proposed mixed-use commercial/resort building is within a previously cleared area alongside the new Peninsula Road. The back of the cleared area includes small piles of fill and organic matter which has allowed for wet tolerant vegetation to pioneer the area. The drainage feature which traverses the shallow ravine maybe subject to a Stream and Riparian Area DPA (DPA V1) as per the District of Ucluelet s Official Community Plan (OCP).

### 3.0 ENVIRONMENTAL SETTING

The following section provides an overview of biophysical attributes and land use of the site.

#### 3.1 Physical Resources

The physical resources of the region are interrelated and are influenced by the surficial geology, topography, climate and drainages of the surrounding environment. These physical attributes are described as follows:

##### 3.1.1 *Topography*

The property undulates and gently slopes to the west towards Terrace Beach and the ocean. Remains of the old Peninsula Road which traverse the length of rock peninsula at Ucluelet can be found within the property immediately above the bluff that slopes to the ocean. The road bed wraps around a shallow ravine which historically would have been slowly down-cut by drainage and conveyed water directly to the ocean. The feature is now bordered by road and its fill berm and by a new section of Peninsula Road to the west. Property immediately to the north exist on an elevated bench of rock. The section of shoreline found within the study area consists of irregular exposures of volcanic bedrock.

##### 3.1.2 *Climate*

The property is found within the Coastal Western Hemlock Submontaine Very Wet Maritime CWHvh1 subzone variant. The CWHvh1 is restricted to the southwest coast at low elevations between sea level and approximately 200m. The CWHvh1 is restricted to a narrow coastal fringe on the outer coast of southwest Vancouver Island near Port Renfrew to Quatsino Sound (Green and Klinka, 1994). The proximity of the site to the Pacific Ocean moderates temperatures and results in a common occurrence of fog, cloud and drizzle



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throughout the year. Precipitation varies widely in this sub-region, with lowest values occurring in the local rain shadow on the north eastern part of Vancouver Island at Bull Harbour (Green R.N. and Klinka, K, 1994).

The mean annual precipitation in the area ranges between 2009 to 3943 mm. The mean annual temperature is 9.1 °C.

### 3.1.3 *Land/soil*

A review of the Ministry of Environment Technical Report 17, Soils of Southern Vancouver Island identified the most common soils within the subject property are comprised of the Hankin Soil Association, with the taxonomic classification of Duric Ferro-Humic Podzol (Jungen, Technical Report 17).

Hankin soils occur in the Western redcedar subzone of the Coastal Western Hemlock – Pacific Silver fir (*Amabilis* fir) within the Estevan Coastal Plan. The soils have developed in cobble, gravelly fine and/or gravelly sand colluvial morainal deposits, less than 1m thick overlaying argillite bedrock. (Jungen, Technical Report 17). Slopes typically vary between 1 to 30% with elevation from sea level to 600m.

### 3.1.4 *Surface Water*

The subject property contains two drainage features and an unmapped forested wetland (D.R. Clough Consulting, August 19, 2019). An investigation of the property confirmed the presence of a small drainage (0.6 to 0.8m wide) that runs along the old Peninsula road bed passing underneath the road bed as it turns and then down a steep embankment to the beach below. A small drainage spur branches from this road drainage where it enters the start of the shallow ravine. It appears that the drainage has stripped fines from the road bed and deposited them in the shallow ravine where it's created a small flat wet area supporting some wet tolerant vegetation. The drainage then continues to flow along the base of the ravine under logs and terrestrial forest vegetation over a distance of 300m until discharging to the ocean on the other side new Peninsula Road.

Based on observations made during the site visit, it appears that the drainage feature within the ravine does not fully include features associated with a wetland or forested swamp. The feature is better defined as the remains of a small narrow stream. At the time of the site visit, the Ucluelet area had just experienced heavy winter rains (past 72 hrs). Flows into the ravine were



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observed to be minimal while flows observed discharging at the ocean had greatly increased suggesting the ravine likely acts as a conduit (collection) for groundwater seepage from the surrounding hillsides. Flows are likely most active during high seasonal (winter) groundwater levels. While the feature contains wet tolerant vegetation (i.e. salmonberry, skunk cabbage and horsetail, visible drainage in the ravine is likely absent for 9 to 10 months of the year. The ravine is also well shaded and exposed to ocean fog allowing for soils to stay moist most of the year.

### 3.1.5 Groundwater

As mention, the ravine within the property is exposed to fluctuating ground water conditions and is seasonally affected by surface run-off from ditching along the section of old Peninsula Road. The drainage feature in the ravine is also expected to be dry during most of the year.

## 3.2 BIOLOGICAL RESOURCES

### 3.2.1 Flora

The CWHvh1 zonal forests (Coastal Western Hemlock Submontaine Very Wet Maritime CWHvh1 subzone variant) are dominated by Western hemlock (*Tsuga heterophylla*), Sitka spruce (*Picea sitchensis*), western redcedar (*Thuja plicata*) and minor amounts of amabilis fir (*Abies amabilis*). Major under story vegetation commonly includes salal (*Gaultheria shallon*), Alaskan blueberry (*Vaccinium alaskaense*), red huckleberry (*Vaccinium parvifolium*), deer fern (*Blechnum spicant*), step moss (*Hylocomium splendens*) and lanky moss (*Rhytidiadelphus loreus*). Evergreen huckleberry (*Vaccinium ovatum*) is a minor species on zonal sites, but more common on drier sites (Green and Klinka, 1994).

The site survey was completed on February 14, 2020 and confirmed the site to be partially cleared within the area of the main office, resort parking area, and within the area of a series of small recreation cabins. Observation of the surrounding forest stand noted the property to be represented by the vegetation Site Series 01 (CwHw –Salal) and Site Series 13 (CwSs – Skunk Cabbage) (Green, R.N and K. Klinka, 1994). The shallow ravine within the centre of the property was found to support a forest mixed with spruce, hemlock and cedar. Understory vegetation is dominated by salal, evergreen huckleberry, red huckleberry, false azalea, deer fern, Bracken fern, various mosses including Oregon-beaked moss (*Eurhynchium oregonum* and lichens. Vegetation found associated with the drainage and associated wet soils at the base of the ravine at



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the time of the site visit include salmonberry and common horsetail. A site visit by D.R. Clough in August 2019 further identified the drainage area to also support skunk cabbage. A survey of rare plants was not completed for this project and is no deemed necessary.

Observations made along the upper shoreline included an unaltered forest stand dominated by Pacific spruce, Western redcedar and Western hemlock, and a thick understorey dominated by salal and evergreen huckleberry. The section of road bed between the shoreline and ravine (old Peninsula Road) is still partially capped by asphalt and crushed gravel. Pioneering vegetation includes grasses and the rebounding of natural vegetation. A wildflower and/or rare plant survey was not completed for this project by Aquaparian and is not expected to be required as the construction of new cabins is proposed to be restricted along the previously disturbed road bed.

### 3.2.2 *Fauna*

The coastal rainforest of western Vancouver Island supports a broad diversity of wildlife including large and small mammals, bats, songbirds and amphibians. Large terrestrial mammals expected to be found within the forests within and adjacent to the parcel include black bear (*Ursus americanus*), black tailed deer (*Odocoileus hemionus*), cougar (*Puma concolor*) and wolf (*Canis lupus*). Smaller mammals commonly associated with the CWHvh1 zone include American mink (*Mustela vison*), ermine (*Mustela erminea*), river otter (*Lontra canadensis*) and several species of mice and voles. The wetter areas likely support several amphibians including Northwestern Salamander (*Ambystoma gracile*), Pacific tree frog (*Hyla regilla*) and red-legged frog (*Rana aurora*).

Wildlife observations during the site visit was limited to deer scat and tracks and pileated woodpecker (*Dryocopus pileatus*) holes. Bald eagles and a number of songbirds were also noted during the site investigation.

### 3.2.3 *Birds*

A detailed bird survey was not completed by Aquaparian for this project. The area is suitable habitat for eagle, osprey and heron nesting use due to its ocean front location and presence of mature trees. A number of bird species are expected to utilize the area throughout the year such as various song birds, humming birds, woodpeckers, northwestern crow, American robin (*Turdus migratorius*), common raven (*Corvus corax*), hawks and owls.



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Review of the Wildlife Tree Stewardship (WITS) nest inventory database did not identify the presence of any recorded bald eagle nests or heron nesting rookeries within the property. The closest eagle nest identified was located 800m southwest of the subject property near Amphitrite Point (Nest BAEA-108-307 / 309). It should be noted that the WITS database has not been updated for several years. A search of the existing forest stand did not result in the observations of feathers, guano splashes, pellets, or prey remains at the base of trees or within open area's. The nesting period for bald eagles on Vancouver Island is typically mid-February to the end of June. Osprey are typically active between mid-April to the beginning of July, while Great blue-herons nest between March and August. The project is not expected to require the removal of any large or significant trees.

While still early in the breeding season, the property does provide suitable nesting platforms and cavity nesting opportunities for various hawks and owls including Northern Goshawk (*Accipiter gentilis*), Barred Owls (*Strix varia*), and Western screech owl (*Otus kennicottii*). The property is well positioned close to the ocean and to open forest patches where mice and song birds can be hunted.

#### 3.2.4 Fisheries

A reconnaissance of the drainage feature found within the ravine has led to the determination that the feature is not fish bearing. While it does connect to the ocean through a culvert under the new Peninsula Road, fish accessing the culvert would become stranded on the upstream side. The drainage is also dry most of the year and provides no fish habitat such as pools or riffle sequences, spawning gravels or suitable winter or summer rearing pools required by salmonids including cutthroat trout or coho salmon.

#### 3.2.5 Species-at-Risk

The Species-at-Risk Act (SARA) is designed to prevent or reduce the likelihood of wildlife species becoming extinct or extirpated and to provide for the recovery and management of endangered, threatened and species of special concern as a result from harm by human activity. Provisions of SARA include prohibiting the taking or possession of listed species and the damaging or destruction of their residents and critical habitat.

**Red-Listed** species includes any ecological community, and indigenous species and subspecies that is extirpated, endangered, or threatened in British Columbia. Red-listed species and sub-species may be legally designated as, or may be



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considered candidates for legal designation as Extirpated, Endangered or Threatened under the Wildlife Act.

**Blue-Listed** species includes any ecological community, and indigenous species and subspecies considered to be of special concern (formerly vulnerable) in British Columbia.

A search of the BC Species and Ecosystem Explorer Database for red and blue-listed vertebrates, invertebrates, vascular, non-vascular plants and lichens within the Vancouver Island region, South Island, Alberni-Clayoquot Regional District, Coastal Western Hemlock BGC Zone for habitats including: Forest, Ocean, Riparian, Stream/River and Wetland resulted in 18 red-listed species and 48 blue-listed species. The BC CDC species search results have been included as Appendix C.

A search of the BC Conservation Data Center (BC CDC) rare species occurrence records and map (Record 27687) have identified the presence of a blue-listed plant species found within the surrounding area. The California wax-myrtle (*Morella californica*). This vascular plant is known to be present near Reef Point Beach Estates, the lighthouse at Amphitrite Point and at several locations on Peninsula Road. Aquaparian has identified this plant at several locations in the area surrounding the community of Tofino.

The BC Species and Ecosystems Explorer Database has also identified two rare species that could be associated within the study area: the Seaside Centipede Lichen (*Heterodermia stchensis*) and the Marbeled Murrelet (*Brachyramphus marmoratus*).

The following includes a description of sensitive wildlife species that are likely to be found either within the subject property or within the adjacent lands immediately surrounding the subject lands:

**Seaside Centipede Lichen (*Heterodermia stchensis*): Red-listed (COSEWIC Status Endangered)**

This lichen is a pale greyish, leafy, basally attached lichen. It can be recognized by the presence of marginal cilia and tiny urn-like structures near the lobe tips. In Canada, it occurs only in coastal British Columbia, where it ranges 210km from northern Vancouver Island south to Pacific Rim National Park. Within this region, it is known exclusively from the Very Wet Hypermaritime subzone of the Coastal Western Hemlock Zone. Throughout its range, this lichen occurs exclusively at



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seaside on nitrogen-enriched twigs in the lower canopy of old Sitka spruce trees (BC CDC).

This rare species of lichen was identified in the provincial Habitat Wizard database as occurring in only two locations in the area including the northern tip of the subject property on old Sitka spruce trees near the shoreline. A narrow buffer of approximately ~8m was left intact along the shoreline at the northern tip of the property where the rare lichen had been recorded. The only other known location of the species was identified at the end of Seaplane Base Road approximately 0.6km east of the subject parcel.

**Marbled Murrelet (*Brachyramphus marmoratus*): Blue-listed**

A chunky seabird with a black bill and an entirely dark tail. The nesting season is late March to late September. In coastal areas, the bird is mainly in salt water within 2 km of shore, including bays and sounds; not uncommon up to 5 km offshore; occasionally also on rivers and lakes usually within 20 km of ocean. Nesting is found in old growth forest, especially stands of large Sitka spruce and western hemlock. In British Columbia, the adult diet during the breeding season is mostly fishes, primarily Pacific Sandlance and Pacific Herring (BC CDC).

This species was identified in the provincial Habitat Wizard database as occurring within the study area along Peninsula Road and along Minato Road as well as identified in surrounding areas adjacent to the site. It is believed that calm waters of Ucluelet Inlet likely provide foraging opportunities for murrelets.

Other species of animals that could be found within the surrounding area include the following:

**Townsend's Big-eared Bat (*Corynorhinus townsendii*): Blue-listed**

In Canada, it is restricted to British Columbia. On the coast, it inhabits Vancouver Island, the Gulf Islands and the Vancouver area. In British Columbia this species is associated with a variety of habitats from coastal forests to arid grasslands of the interior. Its elevational range in the province is from sea level to 1070 metres, although most occurrences are from low elevations. Although it is widespread across most of southern British Columbia, this bat is particularly vulnerable to human activity. The only nursery colony found in British Columbia was in the attic of a house on Vancouver Island; it consisted of about 60 females and their young. A late flyer, Townsend's Big-eared Bat emerges an hour or so after dark. It is an agile bat that is capable of flying at slow speeds. Food habits have not



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been studied in British Columbia (BC CDC). The area surrounding the subject parcel may provide foraging and perching habitat for these bats.

**Keen's Myotis (*Myotis keenii*): Blue-listed**

These bats frequently use moist to wet coniferous forest habitats. The distributional range suggests an association with coastal forest habitat. Apparently this bat is associated with mature forests. Across its range it has been found roosting in southwest-facing rock crevices, among geothermally heated rocks, in tree cavities, in bark crevices, and in buildings. Tree cavities and loose bark are important natural roost sites and may be limiting in some parts of the range. Known maternity roosts and summer feeding areas in British Columbia are at elevations below 240 meters; known hibernation sites occur above 400 meters in caves over 100 meters long. These bats have been observed foraging over hot spring pools and clearings above scrubby salal (BC CDC). Surrounding forests and estuary may provide foraging opportunities for these bats.

**Northern Red-legged Frog (*Rana aurora*): Blue-listed**

Range extends from southwestern British Columbia, including Vancouver Island in Canada, south along the coast of the United States. Red-legged frogs have been observed in a variety of aquatic and terrestrial habitats. They breed in shallow, littoral zones of lakes, temporary and permanent pools, wetlands, bogs and fens in close proximity to forests. Lotic habitats with little to no flow may be utilized by red-legged frogs, and riparian areas are important for newly metamorphosed froglets. Outside of the breeding season, red-legged frogs primarily utilize all forest and woodland types, but individuals are occasionally found in more open and rural areas such as shrubland/chaparral, cropland/hedgerow, old fields, and suburban/orchard. Red-legged frogs are most common at elevations below 500m with low slopes and containing moist, mature/old forest in some areas (BC CDC). Moist forest conditions within the property likely support the red-legged frog.

A northern red-legged frog occurrence is identified within the provincial Habitat Wizard database approximately 1.3km southeast of the subject property and extending approximately 1km in a southeast direction. The small wet forested swamps likely support red-legged frogs.



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**Western Toad (*Anaxyrus boreas*): Blue-listed**

Western toads have been observed in a variety of aquatic and terrestrial habitats. They breed in shallow, littoral zones of lakes, temporary and permanent pools and wetlands, bogs and fens, and roadside ditches. Toads utilize a variety of terrestrial habitats in BC, including all forest and woodland types, shrubland/chaparral, savanna, cropland/hedgerow, grassland/herbaceous cover, old fields, and suburban/orchard. Hibernacula are located in areas with loose soils and burrows. Toads have been observed using downed wood for cover in recent clearcuts (BC DCD). Wet areas within the property may provide suitable habitat for this species.

**Ermine (*Mustela erminea anguinae*): Blue-listed**

Ermine are endemic to Vancouver Island and they inhabit a variety of forest and woodland habitats. Ermine are highly adaptable predators, easily invading small burrows to feed on voles, mice, and young rabbits. They also eat earthworms, frogs, and squirrels, climbing trees and swimming if necessary. In the summer, the Ermine's coat is brown, but in the winter it is pure white except for the tip of the tail, which stays black. Ermine population density tends to fluctuate as rodent populations fluctuate. Ermine prefer coniferous or mixed forests and streamside woodlands (BC CDC). The forest habitat within and adjacent to the parcel may support this species. The two riparian corridors are likely provide suitable habitat for ermine to utilize.

**Wandering Salamander (*Aneides vagrans*): Blue-listed**

This salamander is widespread on Vancouver Island and neighboring islands in British Columbia, and also has been found on the mainland. Habitat ranges from moist coniferous forests; in forest edge, forest clearings, talus, and burned over areas. The salamander is usually found under bark, in rotten logs, or in rock crevices. It may aggregate in decayed logs in summer. Logs are the primary microhabitat in spring, summer, and fall on Vancouver Island. It lays eggs in cavities in rotten logs, in rock crevices, under bark, or among vegetation. The wandering salamander feeds on small arthropods and is inactive in cold temperatures and hot, dry weather (BC CDC). The subject parcel contains damp and wet areas with downed logs that may support this species.

**Cutthroat Trout (*Oncorhynchus clarkia clarkia*): Blue-listed**

Cutthroat trout (*clarkii subspecies*) are anadromous meaning this cutthroat trout subspecies spawns and rears in freshwater (small streams and large rivers) but



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can also forage in tidal waters as an adult. Some resident fish spend their entire life in freshwater. Cutthroat will forage in tidal estuaries but are typically found up freshwater systems utilizing all inflowing systems including stream mainstems, tributaries, lakes and forested swamps (BC CDC). The streams within the subject property provide suitable habitat for cutthroat trout.

**Western Screech Owl *kennicottii* subspecies (*Megascops kennicottii kennicottii*): Blue-listed**

The range of this small owl extends from south-coastal and southeastern Alaska, south through coastal British Columbia to coastal Oregon. In Canada, the species occurs only in British Columbia in two regions: along the coast of BC including Vancouver Island, but excluding the Queen Charlotte Islands, and in the southern interior part of the province, with most of the interior birds being found in the Okanagan Valley. This subspecies has a very low population in Canada where it depends on lower elevation mature riparian woodlands for nesting and roosting. This owl prefers open forest for foraging and requires cavities in old, large trees for nesting and roosting. Populations have apparently declined in southern Vancouver Island and the Lower Mainland concurrently with the recent arrival of the Barred Owl, which is likely a predator of this species. The Western Screech-owl is a nocturnal, non-migratory species that is territorial year-round (BC CDC). The western screech owl may use the mature riparian forest habitat of the study area and adjacent lands.

### 3.2.6 *Sensitive Ecosystem Inventory*

The Sensitive Ecosystems Inventory of East Vancouver Island and the Gulf Islands (SEI) systematically identified and mapped specific rare and fragile ecosystems. The purpose of the SEI project was to identify remnants of rare and fragile terrestrial ecosystems and to encourage land-use decisions that will ensure the continued integrity of these ecosystems.

Seven sensitive ecosystem types were mapped in the east coast of Vancouver Island study area as follows: Wetland, Woodland, Riparian, Older Forest (>100yrs), Terrestrial Herbaceous, Sparsely Vegetated and Coastal Bluff. Two other important ecosystems were mapped for their general biodiversity and wildlife habitat values: Older Second Growth Forest (60-100yrs) and Seasonally Flooded Agricultural Fields.

The property was observed to support on four habitat units including a mature second-growth forest with some old growth conifers spread throughout the



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property; riparian stream habitat found along the two identified streams dominated by skunk cabbage, salal and deer fern pockets, small vernal pocket wetlands dominated by skunk cabbage and slough sedge, and salt marsh shoreline habitat dominated by salt tolerant sedge and unique shrub habitat.

A description of the two vegetation communities are as follows:

*Second-growth Older Forest (OSG:CWH)*

The forest is identified as an Older Second Growth Forest dominated by conifers within the Coastal Western Hemlock (CWH) bio-geoclimatic zone. Trees within the stand average 100 years or greater. The forest floor is composed of a dense litter of needles and small branches and favouring a cool moist moss ground layer built up over time.

The majority of the site appeared to have consisted of a second growth forest stand with much of the canopy cover dominated by Western redcedar, Western hemlock and Sitka spruce. Minor tree species also included red alder and amabilis fir. Western redcedar dominated the canopy of the property near Peninsula Road with western redcedar and western hemlock dominating the eastern portion of the lot and older western redcedar with mature Sitka spruce dominating the western portion of the property. Several large mature red cedars were identified within the intact tree stand with tree diameters ranging from 76 to 123cm (DBH).

Understory vegetation predominantly consisted of salal, salmonberry (*Rubus spectabilis*), evergreen huckleberry, deer fern, licorice fern (*Polypodium glycyrrhiza*), red huckleberry, and sword fern (*Polystichum munitum*). Other species present include bracken fern (*Pteridium aquilinum*), Scotch broom (*Cytisus scoparius*) and reindeer lichen (*Cladonia rangiferina*). Mosses and lichens noted included Oregon-beaked moss (*Eurhynchium oregonum*).

Down and dead logs, fallen wood debris and the trunks of old growth cedars were commonly covered with several moss species, liverworts, hanging lichens and ferns. Mosses included Oregon beaked moss, lanky moss, tree moss, step moss and cat-tail moss (*Isothecium myosuroides*). Thick hanging lichens including witches hair (*Alecteria sarmentosa*) were common amongst old-growth trees.



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*Riparian Mature Forest (RI:5) – mature forest*

Mature riparian forests generally have a dominant canopy cover with the understory more developed where the canopy opens up. Forest stands are generally 80 to 200 years in age. The riparian vegetation along the identified streams are dominated by skunk cabbage, salal, common horsetail (*Equisetum arvense*), deer fern, red huckleberry, Solomon's seal (*Polygonatum multiflorum*), Oregon beaked moss and witches hair. Canopy cover species includes western hemlock, western redcedar and sitka spruce. The riparian areas of the subject parcel include streamside riparian zones along both sides of the two identified streams and the riparian zone of the ocean shoreline.

**3.3 LAND USE****3.3.1 Special Places**

The study area falls within the lands traditionally occupied by the Ucluelet First Nation which are part of the collective Nuu-chah-nuth First Nation. A review of cultural and historical information for the subject parcel was conducted through the BC Archaeological Branch of the Ministry of Forests, Land and Natural Resource Operations (MFLNRO). Provincial records indicate that a known archaeological cultural find is associated with the property sites known within the property and is understood to be a shell midden (DfSj-0035). This owner of the property is presently working with the province and local first nations to protect the midden from construction of the cabins (Inspection permit 2019-0328 – Terra Archaeology). A record of e-mail response from the province has been included with this report in Appendix D

**4.0 SUMMARY**

The subject parcel is located south of the Village of Ucluelet and along new Peninsula Road. The property presently includes a series of resort style cabins and a small administration office. The proposed location for 15 new resort cabins is along a section of the old Peninsula Road which was historically constructed on an aggregate fill sub-base capped with asphalt paving. The cabins will be constructed on top of the road base which includes added fill material to protect a known cultural deposit (shell midden) underneath. The location of a mixed-use commercial/resort building is in a previously disturbed site that may have been used as a gravel borrow site for road bed construction. Aquaparian understands that the Regional District recognizes a 15m setback from all wetlands. It is Aquaparian's opinion that the feature within the ravine is not a true wetland and that a riparian or leaf strip setback of 10m is sufficient to protect the feature from surrounding development. Retaining the protective covenant on the



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ravine does help to protect the feature and it's intact forest which provides important habitat for birds, amphibians and mammals.

#### 4.1 Regulatory Development Measures

The following environmental concerns were identified during completion of this EA.

- Because the site is known to support a known archaeological find, that the construction of resort cabins be confined to the old Peninsula Road bed and that all excavations / asphalt or soil stripping works be completed with a certified Archaeologist on site.
- That the wetland feature within the shallow previously identified by D.R. Clough is not considered a true wetland and be restricted by a Riparian DPA regulations. However, Aquaparian does understand that the ravine is protected by a covenant, as such, no development be allowed within it and no vegetation is removed beyond its existing state. The drainage and ravine regional provide important wildlife habitat a corridor to other intact forest stands within the surrounding area.
- That the footprint of the resort cabin be restricted to a 10m setback from the edge of the shallow ravine. The location of the facility is within a previously cleared and disturbed location that includes disposed refuse (i.e. soil piles and organic waste (roots and tree stumps)).
- No removal of trees or vegetation is to be conducted within the strip of land on the upper head lands of the beach.
- That the ravine be incorporated into the site Stormwater management and that roof designs and roof leaders for the cabins and resort condo be directed into a french drain or soak away pit that can direct water back to the ravine providing a source of water for potential amphibian use.
- That the clearing of native vegetation for the development be restricted to the alignment of the old Peninsula Road bed and natural clearing area and outside the federal migratory bird nesting window (if possible) between March 15<sup>th</sup> – August 15 of a given year. If vegetation (trees & understory) is to be removed within this time period, that a QEP be on site to complete a bird nest sweep of the area.
- That construction works for the project follow Environmental Protection measures to minimize impacts from erosion and sediment transport to the ravine and its drainage and to the ocean.



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The Cabins Resort  
March 2020

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## 5.0 CONCLUSION

Aquaparian Environmental Consulting Ltd (Aquaparian) was retained by Ross Elliot of Lougheed Properties Ltd for the owner of The Cabins at Terrace Beach resort located in Ucluelet BC to complete a general environmental assessment (EA) of the property in preparation for a 15 new recreational resort cabins and a mixed-use commercial/resort building. This environmental assessment has been completed to determine possible constraints and opportunities for the development within the subject parcel based on development requirements by the District of Ucluelet as identified in the Official Community Plan for the area. .

The habitat values within the property were found to be moderate in value and considered important in providing foraging and rearing habitat for various bird species, as well, amphibians and small mammals. However, no sensitive watercourses exist on the site and no obvious nest trees (bald eagle or great blue heron) were observed. It is Aquaparian's professional opinion that the proposed works as outlined in this report can be completed successfully if mitigation measures included are followed.

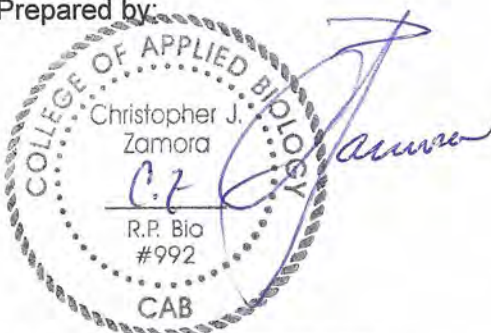
## 6.0 CLOSURE

This report has been completed in accordance with generally accepted biological practices. No other warranty is made, either expressed or implied. Aquaparian trusts that the information provided in this report meets your requirements. Any questions regarding information provided in this document, please contact the undersigned at (250) 591-2258.

Respectfully submitted,

### AQUAPARIAN ENVIRONMENTAL CONSULTING LTD.

Prepared by:



Chris Zamora, R.P.Bio, B.Sc.  
Senior Biologist, Principal

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**FIGURE 1a & 1b**  
**SITE LOCATION MAP**  
**UCLUELET, BC**



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### THE CABINS AT TERRACE BEACH - SITE LOCATION MAP(S)



**FIGURE 2**

**“THE CABINS AT TERRACE BEACH”**

**CONCEPTUAL MASTER PLAN BY THE DESIGN CENTRE**



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**LEGEND**

ALL MEASUREMENTS ARE IN METRES  
 ELEVATIONS ARE BASED ON CONCEPT SITE PLAN DATED JANUARY 24 2007 (CORNERSTONE ARCHITECTURE)  
 LOT BOUNDARIES ARE APPROXIMATE SUBJECT TO LEGAL SURVEY

— DENOTES LOT OUTLINE  
 HEM DENOTES HEMLOCK WITH DIAMETER AND TAG  
 EP DENOTES EDGE OF PAVEMENT  
 EG DENOTES EDGE OF GRAVEL  
 TB DENOTES BANK  
 BSWM DENOTES BACK OF SIDEWALK  
 SE DENOTES SPOT ELEVATION  
 CUT DENOTES CUTTER  
 ● DENOTES IRON POST  
 CONTOUR INTERVAL 1 M

SUBJECT TO CHARGES SHOWN ON TITLES  
 ET15628 PID 024-167-517  
 EP47334 PID 024-008-648

PREPARED BY:



7 - 1922 LYCHE RD.  
 UCLUELET, BC  
 V0R 3A0  
 250.726.3973



# The Cabins at Terrace Beach Conceptual Master Plan

February 24 2020



**APPENDIX A**  
**SITE PHOTOGRPAHS**



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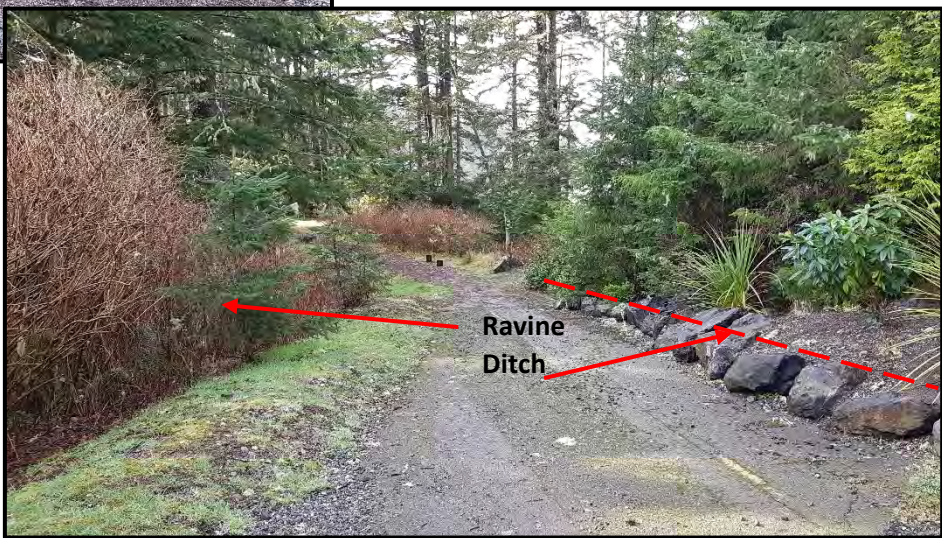
### APPENDIX A: SITE PHOTOGRAPHS OF "THE CABINS AT TERRACE BEACH"

#### Old Peninsula Road



Section of old Peninsula Rd that runs through "The Cabins" property

Section of old Peninsula Rd that runs through "The Cabins" property. Drainage ditch on right side.



Proposed location of 15 cabins along old road bed of Peninsula Rd.



Drainage Ditch along Peninsula Road

Right/below: Ditch along section of old Peninsula Road within resort.



Looking north at shallow ravine edge and start of drainage location leading into ravine.







View looking south along ravine and at wet tolerant vegetation. No real wetland was found to exist. Wet forested section only.



View of drainage/ creek outlet with the ocean 300m away from where it started at the top of the ravine.





Left/below: View of proposed resort condo location just off of new Peninsula Road.



View looking west towards ravine and back of resort condo location. Salmonberry growing out of pile of soil and organic dumped on site. No wetland. Owner proposes to construct 1.5m wide trail through ravine and to location of new cabins.



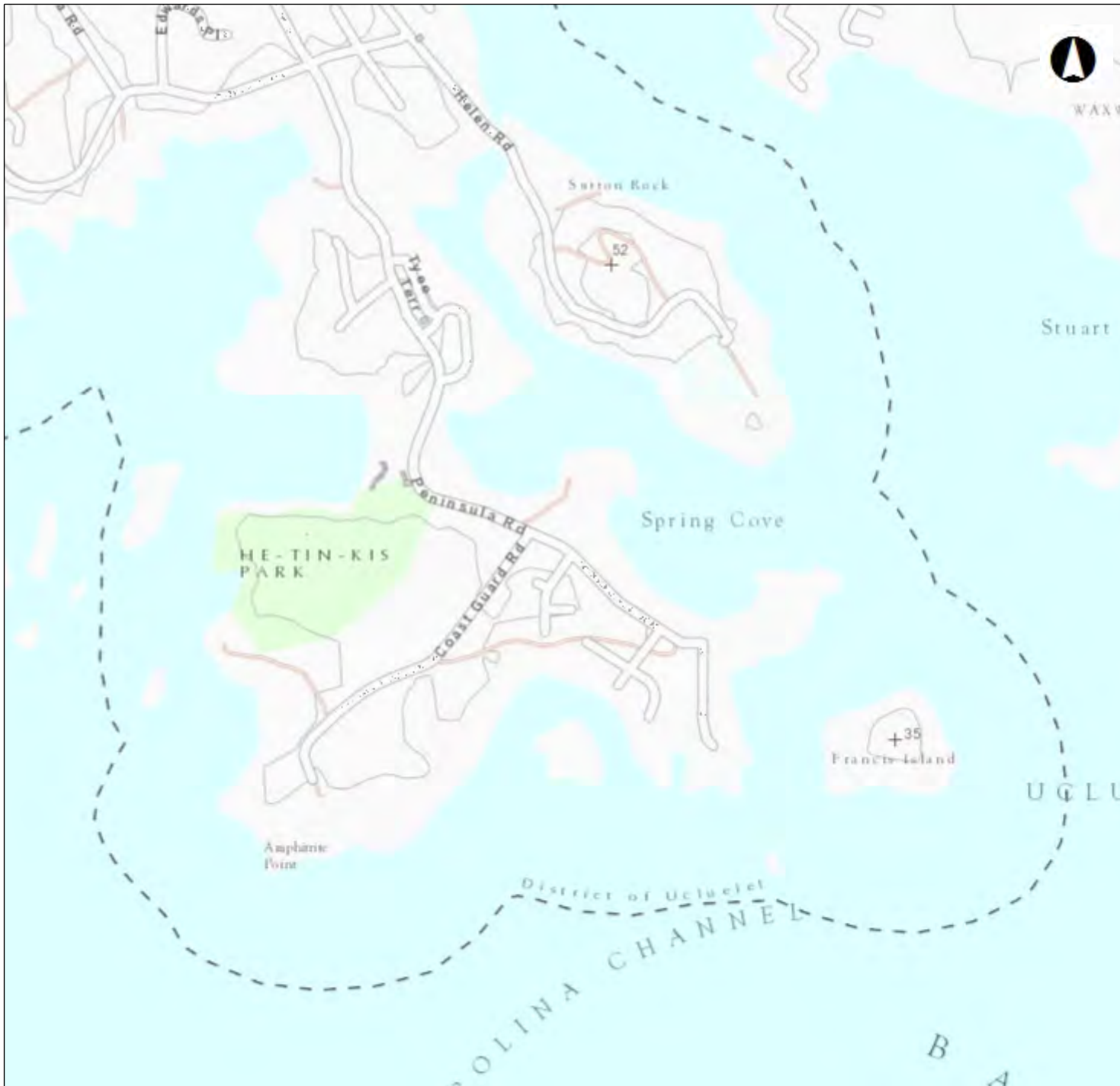
## **APPENDIX B**

### **BC HABITAT WIZARD SITE SEARCH RESULTS**



203-321 Wallace Street, Nanaimo, BC V9R 5B6  
SARAH BONAR 250-714-8446 CHRIS ZAMORA 250-714-8864





### Habitat Wizard 1090 Peninsula Road **Legend**

#### All Fish points

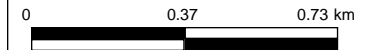
POINT\_TYPE\_CODE

- Observation
- Summary

#### Stream Centre Line Network

WDIC\_SPFTP\_CODE

- 100 - Coastline
- 1000 - Single-line blueline, main
- 1050 - Single-line blueline, thro
- 1100 - Single-line blueline, seco
- 1150 - Single-line blueline, seco
- - - 1200 - Construction line, main fl
- - - 1250 - Construction line, double
- - - 1300 - Construction line, secon



1: 18,056

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Datum: NAD83

Projection: WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

#### Key Map of British Columbia



**APPENDIX C**  
**BC CONSERVATION DATA CENTRE SYSTEM EXPLORER**  
**SEARCH RESULTS**



203-321 Wallace Street, Nanaimo, BC V9R 5B6  
SARAH BONAR 250-714-8446 CHRIS ZAMORA 250-714-8864



CDC Occurrence Map  
1090 Peninsula Rd  
Legend

Species and Ecosystems at Available Occurrences - CD

FEATURE\_CODE

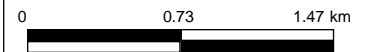
- Animal - Vertebrate
- Animal - Invertebrate
- Plant - Vascular
- Plant - Non-vascular
- Ecological Community

■ Species and Ecosystems at (Secured) Publicly Available

Species and Ecosystems at (and Historical) Publicly Available CDC

FEATURE\_CODE

- Animal - Vertebrate



1: 36,112

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Datum: NAD83

Projection: WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

Key Map of British Columbia





**Scientific Name:** *Morella californica*  
**English Name:** California wax-myrtle

### Identifiers

**Occurrence ID:** 1270  
**Shape ID:** 2142  
**Taxonomic Class:** dicots  
**Element Group:** Vascular Plant

### Status

**Provincial Rank:** S3?  
**BC List:** Blue  
**Global Rank:** G5  
**COSEWIC:**  
**SARA Schedule:**

### Locators

**Survey Site:** AMPHITRITE POINT, UCLUELET  
**Directions:** 1.2 km south of Ucluelet in residential lots on the Reef Point Beach Estates, on Amphitrite Point along Coast Guard Road on both sides of road for 400 m from intersection of Coast Guard Road and Peninsula Road, and along Peninsula Road from intersection heading north towards Ucluelet for 200 m.  
**Biogeoclimatic Zone:**  
**Ecosection:** VIS;WIM

### Area Description

#### General Description:

**Vegetation Zone:** Lowland  
**Min. Elevation (m):** 2 **Max. Elevation (m):**  
**Habitat:** TERRESTRIAL: Forest Needleleaf, Roadside

**First Observation Date:** 1961-06-27**Last Observation Date:** 2002-07-27**Occurrence Data:**

2002-07-27: At least 29-34 plants over at least 5,008 square m across 4 subpopulations. All in leaf; 5 in flower, 10 with immature fruit and 1 with mature fruit. Along forest edges and roadsides with *Thuja plicata*, *Tsuga heterophylla*, *Pinus contorta*, *Gaultheria shallon*, *Vaccinium ovatum*, *Anaphalis margaritacea*, *Pteridium aquilinum*, *Polystichum munitum* and some *Cytisus scoparius*. Mesic moisture regime, in partial to filtered light and on both upper and lower slope positions (M. Donovan, pers. comm. 2002). 1964-05-06: Collected (University of British Columbia Herbarium). 1961-06-27: A single 12' tree growing out of old stump by roadside (University of Washington herbarium).

**Rank:** BC : Good or fair estimated viability

**Rank Date:** 2002-07-27

**Rank Comments:**

Possible threat of removal from development on private lots.

**Condition of Occurrence:**

1961: A single 12' tree (University of Washington herbarium). 2002: Plants were in flower and had immature fruit and most ranged in height from 30-100 cm tall with the tallest individual being 7.6 m. One plant had mature fruit. Subpopulations appeared to be self-sustaining (M. Donovan, pers. comm. 2002).

**Size of Occurrence:**

1961: A single tree (University of Washington herbarium). 2002: At least 29-34 plants over 5,008 square m across 4 subpopulations (M. Donovan, pers. comm. 2002).

**Landscape Context:**

2002: Building lots for subpopulations 1 and 2 had undergone some clearing of vegetation but no construction as of July 2002. Covenant on property requires retention of large cedar trees (M. Donovan, pers. comm. 2002).

**Version**

**Version Date:** 2017-01-18

**Version Author:** Chytyk, P.

**Mapping Information**

**Estimated Representation Accuracy:** Medium

**Estimated Representation Accuracy Comments:**

**Confident that full extent is represented by Occurrence:** ?

**Confidence Extent Definition:** Uncertain whether full extent of EO is known

**Additional Inventory Needed:** Y

**Inventory Comments:** To determine full extent and viability of population.



**References:**

Biosystematic Research Centre., Agric. Can., Cent. Exp. Farm, Ottawa, K1A 0C6.

Donovan, M. Personal communication. Botanist. B.C. Conservation Data Centre. B.C. Minist. Env.

University of British Columbia. Dep. Bot., Dep. Zool., Biol. Sci. Bldg., 6270 Univ. Blvd., Vancouver, BC.

**Specimen:** Szczawinski, A.F. (s.n.), 1961. #213952. WTU.; Calder, J..A. (31016). 1961. #215744. WTU.

---

**Suggested Citation:**

B.C. Conservation Data Centre. 2014. Occurrence Report Summary, Shape ID: 2142, California wax-myrtle. B.C. Ministry of Environment. Available: <http://maps.gov.bc.ca/ess/hm/cdc>, (accessed Mar 3, 2020).

**APPENDIX D**  
**BC ARCHAEOLOGY BRANCH SITE SEARCH RESULTS**



203-321 Wallace Street, Nanaimo, BC V9R 5B6  
SARAH BONAR 250-714-8446 CHRIS ZAMORA 250-714-8864

## Chris Zamora (Aquaparian)

---

**From:** Forgeng, Eric E FLNR:EX <Eric.Forgeng@gov.bc.ca>  
**Sent:** March 4, 2020 2:26 PM  
**To:** Chris Zamora (Aquaparian)  
**Subject:** RE: Data Request: Chris Zamora - Aquaparian Environmental Consulting Ltd

Hi Chris,

The archaeological site recorded on the property [PID 024167517] is a shell midden, Borden number DfSj-0035. There are currently two HCA permits issued for the property: Inspection permit 2019-0328, held by Ewan Anderson at Terra Archaeology, and alteration permit 2019-0329, held by Ross Elliot.

Please let me know if you have any questions or need any additional information.

Best regards,  
 Eric

**Eric Forgeng, BSc, MA** | Archaeologist / Heritage Resource Specialist  
**Archaeology Branch** | Ministry of Forests, Lands, Natural Resource Operations and Rural Development  
 Phone: 250-953-3362 | Fax: 250-953-3340 | e-mail: [eric.forgeng@gov.bc.ca](mailto:eric.forgeng@gov.bc.ca)  
 3<sup>rd</sup> Floor – 2975 Jutland Road, Victoria BC V8T 5J9 | PO Box 9816 Stn Prov Govt, Victoria, BC V8W 9W3  
[www.gov.bc.ca/archaeology](http://www.gov.bc.ca/archaeology)

**From:** Chris Zamora (Aquaparian) <czamora@aquaparian.com>  
**Sent:** March 4, 2020 2:20 PM  
**To:** Forgeng, Eric E FLNR:EX <Eric.Forgeng@gov.bc.ca>  
**Subject:** RE: Data Request: Chris Zamora - Aquaparian Environmental Consulting Ltd

Hi Eric – Ian Kennington, the architect mentioned them to me and said they appear to be in the sub-base of the old Peninsula Road. I am completing an environmental assessment for the owner of the property (Ross Elliott) as per requirements from the District of Ucluelet so I want to make sure that they are reference in our report so District knows I have identified them.

**Cheers and Thanks**  
**Chris Zamora, B.Sc., R.P.Bio.**  
**AQUAPARIAN ENVIRONMENTAL CONSULTING LTD.**  
**321 Wallace Street, Suite 203 (\*\*New Address)**  
**Nanaimo, BC V9R 5B6**  
**Cell: 250-714-8864**  
**Office: 250-591-2258**  
[czamora@aquaparian.com](mailto:czamora@aquaparian.com)

**From:** Forgeng, Eric E FLNR:EX [<mailto:Eric.Forgeng@gov.bc.ca>]  
**Sent:** March 4, 2020 2:15 PM  
**To:** Chris Zamora (Aquaparian) <[czamora@aquaparian.com](mailto:czamora@aquaparian.com)>

**Cc:** Towstego, Lucas FLNR:EX <[Lucas.Towstego@gov.bc.ca](mailto:Lucas.Towstego@gov.bc.ca)>

**Subject:** FW: Data Request: Chris Zamora - Aquaparian Environmental Consulting Ltd

Dear Chris,

I've been asked to contact you about your request for archaeological data at 1090 Peninsula Rd in Ucluelet, PID 024167517. There is a Heritage Conservation Act - protected archaeological site recorded on that property, and there are currently two HCA permits issued for archaeological work there, on behalf of Mr. Ross Elliot. There are no final reports available for this work as yet. We suggest going to Mr. Elliot for any updates, as he would have the most recent information on the status of the property.

Please feel free to contact me if you have any other questions

Best regards,

**Eric Forgeng, BSc, MA** | Archaeologist / Heritage Resource Specialist  
**Archaeology Branch** | Ministry of Forests, Lands, Natural Resource Operations and Rural Development  
 Phone: 250-953-3362 | Fax: 250-953-3340 | e-mail: [eric.forgeng@gov.bc.ca](mailto:eric.forgeng@gov.bc.ca)  
 3<sup>rd</sup> Floor – 2975 Jutland Road, Victoria BC V8T 5J9 | PO Box 9816 Stn Prov Govt, Victoria, BC V8W 9W3  
[www.gov.bc.ca/archaeology](http://www.gov.bc.ca/archaeology)

**From:** [czamora@aquaparian.com](mailto:czamora@aquaparian.com) <[czamora@aquaparian.com](mailto:czamora@aquaparian.com)> **On Behalf Of** [ArchDataRequest@gov.bc.ca](mailto:ArchDataRequest@gov.bc.ca)

**Sent:** March 3, 2020 4:31 PM

**To:** Arch Data Request FLNR:EX <[ArchDataRequest@gov.bc.ca](mailto:ArchDataRequest@gov.bc.ca)>

**Subject:** Data Request: Chris Zamora - Aquaparian Environmental Consulting Ltd

Terms and Conditions Accepted Yes

Name Chris Zamora  
 Email [czamora@aquaparian.com](mailto:czamora@aquaparian.com)  
 I am a Professional Biologist  
 Affiliation Aquaparian Environmental Consulting Ltd  
 Address Suite 203 321 Wallace Street  
 City Nanaimo  
 Province British Columbia  
 Postal Code V9R 5B6  
 Phone Number 250-714-8864

Information Requested Other (describe in detail below):

The presence of any known cultural information for the resort property at 1090 Peninsula Road, Ucluelet BC. The legal address is also known as PID 024167517; Lot 4 Plan VIP 67274 Section 21, Clayoquot District.

Why Site Information is Required Other (describe below):

Aquaparian has been retained by the owner Ross Elliott of "The Cabins at Terrace Beach" in Ucluelet, BC to complete an environmental assessment of the property. Addition of new resort Cabins

Third Party Access The following person(s) may have access to this information:  
 Ross Elliott - Owner of The Cabins & Ian Kennington - Local Architect.

Format Required PDF

Who Prompted	Biological Consultant
File Attachment#1	image 2.jpg
File Attachment#2	CDC Map 1090 Peninsula Rd.pdf
File Attachment#3	
File Attachment#4	
File Attachment#5	







## STAFF REPORT TO COUNCIL

Council Meeting: December 15, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

**FILE NO:** 3900-20 BYLAW 1280

**SUBJECT: DISTRICT OF UCLUELET HARBOUR REGULATION AMENDMENT    REPORT NO: 20- 130**  
**BYLAW NO. 1280, 2020 – READINGS 1 – 3**

**ATTACHMENT(S):** APPENDIX A – DISTRICT OF UCLUELET HARBOUR REGULATION AMENDMENT BYLAW NO. 1280, 2020  
APPENDIX B – DISTRICT OF UCLUELET HARBOUR REGULATION BYLAW NO. 1276, 2020

### RECOMMENDATIONS:

1. **THAT** District of Ucluelet Harbour Regulation Amendment Bylaw No. 1280, 2020, be given first, second and third reading.

### PURPOSE:

The purpose of this report is to introduce an amendment to District of Ucluelet Harbour Regulation Bylaw No. 1276, 2020 (the “Amendment”) which would require:

1. Vessels to carry \$2,000,000 liability, wreck removal, and sudden and accidental pollution insurance coverage, and provide the District of Ucluelet with a copy of the insurance documentation on demand;
2. The payment of a 2% surcharge on all harbour fees which will be paid to the Thorton Creek Enhancement Society (the “2% surcharge”); and,
3. The payment of a 4% surcharge (the “4% surcharge”) on all harbour fees which will be paid to Royal Canadian Marine Search and Rescue - Ucluelet.

### BACKGROUND

District of Ucluelet Harbour Regulation Bylaw No. 1276, 2020 (the “Harbour Regulation Bylaw”), regulates District operated Harbour facilities such as the Whisky Dock and the Inner Boat Basin. It specifies fees, insurance requirements and sets a number of other standards.

Early in 2020, the District of Ucluelet Harbour Authority directed Staff to amend the Harbour Regulation Bylaw to require proof of valid insurance for moored vessels and for the Harbour Manager to collect the 4% and 2% surcharges.

The proposed Amendment would update the Harbour Regulation Bylaw to include the 2% surcharge, the 4% surcharge and the requirement that all charter, recreational and commercial fishing vessels carry \$2,000,00.00 liability, wreck removal and sudden and accidental pollution

insurance. Doing so would legislate the surcharges and make the insurance requirement mandatory for all boats that dock at District operated harbours.

If the proposed resolution carries, the Amendment will be brought back to Council in the new year for adoption.

**TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

If the recommended resolution is adopted, nominal Staff time will be required to bring back the Amendment for adoption.

**FINANCIAL IMPACTS:**

There will be no financial benefit to the District of Ucluelet that flows from the 2% or 4% surcharges as these funds will be paid, respectively, to the Thorton Creek Enhancement Society and Royal Canadian Marine Search and Rescue - Ucluelet.

The insurance requirement may limit risk to the District associated with damage that flows from accidents caused by boats using the Ucluelet Harbour facilities.

**OPTIONS REVIEW:**

1. **THAT** District of Ucluelet Harbour Regulation Amendment Bylaw No. 1280, 2020, be given first, second and third reading. **(Recommended)**
2. **THAT** Council provide alternative direction to Staff.

**Respectfully submitted:** Joseph Rotenberg, Manager of Corporate Services  
Abby Fortune, Manager of Recreation & Tourism

**DISTRICT OF UCLUELET**  
**BYLAW NO. 1280, 2020**

Appendix A

A bylaw to amend District of Ucluelet Harbour Regulation Bylaw No. 1276, 2020

---

**WHEREAS** Local Governments are empowered to make agreements with a public authority respecting:

- i) the undertaking, provision and operation of activities, works or services,
- ii) the operation and enforcement in relation to the exercise of regulatory authority within the powers of a party to the agreement, and
- iii) the management of property or an interest in a property held by a party to the agreement, and, in exercising its powers, to establish any terms and conditions it considers appropriate;

**AND WHEREAS** the Local Government is empowered to operate, maintain and manage the harbour facilities owned by and located in the District of Ucluelet, and set the fees for moorage and any other fees or charges it deems necessary for the efficient operation and maintenance of such facilities;

**AND WHEREAS** the harbour facility is regulated according to Ucluelet Harbour Regulation Bylaw No. 1276, 2020;

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

**Short Title**

1. This bylaw may be known and cited for all purposes as the “District of Ucluelet Harbour Regulation Amendment Bylaw No. 1280, 2020”.

**Application**

2. This bylaw amends the indicated provisions of District of Ucluelet Harbour Regulation Bylaw No. 1276, 2020.

**Enactment**

3. Where there is a discrepancy between this Bylaw and any or all amendment bylaws enacted prior to this bylaw and affecting the District of Ucluelet Harbour Regulation Bylaw No. 1276, 2020, then this Bylaw shall be deemed to supersede the prior bylaw(s) in the matter of the discrepancy.
4. This Bylaw shall come into full force and effect on the final adoption thereof.

**Amendments**

5. In Part 9 – CHARTER VESSELS, Council:
  - a. deletes “3. All Charter Vessels must have a \$2,000,000.00 liability insurance policy and supply the District of Ucluelet with a copy.”

- b. inserts "3. All Charter Vessels must have valid vessel insurance with \$2,000,000.00 liability, wreck removal and sudden and accidental pollution coverage, and must produce insurance documentation on demand."
- 6. In Part 10 – COMMERCIAL FISHING VESSELS (CFVs), Council:
  - a. inserts "5. All Commercial Fishing Vessels (CFVs) must have valid vessel insurance with \$2,000,000.00 liability, wreck removal and sudden and accidental pollution coverage, and must produce insurance documentation on demand."
- 7. In Part 11 – RECREATIONAL VESSELS, Council:
  - a. inserts "3. All Recreational Vessels must have valid vessel insurance with \$2,000,000.00 liability, wreck removal and sudden and accidental pollution coverage, and must produce insurance documentation on demand."
- 8. In SCHEDULE "A", under MISCELLANEOUS SERVICES, FEES AND CHARGES, Council:
  - a. inserts "4. All fees are subject to a 2% surcharge to be paid to Thornton Creek Enhancement Society and a 4% surcharge to be paid to Royal Canadian Marine Search and Rescue - Ucluelet." Any remaining sections or subsections are renumbered accordingly.

**Severability**

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

**READ A FIRST TIME** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**READ A SECOND TIME** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**READ A THIRD TIME** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**CERTIFIED A TRUE AND CORRECT COPY** of "District of Ucluelet Harbour Regulation Bylaw No. 1280, 2020."

---

Mayor  
Mayco Noël

---

Chief Administrative Officer  
Mark Boysen

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

---

Chief Administrative Officer  
Mark Boysen

**DISTRICT OF UCLUELET**

Appendix B

**BYLAW NO. 1276, 2020**


---

A bylaw to administer and regulate the use and operation of harbour facilities in Ucluelet

---

**WHEREAS** Local Governments are empowered to make agreements with a public authority respecting:

- i) the undertaking, provision and operation of activities, works or services,
- ii) the operation and enforcement in relation to the exercise of regulatory authority within the powers of a party to the agreement, and
- iii) the management of property or an interest in a property held by a party to the agreement, and, in exercising its powers, to establish any terms and conditions it considers appropriate;

**AND WHEREAS** approval of the electors has been obtained through a counter petition opportunity for a Harbour Authority Lease between the District of Ucluelet and Her Majesty the Queen, in right of Canada, as represented by the Minister of Fisheries and Oceans acting through the Regional Director, for the primary purpose of operating, maintaining and managing a public commercial fishing harbour at Ucluelet;

**AND WHEREAS** the Local Government is empowered to operate, maintain and manage the harbour facilities owned by and located in the District of Ucluelet, and set the fees for moorage and any other fees or charges it deems necessary for the efficient operation and maintenance of such facilities;

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

1. **DEFINITIONS**

**"Abandoned"** means leaving a vessel or watercraft at a dock without payment of moorage for a period in excess of forty-five (45) days.

**"Berth"** means a location at a dock where a vessel or watercraft may be moored.

**"Berthage or Moorage"** means a charge for the occupation by a vessel of a berth or other space at a harbour.

**"Broker, Buyer, Processor"** means any entity, including but not limited to companies, corporations, etc., that purchases, processes, delivers and/or sells marine products, including trucks or other vehicles used to conduct such business.

**"Bylaw Enforcement Officer"** means a person designated by the Harbour Authority to enforce the regulations of this bylaw.

**"Charter Operator"** means a person or persons engaged in or used for providing goods or services for sale or rent to the public with the primary motive being profit.



**“Commercial Business”** means a commercial or industrial undertaking of any kind or nature or the providing of professional, personal or other services for the purpose of gain or profit.

**“Facility”** means the wharves, floats, docks and equipment located at Main Street (Whiskey Dock), Otter Street (52 Steps Dock), and the areas defined in the Small Craft Harbours Lease, being Ucluelet West (Inner and Outer Boat Basins).

**“Harbour Authority”** means the Council of the District of Ucluelet.

**“Harbour Manager”** means the person(s), organization or other entity retained by the Harbour Authority to manage the harbour facilities in the District of Ucluelet.

**“Loading Zone”** means that area of dock used solely for the loading and unloading of passengers, supplies or freight and identified by a yellow painted tie rail.

**“Moor”** means to secure a vessel or watercraft by the means of lines, cables or anchors.

**“Owner”** means,

- a) in the case of a vessel, the master, operator or person in charge of the vessel, and
- b) in the case of goods, the agent, consignor, consignee or carrier of the goods.

**“Seaplane”** means an aircraft on floats whether operated privately or commercially.

**“Small Craft Harbour”** means the areas and equipment as defined in the lease agreement between the District of Ucluelet and Her Majesty the Queen, in right of Canada, as represented by the Minister of Fisheries and Oceans for use by the Harbour Authority for the purpose of operating, maintaining and managing a public commercial fishing harbour at Ucluelet.

**“Small Craft Harbour Lease”** means the Harbour Authority Lease between the District of Ucluelet and Her Majesty the Queen, in right of Canada, as represented by the Minister of Fisheries and Oceans acting through the Regional Director.

**“Solicitation”** means to initiate communicate, in person, using the spoken, written or printed word, except for company or business names on vessels, a gesture or another means, for the purpose of receiving money or another thing of value, regardless of whether consideration is offered or provided in return.

**“Wharfage”** means a charge for the placing of goods on a wharf or for the loading of goods or persons on or unloading of goods or persons from a vessel at a wharf.

## **2. VESSEL CLASSIFICATIONS**

For purposes of this bylaw, vessels shall be classified as follows:

### **1. Charter Vessel**

Any vessel that is used to conduct a commercial business by offering or providing any type of goods or services to the public.

### **2. Commercial Fishing Vessel (CFV)**

- a) Any person or vessel that has been issued a current Commercial Fishing license by Fisheries and Oceans Canada or a current Aquaculture License by the Ministry of Agriculture, Food & Fisheries enabling such vessel to harvest sea products for the purposes of selling such products. For the purposes of this bylaw, the Commercial Fishing Vessel (CFV) category will include Tug Boats.
- b) For the purpose of this bylaw, other vessels used for commercial purposes not otherwise classified in this document will be included as Commercial Fishing Vessels

### **3. Recreational Vessel**

Any vessel that is primarily used for recreational or pleasure use and does not conduct a business on board the vessel and is not involved in the harvesting of sea products for the purpose of selling such products.

## **3. HARBOUR AUTHORITY**

1. The Harbour Authority hereby establishes berthage/moorage rates and other such rates and fees or other charges as are deemed necessary and such rates and fees or other charges are attached hereto as Schedule "A".
2. The Harbour Authority may pay out such monies as may be requisite for any expenses involved in the operation of the aforesaid facility.
3. The Harbour Authority may make any regulations necessary for the safe and efficient operation of the facilities.
4. The Harbour Authority may, by resolution, enter into a contract with an individual, individuals or a company for the management of said facilities.

## **4. GENERAL REGULATIONS**

The following regulations apply to the facilities:

1. All persons shall abide by all applicable statutes, regulations, bylaws and policies, including the Fishing & Recreational Harbour Act and the District of Ucluelet's bylaws and policies.
2. All persons shall comply with the policy provisions of the Environmental Management Plan established by the Harbour Authority for marine facilities.
3. All persons using Ucluelet harbour facilities, whether a vessel owner, his agent, guests or members of the public, do so at their own risk, and the Ucluelet Harbour Authority shall not be responsible for any loss, damage, expense, death or injury sustained by such a person.
4. No person shall moor any boat without proper authorization of the Harbour Manager and/or authorized personnel and completion of a berthage/moorage agreement, in



the form prescribed by the District of Ucluelet, the terms and conditions of which are to be considered regulations for the purpose of this bylaw.

5. The Harbour Authority and/or its representatives are hereby empowered to move or to direct to be moved, any vessel (s) from one location at a facility to another location at a facility whenever it is deemed necessary.
6. The Harbour Authority and/or its representatives are hereby empowered to order the removal of any vessel moored directly or indirectly to the floats, which in their opinion, is in danger of sinking or is a hazard to water borne traffic. If the owner or person responsible for the vessel cannot be found, the Harbour Authority or its representatives may take any action considered necessary to correct or alleviate the matter; the cost of all such actions shall be at the owner's expense.
7. The Harbour Manager and/or authorized personnel may assign berths to vessels at the wharves and floats in such order or precedence as it deems fit.
8. The Harbour Manager and/or authorized personnel shall determine the overall length of the vessel by measuring from bow to stern adding all appendages such as swim boards, outboard motors, bow sprits and such determinations shall be conclusive.
9. No person shall berth any boat in front of any section of floats or wharves marked "loading zone" except for the purpose of loading and unloading, and such boats shall not be left unattended in the said "loading zone".
10. All vessels shall be clearly marked with name and/or registration numbers. All vessels must have an emergency contact number posted on the vessel when the owner/operator is absent.
11. No person shall leave gear, equipment, small boats or any other type of material or object on the floats.
12. If, in the opinion of the Harbour Authority and/or its representatives, any boats, gear, or personnel materials beached, abandoned, or berthed at the floats or wharf head, are considered to be abandoned or derelict, the Harbour Authority or its representatives may order the owner(s) to remove such boats, gear or materials, and if, after advertising by a notice in the local newspaper and posting a copy of such notice at the facility, such boats, gear or materials have not been removed by the owner or owners thereof within fifteen (15) days of the date of such notice, then such boats, gear and/or materials may be disposed of by the Harbour Authority or its representatives as they see fit; the cost of all such actions shall be at the owner's expense
13. No person shall remove, damage or destroy any notice posted at the harbour facilities.
14. No person shall obstruct or impede in any way the docking or undocking of any vessel in the harbour.

15. Where goods or articles fall overboard from a vessel, the master or person in charge of the vessel shall make every reasonable effort to recover those goods or articles. Where the master or person in charge of a vessel is unable to recover any goods or articles that have fallen overboard, he shall report such failure to the Harbour Manager and/or authorized personnel.
16. No person shall supply to, receive into or discharge from a vessel in a harbour or vehicle on harbour property, any gasoline or other fuel or oil.
17. No person shall dispose of garbage, sewage or wastes at a harbour except in a place specifically provided for that purpose or as directed by the Harbour Manager and/or authorized personnel.
18. No person who is the owner or operator of a vessel shall permit the vessel to leave a harbour facility until all charges payable in respect of the vessel have been paid. Owners or operators of a vessel with outstanding accounts will be refused moorage at all District of Ucluelet and Small Craft Harbour facilities until payment has been received at the District of Ucluelet Municipal Office.
19. It shall be unlawful for any person or persons to connect to any outlet for heating purposes with an extension cord other than that constructed from a single length not exceeding 125 feet (41.6 metres), of not less than #12 wire – 3 wire grounded cord.
20. It shall be unlawful for any person(s) to park or leave standing any vehicle, except for the purpose of loading or unloading, on the approach to the wharf head.
21. No person shall solicit at any harbour facility.
22. No person shall use bikes, skateboards or roller blades on wharves or floats at any harbour facility.
23. Animals must be kept on a leash at all times and owners are responsible for cleaning up after their animals at all harbour facilities.
24. No person(s) shall use a wood-burning stove or permit any other open fire on board a vessel while moored at any harbour facility.
25. No person shall put into the water any offal/waste off any dock or float from any Small Craft Harbour or District of Ucluelet facility. All offal/waste shall be removed to outside the mouth of the harbour or parallel to Francis Island.
26. No person shall leave or park a boat trailer upon any Small Craft Harbour property.

## **5. MOORING REGULATIONS**

1. It shall be unlawful for any person to berth a derelict boat, hull, scow, log float, log or logs at harbour facilities.



2. It shall be unlawful for any person to berth a float house, houseboat, or boathouse at a Ucluelet Harbour facility, without the written permission of the Harbour Authority through a lease agreement or license issued by the District of Ucluelet.
3. No person shall permit the lines of a vessel that is berthed or moored at a harbour to be made fast to anything other than the facilities provided for berthing or mooring or permit such lines to lie across any wharf or across any channel in such a manner as to obstruct or interfere with any other vessel, vehicle, or person.
4. Where a vessel is moored in a harbour, the master or person in charge shall, where necessary, permit another vessel to move alongside and make fast to it.
5. Where two or more vessels are moored alongside one another at the same wharf, one vessel outside the other, and the vessel on the outside does not have a gangway extending to the wharf, the person in charge of the vessel lying nearer to the wharf shall allow persons on the vessel farther from the wharf free and unencumbered passage over its deck.
6. Where a vessel is made fast to or secured alongside another vessel, one vessel outside the other,
  - a) the lines of the vessel that is so made fast or secured shall not, except in an emergency, be cut or cast off by any person unless that person gives notice of his intention to do so to the master or person in charge of that vessel; and
  - b) the master or person in charge of the inside vessel, when ready to leave harbour, may move any outside vessel if the owner or persons in charge of any such vessel cannot be located, and shall re-secure said vessel to the float once the vessel has been moved.
7. A fee for connection and use of electricity services will be charged as prescribed in Schedule "A".
8. If, in the opinion of the Harbour Manager and/or authorized personnel, a vessel requires pumping out, a pump may be placed on any vessel located at the facility without fear of liability or reproach. A fee as set out in Schedule "A" attached to and forming a part of this bylaw may be levied against the owner should it be necessary to pump out a vessel with or without the owner's consent.

## **6. STAYING ON BOARD A VESSEL**

1. Staying on board a Charter Vessel is prohibited at all harbour facilities, unless the Harbour Authority has approved the implementation of a Liveboard lease agreement for the vessel.
2. Owners, operators and crewmembers may stay aboard Commercial Fishing Vessels (CFVs) and Recreational Vessels at all harbour facilities, subject to **all** of the following conditions:
  - a. Owner, operator and crewmembers must notify the Harbour Manager of their intention to stay on board the vessel and the expected length of stay;
  - b. Maximum stay (total of all nights staying aboard at all harbour facilities) is fourteen (14) days in any rolling thirty 30 day period;

- c. The vessel must be able to move under its own power;
- d. The vessel must have holding tanks or seals placed on the toilets;
- e. No equipment or personal belongings are to be attached to or left on the docks;
- f. The area of berthage will be determined by the Harbour Manager and/or authorized personnel.

## **7. LIVEBOARDS**

1. No person shall berth in a harbour, a vessel to be used as a residence unless **all** of the following criteria are met:
  - (a) An application for a lease agreement has been completed and forwarded to the Harbour Authority;
  - (b) Approval of the lease agreement has been granted by the Harbour Authority and such approval shall be entirely at the Harbour Authority's discretion;
  - (c) Lease fees, as prescribed in Schedule "A", have been paid in advance;
  - (d) The vessel must be able to move under its own power;
  - (e) The vessel must have holding tanks or seals placed on the toilets;
  - (f) No equipment or personal belongings are to be attached to or left on the docks;
  - (g) The area of berthage will be determined by the Harbour Manager and/or authorized personnel.
2. Vessels approved as Liveboards under a lease agreement will pay the electrical connection fees, if applicable, as set out in Schedule "A".
3. Lease fees for the first three months are non-refundable.

## **8. RESERVED BERTHS**

1. Reserved berthage is assigned by the Harbour Manager, subject to District Policy.
2. Reserved berths are only available on a three month basis. Vessels requiring less than three months will pay the reservation fee for the entire three months.
3. Reservation fees are non-refundable.

## **9. CHARTER VESSELS**

1. Staying on board a Charter Vessel is prohibited at all harbour facilities, unless the Harbour Authority has approved a Liveboard lease agreement for the vessel.
2. All Charter Vessels must have a valid and subsisting business license with the District of Ucluelet.
3. All Charter Vessels must have a \$2,000,000.00 liability insurance policy and supply the District of Ucluelet with a copy.
4. Charter Vessels shall pay moorage fees, electrical connection fees if the vessel requires an electrical service, and any other applicable fees, as prescribed in Schedule "A", at time of registration.



**10. COMMERCIAL FISHING VESSEL (CFVs)**

1. Commercial Fishing Vessels (CFVs) may sell their marine products provided the vessel has been issued a vendors license by the Department of Fisheries & Oceans and has a current District of Ucluelet Business License.
2. Commercial Fishing Vessels (CFVs) will ensure all nets and/or gear is clear and cleaned of all marine life before docking at facilities.
3. Commercial Fishing Vessels (CFVs) will pay moorage fees, electrical connection fees if the vessel requires an electrical service, and any other applicable fees prescribed in Schedule "A".
4. Any vessel/person that has been issued a Commercial Fishing Vessel (CFV) license by Fisheries and Oceans Canada or an Aquaculture License issued by the Ministry of Agriculture, Food & Fisheries that is operating as a Charter Vessel will be charged the Charter Vessel moorage rate.

**11. RECREATIONAL VESSELS**

1. Subject to availability, Recreational Vessels may be assigned moorage by the Harbour Manager and/or authorized personnel.
2. Recreation Vessels will pay, in advance, the applicable moorage fees, electrical connection fees if using an electrical connection, and any other applicable fees, as set out in Schedule "A".

**12. WHARFAGE FEES**

1. All Commercial Vessels that are utilizing Ucluelet harbour facilities for the loading or unloading of goods and/or persons at any time will pay wharfage fee(s) as prescribed in Schedule "A".
2. All Commercial Fishing Vessels (CFVs) loading or unloading goods at any harbour facility will pay the wharfage fee(s) prescribed in Schedule "A".
3. All Brokers, Buyers, Processors loading or unloading goods and/or persons at any harbour facility will pay the wharfage fee(s) prescribed in Schedule "A".
4. All Commercial businesses operating from or on board a vessel that utilize any Ucluelet harbour facilities in the course of their business activities will pay a wharfage fee prescribed in Schedule "A".
5. Subject to the approval of the Harbour Manager and/or authorized personnel, harbour facilities may be used for temporary storage or for working on gear and the fees prescribed in Schedule "A" will apply.

**13. BYLAW ENFORCEMENT OFFICER**

1. For the purposes of this bylaw, the designated Bylaw Enforcement Officer means any of the following;
  - a) Harbour Manager and/or authorized personnel for the District of Ucluelet
  - b) Chief Administrative Officer for the District of Ucluelet
  - c) Bylaw Enforcement Officer for the District of Ucluelet

2. The Bylaw Enforcement Officer is authorized and empowered to inspect, compel, and require that all the regulations and provisions prescribed in this bylaw are carried out.

#### **14. VIOLATION/PENALTIES**

1. No person shall prevent or obstruct, or attempt to prevent or obstruct, the Bylaw Enforcement Officer, or any other employee of the Municipality authorized to enforce the provisions of this bylaw.
2. No person shall do any act or suffer or permit any act or thing to be done in contravention of this bylaw.
3. Every person who violates any of the provisions of his bylaw, or who suffers or permits any act or thing to be done in contravention of this bylaw is liable on summary conviction to a fine of not more than two thousand dollars (\$2,000.00) and costs (including the costs of the committal and conveyance to the place of imprisonment) for each offense, and in default of payment therefore, to imprisonment of a term not exceeding six months in jail. Each day that such violation is permitted to continue shall be a separate offence.

#### **15. TICKETING**

Tickets issued for offences against this bylaw shall be in accordance with Schedule "B", attached hereto and forming part of this Bylaw.

#### **16. SEVERABILITY**

If any provision of this Bylaw is determined by a court of competent jurisdiction to be unlawful or unenforceable, that provision shall be severed from this Bylaw and shall not affect the validity of any remaining provision of this Bylaw.

#### **17. ADMINISTRATIVE PROVISIONS:**

1. Ucluelet Harbour Regulation Bylaw No. 1134, 2011 and all amendments thereto are hereby repealed.
2. This Bylaw may be cited for all purposes as "Ucluelet Harbour Regulation Bylaw No. 1276, 2020".

**READ A FIRST TIME** this 23<sup>rd</sup> day of June, 2020.

**READ A SECOND TIME** this 23<sup>rd</sup> day of June, 2020.

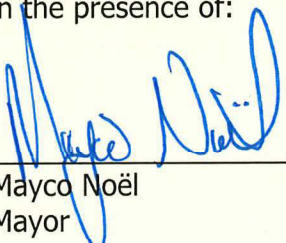
**READ A THIRD TIME** this 23<sup>rd</sup> day of June, 2020.

**ADOPTED** this 14<sup>th</sup> day of July, 2020.

**A TRUE AND CORRECT COPY** of the "Ucluelet Harbour Regulation Bylaw No. 1276, 2020".

  
\_\_\_\_\_  
Mark Boysen  
CAO

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

  
\_\_\_\_\_  
Mayco Noël  
Mayor

  
\_\_\_\_\_  
Mark Boysen  
CAO



**Bylaw No. 1276, 2020****SCHEDULE "A"  
Moorage Rates**

Rates, fees and charges at all District of Ucluelet harbour facilities including Main Street (Whiskey Dock), Ucluelet West Small Craft Harbours (Inner And Outer Boat Basins), Otter Street (52 Steps) are as follows:

**MOORAGE RATES:**

Any vessel/person that has been issued a Commercial Fishing Vessel (CFV) license by Fisheries and Oceans Canada or an Aquaculture License issued by the Ministry of Agriculture, Food & Fisheries that is operating as a Commercial Vessel will be charged the higher moorage rate.

**CHARTER OPERATORS**

Moorage Rates are charged per foot (overall length of the vessel)

<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Annual</b>
n/a	n/a	\$7.30	n/a	\$46.50

**COMMERCIAL FISHING VESSELS (CFVs) and  
OTHER VESSELS USED FOR COMMERCIAL PURPOSES**

Moorage rates are charged per foot (overall length of the vessel)

<b>Small Craft Harbour facilities</b>				
<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Annual</b>
\$.20	N/A	\$3.00	\$5.50	\$15.00

<b>Whiskey Dock facility</b>				
<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Annual</b>
\$.21	N/A	N/A	N/A	N/A

**RECREATIONAL VESSEL**

Moorage rates are charged per foot (overall length of the vessel)

	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Annual</b>
Oct 1 to Mar 31	\$.60	\$3.65	\$5.45	\$8.50	\$44.55
Apr 1 to Sep 30	\$.90	\$5.30	\$7.00	\$17.60	\$44.55

**SEAPLANES – Moorage rates are charged for tie up periods (dropping off or picking up passengers)**

<b>2 hour period</b>	<b>Each Additional Hour</b>
\$50.00	\$25.00

In addition, Wharfage Fees will apply, if applicable.

**LIVE ABOARD – LEASE RATES**

Lease rates for all Liveaboards approved by the Harbour Authority are payable, in advance, as follows:

Lease rates are charged per foot (length of the vessel)

<b>Annual (in advance)</b>
\$54.00

Lease fees for the first three months are non-refundable with the balance refunded at 85% of the unused portion.

Electrical Connection Fees are applicable if an electrical connection is required.

**RESERVED BERTH**

For vessels approved for a three-month Reserved Berth the following reservation fee is payable, in advance of the reserved berth being made available.

\$225.00 for up to and including three months

**WHARFAGE FEES****Charter Vessels:**

For Charter Vessels that have **not** paid a moorage fee within the twenty-four hour period immediately before or after loading or unloading goods and/or persons, other than owner and crewmembers, at any harbour facility, the Wharfage fee, payable in advance, is as follows:

- |   |           |
|---|-----------|
| 1. Per day or part thereof  | \$50.00   |
| 2. Annual rate (January 1 <sup>st</sup> – December 31 <sup>st</sup> ) | \$1500.00 |

For Commercial Vessels that have paid a moorage fee within the twenty-four hour period immediately before or after loading or unloading goods and/or persons, other than owner and crewmembers, at any harbour facility, the Wharfage fee, payable in advance, is as follows:

- |   |          |
|---|----------|
| 1. Per day or part thereof  | \$25.00  |
| 2. Annual rate (January 1 <sup>st</sup> – December 31 <sup>st</sup> ) | \$500.00 |

**Commercial Fishing Vessels (CFVs):**

For Commercial Fishing Vessels (CFVs) that have **not** paid a moorage fee within the twenty-four hour period immediately before or after loading or unloading goods at any harbour facility, the Wharfage fee, payable in advance, is as follows:

Per day or part thereof	\$250.00
Annual Rate	\$2,000.00

**Other Business Activities**

For all other businesses operating on or utilizing harbour facilities during the course of their business activities, the Wharfage fees, payable in advance, are as follows:

Per day or part thereof	\$100.00
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**ELECTRICITY (POWER) CONNECTION FEES**

	Daily	Monthly
30 Amp Power	\$3.00/outlet	\$50/outlet
50 amp power	\$6.00/outlet	\$100.00/outlet

**MISCELLANEOUS SERVICES, FEES AND CHARGES**

1. At the discretion of the Harbour Authority, a fee may be levied if the Harbour Manager and/or authorized personnel is/are called out between the hours of 10:00 p.m. and 7:00 a.m. for any reason.

First hour	\$75.00
Each additional hour	\$50.00

2. A fee of \$75.00 will be levied per vessel pump out in addition to the Harbour Manager and/or authorized personnel call out fee, if applicable.
3. Interest at 2% per month will be charged on accounts unpaid after 30 days.
4. All fees are subject to applicable taxes.



## Harbour Regulation Bylaw No. 1276, 2020

### Schedule "B" Violation & Penalties

<b>Offence</b>	<b>Section</b>	<b>Fine – First Offence</b>	<b>Fine – 2<sup>nd</sup> and Each Subsequent Offence</b>
Not adhering to rules, policies & regulations	4.1	\$100.00	\$200.00
Not adhering to provisions of EMP.	4.2	\$100.00	\$200.00
Mooring without authorization or berthage agreement	4.4	\$100.00	\$200.00
Berth and/or Tie vessel at marked loading zone	4.9	\$100.00	\$200.00
Leave vessel unattended at loading zone	4.9	\$100.00	\$200.00
Vessel not displaying name, registration number, emergency contact number	4.10	\$100.00	\$200.00
Leave gear, equipment, materials on dock /float	4.11, 6.2(e), 7.1(f)	\$100.00	\$200.00
Remove, damage or destroy posted notices	4.13	\$100.00	\$200.00
Impede docking or undocking of vessel	4.14	\$100.00	\$200.00
Fail to retrieve and notify Harbour Manager and/or authorized personnel of articles falling overboard	4.15	\$100.00	\$200.00
Supply, receive into or discharge fuels or oil from a vessel without authorization	4.16	\$100.00	\$200.00
Dispose of garbage, sewage or waste inappropriately	4.17	\$200.00	\$400.00
Put offal/waste into water from any SCH or District facility	4.25	\$200.00	\$400.00
Leave harbour with outstanding payments	4.18	\$200.00	\$400.00
Connect to outlet with nonconforming cord	4.19	\$100.00	\$200.00
Leave vehicle standing on wharf head approach	4.20	\$100.00	\$200.00
Solicit at any harbour facility	4.21	\$200.00	\$400.00
Use skateboard, roller blade or bicycle on docks	4.22	\$100.00	\$200.00
Pet off-leash and non removal of feces	4.23	\$100.00	\$200.00
Use a wood burning stove or permit an open fire on board while berthed at any harbour facility	4.24	\$100.00	\$200.00
Leave or park a boat trailer upon Small Craft harbour Property	4.26	\$100.00	\$200.00
Berth a derelict boat, hull, scow, log float, log(s)	5.1	\$200.00	\$400.00
Berth a float house, houseboat, boathouse	5.2	\$100.00	\$200.00

Make fast a vessel inappropriately, permit lines to interfere with other vessels or persons	5.3	\$100.00	\$200.00
Refuse another vessel to make fast	5.4	\$100.00	\$200.00
Refuse rafted vessel passage to wharf	5.5	\$100.00	\$200.00
Cut or cast off rafted vessel without notice	5.6(a)	\$100.00	\$200.00
Exceed maximum stay at harbour facilities	6.2(b)	\$200.00	\$400.00
Vessel unable to operate under own power	6.2(c), 7.1(d)	\$200.00	\$400.00
Vessel without seal on sewer outlet	6.2(d), 7.1(e)	\$200.00	\$400.00
Berth a vessel as a residence without a lease agreement with the Harbour Authority	7.1(b), 9.1	\$200.00	\$400.00
Berth a vessel as a residence owing lease fees	7.1(e)	\$100.00	\$200.00
Commercial vessel without valid Business License	9.2	\$200.00	\$400.00
Commercial vessel without liability insurance	9.3	\$200.00	\$400.00
Commercial vessel without municipal decal	9.5	\$100.00	\$200.00
CFV selling product without vendors license	10.1	\$200.00	\$400.00
CFV selling product without business license	10.1	\$200.00	\$400.00
CFV moored with marine life in nets or gear	10.2	\$100.00	\$200.00
Unpaid wharfage fees	12.1,12.2, 12.3	\$200.00	\$400.00
Attempt to prevent or obstruct a Bylaw Enforcement Officer	14.1	\$200.00	\$400.00
Permit contravention of this bylaw	14.2	\$100.00	\$200.00