



**REGULAR MEETING OF COUNCIL**  
**Wednesday, April 14, 2021 @ 3:30 PM**  
**George Fraser Room, Ucluelet Community Centre,**  
**500 Matterson Drive, Ucluelet**

**AGENDA**

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1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
<p>Council would like to acknowledge the Yuułu?if?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 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	
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    - Public input via email to [communityinput@ucluelet.ca](mailto:communityinput@ucluelet.ca).
  - 9.2 Delegations
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| 16.1 | Questions via Zoom.  |           |
| 16.2 | Questions via email to <a href="mailto:communityinput@ucluelet.ca">communityinput@ucluelet.ca</a> .  |           |
| 17.  | CLOSED SESSION   |           |
| 17.1 | Procedural Motion to Move In-Camera<br><i>THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(i) of the Community Charter related to the receipt of advice that is subject to solicitor-client privilege, including communications that are necessary for that purpose.</i>  |           |
| 18.  | ADJOURNMENT  |           |



**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, February 9, 2021 at 3:30 PM**

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

Regrets:

**1. CALL TO ORDER**

The meeting was called to order at 3:30 PM.

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

Council acknowledged the Yuułu?i?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 broadcast on YouTube and Zoom, which may store data on foreign servers.

**4. LATE ITEMS**

**4.1 Fire Emergency Equipment Funding for Small Rural Communities**

*Denis Dugas, Mayor, Port Hardy*

**4.2 Requesting a letter from the District of Ucluelet**

*George Hanson, President, VIEA*

**5. APPROVAL OF AGENDA**

**5.1 February 9, 2021, Regular Meeting Agenda**

2021.2045.REGULAR   **It was moved by Councillor Kemps and seconded by Councillor McEwen**

*THAT Council approve the February 9, 2021, Regular Agenda as amended.*

**CARRIED.**

## 6. ADOPTION OF MINUTES

### 6.1 January 12, 2021, Regular Council Minutes

Council recommended the removal of "Nothing to Report" under the Council Committee Report section.

2021.2046.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Cole**  
*THAT Council adopt the January 12, 2021, Regular Council Minutes as amended.*

CARRIED.

### 6.2 January 21, 2021, Special Council Minutes

2021.2047.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**  
*THAT Council adopt the January 21, 2021, Special Council Minutes as presented.*

CARRIED.

### 6.3 January 26, 2021, Regular Meeting Minutes

The Mayor requested that the individuals that worked on the Spring Cove Trail be named in the Mayor's Announcement section of these minutes.

2021.2048.REGULAR **It was moved by Councillor Kempes and seconded by Councillor Hoar**  
*THAT Council adopt the January 26, 2021, Regular Minutes as amended.*

CARRIED.

## 7. UNFINISHED BUSINESS

There was no unfinished business.

## 8. MAYOR'S ANNOUNCEMENTS

The Mayor wished residents a happy and safe Valentines Day and Family Day weekend.

## 9. PUBLIC INPUT & DELEGATIONS

### 9.1 Public Input

#### **Public input via Zoom.**

There was no public input via Zoom.

#### **Public input via email to [communityinput@ucluelet.ca](mailto:communityinput@ucluelet.ca).**

There was no public input via email.

### 9.2 Delegations

**Joanne Sales, Executive Director, Broombusters Invasive Plant Society**

**Re: Scotch Broom Invasion in Beautiful Ucluelet**

Ms. Sales noted Scotch Broom in and around Ucluelet. She outlined the history of Broombusters, discussed the environmental impact of the Scotch Broom, measures that can be taken to control this plant, and how Broombusters can assist the District with this issue.

Council recommended that Broombusters contact the Ucluelet Rotary Club to coordinate future broom cutting and noted that the issue has been raised with the Ministry of Transportation and Infrastructure.

Warren Cannon, Manager of Operations, outlined the District's approach to managing Scotch Broom.

**10. CORRESPONDENCE**

**10.1 Canadian Rangers Patrol Urban Patrol Exercise**

*Emily Coombs, Patrol Commander, Ucluelet Canadian Ranger Patrol*

**10.2 AVICC January Update - New Meeting Date, Resolution Deadline Reminder, UBCM EA Forum. LGLA Forum  
AVICC**

2021.2049.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Councillors Cole, Hoar and McEwen attend the 2021 AVICC convention.*

CARRIED.

**10.3 Coastal Restoration Society - Request for letter of support**

*Andrea McQuade and Joshua Temple, Director, Coastal Restoration Society*

Mr. Temple outlined Coastal Restoration Society's history, mandate, grant application to the Clean Coast, Clean Water Initiative, and future projects in the region.

Council invited Mr. Temple to attend a Harbour Authority meeting in the fall of 2021 to provide a project update.

2021.2050.REGULAR **It was moved by Mayor Noël and seconded by Councillor Hoar**  
*THAT Council direct Staff to write a letter of support for the Coastal Restoration Society's application to the Clean Coast, Clean Waters Initiative fund for their project to remove debris in the Clayoquot and Barkley Sound.*

CARRIED.

**10.4 Fire Emergency Equipment Funding for Small Rural Communities**  
***Denis Dugas, Mayor, Port Hardy***

2021.2051.REGULAR **It was moved by Mayor Noël and seconded by Councillor McEwen**

***THAT Council support Mayor Dugas' letter to the Minister of Municipal Affairs regarding fire and emergency equipment funding for small rural communities.***

CARRIED.

**10.5 Requesting a letter from the District of Ucluelet**  
***George Hanson, President, VIEA***

Council discussed the proposed letter of support and recommended that it also address:

1. the construction of a highway between the communities of Port Alberni and Comox; and,
2. the review of restriction regarding the width and height of vehicles.

2021.2052.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**

***THAT Council direct Staff to submit a letter in support of VIEA's supply chain resiliency project.***

CARRIED.

**11. INFORMATION ITEMS**

**11.1 Pilot Car Requirement Changes for Information**  
***Nicole Hilborne, Policy Advisory, Commercial Transport, Ministry of Transportation and Infrastructure***

**12. COUNCIL COMMITTEE REPORTS**

**12.1 Councillor Marilyn McEwen**  
***Deputy Mayor January - March 2021***

- January 30 - Attended the Vancouver Island Regional Library, Annual General Meeting. Gabby Wickstrom was elected Chair, membership grew in 2020 and online visits are growing.
- February 3 - 4 - Attended the Local Government Leadership Academy Local Government Leadership Forum. Nora Young of CBC was the keynote speaker. Councillor McEwen noted presentations about the challenges of attracting a diverse group of individuals to run for office, including younger residents.

**12.2 Councillor Lara Kemps**  
***Deputy Mayor April - June 2021***

- January 27 - Attended the DPAC meeting. Noted conversations



regarding class length and additional online support for parents that are homeschooling.

- February 3 - Attended the PAC meeting. Discussed communication issues between parents and staff, and fundraising issues.

### **12.3 Councillor Jennifer Hoar**

#### ***Deputy Mayor July - September 2021***

- February 3 - Attended a Wild Pacific Trail Society meeting. The Society is seeking an education coordinator. Additional work on the lighthouse loop has been completed.
- February 3 - 4 - Attended the Local Government Leadership Academy Local Government Leadership Forum. Councillor Hoar noted discussion regarding resiliency and crisis management as well as climate change and sustainability. She also noted the following catch phrases:
  - "You can manage a crisis but you cannot continually manage a crisis", "Unity in community" and, "Be a good ancestor".

### **12.4 Councillor Rachelle Cole**

#### ***Deputy Mayor October - December 2021***

- February 3 - 4 - Attended the Local Government Leadership Academy Local Government Leadership Forum. Councillor Cole noted the presentations about smart cities and diversity.
- Reported that Councillor Cole will serve on the West Coast Committee, Long Beach Airport Advisory Committee, Personnel Committee, Fisheries Committee, Parks Service Review Committee and, Alberni Clayoquot Health Network.
- February 8 - Attended the Alberni Clayoquot Health Network table of Partners.
- Attended a Coastal Family Resource Coalition meeting.
- February 3 - Attended the Elementary School PAC meeting. Councillor Cole has filled the role of the Second Seat and encouraged others to join PAC.

### **12.5 Mayor Mayco Noël**

The Mayor requested that the SD 70 School Board Trustee, Sandra Leslie, present to Council at a future date and encouraged Councillor Cole to table the Scotch Broom issue at a future ACRD board meeting.

2021.2053.REGULAR **It was moved by Mayor Noël and seconded by Councillor Kemps**  
***THAT this meeting recess for five minutes.***

CARRIED.

## 13. REPORTS

### 13.1 Development Permit and Rezoning Request for 1672 Cedar Road *John Towgood, Planner 1*

The meeting was recessed at 4:35 PM. Council returned to the session at 4:43 PM.

Bruce Greig, Manager of Community Planning, presented this report. He explained the development permit application and rezoning application for Resort Condo use on the ground floor and the second building story. He noted that Staff is in support of issuing the permit but not the rezoning application.

Mr. Greig explained the zoning history of the property and the history of buildings that used to be on site. He described the current proposal, the site layout, proposed parking, and the recommended permit conditions.

Guthrie LeFevre, the applicant, advocated for the rezoning. He noted that the rezoning would give him the flexibility to rent long-term or short-term, and he has no intention of stratifying the property.

Council discussed the tax implications of the property's zoning, difficulties raising capital to build on commercial sites, the existence of condominiums on Cedar Rd., and the need for a sidewalk in the area.

Council noted the lack of long-term housing in Ucluelet and that short-term accommodations undermine long-term housing supply. Council also pointed out that the building previously on site, had a residential unit and that the applicant could apply to rezone the property at a later date.

- 2021.2054.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Cole**
1. ***THAT Council, with regard to the proposed development of a 4-unit mixed-use building at 1672 Cedar Road, authorize issuance of the requested Development Permit, subject to the applicant providing the following for review and approval by staff:***
- i. revised building plans to articulate the front face of the building and/or side walls at the corners to reduce the appearance of the building mass - given the close proximity to the street and relationship to adjacent properties;*
  - ii. confirmation that the siting of the proposed building is acceptable to BC Hydro given the nearby overhead power lines and their distance from the proposed building;*
  - iii. confirmation of suitability of the proposed emergency access and/or additional fire suppression measures within the building;*

*iv. further detailed architectural, civil and landscape architectural plans showing the following:*

- 1. details of shed / bicycle enclosure; and,*
- 2. details of screening for waste & recycling bins;*

*v. detail of proposed on- and off-site works affecting the streetscape including grading of the sidewalk, grading and surface of area between new sidewalk and existing edge of pavement, use and treatment of space between new sidewalk and the proposed building, details and species proposed within the planters and boulevard landscaping;*

*vi. cost estimate of the proposed off-site works and landscaping; and,*

*vii. landscape deposit in the amount of 125% of the estimated cost of the proposed works.*

CARRIED.

2021.2055.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**

*2. THAT Council reject the requested zoning amendment to permit resort condominium use within the proposed building at 1672 Cedar Road, and indicated to the applicant that shifting from residential uses to condominium short-term rentals is not supported in this location without a proposal for how the development would contribute to the supply of long-term housing in the community.*

CARRIED.

### **13.2 Development Permit and Covenant Modification for 590 Marine Drive**

***John Towgood, Planner 1***

Bruce Greig, Manager of Community Planning, outlined the requested covenant modification and development permit, and recommended permit conditions. He explained the covenant must be modified because the applicant plans to develop a six-unit multifamily building rather than a seven-unit multifamily building with a commercial unit.

Mr. Greig outlined the site's zoning history, the site design, and the character of the proposed buildings.

Council discussed accessibility issues with the proposed building design. Mr. Greig noted that the building codes do not mandate these types of buildings to be universally accessible but Council could consider requiring the developer to address accessibility issues. Council discussed tax issues as they relate to residential properties.

2021.2056.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Cole**

***THAT Council, in regard to Lot B, District Lot 281, Clayoquot District, Plan VIP82211 (590 Marine Drive), authorize the following:***

- a. modification of Covenant CA7109503 to reflect the six-unit multifamily building and associated landscaping, sidewalk, and parking*

*area proposed in this application.*

*b. issuance of Development Permit DP20-16 for a six-unit multifamily building and associated landscaping, sidewalk, and parking area, subject to the Developer providing:*

- i. final detailed civil and landscape plans, for review and approval by District staff;*
- ii. cost estimate of the proposed off-site works and landscaping; and,*
- iii. landscape security deposit in the amount of 125% of the estimated cost of the proposed works.*

CARRIED.

**13.3 ICIP Investing In Canada Infrastructure Resilience Program - COVID 19 Infrastructure Stream (CVRIS) Adaptation, Resilience & Disaster Mitigation (ARDM) Program Grant Application**  
**Warren Cannon, Manager of Operations**

Mr. Cannon explained the grant funding stream and the Sanitary Sewer Auxiliary Power project. He noted that the grant funding covers 100% of eligible costs.

2021.2057.REGULAR **It was moved by Councillor Kemps and seconded by Councillor Hoar**

1. **THAT** Council direct Staff to apply to the Investing in Canada Infrastructure Program- Adaptation, Resilience & Disaster Mitigation Stream (ARDM) for grant funding for the Sanitary Sewer System Auxiliary Power project; and,
2. **THAT** Council supports the Sanitary Sewer System Auxiliary Power project and commits to its share of any associated ineligible costs and cost overruns, if needed.

CARRIED.

**13.4 Cheque Listing - January 2021**  
**Joseph Rotenberg, Manager of Corporate Services**

**13.5 Resolution Tracking - January 2021**  
**Joseph Rotenberg, Manager of Corporate Services**

Council requested information about the status of the building permits for the Raven Lodge. Staff will provide that information at a later date.

**14. LEGISLATION**

There were no legislation items.

**15. OTHER BUSINESS**

There was no other business.

**16. QUESTION PERIOD**

**16.1 Questions via Zoom.**

There were no questions via Zoom.

**16.2 Questions via communityinput@ucluelet.ca.**

There were no questions via email.

**17. CLOSED SESSION**

**17.1 Procedural Motion to Move In-Camera**

2021.2058.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Kemps**  
*THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(c) of the Community Charter.*

CARRIED.

**18. ADJOURNMENT**

The meeting was adjourned at 7:02 PM.

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, February 9, 2021 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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Joseph Rotenberg  
Corporate Officer



**DISTRICT OF UCLUELET**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, February 16, 2021 at 5:00 PM**

Present:       **Chair:**           Mayor Noël  
                   **Council:**       Councillors Cole, Hoar, Kemps, and McEwen (All via Zoom) Donna  
                   **Staff:**           Monteith, Acting Chief Administrative Officer (Via Zoom)  
                                   Mark Boysen (Via Zoom)  
                                   Bruce Greig, Manager of Community Planning (Via Zoom) Joseph  
                                   Rotenberg, Manager of Corporate Services

Regrets:

**1. CALL TO ORDER**

The special Council meeting was called to order at 5:00 PM.

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

Council acknowledged the Yuułu?i?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 broadcast on Zoom, which may store data on foreign servers.

**4. LATE ITEMS**

**5. APPROVAL OF AGENDA**

**5.1 February 16, 2021, Special Council Meeting Agenda**

2021.2022.SPECIAL   **It was moved by Councillor McEwen and seconded by Councillor Kemps**  
                                   ***THAT the February 16, 2021 Special Council Meeting Agenda be approved as***  
                                   ***presented.***

CARRIED.

**6. CLOSED SESSION**

**6.1 Procedural Motion to Move In-Camera**

2021.2023.SPECIAL   **It was moved by Mayor Noël and seconded by Councillor Hoar**  
                                   ***THAT the meeting be closed to the public in order to address agenda items***  
                                   ***under Section 90(1)(c), (g) and (i) of the Community Charter to discuss***

*matters relating to:*

- *Labour relations or other employee relations;*
- *Litigation or potential litigation affecting the municipality; and,*
- *The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

CARRIED.

## 7. ADJOURNMENT

The meeting was adjourned at 6:17 PM.

**CERTIFIED CORRECT:** Minutes of the Special Council Meeting held on Tuesday, February 16, 2021 at 5:00 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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Joseph Rotenberg  
Corporate Officer



**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, February 23, 2021 at 3:30 PM**

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

Regrets:

**1. CALL TO ORDER**

The meeting was called to order at 3:30 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 broadcast on YouTube and Zoom, which may store data on foreign servers.

**4. LATE ITEMS**

**4.1 Add the following to Legislation Item 13.1. "Ucluelet Official Community Plan Bylaw" as page 191 of the Agenda package:**

- OCP p. 138.

**5. APPROVAL OF AGENDA**

**5.1 February 23, 2021, Regular Meeting Agenda**

2021.2059.REGULAR   **It was moved by Councillor Hoar and seconded by Councillor Kemps**  
                                  ***THAT Council approve the February 23, 2021, Regular Meeting Agenda as amended.***

CARRIED.

**6. UNFINISHED BUSINESS**

There was no unfinished business.

## 7. MAYOR'S ANNOUNCEMENTS

The Mayor noted that February 24th is Pink Shirt Day, which aims to raise awareness about bullying. He also pointed out that the Ucluelet sign at Highway 4 and the Tofino/Ucluelet Highway is lit up in blue to celebrate Guiding Lights Across BC, a Girl Guides celebration of girl power.

The Mayor noted that at the February 9, 2021, Closed Meeting Council accepted Mark Boysen's resignation from the Chief Administrative Officer position and rose and reported the following motions adopted at that meeting:

- **THAT** Mr. Boysen's last working day with the District of Ucluelet will be March 5, 2021.
- **THAT** Council appoint Donna Monteith, Chief Financial Officer, as Acting Chief Administrative Officer for a period of 90 days, commencing February 10, 2021.
- **THAT** Council appoint Joseph Rotenberg to be the District of Ucluelet Corporate Officer, effective immediately.

## 8. PUBLIC INPUT & DELEGATIONS

### 8.1 Public Input

#### **Public input via Zoom.**

There was no public input via Zoom.

#### **Public input via [communityinput@ucluelet.ca](mailto:communityinput@ucluelet.ca).**

There was no public input via email.

### 8.2 Delegations

#### **Ursula Banke, Island Work Transitions Inc.**

#### **Re: WC Senior Services - Better at Home Program (UWLM)**

Ms. Banke presented about the WC Senior Services - Better at Home program (UWLM). She sought a letter of support from Council to apply to the United Way Lower Mainland for funding to deliver the Better at Home Program on the West Coast. This program provides non-medical services to seniors. If funding is provided, Better at Home programming will be delivered by the Coastal Family Resources Society.

2021.2060.REGULAR

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

***THAT Council direct Staff to draft a letter of support for the***

*WC Senior Services - Better at Home Program (UWLM) program.*  
CARRIED.

**Ursula Banke, Island Work Transitions Inc. ("IWT")  
WC Local Labour Market Information Project**

Ms. Banke presented this delegation. She noted that she offered a presentation about the WC Local Labour Market Information Project in 2020. This project has been renamed to the WC Business & Workforce Strategy & Post Pandemic Recovery Plan and will encompass the entire region. Ms. Banke explained the economic development benefits of this project and that it will provide West Coast-specific labour market information that will be useful for municipal planning and economic development strategies.

Ms. Banke requested a letter of support for the project and \$9,000 in funding. The funding will be leveraged to apply for a grant from Employment & Social Development Canada - Sectoral Initiatives Program. The project term is three years. The District of Tofino has agreed to provide \$9,000 in funding for this project.

Ms. Banke requested that if Council decides not to fund this project, the District partner with IWT (Ms. Banke's employer) to apply to the Clayoquot Biosphere Trust for \$5,000 in grant funding for this project.

Council noted that the funding request would be reviewed at the February 25, 2021, Special Budget Meeting and requested that Ms. Banke provide a project budget before then.

2021.2061.REGULAR

**It was moved by Councillor Kemps and seconded by Councillor McEwen.**

***THAT Council direct Staff to draft a letter of support for the West Coast Business & Workforce Strategy - Post Pandemic Recovery program.***

CARRIED.

**9. CORRESPONDENCE**

There was no correspondence.

**10. INFORMATION ITEMS**

**10.1 CBT 2021 Grant Opportunities**

***Rebecca Hurwitz, Executive Director, Clayoquot Biosphere Trust***

## 11. COUNCIL COMMITTEE REPORTS

### 11.1 Councillor Marilyn McEwen

#### *Deputy Mayor January - March 2021*

- February 16 - Attended Harbour Authority Meeting.
- February 19 - Attending meeting with MLA Osborne.

### 11.2 Councillor Lara Kemps

#### *Deputy Mayor April - June 2021*

- February 16 - Attended Harbour Authority Meeting.
- February 19 - Attending meeting with MLA Osborne.

### 11.3 Councillor Jennifer Hoar

#### *Deputy Mayor July - September 2021*

- February 16 - Attended Harbour Authority Meeting.
- February 19 - Attending meeting with MLA Osborne.

### 11.4 Councillor Rachelle Cole

#### *Deputy Mayor October - December 2021*

- February 10 - Attended ACRD Regular Board Meeting and Hospital Board Meetings. The ACRD has applied for a grant to fund the bike path trail connector between the Pacific Rim National Park Trail and the current ACRD bike trail. Construction is scheduled to begin in fall 2021.
- February 11 - Attended the ACRD Committee of the Whole Meeting. Grants in Aids were discussed. The ACRD has a policy against funding to projects which received grant funding from Member Municipalities
- February 16 - Attended Harbour Authority Meeting.
- February 17 - Alberni Clayoquot Health Network Meeting. The 2020 Annual report was reviewed.

### 11.5 Mayor Mayco Noël

- The Mayor met with Ministry of Transportation and Infrastructure (MOTI) representatives to discuss Highway 4 Road Maintenance issues and WIFI at the Kennedy Hill construction site. MOTI will provide a progress update regarding the Kennedy Hill construction project in the next 30 to 45 days.

## 12. REPORTS

### 12.1 CBC License Agreement Renewal

#### *Joseph Rotenberg, Manager of Corporate Services*

2021.2062.REGULAR **It was moved by Councillor Kemps and seconded by Councillor McEwen**

*THAT Council authorize the District of Ucluelet's authorized signatories to enter into the CBC Licensing Agreement dated for reference February 23, 2021.*

CARRIED.

**12.2 Ucluelet and Area Childcare Society Letter of Support for Co-op Community Space Grant**  
***Abby Fortune, Manager of Recreation & Tourism***

Councillor Hoar left the meeting at 4:16 PM due to her employment at the Ucluelet Co-op.

Ms. Fortune explained the grant application and noted that grant funds would be used to construct an awning extension and replace the pea gravel with rubber matting at the daycare located at the Ucluelet Community Centre. She further noted that the Recreation Department would oversee the implementation of this construction project.

2021.2063.REGULAR **It was moved by Councillor Kemps and seconded by Councillor McEwen**

*THAT Council write a letter of support for the Ucluelet & Area Child Care Society (UACCS) to partner with the District of Ucluelet through the Co-op Community Spaces Grant to:*

- a. Build an awning addition of the end of the building at the Daycare at the UCC for covered outdoor space;*
- b. Remove the pea gravel and install rubber matting for a playground surface; and*
- c. To accept funding and issue receipts on the UACCS behalf.*

CARRIED.

2021.2064.REGULAR **It was moved by Councillor Kemps and seconded by Councillor McEwen**

*THAT Council approve the construction of an awning addition to the Ucluelet Community Centre (UCC) if the grant is successful.*

CARRIED.

**13. LEGISLATION**

**13.1 Ucluelet Official Community Plan Bylaw**  
***Bruce Greig, Manager of Community Planning***

Councillor Hoar rejoined the meeting at 4:25 PM after the previous item was addressed.

Mr. Greig presented this report. He noted the late agenda item is the last

page of the OCP.

Mr. Greig explained the purpose of an OCP in general, provided a brief overview of this OCP, and reviewed its guiding principles.

Mr. Greig specifically highlighted the notes added on page 14 of the OCP, which address the implications of COVID-19, addressed maps 1 through 8, and schedules A through G. He outlined the past and future public engagement processes and explained the recommended resolutions and next steps. Finally, he noted that two landowners with significant landholdings in Ucluelet have requested that Council delay considering the OCP and related land use plan.

In response to a Council questions regarding the extent of the impact of the OCP on planned development, Mr. Greig noted that the OCP does not preclude development on any site. He noted Francis Island is shown as a future park and open space because it is an environmentally and culturally sensitive area and an OCP policy speaks of this as a potential area for park acquisition or density transfer. He noted that the proposed OCP has clearer guidelines related to protecting features, such as environmental features.

Council noted the importance of receiving public feedback regarding the OCP.

Mr. Greig explained that mapping related to sidewalks in the OCP identifies gaps in the sidewalk and trail network.

2021.2065.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**

***THAT Council, with regard to the Official Community Plan (OCP) bylaw update:***

- 1. consider District of Ucluelet Official Community Plan Bylaw No. 1236, 2020, in conjunction with the District of Ucluelet Financial Plan;*
- 2. consider District of Ucluelet Official Community Plan Bylaw No. 1236, 2020, in conjunction with the municipal Waste Management Plans;*
- 3. give second reading to District of Ucluelet Official Community Plan Bylaw No. 1236, 2020, as amended;*
- 4. refer the OCP Bylaw to the following agencies for a period of 60 days to invite their formal comment:*
  - Ucluelet First Nation;*
  - Toquaht Nation;*
  - Alberni Clayoquot Regional District;*
  - District of Tofino;*
  - School District 70;*
  - Island Health;*

- *Ministry of Transportation and Infrastructure;*
  - *Pacific Rim National Park Reserve;*
  - *Clayoquot Biosphere Trust;*
  - *Westcoast Community Resources Society;*
  - *Alberni Clayoquot Health Network;*
  - *Wild Pacific Trail Society;*
  - *Tourism Ucluelet;*
  - *Ucluelet Chamber of Commerce; and,*
5. refer District of Ucluelet Official Community Plan Bylaw No. 1236, 2020, to a public hearing.

CARRIED.

**14. OTHER BUSINESS**

There was no other business.

**15. QUESTION PERIOD****15.1 Questions via Zoom.**

There were no questions via Zoom.

**15.2 Questions via communityinput@ucluelet.ca.**

There were no questions via email.

**16. CLOSED SESSION****16.1 Procedural Motion to Move In-Camera**

2021.2066.REGULAR **It was moved by Mayor Noël and seconded by Councillor McEwen**

*THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(a)(c) and (g) of the Community Charter related to:*

- *personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;*
- *labour relations or other employee relations; and*
- *litigation or potential litigation affecting the municipality*

CARRIED.

**17. ADJOURNMENT**

The meeting was adjourned at 6:24 PM.

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, February 23, 2021 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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Joseph Rotenberg  
Corporate Officer



**DISTRICT OF UCLUELET**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Thursday, February 25, 2021 at 2:00 PM**

Present:       **Chair:**           Mayor Noël  
                  **Council:**       Councillors Cole, Hoar, Kemps, and McEwen (All Councillors via Zoom)  
                  **Staff:**           Donna Monteith, Chief Financial Officer and Acting CAO (Via Zoom)  
                          Abby Fortune, Manager of Recreation & Tourism (Via Zoom)  
                          Bruce Greig, Manager of Community Planning (Via Zoom)  
                          Warren Cannon, Manager of Operations (Via Zoom)  
                          Rick Geddes, Fire Chief (Via Zoom)  
                          Joseph Rotenberg, Manager of Corporate Services  
                          Nicole Morin, Corporate / Planning Clerk  
                          Sharon Evans, Administration Clerk

Regrets:

**1. CALL TO ORDER**

The meeting was called to order at 2:00 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 this proceeding was being broadcast on YouTube and Zoom, which may store data on foreign servers.

**4. LATE ITEMS**

**4.1 "Ucluelet Chamber of Commerce - Common Ground Market Funding Request" was added to Report Item 9.6. "2021 Finance & Corporate Services Operating Budgets".**

**4.2 "West Coast Regional Business & Workforce Strategy - Post Pandemic Recovery Plan Funding Request" was added to Report Item 9.6. "2021 Finance & Corporate Services Operating Budgets".**

**5. APPROVAL OF AGENDA**

**5.1 February 25, 2021, Special Budget Meeting Agenda**

2021.2024.SPECIAL **It was moved by Councillor Cole and seconded by Councillor Hoar**  
***THAT Council approve the February 25, 2021, Special Budget Meeting***  
***Agenda as amended.***

CARRIED.

**6. UNFINISHED BUSINESS**

There was no unfinished business.

**7. MAYOR'S ANNOUNCEMENTS**

**7.1 The Mayor thanked the community for participating in Pink Shirt Day.**

**8. PUBLIC INPUT**

**8.1 Public input via Zoom.**

There was no public input via Zoom.

**8.2 Public input via email.**

There was no public input via email.

**9. REPORTS**

**9.1 Budget Progress Update (Verbal Report)**

***Donna Monteith, Chief Financial Officer, Acting CAO***

Ms. Monteith outlined the budget process to date. She noted that District operating budgets are generally funded through tax dollars, sales of services, small grants, and surpluses accumulated from cost savings or carried-over projects.

**9.2 2021 Community Planning Operating Budget (Verbal Report)**

***Bruce Greig, Director of Community Planning***

Mr. Greig presented the community planning operating budget. He noted the following:

- unlike 2020, Staff are not recommending waiving business licenses which will increase planning department revenues significantly;
- building and development revenues were higher than expected in 2020; and
- budget expense increases are related to increased admin support, funds for increased bylaw enforcement support during the summer, and a proposed full-time building inspector position that will oversee the Bylaw Enforcement Officers.

Mr. Greig explained the District is pursuing an RCMP reservist to provide additional bylaw enforcement support during the summer. RCMP reservists are generally recently retired officers. Municipalities pay 80% of the costs associated with stationing these officers in the community. The officer would focus on bylaw but also support RCMP activities. Reservist availability is contingent on RCMP resource availability. Mr. Greig noted that the planning department would continue to use a software called Host Compliance to monitor short-term rentals.

### **9.3 2021 Fire & Emergency Services Operating Budgets (Verbal Report)**

***Rick Geddes, Fire Chief***

Chief Geddes presented the Fire and Emergency Services Operating budget. He noted the following:

- 2020 successful grant applications;
- planned 2021 grant application for the evacuation route plan;
- 2021 revenue increases associated with fire service agreements with neighbouring communities and road rescue funds;
- Chief Geddes also reviewed 2021 budgeted expenditures, including admin expenditures, training and retention, fire operations, and non-capital projects. The Chief noted that the fire hall roof needs to be replaced, and non-capital budget projects include a fire hall feasibility study to assess options for the fire hall, and to be grant application ready.

Chief Geddes explained that the fire inspection service is under development, and it is not a significant revenue generator.

Council noted the importance of revisiting fire service agreements and Mr. Geddes outlined the funding formulas used in various service agreements with the District.

Council noted that there are grant funds that may be available for the fire halls, and would appreciate a report regarding the feasibility study in March.

### **9.4 2021 Recreation Operating Budgets (Verbal Report)** ***Abby Fortune, Manager of Recreation and Tourism***

Ms. Fortune presented the Recreation Operating Budget. She noted the following:

- 2020 revenues were more significant than forecast, but there were limited events and rental income in 2020 due to COVID-19;
- children and low impact adult programs are now open;
- some event revenue is projected for 2021 despite COVID-19; and

- the grants received for 2021.

Council noted a heating issue in the lobby of the Ucluelet Community Centre, and Ms. Fortune explained that funds is allocated to address this issue.

Ms. Fortune outlined the recreation admin, facilities & fleet, activities and programs, events and non-capital projects budget. She noted the following:

- the proposed hire of a part-time temporary janitorial position and funds for casual administrative coverage;
- the proposed purchase of a new vehicle for janitorial staff;
- RMI funded non-capital projects like the wayfinding, heritage, signage, and tourism plan; and
- that hydro expenses have been reduced at the Ucluelet Community Centre.

**9.5 2021 Small Craft Harbour Operating Budgets (Verbal Report)**  
***Abby Fortune, Manager of Recreation & Tourism***

Ms. Fortune presented the 2021 Small Craft Harbour operating budget. She noted the following:

- that no tax dollars are associated with funding this budget;
- surpluses, are deposited in the Small Craft Harbour Reserve fund, and used for capital projects;
- revenues in 2020 were down from 2019 but higher than expected;
- increased garbage and hydro expenses contribute to increased 2021 expenditures.

Council discussed the increased garbage and hydro expenditures.

Mayor Noël left the meeting at 3:00 PM. Deputy Mayor McEwen chaired the meeting in his absence.

**9.6 2021 Finance & Corporate Services Operating Budgets (Verbal Report)**  
***Donna Monteith, Chief Financial Officer & Joseph Rotenberg, Manager of Corporate Services***

Ms. Monteith noted that Finance and Corporate Service budget is funded primarily through tax dollars. She outlined department revenues and Finance department expenditures, which generally include Staff wages and overall fiscal responsibilities such as audit expenses, debt repayments, and insurance.

Ms. Monteith noted that the Corporate Operating budget expenditure increases related to additional casual administrative support, overtime costs for administrative support, and staff housing.

Mr. Rotenberg outlined increased IT support costs and IT software costs budgeted for 2021. These are related to online meetings, increasing IT complexities, and increased IT security. Mr. Rotenberg outlined the 2021 Council Salary, Council Conference, Council Promotion, Grants in Aid, Council Contributions, and Elections and Referendum budget lines.

Council discussed the 2021 council salary budget and confirmed that Council salaries are indexed to the consumer price index according to a District Policy and include per diems to attend events. Council also discussed the conference budget, which may be excessive due to annual meetings such as the annual Union of British Columbia Municipalities conference being held virtually.

Mr. Rotenberg noted that the Economic Development budget has been allocated to the Chamber of Commerce and for Staff to explore economic development options, including the future location of Tourism Ucluelet.

He reminded Council that they deferred the following additional economic development funding requests to this meeting:

1. Chamber of Commerce request for \$8,000 funding for the Common Ground Market Initiative; and
2. Island Work Transition (IWT) request for \$9,000 for the WC Business & Workforce Strategy & Post Pandemic Recovery Plan.

Mr. Rotenberg noted that project details were included as a late agenda item. He also stated that IWT is a business, and the District cannot provide assistance to a business. He explained that Council could enter into a fee for service/product agreement with IWT to conduct the project provided Council believes it would be valuable to the District and the price/funding amount is reasonable.

Council debated the value of the IWT project. Some members reasoned that it would provide no new insight into local workforce issues as the central issue is workforce housing. Others noted that the project is good value for money as it will provide valuable new workforce information and solutions which could be used to address local and regional economic development issues and be integrated into the District's economic development plan. Members also noted that District funds would be leveraged to apply for a much larger grant and that the education provided by North Island College in this project will be of great

value to the community.

Council also discussed the Chamber of Commerce project and noted enthusiasm among local businesses for this project.

2021.2025.SPECIAL **It was moved by Councillor Kemps and seconded by Councillor Cole**  
***THAT \$8,000 of District of Ucluelet Economic Development funds be paid to the Chamber of Commerce to fund the Common Ground Market initiative.***  
 CARRIED.

2021.2026.SPECIAL **It was moved by Councillor Cole and seconded by Councillor Hoar**  
***THAT \$9,000 of Economic Development funds be paid to Island Work Transitions Inc. for the WC Business & Workforce Strategy & Post Pandemic Recovery Plan subject to confirmation that the ACRD has not provided grant in aid funding for this project and a service agreement is in place with Island Work Transitions Inc. to conduct this project.***  
 CARRIED.

Councillor Kemps dissented.

## 9.7 **2021 Public Works and Parks Operating Budgets (Verbal Report)** ***Warren Cannon, Operations Manager***

Mayor Noël rejoined the meeting at 3:37 PM.

Mr. Cannon presented the 2021 Public Works and Parks Operating Budget. He reviewed public works revenues and public works expenditures categorized as public works admin, roads, sidewalks, fleet & equipment, storm drainage, solid waste, and cemetery. Mr. Cannon noted the following related to the public works operational budget:

- the storm drainage budget increase is associated with repairing a section of storm drain off of Helen Road;
- the solid waste budget increase is associated with a proposed new full-time, year-round waste collector position;
- the cemetery increase is related to repairs to the cemetery.

Council noted that the sidewalk budget is reduced in 2021. Mr. Cannon explained that significant sidewalk projects are funded through the public realm project budget. Mr. Cannon also clarified that the new waste collector vehicle is budgeted for in the capital budget, not the public works operating budget.

Mr. Cannon reviewed the parks budget by category: parks admin, parks, and open spaces and fleet. He noted the following:

- admin budget increases linked to hiring an additional full-time parks labourer which Council has already approved;
- parks and open spaces budget increases associated with

increased Wild Pacific Trail, parks, gardens and trail maintenance.

Mr. Cannon outlined the maintenance work associated with the bike path located outside the District of Ucluelet, which the ACRD pays the District to maintain.

Mr. Cannon also explained that the COVID Ambassadors are no longer deployed.

## **9.8 2021 Water and Sewer Operating Budgets (Verbal Report)** ***Warren Cannon, Manager of Operations***

Mr. Cannon presented the 2021 water and sewer operating budget. He outlined the Water revenues from sales of service and expenditures associated with water admin, distribution, treatment, and fleet.

Mr. Cannon outlined the sewer budget revenues from sales of services and expenditures associated with sewer admin, sewer collections, sewer distributions, treatment, fleet, and the sewer master plan.

Donna Monteith, Chief Financial Officer, Acting CAO, concluded by outlining upcoming budget special meetings and their subject matter. She noted that budget public input can be submitted via email to [communityinput@ucluelet.ca](mailto:communityinput@ucluelet.ca).

## **10. OTHER BUSINESS**

There was no other business.

## **11. QUESTION PERIOD**

### **11.1 Questions via Zoom.**

There were no questions via Zoom.

### **11.2 Questions via email to [communityinput@ucluelet.ca](mailto:communityinput@ucluelet.ca).**

There were no questions via email.

## **12. CLOSED SESSION**

*Procedural Motion to Move In-Camera*

### **12.1 Procedural Motion to Move In-Camera**

2021.2027.SPECIAL **It was moved by Mayor Noël and seconded by Councillor Hoar**

***THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(a) and (c) of the Community Charter.***

CARRIED.

**13. ADJOURNMENT**

The meeting was adjourned at 5:29 PM.

**CERTIFIED CORRECT:** Minutes of the Special Council Meeting held on Thursday, February 25, 2021 at 2:00 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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Joseph Rotenberg  
Corporate Officer



**DISTRICT OF UCLUELET**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Thursday, March 4, 2021 at 5:30 PM**

Present:       **Chair:**           Mayor Noël  
                  **Council:**       Councillors Cole, Hoar, Kemps, and McEwen (All via Zoom)  
                  **Staff:**           Joseph Rotenberg, Manager of Corporate Services  
                          Jerry Berry, Consultant (Via Zoom)  
                          Gary Nason, Consultant (Via Zoom)

Regrets:

**1. CALL TO ORDER**

The meeting was called to order at 5:30 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 broadcast on YouTube and Zoom, which may store data on foreign servers.

**4. APPROVAL OF AGENDA**

**5. CLOSED SESSION**

*Procedural Motion to Move In-Camera:*

THAT the meeting be closed to the public pursuant to Section 90(1)(c) of the *Community Charter* to discuss matters relating to labour relations or employee relations.

**5.1 Procedural Motion to Move In-Camera**

2021.2028.SPECIAL   **It was moved by Mayor Noël and seconded by Councillor Kemps**

***THAT the meeting be closed to the public pursuant to Section 90(1)(c) of the Community Charter to discuss matters relating to labour relations or employee relations.***

CARRIED.

**6. ADJOURNMENT**

The meeting was adjourned at 6:30 pm.

**CERTIFIED CORRECT:** Minutes of the Special Council Meeting held on Thursday, March 4, 2021 at 5:30 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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Joseph Rotenberg  
Corporate Officer

**DISTRICT OF UCLUELET**  
**MINUTES OF THE REGULAR COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, March 9, 2021 at 3:30 PM**

Present:       **Chair:**           Mayor Noël  
                   **Council:**       Councillors Cole, Hoar, Kemps, and McEwen (All Via Zoom)  
                   **Staff:**           Donna Monteith, Chief Financial Officer and Acting CAO (Via Zoom)  
                           Abby Fortune, Manager of Recreation & Tourism (Via Zoom)  
                           Bruce Greig, Manager of Community Planning (Via Zoom)  
                           Warren Cannon, Manager of Operations (Via Zoom)  
                           Rick Geddes, Fire Chief (Via Zoom)  
                           Joseph Rotenberg, Corporate Services  
                           Sharon Evans, Administration Clerk

Regrets:

**1. CALL TO ORDER**

The meeting was called to order at 3:40 PM.

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

Council acknowledged the Yuułuʔiłʔatḥ 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 broadcast on YouTube and Zoom, which may store data on foreign servers.

**4. ADDITIONS TO AGENDA**

There were no additions to the Agenda.

**5. APPROVAL OF AGENDA**

**5.1 March 9, 2021, Regular Council Agenda**

2021.2067.REGULAR   **It was moved by Councillor Cole and seconded by Councillor McEwen**  
                                   ***THAT Council approve the March 9, 2021, Regular Council Agenda as***  
                                   ***presented.***

CARRIED.

**6. ADOPTION OF MINUTES**

**6.1 October 20, 2020, Committee of the Whole Minutes**

Council noted a number of typos, which have been sent to the Clerk.

2021.2068.REGULAR **It was moved by Councillor Kempes and seconded by Councillor McEwen**

*THAT Council adopt the October 20, 2020, Committee of the Whole Minutes as amended.*

CARRIED.

## 6.2 January 19, 2021, Joint Council Committee of the Whole Minutes

2021.2069.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Kempes**

*THAT Council adopt the January 19, 2021, Joint Council Committee of the Whole minutes as presented.*

CARRIED.

## 7. UNFINISHED BUSINESS

There was no unfinished business.

## 8. MAYOR'S ANNOUNCEMENTS

The Mayor Noted that March 8th was Women's Day. He thanked the women in his life and in Ucluelet.

The Mayor rose and reported the following:

- a. At the February 23, 2021, Closed Council Meeting Council adopted the following motions:
  - i. **THAT** Council direct staff to request a Minister's Order from the Province of BC to write-off outstanding property taxes and applicable penalties in the amount of \$1,713.43 for Folio #70062.201.
  - ii. **THAT** Council direct staff to consent to the Amended Consumer Proposal having the Estate No. 11-2483390.
- b. At the February 25, 2021, Closed Council Meeting, Council appointed Toni Buston to act as the District of Ucluelet's representative on the Clayoquot Biosphere Trust Board.
- c. At the February 25, 2021, Closed Council Meeting, Council selected Jerry Berry Consulting, to provide Executive Search Services and Don Schaffer to provide Council assistance with the CAO hiring process.

## 9. PUBLIC INPUT, DELEGATIONS & PETITIONS

### 9.1 Public Input

#### **Public input via Zoom.**

There was no input via Zoom.

#### **Public input via email to [communityinput@ucluelet.ca](mailto:communityinput@ucluelet.ca)**

There was no input via email.

## 9.2 Delegations

### **Mark Maftai, Raincoast Education Society Re: Shorebird tracking tower at Amphitrite Point**

Mr. Maftai presented this delegation. He sought permission to explore options to install a telemetry tower at Amphitrite Point to support ongoing scientific research carried out by the Raincoast Education Society regarding shorebirds. Mr. Maftai explained the importance of this location and that the Pacific Rim is one of the last places that shorebirds stop in significant concentrations on their migration to Alaska. He also noted that the Amphitrite House would be an ideal location, and Raincoast Education Society would like to see the tower installed by May of 2021.

2021.2070.REGULAR

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

*THAT Staff provide a report to Council with options for Raincoast Education Society to mount the tracking device on District property.*

CARRIED.

## 10. CORRESPONDENCE

### **10.1 Food Bank on the Edge - Lease Agreement Cris Martin, Food Bank on the Edge**

2021.2071.REGULAR

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

*THAT Staff provide a report to Council with options for the Food Bank lease.*

CARRIED.

### **10.2 Ucluelet Chamber of Commerce - CBT Grant Laurie Filgiano, Executive Director**

Councillor Kemps left the meeting because she is a Director of the Ucluelet Chamber of Commerce.

2021.2072.REGULAR

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

*THAT Staff report back to Council regarding the Chamber of Commerce request that the District of Ucluelet submit an Arts & Culture grant application to the Clayoquot Biosphere Trust on their behalf for the Common Ground Market project.*

CARRIED.

### **10.3 Letters to Mayor and Council Will Cole - Hamilton, City of Courtenay Councillor**

2021.2073.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
***THAT*** Staff draft the letters of support requested by Councillor Cole-Hamilton, City of Courtenay.

CARRIED.

## 11. INFORMATION ITEMS

## 12. COUNCIL COMMITTEE REPORTS

### 12.1 Councillor Marilyn McEwen *Deputy Mayor January - March 2021*

- February 25 - Attended Special Budget Meeting. District Department operating budgets were presented.
- March 4 - Attended Committee of the Whole Meeting. Grant in Aid and In-Kind Contribution applicants presented their funding requests.

### 12.2 Councillor Lara Kempes *Deputy Mayor April - June 2021*

- February 24 - Attend the Ucluelet Chamber of Commerce AGM. Councillor Kempes was elected to be a Director.
- February 25 - Attended Special Budget Meeting.
- March 4 - Attended Committee of the Whole Meeting.

### 12.3 Councillor Jennifer Hoar *Deputy Mayor July - September 2021*

- February 25 - Attended Special Budget Meeting.
- March 3 - Attended Wild Pacific Trail Society Meeting. Trail enhancements were discussed and donations are down.
- March 4 - Attended Committee of the Whole Meeting.

### 12.4 Councillor Rachelle Cole *Deputy Mayor October - December 2021*

- February 24 - Attended the ACRD Special Budget Meeting. The ACRD grant application to the Community Economic Recovery Infrastructure Program for \$875,000 to construct the bike path connector between the Pacific Rim National Park bike trail and the current ACRD bike trail was not successful. She subsequently met with the ACRD CFO, to discuss alternative grant funding options.
- March 3 - Attended the Westcoast Committee Meeting.
- March 3 - Attended an ACRD Stakeholders Meeting regarding backroad camping. This is an issue throughout the ACRD. A working group was created to address the issue.

## 12.5 Mayor Mayco Noël

- February 24 - Attend the Ucluelet Chamber of Commerce AGM.
- Attended a Barkley Community Forest working meeting - This corporation is working towards new strategies related to old growth in the Community Forest.
- Received update from Island Health regarding the rollout of the COVID-19 vaccine. A community approach to vaccination will be used in Ucluelet.
- March 9 - Attended meeting with Dr. Henry and the other Resort Municipalities.

## 13. REPORTS

### 13.1 Fire Hall Feasibility Study *Rick Geddes, Fire Chief*

Chief Geddes provided this report. He outlined the reasons for obtaining the feasibility study, its focus areas, and deliverables. He further noted that the study would enable the District to apply for grants for the Fire Hall.

Chief Financial Officer, Donna Monteith, noted that grant funds are not usually available to conduct feasibility studies.

The Mayor noted that there is value in having the feasibility study available to apply for grants.

Councillor Kemps left the meeting at 4:23 PM due to technical difficulties and returned to the meeting at 4:30 PM.

2021.2074.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**  
*THAT Council approves entering into a sole-source service agreement with Liberty Construction Group, utilizing up to \$30,000 of Barkley Community Forest funds, to provide the services as described in the "Fire Hall Feasibility Study Services Budget Proposal" dated March 3, 2021.*

CARRIED.

### 13.2 2021 Grant in Aid and In-Kind Contributions *Donna Monteith, Chief Financial Officer, Acting CAO*

Ms. Monteith presented this report. Noted the following:

- This year's Grant in Aid budget is \$20,000, and \$15,500 in grants have been requested.
- The District provides the Whale Festival Society with \$20,000 in Resort Municipality Initiative funds annually for their festival. Tourism Ucluelet also provides \$6,000 to this Society annually.

- The value of Ucluelet and Area Child Care Societies total In-Kind Contribution request is \$43,000, not the \$37,660 shown on the District of Ucluelet In-Kind Council Contribution 2021 summary. This ask is for a rent reduction equivalent to \$30,610 for the Society' rent at the Ucluelet Community Centre and approximately \$12,390 rent of the Ucluelet Athletic Club Hall. Ms. Monteith noted approximately \$11,000 in hard annual costs associated with operating the UAC Hall.
- There are tax implications associated with providing In-Kind Contributions.

Abby Fortune, Manager of Recreation and Tourism, noted the following:

- An overlap with Surfrider Pacific Rim Grant in Aid proposal to develop signage with the District's Wayfinding Project. Ms. Fortune noted that she could engage with Surfrider Pacific Rim through the Wayfinding Project.
- Any In-Kind Council Contribution does not guarantee that space is available at District facilities for planned rentals.
- The Ucluelet and Area Child Care Society is using the UAC Hall for afterschool programming during the school year and potentially summer daycare programming in July and August. The summer program could displace programming in that Hall.
- That the Westcoast Community Resource Society is requesting a rent reduction for space they lease at the Ucluelet Community Centre. This reduction amounts to approximately one-quarter of their annual rent.

The Mayor left the meeting during Council discussion and decisions related to the Central Westcoast Forest Society because he is the Chair of that Societies' Board.

Council discussed the overlap between the Surfrider Pacific Rim's signage project and the District's Wayfinding Project. They declined to fund Surfrider's grant in aid request because of this overlap. Staff will engage with Surfrider to develop the Wayfinding Project.

Council discussed the importance of the District providing funding for the Ucluelet Secondary School graduation banner program.

Councillor Kemps left the meeting during all discussions and decisions related to the In-Kind Contribution to the Chamber of Commerce because she is Board member.

2021.2075.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
***THAT Council approve the Clayoquot Biosphere Trust's \$1,000 Grant in Aid request for their Small Youth Action Grant program.***

CARRIED.



- 2021.2076.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Kemp**  
*THAT Council approve the Central Westcoast Forest Society's \$2,500 Grant in Aid request to support the development of an interpretive room.*  
 CARRIED.
- 2021.2077.REGULAR **It was moved by Councillor Cole and seconded by Councillor McEwen**  
*THAT Council approve the Food Bank on the Edge's \$2,000 Grant in Aid request to purchase food for distribution when donated food items are low.*  
 CARRIED.
- 2021.2078.REGULAR **It was moved by Councillor Kemp and seconded by Councillor Cole**  
*THAT Council approve the Pacific Rim Hospice Society's \$3,000 Grant in Aid request for their youth mentoring and grief counselling programs.*  
 CARRIED.
- 2021.2079.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Cole**  
*THAT Council approve the Pacific Rim Whale Festival Society's \$1,500 Grant in Aid request to support their annual festival.*  
 CARRIED.
- 2021.2080.REGULAR **It was moved by Councillor Cole and seconded by Councillor Kemp**  
*THAT Council provide a \$500.00 Grant in Aid to the Ucluelet Secondary School to support their annual scholarship.*  
 CARRIED.
- 2021.2081.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**  
*THAT Council approve the West Coast Community Resources Society's \$2,500 Grant in Aid request for the West Coast Free Counselling Clinic.*  
 CARRIED.
- 2021.2082.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Council approve a \$3,000 In-Kind Council Contribution to the Ucluelet Chamber of Commerce.*  
 CARRIED.
- 2021.2083.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Kemp**  
*THAT Council approve a \$725 In-Kind Council Contribution to the Girl Guides of Canada.*  
 CARRIED.
- 2021.2084.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Cole**  
*THAT Council approve a \$500 In-Kind Council Contribution to the Pacific Rim Whale Festival Society.*  
 CARRIED.
- 2021.2085.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Kemp**  
*THAT Council approve a \$700 In-Kind Council Contribution to Pacific Rim Toastmasters.*  
 CARRIED.

- 2021.2086.REGULAR **It was moved by Councillor Kemps and seconded by Councillor Hoar**  
***THAT Council approve a \$1,375 In-Kind Council Contribution to the Paula Ross Dance Society.***  
CARRIED.
- 2021.2087.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Kemps**  
***THAT Council approve a \$1,410 In-Kind Council Contribution to the Ucluelet and Area Historical Society.***  
CARRIED.
- 2021.2088.REGULAR **It was moved by Councillor Kemps and seconded by Councillor Hoar**  
***THAT Council approve a \$725 In-Kind Council Contribution to the Ucluelet Canadian Junior Rangers.***  
CARRIED.
- 2021.2089.REGULAR **It was moved by Councillor Cole and seconded by Councillor Kemps**  
***THAT Council approve a \$5,700 In-Kind Council Contribution to the Westcoast Community Resources Society.***  
CARRIED.
- 2021.2090.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Kemps**  
***THAT Council approve a \$350 In-Kind Council Contribution to the Food Bank on the Edge.***  
CARRIED.
- 2021.2091.REGULAR **It was moved by Mayor Noël and seconded by Councillor McEwen**  
***THAT Council approve a \$30,600 In-Kind Council Contribution to the Ucluelet and Area Childcare Society.***  
CARRIED.
- 2021.2092.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**  
***THAT discussion regarding the Ucluelet and Area Childcare Society request for In-Kind Contributions to offset their rent payments at the Ucluelet Athletic Club Hall be deferred to the March 18, 2021, Special Council Meeting.***  
CARRIED.

### 13.3 Quarterly Projects Update - Q4 2020

***Donna Monteith, Chief Financial Officer, Acting CAO***

Rick Geddes, Fire Chief, noted that:

- signage and solar panels must be installed at the Tugwell Field Emergency Kiosk to complete this project.
- storage options and decals for the Emergency Support Services trailer at the Fire Hall will be addressed.

Council requested that the Planning Permit Tracker (Appendix C to the

report) be expanded to provide information about wait times associated with the processing of development permit, rezoning, temporary use, and development variance applications. They also recommended adding information about building permits to this report.

2021.2093.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
***THAT Council receives this Q4 2020 update on the progress of budgeted Staff projects.***

CARRIED.

**13.4 Cheque Listing - February 2021**  
***Joseph Rotenberg, Manager of Corporate Services***

**13.5 Resolution Tracking - February 2021**  
***Sharon Evans, Administrative Clerk***

Donna Monteith, Chief Financial Officer and Acting CAO, noted that Staff met with Ardent Properties regarding their complaint related to the water billing at Whiskey Landing, and plan to audit the situation and bring back a report for Council's consideration at a later date.

Bruce Greig, Manager of Community Planning, noted that Staff hopes to soon have additional information about scheduling the public hearing related to the Cabins at Terrace Beach.

2021.2094.REGULAR **It was moved by Mayor Noël and seconded by Councillor Kemps**  
***THAT Council take a five minute break.***

CARRIED.

## **14. LEGISLATION**

**14.1 Zoning Amendment - Garage FAR Exemption in the R1 Zone**  
***Bruce Greig, Manager of Community Planning***

Council took a five-minute break at 5:05 PM and returned to the session at 5:10 PM.

Mr. Greig presented this report. He noted that Bylaw No. 1269 updated the definition of Gross Floor Area in Zoning Bylaw No. 1160, 2013, to remove the exemption for garages in the calculation of Floor Area Ratio (FAR). Mr. Greig explained Floor Area Ratios' function in zoning, how it relates to the massing of buildings on any given site, and how it differs from setbacks.

Mr. Greig explained that Bylaw No. 1287, 2021, was drafted in response to a request by Council to review the removal of the garage exemption. As drafted, the Bylaw would reinstate an unlimited exemption in FAR calculation for garages in the R-1 Zone. He noted the recommendation

on page 126 of the agenda that Council amend Bylaw No. 1287, 2021, to cap the garage exemption at 56 meters squared (600 feet squared). He noted 56 meters square is a large two-car garage.

Council discussed the purpose of exempting garage spaces from the calculation of FAR in residential zones and the recommended 56 meters square cap on the exemption. They also discussed their beliefs regarding private property regulation.

Council also discussed whether there might be any implications of reinstating the garage FAR exemption on constructing secondary detached suites. Mr. Greig noted that Zoning regulations related to FAR would apply to secondary suites unless they were also exempted from that calculation.

2021.2095.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Council give first reading to District of Ucluelet Zoning Amendment Bylaw No. 1287, 2021.*

CARRIED.

2021.2096.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Council amend District of Ucluelet Zoning Amendment Bylaw No. 1287, 2021, by replacing the words “building areas” in subsection R-1.3.2(a) with the words “up to 56m<sup>2</sup> (600 ft<sup>2</sup>) of building area.”*

CARRIED.

2021.2097.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Council give second reading to District of Ucluelet Zoning Amendment Bylaw No. 1287, 2021, as amended, and refer the bylaw to a public hearing.*

CARRIED.

#### **14.2 Water and Sewer Parcel Tax Bylaws**

***Donna Monteith, Chief Financial Officer, Acting CAO***

Ms. Monteith outlined the proposed bylaws and their purposes.

2021.2098.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Cole**  
*1. THAT the Sewer Parcel Tax Bylaw No. 1285, 2021 be given first, second, and third reading.*

CARRIED.

2021.2099.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Cole**  
*2. THAT the Water Parcel Tax Bylaw No. 1286, 2021 be given first, second, and third reading.*

CARRIED.

#### **15. OTHER BUSINESS**

There was other business.

## 16. QUESTION PERIOD

### 16.1 Questions via Zoom.

An unidentified writer encouraged Council to consider the Floor Area Ratios set out in in the Zoning that applies to properties in the Pass of Melfort neighbourhood. Bruce Greig, Manager of Community Planning explained there are various Floor Area Ratios that apply to different properties in Pass of Melfort neighbourhood.

### 16.2 Questions via [communityinput@ucluelet.ca](mailto:communityinput@ucluelet.ca)

Nora O'Malley of the Westerly News asked about the Mayor's reference to old growth during his Council Committee Report. The Mayor explained that the Barkley Community Forest Board is reviewing their Forest Stewardship Plan.

## 17. CLOSED SESSION

### 17.1 Procedural Motion to Move In-Camera

2021.2100.REGULAR **It was moved by Mayor Noël and seconded by Councillor McEwen**

*THAT the meeting be closed to the public in pursuant to Section 90(1)(c) and (g) of the Community Charter in order to address items related to:*

- *personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and,*
- *litigation or potential litigation affecting the municipality.*

CARRIED.

## 18. ADJOURNMENT

The meeting was adjourned 6:37 PM.

**CERTIFIED CORRECT:** Minutes of the Regular Council Meeting held on Tuesday, March 9, 2021 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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Joseph Rotenberg  
Corporate Officer



**DISTRICT OF UCLUELET**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Thursday, March 18, 2021 at 1:30 PM**

Present:       **Chair:**           Mayor Noël  
                   **Council:**       Councillors Cole, Hoar, and McEwen (All Councillors via Zoom)  
                   **Staff:**           Donna Monteith, Acting CAO and Chief Financial Officer (Via Zoom)  
                           Joseph Rotenberg, Manager of Corporate Services (Via Zoom)  
                           Nicole Morin, Corporate / Planning Clerk  
                           Sharon Evans, Administration Clerk

Regrets:       Councillor Kemp

**1. CALL TO ORDER**

The meeting was called to order at 1:35 PM.

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

Council acknowledged the Yuułu?i?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 broadcast on Zoom, which may store data on foreign servers.

**4. LATE ITEMS**

There were no late items.

**5. APPROVAL OF AGENDA**

**5.1 March 18, 2021, Special Meeting Agenda**

2021.2039.SPECIAL **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
***THAT Council approve the March 18, 2021, Special Meeting Agenda as presented.***

CARRIED.

**6. CLOSED SESSION**

**6.1 Procedural Motion to Move In-Camera:**

2021.2040.SPECIAL **It was moved by Mayor Noël and seconded by Councillor McEwen**  
***THAT the meeting be closed to the public in order to address agenda items***

*under Section 90(1)(i) of the Community Charter related to the receipt of advice that is subject to solicitor client privilege, including communications necessary for that purpose.*

CARRIED.

**7. ADJOURNMENT**

The meeting was adjourned at 1:48 PM.

**CERTIFIED CORRECT:** Minutes of the Special Council Meeting held on Thursday, March 18, 2021 at 1:30 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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Joseph Rotenberg  
Corporate Officer





## STAFF REPORT TO COUNCIL

Council Meeting: MARCH 23, 2021

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** BRUCE GREIG, MANAGER OF COMMUNITY PLANNING

**FILE NO:** 4000-02 BYL

**SUBJECT:** UPDATE – BYLAW ENFORCEMENT POLICY & PRIORITIES

**REPORT NO:** 21-37

**ATTACHMENT(S):** APPENDIX A – DRAFT COUNCIL POLICY 9-4000-2  
APPENDIX B – 2015 COUNCIL POLICY 9-4000-1

### RECOMMENDATION(S):

1. **THAT** Council endorse Bylaw Enforcement Policy No. 9-4000-2

### PURPOSE:

This report presents an opportunity for Council to confirm priorities for bylaw enforcement, to focus limited staff resources and provide a consistent approach to the municipal bylaw services program. Updating the Bylaw Enforcement Policy is timely as the Community Planning department is currently working to fill the Bylaw Services Officer vacancy and bring on new seasonal resources. The draft new Bylaw Enforcement Policy No. 9-4000-2 is attached as **Appendix 'A'** to this report.

### BACKGROUND:

A Bylaw Enforcement Policy was adopted in 2015 (see **Appendix 'B'**). That policy 9-4000-1 focussed on certain areas and bylaws but overlooks a framework for education and enforcement of municipal bylaws centered on minimum standards for community health and safety. The list of bylaws designated for monitoring and enforcement under the 2015 policy does not mention the building bylaw, yet building construction contrary to the minimum standards of the BC Building Code can pose a significant risk to both the general public and emergency responders. Updating the policy would clarify the balance of bylaw priorities.

Fun fact: the term **bylaw** is derived from the Old Norse root word *byr*, meaning town.

A bylaw is simply a local law.

### DISCUSSION:

The draft policy 9-4000-2 does the following:

- explains the role of citizen complaints in raising bylaw issues for investigation;
- explains areas / issues where active monitoring of bylaw compliance may be warranted;
- describes the steps of investigation, education, voluntary compliance and graduated bylaw enforcement mechanisms;
- suggests examples of low / medium / high priority bylaw issues, and appropriate steps to pursue with finite municipal resources;

- provides a matrix (see Schedule A of policy 9-4000-2) of example bylaw issues, their relative priority and appropriate options for seeking compliance;
- provides a framework (see Schedule 'B' of policy 9-4000-2) for how typical bylaw cases can be expected to progress from initial investigation to a point of resolution.

In a perfect world, the bylaw services function would purely be a role of education. In fact the vast majority of people will willingly adjust their actions, once they understand what the community expects in the bylaws it has adopted. *"Oh, I had no idea I wasn't supposed to run my chainsaw at 3:00am. Gee, I guess that could disturb my neighbours' sleep. Well of course I'll cut it out."* In a small number of cases, however, education and awareness are not enough to motivate a bylaw "contravenor" to change their actions or correct a situation. For this reason there are a series of escalating steps a municipality can take to obtain compliance and resolve a situation (see **Schedules 'A' and 'B'** to the draft policy in **Appendix 'A'** to this report).

The municipality has finite resources and, like all municipalities, must prioritize those situations most deserving of attention. The matrix of low / medium / high priority bylaw issues provides examples. This framework is a tool for obtaining efficiency and consistency in bylaw enforcement efforts. This is also useful for explaining to community members how the municipality approaches these issues on an individual but consistent basis.

Not surprisingly, it is suggested that the highest priority bylaw issues tend to be ones where community health and safety, or environmental health and integrity, may be put at risk. Thankfully these are few and far between; most bylaw issues which arise are minor and are quickly resolved without needing to go very far down the pathway of graduated enforcement steps. Only in the worst cases, and when dealing with unwilling people and/or landowners, does a bylaw matter result in the time and expense of court action.

As a small community with a significant visitor economy, there are also a suite of bylaw issues which demand highlighted attention. Mitigating these potential nuisances maintains a positive community experience for both residents and guests. Impromptu camping, unauthorized beach fires and illegal short term rentals are among these issues.

#### **POLICY OR LEGISLATIVE IMPACTS:**

The draft new bylaw enforcement policy provides Council an opportunity to discuss and confirm priorities to reflect the community's expectations.

A fair and consistent approach to bylaw education and enforcement will maintain a positive impression among residents, local businesses and visitors alike. Keeping a welcoming and friendly – and decidedly Ukee – attitude toward bylaw matters demands that the bylaw services staff strike a careful balance; one that is not heavy-handed but also one which takes seriously the most important issues of maintaining health, safety, respect for the environment and respect for our neighbours.

**Respectfully submitted:** Bruce Greig, Manager of Community Planning  
Donna Monteith, Acting Chief Administrative Officer




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**POLICY NUMBER:** 9-4000-2

**REFERENCE:**

Bylaw Enforcement Policy

**ADOPTED BY:****CROSS-REFERENCE:****SUPERSEDES:** 9-400-1**AMENDED DATE:**

N/A

**DEPARTMENT:**

Bylaw

**EFFECTIVE DATE:**

March 23, 2021

**Purpose**

The objective of the Bylaw Enforcement Policy is to obtain compliance with municipal bylaws through effective enforcement, in a manner which is consistent and fair.

**Introduction**

Municipal bylaws are enacted by District Council, under the regulatory authority of the *BC Community Charter* and the *Local Government Act*, in order to preserve the quality of life to which each citizen is entitled. When dealing with contraventions of these bylaws the primary goal is to achieve voluntary compliance through communication and education; however, the bylaws do include provisions for further enforcement. The District recognizes that with limited resources, it is not possible to pursue full compliance in every case. This policy will provide guidance to staff regarding the receipt of bylaw complaints, initiation of investigation, priority assessment and the use of appropriate enforcement tools.

**Complaint Process**

The District of Ucluelet does not have the resources or mandate to proactively review or inspect properties on a regular basis in order to determine whether its various bylaws are being complied with at all times. Given this, the District, like most municipalities, relies primarily on public complaints to identify potential non-compliance. Nonetheless, there is no duty to take enforcement action with respect to every contravention of a bylaw that may occur within the jurisdiction.

All bylaw enforcement complaints, with the exception of those that identify urgent contraventions, must be submitted in writing before they will be considered for investigation. All complaints must include complete contact information for the complainant (name, address and telephone number). The complaint can be in the form of a letter, the District of Ucluelet Bylaw Complaint Form or an email. The District will generally not respond to anonymous complaints.

Information regarding the complainant is kept confidential and is protected under the



*Freedom of Information and Protection of Privacy Act.* However, a complainant may be identified if the issue proceeds to court and the complainant is required to act as a witness for the prosecution.

District of Ucluelet staff are not required to report bylaw violations observed unless it is during regular work hours, within that employees scope of duty, and where the violation poses a risk to public health and safety or the environment.

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### **Investigation**

In response to a complaint, or acting in the regular course of his or her duties, staff will investigate to determine compliance with all District bylaws. The investigation may include a bylaw and file review, contacting the alleged contravener, contacting the complainant, and conducting a site inspection.

If a violation is identified, the contravener will be instructed to take action to resolve the issue immediately or within a specified time period. If further action is required to resolve the infraction, a bylaw file is subsequently created to track the violation, assessment, enforcement and outcome.

While encouraging compliance with District bylaws is important, staff safety is paramount. If a staff member is verbally or physically threatened while administering the bylaws, then no further investigative action shall be carried out until a police officer accompanies the staff member on any site inspections. Authorization requirements to enter a property or building will be followed as per Section 16 of the *Community Charter*. Tenant rights as specified in the *Residential Tenancy Act* will be respected during enforcement.

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### **Assessment Criteria**

In the District of Ucluelet, bylaw issues generally fall into one of two categories: nuisance and protection of health / safety / natural environment. By their very nature, health and safety issues (including Building Code violations) pose the greatest risk to the community and therefore command a higher priority. While the municipality (like most others) generally initiates bylaw investigations as a result of complaints, proactive patrols to monitor, curtail and avoid nuisances is appropriate in Ucluelet's context as a resort municipality. Proactive monitoring will be undertaken on a seasonal priority basis for the following types of activities:

- Unauthorized beach fires;
- Unauthorized short-term rentals;
- Open alcohol and smoking (including cannabis) in public; and
- Unauthorized camping on public lands.

When assessing the priority of the bylaw violation, staff will consider, but are not limited to, matters such as:

- potential risk to public health and/or safety;
- magnitude, nature and duration of the contravention;
- history of non-compliance on the property or by the contravener;
- potential short and long term impact on a structure, the community and the environment;
- potential for setting a precedent;



- resources available to resolve the matter;
- potential costs and liability associated with enforcement action; and,
- likelihood of obtaining the desired results.

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### **Enforcement Priority**

To maintain consistency throughout the bylaw enforcement process, the staff members involved will meet as necessary to review file details. The bylaw violation will be assessed in accordance with the following hierarchy of priority levels.

#### ***Low Priority***

**A bylaw violation unlikely to cause health or safety issues or negatively impact the community or the environment**

Examples of bylaw violations that may be considered as ***Low Priority*** would be:

1. Minor renovations without a building permit, where there are no concerns relating to health and safety; and the use and building comply with the Zoning Bylaw
2. Minor encroachment into a setback

#### ***Medium Priority***

**Multiple low priority violations or a bylaw violation with potential to cause health and/or safety issues and/or negatively impact the community or the environment**

Examples of bylaw violations that may be considered as ***Medium Priority*** would be:

1. Multiple noise complaints.
2. Noxious weeds or unsightly premises
3. Dwelling constructed without a building permit where there are no significant safety issues
4. Unauthorized short-term rental within a dwelling
5. Unauthorized camping on public lands
6. Dog off-leash posing a health and/or safety issue

#### ***High Priority***

**Multiple medium priority violations or a bylaw violation likely to cause health and/or safety issues and/or negatively impact the community or the environment**

Examples of bylaw violations that may be considered as ***High Priority*** would be:

1. Non-conforming land use, inadequate parking and/or site development without a Development Permit
2. Unauthorized dwelling unit with code violations such as inadequate smoke alarms, fire separations, or egress windows, or due to alterations without a building permit
3. Inadequate exiting and/or fire protection due to building alterations without a permit
4. Burning contrary to bylaw
5. Unauthorized dumping or burning on public land



## **Enforcement Tools**

When compliance cannot be achieved through initial education, staff may escalate enforcement by first determining the appropriate tools with which to do so. Details of the various options available to the District are provided below (see also **Schedules A and B**).

### ***Stop Work Order***

Where a particular bylaw provides authority, a District official may order the cessation of any work that is proceeding in contravention of a bylaw by posting a Stop Work notice.

### ***Municipal Ticket Information (MTI)***

The Municipal Ticket Information (MTI or municipal ticket) can be used for the prosecution of minor local government bylaw matters. The MTI is completed and personally delivered by an enforcement officer to the alleged offender. The alleged offender has the option of admitting the offence and paying the penalty within a specified time period, or disputing the offence and waiting for a court appearance. The MTI is typically used when it is felt that the ticket will be paid and will provide incentive to the offender to comply; however, MTI collections and enforcement can be expensive for the District.

### ***No Occupancy Posting***

For Building Bylaw violations, a No Occupancy notice may be posted after other attempts to resolve the issues have failed and/or if significant or serious health and safety issues are suspected. The *owner* of the property on which a No Occupancy notice has been posted, and every other person, shall cease *occupancy of the building or structure* immediately.

### ***District Solicitor involvement***

The District Solicitor may provide the contravener with a warning letter, and/or, if authorized by Council, will initiate court proceedings.

### ***Direct Enforcement***

Direct enforcement involves carrying out enforcement remedies and adding the cost of doing so to the taxes without the authorization of a court decision. Council approval may be required, depending on the contravention.

### ***Section 57***

Under specific circumstances, such as a building bylaw contravention related to permits, inspections or safety, the Manager of Community Planning or the Building Inspector may recommend to Council that it consider a resolution to place a notice on the title of a property as permitted in Section 57 of the *Community Charter*.

### ***Remedial Action***

Council may impose remedial action requirements in relation to hazardous conditions, declared nuisances, or harm to the environment. A remedial action requirement may be imposed on the owner or lessee of the matter or thing, and/or the owner or occupier of the land on which it is located. A remedial action requirement may require the person to remove or demolish the matter or thing; fill it in, cover it over or alter it; bring it up to a standard specified by bylaw, or otherwise deal with it in accordance with the directions of Council or a person authorized by Council.



### ***Prosecution by Long Form Information***

Section 263 of the *Community Charter* authorizes a municipality to proceed with a quasi criminal prosecution of a bylaw offence with a maximum fine of up to \$10,000. Local governments can commence proceedings under the *Offence Act* in B.C. Provincial Court by swearing an information before a court official that sets out the details of the offence. The information must be served on the accused, and once it is served, the offence comes under the jurisdiction of the Provincial Court. However, as provincial Crown Counsel will not prosecute bylaw offences, municipalities shall either hire their own lawyers, or enforcement officers could act as prosecutors. Although long-form prosecutions involve a lengthy Provincial Court process, they are appropriate for major offences if a larger fine is warranted. In addition to the penalty imposed, the court may make a compliance order prohibiting the offender from repeating the offence as well as directing the offender to remedy any harm done. Council approval may be required prior to commencing proceedings.

### ***Consent Order***

This is an order where legal proceedings have commenced, however, prior to appearing before a judge or master of the court, the parties agree to a Consent Order. Once the order is signed by all parties it is then registered with the court and has the same effect as a court order. Council approval is required prior to filing the initial statement of claim, and may also be required to accept the terms of a consent order.

### ***Injunction Proceedings***

An injunction is a Supreme Court Order directing a person to do, or not to do, a specified act. Council approval is required prior to seeking an injunction.

### **Procedure**

To guide staff through the enforcement procedure, flow charts have been created outlining the possible steps to compliance (Schedule B).

Where illegal or unauthorized activity has not ceased, or where compliance is not achieved through voluntary compliance or initial enforcement, a report will be brought forward to Council. The report will indicate options for further action and may request approval to commence legal proceedings. Council will decide whether to provide funding for legal action, decline to do so, or recommend other actions. Staff, with the assistance of legal counsel, will follow up with Council's motion to initiate legal proceedings. At the end of the proceedings, and the resolution of the bylaw violation, the file will be closed.

---

**Mayco Noël**

Mayor

---

**Donna Monteith**

Acting Chief Administrative Officer

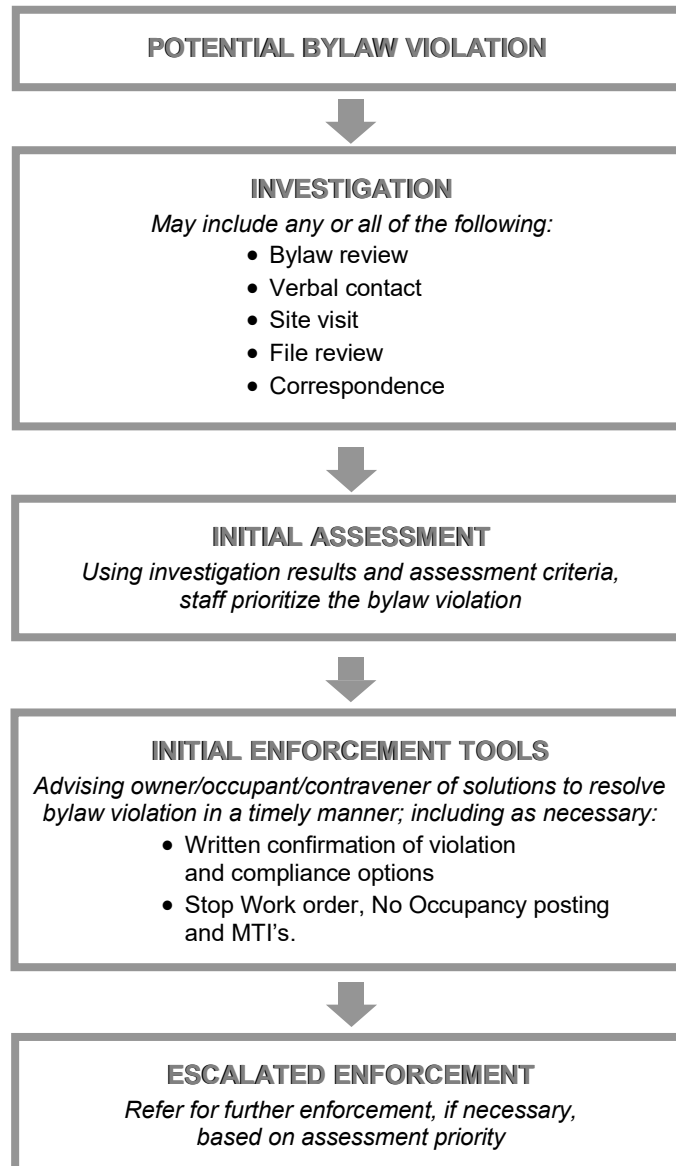
Schedule A

<b>BYLAW VIOLATION EXAMPLES</b>		<b>ENFORCEMENT TOOLS</b>												
		Injunctive Proceedings	Consent Order	Prosecution by Long Form Information	Remedial Action	Notice on Title (Section 57)	Direct Enforcement	District Solicitor	No Occupancy Posting	Municipal Ticket Information (MTI)	Stop Work Order			
<b>LOW</b>	Minor renovations without a building permit, with no health and safety and complies with Zoning Bylaw													
	Minor encroachment into setback													
	Noise complaints													
	Repeated noise complaints													
	Unightly premises													
	Unauthorized dwelling without significant safety issues													
	Short term rental within an unauthorized dwelling unit													
	Unauthorized camping on public lands													
	Dog off-leash posing a safety issue													
	Non-compliant outdoor burning													
	Unauthorized dumping or burning on public lands													
<b>MEDIUM</b>	Non- conforming land use, inadequate parking and/or site development without a development permit													
	Dwelling unit construction without a building permit where there are code infractions relating to safety													
<b>HIGH</b>	Inadequate exiting and/or fire protection													



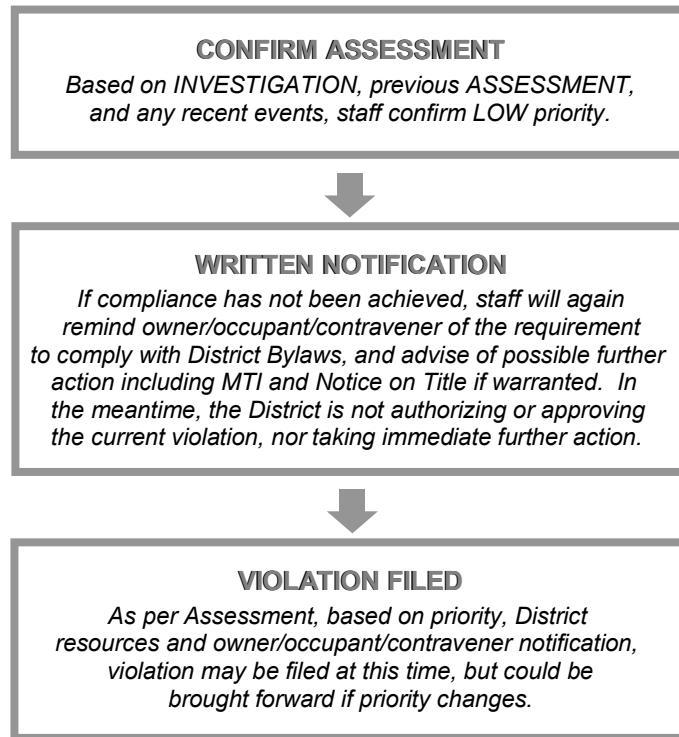
## Schedule B

# BYLAW VIOLATION



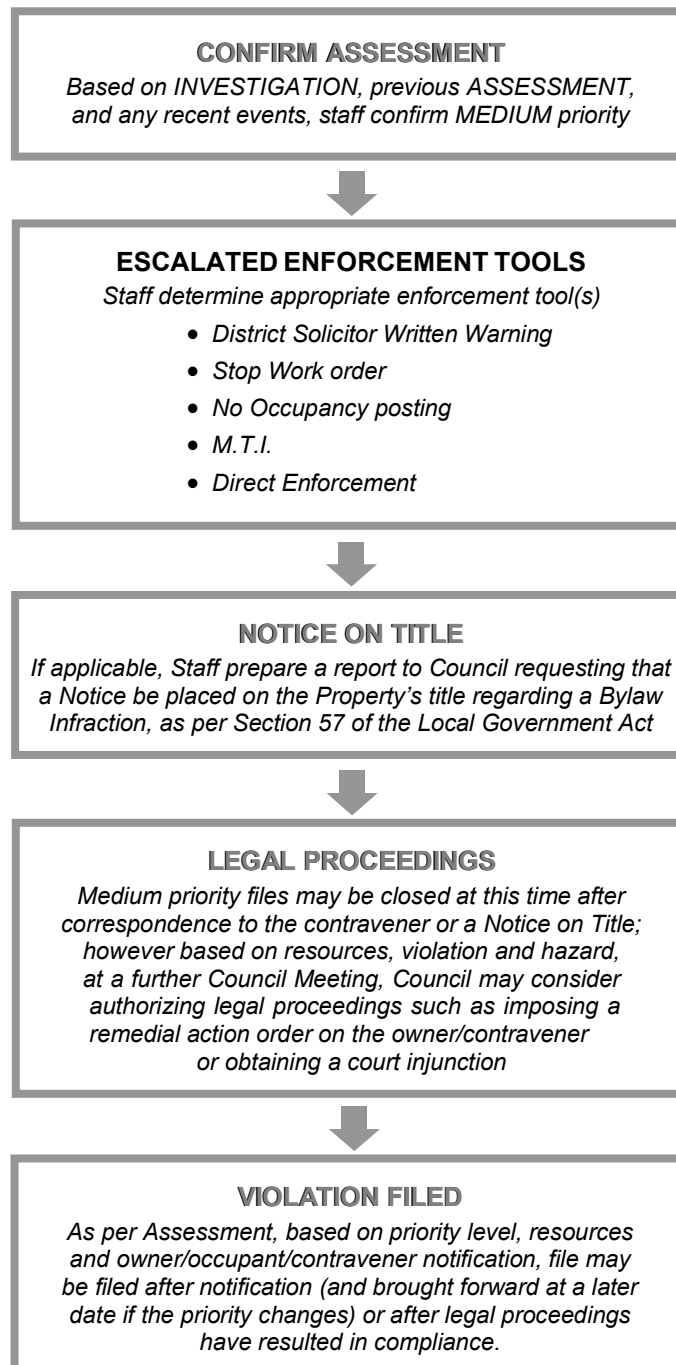
Schedule B

# LOW PRIORITY



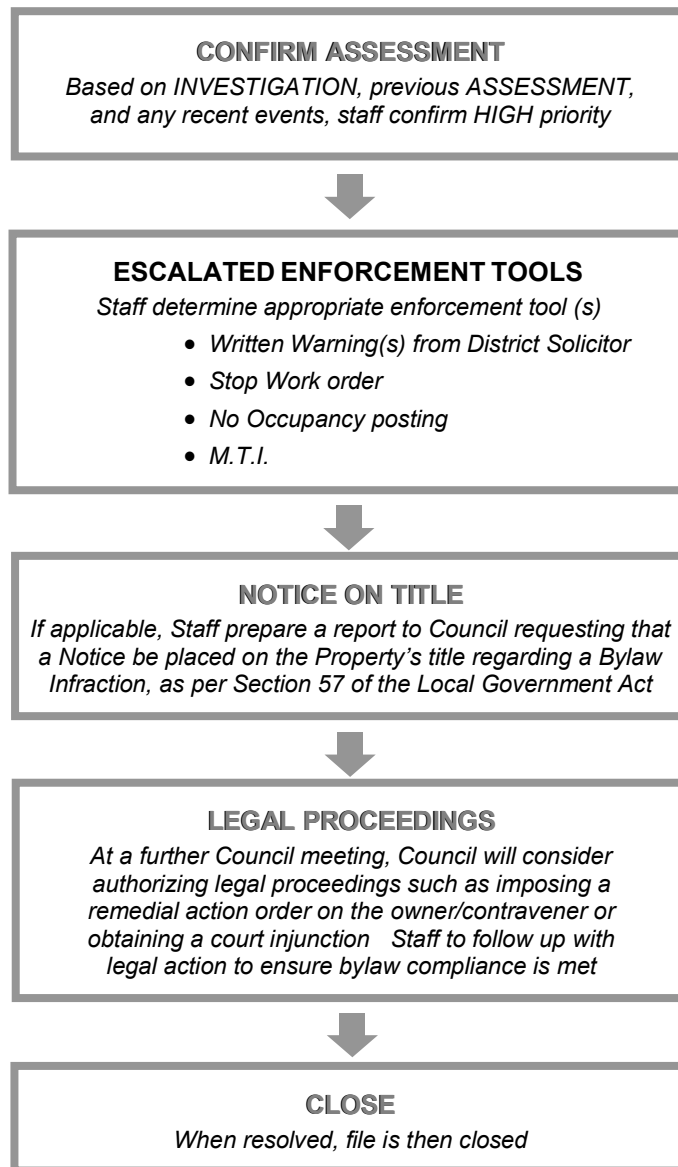
## Schedule B

# MEDIUM PRIORITY



## Schedule B

# HIGH PRIORITY



## Appendix B



The Corporation of the District of Ucluelet

**MUNICIPAL POLICY MANUAL**


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**POLICY NUMBER: 9-4000-1**


---

**REFERENCE:**

Bylaw Enforcement

**ADOPTED BY:**

Council

July 14, 2015

**CROSS-REFERENCE:**

Actions on Zoning and Bylaw Infractions Policy 9-4020-1

**SUPERSEDES:****New****AMENDED DATE:**

N/A

**DEPARTMENT:**

Administration

**EFFECTIVE DATE:**

July 14, 2015

**Policy Statement:**

Page 1 of 5

The District of Ucluelet will, from time to time and in accordance with this policy, take enforcement action with respect to contraventions of its bylaws. It is the goal of Council to achieve voluntary compliance through increased public education and awareness of District regulations and their rationale.

The purpose of this policy is to provide guidance to staff on the receipt of complaints and the initiation of investigation and enforcement proceedings related to contraventions of municipal bylaws. The District will use discretion on a case-by-case basis to evaluate contraventions, and take reasonable steps to investigate contraventions in accordance with this policy and operational guidelines of the District.

**Definitions:**

For the purposes of this policy:

- **“District”** means District of Ucluelet.
- **“Bylaw”** or **“Municipal Bylaw”** means a bylaw adopted by the District of Ucluelet, and includes, but is not limited to, bylaws listed in Schedule ‘A’ of this policy.
- **“Bylaw Officer”** means any of the following:
  - a) Chief Administrative Officer of the District of Ucluelet, or his designate;
  - b) Chief Financial Officer of the District of Ucluelet;
  - c) Bylaw Enforcement Officer of the District of Ucluelet;
  - d) Animal Control Officer of the District of Ucluelet;
  - e) Members of the Royal Canadian Mounted Police and Auxiliary RCMP Officers.

**Confidentiality:**

- a) The identity of a complainant is to be considered confidential and will not be disclosed to anyone for any purpose, except as required by law, and in accordance with the following provisions:
  - i. The complainant's identity may not be disclosed to the person under investigation or any member of the public;
  - ii. A response of a person under investigation may not be disclosed to the complainant. Bylaw enforcement files may not be discussed with a complainant subsequent to the initial submission of a complaint;
  - iii. Where a person submits a request pursuant to the *Freedom of Information and Protection of Privacy Act* for the disclosure of personal information contained in a bylaw enforcement file, it is the District's policy to refuse disclosure under the applicable sections of the *Freedom of Information and Protection of Privacy Act*, unless consent is obtained by the person who supplied the information;
  - iv. Despite the foregoing, the District will not guarantee the anonymity and confidentiality of complainants and may disclose personal information in bylaw enforcement files in the following circumstances:
    - If the complaint has been publicly disclosed by the complainant;
    - If the investigation results in enforcement proceedings;
    - If disclosure is required pursuant to the provisions of the *Freedom of Information and Protection of Privacy Act*;
    - If an order for disclosure is issued by the Provincial Freedom of Information Commissioner under the *Freedom of Information and Protection of Privacy Act*;
    - As otherwise required by law.

**Investigation:**

- a) A Bylaw Officer, acting in the regular course of his or her duties, may initiate investigations and conduct inspections to determine compliance with all regulations, prohibitions and requirements of District bylaws.
- b) Investigations may be initiated by written complaint. A complaint with respect to an alleged contravention of a municipal bylaw must be documented in writing before the complaint will be considered for investigation, and must contain:
  - i. The name and contact information of the complainant;
  - ii. A description of the nature and location of the alleged contravention.
- c) Investigation and enforcement priority may be given to alleged contraventions that adversely affect the health, safety and security of the public; adversely affect the environment; or may result in liability for the District.

**Enforcement:**

- a) Where a Bylaw Officer has reasonable and probable grounds to believe and does believe that a violation of a bylaw exists or that abatement procedures are inadequate, he or she may enter upon any property to further an investigation or resolve any violation.
- b) Any person who violates any of the provisions of a municipal bylaw, or who suffers or permits any act or thing to be done in contravention of a bylaw, or who neglects to do or refrains from doing any act or thing that is required to be done by any of the provisions of a bylaw, shall be deemed to have violated the provisions of the bylaw and shall be liable to the penalties imposed in Municipal Ticket Information Bylaw No. 949, 2004 or amendments thereto. Each incident attended by a Bylaw Officer constitutes a separate offence and each day that such violation is permitted to continue will constitute a separate offence.
- c) In determining whether to commence enforcement proceedings, the District may consider one or more of the following criteria:
  - i. The scale, nature, and duration of the contravention;
  - ii. The amount of time that has elapsed since the contravention occurred;
  - iii. The impact of the contravention on the community;
  - iv. The resources available to resolve the matter;
  - v. The costs associated with enforcement action;
  - vi. Whether public safety is at risk;
  - vii. Whether enforcement may be a deterrent in future cases.
- d) The District's primary enforcement objective is to obtain voluntary compliance.
- e) If voluntary compliance is not achieved, the District may exercise enforcement powers in accordance with the following remedies:
  - i. Quasi-criminal proceedings in Provincial Court and any other remedy as set out in Section 260 of the *Community Charter*;
  - ii. Supreme Court injunction proceedings as set out in Section 274 of the *Community Charter*;
  - iii. Remedial action and any other remedy as set out in Part 3, Divisions 5-12 of the *Community Charter*, and the District may seek to fulfill those requirements at the expense of the person in contravention, in accordance with the provisions of Section 17 of the *Community Charter*.
- f) The District retains the discretion to not commence enforcement proceedings in accordance with one or more of the criteria listed in section (c), 'Enforcement', of this policy.
- g) The Bylaw Officer shall maintain a written record of inspections and investigations undertaken and record the disposition of all complaints received.

**Penalty:**

- a) It is the duty of the Bylaw Officer to enforce the provisions of municipal bylaws.
- b) Tickets issued for offences against municipal bylaws are authorized by the “Municipal Ticket Information Bylaw No. 929, 2004”, and amendments thereto, and fines will be in accordance with Municipal Ticket Information Bylaw No. 949, 2004 or amendments thereto.

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Mayor Dianne St. Jacques  
District of Ucluelet



**APPENDIX A – DESIGNATED BYLAWS**

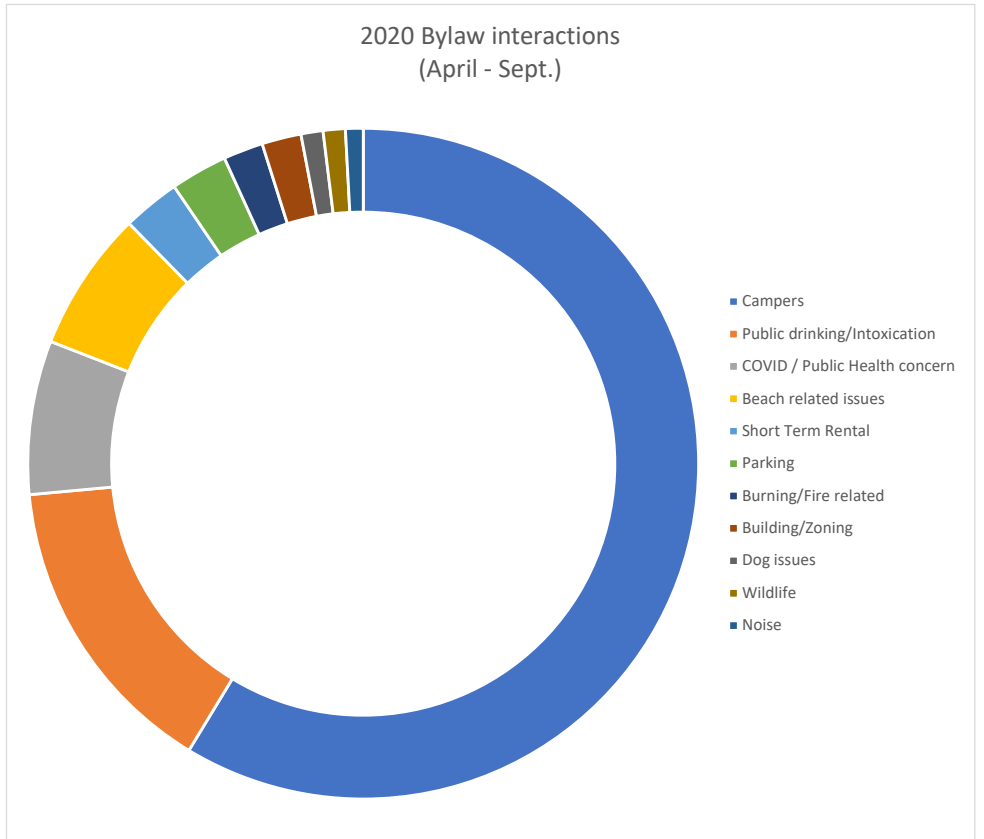
The bylaws enumerated below (and all amendments thereto) have been designated by Council for monitoring, investigation, and enforcement by the District of Ucluelet:

- 1) District of Ucluelet Noise Control Bylaw No. 915, 2003
- 2) Ucluelet Business Regulation and Licensing Bylaw No. 922, 2003
- 3) Traffic & Parking Bylaw No. 948, 2004
- 4) Garbage Collection & Regulation Bylaw No. 960, 2004
- 5) District of Ucluelet Animal Control and Licensing Bylaw No. 803, 1999
- 6) Public Property Use Regulation Bylaw No. 963, 2004
- 7) Outdoor Burning Bylaw No. 978, 2005



Campers	277
Public drinking/Intoxication	70
COVID / Public Health concern	35
Beach related issues	32
Short Term Rental	13
Parking	13
Burning/Fire related	9
Building/Zoning	9
Dog issues	5
Wildlife	5
Noise	4
<b>472 total</b>	

Note: Easter through Labour Day  
 from Bylaw Officer log - does not include observations / interactions of the COVID Monitors.







## 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: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Name of person(s) to make presentation: \_\_\_\_\_

Topic: \_\_\_\_\_

Purpose of Presentation:

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

Please describe:

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

Telephone Number and Email: \_\_\_\_\_

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.



## Pac Rim Home Development Cooperative

April 2021

**The Pac Rim Home Development Cooperative (PRHDC) team will collaborate with local businesses, not-for-profits, First Nations, and local governments to develop housing solutions.**

### **Our Mission:**

*To support economic growth in our West Coast communities by providing secure, environmentally conscious, non-market employee housing so we can foster the well-being of a stable, year-round resident workforce.*

### **Our challenge:**

- Address the lack of available housing, especially workforce housing, on the Pacific Rim.

### **Our goal:**

- Create a cooperative and an employee housing development in Ucluelet, B.C.
- Local Cooperative member businesses offer their own housing to their own employees.

### **Benefits for Businesses:**

- the certainty to plan and grow their business,
- another tool to attract and retain their employees.

### **Benefits for Employees:**

- a comfortable home and lifestyle.
- safety, security, stability and affordability.

**Member businesses will no longer be victims of the scarcity and uncertainty of the Pacific Rim Peninsula housing market. This project will facilitate employee hiring and retention.**

### **Our preliminary visioning foresees:**

- a multi-unit member driven co-op housing project for local businesses.
- through share equity membership, local businesses will
  - own a unit(s),
  - co-manage and rent their unit to their employee(s).

### **PRHDC is requesting:**

- District of Ucluelet support and partnership
- A long- term lease of a District owned lot(s) for a nominal fee.
- Grant funding to complete due diligence.

**This project will be of tremendous benefit to Ucluelet's economic development. With a building site and secure funding, we can work toward resolving the workforce housing crisis.**

Randy Oliwa, president

Pac Rim Home Development Cooperative

Call: [REDACTED]

Email: [REDACTED]

[www.PRHDC.ca/](http://www.PRHDC.ca/)







Figure 1: Conceptual Rendering.

## **The Pac Rim Home Development Cooperative (PRHDC)**

***Our vision is to create site-specific inclusive non-market affordable employee housing.***

### **Our Mission**

**To support economic growth in our West Coast communities by providing secure, environmentally conscious, non-market affordable employee rental housing so we can foster the well-being of a stable, year-round resident workforce.**

## 1. Who Is PRHDC?

Pac Rim Home Development Cooperative (PRHDC) incorporated in September 2020. Our Board of Directors, the five founding member businesses, is addressing the lack of available housing, and more specifically workforce housing, on the Pacific Rim of Vancouver Island.

This housing development will help Ucluelet businesses gain a solid housing base. Each member business will be able to offer its own housing to its own employees without being subjected to the scarcity and uncertainty of our housing market thereby facilitating employee hiring and retention.

The benefits are many. Businesses will be able to purchase equity membership shares for their own employee accommodations, thus giving them the certainty to plan, grow their business, and attract and retain their employees. The employees will benefit from living in secure, safe, healthy, and affordable housing. A stable workforce will be of tremendous benefit to our community's economic development.

## 2. Our Project

PRHDC is looking to develop a minimum of forty (40) non-market affordable rental housing units (the "Development") for individuals seeking to work and live in the District of Ucluelet. This Development will be constructed using a modular form of construction. Each unit will be built to meet or exceed Step Code 4 in the BC Energy Step Code and possibly target net zero or passive house standards.

Each unit will contain storage space and covered parking area along with access to a shared garden space, communal space with bbq, bike storage and surfboard storage. Ten (10) percent of units will be fully accessible, and all units will be fully adaptable (all ages and abilities). Other environmental features we will explore include solar energy storage and possibly rainwater harvesting.

## 3. How the District can help us

PRHDC has had discussion with Canada Mortgage and Housing Corporation (CMHC) and BC Housing Management Commission (BCH). Both organizations have indicated this project would be eligible for funding or financing if we can acquire land and cash equity. To obtain these two forms of equity, PRHDC is seeking the following from the District:

- a. A motion to planning staff to engage with our consultant team to investigate a potential District owned location for the project.
- b. A motion to the financing department to engage staff to work with our consultants to explore possible financial support.

Land equity enables us to secure a forgivable loan (a grant) or a repayable loan (construction financing) for this project. PRHDC is seeking to lease District owned land for a nominal fee for a duration of 60 years. We can leverage a long-term lease hold interest in the land to secure funding.

Cash equity is financial support that will enables us to conduct due diligence work such as environmental studies, geo technical studies and surveys. At a minimum we need to prove to the funders the project site is clean and buildable before any funds are disbursed.

[www.PRHDC.ca/](http://www.PRHDC.ca/)

# WEST COAST OLDER ADULT NEEDS ASSESSMENT 2020



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CONCLUSIONS & RECOMMENDATIONS	19

Cover photo courtesy of Pacific Rim Hospice Society

## ACKNOWLEDGEMENTS

Thank you to the many west coast community members and service providers who, despite the immense challenges and pressures created by the COVID-19 pandemic, participated in this project. We are deeply grateful for your wisdom, stories, and insights. Your contribution will help us better support older adults to live happier and healthier in their homes, for longer.



Photo courtesy of Pacific Rim Hospice Society

The Coastal Family Resource Coalition and the Pacific Rim Hospice Society would like to thank the BC Community Response Network (BC CRN) for funding this assessment, and the Tofino and Ucluelet Co-ops for their donations of gift cards for survey respondents.



## PROJECT TEAM

Janine Croxall  
Research Assistant  
*Pacific Rim Hospice Society*

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Community Needs Consultant and Trainer  
*Pacific Rim Hospice Society*

Tarni Jacobsen  
Executive Director  
*Pacific Rim Hospice Society*

Faye Missar  
Community Developer  
*Coastal Family Resource Coalition*

Brett Freake  
Program Coordinator  
*Coastal Family Resource Coalition*

## EXECUTIVE SUMMARY

In the fall and winter of 2020, the Pacific Rim Hospice Society in collaboration with Coastal Family Resource Coalition and the West Coast Senior Services Network undertook an assessment of the needs and gaps in services for Elders and older adults (55 and better) in ten remote and rural west coast communities on Vancouver Island. Due to the lack of assisted living facilities, long term care homes, and other suitable housing options many older adults and Elders leave the west coast when their needs exceed the available services. Our aim was to understand the kinds of upstream, in-home assistance and supportive services vulnerable older adults need to live thriving, happier lives in community and age well in place.

To meet this aim we focused our research on the needs and services that put health and well-being first, such as accessible prevention and psycho-social services. We discovered that an essential step toward this goal is fostering trusting relationships built through companionship and casual check ins. In order to accomplish this necessary upstream step, service providers in each community require stable, on-going funding to hire year-round staff. West coast older adults and Elders share a deep desire and need for social connection and stressed the importance of opportunities to gather around food, with or without a focus. Simply gathering with snacks was a repeated and important request.

An additional first step is increased support for caregivers, who provide the majority of support for regional older adults and Elders. Support and care for these individuals is essential as this in turn helps to reduce older adult abuse and neglect, caregiver burnout, increases social connection, and connection to community resources. More detailed information on our key findings can be found in the Recommendations and Conclusions section of this report.

It is our hope that service providers find this report informative and helpful. We recommend taking time to read Appendices B to D as they contain valuable insights, including a full list of program requests from older adults/Elders and needs and gaps identified by service providers. Moving forward, we hope the west coast is a place where people can live well their entire lives.



*Photo courtesy of Westerly News*

## INTRODUCTION

### PURPOSE

This report aims to help local service providers create programs and source funding in order to support people to thrive in their communities, and to live happier and healthier in their homes for longer as they age. Our primary aim was to understand regional needs (as well as gather feedback on programs that are working well), identify what can be improved upon, and what needs to be developed. We have done our best to make a report that is easy to read, and assists with program planning and funding requests.

### COLLABORATORS

This report was carried out by the Pacific Rim Hospice Society in collaboration with the Coastal Family Resource Coalition and the West Coast Senior Services Network (WCSSN). The WCSSN is an informal coalition of senior service providers that works to improve services for older adults on the west coast.

### SCOPE

This report addresses the core question, “what supports are needed to help local older adults and Elders live happier and healthier at home, for longer?”. In order to stay within our capacity, we focused on non-medical services and excluded housing from our scope. Both medical services and housing are clear needs in the region, and we are grateful for the work being done on these issues by other organizations and groups.

As a result, this report focuses on the following priority needs as identified in previous reports, such as the regional Age Friendly reports and those listed in Supplemental Resource 4:

- Non-medical home support, e.g. assistance with light housekeeping
- Food access
- Transportation
- Social inclusion
- Communication
- Caregiver support

We sought information from ten communities: Ahousaht, ACRD Area C, Esowista, Hitacu, Hot Springs Cove, Macoah, Opitsaht, Tofino, Ty-Histanis, and Ucluelet.

### METHOD

To meet this goal, we sought information and insight from two key populations: vulnerable older adults, and the service providers who work to support them. Between October 2020 and December 2020, we:

- Interviewed 23 local and regional service providers through phone call interviews and email follow ups.
- Carried out an older adult needs’ assessment and gap analysis through online and hard copy surveys, as well as follow up phone calls.

## OVERVIEW

The body of the report highlights key findings from both our service provider interviews and the older adult survey. We identify limitations, key themes, and next steps. In the appendices you will find data useful for your program planning and grant requests. These include regional demographics, a full list of program requests from older adults and Elders, and needs and gaps identified by service providers. The supplemental documents include an inventory of existing services and funding opportunities.



Photo courtesy of Jan McDougall

## LIMITATIONS

Due to the limitations listed below the data gathered for this report is not representative of all the older adults, service providers, or communities. Our goal was to be inclusive and respectful, and to hear voices from across the region. We hope we have achieved this goal.

The authors of this report acknowledge that there was insufficient collaboration with, and leadership by local First Nations Elders, communities, and older adults in the project design stage. Additional concerns arose regarding reporting out findings on a regional scale, i.e. when is it appropriate to identify community-specific needs and strengths and when is it not appropriate? Moving forward, engaging stake holders (older adults and Elders, First Nations communities, etc.) in the project design stage is an important step that ensures the needs of older adults and all communities are being met and that trust and relationship-building is a guiding principle of the work.

## DEFINITIONS

- **“Older adult”**: community members aged 55 years and older (encompasses Elders and seniors).
- **“West coast”**: the geographical focus of this report. The far western communities of Vancouver Island, BC: Hot Springs Cove, Ahousaht, Opitsaht, Tofino, Esowista, Ty-Histanis, Ucluelet, Hitacu, Macoah, and Area C of the Alberni-Clayoquot Regional District. This includes two municipalities (Tofino and Ucluelet) and five Nuu-chah-nulth Nations (Hesquiaht, Toquaht, Ahousaht, Yuułuʔiłʔath, and Tla-o-qui-aht First Nations).

*“The United Nations Decade of Healthy Ageing (2021-2030) is an opportunity to bring together governments, civil society, international agencies, professionals, academia, the media, and the private sector for ten years of concerted, catalytic and collaborative action to improve the lives of older people, their families, and the communities in which they live.”*

~ World Health Organization

[www.who.int/initiatives/decade-of-healthy-ageing](http://www.who.int/initiatives/decade-of-healthy-ageing)



## SERVICE PROVIDER INTERVIEWS

### PROCESS & PURPOSE

Interviews were conducted with 23 local and regional service providers representing a broad range of community services including homecare nursing, community paramedicine, municipal and First Nations governments, and several charitable organizations. We aimed to gather a comprehensive list of regional services, and input and expertise from service providers on the needs and gaps of older adult services and programming.

Participants were emailed a list of questions to help them prepare for a 30-60-minute phone call interview, and roughly half the participants were sent summary notes for review and feedback. Please refer to *Appendix B* for service provider interview questions and responses.

Service providers shared valuable insight on how best to connect with clients and the local older adult population, as well as the barriers and limitations they face in connecting with the region's marginalized populations. Service providers were also asked to identify services they would create if funding was not a barrier.

### LIMITATIONS

Service providers spoke to their own experiences and insights. We recognize that individual voices are not representative of a whole community, organization, or service provider. We have done our best to represent our findings without singling out any one community, service provider, or individual.

Due to the project timeline and the Coronavirus pandemic, data collection was limited to phone interviews. Service providers are already overburdened, and the pandemic further limited their availability. We regret that we were not able to meet in person or in groups to discuss these issues, yet we are deeply grateful for the time they were able to give to this project.

The project would have been aided by deeper relationships between the interviewees and the research assistant. We suggest hiring local Indigenous research assistants to lead the interview design and process with the Nations.

### KEY THEMES

#### **Stable Funding and Consistent Staff**

Overwhelmingly, service providers identified similar needs and challenges to supporting older adults: a need for ongoing stable funding for additional permanent staff, both to support the region's older adult population and to coordinate care, as well as a dedicated space for older adults to gather. Service providers relayed complaints from their clients about inconsistent support staff and high staff turnover, as well as programs they enjoyed that ended due to a lack of on-going funding.

*“The garden project was going really well but then funding was lost.”*

### **Interconnected and Urgent Needs of Older Adults: Companionship, Transportation, Food**

When presented with a list of needs to rank in order of priority (transportation, food, non-medical home support, caregiver support, community and social inclusion, information sharing), service providers expressed difficulty ranking and instead expressed the interdependent nature of support. Three needs emerged most frequently and were identified as the basis for older adults thriving and client engagement: (1) companionship and friendly visiting, (2) transportation, and (3) giving food as a way to build connection. Across almost all interviews these needs were identified as the first priority for increasing health outcomes, building trust, and helping older adults remain in the region.

Service providers stated that the key to learning what older adults need are casual conversations and time spent together, i.e. relationship building. Within trusting relationships individual and collective needs can be disclosed. Once service providers understand the deeper needs they are able to build more impactful programs and support. These needs often emerge in informal conversations and are often not discovered through direct questioning. Time spent in informal conversations and companionship allows these conversations to emerge, as the requisite trust is built. Food, specifically soup, was identified as both deeply appreciated and helpful in building the relationships necessary for these conversations. Gathering over food was also stated as a major request by older adults themselves, both to service providers and in our older adult survey discussed in the next section. Giving and bringing of food is culturally appropriate for many. While it was noted that food support may not be a dire need for all clients it is deeply appreciated, builds trust, enables greater connection, and is culturally appropriate for many.



*Photo courtesy of Forest Glen*

*“The first priority is having a friend or caregiver to keep track of the older adult, to build trust. This will lead to the other priority needs being addressed.”*

*“There needs to be someone who can hang out with older adults. Someone who can say ‘is there anything you need a hand with’ and then just sit beside them and do it.”*

### **Trust Building: Wrap Around Care and Upstream Approach**

By meeting the interconnected needs discussed above, service providers will be able to build the relationships necessary to support older adults as their needs evolve over time. Service providers stressed the uniqueness of each community and each older adult. It was noted that the settler population of older adults often moved here seeking an independent and self-reliant lifestyle. Often, as they age, they are reluctant to ask for help or change their lifestyle. Similarly, it was stated that a number of older adults and Elders in the First Nations communities are private or may be reluctant to ask for help. By building relationships not based on need, but rather offering of food and companionship, trust can be built that may make it easier for older adults to seek greater support and care, either presently or in the future.

Service providers noted that it is important to be able to provide referrals, and to share information and updates regarding older adults' capacity between service providers. For instance, if a home care assistant notices a change in capacity ideally, they would be able to communicate this change to the older adult's doctors and other supportive services. Arrangements would need to be made in advance to ensure client confidentiality is respected and upheld at all times.

### **Structural Racism and Impacts of Colonization**

From the interviews a distinction arose between the structural barriers faced by the First Nations communities and settler communities. First Nations communities, Indigenous older adults, and Elders face structural racism and the results of ongoing colonization, including poverty and negative health impacts. These instances of structural violence have direct impacts on Indigenous peoples' ability to live longer, healthier lives. It is important to note these issues are not a 'lack' within First Nations communities but rather an act of harm inflicted from the outside in. Of important note, service providers identified stronger social supports for and connections with Elders within the Nations and identified less severe social isolation than within settler communities. Our intention with the report was not to draw distinctions between Indigenous and settler communities, however the data revealed these differences.

There is a deep need for settler communities and service providers to recognize ongoing and historic harm caused by all levels of the Canadian government and Canadian citizens, and to make amends and repair for present and past harm. This work is essential to building relationship and rebuilding or establishing trust. Hope lies in moving into right-relationship: education for settler communities regarding past and present harm, support for Indigenous sovereignty and self-determination, as well as redistribution of resources from settler communities to First Nations.

### **Social and Community Inclusion and Communication**

Overwhelmingly, across communities, service providers indicated their clients were lonely and desired more social connection. The degree of isolation varied yet it was consistently stated as an urgent and on-going need.

*“They are all lonely.”*

Feedback from clients has indicated a desire for opportunities to gather (the program or event offered is of less importance than the need for connection). When requesting opportunities to socialize, older adults expressed an interest in chances to gather over food or at cultural events. Service providers said these events are frequently requested, well attended and appreciated.



*Photo courtesy of Forest Glen*

*“Social programs are a high priority for our current group. They have expressed that a simple meet and greet space with coffee is what they desire.”*

Barriers to greater social inclusion include information sharing about events, a need for relationships that draw older adults to events, and transportation. The solutions mentioned under Interconnected and Urgent Needs identified above work to address these barriers.

Many clients prefer face to face or in person communication and it is important to note that some older adults in the region cannot read and are therefore missed entirely by print based communication. Service providers stated that the time required to telephone older adults to inform or follow up is beyond their capacity within their existing duties, however it is a need that should be addressed. This presents issues for services and events that are promoted solely online.

*“Weekly updates and check ins seem to be generally appreciated; if too much time lapses, they may feel forgotten or left behind which is why it is important to stay engaged and consistent.”*

*“Wellness checks and friendly visiting would be super helpful, even just phone calls once in awhile are REALLY IMPORTANT... friendly eyes on the seniors.”*

*“Clients not on our email lists are left out of almost all programs and offerings.”*

Online communication and technology present three distinct challenges. (1) Some adults are simply not interested. They either find it difficult, disinteresting, or dissatisfying, preferring instead to learn about events in person or through analog sources.

*“This is not a ‘digital native’ population, that is not the issue. They are less comfy connecting digitally, it’s less fulfilling, and not integrated into their day-to-day like Millennials.”*

(2) Support and training is needed for older adults who are interested but do not have familiarity with technology or social media platforms. Additional support includes access to tablets and computers. Some service providers noted that there was an explicit desire for computers and not tablets. (3) Service providers who work with more marginalized populations identified a need for financial support for access to internet or phone services and stated financial barriers to communication prevent their clients from greater social connection and support.

*“Elders posting to social media get help often within minutes.”*

Many service providers noted that while they would like to, they are not yet reaching the most isolated or marginalized older adults. Solutions identified include building relationships by establishing connection with their friends, family, or caregivers, through connections with the community paramedics and home care teams, and advertising on posters, mail, radio, and newspaper.

### **Transportation**

Transportation was identified as a need across all communities, with some facing unique challenges. Several communities require boat transportation which is costly and weather dependent. The road to Macoah is an underserved and often rough logging road ideally requiring a 4x4 vehicle with drivers who know how to change flat tires. Since 2017, Wheels for Wellness has been a huge help in meeting some of the need for out-of-town appointments, but some limitations were expressed: gravel roads, coordination stress and challenges, the need for more bathroom breaks than are available en route, the distance must exceed 60KM+ one way. While the service is much appreciated it does not meet transport needs between west coast communities. Service providers also relayed that the cost related to personal vehicle upkeep, gas, and insurance were barriers for a number of their clients, as was their comfort level with driving, especially after dark or in winter weather.

If vehicles are purchased for older adult services and programs, mobility limited and wheelchair accessible vehicles are an important consideration, as well as having a bathroom on board. An onboard bathroom with frequent anticipated breaks, along with the ability to request a pause would be helpful.

Hope lies in funding for initiatives like regional public transit that includes stops within First Nations communities, taxi and ridesharing vouchers, and a 15-seat passenger bus for community use.

### Food

Organizations and services that provide food support to older adults noted that their services are well used and there continues to be a need. Service providers who do not provide food support stated both that they did not identify an urgent need, but that this does not mean it is not needed.

*“Food preparation and delivery would be very beneficial.”*

*“A program of this kind needs to be affordable, subsidized or free, and nutritious.”*



*Photo courtesy of Forest Glen*

The significance of gifts of food and food delivery was noted in multiple interviews:

*“Prepared food is ALWAYS well received.”*

*“One local business did a dinner for seniors... it made their YEAR!”*

Soup came up a number of times as an extremely well received food item.

### Non-Medical Home Support

Across all communities increased non-medical home support was identified as an urgent need. Within First Nations communities Home Care Nurses, Homemakers, and other services provide support, however additional and permanent staff are required to meet the need. Within settler communities this support is either a gap in services or inconsistent, under funded, and much needed.

### Caregiver Support

Many service providers noted that much caregiving and older adult support is primarily being provided by family, friends, or relatives, resulting in two things: (1) the number of older adults in need of support is lower than known and (2) there is a need for support for regional caregivers to prevent burnout. This support could include: homemaking and food support for older adults, personal support for older adults and their caregivers, and training for all community members (both young and old) on how to care for elderly parents, grandparents & themselves.

## COVID-19

Covid-19 is making it harder to reach older adults and is exacerbating loneliness, isolation, potential for abuse, mental health issues, and substance use. Service providers said they are losing clients, or their clients are forgetting about them. The lack of in person events is creating a disconnect from vulnerable groups, as well as preventing the informal communication opportunities which provided essential information to both service providers and older adults.

The online communication issues mentioned above are particularly pressing during the pandemic. The solutions mentioned above are relevant here with the addition of training on Zoom and other digital communication services.

During the pandemic, phone calls present the best opportunity for on-going connection with older adults. Service providers stated that everything is more difficult now, save phone calls, which aside from issues of cost to the older adult provide the most access and connection. To address the issue of cost, phone cards could be provided as gifts to aid in connection during this time.

*Further information is available in Appendix B: Service Provider Interview Highlights.*



*Photo courtesy of Jan McDougall*

## OLDER ADULT SURVEY

### PROCESS & PURPOSE

Our aim was to gather feedback directly from local older adults to learn about their experiences: what services are working well, which could be improved upon, which services would help them live healthier, happier, longer lives on the west coast, and how best to communicate with them (i.e., digital vs. analog etc.).

Given the short time frame available to the project, as well as the Coronavirus pandemic, we used hard copy and digital surveys to gather feedback. Hard copy surveys were 3 pages double sided and size 14 font. They were available for pick up and drop off at the Tofino and Ucluelet Co-ops, the Ucluelet Community Hall, and delivery by request. A table was hosted at the Tofino Co-op during senior shopping hours one morning to engage directly with older adults and hand out surveys (this was not repeated due to the second wave of the pandemic). Social media and email lists were utilized to advertise the survey and eleven service providers planned to distribute surveys. Our intention was to utilize project partners (such as Community Paramedics, Home and Community Care Nurses, and Outreach Workers) to help reach individuals not currently participating in programming, not reached by online marketing, or who may be most vulnerable. However due to the pandemic and resulting complications, what we (and the service providers) initially thought was possible in survey distribution, was not.

### RESPONSE

A total of 167 older adults responded to our survey. Online surveys were estimated to take fifteen to twenty minutes to complete, if respondents filled in every question including the open, qualitative ones. However, most participants engaged with the online survey for only five to ten minutes. Both online surveys and hard copies allowed participants to submit as many or as few responses as they were comfortable answering.

- 64 surveys were completed on paper
- 103 surveys were completed online via Simple Survey
- 94 respondents selected to enter the draw for 1/2 Co-op gift cards valued at \$100 each
- 65 respondents requested to be contacted with updates on upcoming older adult services and programs
- 11 respondents requested a follow up call

Given the limitations listed below, our survey primarily reached older adults not in our target population. Most survey respondents were active, more affluent than those needing the kind of programming we were seeking insight on, and already well served or not yet in need of services. As such we have not gone into detail summarizing the survey results. Instead, we recommend service providers review *Appendix C* for a complete summary of the survey questions and results, where the data is organized into a series of easy to read graphs. *Appendix D* will also be useful to service providers, as it contains information from the long



form questions where older adults identified which services they experience as working well, which need improving, and those they would like to be developed.

## LIMITATIONS

There are 1,369 older adults across the west coast (our best current estimate, see *Appendix A: Demographics*), and with 167 survey respondents this gives us a 12% response rate. While this is high enough for statistical accuracy, given the limitations detailed below, the data gathered is not statistically accurate. As such the results are not representative of all older adults, nor of the west coast communities, and should not be construed as such.

### Target Population

The primary respondents to our survey were not our target demographic. A main aim of our survey was to connect with older adults who currently need support to live longer, healthier, happier lives at home and/or who feel isolated and desire greater connection. Only 7% of respondents stated they 'often' or 'always' feel isolated, 37% said 'sometimes, while 56% of respondents stated they rarely or never do. About a quarter of respondents identified as living alone (28%). The majority of respondents stated they are active, do not need help at home (72 – 86%), have adequate access to transportation (85%), and have access to internet at home (91%).

We know from our conversations with service providers that there is a large demographic of older adults in the region who have expressed a need for greater support than is reflected in our survey results. We believe the reasons our data does not reflect this is due to our methodology, the limitations listed below, and other limitations of which we are not yet aware. Due to the Coronavirus pandemic, we relied heavily upon social media and the contact lists of local service providers. Given this we were able to access populations who are already easy to reach or are currently accessing services. As such our survey results are not indicative of the most marginalized populations and those who may be most in need of support.

While the survey did not help us to answer all the questions we sought, we were able to gain a better understanding of the needs and gaps of the populations we are currently reaching. By meeting their needs better now, and building trusting relationships before they need advanced care, we can build the connections necessary to provide support later on.

### Older Adult Participation and Relationship Building

Greater inclusion and participation of older adults in the survey design, question selection, distribution, and project framing would have significantly aided the project. This was limited for several reasons as listed below. The project would have been richer had they been included in a meaningful way at every stage of the



Photo courtesy of Westerly News

project. We recommend future projects adopt a ‘Nothing About Us Without Us’ approach. For information about this approach see the Recommendations section for details.

Service providers also warned that many older adults are not interested in completing surveys and would want to understand how the data is being used, by whom, and how it will help them.

Without pre-existing and established relationships with the five First Nation communities we lacked the trust necessary for meaningful engagement and support. A few service providers expressed reluctance to share the survey, due in part because of discomfort with the questions and how the information would be used. They explained that trust has been broken in the past, that Elders must be respected, and their privacy respected and not intruded on in this way. We are deeply grateful for the honesty, vulnerability, and trust that was given to us in this sharing, and we will do our best to move differently going forward. As was mentioned in the previous section, there is work to be done by settler communities, governments, service providers, and individuals, to not only build relationships but repair past and on-going harm.

### **Coronavirus Pandemic**

The impacts of the coronavirus pandemic cannot be overstated. It impacted everything from methodology and implementation to staff capacity. We are grateful for everyone’s contribution during these unique and challenging days.

Service providers who initially offered to distribute surveys were challenged in doing so when the second wave of lockdown began on November 17th, (the day after the survey went live) and continued for the duration of the project. The highly contagious nature of the virus and the vulnerability of our target population created significant barriers in the timing of this project. Given the nature of the services we are exploring, many of the questions are quite personal and would have been better asked in person, through established trusting relationships.

*“Trying to get surveys out proved to be quite difficult. We got very busy in November with clients. In ‘normal’ times, I would have had a better opportunity to connect with our clients.”*

### **Geographical Gaps**

None of our survey respondents self-identified as living in the communities of Ahousaht, Esowista, or Hot Springs Cove, and only a couple of respondents were reached from Opitsaht and Ty-Histanis.

### **Issues with Questions Themselves**

Refer to *Appendix C: Older Adult Survey* for more information regarding misinterpretations and clerical error.

## KEY THEMES

### Priority Needs

In question 4, survey respondents ranked our focus areas as most needed in the following order:

- 1<sup>st</sup> Community and social inclusion
- 2<sup>nd</sup> Home support
- 3<sup>rd</sup> Information access and exchange
- 4<sup>th</sup> Transportation
- 5<sup>th</sup> Caregiver support
- 6<sup>th</sup> Food delivery and hot meals.



*Photo courtesy of Pacific Rim Hospice Society*

### What's Working Well & What Needs Improvement

Questions five and six of the survey will be of particular interest to service providers for program planning and improvement. These questions asked older adults to identify which programs are currently making a positive impact in their lives, which could be improved upon, and which services would help them stay active and live at home longer. We highly recommend you read *Appendix D* which lists older adult responses in more detail. Below is a brief synopsis of requested additional programs or services:

- **Transportation:** There is a need for public transit between communities, and to west coast medical appointments as well as those out of town.
- **Food:** A meals on wheels type program which delivers premade meals, as well as community potlucks and cultural gatherings with food.
- **Non-medical home support:** Reliable and affordable handy people and home care assistants; additional seniors living complexes and long-term care living.
- **Medical health:** Respite care; local specialists including optometrist and podiatrist/foot care; dependable homecare assistants and back up emergency support if caregiver ill/unable to provide care and when in crisis.
- **Social inclusion and participation:** More opportunities to gather around food such as 'tea and chat'; the creation and expansion of a seniors coalition to discuss and advocate; a decrease in the number of tourists, as tourist season makes it harder to gather; opportunities for seniors to pass on knowledge (skills, etc.); opportunities to highlight the value and contribution of seniors; lower cost events; seniors trips; day time activities; space to gather, both indoor relaxing spaces and outdoor covered spaces.
- **Information Sharing:** Phone call check-ins and reminders; Elder advocates; senior section in the local paper; event updates via phone calls and social media; help learning technology.

### Information Sharing

The majority of respondents get information about news, resources, activities, and events by word of mouth (67%), followed by the local newspaper *Westerly News* (54%), Facebook/Instagram (48%), and then municipal websites (32%). We know from service provider interviews that many clients do not have internet. While only 9 out of 55 respondents said they do not have internet, 44 out of 55 respondents said they have trouble using technology. Therefore, even within demographics that have easier access to online information sources, there are still barriers to access. This encourages us to think differently about how we communicate with older adults and explore alternatives to only using online forms of outreach.

*Further information is available in Appendix C: Older Adult Survey and Appendix D: Services & Needs as Identified by Older Adults.*



*Photo courtesy of Ucluelet Parks and Recreation*

## CONCLUSIONS & RECOMMENDATIONS

### RECOMMENDATIONS

Service providers and older adults expressed a number of excellent suggestions and recommendations. There were three main requests from older adults: opportunities to gather and socialize around food, regional transportation support, and a desire to be more socially engaged. Please see *Appendix B: 1.0* for additional service provider details and recommendations, and *Appendix D* for older adult suggestions.

#### 1. Trust and Relationship Building

Trust and relationship building are key recommendations of this report. Both older adults and service providers have stated that relationships are what draw most older adults to events and what keep them engaged in community. Through relationships between older adults and service providers many of the root issues to reaching older adults and supporting them to age well in community will be addressed.



*Photo courtesy of Westerly News*

- 1.1. **Upstream Support; relationships established before older adults are in crisis:** Many west coast older adults are ‘fiercely independent and self-sufficient’ and fear losing their independence. As such it is vital that we build relationships before contact is seen as a threat to identity and sense of self. If relationships are developed before this point, older adults are more likely to open up about the barriers and issues they face. Many older adults leave the region as they age due to a lack of services or lack of connection to existing programs. If relationships and trust are built with older adults before they are in crisis or need a higher degree of care services, programs and supports can be established, or links to existing services can be created before the needs present themselves, enabling them to age at home and in community.
- 1.2. **Ideally each community would have an older adult champion and/or support person from that community.** These people would provide friendly visiting, social check ins, support booking appointments and providing appointment reminders, as well as light house work and food preparation.
- 1.3. **We suggest these relationships begin with in person visits involving food and offers of free support as needs arise in casual conversations.** By developing relationships based on companionship and the sharing of food trust can be built enabling older adults to request greater support and care, either presently or in the future.

- 1.4. **Having dedicated older adult support workers in each community.** These positions could help identify their unique needs, create targeted programs and services, and ideally ease service providers' caseloads across the region.
- 1.5. **Past and ongoing harms enacted against First Nations' communities have led to an understandable lack of trust and presents barriers to deep and meaningful relationships.** As discussed in greater detail earlier, there is a need for healing and trust building between settlers and First Nation communities. Service providers would be well served to take an active role in this process. Developing a regional understanding of the historic and present-day context of settler colonialism and the impacts of historic and ongoing colonization is crucial to forming the basis of these relationships. There are multiple Indigenous led organizations and consulting firms that provide training and support for organizations as they dig deeper into this work.

## 2. Program Development

- 2.1. **A 'Nothing About Us Without Us' approach.** In light of both survey responses and service provider feedback we recommend a 'Nothing About Us Without Us' approach to program planning and development. NAUWU places older adults at the centre of decision making and enables them to set goals and determine the best route to meeting their needs. In our survey older adults directly requested the opportunity to use their skills and experiences in their communities. Given that they are the experts in their lives, there is an opportunity for them to help build the services they need both now and in the future. We recommend involving older adults along a spectrum of needs, from upstream support to those already in need of and receiving support.
- 2.2. **Abundance, trust, and acceptance as the guiding principles of program planning and development.**
  - 2.2.1. **Root in abundance, instead of regulation.** If a program provides free services, such as transportation vouchers or meals, trust that older adults most in need will make use of the program. If older adults who are able to provide for themselves make use of the service, trust that there is an abundance of resources to support them as well and that their inclusion is beneficial. Do not require proof of need for participation, as this is a barrier for those most in need.
  - 2.2.2. **Move at the speed of trust.** Allow the relationships with older adults and between communities to guide program development. Build the necessary programs and supports as needs emerge and as trust develops.
  - 2.2.3. **Accept the decisions and limitations of older adults.** Given the feedback from older adults and service providers we recommend meeting older adults 'where they are at' and developing programs around their stated needs and goals. Some older adults may not want to live longer, healthier, happier lives on the coast as they age, and that is their choice to make.

- 2.3. **Incorporation of existing goals and plans into program planning and delivery.** For example, several First Nations' service providers expressed a desire to prioritize implementation of their strategic and cultural planning to "care for and hold up our Elders".

### 3. Program and Service Recommendations

- 3.1. **A program similar to 'Better At Home'.** We recommend the development of a program or programs which provides nonmedical supports such as friendly visiting, homemaking, transportation, prescription pickup, reminders and liaising with service providers and medical support would be of service to the region.

#### 3.2. Food support

- 3.2.1. **A program similar to Meals on Wheels with an emphasis on soup,** which was repeatedly cited as both deeply appreciated and highly desired by older adults and service providers.
- 3.2.2. **Expanding and developing additional opportunities for older adults to gather and socialize around food.** The event or activity is of less importance than the opportunity to gather, have informal conversations, and build connections.

#### 3.3. Non-medical home support

- 3.3.1. **Free or affordable support for home repair and cleaning is extremely important.** Especially in cases in which seniors require in-home support from VIHA staff. If older adult homes are deemed to be unsafe (in disrepair or unsanitary) then VIHA staff may not be able to enter the homes, resulting in the older adult needing to leave their community and be placed in care. To avoid this outcome there is a need for 'Friendly Eyes' on seniors, as well as affordable or free home support. Again, this points to the need to develop relationships upstream and identify needs and provide supports before older adults are forced to leave their homes.

#### 3.4. Transportation

- 3.4.1. Public transportation, volunteer driving services, or shuttles between communities for errands, events, and to local and regional medical appointments are needed.

#### 3.5. Social inclusion

- 3.5.1. A phone-call based friendly visiting program is highly recommended as a method of trust and relationship building.

3.5.2. **Feedback indicated that almost any social programs would be of interest so long as they are affordable and easy to get to** (i.e., daylight hours and transportation is available). Older adults listed multiple ways they would like to be included in community and increase their social connection. Suggestions varied along ability and desire, ranging from requests to share their skills and experiences, to an interest in advocating for older adult needs, to a simple desire for visits and phone conversations.

### 3.6. Outreach

3.6.1. **Enhanced outreach could be accomplished through local newspapers and radio stations.** It was suggested that both could have a section or a program specifically for seniors providing information on news, events, programs, and services. Both options could be led and directed by older adult volunteers or groups and content could be created by request (i.e., song selection, program profiles, etc.)

3.6.2. Programs would be well served by phone call reminders and check ins with older adults.

## 4. Infrastructure

4.1. A senior's centre with a social venue that offers events and wellness clinics is desired.

4.2. A regional bus or vehicle that is wheelchair accessible and with an onboard bathroom would be ideal.



*Photo courtesy of Pacific Rim Hospice Society*

## 5. Survey Implementation

While we were limited in our information gathering approach due to the Coronavirus pandemic, relying solely on a survey gave us unique insight that we would like to share in the hopes of helping others.

5.1. **The importance of in person conversations cannot be overstated.** Both in terms of creating a survey and for reaching your target population. Without in person conversations, we were not able to clarify our intention or adapt when our target population was not reached. We recommend casual in-person gatherings, with food, in each community to build relationships and hear from older adults at every stage of the process, from project and survey development to planning and execution. We would have benefited greatly from conversations such as these, both in small and large gatherings.



- 5.2. **When starting the research process, we suggest starting with in-person forums and ask questions that focus on strengths of each community.** Ask questions like: How would you like to engage in this process? How do you feel comfortable giving input? What are ways you would like to gather with your family and community to make plans for your future?
- 5.3. **We recommend that surveys are distributed and collected by members of the community in which they are completed.** Our program would have benefitted from hiring a local research assistant in each community.
- 5.4. **To offset the possibility of reaching a demographic that does not yet need your services, consider using your survey as an opportunity to get people thinking about what they may need in the future** (what supports do you anticipate needing in 2, 5, 10 years?), provide education on the topics they may want to consider for future planning (who will look after you if you become less independent?), and ask them what their goals are for their aging process (would you like to age at home or in care?).

## CONCLUSION

Sometimes the simplest solution is the best solution. We know that many west coast older adults leave their homes when their needs outgrow the available services. We also know that it can be hard to ask for what we need without pre-existing caring, trusting, supportive relationships. In order to know what vulnerable older adults need in order to live longer, happier, healthier lives at home, we must first get to know them so they feel comfortable asking for help when they need it.

Throughout the vast majority of our interviews and surveys the desire for greater socialization, informal conversations, and consistency of staff came up again and again. Over the course of our project, it became clear that the single biggest need and barrier is stable, on-going funding that allows time for staff to ‘just be’ with older adults. Time and companionship allows older adults to feel safe so that they can share their needs and desires. Only through these relationships will we be able to build the programs and supports that older adults need to stay in their communities and with their loved ones.

We highly recommend service providers take the time to read *Appendices B-D* as they contain invaluable information from regional older adults and service providers.

We are deeply grateful for the insight, generosity, and time that has been given to this project. We hope the information we have gathered moves us closer to our goal of a more loving and inclusive west coast.



# WEST COAST OLDER ADULT NEEDS ASSESSMENT 2020

~ APPENDICES ~



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## APPENDIX C: Older Adult Survey

## APPENDIX D: Services & Needs as Identified by Older Adults

## APPENDIX A: Demographics

Fig. 1: Demographics 55yrs+ Comparison By Community

COMMUNITY	Vital Signs 2018 Total Population	CENSUS 2016 Age 55+ Years	2020 <u>Self-Reported</u> Age 55+ Years	Percentage of Community Aged 55+ Years
Ahousaht	1100	95	x	8.6%
Alberni Clayoquot Area C	677	200	x	29.5%
Hot Springs Cove	44	x	25	56.8%
Hitacu	369	55	56	14.9%
Macoah	32	x	14	43.8%
Opitsaht	155	20	22	14.2%
Tofino	1932	455	455	23.6%
Ty-Histanis / Esowista	302 / 129	30	33	7%
Ucluelet	1717	475	x	27.7%
TOTAL	6,457	1,369 *includes 2020 self- reported value as "x"		21.2%

\*\*\* Percentage of Community Aged 55+ Years was calculated using Census 2016 column and Total Population

### Percentage of Community Aged 55yrs+ from youngest population to oldest population demographics:

Ahousaht	8.6%	Opitsaht	14.2%	Area C	29.5%
Ty-Histanis/Esowista	7%	Tofino	23.6%	Macoah	43.8%
Hitacu	14.9%	Ucluelet	27.7%	Hot Springs Cove	56.8%

According to the estimates **21.2% of the population of the west coast region is 55yrs+**, however each individual community has unique demographics which affect their needs and therefore their support programs and staff requirements.

**Fig. 2: Demographics 55yrs+ Breakdown By 5yr Intervals**

Age in Years:	55-59	60-64	65-69	70-74	75-79	80-84	85-89	90-95	95-99	100+
Ahousaht	30	25	20	10	0	5	5	0	0	0
Alberni Clayoquot Area C	60	65	50	15	5	5	0	0	0	0
Hot Springs Cove	x	x	x	x	x	x	x	x	x	x
Hitacu	15	15	10	5	0	5	5	0	0	0
Macoah	x	x	x	x	x	x	x	x	x	x
Opitsaht	0	5	5	5	5	0	0	0	0	0
Tofino	110	120	105	55	35	20	10	0	0	0
Ty-Histanis / Esowista	10	5	5	5	0	5	0	0	0	0
Ucluelet	120	120	95	75	25	15	10	10	5	0
<b>TOTAL (is missing 2 communities: Macoah and Hot Springs Cove)</b>	<b>345</b>	<b>355</b>	<b>290</b>	<b>170</b>	<b>70</b>	<b>55</b>	<b>30</b>	<b>10</b>	<b>5</b>	<b>0</b>

TOTAL: 1,330 + Macoah (14 ) + Hot Springs Cove (25) from Fig.1 Table = **1,369**

## APPENDIX B: Service Provider Interview Highlights

### 1.0 Goals If Funding Were Not A Barrier

#### 1.1 Projects:

- 'Family Handbook' for questions family and community members can ask themselves to make decisions for loved ones (when they need which supports, when to seek more guidance, when certain mobility equipment needed in home, etc.)
- 'Older Adults Skills Inventory' (who to contact and how)
- Daily reminder calendars on fridge
- Resource list for 'West Coast Home Supports' (contractors, cleaners, etc.)

#### 1.2 Capital Purchases:

- Medical equipment, like for scans, to reduce travel out of region
- Laptops
- Wheelchair accessible vehicle(s)
- Van with removable seats
- Paved road to Macoah
- 4x4 van to transport Elders in and out of Macoah
- "Handy Dart"
- 15 passenger bus (with easy access and scheduled runs)
- Outdoor covered areas
- Dedicated 'Seniors Centre'
- 'Elders' Home' communal living
- 'Hospice Home' & 'Long-Term Care' facility
- Respite care space
- Assisted Living
- Long-term subsidized housing
- New Hospital

#### 1.3 Programs:

- 'Better At Home' style home support programming
- Taxi vouchers for those needing transport
- 'Work Buddy Program' (a partnership training opportunity where older adult health providers who can no longer do heavy lifting have a younger partner trained to help)
- Driving network (staff or volunteer led)
- 'Care for the Caregiver'
- Respite care
- 'Understanding Your Elder'
- Friendly visiting
- Wellness checks – 'Friendly Eyes on the Seniors'
- 'Better with a Buddy'
- Volunteers to help with administrative tasks
- Education: older adult abuse / self-neglect / neglect
- Training kids / youth in how to help look after their older family members

- Elder and older adult advisory groups
- Intergenerational programming
- Elders connecting with Elders from other FN communities
- Friendly phone calls (with contact list creation/expansion)
- Phone list call-outs (5-10 volunteers “Do you need a ride to...”)
- First Aid training
- FoodSafe training for homemakers, staff & volunteers
- Weekly lunches / Soup / Meals-on-Wheels
- Regular social gathering where people come together to make food
- Community food gardens
- Tech support (education, 1-on-1 help, funding for internet/phone data)
- Youth 1-on-1 with older adults to teach tech navigation

#### 1.4 Staffing:

- Volunteer coordinator
- 55+ recreation position
- Dedicated staff in each community who can provide older adult programming and advocacy / assistance
- Health care / specialists of all sorts (more, more hours, visiting remote communities more frequently)

## 2.0 What Is Working Well

- Senior and Elder lunches in most communities (pre-COVID)
- Considerably more robust health team than in the past
- There is now an occupational therapist, physiotherapist and rehab assistant on the west coast who can offer direct patient care in homes
- Great success building relationship between Island Health and NTC staff (as jurisdiction challenges for Provincial service vs FN service)
- Dedicated Elder Support and Cultural Support staff positions in some FN communities
- Wheels-For-Wellness to get to medical appointments that exceed 60km from client departure (must be paved road)
- FN Elders on-reserve all being served actively
- Communities doing a good job with helping out with food / COVID showing us we are really connected for food security
- Nurses do assessment & service plans for personal care or homemaking or both
- Hopeful for some increased access with upcoming west coast transit system
- Elders and older adults posting for help on social media often have helpful responses within minutes (access and navigation of tech so important)

## 3.0 Barriers to Accessing Services

- Geographic challenges for travel method, time and money
- Some are not able to access internet or even phone
- Lack of affordable and accessible housing
- Efforts to get to appointments a huge deal and struggle for some
- Resistance to medical system due to negative experiences in the past



- Insufficient staffing / staff turn-over
- COVID-19
- Fear of losing independence creates delays getting help / wait till in crisis
- If staff cannot enter a house due to it being in disrepair
- Lack of finances
- Illiteracy and hearing impairments
- Challenges navigating technology
- Reluctance to seek out new opportunities
- Not having previous relationships built
- Some do not want to be told they need help
- Wrong language (eg. Residential Care now called Complex Care)
- Segregation of communities

#### **4.0 What Clients Would Like**

- Help with outdoor work
- Help with pain management
- Respect
- Cultural events
- Family
- A place to come together
- Companionship
- Involvement in community
- Fitness activities
- Age-friendly supports for entertainment and access
- Prepared hot meals
- Transport, medical and housing supports
- Keeping life in their control
- Safe trails

#### **5.0 Needs Improving**

- Staffing: more staff, more compassionate & qualified people, more assessments, more people to fill service plans made by nurses
- Support for people's right to "live at risk" (homes could be safe with the right supports)
- Culturally appropriate support for families to transition Elders to long-term care
- Culturally respectful care in health care settings
- Risk prevention and safety
- Transportation (to medical appointments, for when discharged from hospital, to social and recreational programming, etc.)
- Caregiver support
- Routine
- Showcasing older adult & Elder talents
- More Elders teaching and learning language and culture
- Better advertisement for current program offerings
- Regular weekly programming
- More mobility impaired access to beaches, amenities, stores, etc.

- Consistent reliable funding for permanent Seniors' workers and programs

## 6.0 Would Help Working with Older Adults

- Consolidated seniors network / collaboration with all stakeholders
- Standardized set of services and supports
- A full-timer to help with 55+ practical things, information and advocacy
- Less liability issues
- Increase in scope of practice
- COVID gone
- More money
- To know availability of resources
- Memorandum of Understanding with Community Health Services: with client consent on both sides, allowing referrals
- Partnering with Island Health
- If Physicians could introduce their clients to programs

## 7.0 Would Help Service Providers to Know

- Who the vulnerable seniors are?
- How to get to clients before in crisis?
- How many people currently need care/respice?
- Will we ever have a care facility?
- How to better keep OAs involved?
- How to better help caregivers?
- How much caregiving actually happens?
- How to be more inclusive?
- How will supported living look after COVID?
- How is it for seniors daily?

## 8.0 COVID-19

### 8.1 Positives:

- Showed us we are really connected for food security
- Response has strengthened FN relations
- Online allows people to join in that may not be able to make it in person
- Has increased attention towards reaching more vulnerable seniors living alone

### 8.2 Challenges:

- Everything (aside from phone calls)
- Referrals tightened up
- No visitors
- Losing clients / clients forgetting about service providers
- Disconnection from the vulnerable groups; cannot see them informally at community lunches
- Cannot come together for community culture and food gatherings
- Abusive situations where people are living together but who do not get along

- Keeping on top of regulations / cleaning / protocols
- Community buildings closed
- No drop-ins / limited registration for activities
- Difficulty moving programming to online formats
- Harder to get things into homes
- Reduced capability to distribute prepared food safely

## 9.0 Transportation

### 9.1 Do clients need support getting to you and your services?

- “No, we go to them”
- “I have clients who hitchhike to appointments”
- “I wanted to come, but I couldn’t because I had no way to get there”
- Really steep hill from boat in Tofino
- Some participants are older and would be willing to pick up those who cannot get out
- Often no transport available for vulnerable older adults being discharged from Hospital
- Delivery offered freely, but not utilized as much as it could be
- Some people want to keep where they live private

### 9.2 Do clients need support getting around in general; to where and how often?

- Occasionally, especially to health appointments out of town
- Medical appointments an ongoing issue
- “Not hearing a lot at the moment”
- “Having transport reduces SO MANY barriers”
- Bus will not stop through reserves because municipally funded
- Yes for getting around in general
- Wheels-For-Wellness requires another staff to act as logistics navigator, does not drive locally (must be 60km+), and does not drive to Macoah (gravel road)

## 10.0 Food Support

### 10.1 Do clients need support with pre-made food or grocery delivery?

- “My current clients have supports and systems in place”
- Communities doing a good job with helping out with food
- Food preparation and delivery would be very beneficial; Many seniors have already told us this would be of help
- Fishermen bring back clams, mussels, fish, seafood for Elders; healthy traditional cultural foods
- One of the local businesses did a dinner for seniors and it made their YEAR!
- Alleviates stress of what to eat tonight, and can bring home extra leftovers / sandwich
- Clients need food not loaded with sodium like in so many instant meals
- Prepared food ALWAYS well received
- Community lunches were so important for including non-connecting seniors in lower socio-economic bracket, who found these welcoming inclusive community spaces

## 10.2 Do clients need support with covering food expenses?

- People may buy in quantity rather than quality
- Cost of living too high and people buy food out of town when possible, even though a health hazard during COVID
- Some clients for sure need help covering food expenses
- Garden project was going really well but then funding lost

## 11.0 Non-Medical Home Support

### 11.1 Do clients need support with house / yard maintenance, housekeeping, minor repairs, pet care, self-care, day to day tasks, friendly visiting?

- Very much needed to keep seniors in our community
- “Yes, the access and cost of such is a detriment”
- Elders seeking help with yard work / home repairs / firewood
- Need something like Better At Home or other volunteer subsidized program
- Community members come together and fulfill needs (but if village Elder population continues increasing, this may become a concern)
- Friendly visiting could be great, depending on person
- A lot of clients ask if I know cleaners, but they don't follow through because cost so high
- Island Health used to do light housekeeping, but since taken away from programs
- A couple client houses DO need a sanitizing deep clean, and needs to be kept up
- Issue with homes in disrepair (not safe for staff to enter) = vulnerable cannot get help
- House / yard maintenance on-reserve is usually applied for through the Band, but what about the people away from home / off-reserve

## 12.0 Communication / Information Access & Exchange

### 12.1 How do your clients prefer to be contacted?

- Face-to-face communication preferred
- More people preferring calls only with pandemic
- Our organization uses phone not email
- Clients prefer phone calls, but not reasonable, so using email
- Don't get a lot of uptake when offered online, older adults say they will WAIT
- Some even have trouble understanding / hearing via the phone
- Seniors she sees regularly HAVE jumped on board with tech stuff; “too many Zooms”
- Not a “digital native” population / many attracted here to be “UNPLUGGED”
- Most clients are not into tech and do not want to use it

### 12.2 What has proven successful engaging and sustaining contact with older adults?

- Strong indication to have a physical bulletin board dedicated to older adults
- Many years had “Our Towns” Westerly News column and heard many older residents enjoyed this local info
- Building relationships with their friends, family, support teams
- Word of mouth, posters, mail, community calendar, newspaper, radio
- Weekly updates and check-ins seem to be generally appreciated; If too much time lapses

they may feel forgotten or left behind; stay engaged and consistent

### 12.3 How do we reach older adults not already supported or not using tech well?

- “Through wrap around care team” a strengths-based intervention that seeks to identify and capitalize on individual and family assets.
- 1 pager newsletter delivered / monthly flyer
- Visiting different communities
- Reaching out with social media
- Use a 3rd party like a family member
- Call or meet at a certain time weekly
- Connect at Food Bank times
- Zoom language classes
- Members are helpful when anyone in need of support
- Youth from high school were helping with a tech help group
- People are very private / independent and “don’t want help”

### 12.4 Technology Challenges

- Clients not on email list are left out of almost all programs and offerings
- Video link challenges and hiccups have occurred with medical support
- Need computers and internet and education for them to do online banking, taxes, GIS, and government programs
- Often the only way to connect during pandemic but some don’t understand how to use Zoom, Facebook, etc.
- Many do not have a device to operate internet or to make phone calls even

## 13.0 Social & Community Inclusion

### 13.1 Do your clients express social isolation as a concern?

- Sense of disconnection and isolation comes up lots
- Generally seen yes, specifically COVID too
- COVID leading to more depression with weekly group cancelled and travel not happening now
- Definitely affecting mental health and wellness
- No visitation is REALLY hard on Elders and older adults
- Seniors already face challenges with feeling isolated due to weather and geography

### 13.2 Do you know of barriers clients face to social events / community inclusion?

- Hearing difficulties, not being invited, painful body, reduced mobility, no vehicle, live too far away
- Comfort zone / not wanting to try something new
- Depression
- Alcohol use
- Not coming to things because just not “joiners”

### 13.3 What social programs have your clients expressed a need for / interest in?

- “Really value someone coming around to visit and care for them”
- To be asked what they want to do today
- Just want to talk & have a listen; safe space to reflect
- Simple meet and greet space / coffee
- Social programs are at a high priority for our current group
- “All things active and engaging with their peers”
- They just want to get out of the house
- Group to get them moving, interacting with each other, involved
- Public food gatherings for social connection
- Elder Home community living space and social living
- Act of getting together to make the soup to reduce isolation
- Feels many things mentioned started to happen (like walking groups, Tai Chi)

## 14.0 Caregivers

### 14.1 Have caregivers reached out to you for support?

- Some seniors don’t want others in their house, so they decline service
- Yes, caregivers reach out and listens to them debrief; nothing out there specifically for them to give a break
- Feeling of abandonment the caregiver battles with is huge, when family member cannot return to community
- Substance use challenges seen as some people just scraping along to keep Elder or older adult at home
- Sandwich generation managing kids and older adults with often very different needs
- Yes, I refer them to Westcoast Community Resources Society and outreach workers
- Yes, have reached out for more medical and non-medical homecare supports
- Huge amount of workload here
- Caregivers can’t get financial support for taking care of family unless client palliative or in crisis
- Some complaints about home support people rotating
- Caregivers needing support so they can return to work for financial independence

### 14.2 Do you offer any services for caregivers?

- “A walk and a talk always helps”
- “An ear, a change of scene, a friendly face”
- Phone / conference call to debrief and make plans together
- Cultural supports, home making supports, & counselling services
- Hospice volunteers may offer a few hours companionship break weekly
- COVID state of emergency creates trouble accessing services
- Support via programs available from WCCRS
- Because no respite care on coast, some older adults end up in the hospital

## 15.0 Neglect / Abuse

### 15.1 Do you encounter older adult abuse and/or neglect?

- Not heard personally from clients but have heard that financial abuse is occurring

- Not seen first hand in community side, though have heard about thru emergency work
- Sometimes “suspicious”, but unless they voluntarily reach out, would not pry
- No abuse comes up, clients all very capable and able
- Not many reports of abuse since COVID, and more reports of isolation & loneliness
- Outside of scope, but also not hearing about it (though may be happening)
- No lunches, no space for people to approach you informally
- Alcohol use is up with COVID
- Elder abuse was a theme
- More common kind is being taken advantage of for money
- People do not want to admit they were bamboozled by scammers
- Being kicked out of a rental so owner can charge more

### 15.2 Are you aware of supports you can refer your clients to?

- Know online supports exist, but have never run into it to require looking
- Social worker at hospital now that can refer abused to
- Power of ceremony to help move things
- Elder Support Worker role has a real advantage, and the Cultural Support Workers
- Ceremony & culture can capture the whole system / everybody involved including the feelings around it all, processing, and working thru it
- Security checks available to do wellness checks
- Can connect with Public Guardian Trustee or RCMP or financial abuse investigation
- Would connect them with West Coast Community Resources Society if alerted or call Community Paramedic, not the RCMP
- Emergency Shelter for Women (WCCRS)
- Counselling for those recognizing / experiencing it: how to correct / extricate self from situations
- Aside from our mandatory reporting and a reach out to the team and other rallying of community-based resources there are not a lot of tools in my kit
- Information comes to us as service providers, but now what do we do with the info?
- Most FN communities don't have a family counsellor, just individual counselling

### 15.3 Do you need support to better care for your clients and if so what kind?

- #1 thing to look for is for supports like RESPITE, because abuse comes from exhaustion & burnout & stress, NOT from malicious space
- Need someone to come in 4x/week...are there enough Care Aids available as needed?
- Financial abuse workshops would be great for all west coasters
- More education within the community could be offered; brochures could be distributed
- Needed for frontline workers and for family members to know what Elder abuse is & programs & supports to keep the family intact
- There is a feeling of being stuck because of not wanting to break apart family, which may happen if move forward is made in a formal way
- Trauma and the lack of a nurturing connected parent role model can also be seen flipped around with aging parents now lacking that support from their children
- Need programs to teach caregivers how to care for their elderly parents & grandparents & equally for themselves.... self-care to prevent burnout

- When the odd case occurs, families sort it out amongst themselves, rarely any escalation and RCMP very rarely needed to intervene
- Elder Support Worker role that includes helping with budget planning / educating; “Okay to say No”
- Support must be offered in culturally appropriate way, not shaming
- “I feel very well supported and taken care of in community”
- Elders often have the solutions
- Not faced with it yet but will have ability to support people in that way

## Questions Emailed to Service Providers Prior to Interviews

A) What you want to know about Older Adults (+55) in the region:

- What 3 questions is your organization / your role seeking answers to this year and next?

B) Do your clients need support with:

- Transportation
  - Getting to you and your services?
  - Getting around in general? To where and how often? (e.g. To health appointments)
- Food Delivery/Hot meal service
  - Pre-made food or grocery delivery? Daily, weekly, etc.
  - Help covering food expenses?
- Help at Home (non-medical)
  - House/yard maintenance, Housekeeping, Pet care, Hair/nail care, etc.?
  - Day to day tasks (please specify)?

C) Priority Program Creation for Older Adults:

- If funding was not an issue (\$100,000+), what three programs might you develop right away?
- What small projects (\$2,000-10,000) could be started by 2022 that would have a major impact on the lives of local older adults [COVID-19 notwithstanding]
- What programs/supports have your clients asked for most (that currently exist or are needed):
  - From your organization? From the community at large?
- Aging in place:
  - What do you know helps people age in place? What hinders people aging well in place?

D) Your Services for Older Adults:

- What services are working well to support seniors living independently?
- What services could be improved upon and how?
- What 3 things would help you in your work with older adults?
- What funding opportunities have you identified for older adult programs?



- What are your techniques for reaching out to isolated older adults?
- Information Sharing / Exchange
  - How do your clients prefer to be contacted?
  - How do we reach the older adults who are not already supported or are not using tech well?
  - What has proven most successful in engaging and sustaining contact with older adults? (i.e., Co-op boards, direct phone calls etc.)
- Social / Community Inclusion
  - Have your clients expressed social isolation as a concern?
  - Do you know of barriers your clients face to social events / community inclusion?
  - What social programs have your clients expressed a need for or interest in?
- Caregiver support
  - Have caregivers reached out to you for support? Describe.
  - Do you offer any services for caregivers? (self-care, resources, education, relief, etc.)
- Neglect / Abuse. If you encounter older adults' abuse and/or neglect:
  - Are you aware of supports you can refer your clients to?
  - Do you need support to better care for your clients? And if so what supports would you like?
- COVID-19 challenges/opportunities encountered serving older adults during this pandemic?

## APPENDIX C: Older Adult Survey

### Helping Older Adults Live Happier & Healthier for Longer at Home

The data gathered for this report is not representative of all the older adults and service providers of the west coast, nor of any one community, and should not be construed as such, for reasons described in the report and below. 167 older adults submitted surveys and respondents could answer as many or as few questions as they were comfortable answering.

The following 3 questions were long-form, thus not included graphically below. **Please refer to Appendix D for these responses.**

- Q 5) Describe the local services /programs that make a positive impact in your life (those used prior to COVID-19 and currently). (132 / 167)
- Q 6) What services / programs are you not satisfied with, or are not available, that would help you to continue living at home and be active in your community? (107 / 167)
- Q 23) Please describe what might help you feel more included and/or would help you participate more in your community. (100 /167)

#### Issues with Some of The Questions:

- In Question 4, verbal feedback indicated a number of people stopped the survey immediately after this question because of some confusion. It asked respondents to rank six core focus areas from most (1) to least (6) needed. Some people misunderstood our intention for a unique ranking per topic, sometimes writing in the same numbers, instead of 1,2,3,4,5,6. On the online survey, it restricted double entries of a rating, which was very off-putting for those who did not wish to answer 1-6 or for those frustrated by this technicality of numbers disappearing when they tried to type the same number into another box. Furthermore, it may indicate that forcing an independent ranking of priorities itself is an issue (similar to service provider feedback), as these categories are interdependent and cannot be ranked independently.

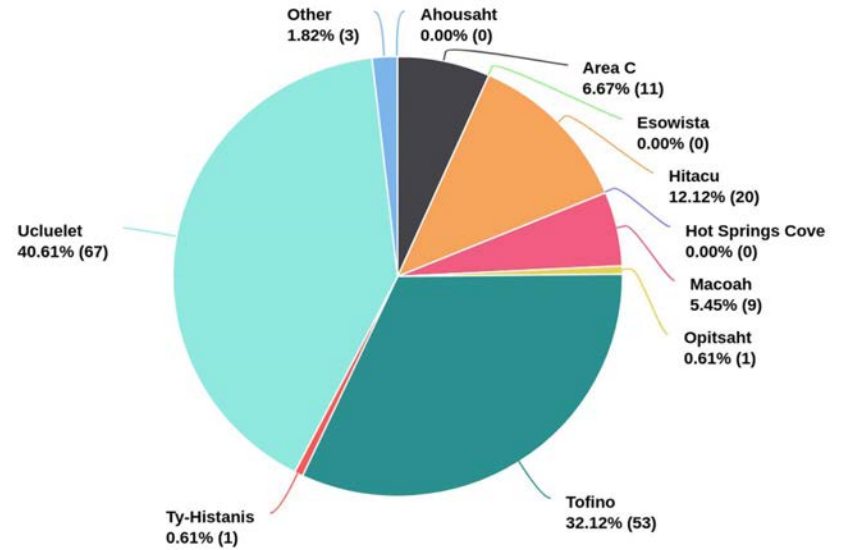
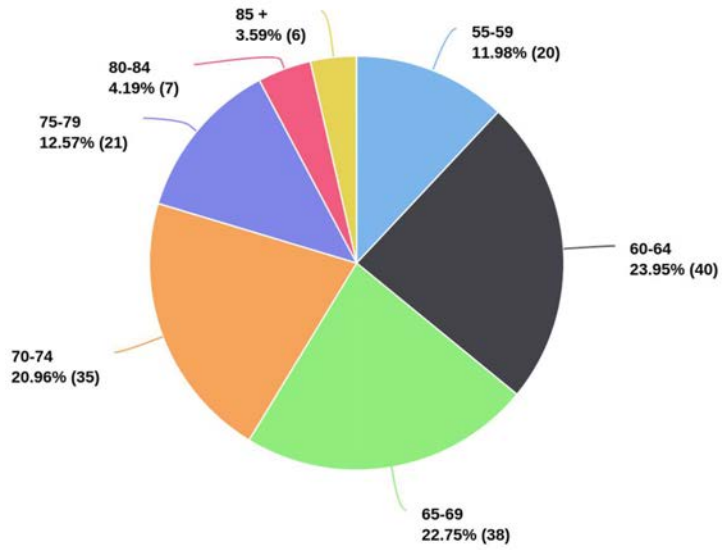
A secondary issue was how each core focus area may have had substantially different interpretations of meaning. For example, 'Caregiver Support' could be understood as the respondent needing greater support, or that they notice their caregiver requires the support. Despite these issues, the focus areas listed as the highest priority were comparable to the survey long answers, as well as service provider feedback.

- In Question 8, there was a clerical error. The paper version options were: yes, sometimes, or never; the online version: yes, no, or unsure. Of the 164 respondents, 12 chose 'sometimes', which has been inputted as 'unsure'.

- In Question 23, a few respondents indicated the way the question was worded was ageist / assumed a level of isolation and vulnerability. It was far from the intent of the research team for that to be the case; wording should have been clearer. That said, this question stimulated longer and more detailed responses than the previous qualitative questions, highlighting that social inclusion and community participation are a key concern for many older adults.

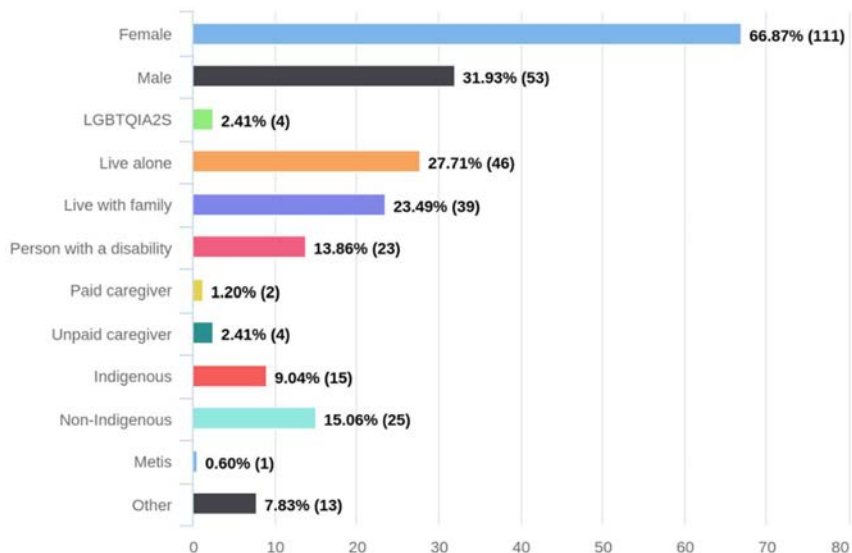
1) How old are you?  
 Respondents: 167 /167

2) Where do you live?  
 Respondents: 165 /167



### 3) How do you identify?

Respondents: 166 /167

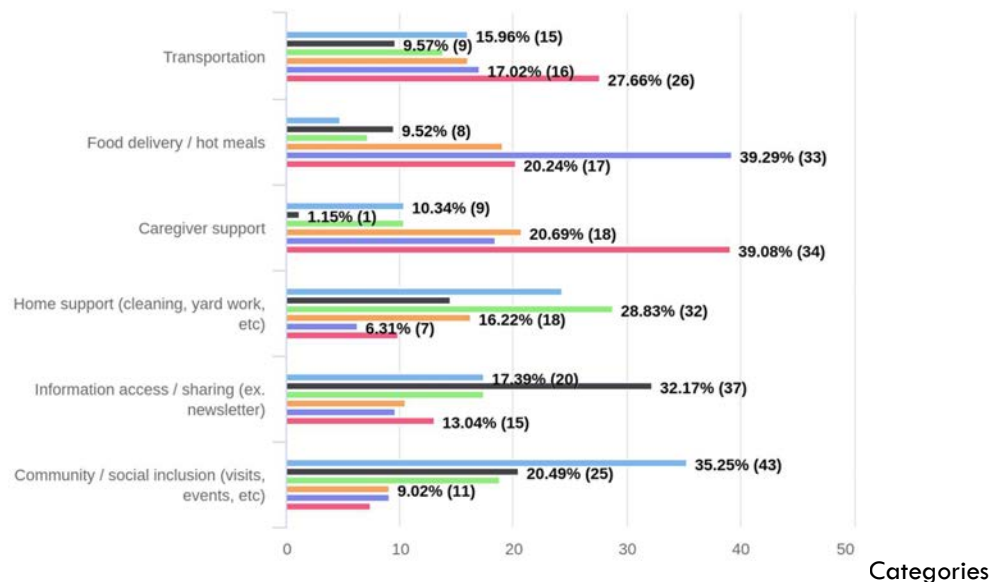


OTHER included: *Live with husband, Health care professional, Husband, Caucasian, Married, Live with roommates, Artist*

### 4) Please rate the following, 1 is what you need most and 6 is what you need least:

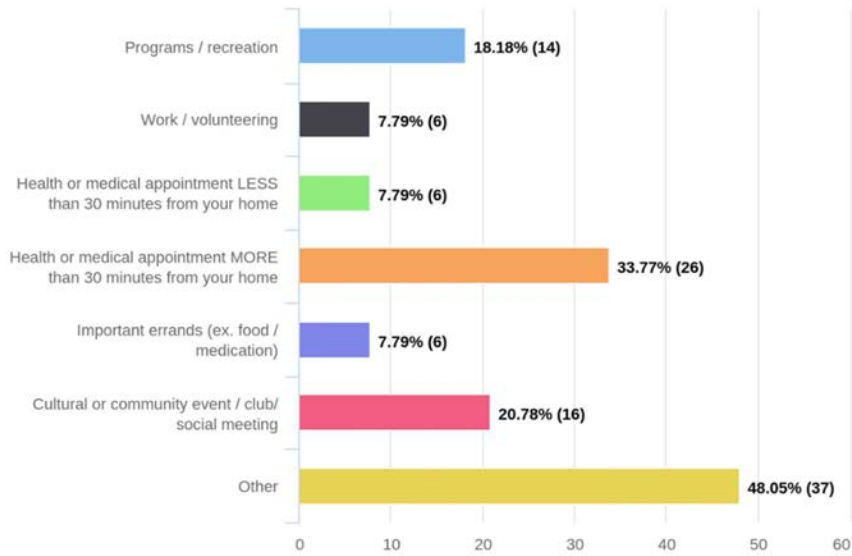
Respondents: 150 /167

Rating: Blue / Black / Green / Orange / Purple / Red  
 Colour: 1 2 3 4 5 6



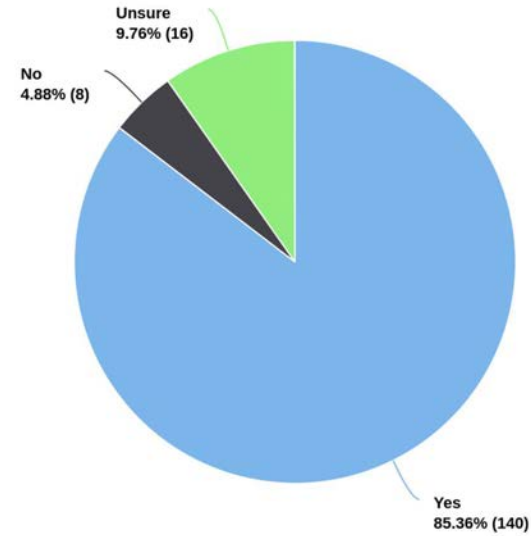
rated as "1" as most needed:  
 1<sup>st</sup> : Community / Social Inclusion  
 2<sup>nd</sup> : Home Support  
 3<sup>rd</sup> : Information Access / Exchange  
 4<sup>th</sup> : Transportation  
 5<sup>th</sup> : Caregiver Support  
 6<sup>th</sup> : Food Delivery / Hot Meals

7) In the past year have you missed any of the following because you had no way to get there or to get home after? (check all that apply)  
 Respondents: 77 /167



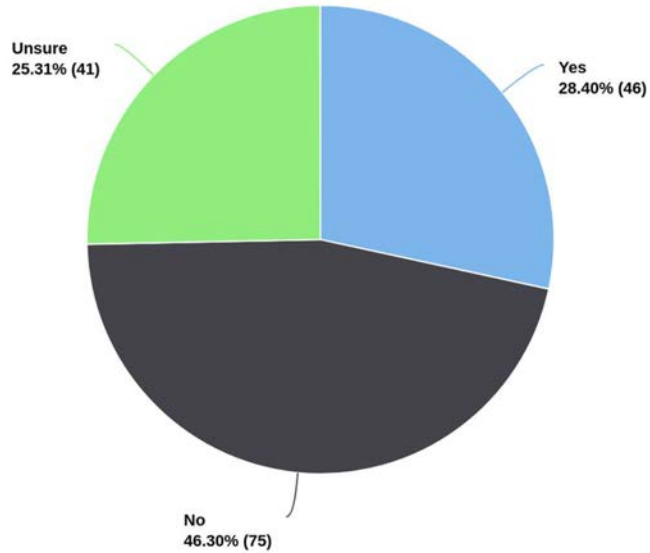
OTHER included: None, Not at this time, Out of town trips, Avoided driving in winter/icy roads, Diabetic footcare, Anything that is scheduled for after dark, I drive and have family to drive me, Health problems, Bad back, AA meetings, NA

8) Do you have adequate access to transportation?  
 Respondents: 164 /167



9) Would you use a program that pairs you with a volunteer to drive you to appointments, run errands, or participate in activities? (with COVID-19 precautions / protocols in place)

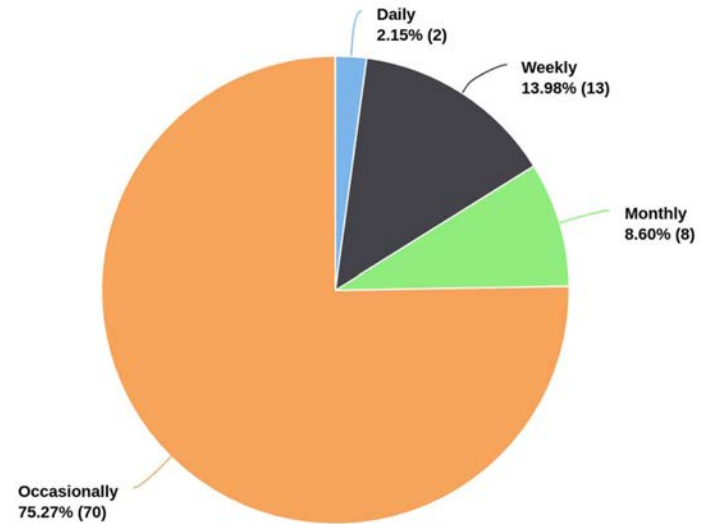
Respondents: 162 /167



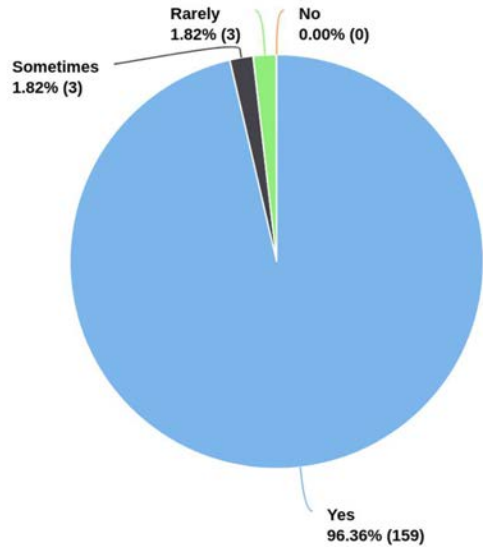
*"We are self-sufficient and we do not require transportation to medical appointments...However, one day we may need those services."*

10) How often would you use this service?

Respondents: 93 /167

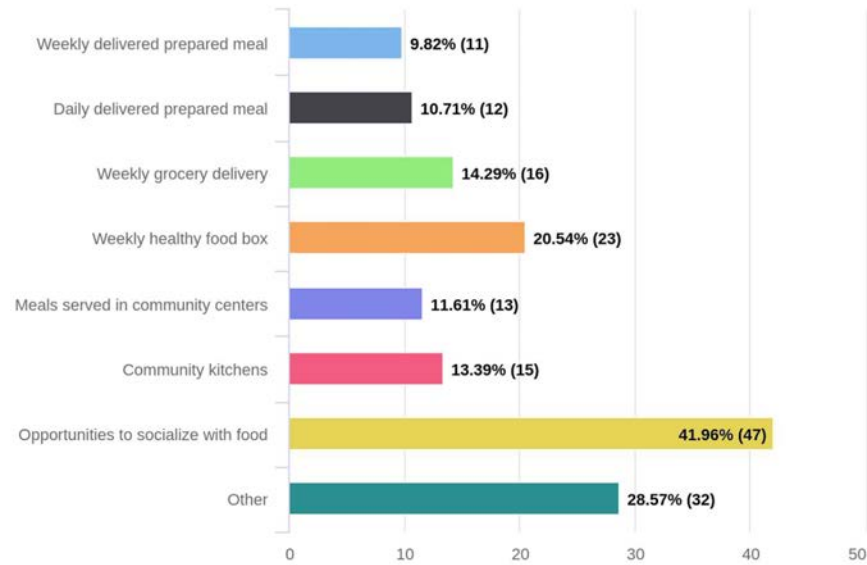


11) Do you have enough food to eat every day?  
 Respondents: 165 /167



*"Yes, I have enough food daily, but I don't always have access (money) to get nutritious-like foods."*

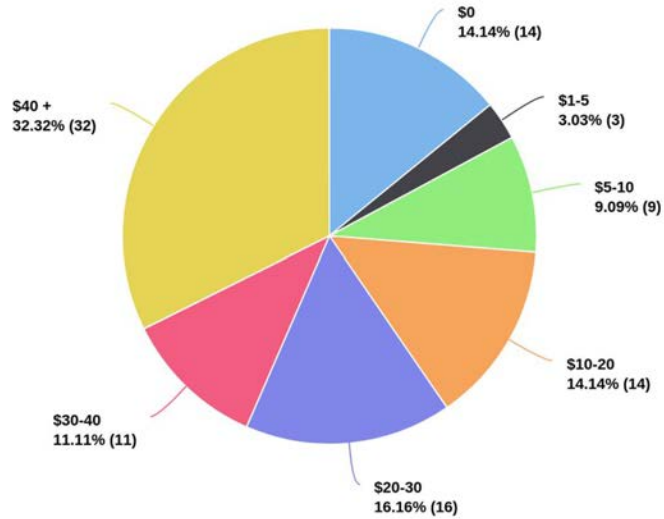
12) What food service would help you meet your food needs? (check all that apply)  
 Respondents: 112 /167



OTHER included: *I can take care of all my food needs at this point, Someone else to cook, Food Bank, Living alone it is sometimes difficult to prepare proper meals every day, Soon will need weekly grocery delivery, Fresh produce, Nothing needed now, NA*

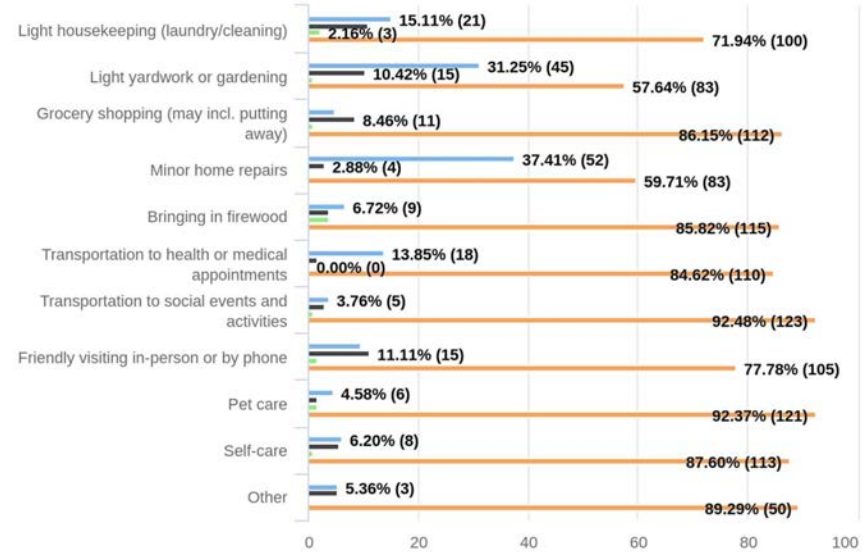
13) What would you be able to pay towards a weekly food service?

Respondents: 99 /167



14) Do you need assistance with any of the following tasks and how often?

Respondents: 152 /167



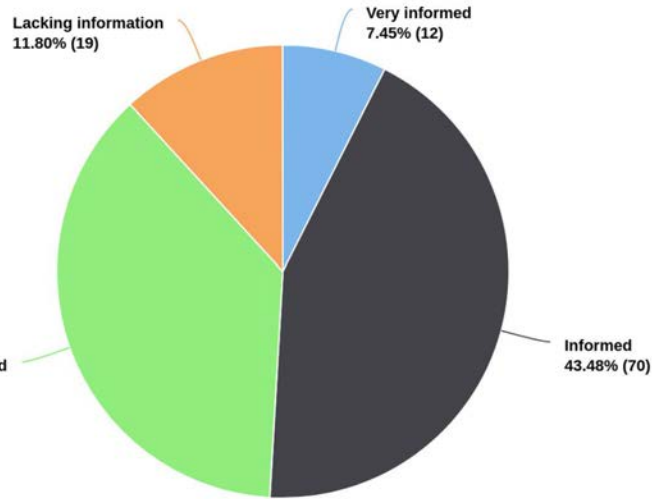
Frequency: Monthly / Weekly / Daily / NA  
 Colour: Blue Grey Green Orange

OTHER included: Assistance with basic technology difficulties, Will need all eventually.... not yet, Respite care locally, Not old enough to be effected by most of these items, This may change in the future, Heavy lifting, Currently able to manage, Have HomeCare, Presently hire a cleaner and a yard worker, BC Transit to Ukee, NA



15) Do you feel informed about the services and activities available to you in your community?

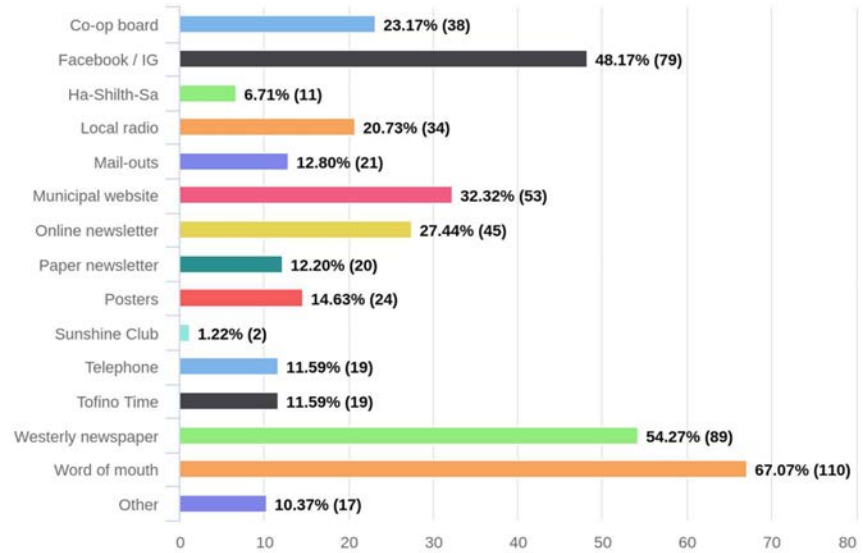
Respondents: 161 /167



*“Right now my limitation is poor health, but secondly, it is not knowing what is going on because I am not on Facebook, Twitter or Instagram.”*

16) Where do you get your information about news, resources, activities, events? (check all that apply)

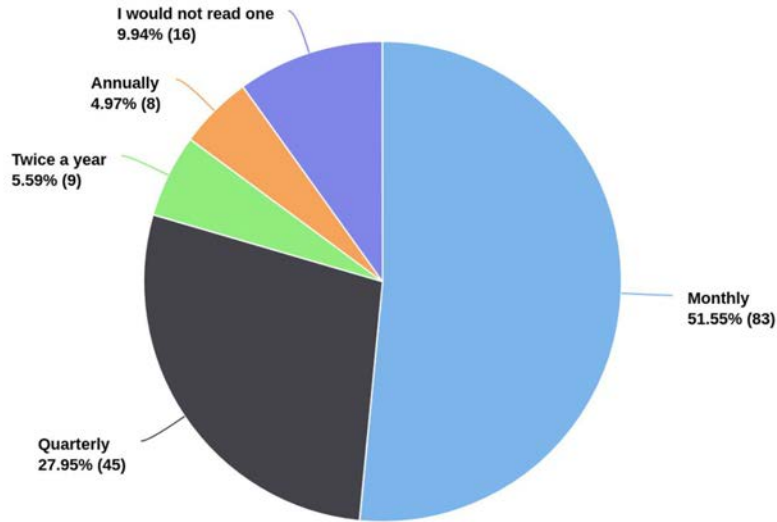
Respondents: 164 /167



OTHER included: Community Paramedic, CBC Radio, TV, Family, Kid, Doctors clinic, Friends

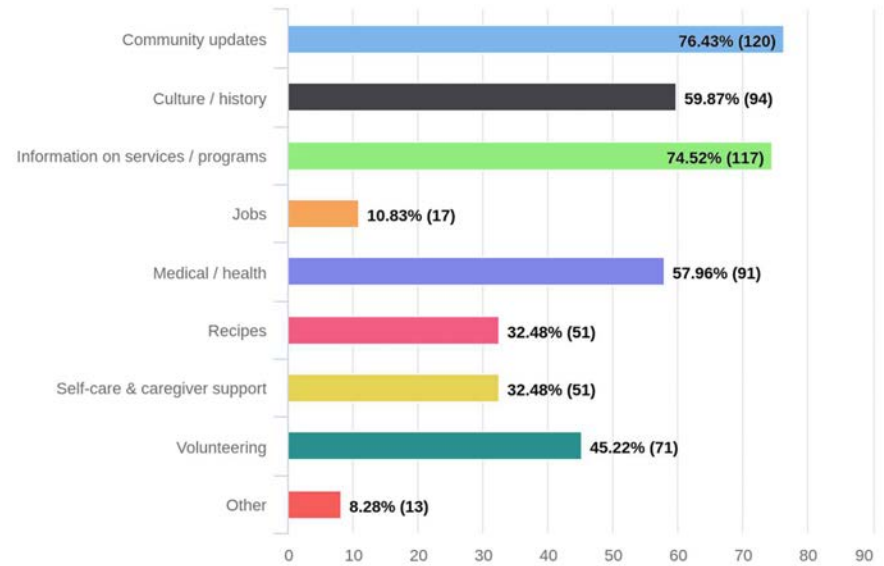
17) If there was an older adult focused newsletter / updates, would you prefer one:

Respondents: 161 /167



18) And what kind of content would interest you? (check all that apply)

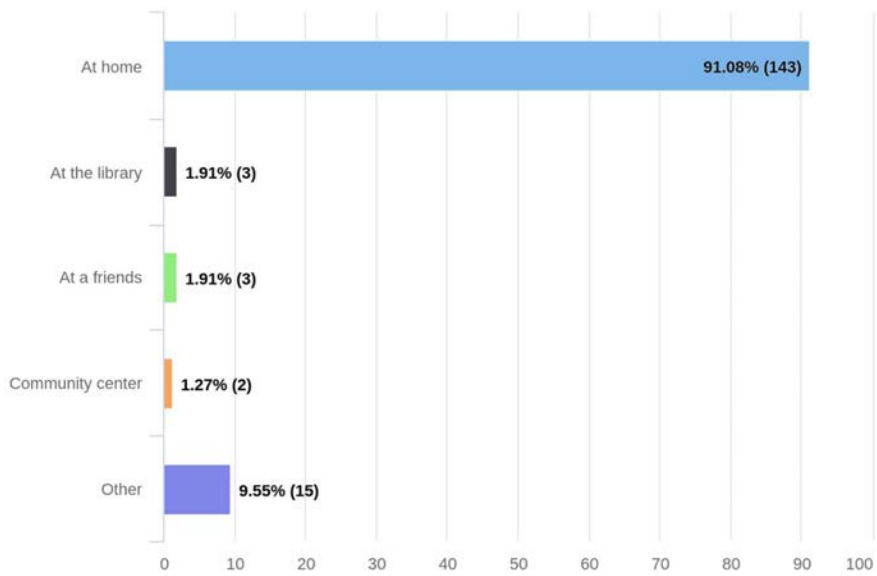
Respondents: 157 /167



OTHER included: *Information on phone scams aimed at seniors, Stories / comments from locals, Knit & crochet patterns, New staff and hours*

19) If you have access to the Internet, where do you access it?

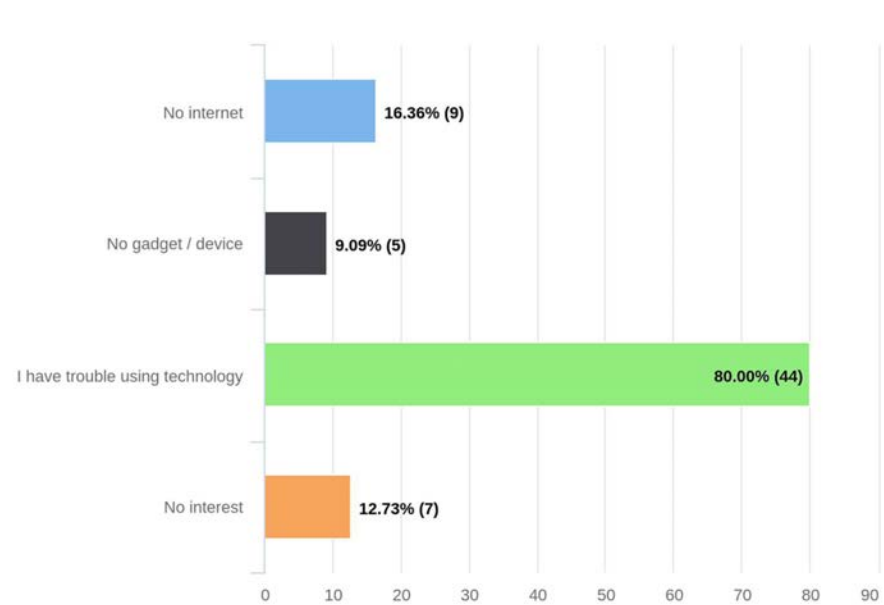
Respondents: 157 /167



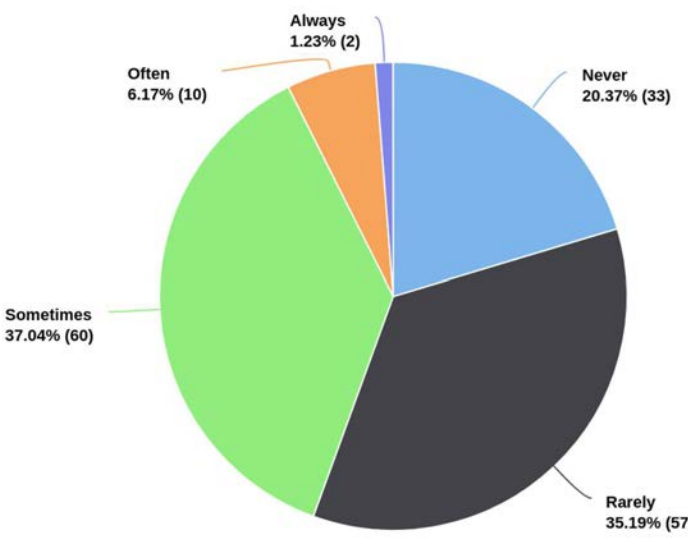
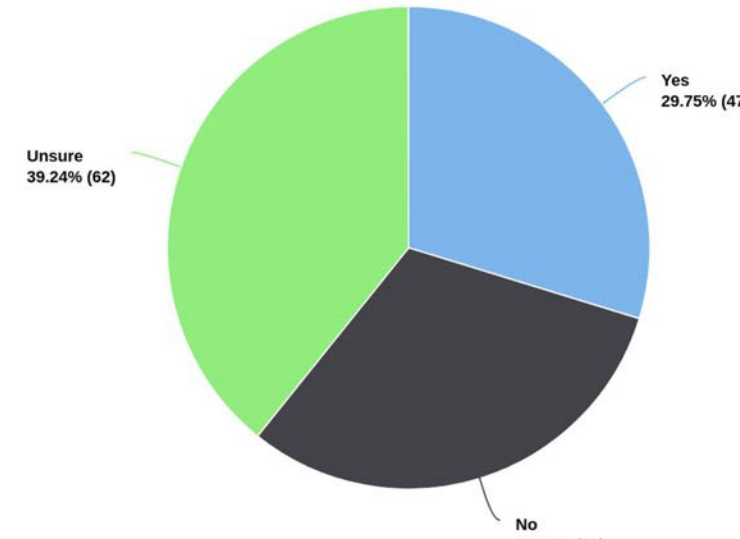
OTHER included: "At work, Very expensive, The Loaf, On my phone, Computer illiterate, No time"

20) What barriers do you encounter in getting access to the internet?  
(check all that apply)

Respondents: 55 /167



"I would like to take a computer course to be more up to date with Zoom, and other programs...falling behind with age"

<p>21) How often do you feel socially isolated?</p> <p style="text-align: right;">Respondents: 16 /167</p>	<p>22) Would you be interested in spending time with youth and /or younger adults?</p> <p style="text-align: right;">Respondents: 158 /167</p>																														
 <table border="1"> <caption>Data for Question 21: How often do you feel socially isolated?</caption> <thead> <tr> <th>Frequency</th> <th>Percentage</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Always</td> <td>1.23%</td> <td>2</td> </tr> <tr> <td>Often</td> <td>6.17%</td> <td>10</td> </tr> <tr> <td>Sometimes</td> <td>37.04%</td> <td>60</td> </tr> <tr> <td>Rarely</td> <td>35.19%</td> <td>57</td> </tr> <tr> <td>Never</td> <td>20.37%</td> <td>33</td> </tr> </tbody> </table> <p><i>"I have a network of friends, family and support because I have lived here a long time."</i></p> <p><i>"I feel isolated because I don't know what is going on"</i></p>	Frequency	Percentage	Count	Always	1.23%	2	Often	6.17%	10	Sometimes	37.04%	60	Rarely	35.19%	57	Never	20.37%	33	 <table border="1"> <caption>Data for Question 22: Would you be interested in spending time with youth and /or younger adults?</caption> <thead> <tr> <th>Response</th> <th>Percentage</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>29.75%</td> <td>47</td> </tr> <tr> <td>No</td> <td>31.01%</td> <td>49</td> </tr> <tr> <td>Unsure</td> <td>39.24%</td> <td>62</td> </tr> </tbody> </table> <p><i>"Opportunities to pass on knowledge to younger generation."</i></p>	Response	Percentage	Count	Yes	29.75%	47	No	31.01%	49	Unsure	39.24%	62
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\*\*\*Refer to Appendix D for responses to Questions 5, 6 & 23.

## APPENDIX D: Services & Needs as Identified by Older Adults

	Services Working Well	Services Needing Improving / Requested	Responses Specific to Social Inclusion & Community Participation
TRANSPORTATION	<ul style="list-style-type: none"> <li>- Co-op delivery</li> <li>- Wheels-for-Wellness</li> <li>- Free summer bus</li> </ul>	<ul style="list-style-type: none"> <li>- Public transit (&amp; night service)</li> <li>- Bus service between communities</li> <li>- Maintained sidewalks, trails, MUP &amp; road</li> <li>- Transport to out-of-town appointments /medical</li> <li>- Community van for those without vehicles, or when broken down</li> <li>- Shuttle to go to other towns</li> </ul>	<ul style="list-style-type: none"> <li>- Easier transportation</li> <li>- Transport and cost are my only limitations</li> </ul>
FOOD	<ul style="list-style-type: none"> <li>- Tofino &amp; Ucluelet Co-op delivery &amp; senior shopping</li> <li>- Community lunches/ dinners</li> <li>- Senior breakfast</li> <li>- Senior and Elder luncheons</li> <li>- Fish Days</li> <li>- Neighbours /Family /Friends drop off groceries / necessities</li> <li>- Food Bank / Fish n Loaves</li> <li>- Monthly birthday Lunch</li> <li>- Tofino Ucluelet Culinary Guild</li> <li>- Restaurants</li> </ul>	<ul style="list-style-type: none"> <li>- Luncheons</li> <li>- Meals-on-Wheels when I get older</li> <li>- Co-op provides all deliveries Meals on wheels would help</li> <li>- Food &amp; dinner delivery</li> <li>- Someone else to cook!</li> <li>- Soon will need weekly grocery delivery</li> <li>- Living alone it is sometimes difficult to prepare proper meals every day.</li> <li>- Healthy nutritious food, at least one such meal a day; I don't always have the money</li> </ul>	<ul style="list-style-type: none"> <li>- Community potlucks monthly / quarterly</li> <li>- Food events</li> <li>- Going to the Co-op is important as a connector</li> <li>- Culture gatherings with food</li> </ul>
NON-MEDICAL HOME SUPPORT	<ul style="list-style-type: none"> <li>- Home improvement contractors</li> <li>- Local people hired to do yard work, repairs, cleaning</li> <li>- House cleaner</li> <li>- Childcare</li> </ul>	<ul style="list-style-type: none"> <li>- Home supports</li> <li>- Nearly impossible to get trades people</li> <li>- Reliable, recommended handy person for emergencies</li> <li>- Company to do small repairs and home /yard improvements</li> <li>- Handyman (especially to clean eavestroughs)</li> </ul>	

		<ul style="list-style-type: none"> <li>- Help heavy cleaning and car cleaning</li> <li>- Small things like help with chores would be helpful</li> <li>- Bringing in firewood annually / stacking firewood a couple days a year</li> <li>- Seniors living complex</li> <li>- Planning for an intermediate care home so not ending up in Port Alberni in a few years</li> <li>- Hippie Retirement Home as a not-for-profit hooka lounge (e.g., 8 residents and 3 or 4 younger cook/cleaners living on site with a 4/20 cafe profits helping pay for rent</li> <li>- Expand Mt Colnet to 20 units and update appliances; increase Forest Glen to 20 units</li> </ul>	
<p>MEDICAL HEALTH</p>	<ul style="list-style-type: none"> <li>- Medical Clinic</li> <li>- Public Health</li> <li>- Easy access to local doctor</li> <li>- Health nurse monthly visits</li> <li>- Home Care Nurse</li> <li>- Doctor</li> <li>- Lab</li> <li>- People who check up on me</li> <li>- Pain management class</li> <li>- Hospital</li> <li>- Pharmasave</li> <li>- Foot care</li> <li>- Physiotherapy / Chiropractor / Acupuncture</li> </ul>	<ul style="list-style-type: none"> <li>- More visiting specialists / specialists locally</li> <li>- Respite care</li> <li>- Local health care</li> <li>- Local optometrist</li> <li>- Better medical facilities</li> <li>- Remote Homecare</li> <li>- Foot care / Podiatrist so can remain active and independent</li> <li>- Dependable homemakers, reliable homecare, deeply dedicated caregivers</li> <li>- Home Support very lacking and inconsistent, would cancel last minute, would conduct cell phone business while at work and not paying attention to caregiving role</li> <li>- Subsidized Massage Therapy</li> </ul>	

		- A 'Plan B' if caregiver disappears / injured	
OUTREACH / COUNSELLING/ MENTAL HEALTH	<ul style="list-style-type: none"> <li>- Pacific Rim Hospice Society</li> <li>- West Coast Community Resources Society</li> <li>- Counsellor</li> <li>- Transition House</li> <li>- Grateful for programs / counsellors many years for AA</li> </ul>		
SOCIAL INCLUSION / PARTICIPATION <i>(also see ACTIVITIES &amp; RECREATION)</i>	<ul style="list-style-type: none"> <li>- Neighbours</li> <li>- Celebrations</li> <li>- Public &amp; 55+ gatherings</li> <li>- Social events/ workshops</li> <li>- Friday Socials / Lunch Box</li> <li>- Visits</li> <li>- Sunshine Club</li> <li>- Rotary Club</li> <li>- All options for connection</li> </ul>	<ul style="list-style-type: none"> <li>- Meet and greet programs (tea and a chat)</li> <li>- Encouraging men to attend events</li> <li>- Luncheons</li> <li>- Social clubs</li> <li>- Seniors coalition to discuss and advocate</li> <li>- COVID is like solitary confinement</li> <li>- Many friends terrified of getting COVID</li> </ul> <p>*** REFER to right hand column for responses made specifically to what would help to <b>feel more included</b> and/or <b>help to participate more</b> in community.</p>	<ul style="list-style-type: none"> <li>- Get together more often. Getting old. No fun.</li> <li>- Friday, and have interactions with others</li> <li>- Get together every week just to talk</li> <li>- Book club</li> <li>- I do some volunteer work</li> <li>- If I had a volunteer's role, maybe</li> <li>- Volunteering opportunities for people with minor physical and learning disabilities</li> <li>- Too many tourists makes it more socially isolating; Tend to stay home way more.</li> <li>- Getting to know others closer to my age</li> <li>- I have access to a wide range of age groups in this very inclusive town – spending time with youth and younger adults is an excellent idea for people who don't have that access</li> <li>- Opportunity for seniors to pass on knowledge to younger generation, sewing etc.</li> <li>- Peer discussions - would love to hear about history of FN from ALL ELDERS, not just select few</li> <li>- Appreciation from Admin. No lateral violence due to who is in Council</li> <li>- Listen to the seniors of this community; we are outvoted by young adults; mayor is only concerned about tourism and commercial items and has forgotten the core of the community is the seniors</li> </ul>

<p>Cont'd:  <b>SOCIAL INCLUSION / PARTICIPATION</b>  <i>(also see ACTIVITIES &amp; RECREATION)</i></p>			<ul style="list-style-type: none"> <li>- It would be great to be able to volunteer at the school(s) in some way, i.e. teach knitting, read to smaller children, just to help in some way</li> <li>- Not sure if I have knowledge to pass on, but I know something</li> <li>- Passing on skills that relate to Construction or planning</li> <li>- Project involvement</li> <li>- More interaction in community participation</li> <li>- More celebration of vibrant seniors in our communities via social media, newspapers, radio, etc; Put seniors and elders in valued light, such as invitations to sit on committees and give opinions, give invitations to talk with small groups of younger adults about adversities, etc</li> <li>- If more men could be encouraged to programs &amp; activities, it would really help (said by self-identified male); need some way / format to connect</li> <li>- The programs that were offered at Forest Glen before COVID, Lots of opportunity to socialize</li> <li>- I'm a widower and quite a few of my friends are alone also</li> <li>- Very lonely, as separated from husband</li> <li>- N/A I feel welcome &amp; included. Good People, Good Town, Good Fishing!</li> <li>- I do not feel isolated at all as I work from Monday to Friday and have interactions with others</li> <li>- I have no suggestions here, as I feel included, and I have many options should I wish to participate more</li> <li>- Already active virtually and when allowed, in-person, with youth</li> </ul>
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			<ul style="list-style-type: none"> <li>- I have a network of friends, family and support because I have lived here a long time</li> </ul>
RECREATION	<ul style="list-style-type: none"> <li>- Aquasize / Swimming</li> <li>- Seniors programs</li> <li>- WAVES</li> <li>- Pilates</li> <li>- Strength Training</li> <li>- Chair Yoga</li> <li>- Surfing</li> <li>- Pickleball</li> <li>- QiGong</li> <li>- Gentle Movement Class</li> <li>- Dance Fit 55+</li> <li>- Youtube accessed</li> </ul>	<ul style="list-style-type: none"> <li>- Pickleball</li> <li>- Disc golf</li> <li>- Aquasize</li> <li>- Proper gym</li> <li>- An indoor pool for water exercises</li> <li>- More recreation</li> <li>- Personal trainer to do safe exercises to maintain health</li> </ul>	<ul style="list-style-type: none"> <li>- Continued Qi-Gong, seniors yoga, gentle Movement classes, Tai Chi, Pickleball</li> <li>- Lower costs of Districts' events.</li> </ul>
ACTIVITIES	<ul style="list-style-type: none"> <li>- Culture / Drumming</li> <li>- Singing / Choir</li> <li>- Movies / Theatre / Concerts</li> <li>- Elder &amp; disabled walks / walking group</li> <li>- PRAS events (arts)</li> <li>- Festivals</li> <li>- Trail walking</li> <li>- Speaker events</li> <li>- Memoir seminar</li> <li>- Book club / Literary events</li> <li>- Gardening events</li> <li>- Social active programs</li> <li>- Bingo / Bridge / Cribbage</li> <li>- Any events 55+</li> <li>- Arts &amp; crafts</li> <li>- Sunshine Club</li> </ul>	<ul style="list-style-type: none"> <li>- Subsidized</li> <li>- Senior Hub trips again</li> <li>- Senior activities</li> <li>- Daytime activities</li> <li>- "Nothing goes on here at all"</li> <li>- Bingo on radio station</li> <li>- Something to look forward to</li> </ul>	<ul style="list-style-type: none"> <li>- More outdoor activities and classes</li> <li>- Offering more outings across island and events like whale watching</li> <li>- Events for 55+ people!</li> <li>- Activities for Elders</li> <li>- Daytime activities</li> <li>- Regular weekly activities offered</li> <li>- Nation songs</li> <li>- I love to learn new things, and to have opportunity to be able to teach others things that I know, but the organization and no extra funds make it hard to share talents</li> <li>- We are bridge fanatics - no one to play with anymore</li> <li>- More activities at the library</li> <li>- All inclusive programs and services, it is sad to see people feeling excluded</li> <li>- I'd love some help to get confident on my bike again</li> </ul>

<p>SPACES TO GATHER</p>	<ul style="list-style-type: none"> <li>- Community Centre</li> <li>- Anchor Park</li> <li>- Trails (safe ones)</li> <li>- Legion</li> <li>- Church</li> <li>- Library</li> <li>- Botanical Gardens</li> </ul>	<ul style="list-style-type: none"> <li>- Relaxing space</li> <li>- Outdoor court / covered space</li> </ul>	<ul style="list-style-type: none"> <li>- Being able to meet friends for tea in a restaurant.</li> <li>- Legion open for other events in daytime</li> <li>- Having a consistent gathering place</li> <li>- A hub where Elders could share their talents to each other and the younger population would be great for all.</li> </ul>
<p>INFORMATION / COMMUNICATION</p>	<ul style="list-style-type: none"> <li>- Local news as opposed to social media gossip</li> <li>- Regular email updates</li> <li>- Tsunami warnings</li> <li>- Library</li> <li>- Emails</li> <li>- Opportunity for virtual education / communication</li> <li>- Courses: computer, anything</li> <li>- Community Paramedic</li> <li>- Band notification</li> <li>- CO-OP noticeboard</li> </ul>	<ul style="list-style-type: none"> <li>- Elder Advocates</li> <li>- Local paper 'Seniors Section'</li> <li>- Masks make it hard for the hearing limited</li> <li>- Help navigating technology: how to look things up on the internet, pay bills electronically, how to use Facetime or Skype or Zoom, assistance solving technical problems, avoiding fraud and bugs, remembering</li> <li>- Help with bills/ taxes/ banking</li> <li>- So much info available on Facebook but nowhere else</li> <li>- Info on new staff and hours</li> <li>- Internet expense WIFI should be free</li> <li>- Mobile library</li> <li>- Computers needed, not tablets</li> <li>- Weekly paper still very important as few listen to the radio because music NOT our generation)</li> </ul>	<ul style="list-style-type: none"> <li>- Being called on or reminded (sometimes I forget)</li> <li>- More information about how to get involved</li> <li>- A list of volunteer opportunities and meeting times</li> <li>- Businesses, event coordinators and administrators to post more frequently on Facebook community board</li> <li>- Timely info on upcoming workshop / programs</li> <li>- More information on Nation and community</li> <li>- Updates of events via phone calls or social media</li> <li>- More in the Westerly or District emails</li> <li>- I do not want to go on Facebook and do not trust it but so much info is only there</li> <li>- Not knowing what is going on because not on Facebook, Twitter, or Instagram</li> <li>- I feel isolated because I don't know what is going on</li> <li>- Would like to take a computer course to be more up to date with zoom, and other programs falling behind with age</li> <li>- Technical support for and training with computers</li> </ul>

<p>OTHER</p>	<ul style="list-style-type: none"> <li>- "None yet"</li> <li>- "Don't really use any"</li> <li>- "Thankful not to be at that stage a this point in time"</li> <li>- Post Office / Credit Union/ Hardware Store/ PetroCan</li> </ul>	<ul style="list-style-type: none"> <li>- Satisfied / Not Applicable</li> <li>- "Not now, but eventually I can see myself needing all of the services in question 4"</li> <li>- Better service at Post Office</li> <li>- Timing</li> <li>- Routine</li> <li>- "COVID has tied the hands of all, for safety reasons, can't wait till it's over."</li> <li>- Unsure at this time.</li> <li>- None needed now, ask me again in 10 to 15 years</li> <li>- Don't want to take from other people who need it more</li> </ul>	<ul style="list-style-type: none"> <li>- Sorry, during COVID it is hard to think beyond.</li> <li>- The community offers enough for me, thanks.</li> <li>- I help who I can, if I need help I am sure it would be available</li> <li>- Being 30 again</li> <li>- I don't need these services yet. But I very much appreciate that they are available for those who do</li> <li>- Ask me down the road a few more years</li> <li>- Sidewalks to community hall, lighting, less tourists invading, parking spaces to shop downtown</li> <li>- Blessed with health, family &amp; friends</li> <li>- I feel very lucky in this community, which takes such excellent care of its seniors</li> </ul>
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# WEST COAST OLDER ADULT NEEDS ASSESSMENT 2020

~ SUPPLEMENTAL RESOURCES ~



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## SUPPLEMENTAL RESOURCE 1

### West Coast Older Adult Services Inventory

- This list was compiled through a variety of information sources and may not be complete. Please contact organizations and communities for up-to-date information. Last update January 14, 2021.
- Physical activities / in-person services subject to COVID-19 policies and may only be available on-line, by phone or when provincial restrictions are lifted.
- Other helpful resource lists:
  - BC Elders' Guide [/www.fnha.ca/WellnessSite/WellnessDocuments/BC\\_EldersGuide.pdf](http://www.fnha.ca/WellnessSite/WellnessDocuments/BC_EldersGuide.pdf)
  - BC Seniors' Guide [www2.gov.bc.ca/assets/gov/people/seniors/about-seniorsbc/guide/bc-seniors-guide-11th-edition.pdf](http://www2.gov.bc.ca/assets/gov/people/seniors/about-seniorsbc/guide/bc-seniors-guide-11th-edition.pdf)
  - West Coast Services and Resources Guide <https://clayoquotbiosphere.org/files/file/6000e014a7502/West-Coast-Resource-Guide.pdf>

#### 1.1 Services Specific to the West Coast Region

	Service Provider / Organization	Program / Service Offered	Community That Service Is Available To	Food	Transport	Outreach/ Counselling/ Mental Health	Recreation / Activities	Medical	Info
ACTIVITIES / RECREATION	<b>Chachumhiip - Ahousaht Holistic Centre:</b> 250-670-2509	Elder Lunches, Chair Yoga, Medicine Making, Socials	Ahousaht	x			x		
	<b>District of Tofino Recreation</b> 250-725-3229 ext 704/705 <a href="http://tofino.ca/recreation">http://tofino.ca/recreation</a>	<ul style="list-style-type: none"> <li>• W.A.V.E.S (Wellness Activities for Valued and Extraordinary Seniors)</li> <li>• Classes: • Qi Gong, Yoga, Gentle Movement</li> <li>• Better With A Buddy (partnering seniors with</li> </ul>	Tofino and surrounding  All				X		

Cont'd: ACTIVITIES / RECREATION		young people and families)								
	<b>District of Ucluelet Recreation</b> 250-726-7772 <a href="https://ucluelet.ca/community/parks-recreation">https://ucluelet.ca/community/parks-recreation</a>	<ul style="list-style-type: none"> <li>• Senior Forum (in 2018 and 2019)</li> <li>• Rec Programs incl: QiGong, Chair Yoga, Ageless Yoga, Dance Fit 55+, Pickleball</li> <li>• Easel Nest Art Group</li> <li>• Seniors Matinee</li> <li>• Speaker Series</li> <li>• Partners with: WCCRS, Forest Glen, Community Paramedic, Choose To Move</li> </ul>	All				x			
	<b>Forest Glen</b> (Seaview Seniors Housing Society) (250) 726-2789 <a href="http://www.facebook.com/ForestGlenSeaview/">www.facebook.com/ForestGlenSeaview/</a>	Hosts: <ul style="list-style-type: none"> <li>• Senior Social Luncheon (monthly)</li> <li>• Sunshine club Wednesdays 1-3</li> </ul>	All (in Ucluelet)		x			x		
	<b>Sunshine Club</b> (250) 726-7601	Wednesdays 1-3 pm at Forest Glen	All (in Ucluelet)					x		
	<b>Warriors Program</b>	Youth focused, but incl intergenerational connecting, learning and helping	Hitacu Esowista Ty-Histanis Opitsaht Ahousaht					x		
	<b>West Coast Fitness Centre</b> 250-726-7732 <a href="http://www.westcoastfitnesscentre.com/">http://www.westcoastfitnesscentre.com/</a>	Swimming Pool	Ucluelet (open to all)					x		
<b>West Coast Literacy</b> (250) 725-2219	Literacy programs and support through the Coastal Family Resource Coalition	All					x			



FOOD SUPPORTS	<b>Co-op Grocery Stores</b> Tofino (250) 725-3226 <a href="https://www.tofinoco-op.crs">https://www.tofinoco-op.crs</a> Ucluelet (250) 726-4231 <a href="http://www.uclueletco-op.crs">www.uclueletco-op.crs</a>	Online shopping and delivery available (incl. To First Street Dock)  Senior Shopping Hours: • Tofino 8:30-10am (& 10% for Seniors every Wednesday) • Ucluelet 9-10am		x					
	<b>Eat West Coast</b> <a href="https://www.eatwestcoast.ca/contact">https://www.eatwestcoast.ca/contact</a> & <a href="mailto:info@eatwestcoast.ca">info@eatwestcoast.ca</a>	Food distribution (executes many programs in collaboration with <b>Tofino Ucluelet Culinary Guild</b> )	All	x					
	<b>Fish and Loaves</b> 250-726-5017 <a href="https://www.facebook.com/Fish-and-Loaves-Tofino-1734665909877517/">https://www.facebook.com/Fish-and-Loaves-Tofino-1734665909877517/</a>	Food bank: Provisions and Friendship - Wednesdays from 10:30-11:30am  Hot Lunch (will resume once pandemic over)	All (Located in Tofino Legion)	x		x			
	<b>Food Bank On The Edge</b> (250) 726-6909 <a href="https://www.facebook.com/Food-Bank-on-the-Edge-645224955537342">https://www.facebook.com/Food-Bank-on-the-Edge-645224955537342</a>	Food hampers Tuesdays 1pm-3pm  Christmas Hampers	All	x					
HEALTH CARE	<b>Community Paramedics</b> (BC Emergency Health Services)  Tofino (250) 725-3424  Ucluelet (250) 726-7661	Ucluelet / Tofino <ul style="list-style-type: none"> <li>• Phone Safety Checks</li> <li>• Health promotion</li> <li>• Wellness checks</li> <li>• Community Outreach and Awareness</li> <li>• Wellness clinics</li> <li>• Home Health Monitoring</li> </ul>	Ucluelet (& Hitacu, Macoah, Area C) / Tofino (collaborates with surrounding First Nations)					x	

Cont'd: HEALTH CARE	<b>Dietitian</b> (via Island Health)	Also, Dial-a-Dietician 8-1-1	All	x						
	<b>Health Centre / Medical Clinic</b>	<ul style="list-style-type: none"> <li>• Ahousaht Medical Clinic (250) 670-2509</li> <li>• Hesquiaht Health Clinic (250) 670-1100</li> <li>• Tiic-Mis-Aq'kin Health Centre (250) 725-3335</li> <li>• Tonquin Medical Clinic (250) 725-3282</li> <li>• Toquaht First Nation (250) 726-4230</li> <li>• Ucluelet Medical Clinic (250) 726-4443</li> <li>• Yuułu?iłʔath̓ Health Centre (Cix<sup>w</sup>atin) (250) 726-7343</li> </ul>	Ahousaht  Hot Springs Cove  Esowista Ty-Histanis Opitsaht All(In Tofino)  Macoah (In Ucluelet) All (In Ucluelet) Hitacu				X	x		
	<b>Island Health Public Health</b> (250) 725-4020								x	
	<b>Nexgen Hearing</b> 778-421-0277	Helping you experience an improved quality of life through better hearing.	All (Office in Ucluelet)						x	
	<b>Pharmacy</b> Tofino Pharmacy 250-725-3101  Epic Pharmacy 250-725-4949  Ucluelet Co-op Pharmacy 250-726-4342  Harbourview	Both in Tofino rent mobility equipment (eg. Wheelchair, walkers, crutches, bath stool)  Ucluelet locations do not do rentals currently.	All (2 Ucluelet; 2 in Tofino)						x	

Cont'd: HEALTH CARE	Drugstore 250-726-2733								
	<b>Physiotherapist, Occupational Therapist &amp; Rehab Assistants</b> (via Island Health & privately)	Can visit in home, with referral, if challenged to make it to clinic	All					x	
	<b>Social Worker</b> 1-877-370-8699 (via Island Health)	Support next actions: food bank, housing, homecare, grants, finances, GIS, Advance Care Plan, Power of Attorney, Representation Agreements, etc.	All			x		x	x
	<b>Tofino General Hospital</b> 250-725-4010 <a href="https://www.islandhealth.ca/our-locations/hospitals-health-centre-locations/tofino-general-hospital">https://www.islandhealth.ca/our-locations/hospitals-health-centre-locations/tofino-general-hospital</a>	<ul style="list-style-type: none"> <li>• Outpatient Ambulatory Care</li> <li>• Telehealth</li> <li>• Rehabilitation services</li> <li>• Palliative Care</li> <li>• Medical Imaging</li> <li>• Laboratory services</li> </ul>	All (In Tofino)					X	
	<b>Transition Care Nurse Liaison</b> 1-877-370-8699 (via Island Health)		All			x		x	
HOUSING	<b>Seaview Seniors Housing Society</b> (Forest Glen) (250) 726-2789 <a href="http://www.facebook.com/ForestGlenSeaview/">www.facebook.com/ForestGlenSeaview/</a>	Independent living building (some clients have VIHA assisted living assistance)	In Ucluelet		x		x		
	<b>Tofino Seniors Housing Society</b> (Mount Colnet) (250) 726-5177	Mount Colnet 55+ Independent Living (4 units)	In Tofino						
OUTREACH / MENTAL HEALTH	<b>Island Health Mental Health and Substance Use</b> (250) 726-1282		All			x		x	x

Cont'd: OUTREACH / MENTAL HEALTH	<b>Pacific Rim Hospice Society</b> 250-725-1240 <a href="http://www.pacificrimhospice.ca/">http://www.pacificrimhospice.ca/</a>	<ul style="list-style-type: none"> <li>• Grief Counselling</li> <li>• Grief Groups</li> <li>• Grief Drop-in (in Ahousaht)</li> <li>• Palliative Support</li> <li>• Friendly Visiting</li> <li>• Friday Social</li> <li>• Walking Groups</li> <li>• Advanced Care Planning</li> <li>• Book Lending</li> <li>• Education</li> </ul>	All	x		x	x		x
	<b>Westcoast Community Resources Society</b> (250)726-2343 <a href="https://wccrs.ca/">https://wccrs.ca/</a>	<ul style="list-style-type: none"> <li>• Women's Counselling</li> <li>• Women's Outreach</li> <li>• Transition House</li> <li>• Welcome Bay</li> <li>• Community Outreach (info, advocacy, referrals, support, phone, fax, internet)</li> <li>• Soup / Lunches</li> <li>• Community Volunteer</li> <li>• Income Tax Program</li> <li>• iPad Loans</li> </ul>	All		X	x		x	x

## 1.2 Services Available from Beyond the West Coast Region

	Service Provider / Organization	Program / Service Offered	Community That Service Is Available To	Food	Transport	Outreach/ Counselling/ Mental Health	Recreation / Activities	Medical	Info
ASSORTED SUPPORTS	<b>Alberni Lifeline Monitoring</b> 250-731-1370 ext 48147 <a href="https://www.wcghfoundation.com/lifeline">https://www.wcghfoundation.com/lifeline</a>	Confidence to continue living at home. Press your Personal Help Button, worn on a wristband or pendant, and a trained Personal Response Associate will ensure you get help fast.						x	x
	<b>BC211</b> Call 2-1-1 <a href="http://www.bc211.ca">www.bc211.ca</a>	Safe Seniors, Strong Communities: Matches seniors with volunteers who can help bring groceries, medications, meals, friendly phone call or virtual visit.	All	x		x		x	x
	<b>Choose To Move</b> 604-875-4111 ext 21787 <a href="http://www.choosetomove.ca">www.choosetomove.ca</a>	Work one-on-one with a trained activity coach to create a tailor-made physical activity plan to meet your health and fitness goals.					x		
	<b>Dial-a-Dietician</b> 8-1-1			x				x	x
	<b>Family Caregivers of BC</b> (250) 384-0408 <a href="https://www.familycaregiversbc.ca/">https://www.familycaregiversbc.ca/</a>	Caregiver support resource					x		x
	<b>KUU-US Crisis Line Society</b> Adult/Elder Crisis Line: 250-723-4050	24-hour phone support to callers with in the Port Alberni area as well as Aboriginals throughout the Province of British	All			x			x

Cont'd: ASSORTED SUPPORTS	<b>NTC QUU'ASA PROGRAM</b> 1 (888) 624-3939		Traditional cultural/ spiritual support to promote mental and emotional healing for former Residential School survivors and their families.	All			x				
	<b>NTC HomeCare &amp; Personal Care Nursing</b> (250) 724-5757 <a href="https://nuuchahnulth.org/services/home-and-community-care-nursing">https://nuuchahnulth.org/services/home-and-community-care-nursing</a>		Nuu-chah-nulth Tribal Council nurses who Administer: immunizations, check vitals, foot care, wound care, etc.	Macoah Hitacu Hot Springs Cove Esowista Ty-Histanis					x		
	<b>Pain BC</b> 1-844-430-0818 <a href="http://www.painbc.ca">www.painbc.ca</a>		Pain Clinic via Island Health						x	x	
	<b>Red Cross Basic Health Equipment Short Term Program</b> (250) 723-0557		Mobility Equipment Rental	Located in Port Alberni					x		
	<b>Seniors Advocate BC</b> 1-877-952-3181 <a href="http://www.seniorsadvocatebc.ca">www.seniorsadvocatebc.ca</a>		Makes recommendations to government and service providers to address systemic issues.	All			x				x
	<b>Service BC</b> 250-726-7025	<b>Service Canada</b> 1-800-277-9914	call 1-877-631-4657 and an agent will fill out GIC or pension forms for you	All							x
	<b>Wheels For Wellness</b> (250) 338-0196 <a href="https://wheelsforwellness.com/">https://wheelsforwellness.com/</a>		Transport for residents of Vancouver Island to and from non-emergency medical appointments 60km+	All (Macoah must meet at paved highway)		x				x	
	<b>WIFI Free Access</b> (through VI Regional Libraries)		24/7 WiFi available outside ALL 39 VIRL branches <a href="http://ow.ly/ilb850yX3MC">http://ow.ly/ilb850yX3MC</a>						X		x

## SUPPLEMENTAL RESOURCE 2

### Amenities by Community

(Data is from ACHN 2017 Transportation Assets Map - information has been updated as best as possible although may be incomplete)

	Macoah	Hitacu	Ucluelet	Tofino	Esowista/ Ty-Histanis	Opitsaht	Ahousaht	Hot Springs Cove
GROCERY								
Grocery store			✓	✓				
Convenience Store	✓		✓	✓	✓		✓	
HEALTH ACCESS -Visiting Practitioners								
Public Health Nursing	✓	✓			✓	✓	✓	✓
Visiting GP	?	✓			?	?	✓	✓
Home Care	✓	✓			✓	✓	✓	✓
HEALTH ACCESS -Services Located in Communities								
Public Health			✓	✓				
Health Clinic - GP Access			✓	✓				
Health Clinic - Remote Certified Reg Nurse							?	
Home Care			✓	✓				
Community Paramedic			✓	✓				
First Responder Program	✓	✓				✓	✓	✓
BC Ambulance (or access to)	✓	✓	✓	✓	✓			

Hospital				✓				
Specialist Care								
Telehealth Site	✓	✓	✓	✓	✓	✓	✓	✓
TRANSPORTATION OPTIONS								
<i>Remote Community:</i>								
Boat						✓	✓	✓
Float Plane							✓	✓
<i>Rural or Rural/Remote Community:</i>								
Paved Road Access		✓	✓	✓	✓			
Logging Road Access	✓							
Public Transit								



## SUPPLEMENTAL RESOURCE 3

### Funding Sources & Support Resources

#### 3.1 Funding Source Chart

<p>Alberni Clayoquot Regional District Grants</p>	<p><a href="https://www.acrd.bc.ca/communityfunding">https://www.acrd.bc.ca/communityfunding</a></p> <ul style="list-style-type: none"> <li>The Alberni-Clayoquot Regional District (ACRD) awards one-time grants-in-aid to community non-profit organizations operating within the region. Grants are awarded to projects, programs, activities and events throughout the region that represent an appropriate use of tax dollars and enhance the well-being of our residents and communities</li> </ul>
<p>BETTER AT HOME PROGRAM (United Way)</p>	<p><a href="http://betterathome.ca/">http://betterathome.ca/</a>            Email: <a href="mailto:info@betterathome.ca">info@betterathome.ca</a> Phone: 604.268.1312</p> <ul style="list-style-type: none"> <li>Better at Home is a program that helps seniors with simple day-to-day tasks so that they can continue to live independently in their own homes and remain connected to their communities. The Government of British Columbia funds the program, United Way of the Lower Mainland manages it, and local non-profit organizations provide the services, for example Friendly visiting, Transportation, Light yard work, Minor home repairs, Light housekeeping, Grocery shopping</li> <li><b>Funding is reserved for each local program based on the demographics of the community</b>, such as the number of seniors residing in that community, income of seniors, etc.</li> <li>“The Better at Home program has reduced the gaps in services for seniors to remain living independently in their homes by: offering non-medical home support services that were not previously available in the communities; providing a point of contact for seniors to reach out to if they need help; offering free/low cost services to low income seniors who cannot typically afford to pay for outside help; and supporting socially isolated seniors who do not have friends and family nearby who can help.”</li> </ul>
<p>Clayoquot Biosphere Trust</p>	<p><a href="https://clayoquotbiosphere.org/grants/current-grants">https://clayoquotbiosphere.org/grants/current-grants</a>            Office phone: 250-725-2219 Email inquiries: <a href="mailto:info@clayoquotbiosphere.org">info@clayoquotbiosphere.org</a></p> <ul style="list-style-type: none"> <li>Vital Grants (\$80,000 in January responding to priorities/ urgent need; \$15-20K and some smaller theme \$5K)</li> <li>Neighbourhood Small Grants</li> <li>Emergency Community Support Fund via Community Foundations of Canada</li> <li>Arts and Culture Grant</li> </ul>

	<ul style="list-style-type: none"> <li>• Community Development Grant</li> </ul>
BC NEIHR Community Research Liaison	<p><a href="https://onlineacademiccommunity.uvic.ca/bcneihr/funding/">https://onlineacademiccommunity.uvic.ca/bcneihr/funding/</a></p> <ul style="list-style-type: none"> <li>• 1 of 9 indigenous-led networks across Canada that support health and wellness</li> <li>• Can help connect you with appropriate funding opportunities and facilitate grant applications</li> </ul>
BC Rural Dividend Fund	<p><a href="https://www2.gov.bc.ca/gov/content/employment-business/economic-development/support-organizations-community-partners/rural-economic-development/rural-dividend">https://www2.gov.bc.ca/gov/content/employment-business/economic-development/support-organizations-community-partners/rural-economic-development/rural-dividend</a></p>
BC Rehab Grant	<p><a href="https://bcrehab.com/applications/project-grant/">https://bcrehab.com/applications/project-grant/</a></p> <ul style="list-style-type: none"> <li>• The intent of the BC Rehab Project Grant program is to create opportunities for the full participation of people with physical disabilities</li> </ul>
Canada Mortgage and Housing Corporation	<p><a href="http://cmhc-schl.gc.ca/en/inpr/grow/index.cfm">http://cmhc-schl.gc.ca/en/inpr/grow/index.cfm</a></p> <ul style="list-style-type: none"> <li>• CMHC provides grants and sponsors partnerships to encourage research and initiatives that lead to solutions to the housing needs of Canadians</li> </ul>
Canada Council for the Arts	<p><a href="https://canadacouncil.ca/funding/grants">https://canadacouncil.ca/funding/grants</a></p> <ul style="list-style-type: none"> <li>• Organized into 6 programs</li> </ul>
District of Tofino	<p><a href="http://www.tofino.ca/municipal-grants">http://www.tofino.ca/municipal-grants</a></p> <ul style="list-style-type: none"> <li>• Offers financial grants in support of community led projects and activities (eg. Arts &amp; Culture, Council, Resort Municipality Initiative Event Support)</li> </ul>
Healthy Aging Core	<p><a href="https://healthyagingcore.ca/resources?f%5B0%5D=resource_subject_area%3AFunding%20Development">https://healthyagingcore.ca/resources?f%5B0%5D=resource_subject_area%3AFunding%20Development</a></p> <ul style="list-style-type: none"> <li>• Wide variety of useful and relevant resources available to individuals and organizations focused on healthy aging. Join their newsletter weekly updates on relevant resources and funding options from other groups</li> </ul>
Health Career Access Program	<p><a href="https://www2.gov.bc.ca/gov/content/economic-recovery/work-in-health-care">https://www2.gov.bc.ca/gov/content/economic-recovery/work-in-health-care</a></p> <ul style="list-style-type: none"> <li>• Provides a path for applicants with no health care experience to get hired and receive on-the-job training</li> </ul>
MakeWay (Tides)	<p><a href="https://makeway.org/">https://makeway.org/</a></p> <ul style="list-style-type: none"> <li>• Past grants in the region have been programming related to food sovereignty</li> </ul>
Mobility for Good	<p><a href="https://www.telus.com/en/about/seniors/application">https://www.telus.com/en/about/seniors/application</a> Email: <a href="mailto:mobilityforgood@telus.com">mobilityforgood@telus.com</a></p>

	<ul style="list-style-type: none"> <li>• Telus' Mobility for Good® program for low income seniors provides Canadian seniors receiving the Guaranteed Income Supplement (GIS) benefit with low-cost wireless service and a free refurbished device</li> </ul>
New Horizons for Seniors Program (NHSP)	<p><a href="https://www.canada.ca/en/employment-social-development/programs/new-horizons-seniors.html">https://www.canada.ca/en/employment-social-development/programs/new-horizons-seniors.html</a> Federal Grants and Contributions program that supports projects led or inspired by seniors who make a difference in their communities and in the lives of others</p> <ul style="list-style-type: none"> <li>• Program objectives:             <ul style="list-style-type: none"> <li>• Promote volunteerism among seniors and other generations</li> <li>• Engage seniors in the community through the mentoring of others</li> <li>• Expand awareness of elder abuse, including financial abuse</li> <li>• Support the social participation and inclusion of seniors</li> <li>• Provide capital assistance for new and existing community projects and programs for seniors</li> <li>• Community-based projects are eligible to receive up to \$25,000 in grant funding for 1 year</li> </ul> </li> <li>• Community-based projects can apply for a small grant of up to \$5,000 for 1 year</li> </ul>
PlanH (BC Healthy Communities)	<p><a href="http://bchealthycommunities.ca/programs/planh/">http://bchealthycommunities.ca/programs/planh/</a></p> <ul style="list-style-type: none"> <li>• PlanH supports local governments creating healthier communities through funding, resources, learning opportunities and leading practices for healthy public policy. The program focuses on the interconnection between people, society, and environment as the building blocks of healthy communities</li> </ul>
Resort Municipalities Initiative	<p><a href="https://www2.gov.bc.ca/gov/content/tourism-immigration/tourism-resources/tourism-funding-programs/resort-municipality-funding-rmi">https://www2.gov.bc.ca/gov/content/tourism-immigration/tourism-resources/tourism-funding-programs/resort-municipality-funding-rmi</a></p> <ul style="list-style-type: none"> <li>• The program is intended to support small, tourism-based municipalities to build and diversify their tourism infrastructure, deliver exceptional visitor experiences and incorporate sustainable tourism practices and products</li> </ul>
Union of BC Municipalities	<p><a href="https://www.ubcm.ca/EN/main/funding/lgps/age-friendly-communities.html">https://www.ubcm.ca/EN/main/funding/lgps/age-friendly-communities.html</a> (250) 952-9177 or email: <a href="mailto:lgps@ubcm.ca">lgps@ubcm.ca</a></p> <ul style="list-style-type: none"> <li>• The Age-friendly Communities program assists communities in BC to support aging populations by developing and implementing policies and plans, undertaking projects that enable seniors to age in place, and facilitating the creation of age-friendly communities</li> </ul>

<p>United Way Navigation and Peer Support (NPS) grant stream:</p>	<p><a href="https://healthyagingcore.ca/news/funding-opportunity-navigation-and-peer-support-programs-healthy-aging-united-way">https://healthyagingcore.ca/news/funding-opportunity-navigation-and-peer-support-programs-healthy-aging-united-way</a></p> <ul style="list-style-type: none"> <li>• The grant can be used to expand existing programs, develop new services, or ensure cultural and geographic diversity. Initially running April 2021 thru March 2023             <ul style="list-style-type: none"> <li>• Target audience "Lower Income older adults with higher needs"</li> <li>• 10-12 sites will receive funding, up to \$70,000/year</li> <li>• Priority to those serving Indigenous, rural and remote, + other underserved pops</li> <li>• Focused specifically on providing vulnerable and frail older British Columbians with one-to-one support so that they can access needed services and government benefits. These supports could include, but are not limited to:                 <ul style="list-style-type: none"> <li>• Supporting older adults to navigate public systems (e.g. housing, transportation, finances, legal, income tax, employment, etc.)</li> <li>• Responding to requests from older adults in accessing community-based services</li> <li>• Raising awareness of and advocating for available community-based and health services</li> </ul> </li> </ul> </li> </ul>
<p>United Way's Social Prescribing Funding Stream</p>	<p><a href="https://healthyagingcore.ca/resources/neighbours-helping-neighbours-program-gabriola-bc-secrets-living-series">https://healthyagingcore.ca/resources/neighbours-helping-neighbours-program-gabriola-bc-secrets-living-series</a></p> <ul style="list-style-type: none"> <li>• E.g., <a href="https://www.phcgabriola.org/">People for a Healthy Community (PHC)</a> has been able to strengthen their efforts at building their community's awareness and ability to stay connected, to eat healthily, and to stay active, amidst a particularly challenging time. <a href="https://www.phcgabriola.org/">https://www.phcgabriola.org/</a></li> </ul>
<p>Urgent Action Fund</p>	<p><a href="https://urgentactionfund.org/apply-for-a-grant/criteriado-i-fit/">https://urgentactionfund.org/apply-for-a-grant/criteriado-i-fit/</a></p> <ul style="list-style-type: none"> <li>• Specifically, Rapid Response Grants offer quick, flexible funding to respond to security threats or unexpected advocacy opportunities experienced by women, transgender, or gender non-conforming, activists and human rights defenders</li> </ul>
<p>Vancouver Foundation</p>	<p><a href="https://www.vancouverfoundation.ca/grants">https://www.vancouverfoundation.ca/grants</a></p> <ul style="list-style-type: none"> <li>• Many grant streams, including Systems Change Grant, Participatory Action Research Grant, etc.</li> </ul>

## 3.2 Additional Older Adult Support Resources

### BEREAVEMENT SUPPORT RESOURCES

#### BC After A Death Checklist

[https://www2.gov.bc.ca/assets/gov/birth-adoption-death-marriage-and-divorce/deaths/after-a-death/after\\_death\\_checklist.pdf](https://www2.gov.bc.ca/assets/gov/birth-adoption-death-marriage-and-divorce/deaths/after-a-death/after_death_checklist.pdf)

- When someone dies and you need to look after their affairs, this checklist helps you determine who to notify and helps you to be organized.

#### BC Bereavement Checklist

<https://sci-bc.ca/wp-content/uploads/2019/11/British-Columbia-Bereavement-Checklist.pdf>

- This checklist is a tool that can assist with identifying key federal departments and provincial ministries that should be notified of a death to terminate benefits and services or to initiate benefits for survivors.

### CAREGIVER SUPPORT RESOURCES

#### Family Caregivers of BC

[www.familycaregiversbc.ca/](http://www.familycaregiversbc.ca/)

- Family Caregivers of BC is a registered non-profit organization in Victoria working province wide to improve the quality of life for caregivers through support, information, and education. Any caregiver caring for an adult family member or friend can access their free services which include: a Caregiver Support Line (Monday-Friday, 8:30am-4:00pm) for emotional support, help navigating the health care system, and information and referral sources; Caregiver Coach sessions where caregivers in complex situations can be supported to create an action-oriented plan for change; and an extensive online resource hub for caregivers which includes flipbooks, webinars, articles and more. Caregivers can also sign-up to receive a paper or electronic copy of the quarterly newsletter, the Caregiver Connection.

### HOUSING SUPPORT RESOURCES

#### Home Adaptations for Independence (HAFI) Program:

[www.bchousing.org/housing-assistance/HAFI](http://www.bchousing.org/housing-assistance/HAFI)

- Provides financial assistance in the form of a grant to eligible low-income households to complete home adaptations which will allow them to continue living independently in their home. To be eligible, you must be a British Columbia resident with limited income and assets. You or someone in your household must have a permanent disability or loss of ability. The adaptations requested must support accessibility and promote continued safe and independent living.

#### Home Renovation Tax Credit for Seniors and Persons with Disabilities

[www2.gov.bc.ca/gov/content/taxes/income-taxes/personal/credits/seniors-renovation](http://www2.gov.bc.ca/gov/content/taxes/income-taxes/personal/credits/seniors-renovation)

- Assists eligible individuals 65 and over and persons with disabilities with the cost of certain permanent home renovations to improve accessibility or be more functional or mobile at home.

#### SAFER (Shelter Aid for Elderly Renters)

[www.bchousing.org/housing-assistance/rental-assistance/SAFER](http://www.bchousing.org/housing-assistance/rental-assistance/SAFER)

- Provides monthly cash payments to subsidize rents for eligible BC residents who are age 60 or over and who pay rent for their homes.

## SAFETY SUPPORT RESOURCES

How to Assist an Adult Who is Abused, Neglected or Self Neglecting: A Decision Tree for Effective Referrals for Adults in BC Who may be Vulnerable and/or Incapable

<https://cnpea.ca/images/decisiontreebc.pdf>

- 2 page poster/info chart

How to Take Care of Yourself When Living With Abuse During a Pandemic

[https://foundrybc.ca/stories/how-to-take-care-of-yourself-when-living-with-abuse-during-a-pandemic/?fbclid=IwAR37X9Nf3vkMNUmkDUNuilsJYjG8RoSGnu4-GFXn1JgSAnOkAdZrhEDJg8&fbclid=IwAR1OpXyd\\_0Xjr8-AFT4aoEc2y8vmMG042ARq1g2o21v0KtOX2D5F2vxY1sM](https://foundrybc.ca/stories/how-to-take-care-of-yourself-when-living-with-abuse-during-a-pandemic/?fbclid=IwAR37X9Nf3vkMNUmkDUNuilsJYjG8RoSGnu4-GFXn1JgSAnOkAdZrhEDJg8&fbclid=IwAR1OpXyd_0Xjr8-AFT4aoEc2y8vmMG042ARq1g2o21v0KtOX2D5F2vxY1sM)

Privacy Tips for Seniors - Brochure

[www.oipc.bc.ca/media/17317/privacy-tips-for-seniors-brochure\\_oipc\\_seniors-advocate.pdf](http://www.oipc.bc.ca/media/17317/privacy-tips-for-seniors-brochure_oipc_seniors-advocate.pdf)

Reporting Financial Elder Abuse:

Elder Financial abuse can be reported to the following agencies.

- RCMP/Local Police
- BC Securities Commission
  - Telephone: 1-800-373-6393 (toll free) or 604-899-6854
  - Email: [inquiries@bcsc.bc.ca](mailto:inquiries@bcsc.bc.ca)
  - Website: [www.investright.org](http://www.investright.org)
- Consumer Protection BC
  - Website: [www.consumerprotectionbc.ca/consumer-help/](http://www.consumerprotectionbc.ca/consumer-help/)
  - Telephone: 1 888-564-9963
- Seniors First BC
  - Telephone: 1-866-437-1940 (toll-free) or 604-437-1940
  - Website: [seniorsfirstbc.ca/](http://seniorsfirstbc.ca/)
- Seniors Abuse & Information Line (SAIL):
  - TTY: 604-428-3359 TTY Teletype for the deaf
- Regional Health Authorities
  - Their role as designated agency is to respond to all types of seniors' abuse.
  - Website: [www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/partners/health-authorities/regional-health-authorities](http://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/partners/health-authorities/regional-health-authorities)
- Government of BC – Scams and Frauds
  - [www2.gov.bc.ca/gov/content/family-social-supports/seniors/financial-legal-matters/scams-and-fraud](http://www2.gov.bc.ca/gov/content/family-social-supports/seniors/financial-legal-matters/scams-and-fraud)

Seniors' Guidebook To Safety and Security

<https://www.rcmp-grc.gc.ca/wam/media/1971/original/1aad45a3f33f4b16c4f91340a803ae1a.pdf>

- Includes details of scams to be aware of.

## OTHER SUPPORT RESOURCES

BC Elders' Guide

[/www.fnha.ca/WellnessSite/WellnessDocuments/BC\\_EldersGuide.pdf](http://www.fnha.ca/WellnessSite/WellnessDocuments/BC_EldersGuide.pdf)

BC Seniors' Guide

[www2.gov.bc.ca/assets/gov/people/seniors/about-seniorsbc/guide/bc-seniors-guide-11th-edition.pdf](http://www2.gov.bc.ca/assets/gov/people/seniors/about-seniorsbc/guide/bc-seniors-guide-11th-edition.pdf)

Healthy Aging Core

<https://healthyagingcore.ca/>

Healthy Eating Handbook,

[www2.gov.bc.ca/assets/gov/people/seniors/health-safety/pdf/healthy-eating-seniorsbook.pdf](http://www2.gov.bc.ca/assets/gov/people/seniors/health-safety/pdf/healthy-eating-seniorsbook.pdf)

- Also available as an audiobook.

Self-Management BC

[www.selfmanagementbc.ca](http://www.selfmanagementbc.ca)

- Online & Mailable Programs for those living with chronic conditions.

Seniors Advocate BC

<https://www.seniorsadvocatebc.ca/> 1-877-952-3181

- The Office of the Seniors Advocate monitors and analyzes seniors services and issues in B.C., and makes recommendations to government and service providers to address systemic issues.

Victoria and BC Senior resources

<https://seniorsservingseniors.bc.ca/resources/>

## SUPPLEMENTAL RESOURCE 4

### Reports, Guides & Resources

#### 4.1 Local Reports & Highlights

2020 Coming Together Forum

Report available by email request [coordinator@coastalcoalition.ca](mailto:coordinator@coastalcoalition.ca)

'Older Adult Support' open conversation break-out room on Zoom:

- Negative impact of losing older adult generation when they leave the community;
- If people are missing family/friends/social supports, then they have to leave;
- Need to support seniors who want to live at home/stay in community longer through programs such as friendly visiting, help with light household chores, grocery shopping, transportation and activities;
- Need for building relationships with seniors so that they are familiar with service providers and comfortable accessing more essential services when the time comes;
- Service providers struggling to access funding for this age group. As outside funders don't see the impact of programming because of the smaller population;
- Amount of caregiving from family members on the coast not being seen/quantified & those caregivers are not receiving the supports that they need.

2018 WC Seniors Hub Fall Forum in Ucluelet

[www.westcoastseniorshub.org/information-centre/](http://www.westcoastseniorshub.org/information-centre/)

PRIORITIES RANKED:

- #1-Enhancing health care options
- #2-Promoting active living
- #3-Socializing & Recreation
- #4-Expanding affordable transportation services
- #5-Improving caregiving options
- #6-Increasing availability of adapted housing
- #7-Expanding affordable transportation services
- #8-Understanding legal issues (wills, PoA, etc)
- #9-Improving financial security
- #10-Learning a new skill

2018 WC Seniors Hub Spring Forum - Roundtable #1 Exploring Ideas

<http://www.westcoastseniorshub.org/information-centre/>

- Themes included: Arts & culture; Emergency preparedness; Fitness; Cooking & nutrition; Health, wellness & selfcare; Respite & Hospice; Education & workshops; Volunteering

2017 Survey for Older Adults 50+ in Tofino Dec 15, 2017

Via Hospice/Rural and Remote Division, BC Palliative Care and Island Health

From 19 participants 65+

- Having to leave Tofino was a huge worry about growing older (also health)
- All wished to / plan to remain in community till they die



- 75% felt a warm meal program would benefit older adults

#### 2016 Community Health Survey - Senior & Elder Health Snapshot

<http://coastalfamilyresources.ca/sites/default/files/content/Communtiy%20Health%20Survey%20-SENIOR%20HEALTH.pdf>

From 35 respondents

- Doctor in community where you live (65%)
- Health good (41%); Health fair (44%)...only 9% said Very Good...0% said Excellent
- Physical, and then mental health, most concerned about
- 82% have a chronic condition
- 62% want to learn more about nutrition
- 62% said services could be added/improved: Physical Therapy & Homecare/ Nursing
- 78% satisfied with primary health care

#### 2016 District of Ucluelet Age Friendly Plan

[https://ucluelet.ca/images/2016\\_Age\\_Friendly\\_Plan.pdf](https://ucluelet.ca/images/2016_Age_Friendly_Plan.pdf)

From 83 public survey respondents

##### **10 action steps identified to implement:**

- + Communication of information for older adults;
- + Coordination of resources, including volunteerism and support services;
- + Meaningful social, recreational, and wellness activities for seniors;
- + Accessible planning, engineering, and design standards;
- + Identification of small changes that may make a big difference;
- + Strengthening partnerships and relationships; and,
- + Fostering social connectedness and reaching isolated seniors;
- Annual Action Planning needed to revisit ongoing and re-establish priority list.
- A clear need for strengthened connections and better coordination between community partners – the District, Seaview Seniors Society, Island Health, West Coast Community Resource Society, local service providers, and others.

#### 2013 Seniors' Tea at the Legion Feb 27 (Appendix 6)

<https://tofino.civicweb.net/document/20587>

Of many ideas voiced, some included:

- Seniors need space of their own - sense of ownership
- Programming in spaces to make people want to go
- Disconnected from family
- Lack of people to take leadership roles
- Senior's suits (housing)
- Various activities, museum, movies
- Swimming pool, outdoor paths
- Tourism crushing community feel

#### 2013 Age-Friendly Tofino

<https://tofino.civicweb.net/document/27207>

(43 aper survey respondents, 1 public roundtable, 2 focus groups, 8 SP interviews)

- “The biggest gap identified in Tofino services for seniors is **homecare**...of specific need are an improved system of case management, more in-home workers, increase in services offered to include laundry, meal preparation and bathing.” (p.10)
- “The second largest gap lies in **transportation and travel assistance**... to get to social events, in town chores or out-of-town medical appointments.” (p.10)
- Needs ranking all ages (p.7):
  1. Housing
  2. Community Supports & Health Services
  3. Outdoor Spaces & Public Buildings
  4. Transportation
  5. Social participation
- “When asked more specifically what developments would make a big difference in older adults’ and seniors’ ability to age well in Tofino, respondents revealed that ‘**Access to Information**’ was a top concern, especially for those 75 years of age and older.” (p.32)

#### **Some community suggested actions:**

- “Install more resting places
- Initiate affordable (subsidized) transportation options in and out of town
- Develop a volunteer ‘give a lift’ program
- Assisted living more in home supports
- Seniors discounts
- Elders college (computer support / technology / language)
- Opportunities for elders to share knowledge/stories
- Intergenerational opportunities
- Adopt-a-grandparent
- Social gatherings with transport
- Seniors work options (4 hrs/day 3 days/week)
- Partner with Tourism Tofino to hire seniors as local greeters/ambassadors
- Means of communicating events and opportunities to seniors
- District mailing list just for seniors / senior related info
- Increase scope of fitness classes (walking group, aerobics)
- Navigators program to help seniors go through their health process
- Senior pet services
- Affordable hair and nail maintenance
- Adult daycare / things to do”

#### **“Senior Service Providers Interview Data (Appendix D) (p.38):**

- Lack of adult day care/ respite for family caregivers
- Need for “Navigators” program
- An integrated health approach where seniors get help with each step of their health care in an organized and accessible manner
- Limited resources for homecare and case management
- Futile attempts at getting VIHA to understand specific needs of small town transportation
- The need for a volunteer or subsidized service to help seniors get to out-of-town medical appointments as well as around town for chores or to recreational events
- Difficulty obtaining necessary equipment in Tofino- medical scooters, beach wheel chairs, home appliances for those with mobility challenges, etc.

- Education- need for seminars, workshops and classes to educate both older adults and other community members on prevention, health management, chronic disease care and holistic care
- Housing- need for more “cluster housing.” When older adults live close to each other they can take care of each other
- Work programs for seniors- education and strategic planning are needed to enable older adults to continue in the work force. 4/hr days/ 3 days a week is sufficient for many older adults. Possible partnerships with Tourism Tofino to utilize senior residents as Community “greeters” and ambassadors
- Need for a seniors home renovation program to ensure older adults can continue to live, function and thrive in their own homes safely and independently for as long as possible
- Shortage of specialty services in Tofino such as pet grooming services, nail care, personal hygiene and grooming, hair styling, etc.
- Importance of a local committee or sub-committee for seniors of seniors to ensure the interests and needs of older adults continue to be represented in Town planning
- Increase in exercise program offering- seniors need variety and their unique physical needs must be met. Some research and assessment should go into what fitness programs would be valued and attended by Tofino seniors
- Intergenerational exchange- absence of “adopt-a-grandparent’ or ‘elder tutoring’ programs to encourage interaction between Tofino’s seniors and children, to the benefit of both”

## 4.2 Programming Inspiration from Other Regions

(Connecting with these projects may give insights and guidance for initiating our own.)

### GOLDEN CIRCLE

<https://www.goldencircle.ca/>

- Senior Resource Centre (in Red Deer pop over 12,000 x 65yrs +)
- The Golden Circle provides information, resources, programs, activities and Outreach community support services for the purpose of enriching independent healthy lifestyles for ALL older adults, their families and caregivers in Red Deer and surrounding communities., since 1977. A vibrant hub for seniors’ to meet, build community and enjoy the company and support of their peers.
- Includes Frozen Meal outreach program / Red Deer Homeshare / Community Resource List / Elder Abuse Support Brochure / Friendly Visiting / Home Maintenance / Mengagement

### HOMESHARING

- <https://www.homesharecanada.org/ON>
- <https://goldenhomesharingconnections.ca/>
- <https://www.silvernest.com/>

### MOBILE SENIORS OUTREACH

<https://healthyagingcore.ca/programs/archway-community-services-mobile-seniors-outreach-program>

- Archway Community Services Mobile Seniors Outreach Program in Abbotsford

#### SENIORS CENTRE WITHOUT WALLS

[www.comeshare.ca/community-support--3/seniors-centre-without-walls](http://www.comeshare.ca/community-support--3/seniors-centre-without-walls)

- (SCWW)program offers brief 30-minute interactive telephone conference sessions where you can laugh and socialize, learn new skills, and create new connections, FREE. ....all seniors 55+ living in Surrey or White Rock....All you have to do is download the program guide, decide which programs you are interested in, then call the SCWW Coordinator to register! If a program requires print materials, they will be mailed to you after you register.....On the day of the programs you have registered for, you will receive a phone call from the program to join the conference call.

#### SOUP DELIVERY & PHONE TREE - Golden

<https://healthyagingcore.ca/programs/golden-seniors-table-seniors-lunch-program>

- During the pandemic Lynne Romano launched a seniors' soup delivery lunch program in April 2020 and created a phone tree from scratch, recruiting volunteers and calling up to 100 seniors (with funding by the BC CRN, Columbia Valley Credit Union, Columbia Basin Trust, United Way, the local Golden District Community Foundation, and New Horizons) "Soup created an avenue for some of our most vulnerable seniors to connect".

### 4.3 Other Older Adult Relevant Reports

#### Alberni-Clayoquot - 426 Local Health Area Profile

<https://www.islandhealth.ca/sites/default/files/alberni-clayoquot-local-health-area-profile.pdf>

<https://www.islandhealth.ca/about-us/medical-health-officers/population-health-statistics-publications>

#### Alberni Valley 2020 Age-Friendly Plan

<https://www.acrd.bc.ca/cms/wpattachments/wpID559atID3492.pdf>

<https://www.acrd.bc.ca/cms/wpattachments/wpID559atID3492.pdf>

and its supporting Appendices:

<https://www.acrd.bc.ca/cms/wpattachments/wpID559atID3493.pdf>

2019 project planning summary:

<https://www.acrd.bc.ca/cms/wpattachments/wpID559atID3346.pdf>

2020-Age Friendly Staff Report June 24:

<https://www.acrd.bc.ca/cms/wpattachments/wpID559atID3495.pdf>

#### Better at Home Port Alberni 2013

[http://betterathome.ca/wp-](http://betterathome.ca/wp-content/uploads/Port%20Alberni%20Better%20at%20Home%20Final%20Report%20October%202013_0.pdf)

[content/uploads/Port%20Alberni%20Better%20at%20Home%20Final%20Report%20 October%202013\\_0.pdf](http://betterathome.ca/wp-content/uploads/Port%20Alberni%20Better%20at%20Home%20Final%20Report%20October%202013_0.pdf)

#### Better at Home Aboriginal Programs Evaluation 2017/2018

<http://betterathome.ca/wp-content/uploads/2019/07/Better-at-Home-First-Nations-Evaluation-Report-MAY.19-FINAL.pdf>

- Video in partnership with Sto:lo First Nations promoting the program produced during the engagement and data collection phase. <https://vimeo.com/237336159>

- Cowichan, Gitksan, Sto:lo, and Tsleil-Waututh (and Squamish) programs participated
- “The First Nations Better at Home programs all share some degree of integration with their community medical services, which is not the case for other Better at Home programs” (p.20)
- “This liaison function must demonstrate cultural safety, humility and be trauma informed. We recommend that the orientation is towards empowerment, reciprocity and leadership versus management.” (p.33)
- “Role it has played in enhancing economic conditions in the community through needed employment.” (p.5)
- “Elders expressed a desire for more connections, especially intergenerational connections and community and cultural events.” (p.5)
- “In contrast with mainstream Better at Home programs, all First Nations programs offer 100% subsidy, meaning they do not have a service fee revenue base.”(p.13)
- “The connection between the Elder and the service provider is always one of ‘visiting.’” (p.17)
- “Hiring members of the community who speak the language and/or understand traditional practices.” (p.17)
- “Volunteers across the programs are paid an honorarium, which is also a cultural norm in First Nations communities.” (p.20)

Better at Home Rural and Remote Pilot Project: Final Evaluation Report (United Way)

[http://betterathome.ca/wp-content/uploads/2016/11/Better-at-Home-RRPP-Final-Evaluation-Report\\_310317.pdf](http://betterathome.ca/wp-content/uploads/2016/11/Better-at-Home-RRPP-Final-Evaluation-Report_310317.pdf)

- “The Better at Home program has reduced the gaps in services for seniors to remain living independently in their homes by: offering non-medical home support services that were not previously available in the communities; providing a point of contact for seniors to reach out to if they need help; offering free/low cost services to low income seniors who cannot typically afford to pay for outside help; and supporting socially isolated seniors who do not have friends and family nearby who can help.”

#### **Some “Key Considerations for Approaches to Serving Seniors in Rural and Remote Program Sites (p.19):**

- More funding is required to pay for contractors and rely less on volunteers;
- Streamline reporting requirements for coordinators so they are doing more coordinating of efforts and less reporting
- Add meal preparation and cooking component”

#### **Some “Outcomes and Impacts (pg. 21-30):**

- Assess local volunteer capacity; attract more volunteers; provide training for volunteers.
- Provided a Better at Home coordinator in each participating community that seniors can call if they need help.
- Provided low cost and/or free supports to low income seniors who cannot typically afford to pay for outside help.
- It is difficult to manage this program based on[the] the good will of volunteers.
- Rural and remote communities need to be treated differently because the cost of groceries, gas, and transportation is much higher.
- Supports seniors independence by putting local seniors in charge of identifying their own

non-medical home support needs and requesting the necessary supports through the program.

- Bridge the gap between what needs to get done in order for a senior to remain living independently at home and what they are still able to do for themselves.
- Allow seniors to remain living in their homes by keeping] their house clean, safe, and a pleasant environment for them to remain in.
- Is really helping widows and widowers who have recently lost their spouse and don't know how to cope.
- As seniors become less socially isolated, it is also making it easier for some seniors to come forward with their needs and ask for other services through the program.
- Quite often these individuals are socializing and chatting with the seniors as they work,
- Helps to reduce stress for family members who are concerned about their senior relative living alone.
- Has made living alone more safe for participating seniors by removing hazards in their living conditions, offering assistance to seniors so that they are less likely to attempt to do things around their homes that they are no longer able to safely do for themselves, and expanding the network of individuals that they can call upon for help.
- [The] anxiety level of the seniors [has] gone down. Seniors have a backup plan in addition to their families and friends. They have something to rely on.
- A positive impact on the volunteers themselves, since many of the volunteers are also seniors. Feedback from the volunteers suggests that senior volunteers enjoy their work because they meet new people and it gives them a sense of purpose and connection to the community.”

**Some “Recommendations (pg. 33-35):**

- Offer training to host organizations around volunteer recruitment, training and retention.
- Training for individuals working in caring professions to prevent burnout, and cultural competency training around serving Indigenous communities.
- Recruitment of nearby community champions in extra-remote areas.
- Support funding mileage and/or travel time for volunteers/contractors who are travelling long distances.
- Support the creation of local seniors food programs (e.g., bulk meal preparation in seniors homes, community lunches, community gardens, community kitchens, opportunities for seniors to socialize around food.
- Develop an inventory [about] senior services & existing non-medical home support services (both private and non-profit) to prevent duplication of existing services and identify gaps in existing services.
- Engage local seniors organizations in a discussion of community assets and current gaps (in non-medical home support services) that can make it challenging for local seniors to remain living independently in their homes.
- Develop a simplified seniors survey:
  - a. Make the survey concise and low barrier for seniors (5-10 questions max;
  - b. Make survey accessible and seniors friendly (i.e. large print, plainer language);
  - c. Ask active Better at Home clients to complete this survey once a year”

Federal/Provincial/Territorial Ministers Responsible for Seniors: Rural & Remote Guide for Age - Friendly communities

<https://www.ubcm.ca/assets/Funding~Programs/LGPS/SHSI/afc-rural-remote-guide.pdf>

Monitoring Seniors Services 2019

[www.seniorsadvocatebc.ca/app/uploads/sites/4/2020/05/MonitoringReport2019-PP.pdf](http://www.seniorsadvocatebc.ca/app/uploads/sites/4/2020/05/MonitoringReport2019-PP.pdf)

Office of the Seniors Advocate 2019-20 ANNUAL REPORT

[www.seniorsadvocatebc.ca/app/uploads/sites/4/2020/09/AnnualReport201920.pdf](http://www.seniorsadvocatebc.ca/app/uploads/sites/4/2020/09/AnnualReport201920.pdf)

## 4.4 Research, Survey & Reporting Resources

Age-Friendly Community Planning

- <https://uwaterloo.ca/environment/finding-the-right-fit>
- [https://uwaterloo.ca/environment/sites/ca.environment/files/uploads/files/instrument\\_database.xlsx](https://uwaterloo.ca/environment/sites/ca.environment/files/uploads/files/instrument_database.xlsx)
- <http://www.goldenloom.ca/age-friendly.html>

BC NEIHR Community Research Liaison

<https://onlineacademiccommunity.uvic.ca/bcneihr/indigenous-communities-collectives-and-organizations-iccos/>

- 1 of 9 Indigenous-led networks across Canada that support health and wellness research in culturally relevant & accessible ways to the members meant to be served
- Connections to appropriate funding opportunities; facilitation of grant applications

Community Tool Box

<https://ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources/qualitative-methods/main>

- Excellent resource for qualitative research, and so much more

First Nations principles of OCAP

<https://fnigc.ca/ocap-training/>

- Researchers should be trained in OCAP (Ownership, Control, Access, Possession); OCAP® asserts that First Nations alone have control over data collection processes in their communities, and that they own and control how this information can be stored, interpreted, used, or shared.

FNHA Health and Wellness Planning Toolkit 2019

<https://www.fnha.ca/WellnessSite/WellnessDocuments/FNHA-Health-and-Wellness-Planning-A-Toolkit-for-BC-First-Nations.pdf#search=Primary%20Care%20Initiative>

- Fantastic 174page toolkit document (methodology, surveys, privacy, etc).

FNHA Policy on Mental Health and Wellness, Dec 2018

<https://www.fnha.ca/WellnessSite/WellnessDocuments/FNHA-Policy-on-Mental-Health-and-Wellness.pdf#search=Primary%20Care%20Initiative>

- “Resiliency and wellness of our people must be promoted, facilitated and celebrated and that we must not focus only on the treatment of illness.” (p.3)
- “Wellness approaches must be designed based on an understanding of the deep and ongoing impacts of colonialism.” (p.3)
- “Culturally safe and trauma-informed [services], free of all forms of racism and stigma, and include cultural supports and interventions” (p.3)
- “More capacity building and care for the mental health and wellness workforce (caring for our caregivers, both “professional” care-providers and those who provide care without any compensation)”(p.3)
- “Programs and services to be relational, person and family-centered, supportive of self-determination, and reliant on methods that are wholistic, contextually aware and responsive, strengths-based, and grounded in culture.” (p.6)
- “Welcome and involve families in services to the greatest extent possible.” (p.13)
- “A focus on people’s ability to self-manage and decide what wellness means to them.” (p.13)
- “Sincere community engagement takes time and needs to be approached as an ongoing relationship and not simply focused on a particular output.” (p.14)
- “Care recognizes that people’s physical and mental well-being is an outcome of the context of their lives.” (p.14)
- “First Nations health and wellness has been interrupted through a process of colonialism including aggressive tactics and policies such as the Indian Act, Indian Residential School System and Indian Hospitals, to name a few.” (p.15)
- “The need for a systemic approach to facilitating and restoring the mental health and wellness of Indigenous people is emphasized in Canada’s Truth and Reconciliation Commission (TRC) and the United Nations Declaration on the Rights of Indigenous People (UNDRIP) that both BC and Canada have now committed to implementing.” (16)

#### Island Health's Cultural Safety Online Course

<https://www.islandhealth.ca/learn-about-health/aboriginal-health/aboriginal-health-cultural-safety>

#### Project Impact - Healthy Aging- with Dialogues in Action

[https://healthyagingcore.ca/sites/default/files/2019-08/Healthy%20Aging%20FNL HR%20%281%29.pdf](https://healthyagingcore.ca/sites/default/files/2019-08/Healthy%20Aging%20FNL%20HR%20%281%29.pdf)

- British Columbia’s first developmental evaluation course tailored to the needs of its expanding Community-Based Seniors’ Service (or CBSS) sector. With Dialogues in Action’s unique approach to in-depth interview design and interpretation, the teams learned both how to prove the impacts of their programs and how to improve them.



From: [Julia Martin](#) on behalf of [Administration Shared](#)  
 Subject: ACRD - Around our Region Newsletter - March 2021  
 Date: March 26, 2021 1:26:10 PM



# Around our Region



## Highlights from the Alberni-Clayoquot Regional District (ACRD) Board of Directors' Meetings - March 2021



### MARCH 10<sup>TH</sup> MEETING

#### DELEGATION

**Ms. Joanne Sales, Broom Busters Invasive Plant Society** – The delegation provided a presentation on the Scotch Broom invasion on Vancouver Island and initiatives undertaken by Broom Busters Invasive Plant Society to stop the spread. In 2020, over 400 volunteers cut broom for over 5000 hours.

#### ACRD & VIU PARTNER ON ALBERNI VALLEY LANDFILL GAS MONITORING PROJECT

The Board approved entering into an agreement with Vancouver Island University for the Alberni Valley Landfill (AVL) Gas Monitoring Project. This project will provide highly accurate measurements of landfill gas at the AVL using a state-of-the-art mobile air quality monitoring unit.

#### CASCADIA AIR – SCHEDULED FLIGHTS AT THE LONG BEACH AIRPORT (LBA)

The Board authorized Cascadia Air to operate scheduled service at LBA, subject to Transport Canada authorization and execution of a formal agreement with the ACRD. Once complete, Cascadia may set-up a regular flight schedule to Tofino.

#### UNION OF BC MUNICIPALITIES (UBCM) – EMERGENCY OPERATIONS CENTRES & TRAINING GRANT

The Board will partner with the City of Port Alberni on a grant application through the UBCM – Community Emergency Preparedness Program Fund for grant funds to support the Regional Operations Centre for EOC training and equipment.

### MARCH 24<sup>TH</sup> MEETING

#### ACRD 2021 – 2024 STRATEGIC PLAN

The Board adopted their first ever full Strategic Plan. The plan has been developed to unite the Board of Directors under a common vision for the region and to provide clear priorities and focus for staff. The plan will support a more strategic approach to financial decisions and ensure our resources are focused on the most important issues facing our region and our communities and will facilitate increased collaboration and alignment with ACRD partners.

#### ACRD 2021-2025 FINANCIAL PLAN BYLAW

The Board adopted *Bylaw F1152, 2021 to 2025 Alberni-Clayoquot Regional District Financial Plan*. This Plan provides for maintaining and improving services as well as position the ACRD to better engage with the communities it serves.

#### BAMFIELD VOLUNTEER FIRE DEPARTMENT (BVFD) ASSET MANAGEMENT PLAN

The Board adopted the Bamfield Volunteer Fire Department Asset Management Plan. The Plan will provide significant value by utilizing data from BVFD and has identified areas and projects that are priority in the budgeting and long-term financial planning process.

#### 2020 AV FIRE DEPART. ANNUAL REPORT

The Board received the 2020 AV Fire Departments Annual Report highlighting events from the past year for the Bamfield, Beaver Creek and Sproat Lake Volunteer Fire Departments.

All of the above documents can be viewed on the ACRD website at [www.acrd.bc.ca](http://www.acrd.bc.ca)

#### UPCOMING MEETINGS – input on upcoming meetings may be emailed to: [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca)

**Board of Directors** – Apr 14<sup>th</sup>, 1:30 pm, followed by the **Regional Hospital District**; via Zoom

**Board of Directors** – Apr 28<sup>th</sup>, 1:30 pm; via Zoom

*This is not the official minutes, but an information report summarizing the Regular Board of Directors Meeting. For more information visit the ACRD Website at [www.acrd.bc.ca](http://www.acrd.bc.ca) or contact the General Manager of Administrative Services at 250-720-2706 or e-mail [wthomson@acrd.bc.ca](mailto:wthomson@acrd.bc.ca).*

### Board of Directors

**Chair: John Jack**  
(Huu-ay-aht First Nation)

**Vice-Chair: John McNabb**  
(Electoral Area "E"  
Beaver Creek)

**Director Bob Beckett**  
(Electoral Area "A"  
Bamfield)

**Director Tanya Shannon**  
(Electoral Area "B"  
Beaufort)

**Director Kel Roberts**  
(Electoral Area "C"  
Long Beach)

**Director: Penny Cote**  
(Electoral Area "D"  
Sproat Lake)

**Director Dianne Bodnar**  
(Electoral Area "F"  
Cherry Creek)

**Mayor Sharie Minions**  
(City of Port Alberni)

**Councillor Ron Paulson**  
(City of Port Alberni)

**Councillor Tom Stere**  
(District of Tofino)

**Councillor Rachelle Cole**  
(District of Ucluelet)

**Councillor Kirsten Johnson**  
(Toquaht Nation)

**Councillor Wilfred Cootes**  
(Uchucklesaht Tribe  
Government)

**Councillor Alan McCarthy**  
(Yuulu?il?ath Government)

### Voyent Alert!

#### How to Register

**Mobile App Users**  
Download and install the Voyent Alert! app from the Apple App or Google Play stores.

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Scan here for a link to simple registration



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## STAFF REPORT TO COUNCIL

Council Meeting: APRIL 14, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** BRUCE GREIG, MANAGER OF COMMUNITY PLANNING

**FILE NO:** 5400-07\_ONNI

**SUBJECT: REQUEST TO ERECT REAL-ESTATE DEVELOPMENT SIGN ON FLORENCIA DRIVE AT PENINSULA HIGHWAY**

**REPORT NO:** 21-47

**ATTACHMENTS:** APPENDIX A – LETTER FROM ONNI GROUP MARCH 25, 2021

### RECOMMENDATIONS:

**THAT** Council consider whether there is support for the request to locate a real-estate sign on the municipal road right-of-way at the corner of Florencia Drive where it meets Peninsula Road and, if so:

1. **THAT** Council direct staff to engage the municipal solicitors to prepare a licence of occupation suitable for the sign proposed to encroach within the public right-of-way, with legal costs to be borne by the proponents;
2. **THAT** Council direct staff to contact the Ministry of Transportation and Infrastructure to determine whether there are any concerns from the Ministry, or other provincial permitting requirements, for the proposed sign in this location; and,
3. **THAT**, subject to the proponents satisfying any requirements of the Ministry, authorize the Mayor and staff to execute a licence of occupation for the proposed sign.

### PURPOSE:

The purpose of this report is to provide information on a request from the Onni Group to erect a new sign on the municipal boulevard next to Florencia Drive (**"the Proposed Sign"**).

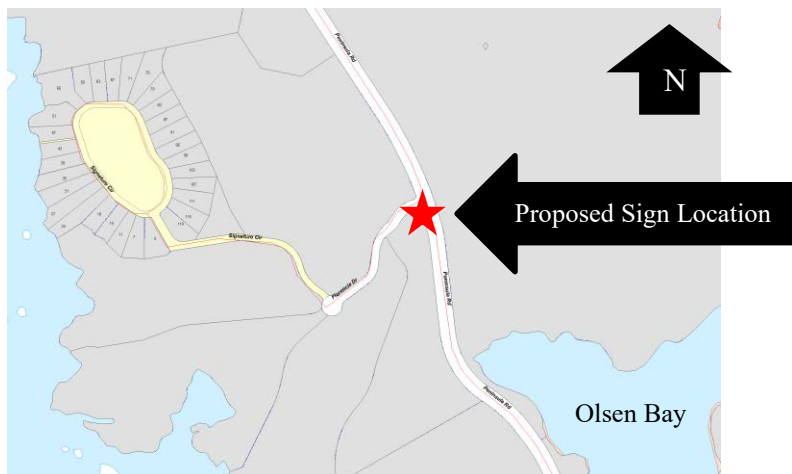


Figure 1 – Proposed Sign location

**BACKGROUND:**

For some years, a billboard sign for the defunct Wyndansea development stood at the entrance to Florencia Drive near Peninsula Road. Several months ago, staff observed that the posts had deteriorated and the sign appeared to be at risk of falling over. District staff removed the sign to eliminate any possible hazard.

In early March, staff received an inquiry from a sign company seeking information on whether a sign permit would be necessary to erect a new real estate sign near the entrance to the closed Florencia Drive and lands owned by the Onni Group. Staff let the company know that either a sign permit or an encroachment agreement would be required, depending on the location and type of sign, and suggested that we could answer their questions fully if they provided information about the exact location, size and type of sign. On March 19, 2021, staff observed workers erecting posts on Florencia Drive near Peninsula Road, near the location of the old Wyndansea sign. The crew was directed to stop.

After discussion with staff, the Onni Group submitted the letter attached in **Appendix A** requesting an encroachment agreement from the District to enable a temporary real estate sign to be located for the next 1 to 2 years in the proposed location. The proposed sign is 7.4m<sup>2</sup> in area (8' x 10').

**DISCUSSION:**

A large sign stood in approximately the same location for many years. Staff note that municipal bylaws discourage obtrusive signage and that billboard signs are generally prohibited within the municipality.

Council could authorize placement of a sign on the municipal road right-of-way; the suggested legal instrument is a licence of occupation. This is a fairly standard type of agreement granting non-exclusive use of public land for an encroaching structure (often used for signs, awnings, etc. within municipal road rights-of-way). Conditions of these agreements typically cover liability by requiring the owner of the sign to provide insurance indemnifying the District. A nominal fee is often charged for administration of the agreement, in the order of perhaps \$100 per year. The cost of preparing the licence document should be borne by the applicant.

Given the location adjacent to Peninsula Road under jurisdiction of the Ministry of Transportation and Highways (MoTI), a separate permit or authorization may be necessary for this sign. MoTI should be given an opportunity to confirm whether there are any concerns for visibility or traffic safety, given the concurrent request from Onni Group to also open up Florencia Drive to full traffic access (see separate report).

Should the request for the proposed sign on public land not be granted, under the municipal Sign Bylaw, the Onni Group would have the option of erecting 2 real-estate signs on the property for sale, up to 1.5m<sup>2</sup> (16 sq.ft.) in area and with a maximum height of 2m (6.5 ft.). Note, however, that the property for sale is located beyond the traffic circle at the end of Florencia Drive - and would likely not achieve the visibility desired by the applicant.

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

If this application is approved, some Staff time will be required to facilitate the preparation and execution of a licence of occupation. The licence agreement would be drafted by the municipal solicitors.

**FINANCIAL IMPACTS:**

The District's legal costs for preparing the licence would be borne by the Onni Group.

**SUMMARY:**

While billboard signs are generally prohibited in the municipality, this is a unique development on the largest landholding within Ucluelet. Council could consider granting authorization of a licence to place the sign in the proposed location for a defined period of time. If there is support for this request by the Onni Group, staff recommend that Council consider the motions at the outset of this report.

Alternatively, Council has the following option:

4. **THAT** Council defer consideration pending receipt of further information, to be identified.
5. **THAT** Council reject the request to erect the proposed sign on public land and direct the applicant to remove the posts and footings already in place, and leave the public boulevard in a safe and tidy state.

**Respectfully submitted:**      Bruce Greig, Manager of Community Planning  
Joseph Rotenberg, Manager of Corporate Services



## Appendix A

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

March 25, 2021  
Re: Wyndansea - Development Sign Encroachment Agreement

To: Bruce Greig, Manager of Community Planning,

I am writing you on behalf of Onni Group regarding a temporary real estate sign for Wyndansea. Please note we started to install this sign in place of a previous development sign, not knowing an encroachment agreement was required.

The replacement sign is 8'wX10'h and will sit in the same place as the previous sign. Please see design and placement references enclosed.

Onni will ensure that the appropriate insurance coverage is in place as per the District of Ucluelet requirements for the duration of the sign's life, which we estimate 1-2 years.

I look forward to hearing from you with the next steps to file an encroachment agreement.

If you have any questions regarding this correspondence, please feel free to contact me at:

ONNI GROUP  
200 - 1010 Seymour Street  
Vancouver, BC V6B 3M6  
604-637-3073  
elyall@onni.com

Sincerely,

Erin Lyall

Original Development Sign:



Replacement Development Sign Mockup:



# WYNDANSEA

BY ONNI

A RARE COLLECTION  
OF OCEANFRONT  
PROPERTIES

ONNI.COM

250-999-3303







## STAFF REPORT TO COUNCIL

Council Meeting: APRIL 14, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** BRUCE GREIG, MANAGER OF COMMUNITY PLANNING

**FILE NO:** 5330-20\_ONNI

**SUBJECT: REQUEST TO OPEN FLORENCIA DRIVE AND RE-COMMISSIONING  
MUNICIPAL SERVICES TO SIGNATURE CIRCLE; ONNI GROUP**

**REPORT NO:** 21-48

**ATTACHMENTS:** APPENDIX A – LETTER FROM ONNI GROUP MARCH 25, 2021  
APPENDIX B – RESTRICTIVE COVENANT FB148264

### RECOMMENDATIONS:

1. **THAT** Council direct staff to work with the District Engineers to prepare a report on the cost and timing of providing the requested flushing, testing and re-commissioning of water, hydrant and sewer services for the Signature Circle subdivision, and any changes necessary to current work plans or budget necessary to accommodate the request;
2. **THAT** Council direct staff to seek advice from the Municipal Solicitors on the status of the restriction of opening Florencia Drive provided under covenant FB148264; and,
3. **THAT** Council direct staff to continue discussions with the Ministry of Transportation and Infrastructure to understand the Ministry's requirements for ensuring traffic safety at the intersection of Florencia Drive and Peninsula Road.

### PURPOSE:

The purpose of this report is to provide information on a request from the Onni Group to recommission the site services to the Signature Circle bare land strata subdivision, including the municipal portions of sewer and water infrastructure in the vicinity and full road access and street lights along Florencia Drive. The request from the Onni Group is to have these services functioning by September 1, 2021, to facilitate the marketing and sale of the Signature Circle lots (see **Appendix 'A'**).

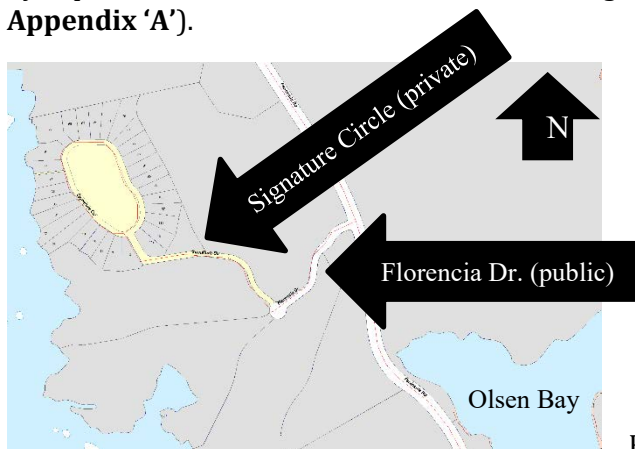


Figure 1 – Location

**BACKGROUND:**

In July of 2012, the District accepted the municipal water and sewer infrastructure which was installed to serve the Signature Circle bare land strata subdivision (including potential irrigation connections for the adjacent proposed golf course). With the Wyndansea development stalled, the water was shut off and the lines were drained. The sewer pumps in the Olsen Bay pump station were also removed from the lift station sump to protect the infrastructure while it lay dormant. The public Florencia Road has been closed to vehicular access near the intersection with Peninsula Road. With no active development in the area and no vehicle access, the street lights installed along the public Florencia Drive have not been activated.

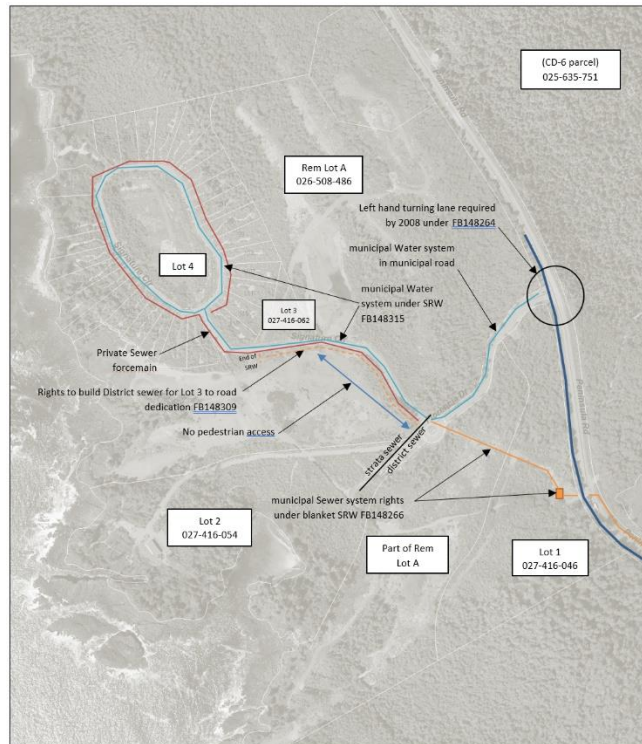


Figure 2 – Parcels and Services

Since late 2020, staff have been in discussion with the Onni Group, answering questions regarding the steps necessary to re-instate the services to Signature Circle. On March 25, 2021, the Onni Group submitted a formal request to activate the services and open Florencia Drive.

**DISCUSSION:**

The Signature Circle bare land strata subdivision was approved and registered with the Land Title Office (strata plan VIS6504) in February of 2008. The individual lots have separate title; the Onni Group is the owner of 29 of the 30 Signature Circle lots.

A municipal water main runs the length of Florencia Drive and extends under the private access road and around the Signature Circle loop. A private sewer forcemain collects waste from the Signature Circle lots, runs along the private road and connects to the public sewer at the traffic circle at the western end of Florencia Drive. The municipal sewer extends from that point to the municipal Olsen Bay pump station (see **Figure 2**).

The municipal services were installed and accepted by the municipality in 2012. Water and sewer services should therefore be re-instated as requested; staff recommend the budget and time requirements should be identified to deliver these services within a reasonable timeframe.

Improvements to the intersection of Florencia Drive and Peninsula Road were to have been completed by the former developer by 2008, and a restrictive covenant registered on the title of all of the Wyndansea lands (including all of the Signature Circle bare land strata lots) appears to provide the District the ability to restrict access until the intersection works are completed (see **Appendix "B"**). With the request to open the area to access and vehicular traffic, staff recommend that the status of this covenant and the road safety improvements be revisited with the municipal solicitors and the Ministry of Transportation and Infrastructure.

With the opening of Florencia Drive, public vehicle access would now extend to the traffic circle. Florencia Drive is not constructed to accommodate on-street or shoulder parking. Land beyond the traffic circle is private, and presumably the owner will restrict public access and parking on their lands. Given that many members of the public have casually accessed the lands in this area for many years, staff have recommended that the Onni Group consider communicating what their intent is for restricting, redirecting or accommodating public access in the area.

Staff have recommended to the Onni Group that the District policies and Master Development Agreement aim at comprehensively planning the development of these lands, and the further sale and development of the Signature Circle lots is short-sighted. The Signature Circle subdivision was approved in the context of a surrounding golf course and hotel, and the development at the time was to provide public amenities - including public access to the shoreline which has not been delivered.

While the request to recommission the previously-accepted services is warranted, it is concerning that all loose ends of the subdivision have not yet been addressed by the owner, nor has Signature Circle been considered within the broader plans for development this area of the municipality.

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

Recommissioning the services as requested is not in the current budget or work plan for the Public Works department. Some or all of the works could be conducted by contractors; a work plan for incorporating this requested servicing will be developed to adjust this year's work plan.

Staff time will also be necessary for coordination and discussion with the Ministry of Transportation and Infrastructure. Legal costs will be borne within the operation legal budget.

**FINANCIAL IMPACTS:**

An initial estimate of the service re-commissioning costs is being prepared for presentation to Council.

**SUMMARY:**

Council direction is sought on steps to understand the impacts of the request to open up Signature Circle by the Onni Group, as recommended at the outset of this report.

**Respectfully submitted:**

Bruce Greig, Manager of Community Planning  
Warren Cannon, Superintendent of Public Works  
Donna Monteith, Chief Financial Officer

## Appendix A

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

March 25, 2021

**Re: Wyndansea by Onni – Public Road and Utilities Testing, Commissioning, & Service**

To: Bruce Greig, Manager of Community Planning

I am writing on behalf of the Onni Group to confirm our intention to move forward with the marketing and sales of the remaining lots in the Signature Circle Bare Land strata on our Wyndansea property. As such we are requesting that the District of Ucluelet move forward with the recommissioning of the site services. More specifically we request to have a fully commissioned and functioning Public road, Sewer, Water, and Street Light service within the Public Right-of-Way that leads to the private strata road at Signature Circle by no later than September 1<sup>st</sup>, 2021.

If you have any questions or comments on this intent, please do not hesitate to contact me any time.

Thank you,

**Thomas Woodward**

Sr. Infrastructure Manager

ONNI GROUP

200 - 1010 Seymour Street

Vancouver, BC V6B 3M6

D: [\(604\) 259-6336](tel:(604)259-6336)

C: [\(604\) 351-3709](tel:(604)351-3709)

[twoodward@onni.com](mailto:twoodward@onni.com)

[ONNI.COM](http://ONNI.COM)

FB 148265

Appendix B

FB 148265  
FORM C  
(Section 219.81)

25 FEB 2008 11 33

FB 148264

Province of  
British Columbia

GENERAL INSTRUMENT - PART 1

(This area for Land Title Office use)

Page 1 of 11 pages

1. APPLICATION: (name, address, phone number and signature of applicant, applicant's solicitor or agent)

Patrick E. Bion for McCONNAN BION O'CONNOR & PETERSON LAW CORPORATION  
Client number 10230  
via Bev Stewart  
(39936-PEB)

*Bev Stewart*

2. PARCEL IDENTIFIER(S) AND LEGAL DESCRIPTION(S) OF LAND:\*

2C

(PID)	(LEGAL DESCRIPTION)
27416 046	Lot 1, District Lots 286, 471, 472 and 473, Clayoquot District, Plan VIP 84561
New 054	Lot 2, District Lots 286, 471, 472 and 473, Clayoquot District, Plan VIP 84561
New 062	Lot 3, District Lots 286, 471, 472 and 473, Clayoquot District, Plan VIP 84561
New 071	Lot 4, District Lots 286, 471, 472 and 473, Clayoquot District, Plan VIP 84561
New 24 508 486	Remainder Lot A, District Lots 286, 471, 472 and 473, Clayoquot District, Plan VIP80031, except part in Plan VIP 84561

3. NATURE OF INTEREST:

Description	Document Reference (page and paragraph)	Person Entitled to Interest:
Section 219 Covenant	Entire Document	Transferee
Consent and Priority	Page 11, para 12	Registered Owner of Mortgage CA387977 and Assignment of Rents CA387978 as modified by FB49737 and CA663605

4. TERMS: Part 2 of this Instrument consists of (select one only):

- (a) Filed Standard Charge Terms  D.F. Number:
- (b) Express Charge Terms  Annexed as Part 2
- (c) Release  There is no Part 2 of this instrument

A selection of (a) includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument. If (c) is selected the charge described in Item 3 is released or discharged as a charge on the land described in Item 2.

5. TRANSFEROR(S):

0707631 B.C. LTD. (INC. NO. 0707631)

Liberty Holdings Excell Corp, (Inc# 114751)  
Cooper Pacific Mortgage Investment Corporation (Inc# 61663) \$131.30  
Bancorp Financial Services Inc and (Inc# 112503)  
Bancorp Balanced Mortgage Fund Ltd. (all as to Consent + Priority)  
(Inc# 56766)

6. TRANSFEREE(S): (including postal address(es) and postal code(s))

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, as represented by THE MINISTER OF TRANSPORTATION, 940 Blanshard Street, Victoria, BC V8W 3E6

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

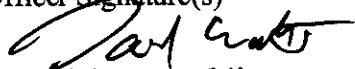
7. ADDITIONAL OR MODIFIED TERMS: N/A

8. EXECUTION(S):\*\* This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Officer Signature(s)

Execution Date

Party(ies) Signature(s)




Y M D

0707631 B.C. Ltd. by its authorized signatory.

**David Watts, Notary Public**  
#410 - 675 West Hastings Street  
Vancouver, BC V6B 1N2  
Tel: 604 685 7786 Fax: 604 685 7796  
Email: [david@davidnotary.com](mailto:david@davidnotary.com)

08 02 14



Print Name: Elke Koof-Koehler

OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1996, c. 124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.



8. EXECUTION(S):\*\* This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Officer Signature(s)

Execution Date  
Y M D

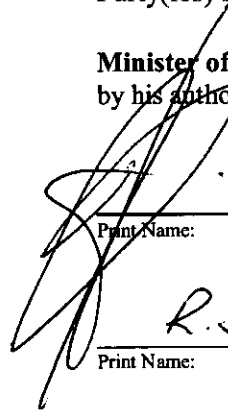
Party(ies) Signature(s)



**LESLIE CHARLES HUNTER**  
Barrister & Solicitor  
#4 - 4180 Island Hwy. N.  
Nanaimo, British Columbia  
V9T 1W6 (250) 756-9950

08/02/14

**Minister of Transportation**  
by his authorized signatory:



Print Name:

R.J. Howat

Print Name:

**OFFICER CERTIFICATION:**

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1996, c. 124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.



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Officer Signature(s)

Execution Date  
Y M D

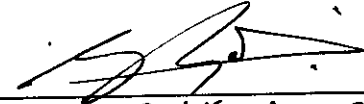
Party(ies) Signature(s)



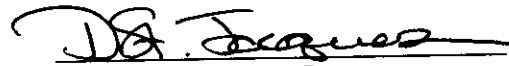
H. GFE  
DEPUTY CORPORATE OFFICER  
DISTRICT OF UCLUELET  
BOX 999, 200 MAIN ST  
UCLUELET, B.C.  
V0R 3A0

08 02 11

District of Ucluelet  
by its authorized signatory(ies):



Print Name: G. LYONS - CAO



Print Name: D ST JACQUES - MAYOR

OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1996, c. 124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.





8. EXECUTION(S):\*\* This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Officer Signature(s)

Execution Date  
Y M D

Party(ies) Signature(s)

**PATRICK J. DELSEY**

Barrister & Solicitor

1220 - 1175 Douglas Street

Victoria BC V8W 2E1

Telephone: (250) 412-0531 Fax: (250) 412-0532  
Email: pdelsey@tdjlaw.com

08 02 18

Liberty Holdings Excell Corp.  
by its authorized signatory:

Print Name:

Michel Lavigne

You certify that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1996, c. 124, to take affidavits for use in court and you certify the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.

8. EXECUTION(S):\*\* This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Officer Signature(s)

Execution Date  
Y M D

Party(ies) Signature(s)



08 02 18

Cooper Pacific Mortgage Investment Corporation by its authorized signatory:



Print Name:

Cameron Cooper

**PATRICK J. DELSEY**  
Barrister & Solicitor  
1220 - 1175 Douglas Street  
Victoria BC V8W 2E1

OFFICER CERTIFICATION

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1996, c. 124, to take affidavits for use in British Columbia and certify the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.



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Officer Signature(s)

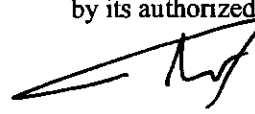
Execution Date  
Y M D

Party(ies) Signature(s)



08 02 13

Bancorp Financial Services <sup>Inc.</sup> ~~Ltd.~~  
by its authorized signatory:



**RICHARD R. MACKIN**

**Douglas Bentley**  
Barrister & Solicitor  
Suite 1420-1090 West Georgia Street  
Vancouver, BC V6E 3V7

Print Name:



**Mark D. Silverwood**

OFFICER CERTIFICATION:  
Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1996, c. 124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.



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Officer Signature(s)

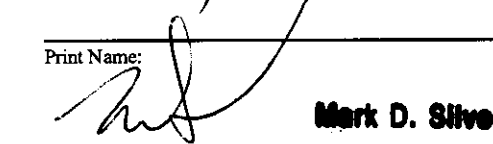
Execution Date  
Y M D

Party(ies) Signature(s)



08 02 13

Bancorp Balance Mortgage Fund Ltd.  
by its authorized signatory:  
**RICHARD R. MACKIN**

Print Name:  
  
**Mark D. Silverwood**

**Douglas Bentley**  
Barrister & Solicitor  
Suite 1420-1090 West Georgia Street  
Vancouver, BC V6E 3V7

**OFFICER CERTIFICATION**  
Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1996, c. 124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.



15

## TERMS OF INSTRUMENT - PART 2

Page 9

## WHEREAS:

A. The Grantor is the registered owner in fee simple of:

New Lot 1, District Lots 286, 471, 472 and 473, Clayoquot District, Plan VIP 84561

New Lot 2, District Lots 286, 471, 472 and 473, Clayoquot District, Plan VIP 84561

New Lot 3, District Lots 286, 471, 472 and 473, Clayoquot District, Plan VIP 84561

New Lot 4, District Lots 286, 471, 472 and 473, Clayoquot District, Plan VIP 84561

~~New~~ Remainder Lot A, District Lots 286, 471, 472 and 473, Clayoquot District, Plan VIP80031, except part in Plan VIP 84561  
26 508 486

(collectively the "Lands");

B. The Grantee is Her Majesty the Queen in Right of the Province of British Columbia, as represented by the Minister of Transportation and the District of Ucluelet;

C. The Grantor has applied to the Grantee's Approving Officer for subdivision of the Lands;

D. In accordance with the Master Development Agreement Covenant ("MDA") executed and registered in 2005, the Grantor agreed to, inter-alia, construct offsite and onsite streetscape and site surfacing improvements in accordance with the terms of this Covenant, and wishes to grant this Covenant and indemnify the Grantee;

E. The Lands are presently the subject of a subdivision application and road dedication and construction, including with respect to the areas noted herein, as required in accordance with the *Land Title Act* and the *Local Government Act*.

F. Section 219 of the *Land Title Act* provides, inter alia, that a covenant, whether negative or positive, in respect of the use of the Lands or the use of a building on or to be erected on land, may be given to provide that the Lands are to be built on or used in accordance with the covenant or are not to be used or built on except in accordance with the covenant and that the covenant in favour of a municipality or the Crown may be registered as a charge against the title to that land.

**NOW THEREFORE** in consideration of the payment of the sum of ONE (\$1.00) DOLLAR by the Grantee to the Grantor and the premises and covenants herein contained and for other valuable consideration, receipt and sufficiency of which is hereby acknowledged by the parties, the parties hereto covenant and agree each with the other as follows:

1. The Grantor covenants and agrees to construct, at its own expense, improvements to Peninsula Road including construction of a deceleration lane and left-turn lane or other works to the satisfaction of the Minister of Transportation on the earlier of two (2) months of the date of issuance of a building permit with respect to the above-referred to Lot 2 or August 31, 2008 or such extended date as approved in writing by a representative of the Minister of Transportation.

2. In the event that the Grantor is in contravention of paragraph 1 of this Covenant, then either of the Grantees may, at its option but not obligation:


(a) prohibit access to the Lands at the intersection of Peninsula Road until the roadworks have been completed to the satisfaction of the Minister of Transportation;

- (b) at the expense of the Grantor, carry out the construction of the improvements to the satisfaction of the Minister of Transportation and in default of payment being made by the Grantor, the District of Ucluelet shall have the right to attach such cost to the property taxes of the Lands, without prejudice to any other remedy available to the Grantee.
3. The Grantor hereby releases and forever discharges the Grantee of and from any claim, cause of action, suit, demand, expenses, costs and legal fees whatsoever which the Grantor can or may have against the said Grantee for any loss or damage or injury that the Grantor may sustain or suffer arising out of this Covenant, except to the extent caused by the negligence of the Grantee.
  4. The Grantor covenants and agrees to indemnify and save harmless the Grantee from any and all claims, causes of action, suits, demands, expenses, costs, and legal fees whatsoever that anyone might have as owner, occupier or user of the Lands or by a person who has an interest in or comes onto the Lands or by anyone who suffers loss of life or injury to his person or property, that arises out of the terms and restrictions of this Agreement or a breach of this Agreement by the Grantors, except to the extent caused, or contributed to, by the negligence of the Grantee or breach of this Agreement by the Grantee.
  5. It is mutually understood, acknowledged and agreed by the parties hereto that the Grantee has made no representations, covenants, warranties, guarantees, promises or covenants (oral or otherwise) with the Grantor other than those contained in this Covenant.
  6. The Grantor agrees to execute all other documents and provide all other assurances necessary to give effect to the covenants contained in this Covenant.
  7. The Grantor shall pay the registration costs of the Grantee in connection with the registration of this Covenant. This is a personal covenant.
  8. The Grantor covenants and agrees for itself, its heirs, executors, successors and assigns, that it will at all times perform and observe the requirements and restrictions hereinbefore set out and they shall be binding upon the Grantor as personal covenants only during the period of its respective ownership of any interest in the Lands.
  9. The restrictions and covenants herein contained shall be covenants running with the Lands and shall be perpetual, and shall continue to bind all of the Lands when subdivided, and shall be registered in the Victoria Land Title Office pursuant to section 219 of the *Land Title Act* as covenants in favour of the Grantee as a charge against the Lands in priority to all non Grantee encumbrances.
  10. This Covenant shall enure to the benefit of the Grantee and shall be binding upon the parties hereto and their respective heirs, executors, successors and assigns.
  11. Wherever the expressions "Grantor" and "Grantee" are used herein, they shall be construed as meaning the plural, feminine or body corporate or politic where the context or the parties so require.



12. Liberty Holdings Excell Corp. (as to an undivided 110/225th interest), Cooper Pacific Mortgage Investment Corporation (as to an undivided 60/225ths interest), Bancorp Financial Services <sup>Inc.</sup> (as to an undivided 29/225ths interest) and Bancorp Balance Mortgage Fund Ltd. (as to an undivided 26/225th inerest), collectively the registered holder of charges by way of a Mortgage and Assignment of Rents registered against the Lands, which said charges are registered in the Land Title Office at Victoria, British Columbia, under CA387977 and CA387978 respectively, as modified by ~~FB49737~~ and CA663605, for and in consideration of the sum of One Dollar (\$1.00) paid by the Grantee to the said Chargeholder (the receipt whereof is hereby acknowledged), agrees with the Grantee, its successors and assigns, that the within section 219 Covenant shall be an encumbrance upon the Lands in priority to the said charge in the same manner and to the same effect as if they had been dated and registered prior to the said charge.

**THIS IS THE INSTRUMENT CREATING THE CONDITION OR COVENANT ENTERED INTO UNDER S. 219 OF THE LAND TITLE ACT BY THE REGISTERED OWNER REFERRED TO HEREIN AND SHOWN ON THE PRINT OF THE PLAN ANNEXED HERETO AND INITIALLED BY ME.**

  
 Approving Officer, District of Ucluelet  
 G. LYONS

**IN WITNESS WHEREOF** the parties hereto hereby acknowledge that this Covenant has been duly executed and delivered by the parties executing Form C (pages 1 to 8) attached hereto.

**END OF DOCUMENT**

F:\PEB\Marine Drive Prop\Signature Circle\LTO Docs\Covenant - MOT & District - Feb 11 08 v5.wpd









## STAFF REPORT TO COUNCIL

Council Meeting: APRIL 14, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** RICK GEDDES, FIRE CHIEF

**FILE No:** 3900-25

**SUBJECT:** OPTIONS FOR OUTDOOR BURNING REGULATION

**REPORT No.** 21-40

**ATTACHMENT(S):** APPENDIX A – BYLAW No. 978, 2005

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

1. **THAT** Council direct Staff to update Bylaw No. 978, 2005 in the form of a new Outdoor Burning Bylaw.
2. **THAT** Council provides alternate direction to staff.

### **PURPOSE/DESIRED OUTCOME:**

The purpose of this report is to provide Council with information on options for an updated Outdoor Burning Bylaw that would better reflect the immediate and future needs of the District of Ucluelet.

### **SUMMARY:**

Currently, Bylaw No. 978, 2005, “*A Bylaw to Regulate Outdoor Burning*”, provides municipal legislation on outdoor burning. This bylaw does not align with the Ministry of Forests, Lands, and Natural Resource Operations (FLNRO) Open Burning Regulation in several areas and has therefore proven challenging to enforce.

### **BACKGROUND:**

As air quality concerns and wildfire prevention awareness within the District of Ucluelet continue to increase, so does the need for increased regulation of outdoor burning.

Bylaw 978, 2005, defines the size of a campfire as, “*not exceeding 1 (one) square meter and not exceeding 1 (one) meter in height*”. British Columbia FLNRO defines the size of a campfire as, “*No larger than 0.5 m in height and 0.5 m in width*”. This discrepancy has proven to be confusing at times for residents and visitors.

Bylaw 978, 2005, defines the size of a Land Clearing Fire as, “*Must not exceed 5 (five) square meters and 5 (five) meters in height*”. Provincial regulations of Land Clearing Fires state that fires are not to exceed 2 (two) meters in height.

A newly created bylaw to replace Bylaw No. 978, 2005 would provide for the maintenance of air quality while also helping to reduce the threat of wildfire within the District of Ucluelet and surrounding area. A new bylaw would also help to make education and compliance easier to understand and achieve.

It is becoming the norm for communities to not allow open burning other than campfires and certain other exemptions (ie: a fire started by the fire department for training or the betterment of the community). Nearby examples of this include the District of Tofino, "*Outdoor Burning Bylaw No. 1071, 2008*" and Port Alberni, "*Fire Control Bylaw No. 4906, 2015*". These municipalities have stricter regulations on open burning than the District of Ucluelet.

An update to Bylaw 978, 2005 would also provide the means for clear direction regarding the regulation of beach fires within the District of Ucluelet.

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

Approximately 12 (twelve) hours of staff time would be required to update Bylaw 978, 2005 to a document which would better reflect the immediate and future needs of the District of Ucluelet.

**FINANCIAL IMPACTS:**

Other than staff time to produce and enforce the bylaw, there are no other anticipated financial impacts.

**POLICY OR LEGISLATIVE IMPACTS AND CONSIDERATIONS:**

With tourist season fast approaching, a new Bylaw Enforcement Officer starting soon, and more land development within the District imminent, this would be an ideal time to introduce an updated version of the District of Ucluelet's Outdoor Burning Bylaw.

**OPTIONS REVIEW:**

1. **THAT** Council direct Staff to update Bylaw No. 978, 2005 in the form of a new Outdoor Burning Bylaw. **(Recommended)**.
2. **THAT** Council provides alternate direction to staff.

**Respectfully submitted:** Rick Geddes, Fire Chief

Appendix A  
DISTRICT OF UCLUELET

**Bylaw No. 978, 2005**

**A bylaw to Regulate Outdoor Burning**

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**WHEREAS** the District of Ucluelet Council deems it desirable and necessary to regulate outdoor burning within the District of Ucluelet;

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

**1. Definitions:**

**"Bylaw Enforcement Officer"** means the person appointed by Council to enforce the regulations of this bylaw.

**"Garden Refuse Fire"** means any non-toxic garden materials gathered from any single lot to be burned, and includes grass clippings, leaves, branches pruned from trees, shrubs and similar garden material, which are hand piled having a surface area not greater than one (1) square meter (3.281 ft.) and not exceeding one (1) metre in height (3.281 ft.).

**"Land Clearing Fire"** means an outdoor fire in which only waste resulting from tree and brush clearing for the purpose of clearing land for developmental use is burned.

**"Noxious Material"** includes tires, plastics, drywall, demolition waste, domestic waste, paint, special waste, tar paper, treated lumber, railway ties, manure, rubber, asphalt, asphalt products, fuel and lubricant containers, biomedical waste, tar, shingles, batteries, and any other substance which produces heavy black smoke, noxious odours or toxic residue when burned.

**"Open Burning"** means the combustion of material with or without control of the combustion air and without a stack or chimney to vent the emitted products of combustion to the atmosphere.

**2. Exempt Fires**

1. The following outdoor fire may be started and maintained, ***at any time, without a permit*** and are excluded from the regulations of this bylaw:

- a) An open fire contained within a barbecue or fire pit for the purposes of cooking, warmth, and ceremony, or a beach fire contained within a fire pit and located below the high tide mark, if the burning is conducted in accordance with the following conditions:
  - (i) Before the fire is ignited, all combustible materials must be removed at least 3 (three) meters in every direction from the perimeter of the fire.
  - (ii) The fire must not be closer than 3 (three) meters to any snag, slash, standing tree or wooden structure.
  - (iii) The fire must not be more than 1 (one) square meter and not exceeding 1 (one) meter in height.
  - (iv) A pail containing at least 8 (eight) litres of water and a shovel must be kept

near the fire at all times.

- (v) A person 18 (eighteen) years of age or older must be in attendance at the fire at all times.
- (vi) The fire must be completely extinguished before the attending person leaves.

b) A fire started and maintained by the Ucluelet Volunteer Fire Brigade.

### **3. Land Clearing Fires**

1. Land Clearing Fires may be started and maintained **with a permit**, subject to the following conditions:
  - a) Before the fire is ignited, all combustible materials must be removed at least 10 (ten) meters in every direction from the perimeter of the fire.
  - b) The fire must not be closer than 10 (ten) meters to any snag, slash, standing tree or wooden structure.
  - c) Land Clearing Fires must not exceed 5 (five) square metres and 5 (five) metres in height.
  - d) Open burning must not be initiated unless Environment Canada's ventilation index is forecast as:
    - i) "Good" for the day the open burning is to be started; and,
    - ii) "Good" or "fair" on the second day the debris is anticipated to release smoke.
  - e) Ventilation Index forecasting notwithstanding, open burning must not be initiated if, in the opinion of the District of Ucluelet, the local airflow will cause the smoke to negatively impact on a nearby population or cause pollution.
  - f) Open burning of land clearing debris must only include tree and brush materials resulting from the clearing of land for the purpose of developmental use.
  - g) Land clearing fires must only contain land-clearing waste from the property on which the open burn will be conducted.
  - h) Land clearing fires must not contain stumps that have been or will be cleared from the parcel of land on which the open burn is conducted.
  - i) Land clearing fires must only be carried out on property which is more than:
    - i) 100 (one hundred) metres from the nearest neighbouring residences or businesses; and/or,
    - ii) 500 (five hundred) metres from the nearest schools in session, daycares licensed under the provincial government, hospitals and/or facilities used for continuing care as defined under the Continuing Care Act.
  - j) A pressurized or mechanically driven water source capable of containing and/or extinguishing the land clearing fire and an excavator, backhoe or other machinery capable of containing the fire must be on site at all times.
  - k) A person 18 (eighteen) years of age or older must be in attendance at the fire at all times.
  - l) The fire must be completely extinguished before the attending person leaves.

- m) Compliance with all regulations and requirements of the Ministry of Water, Land & Air Protection Open Burning Smoke Control Regulation current at the time of application for a Burning Permit.
- n) Compliance with all District of Ucluelet applicable bylaws and regulations current at the time of application for a Burning Permit.

#### **4. Burning Permit Applications:**

1. The application for a Burning Permit shall be:
  - a) Signed by the owner of the property on which the fire will be located or his duly authorized agent, provided that in the case of partnerships or multiple owners, any one of such owners or partners may apply and such owner or partner applying shall be deemed to be the duly authorized agent of all the owners or partners;
  - b) Accompanied by the non-refundable permit fee prescribed in the District of Ucluelet Administrative Fees, Rents and Charges bylaw current at the time of the application for a Burning Permit;
  - c) Accompanied by all approvals, as deemed necessary by the Chief Administrative Officer or Director of Corporate Administration for the District of Ucluelet.

#### **5. Burning Permits**

1. Burning Permits must be approved by the Chief Administrative Officer or the Director of Corporate Administration for the District of Ucluelet.
2. Upon approval, permits shall be valid for a 72 (seventy-two) hour period beginning on the date of approval.
3. A maximum of 4 (four) Burning Permits may be issued per calendar year per each individual parcel of property located within the District of Ucluelet boundaries.
4. A Burning Permit will not be issued if a land clearing fire or open burning has occurred on the parcel of land at any time during the preceding 15 (fifteen) days.
5. The issuance of a permit shall not be deemed to be a representation by the municipality that the property owner or authorized agent complies with any or all applicable bylaws or enactments. The property owner or authorized agent remains responsible to ensure compliance with all bylaws and enactments.

#### **6. Garden Refuse Fires**

Garden refuse fires are permitted during the first two weeks in April and the last two weeks in October, if the burning is conducted in accordance with the following conditions:

1. Before the fire is ignited, all combustible materials must be removed at least 3 (three) meters in every direction from the perimeter of the fire.
2. The fire must not be closer than 3 (three) meters to any snag, slash, standing tree or wooden structure.
3. The fire must not exceed one (1) square meter in width and one (1) meter in height.
4. A pail containing at least 8 (eight) liters of water and a shovel must be kept near the fire at all times.
5. A person 18 (eighteen) years of age or older must be in attendance at the fire at all times.

6. The fire must be completely extinguished before the attending person leaves.

## **7. Prohibitions**

- 1) No person shall burn any noxious, explosive, corrosive or toxic material in an outdoor fire.
- 2) A person must not light, fuel or make use of an open fire when a reasonable person would know that the wind is strong enough to cause sparks or other burning material to be carried to combustible material.
- 3) A person who lights, fuels or makes use of a fire must extinguish it immediately when ordered to do so by the Bylaw Enforcement Officer.

## **8. Inspections**

1. A Bylaw Enforcement Officer may:
  - a) Enter at all reasonable times, on any property that is subject to this bylaw, to ascertain whether the regulations in this bylaw, or the directions made under this bylaw, are being observed.
  - b) Inspect property or premises for conditions that may cause a fire or increase the danger of fire or increase the danger to persons.
  - c) Make orders directing the property owner, occupiers or owner's agent to bring the property, premises or fire into compliance with this bylaw.
  - d) Direct a property owner, occupier or owner's agent to extinguish any type of fire, burning permit notwithstanding, at the Bylaw Enforcement Officer's discretion.
2. No person shall obstruct or prevent the Bylaw Enforcement Officer from carrying out an inspection under this bylaw.

## **9. Designation of Bylaw Enforcement Officer**

1. For the purposes of this bylaw, the designated Bylaw Enforcement Officer means any of the following:
  - a) Bylaw Enforcement Officer for the District of Ucluelet
  - b) Fire Chief for the District of Ucluelet
  - c) Chief Administrative Officer for the District of Ucluelet
  - d) Superintendent of Public Works 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.

## **10. Violations/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.

**11. Ticketing**

Fines and penalties for tickets issued for offences against this bylaw shall be in accordance with Schedule "A", attached hereto and forming part of this Bylaw.

**12. 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.

**13. Administrative Provisions**

1. This bylaw may be cited as the District of Ucluelet Outdoor Burning Bylaw No. 978, 2005.
2. This bylaw hereby repeals the Village of Ucluelet Outdoor Burning Bylaw No. 732, 1996 and amendments thereto.

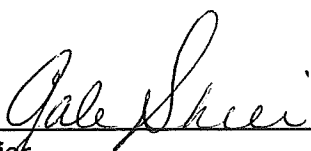
**READ A FIRST TIME** this 25<sup>th</sup> day of **January, 2005**

**READ A SECOND TIME** this 25<sup>th</sup> day of **January, 2005**


**READ A THIRD TIME** this 22<sup>nd</sup> day of **February, 2005**


**ADOPTED** this 8<sup>th</sup> day of **March, 2005**

**CERTIFIED A TRUE AND CORRECT COPY** of the "District of Ucluelet Outdoor Burning Bylaw No. 978, 2005."

  
 \_\_\_\_\_  
 Gale Shier  
 Municipal Clerk

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

  
 \_\_\_\_\_  
 Dianne St. Jacques  
 Mayor

  
 \_\_\_\_\_  
 Gale Shier  
 Municipal Clerk

## Outdoor Burning Bylaw No. 978, 2005

**Schedule "A"**  
**Fines and Penalties**

Description of Offense	Section	Fine - 1 <sup>st</sup> Offense	Fine – 2 <sup>nd</sup> and Subsequent Offenses
Uncontained fire	1(a)	\$100.00	\$200.00
Burning above high tide line	1(a)	\$100.00	\$200.00
Open fire less than required distance from combustibles	2.1(a)(i), 3.1 (a), 6.1	\$100.00	\$200.00
Open fire less than required distance from any snag, tree, or wooden structure	2.1(a)(ii), 3.1((b), 6.2	\$100.00	\$200.00
Fire exceeding measurement restrictions in width and/or height	2.1(a)(iii), 3.1(c), 6.3	\$100.00	\$200.00
No person or underage person in attendance at fire	2.1(a)(v) 3.1(k) 6.5	\$100.00	\$200.00
No water or shovel at site of fire	2.1(a)(iv) 6.4	\$100.00	\$200.00
Fire not completely extinguished	2.1(a)(vi) 3.1(l), 6.6	\$100.00	\$200.00
Burning without valid permit	3.1	\$250.00	\$500.00
Burning materials/waste not originating from property	3.1(f)(g)	\$150.00	\$300.00
Burning of any stumps	3.1(h)	\$150.00	\$300.00
Burning less than 100 meters from residence or business	3.1 (i)(i)	\$100.00	\$200.00
Burning less than 500 meters from any care facility	3.1(i)(ii)	\$100.00	\$200.00
Required water source, backhoe, excavator, machinery not present at burn site	3.1(j)	\$200.00	\$400.00
Burning with expired permit	5.2	\$100.00	\$200.00
Exceeding maximum number of burns per parcel of land	5.3	\$100.00	\$200.00
Burning Garden Refuse at non-permitted times	6	\$100.00	\$200.00
Burning noxious, explosive, corrosive, or toxic material	7.1	\$250.00	\$500.00
Burning when wind is strong	7.2	\$100.00	\$200.00



Refusing to extinguish fire	7.3, 8.1(d)	\$100.00	\$200.00
Non compliance of Bylaw Enforcement Officer orders	8.1©	\$100.00	\$200.00
Obstruction of Bylaw Enforcement Officer	8.2, 10.1	\$250.00	\$500.00





## STAFF REPORT TO COUNCIL

Council Meeting: April 14, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** SHARON EVANS, ADMINISTRATION CLERK

**FILE NO:** 0550-20

**SUBJECT:** RESOLUTION TRACKING – MARCH 2021

**REPORT NO:** 21-42

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

### **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:** Sharon Evans, Administration Clerk  
Joseph Rotenberg, Manager of Corporate Services

Appendix A

Date	Agenda Item #	Meeting Item Description	Resolution	Description	Staff Responsible	Department Responsible	Follow-Up Status
September 25, 2018	11.3	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	Abigail Fortune	Recreation & Tourism	In Progress: Met with Historical Society - waiting for feedback on the lease
May 14, 2019	13.4.	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	Bruce Greig	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	Abigail Fortune	Recreation & Tourism	In Progress - This will be part of overall master plan for Tugwell Field Area - Planning 2021
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	Bruce Greig	Planning & Public Works	Assigned
January 14, 2020	12.1.	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	Bruce Greig	Planning	In Progress- awaiting information from applicant
February 11, 2020	13.5.	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	Warren Cannon	Planning / Public Works	In Progress
March 12, 2020	12.3.	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	Donna Monteith	Finance	Assigned - Planning report Summer 2021
March 12, 2020	10.2.	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	Bruce Greig	Planning	In Progress
March 17, 2020	14.2.	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	Joseph Rotenberg	Administration / Finance	Assigned: this project is on hold until 2021 fiscal year

Appendix A

April 28, 2020	13.1.	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	Bruce Greig	Planning	Complete.
June 23, 2020	13.1	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.	Joseph Rotenberg	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.	Abigail Fortune	Recreation & Tourism	In Progress - working with IT & Rec staff - late spring completion
October 13, 2020	13.1	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.	Donna Monteith	Finance	Assigned: Long Term Project Subject to Developer performance.
November 24, 2020	14.1	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.	Bruce Greig	Planning	Complete - Public Hearing held April 8
December 15, 2020	14.1	Development of "The Cabins" Properties in the Reef Point Area John Towgood, Planner 1	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,	Discharge and amend the Statutory Rights of Way at the appropriate time.	Bruce Greig	Planning	In Progress
December 15, 2020	14.1	Development of "The Cabins" Properties in the Reef Point Area John Towgood, Planner 1	7. THAT District of Ucluelet Official Community Plan Amendment Bylaw No. 1281, 2020, be referred to a public hearing;	Give notice of the public hearing for the OCP Amendment, Zoning Bylaw Amendment, and the Development Variance Permit. Conduct public hearing	Bruce Greig	Planning	In progress - Public Hearing help April 8

Appendix A

December 15, 2020		Karen Laine and Christine Brice Re: Utility Charges Increase	THAT Staff work with Ardent Properties to identify options and present a report to Council in 2021.	Draft report regarding the water fees applicable to Whiskey Landing and other Strata Buildings.	Donna Monteith	Finance	In Progress - Met with Ardent Feb 8/21
January 26, 2021	12.2	District of Ucluelet Zoning Amendment Bylaw No. 1282, 2020 (The Lodge at Terrace Beach) – Rescind 2nd Reading and Amend Bruce Greig, Manager of	THAT District of Ucluelet Zoning Amendment Bylaw No. 1282, 2020, be referred to a public hearing; and,	Publish public hearing notice.	Bruce Greig	Planning	In Progress - Public Hearing held April 8
February 9, 2021	13.1	Development Permit and Rezoning Request for 1672 Cedar Road John Towgood, Planner 1	1. THAT Council, with regard to the proposed development of a 4-unit mixed-use building at 1672 Cedar Road, authorize issuance of the requested Development Permit, subject to the applicant providing the following for review and approval by staff: i. revised building plans to articulate the front face of the building and/or side walls at the corners to reduce the appearance of the building mass - given the close proximity to the street and relationship to adjacent properties;  ii. confirmation that the siting of the proposed building is acceptable to BC Hydro given the nearby overhead power lines and their distance from the proposed building;  iii. confirmation of suitability of the proposed emergency access and/or additional fire suppression measures within the building; iv. further detailed architectural, civil and landscape architectural plans showing the following:  1. details of shed / bicycle enclosure;  2. details of screening for waste & recycling bins;	Issue building permit after conditions are met.	Bruce Greig	Planning	In Progress

Appendix A

February 9, 2021	13.2	Development Permit and Covenant Modification for 590 Marine Drive John Towgood, Planner 1	THAT Council, in regard to Lot B, District Lot 281, Clayoquot District, Plan VIP82211 (590 Marine Drive), authorize the following: a. modification of Covenant CA7109503 to reflect the six-unit multifamily building and associated landscaping, sidewalk, and parking area proposed in this application.  b. issuance of Development Permit DP20-16 for a six-unit multifamily building and associated landscaping, sidewalk, and parking area, subject to the Developer providing:  i. final detailed civil and landscape plans, for review and approval by District staff;  ii. cost estimate of the proposed off-site works and landscaping; and,  iii. landscape security deposit in the amount of 125% of the estimated cost of the proposed works.	Modify covenant, and issue building permit after conditions have been met.	Bruce Greig	Planning	In Progress
February 23, 2021	12.1.	CBC License Agreement Renewal Joseph Rotenberg, Manager of Corporate Services	THAT Council authorize the District of Ucluelet's authorized signatories to enter into the CBC Licensing Agreement dated for reference February 23, 2021.	Sign and file licensing agreement.	Joseph Rotenberg	Administration	Complete
February 23, 2021	13.1.	Ucluelet Official Community Plan Bylaw Bruce Greig, Manager of Community Planning	That Council, with regard to the Official Community Plan (OCP) bylaw update: That Council, with regard to the Official Community Plan (OCP) bylaw update: 5. refer District of Ucluelet Official Community Plan Bylaw No. 1236, 2020, to a public hearing.	Give notice of the public hearing.	Nicole Morin	Planning	In Progress - public hearing to be held May 13
February 23, 2021	13.1.	Ucluelet Official Community Plan Bylaw Bruce Greig, Manager of Community Planning	That Council, with regard to the Official Community Plan (OCP) bylaw update: 4. refer the OCP Bylaw to the following agencies for a period of 60 days to invite their formal comment: • Ucluelet First Nation; • Toquaht Nation; • Alberni Clayoquot Regional District; • District of Tofino; • School District 70; • Island Health; • Ministry of Transportation and Infrastructure; • Pacific Rim National Park Reserve; • Clayoquot Biosphere Trust; • Westcoast Community Resources Society; • Alberni Clayoquot Health Network; • Wild Pacific Trail Society; • Tourism Ucluelet; • Ucluelet Chamber of Commerce; and,	Refer the OCP to the identified agencies	Bruce Greig	Planning	Complete
March 9, 2021	6.2	January 19, 2021, Joint Council Committee of the Whole Minutes	THAT Council adopt the January 19, 2021, Joint Council Committee of the Whole minutes as presented.	Print, sign, upload to web, and file.	Sharon Evans	Administration	Complete

Appendix A

March 9, 2021	6.1	October 20, 2020, Committee of the Whole Minutes	THAT Council adopt the October 20, 2020, Committee of the Whole Minutes as amended.	Print, sign, upload to web, and file.	Sharon Evans	Administration	Complete
March 9, 2021	14.2	Water and Sewer Parcel Tax Bylaws Donna Monteith, Chief Financial Officer, Acting CAO	THAT the Water Parcel Tax Bylaw No. 1286, 2021 be given first, second, and third reading.	Update bylaw and bring back bylaw for adoption.	Joseph Rotenberg	Administration	Complete
March 9, 2021	14.2	Water and Sewer Parcel Tax Bylaws Donna Monteith, Chief Financial Officer, Acting CAO	THAT the Sewer Parcel Tax Bylaw No. 1285, 2021 be given first, second, and third reading.	Update bylaw and bring back bylaw for adoption.	Joseph Rotenberg	Administration	Complete
March 9, 2021	14.1	Zoning Amendment - Garage FAR Exemption in the R1 Zone Bruce Greig, Manager of Community Planning	THAT Council give second reading to District of Ucluelet Zoning Amendment Bylaw No. 1287, 2021, as amended, and refer the bylaw to a public hearing.	Conduct public hearing	Bruce Greig	Planning	Complete - PH held April 8
March 9, 2021	14.1	Zoning Amendment - Garage FAR Exemption in the R1 Zone Bruce Greig, Manager of Community Planning	THAT Council amend District of Ucluelet Zoning Amendment Bylaw No. 1287, 2021, by replacing the words "building areas" in subsection R-1.3.2(a) with the words "up to 56m2 (600 ft2) of building area."	Update bylaw and bylaw tracker.	Nicole Morin	Planning	Complete
March 9, 2021	10.3	Letters to Mayor and Council Will Cole - Hamilton, City of Courtenay Councillor	THAT Staff draft the letters of support requested by Councillor Cole-Hamilton, City of Courtenay.	Draft and send letters of support.	Sharon Evans	Administration	Complete
March 9, 2021	10.2	Ucluelet Chamber of Commerce - CBT Grant Laurie Filgiano, Executive Director	THAT Staff report back to Council regarding the Chamber of Commerce request that the District of Ucluelet submit an Arts & Culture grant application to the Clayoquot Biosphere Trust on their behalf for the Common Ground Market project.	Provide report regarding assisting with the grant application.	Joseph Rotenberg	Administration	Complete
March 9, 2021	10.1	Food Bank on the Edge - Lease Agreement Cris Martin, Food Bank on the Edge	THAT Staff provide a report to Council with options for the Food Bank lease.	Provide report to Council regarding lease options.	Bruce Greig	Planning	Assigned
March 23, 2021	10.2	Letter of Support Request Pac Rim Home Development Cooperative	THAT Council direct Staff to draft a letter of support for the concept of affordable staff housing in the District of Ucluelet and Pac Rim Home Development Cooperative's application to the Federation of Canadian Municipalities' (FCM) Green Fund (GMF) grant - the Sustainable	Draft and send letter of support.	Joseph Rotenberg	Administration	Complete
March 23, 2021	11.1	Raise Disability and Income Assistance to a Livable Rate Kelly Kenney, Corporate Officer, City of Langley	THAT Council direct Staff to write a letter of support for the City of Langley's resolution regarding raising disability and income assistance to a livable rate.	Draft letter of support.	Sharon Evans	Administration	Assigned



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March 23, 2021	11.2	Support for 988 Crisis Line Christine Fraser, Mayor, Township of Spallumcheen	THAT Council direct Staff to write a letter of support for the Township of Spallumcheen's resolution regarding the 988 Crisis Line.	Draft letter of support.	Sharon Evans	Administration	Assigned
March 23, 2021	9.1	Zoning Amendment: Lot 16 Marine Drive Bruce Greig, Manager of Community Planning	THAT Council give second reading to District of Ucluelet Zoning Amendment Bylaw No. 1284, 2021, as amended.	Update bylaw as amended and update bylaw tracker.	Nicole Morin	Planning	Assigned
March 23, 2021	13.3	Seasonal Worker Housing - TUP for RVs Pilot Bruce Greig, Manager of Community Planning	1. THAT Council indicate that there is support for staff to focus time on a pilot project for a batch TUP intake for businesses and/or property owners looking to house a seasonal worker for this summer; and 2. THAT Council waive collection of the notification portion of the individual TUP application fee, since any applications moving forward through the batch pilot project would be advertised in a single joint notice.	Roll-out the Seasonal Worker Housing TUP Pilot Project	Bruce Greig	Planning	In Progress
March 23, 2021	13.1	Update - Bylaw Enforcement Policy & Priorities Bruce Greig, Manager of Community Planning	THAT the Bylaw Enforcement Policy be brought back to for Council to consider as unfinished business at the next Regular Council meeting.	Bring the Bylaw Enforcement Policy back to Council for their review at the April 14, 2021, Regular Council meeting.	Joseph Rotenberg	Administration	Complete
March 23, 2021	9.1	Zoning Amendment: Lot 16 Marine Drive Bruce Greig, Manager of Community Planning	THAT Council Indicate to the applicant and the public that adoption of District of Ucluelet Zoning Amendment Bylaw No. 1284, 2021, would be subject to registration of a Section 219 restrictive covenant on the title of the subject property to ensure, as a matter of public interest, that the following conditions and offers be satisfied as the property is subdivided and developed: a. construction and development of the rental apartment building on proposed Lot 'A' (the "Apartment site") be in the first phase of the development; b. dedication of a 10m wide park greenbelt along the eastern (Victoria Drive side) boundary of the property, as proposed; c. dedication of a park area of approximately 1,300m <sup>2</sup> on the western (Marine Drive) side of the property, as proposed; d. registration of a greenspace covenant on a 10m wide strip along the Marine Drive frontage of the subject property to retain vegetation and preclude driveway access along this road corridor, as proposed; e. extension of the proposed new road to connect to Victoria Drive in the general location as shown in Figure 7 of the staff report; f. vehicle access to the proposed Lot 'B' ("Townhouse site") be from the new internal road only; g. the proposed amenity contributions of \$1,000 per multi-family unit or single-family lot be payable prior to approval of a subdivision plan creating the corresponding development parcels.	Draft and execute covenant at appropriate time.	Bruce Greig	Planning	Assigned
March 23, 2021	9.1	Zoning Amendment: Lot 16 Marine Drive Bruce Greig, Manager of Community Planning	THAT Council direct Staff to give notice of public hearing for the District of Ucluelet Zoning Amendment Bylaw No. 1284, 2021.	Set date and give notice for public hearing.	Bruce Greig	Planning	In Progress
March 23, 2021	9.3.	Covenant Modification - 858 Barkley Place John Towgood, Planner 1	THAT Council authorize the discharge of the Section 219 Restrictive Covenant EJ96930 registered on Lot 30, Section 1, Barclay District (situated in Clayoquot District), Plan VIP61995 (858 Barkley Place) and replace it with a new Section 219 covenant based on the January 22, 2021, Geotechnical Report by Lewkowich Engineering and Associates Ltd.	Register modified covenant.	Nicole Morin	Planning	In-Progress

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March 23, 2021	9.4	Water and Sewer Parcel Tax - Adoption Joseph Rotenberg, Manager of Corporate Services	THAT Council adopt Water Parcel Tax Bylaw No. 1286, 2021.	Update and file bylaw.	Joseph Rotenberg	Administration	Complete
March 23, 2021	9.4.	Water and Sewer Parcel Tax - Adoption Joseph Rotenberg, Manager of Corporate Services	THAT Council adopt Sewer Parcel Tax Bylaw No. 1285, 2021.	Update and file bylaw.	Joseph Rotenberg	Administration	Complete
April 1, 2021	9.1.	Budget Revision - Taxation Donna Monteith, Chief Financial Officer	THAT Council have staff prepare the draft 5 Year Financial Plan and corresponding Tax Rates bylaws based on an overall Municipal tax increase of 1%.	Prepare the draft 5 Year Financial Plan and corresponding Tax Rates bylaws.	Donna Monteith	Finance	Complete
March 18, 2021	9.1.	Ucluelet Chamber of Commerce - Common Ground Market Project Joseph Rotenberg, Manager of Corporate Services	THAT Council Direct Staff to work with the Ucluelet Chamber of Commerce to apply to the Clayoquot Biosphere Trust's Arts and Culture Grant fund on behalf of the Chamber for their Common Ground Market initiative.	Work with Chamber of Commerce to apply to CBT for grant funding for their Common Ground Market initiative.	Abigail Fortune	Recreation & Tourism	Complete



## STAFF REPORT TO COUNCIL

Council Meeting: April 14, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 1630-01

**SUBJECT:** CHEQUE LISTING – MARCH 2021

**REPORT NO:** 21-41

**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:** Joseph Rotenberg, Manager of Corporate Planning

## Appendix A

AP Cheque Listing

Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
2021-03-04	ACE92	ACE COURIER SERVICES	14296550	TRAN SIGN AA0705872	65.57		65.57	
2021-03-04	AGS11	AGS BUSINESS SYSTEMS INC	301716 308001	COPIER USAGE 12/29/20-01/28/21 COPIER USAGE 01/29-02/28/21	579.45 940.08		1519.53	
2021-03-04	AS877	ANDREW SHERET LIMITED	03-032429	TRACING DYE	102.45		102.45	
2021-03-04	BRI03	BRIAN WHITE EXCAVATING	534351	BACKHOE SERVICE-CLEANUP	349.13		349.13	
2021-03-04	AS311	BUNZL CANADA INC.	7715824 7717034	CLEANING PRODUCT-DOU/PUBLIC PUBLIC WASHROOM EQUIPMENT	341.18 95.69		436.87	
2021-03-04	MA952	BUREAU VERITAS CANADA (2019) INC.	VA10286026 VA10286904 VA10295187 VA10291867 VA10294827 VA10298217 VA10303154 VA10302691	SEWER TESTING C103848 WATER TESTING C105295 WATER SAMPLES C108477 WATER TESTING C106917 SEWER TESTING C107388 WATER TESTING C109629 WATER TESTING C111386 COMPLETE ANALYSIS	341.88 270.9 270.9 270.9 344.82 270.9 270.9 1133.48		3174.68	
2021-03-04	BUS01	BUSTON, TONI	123306	FEB CONTRACT/GRANTS	1035		1035	
2021-03-04	CN411	CITY OF NANAIMO	123302	VIERA EXAMS	945		945	
2021-03-04	CT002	CLEARTECH INDUSTRIES INC	206084 860682	CONTAINER RETURN SODIUM HYPO/CONTAINER DEPOSIT	-567 828.07		261.07	
2021-03-04	CF005	COLUMBIA FUELS	01375121985108	GREASE CASE	110.88		110.88	
2021-03-04	CS334	CONTROL SOLUTIONS	C004099	Q1/2021 PAYMENT	1155		1155	
2021-03-04	CCL88	CORLAZZOLI CONTRACTING LTD	113 115	DANGER TREE REMOVAL DANGER TREE REMOVAL	1407 787.5		2194.5	
2021-03-04	CE004	CORPORATE EXPRESS CANADA INC	55424126 55488908	BOOKENDS LYCHE OFFICE SUPPLIES	13.42 49.43		62.85	
2021-03-04	dom01	DOMCOR TRAFFIC CONTROL INT'L INC	RC0000017079	DANGER TREE REMOVAL	1342.25		1342.25	
2021-03-04	DJ002	DRAESEKE JAN	123305	CHI GONG FEB/21	119.18		119.18	
2021-03-04	DFC01	DUMAS FREIGHT COMPANY	78494 78672	BOX PLASTIC FITTINGS CLEARTECH	48.47 483.79		532.26	
2021-03-04	EB295	E.B. HORSMAN & SON	12839328 12821897	JUNCTION LIGHTS WATER TOWER-MOTION SENSOR	148.2 26.82		175.02	
2021-03-04	ENT01	ENTANDEM INC.	31396 130268 128689	SCE 19 DANCE/FITNESS RSE 6B FITNESS ACTIVITIES SCE 19 DANCE/FITNESS	78.46 52.5 78.46		209.42	
2021-03-04	EL048	ERIK LARSEN DIESEL CO. LTD.	718705 718732 718753	KUBOTA TRACTOR-SERVICE BACKHOE-EQUIPMENT BACKHOE-EQUIPMENT	657.95 364.48 70.01		1092.44	
2021-03-04	FW050	FAR WEST DISTRIBUTORS LTD	INV-F001150 INV-F001156 INV-F001139 INV-F001299 INV-F001292	CLEANING SUPPLIES-PARKS CLEANING SUPPLIES-PARKS JANITORIAL SUPPLIES PW MASKS/LAUNDRY DTRGNT GARBAGE BAGS-PARKS	108.01 157.34 336.31 98.92 183.46		884.04	
2021-03-04	FL001	FAST LINE STRIPING SYSTEMS LTD.	37125	WHITE SPORTS STRIPE	720.99		720.99	
2021-03-04	FSC10	FOUR STAR COMMUNICATIONS INC	57847	ANSWERING SERVICES FEB/21	162.75		162.75	
2021-03-04	FS004	FOUR STAR WATERWORKS	87103178-01 87103178-00 87103211-00	LIDS VARIOUS ITEMS LIQUID DYE	129.29 641.76 123.85		894.9	
2021-03-04	FRO01	FRONTLINE OUTFITTERS	51461	UVFB STATION WEAR	446.79		446.79	
2021-03-04	GB059	GIBSON BROS. CONTRACTING LTD.	24535 24537	CRUSH GRAVEL GRAVEL	2560.78 613.57		3174.35	
2021-03-04	PD199	HARBOURVIEW DRUGSTORE	734122	CLEANING/TOILETRY ITEMS	70.35		70.35	
2021-03-04	IC130	INFOSAT COMMUNICATIONS	458720	FEB/21 SAT PHONE	65.12		65.12	
2021-03-04	JD79	J & D WEAVER HOLDINGS LTD	503827 503828	FIREHALL-TREADMILL RETURN FIREHALL-TREADMILL	-1007.99 1100.74		92.75	

AP Cheque Listing

Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
2021-03-04	CK608	KASSLYN CONTRACTING	D762 D763	D762 D763	1621.44 2654.88		4276.32	
2021-03-04	LB002	LB WOODCHOPPERS LTD.	375286	LAWNMOWER/CHAPS	1117.16		1117.16	
2021-03-04	MEC01	MEC PROJECTS LTD	2841	LAGOON ELECTRICAL WORK	267.75		267.75	
2021-03-04	MISC	[REDACTED]	123304	SWIM CANCELLED	112		112	
2021-03-04	MISC	[REDACTED]	BP18-14	BP18-14 DMG DEP RETURN	1000		1000	
2021-03-04	MISC	[REDACTED]	BP18-15	BP18-15 DMG DEP RETURN	1000		1000	
2021-03-04	MISC	[REDACTED]	BP18-16	BP18-16 DMG DEP RETURN	1000		1000	
2021-03-04	MISC	[REDACTED]	BP18-17	BP18-17 DMG DEP RETURN	1000		1000	
2021-03-04	MISC	[REDACTED]	BP18-18	BP18-18 DMG DEP RETURN	1000		1000	
2021-03-04	MISC	[REDACTED]	BP19-17	BP19-17 DMG DEP RETURN	1000		1000	
2021-03-04	misc	[REDACTED]	TUP17-01	TUP17-01 DMG DEP RETURN	1000		1000	
2021-03-04	NP156	NORTH PACIFIC REPAIR	128364	SANDER SCREEN	478.09		478.09	
2021-03-04	PC336	PETTY CASH FORTUNE ABBY	123301	YOUTH KITCHEN ITEMS	38.06		38.06	
2021-03-04	PSD25	PUBLIC SECTOR DIGEST INC (THE)	14727	CITYWIDE SOFTWARE MAR/21-FEB/22	11175.87		11175.87	
2021-03-04	PI110	PUROLATOR INC	446730542 446787117 446840955	VIERA/BV LABS [REDACTED] VIERA/BV LABS	108.54 40.24 112.05		260.83	
2021-03-04	RW916	ROBERT WYLIE	123303	JAN-DEC/20 APPROVING OFFICER SERVICES	307.5		307.5	
2021-03-04	SC003	SHARE CANADA	21501	NATRAKLENE DEGREASER	861.9		861.9	
2021-03-04	SBR01	SONBIRD REFUSE & RECYCLING LTD.	40932 40704-A 40935 40933 40930 40931 40934 41168	WHISKEY DOCK GARBAGE DEC/20 UCC GARBAGE NOV/20 ADDL FEE UVFB/UAC GARBAGE DEC/20 PW YARD GARBAGE DEC/20 SCH GARBAGE DEC/20 52 STEPS GARBAGE DEC/20 UCC GARBAGE DEC/20 PW YARD GARBAGE-JAN/21	445.8 5 100.32 840.03 1156.66 414.6 369.47 1076.18		4408.06	
2021-03-04	SK010	STRICKLAND KARLA	123307	KIDS CLAY WINTER/21	800		800	
2021-03-04	SA131	SUBTIDAL ADVENTURES	38	AIR TANK REFILLS JAN-DEC/2019	479.81		479.81	
2021-03-04	SUN02	SUN LIFE ASSURANCE COMPANY OF CANADA	100706	FEB/21 EAP	132.3		132.3	
2021-03-04	SP010	SUPERIOR PROPANE	5611009 33062306	LATE PENALTY UCC PROPANE REFILL	30.45 944.27		974.72	
2021-03-04	UR849	UCLUELET RENT-IT CENTER LTD	40498 40469 40609 40671	JAN/21 PORTABLE CLEANING PARKS-CHAINSAW SUPPLIES JAN/21 CARDBOARD-BOAT BASIN CHAINSAW/CHAPS	1848.57 139.62 360.15 440.06		2788.4	
2021-03-04	UL500	ULINE CANADA CORPORATION	7978369	FIRE EXT BRACKET	134.4		134.4	
2021-03-04	US001	URBAN SYSTEMS LTD.	185964 185965 186397	PROJ 1427.0008.01 UCL/TOF LAND USE PROJ 1427.0011.01 CEDAR RD PARKING PROJ 1427.0009.01 AMPHITRITE POINT	11156.46 2545.83 19346.25		33048.54	
2021-03-04	WAL01	WALKER'S SAW SHOP LTD.	139786	DIRT SHAKER	985.55		985.55	
2021-03-04	WCC28	WESTCOAST CONNECT	5126-OP 5291	OVERPYMT INV 5126 JAN/21 COURIER	-33.49 619.77		586.28	
2021-03-04	WF001	WFR WHOLESALE FIRE & RESCUE LTD.	INV/2021/0475	STOW-AWAY SEAT/WINDOW PUNCH	156.43		156.43	
2021-03-04	XC300	XPLORNET COMMUNICATIONS INC	INV35938373	FEB/21 SAT PHONE	70.55		70.55	
2021-03-04	ZW172	ZONE WEST ENTERPRISES LTD	64289	UVFB UNIFORMS	2346.96		2346.96	

## AP Cheque Listing

Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
2021-03-19	CF005	COLUMBIA FUELS	01375121985109	BIB PANTS	195.99		195.99	
2021-03-19	CA135	COASTAL ARC WELDING	1193	HYPHOCUS-GATE INSTALL	1963.5		1963.5	
2021-03-19	CBT67	CLAYOQUOT BIOSPHERE TRUST	123326	2021 GRANT IN AID	1000		1000	
2021-03-19	CN411	CITY OF NANAIMO	AR010336	COURSE 1041 FIRE INSTRUCTOR	624.75		624.75	
2021-03-19	CHE01	CHERNOFF THOMPSON ARCHITECTS	16117	PROJ 39038.1 HEALTH CENTRE STUDY	4599		4599	
2021-03-19	CGISC	CGIS CENTRE	44287	APR-JUN/21 SLIMS	2240.31		2240.31	
2021-03-19	CWF01	CENTRAL WESTCOAST FOREST SOCIETY	123327	2021 GRANT IN AID	2500		2500	
2021-03-19	BUS01	BUSTON, TONI	123315	GRANTS CARRYOVER	1035		1035	
2021-03-19	MA952	BUREAU VERITAS CANADA (2019) INC.	VA10307014 VA10311423	WATER TESTING C113381 WATER TESTING C115258	270.9 270.9		541.8	
2021-03-19	AS311	BUNZL CANADA INC.	7717035 7715825	AIR PURIFIER TRIGGER HEADS	43.15 10.75		53.9	
2021-03-19	BP940	BLACK PRESS GROUP LTD.	34025470	JAN/21 ADS	1004.37		1004.37	
2021-03-19	BEY01	BEYLARD LUCIE	123318	BALLET BASICS WINTER/21	126		126	
2021-03-19	RD205	ACRD	11478	TIPPING FEES TICKET 108890	12		12	
2021-03-19	CCL88	CORLAZZOLI CONTRACTING LTD	120 118	DANGER TREE REMOVAL-WPT DANGER TREE REMOVAL	1191.75 1312.5		2504.25	
2021-03-19	ce004	CORPORATE EXPRESS CANADA INC	54977212 54974748 55230891 PF00001016 55455347 55620370	GUEST CHAIRS WHITEBOARD MARKERS LABEL PRINTER LYCHE-FURNITURE (MOBILE PEDESTAL) MOBILE TV MOUNT LYCHE OFFICE SUPPLIES	1164.76 35.21 46.3 331.41 214.02 201.06		1992.76	
2021-03-19	CUPE1	CUPE LOCAL #118	02/21	FEB/21 DUES	1449.67		1449.67	
2021-03-19	DH143	DURWARD HEATHER	123320	CHAKRA WINTER/21	1040		1040	
2021-03-19	EL048	ERIK LARSEN DIESEL CO. LTD.	718786	HYDRAULIC FILTER	227.33		227.33	
2021-03-19	FW050	FAR WEST DISTRIBUTORS LTD	INV-F001291 CM-F74 CM-F73 INV-F001308	GARBAGE BAGS-XSTRONG GARBAGE BAGS-RETURNED INV-F001291 GARBAGE BAGS-RETURN INV-F001150 SOCCER SWAG BAG TREATS	139.73 -139.73 -81.01 85.69		4.68	
2021-03-19	FBE01	FOOD BANK ON THE EDGE	123328	2021 GRANT IN AID	2000		2000	
2021-03-19	FSC10	FOUR STAR COMMUNICATIONS INC	58183	ANSWERING SERVICES MAR/21	147		147	
2021-03-19	GW178	GRAY WHALE DELICATESSEN	178577	FAMILY DAY-WAFFLE CONES	252		252	
2021-03-19	GPC25	GREATPACIFIC CONSULTING LTD	1170	PROJ 1005-008 2020 REM	2112		2112	
2021-03-19	IC130	INFOSAT COMMUNICATIONS	461992	MAR/21 SAT PHONE	106.71		106.71	
2021-03-19	CK608	KASSLYN CONTRACTING	123312 D764 D765	RESERVE MOORAGE FEE COMMISSION D764 D765	425.25 1813.89 2601		4840.14	
2021-03-19	KL923	KERDMAN LINDSAY	123314	GYM/PILATES WINTER/21 PYMT B	3754		3754	
2021-03-19	KA001	KOERS & ASSOCIATES ENGINEERING LTD.	2058-004 0361-086 0361-085	2058 WELL NO. 3 VFD 0361 SUBDIVISION REVIEWS 211 REVIEW: 2066 PENINSULA RD	1516.46 100.17 612.15		2228.78	
2021-03-19	law01	LAW AVA	123317	CREATIVE MOVEMENT WINTER/21	216.5		216.5	
2021-03-19	LDCRN	LEISURE DEVELOPMENT COURSE	123316	LDC REGISTRATION 2021	500		500	
2021-03-19	MP001	MARTIN JIM	123310	JAN/21-LIGHTHOUSE BARRIER	1560		1560	
2021-03-19	M9277	MCDIARMID JOHN	123311	WORK BOOTS-REIMBURSEMENT	223.45		223.45	
2021-03-19	MISC		123309	RAINCOAST CAMP CANCELLED	500		500	
2021-03-19	MISC	MICHAEL WILSON - THEFIREHAT	123313	EMBROIDERED CREST PATCH-FIRE	1020		1020	
2021-03-19	MISC		123324	RZ20-08/DVP20-04 REFUND	1800		1800	

AP Cheque Listing

Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
2021-03-19	MISC		123325	BUS.LICENSE APP FEE RETURN	25		25	
2021-03-19	MISC	RESCUE CONSULTING CANADA INC.	869	UVFB TOOL KIT	1860.6		1860.6	
2021-03-19	MISC		BP18-48	BP18-48 DMG DEP RETURN	1000		1000	
2021-03-19	MISC		BP19-16	BP19-16 DMG DEP RETURN	1000		1000	
2021-03-19	MISC		BP19-30	BP19-30 DMG DEP RETURN	1000		1000	
2021-03-19	MISC		BP20-21	BP20-21 DMG DEP RETURN	1000		1000	
2021-03-19	MISC		BP20-43	BP20-43 DMG DEP RTRN	1000		1000	
2021-03-19	NIT63	NORTH ISLAND TRACTOR	RHNN20765N	CORING AERATOR	3612		3612	
2021-03-19	NP156	NORTH PACIFIC REPAIR	128382 128381	PW YARD TRAILER SUPPORT SAND SPREADER REPAIR	317.73 363.3		681.03	
2021-03-19	NTC13	NUU-CHAH-NULTH TRIBAL COUNCIL	8710	TRAFFIC CONTROL TRAINING	398.1		398.1	
2021-03-19	OCN01	OCN GARDEN CENTRE	021728	GREENHOUSE PROPAGATION	498.45		498.45	
2021-03-19	OE421	ON THE EDGE ROOFING & CONTRACTING	786 796	UAC HALL-ROOF LEAK UCC POWER WASH ROOF	157.5 546		703.5	
2021-03-19	PRHS1	PACIFIC RIM HOSPICE SOCIETY	123329	2021 GRANT IN AID	3000		3000	
2021-03-19	PR267	PACIFIC RIM WHALE FESTIVAL SOCIETY	123330	2021 GRANT IN AID	1500		1500	
2021-03-19	PBX12	PBX ENGINEERING LTD	10809	17451-04 DOU LOST SHOE CREEK WELL 3	1439.03		1439.03	
2021-03-19	PB104	PIONEER BOAT WORKS	80443 80425	STORM BIB PANT WC JACKET	110.88 103.95		214.83	
2021-03-19	PI110	PUROLATOR INC	446900181	FOUR STAR WATERWORKS	40.55		40.55	
2021-03-19	SC003	SHARE CANADA	21635	NATRAKLENE DEGREASER	2554.3		2554.3	
2021-03-19	SI604	SHU IAN	123319	PURPLE DRAGON WINTER/21	409.6		409.6	
2021-03-19	SBR01	SONBIRD REFUSE & RECYCLING LTD.	41167 41165 41166 41169	WHISKEY DOCK GARBAGE-JAN/21 SCH GARBAGE JAN/21 52 STEPS GARBAGE JAN/21 UCC GARBAGE JAN/21	521.64 1043.28 347.13 153.84		2065.89	
2021-03-19	SK010	STRICKLAND KARLA	123308	EQUIPMENT RENTAL	12		12	
2021-03-19	TU428	TOURISM UCLUELET	12/20	DEC/20 MRDT	7849.49		7849.49	
2021-03-19	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	01FEB2021#5755 01FEB2021#5847 71436726 04FEB2021#6892 08FEB2021#7685 09FEB2021#7999 17FEB2021#9634 18FEB2021#0111 18FEB2021#5101 22FEB2021#6043 6909.	PW-COFFEE/WATER SAMPLING FOOD INT. YOUTH #1 REG FUEL FIREHALL SUPPLIES FOOD INT YOUTH PARKS VARIOUS ITEMS PW-COFFEE CREAMER PW-BUCKETS LYCHE-COFFEE CREAMER YOUTH FOOD INIT CARDLOCK FEB/21	106.38 29.95 42.55 96.27 20.47 177.92 9 20.81 2.99 97.18 3838.12		4441.64	
2021-03-19	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	71438742 71440445	QUAD-PREM FUEL QUAD-PREM FUEL	14.51 16.28		30.79	
2021-03-19	UR849	UCLUELET RENT-IT CENTER LTD	40770 40841 40669	FEB/21 PORTABLES ROTOTILLER RENTAL UVFB-MECHANIC WORK	1848.57 60.48 500.64		2409.69	
2021-03-19	UI923	UKEE INFO TECH	12295	IT SUPPORT FEB/21	3725.45		3725.45	
2021-03-19	US001	URBAN SYSTEMS LTD.	186398 186399 186410	1427.0010.01 HARBOUR MASTER PLAN 1427.0013.01 AMPHITRITE PARK 1427.0009.01 AMPHITRITE POINT	11041.8 7617.75 9397.5		28057.05	
2021-03-19	ECO77	WATERWORTH	INV-0471	WATER/SEWER-SOFTWARE ANNUAL	8226.23		8226.23	
2021-03-19	WCCRS	WESTCOAST COMMUNITY RESOURCES SOCIETY	123331	2021 GRANT IN AID	2500		2500	
2021-03-19	WCC28	WESTCOAST CONNECT	5361	FEB/21 COURIER	560.39		560.39	

## AP Cheque Listing

Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
2021-03-19	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	49558A	PARKS MATERIALS	2198.61		4393.83	
			49559A	DOORKNOB	82.83			
			49561A	PW MATERIALS	98.91			
			49562A	PW MATERIALS	565.82			
			50954A	WHISKEY DOCK RAMP	192.9			
			52040A	BUILDING MATERIALS	531.53			
			49560A	FIREHALL MATERIALS	125.69			
			51598A	EDNA BACHELOR PARK	573.44			
			49563A	WILD PACIFIC TRAIL MATERIALS	24.1			
2021-03-19	WC345	WURTH CANADA LTD	24248535	PARKS PPE	123.23		1592.71	
			24249401	DEGREASER	1469.48			
2021-03-19	XC300	XPLORNET COMMUNICATIONS INC	INV36390169	MAR/21 SAT PHONE	70.55		70.55	
2021-03-29	I0070	ICBC	2021 ICBC-INS	2021-22 FLEET INSURANCE	27637		27637	





## STAFF REPORT TO COUNCIL

Council Meeting: Apr 14, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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**FROM:** DONNA MONTEITH, CHIEF FINANCIAL OFFICER **FILE NO:** 1880-20 (FIN. REPORT)

**SUBJECT: FIVE YEAR FINANCIAL PLAN 2020-2024 BYLAW VARIANCE REPORT Q4** **REPORT NO:** 21-43

**ATTACHMENT(S):** APPENDIX A - FIVE YEAR FINANCIAL PLAN 2020-2024 BYLAW VARIANCE SCHEDULE A

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

1. **THAT** Council receive the Five Year Financial Plan 2020-2024 Variance Report for the fourth quarter ending December 31, 2020.

### **PURPOSE/DESIRED OUTCOME:**

The purpose of this report is to advise Council as to the financial position and variances in relation to the Five Year Financial Plan 2020-2024 for the District on a quarterly basis.

### **STRATEGIC GOAL:**

This report follows the District's strategic plan indicating that quarterly reports to Council will provide an opportunity for Council and Staff to regularly review and communicate progress in achieving Council's goals.

### **BACKGROUND:**

This is a preliminary report to Council relaying the balances for the various revenue and expenditure summary totals for the period ending December 31, 2020 as per the attached Schedule A. Explanations for some variances identified are included in this report.

### **Discussion:**

#### **Total Revenues**

- Tax penalties were much lower than in previous years.
- Small Craft Harbour and Recreation revenues were under budget approximately 5%. Despite that, Sales of Services surpassed the expected budget due, in large part, to an increase in development, zoning, and building permit activity.
- Water and Sewer user fees were higher than in 2019.
- Internal revenue transfers are down due to less capital projects completed in 2020.
- Overall, 89% of budgeted revenue was received.

### **Total Expenses**

While trying to balance delivery of services with the Covid-19 pandemic the following was noted:

- Many positions that were vacant at the time of the pandemic remained vacant.
- Larger noncapital projects in operations were not initiated and are carried over to 2021.
- Savings in areas such as travel, training, and contracted services occurred due to cancellations and health orders.
- The District experienced extra costs such as PPE, Information Technology, garbage collection, and janitorial supplies.

### **Capital Projects**

Capital projects are moving forward as much as possible.

### **FINANCIAL IMPACTS:**

At this time, it is unknown the extent of the impact the COVID-19 pandemic will have on the District of Ucluelet. To address this uncertainty, cash flow will continue to be monitored regularly, with adjustments made as required.

### **OPTIONS REVIEW:**

1. **THAT** Council receive the Five Year Financial Plan 2020-2024 Variance Report for the fourth quarter ending December 31, 2020. **(Recommended)**
2. **THAT** Council provides alternative direction to Staff.

**Respectfully submitted:** Donna Monteith, Chief Financial Officer



**Appendix A**  
**DISTRICT OF UCLUELET**  
**5-YEAR FINANCIAL PLAN**  
**Variance Report - As at December 31, 2020 (unaudited)**

	Dec 31, 2020 Draft Actual	2020 Adopted Budget	Amount Over (Under) Budget	Percent of Budget Used
<b>REVENUE</b>				
Property Taxes	\$3,008,464	\$3,013,256	(\$4,792)	99.84%
1% Utility Taxes	44,810	44,810	\$0	100.00%
Federal/Provincial in place of taxes	38,924	50,000	(\$11,076)	77.85%
<b>Taxes</b>	<b>3,092,199</b>	<b>3,108,066</b>	<b>(15,867)</b>	<b>99.49%</b>
Sale of services	906,658	632,957	\$273,701	143.24%
Penalties and Interest earned	19,798	85,360	(\$65,562)	23.19%
Grants and donations	1,957,047	1,412,060	544,987	138.60%
Barkley Community Forest	458,000	-	458,000	
Deferred revenues recognized (DCC, Other)	-	441,111	(441,111)	0.00%
Water sale of services	753,761	736,300	17,461	102.37%
Sewer sale of services	603,283	589,500	13,783	102.34%
Transfers	1,174,439	3,028,390	(1,853,952)	38.78%
<b>Total Revenue</b>	<b>8,965,185</b>	<b>10,033,744</b>	<b>(1,526,559)</b>	<b>89.35%</b>
<b>EXPENSE</b>				
Interest payments	78,081	96,717	(18,636)	80.73%
Amortization expenses	1,166,586	1,167,665	(1,079)	99.91%
General Government	1,476,819	1,352,958	123,861	109.15%
Protective services	285,194	346,130	(60,936)	82.40%
Planning & Development	726,066	675,632	50,434	107.46%
Transportation services	832,328	915,139	(82,811)	90.95%
Environmental health (Garbage/recycling)	2,497	10,000	(7,503)	24.97%
Cemetery	13,356	9,300	4,056	143.61%
Recreation	709,171	794,547	(85,376)	89.25%
Parks	490,563	585,047	(94,484)	83.85%
Water operations	438,708	912,213	(473,505)	48.09%
Sewer operations	375,349	605,298	(229,949)	62.01%
<b>Total Expense</b>	<b>6,594,717</b>	<b>7,470,646</b>	<b>(875,929)</b>	<b>88.28%</b>
<b>ADD</b>				
Amortization	1,166,586	1,167,665	(1,079)	100%
<b>Total Additions</b>	<b>1,166,586</b>	<b>1,167,665</b>	<b>(1,079)</b>	<b>100%</b>
<b>DEDUCT</b>				
Principal payments debt	88,503	94,756	(6,253)	93.40%
Transfers to Reserves	1,545,973	549,206	996,767	281.49%
Acquisitions of tangible capital assets	1,363,255	3,086,801	(1,723,546)	44.16%
<b>Total Deductions</b>	<b>2,997,731</b>	<b>3,730,763</b>	<b>(733,032)</b>	
<b>Financial Plan Balance: Surplus (Deficit)</b>	<b>\$539,323</b>	<b>\$0</b>		





## STAFF REPORT TO COUNCIL

Council Meeting: April 14, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** BRUCE GREIG, MANAGER OF COMMUNITY PLANNING

**FILE NO:** 6480-20-OCP20-01  
3360-20-RZ20-07  
3390-20-DVP20-06

**SUBJECT: 316 AND 330 REEF POINT ROAD:  
OCP AMENDMENT BYLAW NO. 1281 &  
ZONING AMENDMENT BYLAW NO. 1282 - 3RD READINGS  
HOUSING AGREEMENT BYLAW NO. 1283 – ADOPTION  
DEVELOPMENT VARIANCE PERMIT DVP 20-06 - ISSUANCE**

**REPORT NO:** 21-45

**ATTACHMENT(S):** APPENDIX A – OCP AMENDMENT BYLAW NO. 1281  
APPENDIX B – ZONING AMENDMENT BYLAW NO. 1282  
APPENDIX C – HOUSING AGREEMENT BYLAW NO. 1283  
APPENDIX D – DVP 20-06

### RECOMMENDATIONS:

That with respect to the properties located at 316 and 330 Reef Point Road, Council consider the following:

1. **THAT** District of Ucluelet Official Community Plan Amendment Bylaw No. 1281, 2020, be given third reading.
2. **THAT** District of Ucluelet Zoning Amendment Bylaw No. 1282, 2020, be given third reading.
3. **THAT** District of Ucluelet Housing Agreement Bylaw No. 1283, 2020, be adopted.
4. **THAT** Council authorize issuance of Development Variance Permit 20-06.

### PURPOSE:

The purpose of this report is to bring District of Ucluelet OCP Amendment Bylaw No. 1281, 2020 (“**Bylaw No. 1281**”), and District of Ucluelet Zoning Amendment Bylaw No. 1282, 2020 (“**Bylaw No. 1282**”), back to Council for third readings. Council may also consider adopting District of Ucluelet Housing Agreement Bylaw No. 1283, 2020 (“**Bylaw No. 1283**”) at this time. It would also be timely for Council to consider issuing Development Variance Permit 20-06 (“**DVP20-06**”).

### BACKGROUND

At the December 15, 2020 Regular Meeting, Council advanced Bylaw No. 1281 and Bylaw No. 1282, to a Public Hearing. It also gave first three readings to Bylaw No. 1283. Council directed staff to

give notice of its intent to issue DVP20-06 to seek public input on the variances at the public hearing.

At its January 26, 2021, meeting, Council rescinded second reading of Bylaw No. 1282, amended the bylaw to correct a drafting error, and then gave the bylaw second reading as amended.

Notice of the Public Hearing was then published, and the Hearing was held on April 8, 2021.

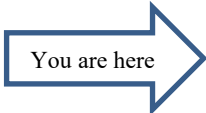
Since the Public Hearing has been conducted, Council is in a position to give Bylaw No. 1281 and Bylaw No. 1282 third reading. If third reading is given, both bylaws would be brought back for adoption at a later date once a number of conditions have been met by the applicant.

At this time Council could also consider adopting Bylaw No. 1283 and issuing DVP20-06.

### **SEQUENCE OF PROCESSES**

If this application is to move forward the 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 the Lodge property.
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. Following notification and subject to public input, approval of DVP for the Cabins property;
8. Approval of a DP for the proposed new cabins;
9. Application for building permits for cabins;
10. Registration of subdivision; and,
11. Occupancy of cabins.



You are here

The staff report received by Council at its March 23, 2021, meeting addressed the separation of the Development Permit (“DP”) and associated variances for the 13 proposed new cabins from the public hearing, noting the following:

*“To respect the timing of discussion between the property owner and the Yuułu?i?ath Government, the Development Permit and variances for the 13 proposed new cabins on “The Cabins” property can be left for Council to consider another day. Staff have discussed this timing with the Yuułu?i?ath Government and the property owner and both are in agreement with this approach.*

*Staff expect that the Development Permit and variances for the 13 proposed new cabins will make it to a Council agenda in the near future. Staff will undertake the necessary notification for that Development Variance Permit at that time and the public will be given an opportunity to comment on the Cabins’ variances during that Council meeting.”*

Staff expect that the DP and DVP for the proposed cabins may come back before Council in time to be considered along with final adoption of Bylaw Nos. 1281 and 1282, once the conditions listed under #5, above, have been met.

#### **OPTIONS REVIEW:**

Having received both written and verbal input from the community on the requested bylaws and DVP, Council is now in a position to consider whether, on balance, the proposed development facilitated by the requested bylaw amendments and variances would result in a net community benefit and, if so, could advance the application by adopting the motions listed at the outset of this report.

If the application does not move forward, the Lodge property would be left in an unresolved state of non-conformity with respect to the zoning bylaw; in that case staff would review options with the owner and seek direction from Council.

Should the bylaws not progress further at this point, then staff would recommend:

5. **THAT** Council provide alternative direction to staff and/or the applicant.

**Respectfully submitted:** Bruce Greig, Manager of Community Planning

**Appendix A**  
**DISTRICT OF UCLUELET**

**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 15<sup>th</sup> day of December, 2020.

**Considered in conjunction with the District of Ucluelet Financial Plan and Waste Management Plan** under Section 477 of the *Local Government Act* this 15<sup>th</sup> day of December, 2020.

**READ A SECOND TIME** this 15<sup>th</sup> day of December, 2020.

**PUBLIC HEARING** held this 8<sup>th</sup> day of April, 2021.

**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

\_\_\_\_\_  
Joseph Rotenberg  
Corporate Officer

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

\_\_\_\_\_  
Joseph Rotenberg  
Corporate Officer

### Appendix 'A'

## Official Community Plan Amendment Bylaw No. 1281, 2020

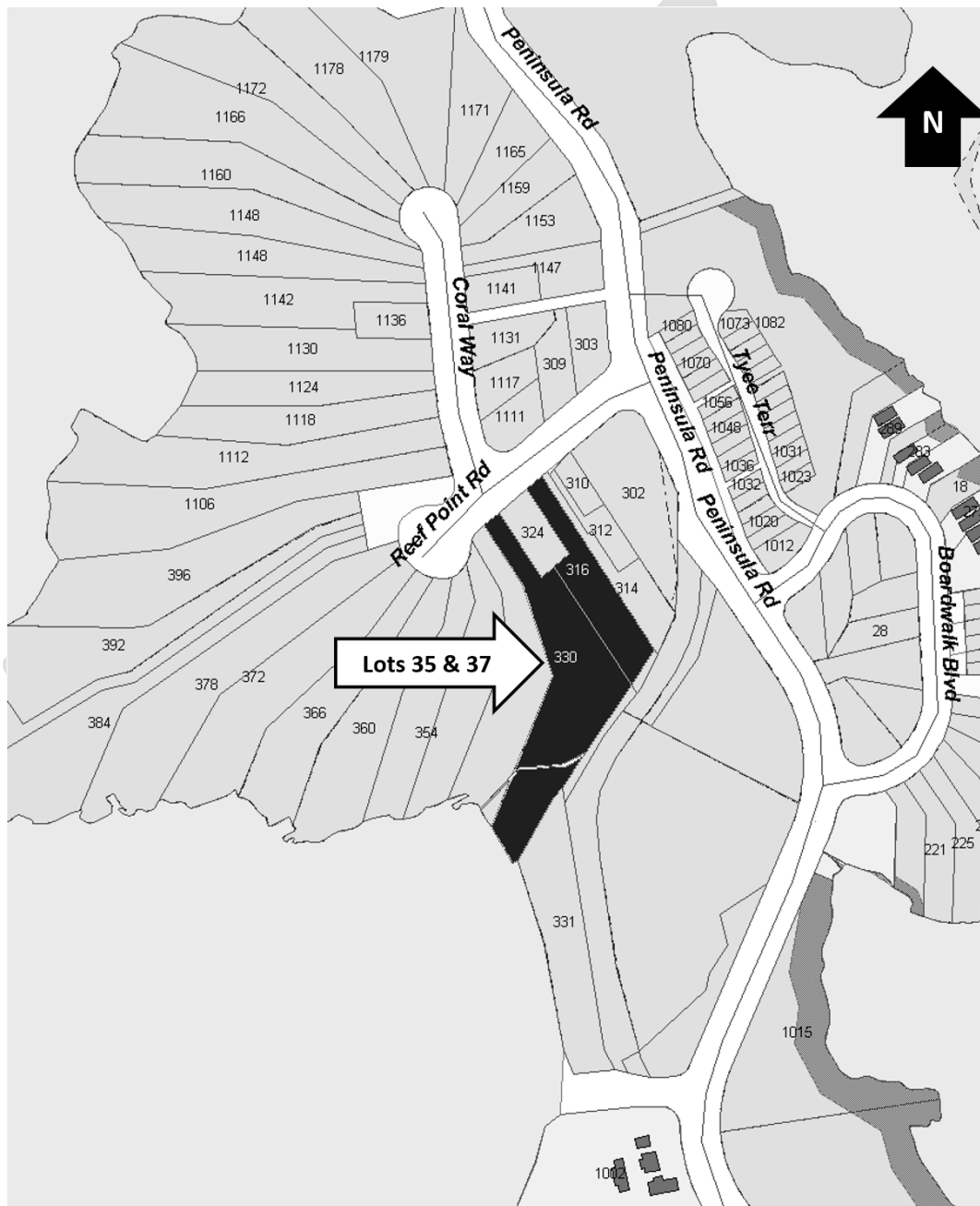
OCP Schedule 'A' Proposed Land Use Designations

From: "Residential - Single Family"

To: "Tourist Commercial"

OCP Schedule 'C' Development Permit Areas

Add to DPA "#3 Reef Point"



## Appendix B

### DISTRICT OF UCLUELET

#### 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:

- a. by changing the zoning designation of Lot 35, Section 21, Clayoquot Land District, Plan VIP64737 (PID: 023-656-255), shown shaded and annotated on the map attached to this Bylaw as Appendix “A”, from GH Guest House to CS-5 Tourist Commercial; and,
- b. by changing the zoning designation of Lot 37, Section 21, Clayoquot Land District, Plan VIP64737 (PID: 023-656-271) shown shaded and annotated 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 15<sup>th</sup> day of December, 2020.

**READ A SECOND TIME** this 15<sup>th</sup> day of December, 2020.

**SECOND READING REPEALED** this 26<sup>th</sup> day of January, 2021.

**READ A SECOND TIME AS AMENDED** this 26<sup>th</sup> day of January, 2021.

**PUBLIC HEARING** held this 8<sup>th</sup> day of April, 2021.

**READ A THIRD TIME** this     day of     , 2021.

**ADOPTED** this     day of     , 2021.

**CERTIFIED A TRUE AND CORRECT COPY** of “District of Ucluelet Zoning Amendment Bylaw No. 1282, 2020.”

---

Mayco Noël  
Mayor

---

Joseph Rotenberg  
Corporate Officer

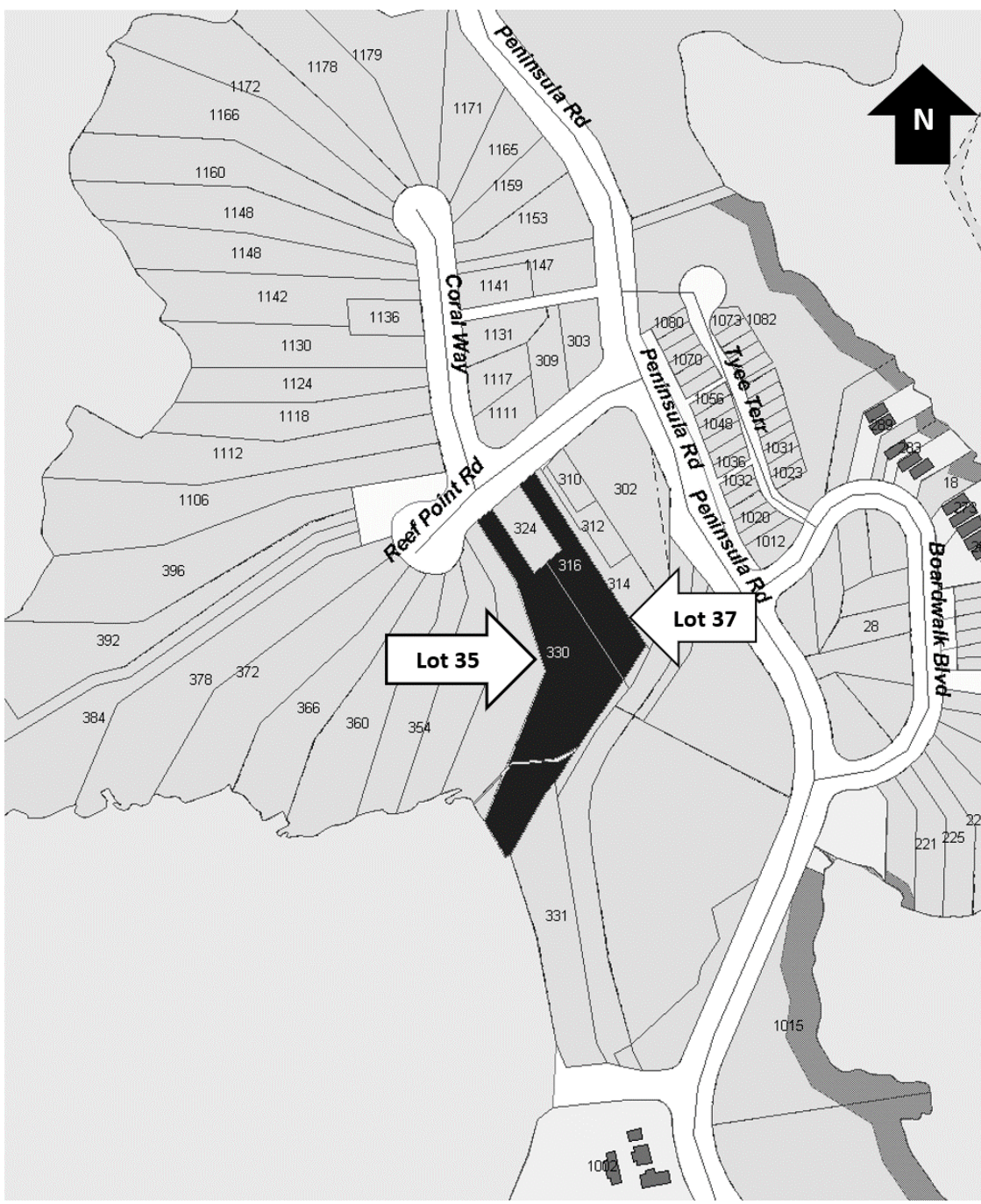
**THE CORPORATE SEAL** of the  
District of Ucluelet was hereto  
affixed in the presence of:

---

Joseph Rotenberg  
Corporate Officer

**Schedule 'A'**  
**District of Ucluelet Zoning Amendment Bylaw No. 1282, 2020**

<b>Lot 35</b> From: GH Guest House To: CS-5 Tourist Commercial	<b>Lot 37</b> From: R-1 Single Family Residential To: CS-5 Tourist Commercial
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## Appendix C

### DISTRICT OF UCLUELET

#### Bylaw No. 1283, 2020

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 15<sup>th</sup> day of December, 2020.

**READ A SECOND TIME** this 15<sup>th</sup> day of December, 2020.

**READ A THIRD TIME** this 15<sup>th</sup> day of December, 2020.

**ADOPTED** this    day of    , 20 .

**CERTIFIED A TRUE AND CORRECT COPY** of “Ucluelet Housing Agreement Bylaw No. 1283, 2020”

---

Mayco Noël  
Mayor

---

Joseph Rotenberg  
Corporate Officer

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

---

Joseph Rotenberg  
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 )

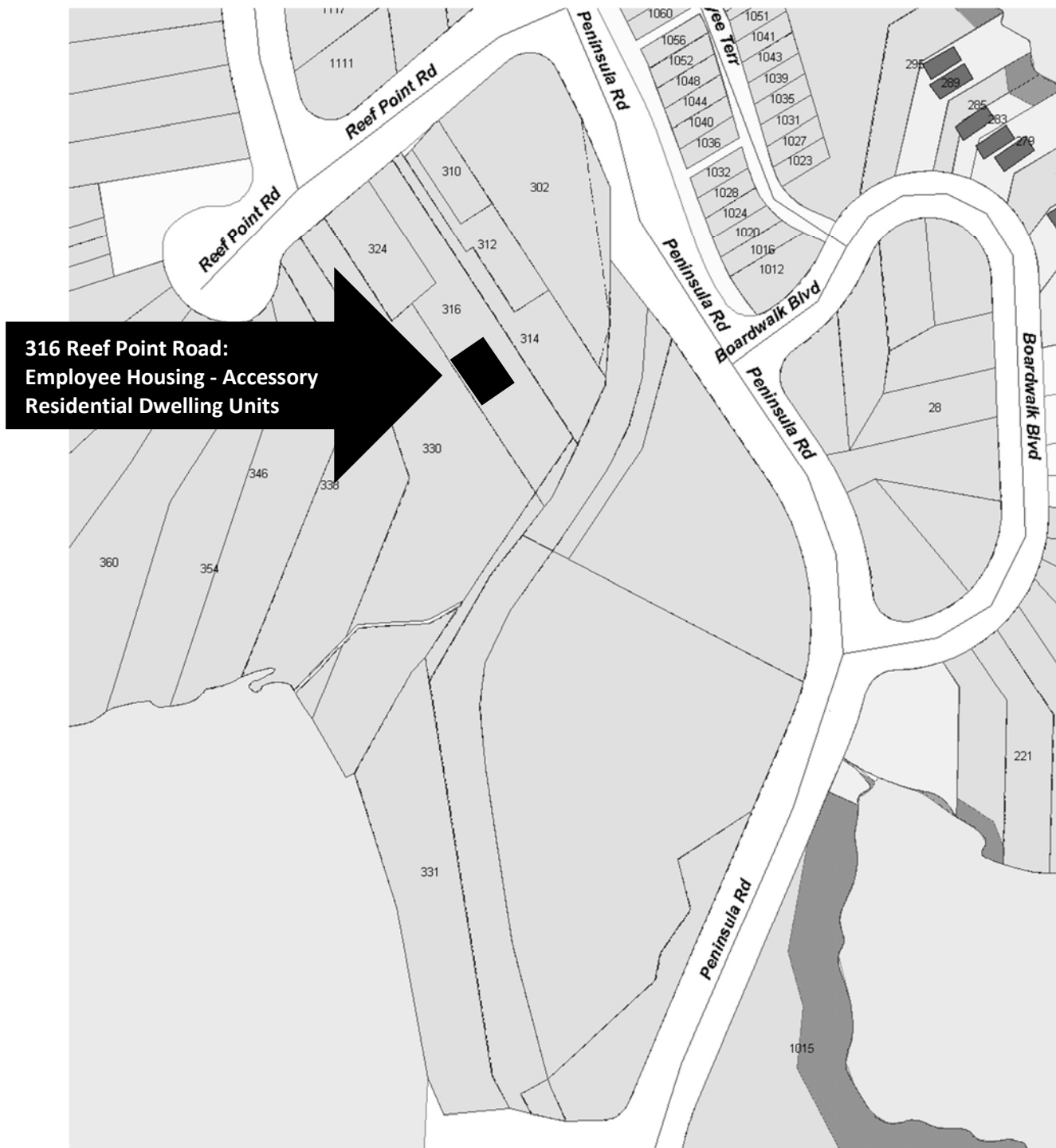
\_\_\_\_\_  
 DECLARANT



**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:

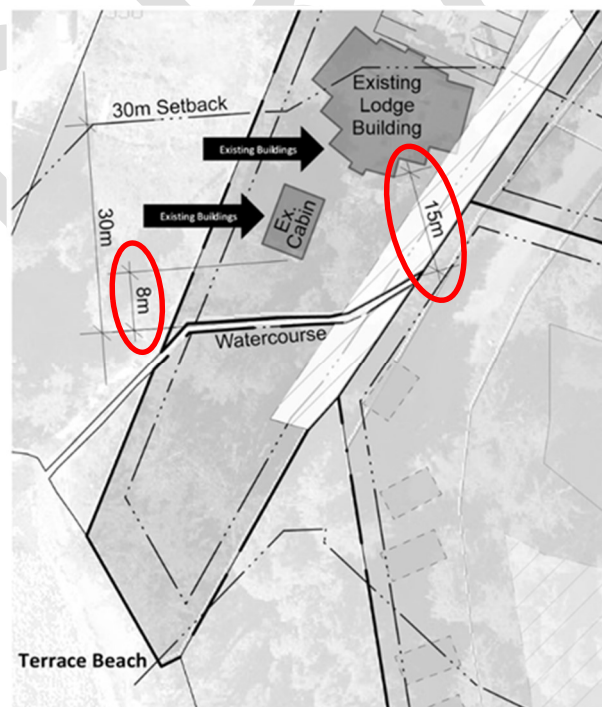
1. This Development Variance Permit is issued to:

**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:

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 existing southernmost cabin has a 8m setback and the existing main building has a 15m setback to the natural boundary of this watercourse, whereas section 306.2 (1) (b) of the *District of Ucluelet Zoning Bylaw No.1160, 2013*, requires a 30m setback from a watercourse.**





- 5. 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.
- 6. Notice shall be filed in the Land Title Office under Section 503 of the Local Government Act, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
- 7. This Permit is NOT a Building Permit.

**AUTHORIZING RESOLUTION** passed by the Municipal Council on the       day of       , 2021.

**ISSUED** the       day of       , 2021.

\_\_\_\_\_  
Bruce Greig - Manager of Community Planning

DRAFT



### Schedule A

The  
**Design Centre**  
Ucluelet  
RESIDENTIAL & RESORT  
PLANNING & DESIGN  
250.726.3973

THE  
**CABINS**<sup>TM</sup>  
Ucluelet B.C.



### ILLUSTRATIVE MASTER PLAN





## STAFF REPORT TO COUNCIL

Council Meeting: APRIL 14, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** DONNA MONTEITH, DIRECTOR OF FINANCE

**FILE NO:** 1700-02

**SUBJECT:** FIVE YEAR FINANCIAL PLAN AND TAX RATES BYLAWS

**REPORT NO:** 21-46

**ATTACHMENT(S):** APPENDIX A – UCLUELET 2021-2025 FINANCIAL PLAN BYLAW NO. 1289, 2021  
APPENDIX B – UCLUELET ANNUAL TAX RATES BYLAW NO. 1290, 2021

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

1. **THAT** District of Ucluelet 2021–2025 Financial Plan Bylaw No. 1289, 2021 be given first and second reading.
2. **THAT** District of Ucluelet Annual Tax Rates Bylaw No. 1290, 2021 be given first and second reading.

### **PURPOSE:**

Staff recommend Council give first and second readings; firstly, for the 2021-2025 Financial Plan Bylaw No. 1289, 2021, and subsequently the Annual Tax Rate Bylaw No. 1290, 2021.

### **BACKGROUND:**

#### **Five Year Financial Plan Bylaw**

Section 165 of the *Community Charter* states:

*165 (1) A municipality must have a financial plan that is adopted annually, by bylaw, before the annual property tax bylaw is adopted.*

The financial planning period is five years and must set out the objectives and policies of the municipality in relation to each of the funding sources, the distribution of property tax values for each of the classes that are subject to tax, and the use of permissive tax exemptions.

The Financial plan must also set out the proposed expenditures, funding sources and transfers between funds. The proposed expenditures must have separate amounts for principal and interest on municipal debt, capital additions, and any amounts required for deficiencies from one year to another.

In addition, the Financial plan must set out separate funding sources for; property taxes, parcel taxes, fees, borrowing, and all other sources. Transfers between funds must set out separate amounts for each reserve fund and accumulated surplus.

If actual expenditures and transfers to other funds for a year exceed actual revenues and transfers from other funds for the year, the deficiency must be included in the next year's financial plan as an expenditure in that year.

Further, under Section 166 of the *Community Charter*, a Council must undertake a process of public consultation regarding the proposed financial plan before the bylaw can be adopted. Public consultation occurred throughout the budget process beginning in December 2020. This included Special Meetings December 3, 2020; January 21, 2021; February 25, 2021; March 18, 2021; April 1, 2021. All presentations to date are accessible on the District's website. As well, formal online feedback will take place from April 15, 2021 to April 26, 2021. The written feedback submissions will be provided to Council at the April 27, 2021 Regular Meeting.

### **Tax Rates Bylaw**

Section 197 of the *Community Charter* states:

- 197 (1) Each year, after adoption of the financial plan but before May 15, a council must, by bylaw, impose property value taxes for the year by establishing tax rates for*
- (a) the municipal revenue proposed to be raised for the year from property value taxes, as provided in the financial plan, and*
  - (b) the amounts to be collected for the year by means of rates established by the municipality to meet its taxing obligations in relation to another local government or other public body.*

The required tax levy for the District is established by the Financial Plan Bylaw. The levy amount is applied to the revised assessment roll to determine how the levy will be allocated to property owners by property class and assessed value. The revised roll was issued in March 2021 and incorporates any assessment appeals that have been resolved since January 2021.

Property owners should note a variety of factors influence the assessment values on which final tax rates are based and the impact on individual properties will vary.

The same allocation process is used to allocate the dollar values levied by the Regional and Hospital Districts, and the Library. Other jurisdictions levy by issuing the rates directly. These are not included in this bylaw as they have already been established under provincial legislation. They include the School Tax, Policing, Municipal Finance Authority, and BC Assessment.

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

In accordance with the *Community Charter*, a municipality must annually adopt their financial plan and tax rates bylaw by May 15 of each year.

### **FINANCIAL IMPACTS:**

At this time, it is unknown the extent of the impact the COVID-19 pandemic will have on the District of Ucluelet. The 2021 financial plan takes into account potential reductions in revenues, reduced taxation as was previously planned, and decreases in expenditures where possible. Should the need arise the financial plan may be amended under Section 165 (2) of the *Community Charter*.

The proposed 2021-2025 Financial Plan Bylaw No. 1289, 2021 and Annual Tax Rates Bylaw No. 1290, 2021 would replace the current Financial Plan and Tax Rates bylaws from 2020.

### **POLICY OR LEGISLATIVE IMPACTS:**

The 2021-2025 Financial Plan Bylaw and the Annual Tax Rates Bylaw complete the Financial Plan process for 2021, and enable the District of Ucluelet to meet the obligation of levying and collecting taxes for other bodies.

**OPTIONS REVIEW:**

1. **THAT** District of Ucluelet 2021–2025 Financial Plan Bylaw No. 1289, 2021 be given first and second reading. **(Recommended)**
2. **THAT** District of Ucluelet Annual Tax Rates Bylaw No. 1290, 2021 be given first and second reading. **(Recommended)**
3. **THAT** Council provide alternate direction to staff.

**Respectfully submitted:** Donna Monteith, Director of Finance

## Appendix A

**DISTRICT OF UCLUELET****Bylaw No. 1289, 2021**

A Bylaw to Adopt the Five-Year Financial Plan  
For the Period 2021 to 2025 inclusive

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**WHEREAS** Section 165 of the *Community Charter* requires a Municipality to annually prepare and adopt a financial plan, by bylaw, in each year; and

**WHEREAS** expenditures not provided for in the financial plan or the financial plan as amended, are not lawful except in the event of an emergency;

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

**1. Citation**

This bylaw may be cited for all purposes as the “**District of Ucluelet 2021 – 2025 Financial Plan Bylaw No. 1289, 2021**”.

**2. Objectives and Policies**

Schedule “A” attached to and forming part of this bylaw, sets out the objective and polices for the period January 1, 2021 to December 31, 2025.

**3. Consultation**

Pursuant Section 166 of the *Community Charter*, public consultation occurred throughout the budget process beginning in December 2020. As well, online feedback took place from April 15, 2021 to April 27, 2021.

**4. Repeal**

The District of Ucluelet 2020 – 2024 Financial Plan Bylaw No. 1274, 2020 is repealed.

**READ A FIRST TIME** this    day of            , 2021.

**READ A SECOND TIME** this    day of            , 2021.

**READ A THIRD TIME** this    day of            , 2021.

**ADOPTED** this    day of            , 2021.

**CERTIFIED CORRECT:** “District of Ucluelet 2021 – 2025 Financial Plan Bylaw No. 1289, 2021”

---

Mayco Noël  
Mayor

---

Joseph Rotenberg  
Corporate Officer

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

---

Joseph Rotenberg  
Corporate Officer

DRAFT

**Schedule "A"**  
**"District of Ucluelet 2021 - 2025 Financial Plan Bylaw No. 1289, 2021"**

**Statement of Objectives and Policies:**

In accordance with Section 165(3.1) of the *Community Charter*, municipalities are required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

- 1) For each of the funding sources described in Section 165(7) of the *Community Charter*, the proportion of total revenue that is proposed to come from that funding source;
- 2) The distribution of property value taxes among the property classes that may be subject to taxes; and
- 3) The use of permissive tax exemptions.

The current financial plan provides for \$16,374,729 to be generated for the 2021 year.

**Revenue Objectives**

- a) The District will review fees and charges regularly to maximize recovery of the cost of service delivery;
- b) The District will actively pursue alternative revenue sources to help minimize property taxes;
- c) The District will consider market rates and charges levied by other public and private organizations for similar services in establishing rates, fees and charges;
- d) The District will establish cost recovery policies for fee-supported services, and these policies will consider whether the benefits received from the service are public and/or private;
- e) The District will establish cost recovery policies for the services provided for other levels of government;
- f) General Revenues will not be dedicated for specific purposes, unless required by law or generally accepted accounting practices (GAAP); and
- g) The District will develop and pursue new and creative partnerships with government, community institutions (schools, churches), and community groups as well as private and non-profit organizations to reduce costs and enhance service to the community.



	2021	Percent of Total
<b>REVENUE</b>		
Property Taxes	\$3,078,693	18.8%
1% Utility Taxes	46,113	0.3%
Federal/Provincial in place of taxes	40,000	0.2%
Taxes	3,164,806	19.3%
Sale of services	884,414	5.4%
Penalties and Interest earned	85,300	0.5%
Grants and donations	7,463,680	45.6%
Deferred revenues recognized (DCC, Other)	1,013,383	6.2%
Water sale of services	747,655	4.6%
Sewer sale of services	646,518	3.9%
Transfers	2,368,973	14.5%
<b>Total Revenue</b>	<b>16,374,729</b>	<b>100.0%</b>

### Surplus Funds Objective

The *Community Charter* does not allow municipalities to plan for an operating deficit (i.e. where expenditures exceed revenues). To ensure this situation does not occur, revenue projections are conservative and authorized expenditures will be closely monitored. The combination of conservative revenue projections and controlled expenditures should produce a modest annual operating surplus.

### Use of Surplus Funds

- a) Council will review options and provide direction regarding the allocation of any operating surplus prior to completion of the budget process for the following year.
- b) To ensure that Accumulated Surplus is not excessive, the balance in the accumulated surplus account should not exceed a specific amount or guideline. The recommended guideline is that Accumulated Surplus should not exceed 10% of the net operating budget.
- c) Accumulated Surplus funds above the 10% guideline shall be used to:
  - i. Fund capital expenditures or to increase reserves;
  - ii. Pay off capital debt, including internal borrowings;
  - iii. Stabilize District property tax and utility rate increases;
  - iv. Fund other items as Council deems appropriate.
- d) Staff will facilitate Council's review of the amount of Accumulated Surplus funds available on an annual basis.

### Debt Objective

- a) One-time capital improvements and unusual equipment purchases;
- b) When the useful life of the capital project will exceed the term of financing;
- c) Major equipment purchases;
- d) The maximum borrowing amount to be limited to what is allowed under the *Community Charter*; and
- e) Reserves are to be considered as a funding source before debt.

### **Reserve Funds Objective**

- a) Provide sources of funds for future capital expenditures;
- b) Provide a source of funding for areas of expenditure that fluctuate significantly from year to year (equipment replacement, special building maintenance, etc.);
- c) Protect the District from uncontrollable or unexpected increases in expenditures or unforeseen reductions in revenues, or a combination of the two;
- d) Provide for working capital to ensure sufficient cash flow to meet the District's needs throughout the year; and
- e) Staff will facilitate Council's review of the amount of reserve funds available on an annual basis.

### **Proportion of Taxes Allocated to Classes Objective**

Council's goal is to ensure that there is a fair and equitable apportionment of taxes to each property class. The apportionment to each class is calculated using the multipliers determined by Council prior to preparing the annual tax rate bylaw. The tax multipliers will be reviewed and set by Council annually.

### **Permissive Tax Exemptions Objective**

The District of Ucluelet Council reviews and passes a permissive exemption bylaw to exempt certain properties from property tax in accordance with guidelines set out under Sections 220 and 224 of the *Community Charter*. Although there is no legal obligation, Council may choose to grant exemptions as a method of recognizing organizations within our community which enhance the quality of life for community residents.

The permissive exemptions are evaluated with consideration to minimizing the tax burden to be shifted to the general taxpayer.

### **Development Cost Charges Objective**

Development cost charges will be used to help fund capital projects deemed to be required in whole or in part due to development in the community. These charges will be set by a bylaw and reviewed regularly as outlined in the bylaw to ensure that the project estimates remain reasonable and the development costs charged are aligned with the strategic goals of Council.

<b>DISTRICT OF UCLUELET</b>					
<b>FINANCIAL PLAN 2021-2025</b>					
<b>BYLAW NO. 1289</b>					
<b>SCHEDULE A</b>					
	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>REVENUE</b>					
Property Taxes	\$3,078,693	\$3,201,841	\$3,329,914	\$3,463,111	\$3,601,635
1% Utility Taxes	46,113	46,189	46,189	46,189	46,189
Federal/Provincial in place of taxes	40,000	40,000	40,000	40,000	40,000
Taxes	3,164,806	3,288,030	3,416,103	3,549,300	3,687,824
Sale of services	884,414	984,129	1,012,470	1,033,710	1,052,100
Penalties and Interest earned	85,300	85,360	85,360	85,360	85,360
Grants and donations	7,463,680	7,945,750	9,327,096	9,210,639	7,293,304
Deferred revenues recognized (DCC, Other)	1,013,383	-	-	-	-
Water sale of services	747,655	742,300	744,940	752,631	763,060
Sewer sale of services	646,518	652,831	658,007	663,287	673,890
Transfers	2,368,973	2,717,936	1,287,927	1,353,055	1,187,413
<b>Total Revenue</b>	<b>16,374,729</b>	<b>16,416,336</b>	<b>16,531,903</b>	<b>16,647,982</b>	<b>14,742,951</b>
<b>EXPENSE</b>					
Interest payments	145,329	144,839	144,343	143,843	144,640
Amortization expenses	1,167,665	1,167,665	1,167,665	1,167,665	1,167,665
General Government	1,679,231	1,804,874	1,798,409	1,834,416	1,863,089
Protective services	371,767	327,584	336,566	346,359	352,122
Planning & Development	763,040	734,414	742,514	770,793	719,457
Transportation services	961,331	996,715	1,020,237	1,038,768	1,050,306
Environmental health (Garbage/recycling)	27,686	38,239	10,000	10,000	10,000
Cemetery	12,442	12,581	12,800	12,800	12,946
Recreation and Tourism	1,016,061	1,077,169	1,030,517	1,042,391	1,047,507
Parks	681,440	678,973	690,658	706,328	721,468
Water operations	1,020,167	943,059	959,280	915,184	1,091,386
Sewer operations	661,027	632,737	578,450	603,830	610,942
<b>Total Expense</b>	<b>8,507,186</b>	<b>8,558,849</b>	<b>8,491,439</b>	<b>8,592,377</b>	<b>8,791,528</b>
<b>ADD</b>					
Amortization	1,167,665	1,167,665	1,167,665	1,167,665	1,167,665
Proceeds on debt	536,067	536,067	654,749	702,255	178,689
<b>Total Additions</b>	<b>1,167,665</b>	<b>1,167,665</b>	<b>1,167,665</b>	<b>1,167,665</b>	<b>1,167,665</b>
<b>DEDUCT</b>					
Principal payments debt	171,106	171,597	172,093	172,593	132,724
Transfers to Reserves	55,000	55,000	72,557	56,009	56,030
Acquisitions of tangible capital assets	8,809,102	8,798,555	8,963,479	8,994,668	6,930,334
<b>Total Deductions</b>	<b>9,035,208</b>	<b>9,025,152</b>	<b>9,208,129</b>	<b>9,223,270</b>	<b>7,119,088</b>
<b>Financial Plan Balance: Surplus (Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**DISTRICT OF UCLUELET**  
**FINANCIAL PLAN 2021-2025**  
**BYLAW NO. 1289**  
**SCHEDULE A**

	2021	2022	2023	2024	2025
<b>REVENUE</b>					
Property Taxes	\$3,078,693	\$3,201,841	\$3,329,914	\$3,463,111	\$3,601,635
1% Utility Taxes	46,113	46,189	46,189	46,189	46,189
Federal/Provincial in place of taxes	40,000	40,000	40,000	40,000	40,000
<b>Taxes</b>	<b>3,164,806</b>	<b>3,288,030</b>	<b>3,416,103</b>	<b>3,549,300</b>	<b>3,687,824</b>
Sale of services	884,414	984,129	1,012,470	1,033,710	1,052,100
Penalties and Interest earned	85,300	85,360	85,360	85,360	85,360
Grants and donations	7,463,680	7,945,750	9,327,096	9,210,639	7,293,304
Deferred revenues recognized (DCC, Other)	1,013,383	-	-	-	-
Water sale of services	747,655	742,300	744,940	752,631	763,060
Sewer sale of services	646,518	652,831	658,007	663,287	673,890
Transfers	2,368,973	2,717,936	1,287,927	1,353,055	1,187,413
<b>Total Revenue</b>	<b>16,374,729</b>	<b>16,416,336</b>	<b>16,531,903</b>	<b>16,647,982</b>	<b>14,742,951</b>
<b>EXPENSE</b>					
Interest payments	145,329	144,839	144,343	143,843	144,640
Amortization expenses	1,167,665	1,167,665	1,167,665	1,167,665	1,167,665
General Government	1,679,231	1,804,874	1,798,409	1,834,416	1,863,089
Protective services	371,767	327,584	336,566	346,359	352,122
Planning & Development	763,040	734,414	742,514	770,793	719,457
Transportation services	961,331	996,715	1,020,237	1,038,768	1,050,306
Environmental health (Garbage/recycling)	27,686	38,239	10,000	10,000	10,000
Cemetery	12,442	12,581	12,800	12,800	12,946
Recreation and Tourism	1,016,061	1,077,169	1,030,517	1,042,391	1,047,507
Parks	681,440	678,973	690,658	706,328	721,468
Water operations	1,020,167	943,059	959,280	915,184	1,091,386
Sewer operations	661,027	632,737	578,450	603,830	610,942
<b>Total Expense</b>	<b>8,507,186</b>	<b>8,558,849</b>	<b>8,491,439</b>	<b>8,592,377</b>	<b>8,791,528</b>
<b>ADD</b>					
Amortization	1,167,665	1,167,665	1,167,665	1,167,665	1,167,665
Proceeds on debt	536,067	536,067	654,749	702,255	178,689
<b>Total Additions</b>	<b>1,167,665</b>	<b>1,167,665</b>	<b>1,167,665</b>	<b>1,167,665</b>	<b>1,167,665</b>
<b>DEDUCT</b>					
Principal payments debt	171,106	171,597	172,093	172,593	132,724
Transfers to Reserves	55,000	55,000	72,557	56,009	56,030
Acquisitions of tangible capital assets	8,809,102	8,798,555	8,963,479	8,994,668	6,930,334
<b>Total Deductions</b>	<b>9,035,208</b>	<b>9,025,152</b>	<b>9,208,129</b>	<b>9,223,270</b>	<b>7,119,088</b>
<b>Financial Plan Balance: Surplus (Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Appendix B

### DISTRICT OF UCLUELET

#### Bylaw No. 1290, 2021

A Bylaw for the Levying of Taxation Rates for Municipal, Debt, Regional Library,  
Regional Hospital, and Regional District Purposes for the year 2021

---

**WHEREAS** Section 197 of the *Community Charter* requires that a Council must adopt a bylaw to impose rates on all taxable land and improvements for the current year;

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

#### **Title**

1. This bylaw may be cited for all purposes as "**District of Ucluelet Annual Tax Rates Bylaw No. 1290, 2021**".

#### **Enactment**

2. The following taxes rates are hereby imposed and levied for the year 2021:
  - I. General Municipal Purposes - For all lawful General Municipal purposes of the municipality on the value of land and improvements taxable for general municipal purposes, rates appearing in Column I of Schedule "A" attached hereto and forming a part of this bylaw.
  - II. Regional District Purposes - For purposes of the Regional District of Alberni-Clayoquot on the value of land and improvements taxable for regional district purposes, rates appearing in Column II of Schedule "A" attached hereto and forming a part of this bylaw.
  - III. Regional Hospital District - For Hospital purposes on the value of land and improvements taxable for regional hospital district purposes, rates appearing in Column III of Schedule "A" attached hereto and forming a part of this bylaw.
  - IV. Library - For Library purposes on the value of land and improvements taxable for regional library purposes, rates appearing in Column IV of Schedule "A", attached hereto and forming a part of this bylaw.

**Effective Date**

3. The aforementioned rates and taxes shall be considered to have been imposed on and from the first day of January 2021.

**Terms of Payment and Penalties**

4. The aforementioned rates and taxes shall be due and payable on July 2, 2021 at the municipal office of the District of Ucluelet, at Ucluelet in the Province of British Columbia.
5. There shall be added to the unpaid taxes levied for the year 2021, in respect of each parcel of land and improvements thereon on the real property tax roll, ten percent (10%) of the amount unpaid as of the fifth day of July 2021.

**READ A FIRST TIME** this    day of    , 2021.

**READ A SECOND TIME** this    day of    , 2021.

**READ A THIRD TIME** this    day of    , 2021.

**ADOPTED** this    day of    , 2021.

**CERTIFIED CORRECT;** " District of Ucluelet Annual Tax Rates Bylaw No. 1290, 2021".

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Mayco Noël  
Mayor

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Joey Rotenberg  
Corporate Officer

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

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Joey Rotenberg

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 Corporate Officer

**Schedule "A"**  
**"District of Ucluelet Annual Tax Rates Bylaw No. 1290, 2021"**

		<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
<b>Class</b>	<b>Class Name</b>	<b>General Municipal</b>	<b>Regional District of Alberni Clayquot</b>	<b>Regional Hospital District</b>	<b>Library</b>
1	Residential	3.06622	0.4352	0.1939	0.12168
2	Utilities	38.46975	1.5234	0.6789	1.52660
3	Supportive Housing	3.06622	0.4352	0.1939	0.12168
4	Major Industry	0.0000	1.4798	0.6595	0.00000
5	Light Industry	10.70155	1.4798	0.6595	0.42466
6	Commercial	10.70427	1.0663	0.4752	0.42478
7	Managed Forest Lands	0.0000	1.3057	0.5819	0.00000
8	Recreational	11.36727	0.4352	0.1939	0.45107







## STAFF REPORT TO COUNCIL

Council Meeting: April 14, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 3360-20-RZ21-02

**SUBJECT: DISTRICT OF UCLUELET ZONING AMENDMENT BYLAW  
No. 1287, 2021 (GARAGE FAR EXEMPTION) – 3<sup>RD</sup> READING**

**REPORT NO:** 21- 44

**ATTACHMENT(S):** APPENDIX A – DISTRICT OF UCLUELET ZONING AMENDMENT BYLAW No. 1287, 2021  
APPENDIX B – REPORT NO. 21-31

### **RECOMMENDATION:**

1. **THAT** District of Ucluelet Zoning Amendment Bylaw No. 1287, 2021, be given third reading.

### **PURPOSE:**

The purpose of this report is to bring District of Ucluelet Zoning Amendment Bylaw No. 1287, 2021 (the “Bylaw”) back to Council for third reading.

### **BACKGROUND:**

At the March 9, 2021 Regular Meeting, Council gave the Bylaw first and second reading and referred it to Public Hearing. Notice of the Public Hearing has been published and the Hearing was conducted on April 8, 2021.

Since the Bylaw received second reading and a Public Hearing has been conducted, Council is now in a position to give the Bylaw third reading. If third reading is given, the Bylaw will be brought back to Council at a future meeting for adoption.

### **OPTIONS:**

1. **THAT** District of Ucluelet Zoning Amendment Bylaw No. 1287, 2021, be given third reading. **(Recommended)**
2. **THAT** Council provide alternative direction to Staff and/or the applicant.

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

## Appendix A

### DISTRICT OF UCLUELET

#### Zoning Amendment Bylaw No. 1287, 2021

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

(Areas used for parking may be excluded from *gross floor area* in the R-1 Zone)

---

**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 subsection to section **R-1.3 Density** in alphanumerical order, as follows:

“R-1.3.2(a) Notwithstanding the Density Regulations in Section 304.2, on lots within the R-1 zone, up to 56m<sup>2</sup> (600 ft<sup>2</sup>) of building area designated and used solely for the parking or temporary storage of private vehicles may be excluded from the *gross floor area* used in the calculation of *floor area ratio*.”

#### 2. Citation:

This bylaw may be cited as “District of Ucluelet Zoning Amendment Bylaw No. 1287, 2021”.

**READ A FIRST TIME** this 9<sup>th</sup> day of March , 2021.

**Amended** this 9<sup>th</sup> day of March , 2021.

**READ A SECOND TIME as amended** this 9<sup>th</sup> day of March, 2021.

**PUBLIC HEARING** held this 8<sup>th</sup> day of April, 2021.

**READ A THIRD TIME** this     day of     , 2021.

**ADOPTED** this     day of     , 2021.

**CERTIFIED A TRUE AND CORRECT COPY** of “District of Ucluelet Zoning Amendment Bylaw No. 1287, 2021.”

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Mayco Noël  
Mayor

---

Joseph Rotenberg  
Corporate Officer

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

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Joseph Rotenberg  
Corporate Officer

DRAFT

## Appendix B



## STAFF REPORT TO COUNCIL

Council Meeting: March 9, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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**FROM:** BRUCE GREIG, MANAGER OF COMMUNITY PLANNING    **FILE NO:** 3360-20-RZ21-02

**SUBJECT:** ZONING AMENDMENT – GARAGE FAR EXEMPTION    **REPORT NO:** 21-31  
IN THE R-1 ZONE.

**ATTACHMENT(S):** APPENDIX A - BYLAW NO. 1287, 2021  
APPENDIX B – BACKGROUND REPORT FROM NOVEMBER 24, 2020

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1. **Requested resolution:**

**THAT** Council give first and second reading to District of Ucluelet Zoning Amendment Bylaw No. 1287, 2021, and refer the bylaw to a public hearing.

2. **Purpose:**

The purpose of this report is to bring forward a zoning amendment to reinstate an exemption for building areas designated and used solely for the parking or temporary storage of private vehicles from the gross floor area used in the calculation of floor area ratio (the “**Exemption**”) on residential properties. Council passed the following resolution at its November 24, 2020, regular meeting:

*“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.”*

3. **Discussion:**

The exemption was originally taken out of the Zoning Bylaw by the adoption of Zoning Amendment Bylaw No. 1269, 2020. The removal was recommended to remove a perceived loophole in the zoning bylaw regulations that could allow homes with extra-large garages to circumvent the allowable Floor Area Ratio (**FAR**) regulation for a lot. As mentioned in previous reports (see **Appendix ‘B’**) the reinstatement of this exemption should be subject to discussion of why there is a FAR requirement, the rationale behind a parking exemption, and the possibility of unintended outcomes.

3.1. **FAR regulations:**

The FAR regulation has been in the R-1 zoning since the adoption of Zoning Bylaw No. 800, 1999, and specifies a ratio of total building area per land area. FAR is a common zoning tool used to regulate building size in many municipalities in BC. Generally, this regulation defines a limit on the

overall mass and impact of a building - and works in conjunction with regulations for maximum lot coverage, maximum height and minimum setbacks. The following diagrams in **Figure 1** compare what might be built without any maximum FAR regulation, with a defined FAR, and with a FAR but with an unlimited parking exemption:

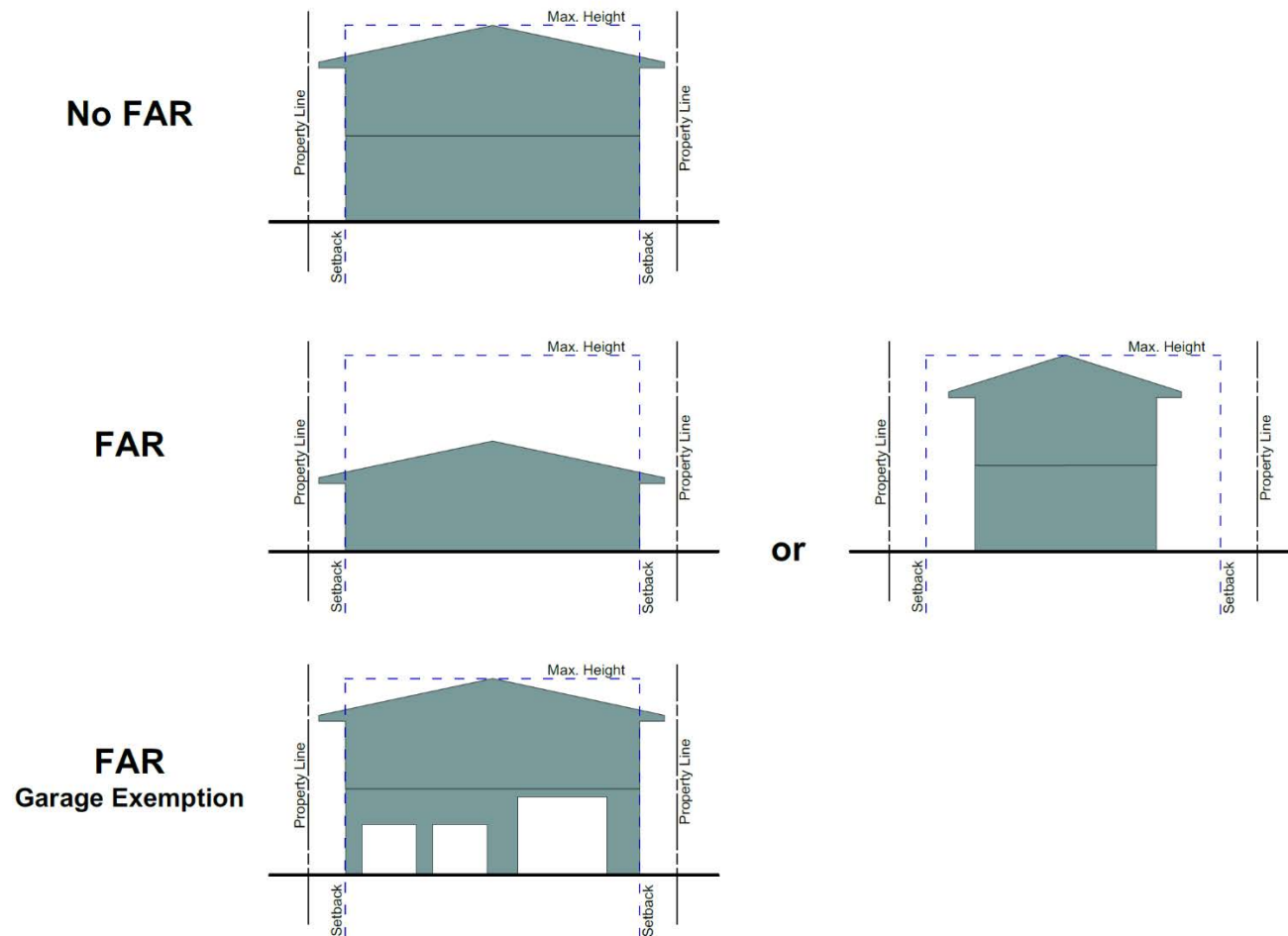


Figure 1

### 3.2. Parking Exemption:

An exemption for the indoor parking and storage of cars should have a clear rationale. Some communities exempt areas for a secondary suite to encourage the construction of accessory dwellings, some exempt limited areas for parking (one space at 28m<sup>2</sup> or two spaces at 56m<sup>2</sup>), some do not have any exemptions at all, and others have an unlimited exemption - often the latter is tied to the parking being placed below grade as an incentive to create underground parking.

The following are possible reasons to justify exempting garage area from the regulation of overall building mass:

- Aesthetic: more space for vehicles parked indoors could improve the public streetscape and the overall character of a neighbourhood. Anecdotally, however, existing garages

are often used as storage spaces and their existence may not necessarily reduce the parking of vehicles in front of properties.

- Monetary: automobiles are a large investment and the ability to park indoors may allow residents to more easily protect that investment.

Similar reasoning could be used to justify floor area exemptions for the following:

- Accessory dwellings: to create an incentive to develop infill housing;
- Home workshops: to support mental health, support local arts and craft activities and/or support the development of new home-based businesses.
- Indoor fitness facilities: to support physical health.
- Greenhouses: to support mental health and food self-sufficiency.

FAR is just one regulatory tool which sets a boundary on what can be built on a property, to meet community expectations. For example, the lots on both Lorne White Place and Cedar Grove Place do not have a maximum FAR regulation in their zoning. On those streets the building size is limited by setbacks, height and lot coverage. On both streets the relatively small lot sizes, additional green space covenants (which act like extra building setbacks), and the small frontages create a limited building envelope.

### 3.3. Unintended Outcomes

Prior to the removal of the FAR exemption by Bylaw No. 1269, 2020, the town was not experiencing a proliferation of overly-large homes. A small number of concerns have been raised by residents in recent years, when surprised by the size of a neighbour's new home. As the community grows and property values rise, however, it can be expected that new construction will expand toward the maximum allowable under the zoning regulations. An unlimited garage exemption could be used to permit construction of a garage-dominated house appearing overly large to neighbourhood residents. Staff therefore recommend that if Council is considering providing a floor area exemption for garages, that Council also consider placing a reasonable upper limit on the amount of floor area which would enjoy that exemption.

## 4. Draft Ucluelet Zoning Amendment Bylaw No.1287, 2021

This bylaw would reinstate an unlimited parking exemption as directed by Council. The bylaw would apply the exemption to the R-1 Zone only, as follows:

*THAT Schedule B of the District of Ucluelet Zoning Bylaw No. 1160, 2013, as amended, is hereby further amended by adding the following subsection to section R-1.3 Density in alphanumerical order, as follows:*

*"R-1.3.2(a) Notwithstanding the Density Regulations in Section 304.2, on lots within the R-1 zone, building areas designated and used solely for the parking or temporary storage of private vehicles may be excluded from the gross floor area used in the calculation of floor area ratio."*

A review of the residential zones indicated that the reinstatement of the exemption would only be required in the R-1 zone since:

- in the R-4, R-5 and the draft R-6 zones, the smaller lot sizes would not be appropriate for an FAR exemption (which could easily result in very large buildings squeezed on to small lots);

- the residential lots in the CD zones (e.g., Rainforest Drive) are generally larger and allow for ample gross floor area, with a higher maximum FAR (0.5 compared with R-1 at 0.35);
- smaller lots in some CD zones are not regulated by a maximum FAR (as noted above).

#### 5. **Financial Implications:**

Because the bylaw amendment would apply broadly to all properties within the R-1 zone, delivery of individual notices to property owners and occupants is not required; the cost of advertising the required notification would be limited to the placement of an ad in the paper for two issues and would be accommodated under current operational budgets.

#### 6. **Options:**

An unlimited parking exemption is not recommended. It is recommended that if an exemption for parking is reintroduced to the FAR regulations for the R-1 zone, that a limited exemption area be defined as proposed in option B below. Council could consider the following:

- A. **THAT** Council initiate readings of the draft Bylaw No. 1287, 2021, as outlined at the outset of this report;
  - B. **THAT**, prior to second reading of bylaw No. 1287, amend the draft bylaw by replacing in proposed subsection R-1.3.2(a) the words “building areas” with “up to 56m<sup>2</sup> (600 ft<sup>2</sup>) of building area”;
- or,
- C. **THAT** Council provide alternative direction to staff.

**Respectfully submitted:** Bruce Greig, Manager of Planning  
John Towgood, Planner 1  
Donna Monteith, Acting Chief Administrative Officer

## Appendix A

**DISTRICT OF UCLUELET****Zoning Amendment Bylaw No. 1287, 2021**

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

(Areas used for parking may be excluded from *gross floor area* in the R-1 Zone)

---

**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 subsection to section **R-1.3 Density** in alphanumerical order, as follows:

“R-1.3.2(a) Notwithstanding the Density Regulations in Section 304.2, on lots within the R-1 zone, building areas designated and used solely for the parking or temporary storage of private vehicles may be excluded from the *gross floor area* used in the calculation of *floor area ratio*.”

**2. Citation:**

This bylaw may be cited as “District of Ucluelet Zoning Amendment Bylaw No. 1287, 2021”.

**READ A FIRST TIME** this     day of     , 2021.

**READ A SECOND TIME** this     day of     , 2021.

**PUBLIC HEARING** held this     day of     , 2021.

**READ A THIRD TIME** this     day of     , 2021.

**ADOPTED** this     day of     , 2021.



**CERTIFIED A TRUE AND CORRECT COPY** of “District of Ucluelet Zoning Amendment Bylaw No. 1287, 2021.”

---

Mayco Noël  
Mayor

---

Joseph Rotenberg  
Corporate Officer

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

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Joseph Rotenberg  
Corporate Officer

## Appendix B

**STAFF REPORT TO COUNCIL**

Council Meeting: November 24, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** BRUCE GREIG, MANAGER OF COMMUNITY PLANNING

**FILE NO:** 0550-20 AGENDA

**SUBJECT:** GARAGE EXEMPTION FROM CALCULATION OF F.A.R.

**REPORT NO:** 20-128

**ATTACHMENT(S):** APPENDIX A – UCLUELET ZONING AMENDMENT BYLAW NO. 1269, 2020  
APPENDIX B – EXCERPT OF ZONING AMENDMENT DISCUSSION FROM STAFF REPORT DATED MARCH 17, 2020  
APPENDIX C – EXCERPTS OF ADVERTISING OF MARCH 17, 2020, WAIVER OF PUBLIC HEARING AND INVITATION FOR PUBLIC INPUT FROM THE WESTERLY NEWS AND DISTRICT OF UCLUELET WEBSITE

**RECOMMENDATIONS:**

1. **THAT** Council, with regard to the change to the definition of *Gross Floor Area* in Ucluelet Zoning Bylaw No. 1160, 2013, which was recently modified by Zoning Amendment Bylaw No. 1269, 2020, to remove the exemption of garage floor area from the calculation of Floor Area Ratio (F.A.R.), leave the bylaw as currently enacted and:
  - a. indicate to individual property owners who require garage floor area exemption for the development of their land that they have the option to apply for a site-specific zoning amendment;
  - b. monitor the number of such applications and inquiries which come forward over a period of time, before considering whether adjustments to the allowable F.A.R. - or further exemptions from the calculations of F.A.R. - are warranted; and,
  - c. consider directing staff to prepare, for consideration in the 2021 Budget process, a scope of work and cost estimate for consulting services for analysis and reporting on Floor Area Ratios in residential zones comparing built out neighbourhoods within similar communities, and potentially recommending adjustments to the Zoning Bylaw – for consideration in combination with other potential zoning amendments for housing in accessory residential units, better definition of short term rentals, etc. already being discussed for the 2021 work plan.

**DISCUSSION:**

At its November 10, 2020, regular meeting Council passed the following resolution:

***“WHEREAS** our understanding in April was that Bylaw No. 1269, 2020, was specifically related to Lot 13 and its R-5 zoning, we now find it affects all zoning in the District. We would like to better understand the impact of these changes and would appreciate more insight into this matter;*

***THEREFORE, BE IT RESOLVED THAT** Council requests staff to write a report on the changes to Floor Area Ratios arising from Bylaw No. 1269, 2020, and its impacts.”*

Attached, for reference, are the Zoning Amendment Bylaw No. 1269, 2020 (**Appendix ‘A’**), excerpts from the staff report dated March 17, 2020 (**Appendix ‘B’**), and copies of the notice given for Bylaw No. 1269 (**Appendix ‘C’**).

Given that a number of long-range planning projects are already either underway or scheduled, reflecting the strategic priorities set by Council, staff recommend that the zoning bylaw be left in its current form for the time being. If the lack of a garage exemption proves to be a recurring issue for land-owners, then this could be brought back for Council’s consideration at any time.

Floor Area Ratio, or F.A.R., is the ratio of the total building floor area divided into the total lot area. F.A.R. is one component of zoning regulations which can define the maximum total building mass allowable on a property of a given size. The form and character of a neighbourhood develops over time, and can be shaped by regulations such as F.A.R. adopted by the community.

The use within a building, for example whether the space is used for a garage or a living room, is arguably immaterial to how the total building mass is experienced from the exterior on neighbouring properties and at the public street. Nevertheless, the exemption of some portions of a building’s gross floor area from the calculation of F.A.R. is sometimes used as an incentive for property owners to dedicate space to a particular use. In essence, the community may accept a more massive building if the building includes some portion which is seen as providing some benefit to the community. Council may wish to consider, if revisiting the exemptions from *Gross Floor Area*, what uses are most appropriate for such an exemption, and to what degree.

If Council wishes to consider a broad adjustment of Floor Area Ratios in existing residential zones, it would be appropriate to undertake a degree of research and analysis into comparable zoning regulations - and the resulting neighbourhood form which results - as properties are built out. Staff recommend that if this is the direction of Council, then it would be appropriate to include that work as part of the project to revisit regulations around accessory residential uses (suites and cottages) as well as short term rentals in the existing residential zones (currently anticipated 2021).

Should the garage floor area exemption be reinstated generally, then staff would recommend that such exemption should not apply within the smaller-lot R-4 or R-5 zones.

**OPTIONS:**

Staff recommend that property owners may use the option of applying for a site-specific amendment to suit their needs, should the F.A.R. prove limiting under the bylaw as it currently stands.

Alternatively, Council could consider the following:

2. **THAT** Council provide direction to staff, for the preparation of a draft Zoning Bylaw amendment, on whether exemptions to F.A.R. are to be considered as an incentive for the development of secondary land uses on residential properties which may provide a community benefit such as:
  - a. secondary suite;
  - b. accessory residential dwelling unit; and/or,
  - c. daycare facility as a home occupation; **or**,
  
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.

**Respectfully submitted:** Bruce Greig, Manager of Community Planning  
Mark Boysen, Chief Administrative Officer

**DISTRICT OF UCLUELET**

**Zoning Bylaw Amendment Bylaw No. 1269, 2020**

A bylaw to amend the District of Ucluelet Zoning Bylaw

(Lot 13 Marine Drive – new R-5 Compact Single-Family Residential Zone).

---

**WHEREAS** Section 479 and other parts of the *Local Government Act* authorize zoning and other development regulations;

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

**1. Text Amendment:**

The District of Ucluelet Zoning Bylaw No. 1160, 2013, as amended, is hereby further amended as follows:

- A. By** replacing the definition of Gross Floor Area within Division 100 – Enactment and Interpretation, Section 103 Definitions, such that the new definition reads as follows:

“**Gross Floor Area**” means the total area of all floors of a *building(s)* or use within a *building* (as the case may be) on a *lot*, measured to the exterior walls of the *building*, specifically excluding only non-habitable portions of a *basement*.”

- B. By** amending within Division 300 – General Prohibitions and Regulations, Section 306 Buildings & Structures – Setbacks and Siting, such that “R-5” is added to the list of residential zones to which Section 306.3(7) applies.

- C. By** adding a new Residential zone, to Schedule B – The Zones that directly follows R-4 Zone – Small Lot Single Family Residential such that the new section reads as follows:

**“R-5 Zone – COMPACT SINGLE-FAMILY RESIDENTIAL**

*This Zone is intended for more affordable, compact single-family residential infill development with low-impact accessory uses.*

**R-5.1 Permitted Uses**

R-5.1.1 The following uses are permitted, but *secondary permitted uses* are only permitted in conjunction with a *principal permitted use*:

- (1) Principal:
  - (a) *Single Family Dwelling*
- (2) Secondary:
  - (a) *Home Occupation*
  - (b) *Secondary Suite*

**R-5.2 Lot Regulations**

- R-5.2.1 Minimum Lot Size: 150 m<sup>2</sup> (1,615 ft<sup>2</sup>)
- R-5.2.2 Minimum Lot Frontage: 7.5 m (25 ft)

**R-5.3 Density:**

- R-5.3.1 Maximum Floor Area Ratio: 0.5
- R-5.3.2 Maximum Lot Coverage: 50%

**R-5.4 Maximum Size (Gross Floor Area):**

- R-5.4.1 Principal Building: 140 m<sup>2</sup> (1,500 ft<sup>2</sup>)
- R-5.4.2 Accessory Buildings: 10 m<sup>2</sup> (107 ft<sup>2</sup>) combined total

**R-5.5 Maximum Height:**

- R-5.5.1 Principal Buildings & Structures: 5 m (16.4 ft)
- R-5.5.2 Accessory Buildings & Structures: 3.5 m (11.5 ft)

**R-5.6 Minimum Setbacks:**

- R-5.6.1 The following minimum setbacks apply, as measured from the *front lot line, rear lot line* and *side lot lines(s)*, respectively:

	(a) Front Yard Setback	(b) Rear Yard Setback	(c) Side Yard - Interior Setback	(d) Side Yard - Exterior Setback
(1) Principal	3 m (9.8 ft)	3 m (9.8 ft)	1.2 m (4 ft)	3 m (9.8 ft)
(2) Accessory		0 m	0 m	0 m

- R-5.6.2 In addition, no *accessory building* or access to a *parking space* may be located between the front face of the principal building and the street."

**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 13, District Lot 283, Clayoquot Land District, Plan VIP84686 [PID 027-473-538] shown shaded on the map attached to this Bylaw as Appendix "A", from CD-5 Zone FORMER WEYCO FOREST LANDS CD-5C SubZone (Development Area 3) OCEANWEST CD-5C.1.2 AFFORDABLE HOUSING to R-5 Zone - COMPACT SINGLE-FAMILY RESIDENTIAL.

3. **Citation:** This bylaw may be cited as "District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1269, 2020".

**READ A FIRST TIME** this 17<sup>th</sup> day of March, 2020.

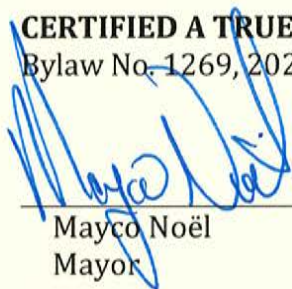
**READ A SECOND TIME** this 17<sup>th</sup> day of March, 2020.

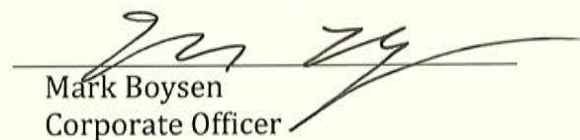
**PUBLIC HEARING WAS WAIVED** on 17<sup>th</sup> day of March, 2020.

**READ A THIRD TIME** this 28<sup>th</sup> day of April, 2020.

**ADOPTED** this 28<sup>th</sup> day of April, 2020.

**CERTIFIED A TRUE AND CORRECT COPY** of "District of Ucluelet Zoning Amendment Bylaw No. 1269, 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'

District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1269, 2020

From: CD-5C.1.2 Affordable Housing  
To: R-5 Compact Single-Family Residential

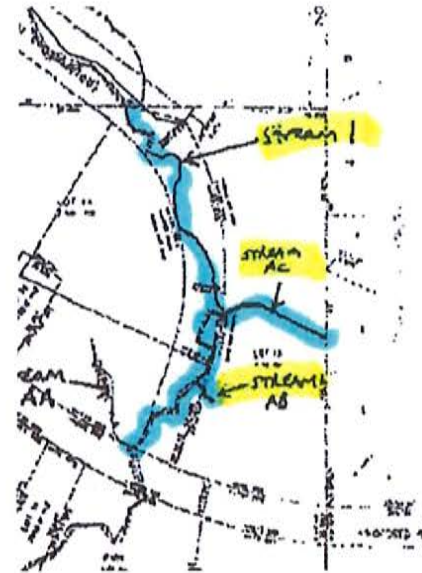




Staff recommend that detailed grading and drainage plans, reviewed and developed with the guidance of a Qualified Environmental Professional, should inform future decisions on the Development Permit and subdivision of Lot 13.

**3.2.4 Draft MoU Partnership Agreement with the BC Housing AHOP program:**

A draft master partnering agreement between BC Housing and the District is provided in Appendix 'A'. This agreement sets out the framework where the cost savings achieved by the developer are captured by a second mortgage provided by BC Housing on the ownership units in the AHOP program (in this case, 24 ownership lots). Under the agreement, if these units sell and transition out of the program, then the value of those mortgages is returned to the District's affordable housing reserve account. The provincial AHOP program essentially provides an incentive for municipalities to reduce some of the costs of developing affordable housing supply. The end goal of the AHOP program is not to create permanently affordable housing units in this development, but to create new housing supply which is initially affordable (and may remain so for many years) and at the same time allow those qualifying home buyers to get into the market and begin building equity. Also, it should be stated that by nature of their design, these homes (small houses on small lots) are likely to remain more affordable in the long run than other types of housing. There is no residual development potential on the proposed lots; they are not suited to further subdivision or up-scaling of the houses on site.



At the time of writing this report, a statement from BC Housing has not yet been received to confirm their valuation of the proposed cost savings being achieved by the developer. Staff have provided the following summary and expect that, prior to a public hearing, confirmation of the project commitment will be available from BC Housing:

Municipal contribution to offset servicing:	\$320,000
Reduced road construction costs (as varied):	\$115,750
Cost savings by creating fee-simple subdivision:	<u>\$20,000</u>
total:	\$455,750

This does not include a factor of land value costs from density bonusing, or for Council's support for broadening the definition of "affordable housing" under the prior approvals affecting the potential to develop Lot 13 – this is an ongoing point of discussion between staff and BC Housing.

**3.3 Draft Zoning Amendment Bylaw No. 1269, 2020:**

A rezoning bylaw has been prepared to achieve three things (see **Appendix "B"**). Primarily, the bylaw would create a new R-5 zone for compact single-family development to suit the 33 proposed small lots.



Bylaw No. 1269 would also update the definition of “Gross Floor Area” to remove an existing exemption for garages. The area occupied by the garage portion of a building contributes to the overall massing of the building (no different than building area occupied by bedrooms or storage); staff’s opinion is that the existing exemption for garages in the definition of gross floor area is a mistake. Given the generous floor area ratios within the current zoning regulations, this is not expected to impact property owners’ ability to reasonably develop existing properties.

Lastly, the draft bylaw would include “R-5” in the list of residential zones which, under section 306.3(7) are allowed an uncovered outdoor patio within the setback areas on a residential property.

The new R-5 zone has also been crafted with an eye to future rezoning applications which may come forward to create small infill lots by subdivision. Because no areas of the District are being pre-zoned with these small parameters for subdivision, there is no risk of a proliferation of extremely compact lots changing the character of neighbourhoods.

In other words, in order to take advantage of the regulations in the R-5 zoning designation, a property owner would need to apply to rezone their property and present a plan detailing their proposal for how they would develop their site; Council would not be obliged to approve that future rezoning unless they are comfortable that the plan fits in the context of the neighbourhood and the feedback received from neighbouring residents.

**3.4 Draft Housing Agreement Bylaw No. 1270, 2020:**

The housing agreement authorization bylaw has drafts of the two (ownership and rental) housing agreements attached as schedules A and B, which would be registered on the ownership (i.e., AHOP) and rental lots, respectively, at the time those lots are created by the subdivision of Lot 13 (see **Appendix “C”**).

**3.4.1 Affordable Ownership Housing Agreement:**

The lots for purchase under the AHOP program would be administered by BC Housing. The housing agreement applying to these lots basically guarantees that they will be developed as proposed and sold to purchasers meeting the income requirements of BC Housing. The agreement includes the following criteria for a “qualified person”:

<b>As drafted in Bylaw 1270:</b>	<b>As preferred by the developer:</b>
has lived in ACRD min. 24 months	has lived in ACRD min. 6 months
has worked full time a minimum of 1 year on west coast (or is retired after living here 5 years out of last 10)	has proof of employment on the west coast (or is retired after living here 1 year out of the last 10)
does not own other property	does not own other property
meets BC Housing AHOP income requirements	meets BC Housing AHOP income requirements

The applicant would like a looser definition of a qualifying person, to broaden the pool of potential purchasers of the 24 ownership units. Staff suggest that the criteria as drafted are likely to result in enough buyers from within the community. There is a provision for the

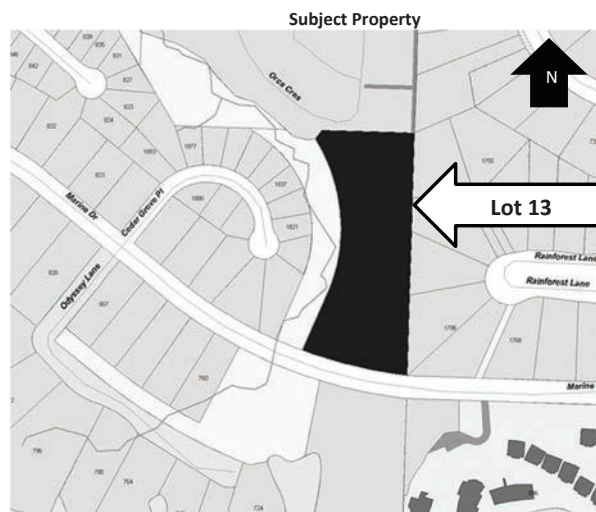
## Notice to Waive Public Hearing

Notice is hereby given pursuant to Sections 464(2) and 467 of the Local Government Act that, at its regular meeting held March 17<sup>th</sup>, 2020, District of Ucluelet Council determined that proposed changes to the Zoning Bylaw are consistent with the District of Ucluelet Official Community Plan and thereafter resolved to waive the holding of a Public Hearing for

### **District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1269, 2020.**

In general terms the purpose of this proposed Bylaw is to amend the District of Ucluelet Zoning Bylaw No. 1160, 2013 (the "Zoning Bylaw"), as follows:

1. By replacing the definition of Gross Floor Area, such that the new definition reads as follows:  
 "Gross Floor Area" means the total area of all floors of a *building(s)* or use within a *building* (as the case may be) on a *lot*, measured to the exterior walls of the *building*, specifically excluding only non-habitable portions of a *basement*."
2. By amending Division 300, such that "R-5" is added to the list of residential zones to which Section 306.3(7) applies (to allow an uncovered patio within lot setbacks, like in other residential zones).
3. By adding a new Residential zone "R-5 Zone – Compact Single Family Residential". This Zone is intended for more affordable, compact single-family residential infill development with low-impact accessory uses.
4. By amending the zoning map to change the designation of Lot 13, District Lot 283, Clayoquot Land District, Plan VIP84686 [PID 027-473-538] ("Lot 13 Marine Drive") shown shaded on the map below, from CD-5 Zone to the new R-5 Zone – Compact Single Family Residential:



#### **Further Information:**

Copies of the bylaw, application, reports and relevant background documents may be viewed in the

### **"Lot-13 Marine Drive Affordable Housing Public Input"**

section of the District of Ucluelet website:

<https://ucluelet.ca/community/district-of-ucluelet-council/lot-13-marine-drive-affordable-housing-public-input>

Despite the decision to waive holding a public hearing during the COVID-19 outbreak, Council encourages any persons who believe their interests to be affected by the bylaw to

## LEARN ABOUT THE PROPOSAL AND SUBMIT YOUR COMMENTS!

Please inform yourself of the details of this proposal by exploring the information provided at the website link above. Public comment on Bylaw No. 1269 and the proposed 33-lot development is encouraged and can be submitted **in writing**. Submissions can be mailed to the District of Ucluelet, P.O. Box 999, Ucluelet B.C., V0R 3A0 or emailed to [communityinput@ucluelet.ca](mailto:communityinput@ucluelet.ca), or placed in the drop box outside the municipal office at 200 Main Street, but must be received by the end of day on

**April 16<sup>th</sup>, 2020.**

Written submissions must include your name and street address and will be considered part of the public record on this matter, pursuant to the *Freedom of Information and Protection of Privacy Act*.

Copies of the bylaws and related background materials may be inspected at the District of Ucluelet Municipal Hall between the hours of 8:30 am to 4:00 pm weekdays except statutory holidays from the date of this notice until April 16, 2020. However, due to the COVID-19 pandemic access to District Hall may be restricted during this period, so members of the public are encouraged to view the materials at the website noted above, and if you wish to view the materials at the Hall we ask that you contact staff in advance so we can make appropriate arrangements to ensure health and safety. Staff can be reached at (250) 726-7744 ext. 223. Please be prepared to leave a message with your callback information, as many staff members are currently working remotely. Community input is important - and we thank you for your patience as we adjust our practices in response to rapidly changing global circumstances.



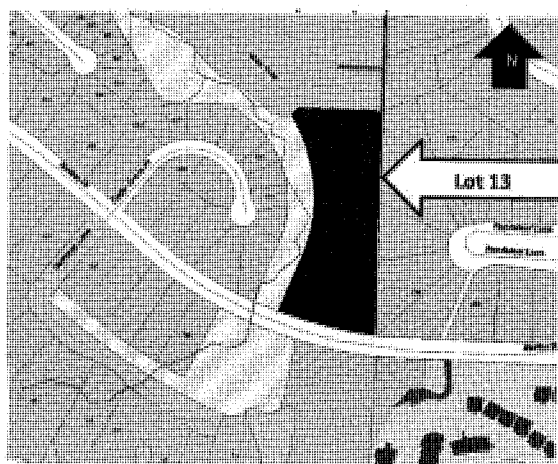
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Subject Property

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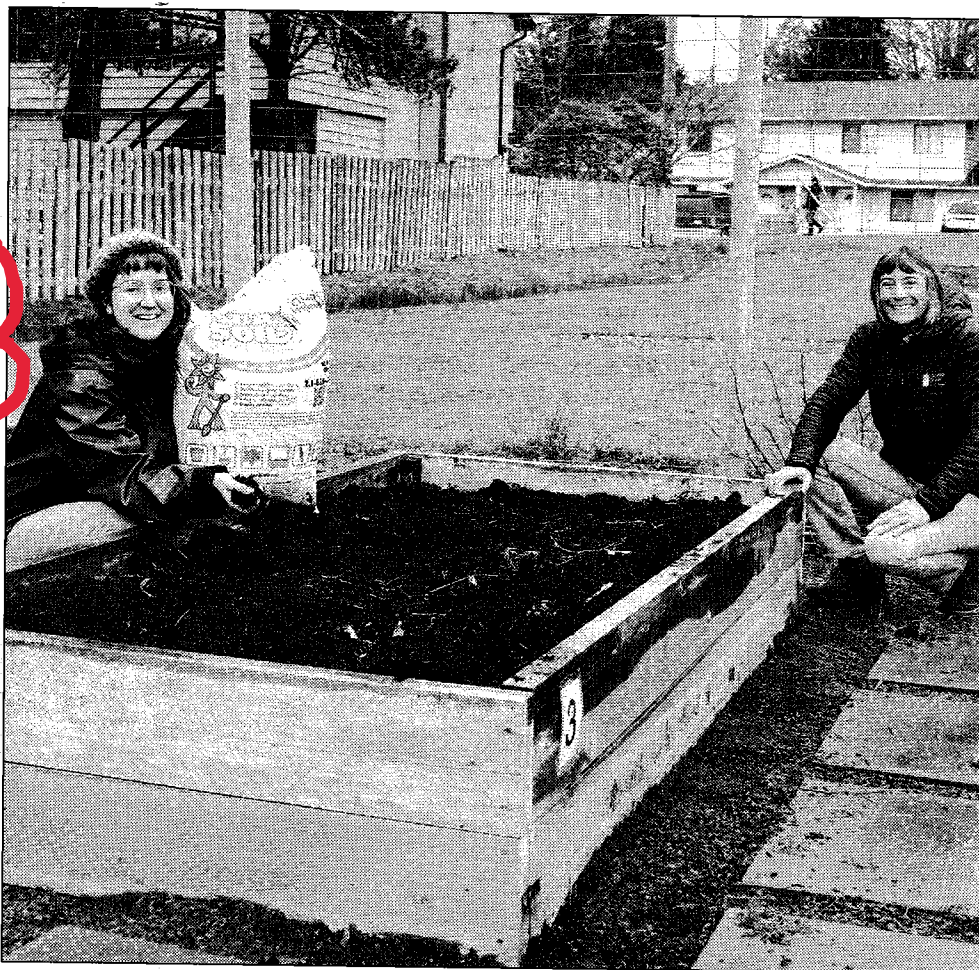
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Dated this 18th of March 2020

### COMMUNITY



SOIL TOIL: Ucluelet Local Food Society president Jeanne Keith Ferris, right, helps beginner gardener Britny Scheuermann ready her garden plot for planting. For gardening tips from local experts, see Page 10. (Nora O'Malley photo)

### COMMUNITY

## Raincoast Education Society puts out the call for fish guts

ANDREW BAILEY  
[andrew.bailey@westerlynews.ca](mailto:andrew.bailey@westerlynews.ca)

It's gut check time for local salmon populations.

The Raincoast Education Society is asking all West Coast fishers to donate their catch's stomachs in an effort to dissect the diets of chinook in Barkley and Clayoquot Sound.

The RES is calling on fishers to place Chinook salmon guts into a zip lock bag, record the salmon's size and the location it was caught, and then contact the society's executive director Mark Maftai at [mark@raincoasteducation.org](mailto:mark@raincoasteducation.org).

Those guts will then be sent to the University of Victoria where stomach samples from all over B.C. are being tested as part of the Adult Salmon Diet Project.

"Wild chinook salmon stocks in Barkley and Clayoquot Sound are declining. Everyone's worried about it and everyone's pointing the finger at whatever they can point a finger at," Maftai told



The Raincoast Education Society is asking fishers to donate their catch's stomachs, like this one photographed at a fishing derby held in Bamfield. (Will Duguid photo).

the *Westerly News*.

"It's obviously an issue that a lot of their spawning habitat has been compromised. It's obviously an issue that they're being fished pretty hard. It's obviously an issue that they're being exposed to pathogens and parasites at salmon farms. But, none of those things together can explain the declines that we're seeing... The only thing that really holds water is that there's a problem with at-sea survival and the number one thing that affects at-sea

survival, really, is diet. Either they're getting eaten or they're not eating enough."

Maftai said the goal is to collect samples through the year for several years so that data can be compared regionally, seasonally and annually.

"That will help us put another piece in the puzzle. Right now, we gauge the health of salmon stocks by looking at returns, but those aren't consistent," he said. "All you know is how many fish came up the river. What we're thinking is, the number of fish that come up the river might have a lot to do with how much food is out there for them to eat before they come up the river."

He added local fishers who donate guts would be a big help, noting the society scored "tons of samples" at a fishing derby in Bamfield last month.

Maftai said the data collected by the program will be shared widely and will help guide salmon restoration efforts in evidence-driven directions.



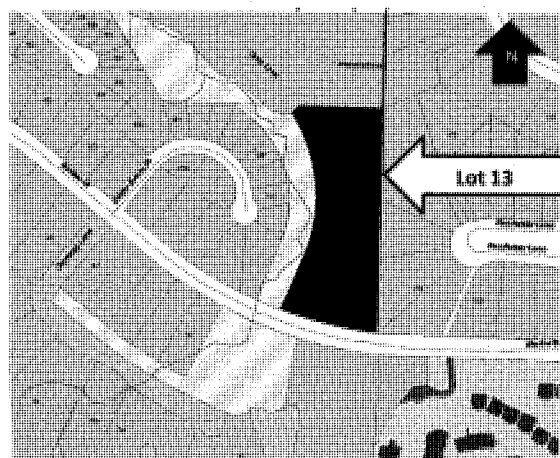
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### GARDEN



Humble potatoes are one of the most valued food sources in war-time. (Pixabay photo)

# Yes, in my backyard: Food security at home

CONNIE KURAMOTO AND  
JEANNE KEITH FERRIS

Special to the Westerly

Raise a garden trowel against Covid-19 and build food security right at home. What crop has humanity turned to for food security?

#### **Introducing the humble potato**

Potatoes have sustained communities over millennia and are the fourth most cultivated crop in the world.

An easy grower in our coastal climate, spuds are nutritional power packs; productive in small containers, and a great teaching crop for new gardeners.

#### **Kitchen cabinet surprise**

Potatoes stored in your warm, dark, kitchen cabinet may have already sprouted eyes. Eyes are the growing points and may have little stems sticking out representing the start of a new potato plant. Growers who buy and use special "seed potatoes" will put them in a warm, dark place to develop eyes.

Most garden books you read may direct you to purchase certified, disease free seed potatoes; and if you are growing a lot of potatoes, and growing them in the ground, that is probably the best practice. However, if you are growing just a few potatoes for your family, I cannot see the harm of using any old potato that has sprouted in your cabinet for your seed potatoes.

I would reject any that are soft or black and mushy, but other potatoes, even ones that look slightly wilted will be fine, and no, they do not have to be sprouted before planting. You can start planting potatoes anytime now.

#### **Containers and soil**

Buckets work well for growing potatoes. Five-gallon sized wooden buckets, water buckets or plastic food grade buckets are ideal. If needed, drill drainage holes into the bottom. The stamped recycle number found on the bottom of a plastic bucket should have a number 2 in it if it is food safe. Even large plasticized grocery bags can be used. These types of containers will discourage evaporation and soil drying out. Fill your container to about one third full with a good potting soil mix and bagged compost in equal measure. Place 2 seed potatoes at opposite edges and cover them completely with about four more inches of soil. Now, if you have it, add some balanced organic fertilizer. For good drainage, don't place the containers directly on the ground, but raised-up on boards. The rugged potato requires loose, well-drained soil, food, and plenty of water. It is best to water every morning, and to water until there is some drainage from the bottom of the bucket. Use about four litres of water. Mulch with leaves, seaweed, wood chips, shredded paper or cardboard to hold moisture, and shade the potato tubers from sunlight. Light exposed tubers can turn green and are inedible.

Soon you will see the potato's green foliage emerge. When the foliage grows about one foot, then heap-in more soil to near the container's rim. When you see flowers on the plants, potatoes have begun to form. Potatoes are ready to harvest when the tops die down. Tip the bucket over, and it's time to eat!

Connie Kuramoto is an Organic Master Gardener and Jeanne Keith-Ferris is the president of the Ucluelet Local Food Society.