



**REGULAR MEETING OF COUNCIL
Tuesday, November 23, 2021 @ 3:30 PM
Main Hall, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet**

AGENDA

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1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF THE YUULU?I?ATH	
Council would like to acknowledge the Yuulu?i?ath, on whose traditional territories the District of Ucluelet operates.	
3. NOTICE OF VIDEO RECORDING	
Audience members and delegates are advised that this proceeding is being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.	
4. LATE ITEMS	
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6. ADOPTION OF MINUTES	
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7. UNFINISHED BUSINESS	
8. MAYOR'S ANNOUNCEMENTS	
9. PUBLIC INPUT & DELEGATIONS	
9.1 Public Input	
9.2 Delegations	
• Bob Hansen, Coordinator, WildSafeBC Pacific Rim	
Re: Human-Bear Conflicts Overview and the Path Ahead & WSBC Funding Request	
Delegation Request - WildSafeBC	
2021 WildSafeBC Annual report	
2021 WSBC Backgrounder	
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<i>Rick Geddes, Fire Chief</i>	
R - DoU Evacuation Guide	

10.2	Project Update - Village Green Concept Design <i>Bruce Greig, Director of Community Planning</i> R - Village Green	139 - 146
10.3	Ucluelet Fire Rescue Year to Date Report <i>Rick Geddes, Fire Chief</i> R - Fire Service	147 - 148
10.4	Strategic Priorities <i>Duane Lawrence, Chief Administrative Officer</i> R- Strategic Priorities	149 - 171
10.5	Tourism Ucluelet Tactical Plan Approval <i>Duane Lawrence, Chief Administrative Officer</i> R - TU Tactical Plan	173 - 195
10.6	2022 Council Appointments <i>Joseph Rotenberg, Manager of Corporate Services</i> R - Council Appointments	197 - 202
10.7	Resolution Tracking - November 2021 <i>Joseph Rotenberg, Manager of Corporate Services</i> R - Resolution Tracker	203 - 208
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11.2	District of Ucluelet Housing Agreement Bylaw No. 1297, 2021 (Lot 16 Marine Drive) - Adoption <i>Bruce Greig, Director of Community Planning</i> L - Bylaw 1297	237 - 244
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14.	INFORMATION ITEMS	
14.1	Alberni Clayoquot Health Network Table Of Partners 2021 – Call For Members <i>Marcie DeWitt, Consulting Services, Alberni Clayoquot Health Network</i> ACHN Member Recruitment 2021	253 - 270

- 14.2 Follow up of October 2021 Regional Meetings with Minister Josie Osborne and UBCM President Laurey-Anne Roodenburg 271 - 276
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs
[2021-11-16 Follow up of October 2021 Regional Meetings](#)

15. COUNCIL COMMITTEE REPORTS

- 15.1 Councillor Marilyn McEwen
Deputy Mayor January - March 2021
- 15.2 Councillor Lara Kemps
Deputy Mayor April - June 2021
- 15.3 Councillor Jennifer Hoar
Deputy Mayor July - September 2021
- 15.4 Councillor Rachelle Cole
Deputy Mayor October - December 2021
- 15.5 Mayor Mayco Noël

16. OTHER BUSINESS

17. QUESTION PERIOD

18. CLOSED SESSION

18.1 Procedural Motion to Move In-Camera

THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(c) of the Community Charter to consider matters related to labour relations or other employee relations.

19. RECONVENE FROM CLOSED SESSION

20. ADJOURNMENT

DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, October 26, 2021 at 3:30 PM

Present: **Chair:** Mayor Noël
 Council: Councillors Cole, Hoar, Kemps and McEwen
 Staff: Duane Lawrence, Chief Administrative Officer
 Bruce Greig, Director of Community Planning
 Donna Monteith, Chief Financial Officer
 Rick Geddes, Fire Chief
 Joseph Rotenberg, Manager of Corporate Services
 Paula Mason, Administration Clerk

Regrets:

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT OF THE YUULU?I?ATH

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

3. NOTICE OF VIDEO RECORDING

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

4. LATE ITEMS

4.1 "Appendix D - Public Input Received After October 20, 2021" to Report Item 10.1."Temporary Use Permit 21-17, 254 Boardwalk Boulevard" which includes:

- 2021-10-21 Cabins West Management
- 2021-10-24 Eeftink
- 2021-10-22 Doupe
- 2021-10-25 Pope
- 2021-10-25 Girard

4.2 "COUNCIL COMMITTEE REPORTS" as Agenda Item 15, including the following subheadings:

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

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

**15.3 Councillor Jennifer Hoar Deputy Mayor
July - September 2021**

**15.4 Councillor Rachelle Cole Deputy Mayor
October - December 2021**

15.5 Mayor Mayco Noël

5. APPROVAL OF AGENDA

5.1 October 26, 2021, Regular Council Agenda

2021.2302.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**

***THAT** Council adopt the October 26, 2021, Regular Council Agenda as amended.*

CARRIED.

6. ADOPTION OF MINUTES

6.1 October 12, 2021 Regular Minutes

2021.2303.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Kemps**

***THAT** Council adopt the October 12, 2021 Regular Minutes as presented.*

CARRIED.

7. UNFINISHED BUSINESS

There was no unfinished business.

8. MAYOR'S ANNOUNCEMENTS

The Mayor noted that Halloween is upcoming. Councillor Cole noted that flu shots and COVID shots are available locally.

9. PUBLIC INPUT & DELEGATIONS

9.1 Public Input

There was no public input.

10. REPORTS

**10.1 Temporary Use Permit 21-17, 254 Boardwalk Boulevard
*John Towgood, Municipal Planner, District of Ucluelet***

Bruce Greig, Director of Community Planning, presented this report. He outlined the Temporary Use Permit application, the subject property and the conditions of the Temporary Use Permit. He noted that the required notice has been given for this application.

Mr. Greig explained that, if approved, the maximum length of any individuals occupying the subject campsites, would be six months at a time. Mr. Greig clarified that the Bylaw department has oversight over the permit conditions.

The Mayor called for the Applicant or his representative to address Council.

Perry Askounis - Agent for the Applicant - Lot 8

Mr. Askounis outlined the developer's intention with the subject site and neighbouring sites, addressed concerns raised in Correspondences and answered Council questions.

Council noted the opposition to the Temporary Use Permit application, concerns with the three year timeline and noted that the developer could use existing rentals within their rental pool to house workers.

Mayor Noël invited members of the Public to speak to the application.

Kelly Faulkner - Ocean Mist Guesthouse, 966 Peninsula Road, Ucluelet - Spoke in-person

Ms. Faulkner spoke in opposition to the application. She noted concerns related to significant noise, aesthetics and safety.

Rob Fergusson - 258 Boardwalk Boulevard, Ucluelet - Spoke in-person

Mr. Ferguson opposed the application. He noted concerns with the unit being occupied throughout the three year TUP term.

Julie Corlazzoli - 258 Boardwalk Boulevard, Ucluelet - Spoke in-person

Ms. Corlazzoli noted possible concerns with residents' behaviour.

Written Submission received to communityinput@ucluelet.ca after the publishing of the Late Agenda - read aloud by Mr. Rotenberg, Manager of Corporate Services

Johanne Goulet & Denyse Lambin - #3-221 Boardwalk Boulevard, Ucluelet

Ms. Goulet & Ms. Lambin opposed the application.

Council discussed the application and public input. A Temporary Use Permit was not issued at this time.

10.2 Five Year Financial Plan 2021-2025 Bylaw Variance Report Q3
Donna Monteith, Chief Financial Officer, District of Ucluelet

Ms. Monteith presented this report. She provided highlights on current revenues and expenses.

Council noted budget overages associated with the garbage and sanitary work. Ms. Monteith noted that this is overbudget because of the Spring Cleanup.

10.3 Resolution Tracking - October 2021
Joseph Rotenberg, Manager of Corporate Services

10.4 Draft Fire Protection Services and Donation Agreements with Toquaht Nation
Rick Geddes, Fire Chief, District of Ucluelet

Chief Geddes presented this report and outlined the Agreements in general terms. Mr. Geddes noted that the support services are subject to the availability of District Staff and Mr. Geddes' truck, as specified in the agreement.

Council discussed providing similar support to the Yuułuʔiłʔatḥ.

2021.2304.REGULAR **It was moved by Councillor Kemps and seconded by Councillor Cole**
THAT Council endorse the draft Fire Services Agreement and Donation Agreement between the District of Ucluelet and Toquaht Nation as presented; and further,

THAT Council direct staff to present the final Fire Service Agreement and Donation Agreement between the District of Ucluelet and Toquaht Nation upon Toquaht Nation executing the agreement.

CARRIED.

11. LEGISLATION

11.1 Review of Bylaw 967, 2004
Rick Geddes, Fire Chief, Ucluelet Fire Rescue

Chief Geddes presented and outlined difficulties with this bylaw. He outlined the provisions of Bylaw No. 967, 2004 Fireworks Regulation. He compared the District of Ucluelet Bylaw to other municipal bylaws in Port Alberni, Tofino and Parksville.

He outlined the proposed changes to the bylaw and their implications.

Councillor Cole noted support for the amendment, to be presented at later date.

Chief Geddes clarified that the recommendations are to present a revised bylaw, rather than to amend the bylaw.

2021.2305.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**

THAT Council directs staff to update Bylaw No. 967, 2004 in the form of a new bylaw to regulate the sale, use, and possession of fireworks within the municipality by:

- a. prohibiting the sale, use, or possession of Consumer fireworks;
- and,
- b. permitting the use of Display Fireworks and Special Effect Pyrotechnics through a permitting process.

CARRIED.

11.2 Ucluelet OCP Bylaw No. 1236, 2020 - Schedule
Bruce Greig, Director of Community Planning, District of Ucluelet

2021.2306.REGULAR **It was moved by Councillor Cole and seconded by Councillor McEwen**

THAT Staff be directed to move, and give notice, that the November 23, 2021, Regular Council Meeting and Special Committee of the Whole Meeting are to be held at the Main Hall at the Ucluelet Community Centre at 500 Main Street, Ucluelet, B.C.

CARRIED.

11.3 Zoning Amendment - 312 Pass of Melfort Place
John Towgood, Municipal Planner, District of Ucluelet

Bruce Greig, Director of Community Planning, presented this report. He noted that the proposed rezoning would expand the Floor Area Ratio to allow the applicants to enclose the carport.

2021.2307.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**

THAT Council give first and second reading to District of Ucluelet Zoning Amendment Bylaw No. 1299, 2021, and refer the bylaw to a public hearing.

CARRIED.

12. NOTICE OF MOTION

There were no Notices of Motion.

13. CORRESPONDENCE

13.1 Correspondence Regarding Bay Street Speed Controls and Crosswalk

Council discussed the Correspondence and potential solutions, including installing speedbumps and lowering the speed limit in Ucluelet.

2021.2308.REGULAR **It was moved by Mayor Noël and seconded by**
***THAT* Council consider installing speedbumps during the budget process.**

2021.2309.REGULAR **It was moved by Mayor Noël and seconded by**
***That* Council recess for five minutes. Council recessed at 5:02 PM and returned to session at 5:07 PM.**

2021.2310.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**
***THAT* Council direct Staff to present a report regarding speed controls for consideration at a future meeting of Council.**

CARRIED.

13.2 Petition for Installation of Speed Humps on Bay Street

14. INFORMATION ITEMS

14.1 AVICC 2022 Call for Nominations and Resolution Form *AVICC Executive*

2021.2311.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Cole**
***THAT* Council direct Staff to enquire with AVICC regarding when Ucluelet will host the AVICC annual convention.**

CARRIED.

14.2 Nominations for 2021 Premier's Awards for Excellence in Education *Hon. Jennifer Whiteside, Minister of Education, Ministry of Education*

15. COUNCIL COMMITTEE REPORTS

15.1 Councillor Marilyn McEwen Deputy Mayor January - March 2021

October 19, 2021 - Attended the Committee of the Whole - Societies
 October 27 and 28, 2021 - Will attend the Vancouver Island Economic Summit

15.2 Councillor Lara Kemps Deputy Mayor April - June 2021

October 21, 2021 - Attended the Chamber of Commerce meeting
 Midnight Madness is scheduled for November 26, 2021

**15.3 Councillor Jennifer Hoar
Deputy Mayor July - September 2021**

October 19, 2021 - Attended the Committee of the Whole - Societies
 October 21, 2021 - Watched the Wisdom of Trauma by Gabor Mate
 October 27 and 28, 2021 - Will attend the Vancouver Island Economic Summit
 Reminder - The Reverse Advent will be available in mid-November

**15.4 Councillor Rachelle Cole
Deputy Mayor October - December 2021**

October 19, 2021 - Attended the Committee of the Whole - Societies
 October 20, 2021 - Attended the Alberni Clayoquot Health Network Table of Partners meeting

15.5 Mayor Mayco Noël

October 19, 2021 - Attended the Committee of the Whole - Societies

16. OTHER BUSINESS

Councillor Hoar and Councillor Kemps noted interest in attending the Affordable Housing conversation on November 12, 2021. Councillor Hoar will attend on behalf of Council.

17. QUESTION PERIOD

There were no questions.

18. CLOSED SESSION

There was no closed session.

19. RECONVENE FROM CLOSED SESSION

20. ADJOURNMENT

The meeting was adjourned at 5:17 PM.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, October 26, 2021 at 3:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Mayco Noël
Mayor

Joseph Rotenberg
Corporate Officer



DISTRICT OF UCLUELET

Request to Appear as a Delegation

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

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

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

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

Requested Council Meeting Date: November 23, 2021

Organization Name: WildSafeBC Pacific Rim

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

Topic: Human-Bear Conflicts Overview and the Path Ahead & WSBC Funding Request

Purpose of Presentation:

Information only

Requesting a letter of support

Other (provide details below)

Please describe:

Mr. Hansen will submit, ahead of delegation, the WSBC PR 2021 Season-end report to provide an overview of the season and the scope of efforts to prevent and reduce human-bear conflicts. During the delegation Mr. Hansen will present a series of recommendations for actions to assist in preventing H-B conflicts in 2022 and in years to come. WSBC PR will also request continued financial support for the WSBC PR for 2022.

Contact person (if different from above): _____

Telephone Number and Email: _____ pacrim@wildsafebc.com

Will you be providing supporting documentation? Yes No

If yes, what are you providing?

Handout(s)

PowerPoint Presentation

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

WildSafeBC Annual Report 2021

Pacific Rim Region

Prepared by: Bob Hansen, WildSafeBC Pacific Rim
Coordinator



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Executive Summary

This report describes the activities of the WildSafeBC (WSBC) Pacific Rim Program activities between April 1 and November 30, 2021. The Program is situated on the unceded traditional lands of the Ahousaht, Tla-o-qui-aht and Yuułuṭiṭṭath First Nations. It includes the communities of the Ahousaht First Nation – Ahousaht, Tla-o-qui-aht First Nation – Opitsaht – Esowista – Ty-his-tanis, District of Ucluelet, and District of Tofino (Figure 1).

There was considerable wildlife activity in all communities of the region throughout the season from April 1, 2021, to November 30, 2021. Black bear reports began increasing in July and continued to increase steadily through the Fall. Reports to the Conservation Officer Service's

24/7 Report All Poachers and Polluters (RAPP) line showed:

- Bear reports up from 44 in 2020 to 204 in 2021
- Cougar reports the same with 12 in 2020 and 12 in 2021
- Wolf reports down from 14 in 2020 to 4 in 2021

The WildSafeBC Community Coordinator (WCC) performed outreach activity with the goal of preventing conflict with wildlife in the community. Following COVID-19 safety precautions, several of the standard WildSafeBC program activities were modified to ensure proper sanitization and physical distancing measures were in place.

- 12 WRP webinar presentations and over 150 youth reached
- 12 presentations given to community groups and 130 participants
- Over 400 people reached through leaving DTD education packages at residences
- three bin tagging outings and a total of eight bins tagged
- 2 display booths and 304 people reached
- 36 Facebook posts and 217 new Facebook page followers from January 1, 2021, to date
- # businesses who signed business pledge
- 2 campgrounds participating in Bare Campsite Program and 11 that were contacted

A broad scope of human-wildlife conflict prevention activities was undertaken with a focus on education, provision of training and on facilitating implementation of conflict prevention infrastructure.

Conflict prevention activities included:

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- communication, collaborations and information sharing with a network of sponsors, partners and residents to further education and conflict prevention
- operational coordination with the Conservation Officer Service (COS), Bylaw Services, Provincial Parks (PP) and Pacific Rim National Park Reserve (PRNPR),
- discussions with businesses about the WSBC Business Pledge Program,
- promoting the pilot regional fruit gleaning program,
- utilizing social media, papers, blogs, podcast, TV, Zoom and radio to further education reach,
- education on the importance of using the Report All Poachers and Polluters Line 24/7 to report bear, wolf and cougar activity in communities ,
- promoting the Bare Campsite Program (BCP) including training and on-going support for local campground operators,
- delivering of wildlife awareness and safety and bear spray training sessions,
- working with local Bylaw Services to develop bylaws and other tools for human-wildlife conflict prevention,
- participating in the Iisaak Sin Hay Tiic?mis Co-existence Network
- participating in the ACRD West Coast Waste Management Advisory Group,
- working with local businesses and School District 70 to source certified bear-resistant garbage/recycling bins - 11 bins enroute to the West Coast,
- working with SonBird Waste Management to encourage greater implementation of self-latching commercial bins. They have ordered these bins to add to their inventory and the first 2 have been installed in a conflict hotspot area,
- working with residents, businesses and Toquaht FN on electric fencing initiatives. 11 electric fences installed, and 10 parties have expressed interest,
- indigenous engagement with the Nuu-chah-nulth Warriors field trips, wildlife awareness and bear spray sessions
- indigenous engagement with 130 door-to-door education packages for Esowista,
- and coordination and collaborations with the WildSafeBC Hitacu-Macoah Program.

The 2021 season was made possible thanks to generous financial and in-kind support from all levels of government, the Clayoquot Biosphere Trust, the Nuu-chah-nulth Warriors program, and the business community.

Some key challenges highlighted in the 2021 season were:

- unsecured commercial garbage bins,
- businesses using non-wildlife resistant commercial garbage bins,
- residential garbage stored in backyards, open car ports or in wooden or plastic structures,
- chicken coops without electric fencing
- composts
- outdoor freezers

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- feeding of wildlife

Moving forward, there are initiatives and collaborations underway to address these and other challenges to help “keep wildlife wild and our communities safe”.

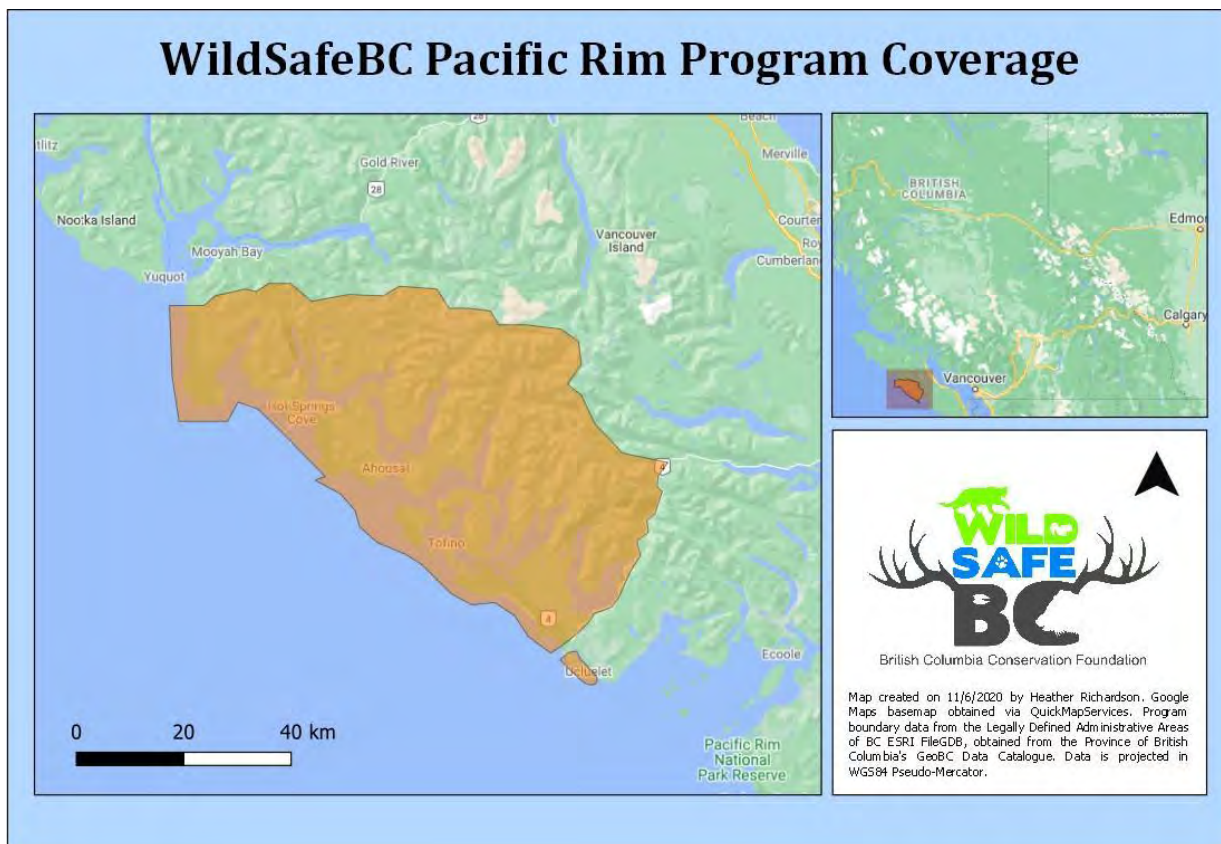


Figure 1. Coverage area for the WildSafeBC Pacific Rim program.

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Cover Photo: Electric Fencing Workshop co-hosted by WSBC Pacific Rim and the Tofino Community Food Initiative

Highlights from the 2021 Season

Wildlife Activity

Reports made to the Conservation Officer Service (COS) through the RAPP line (1-877-952- 7277) and online form (<https://forms.gov.bc.ca/environment/rapp/>) are available to the public through WildSafeBC Wildlife Alert Reporting Program (WARP) on WildSafeBC's website. This data is updated daily and this report for the Pacific Rim Region includes data from January 1, 2016, to September 30, 2021 (Figure 2).

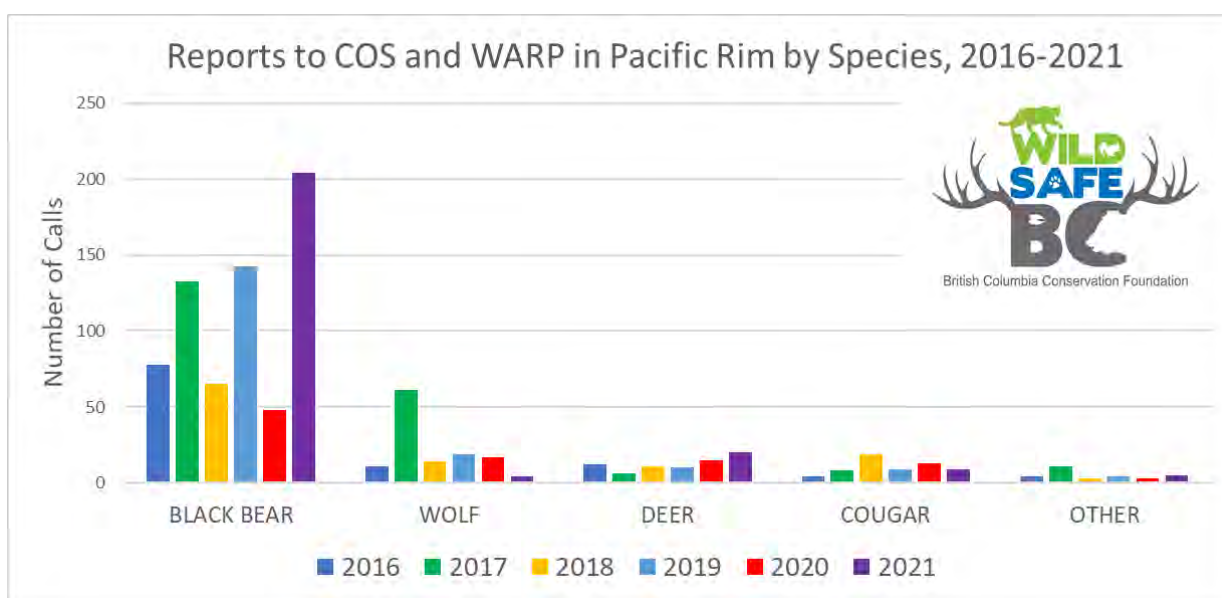


Figure 2. Reports to the COS and WARP regarding several species from January 1, 2016, to September 30, 2021.

In 2021, black bear reports were significantly higher than the five-year average from January 1, 2016, to September 30, 2021. Cougar reports were close to the five-year average. Wolf reports were lower than in 2020 and compared to the five-year average (Table 1).

There were two confirmed reports of a wolf accessing improperly stored food bags from campers on Vargas Island. There were several close encounters with a wolf or wolves exhibiting habituated behaviour. The Provincial Park Ranger Service, PRNPR wolf expert and the WCC collaborated to develop a response focussed on education initiatives. The PP also secured funds to purchase and install additional food caches for several popular camping beaches. The role of the photography and

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filming in the habituation Vargas wolves is a concern. Planning was initiated for a gathering of the Ahousaht First Nation, Provincial Parks, island residents, business operators, WSBC and others to develop a strategy for co-existing with the Vargas wolves.

Table 1. 2021 Wildlife reports to the COS and WARP in comparison to 2020 and 2016-2020 five-year average.

Species	2021	2020	2016 to 2020 Average
Black bear	204	44	93
Cougar	12	12	11
Wolf	4	14	24

Black bear activity was reported throughout the season, starting in March, both within and near each community. A difference from 2021 was that 11 food-conditioned bears were destroyed in 2021 versus two in 2020. Black bear reports moved up in June and peaked in July. Report numbers dropped slightly in August but were still high relative to previous years. There was a second peak in September and continuing into October (Figure 3). Note the 2021 trend line.

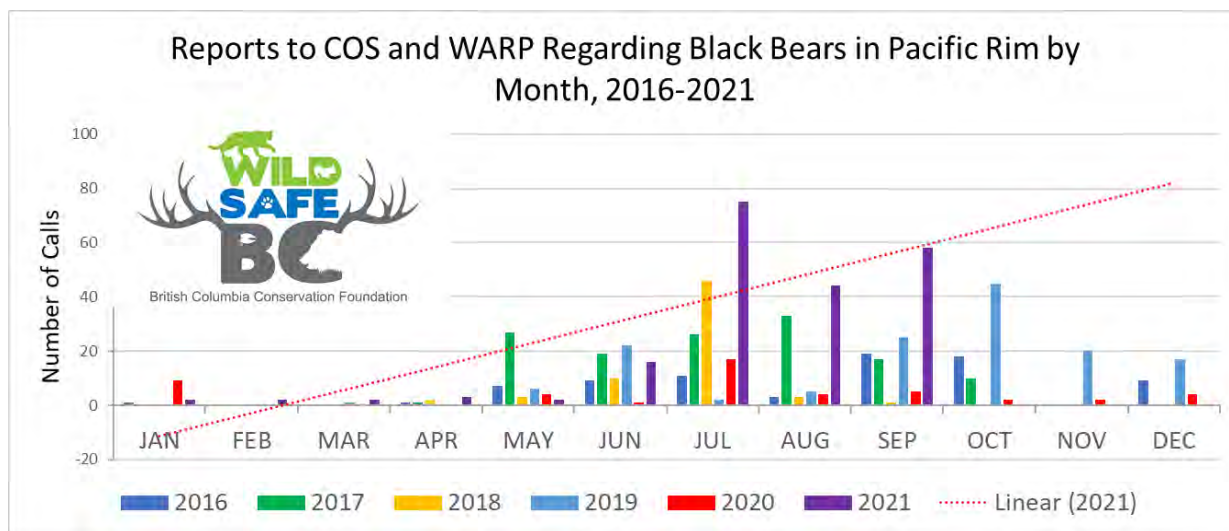


Figure 3. Reports to the COS and WARP regarding black bear by month from January 1, 2016 to October 31, 2021.

Unlike in 2020 when nine bears died in collisions with vehicles there were no such reports in 2021.

Overall, there was an increase in the numbers of reports to the COS that were associated with attractants (Figure 4). Of note was the increase in most attractant categories over previous years. The two exceptions were Compost and Residential – Fruit, Trees/Berries.

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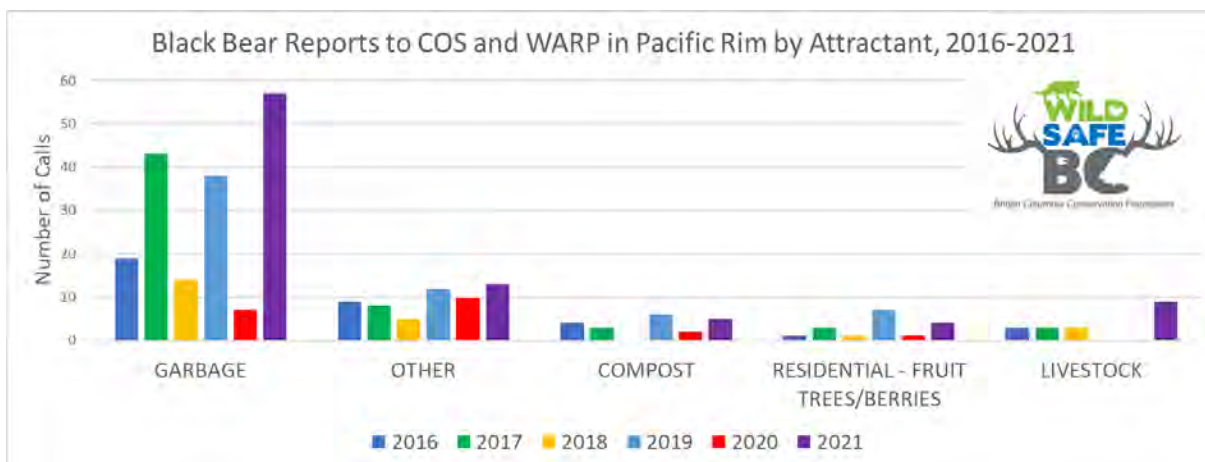
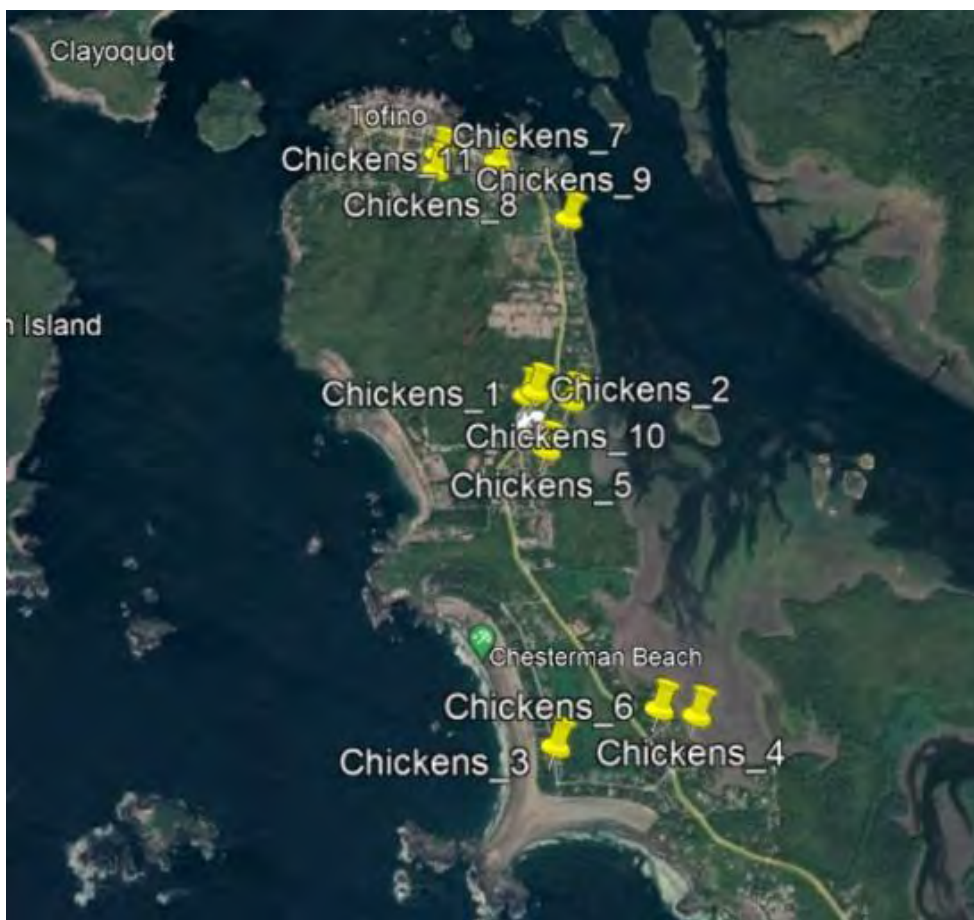


Figure 4. Black bear reports to COS and WARP in Pacific Rim region by attractant from January 1, 2016, to September 30, 2021.

In the previous two years there were no livestock-related reports. In 2021 there were 11 reports involving chickens in Tofino and one in Ucluelet (Figure 5).



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Figure 5. Map of incidents 11 involving chickens in Tofino.

Some coops were hit by a bear(s) more than once (Figure 6).



Figure 6. One coop broken into on two occasions resulting in loss of entire flock of five.

The COS was able to provide some insights into the numbers for the ‘Other’ category. These reports related mostly to bears accessing outdoor freezers and breaking into sheds and other structures (Figure 7). Eight structures were breached in Tofino and seven in Ucluelet to access garbage. There were five reports of outdoor freezers being accessed.



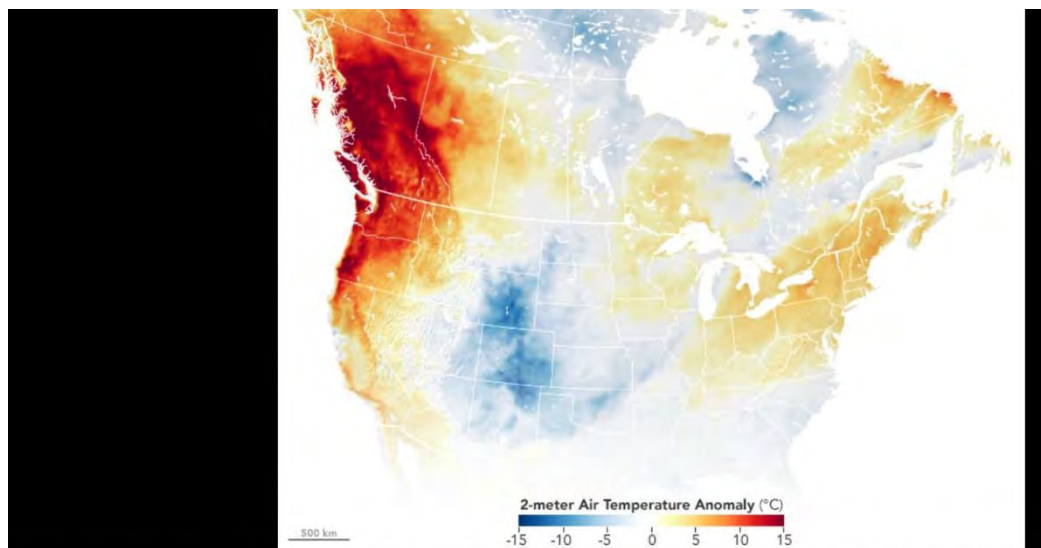
Figure 7. One of 15 structures breached by bears to access garbage and/or recycling.

In the early spring of 2021 natural foods were plentiful including grasses, sedges, horsetail, and skunk cabbage. Many species of berry bushes had abundant flowers boding well for the various berry crops later in the season.

A rare weather event classified as a “heat dome” affected the west coast from late

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June until mid-July. Daily maximum temperatures ranged from 10 – 15+ degrees Celsius above the average for those dates (Figure 8). During the same period there was very little precipitation.



NASA Earth Observatory image of temperature anomalies on June 27th, 2021 compared to 2014-2020 average for the same day during the 2021 western North America heat wave

Figure 8. “Heat Dome” map. Source: https://en.wikipedia.org/wiki/2021_Western_North_America_heat_wave

This weather phenomenon appeared to negatively affect the berry crop production in the region. The WCC observed personally and received reports of sparse berry production particularly inland from the coast.

In contrast there was an observed abundance of berries in a narrow band right next to the coast in what is referred to as the “fog zone”. This area experiences, in the height of summer, frequent fog banks that extend a few hundred meters in from the shoreline. The fog results in cooler temperatures and higher humidity within the narrow coastline band. Most local communities are encompassed by the “fog zone”.

A noticeable increase and peak in human-black bear conflict numbers coincided with the period of the “heat dome”. At the same time an abundance of berries in communities within the “fog zone” may have drawn bears into those communities. Bears found berries but also access to a full range of unnatural attractants.

Another likely factor involved in increased human-bear conflicts was the easing of BC Covid-19 travel restrictions in mid-June. Visitation to the region quickly increased and the Tofino tourism agency accommodation statistics showed over 90% occupancy reached shortly after the easing. The high visitation resulted in the overwhelming of local waste management and recycling infrastructure (Figure 9). Commercial bins were commonly misused by being left unlatched. There were observations of tourists and residents disposing of garbage into bins meant for business use only. Garbage was left on top of or on the ground beside bins.

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Figure 9. Commercial bins left unsecured and overfilled.

Bears found another source of unsecured garbage stored in back yards by residents and/or vacation rental operators and their guests. In some instances, bear resistant poly carts were used to store garbage but were not latched and were not securely anchored to prevent a bear dragging them off (Figure 10).



Figure 10. Bear resistant poly cart bins left unlatched and not securely anchored.

By the Fall eight food-conditioned bears had been captured and destroyed by the COS. As the Fall progressed conflict numbers continued to be high as removed bears were replaced by other bears that in turn became food conditioned.

In years past, conflict numbers in the region often lessened around the time of the runs of returning salmon in local rivers around late September and early October.

The staff of the Tofino Salmon Enhancement Society and the Thornton Creek

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Enhancement Society reported widespread low chum salmon returns for 2021. Staff from the societies monitor salmon returns on many of the streams from Barkley Sound to Clayoquot Sound.

Reduced availability of spawning salmon may be another contributing factor to high conflict numbers. Salmon are a key food source at a time when bears are experiencing hyperphagia.

In the Fall of 2021 conflict numbers increased steadily into October with no sign of lessening. Another three food-conditioned bears were destroyed bringing the total to 11. The WCC engaged in a variety of conflict prevention and reduction activities during the program season.

WildSafe Ranger Program

The WildSafe Ranger Program (WRP) introduces youth to the concept of human-wildlife conflict and prevention measures. Wildlife awareness and safety is covered including what to do in close encounters. The Wickaninnish Community school participated in the WRP through hosting classroom presentations. Teachers ensured students followed Covid-19 safety protocols as prescribed by SD70. Over 150 students received WildSafe Rangers sessions and received education kits (Table 2).

Table 2. Classes that received the WildSafe Ranger Program in 2021.

School	Grade	Students
Wickaninnish Community School	K – Grade 7	150

Presentations to Community Groups

The WCC gave a total of 12 presentations through webinars and outdoor presentations to over 130 participants (Table 3).

Table 3. Presentations provided by the WCC in 2021.

Species	Date	# of Participants	Topic
Wya Campground Manager&Staff	May 18 th , 2021	5	Bare Campsite Program
Ocean Outfitters	May 19, 2021	13	Wildlife Safety and Awareness (WS&A)
Managers/Staff of 3 Campgrounds	May 31, 2021	10	Bare Campsite Program
Clayoquot Biosphere Trust	May 26, 2021	25	WS&A
Majestic Kayaking	June 1, 2021	6	WS&A and Bear Spray
NCFN Warriors	June 5, 2021	16	WS&A
NCFN Warriors	June 5, 2021	10	Bear Spray

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Wickaninnish Inn	July 28th, 2021	4	WS&A
Electric Fencing Workshop	Aug. 11-12th, 2021	10	Electric Fencing 101
Wickaninnish Inn	Aug. 30th, 2021	4	WS&A
Electric Fencing and Chickens	Sep. 17 th , 2021	9	Electric Fencing to Protect Chickens
lisaak-Sin-Hay_Tiic?mis Co-existence Network	Oct. 14 th , 2021	18	Season overview – Bylaws initiative

Display Booths

Due to Covid-19 safety concerns the only booth days occurred in late September for BC Goes Wild (BCGW). BCGW is a campaign to celebrate wildlife in BC and it occurs in September which is typically the month when human-bear conflicts are at their highest.

The weekend of September 25-26th, 2021, the WCC co-hosted booth days in collaboration with the Hitacu-Macoah WCC, PRNPR Interpretation Service, The Wetland Stewards of Barkley and Clayoquot Sound and the Districts of Ucluelet and Tofino.

A BCGW Photo Contest was also launched. To participate people submitted pictures or video of themselves acting to “help keep wildlife wild and communities safe”. Five local businesses generously provided prizes. Names were drawn from a hat after the end date of October 3rd. The combined BCGW events resulted in over 300 people being engaged.

The weather on the first booth day Saturday, September 25th, 2021, was favorable. The booth was situated at the Amphitrite Point trailhead for the Wild Pacific Trail. The sunny weather and spectacular setting on a popular trail ensured a good turnout. Over 150 people stopped to spend time with the booth team to learn more about appreciating and co-existing with wildlife (Figure 11).

The booth team for day one was:

- Barb Beasley, PhD Founder and Director of Wetland Stewards of Barkley and Clayoquot Sound
- Janel Saydam, PRNPR Interpreter
- Ian Cruickshank, PRNPR Ecologist and expert birder
- Marianne Paquette, Hitacu-Macoah WCC
- Bob Hansen, Pacific Rim WCC

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Figure 11. Day one of the BCGW weekend at Amphitrite Point on the Wild Pacific Trail.

The location of the booth for day two was in the center of Tofino beside the Village Office. The weather was challenging with steady rain and strong wind gusts. Despite the conditions over 50 people stopped by (Figure 12). The team for day two consisted of Janel, Marianne and Bob.



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Figure 12. Day two of the BCGW weekend in the center of Tofino on a blustery day.

Door-to-Door Education and Bin Tagging

Garbage bin tagging consists of placing a highly visible and removable warning sticker on top of containers set curbside the day before collection. There were 3 surveys in 2021 (Table 4). Due to the low number of bins left out the WCC shifted focus to door-to-door education.

Table 4. Bin tag surveys in 2021.

Bin Tag Survey	Date	# of Bins Tagged
Tofino-1	May 5, 2021	6
Tofino-2	June 30, 2021	2
Ucluelet-1	July 19, 2021	0

Door-to-door education was modified this year to consist of leaving door hangers with prevention education information attached. The WCC did not knock on doors as have been done in the past. Through door-to-door education, over 400 people were reached with door hanger education packages (Tables 5 and 6).

Table 5. Esowista and Ucluelet door-to-door canvassing in 2021.

Door-to-Door Canvasses	Neighborhood	# of Residences
Esowista	Entire community	130
Ucluelet	Rainforest Drive/Boulevard	75
	St. Jacques Boulevard	35
	Holly Crescent	40
	Otter/Pine Streets	40
	Elina Road	10

Table 6. Tofino door-to-door canvassing in 2021.

Door-to-Door Canvasses	Neighborhood	# of Residences
Tofino	Ocean Park	80
	Beaches	5
	Howard Drive	35

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Social Media, the Press and Other Medias

The WCC made 36 posts on the WSBC Pacific Rim Facebook page. Page followers increased by 217 from 891 to 1108. Various forms of media were utilized to extend the educational reach of the program (Table 7).

Table 7. Media employed to increase educational reach in 2021.

Type (radio, news article, phone, email, tv)	Media Outlet Name	Date	Title/ topic
News article	Westerly News	May 12, 2021	Season Start for WSBC Pacific Rim and Hitacu-Macoah
News article	Westerly News	July 6th, 2021	Bears in local campgrounds and communities
Radio Interview	Tuff City Radio	July 27th, 2021	Fruit Gleaning/preventing conflict/encounters/safety
News article	Westerly News	Aug 9th, 2021	Increasing conflict and ways to prevent escalation
Blog Post - CBT	West Coast N.E.S.T.	Aug 13th, 2021	Preventing human-wildlife conflict
Podcast Interview	Science 360 Series	Aug 30th, 2021	Understanding habituation. Safety in wildlife encounters. WSBC resources and WARP.
News Article	Westerly News	Sept 26th, 2021	Two more bears killed in Ucluelet as residents urged to secure attractants
News Article	Times Colonist	Sept 27th, 2021	Two more bears killed in Ucluelet as residents urged to secure attractants
TV Interview	CHEK News	Sept 28th, 2021	Ten black bears put down in Tofino-Ucluelet region had lost fear of humans
Radio Interview	CFAX Radio	Sept 29th, 2021	Ten black bears put down in Tofino-Ucluelet region had lost fear of humans

Wildlife in Area Signs / Infographics

The WCC worked in coordination with District of Tofino and District of Ucluelet Bylaw Service, School District 70 and local campground operators to alert people to current wildlife activity (Figure 13). The signs have information on staying safe and preventing conflict. Each sign also has the RAPP number to call to report community wildlife activity.

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Figure 13. WSBC Bear in Area Caution sign posted immediately following bear at school.

A new infographic has been created to reach guests staying in overnight accommodations. The goal is to connect this large target audience with information on how they can help keep wildlife wild and themselves, their pets and the community safe during their visit.

The infographic is suitable for inclusion in accommodation information packages during registration, in rooms or for posting by businesses on their premises. The infographic is also suitable for posting in staff houses.

This initiative arose from a collaboration of the Hitacu-Macoah WCC with a local business owner, Kristen O'Keefe, The Den Refillery. The business works with many local accommodation providers. They will assist in getting this new educational resource into the hands of accommodation providers and their guests.

The design was developed by a WSBC team consisting of the Hitacu-Macoah WCC, Katie Earle, WCPP Communications Coordinator, Vanessa Isnardy, WSBC Provincial Coordinator, WSBC Pacific Rim WCC with input from Kristen O'Keefe (Figure 14).

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Figure 14. Welcome to Wildlife Country infographic for accommodation providers

Other infographic / sign initiatives underway seek to develop educational products that can be posted on picnic tables and along Highway 4.

Partners and Collaborations

The term partnership is used to refer to sponsors that provide funding or in-kind support.

Others such as the Conservation Officer Service, fruit gleaners, NGOs, First Nations and businesses engaged in collaborations with the WSBC Pacific Rim program. These collaborations are essential for addressing human-wildlife conflicts in the region. WildSafeBC is appreciative of the support it receives in terms of time, expertise and resources (Table 8).

Table 8. Partners and Collaborations – issues and initiatives

Partners/Collaborations	Issues / Initiatives
Clayoquot Biosphere Reserve - Partner	Sponsor. Tofino Mudflats Wildlife Management Area, Tofino Official Community Plan, supporter of regional fruit gleaning initiative.
District of Ucluelet - Partner	Sponsor. Waste management operations, infrastructure and strategy, Bear Smart Community Program, Bylaws review, Official Community Planning.

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District of Tofino – Partner	Sponsor. Waste management operations, infrastructure and strategy, Bear Smart Community Program, Bylaws review, Official Community Planning.
Alberni-Clayoquot Regional District (ACRD) - Partner	Sponsor. Waste management operations, infrastructure and strategy for west coast communities, and First Nations. ACRD Communities Subsidy for electric fencing for the prevention of human-wildlife conflicts, Coastal Food Policy development.
Ocean Outfitters – Partner	Sponsor. Prevention of dog-wildlife conflicts, training for eco-tourism guides, supporter of regional fruit gleaning program. Prevention of wildlife habituation due to inappropriate wildlife photography and film-making practices.
Pacific Rim National Park Reserve - Partner	In-kind sponsor. Wildlife research, monitoring information sharing. In-kind WSBC operations support. Wild about Wolves research project. Prevention of wildlife habituation due to inappropriate wildlife photography and film-making practices.
Wickaninnish Inn – Collaboration	Promotion of human-wildlife safety and coexistence. Training for staff.
Hotel Zed – Collaboration	Promotion of human-wildlife safety and coexistence. Development of dog-owner education and for hotel guests.
Iisaak Sin Hay Tiic?mis - Regional Coexistence Network – Collaboration	18 members representing First Nations, all levels of government, Tourism agencies, business organizations, NGOs and others.
Ucluelet and Tofino Chambers of Commerce - Collaboration	Deliver wildlife co-existence education and safety for Ambassadors Training Program for tourism frontline staff. Input on content from WCC.
Conservation Officer Service - Collaboration	Information sharing to remain current on wildlife activity, human- wildlife conflict situations and to develop and implement action plans.
Both District Bylaw Services – Collaboration	Information sharing to remain current on wildlife activity, human-wildlife conflict situations and to develop and implement action plans. Collaborating on review of bylaws and business licencing tools to effect improvements in wildlife attractants management.
BC Provincial Parks Service – Collaboration	Promotion of human-wolf conflict prevention program on Vargas Island and backcountry Bare Campsite Program. Prevention of wildlife habituation due to inappropriate wildlife photography and film-making practices.
Tofino Community Food Initiative – Collaboration	Promotion of prevention of human-wildlife conflicts as a core principle of sustainable food production. Co-host electric fencing workshops.
Regional Fruit Gleaning Organization – Collaboration	Promotion of prevention of human-wildlife conflicts as a core principle of sustainable food production.

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WildSafe Business Pledge

The WildSafe Business Pledge Program has been developed to recognize and support businesses that are good examples on how to safely co-exist with wildlife. To take the pledge, a business is required to follow best practices in solid waste management, provide appropriate wildlife awareness and safety training to staff and disseminate WildSafeBC's safety and conflict prevention information.

In return, WildSafeBC will provide ongoing support to the business in the form of staff training, WildSafeBC materials (subject to budget constraints) and a WildSafeBC Business Pledge poster. A total of nine businesses, four in Tofino and five in Ucluelet, have engaged in the initial phase of the process to achieve WildSafeBC Business Pledge status.

WildSafeBC Bare Campsite Program

Through the WildSafeBC Bare Campsite Program, WildSafeBC provides clear guidelines and resources to assist campground operators in maintaining a safe campsite for both people and wildlife.

A one-day Bare Campsite Program training workshop was delivered in the spring of 2021 by the Hitacu-Macoah WCC and the Pacific Rim WCC. The Ucluelet Campground co-hosted the workshop and shared their experiences since fully implementing the BCP.

Eleven campgrounds were invited and four participated by sending supervisors and staff.

Campgrounds that have fully implemented the program have met all the criteria for training, bear-resistant infrastructure and utilization of WSBC BCP educational resources such as brochures, posters and signs.

Some campgrounds have a modified BCP. They may utilize the WSBC educational resources and/or are working on upgrading infrastructure or have yet to participate in WSBC training (Table 9).

Table 9. Bare Campsite Program update.

Campgrounds	Status	Have taken BCP training
Ucluelet Campground	fully implemented	<input checked="" type="checkbox"/>
Wya Campground	fully implemented	<input checked="" type="checkbox"/>
Mussel Beach Campground	modified	<input checked="" type="checkbox"/>
Long Beach Golf Course & Campground	modified	<input checked="" type="checkbox"/>
Surf Junction	modified	

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Secret Beach	modified	
Surf Grove	modified	
Provincial Parks	modified	

Indigenous Awareness and Engagement

WildSafeBC has been supporting the Warrior program since 2019. The Pacific Rim WCC was invited and honoured to participate for a second year in a multiday field trip with Nuu-chah-nulth Warrior youth and Elders.

WildSafeBC is a proud supporter of the Warrior youth leadership program. Please see this short video to hear the impact of this program model from the voice of its participants: <https://vimeo.com/285752620>

Youth from many Nuu-chah-nulth Nations participated in wildlife tracking, wildlife safety and awareness and bear spray training during the 2021 camp out in Effingham Inlet, Barkley Sound (Figure 15).



Figure 15. Nuu-chah-nulth Warrior youth and Elders – 3 day Effingham Inlet field trip.

The WCC shared knowledge on wildlife habitats and ecology in Barkley Sound.

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Later in the summer, the WCC and The WSBC Provincial Coordinator (WPC) visited a Warrior cabin project at the Okeamin Reserve in Clayoquot Sound (Figure 16).



Figure 16. Warrior cabin project at Okeamin in Clayoquot Sound.

Youth and leaders searched for wildlife sign along with the WCC and WPC. Abundant fresh and past bear sign was found at the site (Figure 17).



Figure 17. Fresh bear scat and an extensively scratched bear mark tree at Okeamin.

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The WCC discussed with the project leaders' and youth options on infrastructure, attractant management and other ways to prevent human-bear conflicts at the site.

WSBC looks forward to supporting the program model as it continues to grow roots in more communities across British Columbia.

In another collaboration, the WCC responded to requests for educational information following human-bear conflicts in the Tla-o-qui-aht village of Esowista.

PRNPR provided printing support and helped assemble door hanger information packages for 130 residences. The PRNPR FN Liaison Officer, a Ty-his-tanis resident, hand delivered the packages to each household. The communities of Esowista / Ty-his-tanis were closed to the public due to a Covid-19 safety closure.

The WCC has been involved with the Indigenous-led West Coast Stewardship Corridor initiative along with three local First Nations and the Clayoquot Biosphere Trust. A central theme is understanding wildlife habitat quality and availability as a dynamic influencing local human-wildlife conflict. The initiative has progressed from concept to the hiring of a full-time coordinator position for 2022.

Special Initiatives – Electric Fencing – Fruit Gleaning

The ACRD once gain provided subsidy funding for electric fencing for the prevention / resolution of human-wildlife conflicts (Figure 18).

Pacific Rim Electric Fencing for Securing Bear Attractants

Thanks to recent funding support, WildSafeBC is able to offer cost-share support for new electric fence installations in the Pacific Rim region.



WildSafeBC has an electric fence cost-share program to assist residents where cost may be a barrier. This program is not retro-active. To qualify, those interested in cost-share support must first contact the WildSafeBC Pacific Rim Coordinator.

Funds are limited and are on a first-come, first-served basis. There is an approval process. For qualifying installations, the program will reimburse 50% of electric fence materials up to a maximum of \$500. Fences must be installed according to WildSafeBC recommendations on our website.

To apply please contact WildSafeBC at pacrim@wildsafebc.com or leave a message at 250.266.0311

Keeping Wildlife Wild and Communities Safe www.wildsafebc.com

Figure 18. Electric fencing subsidy for residents of WSBC Pacific Rim and Hitacu-Macoah program areas

Appreciation of and interest in electric fencing has grown year to year (Table 10).

Table 10. Electric fencing installations completed with support of subsidy.

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2019	2020	2021	Total
6	9	11	26

In 2021 there were also discussions and site visits with another 10 residents to assess best electric fencing options for their situation. These residents have yet to decide on proceeding and are listed as pending.

There has been a diverse range of electric fencing applications (Table 11).

Table 11. The diversity of electric fencing installations completed with support of subsidy.

Electric Fencing Application	2019	2020	2021	Pending - 2022	Total (Pending)
Chickens	5	2	4	(8)	11(8)
Livestock		2			2
Gardens		1	1		2
Greenhouses			1		1
Compost	1		1		2
Garbage Shed		1			1
Recycling Shed			2	(1)	2 (1)
Garbage/Recycling Shed			1		1
Foodcache Sheds		2			2
Smoker				(1)	(1)
Fruit Trees		1	1		2

There is recognition that electric fencing is an effective option for protecting chickens (Figure 19).



Figure 19. Growing interest in electric fencing to protect chickens.

2021 was the first year for a pilot of a Fruit Gleaning Service for Tofino and Ucluelet. The initiative received support from Ocean Outfitters and the Clayoquot Biosphere Trust to launch a pilot that supports residents and protects bears.

The program is run by the Tofino Community Food Initiative and had a team of volunteers at the ready led by a coordinator.

The goal was to pick fruit before a conflict with bears arose. One third of the fruit went to the resident, one third to the local food bank or other organization and one third to the volunteers.

The first tree tackled by the team was very large and already had been fed on by more than one bear. The team was ready for big and small jobs (Figure 20). The large tree yielded 100 kilograms of plums and the small tree 20 kilograms of apples.



Figure 20. The pilot fruit gleaning program launched in 2021.

Challenges and Opportunities

Garbage (e.g., commercial bins, residential garbage stored outside in containers, sheds, carports) and chickens have been the major types of attractants in the community that drew wildlife into residential and business areas.

Bears have been reported damaging 15 sheds or other structures containing garbage and or recycling. There have been many reports of bear accessing garbage in unsecured commercial bins. Bears have been finding other unnatural food sources including:

- Compost
- Recycling
- Birdfeeders
- Pet / livestock food
- Freezers / coolers
- Grease
- Fruit trees

Bears have been reported as not responding to efforts to deter them, remaining in people's yards and at times reacting aggressively in close encounters. These behaviours suggest a high degree of food-conditioning which impacts the safety of people and property.

To address the abundance and availability of unnatural wildlife attractants in the community, the following initiatives should be implemented in 2022:

- Make delegations to Tofino and Ucluelet Mayors and Councils on the way forward for achieving Bear Smart Status
- Electric fence workshops

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- Electric fence installations supported with the expertise of the WCC and the ACRD subsidy fund
- A comprehensive education campaign focusing on the hazards and solutions through social media, news articles, workshops, infographics inserts in municipal tax information and other opportunities
- Engage volunteers to help increase frequency of door-to-door campaigns in hotspot areas
- Establish working groups in both communities to discuss and develop strategies for reducing the availability of garbage, both commercial and residential to bears and other wildlife
- Collaborate with district Bylaw Services and First Nations on development of comprehensive provisions around management of wildlife attractants for implementation in 2022 (e.g., bylaws, business license conditions, development permit conditions)
- Engage multiple businesses in the WildSafe Business Pledge Program
- Support more campground operators in the full implementation of the Bare Campsite Program
- Continue offering Wildlife Awareness and Safety / Bear Spray training courses
- Promote WSBC E-Learning courses
- Maintain and grow working relationships in the region through participation in the lisaak-Sin-Hay-Tiic?mis Co-existence Network and other venues
- If the Covid-19 situation allows increase presence in the schools through the WildSafe Ranger Program

Acknowledgements

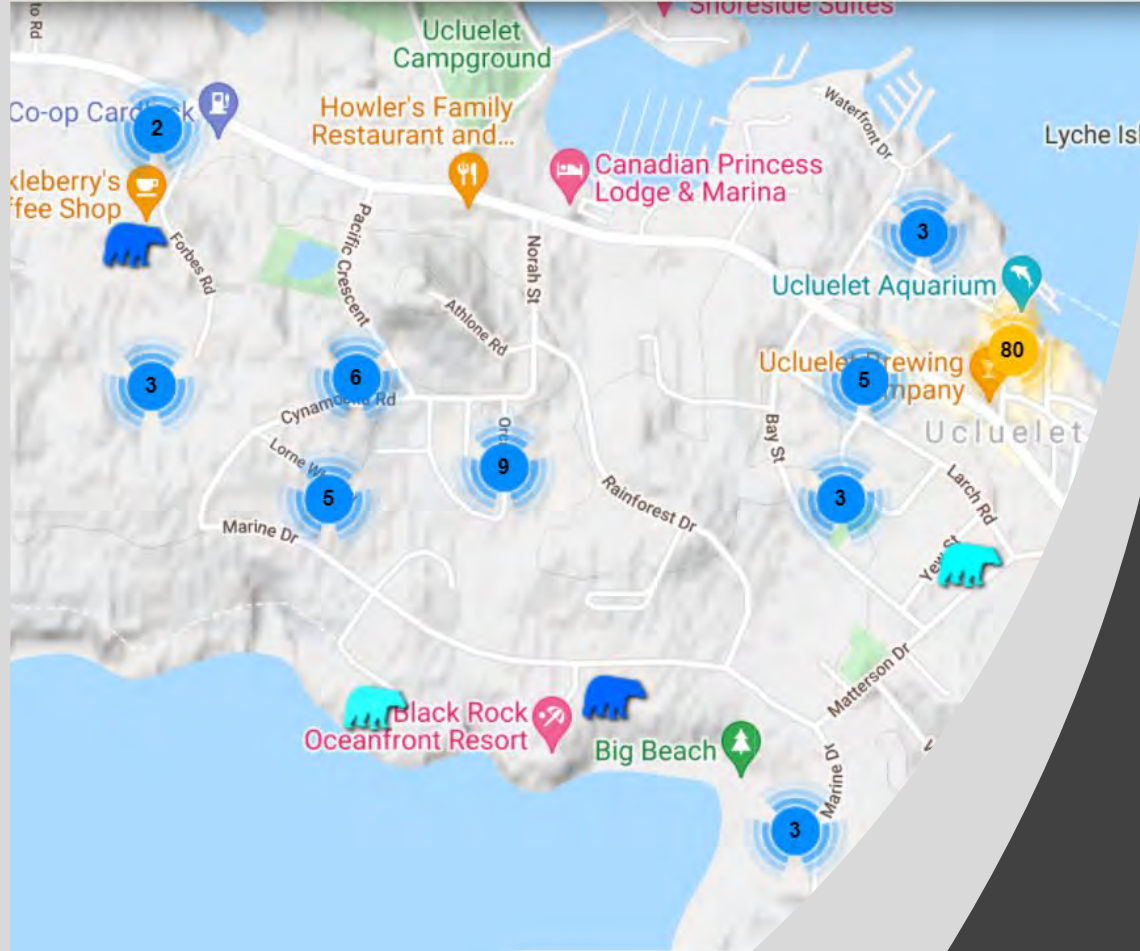
Thank you for funding to the BC Conservation Foundation team, Ocean Outfitters – Ocean Simone Shine, General Manager, the General Manager of Community Services for the Alberni-Clayoquot Regional District – Jenny Brunn, the District of Ucluelet - Mayor Mayco Noel and Council, the District of Tofino - Mayor Dan Law and Council, and the Clayoquot Biosphere Trust – Rebecca Hurwitz, Executive Director and Laura Loucks, Research Director and Ricardo Manmohan, Nuu-chah-nulth Warriors Program.

Thank you for crucial in-kind support from Pacific Rim National Park Reserve - Arlene Armstrong, Ecologist Team Leader, Todd Windle – Wild about Wolves Research Coordinator and the Human-Wildlife Co-existence Specialist and team, Jeffrey David, First Nations Liaison Officer ?apsciik řařii, the Districts of Ucluelet and Tofino Bylaw Services and staff, the Provincial Parks Ranger Service and the Conservation Officer Service.

W.A.R.P.

Wildlife Alert Reporting Program

Public Beta



WSBC Pacific Rim Backgrounder Prior to Delegation to Ucluelet Mayor and Council November 23rd, 2021

Bob Hansen, Coordinator, WildSafeBC Pacific Rim Re: Human-Bear Conflicts...

Keeping Wildlife Wild and Communities Safe



2021 Human-Bear Season in 3 Parts

- Part 1 – The Bad News - Quick Facts – Troubling but shows the way ahead
- Part 2 – The Good News - Teamwork – Coordinated Response – Progress on Many Fronts
- Part 3 – The Way Forward - Breaking the Cycle

Part 1 Realities - Consequences

- *This portion illustrates the challenges and realities of a remarkable human-bear conflict season*
- The bears have shown us in detail the issues to address
- Provides essential knowledge for breaking the cycle
- Lessons learned inform the way ahead
- Facts convey the urgency

Quick Facts – 2021

The Bad News

- 50+ incidents involving property damage – Costs - Many Ks – Staff Time – Community Stress
- 2021 - increased aggressive incidents – 4 bluff charges – 2x bear spray
- 3 home invasions
- 13 bears killed in 2021 – 2 traps still set
- 38 bear deaths in past 3 years due to human causes
 - 28 human-bear conflicts (2019 – 13 / 2020 – 2 / 2021 – 13)
 - 10 collisions with vehicles (2020 – 10)



Bear #13 October 27, 2021



Structures

37 and counting

Chicken Coops

12 Locations

50+ chickens



Vehicles

4 break-ins



Part 2 The Good News – Teamwork – Strong Response

Coordinated Response – Districts – Businesses – Organizations – Residents – COS – PRNPR – First Nations

Some highlights:

- District of Ucluelet purchased / installing dozens of bear-resistant bins
- Both waste management companies have increased deployment of self-latching commercial bins
- Businesses and residents investing in long-term solutions
- Working relationships with Bylaw Services - COS

Scope and reach of WSBC Pacific Rim program grows year-to-year-year

- **Program Support – Season - Area: May – Feb – All levels of government – 1 business – 1 NGO**
 - Ahousaht First Nation - Ahousaht
 - Tla-o-qui-aht First Nation – Opitsaht – Esowista – Ty-his-tanis
 - District of Ucluelet
 - District of Tofino

- **Human-Wildlife Interactions**

24/7 Report All Poachers and Polluters (RAPP) line showed:

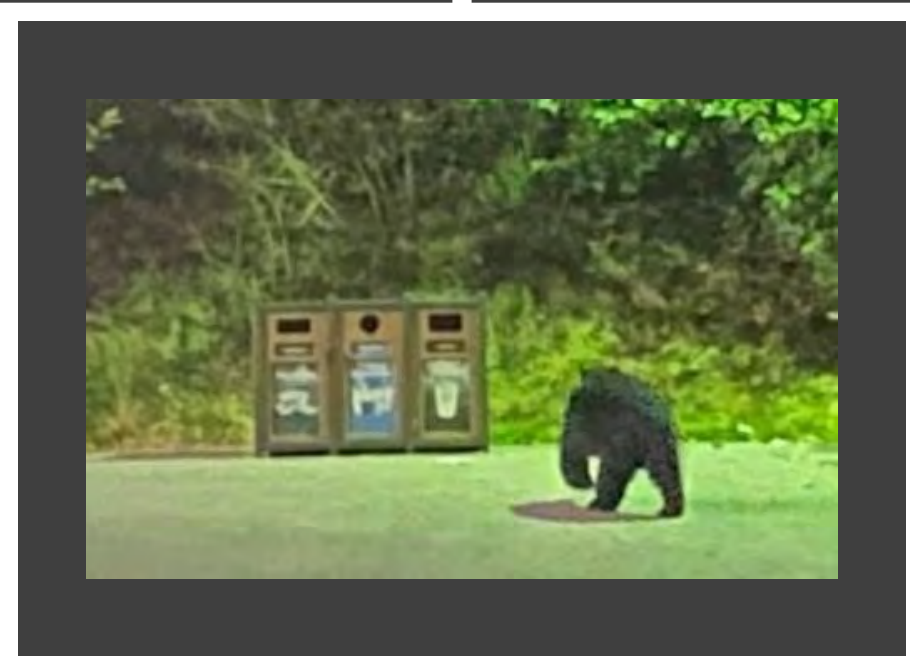
- Bear reports up from 44 in 2020 to 261 in 2021 - Up over 425% - **as of Nov. 17th – #s still climbing daily**
- Cougar reports the same with 12 in 2020 and 12 in 2021
- Wolf reports down from 14 in 2020 to 4 in 2021

- **Program Activities: Education – Prevention – Operational Response**

- 8 WildSafe Ranger Presentations to 14 classes - 150 youth plus their teachers reached
- 12 presentations to community groups and 130 participants
- 400 plus people reached through leaving Door To Door education packages at residences
- 2 display booths and 304 people reached
- 37 Facebook posts and 217 (1129) new Facebook page followers from January 1, 2021, to date
- Initiated process with 6 businesses to become part of the WSBC Business Pledge Program
- Training workshop for 10 staff from 3 campgrounds for the Bare Campsite Program -11 campgrounds provided with BCP info –14 electric fencing installations with support from subsidy funds – 12 potential installations in cue

District and Businesses Investing in Long-term Bear-Resistant Options – replacing non-bear resistant infrastructure

Bob Hansen, Coordinator, WildSafeBC Pacific Rim Re: Human-Bear Conflicts...





Many Residents are also investing in long term solutions

ities Safe

14 Electric Fencing Installations – 12 potential projects for 2022

Bob Hansen, Coordinator, WildSafeBC Pacific Rim Re: Human-Bear Conflicts...





Bob Hansen, Coordinator Will Save BC Pacific Rim Re Human-Bear Conflicts



Enjoy your visit but stay safe and please respect the wildlife that live here

- Do not leave food, garbage, recyclables or coolers (empty or full) outside.
- Manage your waste responsibly. Only put out garbage on morning of pickup. Unleashed - Milsreem - Tuesdays.
- Keep pet food and bowls inside and bring pets in at night.

Avoid surprise encounters. Make noise by clapping your hands and using your voice. Watch for scat and other signs of wildlife. Avoid walking alone, carry bear spray and know how to use it.

Keep pets on a leash in wildlife country. Not only can dogs displace wildlife, dogs that chase after bears can bring them back to their owners or be killed. Wolves can perceive dogs as potential threat also.

If you encounter wildlife from a animal to move, predators such as and always keep wildlife can leave and you

Stay on the ground. Leave the Bear attached about bear

Garbage is the most reported attractant involved in human-bear conflicts. Bears that access garbage may be injured, cause property damage or become a risk to the community.

- Keep garbage, compost and other attractants secure - indoors is best
- Never put your containers out prior to the morning of collection
- Freeze smelly items and keep containers clean

Garbage is the most reported attractant involved in human-bear conflicts. Bears that access garbage may be injured, cause property damage or become a risk to the community.

compost pet food/dishes and other attractants seen

WildSafeBC WOLF WildSafeBC British Columbia Conservation Foundation

WildSafeBC COUGAR WildSafeBC British Columbia Conservation Foundation

WildSafeBC BLACK BEAR WildSafeBC British Columbia Conservation Foundation

Wildlife to Service 2.7277

While you were out!

WildSafeBC

Bob Hansen Pacific Rim Community Coordinator
 call: (250) 264-0311
 www.wildsafebc.com
 email: pacrim@wildsafebc.com

British Columbia Conservation Foundation
 "Keeping wildlife wild & communities safe"

Bears Cougars Coyotes Deer

January 8, 2021
 Bear in Area
 Please secure attractants. See info.

www.wildsafebc.com

Keeping the Communities Informed – Conflict Prevention Education – 1129 Followers

WildSafeBC Pacific Rim

4,259 People reached (+34%)

582 Post engagements (+97%)

2 Page likes

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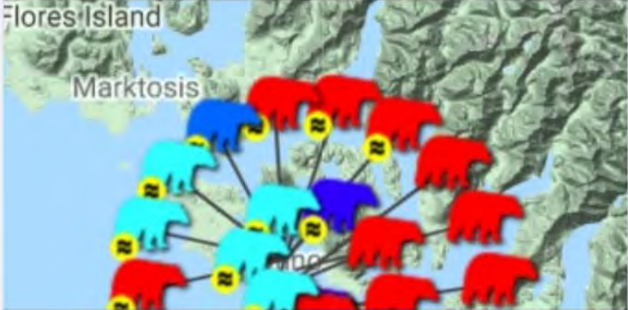
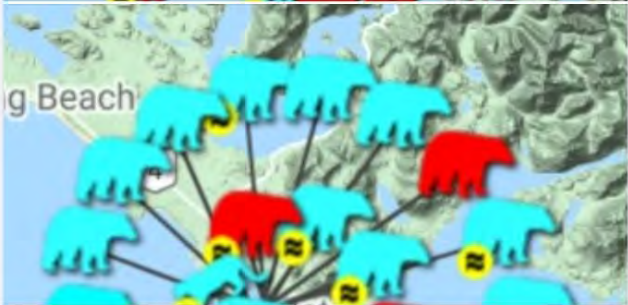
WildSafeBC is the provincial leader in preventing conflict with wildlife through collaboration, education and community solutions.

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British Columbia Conservation Foundation

November 23, 2021 Delegation – The Presentation will be on The Way Ahead for Keeping Wildlife Wild and Our Communities Safe

- Bylaws
- Bear Smart
- Ongoing Support for WSBC Pacific Rim Program

Thank you!





STAFF REPORT TO COUNCIL

Council Meeting: November 23, 2021
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: RICK GEDDES, FIRE CHIEF

FILE NO: 7130-07 UBCM

SUBJECT: EVACUATION ROUTE PLAN PROJECT REPORT

REPORT NO: 21-165

ATTACHMENT(S): APPENDIX A - DISTRICT OF UCLUELET EVACUATION GUIDE

PURPOSE/DESIRED OUTCOME:

The purpose of this report is to present Council with the “District of Ucluelet Evacuation Guide” as developed by Calian Emergency Management. This report will include a brief overview of the project by Vanessa Howard of Calian Emergency Management.

BACKGROUND:

In September 2020, Council passed a resolution of support for the District of Ucluelet’s grant application to the Union of BC Municipalities (UBCM). This grant application was approved by UBCM and allowed the District to engage Calian Emergency Management to undertake the creation of a modern evacuation guide for the District.

The draft Guide was recently presented to the Ucluelet Emergency Network during a validation exercise. The exercise resulted in some great discussion. Feedback was provided to Calian which has been incorporated in the final guide.

The result of this project is an evacuation guide that can be easily adapted to the situation at hand. The guide will be exercised annually and incorporated into the District’s Emergency Plan.

FINANCIAL IMPACTS:

The total project cost is \$22,441.00. This project is fully funded through the UBCM Community Emergency Preparedness Fund Grant stream once the final grant report is prepared and submitted.

Respectfully submitted:

RICK GEDDES, FIRE CHIEF
DUANE LAWRENCE, CHIEF ADMINISTRATIVE OFFICER

Appendix A

District of Ucluelet Evacuation Guide



QUALITY ASSURANCE AND VERSION TRACKING

Authorization

Title		District of Ucluelet Evacuation Guide		
Document Number		2.0		
Ver	Developed By	Reviewed By	Approved By	Date
3.0	S. Dowker	S. Lavigne	S. Corrigan	2-Nov-21

Release Tracking

Ver.	Action	By	Date
1.0	Release to Client	I. Becking	13-Sept-21
2.0	Release to Client	I. Becking	26-Oct-21
3.0	Release to Client	S. Corrigan	2-Nov-21
4.0	Terminology edits	R. Geddes	10-Nov-21



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1. INTRODUCTION

1.1 Purpose

This document provides the District of Ucluelet with support and guidance to conduct an evacuation of the community when there is an incident that threatens the life and safety of residents and tourists. Logistical requirements and stakeholder roles and responsibilities required for a full or partial community evacuation are included to assist support staff in their activities.

1.2 Scope

The primary focus of this document is to identify the routes and modes of transportation that are available to support an evacuation in the event of an emergency requiring such actions. This guide has been developed specifically for evacuation route planning. Detailed information on how to establish and operate the community Emergency Operations Centre (EOC) can be found in the District of Ucluelet's Emergency Plan.

1.3 Continuous Improvement

To ensure that this guide contains up to date information, a review and validation process should be conducted annually. It is also recommended that reviews are conducted with the introduction or removal of at-risk areas within the community. The version-tracking table at the beginning of this report will serve as an ongoing record of changes and edits made to the guide over time.



2. COMMUNITY PROFILE

2.1 Hazard Identification

Ucluelet is located on the western shores of Vancouver Island at the southern tip of the Ucluth Peninsula. The community is a popular tourist destination that has experienced a recent surge in development of homes and vacation properties, hotels, and other businesses in the downtown core. The community is also a primary harbour with significant development in low-lying areas to accommodate the tourism industry.

The location of Ucluelet presents a unique set of hazards that necessitates active preparation through extensive studies and planning. The proximity of the community to the Pacific Ocean and its varying height above sea level exposes Ucluelet to hazards arising from water levels (e.g., tsunami, high-tides & storm surges) as well as earthquakes, forest fires, and remote isolation from other communities on Vancouver Island. The combination of these factors creates a unique hazard profile in the community requiring significant coordination planning.

The primary hazards that were used as a planning basis for this guide are the threats posed by tsunami, earthquakes, and other hazards resulting in sea level rise, forest fires, major storms (and associated impacts including power outage, infrastructure failure, etc.), and infrastructure damage. While these are not the only hazards faced by the community, they are the most likely to result in the evacuation or shelter-in-place of residents and visitors in the community.

2.2 Demographics

The District of Ucluelet is a small community with a population of 1717 based on the 2016 census. The average household size in the community is 2.2 people per home; however, this only accounts for full-time residents and does not account for seasonal workers and / or tourists who may be in the community at any time year-round. The community has a median age of 39.2 years which is significantly younger than the median age of Vancouver Island at 47.8 years.

There are no specific statistics on the total number of people that could be present within the community at any given time; however, based on the hotels, cabins, Airbnb's, and



other rental properties, it is not unreasonable to expect an additional 1000+ people in the community during peak tourism season which generally runs from May to October.

The primary economic activities within the community revolve around tourism. The community has one primary resort / spa (i.e., the Black Rock Resort) that has both hotel-style and individual cabin accommodations. In addition, other smaller hotels in the community offer similar lodging for tourists as well as bed and breakfasts, and short-term Airbnb or homestay style rentals. This, combined with traditional camping sites around the area and Ucluelet's proximity to Tofino, allows Ucluelet to offer services catering to this industry including a large food and beverage offering, the Ucluelet Aquarium, area beaches and trails, and other activities.



3. AUTHORITIES AND LEGISLATION

3.1 Overview

Within the Province of British Columbia (B.C.) there is various legislation providing authority to key agencies to initiate and / or support with evacuation activities. While these exist at all levels of government (i.e., local, regional, provincial), they aim to work in tandem to ensure that there are clear lines of responsibility and authority in the event of community evacuation.

This section provides an overview of these various legislated authorities and identifies the authority for each organization to trigger the evacuation process and subsequent use of this guide to support tactical evacuation activities.

3.2 Legislated Authority

While First Nations and Local Authorities are responsible for managing evacuations of their communities, there are multiple levels of government, non-governmental organizations (NGOs), and agencies ready to provide support through all stages of an evacuation. Table 1 provides a synopsis of the various legislation from the provincial level to the local level that defines the authority for initiating and executing evacuation activities.

Table 1: Legislated Evacuation Authorities

Legislation	Description
The Corporation of the Village of Ucluelet Bylaw No. 703, 1996	The Village of Ucluelet has adopted and maintains a bylaw governing emergency management within the community. This bylaw outlines the requirement of village staff for developing and maintaining an emergency plan and provides detail as to what liberties the village can make when responding to emergency situations.
Emergency Program Act, Section 12(1) and 9(1)	Under this statute, the head of the Local Authority is permitted to declare a State of Local Emergency (SoLE) giving access to the emergency power to: "cause the evacuation of persons and the removal of livestock, animals and personal property that is or may be affected by an emergency or disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property".
Fire Services Act, Section 25	25 (1) If an emergency arising from a fire hazard or from a risk of explosion causes the fire commissioner to be apprehensive of imminent and serious



	<p>danger to life or property, or of a panic, the fire commissioner may immediately take the steps he or she thinks advisable to remove the hazard or risk.</p> <p>(2) For the purposes of subsection (1), the fire commissioner may evacuate a building or area, and may call on the police and fire prevention authorities who have jurisdiction to provide assistance.</p>
<p>Public Health Act, Section 28 (1), 29 (2) (a), 31 (1), 31 (2) (b) (ii)</p>	<p>28 (1) If the circumstances described in section 27 [when orders respecting infectious agents and hazardous agents may be made] apply, a medical health officer may order a person to do anything that the medical health officer reasonably believes is necessary for either or both of the following purposes:</p> <ul style="list-style-type: none"> (a) to determine whether an infectious agent or a hazardous agent exists, or likely exists; and / or (b) to prevent the transmission of an infectious agent or a hazardous agent. <p>29(2a) A medical health officer may order a person to remain in a specified place, or not enter a place.</p> <p>31(1) If the circumstances described in section 30 [when orders respecting health hazards and contraventions may be made] apply, a health officer may order a person to do anything that the health officer reasonably believes is necessary for any of the following purposes:</p> <ul style="list-style-type: none"> (a) to determine whether a health hazard exists; (b) to prevent or stop a health hazard, or mitigate the harm or prevent further harm from a health hazard; (c) to bring the person into compliance with the Act or a regulation made under it; and / or (d) to bring the person into compliance with a term or condition of a license or permit held by that person under this Act. <p>32(2) (b) (ii) A health officer may issue an order under subsection a person who has custody or control of a thing, or control of a condition, that is not in compliance with the Act, or a regulation made under it, or a term or condition of the person's license or permit.</p>
<p>Environmental Management Act,</p>	<p>91.4 (1) The government may carry out actions described in section 91.2 (2) [<i>responsible persons — spill response</i>] if an officer considers that:</p>



<p>Section 91.4, 91.2 (2)(c)</p>	<p>(a) a spill has occurred or there is an imminent risk of a spill occurring;</p> <p>(b) action is necessary to address a spill or the risk of a spill or to resolve or mitigate long term effects of a spill; and</p> <p>(c) one or more of the following apply:</p> <ul style="list-style-type: none"> i. there is no responsible person in relation to the spill; ii. an officer has reasonable grounds to believe that government action is required to safeguard the environment, human health, or infrastructure; and iii. the responsible person in relation to the spill requests that the government assist with spill response and recovery actions. <p>91.2 (2) (c) identify and evaluate the immediate risks to and impacts on the environment, human health, or infrastructure and, as necessary,</p> <ul style="list-style-type: none"> i. advise persons to take protective action in relation to the spill; and ii. protect infrastructure, and protect, recover, and restore the environment.
<p>Oil and Gas Activities Act (OGAA), Section 51</p>	<p>Access restricted or prohibited</p> <p>51 (1) An official, by order, may restrict or prohibit, in a manner prescribed by regulation, access to a public area, including a highway, road, resource road, and railway, if the official is of the opinion that the restriction or prohibition is necessary because of hazardous conditions resulting from an oil and gas activity.</p> <p>(2) If an official issue's an order under subsection (1), the commission must confirm the order in writing within 24 hours or the order ceases to be effective.</p>
<p>Wildfire Act, Section 11, 13 and 14</p>	<p>(11) If the minister considers it necessary or desirable to limit the risk of a fire, to address a public safety concern or to avoid interference with fire control, the minister by order may designate a specified area as a restricted area for a specified period.</p> <p>Requirement to leave specified area</p> <p>13 (1) If the government is engaged in fire control, an official by order may require all persons in an area specified by the official to leave the area.</p> <p>(2) Each of the persons that is the subject of an order under subsection (1) must comply with the order.</p>



	<p>(3) An order under subsection (1) may be different for different categories of persons.</p> <p>Notice of orders under sections 10 to 13</p> <p>14 (1) Despite section 63, notice must be given in accordance with this section of an order made under any of sections 10 to 13.</p> <p>(2) The notice required under subsection (1) is sufficiently given to all persons in or near the applicable specified area under sections 10 to 13 if the notice includes a copy of the order or contains or a summary of the order and is:</p> <ul style="list-style-type: none"> (a) posted in or near the specified area; (b) published in or near the area in a manner that the official giving the notice considers will come to the attention of persons in or near the specified area; or (c) broadcast in a manner that the official giving the notice considers will come to the attention of persons in or near the specified area. <p>(3) Without limiting subsection (2), a notice under any of sections 10 to 13 is sufficiently given to any person if the notice includes a copy of the order or contains or a summary of the order and is delivered to the person.</p>
<p>Indian Act, Section 81</p>	<p>81 (1) The council of a band may make by-laws not inconsistent with this Act or with any regulation made by the Governor in Council or the Minister, for any or all of the following purposes, namely:</p> <ul style="list-style-type: none"> (a) to provide for the health of residents on the reserve and to prevent the spreading of contagious and infectious diseases; and (b) the regulation of traffic.

4. ROLES & RESPONSIBILITIES

4.1 Local Government

4.1.1 District of Ucluelet

Although evacuation orders can originate from numerous stakeholders across all levels of government within B.C., the responsibility for conducting evacuation activities rests with local government. Existing response plans and their embedded response structures provide a forum for the planning required to execute an effective community evacuation. Figure 1 below is adapted from Appendix J of the Ucluelet Emergency Plan and shows the activities and decision-points involved in the evacuation process. This includes guidance on how to identify the need for evacuation (in addition to the criteria outlined in Table 1), how and when to activate appropriate resources, and key notifications to organizations.

Existing emergency management structures at both the local and regional level should be leveraged when evacuation activities are required. Specific responsibilities of the District of Ucluelet include:

- Lead all pillars of Emergency Management within the jurisdictional boundary;
- Coordinate and liaise with neighbouring jurisdictions and various stakeholders, both internal and external, including the Alberni Clayoquot Regional District (ACRD) and Emergency Management BC (EMBC);
- Issue all public warning documentation about evacuations;
- Assist vulnerable populations;
- Lead Emergency Support Services (ESS) response(s) as required to support the affected population;
- Maintain effective means of communication with the public;
- Evacuate on municipal roads;
- Perform damage assessment process, if necessary, before re-entry;
- Oversee and monitor evacuation process;
- Supply resources and personnel to implement traffic management tactics;
- Coordinate with external stakeholders regarding traffic management;
- Ensure compliance with all legislation, regulations, and bylaws; and
- Provide and receive data from stakeholders to ensure situational awareness.



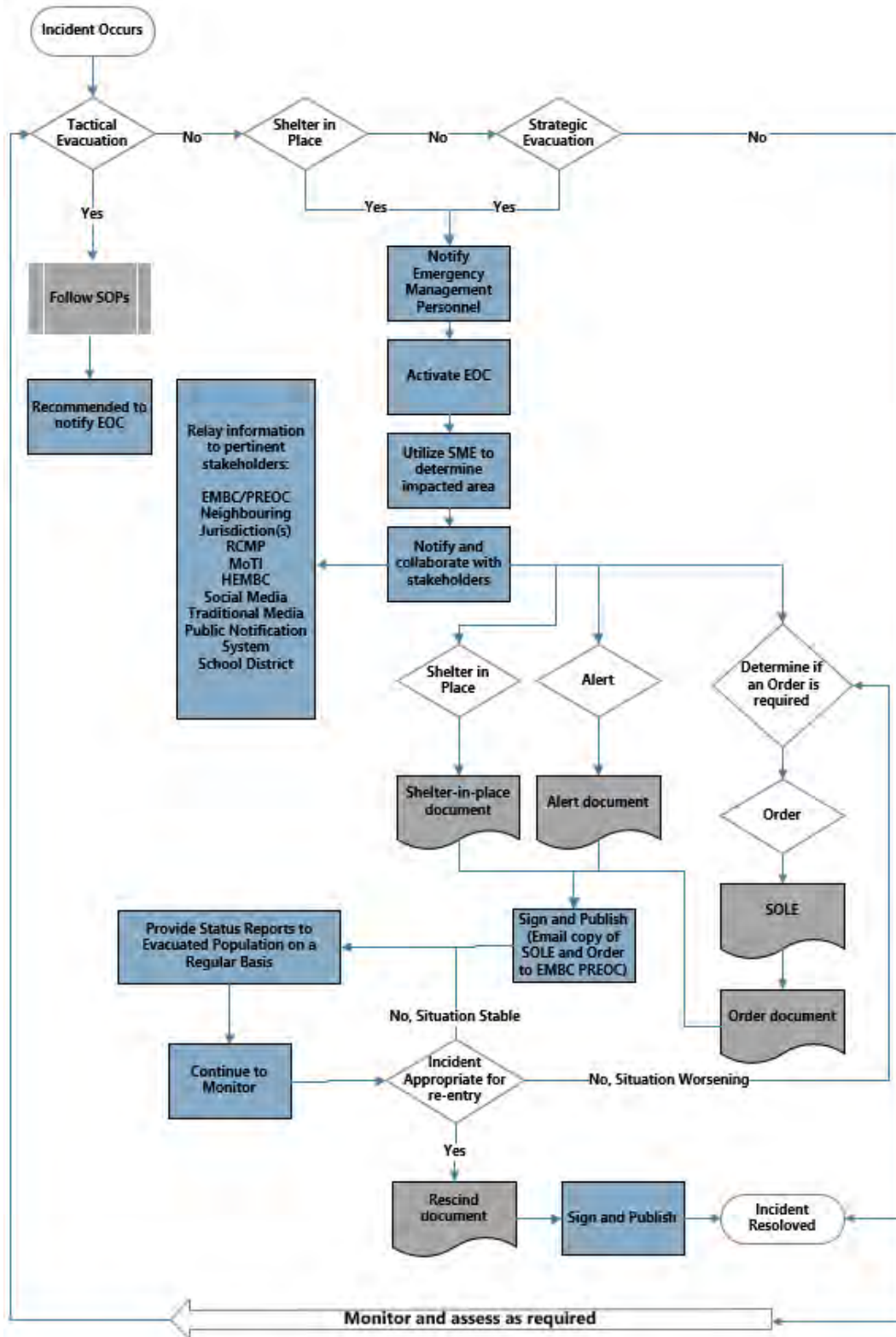


Figure 1: Ucluelet Evacuation Process



4.1.2 Alberni-Clayoquot Regional District

The ACRD can be a primary partner for the District of Ucluelet in the event of an evacuation. While the ACRD does not have formal responsibility for supporting an evacuation, agreements can be established as a preparedness activity that outline how resources could be shared in the event of an evacuation.

4.1.3 District of Ucluelet Fire Rescue

District of Ucluelet Fire Rescue (UFR) will have a key role to play in supporting municipal evacuations, the specific functions of UFR resources include:

- Support tactical evacuations in situations deemed necessary;
- Coordinate the removal of trapped persons where life safety is at risk;
- Provide fire suppression as per established procedures and protocols; and
- Support door-to-door notifications in conjunction with Royal Canadian Mounted Police (RCMP).

4.1.4 Ucluelet Engineering/Public Works

The Engineering / Public Works Department can support with managing traffic flow in conjunction with the Ministry of Transportation and Infrastructure (MoTI). The following tasks can support community evacuations:

- Support, where possible, with the evacuation process;
- Supply resources and personnel to implement traffic management tactics;
- Coordinate with RCMP and external stakeholders regarding traffic management; and
- Assist with route planning with EOC personnel.

4.1.5 School District 70 Pacific Rim and Independent Schools

School District 70 and Independent Schools provide for the safety and security of children, staff, and teachers under their care. Each school is required to have planned and exercised an emergency plan.

- Provide safety and security for all children and staff within their school;
- Reunify separated children with their families;



- Communicate and liaise with parents and EOC; and
- Activate and lead the school emergency plan.

4.2 Provincial Government

When resource requests from the local authority exceeds the ability of the province to supply, EMBC and the Province of B.C. will request additional resources, as necessary.

4.2.1 Emergency Management BC (EMBC)

Through activation of the Provincial Regional Emergency Operations Centre (PREOC), or Provincial Emergency Coordination Centre (PECC), or the Regional Duty Manager, as required:

- Coordinates any national and international supports required for impacted communities;
- Hosts daily coordination calls for Local Authorities, First Nations, and all responding agencies;
- Provides connection and coordination between all responding parties;
- Reviews and provides feedback on evacuation plans for the impacted community;
- Provides assistance with evacuation route planning and re-entry planning, upon request;
- Provides assistance in executing evacuations by way of resource requests or expenditure authorization for critical resources (e.g., transportation services, security, physical blockades, and Search and Rescue);
- Provides assistance with communications to evacuees and the general public; and
- Accesses provincial volunteer resources (Search and Rescue, ESS Mobile Support Team, Provincial Emergency Radio Communications Service, Air, and Road Rescue) as required.

4.2.2 Ministry of Agriculture

- Provides advice to farmers, aqua-culturists, and fisheries on the protection of crops, livestock, and provincially managed fish and marine plant stocks;
- Coordinates the emergency evacuation and care of poultry and livestock;
- Provides support to lead agencies, Local Authorities, First Nations, and agriculture producers, including the planning and execution of livestock evacuation, emergency feeding, sheltering and care;



- Provides support to EOCs, PREOCs, and the PECC with assessing temporary access requests by individual agriculture producers;
- During an animal health emergency, establishes quarantine or control zones that may prohibit, limit, or impose requirements regarding the movement of persons into, from, or within the area; and
- During a plant or animal disease incident, or pest outbreak, serves as the provincial lead agency for response, coordinating with the Canadian Food Inspection Agency (CFIA) as required.

4.2.3 BC Wildfire Service

For wildfire hazard events:

- Leads the response of all operations to wildfire hazard;
- Provides recommendations to First Nations and Local Authorities on Evacuation Alerts, Orders, and Rescinds;
- Assists with delineation and mapping for boundaries of recommended Evacuation Alerts and Orders;
- Provides recommendation on safety of temporary access;
- Provides public information regarding Evacuations, in support of and in close conjunction with EOC/CC;
- Maintains consistent and effective communication platforms and structures with EOC/CC and RCMP; and
- Provides technical expertise where requested.

For a flood hazard event, as requested by PECC and/or PREOCs:

- Provides resources, communications, and logistical support.

4.2.4 Ministry of Children and Family Development

As required, through support and coordination with the Emergency Management Unit, MCFD:

- Liaises with EMBC through regional and provincial coordination calls;
- Provides support to service delivery areas and local service delivery offices in the continuity of services;
- Provides direct assistance to caregivers and contracted care providers in impacted areas;



- Maintains a mechanism for the tracking of displaced children and youth in care;
- Receives, assesses, and responds to reports of unattended children; and
- Upon request, liaises with communities to assess need for local MCFD representation during major evacuations

4.2.5 Ministry of Transportation & Infrastructure (MoTI) / Transportation Management Centre British Columbia (TMCBC)

MoTI is responsible for ensuring the safe movement of people and goods throughout the established network of public infrastructure built in B.C. With respect to provincial highways:

- Works closely with First Nations and Local Authorities, and the RCMP during the pre-planning of an evacuation regarding the selection, capacity, and conditions of proposed evacuation routes, and ensures that all detours are viable for all types of traffic;
- Provides assistance strategizing on proposed messaging to the public through DriveBC about alternate routes once an Evacuation Order is in effect;
- Assists RCMP with traffic control and posts signage at key decision points along the evacuation route;
- Local maintenance contractors conduct roving patrols, assisting evacuees with breakdowns along the route or fuel shortages etc.;
- Responsible for staffing all checkpoints on provincial highways; and
- Prior to an Evacuation Rescind, works closely with EOC/CC to establish timing of repatriation, and ensures transportation infrastructure is in a condition to support evacuees returning home.

4.2.6 Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD)

In response to flood hazards, and through the PREOCs and/or PECC:

- Through River Forecast Centre (RFC), issues advisories and provides forecast updates to First Nations and Local Authorities;
- Communicates with First Nations and Local Authorities and Diking Authorities on flood mitigation works; and
- Provides technical advice and specialist expertise, support services, and staff for PECC/PREOCs.



4.2.7 British Columbia Emergency Health Services (BCEHS)

- Provide ambulances and trained responders to provide emergency health-related services according to procedures and protocols;
- Assist in evacuating local health facilities;
- Responsible for triage and transportation from the incident site to health centres or hospitals; and
- Liaise with PREOC on operations.

4.2.8 Health Emergency Management British Columbia (HEMBC)

- Provides leadership and support to health sector;
- Responsible for providing health services and care to existing patients and clients;
- Evaluates the risk to affected communities and moves patients to health care facilities in other communities, as appropriate, usually during the Evacuation Alert stage;
- Tracks outpatients during evacuations (those receiving home care, outpatient treatments, etc.) and makes certain outpatients are continuing to receive specialized care in host communities;
- Provides psychosocial support to evacuees through the Disaster Psychosocial Services (DPS) program;
- Prior to an Evacuation Rescind being issued by the EOC/CC, health authorities work to re-establish key health services; and
- During re-entry, health authorities utilize appropriate health programs to provide public health advice and guidance (e.g., how to address houses contaminated by moulds or freezers filled with spoiled food)

4.3 Federal Government

4.3.1 Canadian Armed Forces

Through written request by the province in the form of a Request for Federal Assistance (RFA):

- May provide extraction services to trapped evacuees;
- May deliver emergency resources to difficult-to-reach areas; and



- May provide any needed support as authorized by the RFA and coordinated by the Joint Rescue Coordination Centre (JRCC) in Victoria, leads all Marine or Aircraft Search and Rescue.

4.3.2 Indigenous Services Canada

ISC enters into service agreements with the Provinces, Territories, or other response agencies, who in turn support evacuation from reserves during emergencies. ISC reimburses evacuation costs and supports First Nations and partners to resolve jurisdictional questions and other issues as they arise. Additionally, under ISC's Build Back Better Strategy Guide, the Department can contribute funding for additional social and cultural supports such as traditional foods and cultural continuity services.

4.3.3 Innovation, Science, and Economic Development Canada

- Acts as the federal coordinator for telecommunication stakeholders whose infrastructure may be impacted;
- Works closely with telecommunication carriers to support their efforts to mitigate or restore impacted services;
- Acts as federal representation of the telecom stakeholders' interests in efforts such as temporary access, fuel prioritization, power re-energization, credentialing, public communications, international assistance, and the movement of resources; and
- Manages the information flow to and from telecom stakeholders and other federal government departments, particularly Public Safety Canada.

4.3.4 Royal Canadian Mounted Police

The RCMP are responsible for providing all policing services for the District of Ucluelet. During evacuations, the following activities fall under the responsibility of the RCMP and will be coordinated within the EOC:

- Supports the notification of an Evacuation Order to the community;
- Requests capacity support from Ground Search and Rescue (GSAR) for community evacuation notifications;
- Provides staff at security checkpoints for the evacuation area to support public safety;



- Facilitates temporary access as directed by Local Authority or First Nation, and / or responding agency; and
- Supports repatriation upon an Evacuation Rescind.

4.3.5 Canadian Coast Guard

- Provide search and rescue capabilities for Canadian waterways and oceans;
- Monitor and track movements of vessels on Canadian waterways; and
- Support maritime law enforcement within Canadian waters.

4.4 Private/Non-Governmental Organization (NGO)

4.4.1 Canadian Red Cross (CRC)

- Assist in prolonged needs of evacuees;
- Assist with ESS functions following an evacuation period; and
- Support family reunification.

4.4.2 Canadian Disaster Animal Response Team (CDART)

- Provide personnel to assist in pet management in shelters as requested.

4.4.3 Ground Search and Rescue

Upon request by the RCMP or the EOC/CC:

- Provides support to RCMP for community notifications of Evacuation Alerts/Orders; and
- Provides short-term temporary checkpoint support until appropriate contracted resources arrive.

4.4.4 Royal Canadian Marine Search and Rescue (RCMSAR) Station 38

The Province of BC has entered into a Memorandum of Understanding (MOU) with RCMSAR to facilitate emergency assistance [1]. RCMSAR can provide support with:

- Inland waters search and rescue and ground SAR mutual aid;
- On water transportation assistance for EMBC approved responders and representatives to access incident or response locations;
- On-water transportation assistance for personnel under the care of EMBC



- approved responders (e.g., BC Ambulance Service with patients under care);
- On-water observation and reporting of emergency incidents and incident impacts to support situational understanding;
- On-water safety patrols and emergency first aid;
- On-water recovery of human remains; and
- Personnel augmentation support to provincial, local government and related community agencies;



5. TRANSPORTATION MANAGEMENT

5.1 Overview

The goal in evacuating is to move the affected population out of the anticipated area at risk as safely and efficiently as possible. The following analysis considers several transportation management solutions available to the District of Ucluelet. While the analysis considers road, marine, and air independently, these transportation systems should be considered by the EOC Planning Section as multimodal tools that may work in conjunction with one another to support the evacuation needs of the population. This may also be required in situations where the primary mode of transportation is unavailable in specific areas of the community.

5.2 Analysis

Traffic management during emergencies is critical to the success of an evacuation and makes pre-planning for events essential. Options for road traffic management will be identified in the Evacuation Zone section of this document, where arterial roads for each zone are identified and a priority sequence is described for the movement of each.

Traffic flow modeling provides a standardized estimation for the capacity of roadways. This modeling is locally influenced by bottlenecks and chance constraints caused by dynamic parameters that may exist within an evacuation event. The impact of these uncertainties can be minimized by:

- limiting the bottle necks;
- anticipating the need for traffic control at merge points;
- identifying appropriate destinations for evacuees; and
- controlling the evacuation through phasing when possible, to minimize congestion.

During a strategic evacuation, the EOC Planning Section, working in conjunction with the Operations Section, can limit the impacts on an evacuation by addressing these four considerations. A summary table of anticipated time required to evacuate each zone by road is provided in Table 2.

In the event of a strategic evacuation, communication with critical stakeholders should be initiated as early as possible. Key stakeholders who can assist in traffic management are:



- District of Tofino;
- Alberni-Clayoquot Regional District (ACRD);
- Emergency Management British Columbia (EMBC);
- Ministry of Transportation and Infrastructure (MoTI); and
- Engineering / Public Works.

MoTI has the authority to manage provincial roadways and can control or re-route incoming road traffic, whereas the District of Ucluelet Public Works Department can control traffic patterns on roads owned and maintained by the District.

5.3 Zones

5.3.1 Overview

Evacuation zones divide Ucluelet into manageable geographic areas. Figure 2 is a map that illustrates the zones with descriptions of each provided in Table 2. The zones are based on the following criteria:

1. To ensure areas have clearly defined boundaries for public identification;
2. To consolidate areas at risk from tidal threats (i.e., tsunamis) and those away from the waters edge;
3. To create strategically phased areas for evacuations; and
4. To ensure areas have safe access to arterial roads where possible.

The amount of time required to evacuate a zone is estimated by dividing the probable population by the average household occupancy of 2.2 individuals (2016 Canadian Census) [1], and then dividing by an accepted estimate of roadway capacity.

For the purposes of this guide, the zones have been labelled in two distinct ways that group areas along the coastline and those further inland. This breakdown provides Planning staff with immediate information on the areas that are priority for evacuation based on elevation and those containing primary muster points for the community.





Figure 2: Map of Ucluelet

Due to the residential nature of many of the zones, these estimations assume that vehicles are traveling approximately 30 km/hr through the evacuation zones and are using the roadways as they have been designed. Ucluelet has the advantage that it is a small community with a small population who are very familiar with the road network.

The EOC should use the subject matter expertise available to them, in conjunction with the Incident Commander's advice to inform all evacuation decisions. When considering the time to evacuate a zone, the EOC should anticipate:

- ✓ Time required to process the paperwork +
- ✓ Time required to mobilize the evacuation personal +
- ✓ Time required to notify the impacted population +
- ✓ Time required to perform the evacuation +
- ✓ 120 minutes of contingency =
- ✓ Trigger point for the evacuation

5.3.2 Zone Analysis

Table 2 provides details the total land area, the length of primary and secondary roadways in the zone, and the approximate number of full-time residents located within each. This information resulted in established zone evacuation times. These approximate timelines for evacuation are based on travel time on primary roadways. Where primary roads were not present in a zone, secondary road counts were used for the basis of calculations. In this case, Zone 8 uses an estimated evacuation time based on travel time on secondary roadways. As all vehicles will not travel the full length of these secondary roads, the evacuation times have a higher margin of error and have inherent contingency built in to stated travel times.

Annex D contains quick-reference tear-away sheets for planning staff that provide more detail and insight on the expected direction of traffic through each zone.



Table 2: Ucluelet Evacuation Zone Analysis

Number	Zone Size (ha)	Population Estimate	Primary Road Length (m)	Secondary Road Length (m)	Single Vehicle Travel Time Through Zone (Minutes)	Day Estimated Evacuation time for each zone based on occupancy of 2.2 (In Minutes)
1	87.86	257	937	2,555	1.9	14.0
2	73.67	488	263	3,142	0.5	26.6
3	13.60	446	1,331	5,514	2.7	24.4
4	45.72	198	1,448	1,328	2.9	10.8
5	15.25	242	520	2,029	1.0	13.2
6	48.69	152	423	2,313	0.8	8.3
7	232.47	337	995	2,461	2.0	18.4
8	28.42	68	0	1,508	3.0	3.7
9	26.85	165	855	2,984	1.7	9.0
10	65.69	0	2,712	0	5.4	0.0



5.3.3 Community Assembly Areas

Ucluelet's "20 meters in 20 minutes" campaign provides information to residents about Community Assembly Areas. Community Assembly Areas are designed to be temporary gathering spots following earthquakes; however, they are excellent tools for the EOC Planning staff. These known sites may be centralized areas for providing services and information to residents including evacuation transportation and/or disseminating information.

Following a major earthquake, EOC staff must consider that residents will be gathering at the Community Assembly Areas outlined in Table 3 and will have limited personal effects with them. Consideration should be given to organizing information for residents and tourists gathered at these locations including the location of the local reception centre, or identification of reception centres outside of Ucluelet. If transportation to reception centres outside of Ucluelet is occurring (i.e., to Port Alberni or Tofino), the EOC must consider organizing busses and other transportation. Individuals gathered at these locations will require direction on how they can access transportation to the designated facilities.

Table 3: Ucluelet Community Assembly Areas

Number	Location	Approximate Elevation	Zone
1	Ucluelet Secondary School field	~ 27 m/90 ft.	Zone 6
2	Coast Guard Road (Whale Parking Lot)	~ 24 m/80 ft.	Zone 1
3	Tugwell Field (Raven Parking Lot)	~ 25 m/85 ft.	Zone 9

5.4 Roads

In Ucluelet, roadways are the primary means considered for evacuation. Evacuation can be achieved when citizens use their own vehicles, or if the Ucluelet EOC arranges for group transport from pre-identified muster locations within the community.

Depending upon the roadway, traffic management is either the responsibility of MoTI or the Ucluelet EOC and may involve other transportation partners including the RCMP and local bus companies. EMBC is responsible for coordination of provincial ministries, private, and public stakeholders for provincial or regional events. Therefore, during events that require coordination with MoTI, communication with EMBC's Emergency Coordination



Centre will ensure that if there are regional implications from the evacuation, information is distributed to stakeholders throughout the region.

Blockades and detours can be effective in funneling traffic onto the arterial roads but can take time to establish and may require more resources than are available during a major evacuation. Facilitating blockades would be the responsibility of the District and should leverage the RCMP and other community departments to ensure coordinated use of resources including blockades and traffic control to effectively manage traffic out of the evacuation zone.

When an Evacuation Order is issued, it should clearly indicate the evacuation route so that the public understands where they are expected to go, and what arterial and secondary roadways they are expected to use. This will support the additional road management strategies implemented throughout the evacuation. The order should not assume that the population can self evacuate and should include specific information for the population who cannot self evacuate. Ucluelet has the advantage of being a relatively small community with easy access to arterial roadways. The primary focus of traffic management staff should be on ensuring ease of access onto Peninsula Road and managing pedestrian crossing locations.

The goal of moving the affected population out of the anticipated area at risk as safely and efficiently as possible can be achieved by using as few routes as possible in order to simplify evacuation management for responding agencies.

The advantage to allowing the public to evacuate via their personal vehicles is that they are enabled to take supplies and pets, choose their destination, and maintain a high level of self mobilization for the duration of the displacement.

If families confirm their family reunification plans prior to the issuance of an Evacuation Order, it can support timely evacuations. The District of Ucluelet can encourage these efforts through preparedness messages.

Carpooling should be encouraged as it will reduce the overall burden on roadways and increase the speed in which the evacuation can occur. By promoting carpooling in evacuation alert communications as well as in community preparedness initiatives, the District of Ucluelet can provide residents the time necessary to organize carpooling initiatives.



People without access to personal vehicles can be supported by transit, utilizing designated pick-up and muster points. The EOC Planning Section should coordinate with local bus companies and EMBC to ensure that busses are available as a transportation solution and that the service is effective and meets the needs of the impacted population.

In the event of a tsunami in the community, the expectation is that residents in low-lying areas will self evacuate to their closest Community Assembly Area (identified in Table 3). In this type of situation, it is likely that a significant portion of the community may be damaged by tsunami waves, reducing the number of personal vehicles available for residents to self evacuate.

5.5 Marine

Due to Ucluelet's location on a peninsula, there are numerous access points available, both private and public, where marine vessels could support with evacuating residents if an immediate threat existed requiring a quick evacuation of the community, or in situations where primary evacuation routes are compromised (e.g., due to flooding, structural damage, etc.)

The primary boat launch in the community is the Pat Leslie Public Boat Launch on Seaplane Base Road. The facility has a concrete ramp and ample docking space. There is also extensive vehicle / trailer parking that can accommodate marine resource staging should additional vessels be required to support evacuation activities. Figure 3 below shows the boat launch as well as the parking that is available for vehicles/trailers.





Figure 3: Pat Leslie Public Boat Launch

EOC Planning personnel should be prepared to receive a large number of self-evacuees at this boat launch coming from Port Albion and surrounding areas. It is critical that this water access is controlled by District personnel to ensure ongoing public safety, and to ensure that the boat launch does not become inaccessible due to backlog. The EOC Operations and Planning Sections should work in close coordination to ensure there is ongoing access control at the boat launch.

Additional marine facilities include the Ucluelet Small Craft Harbour (200 Hemlock Street) that provides moorage for small and medium sized vessels. This marina, as well as additional docking space along the downtown core provide numerous options for residents self-evacuating from areas outside of Ucluelet during incidents that do not impact docks (i.e., tsunami).

Larger vessels can dock and access the community at Whiskey Landing (160 Main Street) which is the primary docking point for the Ferry route between Port Alberni and Ucluelet / Bamfield. In incidents where evacuation by water is deemed necessary, this dock should be managed by District officials and access controlled accordingly.

5.6 Air

A number of options exist within Ucluelet for both float plane and helicopter access. Using air as a means for evacuation is generally not feasible; however, it may be possible for supply drops and personnel movement dependent on the situation.

Float planes can land and access the community through docks located along the Ucluelet Inlet. The Canadian Coast Guard (CCG) also maintains a heli-pad on the southern most point of the Peninsula (950 Coast Guard Road). This facility is managed by the CCG and access would need to be coordinated through the Joint Rescue Coordination Centre (JRCC) in Victoria. The closest traditional airport that can provide access to the community is Long Beach Airport. Figure 4 provides an overview of both marine and air access points within Ucluelet.





Figure 4: Ucluelet Marine and Air Access Points



6. EVACUATION MANAGEMENT

6.1 Shelter-in-Place

When exposed to a hazard, sheltering-in-place should be considered the preferred course of action and local authorities should consult with technical advisors to develop an informed decision regarding whether this option is safe for the community. If it is determined to be unsafe, then appropriate evacuation alerts and / or orders should be initiated.

Following shelter-in-place protocols can reduce costs, reduce the impacts of evacuations on the public, may improve response effectiveness, and expedite community recovery. Shelter-in-place recommendations are generally issued in response to hazards such as chemical, biological, or radiological contaminants, police incidents or disturbances, or severe weather events. These protective measures are dependent upon residents being able to stay in the structure they are in at the time of the threat, provided that the structure offers a reasonable level of protection from the threat. They are additionally dependent on residents being able to receive important messaging from emergency planning personnel. Communications strategies required to reach residents are discussed in Section 7.

6.2 Shelter-in-Community

There may be times when a community does not need to shelter-in-place or evacuate due to a threat; however, some residents may temporarily require additional support to safely endure the event. This is referred to as shelter-in-community. Examples of supports may include warming, cooling, or cleaner air centres. Generally, shelter-in-community decisions should be made following consultation with Health Emergency Management British Columbia (HEMBC). Consultation with EMBC prior to shelter-in-community actions is also recommended to clarify reimbursement options.

6.3 Types of Evacuation

The legal authority to order an evacuation rests with several statutes, depending upon the hazard or if it is a tactical or strategic evacuation. Refer to Table 1 for a list of statutes under which specific authorities can order an evacuation. There are two types of evacuations: tactical and strategic.



A **tactical** evacuation is performed when there is a direct threat to the life safety of responders or the public. Evacuation documentation is not necessary prior to a tactical evacuation. It is imperative that life safety takes precedence and is performed at the discretion of the Incident Commander. During a tactical evacuation, it is necessary to inform evacuees why they are being evacuated, where to go, and how they can receive further information and updates.

While a State of Local Emergency (SoLE) is **not** required for a tactical evacuation, it is recommended to contact EMBC through the Emergency Coordination Centre when it is safe to do so. If residents will be displaced for a prolonged period, a formal Evacuation Order and SoLE should be issued as soon as it is operationally appropriate.

Strategic evacuations are evacuations that can safely allow time for formal documentation to be issued. It is recommended that strategic evacuations have staged documentation, including an Evacuation Alert, Evacuation Order, and Evacuation Rescind as noted in Annex B.

While the Local Authority has the legal authority to issue Evacuation Alerts, Orders, and Rescinds for areas within their jurisdiction, it is recommended it does so on the advice of hazard specific Subject Matter Experts (SME). Generally, the Incident Commander for the emergency event will communicate directly with the Local Authority regarding the impact of the event on the jurisdiction. The Incident Commander has site level awareness and expertise, so it is recommended that the Local Authority follows the recommendations of the Incident Commander; however, the Local Authority can choose to also consider additional expert advice from other SMEs including Traditional Indigenous Knowledge Keepers who may have relevant information for the Local Authority to consider.



6.4 Alerts, Orders, and Rescinds

There are three types of evacuation documentation. See Table 4 for a description of how to leverage these documents and the key information that they provide.

Table 4: Evacuation Notification Types

Notification Type	Description
Evacuation Alert	<p>Advises the affected population of a current or potential threat that may lead to an Evacuation Order. The Evacuation Alert should have clearly defined boundaries and include instruction to residents. See B.1 for template.</p> <p>A State of Local Emergency (SoLE) is not required for an Evacuation Alert.</p>
Evacuation Order	<p>Advises the public that an order has been issued and that the affected population must leave the specified area immediately. The Evacuation Order should have the same information as the Evacuation Alert and must clearly state that the Evacuation Order is mandatory. The Evacuation Order should also include information about designated evacuation routes, closed routes, and the location of ESS Reception Centres. See B.2 for template.</p> <p>**Reminder – A State of Local Emergency (SoLE) must precede an Evacuation Order**</p>
Evacuation Rescinds	<p>Advises the public that the Evacuation Order is no longer in effect. The Evacuation Order can be formally rescinded, or it can be downgraded to an Evacuation Alert (see B.3 for template). If only a portion of the impacted area can be rescinded, the Local Authority has two options:</p> <ol style="list-style-type: none"> 1. An Evacuation Rescind can be issued for the entire area, with a new Evacuation Alert or Evacuation Order issued immediately following for the new area; or 2. An amendment can be issued to the existing Evacuation Order clearly defining the changes.



6.5 Phasing

Evacuation phasing promotes a controlled evacuation that does not overwhelm first responders, traffic control personnel, or the roadway traffic flow capabilities. When possible, this is the preferred method of evacuation. Evacuation phasing may include:

1. Evacuating those closest to the incident first and then increasing the buffer zone as traffic or time allows (i.e., evacuating coastal zones prior to inland zones);
2. Evacuating areas closest to main high flow arterials first, improving the flow of neighbouring areas that will need to travel through to reach the main arterials;
3. Evacuating areas with the densest population first as they will take longer to evacuate;
4. Allowing vulnerable populations more time to move to pick-up areas or make alternate arrangements to evacuate the area as they may require more time; and
5. Utilizing control traffic management strategies to allow for maximum flow on main arterials first, then switching to enable priority to other areas.

Evacuation phasing allows for different zones to be sent to various locations, therefore reducing the load on one specific egress. The level of evacuation conducted will be determined by the situation at hand, the location of the emergency and the phase of response. Phasing may not be possible for some situations within the District of Ucluelet. The EOC should use the defined evacuation zones to determine the most effective strategy – priority should always be given to areas with the lowest elevation, or areas closest to the specific hazard.

6.6 Destination

An Evacuation Order should clearly identify to the public that they must leave the area. Once people are out of the area of immediate danger, considerations regarding the use of ESS or community supports to reduce the psycho-social impacts of being evacuated, are appropriate. This may include providing options for remote check-ins for evacuees at Reception Centres.

In the event that a reception centre is required, the Ucluelet EOC should coordinate with ESS to support with providing safe refuge for evacuees.



6.7 Transportation

The primary focus for all actions should be the safe movement of the most amount of people in the least amount of time. This can be achieved through different transportation management techniques, previously discussed in Section 3. Tear-away sheets located in Annex D provide specific evacuation details for each zone and should be used by the EOC when planning community evacuations.

6.8 Vulnerable Populations

People who do not have the ability to self evacuate may need specific resources to support their safe evacuation. For simplicity, this guide broadly refers to vulnerable populations as those who do not have the capability to self evacuate.

For planning purposes, it should be understood that inability to self evacuate can be due to a lack of transportation, lack of financial means to self evacuate, lack of physical ability to self evacuate, lack of cognitive ability to understand the need to self evacuate, or other factors impacting a person's ability to self evacuate.

Pre-planning can assist the District of Ucluelet in better understanding where barriers to self evacuation exist in the community. Ongoing communication during each phase of an evacuation or shelter-in-place should be structured to ensure that Ucluelet is able to identify people who need supplemental resources to support their safe evacuation. Strategies include providing specific instructions for the public to contact an appointed representative directly if they need resources in addition to leveraging advocacy groups to help identify and communicate with vulnerable populations.

The public should be encouraged to assist by helping neighbours, friends, or family evacuate.

6.9 Security in Evacuation Zones

It is the local authority's responsibility to control access to evacuated areas, except for tactical access. Tactical access pertains to the access of goods or personnel required for response efforts and is the responsibility of the Incident Commander. While tactical access does not require the same process, it should ensure area security and simplified access point control.



Access is managed by the RCMP or contract security to employ checkpoints, roving patrols, and blockades necessary to reduce the number of entrances into impacted areas. While there are various reasons why people may need to come and go from an area under evacuation, it is the responsibility of the local authority to manage and control all non-tactical access.

The EOC Operations Section is responsible for the management of access control in an evacuation zone and must determine the process that will be most appropriate to grant the impacted public access to the evacuation zone when it is safe to do so.

As soon as possible during an evacuation, the EOC Operations Section should ensure clear communication with the public regarding how and where they can apply to be granted temporary access to evacuation zones. Clear communication and a simple, well-defined process will reduce the emotional toll on the public, District of Ucluelet staff, and volunteers.



7. PUBLIC COMMUNICATIONS

7.1 Overview

The main communication objectives in any emergency that impacts the District of Ucluelet include:

- Effective and consistent messaging across all platforms;
- Monitoring of incoming messages and responding as required;
- Opening communication channels between stakeholders and the public;
- Supporting internal communication between site level and decision-makers; and
- Providing messaging in the primary languages spoken in the region.

This section provides guidance to District staff for various communications during evacuations. It is not a comprehensive communications plan in and of itself; however, it provides key considerations to the EOC for planning and disseminating emergency communications.

7.2 Education & Awareness

Education is paramount to ensure that the public will know what to do when an evacuation is required. A trusted, clear, and consistent message delivered in a timely manner will support public confidence, reduce the psychosocial impacts of an evacuation, and aid the District of Ucluelet in managing a disruptive event.

Ucluelet currently maintains a *"20 meters in 20 minutes"* public education campaign specific to tsunami hazards. This is an excellent example of a public education campaign designed to target the broader community and broadcast information on basic emergency procedures should residents feel prolonged shaking from an earthquake. This campaign is distributed to residents via web-based platforms and is available at the Amphitrite Point Community Assembly Area Kiosk located at the "Whale" parking lot on Coast Guard Road.





Figure 5: Community Assembly Area Kiosk

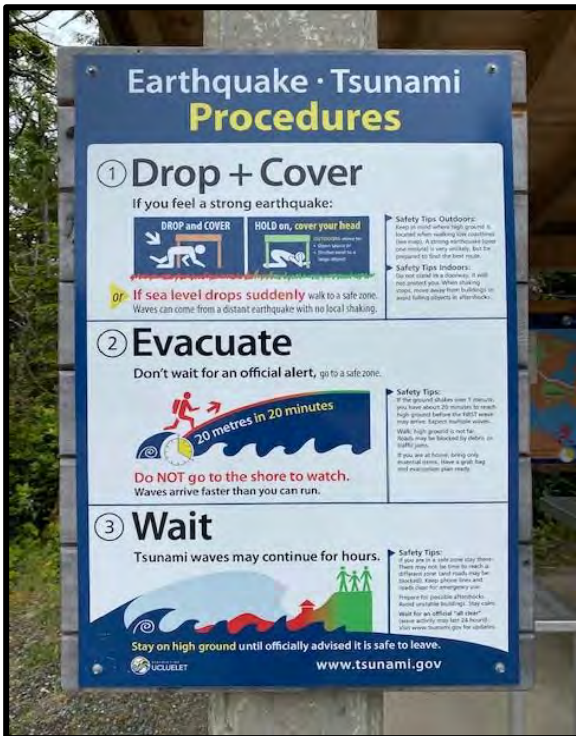


Figure 6: Ucluelet Tsunami Information Boards



The public should be encouraged to sign up for and monitor all information sources that are used by the District of Ucluelet to communicate instructions prior to an emergency. Using one official source will help to reduce confusion as the public will come to rely on these specific platforms for information. For the purposes of this guide, there are two key phases in which emergency information is to be provided and includes:

1. Preparedness information:
 - a. Who is responsible for evacuation activities?
 - b. How will information be released?
 - c. How can residents prepare for an evacuation?
 - d. Know your zone (define evac zones); and
 - e. Know your neighbour(s).
2. Evacuation-related information:
 - a. What local emergency messaging platform(s) can evacuation-related information be accessed?
 - b. What social media platforms will be leveraged?
 - c. How will information be disseminated for those without access to social media or digital information sources?
 - d. Evacuation alert, order, and rescind notices;
 - e. Where are reception centres located? and
 - f. How will repatriation of homes occur?

**** Specifics of an educational campaign are not addressed in this document ****

7.3 Dissemination

Dissemination of information should occur through existing channels within the community. The following are currently available and frequently leveraged by the District of Ucluelet to distribute community information:

- District of Ucluelet mass notification system (phone /email alerts);
- District of Ucluelet website;
- Media press releases;
- Traditional media (radio, TV);
- Facebook;
- Door-to-door flyers;
- Community Assembly Areas;



- Electronic reader boards (if required); and
- Written messages (Alert, Order, Rescind, Shelter).

Regardless of the platform that communication products are distributed on, the information should be consistent. The public may receive information multiple times from various sources, so it is essential that the EOC is communicating frequently and accurately.

When activated, an ESS Reception Centre can be an effective venue for disseminating information. Pamphlets, handouts, and flyers can be used to provide general guidance and information to evacuees.

Active monitoring of social media platforms can provide the EOC with valuable information on the key topics and questions that exist within their community. This information should be used to guide the development of messaging products and to open a two-way communication with the community. Misinformation and / or rumors may be identified online, or in-person by responders supporting activities on the ground; these should be addressed promptly by the EOC. Regardless of their source, the EOC should work to provide factual information over official sources.

7.4 Motorist Information

MoTI can control highway digital message signs (DMS) and change messages as needed. Requests for displaying specific information are achieved by communication between the Ucluelet EOC and the EMBC Emergency Coordination Centre. Both Drive BC and EmergencyInfoBC BC are trusted sources of information that can be shared with evacuating public for reliable road conditions and updates.

7.5 En Route Services

During evacuations, services such as fuel, tow trucks, food, water, etc. may need to be strategically placed along the identified routes to support the evacuating population. These services should be coordinated with local stakeholders and may include but are not limited to:

- Fuel stores;
- Food and water;
- Sanitation stations; and



- Health and wellness (medical stations).

The location of these resources should be determined through consultation with the EOC Operations and Planning Sections and be based on the extent of evacuation activities and the length of time that an evacuation is expected to take.

7.6 Stakeholders

During evacuations and / or emergencies, there are several stakeholders who will require information. Communication must be clear, consistent, and easy to understand. Ensure that the language is clear in nature and use maps and visual representation when possible. The goal is to communicate using short sentences at a high frequency. Key messages should be pre-crafted to allow for fast, efficient messaging from the EOC.

It may be advisable to create an open phone line for stakeholders to call and offer support. This direct line can inform the Planning Section of additional resources that may be available to them. The following list outlines stakeholders who will be critical to planning and executing evacuations within Ucluelet:

- | | |
|-----------------------------------|---|
| District of Ucluelet | <ul style="list-style-type: none"> • Mayor and Council • Administration and Finance • Planning, Building and Permits, and Bylaw • Public Works • Parks & Recreation • Fire Department • RCMP • Tourism Ucluelet |
| Neighbouring Jurisdictions | <ul style="list-style-type: none"> • Alberni Clayoquot Regional District • Yuułuʔiłʔatḥ First Nation • Toquaht Nation • District of Tofino |
| Air | <ul style="list-style-type: none"> • Long Beach Airport • Tofino Harbour Waterdome |



Marine

- Canadian Coast Guard
- Royal Canadian Marine Search & Rescue

Provincial

- EMBC
- MoTI
- Ministry of Agriculture and Lands
- Ministry of Environment
- Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD)
- School District #70 Pacific Rim
- British Columbia Emergency Health Services (BCEHS)
- Health Emergency Management BC / First Nations Health Authority (FNHA)
- BC Housing

7.7 Additional Considerations

Preplanned communication templates reduce the work of communication during an event. Below are general messaging priorities that may be required during each phase of an evacuation:

- **Prior:** general risk awareness and preparedness education, personal and family emergency plan education;
- **Imminent Evacuation:** specific reminders to prepare necessary items required for evacuations such as medication, identification, pet food and supplies, reminder to keep vehicles fully fueled; as well as the location of transit muster points or transit instructions, and suggestions for vulnerable populations;
- **During Movement:** routing information;
- **Safely Evacuated:** updates on affected areas such as flooding levels, damages, temporary access process, and available psychosocial supports; and
- **Returning:** re-entry process, re-entry checklists, insurance resources, and how to access other relevant resources.



8. OTHER CONSIDERATIONS

8.1 Forest Glen Living Facility

The Forest Glen facility is owned and operated by the Sea View Seniors Housing Society and provides ten (10) subsidized living units with the goal of providing secure and affordable housing in the community. District of Ucluelet officials should work closely with Forest Glen staff to identify the number of residents requiring evacuation and the specific needs of these residents (i.e., wheelchair accessible busses, etc.) to support with effective evacuation of the facility.

8.2 Emergency Support Services (ESS)

ESS is an essential component of evacuations. The ESS team is responsible for all aspects of reception or group lodging centres, information, warming / cooling centres, and provides essential services affected populations.

For specific details regarding ESS, please refer to the District of Ucluelet's Emergency Plan. Current public education & awareness materials direct residents to proceed to the reception centre after they have evacuated to Community Assembly Areas. The EOC should make immediate arrangements for opening a reception centre upon self-evacuation of residents.

8.3 Pets

Pets should always be evacuated with their owners. It is likely that people will have a personal vehicle to leave the community; however, in order to reduce barriers to the evacuation, the District of Ucluelet should ensure that the public knows that they are to evacuate with their pets. For the purpose of evacuation or transportation to a muster site, the District should ensure that any organization engaged to provide mass transportation (e.g., BC Transit) allows evacuees to travel with their pets provided their movement is adequately controlled. When communicating with the public regarding the use of transit for evacuations, evacuees should be directed to ensure they can safely secure their animals using pet carriers or leashes when possible.



8.4 Livestock

It is at the direction of the Ministry of Agriculture and Lands that all agricultural producers, be they livestock or otherwise, be prepared for disasters and have plans in place. Ministry of Agriculture and Lands has resources available on their provincial website to assist in planning for these events.

During an Evacuation Order, transportation routes may be restricted for the use of human evacuation; therefore, during an Evacuation Alert, livestock producers should begin moving livestock out of the impacted area.

Agricultural producers are not required to wait for a SoLE to evacuate livestock and questions regarding livestock relocation and reimbursement can be directed to Agri-services BC or a representative from the Ministry of Agriculture.

The agriculture community is somewhat limited in the Ucluelet and the surrounding area; however, additional support for the agriculture community can be accessed by directly communicating with the EMBC Emergency Coordination Centre for coordination with ministries such as the Ministry of Agriculture to ensure a coordinated response between stakeholders.

8.5 Cost Recovery

The BC Evacuation Operational Guide outlines the process to be followed to track and claim eligible expenses for reimbursement following evacuation events. The operational guide provides the following guidance [3]:

“Financial reimbursements are provided when a First Nation or Local Authority submits an EOC Expenditure Authorization Form for an eligible expense, and it is approved by EMBC. Proactive and consistent communications with EMBC will help determine what evacuation response expenditures may be eligible for reimbursement. To facilitate these discussions, call EMBC’s Emergency Coordination Centre at 1-800-663-3456 and ask to speak with your PREOC or the EMBC Regional Duty Manager. Refer to the Financial Assistance for Emergency Response and Recovery Costs guidelines on EMBC’s website for more information on eligible response expenses.”



REFERENCES

- [1] RCMSAR Request for Assistance Guide, https://ccga-pacific.org/files/library/RCMSAR_Request_for_Assistance_Guide_FINAL_-_Public.pdf
- [2] Statistics Canada, 2016, <https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/details/page.cfm?Lang=E&Geo1=CSD&Code1=5923019&Geo2=PR&Code2=59&SearchText=Ucluelet&SearchType=Begins&SearchPR=01&B1=All&GeoLevel=PR&GeoCode=5923019&TABID=1&type=0>
- [3] EMBC, BC Evacuation Operational Guidelines, https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/local-government/evacuation_operational_guidelines.pdf, August 2021.



ANNEX A. SHELTER-IN-PLACE ORDER

SHELTER-IN-PLACE ORDER

An incident has caused **[insert impact of hazard(s)]**. Emergency response professionals are requesting that you immediately “Shelter-in-Place” by staying protected indoors until you receive instruction that it is safe to exit the building.

It is important to stay informed of updates through [applicable radio station, television channel, website, social media].

To Shelter-in-Place:

- Go inside and close [and lock] all windows and exterior doors;
- Turn off all fans, heating, and air conditioning systems. Close fireplace dampers;
- Get your emergency kit and turn on the radio;
- Cell phones may be overwhelmed or damaged during an emergency. It is ideal to have a hard-wired telephone in the room you select. If you do not have a hard-wired telephone, bring your cell phone and charger to ensure you have a method to communicate. Call your emergency contact and have the phone available if you need to report a life-threatening condition;
- Go to an interior room without windows that is above-ground level, if you can. Because some chemicals are heavier than air, avoid sheltering in basements;
- Bring your pets with you, and be sure to bring additional food and water supplies for them;
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room. A wet towel can also be used to create a seal along doors and windows; and
- Monitor the radio, television, and Emergency Info BC online until you are told by local officials all is safe or you are told to evacuate

DO NOT leave your building or home until you receive notification that the danger has passed.

The hazardous material is toxic. The signs and symptoms of overexposure are as follows:

_____. If you have any of these signs or symptoms and the order to shelter in place is still in effect, contact medical help by telephone at: _____.

If the shelter in place order has been rescinded, seek immediate medical help at the following location:

_____. If the situation is life-threatening or you are unable to move, dial 911 or the emergency response number in your area.



ANNEX B. EVACUATION DOCUMENTATION

B.1 EVACUATION ALERT

EVACUATION ALERT

[DESCRIPTOR OF AREA]

[DATE (mm/dd/yyyy) AND TIME (24-hr. clock)]

An Evacuation Alert has been issued by the District of Ucluelet at the Emergency Operations Centre (EOC).

[Briefly describe event and potential risk]

Because of the potential danger to life and health, the District of Ucluelet has issued an **Evacuation Alert** for the following areas: **[Geographic description including boundaries and properties potentially impacted]**

An Evacuation Alert has been issued to prepare you to evacuate your premises or property should it be found necessary. Residents will be given as much advance notice as possible prior to evacuation; however, you may receive limited notice due to changing conditions.

[Provide map or description of potential evacuation route and map of evacuation alert area]

WHAT YOU SHOULD DO:

- Locate all family members and designate a meeting area outside the evacuation area, should an Evacuation Order be called while separated;
- Pack essential items such as government-issued ID, medications, eyeglasses, valuable papers (e.g., insurance, credit, and mortgage information), immediate care needs for dependents and, if time and space permits, keepsakes for quick departure;
- Prepare to move disabled persons, children and/or neighbours, if assistance is needed;
- Prepare to take pets with you and move livestock to a safe area (if possible);
- Arrange transportation for all your household members. Fill the gas tanks of personal vehicles. If transportation assistance is needed, call **[contact number]**;
- Arrange accommodation for all members of the residence, if possible; and
- Wait for an Evacuation Order to be issued before evacuating. Monitor **[news/radio/online source]** for information on evacuation orders and location of Reception Centres.

Further information will be issued at **[date/time/meeting location]** or visit **[website/social media page]** for more information.

[Signature of Board/Chair or designate, Mayor or Designate, Chief or Designate]

The District of Ucluelet



B.2 EVACUATION ORDER

EVACUATION ORDER

[DESCRIPTOR OF AREA]

[DATE (mm/dd/yyyy) AND TIME (24-hr. clock)]

Pursuant to Section 12 (1) of the BC *Emergency Program Act* an **Evacuation Order** has been issued by the District of Ucluelet due to immediate danger to life safety caused by: **[briefly describe event]**.

Members of the **[local police department and other agencies]** and other applicable agencies will be expediting this action.

The Evacuation Order is in effect for the following areas: **[Geographic description including boundaries and properties impacted. Include map of evacuation area and evacuation route]**

YOU MUST LEAVE THE AREA IMMEDIATELY

WHAT YOU SHOULD DO:

- Follow the travel route provided and register at: **[ESS Reception Centre address and name of facility]**;
- If you need transportation assistance from the area, advise the person providing this notice or call **[contact number]**;
- Shut off all gas and electrical appliances, other than refrigerators and freezers;
- Close all windows and doors;
- Close gates (latch) but do not lock;
- Gather your family and, if you have room, take a neighbour or someone needing transportation. Do not use more vehicles than you need;
- Take critical items (medicine, purse, wallet, and keys) only if they are immediately available;
- Take pets in pet kennels or on leash; and
- Do not use the telephone unless you need emergency service.

Further information will be issued at **[date/time/meeting location]** or visit **[website/social media page]** for more information.

[Signature of Board/Chair or designate, Mayor or Designate, Chief or Designate]

The District of Ucluelet



B.3 EVACUATION RESCIND

EVACUATION RESCIND

[DESCRIPTOR OF AREA]

[DATE (mm/dd/yyyy) AND TIME (24-hr. clock)]

The Evacuation Order, pursuant to Section 12 (1) of the BC *Emergency Program Act* issued at **[date/time]** to the area(s) **[geographic locations]** has been rescinded.

[Indicate if an Evacuation Alert remains in effect]

An Evacuation Order may need to be reissued; however, if that is deemed necessary, the Evacuation Order process will re-commence.

WHAT YOU SHOULD DO:

- Fill the gas tank of personal vehicle;
- Bring a minimum of three days of food and essential supplies (e.g., medications, pet supplies) with you as local grocery stores may not yet have adequate stock; and
- If your animals or livestock have been relocated, call [contact number] to coordinate their safe return.

For more information contact: The District of Ucluelet **[contact number]**

[Signature of Board/Chair or designate, Mayor or Designate, Chief or Designate]

The District of Ucluelet



ANNEX C. STATE OF LOCAL EMERGENCY SAMPLE

Declaration of State of Local Emergency ORDER

WHEREAS there is a **[type of hazard]** within the jurisdiction of the District of Ucluelet

AND WHEREAS the **[nature of emergency]** poses an existing or imminent threat to people and property within the area known as **[jurisdictional area where emergency exists];**

AND WHEREAS this **[type of hazard]** emergency requires prompt coordination of action or special regulation of persons or property to protect the health, safety, or welfare of people or to limit damage to property;

NOW THEREFORE:

IT IS HEREBY ORDERED pursuant to [Section 12 (1) of the *Emergency Program Act* (RS, 1996, Chap 111) that a state of local emergency exists in **[specific geographic boundaries of designated area]** due to **[short hazard description] and [short consequence statement];**

IT IS FURTHER ORDERED THAT the District of Ucluelet, its employees, servants and agents are empowered pursuant to [Section 13 (1) of the *Emergency Program Act* to do all acts and implement all procedures that are considered necessary to prevent or to alleviate the effects of the emergency.

ORDERED by the **[head of Local Authority]** this date, **[date – mm/dd/yyyy]**, to remain in force for seven days until **[date – mm/dd/yyyy]** at midnight unless cancelled by order of **[name of Local Authority]** [or the Minister responsible].

[Board Chair or Designate, Mayor or Designate, Chief or Designate]
The District of Ucluelet



ANNEX D. EVACUATION TEAR AWAY SHEETS

D.1 ZONE 1



PRIMARY USE

Residential – Private & Hospitality

MAIN ARTERIALS

Peninsula Road, Coast Guard Road



EVACUATION DIRECTIONS

Non-Tsunami Event – Residents and tourists should be directed to evacuate using Peninsula Road and drive North to Pacific Rim Highway. Evacuees should be directed to leave the area using the Pacific Rim Highway towards Port Alberni / Nanaimo if safe to do so.

Tsunami Event – Residents and tourists should be directed to evacuate to the Coast Guard Road Community Assembly Area via Peninsula Road and Coast Guard Road until directed otherwise by EOC officials. Likely evacuation to the Reception Centre should be done via Coast Guard Road to Peninsula Road north to the Reception Centre.

CLOSEST SHELTER & DIRECTION

The closest Community Assembly Area for Zone 1 is the Amphitrite Point Community Assembly Area Kiosk located at the “Whale” parking lot on Coast Guard Road. This area should be used when a tsunami warning has been issued and immediate evacuation is required.

The closest Reception Centre for all residents in Zone 1 is located at the Ucluelet Secondary School gym (1450 Peninsula Road).

ESTIMATED TIME TO EVACUATE THIS ZONE:

Estimated Population	Estimated Single Vehicle Travel Time Through Zone	Estimated Zone Evacuation Time
257 + seasonal visitors	1.9 Minutes	14 Minutes

All times are approximate and for planning purposes only. Evacuations are dynamic and times are influenced by factors that may not be apparent during planning activities. The EOC should rely on the subject matter experts available during an evacuation for guidance.



D.2 ZONE 2



PRIMARY USE

Residential – Private & Hospitality

This zone has multiple hotels / cabin rental facilities – in the event of an evacuation outreach with these stakeholders will be critical to ensure guests receive timely emergency information and direction.

MAIN ARTERIALS

Marine Drive, Cynamocka Road, Rainforest Drive, Matterson Drive

EVACUATION DIRECTIONS

Non-Tsunami Event - Residents and tourists should be directed to evacuate out of this zone using the closest road connecting Marine Drive with Peninsula road including (from west to east) Cynamocka Road, Rainforest Drive or Matterson Drive. If an out-of-community evacuation is being conducted, evacuees should be guided to head towards Peninsula Road, and turn left for evacuation north to Pacific Rim Highway.

Tsunami Event – Residents and tourists should immediately be directed to evacuate to either the Tugwell Field Community Assembly Area, or the Ucluelet Secondary School field. Guests at the Black Rock Resort, and other B&Bs to the east along Marine Drive should use Marine Drive to Matterson Drive, while residents west of the Black Rock Resort should use either Marine Drive or Cynamocka Road to access the Tugwell Field Community Assembly Area.

CLOSEST SHELTER & DIRECTION

The closest Community Assembly Areas for Zone 2 are at the Ucluelet Secondary School field (1450 Peninsula Road) and “Raven” parking lot at Tugwell Field. These areas should be used when a tsunami warning has been issued and immediate evacuation is required.

The closest Reception Centre for all residents in Zone 2 is located at the Ucluelet Secondary School gym (1450 Peninsula Road) .

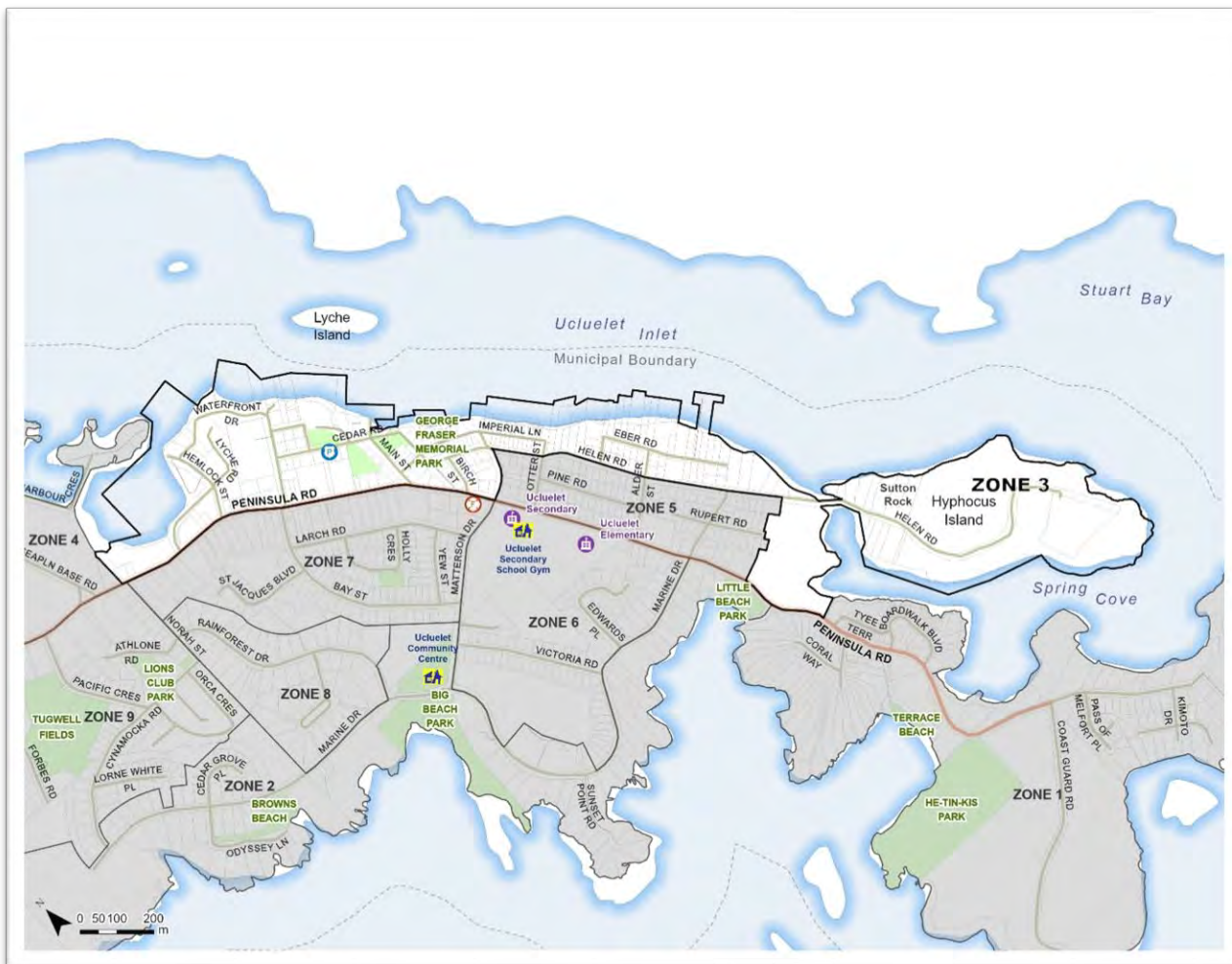
ESTIMATED TIME TO EVACUATE THIS ZONE:

Estimated Population	Estimated Single Vehicle Travel Time Through Zone	Estimated Zone Evacuation Time
488 residents + significant seasonal visitors	1 Minute	26.6 Minutes

All times are approximate and for planning purposes only. Evacuations are dynamic and times are influenced by factors that may not be apparent during planning activities. The EOC should rely on the subject matter experts available during an evacuation for guidance.



D.3 ZONE 3



PRIMARY USE

Industrial – Marine
 Commercial
 Residential

MAIN ARTERIALS

Helen Road, Marine Drive



EVACUATION DIRECTIONS

Non-Tsunami Event - Residents should be directed to evacuate from their homes using local roads to access Peninsula Road North as the primary egress route. Secondary roads in this zone can be easily accessed and right-hand turns onto Peninsula Road should be encouraged. Evacuees should be directed north out of the community using the Tofino-Ucluelet Highway and the Pacific Rim Highway.

Tsunami Event – Residents / tourists located in this should be directed to Ucluelet Secondary School field Community Assembly Area. For patrons of the Marina and/or tourists within the downtown core, the most effective evacuation will be to the Ucluelet Secondary School via Peninsula Road.

CLOSEST SHELTER & DIRECTION

The closest Community Assembly Area & Reception Centre for Zone 3 is at the Ucluelet Secondary School field (1450 Peninsula Road). This area should be used when a tsunami warning has been issued and immediate evacuation is required.

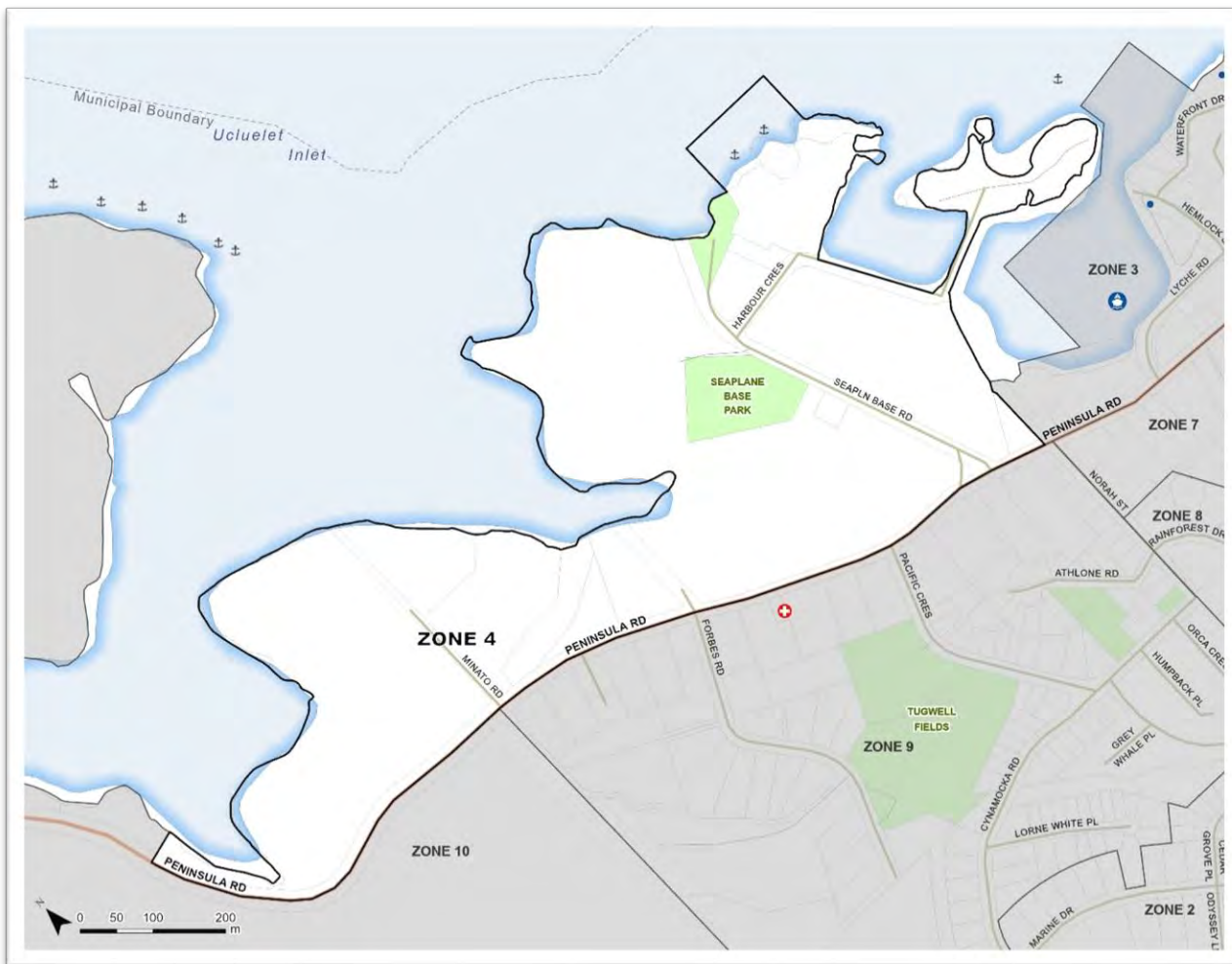
ESTIMATED TIME TO EVACUATE THIS ZONE:

Estimated Population	Estimated Single Vehicle Travel Time Through Zone	Estimated Zone Evacuation Time
446 + significant seasonal visitors in downtown core	3 Minutes	24 Minutes

The timing to evacuate this zone is also dependent on the number of individuals using the marina at any given time. While there are no permanent residents in the marina, there could be visitors or Ucluelet residents using the facilities. It is not possible to attribute a specific timeframe for evacuation, however consideration must be given for conducting on-the-ground notification/validation that the marina is all-clear during evacuation orders. The EOC should rely on the subject matter experts available during an evacuation for guidance.



D.4 ZONE 4



PRIMARY USE

Industrial
Residential – Permanent & Visitors

MAIN ARTERIALS

Peninsula Road, Seaplane Base Road



EVACUATION DIRECTIONS

Non-Tsunami Event – An evacuation for a non-tsunami hazard would include evacuation of this zone via secondary roads to Seaplane Base Road, south to Peninsula Road. From here, the evacuation would direct traffic northwest on Peninsula Road to Pacific Rim Highway.

Tsunami Event – a tsunami event would require evacuation of residents and tourists in this zone (i.e., campers) south on Seaplane Base Road, Northwest on Peninsula Road and southwest on Pacific Crescent to the Tugwell Field Community Assembly Area. From here, evacuation direction would either be northwest on Peninsula Road if evacuees are being directed out of the community, or southeast to the reception centre at the Ucluelet Secondary School gym.

CLOSEST SHELTER & DIRECTION

The closest Community Assembly Area for Zone 4 is at the “Raven” parking lot at Tugwell Field. This area should be used when a tsunami warning has been issued and immediate evacuation is required.

The closest Reception Centre for all residents within Zone 4 is at the Ucluelet Secondary School gym (1450 Peninsula Road).

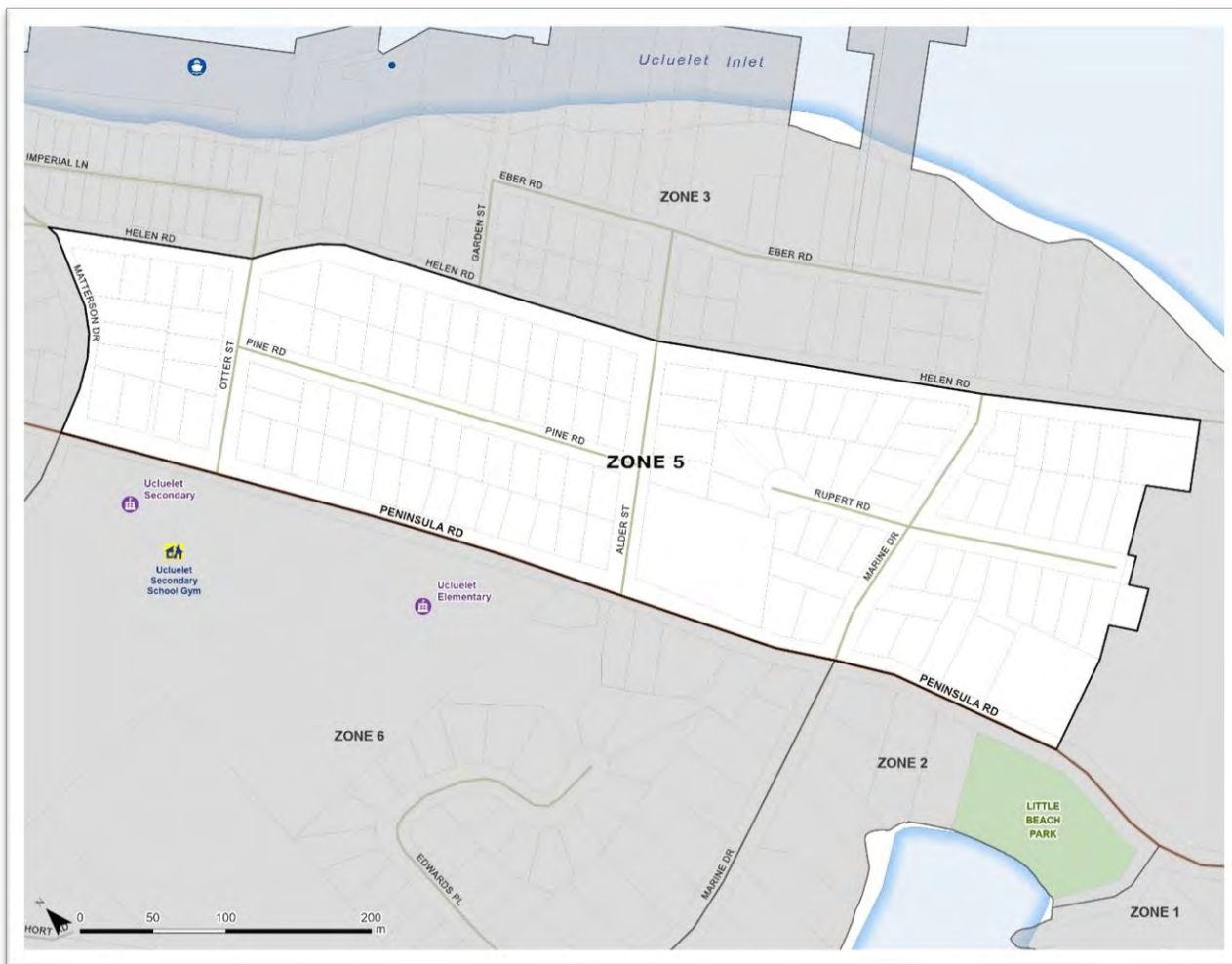
ESTIMATED TIME TO EVACUATE THIS ZONE:

Estimated Population	Estimated Single Vehicle Travel Time Through Zone	Estimated Zone Evacuation Time
198 + Tourists & Campground	3 Minutes	11 Minutes

All times are approximate and for planning purposes only. Evacuations are dynamic and times are influenced by factors that may not be apparent during planning activities. The EOC should rely on the subject matter experts available during an evacuation for guidance.



D.5 ZONE 5



PRIMARY USE

Residential

MAIN ARTERIALS

Peninsula Road, Pine Road, Marine Drive, Helen Road



EVACUATION DIRECTIONS

Non-Tsunami Events - Evacuation should occur using secondary roads to connect to Peninsula Road. In instances where out-of-community evacuations are occurring, residents should be directed to travel north along Peninsula road to Pacific Rim Highway.

Tsunami-Events - If evacuation is occurring due to tsunami hazard, residents should travel along Peninsula Road to the Ucluelet Secondary School field.

CLOSEST SHELTER & DIRECTION

The closest Community Assembly Area for Zone 5 is at the Ucluelet Secondary School field. This area should be used when a tsunami warning has been issued and immediate evacuation is required.

The closest Reception Centre for all residents within Zone 5 is at the Ucluelet Secondary School gym (1450 Peninsula Road).

ESTIMATED TIME TO EVACUATE THIS ZONE:

Estimated Population	Estimated Single Vehicle Travel Time Through Zone	Estimated Zone Evacuation Time
242	1 Minute	13 Minutes

All times are approximate and for planning purposes only. Evacuations are dynamic and times are influenced by factors that may not be apparent during planning activities. The EOC should rely on the subject matter experts available during an evacuation for guidance.



D.6 ZONE 6



PRIMARY USE

Residential, Schools

MAIN ARTERIALS

Peninsula Road, Victoria Road

EVACUATION DIRECTIONS

Evacuation should occur using secondary roads to connect to Peninsula Road. In instances where out-of-community evacuations are occurring, residents should be directed to travel north along Peninsula Road to Pacific Rim Highway. If evacuation is occurring due to tsunami hazard, residents should travel along Peninsula Road to the Ucluelet Secondary School field.

This zone contains both Ucluelet Secondary School and Ucluelet Elementary School. Evacuations occurring during school days should have immediate outreach to School District 70 to ensure early and ongoing coordination.

CLOSEST SHELTER & DIRECTION

The closest Community Assembly Area for Zone 6 is at the Ucluelet Secondary School field (1450 Peninsula Road). This area should be used when a tsunami warning has been issued and immediate evacuation is required.

The closest Reception Centre for all residents within Zone 6 is at the Ucluelet Secondary School gym (1450 Peninsula Road).

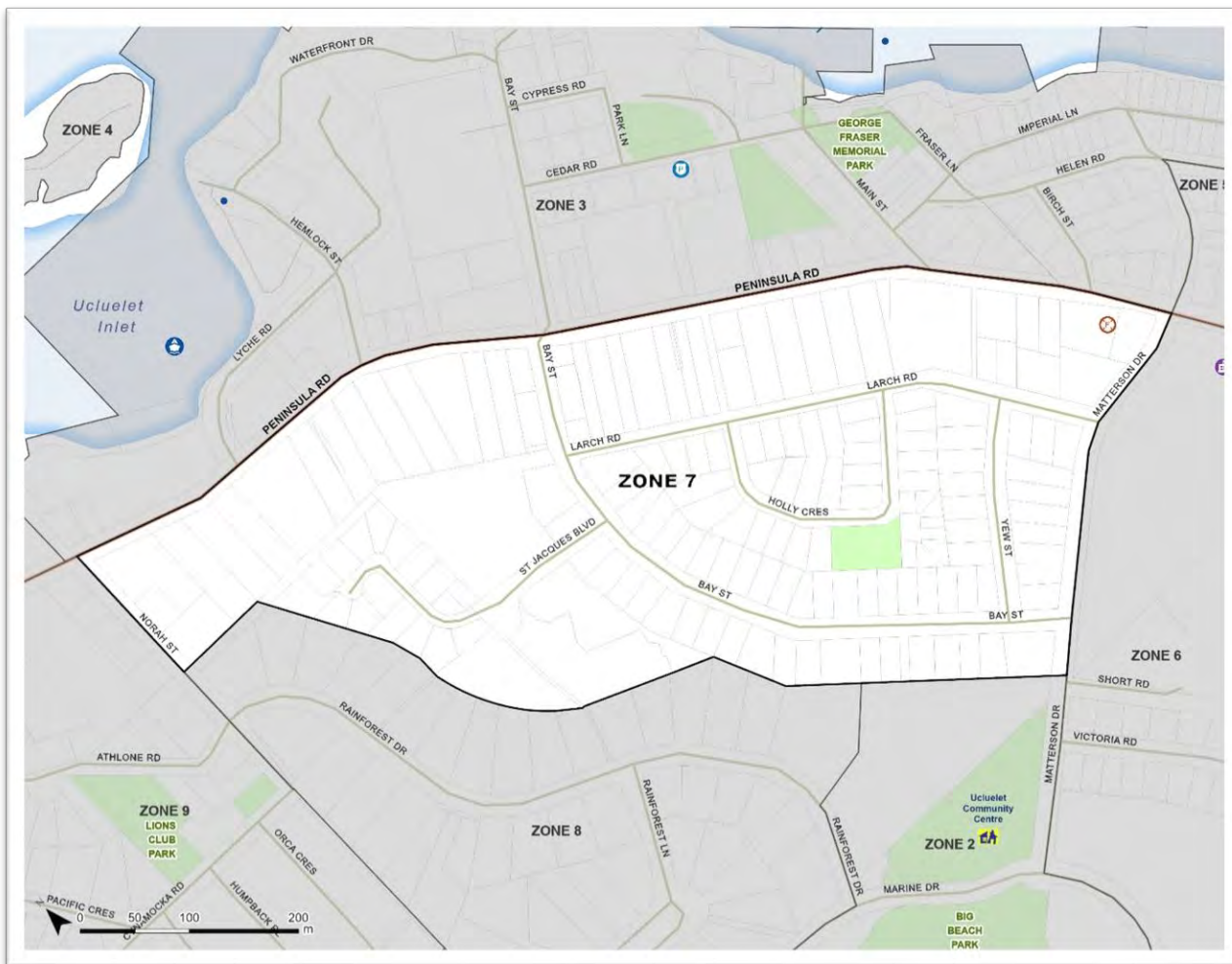
ESTIMATED TIME TO EVACUATE THIS ZONE:

Estimated Population	Estimated Single Vehicle Travel Time Through Zone	Estimated Zone Evacuation Time
152	1 Minute	8 Minutes

All times are approximate and for planning purposes only. Evacuations are dynamic and times are influenced by factors that may not be apparent during planning activities. The EOC should rely on the subject matter experts available during an evacuation for guidance.



D.7 ZONE 7



PRIMARY USE

Residential, Commercial/Retail

MAIN ARTERIALS

Peninsula Road, Bay Street, Larch Road



EVACUATION DIRECTIONS

Evacuation should occur via secondary roadways to Peninsula Road. In instances where out-of-community evacuations are occurring, residents should be directed to travel north along Peninsula Road to Pacific Rim Highway. If evacuation is occurring due to tsunami hazard, residents should travel along Peninsula Road to the Ucluelet Secondary School field.

CLOSEST SHELTER & DIRECTION

The closest official Community Assembly Area for Zone 7 is at the Ucluelet Secondary School field (1450 Peninsula Road). This area should be used when a tsunami warning has been issued and immediate evacuation is required.

The closest Reception Centre for all residents within Zone 7 is at the Ucluelet Secondary School gym (1450 Peninsula Road).

ESTIMATED TIME TO EVACUATE THIS ZONE:

Estimated Population	Estimated Single Vehicle Travel Time Through Zone	Estimated Zone Evacuation Time
337	2 Minutes	18 Minutes

All times are approximate and for planning purposes only. Evacuations are dynamic and times are influenced by factors that may not be apparent during planning activities. The EOC should rely on the subject matter experts available during an evacuation for guidance.



D.8 ZONE 8



PRIMARY USE

Residential

MAIN ARTERIALS

Rainforest Drive



EVACUATION DIRECTIONS

Evacuation should occur via secondary roadways (i.e., Rainforest Road) to Peninsula Road. In instances where out-of-community evacuations are occurring, residents should be directed to travel north along Peninsula Road to Pacific Rim Highway. If evacuation is occurring due to tsunami hazard, residents should travel along Rainforest Drive to Norah Street/Cynamocka Road to Tugwell Field, or from Rainforest Drive to Marine Drive / Matterson Drive to the Ucluelet Secondary School field.

CLOSEST SHELTER & DIRECTION

The closest official Community Assembly Area for Zone 8 is at the Ucluelet Secondary School field (1450 Peninsula Road) or the "Raven" parking lot at Tugwell Field. These areas should be used when a tsunami warning has been issued and immediate evacuation is required.

The closest Reception Centre for all residents within Zone 8 is at the Ucluelet Secondary School gym (1450 Peninsula Road).

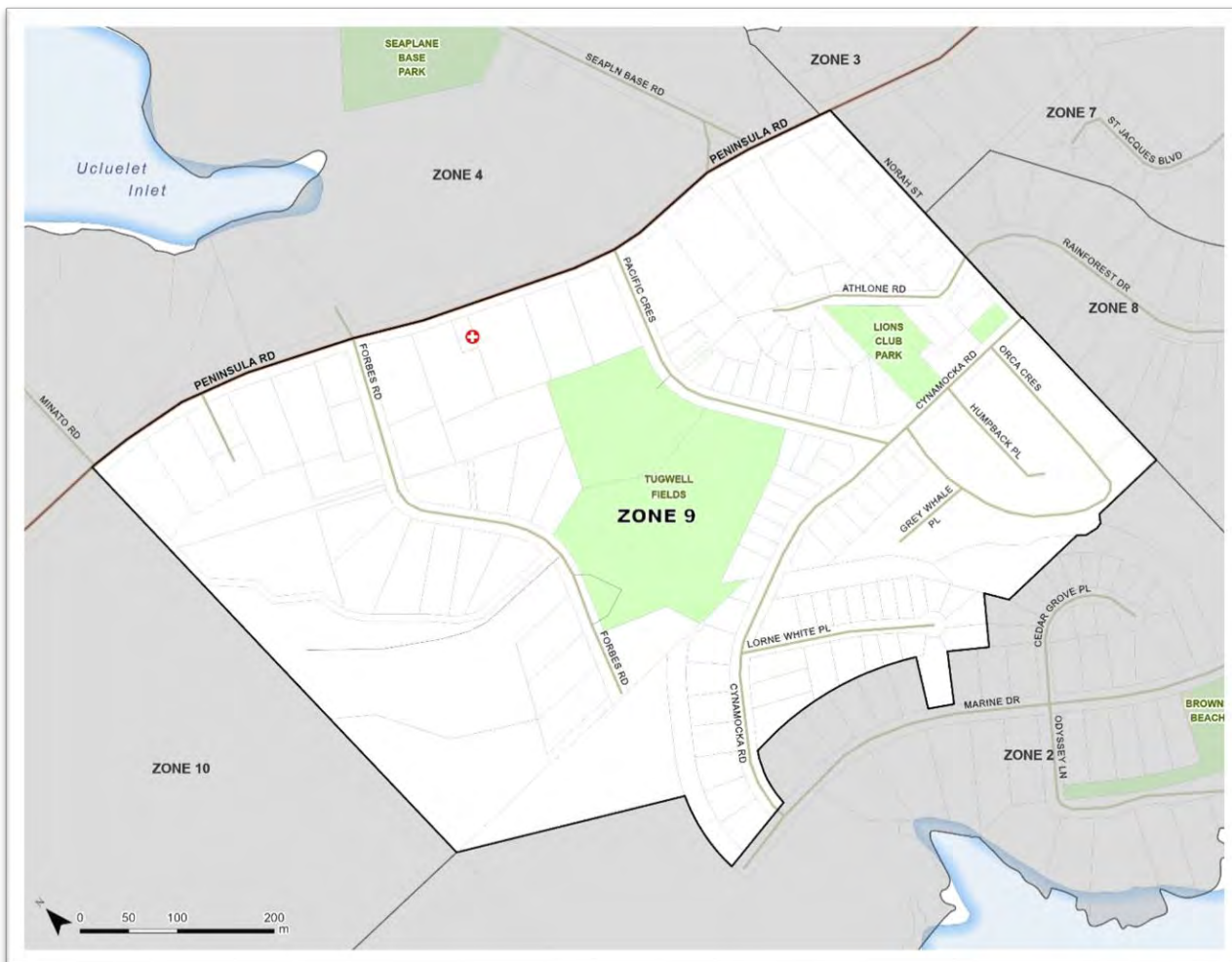
ESTIMATED TIME TO EVACUATE THIS ZONE:

Estimated Population	Estimated Single Vehicle Travel Time Through Zone	Estimated Zone Evacuation Time
68	4 Minutes	4 Minutes

All times are approximate and for planning purposes only. Evacuations are dynamic and times are influenced by factors that may not be apparent during planning activities. The EOC should rely on the subject matter experts available during an evacuation for guidance.



D.9 ZONE 9



PRIMARY USE

Residential, Commercial, Industrial, BC Ambulance Facilities

MAIN ARTERIALS

Peninsula Road, Cynamocka Road, Pacific Crescent



EVACUATION DIRECTIONS

Evacuation should occur via secondary roadways (e.g., Cynamocka Road, Pacific Crescent, Norah Street) north to Peninsula Road. In instances where out-of-community evacuations are occurring, residents should be directed to travel north along Peninsula Road to Pacific Rim Highway. If evacuation is occurring due to tsunami hazard, residents should travel to the Tugwell Field located on Pacific Crescent for immediate life/safety evacuation.

CLOSEST SHELTER & DIRECTION

The closest Community Assembly Area for Zone 9 is at the “Raven” parking lot at Tugwell Field. This area should be used when a tsunami warning has been issued and immediate evacuation is required.

The closest Reception Centre for all residents within Zone 9 is at the Ucluelet Secondary School gym (1450 Peninsula Road).

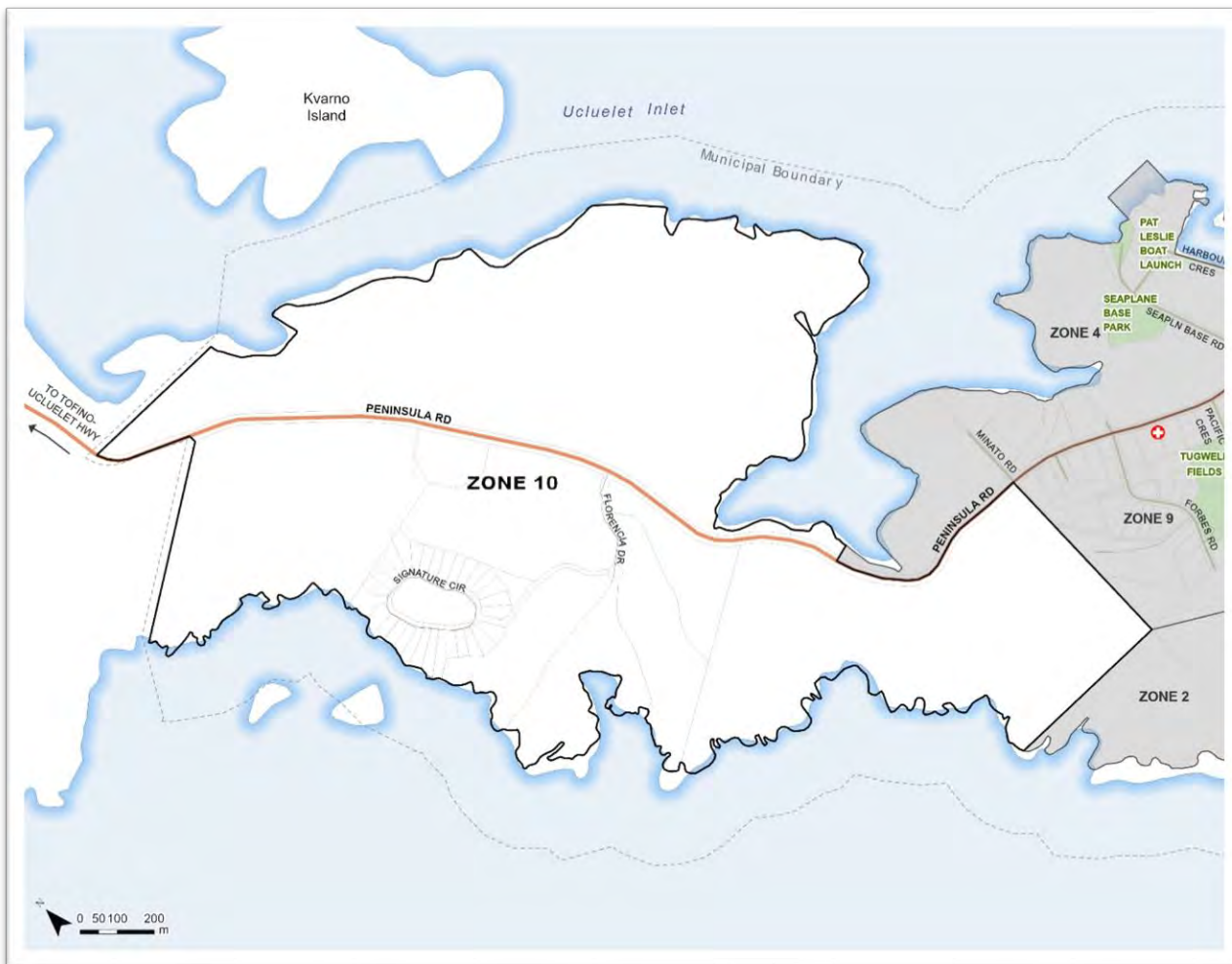
ESTIMATED TIME TO EVACUATE THIS ZONE:

Estimated Population	Estimated Single Vehicle Travel Time Through Zone	Estimated Zone Evacuation Time
165	1 Minute	9 Minutes

All times are approximate and for planning purposes only. Evacuations are dynamic and times are influenced by factors that may not be apparent during planning activities. The EOC should rely on the subject matter experts available during an evacuation for guidance.



D.10 ZONE 10



PRIMARY USE

Vacant land, Future residential use

MAIN ARTERIALS

Peninsula Road



EVACUATION DIRECTIONS

The best way to evacuate from this area is via Peninsula Road North to Pacific Rim Highway, or south to the Ucluelet Reception Centre.

CLOSEST SHELTER & DIRECTION

The closest Community Assembly Area for Zone 10 is at the "Raven" parking lot at Tugwell Field. This area should be used in instances when a tsunami warning has been issued and immediate evacuation is required.

The closest Reception Centre for all residents within Zone 10 is at the Ucluelet Secondary School gym (1450 Peninsula Road).

ESTIMATED TIME TO EVACUATE THIS ZONE:

Estimated Population	Estimated Single Vehicle Travel Time Through Zone	Estimated Zone Evacuation Time
0	5 Minutes	-

While there are currently no permanent residents within Zone 10, future developments may change and introduce residential units. It is currently not possible to attribute a specific timeframe for evacuation, however consideration must be given for conducting on-the-ground notification/validation that the area is all-clear during evacuation orders. Values identified in this table identify the travel time through the zone only. The EOC should rely on the subject matter experts available during an evacuation for guidance.



ANNEX E. ACRONYMS

BCEHS	British Columbia Emergency Health Services
CAF	Canadian Armed Forces
CCG	Canadian Coast Guard
DMS	Digital Message Sign
DOC	Department Operations Centre
ECC	Emergency Coordination Centre
EMBC	Emergency Management British Columbia
EPC	Emergency Program Coordinator
ESS	Emergency Support Services
EOC	Emergency Operations Centre
HAZMAT	Hazardous Material
HEMBC	Health Emergency Management British Columbia
MoTI	Ministry of Transportation and Infrastructure
NGO	Non-governmental organization
SoLE	State of Local Emergency

ANNEX F. DEFINITIONS

Disaster	A calamity that is (a) caused by accident, fire, explosion, technical failure, or the forces of nature, and (b) has resulted in serious harm to the health, safety, or welfare of people, or in widespread damage to property.
Emergency	A present or imminent event or circumstance that (a) is cause by accident, fire, explosion, technical failure, or the forces of nature and (b) requires prompt coordination of action or special regulation of persons or property to protect the health, safety, or welfare of a person or to limit damage to property.
Emergency Program Act	Further referred to as "the Act." The Act, which governs all aspects of Emergency Management, including all four pillars: Preparedness and Prevention, Response, Recovery, and Mitigation.
Emergency Support Services (ESS)	The Local Authority Emergency Management Regulation 2 (3) (f) states "the local authority must coordinate the provision of food, clothing, shelter, transportation, and medical services to victims of emergencies and disasters". Emergency Support Services (ESS) may provide up to 72 hours of support to help British Columbians meet their basic needs following a disaster or emergency.



**Emergency Support Services
Reception Centre**

A location operated by ESS that is a safe place where people impacted by a disaster can receive supports including information about the emergency, assistance meeting their basic needs, and other services as deemed necessary by the local authority.

Evacuation

An event that may require identified populations to leave the area for life safety reasons.

Evacuation Alert

Document that is released by the local authority to inform the public that an evacuation may occur at any time.

Evacuation Order

Document that is released by the local authority to inform the public that there is an imminent threat to life safety, resulting in the need to evacuate the area.

Evacuation Rescind

Document that is released by the local authority to inform the public that it is safe to return to a previously evacuated area.

Shelter-in-Place Order

A document released by the local authority to inform the public to remain indoors and follow precautions to limit exposure to outside sources.

**State of Local Emergency
(SoLE)**

Document that is prepared by the local authority and approved by the Minister responsible declaring that the local authority requires additional powers described within the Emergency Program Act to deal with an emergency within their jurisdiction.



Strategic Evacuation

Evacuations that allow time for formal documentation to be issued.

Tactical Evacuation

Evacuations resulting from a hazard impact that require immediate action and allow for little warning or preparation.





STAFF REPORT TO COUNCIL

Council Meeting: November 23, 2021
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING

FILE NO: 1290-03 VILLAGE GREEN

SUBJECT: PROJECT UPDATE – VILLAGE GREEN CONCEPT DESIGN

REPORT NO: 21-170

ATTACHMENT: APPENDIX A – VILLAGE GREEN CONCEPT PLAN AND PUBLIC FEEDBACK MATERIALS

RECOMMENDATIONS:

This report is for information.

PURPOSE:

The purpose of this report is to provide a project update to Council on the Village Green Revitalization project, and highlight engagement materials that will be available for public feedback until the end of the year.

BACKGROUND:

The Village Green is located at the heart of the community and is Ucluelet's only prominent public space in the centre of town. Fronting the District's office, this small greenspace is currently disconnected from the nearby ocean inlet by an excess of roadway and parking. Adjacent to the greenspace is a popular playground that is too small for the use it receives and in close proximity to Fraser Lane.

In spite of its challenges, there are diverse activities and functions taking place at Village Green that are supported by the adjacent restaurants, businesses, the Ucluelet Aquarium, and Public Dock. Driven by public input, the expansion and revitalization of the Village Green has become a priority for the District of Ucluelet. Village Green beautification and amenity improvements are identified in the District's 2019 to 2022 strategic plan and the Official Community Plan. The District hosted a public open house on December 11, 2019, to showcase and seek input on the preliminary analysis and design ideas.

This and previous engagement activities have shaped the District's vision for the Village Green. The vision includes:

- A prominent pedestrian-oriented community space without vehicles.
- Connections to the ocean through views and universal access.
- Improved connections to existing businesses.
- A safe and unique new playground for locals and visitors.
- Space and amenities to support festivals, events, and the farmers' market.
- Diverse sitting, viewing, and eating places.
- A welcoming and safe outdoor space where visitors can observe the activities of the local marine industries such as fishing vessel unloading.

The planned improvements are intended to embrace and build on Ucluelet's distinct identity and character through the design approach, furnishings, and materials.

This March the District was successful in obtaining a Tourism Dependent Community Fund grant for \$700,000 toward the total project cost of \$1,100,000. In June the District issued a Request for Proposals from qualified consulting teams. Seven proposals were submitted; in August, Council endorsed award of the contract to the Lanarc / Herold team. The design phase commenced in September.

The design team has completed a site analysis including meetings with staff and key stakeholders; after comments were provided on several iterations, the input resulted in the attached concept design which will form the basis of detailed design development and construction documents. Assessment of the design against the project budget has taken place at each step.

Project materials along with a public feedback form are posted on the District's website and can be viewed at the following link:

<https://ucluelet.ca/community/planning-building-bylaw/public-realm-projects>

Public feedback is being sought, and will inform the development of the design details as the project moves forward. Materials will be available for public viewing on the District website, at the Municipal Office and in the Ucluelet Community Centre.

Next Steps:

Pieter van Remoortere, Landscape Architect with Lanarc Consultants and project lead, will attend the Council meeting to provide an overview of the design highlights.

Now that the concept design has solidified, Staff will also reach out to adjacent property owners and businesses to explain the project, seek input and discuss the project schedule. Construction in this area will be avoided in the busiest summer months.

A further project update will be provided to Council in the new year, as the design development phase progresses along with the public feedback received.

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

Village Green Revitalization

The village green is the heart of Ucluelet. The proposed concept envisions it becoming a more dynamic and accessible space where the community can gather, relax, and enjoy spectacular oceans views in a setting that combines natural beauty with a dose of "Ukeet grit". Upgrades include an expanded and regraded lawn area, improved physical and visual access to the village green and waterfront beyond, increased seating opportunities, a generous play area (surfacing and play equipment TBD), planting buffers of native and adapted species, and an enhanced outdoor seating area at the intersection of Helen Road and Fraser Lane.



- 1 Illuminated central path
- 2 Cenotaph
- 3 New expanded playground (Existing swings to remain)
- 4 Expanded and regraded central lawn
- 5 Native and adapted planting
- 6 Seatwalls
- 7 Public seating
- 8 Green space with water / power connection and historic relic
- 9 New pedestrian crossing
- 10 Electric vehicle charging stations
- 11 Bicycle parking
- 12 Water / power connection
- 13

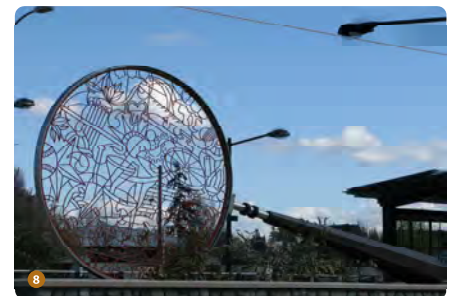
Inspirational Imagery



Expanded and regraded village green



Seatwalls oriented towards views of ocean and mountains



Art / historic relic at corner entrance



Electric vehicle charging stations



Native and adaptive planting with driftwood logs and boulders

Village Green Revitalization



Section A - Village Green West-East

A regraded green space gently slopes from Main Street to a retaining wall that runs adjacent to Fraser Lane. The expanded lawn provides flexible space for a broad range of programming such as farmers' markets and festivals. Seatwalls located throughout the Village Green provide seating options and helps create a variety of distinct spaces.



Section B - Village Green North-South

The village green gently slopes from the existing municipal building to Fraser Lane. A continuous seatwall and new planting along the Fraser Lane side will provide a direct pathway connections from Main Street to Fraser Lane. The green space to views of Mt Ozzard, while providing a direct pathway connections from Main Street to Fraser Lane.

PUBLIC FEEDBACK FORM



Village Green Revitalization

PROJECT INTRODUCTION

- ▶ The village green is the heart of the community and is Ucluelet's only prominent space in the centre of town.
- ▶ Recent public input has identified the expansion and revitalization of the Village Green as a priority for residents of Ucluelet.
- ▶ The proposed design enhances the existing village green and adjacent streetscapes, providing a flexible and accessible public open space that can accommodate a multitude of uses.
- ▶ Please take the opportunity to review the design materials and complete the feedback form.
- ▶ Your feedback will inform our next steps - detailed design, tender, and construction.

Please drop off your form at the Municipal Hall drop box no later than:

Friday, December 31st, 2021.

Your input will help us identify potential improvements that should be considered before the design is finalized. We look forward to hearing from you!

Would you rather complete the questionnaire online? Visit the link below:

www.ucluelet.ca/community/planning-building-bylaw/public-realm-projects



FEEDBACK FORM



1. How did you hear about this engagement opportunity?

(Choose all that apply)

- Sign posted on the village green
- Social Media
- Poster (on community bulletin, in Co-op, etc.)
- UkeeMail announcement
- District website
- Word of mouth
- Other (please specify) _____

2. Where do you live?

- District of Ucluelet
- In another part of Alberni-Clayoquot Regional District
- Other (please specify) _____

3. What statement(s) describes your relationship to the village green in downtown Ucluelet?

(Choose all that apply)

- I live on a street adjacent to the village green
- I own or operate a business on a street adjacent to the village green
- I frequently spend time in downtown Ucluelet
- I occasionally visit downtown Ucluelet
- Other (please specify) _____

4. Please review the proposed village green design. After reviewing, do you have comments, concerns, or suggested improvements for this space and the surrounding streetscape?

(For more space please attach a separate sheet)

5. Do you have additional comments or questions about the proposed village green improvements that you would like to share at this time?

(For more space please attach a separate sheet)

THANK YOU FOR PARTICIPATING!

HOW TO SUBMIT...

- COMPLETE ONLINE AT:
www.ucluelet.ca/community/planning-building-bylaw/public-realm-projects
- DROP OFF AT:
The Municipal Hall drop box (200 Main Street)
- SCAN AND EMAIL TO:
info@ucluelet.ca

QUESTIONS?

Please email:

info@ucluelet.ca

Please submit by December 31st, 2021





STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 23, 2021
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: RICK GEDDES, FIRE CHIEF

FILE NO: 7380-20

SUBJECT: UCLUELET FIRE RESCUE YEAR TO DATE REPORT

REPORT NO. 21-166

PURPOSE/DESIRED OUTCOME:

The purpose of this report is to provide Council with an update on Ucluelet Fire Rescue activities for the year to date (to October 1, 2021).

OPERATIONS

Ucluelet Fire Rescue has responded to 137 calls for service during the period of this report. During the same time period in 2020, Ucluelet Fire Rescue responded to 104 calls. During the same time period in 2019, Ucluelet Fire Rescue responded to 118 calls.

2021 Call breakdown includes:

- | | |
|--|----|
| • Alarms | 31 |
| • Ambulance Assists (including rope rescue) | 10 |
| • Beach / Brush Fires | 14 |
| • Chimney Fires | 3 |
| • Duty Officer Investigations | 7 |
| • Medical Calls | 28 |
| • Motor Vehicle Incidents | 22 |
| • Outdoor Fires | 5 |
| • Structure Fires | 10 |
| • Other (hydro trouble, marine incidents, fuel spills) | 7 |

Of the 10 structure fires, only 2 were within the District of Ucluelet and both are considered minor in nature.

Ucluelet Fire Rescue responded to 40 calls in contracted areas during the reporting period. This includes Ucluelet First Nation Lands, the Alberni Clayoquot Regional District (South Long Beach & Long Beach Airport), and the District of Tofino.

TRAINING

Ucluelet Fire Rescue members have dedicated 1791 person hours to training during the reporting period. In addition to regular Tuesday night training sessions, highlights include:

- One Firefighter completed NFPA 1001 accreditation. Three others are nearing completion.

UCLUELET FIRE RESCUE YEAR TO DATE REPORT
NOVEMBER 9, 2021

- Technical Rope Rescue Certification Training provided through a grant from the Fire Chief's Association of British Columbia. Nine members attended this twenty-five-hour course which was hosted at the firehall.
- Nine members completed air brakes training hosted at the firehall.
- Six firefighters renewed their First Responder License

Upcoming training during Q4 includes ongoing driver / operator training (9 members), ongoing NFPA 1001 written and practical evaluations, Initial Certification First Responder Training (6 members), and Live Fire Level 1 Training (2 members).

FIRE PREVENTION

28 fire safety inspections were completed in the period. The focus of inspections has been on new business license applications. Working closely with the Planning / Bylaw Department has proven to be successful thus far with good code compliance observed by business owners (mostly short-term rental owners).

It is anticipated that the need for additional fire safety inspections will increase each year as the community continues to grow. Meeting these inspection requirements will likely require additional staffing in the near future.

PERSONNEL

Ucluelet Fire Rescue currently has 17 active members. There are six new applicants on file. Candidate interviews will take place in December 2021. A new recruit class for successful applicants will start in the first quarter of 2022.

The addition of these six candidates will give the fire department a healthy compliment of members.

Recently, Firefighters Hauser, Reed, and McRurie were promoted to Lieutenant. All three of these gentlemen exemplify the qualities required to be leaders within the organization.

The Officer team is at a full complement of seven comprised of one Chief, one Deputy Chief, two Captains, and three Lieutenants.

GENERAL

During a training session in 2021, it was decided as a group that District of Ucluelet Fire Rescue would adopt the mission, *"To make a positive impact on the lives of those we serve"*. This mission defines why this dedicated group of volunteers does what it does.

During the same exercise, it was decided that the core values of the District of Ucluelet Fire Rescue are *safety, reliability, compassion, respect, competence, and resilience*. These values represent principles which relate back to our mission.

The Ucluelet Firefighters Association recently initiated a reflective address sign initiative. The slogan for this program is, *"We can't help you if we can't find you"*. This program is a great public safety initiative and is not designed to be a fundraiser. To date, 45 reflective address signs have been purchased and installed around town.

Respectfully submitted: Rick Geddes, Fire Chief
Duane Lawrence, Chief Administrative Officer

**INFORMATION REPORT**

Council Meeting: November 23, 2021
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: DUANE LAWRENCE, CHIEF ADMINISTRATIVE OFFICER

FILE NO: 6430-20 2021

SUBJECT: STRATEGIC PRIORITIES

REPORT NO: 21- 168

Attachment(s): Appendix A - Strategic Priorities Tracking Summary
Appendix B - 2019-2022 Strategic Plan

PURPOSE

This report introduces to Council a strategic priorities update report that will be used to keep Council informed on Council's strategic priorities and key projects Staff are working on.

BACKGROUND

In 2019, Council undertook the development of a strategic planning session intended to guide administration in the furtherance of Council's four-year objectives. The plan identified four key areas:

- Managing Growth & Maintaining Quality of Life
- Community Development and Wellbeing
- Asset & Infrastructure Management
- Partnerships and Collaboration

Within each of the four key priority areas various actionable items were identified and an estimated year in which they were to be completed was assigned.

With Council moving into it's final year of their Strategic Plan it is important to review this plan, identify works that have been completed and reaffirm key priorities for 2022. This report presents a synopsis of how Council and Staff furthered these objectives and seeks to confirm the key priorities for this next fiscal year.

REPORT

The attached report provides an overview of our current corporate and departmental priorities. Items shown in bold indicated Council identified strategic priorities, non-bold items are objectives identified by staff or new items identified by Council, through resolutions, that are key projects and priorities that are not specifically mentioned within the Strategic Plan. The report highlights the top three priorities for each department with starred items being next on the agenda, although most are already being worked upon. Staff have included a month indicator in which Council will likely see a follow-up report or completion of the strategic objective. Items with no month are ongoing, advocacy work or dependent on outcomes for external agencies.

As items are completed new items will be identified from Council's strategic priority list or from staff work plans. It is important to note that for effectiveness of our management team, there are generally

only three key projects with two or three pending projects in the works. Adding any additional projects would move existing projects to a lesser priority status and may delay actions on those items.

Staff is requesting that Council review the document and advise of any missing key priorities and needed adjustments to the initiatives and projects as presented. This document will be used by staff to develop and maintain their annual work plans and continue to provide Council with an update on their priority projects.

Respectfully submitted: Duane Lawrence, Chief Administrative Officer

CORPORATE PRIORITIES	
Council Operational Priorities	Council Advocacy/Partnership Priorities
1. Health Centre (February) 2. <i>Capacity Review & Planning (November)</i> 3. Regional Services Collaboration * Host Strategic Plan Alignment Event * Acquire Amphitrite Lands (Coast Guard Centre)	1. Health Centre 2. Highway 4 Intersection Redevelopment 3. Highway 4 Connectivity * Regional Partnerships
Department Operational Priorities	
Corporate Services	Operations
1. Health Centre Site & Funding (February) 2. Bylaw & Policy Update(s) (February) 3. Council Procedure Bylaw Update (December) * Server Relocation & Update (December) * Water System AAP (February) * 2022 Election (October)	1. Asset Management Program (March) 2. Water Distribution System (August) 3. Water/Sewer Master Plans (February) * Work Order (Service Request) System (December) * Peninsula Road Project (March) * Preventative Maintenance Plan (October)
Planning & Development	Parks & Recreation
1. Official Community Plan (January) 2. Village Green Design (January) 3. Housing Needs/Demand Assessment (December) * <i>STR/Cottage Dwelling Zoning (June)</i> * <i>DCC Update (April)</i> * <i>Housing Strategy Update (August)</i>	1. Amphitrite Lighthouse Project Plan (January) 2. Tugwell Hard Sports Surface (March) 3. Harbour Master Plan (February) * Tourism Master Plan (February) * Trail Development Design Standards (December) * Filming Regulation Policy (February)
Fire & Emergency Services	Finance
1. Fire Protection Agreement Renewals (March) 2. Toquaht Fire Services Agreement(December) 3. Training & Recruitment (Ongoing) * Evacuation Route Planning (December) * Fire Hall Site Review (January) * Emergency Plan Update (October)	1. Reserves Bylaw (March) 2. 20-year Capital Plan (February) 3. Asset Management Policy Update (August) * Community Forest Spending Policy (January) * Transition to New GL System (October) * Business Licence Review (April)
Completed Objectives/Projects	
Aquarium Water Fountain Installation Bay Street Duplex Removal Bylaw Gap Analysis CAO Hiring Climate Adaptation Plan COVID-19 Response Defibrillator for Small Craft Harbour Emergency Response Trailer EOC Response Upgrades EOC Training EV Charging Station Installations Fire Department Airbrakes Training Fire Department e-Tool Upgrades Fleet Review Flood Risk Assessment Plan Health Centre Feasibility Study Heritage Signage Installation at Seaplane Base Indigenous Awareness Training IP Phone System Integration	Bylaw Enforcement Review Cemetery Expansion Harbour Master Plan Adoption Light House Grant Peninsula Road Concept Plans Rezoning of Lot 13 - Affordable Housing Secure of Amphitrite Lands (Lighthouse) Sewer Worth Implementation Share Strategic Plan with ACRD & First Nations Small Craft Harbour Beautification Speed Bump Installation Tsunami Warning System Installation TUP Pilot Project Initiation Village Green Concept Plans Wastewater Master Plan Water Master Plan Well #4 Upgrade West Coast Land Use Development Study
Strategic Goals	
<p>Infrastructure: To adequately maintain our existing infrastructure, while planning for and developing appropriate infrastructure to accommodate future growth.</p> <p>Community Development: To Have a complete and balanced community by ensuring our amenities and services support liveability and accessibility for all ages, foster and promote economic development opportunities and accommodate future growth</p> <p>Growth & Quality of Life: To maintain the character and liveability of our community and ensure we can meet the future needs of our residents while managing the impacts of increasing visitation and development</p> <p>Partnerships & Collaboration: To enhance the effectiveness of our services and our advocacy efforts by fostering strategic collaboration and partnerships with our neighbouring communities.</p>	

2019 > 2022

DISTRICT OF UCLUELET

STRATEGIC PLAN



DISTRICT OF
UCLUELET



DISTRICT OF UCLUELET

STRATEGIC PLAN

DISTRICT OF UCLUELET OVERVIEW



OUR COMMUNITY, OUR FUTURE

The District of Ucluelet is a self-contained community located on the rugged west coast of Vancouver Island within the traditional lands of the Yuułu?ił?ath First Nation. Ucluelet has the benefit of a range of assets and amenities relative to its size and although considered to be remote, enjoys excellent physical and digital access to the rest of the world. The community is defined by a deep appreciation for the natural environment and a culture of creativity and resilience. With a strong sense of community, residents rely on one another and take pride in their spirit of partnership and volunteerism. Despite fluctuations in the economy and local industries over time, Ucluelet has always adapted and thrived.

We see a bright future for our community with quality, sustainable infrastructure and services to support a population of all ages, from young families to active retirees who choose to call Ucluelet home. As our community faces demands for growth, we will strive to preserve our quality of life and our natural assets while ensuring that future development is aligned with our community's values.

OUR ROLE

The District of Ucluelet provides leadership in the community with emphasis on inclusive and strategic planning for the future. We play a role in unifying the community towards a common vision and communicating with our residents on issues that are important to them and the District. We collaborate with our neighbors to enhance our collective provision of services and to ensure effective advocacy on issues that affect our region. Ultimately, our role is to pursue the aspirations of our community and leave a legacy for future generations.

OUR COMMITMENT

- » LEAD BY EXAMPLE
- » OWN OUR DECISIONS and the OUTCOMES
- » BE PREPARED AND INFORMED AS WE MAKE DECISIONS
- » BE COLLABORATIVE WITH OUR PARTNERS
- » HAVE AN OPEN MIND
- » BE CONSISTENT

STRATEGIC PLANNING CONTINUUM

The 2019-22 Strategic Plan informs and focuses the decisions and policies of Council during their term of office. Although the strategic plan provides focus for the four-year term, it considers a long term vision for the community and reflects the goals and policies of the District's Official Community Plan. The strategic plan is executed through annual budget allocations and departmental workplans.

This plan is a living document and Council will update the plan as necessary to address emerging issues or changing priorities. Quarterly reports to Council and the District's Annual Report will provide an opportunity for Council and staff to regularly review and communicate progress in achieving Council's goals.

30 YRS
OFFICIAL
COMMUNITY
PLAN

4 YRS
STRATEGIC
PLAN

ANNUAL
BUDGET
& WORK
PLAN

OUR
FOCUS
TODAY

MESSAGE

FROM THE MAYOR



I have the great honour of leading Council for the next four years. Our first step is to produce a Strategic Plan that we created and will guide the District for the course of our term. Born and raised in the area, I understand our sense of community and the need to protect what we have going forward. We are at a unique moment in Ucluelet's history as we have never had so many opportunities to advance our community. Having a clear plan and a strong commitment to our word will keep our group focused on our goals this term.

Our Strategic Plan is about goals, actions and prioritizing improvements in both communication and community engagement. This council is committed to listening to our residents and we have set actions based on what we have heard and to improve municipal processes.

I look forward to working with our staff to ensure our residents and businesses are put first in our decisions and policies. Our residents define the character of our community and Ucluelet is still a place where community spirit thrives.

Thank you.
Mayor Mayco Noël



COUNCILLORS

RACHELLE COLE

JENNIFER HOAR

LARA KEMPS

MARILYN MCEWEN



STRATEGIC

FOCUS AREAS

1. MANAGING GROWTH & MAINTAINING QUALITY OF LIFE

2. COMMUNITY DEVELOPMENT AND WELLBEING



4. PARTNERSHIPS & COLLABORATION

3. ASSET & INFRASTRUCTURE MANAGEMENT





MANAGING GROWTH & MAINTAINING QUALITY OF LIFE

GOAL

To maintain the character and liveability of our community and ensure we can meet the future needs of our residents while managing the impacts of increasing visitation and development.

WHY?

Our residents enjoy a high quality of life and a unique sense of community surrounded by a striking natural environment. An increasing demand for housing and development driven by a thriving tourism industry has the potential to diminish the character and liveability of our community if not properly planned and managed.

<p>Development bylaw/policy enhancement and modernization Modernize development bylaws and policies to ensure they are current and effective in addressing community objectives.</p>	<ul style="list-style-type: none"> • Complete bylaw/policy gap analysis • Update or develop new bylaws/policies to address gaps 	<p>2019</p> <p>2020/2021</p>
<p>Housing affordability strategy Identify actions and policies necessary to maintain housing affordability in the community.</p>	<ul style="list-style-type: none"> • Complete housing need/demand assessment • Develop comprehensive housing strategy 	<p>2020</p> <p>2021</p>





COMMUNITY DEVELOPMENT

GOAL

To have a complete and balanced community by ensuring our amenities and services support liveability and accessibility for all ages, foster and promote economic development opportunities, and accommodate future growth.

WHY?

We have a diverse community with diverse needs, from young families to retirees. It is important that our community has the amenities and services that support all our citizens and the environment, and avoid residents having to leave the community as their needs change.

<p>Development of Health Centre Develop a facility to provide appropriate space for a range of medical services.</p>	<ul style="list-style-type: none"> • Conduct feasibility study/business case with Island Health • Finalize plan and funding for the Health Centre • Initiate construction of the Health Centre 	<p>2019</p> <p>2020</p> <p>2021-22</p>
<p>Acquire Amphitrite Lands Secure ownership of lighthouse, residence and Coast Guard facility for the benefit of the community</p>	<ul style="list-style-type: none"> • Pursue grant for lighthouse/residence • Finalize operations agreement for lighthouse/residence • Pursue transfer of Coast Guard facility from DFO 	<p>2019</p> <p>2019</p> <p>2020</p>
<p>Complete Harbour Master Plan Develop long term strategy to guide future development and management of Ucluelet Harbour</p>	<ul style="list-style-type: none"> • Finalize and adopt HMP • Implement HMP 	<p>2019</p> <p>2020-22</p>
<p>Develop Beautification Plan Identify opportunities to enhance the appearance of the community and its amenities.</p>	<ul style="list-style-type: none"> • Village Centre and Peninsula Road revitalization projects • Develop Beautification Plan 	<p>2021</p> <p>2021</p>



DISTRICT OF
UCLUELET
Welcome! / łumaa?ate?icuu



ASSET & INFRASTRUCTURE MANAGEMENT

GOAL

To adequately maintain our existing infrastructure, while planning for and developing appropriate infrastructure to accommodate future growth.

WHY?

Ucluelet has a significant investment in municipal infrastructure that sustains our community. We are responsible to current and future citizens to proactively and cost-effectively plan for and manage our assets to prevent deterioration and failure and ensure capacity to serve future needs.

<p>Complete Asset Management Program Develop a comprehensive program to guide management of the District's infrastructure.</p>	<ul style="list-style-type: none"> • Conduct facility and fleet review • Complete all condition assessments • Integrate into Annual Reporting Process • Sustainable infrastructure funding plan for water, sewer, and roads. 	<p>2019 2020 2020 2022</p>
<p>Develop Peninsula Road Corridor and Infrastructure Strategy Establish a vision and strategy for future enhancements to the Corridor.</p>	<ul style="list-style-type: none"> • Consultation with Ministry of Transportation and Infrastructure • Public planning and engagement program • Master Plan completed 	<p>2019 2019 2020</p>
<p>Alignment of Utility Master Plans Coordinate future utility requirements and funding models.</p>	<ul style="list-style-type: none"> • Development Cost Charges review • Complete Subdivision Bylaw update • Complete storm and sewer Master Plans 	<p>2019 2019 2020</p>





PARTNERSHIPS & COLLABORATION

GOAL

To enhance the effectiveness of our services and our advocacy efforts by fostering strategic collaboration and partnerships with our neighboring communities.

WHY?

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

<p>Alignment of Strategic Plans Identify opportunities for local governments and First Nations to align their strategic actions.</p>	<ul style="list-style-type: none"> Formally share Strategic Plan with neighboring ACRD members and First Nations Host engagement event to highlight Strategic Plan alignments 	<p>2019</p> <p>2020</p>
<p>Pursue and develop Collaboration Model Develop a formal structure to support collaboration between neighboring communities and First Nations</p>	<ul style="list-style-type: none"> Host collaboration scoping event with Mayors, Director, Chiefs and CAOs, eye an annual process for cooperation Develop collaboration plan for West Coast services including Regional Planning, Water, Protective Services, and Transportation. 	<p>2020</p> <p>2021</p>

ADMINISTRATION OFFICE

200 Main Street, Ucluelet, BC, V0R 3A0

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EMAIL info@ucluelet.ca

2019 > 2022



Strategic Priorities Duane Lawrence, Chief Administrative Officer

**REPORT TO COUNCIL**

Council Meeting: November 23, 2021
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: DUANE LAWRENCE, CHIEF ADMINISTRATIVE OFFICER

FILE NO: 2240-20 TU

SUBJECT: TOURISM UCLUELET TACTICAL PLAN APPROVAL

REPORT NO: 21- 169

ATTACHMENT(S): APPENDIX A - TU 2022 ONE YEAR TACTICAL PLAN
APPENDIX B - AFFORDABLE HOUSING MRDT REPORT

RECOMMENDATION(S):

THAT Council approve the Tourism Ucluelet 2022 Municipal Resort District Tax One-Year Tactical Plan and budget as presented.

BACKGROUND:

Tourism Ucluelet (TU) presented Council with their proposed one-year tactical plan for 2022 at the November 9, 2021 Regular Meeting. The tactical plan outlined the objectives of TU for the next year ensuring alignment with their five-year plan, 2018 – 2023. The plan includes their proposed budget for 2022 which must be approved by the District as their oversight body prior to being submitted to the Province. As the designated recipient of the MRDT the District remains fully responsible for compliance with all MRDT program requirements.

MRDT funds are collected by the Province from hotels which is remitted to the District of Ucluelet. These funds flow through the municipality to Tourism Ucluelet. The OAP portion of the MRDT is also collected by the Province and remitted to the Municipality. In 2018 Council requested and received permission from the Province to allocate the OAP portion of the MRDT to the municipal affordable housing reserve. To continue to collect these funds the District is required to submit an annual affordable housing MRDT report which has been appended to this report for Council's consideration. Staff is recommending that the District continue to work on the goals and objectives outlined in the 2018 Short Term Housing Action Plan and allocate the OAP funds into the Affordable Housing reserve which may be utilized in a future year to further affordable housing initiatives.

ANALYSIS OF OPTIONS

An overview of the proposed budget is shown below. TU is carrying forward \$176,1000 from 2021, anticipating \$355,000 of MRDT revenue with an additional \$80,600 from grants and sales. The collection of the MRDT allows for the ongoing promotion of Ucluelet as a tourist destination resulting in increased business viability and funds the operation of the visitor centre.

The OAP portion of the MRDT is anticipated to be \$100,000 which is proposed to continue to be allocated to affordable housing. The collection and allocation of the OAP to affordable housing reserves will enable the District to undertake affordable housing initiatives in the future. Affordable housing is a significant challenge within the community impacting the lives of residents, business viability and overall cost of living.

Revenue	
Carry Forward (Surplus) from 2021	\$176,100
Municipal Resort District Tax (MRDT)	\$355,000
Online Accommodation Platform (OAP) Tax	\$100,000
Other Revenues	\$80,600
TOTAL	\$711,700
Expenses	
Marketing	\$231,000
Destination & Product Experience Management	\$33,000
Visitor Services (Visitor Centre)	\$176,000
Administration & Conventions	\$158,000
Affordable Housing (OAP)	\$100,000
Professional Development	\$13,000
TOTAL	\$711,700

Tourism Ucluelet is overseen by a board of directors who have received and approved the budget as presented. As the supporting organization Council may request the board consider amendments to the proposed budget or approved the budget as presented.

A	Approve the TU budget as presented.	Pros	<ul style="list-style-type: none"> Approving the budget will allow TU to submit their 2022 Tactical plan which is required in order for the MRDT to be collected. The budget continues to allocate the OAP to the District affordable housing reserves
		Cons	<ul style="list-style-type: none"> If the proposed tactical plan does not align with Council's objectives, Council would need to request amendments to the plan.
		Implications	<ul style="list-style-type: none"> The District will receive an estimated \$100,000 from the OAP MRDT revenues to be allocated to the affordable housing reserve. The TU budget does not have any implications on District operations or finances.
B	Request amendments to the TU Tactical Plan and Budget.	Pros	<ul style="list-style-type: none"> The tactical plan would reflect any desired outcomes or focus areas Council deems critical prior to the tactical planning being submitted to the Province. Districts and Tourism Ucluelet 2022 plans would more closely align.
		Cons	<ul style="list-style-type: none"> The tactical plan would need to be amended, presented, and reviewed by the TU board and resubmitted to Council for consideration. The tactical plan is due on November 30, TU would need to request an extension from the Province for submitting their tactical plan.

	<u>Implications</u>	<ul style="list-style-type: none"> Staff time may be required to work with TU on any proposed amendments and bring the amended tactical plan back to Council for consideration.
	<u>Suggested Motion</u>	<p>That Council request Tourism Ucluelet to amend the 2022 tactical plan by striking/adding _____; and further,</p> <p>That Council direct staff to bring back the amended 2022 Tactical Plan to the next regular meeting of Council for consideration.</p>
C Do not proceed with approving the TU tactical plan.	<u>Pros</u>	<ul style="list-style-type: none"> There are no benefits to the District if the MRDT and OAP were not collected.
	<u>Cons</u>	<ul style="list-style-type: none"> Declining to amend or approve the 2022 tactical plan would result in the Province not collecting the MRDT or OAP. With no revenues TU would not be able to operate in their current capacity. The District would not received the OAP portion of the MRDT.
	<u>Implications</u>	<ul style="list-style-type: none"> The \$100,000 or OAP MRDT funds would not be collected with no funds being remitted to the affordable housing reserve.
	<u>Suggested Motion</u>	No motion is required.

POLICY OR LEGISLATIVE IMPACTS:

[S. 123 of the Provincial Sales Tax Act](#) authorizes the collection of up to 3% on accommodation in designated accommodation areas. In order for the MRDT and OAP to be collected and remitted to the District an updated Tactical Plan and budget must be approved by the municipality and submitted annually to the province for approval.

NEXT STEPS

- Tourism Ucluelet to submit the approved 2022 Tactical Plan and Affordable Housing MRDT Report.
- District to receive revenues collected by the Province from the MRDT and remit to Tourism Ucluelet.
- District to allocate all OAP MRDT collected funds to the Affordable Housing Reserve.

Respectfully submitted: Duane Lawrence, Chief Administrative Officer

One-Year Tactical Plan Template

Designated Recipient: DISTRICT OF UCLUELET
Designated Accommodation Area: MUNICIPALITY OF UCLUELET
Date Submitted: NOVEMBER 2021
MRDT Repeal Date: JUNE 2023
Five Year Period: 2018 – 2023

Section 1: Overview and Update to Five-year Strategic Business Plan

Heading	Description
Strategic Direction	<p>Vision - Ucluelet shares our environment, history, culture, and heritage with visitors, while enhancing the lives of community members. Our community’s Official Community Plan envisions Ucluelet as: <i>an attractive, safe, healthy, friendly, vibrant, ecologically sound maritime community which is the all-season resort destination of choice for visitors.</i></p> <p>Mission - A visitor-tax funded destination marketing organization (DMO) that collectively builds a strong, genuine brand through focused marketing and sales efforts and industry collaborations.</p> <p><i>Tourism Ucluelet has 3 goals:</i></p> <ul style="list-style-type: none"> • Marketing & Promotional Activities • Visitor Services • Stakeholder Engagement & Organizational Governance <p>Marketing & Promotional Activities Marketing initiatives will focus on increasing length of stay and visitor yield while encouraging return visitation, with a focus on shoulder and off-season.</p> <p><i>Objectives:</i></p> <ul style="list-style-type: none"> • Increase in MRDT revenues by 3% annually • Increase occupancy rate in non-peak seasons (September 30 – June 14) as measured by participating accommodations • Increase average length of stay by one day, as measured by participating accommodations • Increase online and social engagement across all monitored channels by 5%. <p>Visitor Services Visitor service delivery will focus on increasing visitor touchpoints and encouraging increased length of stay, visitor yield and satisfaction.</p> <p><i>Objectives:</i></p> <ul style="list-style-type: none"> • Continue to cross support regional partnerships with Tofino and Parks Canada at Junction and downtown Visitor Centres • Generate revenue/pursue grants to ensure cost-recovery for visitor services by 2021 • Grow local and regional stakeholder represented at visitor centres • Increase the number of visitor parties by 3% annually

	<p>Stakeholder Engagement & Organizational Governance</p> <p>As a Destination Management Organization, maintain strong stakeholder engagement while effectively governing the organization.</p> <p><i>Objectives:</i></p> <ul style="list-style-type: none"> • Leverage funds at a minimum of 5% of the MRDT collected over 5 years (~\$20,000 annually) • Succession planning documentation completed • Annual Stakeholder Survey score of 3.5/5 • Increased stakeholder engagement in marketing initiatives and corporate events • Increased collaboration on development of Resort Development Strategy with District of Ucluelet <p>Develop Tourism Ucluelet policy statements on key issues affecting local tourism industry</p>
<p>Key Learnings and Conclusions</p>	<p>While 2021 did start out slowly, as restrictions were removed and COVID cases diminished, visitors to Ucluelet increased and remained consistent well into the fall. Midweek travel slowed down after thanksgiving, but weekends continued to be busy into Q4. Summer continued to be exceptionally busy, with some accommodations seeing bookings for Christmas and New Years starting in Q3. There continues to be a desire to come to the west coast even with ease of some travel restriction.</p> <p>Responsible travel, “know before you go” was the primary focus of Tourism Ucluelet’s messaging in the spring and throughout the summer in hopes that reinforcement would assist in the reduction of travellers without reservations and further patience with our restaurants that struggled with staff shortages.</p> <p>Tourism Ucluelet, in partnership with the District of Ucluelet undertook the development of a 5–10-year Tourism Master Plan for Ucluelet. At the time of this the preparation of this document, a draft vision statement and goals had been outlined and shared with stakeholders as well as the community. Overall, the community recognizes the importance of tourism and its benefits to the community. They locals and businesses alike, are keen to see more sustainable and responsible travel messaging as well as actions to ensure the beauty of Ucluelet is not eroded.</p> <p>The Visitor centre was reduced in staff size as well as hours to operate effectively. The seasonal visitor centre never opened for 2021, as Tourism Ucluelet moved out part way through the summer because the Chamber of Commerce is selling the building.</p> <p>Additionally, Tourism Ucluelet built a new website that was launched for the summer. The site not only offered a more practical approach to the design but was developed to have a more photo journalistic digital magazine style to it. One item Tourism Ucluelet was considering was the implementation of a booking system. However, the feedback noted that for such a small community, a current availabilities page for accommodation and activity providers would be adequate. It’s being built this fall (2021).</p> <p>Some events tried to go virtual but learned that in-person is the best avenue for the success of these events. Pacific Rim Whale Festival and the Edge to Edge Marathon</p>

	<p>will both be returning in-person in 2022. Canada Surf Nationals returned in limited form, but new was live televised heats that allowed it to be viewed worldwide. While the event was unable to take place in the Pacific Rim National Park due to COVID restrictions, the event was well received and successfully executed in Tofino. As a sponsor for the event, Tourism Ucluelet continued to receive full exposure over the course of the event through digital and televised channels.</p> <p>Overall, while a busy year seemed positive financially, the strain of limited housing coupled with the continued shortage of staff created additional pressures on business owners. It should be noted that when some businesses did have housing and increased wage to lure staff, positions still went unfilled.</p> <p>Regardless of the highway construction and closures, there was an increase of day-trippers coming from Port Alberni and Nanaimo. Moreover, visitors trying to find refuge away from wildfires and “vanifers” found their way to the west coast. As sites and rooms were booked, travellers that chose to stay, did so on the backroads and side streets. This presented a serious challenge, not only for the locals but, our first responders, by-law and RCMP. Furthermore, the environmental impacts in the backroads resulted in inadequate disposal of garbage, gray water, parking in ecologically sensitive areas, increased risk of wildfires, as well as the encroachment on local First Nation communities during COVID closures. While most travellers were respectful the severe lack of staff coupled with COVID measures continued to impact visitor experiences at restaurants, creating long waits and impatience. All resources were stretched during the summer.</p> <p>Even though Tourism Ucluelet has not advertised peak season for several years, what this summer indicated is that further responsible travel campaigns are required. While we want to encourage spontaneity, shoulder and off season would be the ideal time for last minute travel. The added volume of travellers during the summer, risks creating an undesirable experience for locals, businesses, and visitors alike. Better visitor dispersion throughout the year is the goal to help reduce the volatile swings between peak season and the rest of the year. Continuity of visitor volume promotes wage and job stability as well as allowing for long term business planning not only for stakeholders, but Tourism Ucluelet and the district.</p> <p>While Ucluelet and the West Coast continue to be a desirable location for travellers, with the implementation of vaccine cards for international travel and the prospect a good snow season, Tourism Ucluelet recognizes that there may be some softer periods throughout the first part of Q1 and Q2. This will not prevent us from trying to reach those travellers still not keen to leave the province or country.</p>
Overall Goals and Objectives	<p>Tourism Ucluelet continues to follow the 5-year plan set out during the renewal process in 2018. With the added creation of the Ucluelet Tourism Plan (UTP), the Board will begin the renewal process in early 2022. The findings from the UTP as well as the recently developed guiding principles and pillars will be foundation for the 2023 renewal document.</p> <p>Guiding principal statement, “By 2023 Tourism Ucluelet will lead Ucluelet’s vibrant and sustainable tourism industry through industry collaboration, responsible and authentic promotion, visitor and community education, support for community priorities and accountability in our operations.”</p> <p>Tourism Ucluelet will make the shift from destination awareness marketing to campaigns</p>

	<p>that resonate with like-minded consumers who will travel to the destination and identify with the values of Ucluelet through inspiring stories, messaging and images. By making these changes, the long-term goal is to ensure our community strives for balance, our surroundings remain as pristine as possible, while still welcoming growth and development.</p> <p>Tourism Ucluelet defined three pillars for success to achieve these goals:</p> <ol style="list-style-type: none"> 1. Foundation of Digital Success Seamless connect with consumers and expand the visibility of Ucluelet’s businesses and experiences while demonstrating an ROI. 2. Innovate on Responsible and Authentic Promotion Embody Ucluelet’s unique spirit and charm through innovative promotional campaigns that emphasize authentic and responsible experiences 3. Visitor and Community Education Tourism Ucluelet will also move forward to create a network of local and guest advocates who will amplify the Ucluelet message. <p>There will be a heavier focus on responsible travel messaging as well as a continuation of collecting new video assets to use for new feature video including clips for Instagram and story development in Crowdriff. Tourism Ucluelet will further support our stakeholders through our granting program, workshop development and staff training.</p>
Strategies	<p>To build on these goals the sustainable brand and communications plan developed, will assist in facilitating the brand shift and messaging. Digital, social and storytelling will be the primary focus of our new direction. All the while still producing visually appealing material to like-minded consumers that connect with preservation of the area and environmental stewardship. The ads and messaging will target eco-conscious high-yield consumers who are looking for genuine life-affirming experiences immersed in a pristine part of BC, exposed to nature, wildlife, outdoor adventure tours and culinary experiences.</p> <p>Tourism Ucluelet will also collaborate with the Ucluelet Chamber of Commerce to offer an ambassador program that will provide training to front line staff sharing to tools to ensure that the new messaging of responsible consumer behaviour is being disseminated as visitors check in. In addition to this program, Tourism Ucluelet will be creating a stakeholder workshop series focussing on the needs that businesses have to become more sustainable.</p> <p>Tourism Ucluelet will further work with organizations, the District of Ucluelet to ensure that similar messaging is sent to community members through newsletters offering insight to the new practices that the DMO, District and Chamber are aiming to achieve.</p>
Target Markets	<p>Tourism Ucluelet will continue to focus on rubber tire markets within the province and key out of province areas such as Calgary and Edmonton. Further consideration will be given to highly targeted communities in Ontario as well as in Washington state that identify with Ucluelet’s values and show interest in the area. These markets outside of BC will be considered based of engagement data and what the budget allows. Ucluelet currently experiences a peak season between mid-May to mid October and non-peak season from late October to early May. On average visitors to the area stay</p>

longer than three nights. The marketing focus will be on the non-peak season (mid-October to the beginning of May) and extending the number of nights from three to four. The tactics will target the following visitors:

Primary Geographic Target Markets

- Rubber tire markets of the lower mainland, Vancouver Island, Pacific Northwest USA and Calgary/Edmonton

Primary Visitor Demographic – shoulder and off season

- Visitors who are eco-conscious and share the same values as the community
- High yield consumers willing to travel to a remote area
- Couples on weekend getaways – seeking relaxing retreat in nature
- Active travellers, year-round – seeking extended stays and soft adventure
- Young and active – prefer quality of experiences from accommodation, food to activities
- Families, school holidays and summer – currently represents majority of peak season revenue for most Ucluelet operators
- Corporate and incentive, year-round
- Weddings, retreats, small conferences

Secondary Geographic Target Markets

- Areas of Ontario that resonate with our primary visitor demographic descriptions.
- California and longer-haul markets in partnership with Tourism Vancouver Island and Destination BC

Secondary Visitor Demographic

- Hikers
- Mountain bikers
- Surfers
- Food enthusiasts
- Kayakers
- Outdoor enthusiasts

Explorer Quotient (EQ) Segments

Tourism Ucluelet’s target visitors match the following EQ segments:

- *Authentic Experiencers* are typically understated travellers looking for authentic, tangible engagement with destinations they seek, with an interest in understanding the history of the places they visit.
- *Free Spirits* are highly social and open-minded. Their enthusiasm for life extends to their outlook on travel. Experiential and adventurous, they indulge in high-end experiences that are shared with others.
- *Cultural Explorers* are defined by their love of constant travel and continuous opportunities to embrace, discover and immerse themselves in the culture, people and settings of the place they visit.

- Ucluelet’s wilderness, scenic beauty, rich history, wildlife viewing, Wild Pacific Trail and outdoor adventure opportunities and the local community’s desire to protect it matches with the Authentic Experiencers concern for the health of the planet and what it means to future generations. Free Spirits sense of sharing their adventures online while enjoying the finer aspects of the community provide ample reasons for these EQ segments to visit. Of the 10 most appealing activities for Canadian Authentic Explorers, Ucluelet offers several either in the destination or very close by: marine and land-based wildlife viewing, visiting small towns, visiting national parks, seeing beautiful coastlines and beaches, dining at restaurants offering local ingredients and visiting aquariums.

Overview of Visitors Experiences in Ucluelet

- **Touring & Exploring** is identified as BC’s largest trip motivator. Visitors looking to tour and explore will find Ucluelet offers a welcome coastal retreat at the end of a cross-island journey through old-growth forests along a winding mountain highway.
- **Wilderness Comfort** – Ucluelet remains rural but welcomes guests with quality amenities found next to wild nature.
- **Outdoor Adventure** – Ucluelet offers numerous options for those seeking active outdoor pursuits such as hiking on the Wild Pacific Trail, cycling along bike paths, fishing charters, kayaking and surfing, as well as exploring the nearby Pacific Rim National Park Reserve. The new multi-use path connecting Ucluelet to Tofino through the National Park, will provide the opportunity for long distance hikes and bike rides in a safe and beautiful manner. Opening spring 2022. Ucluelet will also be adding mountain biking to its list of activities. Trails began construction in late 2020 with the hope to be market ready for spring of 2022. When this opens, Ucluelet will be on of the only locations in Canada that someone can go mountain biking all year round.
- **Ocean Coastline and Rainforests** – a variety of coastal experiences that create return visitation and ideal images for sharing: Wild Pacific Trail, storm watching, relaxing getaways, pristine and raw natural surroundings.
- **Wildlife viewing** – both marine (whales, marine mammals, and birds) as well as land-based (bears, wolves, shorebirds) wildlife viewing is available. Ucluelet also has the original collect and release aquarium in Canada. This facility allows visitors to get up close and personal with marine life that is normally found off the coast of Ucluelet while learning from the staff through their interpretive programs and touch tanks.
- **Indigenous Culture** – Engage the Yuułuʔiłʔatḥ Government and Ucluelet First Nation as well as Toquart First Nation owned and operated businesses to ensure Indigenous tourism products and services are linked, showcased and future opportunities are collaborated upon.
- **Arts** – are always influenced by the natural surroundings. Painting, carvings, sculpture, crafts, photography; there are multiple galleries in town that offer a host of local one-of-a-kind work.
- **Culinary** – A variety of restaurants; cafes, bakeries, diners, award winning distillery,

	<p>micro brewery (opened Feb 2020), casual and high-end restaurants, food trucks taking inspiration from local ingredients.</p> <ul style="list-style-type: none">• Festivals & Events – Canadian Surf Nationals, Ukee Days, Edge to Edge Marathon, Arts Splash, Pacific Rim Whale Festival, Summer Festival, Cultural Heritage Festival, Canada Day, Sail Past, Midnight Madness (per-Christmas shop local initiative), Van Isle 360 (bi-annually), Soap Box Derby in the fall, monthly beach clean-ups with Surfrider Pacific Rim as well as guided interpretative walks facilitated by the Wild Pacific Trail Society. These festivals and events are unique with a local flare.
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Section 2: One-Year Tactical Plan with Performance Measures
Major Category: Marketing

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

Tactics:

- Digital and social media (*channels all Tourism Ucluelet **not** DiscoverUcluelet **except** for the **website***)
- Expansion of consumer and stakeholder newsletters
- Expansion of stories on the website
- Development of audio files/podcasts
- Curated content
- Travel media with Destination BC/Tourism Vancouver Island
- Feature video
- Ambassador Program

Collaborating with organizations to help promote environmental stewardship

Implementation Plan:

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

Quantifiable objectives:

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

Rationale: Tourism Ucluelet’s mandate is to promote the destination in partnership with key stakeholders, while providing a seamless connection with consumers and expanding the visibility of Ucluelet’s businesses as well as experiences while demonstrating an ROI. As Tourism Ucluelet moves forward to implement our new sustainable tourism strategy, until otherwise indicated, all messaging for 2022 will be focused on responsible travel and respect for the area. Tourism Ucluelet will additionally take steps to showcase more equitable opportunities for those visitors traveling to the west coast with disabilities. This will ensure that all visitors have barrier-free opportunities to experience what Ucluelet and the West Coast have to offer.

Action Steps:

- Marketing agency will begin implementing new brand refresh strategy that will be focused on mindful, responsible, and sustainable travel efforts.
- Engage in Destination BC cooperative program opportunities where available (BC Fishing)
- Expand new website to include more stories and itineraries
- New asset development that is reflective of the new direction and in-line with DBC brand standards
- Digital and social media
- Asset development to include First Nations, updated marine activities and others as needed
- Rich content development for new website, blogs, newsletters
- travel media independent and in collaboration with Tourism Vancouver Island and Destination BC
- familiarization tours
- Stakeholder, consumer, and Local newsletter program

- Curated content for national and provincial print publications with digital exposure
- Support to not-for-profits through marketing granting program and in-kind support for events and festivals that offer the opportunity to enhance the visitors experience while in Ucluelet
- Continue to work with stakeholders to expand plan for weddings, conference, and retreat market
- Coordinate and inventory businesses who already conduct themselves as environmental stewards
- Develop marketing materials for stakeholders with new messaging to share with travelers
- Begin using Environics to gain insight to visitor habits in the area.

Short Description:

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

Resources: Budget and Tourism Ucluelet staff

Sources of funding: MRDT funding, partner funding

Responsibilities: Tourism Ucluelet staff

Timeframe: will roll out over the course of 2021

Co-op advertising

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

Website

- Will continue develop content around responsible travel
- Content rich stories
- Continue to monitor and adapt our SEO
- New itineraries and blog posts
- Continual updates with new and pre-existing stakeholders
- Programmatic and Google ad words

Social Media & Digital advertising

- Ongoing through social media channels with programmatic (OTT will be new for 2022), google adwords
- Ongoing content creation for Facebook, Instagram, Twitter, YouTube
- Consumer E-Newsletters
- Podcasts will be developed to assist with the visually impaired as well as another method of storytelling

Media Relations

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

Print materials and racking

- Tear away map with updated membership listing (summer)

Sustainable Brand & Communications Plan

- Focus around mindful, authentic, and responsible travel

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

Budget: \$252,100

Evaluation mechanism: Google Analytics, SEO, Later, AirDNA, Facebook manager, community and stakeholder survey, individual predetermined seasonal campaign metric, Environics, STR Report (pending), EV station data collection, waste management reports, Reporting from Wildlife organizations (Pacific Rim Wildlife Network) to determine improvement in visitor behaviour.

Performance Measures:

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

Output Measures:

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

Outcome Measures:

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

Major Category: Visitor Services

Activity Title: Increasing visitor touchpoints and encouraging responsible travel while in the area, increased length of stay, visitor yield and satisfaction.

- **Tactics:**

- Maintain primary visitor services at junction – Pacific Rim Visitor Centre, in partnership with Parks Canada, Ucluelet and Tofino stakeholders as well as the downtown seasonal office
- Apply for federal summer employment funding
- Train up to 5 visitor centre summer students and staff
- Collaborate with Ucluelet Chamber of Commerce to deliver an Ambassador Program to deliver community knowledge and customer service training to front line staff in the hospitality industry, eventually rolling it out to community member who would like to volunteer
- Develop a more effective roaming visitor services plan for summer
- Initiate minor leasehold improvements/upgrades at visitor centre(s)
- Continue to improve accessibility options at the Visitor centres and work with the District on the improvement of accessibility throughout Ucluelet
- Install wayfinding maps throughout town
- Move towards a further enhanced digital platform that can help the visitors services staff offer efficient and timely information, especially during peak season
- Revenue plans – increase stakeholder engagement within Ucluelet and surrounding communities with dynamic marketing packages, maintain desirable merchandise on site, continue applying for DBC visitor services and Canada summer jobs grants, engage neighbouring DMO’s to cross promote businesses and activities

Implementation Plan

Description: Plan for fully operational visitor centre for 2022. If staffing allows, roaming staff at key iconic locations throughout Ucluelet while continuing to deliver existing visitor servicing out of current locations.

- Generate revenue/pursue grants to work toward goal of cost-recovery by 2023
- Grow local and regional stakeholders represented at visitor centres
- Regain volume of visitor parties by 10% in 2022

Visitor Services Goals

Tourism Ucluelet’s primary goal is to have visitors stay longer, experience new and exciting products our businesses have to offer and ensure visitors leave having a life-affirming experience while on the west coast. The visitor centre plays a vital role in welcoming visitors to the west coast and providing them with accurate information to enhance their vacation, as well as insight on how to be a responsible traveler.

The downtown seasonal office is no longer available, as Tourism Ucluelet vacated the building, and it is being sold by the Chamber of Commerce. Ucluelet is fortunate to have multiple locations through out town that could warrant a more sophisticated mobile building, trailer, or vehicle to provide, roaming services not only by the Amphitrite lighthouse, but also by the Aquarium and at events. Should this come to fruition with the support of the district, staff will be equipped with digital devices to find information and dressed in branded vests so visitors know that the staff are part of Tourism Ucluelet.

A digital historical walking tour was created by a company called On This Spot to assist with expanding our historical representation of the town.

Action Steps:

- Maintain visitor services at junction, in partnership with Parks Canada and develop a new plan for seasonal support throughout the summer. The Junction centre is open all year round except for Christmas and New Years Day. Hours vary depending on season. Parks Canada leaves the junction after Thanksgiving weekend and does not return until the beginning of May annually.
- Apply for federal summer employment
- Train up to 5 visitor centre summer students and staff
- Refine mobile visitor services in partnership with District of Ucluelet
- Update suggested itineraries for guest and have on hand for reference
- Have information on hand for responsible travel
- Ensure historical walking tour is on website and visible at the centres
- Work with stakeholders to better understand what they offer for visitors traveling with disabilities and generate a list for visitor centre and stakeholder staff as well as posting on our website

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

Resources: Budget and Tourism Ucluelet staff

Sources of funding: MRDT funding, partner funding

Responsibilities: Tourism Ucluelet staff

Timeframe:

Visitor Centres

- Pacific Rim Visitor Centre at the Junction between Ucluelet and Tofino; open all year round
- Mid June roaming program (will be dependent on staffing)
- March – Pacific Rim Whale Festival, Spring Break and Art Splash
- Spring - Surf Nationals, Cultural Heritage Festival
- July – Canada Day Celebrations, Ukee Days, Summer Festival
- October - Edge to Edge Marathon
- December – Aquarium Release Day, Sail Past

Visitor Centre staffing

- 1 FT manager, 1 PT weekday staff, 1 PT weekend staff. All part time staff hours will vary depending on summer support required. Summer staff will be hired in May for peak season support.

Budget: \$176,600

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

Performance Measures:
Output Measures:

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

Outcome Measures:

- Monthly Visitor numbers
- Number of engagements by roaming staff
- Number of local/regional partnerships represented at centres
- MRDT revenues
- Increase average length of stay through occupancy rate in

- shoulder seasons as measured by participating accommodations
- CTR on apps and information through the website

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

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

Tactics:

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

Implementation Plan

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

Quantifiable objectives:

- Leverage funds at a minimum of 10% of the MRDT collected over 5 years (~\$7800)
- Completed Ucluelet Tourism Plan
- Successfully completed renewal document
- Succession planning documentation completed by end of 2022
- Increased community engagement to share the same message to consumers; how to be a responsible traveller while on the west coast (ie the Hatchery and bear interaction)
- Increased stakeholder engagement in marketing initiatives
- Increased collaboration on *Resort Development Strategy* with District of Ucluelet
- Develop Tourism Ucluelet policy statements on key issues affecting local tourism industry
- Participation in the Tourism Master Plan development process

Rationale: Tourism Ucluelet will be expanding its staff to assist in the implementation of additional projects and

our new sustainable communication plan. Ucluelet is in a unique position to educate our visitors on best practices when coming to the west coast, but to do this effectively, there needs to be one message shared by the local community members and businesses. Further collaboration with the District of Ucluelet and the Ucluelet Chamber of Commerce ensure this message is reached to all facets of the community.

Action Steps:

- Complete MRDT reporting requirements (April & November)
- Participate in Destination BC cooperative programs leverage marketing dollars (Fishing BC)
- Engage the Yuułuꞑiꞑath and Toquart Governments and Ucluelet and Toquart First Nation owned and operated businesses to ensure Indigenous tourism products and services are linked and showcased as well as future opportunities are collaborated upon
- Support stakeholder development through local and provincial workshops/courses
- Hold an open house for community to learn more about Tourism Ucluelet and its goals

- Maintain regular communications with tourism business stakeholders:
 - send monthly stakeholder e-update
 - maintain stakeholder section of website (www.discoverucluelet.com/stakeholders)
 - send annual stakeholder survey
 - share best practice resources designed for tourism business
 - encourage stakeholders to promote, share, link to Tourism Ucluelet marketing materials from their marketing platforms
 - send annual report to community

- Maintain regular communications with District of Ucluelet:
 - maintain District representation on Tourism Ucluelet board
 - bi-annual Tourism Updates to Mayor and Council
 - attend bi-annual Societies meeting with District, Mayor and Council as well as all other Societies in Ucluelet
 - Continue participating in the EOC and COVID recovery Task force

- Maintain regular communications with Ucluelet Chamber of Commerce
 - Maintain Chamber representative on Tourism Ucluelet board
 - Maintain stakeholder support and unification on subjects that impact the tourism business community
 - Provide stakeholder support through workshops aimed at enhancing digital awareness and marketing acumen
 - Support the further development of an on-line version of the Ambassador program
- Maintain active membership with provincial advocacy efforts – Tourism Industry Association of BC (TIABC) and BC Destination Marketing Organization Association (BCDMOA) and attend AGMs, conferences, etc.

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

Resources: Budget and Tourism Ucluelet staff

Sources of funding: MRDT funding, partner funding

Responsibilities: Tourism Ucluelet staff

Timeframe:

MRDT reporting requirements

- April – annual report
- November – tactical plan

Destination BC cooperative programs

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

Stakeholder communications

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

District of Ucluelet communications

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

Tourism Industry Association of BC events

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

Budget: \$183,000

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

BUDGET 2021

Revenues	2022 budget
Carry-forward from previous calendar year (surplus/reserve)	\$176,100
MRDT	\$355,000
MRDT from online accommodation platforms (estimated)	\$100,000
MRDT Subtotal	\$631,100
Local government contribution	-
Stakeholder contributions (i.e. membership dues)	\$14,600
Co-op funds received (e.g. DBC Coop; DMO-led projects)	\$0
Grants – Federal (pending application approval – Canada Summer Jobs)	\$10,000
Grants – Provincial (visitor Services funding)	\$25,000
Grants/Fee for Service - Municipal	\$0
Retail Sales	\$15,000
Interest	\$1,000
Other – commission revenue – retails agreements	\$15,000
Total Revenues	\$711,700
Expenses	
Marketing	
Marketing staff – wage and benefits (including AOR)	\$65,200
Media advertising and production	\$26,000
Website - hosting, development, maintenance	\$6,000
Social media	\$55,500
Consumer Shows, events	\$0
Collateral production, and distribution	\$7,500
Travel media relations	\$0
Travel trade	\$0
Consumer-focused asset development (imagery, video, written content)	\$70,900
Subtotal	\$231,100
Destination & Product Experience Management	
Destination & Product Experience Management Staff – wage and benefits	\$0
Industry development and training	\$12,000
Product experience enhancement and training	\$10,000
Research, evaluation, and analytics	\$11,000
Other (please describe)	\$0
Subtotal	\$33,000
Visitor Services	
Visitor Services staff and benefits	\$138,900
Visitor Services activities	\$37,700
Other (please describe)	
Subtotal	\$176,600
Meetings Conventions, Events & Sport	
Meetings Staff wages and benefits	\$0
Meetings, conventions, conferences, events, sport, grant programs, etc.	\$21,000
Subtotal	\$21,000
Administration	
Management and staff unrelated to program implementation – wages and benefits	\$78,000
Finance staff – wages and benefits	\$9,000

Human Resources staff – wages and benefits	\$2,000
Board of Directors costs	\$0
Information technology costs – workstation-related costs (i.e. computers, telephone, support, networks)	\$8,000
Office lease/rent	\$17,000
General office expenses	\$23,000
Subtotal	\$137,000
Affordable Housing	
General MRDT revenues	
Revenues from online accommodation platforms (estimated)	\$100,000
Subtotal	\$100,000
Other	
All other wages and benefits not included above	
Other activities not included above (please describe) Professional Development for FT staff and BOD	\$13,000
Subtotal	\$13,000
Total Expenses:	\$711,700
BALANCE	\$0

Section 3: Projected Spend by Market (*broad estimate*) for LEISURE activities only & projected percentage of spend focused on each season (*broad estimate*)

(Add more rows as needed)

Geographic Market	Total Marketing Budget by Market	% of Total \$ by Market
BC	176,470	70
Alberta	50,420	20
Ontario*	12,605	5
Washington*	12,605	5
Total	252,100	100%

*only for highly targeted campaigns or in participation with Tourism Vancouver Island/ Destination BC initiatives, otherwise funds will be divested into BC and Alberta markets.

Appendix 2.4 Annual Affordable Housing MRDT Report

The following table must be completed if the designated recipient wishes to use MRDT revenues on affordable housing initiatives, regardless of whether revenues are solely from online accommodation platforms or from general MRDT revenues. If you have submitted a previous report through your annual reporting requirements, only provide details on changes in the categories below. This report must be submitted by May 31 of every year.

Project Name and Address
<p>District of Ucluelet Affordable Housing Reserve Fund. District of Ucluelet 200 Main Street PO Box 999 Ucluelet, BC V0R 3A0</p>
Project Rationale and Details
<p>Affordable housing has been identified as a key priority for Ucluelet with Council confirming that these funds should be directed to future affordable housing needs through a dedicated reserve fund.</p> <p>A housing needs assessment was completed in 2021 which confirmed that affordable housing was a significant concern within the community and required dedicated actions by the municipality to address the issue. With the completion of the 2021 housing needs assessment Ucluelet is now looking at undertaking an affordable housing strategy which will outline specific actions the municipality can take to start the process of addressing the housing shortfall.</p> <p>Affordable housing has been identified as a priority issue for the Ucluelet community through recent community feedback on the Official Community Plan update process and affordable housing is listed as a high-priority strategy in the Ucluelet Economic Development Strategy. In addition, on June 26, 2018, Council received and approved a report from Planning staff outlining a Housing Action Plan. This plan outlined a list of actions for implementation.</p> <p><u>Short-Term Housing Action Plan:</u></p> <ol style="list-style-type: none"> 1. Continue the program to actively monitor and enforce short-term rentals; (ONGOING) 2. Commission a community Housing Needs Assessment report; (COMPLETE) 3. Explore the feasibility of creating temporary seasonal employee housing on municipally owned property; (IMPLEMENTED IN 2021) 4. Look for opportunities to update the District’s inclusionary zoning and density bonusing, particularly on lands previously designated as Comprehensive Development under a Master Development Agreement, to ensure a mix of affordable housing types are delivered with each phase of new development in the community; (IN PROGRESS) 5. Explore and seek community input on zoning amendments to: <ol style="list-style-type: none"> a. ensure that the first rental unit on single-family residential lots is for long-term tenancy, with any additional short-term rental uses to depend on the continued existence of the long-term rental; (IN PROGRESS) b. remove standalone short-term rental of single-family homes from the VR-2 zoning designation; (COMPLETE)

- c. add options for infill of compact, more affordable units in existing and new neighbourhoods (e.g., small lots, rental cottages, etc.); (IN PROGRESS)
- 6. Explore the use of the new rental zoning powers proposed in Bill 23; (IN PROGRESS)
- 7. Explore the use of Development Cost Charges for affordable housing; (IN PROGRESS)
- 8. As a follow-up to the needs assessment, develop a municipal Affordable Housing Strategy – identifying the best focus of municipal resources when addressing housing issues; (2022)
- 9. Develop a District land and development strategy and explore the options for an ongoing affordable housing program. (IN PROGRESS)
- 10. Develop a regional strategy on growth and affordable housing through a memorandum of understanding between local first nation communities, regional district and municipalities to further commonalities in addressing affordable and appropriate housing options for all west coast communities. (NEW)

Allocating funds for affordable housing is a tremendous benefit and opportunity for our community and we appreciate the Province considering this request.

MRDT Contribution

The MRDT contribution request is for OAP funds only. The OAP contribution received by the District in 2021 was \$119,397 and this amount was allocated to the Ucluelet Affordable Housing Reserve Fund. The 2022 estimate for OAP is \$100,000.

Housing Provider/Project Owners/Project Lead

The District of Ucluelet is the project lead for the Affordable Housing Reserve Fund.

Funding Partner(s)

There are currently no other partners identified, but there will be partners in any future project.

Contribution from Funding Partner(s)
To be determined.
Estimated Completion Date
No timelines have been established. Projects will be identified once the Affordable Housing Needs Assessment and Strategy have been completed for the District.
Number of Housing Units Completed
To be determined.



REPORT TO COUNCIL

Council Meeting: November 23, 2021
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

FILE NO: 0530-10

SUBJECT: 2022 COUNCIL APPOINTMENTS

REPORT NO: 21-156

ATTACHMENT(S): APPENDIX A - 2022 COUNCIL APPOINTMENTS
APPENDIX B – 2022 ACTING MAYOR SCHEDULE

RECOMMENDATIONS:

THAT Council adopt the 2022 Council Appointments, as set out in Appendix A to this report.

THAT Council appoint Councilor _____, as the Alternate Trustee to the Vancouver Island Regional Library Board for the 2022 year.

THAT Councillors Cole, McEwen, Kempes, and Hoar be designated to serve as Deputy Mayor in accordance with the schedule set out in Appendix B to this report.

PURPOSE:

The purpose of this report is to confirm the 2022 Council appointments and establish the 2022 Acting Mayor Schedule.

BACKGROUND:

Acting Mayor Schedule

Council is required by the *Community Charter* and the District of Ucluelet Council Procedures Bylaw to annually adopt an Acting Mayor Schedule. This schedule designates Council members to serve on a rotating basis throughout the year when the Mayor is absent, unable to act or the Mayor's office is vacant.

The proposed Acting Mayor Schedule is attached as Appendix B to this report. The duration of each designation period is truncated to account for the October 2022 General Municipal Election.

Council Appointments

Council members are appointed to serve and act as liaisons on various internal and external committees and boards. Appendix A lists the proposed 2022 appointments. It is substantially similar to the 2021 appointments. The only proposed change are the "Clayoquot Biosphere Trust Society (Alternate)" is listed under boards rather than Liaison Appointments; the title of the Regional Fisheries Committee was changed to the Fisheries Resource Committee; and Ucluelet Health Centre working group was deleted since it is not active at this time.

Members that are appointed by Council resolution are entitled to represent the District of Ucluelet and be remunerated in accordance with *Council Remuneration, Expense Reimbursement and Benefit Bylaw No. 1226, 2017*.

Community Group Liaison appointments were discontinued in early 2019 and replaced with regular Committee of the Whole Meetings which provide an opportunity for Council to engage directly with local community groups.

The following describes the mandates of the bodies identified in Appendix A.

Alberni-Clayoquot Regional District Board

The Alberni-Clayoquot Regional District (the “ACRD”) Board are the policy and decision makers for the Regional District. The District of Ucluelet is entitled to appoint a Director and Alternate to sit on this Board.

Alberni-Clayoquot Regional District Airport Advisory Committee

This Committee is a standing Committee of the ACRD. The committee reviews, reports and advises the ACRD Board on matters concerning the long-term development of Long Beach Airport. The District of Ucluelet may nominate one member to sit on this board. Typically, the Council Member appointed to sit on the ACRD Board also sits on this committee throughout their term. Councillor Cole is currently appointed to the ACRD Board.

Alberni-Clayoquot Regional District West Coast Committee

This Committee is a standing committee of the ACRD. The committee assists the ACRD Board of Directors with decision making including budget, policy, infrastructure needs and other issues related to West Coast services. The District of Ucluelet is represented on this Committee by the Director appointed to the ACRD Board by the District of Ucluelet, or his/her alternate. Committee appointments are confirmed by the Chair of the Board at the Regular ACRD Board of Directors Meeting in January of each year. Councillor Cole is currently appointed to the ACRD Board.

Vancouver Island Regional Library Board of Trustees (VIRL)

This board is the policy and decision making body for the libraries governed by the Vancouver Island Regional Library system. VIRL is the fifth largest library system in British Columbia and serves residents on Vancouver Island, Haida Gwaii and Bella Coola. On November 9th Council appointed Councillor McEwen to this board for 2022 but an alternate was not appointed. It is recommended that the alternate be appointed at this time.

Alberni-Clayoquot Health Network (ACHN) – Transportation Working Group

The West Coast Transportation working group was a task force brought together to implement transportation action in response to the 2014 Transportation Consultation. It reported back to the ACHN and ACRD.

The coordinator of this taskforce, Marcie DeWitt, reports that the taskforce has been latent for some time as the primary goals around medical transportation resulting in the Wheels for Wellness program implementation and intercommunity transit BC Transit project, have been met. Ms. DeWitt further reports that need for reengagement of this taskforce will be reassessed at a later date, if community engagement is required for additional priorities. At this point in time Council could appoint a Member to sit on this taskforce if and when it is reengaged.

Clayoquot Biosphere Trust Society

The Clayoquot Biosphere Trust (CBT) relies on the vision and strategic direction of its Board of Directors to support its role as a community foundation.

The Board of Directors is comprised of appointments from Hesquiaht First Nation, Ahousaht, Tla-o-qui-aht First Nations, Yuułuʔiłʔatḥ Government, Toquaht Nations, District of Tofino, District of Ucluelet and the Alberni-Clayoquot Regional District Area C, as well as two At-large Directors.

Council selected Toni Buston to serve as the District appointed Director. CBT advises that it is desirable for Council to appoint an Alternate Director that is a Council member. Councillor Cole is current alternate.

Alberni Clayoquot Health Network (ACHN) Table of Partners - Liaison

The Alberni Clayoquot Health Network is a mechanism for citizens working and living in the Alberni Clayoquot Regional District to come together to share ideas and resources to build healthier communities. The Network aims to improve health and well-being and focusses on the social determinants of health.

The Table of Partners is a leadership table that provides guidance to the Health Network and acts as a key liaison with Alberni Clayoquot Regional District and Island Health.

Two table members are appointed by the ACRD Board of Directors. The term for these members is one year. Councillor Cole was appointed by the ACRD to the Table of Partners in 2021.

The remaining members apply to serve on the Table. A call for members is open until December 10, 2021 and has been included under the Correspondence section of this Agenda.

Barkley Community Forest - Liaison

Barkley Community Forest Corporation (BCFC) is jointly owned by the District of Ucluelet and the Toquaht Nation. It is authorized by the Province of British Columbia under the Barkley Community Forest Agreement to an allowable annual cut of 27,000 cubic metres and an initial term of 25 years.

BCFC is run by a Board of Directors comprised of an equal number of representatives from the District of Ucluelet and the Toquaht Nation, plus one non-partisan member agreed upon by both parties.

Council has already selected the District of Ucluelet's representation on this Board. Historically Council also selected a Council member to serve as a Liaison to this Board.

Coastal Community Network – Liaison

The Coastal Community Network is a group of Mayor's and their delegates that advocate for discrete issues of importance identified by the members. Historically the Mayor participated in this Network's meetings.

DFO Fisheries Committees for Groundfish and Hake - Liaison

This advisory Committee provides advice to the DFO on the management of Groundfish and Hake. It is also a forum to communicate information between the industry, stakeholders and DFO, and assist with the annual and long-term management of the groundfish trawl fishery.

DFO Groundfish Advisory Committee – Liaison

This Committee makes annual recommendations regarding the allocation of Ground Fish quotas. It consists of representatives from communities, crew and shoreworkers, processors, groundfish trawl license holders, First Nations, and a non-licensed individual.

Fisheries Resource Committee – ACRD – Liaison

This is a standing committee of the ACRD. The objective of the Fisheries Resource Committee is to protect the marine resource industry in the Alberni-Clayoquot Region. Five Directors of the ACRD Board are appointed to serve on this committee annually. Councilor Cole was one of these members in 2021.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

No additional Staff time will be required as a result of the recommended motions. Elected Official time requirements vary depending on the appointments and associated meeting schedules.

FINANCIAL IMPACTS:

There will be no new financial impacts resulting from the recommended resolution as the number of appointments has not changed from January of 2021.

OPTIONS REVIEW:

The motions listed above are recommended.

Alternatively, Council could amend the proposed 2022 appointments by adopting the following resolutions:

THAT the proposed 2022 Council Appointments be amended as follows:

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

THAT the 2022 Council Appointments be adopted as amended.

Also in the alternative, Council Could amend the 2022 Acting Mayor Schedule by adopting the following resolutions:

THAT the proposed 2022 Acting Mayor Schedule be amended as follows:

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

THAT the 2022 Acting Mayor Schedule be adopted as amended.

Also in the alternative, these matters could be deferred to a later Council meeting.

Respectfully submitted: Joseph Rotenberg, Manager of Corporate Services

APPENDIX A
2022 COUNCIL APPOINTMENTS

Appointee	Board, Commission & Committee Appointments	Council Liaison Appointments
Councillor Rachelle Cole	<ul style="list-style-type: none"> • Alberni-Clayoquot Regional District Board • ACRD Long Beach Airport Advisory Committee (Airport Committee) • ACRD West Coast Committee • Clayoquot Biosphere Trust Society (Alternate) 	
Councillor Jennifer Hoar	<ul style="list-style-type: none"> • Vancouver Island Library Board (Alternate) 	
Councillor Lara Kems	<ul style="list-style-type: none"> • Alberni-Clayoquot regional District Board (Alternate) 	
Councillor Marilyn McEwen	<ul style="list-style-type: none"> • Vancouver Island Library Board 	
Mayor Mayco Noël		<ul style="list-style-type: none"> • Barkley Community Forest • Coastal Community Network • DFO Fisheries Committee for Groundfish & Hake • Groundfish Advisory Committee • ACRD Fisheries Resource Committee

APPENDIX B

2022 ACTING MAYOR SCHEDULES

Deputy Mayor	Term
Councillor Marilyn McEwen	January 1 – March 15, 2022
Councillor Lara Kems	March 16 – May 31, 2022
Councillor Jennifer Hoar	June 1 – August 15, 2022
Councillor Rachelle Cole	August 16 – October 31, 2022



INFORMATION REPORT

Council Meeting: November 23, 2021
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: PAULA MASON, ADMINISTRATION CLERK

FILE NO: 0550-20

SUBJECT: RESOLUTION TRACKING – NOVEMBER 2021

REPORT NO: 21- 163

ATTACHMENT(S): APPENDIX A: RESOLUTION TRACKER

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 tracking report has been appended to this report for Council's information.

- 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.

Respectfully submitted: Paula Mason, Administration Clerk

Meeting	Date	Meeting Item Description	Resolution	Action	Department Responsible	Follow-Up Status
Regular Council	September 25, 2018	Lease with Ucluelet & Area Historical Society	THAT Council approve recommendation 1 of report item, "Lease with Ucluelet & Area Historical Society", which states: THAT Council enter into a lease agreement with the Ucluelet and Area Historical Society that is similar to their original Provincial Lease #111228 – Block A District Lot 1507, Clayoquot Land District for approximately 2.4 hectares	Meet with UAHS looking at options. UAHS to get back to Ms. Fortune to confirm the direction they would like to proceed	Parks & Recreation	In Progress: Met with Historical Society January 2021 - waiting for feedback on the lease.
Regular Council	May 14, 2019	Zoning Amendment, Housing Agreement & DVP (354 Forbes Road)	THAT Council, with regard to the proposal to renovate the building on Lot 17, District Lot 281, Clayoquot District, Plan VIP76147 (354 Forbes Road) and request for zoning amendments to permit commercial tourist accommodation on the property: give third reading to the "District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1248, 2019"; give third reading to the "Ucluelet Housing Agreement Bylaw No. 1249, 2019"; and issue Development Variance Permit DVP19-03	Bring Bylaw No. 1248 & No. 1249 for adoption, once all subject to conditions being met	Planning	In Progress - waiting for applicant to meet conditions prior to adoption. Inspection scheduled 2021Nov25.
Regular Council	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	Parks & Recreation	In Progress - This will be part of overall master plan for Tugwell Field Area - Planning 2021
Regular Council	January 14, 2020		THAT Staff work with Black Rock Oceanfront Resort & Spa to identify unique solutions for navigation to the resort	A.) Staff to incorporate options for directional landmarks in designs for Peninsula Road B.) Staff to follow up with Black Rock to discuss options for appropriate directional signs	Planning	In Progress - pending design phase of Peninsula Road project.
Regular Council	February 11, 2020	West Coast Multi-Use Path Extension Bruce Greig, Manager of Community Planning West Coast Multi-Use Path Extension	THAT the District of Ucluelet make application to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to expand Licence of Occupation File 1407317, to allow for the extension of the West Coast Multi Use Path and other associated utility uses, between the existing Multi Use Path and Pacific Rim National Park Reserve	Apply to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development	Planning / Public Works	ACRD is the lead on this project.
Regular Council	March 12, 2020	Reporting and Request for Funding Letter from the Ucluelet Chamber of Commerce	THAT Council directs Staff to present a report that explores options for the use of the \$10,000 allocated to explore economic development options including the future location of Tourism Ucluelet	Draft report regarding future locations for Tourism Ucluelet	Planning	In Progress
Special Council	March 12, 2020	Operating and Project Review - Draft 5 Year Financial Plan	THAT Council direct Staff to provide a report on options for investing the remaining Community Forest Funds that have not been allocated for the 2020 budget	Draft report	CAO	Assigned
Regular Council	March 17, 2020	Water Treatment Loan Authorization Donna Monteith, Chief Financial Officer	THAT District of Ucluelet Loan Authorization Bylaw No. 1268, 2020 be given third reading and referred to the Inspector of Municipalities for approval	Staff to refer bylaw to the Inspector for Municipalities for approval	Administration / Finance	Assigned: Grant approved Aug/21. Awaiting confirmation of Costs.
Regular Council	June 23, 2020	District of Ucluelet Flood Mapping Project Bruce Greig, Manager of Community Services	THAT Council earmark the results of the flood mapping project for upcoming discussions in the Strategic Planning update and subsequent Budget preparations, for next steps to: update Emergency Preparedness plans; consider resiliency in long-term Asset Management planning; consider changes to development regulations, including a process for public consultation, as they relate to existing properties; and, consider new policy on future developments to avoid areas of flood risk.	Use report findings to update strategic planning, emergency preparedness plans, asset management planning, development regulations, policies related to development and subsequent budget preparation.	Administration	Assigned: this will be brought back during strategic and budget planning.
Regular Council	July 14, 2020	Audio Visual Upgrades for the Main Hall	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.	Parks & Recreation	In Progress - Final installation underway

Regular Council	October 13, 2020	Revised Covenant and Option to Purchase - Lot 13 Marine Drive Bruce Greig, Manager of Community Planning	THAT Council indicate that the offer to provide funding in the amount of \$320,000.00 to support the servicing and infrastructure of the development to reduce the cost of units to qualifying households would remain valid until September 1, 2025, and would be payable upon the owner obtaining a final occupancy permit for the last of the 33 houses to be built on the proposed lots.	Pay funds to the developer if and when occupancy permits are issued.	Finance	Assigned: Long Term Project Subject to Developer performance.
Regular Council	December 15, 2020	Development of "The Cabins" Properties in the Reef Point Area John Towgood, Planner 1	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,	Refer Discharge and Amendment of SRWs to the subdivision process once application is received.	Planning	Surevy underway. Pending receipt of subdivision application.
Regular Council	April 14, 2021	Request to Open Florencia Drive and Re-Commissioning Municipal Services to Signature Circle; Onni Group Bruce Greig, Manager of Community Planning	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.	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.	Planning	Complete
Regular Council	May 11, 2021	Temporary Use Permit TUP21-13 (636 Marine Drive) John Towgood, Planner 1	THAT Council authorize the issuance of Temporary Use Permit TUP21-13 for a period of six months, to allow for one seasonal RV camping spaces for local workers.	Issue TUP 21-13.	Planning	expired
Regular Council	May 11, 2021	Temporary Use Permit TUP21-15 (317 Forbes Road) John Towgood, Planner 1	THAT Council authorize the issuance of Temporary Use Permit TUP21-15 for a period of six months, to allow for 3 seasonal RV camping spaces for local workers.	Issue TUP 21-15.	Planning	complete
Regular Council	May 11, 2021	Temporary Use Permit TUP21-09 (1682 Peninsula Road) John Towgood, Planner 1	THAT Council authorize the issuance of Temporary Use Permit TUP21-09 for a period of six months, to allow for one (1) seasonal RV camping space for local workers.	Issue TUP 21-09.	Planning	expired
Regular Council	May 11, 2021	Temporary Use Permit TUP21-11 (2074 Peninsula Road) John Towgood, Planner 1	THAT Council authorize the issuance of Temporary Use Permit TUP21-11 for a period of six months, to allow for three (3) seasonal RV camping spaces for local workers.	Issue TUP 21-11	Planning	expired
Regular Council	May 11, 2021	Temporary Use Permit TUP21-12 (1947 St. Jacques) John Towgood, Planner 1	THAT Council authorize the issuance of Temporary Use Permit TUP21-12 for a period of six months, to allow for one seasonal RV camping space for local workers.	Issue TUP 21-12.	Planning	expired
Regular Council	May 25, 2021	Temporary Use Permit TUP21-06 (221 Minato Road) John Towgood, Planner 1	THAT Council authorize the issuance of Temporary Use Permit TUP21-06 for a period of six months, to allow for 8 seasonal RV camping spaces for local workers under the conditions that: a. each RV on the site be equipped with washroom facilities, toilet, sink and shower; b. if generators are used, they must be screened and safely located (fire hazard / exhaust discharge) in a way that mitigates the noise to any neighbouring property between the hours of 7 am and 8 pm; and c. prior to the permit being issued, the owners are required to provide the email and cell phone contact information for the person responsible for managing the worker housing sites.	Issue TUP 21-06	Planning	expired
Regular Council	June 15, 2021	Food Bank on The Edge - proposed new location Bruce Greig, Manager of Community Planning	THAT Council supports contributing to the project to offset site servicing and construction costs, with confirmation of the amount and source of funding to be determined in the 2022 budget process.	Bring forward during budget 2022 budget discussions.	Administration	Assigned
Regular Council	June 15, 2021	Resolution Tracking - May 2021 Paula Mason, Administration Clerk	THAT staff provide a report to Council with options for the investment of Barkley Community Forest Funds at an upcoming Council Meeting.	Staff to provide report.	CAO	Assigned

Regular Council	September 21, 2021	Correspondence Related to Ucluelet Fireworks Bylaw Stephanie Prewitt	THAT Council direct Staff to bring forward the District of Ucluelet Fireworks Bylaw for review and discussion at the next Council meeting.	Draft covering report and bring forward Ucluelet Fireworks Bylaw for review at the next Council meeting.	Fire & Emergency Services	Complete
Regular Council	September 21, 2021	District of Ucluelet Zoning Amendment Bylaw No. 1284, 2021 (Lot 16 Marine Drive) - 3rd Reading Bruce Greig, Director of Community Planning	THAT Council give third reading to District of Ucluelet Zoning Amendment Bylaw No. 1284, 2021.	Update bylaw, register covenant and bring back bylaw for adoption.	Planning	Complete
Regular Council	September 21, 2021	Sergeant Kevin Smith, RCMP Re: RCMP Update	THAT Council direct Staff to write a letter in support of additional RCMP officers being stationed in Ucluelet.	Draft letter in support.	CAO	Assigned
Regular Council	September 21, 2021	Dr. Carrie Marshall and Faye Missar, Coastal Family Resource Coalition Re: Harm Reduction	THAT Council direct Staff to bring back the alcohol harm reduction information to at a future meeting for Council discussion.	Draft report and bring back alcohol related information for Council discussion.	Recreation	In progress - Report in December
Regular Council	October 12, 2021	Request for Four Temporary Use Permits for a Rooming Housing use at; 1259 Eber Road, 1241 Eber Road, 277 Otter Street, and 1313 Helen Road John Towgood, Planner	D. That Council authorize the issuance of TUP 21-05, to allow for a Rooming House use for three Pacific Rim National Park Reserve employees for a period of up to three years at 1313 Helen Road (Lot 10, Block 1, Section 21, Clayoquot District, Plan 9200).	Issue TUP21-05	Planning	In Progress
Regular Council	October 12, 2021	Request for Four Temporary Use Permits for a Rooming Housing use at; 1259 Eber Road, 1241 Eber Road, 277 Otter Street, and 1313 Helen Road John Towgood, Planner	C. That Council authorize the issuance of TUP 21-04, to allow for a Rooming House use for three Pacific Rim National Park Reserve employees for a period of up to three years at 277 Otter Street (Lot 8, Section 21, Clayoquot District, Plan 11923).	Issue TUP21-04	Planning	In Progress
Regular Council	October 12, 2021	Request for Four Temporary Use Permits for a Rooming Housing use at; 1259 Eber Road, 1241 Eber Road, 277 Otter Street, and 1313 Helen Road John Towgood, Planner	B. That Council authorize the issuance of TUP 21-03, to allow for a Rooming House use for four Pacific Rim National Park Reserve employees for a period of up to three years at 1241 Eber Road (Lot 11, Section 21, Clayoquot District, Plan 13683).	Issue TUP21-03	Planning	In Progress
Regular Council	October 12, 2021	Request for Four Temporary Use Permits for a Rooming Housing use at; 1259 Eber Road, 1241 Eber Road, 277 Otter Street, and 1313 Helen Road John Towgood, Planner	A. That Council authorize the issuance of TUP 21-02, to allow for a Rooming House use for four Pacific Rim National Park Reserve employees for a period of up to three years at 1259 Eber Road (Lot 12, Section 21, Clayoquot District, Plan 13683).	Issue TUP21-02	Planning	In Progress
Regular Council	October 12, 2021	Temporary Use Permit 21-18, 210 Minato Road John Towgood, Planner	A. That Council authorize the issuance of Temporary Use Permit 21-18 for a period of 3 years, to allow two seasonal RV camping spaces for local workers.	Issue TUP21-18	Planning	In Progress
Regular Council	October 12, 2021	2022 Council Meeting Schedule Joseph Rotenberg, Manager of Corporate Services	1. THAT Council amend the draft 2022 Council Meeting schedule so all meeting start at 4:00 PM. 2. THAT Council adopt the proposed 2022 Council Meeting Schedule as amended; and 3. THAT Council direct Staff to give notice of the 2022 Council Meeting Schedule in accordance with the Community Charter.	Amend schedule and give notice in accordance with Community Charter	Administration	In Progress: Notice will be given in late December.
Regular Council	October 12, 2021	District of Ucluelet Staff and Contractor Housing Joseph Rotenberg, Manager of Corporate Services	THAT Council direct Staff to pursue extending the District's residential tenancy agreement with Braker Developments Ltd. for the rental of Unit 4, 313 Forbes Road, Ucluelet B.C. for the period of one year.	Negotiate extension to lease agreement.	Administration	Assigned

Regular Council	October 12, 2021	Ucluelet OCP Bylaw No. 1236, 2020 Bruce Greig, Director of Community Planning	1. THAT staff be directed to provide an analysis of growth options informed by the 2021 West Coast Land Use Demand Study in the context of the draft OCP; and, 2. THAT the draft OCP (along with the growth options) be presented for community feedback at a Committee-of-the-Whole meeting.	Analyze growth options and present the same at a CoW.	Planning	In progress
Regular Council	October 12, 2021	Proposed Amendment to District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020 Joseph Rotenberg, Manager of Corporate Services	THAT Council direct Staff to present amendments to "District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020" that regulate the provision of plastic and bioplastic utensils and stir sticks.	Draft bylaw amendment for presentation to Council.	Administration	In Progress: Seeking input from key stakeholders.
Regular Council	October 12, 2021	District of Ucluelet Harbour Amendment Bylaw No. 1296, 2021 - Adoption Abigail K. Fortune, Director of Parks and Recreation	THAT Council adopt District of Ucluelet Harbour Regulation Amendment Bylaw No. 1296, 2021.	Update bylaw, update bylaw tracker, sign, and file.	Administration	Complete
Regular Council	October 12, 2021	Every Child Matters Crosswalk Courtney Johnson	THAT Council Consider implementing an Every Child Matters crosswalk during the 2022 Budget process.	Added to 2022 budget. Workplan in progress.	Public Works	Assigned
Regular Council	October 26, 2021	AVICC 2022 Call for Nominations and Resolution Form AVICC Executive	THAT Council direct Staff to enquire with AVICC regarding when Ucluelet will host the AVICC annual convention.	Determine when Ucluelet is scheduled to host the AVICC convention and report back to Council.	Administration	In Progress: Staff emailed AVICC and are waiting for a response. 2022 AVICC will take place in Victoria, and 2023 will take place in Nanaimo
Regular Council	October 26, 2021	Correspondence Regarding Bay Street Speed Controls and Crosswalk	THAT Council direct Staff to present a report regarding speed controls for consideration at a future meeting of Council.	Added to 2022 budget. Workplan in progress.	Public Works	Assigned
Regular Council	October 26, 2021	Zoning Amendment - 312 Pass of Melfort Place John Towgood, Municipal Planner, District of Ucluelet	THAT Council give first and second reading to District of Ucluelet Zoning Amendment Bylaw No. 1299, 2021, and refer the bylaw to a public hearing.	Schedule and give notice of Public Hearing	Planning	in progress
Regular Council	October 26, 2021	Ucluelet OCP Bylaw No. 1236, 2020 - Schedule Bruce Greig, Director of Community Planning, District of Ucluelet	THAT Staff be directed to move, and give notice, that the November 23, 2021, Regular Council Meeting and Special Committee of the Whole Meeting to be held at the Main Hall at the Ucluelet Community Centre at 500 Main Street, Ucluelet, B.C.	Give notice of the change in location and Special Committee of the Whole.	Administration	Completed
Regular Council	October 26, 2021	Review of Bylaw 967, 2004 Rick Geddes, Fire Chief, Ucluelet Fire Rescue	THAT Council directs staff to update Bylaw No. 967, 2004 in the form of a new bylaw to regulate the sale, use, and possession of fireworks within the municipality by: a. prohibiting the sale, use, or possession of Consumer fireworks; and, b. permitting the use of Display Fireworks and Special Effect Pyrotechnics through a permitting process.	In progress	Fire & Emergency Services	Assigned
Regular Council	October 26, 2021	Draft Fire Protection Services and Donation Agreements with Toquaht Nation Rick Geddes, Fire Chief, District of Ucluelet	THAT Council endorse the draft Fire Services Agreement and Donation Agreement between the District of Ucluelet and Toquaht Nation as presented; and further, THAT Council direct staff to present the final Fire Service Agreement and Donation Agreement between the District of Ucluelet and Toquaht Nation upon Toquaht Nation executing the agreement.	In progress. Draft agreements are with Toquaht to ratify / provide feedback.	Fire & Emergency Services	Assigned
Regular Council	October 26, 2021	October 12, 2021 Regular Minutes	THAT Council adopt the October 12, 2021 Regular Minutes as presented.	Print, sign, file and post minutes.	Administration	Completed
Regular Council	November 9, 2021	AVICC Workshop Suggestions, Hotels for 2022 Convention	THAT Councillors Cole, McEwen, Hoar, Kems, and Mayor Noël be approved to attend the Local Government Leadership academy conference, February 9 – 11, 2022 in Richmond.	Register Council to attend this event, and book accommodations.	Administration	Completed
Regular Council	November 9, 2021	AVICC Workshop Suggestions, Hotels for 2022 Convention	THAT Councillor Cole, Councillor McEwen, Councillor Hoar, Councillor Kems, and Mayor Noël be approved to attend the 2022 Annual AVICC Conference in Victoria.	Register Council members to attend and book accommodations.	Administration	In Progress: Accommodations Booked/Registration opens early Feb 2022
Regular Council	November 9, 2021	Appointment to the 2022 Vancouver Island Regional Library Board Ben Hyman, Executive Director, Vancouver Island Regional Library	THAT Councillor McEwen be appointed to represent the District of Ucluelet on the Vancouver Island Regional Library Board for the 2022 year.	Relay resolution and provide supporting documentation to VIRL.	Administration	Assigned

Appendix A

Regular Council	November 9, 2021	Council Procedure Bylaw No. 1300, 2021 (Readings 1-3) Joseph Rotenberg, Manager of Corporate Services	THAT Council direct Staff to redraft District of Ucluelet Council Procedure Bylaw No. 1300, 2021: a. to retain the Public Input section of the Agenda; b. to retain the Question Period as set out in Bylaw 1264, 2020; And further THAT Council direct Staff to present the redrafted bylaw at a future meeting.	Update bylaw and bring back bylaw for Council to consider readings.	Administration	Complete
Regular Council	November 9, 2021	District of Ucluelet Zoning Amendment Bylaw No. 1284, 2021 (Lot 16 Marine Drive) - Adoption Bruce Greig, Director of Community Planning	THAT Council give first, second and third readings to District of Ucluelet Housing Agreement Bylaw No. 1297, 2021.	Bring bylaw back for adoption.	Planning	In progress
Regular Council	November 9, 2021	District of Ucluelet Zoning Amendment Bylaw No. 1284, 2021 (Lot 16 Marine Drive) - Adoption Bruce Greig, Director of Community Planning	THAT Council adopt District of Ucluelet Zoning Amendment Bylaw No. 1284, 2021.	Print, sign and file	Administration	Assigned
Regular Council	November 9, 2021	Koers Engineering and Associates Ltd. Contract Renewal James Macintosh, Director of Engineering Services	THAT Council approve Option A, to authorize an extension of the fee-for-service contract between the District of Ucluelet and Koers & Associates Ltd. from May 26, 2021, through to May 26, 2023.	Completed	Public Works	Assigned

**STAFF REPORT TO COUNCIL**

Council Meeting: November 23, 2021
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES **FILE NO:** 3900-25 BYLAW 1300
SUBJECT: COUNCIL PROCEDURE BYLAW NO. 1300, 2021 (READINGS 1-3) **REPORT NO:** 21-164
ATTACHMENT(S): APPENDIX A- PROPOSED COUNCIL PROCEDURE BYLAW NO. 1300, 2021

RECOMMENDATION(S):

THAT Council give District of Ucluelet Council Procedure Bylaw No. 1300, 2021, first, second and third reading; and further,

THAT Staff be authorized to provide notice to the public in accordance with Sections 94 and 124(3) of the Community Charter.

PURPOSE:

The purpose of this report is to introduce an updated version of District of Ucluelet Council Procedure Bylaw No. 1300, 2021 (the "Draft Bylaw") for Council to consider.

BACKGROUND:

On November 9, 2021, Council received Report No. 21-162. It introduced new report templates, a new approach to Council minutes and the Draft Bylaw. A redlined version of District of Ucluelet Council Procedure Bylaw No. 1264, 2020 (the "Bylaw 1264") which tracked the proposed procedural changes and a clean version of the Draft Bylaw were attached to that report.

In response to the report, Council directed staff to rework the Draft Bylaw to retain the Public Input section and Question Period as set out in Bylaw 1264.

The Draft Bylaw, attached as Appendix A, incorporates these changes by:

- reintroducing the provision of Bylaw 1264 related to Public Input which had been deleted; and
- expanding the scope of the Question Period to include any matter within Council's jurisdiction rather than limiting questions to matters on Council's agenda.

TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:

If the recommended motions are adopted, Staff time would be required to publish notice of the Draft Bylaw. Further Staff time would be required for Staff to bring back the Draft Bylaw and any public input for Council to consider before adoption.

Further Council time would be required to consider adoption of the Draft Bylaw at a future Council meeting.

FINANCIAL IMPACTS:

Adoption of the Draft Bylaw requires that two consecutive advertisements be placed in the Westerly News newspaper. The approximate costs of these advertisement would be about \$350.00 per advertisement.

POLICY OR LEGISLATIVE IMPACTS:

Municipal Councils are required by the *Community Charter* to adopt a procedure bylaw which addresses specific subject matter. The Draft Bylaw addresses those matters and includes the revisions related to Question Period and Public Input requested by Council.

NEXT STEPS:

If the recommended motion was adopted, Staff would:

1. provide notice of the Draft Bylaw in accordance with the Community Charter;
2. collect any public input received; and
3. present the public input for consideration and the Draft Bylaw for adoption at the Regular meeting in January. Staff also anticipate presenting a public hearing policy at that meeting.

OPTIONS REVIEW:

The resolutions listed above are recommended.

Alternatively, Council could direct Staff to further rework the Draft Bylaw by making the following motion:

THAT Council direct Staff to redraft District of Ucluelet Council Procedure Bylaw No. 1300, 2021 to:

- a. _____;
- b. _____;
- c. _____, And further,

THAT Council direct Staff to present the redrafted bylaw at a future meeting.

-OR-

Council could also take no action at this time.

Respectfully submitted: Joseph Rotenberg, Manager of Corporate Services
Duane Lawrence, Chief Administrative Officer

Appendix A

DISTRICT OF UCLUELET

Bylaw No. 1300, 2021

A Bylaw to establish procedures for Council and Committees

WHEREAS the *Community Charter* requires that Council must, by bylaw, establish the general procedures to be followed by council and council committees;

AND WHEREAS the Mayor and Council are further empowered to establish additional procedures and otherwise facilitate the conduct of the District's business;

AND WHEREAS this table of contents is inserted for purposes of ease of reference only:

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

PART 1 – ADMINISTRATION & INTERPRETATION

1. TITLE AND REPEAL

- 1.1. This bylaw may be cited for all purposes as "District of Ucluelet Council Procedure Bylaw No. 1300, 2021" or the "Council Procedure Bylaw".
- 1.2. "District of Ucluelet Council Procedures Bylaw No. 1264, 2020" and all amendments thereto are hereby repealed.

2. INTERPRETATION AND DEFINITIONS

- 2.1. In this bylaw, the following terms have the following meanings:
 - (a) **"Acting Mayor"** means the Councillor designated under section 11 of this bylaw to act in place of the Mayor when the Mayor is absent or otherwise unable to act, or when the Office of the Mayor is vacant;
 - (b) **"Acting Mayor Schedule"** means a schedule of when each Councillor is to serve as Acting Mayor on a rotating basis for the period January 1 to December 31;

- (c) **"Agenda Deadline"** means:
 - (i) 12:00 P.M. five clear days before a Council Meeting or Committee of the Whole Meeting, for all matters other than those submitted by District Staff; and
 - (ii) a time at the discretion of the Corporate Officer for matters submitted by District Staff provided advance permission is obtained from the Corporate Officer and the notice requirements of this bylaw are satisfied;
- (d) **"Annual Meeting Schedule"** means a schedule of the date, time and place of Regular Council Meetings for the period of January 1 to December 31;
- (e) **"Chair"** means a person who has authority to preside over a meeting or public hearing and is also known as the Presiding Member;
- (f) **"Committee"** means a Standing, Select, or other committee of Council but does not include a Committee of the Whole;
- (g) **"Committee of the Whole"** means a committee comprised of all Council Members that meets to consider, but not decide, matters of District of Ucluelet business. The Committee of the Whole sits in a deliberative capacity only and must forwards its recommendations to Council for consideration;
- (h) **"Corporate Officer"** means the District of Ucluelet's appointed Corporate Officer and his or her deputy;
- (i) **"Council"** means District of Ucluelet Council;
- (j) **"Council Meeting"** means:
 - (i) an Inaugural Council Meeting;
 - (ii) a Regular Council Meeting; and
 - (iii) a Special Council Meeting;
- (k) **"Council Member"** means Mayor or a Councillor;
- (l) **"Councillor"** means a person who currently holds office as a District of Ucluelet Councillor;
- (m) **"District"** means the District of Ucluelet;
- (n) **"District Office"** means the District of Ucluelet local government administration office, located at 200 Main Street, Ucluelet, British Columbia;
- (o) **"Inaugural Council Meeting"** means the first Regular Council Meeting following a general local election;
- (p) **"Mayor"** means the Mayor for the District of Ucluelet, and includes the Councillor designated to act as Mayor during such periods necessary;
- (q) **"Member"** means a Council Member, Committee of the Whole Member or any member of a Committee;
- (r) **"Motion"** includes a resolution;

- (s) **"Presiding Member"** means the Mayor, Acting Mayor or other Member who presides over a Council Meeting, Committee meeting or Committee of the Whole Meeting, and is also known as the Chair;
 - (t) **"Public Notice Posting Places"** means:
 - (i) the notice board at the District Office;
 - (ii) the notice board at the Ucluelet Community Centre; and
 - (iii) the District's website, except when subject to electronic failures.
 - (u) **"Quorum"** means a majority of all Members of Council, Committee of the Whole, or Committee, as the case may be;
 - (v) **"Regular Committee of the Whole Meeting"** means a Committee of the Whole meeting listed on the Regular Committee of the Whole Schedule;
 - (w) **"Regular Council Meeting"** means a Council Meeting listed on the Annual Meeting Schedule;
 - (x) **"Select Committee"** means a committee established and the members appointed by Council in accordance with the *Community Charter* for a specific purpose;
 - (y) **"Standing Committee"** means a committee established and members appointed by the Mayor in accordance with the *Community Charter* for matters the Mayor considers would be better dealt with by committee;
 - (z) **"Special Committee of the Whole Meeting"** means a Committee of the Whole meeting other than a Regular Committee of the Whole Meeting.
 - (aa) **"Special Council Meeting"** means a Council meeting other than a Regular Council Meeting or an adjourned Council meeting;
 - (bb) **"Ucluelet Community Centre"** means the District of Ucluelet Community Centre, located at 500 Matterson Drive, Ucluelet, British Columbia.
- 2.2. Any legislation or statute referred to in this bylaw is a reference to an enactment of British Columbia and its regulations, as amended, revised, consolidated or replaced from time to time, and any bylaw referred to in this bylaw is a reference to an enactment of the Council of the District of Ucluelet as amended, revised, consolidated or replaced from time to time.
- 2.3. Any section, subsection, sentence, clause or phrase of this bylaw, which is for any reason held to be invalid by the decision of any Court of competent jurisdiction, may be severed from the balance of this bylaw without affecting the validity of the remaining portions of this bylaw.

3. SCOPE AND APPLICATION

- 3.1. The provisions of this bylaw govern public hearings, Council Meetings, Committee of the Whole Meetings, and Committee meetings, as applicable.
- 3.2. The failure of Council or District staff to observe the provisions of this bylaw does not affect the validity of resolutions passed or bylaws enacted by Council otherwise in compliance with statutory requirements.

4. ADDITIONAL AND ALTERNATE PROCEDURAL RULES

- 4.1. In circumstances not provided for under this bylaw or applicable legislation, the most current edition of Robert's Rules of Order, Newly Revised, apply to the extent that those rules are:
 - (a) applicable in the circumstances; and
 - (b) not inconsistent with provisions of this bylaw, the *Community Charter, Local Government Act* or other applicable legislation.
- 4.2. Any one or more of the procedures in this bylaw, except those required by the *Community Charter, Local Government Act* or any other legislation, may be temporarily suspended by majority vote.

PART 2 – MEETINGS & NOTICE

5. INAUGURAL COUNCIL MEETING

- 5.1. Following a general local election, the Inaugural Council Meeting must be held on the first Tuesday in November in the year of the election.
- 5.2. If Quorum of the Council Members elected at the general local election has not taken office by the date of the Inaugural Council Meeting referred to in subsection 5.1, the first meeting must be called by the Corporate Officer and held as soon as reasonably possible after Quorum has taken office.

6. MEETING PLACE AND TIME

- 6.1. All Council Meetings must take place within the Ucluelet Community Centre unless Council resolves to hold the meeting elsewhere and the Corporate Officer gives notice of a different meeting place by posting a notice of the change on the Public Notice Posting Places at least twenty-four hours prior to the time of the meeting.
- 6.2. After the Inaugural Council Meeting, Regular Council Meetings must occur on the dates and at the times specified in the Annual Meeting Schedule, except where such a meeting, is cancelled or rescheduled in accordance with subsection 7.
- 6.3. Council Meetings:
 - (a) are adjourned no later than three and a half hours after commencement, unless Council otherwise resolves; and
 - (b) may include recesses for any reason called by the Mayor or by resolution of Council. The approximate length of time or the approximate time when the meeting will reconvene must be stated.

7. CANCELLATIONS AND RESCHEDULING

- 7.1. Council Meetings may be cancelled or rescheduled:
 - (a) by Council resolution;
 - (b) by the Mayor;
 - (c) if the Corporate Officer determines that there is insufficient business to warrant holding the Meeting; or

- (d) if the Corporate Officer has been notified by a majority of members no later than thirty-six hours prior to the meeting that they will not be present for the meeting, provided notice is given in accordance with subsection 7.2.
- 7.2. If a Council Meeting is cancelled or rescheduled, the Corporate Officer must give at least twenty-four hour advanced notice:
- (a) to Council Members, by delivering a copy of the notice to the place that each Council Member designated for receiving notices; and
 - (b) to the public, by posting a copy of the notice at the Public Notice Posting Places.
- 7.3. Where a Meeting is cancelled or rescheduled, the business on the Agenda for that meeting is to be included in the next meeting.

8. NOTICE OF REGULAR COUNCIL MEETINGS

- 8.1. In accordance with the *Community Charter*, Council must annually:
- (a) adopt an Annual Meeting Schedule which establishes the date, time and place that Regular Council Meetings are to be held in the upcoming year;
 - (b) post the Annual Meeting Schedule at the Public Notice Posting Places; and
 - (c) give notice of the Annual Meeting Schedule's availability on or before January 31, in accordance with the *Community Charter*.
- 8.2. Where revisions are necessary to the Annual Meeting Schedule, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a Regular Council Meeting.

9. SPECIAL COUNCIL MEETINGS

- 9.1. A Special Council Meeting may be called in accordance with the *Community Charter*.
- 9.2. Except where notice of a Special Council Meeting is waived by unanimous vote of all Council Members, a notice of the date, hour, and place of Special Council Meeting must be given at least twenty-four hours before the time of the meeting, by:
- (a) posting a copy of the notice at the Public Notice Posting Places; and
 - (b) by delivering a copy of the notice to the place that each Council Member designated for receiving notices.
- 9.3. The notice under subsection 9.2. of this bylaw must describe in general terms the purpose of the meeting and be signed by the Mayor or Corporate Officer.

10. COUNCIL MEETINGS BY ELECTRONIC MEANS

- 10.1. Council, Committee of the Whole, and Committee meetings may be conducted by electronic or other communications facilities provided the conditions set out in the *Community Charter* are met and the Corporate Officer receives authorization of the Mayor, or Committee Chair, as applicable.

- 10.2. At least twenty-four hours before a Committee of the Whole Meeting, Committee meeting, or Regular Council Meeting is conducted by electronic means pursuant to subsection 10.1., notice must be posted to the Public Notice Posting Places which describes:
- (a) the way in which the meeting is to be conducted by electronic or other communication facilities; and
 - (b) the place where the public may attend to hear, or watch and hear, the proceeding of the meeting that is open to the public.
- 10.3. Notice of a Special Council Meeting to be conducted by electronic means pursuant to subsection 10.1. must describe:
- (a) the way in which the meeting is to be conducted by electronic or other communication facilities; and
 - (b) the place where the public may attend to hear, or watch and hear, the proceeding of the meeting that is open to the public.
- 10.4. A Member who is unable to attend an in-person Council Meeting, Committee of the Whole Meeting, or Committee meeting may participate by electronic means.
- 10.5. Participation by a Member by electronic means in an in-person meeting pursuant to subsection 10.4. is only available:
- (i) for up to two Members per meeting; and
 - (ii) for up to four meetings per year, per Member, unless Council resolves otherwise.
- 10.6. A Member that is participating in an in-person meeting electronically pursuant to subsection 10.4. of this bylaw may not:
- (a) Chair the meeting; or
 - (b) attend a meeting or any part of a meeting that is closed to the public.
- 10.7. A Member participating by audio means only must indicate his or her name and vote verbally.
- 10.8. If communication facilities fail or malfunction during a Meeting, the affected Member will be deemed to have left the meeting.

PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

11. DESIGNATION PROCEDURES

- 11.1. Annually, in December, Council must, from amongst its Members, adopt an Acting Mayor Schedule for the upcoming year, which designates Councillors to serve as Acting Mayor on a rotating basis when:
- (a) the Mayor is absent;
 - (b) the Mayor is otherwise unable to act; or
 - (c) the office of the Mayor is vacant.

- 11.2. Each Councillor so designated must fulfil the responsibility of the Mayor in his or her absence.
- 11.3. If both the Mayor and Councillor designated as Acting Mayor are absent from the Council meeting, the Council Members present must choose, by an affirmative vote of the Majority of the Council Members present, a Councillor to Chair the Council Meeting.
- 11.4. The Councillor designated under subsection 11.1. or chosen under subsection 11.3. has the same power and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL PROCEEDINGS

12. OPEN MEETING RULE

- 12.1. All Council Meetings must be open to the public, except as provided for under the *Community Charter*.
- 12.2. Before holding a meeting or part of a meeting that is to be closed to the public, Council must state, by resolution passed in open meeting:
 - (a) the fact that the meeting or part is to be closed; and
 - (b) the basis under the *Community Charter* on which the meeting or part is to be closed.
- 12.3. Despite subsection 12.1., the Chair may expel or exclude from a meeting a person in accordance with the rules set out in the *Community Charter*.

13. CALLING TO ORDER

- 13.1. As soon as there is a Quorum present, at the time specified for a Council meeting, the Mayor, if present, must take the Chair and call the Council meeting to order.
- 13.2. If the Mayor is absent, the Acting Mayor, must take the Chair and call the meeting to order.
- 13.3. If Quorum of Council is present but the Mayor and Acting Mayor do not attend within fifteen minutes of the scheduled time for a Council meeting:
 - (a) the Corporate Officer must call the Council meeting to order; and
 - (b) by resolution the Council must appoint a Councillor as Chair for that meeting until the Mayor or Acting Mayor arrives.
- 13.4. If the Mayor arrives after commencement of a meeting, he or she will preside upon arrival.
- 13.5. The acting Chair of a meeting has the power and duties of the Mayor in respect of that meeting.

14. ADJOURNING THE MEETING – NO QUORUM

- 14.1. If there is no Quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:

- (a) record the names of the Council Members present and those absent; and
 - (b) adjourn the meeting until the next scheduled meeting.
- 14.2. If Quorum is lost for the balance of the agenda, the time of conclusion and the names of the members then present shall be entered in the minutes.

15. AGENDA AND ORDER OF BUSINESS

- 15.1. Prior to each Council Meeting and Committee of the Whole Meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at the meeting.
- 15.2. The deadline for submission to the Corporate Officer of items for inclusion on the Council Meeting or Committee of the Whole agenda is the Agenda Deadline.
- 15.3. Items received by the Corporate Officer after the Agenda Deadline must not be placed on the agenda, but instead must be placed on the agenda for consideration at the following Council Meeting or Committee of the Whole Meeting, as applicable, unless the items are introduced as late items pursuant to section 16 of this bylaw.
- 15.4. The Corporate Officer must make the agenda available to Members and the public:
- (a) forty-eight hours before a Regular Council Meeting;
 - (b) forty-eight hours before a Regular Committee of the Whole Meeting;
 - (c) twenty-four hours before a Special Council Meeting; and
 - (d) twenty-four hours before a Special Committee of the Whole Meeting.
- 15.5. Only those matters included on the agenda may be considered or dealt with at the Council or Committee of the Whole Meeting unless a new matter is introduced as a late item pursuant to section 16 of this bylaw.
- 15.6. The usual order of business at a Regular Council Meeting is as set out in the agenda for that meeting under the following headings, as appropriate:
- (a) CALL TO ORDER;
 - (i) ACKNOWLEDGEMENT OF THE YUULU?IL?ATH;
 - (ii) NOTICE OF VIDEO RECORDING;
 - (b) LATE ITEMS;
 - (c) APPROVAL OF THE AGENDA;
 - (d) ADOPTION OF MINUTES;
 - (e) PUBLIC INPUT & DELEGATIONS;
 - (f) PUBLIC HEARINGS (if required);
 - (g) UNFINISHED BUSINESS;
 - (h) COMMITTEE OF THE WHOLE (if required);
 - (i) BYLAWS;
 - (j) REPORTS;

- (k) NOTICE OF MOTION;
 - (l) CORRESPONDENCE;
 - (m) INFORMATION ITEMS;
 - (n) MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS;
 - (o) QUESTION PERIOD;
 - (p) CLOSED SESSION (if required);
 - (q) ADJOURNMENT.
- 15.7. The usual order of business at a Regular Committee of the Whole Meeting is as set out in the agenda for the meeting under the following headings, as appropriate:
- (a) CALL TO ORDER;
 - (i) ACKNOWLEDGEMENT OF YUULU?I?ATH? FIRST NATIONS;
 - (ii) NOTICE OF VIDEO RECORDING;
 - (b) LATE ITEMS;
 - (c) APPROVAL OF THE AGENDA;
 - (d) ADOPTION OF MINUTES ;
 - (e) PUBLIC INPUT & DELEGATIONS;
 - (f) BYLAWS;
 - (g) REPORTS;
 - (h) NOTICE OF MOTION;
 - (i) CORRESPONDENCE;
 - (j) INFORMATION ITEMS;
 - (k) QUESTION PERIOD;
 - (l) CLOSED SESSION (if required);
 - (m) ADJOURNMENT.
- 15.8. When preparing the agenda prior to the meeting, the Mayor and Corporate Officer may, in their discretion:
- (a) vary the order set out in subsections 15.6. or 15.7.; and
 - (b) delete agenda headings if there is no business under those items.
- 15.9. All items on an agenda must be taken up in the order in which they appear on the agenda unless the Committee of the Whole or Council resolves otherwise.
- 15.10. An item of business may by Council resolution be:
- (a) deleted; or
 - (b) postponed to a future meeting of the same body.
- 15.11. Agendas are adopted by resolution either as presented or as amended.

16. LATE ITEMS

- 16.1. A late item may be approved for addition to an agenda by resolution of Council at the time Council adopts the agenda, if the subject matter is of an urgent nature such that the item cannot be held to the next Regular Council Meeting.
- 16.2. The deadline for late items to be included on an Agenda is two hours before the Council Meeting. Late items must be distributed to Council prior to the commencement of the Council Meeting.

17. NOTICE OF MOTION

- 17.1. A Council Member must give notice of his or her intention to introduce a motion for Council's consideration by:
 - (a) verbally stating at the appropriate point in the agenda (NOTICE OF MOTION) that he or she intends to introduce the motion at a subsequent meeting; and
 - (b) submitting a written copy of the motion to the Corporate Officer by the Agenda Deadline for the next Council Meeting.
- 17.2. Notwithstanding subsection 17.1., in the case of urgent business a Council Member may introduce a Motion for Council's consideration without prior notice by:
 - (a) submitting a written copy of the proposed motion to the Corporate Officer at least twenty-four hours before the Council Meeting; and
 - (b) obtaining Council's approval to introduce the motion as a late item.

18. PUBLIC INPUT AND DELEGATIONS

- 18.1. At each Regular Council Meeting and Regular Committee of the Whole Meeting, ten minutes will be made available for public input on any matter on the Agenda or within the competence of Council, in accordance with the following procedures:
 - (a) when recognized by the Mayor, each person will be allowed up to two minutes to address Council; and
 - (b) if at the end of the ten-minute Public Input period there remain any persons who wish to speak, the Members may, by unanimous resolution, agree to extend the length of the Public Input period.
- 18.2. Persons or groups wishing to address Council or who have been invited by Council, may be received as a delegation in accordance with the following procedures:
 - (a) prospective delegations must be made by prior arrangement through the Corporate Officer before the Agenda Deadline or at the Meeting by resolution of Council;
 - (b) prospective delegations must provide to the Corporate Officer information concerning the subject matter, and the name(s), address(es) and contact information of the spokesperson(s);
 - (c) prospective delegations must provide to the Corporate Officer any materials that they will present to Council by the Agenda Deadline;
 - (d) delegations must limit their presentation to ten minutes, except by prior

arrangement through the Corporate Officer before the Agenda Deadline or at the meeting by resolution of Council; and

- (e) at the Chair's discretion, members of Council may query or converse with delegations, notwithstanding the specified time limit.
- 18.3. The number of delegations on any Council Meeting Agenda will be limited to two.
- 18.4. Council must not consider a submission or act on a request made during Delegations, including but not limited to requests that may affect District bylaws, policies, resources or finances, until at least the next Regular Council Meeting, unless:
- (a) Council resolves unanimously to consider the matter; or
 - (b) the matter is elsewhere included on the agenda.
- 18.5. Notwithstanding subsection 18.3., following a delegation Council may by resolution:
- (a) refer the issue to staff for a report or refer the issue to a Committee;
 - (b) provide a letter of comment or support if requested, where Council determines no additional information is necessary.
- 18.6. Delegates must not be heard by Council on:
- (a) any matter that has been the subject of a public hearing held in accordance with a legislation as a pre-requisite to the:
 - (i) adoption of a bylaw; or
 - (ii) passing of a resolution authorizing a permit;
 - (b) District employee relations;
 - (c) the promotion of commercial products or services;
 - (d) litigation or potential litigation affecting the District;
 - (e) any matter related to an election campaign; or
 - (f) any matter about records held in confidence by the District unless that record has been lawfully released to the public by the District.
- 18.7. The Corporate Officer has the authority to screen delegation requests and, if appropriate, refuse to place a delegation on the Agenda if the subject matter of the proposed delegation:
- (a) is listed under subsection 18.5. of this bylaw;
 - (b) the delegate has previously made a delegation to Council on the same issue and no new information is provided; or
 - (c) is not within the jurisdiction of Council.

19. CORRESPONDENCE ADDRESSED TO MAYOR AND COUNCIL

- 19.1. Correspondence addressed to the Mayor or Council which requires, or requests Council action must:
- (a) be legible

- (b) be signed by, or identified as being from, at least one person who provides a name;
 - (c) not contain libellous statements about third parties;
 - (d) be submitted to the Corporate Officer by the Agenda Deadline, unless Council so resolves to accept the correspondence as a late item; and
 - (e) be approved by the Corporate Officer or Mayor and placed on the agenda for the next Regular Council Meeting.
- 19.2. District staff must acknowledge receipt of the correspondence and advise the writer of where the correspondence has been referred.
- 19.3. Correspondence referred to the Agenda must be presented in its entirety, excluding personal contact information other than the author's name and address, unless the author requests that specific personal information, except the author's name, be redacted.

20. INFORMATION ITEMS

- 20.1. Information items include:
- (a) staff reports provided for information only;
 - (b) correspondence of interest to the public or Council which does not require or request Council action; and
 - (c) in-camera items approved for public release.

21. QUESTION PERIOD

- 21.1. At each Regular Council Meeting, ten minutes must be made available for members of the public to question Council on any matter within the competence of Council, in accordance with the following procedures:
- (a) persons wishing to ask questions must state their name before asking their question;
 - (b) a person asking a question may ask a supplementary question but must, following the response to the supplementary question, yield to allow other persons opportunity to ask questions; and
 - (c) no speeches are permitted during Question Period.
- 21.2. If at the end of the ten-minute question period there remains any person wishing to speak, Council may, by unanimous resolution, agree to extend the length of the question period.
- 21.3. The provisions of this section do not permit verbal representations regarding any matter that has been the subject of a public hearing held in accordance with a legislation as a pre-requisite to the:
- (a) adoption of a bylaw; or
 - (b) passing of a resolution authorizing a permit.

22. MINUTES

- 22.1. Minutes of Council meetings must be:
- (a) legibly recorded;
 - (b) certified as correct by the Corporate Officer; and
 - (c) signed by the Mayor or other Member presiding at the meeting or at the next meeting at which the minutes are adopted.
- 22.2. The minutes of a previous meeting may be corrected, but not debated or reflected upon, at the time they are considered for adoption.
- 22.3. Subject to subsection 22.4 of this bylaw and in accordance with the *Community Charter*, Minutes of the proceeding of Council, Committees of the Whole, and Committees must be available for public inspection at the District Office during regular office hours.
- 22.4. Subsection 22.3 does not apply to Minutes of a Council Meeting or part thereof which persons were excluded under Section 90 of the *Community Charter*.

PART 5 – MOTIONS**23. READING AND CONSIDERATION OF MOTIONS**

- 23.1. Council may debate and vote on a motion only if it is first made by one Council Member and then seconded by another.
- 23.2. A Member may require the motion under consideration to be read.
- 23.3. A Member may not introduce a motion in respect of a matter that has not been properly included on the agenda.
- 23.4. The Chair may refuse to accept a motion if he or she is of the opinion that the motion is:
- (a) contrary to this bylaw;
 - (b) relates to matters outside the competence of Council or Council's jurisdiction under legislation; or
 - (c) deals with a matter that was voted upon by Council and defeated within the last six months.
- 23.5. If a motion is refused pursuant to subsection 23.4. the Chair must apprise the Council Members of the refusal to accept and must state the rule or authority applicable.
- 23.6. A Council Member may appeal the Chair's refusal to accept a motion according to the *Community Charter*.

24. RECORDING OF MOTIONS IN THE MINUTES

- 24.1. The names of the Council Members who moved and seconded a motion will not be recorded in the Minutes.

25. MOTIONS PERMITTED WHILE MATTER UNDER DEBATE

- 25.1. When a matter is under debate, no motion is in order except:

- (a) to defer (postpone) to a certain day (time);
- (b) to postpone indefinitely;
- (c) to lay on the table;
- (d) to move the previous question;
- (e) to refer to a committee or Staff for report; or
- (f) to amend.

25.2. A motion made under subsection 25.1 (a) to (d) is not amendable or debatable.

26. PRIVILEGE

26.1. In this section a matter of privilege refers to any of the following motions:

- (a) fix a time to adjourn;
- (b) adjourn;
- (c) recess;
- (d) raise a question of privilege of Council;
- (e) raise a question of privilege of a member of Council.

26.2. A matter of privilege must be immediately considered when it arises at a Council meeting.

26.3. For the purpose of subsection 26.2., a matter of privilege listed in subsection 26.1. has precedence over those matters listed after it.

27. AMENDMENTS

27.1. A Council Member may, without notice, move to amend a motion that is being considered at a Council Meeting.

27.2. An amendment may propose removing, replacing, or adding to the words of an original motion.

27.3. A proposed amendment must be reproduced in writing by the mover if requested by the Chair.

27.4. A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.

27.5. An amendment may be amended once only.

27.6. A Council Member may propose an amendment to an adopted amendment.

27.7. An amendment that has been defeated by a vote of Council cannot be proposed again.

27.8. The Chair must put the main question and its amendments in the following order for the vote of Council:

- (a) a motion to amend a motion amending the main question;

- (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subsection (a) is positive; then
- (c) the main question.

28. RECONSIDERATION

- 28.1. The Mayor may require Council reconsideration of a matter in accordance with the *Community Charter*.
- 28.2. Subject to subsection 28.6. a Councillor who voted with the majority either for or against a motion may, at any time within one month of the vote, introduce a motion to reconsider the resolution, motion or proceeding, including the defeat of a motion.
- 28.3. Council must not discuss the main matter to be reconsidered unless the motion to reconsider that matter introduced under subsection 28.2. is first adopted in the affirmative.
- 28.4. No matter may be reconsidered more than once.
- 28.5. A vote to reconsider must not be reconsidered.
- 28.6. Council may only reconsider a matter under subsection 28.2., that has not:
 - (a) had the approval or assent of the electors and been adopted;
 - (b) been reconsidered by the Mayor in accordance with the Community Charter; or
 - (c) been acted on by an officer, employee, or agent of the District.
- 28.7. The conditions that applied to the original bylaw, resolution, or proceeding apply to its rejection under this section.
- 28.8. A bylaw, resolution, or proceeding that is reaffirmed after reconsideration is as valid and has the same effect as it had before reconsideration.

PART 6 – BYLAWS

29. COPIES OF THE BYLAW

- 29.1. A proposed bylaw may be introduced at a Council Meeting only if a copy of it has been delivered to each Member before the Council Meeting unless all Council Members unanimously agree to waive this requirement.

30. FORM OF BYLAWS

- 30.1. A bylaw introduced at a Council meeting must:
 - (a) have a distinguishing name;
 - (b) have a distinguishing number; and
 - (c) be divided into sections.

31. BYLAWS TO BE CONSIDERED SEPERATELY OR JOINTLY

- 31.1. Council must consider a proposed bylaw at a Council meeting either:
 - (a) separately when directed by the Chair or requested by another Council

Member; or

- (b) jointly with other proposed bylaws in the sequence determined by the Chair.

32. READING AND ADOPTING BYLAWS

- 32.1. The readings of the bylaw may be given by stating the Bylaw title or Bylaws titles.
- 32.2. In accordance with the *Community Charter, Local Government Act or other enactment*, Council may give up to three readings to a proposed bylaw at the same Council Meeting.
- 32.3. Subject to any statutory requirement or a Council Member requesting that the reading be considered separately, a proposed bylaw may be introduced and given first, second and third reading in one motion.
- 32.4. Each reading of a proposed bylaw must receive the affirmative vote of a majority of Council Members present, unless the *Community Charter* or the *Local Government Act* stipulates otherwise.
- 32.5. A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter, Local Government Act* or other enactment.
- 32.6. There must be at least one day between third reading and adoption of the bylaw except:
- (a) in the case of an official community plan, zoning, land use contract amendment bylaw, or heritage designation bylaw, the proposed bylaw may, in accordance with the *Local Government Act* be adopted at the same meeting it received third reading; and
 - (b) where the *Community Charter, Local Government Act* or any other enactment requires otherwise.
- 32.7. Readings may be reconsidered in accordance with the procedures set out in section 28. of this bylaw.

33. BYLAW MUST BE SIGNED

- 33.1. After a bylaw is adopted, and signed by the Corporate Officer and the Presiding Member of the Council Meeting at which it was adopted, the Corporate Officer must have it placed in the District's records for safekeeping and endorse upon it:
- (a) the District's corporate seal;
 - (b) the dates of its readings and adoption; and
 - (c) the date of Ministerial approval or approval of the electorate, if applicable.

PART 7 – VOTING

34. GENERAL VOTING RULES

- 34.1. Voting is to proceed in accordance with the general voting rules determined by the *Community Charter*.

- 34.2. When the motion under consideration contains distinct propositions, and a Council Member so requests, the vote may be taken upon each proposition separately.
- 34.3. When debate on a motion is complete, the Chair must immediately put the motion to a vote.
- 34.4. In Conducting a vote, the Chair must:
- (a) first call for all members in favour of the motion and then all those opposed to the motion; and
 - (b) announce the outcome of the vote by declaring the motion carried or defeated.
- 34.5. After the Chair has put the motion to a vote, a Member must not speak to the question or make a further motion concerning it. The Chair's decision as to whether a motion has been finally put is conclusive.
- 34.6. Votes must be by show of hand except:
- (a) where votes are taken by unanimous consent according to subsection 34.9.; or
 - (b) where subsection 10.7. applies.
- 34.7. A Member present at the meeting at the time of the vote who abstains from voting is deemed to have voted in the affirmative.
- 34.8. If the votes of the Members present at the meeting at the time of the vote are equal for and against, the motion is defeated, and the Chair must declare the motion defeated.
- 34.9. Some motions may be voted on by unanimous consent, an informal way of taking a vote that is used for routine and non-controversial decisions of a procedural nature. The procedure involves asking if any Member objects to adopting the motion and if no one does, it is adopted. Where one Member objects, a vote must be taken.

PART 8 – RULES OF CONDUCT AND DEBATE

35. POWERS AND DUTIES OF THE CHAIR

- 35.1. The Chair at a Council Meeting or a Committee of the Whole Meeting is:
- (a) the Mayor;
 - (b) in the absence of the Mayor, the Acting Mayor; or
 - (c) in the absence of both the Mayor and Acting Mayor, the Councillor appointed according to subsection 11.3.
- 35.2. Where the Mayor or Acting Mayor joins a meeting already in progress, he or she shall Chair the Meeting upon arrival.
- 35.3. If the Mayor wishes to vacate the Chair for any reason during a meeting, he or she shall call upon the Acting Mayor to Chair the Meeting or, in the absence of the Acting Mayor, the next Councillor on the Acting Mayor Schedule that is in attendance.
- 35.4. The Chair is responsible for:

- (a) maintaining order and decorum at Council Meetings;
- (b) recognizing Council Members, District staff, delegations and other meeting attendees who, in accordance with this bylaw, wish to address Council;
- (c) ruling on which Council Member has a right to speak;
- (d) ensuring that all Council Members who wish to speak to a motion or an agenda item have spoken;
- (e) deciding points of order;
- (f) deciding questions of privilege;
- (g) calling a Member or person to order;
- (h) ruling on whether or not a motion is out of order;
- (i) stating motions and announcing the outcome of votes; and
- (j) providing other leadership functions as necessary to conduct Council Meetings in an efficient and effective manner.

35.5. The Chair:

- (a) may make and second motions;
- (b) may participate in debate without vacating the Chair; and
- (c) must vote under the same rules as Members, in accordance with section 34 of this bylaw.

35.6. The Chair must recognize Members desiring to speak in the order in which the Members indicate their request, preference being given to the mover and to the seconder, should either or both wish to speak.

35.7. Debate is closed by the Chair when in the Chair's opinion there has been adequate debate.

36. GENERAL CONDUCT

36.1. When the Chair desires to speak, any Member desiring to speak at the same time must cede to the Chair.

36.2. Members and other participants should be addressed, as appropriate, in the following manner:

- (a) the Mayor as:
 - (i) Your Worship; or
 - (ii) Mayor;
- (b) a Presiding Member who is not elected as the Mayor as Chair;
- (c) a Councillor as Councillor (here use the surname).

36.3. No Member or other person attending the meeting may:

- (a) interrupt a Member who is speaking, except in accordance with this bylaw;
- (b) cause a disturbance, disrupt or in any manner delay the conduct of business at

- a meeting; or
 - (c) use rude or offensive language.
- 36.4. If a Member, or person other than a Member, resists or disobeys an order of the Chair, that person may be removed at the direction of the Chair in accordance with the *Community Charter*.
- 36.5. If, through the Corporate Officer, an expelled Member advises the Chair that he or she wishes to apologize:
- (a) the Chair must so advise Council; and
 - (b) Council, without debate and by a two-thirds vote of the Members present, may:
 - (i) pass a motion allowing the expelled Member to proceed to the public podium to apologize; and
 - (ii) where an apology is permitted and made, pass a motion allowing the expelled Member to return to the meeting.

37. CONDUCT OF SPEAKER

- 37.1. A Member wishing to speak for the purpose of making a motion or entering the debate may speak after being recognized by the Chair but only to:
- (a) make the motion; or
 - (b) speak directly and concisely on the matter under debate.
- 37.2. A Member wishing to speak for the purpose of requesting the Chair consider and decide on any of the following matters may do so without recognition and, if necessary, by interrupting a Member who is speaking:
- (a) a violation of a specific rule or a particular mistake, omission, or error in procedure (point of order); or
 - (b) a matter of the comfort, convenience or privilege of the Council or a Member (question of privilege),
- but a Member must cease speaking when called to order and while the point of order or question of privilege is being stated, after which the Member may explain.

38. POINTS OF ORDER

- 38.1. When a point of order is raised, the Chair must:
- (a) interrupt a matter of consideration on the agenda;
 - (b) interrupt a Member who had been speaking, until the point of order is ruled upon;
 - (c) ask the Member raising the point of order to state the substance of and basis of the point of order; and
 - (d) state the provision of the bylaw or other rule of order applicable to the point of order, which the Chair must do at once without debate.

- 38.2. A Member may immediately appeal a ruling of the Chair under 38.1. in accordance with the *Community Charter*.

PART 9 – PUBLIC HEARINGS

39. TIME AND PLACE OF PUBLIC HEARINGS

- 39.1. Public hearings required by legislation must occur in the Ucluelet Community Centre unless otherwise advertised.
- 39.2. Public hearings are held on an as required basis and may be scheduled by the Corporate Officer to occur:
- (a) during a Regular Council Meeting;
 - (b) during a Special Council Meeting; or
 - (c) as a public hearing held independently of a Special Council Meeting or Regular Council Meeting.

40. PROCEDURES

- 40.1. Prior to each public hearing, the Corporate Officer must prepare an Agenda.
- 40.2. The Corporate Officer must make the Agenda available to the Members of Council and the public forty-eight hours before the public hearing.
- 40.3. Subject to subsection 40.4., any written materials and submissions considered by Council at the public hearing will be available for review by the public at the hearing.
- 40.4. Written submissions received during the notice period will be added to the public record in their entirety, including the writer's civic address and name but excluding other personal contact information, unless at the time of submission the author requests that other personal information, except the author's name, be redacted.
- 40.5. Written submissions submitted to the District Office via email, mail or hand delivery, must be received by noon on the day of the public hearing. After this time written submissions may be presented at the public hearing.
- 40.6. Individuals that speak during the public input portion of the public hearing must:
- (a) first identify themselves by stating their name and address and, where applicable, the name and address of the person or persons they represent;
 - (b) limit their remarks to matters contained in the proposed bylaw; and
 - (c) not make a reply, rebuttal, or further submission without the Chair or Presiding Member's permission.
- 40.7. Only Council Members may ask questions of speakers to clarify what has been said.
- 40.8. The Chair may establish additional rules of conduct that apply to public hearings provided they are consistent with this bylaw, the *Community Charter*, *Local Government Act* and any other applicable enactment.
- 40.9. A public hearing may be cancelled by the Corporate Officer where insufficient public notice is given.

PART 10 – COMMITTEES

41. COMMITTEE OF THE WHOLE

- 41.1. Council may annually adopt a Regular Committee of the Whole Schedule which specifies the date, time and location of Regular Committee of the Whole Meetings.
- 41.2. If a Regular Committee of the Whole Meeting Schedule is adopted:
- (a) Council must meet in accordance with the Regular Committee of the Whole Schedule except where a Regular Committee of the Whole Meeting is cancelled or rescheduled in accordance with section 7; and
 - (b) forty-eight hours before a Regular Committee of the Whole Meeting, the Corporate Officer must provide notice:
 - (i) to Members, by delivering a copy of the Regular Committee of the Whole Schedule to the place to which each Member has directed notices be sent; and
 - (ii) to the public, by posting a copy of the Regular Committee of the Whole Schedule to the Public Notice Posting Places.
- 41.3. Special Committee of the Whole Meetings may be called in the same manner as a Special Council Meeting and notice must be given in the same manner as a Special Council Meeting.
- 41.4. At any time during a Council Meeting for which proper notice has been given, Council may, by resolution, go into Committee of the Whole.
- 41.5. There is no notice requirement for a Committee of the Whole Meeting that takes place during a Council Meeting for which notice has already been provided.
- 41.6. If Council resolves to go into a Committee of the Whole under subsection 41.4. and a motion to rise without reporting is adopted by the Committee of the Whole, the Council Meeting resumes and proceeds to the next order of business.
- 41.7. A motion made during Committee of the Whole to rise without reporting:
- (a) is always in order and takes precedence over all other Motions;
 - (b) may be debated; and
 - (c) may not be addressed more than once by any one Member.
- 41.8. If Council resolves to go into a Committee of the Whole under subsection 41.4. and a motion to rise and report is adopted, the Council meeting resumes and the first order of business thereafter being Council considering the report of the Committee of the Whole.
- 41.9. Quorum is a majority of the Committee of the Whole's Members.
- 41.10. The following sections of this bylaw apply to meetings of the Committee of the Whole, with references to the Chair, the body and other provisions modified as appropriate:
- (a) Section 2 [Interpretation and Definitions];
 - (b) Section 4 [Additional and Alternate Procedural Rules];

- (c) Subsections 6.1. and 6.3 [Meeting Place and Time];
- (d) Section 7 [Cancellation and Rescheduling];
- (e) Section 10 [Council Meetings by Electronic Means];
- (f) Part 4 [Council Proceedings];
- (g) Part 5 [Motions];
- (h) Part 7 [Voting];
- (i) Part 8 [Rules of Conduct and Debate].

42. COMMITTEES

- 42.1. Council may establish Select Committees and the Mayor may establish Standing Committees in accordance with the *Community Charter*.
- 42.2. The rules of the Council procedure must generally be observed during Committee meetings:
 - (a) so far as is possible in the determination of the Chair recognizing the more informal nature of such bodies; and
 - (b) except strict compliance is required for sections specifically referenced in this section or elsewhere in this bylaw.
- 42.3. The terms of reference for each Committee must be approved by Council.
- 42.4. Quorum for a Committee is a majority of its members.
- 42.5. At its first meeting after its establishment, a Committee must establish a regular schedule of meetings.
- 42.6. The Chair of a Committee may call a meeting of the Committee in addition to the scheduled meetings and may cancel or reschedule a meeting.
- 42.7. Notice of the time, place and date of a meeting must be given by posting a notice at the Public Notice Posting Places:
 - (a) seventy-two hours before a regularly scheduled Committee meeting; and
 - (b) twenty-four hours before a Committee meeting called under subsection 42.6.
- 42.8. At least twenty-four hours before a Committee meeting, the meeting agenda must be delivered to Members and made available to the public, except for closed committee meetings.
- 42.9. Council Members attending a meeting of a Committee, of which they are not a Member, may participate in the discussion only with the permission of a majority of the Committee Members present.
- 42.10. The following sections of this bylaw apply to meetings of a Committee with references to the Chair, the Committee and other provisions modified as appropriate:
 - (a) Section 2 [Interpretation and Definitions];
 - (b) Section 4 [Additional and Alternative Procedural Rules];
 - (c) Section 7 [Cancellation and Rescheduling];

- (d) Section 10 [Council Meetings by Electronic Means] at the discretion of the Chair Member noting the cost and availability of electronic meeting facilities;
- (e) Section 12 [Open Meeting Rule];
- (f) Section 13 [Calling to Order];
- (g) Section 14 [Adjourning the Meeting – No Quorum];
- (h) Section 22 [Minutes], except minutes are certified by the recording secretary;
- (i) Section 23 [Reading and Consideration of Motions], except a motion is not required to be seconded;
- (j) Section 27 [Amendments];
- (k) Part 7 [Voting];
- (l) Part 8 [Rules of Conduct and Debate] excluding subsection 35.1 to 35.3.

PART 11 – WORKSHOPS

43. COUNCIL WORKSHOPS

- 43.1. Members of Council may meet informally for educational, political, social or spiritual purposes, including attendance at the annual Union of British Columbia Municipalities conference and other such conferences.
- 43.2. Provided no District business is formally advanced through the taking of votes:
 - (a) such encounters are not to be considered meetings of Council;
 - (b) no notice is required; and
 - (c) the rules of procedures in this Bylaw do not apply.

READ A FIRST TIME this day of , .

READ A SECOND TIME this day of , .

READ A THIRD TIME this day of , .

PUBLIC NOTICE given in accordance with the *Community Charter*,

ADOPTED this day of , .

A TRUE AND CORRECT COPY of "District of Ucluelet Council Procedures Bylaw No. 1300, 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



STAFF REPORT TO COUNCIL

Council Meeting: November 23rd, 2021
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING

FILE NO: 3360-20-RZ19-02

**SUBJECT: DISTRICT OF UCLUELET HOUSING AGREEMENT BYLAW
No. 1297, 2021 (LOT 16 MARINE DRIVE) – ADOPTION**

REPORT NO: 21-167

ATTACHMENTS: APPENDIX A – HOUSING AGREEMENT BYLAW No. 1297, 2021

RECOMMENDATIONS:

THAT Council adopt *District of Ucluelet Housing Agreement Bylaw No. 1297, 2021*.

PURPOSE:

The purpose of this report is to bring *District of Ucluelet Housing Agreement Bylaw No. 1297, 2021*, (the “Housing Agreement Bylaw”) back to Council for consideration of adoption.

BACKGROUND:

At the November 9, 2021, Regular Meeting, Council adopted a rezoning bylaw for Lot 16 and gave the Housing Agreement Bylaw first, second and third readings. The bylaw is attached to this report as **Appendix “A”**.

DISCUSSION:

As Council will recall, as part of the rezoning of Lot 16 the owners proposed that the apartment building would be long-term rental only, and would be constructed in the first phase of the development. A restrictive covenant is now registered on the title of the property under charge CA9460685, ensuring that the subdivision of Lot 16 will not be approved until the owners provide a Housing Agreement and the agreement is registered on the title of the apartment lot concurrent with the registration of the subdivision.

The Housing Agreement Bylaw would authorize the District to enter into the housing agreement with the owner.

OPTIONS:

Staff is recommending that Council consider adoption of the Housing Agreement Bylaw. Alternatively, Council could provide other directions to staff and/or the applicant.

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

Appendix A

DISTRICT OF UCLUELET

Housing Agreement Bylaw No. 1297, 2021

A Bylaw to Authorize the District of Ucluelet to Enter into a Housing Agreement.

(Lot 16 Marine Drive)

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 property at Lot 16 Marine Drive to enable the development of up to 48 rental apartment dwelling units, up to 28 townhouse dwelling units, up to 6 Single-family residential lots and up to 30 small housing lots;

AND WHEREAS the Owner has offered that construction of the rental apartment building will be the first phase of the development;

AND WHEREAS the Owner has offered to register a Housing Agreement to ensure that the housing units are developed as proposed on the Lands described in this Bylaw, and the Municipality has deemed it expedient to require the Owner 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 Schedule "A", with respect to the land located in the District of Ucluelet known as Lot 16 Marine drive and being more particularly known and described as:

Lot 16 District Lot 281 Clayoquot District Plan Vip76214 Except Part in Plans VIP80735, VIP83067 and VIP86140

as shown shaded on the map attached to this bylaw as Appendix "A".

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. 1297, 2021**".

READ A FIRST TIME this 9th day of **November**, 2021.

READ A SECOND TIME this 9th day of **November**, 2021.

READ A THIRD TIME this 9th day of **November**, 2021.

ADOPTED this day of , 2021.

CERTIFIED A TRUE AND CORRECT COPY of “Ucluelet Housing Agreement Bylaw No. 1297, 2021”

Mayco Noël
Mayor

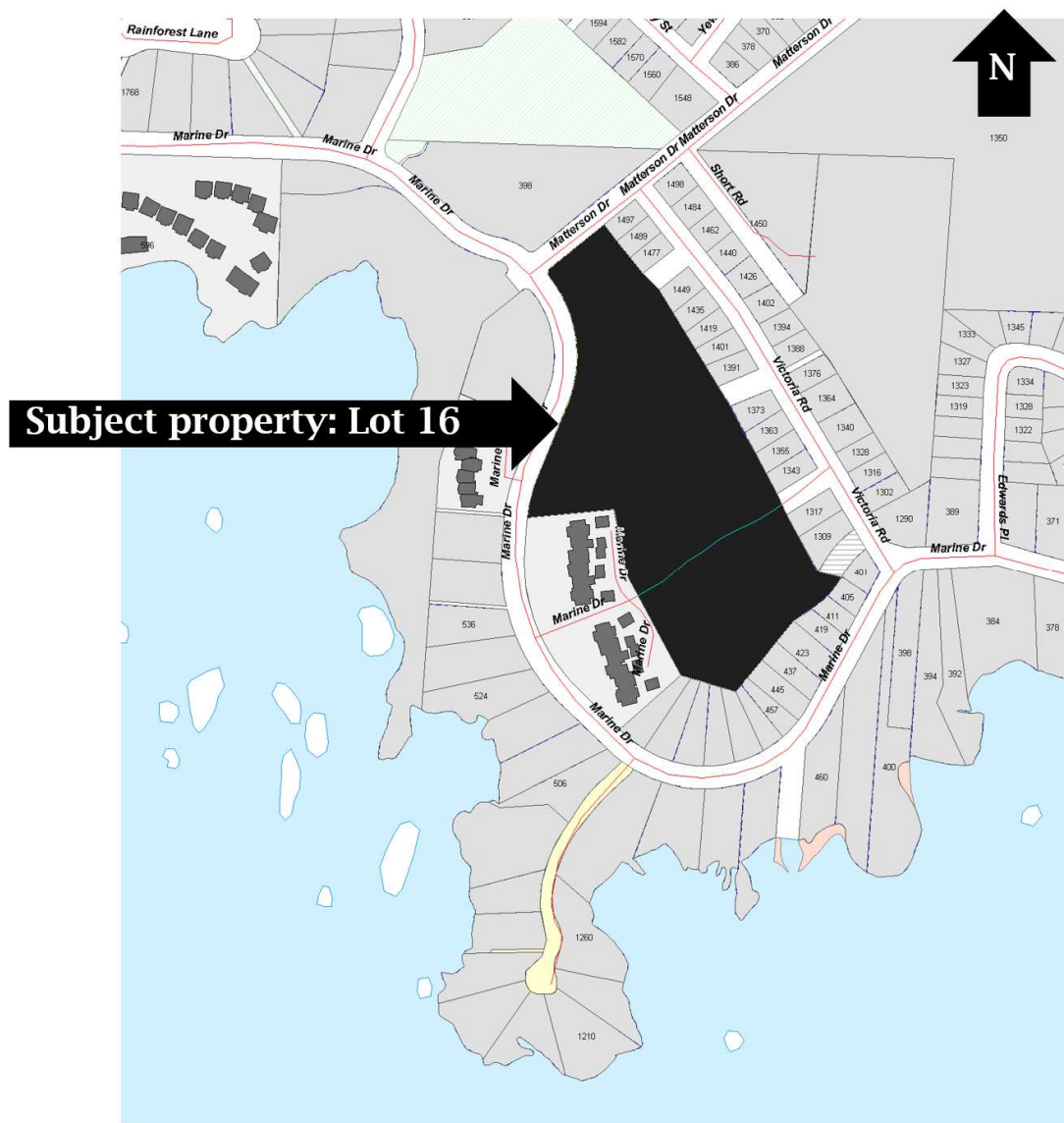
Duane Lawrence
Corporate Officer

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

Duane Lawrence
Corporate Officer

Appendix "A" to Ucluelet Housing Agreement Bylaw No. 1297, 2021

Subject Property: Lot 16 District Lot 281 Clayoquot District Plan Vip76214 Except Part in Plans VIP80735, VIP83067 and VIP86140



Schedule "A" to Bylaw No. 1297

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:

0985470 B.C. LTD., INC.NO. BC0985470
2240 JEFFS ROAD
NANAIMO, BC
V9S 5P7

(the "Owner")

WHEREAS:

A. The Owner is the registered owner of land located on Marine Drive and Matterson Drive in the District of Ucluelet, and is more particularly described as:

PID: 025-812-823

LOT 16 DISTRICT LOT 281 CLAYOQUOT DISTRICT PLAN VIP76214 EXCEPT PART IN PLANS
VIP80735, VIP83067 AND VIP86140

(the "Land");

B. The Owner has applied to rezone the Land to enable a residential development consisting of single-family lots, multi-family townhomes and a rental apartment building, and has offered to ensure that the use of the apartment building on the proposed Lot "A" (the "Rental Apartment Building") is for rental purposes only;

C. The Owner has offered to enter into this agreement restricting the use of the land and occupancy of the Rental Apartment Building ;

D. 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,

- E. The Council of the District has, by *Ucluelet Housing Agreement Bylaw No. 1297, 2021*, 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:

RENTAL HOUSING UNITS

1. **Occupancy Restriction.** The Owner agrees that the multi-family apartment building constructed on the Land shall be used for long-term rental use only and no separate title to any dwelling units may be created under the *BC Strata Property Act*. Any dwelling units constructed within the Rental Apartment Building located on the Land may be occupied only by tenants under rental agreements.

DEFAULT AND REMEDIES

2. 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.
3. 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

4. **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.
5. **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.

6. **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.
7. **Survival.** The obligations of the Owner set out in sections 3 and 4 shall survive any termination of this Agreement.
8. **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.
9. **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.
10. **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.
11. **Enuring Effect.** This Agreement is binding upon, and enures to the benefit of the parties and their respective successors and permitted assigns.
12. **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.
13. **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.
14. **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.
15. **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.

16. **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.

17. **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.

0985470 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:

From: [Ryan Eickmeier](#)
To: [Info Ucluelet](#)
Subject: Meeting Request: Exploratory Discussion on a Lobbyist Registry
Date: November 8, 2021 6:29:19 AM

[External]

Dear Mayor & Council,

I am pleased to share the launch of Lobby Registry with you, the first of its kind solution designed specifically for Canadian Municipalities. We hope the information below will be of interest, and would welcome the opportunity to meet with you and your team to discuss further.

Why We Created Lobby Registry:

Every municipality in Canada is lobbied, and constituents from coast-to-coast-to-coast want to know how decisions are made. After reading countless municipal staff reports about how cost prohibitive creating their own lobbying registry would be, we knew there was a better way. We created Lobby Registry for every Municipality in Canada, specifically making it cost effective and nearly effortless for you to demonstrate transparency. We built it without any unnecessary bells or whistles, and free of hidden fees, onboarding costs, or long-term contracts. Instead, we focused on delivering practical and intuitive functionality for Municipalities, regardless of your size or budget.

Why Do Municipalities Need a Lobbyist Registry?

A lobby registry is a tool that has proven to lead to greater accountability and transparency for local government, by allowing members of the public to better understand who or what groups are meeting with elected officials. We created Lobby Registry to enable that transparency, virtually overnight.

Why Work with Lobby Registry:

- **Canada's Only Municipally Focused Lobby Registry:** We designed Lobby Registry to meet the specific needs of Canadian municipalities of all sizes.
- **No Hidden Costs or Time Consuming Start-Up:** With a flat annual fee and turn-key implementation, transparency is at your fingertips.
- **Canadian Made:** Lobby Registry was made in Canada. All data is stored in a secure cloud environment located in Canada.

- **White Label Enabled & Customizable:** Make it your own by adding your municipal logo, departments, and public office holders.
- **Demonstrate Transparency to Constituents:** Your constituents want to know how decisions are made in government.
- **Informed Decision Making Through Powerful Analytics:** Search and reporting dashboards help identify the key issues constituents care about.

Pricing:

We designed Lobby Registry to be affordable for municipalities of all sizes.
\$9,250 - transparency for a flat annual fee.

Offer of Service and Meeting Request

We would welcome the opportunity to discuss how the product can support your transparency efforts. Please let us know an appropriate time and we would be pleased to coordinate a full walk through of the product, as well as answer any additional questions you may have.

Yours Truly,

Ryan J. Eickmeier

**Ryan Eickmeier | Founding Partner**

Lobby Registry by J-SAS

ryan.eickmeier@lobbyregistry.ca

www.lobbyregistry.ca

(647) 492-7912

4 Robert Speck Parkway, Suite 1500

Mississauga, ON, L4Z 1S1



Want to change how you receive these emails?

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Dear Mayors and members of Council of all 162 municipalities in BC.

I am writing to ask you to consider supporting a petition that calls on the federal government to take legislative action on consumer fireworks.

Each year on holidays such as Halloween and New Year's, many municipalities are stretched thin responding to calls about fireworks, even with local restrictions or bans in place. This diverts important resources away from other public safety concerns. In some cases, fireworks have been mistaken for gunfire, and I understand that there are police departments looking for ways to reduce these calls for service so that their officers can focus on the most serious public safety priorities.

Asking the federal government to take greater responsibility for consumer fireworks would help to alleviate this burden for you, as well as significantly improve the well-being of your communities.

As you may know, fireworks put the health of animals, people, and the environment at risk. They can frighten and injure pets, farm animals, and wildlife, maim and even kill people, pollute the soil and water, and cause wildfires. Restricting their use by the general public would go a long way to protecting all members of your communities.

The federal petition, available at <https://petitions.ourcommons.ca/en/Petition/Details?Petition=e-3591>, already has significant support from British Columbians. Please consider adding your voice to this important issue.

Thank you for your time and consideration.

Lavinia Rojas

Victoria, BC

V8V 1S9

From: ca.peters@telus.net
To: [Info Ucluelet](#)
Subject: Child Sex Trafficking is increasing- How To Stop It
Date: November 14, 2021 7:59:04 PM
Attachments: [CPeters - Vancouver Police Board meeting.pdf](#)

[External]

Dear Mayor Mayco Noel and Ucluelet District Council,
ASKS:

1. The **Canadian Center to End Human Trafficking (CCEHT)** recently came out with their first report on Human Trafficking in Canada. Please read this important report to understand the Human trafficking trends in Canada.
2. BC needs a public awareness campaign on Human Trafficking in order to STOP IT. The CCEHT will mail your community posters and postcards (FREE) that can be distributed in the venues where youth and families congregate. The CCEHT operates the National Human Trafficking hotline; 1-833-900-1010.
3. I recently presented to the **Vancouver Police Board**. It is a 5 minute presentation. See attached. Please share this with your policing committee and local law enforcement.
4. Please alert your local MLA and MP that the full decriminalization of prostitution cannot occur in Canada because that policy will cause HARM to the most vulnerable; Indigenous women and girls, new migrants, disabled, LGBTQ2, youth at risk and any child under age 14 years of age. Canada has signed the **Palermo Protocol** which mandates discouraging DEMAND for buying sex (Article 9 section 5). Canada has a legal global obligation to fulfill this commitment. Special Advisor on Human Trafficking **Valiant Richey** in his recent OSCE (Organization for the Security and Co-operation in Europe- the world's largest security organization) report called "Discouraging Demand" cites strategies and examples on how to do so, in order to Stop Human Trafficking globally.
5. Reminder of the **Connecting to Protect Global Summit** addressing the impact of Pornography on Youth (February 16-18, 2022). I will be presenting along with Vancouver Island University student **Tagen Marshall**. Please attend and alert Health/Wellness Committees of this important Summit.

Thank you to the many City Councils and Regional Districts that have asked me to present.
I am booking now for mid March.

Sincerely, Cathy Peters
BC anti-human trafficking educator, speaker, advocate
Be Amazing; Stop Sexual Exploitation
beamazingcampaign.org
1101-21785 Library Lane, North Vancouver, BC V7J 0C3



Vancouver Police Board Meeting
October 21, 2021 @ 1 pm – 5 minutes

Human sex trafficking and sexual exploitation for the purpose of prostitution is the fastest growing crime in the world and here.

What is human trafficking? It is the recruiting, transporting, transferring, receiving, holding, concealing, harbouring or exercising control over a person for the purpose of exploiting them. The key word is EXPLOITATION.

STATS:

- 13 years old is the average age of recruitment, much younger for Indigenous girls. In the Lower Mainland the target age is 10-12-year-old girls. CoVid has made this worse; traffickers are organized and sophisticated.
- 54% in the sex trade are Indigenous- 70-90% in urban centers- they are severely over-represented in the sex industry- this is the worst case of systemic racism in the country.
- **82% involved in prostitution had childhood sexual abuse/incest**
- 72% live with complex PTSD
- 95% in prostitution want to leave- it is NOT a choice or a job
- 86% have housing needs
- 82% need drug rehab
- **84% of prostituted persons are pimped or trafficked** so organized crime and International crime syndicates are typically involved. Crime follows the money and traffickers make hundreds of thousands of dollars per victim per year.

I have been raising awareness about sexual exploitation and Child Sex Trafficking, to every City Council, MLA, MP and police agency in BC since [The Protection of Communities and Exploited Persons Act \(PCEPA\)](#) became Federal Law in 2014, so that police would enforce it, the public would understand it and be able to report it.

The Law has 4 parts:

- 1. Targets the DEMAND by targeting the buyer of sex. The trafficker, facilitator, john, buyer of sex are criminalized**
- 2. Recognizes the seller of sex as a victim; usually female and is immune from prosecution**
- 3. Exit strategies are in place to assist the victim out of the sex trade.**
- 4. There is a robust prevention education program in place so youth, children and the vulnerable are not pulled into the sex industry.**

This Law focuses on the **source of harm**: the buyers of sex and the profiteers. The clear statement from Parliament was that girls and women in Canada are **NOT FOR SALE**; that they are full human beings, with dignity and human rights.

This LAW is not enforced in BC or Vancouver.

Vancouver and Toronto are global sex tourism hotspots.

Canada is a **Child Sex Tourism** destination.

The global sex trade is growing FAST, targeting our children (children is where the money is), fueled by the internet where most of the luring is taking place.

Contributing factors to a rapidly growing sex industry is **globalization, unregulated technology, limited law enforcement and very little prevention education.**

Canada has a new **National Human Trafficking Hotline number: 1-833-900-1010.** Provincially OCTIP and VictimLink has a helpline.

Pornography is fueling the sex industry and creating the market for commercially paid sex. Men and boys are the buyers of sex and are the **KEY** to end exploitation. **Boys and men must understand that there is a sacred part of the woman they have no right to.**

What Can Vancouver Do?

Reduce Demand by targeting complicit businesses, **Diminish Supply** by Education/public awareness.

The businesses most involved in Vancouver; unregistered massage and body rub parlours- not giving licenses out to these would cut human trafficking drastically.

Nail spas, day spas, modelling agencies, tattoo parlours, escort services, cheap bars and hotels, men's clubs, Airbnb, VRBO, casinos, strip clubs, organized crime club houses, bus stops, homeless camps and tent cities can all be typical covers for sexual exploitation.

Crime club houses can be removed by land use bylaws. This was done in Manitoba. In Ontario, every motel and hotel guest has to be registered who is physically in the room.

The sex industry is targeting our youth, children and vulnerable in every BC community, and schools have become **recruiting grounds for gangs and sex trafficking.** A critical deterrent is the School Liaison Officer Program; the officers prevent crime and protect the vulnerable. An Anti-police narrative harms our communities; and VPD is now removed from Vancouver schools, so organized crime can move in.

BC is behind every Province in Canada by not enforcing the Federal Law or providing prevention education.

2 ASKS:

1. Could I do a deeper dive presentation to the Police Board and do a presentation to Vancouver City Council?

Note: I have presented to over 100 communities in BC.

2. Could you alert the Premier and Solicitor General that this crime is a priority in BC and ask for considerable funding for Provincial law enforcement and a Provincial awareness campaign? BC needs an **inter-agency Human Sex Trafficking Task Force** similar to what is available for drugs and gangs.

ALBERNI CLAYOQUOT HEALTH NETWORK TABLE OF PARTNERS 2021 – CALL FOR MEMBERS

SUMMARY

The Alberni Clayoquot Health Network is a mechanism for citizens working and living in the Alberni Clayoquot Regional District to come together and speak with a collective voice on health issues and share ideas and resources to build healthier communities. The Network aims to improve health and well-being and focus on the social determinants of health. Learn more and download the ACHN's Strategic Plan, at www.achn.ca.

The Table of Partners is a leadership table that provides guidance to the Health Network and acts as a key liaison with Alberni Clayoquot Regional District and Island Health. The Alberni Clayoquot Health Network's Table of Partners members commit to a two year term. To ensure consistency, half the seats will expire every December. Members wishing to continue are encouraged to reapply and new applications will be sought from community members meeting the criteria outlined in the following package.

If you are actively engaged in community building and social health issues in the region, this may be the right opportunity for you to contribute to the ACHN. Please read the following document carefully, fill out the attached application form, and submit to:

ACHN Coordinator

achn@acrd.bc.ca

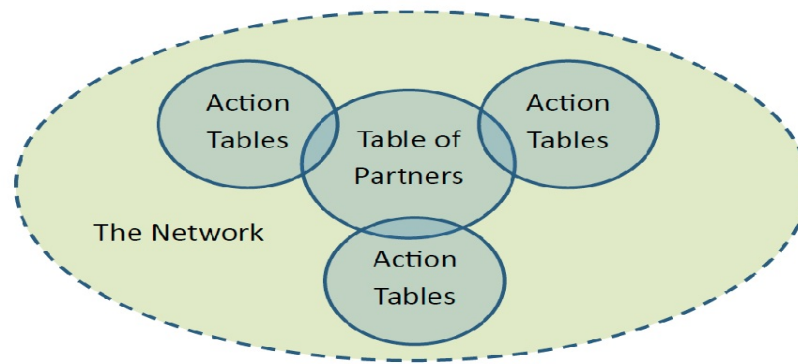
By 4:00 pm on December 10th, 2021

BACKGROUND

Local Health Area 70 is the third largest health area on Vancouver Island. This geographically diverse area spans 6904 km² with three municipalities, ten Nuu-chah-nulth First Nations and six electoral areas within the Alberni Clayoquot Regional District (ACRD). The ACRD hosts a population of over 30,000 people.

The geography of this region challenges organizations and communities to do things differently. The regional health network model presents a unique opportunity for the region to unite, addressing priorities around social indicators which no one community or organization can do in isolation. The Alberni Clayoquot Health Network (ACHN) leverages the strengths of regional assets to ensure equitable participation throughout the region. We strive to increase participation in conversations by developing meaningful relationships and processes, examining solutions which address regional needs and stimulate innovative solutions.

HOW TO GET INVOLVED



The purpose of the ACHN is to network like-minded organizations, agencies, and networks that are already working to improve community health, we “network the networks”, to better support the work you are already doing. Rather than create additional work, meetings or duplicate what you do best we would like to meet you where you are to assist in providing supports to work more effectively as a region. To do this we aim host or support regional **network gatherings** each year which can be learning events, planning events and/or networking events – based on your feedback. We convene new and support existing **action tables** related to strategic priorities of the ACHN on issues which no one community, organization or group can take on independently. Lastly we have a **Table of Partners** to help us expedite decisions and leverage resources.

TABLE OF PARTNERS – CALL FOR MEMBERS

The Table of Partners is a small group of decision makers and regional representatives tasked with directing the work of the Alberni Clayoquot Health Network. This Table meets once monthly and contributes expertise, time, energy, and other resources in order to help guide and direct the overall work of the health network. We strive to ensure membership is reflective of the region, its unique communities and priorities. Members are expected to share expertise, tools and best practices to bring information from the ACHN to their own organization/key community contacts, and vice versa.

We are currently recruiting for the Table of Partners. Recognizing the time commitment for this work as well as the emphasis on regional priorities we are seeking applications from individuals and strive to meet the following criteria in our selection:

- **Commitment to meetings.** Ability to attend of the Table of Partners meetings to the best of their ability 10 months out of the year. Meetings are on the third Wednesday of the month from 9:30 to 12:00 in the ACRD Board Room or by Zoom – when in person eight will be held in Port Alberni, two meetings will be on the West Coast.
- **Term.** Can commit to a two year term.
- **Endorsement to participate.** From their organization, agency or government to participate.
- **Fit with mandate.** Ideally holds a position with a mandate to serve multiple communities and/or areas of focus with in the region.
- **Voice.** Can provide regional context and knowledge.
- **Influence.** Can help influence, leverage or allocate resources.
- **Knowledge.** Is informed and involved with regional community development initiatives and social indicators of health.

INTERESTED?

Let us know a little bit about you by filling out the following questions. Please do not hesitate to get in touch with the ACHN Coordinator, Marcie DeWitt at achn@acrd.bc.ca, 250.726.5019, if you have questions or require more information!

Don't forget there are a variety of ways to participate, let us know if you have interest in hearing about upcoming opportunities and action tables. We will add you to our mailing list to ensure you get up to date information!

We look forward to our ongoing working relationship, building healthy communities and taking action on shared priorities

APPLICATION

Name: _____

Title and Organization: _____

Do you have, or can you get, endorsement from your organization to participate?
Yes No Will Confirm

The Table of Partners places emphasis on the ability of members to commit to monthly meetings. Can you attend monthly meetings? Yes No Will Confirm

Can you commit to the Table of Partners for 2 years? Yes No Will Confirm

Please note that at this time the ACHN does not provide a stipend or travel expenses. Would this be an impediment for your participation? Yes No Will Confirm

Phone: _____ Email: _____

How can you help influence, leverage or allocate resources with the AHCN? Please describe: __

Communities you work with: _____

What is your role with in your organization or community and how do you see as a benefit to the ACHN? _____

Tell us a little about your interest and experience in community health and development: _____

Deadline for applications is December 10th, 2021 please ensure we receive your information by 4:00 pm to achn@acrd.bc.ca Thank you for your interest!

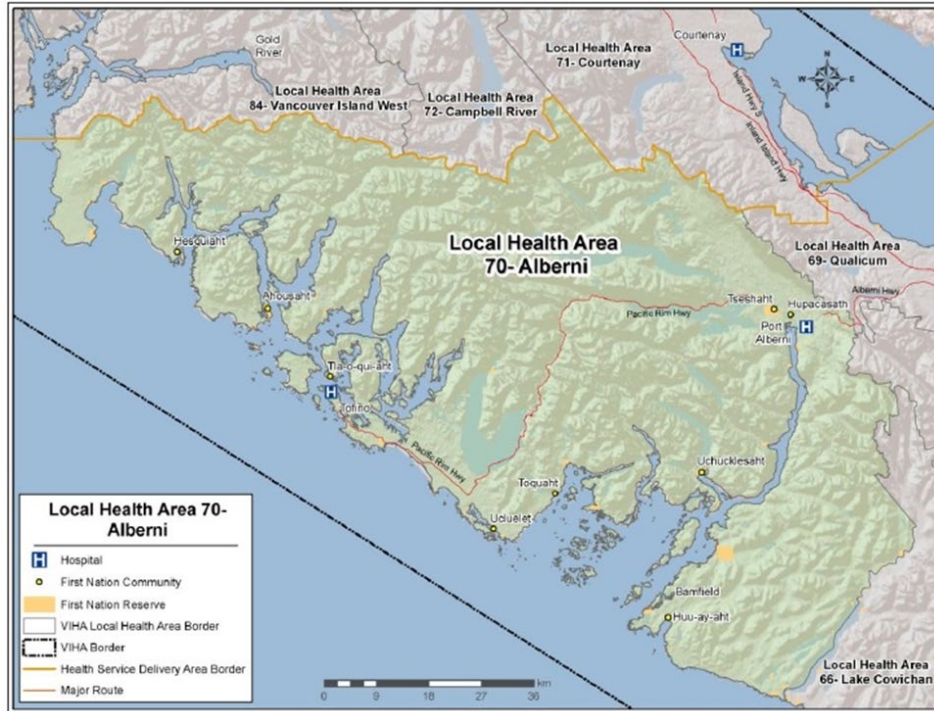


Table of Partners

Information Package

Last Update January 2019

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Our Story

The Alberni Clayoquot Health Network (ACHN) formed in 2012 through a series of three meetings in 2011 to gauge interest in establishing a health network for the Alberni Valley, Clayoquot and Barclay Sound region. This process was largely linked to political and leadership tables. The initial work of the ACHN was supported with a grant from Island Health in February 2012 and ACHN allocated a budget to enable this funding to be used over several years, developing a Memorandum of Understanding with the Alberni Clayoquot Regional District to be the fiscal host for these funds.

The Network hired their first Coordinator in June of 2012 and undertook a strategic planning process, setting five priorities – Network Development, Healthy Children and Youth, Transportation, Housing and Health Literacy - which would guide the network's work for the following 5 years. At the end of 2013 it became apparent that, in order for the group to be most successful in making progress on strategic priorities, more clarity in the role and function of the network, committees and coordinator was needed. A working group was formed to refresh the network structure, governance and vision, to link this work to the community groups and processes in the region.

A strong will for the ACHN to reach out and involve the community emerged; to ensure the community at large had an ability to bring forward issues, ideas, and concerns for consideration. The Network identified that actions are to be informed by:

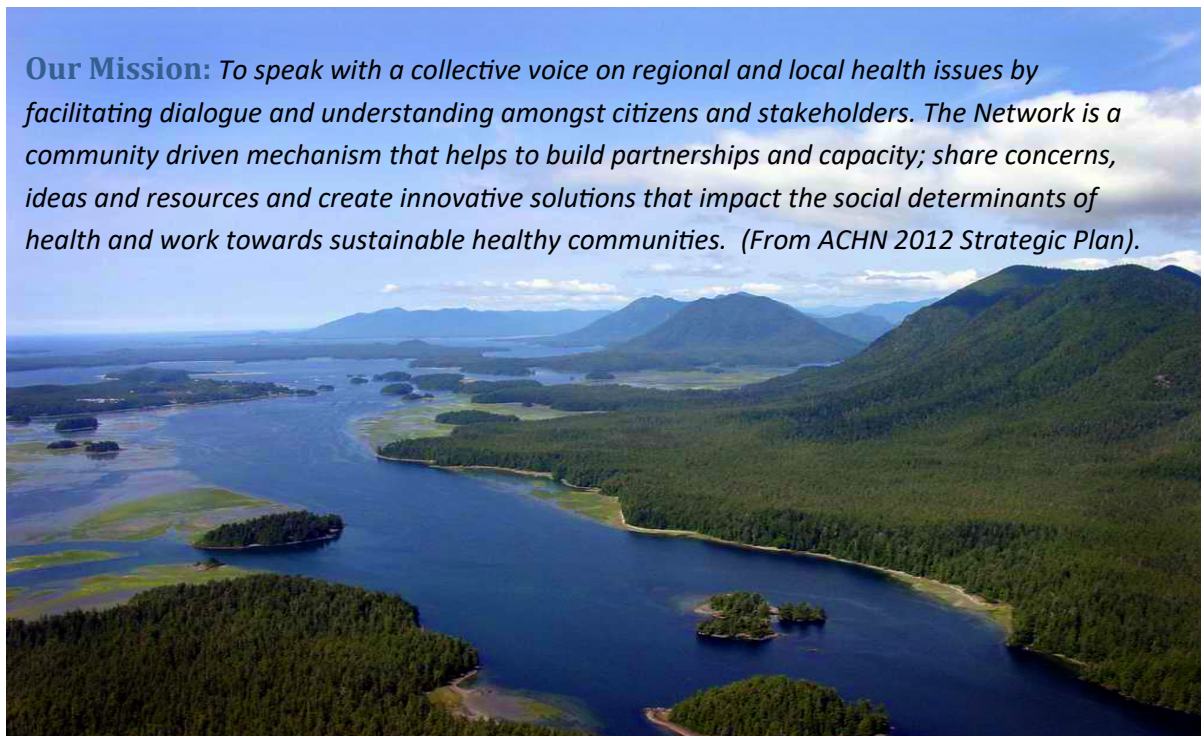
- Stories, opportunities, planning, and evidence;
- Consultation and collaborative conversations that surface emerging issues;
- The timeliness of opportunities;
- And fit with ACHN's values.

Governance, operating practices and values for the Network were built to facilitate and strengthen these principles while enhancing the community development focus of the Network.

The ACHN started to work in 2015 with this new governance model; moving away from formal tools such as Terms of Reference to a more community based approach, formalizing their relationship with the ACRD through an MOU and creating the first Table of Partners to guide the work of the Network. From this point we have slowly worked through sticky issues, identifying areas requiring further clarification, definition or policy while employing new concepts and tools which assist us in defining and conducting the work we seek to do.

Employing these new practices we have gained momentum over the past two years. Supporting community based initiatives already flourishing in our region, promoting collaboration, innovation and shared accountability. When no leadership is evident we have convened regional partners to address issues related to health in our area. We have employed and promoted a collective impact approach to complex issues. We support organizations which address social determinants of health and take leadership to convene regional partners around emergent regional issues. Attracting and engaging decision makers through our Table of Partners and presentations to leadership tables while supporting community groups and networks to highlight work, innovations and priorities of the region. Our mix of mechanisms and classic community development models has allowed us to remain nimble, learning and adapting our approach as we go. This has allowed us to focus on priority areas which we have the ability to influence, support community groups already working to make change and identify new venues where we can assist to make change. We are excited to engage in the next phase of our work with this better defined approach to promoting healthy development in the region and new strategic plan for 2018 and beyond.

Our Mission: *To speak with a collective voice on regional and local health issues by facilitating dialogue and understanding amongst citizens and stakeholders. The Network is a community driven mechanism that helps to build partnerships and capacity; share concerns, ideas and resources and create innovative solutions that impact the social determinants of health and work towards sustainable healthy communities. (From ACHN 2012 Strategic Plan).*



Our Values

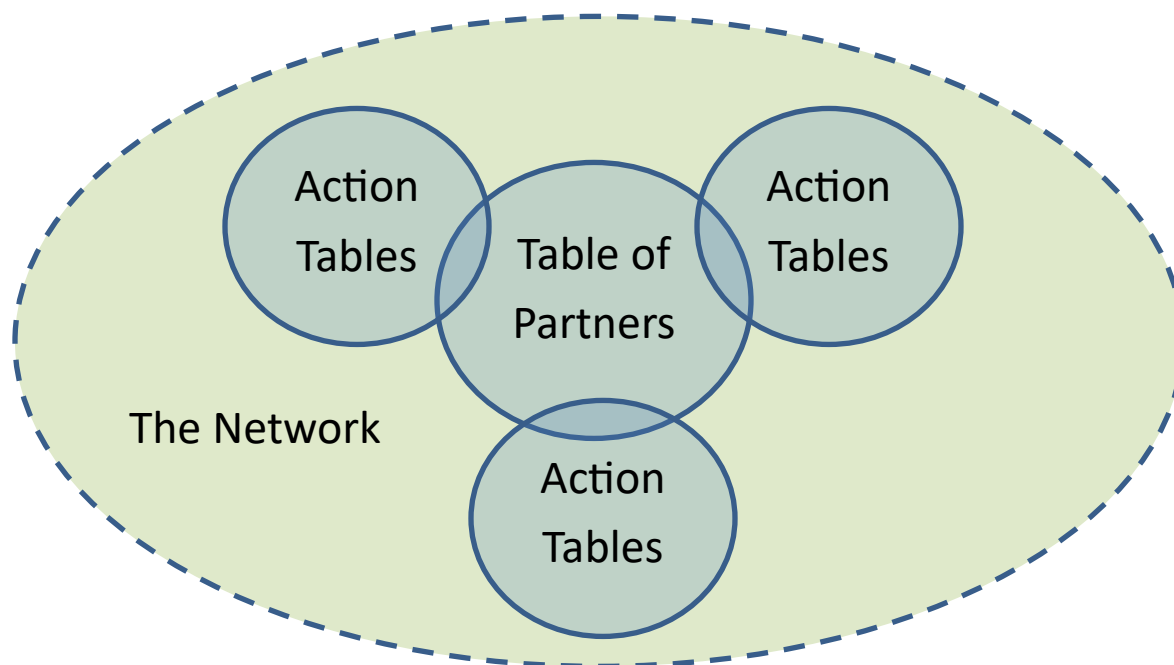
1. **Inclusion:** We are open to anyone that wants to be involved and recognize, encourage and value each other's contributions.
2. **Learning:** we share knowledge, listen to each other, explore new ideas and apply information in ways that generate new understanding and solutions.
3. **Compassion and Respect:** We have compassion for all people with whom we interact and are mindful and respectful of differing opinions.
4. **Hishuk ish tswalk:** We embrace the Nuu-Chah-Nulth world view that everything is one and all is interconnected and health is holistic in nature.
5. **Connection, Collaboration and Sharing:** We cultivate relationships, connect people to each other, promote a culture of participation and sharing of resources in order to better serve our communities and advance the common good. Together we are better.
6. **Sustainability:** We are accountable with the resources entrusted to us, strive for cost-effectiveness and efficiencies and aim towards sustainability of solutions and initiatives.
7. **Innovation:** We want to constantly find better and more efficient ways to serve our communities.

Our Guiding Principles :

In all that we do, we:

- A. **Employ** a population health approach that focuses on improving the health and well-being of the entire population of the region and across the lifespan.
- B. **Focus** on the social determinants of health and address policies that impact health inequities.
- C. **Believe** that health is a shared responsibility and that collaboration leads to innovation.
- D. **Are** solution oriented & committed to building on community assets, strengths, efficiencies, social capital and reduce duplication.
- E. **Utilize** approaches that build knowledge, health literacy, capacity and citizenship.
- F. **Acknowledge** that local realities, population demographics, socio-economics and health indicators can vary significantly (remote, rural, and urban).
- G. **Recognize** that the Health Network exists within the ha'houlthee (chiefly territories) of the Nuu-chah-nulth First Nations. We strive to find new, better and culturally appropriate ways to collaborate, plan and work together that legitimize traditional knowledge.

How the ACHN works



The three principle elements of the ACHN are:

- The Network Membership and Community at Large
- The Table of Partners
- Action Tables

Additional roles that support the network include:

- Chair / co-chair role(s)
- Staff positions (coordinator and meeting support)
- The fiscal host

Administrative and other functions are addressed through a range of means.

These are outlined in the following pages.

The Network:

Purpose & Role:

The purpose of the network is to provide a means to gather and distribute information, stories, and to capture the voices of the communities in the area that the ACHN serves. The Network strives to build relationships, helping people and organizations to find commonalities and shared ground in order to take action to improve health outcomes in the region. The Network connects people with information and resources, to mobilize partners to address health and social indicators.

How to become a Network member:

No membership required. A member refers to an individual, organization or community with an interest in collaborating with other regional partners in the Alberni Valley, Bamfield, or the Clayoquot sound. To receive information from the ACHN, provide your email address to: achn@acrd.bc.ca

What you can expect:

The network will distribute invitations to participate in Network meetings and activities as they are interested and able. Members are encouraged to share information, and bring forward issues, opportunities, and concerns that impact the health and wellbeing of people living in the region.

- Invitations to participate in ACHN Network meetings, action tables, and other relevant activities
- Information and updates about work that the ACHN is leading or involved with or is of relevance to Network members
- Minutes from Table of Partners meetings

Network meetings:

ACHN Network meetings are held 3-4 times per year. Meetings will be scheduled at times, days, and locations that enable a broad range of community members and stakeholder groups to participate. Network meetings may include reports from the Table of Partners and Action Tables, dialogues about priority or emerging issues, and invitations to form new action tables, or join existing action tables.

The Table of Partners

Purpose & Role:

The Table of Partners exists to support the work and priorities of the Alberni Clayoquot Health Network and link with Action Tables. The purpose of the Table of Partners is to look at evidence, facilitate strategic thinking and planning and seek resources as needed. The Table of Partners will ensure feedback is collected from Network members and ensure that work on identified issues and agreed upon actions is moving forward.

The Table of Partners is responsible for:

- The overall governance of the ACHN
- Setting the strategic direction of the Network
- Setting and recommending an annual budget to the ACRD Board (the fiscal host for the ACHN) by February each year
- Making decisions on how funds are allocated through the budget cycle/ oversight and approval of ACHN expenditures and finances
- Making recommendations to the ACRD to enter into contract agreements for the ACHN
- Provides recommendations for hiring and overseeing ACHN contract staff
- Responsible for the management and monitoring of deliverables for funding agreements

The ACHN will convene Action Tables around priority issues or provide resources/capacity to existing coalitions and working groups in the region that are already working on priority issues. This work will be guided by regional priorities and ACHN Strategic Plan. Table of Partner members will support this work through participation, leadership and leveraging of local knowledge and resources.

How the Table of Partners functions:

- Meetings will be held monthly (except in July and August)
- Quorum for decisions is set at half the membership +1
- Table of Partners membership is fixed, members commit to a 2 year term, with 2 members appointed through the ACRD annually.
- The Table of Partners elects co-chairs from its membership annually striving to include one ACRD representative and one First Nation representative.
- Decisions are made using consensus. Failing the ability to reach consensus the Table of Partners will table the topic to receive information or resolve the decision through a vote.

The role of members of the Table of Partners:

Members are asked to consistently attend Table of Partners meetings to share knowledge and assist in informed decision making. If a TOP member misses more than 3 meetings consecutively they are not fulfilling their commitment. Recognizing that schedules can be challenging to negotiate the following mechanisms are in place to increase participation in regular Table of Partner meetings while allowing flexibility for extenuating circumstances:

- Meetings are held on the third Wednesday of every month to allow for advance planning.
- Members are encouraged to send representatives as guests for information gathering and distribution when absent, no alternates for voting are used.
- GoToMeeting and Teleconference options are available for members from remote communities and with ongoing scheduling challenges.
- If an extended absence is expected due to medical, personal or professional reasons members can request a leave.
- The ACHN encourages interaction with Action Tables, coordinator and working groups and recognize this valuable contribution when a member cannot participate in meetings for a period of time.

Members are expected to share expertise, tools and best practices with the Network and commit to moving work forward between meetings. Members are also expected to bring information from the ACHN to their own organization, and vice versa.

Membership:

The Table of Partners is made up of approximately 12-15 members/ representatives from diverse groups and organizations with regional mandates to improve the health and well-being of local communities and populations within the Alberni Clayoquot Regional District.

ACHN TOP representatives are selected evaluating applicants based on their ability to represent a broad regional membership or interest, has decision making/resource allocation abilities, as well as previous involvement or knowledge of the ACHN and other community development initiatives. In order to maintain continuity in the membership, Table of Partner seats will expire every December with half the seats to be up for renewal. Members can reapply or new members can be selected by the committee which consists of the remaining membership. Members of the Table of Partners include coalitions, local governments, non-profits and regional organizations with a vested interest in health. Representation will be sought from First Nations, West Coast Communities, Bamfield and the Alberni Valley.

Decision Making and Quorum:

The Table of Partners utilizes a consensus model for decision making. If consensus cannot be reached with a reasonable amount of discussion, decisions can be tabled or the decision can be resolved through a vote. To be in line with the ACRD procedures as well as uphold transparency and consistency in decision making the Table of Partners will employ procedure around quorum for decisions.

It may be a challenge to meet quorum at all Table of Partners meetings. As such, the Table of Partners acknowledges the need for alternate decision-making policies to increase participation in decisions. To ensure decisions are well informed, the following information will be provided one week prior to decision:

- Background information on decision and/or project
- Alignment to ACHN Decision Making Matrix
- Project plans, work plans and budgets
- Next steps, implications of decision and recommended options

Decision making procedure:

- Quorum for all major decisions at the Table of Partners is half the full table membership plus one. Major decisions include, but are not limited to, adoption and changes to guiding documents, annual budgets and any decisions pertaining to the direction and strategic priorities of the ACHN.
- If unable to attend the regular Table of Partners meeting members are invited to review information provided and provide their decision via email by replying all.
- Decisions pertaining to day to day operations, project proposals, quarterly work planning, finances under \$2000 and areas of support to community partners which have been approved in the budget and high level plans may be decided via email or at Table of Partner meetings.

Action Tables

Purpose & Role:

Action tables utilize a regional lens to approach locally identified actions and needs that advance the ACHN Strategic Plan. Action Tables' roles include framing issues in ways that are inclusive, respectful and that bring people together.

How Action tables are formed:

Action tables may be either convened by the ACHN, or the ACHN may choose to support initiatives of other groups or organizations.

Decision making at action tables:

- Action Tables *convened* by the **ACHN Table of Partners** will jointly define the Action Table mandate and membership with the Table of Partners. Action Tables, once established, will define their own timelines, work plans and logistics.
- Action Tables *supported* by the **ACHN Table of Partners** will establish their own mandate, membership, timelines, work plans and logistics.

Membership considerations:

In identifying potential membership, Action Tables should consider which decision-makers and policy-makers are needed. Action Tables should also consider how to involve people who are not able to participate on paid time.

Commitment asked of Action Table members:

The basic commitment of Action Table members is to participate at meetings and to do work between meetings. Any other commitments will be determined at a particular action table.

Resourcing of Action Tables:

Action Tables make recommendations to the Table of Partners regarding resource requirements to advance work.

Roles supporting the ACHN

Co-Chair role(s)

The ACHN is a community driven network which relies on community priorities and input to inform action. To model the participatory approach to this work Table of Partners meetings are supported by the ACHN Co-Chairs and facilitated by the ACHN Coordinator. The ACHN Co-Chairs support the ACHN by acting as champions; formalizing the relationship to the ACRD and other decision making bodies while assisting with monitoring, guidance and administrative decisions specific to the Coordinators activities. Key functions of the chair / co-chair role(s):

- Helps inform the community about the Health Network through media and external communications
- Open doors to/with lobbying and advocacy
- Ensures HN continuity in different way than a staff person
- Have the best interests of the health network in the forefront (mission, vision, etc.)
- Provides contract monitoring, support and guidance to the coordinator

The co-chairs are selected by the Table of Partners by consensus; this is reviewed annually. The Table of Partners appoints one co-chair which is a representative of the ACRD for direct communications to the ACRD Board and political representation. The Co-Chair is to support the Table of Partner meetings and agenda setting. Time expectation is 1-2 days per month which includes the meeting.

Coordinator role

A detailed job description for the coordinator can be found in Schedule A. Key functions of the coordinator role include:

- Communication and linking
- Support agenda setting
- Ensures meeting is facilitated
- Facilitates process
- Get people to the table – understanding of what the Network is
- Key point of contact
- Ensuring TOP is making decisions
- Ensures Action Tables have the support they need
- Facilitates the gathering of evidence/information
- Tracking and reporting
- Explore, present and facilitate discussions to explore opportunities with Table of Partners and Network members

Administrative Support

Fiscal host

The Alberni Clayoquot Regional District will provide an annual infrastructure to the ACHN including:

- ACRD Board for review and approval of recommended ACHN budget
- Financial oversight as fiscal host
- Billing/invoicing
- Contract obligations
- Financial reporting out to the ACHN
- Ensuring standard accounting practices are followed
- Hiring and contracts and associated liabilities
- Policies and procedures
- Overall fiscal hosting of the ACHN (payment of invoices, contract adjudication as appropriate, financial reporting to the ACHN TOP etc.)
- Ensuring that good accounting practices are followed; and that fair procurement and hiring practices are followed.
- Review and support ACHN recommendations regarding health service enhancements, service changes and health infrastructure requirements as they align with ACRD Official Community Plans and overall mandate
- Provision of meeting space for ACHN activities

Designated Director is appointed to the ACHN Table of Partners by the Board (does not have to be the Alberni Clayoquot Regional Hospital District Chair) and part time administrative support.

ACRD Administrative Support

Part time administrative support provided through the ACRD including:

- Meeting minutes
- Maintenance of web links on the ACRD site
- Manage membership lists
- Group emails
- Event assistance
- Photo copying
- And other duties as identified

Other Staff Assigned to ACHN work

It is acknowledged that the ACHN will engage experts in order to further work in particular areas; as such other staff may be hired on a contract basis by the ACHN. This work will vary on a project to project basis, to accommodate for the potential diversity in this work the following operating procedures are in place to ensure adequate oversight:

- Any contract exceeding \$5000 must adhere to the ACRD Request For Proposals process, vetted through the ACHN Table of Partners with recommendations going back to the ACRD Board as a Request For Decision.
- The ACHN Coordinator will prepare a detailed project plan for presentation and approval by the ACHN Table of Partners. This will include:
 - Work plan and timeline
 - Budget
 - Project roles and responsibilities
 - Detailed project plan and definitions
- Project work will be managed by the ACHN Coordinator with direct reports on activities and budget to the ACHN Table of Partners.



November 16, 2021

Ref: 268752

Mayors and Regional District Chairs of British Columbia

Attendees of October 2021 Regional Meetings with Minister Josie Osborne and UBCM President Laurey-Anne Roodenburg

Dear Mayors and Chairs,

Thank you for taking the time to join Minister Josie Osborne and UBCM President Laurey-Anne Roodenburg for the October 2021 regional meetings. Hearing from UBCM directly on some of its key interests and issues was very much appreciated. As Minister Osborne and President Roodenburg said during the call, these meetings continue to be a great opportunity to hear from you about the key issues and opportunities you are working on in your communities now and in 2022 (in addition to COVID-19).

I first wish to acknowledge the many people and communities in B.C. currently facing emergencies due to severe weather and flooding. I know that in many places you and your residents are under intense stress, facing evacuation orders and alerts and doing everything possible to stay safe. Please know that our thoughts and support are with you, along with our deep gratitude for the courage, tireless work and dedication to community demonstrated by you and your staff in this emergency situation.

There were a number of themes that came up during the meetings, including guidance regarding the implementation of vaccine mandates for local governments, local government finance review, rising infrastructure costs, and protection of old growth forests. This email provides links and resources to some of the topics raised.

COVID-19 Update

Federal COVID-19 proof of vaccination for travel

The Government of Canada has created a [federal COVID-19 proof of vaccination](#) document for travel within Canada and internationally. As of October 30, 2021, the federal government requires all travellers 12 years and 4 months of age and older to be fully vaccinated and show proof of vaccination to use federally regulated methods of travel. Note that BC Ferries does not require proof of vaccination.

Ministry of Municipal Affairs Local Government

Mailing Address:
PO Box 9490 Stn Prov Govt
Victoria BC V8W 9N7
Phone: 250 356-6575
Fax: 250 365-7073

Location:
6th Floor, 800 Johnson Street
Victoria BC V8W 1N3

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People who live in BC have 3 options to get Canada's COVID-19 proof of vaccination for travel:

- Access online through Health Gateway (gov.bc.ca/covidtravel)
- Request by phone ([1-833-838-2323](tel:1-833-838-2323), translators are available)
- Visit most Service BC offices (Vancouver, Burnaby and Surrey locations don't offer printed copies)

The federal government has indicated that it will allow British Columbians to use the BC Vaccine Card to travel within the country until November 30, while the national proof of vaccination is implemented.

More information is available at gov.bc.ca/covidtravel.

PHO Order on gatherings and events

On October 25, an updated [PHO order on gatherings and events](#) was released. Under the updated order, there are no capacity restrictions for indoor or outdoor personal gatherings (unless specified in specific regional health orders).

There is no capacity limit for indoor organized gatherings, including sporting events, concerts, live theatres, movie theatres, dance and symphony events, art events, weddings, funeral receptions outside of funeral homes, and other gatherings such as parties. [Proof of vaccination](#) is required for organized gatherings for more than 50 people. The requirement that individuals must remain seated in pubs and restaurants has been removed in order to allow for more freedom of movement. Note that some organized gatherings have some capacity restrictions and seats must be provided at some events with more than 50 people.

Other public health restrictions remain in place, including [indoor mask requirements](#). Capacity limits also remain in effect where regional orders are in place, including Fraser East and part of Northern and Interior Health regions. More information on provincial and regional restrictions can be found [here](#).

Local governments are not required to obtain proof of vaccination from individuals attending meetings or engaging in essential local government business – including at council/board meetings and public hearings. This means that individuals are not required to show a vaccine card to attend these essential functions. However, local governments must continue to follow their communicable disease plans and applicable provisions of Provincial and Local Orders on Gatherings and Events to ensure health and safety in respect of meetings. In addition, the proof of vaccination requirements for many [non-essential indoor recreational activities](#) remain in place.

While capacity limits no longer apply to council/board meetings or public hearings, local governments may choose to place limits on specific spaces based on their own communicable disease plans. Local governments that place capacity limits on meeting spaces must continue to ensure they are meeting legislated open meeting requirements.

The new legislative framework providing local governments with the authority to authorize electronic regular and committee meetings in their procedure bylaws came into force on September 29. The electronic meetings framework requires local governments to provide a place for the public to attend to hear or watch meetings held electronically to support the principles of accessibility and transparency.

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Local governments who want to continue to meet electronically must go through the process of amending their procedure bylaw. The ministry has produced [guidance](#) to assist local governments to understand the new rules and process for amending procedure bylaws.

Note that electronic public hearings are not the same as electronic meetings. Procedures for public hearings are not required in a local government procedure bylaw; however, those local governments that have included public hearing procedures in their procedure bylaw are encouraged to review and update it as necessary to accommodate the new authorities.

Keep watching [BC's Response to COVID-19](#) website for updates, and please encourage your residents to do the same. We will continue to work with you, so that you have the support and information you need to move forward based on the Provincial Health Officer and Medical Health Officer's most recent Orders.

Vaccine mandates for local government elected officials and staff

There is no public health order requiring proof of vaccination for employees outside of health care settings. Local governments may choose to adopt their own corporate vaccination policies for local government employees and elected officials, taking into consideration the labour and legal contexts within which they operate, including workplace safety, privacy law and employment law.

Several B.C. local governments have implemented policies for staff requiring proof of vaccination by a specific date as a condition of employment (e.g., Victoria, Kamloops, Vancouver, and the Capital Regional District). Other local governments have put in place policies recommending vaccination and in a few cases the vaccination policies implemented by council also apply to locally elected officials (e.g., Penticton). Some councils have "self-declared" that all members are vaccinated (e.g., Victoria, Saanich) where a vaccination mandate policy only applies to employees.

We welcome these employers' leadership, and I would encourage you to connect with your colleagues in communities that have implemented vaccination policies to learn more about the approach they have taken and advice they have received.

2021 UBCM Convention

Minister Osborne would like to thank the UBCM team for putting on another excellent convention this year. Key topics identified at Convention included the Financial Resiliency Report, responsible conduct, and modernizing forest practices -- which are all of interest to both the province and local governments.

Premier Horgan announced at Convention that the Province will work with UBCM to establish an MOU to review the local government finance system in BC and he has asked Minister Osborne and Minister of Finance, Selina Robinson, to direct respective ministry staff to undertake this work. Work on the MOU is underway, and we will keep you updated in the process.

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Infrastructure Funding

The governments of Canada and B.C. are committing up to \$270 million towards the third and final intake of the Environmental Quality (EQ) Program, under the Investing in Canada Infrastructure Program (ICIP), which was announced on October 8. Program information can be found [here](#). The third intake of the EQ Program is now open, and the **application deadline is January 26th, 2022, 4:00 pm PST**.

The Environmental Quality Program is focused on infrastructure that will support quality and management improvements for drinking water, wastewater, and stormwater. It will also support projects that remediate contaminated sites and divert solid waste from landfill. Applicants are encouraged to consider projects that add value around environmental protection, resource recovery and reuse, climate change adaptation and mitigation and energy efficiency, generation, and recovery. A water conservation plan is a requirement for any drinking water and wastewater projects.

Please email infra@gov.bc.ca to get connected to a program team member who can respond to your questions.

Municipal Affairs Statutes Amendment Act (No. 2), 2021 – Bill 26

The Municipal Affairs Statutes Amendment Act (No. 2), 2021, [Bill 26](#), was introduced by Minister Osborne in the B.C. Legislature on October 26, 2021 and passed 3rd reading on November 3, 2021. Upon receiving Royal Assent in the coming weeks, the bill will officially come into effect. Bill 26 proposes amendments to various pieces of provincial legislation including the *Community Charter* and the *Local Government Act* among other Acts. Progress of Bill 26 in the B.C. Legislature can be tracked [here](#).

The amendments address a variety of topics including new tools to help local governments support housing supply by streamlining their development approval processes, modernized public notice requirements, the requirement for councils and boards to consider codes of conduct, and community specific amendments including allowing the dissolution of the Jumbo Glacier Mountain Resort Municipality.

Together, the changes in this bill will have meaningful impact by providing authorities that support efficient and effective local government operations. These amendments address issues not contemplated by existing legislation, and they will enable local governments to respond to circumstances in their community and provide new tools to increase the efficiency and timelines of housing development, allowing for more homes to be built, faster.

I sent a more detailed communication regarding Bill 26 to you on October 26, 2021 and a circular with further technical details on the amendments to local government Chief Administrative Officers and Corporate Officers on October 29, 2021.

If you have any questions regarding the proposed amendments to public notice provisions or the new requirement to consider a code of conduct, please contact our Governance and Structure Branch. You

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can reach the Governance and Structure Branch by phone or email at: 250 387-4020 or LGGovernance@gov.bc.ca.

If you have any questions about the proposed changes to public hearings and delegation of development variance permits, please contact our Planning and Land Use Management Branch. You can reach the Planning and Land Use Management Branch by phone or email at: 250 387- 3394 or PLUM@gov.bc.ca.

Forestry Announcement

On November 2, the Province [announced](#) its intention to work in partnership with First Nations to defer the harvest of ancient, rare and priority large stands of old growth within 2.6 million hectares of BC's most at risk old-growth forests.

These logging deferrals are a temporary measure – recommended by 2020's Old Growth Strategic Review – to prevent irreversible biodiversity loss while the Province, First Nations, and other partners, including local governments, develop a new approach to sustainable forest management that prioritizes ecosystem health and community prosperity throughout British Columbia.

At the same time, the Province is listening to communities, understanding their concerns, and working for them to find the best, feasible, long-term solutions. On November 8, the Minister of Forests, Lands, Natural Resource Operations and Rural Development held regional calls with local governments in forestry regions to share details of the announcement, listen to community concerns and answer questions about the deferral process.

The Province is bringing together strategically co-ordinated and comprehensive support to offset job and economic impacts that may follow the new harvest restrictions and has committed to working in collaboration with First Nations, local governments, and industry to provide people and communities affected by the upcoming temporary old-growth deferrals with a comprehensive suite of supports.

Programs include for example:

- An employment program aimed at creating short-term employment opportunities for workers
- Skills training and educational opportunities to support workers for new careers
- Supporting forestry workers 55 and older interested in bridging to retirement
- A community rapid response team that will provide in-community support and will co-ordinate with ministries and organizations to ensure supports are in place for individuals and communities
- Supports for job creation in rural British Columbia through value-added forestry and other manufacturing
- Supports for infrastructure and economic development projects that promote diversification and resilience in communities

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Ministry of Forests, Lands, Natural Resource Operations and Rural Development staff will reach out to communities once specific deferrals are identified to find the best feasible solutions as the Province recognizes that local governments are important partners in sustainable forest management and will benefit from secure, innovative forestry for generations to come.

The next regional meetings with Municipal Affairs will be in December and Minister Rankin will join Minister Osborne to talk about Indigenous relationships and reconciliation. Minister Osborne's office will be in touch about the December date, time, and meeting information. If you are unable to attend the minister's meeting, please feel free to send an alternate elected official or staff member to attend on your behalf.

Sincerely,



Tara Faganello
Assistant Deputy Minister

pc: Chief Administrative Officers
Laurey-Anne Roodenburg, President, UBCM
Gary MacIsaac, Executive Director, UBCM
Nancy Taylor, Executive Director, LGMA
Todd Pugh, Executive Director, CivicInfo BC