



**REGULAR MEETING OF COUNCIL  
Tuesday, March 29, 2022 @ 4:00 PM  
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	
5. APPROVAL OF AGENDA	
6. ADOPTION OF MINUTES	
7. PUBLIC INPUT & DELEGATIONS	
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7.2 Delegations	
• Joanne Sales, Broombusters Invasive Plant Society Re: Broombusting in Ucluelet <a href="#">Broombusters - Ucluelet 2022</a>	5 - 6
• James Rodgers, CARE Network Re: Proposed Regional Fee-for-Animal-Kenneling-Service <a href="#">CARE Network Proposal</a>	7 - 11
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9. COMMITTEE OF THE WHOLE	
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13.3	March 2022 Regional Meetings Update Jessica Brooks, A/Assistant Deputy Minister	199 - 203

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- 13.4 Parental Leave for Elected Officials - response letter  
Nathan Cullen, Minister, Ministry of Municipal Affairs

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14. INFORMATION ITEMS

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*Deputy Mayor January 1 - March 15, 2022*

16.2 Councillor Lara Kemps  
*Deputy Mayor March 16 - May 31, 2022*

16.3 Councillor Jennifer Hoar  
*Deputy Mayor June 1 - August 15, 2022*

16.4 Councillor Rachelle Cole  
*Deputy Mayor August 16 - October 31, 2022*

16.5 Mayor Mayco Noël

17. QUESTION PERIOD

18. ADJOURNMENT





## DISTRICT OF UCLUELET

### Request to Appear as a Delegation

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

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

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

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

Requested Council Meeting Date: \_\_\_\_\_

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

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

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

Purpose of Presentation:  Information only  
 Requesting a letter of support  
 Other (provide details below)

Please describe:

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

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

Will you be providing supporting documentation?  Yes  No

If yes, what are you providing?

Handout(s)  
 PowerPoint Presentation

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

## BROOMBUSTERS INVASIVE PLANT SOCIETY

How Ucluelet Could Participate

[www.broombusters.org](http://www.broombusters.org)

**BACKGROUND.** Broombusters was started in 2006 with the support of Qualicum Beach and the Ministry of Transportation. Since then, Broombuster volunteers have transformed Oceanside. Other cities adopting the model - Parksville, Comox, Nanaimo, Lantzville, Courtenay, Cumberland, Campbell River, Powell River, Port Alberni, others. Starting this year: Coquitlam and Sooke. (BB is a registered non-profit society in B.C)

**WHY CUT SCOTCH BROOM?** Broom is an aggressive alien non-native invasive plant. It does great damage to the ecosystem, by crowding out native plants, preventing forest regrowth. The 20-30,000 seeds from a single plant last in the soil for 40 years. Broom seriously harms forestry, farming, tourism, our ecosystem & our health. A serious threat to biodiversity. Broom is highly flammable and spreads like wildfire; a volatile flash fuel.

### WHAT MAKES BROOMBUSTERS UNIQUE & EFFECTIVE?

Broombusters is an umbrella non-profit society. Our goal is to do a lot of the work – providing signs, website, handouts, information sources, presentations, demonstrations, - so volunteers can just cut broom. We loan out loppers. We offer these things free of charge to willing volunteers. The goal of Broombusters is to educate and empower local people, so that they can become effective stewards of the land where they live. People cut where they live and when they have time. Local people and municipalities are in charge of everything that happens, but Broombusters is here to help.

Broombusters “**Cut Broom in Bloom.**” It works. The majority of mature broom plants die if cut while in bloom, at ground level, with all the plant’s energy above ground in the flowers, before the summer’s dry heat. It’s safe work, and all ages can participate. Broombusting is community building, addicting and fun. People have a great time!

**Here’s what the COMMUNITY needs to supply:** One enthusiastic volunteer from the community to be the Coordinator. It only takes a few hours a year.

### Here’s what the CITY needs to do:

- Pick up or chip up piles of broom that residents cut from the road/public land.
- One contact person in the City to communicate with community organizer.
- Allow a certain number of “Cut Broom in Bloom” signs in May.

### UCLUELET’S UNIQUE SITUATION

As everyone knows, broom lines Hwy 4 coming into Ucluelet. It is visible to everyone. This can actually work in Ucluelet’s favor. If two signs were visible on Hwy 4, everyone would see them. They would also see the piles of broom as they appear. Piles are the best promotion. Some residents will cut broom 2 hours/year; many volunteers will do much more – it’s addicting! The broom along the entrance to Ucluelet could be gone in a year or two. Private landowners will get the idea and follow suit. (A by-law helps immensely!) A local woman already organizes one big yearly broom cut. Trained individuals could cut whenever they have time. More group cuts and individual cuts. We need both. Please contact Broombusters if the city wants to participate. Thanks!

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

[info@broombusters.org](mailto:info@broombusters.org) 250-752-4816



## DISTRICT OF UCLUELET

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Requested Council Meeting Date: March 15, 2022

Organization Name: CARE Network

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

Topic: Proposed Regional Fee-for-Animal-Kenneling-Service

Purpose of Presentation:  Information only  
 Requesting a letter of support  
 Other (provide details below)

Please describe:

CARE Network is establishing a regional animal kenneling service and will be asking DoU Mayor & Council for their support (as either a letter of support to the ACRD or as a signatory to a MoU with the other west coast communities), and to allocate the appropriate annual funds.

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

Telephone Number and Email: 250 266 2273, info@carenetwork.ca

Will you be providing supporting documentation?  Yes  No

If yes, what are you providing?

Handout(s)  
 PowerPoint Presentation

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



**Re: CARE Network Proposal – March 29<sup>th</sup>, 2022 Meeting**

Dear Ucluelet Mayor & Council,

Thank you for your further consideration to join other communities in the region to establish a regional animal kenneling service to support local bylaw services, potentially save DoU staff time, maximize local resources like CARE's animal sheltering facility, and to keep everyone healthy and safe.

**CARE Network is requesting that the District of Ucluelet (DoU):**

1. Provide a letter of support, to the Alberni Clayoquot Regional District Board, encouraging them to consider CARE Network's proposal to establish a west coast animal kenneling service (possibly a 2-to-3-year process?),
2. Sign a Memorandum of Understanding with the other communities in the region to support this critical service until it can be established through ACRD taxation, and
3. Allocate the necessary annual funds in the interim for the District of Ucluelet's share of the regional cost of animal kenneling as per CARE Network's proposal.

**Regional Animal Kenneling**

CARE's proposal is to establish a regional animal kenneling service to serve all of the west coast communities and select organizations like Parks Canada. Some community's residents will pay for the service through regional (Alberni Clayoquot Regional District (ACRD)) taxation. Communities and organizations outside of the ACRD's taxation will pay via service contracts with the ACRD.

According to ACRD staff, establishing this service requires a number of steps that may take up to three years to complete. Therefore, in the interim, CARE Network is requesting that the region's communities pay for the share of kenneling services that they utilize.

**Interim Expense**

The cost of regional animal kenneling for 2023 is \$174,900\*. Based on CARE statistics, DoU will use 11% of this service. Therefore, DoU's 2023 cost for animal kenneling will be \$19,239.

The interim cost for the latter six months of 2022 is \$9,426.

**DoU Revenue Related to Animal Services**

Community cost recovery for this service comes from animal guardians when they license their dogs and cats with DoU and/or when they violate the DoU animal bylaw and have to pay fines and fees. CARE Network estimates that DoU could recover over \$10,000 annually in fees and fines\*\* within just two years (paid directly to DoU).

The bulk of this revenue would come through licensing fees for dogs AND cats. One of the gratis or value-added services\*\*\* that CARE provides with its animal kenneling service is animal licensing support.

Thank you for your time and consideration.

CARE Network Board of Directors

[info@carenetwork.ca](mailto:info@carenetwork.ca)

James Rodgers, CARE Network Re: Proposed Regional Fee-for-Animal-Kenneli...





## Appendix 1

\*Animal kenneling expenses include:

- Staff Costs
  - Wages
  - Training
  - Housing
- Specialized Equipment
  - Cages
  - Catcher Pole
  - Net Gun
  - Etc.
- Vehicle – Van
  - Fuel
  - Insurance
  - Maintenance
- Facility
  - Lease
  - Utilities
  - Insurance

\*\*Most of the communities in the region have set their fees and fines at these rates:

License fee: Male or female unaltered dog	<u>\$100</u>
License fee: Neutered male or spayed female dog	<u>\$25</u>
License fee: Male or female unaltered cat	<u>\$50</u>
License fee: Neutered male or spayed female cat	<u>\$10</u>
License fee: Dangerous Dog license fee	<u>\$500</u>
Replacement tag	<u>\$15</u>
First Impoundment fee: Male or female unaltered dog	<u>\$200 &amp; \$60 per day</u>
First Impoundment fee: Male or female altered dog	<u>\$150 &amp; \$60 per day</u>
Second and subsequent impoundment fee: Male or female unaltered dog	<u>\$300 &amp; \$60 per day</u>
Second and subsequent impoundment fee: Male or female altered dog	<u>\$250 &amp; \$60 per day</u>
Impoundment fee: Male or female unaltered cat	<u>\$100 &amp; \$25 per day</u>
Impoundment fee: Male or female altered cat	<u>\$50 &amp; \$25 per day</u>

CARE Network Board of Directors

[info@carenetwork.ca](mailto:info@carenetwork.ca)

James Rodgers, CARE Network Re: Proposed Regional Fee-for-Animal-Kenneli...



<b>Ahousaht Animal Care &amp; Control By-law</b>		
Description	Section	Penalty Amount
No Dog or Cat License	10	\$50
Failure to Display Dog and Cat License	16, 24	\$50
Failure to Notify of Address Change	19	\$50
Failure to Notify of New Owner	20	\$50
Too Many Animals	35	\$50
Dog at Large	46	\$50
Cat at Large	47	\$50
Failure to Remove Feces	49	\$50
Noisy Animal	50	\$50
Dog Attack	51a	\$100
Dog Damaged Property	51b	\$100
Dog Not Under Control	52, 54	\$50
Animal in Unsanitary Environment	43	\$50
Failure to Provide Food or Water	36a, 57	\$50
Failure to Provide (clean) Receptacles	36b	\$50
Failure to Provide Sufficient Exercise	36c	\$50
Failure to Provide Veterinary Care	36d, 55	\$50
Failure to Provide Adequate Shelter	37a-e	\$50
Tethered With Choke Collar	38	\$50
Tethered Over Six Hours	39	\$50
Tethered to Restrict Movement	40	\$50
Inadequate Ventilation	41	\$50
Neglect/Abuse of Animal	42, 57	\$50
Animal Where Prohibited	47	\$50
Illegal Kennel	60	\$100
Unlicensed Sale of Animal(s)	60a	\$500
No Dangerous Dog License	61	\$100
Failure to Muzzle or Leash Dangerous Dog	65c	\$100
Failure to Securely Contain Dangerous Dog	65	\$100
Failure to Display Dangerous Dog Sign	66	\$100
Failure to Notify Dangerous Dog at Large	67	\$500
Possess Prohibited Animal	44	\$500

Using these numbers, CARE estimates DoU revenue, within a year or two to be ~\$12,000.

Typically, licensing compliance rates are 23% for dog-only programs, and 13% for programs where cats are also required to be licensed. In 2020, DoU issued 153 dog licenses (@\$15 to \$30 per licence). If these 153 licenses represent 23% of the total number of dogs in town, there could be 650 dogs in Ucluelet. Stats from across Canada support this estimation: 41% of households have at least one dog and 38% of Canadian households have at least one cat.

If Ucluelet's human population, including seasonal workers, is around 2,000, these percentages suggest that there could be as many as 820 dogs and 760 cats in the community. FYI, visitor stats for Ucluelet suggest that as many as 40,000 tourists bring dogs to Ucluelet each year. We are confident that if properly managed, made more efficient, and if rates were appropriately increased (see above), licensing compliance rates could be 60% or more higher by 2023. If licensing rates are increased, and cats are required to be licensed, revenue from animal licensing in 2023 could be upwards of \$12,000.

CARE Network Board of Directors

[info@carenetwork.ca](mailto:info@carenetwork.ca)

James Rodgers, CARE Network Re: Proposed Regional Fee-for-Animal-Kenneli...



\*\*\*CARE Network's animal kenneling service is supported by a suite of gratis, value-added services that include:

- Animal Handling Support for Bylaw Team (as resources allow)
- 'After-hours' Animal Handling & Kenneling Support – assisting the RCMP as requested as resources allow (twice in Feb 2022).
- Stray Cat Management
- Dog & Cat Licensing Support – insights based on our experience and research, etc.
- Rehoming Animals as Needed
- Bylaw Development Support – insights based on our experience and research with an eye to loosely matching animal care and control regulations across the region, etc.

CARE Network Board of Directors

[info@carenetwork.ca](mailto:info@carenetwork.ca)

James Rodgers, CARE Network Re: Proposed Regional Fee-for-Animal-Kenneli...





## REPORT TO COMMITTEE OF THE WHOLE

Council Meeting: March 29, 2022

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** RICK GEDDES, FIRE CHIEF

**FILE NO:** 0810-03

**SUBJECT:** FIREHALL FEASIBILITY STUDY

**REPORT NO:** 22- 40

**ATTACHMENT(S):** FIREHALL FEASIBILITY STUDY, LIBERTY CONSTRUCTION MANAGEMENT INC.

### SUMMARY OF DESIRED OUTCOME

That the Committee of the Whole provides Staff with direction regarding the next steps to take for required operational and safety upgrades to the firehall and emergency operations centre.

### BACKGROUND

Due to the age and condition of the District of Ucluelet firehall and emergency operations centre, we must begin to plan for its replacement. With this in mind, Liberty Construction Management Inc. was commissioned to undertake a Firehall Feasibility Study (“the Study”) that would provide information to assist in prioritizing current and future needs of the District, while focussing on facility location.

The Study provides general observations and a conditions assessment of the existing facility, as well as information on the following options for an emergency services building:

- A major renovation of the current facility;
- Tear-down and rebuild on the present site; and
- New construction on an alternate site (Tugwell Field).

All three options are viable, although each has pros and cons as listed in the Study. Class “D” estimates are provided for each option.

Key areas of concern regarding the state of the current facility, which are elaborated on, in the Study include:

- *“Despite upgrades and repairs over the years, the building does not meet several BC Building Code (2018) minimum requirements.”*
- *“Because the current facility does not meet minimum post-disaster standards, emergency operations and fire department response capabilities may be severely impacted when these functions are needed the most (ie: during a natural disaster or major emergency).”*

### KEY QUESTIONS

1. Does Council wish to proceed with further investigation into the findings of the Study to determine the option that will best suit the District’s needs?

2. If so, does Council wish to form an Emergency Services Facility Steering Committee?

Part 5, Division 1, Section 142 of the *Community Charter* states that,  
“(1) A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.

(2) At least one member of a select committee must be a council member.

(3) Subject to subsection (2), persons who are not council members may be appointed to a select committee.”

3. If Council does not wish to proceed with further investigation into the findings of the Study, will an increase in funding be allocated to bring the current facility into compliance with current standards, regulations, codes, and best practices?

While this option would provide a safer facility, it will restrict any future growth of the fire department including staffing or equipment.

The 2019 Asset Detail Report on the firehall suggested the cost of required code improvements was \$347,044.00. Costs are likely to have increased since then.

**Respectfully submitted:** Rick Geddes, Fire Chief

# DISTRICT OF UCLUELET

## Fire Hall Feasibility Study

Re: Ucluelet Fire Hall - New Construction  
Or Addition & Renovation Project Planning

January, 2022

Attention: Rick Geddes, Fire Chief

**Liberty Contract Management Inc.**

**Primary Contact:**

Scott Zukiwsky  
Vice President

*E scott@lcmconstruction.ca*  
*T (604) 534.3412*

**Secondary Contact:**

Todd Zukiwsky  
Pre-Construction Manager

*E todd@lcmconstruction.ca*  
*T (604) 534.3412*

[www.libertyconstructiongroup.ca](http://www.libertyconstructiongroup.ca)  
#316 - 19292 60th Avenue, Surrey BC, V3S 3M2

Instagram: @libertyconstructiongroup





## Ucluelet Fire Hall Feasibility Study Submission

# 1.0

# Introduction & Executive Summary



**ISSUED FOR REVIEW R3 - JANUARY 2022**

**RE: FEASIBILITY STUDY**

**UCLUELET FIRE RESCUE FACILITY UPGRADES**

**FIRE HALL NEW CONSTRUCTION OR ADDITION & RENOVATION**

Attention: Fire Chief Rick Geddes, Council/ Study Review Committee, Et.: All,

### INTRODUCTION

Liberty Construction Group (Liberty) was referred to complete a needs assessment of the Ucluelet Fire Rescue Service which has served the community since 1949. Liberty was asked to prepare a feasibility study report for the District of Ucluelet's Council review.

Liberty has completed over 20 Public Safety building facilities with involvement in all aspects of design and construction and has programs for integrated design and construction assistance. Liberty utilizes the professional experience and expertise of its team along with the guidance and input from registered professionals such as Architects and Engineers to guide stakeholders through the early stages of a project to the completion of construction.

By the request of The District of Ucluelet and Rick Geddes, Fire Chief of The Ucluelet Fire Rescue, Liberty was engaged to conduct a fire services building feasibility and options study for their service area. The study would mainly serve as an investigation of the existing Ucluelet Fire Rescue facility to determine any immediate or future upgrade requirements. This study should assist the District of Ucluelet with future emergency services planning through a review of the options contained herein.

The study would be completed through a program of interviews (in person and virtual), in person site evaluations, and a building condition assessment. The specific needs and best practices of the Ucluelet Fire Department would be reviewed according to information provided by the Fire Chief and his emergency services experience. Liberty's Public Safety knowledge and expertise would be utilized for data collection and recommendations. A meeting would be conducted with the District planning department to gather information and context regarding the District's community building and disaster preparedness plans.

Liberty Construction Group would like to acknowledge the collaboration work of Fire Chief Rick Geddes which aided in the preparation of this study.

See Executive Summary on next page.





## EXECUTIVE SUMMARY

In order to provide a thorough and accurate study of the existing Ucluelet Fire Rescue facility, Liberty team personnel conducted in person reviews of the community, site, existing building, as well as alternate siting options. This in person review along with remote planning meetings provided multiple points of data for review. Factors reviewed focused on:

### *The Building*

- Safety of the structure (post-disaster operations requirements)
- Current and future personnel requirements
- Protection of High Occupancy/ Medium-High Risk Buildings (multi-storey buildings)
- Incident Response (facility function to and from an emergency call)
- Community Cost Impact

### *The Site*

- Disaster zone
- Location (access/egress and response time to an emergency call)
- Population (current and future community growth plans and requirements)
- Capabilities for on-site training purposes
- Capabilities for expansion
- Community cost impact
- Access to utilities

This feasibility study contains overall observations and a conditions assessment of the existing Fire Hall facility. This study also includes addition and renovation or new construction preliminary budgets, department space planning and design requirements, conceptual design options, a preliminary construction schedule, and a summary review of the studied alternate siting options for the Fire Hall location.

The above items have been prepared based on parameters provided by Fire Chief Rick Geddes. The needs of the Ucluelet Fire Department are to have a 10,000 s.f. (929 m<sup>2</sup>) facility for 24-26 volunteers plus 1-2 full-time personnel (Fire Chief/ Deputy Chief). This includes capacity for interior and exterior training, Emergency Operations, and possibly the integration of the Ucluelet Ambulance Service.

While the options for an addition and renovation or new construction project with various location options have been presented within this study, the final site and construction type should be determined based on factors identified in this study by the Fire Department (i.e. functional programming requirements), with consideration of the current and future needs of the community.

The findings (feasibility review and recommendations sections) of this study and subsequent report indicate that the existing lot and Tugwell site could accommodate a 10,000 s.f. (929 m<sup>2</sup>) Fire Hall for a budget of approximately \$5M. It is anticipated that the information contained in this study may be used to pursue project funding or proceed through an 'AAP'.



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- Appendix B Documents - Alternate Site Considerations**
- Appendix C Documents - BC Emergency Health Services**

Fort Langley Fire Hall, Langley BC - New Fire Hall Project

2.0

## Background

The existing Ucluelet Fire Rescue Facility is the only Fire Service Operations Facility servicing The District of Ucluelet. The next closest Fire Service Operations Facility is in Tofino. The Ucluelet Fire Brigade has been serving a population of 1,717 (2016 survey statistics). To support a 1.5-2% year over year population growth in the District of Ucluelet and surrounding community, it has been noted that the existing Fire Hall Facility is rapidly deteriorating and is no longer capable of meeting the minimum service requirements for public safety. The 48+ year old facility has received three additions, renovations, and patchwork upgrades through its building lifespan. These addition and renovation projects have increased the Fire Hall capacity with the ability to house a third truck (apparatus bay added). The community has an immediate need for an aerial apparatus to service in town multi-storey commercial/ residential structures. However, an aerial apparatus will not fit in the existing Fire Hall.

Despite minor upgrades and repairs, the existing building has not been brought to a point where the building is BC Building Code 2018 (current building code) compliant. As it is, the building will not sustain future community growth or increased service demands during tourism seasons where the District population swells and emergency service needs increase exponentially.

Natural disasters including earthquakes, tsunamis, and wildfires are a growing concern due to global climate change which is affecting Vancouver Island. The District of Ucluelet is situated within an earthquake/ tsunami hazard zone. In recent years, the Fire Chief has assisted with some wildfire fighting services. Disaster and emergency services have been operating from a Fire Hall Facility that does not meet minimum post-disaster requirements. Therefore, emergency operations and the function of the Fire Department may be severely affected in the event of a natural disaster.

It has been noted that as part of an emergency preparedness plan, the District of Ucluelet needs a post-disaster Emergency Operations Center. A fully upgraded Fire Hall Facility through a major addition and renovation project or new build would accomplish this requirement with the added ability to on-board and train additional Department members (volunteers), and increase the overall allowable building occupancy when needed to serve as an official Emergency Operations Center (EOC).

3.0

## Objectives

The primary objective of this study is to benefit The District of Ucluelet with an enhanced planning strategy in terms of required current and future Fire Hall Facility improvements that would increase Emergency Fire Service training and response capabilities in the community. Primary objective ex:

- Provide a general location assessment to determine a preferred location.
- Investigate and review the current and future needs of the Fire Department to determine an approximate project budget based on a basic conceptual design and requirements assessment.

The District owns multiple portions of land and needs a new post-disaster Fire Hall that will also serve as an Emergency Operations Facility. Since the District does not know the cost implications or best Fire Hall location within the community, the overall objective of this feasibility study will be to review a set of options and guide the District through these options and costs of a major Fire Hall Facility addition and renovation or new build project to meet the current and future needs of the region. Although the needs for Fire Hall upgrades are immediate, the goal of this study is to assist the District in planning for when the community may be able to financially support a project of this size and nature (i.e. within 2, 5, or 10 years) from planning through to construction completion.



# LIBERTY CONSTRUCTION GROUP

## 4.0

### EXISTING CONDITIONS

#### OBSERVATIONS

The District of Ucluelet presents itself as a trendy fishing village set on the edge of Vancouver Island's West Coast setting where the ocean, mountains, and forests meet. The surrounding community appears to be a pleasant mix of established community areas and new growth. The demographic appears to support both an older community as well as a growing youthful/ family oriented, trendy/ artistic culture.

#### EXISTING SITE ACCESS AND EGRESS

The existing Fire Hall located at 1520 Peninsula Road is accessed by one formal concrete driveway apron directly from the District's main thoroughfare. Additional gravel parking and training area is also accessible adjacent the main apron.

The site access is not formally delineated from the road or sidewalks by any sort of concrete letdown or curb. The road and sidewalk allowance are delineated by painted white lines along the main concrete apron street frontage.

While the existing Fire Hall site has good roadway frontage, all emergency vehicles access and exit the site via the main front apron onto Peninsula Road. Upon return, emergency vehicles must reverse into the facility.

No major elevation change, slope differential, or other grading challenge is observed from the roadway to the site. The generally flat, level site poses no emergency vehicle approach, departure, or break over angle issue.

#### ROADWAY LIMITATIONS AND HAZARDS

When responding to emergency call-outs, Fire Department vehicles must approach and enter uncontrolled pedestrian walking lanes and vehicular north/ southbound traffic lanes. Upon return from emergency call-outs, Fire Department vehicles must obstruct traffic lanes for a period of time while reversing to park vehicle within the facility.

Pedestrian and passenger vehicle traffic in the area increases during school drop-off and pick-up hours particularly at the intersection of Peninsula Road and Matterson Drive where the Ucluelet Secondary School's new driveway access is being placed.



#### SITE SERVICES

The existing facility is fully serviced. It is assumed that no major infrastructure upgrades would be required to support a new facility.

Electrical - overhead connection available at site.

Water/ fire suppression - The existing facility is not sprinklered. Water pressure investigation (testing) is required for sprinkler design adequacy. Water service connection available at site.

Sewer - connection available at site.

Storm service - some perimeter drainage connections are observed available at site. Improvements are required for adequate site storm water management. Some downspouts surface drain onto concrete splash pads. On site storm water management solutions may be desired to limit burden on the municipal system.

#### NOISE AND LIGHT POLLUTION

The building demographic in the area along Peninsula Road and Matterson Drive appears to be low to high occupancy buildings being occupied during day, evening, and nighttime hours.



# CONSTRUCTION GROUP

## 4.0

### EXISTING CONDITIONS

#### OBSERVATIONS



Although the site neighbours are accustomed to the Fire Hall and its operations, noise and light pollution does pose an audible and visual distraction from the window site lines of the adjacent school (USS). Emergency vehicle lights and sirens would also continue to disturb residential neighbours at this site location.

#### THE SITE

The existing Fire Hall lot sits directly adjacent to The Francis Boutique Inn to the North (separated by trees, other foliage, and an elevation difference) and a re-purposed community recreation building known as the Ucluelet Athletic Club (UAC), to the south (with no lot separation).

The overall site is good and is relatively flat from a constructibility perspective and the site location itself is fairly central in the surrounding developed area allowing for reasonable emergency response times.

The site sub-grade and soils below is assumed conducive to building. However, there is concern as much surface concrete cracking and deterioration is observed. The Fire Chief reported that the North parking area is not usable during wet winter months due to soft soils and frost heaving. Geotechnical investigation of the site should be conducted and/ or updated to determine structural requirements. The site grading may require minimal

adjustment to create a positive slope at Peninsula, however the impacts of grade changes need to be reviewed for any adverse affects to the neighbouring properties.

The current site does not provide adequate space for on site truck turning, parking, and training. The Ucluelet Athletic Club (UAC) building appears to be in the same or worse condition compared to the Fire Hall. The UAC site would provide optimal space for building expansion. Acquisition and use of this lot in combination with the existing Fire Hall lot would ensure adequate lot space for an addition and renovation or new build project that includes the capability for drive through apparatus bays, on site truck turning, parking, and training.

Future expansion may be accommodated but may require tree removal and installation of a retaining wall along the North property line.

The site currently has limited signage or fencing for safety and security. Pedestrians and vehicles may be kept off site with the addition of property line fencing as well as soft and hard landscaping along street frontages.

#### FUTURE FLOOD/ TSUNAMI HAZARD IMPACT POTENTIAL

The existing site is well outside of the 'Tsunami Flood Hazard Zone'



# CONSTRUCTION GROUP

## 4.0

### EXISTING CONDITIONS

#### OBSERVATIONS

(studied and identified by others) and could be recommended as an acceptable post-disaster Fire Hall or Emergency Response Facility location.

#### THE EXISTING FACILITY

See Appendix A - Existing Conditions Photo Report

#### Building Envelope

The general condition and layers of additions to the original building create an aesthetic that is due for refreshment and modernization.

The complete building envelope including the roofing appears to show significant signs of weathering and deterioration. The exterior cladding, fascias, doors, and windows no longer appear to provide proper weather protection. The building envelope shows signs of water penetration, air tightness, and thermal performance issues. Construction design and detail issues are evident around window and door headers and jambs. Signs of rot and deterioration are observed behind vinyl wall cladding and at wood door jambs. It appears that the exterior weather barrier behind the cladding has deteriorated and/ or is missing in multiple areas causing failure and rot to the exterior plywood wall sheathing.

The vinyl cladding itself has surpassed the end of its life-cycle and performance capabilities and needs to be replaced. Cladding for this type of facility should be highly durable, low maintenance, and composed of a non-combustible material.

The overhead doors are sufficient for emergency vehicle access and egress, however they are undersized compared to current minimum Fire Department dimensions for vehicular access and egress and are more suited to a residential garage or shop space.

The second level exterior exit stairs pose a significant safety hazard and emergency egress concern and should not be used.

The overall building mounted site lighting appears to be inadequate and poses a safety and site functionality concern.

It is assumed that due to the materials and methodology used in construction of the existing facility, (i.e. the 2x4 vs. 2x6 exterior walls only allow for R12 vs. R20 insulation) the yearly building operating costs are high. Improved foundation, floor, wall, and mechanical systems could greatly reduce yearly expenses while providing better occupant comfort and a 'greener' building footprint.

#### Building Interior

Architectural design, layout and aesthetic - The overall building interior is observed to be an outdated patchwork of materials and additions and renovations. The facility no longer has an adequate layout to function and flow as an Emergency Response Facility. The interior layout needs a complete redesign.

Numerous building code, life safety, and occupancy access and egress issues are observed. Presence of hazardous materials such as asbestos or mold is assumed but cannot be confirmed without further testing.

#### Main Floor Level:

Access, egress and security - The main entry door is accessed by a key pad and handle lock-set and does not have any emergency exiting panic hardware device.

The hallway wood stairs leading to the second level rooms have adequate tread nosing and each step is marked by a yellow strip. The stair width, rise and run, and headroom dimensions are not to code. Handrails do occupy both sides of the stairwell which is acceptable but not necessary for this stair width.

The main floor finish is concrete which shows signs of patchwork, stains, and discolouration. A concrete seal coat does not appear to be present.

The main floor wall finishes are a patchwork of materials such as OSB plywood which is not suitable as a finish material and does not provide a pleasing and cohesive interior aesthetic.

The main floor ceiling finish is generally acoustic ceiling tile which is suspended by a t-bar grid system. This ceiling finish is enclosing the underside of the floor structure with a few inches of open air space. The ceiling finish does not appear to be seismically restrained. The airspace above the ceiling finish may also allow for vehicle exhaust gases to collect without the ability to freely clear the interior airspace. The air is partially cleaned with a centrally located vehicle exhaust air scrubber.

Structure - The exterior main and upper floor walls appear to be 2x4 wood studs. The second floor appears to be supported by a dimensional wood floor system with no visible engineered wood or steel supporting beams (visible beam members are multi-ply built up beams with an unknown fastening pattern). While the general condition of the wood floor joists appears to be good, the structural acceptability cannot be verified.

The supporting interior column structure is comprised of rough-sawn wood columns. The structural acceptability cannot be verified. It also appears that the beam to floor system bearing is not adequate and is not seismically tied or braced for adequate shear resistance.



# LIBERTY CONSTRUCTION GROUP

## 4.0

### EXISTING CONDITIONS

#### OBSERVATIONS

**Fire Ratings** - There is no underside of floor structure fire-rating. The building itself lacks required wall, floor, and opening fire ratings and separations between building components and occupancy groups.

The main floor electrical systems are generally exposed along the apparatus bay walls. Some of the wiring is protected by metal conduit. Based on existing conditions, it is assumed that electrical systems upgrades are required to bring the facility up to current building codes.

The main floor mechanical and floor drain system in the apparatus bays is not adequate. Based on existing conditions, it is assumed that mechanical systems upgrades are required to bring the facility up to current building codes.

The main floor interior space is extremely limited and does not provide adequate storage space for Fire Department gear and equipment. Storage is observed lining walls along side of apparatus vehicles, limiting overall function and personnel movement through the Fire Hall. Increased storage space that is properly designated is required.

The main floor apparatus bays are too small to accommodate proper separation of rooms from the trucks. The Fire Hall does not have a workshop or clean room which is required for SCBA purposes. Further layout adjustments are required to provide a proper decontamination washroom/ shower room in the apparatus bays. The existing washroom/ shower room does not serve as an adequate decontamination shower.

There is no space for wildfire gear or additional rescue equipment. Additional space that is organized and readily available during wildfire season is needed.

The EOC/ Radio Room is completely separated from the second floor administration areas of the Fire Hall. In the event of a disaster, this small room will not provide easy and adequate communication with a team of personnel.

#### Second Floor Level:

**Access, egress and security** - interior stairwell and exterior exit (not fit for use).

The main interior stairs open to what is currently the training/ EOC or multi-purpose room with single use men's and women's washrooms, a small kitchen, pantry, and storage room.

The existing training room is set up for 18 people. While the set up is functional and generally acceptable, the fire department requires a training room for 24-30 occupants plus open space for demonstrations and in classroom training exercises. The existing training room does not have occupancy space for use as an EOC if required.

The second floor layout is not conducive to the fire department's needs. Administrative areas such as the gym, desk work stations, and radio/ communications rooms are completely separated on the main level with no quick or easy access.

The interior walls are generally clad with outdated materials. Failures in the wall systems are observed. It is assumed that the wall vapour barrier, insulation, and weather barriers are failing.

The interior is clean and appears to be maintained to the best degree possible. However, storage room and organization for the pantry and the kitchen area storage room is needed. The washrooms also require reconfiguration according to today's standards to properly accommodate 24-30 people.

#### TOP EXISTING BUILDING CODE/ HEALTH & SAFETY ISSUES:

- **Public access** - this facility does not provide required public/ community accessibility to administrative offices or accessible washrooms. The public requires parking and building access for various needs. The existing site provides no public visitor parking stalls and the uneven ground and cracked concrete apron poses trip and fall issues to the public and Fire Hall users.
- **Occupant life safety** - this facility lacks required fire separations and emergency exits. The absence of a fire suppression system and wall/ floor fire-ratings between the apparatus bays/ storage rooms poses a high fire hazard risk to the entire facility.
- **Work Safe BC** - the functional components of this building (apparatus bays, gear room, storage, etc.) contain numerous personnel safety issues including:
  - Inadequate vehicle exhaust ventilation
  - Inadequate hazardous materials storage
  - Small space storage issues
- **Post-disaster requirements** - it is generally noted that this building may not withstand an earthquake event. The operation of the Fire Hall may be severely limited in the event of a partial or complete building failure.



## 5.0

### OVERALL METHODOLOGY

#### APPROACH

The Municipality of Ucluelet has a current need to explore options for a new or upgraded Fire Hall and Emergency Operations Center.

Three options were reviewed and are being presented in this report. The three options considered are as follows:

1. Demolition of existing Fire Hall located at 1520 Peninsula Rd and construction of a new Fire Hall and Emergency Operations Center located on the same site.
2. Addition and renovation to the existing Fire Hall located at 1520 Peninsula Rd.
3. New construction of a Fire Hall and Emergency Operations Center at the Tugwell site located off Forbes Rd.

The following eight steps were taken in the preparation of this report:

#### STEP 1 – PRELIMINARY INFORMATION GATHERING

Scott Zukiwsky and Todd Zukiwsky of Liberty held a series of virtual meetings with Fire Chief Rick Geddes of Ucluelet to gain an understanding of project background and determine project objectives.

#### STEP 2 – SPACE NEEDS ASSESSMENT

In this step a series of meetings were conducted in order to begin the preliminary stages for a needs assessment. An architectural space program was created. The space program outlined the spaces required for the Fire Hall and organized them into sizes, shapes and groupings. This exercise was done to determine a reference point for a potential building area and massing.

This program was used when determining the feasibility of fitting a new Fire Hall onto the existing site or onto the Tugwell site. It was also used to determine whether or not an addition and renovation to the existing Fire Hall would be possible.

See:            7.1 Functional Programming – ADD and RENO  
                   7.1 Functional Programming – NEW BUILD

#### STEP 3 – EXISTING CONDITIONS ASSESSMENT

Scott and Todd of Liberty visited Ucluelet to conduct an existing building evaluation, existing site evaluation, and site evaluations of the Tugwell option.







## 5.0

### OVERALL METHODOLOGY

#### APPROACH

6. Flashings and miscellaneous penetrations were reviewed
7. Fascias were reviewed
8. Gutters and downspouts were reviewed

See: 6.0 Feasibility Review  
Appendix A – Existing Conditions Photos Report

#### STEP 3B – EXISTING SITE REVIEW

A review of the existing site was undertaken to determine if it would be feasible to renovate and add an addition to the existing building or construct a new building on the existing site.

Considerations were reviewed for the following:

- Size and shape of the existing site
- Topography of the existing site
- Roads and intersections at the existing site

See: 7.2 Conceptual Design Options 1 and 2

The following items were not a part of this investigation:

- Traffic studies
- Geotechnical investigations
- Environmental investigations
- Response time calculations
- Tsunami flood zone considerations



## 5.0

### OVERALL METHODOLOGY

#### APPROACH

##### STEP 3C – TUGWELL SITE REVIEW

A review of the Tugwell site was undertaken to determine if it would be feasible to construct a new building at Tugwell.

Considerations were reviewed for the following:

- Size and shape of the existing site
- Topography of the existing site
- Roads and intersections at the existing site

See: 7.2 Conceptual Design Options 1 and 2

The following items were not a part of this investigation:

- Traffic studies
- Geotechnical investigations
- Environmental investigations
- Response time calculations
- Tsunami flood zone considerations

##### STEP 4 – CONCEPTUAL DESIGN

Information from the preliminary space program and the site investigation was then used to prepare conceptual design blocks to show potential layout and massing of the 3 options as per the project objectives.

Potential block layouts were prepared for the – existing site “new construction”, existing site “addition and renovation”, and the Tugwell site “new construction”.

See: 7.2 Conceptual Design



# CONSTRUCTION GROUP

## 5.0

### OVERALL METHODOLOGY

#### APPROACH

##### STEP 5 – CONCEPTUAL BUDGETING

The information gathered from the site investigation and the conceptual planning was then used to prepare a series of “Class D” project budgets.

Potential budgets were prepared for the – existing site “new construction”, existing site “addition and renovation”, and the Tugwell site “new construction”.

See:            6.1 Budgetary Opt.1 ADD & RENO EXISTING SITE  
                   6.2 Budgetary Opt.2 NEW BUILD EXISTING SITE  
                   Appendix B.1 Budgetary Opt.3 NEW BUILD TUGWELL SITE

##### STEP 6 – POTENTIAL BASELINE SCHEDULE

A procedure and step review was done in order to illustrate the potential next steps to the process of commencing a project. Potential timelines were considered for each step in this process. The items considered were not meant to be an exhaustive list but to give an idea of the overall activities and how they could potentially fall in order.

See:            8.0 Ucluelet FH Reference Schedule



The above photo (left) showcases an example of temporary fire department emergency operations facilities in place during construction of a new facility.

The above photo (right) showcases an example of locally produced custom turnout gear millwork racking aiding in the support of local economics.

6.0

# FEASIBILITY REVIEW

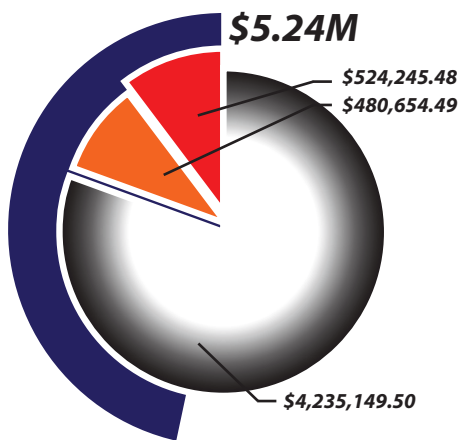


# CONSTRUCTION GROUP

## POTENTIAL FOR ADDITION & RENOVATION VS. NEW CONSTRUCTION

Ucluelet Fire Hall New Construction or Addition & Renovation							
PROJECT FEASIBILITY REVIEW	BUILD OPTION	MINIMUM DESIGN REQUIREMENTS MET	POST DISASTER DESIGN	LOT ADJUSTMENT REQUIRED	ADEQUATE ON SITE TRAINING	ADEQUATE APPARATUS HOUSING	FUTURE PROOF DESIGN
	OPTION 1	✓	✓			✓	✓
	ADDITION & RENOVATION EXISTING LOT	✓	✓			✓	✓
	OPTION 2	✓	✓	✓	✓	✓	✓
	NEW CONSTRUCTION EXISTING - COMBINED LOT	✓	✓	✓	✓	✓	✓
	OPTION 3	✓	✓	✓	✓	✓	✓
	NEW CONSTRUCTION ALTERNATE SITE	✓	✓	✓	✓	✓	✓

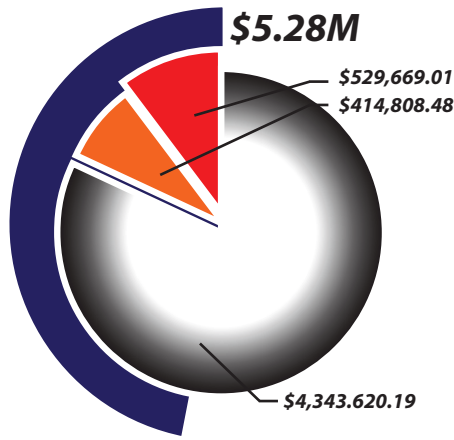
**OPTION 1**  
ADDITION & RENOVATION  
EXISTING LOT LOCATION



- PROJECT TOTAL COST
- TOTAL PROJECT SOFT COST
- TOTAL PROJECT OTHER COST
- TOTAL CONSTRUCTION COST

**FEASIBLE OPTION**

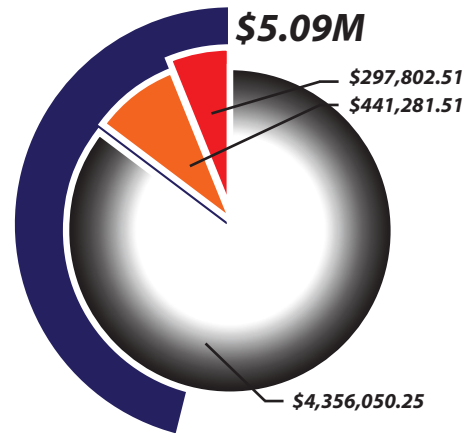
**OPTION 2**  
NEW CONSTRUCTION  
EXISTING LOCATION  
COMBINED LOTS



- PROJECT TOTAL COST
- TOTAL PROJECT SOFT COST
- TOTAL PROJECT OTHER COST
- TOTAL CONSTRUCTION COST

**PREFERRED OPTION**

**OPTION 3**  
NEW CONSTRUCTION  
ALTERNATE LOCATION  
TUGWELL SITE



- PROJECT TOTAL COST
- TOTAL PROJECT SOFT COST
- TOTAL PROJECT OTHER COST
- TOTAL CONSTRUCTION COST

**GOOD OPTION**



## 6.0

### FEASIBILITY REVIEW

#### POTENTIAL FOR AN ADDITION & RENOVATION VS. NEW CONSTRUCTION FIRE HALL PROJECT

This report will demonstrate that it could be possible to achieve the following options for a new Fire Hall in Ucluelet.

1. An addition and renovation would likely be achievable at the existing Fire Hall site location.
2. Construction of a new Fire Hall would likely be achievable at the existing site location.
3. Construction of a new Fire Hall would likely be achievable at the alternate site location, Tugwell Site.

All 3 options appear to have similar budgets in the range of approximately five million dollars (\$5.09M - \$5.28M).

See:

- 6.1 Budgetary Opt.1 ADD & RENO EXISTING SITE
- 6.2 Budgetary Opt.2 NEW BUILD EXISTING SITE
- Appendix B.1 Budgetary Opt.3 NEW BUILD TUGWELL SITE

One conceptual schedule was produced as it is believed in the preparation of this report that all projects could be achieved in the same approximate time frame.

#### ADDITION AND RENOVATION – EXISTING LOCATION

An addition and renovation could potentially be achieved at the existing location. A layout was prepared showing that five back in apparatus bays may be achievable with an addition and renovation.

The observations will show that the existing building would require extensive renovations as there would be several areas of change necessary including:

- Extensive structural upgrades to achieve seismic capabilities
  1. Foundation
  2. Walls
  3. Floor and roof systems
  4. Shear strength upgrades
- Architectural layout and sizing upgrades to bring the existing areas up to code
- Full building envelope replacement
  1. Complete roof replacement
  2. Complete exterior cladding replacement



## 6.0

### FEASIBILITY REVIEW

- The majority of the electrical systems may need to be replaced
- The majority of the plumbing systems may need to be replaced
- The majority of the mechanical systems may need to be replaced

See: 4.0 Observations

If an addition and renovation is considered on the existing site (lot), we recommend that preparation for this work begin as soon as possible. The timeline from start of planning to the completion of construction is approximately 24 months. Since many areas of the existing building do not comply with current building code requirements (i.e. stairs, exiting, etc.), there are major risks associated with delaying facility upgrades. Risks associated with continued use of the existing facility in its current state include but are not necessarily limited to the following:

1. The existing building does not qualify as post disaster. In many areas it appears that the existing building does not have high capabilities of resisting seismic forces.
2. The existing building does not have fire suppression system.
3. The existing building does not have proper fire ratings, fire separations, or smoke separations.

- ADDITION/ RENOVATION PROS:**
- The existing site could be utilized
  - Cost may be slightly less than building new on the existing site
  - The adjacent site would not need to be utilized
  - Good access to community

- ADDITION/ RENOVATION CONS:**
- The cost is not significantly less than building new on the existing site
  - Apparatus bays would likely not be drive through bays
  - Only five apparatus bays could likely be achievable
  - Difficult to make seismic
  - More difficult to construct than the other options
  - Likely no option to add an ambulance component
  - Limited outdoor space for training. Satellite training facilities would be required.
  - Poor access to rear parking area

### NEW CONSTRUCTION – EXISTING LOCATION WITH COMBINED LOTS

Construction of a new Fire Hall could potentially be achieved at the existing location. A layout was prepared showing that 6 drive-through apparatus bays may be achievable with the combination of additional lot space.

- NEW CONSTRUCTION ON EXISTING SITE PROS:**
- The existing site could be utilized
  - Six drive through apparatus bays would likely be achievable
  - New construction for longest lasting building
  - Good access to community
  - Seismic capabilities could be simply achieved
  - More options for attractive design available
  - Simpler to construct than an addition and renovation

- NEW CONSTRUCTION ON EXISTING SITE CONS:**
- Potentially highest cost option
  - To achieve six drive through bays the adjacent site would need to be utilized

If construction of a new Fire Hall on the existing site/ UAC site is considered, we also recommend that preparation for this work begin as soon as possible. The timeline from start of planning to completion of construction could take over 24 months including legal planning and demolition. With this option, consideration would have to be given to constructing temporary operations facilities for the fire department. This could be achieved in various ways. One possible option would be to erect a temporary tent structure for the apparatus bays and make use of temporary modular units for admin., turn out gear room, storage, etc.





# CONSTRUCTION GROUP

## 6.0

### FEASIBILITY REVIEW

#### NEW CONSTRUCTION AT ALTERNATE LOCATION – TUGWELL SITE

Construction of a new Fire Hall could potentially be achieved at the Tugwell location. The conceptual layout prepared for the new build option on combined lots could be applied to the Tugwell site option.

#### NEW CONSTRUCTION AT TUGWELL SITE PROS:

- Potentially lowest cost option
- Six drive through apparatus bays would likely be achievable
- New construction for longest lasting building
- Seismic capabilities could be simply achieved
- More options for attractive design available
- Simpler to construct than an addition and renovation
- Would not require temporary facilities during construction

#### NEW CONSTRUCTION AT TUGWELL SITE CONS:

- Access roads are congested
- Community access will be limited until road infrastructure is improved
- Possibly more costly hydro upgrades



If construction of a new Fire Hall at the Tugwell Fields site is considered, we also recommend that preparation for this work begin as soon as possible. Additional time for infrastructure improvements and community planning may be required for construction of a new Fire Hall at this lot location. While the existing Fire Hall may be used for a short period of time during construction as a temporary facility, consideration would have to be given as this process could take over 24 months to complete, including demolition of the existing Fire Hall and lot cleanup.

During this time, risk levels of natural disaster events in the area could increase and further threaten the building integrity. Without immediate maintenance or some sort of minor renovation, the building deterioration rate will accelerate as more time passes (particularly due to the failed building envelope). As the exterior/ interior building elements continue to age, the structural integrity of the building will become more of a risk due to various factors observed and noted herein this document. A complete building failure may lead to a non-operational Fire Department after a disaster event.

In the meantime, if no upgrades are done, the fire department will at least experience a continued increase in building operating and maintenance costs, restricted operations and training abilities, and lowered response efficiency due to constricted movement in the hall.

6.1

# BUDGETARY OPT. #1

**PRELIMINARY BUDGET SUMMARY****ADDITION AND RENOVATION AT EXISTING SITE**

**Project:** Ucluelet Fire Hall  
Ucluelet , BC

<b>TOTAL SF</b>	<b>10,138</b>	<b>COST/UNIT TOTAL</b>	<b>\$417.75</b>
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(hard construction)

**Date:** 25-Aug-21

**Notes:** No escalation. Values to reflect current market conditions.

CLASS "D"

DIVISIONAL BREAKDOWN		\$/SF	TOTAL	%
0100	General Requirements	\$ 59.91	\$ 607,320.44	14.3%
0018	Site Work	\$ 37.60	\$ 381,163.46	9.0%
0300	Concrete Work	\$ 31.33	\$ 317,636.21	7.5%
	New structural, cladding, and roofing	\$ 84.93	\$ 861,005.89	20.3%
0400	Masonry	\$ 5.01	\$ 50,821.79	1.2%
0500	Metals	\$ 2.26	\$ 22,869.81	0.5%
0600	Wood & Plastics	\$ 16.67	\$ 168,982.47	4.0%
0700	Thermal & Moisture Protection	\$ 2.92	\$ 29,646.05	0.7%
0800	Doors & Windows	\$ 22.31	\$ 226,156.98	5.3%
0900	Interior Framing and Finishes	\$ 42.19	\$ 427,750.10	10.1%
1000	Specialties	\$ 2.97	\$ 30,069.56	0.7%
1100	Equipment	\$ 15.67	\$ 158,818.11	3.8%
1200	Furnishings	\$ 1.42	\$ 14,399.51	0.3%
	Mechanical and Electrical	\$ 92.57	\$ 938,509.13	22.2%
<b>TOTALS CONSTRUCTION</b>		<b>\$ 417.75</b>	<b>\$ 4,235,149.50</b>	<b>100%</b>

SOFT COSTS		\$/SF	TOTAL	%
	Architect and other design consultants	\$ 23.69	\$ 240,200.00	50.0%
	Project Management (at 3% of hard costs)	\$ 12.53	\$ 127,054.49	26.4%
	Project Specific Insurance	\$ 6.36	\$ 64,500.00	13.4%
	Other Soft Costs	\$ 4.82	\$ 48,900.00	10.2%
<b>TOTALS SOFT COST</b>		<b>\$ 47.41</b>	<b>\$ 480,654.49</b>	<b>100%</b>

OTHER		\$/SF	TOTAL	%
	Temporary Fire Hall and EOC Facilities	\$ 26.88	\$ 272,488.00	52.0%
	Hydro	\$ 3.95	\$ 40,000.00	8.3%
		\$ -	\$ -	
	PROJECT CONTINGENCIES (AT 5%)	\$ 20.89	\$ 211,757.48	44.1%
<b>TOTALS OTHER</b>		<b>\$ 51.71</b>	<b>\$ 524,245.48</b>	<b>104%</b>

TOTAL		\$/SF	TOTAL
<b>PROJECT TOTAL</b>		<b>\$ 516.87</b>	<b>\$ 5,240,049.46</b>

CASH ALLOWANCE

TBD

6.2

# BUDGETARY OPT. #2

**PRELIMINARY BUDGET SUMMARY****NEW CONSTRUCTION AT EXISTING SITE**

Project: Ucluelet Fire Hall  
Ucluelet , BC

<b>TOTAL SF</b>	<b>9,951</b>	<b>COST/UNIT TOTAL</b>	<b>\$436.50</b>
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(hard construction)

Date: 25-Aug-21

Notes: No escalation. Values to reflect current market conditions.

CLASS "D"

DIVISIONAL BREAKDOWN		\$/SF	TOTAL	%
0100	General Requirements	\$ 57.23	\$ 569,448.04	13.1%
0018	Site Work	\$ 62.20	\$ 618,965.26	14.2%
0300	Concrete Work	\$ 35.88	\$ 357,045.22	8.2%
	New building structure, cladding, and roofing	\$ 97.47	\$ 969,933.76	22.3%
0400	Masonry	\$ 5.24	\$ 52,123.39	1.2%
0500	Metals	\$ 1.31	\$ 13,030.85	0.3%
0600	Wood & Plastics	\$ 8.69	\$ 86,437.96	2.0%
0700	Thermal & Moisture Protection	\$ 6.55	\$ 65,154.24	1.5%
0800	Doors & Windows	\$ 20.30	\$ 201,978.14	4.6%
0900	Interior Finishes	\$ 35.36	\$ 351,832.88	8.1%
1000	Specialties	\$ 3.10	\$ 30,839.67	0.7%
1100	Equipment	\$ 15.45	\$ 153,764.00	3.5%
1200	Furnishings	\$ 1.48	\$ 14,768.29	0.3%
	Mechanical and Electrical	\$ 86.25	\$ 858,298.49	19.8%
<b>TOTALS CONSTRUCTION</b>		<b>\$ 436.50</b>	<b>\$ 4,343,620.19</b>	<b>100%</b>

SOFT COSTS		\$/SF	TOTAL	%
	Architect and other design consultants	\$ 22.48	\$ 223,700.00	53.9%
	Project Management (at 3% of hard costs)	\$ 13.10	\$ 130,308.48	31.4%
	Project Specific Insurance	\$ 2.24	\$ 22,300.00	5.4%
	Other Soft Costs	\$ 3.87	\$ 38,500.00	9.3%
<b>TOTALS SOFT COST</b>		<b>\$ 41.69</b>	<b>\$ 414,808.48</b>	<b>100%</b>

OTHER		\$/SF	TOTAL	%
	Temporary Fire Hall and EOC Facilities	\$ 27.38	\$ 272,488.00	51.4%
	Hydro	\$ 4.02	\$ 40,000.00	9.6%
		\$ -	\$ -	
	PROJECT CONTINGENCIES (AT 5%)	\$ 21.83	\$ 217,181.01	41.0%
<b>TOTALS OTHER</b>		<b>\$ 53.23</b>	<b>\$ 529,669.01</b>	<b>102%</b>

TOTAL		\$/SF	TOTAL
<b>PROJECT TOTAL</b>		<b>\$ 531.41</b>	<b>\$ 5,288,097.67</b>

CASH ALLOWANCE

TBD

7.0

# DESIGN GUIDE LINES

## UCLUELET FIRE HALL AND EMERGENCY OPERATIONS CENTER

### SAMPLE PRELIMINARY OUTLINE SPECIFICATION

The purpose of an outline specification in general is to provide a description of the work that could be necessary for the new Fire Hall and emergency operations centre project located in Ucluelet, BC. This sample specification indicates potential major system and material choices for the project and provides the information necessary to communicate the appearance and function of the building.

This information is to be considered conceptual and to be used as a reference point only when determining what could be involved with this new project.

This document takes into consideration what would be included when considering demolition of the existing fire hall and construction of a new fire hall on the existing site. This is not an all-inclusive outline specification and would require modification should this project proceed.

This outline specification is laid out in the construction division format. It can be used to help explain what is anticipated and expected to be included within the budget. A general description of the items included in the construction division are as follows:

#### DIVISION 1      General Requirements

In general, this construction division would include temporary materials and activities necessary to complete the construction on site works. This would include items like the following:

- temporary facilities
- temporary hoarding
- quality requirements

#### DIVISION 2      Site Works

In general, this division includes materials and activities necessary to prepare the site to receive foundations. This would include items like the following:

- excavation and backfill
- demolition
- civil services, off site
- storm, water, and sanitary services. On site
- landscaping, hard and soft

#### DIVISION 3      Concrete

In general, this division includes materials and activities necessary to supply and install the building foundation. This would include items like the following:

- concrete formwork installation
- supply and install of reinforcing steel
- concrete supply and placing

#### DIVISION 4      Masonry

In general, this division includes supply and install of any item relating to masonry or stonework. This would include items like the following:

- concrete block
- brickwork
- stone or cultured stone

#### DIVISION 5      Metals

In general, this division includes supply and install of metals or steel. This would include items like the following:

- structural steel
- miscellaneous metals
- handrails or guardrails

#### DIVISION 6      Wood and Plastics

In general, this division includes supply and install of framing items. This would include items like the following:

- rough framing and carpentry
- finishing carpentry
- supply of dimensional and engineered wood products
- millwork

**DIVISION 7 Thermal and Moisture Protection**

In general, this division includes building envelope and insulation requirements. This would include items like the following:

- exterior cladding
- roofing
- insulation and vapor barriers

**DIVISION 8 Doors and Windows**

This would include items like the following:

- wood doors and frames
- pressed steel doors and frames
- aluminum doors and frames
- aluminum, metal, or vinyl windows
- hardware for the above
- overhead doors

**DIVISION 9 Finishes**

In general, this division includes interior finishing items. This would include items like the following:

- drywall
- flooring
- painting

**DIVISION 10 Specialties**

Some firehall specific specialties include:

- turnout gear racking
- hose racking

**DIVISION 11 Equipment**

Firehall specific equipment includes:

- gear washing and drying equipment
- truck exhaust extraction systems

**DIVISION 12 Furnishings**

- office furnishings
- kitchen furnishings

**DIVISION 13 Special Construction**

N/A

**DIVISION 14 Conveying Systems**

N/A

**DIVISION 15 Mechanical**

In general, this division includes supply and install of mechanical systems and fixtures. This would include items like the following:

- interior plumbing piping and fixtures
- heating, ventilating, and air conditioning equipment
- fire suppression systems

**DIVISION 16 Electrical**

In general, this division includes supply and install of electrical systems and fixtures. This would include items like the following:

- electrical high voltage service and wiring
- electrical equipment
- lighting fixtures
- fire alarm systems
- low voltage wiring and equipment



The following is a sample outline specification. These pages include items that would need to be incorporated into the Ucluelet Fire Hall and Emergency Operations Center. This specification is preliminary and not all inclusive but is meant to act as a reference starting point.

The items included below are organized to follow the same sequence as the construction divisions organized above and the budget organization contained in the budget section of this document.

Definitions:

Ucluelet Fire Department	UFD
Ucluelet Municipality	UM
Ucluelet Fire Hall and EOC	UFH

**DIVISION 1: GENERAL REQUIREMENTS**

1.1 GENERAL BUILDING AND SITE INFORMATION

Location: To be determined  
Ucluelet, BC

Building Square Footage: It appears that the total building size could range from eight to ten thousand square feet.

## 1.2 DESIGN

The building design shall be in accordance with current BC Building Code, BC Fire Code, and other municipal codes and bylaws in effect at the time.

## 1.3 ENGINEERING FEES & DISBURSEMENTS

Architect and Professional Engineering design and consulting fees shall be included in the scope of work. Design and engineering fees shall include Architecture, Structural, Mechanical, Electrical, Civil, Fire Suppression, and Seismic Engineering as required for a construction project of this nature. The Architects and Engineers' scope of work shall include all conceptual design fees, construction documents, design production through to "Issued for Construction" stage, field inspections, meetings, coordination with government officials and disbursements including drawing reproduction costs.

A minimum of four (4) quality resolution renderings of the building shall be included by the Architect.

Drawings to be submitted will include but not necessarily be limited to the following:

Drawing Discipline:

Issued for Building Permit:

Issued for Construction:

Architectural	YES	YES
Structural	YES	YES
Mechanical	YES	YES
Electrical	YES	YES
Civil	YES	YES
Geotechnical	Geotechnical report prior to building permit design drawings.	

## 1.4 PERMITS, FEES & DEVELOPMENT COST CHARGES

All Development Permit, Building Permit, and related fees including but not limited to any municipal service connection charges, engineering fees, and municipal review fees for the construction of the building shall be taken into consideration and included in the project budget. Hydro, gas, tel., and data fees and works shall be included in the budget.

## 1.5 INSPECTIONS & TESTING

All intermediate and final inspections required by the Municipality shall be conducted.

Independent 3<sup>rd</sup> Party Inspections and Testing will be included in the project budget, for the following areas of work:

- Concrete strength testing
- Soils compaction testing

## 1.6 AS-BUILT DRAWINGS & WARRANTY INFORMATION

A twelve-month warranty on materials and workmanship shall be included in the project budget. This warranty shall commence on the date of substantial completion of the work. Upon completion of the project, a Maintenance Manual including pertinent building information, contact phone numbers and instruction manuals shall be included in the project plan and budget. This Maintenance Manual will also include copies of all applicable manufacturers' warranties.

## 1.7 GENERAL CONDITIONS

Budget for all necessary general requirements to facilitate the construction of this building. Such general conditions include, but are not limited to construction management, site supervision, first aid, general labour, temporary toilet rentals, surveys, construction trailers, disposal bins, shipping related costs, temporary utilities, miscellaneous tools and materials, etc.

## **DIVISION 2: SITE WORK**

### 2.1 SITE PREPARATION & EARTHWORKS

All site preparation costs including bulk excavation and backfill and detailed excavation and backfill shall be included in the project budget. This should be considered in conjunction with the geotechnical report and satisfy all recommendations of the geotechnical engineer of record.

If applicable, remove all topsoil and other organic soils and vegetation from all building footprint and paved areas or graveled as per the Geotechnical Consultant's recommendations.

Inspection and compaction testing of foundation excavations and backfill, paving and slab-on-grade areas shall be included in the project budget.

Budget for protecting open excavations against rain, snow and any other water infiltration which may jeopardize compacted soils to a reasonable extent given typical weather conditions.

Budget for constructing, maintaining, and monitoring erosion and sediment controls.

## 2.2 ASPHALT PAVING

Provide budget for asphalt paving and base materials to areas as required.

## 2.3 SIDEWALKS

\*\*Example of what could be anticipated in the budget/project:

All sidewalks shall be broom-finished, 4" concrete over 4" of compacted, granular base material. Provide tooled joints in sidewalks at 1200mm (4 feet) on-center maximum. Sidewalks shall be provided as per drawings and specifications.

## 2.4 CONCRETE CURBS

\*\*Example of what could be anticipated in the budget/project:

Extruded, 6" x 6" concrete curbs.

## 2.5 DRIVEWAY CROSSINGS

\*\*Example of what could be anticipated in the budget/project:

Provide one (1) municipal driveway crossing in accordance with municipal design specifications.

Concrete let downs will be provided where site access meets municipal road (driveway entrance/exit, concrete apron).

## 2.6 SITE SERVICING

\*\*Example of what could be anticipated in the budget/project:

Provide an on-site storm drainage system consisting of catch basins, manholes and piping to provide drainage of the asphalt paving areas, as well as to pick up drainage from the building roof drains.

Provide sanitary and water piping and connections to municipal systems. Ensure adequate pipe sizing to facilitate the plumbing and fire suppression demands of the building.

An oil / water interceptor will be as required.

## 2.7 FENCING & GATES

Budget and specify as required.

## 2.8 EXTERIOR LINE PAINTING & H/C PARKING SIGNAGE

\*\*Example of what could be anticipated in the budget/project:

Provide painted, white line markings for parking stalls.

Provide H/C parking signage as required by the municipality.

## 2.9 SITE LIGHTING

\*\*Example of what could be anticipated in the budget/project:

Provide site lighting as required for the project.

## **DIVISION 3: CONCRETE**

### 3.1 FOUNDATIONS

\*\*Example of what could be anticipated in the budget/project:

Provide steel reinforced, concrete foundations on compacted material.

### 3.2 SLAB ON GRADE

\*\*Example of what could be anticipated in the budget/project:

Provide steel reinforced concrete slab on grade. Slabs-on-grade shall be a minimum of 25 MPA. Slab on grade base shall be in accordance with Geotechnical Consultant's recommendations.

Provide saw cut control joints in the concrete slab on grade to form areas no larger than 21 square meters.

#### SLAB THICKNESSES:

Slab thickness shall be minimum of 6 inches thick in apparatus bay areas.

### 3.6 SLAB ON GRADE FLOOR SLOPING

\*\*Example of what could be anticipated in the budget/project:

Provide minimal floor sloping in the apparatus bay areas as generally indicated on the reference drawings. This will allow slope to floor drains.

**DIVISION 4: MASONRY**

Not considered at this time to be included in this project.

**DIVISION 5: STRUCTURAL STEEL AND MISCELLANEOUS METALS**

5.1 STRUCTURAL STEEL

Budget and specify as required.

**DIVISION 6: WOOD AND PLASTICS**

6.1 ROUGH CARPENTRY

\*\*Example of what could be anticipated in the budget/project:

Rough framings labour and materials for walls and floor structures / mezzanines.

Provide any necessary blocking or backing as may be required for wall mounted accessories including but not limited to stair handrails, televisions, and washroom grab bars.

**DIVISION 7: THERMAL AND MOISTURE PROTECTION**

7.1 BUILDING INSULATION

\*\*Example of what could be anticipated in the budget/project:

Wall Insulation: Consider semi-rigid or batt insulation. Minimum requirements TBD.

Roof Insulation: Consider rigid or batt insulation. Minimum requirements TBD.

**DIVISION 8: DOORS AND WINDOWS**

8.1 OVERHEAD DOORS

\*\*Example of what could be anticipated in the budget/project:

Provide six (6); 14 foot wide x 14 foot high - rolling steel overhead doors, electrically operated.

Provide two (2) shutoff switches with contactors to shut power off to all overhead doors. Switches are to be located at exit doors and approved by Owner. Doors shall also be manually operable.

## 8.2 EXIT DOORS

\*\*Example of what could be anticipated in the budget/project:

Exterior exit doors shall be 1-3/4", 20ga. Insulated metal doors in metal frames complete with commercial grade exit hardware, weather stripping and tamper proof astragal. Door finish shall be as per Division 9 of this Specification.

## 8.3 ALUMINUM ENTRANCE DOORS

\*\*Example of what could be anticipated in the budget/project:

Provide clear anodized aluminum entrance doors and frames complete with tempered, insulated glazing, closers and hardware.

## 8.4 EXTERIOR GLAZING

\*\*Example of what could be anticipated in the budget/project:

Glazing shall be low-e, double glazed and thermally broken.

## **DIVISION 9: FINISHES**

### 9.1 PAINTING OF DOORS & FRAMES

\*\*Example of what could be anticipated in the budget/project:

Paint the interior and exterior sides of all exterior doors and frames using an appropriate metal primer and two finish coats of paint. Surface preparation and application should be in accordance with manufacturer's specifications. Repaint surfaces if required to achieve hiding of substrate and uniform finish.

### 9.2 OFFICE AREAS (General Description)

\*\*Example of what could be anticipated in the budget/project:

- Steel stud or wood framing
- Drywall over framing to paint-ready finish
- Paint all walls using a primer and two finish coats of paint
- Flooring shall be:
  - Polished and sealed concrete in the administration areas
  - Polished and sealed concrete in the utility areas within the apparatus bay

- Polished and sealed concrete within the apparatus bay areas
- Plywood exposed floor surface at mezzanine level
- Ceilings shall be a combination of t-bar, gypsum, and exposed to underside of structure.
  - T-bar ceilings in all administration areas including underside of mezzanine.
  - Drywall ceilings in mechanical and electrical rooms and washroom areas
  - Exposed to underside of structure in training area and apparatus bays
- Lighting shall be high-efficiency LED fixtures
- All ground floor office areas shall have heating, ventilation and possibly air conditioning.
- Interior office doors shall be architectural grade wood doors in wood frames or hollow metal doors and hollow metal frames complete with commercial grade hardware.
- Washroom fixtures shall be touchless Moen, American Standard, Toto or approved equal.
- Allow for millwork to the washrooms, kitchen, etc. Cabinets shall have a plastic laminate finish or approved equal. Countertops solid surface, stainless steel, phenolic, or approved alternate.
- Sprinkler system in accordance with NFPA 13: (zoning to be determined).

## **DIVISION 10: SPECIALTIES**

### 10.1 BUILDING ADDRESS NUMBER SIGNAGE

\*\*Example of what could be anticipated in the budget/project:

Provide building mounted, dimensional signage of the building address numbers as required by UM.

### 10.2 MISCELLANEOUS SIGNAGE

\*\*Example of what could be anticipated in the budget/project:

Provide all signage required for building occupancy by the UM. MISCELLANEOUS

Flag pole?



**DIVISION 11: EQUIPMENT**

11.1 GEAR RACKING

\*\*Example of what could be anticipated in the budget/project:

Provide turn out gear racking.

**DIVISION 12: FURNISHINGS**

12.1 APPLIANCES

\*\*Example of what could be anticipated in the budget/project:

Provide residential grade stainless steel appliances to kitchen area as per the following list:

- Stainless steel finish fridge by Whirlpool, or LG, or approved alternate.
- Stainless steel finish range by Whirlpool, or LG, or approved alternate.
- Stainless steel finish dishwasher by Whirlpool, or LG, or approved alternate.
- Stainless steel finish over the range hood fan.
- Laundry or gear washing equipment by others. Plumbing rough in for gear washer included.

12.2 BLOCKING AND BACKING

\*\*Example of what could be anticipated in the budget/project:

Backing provided for televisions. Supply and install of visual equipment by owner.

**DIVISION 13: SPECIAL CONSTRUCTION**

13.1 FIRE SUPPRESSION

\*\*Example of what could be anticipated in the budget/project:

Provide an overhead, fire suppression system in accordance with NFPA 13. (zoning to be determined).

**DIVISION 14: CONVEYING SYSTEMS**

**N/A**

**DIVISION 15: MECHANICAL**

15.1 APPARATUS BAY HEATING

\*\*Example of what could be anticipated in the budget/project:

Ceiling mount unit heaters.

15.2 APPARATUS BAY VENTILATION

\*\*Example of what could be anticipated in the budget/project:

Provide a ventilation system to manage truck exhaust.

Provide necessary roof support frames and cut-outs for each of the exhaust and make-up air openings.

15.3 HOSE BIBS

\*\*Example of what could be anticipated in the budget/project:

Hose bibs shall be provided at points along all sides of the building exterior. Allow for four (4) total.

15.4 APPARATUS BAY CEILING CIRCULATION FANS

\*\*Example of what could be anticipated in the budget/project:

Provide a minimum of four (4), ceiling fans. Ceiling fans to be distributed throughout the apparatus bay areas.

**DIVISION 16: ELECTRICAL**

16.1 MAIN SERVICE

\*\*Example of what could be anticipated in the budget/project:

The main service shall be minimum 600 amps, 3 phase, 3 wire.

Provide a new pad-mount transformer and service through BC Hydro. FIRE ALARM & EXIT LIGHTING

Provide all necessary fire alarm devices, including but not limited to, annunciator panel, pull stations, exit lighting, LED exit signs, audible alarm and strobe lights. Provide verification to meet applicable codes and regulations.

## 16.2 RECEPTACLES

\*\*Example of what could be anticipated in the budget/project:

Receptacles to be provided.

## 16.3 APPARATUS AREA LIGHTING

\*\*Example of what could be anticipated in the budget/project:

Provide an even distribution of lighting using high-bay LED light fixtures to achieve a minimum lighting level of 40 foot candles measured at 5 feet above finished floor.

## 16.4 EXTERIOR LIGHTING

\*\*Example of what could be anticipated in the budget/project:

Provide building-mounted LED wall pack fixtures.

Street lighting as required.

## 16.5 GENERATOR

\*\*Example of what could be anticipated in the budget/project:

TBD kW Diesel fired generator

120/208V, three phase TBD Hz

3P- TBD AMP main breaker

Sub-base tank, 48hr fuel storage (Diesel)

Exterior generator

Standard weather enclosure

## 7.1

# FUNCTIONAL SPACE PROGRAMMING

**TABLE TITLE: UFH - Ucluelet Fire Hall Architectural Program - Addition & Renovation**

**Table subtitle: Preliminary program and requirements summary - Rev.3 October 4, 2021**

Naming		Grouping			Key Considerations			Geometry				Others
Official room name	Informal room name	Tentative Room #	Placement Level	Department	Finishing type	In/Out	Segregation/Security Level	Room MIN. area (s.f.)	Room MIN. area (m2)	Room height (ft)	Room height (mm)	Other notes and requirements
<b>ZONE DEFINITION - ADMINISTRATION Group D - Offices</b>												
	Public Accessible Areas											
N/A	Public Entry	100	L1	Administration	1- Office/Admin	In	1- Very High	40.00	3.72	9.00	2743	Main entry door to open with auto door operator.
N/A	Reception	101	L1	Administration	1- Office/Admin	In	3- Moderate	80.00	7.43	9.00	2743	Include glass delineation at reception desk for health & safety requirements.
N/A	File Storage	N/A	L1	Administration		In	2- High	80.00	7.43	9.00		Floor area calculation included with general reception floor space.
Universal Washroom	Public Washroom	102	L1	Administration	1- Office/Admin	In	3- Moderate	56.00	5.20	9.00	2743	Must be an accessible washroom.
	Fire Department Secure Area											
Chief Office	Fire Chief/ Deputy Chief Office	201	L2	Administration	1- Office/Admin	In	3- Moderate	185.00	17.19	9.00	2743	
EOC/ Radio RM	Flex RM/ Radio Comm. Office	202	L2	Administration	1- Office/Admin	In	3- Moderate	144.00	13.38	9.00	2743	
N/A	Radio Storage	N/A	L2	Administration	1- Office/Admin	In	3- Moderate	0.00	0.00	9.00	2743	Radio and EOC storage combined with Communications (EOC/ Radio RM).
Janitor	Janitor Room	105	L1	Administration	1- Office/Admin	In	2- High	30.00	2.79	9.00	2743	
Universal Washroom	Universal Wash/Shower RM	103	L1	Administration	1- Office/Admin	In	3- Moderate	90.70	8.43	9.00	2743	Single occupant use. Add occupancy indicator hardware.
Universal Washroom	Universal Wash/Shower RM	104	L1	Administration	1- Office/Admin	In	3- Moderate	90.70	8.43	9.00	2743	Single occupant use. Add occupancy indicator hardware.
Training Office	Training Office/ Library	106	L1	Administration	1- Office/Admin	In	3- Moderate	0.00	0.00	9.00	2743	May not require dedicated training office according to current FD facility needs.
N/A	Library	N/A	L1	Administration	1- Office/Admin	In	3- Moderate	0.00	0.00	0.00	0	Library book shelving.
Multi-use Room	Training Room/EOC	107	L1	Administration	1- Office/Admin	N/A	2- High	1397.00	129.83	11.00	3353	Training requirements: 24 occupants plus lesson and circulation space. EOC requirements: Room occupancy capacity for 40. Review through detailed design with Architect to meet post-disaster district requirements. Additional space may be allocated for temporary sleeping quarters.
Storage	Training Room/EOC Storage RM	108	L1	Administration	1- Office/Admin	N/A	3- Moderate	134.00	12.45	9.00	2743	Training supplies, first aid storage, folding table (work station) storage.
Kitchen	Kitchen/Dining & Lounge Area	203	L2	Administration	1- Office/Admin	In	3- Moderate	424.00	39.41	11.00	3353	
Electrical	Electrical Room	204	L2	Utility	3-Utility	In	2- High	84.50	7.85	8.00	2438	
Mechanical	Mechanical/ Water Entry	109	L1	Utility	3-Utility	In	2- High	75.00	6.97	8.00	2438	
<b>ZONE DEFINITION - APPARATUS Group F - Division 3</b>												
N/A	Apparatus (6 Bays)	N/A	L1	App Bay	2- App Bay	N/A	2- High	4456.00	414.13	20.00	6096	Current apparatus: 2 Engines, a Rescue, a Quad, a side-by-side, and command pick-up truck. Add future aerial apparatus (ladder truck). Requirements: 3 drive-through bays (ie: 6 14x14 bay doors). Bay over head doors may be 12x14 for drive through bays.
N/A	Hose Tower/Training Tower	N/A	L2	App Bay	2- App Bay	In	2- High	225.00	20.91	38.00	11582	Vertical hose drying system plus training stairs and access to exterior balcony spaces for training.
N/A	Hose Storage Area	N/A	L1	App Bay	2- App Bay	N/A	2- High					Racking for dry surplus coiled hose storage. Floor area calculation included with general apparatus bay floor space.
N/A	App Bay Washroom/Shower	110	L1	App Bay	2- App Bay	In	2- High	66.00	6.13	9.00	2743	
Washroom	Decon Shower	N/A	L1	App Bay	2- App Bay	N/A	2- High	0.00	0.00	9.00	2743	May not require dedicated decon. Shower. Review through detailed design with Architect to meet FD/ worksafe requirements.
Workshop	Workshop	111	L1	App Bay	2- App Bay	In	3- Moderate	145.00	13.48	9.00	2743	A small work area c/w workbench, tool chest, shelving.
SCBA Room	SCBA/Fill Room	112	L1	App Bay	2- App Bay	In	2- High	142.00	13.20	9.00	2743	Clean RM required c/w a small bench to work on SCBA gear.
N/A	Laundry	N/A	L1	App Bay	2- App Bay	N/A	3- Moderate	88.00	8.18	9.00	2743	Required.
N/A	Turnout Gear Room	N/A	L1	App Bay	2- App Bay	N/A	3- Moderate	311.00	28.90	9.00	2743	Currently 20 members. Requirements for future: 24 stalls.

**(CONTINUED) TABLE TITLE: UFH - Ucluelet Fire Hall Architectural Program - Addition & Renovation**

**Table subtitle: Preliminary program and requirements summary - Rev.3 October 4, 2021**

Naming		Grouping			Key Considerations			Geometry				Others
Official room name	Informal room name	Tentative Room #	Placement Level	Department	Finishing type	In/Out	Segregation/Security Level	Room MIN. area (s.f.)	Room MIN. area (m2)	Room height (ft)	Room height (mm)	Other notes and requirements
N/A	Dispatch/ Rip/N Run Radio RM	113	L1	App Bay	2- App Bay	N/A	3- Moderate	56.00	5.20	9.00	2743	A small radio room off the apparatus bay would be ideal.
	Lockers	N/A										No.
<b>ZONE DEFINITION - APPARATUS Group F - Division 3 Mezzanine</b>												
N/A	Mezzanine	N/A	L2	App Bay	2- App Bay	N/A	3- Moderate	934.00	86.80	10.00	3048	Yes - great for a secondary training area, EOC/ forest fire materials and equipment storage. May include basic open fitness area.
N/A	Fitness Area	N/A	L2	App Bay	2- App Bay	N/A				10.00	3048	TBD.
N/A	Sprinkler Room	N/A	L2	App Bay	3-Utility					9.00	2743	TBD based on pump requirements.
Compressor	Compressor Room	205	L2	Utility	3-Utility	In	3- Moderate	54.00	5.02	9.00	2743	
N/A	Storage	N/A	L2	App Bay	2- App Bay	N/A				10.00	3048	Surplus training, first aid, wildfire equipment and supplies.
<b>ZONE DEFINITION - BUILDING EXTERIOR</b>												
	Concrete Apron		L1	App Bay	4-Hard Surface	N/A	3- Moderate					Required. Preference would be that the apron is long enough to park an aerial apparatus. Review apron layout/ capacity with Architect and survey property lines for dimension
	Patio		L1	Administration	4-Hard Surface	N/A	3- Moderate					Not required. Nice to have. A generally included space for most FD facilities.
	Parking		L1									Requirements: min. 22 spaces including 1 accessible stall.
	Emergency Generator		L1									Required.
	Fire Suppression		L1									Required. Sprinklered. Review District capacity.
<b>Subtotals:</b>								<b>9,387.90</b>	<b>868.76</b>			
<b>General Circulation (6% of planned floor) *highly efficient</b>								<b>563.27</b>	<b>86.88</b>			
<b>General Circulation (8% of planned floor) *moderately efficient</b>								<b>751.03</b>	<b>130.31</b>			
<b>General Circulation (10% of planned floor) *somewhat efficient</b>								<b>938.79</b>	<b>173.75</b>			
<b>Grand Totals (6% circ.):</b>								<b>9,951.17</b>	<b>955.64</b>			
<b>Grand Totals (8% circ.):</b>								<b>10,138.93</b>	<b>999.08</b>			
<b>Grand Totals (10% circ.):</b>								<b>10,326.69</b>	<b>1,042.52</b>			

**TABLE TITLE: UFH - Ucluelet Fire Hall Architectural Program - New Build**

**Table subtitle: Preliminary program and requirements summary - Rev.3 October 4, 2021**

Naming		Grouping			Key Considerations			Geometry				Others
Official room name	Informal room name	Tentative Room #	Placement Level	Department	Finishing type	In/Out	Segregation/Security Level	Room MIN. area (s.f.)	Room MIN. area (m2)	Room height (ft)	Room height (mm)	Other notes and requirements
<b>ZONE DEFINITION - ADMINISTRATION Group D - Offices</b>												
	Public Accessible Areas											
N/A	Public Entry	100	L1	Administration	1- Office/Admin	In	1- Very High	40.00	3.72	9.00	2743	Main entry door to open with auto door operator.
N/A	Reception	101	L1	Administration	1- Office/Admin	In	3- Moderate	80.00	7.43	9.00	2743	Include glass delineation at reception desk for health & safety requirements.
N/A	File Storage	N/A	L1	Administration		In	2- High	80.00	7.43	9.00		Floor area calculation included with general reception floor space.
Universal Washroom	Public Washroom	113	L1	Administration	1- Office/Admin	In	3- Moderate	56.00	5.20	9.00	2743	Must be an accessible washroom.
	Fire Department Secure Area											
Chief Office	Fire Chief/ Deputy Chief Office	102	L1	Administration	1- Office/Admin	In	3- Moderate	185.00	17.19	9.00	2743	
EOC/ Radio RM	Flex RM/ Radio Comm. Office	112	L1	Administration	1- Office/Admin	In	3- Moderate	144.00	13.38	9.00	2743	
N/A	Radio Storage		L1	Administration	1- Office/Admin	In	3- Moderate	0.00	0.00	9.00	2743	Radio and EOC storage combined with Communications (EOC/ Radio RM).
Janitor	Janitor Room	105	L1	Administration	1- Office/Admin	In	2- High	30.00	2.79	9.00	2743	
Universal Washroom	Universal Wash/Shower RM	103	L1	Administration	1- Office/Admin	In	3- Moderate	90.70	8.43	9.00	2743	Single occupant use. Add occupancy indicator hardware.
Universal Washroom	Universal Wash/Shower RM	104	L1	Administration	1- Office/Admin	In	3- Moderate	90.70	8.43	9.00	2743	Single occupant use. Add occupancy indicator hardware.
Training Office	Training Office/ Library	107	L1	Administration	1- Office/Admin	In	3- Moderate	0.00	0.00	9.00	2743	May not require dedicated training office according to current FD facility needs.
N/A	Library		L1	Administration	1- Office/Admin	In	3- Moderate	0.00	0.00	0.00	0	Library book shelving.
Multi-use Room	Training Room/EOC	108	L1	Administration	1- Office/Admin	N/A	2- High	1397.00	129.83	11.00	3353	Training requirements: 24 occupants plus lesson and circulation space. EOC requirements: Room occupancy capacity for 40. Review through detailed design with Architect to meet post-disaster district requirements. Additional space may be allocated for temporary sleeping quarters.
Storage	Training Room/EOC Storage RM	109	L1	Administration	1- Office/Admin	N/A	3- Moderate	134.00	12.45	9.00	2743	Training supplies, first aid storage, folding table (work station) storage.
Kitchen	Kitchen/Dining & Lounge Area	111	L1	Administration	1- Office/Admin	In	3- Moderate	424.00	39.41	11.00	3353	
Electrical	Electrical Room	110	L1	Utility	3-Utility	In	2- High	84.50	7.85	8.00	2438	
Mechanical	Mechanical/ Water Entry	106	L1	Utility	3-Utility	In	2- High	75.00	6.97	8.00	2438	
<b>ZONE DEFINITION - APPARATUS Group F - Division 3</b>												
N/A	Apparatus (6 Bays)		L1	App Bay	2- App Bay	N/A	2- High	4456.00	414.13	20.00	6096	Current apparatus: 2 Engines, a Rescue, a Quad, a side-by-side, and command pick-up truck. Add future aerial apparatus (ladder truck). Requirements: 3 drive-through bays (ie: 6 14x14 bay doors). Bay over head doors may be 12x14 for drive through bays.
N/A	Hose Tower/Training Tower	121	L2	App Bay	2- App Bay	In	2- High	225.00	20.91	38.00	11582	Vertical hose drying system plus training stairs and access to exterior balcony spaces for training.
N/A	Hose Storage Area		L1	App Bay	2- App Bay	N/A	2- High					Racking for dry surplus coiled hose storage. Floor area calculation included with general apparatus bay floor space.
N/A	App Bay Washroom/Shower	117	L1	App Bay	2- App Bay	In	2- High	66.00	6.13	9.00	2743	
Washroom	Decon Shower		L1	App Bay	2- App Bay	N/A	2- High	0.00	0.00	9.00	2743	May not require dedicated decon. Shower. Review through detailed design with Architect to meet FD/ worksafe requirements.
Workshop	Workshop	115	L1	App Bay	2- App Bay	In	3- Moderate	145.00	13.48	9.00	2743	A small work area c/w workbench, tool chest, shelving.
SCBA Room	SCBA/Fill Room	116	L1	App Bay	2- App Bay	In	2- High	142.00	13.20	9.00	2743	Clean RM required c/w a small bench to work on SCBA gear.
N/A	Laundry	118	L1	App Bay	2- App Bay	N/A	3- Moderate	88.00	8.18	9.00	2743	Required.
N/A	Turnout Gear Room	119	L1	App Bay	2- App Bay	N/A	3- Moderate	311.00	28.90	9.00	2743	Currently 20 members. Requirements for future: 24 stalls.

**(CONTINUED) TABLE TITLE: UFH - Ucluelet Fire Hall Architectural Program - New Build**  
**Table subtitle: Preliminary program and requirements summary - Rev.3 October 4, 2021**

Naming		Grouping			Key Considerations			Geometry				Others
Official room name	Informal room name	Tentative Room #	Placement Level	Department	Finishing type	In/Out	Segregation/Security Level	Room MIN. area (s.f.)	Room MIN. area (m2)	Room height (ft)	Room height (mm)	Other notes and requirements
Compressor	Compressor Room	114	L1	Utility	3-Utility	In	3- Moderate	54.00	5.02	9.00	2743	
N/A	Dispatch/ Rip'N'Run Radio RM	120	L1	App Bay	2- App Bay	N/A	3- Moderate	56.00	5.20	9.00	2743	A small radio room off the apparatus bay would be ideal.
	Lockers	N/A										No.
<b>ZONE DEFINITION - APPARATUS Group F - Division 3 Mezzanine</b>												
N/A	Mezzanine	N/A	L2	App Bay	2- App Bay	N/A	3- Moderate	934.00	86.80	10.00	3048	Yes - great for a secondary training area, EOC/ forest fire materials and equipment storage. May include basic open fitness area.
N/A	Fitness Area	N/A	L2	App Bay	2- App Bay	N/A				10.00	3048	TBD.
N/A	Sprinkler Room	N/A	L2	App Bay	3-Utility					9.00	2743	TBD based on pump requirements.
N/A	Storage	N/A	L2	App Bay	2- App Bay	N/A				10.00	3048	Surplus training, first aid, wildfire equipment and supplies.
<b>ZONE DEFINITION - BUILDING EXTERIOR</b>												
	Concrete Apron		L1	App Bay	4-Hard Surface	N/A	3- Moderate					Required. Preference would be that the apron is long enough to park an aerial apparatus. Review apron layout/ capacity with Architect and survey property lines for dimension
	Patio		L1	Administration	4-Hard Surface	N/A	3- Moderate					Not required. Nice to have. A generally included space for most FD facilities.
	Parking		L1			N/A						Requirements: min. 22 spaces including 1 accessible stall.
	Emergency Generator		L1			N/A						Required.
	Fire Suppression		L1			N/A						Required. Sprinklered. Review District capacity.
<b>Subtotals:</b>								<b>9,387.90</b>	<b>868.76</b>			
<b>General Circulation (6% of planned floor) *highly efficient</b>								<b>563.27</b>	<b>86.88</b>			
<b>General Circulation (8% of planned floor) *moderately efficient</b>								<b>751.03</b>	<b>130.31</b>			
<b>General Circulation (10% of planned floor) *somewhat efficient</b>								<b>938.79</b>	<b>173.75</b>			
<b>Grand Totals (6% circ.):</b>								<b>9,951.17</b>	<b>955.64</b>			
<b>Grand Totals (8% circ.):</b>								<b>10,138.93</b>	<b>999.08</b>			
<b>Grand Totals (10% circ.):</b>								<b>10,326.69</b>	<b>1,042.52</b>			



7.2

# CONCEPTUAL DESIGN



# UCLUELET FIRE RESCUE DESIGN

## PROJECT DESIGN HIGHLIGHTS

### Client

District of Ucluelet

### Date of Work to Commence

To be determined

### Project Location

Ucluelet, BC

### Construction Type

New construction or addition and renovation

### Features

Mixed cladding materials

Designed per post-disaster seismic requirements

Hose Drying/

training Tower Component

108'-2" W x 113' L  
27' PEAK HEIGHT

## INTRODUCTION

One option for the proposed conceptual design of the Ucluelet Fire Hall and EOC addition & renovation or new construction project is a hybrid wood-frame and structural steel building system with metal cladding.\* The Fire Hall will be across the street from the newly upgraded and modernized Ucluelet Secondary School. The new Fire Hall would provide increased emergency response and support services which may be called on year-round for various community needs in the District of Ucluelet.

## CONTEXT, FORM AND CONSTRUCTION

### Context

The design intent of the facility should be to blend with the surrounding context with respect to the growing community around the existing site or, if chosen as a new location, the Tugwell site (sports fields/ future recreational facilities). Further design apart from the conceptual massing would consider the town as a whole including the emergency services required for businesses and residents. Design balance should land in the middle of function and form (aesthetic) with the goal of fitting in amongst single-family neighbouring homes and other existing properties.

An overall 'modern fishing village' aesthetic would be ideal for this facility.

### Form and Construction

This structure will serve as a post-disaster building and emergency operations center for the community in the event of a major natural disaster. The two conceptual designs demonstrate the different formal shapes that can be achieved with wood-frame and steel construction while meeting the structural requirements of a post-disaster building.

Both design options are completely conceptual and have been drawn to aid in site visualization for an addition and renovation or new construction project. The concept designs presented herein leave plenty of room for an Architect's detailed design. It is anticipated that the District of Ucluelet owner group, stakeholders, and the Fire Chief would be included in the detailed design process with the project Architect. A future detailed design may draw inspiration from the west coast aesthetic including local residences, resorts, and commercial buildings around the harbour. This could also apply to the Tugwell Site, however could be tailored to suit a more functional feel that would fit better amongst the recreational context.

Due to the size and proximity to a main intersection in the town, the Fire Hall is highly visible to drivers and pedestrians along Peninsula Rd and Matterson Drive. The concepts propose to capitalize on this visibility by using both form and finishes to make the Fire Hall a visual marker in the community.

\*Other building materials or building systems may be considered for alternate design solutions.



## FUNCTIONAL PROGRAMMING HIGHLIGHTS

### Project Size

Approx. 10,000 SF (929 SM)

### Features

Public accessibility

Fire Department administrative areas

EOC administrative areas

6 (3 drive-through) apparatus bays

Storage with related facilities

Multi-use indoor/ outdoor training zones

Kitchen/ dining

Lounge

Fitness Room

SINGLE STOREY  
NEW BUILD OR  
TWO STOREY A&R

# UCLUELET FIRE RESCUE DESIGN

## DAYLIGHT AND CLADDING

A combination of metal cladding and large windows would bring natural daylighting and visual interest with varying textures to the Fire Hall. For an addition & renovation or new fire hall facility, colours would be selected to compliment the tones on the adjacent buildings and the natural surroundings. Strategically placed overhangs would provide solar, wind, and rain protection. Window placement would maximize natural lighting while canopies could be used to minimize solar heat gain. A large canopy overhang may accentuate and define the main entrance of the facility.

Consideration for reduced energy consumption should be a main focus of the overall design to reduce facility operating costs. It is recommended that non-combustible, low maintenance cladding materials be chosen.

## LAYOUT AND FUTURE PROOFING CONSIDERATIONS

### Layout

The overall building layout should be coordinated and approved by the Fire Chief and if appointed, a Fire Department Project Steering Committee. The final detailed design should be adjusted according to the department's specific Emergency Response requirements for the District of Ucluelet and surrounding service area. The Fire Chief/ Volunteer's main entrance may need to be adjusted or otherwise differ from the main public entrance for faster access and movement to key facility rooms.

Fire Chief Rick Geddes has reviewed daily Chief vehicular startup procedures and responsibilities. These procedures include testing of vehicular lights and sirens. Due to possible visual and audible distraction by line of sight from the school and main roadway, an adjusted main entrance design may be required to accommodate a carport along the building's North Elevation. This may be reviewed by an Architect during the detailed design phase.

### Future Proofing

To increase longevity of the facility, building design and construction methodology should be reviewed. Building materials would need to be chosen carefully with the goal of specifying or choosing cost-effective/ low maintenance materials. Minimum thermal and energy performance standards systems should be considered and outlined in order to achieve a reduction in future operating costs. The project may benefit from the addition of sustainable features such as:

- Electrical rough-in for solar panels that may be added in the future.
- Rainwater collection and filtration tanks for truck filling to reduce burden of the District's fresh water supply system.
- Unfinished flex space that may be converted to dormitories or sleeping quarters after a disaster event.

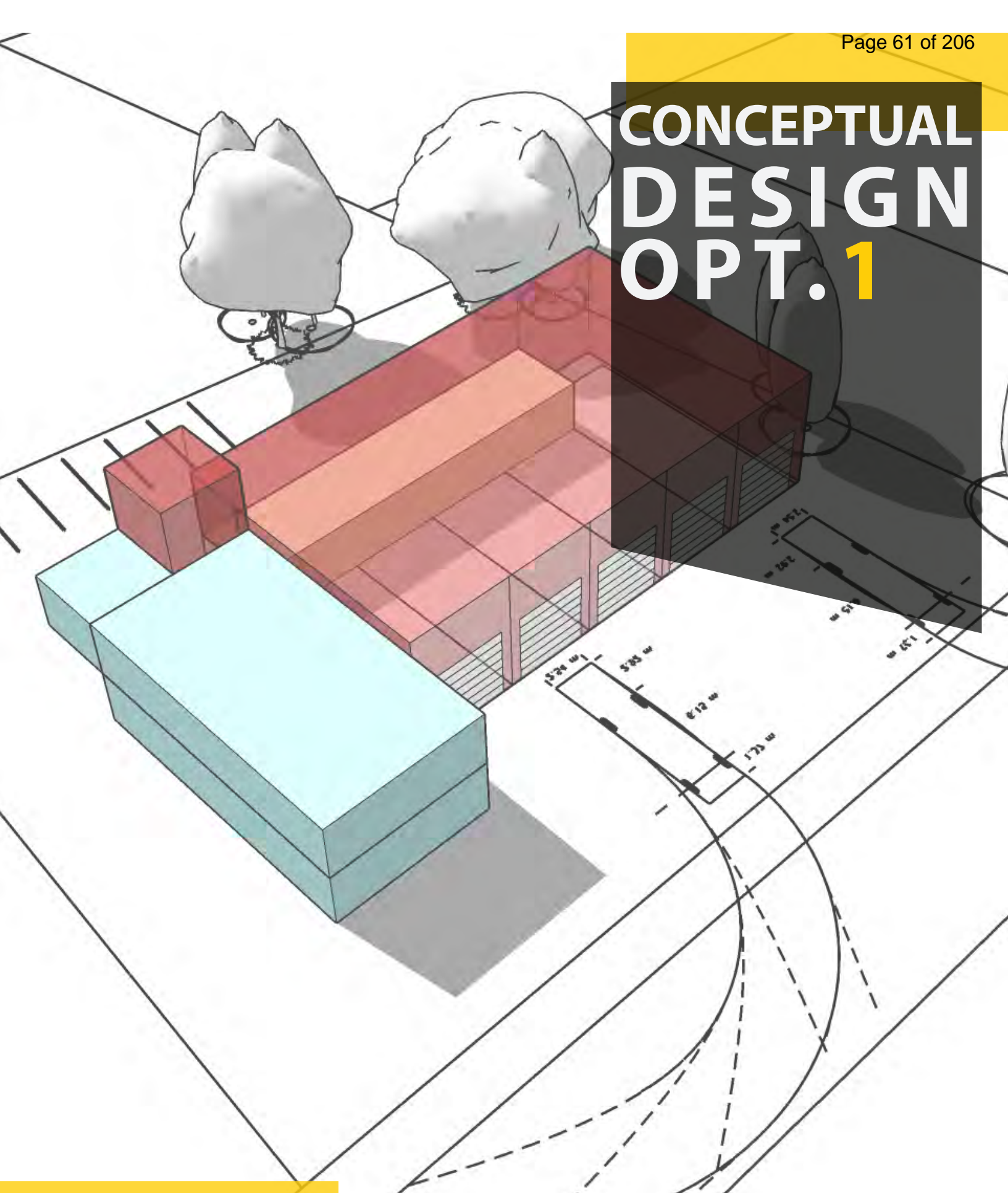
# UCLUELET FIRE RESCUE DESIGN

## CONCEPTUAL DESIGN LIST OF ASSUMPTIONS AND EXCLUSIONS FOR THIS PROJECT



1. A code report and energy review has been excluded from the conceptual design. It is assumed that a complete code review and report is required and would be completed by an Architect or professional code consultant through the detailed design phase of the project.
2. In particular, it is assumed that the project would meet or exceed all current and applicable building codes and requirements including the requirements set out by the governing jurisdiction and Municipal Building Department.
3. It is assumed that a complete professional team including an Architect, Structural, Civil, Mechanical, and Electrical Engineers would be involved in all aspects of the project design and required approvals. Professionally signed seals are excluded from the conceptual design. The conceptual design and sketches have been completed with the oversight of a registered architect.
4. It is assumed that thorough structural investigation, design, and review would be required for this project particularly with respect to upgrading the existing building to meet post-disaster requirements. If a portion of the existing foundation or footprint is to be reused for the addition & renovation option, this would need to be deemed acceptable by a registered professional structural engineer and geotechnical consultant.
5. It is assumed that all fire safety components including fire alarm, fire suppression system (sprinklers), fire safety plan would be required for this project.
6. It is assumed that changes to parking, site access, or proposed building access is required. The conceptual lot turning radius area for apparatus vehicles has been based on an assumed aerial truck size. As apparatus models and sizes vary, accuracy of the turning area required would need to be confirmed by the Fire Chief by giving exact apparatus models and verified sizes to the Architect or designing party.
7. It is assumed that the building area will be equal to or less than 929 square meters (10,000 s.f.) on one or two levels including mezzanine floor area and training/ hose tower and will house an aerial apparatus.
8. It is assumed that the building will provide space for up to 24-26 volunteers. Design and space requirements for full-time fire fighting staff has been excluded (i.e. dormitories).
9. It is assumed that to further the project design whether a new build or addition and renovation of the existing or consolidated lots or the Tugwell site, a professional survey and geotechnical report would need to be provided (this information was not available at the time of this conceptual design work).

# CONCEPTUAL DESIGN OPT. 1



\*Rendering models shown feature an artists conceptual design for visualization of building massing and site location only. The general shapes or form do not represent an actual construction ready design. As a Pre-Construction Coordinator, Liberty Contract Management Inc. reserves the rights to any and all rendering design or other drawing elements. Construction design and drawings require the official stamp of an architect. \*\*This model is based on a 'somewhat efficient' functional program with 10% planned general circulation space.

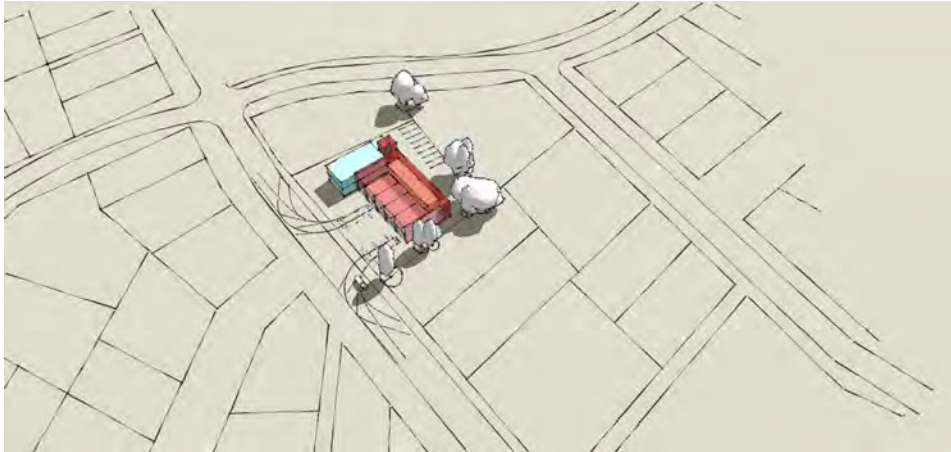


# CONSTRUCTION GROUP

## 7.2

### CONCEPTUAL DESIGN

#### ADDITION & RENOVATION



- Administration building component
- Apparatus (engine bays) building component
- Mezzanine building component

Existing lot addition & renovation conceptual massing model. Aerial view overlooking the intersection at Peninsula Rd and Matterson Dr.



Existing lot addition & renovation conceptual massing model. Front Elevation along Peninsula Rd.



Existing lot addition & renovation conceptual massing model.

- 5 back-in apparatus bays
- 14x14 overhead doors
- Concrete apron
- 2 Storey Administration
- Hose/ training tower
- Limited overall lot space
- Reduced parking/ training area capacity
- Additional lot space recommended

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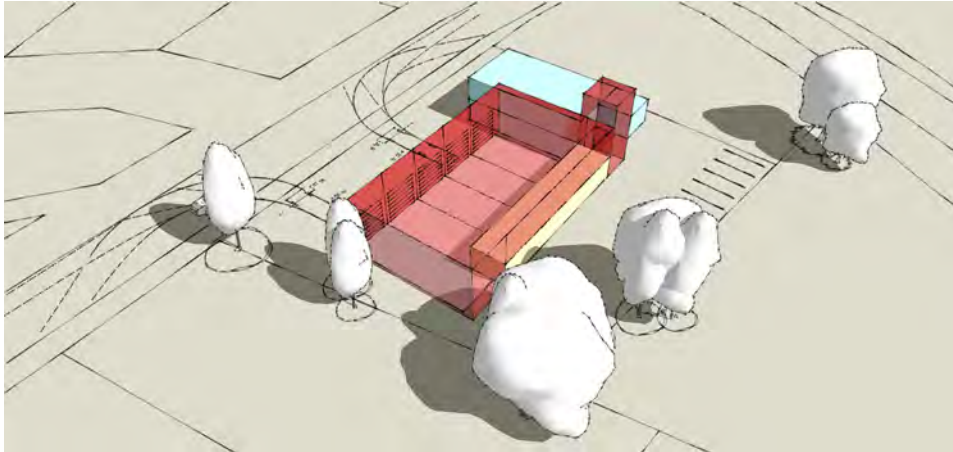


# CONSTRUCTION GROUP

## 7.2

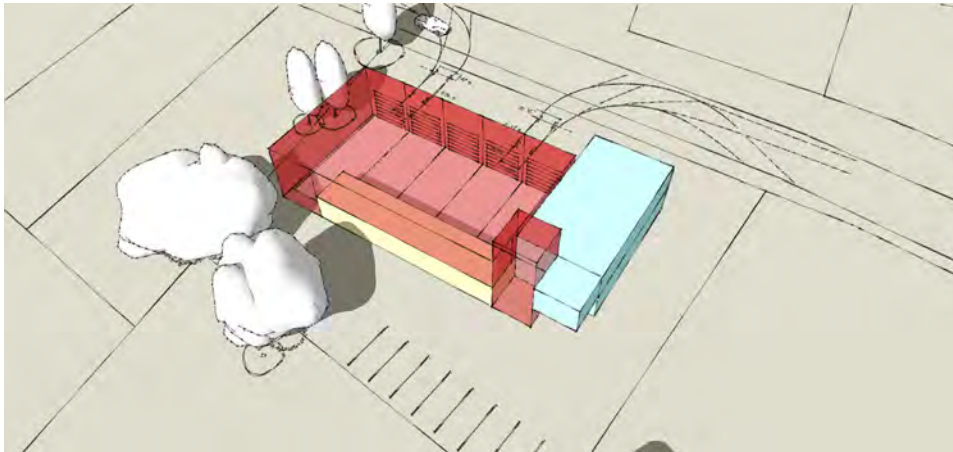
### CONCEPTUAL DESIGN

#### ADDITION & RENOVATION



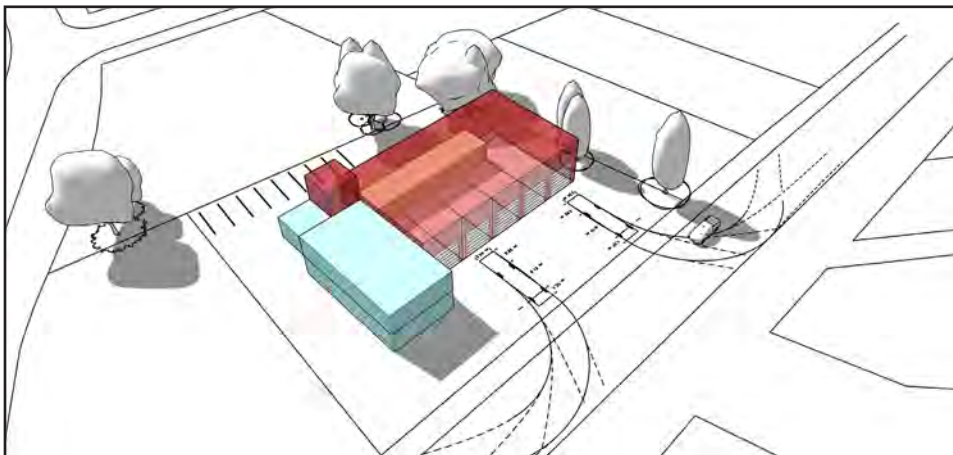
Existing lot addition & renovation conceptual massing model.  
Isometric - Aerial 3D View

Project North/ West Elevations



Existing lot addition & renovation conceptual massing model.  
Isometric - Aerial 3D View

Project West/ South Elevations

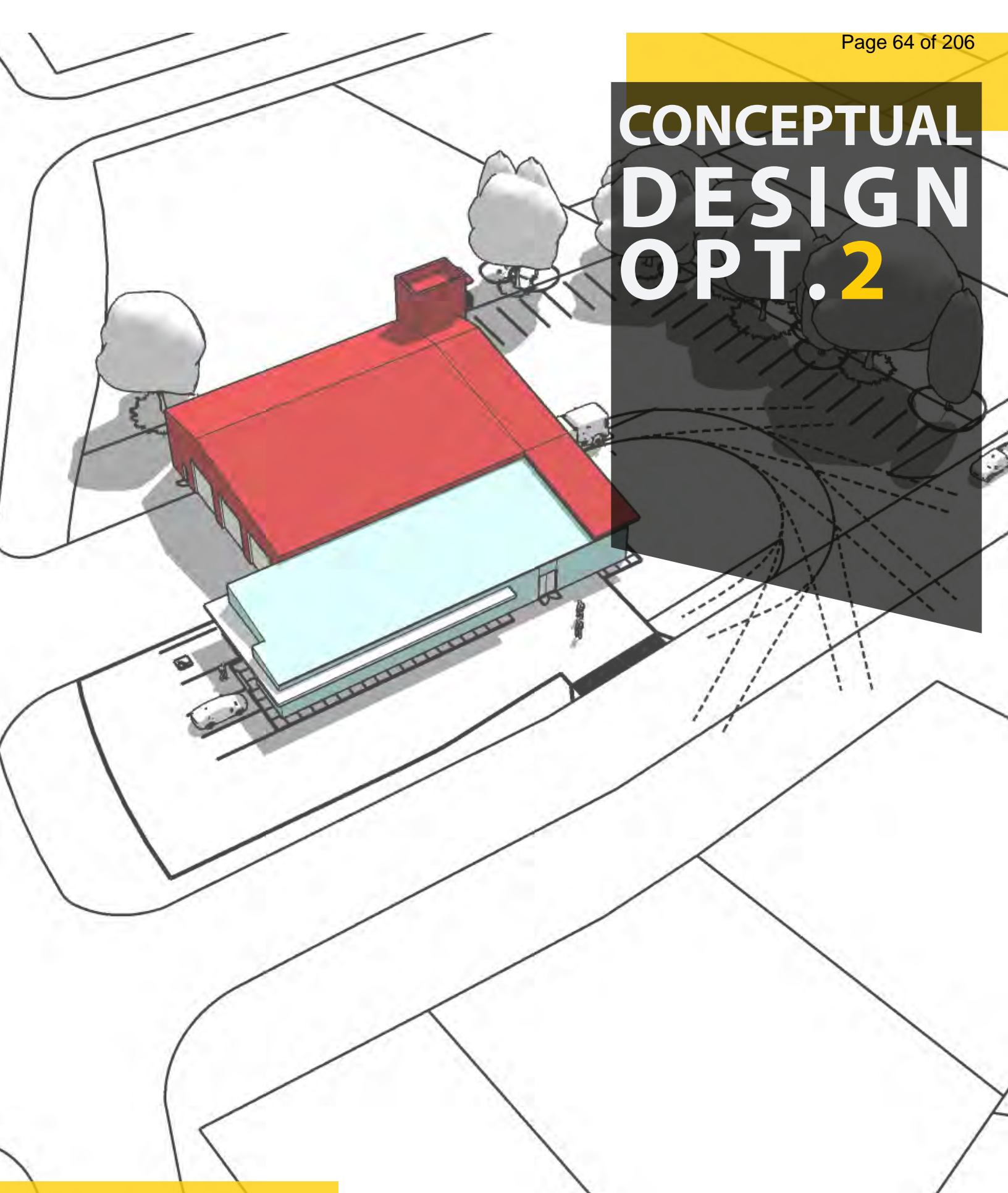


Existing lot addition & renovation conceptual massing model.  
Isometric - Aerial 3D View

Project East/ South Elevations

\*Rendering models shown feature an artists conceptual design for visualization of building massing and site location only. The general shapes or form do not represent an actual construction ready design. As a Pre-Construction Coordinator, Liberty Contract Management Inc. reserves the rights to any and all rendering design or other drawing elements. Construction design and drawings require the official stamp of an architect. \*\*This model is based on a 'somewhat efficient' functional program with 10% planned general circulation space.

# CONCEPTUAL DESIGN OPT. 2



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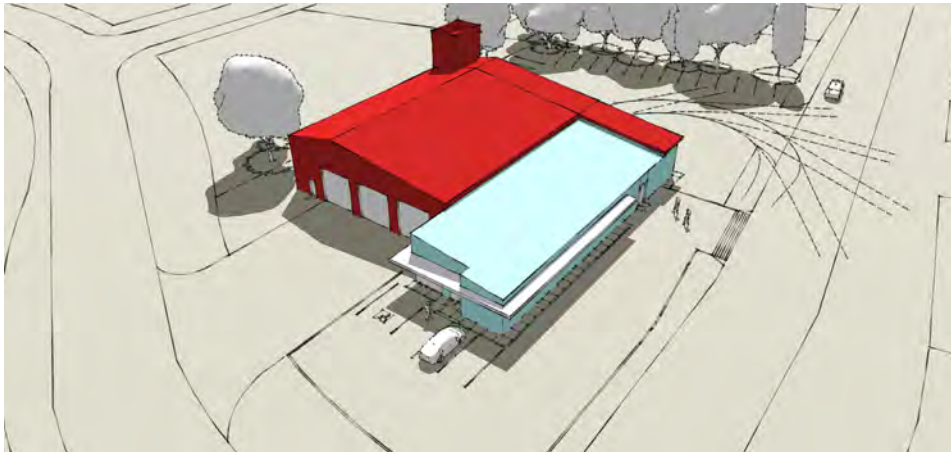


# CONSTRUCTION GROUP

## 7.2

### CONCEPTUAL DESIGN

#### NEW CONSTRUCTION



- Administration building component
- Apparatus (engine bays) building component
- Mezzanine building component (not shown)

Existing + adjacent lot new construction conceptual massing model. Aerial view overlooking the intersection at Peninsula Rd and Matterson Dr.



Existing + adjacent lot new construction conceptual massing model.

East/ South Elevations.

Front Entrance (driveway access/ egress along Peninsula Rd.)



Existing + adjacent lot new construction conceptual massing model.

- 6 apparatus bays (3 double drive-through style bays)
- 14x14 overhead doors
- Concrete apron
- Single Storey Administration
- Hose/ training tower
- Increased overall lot space
- Added gravel parking/ training area capacity

\*Rendering models shown feature an artists conceptual design for visualization of building massing and site location only. The general shapes or form do not represent an actual construction ready design. As a Pre-Construction Coordinator, Liberty Contract Management Inc. reserves the rights to any and all rendering design or other drawing elements. Construction design and drawings require the official stamp of an architect. \*\*This model is based on a 'somewhat efficient' functional program with 10% planned general circulation space.

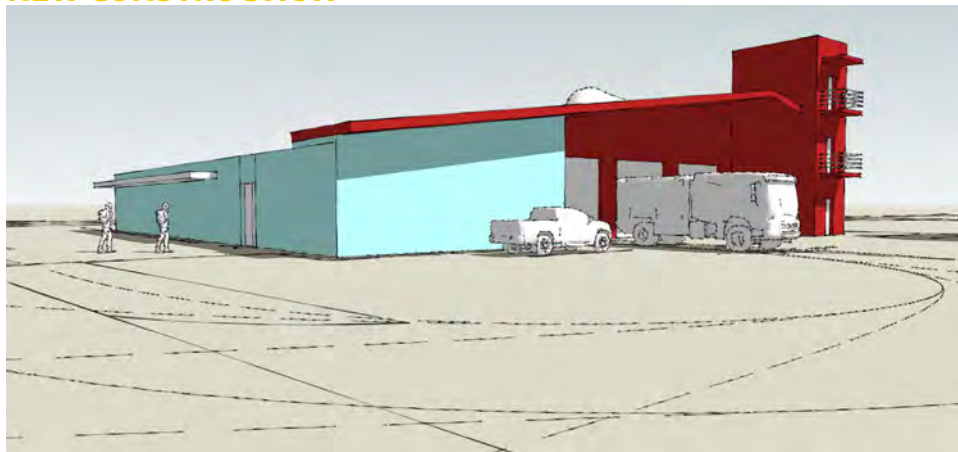


# CONSTRUCTION GROUP

## 7.2

### CONCEPTUAL DESIGN

#### NEW CONSTRUCTION



Existing + Adjacent lot new construction conceptual massing model. Isometric - 3D View

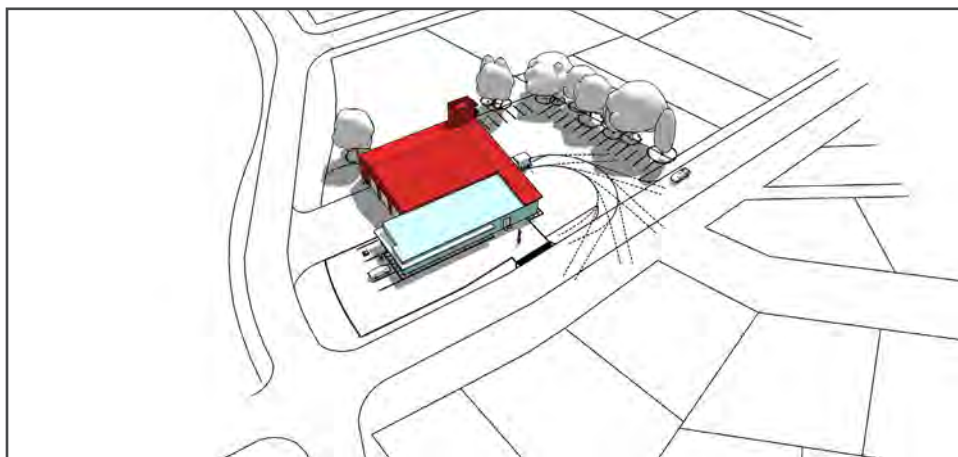
Project North/ East Elevations



Existing + adjacent lot new construction conceptual massing model. Isometric - 3D View

Rear Elevation.

Conceptual hose/ training tower.



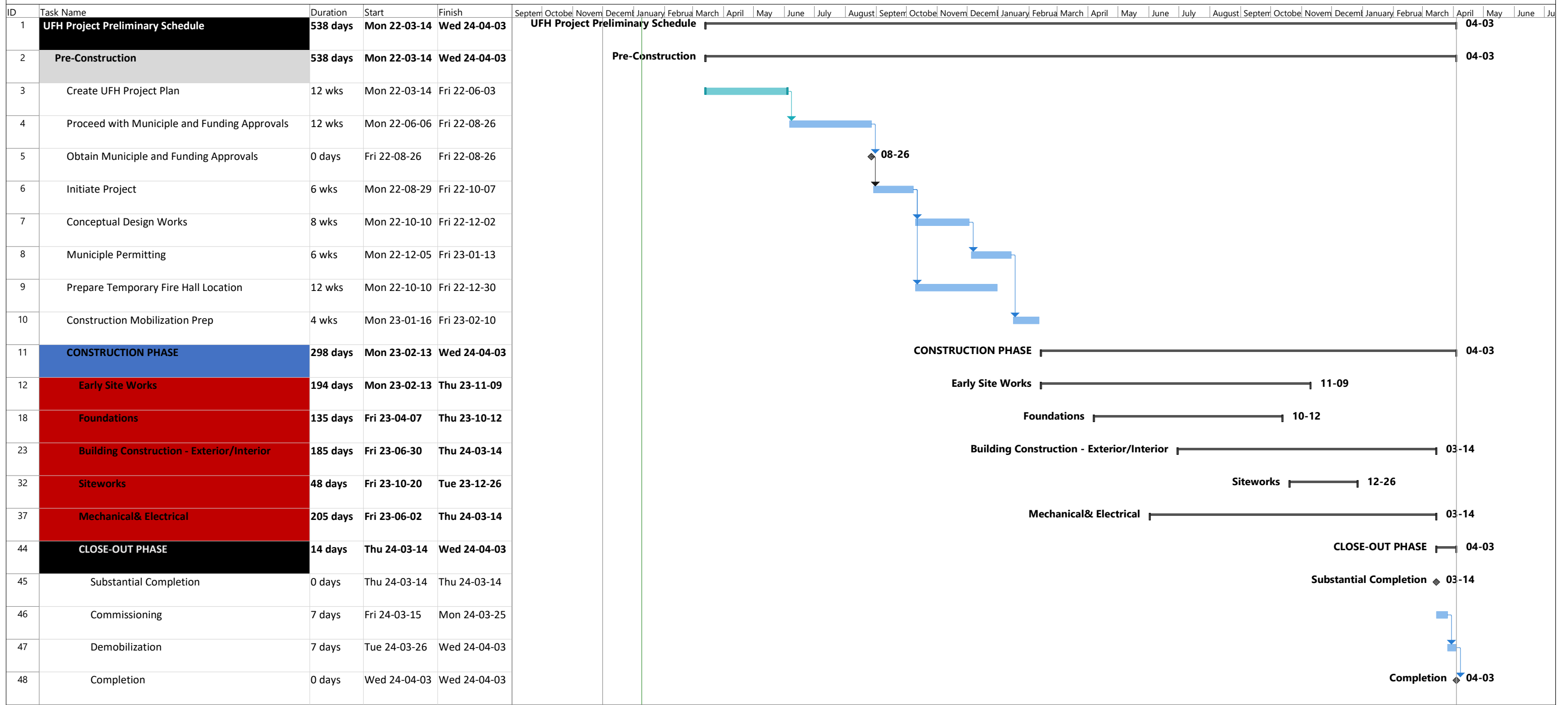
Existing + adjacent lot new construction conceptual massing model. Isometric - Aerial 3D View

\*Rendering models shown feature an artists conceptual design for visualization of building massing and site location only. The general shapes or form do not represent an actual construction ready design. As a Pre-Construction Coordinator, Liberty Contract Management Inc. reserves the rights to any and all rendering design or other drawing elements. Construction design and drawings require the official stamp of an architect. \*\*This model is based on a 'somewhat efficient' functional program with 10% planned general circulation space.

# 8.0

# REFERENCE SCHEDULE

# UCLUELET FIRE HALL AND EOC - PRELIMINARY SCHEDULE



Project: UFH - Preliminary Sche  
Date: Sun 22-01-09

Task		Summary		Inactive Milestone		Duration-only		Start-only		External Milestone		Manual Progress	
Split		Project Summary		Inactive Summary		Manual Summary Rollup		Finish-only		Deadline			
Milestone		Inactive Task		Manual Task		Manual Summary		External Tasks		Progress			

# APPENDIX

## A

# EXISTING CONDITIONS

# PHOTO REPORT



# CONSTRUCTION GROUP

## A-A

### FIRE HALL EXISTING CONDITIONS PHOTO REPORT

**UCLUELET FIRE HALL  
STUDY  
1520 PENINSULA RD.  
UCLUELET, BC**

This report highlights the existing conditions of the Fire Hall through photo documentation. Professional assessments such as hazardous materials testing or energy reviews have not been completed in this investigation. Reviews by registered professional structural, civil, mechanical, and electrical engineers have not been completed through this investigation. General comments have been made for observation purposes only from a constructibility perspective and do not supersede consultant review and assessment. - Photos and captions highlighted in yellow indicate top problem areas of concern which require immediate attention and remediation.



Ucluelet Fire Hall front elevation view from Peninsula Rd. Main Fire Hall concrete apron marked for emergency use only. Concrete apron shows significant signs of wear and degradation. Ucluelet Fire Brigade branding is being updated. Street frontage shows building past life cycle.



Street view showing main and second floor. Existing apron is very short in length.



Added apparatus bay. Overhead doors are smaller than industry standard. Needs 12'Wx14'H min. size.

Liberty Contract Management Inc.

#316, 19292 - 60<sup>th</sup> Avenue Surrey, British Columbia, Canada V3S 3M2

tel 604.534.3412 [www.libertyconstructiongroup.ca](http://www.libertyconstructiongroup.ca)

Firehall Feasibility Study Rick Geddes, Fire Chief (PowerPoint presentat...



# CONSTRUCTION GROUP



Photo above shows front soffit area/ canopy overhang with surface mounted linear lighting. General lighting appears to be inadequate for an emergency facility. Downspouts appear to be undersized residential style. OH doors show signs of wear and weathering.



Photo above shows downspouts draining to surface. No splash pads are observed to prevent ground erosion. Ground shows significant organic growth around building in 'non-landscape' areas.



Photo above shows that a perimeter storm water management system is present. The connection appears to be shallow depth. Ground appears unstable due to erosion and organic growth.



Photo above shows vinyl exterior wall cladding. It is obvious that the vinyl cladding has exceeded its product life cycle and needs to be replaced. Immediate maintenance is required. Significant signs of weathering.



# CONSTRUCTION GROUP



Photo above shows a close up of the exterior vinyl cladding. This material should not be used on a building of this type. Significant signs of weathering are further shown. Exterior cladding should be replaced with a non-combustible material.



Photo above shows secondary informal gravel apron access to the Fire Hall property from Peninsula Rd. This area of the property is used for parking and training purposes. This area is too small for required uses. Too small for proper truck turning, training, and parking.



Photo above shows site frontage along Peninsula Rd. (South) There are no flashing lights to control traffic when entering or exiting the Fire Hall. Walking and traffic lanes are shown above with no proper apron delineation. Site grading changes are also required.



Photo above shows site frontage along Peninsula Rd. (North). Gravel yard area spills debris onto roadway. Trucks block traffic when entering and exiting site. No apron delineation is present. Tree line shown in photo approximately marks lot line.





# CONSTRUCTION GROUP



Photo above shows a patchwork apron that needs replacing. Background of photo shows no dedicated parking areas or access and parking for public. Removal of trees and the addition of a retaining wall may be required at property line for Fire Hall upgrades.



Photo above shows hydro lines along Peninsula Rd. District workers also using Fire Hall lot for temporary purposes.



Photo above shows Peninsula Rd./ Birch St. intersection controlled only by a 'stop' sign. Fire Hall access and egress should be controlled by flashing traffic lights for traffic safety due to lane blockages (quick departures/ slow returns backing in off road)



Photo above shows general view of Fire Hall from neighbouring properties across Peninsula Rd. The building is overall outdated and not aesthetically pleasing on the exterior.



# CONSTRUCTION GROUP



Photo above shows the Fire Hall side (North) elevation and training storage area. The general site conditions are degrading and require upgrade and maintenance.



Photo above shows exterior training storage area for vehicles and other equipment or practice materials. Storage space is limited and has low level security. Exterior lighting is limited and not sufficient for night training activities.



Photo above shows rear of second storage. It is obvious that the building envelope has failed. Roof scuppers require replacement. Exterior mounted equipment needs relocation and proper mounting.



Photo above shows rear yard area. Storage and movement space is limited for trailer storage or other goods. The rear concrete apron has failed. It is assumed that the ground requires structural upgrades to support heavier equipment and training.



# CONSTRUCTION GROUP



Photo above shows rear overhead door has surpassed its product life cycle. This overhead door may be an acceptable size if used only for access and egress of small equipment.



Photo above shows patchwork to building envelope and inadequate window and door details. It is assumed that the building envelope has completely failed and no longer keeps out water from the wall assembly. Windows are old and past product life cycle.



The photo above shows the overall facade deterioration and inadequate site lighting. Lighting should be upgraded to LED for energy efficiency. Windows and doors should be replaced for improved energy efficiency. No door panic hardware for exiting.



The photo above shows an added exterior shed. The shed is showing similar signs of wear and degradation. An upgraded Fire Hall would cover this footprint area.



# CONSTRUCTION GROUP



The photo above shows the adjacent Ucluelet Athletic Club (UAC). The UAC is also beyond its building life cycle and needs complete replacement. It is understood that this lot would serve as an excellent space for Fire Hall expansion.



The photo above shows significant organic growth along the building facades. The buildings show outdated architectural and building envelope details. Fascias and flashings are deteriorating.



The photo above shows the property line location between the Fire Hall and UAC properties. No property line delineation is present. These lots should have security fencing between the two uses.



The photo above shows an exterior view of the lower level administrative building components. No parking is available along this facade. The flat roof drains through scuppers and downspouts as shown in the photo above.



# CONSTRUCTION GROUP



The photo above shows the patchwork of cladding materials and the only second level emergency exit staircase. Consistent lot deterioration is shown in this area as well.



The photo above shows poorly sealed wall penetrations and cladding details. These areas are prone to weather intrusion. Building envelope leaks lead to rot, mold growth, health hazards, and energy performance loss.



The photo above shows construction of exterior stairs. The staircase is not built to code and is inadequate for use as an emergency exit.



The photo above shows that the stair is not structurally safe. The stairs are deteriorating and should not be used. A small exterior gutter is observed.



# CONSTRUCTION GROUP



The photo above shows exterior mounted electrical conduit along the vinyl clad wall face. This conduit should be protected. The stairs show significant signs of weathering. The steps and railing are not to building code standards and are loose.



The photo above shows further evidence of the description to the right. The stairs are not properly secured to the building structure.



The photo above shows the stairs structural support is inadequately and improperly installed. This detail will cause eventual rot even to pressure treated wood materials. Proper installation and structural fastening is required for life safety areas.



The photo above shows that while SOME perimeter storm drainage is installed, it has not been installed properly and appears to not be installed at the required depth for frost protection. This installation would fail a current building inspection.



# CONSTRUCTION GROUP



The photo above continues to showcase the overall deterioration of the Fire Hall. The site lacks property delineation and landscaping. The presentation of the existing Fire Hall does not showcase well in a tourist town. District signage directs main attraction sites.



The photo above shows northbound and southbound traffic lanes along Peninsula Rd. in front of the Fire Hall. Traffic levels appear consistent along this main town thoroughfare. Roadway lines should be upgraded to ensure Fire Hall apron is not blocked by traffic stops.



The photo above shows an overall view of the UAC and Fire Hall sites. Both are on generally flat, level ground which would be ideal for building on. These sites are outside the District Tsunami Hazard zone. It would be desirable to run hydro underground from the pole.



The photo above shows an overall view of the UAC and USS sites at the intersection of Peninsula Rd. and Matterson Dr. It is understood that this intersection is very busy during morning and afternoon pickup times which could slow emergency response.



# CONSTRUCTION GROUP



The photo above shows the overhead hydro lines feeding the Fire Hall. There is no post protection to prevent pole damage and possible power outages. Some traffic control signage is noted between the Fire Hall and USS. Neighbouring properties seen in photo.



The photo above shows a number of building code and life safety concerns. This exit stair is unsafe for use. The railing is not secure, the door does not open fully, there is no door panic hardware for exiting, the landing is deteriorating, the overhead power lines to the building are not placed safety or neatly, etc..



The photo above focuses in on the Peninsula Rd./Matterson Dr. intersection. This intersection may need upgraded traffic controls if the UAC site was used for Fire Hall expansion.



The photo above shows a possible new Fire Hall administration main entry location and possible location of an apron entrance for a drive through apparatus bay configuration.





# CONSTRUCTION GROUP



The photo above shows the aesthetic of the Ucluelet Secondary School at the intersection of Peninsula Rd. and Matterson Dr. Street frontage landscaping and roadway delineation is observed.



The photo above shows an overall view of USS with the addition and renovation work seen in the background. It is assumed that the entire school facility will be seismically safe at the end of the project whereas the Fire Hall across the street is not.



The photo above shows neighbouring property driveways and gravel parking areas. No formal sidewalk or bike lane is present for pedestrians.



The photo above shows the property line and grade elevation difference between the existing Fire Hall and the Francis Boutique Inn. If an A&R was made to the Fire Hall using the existing property only, tree removal and retaining walls may be required.



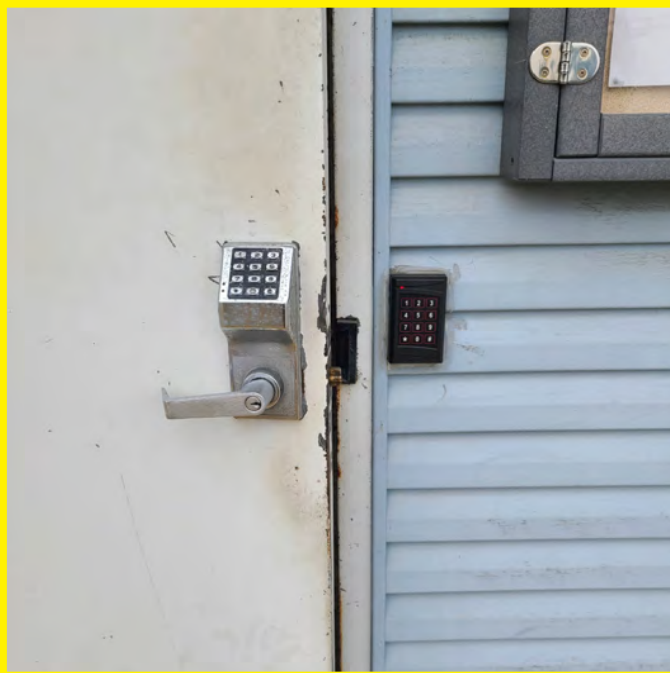
# CONSTRUCTION GROUP



The photo above shows the old Fire Hall branding which is in the process of re-branding.  
Limited apparatus bay natural lighting or security view toward apron.



The photo above shows the main entry door and apparatus bay overhead doors. The doors and front facade have consistent wear and signs of weathering as the rest of the building. While the style of overhead doors are acceptable, they are too small.



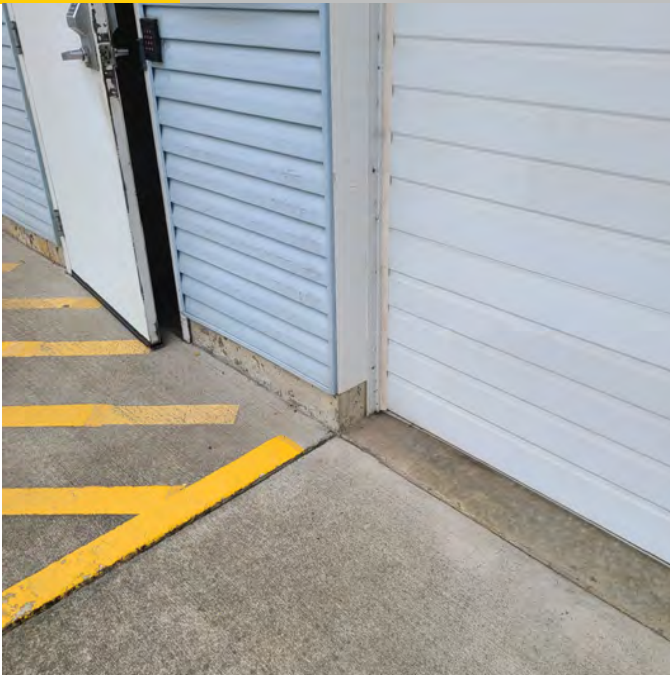
The photo above shows the main Fire Hall entrance. Moderate security is provided with the keyed and coded hardware. Metal door and frame wear is clearly shown.



The photo above shows OH door weather protection detail issues. Water may enter the apparatus bays during major rainfall or significant wind driven rainfall events with inadequate sloping and lack of slab drainage.



# CONSTRUCTION GROUP



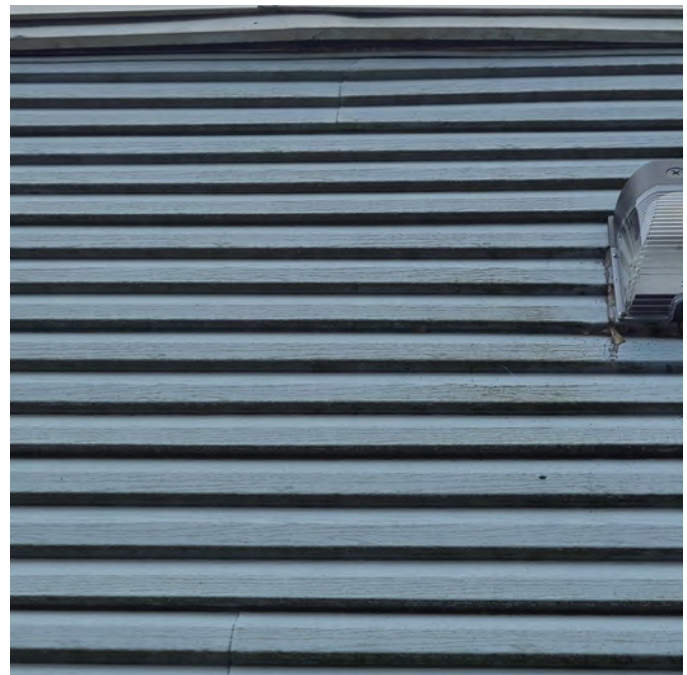
The photo above further shows the issues previously mentioned as well as weather stripping issues and deterioration which leads to an increase in building heating and operating costs.



The photo above shows inadequate main entry lighting. The main entrance is not suitable for public access. Emergency egress (panic) hardware is not present.



The photo above shows the overgrowth of organics are the site and lack of proper storm drainage. The site is not suitable for proper usage and training facilities. The current site conditions pose safety hazards to the public.



The photo above shows another facade view of the failing building envelope.



# CONSTRUCTION GROUP



The photo above shows a clear example of building envelope failure at the rear entry door jamb. Rot and deterioration is clearly present and likely is also present within the wall assemblies. The section of rot lessens the security level of this entry point.



The photo above shows a rotting rear door jamb and interior base of wall near the sill. It is clear that proper door installation details were not followed allowing water leakage into the building envelope. A commercial type door should have been used.



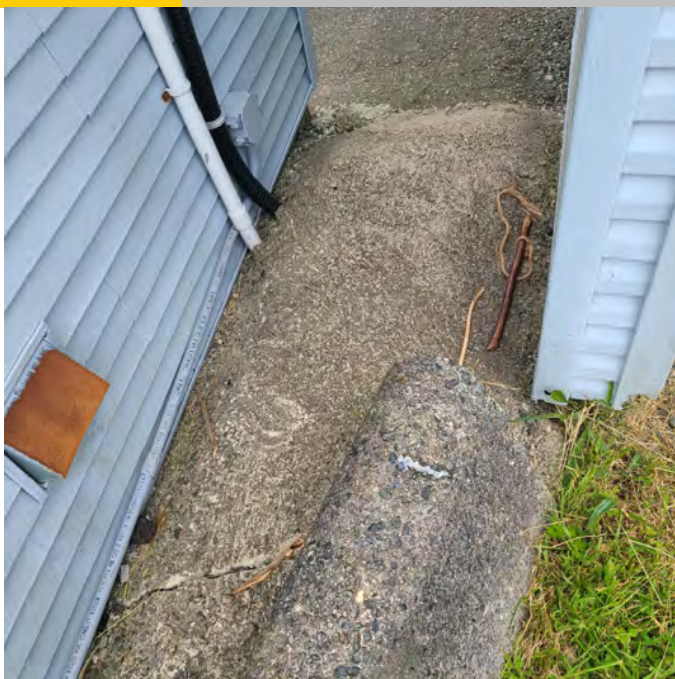
Photo 'A' above shows one example of complete building envelope failure. The vinyl cladding has long passed its product life cycle and is brittle and crumbling. This residential style product is combustible and not suitable for this application.



Photo 'B' above shows another location with the same issues as seen in photo 'A' to the left. The plywood wall sheathing is exposed and no building paper or weather barrier is seen which is a major building envelope assembly issue.



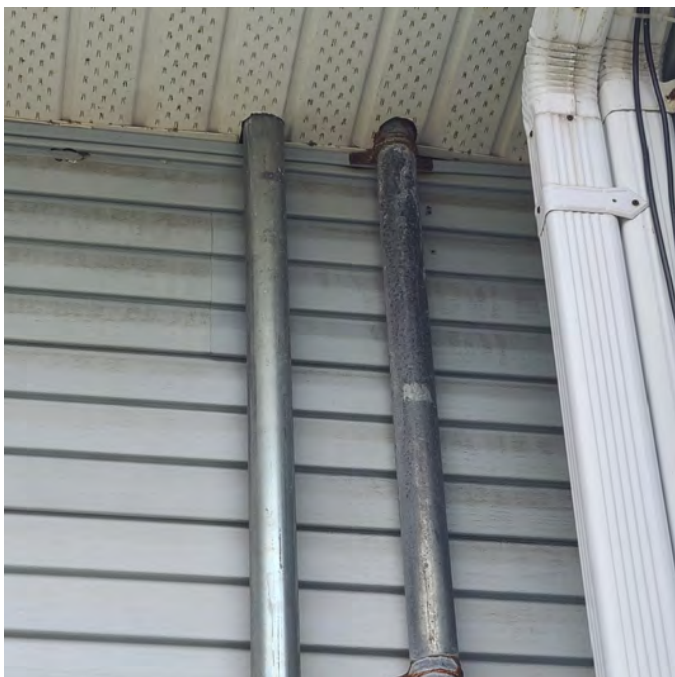
# CONSTRUCTION GROUP



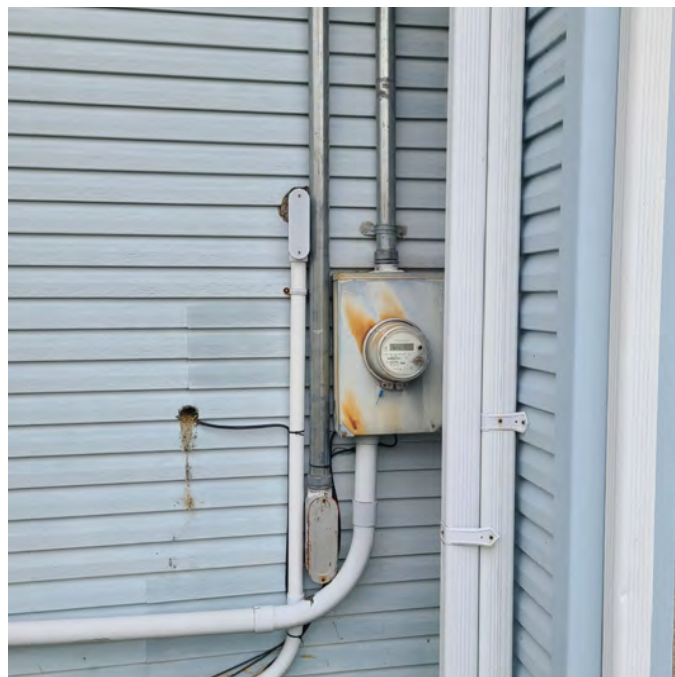
The photo above shows patched concrete slab sections. Large cracks and overall deterioration in seen in all areas of this photo including rusting metal wall vents, lack of foundation wall curb, and proper separation of organics from the building structure.



The photo above shows firefighter parking. Site parking for Fire Hall volunteers is very limited. The parking surface is overall not acceptable for a Fire Hall facility. The ground surface and lack of lighting poses safety issues for Fire Hall personnel.



The photo above shows surface mounted conduit passing through the roughly cut metal soffit.



The photo above shows clear building envelope penetration weather protection issues. The meter is placed in a poor location and should be relocated for easy access.



# CONSTRUCTION GROUP



The photo above shows the general condition of the roof. The roof system is inadequately sloped causing water ponding during the fall and winter months. It is clear that the roof requires replacement.



The photo above shows that although most of the site appears generally stable during warm dry months, poor soils conditions and soft spots become visible during the fall and winter months. Geotechnical investigation should be conducted.



The photo above shows soft spots in the parking and training area of the site that become too soft to drive apparatus trucks over in the fall and winter months. Removal of soft areas and installation of structural fill materials is required in these areas.



The photo above shows potential site hazard areas. While the propane tank is protected, the security level is low. This area shows much site deterioration and blocks much movement and training area. This needs to be relocated and site repairs are needed.



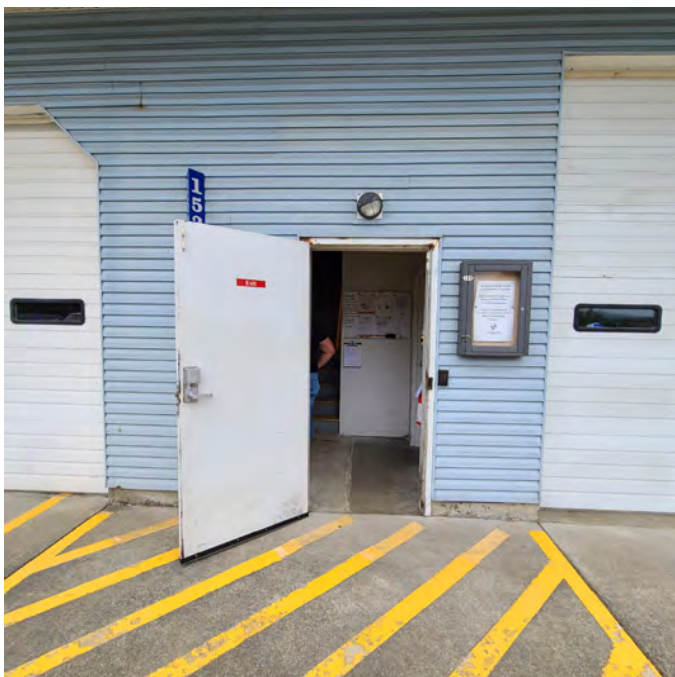
# CONSTRUCTION GROUP



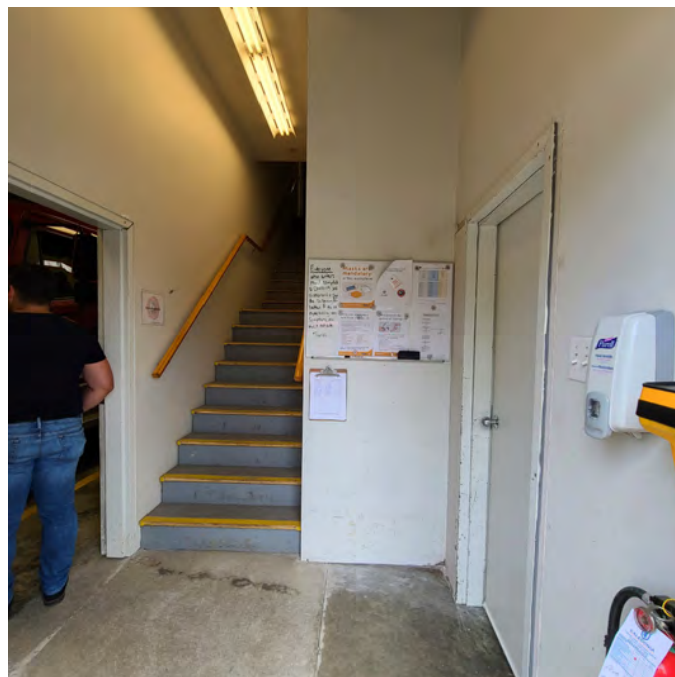
The photo above shows the current trucks owned by the Fire Department. The department needs an aerial apparatus truck. However, there is no room in the current Fire Hall to fit another truck. The existing Fire Hall and apron cannot even fit an aerial truck.



The photo above shows the Fire Chief's rescue truck (daily driver) and regular parking stall location. The Fire Chief should have a labeled parking stall. The Fire Chief's daily testing and activation of the trucks lights and sirens cause distraction to onlookers.



The photo above (referenced previously in this document) marks a transition to the interior photo documentation section of this existing conditions report.



The photo above shows the existing Fire Hall main entry vestibule. The apparatus bays on accessible through single doors to the left and right. The main entry does not meet accessibility requirements. The stairs and handrails are not built to code.



# CONSTRUCTION GROUP



The photo above highlights the stair and handrail issues. The stair treads do have proper nosing but have a steep rise and run and inadequate headroom as required by code. The door frame appears to be poorly installed or unfinished.



The photo above shows the existing condition of the bare concrete flooring. No concrete sealer appears present or has worn away. The areas of addition are seen. The **fire rating** of this exit stairwell cannot be confirmed adequate.



The photo above highlights a number of major issues with the existing Fire Hall that further stress the need for an A&R or new Fire Hall to be constructed: OH door/ drainage, electrical issues/ fire hazards, there is NO ROOM for an aerial truck of adequate walking rm.

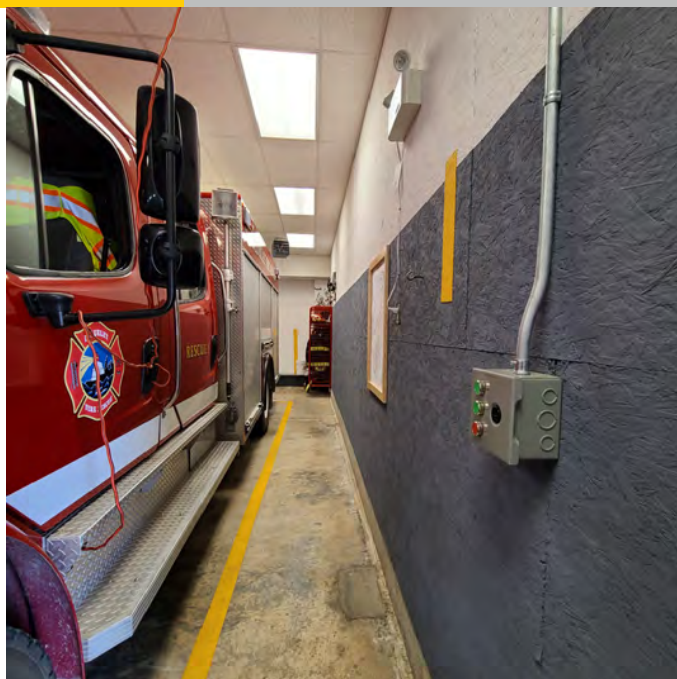


The photo above shows one of the Fire Hall apparatus bays. Walking room is generally clear but is very tight according to industry standards. The ceiling finish height is low. Lighting is just sufficient. The concrete floor is worn and stained.

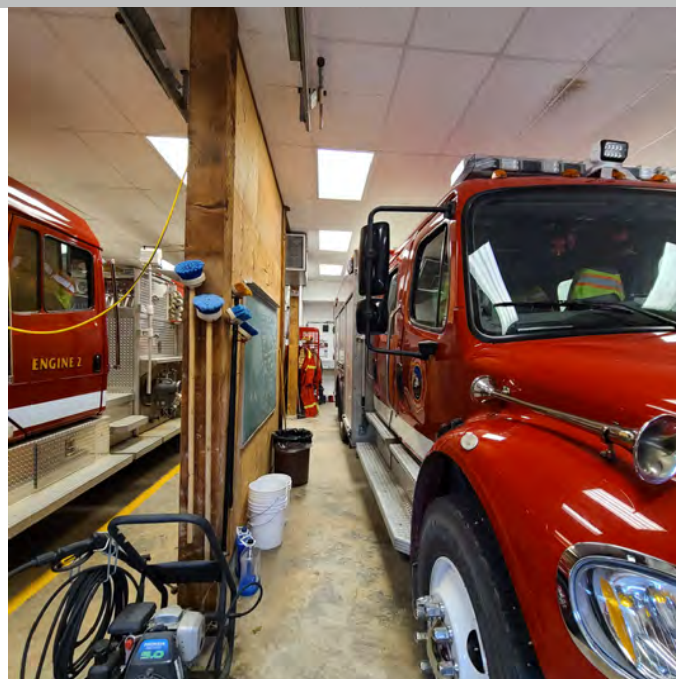




# CONSTRUCTION GROUP



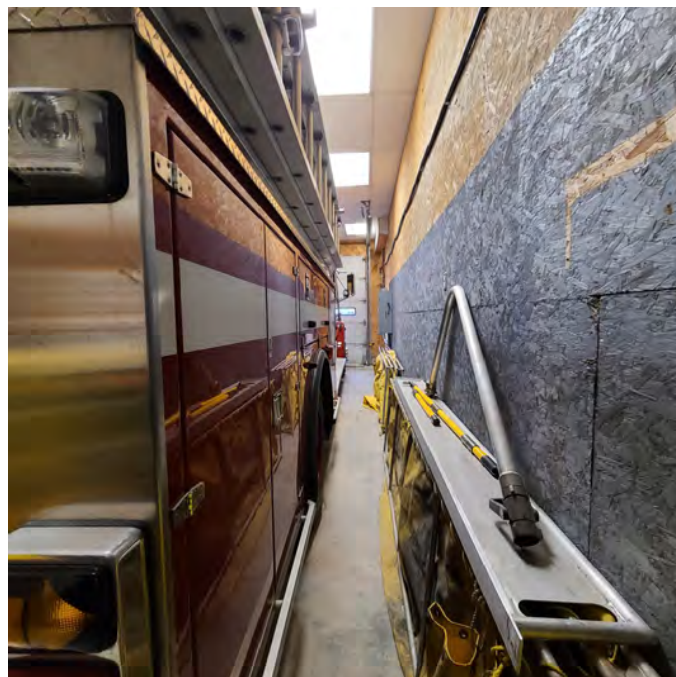
The photo above shows how tight the walking space is around the fire trucks. Movement is limited and will be completely block by an open truck door. The wall finish seen here is just painted OSB plywood which does not serve as a required fire rated material.



The photo above shows the space between the two original apparatus bays. Movement is limited and the lack of storage space for washing equipment creates tripping hazards. It is also assumed that this dividing wall is load bearing but has no fire ratings.



The photo above shows a second apparatus bay. Limited movement around the truck and other issues are consistent with items mentioned in previous photos.



The photo above shows a look at the back of the apparatus bay shown in the photo to the left. There is virtually NO movement space due to storage and narrow bay sizes. The wall finish is half painted, no fire rating is observed with surface mounted electrical.



# CONSTRUCTION GROUP



The photo above shows the SCBA and compressor station. The fill station is positioned at the rear of the apparatus bay and has potential for exhaust contamination. Functionality and movement in this area is very limited due to the small space.



The photo above further highlights the issues noted in the photo to the left. SCBA and compressors require a dedicated 'clean room' for proper separation from apparatus bays and intake of fresh air. Clean work area is needed for storage and maintenance of equipment.



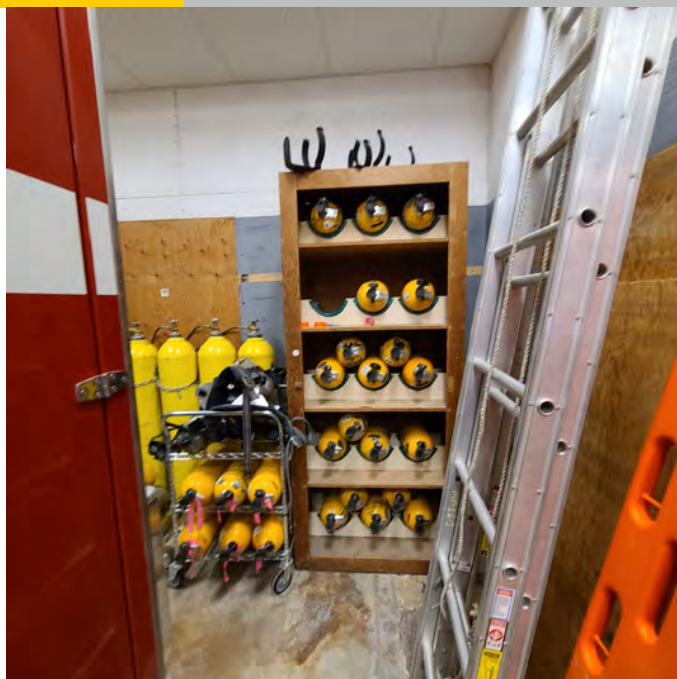
The photo above shows a ladder protruding from the back of the fire truck which poses a safety hazard and movement limitations. The SCBA and compressor should be relocated and items should not be stored in this area.



The photo above shows evidence of a previous water leak and subsequent water damage to the ceiling finish. It is assumed this did not cause any structural damage. A small unit heater is hung from the ceiling space and does not appear adequate for the space.



# CONSTRUCTION GROUP



The photo above shows miscellaneous SCBA bottle storage along with other maintenance and rescue equipment.



The photo above shows the poor patchwork condition of the interior wall 'finishes' and surface mounted electrical. No fire rated material is observed around bulkhead areas.



The photo above shows equipment that needs to be relocated to a proper clean environment.



The photo above shows equipment that needs to be relocated to a proper clean environment. There is no access to a sink for washing masks or clean work bench for gear maintenance. There is no available space for either in the existing facility.



# CONSTRUCTION GROUP



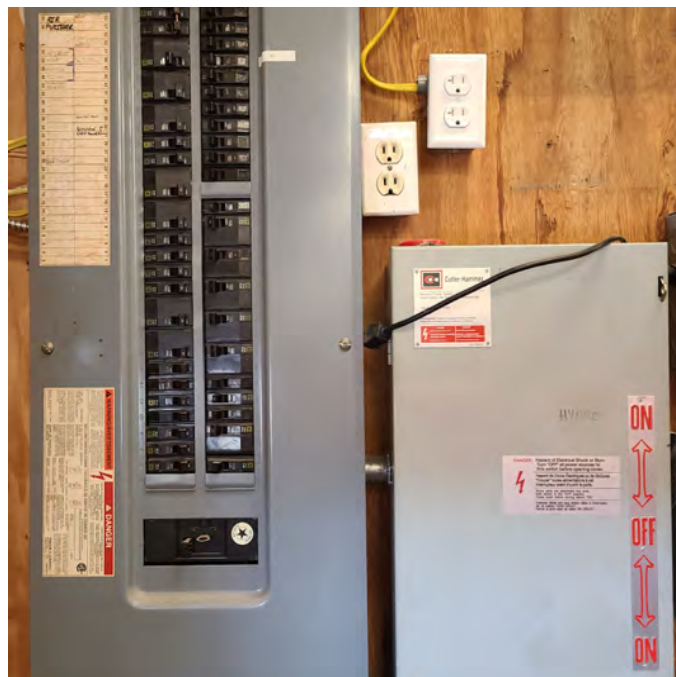
The photo above shows surface mounted equipment controls and surface mounted wiring again a painted OSB wall finish.



The photo above shows the surface mounted electrical room positioned within the apparatus bay area. This should be within a dedicated fire rated electrical room. The wiring and fuse switches are exposed and are very near to the door.



The photo above further shows that movement is limited around all sides of the trucks in the fire hall. Electrical equipment needs relocation to a proper electrical room.



The photo above shows the electrical installation issues in the existing Fire Hall which likely need to be completely upgraded to meet current codes. If the OH door is open, wind driven rain could cause electrical issues due to the proximity to the door.



# CONSTRUCTION GROUP



See previous photo notes. Additionally, daylight can be seen along the edges of the overhead door resulting in significant energy loss.



The photo above shows a single air scrubber unit centrally hung over the main apparatus bays. Efficacy cannot or proper operation cannot be confirmed to meet WCB standards with respect to controlling carbon monoxide levels from truck exhaust.



The photo above shows a dividing partition wall between the main truck bays. This wall is comprised of rough-sawn timber columns and plywood sheathing. This wall is assumed to be a structural element. No fire rating protects these elements.



The photo above shows the narrow apparatus bays. The trucks can open the doors fully, but movement is severely limited.



# CONSTRUCTION GROUP



The photo above shows a close up look at the rough-sawn columns and what is assumed to be a shear wall nailing pattern at the edges of the plywood sheathing. The structural adequacy of the columns and acceptability of the nailing cannot be confirmed.



The photo above shows an exposed 4-ply built-up wood beam supporting the floor above. It is assumed these members are continuous over the column support. Proper structural fastening or metal brackets appear completely absent. Shimming is wedged.



Reference previous photos for further information on photo above. This photo shows another partition wall. Exposed electrical and emergency lighting wiring is observed. The beam above is shimmed and appears to lack appropriate fastening requirement.



The photo above shows the continuation and support of the structural floor beam member terminating at the front wall location. The size of column is unknown. The column is assumed similar rough-sawn wood. Proper bearing? Lack of fastening. NON-SEISMIC.



# CONSTRUCTION GROUP



The photo above shows a close up look at one of the interior partition walls. This wall is assumed to be a structural shear wall supporting the floor above. The connections do not appear to be seismically sound.



The photo above shows a look above the apparatus bays acoustic ceiling tile finish. The t-bar does not appear to be seismically fastened to the underside of structure. No fire rating is observed. The structure appears to just be dimensionally wood framed.



The photo above shows a closer look at the 2nd floor framing elements. These do not appear to be seismically sound. The wood is dry but it not in good condition. The wood has the appearance of used forming material. - structural details needed.



The photo above shows a closer look at the 2nd floor framing elements. Joist bracing or blocking appears to be inadequate. No fire rating is observed. Stuctural framing needs to be inspected by an engineer. Replacement and increased fastening requirements.



# CONSTRUCTION GROUP



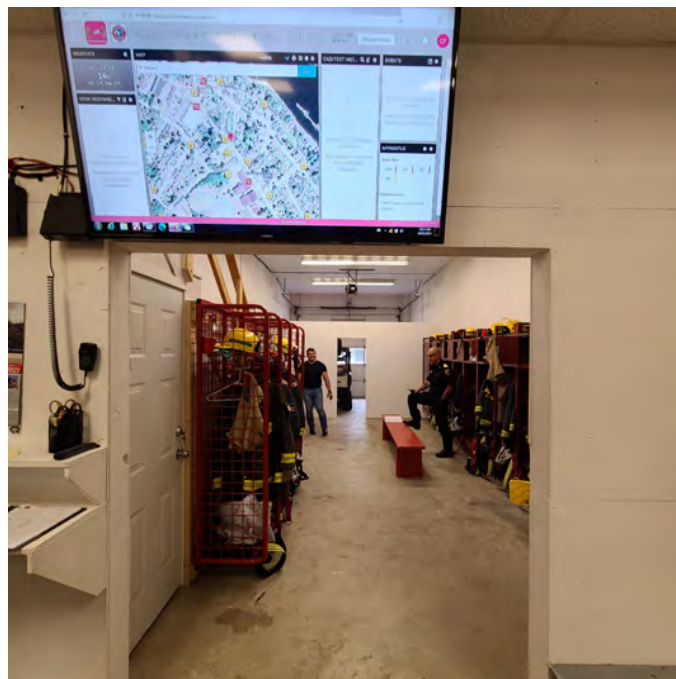
The photo above shows the existing Lift Master overhead door openers. Effective condition cannot be confirmed.



The above photo shows two main areas of concern:  
 1- improperly positioned undersized trench drain  
 2- undersized apparatus bays



The photo above shows an interior hose bib that is used for vehicle washing. This needs to be relocated and mounted for proper storage.

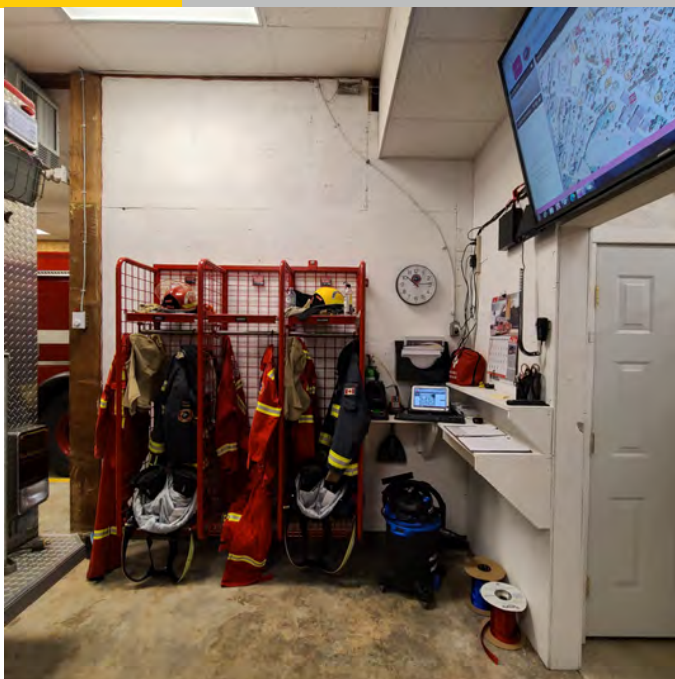


The photo above shows a look at the emergency response center and rip'n'run radio area (dispatch) to the left. This photo looks towards the gear room and rescue gear storage bays.





# CONSTRUCTION GROUP



This photo shows a 3-tier ready rack system placed tight against the rip'n'run radio area which creates a very crowded and dis-functional space. A larger work surface and proper shelving for radios and charging is required.



The photo above shows a closer look at this crowded station.



The photo above shows a 3-tier ready rack system hung at the back of the main apparatus bays. There is not enough room for the gear to be hung all in the same room. The gear layout is scattered and inefficient. A proper sized gear room is required.



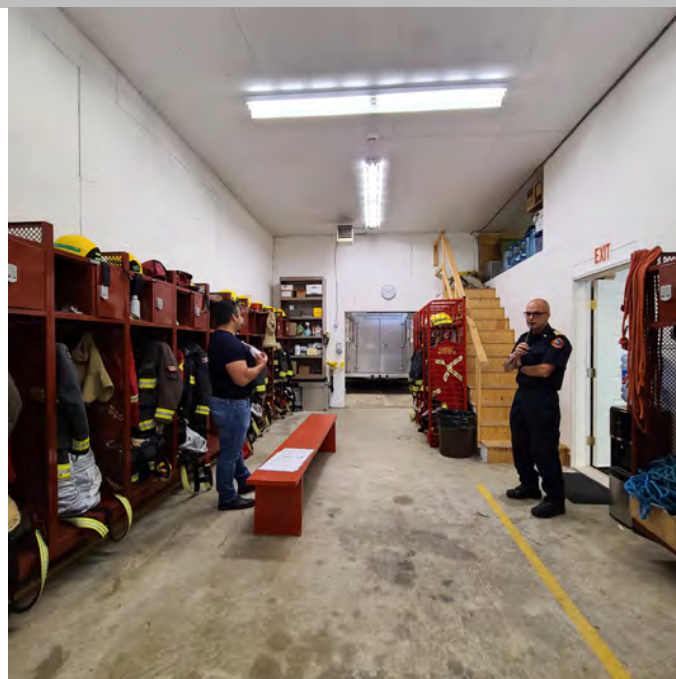
The photo above shows access to a small storage area under the staircase with a small storage mezzanine above and a 4-tier ready racking system to the right.



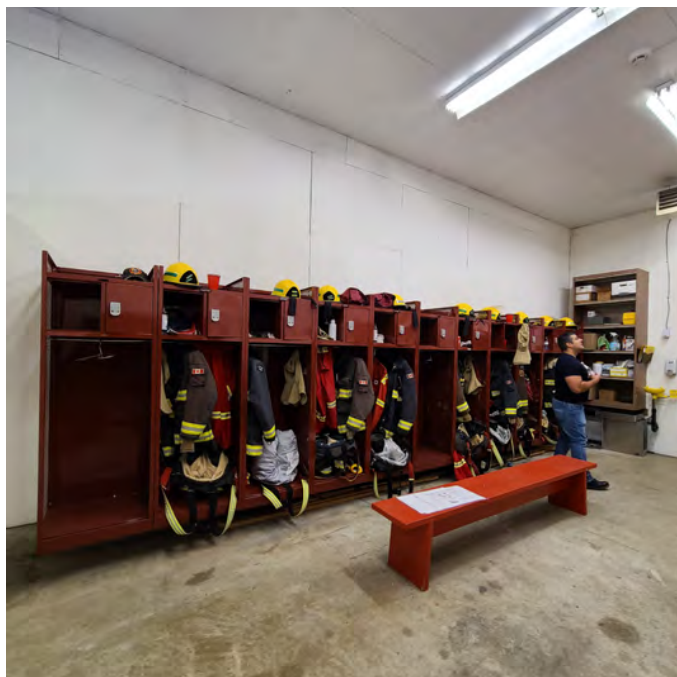
# CONSTRUCTION GROUP



The photo above shows a closer look at the 4-tier ready rack system that has been added to accommodate additional gear storage. This racking is acceptable for re-use (10 stalls total if a new space design configuration allowed).



The photo above shows an overall view of the gear room. The width and space is acceptable but needs complete reconfiguration and renovation.



The photo above shows old style gear racking units and single lockers that need to be replaced as they do not allow for the use of an integrated drying system. The lighting in the gear room is adequate but could be upgraded for better efficiency.



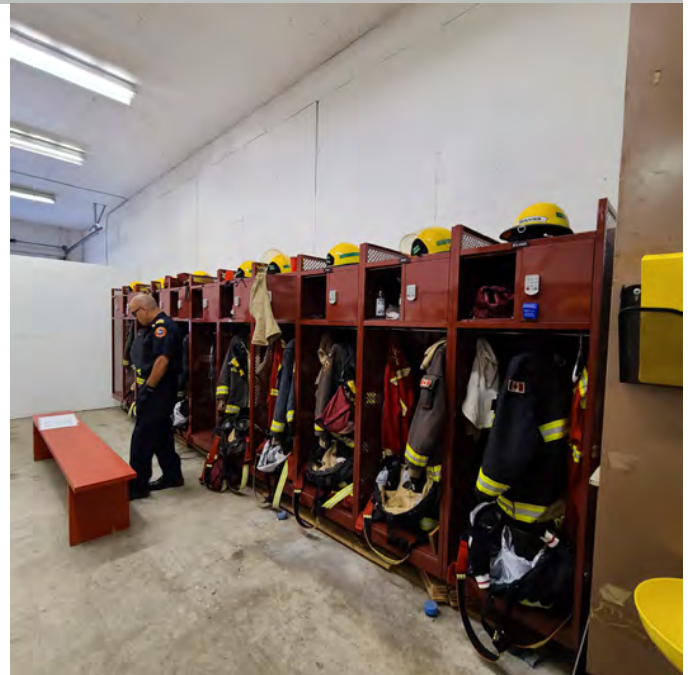
The photo above shows every corner of the Fire Hall being used for some sort of storage. A proper janitorial supply closet is required. The eye wash station is good to have and is acceptable. Hand sanitizing stations should be installed at all high traffic areas.



# CONSTRUCTION GROUP



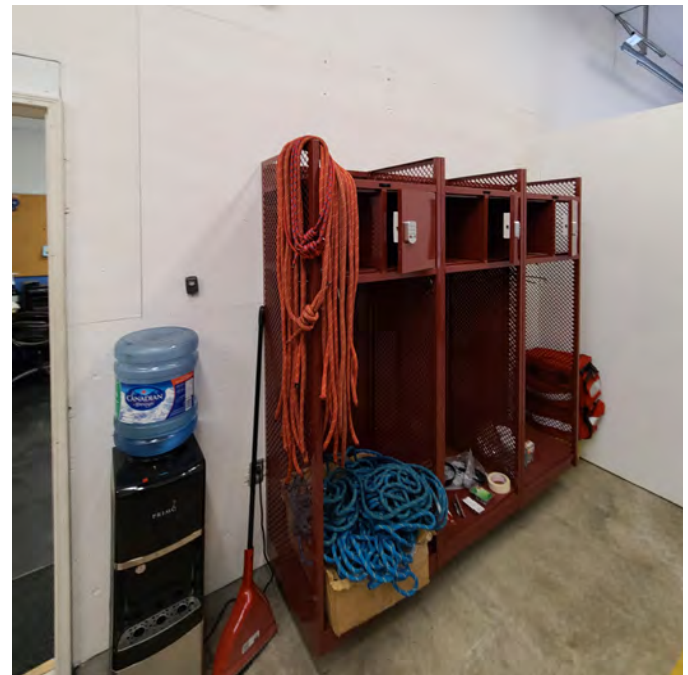
See previous photo for further information. Storage needs to be improved.



See previous photos for further information.



See previous photos for further information. It appears that no gear drying system is available in the gear room which makes gear drying difficult and very inefficient.



See previous photos for further information. The Fire Hall would greatly benefit from a complete redesign to properly organize rooms and Fire Hall functionality components. Training gear and first aid equipment is placed wherever space is available.



# CONSTRUCTION GROUP



The photo above shows the access stairs to the storage mezzanine and the door entering the office, gym, and radio rooms to the right. The storage space is not safely accessible.



The photo above shows access stairs to the storage mezzanine. The stairs and railing are not built to code. A small unit heater is observed to be mounted to the underside of the ceiling in the gear room.



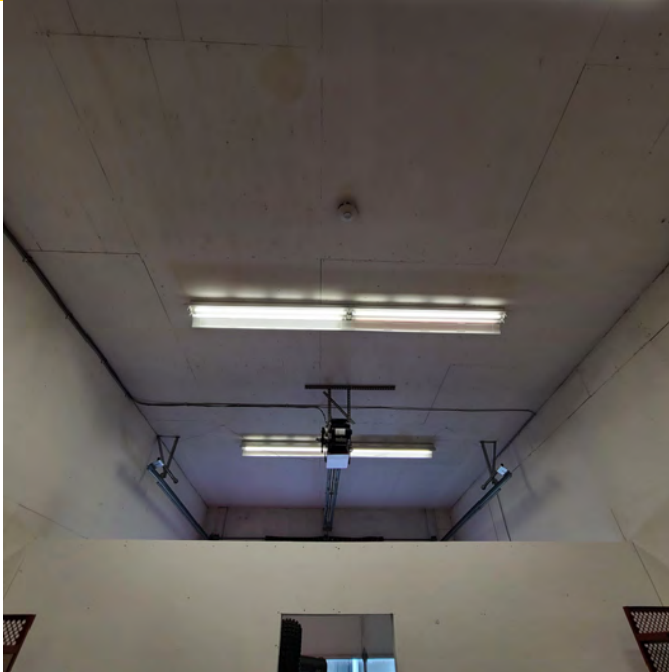
The photo above shows an over packed storage area.



The photo above shows an over packed and inaccessible storage area. There is no room to properly store disaster relief or first aid supplies.



# CONSTRUCTION GROUP



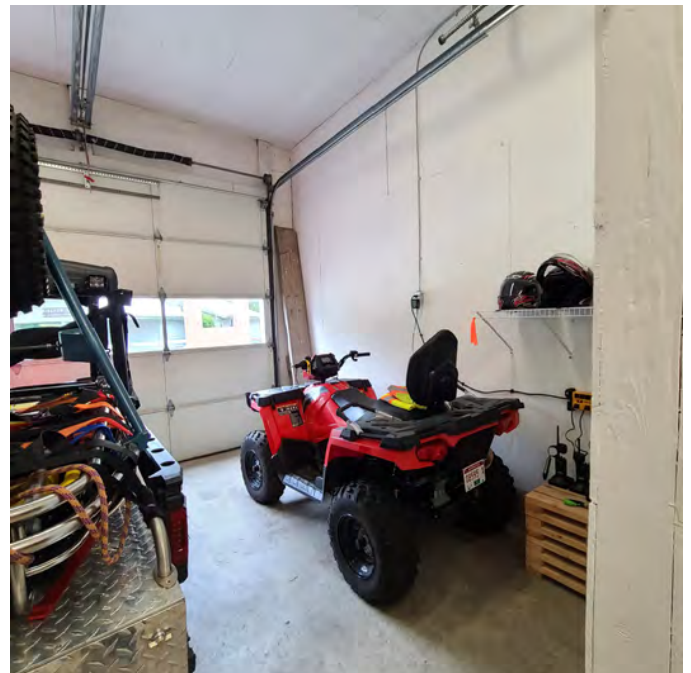
The photo above shows the ceiling and wall finishes above the gear room and rescue storage areas. The finishes are just painted plywood.



The photo above shows rescue equipment and storage area.



The photo above shows rescue equipment and storage area.



The photo above shows rescue equipment and storage area. Storage space and shelving is limited. Good daylight comes from the door glazing. The overhead door needs replacing as previously noted.



# CONSTRUCTION GROUP



The photo above shows rescue equipment and storage area. Storage space is limited and the bays are too small to properly fit the required equipment.



The photo above shows rescue equipment and storage area.



The photo above shows rescue equipment and storage area.



The photo above shows rescue equipment and storage area. The rescue storage bays are separated from the gear room with a simple partition wall. No exhaust cleaning system is observed in these areas.



# CONSTRUCTION GROUP



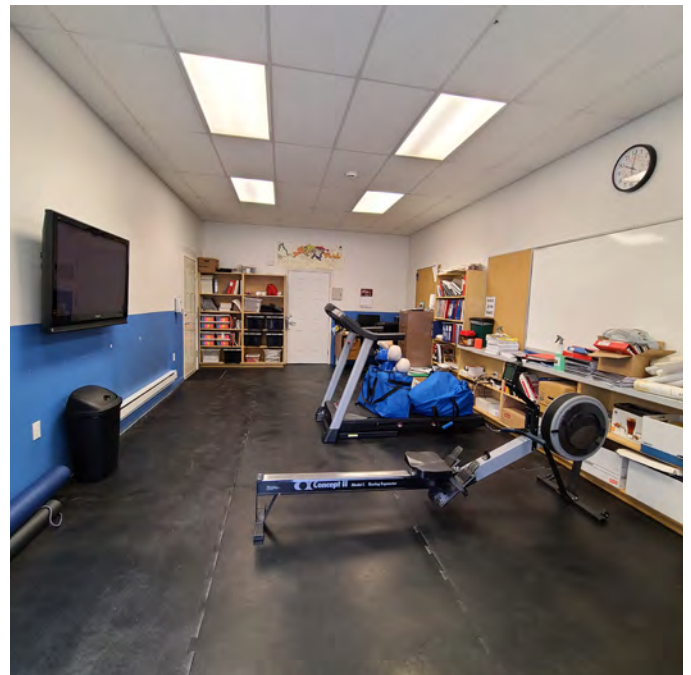
The photo above shows one section of the main floor 'administration area' which has been combined with the fitness room (gym). There is no room for proper separation. There is no room for properly organized shelves and archives.



The photo above shows a desk space that is used for various administrative purposes. The area is cluttered and there isn't room for proper organization.



The photo above shows an overall look at the main floor admin. area and gym. Baseboard heating is observed, painted drywall and acoustic ceiling tile finishes.



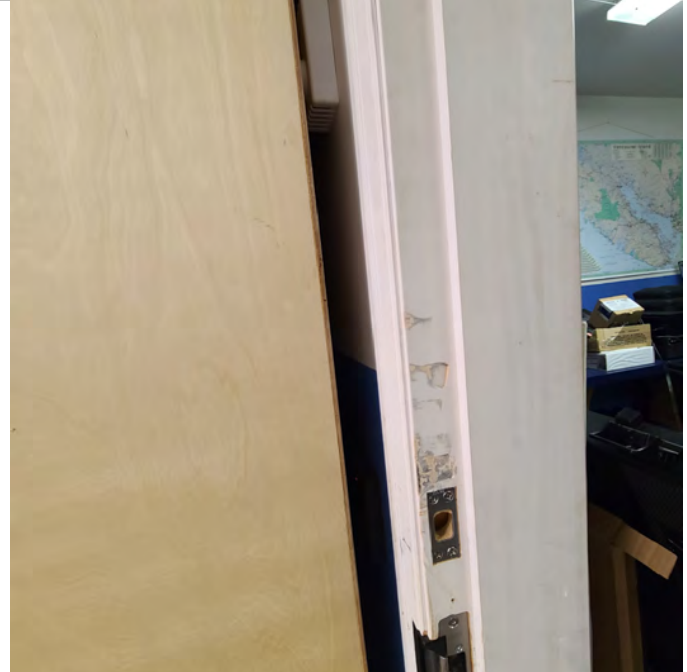
See photo left for further information.



# CONSTRUCTION GROUP



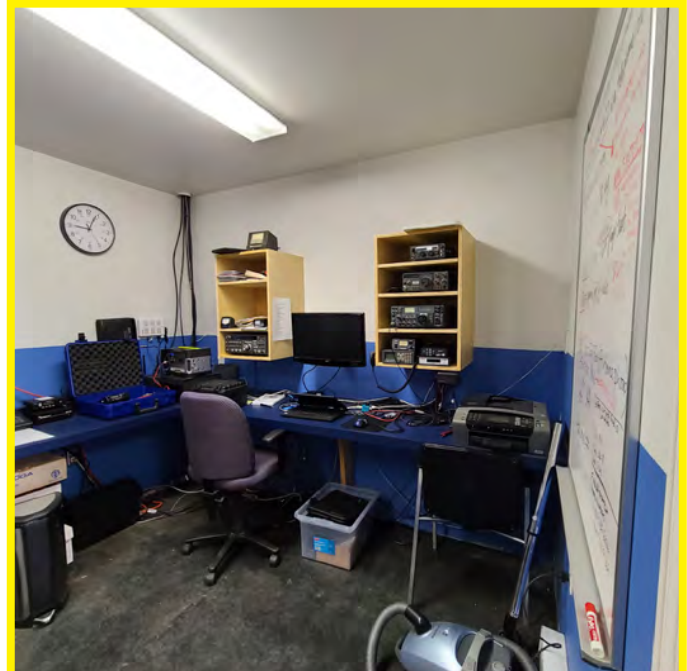
The photo above shows the entry door to the EOC/ radio room.



The photo above shows the thermostat and light switch are blocked by the shelving units.



The photo shows an overall view of the EOC/ radio room.



The photo shows an overall view of the EOC/ radio room.

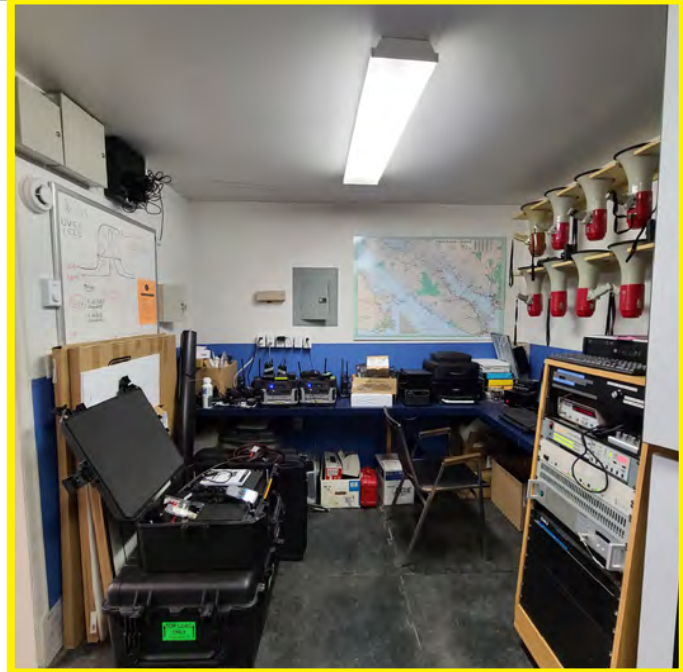




# CONSTRUCTION GROUP



The photo shows an overall view of the EOC/ radio room.



The photo shows an overall view of the EOC/ radio room. The room is too small for the required usage and storage. This room would not be sufficient for proper response procedures in a disaster situation.

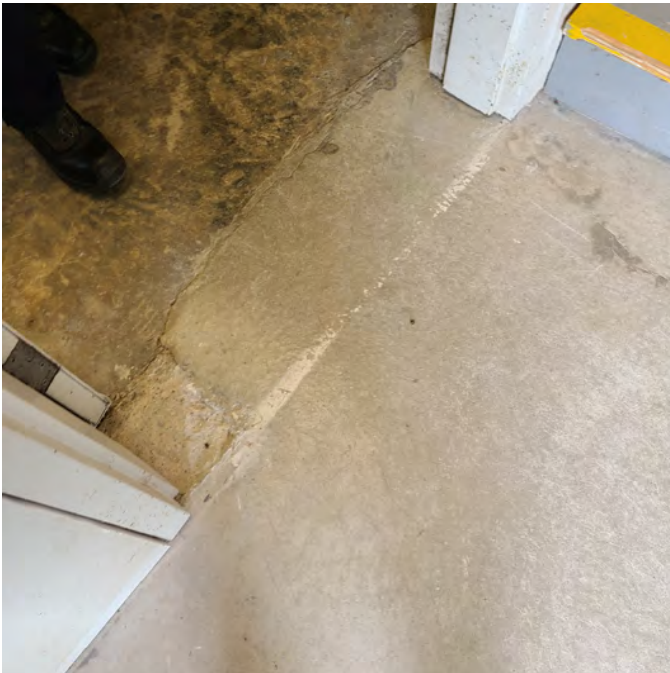
The proceeding photo mark a transition to the 3rd apparatus bay.



# CONSTRUCTION GROUP



The photo above shows a look at the main entry ceiling and stairwell. One surface mounted light is observed and a supporting beam. The fire rating or structural elements cannot be confirmed.



The photo above show the condition of the main entry concrete slab.



The photo above shows the condition of the main entry concrete slab, walls, and door frames. Maintenance is needed. This photo provides a closer look at the plywood stairs and nosing.



# CONSTRUCTION GROUP



The photo above shows a look at the 'work shop' area located in the 3rd apparatus bay (left side of bay). There is not enough room for proper tool, equipment, and fuel storage.



The photo above shows a look at the 'hose storage' area located in the 3rd apparatus bay (right side of bay). There is not enough room for proper hose drying and storage on racking.



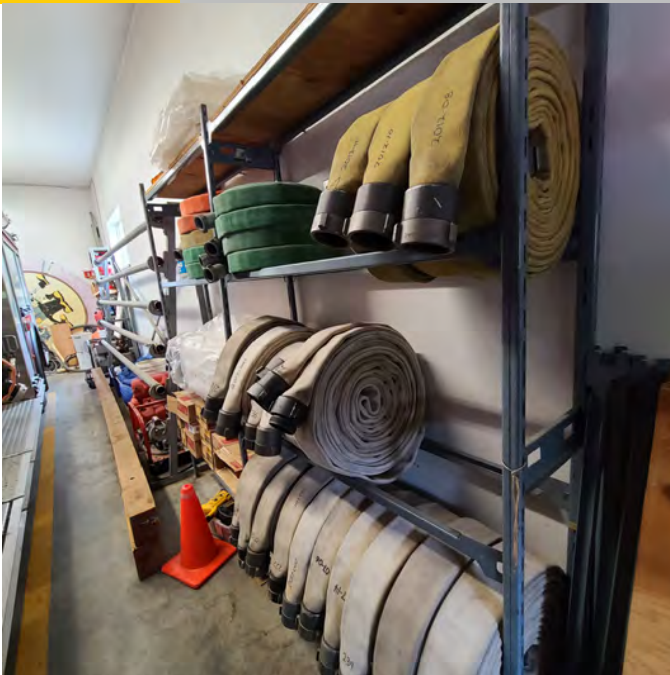
The photo above shows the limited apparatus bay space. There is very limited movement space in this bay.



The photo above for storage in the apparatus bays that needs designated secure space.



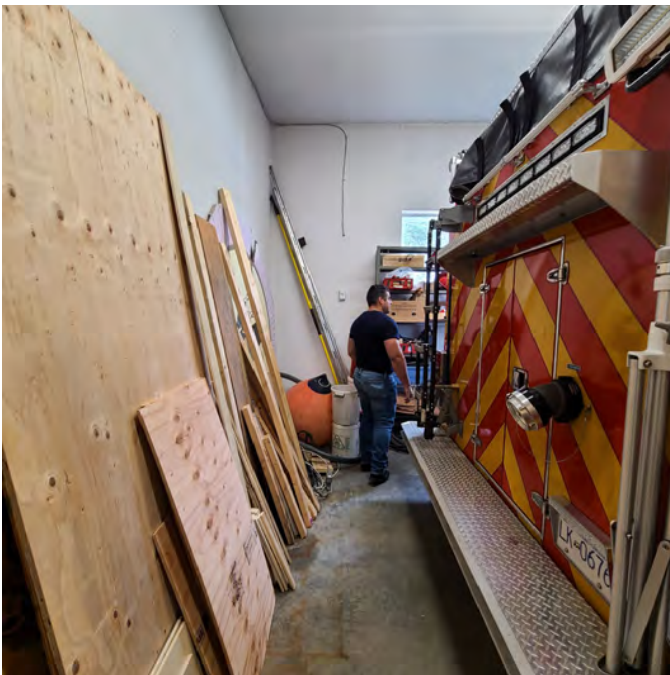
# CONSTRUCTION GROUP



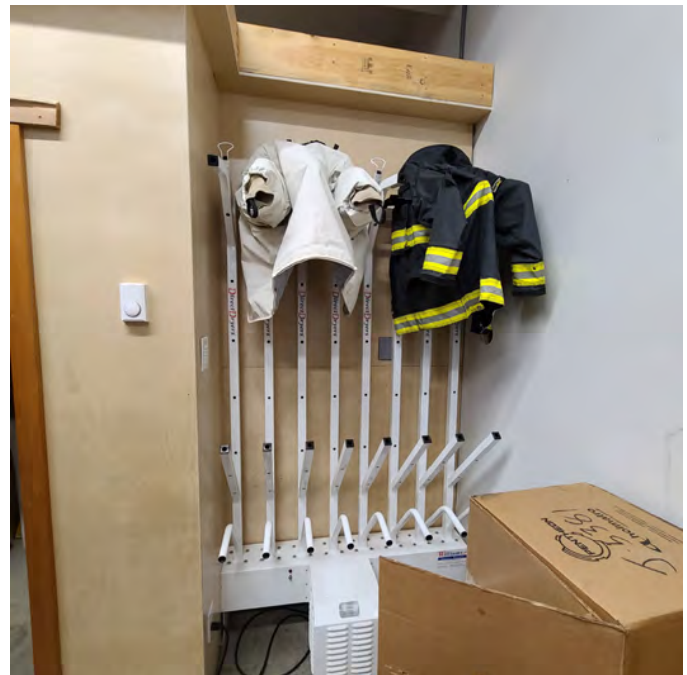
The photo above shows the storage in the apparatus bays that is creating problems due to the limited space available.



The photo above shows the storage in the apparatus bays that is creating problems due to the limited space available.



The photo above shows the storage in the apparatus bays that is creating problems due to the limited space available. There is no room for a workshop or material storage for training prop building or other usages.



The photo above shows the gear drying unit. Capacity is limited.



# CONSTRUCTION GROUP



The photo above shows the only available washroom on the main floor. This washroom/ shower room combo is not sufficient for a decontamination room which should be available in the apparatus bays.



The photo above shows the gear washing machine. No organization or cleaning storage room is available in this area. The workshop storage to the left makes for a non-functional space.



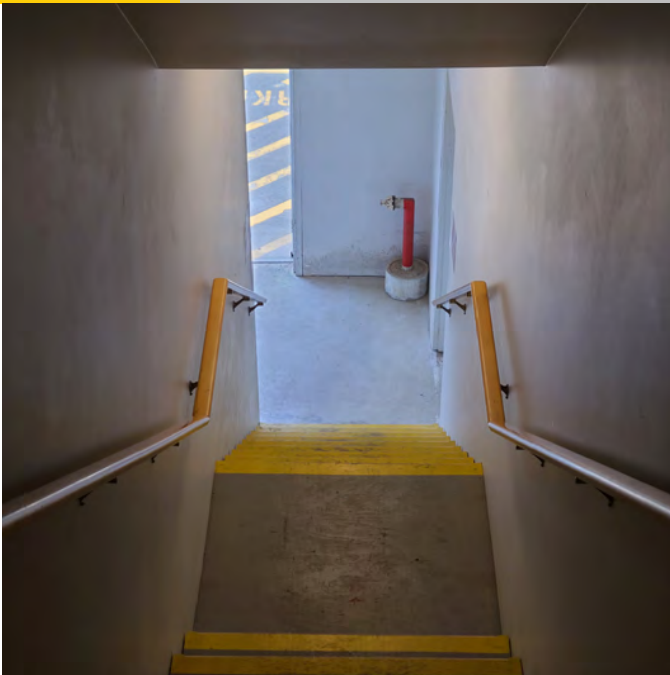
The photo above shows the 'work shop' and bench area with a small storage room.



The photo above shows the bay addition overhead door mounting.



# CONSTRUCTION GROUP



The photo above shows the main entry stairs which lead to the second floor administrative and training areas. The plywood stair nosings are painted yellow for safety. Lighting in the stairwell should be upgraded. The railings and stairs in general are not to code.



The photo above shows a view of the washrooms, kitchen, and training/ multi-use areas. The flooring and interior aesthetic is outdated.



The photo above shows the multi-use area where most in-classroom training sessions are completed. Space is limited.



The photo above shows one washroom with electric baseboard heating.



# CONSTRUCTION GROUP



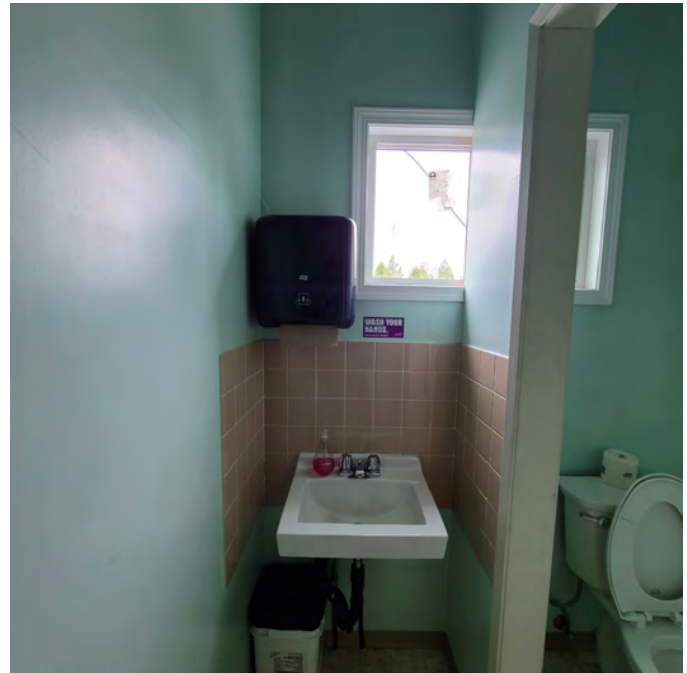
The photo above shows a secondary washroom.



The photo above shows outdated washroom accessories and awkward washroom layouts.



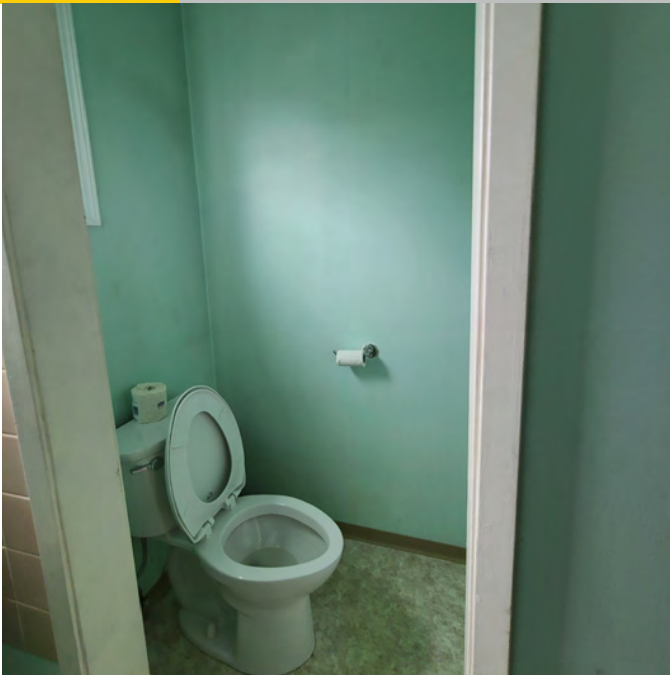
The washrooms are inadequate for the facility uses.



The washrooms need redesign and renovation to create efficiency for the required occupancy during training events or other.



# CONSTRUCTION GROUP



The photo above shows a residential style water closet. The toilets should be replaced with commercial grade units including open front seats.



The photo above shows a view into the kitchen and pantry areas.



The photo above shows a view of the general kitchen layout. There is no room for the fridge to be placed within the required space.



The photo above shows an overall outdated kitchen that needs redesign. More counter space and prep. area is required.





# CONSTRUCTION GROUP



The photo above shows a pass-through style counter top and prep. area. The layout is disconnected and doesn't make for a functional use of space. The fridge and pantry room are seen in the background of this photo. The layout is not ideal.



The photo above shows the kitchen appliances: stove, two microwaves, sink, no dishwasher.



The photo above shows the fridge and 'pantry' storage/ recycling room. This room could be configured for better storage and use of space.



The photo above shows the storage/ janitorial supply room which is accessible in the kitchen area only.



# CONSTRUCTION GROUP



The photo above shows the storage/ janitorial supply room. The room is overstocked and relatively inaccessible due to inadequate shelving and storage space. There is no mop sink for proper cleaning uses.



The photo above shows the storage/ janitorial supply room which is accessible in the kitchen area only. The room is unfinished inside with an inaccessible 'attic' access opening in the ceiling.



The photo above shows the storage/ janitorial supply room which is accessible in the kitchen area only. Exposed electrical and interior wall structure can be observed.



The photo above shows the storage/ janitorial supply room which is accessible in the kitchen area only.



# CONSTRUCTION GROUP



The photo above shows an overall view of the second floor administration area where all in-class training sessions are held. The table grouping allows for approximately 18 seats plus an instructor. The FD requires space for 24 training/ 30 occupants EOC.



The photo above shows white boards mounted to the walls for training teaching sessions. Storage and a desk space is seen in the background of this photo (now this is the Fire Chief's office). There is no open space for rope or first aid training or practice.



The following photos show elements of the supporting roof structure. A single exposed glulam beam is observed. The bearing and support column is hidden in the wall and cannot be confirmed adequate.



The photo above shows the glulam beam support at the front exterior wall. The beam is fastened to a metal bracket. The integrity and adequacy of this connection cannot be confirmed. It does not appear seismically sound.



# CONSTRUCTION GROUP



The photo above shows drywall cracking below the glulam beam which indicates building movement and/ or settlement.



The photo above shows a through-wall bolt connection (purpose unknown).



The photo above shows a hole through the complete building envelope. Daylight can be seen from the interior. The building wall assembly does not appear to be acceptable.



The photo above shows multiple flooring layers.



# CONSTRUCTION GROUP



The photo above shows a further look at the training area. The room has good natural lighting. The windows need to be replaced with new. The lighting should be upgraded.



The photo above shows the view from the second floor. This would be a good location for a second floor office or day lounge.



The photo above shows the building heating components.



The photo above shows electric baseboard heating and wall register. The photo also shows a closer look at the outdated VCT tile and wall finish.



# CONSTRUCTION GROUP



The photo above shows the second floor emergency exit stairs. The door does not have any emergency panic hardware and the door can only open approximately 75 degrees. The railing wood railing is weak and shows signs of significant weathering.



The photo above shows a view from the exterior exit stair landing to the ground. The landing surface is deteriorating and narrow. The hand rail is not of an acceptable design. NOT TO CODE/ unsafe for use.



The photo above shows a view of the Tugwell Fields site where a new Fire Hall may be built (alternate site study location). The new Food Bank location is proposed to be built here along with a possible reconfiguration of the fields and public green spaces.



The photo above shows a view of the Tugwell Fields site where a new Fire Hall may be built (alternate site study location).

# APPENDIX

**B**

# ALTERNATE

# SITE



# CONSTRUCTION GROUP

## A-B

### ALTERNATE SITE CONSIDERATIONS

#### TUGWELL SITE REVIEW



#### BACKGROUND

The District owns a sizable portion of land near the terminal of Forbes Road that is currently being used for 'sporting fields' and other recreational purposes. It has been noted that the current land usage is over-allocated to sports and recreational activities and that there may be a better usage of this land allotment. In particular, the question has been raised if redevelopment of this land would serve as a better location for a new Fire Hall or Emergency Services Facility as well as other community buildings.

#### OBJECTIVES

The purpose of Appendix B of this document, 'Ucluelet Fire Hall Feasibility Study - New Construction or Addition & Renovation', is to investigate one option for a new fire hall location in the District of Ucluelet and to present the information and findings for review.

#### OBSERVATIONS

Tugwell Fields are located approximately 400 m from Peninsula Rd which serves as one of the District's main driving and emergency response routes. The gravel parking lot accessible off Forbes Rd at the Tugwell Sports Fields is located approximately 1.9 km (4 minutes driving distance ) from the existing Fire Hall located at 1520 Peninsula Rd.

#### Site Access and Egress

The Tugwell site location appears to provide adequate roadway frontage along a relatively level grade creating reasonable on/off property vehicle and pedestrian movement. If properly designed, the site would likely accommodate the access turning radius of an aerial apparatus. Exiting the site apron would likely require crossing the solid yellow dividing line.



## A-B

ALTERNATE SITE  
CONSIDERATIONS  
CONTINUED

## TUGWELL SITE REVIEW



Figure 1 - 'Sketch exploring potential future facilities at Tugwell.' (This image has been referenced from Report No: 21-93 Subject: Food Bank on the Edge - Proposed New Location File No: 0890-20-TUGWELL-FBOE2021)

Vehicular access is currently restricted along Forbes Rd. which is a 'dead-end' road with a small turning radius at the termination point. There is no access or connection to Cynamocka Rd. or Marine Dr. (the District's secondary driving and emergency response route).

#### Roadway Limitations and Hazards

Forbes Rd is a narrow two-lane paved road with square curbing and no provided shoulder or parking lane in either driving direction. While the road is well-maintained, it was observed that two curves in the roadway and a descending grade to Peninsula Rd. may present visual traffic obstructions and a slower Fire Truck response time from the site to the response route. Parking appeared to be permitted along Forbes Rd. in both directions. The allowance of parking appeared to limit the movement of larger vehicles such as trucks without the need to cross over the solid yellow line dividing the directional driving lanes. Initial observations of traffic flow noted that the narrow road width combined with the allowance of parking along the roadway creates high-potential for vehicular accidents or other pedestrian safety hazards in the event where a fast moving fire truck is exiting the Tugwell site toward Peninsula Rd. and potentially impedes the on-coming traffic lane.

The intersection at Forbes Rd and Peninsula is controlled by a single stop sign with no traffic controls in place along Peninsula at this intersection. Vehicles must cross an uncontrolled pedestrian/ bike lane prior to executing a left or right turn.

Tall trees and shrubbery NW of the intersection impedes the line of sight for East-bound traffic and Fire Trucks entering the intersection for a left turn on Peninsula.

#### Site Services

Electrical - nearby availability.

Water/ fire suppression - fire hydrant at site location. Water pressure investigation required for sprinkler design adequacy.

Sewer - assumed nearby with capacity to service multiple community buildings (according to the Schedule D - Water & Sewer Infrastructure plan).

Storm service - assumed nearby with capacity to service multiple community buildings. Storm service may be designed to manage on-site or limit pressure on municipal system through collection methods.

#### Noise and Light Pollution

The building demographic in the area along Forbes Rd appears to be low-medium occupancy buildings (generally occupied only during day/ evening hours). However, the building demographic East and South of the subject area is comprised mainly of single-family residential housing. Noise and emergency lighting from fire hall vehicles may cause complaints from nearby residents unless sound buffers are installed around the property (i.e. landscaping, trees, etc.).

#### THE SITE

The district portion of land known as 'Tugwell Fields' including the 'Off-leash Dog Park' lends itself to some of the most flexible land redevelopment opportunities within District of Ucluelet for community infrastructure buildings.

The Tugwell Fields Site may be sub-divided into multiple properties (one being allocated to a new Fire Hall or Emergency Response Facility) that could easily accommodate up to 10,000 s.f. of building area that would meet the current and future needs of the Ucluelet Fire Rescue Service. A building at the Tugwell Fields Site location may allow for additional training space in various capacities including one or two-storey construction with an integrated hose/



# CONSTRUCTION GROUP

## A-B

### ALTERNATE SITE CONSIDERATIONS CONTINUED

#### TUGWELL SITE REVIEW

training tower and detached live burning training area.

Future Flood/ Tsunami Hazard Impact Potential

While the fields and adjacent surroundings are generally level terrain, it is understood that the overall elevation of this location is well outside of the 'Tsunami Hazard Zone' (studied and identified by others) and could be recommended as an acceptable post-disaster Fire Hall or Emergency Response Facility location.

#### Zoning/ OCP

Tugwell Fields are currently zoned as 'green' open space. The surrounding properties are zoned as commercial/service/retail, institutional, light industrial, and some single family residential.

According to the OCP Schedule 'A' Long-Range Use Plan, the Tugwell Fields site will be zoned for a mix of Institutional, industrial, and green/ open-space. A Fire Hall or Emergency Response Facility would fit well within the context area of the Tugwell Fields site location.

#### RECOMMENDATIONS (FINDINGS FOR REVIEW)

The Tugwell Fields Site presents both pro's and con's with respect to relocation of the existing Fire Hall Facility.

The current needs of the Fire Department do not appear to warrant the need for site relocation unless the following factors are considered:

- The plan for connection of Forbes Rd to Marine Dr. is imminent and will be completed in the same time frame of the completion of a new Fire Hall on the Tugwell site.
- There is expected population densification in the immediate area including multi-storey, high-risk buildings.
- Forbes Rd is widened or parking is disallowed at the curb.
- Flashing lights are installed at the intersection of Forbes Rd and Peninsula that activate during a emergency call-out event.
- There is expected to be an inclusion of the Ambulance Service.
- There is expected need for a live burn training area on the fire hall property.
- There is expected redevelopment of the sports-fields and recreational green space to include community buildings and new recreational facilities.



Google Maps Image - Tugwell site view looking SE from Forbes Rd



Google Maps Image - Tugwell site view looking SE from Forbes Rd



# CONSTRUCTION GROUP

## A-B

### ALTERNATE SITE CONSIDERATIONS CONTINUED

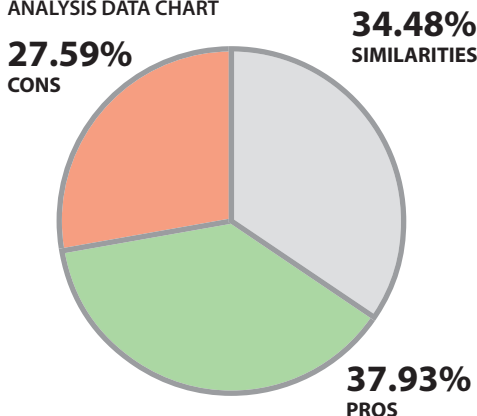
#### TUGWELL SITE REVIEW HIGHLIGHTS

- SIMILARITIES:**
- PI - institutional zone (Tugwell future)
  - Outside present day and future rare event flood hazard/ tsunami zone
  - Access to required utilities
  - Reasonable emergency response time frame
  - Capable of accommodating a new single-storey or two-storey fire hall with 5-6 apparatus bays.
  - Reasonable site access and egress
  - Generally level land/ terrain limiting the need for major site work (fill or haul out)
  - District owned property - coordination required with Food Bank At Tugwell or UAC at existing site
  - Access and egress from a two-lane roadway
  - Uncontrolled intersections (no flashing warning lights)

- PROS:**
- Capable of accommodating a new single-storey or two-storey 6 bay drive through style fire hall
  - Capable of accommodating an aerial apparatus
  - Capable of accommodating training grounds and/or detached training facilities on-site
  - Capable of accommodating ambulance service inclusion in the same building
  - The existing facility may continue normal operations while a new facility is constructed (no temp. cost)
  - Increased layout and design flexibility which may result in cost-savings
  - Municipal owned empty lot, no designated lot size (Fire Hall could dictate required needs)
  - The District may benefit more from the sale or reallocation of the existing fire hall property which could potentially be combined with the neighbouring lot and designated for a new community hall across from the school
  - Better location for HWY access/ road rescues
  - More central location to accommodate future District growth
  - Possible to design a multi-use facility to include public washroom and change rooms

- CONS:**
- Increased travel distance from high-risk/ high-occupancy buildings (i.e. further to town)
  - Existing Forbes Rd limitations and hazards (refer to 'Roadway Limitations and Hazards' section)
  - Possible need for roadway/ intersection infrastructure work
  - Combined EM facilities and training grounds may require additional security and delineation for public safety near recreational areas
  - Uncontrolled intersection (no flashing warning lights at Forbes Rd and Peninsula)
  - New facility costs at the Tugwell site may be more than addition & renovation of the existing Fire Hall facility
  - The surrounding area may not see enough year-over-year growth to warrant a new, larger facility
  - Neighbouring residents may object due to an introduction of alarm/ siren/horn noise pollution in the area

ANALYSIS DATA CHART



A-B

**BUDGETARY  
OPT. #3  
TUGWELL**

**PRELIMINARY BUDGET SUMMARY****NEW CONSTRUCTION AT TUGWELL**

Project: Ucluelet Fire Hall  
Ucluelet , BC

<b>TOTAL SF</b>	<b>9,951</b>	<b>COST/UNIT TOTAL</b>	<b>\$437.75</b>
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(hard construction)

Date: 25-Aug-21

Notes: No escalation. Values to reflect current market conditions.

CLASS "D"

DIVISIONAL BREAKDOWN		\$/SF	TOTAL	%
0100	General Requirements	\$ 57.39	\$ 571,078.19	13.1%
0018	Site Work	\$ 65.66	\$ 653,407.54	15.0%
0300	Concrete Work	\$ 34.14	\$ 339,771.92	7.8%
	New building structure, cladding, and roofing	\$ 96.31	\$ 958,331.06	22.0%
0400	Masonry	\$ 5.25	\$ 52,272.60	1.2%
0500	Metals	\$ 1.31	\$ 13,068.15	0.3%
0600	Wood & Plastics	\$ 8.71	\$ 86,685.40	2.0%
0700	Thermal & Moisture Protection	\$ 6.57	\$ 65,340.75	1.5%
0800	Doors & Windows	\$ 20.36	\$ 202,556.34	4.7%
0900	Interior Finishes	\$ 35.46	\$ 352,840.07	8.1%
1000	Specialties	\$ 3.11	\$ 30,927.96	0.7%
1100	Equipment	\$ 15.50	\$ 154,204.18	3.5%
1200	Furnishings	\$ 1.49	\$ 14,810.57	0.3%
	Mechanical and Electrical	\$ 86.50	\$ 860,755.53	19.8%
<b>TOTALS CONSTRUCTION</b>		<b>\$ 437.75</b>	<b>\$ 4,356,050.25</b>	<b>100%</b>

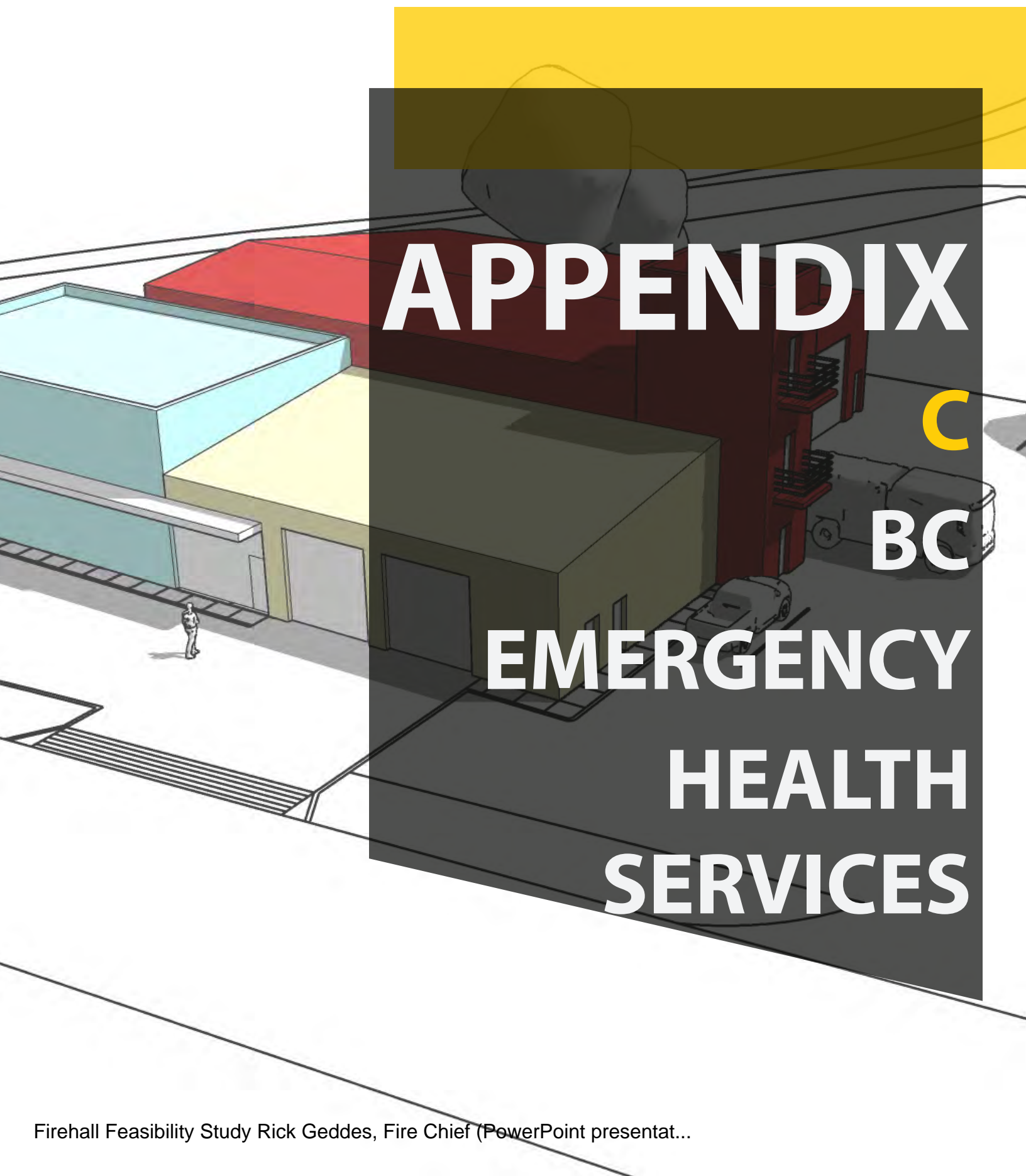
SOFT COSTS		\$/SF	TOTAL	%
	Architect and other design consultants	\$ 24.49	\$ 243,700.00	55.2%
	Project Management (at 3% of hard costs)	\$ 13.13	\$ 130,681.51	29.6%
	Project Specific Insurance	\$ 2.24	\$ 22,300.00	5.1%
	Other Soft Costs	\$ 4.48	\$ 44,600.00	10.1%
<b>TOTALS SOFT COST</b>		<b>\$ 44.35</b>	<b>\$ 441,281.51</b>	<b>100%</b>

OTHER		\$/SF	TOTAL	%
		\$ -	\$ -	
		\$ -	\$ -	
	Hydro	\$ 8.04	\$ 80,000.00	18.1%
	PROJECT CONTINGENCIES (AT 5%)	\$ 21.89	\$ 217,802.51	73.1%
<b>TOTALS OTHER</b>		<b>\$ 29.93</b>	<b>\$ 297,802.51</b>	<b>91%</b>

TOTAL		\$/SF	TOTAL	
<b>PROJECT TOTAL</b>		<b>\$ 512.02</b>	<b>\$ 5,095,134.27</b>	

CASH ALLOWANCE

TBD



# APPENDIX

C

BC

# EMERGENCY

# HEALTH

# SERVICES

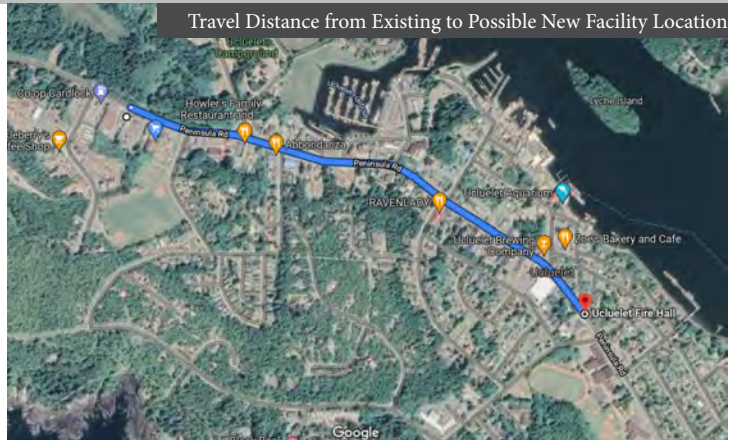


# CONSTRUCTION GROUP

# A-C

## BC EMERGENCY HEALTH SERVICES

### FIRE & AMBULANCE PARTNERSHIP



### FIRE & AMBULANCE PARTNERSHIP

While a new Ambulance Service Station could be accommodated at the Tugwell Site (noted previously in this study), there may be capacity and possibility for Fire and Ambulance Service integration into one new Emergency Services Building located at 1520 Peninsula Rd. provided that the existing lot and the adjacent recreational hall lots are amalgamated.

Consideration would be required for a site move to 1520 Peninsula Rd that would position the Ambulance Service approx. 3 minutes (by vehicle) further in town and away from highway access.

The combined partnership may allow for pooling of funds between the two parties to cover the costs of a new post-disaster facility that will accommodate future growth and changing needs of the District and surrounding community. A singular 'Emergency Services' facility would allow for more efficient land usage and lot coverage. However, it would be expected that emergency vehicle traffic from the singular lot onto Peninsula Rd would increase, and therefore review would be required and flashing warning lights at the apron intersection may need to be installed. An increase in noise pollution would also be expected.

A conceptual model has been prepared showing how the Ambulance service may be integrated into a new EM Service Facility.

The British Columbia Ambulance Service Station 134 is currently located at 2072 Peninsula Rd, Ucluelet BC. This station currently serves the District of Ucluelet and surrounding community with one ambulance vehicle.

### THE EXISTING FACILITY

The existing station is situated just outside the center of Town. This site position allows for good access to the Tofino-Ucluelet Highway and provides reasonable response time to low, medium, and highly populated buildings (i.e. City Hall, Hotels/ Motels, Restaurants, Schools).

The current station is a single bay structure occupying a small lot adjacent the CO-OP gas station. The lot allows for apron ambulance vehicle parking/ washing, and on-site personnel parking. It has been noted that the existing facility and aging building may not meet the future needs of the growing District of Ucluelet.



# CONSTRUCTION GROUP

## A-C

### CONCEPTUAL DESIGN WITH AMBULANCE

#### NEW CONSTRUCTION

#### ASSUMED FUTURE NEEDS

- 1 Exterior apron + 2-3 standard parking stalls
- 2 Ambulance vehicle bays (size: TBD)
- 2 Single use universal washroom/ shower rooms (size: TBD)
- 1 Office/ administrative space (size: 10x10)
- 1 Medical/ cleaning supply storage room (size: 12x15) - mezzanine
- 2 Single bed dorm room sleeping quarters (size: 6x9)
- 1 Mechanical room
- 1 Electrical room
- 1 Kitchenette/ lounge space and eating area

#### DESIGN CONSIDERATIONS

- 2 Storey Fire Hall Administration, single storey ambulance



Ariel View of Possible New Emergency Service Facility (SE corner)



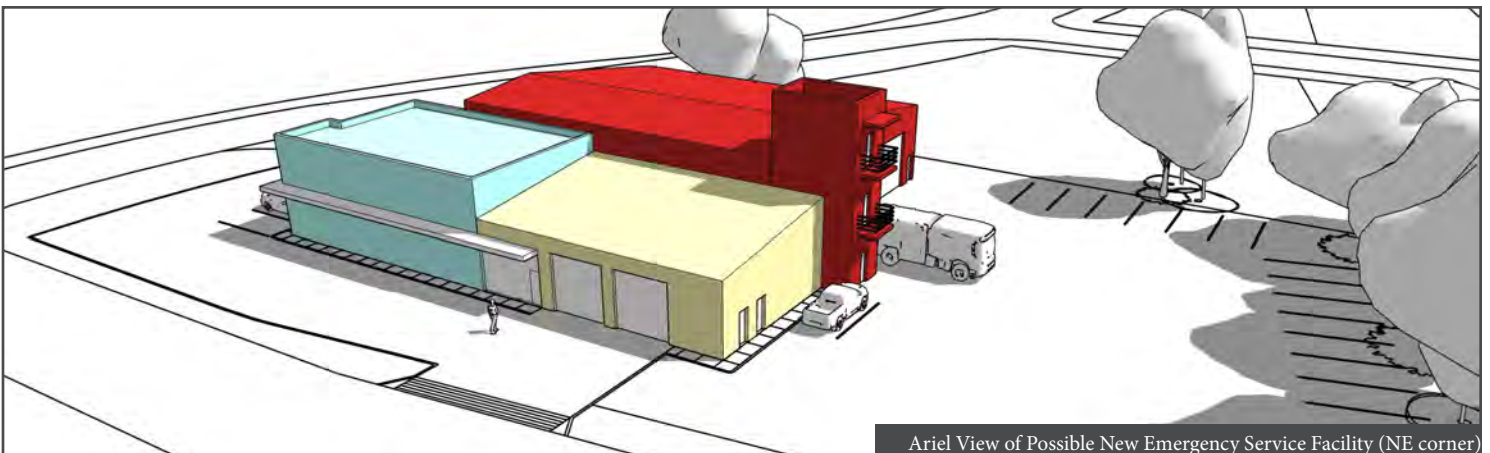
View of Possible Fire Hall Facility Entrance (blue)



View of Possible Ambulance SVC Facility Entrance (yellow)



View of Possible Fire Hall Apparatus Bays and Training Tower (red)



Ariel View of Possible New Emergency Service Facility (NE corner)

\*Rendering models shown feature an artists conceptual design for visualization of building massing and site location only. The general shape or form do not represent an actual construction ready design. Liberty Contract Management Inc. reserves the rights to any and all rendering design or other drawing elements. Construction design and drawings require the official stamp of an architect.





## UCLUELET FIRE RESCUE FEASIBILITY STUDY

### REPORT CONTRIBUTIONS

#### Ucluelet Fire Rescue

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#### Liberty Construction Group

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Todd Zukiwsky - Pre-Construction Manager

Contact Email: todd@lcmconstruction.ca

#### Architectural

Report Consultant: Barrie Chadwick Architect Inc.

#### Images:

Some images provided in this report have been fully licensed for use through Adobe stock. Maps and aerial screen shots have been provided by Google Maps or Ucluelet's District Mapping system with authorization for use in this report by Ucluelet Fire Rescue.

#### Study Disclaimer:

This feasibility study was prepared for the District of Ucluelet Fire and Rescue Service (Fire Brigade) by Liberty Contract Management Inc. While Liberty believes the information and findings (recommendations) contained herein to be good and reliable under the conditions and information present during the time the study was conducted, Liberty does not guarantee its accuracy. The study was completed to the best capability of Liberty under the conditions and subject limitations.

Although this report and concept has been completed with the general oversight of an Architect, the accuracy of drawings or sketches cannot be guaranteed for further design use. An Architect should be consulted for build and site design and applicable code analysis.

The use of this study, plans, budgets, construction schedule, or any information contained herein will be at the end user's sole risk, regardless of any errors or fault of Liberty Contract Management Inc.

Liberty cannot estimate or anticipate escalation costs at this time.





## REPORT TO COUNCIL

Council Meeting: March 29, 2022  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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<b>FROM:</b>	PAULA MASON, MANAGER OF CORPORATE SERVICES	<b>FILE NO:</b> 3900-25
<b>SUBJECT:</b>	ELECTION AND ASSENT VOTING BYLAW	<b>REPORT NO:</b> 22- 38
<b>ATTACHMENT(S):</b>	ELECTION AND ASSENT VOTING BYLAW No. 1305, 2022 ELECTION AND ASSENT VOTING BYLAW No. 1231, 2018	

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### RECOMMENDATION(S):

THAT Council approve Option A, to give Election and Assent Voting Bylaw No. 1305, 2022 first, second and third readings as presented.

### BACKGROUND:

Part 3 of the *Local Government Act* governs how municipal elections are run, however local governments are responsible for adopting bylaws that will govern particular aspects of the actual election, such as the manner for resolving ties, whether to allow mail-in ballots, and other administrative details.

As such, Council is presented today with a bylaw that will define several of the issues that should be addressed in our local Elections and Assent Voting bylaw, that are not present in the current version, thus repealing Bylaw No. 1231, 2018.

### ANALYSIS OF OPTIONS

Election and Assent Voting Bylaw No. 1305, 2022 (“the Bylaw”) provides a set of administrative decisions that our current Chief Election Officer and Deputy Chief Election Officers can follow:

**Nomination Deposits:** Municipalities are given the option to charge a deposit when candidates file his/her/their nomination paperwork. The District of Ucluelet is opting not to charge a fee.

**Access to Nomination Documents:** Section 89 of the *Local Government Act* provides for public notice to nomination documents in any manner the local government considers appropriate, including the Internet or other electronic means, in addition to viewing the documents at the local government office.

**Order of Names on the Ballot:** Section 117 of the *Local Government Act* permits the order of names on the ballot to be determined by lot, rather than placed in alphabetical order by last name.

**Authority of the Chief Election Officer (“CEO”) and/or Deputy Chief Election Officer (“DCEO”):** Among other duties as authorized in sections 58 and 59 of the *Local Government Act*, the CEO/DCEO should be authorized to:

- Establish additional general voting opportunities for general voting day and designate voting places for both general voting day and the required advance voting opportunities.

- Recruit, appoint and train any other presiding election officials and elected officials that are needed to run the election on voting days.

**Resolution of Tie Vote after Judicial recount:** As authorized in section 151 of the Local Government Act, a local government may, by bylaw, provide that if at the completion of a judicial recount the results of the election cannot be declared because there is an equality of valid votes for 2 or more candidates, the results will be determined by lot, rather than by runoff election.

**Signage:** If the existing local government’s sign bylaw does not address all signage regulations as related to an election, the election and assent voting bylaw should include the additional details.

**Procedures after close on voting day:** It is common to see these procedures laid out in a local government’s bylaw, as it helps to have all main procedural details located in one document.

<b>A</b>	THAT Council give the bylaw first, second & third readings as presented.	<u>Pros</u>	<ul style="list-style-type: none"> <li>• Where there’s an option given to local government, the preferred choice will now be clear, giving election officers and officials a defined set of guidelines to follow</li> <li>• Opting to not charge a nomination deposit will minimize additional duties being put on the finance team</li> <li>• Having the nomination documents available for viewing on our website, will increase the ability of the public to inspect them and will minimize large numbers of people having to physically visit the municipal office</li> <li>• Giving the CEO/DCEO the authority to carry out the administrative duties of the election as needed will ensure preparations are conducted in a smooth/timely manner</li> <li>• Specifying provisions related to permitted signage ahead of time ensures that candidates, members of the public and staff are aware of campaign/advertising regulations</li> <li>• Deciding ahead of time to have a tie vote decided by lot following judicial recount, saves the District a large amount financially, if a runoff election had to be held instead to decide the results of the tie</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>• If provincial legislation is changed prior to 2026, the bylaw will need to be amended accordingly</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>• Time spent gathering regulations to include in training packages for election officials will be reduced as many of the guidelines will now be in one document</li> <li>• Time spent familiarizing candidates on allowable election campaigning and signage using the bylaw, will reduce the requirements on bylaw enforcement</li> </ul>
<b>B</b>	Do not amend the existing bylaw.	<u>Pros</u>	<ul style="list-style-type: none"> <li>• No further work is needed at this time</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>• Less direction available to election staff</li> <li>• Less accessibility for members of the public to inspect documents</li> <li>• Less awareness of legislative guidelines around acceptable election signage/campaigning</li> <li>• Potential for a having to run another election if a tie vote went to judicial recount and we did not have a bylaw specifying that it is to be resolved by lot</li> </ul>

		<ul style="list-style-type: none"> <li>Lack of consistency with the <i>Local Government Act</i></li> </ul>
	<u>Implications</u>	<ul style="list-style-type: none"> <li>Huge financial implications if a runoff election was required (advertising, printing of ballots, remuneration of election officials etc.)</li> </ul>
	<u>Suggested Motion</u>	

**POLICY OR LEGISLATIVE IMPACTS:**

[Section 56 \(2\) \(a\)](#) of the LGA requires that bylaws applying to the conduct of the 2022 general local election be adopted by July 4, 2022.

**NEXT STEPS**

- If given first, second & third readings, the Bylaw would be brought back for consideration and adoption to a future meeting of Council.
- If adopted, the District of Ucluelet website would be updated, and both nomination packages and election officials training packages will be prepared with the new bylaw included.
- Our requirement to have a bylaw, that is consistent with the *Local Government Act*, in place by July 4, 2022 will have been met.

**Respectfully submitted:**

PAULA MASON, MANAGER OF CORPORATE SERVICES  
 DONNA MONTEITH, CFO, ACTING CAO

**DISTRICT OF UCLUELET**

**Bylaw No. 1305, 2022**

A Bylaw to provide for the determination of various procedures for the conduct of elections and assent voting.

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**WHEREAS** under the *Local Government Act*, Council may, by bylaw, determine various procedures and requirements to be applied to the conduct of elections and assent voting;

**AND WHEREAS** Council wishes to establish voting procedures and requirements under that authority;

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

**1. CITATION**

This Bylaw may be cited for all purposes as the "District of Ucluelet Election and Assent Voting Bylaw No. 1305, 2022."

**2. MINIMUM NUMBERS OF NOMINATORS**

As authorized under Section 86 of the *Local Government Act*, the minimum number of qualified nominators required to make a nomination for office as a member of Council shall be 2, unless otherwise specified by bylaw.

**3. NOMINATION DEPOSITS**

No nomination deposit is required upon submission of nomination documents.

**4. ACCESS TO NOMINATION DOCUMENTS**

As authorized under Section 89(7) of the *Local Government Act*, public access to nomination documents will be provided at the District of Ucluelet Municipal Office, 200 Main Street, Ucluelet, during regular business hours and electronically via the internet, as soon as practicable after the time of delivery to the Chief Election Officer, until 30 days following the declaration of election results.

**5. ELECTOR REGISTRATION**

As authorized under Section 76 of the *Local Government Act*, for all elections and assent voting the most current available Provincial list of voters prepared under the *Election Act*, shall form the register of resident electors and shall become the register of electors on the 52<sup>nd</sup> day prior to general voting day.

**6. GENERAL LOCAL ELECTION**

As required under Section 52 of the *Local Government Act*, elections for the mayor and councillors must be held:

- (a) in the year 2014 and in every 4<sup>th</sup> year after that; and

(b) on the 3<sup>rd</sup> Saturday of October in the year of the election.

## 7. BY-ELECTION

As required under Section 54 of the *Local Government Act*, an election must be held to fill a vacancy in an elected local government office, unless the vacancy occurs after June 1<sup>st</sup> in the year of a general election.

## 8. ASSENT VOTING

Assent voting opportunities must be held in accordance with Part 4 the *Local Government Act*.

## 9. AUTHORITY

In addition to the powers as authorized in Sections 58 and 59 and all other relevant Sections of the *Local Government Act* and the *Local Elections Campaign Financing Act*, the Chief Election Officer shall be authorized to:

- a) establish additional general voting opportunities for general voting day and designate voting places for both general voting day and the required advance voting opportunities; and
- b) recruit, appoint and train any other presiding election officials and elected officials that are needed to run the election on voting days.

## 10. ADVANCE VOTING

As required under Sections 107 (1) and (2) of the *Local Government Act*, an advance voting opportunity, for elections and assent voting, must be held on the tenth day before general voting day. Voting hours must be from 8 a.m. to 8 p.m. A second advance voting opportunity will not be held. As soon as practicable after the declaration of an election by voting, the Chief Election Officer must designate voting places for the required advance voting opportunities and must give notice in accordance with Section 107 (5) of the *Local Government Act*.

## 11. VOTER IDENTIFICATION

1. To be registered as a resident elector of a municipality or electoral area, a person must meet the requirements as set out under Section 65 (1) of the *Local Government Act*, on the day of registration.
2. To be registered as a non-resident property elector of a municipality or electoral area, a person must meet the requirements as set out under Section 66 of the *Local Government Act*, on the day of registration.

## 12. MAIL BALLOT VOTING

Mail ballot voting will not be offered within the District of Ucluelet.

### 13. ORDER OF NAMES ON BALLOT

The order of names of candidates on the ballot will be determined by lot, in accordance with Section 117 of the *Local Government Act*.

### 14. SCRUTINEERS

As authorized under Section 120 (3) of the *Local Government Act* the number of scrutineers for each candidate that may attend at an election is one (1) scrutineer for each ballot box in use at a voting place. As authorized under Section 181 of the *Local Government Act*, which may be amended from time to time, for assent voting, the number of scrutineers for the question and the number of scrutineers against the question that may attend at the voting place is (1) scrutineer.

### 15. SIGNAGE

Notwithstanding Bylaw No. 1060, 2007, the following provisions shall apply:

1. No Political Signs shall be placed:
  - (a) on a highway meridian, traffic circle or roundabouts, or in a Park;
  - (b) on or in civic buildings owned or leased by the District of Ucluelet such as municipal hall, libraries, fire halls, museums, or similar facilities;
  - (c) on any tree, planter, utility pole, waste receptacle, newspaper box, or mailbox located on District-owned land; or
  - (d) within 1 metre of a fire hydrant.
2. As required under Section 163 (4)(c) of the *Local Government Act*, a person must not post, display, or distribute election advertising, or any material that identifies a candidate or elector organization, unless this is done with the authorization of the Chief Election Officer, at or within 100 metres of a building, structure or other place where voting procedures are being conducted at the time.
3. As required under Section 234 (1) of the *Election Act*, during a campaign period, an individual or organization must not post, display or disseminate in or within 100 metres of the building where the office of the district electoral officer is located
  - (a) campaign period election advertising, or
  - (b) any material that identifies a candidate, registered political party or registered constituency association, unless this is done with the authorization of the district electoral officer.
4. Political signs must comply with provisions of the *Local Government Act*, *Local Elections Campaign Financing Act*, *Elections Act*, *Motor Vehicle Act*, *Transportation Act*, and any other applicable Provincial or Federal statutes, orders or regulations relating thereto.
5. Political signs must not be displayed more than 30 days prior to the General Voting Day, by-election, or assent voting, and are to be removed by the next business day after the conclusion of General Voting Day, by-election, or assent voting.

### 16. PROCEDURES AFTER CLOSE ON VOTING DAY

In accordance with Division 14 of the *Local Government Act*, the following provisions shall apply:



1. The counting of the votes on ballots used for general voting is to be conducted at the voting place where the ballot boxes containing them are located, unless the Chief Election Officer directs that the counting is to take place at another location.
2. A presiding election official and at least one other election official must be present while counting proceedings are being conducted.
3. The counting of the votes on ballots for an election must be conducted by the presiding election official or by other election officials under the supervision of the presiding election official.
4. The procedures for the counting and handling of the votes must be followed as required under Division 14 – Sections 133 through Sections 147 inclusive - of the *Local Government Act*.
5. Before 4 p.m. on the fourth day following the close of general voting, the Chief Election Officer must declare the results of the election as determined under Section 145 of the *Local Government Act*.

#### **17. RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT**

In the event of a tie vote after a judicial recount, the results will be determined by lot, in accordance with Section 151 of the *Local Government Act*.

#### **18. EFFECTIVE DATE**

This bylaw shall come into force and effect upon the date of adoption.

#### **19. SEVERABILITY**

If any part, Section, sub-section, clause of this bylaw for any reason is held to be invalid by the decisions of a Court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remaining portions of this bylaw.

#### **20. REPEALS**

The District of Ucluelet “Election and Assent Voting Bylaw No. 1231, 2018” and all amendments are hereby repealed.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**CERTIFIED A TRUE AND CORRECT COPY** of "District of Ucluelet Election and Assent Voting Bylaw No. 1305, 2022".

---

Mayco Noël  
Mayor

---

Paula Mason  
Deputy Corporate Officer

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

---

Paula Mason  
Deputy Corporate Officer

**DISTRICT OF UCLUELET****BYLAW NO. 1231, 2018**

A bylaw to provide for the determination of procedures for the conduct of elections and assent voting.

---

The Council of the District of Ucluelet enacts as follows:

**1. CITATION**

This Bylaw may be cited for all purposes as "Election and Assent Voting Bylaw No. 1231, 2018."

**2. ELECTOR REGISTRATION**

As authorized under the *Local Government Act*, for all elections and assent voting the most current available Provincial list of voters prepared under the *Election Act*, shall become the register of resident electors on the 52<sup>nd</sup> day prior to general voting day.

**3. GENERAL LOCAL ELECTION**

As required under the *Local Government Act*, elections for the mayor and all councillors must be held:

- (a) in the year 2014 and in every 4<sup>th</sup> year after that; and
- (b) on the 3<sup>rd</sup> Saturday of October in the year of the election.

**4. BY-ELECTION**

As required under the *Local Government Act*, an election must be held to fill a vacancy in an elected local government office.

**5. ASSENT VOTING**

Assent voting opportunities must be held in accordance with the *Local Government Act*.

**6. ADVANCE VOTING**

- (a) As required under the *Local Government Act*, an advance voting opportunity must be held the 10<sup>th</sup> day before general voting day for elections and assent voting.
- (b) In accordance with the *Local Government Act* for municipalities with a population of 5,000 or less, a second advance voting opportunity will not be held for elections and assent voting.

**7. GENERAL**

- (a) Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.
- (b) If any part, section, sentence, clause, phrase or word of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the bylaw had been adopted without the invalid portion.

**8. REPEAL**

“District of Ucluelet Local Government Elections Procedural Bylaw No. 1088, 2008” and all amendments thereto are hereby repealed.

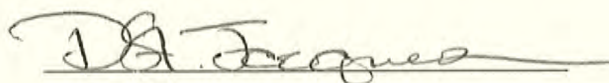
**READ A FIRST TIME** this 22<sup>nd</sup> day of **May, 2018.**

**READ A SECOND TIME** this 22<sup>nd</sup> day of **May, 2018.**

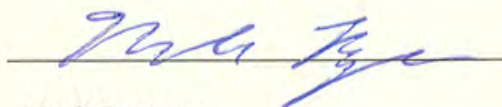
**READ A THIRD TIME** this 22<sup>nd</sup> day of **May, 2018.**

**ADOPTED** this 12<sup>th</sup> day of **June, 2018.**

**CERTIFIED CORRECT:** “Election and Assent Voting Bylaw No. 1231, 2018.”



Dianne St. Jacques  
Mayor



Mark Boysen  
Corporate Officer

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



Mark Boysen  
Corporate Officer



## REPORT TO COUNCIL

Council Meeting: March 29, 2022

500 Matterson Drive, Ucluelet, BC V0R 3A0

<b>FROM:</b>	BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING	<b>FILE NO:</b> 5280-16
<b>SUBJECT:</b>	TSUNAMI RISK TOLERANCE - INTERIM POLICY	<b>REPORT NO:</b> 22- 47
<b>ATTACHMENT(S):</b>	APPENDIX A – DRAFT POLICY #8-5280-1 APPENDIX B – UNDRR BRIEF “UNDERSTANDING RISK” APPENDIX C - EXCERPT FROM BC <i>FLOOD HAZARD AREA LAND USE MANAGEMENT GUIDELINES</i> APPENDIX D – OCP MAP EXCERPTS: FLOOD HAZARDS	

### RECOMMENDATION(S):

**THAT** Council adopt Tsunami Risk Tolerance – Interim Policy #8-5280-1.

### BACKGROUND:

#### 1. Provincial Context

Since 2004 the Province of BC has made local governments responsible for managing flood risk under authority provided through the *Local Government Act*. The Province has provided *Flood Hazard Area Land Use Management Guidelines*<sup>1</sup> which provide information on how to define and designate floodplains, and acceptable building practices. This provincial framework was originally developed in response to river flooding, and later applied to coastal storm hazards.

In 2018 the Guidelines were amended including direction on flood risk due to tsunamis.

In 2018 BC also adopted the UN’s Sendai framework for disaster risk reduction. For context see the UN Office for Disaster Risk Reduction’s brief on “Understanding Risk” in **Appendix “B”**. Adopting the Sendai framework is part of the Province’s efforts to modernize BC’s emergency management legislation<sup>2</sup>. Changes are expected within the *Emergency Program Act* and other provincial acts, regulations and policies addressing disaster risk management. Staff expect the initial focus of such changes will be on wildfire and flooding (due in part to climate change) and that, particularly given the recent wildfire and river flooding events in BC, the tsunami flood risk policy may not be a primary focus for some time.

Best practices and policy for the use of land within flood hazard areas have not been provided by the province in the *Flood Hazard Area Land Use Management Guidelines* – for now local governments are left to resolve this policy area reflecting the local tolerance for risk.

<sup>1</sup> [https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/integrated-flood-hazard-mgmt/flood\\_hazard\\_area\\_land\\_use\\_guidelines\\_2017.pdf](https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/integrated-flood-hazard-mgmt/flood_hazard_area_land_use_guidelines_2017.pdf)

<sup>2</sup> [https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/modernizing\\_bcs\\_emergencymanagement\\_legislation.pdf](https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/modernizing_bcs_emergencymanagement_legislation.pdf)

**Mitigation for Local Authorities**

**Building & Development**  
Risk reduction starts with making sound decisions about where and how to build. To facilitate risk-based decision-making about building and development in hazardous areas, the following is proposed.

**It is proposed to:**

- Require Local Authorities, and the Province (through the Ministry of Transportation and Infrastructure's subdivision approval authority in unincorporated areas) to give greater consideration of current and future risk for new development approvals in hazardous areas; and,
- Require sustainable long-term mitigation measures when building and development is approved in hazardous areas.

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Modernizing BC's Emergency Management Legislation

BRITISH COLUMBIA

Figure 1 (source: <https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/>)

The Province has signalled that local governments must consider tsunami risk with new development approvals - it just doesn't clarify how. The amended *Flood Hazard Area Land Use Management Guidelines* state that a subdivision application in a tsunami prone area must include a report by a suitably qualified Professional Engineer, experienced in coastal engineering who must formulate safe building conditions for each proposed lot. The guidelines go on to state that flood construction level (FCL) requirements should be established on a site-specific basis and take into account tsunami hazards, and that reductions to these requirements should only be considered where the building can be built to the Tsunami FCL on bedrock (see excerpt in **Appendix "C"**).

## 2. Ucluelet context of "tsunami prone areas"

In 2020 the District commissioned flood hazard mapping<sup>3</sup>, completed by Ebbwater Consulting Inc. and Cascadia Coast Research Ltd. The flood mapping project looked at coastal storm flooding and set FCL recommendations to avoid risk of flooding from coastal storms. The project also modelled tsunami flood hazards. The tsunami flood construction reference plane was defined mostly by the "G2018-S-A splay fault rupture" scenario, which produced the largest modelled wave. A megathrust earthquake of the Cascadia Subduction Zone poses this largest hazard to Ucluelet, and that there is evidence to suggest that this type and size of event occurs every 300 to 500 years. The last known major earthquake from this fault occurred in 1700 and caused a large tsunami impacting the coasts of both North America and Japan.

The relevant maps from the 2020 flood hazard mapping have been incorporated into the District of Ucluelet Official Community Plan (OCP):

- Map 4: Coastal Storm Flood Construction Levels
- Map 5: Tsunami Flood Hazard Vulnerability Zones
- Map 6: Tsunami Flood Planning Level

These maps are attached in **Appendix "D"**.

<sup>3</sup> <https://ucluelet.ca/community/sustainability-climate-action/flood-mapping/technical-flood-mapping-reports>

Numerous properties in Ucluelet are already developed with homes and other buildings along the shoreline in areas subject to the mapped tsunami hazards identified in Map 5 of the OCP. Creating a prohibition of building below a tsunami flood construction level on existing properties would be onerous. Instead, the approach followed by the District has been as follows:

- On existing properties new construction, additions, and alterations require:
  - If above the Coastal Flooding FCL, a normal building process would be followed.
  - If below the Coastal Flooding FCL, a geotechnical and structural assessment and covenant would need to be completed for the structure, with the engineers' certification that the proposed construction would be safe for its intended use even with the anticipated Coastal Flooding.
- Risk from tsunami hazards on existing properties is mitigated by education, awareness, emergency preparedness and evacuation planning.
- On properties proposed for subdivision to create new land parcels:
  - Any new parcels would only be approved if they contain a building envelope that would not be subject to Coastal or Tsunami flooding.

### 3. Policy Gap: How to apply tsunami FCL's to sites vulnerable to flood hazard?

The crux is that an Approving Officer, faced with a subdivision approval, would be hard-pressed in light of the provincial guidelines to approve any subdivision creating lots with building areas under any level of Tsunami flood risk on OCP Map 5, without further policy guiding how the mapping should be applied. At the same time property owners have some uncertainty about what land uses - and their locations – could be approved.

This area of local policy for flood risk management hinges on the District's tolerance for risk, weighed against the balance of community interests.

### 4. Aiming to keep risk "As Low As Reasonably Practicable":

The destructive nature of tsunamis as well as their relative infrequency means that they do not naturally fit within the definition of FCL provided in the Provincial Guidelines. The Engineers and Geoscientist of BC approach this with consideration of the best use of land and the risk tolerance of the people affected following the principle of keeping the risk "as low as reasonably practicable" (ALARP). For Ucluelet, this requires a decision based on community tolerance and consideration of what is reasonable and what is practicable in the community context.

The hazards have been identified. The degree of risk depends on decisions we make, and those decisions will require a degree of trade-off.

### 5. Levels of Flood Hazard

The following sketch attempts to illustrate the factors and relative coastal storm and tsunami flood hazards as shown on the OCP Maps 4, 5 and 6:

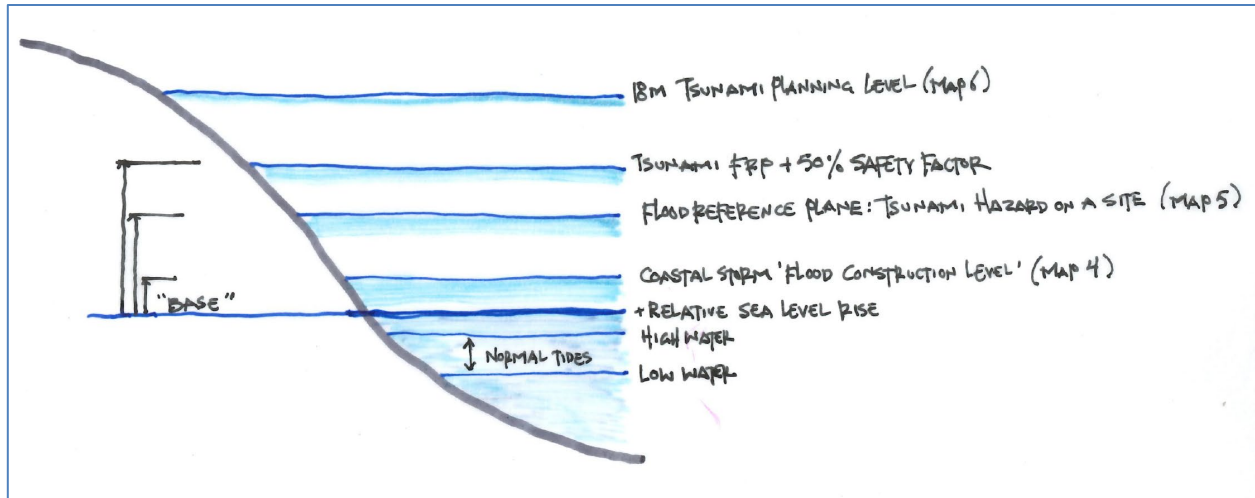


Figure 2: illustration of flood levels

Note that the base line for modelled flood levels includes a factor for relative sea level rise (RSLR). The Ucluelet flood mapping uses the provincial standard 1m RSLR.

Risk is created depending on what we choose to place in areas subject to these potential infrequent but destructive hazards. This intersects with the local government role in regulating land use through its Zoning bylaw and OCP land use designations, etc.. It also factors into decisions on the location of critical community infrastructure and facilities.

#### 6. What might be considered "Reasonable" Risk

A reasonable case might be made that there is plenty of land outside any mapped tsunami hazard areas within the boundaries of Ucluelet to accommodate expected growth, and therefore there is no need to approve any new land uses or developments in those locations - until perhaps the Province provides clearer guidance and support on risk management in these areas. That approach would leave some properties in Ucluelet with drastically reduced development potential, however. While this report is not focussed on any specific property, there are current and near-future housing development proposals which would be impacted. Those property owners may wish to address Council to provide their perspective and staff suggest that their comments should be sought.

The case could also be made that a reasonable approach is to use the best information currently available, with a reasonably conservative safety factor, and allow a range of land uses in areas where there may be risk from tsunami flooding, based on the vulnerability of those land uses and their impact on community-wide resiliency. The following sketch attempts to illustrate one such approach:



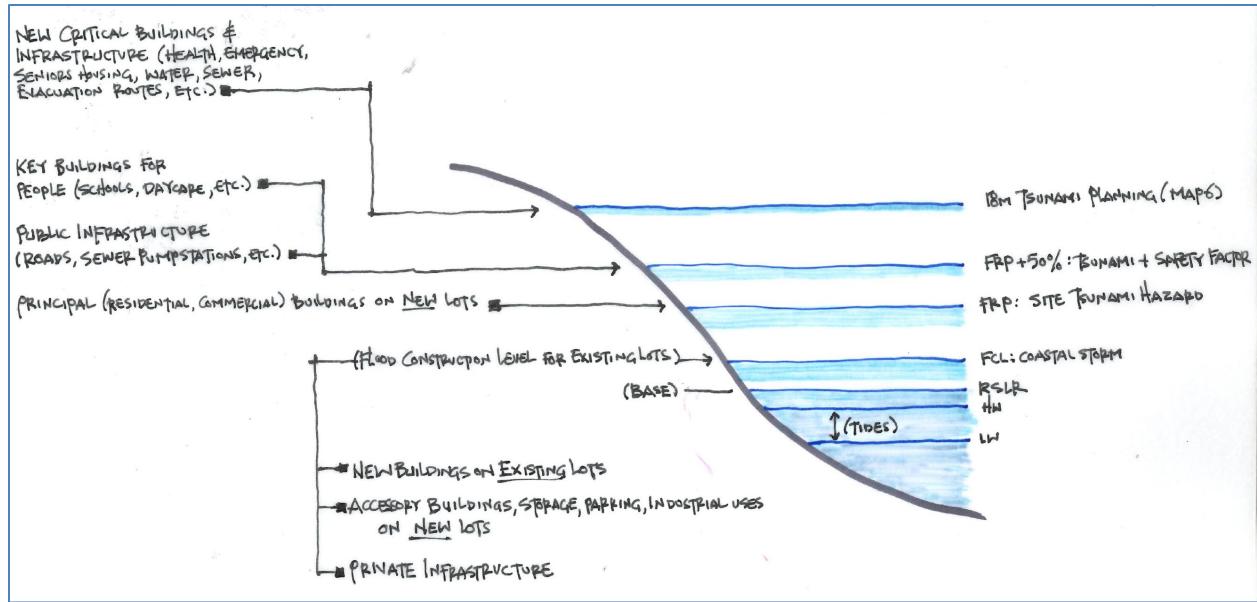


Figure 3: illustration of possible policy guidance – minimum acceptable elevations for different uses relative to modelled flood levels.

The draft Tsunami Risk Tolerance Interim Policy #8-5280-1 has been drafted reflecting this approach.

## 7. Mitigation

Measures can also be taken to reduce tsunami risks in affected areas, such as:

- Appropriate warning mechanisms and evacuation plans.
- Education, awareness and training.
- Applying design standards for tsunami loading (under development).
- Legal and financial support for the above (initial and ongoing).

The availability and willingness to deploy these mitigating measures should also be factored into local policy decisions on risk tolerance. This can reflect community preparedness and capacity.

### ANALYSIS OF OPTIONS

Staff recommend that Council consider adopting an interim policy to provide clear direction for staff and landowners at this time. This should be considered a truly interim policy, revisited as new and better information is available or guidance and best practices are provided by other levels of government. Council may also wish to amend the draft policy to match the tolerance level identified by Council. Alternatively, Council could seek community input and/or commission expert advice on policy options. Lastly, Council has the option to await further guidance or direction from the Province – in that case, however, some property owners may be faced with delaying or abandoning development plans until an uncertain future date.

A	Adopt Policy #8-5280-1	<u>Pros</u>	<ul style="list-style-type: none"> <li>Provides clarity for landowners and staff.</li> <li>Takes a step forward in reducing tsunami flood risk over past practice.</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>Accepts a degree of risk – chance that in hindsight (e.g. at a future date when Provincial guidance is clearer) District may need to reconsider and possibly adapt policy, development and infrastructure.</li> <li>Would not necessarily maximize disaster preparedness and resiliency.</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>Would enable current and near-future developments to continue with land use planning and approvals with clearer expectations.</li> <li>Interim policy to be revisited as information, conditions or Provincial acts, policies and guidance evolves.</li> </ul>
B	Amend Policy #8-5280-1	<u>Pros</u>	<ul style="list-style-type: none"> <li>Adjusts policy to reflect Council direction.</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>More time necessary to arrive at an interim policy direction.</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>Would leave a gap in District policy; current and near-future developments may stall until this is clarified.</li> </ul>
		<u>Suggested Motion</u>	THAT staff be directed to amend the draft policy 8-5280-1 by [____], and bring it back on a future Council agenda for further discussion.
C	Seek expert advice on tsunami risk policy options.	<u>Pros</u>	<ul style="list-style-type: none"> <li>Staff have gathered information and provide the context in this report based on current knowledge and available resources – but we are by no means subject experts. Seeking expert advice would provide additional support to inform Council decisions.</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>Not currently accounted for in work plans or budget.</li> <li>Would take more time to arrive at an interim policy direction.</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>Would leave a gap in District policy; current and near-future developments may stall until this is clarified.</li> </ul>
		<u>Suggested Motion</u>	THAT staff be directed to develop the scope and budget for a consultant to advise on tsunami flood risk tolerance and policy options, for consideration in the 2023 budget.
D	Seek community input on tsunami risk policy options.	<u>Pros</u>	<ul style="list-style-type: none"> <li>Additional perspectives from community members and land owners may assist in Council deliberation on this policy area and the balance of community interests.</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>Not currently accounted for in work plans or budget.</li> <li>Would take more time to arrive at an interim policy direction.</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>Would leave a gap in District policy; current and near-future developments may stall until this is clarified.</li> </ul>
		<u>Suggested Motion</u>	THAT staff be directed to advertise a Committee-of-the-Whole meeting for discussion of the topic of Tsunami Risk Tolerance and policy options, and provide the materials from the March 29, 2022, staff report and draft policy for public distribution ahead of the meeting.
E	Await clarification	<u>Pros</u>	<ul style="list-style-type: none"> <li>Avoids making a local decision that could be informed or determined by other levels of government.</li> </ul>

and/or further guidance from the Province as emergency management legislation and policies are updated.	<b><u>Cons</u></b>	<ul style="list-style-type: none"> <li>• Would delay policy direction.</li> </ul>
	<b><u>Implications</u></b>	<ul style="list-style-type: none"> <li>• Would leave a gap in District policy; current and near-future developments may stall until this is clarified.</li> </ul>
	<b><u>Suggested Motion</u></b>	No motion would be required.

**NEXT STEPS**

Depending on the direction of Council, staff will advise landowners of the current status of this policy area and options / implications for their development plans at this time.

**Respectfully submitted:**

BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING  
DONNA MONTEITH, CFO, ACTING CAO



The Corporation of the District of Ucluelet

**MUNICIPAL POLICY MANUAL****POLICY NUMBER: 8-5280-1****REFERENCE:**

Tsunami Risk Tolerance - Interim Policy

**ADOPTED BY:**

Council

**CROSS-REFERENCE:**

OCP Policies 2.34, 2.50

**SUPERSEDES:**

None

**AMENDED DATE:**

N/A

**DEPARTMENT:**

Planning / Engineering / Emergency Services

**EFFECTIVE DATE:**

March 29, 2022

**Policy Statement**

The purpose of this interim policy is to clarify the District's tolerance for risk when making decisions that may affect persons, property, environments and cultural features, considering the remote but potentially catastrophic consequences of flooding caused by Tsunami – at a time when our understanding of risks is expanding, climate change is altering oceans and Provincial policy and guidelines are evolving.

**Scope**

This policy applies to decisions on locating critical municipal assets, investments in infrastructure, rezonings, and the subdivision of land.

**Justification**

A. Current policy adopted in the municipal Official Community Plan (OCP) bylaw:

*"It is District policy that it is in the public interest for new subdivisions and developments to be planned to avoid areas of potential flood risk."*

*Policy 2.34 establish and undertake the work, as necessary, to refine Flood Construction Levels (FCLs) to ensure new development and infrastructure avoids the impacts of rising sea levels.*

*Policy 2.50 conduct flood risk mapping for sea level rise and use the results to communicate and manage risks.*

*Policy 3.9 Improve tsunami evacuation route signage for prone areas, directing people to the closest high ground area.*

**B. Current Provincial guidance:**

The west coast of Vancouver Island, identified as Zone C by the provincial Ministry of Public Safety and Solicitor General, is a high-risk seismic zone, known to be vulnerable to flooding in the event of a tsunami.

The amended *Flood Hazard Area Land Use Management Guidelines* state that a subdivision application in a tsunami prone area must include a report by a suitably qualified Professional Engineer, experienced in coastal engineering who must formulate safe building conditions for each proposed lot. The guidelines go on to state that flood construction level (FCL) requirements should be established on a site-specific basis and take into account tsunami hazards, and that reductions to these requirements should only be considered where the building can be built to the Tsunami FCL on bedrock.

The Province's brief on modernizing BC's emergency management legislation notes that risk reduction starts with making sound decisions about where and how to build. The Province proposes to require local authorities to give greater consideration of current and future risk for new development approvals in hazardous areas.

**C. Justification for new policy:**

This area of local policy for flood risk management hinges on the District's tolerance for risk, weighed against the balance of community interests. The destructive nature of tsunamis as well as their relative infrequency means that they do not naturally fit within the definition of FCL provided in the Provincial Guidelines. Following the "as low as reasonably practicable" (ALARP) approach to managing risks requires that decisions be made based on Ucluelet's tolerance for risk and consideration of what is reasonable and practicable in the community context.

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**Policy:**

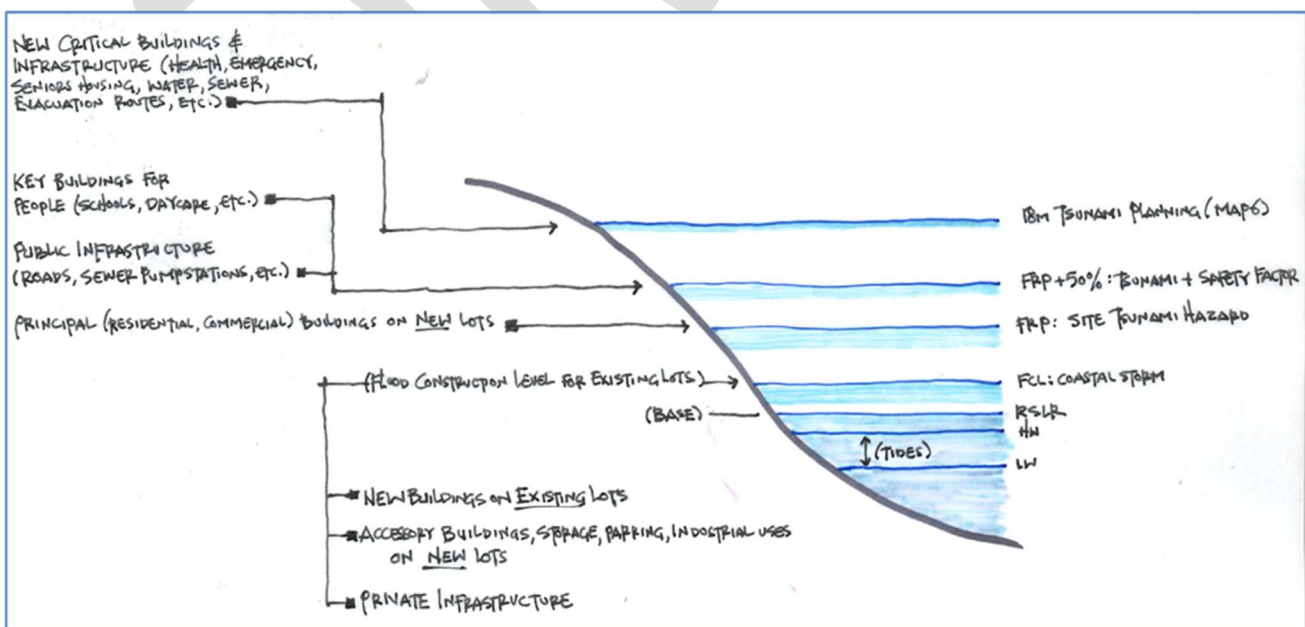
This policy is to guide decisions on:

- amendments to the Zoning bylaw or Official Community Plan bylaw;
- applications for subdivision of land; and
- location of critical community infrastructure and facilities.

The following table and diagram indicate acceptable minimum vertical elevations for specified uses, structures and/or infrastructure relative to identified flood hazards.

**Table 1: minimum acceptable elevations for different uses relative to modelled flood levels.**

Proposed facility or use	Minimum elevation	Reference
New critical infrastructure (e.g. health care, emergency, seniors' housing, core water infrastructure, core sewage treatment infrastructure, evacuation routes, etc.)	18m tsunami planning elevation	OCP Map 6
Key buildings for assemblies of people (schools, daycare facilities, etc.)	Tsunami Flood Reference Plane + 50%	Site-specific analysis by suitably qualified Professional Engineer experienced in coastal engineering
Public Infrastructure (e.g., roads, sewer pump stations, etc.)	Tsunami Flood Reference Plane +50%	Site-specific analysis by suitably qualified Professional Engineer experienced in coastal engineering
New residential and commercial buildings on <u>new</u> lots	Tsunami Flood Reference Plane	Site-specific analysis by suitably qualified Professional Engineer experienced in coastal engineering
New buildings on <u>existing</u> lots	Coastal Storm FCL	OCP Map 4
Accessory buildings, storage, parking, industrial uses on <u>new</u> lots	Coastal Storm FCL	OCP Map 4
Private infrastructure	Coastal Storm FCL	OCP Map 4

**Figure 1: minimum elevations for different uses relative to modelled flood levels.**



## **Approval of Building Sites or Structures within areas identified as being subject to Tsunami hazard**

Any subdivision approval of new lots where building sites would overlap areas identified as being subject to potential tsunami hazard will be subject to the following:

- a report by a qualified professional engineer experienced in coastal engineering who must determine the tsunami flood reference plane for the site and formulate safe building conditions for each lot, per the current *BC Flood Hazard Area Land Use Management Guidelines*;
- certification by a qualified professional engineer that the building site can be safely constructed for the intended use with habitable spaces and electrical / mechanical systems located above the applicable minimum elevations set out in Table 1;
- the report by the qualified professional engineer must reference current structural standards for tsunami loads and effects including, as a minimum, ASCE/SEI 7-16, *Minimum Design Loads and Associated Criteria for Buildings and Other Structures* or subsequent best practices and standards;
- the report by the qualified professional engineer must address the anchoring of foundations to bedrock; and,
- a restrictive covenant registered on title of the property:
  - restricting the use of the land to meet the conditions specified in the professional's report enabling the land to be used safely for its intended use;
  - containing conditions respecting reimbursement by the owner for any expenses that may be incurred by the municipality as a result of a breach of a covenant; and,
  - indemnifying the District of Ucluelet and the Province of British Columbia from any liability or claim for property damages, injury or loss of life resulting from flooding.

### **Limit of authority**

Nothing in this policy supersedes Provincial or Federal enactments or regulations, or professional standards and the duty of care performed by Professional Engineers in exercising their professional judgement.

### **Review and update**

This policy shall be reviewed and considered for update or repeal when any of the following occur:

- new flood hazard mapping for Ucluelet is completed and adopted; or,
- the Province of British Columbia adopts new acts, regulations or guidelines for mitigating community risks from tsunami flood hazards.



The Corporation of the District of Ucluelet

**MUNICIPAL POLICY MANUAL**

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**Mayco Noël**

Mayor

---

**Duane Lawrence**

Chief Administrative Officer

DRAFT





Risk is the probability of an outcome having a negative effect on people, systems or assets.

Risk is typically depicted as being a function of the combined effects of **hazards, the assets or people exposed to hazard and the vulnerability of those exposed elements**. Understanding the basis, the composition and what can be done to change risk is Priority 1 of the Sendai Framework for Disaster Risk Reduction.

Risk is ultimately the result of **decisions** that we make. We make decisions about the hazards to which we are willing to expose ourselves, we make decisions about where to build schools, factories, dams and dykes and how much to invest in disease surveillance and we make decisions about how our societies organize and care for vulnerable people and assets.

Most existing approaches to understanding risk are based on the largest and most historically tractable risks for humans, rather than on the full topography of risks. Most models draw on historical data and observations, assuming that the past is a reasonable guide to the present and the future. The sheer number of people on earth, the changing climate and the dynamic connectedness of requires that we revisit assumptions about the relationship between past and future risk. Because the planet is a network of interconnected systems, **risk is complex**.

UNDRR wants to break the cycle of **disaster > response > recovery > repeat**. In 2017, more than \$25 billion was requested by UN agencies for humanitarian campaigns; there is no denying that emergencies of any kind are expensive, both in human and economic terms. But more than “building back better”, we need to focus on doing better from the outset. That means both **reducing the existing sources of risk in the world and avoiding creating new risk**.

At the heart of UNDRR’s approach is the idea of reducing risk, not just preventing disasters; building resilience and **making risk-informed investment – social, economic and environmental – the norm**. It recognizes that resilience is not just about bouncing back, and that investment is not just about building back better. **Radical transformation is needed**. Political momentum and commitment to act must transcend election cycles. It means that the private sector must be brought on board, not despite their profit-making agenda, but because of it, in the interest of sustainability. It means that **the most vulnerable must drive change**, rather than be the recipients of it.

UNDRR seeks to facilitate collaborations between actors within the private and public sectors to build systemic solutions to known and emergent risks, providing real and long-lasting impact for communities.

UNDRR is committed to **working with partners** who are prepared to face the challenge of reducing risk in the context of seemingly limitless growth, interconnectedness and widening inequality.

We challenge donors, international organizations and the global community we serve to **think and act differently about risk**; shifting the focus from picking up the pieces after a disaster to embedding understand risk at the start of any investment or development action. UNDRR recognizes that reactive, aid-driven approaches are insufficient and growing less sustainable each year. We need concerted, proactive action to enable communities to reduce risk and develop sustainably.

STAY IN TOUCH



SIGN UP FOR UNDRR UPDATES

UNDRR TOOLS

- Making Cities Resilient
- PreventionWeb
- Sendai Framework Monitor
- Voluntary Commitments

CONTACT US

### 3.5.6 Outside the Strait of Georgia Area - Areas Subject to Significant Tsunami Hazard<sup>6</sup>

Tsunami setbacks and elevations should be required for new lots created through the subdivision approval process. Tsunami hazard requirements and regulations for existing lots may be determined by local governments on a site specific or regional basis.

The "standard" setbacks and elevations in sections 3.5.5.1 to 3.5.5.4 above apply to all coastal areas outside of the Strait of Georgia, except for new subdivisions subject to significant tsunami hazards, in which case the tsunami setbacks and elevations shall apply. Where the tsunami hazard is low, the greater FCLs and setbacks shall apply.

A subdivision application in a tsunami prone area must include a report by a suitably qualified Professional Engineer, experienced in coastal engineering who must formulate safe building conditions for each proposed lot based on a review of recent Tsunami hazard literature including the report, "Modelling of Potential Tsunami Inundation Limits and Run-Up", by AECOM for the Capital Regional District, dated June 14, 2013, plus the historical report, "Evaluation of Tsunami Levels Along the British Columbia Coast", by Seaconsult Marine Research Ltd., dated March 1988.

At a minimum, building conditions should protect improvements from damage from a tsunami of equal magnitude to the March 28, 1964 tsunami that resulted from the Prince William Sound, Alaska earthquake and a possible Cascadia Subduction Zone earthquake.

#### *Setback –*

Setback requirements should be established on a site-specific basis and take into account tsunami hazards.

The setback must be sufficient to protect buildings and must be at least 30 metres from the Year 2100 estimated natural boundary.

#### *FCL –*

FCL requirements should be established on a site-specific basis and take into account tsunami hazards.

Reductions to these requirements should only be considered where the building can be built to the Tsunami FCL on bedrock.

### 3.6 Areas Protected by Dikes

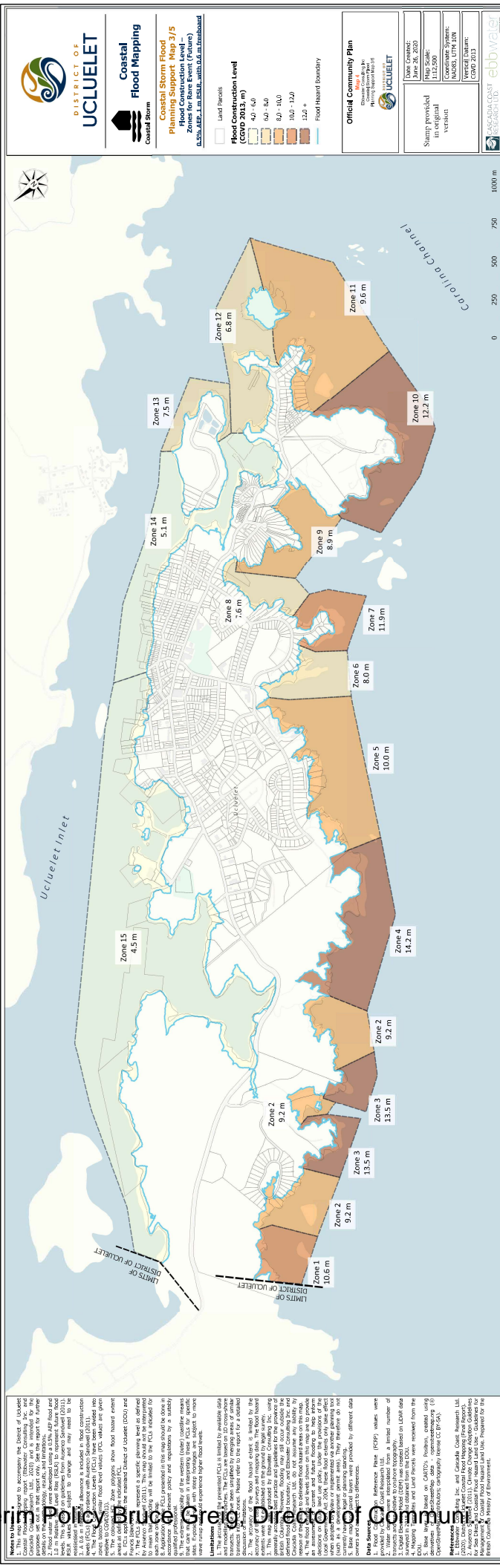
Residential, commercial and institutional developments in areas protected by dikes are required to comply with full flood proofing requirements for their respective categories, with a possible exception for development within Sea Level Rise Planning Areas as noted below.

#### *Setback –*

Buildings should be located a minimum of 7.5 metres away from any structure for flood protection or seepage control or any dike right-of-way used for protection works. In addition, fill

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<sup>6</sup>Refers to "Zones A, B,C and D" as shown on the "Tsunami Notification Zones for BC" map published by Emergency Management BC, November, 2015 and includes the North Coast, Central Coast, and Juan de Fuca Strait including Greater Victoria and the east side of the Saanich Peninsula.



**Notes to Users:**

- This map was prepared to accompany the District of Ucluelet Coastal Flood Mapping report (EBBwater Consulting Inc. and Cascadia Coast Research Ltd., 2020) and is intended for the purposes set out in that report only. See the report for further details on the methodology, results and limitations.
- Flood depth and velocity levels were determined based on a simulation of tsunami waves generated by a modeled rupture (Coley and Gure 4 from Cole et al., (2016)).
- Water level rise (WLR) conservatively assumes a tide equal to higher high water (HHW), equal to 2 m at Ucluelet, and 1 m of relative sea level rise (RSLR), to provide results for a potential worst-case.
- Basic guidelines for the management of coastal flood hazard (see also Florence-Sherwell (2011)). 1 m of one level rise approximately corresponds to the year 2100. However, these timeframes are subject to changes in climate projections and may require reassessment in the future.
- Flood depth, duration and thresholds are based on ADR Guidelines for Flood Hazard (2017).

**Limitations:**

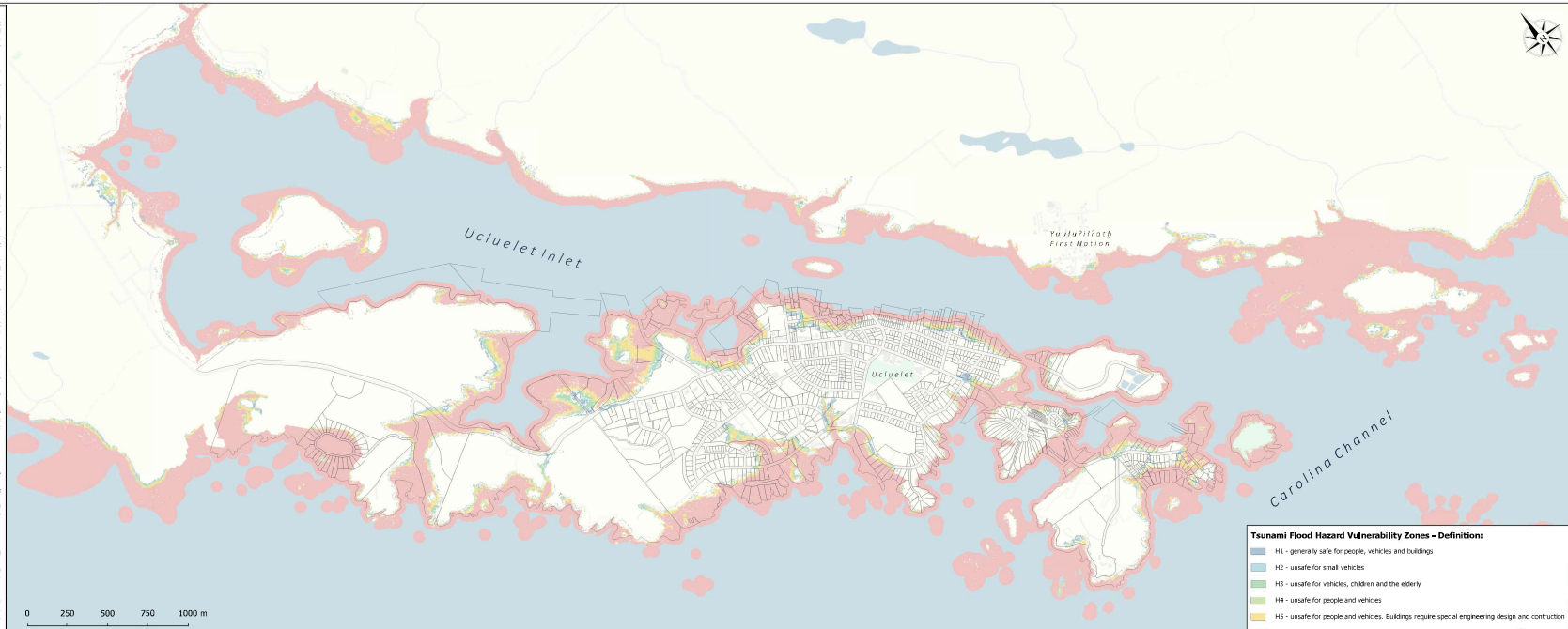
- The accuracy of the presented tsunami flood hazard vulnerability zones is limited by available data and the modeling assumptions they used. Users refer to the report for detailed discussion on limitations.
- This map displays results for one possible tsunami wave (based on a specific source type and source). Flood characteristics and associated responses could vary based on different tsunamis.
- The accuracy of the tsunami flood hazard vulnerability zones is limited by the accuracy of the base mapping data and DEM. The data accuracy limits were not established on the ground level.
- No field verification was conducted for the province for mapping of tsunamis. This map was produced by EBBwater Consulting Inc. and Cascadia Coast Research Ltd. using guidance documents and approaches identified from a literature review of other similar studies. EBBwater Consulting Inc. and Cascadia Coast Research Ltd. do not assume any liability by reason of the failure to conduct field verification on this map.
- The tsunami flood hazard vulnerability zones shown on this map are for informational purposes only. They are not intended to inform decisions on future land use policy. Under the provisions of the Local Government Act (2004), these flood hazard zones do not take effect when adopted by Order or implemented as a zoning bylaw or another planning tool (such as a development permit or a zoning bylaw). They therefore do not currently have any legal effect.
- Flood hazard labels are presented for all areas inland of the federal shoreline layer (as provided by the District of Ucluelet (2013)), including a small buffer to ensure all exposed areas are captured.
- Base mapping data were provided by different data owners and are subject to differences.

**Data Sources:**

- Tsunami wave data and velocities were provided by Cascadia Coast Research Ltd.
- Mapping data: Shoreline layer, and Land Parcels were retrieved from DCU.
- Base map: Derived from CARTO's Position, created using derivatives from OpenStreetMap data - openstreetmap.org (© OpenStreetMap contributors, cartography license CC BY-SA).

**References:**

- EBBwater Consulting Inc. and Cascadia Coast Research Ltd. (2020). District of Ucluelet Coastal Flood Mapping (Final Report).
- Australian Government (2011). Climate Change Adaptation Guidelines for the Design and Coastal Flood Hazard and Use. Guidelines for the Management of Coastal Flood Hazard Land Use. Prepared for the Australian Government Department of Environment, Water and Heritage.
- ADR 2017. "Australian Disaster Resilience Guideline 7-3 Flood Hazard". Australian Institute for Disaster Resilience, Australian Government Attorney General's Department. <https://www.aidr.gov.au/australian-institute-for-disaster-resilience/>
- Coley et al. (2016). Nat. Haz. (2016) 94:445-460.



**Tsunami Flood Hazard Vulnerability Zones - Definition:**

- H1 - generally safe for people, vehicles and buildings
- H2 - unsafe for small vehicles
- H3 - unsafe for vehicles, children and the elderly
- H4 - unsafe for people and vehicles
- H5 - unsafe for people and vehicles. Buildings require special engineering design and construction
- H6 - unsafe for vehicles and people. All building types considered vulnerable to failure

**DISTRICT OF UCLUELET**

**Coastal Flood Mapping**

**Tsunami Flood Planning Support Map 6/6**

**Tsunami Flood Hazard Vulnerability Zones - Splay Faulting Rupture (Future) G2018-S4 model, 1 m RSLR**

Legend:

- Land Parcels
- Tsunami Flood Hazard Vulnerability Zones
  - H1
  - H2
  - H3
  - H4
  - H5
  - H6

**Official Community Plan**

Map 6  
 Coastal Flood Planning Support Map 6/6  
 DISTRICT OF UCLUELET

Stamp provided in original version

Date Created: June 26, 2020  
 Map Scale: 1:12,500  
 Coordinate System: NAD83, UTM 10N  
 Vertical Datum: CGVD 2013

CASCADIA COAST RESEARCH LTD. ebbwater







## REPORT TO COUNCIL

Council Meeting: March 29, 2022  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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<b>FROM:</b>	ABBY FORTUNE, DIRECTOR OF PARKS & RECREATION	<b>FILE NO:</b> 2380-20
<b>SUBJECT:</b>	NOTICE OF LAND DISPOSITION – DAYCARE LEASE	<b>REPORT NO:</b> 22- 41
<b>ATTACHMENT(S):</b>	N/A	

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### RECOMMENDATION(S):

**THAT** Council authorize staff to issue a public Notice of Proposed Property Disposition, in accordance with section 94 of the *Community Charter*, for a portion of Lot A, Plan VIP569363, District Lot 281, Land District 09 Except Plan VIP75072 and more commonly referred to as 500 Matterson Drive to the Ucluelet and Area Childcare Society, by way of lease for a term of five years from April 1, 2022, to March 31, 2027, in the amounts of \$23,653.83 in 2022 (pro-rated), \$32,169.21 in 2023, \$32,812.59 in 2024, \$33,468.84 in 2025, \$34,138.22 in 2026, and \$8,705.25 in 2027 (pro-rated) exclusive of tax and utilities; and further

**THAT** Council direct staff to execute the lease agreement accordingly.

### BACKGROUND:

The Ucluelet Community Centre has a purpose-built childcare space currently leased to the Ucluelet and Area Childcare Society (UACS). As their lease is about to expire, a disposition of the space is required in order to renew the lease.

The UACS has been providing Childcare services to the community for over 10 years and would like to continue to do so through this space. The Ucluelet and Area Childcare Society's objective is to provide quality, consistent programs while providing physical and nurturing care. They promote imagination, curiosity, respectful relationships, and independence in a play-based environment. They provide childcare for children up to age 12. Currently the lease has been offset with the Society applying to the District for an annual In-Kind Contribution.

Under the current lease, the Society leases the space at market rates applying annually to Council for an In-Kind Contribution to cover the cost of the lease. If Council were to cease approving the In-Kind Contribution, the Society would be responsible to remit the annual lease payments.

### ANALYSIS OF OPTIONS

If Council wishes to continue to lease the Daycare portion of the Ucluelet Community Centre property, 500 Matterson Drive, a Notice of Proposed Property Disposition is required pursuant to Section 26 of the Community Charter.

If Council does not wish to continue to lease out the Daycare portion of the Ucluelet Community Centre Property, 500 Matterson Drive a Notice of Land Disposition is not required. The Daycare portion of the facility would revert to the Ucluelet Parks & Recreation Department for programming.

A	Provide Public Notice of disposition of land and execute lease agreement	<u>Pros</u>	<ul style="list-style-type: none"> <li>• A much-needed service is available to the community to provide quality, affordable, and accessible childcare in Ucluelet.</li> <li>• Legislative requirements are met.</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>• The space is locked in for single use</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>• Legislative requirements are met for a five-year lease.</li> <li>• UACS is able to secure the use of the Daycare for five years.</li> </ul>
B	Do not renew the Lease.	<u>Pros</u>	<ul style="list-style-type: none"> <li>• The District of Ucluelet Parks &amp; Recreation Department could use this space for other programming.</li> <li>• A notice of property disposition would not be required.</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>• A much-needed service would not be available in the Community Centre</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>• UACS would not be able to operate out of the current Daycare location.</li> </ul>
		<u>Suggested Motions</u>	<p><b>THAT</b> Council direct staff not to renew a lease agreement for a portion of Lot A, Plan VIP569363, District Lot 281, Land District 09 Except Plan VIP75072 and more commonly referred to as 500 Matterson Drive to the Ucluelet and Area Childcare Society.</p>

#### POLICY OR LEGISLATIVE IMPACTS:

Pursuant to Section 26 of the Community Charter and within accordance of Section 94, notice is required to be given that the District of Ucluelet intends to lease a portion of the Ucluelet Community Centre property (Daycare) for a term of five years from April 1, 2022 – March 31, 2027, for the purpose of childcare.

#### *Notice of proposed property disposition*

*26 (1) Before a council disposes of land or improvements, it must publish notice of the proposed disposition in accordance with section 94 [public notice].*

*(2) In the case of property that is available to the public for acquisition, notice under this section must include the following: (a) a description of the land or improvements; (b) the nature and, if applicable, the term of the proposed disposition; (c) the process by which the land or improvements may be acquired.*

*(3) In the case of property that is not available to the public for acquisition, notice under this section must include the following: (a) a description of the land or improvements; (b) the person or public authority who is to acquire the property under the proposed disposition; (c) the nature and, if applicable, the term of the proposed disposition; (d) the consideration to be received by the municipality for the disposition.*

#### NEXT STEPS

- Issue Notice of Proposed Property Disposition
- Submit a follow-up report to Council if required
- Execute the lease agreement.

#### **Respectfully submitted:**

ABBY FORTUNE, DIRECTOR OF PARKS & RECREATION  
DONNA MONTEITH, CFO, ACTING CAO





## REPORT TO COUNCIL

Council Meeting: March 29, 2022

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** ABBY FORTUNE, DIRECTOR OF PARKS & RECREATION

**FILE NO:** 8100-01

**SUBJECT:** ROAD CLOSURE REQUEST FOR THE PORSCHE CLUB SHOW & SHINE EVENT

**REPORT NO:** 22- 45

**ATTACHMENT(S):** N/A

### RECOMMENDATION(S):

**THAT** Council approve option A, to authorize the closure of a short section of Main Street (in front of Whiskey Landing) and Cedar Road (in front of the Village Green), and the Main Street Dock (Whiskey Dock) from 9:00 a.m. to 4:00 p.m. on Saturday, May 14<sup>th</sup>, 2022 for the Porsche Club 'Show and Shine' event.

### BACKGROUND:

The Vancouver Island Region Porsche Club event is coming back to Ucluelet for a tenth time. This is an unprecedented showing in one location for this club. The annual event is very popular with Porsche Club members due to previous success and sells out each year. It is noted this year's event will attract new people that have never been to Ucluelet before. The Porsche Club has fundraised over \$40,000 for the Ucluelet Volunteer Fire Brigade.

The affected businesses will be contacted prior to the event. Signage, notices and advertisements will be distributed to inform the public of the road closure and the event itself. The Harbour Manager will be contacted regarding the use of the Main Street Dock, and staff is working with the Porsche Club Committee and Tourism Ucluelet regarding logistics for the 'Show and Shine' event.

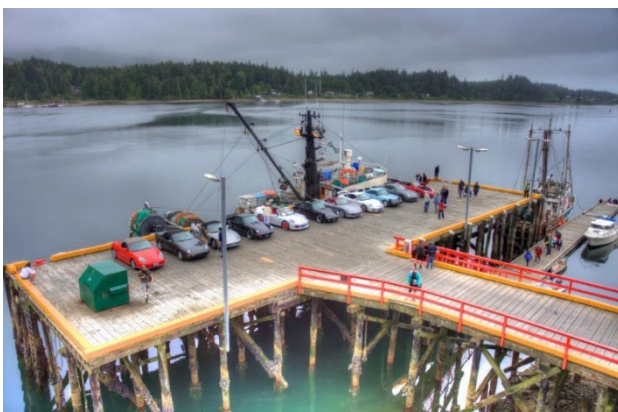


Figure 1. Map of the requested closure for a short section of Main Street and Cedar Road, and Main Street Dock.



Figure 2. Photo of the Main Street Dock during the 2015 Porsche Club Event. Photo credit to Porsche Club member Kevin Johnston

**ANALYSIS OF OPTIONS**

The Vancouver Island Region Porsche Club once again would like to host their Porsche Club Show and Shine Event in the Downtown core. This event allows the Club to showcase their cars and provide a fun event for the members, community, and tourists alike. Participants and community members felt the event was a great success in the last few years due to the central location, as this encouraged more community and tourism involvement.

A	Approve Road Closure	<u>Pros</u>	<ul style="list-style-type: none"> <li>Event is able to take place showcasing the Porsche cars and the organization</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>Parts of the road will be closed on Saturday, May 14, 2022, primarily effecting parking and traffic flow.</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>A fun community event will take place in a centralized location in town.</li> </ul>

<b>B</b>	Road Closure Declined	<u>Pros</u>	<ul style="list-style-type: none"> <li>Road will not be closed</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>Event will either not occur, or will not be in a central location.</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>There will be a lack of support for the Porsche Club who in turn support the Ucluelet Fire Rescue.</li> </ul>
		<u>Suggested Motion</u>	<p>THAT Council deny the request to close the road for the Vancouver Island Region Porsche Club for the Show &amp; Shine Event on May 14, 2022.</p> <p>THAT Council direct Staff to find another potential location for the Vancouver Island Region Porsche Club for the Show &amp; Shine Event on May 14, 2022.</p>

**NEXT STEPS**

- Contact Vancouver Island Region Porsche Club
- Post Closure on website
- Contact affected businesses

**Respectfully submitted:** Abby Fortune, Director of Parks & Recreation  
 Donna Monteith, CFO, Acting CAO





## INFORMATION REPORT

Council Meeting: March 29, 2022

500 Matterson Drive, Ucluelet, BC V0R 3A0

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**FROM:** ABBY FORTUNE, DIRECTOR OF PARKS & RECREATION

**FILE NO:** 0540-20

**SUBJECT:** HARBOUR AUTHORITY MINUTES, SEPTEMBER 7, 2021

**REPORT NO:** 22-44

**ATTACHMENT(S):** HARBOUR AUTHORITY MINUTES, SEPTEMBER 7, 2021

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### PURPOSE

- To provide Council with the approved Harbour Authority minutes of September 7<sup>th</sup>, 2021 for informational purposes.

### BACKGROUND

- The Harbour Authority minutes have been provided for information for Council as well as provided as a public document.

**Respectfully submitted:** Abby Fortune, Director of Parks & Recreation

**DISTRICT OF UCLUELET**  
**MINUTES OF THE HARBOUR AUTHORITY MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, September 7, 2021 at 3:30 PM**

Present:      **Chair:**            Director Noël  
                  **Council:**       Directors Cole, Hoar, Kemps, and McEwen  
                  **Staff:**            Duane Lawrence, Chief Administrative Officer  
                                  Abby Fortune, Director of Parks and Recreation  
                                  Kevin Cortes, Harbour Manager  
                                  Joseph Rotenberg, Manager of Corporate Services

Regrets:

**1      CALL TO ORDER**

The meeting was called to order at 3:30 PM

**2      ACKNOWLEDGEMENT OF THE YUULU?IL?ATH**

Harbour Authority acknowledged the Yuulu?il?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 broadcast on YouTube and Zoom, which may store data on foreign servers.

**4      LATE ITEMS**

**5      APPROVAL OF AGENDA**

**5.1    September 7, 2021 Harbour Authority agenda**

2021.2030.HA      **It was moved by Director McEwen and seconded by Director Hoar**  
                                  ***THAT* Harbour Authority adopt the September 7, 2021, Regular Harbour**  
                                  ***Authority agenda as presented.***

CARRIED.

**6      ADOPTION OF MINUTES**

**6.1    May 4, 2021, Regular Harbour Authority Minutes**

2021.2031.HA      **It was moved by Director McEwen and seconded by Director Kemps**  
                                  ***THAT* Harbour Authority adopt the May 4, 2021 Regular Harbour Authority**  
                                  ***minutes as presented.***

CARRIED.

## 7 CHAIR'S ANNOUNCEMENTS

Director Noël noted Mr. Douglas Kimoto's passing and recognized him as a staple in the community and at the Harbour.

## 8 PUBLIC INPUT & DELEGATIONS

### 8.1 Public Input from the audience

There was no public input from the audience.

### 8.2 Public input via Zoom

There was no public input via Zoom.

### 8.3 Public input via email

There was no public input via email.

## 9 REPORTS

### 9.1 Harbour Master Plan

#### *Abigail Fortune, Director of Parks and Recreation*

Ms. Fortune noted that the Harbour Master Plan must be approved by the DFO.

Phil Rinn, Project Lead, Urban Systems Ltd., outlined the draft Harbour Master Plan. He noted the goals of the plan, highlighted key project timelines and milestones, and noted the assets included in the study and their ownership (either DFO or District of Ucluelet).

Mr. Rinn described Harbour usage and noted capacity issues. He also noted 8 key challenges identified and outlined key opportunities and priorities as identified in the Harbour Master Plan.

Harbour Authority discussed what authority the District may have over vessels in the Harbour and noted that finetuning the Harbour Authority Bylaw may provide some enforcement options.

Harbour Authority discussed the future of 52 Steps Dock, noted its importance to the community and that it must be improved before it is divested. Concerns with allowing liveboards were also discussed.

2021.2032.HA

**It was moved by Director McEwen and seconded by Director Cole**

*THAT the Harbour Authority direct Staff to forward the Ucluelet Harbour Master Plan to the Department of Fisheries & Oceans (DFO) for their review and approval.*

CARRIED.

**9.2 Harbour Manager Report - September 2021**  
***Kevin Cortes, Harbour Manager***

Harbour Authority viewed a video about Douglas Kimoto, a local fisherman that recently passed away.

Mr. Cortes, presented this report. He noted that he would like to update the Harbour Manager's office and construct a fisherman's memorial wall.

Harbour Authority noted that they are fully in support of this project. They discussed installing banners at the Harbour in the meantime, subject to the family's approval, to celebrate Mr. Kimoto's life. Harbour Authority also recommended that Staff engage with family members in preparing this memorial.

Staff will provide options for the proposed fisherman's memorial at a future Harbour Authority meeting.

Harbour Authority noted that parking is an issue at the Small Craft harbour and noted issues including emergency services parking in this area.

**9.3 Ucluelet Small Craft Harbour Moorage Rates Review**  
***Abigail Fortune, Director of Parks and Recreation***

Ms. Fortune outlined proposed changes to the harbour moorage rates.

The Harbour Authority noted that Charter and Recreation Vessels are charged similar moorage rates. It was clarified that an additional wharfage/onboarding fee of \$500 applies to Charter Vessels. The Harbour Authority asked if this wharfage fee aligns with other Vancouver Island docks.

The Harbour Authority discussed the need for services to be reviewed through a survey of the Charter Fishermen. The Harbour Authority also discussed whether the moorage rate amendment should be adopted before the survey is completed.

2021.2033.HA

**It was moved by Director Hoar and seconded by Director Noël**

*THAT the Harbour Authority recommend to Council that the moorage rates set by Ucluelet Harbour Regulation Bylaw No. 1276, 2020, be amended as proposed in this report and in accordance with the Harbour Authority's recommendation to charge a sixty dollar annual moorage rate for Charter Vessel Operators.*

CARRIED.



2021.2034.HA      **It was moved by Director Noël and seconded by Director Kemps**  
*THAT the Harbour Authority direct Staff to distribute a survey regarding service levels to the 2021 Charter Operators.*

CARRIED.

2021.2035.HA      **It was moved by Director Kemps and seconded by Director Cole**  
*THAT the Harbour Authority direct Staff to provide a comparison for onboarding fees at the next Harbour Authority meeting.*

CARRIED.

**9.4 Harbour Authority Resolution Tracker**  
*Joseph Rotenberg, Manager of Corporate Services*

**10 OTHER BUSINESS**

There was no other business.

**11 QUESTION PERIOD**

There were no questions from the audience in-person, via Zoom, Telephone or Email.

**12 CLOSED SESSION**

There was no closed session.

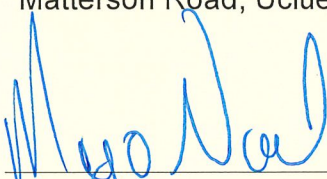
**13 RECONVENE FROM CLOSED SESSION**

There was no closed session.

**14 ADJOURNMENT**

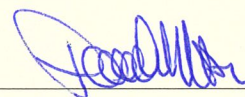
The meeting was adjourned at 4:50 PM.

**CERTIFIED CORRECT:** Minutes of the Harbour Authority Meeting held on Tuesday, September 7, 2021 at 3:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.



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Mayco Noël  
Director



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Paula Mason  
Deputy Corporate Officer





## REPORT TO COUNCIL

Council Meeting: March 29, 2022

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** ABBY FORTUNE, DIRECTOR OF PARKS & RECREATION

**FILE NO:** 0530-20

**SUBJECT:** HARBOUR AUTHORITY REQUEST FOR LETTER TO ADDRESS CREOSOTE PILINGS REPLACEMENT **REPORT NO:** 22- 43

**ATTACHMENT(S):** DRAFT LETTER TO ADDRESS CREOSOTE PILINGS REPLACEMENT

### RECOMMENDATION(S):

**THAT** Council approve Option A, to write a letter to the Department of Fisheries (DFO), Small Craft Harbours, asking that they consider using materials other than creosote, when replacing pilings in the harbour.

### BACKGROUND:

At the Regular Harbour Authority meeting of March 1, 2022, it was moved and seconded that the Harbour Authority request the District of Ucluelet Council to write a letter to the Department of Fisheries (DFO), asking that they consider using materials other than creosote, when replacing pilings in the harbour.

Through the discussion of the Harbour Authority, it was indicated that the use of steel would be the preferred best practices medium for both public and private piling replacement.

### ANALYSIS OF OPTIONS

The Harbour Authority is requesting that Council write a letter to DFO, Small Craft Harbours. The writing of the letter outlining the concerns of the environmental impacts of creosote pilings, would additionally support the Harbour Authority's stance. A draft letter has been attached for review.

A	Write a letter to DFO regarding pilings replacement	<u>Pros</u>	<ul style="list-style-type: none"> <li>Alerts DFO to the Ucluelet Harbour Authority and the District of Ucluelet concerns regarding replacement of damaged pilings within Small Craft Harbours with creosote ones.</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>DFO may choose not to recognize the Harbour Authority and District's concerns.</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>The Ucluelet Harbour Authority has concerns around the negative environmental impact of creosote pilings and long-term effects in the harbour.</li> </ul>
B	Not write a letter to DFO regarding piling replacement	<u>Pros</u>	<ul style="list-style-type: none"> <li>DFO goes ahead with the replacement status quo</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>DFO is not aware of the District's concerns</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>Harbour Authority recommendation is not supported</li> <li>A negative environmental impact could occur within the harbour</li> </ul>

	<p><u>Suggested Motion</u></p>	<p>THAT Council choose not to write a letter to the Department of Fisheries, Small Craft Harbours, based on the Harbour Authorities request, requesting that DFO consider using materials other than creosote, when replacing pilings in the harbour</p>
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**NEXT STEPS**

- Send a letter to DFO consider using materials other than creosote, when replacing pilings in the harbour.

**Respectfully submitted:** Abby Fortune, Director of Parks & Recreation  
Donna Monteith, CFO, Acting CAO



File: 0530-01

March 30, 2022

Valerie Schwark  
A/ Program Officer | Small Craft Harbours  
Fisheries and Oceans Canada | Pacific Region  
Via Email: [Valerie.Schwark@dfo-mpo.gc.ca](mailto:Valerie.Schwark@dfo-mpo.gc.ca)

Dear Ms. Schwark,

**Re: Ucluelet Harbour Piling Replacement**

At the March 1, 2022 meeting, the Ucluelet Harbour Authority entered into discussion about the broken piling, located in the Outer Basin. The topic of which materials are being used in the replacement of pilings arose, and the Harbour Authority was informed that the Department of Fisheries plans to use creosote going forward.

At the request of the Harbour Authority, District of Ucluelet Council would like to request that creosote no longer be used in the Ucluelet harbour, due to the negative environmental impacts it can have. It is our aim, going forward, to use steel as the preferred material for both public and private piling replacements. If you have any questions or would like to discuss the matter further, please contact Abby Fortune, Director of Parks & Recreation, District of Ucluelet at [afortune@ucluelet.ca](mailto:afortune@ucluelet.ca)

Thank you for your consideration,

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Mayco Noël  
Mayor, District of Ucluelet

Cc: Charles McCarthy, President, Ucluelet First Nation [charles.mccarthy@ufn.ca](mailto:charles.mccarthy@ufn.ca)  
Richard George, Hereditary Chief, Ahousaht First Nation [council@ahousaht.ca](mailto:council@ahousaht.ca)  
Thomas George, Chief Councillor, Tla-o-qui-aht First Nation [thomas.george@tla-o-qui-aht.org](mailto:thomas.george@tla-o-qui-aht.org)  
Bob MacPherson, CAO, District of Tofino [bmacpherson@tofino.ca](mailto:bmacpherson@tofino.ca)  
Tofino Harbour Authority [info@tofinoharbour.ca](mailto:info@tofinoharbour.ca)  
Port Alberni Port Authority [info@papa-appa.ca](mailto:info@papa-appa.ca)  
Daniel Sailland, CAO, ACRD [dsailand@acrd.bc.ca](mailto:dsailand@acrd.bc.ca)  
Josie Osborne, Minister of Land, Water and Resource Stewardship [LWRS.Minister@gov.bc.ca](mailto:LWRS.Minister@gov.bc.ca)

**District of Ucluelet. *Life on the Edge*®**

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## REPORT TO COUNCIL

Council Meeting: March 29, 2022  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOHN TOWGOOD, MUNICIPAL PLANNER

**FILE NO:** 1290-18

**SUBJECT:** 2023 LARCH ROAD MULTI-USE PATH PROJECT - GRANT APPLICATIONS

**REPORT NO:** 22-42

### RECOMMENDATION(S):

**That** Council, with regard to the 2023 Larch Road Multi-Use Path project, direct Staff to:

- 1) Apply for both the Active Transportation Fund (Federal) and the BC Active Transportation (Provincial) grants.
- 2) Prepare a letter of endorsement from the District of Ucluelet to the two granting agencies to highlight the following points:
  - I. That creating a safe and welcoming environment for people on foot and on bicycles in Ucluelet's commercial core is of high importance to the community and its livability.
  - II. That making this core area of Ucluelet's public realm more accessible is important to achieve the community's goal to be more inclusive and equitable.
  - III. That the proposed works are critical to safely integrate the expected increase in cycling traffic from the new Pacific Rim National Park Reserve's *ᓖapsčiiik tašii* multi-use pathway and the Peninsula Road Safety and Beautification project.
  - IV. That the improvements in the project area's pedestrian and cycling movement and the beautification of the project area would enhance the visitor and resident experience and support Ucluelet businesses.

### PURPOSE:

To provide Council with information on a potential project to add an accessible and age-friendly Multi-Use Path (**MUP**) in the Larch Road corridor (see yellow area below in **Figure 1**) and direct Staff to prepare a letter of endorsement from the District of Ucluelet for the [Active Transportation Fund](#) and the [BC Active Transportation Grant](#).

### BACKGROUND:

On July 13, 2021, Council endorsed a Peninsula Road Safety and Beautification project for submission to the BC Active Transportation (**BCAT**) grant and the Canadian Community Revitalization Fund (**CCRF**) grant. The project as submitted included the Larch Road MUP improvements starting from the Bay Street / Peninsula Road corner to the Larch Road / Matterson Drive corner. The District of Ucluelet was successful

in obtaining CCRF funding but was not successful in attaining the BCAT grant. Balancing the project budget required removal of the Larch Road portion from the project.

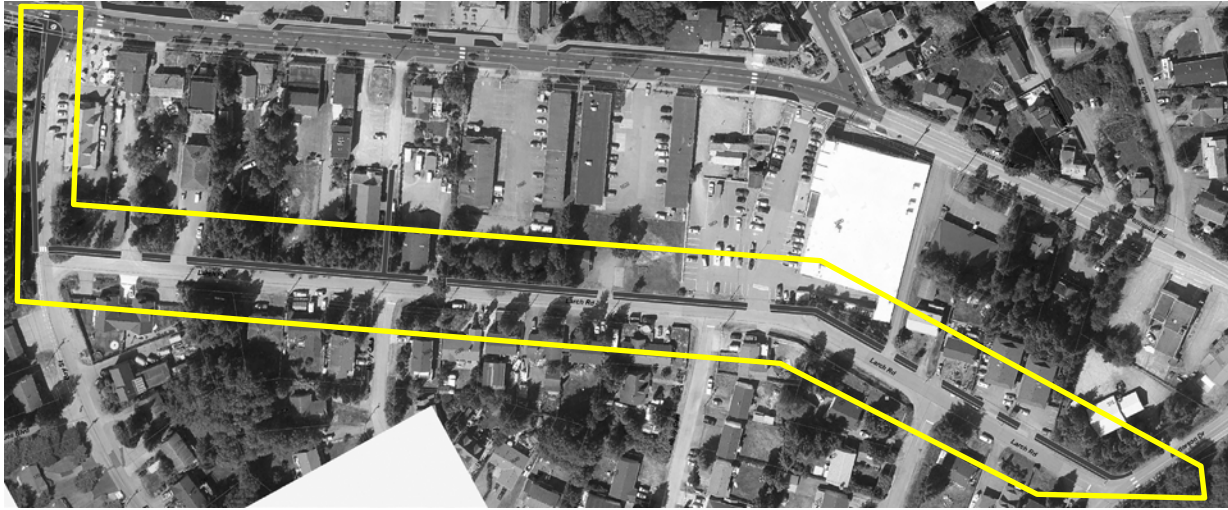


Figure 1- Project Area

### DISCUSSION

Part of the rationale for removing the Larch Road area from the project scope was that this could clearly be a separate stand-alone project and a good candidate for upcoming Active Transportation grant funding. The stated reason why the District of Ucluelet was not successful in attaining the BCAT grant last year was that there was a large number of applications and that the District application did not have detailed construction drawings (drawings at least 90% complete) to be considered “shovel-ready”. For the two applications being pursued this year, we hope to have construction drawings at least 90% complete by the time the funders are reviewing our application.

### The Project

The project would consist of a 2m wide paved MUP running on the North side of Larch Road. This pathway would, for the most part run atop an existing open ditch (**Figure 2**) and would require storm drainage infrastructure underneath.





Figure 2 – Google Street View of Larch

There would also be some reconfiguring of property frontages to accommodate the proposed pathway as indicated in **Figure 3 and 4** below:



Figure 3 - Google Street View of Larch



Figure 4 – Google Street View of Larch

It should be noted that the above sketches are to illustrate the concept only; detailed design will be completed in the next few weeks. The Larch Road MUP design will be integrated into the overall active transportation network contemplated in the Peninsula Road Safety and Beautification project.

#### Project Importance

This is a very well used pedestrian route for kids going to school and seniors going to the CO-OP grocery store. Larch road currently has no pedestrian or cycling infrastructure. It is anticipated that there will be an increase in cyclist traffic in early 2023 with the completion of the adjacent Peninsula Road project and the Pacific Rim National Park Reserve's ʔapsčiiik tašii multi-use pathway.

The Larch Road MUP is an important part of Ucluelet's overall cycling network. In the concept designs developed to date, Peninsula Road between Bay Street and Main Street is not intended to have dedicated bike lanes. The cycling plan for this segment of Peninsula Road is to request the Ministry of Transportation and Infrastructure to allow a vehicle speed reduction and to label the travel lane as a shared lane. The rationale for this approach is the need to retain parking on both sides of this commercially intense area, to work with the constraints of existing sidewalk and boulevard widths through this block, and to maintain the character of this central block in the core of the town. The shared lane approach is appropriate for experienced and fast-moving cyclists but is less comfortable for beginners or cyclist wishing a slower pace (**Figure 5**). The Larch Road project would provide a parallel, separated multi-use path option that would be more comfortable for slower riders such as families and kids.

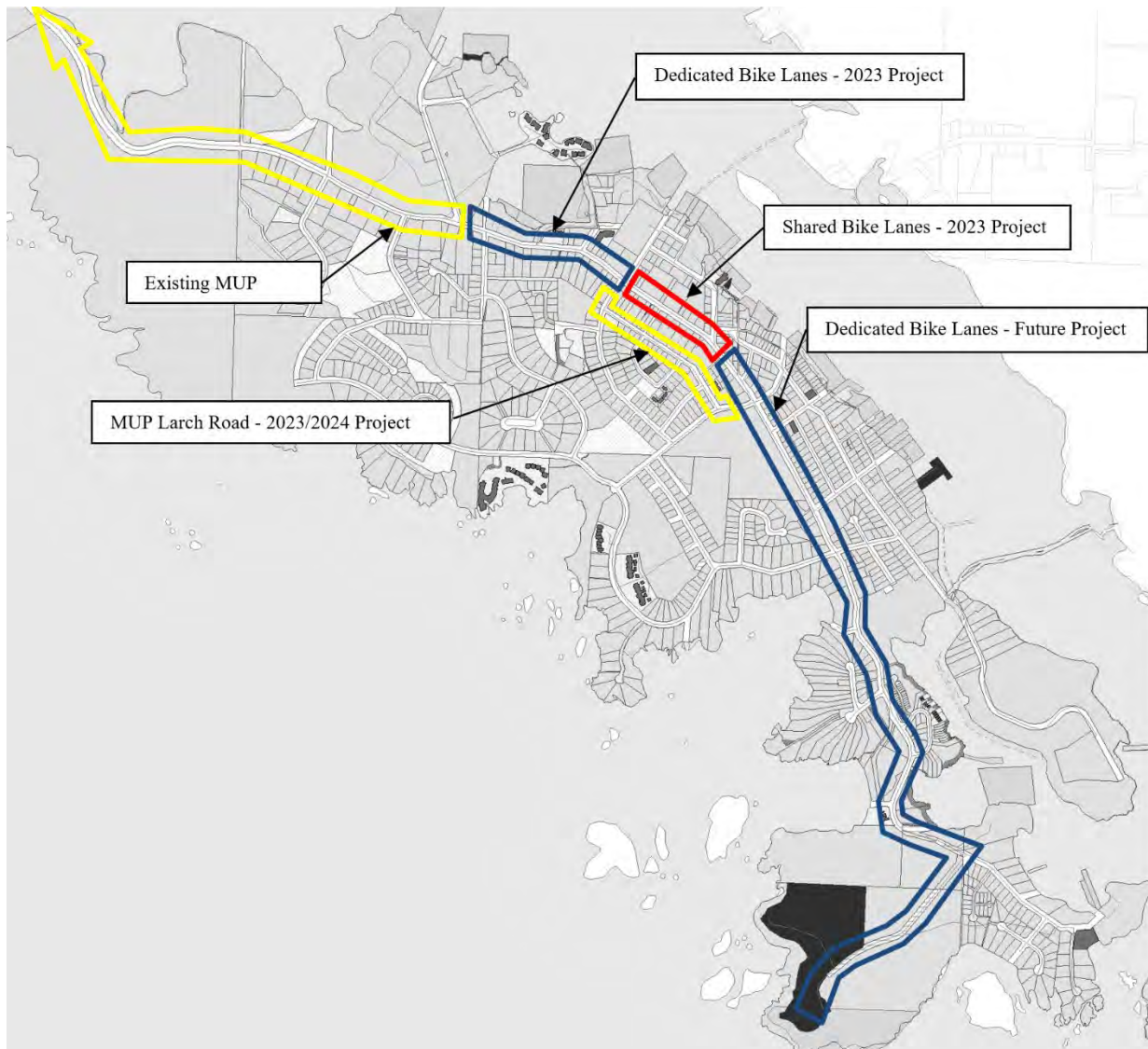


Figure 5 – Cycling Network

### Public Engagement

This project has been part of Budget discussions and the public engagement of the Peninsula Road Safety and Beautification project public open house occurring on December 11, 2019. As the design proceeds, part of the project budget is dedicated to consultation and stakeholder engagement.

### FINANCIAL IMPLICATIONS

The Larch Road project is anticipated to cost \$369,375. The first grant submission deadline is the ATF which closes on March 31, 2022. The ATF grant allows a maximum program contribution from the funder of 60% or \$221,625 of the anticipated project costs with the District of Ucluelet needing to secure \$147,750 (the current budget has reserved \$147,750 of Gas Tax funds for this purpose). Because there is an ability to stack or combine the two grants, Staff would also apply for the BCAT which could cover up to 70% of the

project costs not covered by the ATF (\$147,750). If successful, the District would only be responsible for \$44,325 or 12% of the anticipated project cost (\$369,375). The Province is currently preparing for the 2022/2023 BCAT grant program, and staff anticipate that the intake could be announced in May.

#### ANALYSIS OF OPTIONS

<b>A</b>	Apply for the federal and provincial Active Transportation grants	<u>Pros</u>	<ul style="list-style-type: none"> <li>Allows for the opportunity for grant funding a Larch Road MUP.</li> <li>Could leverage 88% grant funding for the project.</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>Limited Gas Tax funds would be used for this project.</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>Larch Road MUP would be built.</li> </ul>
<b>B</b>	Do not recommend applying for the two grants	<u>Pros</u>	<ul style="list-style-type: none"> <li>Gas Tax funds and Staff time would be saved</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>No MUP on Larch would be built at this time.</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>No MUP on Larch would be built at this time.</li> </ul>
		<u>Suggested Motion</u>	THAT Council direct Staff not to apply for the two Active Transportation grants in 2022.

#### Policy or Legislative Impacts:

- Constructing a Larch Road MUP would be consistent with the prioritized pedestrian and bicycle infrastructure network adopted in the Official Community Plan.

#### NEXT STEPS

- With Council support, Staff will apply immediately for the ATF grant and be prepared when the BCAT grant intake opens.

#### **Respectfully submitted:**

JOHN TOWGOOD, MUNICIPAL PLANNER  
 BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING  
 DONNA MONTEITH, CFO, ACTING CAO



## INFORMATION REPORT TO COUNCIL

Council Meeting: March 29, 2022

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING **FILE No:** 3070-TUP21-00  
**SUBJECT:** SEASONAL WORKER HOUSING: TUP FOR RV'S PILOT – LESSONS LEARNED **REPORT NO:** 22-46  
**ATTACHMENT(S):** APPENDIX A – STAFF REPORT 21-38, MARCH 23, 2021  
 APPENDIX B - STAFF REPORT 21-66, MAY 11, 2021

### RECOMMENDATION:

This report is for information.

### BACKGROUND:

On March 23, 2021, a report was presented to Council seeking direction on a pilot project for a batch Temporary Use Permit (TUP) intake for businesses and/or property owners looking to house a seasonal worker for the summer of 2021 (See **Appendix "A"**). Council supported this project and directed staff to take the following steps:

- Set criteria & prep application/permit forms
- Advertise and make people aware of the pilot project
- Host information meeting and answer questions from potential Applicants
- Make application package available on District website
- Answer questions from businesses and applicants
- Review applications for completeness
- Prepare and advertise necessary public notification for TUP permits
- Prepare report to Council on applications
- Administer issuance of individual permits

On May 11, 2021, a report was presented to Council outlining the overall process for reviewing the 11 complete applications submitted (see **Appendix "B"**). Council then received public input and reviewed each application individually, approving 9 of the 11 applications. Of the 9 applications approved by Council, only 3 followed through to obtain their permit and house a seasonal worker on their property.

**DISCUSSION**

The pilot project was well received by the community and even garnered media interest. With such high interest the total number of applicants was fewer than expected. The 11 complete applications represented at total of 25 potential recreational vehicle (**RV**) worker camping spaces - which for Ucluelet would have been significant to relieve some of the community demand on housing. The following chart is a breakdown of what was approved, what was permitted and what was occupied:

Permit	# Spaces	Approved	Permitted	Occupied
TUP21-01	1	1	1	1
TUP21-06	8	8	0	0
TUP21-07	2	2	2	1
TUP21-08	3	3	1	1
TUP21-09	1	1	0	0
TUP21-10	1	Rejected		
TUP21-11	3	3	3	0
TUP21-12	1	1	0	0
TUP21-13	1	1	1	0
TUP21-14	1	Rejected		
TUP21-15	3	1	3	0
<b>Total</b>	<b>25</b>	<b>21</b>	<b>11</b>	<b>3</b>

( Table 1)

A total of 25 spaces were applied for, but only 3 followed through to the point of having RV's inspected and occupied. The pilot project involved considerable staff time and associated costs:

- 14 reports written
- 350 letters mailed out (fees waived)
- 350 notices hand delivered (fees waived)
- 1 ad written and published (fees waived)
- 1 meeting for potential applicants organized, advertised, and implemented
- 1 Bylaw inspection completed per unit
- 1 Fire inspection completed per unit
- Administrative time in coordinating and documenting the permits, deposits, and inspections

Some of the limitations expressed in feedback from applicants were:

- that the 6-month term was not long enough.
- that a deposit fee of \$1,000 was too much and should not have been required.
- that having Bylaw inspect the property was undesirable.

The 6-month term and inspections are part of maintaining minimum standards of health and safety. As was noted in the report to Council and materials provided to applicants ahead of time, the deposit is returned if the permit holder complies with the TUP conditions and removes the use at the end of the term. The \$1,000 deposit amount is consistent with deposits held for TUP's for similar uses.

Three people being housed over the summer of 2021 was a positive outcome. When comparing the staff time and costs to the District versus the uptake of the program, it is questionable whether this is a good focus for limited resources. At the same time, last year's pilot was completed in a short timeframe (to enable permits to be issued before the summer season) and although the Chamber of Commerce did an excellent job of raising awareness about the pilot, there may still have been some who were caught by the rush. We might see higher participation the second time around if the pilot were repeated.

The "TUP for RV's" pilot program could be retooled to perhaps increase participation, but it should be kept in mind that TUP's are essentially a temporary band-aid. Currently, staff are focused on developing options that look at some longer-term housing issues and possible solutions.

ANALYSIS OF OPTIONS

At this time, given department workload and other project priorities, staff are not recommending that the TUP batch intake for seasonal worker housing be repeated this spring. It should be noted that should the TUP pilot not be repeated, property owners who wish to attain a TUP for RV spaces are still able to apply on an individual basis – these will be processed as received and brought forward as the department workload allows.

Staff recommend that the batch intake approach does offer some efficiencies and could be successful with additional lead-time for communication and preparation. This project could be revisited in the fall and assessed against the status of other projects and priorities at that time.

<b>A</b>	Receive this Report for information (no action required)	<u>Pros</u>	<ul style="list-style-type: none"> <li>current work plan is unchanged</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>there may be fewer applications for TUP's for seasonal worker camping spaces</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>Planning staff maintain focus on longer-term housing issues and solutions.</li> <li>Zoning bylaw changes to cap STR's and allow more long-term accessory rental units will be brought forward for Council consideration sooner.</li> </ul>
<b>B</b>	Request Staff to repeat the pilot program for 2022	<u>Pros</u>	<ul style="list-style-type: none"> <li>may result in more applications for TUP's for seasonal worker camping spaces this year</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>staff time spent on TUP's would compete with other priorities</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>Planning may not have time to focus on longer-term housing issues and solutions.</li> <li>Other applications (Rezoning, Development Permits) already in process would be delayed.</li> </ul>
		<u>Possible Motion</u>	<ul style="list-style-type: none"> <li>THAT Council direct staff to focus time on a Spring 2022 project for a batch TUP intake for businesses and/or property owners looking to house a seasonal worker for this summer; and,</li> <li>THAT Council waive collection of the notification portion of the individual TUP application fee, since any applications moving forward through the batch pilot project would be advertised in a single joint notice.</li> </ul>

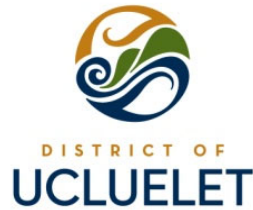
Respectfully submitted:

BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING

DONNA MONTEITH, CFO, ACTING CAO



## Appendix A

**STAFF REPORT TO COUNCIL**

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

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

**FILE NO:** 4020-20 STR

**SUBJECT:** SEASONAL WORKER HOUSING – TUP FOR RV'S PILOT

**REPORT NO:** 21-38

**ATTACHMENT(S):** NONE

**RECOMMENDATIONS:**

1. **THAT** Council indicate whether there is support for staff to focus time on a pilot project for a batch TUP intake for businesses and/or property owners looking to house a seasonal worker for this summer; and, if so,
2. **THAT** Council waive collection of the notification portion of the individual TUP application fee, since any applications moving forward through the batch pilot project would be advertised in a single joint notice.

**PURPOSE:**

The purpose of this report is to provide a brief outline of potential steps to provide a streamlined Temporary Use Permit (TUP) intake and review process for temporary housing in RV's for seasonal workers, and gauge Council support for a pilot project for this summer.

**BACKGROUND:**

Arising from a conversation among the Emergency Operation Centre's *COVID-19 Recovery Task Force*, including Tourism Ucluelet and Chamber of Commerce representatives along with District staff, the notion of a pilot project for seasonal worker housing was explored. The conversation initially focused on the pressures on local businesses, the mental health of both business owners and workers during this unusual and stressful time, and the struggle for businesses to find adequate staff for the busy season. A key pinch-point for businesses is finding housing for seasonal workers. With the summer rapidly approaching, there is little time to create new permanent housing. What may be possible, and might help the situation, is to increase the supply of worker housing by permitting additional accommodation for a limited period of time in appropriately sited and serviced Recreational Vehicles (RV's).

**DISCUSSION:**

While developing new permanent or long-term worker housing would simply not be possible before the summer season, staff have looked at what could be done to streamline the permitting process to allow for some additional housing in town suitable for summer workers. Acknowledging that there are many housing challenges facing the community, this is just one component which may assist an immediate housing need.

While housing workers in RV's is not generally permitted in any zone in the District, a small number of TUP's have been issued for this purpose in town in the last couple of years. A pilot to make this more widely available is presented here in concept, for discussion:

**WHAT?** Pilot project for a streamlined intake and processing of TUP's to allow the occupancy of RV's on private properties, for housing Ucluelet workers over the summer.

**How?**

Task	Description	Who	When
a.	Set criteria & prep application/permit forms	Staff	by April 1 <sup>st</sup>
b.	Advertise and make people aware of the pilot project	Chamber of Commerce	Starting now
c.	Host information meeting and answer questions from potential Applicants	Chamber of Commerce / Staff	April 1 <sup>st</sup>
d.	Make application package available on DoU website	Staff	by April 1 <sup>st</sup>
e.	Answer questions from businesses and applicants	Chamber of Commerce	now - April 16 <sup>th</sup>
f.	Prepare and submit <b>complete</b> application by deadline	Applicants	<b>April 16<sup>th</sup></b>
g.	Review applications for completeness	Staff	April 16 <sup>th</sup> – 23 <sup>rd</sup>
h.	Prepare and advertise necessary public notification for TUP permits	Staff	April 26 <sup>th</sup> /27 <sup>th</sup> (ad deadline 28 <sup>th</sup> )
i.	Notice published in Westerly	Staff	May 5 <sup>th</sup>
j.	Prepare report to Council on applications	Staff	by May 5 <sup>th</sup>
k.	Receive public input and decide on <b>issuing individual permits</b>	Council	<b>May 11<sup>th</sup></b>

Under the *Local Government Act*, notification must be issued and the public given an opportunity to provide comment prior to Council making a decision on issuing a TUP. Staff have prepared the timeline above to lay out how a streamlined process could be held. Key to making this work in a short timeline are the following:

- this is predicated on one intake of applications which would be analysed, advertised and brought to Council on the same Council agenda. This would create some necessary efficiency in all steps of the process;
- the onus will be on applicants to provide a complete application. For this pilot program to work, if an application is found to be incomplete there needs to be an understanding that it will drop out of the pack and not be processed further. Given other applications in process, projects underway, current hiring processes and other ongoing work we simply don't have the staff capacity to be answering multiple questions or chasing applicants for missing information;
- to assist applicants staff would prepare an application checklist and fillable form – this would raise the likelihood that an application includes all the necessary information to be considered by Council.

A few important criteria or considerations with these types of applications include:

- staff would recommend that these TUP's be issued for a maximum of a 6 month period;
- location needs to be clearly identified (Would it displace a needed parking space? Do the neighbours understand its location so that they can provide comment to Council?);
- applicants will need to show they have an approved solution for providing potable water and sewage disposal (Plumbing permit? Containment tank and pump-out contract? Committed and safe access to washroom nearby?);
- a series of permit conditions would be applied to mitigate potential impacts (e.g. quiet hours, parking) and ensure health and safety concerns (e.g. fire extinguishers, etc.) are addressed. A set of standard conditions would be brought forward to Council when considering the batch of applications.

#### **TIMING AND RESOURCE REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

The timeline is short, aimed at making it possible for Council to consider issuing permits to allow for additional housing at its May 11<sup>th</sup> meeting. This could provide time for a property or business owner to potentially obtain a permit in time to arrange to bring in and service an RV to house a seasonal employee this summer.

There is no way to know how many applications might be submitted if this type of pilot program were tried this year. If we were to receive numerous applications, the batch intake and processing approach would be critical.

#### **FINANCIAL IMPACTS:**

Under the Fees & Charges bylaw the TUP application fee is \$350 plus a public notice fee of \$500. Because the advertised notice could be combined in this case, Council could consider waiving the notification fee.

#### **CONCLUSION:**

Before staff spend time exploring this potential pilot program further, staff are seeking Council discussion and direction.

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



## STAFF REPORT TO COUNCIL

Council Meeting: MAY 11, 2021

500 Matterson Drive, Ucluelet, BC V0R 3A0

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

**FILE NO:** 3070-TUP PILOT

**SUBJECT:** SEASONAL WORKER HOUSING – TUP FOR RV'S PILOT

**REPORT NO:** 21-66

**ATTACHMENT(S):** NONE

### **RECOMMENDATIONS:**

This report is for information.

### **PURPOSE:**

Staff recommend that Council follow the process outlined below for reviewing the Temporary Use Permit (TUP) applications which follow on this meeting agenda. This is part of a pilot project to provide a streamlined TUP intake and review process for permitting seasonal RV camping spaces for local seasonal workers.

### **BACKGROUND:**

On March 23, 2021, Council indicated support for a pilot project to increase the supply of worker housing in Ucluelet this summer - by permitting additional accommodation for a limited period of time in appropriately sited and serviced Recreational Vehicles (RV's). This streamlined process is aimed at alleviating an immediate housing need in the community.

Laurie Filgiano at the Ucluelet Chamber of Commerce played a key role in communicating the process and details to prospective applicants. By the intake deadline on April 16, ten complete(ish) applications were submitted to create two dozen new RV spaces in Ucluelet this summer. Separate reports and details on each of these applications follow on Council's agenda.

Over the past two weeks staff have assessed each application, drafted reports and permits for Council to consider – and have published, mailed and delivered notices to over 300 households (to meet the notification requirements that are necessary before Council considers issuing TUP's). Council is now in a position to receive public input and make decisions on each permit application.

### **DISCUSSION:**

Note that there are eleven permit applications on Council's agenda; one application (TUP21-01) was initiated prior to the pilot project and was in stream when the pilot was launched. Also note TUP21-01 is different from the others in that it seeks a 3-year TUP for a specific circumstance on a commercial property. The timing and notification simply aligned between this application and the others.

A few of the applications do not identify that a person living on-site will be responsible for overseeing the RV space(s). On commercial properties having the manager also resident on site is less of a concern than in residential settings. **For those applications on residential properties where the owner / applicant does not live on site, it would be appropriate for Council to seek detail on how the property will be managed and how the applicant proposes to respond if there are issues or complaints.** Applicants have been alerted to expect questions on this aspect; if Council is not satisfied that the application will adequately avoid nuisance arising from the temporary use, then Council may either deny the requested permit or defer a decision pending receipt of further details from the applicant.

All successful permit holders are encouraged to have a written agreement with any campers on their properties, acknowledging that this is a temporary use which ends at a fixed date no longer than six months, agreeing to conduct themselves in accordance with the conditions which the owner is responsible for ensuring under the TUP, and any other matters the owner wishes to clarify at the outset. Some owners have discussed a “good neighbour” policy, which may be a good idea. Permit holders may also wish to seek legal advice on any agreement with temporary campers; note that TUP holders are responsible for ensuring that the temporary use is removed and the property complies with the Zoning Bylaw when the permit lapses or if it is cancelled.

#### **PROCESS FOR REVIEWING APPLICATIONS:**

Staff recommend that Council use the following process for each TUP application on the May 11<sup>th</sup> meeting agenda:

- A. Staff will briefly overview the application and highlight any aspects that warrant Council’s particular attention;
- B. Council may ask questions of staff;
- C. The applicant should be invited to address Council (**applicant Zoom attendees “raise your hand” at this point to be brought into the discussion by the meeting moderator to address Council**) to:
  - a. add any additional information they wish Council to consider; and,
  - b. answer any questions raised by members of Council;
- D. Council should then invite any members of the public to comment (**public Zoom attendees “raise your hand” at this point to be brought into the discussion by the meeting moderator to address Council**);
- E. Council should then check with staff to see if any public comments have been submitted by email up to that point;
- F. Council may ask further questions of staff or the applicant;
- G. Council should then return the discussion to the table and debate motions on how to proceed with each TUP application.

Correspondence received up to the publishing of the Council agenda (if any) is found in Appendix “C” to the report on specific applications. Draft Temporary Use Permits are attached as Appendix “B” to each of the individual reports – some contain site-specific conditions suggested to address unique aspects of the application. Council may add or modify conditions as it sees fit before deciding on whether to issue a permit.

**NEXT STEPS:**

For each permit authorized by Council, the applicant will need to follow up with staff to:

- A. sign the permit and its required undertaking;
- B. provide current contact information;
- C. provide a \$1,000 deposit per camping space (the deposit is returned if the permit holder complies with the TUP conditions and removes the use at the end of the term);
- D. arrange for a fire inspection of the seasonal camping space.

Once the fire inspection has been signed off, the permit holder can welcome their seasonal worker(s) on site.

At the end of the maximum 6-month TUP period (i.e., no later than November 11, 2021) all temporary spaces should be vacant. After that point staff will provide a report to Council on any complaints raised / lessons learned from the TUP pilot; that would be an appropriate time to consider whether to repeat the “batch application” exercise. If so, staff would recommend that an earlier intake would allow for a smoother process for all involved. That said, given the timing of how this pilot came about, staff are pleased to see the applications on Council’s agenda and the potential additional accommodation they represent this summer for workers in Ucluelet.

**Respectfully submitted:** Bruce Greig, Manager of Community Planning



## INFORMATION REPORT

Council Meeting: March 29, 2022  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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<b>FROM:</b>	PAULA MASON, MANAGER OF CORPORATE SERVICES	<b>FILE NO:</b> 0550-20
<b>SUBJECT:</b>	RESOLUTION TRACKING – MARCH 2022	<b>REPORT NO:</b> 22-39
<b>ATTACHMENT(S):</b>	RESOLUTION TRACKER – MARCH 2022	

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### 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, attached, provides Council with an overview of actions resulting from resolutions of Council. Trackers are assigned to staff with the following progress designations:

- 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, MANAGER OF CORPORATE SERVICES

Meeting	Date	Agenda Item #	Meeting Item Description	Resolution	Action	Staff Responsible	Department Responsible	Follow-Up Status
Regular Council	September 25, 2018	11.3	Lease with Ucluelet & Area Historical Society	THAT Council approve recommendation 1 of report item, "Lease with Ucluelet & Area Historical Society", which states: THAT Council enter into a lease agreement with the Ucluelet and Area Historical Society that is similar to their original Provincial Lease #111228 – Block A District Lot 1507, Clayoquot Land District for approximately 2.4 hectares	Meet with UAHS looking at options. UAHS to get back to Ms. Fortune to confirm the direction they would like to proceed	Abigail Fortune	Parks & Recreation	In Progress: Letter is being sent to the historical society with a deadline attached
Regular Council	May 14, 2019	13.4.	Zoning Amendment, Housing Agreement & DVP (354 Forbes Road)	THAT Council, with regard to the proposal to renovate the building on Lot 17, District Lot 281, Clayoquot District, Plan VIP76147 (354 Forbes Road) and request for zoning amendments to permit commercial tourist accommodation on the property: give third reading to the "District of Ucluelet Zoning Bylaw Amendment Bylaw No. 1248, 2019"; give third reading to the "Ucluelet Housing Agreement Bylaw No. 1249, 2019"; and issue Development Variance Permit DVP19-03	Bring Bylaw No. 1248 & No. 1249 for adoption, once all conditions are met	Bruce Greig	Planning	Council confirmed conditions of approval at Mar15 regular meeting.
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	Abigail Fortune	Parks & Recreation	In Progress - This will be part of overall master plan for Tugwell Field Area - Planning 2022
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	Bruce Greig	Planning	In Progress - pending design phase of Peninsula Road project.
Regular Council	March 17, 2020	14.2.	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	Paula Mason	Administration / Finance	Costing Received. Bylaw going to Council for first, second & third readings on March 15, 2022
Regular Council	June 23, 2020	13.1	District of Ucluelet Flood Mapping Project Bruce Greig, Manager of Community Services	THAT Council earmark the results of the flood mapping project for upcoming discussions in the Strategic Planning update and subsequent Budget preparations, for next steps to: update Emergency Preparedness plans; consider resiliency in long-term Asset Management planning; consider changes to development regulations, including a process for public consultation, as they relate to existing properties; and, consider new policy on future developments to avoid areas of flood risk.	Use report findings to update strategic planning, emergency preparedness plans, asset management planning, development regulations, policies related to development and subsequent budget preparation.	Joseph Rotenberg	Administration	Assigned: this will be brought back during strategic and budget planning.
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.	Abigail Fortune	Parks & Recreation	In Progress - Final installation underway
Regular Council	October 13, 2020	13.1	Revised Covenant and Option to Purchase - Lot 13 Marine Drive Bruce Greig, Manager of Community Planning	THAT Council indicate that the offer to provide funding in the amount of \$320,000.00 to support the servicing and infrastructure of the development to reduce the cost of units to qualifying households would remain valid until September 1, 2025, and would be payable upon the owner obtaining a final occupancy permit for the last of the 33 houses to be built on the proposed lots.	Pay funds to the developer if and when occupancy permits are issued.	Donna Monteith	Finance	Assigned: Long Term Project Subject to Developer performance.
Regular Council	December 15, 2020	14.1	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.	Bruce Greig	Planning	Survey underway. Pending receipt of subdivision application.
Regular Council	June 15, 2021	13.4	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.	Duane Lawrence	CAO	Bylaw and policy under development as directed from CoW.
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.	Abigail Fortune	Recreation	In progress COW Report - late Spring
Regular Council	October 12, 2021	13.1	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.	James Macintosh	Public Works	Determining suitable locations for consideration.
Regular Council	October 26, 2021	11.1	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	Rick Geddes	Fire & Emergency Services	Bylaw under development.
Regular Council	October 26, 2021	13.1	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.	James Macintosh	Public Works	Presentation coming up in April with guideline/policy suggestions
Regular Council	December 14, 2021	11.3	Parking Concerns 1624 Bay Street James Macintosh, Director, Engineering Services	THAT Council direct staff to relocate the pedestrian pathway and cross walk currently located on the west side of Bay Street to the east side of Bay Street.	Develop new routing plan; convey plan to affected residents and implement project.	James Macintosh	Public Works	Re-alignment will occur with next paving project.





Meeting	Date	Agenda Item #	Meeting Item Description	Resolution	Action	Staff Responsible	Department Responsible	Follow-Up Status
Special Council	February 24, 2022	8.1.	2022 - 2026 Five Year Financial Plan overview (verbal report) Donna Monteith, Chief Financial Officer	It was moved and seconded THAT Council authorize staff to proceed with the COVID-19 2022 expenditures as presented in the February 24, 2022 draft financial plan; and THAT Council authorize staff to proceed with an Equipment Financing Loan in the amount of \$350,000.00.	Prepare job postings for temporary staff positions: part-time janitorial, bylaw officer and sanitation labourer.  Prepare Equipment Financing loan report and resolution.	Abby Fortune / Bruce Greig  Donna Monteith	Parks & Recreation / Planning  Donna Monteith	In Progress  Complete
Regular Council	March 15, 2022	10.5	2022 Grants in Aid and In-Kind Contributions Donna Monteith, Chief Financial Officer	THAT Council authorize the Grants in Aid and In-Kind contributions for 2022 as presented in the approved Schedule of 2022 Grants in Aid and Council Contribution Requests; and, THAT Council direct staff to amend the draft Five Year Financial Plan by increasing the property tax requisition by an amount equal to the increase in grant in aid contributions as approved in the Schedule of 2022 Grants in Aid and Council Contribution Requests.	Amend the draft Five Year Financial Plan by increasing the property tax requisition by an amount equal to the increase in In-Kind contributions as approved in the Schedule of 2022 Grants in Aid and Council Contribution Requests. Issue GIA payments.	Donna Monteith	Finance	In Progress - Grant cheques prepared for distribution. Letters for both Grants and In-Kind Contributions in progress.
Regular Council	March 15, 2022	10.3	Contract Authorization for Peninsula Road Safety and Revitalization Project James MacIntosh, Director of Engineering Services	THAT Council approve Option A, to the Mayor and Corporate Officer to execute a contract between McElhanney and the District of Ucluelet for the design and construction management services of the Peninsula Road Safety and Revitalization Project in an amount of \$330,000 plus tax.		James Macintosh	Public Works	Contract being executed week of March 21 > design begins
Regular Council	March 15, 2022	10.4	YG Referral – Amendments to Zoning and Structures Act and Official Community Plan Bruce Greig, Director of Community Planning	THAT Council direct staff to issue a response to the Yuuluʔiʔath Government request for comment on the proposed amendments to the Yuuluʔiʔath Government Zoning and Structures Act Amendment Act No. 3 and Official Community Plan Act as presented in the attached letter to staff Report No. 22-37.	Send letter as drafted to the Yuuluʔiʔath Government.	Bruce Greig	Planning	Complete
Regular Council	March 15, 2022	10.2	2022-2027 MFA Equipment Financing Loan Authorization Donna Monteith, Chief Financial Officer	THAT the Council of the District of Ucluelet authorize up to \$350,000 be borrowed, under section 175 of the Community Charter, from the Municipal Finance Authority, for the purpose of purchasing fleet vehicles and equipment; and THAT the loan be repaid within 5 years, with no rights to renew.	Provide a copy of the Council resolution and loan documents to MFA. Proceed with equipment and vehicle purchases within Council's Procurement and disposal policy #3-1200-5.	Donna Monteith	Finance	Assigned - In Progress
Regular Council	March 15, 2022	9.4	Single-Use Item Regulation Bylaw Amendment No. 1298, 2022 Paula Mason, Manager of Corporate Services	THAT Council approve Option A, to adopt the Single-Use Item Regulation Amendment Bylaw No. 1298, 2022 as presented.	Notify the Ministry of Environment and Climate Change Strategy of the implementation date. Implement a business and community awareness campaign Advise bylaw enforcement and implement awareness and	Paula Mason	Administration	In progress - Minister notified, Bylaw Enforcement notified, Bylaw printed, signed & filed.
Regular Council	March 15, 2022	9.3	Loan Authorization Bylaw No. 1304, 2022 Water System and Filtration Improvements project Donna Monteith, Chief Financial Officer	THAT Council direct staff to revise the District of Ucluelet's five-year financial plan to include a 3% property tax increase to be placed into the Water Capital Reserve fund for future debt servicing of the water system and filtration improvements project.	Submission of borrowing bylaw for Inspector of Municipalities' review. Revise the District of Ucluelet's five-year financial plan to include a 3% tax increase to be placed into the Water Capital Reserve fund for future debt servicing of the water system and filtration improvements project.	Donna Monteith	Finance	Assigned - In Progress
Regular Council	March 15, 2022	9.1	Zoning Amendment Application - Pacific Rim Charters & Guest Lodge (354 Forbes Road) Bruce Greig, Director of Community Planning	THAT Council direct staff to advise the applicant to arrange for the registration of the section 219 restrictive covenant and access easement on the title of the property at 354 Forbes Road, and defer further consideration of amending the zoning designation of the property until such time as the conditions stated by Council in October 2018 are met.	Staff to advise the owners that once they have completed the outstanding items the original Zoning Amendment Bylaw No. 1248, 2019, would be brought back to Council for adoption.	Bruce Greig	Planning	Complete
Regular Council	March 15, 2022	6.2	February 24, 2022 Special Budget Minutes	It was moved and seconded THAT Council adopt the February 24, 2022 Special Budget Minutes as presented.	Print, file & sign.	Paula Mason	Administration	Complete
Regular Council	March 15, 2022	6.1	February 22, 2022 Regular Minutes	It was moved and seconded THAT Council adopt the February 22, 2022 Regular Minutes as presented.	Print, file & sign.	Paula Mason	Administration	Complete

## Councillors

Les Barkman  
Sandy Blue  
Kelly Chahal  
Brenda Falk



## CITY OF ABBOTSFORD Mayor, Henry Braun

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Councillors

Dave Loewen  
Patricia Ross  
Dave Sidhu  
Ross Siemens

March 10, 2022

File: 0530-03

*Via email*

UBCM Member Municipalities

Dear UBCM Members:

### **Re: Support for Resolution**

I am writing on behalf of Abbotsford City Council, requesting favourable consideration and resolutions of support for recovering municipal costs through Build Back Better Funding for critical infrastructure for inclusion at the upcoming LMLGA Convention, in advance of the UBCM Convention this fall.

At the February 28, 2022 Council Meeting, City Council approved the following resolution:

WHEREAS the Province of BC completed a Preliminary Strategic Climate Risk Assessment for B.C. in 2019 that found that extreme weather events will continue to worsen across the province in coming years including heat waves and severe river flooding, with extreme precipitation events continuing to increase toward 1 in 20 year events becoming 1 in 10 year events or lower;

AND WHEREAS the Minister for Public Safety and Solicitor General and Emergency Management BC have been working closely with the UBCM Flood and Wildfire Advisory Committee and local governments since mid-2019 to modernize Emergency Program Act (EPA) to support local governments in responding and planning for disaster mitigation through phased-in legislative updates beginning in 2022:

THEREFORE be it resolved that the provincial government, as part of the process of modernizing the EPA legislation, include robust and sustainable 'building back better' funding at 100 per cent as part of the first phase of the updated EPA legislation in 2022; and additionally consider enhancing the Community Resiliency Investment Program to include funding programs for flood related infrastructure improvement.

We look forward to, and appreciate your support on this matter.

Yours truly,

A handwritten signature in black ink, appearing to read 'Henry Braun'.

Henry Braun  
Mayor

c. Council members  
Peter Sparanese, City Manager





March 16, 2022

British Columbia Municipalities

**Re: Reducing Patio Application Red Tape for BC's Hospitality Sector and Economic Recovery**

As we emerge from the pandemic and begin the long road to economic recovery in all corners of British Columbia, we look forward to working collaboratively with municipalities to enable public and private patio programs that support our local small businesses.

With 80% of hospitality businesses still losing money and accumulating more debt each month combined with inflationary pressures where food prices increased by 5.7% last year and will increase another 5.3% in 2022, it will take two thirds of hospitality businesses one and half years to return to profitability. On top of that recent polling indicates that more than 60% of consumers are still hesitant to return to indoor dining due to COVID safety concerns. As a result, **continuing expanded outdoor dining on patios continues to be an important factor in helping the hospitality industry recover from the pandemic.**

Recently, we have witnessed the unintended consequences in municipalities such as City of Vancouver where new guidelines for its public patio program were not designed in consultation with small businesses and did not create the intended solutions supported by council. Instead, the program created additional fees, red tape, and duplication of effort for those restaurants, pubs, and breweries looking to keep their successful patio open this summer. Despite aiming to “streamline the review process” the additional hurdles created significant delays which required staff to rework the program within days of its release.

In order to avoid these unintended consequences, we encourage municipalities to consult directly with small businesses and our various associations. **Our key recommendations include:**

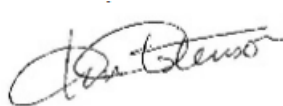
1. **Extend current patio programs without implementing new restrictions or fees;**
2. **Streamline approvals to ensure those small businesses who have been safety and successfully operating patios may continue to do so;**
3. Increase flexibility for patio types and sizes as well as the number of patios allowed;
4. Increase the space use of existing patios or picnic areas to allow chairs to be spread out to meet distancing requirements;
5. Allow pop-up outdoor dining and manufacture sampling spaces;
6. Allow and increase the use of parklets and public space for dining;
7. Allow any increase in patio, picnic area or outdoor space be considered a continuation of an establishment's existing approved alcohol service area or manufacture's sampling area to provide samples and not require additional endorsements or authorizations; and
8. Coordinate with any relevant bodies—such as the Liquor and Cannabis Regulation Branch, Fire Department, etc.—to reduce red tape and speed approval timelines wherever possible.

At a time when economic recovery and supporting our small businesses is a priority for all of us, we are confident that by working collaboratively we can reduce red tape and unnecessary fees associated with public and private patio programs.

Sincerely,



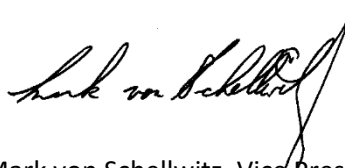
Ken Beattie, Executive Director  
**British Columbia Craft Brewers Guild**



Ian Tostenson, President and CEO  
**BC Restaurant and Food Services Association**



Jeff Guignard, Executive Director  
**Alliance of Beverage Licensees**



Mark von Schellwitz, Vice President, Western Canada  
**Restaurants Canada**



March 22, 2022

Ref: 269899

Mayors and Regional District Chairs

Attendees of the March 2022 Regional Meetings with Minister Nathan Cullen, Minister Lisa Beare, and Minister Josie Osborne

Dear Mayors and RD Chairs:

Thank you for taking the time to join Minister Nathan Cullen, Minister Lisa Beare, and Minister Josie Osborne for the March 2022 regional meetings. As Minister Cullen indicated when he affirmed his desire to continue these meetings, they have proven to be a great opportunity to hear about key issues and initiatives in your communities and for you to hear from each other and share your experiences.

The timing of these meetings could not have been planned better for the hand-off from Minister Osborne to the new Minister of Municipal Affairs, Honourable Nathan Cullen, who took the helm of Municipal Affairs on February 25<sup>th</sup>.

Minister Cullen is committed to continuing to meet with local elected leaders on a regular basis. **If there are particular topics or themes you would like to have covered in future meetings, please share these via email to [MUNI.Minister@gov.bc.ca](mailto:MUNI.Minister@gov.bc.ca) by Friday, April 15, 2022.**

On behalf of Minister Osborne, I would like to thank all of you for your support during her time as Minister of Municipal Affairs, and I know that she is looking forward to working with you in her new role as Minister of Land, Water, and Resource Stewardship and Minister Responsible for Fisheries. Many of you shared with Minister Cullen that he has big shoes to fill, and he very much looks forward to connecting with you individually and collectively in the weeks and months ahead.

The March 2022 meetings were focused on connectivity. Our government recognizes that access to reliable high-speed internet and cellular connectivity for British Columbians is more important than ever before. Minister Beare gave feedback on some initiatives that had been requested as well as pointing to new funding announced on March 8<sup>th</sup>.

### **Connectivity Information and Updates**

As promised in the calls, here are links to information provided by Minister Beare related to connectivity. This includes new [resources for local governments](#), [planning tools](#) and an [interactive map](#) that shows announced projects funded in part by the Province.

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Ministry of Municipal Affairs    Local Government

Mailing Address:  
PO Box 9490 Stn Prov Govt  
Victoria BC V8W 9N7  
Phone: 250 356-6575

Location:  
6th Floor, 800 Johnson Street  
Victoria BC V8W 1N3

Mayors and Regional District Chairs  
Page 2

In addition, we are pleased to share the announcement of a [federal and provincial joint funding agreement of \\$830 million](#) to connect the remaining underserved rural and Indigenous communities in B.C. by 2027, including the \$289 million announced as part of Budget 2022. This funding partnership is great news for these households that will be able to look forward to connectivity projects in their community. Work on the new program has started with the Request to Participate available on [BC Bid](#) (Number 13183). We would encourage those in underserved rural and Indigenous communities to have a look and to consider providing feedback.

We will also hold information sessions on the Request to Participate process for local government:

- The Regional Connectivity Knowledge Network will host a technical session with CAOs and staff on March 30<sup>th</sup>. Look for information on the session in [UBCM's The Compass](#).
- Elected officials will be invited to join Minister Beare on April 8<sup>th</sup> to discuss the announcement and opportunities under the new Connecting Communities BC program. Invitations will be sent directly via email.

If you have any questions about any of these sessions, please email the [Connectivity team](#) at the Ministry of Citizens' Services.

## **COVID-19 Update**

### **[Changes to Provincial Restrictions](#)**

Provincial Health Officer Dr. Bonnie Henry recently announced changes to provincial COVID-19 restrictions because of B.C.'s lowered hospitalization and transmission rates. Masks are no longer required in public indoor settings by public health. Wearing a mask is a personal choice.

Masks are encouraged on public transit and BC Ferries, but not required. Individual businesses and event organizers can choose to continue requiring masks on their premises. Masks are still required for [federally regulated travel, like air travel](#). There are no restrictions on worship service capacity and overnight camps for children and youth are allowed. There are no visitor limits at long-term care and seniors' assisted living facilities.

When K-12 schools return from [spring break](#), masks will no longer be required for students, staff, and visitors.

**On April 8, 2022, at 12:01 am**, further restrictions will be lifted:

[Proof of vaccination](#) will no longer be required to access businesses, events, and services. Individual businesses and event organizers can choose to continue requiring proof of vaccination for entry. Proof of vaccination is still required for [federally regulated travel, like air travel](#).

Businesses will no longer need a COVID-19 safety plan. They must follow communicable disease guidance from WorkSafeBC. Proof of vaccination will no longer be required for post-secondary student housing.



Mayors and Regional District Chairs  
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### **Budget 2022 Highlights**

On February 22, 2022, Finance Minister Selina Robinson tabled the 2022 provincial budget in the Legislature. Budget 2022 makes the choices needed to build a stronger BC and make life better for people by investing in our economic, environmental, and social strengths.

The Ministry of Municipal Affairs has three objectives coming out of Budget 2022 as included in our Service Plan:

- Strong, sustainably governed communities
- Economic recovery beyond the COVID-19 pandemic
- Vibrant, inclusive communities that are welcoming to newcomers

Budget 2022 includes significant new funding commitments of interest to local governments including emergency preparedness and disaster recovery, climate action, homelessness, and connectivity. More information can also be found on the [UBCM website](#).

- **Emergency Preparedness & Recovery** - investments to improve operations at EMBC and the River Forecast Centre as well as a proactive, year-round service model for BC Wildfire Services that will boost emergency preparedness, and support flood recovery in affected communities. This includes:
  - funds to help communities build critical infrastructure back better after the disastrous weather events in 2021,
  - new funding to the Community Emergency Preparedness Fund to support emergency management and preparedness, and
  - \$90 million allocated in 2021/2022 to complete FireSmart initiatives.
- **Climate Action** - investing \$1 billion in new funding for implementing the province's climate action strategies, CleanBC and the Roadmap to 2030. This includes:
  - establishing a new \$76 million Local Government Climate Action Program, administered by the Climate Action Secretariat at the Ministry of Environment to help local governments take action to reduce emissions and prepare for and adapt to climate change.
  - The Local Government Climate Action Program will be operational in Spring of 2022. More information on program specifics will be released in the coming weeks.
  - \$30 million in grants to local governments to improve active transportation infrastructure.
- **Homelessness** - investing \$633 million over three years to expand homelessness services and wrap around support services, including:
  - complex care housing to over 20 sites that will support up to 500 people with severe mental health, substance abuse issues, or traumatic and acquired brain injuries.
- **Housing** – investing an additional \$166 million over three years to accelerate progress towards building 114,000 affordable housing units in communities across BC.

Mayors and Regional District Chairs  
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- Budget 2022 also included significant investments in forestry, mental health and substance abuse, reconciliation, tourism, and childcare.

## Funding Opportunities

### CleanBC Communities Fund

The third intake for the **ICIP CleanBC Communities Fund** is now open for applications **until May 25, 2022, at 3:00 pm PST**. This intake supports projects starting in 2023 and must be completed by March 2027. Program information can be found [here](#).

The CleanBC Communities Fund is a collaboration between the BC Ministry of Environment and Climate Change Strategy and the Ministry of Municipal Affairs in close partnership with Infrastructure Canada. Please email [infra@gov.bc.ca](mailto:infra@gov.bc.ca) to get connected to a program team member who can respond to your questions.

### Strengthening Communities' Services Program

The second intake for the **Strengthening Communities' Services Program** is open and **will accept applications until April 22, 2022**. This means that communities can continue to respond to peoples' unique needs, especially those who are most vulnerable.

The fund is open to all local governments and modern Treaty Nations to support unsheltered homeless populations and address community impacts caused by COVID-19. For the second intake, the program guidelines have been updated to clarify that supports to address extreme weather events, such as temporary warming and cooling centers, are eligible for funding. Although these services were eligible during the program's first intake, the guidelines did not specifically mention them. UBCM is administering the program on behalf of the Province. For more information visit the [UBCM website](#).

### Community to Community Forums (C2C)

[Community to Community Forum funding](#) is again available this year for First Nations and local governments to gather for dialogue to build on opportunities, support reconciliation efforts, resolve issues of common responsibility, interest or concern, and advance tangible outcomes.

Since 1999, the Ministry of Municipal Affairs and Indigenous Services Canada have provided funding for the C2C program. In this time, more than 680 C2C Forums have been held in communities across the province. Funding permitting, the C2C program can contribute a maximum of 100% of the cost of eligible activities – to a maximum of \$5,000.00. Communities can apply to more than one intake and a “forum” doesn't have to be one stand-alone event. For example, a forum can be a re-occurring series of meetings.

Mayors and Regional District Chairs  
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**Application Deadlines:**

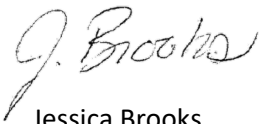
**April 8, 2022**, for events between April 22, 2022, and March 31, 2023

**September 2, 2022**, for events between September 26, 2022, and March 31, 2023

**December 2, 2022**, for events between January 1 and March 31, 2023

I appreciate you communicating back information from the Province to your councils and boards, to your local government staff, and to your communities. The next regional meetings will be in May, and Minister's Office staff will be in contact with you about the date, time, and meeting information.

Sincerely,



Jessica Brooks  
A/Assistant Deputy Minister

pc: Chief Administrative Officers  
Laurey-Anne Roodenburg, President, UBCM  
Gary MacIsaac, Executive Director, UBCM  
Candace Witkowskyj, Executive Director, LGMA  
Todd Pugh, Executive Director, CivicInfo BC





March 23, 2022

Ref: 269546

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

Dear Mayor Noel:

Thank you for your letter regarding mandatory parental leave provisions for elected officials.

Ministry of Municipal Affairs staff have been actively monitoring this issue for several years now, and the ministry is supportive of parental leaves using existing tools local governments have, to put in place policies for parental leave for locally elected officials. This is an important action to support gender inclusion and diversity in local governments.

In recent years, the province of British Columbia has observed an increase in the number of local governments that have adopted a policy to allow elected officials to go on maternity or parental leave. The province continues to favour this approach that allows individual communities to determine policies related to various types of leave, as permitted by current local government legislation, just as local governments determine remuneration and other benefits for local elected officials. Local governments continue to develop policies that best account for their unique circumstances in their communities.

In 2016, the ministry responded to a Union of BC Municipalities resolution by noting the complex policy considerations in relation to establishing provincially legislated statutory minimum maternity and parental leave for local elected officials. The complexities identified in that response included the existing legal and policy frameworks around employee leave; whether elected officials can be considered employees under the *Employment Standards Act* for these purposes. This issue was more recently raised in a 2021 UBCM resolution.

Under the existing legislation, local governments have full authority to grant leave for a wide variety of reasons to elected officials and to establish policies for such leave including handling of appointments (such as to boards and committees), and other duties during the leave and upon return. Furthermore, council members who have received approval for their absence from council attendance will not be at risk of disqualification. The existing authority allows individual communities to design leave policies that reflect considerations for their unique circumstances for various types of leave.

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Their Worship Mayor Mayco J. Noel  
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Given the complexities of establishing minimum entitlements for maternity and parental leave for local elected officials under provincial legislation, and the existing authority of local governments to determine their own policies, the province is currently not considering establishing statutory minimum entitlements for maternity and parental leave for local elected officials but will continue to work with UBCM regarding the resolution.

Thank you for sharing the perspectives of the District of Ucluelet on this important matter. B.C.'s communities are best served when their local government representatives understand the diverse range of perspectives in each community, so the ministry has a strong interest in working collaboratively to address barriers that dissuade specific groups of community members from running for local office, in particular improving gender equity and diversity. As Ucluelet continues to consider this matter, I encourage you to continue sharing its experiences and knowledge with the ministry and the wider local government community.

Thank you again for writing.

Sincerely,

A handwritten signature in black ink, appearing to read "Nathan Cullen". The signature is written in a cursive, flowing style.

Nathan Cullen  
Minister

pc: Kara Woodward, Executive Director, Policy, Research and Legislation,  
Local Government Division