



STAFF REPORT TO COUNCIL

Council Meeting: NOVEMBER 10, 2020
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MARK BOYSEN, CHIEF ADMINISTRATIVE OFFICER

FILE NO: 0640-30

SUBJECT: QUARTERLY PROJECTS UPDATE – Q3 2020

REPORT NO: 20-123

ATTACHMENT(S): APPENDIX A – 2020 QUARTERLY PROJECT STATUS REPORT TABLE
APPENDIX B – STRATEGIC PLAN TRACKING FOR Q3 2020

RECOMMENDATION(S):

1. **THAT** Council receives this Q3 2020 update on the progress of budgeted Staff projects.

PURPOSE:

The purpose of this report is to provide a quarterly update to Council on the progress of key projects that were approved in the 2020 District of Ucluelet Financial Plan and to provide a check in on the status of 2019-2022 Strategic Plan projects that Council has set for their term in office.

BACKGROUND:

Staff are pleased to provide this Q3 update on the status of departmental projects for 2020 (**Appendix A**). The current overall projects completion status to the end of Q3 is 71%.

Staff have also included Strategic Plan Tracking for 2020 (**Appendix B**) to provide Council with a progress update on actions listed in the 2019-2022 Strategic Plan. Many of these action link to the work in **Appendix A**.

Table 1 below provides a summary of the 2020 projects which will indicate their status over the year.

Table 1: Q1 2020 Status of Departmental Actions.

Department	Recreation & Tourism	Community Planning	Administration	Fire-Emerg Services	Operations	Totals
In Progress	6	3	0	3	5	17
Completed	0	2	1	2	1	6

Respectfully submitted:

Mark Boysen, Chief Administrative Officer

2020 Project Management Tracker

Appendix A



Average Completion:

	Project	Project Manager	Estimated Finish	Estimated Budget	Budget Spent	Funding Source	Completion	Status
1	Amphitrite House Project Initiation	Abby Fortune	Dec-21	\$709,000	\$0	Grant	75%	Funding confirmed. Project initiated.
2	Amphitrite Centre Project Planning	Abby Fortune	Dec-20	\$100,000	\$0	Community Forest	75%	Goal to create work plan with Urban systems - start survey work & front counter
3	Harbour Projects	Abby Fortune	Dec-20	\$126,000	\$48,340	Harbour Reserves	75%	Projects have been reviewed & prioritized. Work initiated.
4	Spring Cove Trail	Abby Fortune	Dec-20	\$46,000	\$1,800	RMI	60%	final section to be completed by end of November
5	Wayfinding and Signage	Abby Fortune	Dec-20	\$15,200	\$0	RMI	40%	RMI approval - creating work plan
6	Heritage Signage	Abby Fortune	Dec-20	\$3,000	\$500	RMI	50%	In discussion with consultant.
7	Village Green Design	Bruce Greig	Dec-20	\$150,000	\$72,000	Gas Tax	75%	Updated concept design and costing underway for TDCF grant submission.
8	Peninsula Road Revitalization Design	Bruce Greig	Dec-20	\$145,000	\$45,614	Gas Tax	100%	Design complete. Proceeding with discussions to divest from Province.
9	Flood Risk Assessment & Mapping	Bruce Greig	May-20	\$138,000	\$138,517	Grant	100%	Project complete.
10	Land Use Demand Study	Bruce Greig	Dec-20	\$40,000	\$0	Partnership	50%	Project initiated in partnership with Tofino and ACRD.
11	OCP Adoption	Bruce Greig	Dec-20	\$0	\$0	General	93%	Final draft under development.
12	Health Centre Design	Mark Boysen	Jun-20	\$45,000	\$34,686	General	100%	Final draft being prepared for Council.
13	Tsunami Sirens	Rick Geddes	Jun-20	\$39,400	\$34,800	Community Forest	100%	Installed.
14	Tsunami Kiosk (Tugwell)	Rick Geddes	Jun-20	\$45,573	\$1,400	RMI	50%	Work initiated.
15	Fire Hall Upgrades	Rick Geddes	Jun-20	\$8,000	\$2,800	General	90%	Upgrades completed to stairs, and bathroom/showers.
16	EOC Upgrades	Rick Geddes	Jun-20	\$25,000	\$25,000	Grant	90%	Training remaining.
17	ESS Modernization and Trailer	Rick Geddes	Dec-20	\$25,000	\$24,157	Grant	100%	Purchased and installed.
18	Bay Street Duplex and Pathway Construction	Warren Cannon	Jun-20	\$629,000	\$598,934	Sewer Fees	100%	Sewer pipe connected, Path lighting planned.
19	Cedar Road Hub - Phase 2	Warren Cannon	Jun-20	\$365,500	\$39,369	Gas Tax RMI	80%	Construction complete in November.

	Project	Project Manager	Estimated Finish	Estimated Budget	Budget Spent	Funding Source	Completion	Status
20	Well Upgrade/VFD	Warren Cannon	Dec-20	\$130,000	\$26,400	Water Fees	20%	Design work 90% tender set for December. Completion in 2021.
21	Sewer/Storm Master Plan	Warren Cannon	Jun-20	\$90,000	\$50,000	Sewer Fees	50%	Sewer 75% Storm 10% complete. Linked to Land Use Project. Complete 2021.
22	SCADA Water	Warren Cannon	Jun-20	\$55,000	\$10,200	Water Fees	50%	Remaining work linked to VFD project.
23	SCADA Sewer	Warren Cannon	Dec-20	\$32,000	\$0	Sewer Fees	10%	Will be started in 2021.

2020 Strategic Plan Tracker
Strategic Plan Actions Planned for 2020

Appendix B



Year	Focus Area	Strategy	Activity	Status
2019	1 - MANAGING GROWTH & MAINTAINING QUALITY OF LIFE	Development bylaw/policy enhancement and modernization	Complete bylaw/policy gap analysis	Gap Analysis initiated, report to Council in early 2021.
2019	2 - COMMUNITY DEVELOPMENT	Development of Health Centre	Conduct feasibility study/business case with Island Health	Project Tracker Action #12.
2019	2 - COMMUNITY DEVELOPMENT	Acquire Amphitrite Lands	Pursue grant for lighthouse/residence	Grant approved and project initiated. Completion in 2021.
2019	2 - COMMUNITY DEVELOPMENT	Acquire Amphitrite Lands	Finalize operations agreement for lighthouse/residence	In discussions with DFO to finalize agreement.
2019	2 - COMMUNITY DEVELOPMENT	Complete Harbour Master Plan	Finalize and adopt HMP	Project Tracker Action #3.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Complete Asset Management Program	Conduct facility and fleet review	Condition assessments have been completed for all facilities and vehicles.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Develop Peninsula Road Corridor and Infrastructure Strategy	Consultation with Ministry of Transportation and Infrastructure	Letter submitted to Province requesting 75% funding for improvements projects and divestiture of Bay-Main St. portion of Peninsula. Awaiting response following Provincial election.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Develop Peninsula Road Corridor and Infrastructure Strategy	Public planning and engagement program	Project Tracker Action #8.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Alignment of Utility Master Plans	Development Cost Charges review	Planned for 2021.
2019	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Alignment of Utility Master Plans	Complete Subdivision Bylaw update	Staff working with consultant (Urban Systems) to complete.
2019	4 - PARTNERSHIPS & COLLABORATION	Alignment of Strategic Plans	Formally share Strategic Plan with neighboring ACRD members and First Nations	Strategic Plan has been shared with regional partners.
2020	1 - MANAGING GROWTH & MAINTAINING QUALITY OF LIFE	Development bylaw/policy enhancement and modernization	Update or develop new bylaws/policies to address gaps	Summer 2021.
2020	1 - MANAGING GROWTH & MAINTAINING QUALITY OF LIFE	Housing affordability strategy	Complete housing needs assessment	Planned for 2021.
2020	2 - COMMUNITY DEVELOPMENT	Development of Health Centre	Finalize plan and funding for the Health Centre	Consultants report being finalized.
2020	2 - COMMUNITY DEVELOPMENT	Acquire Amphitrite Lands	Pursue transfer of Coast Guard facility from DFO	DFO has indicated potential transfer of ownership January 1, 2021.
2020	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Complete Asset Management Program	Complete all condition assessments	Condition assessments have been completed for all facilities and vehicles.
2020	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Complete Asset Management Program	Integrate into Annual Reporting Process	Under development.
2020	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Develop Peninsula Road Corridor and Infrastructure Strategy	Master Plan completed	Project Tracker Action #8.
2020	3 - ASSET & INFRASTRUCTURE MANAGEMENT	Alignment of Utility Master Plans	Complete Storm and Sewer Master Plans	Project Tracker Action #21.
2020	4 - PARTNERSHIPS & COLLABORATION	Alignment of Strategic Plans	Host engagement event to highlight Strategic Plan alignments	Event was held at the UCC on Monday January 20, 2020.
2020	4 - PARTNERSHIPS & COLLABORATION	Pursue and develop Collaboration Model	Host collaboration scoping event with Mayors, Directors, Chiefs, and CAOS, eye an annual process for cooperation	It was agreed to meet in January of each year moving forward.