



**SPECIAL MEETING OF COUNCIL**  
**Thursday, March 12, 2020 @ 2:00 PM**  
**George Fraser Room, Ucluelet Community Centre**  
**500 Matterson Drive, Ucluelet**

**AGENDA**

		Page
1.	CALL TO ORDER	
2.	ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
	Council would like to acknowledge the Yuułu?if?ath First Nation, 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.	
4.	ADDITIONS TO AGENDA	
5.	APPROVAL OF AGENDA	
6.	ADOPTION OF MINUTES	
6.1.	February 20, Special Budget Meeting Minutes <a href="#">2020-02-20 Special Budget Council</a>	3 - 23
7.	UNFINISHED BUSINESS	
8.	MAYOR'S ANNOUNCEMENTS	
9.	PUBLIC INPUT, DELEGATIONS & PETITIONS	
10.	CORRESPONDENCE	
10.1.	Request for Budget Support for the West Coast NEST Regional Education Tourism Initiative <i>Rebecca Hurwitz, Clayoquot Biosphere Trust, Executive Director</i> <a href="#">C-1 2020-02-06 NEST Funding Request</a>	25 - 31
10.2.	Reporting and Request for Funding Letter from the Ucluelet Chamber of Commerce <i>Laurie Gherkie, Ucluelet Chamber of Commerce, President</i> <a href="#">C-2a 2020-02-27 Chamber Reporting Letter</a> <a href="#">C-2b 2020-02-25 Chamber Letter Requesting Funding Support</a>	33 - 35
11.	LEGISLATION	
11.1.	Amended Single-Use Item Regulation Bylaw No. 1266, 2020 <i>Joseph Rotenberg, Manager of Corporate Services</i>	37 - 48

[L-1 Single-Use Item Bylaw](#)

12. REPORTS
  - 12.1. Community Emergency Preparedness Fund - ESS Program Grant 49 - 58  
*Rick Geddes, Fire Chief*  
[R-1 EOC Program Grant - 2020](#)
  - 12.2. Short Term Loan Authorization for Fleet Vehicle Purchase 59 - 61  
*Joseph Rotenberg, Manager of Corporate Services*  
[R-2 Short Term Loan Authorization](#)
  - 12.3. Operating and Projects Review - Draft 5 Year Financial Plan  
*Donna Monteith, Chief Financial Officer*
13. OTHER BUSINESS
14. QUESTION PERIOD
15. ADJOURNMENT

**DISTRICT OF UCLUELET**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Thursday, February 20, 2020 at 2:00 PM**

Present:      **Chair:**            Mayor Noël  
                  **Council:**        Councillors Cole, Hoar, Kemps, and McEwen  
                  **Staff:**             Mark Boysen, Chief Administrative Officer  
                                 Donna Monteith, Chief Financial Officer  
                                 Bruce Greig, Manager of Community Planning  
                                 Abby Fortune, Manager of Parks and Recreation  
                                 Warren Cannon, Manager of Public Works  
                                 Rick Geddes, Fire Chief  
                                 Joey Rotenberg, Manager of Corporate Services  
                                 Nicole Morin, Corporate / Planning Clerk

Regrets:

**1. CALL TO ORDER**

**1.1 Mayor Noël called the meeting to order at 2:07 PM.**

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

Council acknowledged the Yuułuʔiłʔatḥ First Nation, on whose traditional territories the District of Ucluelet operates.

**3. ADDITIONS TO AGENDA**

**3.1 Grants-In-Aid and In-Kind Contributions for 2020**  
***Donna Monteith, Chief Financial Officer***

Grants-In-Aid and In-Kind Contributions for 2020 and all appendixes thereto was added Reports Item 11.1 after page 15.

**4. NOTICE OF VIDEO RECORDING**

Audience members and delegates were advised that the Special Budget Meeting was being video recorded and broadcast on YouTube.

**5. APPROVAL OF AGENDA**

**5.1 February 20, 2020 Special Budget Meeting Agenda**

2020.007.SPECIAL **It was moved by Councillor Kemps and seconded by Councillor Cole**  
*THAT Council approve the February 20, 2020 Special Budget Meeting Agenda as amended.*

CARRIED.

## 6. ADOPTION OF MINUTES

### 6.1 January 23, 2020 Special Council Budget Minutes

Council noted the following errors or omissions:

- Page 3: remove "new" from "provision of training officer contract" and add "new" to "member stipend"
- Page 4: change \$40,000 to \$20,000 Grant-in-Aid budget.
- Page 5: combine bullets three and four in Agenda Item 11.5 to one sentence rather than two.
- Page 5: correct spelling from SKADA to SCADA.
- Page 6: change there to they at top of the page.

2020.008.SPECIAL **It was moved by Mayor Noël and seconded by Councillor Kemps**

*THAT Council adopt the January 23, 2020 Special Council Budget Minutes as amended.*

CARRIED.

## 7. UNFINISHED BUSINESS

7.1 There was no unfinished business.

## 8. MAYOR'S ANNOUNCEMENTS

8.1 The Mayor announced that the budget open house scheduled for the 16th of April has been rescheduled to the 15th of April.

## 9. CORRESPONDENCE

9.1 Clayoquot Biosphere Trust Request for Budget Support for NEST Initiative

Council questions and comments:

- Noted that this is a request for two consecutive years of funding in the amount of \$25,000 each year
- Asked if there are funds available in this years budget to support the NEST? Mark Boysen, Chief Administrative Officer, responded that funds have not been allocated to support the NEST but a number of new projects will be introduced at this Council meeting and funding for the NEST could be integrated into the 2020 budget.

## 10. PUBLIC INPUT, DELEGATIONS & PETITIONS

10.1 There were no public input, delegations or petitions.

## 11. REPORTS

## 11.1 2020 Grants-in-Aid & Council Contributions

*Donna Monteith, Chief Financial Officer*

### First Ucluelet Scouts

Mayor Noël recused himself and left the meeting at 2:14 PM due to a conflict of interest arising from his role with First Ucluelet Scouts. Acting Mayor McEwen chaired the meeting in Mayor Noël's absence.

Council passed a motion that approved the in-kind contribution to the First Ucluelet Scouts with a value of \$1,300 (see resolutions at the end of this section).

Mayor Noël returned to the meeting after Council dealt with the First Ucluelet Scout's in-kind funding request.

### Raincoast Education Society

Councillor Kemps recused herself and left Council Chambers at 2:17 PM due to a conflict of interest arising from business arrangements between the Raincoast Education Society and her employer the Ucluelet Chamber of Commerce.

Council passed a motion that approved a \$2,000 Grant-In-Aid and an in-kind contribution with the value of \$1,000 to the Raincoast Education Society (see resolutions at the end of the section).

Council recommended capping the Grant-In-Aid application amount at \$2,000 per applicant in future years.

### Pacific Toastmasters

Councillor Cole and Councillor McEwen recused themselves and left Council Chambers at 2:20 PM due to a conflict of interest arising from their involvement in Pacific Toastmasters. While McEwen and Cole were out of the Council Chamber, it was agreed that Pacific Toastmasters be provided with an in-kind contribution with the value of \$1,040. Councillor Cole and McEwen returned to Council Chambers after discussion regarding Pacific Toastmasters concluded.

### **Remaining In-Kind Contribution Budget Items**

Council discussed RMI expenses in relation to the Whale Festival's request for in-kind Council contributions.

Council discussed the in-kind contribution to the Ucluelet and Area Childcare Society. They asked if forgiving rent is a Grants-In-Aid matter. Donna Monteith, Chief Financial Officer, answered that historically it has been accounted for as an in-kind contribution.

Council approved the remaining in-kind contributions which were as follows:

- In-kind contribution to Girl Guides of Canada with a value of \$1,300;
- In-kind contribution to to Food Bank on the Edge with a value of \$410;
- In-kind contribution to Central Westcoast Forest Society with a value of \$160;
- In-kind contribution to Pacific Rim Arts Society with a value of \$2,500;
- In-kind contribution to Pacific Rim Whale Fest Society with a value of \$1,000;
- In-kind contribution to Pacific Toastmasters with a value of \$1,040;
- In-kind contribution to Ucluelet and Area Childcare Society with a value of \$30,348;
- In-kind contribution to Ucluelet and Area Historical Society with a value of \$600;
- In-kind contribution to Ucluelet Junior Canadian Rangers with a value of \$1,170; and
- In-kind contribution to Westcoast Community Resources Society with a value of \$950.

#### Council Contributions Budget 2020

The amounts allocated to organizations were entered into the attached spreadsheet.

#### **Grant-In-Aid**

##### Clayoquot Biosphere Trust (CBT)

Council noted that this grant funding would be used to help fund CBT's small grants program and discussed why this program is not funded by their endowment fund. Council decided to grant CBT's \$1,000 request for funding.

##### Central Westcoast Forest Society (CWFS)

Council asked if Ucluelet resident contribute any tax dollars to the ACRD for grants. Donna Monteith, Chief Financial Officer, responded that Ucluelet remits just under \$10,000 to the ACRD for their Grant-In-Aid program.

Council discussed the CWFS' request to fund a bat box building program and declined their funding request.

Food Bank on the Edge

Council decided to provide a \$2,000 Grant-In-Aid to the Food Bank on the Edge.

Pacific Rim Arts Society (PRAS)

Council noted that Pacific Rim Arts Society plans to leverage the funds and in-kind contributions and double them through other funding sources. Council asked if events delivered by PRAS could be funded through Resort Municipality Initiative (RMI) funding? Mark Boysen, Chief Administrative Officer, noted that there are no accessible RMI funds to draw on to fund PRAS events at this time as there are no surplus RMI funds.

Council started by deciding to provide a \$2,000 in Grant-In-Aid to the Pacific Rim Arts Society. They later decided to increase the Grant-In-Aid to \$2,500.

Pacific Rim Hospice Society

Council initially decided to cap the Grant-In-Aid funding at \$2,000 and later decided to increase that funding to \$3,000.

Council noted the need for grief counselling for youth in Ucluelet.

Seaview Seniors' Housing Society

Council initially decided to provide a \$2,000 Grant-In-Aid and later decided to increase the grant to \$3,000.

Junior Rangers

Council initially decided to provide a \$500 Grant-In-Aid to the Junior Rangers and later decided to reduce that funding amount to \$0.

Ukee Market Society

Council decided to provide a \$2,000 in Grant-In-Aid to the Ukee Market Society.

Council noted that last year they stated that they would provide funding for 2019 but the Society would have to seek funding from other sources in future years.

USS \$500 Scholarship

Council decided to provide a \$500 Grant-In-Aid to the Ucluelet Secondary School for the USS Scholarship.

Council requested that Staff provide a report that examines capping the

Grant-In-Aid amounts at \$2,000 per applicant.

West Coast Community Resources Society

Council decided to a \$2,000 Grant-In-Aid to the West Coast Community Resources Society. Council also noted that this funding will allow the Society to provide counselling to people who are not currently eligible.

Wild Pacific Trail Society

Council decided to a \$2,000 Grant-In-Aid funding the Wild Pacific Trail Society.

Council Grants & Aid Budget 2020

The amounts allocated to organizations were entered into the attached spreadsheet.

2020.009.SPECIAL **It was moved by Councillor Hoar and seconded by Councillor Kemps**  
*THAT Council approves the in-kind contribution with the value of \$1,300 to the First Ucluelet Scouts.*

CARRIED.

2020.010.SPECIAL **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Council approve the \$2,000 in Grant-In-Aid and in-kind contribution with the value of \$1,000 to the Raincoast Education Society.*

CARRIED.

2020.011.SPECIAL **It was moved by Councillor Cole and seconded by Councillor McEwen**  
*THAT Council approve recommendation one of the report item, "Grants-In-Aid and In-Kind Contributions for 2020" which states:*

1. *THAT Council review request for grant-in-aid and direct staff on the actual amount to be awarded to each applicant.*

CARRIED.

2020.012.SPECIAL **It was moved by Councillor Cole and seconded by Councillor McEwen**  
*THAT Council approve recommendations two of the report item, "Grants in Aid and In-Kind Contributions for 2020" which state:*

2. *THAT Council review requests for council contributions towards facility use and lease payments and direct staff on the actual amount to be awarded to each applicant.*

CARRIED.

## 11.2 Review of Projects by Department

Downtown Core (Village Green)

Mark Boysen, Chief Administrative Officer, and Dan Todd, Urban Systems Civil Engineer, presented a slide about the Downtown Core



(Village Greent) project.

They referred to a set of slides and noted the:

- funds allocated to this project,
- amounts invoiced in 2019,
- plan to address the area near Zoe's Bakery first and the area near the Aquarium second because determining whether the area near the Aquarium will be car free is a key issue,
- work completed to date which includes the site analysis, staff and public engagement, and preparation of concept options,
- staff are recommending that \$75,000 allocated to the Downtown Core Project be allocated to the Cedar Road Parking Hub Project, and
- remaining tasks which include identifying the preferred site plan and phases, cost estimates, online engagement, final plan approval by Council in the spring of 2020 and detailed design in the summer or fall.

Council questions and comments:

- Has the District engaged with Ucluelet Harbour Seafoods on this project? Mr. Boysen responded that informal talks have occurred but not formal engagement.
- Discussed challenges associated with accommodating truck turning radius's in the downtown area.
- Asked if truck traffic could travel through the Eagles Nest Property? Mr. Boysen responded that this issue may be addressed later and may involve in-camera discussions.

#### Peninsula Road

Mark Boysen, Chief Administrative Officer, and Dan Todd, Urban Systems Civil Engineer, presented this part of the Public Realm Projects.

They referred to a set of slides and noted the:

- funds allocated for this project,
- amounts invoiced in 2019,
- work completed to date which includes the site analysis, staff and public engagement, and concept options,
- remaining tasks which include identifying the preferred site plan and phases, cost estimates, online engagement, and final plan approval by Council in the spring of 2020, and detailed design work will begin immediately after this,
- divestment of Peninsula Road can be further discussed after detailed plans are completed,
- Urban Systems is also working to help with a design for the

intersection at Larch Road and Matterson Drive but there are no plans for a sidewalk along Larch Road at this time, and

- that Staff are recommending that \$75,000 currently allocated to the Peninsula Road Project be allocated to the Cedar Road Parking Hub Project.

Council asked if there there have been any discussion about overflow parking for the elementary school? Mr. Boysen responded that Urban Systems is engaging with the elementary school on this issue.

#### Cedar Road Parking Hub

Mark Boysen, Chief Administrative Officer, and Dan Todd, Urban Systems Civil Engineer, presented this part of the budget presentation.

They referred to a set of slides and noted:

- the funds allocated for this project,
- the phase 1 estimated cost,
- the final costs,
- the work completed to date which includes basic infrastructure which allowed the lot to be opened in August of 2019,
- the remaining tasks which includes paving the sloped entrance to the lot, painting stalls, pathways to street and overhead lighting, and,
- that an additional \$150,000 of funding is required to complete the remaining tasks.

Council questions and comments:

- Noted the need for a path from the lot to Peninsula Road.
- Noted the impact of the new brewery on parking at the COOP.
- Noted that there were plans to move the bathrooms from Tugwell Field to the Cedar Road Parking Lot. Mr. Boysen responded that moving the bathrooms may not be cost effective but he would investigate this further.
- Recommended that bathrooms and associated landscaping should be included in this phase of the Cedar Road Parking Hub project.
- Noted that they would like to see at least one electric vehicle charging station in the lot.
- Noted that the sloped entrance to the parking lot should be paved but the parking area may continue to be gravel during this phase of the project.

#### Amphitrite Point Project

Mark Boysen, Chief Administrative Officer, presented this part of the budget presentation.

He referred to a set of slides and noted:

- that the District is waiting on the confirmation of grant funding for the Amphitrite Point Project,
- the funds currently allocated to this project,
- a request of \$250,000 of Community Forest Funds to initiate project work in the Spring of 2020 which would include:
  - an independent assessment of the buildings condition,
  - engagement with DFO on facility upgrades,
  - a review of the space by Urban systems and architects,
  - development of work plan for the facility, and
  - preliminary cleanup and maintenance work.

Council recessed at 3:47 PM and returned from recess at 3:52 PM.

#### Ucluelet Health Centre

Mark Boysen, Chief Administrative Officer, presented this part of the budget presentation.

He referred to a set of slides and noted the:

- funds allocated to the project,
- invoices paid in 2019,
- work completed to date including engagement with Island Health, engagement with stakeholders and the presentation of preliminary building plans and preliminary site options to Council,
- remaining tasks which include the presentation of preliminary options, refinement of those options and a cost analysis,
- UAC Hall property as a possible alternative to the location near the Ucluelet Community Centre near off of Matterson Drive, and
- phase 2 cost estimates will be determined later in 2020.

Council comments and questions:

- Will a report with different sites be presented? Mr. Boysen responded in the affirmative.
- Noted that the proposed health centre is much larger than the UAC Hall. Mr. Boysen responded that parking may also be an issue at the UAC Hall location.
- When will this matter be revisited? Mr. Boysen responded that it will be revisited in the spring of 2020.

#### Resort Development Strategy - Resort Municipality Initiative (RMI) 2019-2021

Abby Fortune, Manager of Parks and Recreation presented a slide that reviewed the 2019, 2020, and 2021 approved RMI projects and their costs. Ms. Fortune explained what RMI funds may be used for and

noted that if funding surpluses arise, District Staff can work with Provincial Staff to identify suitable Council approved projects.

Council asked if RMI funds may be used to address affordable housing issues? Ms. Fortune explained that Municipal and Regional District Tax (MRDT) funds may be used for this purpose but not RMI funds.

#### Community Planning - Long-Range Planning

Bruce Greig, Manager of Community Planning, referred to slides that outlined 2019 and 2020 planning projects.

2019-2020 carry-over projects for 2020 include:

- OCP Bylaw Adoption,
- Flood Risk Assessment and Mapping with a cost of \$150,000 which will be grant funded,
- Land-Use Demand Study with Tofino with a cost of \$120,000 from multiple funding sources,
- Affordable Housing Needs Assessment with Tofino with a cost of \$25,000 which was allocated in the 2018 Economic Development Budget, and
- Development Cost Charges Bylaw Update (\$18,500 carryover from previous budget).

New proposed 2020 projects include:

- Secondary Suites/Dwelling Project, and
- Subdivision and Development Servicing Standards Bylaw (\$25,000 carryover from previous budget).

Council asked if any work other than the OCP could be contracted out? Mr. Greig responded that his department has been contracting out work. Mark Boysen, Chief Financial Officer, indicated that the District's turnaround time on land related files is relatively fast.

#### Community Planning - Bylaw and Lands Projects

Bruce Greig, Manager of Community Planning, referred to slides that outlined 2020 ongoing bylaw projects and 2020 ongoing land projects. They included:

- Raven Motel,
- Hillside Manufactured Home Park,
- Pacific Rim Charters,
- UHS noise complaints,
- Cedar Road Parking access paths, and
- Wild Pacific Trails lands in several locations.

### Recreation and Tourism

Abby Fortune, Manager of Parks and Recreation, presented slides that outlined the projects completed in 2019, proposed 2020 projects and potential future projects.

Projects completed in 2019 include:

- UCC Capacitor which will be installed in Spring of 2020 (\$20,000),
- new public washroom at the Chamber of Commerce Office (\$7,000 Funded via RMI),
- Wild Pacific Connector - Marine Drive - He-Tin-Kis - Spring Cove (\$225,000 funded by RMI and ICE-T), and
- heritage sign at Spring Cove (\$3,000).

Projects proposed for 2020 include:

- discussions with Parks Canada regarding repairs to the Pacific Rim Visitors Centre,
- planning for hosting AVICC 2021 in Ucluelet,
- hard wiring the electrical for the District of Ucluelet sign at the junction (\$5,500),
- developing an E-Bike policy in partnership with Tofino (\$8,000),
- way finding markers for Ucluelet (\$7,600 from 2019 budget and \$7,600 from 2020 budget),
- refurbishing of heritage signs in Ucluelet (\$3,000 RMI funding), and
- Bear Smart gap analysis conducted by Staff.

Potential future projects include:

- skate park and basketball court lights (\$150,000 materials and installation),
- Tourism Master Plan, and
- kayak launch at Alder Park.

Council questions and comments:

- Noted that the Pacific Rim Visitor Centre is owned by Parks Canada so we would have to engage with them about changes to the facility.
- Asked if the Tourism Master Plan could be funded by Tourism Ucluelet? Mr. Boysen responded that Tourism Ucluelet's 2020 funding is already allocated and RMI funds cannot be used for projects of this kind.
- Will the community be engaged regarding the basketball court and skate park lights? Ms. Fortune responded in the affirmative.

Council further noted that lighting in this area is a priority and should be addressed at the next council meeting.

- What is the E-Bike policy? Ms. Fortune responded that the policy will be developed in conjunction with Tofino and with the assistance of the Whistler Centre for Sustainability. It is intended to address e-bike traffic which will likely increase when the ʔapsčiiik ʔašii go? ʔapsčiiik ʔašii trail is complete.
- What is the way finding project? Ms. Fortune explained that this will involve signage for pedestrians and cyclists that directs them to tourist destinations.
- Noted that the sign at the junction has started to age. Ms. Fortune explained that it will be \$19,000 to replace the District of Ucluelet sign at the junction and the sign will last for 5-7 years.

#### Parks Department

Abby Fortune, Manager of Parks and Recreation, presented a slide that outlined the projects completed in 2019 and proposed 2020 projects.

#### Projects completed in 2019:

- Alder Road Park (\$10,000 RMI Funded),
- St. Jacques Park (\$83,750 RMI and New Horizons funding),
- Edna Bachelor Park swing install (\$12,400), and
- office at works yard (\$25,000).

#### Project/Capital discussion for 2020:

- continued work on Edna Batchelor Park (\$18,600 Carry-over from 2019),
- aquarium water fountain installation,
- wild Pacific Trail Maintenance Equipment including E-Bike "Tractor Arm" (\$11,000),
- cemetery upgrades (\$15,000),
- walk behind aerator (\$4,000), and
- repair and refurbishment of the Roy Vickers sign.

#### Future capital expenditures:

- Flail Mower (\$60,000)

#### Council questions and comments:

- Has the District engaged the Rotary Club regarding their request to assist with the cemetery? Mr. Boysen responded that Rotary Club made a delegation to Council.
- Does 2020 work on Edna Bachelor Park include installing a picnic table? Mr. Fortune responded in the affirmative.

Council recessed at 5:02 PM and returned to session at 5:06 PM.

#### Fire and Emergency Services

Rick Geddes, Fire Chief, presented a slide that outlines 2019 completed projects, 2020 proposed projects and future potential projects.

The 2019 completed projects included emergency operations centre training, initiation of the tsunami warning system sirens project (\$60,000) and Amphitrite Emergency Kiosk #1 (\$63,600 - RMI funded for 2 kiosks).

The 2020 proposed projects included:

- completion of Tsunami Warning System Sirens,
- Tugwell Emergency Kiosk #2 install,
- Fire Hall code compliance and EOC relocation (\$15,000),
- continuation of prioritizing firefighter safety including Firefighter Air Management Program, and
- EOC and ESS grant applications (UBCM).

Future considerations included an emergency generators for UCC and the school with an estimated cost of \$180,000 each.

Council asked if improvements to allow the the generator at the Fire Hall to be used at the UAC Hall could be conducted? Mr. Boysen responded that this may be possible and costing can be included in the next budget meeting presentation for Council to consider.

#### Vehicle Fleet Review

Donna Monteith, Chief Financial Officer, reviewed a slide about the District's Vehicle Fleet, 2019 vehicles purchased and proposed 2020 vehicle purchases. In 2020 the District plans to purchase approximately \$200,000 worth of vehicles, which include two pickup trucks, one dump truck and a bucket truck. Staff recommends that a five year loan be obtained from the Municipal Finance Authority to finance the 2020 vehicle purchase.

#### Harbour

Mark Boysen, Chief Administrative Officer, reviewed a slide about completed 2019 harbour projects and 2020 proposed projects.

2019 completed projects included:

- Upgrade to WiFi System (\$3,000),
- Commercial dryer (\$2,700),
- Life jacket boards with 8 life jackets (\$1,200), and

- Parking lot paint (\$1,800).

2020 proposed projects included:

- Harbour Master Plan (\$30,000),
- New pilings at Whiskey Dock (\$44,000),
- Small Craft Harbour (SCH) beautification (\$10,000),
- Cleaning station education signage (\$10,000),
- Boat launch improvements (\$10,000 (design and estimate)),
- Defibrillator for SCH (\$2,000),
- Harbour Master's boat (\$20,000), and
- Water's Edge gazebo walkway (\$65,000).

Total 2020 Costs: \$191,000

Harbour Reserve Fund currently holds approximately \$365,000 (unaudited)

Mr. Boysen also presented a slide that displayed potential improvements to the Whiskey Dock which would allow for float plans and increased moorage at the Whiskey Dock. This project budget would be \$347,000 (including 20% contingency).

#### Additional Items

Mr. Boysen presented a slide titled Additional Items which addressed the following:

- Seasonal Town Cleanup (\$10,000 annual budget).
  - Staff propose new drop off day instead of a pickup service. Recreation department developing plan.
- Water stations installed in town for visitors and residents.
  - \$12,000 for two new stations.
- LED street lighting replacement of District-owned lights.
  - Replaced as needed to date. New bucket truck will allow for increased installation of LED lights. Operating budget allocated.

#### Corporate Services and Finance

Mr. Boysen presented a slide titled Corporate Services and Finance which addressed the 2019 completed projects, 2020 proposed projects and future projects.

2019 completed projects included:

- completing the Strategic Plan 2019-2023,
- implementing new budgeting software (\$15,250),
- implementing council webcasting, and
- implementing WaterWorth.



2019 carry forward projects include:

- bylaw/policy gap analysis,
- asset management implementation,
- climate Adaptation Plan Draft near completion, and
- Ucluelet Health Centre project.

2020 proposed projects include:

- redesign of annual report to match Strategic Plan (\$3,000),
- indigenous awareness training by Sarah Robinson (\$3,000), and
- SewerWorth implementation (\$2,700).

(All 2020 projects funded through operating budgets)

#### Information and Technology

Mr. Boysen presented a slide titled Information and Technology which addressed 2019 completed projects, 2019 carry over projects and 2020 proposed projects.

2019 completed projects include:

- upgrades to website content and design via ICET funded economic development project,
- migrated website to Canadian server and computers off Windows 8,
- server rebuild, and
- implementation of cloud based server backup system.

2019 carry forward projects include

- Replace Fire Wall (\$1,000 one time cost).

2020 proposed projects include:

- *replacing existing phone system (PBX) (\$10,000 - \$20,000 one time cost) or implementing IP phone system to District offices,*
- institute IP phones (\$2,418 annually savings),
- provide IP phone training to Staff and Purchase and Integrate Hardware (\$5,110 One Time Cost), and
- enhance mobile and online security (\$6,000 annual), and enhanced remote server access security (\$2,160 annual).

Future Projects

- Generator for the District Office (\$40,000)

Council question and comments:

- Asked that staff provide lease options for for replacement phone

- system (PBX) at the next Council meeting.
- Asked if the breaker box at the District office could be upgraded to hold the electrical load drawn during the Edge to Edge Marathon.

#### Sustainability and Climate Action

Mr. Boysen presented a slide titled Sustainability and Climate Action. He noted that a bylaw that enforces the S.T.E.P. code will be introduced, and the District's focus areas in 2020 will be passenger vehicles and waste. He further noted the commitments made by the District which include:

- 100% Renewable Energy Plan adopted in 2019, and
- 80% reduction in GHGs and 100% renewable energy by 2050.

Mr. Boysen also noted the climate actions under way which include:

- Transportation
  - Transit on the West Coast 2021,
  - Peninsula Road design improvements 2021,
  - EV charging installations in 2020 (RMI), and
  - District fleet improvements 2020.
- Waste
  - Residential and commercial composting services in 2021,
  - Single-Use plastics bylaw update 2020,
  - Water fountains installed in town 2020-2021, and
  - Proposed elimination and replacement of the Spring Clean Up Day.
- Other Actions
  - Step Code building code improvements 2020,
  - Draft Climate Adaptation Plan Spring 2020,
  - Flood risk assessment and mapping 2020, and
  - Tourism Ucluelet Green Plan.

#### Facilities Condition Assessment

Mark Boysen, Chief Administrative Officer, presented a slide titled Facilities Condition Assessment which outlined the condition of district owned buildings, and replacement value of those assets.

#### Tugwell Field Planning Project

Mark Boysen, Chief Administrative Officer, presented a slide titled Tugwell Field Planning Project. It displayed potential new uses for the Tugwell Field which include a hard surface indoor facility, food bank, fire hall and other emergency services, baseball field and soccer field. A map displaying the potential layout was displayed.

#### Proposed Hard Surface Facility

Mark Boysen, Chief Administrative Officer, presented a slide titled Proposed Hard Surface Facility. It addressed the following:

- Hard Surface facility was initially identified as a priority by residents in a 2018 Community Forest Survey.
- Current programming demands show that a new facility would:
  - accommodate existing demand at two current aging and limited use facilities 723 hours Rec Hall and UAC Hall in 2019, growing demand at newer facilities (i.e. gymnastics) and allow for future growth.
- Facility condition assessment show that investment in the two aging facilities is a costly investment in buildings that have programming limitations.
- Tugwell has been identified by staff as a positive location option due to its high-ground emergency location, it being the future center of town and the fact that it is an appropriate location for the Ucluelet Food Bank.
- Decision must be reconciled with other asset management priorities.

#### Proposed Use of Community Forest Funds

Mark Boysen, Chief Administrative Officer, presented a slide titled Proposed Use of Community Forest Funds. It addressed the following:

2019 approved projects funded by the Community Forest funds:

- Tsunami Sires (\$40,000)
- Health Centre Feasibility Study (\$30,000)

Proposed 2020 projects that could be funded with Community Forest funds:

- Amphitrite Centre (\$250,000)
- Affordable Housing Funds (\$500,000)
- Tugwell Recreation facility (\$1,000,000)
- Emergency Generator (\$180,000)
- Remaining funds if all 2020 projects were approved = \$1,000,000

#### Water Capacity and Filtration

Mark Boysen, Chief Administrative Officer, presented a slide titled Water Capacity and Filtration Improvements. It addressed the following:

Water Filtration Project includes:

- Filtration at Bay Street treatment plan (2021-2022),
- Filtration at Well Field (2023-2024), and
- 3rd Reservoir (2025).

Funding option include:

- Prov/Fed CWWF grant application deadline February 26, 2020.
- Total estimated project cost \$9.6M, \$7M grant and \$2.6M loan or other fund use.
- Costs including loan payment require 4.5% increase in water rates each year for 5 years.
- Typical homeowner water bill will increase annually from \$300 to \$374 in 2024.

January 23, 2020 Meeting Follow Up Items

Mark Boysen, Chief Administrative Officer, presented a slide titled January 23, 2020 Meeting Follow Up Items. It addressed the following:

Requests for more information from Council:

- Show % changes for Parks and Rec Operating budget.
- Request for a breakdown of Corporate Operating budget.
- More details on Council contributions reduction.

Ms. Monteith, Chief Financial Officer, concluded the presentation by outlining what the March 12, 2020 Budget Meeting will address and noting that the Public Presentation of the budget will occur on April 15, 2020 at 5:00 PM. The March 12, 2020 Budget Meeting will address following:

- Operations and Projects review,
- Draft 5yr Financial Plan, and
- Potential Taxation Implications.

Ms. Monteith further noted that Council may wish to schedule an additional budget meeting between the March 12 and April 14 meeting.

2020.013.SPECIAL **It was moved by Councillor McEwen and seconded by Councillor Hoar**

*THAT this District of Ucluelet Special Council meeting be extended past 5:00 PM.*

CARRIED.

2020.014.SPECIAL **It was moved by Councillor Cole and seconded by Councillor McEwen**

1. *THAT staff submit an application for grant funding for the Ucluelet Water Capacity and Filtration Improvements Project through the ICIP - Green Infrastructure: Environmental Quality Sub-stream; and*
2. *THAT Council Supports the project and commits to its share up to \$2,600,000 of the project.*

CARRIED.

2020.015.SPECIAL **It was moved by Councillor McEwen and seconded by Councillor Hoar**

*THAT Council allocates \$150,000 of Gas Tax funds to implement improvements to Cedar Parking Hub.*

CARRIED.

**12. OTHER BUSINESS**

**12.1 Council requested that Correspondence Item 9.1 "Clayoquot Biosphere Trust Request for Budget Support for NEST Initiative" be brought back for consideration at the March 12, 2020 Special Budget Meeting.**

**13. QUESTION PERIOD**

**13.1 There were no questions.**

**14. ADJOURNMENT**

**14.1 The meeting was adjourned at 5:52 PM.**

**CERTIFIED CORRECT:** Minutes of the Special Council Meeting held on Thursday, February 20, 2020 at 2:00 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

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Mayco Noël  
Mayor

---

Mark Boysen  
CAO

**District of Ucluelet  
Council Grants-in-Aid Requests  
2020**

	2020		2019		2018	
	Requests	2020 Actual	Requests	2019 Actual	Requests	2018 Actual
Army Navy & Air Force Veterans			1650	1,650	375	1,875
<b>Clayoquot Biosphere Trust</b>	1,000	1,000	1000	1,000		
<b>Central Westcoast Forest Society</b>	3,425	-				
<b>Food Bank on the Edge</b>	2,000	2,000	2000	2,000	2,000	2,000
<b>Pacific Rim Arts Society</b>	5,000	2,500	6000	4,000	6,000	4,000
<b>Pacific Rim Hospice Society</b>	4,000	3,000	4000	4,000	2,000	2,000
Pacific Rim Whale festival			3000	-	3,000	1,500
<b>Raincoast Education Society</b>	4,860	2,000				
<b>Seaview Seniors' Housing Society</b>	4,500	3,000				
Surf Rider - Pacific Rim			8650	-	9,621	2,000
Ucluelet & Area Historical Society					1,500	
Ucluelet Chamber of Commerce			6860	-		
<b>Ucluelet Glee Club</b>	-					
<b>Ucluelet Junior Canadian Rangers</b>	500	-	500	500	500	500
<b>Ukee Public Market Society</b>	2,500	2,000	2500	2,500		2,500
USS \$500 discretionary					500	
<b>USS \$500 scholarship</b>	500	500	500	500	500	
USS School trip					1,000	
<b>West Coast Community Resources Society</b>	5,000	2,000	4310	4,310		
<b>Wild Pacific Trail Society</b>	3,000	2,000				
<b>TOTAL GRANTS REQUESTED/APPROVED</b>	<b>36,285</b>	<b>20,000</b>	<b>40,970</b>	<b>20,460</b>	<b>26,996</b>	<b>16,375</b>
Maximum Approved Grant Budget	20,000		20,460	20,000	20,000	20,000
Over/(Under) Budget	16,285	-	20,510	460	6,996	(3,625)

**Note:**

*The USS Scholarship request comes via letter in January. It does not denote an amount but Council usually approves \$500*

**District of Ucluelet  
In Kind Contributions  
2020**

	2020 Requests	2020 Actual	2019 Requests	2019 Actual	2018 Requests	2018 Actual
Unspecified			-		8,000	8,000
Ucluelet Chamber of Commerce	3,000	3,000	3,000	3,000	3,000	3,000
<b>Facility Fees Waived or (in-kind)</b>						
<b>1st Ucluelet Scouts</b>	1,300	1,300	2,330	2,330	2,330	2,330
<b>Girl Guides of Canada</b>	1,300	1,300	1,300	1,300	1,300	1,300
<b>Food Bank on the Edge</b>	410	410				
<b>Central Westcoast Forest Society</b>	160	160				
<b>Pacific Rim Arts Society</b>	2,500	2,500	2,500	2,500	550	550
<b>Pacific Rim Whale Festival Society</b>	1,000	1,000				
<b>Pacific Toastmasters</b>	1,040	1,040	1,300	1,300	1,300	1,300
<b>Raincoast Education Society</b>	1,000	1,000				
<b>Ucluelet &amp; Area Childcare Society</b>	30,348	30,348	30,010	30,010	29,568	29,568
<b>Ucluelet &amp; Area Historical Society</b>	600	600	600	600	430	430
Ucluelet Chamber of Commerce (no application)	-		400	400		
<b>Ucluelet Junior Canadian Rangers</b>	1,170	1,170	1,170	1,170	1,170	1,170
<b>Westcoast Community Resources Society</b>	950	950	200	200		
<b>TOTALS</b>	44,778	44,778	42,810	42,810	46,478	46,478
<b>Maximum Approved Contributions Budget</b>	45,640		45,190	45,190		
<b>Over/(Under) Budget</b>	<b>(862)</b>	<b>44,778</b>	<b>(2,380)</b>	<b>(2,380)</b>		

**Note:**

*Includes Chamber of Commerce contribution \$3000 for Co-op Parking Lot Lease*





February 6, 2020

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



**Re: Request for Budget Support for the  
West Coast NEST Regional Education Tourism Initiative**

Dear Mayor Noël and Council,

The West Coast NEST regional education tourism initiative is continuing to grow in the communities of Ucluelet, Yuuṭuṭiṭṭath, Toquaht, Tofino, Tla-o-qui-aht, Ahousaht, and Hesquiaht. Coordinated by the Clayoquot Biosphere Trust and facilitated by the [West Coast NEST](#) platform, the project is:

- supporting organizations and businesses to grow and expand their education tourism programs and markets,
- delivering capacity building opportunities for community members, and
- achieving economic development and diversification.

**In August 2019, the CBT requested your support for a Rural Dividend Partnership Grant application. The District provided a strong letter of support and also indicated that Council will consider further supporting this program during the 2020 financial planning process. I am writing to request a \$25,000 contribution for the following two budget years as previously discussed.**

Recent capacity building opportunities included NEST-hosted workshops in grant writing, training for Board members, volunteers, and organizational staff, and career management workshops. Additionally, the NEST has supported the development of Ucluelet Secondary School's new Outdoor Education Semester by completing the 'Adventure Tourism Employer Survey' to determine which skills, training, and certifications should be included in the new program.

The NEST has also supported the development of new education programs in partnership with local education organizations and businesses such as Ucluelet Aquarium, UkeeKnits, and Black Rock Oceanfront Resort, and has connected visiting high school and university groups with a variety of local learning opportunities. These programs are drawing visiting learners to stay in Ucluelet for two to five days during non-peak tourism times. The NEST website, social media platforms, and Google Adwords campaigns are promoting educational programs and attracting new visiting learners. NEST also provides photos and written content that is used by our partner organizations, such as the Wild Pacific Trail Society, in

PO Box 67, 316 Main Street, Tofino BC Canada V0R 2Z0  
T 250.725.2219 F 250.725.2384

[clayoquotbiosphere.org](http://clayoquotbiosphere.org)

their marketing efforts. The NEST has been working in partnership with Tourism Ucluelet and appreciate their in-kind marketing support.

The NEST program is helping Ucluelet achieve economic development and diversification. For example, the 2<sup>nd</sup> annual knitting and weaving retreat held in November 2019 generated more than \$19000 in local economic impact. The unique learning retreat brought 14 learners and two instructors to the region (69% from B.C. and 31% from Washington or Oregon). Three local instructors and one local participant also took part in the event. The local economic benefits include more than \$6,000 in mid-week, off season accommodation revenue for the 15 participants, more than \$1600 wages for local instructors and education organizations, nearly \$8000 in food sales, as well as other revenue including spas, shopping and local experiences. We are keen to double the number of participants this year and expect a comparable increase in economic impact. We're excited to share that we have 28 people on the wait list for 2020!

With your partnership, we will continue to develop the NEST and to build revenue streams through education coordination and registration fees. Your contribution, along with CBT and other local partners, will be leveraged through other funding sources such as the Rural Dividend Fund or Western Diversification grants. Our goal is to continue to grow the regional education tourism economy, through creating local capacity building opportunities and new education programs for visiting learners. Specifically, the NEST will:

- continue to support the development and delivery of the USS outdoor education semester by coordinating a research field trip locally, building connections to local employers, and advising the teacher on potential learning opportunities;
- continue to support the development of new education programs in partnership with local education organizations such as Ucluelet Aquarium (for example Sustainable and Ethical Marine Harvesting course);
- continue to support the development of new capacity building opportunities such as First Nations tourism training program;
- continue to host visiting high school and universities, by providing them with important regional safety information upon arrival (ie. Coast Smart, tsunami preparedness), and coordinating local learning opportunities and connecting them with local knowledge holders and educators.; and
- continue to market Ucluelet's unique learning opportunities and attract new visiting learners through NEST website and social media channels, event-specific marketing efforts, and teacher's conferences and directories.

The NEST program is strongly aligned with the District of Ucluelet's priorities as articulated in the recent strategic plan. NEST values our local quality of life and natural assets, and demonstrates how sustainable development can be aligned with our community's values. The NEST is well positioned to contribute to a culture of education at the new Amphitrite Centre. With the NEST already established as a regional partnership, we may be able to further build on the relationships to support education programming and partnerships on the Amphitrite lands.

The NEST is also well position to help Ucluelet achieve many of the priorities within the Ucluelet Economic Development Strategy Update (2017) including:

Strategy 7. Continue to support new and expanded post-secondary education and/or advanced research institutions.

Strategy 8. Support closer ties between local educational institutions and the business community.

Strategy 19. Support the expansion and diversification of tourism amenities and attractions.

Strategy 21. Explore alternative uses of the Coast Guard lands.

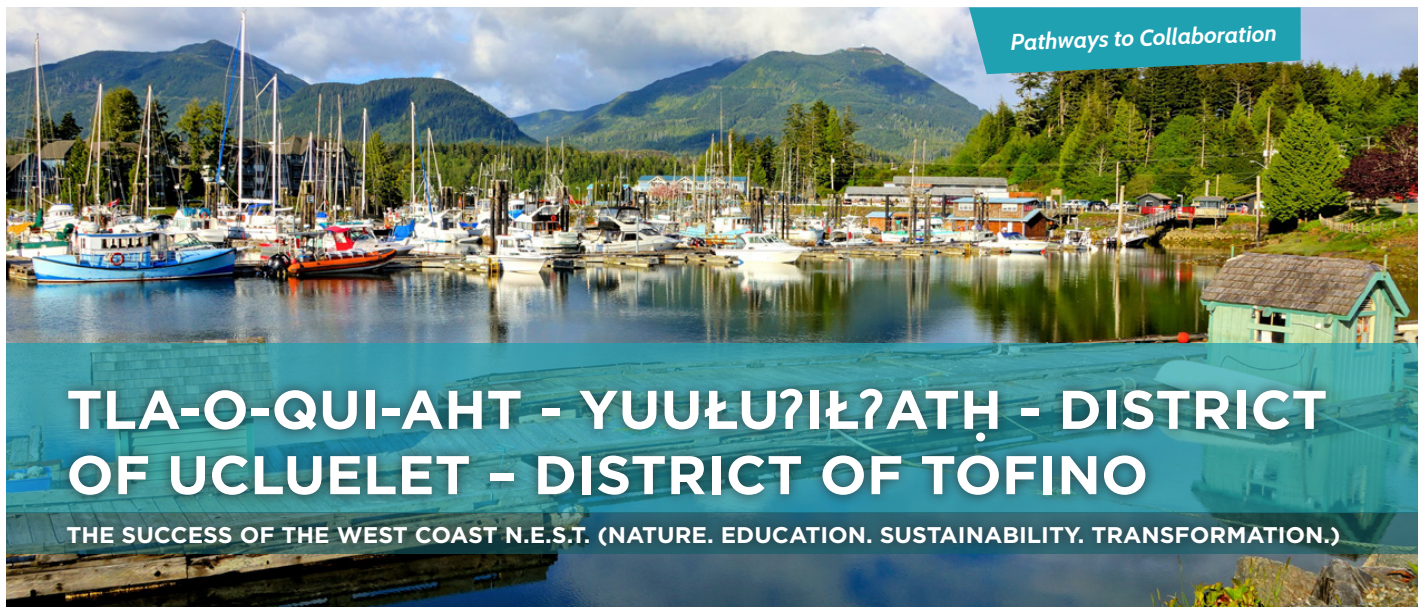
In addition to aligning with these goals and strategies, we would welcome the opportunity to participate in the tourism master planning process which has been proposed by staff.

I have attached the recent Pathways to Collaboration UBCM publication which highlights the District of Ucluelet's role in this economic development initiative. Together we can continue to deliver a program that creates sustainable and diverse growth for the region. Thank you for considering a contribution to this unique regional economic development program.

Sincerely,



Rebecca Hurwitz  
Executive Director



# TLA-O-QUI-AHT - YUULU?IŁ?ATH - DISTRICT OF UCLUELET - DISTRICT OF TOFINO

THE SUCCESS OF THE WEST COAST N.E.S.T. (NATURE. EDUCATION. SUSTAINABILITY. TRANSFORMATION.)



## PATHWAY OVERVIEW

Located on the West Coast of Vancouver Island, the District of Tofino, Tla-o-qui-aht First Nation communities, District of Ucluelet, and Yuulu?ił?ath Government have seen years of conventional tourism, which has exceeded the sustainable capacity of the region. In order to build a new path forward, these four governments have worked on supporting a knowledge-based economy, allowing each community to profile its strengths, education, and skills training in order to provide sustainable and diverse growth for the region alongside attracting tourism-based visitors. Through the development of the West Coast Nature, Education, Sustainability, Transformation (N.E.S.T.) program, these partners, with support from the Clayoquot Biosphere Trust (CBT), have created an incredibly successful collective that provides training and capacity building, culturally grounded education opportunities, and job opportunities for the region.

## PATHWAY ACTIVITIES

The collaborative pathway activities undertaken by the District of Tofino, Tla-o-qui-aht First Nation communities, District of Ucluelet, and Yuulu?ił?ath Government include the following.



**Protocol and Communications Agreements**



**Joint Economic Development Initiatives**



**Shared Tourism Projects**

## PROJECT OVERVIEW

Years of conventional tourism along the West Coast of Vancouver Island has resulted in seasonal employment and lower average incomes, increased housing costs for locals, seasonal demand on emergency services, and a summer water shortage for the region. In all, this has exceeded the sustainable capacity of region.

At a turning point, the District of Tofino, Tla-o-qui-aht First Nation communities, District of Ucluelet, and Yuulu?ił?ath Government set out to seek a new path forward. Seeing an opportunity in attracting a different kind of tourist, the communities worked together on developing the foundation

for a knowledge-based economy. The idea was that each community could promote, profile, and honour unique attributes of each community, support advanced education, and enable increased skills training with more meaningful and stable employment for residents.

In 2011, the District of Tofino, Tla-o-qui-aht First Nations, District of Ucluelet, and Yuulu?ił?ath Government came together as a regional working group to look at how they could diversify and move towards an education-based tourism economy on the West Coast of Vancouver Island. This resulted in the first regional Memorandum of Understanding (MOU)

in 2013 – initially called the *Regional Higher Learning Initiative*, that outlined the partners' interest in shifting from conventional tourism to education tourism, and to put the region on the map as a key education destination.

The MOU was a foundational piece for the working group. It organized the group's working relationship and outlined the principles of how they would operate and how they would communicate with each other. It was developed collaboratively and grounded in mutual respect. During the development, group members agreed they wouldn't have a meeting if someone couldn't make it, unless absentees gave permission to move ahead without them. Meeting locations were also rotated through each of the communities. These simple principles provided the basis that built trust and strong relationships.

The group collaborated with local organizations, educational institutions, and government agencies to identify community education needs and priorities. Through this exploration, additional partnerships were formed throughout the region. Once the concept was well established, funds within the region were leveraged to support three studies in 2014: an education asset inventory, research on the feasibility of education tourism as an approach to build local learning capacity, and a visitor market demand analysis for place-based education. These studies included four researchers from Royal Roads University, who brought their knowledge and expertise to the project.

The outcome of these initial studies resulted in the outline for a new direction which, once completed, allowed the working group to partner with the Westcoast Aquatic Management Association (WAMA) and Clayoquot Biosphere Trust (CBT) to secure additional funding. With this research and support, the West Coast N.E.S.T. was

launched in 2016 as a collective network that represents, provides marketing for, and connects local and visiting people to learning opportunities offered throughout the region.

With 2017 funding from B.C. Rural Dividend Program, Tourism Tofino and Tourism Ucluelet, they've developed a marketing tool and one full time education coordinator. Hiring of an education coordinator has helped to bring in and support additional programming, and with registration fees supporting the programming alongside additional endowment funding, N.E.S.T. is expected to progress positively.

N.E.S.T. is now run by the CBT as an umbrella organization that helps to deliver programming and coordinate with partner organizations and businesses. Although there is still a relationship, Tofino and Ucluelet are no longer formally or directly involved but still continue to invest in and support the program. Additionally, municipalities have now integrated N.E.S.T. into their economic development plans.

## OUTCOMES

Embedded in Nuu-chah-nulth values of lisaak (living respectfully), Qwa'aak qin teechemis (life in the balance) and Hishuk ish ts'awalk (everything is one and interconnected), N.E.S.T. focuses on the following four sectors of educational tourism and life-long learning:

- University field school;
- Professional development courses;
- Adult learning, and;
- Youth learning.

To date, West Coast N.E.S.T. has seen good success and is still growing. While still in its initial operational stages, it is building long-term economic resilience for the region and is improving the lives of local youth, families, and businesses within each community. In 2018, the N.E.S.T. has:

“Be mindful to not invite partners into your process, instead offer an invitation to participate in an initiative or idea, and determine together what the process is going to be.”

*Mayor Josie Osborne, District of Tofino*



- Listed and supported 94 courses and 572 education events
- Hosted four major education tourism programs attended by over 1,000 people
- Provided six capacity-building initiatives for local organizations and businesses
- Supported over 1,300 jobs directly and indirectly
- Created activities and employment during off-season and shoulder seasons
- Created a 52% growth in website traffic
- Graduated over 40 students, from Nuu-chah-nulth and non-Nuu-chah-nulth communities, from the Leadership Vancouver Island Training program
- Helped to establish a high school training program which has created opportunities for indigenous and non-indigenous youth to stay in the region for work and gain skills in the tourism industry as instructors, guides, etc.

N.E.S.T. has provided shared benefits, support, and networking opportunities between communities and local businesses in the region outside of the direct programming offered. Recently the N.E.S.T. knitters retreat program featured workshops with notable local knitters and weavers and also includes events with local organizations, such as Wild Pacific Trail, and group dinners at local restaurants. Additionally, it has begun to influence the approach of Tourism Tofino, which has started to work with N.E.S.T., using their messaging to promote education tourism.

Promoting a culture of learning and collaborative problem solving, N.E.S.T. provides unique learning opportunities for visitors while also offering skill building, educational, and employment opportunities for local residents. In the process, it shifts from conventional consumer tourism to a more respectful, inquisitive and knowledge seeking, tourist who seeks to stay for longer periods of time, learn from local communities, experience local culture and in the long term, contribute to stewardship of an ecologically significant place.

## LESSONS LEARNED AND KEYS TO SUCCESS

A core lesson learned in the process of developing the N.E.S.T. program was that education is intrinsic to the success and development of community building. Through innovation and embracing the collaborative potential behind all of these communities' knowledge-based resources, the N.E.S.T. program continues to thrive. Other lessons and keys to success include:

- ✓ **Find common ground.** Gain an understanding of each community's strengths and challenges in order to determine how to share and build partnership.
- ✓ **Be mindful of protocol.** Ensure that each community understands protocol. Recognize the needs and capacities of participation and work within them to fill in gaps and provide the support where needed.
- ✓ **Be patient and track success.** Record big wins, track numbers, and gain an understanding of how well your program is doing. These things take time and recording wins helps to encourage momentum.
- ✓ **Decentralize meetings.** Rotate meetings within partner communities in order to share the responsibility and burden of travel.
- ✓ **Marketing is challenging.** It's important to be persistent and patient with the success of marketing.
- ✓ **Shared principles.** Establish principles for working together collaboratively in order to consider the differences in styles of communication and problem solving.



**PHOTO:** Students show their cedar weavings from courses offered by Weaver Rose Wilson from Yuulu?i?ath First Nation, programming supported by the N.E.S.T. Photo by West Coast N.E.S.T.

“By developing education and capacity-building programs for local and visiting learners, N.E.S.T. is supporting the Clayoquot Biosphere Trust’s mission to facilitate the exchange of knowledge locally and globally. We’re connecting people across disciplines, cultures and boundaries.”

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



**Photo:** N.E.S.T. worked with Tamagawa University to plan a series of workshops led by local educators and knowledge holders to learn about forests and forest management in the region. Photo by West Coast N.E.S.T.

**PATHWAYS TO COLLABORATION**

Pathways to Collaboration is a joint initiative of the Union of BC Municipalities (UBCM), the Province of British Columbia, and the First Nations Summit with funding from the Indigenous Business & Investment Council (IBIC). The project aims to showcase the growing number of successful economic development collaborations and partnerships between First Nations and local governments, while highlighting lessons learned and key steps to success.

The pathways to collaboration communities take are unique, reflecting the context of the communities involved, and involve different activities. Common pathway activities include protocol and communications agreements; servicing agreements and shared infrastructure projects; collaborative land use planning and development projects; joint economic development initiatives; and shared tourism projects. Like signposts along a pathway, these pathway activities are identified in the case study series.

For more information on the project, please contact the communities profiled, or visit [www.ubcm.ca](http://www.ubcm.ca).









**CONTACT**  
 Email: [chamberoffice@uclueletinfo.com](mailto:chamberoffice@uclueletinfo.com)  
 PO Box 428, Ucluelet BC V0R 3A0  
 Phone: 250-726-4641  
[www.ucluelet.ca](http://www.ucluelet.ca)

February 27, 2020

Dear Mayor and Council,

Further to our application for Economic Development funding and our presentation to council February 25, 2020; as requested by Council, please find attached for your review:

1. An accounting of 2019 District grant spending.
2. A detailed overview of proposed spending for our grant application for 2020 in the amount of \$30,000.

The following information will provide details and answer any questions regarding funding from 2019/2020.

2019 DOU Funding for Economic Development

Programming	\$9500.00	Strategy #2 BRE Support
Employee Attraction	\$3500.00	Strategy #3
Made in Ukee Campaign	\$5000.00	Strategy #2 Goal #4
Business Support	\$5000.00	Strategy #2 BRE Support
Junior Achiever – Youth Program	\$5000.00	Goal #2
Housing-Legal	\$2000.00	

We would like to request your continued support for the next three years in the following items connected to the 2017 Economic Development Strategy.


2020 DOU Funding for Economic Development

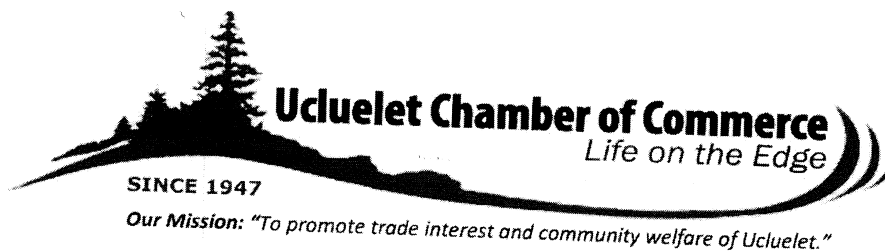
Programming	\$9500.00	Strategy #2 BRE Support
Employee Attraction	\$3500.00	Strategy #3
Made in Ukee Campaign	\$5000.00	Strategy #2 Goal #4
Business Support	\$7000.00	Strategy #2 BRE Support



Junior Achiever – Youth Program	\$5000.00	Goal #2
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Thank you in advance for your continued support. If you have any questions, please don't hesitate to contact me.

Sincerely,  
  
Laurie Gehrkie  
President



**CONTACT**  
 Email: [chamberoffice@uclueletinfo.com](mailto:chamberoffice@uclueletinfo.com)  
 PO Box 428, Ucluelet BC V0R 3A0  
 Phone: 250-726-4641  
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February 25, 2020

**Re: Request for Budget Support for the  
 Ucluelet Chamber of Commerce for Economic Development**

To Mayor Noel and Council,

The Ucluelet Chamber of Commerce Economic Development initiatives are continuing to grow in our Community. Since focusing on our mission, demand within the community of Ucluelet businesses for Chamber programming has increased. The Chamber's role in Economic Development is:

- Focused on keeping local businesses and employment opportunities in good shape, and helping businesses recognize growth opportunities for the future.
- Making employers aware of the many Workforce Assistance Programs.
- Hosting seminars and workshops that combine education, fun, and networking.
- Working with the Youth of our region with the Junior Achiever Business Program
- Networking with our Businesses to grow a camaraderie with each other and the ability to work together as a region.
- Offering Staff Housing for our Businesses
- Offering other Chamber driven business assistance programs.

**The Ucluelet Chamber of Commerce is writing to request a \$35,000 contribution for the following three budget years 2020, 2021, and 2022.**

Recent Chamber hosted Workshops and Seminars included Bookkeeping month, Social Media and SuperHost, and Forklift Training. Year 2 of the UBERE program determined which training should be included moving forward. Funding will be required to aid in the Chamber's growing training program offerings.

In 2020, the Chamber is also excited to offer our own regionally focused Ambassador Program, partnering with the Tofino Chamber of Commerce. This program aims to build a strong and healthy community, encouraging a positive attitude among responsible citizens, improving community relations with visitors, and growing support for the diversity and well-being of area businesses."

Thank you for considering this contribution to the Ucluelet Chamber of Commerce.

Sincerely,

Laurie Gehrkie

Board Vice-President





**DISCUSSION:**

Staff recommend that the Bylaw be amended to incorporate Ministry recommendations and prohibit the provision of polystyrene take-away packaging. The recommended amendments are bolded and underlined in the attached Amended Bylaw (Appendix A).

**Plastic Straws**

The amendments related to plastic straws were recommended by Ministry Staff. They allow for the provision of plastic straws to individuals with diverse abilities / accessibility needs. These amendments do not create a positive obligation for businesses to stock plastic straws and they do not require individuals with diverse abilities / accessibility to provide medical evidence to qualify for the exemption. The amendments related to plastic straws would be effective upon adoption.

**Polystyrene**

The polystyrene related amendments were recommended by the Surfrider during their February 11, 2020 delegation. The proposed amendments apply to take-out containers such as clamshells. These amendments do not apply to hospitals or community care facilities, or to foam trays used for uncooked meat, poultry, seafoods or other food that requires further preparation. The polystyrene related amendments would be effective six months after adoption, unlike the balance of the Bylaw.

Surfrider reports that polystyrene is a serious local and global issue. Polystyrene is not biodegradable, is frequently found during beach cleanups, is difficult to collect and is not eligible for the roadside recycling pickup.

A recent survey conducted by the Chamber of Commerce suggests that there is strong local support for the polystyrene related amendments. The Chamber reports that of 41 local businesses who responded to the survey, 38 respondents support the amendment, three respondents are neutral and none are opposed.

**FINANCIAL IMPACTS:**

There are no additional financial impacts associated with the enactment of Bylaw No. 1266 or the repeal of Bylaw No. 1247.

**OPTIONS REVIEW:**

1. **THAT** third reading of “District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020” be rescinded. **(Recommended)**
2. **THAT** “District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020 be revised to include a prohibition on polystyrene foam containers and an exemption for the provision of plastic drinking straws to persons with diverse abilities, upon request. **(Recommended)**
3. **THAT** “District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020” as amended, be given third reading. **(Recommended)**
4. **THAT** a copy of the amended Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020 be sent to the Minister of Environment and Climate Change Strategy for approval. **(Recommended)**
5. **THAT** an opportunity for representations from the public be provided before adoption. **(Recommended)**
6. **THAT** Council provide alternative direction to staff.

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

## Appendix A

**DISTRICT OF UCLUELET****BYLAW NO. 1266, 2020**

A bylaw to regulate single-use items.

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**WHEREAS** the *Community Charter* authorizes a council to regulate in relation to protection of the natural environment with approval from the minister responsible;

**AND WHEREAS** the Council of the District of Ucluelet wishes to establish a bylaw to reduce the creation of waste from single-use items and the associated municipal costs to better steward municipal property, including sewers, streets, parks, beaches and waterways;

**AND WHEREAS** the Council of the District of Ucluelet wishes to promote responsible and sustainable environmental practices that are consistent with the values of the community;

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

**1. Citation**

This Bylaw may be cited for all purposes as the “District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020.”

**2. Definitions**

In this Bylaw:

“Checkout Bag” means:

- (a) any bag that is intended for the purpose of transporting items received by a customer from a Business;
- (b) and includes Paper Bags, Plastic Bags, or Reusable Bags;

“Business” means any person, organization, or group engaged in a trade, business, profession, occupation, calling, employment or purpose that is regulated under the **Ucluelet Business Regulation and Licensing Bylaw No. 922, 2003, as amended from time to time or any successor legislation to that bylaw** ~~Business Licence Regulation Bylaw~~ and, for the purposes of section 3, includes a person employed by, or operating on behalf of, a Business;

“Drinking Straw” means a tube used to transfer a beverage from a container to the mouth of the individual drinking the beverage by suction;

**“Food Service Ware” means products used for serving or transporting prepared food or beverages including, but not limited to, plates, cups, bowls, trays, and hinged or lidded containers.**

“Paper Bag” means a bag made out of paper, but does not include a Small Paper Bag;

“Plastic Bag” means any bag made with plastic, including biodegradable plastic or compostable plastic, but does not include a Reusable Bag or a Small Plastic Bag;

“Plastic Drinking Straw” means a straw made primarily of plastic, including biodegradable or compostable plastic;

**“Polystyrene Foam” means blown polystyrene and expanded and extruded foams composed of thermoplastic petrochemical materials containing a styrene monomer and processed by any technique including, but not limited to, fusion of polymer spheres (expandable bead form), injection molding, foam molding, and extrusion-blown molding (extruded foam polystyrene);**

**“Prepared Food” means any food or beverage prepared for consumption by a Business at a licenced premises or location, using any cooking or preparation technique. Prepared Food does not include any raw or uncooked food, including meat, poultry, fish, seafood, or vegetables, unless provided for consumption without further preparation;**

“Reusable Bag” means a bag with handles that is for the purpose of transporting items purchased by the customer from a Business and is designed and manufactured to be capable of at least 100 uses;

“Small Paper Bag” means any bag made out of paper that is less than 15 centimetres by 30 centimetres when flat;

**“Small Plastic Bag” means any bag made out of plastic that is less than 15 centimetres by 30 centimetres when flat;**

### 3. Regulation

- (1) Except as provided in this Bylaw, no Business may provide a customer with any of the following items:
  - (a) Checkout Bag
  - (b) Plastic Drinking Straw
  - (c) **Polystyrene Foam Food Service Ware for Prepared Foods**
- (2) A Business may provide a Checkout Bag to a customer only if:
  - (a) the customer is first asked whether they need a bag;
  - (b) the bag provided is a Paper Bag or a Reusable Bag; and
  - (c) the customer is charged a fee not less than:
    - i. \$0.25 per Paper Bag; and
    - ii. \$2.00 per Reusable Bag.
- (3) For certainty, no Business may:
  - (a) sell or provide to a customer any of the items listed in section (1) except as provided by this Bylaw; or
  - (b) provide a Checkout Bag to a customer free of charge.



- (4) No Business shall deny or discourage a customer from using their own Checkout Bag or drinking straw.

#### 4. Exemptions

- (1) Section 3 does not apply to Small Paper Bags or Small Plastic Bags used to:
- (a) package loose bulk items such as fruit, vegetables, nuts, grains, and candy;
  - (b) package loose small hardware items such as nails and bolts;
  - (c) contain or wrap frozen foods, meat, poultry, or fish, whether pre-packaged or not;
  - (d) wrap flowers or potted plants;
  - (e) protect prepared foods or bakery goods that are not pre-packaged; or
  - (f) contain prescription drugs received from a pharmacy;
- (2) Section 3 does not apply to Plastic Bags used to protect linens, bedding, construction materials or other similarly large items that cannot easily fit in a Reusable Bag.
- (3) **Section 3 does not apply to Plastic Drinking Straws provided by request to customers with an accessibility need, and customers shall not be required to provide any medical information to prove their need.**
- (4) This Bylaw does not apply to the sale of Plastic Bags intended for use at the customer's home or business, provided they are prepackaged and sold in packages of multiple bags.
- (5) This Bylaw does not apply to the sale of Plastic Drinking Straws intended for use in the customer's home, provided they are sold in packages of multiple straws.
- (6) Notwithstanding section 3(2) and 3(3), a Business may provide a Checkout Bag without asking and free of charge if the bag has been donated to the Business for the purpose of being reused by other customers, and:
- (a) the bag has already been used by a customer; or
  - (b) in the case of a Reusable Bag, the bag is made from 100% recycled materials.

#### 5. Offence

- (1) A person commits an offence and is subject to the penalties imposed by this Bylaw, and the Offence Act if that person:
- (a) contravenes a provision of this Bylaw;
  - (b) consents to, allows, or permits an act or thing to be done contrary to this Bylaw; or
  - (c) neglects or refrains from doing anything required by a provision of this Bylaw.
- (2) Each day that a contravention of a provision of this Bylaw occurs or continues

shall constitute a separate offence.

## 6. Enforcement

- (1) Bylaw Enforcement Officers of the District of Ucluelet are responsible for the enforcement and administration of this Bylaw.
- (2) For the purposes of this Bylaw, the designated Bylaw Enforcement Officer means any of the following:
  - (a) Chief Administrative Officer or his designate;
  - (b) Bylaw Enforcement Officer or his designate; or
  - (c) Manager of Community Planning or his designate.
- (3) No person shall unreasonably obstruct or prevent a Bylaw Enforcement Officer from carrying out his or her duties as prescribed in this Bylaw. The Bylaw Enforcement Officer is authorized and empowered to inspect, compel and require that all the regulations and provisions in this Bylaw are carried out.
- (4) Every person who contravenes any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention of this Bylaw, or who refuses, omits, or neglects to fulfil, observe, carry out, or perform a duty or obligation imposed by this Bylaw, shall be deemed to have committed an offence against this Bylaw and:
  - (a) shall be liable to a fine set out in "Schedule A" attached hereto and forming part of this Bylaw, as amended from time to time;
  - (b) shall be liable to a penalty set out in the "Municipal Ticket Information System Bylaw No. 949, 2004" as amended from time to time;
  - (c) shall be liable, upon summary conviction, to the penalties provided under the "Offence Act" and amendments thereto; or
  - (d) any combination of 6(4) (a), (b), and (c).
- (5) The intent of this Bylaw is to set standards of general public interest, and not to impose a duty on the District of Ucluelet or its employees to enforce its provisions and:
  - (a) a failure to administer or enforce its provisions or the incomplete or inadequate administration or enforcement of its provisions is not to give rise to a cause of action in favour of any person; and
  - (b) the grant of any approval or permission or issuance of any permit is not a representation, warranty or statement of compliance with the Bylaw and the issuance thereof in error is not to give rise to a cause of action.

## 7. Severability

If any provision of this Bylaw is held to be invalid by any court of competent jurisdiction, that provision shall be severed and its severance shall not affect the validity of the remainder of the Bylaw.

**8. Effective Date**

~~This Bylaw shall come into force and effect on [Month, Day, Year of Adoption].~~

**This Bylaw comes into force upon adoption, except section 3(1)(c) which comes into force six months thereafter.**

**9. Repeal**

“District of Ucluelet Single-Use Plastic Regulation Bylaw No. 1247, 2019” is hereby repealed.

**READ A FIRST TIME** this 11<sup>th</sup> day of February, 2020.

**READ A SECOND TIME** this 11<sup>th</sup> day of February, 2020.

**READ A THIRD TIME** this 11<sup>th</sup> day of February, 2020.

**THIRD READING RESCINDED this     day of             , 2020.**

**THE AMENDED BYLAW WAS READ A THIRD TIME this     day of             , 2020.**

**APPROVED BY THE MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY** this [ ] day of [ ], 2020.

**NOTICE GIVEN UNDERS SECTION 59(2)(A) AND (3) OF THE COMMUNITY CHARTER** on this 7<sup>th</sup> day of February, 2020 **and this [ ] day of [ ], 2020.**

**OPPORTUNITY TO MAKE REPRESENTATIONS TO COUNCIL UNDER SECTION 59(2)(B) PROVIDED** this 11<sup>th</sup> day of February, 2020 and **this [ ] day of [ ], 2020.**

**ADOPTED** this this [ ] day of [ ], 2020.

**CERTIFIED A TRUE AND CORRECT COPY** of the “District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020.”

\_\_\_\_\_  
Mayco Noël  
Mayor

\_\_\_\_\_  
Mark Boysen  
Corporate Officer

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

\_\_\_\_\_  
Mark Boysen  
Corporate Officer

**SCHEDULE "A"**  
**Fines and Penalties**

Fines for tickets issued pursuant to this Bylaw shall be as follows:

<b>Description of Offence</b>	<b>Section #</b>	<b>Fine – 1<sup>st</sup> Offence</b>	<b>Fine – if paid within 7 days</b>	<b>Fine – 2<sup>nd</sup> and Each Subsequent Offence</b>
Providing a Checkout Bag to a customer except as provided in the bylaw	3(1)(a)	\$100	\$75	\$200
Providing a Plastic Drinking Straw to a customer except as provided in the bylaw	3(1)(b)	\$100	\$75	\$200
<b><u>Providing a Polystyrene Foam Food Service Ware for Prepared Foods to a customer</u></b>	<b><u>3(1)(c)</u></b>	<b><u>\$100</u></b>	<b><u>\$75</u></b>	<b><u>\$200</u></b>
Denying or discouraging customer's own Checkout Bag or Drinking Straw	3(4)	\$100	\$75	\$200

## Appendix B

**STAFF REPORT TO COUNCIL**

Council Meeting: FEBRUARY 11, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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**FILE NO:** 3900-25

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

**REPORT NO:** 20-12

**SUBJECT:** SINGLE-USE ITEM REGULATION BYLAW NO. 1266, 2020

**ATTACHMENT(S):** APPENDIX A – BYLAW NO. 1266, 2020

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**RECOMMENDATION(S):**

1. **THAT** “District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020” be introduced and given first, second and third reading.
2. **THAT** a copy of the Bylaw be sent to the Minister of Environment and Climate Change Strategy for approval.
3. **THAT** an opportunity for representations from the public be provided before adoption.

**PURPOSE:**

The purpose of this report is to introduce a revised single-use item bylaw for Council’s consideration.

**BACKGROUND:**

In May of 2019, Council adopted “District of Ucluelet Single-Use Plastic Regulation Bylaw No. 1247, 2019” (the “2019 District Bylaw”). The 2019 District Bylaw was enacted pursuant to the municipal authority to regulate business under section 8 (6) of the *Community Charter* in order to regulate the distribution of paper and plastic bags by businesses in Ucluelet. District of Ucluelet and District of Tofino adopted essentially the same regulations in order to ensure a cohesive regulatory scheme across the West Coast, and modelled the regulations on a similar bylaw passed by the City of Victoria (the “City”) in 2018 (the “Victoria Bylaw”).

In 2018, a challenge to the validity of the Victoria Bylaw was dismissed by BC Supreme Court and the Victoria Bylaw came into effect on July 1, 2018. In July 2019, the BC Court of Appeal overturned the Supreme Court decision and declared the Victoria Bylaw invalid on the grounds that it was an environmental measure rather than a business regulation. As such, the Court of Appeal ruled that it should have been enacted under the municipal power to pass bylaws for the protection of the natural environment, which required approval from the (then) Minister of Environment prior to adoption.

On January 23, 2020, the Supreme Court of Canada declined to hear the City's appeal and the Court of Appeal's decision is final.

Even after the Court of Appeal ruling setting aside the Victoria Bylaw, the 2019 District Bylaw remains unchallenged and in force, and the majority of local customers and businesses in Ucluelet and Tofino continue to adopt reusable bag alternatives.

**DISCUSSION:**

The implementation of the 2019 District Bylaw, and similar District of Tofino bylaw, has been considered highly successful due to the rapid adoption and compliance by local businesses, and the enthusiastic community response. Following the guidance from the BC Court of Appeal, staff is recommending that Council give consideration to the enactment of Bylaw No. 1266 which would:

1. Repeal the 2019 District Bylaw; and
2. Enact a single use item regulation under the concurrent sphere of authority to protect the natural environment found in section 8(3)(j) of the *Community Charter*.

Section 9 of the *Community Charter* requires that before a bylaw is adopted under the concurrent authority to protect the natural environment, approval from the Province must be sought. One of the ways listed in section 9(3) is through approval of the minister responsible. Therefore, before Council adopts Bylaw No. 1266, approval from the Minister of Environment and Climate Change Strategy is required.

The proposed new Bylaw No. 1266 has similar provisions to the 2019 District Bylaw with the following changes:

1. The preamble has been amended to expressly identify that the bylaw is being adopted for the protection of the natural environment;
2. Section 4 of the bylaw, which lists the exemptions to allow for single use bags in certain cases, has been amended to expressly exempt small paper and plastic bags only (under 15cm x 30cm) to avoid any uncertainty as to the scope of the exemption; and
3. Transition provisions contained in the original bylaw have been removed as there is no need for gradual introduction of the new bylaw.

**POLICY OR LEGISLATIVE IMPACTS:**

Council's power to amend or repeal a bylaw is subject to the same requirements as the power to adopt a new bylaw under that authority (S. 137 of the *Community Charter*). As "District of Ucluelet Single-Use Plastic Regulation Bylaw No. 1247, 2019" was adopted under section 8 (6) [business regulation] of the *Community Charter*, its repeal is subject to the same notification and public comment provisions as its adoption.

Before repealing Bylaw No. 1247, Council must:

- give notice of its intention in the form and manner, at the times and as often as the council considers reasonable, and
- provide an opportunity for persons who consider they are affected by the bylaw to make representations to Council.

Staff recommends that notice be given through the agenda publishing process (email subscription, social media, website) and that an opportunity for public representations be provided before adoption, after ministerial approval.

**Timeline:**

The timeline for adoption and enforcement of Bylaw No. 1266 is as follows:

- February 2020: Bylaw receives first, second and third reading and is forwarded to Minister of Environment and Climate Change Strategy for approval.
- Spring 2020: Opportunity is provided for public representations to Council.
- Spring/Summer 2020: Bylaw No. 1266, 2020 is adopted and Bylaw No. 1247, 2019 is repealed.
- Spring/Summer 2020: Bylaw No. 1266, 2020 comes into force.

**FINANCIAL IMPACTS:**

There are no additional financial impacts associated with the enactment of Bylaw No. 1266 or the repeal of Bylaw No. 1247.

**OPTIONS REVIEW:**

1. **THAT** Council give first, second, and third reading to the “District of Ucluelet Single-use Item Regulation Bylaw No. 1266, 2020”. **(Recommended)**
2. **THAT** Council make amendments to Bylaw No. 1266 and give first, second and third reading to the “District of Ucluelet Single-use Item Regulation Bylaw No. 1266, 2020” as amended.
3. **THAT** Council provide alternative direction to staff.

**Respectfully submitted:** Nicole Morin, Corporate / Planning Clerk  
Mark Boysen, Chief Administrative Officer





## STAFF REPORT TO COUNCIL

Council Meeting: March 12, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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**FROM:** RICK GEDDES, FIRE CHIEF **FILE NO:** 1855-03 UBCM  
**SUBJECT:** COMMUNITY EMERGENCY PREPAREDNESS FUND – EOC PROGRAM GRANT **REPORT NO:** 20-18  
**ATTACHMENT(S):** APPENDIX A – COMMUNITY EMERGENCY PREPAREDNESS FUND (CEPF) EMERGENCY OPERATIONS CENTRE GRANT APPLICATION AND BUDGET

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

1. **THAT** Council supports the activities outlined in the District of Ucluelet's UBCM Emergency Operations Centres & Training Grant Application.
2. **THAT** Council provides overall grant management if the District of Ucluelet is awarded the UBCM Emergency Operations Centres & Training 2020 Grant.

### **PURPOSE/DESIRED OUTCOME:**

The purpose of this report is to establish Council's support for the activities outlined in the Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund Grant (CEPF) Application (**Appendix A**) and their willingness to provide overall grant management.

### **BACKGROUND:**

The CEPF is a suite of funding programs intended to enhance the resiliency of local governments, First Nations, and communities in responding to emergencies. Funding is provided by the Province of B.C. and is administered by the UBCM. The Emergency Support Services (ESS) funding stream can contribute up to 100% of the cost of eligible activities to a maximum of \$25,000.00.

This proposal includes a grant application for funds to purchase two Emergency Operations Centre (EOC) Command Staff Kits. Currently, all three EOC Command Staff positions share one kit. Recent training activities have proven that our Liaison Officer, Information Officer and Risk Management Officer each need their own kit. Each kit consists of laptop computer with a position-specific email address and access to an EOC specific printer. Other kit contents include a position vest, stationery kit, position card, headlamp, spare batteries, file folders, position log, USB thumb drive and waterproof storage case.

The District of Ucluelet's EOC Amateur Radio equipment is out of date and no longer considered reliable and adequate. This funding would allow the purchase of new radio equipment, including a new computer, that would be required to operate an EOC when other means of communications were not functioning during a disaster.

The last part of this project includes training. This grant would provide the Ucluelet EOC Staff and volunteers with two full days of onsite training including classroom time and hands-on scenario based exercises. This training will be consistent with the EOC training that has taken place within the District of Ucluelet since 2018.

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

This grant application has been completed and will be submitted to UBCM prior to the due date of March 13, 2020. The application is only awaiting this resolution of support and oversight.

**FINANCIAL IMPACTS:**

Financial impacts of the grant application are minimal. Operational time was required to prepare the grant application. Operational time would also be required to coordinate and participate in the proposed training.

Refreshments and lunch for participating staff will be paid for through the 2020 Emergency Management Program operating budget.

**POLICY OR LEGISLATIVE IMPACTS:**

There are no policy or legislative impacts associated with this proposal.

**OPTIONS REVIEW:**

1. **THAT** Council supports the activities outlined in the District of Ucluelet's UBCM Emergency Operations Centres & Training Grant Application. **(Recommended)**
2. **THAT** Council provides overall grant management if the District of Ucluelet is awarded the UBCM Emergency Operations Centres & Training 2020 Grant. **(Recommended)**
3. **THAT** Council provides alternative direction to staff.

**Respectfully submitted:**      RICK GEDDES, FIRE CHIEF

**Community Emergency Preparedness Fund**  
**Emergency Operations Centres & Training**  
**2020 Application Form**

Please complete and return the application form by March 13, 2020. All questions are required to be answered by typing directly in this form. If you have any questions, contact [cepf@ubcm.ca](mailto:cepf@ubcm.ca) or (250) 387-4470.

<b>SECTION 1: Applicant Information</b>	<b>AP</b> <i>(for administrative use only)</i>
Name of Local Government or First Nation: District of Ucluelet	Date of Application: 2020-02-21
Contact Person*: Rick Geddes	Position: Fire Chief / EPC
Phone: 250-266-2254	E-mail: rgeddes@ucluelet.ca

\* Contact person must be an authorized representative of the applicant.

<b>SECTION 2: For <u>Regional Projects Only</u></b>
<p><b>1. Identification of Partnering Applicants.</b> For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 2 in the Program &amp; Application Guide for eligibility.</p> <p>N/A</p>
<p><b>2. Rationale for Regional Projects.</b> Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.</p> <p>N/A</p>

<b>SECTION 3: Project Summary</b>
<p><b>3. Name of the Project:</b></p> <p>Ucluelet Emergency Operations Centre (EOC) Development Project</p>
<p><b>4. Project Cost &amp; Grant Request:</b></p> <p>Total Project Cost: \$24,530.42      Total Grant Request: \$24,530.42</p> <p>Have you applied for, or received funding for, this project from other sources?</p>

No

**5. Project Summary.** Provide a summary of your project in 150 words or less.

Holistic Emergency Preparedness & Response (HEPR) will create and facilitate two custom EOC Refresher / Tabletop Exercise Training Days to take place at the Ucluelet EOC;

HEPR will supply EOC equipment upgrades to support EOC Information Officer and EOC Liaison Officer and adapt the current EOC Management kit to become the specific Risk Management kit. Each kit will consist of a position vest, stationery kit, position cards, headlamp, spare batteries, file folders, position log, position handbook, laptop computer, mouse, thumb drive, and storage case.

These activities will be spread over three visits to ensure staff work balance and manageable time allocations.

The District of Ucluelet will upgrade its EOC communications capabilities by purchasing the necessary Amateur Radio and supporting computer equipment to do so.

**6. Emergency Plan.** Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan.

Ucluelet's Emergency Plan was first developed in 2009 with an effective strategy to address many possible types of emergencies and disasters that may affect the area. With a living draft emergency plan now in place, Ucluelet's Emergency Network is constantly exercising and improving the plan, as well as working on the development of a recovery plan. These additional EOC kits will support the testing and training outlined in the emergency plan, as well as support response to emergencies and recovery efforts. The kits will also support the EOC kits that we had previously purchased through successful CEPF EOC Grant funds. The previously purchased kits have allowed us to become significantly more prepared for disasters that we had been in the past.

The purchase of these two additional kits will complete our ability to provide an EOC that can easily set up in our established EOC or move to an alternate site if required. The proposed radio equipment will provide communication continuity during an event when normal means of communications have been disabled (ie: internet, cell service)

The training provided through this grant will satisfy the plan's requirement to be exercised.

**SECTION 4: Detailed Project Information**

**7. Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Refer to Section 4 of the Program & Application Guide for eligibility.

Visit 1

#### Day 1 - Morning Training

##### Review of Staff Positions in an Emergency Operations Centre

Summary of duties and responsibilities of the positions required in an Emergency Operations Centre (EOC).

Topics include: A review of the roles and responsibilities of each of the EOC staff positions including completion of the forms and reports that are required of each position.

#### Day 1 - Afternoon EOC Table-top Exercise

##### Lesson Plan - Objectives and Principals

At the end of this session the student will be able to:

- 1) Complete the following forms in black ink with all appropriate information
  - a. Position Log -15min to explain
  - b. Status Report -All 30 min, 14 min for feedback
  - c. Contact Directory -1 entry completed
  - d. Action Plan -Planning to explain in their own words
  - e. EOC Daily Expenditure Form
  - f. Situation Report these forms 30 minutes
- 2) TABLE TOP
  - i. Ensure everyone in the EOC is signed in and accounted for, using the EOC Sign-In sheet
  - ii. Create an Event Status Board to track individual incidents with the event – (with coaching)
  - iii. Obtain and outline specific areas on a map (provided) that are impacted by the Event (Alert Area)
  - iv. Establish Priorities
  - v. Complete an Action Planning Session
  - vi. Communicate Alert and Order information to PREOC and Partner Shareholders
  - vii. Complete an operational EOC Management Team Briefing
  - viii. Prepare and determine how an Alert message will be communicated to community and stakeholders

#### Visit 2

#### Day 1 - Morning Training

##### Review of Staff Positions in an Emergency Operations Centre

Summary of duties and responsibilities of the positions required in an Emergency Operations Centre (EOC).

Topics include: A review of the roles and responsibilities of each of the EOC staff positions including completion of the forms and reports that are required of each position.

Day 1 - Afternoon EOC Table-top Exercise

Lesson Plan - Objectives and Principals

At the end of this session the student will be able to:

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  - iii. Obtain and outline specific areas on a map (provided) that are impacted by the Event (Alert Area)
  - iv. Establish Priorities
  - v. Complete an Action Planning Session
  - vi. Communicate Alert and Order information to PREOC and Partner Shareholders
  - vii. Complete an operational EOC Management Team Briefing
  - viii. Prepare and determine how an Alert message will be communicated to community and stakeholders

Visit 3

Day 1 - Delivery and orientation to new acquired EOC equipment

HEPR will deliver equipment for EOC Information Officer, EOC Risk Management and EOC Liaison Officer.

District of Ucluelet–EOC Support Supplies

In the changing climate and environment, it is important that the community's emergency program and team stay up to date and in a state of readiness. The district has shown that emergency planning is important and should be considered in all operations from new ventures to restoration or maintenance of other programs.

HEPR will support Ucluelet with the development of these EOC support supplies

**8. Capacity Building.** Describe how the proposed project will increase emergency response capacity (i.e. having the physical resources and the skills to respond to emergencies) in your community.

Being able to maintain mental muscle memory to respond to an EOC activation at a high level is a challenge. By receiving this funding, we will be able to better navigate the EOC to make it more supportive of our community's needs.

The EOC Kit Orientation, and classroom review and tabletop exercises will assist us in building our regional capacity in that the more we are able to use this valuable equipment in training, the better prepared we will be during an actual event.

The Ucluelet Emergency Network consists of a multi-jurisdictional committee made up of members representing the Ucluelet First Nation, Toquaht Nation, Pacific Rim National Park, and Tla-O-Qui-aht Nation, among others. Having this training and equipment would provide us the means to assist our neighbours who are committee members as well as call on assistance from them when needed. The kits will support our goal of efficient and effective EOC operations.

**9. Emergency Support Services.** Describe the extent to which the proposed project will consider large scale emergency support services scenarios.

The proposed project will consider large scale ESS scenarios in that our ESS team is always involved in our EOC training. This project would be no different. Our ESS team is very active and this training will support them in continuing to advance their skills and experience.

**10. Transferability.** Describe the extent to which the proposed project may offer transferable resources and supplies to other local governments and/or First Nations (i.e. trained staff and/or equipment that will be made available to other communities, training resources and exercise plans other communities will be invited to utilize, etc.).

The Ucluelet Emergency Network has identified that supportive services in our EOC will best come from within our community and adjoining communities. We all agree as to the value for each community to train according to the BCEMS goals and standardized training. By training as such our communities can transfer both skills and equipment amongst ourselves which greatly improves our ability to cope with small and large incidents without the need to rely on external resources.

**11. Partnerships.** In addition to Question 1, if applicable, identify any partners you will collaborate with on the proposed project and specifically outline how you intend to work together.

The Ucluelet Emergency Network (UEN) is comprised of members from numerous neighbouring jurisdictions (ie: First Nations, Pacific Rim National Park). All members of the UEN are always invited to attend regular meetings and training sessions.

**12. Evaluation.** How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes (i.e. tracking number of training events and exercises, external evaluators, etc.)?

The EOC kits will be used during training, drills, and actual response. Documentation and recordkeeping are required for EOC activities. It is important to practice preparing

and submitting EOC forms. The assessment and evaluation of the computer hardware and software will take place during training exercises and drills to ensure that the equipment is utilized appropriately, as well as confirm adequate documentation is conducted.

Staff from HEPR will evaluate Ucluel's EOC team during the EOC tabletop exercises, and provide feedback.

**13. Progress to Date.** If you received funding under the 2018 or 2019 Emergency Operations Centres & Training funding stream, please describe the progress you have made in increasing EOC capacity.

We received funding in 2018 and 2019. 2018 provided the first round of EOC kits and training. Having our new portable EOC kits now allowed us flexibility as to where our EOC could be established. The grant also provided initial training on effective use of the kits and EOC operations in general.

2019 grant funding allowed the opportunity to build on these basic kits by further providing a Planning Section File storage kit, and additional EOC printer, an EOC solar power supply kit, as well as several on-site training sessions, with the culmination being an 8 hour long joint exercise involving the community of Tofion's emergency management team.

**14. Additional Information.** Please share any other information you think may help support your submission.


Ucluelet is a small, isolated community with very limited outside support and limited financial resources that limit our ability to offer equipment and training opportunities such as this funding stream would allow. It is imperative that Ucluelet is self-sustaining during disasters and times of need. This funding would increase our capacity to do so, as well as it would increase our ability to support our neighbouring communities during their times of need.

#### **SECTION 5: Required Application Materials**

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:

- Local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- For regional projects only: local government Council or Board resolution, Band Council resolution or Treaty First Nation resolution from each partnering applicant that clearly states their approval for the primary applicant to apply for, receive and manage the grant funding on their behalf.



<b>SECTION 6: Signature</b>	
I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our local authority's jurisdiction (or appropriate approvals are in place).	
Name: Rick Geddes	Title: Fire Chief / EPC
Signature:  <i>An electronic or original signature is required.</i>	Date: 2020-02-21

Submit applications to Local Government Program Services, Union of BC Municipalities

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8



## DISTRICT OF UCLUELET EOC DEVELOPMENT PROJECT 2020 BUDGET

### EXPENSES

• HP EliteOne Desktop Computer for EOC Amateur Radio	\$1489.99
• EOC Liaison Officer Kit	\$1785.12
• EOC Information Officer Kit	\$1785.12
• EOC Amateur Radio Equipment including:	
○ Codan Envoy High Frequency Transceiver	\$3664.13
○ Envoy Handset	\$409.50
○ Envoy Handset Cradle	\$13.13
○ Envoy Handset Control Cable	\$113.75
○ Coaxial Cable 6 m.	\$98.88
○ External Speaker With 4 m Lead	\$27.13
○ Unit Cradle & Fuse Holder	\$182.00
○ Fan	\$230.63
○ DR 7800 Pactor Modem	\$2205.25
○ HF Automatic Tuner	\$341.25
○ Buddipole™ Antenna System	\$1499.00
• Facilitator Preparation	\$1095.00
• EOC Refresher Exercise	\$1320.12
• Consultant Expenses (travel, meals, accommodations)	<u>\$6332.60</u>
<b>Subtotal</b>	<b>\$22 592.60</b>
GST	\$994.24
PST	<u>\$943.58</u>
<b>Project Total</b>	<b>\$24 530.42</b>

Consultant expense includes three round trips from Courtenay BC to Ucluelet. Two trips are for training and one is for equipment delivery and orientation.

Each Command Staff Position Kit will consist of a position vest, stationery kit ( including pens, notepads, staplers, holepunch), position cards, headlamp, spare batteries, file folders, position log, position handbook, laptop computer, mouse, thumb drive, and storage case.



## STAFF REPORT TO COUNCIL

Council Meeting: March 12, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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**FROM:** JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES      **FILE NO:** 1760-15 SHORT TERM  
**SUBJECT:** SHORT TERM LOAN AUTHORIZATION FOR VEHICLE PURCHASES      **REPORT NO:** 20-20  
**ATTACHMENT(S):** APPENDIX A – FLEET VEHICLE REVIEW SLIDE

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

1. **THAT** the Council of the District of Ucluelet authorizes up to \$200,000 be borrowed, under Section 175 of the *Community Charter*, from the Municipal Finance Authority, for the purpose of obtaining an equipment financing loan to purchase fleet vehicles; and
2. **THAT** the loan be repaid within 5 years, with no rights to renew.

### **PURPOSE/DESIRED OUTCOME:**

The purpose of this report is to obtain Council authorization to borrow \$200,000 from the Municipal Finance Authority to purchase two pickup trucks, a bucket truck and a dump truck for the District of Ucluelet's (the "District") vehicle fleet.

### **BACKGROUND:**

At the February 20, 2020 Special Budget Meeting Donna Monteith, Chief Financial Officer, reviewed a slide titled "Fleet Vehicle Review" (Appendix A). That slide introduced a draft replacement schedule for District vehicles. Ms. Monteith noted that in 2020 staff plan to replace two pickup trucks, a 1 tonne dump truck and purchase a new bucket truck. She further noted that a \$200,000 equipment financing loan, with a five year term, from the Municipal Finance Authority could be used to finance this purchase. The benefits of an equipment financing loan is a fixed low interest rate, no other fees, and a fixed monthly payment schedule.

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

If Council approves the equipment financing loan authorization, a small amount of staff time will be required to obtain the loan and order the vehicles.

### **FINANCIAL IMPACTS:**

A 5 year loan of \$200,000 will require the annual debt payment of approximately \$42,000 to be incorporated into the 5 year financial plan, as well as the new operational costs for these vehicles if the old ones are not immediately pulled out of service.

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

Section 175 of the *Community Charter* permits a Council to incur a liability under an agreement without the approval of the electorate provided the term of the loan is five years or less.

**OPTIONS REVIEW:**

1. **THAT** the Council of the District of Ucluelet authorizes up to \$200,000 be borrowed, under Section 175 of the *Community Charter*, from the Municipal Finance Authority, for the purpose of obtaining an equipment financing loan to purchase fleet vehicles; and **(Recommended)**
2. **THAT** the loan be repaid within 5 years, with no rights to renew. **(Recommended)**
3. **THAT** Council provides alternative direction to staff.

**Respectfully submitted:**      JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES  
DONNA MONTEITH, CHIEF FINANCIAL OFFICER

## Fleet Vehicle Review

Vehicle Make and Year	Replacement Year	Replacement	Replacement Cost (new)	2019 Purchase	2020 Purchase
2002 Chevy PU	2020	Ford F-150			\$ 40,000
1995 GMC Cube Van	2019	Ford F-550		\$99,750	
2001 Ford Dump 1 Ton	2020	Ford Dump 1 Ton			\$ 54,000
n/a new purchase	2035	Bucket Truck			\$ 60,000
2012 Ford F150 PU	2030		\$50,000		
2008 Canyon PU	2025		\$50,000		
1991 International Dump 4Ton	2022		\$150,000		
2008 Ford Ranger PU	2025	Ford Ranger	\$50,000		
1986 GMC Minipump	n/a		n/a		
2008 GMC Sierra PU	2025		\$46,000		
1998 Chevrolet 3/4 Ton PU – Parks	2020	Ford Ranger			\$ 46,000
2011 Electric – Parks	2022		\$35,000		
2011 Electric – Parks	2023		\$35,000		
2019 Chevy Colorado - Parks	2034			\$44,560	
2008 Ford Ranger – Bylaw	2025		\$40,000		
2017 Freightliner - Engine 1	2035		\$650,000		
2001 Volvo - Engine 2	2025		\$650,000		
2007 Freightliner - Rescue 1	2035		\$500,000		
2014 UVFD Command Truck - Dodge	2034		\$50,000	\$35,310	

2019 Purchases - \$179,620

2020 Purchase request – \$200,000 (5 year loan – annual payment budgeted)

Vehicle equipment storage will be considered in future facility planning.

